



FREEPORT CITY COUNCIL
Regular Meeting Agenda
Tuesday, July 30, 2013
Freeport City Hall
7:00 P.M.

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

II. OPEN PUBLIC FORUM

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

- A. Approval of the agenda
- B. Approval of the minutes from the June 25, 2013 Regular Meeting
- C. Approval of the claims distributed June 19, 2013 through July 22, 2013
- D. Other

IV. PUBLIC INFORMATIONAL MEETING (Public review of wellhead protection plan)

V. PUBLIC HEARING (VARIANCE REQUESTED AT 208 2ND AVE NW)

10 minutes VI. OLD BUSINESS

- A. 2012 Hail Storm Insurance Claim Status
- B. Other

30 minutes VII. NEW BUSINESS

- A. Harms Variance Request
- B. Paynesville Mutual Aid Agreement Request
- C. City Newsletter
- D. Initiative Foundation 2014 Contribution Request
- E. Legislator Recognition (Paul Anderson)
- F. Stearns County Public Hearing Notice
- G. Financial Report & 2014 Budget
- H. Other

20 minutes VIII. REPORTS

- A. City Engineer – Scott Lange & Dave Blommel, S.E.H.
- B. Public Works Director– Jon Stueve
- C. Clerk-Treasurer – Mason Schirmer
- D. Other

IX. CLOSED SESSION

X. ADJOURNMENT

Next Meeting: August 27, 2013 at 7:00 PM

FREEPORT CITY COUNCIL
REGULAR MEETING MINUTES
June 25, 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, Ken Goebel and Rodney Atkinson.

Also in attendance: Carol Moorman, Jonathan Ruoff (Melrose Public Schools), Wayne Dowell, Adrianna Hennen and Keith Fischer (109 3rd Street SW).

Staff in attendance: Mason Schirmer and Jon Stueve (Dave Blommel arrived later).

The Pledge of Allegiance was said by those in attendance.

INTERVIEW CITY ADMINISTRATIVE ASSISTANT CANDIDATES

Schirmer said thirty-five (35) applications were received for the position, ten applicants (10) were interviewed and two (2) candidates are being presented to council. Council asked each applicant questions regarding their past experiences and their interest in the position; interviewing Wayne Dowell at 7:00 PM followed by Adrianna Hennen at 7:10 PM.

TEMPORARY RECESS

OPEN PUBLIC FORUM

No public comment was provided.

CONSENT AGENDA

Schirmer provided an updated Agenda with suggested corrections and additions. Schirmer suggested the following additions to New Business: 1) Approve Hiring of Administrative Assistant; 2) EDA Appointments; 3) Resolution 2013-019; and 4) Application for Gambling. Schirmer also suggested the addition of Closed Session prior to Adjournment as well as updating Consent Agenda claims to include May 28, 2013 through June 18, 2013. K. Goebel moved and C. Goebel seconded a motion approving the Consent Agenda which included the following: Approval of the agenda with the recommended changes; approval of the minutes from the May 28, 2013 Regular City Council Meeting; approval of the claims distributed May 28, 2013 through June 18, 2013. Motion carried 5-0.

Dave Blommel, Engineer from SEH, Inc. arrived.

OLD BUSINESS

Wellhead Protection Plan Update

Schirmer said the city received a letter from the Source Water Protection Unit of the Environmental Health Division within the Minnesota Department of Health, stating that the city must hold a public information meeting for affected local units of government to review the Wellhead Protection Plan and comment. Schirmer recommended holding the meeting during next regular meeting of the City Council, on July 30, 2013.

NEW BUSINESS

Approve Hiring of Administrative Assistant

Schirmer suggested that each council member cast of vote for the candidate they would like to see as the new Administrative Assistant. Atkinson said that if the results of the vote were not unanimous, there would be discussion. Worms instructed all council members to write down the name of their preferred candidate on a piece of paper. Worms collected the votes and tallied them. Hennen received four (4) votes; Dowell received (1) vote. Atkinson said he was voting for Dowell because Dowell is a veteran. C. Goebel moved and Ritter seconded a motion to offer the position of Administrative Assistant to Adrianna Hennen, contingent upon a background check and a check of references. Motion carried 4-1 (Atkinson – nay).

Schirmer said a starting wage needs to be established. Schirmer said the previous Administrative Assistant started at \$12.00 per hour. Atkinson moved and Ritter seconded a motion to offer Hennen \$12.00 per hour. Motion carried 5-0.

Schirmer asked Hennen if she wanted to accept to position at a rate of \$12.00 per hour. Hennen accepted the position.

EDA Appointments

Schirmer said he was unable to identify when each appointed EDA member was approved by city council. Schirmer suggested council approve membership. Atkinson said it is important to have membership approved, especially if EDA makes any important decisions. Schirmer presented the Membership section of the ordinance that established the EDA. Worms asked for the definition of ‘ex-officio’ member. Schirmer said it was not defined in the Definitions section of the ordinance. Worms suggested asking previous Clerk-Treasurer Victoria Holthaus about any progress she may have made in correcting ordinance language. Atkinson moved and K. Goebel seconded a motion to approve the following EDA appointments: 1) Andy Welle (term to expire 12/31/2015); Jim Hemker (term to expire 12/31/2017); and Bud Heidgertken (term to expire 12/31/2019). Motion carried 5-0.

Financial Report

Schirmer presented budgeted versus actual for each expenditures and revenues. Schirmer said these reports provide information on a specific point in time; however, he would be interested in incorporating a statement of cash flows into further reporting. Atkinson asked about the state of Sinking Funds (savings intended to fund replacement costs). Schirmer said Sinking Funds are within each individual fund.

Melrose School District (Presentation by Jonathan Ruoff, Activities Director)

Ruoff presented: 1) information regarding the current sports and activities offered to Melrose School District students; 2) an update on the redevelopment of the athletic fields; and 3) made city council aware of the school’s interest in hanging a banner of each city, within the school district, inside the school gymnasium. Ruoff said he will be in touch with the city regarding ideas for a banner.

Resolution 2013-019

Schirmer said the resolution will serve as the approval required to submit the redevelopment grant application to DEED. Schirmer said a similar resolution was passed in January; however, DEED did not consider the application. Since then, DEED has announced another round of potential funding and that the new proposed resolution with an updated submission date is needed to resubmit the application. K. Goebel moved and C. Goebel seconded a motion to approve Resolution 2013-019: A Resolution Approving The Deed Grant Application Submission. Motion carried 5-0.

