



## CITY OF FREEPORT

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

**February 27, 2018 - Regular Meeting Agenda**  
Freeport City Hall - 7:00 pm

**\*\* Area Fire Service Meeting\*\***

### Call to Order

- I. Approve Agenda
- II. Open Public Forum
- III. Consent Agenda
  - a. January 30, 2018 Meeting Minutes (1-3)
  - b. Claims 3076 – 3106 (4-8)
  - c. Sheriff's Report (9)
  - d. Gambling Permit (Fishing Tournament) (10)
- IV. Reports
  - a. Clerk Report (11)
  - b. Deputy Treasurer Report (N/A)
  - c. Public Works Report (12-13)
  - d. Engineer Report (N/A)
  - e. Attorney Report (14)
  - f. Fire Department Report (15)
- V. Old Business
  - a. Resolution 2018-05 Fire Department Personnel Policy (16-28)
  - b. WHP Plan Meeting (29)
  - c. 7<sup>th</sup> Street Options (30)
- VI. New Business
  - a. Resolution 2018-06 – Off Site Gambling Permit Application (31-32)
  - b. Agriculture Committee (33)
- VII. Adjourn

Next Meeting: March 27, 2018



## **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](http://www.freeportmn.org)

### **January 30, 2018 – Meeting Minutes**

A regular meeting of the Freeport City Council was convened at 7:00pm by Mayor Rodney Atkinson with Councilmembers, Tim Hennen, Jake Renneker, Mike Eveslage and Ben Ettle present.

Staff in attendance: Clerk-Treasurer Adrianna Hennen, Deputy Treasurer Doug Petersen, Public Works Director Loren Goebel, and City Attorney Scott Dymoke

Others in attendance:

Arnie Blommel (308 2<sup>nd</sup> Ave SW)

Vern Fuchs (720 1<sup>st</sup> Ave N)

#### **Approve Agenda**

A. Hennen stated the only addition was claim 3072 to pay JoAnn Timp for cleaning services.

Ettle moved to approve the agenda with the suggested change, seconded by Renneker. Motion carried 5-0.

#### **Public Hearing – Zoning Ordinance Amendment**

Arnie Blommel was present and asked what the council had decided. Council explained that the best solution they could come up with for the entire city was to change the 120 sq./ft. and smaller accessory buildings to a setback requirement of five feet from the rear and side yard. Blommel explained that helped his case, but it would still not allow him to put his shed in his desired location. It was explained to Blommel that he could apply for a variance to get his shed closer to the property line, but since his case was not a “hardship case” council would not likely approve that variance request. Other options were discussed with Blommel and the council to determine a way for Blommel to fit a shed in his backyard.

No other comments were given.

#### **Open Public Forum**

No public comment was given.

#### **Consent Agenda**

Eveslage moved to approve the consent agenda excluding claims 3043 and 3065, seconded by Ettle. Motion carried 5-0.

#### **Reports**

##### Clerk Report

No report was given.

##### Treasurer Report

Petersen presented the end, unaudited, financial report for 2017. Council questioned how there was still a positive number in the truck fund since the truck purchase should have put that in the negative. Petersen explained he was just going off of Wall's spreadsheets, but would look into it. After looking more closely it was determined that part of the truck purchase was showing a larger deficit in the operating fund instead of it all coming out of the truck fund. It was explained that would be changed to show it more accurately. Dymoke recommended leaving a balance in the truck fund to show Stearns Electric that the city has the funds to pay back the Stearns Electric Loan.

Eveslage requested that the council be notified when the EDA sells any land.

Council asked staff to look into the 2006 Small Cities Grant money and determine what that can be used for.

Council also asked when we can stop putting money into the Water and Waste Water USDA Reserve Fund  
Public Works Report

Council decided before taking any immediate action on the sewer line behind city hall with requiring grease traps, the city would continue proactively flushing the line to keep things moving in that line and to speak with Jesse Job, Charles Café, and discuss the option of grease traps.

#### Engineer Report

Eveslage moved to hire Kotzer to do the work around the holding ponds, seconded by Ettle. Motion carried 5-0.

#### Attorney Report

No report was given.

#### Fire Department Report

No report was given.

### **Old Business**

#### Ordinance 2018-01

Ettle moved to approve Ordinance 2018-01, seconded by Renneker. Motion carried 5-0.

### **New Business**

#### 2018 Appointments

Atkinson asked if T. Hennen would be willing to be Acting Mayor again, T. Hennen agreed. Atkinson asked if Eveslage would be willing to be the 2<sup>nd</sup> Acting Mayor, Eveslage agreed. Atkinson asked T. Hennen if he would be the EDA Council Representative again, T. Hennen agreed. Council agreed to keep the rest of the appointments the same as 2017.

Atkinson stated that the Wellhead Protection Plan Committee should be contacted to see if they would like to continue on the committee. Atkinson also recommended that Karen Voz come in and speak with the council and staff about the WHP Plan since only Atkinson was involved with the actual writing of it and the rest of the us don't fully understand the plan. A. Hennen stated she would contact Karen Voz and set up a time for her to meet with the council.

Renneker moved to approve the 2018 appointments, seconded by Ettle. Motion carried 5-0.

Atkinson reappointment Jim Hemker to the EDA since his term had expired. T. Hennen moved to approve Atkinson's request to reappoint Jim Hemker to the EDA, seconded by Rennker. Motion carried 5-0.

#### Resolution 2018-01 – Appointing FSB as Official Depository

Ettle moved to approve Resolution 2018-01, seconded by Renneker. Motion carried 5-0.

Resolution 2018-02 – Appointment CMCU as Official Depository

Ettle moved to approve Resolution 2018-02, seconded by Eveslage. Motion carried 5-0.

Resolution 2018-03 – Approving Donations Received in 2017

Ettle moved to approve Resolution 2018-03, seconded by Renneker. Motion carried 5-0.

Resolution 2018-04 – City of Freeport’s Authority to Procure Stearns Electric Loan

Renneker moved to approve Resolution 2018-04, seconded by Ettle. Motion carried 5-0.

