



## CITY OF FREEPORT

125 Main Street E – PO Box 301 – Freeport, MN 56331 – 320-836-2112 – FAX 320-836-2116  
For TTY/TDD Users 1-800-627-3529 or 711 Minnesota Relay Service [www.freeportmn.org](http://www.freeportmn.org)

July 29, 2014 - Regular Meeting Agenda  
Freeport City Hall - 7:00 pm

Call to Order

Public Hearing on the Adoption of Business Subsidy Policy & Criteria

Public Hearing on Approval of Wellhead Protection Plan

- I. Approve Agenda – *Motion to approve agenda*
- II. Consent Agenda – *Motion to approve consent agenda*
  - a. 6/24/14 Meeting Minutes; and
  - b. Claim 1456 – 1465; and
  - c. Claim 1491-1532
- III. Reports
  - a. Clerk-Treasurer
  - b. Public Works Director
  - c. Engineer
- IV. Old Business
  - a. Rodney Atkinson Asked to Resign & Pay Restitution
  - b. 5/27/14 Meeting Minutes
  - c. Public Nuisances
  - d. Public Works Assistant Position Employment Status
  - e. Pay Plan Development
  - f. Creamery Purchase Option
- V. New Business
  - a. Resolution 2014-017 (Business Subsidy Policy & Criteria) – *Motion to approve...*
  - b. Resolution 2014-018 (Wellhead Protection Plan) – *Motion to approve...*
  - c. Resolution 2014-019 (City Code Section 200) - *Motion to approve...*
  - d. Resolution 2014-020 (Proclamation Policy) – *Motion to approve...*
  - e. Temporary Liquor License Application – *Motion to approve...*
  - f. Administrative Assistant Job Description – *Motion to approve...*
  - g. Use of Golf Carts Within the City
  - h. 316 8<sup>th</sup> St SE Notice
  - i. Compensating Change Order
- VI. Other (Opportunity to ask for items to be added to the next meeting agenda)
- VII. Adjourn – *Motion to adjourn*

Next Meeting: August 26<sup>th</sup>

## CHAPTER 3: UTILITIES

engineer who at that time is serving the City of Albany shall establish the final size, length and location of the water main.

Subd. 2: Materials. All materials used will conform to the most recent applicable water main project specifications of the City of Albany.

Subd. 3: Water Main Assessments. When any individual seeks an extension of a water main, such individual shall file an application for extension, which application shall be made through the offices of the City Clerk/Administrator for the City of Albany. Provisions relative to the payment for or the assessment for said extension or improvement shall be specified in writing between the party and the City of Albany prior to the commencement of construction. City assessment identified in Assessment Policy.

Subd. 4: Installation. Installation methods will conform to the applicable sections of the most recent water main specifications of the Water Department staff of the City of Albany. A minimum cover on water mains should be 8 feet and maximum of 12 feet. This depth should be established as the water mains are built. If they are not going to pave the roads for a number of years, these proper depths should be obtained immediately, as the water mains are built.

→ Subd. 5: Connection to City Water. All buildings constructed after this Code's adoption must connect to the City's water system within 180 days after City water is made available within 300 feet of the building.

Subd. 6: Operation of Water Main Valves. Only Water Department personnel will be allowed to energize extensions of the water main distribution system.

Subd. 7: Flushing. After the water main distribution system has been installed and proper blocking provided, the Water Department will flush this system using a fire hydrant. Where a water main terminates without a fire hydrant (such as a fire service), the owner or contractor will furnish a tapped fitting (approved by the Water Department) for connection to a fire hose. The point of installation must also be approved by the Water Department.

Subd. 8: Leakage Test. The owner or contractor will provide the necessary equipment and material (approved by the Water Department) and labor to perform a leakage test after the Water Department has flushed the newly installed water main. Water Department personnel will supervise this test. The Hydrostatic Test will be at 150 pounds per square inch for one hour. The allowable leakage will be calculated using the formula  $L = NDP 3,700$  where L = the maximum permissible gallons of leakage per hour, N = number of joints in the pipe line being tested, D = the diameter of the pipe in inches, and P = the average pressure during the test in PSIG. If the test fails, it will be the contractor's responsibility to locate and repair the problem area.

Subd. 9: Chlorination. After successful completion of the leakage test, the newly installed water main must be chlorinated. The contractor or owner will furnish all needed equipment and piping (approved by the Water Department). The contractor or owner will mix in a tank and pump the entire length of new water main. This will be done by the owner or contractor under the supervision of Water Department personnel. This chlorinated solution will

## Mason Schirmer

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**From:** Dave Neiman <mrwa@charter.net>  
**Sent:** Wednesday, May 28, 2014 8:25 AM  
**To:** mason@freeportmn.org  
**Subject:** Changes

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

**Mason:**

I am in the midst of moving this week and the first part of next. Things are pretty hectic here.

