



CITY OF FREEPORT

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June 25, 2013 – City Council Meeting Minutes

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. Hened 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.