



**FREEPORT CITY COUNCIL
Regular Meeting Agenda
Tuesday, June 25, 2013
Freeport City Hall
7:00 P.M.**

7:00 P.M. I. CALL TO ORDER

30 minutes II. INTERVIEW CITY ADMINISTRATIVE ASSISTANT CANDIDATES

A. 7:00 P.M. Candidate 1

B. 7:15 P.M. Candidate 2

(Temporary Recess)

III. OPEN PUBLIC FORUM

1 minute IV. CONSENT AGENDA – (One motion, option to remove any item for further discussion)

A. Approval of the agenda

B. Approval of the minutes from the May 28, 2013 Regular Meeting

C. Approval of the claims distributed May 28, 2013 through June 18, 2013

D. Other

1 minute V. OLD BUSINESS

A. Wellhead Protection Plan Update

B. Other

15 minutes VI. NEW BUSINESS

A. Approve Hiring of Administrative Assistant

B. EDA Appointments

C. Financial Report

D. Melrose School District Activities (Jonathan Ruoff)

E. Resolution 2013-019

F. Application for Gambling

G. Other

20 minutes VII. REPORTS

A. City Engineer – Scott Lange & Dave Blommel, S.E.H.

B. Public Works Director– Jon Stueve

C. Clerk-Treasurer – Mason Schirmer

D. Other

20 minutes IX. CLOSED SESSION

1 minute IX. ADJOURNMENT

Next Meeting: July 30, 2013 at 7:00 PM

Memo

From: Mason Schirmer, Clerk-Treasurer
To: Freeport City Council
Date: June 25, 2013
Re: Administrative Assistant Position Hiring

The City received thirty-five (35) applications for the P/T position. All applications were scored on a 100-point scale; the top ten candidates were interviewed from June 11th – June 18th.

Interviews were approximately fifteen (15) minutes in duration and included Behavioral and Basic questions. Of the ten (10) interviewed; I am recommending the following applicants (resume and application of each applicant area included with this memo):

Adrianna Hennen
Wayne Dowell

About the P/T Administrative Assistant position:
Previous Employee's Starting Rate of Pay: \$12.00
Retirement: PERA
Annual Leave: Pro-rated (80%)
Life Insurance: \$10,000
Health Insurance: None

Suggested Hiring Process

The City's attorney has advised operating in an open-meeting; similar to the one used when hiring myself:

1. Interview each applicant (list of acceptable interview questions is provided with this memo and will be available at the meeting)
2. Discuss
3. Each Council member will vote, ranking the candidates 1-4 (with 1 being the first choice, etc.)
4. The candidate receiving the most 1-votes (minimum of 3) will be asked to discuss compensation
5. If terms are agreeable, Council will make a motion to approve hiring contingent upon a background check and a reference check.

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.

Interview Questions

**The following questions were used during initial interviews:*

Basic Questions

- What are some of your strength?
- What are your weaknesses?
- Why do you want this job?
- What makes you the best candidate for this job?
- Would you be able to work 32 hours per week?
- How long do you see yourself in this position?

Behavioral Questions

- Tell us about a time you had to deal with a difficult or upset customer.
- Describe how you would handle a situation if you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them.

Compensation Question

- Previously, the Administrative Assistant received \$12-\$13 per hour; do you have any objections to this rate of pay?



CITY OF FREEPORT
125 East Main Street
P.O. Box 301
Freeport, MN 56331

Tel. 320-836-2112 Fax 320-836-2116

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

Position Applied For: <u>Administrative Assistant</u>			Date of Application <u>5/20/13</u>
Available to Work: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Shift Work			
When would you be available? <u>Any time</u>			
Last Name <u>Hennen</u>	First Name <u>Adrianna</u>	Middle Name <u>Marie</u>	<i>This box intentionally left blank.</i>
Home Phone: <u>(320) 836-2241</u>			Are you a United States citizen or legally eligible to work in the U.S.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If hired, you will be required to provide documentation that you are eligible to work in the U.S)
Work Phone: <u>(320) 333-5884</u>			
Email Address: <u>henne322@d.umn.edu</u>			
Address: <u>303 3rd St SE Freeport, MN 56331 PO Box 327</u>			
Are you of legal age to work? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes verification will be required)			
Are you currently employed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No - <u>less than part time</u>			
May we contact your present employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

RECORD OF EDUCATION

Education	School Name, City and State		Major Area of Study
High School	<u>Melrose Area High School</u>	Diploma <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No GED <input type="checkbox"/> Yes <input type="checkbox"/> No	
College	<u>University of Minnesota, Duluth</u>	Degree Completed: <input type="checkbox"/> Associates <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other <input type="checkbox"/> No degree _____ (# of years completed or credits earned)	<u>Human Resource Management</u>
Technical or Certificate Programs		Indicate type of certificate earned.	
Summarize special skills/training not listed above:			

Current Employment Information			
Employer: <u>Hennen Lumber Co.</u>	Dates Employed: <u>Summer</u> From <u>2012</u> To <u>present</u>	Job Title <u>employee assistant</u>	
Address: <u>204 main St. E Freeport, MN 56331</u>			
Telephone: <u>320-836-2135</u>	Job Duties • Filed invoices • Checked purchase order numbers • organized invoices • prioritized incoming mail		
Pay Information			
Starting: <u>\$7.00</u>			Ending:
Reason for Leaving: <u>looking for more permanent employment</u>			

Previous Employment Information			
Employer: <u>Freeport Gas + Grocery</u>	Dates Employed: <u>Summer</u> From <u>2011</u> To <u>2012</u>	Job Title <u>Cashier + food preparer</u>	
Address: <u>203 main St. E Freeport, MN 56331</u>			
Telephone: <u>320-836-7152</u>	Job Duties • Helped customers in many aspects • Handled incoming cash • Built relationships with customers		
Pay Information			
Starting: <u>\$7.00</u>			Ending: <u>\$8.00</u>
Reason for Leaving: <u>looking for more permanent employment</u>			

Previous Employment Information			
Employer:	Dates Employed:	Job Title	
	From _____ To _____		
Address:			
Telephone:	Job Duties		
Pay Information			
Starting:			Ending:
Reason for Leaving:			

List professional registration, memberships, licenses and/or certificates related to the position you are applying for

REFERENCES: Please list three persons, who are not related to you or previous supervisors, who can provide professional references.

Name	Address	Phone #	Relationship/Occupation	Years Known
Mara Frieler		320-836-2135	Supervisor @ Hennen Lumber	10 yrs.
Dorine Rahn		320-836-7132	Supervisor @ Freeport Gas & Groceries	3 yrs.
Brooke Wierlendorf		320-309-4453	Roommate for 3 yrs	4 yrs.

Claim for Veteran's Preference

Complete this section ONLY if you are a veteran AND claiming veteran's preference. If you do not meet the eligibility requirements outlined below, do not complete this section. To use the preference you must complete this section AND supply a copy of your discharge papers (DD214 Form).

A **veteran**, for purpose of offering a preference, is a citizen of the United States or a resident alien separated under honorable conditions from any branch of the U.S. armed forces:

- After having served on active duty for 181 consecutive days; or
- By reason of disability incurred while serving on active duty; or
- Who has met the minimum active duty required as defined by CFR, Title 38, Section 3.12a; or
- Who has active military service certified under 38 U.S.C.A. Section 106, Part I, Chapter 1.