Application for Gambling

Schirmer presented a Minnesota Lawful Gambling Application for Exempt Permit (Form LG220) from CentraCare Health Melrose. Schirmer said the organization will be conducting a raffle on September 21, 2013 in the Freeport Community Center. Atkinson moved and Ritter seconded a motion approving the gambling permit application submitted by CentraCare Health Melrose for a raffle to be held September 21, 2013. Motion carried 5-0.

REPORTS

City Engineer, S.E.H. – Dave Blommel

Blommel presented an estimate for improvements to drainage at the intersection of 7th Street and County Road 11. Blommel said drainage at the location became an issue following the completion of the County Road 11 project. Blommel said USDA is willing to fund one-hundred (100) percent of the project cost. Atkinson said the city should receive estimates from local contractors as well. C. Goebel moved and K. Goebel seconded a motion to install a small catch basin and 118' of 4" drain tile with rock and fabric cover along 7th Street SW and to tie into existing catch basin MH, top soil and seed at a cost not to exceed \$1,850. Motion carried 5-0.

Blommel recommended budgeting for repair and maintenance to the waste water holding pond. Council asked Blommel questions regarding options; however, each option would only add weight to the wall, potentially leading to further compression of peat moss. Schirmer asked if soil borings would help identify the condition of the soil under the wall and what the city can expect for future settling. Blommel said borings can be performed at a reasonable cost. Blommel said he will be in touch with the city.

Public Works Director, Jon Stueve

Stueve said wastewater ponds were transferred; however, due to the recent rain fall, the available capacity within each pond is minimal. Stueve said I & I (Inflow and Infiltration) from residential sump pumps draining into the sanitary sewer may be the most significant contributing factor to the increase in flow to the ponds. Stueve said approximately 70,000 gallons of increased flow is expected during a ½" rainfall; however, a rainfall of 2 inches can lead to an inflow of approximately 350,000 gallons. Worms said the power outages likely contributed, as residential sump pumps did not have power to operate, so sump pails overflowed into the sanitary sewer drains. Stueve said he will be performing residential inspections as per Ordinance 705.01 and Ordinance 2008-005. Atkinson stated that the city needs to make connecting residential sump pumps to storm water drainage easy, to entice residents to make the investment instead of dumping into the sanitary sewer.

Stueve said the recent storm knocked-down some trees and disabled power to a small area of town for an extended duration. Stueve said he used a generator to keep the Lift Station operating.

Clerk-Treasurer, Mason Schirmer

Schirmer said the city received a Notice of Public Hearing and Notice of Intent to Enact an Ordinance from Stearns County Environmental Services Department for potential amending of Ordinance Number 489 regarding the use of motor sport facilities and tracks.

Schirmer said the Stearns County Environmental Services Department's Technical Evaluation Panel will be inspecting the city's wetland (located adjacent to the waste water ponds) on July 11, 2013 to determine if the wetland meets requirements.

Schirmer said Bicycling Around Minnesota (BAM) will be traveling through the city on Friday, August 16, 2013. The city can expect approximately 275 bicyclists. Schirmer said he will be notifying the Chamber of Commerce of the upcoming event.

Schirmer said the Stearns County recently held a meeting to discuss the five-year construction plan. Schirmer said the closest project to Freeport is the proposed resurfacing of 4.7 miles of CR 167 from CR157 to CSAH 17 in 2016.

Schirmer said he and Atkinson attended the "Keys to the City" luncheon on June 12th; the event included: 1) examples of distressed communities that redeveloped themselves and are growing as a result; and 2) how the millennial generation will impact our communities. Schirmer said the event was recorded and will be televised on July 11th at 8 PM on public television.

Schirmer said he recently attended the Clerk's Orientation at the League of Minnesota Cities Annual Conference. Schirmer said he attended sessions on budgeting, management and insurance. Schirmer said it was also a great opportunity to connect with other communities.

Closed Session

K. Goebel moved and C. Goebel seconded a motion to close the regular meeting on advice of counsel in association with Keith Fischer assessment appeal. Motion carried 5-0. Meeting closed at 9:30 PM.

C. Goebel moved and K. Goebel seconded a motion to reopen the regular meeting. Motion carried 5-0. Meeting reopened at 9:54 PM.

ADJOURNMENT

Worms moved and C. Goebel seconded a motion to adjourn the regular meeting. Motion carried 5-0. Meeting adjourned at 9:55 PM.

Mason Schirmer, City Clerk

Matthew H. Worms, Mayor

06/26/13
09:51:26

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

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Report ID: AP100V

* ... Over spent expenditure

CL
981-989

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
986		70 CENTERPOINT ENERGY	32.10					
	06/18/13	Fire Hall	12.82			225	42200	382 10100
	06/18/13	Maintenance Bldg	19.28			101	43100	382 10100
		Total for Vendor:	32.10					
982		596 MASON SCHIRMER	139.28					
	06/22/13	LMC Conference Expenses	139.28			101	41400	335 10100
		Total for Vendor:	139.28					
989		335 MCFOA	35.00					
	7/1/13 -	6/30/14	35.00			101	41400	433 10100
		Total for Vendor:	35.00					
988		290 METRO FIRE	525.46					
	47582 06/17/13	Equipment	525.46*			225	42200	210 10100
		Total for Vendor:	525.46					
981		594 MINNESOTA DEPARTMENT OF PUBLIC	15.00					
		Adrianna Hened Background Che	15.00			101	41000	430 10100
		Total for Vendor:	15.00					
983		309 MINNESOTA LIFE INSURANCE CO.	4.00					
	06/14/13	Mason Schirmer	2.00			101	41400	131 10100
	06/14/13	Jon Stueve	2.00			101	43000	131 10100
		Total for Vendor:	4.00					
984		418 SEH, INC.	3,811.87					
	269709 06/13/13	Water Storage & WM	3,597.87*			415	43100	303 10100
	269204 06/10/13	General (Pond Evaluation)	214.00*			602	43250	303 10100
		Total for Vendor:	3,811.87					
985		463 TEAM LABORATORY CHEMICAL CORP.	419.31					
	92697 06/20/13	Road Patch	419.31*			101	43100	225 10100
		Total for Vendor:	419.31					
987		525 XCEL ENERGY	92.58					
	372932276 06/19/13	Water Tower	92.58			601	43225	381 10100
		Total for Vendor:	92.58					
		Total:	5,074.60					
			5,074.60					

AUTHORIZED BY: 

