



**Freeport City Council Regular Meeting Agenda**  
**Freeport City Hall • February 25, 2014 • 7:00 pm**

- 7:00p I. Call to Order
- 7:00p II. Open Public Forum (opportunity for members of the public to speak)
- 7:02p III. Approve Agenda – *Motion to approve agenda*
- 7:03p IV. Consent Agenda – *Motion to approve consent agenda*
- a. Approve of 1/14/14 (concluded 1/15/14) meeting minutes; and
  - b. Approve of claims 1275-1288 (\$146,350.20); and
  - c. Approve of claims 1289-1327 (\$56,410.41); and
  - d. Approve Budget Amendments #16-#17; and
  - e. Approve Sacred Heart Temporary Liquor Licenses
- 7:04p V. Reports
- a. Clerk-Treasurer
  - b. Public Works Director
  - c. Engineer
- 7:20p VI. Old Business
- a. Wellhead Protection Plan Update
  - b. Resolution 2014-008 (Call for Public Hearing) – *Motion to approve*
- 7:30p VII. New Business
- a. Resolution 2014-007 (Council Member Reprimand) – *Motion to approve*
  - b. Maintenance Shed
  - c. City Website – *Motion to accept proposal received from...*
- 7:45p VIII. Other (Opportunity to ask for items to be added to the next meeting agenda)
- 7:55p IX. Areas Fire Service Association (ASFA) 2015 Budget Meeting
- 9:00p Adjourn – *Motion to adjourn*

Next Regular Meeting: March 25, 2014

FREEPORT CITY COUNCIL  
REGULAR MEETING MINUTES  
January 14, 2014 – January 15, 2014

A regular meeting of the Freeport City Council was convened at 7:00 P.M. by Mayor Matt Worms with Council Members Ken Goebel, Ron Ritter, Carrie Goebel and Rodney Atkinson present.

Staff in attendance: Mason Schirmer.

Public in attendance: Ben Ettle, Carol Moorman (Melrose Beacon).

The Pledge of Allegiance was said by those in attendance.

OPEN PUBLIC FORUM

No comments received.

APPROVE AGENDA

Schirmer recommended included item 'f. Area Fire Service Association Annual Meeting' under New Business.

APPROVE CONSENT AGENDA

Schirmer said Resolution 2014-001 and Resolution 2014-002 were updated to include the titles of Mayor and Clerk-Treasurer (instead of President and Vice President) as recommended by K. Goebel. K. Goebel said they were otherwise the same forms as previously approved each year. Atkinson recommended changing: 1) 12/17/13 Meeting Minutes PWD Report to include the word 'in' between 'was' and 'the;'" 2) include 'confined space' in the second paragraph; and 3) change the Wellhead Protection Plan Update to 'an adequate report was given.' C. Goebel said she agreed with the first two changes; however, the Wellhead Protection Plan update is accurate. C. Goebel moved and Ritter seconded a motion to approve the consent agenda consisting of: a) Approval of 12/17/13 meeting minutes (with aforementioned changes #1 & #2); b) Approval of 2013 budget amendments 12-15; c) Approve 2014 Appointments; d) Approve Resolution 2014-001; e) Approve Resolution 2014-002; f) Approve Resolution 2014-003; g) Approve Resolution 2014-004; h) Approve claims paid 1/6/14 (\$743.29); and i) Approve claims to be paid dated 1/8/14 (\$260,092.05). Motion carried 5-0.

REPORTS

Clerk-Treasurer

Schirmer said a memo was in the meeting packet, which provided an overview of tasks completed and in progress, as well as a letter prepared by the City Attorney Adam Ripple and a copy of emails sent by Atkinson. Schirmer said he has continued to receive inappropriate and harassing emails from Atkinson. Schirmer said Atkinson disregarded advice provided by Ripple. Schirmer said Atkinson's actions have cost the City more than \$3,000 in legal fees and \$4,000 in staff time; and Atkinson shows no signs of stopping his behavior. Atkinson accused Schirmer of preparing untrue minutes. Schirmer said Ripple advised Atkinson that minutes belong to the

Council and retaliation towards the Clerk is inappropriate. Schirmer said the information was presented so that Council knows what is going on with their staff and how Atkinson is intentionally distracting and harassing staff causing a slow-down in efficiency and unnecessary expenses. K. Goebel asked Atkinson to stop his actions. Atkinson said he considered himself to be in a 'hostile work environment.' Atkinson again accused Schirmer of preparing minutes that were not true. Ritter told Atkinson that he needs to change with the times, that such actions no longer work, and that he cannot get by with this behavior. C. Goebel told Atkinson he is wasting Schirmer's time as well as fellow council members. Worms said Atkinson doesn't care what other people tell him and he has no respect for other council members. Worms moved and Ritter seconded a motion to authorize staff to prepare a resolution reprimanding Atkinson for his actions over recent months. Motion approved 4-0 (Atkinson made no sign).

#### Public Works Director

Schirmer said Stueve is asking for Council to hire a new Public Works Assistant soon. Schirmer said he and Stueve will interview two applicants on the 1/15/14. Atkinson recommended recessing this meeting, then continuing the meeting the following day during which the new employee would be hired. Council agreed.

#### Engineer

No report

#### OLD BUSINESS

##### Wellhead Protection Plan Update

Worms said another meeting of the wellhead protection committee is coming-up soon. Atkinson said he is frustrated with the inability to obtain supporting documents from the state. Atkinson said the entire project must be completed by September 2014. Atkinson said the next step is making appendix information specific to Freeport. Atkinson said he received a letter from the Freeport Baseball Association stating they did not want their well included in the plan as an alternative water source. Schirmer said Dave Neiman (MRWA) will be at the next meeting and would appreciate the most current copy so that he can come to the meeting prepared. Schirmer recommended Atkinson send Neiman a copy on or before January 22<sup>nd</sup>.

#### NEW BUSINESS

##### Resolution 2014-005 (Option Agreement)

Schirmer presented Resolution 2014-005, an option agreement to purchase real estate from the Freeport Cooperative Creamery Association contingent upon DEED grant award. K. Goebel moved and C. Goebel seconded a motion to approve Resolution 2014-005. Motion carried 5-0.

##### Resolution 2014-006 (Grant Submission)

K. Goebel moved and Ritter seconded a motion to approve Resolution 2014-006, approval to submit redevelopment grant application to DEED. Motion carried 5-0.

#### Call for Public Hearing Regarding Fence Ordinance

Schirmer provided Council with information on definition for 'fence, natural living.' Schirmer said invisible fencing is not addressed and suggested tabling until next meeting. Council agreed.

#### Request by Resident (Jerry Dobmeier)

Schirmer said Dobmeier is requesting \$285.79 to pay for installation of a new lawn irrigation water meter. Schirmer said Dobmeier originally purchased a meter from the City; however, the meter was unable to accommodate the high flow. Schirmer said the City has since purchased ten higher-flow meters for lawn irrigation. Schirmer said had the City sold the correct meter initially, Dobmeier would not be paying for a second installation. Worms moved and K. Goebel seconded a motion to approve the request by Jerry Dobmeier for \$285.79. Motion carried 5-0.

Atkinson said the City should pay for replacing other irrigation water meters as well. Worms moved and K. Goebel seconded a motion to authorize resident reimbursement for irrigation water meter replacement not to exceed \$286. Motion carried 5-0.

#### Equal Dwelling Units (EDUs)

Schirmer presented 2013 usage totals for commercial customers and how each customer compares to average residential usage. Schirmer said EDUs are the multipliers applied to the \$20 monthly water tower debt fee. Worms moved and C. Goebel seconded a motion to approve setting 2014 EDUs as per the Multiplier Determination provided. Motion carried 5-0.

#### Area Fire Service Association (ASFA) Annual Budget Meeting

K. Goebel moved and C. Goebel seconded a motion to approve February 25, 2013, 8PM as the date and time of the 2014 ASFA Annual Budget Meeting. Motion carried 5-0.

#### RECESS

Worms recessed meeting; to be continued 1/15/14 at 5:30pm. Meeting recessed at 9:00 P.M.

#### MEETING RECONVENIENED (1/15/14)

##### Public Works Director Report - Continued

The regular meeting of the Freeport City Council was reconvened at 5:30 P.M. on January 15, 2014 by Carrie Goebel with Council Members Ken Goebel, Ron Ritter, and Rodney Atkinson present. Mayor Matt Worms arrived shortly after meeting was reconvened.

Staff in attendance: Mason Schirmer, Jon Stueve

Public in attendance: Public Works Assistant candidates Pat Klassen and Sam Eichers.

Schirmer introduced the two candidates and said he and Stueve interviewed each candidate earlier in the afternoon and had concluded that both candidates met minimum requirements and felt confident in recommending the applicants to Council.

The applicants introduced themselves individually and answered questions from Council.

Schirmer asked Council how they wanted to select a candidate. Schirmer said in the past they had drawn names from a hat. Council members decided to each wrote down a candidate's name on a piece of paper and put into a hat. Worms counted the votes; Eichers-3 and Klassen-2.

K. Goebel moved and Worms seconded a motion to close the regular meeting so as to discuss compensation. Motion carried 5-0. Meeting closed at 5:55 p.m.

Worms moved and C. Goebel seconded a motion to reopen the meeting. Motion carried 5-0. Meeting reopened at 6:15 p.m.

Eichers re-entered the room (Klassen did not return). Schirmer said Council went into closed session to discuss what they want to offer as compensation.

C.Goebel said Council would like to offer \$13.50 per hour as the starting rate of pay. Eichers accepted the rate.

Worms moved and Ritter seconded a motion to approve the hiring of Sam Eichers as Public Works Assistant at a starting wage of \$13.50 per hour contingent upon successful completion of a background check and reference check. Motion carried 5-0.

