



## **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)

**August 28, 2018** - Regular Meeting Agenda  
Freeport City Hall - 7:00 pm

### Call to Order

- I. Approve Agenda
- II. Open Public Forum
- III. Consent Agenda
  - a. July 31, 2018 Regular Meeting Minutes (2-4)
  - b. Claims 3263 – 3299 (5-9)
  - c. Sheriff's Report (10)
  - d. Sacred Heart Parish Gambling Permit Application (11)
- IV. Reports
  - a. Clerk Report (12)
  - b. Treasurer Report (N/A)
  - c. Public Works Report (13-14)
  - d. Engineer Report (15-17)
  - e. Attorney Report (18)
  - f. Fire Department Report (N/A)
- V. Old Business
  - a. Loehrer Update (19)
  - b. Solar Gardens (20-46)
- VI. New Business
  - a. Wellhead Protection Plan Grant (47-54)
  - b. Rental Housing (55-76)
  - c. A. Hennen Performance Review (77)
- VII. Adjourn

Next Meeting: September 25, 2018



## CITY OF FREEPORT

125 Main Street E – PO Box 301 – Freeport, MN 56331 – 320-836-2112 – FAX 320-836-2116  
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### July 31, 2018 – Meeting Minutes

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

Staff in attendance: Clerk-Treasurer Adrianna Hennen, Public Works Director Loren Goebel, City Engineer Dave Blommel, and City Attorney Scott Dymoke

Absent: None

Others in attendance:

Stephanie Hennen (303 3<sup>rd</sup> St SE)

Joan Wall (Melrose)

Matt Worms (124 9<sup>th</sup> St SE)

Chad Thielen (112 3<sup>rd</sup> St NW)

Kyle Rademacher & Brooke Fleischhaker (212 2<sup>nd</sup> Ave NW)

### Approve Agenda

A. Hennen stated the only changes to the agenda would be removing c. through h. under 'Old Business'. Eveslage moved to approve the agenda with the proposed changes, seconded by Renneker. Motion carried 5-0.

### Loehrer Nuisance Public Hearing

Atkinson opened the public hearing at 7:01.

City Attorney Scott Dymoke began explaining the public nuisance history of the Loehrer property. Dymoke stated that letters from the City Clerk date back to April 2016 and they included everything from reminding him to not park and work on vehicles in the street, having to move vehicles off of the street when it snows, cleaning up debris, furniture, and equipment off of the yard. Dymoke stated at the May 29, 2018 meeting, council made a gentlemen's agreement with Loehrer to have his property cleaned up by July 1<sup>st</sup>. Loehrer failed to meet that deadline. Dymoke explained now that the Resolution coming up later in the meeting would be an Order to Abate, meaning once the Order is served to Loehrer by the County, he has 30 days to comply with the Order. If Loehrer does not comply the matter will be sent to the Stearns County Court for a hearing and they will ultimately set a deadline for Loehrer to have the property cleaned. If Loehrer fails to meet that deadline, then the City will have the authority to enter onto the property and clean it. A. Hennen also shared pictures that she had taken of the property in April of 2018 and then again that present day. As she explained there are still numerous cars on the property; tools and equipment lying around, appliances and furniture. Clearly there had been no improvement over the four month span.

Resident Kyle Rademacher asked what happened to the July 1<sup>st</sup> deadline. Dymoke explained he didn't meet that deadline and that is why the council is now having to serve an Order to Abate. Rademacher then asked

if he is supposed to keep picking up garbage off of his yard that comes from Loehrer's property. Atkinson explained that he is not obligated too. Fleischhaker asked about them going on their property to put a boat in the back yard. Council told them to put fence posts on the property line and that would prevent that.

Chad Thielen expressed concern about the number of cops that are going to Loehrer's and he stated they almost seem scared to go there alone as it's always more than one cop that comes at a time. Thielen stated he just saw them arrest a woman from the house last week. Thielen asked what the neighbors can do, and council stated that they should continue calling the County Sheriff if anything concerning was going on. Thielen asked what happens if Loehrer figures out that we are calling all of the time, is he going to retaliate on the neighbors. Council couldn't answer that but fell back on what Dickhaus said at the last meeting that they need to keep putting pressure on Loehrer and the best thing to do is call the Stearns Co. Sheriff so they can keep building a file.

Al Williams expressed concern about how fast they seem to be driving down that street. A. Hennen reiterated that calling the County Sheriff was your best bet and it would be even better if you could get a description of the vehicle and a license number if possible.

The public hearing was closed at 7:36.

### **Open Public Forum**

No comment was given.

### **Consent Agenda**

Evelsage moved to approve the consent agenda, seconded by Renneker. Motion carried 5-0.

### **Reports**

#### Clerk Report

A. Hennen just reminded council that filing for council opened up that day and ran through August 14<sup>th</sup>.

#### Treasurer Report

No report was given.

#### Public Works Report

Goebel stated that Johnson Jet Line had been in town and they are now complete. They put a camera in the line behind City Hall and determined the biggest problem was coming from Charlies as the line was clear until it hit their line. They could see the grease building up in Charlies line already and then coming out into the City's main line. Council stated they would like Jesse at the next council meeting to discuss him putting in a grease trap. They also told Goebel to learn more about grease traps to help explain at the next council meeting.

Goebel stated that Luke Mader donated the tree removal by the fire hall.

#### Engineer Report

Blommel presented bids to have the cul-de-sac re-tared or asphalted. Blommel expressed that he would prefer to see concrete as he thought it would have a better chance at holding up. It was also stated that concrete requires less maintenance in the future compared to asphalt. Blommel also stated the current subgrade is good for concrete. Evelsage moved to have Worms do the concrete, seconded by Eittle. Atkinson-yes, Eittle-yes, Evelsage-yes, T. Hennen-yes, Renneker-yes. Motion carried 5-0.