Active Duty Information:

Have your (or your disable spouse) served on active duty without interruption for 181 days or more? ☐ Yes ☐ No

Type of separation: ☐ Honorable ☐ Honorable release from active duty and transfer to reserves ☐ Medical ☐ Other

For Disabled Veterans:

Permanent ☐ Yes ☐ No Percent of Disability _____%

For Spouses of Deceased Veterans:

Have your remarried? ☐ Yes ☐ No

Affidavit:

I hereby claim veteran's preference for this position and certify that all of the information given is true, complete, and correct to the best of my knowledge.

I hereby authorized the Veteran's Administration to release information necessary to process this application to the City of Freeport.

Signature _____

Date _____

APPLICANT ACKNOWLEDGMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING.

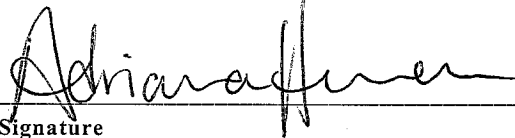
I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents may be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that should an offer of employment be extended by the City of Freeport that such employment with the City of Freeport is at will, for no specified duration and may be terminated by either the City of Freeport or myself at any time, with or without cause. I understand that none of the documents, policies, procedures, actions, statements of the City of Freeport or its representatives used during the employment process is deemed a contract of employment, real or implied. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City of Freeport. In consideration for employment with the City of Freeport, if employed, I agree to conform to the rules, regulations, policies and procedures of the City of Freeport at all times and understand that such obedience is a condition of employment.

I understand that if offered a position with the City of Freeport, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize and all schools, former employers, references, courts and any others who have information about me to provide such information to the City of Freeport and/or its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.



Signature

9/20/13

Date

THE CITY OF FREEPORT IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.

IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private; that is, it may be released only to you or to agencies where you may be considered for employment (to comply with M.S. 13.43, Subd 2)

Private Data	Why We Ask For It	Are You Legally Obligated To Provide It?	What May Happen If You Don't Provide It
Social Security #	To distinguish you from other applicants and to make processing more efficient	No	Nothing. However, it will help to ensure that your records are not confused with others
Name	To distinguish you from all other applicants	Yes	Failure to provide information may be cause for rejecting an application

ADRIANNA HENNEN

Contact Information:
henne322@d.umn.edu
(320)333-5884

Permanent Address:
303 3rd St SE
Freeport, MN

OBJECTIVE:

To obtain the administrative assistant position with the city of Freeport and bring the knowledge and skills I have acquired to the company in a positive way.

EDUCATION:

University of Minnesota Duluth, Duluth, Minnesota
BBA in Business
Human Resource Management Major and Psychology Minor

RELEVANT COURSES:

Staffing Work Organization
Training and Development
Compensation Systems

EXPERIENCE:

OFFICE ASSISTANT, HENNEN LUMBER, Freeport, MN June 2012-Present

- Filed invoices to correct customer folders
- Checked all purchase order numbers of merchandise that came to the company
- Organized invoices to assist entry into computer program
- Prioritized incoming mail

CASHIER AND FOOD PREPARER, FREEPORT GAS AND GROCERY, Freeport, MN Summer 2011-Summer 2012

- Communicated with dozens of costumers a day by greeting them and assisting them
- Listened to customers food orders and prepared food accordingly
- Handled incoming cash and tallied resister with 100% accuracy
- Built lasting relationships with customers

ACTIVITIES:

VOLUNTEER, NETTLETON ELEMENTARY SCHOOL, Duluth, MN February 2012-May 2012
Worked with the "Compass" Program to help children enhance academic, social, and creative skills

VOLUNTEER, VALLEY YOUTH CENTER, Duluth, MN January 2010-May 2010
Mentored at risk kids in the Duluth area

SKILLS:

Completed course work in finance, accounting, productions and operations management, organizational behavior management, and marketing. Also capable of using Microsoft Office



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Position Applied For: <u>Administrative Assistant</u>		Date of Application: <u>5/20/2013</u>
Available to Work: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Shift Work		
When would you be available? <u>6/3/2013</u>		
Last Name: <u>Dowell</u>	First Name: <u>Wayne</u>	Middle Name: <u>R.</u>
Home Phone: <u>320-249-7694 (mobile)</u>		This box intentionally left blank.
Work Phone: ()		
Email Address: <u>blue.dobby@gmail.com</u>		
Address: <u>214 5th St. SW, Melrose MN 56352</u>		
Are you of legal age to work? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes verification will be required)		
Are you currently employed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
May we contact your present employer? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

RECORD OF EDUCATION

Education	School Name, City and State		Major Area of Study
High School	<u>Swanville P.S.</u> <u>Swanville, MN</u>	Diploma <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No GED <input type="checkbox"/> Yes <input type="checkbox"/> No	
College	<u>Univ. of Phoenix</u> <u>Salt Lake City, UT</u>	Degree Completed: <input type="checkbox"/> Associates <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other <input type="checkbox"/> No degree _____ (# of years completed or credits earned)	<u>Business Admin.</u>
Technical or Certificate Programs	<u>N. Hennepin Comm. Coll.</u> <u>Brooklyn Park, MN</u>	Indicate type of certificate earned. <u>Computer technology & business courses</u>	

Summarize special skills/training not listed above: MS Office (complete suite), project & program management, Quick Books Pro, P&L budgets, etc.

Current Employment Information		
Employer: Building Pro, LLC	Dates Employed: From 2/2006 To 10/2012	Job Title President & Co-Owner
Address: Po Box 8058, Kalispell, MT 59901		
Telephone: discontinued	Job Duties daily business operations, estimating, invoicing, collections, advertising, book keeping, on-site labor	
Pay Information		
Starting: 18000/yr	Ending: 28000/yr	
Reason for Leaving: shut down business to move back to MN		

Previous Employment Information		
Employer: Montana Sunset Enterprises, LLC	Dates Employed: From 4/2004 To 3/2008	Job Title President & Owner
Address: 914 W. Center St., Kalispell, MT 59901		
Telephone: discontinued	Job Duties Franchise business operations, recruiting, hiring, crew supervision, all business functions (as above)	
Pay Information		
Starting: 12000/yr	Ending: 18000/yr	
Reason for Leaving: terminated franchise agreement to go independent		

Previous Employment Information		
Employer: CUSA Technologies	Dates Employed: From 1/1998 To 2/2004	Job Title Manager, Contract Svc Admin - Installation & Training
Address: 986 W. Atherton Dr., Salt Lake City, UT		
Telephone:	Job Duties manage all aspects of contract services department for large client base (software and hardware services), install. & training department mgr.	
Pay Information		
Starting: 55000/yr	Ending: 72000/yr	
Reason for Leaving: corporate restructuring eliminated position - restructured department to provide better customer service and reduce expenses		

List professional registration, memberships, licenses and/or certificates related to the position you are applying for

American Management Assoc., past activities with Community action groups, VFW, Am. Legion

REFERENCES: Please list three persons, who are not related to you or previous supervisors, who can provide professional references.

