



Prepared for: City of Freeport  
Quote ID: 598540

**BlueAccess Silver \$2,000 Plan 623**

**Preliminary Offer**

Health Plan Number: 623

<b>Small Group</b> <b>County: Stearns</b> <b>Area: 8</b> <b>Total Eligible: 2</b> <b>Effective Date: 01/01/2016</b>	
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Employee Information	Coverage Type	Employee Rate	Health		Total Rate	Life		STD		Dental Rate	Sub Total
			Dependent Rate			Coverage	Rate	Coverage	Rate		
Loren Goebel	Family	\$ 356.65	\$ 780.71		\$ 1,137.36	\$ 0	\$ 0.00	\$ 0	\$ 0.00	\$ 0.00	\$ 1,137.36
<b>Monthly Totals</b>		<b>\$ 356.65</b>	<b>\$ 780.71</b>		<b>\$ 1,137.36</b>	<b>\$ 0.00</b>	<b>\$ 1,137.36</b>				

Rate	Single	Family
<b>Average Monthly Health Rates</b>	\$ 0.00	\$ 1,137.36

Final rates are subject to underwriting approval. This is only a summary of benefits. All benefits are subject to the terms of the contract. For more information contact your agent or sales representative. Do not cancel your current plan until formal notice of acceptance is given.  
 Pediatric dental is an essential health benefit available for purchase through MNSure.org.  
 These plans do not include coverage for the pediatric dental essential health benefit and that Blue Cross has made me aware of pediatric dental coverage available for purchase through MNSure.org.

Prepared for: City of Freeport  
 Quote ID: 598540

**Census**

Name	Gender	EE DOB	Age	Spouse DOB	Spouse Age	Salary	Health	Dental	Life	STD
Loren Goebel	-	10/09/1971	44	07/22/1975	40	\$ 0.00	Y	N	N	N

# BlueAccess Silver \$2,000 Plan 623



## Aware® Network

Benefit highlights for small businesses with 1 – 100 employees

January 1, 2016 – December 31, 2016

Key benefits	In network	Out of network
<b>Your deductible</b> The amount you pay per calendar year before your health plan starts to pay. Amounts paid out of network DO NOT apply to the in-network deductible.	\$2,000 per person \$4,000 family	\$10,000 per person \$20,000 family
<b>Your coinsurance</b> The percent you pay after your deductible is met.	25%	50%
<b>Your out-of-pocket maximum</b> The maximum amount you pay per calendar year in medical and prescription drug deductibles, coinsurance and copays. Amounts paid out of network DO NOT apply to the in-network out-of-pocket maximum.	\$6,850 per person \$13,700 family	\$30,000 per person \$60,000 family
<b>Visits to:</b> <ul style="list-style-type: none"> <li>health care provider's office</li> <li>specialist</li> <li>retail health clinic</li> <li>urgent care</li> <li>e-visits</li> </ul>	\$40 copay \$60 copay \$20 copay \$40 copay First 3 visits free (no copay), then \$40 copay	50% after deductible 50% after deductible 50% after deductible 50% after deductible 50% after deductible
<b>Other professional services in the office</b> <ul style="list-style-type: none"> <li>lab and diagnostic imaging/X-ray services</li> </ul>	25% after deductible	50% after deductible
<b>Prescription drugs</b> GenRx with open formulary	Preferred generic: \$10 copay Preferred brand: \$50 copay Non-preferred: \$90 copay Specialty: 20% to a maximum of \$200 per prescription	Preferred generic: \$20 copay Preferred brand: \$100 copay Non-preferred: \$180 copay Specialty: No coverage
<b>Preventive care</b> (including vision exam)	0% (no deductible)	50% after deductible
<b>Well child care</b> (ages 0 to 6, including vision exam)	0% (no deductible)	0% (no deductible)
<b>Prenatal care</b>	0% (no deductible)	0% (no deductible)
<b>Maternity</b> (labor, delivery and post-delivery care)	25% after deductible	50% after deductible
<b>Emergency care</b> <ul style="list-style-type: none"> <li>physician</li> <li>facility</li> </ul>	25% after deductible 25% after deductible	25% after deductible 25% after deductible
<b>Ambulance</b>	25% after deductible	25% after deductible
<b>Ambulatory surgical center</b>	5% after deductible	50% after deductible
<b>Hospital</b> (outpatient) <ul style="list-style-type: none"> <li>physician</li> <li>facility</li> <li>lab and diagnostic imaging/X-ray services</li> </ul>	25% after deductible 25% after deductible 25% after deductible	50% after deductible 50% after deductible 50% after deductible
<b>Hospital visit</b> (inpatient) <ul style="list-style-type: none"> <li>physician</li> <li>facility</li> </ul>	25% after deductible 25% after deductible	50% after deductible 50% after deductible
<b>Chiropractic, physical, occupational and speech therapy</b>	25% after deductible	50% after deductible
<b>Eyewear for members under age 19</b> <ul style="list-style-type: none"> <li>lenses and one pair of standard collection frames or contact lenses</li> </ul>	25% after deductible	No Coverage

Your out-of-pocket costs depend on the network status of your provider. To check status, use the "Find a doctor" web tool on [bluecrossmn.com](http://bluecrossmn.com).