In order to support management strategies contained in the Plan regarding private wells, we do need to lay some groundwork and have a statement in the ISSUES section to address them. I would suggest leaving the Private Wells issue statement in the Plan, as it currently is, but change the wording in the Associated Opportunity column to read something like this:

The City can furnish owners of active wells with private well management information.

The City can partner with Stearns county and the MDH SWP Grant Program to help property owners pay for the costs of properly sealing unused/unsealed wells.

Apply for MDH SWP Grant funds.

I have no problem with the other changes.

Dave

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Dave Neiman  
Source Water Protection Specialist  
Minnesota Rural Water Association  
217 12th Avenue SE  
Elbow Lake, MN 56531  
800-367-6792 MRWA Offices  
218-820-0595 Cell/Text  
218-825-9483 Fax  
[mrwa@charter.net](mailto:mrwa@charter.net)  
[www.mrwa.com](http://www.mrwa.com)

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## Mason Schirmer

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**From:** Voz, Karen.S (MDH) <karen.s.voz@state.mn.us>  
**Sent:** Friday, May 30, 2014 10:53 AM  
**To:** Mason Schirmer  
**Subject:** RE: Freeport WHP Plan

You are correct, the PCSI was endorsed by MDH for correct Data submittal, I did review the Draft plan submitted to me by Rodney Atkinson which I presumed was also the city of Freeport, and I did say that it met the Wellhead Protection Rule requirements. I did say that it needed a final approval by MDH and a 90 day State agency review after the public hearing was held and the city council approved the plan..

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**From:** Mason Schirmer [<mailto:mason@freeportmn.org>]  
**Sent:** Friday, May 30, 2014 7:37 AM  
**To:** Voz, Karen.S (MDH)  
**Subject:** Freeport WHP Plan

Good Morning Karen,

Rodney Atkinson has been claiming that you APPROVED the Wellhead Protection Plan and that the Plan needs no further changes. To be clear, you APPROVED the Potential Contaminant Inventory as well as confirmed the plan meets minimum requirements; however, the entire Plan has NOT been approved (since no Public Hearing has been held and the City Council has not approved the plan themselves)...correct?

Feel free to call me to discuss.

Sincerely,

Mason Schirmer, Clerk-Treasurer  
City of Freeport  
(320) 836-2112  
[mason@freeportmn.org](mailto:mason@freeportmn.org)



## Mason Schirmer

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**From:** McGuire, Susan <Susan.McGuire@co.stearns.mn.us>  
**Sent:** Thursday, May 29, 2014 10:47 AM  
**To:** 'mason@freeportmn.org'  
**Subject:** Freeport Wellhead Protection Plan

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

Mason,

I have the following comments on the Wellhead Protection Plan for the City of Freeport:

On page 13, Table 7.2, Stearns County Environmental Services 1) – please change the name of the contact for Household Hazardous Waste to Ross Detert and show the location of website information <http://co.stearns.mn.us/Environment>

On page 13, Table 7.2, Stearns County Environmental Services 2) for Water Planning, I would suggest showing the website location information <http://co.stearns.mn.us/Environment/WaterResources>

FYI, Stearns County Planning and Zoning Ordinance, section 7.8 contains a provision that any proposed use or structure within a DWSMA shall require a review by the Environmental Services Department to determine if there would be negative impacts on drinking water supplies as a result of the proposed use or structure. Within 7 days of receipt of a land use application for all uses except for single family residential dwelling units, residential accessory structures and agricultural accessory structures, the County shall forward a copy of the application to the drinking water supplier and the SWCD. The supplier and the SWCD shall review the application for compliance with DWSMA protection policies and provide comments to the County within 14 days. If no comments are received within the timeframe, the County shall assume the supplier has no objections to the application based on DWSMA protection.

Thank you for the opportunity to review and comment on the Plan.

**Susan McGuire**

Stearns County Environmental Services  
705 Courthouse Square, Room 343  
St. Cloud MN 56303  
Phone (320) 656-3613  
FAX (320) 656-6484  
Toll Free (800) 450-0852  
Email [susan.mcguire@co.stearns.mn.us](mailto:susan.mcguire@co.stearns.mn.us)



# Stearns County Soil & Water Conservation District

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Stearns County SWCD  
110 2<sup>nd</sup> Street South – Suite 128  
Waite Park, MN 56387

Tel. (320)251-7800 ext. 3  
Fax. (320)251-9171  
Web. [www.stearnscountyswcd.net](http://www.stearnscountyswcd.net)

July 28, 2014

Mr. Mason Schirmer  
City of Freeport  
PO Box 301  
Freeport, MN 56331

RE: Wellhead Protection Plan for the City of Freeport, Part 2

Dear Mr. Schirmer,

The Stearns County Soil and Water Conservation District (SWCD) have completed its review of the draft Freeport Wellhead Protection Plan, Part 2 received May 27th, 2014. The plan is well written and provides management strategies that if implemented should continue to protect the City's drinking water supply.

