

AGENDA
OLIVIA CITY COUNCIL MEETING
CITY HALL COUNCIL CHAMBERS
MONDAY, MAY 20 at 5:30 PM



PLEDGE OF ALLEGIANCE

1) CALL TO ORDER AND DETERMINATION OF A QUORUM

Councilors: ___Baumgartner ___Ebbers ___Ferguson ___Mayor Hawkinson ___Padrnos

2) SWEARING IN MARCUS JAKES

3) PUBLIC FORUM

- A) When addressing the Council, please provide your name for the meeting record
- B) Speaking times will be limited to 3-minutes

4) AGENDA APPROVAL

5) CONSENT AGENDA

- A) Regular Meeting Minutes of May 6, 2024
- B) Resolution 2024-53 Authorization of Employment for Kari Hadler and Rebecca Wilbur as OLS P.T. Clerk
- C) Resolution 2024-54 Promotion of Dustin Stahnke to Public Works Assistant Superintendent
- D) Setting the date of the Public Hearing on vacating north portion of alley east of City Hall to June 3, 2024

6) DISCUSSION / BUSINESS ITEMS

- A) County Update
- B) BOLD Baseball Association – Willow Ave Shed
- C) Refuse Services RFP
- D) Phase 3 SRTS/Active Living Trail
- E) Dowling Square

7) REPORTS

- A) Reports of Council / Staff

8) NOTICES AND COMMUNICATIONS

9) ADJORNMENT

REGULAR MEETING MINUTES

Monday, May 6, 2024

CALL TO ORDER AND DETERMINATION OF A QUORUM

The Regular Meeting of the City Council of the City of Olivia, Minnesota, was called to order by Mayor Hawkinson at 5:30 P.M.

Council Members Present: Matt Baumgartner, Blanca Ferguson, Mayor Jon Hawkinson, George Ebbers and Landon Padrnos.

Others present: Elizabeth Torkelson, City Administrator; Pamela Whitmore, City Attorney; Kendra Lyngaas, City Engineer; Jason Krumheuer, Police Chief; Kevin Morse, Fire Chief; Ross Okins, Renville County Register; Doug Bruns, County Assessor; Brenda Vander Pol, Renville County Appraiser; Guest (zoom), Ray Sweetman (zoom), Jodi Gilberts, Administrative Assistant.

PUBLIC FORUM

Mayor Hawkinson temporarily suspended the regular meeting and opened the public forum at 5:31 P.M.

No public comments were offered so Mayor Hawkinson reopened the regular meeting at 5:32 P.M.

AGENDA

Motion by Baumgartner, second by Padrnos: to approve the Agenda as presented. Motion passed unanimously.

PROCLAMATION

Mayor Hawkinson proclaimed May 15, 2024 as Peace Officers Memorial Day and that same week as Police Week.

CONSENT AGENDA

Motion by Baumgartner, second by Ebbers: to approve the Consent Agenda. Motion passed unanimously.

- A) Regular Meeting Minutes of April 15, 2024
- B) Resolution 2024-45, Step Movement for Craig Mages
- C) Resolution 2024-46, Step Movement for Dustin Stahnke
- D) Resolution 2024-47, Hiring of Seasonal Part-Time Worker for the Public Works/ Parks Department
- E) Resolution 2024-48, Hiring of SMART Member Kyle Smith
- F) Resolution 2024-49, Gambling Permit for Fraternal Order of Police Glacial Lakes Lodge 23
- G) Resolution 2024-50, Gambling Permit for Olivia Firemen's Relief Association
- H) Resolution 2024-51, Authorizing the City of Olivia to Zone Areas Surrounding Its Airport
- I) Confirm Mayoral Appointment of Jack Carlson to the Public Utilities Commission
- J) Olivia Swimming Pool Joint Powers Agreement
- K) Chappell Central Maintenance Agreement for Olivia Public Library
- L) Electric Department Purchase Order
- M) Olivia Regional Airport Project Quotes
- N) April Disbursements

DISCUSSION / BUSINESS ITEMS

BOLD Baseball Association – Willow Ave Shed

Mike Nagel addressed the Council regarding the Willow Avenue Shed. Nagel shared the Ben Fischer said it was too costly to move the building so Fischer was going to tear it down for scrap. Nagel proposed that the Council consider one of the following options:

1. The City require Fischer to honor the purchase agreement.
2. The City agree to give Fischer his money back. The BOLD Baseball Association would take over administration of the facility where it sits. The City would be responsible for getting infrastructure to the building, owning and insuring the building. The Association would renovate the building.
3. The Association would move the building to Bird Island.

Nagel stated that if the City agrees to give the building to them he will need time to raise money. Torkelson added that the purchase agreement was executed last year, the shed has been paid for and the agreement states that the shed must be moved June 5, 2024. Padrnos suggested that he was open to extending the deadline to move the building, but did not want to invest any more money in the building. Nagel suggested that he would like this to be a community project and not just a Bird Island project. Hawkinson reminded everyone that the Council is representing the citizens of Olivia a lot of people who are not associated with baseball. Whitmore clarified that the City could contact the Railroad and ask for a license to encroach. Ebbers suggested extending the agreement for a year to give time to consider options. Council directed staff to look into the cost of acquiring the shed and getting infrastructure to the building, as well as an encroachment agreement with the railroad.

Seal Coat 2024

Motion by Ebbers, second by Ferguson: to have S.E.H. acquire quotes for the seal coat project 2024.

Motion passed unanimously.

Lyngaas presented the area of seal coating for Olivia and the cost estimate.

Phase 3 of SRTS Trail

Lyngaas shared that she has been working with the Park Board to determine Phase 3 of the trail. Lyngaas shared that the City applied for a grant and was awarded \$584,000 towards the construction costs of the SRTS trail. The funding requires construction to be completed in 2026. Lyngaas presented the steps required to complete the project by 2026, strongly suggesting that the engineers need to start working on the project as soon as possible as the timeline for the project is tight. The estimated cost of the project is \$1,118,768.75 and Lyngaas broke down the City's costs estimating a total of \$540,000. Torkelson shared that the City will be applying for grants during next year's funding cycle for the trail, and reminded Council that if the trail is shortened the grant dollars will likely be reduced for the project. Council directed staff to explore the repercussions of shortening phase 3 of the trail.

Refuse RFP

Mayor Hawkinson stated that he has a professional relationship with one of the vendors, so he would not be participating in discussion.

Sweetman Sanitation presented highlights of their proposal to Council stating they operate with three axle trucks which are lighter and cause less damage to the roads, they are able to service both sides of the streets reducing the amount of passes they need to take down each road, and their competitive costs are largely due to lower overhead costs. Sweetman Sanitation shared that they have a City Contract with Echo, and they also service a lot of the rural area. Sweetman Sanitation confidently expressed that they

have no concerns with being able to service Olivia, and would be able to keep Wednesday as the service day. At this time Sweetman Sanitation has two trucks, and will be adding a third to their fleet. Sweetman Sanitation has three drivers, and one billing clerk and clarified that they have enough staff to service Olivia in one day. Ebbers clarified that recycling is contracted through the County and West Central Sanitation will continue to service Olivia for recycling. Sweetman Sanitation also noted that they donate their time to helping clean up their communities. Sweetman Sanitation highlighted that they do not have a minimum requirement for service or a drive by fee, and they do not have a separate rent charge for commercial dumpsters.

West Central Sanitation shared that they have serviced Olivia for 45 years. West Central Sanitation stated that over 37 years they have had no complaints with services. They have property in Olivia and pay property taxes, and they have donated their services to the community for years. Just because someone says the truck is lighter doesn't make it lighter, and they feel they have earned a conversation with Olivia about trucks and are open to providing whatever truck Olivia requests moving forward.

Council directed staff to get more information regarding data on large trucks causing damage to streets and provide the information in a more structured way, the availability of dumpsters and the City Code regarding garbage service.

Electrical Quotes for buying utilities

Motion by Padrnos, second by Baumgartner: to accept the quote from Arvig to bury electrical to City Hall. Motion passed unanimously.

Torkelson shared that quotes were solicited for burying utilities due to the City Hall project. The lowest quote was from Arvig.

No additional items or new business items were presented.

REPORTS

Reports of Council / Staff

Torkelson shared that she will be attending the 2024 American Public Power Association National Conference in June as an MMPA alternate board member. The auditors are tentatively planning to present at the June 17th Council meeting. A part-time worker from the Olivia liquor store has resigned. The City is accepting applications for the Public Works Assistant Superintendent position. The Personnel Committee has approved a part-time City Hall summer intern. A pre-bid meeting is schedule for May 20th at 10:00am with Marcus construction and interested contractors. Corn Capital Days raffle tickets are available and more information can be found on their website.

No additional reports were presented.

NOTICES AND COMMUNICATIONS

Torkelson shared that the City has employment opportunities at the Olivia Liquor Store, Public Works department and an intern position at City Hall.

ADJOURNMENT

Motion by Padrnos, second by Ebbers: to adjourn the meeting at 7:11 P.M. Motion passed unanimously.

Jon Hawkinson, Mayor

Attest: _____
Jasmine Miller, City Clerk

**CITY OF OLIVIA
RESOLUTION NO. 2024-53**

Authorization of Employment of Kari Hadler and Rebecca Wilbur as OLS P.T. Clerk

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

WHEREAS; The Olivia Liquor Store (OLS) is owned and operated by the City of Olivia; and

WHEREAS; The operation of the liquor store requires the addition of part-time employees to assist in providing needed labor to cover all scheduled work shifts each month; and

WHEREAS; The City Council has authorized a continually open application process for the OLS whereby applications for employment can be considered as there is need to fill vacant part-time positions; and

WHEREAS; Liquor Store Manager Nanette Serbus has identified a gap in the OLS part-time roster needing to be filled in order to adequately cover the work schedule for normal store operations; and

WHEREAS; Manager Serbus received and reviewed applications for part-time clerk from Kari Hadler and Rebecca Wilbur and has recommended them to the to the Council for inclusion on the OLS part-time employment roster; and

WHEREAS; Manager Serbus has recommended that Kari Hadler and Rebecca Wilbur be hired with an initial pay grade and step of Grade 0, Step 0; and

WHEREAS; Only the City Council has the sole authority to authorize the hiring of employees to positions with the City of Olivia and to set and adjust wages of said employees;

THEREFORE; The Olivia City Council hereby accepts the recommendation of Manager Serbus and, subject to a successful background check, authorizes the hiring of Kari Hadler and Rebecca Wilbur as part-time OLS clerk with initial placement on the City's compensation schedule of Grade 0, Step 0.

Adoption by the City Council of the City of Olivia this 20th day of May, 2024.

Jon Hawkinson, Mayor

ATTEST: _____
Jasmine Miller, City Clerk

**CITY OF OLIVIA
RESOLUTION NO. 2024-54**

Promotion of Dustin Stahnke to Public Works Assistant Superintendent

WHEREAS, the City of Olivia Public Works Assistant Superintendent position became vacant on April 22, 2024 and the City Council directed staff to post the vacant position; and

WHEREAS, On May 17, 2024, four applicants were interviewed and upon completion of the interview process the interview panel determined a preferred choice to fill the Assistant Superintendent position.; and

WHEREAS, Dustin Stahnke was unanimously identified by the interview panel as their choice to fill the Public Works Assistant Superintendent position; and

WHEREAS, The City Council has full authority to authorize the promotion of employees to other positions within the City organization; and

NOW, THEREFORE, BE IT RESOLVED, The Olivia City Council hereby approves the promotion of Dustin Stahnke to Public Works Assistant Superintendent at an initial hourly wage established as Grade 8, Step 1; effective May 20, 2024; and

FURTHERMORE, A performance review shall be conducted six (6) months after Stahnke date of promotion and upon satisfactory review and subsequent approval by the City Council his wage rate will be adjusted to Grade 8, Step 2 and his probationary status shall be considered lifted. After such time, additional step increases will be considered prior to his promotion anniversary date, subject to continued positive performance reviews and City Council approval.

Adopted by the City Council of the City of Olivia this 20th day of May 2024

Jon Hawkinson, Mayor

ATTEST: _____
Jasmine Miller, City Clerk



Memorandum

To: City Council

From: Elizabeth Torkelson

RE: Notice of Public Hearing on Vacating an Alley

The City of Oliva intends to improve City Hall, including the expansion of the building which would include the alley to the East of the current City Hall Building. The alley is currently a dedicated right of way. Vacation will accomplish that the half of the alley closest to the City Hall property will revert to the City Hall property. The ownership in the half of the alley closest to property owners to the East (Olivia Ambulance and Wertishes) will then accrue to those respective properties. The City intends to enter into agreements with the adjacent property owners for the purchase of a portion of the alley between City Hall and the neighboring properties.

Notice is hereby given that a public hearing will be held on Monday, June 3, 2024 at 5:30pm at City Hall regarding the proposed vacation of an alley described as follows:

The East half of the alley between lots 1 and 2, Block 5, Original plat of the village of Olivia; and the East half of the alley between Lots 4 and 5, Block 5, and the East half of the alley between the north half of Lots 5 and 6, Block 5, Original Plat of the Village of Olivia,

All interested parties are invited to attend the public hearing to express their views on the proposed vacation of the alley. The purpose of the hearing is to provide an opportunity for public input on the proposed action.

Any person may appear at the public hearing and be heard regarding the proposed vacation. Written comments may also be submitted to Deputy Clerk, Jasmine Miller, jmiller@olivia.mn.us prior to the hearing date.

For further information, please contact City Administrator, Elizabeth Torkelson, etorkelson@olivia.mn.us



Memorandum

To: City Council

From: Elizabeth Torkelson, City Administrator

RE: Cost Estimate for PID 35-06030-00

For water and sewer extension to PID 35-06030-00, along with road reconstruction, SEH estimates the construction costs to be in the range of \$20,000 to \$25,000. There would also be some additional engineering costs to complete a simple plan and spec and also to submit a permit to MPCA (in the range of \$2,500).

There used to be electricity to the location, but it has been abandoned. We would need to start over and install new electrical. The city's electrical superintendent estimates around \$9,800 for single-phase and \$28,000 for three-phase.



Memorandum

To: City Council

From: Elizabeth Torkelson, City Administrator

RE: Refuse Services RFP

After the initial presentation from Sweetman Sanitation and West Central Services on May 6, City Council asked for more information on the proposals, here is a list of the questions that I asked each provider:

- Number of cities you currently serve, and the number of houses/businesses in those cities as well so the City Council can better understand your additional commitments
- Number of trucks, and the specifications of each type of trucks (weight, carrying capacity, etc.), and whether these trucks are owned or leased by your company
- Number of employees, rate of turnover for employees
- Your ability to serve the City of Olivia – how many trucks would it involve, how many hours do you estimate needed to service the full city, etc.
- The availability of large dumpsters for residents, if they are immediately available, or the typical wait time someone might encounter when asking for this service
- Ways that your company is involved in the communities you service
- Average response time to customer concerns you receive
- Any other additional information you would like to share

I have also included a cost comparison of proposals, as well as provided you with a report from MnDOT “Assessing the Effects of Heavy Vehicles on Local Roadways.”



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Residential Service – Monthly Rate			
	Current Rates	Sweetman Sanitation Proposal	West Central Sanitation Proposal
Yellow tags – price per tag			\$2.25
Yellow Tags-base rate			\$4.00
Bag/Tag Service - Monthly		\$4.00	
Bag/Tag Service – every other week		\$5.50	
Bag/Tag Service - weekly		\$6.50	
35 Gal Cart – 1x/month	\$9.20	\$7.50	\$7.82
35 Gal Cart – every other week	\$12.10	\$8.50	\$9.15
35 Gal Cart – weekly	\$14.50	\$9.50	\$11.80
65 Gal Cart – weekly	\$17.80	\$12.00	\$14.50
95 Gal Cart – weekly	\$20.90	\$14.00	\$17.27
Commercial Rates			
	Current Rates	Sweetman Sanitation Proposal	West Central Sanitation Proposal
35 Gal – every other week		\$13.50	
35 Gal – weekly	\$18.27	\$14.50	
35 Gal – 2x per week		\$29.00	
65 Gal – every other week		\$16.00	
65 Gal – weekly	\$20.71	\$17.00	
65 Gal – 2x per week		\$34.00	
95 Gal – every other week		\$18.00	
95 Gal – weekly	\$23.15	\$19.00	
95 Gal – 2x per week		\$38.00	

Dumpster Pricing

Size	Monthly		Every Other Week		Weekly		2x per Week		3x per Week		4x per Week		5x per Week	
1.5 yards		\$15.52		\$30.98		\$56.67		\$113.34		\$169.99				
2 yards	\$20.79	\$18.27	\$34.65	\$36.90	\$57.75	\$68.52	\$115.50	\$126.51	\$173.25	\$189.77	\$231.00		\$288.75	
3 yards	\$33.00	\$23.74	\$45.00	\$46.12	\$66.50	\$86.98	\$133.00	\$163.41	\$199.50	\$245.12	\$266.00		\$332.50	
4 yards	\$40.00	\$28.00	\$53.90	\$55.36	\$85.00	\$105.42	\$170.00	\$200.30	\$255.00	\$300.46	\$340.00		\$425.00	
6 yards	\$49.00	\$36.52	\$64.40	\$71.16	\$118.30	\$137.05	\$236.60	\$263.56	\$354.90	\$395.34	\$473.20		\$591.50	
8 yards	\$52.50	\$45.04	\$75.60	\$86.98	\$140.00	\$168.68	\$280.00	\$326.81	\$420.00	\$490.22	\$560.00		\$700.00	

West Central Sanitation Dumpster Monthly Rent

1.5 yards	\$11.90
2 yards	\$11.90
3 yards	\$15.47
4 yards	\$17.85
6 yards	\$21.42
8 yards	\$23.80

Sweetman Sanitation Temporary Container Sizes and Rates (Temporary containers have a \$30 delivery fee)

Cost Per Service (Includes disposal cost)					Cost Per Service (does not include disposal – will use RRRSWA)		
2 yard	3 yard	4 yard	6 yard	8 yard	20 yard	30 yard	40 yard
\$30.00	\$45.00	\$60.00	\$90.00	\$120.00	\$245.00	\$255.00	\$265.00

- Number of cities you currently serve, and the amount of houses/business in those cities as well so the City Council can better understand your additional commitments

We currently service roughly 1,500 customers in 24 different zip codes.