Wellhead Protection Plan

No more discussion was had on this topic since it was completed during the 2018 Appointments.

**Adjourn**

T. Hennen moved to adjourn, seconded by Ettle. Motion carried 5-0.

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Mayor, Rodney Atkinson

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City Clerk-Treasurer, Adrianna Hennen

02/14/18  
14:42:00

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 2/18

Page: 1 of 5  
Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3076		15 ALBANY MUTUAL TELEPHONE	248.67					
	020118ST	02/01/18 320-836-7158	44.17			101 41000	320	10100
	020118ST	02/01/18 320-836-2112	88.55			101 41000	320	10100
	020118ST	02/01/18 320-836-2685	20.38			601 43225	320	10100
	020118ST	02/01/18 320-836-2685	20.38			602 43250	320	10100
	020118ST	02/01/18 320-836-2411/2413	75.19			225 42200	320	10100
		Total for Vendor:	248.67					
3077		25 AMERIPRIDE LINEN & APPAREL	58.40					
	2201012241	02/02/18 RUG SERVICE	58.40			101 41000	410	10100
		Total for Vendor:	58.40					
3078		70 CENTERPOINT ENERGY	448.26					
	012218	01/22/18 FIREHALL	294.24			225 42200	382	10100
	012218	01/22/18 MAINTENANCE BLDG	154.02			101 43100	382	10100
		Total for Vendor:	448.26					
3079		76 CENTRAL MINNESOTA CREDIT UNION	509.95					
	013118STM	01/31/18 Beacon /QPUBLIC.NET	1.00			101 41000	433	10100
	013118STM	01/31/18 USPS POSTAGE UTILITY WATER	52.74			601 43225	200	10100
	013118STM	01/31/18 USPS POSTAGE UTILITY SEWER	52.74			602 43250	200	10100
	013118STM	01/31/18 MN DNR WATER PERMIT - ANNUA	184.49			601 43225	431	10100
	013118STM	01/31/18 AMAZON LT BULBS FOR CITY HA	218.98			101 41000	210	10100
		Total for Vendor:	509.95					
3080		636 DHIA LABORATORIES	58.00					
	71438	01/17/18 Qrtly Influent	58.00			602 43250	460	10100
		Total for Vendor:	58.00					
3081		145 FINKEN WATER SOLUTIONS	23.00					
	020118STMT	02/01/18 CITY HALL WATER SOFTENER	15.00			101 41000	410	10100
	020118STMT	02/01/18 PW GARAGE	8.00			101 43100	410	10100
		Total for Vendor:	23.00					

02/14/18  
14:42:00

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3082		387 RAHNS OIL & PROPANE, INC	533.62					
	2126	01/31/18 CITY HALL	405.55			101 43100	215	10100
	2126	01/31/18 FIRE DEPT	128.07			225 42200	215	10100
		Total for Vendor:	533.62					
3083		437 STAR PUBLICATIONS LLC	32.94					
	165863	01/31/18 NOTICE OF PUBLIC HEARING	32.94			101 41000	350	10100
		Total for Vendor:	32.94					
3084		525 XCEL ENERGY	3,471.09					
	577453582	01/22/18 WATER TOWER	198.59			601 43225	381	10100
	579298816	02/05/18 STREET LIGHTS	732.83			101 43160	381	10100
	579099772	02/02/18 302188142	254.42			601 43225	381	10100
	579099772	02/02/18 302252262	108.38			101 43160	381	10100
	579099772	02/02/18 302290398	218.34			101 41000	381	10100
	579099772	02/02/18 302679657	149.36			101 43100	381	10100
	579099772	02/02/18 302700297	25.93			602 43250	381	10100
	579099772	02/02/18 302947044	318.77			601 43225	381	10100
	579099772	02/02/18 303193187	46.51			602 43250	381	10100
	579099772	02/02/18 303616049	337.45			225 42200	381	10100
	579099772	02/02/18 303936749	48.34			101 43160	381	10100
	579099772	02/02/18 303956738	626.65			101 43160	381	10100
	579099772	02/02/18 303963984	316.77			101 43160	381	10100
	579099772	02/02/18 303985901	42.67			101 43160	381	10100
	579099772	02/02/18 304083816	13.35			101 43160	381	10100
	579099772	02/02/18 304098414	32.73			602 43250	381	10100
		Total for Vendor:	3,471.09					
		# of Claims	9	Total:				5,383.93