Name	Address	Phone #	Relationship/Occupation	Years Known
Don Dawson	Texas	820-990-9013	Retired Exec.	25-30
Ike Braden	Montana	406-257-2522	CPA	6
John Pavlicek	Gray Eagle, MN	320-836-7142	Retired IT Dir.	25-30

Claim for Veteran's Preference

Complete this section **ONLY** if you are a veteran AND claiming veteran's preference. If you do not meet the eligibility requirements outlined below, do not complete this section. To use the preference you must complete this section **AND** supply a copy of your discharge papers (DD214 Form).

A **veteran**, for purpose of offering a preference, is a citizen of the United States or a resident alien separated under honorable conditions from any branch of the U.S. armed forces:

- After having served on active duty for 181 consecutive days; or
- By reason of disability incurred while serving on active duty; or
- Who has met the minimum active duty required as defined by CFR, Title 38, Section 3.12a; or
- Who has active military service certified under 38 U.S.C.A. Section 106, Part I, Chapter 1.

Active Duty Information:

Have your (or your disable spouse) served on active duty without interruption for 181 days or more? ☒ Yes ☐ No

Type of separation: ☒ Honorable ☐ Honorable release from active duty and transfer to reserves ☐ Medical ☐ Other

For Disabled Veterans:

Permanent ☐ Yes ☐ No Percent of Disability _____ %

For Spouses of Deceased Veterans:

Have your remarried? ☐ Yes ☐ No

Affidavit:

I hereby claim veteran's preference for this position and certify that all of the information given is true, complete, and correct to the best of my knowledge.

I hereby authorized the Veteran's Administration to release information necessary to process this application to the City of Freeport

Wayne R. Dowell
Signature

5/20/2013
Date

APPLICANT ACKNOWLEDGMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING.

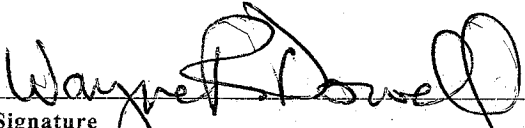
I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents may be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that should an offer of employment be extended by the City of Freeport that such employment with the City of Freeport is at will, for no specified duration and may be terminated by either the City of Freeport or myself at any time, with or without cause. I understand that none of the documents, policies, procedures, actions, statements of the City of Freeport or its representatives used during the employment process is deemed a contract of employment, real or implied. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City of Freeport. In consideration for employment with the City of Freeport, if employed, I agree to conform to the rules, regulations, policies and procedures of the City of Freeport at all times and understand that such obedience is a condition of employment.

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I hereby authorize and all schools, former employers, references, courts and any others who have information about me to provide such information to the City of Freeport and/or its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.


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Private Data	Why We Ask For It	Are You Legally Obligated To Provide It?	What May Happen If You Don't Provide It
Social Security #	To distinguish you from other applicants and to make processing more efficient	No	Nothing. However, it will help to ensure that your records are not confused with others
Name	To distinguish you from all other applicants	Yes	Failure to provide information may be cause for rejecting an application

WAYNE R DOWELL

214 5th St. SW, Melrose, MN 56352
(320) 249-7694 - bluedobby@gmail.com

MID-LEVEL MANAGEMENT PROFESSIONAL

OPERATIONS • PROJECT MANAGEMENT • TEAM BUILDING • ADMINISTRATION

Accomplished leader with national experience in operations, P&L management, project and program management, team organization and motivation, contract negotiations, process improvement, small business start-up, improving expense structures and bottom line profits seeks position with an established or start-up business along the I-94 corridor between Saint Cloud and Alexandria, Minnesota.

CORE COMPETENCIES

- National Program Management
 - Pre and Post-Sales Support
 - Field Service Team Development
 - Outsourcing RFP's
 - Franchise Operations
 - On-line Auction Operations
 - Contract Services Administration
 - Corporate and Client Communications
 - Change Design and Re-engineering
 - Recruiting – Hiring – Training - Appraisals
 - Job Labor and Materials Estimating
 - International Program Management
 - Client and Vendor Relationship Management
 - Warranty and Post-Warranty Programs
 - Small Business Acquisitions
 - Retail Outlet Operations
 - Consignment Operations
 - Business Plan Development
 - Resource Management and Allocation
 - P&L, Budgets and Cost Controls
 - Developing Team MBO's
 - Invoicing and Collections
-

ACCOMPLISHMENTS – TRANSFERABLE SKILLS

- **Built a small independent start-up business:** over \$250,000 in annual business and loyal customer base of over 450 local and national clients.
- **Built a franchise territory:** client base of nearly 700 customers in a rural territory, strong repeat customer business and award for "Highest Growth Percentage for 2006".
- **Spearheaded effort to analyze and re-engineer contract services administrative processes:** hardware and software contract support functions; conducted a comprehensive multi-faceted customer satisfaction survey process of over 900 clients; designed new service outsourcing model; authored the RFP selection process for suppliers of on-site services; developed qualified candidate list and led vendor bid proposal review process; completed design specs for several new databases (support services pricing, vendor service capabilities, etc.) for new services outsourcing model; team member for selection of a new ERP business system.
- **Re-established control of a department:** initiated review of the Training and Installation Service department's expense structure and on-site activities; designed and implemented a structured approach to project management tasks and project manager responsibilities; implemented changes to streamline the system installation process and client training programs; changes resulted in decreasing the travel and overtime expenses by nearly \$60,000 annually.
- **Analyzed client input on service delivery issues:** developed corrective action programs to meet customer requirements inline with budget and corporate plans; researched client account issues and designed service delivery business models; developed "45/60/90-day get well" programs; negotiated for company resources to meet the requirements; designed and implemented warranty and post-warranty entitlement service programs and Service Level Agreements "SLA's" to monitor service delivery performance; resulted in P&L improvements and service revenues of nearly \$13M while reducing operating expenses by \$275,000 annually.

WAYNE R DOWELL

ACCOMPLISHMENTS – TRANSFERABLE SKILLS

- CONTINUED -

- **Developed company and vendor processes for technical Help Desk:** call acceptance, fault isolation, field dispatch, national technical support; managed a multi-million dollar client-owned consigned spare parts warehouse operation for stocking and rapid deployment; monitored/reported on field service delivery issues/problem escalation; developed profit and loss tracking, new business development and customer satisfaction assessments.

PROFESSIONAL EXPERIENCE

BUILDING PRO, LLC - Kalispell, MT

Feb. 2006 to Oct. 2012

Co-Owner and President

An independent *regional property maintenance services company* dedicated to providing high quality services including *repairs, maintenance, remodeling and handyman services* for the residential, commercial and rental property markets.

MONTANA SUNSET ENTERPRISES, LLC - Kalispell, MT

Mar. 2004 to Mar. 2008

Owner, Operator and President

A House Doctors® Handyman Service *franchise territory* dedicated to *residential and light commercial handyman repairs and remodeling* business.

CUSA TECHNOLOGIES/Fiserv - Salt Lake City, UT

Oct. 1999 to Feb. 2004

Manager, Contract Services Administration

A national credit union industry software manufacturer and system integrator. A new position chartered to *address various concerns with client contract support services and to manage the external support service partner relationships* for an annual revenue base of over \$12M.

CUSA TECHNOLOGIES/Fiserv - Salt Lake City, UT

Nov. 1998 to Sep. 1999

Manager, Installation and Training Services

A national software manufacturer and system integrator for the credit union industry. Replaced the existing department manager and *rebuilt the department to achieve cost control and revenue objectives*.

