



FREEPORT CITY COUNCIL
Regular Meeting Agenda
Tuesday, April 30, 2013
Freeport City Hall
6:00 P.M.

- 6:00 P.M. I. CALL TO ORDER
- 30 minutes II. RECESS TO ANNUAL LOCAL BOARD OF APPEAL AND EQUALIZATION
- III. LOCAL BOARD OF APPEAL AND EQUALIZATION 6:00 P.M. to 6:30 P.M.
- A. Overview by Jeff Johnson and Kathy Korte, Stearns County Assessor's Office
 - B. Property Owner Input
 - C. Council Action

RECESS

- 1 minute IV. OPEN PUBLIC FORUM
- V. CONSENT AGENDA – (One motion, option to remove any item for further discussion)
- A. Approval of the agenda
 - B. Approval of the minutes from the March 26, 2013 Regular Meeting
 - C. Approval of the claims distributed March 26, 2013 through April 15, 2013
 - D. Other
- 10 minutes VI. OLD BUSINESS
- A. Other
- VII. NEW BUSINESS
- A. Approval of Hiring two new Fire Fighters
 - B. Replacement of Administrative Assistant
 - C. Other
- 10 minutes VIII. REPORTS
- A. City Engineer – Scott Lange & Dave Blommel, S.E.H.
 - B. Public Works – Jon Stueve
 - C. City Clerk/Treasurer – Mason Schirmer
 - D. Other

X. ADJOURNMENT

Next Meeting: May 28, 2013 at 7:00 PM

FREEPORT CITY COUNCIL
REGULAR MEETING MINUTES
March 26, 2013

A regular meeting of the Freeport City Council was convened at 5:28 P.M. by Mayor Matt Worms with Council Members Rodney Atkinson, Ron Ritter, Carrie Goebel and Ken Goebel also in attendance.

Also in attendance: Carol Moorman, Kathleen Murphy, Dave Humbert, Mary Goebel, Kathy Korte, Mason Schirmer, Cara Olmscheid, Jackie Bauer, and Kevin Kelly.

Staff person in attendance: Jon Stueve, Dave Blommel and Ashley Feldewerd.

The Pledge of Allegiance was said by those in attendance.

INTERVIEW CITY CLERK/TREASURER CANDIDATES

Kathleen Murphy gave a brief summary of how the interviews were going to be run. She said that each candidate would have some time to give an introduction and summary. After that council members would take over and ask their questions.

5:30 P.M. Cara Olmscheid

5:50 P.M. Kevin Kelly

6:10 P.M. Jackie Bauer

6:30 P.M. Mason Schirmer

Each candidate gave a brief summary of their experience, education and strengths. After they were finished council asked various questions in regards to their past experiences and where they see the city headed.

TEMPORARY RECESS

OPEN PUBLIC FORUM

No public comment was provided.

CONSENT AGENDA

C. Goebel moved and Ritter seconded a motion approving the Consent Agenda which included the following: Approval of the agenda; approval of the minutes from the February 19, 2013, Regular Council Meeting; approval of the claims distributed February 19, 2013 through March 14, 2013, approval of gambling license-Freeport Family Fishing, June 1, 2013, approval of liquor license-St. Joseph Society, April 20, 2013. Motion carried 5-0.

OLD BUSINESS

Hail Damage Insurance Claim

C. Goebel said that she spoke to Carol from the League of Minnesota Cities. Carol is not happy with the quote that the city received from Hennen Lumber. The quote stated that it would cost very close to the same price to replace the damaged panels as it would to replace the entire door. Worms said that he would get some prices and get back to C. Goebel. C. Goebel also said that

Carol would not order a second look at the roof without the city having someone go up on the roof and pinpoint the actual spots where we think damage has occurred as a result of the hail.

NEW BUSINESS

2013 Stearns County Assessor's Report

Kathy Korte gave an overview of average assessment changes by property type for 2013. Johnson highlighted the impact on agricultural property due to the changes in the green acres program. Atkinson had some questions about the industrial park and the valuations. The Local Board of Appeal and Equalization is set for April 30, 2013.