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11:21:58

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3085		742 ADMARK RESOURCES	2,500.00					
		Downpayment of 50% of \$5,000 fee						
	021218A	02/12/20 Housing assessment	2,500.00*			300 46500	300	10100
		Total for Vendor:	2,500.00					
3086		647 BADGER METER INC	390.00					
	80017869	01/31/18 READCTR ANALYTICS	195.00			601 43225	433	10100
	80017869	01/31/18 READCTR ANALYTICS	195.00			602 43250	433	10100
		Total for Vendor:	390.00					
3087		71 CENTRACARE HEALTH	360.00					
4		FIRE DEPT PHYSICALS						
	C102789391	02/06/18 4 FIRE DEPT PHYSICALS	360.00			225 42200	333	10100
		Total for Vendor:	360.00					
3088		88 CITY OF MELROSE	195.63					
		Battery for Blood pressure machine						
	1309	01/29/18 Battery Blood Press Machine	195.63			225 42200	210	10100
		Total for Vendor:	195.63					
3089		107 DANNY'S DISPOSAL & RECYCLING,	164.91					
	013118STMT	01/31/18 CITY HALL	135.44			101 43100	383	10100
	013118STMT	01/31/18 FIRE DEPT	29.47			225 42200	383	10100
		Total for Vendor:	164.91					
3090		123 DYMOKE LAW OFFICE, P.A.	184.00					
	013118STMT	01/31/18 ACC BLDG AMENDMENT PREP	69.00			101 41000	302	10100
	013118STMT	01/31/18 CITY COUNCIL MTG	115.00			101 41000	302	10100
		Total for Vendor:	184.00					
3091		611 EMERGENCY RESPONSE SOLUTIONS	862.82					
		SPEEDLAY HOSE TRAY - ALBANY MUTUAL TELEPHONE GRANT						
	10329	02/02/18 SPEEDLAY HOSE TRAY 6FT	862.82			225 42200	210	10100
		Total for Vendor:	862.82					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3092		155 FREEPORT FARM CENTER, INC	85.00					
		WING BLADE REPAIR - WELDING						
	99238	02/05/18 WING BLADE-WELDING REPAIR	85.00			101 43100	220	10100
		Total for Vendor:	85.00					
3094		187 HAWKINS, INC	661.50					
	4219987	01/08/18 CHORLINE	643.50			601 43225	440	10100
	4219987	01/08/18 FRT / FUEL SURCHARGE	18.00			601 43225	440	10100
		Total for Vendor:	661.50					
3095		743 JIM'S WHOLESALE, INC	49.95					
		FIRE HALL PAPER TOWEL DISPENSER						
	176365	01/22/18 PAPER TOWL DISPENSER	49.95			225 42200	210	10100
		Total for Vendor:	49.95					
3106		219 JOANN TIMP	108.00					
	022818STMN	02/28/18 3 CLEANINGS 2/5-2/12-2/26	108.00			101 41000	300	10100
		Total for Vendor:	108.00					
3096		244 KRIS ENGINEERING, INC	339.02					
		PARTS FOR PLOW REPAIR						
	29476	01/31/18 SNOW PLOW REPAIR	339.02			101 43100	220	10100
		Total for Vendor:	339.02					
3097		258 LEAGUE OF MN CITIES	30.00					
	090117STMT	01/31/18 MN MAYOR ASSN	30.00			101 41300	433	10100
		Total for Vendor:	30.00					
3098		269 MARCO TECHNOLOGIES LLC	339.11					
		CANON COPIER LEASE (03/10/18 - 06/10/18)						
	350950754	02/13/18 CANON COPIER LEASE	324.11			101 41000	410	10100
	350950754	02/13/18 SUPPLY FRT	15.00			101 41000	410	10100
		Total for Vendor:	339.11					



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11:21:59

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3100		562 MINNESOTA DEPARTMENT OF HEALTH	477.00					
	010118STMN	01/01/18 Qrtly H2O Service Connect	477.00			601 43225	431	10100
		Total for Vendor:	477.00					
3099		309 MINNESOTA LIFE INSURANCE CO	3.70					
	030118STMN	02/14/18 GOEBLE MARCH LIFE INS	1.70			101 43000	131	10100
	030118STMN	02/14/18 HENNEN MARCH LIFE INS	2.00			101 41400	131	10100
		Total for Vendor:	3.70					
3101		622 NIEL MEIERHOFFER	400.00					
	2017-03	01/20/18 FIRE DEPT GRANT APPLCNT WRITE	400.00*			225 42200	300	10100
		Total for Vendor:	400.00					
3102		627 OAK ELECTRIC SERVICE, INC	29.43					
		Ceiling lts in hall materials						
	3420	02/12/18 Ceiling LTS for fire hall	29.43			225 42200	220	10100
		Total for Vendor:	29.43					
3103		411 SAUK RIVER WATERSHED DISTRICT	400.00					
		Waterfest donation to be reimbursed by WHP plan grant						
	2018STMNT	02/08/18 WaterFest donation	400.00			101 41000	210	10100
		Total for Vendor:	400.00					
3104		441 STEARNS CO MUNICIPAL LEAGUE	20.00					
	2018STMNT	01/01/18 2018 CNTY MUNICIPAL LEAGUE	20.00			101 41000	433	10100
		Total for Vendor:	20.00					
3105		510 VERIZON WIRELESS	59.26					
	9800900688	02/01/18 320-828-7167-CELL PH AH	59.26			101 43100	320	10100
		Total for Vendor:	59.26					
		# of Claims	21	Total:				7,659.33

# ***FREEPORT CALLS - JANUARY 2018***

<u>City</u>	<u>Date_Received</u>	<u>Call #</u>	<u>Description</u>	<u>Actual_Incid_Location</u>
FREEPORT	01/31/2018 07:20:33	18008370	ACCIDENT	<p style="text-align: center; margin: 0;">ALL STAFF</p>
FREEPORT	01/25/2018 04:00:09	18006559	AGENCY ASSIST	
FREEPORT	01/27/2018 17:05:12	18007341	AGENCY ASSIST	
FREEPORT	01/20/2018 22:11:25	18005450	AGENCY ASSIST	
FREEPORT	01/03/2018 10:56:08	18000543	CAR SERVICE	
FREEPORT	01/11/2018 11:27:25	18002775	CAR SERVICE	
FREEPORT	01/27/2018 13:46:47	18007283	EXTRA PATROL	
FREEPORT	01/14/2018 13:38:04	18003732	FIRE CAR	
FREEPORT	01/08/2018 10:27:48	18001866	FOLLOW UP	
FREEPORT	01/08/2018 18:37:21	18002002	MAILBOX VANDALISM	
FREEPORT	01/02/2018 23:42:45	18000429	MATTER OF INFORMATION	
FREEPORT	01/28/2018 16:59:40	18007712	MATTER OF INFORMATION	
FREEPORT	01/06/2018 09:12:02	18001415	MATTER OF INFORMATION	
FREEPORT	01/14/2018 15:27:52	18003748	MOTORIST ASSIST	
FREEPORT	01/05/2018 12:11:09	18001129	PARKING VIOLATION	
FREEPORT	01/12/2018 13:58:56	18003191	REPORT WRITING	
FREEPORT	01/29/2018 23:43:40	18008007	REPORT WRITING	
FREEPORT	01/27/2018 14:15:24	18007289	THEFT	
FREEPORT	01/27/2018 14:28:57	18007295	TRAFFIC STOP	
FREEPORT	01/28/2018 18:32:15	18007731	TRAFFIC STOP	
FREEPORT	01/12/2018 22:16:27	18003315	TRAFFIC STOP	
FREEPORT	01/14/2018 08:18:21	18003688	TRAFFIC STOP	
FREEPORT	01/24/2018 23:21:40	18006514	TRAFFIC STOP	
FREEPORT	01/03/2018 05:45:38	18000456	TRAFFIC STOP	
FREEPORT	01/10/2018 00:33:31	18002348	TRAFFIC STOP	
FREEPORT	01/12/2018 04:52:11	18002977	TRAFFIC STOP	
FREEPORT	01/22/2018 20:48:06	18005972	VERBAL DISPUTE	
FREEPORT	01/25/2018 03:54:46	18006557	WELFARE CHECK	