DECISION ONE CORPORATION – Frazer, PA and Salt Lake City, UT

Jul. 1997 to Oct. 1998

Major Account Operations Manager – Midrange Systems

A major national third party services company supporting hardware and software manufacturers. Managed large national client warranty and post-warranty service programs, *improved delivery performance SLA's and P&L while reducing operating expenses*.

EDUCATION

University of Phoenix - Salt Lake City, UT

Bachelor Degree: Business Administration

Hennepin Community College – Brooklyn Park, MN

General college courses and computer technology courses

ADDITIONAL INFORMATION

- **Military:** U.S. Army - Honorable Discharge; SECRET/NATO TOP SECRET/CRYPTO security clearances; duty stations at U.S. Army Headquarters & 7th Army, Europe (Heidelberg) and 101st Airborne Division
- **Affiliations:** American Legion, Veterans of Foreign War, American Management Association, various community action groups
- **Other:** maintain a current U.S. Passport; military and civilian work experiences in Germany

WAYNE R. DOWELL

214 5TH St. SW, Melrose, MN 56352-1257
320-249-7694 (mobile) – bluedobby@gmail.com

May 20, 2013

City of Freeport
P.O. Box 301
Attn: Mason Schirmer, City Clerk/Treasurer
Freeport, MN 56331

RE: 'Administrative Assistant' position


Dear Mr. Schirmer:

I would like to submit my resume for consideration for the *Administrative Assistant* position advertised in The Peach newspaper and on the freeportmn.org website. I just recently moved back to central Minnesota and I am looking for an employment opportunity where I can apply a strong background of business administration, project and program management and customer service skills. I've worked for large and small corporations and have also founded and operated several start-up service businesses. I am convinced that the combination of my skills and experiences learned in both corporate and private business makes me an ideal candidate for the Administrative Assistant's position.

The City of Freeport could certainly benefit from my proven successes in the following area:

- **Administrative Operations Management and Customer Service** – daily administrative operations and customer service functions have always been two of the primary functions in my former business' in Montana and throughout the years in my corporate positions.
- **Program and Project Management** – much of my career in the corporate world was focused in this vital area from internal and external service program management to vendor support management and client relationships.
- **Quality Management** – my responsibilities and performance in this area are broadly based from a corporate perspective where I functioned as the primary operations and quality liaison between corporate divisions and national and international service providers. This function was also a top priority as we conducted business in the franchise remodeling and private remodeling businesses.

Please review my qualifications and see if you agree that my skills and experiences are a solid fit with the vision and values of OfficeTeam's client please call me at (320) 249-7694 to schedule a time for an interview. Thank you for taking the time to review my qualifications and I look forward to learning more about your employee owned business and available opportunities.



Wayne R. Dowell

Enclosure: Resume

November 14, 2003

TO WHOM IT MAY CONCERN:

RE: Letter of Reference for Wayne Dowell

I am writing this letter of reference for Wayne Dowell, whom I've had the privilege of working with for the past five years. I first met Wayne when he served as a representative for one of our national service providers and he managed our national service account. During this time his abilities caught the attention of one of our executives. We were able to hire Wayne to become our Manager of Training and Installation Services here at CUSA Technologies. After a re-organization, Wayne was elevated to the position of Manager of our Contract Services Administration department.

Wayne has, through his years of experience in the hardware service arena, become an extremely valuable asset to CUSA Technologies. His background and industry contacts were vital to us as we began evaluating service providers for our client base of nearly one thousand credit unions across the U.S. and Puerto Rico. His broad knowledge of the service industry, the key players in the service provider market and understanding of our clients' requirements proved invaluable to CUSA as we embarked upon a major business decision regarding our selection of a national service provider.

Wayne is very detail oriented, which has proven absolutely essential in developing our RFP and later with development of contracts and business systems. The sheer magnitude of this undertaking required full use of his attention to detail, his understanding of the business model and the service industry and allowed us as a company to make the correct choice. We are extremely pleased with the results of the project and the relationships that Wayne helped us to develop and more importantly, our clients are very happy with the decision.

Wayne would be a valuable asset to any organization that requires someone to manage major operational business issues or projects. Unfortunately, as we face budget issues for 2004, we have regrettably eliminated Wayne's position. Wayne's transferable skills and his ability to manage within budget and time constraints are remarkable and it is my personal hope that this letter will suffice in expressing my respect and appreciation for Wayne's efforts here at CUSA Technologies. Should you require more dialog concerning Wayne's contributions please feel free to contact me at any time.

Sincerely,

Pete W. Day
Director of Operations
CUSA Technologies/Fiserv
801-263-1840 ext. 5050

FREEPORT CITY COUNCIL
REGULAR MEETING MINUTES
May 28, 2013

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

Also in attendance: Carol Moorman, Tom Blommel, Joe Hennen, Dan Bueckers and Marilyn Bueckers.

Staff in attendance: Mason Schirmer, Dave Blommel and Jon Stueve.

The Pledge of Allegiance was said by those in attendance.

OPEN PUBLIC FORUM

No public comment was provided.

CONSENT AGENDA

Schirmer said the City Attorney has advised the city to move discussion of the Keith Fischer Assessment Mediation to the end of the agenda, prior to adjournment. K. Goebel moved and C. Goebel seconded a motion approving the Consent Agenda which included the following: Approval of the agenda with the recommended change; approval of the minutes from the April 30, 2013 Regular City Council Meeting; approval of the minutes from the May 11, 2013 Special City Council Meeting; and approval of the claims distributed April 30, 2013 through May 14, 2013. Motion carried 4-0.

Council Member Rodney Atkinson arrived at 7:05 P.M.

OLD BUSINESS

Replacement of Administrative Assistant

Schirmer said the city has received twenty (20) applications for the part-time administrative assistant position. Schirmer said the applications will be accepted until the end of the month, at which time he and Stueve will review applications, interview applicants and present the leading applicant(s) to the City Council for final approval at the regular June meeting. Atkinson asked Schirmer if Council can request more than one or two applicants be presented. Schirmer said Council can ask; however, the personnel policy states that the Clerk-Treasurer does not need to present more than one (1) candidate.

NEW BUSINESS

Public Hearing: Whirlwind Building Components

Worms moved and K. Goebel seconded a motion to open the public hearing. Motion carried 5-0. Worms asked if anyone in the audience had any comments. Atkinson asked how much money the City had received back from Whirlwind in low-interest loan payments. Schirmer said fund balances will be available in the June financial report. Worms said the money received was intended to be used for reinvestment in the community. Atkinson said he felt the project was a

success and was thankful for Whirlwind Building Component's development in the industrial park. Worms said he was appreciative of all the industrial park customers. K. Goebel moved and Ritter seconded a motion to close the public hearing. Motion carried 5-0.

Resolution 2013-016 (Liquor Licenses)

Ritter moved and Atkinson seconded a motion to approve Resolution 2013-016: Annual Liquor License Renewal contingent upon approval from the County Sheriff. Motion carried 5-0.

Hennen said the Freeport Softball Club is hosting a tournament this weekend, and is asking approval of a 3.2% Liquor License. Atkinson moved and Ritter seconded a motion to approve a temporary 3.2% Liquor License for the Freeport Softball Club. Motion carried 5-0.

Resolution 2013-017 (Minor Subdivision Request)

Schirmer said Bueckers had purchased land from the adjacent property owner and is requesting the new land be added to his lot. Ritter moved and C. Goebel seconded a motion to approve Resolution 2013-017: A Resolution Approving Combination of Property Located at 104 2nd Street Northeast. Motion carried 5-0.