- Number of trucks, and the specifications of each type of trucks (weight, carrying capacity, etc.), and whether these trucks are owned or leased by your company

Sweetman Sanitation owns all the equipment listed below

- Three rear load trucks with three axels– all weighing approximately 35,000 empty and having the capacity to weigh approximately 55,000 when full. These trucks will be used for some residential and all commercial dumpster services. They will also serve as a back-up or assistant if needed in the residential collection.
- Two roll off vehicles for pulling temp roll off containers.
- We have a purchase order in place for purchasing two used automated sideloads and one new side load. The used ones will be in place prior to July 1st and the new one is scheduled for later this fall. These trucks will have an empty weight of approximately 27,000 pounds and carry about 6-8 tons of material. These trucks will also have three sets of axles. These trucks will be used primarily for residential pick up in town.

- Number of employees, rate of turnover for employees

Sweetman Sanitation currently has three licensed CDL Drivers, one non-CDL holding driver, three office personnel, and 1 mechanic on staff. Sweetman Sanitation has no turnover, the majority of staff are shareholders of the company

- Your ability to serve the City of Olivia – how many trucks would it involve, how many hours do you estimate needed to service the full city, etc.

We will use two trucks to service the residential customers in Olivia. All the residents will be serviced on Wednesdays to not disrupt their current day of service and to keep it consistent with the recycling service provided through the RRRSWA. Commercial customers will have the option for up to five day per week service, but a majority of the customers will be split between Tuesdays, Wednesdays and Fridays, depending on their preferred day, their location within the city, and the frequency of which they would like to be serviced. Commercial accounts will only involve one rear load truck.

We expect each residential truck to work approximately 5 hours to service the residents of Olivia on Wednesdays. We also estimate 10 hours of commercial work will be spread throughout the week to service the commercial customers within the scope of the RFP.

- The availability of large dumpsters for residents, if they are immediately available, or the typical wait time someone might encounter when asking for this service

Sweetman Sanitation has not experienced any wait time for customers requesting large dumpsters. We are very aware of the need for temporary dumpsters within the market area we serve and we strive to ensure we maintain an adequate number of dumpsters on hand for the growing need of the communities we serve. Because the dumpsters we use can be delivered both on a trailer and with the

truck we use to service them, we are able to deliver and empty temporary dumpsters within 1 day of the request. In many cases, we can and do take bulky items from customers without the use of a container.

We would also like to add that Sweetman Sanitation has enough containers on hand for both the residential and commercial startup of Olivia. We will be ordering additional containers to replace these as they go out. We have also been given assurances from our vendors that we will have them prior to the roll out. We have selections of all sizes and have made sure to weigh on the side of over service in the event that we run out of one size. For example, if we run short on 65-gallon carts, that customer will be given a 95-gallon cart in the short term until it is able to be replaced with the correct 65-gallon cart. No customer will be given a smaller size cart or dumpster or receive a lesser level of service than needed in any circumstance. We have experience of rolling out hundreds of communities and 100,000 of thousands of customers and can assure the city that these precautions are taken and well calculated.

- Ways that your company is involved in the communities you service

Financially: We always try to utilize local resources for our needs and to keep the dollars local. The surrounding community has supported us and it is very important to us to do the same for these businesses/resources to ensure their livelihood. This includes having a local business build containers for us, getting our vehicles serviced through different dealers in the area, DOT inspections, promotional items, signage, etc. We have found so many local partners and have gone the extra mile to promote these services to other businesses in the area that might not have been aware of them previously. One example of this is a local business owner that makes vinyl signage. We had contacted her about making a few stickers for our dumpsters and now she has gone as far as doing all the logos and signage on all our garbage trucks and roll offs. We have promoted her on our FB page and have personally recommended her to other associates in similar industries that previously had went out of state. Our experience utilizing our local resources has been amazing, from great service, fair pricing, and making new connections. We may have a somewhat 'old school' perspective on supporting our local small businesses, but we do believe the lack of personal connection and accountability is lost with the 'big box' companies.

Donations: Sweetman Sanitation realizes that it truly takes a community effort to make community work. Ways we do our part to contribute; donating garbage service to the Redwood Co Fair (this can help keep cost down for 4H students), free service to local churches, donating garbage service to a local downtown project to help restore and revitalize downtown buildings, and donating items to local benefits of those that have suffered a tragedy to name a few. We also enjoy participating in local events such as local parades and city celebrations.

Another Item we feel separates us from our competitors is that we like to attend city council meetings. This provides us many avenues to identify where the community is struggling and if there are ways we can assist, if there are any upcoming celebrations or events that could use our services. We strive to be proactive in finding ways to be involved in the community.

- Average response time to customer concerns you receive

Customers can reach us through our website, social media, our company line, or email. These responses are answered within a maximum of one business day. Our business line currently rings to three personnel's phones, if it is not immediately answered, the customer will be sent to a voicemail and immediately called back.

- Any other additional information you would like to share

We would again like to thank the City Council and the City of Olivia for giving us the opportunity to serve your great community. We have added a few personalized reference letters and a side-by-side price comparison for each service as well. Thank you!



“Good Neighbors You’ve Come to Trust”

Thank you for the opportunity to respond to questions posed by the Olivia city council. We believe we provide greatest value to Olivia’s residents and peace of mind to know the job will be done safely, on-time, and within budget.

There is a lot of information that follows, but we believe it is pertinent and useful. We have worked hard to make it information that is referenced by third parties and digestible. We are available for questions.

We’ve demonstrated our capability to partner with Olivia and provide reliable service, week after week for over 30 years.

- 1) Number of cities you currently serve, and the amount of houses/business in those cities as well so the City Council can better understand your additional commitments.

West Central Sanitation currently serves the following communities through a City contract. Many include both trash and recycling, some include organics as well.

Olivia is a large contract, the largest we serve along Hwy 212. The chart below shows only residential houses served, there are also 100 commercial containers included in Olivia’s contract. If the chart below were instead sorted by total workload and time spent servicing the town, Olivia would be closer to Redwood Falls and be our 5th or 6th largest contract.

Our commitment is to service our customers, we have never lost a contract due to poor service performance nor defaulted in any of our contract requirements, in 45 years.

Municipality	Houses (Approx)	Municipality	Houses (Approx)
Mankato	10800	Atwater	400
North Mankato	4900	Belgrade	350
Hutchinson	4000	Eden Valley	345
St Peter	3000	Brownton	330
Redwood Falls	2070	Lamberton	311
Lonsdale	1600	Brooten	300
St James	1500	Grove City	270
Annandale	1400	Buffalo Lake	250
Waite Park	1400	Freeport	250
Benson	1200	Kimball	250
Glenwood	1200	Sacred Heart	250
Olivia	1035	Stewart	180
Melrose	900	Villard	180
Albany	850	Belview	150
Paynesville	800	Cosmos	150
Waterville	800	Darwin	150
Clara City	750	New Munich	105
Osakis	670	Danube	85
Appleton	650	Blomkest	50
Avon	620	Clontarf	45
Starbuck	585	De Graff	45
Elysian	500	Odessa	40
Cottonwood	480	Danvers	30
Renville	450	Delhi	30
Hector	430	Litchfield	Commercial Only



2) Number of trucks, and the specifications of each type of truck (weight, carrying capacity, etc.), and whether these trucks are owned or leased by your company.

We currently have approximately 40 garbage trucks in Willmar and 7 in Redwood Falls. Many of these trucks are frontline service trucks, we have adequate spares in each yard. If needed, we have drawn needed vehicles from our Mankato or Alexandria yards. We do whatever it takes to get the job done, each day.

We own our vehicles and do not have liens or debt against them.

We have submitted additional information on truck weight that is produced by our manufacturers. We have gone over these diagrams with Administrator Torkelson, as it's hard to explain individual axle weights & weight distributions in writing.

In short, our automated front-load residential vehicle has the largest, legal carrying capacity of any other vehicle. It has four axles and additional length; this helps protect your roads according to Bridge Law specifications. Legal carrying capacity is approximately 9.89 tons. It is 38,500lbs empty and 57,500lbs, full.

The second-best option is an automated side-load truck. This is a three-axle vehicle that is 36,072lbs empty and 51,500lbs full. It has a legal carrying capacity of 7.71 tons.

The worst option is a rear-load vehicle. We have submitted two weight diagrams of these vehicles, for your review. They average 33,000 to 36,000lbs empty and are only legal up to a gross weight of 42,000 – 44,000lbs. The legal payload is only 3.5 – 5.5 tons. The reason for this is due to poor weight distribution across the frame of the vehicle. The heaviest parts of a rear-load are in the back of the truck, which is also where collected trash sits. A front-load or side-load vehicle can hold a greater payload because weight is shifted from the front to the back of the vehicle as it is loaded with trash, this reduces weight on the front steering axle of the vehicle.

We would like to state the following, as a summary: Bridge Law is designed to protect Olivia's roads. All weights above are discussed according to legal Bridge Law specifications. Bridge Law doesn't look at total weight, it instead focuses on weight per axle and weight distribution, to reduce weight per square inch on the tires of a vehicle and thus reduce road wear and tear. A "smaller truck" is an elusive concept that cannot be defined visually. Rear-load vehicles appear smaller but are usually more damaging to roads on their rear axles. Similarly, a two-axle automated vehicle may appear smaller and have less total weight but will do more damage to a road due to its reduced number of axles.

As we have stated previously, we are more than happy to sit down further with staff, a committee, or S.E.H. engineers and determine the best solution for Olivia, as we have done for over 30 years.



3) Number of employees, rate of turnover for employees

We employ 145 individuals. Most of these are Class A & Class B licensed drivers, numbering 75-80 at all times. The remainder are support staff: billing, customer service, mechanics, transfer station personnel, management, etc..

Turnover is a natural part of business as individuals retire or experience life changes. Our turnover has slowed since Covid, for which we are thankful.

As with most businesses, we see the majority of our turnover in certain roles, specifically cart and equipment container delivery personnel. Our cart and equipment delivery positions are intentionally designed as an entry-level role where a driver can be vetted and work towards their Class A or B licensing. We regularly post job opportunities to hire local talent, to grow individual careers, and the company.

The current average tenure of our workers is 6.5 years. A stratified breakdown is as follows:

Tenure	# of Employees
20 + Years	9
10 – 19 Years	19
5 – 10 Years	33
2 – 4 Years	67

Olivia’s current route driver is Travis Weidauer. He is a resident of Olivia and has been with West Central Sanitation for 19 years. We’re proud to have him on our team and he is an excellent driver. In total, we employ 7 Olivia residents, paying \$620,000 in wages and benefits that benefit Olivia.

4) Your ability to serve the City of Olivia – how many trucks would it involved, how many hours do you estimate needed to service the full city, etc.

We have served Olivia for over 30 years. Naturally, these years have seen us use different types of trucks and personnel performing the job. We believe we have shown our consistency and reliability, not just for trash collection but also recycling services under County contract.

Currently, all residential carts are collected in a single day within the 7AM-6PM hours of collection, as required by contract, with an automated front-load vehicle. The front-load residential vehicle is the most efficient for collection in the industry, more efficient than automated side-load or manual, rear-load vehicles.

To address the City’s concerns regarding vehicle weight, we are willing to instead use an automated side-load vehicle. This will still allow for the necessary productivity to service Olivia in a single day.

Some commercial entities in town require up to three-time-a-week service, the majority are two and one day a week. We are in town 5 days a week to perform services as needed and on-call services, when requested. Our 5-day availability is also important for providing service during emergencies – if the clinic or grocery store require extra service. We are also in town twice a week for cart and equipment deliveries. These personnel can be used as an extra layer of customer service.

It’s important to note the vast difference in safety and productivity between our automated vehicles and our competitor’s rear-load vehicles.



The waste industry has migrated away from rear-load work almost as a rule. This is for both safety and productivity reasons. A comparison of automated vs. rear-load service follows.

Criteria	WCS Front Load / Automated Vehicle	Rear Load / Manual Vehicle
Driver Safety	Driver remains in vehicle	Driver must exit vehicle & walk to back for each service
	Driver is removed from the area of trash compaction	Driver loads vehicle at the point of compaction and manually runs controls on the side of truck, directly next to trash being compacted
		Working outside the truck, or on the back of a rear-load, is the primary cause of driver fatalities. Solid waste collection is in the top 10 most dangerous occupations.
		The concept of meandering & servicing both sides of the road is incredibly dangerous, putting drivers into the flow of traffic, where they are not easily visible.
Productivity	An automated vehicle can service a cart in 10-15 seconds. Productivity ranges from 140-180 carts per hour.	Cart service takes, at a minimum, 25 seconds, not including time to walk around truck and grab/return containers. Best-case productivity for cart service in a rear-load is 60-80 homes per hour with a two-man crew.
	Dumpster service takes approximately 30-45 seconds, regardless of size. Can service 15-24 dumpsters per hour.	Can service 6-12 dumpsters per hour. The larger the dumpster, the longer it takes. Rear-loads must "eat" the trash, unlike a front-load.

We do own and operate rear-load trucks, but they represent only about 5% of our fleet. We have kept their usage to primarily rural areas where the versatility of a truck that can service both carts and dumpsters is practical. These routes are small, being 200 stops or less.

Olivia should be wary of claims that service can be completed in one day with a rear-load vehicle.

To corroborate our productivity claims, please see three examples below, from studies & news articles, that discuss how much more efficient an automated truck is compared to a rear-load.

- 1) The City of Racine moved from rear-load (manual/semi-manual) collection to automation to improve worker safety and productivity. It is noted the rear-load system is "injury-prone, antiquated, and labor-intensive". It is also noted that rear-load collection "requires twice as many trucks to maintain the same level of worker productivity".

Link to full article: [City of Racine |](#)



- 2) The below is taken from a study in Ontario, comparing productivity between fully automated and manual/semi-automated rear-load collection. It notes a two-man rear-load crew can service 80 homes per hour. This would be only 880 homes served for Olivia, in a 11-hour day, not including time to drive to town or the time needed to dump partway through the route (for road weight purposes).

Households per truck/route	<p>range from 18 to 78%, based on recycling only.</p> <p>Where numbers were reported, route sizes ranged from 500 to 770 hhlds per route, however different truck configurations and streaming approaches will affect route productivity. The numbers mentioned above happen to represent two very different municipalities, one which is rural and another which is urban. One program reported that automated collection services up to 180 stops per hour with one person, compared to approximately 80 per hour manually. In terms of productivity, it was stated that it takes 10 seconds to service a stop using an automated cart compared to 30 seconds for manual Blue Box service. The same program operator, using the metric of kg/min of recyclables while on route, noted that automated collection captures 21.0 kg of recyclables per minute of on-route activity, versus 5.1 kg/minute during manual collection.</p>
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Link to full Document – excerpt is from page 66: [Microsoft Word - v 2 Final Auto cart Study of Ontario Municipalities June 22 LW \(thecif.ca\)](#)

- 3) Lastly, the following article discusses the change Wilmington, NC made in going from rear-load to automated services. It notes a two-man crew could collect 800 stops a day, compared to 1,000 for an automated vehicle. In Wilmington, rear-load crews consisted of **three** individuals.

In the current semi-automated system, a garbage truck is driven by a driver with two helpers loading trash into the back of the truck. An automated system, in contrast, would allow the driver to operate an arm on the side of the truck that would pick up trash cans and empty them into the truck without help from others.

Automating the system would make it more efficient, allowing trucks to make 1,000 collections per day compared to about 800 collections under the semi-automatic system, said Dave Mayes, director of Wilmington’s Public Services Department.

Link to full article: [Trash day could change in Wilmington, NC with automated garbage trucks \(starnewsonline.com\)](#)

Please note: The above examples corroborate Olivia’s previous experience. Before West Central Sanitation began services in Olivia the City performed the collection itself as a municipal service, utilizing rear-load trucks. At that time, it took two men a full five days to complete city collections.

In summary, rear-load collection is less safe and less efficient than the current collection method. As seen above, 80 homes per hour is a reasonable estimate for rear-load collection. With 1,035 homes to service, collection cannot be safely completed in the 7AM-6PM collection time allowed by contract. Two trucks and three to four workers will likely be needed to collect Olivia’s trash in a single day, using rear-load vehicles. This would leave Sweetman Sanitation without a spare vehicle or driver. If they do purchase a single automated vehicle, as indicated by Dominic Sweetman, no spare automated vehicle would be available. Additional time has not been included to account for breakdowns, inclement weather, and repeated dumping of the truck to remain within legal weight restrictions.



4) The availability of large dumpsters for residents, if they are immediately available, or the typical wait time someone might encounter when asking for this service

West Central Sanitation owns rolloff vehicles that can deliver temporary clean-out boxes in sizes of 10, 20, 30, and 50yds. We utilize these for city cleanups and by request to residents or businesses. Additionally, we operate dumpster-delivery vehicles that can deliver smaller, temporary dumpsters such as 2, 4, and 6-yard containers to residents. Our inventory of dumpsters has greatly increased since recently employing our own fabricators.

It has been our understanding these on-call services are not covered under City contract and a resident or business may call whatever provider they wish to provide this service. Wait time can be influenced by a timely request - we generally request at least 48-hour notice before delivering a container. Seasonal fluctuations can affect availability (Spring is especially busy, including the last-minute construction rush in Fall).

If Olivia wanted to include these large-dumpster services in the contract, we could provide rates during negotiations and a commitment to 48-hour service, three days a week for large rolloffs and two days a week for small dumpsters.