Attorney Report  
No report was given.

Fire Department Report  
No report was given.

**Old Business**

Resolution 2018-10 – Order to Abate Public Nuisance Loehrer Property

Ettle moved to approve Resolution 2018-10, seconded by Renneker. Atkinson-yes, Ettle-yes, Eveslage-yes, T. Hennen-yes, Renneker-yes. Motion carried 5-0.

Treasurer Position

Eveslage stated that while Wall was here previously she mended a sinking ship and was great at explaining financials to council for them to understand and they haven't had that since she left. Ettle agreed and reinforced what Eveslage stated. Eveslage moved to rehire Joan Wall, seconded by Ettle. Atkinson-yes, Ettle-yes, Eveslage-yes, T. Hennen-yes, Renneker-yes. Motion carried 5-0.

Solar Gardens

Dymoke and council went line by line, while Dymoke explained the proposed changes. It was decided that there would only be roof mounted solar panels allowed in all of the zoning districts. They decided that on flat top roofs the brackets holding up the mount would have to be disguised from neighboring properties. Dymoke stated he would work on making those changes and that they would schedule a public hearing.

**Ajourn**

Carl Botz Property

A. Hennen stated Botz approached her about the city being involved with him tiling his property to help with. She spoke with Goebel and Blommel about the matter and Blommel stated just because we have an easement there does not obligate us to help maintain anything but out line. Goebel stated that he spoke with Botz and explained this to him.

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Mayor, Rodney Atkinson

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City Clerk-Treasurer, Adrianna Hennen

08/21/18  
13:48:17

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 8/18

Page: 1 of 2  
Report ID: AP100

\* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3263	15 ALBANY MUTUAL TELEPHONE	243.08					
	1031794 08/01/18 836-2112	90.38			101 41000	320	10100
	1031794 08/01/18 836-2685	19.80			601 43225	320	10100
	08/01/18 836-2685	19.80			602 43250	320	10100
	08/01/18 836-2411/2413	74.72			225 42200	320	10100
	08/01/18 836-7158	38.38			101 41000	320	10100
3264	25 AMERIPRIDE LINEN & APPAREL	59.28					
	08/10/18 Monthly Rug Service	59.28			101 41000	410	10100
3265	76 CENTRAL MINNESOTA CREDIT UNION	620.32					
	08/21/18 Stearns Co Beacon Fee	1.00			101 41000	433	10100
	08/21/18 USPS-UB Postage	70.00			601 43225	200	10100
	08/21/18 USPS-UB Postage	70.00			602 43250	200	10100
	08/21/18 Indeed Treasurer Position Ad	210.82*			101 41000	350	10100
	08/21/18 USPS - Water Samples	11.00			601 43225	200	10100
	08/21/18 Fleet Farm - Bolt Cutter	30.12*			225 42200	210	10100
	08/21/18 Building Permit Surcharge	227.38			101 42050	436	10100
3266	70 CENTERPOINT ENERGY	89.10					
	07/24/18 Maintenance Building	37.82			101 43100	382	10100
	07/24/18 Fire Hall	51.28			225 42200	382	10100
3267	636 DHIA LABORATORIES	58.00					
	07/31/18 Qrtly Influent	58.00			602 43250	460	10100
3268	145 FINKEN WATER SOLUTIONS	23.00					
	08/01/18 Water Softener Rental	15.00			101 41000	410	10100
	08/01/18 Water Cooler	8.00			101 43100	410	10100
3269	387 RAHNS OIL & PROPANE, INC	380.22					
	07/31/18 Fire Dept. Gas & Oil	110.65			225 42200	215	10100
	07/31/18 PW Gas & Oil	269.57			101 43100	215	10100
3270	437 STAR PUBLICATIONS LLC	86.01					
	07/11/18 Notice of Candidate Filing	49.41			101 41450	350	10100
	07/25/18 2017 Annual Disclosure State	36.60			101 41450	350	10100
3271	510 VERIZON WIRELESS	59.01					
	9811978084 08/01/18 Monthly Phone	59.01			101 43100	320	10100

08/21/18  
13:48:17

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3272			525 XCEL ENERGY	1,436.96					
	602028004	08/29/18	302188142	148.11			601 43225	381	10100
	602028004	08/29/18	302252262	72.84			101 43160	381	10100
	602028004	08/29/18	302290398	111.39			101 41000	381	10100
	602028004	08/29/18	302679657	88.02			101 43100	381	10100
	602028004	08/29/18	302700297	25.70			602 43250	381	10100
	602028004	08/29/18	302947044	177.54			601 43225	381	10100
	602028004	08/29/18	303193187	29.92			602 43250	381	10100
	602028004	08/29/18	303616049	127.76			225 42200	381	10100
	602028004	08/29/18	303936749	35.75			101 43160	381	10100
	602028004	08/29/18	303956738	370.18			101 43160	381	10100
	602028004	08/29/18	303963984	188.50			101 43160	381	10100
	602028004	08/29/18	303985901	30.73			101 43160	381	10100
	602028004	08/29/18	304083816	12.62			101 43160	381	10100
	602028004	08/29/18	304098414	17.90			602 43250	381	10100
			# of Claims	10	Total:				3,054.98