Resolution 2013-018 (Minor Subdivision Request)

Schirmer said Blommel will be purchasing land from the adjacent property owner and is requesting the new land be added to his lot. Atkinson moved and Ritter seconded a motion to approve Resolution 2013-018: A Resolution Approving Combination of Property Located at 107 4th Street Northwest. Motion carried 5-0.

Wellhead Protection Plan

Schirmer presented the draft copy of the Part I Wellhead Protection Plan. The Minnesota Department of Health prepared the plan and is requesting that the city formally accept the Part I report. Council reviewed the report. Atkinson asked if there is any grant money available to fund the sealing of wells. Schirmer said money is sometimes available; however, it usually requires a wellhead protection plan be in place identifying the well as a hazard. C. Goebel moved and Ritter seconded a motion to approve the Wellhead Protection Plan, Part I, for the City of Freeport. Motion carried 5-0.

Replace Lawnmower

Schirmer presented an estimate from Freeport Farm Center for the purchase of a new riding lawnmower. Stueve said the current machine is ten (10) years old. Schirmer said the city could either accept sealed offers for the old machine, or trade-in the old machine to the Freeport Farm Center. Worms said the price seems reflective of the price the city originally paid for the machine. Atkinson asked if the city could offer to trade-in the machine for more money than the quoted \$1,000. Schirmer said negotiations would require a closed meeting. C. Goebel said doing a trade-in will eliminate advertising expense and assure the city \$1,000. K. Goebel said advertising could be a burden. Ritter said just to trade-in the old machine. C. Goebel moved and K. Goebel seconded a motion authorizing the trade-in of the old machine and the purchase of a new machine from the Freeport Farm Center.

Open Meeting Law

Schirmer presented a memo from Rinke Noonan regarding the Open Meeting Law. The memo addressed serial communications as well as consequences for violations. C. Goebel said the information was helpful. Atkinson said he was especially interested in the serial communications information. Schirmer said that if any council member has a question they should contact the city office, not each other.

REPORTS

City Engineer, S.E.H. – Dave Blommel

Blommel said the pond berm of Cell #1 has settled, and was likely due to the long winter and the presence of peat moss. Blommel said the issue is not an emergency; however, repairs will need to be made. Blommel said he would research potential funding opportunities from Minnesota Rural Water Association. Blommel said he will be in touch with Schirmer regarding the matter.

Blommel suggested that the city consider authorizing staff to request quotes for the replacement of pumps in each well. Blommel said each pump is forty-five (45) years old and have far exceeded their useful life. Atkinson said he has had concerns regarding the flow of the pump near the creamery. Atkinson asked Blommel about the specifications that will be used in the bid package. Blommel said he would look into further and be in touch with the city, and at this point does not need an authorization.

Blommel said the infrastructure audit has been completed and submitted to KDV.

Blommel recommended considering having the city's ISO rating reviewed. C. Goebel asked if it is best to wait until the new pumps are installed. Atkinson asked C. Goebel to research the impact on commercial insurance premiums in the City of Freeport if the ISO changes.

Public Works Director, Jon Stueve

Stueve said wastewater ponds are being transferred, which is common for this time of year.

Clerk-Treasurer, Mason Schirmer

Schirmer asked if the city is interested in joining the Minnesota Association of Small Cities (MAOSC). Schirmer said the MAOSC is a lobbying organization that represents small communities throughout the state. Worms and Atkinson agreed that being a member of the League of Minnesota Cities is sufficient.

Schirmer said CapX2020 sent out a public notice that work on the new power line along I-94 between Alexandria and Freeport is underway.

Schirmer presented information on a community development presentation sponsored by the Initiative Foundation. Council asked Schirmer to attend. Schirmer said he will attend as long as the scheduling of interviews for the Administrative Assistant position does not get in the way. Atkinson suggested sending the information to the EDA.

Schirmer said he is working on assembling a list of the city's assets, other than infrastructure, to submit to KDV. Schirmer said the EDA has asked him to review the organization's bylaws

regarding membership. Schirmer said Xcel Energy contacted the city recently to inquire about potentially constructing a new substation on the edge of town. Atkinson suggested Schirmer ask K. Goebel about a vacated street on the edge of town. Schirmer said he will be updating the city cell phone plan and will be seeking reimbursement for text messaging; in total the city will be paying less for phone services than presently. Schirmer said he will be enrolling in the Minnesota Government Finance Officers Association (MGFOA) and the Minnesota City/County Management Association.

Keith Fischer Special Assessment Mediation (Closed Meeting)

Worms moved and C. Goebel seconded a motion to close the regular meeting on advice of counsel. Motion carried 5-0. Meeting closed at 9:08 P.M.

Worms moved and K. Goebel seconded a motion to reopen the regular meeting. Motion carried 5-0. Meeting reopened at 10:10 P.M.

OTHER

Worms asked all council members to please refrain from using their phones. Worms said this is time you have dedicated to the tax payers of Freeport. Atkinson said he is not going to be able to comply with the request. Worms asked Atkinson to not disturb the council during a meeting. Atkinson said he respected the request.

ADJOURNMENT

At 10:15 P.M. Worms moved and K. Goebel seconded a motion to adjourn the regular meeting. Motion carried 5-0.

Mason Schirmer, City Clerk

Matthew H. Worms, Mayor

05/28/13
16:09:24

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 5/13 *JB17645*

Page: 1 of 2
Report ID: AP100V

* ... Over spent expenditure

CL 930-940

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
937		70 CENTERPOINT ENERGY	157.02					
		05/17/13 Maintenance Building	55.67✓			101 43100	382	10100
		05/17/13 Fire Hall	101.35✓			225 42200	382	10100
		Total for Vendor:	157.02					
935		84 CITI LITES, INC.	21.00					
	41947	Streetlight Out	21.00*			101 43160	300	10100
		Total for Vendor:	21.00✓					
939		219 JOANN TIMP	102.60					
		Office Cleaning	102.60*			101 41000	300	10100
		Total for Vendor:	102.60✓					
931		596 MASON SCHIRMER	176.33					
		05/28/13 Mileage - MCFOA Meeting	24.08✓			101 41400	335	10100
		05/23/13 Mileage - Notary Stamp	14.56✓			101 41400	335	10100
		05/23/13 Purchased Notary Stamp (Reimb)	24.69✓			101 41000	210	10100
		05/16/13 Mileage - To State Capital	113.00✓			101 41400	335	10100
		Total for Vendor:	176.33					
930		335 MCFOA	15.00✓					
		05/28/13 Region III Meeting	15.00*			101 41400	330	10100
		Total for Vendor:	15.00					
940		562 MINNESOTA DEPARTMENT OF HEALTH	429.00					
		Quarterly Connection Fee	429.00			601 43225	431	10100
		Total for Vendor:	429.00✓					
934		401 ROLLING LAKE AUTO, INC	100.00					
		04/01/13 Fire Truck Repairs	100.00✓			225 42200	401	10100
		Total for Vendor:	100.00					
938		418 SEH, INC.	2,110.75					
	268648	05/15/13 Water Tower, Main Loop & CSAH	2,110.75*✓			415 43100	303	10100
		Total for Vendor:	2,110.75					
932		509 VAN'S FLAGS & FLAGPOLES	447.76✓					
		1026 05/20/13 Flags (14)	447.76			101 43100	210	10100
		Total for Vendor:	447.76					
936		510 VERIZON WIRELESS	137.15					
		9705124334 05/19/13 Cell Phone	137.15✓			101 43100	320	10100
		Total for Vendor:	137.15					