In our opinion, it best serves Olivia to keep this service **not** dictated by contract, there are many companies offering this type of service.

5) Ways that your company is involved in the communities you service

In all the communities we serve we are involved in, at minimum, the local festival days, seasonal celebrations, and downtown events as they occur. We also provide Spring and Fall cleanup opportunities, as requested by the City. This involvement includes free or discounted delivery and service of equipment (both carts & dumpsters), including involvement in parades.

We sponsor "Community Spotlight" on our local stations, Q102 & KWLM. We pay for a minute of on-air advertisement that sponsors two non-profit each month. We feel this is an important way to give back to our community and highlight organizations working to improve our communities. These non-profits are not selected by West Central Sanitation, there is an application and approval process facilitated by Lakeland Broadcasting.

In Olivia, we donate services for **Corn Capital Days**, which includes 4 carts at Sunrise Park, 20+ carts at Dirks Park, 10+ carts and a rolloff box at Nester Park, 4 carts at Pond/West Park, and 20+ carts for the street dance. Taylor Williamson has personally delivered these carts himself, a few times. We do not just donate services to Corn Capital days, **we also gave a \$400 cash donation in 2023.**

We are members of the Olivia Chamber of Commerce, support the BOLD schools with cash donations to support prom and the yearbook, and previously contracted with ACTS for many years to produce yellow bags for extras throughout our company (this changed during COVID). Additionally, we have donated to the thrift shop and Olivia's House of Hope. We donate to the Renville County fair, \$1,000 in 2023, including reduced costs for the carts and equipment needed by the fair. We have supported Olivia Relay for Life and many local baseball clubs and tournaments.

We currently employ 7 Olivia residents who perform a myriad of work. The route driver is from Olivia, Travis Weidauer. Mitch Lothert operates the transfer station in Redwood Falls, where Olivia's trash is dumped, and transfers it onto a semi for final disposal. Summer Riesberg works in our billing department and helps ensure customer accounts are set up correctly and is available to answer questions by Olivia residents. Nikki Pregler works in HR and makes sure our drivers are provided



uniforms, giving our workers a standard, professional look. She also generates our monthly, internal *Good Neighbor* newsletter, which goes out to all 145 of our employees.

In total, we pay \$620,000 in wages and benefits to Olivia residents who provide for their families. They participate in Olivia’s local economy. By some estimates, the impact of local spending is a \$2-\$4 multiplier in the local economy.

With West Central Sanitation, Olivia residents are serving Olivia’s needs.

6) Average response time to customer concerns you receive.

We have 10 full-time Customer Service staff to answer phones from 8AM-5PM, M-F including management and ownership. We respond to all inquiries within 24 hours and voicemails by noon the next business day. Additionally, we have two staff capable of speaking Spanish to serve the Hispanic Community – Taylor Williamson and Amy Perez.

We also have a website through which inquiries can be made. There is a single person dedicated to responding to online inquiries. Taylor Williamson & our Customer Service Manager, Kendra Pregler, also receive an emailed copy of all customer requests submitted via our Website.

Additionally, we have emergency voicemail available after hours or on weekends. This results in a voicemail that is emailed to ownership and managers. Taylor and Don often respond to these inquiries, personally.

For better customer service, all our vehicles have GPS and tablets, allowing our two full-time dispatchers to communicate immediately with drivers in town or the area.

We are near Olivia five days a week, which allows other drivers along Hwy 212 to respond to any needs customers have. Emergencies are prioritized as needed.

7) Any other additional information you would like to share

We need to respond to claims made at the last council meeting and clarify some of our own statements, to avoid confusion.

Firstly, Jeff Bertram verbally stated we have renewed multiple contracts, recently. It was also stated by Dominic Sweetman that Sweetman Sanitation has only been able to submit a proposal to a single city, the City of Echo, since they started as a company in the last 10 months.

To clarify, West Central Sanitation has renewed six contracts within the last year, all these contracts involved either a competitive RFP process with a bid submitted by Sweetman Sanitation or a municipal renewal with West Central Sanitation despite the city being approached by Sweetman Sanitation.

As Olivia is now, the entities below have spent the time to investigate a comparison between West Central Sanitation and Sweetman Sanitation within the last 10 months and have chosen West Central Sanitation:

Contracting Entity	Renewal or RFP	Date Signed	Contract Size
RRRSWA (Redwood/Renville Counties) – Recycling Collection	Went to RFP. WCS was most the most qualified & lowest bidder. We have collected recycling in these counties for 20+ years.	Renewal signed 10/24/2023	8,500 Homes



RRRSWA – Transfer Station Operation & Semi Hauling	Went to RFP. WCS was the most qualified & lowest bidder.	Renewal Signed 11/14/2023	Transfer Operation
City of Annandale	Went to RFP. Annandale did not consider Sweetman a viable bidder. Bids from Republic Services and WCS were received. WCS has served Annandale for 20yrs.	Renewal Signed 01/01/2024	1,400 Homes
City of Lamberton	Went to RFP. Lamberton has been serviced by WCS for 10 years. Sweetman was lower bidder; however, Lamberton preferred to keep WCS services as most-qualified bidder.	Renewal Signed 11/1/2023	311 Homes
City of Cottonwood	Approached by Sweetman and did not go to RFP. Preferred no-bid renewal with WCS as qualified vendor. We have served Cottonwood for 6 years.	Renewal Signed 08/01/2023	480 Homes
City of Belview	Approached by Sweetman and did not go to RFP. Preferred no-bid renewal with WCS as qualified vendor. WCS has served Belview for 16+ yrs.	Renewal Signed 08/01/2023	150 Homes

Secondly, it is claimed in the Sweetman Sanitation proposal that our vehicles are up to 75,000lbs in weight, harming Olivia’s roads. This is not true. We have provided manufacturer specifications on our current vehicle, an automated residential front-load. These demonstrate a maximum loading weight of 62,500lbs. Being a four-axle vehicle, the front-loads we utilize allow for the greatest, legal load capacity of any other truck due to greater weight distribution across the whole body of the vehicle. They also provide the best distribution of weight while loading the vehicle.

To address the City’s concerns regarding truck size, we are willing to utilize an automated side-loader if requested, instead of a front-loader. Though being a three-axle vehicle, this will reduce the weight on the front axles by a thousand pounds.

Conversely, a rear-load vehicle is likely the most damaging to city roads due to the transfer of weight from the front to the back of the vehicle while loading with trash. The rear tandem group of a rear-load vehicle is the heaviest of all styles of truck, weighing 7,000lbs more than a front-load or automated.

A rear-load is only capable of holding three to five tons of material before exceeding Minnesota’s weight limits. **To remain legal, a rear-load must dump three times while servicing Olivia.**



Our automated vehicle will need to dump only once while remaining within legal weight limits. A picture of the vehicle we will utilize, if requested, is below. This vehicle is currently in our Willmar yard and is ready for servicing Olivia.



Some last points we feel are valuable to know:

- 1) The Sweetman Sanitation proposal does not lower rates for all residents in town, it increases it for 18% of Olivia residents, specifically for bag services. Our proposal would provide weekly bag service to 186 residents in town for \$4.00/month plus a per-bag cost of \$2.25. The Sweetman Sanitation proposal would raise the weekly bag service price to \$6.50 per month with a per-bag cost of \$2.50. This would adversely impact the elderly and individuals seeking the lowest cost of service.
- 2) Choosing a new trash provider will create new wrinkles in service for Olivia which have not been experienced. Though they may seem small, they should be considered:
 - Businesses in town that have recycling service will now have two invoices to process
 - Two service providers will be on the same property if recycling is used. If there is damage to a property, who did the damage? Who is best insured to cover damages if they occur?



Partners With



SWEETMAN SANITATION



Company Overview:

Ray Sweetman - Owner

Ray Sweetman, the founder and owner, started on the back of a recycling truck with a family friend and family-owned garbage company, Curry Sanitation. They were a local company to Redwood Falls and serviced this Community along with others in SW MN. Curry Sanitation had about 50 employees and were owned by their 3rd generation of family. He worked at Curry Sanitation during the summer and after school throughout high school. During this time, he was a helper delivering containers and operated non-CDL equipment on routes. He also did maintenance on trucks such as PM's, light repairs, and welded dumpster bottoms. After high school he started his full time as a route driver for a year in Redwood Falls, MN. The beginning of his 2nd year driving for Curry Sanitation, the business started a new shop in Marshall. During this time, Ray helped roll out and get the site started. He continued in Marshall for a few more years before deciding to go to college.

Ray started his college career in January of 2005 working on his BA in accounting. He completed his four-year degree in June of 2007 from SMSU graduating magna cum laude. He then started working as a staff accountant at a local CPA firm as he continued his college career working on his MBA so that he could complete his CPA. He completed his MBA in January of 2009. During this time, he also completed his CPA exam tests.



During the Fall of 2009 the garbage world was calling Ray's name again. At this time, he took a job as a route supervisor for Waste Management in Albert Lea, MN. He worked in Albert Lea as a residential route supervisor and started an employee score card with concentrations in customer service, safety, and efficiency. This card was used to inform and motivate employees on a weekly basis and to focus on improvement. Doing this and employing positive leadership, his site was able to lead the market area in improvement in all three categories that year. He was subsequently promoted to the MN/WI market area manager. In this position he was a market area operations manager that oversaw 14 districts and 29 different sites. During this time, he used the same methods, but at a site level. This led to a larger area effectively improving in the same areas of customer service, safety, and efficiency. Again, Ray's area was recognized at a corporate level and was awarded the corporate summit award 2 years in a row for most improved area.

His waste career then brought him to West Central Sanitation (WCS). He started at WCS in 2012. At this time, they were a small regional privately owned company. He used the same tactics of motivating improvement to fuel growth in West Central Sanitation. Here he worked with counties and cities throughout greater MN, developing relationships and eventually partnering with them to solve their waste service and recycling needs. They grew to cover more than 22 different counties in MN and more than 150 employees in the next 10 years, including



an attempt to step out of state when they bid the city of Omaha refuse and recycling hauling contract. Ray's strengths have always been a strong work ethic, dedication, community pride and involvement, and ensuring that this passion bleeds into those around him.

Ray's work and personal time has, and will always will, blend as they are integrated to do so. He and his wife are very integrated into the community as he was previously the President of the Pheasants Forever chapter in Redwood County and currently works as a board member, along with his wife. During Ray's time as president, they have grown the annual income in that chapter from less than \$10,000 a year to over \$75,000 a year, giving them the ability to give back to the community and youth programs in their area. Ray also served 2 terms as the Mayor of Echo. During this time, he was able to secure the largest industry in town to build their expansion, thus securing future tax support for the community. He is also on the Redwood County Chamber Board and has been very involved with the sponsoring of youth career programs partnering with high school and vocational school. This was done by working with the schools and showing the students career path options in our areas of business. As Ray's history shows, he has always felt very strongly about supporting local community businesses and events.



Dominic Sweetman - Owner

Dominic Sweetman began his work in the waste industry in 2013 when he first started at West Central Sanitation at the Alexandria location. He started as a trainee/swing driver. This involved learning how to operate the different trucks and machinery along with learning many new routes in a short time. As he developed in the role of swing driver, he moved into a lead driver position in 2014. This provided the challenge of leading others to be the best they can. As Dominic worked at West Central Sanitation from 2014-2016, he was also completing his general courses at the local technical college, Alexandria Technical and Community College. After completion of his generals, he suspended his employment at West Central Sanitation and he and his wife moved to Cottonwood, MN to complete his BA in psychology with a minor in coaching at Southwest Minnesota State University. After completing his degree, he returned to West Central Sanitation in 2019. He then assisted HR in developing the training program and materials for new drivers. Soon after, Dominic started working as the residential supervisor for the Willmar and Alexandria areas. Doing this he managed 22 routes with 28 employees in total. During this time, he also managed a variety of rerouting and new routing projects. These involve cities such as Alexandria, Avon, Melrose, Marshall, Mankato and many more totaling well over 40,000 customers.



Dominic is also currently serving in the Minnesota National Guard. He joined the service in December of 2011, after completion of BCT and AIT he served with Bravo Battery of the 1-151 in Madison, MN. In 2016, he was promoted to the rank of Sergeant with Bravo Battery of the 1-125 in Jackson, MN. Three years later, in 2019, he was selected for a Staff Sergeant position in Alpha Battery of the 1-125 located in Pipestone, MN. He currently serves in Alpha Battery as a gun chief and the units Hazmat officer.

Sweetman Sanitation

As local business owners we strive to be active members in the communities we serve. A few of the things we are involved in are Redwood County Pheasants Forever, active members in multiple area churches, board member of Redwood Area Chamber, Rotary, volunteer at Restorative Justice in both Redwood and Yellow Medicine Counties, helping guide first generation college students and other non-profit organizations. We understand the importance of supporting our local schools and the children they are empowering to be our future leaders. We helped with mock interviews, bringing our truck and equipment to demonstrate and show students, and speaking to students in careers class. We also demonstrate school spirit with the logos displayed on the side of our trucks. We take pride in volunteering and helping where we are needed in the communities we service. Some of the many examples of this are our many donated services at local events such as Redwood County Fair, Celebrate Redwood Falls, Echo



Days, Discover Down Town Redwood Falls clean up, and offer donated service to all churches.

We define success as making our communities the best place we can to live and raise our families. It truly takes a village to make our communities as strong as they can be and we hope to be a part of yours.



NEWS

Downtown Clean Up for Earth Day

A Downtown Clean Up was organized by Discover Downtown Redwood Falls over the weekend to coincide with Earth Day. Ray Sweetman and Sweetman Sanitation donated dumpsters and trash removal for the clean up as the Discover Downtown Board, volunteers and businesses cleared out approximately 300 yards of trash and building materials.

AVA LUND / APRIL 25, 2024

Approach and Service Plan:

We believe there is no one size fits all solution for every community's waste services. Each community has its own goals, needs, and challenges to meet when it comes to ensuring each resident and business is serviced in the safest, efficient, and most cost-effective manner possible. While evaluating Olivia's desires, we determined there are three major factors to



consider: minimizing truck damage to city streets, keeping all residents on the same day as their recycling service, and the cost for waste removal.

There are many factors of a vehicle that can lead to additional wear and tear on city streets. Some of these factors are weight, the number of axles, the number of tires, and the weight distribution upon each axle and tire. To combat this concern Sweetman Sanitation proposes to use two types of trucks, a 25-yard rear load and a 20-yard side load. The 25-yard rear load weighs approximately 35,000 pounds empty and a maximum weight of 55,000 pounds completely full. The side loads empty weight is approximately 27,000 pounds and 43,000 pounds full. These are much smaller options than the traditional front load vehicles currently in use, which weigh around 43,000 pounds empty and the capability of weighing 75,000 when full. In addition to providing lighter trucks, all Sweetman Sanitations waste hauling vehicles will have traditional cabs opposed to cab over style. This helps distribute the weight to the rear of the truck where there are more axles and tires to distribute it to the surface. The other major benefit of using rear load trucks is that it offers the ability to service both sides of the street in one pass.

Olivia is the perfect size and distance from a transfer station to service the town in one day while emptying about halfway through the route. This is why we have decided to keep all residents serviced on Wednesdays. We estimate Olivia residents produce approximately 12 tons



of material per week. Our smaller trucks' packing capabilities have two major upsides. First, because it has the capability of packing 8 tons per load, it should have no problem servicing the city in just two trips without a concern of having to make a third trip. Second, the vehicle is incapable of hauling the entire city in one load. This eliminates any possibility of the vehicle being overloaded and damaging the city streets.

Another major benefit and service we offer the community is the availability of our temporary containers for residential or commercial use. These would be used in the event a household or business has a large amount of waste built up or is doing a remodel. Because the same truck that is servicing the businesses is capable of hauling and picking up our clean up dumpsters, this service would be available up to 3 days a week or possibly more if need be. Please see the pricing page for more details on sizes and pricing for this service.



Roll-out:

Equipment:

Upon being awarded the bid, we will immediately place an order for the appropriate number of carts and commercial containers to service the city’s needs. We spent a couple of days driving the city of Olivia on the service day to review the residents’ and business’ containers to help us prepare for what we would need to order. I have inserted a table of what we estimate to be the number and percent of sizes within the scope of the city RFP. This data is based off the observation of approximately 500 residents and the information of the RFP estimating 1,050 total households.

Service Size	% of sizes observed out of 500	# of homes with level of service
Bag Services	18%	190
35 Gallon	39%	411
65 Gallon	28%	295
95 Gallon	15%	158

Sweetman Sanitation has enough carts currently on hand for each resident to receive a cart of their current size or larger. We will need to order additional 35-gallon carts and 65-gallon carts to ensure each resident has the proper size by the start of the new contract. This order will take



approximately 6 weeks to receive. Sweetman Sanitation will maintain this number of carts for each size plus an additional 20% on hand in the event of residents electing to change the level of service.

Sweetman Sanitation is also well prepared to take over the commercial accounts within the limits of the RFP. Upon our review of the city, we did notice more businesses than the projected 60 stated in the RFP. We attempted to get eyes on every container but expect there are additional ones we did not see or notice. Below is a table of what we observed for commercial containers.

Container Size	# of containers
2 Yard	60
3 Yard	10
4 Yard	15
6 Yard	12
8 Yard	8

Similar to the cart situation, Sweetman Sanitation has most of these containers on hand currently, however, more will be ordered immediately upon the award of the contract. We will keep at minimum an additional 20% of each container size on hand in the event businesses would like to change their level of service. We also have roll-off boxes available for commercial



and temporary use in the sizes of 20, 30, and 40-yard boxes. We do not foresee any issues or service disruptions in the availability of equipment.