The SWCD is listed as a project partner on several implementation measures referenced in Chapter 9, Objectives and Plans of Action. We are committed to assisting the City of Freeport with the management strategies identified within this plan, as well as other natural resource concerns as they emerge.

Thank you for the opportunity to review and comment on the draft Wellhead Protection Plan, Part 2. We look forward to being a community partner as the City continues to protect its drinking water supply. If you have any questions, please direct all communication to Carrie Raber at (320) 251-7800, extension 153.

Sincerely,

Carrie J. Raber  
Urban Conservationist



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### **June 24, 2014 - Meeting Minutes**

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

Staff in attendance: Clerk-Treasurer Mason Schirmer and Cynthia Smith-Strack (Municipal Development Group).

Residents in attendance: Wendy Atkinson (310 8<sup>th</sup> St SE), and Vernon Fuchs & Andrea Ramacher (720 1<sup>st</sup> Ave N)

Others in attendance: Carol Moorman (Melrose Beacon), Kathleen Murphy (Murphy Management Consultants), Melissa Murphy (125<sup>th</sup> St SW, Melrose), and Lisa Schirmer (St. Martin Resident).

### **PUBLIC HEARING ON THE ADOPTION OF ORDINANCE 2014-002 (ZONING CODE UPDATE)**

Worms opened the public hearing at 7:01p.m.

K. Goebel said anytime somebody wants to address Council they should come to the podium, state their name and address and limit their comments to 2 minutes. R. Ritter moved and C. Goebel seconded a motion requiring all individuals wanting to address the City Council 1) to do so from the podium; 2) to state their name and address before making any comments; and 3) to limit their comments to 2 minutes. Motion carried 4-0 (R. Atkinson abstained by making no sign).

Smith-Strack said her office received no comments regarding the potential new zoning code.

Worms moved and C. Goebel seconded a motion to close the public hearing. Motion carried 4-0 (R. Atkinson abstained by making no sign).

### **OPEN PUBLIC FORUM**

M. Murphy said the proposed minutes of the 5/27/14 city council meeting are incorrect and a lot of information was left unsaid. M. Murphy said Clerk-Treasurer Schirmer rudely interrupted and over-talked people.

Worms said minutes are not prepared word-for-word, they are an overview.

W. Atkinson said the proposed minutes of the 5/27/14 city council meeting are incorrect and listed inaccuracies.

## **APPROVE AGENDA**

Schirmer recommended adding Resolution 2014-016 to New Business. Worms said the item would be considered before Closed Session. Ritter moved and C. Goebel seconded a motion to approve the agenda as amended. Motion carried 4-1 (R. Atkinson abstained by making no sign).

## **CONSENT AGENDA**

Schirmer provided an updated list of claims as well as a correction to the minutes of the 5/27/14 city council meeting. Schirmer said during the 5/27/14 city council meeting, speakers did not state their name or address, so there is plenty of opportunity for error when preparing the minutes. K. Goebel said he would be in favor of rescheduling approval of the 5/27/14 city council meeting minutes until next month, to give Schirmer time to review for errors. K. Goebel moved and C. Goebel seconded a motion to approve claims 1450 – 1455 and claims 1466 – 1490 (\$89,991.09). Motion carried 5-0.

## **REPORTS**

### Clerk-Treasurer

Schirmer said a memo was provided in the agenda packet. Schirmer asked if the City is interested in vacating the alley by Glen Meyer's residence or the alley along the Renneker property adjacent to County Road 11. K. Goebel said no. Council agreed not to vacate any alleys at this time.

Schirmer asked if the City wants to continue maintaining main street garbage cans, since they have been a source of complaints. Council agreed to continue to maintain the garbage cans at this time.

### Public Works Director

Worms said a memo was provided in the agenda packet. K. Goebel said the ponds looked full recently. Worms said heavy rains impacted pond levels.

## **OLD BUSINESS**

### Presentation by Murphy Management Consultants Regarding Pay Plan Development

K. Murphy presented the City's previous pay plan from 2007 and examples of five different pay plan options then asked Council which type of plan they want.

K. Goebel said he would like a plan that keeps the City competitive, yet it is affordable. K. Goebel asked if the City could accidentally price itself out-of-the market. K. Murphy said it's up to the City to determine what it means to the City when an employee has another year of service.

Worms asked if the City's current pay plan complies with pay equity law. Schirmer said the City does not have a pay plan, just a yearly percentage increase. K. Murphy said pay equity law protects female employees from discrimination. Ritter asked if occasional part-time help would need to be paid according to a pay plan. K. Murphy said no, that employees must meet a minimum number of hours for a minimum number of weeks and that seasonal help does not usually qualify. R. Atkinson said longevity can't be a component of pay equity. K. Murphy said that R. Atkinson's statement was not true, and said ranges are reported and that when using a step system, only the maximum is reported. K. Goebel asked what the City would do if an employee is at the maximum now. K. Murphy said since the City already has staff, the pay plan would need to be developed around them.