City Clerk/Treasurer Discussion/Selection

Worms asked Kathleen Murphy for suggestions on how to vote. Murphy said that council had two options. The first they could each write down on a piece of paper who they would like to see as the new city clerk. The second way is to write all for names down and rate them one to four and tally them up. Council decided to each write down a name and see where they stand. Worms collected the votes and tallied them. It was unanimous for Mason Schirmer.

Other

Humbert commented that public works did a good job with main street and keeping the snow cleaned up. Humbert stated that public works did not do a good job with snow removal in the residential areas. He said that there is nothing that can be done this year but it can be looked at for next year. Humbert stated that he came through on Saturday morning and the sidewalk in front of city hall was not shoveled and said that it looks bad for the city. Humbert also brought up concerns about public works using the city truck for personal use. Worms stated that on different occasions public works may go to Albany for parts and stop for lunch and that is acceptable. Goebel stated that they should not have to be prisoners in their own building because of snow. She also voiced concerns about snow removal and ice. Goebel also agreed that city hall sidewalks are not cleaned well enough. Concerns were also brought up about how many hours part time public works help was working. Worms said that the concerns would be addressed. Worms said that he has been in the snowplow and you can't do it alone. He questioned if they wanted the snow winged out, but then it would create more snow to remove for the manor. Discussions were had with ideas of how to rectify the snow removal issues.

REPORTS

City Engineer, S.E.H. – Dave Blommel

Blommel said that we have a punch list for the water tower that they will be working on finishing this spring. Blommel said that he needs a certificate of completion filled out for JR Ferche.

Resolution 2013-014: Certificate of Final Approval-JR Ferche

K. Goebel moved and C. Goebel seconded a motion to approve Resolution 2013-014: Certification of Final Approval-JR Ferche. Motion carried 5-0.

Public Works Report, Jon Stueve

Stueve said that he took care of the annual reports that were due. He also stated that the new meters are nice and that it is easier to track the water usage. Stueve answered questions about the

water being out of town. Stueve said that he figured out the problem and they are working on figuring out what the correct level of water is for the new water tower.

City Clerk/Treasurer's Report, Ashley Feldewerd

Feldewerd presented council with the new tax rates for Freeport and the surrounding areas.

WAGE/BENEFIT DISCUSSION (CLOSED SESSION)

Worms stated that council was going into a closed session to discuss wages/benefits.

Worms moved and C. Goebel seconded a motion to reopen the meeting.

Worms stated that council had come up with \$19.00/hour and that the city would pay health insurance premiums up to \$8,000. Schirmer accepted the offer.

At 9:14 P.M. K. Goebel moved and C. Goebel seconded a motion to adjourn the regular meeting. Motion carried 5-0.

Ashley M. Feldewerd, City Clerk

Matthew H. Worms, Mayor

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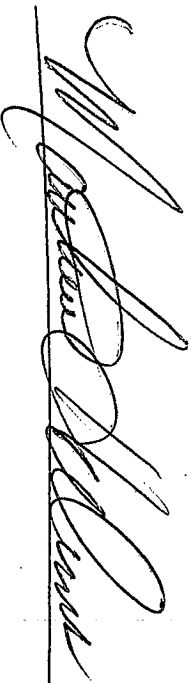
CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 3/13

Page: 1 of 1
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
836		70 CENTERPOINT ENERGY 03/19/13 Fire Hall 03/19/13 Maintenance Building Total for Vendor:	357.38 232.66 124.72 357.38			225 42200 101 43100	382 382	10100 10100
839		309 MINNESOTA LIFE INSURANCE CO. Jon Stueve Total for Vendor:	2.00 2.00 2.00			101 43000	131	10100
840		385 QUIL 1103839 03/12/13 Supplies Total for Vendor:	159.66 159.66 159.66			101 41000	210	10100
838		509 VAN'S FLAGS & FLAGPOLES 922 03/13/13 10- 3X5 Flags 922 03/13/13 1- 5X8 Flag Total for Vendor:	320.51 267.01 53.50* 320.51			101 43100 225 42200	210 210	10100 10100
837		525 XCEL ENERGY 362033562 03/20/13 Water Tower Total for Vendor:	150.45 150.45 150.45			601 43225	381	10100
		Total:	990.00					990.00