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\* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
Check	Invoice #/Inv Date/Description	Line \$					
3273	581 ALEX AIR APPARATUS, INC	154.32					
37292	07/25/18 30" Forceable Entry Tool	154.32*			225 42200	210	10100
3274	643 BACKWATER, INC	85.00					
1979	08/07/18 GMC Tanker-Small Engine Items	85.00			225 42200	401	10100
3275	84 CITI LITES, INC	84.00					
58694	08/22/18 Mark Street Light Wires	84.00			101 43160	300	10100
3276	544 COMPUTER HELP SERVICES	178.50					
	07/02/18 Black Mount Software not updat	119.00*			101 41000	300	10100
	07/02/18 SMBv1 Comm with copier/scanner	59.50*			101 41000	300	10100
3277	755 CORE & MAIN LP	174.55					
133166	07/06/18 Fire Hydrant Parts	87.28			225 42200	220	10100
133166	07/06/18 Fire Hydrant Parts	87.27			601 43225	220	10100
3278	123 DYMOKE LAW OFFICE, P. A.	644.00					
	08/01/18 Solar Ordinance	184.00			101 41000	302	10100
	08/01/18 TIF Districts	230.00			101 41000	302	10100
	08/01/18 TIF Districts	115.00			101 41000	302	10100
	08/01/18 Council Meeting	115.00			101 41000	302	10100
3279	626 FIRE SAFETY USA, INC	400.00					
110628	04/19/18 Flow Nozzle with Pistol	400.00*			225 42200	210	10100
3280	727 FLOW MEASUREMENT AND CONTROL	415.00					
8377	07/20/18 Cert of 1st open flow meter	415.00			602 43250	300	10100
3281	174 GOPHER STATE ONE CALL, INC	11.55					
	08/02/18 Email Tickets	5.78			601 43225	300	10100
	08/02/18 Email Tickets	5.77			602 43250	300	10100
3282	179 GRANITE ELECTRONICS, INC	43.00					
153007138-	07/30/18 New Pager Batteries	43.00			225 42200	245	10100
3283	199 HILTNER COMPANY, INC	223.45					
	07/31/18 Truck Battery	223.45			101 43100	401	10100

\* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
3284	725 HOPPE'S DIRTWORK	180.00							
106	08/15/18 Excavate Curb Stop	180.00			601 43225	220		10100	
3285	670 JOHNSON JET-LINE, INC	6,952.51							
1803	08/01/18 2018 Sanitary Sewer Maint	6,952.51*			602 43250	311		10100	
3286	219 JOANN TIMP	108.00							
08/22/18	3 Cleanings (8/3)-(8/20)	108.00*			101 41000	300		10100	
3287	74 CENTRAL MCGOWAN, INC	46.50							
08/03/18	Safety Glasses	46.50			101 43100	210		10100	
3288	294 MID CENTRAL HEATING & A/C, INC	1,007.35							
192986	07/20/18 A/C Repair	1,007.35			101 45200	435		10100	
3289	309 MINNESOTA LIFE INSURANCE CO	3.70							
08/14/18	Hennen	2.00			101 41400	131		10100	
08/14/18	Goebel	1.70			101 43000	131		10100	
3290	748 NORTHWEST RESPIRATORY SERVICES,	40.00							
08/06/18	Filling Oxygen Tanks	40.00			225 42200	220		10100	
3291	385 QUIL.COM	131.06							
08/14/18	Toilet Paper	32.99			101 41000	210		10100	
08/14/18	Ball Park Toilet Paper	71.29*			101 45200	210		10100	
08/09/18	Money Receipt Book	26.78			101 41000	210		10100	
3292	389 RAMLER TRUCK & TRAILER REPAIR,	296.33							
45699	08/09/18 TRK 407 Repairs	223.68			225 42200	401		10100	
08/16/18	TRK 407 Repairs	72.65			225 42200	401		10100	
3293	710 SAUK CENTRE FLEET SUPPLY	27.26							
08/20/18	Part for Power Washer	27.26			101 43100	220		10100	
3294	413 SCHLENNER WENNER & CO	400.00							
226056	07/31/18 2017 TIF Reporting	400.00*			101 41000	300		10100	
3295	418 SEH, INC	490.25							
08/15/18	Industrial Park Paving Quotes	320.00*			101 41000	300		10100	
08/15/18	Main Street Schmidty & water	64.00*			101 41000	300		10100	
08/15/18	Industrial Paving Memo	18.75*			101 41000	300		10100	
08/15/18	Industrial Paving bid tab	37.50*			101 41000	300		10100	
08/15/18	Industrial Paving bid tab	50.00*			101 41000	300		10100	



08/22/18  
08:31:03

CITY OF FREEPORT  
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For the Accounting Period: 8/18

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Report ID: AP100

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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3296		06/10/18 Lions Park Labor	730 SPAETH SODDING & NURSERY-RICK	3,120.50 3,120.50			101 45200	220	10100
3297		08/15/18 Supply Service Conn Fee	562 MINNESOTA DEPARTMENT OF HEALTH	477.00 477.00			601 43225	431	10100
3298		440081 08/01/18 Annual Inspection	567 TRI-STATE PUMP & CONTROL INC	1,050.00 1,050.00			602 43250	300	10100
3299		07/30/18 Maintenance Building	750 WASTE MANAGEMENT	164.46 135.25			101 43100	383	10100
		07/30/18 Fire Hall		29.21			225 42200	383	10100
		# of Claims	27	Total:	16,908.29				