07/02/13
15:33:42

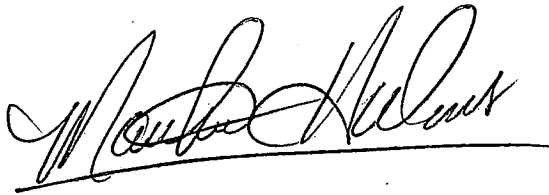
CITY OF FREEPORT
Claim Approval List
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* ... Over spent expenditure

CL 990-998

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
991		15 ALBANY MUTUAL TELEPHONE	397.85					
	10137548	07/01/13 8362112	97.62			101 41000	320	10100
	10137877	07/01/13 8362685	22.08			601 43225	320	10100
	10137877	07/01/13	22.08			602 43250	320	10100
	10137645	07/01/13 8362278	67.03			101 43100	320	10100
	10138130	07/01/13 8367158	40.62			101 41000	320	10100
	10137549	07/01/13 8362116	72.92			101 41000	320	10100
	10137705	07/01/13 8362411 & 8362413	75.50			225 42200	320	10100
		Total for Vendor:	397.85					
996		84 CITI LITES, INC.	21.00					
	42352	06/14/13 Located wire	21.00*			101 43160	300	10100
		Total for Vendor:	21.00					
998		544 COMPUTER HELP SERVICES	1,175.58					
	2013-278	07/01/13 service \$ supplies	1,175.58*			101 41000	300	10100
		Total for Vendor:	1,175.58					
993		174 GOPHER STATE ONE CALL, INC.	29.00					
	75387	06/30/13 Locates	29.00			601 43225	300	10100
		Total for Vendor:	29.00					
992		194 HENNER LUMBER CO, INC.	16.07					
	76023	06/30/13 Supplies	16.07*			225 42200	210	10100
		Total for Vendor:	16.07					
994		597 KDV, LTD	12,320.00					
	174816	06/28/13 Conversion of acct records	12,320.00*			415 43100	300	10100
		Total for Vendor:	12,320.00					
995		293 MID MINNESOTA CODE ENFORCEMENT,	4,486.49					
	06/28/13	Permit	4,486.49			101 42050	310	10100
		Total for Vendor:	4,486.49					
997		450 STEARNS COUNTY RECORDER	3.00					
	06/27/13	fax fee	3.00			101 41000	430	10100
		Total for Vendor:	3.00					
990		510 VERIZON WIRELESS	98.18					
	06/19/13	Cell Phone	98.18			101 43100	320	10100
		Total for Vendor:	98.18					
		Total:	18,547.17					
			18,547.17					

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07/09/13
10:46:40

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* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1007		387 RAHNS OIL & PROPANE, INC	422.68					
	06/30/13	Gas and Oil	421.09			101 43100	215	10100
	06/30/13	WW Samples	1.59			602 43250	210	10100
		Total for Vendor:	422.68					
1004		450 STEARNS COUNTY RECORDER	138.00					
	2013000010	07/01/13 Dan Bueckers Recording	46.00			101 41000	430	10100
	2013000010	07/01/13 Tom Blommel Recording	46.00			101 41000	430	10100
	2013000010	07/01/13 Hennen Lumber Recording	46.00			101 41000	430	10100
		Total for Vendor:	138.00					
1011		525 XCEL ENERGY	1,606.36					
	302188142		179.68			601 43225	381	10100
	302252262		65.48			101 43160	381	10100
	302290398		307.75			101 41000	381	10100
	302679657		117.30			101 43100	381	10100
	302700297		26.64			602 43250	381	10100
	302947044		139.00			601 43225	381	10100
	303193187		38.54			602 43250	381	10100
	303616049		101.85			225 42200	381	10100
	303936749		39.17			101 43160	381	10100
	303956738		323.15			101 43160	381	10100
	303963984		206.12			101 43160	381	10100
	303985901		30.82			101 43160	381	10100
	304083816		13.11			101 43160	381	10100
	304098414		17.75			602 43250	381	10100
		Total for Vendor:	1,606.36					
		Total:	6,130.77					
			6,130.77					

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07/09/13
10:46:40

CITY OF FREEPORT
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* ... Over spent expenditure

999-1012

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
999		76 CENTRAL MINNESOTA CREDIT UNION	319.37					
	Beacon		1.00*			101	41000 433	10100
	Albany Fleet Supply		64.80			101	43100 210	10100
	Postage		230.00	\$115-601 43225 200		101	41000 200	10100
	Albany Fleet Supply		23.57	\$115-602 43250 200		101	41000 200	10100
		Total for Vendor:	319.37					
1003		84 CITI LITES, INC.	21.00					
	42423 06/25/13	Marked streetlight facilities	21.00*			101	43100 300	10100
		Total for Vendor:	21.00					
1010		107 DANNY'S DISPOSAL & RECYCLING,	125.09					
	07/01/13	Fire Dept Garbage	29.09			225	42200 383	10100
	07/01/13	City Garbage	96.00			101	43100 383	10100
		Total for Vendor:	125.09					
1002		123 DYMOKE LAW OFFICE, P.A.	52.50					
	07/01/13	Interview and Hiring Procedure	52.50			101	41600 302	10100
		Total for Vendor:	52.50					
1012		145 FINKEN WATER CENTERS	16.03					
	2614112 07/01/13	Metered Rental Water Softener	16.03			101	41000 410	10100
		Total for Vendor:	16.03					
1001		187 HAWKINS, INC.	2,152.77					
	3484940 06/26/13	Chemicals	2,152.77*			601	43225 440	10100
		Total for Vendor:	2,152.77					
1005		558 HERDERING, INC. 3 RD ST. SE & 7 TH AVE	735.00					
	1032-6245 07/01/13	Dust Control	735.00			101	43100 311	10100
		Total for Vendor:	735.00					
1008		602 HOMETOWN NEWS	118.77					
	17319 06/27/13	Ham BBQ ad	118.77*			225	42200 350	10100
		Total for Vendor:	118.77					
1000		219 JOANN TIMP	102.60					
		Office Cleaning	102.60*			101	41000 300	10100
		Total for Vendor:	102.60					
1009		385 QUILL	320.60					
	3758068 07/01/13	Office Supplies	171.02			101	41000 210	10100
	3825327 07/03/13	Label tape (credit coming)	149.58			101	41000 210	10100
		Total for Vendor:	320.60					

07/15/13
11:14:44

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* ... Over spent expenditure