**Lowest out-of-pocket costs:** in-network providers

**Higher out-of-pocket costs:** out-of-network participating providers

**Highest out-of-pocket costs:** out-of-network **nonparticipating** providers

If you receive services from a nonparticipating provider, you will be responsible for any deductibles or coinsurance plus the DIFFERENCE between what Blue Cross would reimburse for the nonparticipating provider and the actual charges the nonparticipating provider bills. This difference does not apply to your out-of-pocket maximum. This is in addition to any applicable deductible, copay or coinsurance. Benefit payments are calculated on Blue Cross' allowed amount, which is typically lower than the amount billed by the provider.

This is only a summary. Your contract will provide a detailed description of what is and is not covered. Services not covered include custodial care or rest cures, bariatric surgery, infertility, adult eyewear, adult dental services, services that are experimental, not medically necessary or received while on military duty and certain services for the treatment of autism.

Each health care provider in the network is an independent contractor and is not our agent.

Blue Cross<sup>®</sup> and Blue Shield<sup>®</sup> of Minnesota and Blue Plus<sup>®</sup> are nonprofit independent licensees of the Blue Cross and Blue Shield Association.

This information is available in other ways for people with disabilities or who need it translated into another language by calling **1-800-382-2000** (toll free).

For TTY call **711**.

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ABF3

F10273R02 (8/15)



Prepared for: City of Freeport  
Quote ID: 598540

**SelectAccount<sup>SM</sup> (Premium Only Plan)**  
**Plan: *BlueAccess Silver \$2,000 Plan 623***

SelectAccount is a personal spending account administrator providing significant benefits and tax savings for you and your employees. Your employees voluntarily participate in a Premium Only Plan by setting aside pre-tax salary dollars to pay for employee-paid insurance premiums.

<p><b>How you benefit</b></p> <ul style="list-style-type: none"> <li>• Increase benefit choices for employees without increasing your costs</li> <li>• Reduce your FICA taxes</li> <li>• Competitive edge to attract and retain employees</li> <li>• Encourages employees to plan for the use of benefit dollars</li> <li>• Offsets some of the cost-sharing aspects of employee benefits</li> </ul>	<p><b>How your employees benefit</b></p> <ul style="list-style-type: none"> <li>• They pay less in state, federal , and FICA tax</li> <li>• They have more disposable income</li> <li>• They have more control over how benefit dollars are spent</li> </ul>
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**Your Annual Savings (Excluding annual fee)**

50% Employee / 50% Employer Premium Contribution	25% Employee / 75% Employer Premium Contribution
<b>\$ 522.05</b>	<b>\$ 261.02</b>

**Your Cost (Annual Fee)**

Eligible Employees	Premium Only Plan Annual Fee
<b>Group (2-50)</b>	<b>\$ 150.00</b>

- When more than one health plan is offered, the Premium Only Plan calculation uses the lower price plan for estimated savings. Your actual savings may differ.
- Savings are based on the reduction in FICA payroll expenses derived from total Health premium (Employee +dependents) from the rate table indicated above.
- We would be happy to discuss any interest you may have in expanding your spending account options, which may include, but are not limited to, health care and/ or dependent care expense reimbursement accounts, as well as transportation expense reimbursement accounts.
- Please call for more information on how to save additional money by participating in an expense reimbursement account.
- Health rates are subject to underwriting approval.
- MII Life, Inc., d.b.a. Select Account, an independent company providing account administration services.



Dear City of Freeport:

Thank you for giving me the opportunity to provide you with a Blue Cross and Blue Shield of Minnesota health plan quote for your small business.

Blue Cross plans provide one of the most recognized and accepted brands in the world. Whether you or your employees are at home or traveling, a Blue Cross network is there for you. If it is broad access you're looking for, Blue Cross has 98 percent of Minnesota providers in the Aware<sup>®</sup> network.

Blue Cross is a nonprofit whose passion is keeping people healthy. They do more than provide health coverage when you and your employees are sick. They also provide superior customer service, products and advice to help you and your employees stay healthy.

When you choose Blue Cross, you and your employees get discounts on:

- Gym memberships
- Acupuncture and massage
- Weight Watchers
- LASIK eye surgery
- Home medical equipment and supplies

If you have questions about your quote or want more information on Blue Cross plans for your employees, please give me a call.

Sincerely,

GERALD J HOESCHEN  
ADVISOR NET FINANCIAL INC  
P.O. Box 176 116 First Av  
Freeport, MN 56331

[fritz@cecinsurance.com](mailto:fritz@cecinsurance.com)

[WWW.CECINSURANCE.COM](http://WWW.CECINSURANCE.COM)

Work: 320-836-2161

10/19/2015



Prepared for: City of Freeport  
Quote ID: 598546

**BlueAccess HSA Gold \$1,500 Plan 629**

**Preliminary Offer**

Health Plan Number: 629

<b>Small Group</b> <b>County: Stearns</b> <b>Area: 8</b> <b>Total Eligible: 2</b> <b>Effective Date: 01/01/2016</b>											
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Employee Information		Health			Life		STD		Dental	Sub Total
Name	Coverage Type	Employee Rate	Dependent Rate	Total Rate	Coverage	Rate	Coverage	Rate	Rate	
Adrianna Hennen	Single	\$ 279.51	\$ 0.00	\$ 279.51	\$ 0	\$ 0.00	\$ 0	\$ 0.00	\$ 0.00	\$ 279.51
<b>Monthly Totals</b>		<b>\$ 279.51</b>	<b>\$ 0.00</b>	<b>\$ 279.51</b>	<b>\$ 0.00</b>		<b>\$ 0.00</b>		<b>\$ 0.00</b>	<b>\$ 279.51</b>