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Freeport Family Fishing

Previous Gambling Permit Number: x-93138-14-002

Minnesota Tax ID Number, if any: \_\_\_\_\_

Federal Employer ID Number (FEIN), if any: 26-3277077

Mailing Address: 43794 County rd 127

City: Melrose State: Mn Zip: 56352 County: Stearns

Name of Chief Executive Officer (CEO): Rick Hoeschen

Daytime Phone: 320-248-1655 Email: \_\_\_\_\_

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

Fraternal  Religious  Veterans  Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

**A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103

Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
651-296-2803, or toll free 1-877-551-6767

**IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of **both** of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): ACKIE,S PIONEER inn

Address (do not use P.O. box): 123 Main Street E

City or

Township: FREEMPORT Zip: 56331 County: STEARNS

Date(s) of activity (for raffles, indicate the date of the drawing): JUNE 2

Check each type of gambling activity that your organization will conduct:

Bingo  Paddlewheels  Pull-Tabs  Tipboards

Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$ 1,038.00)

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 2/21/18

Re: Clerk's Report

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Update on the soccer field/SHIP Grant - At this time the development of the soccer field in the Welle Addition park is being put on hold. Rodney and others decided other details need to be figured out before anything is rushed.

This leads me to the next topic – Rodney would like to hold a neighborhood/listening meeting to have a conversation with the residents living in the Welle Addition to determine what should happen with the park and discuss future parking issues that could result in the development of a park.

Job Duty	Date	Initial
Well, tower, pond checks, did water usage reports w/ Adri	Thurs 1/16/18	JY
sanded streets, blew some drifted over spots around town	"	JY
worked at shop, put recycling out.	"	JY
Well, tower, pond checks, plowed drifts <sup>+sanded</sup> streets around town	Wed 1/17/18	JY
cleaned at city hall <del>in</del> <sup>in</sup> basement, checked houses that	"	JY
have a lot of garbage laying in yards to see if they are	"	JY
working on cleaning up. cleaned at shop. Filed paperwork	"	JY
worked on water pump.	"	JY
Well, tower, pond, lift station checks, water samples	Thurs 1/18/18	JY
cleaned at shop + cleaned vehicles	"	JY
Well, tower, pond checks, worked at shop, garbage, paperwork	FRI 1/19/18	JY
Well, tower, pond checks	SAT 1/20/18	JY
Well, tower, pond checks	SUN 1/21/18	JY
Well, tower, lift station, pond checks, water samples, got	Mon 1/22/18	JY
*'s together for Dave Blomman + flows for the year	"	JY
Well, tower, pond checks, cleaned at well houses, fixed	Tue 1/23/18	JY
lights at City hall, worked on sign "No Parking" in alley by	"	JY
Owen Shows <sup>hair</sup> salon, worked at shop	"	JY
<del>~~~~~ Council Meeting ~~~~~</del>		
Well, tower, pond checks, Filled gas in vehicles,	Wed 1/24/18	JY
worked on little blower tractor <del>brakes</del> where	"	JY
sticking, worked at shop, sanded some alleys	"	JY
Well, tower, pond, lift station checks, water samples	Thurs 1/25/18	JY
static/drawdown tests at wells	"	JY
Well, tower, pond checks, Flushed hydrants	FRI 1/26/18	JY, ME
Well, tower, pond checks	SAT 1/27/18	JY
Well, tower, pond checks	SUN 1/28/18	JY
Well, tower, lift station, pond checks, water samples, changed	Mon 1/29/18	JY
lights at City hall, worked at shop	"	JY
Well, tower, pond checks, ordered + went + got plow	Tue 1/30/18	JY
blades,	"	JY
Well, tower, pond checks, did water meter reading, shop	Wed 1/31/18	JY
Well, tower, pond, lift station checks, water samples, <del>MOH</del> + MPCA	Thurs 2/1/18	JY
reports at city hall, started on plow blade	"	JY
Well, tower, pond checks, Finished plow blade on wing, read water	FRI 2/2/18	JY
meter at Ed + Jackie's old central, worked on hoist.	"	JY



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

300 Riverside Avenue NW

Melrose, Minnesota 56352

Telephone (320) 256-4205

Fax (320) 256-7201

February 21, 2018

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

BY ELECTRONIC MAIL

Re: Monthly Legal Report

Dear Ms. Hennen:

During the period from January 23, 2018 through February 21, 2018, we have given significant attention to the following projects on behalf of the City of Freeport:

- Xcel Easement  
Prepared summary of Economic Development Authority's and Council's options in responding to Xcel's easement request.
- Road Damage  
Prepared summary of Council's options in responding to damage to city street by farm equipment.

Respectfully submitted,  
Dymoke Law Office, P.A.

*Scott E. Dymoke*  
by Scott E. Dymoke

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 2/22/18

Re: Fire Department Report

---

Chief Gilk and the assistant Chief's are recommending to council to establish a Safety Officer position. Here are some of the thoughts they currently have on the position:

- Position will be appointed by the Chief, making the position a year term.
- The fire department and City Council will vote on the Chief's appointment.
- The position will be paid a salary of \$500



# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 2/22/18

Re: Resolution 2018-05 - Fire Department Personnel Policy

---

A few months ago the Fire Department Chief was directed to come up with a more specific explanation of “response time” that the Fire Dept. could all agree upon. Moving forward they would like to remove the work “response” and replace it with “drive”.

Also, the changes on page 11 need to be approved as well, which is updating attendance requirements for drills, meetings, and calls.