1013-1018

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1013		25 AMERIPRIDE LINEN & APPAREL	45.65					
	2200401093	07/12/13 Monthly Service	45.65			101 41000	410	10100
		Total for Vendor:	45.65					
1014		560 BOYER TRUCKS	39.89					
	131282R	07/09/13 Turn Signal	39.89			225 42200	220	10100
		Total for Vendor:	39.89					
1015		189 HEALTH PARTNERS	1,395.40					
	43934894	07/08/13 3594885 Mason Schirmer	729.60			101 41400	130	10100
	43934894	07/08/13 2922393 Jon Stueve	665.80			101 43000	130	10100
		Total for Vendor:	1,395.40					
1016		294 MID CENTRAL HEATING & A/C, INC.	75.95					
	189728	06/14/13 Freeport Senior Center repairs	75.95			101 41000	220	10100
		Total for Vendor:	75.95					
1017		336 MUNICIPAL DEVELOPMENT GROUP,	140.00					
	FRE071013	07/08/13 Professional Services	140.00*			101 41000	300	10100
		Total for Vendor:	140.00					
1018		543 SAFEGUARD	218.75					
	028983420	07/02/13 Utility Postcard	109.38*			601 43225	210	10100
	028983420	07/02/13 Utility Postcard	109.37			602 43250	210	10100
		Total for Vendor:	218.75					
		Total:	1,915.64					
			1,915.64					

Authorized by: 

07/17/13
09:02:41


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* ... Over spent expenditure

1019-1023

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1020	E	54 BOND TRUST SERVICES CORPORATION	31,620.00					
	19557	06/17/13 19557 2006A Interest	31,620.00*			305	47000 615	10100
		Total for Vendor:	31,620.00					
1023		546 NORTHLAND SECURITIES, INC.	4,777.50					
	06/13/13	GO Bonds 2013A	4,777.50*			415	43100 610	10100
		Total for Vendor:	4,777.50					
1019		500 US BANK TRUST	1,350.00					
	08/01/13	33595200 Imp Bond 2	1,350.00*			305	47000 613	10100
1022		500 US BANK TRUST	24,038.75					
	08/01/13	2005 GO Imp Bond	18,317.50*			305	47000 614	10100
	08/01/13	2005 GO Imp Bond Interest	5,721.25			602	43250 610	10100
		Total for Vendor:	25,388.75					
		Total:	61,786.25					
Not electronic -printed check → Total Electronic Claims			31,620.00					
Total Non-Electronic Claims			30,166.25					

Authorized by: 


07/22/13
10:01:19

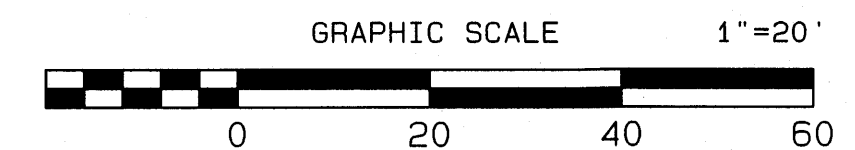
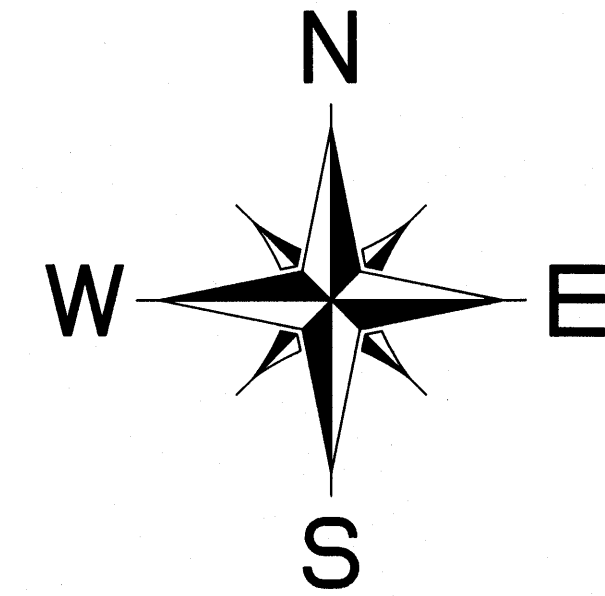
1025-1032
CITY OF FREEPORT
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* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1025		153 FREEPORT CHAMBER OF COMMERCE	125.00					
		2013 Annual Website Access	125.00*					
		Total for Vendor:	125.00			101 41000	433	10100
1026		603 INITIATIVE FOUNDATION	500.00					
		2013 Funding Pledge	500.00			300 46500	430	10100
		Total for Vendor:	500.00					
1027		243 KOTZER EXCAVATING, INC.	900.00					
		2176 07/02/13 Haul Crushed Concrete-Pung rd.	900.00*			101 43100	225	10100
		Total for Vendor:	900.00					
1028		269 MARCO, INC.	312.99					
		232692129 07/15/13 232692129 (2/10/13-5/10/13)	312.99			101 41000	410	10100
		Total for Vendor:	312.99					
1029		309 MINNESOTA LIFE INSURANCE CO.	4.00					
		07/12/13 Mason Schirmer	2.00			101 41400	131	10100
		07/12/13 Jon Stueve	2.00			101 43000	131	10100
		Total for Vendor:	4.00					
1031		397 RINKE-NOONAN, LTD	1,815.85					
		214850 07/15/13 Assessment Appeal-Keith	1,815.85*			415 43100	302	10100
		Total for Vendor:	1,815.85					
1030		470 THE PERIPHERAL VISION	25.00					
		07/15/13 update zoning permit form	25.00*			101 41000	300	10100
		Total for Vendor:	25.00					
1032		482 TRAUT WELLS	81.00					
		258269 07/17/13 wastewater testing	81.00			602 43250	460	10100
		Total for Vendor:	81.00					
		Total:	3,763.84					
			3,763.84					

Authorized by: 
7/22/13



- DENOTES IRON PIPE PLACED THIS SURVEY
CAPPED RLS NO. 13334
- DENOTES IRON PIPE
FOUND THIS SURVEY

LEGAL DESCRIPTION PROVIDED BY CLIENT:

That part of Lots five (5) and Six (6), Block Two (2), ORIGINAL TOWNSITE (NOW CITY) OF FREEPORT, described as follows: Beginning at the most Northwestern point of Lot 6, Block 2; thence Southeasterly along the Northeastern boundary of Lots 5 and 6, Block 2 to a point which is 50 feet Northwesternly of the most Northeastern corner of Lot 5, Block 2; thence in a Southwesterly direction on a line parallel with the Southeastern boundary of Lot 5, Block 2 for a distance of 50 feet; thence in a Northwesternly direction on a line parallel with the Northeastern boundary of Lots 5 and 6, Block 2 to a point on the Northwestern boundary of Lot 6, Block 2 which point is 50 feet Southwest of the most Northwestern corner of Lot 6; thence in a Northeasterly direction along said line to the point of beginning and there terminating.