Transition:

Within the first week of being awarded the contract, Sweetman Sanitation will work closely with our marketing team and the city of Olivia to launch a campaign to the businesses and residents within the scope of the RFP. The goal of this campaign will be to gather customer information, service level desired, billing information, and any additional questions or concerns anybody may have. This campaign will be in the form of social media, door-to-door direct mail, radio, newspaper, and in person meet and greets. Residents will have the option to respond to the questionnaire via mail, phone, or online through our website. If a resident does not respond, they will be set to the default size of a 65-gallon cart and billed to the current resident of the address. Each business will be visited personally to ensure the needs of service are met prior to the contract start. We will work with each business individually to develop the best delivery schedule and location. These deliveries will take place from June 10th- 21st. Soon after the commercial roll-out we will begin delivering the residential carts curbside. This process will begin on June 17th, two weeks prior to the end of the current contract. We anticipate being able to deliver all carts within two days. This leaves us time to exchange any containers for different sizes prior to the start of the new contract.



Billing and Customer Service:

Sweetman Sanitation currently uses Intuit QuickBooks for its billing software. This software allows customers to receive their invoice via email or printed and mailed to them. The invoices sent via email may be paid online with credit card, PayPal, or bank transfer. Customers will also have the option to go on autopay if so desired. This can be done through a selection in the email option or manually on our end via request of the customer. Along with having many different options for invoices, we also have many different avenues for customers to reach us with any questions, requests, or concerns. These options are through Sweetman Sanitation website at sweetmansanitation.com, email at Hello@sweetmansanitation.com, via phone (507 616-8774), through social media (Twitter and Facebook), or even by stopping us when we're out on route! Sweetman Sanitation will respond to all customer inquiries within 24 hours of receiving them.

References:

Bryan Nielsen- Echo	(507) 430-7160
Jon Mitchel- RRRSWA	(507) 637-1800
Keith Muetzel- Redwood Falls	kmuetzel@ci.redwood-falls.mn.us
Roger Schroeder- Lyon County	507-532-8210



Pricing

Residential Rates

		Dumpster sizes			
		Bag/Tag Service	35-Gallon	65-Gallon	95-Gallon
Frequency	Every 4 Weeks	\$4.00	\$7.50		
	Every Other Week	\$5.50	\$8.50		
	1x Per Week	\$6.50	\$9.50	\$12.00	\$14.00

*\$2.50 for extra bag/30 Gallons (large amounts of extra will be billed by the temporary/clean-up rates)



Commercial rates

		Container Sizes							
		35-Gallon	65-Gallon	95-Gallon	2yd	3yd	4yd	6yd	8yd
Frequency	Every 4 Weeks				\$20.79	\$33.00	\$40.00	\$49.00	\$52.50
	Every Other Week	\$13.50	\$16.00	\$18.00	\$34.65	\$45.00	\$53.90	\$64.40	\$75.60
	1x Per Week	\$14.50	\$17.00	\$19.00	\$57.75	\$66.50	\$85.00	\$118.30	\$140.00
	2x Per Week	\$29.00	\$34.00	\$38.00	\$115.50	\$133.00	\$170.00	\$236.60	\$280.00
	3x Per Week				\$173.25	\$199.50	\$255.00	\$354.90	\$420.00
	4x Per Week				\$231.00	\$266.00	\$340.00	\$473.20	\$560.00
	5x Per Week				\$288.75	\$332.50	\$425.00	\$591.50	\$700.00

Temporary Container Sizes and Rates

*Temporary containers have \$30 delivery fee

Cost Per Service (Includes Disposal Cost)					Cost Per Service (does not include disposal - will use RRRSWA rate)		
2yd	3yd	4yd	6yd	8yd	20-Yard	30-Yard	40-Yard
\$30.00	\$45.00	\$60.00	\$90.00	\$120.00	\$245.00	\$255.00	\$265.00

**Additional Collection Items
(not limited to these items)**

Appliances	\$15.00
Monitors	\$20.00
Mattresses	\$45.00
Tires	\$5.00- \$35

Sweetman Sanitation Residential Rates

		Dumpster sizes			
		Bag/Tag Service	35-Gallon	65-Gallon	95-Gallon
Frequency	Every 4 Weeks	\$4.00	\$7.50		
	Every Other Week	\$5.50	\$8.50		
	1x Per Week	\$6.50	\$9.50	\$12.00	\$14.00

Size	% of sizes observed out of 500
Bag Services	18%
35 Gallon	39%
65 Gallon	28%
95 Gallon	15%

West Central Sanitation Residential Rates

		Dumpster sizes			
		Bag/Tag Service	35-Gallon	65-Gallon	95-Gallon
Frequency	Every 4 Weeks (1 bag)	\$6.25	\$7.82		
	Every Other Week (2 bags)	\$8.50	\$9.15		
	1x Per Week (4 bags)	\$13.00	\$11.80	\$14.50	\$17.27

Price Savings with Sweetman Sanitation

		Dumpster sizes			
		Bag/Tag Service	35-Gallon	65-Gallon	95-Gallon
Frequency	Every 4 Weeks	\$2.25	\$0.32		
	Every Other Week	\$3.00	\$0.65		
	1x Per Week	\$6.50	\$2.30	\$2.50	\$3.27

Estimated # of residents that use the service

		Dumpster sizes			
		Bag/Tag Service	35-Gallon	65-Gallon	95-Gallon
Frequency	Every 4 Weeks				
	Every Other Week	94.50			
	1x Per Week	94.50	409.50	294.00	157.50

Estimated Savings with Sweetman Sanitation Per month

		Dumpster sizes			
		Bag/Tag Service	35-Gallon	65-Gallon	95-Gallon
Frequency	Every 4 Weeks				
	Every Other Week	\$ 283.50			
	1x Per Week	\$ 614.25	\$ 941.85	\$ 735.00	\$ 515.03

Total Savings for residents per month	\$ 3,089.63
Total Savings for residents per year	\$ 37,075.50
Total Savings for residents over a 7 year contract	\$ 259,528.50

Sweetman Sanitation Commercial rates

		Container Sizes							
		35-Gallon	65-Gallon	95-Gallon	2yd	3yd	4yd	6yd	8yd
Frequency	Every 4 Weeks				\$20.79	\$33.00	\$40.00	\$49.00	\$52.50
	Every Other Week	\$13.50	\$16.00	\$18.00	\$34.65	\$45.00	\$53.90	\$64.40	\$75.60
	1x Per Week	\$14.50	\$17.00	\$19.00	\$57.75	\$66.50	\$85.00	\$118.30	\$140.00
	2x Per Week	\$29.00	\$34.00	\$38.00	\$115.50	\$133.00	\$170.00	\$236.60	\$280.00
	3x Per Week				\$173.25	\$199.50	\$255.00	\$354.90	\$420.00
	4x Per Week				\$231.00	\$266.00	\$340.00	\$473.20	\$560.00
	5x Per Week				\$288.75	\$332.50	\$425.00	\$591.50	\$700.00

West Central Sanitation Commercial Rates (with rent included)

		Container Sizes							
		35-Gallon	65-Gallon	95-Gallon	2yd	3yd	4yd	6yd	8yd
Frequency	Every 4 Weeks				\$30.17	\$39.21	\$45.85	\$57.94	\$68.84
	Every Other Week				\$48.80	\$61.59	\$73.21	\$92.58	\$110.78
	1x Per Week				\$80.42	\$102.45	\$120.89	\$158.47	\$192.48
	2x Per Week				\$138.41	\$178.88	\$218.15	\$284.98	\$350.61
	3x Per Week				\$201.67	\$260.59	\$318.31	\$416.76	\$514.02
	4x Per Week								
	5x Per Week								

Price savings per month, per container with Sweetman Sanitation

		Container Sizes							
		35-Gallon	65-Gallon	95-Gallon	2yd	3yd	4yd	6yd	8yd
Frequency	Every 4 Weeks				\$9.38	\$6.21	\$5.85	\$8.94	\$16.34
	Every Other Week				\$14.15	\$16.59	\$19.31	\$28.18	\$35.18
	1x Per Week				\$22.67	\$35.95	\$35.89	\$40.17	\$52.48
	2x Per Week				\$22.91	\$45.88	\$48.15	\$48.38	\$70.61
	3x Per Week				\$28.42	\$61.09	\$63.31	\$61.86	\$94.02
	4x Per Week								
	5x Per Week								

Price Savings Over a 7 year contract with Sweetman Sanitation

		Container Sizes							
		35-Gallon	65-Gallon	95-Gallon	2yd	3yd	4yd	6yd	8yd
Frequency	Every 4 Weeks				\$787.92	\$521.64	\$491.40	\$750.96	\$1,372.56
	Every Other Week				\$1,188.60	\$1,393.56	\$1,622.04	\$2,367.12	\$2,955.12
	1x Per Week				\$1,904.28	\$3,019.80	\$3,014.76	\$3,374.28	\$4,408.32
	2x Per Week				\$1,924.44	\$3,853.92	\$4,044.60	\$4,063.92	\$5,931.24
	3x Per Week				\$2,387.28	\$5,131.56	\$5,318.04	\$5,196.24	\$7,897.68
	4x Per Week								
	5x Per Week								

Average Price Savings over 7 Years	\$2,996.85
Number of businesses Olivia estimates to be within city limits	60
Estimate of price savings for Commercial customers	\$ 179,811.07



DAKTRONICS.COM

201 Daktronics Drive PO Box 5128
Brookings, South Dakota 57006-5128
T 800-325-8766 605-692-0200 F 605-697-4700

City of Olivia, MN
1009 West Lincoln Ave.
Olivia, MN 56277

Tom Quackenbush
Daktronics, Inc.
1425 E Bridge St
Redwood Falls, MN 56283

To Whom it may concern,

The Daktronics factory in Redwood Falls has our trash and some recycling services with Sweetman Sanitation for several months. We have found them to be price competitive and seamless service since the beginning of our contract. Their years of experience shows in the questions they asked regarding frequency of service and the size of containers that would meet our needs.

I am comfortable recommending Sweetman Sanitation as we have had nothing but the consideration of our needs and follow up to ensure our needs are met and to our expectations.

Regards,

A handwritten signature in blue ink, appearing to read 'Tom Quackenbush', with a long horizontal flourish extending to the right.

Tom Quackenbush
Plant Manager
Daktronics, Inc.
Redwood Falls, MN 56283
507-430-5105



200 South Mill Street
Redwood Falls, MN 56283
507-637-2828
chamber@redwoodfalls.org
www.redwoodfalls.org

May 13, 2024

Re: Sweetman Sanitation Letter of Support

To representatives from the City of Olivia,

As the Executive Director of Redwood Area Chambers and Tourism, I am honored to be writing this letter of support for Sweetman Sanitation, regarding their bid for waste collection for the City of Olivia, MN. I have been fortunate to see first-hand the growth of this new business, Sweetman Sanitation, and continue to be impressed by their thoughtful, professional, and community-minded approach toward their successful launch and growth of their new business.

Serving a tri-county area, Sweetman Sanitation may be a relatively new business, but their staff brings more than 40 years of experience to the local sanitation market demand. Their philosophy of exceptional customer service with a community focus is continuing to grow their customer base and our experiences utilizing their business, along with the feedback we've heard from our Chamber Members, have been excellent. Sweetman Sanitation pledges to be involved in the communities they serve, and our community is no exception. Whether it's the no-cost sanitation service they provide to all area churches in our area, and in all the areas they serve, or it's their participation and sponsorship in local community events, such as our annual Redwood Falls Fall Festival, or the Discover Downtown Clean Up Days, and many others, Sweetman Sanitation regularly supports local businesses and community activities. Sweetman Sanitation representatives have also regularly supported career exploration activities with our local school and Chamber partnership, and the local Rotary Club's HS Senior Rotary Day.

Redwood Area Chamber & Tourism is in full support of local business Sweetman Sanitation and recommends them without hesitation. Please contact me directly if I can be of further assistance to your decision regarding their bid or community involvement.

Sincerely,

A handwritten signature in blue ink that reads "Anne Johnson". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Anne Johnson

Executive Director, Redwood Area Chamber & Tourism
anne@redwoodfalls.org

May 16, 2024

To whom it may concern:

It is with great pleasure that I am able to write a letter of reference for Sweetman Sanitation.

Sweetman Sanitation Inc. is a relatively new, family-owned company that comes with a long-respected history by its owner and employees, who have been involved in the collection and hauling of solid waste in Greater Minnesota for over a decade. The Redwood/Renville Regional Solid Waste Authority (RRRSWA) recognized Sweetman Sanitation in 2023 when soliciting for regional solid waste haulers to submit a bid on the RRRSWA's 5-year recycling and municipal solid waste collection and hauling contract. This included: the distribution and bi-monthly collection of 8,700 95-gallon residential recycling carts, and distribution and weekly and bi-weekly collection of 100 (8 yard) recycling containers. The distribution and collection of the recycling carts took place in 25 cities located in Redwood and Renville County, while the 100 (8-yard) recycling containers are a combination of urban and rural recycling collection sites throughout both counties. Municipal solid waste (MSW) hauling involved the daily transporting of 60-80 tons of MSW to Lynd, MN, 20-40 tons of recyclables to Shakopee, MN and the hauling of 40-100 tons of demolition material to the Renville County Demolition Landfill, Olivia, MN. All of the above listed materials and are funneled to and through the newly constructed recycling and transfer facility in Redwood Falls, MN.

Although West Central Sanitation was the low bidder and awarded the 2023-28 recycling and hauling contract, I feel confident that Sweetman Sanitation (if they would have been selected) would have been able to fulfill and could have met all of the RRRSWA's needs and expectations. Public feedback has indicated that their drivers are hardworking and respectful, not only to their customers, but also to the city staff where their service is being provided. As a whole, their representatives communicate well with RRRSWA facility staff and residents alike, and their pricing appears regionally, to be competitive. Ray Sweetman, owner of Sweetman Sanitation is the former West Central Sanitation, Operations Manager, and historically has always been accommodating and understanding to our requests in regards to the ever-changing needs of both resident and facility (changes such as: annual and holiday collection schedules, new customers, city program adjustments, etc.).

The Redwood-Renville Regional Material Recovery and Transfer Facility provides a disposal site for many reputable commercial haulers to dispose of their materials, with Sweetman Sanitation Inc., as being one of them. I thank you for taking the time and due diligence to inquire on one of many of our licensed haulers. Feel free to reach out if you need any additional information or additional testimonial.

Sincerely,

Jon Mitchell,
Executive Director, Redwood/Renville Regional Solid Waste Authority



MAN
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McNeilus

2018
2019
2020
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483

ATS
571-4



507-616-8774

SWEETMAN
SANITATION



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USDOT 4121233

SWEETMAN
SANITATION

507-616-8774
SweetmanSanitation.com

Servicing Redwood, Renville, & Yellow Medicine Counties
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Proud supporters
of all local area
schools!



WEST CENTRAL SANITATION

4809 ABBOTT DRIVE ■ P.O. BOX 796 ■ WILLMAR, MINNESOTA 56201 ■ (320) 235-7630 ■ FAX (320) 235-5715

May 3rd, 2024

City of Olivia
Attn: Elizabeth Torkelson
City Administrator

Dear City of Olivia:

We want to thank you for the opportunity to provide a proposal for residential and commercial refuse collection services for your consideration. We currently serve the City of Olivia and have done so for nearly 37 years. We also recently have been awarded the recycling contract with Redwood and Renville Counties, covering the next (7) years.

West Central Sanitation is a local, family-owned and operated business. Don, Carol, and Taylor Williamson, alongside experienced staff, work every day to continually provide the absolute best service at a reasonable price. Serving communities just like Olivia is the foundation of our business.

We're proud to say West Central Sanitation is in its 45th year of providing services in central Minnesota. We service many neighboring communities to Olivia on Hwy 212, such as Renville, Danube, Bird Island, and Hector, as well as many customers in the surrounding rural areas.

The City of Olivia has not sought bids for collection services for nearly 37 years, we believe this is a testament to our proven track record and stability. For over three decades, West Central Sanitation has shown up on time, each week, with dependable and local service.

We are excited for this opportunity; we want to continue partnering with your community in the days ahead.

West Central Sanitation – *“Good Neighbors You’ve Come to Trust”*.

Best wishes,



Don Williamson
President & Owner
320-235-7630 ext. 105



Jeff Bertram
Company Representative
320-250-6999 (cell)

Enclosures



We help keep America beautiful.
With your help.

Meeting Olivia's Goals Today and Tomorrow

Adding Long Term Value

West Central Sanitation has brought great value in our partnership with the City of Olivia. We realize the bottom line is always important - but there are some things it is difficult to put a price on. Our driving passion is to not only meet but exceed your community's goals. Following are noteworthy benefits West Central Sanitation brings to Olivia:

Stability & Proven Performance – We are the *only* company that can claim *all* the following:

- ✓ Local – Family owned, with our main headquarters in Willmar, MN.
- ✓ Celebrating 45 years of continuous service in central Minnesota
- ✓ We still service nearly every municipal contract we have **ever** been awarded in our 45-year history!
- ✓ One phone call can put you in touch with the Owner and top management.

Environmentally Responsible – West Central Sanitation will soon transition to utilizing a **Compressed Natural Gas** truck to service the City of Olivia.

- ✓ Cleaner, Greener, Quieter and lowering your City's carbon footprint.
- ✓ Safer – CNG fuel tanks are built significantly stronger than diesel tanks, reducing the chances for an accidental leak. In an accident, gas is released into the air, harmlessly.
- ✓ Economical – Over the last decade, natural gas prices have been stable. Diesel has gone up and down 140% - mostly up!
- ✓ Many of our CNG trucks are produced in Dodge Center, MN, supporting local jobs.

Safety & Protection

- ✓ Our insurance package indemnifies Olivia for up to \$5 million.
- ✓ DOT certified mechanics on staff keep our equipment well maintained.

Prompt & Responsive Service

- ✓ Our large inventory of trucks and equipment means we can accommodate any need.
- ✓ Our Willmar office is staffed 8AM to 5PM, Monday-Friday. When a customer calls, they will speak to one of our experienced customer service representatives, who will help them with their request. **They do not get a call center in another state.** Emergency Voicemail system after hours is available.
- ✓ Toll Free & Local telephone numbers available, plus our website.