**City of Freeport, Minnesota  
RESOLUTION 2016-15**

**FIRE DEPARTMENT PERSONNEL POLICIES**

**Scope**

The Freeport Volunteer Fire Department (the “Department”) has been organized with the objective of preserving and protecting residents and property from and during such fires and/or emergencies as may occur in the City of Freeport and Freeport Area Fire Service. The purpose of these policies is to set forth the policies and procedures governing the operation of the Department.

**Organization**

The Department shall be organized of members and officers, and such standing committees as may be deemed necessary for the proper transaction of business. .

**Officers**

The officers shall include a Fire Chief, a First Assistant, a Second Assistant, and Secretary.

**Article I. APPOINTMENT OF OFFICERS**

Officers within the Department shall be appointed pursuant to the following policy and must be an active member of the Freeport Fire Department at the time of appointment. An “active member” shall be defined for the purposes of this policy as a firefighter in good standing and meeting drill and attendance requirements.

**Purpose**

This policy is intended to detail the process to be used for the appointment of firefighters to the officer positions within the Department.

**Applicability of Freeport Fire Department New Firefighter Hiring Procedure and other personnel policies**

Unless otherwise clearly stated, the relevant policies contained in the Freeport Fire Department New Member Hiring Policy shall apply to the extent they accommodate the procedures contained in this policy for the appointment of officers. *See article IV.*

**Selection Process for Officers**

The Officers will be appointed by the City Council to serve for a term of approximately one (1) year. However, since delays in the process may occur, the term shall be for such time beginning on the day following appointment by the City Council until the Council again appoints officers. It is anticipated that the normal term will run from approximately January 1st to January 1st of the second following year. The Officers will be appointed pursuant to the following process:

1. At the first meeting in October of the Department, the current Chief will post a notice in a conspicuous place in the Fire Hall, advising interested persons to complete and return to the Chief a form stating their interest in a position(s) and qualifications. The positions sought must be indicated on the form.
2. All forms must be submitted to the City Clerk before the close of City Hall by the second Monday of November.
3. The election committee of the Department, which will consist of two random department members, will review the forms and determine by the first December meeting of the Fire Department (or the next monthly meeting in the case of a vacancy) those persons that meet the minimum eligibility requirements for the positions.
4. The Department will make nominations for each of the officer positions. After the nominations have been made, the Chief will deliver to the City Clerk the names of the nominated individuals, the forms submitted under paragraph 1, and any other materials made or used by the Department in making its determinations.
5. The City will review the materials and forms and consider the appointments of the nominees selected by the members of the Department at the December council meeting.
6. In the event the Council disagrees with a nominee(s), it will appoint the nominee(s) with whom it agrees and refer the remaining appointments back to the Department, which will make a recommendation to the Council.

### **Removal**

During the term of their appointment, any officer may be removed at the discretion of the City Council. The City Council may remove for any reason including, but not limited to, the following: 1) negligence or misconduct in the performance of duties; 2) insubordination or willful refusal to perform a position's duties or such duties assigned by a supervisor, 3) abuse of his or her authority; 4) inability to perform his or her duties consistent with generally accepted standards for the position; and 5) any violation of applicable City or Fire Department policies and codes governing conduct.

### **Eligibility Criteria For The Positions of Officer**

Before an individual may be appointed to the position of officer in the Freeport Fire Department he or she must meet the following minimum eligibility requirements:

\*If no eligible person meets all of the below criteria, the Department may approve the nomination of an existing member of the fire department. However, the nomination cannot be approved until the candidate develops an approved plan for satisfying the eligibility criteria. This plan must be approved by the Council.

1. Five (5) years of firefighter experience with the Freeport Fire Department, or seven (7) years firefighter experience with at least three (3) years with the Freeport Fire Department.
2. The person has demonstrated through his/her previous firefighting experiences, leadership and expertise in firefighting ability.
3. In the case of appointment for Chief only, the person must have held the position of Chief or Assistant Chief at the Freeport Fire Department, or an officer (Chief, Assistant Chief, or Captain) with another fire department within the past five (5) years.
4. The person must demonstrate availability during daytime hours. The person will be required to obtain a letter from his/her current employer, if not already on file, verifying their understanding and commitment to allowing him or her to perform the required duties.
5. The person must have attended one (1) or more State of Minnesota sponsored, and Fire Chief approved, leadership coursework, or, in the alternative, demonstrates the ability to attend such a course within 12 months of being appointed.
6. The person must have demonstrated knowledge of and the ability to operate all Department vehicles and equipment.

## **Article II. DUTIES**

### **Duties of the Fire Chief**

The Fire Chief shall have those duties contained in the approved Job Description, which shall be kept on file with the City. *See attached description.*

### **Duties of the First and Second Assistants**

The Assistant Chiefs have those duties contained in the approved Job Description, which shall be kept on file with the City. *See attached description.*

### **Duties of the Secretary**

The Secretary shall have the duty to attend all regular and special meetings of the Department, record all votes, and take and keep accurate minutes of all regular and special meetings of the Department.

### **Duties of the Members**

A member of the Department shall have those duties contained in the approved Job Description, which shall be kept on file with the City. In addition, firefighters will be responsible to:

1. Properly attend all meetings and regular drills, and on every fire alarm to assemble at the Fire Station without delay to assist in getting the apparatus to the fire and in readiness for operation as soon as possible;
2. Attend at least six (6) regular or special meetings and at least fifty percent (50%) of the drills per year (December 1st through November 30st).
3. Attend thirty-five percent (35%) of calls per year.
4. Notify the Fire Chief prior to being absent from the City for twenty-four (24) continuous hours or more.
5. Address problems or questions relating to the operation of the Department to his or her immediate supervisor as soon as possible for further handling.
6. Report any unsafe equipment, materials, and/or acts to his or her immediate supervisor as soon as possible.
7. Report any loss or damage of equipment and tools to his or her immediate supervisor as soon as possible.
8. Refrain from giving detailed or confidential information relative to any emergency call to a person or persons not connected with the Department except as authorized by the Fire Chief.
9. Report conditions that may affect their performance to the Chief or officer in charge. Members must also report all injuries that occur while performing the duties of a firefighter immediately to the Fire Chief or officer in charge.
10. Remain at the fire hall after arriving in response to an emergency call until given permission to leave by the officer in charge.
11. Remain at the fire scene until given permission to leave by the officer in charge.
12. Obey the commands of their officers while on duty.
13. Become familiar with the handling and working of all equipment and with these Personnel Policies and shall conduct his or herself accordingly.
14. Upon leaving the Department, return Department/City property to the Fire Chief.
15. Submit to and pass a physical every three (3) years.