IMPERVIOUS SURFACE COMPUTATIONS:

EXISTING HOUSE AND GARAGE = 1128 SQ. FT.
EXISTING SHED = 120 SQ. FT.
PROPOSED GARAGE = 504 SQ. FT.
PROPOSED ADDITION = 132 SQ. FT.
TOTAL LOT = 5485 SQ. FT.
TOTAL COVERAGE = 34.3%

ALWAYS CHECK WITH THE CITY FOR SETBACKS AND RULES.
CALL GOPHER ONE BEFORE DIGGING.
NO UNDERGROUND UTILITIES WERE LOCATED FOR THIS SURVEY.

THIS SURVEY IS INTENDED ONLY FOR THE BENEFIT OF THE PARTY TO WHOM IT WAS PREPARED FOR AND SHOULD NOT BE RELIED UPON BY ANY OTHER PARTY OR FOR ANY OTHER PURPOSE WITHOUT CONTACTING THE SURVEYOR WHO DEVELOPED AND MADE THIS DRAWING. UNAUTHORIZED REPRODUCTION OF THIS DOCUMENT IS PROHIBITED. ALL LEGAL DESCRIPTIONS NEED TO BE PROOF READ AND APPROVED BY THE CLIENT'S ATTORNEY BEFORE BEING RECORDED AT THE COUNTY RECORDER'S OFFICE.

THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE COMMITMENT. NO SEARCH FOR EASEMENTS RECORDED OR UNRECORDED WAS MADE BY THE SURVEYOR.

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

6-7-13
DATE

Ronald Engelmeier, Land Surveyor
Minnesota Registration No. 13334

Engelmeier Surveying P.A.

PREPARED FOR: CECIL HARMS
Certificate of Survey
cc: harms-c.pro Job No: 73-13
Date: 6-6-2013 P-3-2809 FB: 135-68

ENGELMEIER SURVEYING P. A.
307A EAST MAIN STREET
MELROSE, MN 56352
PHONE: (320) 256-7298
FAX: (320) 256-5151
email: engel@engelsur.net



To: Mason Schirmer, City Clerk/Treasurer

From: Cynthia Smith-Strack, Municipal Development Group, Inc.

Date: July 23, 2013

Re: Variance Request: 208 Second Avenue Northwest

As requested I've briefly reviewed a request for a variance at 208 Second Avenue Northwest. The property owner is requesting a variance to street side yard setback and rear yard setback. The purpose of the variance is to accommodate a proposed 396 sq. ft. garage addition and a 120 sq. ft. home addition.

The subject property is zoned R-1 Single and Two Family Residential. The Applicant has submitted a certificate of survey in conjunction with the request. The residence fronts on 2nd Avenue NW.

The Applicant proposes to place a structure three (3) feet from the 2nd Avenue boulevard and one point eight (1.8) feet from the side property line. Required applicable setbacks in the R-1 District are 30 feet (front yard) and ten (10) feet for the side yard. Therefore, the Applicant proposes a 27 foot variance from the front setback requirement and an eight point five (8.5) foot variance from the side yard setback requirement.

The proposed garage addition would be arranged so that vehicles entering and exiting the garage would need to back out onto 2nd Avenue NW.

The attached aerial image illustrates the property as it exists currently in relation to adjacent dwellings and the neighborhood in general. It is noted the property as it exists currently is in line with adjacent properties in terms of setback on 2nd Avenue NW. In addition it is noted 2nd Avenue and the front property line are angled slightly.

State law provides flexibility to municipalities in relation to zoning standards for situations where there are practical difficulties. Minnesota Statutes require communities consider three questions when determining whether or not a practical difficulty exists. If the answers to those questions cannot be supported by facts leading to an answer of 'yes' for each, the variance is suspect and should be considered for denial. The Statutory questions are as follows:

1. Does the property owner propose to use the property in a reasonable manner not permitted by the zoning ordinance?
2. Is the plight of the landowner is due to circumstances unique to the property not created by the landowner?
3. The variance, if granted, will not alter the essential character of the locality.

Following review of the aforementioned information MDG recommends denial of the variance request. The recommendation is based on the following:

1. Passenger automobiles exiting the garage will have to back onto 2nd Avenue NW. The proposed garage will be three feet from the boulevard. The average car length is approximately ten feet. This

means a person exiting the garage would not have a clear line of sight to the street before entering the boulevard. In the winter snow storage in the boulevard will exacerbate this problem.

2. Existing dwellings in the area are currently consistent in terms of front yard setback. The 27 foot variance is not consistent with other homes in the neighborhood and it would alter the essential character of the neighborhood measurably.
3. The proposed 1.8 foot side yard will potentially result in: altered drainage patterns, interference with the shared drainage easement on the lot line, future difficulties when maintaining the garage while on the subject property, and obstruction of viewshed from the dwelling to the south.
4. The property has an existing garage and there appears to be adequate room for a garage expansion in the rear yard of the property. The property owner has created the need for a variance due to the proposed garage addition size and configuration. The variance is not due to characteristics unique to the property.

Memo

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: July 26, 2013

Re: Insurance Claim from 2012 Hail Storm

Last year the city contacted the League of MN Cities Insurance Trust (LMCIT) to notify them of damage to city property caused by a hail storm. The LMCIT dispatched an adjuster that evaluated the damage sustained on each structure. Quotes were received for materials (Hennen Lumber) and labor (NVB & Jim Notch). The LMCIT began asking for a second set of estimates. Until this point, Carrie Goebel had been spearheading the process due to turn-over in the Clerk-Treasurer position.

Recently, I took back the project, since it is the responsibility of the Clerk-Treasurer. In the process of responding to the LMCIT, I reviewed the adjuster's findings and found discrepancies. I personally assessed the Fire Hall overhead doors for damage; identifying more damage than the adjuster had reported:

- The adjuster identified 18 damaged door panels
 - 12 door panels with dents
 - 6 door panels missing paint
- I identified 23 damaged door panels
 - 18 door panels with dents
 - 5 door panels missing paint

I notified LMCIT that the material estimate for overhead doors received last year (according to the adjuster's findings) was inadequate and that their request for a second quote may be useless (since the damage is greater than stated in 2012). The LMCIT agent came to Freeport on Thursday, July 18th to inspect the Fire Hall with me. She agreed with my findings.