#### ADJOURN

K. Goebel moved and Ritter seconded a motion to adjourn. Motion carried 5-0. Meeting adjourned at 6:30 p.m.

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Mason Schirmer, City Clerk

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Matthew H. Worms, Mayor

1275-1288

01/16/14  
10:26:35CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 1/14Page: 1 of 2  
Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		Invoice #/Inv Date/Description	Line \$					
1275		619 BUREAU OF CRIMINAL JUSTICE	15.00					
	01/16/14	Background Check	15.00		101	41000	300	10100
		Total for Vendor:	15.00					
1279		620 CITY OF ALBANY	480.00					
	01/10/14	6 tons road salt	480.00*		101	43100	225	10100
		Total for Vendor:	480.00					
1286		113 DEAN STEVEN JUNGLES	20.00					
	01/15/14	Cheif's meeting	20.00		225	42200	330	10100
		Total for Vendor:	20.00					
1285		588 ECM PUBLISHERS, INC.	66.00					
	62305 01/05/14	12-30-13 (2X3 Ad)	66.00		300	46500	430	10100
		Total for Vendor:	66.00					
1287		174 GOPHER STATE ONE CALL, INC.	100.00					
	90196 01/15/14	Annual Fee	50.00		601	43225	300	10100
	90196 01/15/14	Annual Fee	50.00		602	43250	300	10100
		Total for Vendor:	100.00					
1280		179 GRANITE ELECTRONICS, INC.	53.45					
	454314 01/07/14	Pager repair	53.45		225	42200	245	10100
		Total for Vendor:	53.45					
1288		622 NIEL MEIERHOFFER	300.00					
	2013-03 12/03/13	Equip Grant Application 2013	300.00*		225	42200	300	10100
		Total for Vendor:	300.00					
1282		385 QUILL	149.40					
	21784 01/07/14	Cleaning prod/office supplies	149.40		101	41000	210	10100
		Total for Vendor:	149.40					
1277		397 RINKE-NOONAN, LTD	1,425.00					
	222256 01/13/14	Council Member conduct	375.00		101	41000	302	10100
	222263 01/10/14	Indus park lot sale	1,050.00		300	46500	302	10100
		Total for Vendor:	1,425.00					
1281		440 STEARNS CO AUDITOR/TREASURER	452.08					
	00000015 01/09/14	Election Equip maint	452.08		101	41450	210	10100
		Total for Vendor:	452.08					
1284		621 TMV SAFETY TRAINING	2,700.00					
	00007 01/15/14	1st Responder Refresh	2,700.00		225	42200	330	10100
		Total for Vendor:	2,700.00					

01/16/14  
10:26:35

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 1/14

Page: 2 of 2  
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
1276		500 US BANK TRUST	139,038.75					
	01/16/14	2005 GO Bond	95,000.00			325 47000	600	10100
	01/16/14	2005 GO Bond	18,317.50			325 47000	610	10100
	01/16/14	2005 GO Bond	20,000.00			602 22500		10100
	01/16/14	2005 GO Bond	5,721.25			602 43250	610	10100
		Total for Vendor:	139,038.75					
1283		525 XCEL ENERGY	1,550.52					
	502987828	01/07/14 Christmas lights	299.70			101 43160	381	10100
	396426469	01/03/14 302188142	116.36			601 43225	381	10100
	369426469	01/03/14 302252262	57.06			101 43160	381	10100
	369426469	01/03/14 302290398	52.42			101 41000	381	10100
	369426469	01/03/14 302679657	124.81			101 43100	381	10100
	369426469	01/03/14 302700297	9.85			602 43250	381	10100
	369426469	01/03/14 302947044	78.67			601 43225	381	10100
	369426469	01/03/14 303193187	14.62			602 43250	381	10100
	369426469	01/03/14 303616049	197.78			225 42200	381	10100
	369426469	01/03/14 303936749	30.01			101 43160	381	10100
	369426469	01/03/14 303956738	307.27			101 43160	381	10100
	369426469	01/03/14 303963984	217.64			101 43160	381	10100
	369426469	01/03/14 303985901	23.30			101 43160	381	10100
	369426469	01/03/14 304083816	4.83			101 43160	381	10100
	369426469	01/03/14 304098414	16.20			602 43250	381	10100
		Total for Vendor:	1,550.52					
# of Claims	13	Total:	146,350.20					

146,350.20

Authorized by: \_\_\_\_\_

02/26/14  
11:17:04

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 2/14

Page: 1 of 6  
Report ID: AP100

\* ... Over spent expenditure

Claim	Vendor #/Name/		Document \$/	Disc \$				Cash
	Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account
*** Claim from another period ( 1/14) ****								
1289		162 FREEPORT STATE BANK	36,374.09					
	01/21/14	2002A GO Bond	35,000.00			315 47000	600	10100
	01/21/14	2002A GO Bond	1,374.09			315 47000	610	10100
1290		269 MARCO, INC.	403.13					
	245207196	01/15/14 Contract payment	307.65			101 41000	410	10100
	245207196	01/15/14 Overage	95.48			101 41000	410	10100
1291		70 CENTERPOINT ENERGY	422.06					
	01/20/14	Fire Hall	248.64			225 42200	382	10100
	01/20/14	Maintenance Building	173.42			101 43100	382	10100
1292		525 XCEL ENERGY	109.50					
	398329816	01/20/14 Water Tower	109.50			601 43225	381	10100
1293		510 VERIZON WIRELESS	116.87					
	9718646913	01/19/14 Cellphone	116.87			101 43100	320	10100
*** Claim from another period ( 1/14) ****								
1294	E	323 MN DEPT OF REVENUE	505.00					
	'14 Qtr 4	Sales & Use Tax	2.00*			101 41000	450	10100
	'14 Qtr 4	Sales & Use Tax	503.00*			601 43225	450	10100
1295		219 JOANN TIMP	136.80					
	02/21/14	(1/14/13)-(2/17/14)	136.80*			101 41000	300	10100
1296		15 ALBANY MUTUAL TELEPHONE	369.69					
	10158084	02/01/14 836-2116	71.07			101 41000	320	10100
	10158084	02/01/14 836-2278	67.12			101 43100	320	10100
	10158084	02/01/14 836-2411/2413	75.50			225 42200	320	10100
	10158084	02/01/14 836-2685	18.57			601 43225	320	10100
	10158084	02/01/14 836-2685	18.57			602 43250	320	10100
	10158084	02/01/14 836-2112	78.75			101 41000	320	10100
	10158084	02/01/14 836-7158	40.11			101 41000	320	10100
1297		437 STAR PUBLICATIONS LLC	69.77					
	132044	01/31/14 Public Works Assistant	40.44			101 41000	350	10100
	132044	01/31/14 Notice of Special Election	13.80			101 41450	350	10100
	132044	01/31/14 Notice Public Accuracy Test	15.53			101 41450	350	10100
1298		596 MASON SCHIRMER	118.05					
	01/28/14	Election Supplies	74.49			101 41450	335	10100
	01/30/14	MCFOA Training	43.56			101 41400	330	10100



02/26/14  
11:17:04

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 2/14

Page: 2 of 6  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1299		01/21/14	274 MARY ANN LAING G. Election-Co. Commissioner	213.50 213.50			101 41450	105	10100
1300		01/28/14	230 JOYCE HOESCHEN G. Election-Co. Commissioner	171.00 171.00			101 41450	105	10100
1301		01/28/14	120 DOROTHY VAN HEEL G. Election- Co. Commissioner	36.00 36.00			101 41450	105	10100
1302		01/28/14	167 GAIL OSENDORF G. Election- Co. Commissioner	150.00 150.00			101 41450	105	10100
1303		01/28/14	570 JEANETTE THELEN G. Election-Co. Commissioner	30.00 30.00			101 41450	105	10100
1304		02/01/14	228 JON STUEVE Feb Health Insurance	833.33 833.33			101 43000	130	10100
1305		188475 01/31/14	597 KDV, LTD 2013 Audit Prep (Jan.)	1,470.00 1,470.00*			101 41000	300	10100
1306		277481 01/15/14	418 SEH, INC. New Tower & Main Loop	714.25 714.25*			415 43100	300	10100
1307			355 NVB BUILDERS Reside Snr Citizen Center	2,500.00 2,500.00*			409 49200	366	10100
1308		2200471955 01/24/14	25 AMERIPRIDE LINEN & APPAREL Monthly Service	50.05 50.05			101 41000	410	10100
1309		01/14/14	309 MINNESOTA LIFE INSURANCE CO. Mason Schirmer	4.00 2.00			101 41400	131	10100
		01/14/14	Jon Stueve	2.00			101 43000	131	10100
1310		22157 01/10/14	385 QUILL 1099 misc forms	19.49 19.49			101 41000	210	10100
1311		01/13/14	620 CITY OF ALBANY 6 tons road salt	480.00 480.00			101 43100	225	10100
1312		83266 01/17/14	194 HENNEN LUMBER CO, INC. Senior Citizen Ctr	2,141.97 2,141.97*			409 49200	366	10100

02/26/14  
11:17:04

CITY OF FREEPORT  
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For the Accounting Period: 2/14

Page: 3 of 6  
Report ID: AP100

\* ... Over spent expenditure

Claim	Vendor #/Name/		Document \$/	Disc \$					Cash
	Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account	
1313		174 GOPHER STATE ONE CALL, INC.	1.45						
	91596	01/31/14 Email tickets	0.73			601 43225	300	10100	
	91596	01/31/14 Email tickets	0.72			602 43250	300	10100	
1314		123 DYMOKE LAW OFFICE, P.A.	66.00						
	02/03/14	Open Mtg Law advice	66.00			101 41000	302	10100	
1315		613 ANNANDALE ADVOCATE	51.00						
	3201	01/31/14 Industrial Park Ad	51.00			300 46500	430	10100	
1316		145 FINKEN WATER CENTERS	15.00						
	02/02/14	meter rental softener	15.00			101 41000	410	10100	
1317		387 RAHNS OIL & PROPANE, INC	782.09						
	01/31/14	City	778.78			101 43100	215	10100	
	01/31/14	Fire Department	3.31			225 42200	215	10100	
1318		525 XCEL ENERGY	3,237.24						
	02/03/14	400082629	693.16			101 43160	381	10100	
	02/04/14	302188142	262.12			601 43225	381	10100	
	02/04/14	302252262	93.21			101 43160	381	10100	
	02/04/14	302290398	307.97			101 41000	381	10100	
	02/04/14	302679657	173.82			101 43100	381	10100	
	02/04/14	302700297	23.16			602 43250	381	10100	
	02/04/14	302947044	249.82			601 43225	381	10100	
	02/04/14	303193187	35.54			602 43250	381	10100	
	02/04/14	303616049	329.74			225 42200	381	10100	
	02/04/14	303936749	53.61			101 43160	381	10100	
	02/04/14	303956738	596.55			101 43160	381	10100	
	02/04/14	303963984	334.09			101 43160	381	10100	
	02/04/14	303985901	41.59			101 43160	381	10100	
	02/04/14	304083816	13.78			101 43160	381	10100	
	02/04/14	304098414	29.08			602 43250	381	10100	
1319		377 PREFERRED CONTROLS CORP.	636.56						
	1561	02/06/14 SCADA system repair	636.56			601 43225	300	10100	
1320		76 CENTRAL MINNESOTA CREDIT UNION	509.56						
	01/01/14	Beacon	1.25			101 41000	433	10100	
	01/07/14	Granite Electronics-pager repa	35.63			225 42200	245	10100	
	01/11/14	Logmein.com-offsite access	69.95			101 41000	433	10100	
	01/14/14	.com domain	40.46			101 41000	430	10100	
	01/14/14	Maintenance Buldg supplies	5.07			101 43100	210	10100	
	01/21/14	W-9 Mailings	2.64			101 41000	200	10100	
	01/22/14	certificate paper & frames	4.30			101 41000	430	10100	
	01/23/14	Stearns Co. Muni League Dinner	344.66			101 41000	430	10100	