05/28/13
16:09:24

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 5/13

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
933		525 XCEL ENERGY	117.57					
	369260043	05/20/13 Water Tower Electricity	117.57			601 43225	381	10100
		Total for Vendor:	117.57					
		Total:	3,814.18					
			3,814.18					

Authorized By: 

06/03/13
17:08:31

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 6/13

Page: 1 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
954		15 ALBANY MUTUAL TELEPHONE	366.93					
	10134613	06/01/13 8362116	69.91			101 41000	320	10100
	10135196	06/01/13 8367158	40.03			101 41000	320	10100
	10134769	06/01/13 8362411& 8362413	73.37			225 42200	320	10100
	10134612	06/01/13 8362112	78.80			101 41000	320	10100
	10134942	06/01/13 8362685	19.13			601 43225	320	10100
	10134942	06/01/13 8362685	19.13			602 43250	320	10100
	10134709	06/01/13 8362278	66.56			101 43100	320	10100
		Total for Vendor:	366.93					
943		40 AUTO VALUE-ALBANY	98.33					
	26076727	05/22/13 Clamps: Flags to Light poles	98.33			101 43100	210	10100
		Total for Vendor:	98.33					
950		84 CITI LITES, INC.	42.00					
	42068	Locate	42.00*			101 43160	300	10100
		Total for Vendor:	42.00					
951		155 FREEPORT FARM CENTER, INC	6,945.81					
	89265	05/29/13 New Mower #2015959964	6,945.81			101 45200	510	10100
		Total for Vendor:	6,945.81					
957		599 GARY SCHMITZ	112.20					
	0002082	05/30/13 Eye Glasses for SCBA Mask	112.20*			225 42200	210	10100
		Total for Vendor:	112.20					
944		174 GOPHER STATE ONE CALL, INC.	40.60					
	73078	05/31/13 Locates	20.30			601 43225	300	10100
	73078	05/31/13 Locates	20.30*			602 43250	300	10100
		Total for Vendor:	40.60					
955		597 KDV, LTD	1,190.00					
	173083	05/31/13 Conversion of accounting reco	1,190.00*			101 41000	300	10100
		Total for Vendor:	1,190.00					
942		276 MATTHEW WORMS	199.82					
	04/29/13	Lodging Reimbursement - Mayors	199.82*			101 41300	335	10100
		Total for Vendor:	199.82					
953		290 METRO FIRE	2,030.44					
	47271	05/15/13 Carrier/Harness Kit	61.47*			225 42200	210	10100
	47348	05/21/13 Flow Test & ICM 2000	375.65*			225 42200	210	10100
	47356	05/24/13 PAC II Hood	127.22*			225 42200	210	10100
	47374	05/28/13 Voice Amplifier	310.23*			225 42200	210	10100
	47394	05/24/13 Elite, TX Receivr, Voice Amp	1,155.87*			225 42200	210	10100
		Total for Vendor:	2,030.44					

06/03/13
17:08:31

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 6/13

Page: 2 of 2
Report ID: AP100V

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
949		537 MID-AMERICAN RESEARCH CHEMICAL	197.50					
	0497602-IN	05/24/13 Supplies - Sewer Aid	197.50			602 43250	210	10100
		Total for Vendor:	197.50					
952		571 MOTOROL SOLUTIONS, INC.	1,615.50					
	13959215	05/22/13 Radio XTS1500 Model 1.5	1,419.00*			225 42200	210	10100
	13958886	05/20/13 Pages and Remote Speaker	196.50*			225 42200	210	10100
		Total for Vendor:	1,615.50					
947		385 QUILL	61.94					
	11531	05/24/13 Labels	29.91			101 41000	210	10100
	17752	05/29/13 Flash Drives	32.03			101 41000	210	10100
		Total for Vendor:	61.94					
956		598 REUTER COUNTRY ELECTRIC	45.59					
	192	05/26/13 Outside Maintenance	45.59*			225 42200	300	10100
		Total for Vendor:	45.59					
958		600 SPECIALITY TURF & AG	6.73					
	A19722	06/03/13 Grass Seed	6.73			101 43100	311	10100
		Total for Vendor:	6.73					
948		437 STAR PUBLICATIONS LLC	660.21					
	126707	05/01/13 Public Hearing Notice - 5/11	40.20			101 41800	350	10100
	126707	05/30/13 Admin Asst.Hiring Announcement	211.31*			101 41000	350	10100
	126707	05/30/13 Whirlwind Post Award Hearing A	36.85*			101 41000	350	10100
	126707	05/22/13 Drinking Water Report	371.85			601 43225	350	10100
		Total for Vendor:	660.21					
941		450 STEARNS COUNTY RECORDER	5.00					
	06/03/13	Property Fax	5.00			101 41000	430	10100
		Total for Vendor:	5.00					
946		461 SURPLUS SERVICES	83.00					
	10199	05/30/13 Field Packs	83.00*			225 42200	210	10100
		Total for Vendor:	83.00					
945		507 UTILITY CONSULTANTS, INC.	294.00					
	83447	05/30/13 Supplies	294.00			602 43250	210	10100
		Total for Vendor:	294.00					
		Total:	13,995.60					
			13,995.60					

Authorized By: 

06/13/13
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CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 6/13

Page: 1 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
972		76 CENTRAL MINNESOTA CREDIT UNION	1,105.77					
	05/31/13	Gas	88.84			101 43100	215	10100
	05/31/13	Beacon	2.20*			101 41000	433	10100
	05/31/13	Supplies	67.11			225 42200	220	10100
	05/31/13	Gas	121.00			101 43100	215	10100
	05/31/13	Notary Book	14.97			101 41000	210	10100
	05/31/13	MGFOA Membership	60.00*			101 41000	433	10100
	05/31/13	Boom Town Registration	25.00*			101 41400	330	10100
	05/31/13	Parts	726.65			101 43100	220	10100
		Total for Vendor:	1,105.77					
970		88 CITY OF MELROSE	91.42					
	718 06/11/13	Defib Pads	66.58*			225 42200	210	10100
	718 06/11/13	Blood Pressure Cuffs	24.84*			225 42200	210	10100
		Total for Vendor:	91.42					
961		107 DANNY'S DISPOSAL & RECYCLING,	125.09					
	06/01/13	Trash & Recycling	96.00			101 43100	383	10100
	06/01/13	Trash & Recycling	29.09			225 42200	383	10100
		Total for Vendor:	125.09					
960		145 FINKEN WATER CENTERS	16.03					
	06/03/13	Softener	16.03			101 41000	410	10100
		Total for Vendor:	16.03					
964		189 HEALTH PARTNERS	1,395.40					
	43623013 06/05/13	Mason Schirmer	729.60			101 41400	130	10100
	43623013 06/05/13	Jon Stueve	665.80			101 43000	130	10100
		Total for Vendor:	1,395.40					
963		558 HERDERING, INC.	24.93					
	1032-6035 06/06/13		24.93			101 43100	215	10100
		Total for Vendor:	24.93					
966		219 JOANN TIMP	102.60					
	06/10/13	Office Cleaning	102.60*			101 41000	300	10100
		Total for Vendor:	102.60					
965		596 MASON SCHIRMER	93.18					
	06/12/13	Boom Town Speaker	34.77			101 41400	335	10100
	06/10/13	Fischer Mediation	58.41			101 41400	335	10100
		Total for Vendor:	93.18					