With her approval, I obtained two sets of estimates:

1. Estimates from two vendors for replacing and re-painting panels
2. Estimates from two vendors for replacing all 8 overhead doors, entirely

On July 23rd, the LMCIT informed me that the "most economic approach" is to replace all the overhead doors, as per the estimate provided by St. Cloud Overhead Doors for \$16,933.00.

In regards to the Maintenance Building; I obtained additional estimates as per LMCIT and have been notified that the city is authorized to place the roofing panels and the panels on the South and West walls for a total of \$20,511.19.

If there is no Council objection, I will:

1. Notify St. Cloud Overhead Door that they are authorized to replace the doors as per their estimate
2. Notify Noah VanBeck (NVB, Inc.) that his is authorized to replace the panels on the Roof, South wall and West wall.

Memo

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: July 26, 2013

Re: Paynesville Mutual Aid Contract

I recently received a proposed Fire & Emergency Mutual Aid Agreement from the City of Paynesville. Upon reviewing the document, I identified the Damage to Equipment section as a potential point of concern. The following is an extract from the document:

DAMAGE TO EQUIPMENT

Each party shall be responsible for damages to or loss of its own equipment. Each party waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

Due to the increasingly high replacement and repair cost of emergency response vehicles, the mutual aid agreement may not serve the interests of the residents of the City of Freeport.

I have attempted to reach Paynesville City Administrator Renee Eckerly by phone multiple times and have sent her an email asking about whom drafted this document and the reasoning behind the section in question.

Freeport Fire Chief, Noah VanBeck, recommends rejecting the proposed agreement for multiple reasons:

1. Mutual aid should be kept to communities within 15 miles (Albany, Melrose, St. Martin, etc.)
 - a. If additional help is needed, the County and State will be contacted
2. The Damage to Equipment section jeopardizes Freeport Fire Department's ability to service its own service area

Enclosed along with this memo is the Fire & Emergency Mutual Aid Agreement proposed by the City of Paynesville for your consideration.

FIRE & EMERGENCY MUTUAL AID AGREEMENT

PURPOSE

This Agreement is made pursuant to Minnesota Statutes §471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties. The intent of this Agreement is to make equipment, personnel and other resources available to political subdivisions from other political subdivisions.

DEFINITIONS

1. "Party" means a political subdivision.
2. "Requesting Official" means the person designated by a party who is responsible for requesting assistance from other parties.
3. "Requesting Party" means a party that requests assistance from other parties.
4. "Responding Official" means the person designated by a party who is responsible to determine whether and to what extent that party should provide assistance to a requesting party.
5. "Responding Party" means a party that provides assistance to a requesting party.
6. "Assistance" means fire and/or emergency medical services including personnel and equipment.

PROCEDURE

1. **Request for Assistance.** Whenever, in the opinion of a requesting official there is a need for assistance from other parties, the requesting official may call upon the responding official of any other party to furnish assistance.
2. **Response to Request.** Upon the request for assistance from a requesting party, the responding official may authorize and direct his/her party's personnel to provide assistance to the requesting party. This decision will be made after considering the needs of the responding party, the availability of resources and any issues related to the safety of the personnel and equipment of the responding party.

3. **Recall of Assistance.** The responding official may at any time recall such assistance when in his or her best judgment or by an order from the governing body of the responding party, it is considered to be in the best interests of the responding party to do so.

4. **Command of Scene.** The requesting party shall be in command of the mutual aid scene. The personnel and equipment of the responding party shall be under the direction and control of the requesting party until the responding official withdraws assistance.

WORKERS' COMPENSATION

Each party shall be responsible for injuries or death of its own personnel. Each party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing assistance pursuant to this Agreement. Each party waives the right to sue any other party for any workers' compensation benefits paid to its own employee or volunteer or their dependants, even if the injuries were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

DAMAGE TO EQUIPMENT

Each party shall be responsible for damages to or loss of its own equipment. Each party waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

LIABILITY

1. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. §466), the employees and officers of the responding party are deemed to be employees (as defined in Minn. Stat. §466.01, Subd. 6) of the requesting party.

2. The requesting party agrees to defend and indemnify the responding party against any claims brought or actions filed against the responding party or any officer, employee, or volunteer of the responding party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of assistance in responding to a request for assistance by the requesting party pursuant to this Agreement.

Under no circumstances, however, shall a party be required to pay on behalf of itself and other parties, any amounts in excess of the limits on liability established in Minnesota Statutes 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants form a single occurrence to be defended by a single attorney.

3. No party to this Agreement nor any officer of any party shall be liable to any other party or to any other person for failure to any party to furnish assistance to any other party, or for recalling assistance, both as described in this Agreement.

CHARGES TO THE REQUESTING PARTY

Subd. 1. No charges will be levied by a responding party to this Agreement for assistance rendered to a requesting party under the terms of this Agreement unless that assistance continues for a period of more than 48 hours. If assistance provided under this Agreement continues for more than 48 hours, the responding party will submit to the requesting party an itemized bill for the actual cost of any assistance provided after the initial 48 hour period, including salaries, overtime, materials and supplies and other necessary expenses; and the requesting party will reimburse the party providing the assistance for that amount.

Subd. 2. Such charges are not contingent upon the availability of federal or state government funds.

DURATION

This Agreement will be in force for a period of five (5) years from the date of execution. Any party may withdraw form this Agreement upon 30 days written notice to the other party or parties to this Agreement.

EXECUTION

Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated.

DATED: _____

CITY OF ST. MARTIN

Its: Mayor

Its: Clerk

Memo

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: July 26, 2013

Re: Freeport Newsletter

We were recently made aware of the past use of a city-wide newsletter. Along with this memo is the most recent copy we could find (Winter 2012).

Shall the City begin mailing a newsletter to residents, again?

Freeport News

Winter 2012

A newsletter from the City of Freeport

City Hall Information:

125 Main Street East

PO Box 301

Phone: (320) 836-2112

Email: cityfrpt@albanytel.com

Web: www.freeportmn.org

City Council Meetings:

Last Tuesday of each month at 7:00 PM at City Hall

City Council:

Mayor, Matthew Worms

Acting Mayor, Joe Hennen

Member, Carrie Goebel

Member, Ken Goebel

Member, Ron Ritter

City Staff:

Vicki Holthaus, City Clerk-Treasurer

Ashley Feldewerd, Administrative Assistant

Jon Stueve, Public Works Director

Ryan Hoelscher, Maintenance

Fire and Rescue Department:

Noah Van Beck, Fire Chief

John Gilk, First Assistant Chief

Dean Jungles, Second Assistant Chief

Loren Goebel, Secretary

17 Firefighters

Message from the Mayor

Last week, the municipal bond market set a number of historic lows. Freeport was able to take advantage of low municipal rates by refunding our 2006 Improvement Bonds at an average interest rate of 1.85%. The result is an estimated savings of \$74,476 over the life of the bond!