Worms moved and K. Goebel seconded a motion to accept the estimate from Murphy Management Consultants not to exceed \$1,575 for the development of a pay plan. Motion carried 5-0.



### Creamery Building Asbestos Consultant

C. Goebel moved and Ritter seconded a motion to accept the estimate from Braun Intertec not to exceed \$1,300 to prepare a pre-demolition hazardous building materials inspection report. Motion carried 5-0.

### Business Subsidy Policy & Criteria

Ritter moved and C. Goebel seconded a motion to approve Resolution 2014-014 Resolution Calling For A Public Hearing On The Adoption Of Criteria For Awarding Business Subsidies. Motion carried 5-0.

## **NEW BUSINESS**

### Adoption of Updated Zoning Code

K. Goebel moved and Ritter seconded a motion to approve Resolution 2014-015. A Resolution Approving Ordinance 2014-002 Entitled “An Ordinance Repealing And Replacing Section 500 Of The Freeport City Code Relating To Zoning, Planning, And Land Use Within The City Of Freeport” And Providing For Authorizing Summary Publication Thereof. Motion carried 5-0.

### Public Nuisances

Schirmer presented a request from Jim Beutz for 1-year as he plans to transition out-of his business. K. Goebel said J. Beutz is continuing to bring more wood onto his property, even though he previously agreed not to exceed 1 chord of wood. K. Goebel said Beutz has said in previous years that he was going to transition out of his business; however, he continues. K. Goebel asked R. Atkinson about once saying he was going to build a Quonset-type building to use for storage.

R. Atkinson said he has no recollection of every saying such a thing.

Worms asked R. Atkinson if he will be erecting the windmill, which is presently lying on the ground.

R. Atkinson said it is his intention, unless somebody offers to buy it for a good price in the mean time.

Worms asked R. Atkinson about the status of the pile of wood pallets.

R. Atkinson said Floyd Sand wanted them.

Ritter said RotoChopper in St. Martin takes wood pallets at no cost.

Worms asked R. Atkinson if he has started cleaning-up the property.

R. Atkinson said he thought the pile of plastic bags containing leaves were biodegradable; he said he will be spreading-out the leaves.

Worms moved and Ritter seconded a motion to 1) extend the deadlines for 126 7<sup>th</sup> St SW (Managed by R. Atkinson) to comply with Ordinance 2004-05 and City Code 600 to June 8, 2014, with a 1-week extension when rain accumulation during a week meets or exceeds 1” and 2) authorize Clerk-Treasurer to enforce the Ordinance and City Code if the property does not meet the deadline established. Motion carried 5-0.

Worms said the City should be consistent when addressing all public nuisances.

Worms moved and K. Goebel seconded a motion to 1) extend the deadline for 515 Main Street East (Owned by Jim Beutz) to comply with Ordinance 2004-05 to June 8, 2014, with a 1-week extension when rain accumulation during a week meets or exceeds 1” and 2) authorize Clerk-Treasurer to enforce the Ordinance

if the property does not meet the deadline established. R. Atkinson said he does not want to get Buetz in trouble. Motion carried 4-1 (R. Atkinson opposed).

Worms moved and Ritter seconded a motion to 1) extend the deadlines for 313 2<sup>nd</sup> AV NW (Owned by Christopher Hansen) to comply with Ordinance 2004-05 and City Code 600 to June 8, 2014, with a 1-week extension when rain accumulation during a week meets or exceeds 1" and 2) authorize Clerk-Treasurer to enforce the Ordinance and City Code if the property does not meet the deadline established. Motion carried 5-0.

#### Public Works Assistant

Schirmer said Public Works Director Jon Stueve is asking the City to change the status of the public works assistant position from 32-hour per week part-time to 40-hour per week full-time. Schirmer said a memo regarding the request was in the agenda packet.

Worms moved and C. Goebel seconded a motion to reschedule the item for the July 29, 2014 city council meeting to provide council members time to discuss the request individually with PWD Stueve. Motion carried 5-0.

#### Application for Lawful Gambling

K. Goebel moved and Ritter seconded a motion to approve the application from lawful gambling received from CentraCare Health – Melrose dated 6/2/14. Motion carried 5-0.

#### Health Care Savings Plan

K. Goebel moved and Ritter seconded a motion to approve amending the City of Freeport's Personnel Policy Benefit section to include the State of Minnesota's Health Care Savings Plan (HCSP) and state that 1) all full-time city employees shall contribute 5% of pay; 2) all part-time city employees shall contribute 2.5% of pay; and 3) all city employees shall contribute 100% of severance to the HCSP. R. Atkinson said he did not understand. Motion carried 4-1 (R. Atkinson opposed).