02/26/14  
11:17:04

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 2/14

Page: 4 of 6  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	01/30/14	Deed Grant Mailed		5.60*			101 43100	200	10100
1321		397 RINKE-NOONAN, LTD		2,436.10					
	223796 02/18/14	Deed Grant Application Prep		1,383.70*			101 41000	300	10100
	223795 02/18/14	Councilmember Conduct		1,052.40*			101 41000	300	10100
1322		155 FREEPORT FARM CENTER, INC		434.82					
	90859 01/29/14	Repair Plow Truck Cable Lift		47.00*			101 43100	401	10100
	90877 02/05/14	Supplies		387.82*			101 43100	401	10100
1323		32 ARNZEN CONSTRUCTION, INC		38.64					
	43955 02/04/14	Galv Cables-plow truck		38.64			101 43100	210	10100
1324		313 MINNESOTA POLLUTION CONTROL		345.00					
	4400113581 02/12/14	2013 Water Quality Permit		345.00			601 43225	431	10100
1325		439 STATE OF MN DEPT. OF PUBLIC		200.00					
	73085 02/20/14	Well #1&2 Permits		200.00			601 43225	431	10100
1326		276 MATTHEW WORMS		151.20					
	02/06/14	Plow Truck Search		151.20			101 43100	430	10100
1327		228 JON STUEVE		67.20					
	02/24/14	Plow Truck Visit		67.20			101 43000	335	10100
# of Claims 39 Total:				56,410.41					
Total Electronic Claims				505.00					
Total Non-Electronic Claims				55,905.41					

Document #	Line #	Fund	Org	Account	Object	Description	Fund Account	Decrease Amount	Increase Amount
BT	16								
	1	225	42200	100	Fire & Rescue			240.00	
	2	225	42200	115	Fire & Rescue			3,000.00	
	3	225	42200	121	Fire & Rescue			28.00	
	4	225	42200	122	Fire & Rescue			5.00	
	5	225	42200	210	Fire & Rescue			6,000.00	
	6	225	42200	215	Fire & Rescue				2,000.00
	7	225	42200	220	Fire & Rescue				3,000.00
	8	225	42200	245	Fire & Rescue				250.00
	9	225	42200	301	Fire & Rescue			119.00	
	10	225	42200	320	Fire & Rescue			25.00	
	11	225	42200	330	Fire & Rescue			2,000.00	
	12	225	42200	332	Fire & Rescue			250.00	
	13	225	42200	335	Fire & Rescue			200.00	
	14	225	42200	360	Fire & Rescue			573.00	
	15	225	42200	361	Fire & Rescue				202.00
	16	225	42200	381	Fire & Rescue			300.00	
	17	225	42200	382	Fire & Rescue			1,500.00	
	18	225	42200	401	Fire & Rescue				400.00
	19	225	42200	433	Fire & Rescue			12.00	
	20	225	42200	720	Fire & Rescue				35,000.00
	21	225	42200	720	Fire & Rescue				1,093.00
	22	225	42200	720	Fire & Rescue				1,221.34
	23	225	42200	720	Fire & Rescue				1,125.51
	24	225	34202		Fire Contract				11,000.00
	25	225	34203		Fire Revenues			250.00	
	26	225	36200		Miscellaneous Revenues			4,000.00	
	27	225	36230		Donations - Private				6,650.00
	28	225	36210		Interest Earnings				2,500.00
					Grand Total			18,502.00	64,441.85

Document #	Line #	Fund	Org	Account	Object	Description	Fund Account	Decrease Amount	Increase Amount
BT	17								
Not an expense; revenues just need to exceed expenditures by this amount.									
Confirmed with Joe Rigdon.									
	1	225	42200	720	Fire & Rescue			38,439.85	
Grand Total								38,439.85	

# Memo

---

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: February 06, 2013

Re: Sacred Heart Liquor Licenses

---

The Sacred Heart Parish is applying for the following liquor licenses:

3.2 Malt Liquor “On Sale” License

1-4 Day Temporary On-Sale Liquor License

The licenses would commence July 19<sup>th</sup> and terminate at midnight of July 20<sup>th</sup>. The Sacred Heart Parish Festival is the event being held at that time.

In 2013, the parish only applied for the 3.2 License; however, this year then intend to expand the number of alcoholic beverage options to include Mike’s Hard Lemonade. Due to the alcohol content in the new beverage options, the Parish must apply for the 1-4 Day License as well.

The applications are on file for public inspection in the Clerk’s office.

# Memo

---

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: February 21, 2013

Re: Clerk's Report

---

## MCFOA & Training Opportunity

If there are no objections, during the week of March 17<sup>th</sup> I will be attending the Minnesota Clerk's & Finance Officers Association Annual Conference in St. Cloud. In addition, I would ask Adrianna Hennen to attend a training session on how to use Adobe software. Information on the MCFOA conference and the trainings is provided along with this memo.

## DEED Redevelopment Grant Application Status

I spoke with DEED this morning regarding the City's application. In the recently submitted application, a range of \$50k-\$160k was provided regarding potential asbestos abatement; DEED asked for a number instead of a range. After much discussion, the DEED representative asked if \$105k could be used (the median of the range). I agreed. If the City needs more funds, there is a supplemental process to ask for additional funding after the grant is awarded. DEED staff will initially review the applications the week of the 24<sup>th</sup> and identify the potential finalists. The City should be notified within 3-4 weeks if the application will be funded.

## Equivalent Dwelling Unit (EDU) Determination

I have received numerous complaints from the public regarding the 'Water Tower Fee' and the EDU determination. If Council directs me to, I will review the current process in its entirety and try to propose a process that may be more acceptable to the public.

## Zoning Code Review

Along with this memo is an email from the city planning consultant (Cynthia). To begin the process of reviewing the city zoning code, the City Council should either: 1) select two (2) council members to be members on this zoning code review committee; or 2) determine if the entire council wants to be part of the "committee." If the entire council participates, then each workshop will be a Special City Council meeting.

# Tuesday Pre-Conference Workshops

**Preconference I: Tuesday, 1:00 - 4:30 PM**

CMC  
3.5 HOURS

## **2014 Elections: Planning and Preparation Promote Positive Performance**

*Presented by a Panel of City and County Election Administrators*

City Clerks will face new challenges in administering the 2014 elections. It is essential that they are prepared to manage the complexity of election administration responsibilities and to maintain the integrity of the system. This need can create anxiety for both those who are new and those who are experienced. Clerks from all-sized cities will benefit from this session. Participants will receive practical tips and tools for effective election administration.

*Note: People attending this seminar may apply to their County Auditor for election administrator certification. Those attending will be provided with certificates to use in this application process.*

**Preconference II: Tuesday, 1:00 - 4:30 PM**

## **Technology Training: Adobe Acrobat for Clerks**

*Linda Muchow, Alexandria Technical & Community College Customized Training Center*

Come and learn what's new in Acrobat XI. This hands-on course will cover the basics of working PDFs including how to create, combine, edit and export documents. We will cover how to create a document in a Microsoft product and how to create a PDF. Learn how to create and set your own bookmarks and hyperlinks. Finally, we will take a look at how to create interactive forms. Please feel free to bring along your own files to work on!

*Note: A limited number of loaner laptops will be available — indicate your need when registering. You will be notified if your request cannot be accommodated. If you are bringing your own laptop, be sure to bring a power cord!*

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651-223-3000

# General Information

Once again, MCFOA is offering special discounted **First Time Attendee** rates for this event — \$200 for MCFOA members and \$255 for non-MCFOA members regardless of the date you register. If you have never attended an MCFOA Conference, 2014 is the year to see what you have been missing!

MCFOA President Deb Mangen invites all registrants to participate in the **Tuesday evening President's Reception** to be held poolside at the Best Western Kelly Inn. This event will provide those in attendance with an opportunity to network with other attendees AND partake in some delectable hors d'oeuvres. Cash bars will also be available. Many thanks to Crabtree Companies, the Reception Sponsor!

**There will not be a region-hosted hospitality suite.** Conference attendees are welcome to use the Best Western's pool area for this purpose during the event.

The conference **continues to be "binderless" in 2014.** Attendees will be provided onsite with a flash drive that contains handouts from all general and concurrent sessions. In addition, all registrants will receive as part of their final confirmation (sent about one week before the event) a password-protected link to the GTS website pages containing all session handouts. Having this code before they arrive will allow attendees to print out materials in advance for those sessions they plan to attend.

New this year! **Vendor Reception!** On Wednesday afternoon from 4:00 – 6:00 PM, we will hold a vendor reception at the Rivers Edge Convention Center. As part of this reception, the MCFOA Entertainment Committee will also sponsor its traditional social mixer activity. This fun networking time (with prizes) will provide participants with a great opportunity to do some early networking

with vendors from around the country and their peers from around the state. Delicious appetizers and desserts, as well as cash bars, will be available. On Thursday, the **traditional exhibit show** will take place from 10:30 AM - 4:30 PM. Take time on this day to meet all of the vendors and check out their array of products and services. They have come to showcase products to help make your role as Clerks and Finance Officers an easier one.

The **Silent Auction will be back on Thursday** as well. Take a moment to view and bid on items donated by clerks and finance officers from throughout the state, as well as items from our generous sponsors and exhibitors. Proceeds from the auction support the Association's training and scholarship programs.

**Entertainment will abound on Thursday night**, starting during the annual banquet with a performance by Six Appeal, a contemporary a capella group formed at Concordia College in Moorhead, Minnesota. This group of talented young men provide audiences with a unique blend of voices that defies the typical conventions of a capella music. Soaring leads, great harmonies and an unbeatable combination of recognizable songs from the 50's to hits of today give this talented group of entertainers broad appeal that is guaranteed to please even the most discriminating MCFOA'er. Following the banquet, conference attendees and their guests are invited back to the Best Western for some quality dance time with DJ's from Coopshow Productions.

In these times of limited training and travel budgets, the MCFOA Board strongly encourages attendees at this year's conference to **consider carpooling or even room sharing in St. Cloud.** To help in this process, a link to conference registrants will be included in the immediate email confirmation you receive from GTS.