Authorized by:



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Claim Approval List
For the Accounting Period: 4/13

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Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
846		15 ALBANY MUTUAL TELEPHONE	343.38					
		10129332 04/01/13 836-7158	37.75			101 41000	320	10100
		10128902 04/01/13 836-2411 & 836-2413	74.34			225 42200	320	10100
		10128843 04/01/13 836-2278	66.56			101 43100	320	10100
		10128746 04/01/13 836-2116	69.93			101 41000	320	10100
		10129078 04/01/13 836-2658	18.51			601 43225	320	10100
		10128747 04/01/13 836-2112	57.79			101 41000	320	10100
		10129078 04/01/13 836-2658	18.50			602 43250	320	10100
		Total for Vendor:	343.38					
843		32 ARNZEN CONSTRUCTION, INC	40.00					
		41545 03/29/13 Plow Repair	40.00			101 43100	401	10100
		Total for Vendor:	40.00					
855		40 AUTO VALUE-ALBANY	87.36					
		26069594 03/18/13 Hydraulic Hose for plow truc	87.36			101 43100	220	10100
		Total for Vendor:	87.36					
853		592 CITY OF ST. ROSA	275.00					
		04/02/13 Overpayment on FS Contract	275.00			225 42200	430	10100
		Total for Vendor:	275.00					
847		591 DALE MACKENDANZ	60.00					
		03/30/13 3/30/13 Pump Down lift Station	60.00			601 43225	300	10100
		Total for Vendor:	60.00					
850		199 HILNER COMPANY, INC	947.84					
		03/27/13 Truck Repairs	519.31			101 43100	401	10100
		03/27/13 Truck Repairs	428.53			225 42200	401	10100
		Total for Vendor:	947.84					
851		219 JOANN TIMP	119.70					
		3/11/13-4/1/13	119.70*			101 41000	300	10100
		Total for Vendor:	119.70					
854		593 KRAIN TOWNSHIP	704.00					
		04/02/13 Overpayment-Fire Service Cont.	704.00			225 42200	430	10100
		Total for Vendor:	704.00					
852		258 LEAGUE OF MN CITIES	120.00					
		181738 03/28/13 Mayors Conference	120.00			101 41300	330	10100
		Total for Vendor:	120.00					

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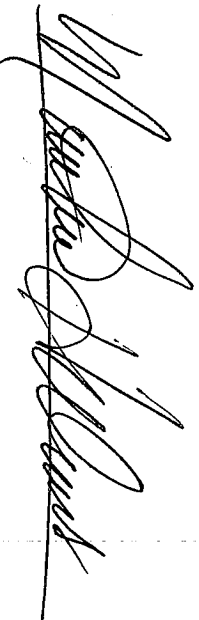
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Claim/	Check	Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
849		290 METRO FIRE	82.99					
	46830	03/27/13 Face Piece Lens	82.99*					
		Total for Vendor:	82.99		225	42200	580	10100
856		322 MN DEPARTMENT OF LABOR AND	60.11					
	1644414500	04/02/13 1st Qtr-16444145085	60.11					
		Total for Vendor:	60.11		101	42050	436	10100
844		587 MURPHY MANAGEMENT CONSULTANTS	2,510.00					
	03/28/13	City Clerk/Treasurer Hiring co	2,510.00*					
		Total for Vendor:	2,510.00		101	41000	300	10100
848		437 STAR PUBLICATIONS LLC	43.55					
	125472	03/31/13 Variance Hearing Notice Hennen	43.55*					
		Total for Vendor:	43.55		101	41000	350	10100
845		478 TOM'S REFUSE LLC	100.00					
	2846	03/28/13 Open Frozen Drain-Obermiller	100.00					
		Total for Vendor:	100.00		101	43100	220	10100
842		510 VERIZON WIRELESS	137.27					
	03/19/13	Monthly Bill	137.27					
		Total for Vendor:	137.27		101	43100	320	10100
		Total:	5,631.20					
			5,631.20					