Standard & Poor's assigned the bond issue a rating of "A-" with a stable outlook. In addition, Standard & Poor's revised its opinion of Freeport's Financial Management Assessment from "standard" to "good". We are pleased to receive such a positive affirmation during this era of state and local rating downgrades.

Monthly Billing

Beginning the first week of February, the City will send out monthly utility bills. You will receive a bill each month for your use during the previous month. Bills will be due at the end of the month.

Automatic Withdrawal

The City of Freeport is now offering the option to pay your utility bill by using automatic withdrawal. If you sign up for automatic withdrawal your utility bill payment will be deducted from your checking or savings account on the due date. You will continue to receive your bill by mail or by email if you sign up for e-billing! To enroll in automatic withdrawal, please complete and return the enclosed form!

Danny's Disposal

Danny's Disposal has installed a payment box in the entry way at City Hall. Feel free to drop off payments during business hours.

National Flood Insurance

FEMA notified the City that Freeport will enter the Regular Phase of the National Flood Insurance Program. As a result, property owners are eligible to purchase larger amounts of flood insurance coverage at generally lower rates than were otherwise available.

Rate Increases

Residents will see the new rate increases for the 2011 improvement projects on their January bill. The bill will arrive the first week in February. The debt service fee for a single family home will be \$20 per month. The debt service fee for commercial properties will be \$20 per equivalent dwelling unit. We encourage commercial property owners to call city hall for the exact amount of the increase for your business.

E-billing

The City of Freeport is now offering e-billing. You will now be able to provide us with an email address and we will email your bill each month in place of sending out your bill by mail. All you need to do is provide us with an email address on the enclosed form!





CONNECTING & INNOVATING
SINCE 1913

Memorandum

To: Mayors of Minnesota Cities

From: Gary Carlson, Director, Intergovernmental Relations, League of Minnesota Cities

Date: July 10, 2013

Re: 2013 League of Minnesota Cities Legislators of Distinction

The League of Minnesota Cities Board of Directors has recognized 30 legislators this year for their actions and leadership on a wide variety of legislative issues of importance to cities across Minnesota. The enclosed letter(s) describes the specific reasons a legislator representing your city was chosen for this recognition.

Please share this recognition with your city council and the public at your next council meeting. Publicly acknowledging legislators for their support of city-friendly legislation is just one way we continue to strengthen the partnership between state and local government in Minnesota.

If you have any questions, please feel free to contact Heather Cederholm or Laura Ziegler, IGR Liaisons at the League of Minnesota Cities at (651) 281-1256, (651) 281-1267, liaison@lmc.org, or toll-free at 800-925-1122. To read the complete list of all the legislators who received this designation, see the *Cities Bulletin* article online at www.lmc.org/page/1/legofdistinction13.jsp.

Thank you for your efforts to strengthen the partnership between state and city leaders, and for telling your city story!

Enclosure



CONNECTING & INNOVATING
SINCE 1913

July 9, 2013

The Honorable Paul Anderson
22935 - 270th Ave.
Starbuck, MN 56381

Dear Representative Anderson:

On behalf of the 832 member cities of the League of Minnesota Cities, I want to thank you for your efforts authoring legislation to restore the sales tax exemption for cities and counties during the last legislative session. You also sought out League staff prior to presenting the bill at a House Tax Committee hearing.

Our members know that in order to be successful in serving our common constituents, state and city officials must work together as partners to reach solutions that meet the unique needs of rural, suburban, and urban main streets all across Minnesota.

City leaders also understand that without the support of legislative leaders like you, this state-local partnership would not be possible. The League looks forward to working with you to strengthen this relationship in the coming session.

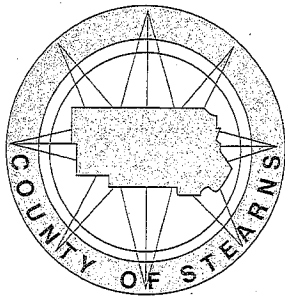
Sincerely,

Shaunna Johnson
Administrator, City of Waite Park
President, League of Minnesota Cities

Enclosures (2)

cc: Daron Gersch, Mayor of Albany
Sara Carlson, Mayor of Alexandria
Richard Tschida, Mayor of Belgrade
Larry Putz, Mayor of Brooten
Thomas Seifermann, Mayor of Elrosa
Robert Bordeaux, Mayor of Forada
Matt Worms, Mayor of Freeport
Dan Kalina, Mayor of Garfield
William Ogdahl, Mayor of Glenwood
Peter Heinze, Mayor of Greenwald
Ryan Lieser, Mayor of Lake Henry
Jim Smith, Interim Mayor of Long Beach
Dan Sutton, Mayor of Lowry

Jim Leukam, Mayor of Meire Grove
Tim Vogel, Mayor of Melrose
Harold Klaphake, Mayor of New Munich
Brad Kirckof, Mayor of Sauk Centre
Ted Aubart, Mayor of Sedan
Jim Klassen, Mayor of Spring Hill
Robert Cremers, Mayor of St Anthony
James Rothstein, Mayor of St Martin
John Arnzen, Mayor of St Rosa
Rollie Johnson, Mayor of Upsala
Al Cooley, Mayor of Villard
Cindy Schwendeman, Mayor of Westport



COUNTY OF STEARNS

Environmental Services Department

Administration Center Rm 343 • 705 Courthouse Square • St. Cloud, MN 56303
320-656-3613 • Fax 320-656-6484 • 1-800-450-0852

MEMO

TO: Township Clerks and Supervisors, City Clerks/Administrators
FROM: Jennifer Buckentine
DATE: July 22, 2013
RE: Notice of Public Hearing

Notice of Public Hearing

Pursuant to Minnesota Statutes, Chapter 394.26 and Chapter 375, and pursuant to Section 4.10.4 of Stearns County Ordinance #439, notice is hereby given that the Stearns County Board of Commissioners shall conduct a public hearing on **Tuesday, August 13, 2013 at 10:20 a.m.** in the County Board Room, Stearns County Administration Center, 705 Courthouse Square, St Cloud, Minnesota to consider a text amendment to Stearns County Ordinance Number 439.