State-of-the-Art

- ✓ Trucks are connected, live, to our central office and our central information system.
- ✓ All trucks are GPS-equipped and each stop is time and location stamped, within seconds of service.

City of Olivia - Proposal

Submitted by West Central Sanitation
May 3rd, 2024

West Central Sanitation has reviewed our rates and pricing and believe the following accurately represent the cost to provide safe and reliable service to Olivia.

Our proposal to Olivia is as follows:

July 8th 2024 through July 7th, 2029

Service Provided - Residential	Monthly Rate
Yellow Tags – Price per Tag	\$ 2.25
Yellow Tags – Base Rate	\$ 4.00
35 Gal Cart – 1x/Mo	\$ 7.82
35 Gal Cart – Every Other Week	\$ 9.15
35 Gal Cart – Weekly	\$11.80
65 Gal Cart – Weekly	\$14.50
95 Gal Cart – Weekly	\$17.27

Dumpster Pricing

Size	1xMo	EOW	Weekly	2x Week	3x Week
1.5 yards	\$15.52	\$30.98	\$56.67	\$113.34	\$169.99
2 yards	\$18.27	\$36.90	\$68.52	\$126.51	\$189.77
3 yards	\$23.74	\$46.12	\$86.98	\$163.41	\$245.12
4 yards	\$28.00	\$55.36	\$105.42	\$200.30	\$300.46
6 yards	\$36.52	\$71.16	\$137.05	\$263.56	\$395.34
8 yards	\$45.04	\$86.98	\$168.68	\$326.81	\$490.22

Dumpster Rent:

1.5 yards	\$11.90/month
2 yards	\$11.90/month
3 yards	\$15.47/month
4 yards	\$17.85/month
6 yards	\$21.42/month
8 yards	\$23.80/month

We propose an increase per year reflecting the average Consumer Price Index (CPI). The specific CPI relevant to this proposal is the CPI-U – Midwest Region, All Items less Food and Energy, capped at 5%.

West Central Sanitation – *“Good Neighbors You’ve Come to Trust”*



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/25/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

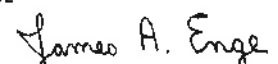
PRODUCER AssuredPartners of Minnesota LLC 2685 Long Lake Road St. Paul MN 55113	CONTACT NAME: Kim Rowe PHONE (A/C No. Ext): (651) 287-1161 E-MAIL ADDRESS: kim.rowe@assuredpartners.com FAX (A/C No.): (651) 644-9137																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Integrity Insurance Companies</td> <td>14303</td> </tr> <tr> <td>INSURER B:</td> <td>Midwest Employers Casualty Company</td> <td>23612</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Integrity Insurance Companies	14303	INSURER B:	Midwest Employers Casualty Company	23612	INSURER C:			INSURER D:			INSURER E:			INSURER F:	
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INSURER E:																					
INSURER F:																					
INSURED West Central Sanitation, Inc. P.O. Box 796 Willmar MN 56201																					

COVERAGES **CERTIFICATE NUMBER:** 2024/25 Master **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPP2875249	04/30/2024	04/30/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Included \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			CA2875250	04/30/2024	04/30/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			CUP2875251	04/30/2024	04/30/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NM) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	21-0000797	05/01/2024	05/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER For Information Only	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

WEST CENTRAL SANITATION

4809 ABBOTT DRIVE ■ P.O. BOX 796 ■ WILLMAR, MINNESOTA 56201 ■ (320) 235-7630 ■ FAX (320) 235-5715

Dear Councilor

I hope this letter finds you well. I know you have a decision to make concerning your trash collection. After reviewing bids, we believe there are significant considerations beyond the service price.

A few months ago, I attended a council meeting in Cottonwood, some miles from Olivia. They faced a similar choice: continuing with West Central Sanitation or taking a chance on a new company. They decided rather quickly to grant us a five-year extension, for which we are grateful. Since then, the cities of Belview, Lamberton, and Redwood/Renville County (RRRSWA) have all chosen to continue their partnerships with West Central Sanitation.

For a city or county, what matters is consistent, reliable service week after week. After being in business for 45 years, we know how important it is to get all the details right. We have demonstrated this for over three decades in Olivia. The consequences of service mishaps are problematic and result in phone calls to councilors and city staff.

I encourage you to exercise your ability to negotiate a contract with West Central Sanitation. We will hear and meet your needs; we will not let you down. I'd like to highlight the reasons you can confidently decide to continue partnering with West Central Sanitation:

- We are a local, family-owned business that prioritizes strong relationships with our communities. Olivia knows us and we know you. Over 35 years of partnership says something, today.
- We own all trucks, carts, dumpsters, and equipment necessary to ensure full control over service quality.
- WCS has more than one truck and one spare (breakdowns happen, a lot!). We have the multiple spares needed to pick up Olivia's trash on time, surrounding Olivia nearly every day. We also have additional drivers on hand to avoid service delays.
- WCS has well-equipped maintenance facilities and DOT-certified technicians in Redwood Falls and Willmar to support Olivia, we will not wait on repairs at external shops.
- We have full-time Customer Service Attendants, Mechanics, and Managers for exceptional service.
- We operate two local transfer facilities, offering disposal redundancy in the case of a shutdown. In 45 years, we have never been fined for a violation from a governing body.
- WCS has recently been awarded a 7-year collection contract for collecting Olivia's recycling. We have served Renville County recycling for over 30 years.
- To safeguard Olivia, we carry comprehensive insurance coverage, exceeding 7 million dollars.

New companies lack the proven track record West Central Sanitation has established through years of dedicated service. We work hard to be "*Good Neighbors You've Come to Trust*". We are grateful for the opportunity to serve and support your community.

Sincerely,

Don Williamson, Owner
Cell: 320-220-5301
CC: City Council



We help keep America beautiful.
With *your* help.

Olivia City Hall
1009 West Lincoln Avenue
Olivia, MN 56277

Dear City of Olivia,

My name is Travis Weidauer. I have lived in Olivia for 39 years, having graduated from BOLD. My kids are currently enrolled at BOLD.

I shop at all our local businesses and have made Olivia my home. I attend church here in town and shop at all our local businesses.

I have seen over and over again how West Central Sanitation supports the communities they serve and Olivia is a prime example of that support. Garbage service is about more than just price. It's an essential job that needs to be done.

I have worked for West Central Sanitation for 19 years and I love what I do. I have good pay and good benefits. I'm currently the route driver for Olivia and collect our trash, each week. I'm hoping you will support my job. I do my best in our community, each day.

Sincerely,



Travis Weidauer
802 Circle Dr.
Olivia, MN 56277

Olivia City Hall
1009 West Lincoln Avenue
Olivia, MN 56277

City of Olivia Mayor and Councilors,

I am writing this letter as a resident in support of renewing the contract for trash services throughout Olivia with West Central Sanitation. The peace of mind their reliable service provides is incomparable.

Last summer I experienced an interruption to my lawn maintenance service which put me in a difficult spot. I had contracted with a small but local service provider for the entire season. When his only mower unexpectedly broke down, he could not service any of his customers, including me. I patiently waited for weeks, hoping he could resolve the mechanical issue; however, my grass continued to grow. I inevitably scrambled to find anyone who could squeeze my yard into their already full schedule. Thankfully, I found a different service provider with a larger staff and more equipment; whom I contracted with this season to ensure I won't find myself in a service interruption situation in the future.

In addition, having many employees of West Central Sanitation living within the community is clearly a benefit and brings a heightened level of accountability to provide quality services to our neighbors at home. Personally, I work in Human Resources and one of my many tasks is to ensure that our drivers have uniforms and the personal equipment they need each day to safely do their jobs. However, whether we collect trash, process recycling, deliver carts, maintain billing, or answer customer questions; we are all local representatives of the values of West Central Sanitation and an approachable touchpoint for our neighbors. Not only those we see in our backyards, but those we speak with at Max's, Mac's, B&D Market, Subway, Northern Services, Cenex, Caseys; and our pharmacy, hospital, banks, churches, and schools.

As you make this decision on behalf of the residents of Olivia, do so with the hindsight of 35+ years of West Central Sanitation's service maintaining the public health and sanitation for the people and businesses here, and the confidence that sincere relationship provides.

Respectfully,



Nikki Pregler
305 9th Street South
Olivia, MN 56277

Olivia City Hall
1009 West Lincoln Avenue
Olivia, MN 56277

City of Olivia Mayor and Councilors,

My name is Mitch Lothert, I am an employee of West Central Sanitation for nearly 5 years and a resident of Olivia for nearly 40. I'm writing this letter in support of renewing our contract with West Central Sanitation for garbage collection in Olivia.

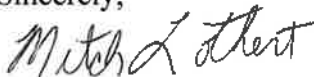
I have lived in Olivia since 1985 and graduated from Olivia High School. My boys attended St. Mary's school until 8th grade and subsequently graduated from Olivia. I volunteered as a fire fighter in Olivia for 26 years and coached 212 youth baseball for many years. I occasionally attend church in Olivia as well. Before working with West Central Sanitation, I worked at a local business in Olivia for 32 years.

I support our local community while getting gas at Cenex and Caseys, eating out at Max's Grill and ordering pizza from the local Casey's. I get the hardware I need from Mac's Hardware and my groceries from B&D Market. I attend church occasionally at St. Aloysius.

I am personally responsible for operating the transfer station in Redwood Falls, on behalf of West Central Sanitation, and transferring our community's trash into semi-trailers for final transport to a disposal facility. I'm proud to be able to do this.

I appreciate my work and supporting my community, I hope you will support my job and renew our contract with West Central Sanitation.

Sincerely,



Mitch Lothert
619 E Depue Ave
Olivia, MN 56277

Olivia City Hall
1009 West Lincoln Avenue
Olivia, MN 56277

Dear Olivia Mayor and Councilors,

My name is Summer Riesberg, I am a resident of Olivia and work in the billing department for West Central Sanitation. I was born in Olivia and lived here and attended BOLD until I was 11, moving back in 2009. I moved back to give my kids a small-town experience. Olivia is the first town my family lived in after immigrating to America; I am the 5th generation to live here.

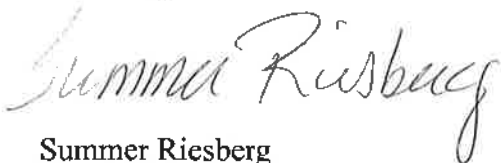
My children are all enrolled or graduates of BOLD:

- Kris Montgomery graduated BOLD 2015
- Autumn Montgomery graduated BOLD 2020
- Jersey Gieser is finishing 6th grade at BOLD
- Billie Gieser is finishing 5th grade at BOLD

As my children have moved through school, I'm always involved in whatever sports or activities they participate. I frequently patronize B&D for my groceries, Caseys, DQ, Subway, Chatterbox, Corncade, and ACTS.

In the billing department, I help answer billing questions from residents and process payments sent to us by check. I assist our other team members in making sure accounts are set up correctly, so our drivers have it on their route & know who to service. I'm glad to support my community in this way and I hope you will renew our contract with West Central Sanitation, so I can continue to do this for my neighbors. I know a few of my neighbors feel the same way I do.

Sincerely,



Summer Riesberg
1103 Lincoln Ave W
Olivia, MN 56277

Olivia City Hall
1009 West Lincoln Avenue
Olivia, MN 56277

Dear City of Olivia,

I'm Jesse Requena. I lived in Olivia while growing up for 12 years. My 4 children attend school here at BOLD from grades K through 5th. My daughter Sophia is in 4th grade and my son Jordan in 5th grade always look out for the big blue West Central garbage truck and ask me if it's me driving the truck. I always tell them it is, even though sometimes it's not, but them thinking it could be me makes me happy.

My family attend church on Sundays at the Methodist church on 9th street. I love to BBQ and we buy a lot of fresh meats from B&D grocery store.

I drive a rear-load truck in the rural areas around Olivia and I'm always happy to grab my neighbor's trash if they were missed or didn't have it out on-time. I'm hoping you'll renew our contract with West Central Sanitation.

Sincerely,

A handwritten signature in cursive script that reads "Jesse Requena".

Jesse Requena
609 E Depue Ave
Olivia, MN 56277

Olivia City Hall
1009 West Lincoln Avenue
Olivia, MN 56277

City of Olivia Mayor and Councilors,

My family has lived in Olivia since 1982. I am a 1992 graduate of BOLD high school, in Olivia, and currently have an 8 year old child in BOLD Elementary school. I worked with West Central Sanitation for 14 years, before leaving and recently returning to work with them this past Summer. I wanted to come back because it is a good job and I feel respected.

As a former business owner, I know how important local shopping is to a small-town business. I buy all of my fuel in Olivia and nearly all my groceries at the B&D Market. I also eat at Max's grill.

I hope Olivia will renew its contract with West Central Sanitation.

Sincerely,

A handwritten signature in cursive script that reads "Joey Jensen".

Joey Jensen
907 Circle Drive
Olivia, MN 56277

Olivia City Hall
1009 West Lincoln Avenue
Olivia, MN 56277

Dear City of Olivia,

My name is Noah Cloutier and I have just started working at West Central Sanitation. I will be doing cart delivery. West Central Sanitation is going to help me get my CDL license and I'm excited to have this opportunity.

I'm looking forward to being in town twice a week, delivering and taking carts and other items needed by Olivia.

I hope Olivia will continue to use West Central Sanitation.

Sincerely,

A handwritten signature in black ink that reads "Noah Cloutier". The signature is written in a cursive style with a long horizontal flourish at the end.

Noah Cloutier
911 Circle Dr.
Olivia, MN 56277



Rear-Load Vehicle Example #1

ISO 9001 Quality Management System
Labrie Environmental Group

WEIGHT DISTRIBUTION # WEST CENTRAL 2RIII 25 YARD³ ON CHASSIS FREIGHTLINER M2-106 6X4 DIESEL

AS PER FEDERAL BRIDGE LAW / WEIGHT REGULATION		REAR AXLE	FRONT AXLE	WEIGHT	
CHASSIS WEIGHT		8 250	8 250	16 500	
BODY & OTHER COMPONENTS		20 512	-678	19 835	WHEELBASE 222
TOTAL EMPTY BODY + CHASSIS		28 762	7 572	36 335	
					BODY CAPACITY 25
PAYLOAD		5 238	975	6 212	
REFUSE					% FILL 100
					DENSITY 248
TOTAL WEIGHT		34 000	8 547	42 547	
LEGAL LIMIT AS PER WEIGHT REGULATION		34 000	18 200	80 000	
LEGAL LIMIT AS PER FEDERAL BRIDGE LAW		34 000	20 000	51 500	

AS PER CHASSIS CAPACITY OR MAXIMUM DENSITY		REAR AXLE	FRONT AXLE	WEIGHT	
CHASSIS WEIGHT		8 250	8 250	16 500	
BODY & OTHER COMPONENTS		20 512	-678	19 835	WHEELBASE 222
TOTAL EMPTY BODY + CHASSIS		28 762	7 572	36 335	
					BODY CAPACITY 25
PAYLOAD		17 238	3 207	20 445	
REFUSE					% FILL 100
					DENSITY 818
TOTAL WEIGHT		46 000	10 780	56 780	
LIMITATION AS PER CHASSIS CAPACITY OR MAXIMUM DENSITY		46 000	16 000	62 000	

COMMENTS:

MEETS BRIDGE FORMULA AND MINNESOTA' WEIGHT REGULATION WITH 100% OF FILLING AND SHOWN DENSITY. FRONT AXLE WEIGHT REGULATION IS FOR 315/80R22,5 TIRE SIZE. MEETS AXLE CAPACITY WITH 100% OF FILLING AND SHOWN DENSITY. ACTUAL CHASSIS WEIGHT MUST BE AS USED FOR CALCULATION. WEIGHT DISTRIBUTION SUBJECT TO CHANGE. WEIGHT SHOWN HERE IS AN ENGINEERING ESTIMATE AND DOES NOT INCLUDE UNPUBLISHED OPTIONS. ACTUAL "SHIPPING" WEIGHT MAY VARY.

WEIGHT in POUNDS, VOLUME in CUBIC YARD, DENSITY in LBS/CU.YD

CALCULATED BY : T.CHIASSON APPROVED BY: _____

DATE : 2024-05-09

PL04-FM31, March 2008, rev. 00



West Central Sanitation Automated Example

ISO 9001 Quality Management System
Labrie Environmental Group

**WEIGHT DISTRIBUTION # WEST CENTRAL
AUTOMIZER 31 YARD³ ON CHASSIS MACK LR 6X4 DIESEL**

<i>AS PER WEIGHT REGULATION / BRIDGE LAW</i>		REAR AXLE	FRONT AXLE	WEIGHT	
CHASSIS WEIGHT		8 000	12 000	20 000	
BODY & OTHER COMPONENTS		9 313	6 759	16 072	WHEELBASE 221
TOTAL EMPTY BODY + CHASSIS		17 313	18 759	36 072	
					BODY CAPACITY 31 (27+4)
PAYLOAD		15 011	417	15 428	
REFUSE					LOAD DENSITY 498
	AUX AXLE	REAR AXLE	FRONT AXLE	TOTAL	
TOTAL WEIGHT		32 324	19 176	51 500	
<u>LEGAL LIMIT AS PER WEIGHT REGULATION</u>		34 000	20 000	80 000	
<u>LEGAL LIMIT AS PER BRIDGE FORMULA</u>		34 000	20 000	51 500	

<i>AS PER CHASSIS CAPACITY OR MAXIMUM DENSITY</i>		REAR AXLE	FRONT AXLE	WEIGHT	
CHASSIS WEIGHT		8 000	12 000	20 000	
BODY & OTHER COMPONENTS		9 313	6 759	16 072	WHEELBASE 221
TOTAL EMPTY BODY + CHASSIS		17 313	18 759	36 072	
					BODY CAPACITY 31 (27+4)
PAYLOAD		27 146	754	27 900	
REFUSE					LOAD DENSITY 900
	AUX AXLE	REAR AXLE	FRONT AXLE	TOTAL	
TOTAL WEIGHT		44 459	19 513	63 972	
<u>LIMITATION AS PER CHASSIS CAPACITY OR MAXIMUM DENSITY</u>		46 000	20 000	66 000	

COMMENTS:

MEETS BRIDGE FORMULA AND MINNESOTA' WEIGHT REGULATION WITH SHOWN DENSITY. FRONT AXLE WEIGHT REGULATION IS FOR 425/65R22,5 TIRE SIZE. MEETS AXLE CAPACITY WITH BODY FULLY PACKED. ACTUAL CHASSIS WEIGHT MUST BE AS USED FOR CALCULATION. WEIGHT DISTRIBUTION SUBJECT TO CHANGE. WEIGHT SHOWN HERE IS AN ENGINEERING ESTIMATE AND DOES NOT INCLUDE UNPUBLISHED OPTIONS. ACTUAL "SHIPPING" WEIGHT MAY VARY.