#### Melrose School Banner

Council directed Schirmer to provide a copy of the City's official seal in response to Melrose school's desire to create banners for each city within the school district and display each within their gymnasium.

#### Golf Cart Ordinance

Schirmer said C. Goebel asked at the conclusion of the 5/27/14 city council meeting, that the City potentially considers an ordinance regarding the use of golf cars and similar vehicles within the City of Freeport. Schirmer asked if Council any such information prepared for their review.

Ritter said there is no golf course in Freeport and that golf carts can be difficult to see on the road and provide users no protection during an accident with a motor vehicle.

C. Goebel asked about the use of Rangers. K. Goebel said Rangers are licensed vehicles.

Worms said an ordinance is not needed; however, the elderly do prefer using them to get around town.

Council directed Schirmer to prepare information for their review at a future meeting.

Appointing Election Judges

C. Goebel moved and Ritter seconded a motion to approve Resolution 2014-016 Resolution Appointing Election Judges For Primary Election And General Election Within The City Of Freeport. Motion carried 4-1 (K. Goebel abstained).

Initiative Foundation Request

C. Goebel moved and Ritter seconded a motion to deny the Initiative Foundation's request for donation. Motion carried 5-0.

Closed Session

C. Goebel moved and K. Goebel seconded a motion to close the meeting as allowed under Minnesota State Statute 13D.05 subd. 3(c) to consider offers and counteroffers for the purchase of 316 Main Street West in Freeport. Motion carried 5-0. Meeting closed at 8:33p.m.

C. Goebel moved and Ritter seconded a motion to reopen the regular meeting. Motion carried 5-0. Meeting reopened at 9:33p.m.

Schirmer said during the Closed Session council members K. Goebel, Ritter, Worms, C. Goebel and R. Atkinson discussed offers and counter offers for the potential purchase of 316 Main Street West and 107 Main Street West (since the purchase of 316 Main Street West is contingent upon the purchase of 107 Main Street West).

**ADJOURN**

Worms moved and K. Goebel seconded a motion to adjourn. Motion carried 5-0. Meeting adjourned at 9:34p.m.

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Matthew H. Worms, Mayor

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Mason Schirmer, Clerk-Treasurer

06/17/14  
07:48:02

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 6/14

Page: 1 of 4  
Report ID: AF100

\* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
1456	187 HAWKINS, INC.	31.88							
3598448	05/22/14 Chemicals	31.88			601 43225	440		10100	
1457	572 ENGINE 11 COMPANY	91.59							
364	05/27/14 Protective gear	91.59			225 42200	210		10100	
1458	15 ALBANY MUTUAL TELEPHONE	380.76							
10169908	06/01/14 836-2278	67.64			101 43100	320		10100	
10169908	06/01/14 836-2112	81.47			101 41000	320		10100	
10169908	06/01/14 836-2116	71.08			101 41000	320		10100	
10169908	06/01/14 836-7158	39.95			101 41000	320		10100	
10169908	06/01/14 836-2411/2413	75.56			225 42200	320		10100	
10169908	06/01/14 836-2685	22.53			601 43225	320		10100	
10169908	06/01/14 836-2685	22.53			602 43250	320		10100	
1459	387 RAHNS OIL & PROPANE, INC	618.96							
05/31/14	City	348.37			101 43100	215		10100	
05/31/14	FFD	249.61			225 42200	215		10100	
05/31/14	EDA	16.21			300 46500	210		10100	
05/31/14	Wastewater	4.77			602 43250	210		10100	
1460	385 QUILL	158.69							
3282335	05/29/14 Paper Towel	50.53			101 43100	210		10100	
3282335	05/29/14 Lions Bathroom paper towel	36.75			101 45200	210		10100	
3282335	05/29/14 Toilet Tissue (60 role case)	55.12			101 43100	210		10100	
3282335	05/29/14 Office Supplies	16.29			101 41000	210		10100	
1461	194 HENNEN LUMBER CO, INC.	11,625.48							
85334-5	05/31/14 Maintenance Building	11,625.48*			409 49200	366		10100	
1462	636 DHIA LABORATORIES	148.00							
27516/2762	05/31/14 Testing	148.00			601 43225	300		10100	
1463	525 XCEL ENERGY	1,750.79							
414718437	06/03/14 Street Lights	646.76*			101 43160	300		10100	
414706725	06/03/14 302188142	174.09			601 43225	381		10100	
414706725	06/03/14 302252262	49.20			101 43160	381		10100	
414706725	06/03/14 302290398	63.80			101 41000	381		10100	
4147067253	06/03/14 302679657	51.83			101 43100	381		10100	
414706725	06/03/14 302700297	21.29			602 43250	381		10100	
414706725	06/03/14 302947044	142.43			601 43225	381		10100	
414706725	06/03/14 303193187	43.22			602 43250	381		10100	
414706725	06/03/14 303616049	131.05			225 42200	381		10100	
414706725	06/03/14 303936749	25.89			101 43160	381		10100	
414706725	06/03/14 303956738	237.36			101 43160	381		10100	
414706725	06/03/14 303963984	120.25			101 43160	381		10100	