# FREEPORT CALLS - JULY 2018

<u>City</u>	<u>Date_Received</u>	<u>Call #</u>	<u>Description</u>	<u>Actual_Incid_Location</u>
FREEPORT	07/15/2018 11:34:17	18059673	911 ABANDONED CALL	
FREEPORT	07/31/2018 12:10:41	18065096	ABANDONED VEHICLE	
FREEPORT	07/25/2018 19:37:54	18063218	AGENCY ASSIST	
FREEPORT	07/26/2018 23:57:28	18063650	ALCOHOL COMPLIANCE CHE	
FREEPORT	07/25/2018 16:52:33	18063182	BURGLARY	
FREEPORT	07/21/2018 20:57:40	18061915	DISORDERLY CONDUCT	
FREEPORT	07/15/2018 12:30:09	18059693	DOG COMPLAINT/BARKING	
FREEPORT	07/29/2018 22:26:04	18064608	DOG COMPLAINT/BARKING	
FREEPORT	07/26/2018 07:25:09	18063381	FALSE ALARM	
FREEPORT	07/11/2018 10:29:21	18058101	FOLLOW UP	
FREEPORT	07/31/2018 05:52:44	18064985	LIFT ASSIST	
FREEPORT	07/08/2018 18:41:44	18057141	MOTORIST ASSIST	
FREEPORT	07/19/2018 15:01:42	18061099	NO PAY CUSTOMER	
FREEPORT	07/21/2018 13:53:44	18061776	NO PAY CUSTOMER	
FREEPORT	07/29/2018 09:57:34	18064448	NO PAY CUSTOMER	
FREEPORT	07/22/2018 23:24:25	18062293	NOISE COMPLAINT	
FREEPORT	07/02/2018 00:45:27	18054848	NOISE COMPLAINT	
FREEPORT	07/15/2018 10:22:33	18059665	PARKING VIOLATION	
FREEPORT	07/19/2018 13:18:58	18061084	PARKING VIOLATION	
FREEPORT	07/13/2018 21:10:09	18059057	PERSONAL ASSIST	
FREEPORT	07/26/2018 08:23:10	18063387	REPORT WRITING	
FREEPORT	07/14/2018 21:49:43	18059502	SPECIAL DETAIL	
FREEPORT	07/15/2018 10:25:05	18059666	SPECIAL DETAIL	
FREEPORT	07/06/2018 08:38:28	18056201	SPEED TRAILER	
FREEPORT	07/25/2018 19:33:42	18063217	SUICIDE THREAT	
FREEPORT	07/19/2018 00:45:37	18060976	SUSPICIOUS PERSON	
FREEPORT	07/08/2018 03:23:46	18056938	SUSPICIOUS PERSON	
FREEPORT	07/26/2018 19:40:20	18063566	SUSPICIOUS PERSON	
FREEPORT	07/26/2018 15:20:44	18063481	SUSPICIOUS VEHICLE	
FREEPORT	07/24/2018 22:53:39	18062955	TRAFFIC STOP	
FREEPORT	07/02/2018 13:25:50	18054976	TRAFFIC STOP	
FREEPORT	07/05/2018 00:02:43	18055829	TRAFFIC STOP	
FREEPORT	07/09/2018 23:38:51	18057633	TRAFFIC STOP	
FREEPORT	07/12/2018 00:18:40	18058348	TRAFFIC STOP	
FREEPORT	07/13/2018 13:21:47	18058861	TRAFFIC STOP	
FREEPORT	07/15/2018 18:18:24	18059799	TRAFFIC STOP	
FREEPORT	07/17/2018 19:20:18	18060550	TRAFFIC STOP	
FREEPORT	07/18/2018 23:49:58	18060961	TRAFFIC STOP	
FREEPORT	07/01/2018 07:54:06	18054623	TRAINING ONLINE	
FREEPORT	07/22/2018 11:36:50	18062083	TRAINING ONLINE	
FREEPORT	07/25/2018 19:50:35	18063221	UAV ASSIST	
FREEPORT	07/22/2018 02:31:14	18062035	WARRANT	
FREEPORT	07/21/2018 08:46:03	18061704	WARRANT	
FREEPORT	07/21/2018 17:15:05	18061841	WELFARE CHECK	
FREEPORT	07/23/2018 17:14:02	18062488	WELFARE CHECK	
FREEPORT	07/17/2018 08:32:29	18060381	WELFARE CHECK	

MINNESOTA LAWFUL GAMBLING  
**LG220 Application for Exempt Permit**

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

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

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

**Application Fee (non-refundable)**

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

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

**ORGANIZATION INFORMATION**

Organization Name: Sacred Heart Church Previous Gambling Permit Number: X-73011-18-023

Minnesota Tax ID Number, if any: 8570263 Federal Employer ID Number (FEIN), if any: 41-0790156

Mailing Address: 106 3rd Ave NE, PO Box 155

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

Name of Chief Executive Officer (CEO): Fr. Daniel Walz

CEO Daytime Phone: 320-836-2143 CEO Email: triparish@albanetel.com  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): triparish@albanetel.com

**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): Sacred Heart Church

Physical Address (do not use P.O. box): 106 3rd Ave NE, Freeport, MN 56331

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

Date(s) of activity (for raffles, indicate the date of the drawing): November 26, 2018

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

Bingo  Paddlewheels  Pull-Tabs  Tipboards  Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 8/20/18

Re: Clerk Report

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The Primary Election went well. All of the new equipment seemed to work really well and we didn't have any major issues. Freeport and the rest of the county saw quite a turnout for the Primary Election. Freeport had about 25% of registered come out to vote, which most of the county saw.

August 14<sup>th</sup> was the last day to turn in an Affidavit of Candidacy to run for the Freeport Council. People who signed up include:

- Mike Eveslage – Mayor
- Tim Hennen – Council Member
- Sarah Blake – Council Member
- Ben Eittle – Council Member

That election will take place on November 6<sup>th</sup>.

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I would like to get Bob Timp in to fix the holes and repaint the entryway and in Joan's office. He did my office previously and I thought he did a really nice job and was able to come in during non-working hours.