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CSAH 10/20, City of Watertown



# Agenda



## TUESDAY, MARCH 18, 2014

- 12:30-1:00 PM Check-in for Half-Day Sessions
- 1:00-4:30 2014 Election
- 1:00-4:30 Adobe Acrobat for Clerks
- 4:30-7:30 Onsite Conference Check-In
- 7:00-9:00 President's Reception - Networking and Hors d'oeuvres and Cash Bars

## WEDNESDAY, MARCH 19, 2014

- 8:00 AM Onsite Conference Check-In and Continental Breakfast
- 9:00 Welcome and Presentation of Colors
- 9:15 **KEYNOTE ADDRESS:**  
**I Succeed: Success Doesn't Just Happen**
- 10:15 Break
- 10:45 **CONCURRENT SESSIONS I** (CHOOSE ONE)
1. Special Assessment How-To
  2. Sharpening Old Planning Tools to Deal with New Challenges
  3. Personnel Files: To Keep or Not to Keep; Public or Private?
  4. The Perils of e-Data and e-Discovery
  5. Creating Worksite Wellness
- 12:00 NOON Lunch (New Attendees and VP's sit together)  
MCMC & CMC Recognition Awards
- 1:15 PM **GENERAL SESSION:**  
**Focus on Your Region**
- 2:30 Break
- 2:45 **CONCURRENT SESSIONS II** (CHOOSE ONE)
6. Sales and Use Tax
  7. Agendas, Meeting Minutes and Electronic Council Packets
  8. HR Administration for Small Cities
  9. The Perils of e-Data and e-Discovery
  10. Gambling Licensing
- 4:00-6:00 Appetizer and Dessert Reception Hosted by Vendors; Cash Bars

## THURSDAY, MARCH 20, 2014

- 8:00 AM Sit-Down Breakfast  
MCFOA Business Meeting, Oath of Office
- 9:15 **GENERAL SESSION:**  
**Election Training and Recent Changes**
- 10:30 Refreshment Break in Exhibit Area  
Silent Auction Opens  
(Exhibits Open until 4:00 PM)
- 11:15 **CONCURRENT SESSIONS III** (CHOOSE ONE)
11. The Ins and Outs of PERA for City Employees
  12. Property Nuisances — External Issues
  13. New Council Member Orientation
  14. Social Media and Device Use Policies
  15. Liquor Licensing at the Clerk Level
- 12:30 PM Lunch in the Exhibit Area
- 1:45 **CONCURRENT SESSIONS IV** (CHOOSE ONE)
16. Health Care Changes and Their Impact
  17. Improving Morale Without the Gimmicks
  18. How to Create, Understand and Use a Budget
  19. Using Google Forms and Apps
  20. Promoting Your City — Economic Development
- 3:00 Refreshment Break in Exhibit Area
- 4:00 Exhibits Close  
Silent Auction Closes  
Winners Pay and Pick Up Merchandise
- 4:00 Free Time
- 6:00 Reception
- 7:00 Banquet and Entertainment
- 9:00 Dance with DJ

## FRIDAY, MARCH 21, 2014

- 8:30 AM Light Refreshments
- 9:00 **FINALE GENERAL SESSION:**  
**Are You Happy Now?**
- 10:15-11:15 Brunch, Check-out and CEU Certificate Pick-up
- 11:15 Adjourn

## Mason Schirmer

---

**From:** Cynthia Smith-Strack MDG, Inc. <cstrack@municipaldevelopmentgroup.com>  
**Sent:** Tuesday, February 04, 2014 1:54 PM  
**To:** Mason Schirmer  
**Subject:** RE: Zoning Code update project

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good afternoon Mason,

I suggest we hold workshops to discuss as opposed to meeting on a Council night. Right now I have three scheduled meetings plus the public hearing. We could see how much of the Ordinance we get through at the first couple of meetings and go from there. I would really appreciate it if we could try to establish worksessions for Wednesday early evening. I'm in St. Joseph for office hours every Wednesday and could save you expense by reducing mileage. I will need about a week to finish the draft and then it can be distributed to the Council prior to workshops.

Sound ok?

--

Cynthia Smith-Strack  
Municipal Development Group, Inc.  
612.232.7399 (cell)  
888-7MDG-INC (toll free)  
952-758-7399 (Metro)  
888-763-4462 (fax)  
25562 Willow Lane  
New Prague, MN 56071  
[www.municipaldevelopmentgroup.com](http://www.municipaldevelopmentgroup.com)

Quoting Mason Schirmer <[cityfrpt@albanytel.com](mailto:cityfrpt@albanytel.com)>:

> Cynthia,  
>  
> You have experience working with other communities; how you recommend  
> we proceed with review?  
>  
> Sincerely,  
>  
> Mason Schirmer, Clerk-Treasurer  
> City of Freeport, MN  
> (320) 836-2112  
>  
> -----Original Message-----  
> From: Cynthia Smith-Strack MDG, Inc.  
> [<mailto:cstrack@municipaldevelopmentgroup.com>]  
> Sent: Monday, February 03, 2014 2:49 PM  
> To: [cityfrpt@albanytel.com](mailto:cityfrpt@albanytel.com)  
> Subject: Zoning Code update project  
>

# Potential USDA Loan Schedule

Option to  
Pay additional  
Principal

Year	#	Payment	Interest	Principal	Balance
2013	1	27,040	27,040		1,352,000
2014	2	50,040	27,040	23,000	1,329,000
2015	3	154,066	26,580	127,486	1,201,514
2016	4	80,150	24,030	56,120	1,145,394
2017	5	80,150	22,908	57,242	1,088,152
2018	6	80,150	21,763	58,387	1,029,765
2019	7	80,150	20,595	59,555	970,211
2020	8	80,150	19,404	60,746	909,465
2021	9	80,150	18,189	61,961	847,504
2022	10	80,150	16,950	63,200	784,304
2023	11	80,150	15,686	64,464	719,840
2024	12	80,150	14,397	65,753	654,087
2025	13	80,150	13,082	67,068	587,019
2026	14	80,150	11,740	68,410	518,609
2027	15	80,150	10,372	69,778	448,831
2028	16	80,150	8,977	71,173	377,658
2029	17	80,150	7,553	72,597	305,061
2030	18	80,150	6,101	74,049	231,012
2031	19	80,150	4,620	75,530	155,483
2032	20	80,150	3,110	77,040	78,442
2033	21	80,150	1,569	78,581	-139
			321,707		
			634,280	40 years of Interest	
			312,573	Savings of -49.28%	

2015		79,066	2/25/14 Balance
2015	154,066	75,000	2014 Collection

- 2013 Collections were \$78,066.01

- IF yearly collections do not exceed \$80,150, then there would be no room to reduce duration further ~~or~~ reduce rates. Reducing rates at this time would likely extend duration and in-turn, interest expense.

## PUBLIC WORKS REPORT

Water: Nothing new on the water end of things. Average daily pumping is around that 30,000 gallon mark.

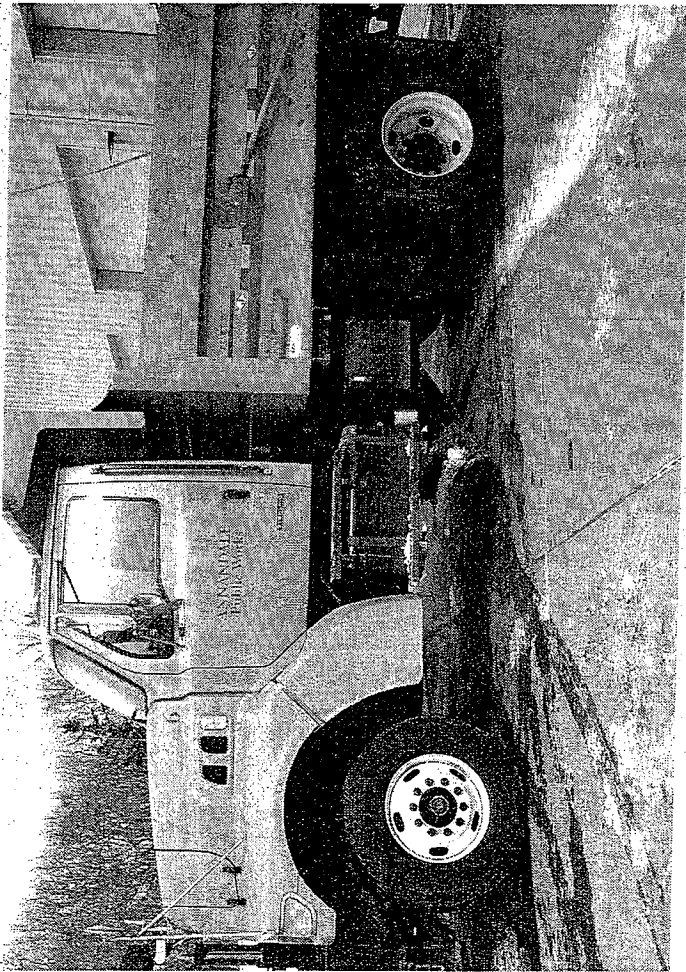
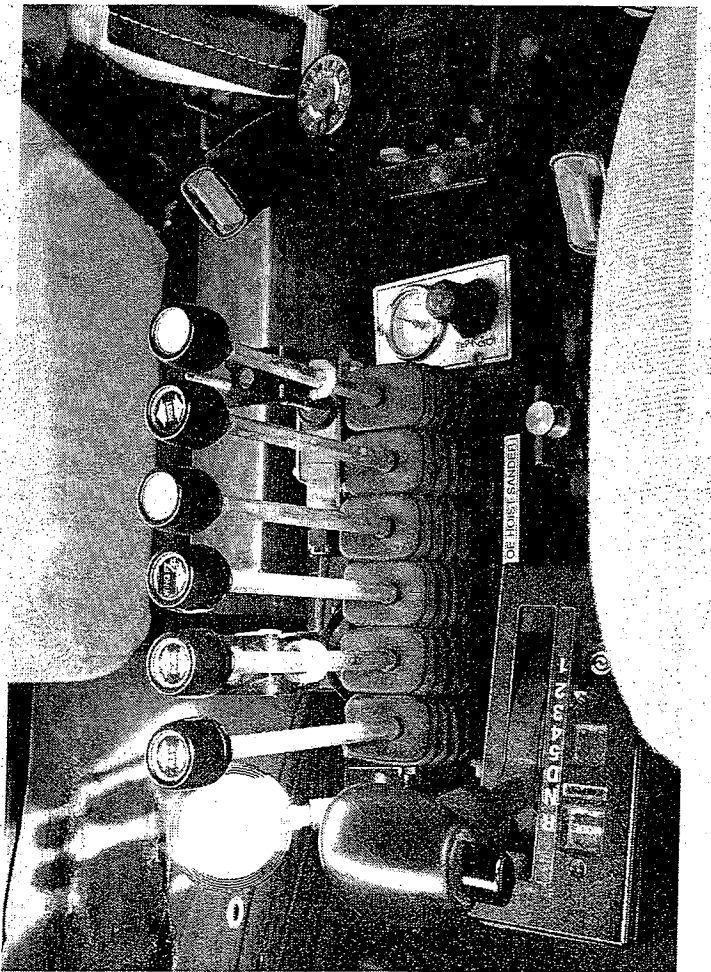
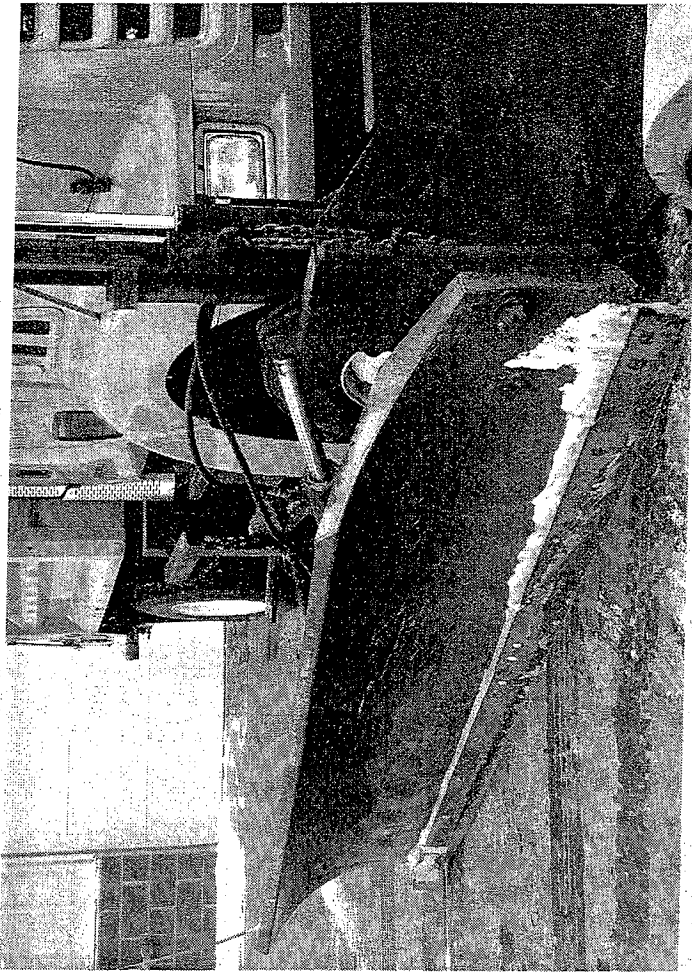
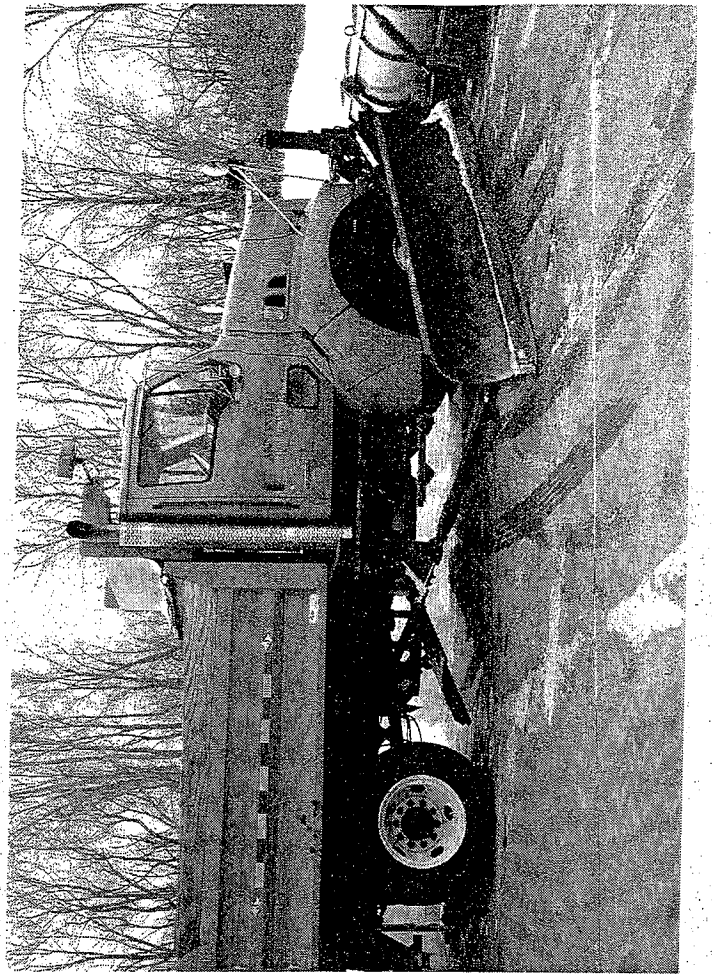
Wastewater: Ponds still froze over.