06/17/14  
07:48:02

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 6/14

Page: 2 of 4  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	414706725	06/03/14	303985901	21.42			101 43160	381	10100
	414706725	06/03/14	304083816	10.45			101 43160	381	10100
	414706725	06/03/14	304098414	11.75			602 43250	381	10100
1464		02/01/14	328 MN RURAL WATER ASSOCIATION Membership fee 2014-2015	260.00 260.00			601 43225	433	10100
1465		05/01/14	76 CENTRAL MINNESOTA CREDIT UNION misc parts for shop	1,106.99 31.23			101 43100	210	10100
		05/01/14	Beacon	4.15*			101 41000	433	10100
		05/02/14	Food-clerks institute	6.83			101 41400	335	10100
		05/02/14	Hotel-clerks institute	473.88			101 41400	330	10100
		05/03/14	UB postage	102.00			601 43225	200	10100
		05/03/14	UB postage	102.00			602 43250	200	10100
		05/07/14	Fire Hall supplies	52.59			225 42200	210	10100
		05/15/14	USPS	1.19			101 41000	200	10100
		05/20/14	City Hall Clock	25.00			101 41000	220	10100
		05/22/14	Fire Safety USA <i>Glass Cutting tool</i>	286.96			225 42200	220	10100
		05/28/14	USPS	6.16			101 41000	200	10100
		05/30/14	Sec of State (Black Sox)	15.00*			101 41000	430	10100
			# of Claims 10	Total: 16,173.14					
									16,173.14

07/10/14  
11:18:33

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 7/14

Page: 1 of 4  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1491			525 XCEL ENERGY	1,851.95					
	416813882	06/19/14	Water Tower	70.45			601 43225	381	10100
	418396358	07/02/14	302188142	121.79			601 43225	381	10100
	418396385	07/02/14	302252262	61.17			101 43160	381	10100
	418396385	07/02/14	302290398	97.77			101 41000	381	10100
	418396385	07/02/14	302679657	93.50			101 43100	381	10100
	418396385	07/02/14	302700297	28.76			602 43250	381	10100
	418396385	07/02/14	302947044	139.34			601 43225	381	10100
	418396385	07/02/14	303193187	54.91			602 43250	381	10100
	418396385	07/02/14	303616049	83.60			225 42200	381	10100
	418396385	07/02/14	303936749	32.73			101 43160	381	10100
	418396385	07/02/14	303956738	32.73			101 43160	381	10100
	418396385	07/02/14	303963984	336.51			101 43160	381	10100
	418396385	07/02/14	303985901	174.23			101 43160	381	10100
	418396385	07/02/14	304083816	24.08			101 43160	381	10100
	418396385	07/02/14	304098414	13.33			602 43250	381	10100
	418574975	07/03/14	Street lights	19.77			101 43160	300	10100
				500.01*					
1492			510 VERIZON WIRELESS	116.86					
	9727209312	06/19/14	Cellphone	116.86			101 43100	320	10100
1493			15 ALBANY MUTUAL TELEPHONE	390.77					
	10172892	07/01/14	836-2411/2413	77.50			225 42200	320	10100
	10172892	07/01/14	836-2112	80.84			101 41000	320	10100
	10172892	07/01/14	836-2116	73.12			101 41000	320	10100
	10172892	07/01/14	836-2685	25.95*			601 43225	320	10100
	10172892	07/01/14	836-2685	25.94			602 43250	320	10100
	10172892	07/01/14	836-2278	67.62			101 43100	320	10100
	10172892	07/01/14	836-7158	39.80			101 41000	320	10100
1494			194 HENNER LUMBER CO, INC.	40.49					
	85031	06/30/14	Well House Door Lock	40.49			601 43225	220	10100
1495			193 HENNER FLOOR COVERING	31.00					
	5965	06/30/14	Fire Dept	31.00			225 42200	220	10100
1496			293 MID MINNESOTA CODE ENFORCEMENT,	2,695.14					
	06/26/14		2014-1st half building fees	2,695.14			101 42050	310	10100
1497			437 STAR PUBLICATIONS LLC	588.92					
	134921	05/30/14	3 Weeks- Plow Truck Ad	123.17			101 43100	350	10100
	135693	06/30/14	2013 Drinking Water Report	403.65*			601 43225	320	10100
	135693	06/30/14	Ordinance 2014-002	62.10			101 41000	350	10100