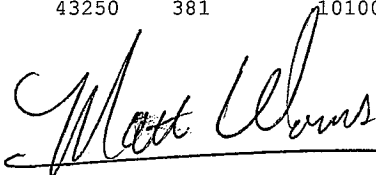
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CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 6/13

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
968		277 MAYERS EXCAVATING, INC.	396.55					
	2826	05/31/13 Repair stand pipe	396.55			601 43225	311	10100
		Total for Vendor:	396.55					
971		290 METRO FIRE	258.25					
	47520	06/05/13 Supplies	258.25*			225 42200	210	10100
		Total for Vendor:	258.25					
969		336 MUNICIPAL DEVELOPMENT GROUP,	180.00					
	FREE060113	06/09/13 Professional Services	180.00*			101 41000	300	10100
		Total for Vendor:	180.00					
962		387 RAHNS OIL & PROPANE, INC	581.51					
	05/31/13	Fuel & Gas	374.83			101 43100	215	10100
	05/31/13	Fuel & Gas	173.57			225 42200	215	10100
	05/31/13	Pizza	33.11			300 46500	210	10100
		Total for Vendor:	581.51					
967		397 RINKE-NOONAN, LTD	1,687.00					
	213377	05/31/13 Fischer Appeal	1,687.00*			415 43100	302	10100
		Total for Vendor:	1,687.00					
959		525 XCEL ENERGY	2,632.18					
	370869167	06/03/13 Street Lighting	931.48			101 43160	381	10100
	371025116	06/04/13 302188142	135.95			601 43225	381	10100
	371025116	06/04/13 302252262	64.78			101 43160	381	10100
	371025116	06/04/13 302290398	252.28			101 41000	381	10100
	371025116	06/04/13 302679657	120.16			101 43100	381	10100
	371025116	06/04/13 302700297	26.54			602 43250	381	10100
	371025116	06/04/13 302947044	244.83			601 43225	381	10100
	371025116	06/04/13 303193187	48.37			602 43250	381	10100
	371025116	06/04/13 303616049	227.33			225 42200	381	10100
	371025116	06/04/13 303936749	36.74			101 43160	381	10100
	371025116	06/04/13 303956738	292.55			101 43160	381	10100
	371025116	06/04/13 303963984	189.66			101 43160	381	10100
	371025116	06/04/13 303985901	29.24			101 43160	381	10100
	371025116	06/04/13 304083816	12.97			101 43160	381	10100
	371025116	06/04/13 304098414	19.30			602 43250	381	10100
		Total for Vendor:	2,632.18					
		Total:	8,689.91					
			8,689.91					

Authorized By: 

06/18/13
09:55:37

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 6/13

Page: 1 of 1
Report ID: AP100V

* ... Over spent expenditure

CL 973-979

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
978		25 AMERIPRIDE LINEN & APPAREL	45.65					
		220391072 06/14/13 Monthly Service	45.65*			101 41000	300	10100
		Total for Vendor:	45.65					
974		588 ECH PUBLISHERS, INC.	60.75					
		IY 4413143 06/10/13 Ham BBQ Advertising	60.75*			225 42200	430	10100
		Total for Vendor:	60.75					
976		155 FREEPORT FARM CENTER, INC	320.38					
		89189 05/22/13 Street Sweeper Alternator Repa	122.91			101 43100	401	10100
		89189 05/22/13 Lawn Mower Blades (Extra)	197.47*			101 45200	210	10100
		Total for Vendor:	320.38					
979		601 NATHAN & BRANDEE BOECKERMAN	10.50					
Originally charged resident for building permit (\$35.50); should have charged for a zoning permit (\$25); difference is \$10.50.								
		Building Permit Fee Adjustment	10.50			101 41000	430	10100
		Total for Vendor:	10.50					
975		385 QUILL	52.42					
		3228871 06/07/13 Cleaning Supplies	52.42			101 41000	210	10100
		Total for Vendor:	52.42					
977		397 RINKE-NOONAN, LTD	485.40					
		213508 06/12/13 Professional Services	485.40*			101 41000	300	10100
		Total for Vendor:	485.40					
973		410 SAUK CENTRE HERALD	39.00					
		Subscription	39.00			101 41000	351	10100
		Total for Vendor:	39.00					
		Total:	1,014.10					
			1,014.10					

Authorized By: 

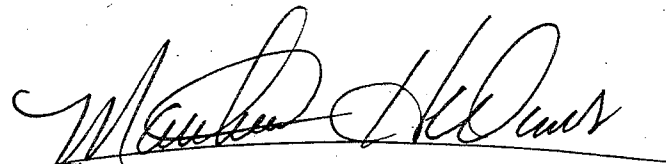
06/18/13
15:48:40

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 6/13

Page: 1 of 3
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
980		339 MWOA	450.00					
		Jon Stueve	225.00*			602	43250 330	10100
		Ryan Hoelscher	225.00*			602	43250 330	10100
		Total for Vendor:	450.00					
		Total:	450.00					
			450.00					

Authorized By: 



Protecting, maintaining and improving the health of all Minnesotans

June 13, 2013

Mr. Mason Schirmer, Clerk-Treasurer
City of Freeport
P.O. Box 301
Freeport, Minnesota 56331-0301

Dear Mr. Schirmer:

We are pleased to notify you that the Minnesota Department of Health has approved the 1) delineation of the wellhead protection area, 2) delineation of the drinking water supply management area, and 3) assessments of well and aquifer vulnerability for your public water supply wells, as submitted. The approval pertains to the following public wells:

Well No. 1	Unique Well No. 215124
Well No. 2	Unique Well No. 240101

Procedurally, you must submit a copy of the delineated wellhead protection area, drinking water supply management area, and assessments of well and aquifer vulnerability to local units of government that are wholly or partially within these areas. Notification must occur within 30 days after receiving this letter. If you need assistance getting this information out, please contact Ms. Karen Voz of the Minnesota Department of Health (320/223-7322).

Within 60 days of the receipt of this letter, you must hold a public information meeting for the general public at which the approved wellhead protection area, drinking water supply management area, and vulnerability assessments are available for review by the public. This meeting can be held solely for this purpose or it can be incorporated into another public meeting, such as a regular meeting of your city council. If you would like a representative of the Minnesota Department of Health to be present at the public information meeting, please contact Ms. Voz.

You will be hearing from Ms. Voz to schedule a second scoping meeting to initiate Part II of the wellhead protection planning process. Please contact me at 651/201-4648 if you have any questions regarding this letter.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen W. Robertson", is written over a horizontal line.