Rate	Single	Family
<b>Average Monthly Health Rates</b>	<b>\$ 279.51</b>	<b>\$ 0.00</b>

Final rates are subject to underwriting approval. This is only a summary of benefits. All benefits are subject to the terms of the contract. For more information contact your agent or sales representative. Do not cancel your current plan until formal notice of acceptance is given.  
 Pediatric dental is an essential health benefit available for purchase through MNSure.org.  
 These plans do not include coverage for the pediatric dental essential health benefit and that Blue Cross has made me aware of pediatric dental coverage available for purchase through MNSure.org.



Prepared for: City of Freeport  
 Quote ID: 598546

**Census**

Name	Gender	EE DOB	Age	Spouse DOB	Spouse Age	Salary	Health	Dental	Life	STD
Adrianna Hennen	-	06/06/1991	24	-	-	\$ 0.00	Y	N	N	N

# BlueAccess HSA Gold \$1,500 Plan 629



## Aware® Network

### Benefit highlights for small businesses with 1 – 100 employees

January 1, 2016 – December 31, 2016

Key benefits	In network	Out of network
<b>Your deductible</b> The amount you pay per calendar year before your health plan starts to pay. Amounts paid out of network DO NOT apply to the in-network deductible.  Non-embedded: The plan begins paying benefits that require cost sharing when the entire family deductible is met. The deductible can be met by one or a combination of several family members. The single deductible applies to single coverage only.	\$1,500 single \$3,000 family	\$10,000 single \$20,000 family
<b>Your coinsurance</b> The percent you pay after your deductible is met.	10%	50%
<b>Your out-of-pocket maximum</b> The maximum amount you pay per calendar year in medical and prescription drug deductibles and coinsurance. Amounts paid out of network DO NOT apply to the in-network out-of-pocket maximum.	\$3,000 single \$6,000 family	\$30,000 single \$60,000 family
<b>Visits to:</b> <ul style="list-style-type: none"> <li>health care provider's office</li> <li>specialist</li> <li>retail health clinic</li> <li>urgent care</li> <li>e-visits</li> </ul>	10% after deductible 10% after deductible 10% after deductible 10% after deductible 10% after deductible	50% after deductible 50% after deductible 50% after deductible 50% after deductible 50% after deductible
<b>Other professional services in the office</b> <ul style="list-style-type: none"> <li>lab and diagnostic imaging/X-ray services</li> </ul>	10% after deductible	50% after deductible
<b>Prescription drugs</b> GenRx with open formulary	10% after deductible	50% after deductible
<b>Preventive care</b> (including vision exam)	0% (no deductible)	50% after deductible
<b>Preventive drugs</b> Preferred drugs on the GenRx preventive drug list for the following selected categories: diabetes medication, diabetic supplies, high blood pressure and high cholesterol	0% (no deductible)	50% after deductible
<b>Well child care</b> (ages 0 to 6, including vision exam)	0% (no deductible)	0% (no deductible)
<b>Prenatal care</b>	0% (no deductible)	0% (no deductible)
<b>Maternity</b> (labor, delivery and post-delivery care)	10% after deductible	50% after deductible
<b>Emergency care</b> <ul style="list-style-type: none"> <li>physician</li> <li>facility</li> </ul>	10% after deductible 10% after deductible	10% after deductible 10% after deductible
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ABF6

F10278R02 (8/15)



Prepared for: City of Freeport  
Quote ID: 598546

## SelectAccount<sup>SM</sup> (Premium Only Plan)

### Plan:

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<p><b>How you benefit</b></p> <ul style="list-style-type: none"> <li>• Increase benefit choices for employees without increasing your costs</li> <li>• Reduce your FICA taxes</li> <li>• Competitive edge to attract and retain employees</li> <li>• Encourages employees to plan for the use of benefit dollars</li> <li>• Offsets some of the cost-sharing aspects of employee benefits</li> </ul>	<p><b>How your employees benefit</b></p> <ul style="list-style-type: none"> <li>• They pay less in state, federal , and FICA tax</li> <li>• They have more disposable income</li> <li>• They have more control over how benefit dollars are spent</li> </ul>
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### Your Annual Savings (Excluding annual fee)

50% Employee / 50% Employer Premium Contribution	25% Employee / 75% Employer Premium Contribution
\$ 0.00	\$ 0.00

### Your Cost (Annual Fee)

Eligible Employees	Premium Only Plan Annual Fee
Group (2-50)	\$ 150.00

- When more than one health plan is offered, the Premium Only Plan calculation uses the lower price plan for estimated savings. Your actual savings may differ.
- Savings are based on the reduction in FICA payroll expenses derived from total Health premium (Employee +dependents) from the rate table indicated above.
- We would be happy to discuss any interest you may have in expanding your spending account options, which may include, but are not limited to, health care and/ or dependent care expense reimbursement accounts, as well as transportation expense reimbursement accounts.
- Please call for more information on how to save additional money by participating in an expense reimbursement account.
- Health rates are subject to underwriting approval.
- MII Life, Inc., d.b.a. Select Account, an independent company providing account administration services.