The proposed text amendment was submitted by James Hoeft, Mound MN to amend Stearns County Land Use and Zoning Ordinance Number 439. The request is to amend Section 8 to add a new primary zoning district titled Residential 3 (R-3).

A copy of the proposed ordinance change is available upon request. All interested persons are invited to attend said hearing or submit written testimony prior to the hearing date. Written testimony should be submitted to Angie Berg, Land Use Division Director, Stearns County Environmental Services Department, Stearns County Administration Center, Room 343, 705 Courthouse Square, St Cloud, Minnesota 56303 or via email at angie.berg@co.stearns.mn.us.

07/26/13
12:00:10

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

Page: 1 of 1
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
101 General Fund	0.00	177,326.01	412,008.00	412,008.00	234,681.99	43 %
225 AFSA Fund	0.00	25,321.11	129,141.00	129,141.00	103,819.89	20 %
300 EDA	0.00	5,886.08	12,350.00	12,350.00	6,463.92	48 %
305 General Obligation Consolidated Debt Service	0.00	494,418.89	183,138.00	183,138.00	-311,280.89	270 %
409 2012 Hail Damage Repairs	0.00	17,078.72	0.00	0.00	-17,078.72	*** %
415 USDA Rural Dev Project	0.00	18,021.41	0.00	0.00	-18,021.41	*** %
601 Water	0.00	14,993.10	396,984.00	396,984.00	381,990.90	4 %
602 Waste Water	0.00	20,442.06	85,500.00	85,500.00	65,057.94	24 %
Grand Total:	0.00	773,487.38	1,219,121.00	1,219,121.00	445,633.62	63 %

07/26/13
12:00:50

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

Page: 1 of 1
Report ID: B110F

Fund	Received		Estimated Revenue	Revenue	%
	Current Month	Received YTD		To Be Received	Received
101 General Fund	0.00	193,771.84	342,385.00	148,613.16	57 %
225 AFSA Fund	0.00	76,024.00	129,141.00	53,117.00	59 %
300 EDA	0.00	5,285.73	12,350.00	7,064.27	43 %
305 General Obligation Consolidated Debt Service Fund	0.00	890,659.62	223,686.00	-666,973.62	398 %
407 2006 Small Cities Grant	0.00	3,614.42	0.00	-3,614.42	** %
415 USDA Rural Dev Project	0.00	-69,329.84	0.00	69,329.84	** %
416 Bucket Fund - Old Tower Preservation	0.00	5.00	0.00	-5.00	** %
601 Water	0.00	68,617.00	443,900.00	375,283.00	15 %
602 Waste Water	0.00	32,964.25	83,900.00	50,935.75	39 %
Grand Total:	0.00	1,201,612.02	1,235,362.00	33,749.98	97 %



TO: Mr. Mason Schirmer
City of Freeport

FROM: David Blommel, PE
City Engineer

DATE: July 25, 2013

RE: City Council Update - July 30, 2013
Freeport, Minnesota
SEH No. FREEP GEN 16

Waste Water Treatment Ponds

Jon Stueve and I met out at the wastewater ponds to review the berm settlement. It appears that unlike last time, the berm elevation itself has not changed. Since the top of the berm separating the pond from the adjacent wetlands is still at its design elevation, the main focus of the repairs should be related to protecting the clay liner from wave action in the ponds. This will include adding some more riprap and continuing to monitor settlement over the next few years to ensure the top of the berm does not change.

Water Tower Project

The general contractor has completed the major items on the punch list. I will be reviewing the final seeding prior to the meeting on Tuesday; however, the other major items on the list have been completed. The old water tower is completely off line and is dry.

At this time, the Council should consider making final payment of \$10,000 and closing the construction contract with General Construction Services. The contractor will be stopping out this fall to do another review on the tower, prior to winter, to ensure it is operating properly.

I will provide an update on Tuesday as to the remaining paper work that needs to be filled out.

Requested actions:

- 1. Authorize final payment of \$10,000 contingent upon Rural Development's concurrence and staff acceptance of punch list items.***
- 2. Authorize mayor and staff to sign documents finalizing the construction contract with General Construction Services.***

I plan to attend your meeting on Tuesday to answer questions regarding any of the above concerns. If you have any questions prior to the meeting, please do not hesitate to contact me.

c: Scott Lange, SEH

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Memo

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: July 26, 2013

Re: Clerk's Report

Since your last City Council meeting:

Adrianna Hennen started as P/T Administrative Assistant. During this past month, Adrianna has become familiar with procedures, filing and Black Mountain software. Her responsibilities include answering phone calls, greeting customers, receipting-in revenues, entering utility payments, preparing checks, make adjustments to utility accounts and preparing deposits. She is a welcomed addition to the City of Freeport.

All the city's electronic files are now stored on a server (if a computer shorts-out, we can easily install a new computer without losing files). The server consists of two hard-drives, one that mirrors the other (this provides a redundancy back-up in the event one hard-drive fails). The previous Clerk was using a cloud program called Comodo; to backup city files on technology we do not own or control can be dangerous (I am in the process of deleting the Comodo account).

Quarterly reports have been completed. Reporting includes MN Unemployment, Building Surcharge Report, MN Withholding, IRS Form 941, and Sales & Use.

TIF District Annual Reports have been completed and submitted.

All alcohol license applicants have their new licenses from the City and State.

Earlier this month, the city received a phone call from Stearns County that the wetland (adjacent to the wastewater retention ponds) has been accepted. A formal written notice will be received within 60 days.

This month, auditors from Abdo, Eick and Meyers have been here conducting the actual audit. I have spent time locating information as per their requests and currently have all the information they have asked for, sent to them. I am waiting for further requests for information.

I attended my first Fire Department Meeting. I enjoyed meeting our volunteers and touring the Fire Hall.

I contacted Backwater Boats, following-up on the counter-offer regarding the potential sale of the Maintenance Building. Backwater Boats is no longer interested in the property (no further counter-offers shall be expected). The EDA has been informed.

Arnie Hoeschen has expressed concern regarding loose gravel washing into his driveway. Jon and I have discussed potential remedies. Likely, the most economic remedy would be the use of class 5 material.

I have started researching options regarding the old water tower. If preservation is desired, the MN preservation Alliance recommends registering with the National Register of Historical Places.

I will be out of the office the week of August 19th for vacation. Adrianna will be in Monday – Thursday; and if Ryan is available, he may watch the front desk on Friday.