16. Notify the Fire Chief in the event of a change in employment or residence. In the case of a change in employment, the member must obtain from his or her new employer a letter demonstrating availability to perform his or her duties with the Department.
17. Ensure that the first truck out of the Fire Station has an adequate number of members on board;
18. As a driver of a truck, you will remain the operator unless relieved by chief or officer in charge.
19. The first vehicle out will be filled in the following order: driver, then back of rig and the passenger will be the officer in charge
20. As the first member to reach the Fire Station in response to a call, assumes command of the Department until the arrival of a more senior member or officer.
21. Use only his or her personal equipment assigned by the Department.
22. As designated by the Fire Chief, check Department trucks pursuant to the approved checklist.
23. Obtain his or her first responder certification within twelve (12) months of being hired and keep his or her first responder certification current at all times while a firefighter.

### **Article III. SENIOR FIREFIGHTER**

#### **Definition**

A firefighter with twenty years or more of service who has retired from the Relief Association in good-standing, but who has maintained an active first responder certification is eligible to be selected as senior firefighter.

#### **Duties**

Upon recommendation by the Chief, the City Council may appoint one or more senior firefighters. The purpose of the senior firefighter position is to supplement the personnel needs of the department with otherwise retired firefighters who will be available for daytime calls, but will be exempt from the minimum fire call requirement applicable to regular volunteer firefighters. The senior firefighter will not be required to attend other training or drills the department hosts, except as determined necessary by the Chief. The senior firefighter may be exempted from the response time requirements generally applicable to volunteer firefighters.

### **Conditions of Service**

The Council may set such other conditions of service for senior firefighters as may seem prudent. Senior firefighters may be terminated at will. Senior firefighters are subject to all city policies and procedures to the same extent as other firefighters, except as expressly provided.

### **Compensation**

Senior Firefighters will be eligible for call time compensation. No other compensation or benefits will be provided for senior firefighters.

## **Article IV. MULTIPLE DEPARTMENT MEMBERS**

1. Must make first three (3) months of drills and meetings to familiarize them with the department;
2. After three (3) months they must keep up certifications with primary department;
3. They are obligated to attend annual meeting and annual Ham barbeque fundraiser.
4. The department the fireman identifies as parent department is the department the fireman will receive retirement benefits from.  
*Ex: John lives in Avon and is on the Fire Department. John works in Freeport and is on their daytime only crew. John would receive retirement benefits through Avon Fire Department.*

## **Article V. NEW MEMBER HIRING POLICY**

### **Purpose**

The purpose of these procedures is to explain how candidates are selected as volunteer firefighters with the Freeport Volunteer Fire Department.

### **City Policies**

All city personnel and hiring policies of general applicability apply to the hiring of volunteer firefighters, unless those policies specifically contain an exemption. Persons assisting in the hiring process should become familiar with the City Personnel Policies Manual. During any active hiring process, the City Clerk will make sure that participants in the process are provided

with a working copy of these policies, the City Personnel Policies Manual and any other policies and procedures applicable to the process.

### **Coordination/File Maintenance**

All files and records associated with the hiring process as well as ongoing employment records are personnel records of the City. They must be maintained in a secure location in officially designated secure storage facilities on City property. Routine access to these files are limited to the Fire Chief or one officer designated by the chief to supervise the personnel process and to the City Clerk or one City employee designated by the City Clerk as responsible for city personnel records maintenance, and to legal counsel to the extent needed to assist the city with personnel related legal issues. Application and related personnel records are available to the hiring committees at their committee meetings. No personnel records (original or copies) may be removed from City premises. If authorized by a specific decision of the council, and after consultation with council, personnel records needed by the Council to assist the Council in decision making may be made available to the council.

### **Selection Process**

The Fire Department has primary responsibility for performing such selection components as reference checks, oral interviews, physical fitness testing, and training. The Department recommends candidates for final selection by the City Council.

### **Information to Potential Applicants**

The City maintains an application year from May 1 to April 30 of the following year. Any potential applicant may obtain information about the job application process at any time, whether there are potential vacancies or not, and may obtain and complete an application. Each applicant must submit a letter from his or her employer demonstrating availability to perform the required duties. Applications received during a period when there are no potential vacancies will not be considered active applications, but will be retained for future review. An application received at City Hall on or after May 1 will be kept on file until April 30, at which time, any applicant must complete an updated application form. Applications received will receive no further processing until the Chief certifies that there is a potential vacancy. When, after consultation with the City Clerk, the Chief certifies that there is a potential vacancy the City will set an application deadline. The City will post and advertise an announcement that there are pending vacancies and will commence the application review procedure. The City will contact persons who have previously filed an application form during the application year to determine if they wish to activate their application for formal review.

### **Data Practices**

Persons who apply should understand that once an application is on file for active review, certain applicant data might be publicly available. An applicant who files an application consents to release of any data regarding that application which is required to be released under Minnesota law. Any requests for applicant data should be directed in writing to the City Clerk. The City will maintain all records and will assure that data privacy and public data access laws are followed.



### **Application Review Process**

Preliminary Screening Interview: The Chief or his designee will review the initial applications for completeness and compliance with minimum requirements. If the application is incomplete on its face or discloses that the applicant does not meet minimum requirements, the application shall be rejected at this point. Any person whose application is rejected by the Chief (or designee) because the applicant fails to meet minimum requirements, or because the application is incomplete, may request a summary paper review of that decision by sending a letter explaining the applicant's position to the Chief with a copy to the City Clerk. The Chief's decision is final and binding, except that the Council reserves the right on its own motion to review and reverse any such decision.