**CITY OF FREEPORT**

125 Main Street E – PO Box 301 – Freeport, MN 56331 – 320-836-2112 – FAX 320-836-2116  
For TTY/TDD Users 1-800-627-3529 or 711 Minnesota Relay Service www.freeportmn.org

**RESOLUTION 2015-17**

**A RESOLUTION CALLING FOR A PUBLIC HEARING ON ORDINANCE 2015-003, ENTITLED “AN ORDINANCE REPEALING AND REPLACING SECTION 1400 AND 1405 OF CITY CODE RELATING TO ECONOMIC DEVELOPMENT AUTHORITY ENABLING ORDINANCE AND ECONOMIC DEVELOPMENT AUTHORITY BYLAWS”**

**WHEREAS**, the City of Freeport (the “City”) desires to consider amending Section 1400 and 1405 of the Freeport City Code; and

**WHEREAS**, the Economic Development Authority has done a preliminary review of the recommendations regarding changes to the EDA Enabling Ordinance and EDA Bylaws presented to the by City Attorney Scott Dymoke; and

**WHEREAS**, City Attorney Scott Dymoke is putting together the changes for City Council to review at the November 24, 2015 meeting; and

**WHEREAS**, Minnesota law requires the City to hold a public hearing before the City adopts or amends an ordinance.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council for the City of Freeport, Minnesota, as follows:

1. Public Hearing. The City shall hold a public hearing to consider adopting Ordinance 2015-003, on November 24, 2015, in the Freeport City Hall Council Chambers during the regular City Council Meeting which begins at 7:00 p.m.
2. Notice of Public Hearing. The City Clerk-Treasurer is authorized and directed to cause notice of the hearing to be published once in the official newspaper of the City at least 10 days prior to November 24, 2015. The publication is included as Appendix A of this Resolution.

DATED THIS 27<sup>TH</sup> DAY OF October, 2015

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

\_\_\_\_\_  
Rodney Atkinson, Mayor

ATTEST:

\_\_\_\_\_  
Adrianna Hennen, Clerk-Treasurer

The City of Freeport is an Equal Opportunity Provider

## **Appendix A**

### Notice of Public Hearing

Notice is hereby given that a Public Hearing to discuss amendments to Freeport City Code 1400 and 1405 regarding Economic Development Authority (EDA) Enabling Resolution and EDA Bylaws will be Tuesday, November 24<sup>th</sup> in Freeport City Hall at 7am or soon thereafter. Contact Freeport City Hall at 836-2112 for more information.



## **CITY OF FREEPORT**

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### **RESOLUTION 2015-18**

#### **A RESOLUTION APPROVING A RENTAL AGREEMENT BETWEEN THE CITY OF FREEPORT AND THE FREEPORT SOFTBALL CLUB**

WHEREAS, The Freeport Softball Club updated and erected new poles and lights at the Freeport Softball Park in 2012.

WHEREAS, the City of Freeport owns the park and structures there.

WHEREAS, the Freeport Softball Club currently owns the new poles and lights.

WHEREAS, the City of Freeport will rent the poles and lights from the Freeport Softball Club for \$1.00 annually.

WHEREAS, the City of Freeport will carry property insurance and assume liability of the new lights, electrical connections, and poles.

WHEREAS, the Freeport Softball Club will continue to maintain the poles and lights.

WHEREAS, the Freeport Softball Club will continue to pay the electrical fees for the lights.

WHEREAS, the Freeport Softball Club will donate the poles and lights to the City on July 1, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FREEPORT THAT, the rental agreement between the City of Freeport and the Freeport Softball Club is hereby approved.

Dated this day October 27, 2015

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

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Rodney Atkinson, Mayor

ATTEST:

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Adrianna Hennen, Clerk-Treasurer

**Dymoke Law Office, P.A.**

300 Riverside Avenue NW  
Melrose, Minnesota 56352  
Telephone (320) 256-4205  
Fax (320) 256-7201

October 19, 2015

Adrianna Hennen  
City of Freeport  
125 Main Street East  
Freeport, MN 56331

BY ELECTRONIC MAIL

Re: Payment of Claims/  
Claim No. 1540 – Atkinson Well & Pump, Ltd.

Dear Ms. Hennen:

At the Council's regular meeting on September 29, 2015, the question was raised whether Claim No. 1540 to Atkinson Well & Pump, Ltd. was properly presented and approved for payment as required by Minnesota law. Based on my review of this matter and applicable law, I am of the opinion that the payment of Claim No. 1540 was proper under the City of Freeport's payment of claims policy in force at the time.

**Background**

In July 2014, Atkinson Well & Pump, Ltd. was contacted by Public Works Director Jon Stueve and advised of problems with a City water pump. Atkinson Well & Pump removed the pump, transported it to St. Cloud for testing, returned the pump to Freeport and reinstalled it. After the pump was reinstalled, Atkinson Well & Pump was contacted a second time by Director Stueve and advised the pump was still not operating correctly. Atkinson Well & Pump removed the pump a second time, and again transported it to St. Cloud for testing, after which the pump was returned to Freeport and reinstalled.