Job Duty	Date	Initial
Well, tower, pond checks, garbage, water <sup>+pond</sup> samples For MOH, OHIA	Tue 7/10/18	JH
Well, tower, pond checks, garbage, talked to resident <sup>(MM)</sup> about getting vehicle in yard up to code, <sup>(work case)</sup> mowed lawn	Wed 7/11/18	JH
Well, tower, pond, lift station checks, water samples, cleaned storm drains all around town, sprayed weeds, grass by manhole by WeDorows	Thur 7/12/18	JH/ME
sign + poles up, swept streets, trimmed trees by Senior Center	"	JH/ME
Well, tower, pond checks, swept streets, checked water meter at print shop, cones out for parade, untangled flags, cleaned at ballpark.	FRI 7/13/18	JH
Well, tower, pond checks	"	JH
Well, tower, pond checks, untangled flags	SAT 7/14/18	JH
Well, tower, lift station, pond checks, water samples, cleaned around town, garbage	SUN 7/15/18	JH
Well, tower, pond checks, mowed lawn, big lawn mower to Farm Center to get welded.	Mon 7/16/18	JH
Well, tower, pond checks, met gopher - <sup>(VAC)</sup> call for soil borings	"	JH
Well, tower, lift station, pond checks, pulled weeds by ponds, garbage, did gopher 1 calls	Wed 7/18/18	JH
Well, tower, pond checks, pulled weeds at ponds, did gopher 1 locates, flow station calibration	Thur 7/19/18	JH
Well, tower, pond checks	"	JH
Well, tower, pond checks	FRI 7/20/18	JH
Well, tower, pond checks	"	JH
Well, tower, pond checks	SAT 7/21/18	JH
Well, tower, pond checks	SUN 7/22/18	JH
Well, tower, pond checks	Mon 7/23/18	ME
Well, tower, pond checks, <sup>TRI STATE PUMP DIO OPERATIONS / Mowed lawn</sup> <sup>INSPECTOR</sup>	Tue 7/24/18	ME/JH
<del>Wavy scribbles</del>		
Well, tower, pond checks, paperwork, met w/ Carl Botz, mowed	Wed 7/25/18	JH
Well, tower, lift station, pond checks, water samples, Johnson setting	Thur 7/26/18	JH
cleaned at shop, mowed lawn, sprayed weeds, Johnson setting behind Charlies.	"	JH
Well, tower, ponds, cleaned garbage uptown + ballpark, mowed lawn	FRI 7/27/18	JH
Well, tower, ponds	SAT 7/28/18	JH
Well, tower, ponds	SUN 7/29/18	JH
Well, tower, lift station, pond checks, water samples, Johnson setting	Mon 7/30/18	JH
<del>scribble</del> , mowed lawn.	"	JH

Job Duty	Date	Initial
Well, tower, lift station, pond checks, water samples, meter readings,	TUE 8/31/18	JY
Johnson setting finished, shut off/on <del>water</del> at 210 2nd st NW water	"	JY
leak in house, shut Jim Natch Water off & turn on later when	"	JY
worked up,	"	JY
Well, tower, pond checks, got paperwork, mowed lawn, put new	Wed 8/1/18	JY
window in at Senior Center w/ Tim Henzen.	"	JY
Well, tower, lift station, pond checks, water samples, paperwork	Thur 8/2/18	JY
at City hall, pulled weeds at pond, <sup>shugs</sup> towed vehicle from	"	JY
in front of Beutz Radiator - sterns county could not find	"	JY
owner.	"	JY
Well, tower, pond checks	FRI 8/3/18	JY
Well, tower, pond checks	SAT 8/4/18	JY
Well, tower, pond checks	SUN 8/5/18	JY
Well, tower, lift station, pond checks water samples, talked with	MON 8/6/18	JY
Buddy Lochler about mowing his lawn, paperwork Filed	"	JY
mowed lawn, picked weeds at ponds,	"	JY
Well, tower, pond checks, <del>then</del> picked up streets around town,	TUE 8/7/18	JY
Well, tower, pond checks, set up voting equip. water shut	Wed 8/8/18	JY
off notices, mowed lawn.	"	JY
Well, tower, lift station, pond checks, water samples, worked on	Thur 8/9/18	JY
curb stops, worked on hydrant <sup>on main</sup> <del>at</del> E. went to	"	JY
Avon for hydrant training & then got rural water	"	JY
to camera curb stops at Tim Hennens' + 210 2nd st NW	"	JY
Well, tower, pond checks, got zero turn tire fixed, Fixed	FRI 8/10/18	JY
chlorine system at Well #1. is was not working, mowed	"	JY
Well, tower, pond checks	SAT 8/11/18	JY
Well, tower, pond checks	SUN 8/12/18	JY
Well, tower, lift station, pond checks, water samples, Flushed	MON 8/13/18	JY
Dead end hydrants, got Hennens' curb stop fixed,	"	JY/MT
mowed lawn.	"	JY/MT
Well, tower, pond checks, garbage <sup>vptown</sup> and ballparks, mowed lawn	TUE 8/14/18	JY
Well, tower, pond checks, task generation to Industrial lift	Wed 8/15/18	JY
to meet w/ Freeport Electric to make sure <del>that</del> that	"	JY
the electrical cord put on unit was working properly.	"	JY
pull a couple cable boxes, put stuff away at	"	JY
shop, <del>shop</del>	"	JY



Building a Better World  
for All of Us®

## MEMORANDUM

TO: Freeport Mayor and City Council

FROM: Dave Blommel, PE

DATE: August 22, 2018

RE: Council Update  
SEH No. FREEP GEN 14.00

I have updated the capital improvement costs for project areas that we discussed at your July meeting. The most recent update of the plan was done in the summer of 2016. Project areas on the plan have not changed, but the costs have been updated with costs bid by contractors this year. This schedule is intended to be used as a reference and the years selected are chosen arbitrarily. The exact project location and timeframe for improvements should be based on funds available and not necessarily in the order listed.