Maintenance: Regular maintenance on vehicles at the shop. Over the last few weeks, changed oil on both tractors and truck. Greasing and changing filters on equipment as well. Monday February 24<sup>th</sup> I went to Annandale to look at their plow truck that they are willing to sell us around September of this year when there new one arrives. It is everything that we want/need in a plow truck. It has a 2 way 12ft front plow, 10ft belly scraper, 10ft wing, Sander with wet kit, automatic, new tires, truck is in very nice shape with only 39000 miles. It is a 2000 Sterling model. When I asked Joe the public works director what they will be asking for it he said, trade in 25000 and he's thinking 45000. My opinion is 40000 would be a very fair price for how nice this truck is with every possible option we want. Attached is a few pictures I took of the truck, let me know your thoughts. We do have a few months to make decisions and think this over but this is the exact truck we need in Freeport.

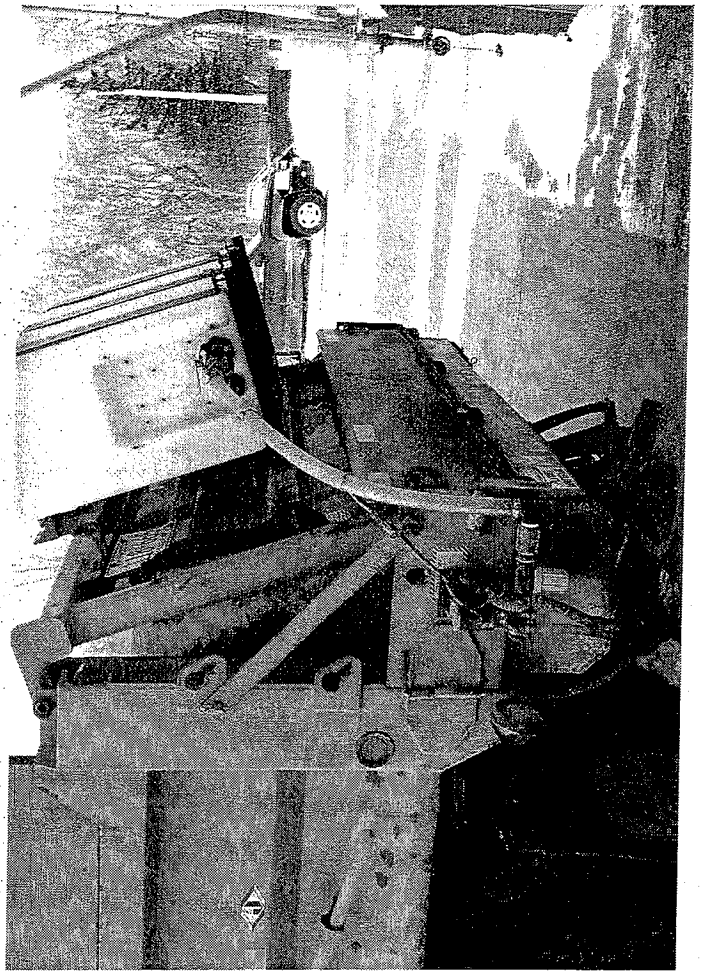
Jon Stueve

Public Works Director

\* Thinking we should get between \$13000 & \$10000  
for the old one selling it outright.







DOCUMENT 00 11 13

REQUEST FOR QUOTES

Well Pump Replacement  
City of Freeport, Minnesota  
SEH No. FREEP 107847

Well pump replacement quotes are being requested on behalf of the City of Freeport. The work includes the removal and replacement of existing well pumps and motors located at the City's existing pump houses. **Quotes must be received by 11:00 a.m., Wednesday, March 19, 2014.**

The Work to be performed includes the following tasks:

- MOBILIZATION, TRANSPORT, AND ERECTION OF WELL EQUIPMENT TO JOB SITE
- REMOVE EXISTING WELL PUMPS & MOTORS
- FURNISH AND INSTALL NEW WELL PUMP, MOTOR, ELECTRICAL LINES, AND ASSOCIATED EQUIPMENT
- DISINFECTION OF WELL AND BACTERIA TESTING
- COORDINATION WITH ELECTRICIAN AND CONTROLS PROVIDER

General Notes:

- No Bid Bond is required.
- Performance and Payment Bonds will be required.
- Insurance is required naming the City and SEH as additional insured.
- At least one well must remain online at all times to maintain City water service.
- Well No. 2 is located inside of a pump house building.
- Well No.1 utilizes a Pitless unit.
- Electrical connections and new starting equipment will be provided under a separate contract.
- Provide quote on attached Bid Form.
- The contractor must comply with the minimum rates for wages for laborers and mechanics as determined by the Secretary of Labor in accordance with the provisions of the Davis-Bacon and Related Acts.

Completion Date:

- All work is to be completed before Friday, April 25, 2014.

Submitting Quotes:

- Mail completed quote form to Dave Blommel, SEH, 1200 25th Avenue South, PO Box 1717, St Cloud, MN 5630 and clearly marked: "QUOTE FOR FREEPORT WELL PUMPS." After quote has been mailed, please e-mail to [dblommel@sehinc.com](mailto:dblommel@sehinc.com) to provide notice of mailing.
- If you have any questions, please contact Dave Blommel directly at 320.229.4349 or [dblommel@sehinc.com](mailto:dblommel@sehinc.com).

Table of Contents:

- Quote Form
- Location Map
- Well Pump and Motor Specifications
- Well Records
- Wage Rates

The City of Freeport reserves the right to reject any and all Quotes, to waive irregularities and informalities therein, and to award the Contract in the best interests of the City.

# Memo

---

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: February 21, 2013

Re: Wellhead Protection Plan

---

To ensure deadlines are complied with, the City would need to approve the Wellhead Protection Plan document (in its entirety) on or before May 27<sup>th</sup> (that is 90 days from this February council meeting).

Along with this memo are emails from myself to Rodney Atkinson. Since sending these emails, the Wellhead Protection Committee has met twice to review the in-progress document.

During the February 10<sup>th</sup> meeting, Dave Neiman from MN Rural Water Association provided his opinion on the status of the current document and provided a number of examples of needed appendix information. By the conclusion of the meeting, Neiman had advised that at the bare minimum, the Potential Contamination Source Inventory (PCSI) needs to be completed ASAP and sent to the state for approval (the PCSI document is what the entire plan rests upon).

During the February 21<sup>st</sup> meeting, Rodney Atkinson presented an example of how he is assembling the PCSI; however, the PCSI is not yet complete. Rodney was directed to have the PCSI completed and submitted to the state prior to the upcoming February council meeting.