By invoice dated July 15, 2014, Atkinson Well & Pump billed the City of Freeport \$6,566.00 for having twice removed the pump, testing it twice, and reinstalling the pump twice. The invoice had a due date of July 29, 2014 and included a statement that past due accounts are subject to a finance charge of 1.5% per month. The invoice was not included in the Council's July 29, 2014 meeting agenda for review and approval.

Sometime after July 29, 2014, City Clerk-Treasurer Mason Schirmer discovered that the invoice had not been paid, was past due, and subject to finance charges. Clerk Schirmer drew a check on City funds for \$6,566.00, signed the check, obtained Mayor Matt Worms' signature on the check, and issued it to Atkinson Well & Pump.

Shortly before the Council's August 26, 2014, Mayor Worms contacted Clerk Schirmer, advised Schirmer that he thought the bill from Atkinson Well & Pump seemed high, and asked to have Director Stueve review the invoice. The invoice was removed from the Council's August 26, 2014 meeting agenda materials and forwarded to Director Stueve.

Stueve reviewed the invoice and advised Schirmer that he had not authorized Atkinson Well & Pump to remove and test the pump a second time, and therefore the City of Freeport should not have paid for that work. Stueve then identified the work he had authorized and provided an opinion that Freeport should not have paid Atkinson Well & Pump more than \$3,462.50. Stueve's review and opinion were included in the Council's September 30, 2014 meeting agenda. Atkinson Well & Pump disputed Stueve's statement that he had not authorized the second removal of the pump. The Council subsequently accepted Stueve's review and opinion at its September 30, 2014 meeting.

At the September 30, 2014 meeting, the Council questioned how Atkinson Well & Pump's invoice was processed and paid. Clerk Schirmer stated that the failure to include the invoice in the July 29, 2014 Council agenda was an inadvertent mistake. When Schirmer realized his error, he exercised the authority granted to him and the Mayor by Resolution 2013-024 to pay claims to avoid late charges, and paid Atkinson Well & Pump's invoice. Clerk Schirmer further stated that payment of the claim prior to Council review and approval was permitted under Freeport's payment of claims policy. Subsequently, Freeport's payment of claims policy was amended at the Council's October 28, 2014 meeting, and further amended at the Council's November 25, 2014 meeting.

### **Legal Authority**

The general rule for payment of claims by a city is found in Minnesota Statutes Section 412.271, subd. 1. Claims are to be presented to the City Council for audit and approval. Only after the claim is approved, whether in full or in part, may the City Clerk-Treasurer draw a check, which is then signed by the Mayor and the Clerk-Treasurer, and issued to the claimant. This basic procedure is restated in Freeport's payment of claims policy.

There are numerous exceptions to the general rule, such as payment of judgments, salaries previously fixed by the Council, debt obligations previously approved by the Council, and rent or contract payments previously approved by the Council. These exceptions are also restated in Freeport's payment of claims policy. Also, the Council is authorized to establish imprest ("petty cash") funds for cash payments. Cash payments from imprest funds do not require pre-approval by the Council, but all payments from imprest funds are subject to final approval by the Council. If the Council does not approve the payment, the custodian of the fund is personally responsible for the payment.

In addition, Minnesota Statutes Section 412.271, subd. 8 allows the Council to delegate its authority to approve and pay claims to the Clerk-Treasurer. To delegate its authority, the Council must adopt a resolution: (1) identifying the types of claims the Clerk-Treasurer may approve and pay without prior review by the Council, (2) establishing procedures for reviewing the Clerk-Treasurer's actions, and (3) providing for either the State Auditor or an accountant to prepare annual audited financial statements for the City. After the resolution is adopted, each month the Clerk-Treasurer must prepare a list of all claims that the Clerk-Treasurer has approved and paid and present the list to the Council for review. The

Council's review is for informational purposes only. By adopting the resolution, the Council in effect pre-approves payment of the types of claims identified in the resolution.

### **Analysis**

Pursuant to Section 412.271, subd. 8, the City Council adopted Resolution 2013-024 entitled "Disbursement and Payment of Claims Policy" on September 24, 2013. Resolution 2013-024 delegated the Council's payment of claims authority to the Mayor and Clerk-Treasurer in several areas, including "payments where a late charge would be incurred if timely payment was not made."

Atkinson Well & Pump's invoice included a due date of July 29, 2014 and stated that finance charges would be incurred on late payments. The City Council's regular meeting was held on July 29, 2014, but Atkinson Well & Pump's invoice was not submitted to the Council for review and approval. Under Freeport's payment of claims policy in force at the time, the Mayor and Clerk-Treasurer were authorized to approve and pay Atkinson Well & Pump's invoice to avoid incurring the finance charges. Council approval was not required.

The Clerk-Treasurer was required, by Section 412.271, subd. 8, to notify the Council that Atkinson Well & Pump's invoice had been approved and paid. Upon review at its September 30, 2014 regular meeting, the Council questioned the amount of the invoice, how the invoice was processed for payment, accepted Director Stueve's review, and directed the City staff to seek a partial refund.