07/10/14  
11:18:33

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 7/14

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Report ID: AP100

\* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1498	107 DANNY'S DISPOSAL & RECYCLING, 07/01/14 Fire Hall 07/01/14 City Hall	302.02 54.32 247.70			225 42200 101 43100	383 383	10100 10100
1499	532 REGION III MCFOA 07/08/14 Region III MCFOA Training	15.00 15.00			101 41400	330	10100
1500	387 RAHNS OIL & PROPANE, INC 06/30/14 FFD 06/30/14 City	525.27 93.00 432.27			225 42200 101 43100	215 215	10100 10100
1501	145 FINKEN WATER CENTERS 3138082 07/01/14 City Hall Softener Rental 31738TD 07/01/14 PWD 2-5 Gal Drinking Water 3138092 07/01/14 PWD 1-Cook&Cold Rental Cooler	34.90 15.00 11.90 8.00			101 41000 101 43100 101 43100	410 210 210	10100 10100 10100
1502	25 AMERIPRIDE LINEN & APPAREL 220138805 06/30/14 Monthly Service	50.81 50.81			101 41000	410	10100
1503	636 DHIA LABORATORIES 28083 06/30/14 Effluent sampling	276.00 276.00			602 43250	460	10100
1504	76 CENTRAL MINNESOTA CREDIT UNION 06/03/14 Beacon 06/03/14 Albany Fleet Supply 06/06/14 Flashlight warranty work 06/13/14 Albany Fleet Supply 06/14/14 Public Nuisance Letter Atkinso 06/24/14 Albany Fleet Supply 06/26/14 2nd nuisance notice Atkinson 06/26/14 2nd nuisance notice Beutz 06/24/14 2nd nuisance notice Hansen 06/28/14 Building surcharge Qtr 2 06/14/14 Public nuisance Letter Hansen	286.23 2.45* 109.50 9.67 22.75 4.91 36.43 1.74 1.74 1.74 90.60 4.70			101 41000 101 43100 225 42200 101 43100 101 41000 101 43100 101 41000 101 41000 101 41000 101 42050 101 41000	433 210 220 210 200 210 200 200 200 436 200	10100 10100 10100 10100 10100 10100 10100 10100 10100 10100 10100
1505	450 STEARNS COUNTY RECORDER 07/10/14 Recording Asbestos Report	46.00 46.00*			101 41000	430	10100
1506	162 FREEPORT STATE BANK 07/09/14 2003 GO Bond Interest	621.59 621.59*			320 47000	610	10100
	# of Claims 16 Total:	7,872.95					
		7,872.95					

07/18/14  
11:18:01

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 7/14

Page: 1 of 1  
Report ID: AP100

\* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1507	554 SWANY WHITE FLOUR MILLS, LTD.	1,445.33					
TIF Payment							
	TIF	1,448.24*			265 46508	640	10100
	County TIF Admin Fee	-2.91*			265 46508	640	10100
	# of Claims 1	Total: 1,445.33					
		1,445.33					



07/23/14  
13:46:19

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 7/14

Page: 1 of 4  
Report ID: AP100

For doc #s from 1508 to 1523  
\* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
1508	377 PREFERRED CONTROLS CORP.	5,310.12							
1669	06/26/14 Transducer for Ind Lift Statio	2,075.12			601 43225	300		10100	
1705	07/15/14 Creamery & Tower Well VFD Addi	3,235.00*			415 43100	300		10100	
1509	596 MASON SCHIRMER	66.77							
07/01/14	Election Administrator Trainig	31.15			101 41400	335		10100	
07/11/14	Law Enforcement Mtg	15.96			101 41400	335		10100	
07/11/14	Asbestos Recording Mtg	15.96			101 41400	335		10100	
07/21/14	Public Nusiance Verifying	3.70			101 41400	335		10100	
1510	558 HERDERING, INC.	731.50							
1032-8119	07/15/14 Dust Control	731.50			101 41400	335		10100	
1511	385 QUILL	27.56							
003288590	05/29/14 Printer Paper	27.56			101 43100	210		10100	
1512	155 FREEPORT FARM CENTER, INC	55.52							
91644	06/25/14 2-Tubes Grease	8.53			101 43100	220		10100	
91663	06/27/14 Hydro Hose & Ends	46.99*			101 43100	200		10100	
1513	25 AMERIPRIDE LINEN & APPAREL	50.05							
2200534427	07/11/14 Monthly Service	50.05			101 41000	410		10100	
1514	597 KDV, LTD	280.00							
202360	06/30/14 Audit Prep (June 2014)	280.00*			101 41000	300		10100	
1515	174 GOPHER STATE ONE CALL, INC.	13.05							
111095	06/30/14 Email Tickets	6.53			601 43225	300		10100	
111095	06/30/14 Email Tickets	6.52			602 43250	300		10100	
1516	187 HAWKINS, INC.	1,287.19							
3616052	07/02/14 Chemicals	1,287.19			601 43225	440		10100	
1517	336 MUNICIPAL DEVELOPMENT GROUP,	2,652.12							
070714	07/07/14 Zoning Ordinance Update	2,652.12			101 41800	300		10100	
1518	463 TEAM LABORATORY CHEMICAL CORP.	1,615.00							
97113	06/30/14 20-Road Patch	288.25			101 43100	225		10100	
97113	06/30/14 10-Glyphosate Conc.	868.25			101 43100	225		10100	
97113	06/30/14 10-Weed Control	408.25*			101 45200	220		10100	
97113	06/30/14 1-Air Screen Urinal	50.25			101 43100	430		10100	