As the cost summary notes, there are nearly \$4 Million dollars in needs in the system (in today's dollars). In order to help fund the project, I encourage the Mayor and Council to start budgeting for application costs and for future debt service payments in the current budgeting cycle. The following is a list of the programs we generally need to consider for funding assistance:

1. USDA – Funded our most recent project (Water tower, 2<sup>nd</sup> and 3<sup>rd</sup> SW) – Grant funding eligibility is based on median household income. USDA requires an extensive engineering report.
  - a. Median Household Income (MHI) is too high as of the 2010 census for Freeport to secure grant funds from the USDA. USDA loan funds would still be available (40 year term).
2. Public Facilities Authority – PFA is a loan / grant program that gives communities with higher MHI and high levels of clean water in their sewer system a funding option. This application is pretty straightforward, but a Facility Plan is required (a substantial engineering report, not quite as extensive as the PER for USDA).
3. Small Cities Development Program – Income based program with a Pre-application due in November. Currently, Freeport's income level does not qualify for the program, but if we believe the areas being improved are low income, there is an option to survey the benefiting residents. Assuming we find more low income than high income, we would be eligible. Maximum grant is \$600,000 and is often used in conjunction with USDA or PFA programs.
4. Minnesota Rural Water – Loan program with much less stringent qualifications. A typical feasibility study would be required, but less extensive than either the PER or Facility Plan.
5. General Obligation Bond Issue - Requires a feasibility study and assessments, but does not come with additional agency oversight.

Based on the City's needs and income levels, I would recommend that the City pursue PFA funding. Budgeting for Facility Plan in 2019 would be recommended. The study is due the first Friday in March, and it is likely a 3-4 month effort to complete the report. I can bring a full scope of work to a future meeting, but for budgeting purposes, I would anticipate between \$30,000 and \$35,000 to complete the study.