WEIGHT in POUNDS, VOLUME in CUBIC YARD, DENSITY in LBS/CU.YD

CALCULATED BY : T.CHIASSON
DATE : 2024-05-09

APPROVED BY: _____

Rear-Load Vehicle Example #2

McNeilus

Weight Distribution

10/05/2021

Page 1 of 3

Customer: *New Customer*

Requestor: A. Lanphere

Freightliner M2-106

Preparer: A Falk

10/05/2021

25 Yard Heavy Duty RL

VIN: MM3390

Payload Total: 11,946 (478 lbs/yd)

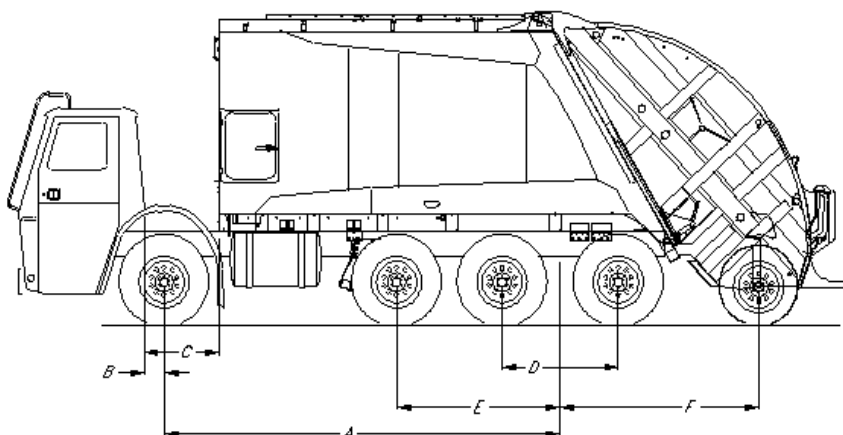
Notes: Chassis weights from check in. Fuel and driver weight added. Primary loading to Federal Bridge Regulations. Alternate loading to maximum estimated payload capacity.

Number of Axles: 3

Number of Rear Axles: 2

Auxillary Axles:	Description	Distance	Weight	CG	Force
Pusher	<input type="checkbox"/>	0.00	0.00	0.00	0.00
Tag	<input type="checkbox"/>	0.00	0.00	0.00	0.00

<u>Weight Summary</u>	Front Axle Tandem	Pusher	Rear Axle Tandem	Tag	Rear Group	Gross
Rating	16,000.0		46,000.0		46,000.0	
Bridge Law Max Weight	20,000.0		34,000.0		34,000.0	51,500.0
Chassis & Options Weight	8,020.5		7,929.5		7,929.5	15,950.0
Body & Options Weight	536.2		15,763.8		15,763.8	16,300.0
TARE Weight	8,556.7		23,693.3		23,693.3	32,250.0
Payload Weight	1,640.0		10,306.0		10,306.0	11,946.0
Total Weight	10,196.7	0.0	33,999.3	0.0	33,999.3	44,196.0
Weight %	23.1%	0.0%	76.9%	0.0%	76.9%	100.0%
Bridge Law Compliant?	Compliant		Compliant		Compliant	Compliant



Inches

228.00 A: Wheelbase

65.50 B: Back of Cab to Center of Front Axle

7.00 C: Back of Cab to Front of Body

54.00 D: Rear Tandem Spread

0.00 E: Center of Tandem or Center of Single Axle to Pusher Axle

0.00 F: Center of Tandem or Center of Single Axle to Tag Axle

Note: Body and chassis weights are informational and subject to change. Payload configurations are approximate due to variations in payload content and consistency. Under no circumstance does McNeilus guarantee payload due to these variables.

	Inches	Feet		CG	Weight		Weight	CG
Outer Bridge:	255	21	Chassis Total:	115.7	15,450	Body:	16,300.00	148.00
Rear Inner Bridge:	54	5	Chassis Front:	0.0	7,610	Payload:	11,946.00	124.20
Front Tandem Bridge:	0	0	Chassis Rear:	228.0	7,840			
Rear Tandem Bridge:	54	5	Chassis Options Total:	40.8	500			
			Body Total:	220.5	16,300			
			Body Options Total:	72.5	0			
			Tag:	0.0	0			
			Pusher:	0.0	0			
			Payload:	196.7	11,946			
					44,196			

Center of Gravity Summary				
Front of Body Location from Front Axle				72.5
Wheelbase				228.0
Actual Back of Cab to Rear Axle/Tandem				162.5
	<u>Chassis</u>	<u>Body</u>	<u>Payload</u>	<u>Body+Payload</u>
CG	113.3	148.0	124.2	137.9
Weight	15,950	16,300	11,946	28,246

Auxillary Axle Effects	Front	Pusher	Rear	Tag	Total
Chassis	8,021	N/A	7,929	N/A	15,950
Body	536	N/A	15,764	N/A	16,300
Pusher Up	0	UP	0	UP	0
Tag Up	0	UP	0	UP	0
Tare Weight	8,557	UP	23,693	UP	32,250
Payload	1,640	N/A	10,306	N/A	11,946
Total Aux Axles Up	10,197	UP	33,999	UP	44,196
Pusher Down	0	0	0	N/A	0
Tag Down	0	N/A	0	0	0
Net Pusher Down	0	0	0	N/A	0
Net Tag Down	0	N/A	0	0	0
Total Aux Axles Down	10,197	0	33,999	0	44,196

Base Chassis Weight: 15,450

Chassis Options

	<u>Weight</u>	<u>CG</u>
Driver	200.00	42.00
Fuel	300.00	40.00
Totals:	500.00	40.80

Total Chassis Weight with Options: 15,950

Body Options

Total Body Weight with Options: 16,300

Note: Body and chassis weights are informational and subject to change. Payload configurations are approximate due to variations in payload content and consistency. Under no circumstance does McNeilus guarantee payload due to these variables.

Maximum Axle Loading

Warning: Body and chassis weights are informational and subject to change. Payload configurations are approximate due to variations in payload content and consistency. Under no circumstance does McNeilus guarantee payload due to these variables.

	Bridge Law Compliant	Alternative Loading
Payload Weight:	11,946.00	22,500.00
(lbs/yard)	478	900
Pusher Force:	0.00	0.00
Tag Force:	0.00	0.00

<u>Axle Weights</u>	Front Axle Tandem	Pusher	Rear Axle Tandem	Tag	Rear Group	Gross
Axle Rating	16,000		46,000			
Bridge Law Compliant	10,197	0	33,999	0	33,999	44,196
Alternative Loading	11,646	0	43,104	0	43,104	54,750

Customer accepts this weight distribution and payload for this vehicle.

Signature: _____

Note: Body and chassis weights are informational and subject to change. Payload configurations are approximate due to variations in payload content and consistency. Under no circumstance does McNeilus guarantee payload due to these variables.

Weight Distribution

Customer: 4 Axle Meridian 2.0

Mack MR

40 Yard Meridian

Requestor: S. Wachter

Preparer: A Falk

08/12/2021

VIN: 004530

Payload Total: 19,000 (475 lbs/yd)

Notes: Chassis weight from check in. Fuel and driver weight added. Primary loading to Federal Bridge Regulations. Alternate loading to maximum estimated payload capacity.

Number of Axles: 4

Number of Rear Axles: 3

Auxillary Axles:	Description	Distance	Weight	CG	Force
Pusher	<input type="checkbox"/>	0.00	0.00	0.00	0.00
Tag	<input checked="" type="checkbox"/> Hendrickson Compositelite ST 275/70R22.5	76.00	1,350.00	4.00	8,000.00

<u>Weight Summary</u>	Front Axle Tandem	Pusher	Rear Axle Tandem	Tag	Rear Group	Gross
Rating	20,000.0		46,000.0		46,000.0	
Bridge Law Max Weight	20,000.0		34,000.0		42,000.0	57,500.0
Chassis & Options Weight	11,271.2		9,728.8		7,885.4	19,650.0
Body & Options Weight	5,605.3		11,894.7		11,894.7	17,500.0
TARE Weight	16,876.5		21,623.5		21,623.5	38,500.0
Payload Weight	-781.2		19,781.2		19,781.2	19,000.0
Total Weight	19,181.6	0.0	30,318.4	8,000.0	38,318.4	57,500.0
Weight %	33.4%	0.0%	52.7%	13.9%	66.6%	100.0%
Bridge Law Compliant?	Compliant		Compliant		Compliant	Compliant

Inches

197.00 A: Wheelbase

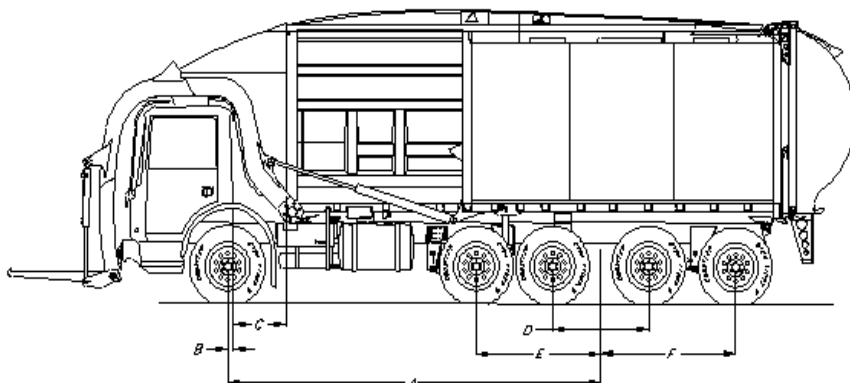
3.60 B: Back of Cab to Center of Front Axle

26.50 C: Back of Cab to Front of Body

54.00 D: Rear Tandem Spread

0.00 E: Center of Tandem or Center of Single Axle to Pusher Axle

76.00 F: Center of Tandem or Center of Single Axle to Tag Axle



Note: Body and chassis weights are informational and subject to change. Payload configurations are approximate due to variations in payload content and consistency. Under no circumstance does McNeilus guarantee payload due to these variables.

	Inches	Feet		CG	Weight		Weight	CG
Outer Bridge:	273	23	Chassis Total:	80.9	19,150	Body:	17,500.00	103.80
Rear Inner Bridge:	103	9	Chassis Front:	0.0	11,290	Payload:	19,000.00	175.00
Front Tandem Bridge:	0	0	Chassis Rear:	197.0	7,860			
Rear Tandem Bridge:	54	5	Chassis Options Total:	10.0	500			
			Body Total:	133.9	17,500			
			Body Options Total:	30.1	0			
			Tag:	269.0	1,350			
			Pusher:	0.0	0			
			Payload:	205.1	19,000			
					57,500			

Center of Gravity Summary				
Front of Body Location from Front Axle				30.1
Wheelbase				197.0
Actual Back of Cab to Rear Axle/Tandem				193.4
	<u>Chassis</u>	<u>Body</u>	<u>Payload</u>	<u>Body+Payload</u>
CG	91.3	103.8	175.0	140.9
Weight	21,000	17,500	19,000	36,500

Auxillary Axle Effects	Front	Pusher	Rear	Tag	Total
Chassis	11,765	N/A	7,885	N/A	19,650
Body	5,605	N/A	11,895	N/A	17,500
Pusher Up	0	UP	0	UP	0
Tag Up	-493	UP	1,843	UP	1,350
Tare Weight	16,877	UP	21,623	UP	38,500
Payload	-781	N/A	19,781	N/A	19,000
Total Aux Axles Up	16,095	UP	41,405	UP	57,500
Pusher Down	0	0	0	N/A	0
Tag Down	3,086	N/A	-11,086	8,000	0
Net Pusher Down	0	0	0	N/A	0
Net Tag Down	2,593	N/A	-9,243	8,000	1,350
Total Aux Axles Down	19,182	0	30,318	8,000	57,500

Base Chassis Weight: 19,150

Chassis Options

	<u>Weight</u>	<u>CG</u>
Driver (estimate)	200.00	-20.00
Fuel	300.00	30.00
Totals:	500.00	10.00

Total Chassis Weight with Options: 21,000

Body Options

Total Body Weight with Options: 17,500

Note: Body and chassis weights are informational and subject to change. Payload configurations are approximate due to variations in payload content and consistency. Under no circumstance does McNeilus guarantee payload due to these variables.

Maximum Axle Loading

Warning: Body and chassis weights are informational and subject to change. Payload configurations are approximate due to variations in payload content and consistency. Under no circumstance does McNeilus guarantee payload due to these variables.

	Bridge Law Compliant	Alternative Loading
Payload Weight:	19,000.00	24,000.00
(lbs/yard)	475	600
Pusher Force:	0.00	0.00
Tag Force:	8,000.00	8,000.00

<u>Axle Weights</u>	Front Axle Tandem	Pusher	Rear Axle Tandem	Tag	Rear Group	Gross
Axle Rating	20,000		46,000			
Bridge Law Compliant	19,182	0	30,318	8,000	38,318	57,500
Alternative Loading	18,976	0	35,524	8,000	43,524	62,500

Customer accepts this weight distribution and payload for this vehicle.

Signature: _____

Note: Body and chassis weights are informational and subject to change. Payload configurations are approximate due to variations in payload content and consistency. Under no circumstance does McNeilus guarantee payload due to these variables.

City of Paynesville



A Lifetime Opportunity

To Whom it May Concern:

Our city is pleased to write a reference letter, for West Central Sanitation, on behalf of the City of Paynesville. Paynesville has contracted with West Central Sanitation for over 35 years. They have provided weekly garbage service pickup and bi-weekly recycling pickup while working very hard to provide great service, and have done so with consistent and fair prices.

For the entirety of our relationship with them, they have provided Spring Cleanup and Fall Leaf Pick-up in our community. For these events, they have always been punctual, adequately staffed, and very pleasant and helpful. We've never had an issue with residual waste or resident complaints.

From the beginning of our services with them, they have remained consistently attentive and diligent to our needs. Their office has provided excellent customer service, whenever city personnel or a customer calls. They are easy to work with and very flexible when a special request arises.

The City of Paynesville and its residents have been very pleased with services provided, and overall interactions with everyone from drivers and management, to company ownership. I would highly recommend them to any community, knowing they will do a great job.

Sincerely,

Ron Mergen

Public Works Director

City of Paynesville

221 Washburne Avenue, Paynesville, MN 56362-1697

Phone: 320-243-3714

TDD #711 320-243-7737

www.paynesvillemn.com

Fax: 320-243-3713

ReneeE@paynesvillemn.com

**MCLEOD COUNTY
ENVIRONMENTAL SERVICES**

Offices of

Planning & Zoning, Solid Waste & Household Hazardous Waste

1605 5th Avenue, Hutchinson, MN 55336

Phone (320) 484-4344 Fax (320) 484-4315

West Central Sanitation
4089 Abbott Drive
Willmar, MN 56201

To whom it may concern,

West Central Sanitation provides hauling services for waste collection and recycling collection throughout much of McLeod County. I have been with McLeod County for 19+ years and have had the great pleasure of meeting and conducting business with Don Williamson and Jeff Bertram during this past year. These two gentlemen conduct themselves with great dignity, respect and honesty. My first impression of these two individuals was impressive due to the highest quality of character I have witnessed since day one.

McLeod County Environmental Services has contracted with West Sanitation since 2008 to receive services related to county wide recycling collection which in turn is transported to McLeod County's Material Handling Facility (MRF). McLeod County Environmental Services employees have several experiences working with West Central Sanitation management, office support staff, and drivers. Our experiences with all of West Central staff have and continue to exceed expectations in the areas of customer care, contract negotiation, pricing, and most importantly business ethics. McLeod County has and continues to value the relationship established with this outstanding organization. I highly recommend West Central Sanitation as a service provider.

Sincerely,



Marc Telecky
Environmental Services Director
McLeod County

City of Sacred Heart

PO Box 128 Sacred Heart, MN 56285

RENVILLE COUNTY

To Whom It May Concern,

It is with much enthusiasm that I am writing to recommend the services of West Central Sanitation.

The City of Sacred Heart has been using West Central Sanitation for the past 25 years or so for our waste management and recycling services. They do an excellent job, are always punctual, offer competitive rates, and have always been quick to help us when we have questions or concerns with their services. Throughout the last several years our city has been in the middle of a large infrastructure project and while streets were impassable at times, West Central Sanitation continued to work with our city and our residents to offer uninterrupted garbage and recycling pickup services.

Don Williamson, owner of West Central Sanitation, has always had great communication with our city and is a respectful and knowledgeable person. Every year we meet to renew our contract and one thing that I have observed is that he truly does care about the services he provides and he is always willing to go the extra mile to make sure his customers are happy.

I'm happy to recommend the services of West Central Sanitation. If you have any questions, please give me a call at (320)765-2559.