### **Veteran's Preference**

The City considers all eligible applicants at the final interview. For this reason, all veterans who meet minimum job requirements for the position will be considered as finalists.

### **Previous Employment Investigation**

In the event that the applicant meets minimum criteria, the department will advise the applicant that the Department will conduct a previous employment investigation pursuant to Minn. Stat. Section 299F.036. The Applicant will provide appropriate releases as provided in subdivision 2 of that section. With the assistance of appropriate city personnel, the Chief will cause a request for disclosure to be issued to all employers of the applicant for whom the applicant worked during the preceding ten years. All such information obtained will be filed in a secure location as provided above, and will be maintained in strict confidence, subject to all applicable data privacy laws.

### **Reference Check**

The applicant shall supply at least two references of persons familiar with the applicant's capabilities, character and work history. If the applicant meets the minimum requirements, the Department shall conduct a reference check by contacting the applicant's references. The Chief or his or her designee shall conduct reference checks and shall maintain a written summary of the references so obtained.

### **Agility Test**

Prior to oral interview, applicants who meet the minimum qualifications shall take the agility test. Passage of the agility test is a minimum requirement for the position. The agility test consists of:

- Beam Walk
- Backboard Carry
- Hose Coupling/Drag

The Department will keep a record of the applicant's performance on the test. An applicant may use the results of an agility test performed within 365 days of the oral interview. The requirements of the test are public information. Applicants are expected to consult with their

own physician to make sure that the test is within their physical capabilities. The applicant must sign a waiver of liability for injuries sustained during the test.

### **Oral Interview Committee**

The oral interview committee will review the applications of all active applicants who meet the minimum qualifications. The oral interview committee shall consist of the Fire Department Executive Committee. The applicants may be asked such legally permissible questions as may be appropriate during the interview process. Each member of the interview committee will keep a record of his or her impressions of the candidate. Following the interview, the committee will seek to agree on the successful applicants by consensus, but may, if necessary, select the candidates by majority vote. Higher preference will be given to applicants living and working nearest to the Fire Station. The names of the approved candidates will be forwarded to the City Council for approval. The Council retains final decision-making authority.

### **Conditional Offer/Medical Examination**

If the council approves an applicant, then the City will make an offer for at-will employment as a firefighter, conditional upon the applicant's passage of a medical examination. The City will retain the services of a qualified medical examiner for this purpose. Each applicant must pass the medical examination of the City's selected medical examiner. The City will provide the medical examiner with a copy of the job description and the standard examination criteria. The examiner may request copies of the applicant's medical records. If the medical examiner determines that additional tests may be necessary, the medical examiner may conduct such further tests, provided that the City must first authorize any additional expense.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except information as specifically allowed by this law. To comply with this law, we will not ask you to provide any genetic information in connection with the medical examination or when responding to any request for medical information. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

### **Initial 12-Month Period of Employment**

Each new firefighter shall be assigned an Assistant Chief with responsibility for monitoring training and performance issues during the initial 12-months of employment, subject to the supervision of the Chief. The Assistant Chief will initially meet with the new employee to discuss expectations and establish a regular review procedure. During the first 12 months of employment, the City Clerk, or the Clerk's delegate, will maintain a written performance record to assist in evaluation. The Assistant Chief will make a written evaluation entry at least monthly. A copy of the record will be provided to the employee, who will sign the record to signify that the employee has received a copy of the record. After a fire call, drill, or training event, if the Assistant Chief identifies performance issues or areas of recommended professional growth, the

Assistant Chief will identify those areas in writing, with a copy to the employee and the employee's personnel file. The Assistant Chief will meet with the new employee and discuss any written report. Assistant Chiefs are encouraged as well to provide regular positive reviews where warranted. The City Clerk will work with the Chief and Assistant Chiefs to make sure that written documentation of performance satisfy city policies regarding appropriate documentation.

## **Article VI. EMPLOYMENT AT WILL**

The City of Freeport has the right to terminate any employee, including firefighters, at any time for any reason or no reason. Firefighters may terminate employment at any time for any reason.

## **Article VII. MEETINGS**

The Fire Department will have regular business meetings at 9:00 p.m. on the first Monday of every month, except when a national holiday falls on that day, in which case it shall be held on the following Monday, and special meetings as called from time to time at the discretion of the Fire Chief.

## **Article VIII. DISCIPLINE**

Members of the Department are employees of the City of Freeport and expected to follow all City ordinances, Codes, and policies to the extent applicable. Any member may be disciplined pursuant to the City's personnel policy and Code of Conduct, including suspension and expulsion from membership, misconduct including but not limited to:

1. Missing any regular or special meeting or drill, unless excused by the Fire Chief or an Assistant Chief.
2. Failure to notify the Fire Chief prior to being absent from the City for twenty-four (24) continuous hours or more.
3. Appearing at any meeting of the Department, any drill, or on duty under the influence of alcohol or illegal substances. The procedure for determining substance shall be that which is contained in the City's personnel policies.
4. Use of insulting, indecent, profane, or improper language.

5. Conduct unbecoming a firefighter, acts of moral turpitude, or other conduct that disparages or is detrimental to the Department's performance.
6. Taking property from the scene of an emergency for personal use or gain.
7. Converting, misappropriating, or misusing funds or property from the Department, City, or Relief Association.
8. Insubordination, disobedience of orders, or interfering with the officer in charge by giving counter orders, commencing a quarrel with any other member of the Department or members of any other department.
9. Violating City policies, including, but not limited to, the Code of Conduct, the Sexual Harassment Prevention Policy, and the Drug Free Workplace Policy.
10. After arriving at the fire hall, absenting oneself therefrom without the permission of the officer in charge.
11. After arriving at the scene of a fire, leaving without the permission of the officer in charge.
12. Taking or borrowing any article from the Fire Station without the permission of the Fire Chief or, in the absence of the Fire Chief, the most senior officer present.
13. Failure to return a completed physical form, if required, by December 31st.
14. Failure to notify the Fire Chief in the event of a change in employment or residence.
15. Failure to attend at least six (6) regular or special meetings and at least fifty percent (50%) of the drills per year (December 1st through November 30th).
16. Failure to attend thirty-five (35%) of fire calls per year.
17. Failure to keep his/her first responder certification current.
18. Missing three (3) consecutive regular meetings, unless excused by the Fire Chief or an Assistant Chief.