The Clerk-Treasurer's handling of the payment to Atkinson Well & Pump prompted a review of Freeport's payment of claims policy. At the Council's next regular meeting, on October 28, 2014, Freeport's payment of claims policy was revised to limit the Clerk-Treasurer's discretion to pay claims. The Council adopted Resolution 2014-028, which rescinded the Mayor and Clerk-Treasurer's authority, without approval by the Council, to make "payments in which a discount can be realized by timely payment" and to make "payments where a late charge would be incurred if timely payment were not made." In place of the quoted language, the Council substituted a list of nine specific vendors the Mayor and Clerk-Treasurer could pay without first obtaining Council approval. At its regular meeting on November 25, 2014, the Council further revised Freeport's payment of claims policy by adopting Resolution 2014-033. Resolution 2014-033 added three additional vendors to the list of vendors whose claims the Mayor and Clerk-Treasurer may pay without first obtaining Council approval.

### **Conclusion**

Under Minnesota law, the preferred method of processing claims made against a city is for the claim to be first submitted to the Council for review and approval. After the Council's review and approval, the City Clerk-Treasurer prepares and issues a check to pay the claim, which is signed by both the Clerk-Treasurer and the Mayor. The law recognizes, especially for city's whose Council only meets once a month, that the preferred method of paying claims can pose practical difficulties. To meet those difficulties, the law permits City Council's to give the City Clerk-Treasurer the authority to approve and pay certain bills or types of bills without the Council's approval.

The Freeport City Council exercised its discretion under the law and authorized the Mayor and City Clerk-Treasurer to approve and pay claims, without the Council's prior approval "where a late charge

would be incurred if timely payment was not made.” Acting on this authority, the Mayor and City Clerk-Treasurer approved and paid Atkinson Well & Pump’s invoice dated July 15, 2014.

Paying the claim before the Public Works Director and the City Council reviewed it was not illegal under Minnesota law, but called the City Clerk-Treasurer’s judgment in to question. As a result, the Council subsequently revised its payment of claims policy to limit the Clerk-Treasurer’s authority to pay claims without prior Council approval.

Thank you for allowing me to assist you with this matter. If you have additional questions or concerns, please feel free to contact me.

Sincerely,  
Dymoke Law Office, PA

By Scott E. Dymoke

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 10/20/15

Re: Sauk River Watershed District Assessments

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Following this memo is two assessment letters I received from the Sauk River Watershed District last week regarding two assessments that are payable by the City of Freeport. The first one is for improvements to parcel 25.15007.0005 (the City's ponds lie on this parcel) for \$5,194.20. The second is for City roads and properties that received benefit from the drainage system totaling \$8,343.24, for a combined total assessment of \$13, 537.44.

As you can read at the bottom of each of the letters is gives you a couple of options for payment. We can pay it all by November 15 and avoid any interest and Stearns Co fees. We can do a partial prepayment by November 15, or we can have the balance be certified to the Stearns Co. Auditor's office for assessment starting in 2016, which is subject to 4% interest and Stearns Co. fees.

It was decided between staff and Joe Rigdon that the best place to take the money for these assessments would be out of the general fund. It's benefiting our storm sewer, which we don't have a separate fund for, so it should be placed under general, also because this is more than likely, a onetime expense. We have determined that we would be able to afford paying the assessment all at once this year, but there is still the option of placing it on the assessment role. That is council's decision.



Sauk River Watershed District  
 524 4<sup>th</sup> Street South  
 Sauk Centre MN 56378  
 Phone: (320)-352-2231  
 Fax: (320)-352-6455  
 Web: [www.srwdmn.org](http://www.srwdmn.org)

October 12, 2015

CITY OF FREEPORT CLERK  
 PO BOX 301 FOR TIF-TREAS  
 FREEPORT MN 56331

Dear CITY OF FREEPORT CLERK:

The Sauk River Watershed District, as the Drainage Authority of Stearns County Ditch 26, is charged with the overall maintenance and care of the public ditch system. Pursuant to Minnesota Statute 103E, the benefitting landowners shall pay for all costs incurred by the Drainage Authority in performing their statutory responsibility. The Drainage Authority has set in motion an assessment to cover the costs initiated by a repair petition accepted on April 7, 2009. The costs incurred by the statutory responsibility of the Drainage Authority include, but are not limited to: the redetermination of benefits, establishment of a permanent strip of perennial vegetative buffer and repair of the drainage system. The total costs incurred by the Drainage Authority for Stearns County Ditch 26 is \$1,521,342.28. This assessment is to be spread over a 20-year time frame starting in 2016.

The following breakdown shows the individual assessment for Stearns County parcel 25.15007.0005. Any damages that occurred on the parcel due to the establishment of the buffer will be deducted from the total assessment. If the actual ditch does not transverse the parcel, damages would not be awarded.

Assessed fee	Damages	Sub Total	Total Fee
\$5,237.68	\$260.00	\$4,977.68	\$5,194.20

The total fee amount includes a fee administered by the Stearns County Auditor's office (\$16.75 per parcel assessed for 20 years) and an annual interest rate of 4.0%. The District is opening up a prepayment period. Prepayments in full will exclude the Stearns County fee and any possible interest that would have occurred throughout the life of the assessment. Partial prepayments will be accepted; however, no payments will be accepted after 4:00 pm on November 15th. Any remaining balance will be certified to the Stearns County Auditor's office by November 30th for assessment starting in 2016.

The Drainage Authority understands that not all individual landowners will have the means to prepay the assessments. If you have any questions or concerns, please contact Scott Henderson, District Administrator, at 320-352-2231.