Thank you,

Colette Santjer

Colette Santjer
City Administrator/Clerk/Treasurer

Phone: (320)765-2559 Email: shclerk@icinet.net Fax: (320)765-2661
Website: www.sacredheartmn.org

The City of Sacred Heart is an equal opportunity provider and employer.

221 N. Main Street
P.O. Box 371
Renville, MN 56284



Equal Opportunity Employer and Provider

Phone: (320) 329-8366
Fax: (320) 329-8367
Website: www.ci.renville.mn.us

To Whom It May Concern:

I am writing this letter to recommend the services of West Central Sanitation to you. Since 1991, West Central Sanitation has worked within the City of Renville as either the recycling and/or refuse collector. The company offers high quality services for residential and commercial garbage removal at fair prices. Communication and interaction with both the owners and employees at West Central Sanitation has always been very good.

We have always been satisfied with West Central Sanitation's work, prices, and quality of employees that work within our city.

If you have any questions, feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shane Wohlman", is written over a light blue horizontal line.

Shane Wohlman
City Administrator/Clerk
City of Renville



Office of the City Administrator

111 Hassan Street SE
Hutchinson, MN 55350-2522
320-231-4074/Tel. 320-234-4240

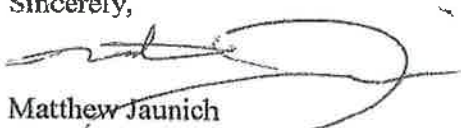
Letter of Recommendation for West Central Sanitation

To Whom It May Concern:

I am writing this letter of recommendation on behalf of West Central Sanitation. The City of Hutchinson has worked with West Central Sanitation since the fall of 2015. During that time, the City has enjoyed a wonderful working experience with West Central Sanitation. West Central has been able to provide a service to our residents at a cost that was less than our previous provider and a service that is just as good.

The City of Hutchinson is happy with the work provided by West Central Sanitation and would recommend them to any Municipality/Company that is looking to hire their services. Please feel free to call or email me if you have any questions about West Central Sanitation and the service they provide to the City of Hutchinson.

Sincerely,



Matthew Jaunich
City Administrator



To Whom It May Concern

RE: Letter of Recommendation

I understand that West Central Sanitation is submitting a request for proposal for garbage and recycling services for your area. The City of Waite Park highly recommends this company.

We had national/international companies service our City over the years. We grew tired of the multiple price increases, service type issues and the distant relation we had with those companies. In 2004 we had a request for proposal and, even though they were a little higher in price, we contracted with West Central Sanitation for one year. We were so impressed with their hands-on relationship with our City, their great service, and consistent pricing, that we extended their contract two additional years. In 2006, we awarded a five-year contract and have renewed that contract two additional times, with the current contract extending through 2021. We couldn't be happier with the service that they have provided our residents!

West Central Sanitation services approximately 1,550 residential properties in our community with no issues whatsoever. The service continues to be excellent, and their proactive approach in working with our community to handle our waste and recyclables has been appreciated and helped our bottom line. They truly have become a partner in these services.

The drivers for West Central Sanitation have also been very diligent in being proactive in notifying the city of any residents who are either abusing or misusing the refuse/recycling services. This allows us to contact the resident and correct the situation in a timely manner. We appreciate this, as it helps to keep the costs down for the city when the services are being used, as intended.

When it comes to personalizing any specific residential need, they handle those issues immediately and personally. Once again, West Central Sanitation has exceeded our expectation.

We highly recommend West Central Sanitation.

Sincerely,


Shaunna Johnson
City Administrator

Capability Comparison

		West Central Sanitation		Sweetman Sanitation
Local & Family Owned	✓	45 Years	✓	< 1 Year
Spare Trucks	✓	8-9 Trucks All Kinds		1 Spare Rearload No spare if Olivia requires two trucks
Spare Drivers	✓	4-5 spare drivers. Two are residents of Olivia		1 Spare Driver. Doubles as Billing & Customer Support
Customer Service Staff	✓	10 Staff, Plus Ownership and Managers		Spare Driver Fills Office Role.
Billing Staff To Answer Questions	✓	4 Experienced Staff. One is Resident of Olivia		Spare Driver Does Billing
Certified DOT Mechanics and Repair Shops	✓	2 Shops, Redwood Falls & Willmar. 15 Mechanics		No Mechanics. Must Outsource Work
Legal Weight, Automated Trucks to Safeguard Olivia's Roads	✓	Automated trucks with greater, legal payload than rear-load.		Rearload/Manual Trucks. Does not yet own automated truck
Olivia Jobs & Employment	✓	7 Olivia Jobs & Families \$620,000 in annual wages & benefits to Olivia		No Olivia Jobs
Proven Track Record	✓	Service to Olivia for over 30 years. Proven track record in communities around Olivia & towns of equal size.		In business for 10 months. Currently Serves Echo, MN
Equipment & Containers	✓	Yes. Spare Dumpsters, Carts & Vehicles on Hand		Must Order All Equipment Minimum 6/8-Week Delay
Proposal to Olivia Will Reduce Current Rates	✓	Reduces or maintains existing pricing for all residents.	✓	Note: 18% of Olivia Residents will have a rate increase under Sweetman proposal.

Council requested a side-by-side comparison of proposals.

As stated in Olivia's RFP and by the council, Olivia seeks to ensure they are receiving the greatest value for the price they pay for trash collection.

We have done our best to provide a comparison of West Central Sanitation's and Sweetman Sanitation's differing capabilities, based on our own knowledge, submitted proposals, and statements made at the previous council meeting.



Olivia Safe Routes to School Phase 3
 Olivia, Minnesota
 SEH No:
 Monday, May 20, 2024

COST ESTIMATE							
Item No.	Item Description	Unit	Est. Unit Price	PROJECT TOTAL		COSTS ELIGIBLE FOR FUNDING (80%)	COSTS INELIGIBLE FOR FUNDING (20% OR CITY COST)
				Est Qty.	Est. Cost		
TRAIL CONSTRUCTION							
2021.501	MOBILIZATION	LUMP SUM	\$30,000.00	1	\$30,000.00	\$24,000.00	\$6,000.00
2104.502	SALVAGE SIGN TYPE C	EACH	\$55.00	1	\$55.00	\$44.00	\$11.00
2105.504	GEOTEXTILE FABRIC TYPE 7	SQ YD	\$7.00	4500	\$31,500.00	\$25,200.00	\$6,300.00
2105.507	COMMON EXCAVATION (P) (EV)	CU YD	\$40.00	2000	\$80,000.00	\$64,000.00	\$16,000.00
2105.507	COMMON BORROW (CV) (P)	CU YD	\$30.00	500	\$15,000.00	\$12,000.00	\$3,000.00
2105.604	GEOGRID NX-750 (Type 2)	SQ YD	\$12.00	4500	\$54,000.00	\$43,200.00	\$10,800.00
2211.507	AGGREGATE BASE, CLASS 5 (CV) (P)	CU YD	\$75.00	1800	\$135,000.00	\$108,000.00	\$27,000.00
2301.602	DRILL & GROUT DOWEL BAR (EPOXY COATED)	EACH	\$25.00	2	\$50.00	\$40.00	\$10.00
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$6.00	40	\$240.00	\$192.00	\$48.00
2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B) (SPWEA240B)	TON	\$150.00	800	\$120,000.00	\$96,000.00	\$24,000.00
2501.602	INLET STRUCTURE	EACH	\$1,200.00	3	\$3,600.00	\$2,880.00	\$720.00
2502.503	10" PVC PIPE DRAIN	LIN FT	\$70.00	180	\$12,600.00	\$10,080.00	\$2,520.00
2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	\$1,400.00	2	\$2,800.00	\$2,240.00	\$560.00
2506.603	CONNSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	LIN FR	\$800.00	16	\$12,800.00	\$10,240.00	\$2,560.00
2521.518	6" CONCRETE WALK W/6" AGGREGATE BASE (PEDESTRIAN RAMP)	SQ FT	\$25.00	425	\$10,625.00	\$8,500.00	\$2,125.00
2531.503	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$40.00	50	\$2,000.00	\$1,600.00	\$400.00
2531.618	TRUNCATED DOMES	SQ FT	\$100.00	20	\$2,000.00	\$1,600.00	\$400.00
2564.502	INSTALL SIGN PANEL TYPE C	EACH	\$80.00	2	\$160.00	\$128.00	\$32.00
2564.518	SIGN PANELS TYPE C	SQ FT	\$80.00	25	\$2,000.00	\$1,600.00	\$400.00
2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	\$2,000.00	1	\$2,000.00	\$1,600.00	\$400.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	\$175.00	8	\$1,400.00	\$1,120.00	\$280.00
2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LIN FT	\$5.00	6000	\$30,000.00	\$24,000.00	\$6,000.00
2574.507	COMMON TOPSOIL BORROW (CV)	CU YD	\$60.00	500	\$30,000.00	\$24,000.00	\$6,000.00
2575.504	TURF RESTORATION	SQ YD	\$5.00	3900	\$19,500.00	\$15,600.00	\$3,900.00
2545.502	LIGHTING UNIT	EACH	\$10,000.00	4	\$40,000.00	\$32,000.00	\$8,000.00
TOTAL ESTIMATED CONSTRUCTION COST					\$637,330.00	\$509,864.00	\$127,466.00
PROJECT RELATED COST					\$159,332.50	\$0.00	\$159,332.50
OVERALL PROJECT COST					\$796,662.50	\$509,864.00	\$286,798.50



Building a Better World
for All of Us®

May 20, 2024

RE: City of Olivia, Minnesota
Safe Routes to School Trail Project -
Phase 3
SEH No. OLIVA 177133 10.03

Honorable Mayor and
Members of the City Council
City of Olivia
1009 W Lincoln Avenue
Olivia, MN 56277

Dear Mayor and Council Members:

This letter outlines our proposed services for preliminary design and Environmental Documentation services on Phase 3 of the Safe Routes to School Trail system proposed to extend from the existing trail at Pond Park to a point on Fairview Avenue north of the stormwater pond. See attached map.

PROJECT UNDERSTANDING

The City was successful in securing Federal grant funding for 2026 construction season. The grant covers a portion of the construction cost of the trail. Survey and engineering costs are not part of the grant.

Since award of the grant, further consideration was made by the city to reduce the length of the trail. This proposal outlines reduced scope of services to reflect the shorter trail segment proposed. It is anticipated that this revised trail length will not require easements, however much of the other documentation and coordination efforts to meet the funding requirements are still required.

SCOPE OF SERVICES

The tasks outlined below would start the preliminary design and environmental documentation phase of the project. The tasks are as follows.

Task 1 - Preliminary Design

Preliminary trail alignment and profile. Identifying grading limits, utility relocations, and preparing updated construction cost estimate. This preliminary design task is required to establish the project limits so that environmental impacts can be reviewed and noted prior to the final design and development of construction plans. An Open House Event and City/County staff meetings are also a part of this task.

Task 2 – Environmental Documentation (Project Memorandum)

SEH's team of transportation planners and scientists will obtain all information necessary to successfully complete the environmental review and documentation including the CATEX (Project Memorandum) for this project. The development of the environmental document will be processed in accordance with the May 1, 2020, FHWA/MnDOT Programmatic Categorical Exclusion Agreement. SEH will be responsible

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1390 Highway 15 South, Suite 200, P.O. Box 308, Hutchinson, MN 55350-0308

320.587.7341 | 800.838.8666 | 888.908.8166 fax | sehinc.com

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for using the Environmental Document Decision Tree to determine the appropriate level of categorical exclusion document. The SEH team will gather data from appropriate resource agencies and online sources to be used in the project analysis, evaluation, and environmental documentation process.

Task 3 - Topographic Survey

This task includes a topographic survey of the trail corridor to confirm existing grades, elevations, and existing features or structures. A Gopher State One Call will be completed prior to the survey so that private utilities can be located.

Task 4 - Wetland Delineation and Permitting

SEH will complete a desktop review of wetlands in the proposed trail corridor. This will delineate and map any wetlands that may be present. Because the area is dominated by agricultural land use, we are also required to do a crop slide review and identify any farmed wetlands that are present within the project area. Those results will follow current guidance and will be included in the wetland delineation report prepared for the project. A wetland delineation report will be prepared, which will describe the site conditions, identify the wetland boundaries, and serve to be a basis for follow up permitting if unavoidable wetland impacts will occur. It is assumed that the approval of the wetland boundary will occur locally, and that the wetland delineator will not need to be present.

Wetland permitting will be required if any temporary or permanent wetland impacts will occur as a result of the project. SEH will prepare a wetland permit application for any unavoidable impacts, which will be submitted to Renville County and the U.S. Army Corps of Engineers for processing. The permit application will require a discussion of the project purpose and need, and measures taken to avoid and minimize the wetland impacts. Depending on the amount of wetland impacted, the project may also require compensatory mitigation. It is anticipated that this will be achieved through purchase of wetland credits from a private bank, and that on-site or project specific replacement will not be pursued. The cost of those credits, and any fees associated with the process, will be the responsibility of the applicant.

The above scope assumes that there are no agency meetings required on site.

Task 4 Deliverables:

1. Field wetland delineation of project corridor
2. Crop slide review of project corridor
3. Wetland delineation report and crop slide analysis findings
4. Wetland permit application (if impacts will occur)
5. Assisting in wetland credit purchasing process (if mitigation is required)

Critical Wetland Activities Schedule

Wetland delineations will be scheduled to occur in summer 2024, with the objective of obtaining approval of the wetland boundaries prior to the end of the 2024 growing season. Wetland permitting will be completed in conjunction with the project plans, with submittal occurring once plans have been sufficiently prepared to quantify wetland impacts. The wetland permit preparation process is lengthy, as is the review period that follows. It is anticipated that the wetland permit process will take three to four months to complete once it has been initiated.

SCHEDULE

After the preliminary design is completed and Project Memorandum submitted and approved, we would submit a proposal for final design, bidding services and construction phase services based on the final approved project scope.

The environmental review process and project memo approval process can require more than 12 months to complete. The process would need to be started in May 2024 to accommodate the schedule for 2026 construction. Even with a start date in May of 2024, review comments or additional environmental documentation that is requested by agencies may delay the project completion timeline.

FEE

Our fee is based on the proposed scope in the attached Task Hour Budget.

Fee for:

Task 1 - Preliminary Design	\$33,700	
Task 2 - Project Memorandum (Environmental Review)	\$17,800	
Task 3 - Topographic Survey	\$6,400	
Task 4 - Wetland Delineation and Permitting	\$13,400	
Total Proposed SEH Fee	\$71,300	Hourly, Not-to-exceed

ASSUMPTIONS

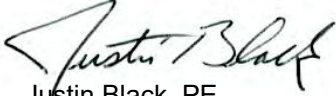
1. Assumes "no adverse effect" to any Section 106 (historic) properties with the determination to be provided by MnDOT Cultural Resources Unit (CRU) in response to the MnDOT CRU Project Review Request Letter/Form. Any cultural resources studies (architectural history and/or archaeology), if required, will be contracted separately through CRU or the City. If contracted through CRU, 80 percent of the cost would be covered by the State of Minnesota and 20 percent by the City.
2. Assumes no Section 7 (Endangered Species Act) formal consultation or biological opinion required. Assumes a determination of "no effect", "no jeopardy", or "may affect, but not likely to adversely affect" from the MnDOT Office of Environmental Stewardship.
3. Assumes no special studies (e.g., botanical surveys, etc.) will be required by the MnDNR or the MnDOT Office of Environmental Stewardship.
4. Assumes the use of park property will be covered by FHWA's Programmatic Evaluation for Bikeways/Walkways.
5. Assumes no Section 6(f)/Land and Water Conservation Fund (LAWCON) involvement.
6. Assumes no Phase I or II Environmental Site Assessment (ESA).

If these proposed services are acceptable to you, please sign the enclosed Supplemental Letter Agreement (SLA), return a copy to me, and keep a copy for your files. We look forward to working with you on this project.

Honorable Mayor and
Members of the City Council
May 20, 2024
Page 4

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

A handwritten signature in black ink that reads "Justin Black". The signature is written in a cursive style with a large, sweeping initial "J".