## Article IX. LEAVE OF ABSENCE

A member of the Freeport Fire Department may request a leave of absence (for good cause) for a period of up to one (1) year. The request will be reviewed and approved by the Fire Chief and the City Clerk, who may consult with the Fire Department Executive Committee. "Good Cause" shall include, but not be limited to: illness, job related matters, family related matters, or other personal matters that may be reasonably perceived as temporarily interfering with the member's performance of his or her duties. A leave of absence shall be granted upon receipt of a written request to the Fire Chief from the individual concerned. If the Fire Chief does not receive a written request, the individual will be automatically discharged. Any member who is granted a leave of absence shall relinquish all property of the Freeport Fire Department to the Chief during their absence. Members called into military service shall be granted all rights according to the federal law governing right to active membership.

## Article X. CHANGES IN EMPLOYMENT OR RESIDENCE THAT AFFECT RESPONSE TIME

Any member of the Freeport Fire Department, who shall have a change in employment or residence, shall notify the Fire Chief. The Executive Committee will review the new employment or residence to evaluate the impact on the member's response time. In the event the Executive Committee finds that the member is no longer able to respond to emergency calls in a timely manner, such delay prevents the member from performing the duties of the position, the Department would be better served by having the duties performed by a new hiree, and there is such a new hiree eligible to be hired, the member may be recommended to the Council to consider discharging the member or other appropriate action.

Fire department members must be able to achieve a 10 minute response drive time from their residence to the fire hall, while obeying traffic laws. Exceptions are made for members who work in Freeport, but live further than 10 minutes.

**This resolution repeals and replaces all other personnel policies of the Freeport Volunteer Fire Department.**

**Policy adopted by the Freeport City Council on this 27<sup>th</sup> day of February, 2018.**

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

ATTEST:

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

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 2/21/18

Re: Wellhead Protection Plan Meeting

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I spoke with Karen Voz, with the Department of Health is willing to come speak with the council regarding the Wellhead Protection Plan. The goal is for her to explain it to everyone so that we all have the same understanding the WHP Plan.

Right now we have tentatively planned Tuesday, April 10<sup>th</sup>. Ideally, Karen asked that we have the meeting earlier – 6 or 6:30. This would be posted as a special meeting.

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 2/21/18

Re: 7<sup>th</sup> Street SW Options

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After the last meeting where dissatisfaction was expressed about the Wilwerding Dairy using 7<sup>th</sup> Street SW as an access to their fields Dymoke put together a few options the city would have to help remedy any future situations.

1. Establishing weight restrictions – restrict the weight limits on the road to make it illegal for the farmer to drive his equipment. This would require the city to install signs posting the weight limit and have a sheiff's deputy watching to write the famer a ticket.
2. Public Nuisance – breaking up the road would fall under the definiteion of creating a public nuisance under stated law and the City Code. This could either be a criminal citation or we could obtain a court order directing the farmer to abate the nusinance – i.e. reimburse the City.
3. Agreement between the City and the farmer, whereby the famer agrees to reimburse the city for any repairs to the street.



## **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](http://www.freeportmn.org)

### **RESOLUTION 2018-06**

#### **AUTHORIZATION OF PERMIT FOR OFF-SITE CHARITABLE GAMBLING FOR THE CHRISTIAN MOTHER SOCIETY RAFFLE**

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

WHEREAS; The Freeport Lions have requested of the City of Freeport authorization for an off-site tax exempt gambling permit on March 19, 2018 at Sacred Heart Church (106 3<sup>rd</sup> Ave NE, Freeport, MN 56331) for the Christian Mother Society Raffle;

WEHREAS; The Freeport City Council has the authority to grant authorization for tax exempt gambling permits within Freeport City limits; and

WHEREAS; The Freeport City Council desires to support the ongoing efforts of area non-profit and community service organizations;

THEREFORE; The Freeport City Council grants the authorization to the Freeport Lions for an off-site permit for tax exempt gambling on March 19, 2018 at Sacred Heart Parish.

It is hereby certified that this resolution was formally adopted by the City Council of Freeport, Minnesota on this 27<sup>th</sup> Day of February 2018.

Motion by:

Second by:

Council members in favor:

Council members opposed or abstained:

ATTEST:

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Rodney Atkinson, Mayor

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Adrianna Hennen, City Clerk-Treasurer



**LG230 Application to Conduct Off-Site Gambling**

**No Fee**

**ORGANIZATION INFORMATION**

Organization Name: FREEPORT LIONS License Number: 01465  
 Address: BOX 184 City: FREEPORT, MN Zip: 56331  
 Gambling Manager Name: DAVID A HUMBERT Daytime Phone: 320-761-8327  
 Chief Executive Officer (CEO) Name: MITCH WALL Daytime Phone: 320-429-0317

**GAMBLING ACTIVITY**

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 3 / 19 / 18 to 3 / 19 / 18

Check the type of games that will be conducted:

Raffle     Pull-Tabs     Bingo     Tipboards     Paddlewheel

**GAMBLING PREMISES**

Name of location where gambling activity will be conducted: SACRED HEART PARISH

Street address and City (or township): 106 3RD AVE NE FREEPORT Zip: 56331 County: STEARNS

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

**Yes** If yes, a lease is not required.  
 **No** If no, the lease agreement below must be completed, and signed by the lessor.

**LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)**

Rent to be paid for the leased area: \$ 0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Lessor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Lessor's Name: \_\_\_\_\_

**CONTINUE TO PAGE 2**

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 2/22/18

Re: Agriculture Committee

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Rodney brought to my attention that he would like to reestablish an Agriculture Committee. Rodney will be able to explain the intent of this committee and who is nominations will be.

This topic leads to another idea of Rodney's – since it was discovered that the park in the Welle Addition would not be big enough for a regulation soccer field, he thought about negotiating with Harvest Church and leasing some of their field to develop a soccer field.