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Claim/	Check	Invoice #/Inv Date/Description	Document \$/Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
865		595 CENTRAL MINNESOTA CARPET CARE 639614 04/02/13 Carpet Cleaning Total for Vendor:	183.61 183.61* 183.61			101 41000	300	10100
862		107 DANNY'S DISPOSAL & RECYCLING, 04/01/13 Garbage 04/01/13 Garbage Total for Vendor:	125.09 96.00 29.09 125.09			101 43100 225 42200	383 383	10100 10100
866		145 FINKEN WATER CENTERS 04/01/13 Softner 04/01/13 Supplies Total for Vendor:	29.46 16.03 13.43* 29.46			101 41000 225 42200	410 210	10100 10100
863		179 GRANITE ELECTRONICS, INC. 245977 04/04/13 Pager Repair Total for Vendor:	17.82 17.82 17.82			225 42200	245	10100
857		189 HEALTH PARTNERS 43115246 04/03/13 Jon Stueve Total for Vendor:	665.80 665.80 665.80			101 43000	130	10100
859		594 MINNESOTA DEPARTMENT OF PUBLIC 04/03/13 Background Check Total for Vendor:	15.00 15.00 15.00			101 41000	430	10100
860		387 RAHNS OIL & PROPANE, INC 07133 03/31/13 Fuel 07133 03/31/13 Fuel Total for Vendor:	600.13 475.12 125.01 600.13			101 43100 225 42200	215 215	10100 10100
861		584 ST. CLOUD OVERHEAD DOOR COMPANY 0129299-IN 03/31/13 Door Opener Total for Vendor:	95.30 95.30 95.30			225 42200	220	10100
864		507 UTILITY CONSULTANTS, INC. 82999 03/28/13 Testing Total for Vendor:	79.50 79.50 79.50			601 43225	460	10100
858		525 XCEL ENERGY 363433894 04/02/13 302188142 363433894 04/02/13 302252262 363433894 04/02/13 302290398 363433894 04/02/13 302679657 363433894 04/02/13 302700297 363433894 04/02/13 302947044	1,979.61 196.11 88.96 129.33 160.38 21.77 335.00			601 43225 101 43160 101 41000 101 43100 602 43250 601 43225	381 381 381 381 381 381	10100 10100 10100 10100 10100 10100

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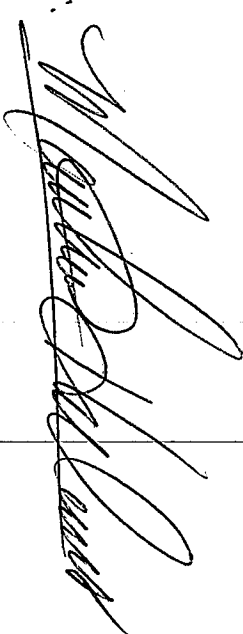
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Claim/	Check	Invoice	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund Org Acct	Object Proj	Cash
		#/Inv	Date/Description	Line					Account
363433894	04/02/13	303193187		36.26		602	43250	381	10100
363433894	04/02/13	303616049		261.39		225	42200	381	10100
363433894	04/02/13	303936749		46.51		101	43160	381	10100
363433894	04/02/13	303963984		234.27		101	43160	381	10100
363433894	04/02/13	303985901		36.17		101	43160	381	10100
363433894	04/02/13	304083816		12.92		101	43160	381	10100
363433894	04/02/13	304098414		21.67		602	43250	381	10100
363433894	04/02/13	303956738		398.87		101	43160	381	10100
Total For Vendor:				1,979.61					
Total:				3,791.32					

3,791.32

Authorized By: 