Justin Black, PE
Project Manager
(Lic. MN)

jb
Enclosures

x:\ko\o\oliva\common\safe routes to school_active living trail\phase 3\prelim design catex proposals\srts ph 3 scope of services letter.v2.docx

Save: 5/10/2024 3:05 PM Klyngaae Plot_5/13/2024 10:08 AM X:\W00\OLIVIA\Common\Safe Routes to School_Active Living Trail\Phase 3\Trail_REV 5.10.24.dwg



X KUBESH PARK

FAIRVIEW AVE

T.H. 71

PARK AVE

X WEST COURT APTS

ASH AVE

X POND PARK

OAK AVE

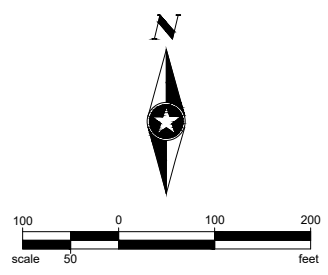
X WEST PARK

PINE AVE




PINE CIRCLE

PINE AVE

14TH ST



LEGEND

	PHASES 1 & 2 (DONE OR IN PROGRESS)
	PHASE 3
	ADDITIONAL LIGHTING UNIT



PROJECT NO.
OL177133
DATE:
5/20/2024

**PHASE 3 TRAIL
OLIVIA, MINNESOTA**

**FIGURE
NO. 2**

DETAILED TASK HOUR BUDGET / COST ANALYSIS



Project : SRTS Trail Phase 3
 Location: Olivia, MN
 Date: Monday, May 20, 2024

	Labor Hours						TOTALS
	Black Sr. Engineer PE	Lyngaas Grad Eng	Bratsch Engineer PE	Brinkman Admin Tech	Jennings Engineer PE	Pomplun Lead Tech	
Task 1 - Preliminary Design							
<i>Preliminary design trail alignment and profile development</i>	9.0	50.0	8.0			30.0	97.0
<i>Review grading limits</i>	4.0	4.0	2.0			2.0	12.0
<i>Utility relocation review.</i>	1.0	2.0	2.0				5.0
<i>Identify drainage improvements needed to accommodate trail</i>	2.0	20.0			16.0		38.0
<i>Layout plan showing preliminary trail alignment and profile</i>	2.0	16.0		1.0		4.0	23.0
<i>City / County Staff meeting for preliminary design review</i>	3.0	3.0					6.0
<i>Construction and Updated Project Cost Estimating</i>	1.0	2.0		2.0			5.0
<i>Design Memo development and QAQC Review</i>	4.0	4.0	4.0	1.0			13.0
<i>Open House (1)</i>	4.0	4.0		2.0			10.0
SUBTOTAL HOURS	30.0	105.0	16.0	6.0	16.0	36.0	209.0
TOTAL TASK FEE	\$ 33,700.00						

	Labor Hours						TOTALS
	Turrentine	Lyngaas Grad Eng	Black Sr. Engineer PE		Brinkman Admin Tech		
Task 2 - Project Memorandum (Environmental Review)							
<i>Project Memorandum to meet MnDOT and Federal Requirements</i>	96.0	2.0	4.0		4.0		106.0
SUBTOTAL HOURS	96.0	2.0	4.0	0.0	4.0	0.0	106.0
TOTAL TASK FEE	\$ 17,800.00						

	Labor						TOTALS
	Solmonson Crew Chief	Pomplun Sr. Tech					
Task 3 - Topographic Survey							
<i>Set Survey Control</i>	4.0						4.0
<i>Topographic Survey of Corridor</i>	18.0						18.0
<i>Locate Existing Boundary Pins</i>	4.0						4.0
<i>Process Topo Survey Data and Develop Base Map</i>	1.0	4.0					5.0
SUBTOTAL HOURS	27.0	4.0	0.0	0.0	0.0	0.0	31.0
TOTAL TASK FEE	\$ 6,400.00						

	Labor						TOTALS
	Beduhn Biologist						
Task 4 - Wetland Desktop Review							
<i>Wetland Delineation</i>	6.0						6.0
<i>Crop Slide Analysis</i>	8.0						8.0
<i>Wetland Delineation Report</i>	24.0						24.0
<i>Wetland Permitting</i>	40.0						40.0
SUBTOTAL HOURS	78.0	0.0	0.0	0.0	0.0	0.0	78.0
TOTAL TASK FEE	\$ 13,400.00						

SUMMARY OF PROPOSED FEES

	Task Fee
Task 1 - Preliminary Design	\$ 33,700.00
Task 2 - Project Memorandum (Environmental Review)	\$ 17,800.00
Task 3 - Topographic Survey	\$ 6,400.00
Task 4 - Wetland Desktop Review	\$ 13,400.00
TOTAL:	\$ 71,300.00

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Olivia & Olivia EDA ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 1, 2020, this Supplemental Letter Agreement dated May 20, 2024, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Safe Routes to School Trail Project - Phase 3.

Client's Authorized Representative: Elizabeth Torkelson, City Administrator
Address: 1009 West Lincoln Ave, Olivia, Minnesota 56277, United States
Telephone: 320.523.2361 **email:** etorkelson@olivia.mn.us

Project Manager: Justin Black
Address: 1390 Highway 15 South, Suite 208, P.O. Box 308, Hutchinson, Minnesota 55350
Telephone: 952.913.0702 **email:** jblack@sehinc.com

Scope: The Services to be provided by Consultant:

Scope includes engineering and professional services for preliminary design and Environmental Documentation services for the trail improvements as indicated in the attached letter proposal and Task Hour Budget dated May 20, 2024.

Schedule: We will begin our services upon receipt of a signed copy of this Agreement. As indicated in the attached letter proposal dated May 20, 2024.

Payment: The total estimated fee for SEH's services is hourly subject to a not-to-exceed amount of \$71,300 including expenses and equipment. The estimated fee for each Task is as indicated in the attached letter proposal and Task Hour Budget dated May 20, 2024.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

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.

Short Elliott Hendrickson Inc.

City of Olivia & Olivia EDA

By: 
Full Name: Justin Black
Title: Principal/Client Service Manager

By: _____
Full Name: _____
Title: _____

Exhibit A-1
to Supplemental Letter Agreement
Between City of Olivia & Olivia EDA (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated May 20, 2024

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 but instead are reimbursable expenses required in addition to hourly charges for services and shall be paid for as described in this Agreement:

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.



DOWLING SQUARE - RAIN GARDEN
OLIVIA, MINNESOTA
SEH NO. OLIVA 177133
May 20, 2024

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QTY.	ESTIMATED UNIT PRICE	ESTIMATED COST
SURFACE RESTORATION					
1	REMOVE PAVEMENT	SQ YD	100	\$ 15.00	\$1,500.00
2	COMMON EXCAVATION	CU YD	55	\$ 35.00	\$1,925.00
3	AGGREGATE BASE	CU YD	35	\$ 45.00	\$1,575.00
4	SELECT GRANULAR	CU YD	25	\$ 35.00	\$875.00
5	GEOTEXTILE FABRIC	SQ YD	75	\$ 3.00	\$225.00
6	CONCRETE PAVEMENT	SQ YD	100	\$ 100.00	\$10,000.00
7	COMMON TOPSOIL BORROW	CU YD	6	\$ 40.00	\$240.00
STORM SEWER					
8	REMOVE STORM STRUCTURE	EACH	1	\$ 600.00	\$600.00
9	CONSTRUCT DRAINAGE STRUCTURE - INLINE DRAIN W/ GRATE	EACH	1	\$ 2,000.00	\$2,000.00
10	4" DRAIN TILE	LIN FT	80	\$ 12.00	\$960.00
11	4" PVC CLEAN OUT (DRAIN TILE)	EACH	2	\$ 300.00	\$600.00
12	6" STORM PIPE, SEWER	LIN FT	15	\$ 40.00	\$600.00
13	CONNECT TO EXISTING STORM SEWER	EACH	1	\$ 2,000.00	\$2,000.00
SUBTOTAL					\$23,100.00
CONSTRUCTION CONTINGENCY					\$3,465.00
PROJECT RELATED COSTS					\$5,800.00
TOTAL ESTIMATED COST					\$32,365.00

OTHER ITEMS TO CONSIDER (NOT INCLUDED)					
1	ADDITIONAL ELECTRICAL (CONDUIT)				
2	YARD HYDRANT				
3	FLOWERS / PLANTS				
4	BENCHES				
5	TRASH RECEPTACLES				
6	BIKE RACKS				
7	SUN SAIL CANOPY				



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for All of Us®

May 20, 2024

RE: City of Olivia, Minnesota
Dowling Square
SEH No. OLIVA 177133 10.03

Honorable Mayor and
Members of the City Council
City of Olivia
1009 W Lincoln Avenue
Olivia, MN 56277

Dear Mayor and Council Members:

This letter outlines our proposed services for the Dowling Square Improvements on the east side of 9th Street. See attached map.

PROJECT UNDERSTANDING

The City has decided to reconstruct the area known as Dowling Square in the Downtown Corridor. There have been water issues identified in the adjacent buildings and the reconstruction of the area will improve the flow of storm water and divert it into the storm sewer system. This project will be funded by the City's Storm Water Utility Funds.

SCOPE OF SERVICES

The tasks outlined below would include the design and quote solicitation phase of the project. The tasks are as follows.

Task 1 – Preparing Bid Documents

Finalizing the layout and design of Dowling Square. Identifying grading limits, utility locations, and preparing updated construction cost estimates. Preparing bid documents and quote solicitation package for the project. A City staff review meeting is part of this task.

Task 2 - Topographic Survey and Construction Staking

This task includes a topographic survey of the area to confirm storm sewer catch basin depth and adjacent grades. A Gopher State One Call will be completed prior to the survey so that private utilities can be located. This task also includes setting control points for the contractor to use during construction.

SCHEDULE

After the design is completed and approved, we would prepare solicitation packages to send out to contractors for quotes. After the quotes are received SEH will review and tabulate the quotes and prepare contracts. SEH will also present to City Council for award of the project.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1390 Highway 15 South, Suite 200, P.O. Box 308, Hutchinson, MN 55350-0308

320.587.7341 | 800.838.8666 | 888.908.8166 fax | sehinc.com

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Honorable Mayor and
Members of the City Council
May 20, 2024
Page 2

FEE

Our fee is based on the proposed scope in the attached Task Hour Budget.

Fee for:

Task 1 – Prepare Bidding Documents	\$4,500
Task 2 - Topographic Survey and Construction Staking	\$1,300
Total Proposed SEH Fee	\$5,800 Lump Sum

If these proposed services are acceptable to you, please sign the enclosed Supplemental Letter Agreement (SLA), return a copy to me, and keep a copy for your files. We look forward to working with you on this project.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

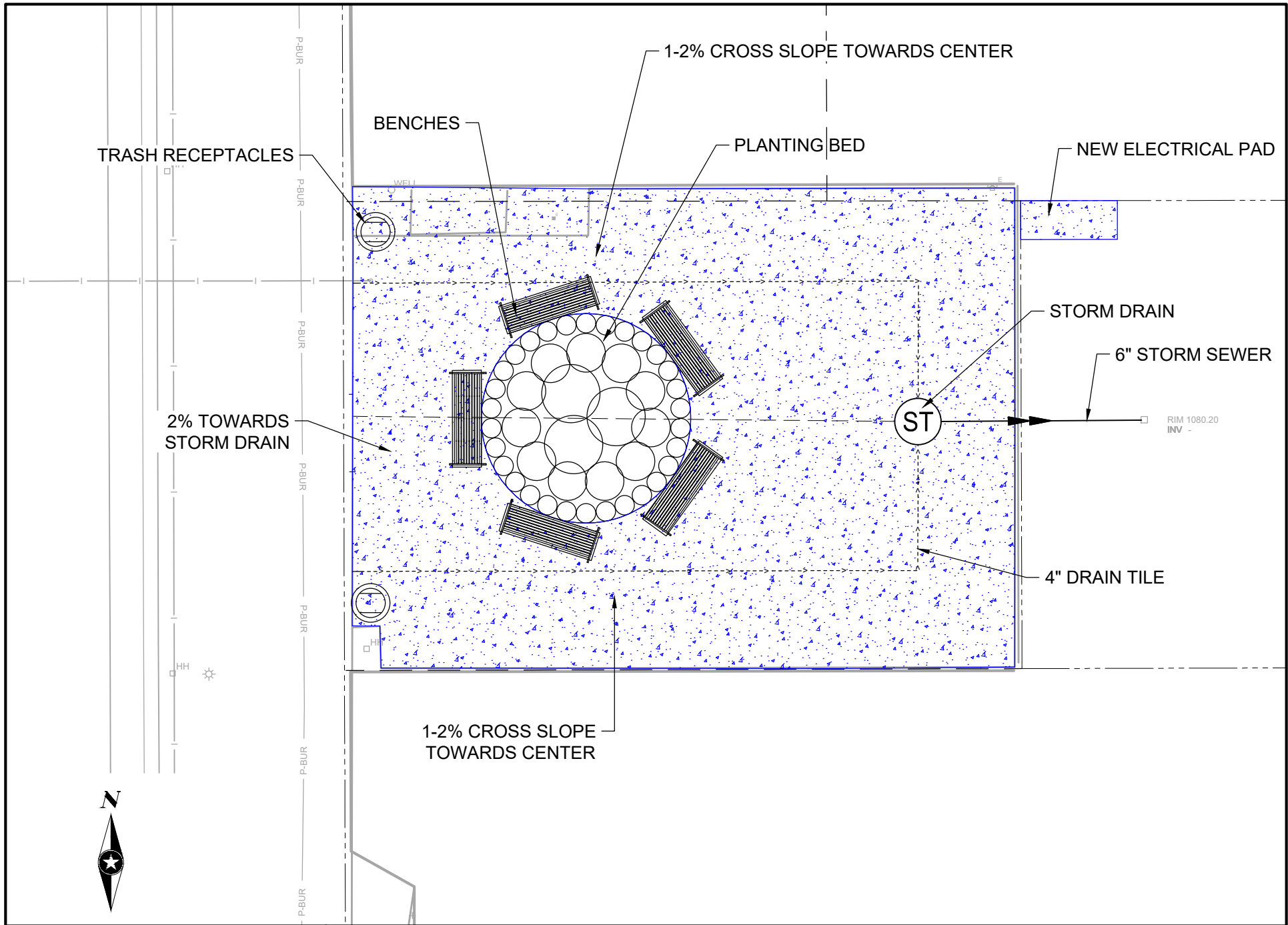


Justin Black, PE
Project Manager
(Lic. MN)

jb
Enclosures

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PROJECT NO.
OLIVA 177133
DATE:
5.20.2024

**DOWLING SQUARE
RAIN GARDEN
OLIVIA, MINNESOTA**

**FIGURE
NO. 1**

DETAILED TASK HOUR BUDGET / COST ANALYSIS



Project : Dowling Square
 Location: Olivia, MN
 Date: Monday, May 20, 2024

	Labor Hours				TOTALS
	Black Sr. Engineer PE	Lyngaas Grad Eng	Brinkman Admin Tech	Pomplun Lead Tech	
Task 1 - Preparing Bid Documents					
<i>Project Management, general correspondence with staff and stakeholders</i>	2.0	1.0			3.0
<i>Utility location review (Call Gopher One Utility Locate)</i>		1.0		0.5	1.5
<i>Finalize Layout, Develop Typical Section, Set grades and Elevations</i>	1.0	6.0		1.0	8.0
<i>Prepare final plans and bid documents</i>	1.0	3.0	2.5	1.0	7.5
<i>Prepare final construction cost estimate</i>		1.0	0.5		1.5
<i>City Staff meeting for design review, QAQC Follow-up</i>		2.0			2.0
<i>Assist City in Soliciting Quotes, Review / Tabulate Quotes</i>		2.0	2.0		4.0
<i>Prepare Contracts and attend city council meeting for award</i>		3.0			3.0
SUBTOTAL HOURS	4.0	19.0	5.0	2.5	30.5
TOTAL TASK FEE	\$ 4,500.00				

	Labor			TOTALS
	Solmonson Crew Chief	Pomplun Sr. Tech		
Task 2 - Topographic Survey and Construction Staking				
<i>Set Survey Control</i>	1.0			1.0
<i>Topographic Survey - Drainage Structure / Utility Locate</i>	2.0			2.0
<i>Stake CB and Drain Tile</i>	2.0			2.0
<i>Process Topo Survey Data and Set Stake Out Points</i>		1.0		1.0
SUBTOTAL HOURS	5.0	1.0	0.0	6.0
TOTAL TASK FEE	\$ 1,300.00			

SUMMARY OF PROPOSED FEES

	Task Fee
<i>Task 1 - Preparing Bid Documents</i>	\$ 4,500.00
<i>Task 2 - Topographic Survey and Construction Staking</i>	\$ 1,300.00
TOTAL:	\$ 5,800.00

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Olivia & Olivia EDA ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 1, 2020, this Supplemental Letter Agreement dated May 20, 2024, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Dowling Square Improvements.

Client's Authorized Representative: Elizabeth Torkelson, City Administrator
Address: 1009 West Lincoln Ave, Olivia, Minnesota 56277, United States
Telephone: 320.523.2361 **email:** etorkelson@olivia.mn.us

Project Manager: Justin Black
Address: 1390 Highway 15 South, Suite 208, P.O. Box 308, Hutchinson, Minnesota 55350
Telephone: 952.913.0702 **email:** jblack@sehinc.com

Scope: The Services to be provided by Consultant:

Scope includes engineering and professional services for the design and quote solicitation phase of the project as indicated in the attached letter proposal and Task Hour Budget dated May 20, 2024.

Schedule: We will begin our services upon receipt of a signed copy of this Agreement. As indicated in the attached letter proposal dated May 20, 2024.

Payment: The lump sum fee is \$5,800 including expenses and equipment. The estimated fee for each Task is as indicated in the attached letter proposal and Task Hour Budget dated May 20, 2024.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2.

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.

Short Elliott Hendrickson Inc.

City of Olivia & Olivia EDA

By: 
Full Name: Justin Black
Title: Principal/Client Service Manager

By: _____
Full Name: _____
Title: _____

Exhibit A-2
to Supplemental Letter Agreement
Between City of Olivia & Olivia EDA (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated May 20, 2024

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.

BOLD Community Pool – Report 5-2024

A lifeguard review class was held in May with two Bold Pool Employees and a Lifeguarding class is in progress in May with 3 potential Bold Pool Employees. Private lessons were finished in early May.

I am finalizing the summer schedule and finalizing staff. Registration night was in May we had many show up and more registrations coming in.

The adjuster's accountant and the adjuster are still working on our case.

The pool reopening event on Sunday, April 28th was greatly attended by 40 plus swimmers and 50 plus people. Thank you to everyone who attended. Big thank you to the Orca Board for helping with this event.

We continue to offer AM lap swim and PM lap swim with Water Ex. We did several special events for the Bold Yoga class on the Boga Fit mats. We will be continuing to offer advanced classes throughout the summer to increase our staff with Lifeguarding in June and Water Safety Instructor (WSI) in early July. Hopefully this will create more instructors for our facility.

Our summer swimming program starts Monday June 3rd for day time Session One and our evening session in June starts Tuesday, June 4th. Day time session two will start June 17th. Along with lessons we will start open swim and family swim for the summer.

We have an inservice scheduled at the end of May and several more this summer. Hopefully everyone has a great holiday weekend. The lifeguarding course will be finishing this holiday weekend.

Thank you

Please let me know if you have any questions
Tracey Johnson, Pool Coordinator BOLD Community Pool
Tracey.johnson@bold.k12.mn.us 320-523-1031 ext3152