## Mason Schirmer

---

**From:** Mason Schirmer <cityfrpt@albanytel.com>  
**Sent:** Wednesday, February 05, 2014 2:52 PM  
**To:** RODNEY@ALBANYTEL.COM  
**Cc:** Dave Neiman (mrwa@charter.net); adrianna@albanytel.com  
**Subject:** Wellhead Protection  
**Attachments:** 20140205\_155518.pdf

Rodney,

Today is the 5th; neither Dave Neiman nor I have received an updated copy of your wellhead protection plan document.

Attached is the updated plan information you requested for the Contingency Plan part of the WHP. Jon will be reviewing the IWMZ surveys on Friday. You should be able to provide the rest of the plan document (including appendix information).

Please provide your most current wellhead protection plan document to Dave Neiman and I before 3 pm tomorrow; or at the bare minimum let me know why and when you'll have the document ready for review again. If I don't receive a reply from you by the end of the day tomorrow, I'll be forced to infer that you do not have a plan ready to be reviewed and in-turn cancel the meeting.

I look forward to seeing the newest version of the document (hopefully soon).

Sincerely,

Mason Schirmer, Clerk-Treasurer  
City of Freeport, MN  
(320) 836-2112

-----Original Message-----

From: [cityfrpt@albanytel.com](mailto:cityfrpt@albanytel.com) [<mailto:cityfrpt@albanytel.com>]  
Sent: Wednesday, February 05, 2014 3:55 PM  
To: [cityfrpt@albanytel.com](mailto:cityfrpt@albanytel.com)  
Subject: Scanned image from City of Freeport's Sharp AR-M355

DEVICE NAME: Sharp AR-M355  
DEVICE MODEL: SHARP AR-M355N  
LOCATION: Main Office

FILE FORMAT: PDF MMR(G4)  
RESOLUTION: 300dpi x 300dpi

Attached file is scanned image in PDF format.  
This file can be read by Adobe Acrobat Reader.  
The reader can be downloaded from the following URL:

<http://www.adobe.com/>

## Mason Schirmer

---

**From:** Mason Schirmer <cityfrpt@albanytel.com>  
**Sent:** Thursday, January 30, 2014 4:29 PM  
**To:** RODNEY@ALBANYTEL.COM  
**Cc:** adrianna@albanytel.com; Jon Stueve (freeportpwd@gmail.com); mattworms@albanytel.com; Dave Neiman (mrwa@charter.net)  
**Subject:** Wellhead Protection

Rodney,

You failed to provide either myself or Dave Neiman with a current draft of the wellhead protection plan and all supporting documents on the 23<sup>rd</sup> of January (as you were instructed to do during the last City Council meeting) As a result, there was no wellhead protection committee meeting on the 27<sup>th</sup> (what was the point of holding a meeting if we have nothing to review).

Dave Neiman has agreed to come to Freeport for our next wellhead protection committee meeting to be held Monday, February 10<sup>th</sup> at Noon in City Hall. AGAIN, if you do not provide either myself or Dave Neiman with the most current copy of the plan, and supporting documents, by **FEBRUARY 5<sup>th</sup>**, then there will be no meeting. Get this information to us so that we have time to review before the meeting.

During the December 17<sup>th</sup> meeting of the City Council, you told the City Council you “could have it done tomorrow” and that all you have left was “piddly-ass bullshit stuff like table referencing.” A wellhead protection meeting was held on January 6<sup>th</sup>, during which you showed that you were still missing supporting documents and that the plan itself was not ready.

As the ‘technical writer’ you have missed deadlines and misinformed council about your progress. Remember, the City Council provided you the responsibility of being the ‘technical writer’ because you pleaded for it during the September 24, 2013 city council meeting. As the ‘technical writer’ it is in your obligation to make the above deadline.

Sincerely,

**MASON SCHIRMER, CLERK-TREASURER**  
**125 MAIN STREET EAST,**  
**FREEPORT, MN 56331**  
**(320) 836-2112**  
[WWW.FREEPORTMN.ORG](http://WWW.FREEPORTMN.ORG)



**CITY OF FREEPORT, MINNESOTA  
RESOLUTION 2014-008**

**RESOLUTION CALLING FOR A PUBLIC HEARING ON ORDINANCE 2014-008, ENTITLED  
“AN ORDINANCE REPEALING AND REPLACING SECTION 500.45 OF CHAPTER V OF  
THE CITY CODE RELATING TO FENCING, SCREENING, AND LANDSCAPING”**

**WHEREAS**, the City of Freeport (the “City”) desires to consider amendments to Chapter V of the Freeport City Code to comply with to Minnesota law governing non-conforming uses; and

**WHEREAS**, the City Council has done preliminary review of the statutory requirements and recommendations of the City Clerk, Mason Schirmer and the City Planner, Cynthia Smith-Strack of Municipal Development Group, Inc.; and

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

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

1. Public Hearing. The City shall hold a public hearing to consider adopting Ordinance 2014-001, on March 25, 2014, in the Freeport City Hall Council Chambers during the regular City Council Meeting which begins at 7:00 p.m.
2. Notice of Public Hearing. The City Clerk-Treasurer is authorized and directed to cause notice of the hearing to be published once in the official newspaper of the City at least 10 days prior to March 25, 2014. The publication is included as Appendix A of this Resolution.

DATED THIS 25<sup>TH</sup> DAY OF FEBRUARY, 2014

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

---

Matthew Worms, Mayor

ATTEST:

---

Mason Schirmer, Clerk-Treasurer

# Memo

---

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: February 06, 2013

Re: Fence Ordinance

---

During the last City Council meeting, Council decided to table discussion until more information could be obtained regarding Invisible Fences used for dog containment.

After looking into the matter, I have come to the conclusion that if the City wanted to include invisible fences within an Ordinance, it would be best to include it in the 'Animal Ordinance' (last approved as Resolution 2005-003).

At this point, all information regarding Fencing, etc. has been addressed. If there are any more questions, concerns, etc. contact me immediately so that I can have answers and information available prior to the City Council meeting.

The Ordinance itself was included within the December 17, 2013 meeting packet and the definition of "Fence, Natural Living" was provided within the January 14, 2014 meeting packet (this definition would be included in the Ordinance).

If no further comments, concerns, objections, etc. are presented, the City Council may want to either: 1) approve the attached Resolution 2014-008 to commence the process of approving an updated Ordinance; or 2) terminate the process.

**CITY OF FREEPORT, MINNESOTA  
RESOLUTION 2014-007**

**A RESOLUTION OF DISAPPROVAL  
OF COUNCILMEMBER RODNEY ATKINSON'S PERSONAL CONDUCT**

**WHEREAS**, the Freeport City Council is aware of emails sent by Councilmember Rodney Atkinson on October 28 & 29 and December 13 & 21 of 2013 to the City Clerk (see Exhibit 'A');

**WHEREAS**, the City Clerk has expressed concerns to the Council about the emails received from Councilmember Rodney Atkinson;

**WHEREAS**, the Freeport City Council has determined that Councilmember Rodney Atkinson's emails to the City Clerk were not appropriate, do not reflect the Council's expectation for how Councilmembers should interact with City personnel, have caused preventable expenditures of City funds (see Exhibit 'B'), and resulted in the needless wasting of the Council's and City personnel's time (see Exhibit 'C');

**WHEREAS**, Councilmember Rodney Atkinson refuses to turn off his personal cell phone during council meetings despite being requested to do so by the Mayor;

**WHEREAS**, use of a personal cell phone during Council meetings is a distraction and demonstrates a lack of respect for meeting decorum;

**WHEREAS**, the Freeport City Council holds itself and its Councilmembers to a higher personal standard than ordinary citizens;

**WHEREAS**, the personal conduct of Councilmember Rodney Atkinson described above, is unbecoming of an elected official in the City of Freeport and is below the Council's high standard of personal conduct that it expects from its Councilmembers.

**NOW, THEREFORE**, based upon the recitals above, the Freeport City Council hereby adopts this resolution as a written expression of the Council's disapproval of Councilmember Rodney Atkinson's personal conduct while interacting with staff and present at council meetings.

DATED THIS 25<sup>TH</sup> DAY OF FEBRUARY, 2014

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

\_\_\_\_\_  
Matthew Worms, Mayor

ATTEST:

\_\_\_\_\_  
Mason Schirmer, Clerk-Treasurer

EXHIBIT A

**From:** Mason Schirmer [mailto:cityfrpt@albanytel.com]  
**Sent:** Friday, October 25, 2013 8:13 AM  
**To:** Adam Ripple  
**Subject:** Freeport Agenda

Adam,

Here was the agenda for the upcoming meeting.

Sincerely,

MASON SCHIRMER, CLERK-TREASURER  
125 MAIN STREET EAST,  
FREEPORT, MN 56331  
(320) 836-2112  
[WWW.FREEPORTMN.ORG](http://WWW.FREEPORTMN.ORG)



**From:** Adam Ripple [mailto:ARipple@rinkenoonan.com]  
**Sent:** Friday, October 25, 2013 9:47 AM  
**To:** Mason Schirmer  
**Subject:** RE: Freeport Agenda

Mason,

Hopefully our discussion this morning was helpful. Here's a recap of what we discussed.

It is ok for council members to discuss properties and their owners by name at a council meeting. You will prepare a short memo for the council to frame the discussion regarding the issue Mr. Atkinson asked to add to the agenda. With respect to Member Atkinson's concerns, it is appropriate for him to discuss building permit issues spurred by the actions of his neighbor, but if he crosses the line and proceeds to act with malice or personal animosity towards the neighbor he likely can no longer be impartial and neutral and has a conflict of interest.

Given Mr. Atkinson's prior comments, we discussed a few hypotheticals. The council should stop the discussion if Mr. Atkinson begins a personal attack on his neighbor or they should ask that Mr. Atkinson not proceed further from the council table as a council member with respect to this issue due to a conflict. However, there is no way to force Mr. Atkinson to recuse himself other than peer and citizen pressure. To the extent that Mr. Atkinson does not recuse himself and proceeds to push the issue out spite or animosity towards his neighbor, the mayor or council should call him out of order. As we discussed at our special meeting earlier this week, the council has a couple tools in the event things get out of control. Someone can move to end debate or discussion and move on to the next agenda item; someone can move to take a short recess; or someone could move to adjourn the meeting altogether. If things do get ugly, the council should do whatever it takes to stop things and make it clear that the council does not condone the use of a member's elected official position to further a personal dispute.

Let me know if you have any questions.

Adam A. Ripple  
Attorney

**RINKE NOONAN**  
Suite 300, US Bank Plaza  
P.O. Box 1497  
St. Cloud, MN 56302  
(320) 251-6700 General  
(320) 257-3868 Direct  
(320) 656-3500 Fax

[website](#) | [email](#) | [bio](#) | [map](#)



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**From:** Mason Schirmer [<mailto:cityfrpt@albanytel.com>]

**Sent:** Monday, October 28, 2013 11:37 AM

**To:** RODNEY@ALBANYTEL.COM; Carrie - Home (for council packet); Ron and Elaine Ritter; [mattworms@albanytel.com](mailto:mattworms@albanytel.com)

**Subject:** FW: Freeport Agenda

Good Morning,

I am just forwarding information received from the City Attorney.