Stephen W. Robertson, Supervisor
Source Water Protection Unit
Environmental Health Division
P.O. Box 64975
St. Paul, Minnesota 55164-0975

SWR:TVW

cc: Mr. Dave Neiman, Minnesota Rural Water Association
Ms. Karen Voz, Planner, Source Water Protection Unit, St. Cloud District Office

Memo

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: June 25, 2013

Re: EDA Appointments

I have been unable to determine the membership terms of the members of the EDA. In an effort to ensure EDA membership is current and compliant, I am asking for City Council to approve the current EDA membership as follows:

Name	Term Expiration
Matt Worms, Mayor	
Carrie Goebel, Council Member	
Mason Schirmer, City Clerk-Treasurer	
Andy Welle	12/31/2019
Bud Heidgertken	12/31/2018
Jim Hemker	12/31/2017

CHAPTER XIV – DEVELOPMENT AUTHORITY

SECTION 1400 – ECONOMIC DEVELOPEMTN AUTHORITY

1400.01 Definitions. As used in this ordinance, the following terms shall have the following definitions:

- a) “Authority” – Means an Economic Development Authority as defined by Minnesota Statutes 460.090 through 469.108.
- b) “City” - Means the City of Freeport, Minnesota.
- c) “City Council – Means the duly elected governing body of the City of Freeport, Minnesota.
- d) “The Act” – Means Minnesota Statutes 469.090 though 469.108.
- e) “Enabling Resolution” – Means this ordinance which establishes the Freeport Economic Development Authority.

1400.03 Establishment. There is hereby created in the City an Economic Development Authority, which, subject to the provisions of the Enabling Resolution, shall have all of the powers, duties, and responsibilities of an Economic Development Authority pursuant to Minnesota Statutes 469.090 and 469.108. The Authority shall also have the powers of a housing and redevelopment authority contained in Section 369.047. It shall be the role and responsibility of the Authority to carry out economic and industrial development and redevelopment within the City in accordance with such general policies as my from time to time be established by the City council and pursuant to such Bylaws as may be adopted by the Authority with approval of the City Council. It shall confer with other public and private groups on matters relating to business and industrial development and periodically survey the City’s industrial and commercial climate and City’s housing requirements and to report regular to the City Council.

1400.05 Name. The Economic Development Authority created by the Enabling Resolution shall be known as the Freeport Economic Development Authority.

1400.07 Members. The Authority shall consist of seven (7) Members, two (2) of whom must be members of the City Council. The Mayor and City Clerk/Treasurer shall serve as ex-officio Member. The other five (5) Members shall be appointed by the Mayor, upon approval of the City Council. Those initially appointed shall be appointed for terms of two (2), three (3), four (4), five (5), and six (6) years respectively. There after, all Members shall be appointed for six-year terms.

1400.09 Administration.

Subdivision 1. The Authority shall adopt Bylaws and rules of procedure for administration of its affairs. The Bylaws must be approved by the City Council prior to becoming effective.

a) Officers. The Authority shall elect a President, a Vice President, a Secretary, and an Assistant Treasurer on an annual basis. The City Clerk-Treasurer shall serve as the Treasurer. A Member shall not serve as President and Vice President at the same time. The other offices may be held by the same Member. The Office of Secretary need not be held by a Member.

b) Professional Service Contracts. The City, upon recommendation of the Authority, may employ an Economic Development Coordinator. The Authority may employ technical experts

06/25/13
16:19:50

CITY OF FREEPORT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 13

Page: 1 of 1
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
101 General Fund	24,746.49	151,382.24	412,008.00	412,008.00	260,625.76	37 %
225 AFSA Fund	4,867.62	24,401.66	129,141.00	129,141.00	104,739.34	19 %
300 EDA	33.11	5,386.08	12,350.00	12,350.00	6,963.92	44 %
305 General Obligation Consolidated Debt Service	0.00	443,131.39	183,138.00	183,138.00	-259,993.39	242 %
409 2012 Hail Damage Repairs	0.00	17,078.72	0.00	0.00	-17,078.72	*** %
415 USDA Rural Dev Project	2,877.00	-5,097.06	0.00	0.00	5,097.06	*** %
601 Water	1,188.61	17,861.44	396,984.00	396,984.00	379,122.56	4 %
602 Waste Water	1,075.14	8,617.01	85,500.00	85,500.00	76,882.99	10 %
Grand Total:	34,787.97	662,761.48	1,219,121.00	1,219,121.00	556,359.52	54 %

06/25/13
16:19:05

CITY OF FREEPORT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 6 / 13

Page: 1 of 1
Report ID: B110F

Fund	Received		Estimated Revenue	Revenue	% Received
	Current Month	Received YTD		To Be Received	
101 General Fund	121,797.83	148,828.82	342,385.00	193,556.18	43 %
225 AFSA Fund	2,180.00	75,524.00	129,141.00	53,617.00	58 %
300 EDA	5,285.73	5,285.73	12,350.00	7,064.27	43 %
305 General Obligation Consolidated Debt Service Fund	26,664.94	820,019.97	223,686.00	-596,333.97	367 %
407 2006 Small Cities Grant	0.00	2,456.50	0.00	-2,456.50	** %
415 USDA Rural Dev Project	16,085.45	-78,521.45	0.00	78,521.45	** %
416 Bucket Fund - Old Tower Preservation	0.00	5.00	0.00	-5.00	** %
601 Water	9,152.24	59,804.14	443,900.00	384,095.86	13 %
602 Waste Water	4,467.94	28,415.44	83,900.00	55,484.56	34 %
Grand Total:	185,634.13	1,061,818.15	1,235,362.00	173,543.85	86 %

**CITY OF FREEPORT, MINNESOTA
RESOLUTION 2013-019**

RESOLUTION APPROVING DEED GRANT SUBMISSION

BE IT RESOLVED that the City of Freeport act as the legal sponsor for project(s) contained in the Redevelopment Grant Program to be submitted on August 1, 2013 and that the Mayor is hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of Freeport.

BE IT FURTHER RESOLVED that the City of Freeport has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the local match identified in the application are committed to the project identified.

BE IT FURTHER RESOLVED that the City of Freeport has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, the City of Freeport may enter into an agreement with the State of Minnesota for the above referenced project(s), and that the City of Freeport certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

NOW, THEREFORE BE IT FINALLY RESOLVED that the Mayor and the City Administrator are hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

DATED THIS 25th DAY OF JUNE, 2013

Motion by: _____

Second by: _____

Council members voting in favor: _____

Opposed or abstained: _____

Matthew Worms, Mayor

ATTEST:

Mason Schirmer, Clerk-Treasurer

Melrose Area Schools Activities Department

1. Opportunity to talk about Melrose Area Schools Activities.

Fall	Winter	Spring
Girls	Girls	Girls
Tennis	Basketball-Starts 1/2/14	Track
Swimming	Gymnastics	Golf
Volleyball	Danceteam	Softball
Musical	Knowledge Bowl	Synchroniz
Chccheading	Speech	
Boys	Boys	Boys
Football	Basketball- Starts 10/21/13	Track
Musical	Swimming	Golf
	Wrestling	Baseball
	Hockey	
	Knowledge Bowl	
	Speech	

To: Mason

Talking points

for Jonathan Ruoff

on Tuesday 24th

City Council Meeting
JW

7th/8th grade boys and girls(at no extra fee) may join two activities in the winter. An example of this would be to join Boys Basketball in November and December and then join Wrestling in January and February.

2. Ability to ask questions/voice concerns about our Activities.

Fall Preseason Meeting HS Auditorium at 7PM on August 11th.

3. Discuss ways to bring our 7 communities more together.

Increase Participation and Cooperation

4. Give City Council/Community the opportunity to design a banner for Main Gym.