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CITY OF FREEPORT
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For Date Posted = 04/15/13
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
877		76 CENTRAL MINNESOTA CREDIT UNION	185.28					
		Beacon	1.00			101	41000	433
		Maintenance Supplies	23.14			101	43100	210
		Office Supplies	84.99			101	41000	210
		Fire Supplies	9.00*			225	42200	210
		Fuel	56.10			101	43100	215
		Water Testing	10.37			601	43225	200
		Card Fee	0.68			101	41000	433
		Total for Vendor:	185.28					
871		544 COMPUTER HELP SERVICES	283.00					
		2013-149 04/11/13 Office Supplies	283.00			101	41000	220
		Total for Vendor:	283.00					
870		113 DEAN STEVEN JUNGLES	28.50					
		Building Permit Fee Adjustment	28.50			101	41000	430
		Total for Vendor:	28.50					
876		155 FREEPORT FARM CENTER, INC	142.10					
		Repairs	142.10			101	43100	220
		Total for Vendor:	142.10					
872		187 HAWKINS, INC.	475.20					
		3453958 04/09/13 Chemicals	475.20			601	43225	440
		Total for Vendor:	475.20					
875		264 MACQUEEN EQUIPMENT, INC.	290.70					
		2132336 04/12/13 Supplies	290.70			101	43100	210
		Total for Vendor:	290.70					
873		545 MINNESOTA SECRETARY OF STATE	120.00					
		Notary Commission Application	120.00			101	41000	433
		Total for Vendor:	120.00					
869		336 MUNICIPAL DEVELOPMENT GROUP,	440.00					
		FREE040513 04/05/13 Planning & Zoning	360.00			101	41800	300
		FREE040513 04/05/13 Keith Fischer	80.00*			415	43100	300
		Total for Vendor:	440.00					
874		397 RINKE-NOONAN, LTD	1,035.30					
		2113229 03/31/13 Special Assessment Dispute	1,035.30*			415	43100	302
		Total for Vendor:	1,035.30					

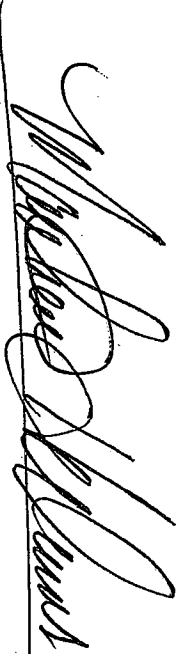
04/15/13
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Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
868			525 XCEL ENERGY						
	363613455	04/03/13 Street Lighting		940.84					
				940.84					
		Total for Vendor:		940.84					
		Total:		3,940.92					
				3,940.92					

Authorized By: 

City of Freeport

Position title: Administrative Assistant
Department: Office of the City Clerk
Reports to: City Clerk/Treasurer



Position objective:

This position assists the city clerk in the overall administration of city services to assure compliance with the city's policies, goals, and programs; manages and coordinates special projects; assists with the economic development projects; and performs general office tasks as assigned.

Accountability:

1. Assist in City Clerk/Treasurer's duties in payment of City bills, records of receipts and disbursements, preparing payroll, and reconciliation of bank statements, etc.
2. Perform typing of letters and reports as assigned.
3. Perform receptionist duties such as greeting customers and other visitors, receiving utility billing payments, answering the telephone and relaying messages.
4. Performs responsible and confidential secretarial duties for City Clerk/Treasurer.
5. Under immediate supervision, provides repetitive/standardized, skilled typing and clerical support to office, program and/or administrative staff, and performs work well as required.
6. Performs utility billing services which include data entry of receipts, preparation of invoices, and payment collection.
7. Performs fire/rescue department billing services which include data entry of receipts, preparation of invoices, and payment collection.
8. Performs permit billing services which include data entry of receipts, preparation of invoices, and payment collection.
9. Manages and coordinates special projects as assigned.
10. Assists with economic development projects.
11. Remove papers, maps, etc. from meeting rooms after City meetings.

Performance Criteria:

1. Performs duties in a disciplined and cost effective manner.
2. Creates favorable image of the City of Freeport, its governing entities, and its staff.
3. Ability to communicate effectively with the general public and fellow city officials in an effective, tactful, and courteous manner.
4. Perform such other duties as directed by the City Clerk/Treasurer

Training and Experience:

1. High school graduate desirable.
2. Experience in governmental affairs preferred.
3. Prior work history as an administrative assistant/secretary highly desired.