Sincerely,

Sauk River Watershed District Board of Managers

*Board: Larry Kusoski, Duane Willenbring, Lee Bantch, Gary Barber, Jason Scherping,  
 Tyler Carlson, Tim Hagemeyer, Dennis Rüter, Gene Rasmussen*

*Staff: Scott Henderson, Melissa Roelke, Lynn Nelson, Adam Hjelm, Sarah Jo Schmitz, Zach Gutknecht*



Sauk River Watershed District

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October 12, 2015

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ATTN: ADRIANNA HENNEN  
PO BOX 301  
FREEPORT MN 56331

Dear CITY OF FREEPORT:

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The following breakdown shows the individual assessment for the city roads and properties that receive benefit by the drainage system. Any damages that occurred due to the establishment of the buffer will be deducted from the total assessment.

Assessed fee	Damages	Sub Total	Total Fee
\$8,022.34	\$0.00	\$8,022.34	\$8343.24 - Roads

The total fee amount includes an annual interest rate of 4.0%. The District is opening up a prepayment period. Prepayments in full will exclude the Stearns County fee and any possible interest that would have occurred throughout the life of the assessment. Partial prepayments will be accepted; however, no payments will be accepted after 4:00 pm on November 15th. Any remaining balance will be certified to the Stearns County Auditor's office by November 30th for assessment starting in 2016.

The Drainage Authority understands that not all individual landowners will have the means to prepay the assessments. If you have any questions or concerns, please contact Scott Henderson, District Administrator, at 320-352-2231.

Sincerely,

Sauk River Watershed District Board of Managers

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Tyler Carlson, Tim Hagemeyer, Dennis Ritter, Gene Rasmusen*

*Staff: Scott Henderson, Melissa Roelike, Lynn Nelson, Adam Hjelm, Sarah Jo Schmitz, Zach Gutknecht*

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 10/20/15

Re: Robert Hoeschen Property

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Robert Hoeschen is requesting two items to be addressed regarding areas of his property.

First, he would like some sort of fence/barrier to be placed at the end of 9<sup>th</sup> St E (by Gary and Sharon Thelen's house). Technically, the city has an easement there in case the development was to grow, the road would extend out that way. Right now though he's using that as a field and people are accessing the field from that opening and driving over it with four wheels and other vehicles.

Second, there is a sediment pond that was developed on his property to collect the run-off from the Welle Addition. There is a fence around it now, because at the time it was developed Hoeschen had cattle on that land and wanted to keep them out of it. There are no longer cattle on that field and there is a fence surrounding the pond they would like to remove to allow for additional hay baling. Hoeschen is having someone remove his portion of the fence and, if okay with the City, will have the person remove our portion as well.

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 10/20/15

Re: Blandin Foundation

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A few months ago, I brought this up at a meeting, but I don't think any of us really understood what it was. Rodney attended a meeting in Melrose a while ago and we know a bit more about it now.

It is a program that the City of Melrose applied for a grant for and received the grant. When applying for the grant they opened it up to not only the City of Melrose, but instead the school district.

Below is a little blurb I copied from their brochure that helps explain the idea of the program/retreat.

Blandin is looking for 24 people to participate in the program from the Melrose School District. Each person interested in participating has to apply to the Blandin Foundation and they are the ones who then choose the participants.

At the meeting in Melrose that Rodney had attended he suggested me to be one of the participants and Mike Brethorst later followed up with me letting me know that I would be a good applicant. I have applied to be a part of the program. The reason I bring this up is to see if anyone else would like to participate or have other community member suggestions. Anyone from the community can apply. There are a couple of pages following this memo that help to explain the program further.

## **Blandin Community Leadership Program (BCLP)**

*Rural communities survive – and thrive – when leaders take on the responsibility for the health of their community's future. BCLP helps current and emerging leaders understand more deeply the dynamics of their communities, the skills of working together effectively and the critical role shared leadership plays in building a healthy community.*

*All BCLP participants share one thing in common: a commitment to their community and willingness to be involved in shaping its future.*

*BCLP trains community leader to be more effective at framing community issues, building and sustaining social capital and mobilizing for community action.*

*Across the state, alumni champion projects that build inclusive communities, create economic development opportunities, and deal creatively with health, housing and education issues, among others.*



May 13, 2015

Michael Brethorst  
225 1<sup>st</sup> Street NE  
Melrose, MN 56352

Dear Mike:

We are excited to announce that the Blandin Foundation will partner with the community of Melrose to offer the Blandin Community Leadership Program (BCLP). The leadership retreat is scheduled for **February 8-12, 2016** at Sugar Lake Lodge south of Grand Rapids, Minnesota and the workshops will be held on **April 5, June 14, & August 23, 2016** (located in your community).

We believe you will find that BCLP will have a significant impact on the future of the Melrose area. BCLP is a partnership between Melrose and the Blandin Foundation. Our interest is to help strengthen rural Minnesota communities and we invite you to join us in this endeavor. The Blandin Foundation has a strong belief that the basis of community strength rests with its leaders. The Foundation makes a substantial investment in leadership development for those who take community life seriously.

This partnership requires hard work and due diligence on both the part of the communities and the Foundation. To avoid any confusion about what you can expect from the Foundation, and what we expect from the Melrose area, this letter is intended to detail the expectations and requirements for this partnership to work for all of us.