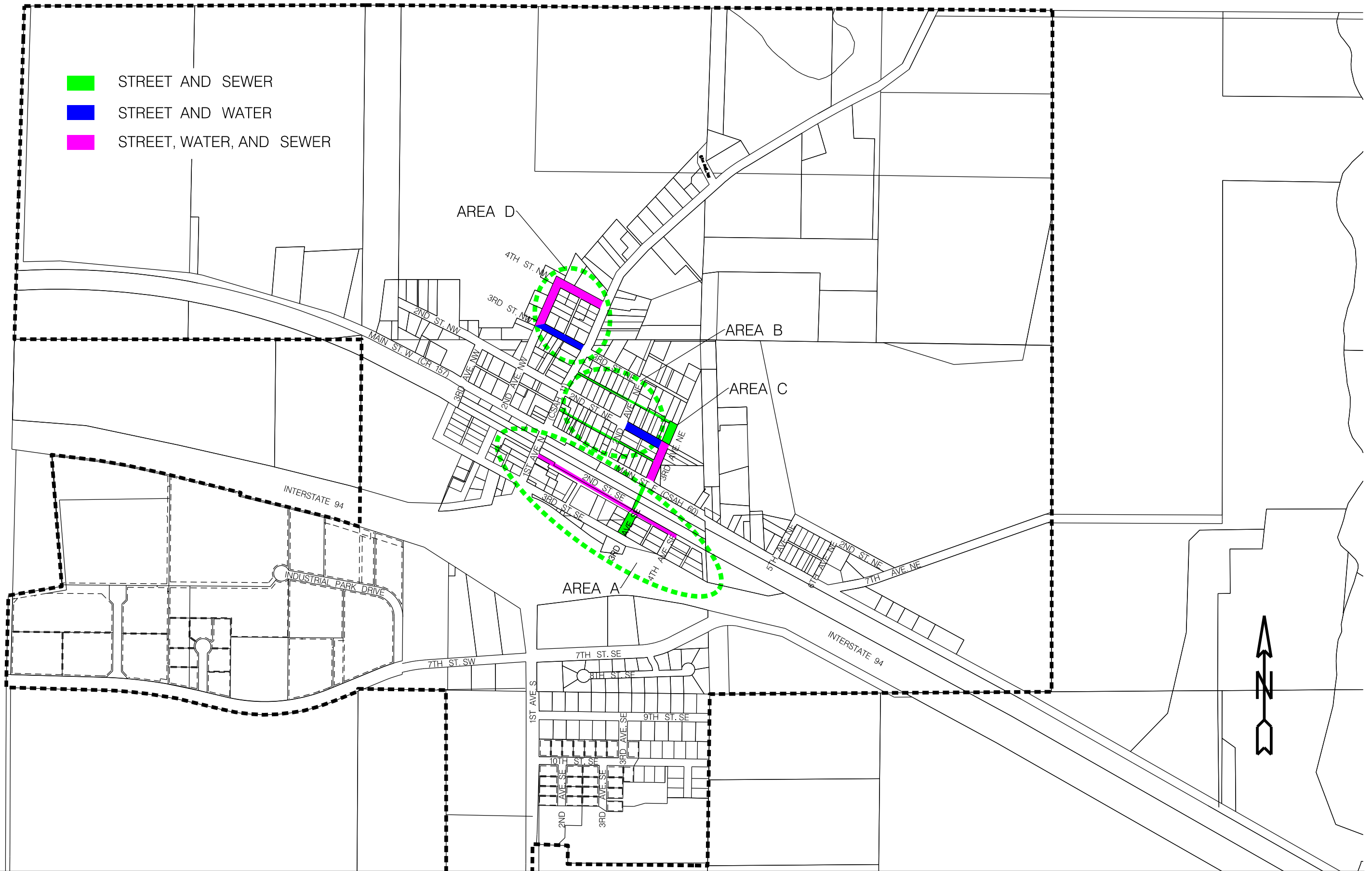
dwb/mrb  
Enclosure

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IMPROVEMENT SCHEDULE - STREET AND UTILITIES												
PROJECT	CURRENT ESTIMATED PROJECT COST	YEAR										
		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	
AREA A -- 2ND AND 3RD STREET SE	\$1,702,000	\$1,770,080										
• Street	\$1,026,000											
• Storm Sewer	\$222,000											
• Water Main	\$274,000											
• Sanitary Sewer	\$180,000											
AREA B --ALLEYS SEWER ONLY	\$600,000			\$674,918								
• Street	-											
• Storm Sewer	-											
• Water Main	-											
• Sanitary Sewer	\$600,000											
AREA C -- 2ND ST NE AND 3RD AVE NE	\$604,000								\$794,823			
• Street	\$312,000											
• Storm Sewer	\$55,000											
• Water Main	\$120,000											
• Sanitary Sewer	\$117,000											
AREA D --Fire Hall Area	\$949,000											\$1,404,752
• Street	\$478,000											
• Storm Sewer	\$105,000											
• Water Main	\$185,000											
• Sanitary Sewer	\$181,000											
	\$3,855,000											
*TOTALS IN YEARS 2017-2026 ARE ADJUSTED AT 4% INTEREST ANNUALLY		\$1,770,080	\$0	\$674,918	\$0	\$0	\$0	\$0	\$794,823	\$0	\$0	\$1,404,752



- STREET AND SEWER
- STREET AND WATER
- STREET, WATER, AND SEWER



\$DATES  
 \$TIMES  
 SEH FILE \$FILES



**Dymoke Law Office, P.A.**  
300 Riverside Avenue NW  
Melrose, Minnesota 56352  
Telephone (320) 256-4205  
Fax (320) 256-7201

August 22, 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 July 24, 2018 through August 22, 2018, we have given significant attention the following projects on behalf of the City of Freeport.

- Solar Ordinance  
Prepared final draft of proposed ordinance incorporating revisions requested by the Council, together with a summary for publication.
- Xcel Franchise Agreement  
Reviewed proposed franchise renewal agreement from Xcel. Prepared a marked up copy with proposed changes and forwarded to City Clerk for review.
- Housing Regulations Ordinance  
Received and reviewed sample housing regulation ordinance from City Clerk.

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: 8/22/18

Re: Loehrer Update

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I got notice on August 22<sup>nd</sup> that the papers were served to Buddy and CMCU. They had tried 5 times prior to the 22<sup>nd</sup> and were unable to deliver the papers.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE FREEPORT CITY CODE OF 1995,  
CHAPTER V, SECTION 500 REGULATING ZONING PLANNING AND LAND USE  
WITHIN THE CITY OF FREEPORT, MINNESOTA

THE CITY COUNCIL OF THE CITY OF FREEPORT, MINNESOTA DOES ORDAIN:

**SECTION 1.** The Freeport City Code of 1995, Chapter V, Section 500.06, Subd. 2 (Definitions), is amended to add the following:

**Building Mounted Solar Energy System.** A solar energy system that is mounted to the side walls of a building using brackets, stands, or other apparatus that is directly connected to and designed to serve the energy needs of the building to which it is attached.

**Ground Mounted Solar Energy System.** A freestanding solar energy system mounted to the ground by use of racks, poles, stabilizers or similar apparatus that is directly connected to and designed to serve the energy needs of the Principal Structure to which it is connected.

**Roof Mounted Solar Energy System.** A solar energy system that is mounted to the roof of a building using brackets, stands, or other apparatus that is directly connected to and designed to serve the energy needs of the building to which it is attached.

**Solar Energy System.** A solar energy system that collects or stores solar energy and transforms solar energy into another form of energy or transfers heat from a collector to another medium using mechanical, electrical, or chemical means.

**Solar Garden.** A freestanding solar energy system mounted to the ground by use of racks, poles, stabilizers or similar apparatus that provides electric power for sale at wholesale or retail.

**SECTION 2.** The Freeport City Code of 1995, Chapter V, Section 500.23 (A, Agriculture/Rural Residence District), Subd. 3 (Permitted Accessory Uses), is amended to add the following:

7. Roof mounted solar energy systems.

**SECTION 3.** The Freeport City Code of 1995, Chapter V, Section 500.25 (R-1, Single and Two-Family Residence District), Subd. 2 (Permitted Uses), is amended to delete the following:

- ~~5. Solar energy.~~

**SECTION 4.** The Freeport City Code of 1995, Chapter V, Section 500.25 (R-1, Single and Two-Family Residence District), Subd. 3 (Permitted Accessory Uses), is amended to add the following:

5. Roof mounted solar energy systems.

**SECTION 5.** The Freeport City Code of 1995, Chapter V, Section 500.29 (C-1, Central and Neighborhood Commercial District), Subd. 3 (Permitted Accessory Uses), is amended to add the following:

4. Roof mounted solar energy systems.

**SECTION 6.** The Freeport City Code of 1995, Chapter V, Section 500.33 (I-1, General Industrial District), Subd. 3 (Permitted Accessory Uses), is amended to add the following:

6. Roof mounted solar energy systems.

**SECTION 7.** The Freeport City Code of 1995, Chapter V, Section 500, is amended to add the following:

**500.495 Solar Energy System Performance Standards**

**Subd.1 Roof Mounted Solar Energy Systems**

All Roof Mounted Solar Energy Systems must meet the following standards:

1. The solar arrays or panels shall not exceed the maximum height allowed in the applicable zoning district.
2. The solar arrays or panels shall not extend into the required setbacks allowed in the applicable zoning district.
3. The solar arrays or panels shall be screened from routine view from abutting residential properties.
4. The solar arrays or panels on residential structures shall be installed or positioned parallel with the roof line, with no exposed brackets, stands, or other apparatus.
5. The solar arrays or panels shall be installed or positioned so as not to cause glare or reflective sunlight onto neighboring properties, right of ways, or structures.
6. The solar arrays or panels shall be installed or positioned so as not to obstruct views.
7. When installed, the Solar Energy System cannot prevent abutting properties from being developed in any manner that is in conformance with all applicable codes and regulations, including planting or installation of any landscaping, trees, fences, or screening.