Sincerely,

MASON SCHIRMER, CLERK-TREASURER  
CITY OF FREEPORT, MN  
(320) 836-2112

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**From:** Atkinson Well & Pump [mailto:rodney@albanytel.com]

**Sent:** Monday, October 28, 2013 6:13 PM

**To:** 'Mason Schirmer'

**Cc:** all-council

**Subject:** RE: Freeport Agenda

"could we also have info on the 316 8th permit such as the original and subsequent actions at this property so we can see the timeline. i am concerned that if we look the other way we will have set a standard that will require us to extend the length of time or ignore all violations" i told you i would always warn you of my intentions. i will be making a motion to eliminate any penalty for noncompliance and to extend the permit to 18 months. it is ironic that they are the only people with storm damage on the north side of their house i verified this with art van heel. i never have and never intend to let my personal feeling change my councilor decisions. as an example, i like the beste's but i changed the motion cuz i realized i made a mistake. i wear rodney atkinson resident hat, atkinson well & pump hat, and rodney atkinson councilor hat. i think i have more respect for the process of government and for the city of freeport than anyone. i try to make all my decisions based on four principals. 1) is it viable 2) is it sustainable 3) is it as fair as possible 4) is as equal as possible. certainly mason has the privilege and obligation of poisoning the council's opinion, that is the way government goes. there is no ambiguity as to right and wrong.

rodney

**Mason Schirmer**

---

**From:** Mason Schirmer <cityfrpt@albanytel.com>  
**Sent:** Tuesday, October 29, 2013 9:05 AM  
**To:** 'Atkinson Well & Pump'  
**Cc:** mattworms@albanytel.com; Carrie - Home (for council packet); Ron and Elaine Ritter  
(grandparonnie@hotmail.com)  
**Subject:** RE: Freeport Agenda

Attention City Council Members,

Cease this line of communication. The email below suggests Rodney Atkinson directly communicated to other City Council members about city business (an item clearly stated on the upcoming meeting agenda). The open meeting law prohibits the discussion of city business outside of an open meeting. The communication may be viewed as an open meeting law violation and potentially expose the City to liability.

To protect yourself from future liability; it is recommended that any time you receive such emails, reply "Do not include me in any such discussion, as it might be perceived to be an open meeting law violation."

To discuss further, contact me directly.

Sincerely,

**MASON SCHIRMER, CLERK-TREASURER**  
**CITY OF FREEPORT, MN**  
**(320) 836-2112**

## **Mason Schirmer**

---

**From:** Atkinson Well & Pump <rodney@albanytel.com>  
**Sent:** Tuesday, October 29, 2013 12:03 PM  
**To:** 'Mason Schirmer'  
**Attachments:** 'Mason.PDF'

mason,

i think we should cut out the bullshit and start working together. i was testing you with that email. all council is my personal email atkinson@albanytel.com. if there is any concern of open meeting issues i will put that on you since the only people i sent the email to was you and me. it was extremely upsetting to see the little confidence you have in me. an attorney? let us get real. robert's rules has all the tools you need. the mayor can choose to not recognize anyone. the discussion can have a time limit. if we read the book closer we can probably find other ways to control a meeting if it gets out of hand. i will go to the line, but i will not cross it. if i do i trust you will let me know immediately. i was appointed to the council because the mayor violated zoning. al williams resigned as part of the penalty for that violation. from day one i held zoning and the permits as a sacred cow. for us to be transparent with the public, we need to have this violation and our choice to not take enforcement action entered in the public record. this will give our residents guidance. each of us come to the table with many different life experiences that form who we are. i hope it is not a bad thing to let any elected official have due time to address something that is at the core of their beliefs. one idea i have always held dearly is "if the good lord would have made us all the same, he would have only made one of us" and "the minority vote today may be the majority vote tomorrow". guess i am done venting. so you tonight. i will try to wear white to represent goodness and civility.

rodney

## Mason Schirmer

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**From:** Atkinson Well & Pump <rodney@albanytel.com>  
**Sent:** Friday, December 13, 2013 10:37 AM  
**To:** 'Mason Schirmer'

mason

just wanted to let you know i consider my job to be "a hostile workplace environment". great job on the editorial we shall call minutes.

rodney

## **Mason Schirmer**

---

**From:** Atkinson Well & Pump <rodney@albanytel.com>  
**Sent:** Saturday, December 21, 2013 12:47 AM  
**To:** 'Mason Schirmer'  
**Cc:** ARipple@rinkenoonan.com  
**Subject:** FW:

mason

sorry about the miscommunication. the reference to "my job" is my part time job as a councilor. i feel that i am in a hostile work environment at meetings. my feeling is a result of the many untruths that were in your first edition of minutes for the regular meeting on october 29, 2013. i feel your second set of minutes was an editorial. i voted in favor of those minutes to try to maintain unity among the council. what do you want from me? you write untrue quotes in the minutes and you expect that to be business as usual? I am ashamed that i have to record the meeting myself. i have no intention of wasting your time. i spoke as few words as possible and left as quickly as possible when i notified you of the inaccurate minutes. please don't waste my time or the cities money with calls to me from your lawyer.

rodney

### **Memorandum**

**To:** Freeport City Council  
**From:** Gerald W. Von Korff and Adam A. Ripple  
**Re:** Meeting Management Techniques When Meetings are Not Going Well  
**Our File:** 15542-0001  
**Date:** October 17, 2013

**Minutes are Official Record of Actions Taken.** It is not the purpose of the minutes to record what everyone says. The main purpose of the minutes is to create an official record of what the members decided. Where findings are needed to support the decision, of course, the minutes should recite the reasons. However, members seldom argue about what was decided, and more often disagree about how something was said, or who said it. By keeping an audio recording, you maintain a record of that which cannot be disputed, and use the minutes for their real purpose.

## EXHIBIT B

### Costs Associated With Councilmember Rodney Atkinson's Behavior

Date	Description	Amount
<u>Receipt of Emails</u>		
10/29	Time & Lost Efficiency (due to 10/28 email)	5.0
10/29	Time & Lost Efficiency (due to 10/29 email)	5.0
12/13	Time & Lost Efficiency (due to 12/13 email)	5.0
12/21	Time & Lost Efficiency (due to 12/21 email)	5.0
<u>Conversations with City Attorney</u>		
10/3	Telephone Conference with Adam	1.1
10/7	Telephone Conference with Adam	0.8
10/8	Telephone Conference with Adam	0.9
10/14	Telephone Conference with Adam	0.3
10/18	Discussed Memo with Adam	1.0
10/22	Telephone Conference with Adam	0.4
10/24	Telephone Conference with Adam	0.3
10/25	Telephone Conference with Adam	1.5
10/25	Telephone Conference with Adam	0.4
10/29	Telephone Conference with Adam	2.0
1/7	Emailing with Adam & Sending Audio Recording	0.6
1/16	Telephone Conference with Adam	0.8
1/22	Emailing with Adam	0.1
1/23	Telephone Conference with Adam	1.7
1/24	Emailing with Adam	0.1
1/31	Telephone Conference with Adam	0.2
<u>City Council Meetings</u>		
10/22	Special City Council Meeting re: Council Conduct (w/Prep & Post)	5.0
10/29	City Council Meeting (w/Prep & Post)	3.0
12/17	City Council Meeting (w/Prep & Post)	2.0
Total Hours		42.2
Hourly Rate		\$50.00
SubTotal		\$2,107.50
<u>Other Direct Expenses</u>		
10/22	Special City Council Meeting Council Wages (Council Conduct)	\$250.00
11/13	Rinke Noonan (Invoice 219768)	\$2,607.50
1/13	Rinke Noonan (Invoice 222256)	\$375.00
2/18	Rinke Noonan (Invoice 223795)	\$1,052.40
SubTotal		\$4,284.90
Grand Total		<u><u>\$6,392.40</u></u>



EXHIBIT C

January 7, 2014

Direct Dial: 320-257-3868  
Aripple@RinkeNoonan.com

Rodney Atkinson  
310 8<sup>th</sup> Street SE  
P.O. Box 185  
Freeport, MN 56331

**Re: Our File No. 15542.001**

Dear Mr. Atkinson:

This letter is a follow up to our lengthy December 20, 2013 telephone call. As you know our office represents the City of Freeport-- and not any individual staff or council person.

As we discussed, your December 13, 2013 email to the City Administrator was received by him as a statement that it was your job to create a hostile work environment. You have indicated, to the contrary, that you intended your email as a statement that you are subject to a hostile environment at Council meetings. Regardless of the intent of your message, or how it was received, the City of Freeport will not tolerate hostile work environment for its employees and the City Council should expect its members to conduct meetings that are respectful of all individuals, and the rights of the majority and minority.

It seems clear that there is conflict between you and the City Administrator. This is further evidenced by, among other things, the email chain from October 28-29 between you and Mason where you stated, "I was testing you with that email." If you have concerns about the City Administrator, the proper forum for addressing those concerns is at the Council level. The Council, as a whole, is the only authority for addressing employment matters in the City. As I stated in the memo provided to Council back in October, it is appropriate to interact with staff in order to understand the day-to-day workings of the City, but if an individual councilmember oversteps their bounds it may create liability for the City and the individual member. Such overstepping is unfair to staff and creates unnecessary conflict between the individual and the Council as a whole. Please always be mindful of this when interacting with City staff outside of Council meetings.

To your concerns about a perceived hostile environment at Council meetings, I attempted to provide the Council with tools to help facilitate better meetings when I attended the October 22<sup>nd</sup> workshop meeting. That was also the intent of my memo to the Council dated October 17, 2013,

Rodney Atkinson

January 7, 2014

Page 2

which I have enclosed again for your reference. Again, the meeting minutes, while drafted by the City Administrator, are ultimately approved by the Council where you have a voice and a vote. If you have concerns about the content of the minutes that cannot be resolved before the meeting, you must address the issue with the Council before the minutes are approved. I would be happy to discuss the memo further or answer any questions that you may have.

Sincerely,

  
\_\_\_\_\_  
Adam A. Ripple  
AAR/cmt

Enclosure:

10-17-13 Memo to Council

cc: City Administrator (via email w/o encls.)



# Memo

---

From: Mason Schirmer, Clerk-Treasurer  
To: Freeport City Council  
Date: February 21, 2013  
Re: Council Member Reprimand Memo

---

During the 1/14/14, Councilmember Rodney Atkinson accused me of preparing untrue minutes. Atkinson repeatedly stated that he believed the minutes from the October 29, 2013 Council meeting were not accurate. However, during the December 2013 Council meeting, Atkinson approved the minutes (one of the 5 in the 5-0 decision to approve). To summarize, Atkinson voted in favor, yet stated he does not agree at all.