## The Program

BCLP is a residential learning program based on adult experiential learning practices. It was established by the Blandin Foundation in 1985 and has served over 7,000 leaders from more than 600 rural Minnesota communities. Our educational methods focus on hands-on, practical learning styles which include individual skill development, understanding community dynamics, establishing new and diverse networks, and leadership coaching.

The program consists of a five day retreat held at Sugar Lake Lodge south of Grand Rapids, Minnesota. The program continues with three follow-up workshops which are located close to or within your community.

The program is intended to provide the following for the Melrose area:

- Create more diverse networks of individuals and groups involved in community action;
- Increase the knowledge about your community's assets and how they relate to healthy community;
- Increased risk-taking and more visible leadership roles by participants;
- Increase in mobilization of community assets by participants and strengthening of community networks; and
- Increase cooperation between individuals and groups.

## What You Can Expect from the Blandin Foundation

The Blandin Foundation underwrites all costs for the program. This amounts to approximately \$4,000 per participant, totaling over \$96,000 for the community. The cost to participants is their time away from work and family plus minimal travel expenses. The Foundation does not want finances to be a barrier for participating in the program and participants attending BCLP may be eligible for the Rural Leadership Access Funds.

You can expect BCLP to be grounded in the most current research and that all team members, from the staff to the trainers, excel in their area and in their understanding of rural Minnesota communities.

What Does the Blandin Foundation Expect from Melrose?

- Partnership in the recruitment effort to get the word out to the community and to generate quality applicants who represent Melrose and its diverse networks.
- Ongoing dialogue with the Blandin Foundation regarding how the recruitment effort is moving forward, and if further assistance is needed.
- Participants chosen who are committed to attending the entire residential retreat and workshops.
- Melrose should keep the Blandin Foundation informed on how this program is working in the community. Is the program meeting the needs and expectations of the community?
- The Blandin Foundation sees leadership training as the best way to spark renewed leadership activity in your community. It is our strong desire that the program results in action through a variety of ways: projects, new networks, applications for follow-on training opportunities, etc.

## Next Steps

I will be meeting with you this fall to help develop a schedule to begin recruitment efforts. We will start with the Community Meeting which will occur approximately six months prior to Melrose's retreat date. This meeting will bring together those that submitted the community application along with any area BCLP alumni to talk about recruitment, who will need to be part of the steering committee, and what the recruitment process will look like as we proceed.

Please see the enclosure/attachment regarding the process for applicant recruitment for the remainder of time prior to the retreat. If you have any other questions or concerns please feel free to contact me at (877) 882-2257.

We are excited to partner with the community of Melrose and look forward to working with you in the upcoming months.

Sincerely,



Becky Adams  
Recruitment Coordinator, Blandin Leadership Programs

cc: Stacy Austing-Jacobson, Joseph Fuechtmann, Kathi Dziengel

## The Recruitment Process

It is the Foundation's philosophy that all good programs begin with an intentional recruitment process. Therefore, BCLP starts with recruitment. Our recruitment process follows four steps following the initial Community Meeting:

### 1. **Steering Committee Meeting** (approximately 5 months before the retreat)

The purpose of the Steering Committee is to develop a strategy to generate applications from qualified community members. The Steering Committee is made up of volunteers who are willing to devote some of their time and energy to "get the word out," to members of the community who are actively engaged in community life and who are invested in their community's future.

### 2. **Application Solicitation**

Once a strategy for application solicitation has been developed, the Steering Committee is responsible for helping generate applications from community members who fit the program's criteria. The Blandin Foundation will assist with any media costs incurred through the strategy.

**One person will not meet all of the selection criteria.** It is important that a community select a diverse cohort of participants with the following criteria to represent their community at the retreat.

- Actively involved in community life
- Credible and open-minded
- Open to risk-taking
- Passionate about their community's future
- Willing to work collaboratively to promote healthy community

The Foundation also requires gender balance in the group selected to participate in BCLP as well as other demographics; age, ethnicity, sector representation, etc.

The Foundation will have a clear application deadline date. Along with an application deadline date, check-in dates are built into the process so that everyone is able to monitor the progress. The check-in dates provide an opportunity for the committee and the Blandin Foundation to establish new strategies or alter existing strategies to encourage key community members who seem to be missing from the applicant pool. Once the application deadline is reached, we move onto the Selection process.

### 3. **Selection Committee Meeting**

The Selection Committee is responsible for helping the Blandin Foundation choose a diverse cohort of community representatives from the applicant pool to participate in BCLP. The Selection Committee will be made up of Steering Committee members, BCLP/BRCLP alumni, community volunteers and a Blandin Foundation staff member.

The Selection Committee will choose 24 participants. The process for choosing the participants is established and facilitated by a Blandin Foundation staff member. The Delegates and Alternates will receive an email and letter from the Blandin Foundation notifying them of their status.

### 4. **Delegate/Alternate Meeting**

The purpose of the Delegate/Alternate Meeting is to provide logistical information about the retreat and to give the participants a sense of what to expect during the residential program. The meeting also provides first-hand information and answers any questions or concerns participants may have prior to the retreat. It is hosted and facilitated by the Blandin Foundation. The date for the Delegate/Alternate Meeting will be set by the Blandin Foundation with input from the Selection Committee. The next step in the process is the retreat!