**Subd.2 Building Mounted Solar Energy Systems**

Building Mounted Solar Energy Systems shall not be permitted in the City of Freeport.

**Subd.3 Ground Mounted Solar Energy Systems**

Ground Mounted Solar Energy Systems shall not be permitted in the City of Freeport.

**Subd.4 Solar Gardens**

Solar Gardens shall not be permitted in the City of Freeport.

**SECTION 8.** The Freeport City Code of 1995, Chapter V, Section 500.51 (Height and yard exceptions), Subd. 1 (Structures), is amended as follows:

Chimneys, cooling towers, elevator bulk head, fire towers, drive-in movie theater screens, grain elevators, silos, penthouses, stacks, tanks, water towers, pumping towers, radio, or television towers, monuments, cupolas, steeples, and mechanical appurtenances pertaining to and necessary to the permitted use of district in which they are located, must not be included in calculating the height of the principal structure. ~~Solar collectors will be considered on an individual basis as a variance as set forth in Subsection 500.55, subdivision 2.~~

**SECTION 9.** This Ordinance shall take effect and be in force from and after its passage and publication according to law.

Adopted the City Council of the City of Freeport \_\_\_\_\_ 2018.

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

ATTEST: \_\_\_\_\_  
Adrienne Hennen,  
City Clerk/Treasurer

Published: Melrose Beacon \_\_\_\_\_, 2018.

**OFFICIAL TITLE AND SUMMARY**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE FREEPORT CITY CODE OF 1995,  
CHAPTER V, SECTION 500 ZONING, PLANNING AND LAND USE  
WITHIN THE CITY OF FREEPORT, MINNESOTA**

The following Official Summary of Ordinance No. \_\_\_\_\_, “An Ordinance Amending the Freeport City Code of 1995, Chapter V, Section 500 Zoning, Planning and Land Use within the City of Freeport, Minnesota” has been approved by the City Council of the City of Freeport, Minnesota, as clearly informing the public of the intent and effect of the Ordinance.

**SECTION 1.** Adds definitions regarding solar energy systems.

**SECTION 2.** Adds roof mounted solar energy systems as a permitted accessory use in the A, Agriculture/Rural Residence District.

**SECTION 3.** Removes solar energy as a permitted use in the R-1, Single and Two-Family Residence District.

**SECTION 4.** Adds roof mounted solar energy systems as a permitted accessory in the R-1, Single and Two-Family Residence District.

**SECTION 5.** Adds roof mounted solar energy systems as a permitted accessory in the C-1, Central and Neighborhood Commercial District.

**SECTION 6.** Adds roof mounted solar energy systems as a permitted accessory use in the I-1, General Industrial District.

**SECTION 7.** Adopts performance standards for Solar Energy Systems in the City of Freeport.

**SECTION 8.** Removes allowance of variances for solar collectors from height and yard exceptions.

**SECTION 9.** Effective Date. This Ordinance shall take effect upon its passage and publication of this Official Title and Summary.

A printed copy of the Ordinance is available for inspection by any person at the Office of the City Clerk.

Adopted the City Council of the City of Freeport \_\_\_\_\_ 2018.

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Rodney Atkinson, Mayor

ATTEST: \_\_\_\_\_  
Adrienne Hennen,  
City Clerk/Treasurer

Published: Melrose Beacon \_\_\_\_\_, 2016.



1 **500.03 Short Title**

2 This Section or Chapter of the City Code is the Zoning Code of Freeport, Minnesota and will be referred  
3 to herein as “this Section”, “this Code”, “the Zoning Ordinance”, and/or “the/this Ordinance”. A particular  
4 subpart of this Section shall be referred to as a “Subsection”.

5 **500.07 General Provisions**

6 **Subd.1 Interpretation**

7 In interpreting and applying the provisions of this Ordinance, they shall be held to be the minimum  
8 requirements for the promotion of the public health, safety, comfort, convenience and general welfare.

9 **Subd.4 Conformance to Ordinance**

10 No building or structure shall be erected, converted, enlarged, reconstructed, moved or structurally altered  
11 nor shall any building or land be used except for the purpose permitted in the district in which the building  
12 or land is located.

13 **Subd.6 Uses Not Provided For Within Zoning Districts**

14 Whenever in any zoning district a use is neither specifically permitted nor denied, the use shall be  
15 considered prohibited. The City Council or property owner, may, if appropriate, initiate an amendment to  
16 the Zoning Ordinance to provide for the particular use under consideration or may find that the use is not  
17 compatible for development within the City.

18 **Subd.9 Building Permits**

19 As required, no person shall erect, alter, or move any building or part thereof without first securing a  
20 building permit.

21 **500.06 Rules and definitions**

22 **Subd.1 Rules**

23 For the purpose of this Ordinance, words used in the present tense shall include the future; words in the  
24 singular shall include the plural, and the plural the singular; the word "building" shall include the word  
25 "structure"; the word "lot" shall include the word "plot" and the word "shall" is mandatory and not  
26 discretionary.

27 **Subd.2 Definitions**

28 For the purpose of this Code, the terms defined in this Section have the meanings given them.  
29

30 **Accessory Use or Structure.** A subordinate detached building or use which is located on the same lot  
31 on which the main building or use is situated and which is reasonably necessary and incidental to the  
32 conduct of the primary use of such main building or use.  
33

34 **Agriculture.** The growing of soil crops in the customary manner on open tracts of land, the raising of  
35 animals or poultry, including incidental retail selling by the producer of the product raised on the premises,  
36 providing customer parking space is furnished off the public right-of-way.  
37