In the 12/21/13 email from Atkinson to me he states “i voted in favor of those minutes to try to maintain unity among council.” Your constituents need you to vote as you see fit; not vote in-line with everybody else (especially if you object). In other words, what is the point of being on Council if you don’t maintain individuality? Also, how can a Councilmember be trusted by fellow councilmembers, staff and the public, if he or she does not stand behind their decision? What does this say about the council member’s leadership abilities?

Furthermore, in the January 2013 regular council meeting, Atkinson along with the other four council members, approved appointing Rinke Noonan as the City Legal Council; yet, in the 12/21/13 email from Atkinson to me, he states “please don’t waste my time or the cities money with calls to me from your lawyer.” This further illustrates the inability of a Councilmember to be consistent (he voted for Rinke Noonan yet disregards this and states later on that Rinke Noonan is my lawyer).

Along with this memo is a resolution prepared by Adam Ripple and myself as well as appendix information (supporting documents). Approval of the resolution requires unanimous approval by the other four council members.

# Memo

---

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: February 06, 2013

Re: Maintenance Shed

---

Noah VanBeck is getting ready to do the Maintenance Building repairs (to replace exterior metal paneling damaged by the 2012 hail storm).

According to Noah, due to the age of the panels being replaced, new panels will not match existing. The League of MN Cities Insurance Trust (LMCIT) has agreed to pay for the replacement of the roof panels as well as the panels on two sides of the building. At this point in time, the City should decide if the panels on the other two remaining walls should be replaced, to ensure the building has a consistent appearance from all four sides.

The LMCIT will reimburse the city for the following:

\$ 3,560.35	Panels for the 2 damaged walls
\$ 8,751.19	Panels for the roof
\$ 3,200.00	Labor to replace wall panels
<u>\$ 5,000.00</u>	<u>Labor to replace roof panels</u>
\$20,511.54	Total from LMCIT

If the City wants to replace all of the wall panels, the City will have the following costs:

\$3,826.88	Panels for the other 2 walls
<u>\$3,200.00</u>	<u>Labor to replace panels on other 2 walls</u>
\$7,025.88	Total cost to City

Does the City want to replace the panels on all 4 sides, or just the damaged walls?

# Memo

---

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: February 06, 2013

Re: Website

---

As I stated during the previous council meeting, the City of Freeport now owns the domain name [www.freeportmn.com](http://www.freeportmn.com).

The Chamber of Commerce has agreed to exchange domain names, so that the City would own .org and the Chamber would own .com. Further, the City would have its own separate website from the Chamber.

While researching website opportunities, I obtained pricing from two potential vendors: 1) The Peripheral Vision; and 2) GovOffice.com. The estimates are included along with this memo.

In addition, I have also included the template of a letter which would need to be completed if the city wanted to convert the .org into .gov. As the letter states, the cost would be \$125 per year.

Other area cities that use GovOffice are Albany (<http://ci.albany.mn.us/>) and Melrose (<http://www.cityofmelrose.com/>).

If Council wants to commence with developing its own website, Council would want to consider accepting one of the estimates.

## Cost Proposal—Option A

**Today's Date:** November 20, 2013

**Expiration Date:** February 20, 2014

**Organization:** City of Freeport, Minnesota (population 636)

**Implementation Cost Total With Options: \$2,825**

**Implementation Cost Total Without Options: \$1,375**

### License of GovOffice Version 3.3 Content Management System (CMS)

- ✓ \$600 one-time cost
- ✓ Online training session with the GovOffice Customer Service Center is included

### Annual Service Package

- ✓ \$450 **annual cost**
- ✓ Includes Web site hosting, unlimited toll-free technical support, daily data backups, and maintenance of Web servers
- ✓ E-mail hosting is *not* included in the Annual Service Package
- ✓ Free basic mobile version of the Website for display on Smartphones is included

### Start-Up Package

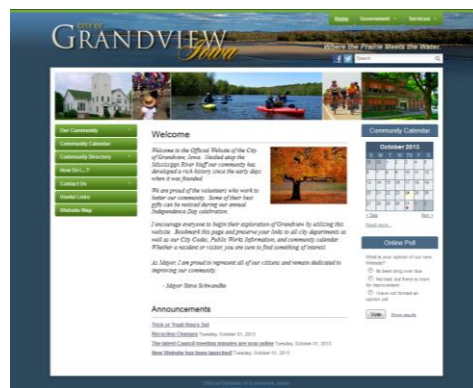
- ✓ \$325 one-time cost
- ✓ See Page 11 for full description

### SSL Citizen Action SuperForms (CAS) Module—OPTIONAL

- ✓ \$250 **annual cost**
- ✓ See Page 11 for full description

### Value Custom Graphic Web Design Service—OPTIONAL

- ✓ \$1200 one-time cost
- ✓ Live example: City of Grandview, Iowa ([www.grandviewiowa.com](http://www.grandviewiowa.com))



## Cost Proposal—Option B

**Today's Date:** November 20, 2013

**Expiration Date:** February 20, 2014

**Organization:** City of Freeport, Minnesota (population 636)

**Implementation Cost Total With Options: \$3,625**

**Implementation Cost Total Without Options: \$1,375**

### License of GovOffice Version 3.3 Content Management System (CMS)

- ✓ \$600 one-time cost
- ✓ Online training session with the GovOffice Customer Service Center is included

### Annual Service Package

- ✓ \$450 **annual cost**
- ✓ Includes Web site hosting, unlimited toll-free technical support, daily data backups, and maintenance of Web servers
- ✓ E-mail hosting is *not* included in the Annual Service Package
- ✓ Free basic mobile version of the Website for display on Smartphones is included

### Start-Up Package

- ✓ \$325 one-time cost
- ✓ See Page 11 for full description

### SSL Citizen Action SuperForms (CAS) Module—OPTIONAL

- ✓ \$250 **annual cost**
- ✓ See Page 11 for full description

### Progressive Custom Graphic Web Design Service—OPTIONAL

- ✓ \$2000 one-time cost
- ✓ Live example: Town of Palmer, Massachusetts ([www.townofpalmer.com](http://www.townofpalmer.com))



## Cost Proposal—Option C

**Today's Date:** November 20, 2013

**Expiration Date:** February 20, 2014

**Organization:** City of Freeport, Minnesota (population 636)

**Implementation Cost Total With Options: \$5,825**

**Implementation Cost Total Without Options: \$1,375**

### License of GovOffice Version 3.3 Content Management System (CMS)

- ✓ \$600 one-time cost
- ✓ Online training session with the GovOffice Customer Service Center is included

### Annual Service Package

- ✓ \$450 **annual cost**
- ✓ Includes Web site hosting, unlimited toll-free technical support, daily data backups, and maintenance of Web servers
- ✓ E-mail hosting is *not* included in the Annual Service Package
- ✓ Free basic mobile version of the Website for display on Smartphones is included

### Start-Up Package

- ✓ \$325 one-time cost
- ✓ See Page 11 for full description

### SSL Citizen Action SuperForms (CAS) Module—OPTIONAL

- ✓ \$250 **annual cost**
- ✓ See Page 11 for full description

### Premium Custom Graphic Web Design Service—OPTIONAL

- ✓ \$4200 one-time cost
- ✓ Live example: City of Charleston, Illinois ([www.charlestonillinois.org](http://www.charlestonillinois.org))



2014-02-04

Quote Expires 2014-03-04

City of Freeport Minnesota  
Mason Schirmer  
125 E. Main Street  
Freeport, MN 56331

## Custom CMS Website Development :

- TPV CMS Core
- Concept Development
- Custom Design
- Editable Pages
- News Module
- Up to 20 Pages - Including the homepage
- Email

**CMS Website Development Fee : \$695**

### **Payments & Reimbursements :**

Reimbursements for this website require a downpayment of \$695 for the development of the new new website. Costs for additional upgrades and additional features, if applicable, are billed separately as they occur, and only when first approved by you.

### **Timeline :**

Website development is scheduled to be completed on or before 120 days from the date this contract has been received and the website development fee has been paid in full.

### **Legalese**

This contract is to serve as authorization for The Peripheral Vision to perform services and/or contract with suppliers for the item/s above on the client's behalf. The client's signature indicates the understanding of estimates, prices, terms and liability to The Peripheral Vision for the services provided. Alterations or revisions to the description above, which involve additional costs, will be executed only upon additional written approval. Prices are good for 30 days from date of contract.

\_\_\_\_\_  
Signature – Mason Schirmer - Clerk/Treasurer

\_\_\_\_\_  
City of Freeport

\_\_\_\_\_  
Date

100 Avon Avenue South  
P.O. Box 329  
Avon, MN 56310-0329

Free : +1 (877) 788-7847  
Local : +1 (320) 356-7858  
Fax : +1 (877) 320-8795

info@tpvhq.com  
www.tpvhq.com

**The  
Peripheral  
Vision**

2014-02-04

Quote Expires 2014-03-04

City of Freeport Minnesota  
Mason Schirmer  
125 E. Main Street  
Freeport, MN 56331

### CMS Website Hosting Payment Options :

(Advanced Managed Hosting)

Hosting Payments	Monthly	Quarterly	Semi-Annually	Annually	Biennially
Regular Cost	\$195	\$573	\$1,134	\$2,199	\$4,212
Discount	---	2%	3%	6%	10%

*CMS Website Development Fee and hosting payment options are valid with a 2 year signed hosting agreement. Hosting payments begin when your website has been approved and posted live.*

#### Advanced Hosting Features:

- Domain Management
- Yearly domain registration
- SSL Certificate 1 per year
- Static IP Address
- Hosting Management
- Database & File Backup and Recovery
- Site security updates & upgrades
- 10,000MB Disk Space
- 50,000MB Monthly Bandwidth
- Unmetered Email Accounts
- Unmetered Email Lists
- Unmetered Sub-domains
- Unmetered Parked Domains
- Unmetered Add-on Domains
- Unmetered FTP Accounts
- Unmetered SQL Databases
- Webmail
- Email Filtering (Spam Protection)
- Basic Search Engine Submission
- CGI Access
- Custom Error Pages

#### Legalese

This contract is to serve as authorization for The Peripheral Vision to perform services and/or contract with suppliers for the item/s above on the client's behalf. The client's signature indicates the understanding of estimates, prices, terms and liability to The Peripheral Vision for the services provided. Alterations or revisions to the description above, which involve additional costs, will be executed only upon additional written approval. Prices are good for 30 days from date of contract.

Signature – Mason Schirmer - Clerk/Treasurer

City of Freeport

Date

100 Avon Avenue South  
P.O. Box 329  
Avon, MN 56310-0329

Free : +1 (877) 788-7847  
Local : +1 (320) 356-7858  
Fax : +1 (877) 320-8795

info@tpvhq.com  
www.tpvhq.com

**The  
Peripheral  
Vision**