07/23/14  
13:46:19

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 7/14

Page: 2 of 4  
Report ID: AP100

For doc #s from 1508 to 1523  
\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1519		166865 05/31/14	413 SCHLENNER WENNER & CO. Prep of Annual Form 990	565.00 565.00			225 42200	301	10100
1520		07/14/14	309 MINNESOTA LIFE INSURANCE CO. Mason Schirmer	4.00 2.00			101 41400	131	10100
		07/14/14	Jon Stueve	2.00			101 43000	131	10100
1521		455280 07/17/14	179 GRANITE ELECTRONICS, INC. Standard Pager Charger	38.50 38.50*			225 42200	210	10100
1522		229389 07/15/14	397 RINKE-NOONAN, LTD R. Atkinson email review	318.50 125.30*			101 41000	300	10100
		229389 07/15/14	R. Atkson/Birr Dispute	193.20*			101 41000	300	10100
1523		07/22/14 (6/30)-(7/21)-4	219 JOANN TIMP cleanings	136.80 136.80*			101 41000	300	10100
			# of Claims 16	Total: 13,151.68					
				13,151.68					

07/29/14  
09:42:04

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 7/14

Page: 2 of 5  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1525		569 IRENE GOEBEL 07/24/14 Election Judge Training		26.99 26.99			101 41450	335	10100
1526		412 SCHERPING ELECTRIC INC 07/28/14 New Services Tower & Creamery		7,785.45 7,785.45*			415 43100	300	10100
1527		525 XCEL ENERGY 420472709 07/21/14 Water Tower		70.14 70.14			601 43225	381	10100
1528		70 CENTERPOINT ENERGY 07/21/14 Fire Hall 07/21/14 Maintenance Building		35.92 20.95* 14.97			225 42200 101 43100	382 382	10100 10100
1529		567 TRI-STATE PUMP & CONTROL INC 35533 07/24/14 Annual Lift Station Inspection		560.00 560.00*			602 43250	300	10100
1530		504 USA BLUE BOOK 401391 07/21/14 Safety glasses 401984 07/21/14 Hydrant flow tester 401984 07/21/14 Hydrant meter		2,533.64 43.74* 1,089.95* 1,399.95*			415 43100 415 43100 415 43100	300 300 300	10100 10100 10100
1531		510 VERIZON WIRELESS 9728924207 07/19/14 Cellphone		116.83 116.83			101 43100	320	10100
1532		544 COMPUTER HELP SERVICES 2014-318 06/30/14 Reestablish network icons 2014-318 06/30/14 Resestablish ReadCenter App 2014-318 06/30/14 Credits		132.72 35.00* 109.00* -11.28*			101 43100 101 43100 101 43100	300 300 300	10100 10100 10100

~~# of Claims 26 Total: 26,222.33~~

~~26,222.33~~

# Memo

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: July 22, 2014

Re: Clerk-Treasurer Report

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Pictures in City Hall– Recently you each had your pictures taken for the website, I thought it would look professional to feature these pictures as 8”x10” portraits in the entryway of City Hall. Along with this memo is an email from Weber Printing with pricing information. Shall I purchase framed pictures from Weber Printing?

Bond Rating Increased – Standard and Poor’s is increasing the City’s bond rating from A- to A because “the city’s outlook seems stable.” A report will be coming from the agency soon.

Tax Settlements Received – The city recently received \$238,750; the 2014 budget allocated for \$225,000.

Local Government Aid – The city recently received \$54,312.50; the 2014 budget allocated for \$92,064.

2012 Hail Damage Insurance Payment – The city recently received \$48,184.49; the only remaining damage to be repaired is paint-less dent removal on the fire department’s brush truck.

## Potential City Ordinances in Progress

Ordinances to be prepared for Council to consider include:

- Moving houses into the City; and
- Preventing water cross-connections; and
- Golf cart use in the city

## Committee to Preserve Smiling Water Tower ☺

Individuals offering to volunteer to serve on such a committee include:

- Marc Payne (Freeport resident)
- Ben Atkinson (Melrose Resident)
- Melissa Murphy (Melrose resident)

TIF Annual Report – Due August 1<sup>st</sup>; I will be completing soon.

Quarterly Reporting Completed – Includes reports to MN Unemployment, MN Withholding & IRS 941

Reporting to be Completed – MN Sales & Use

Assisted Living – A resident recently asked about getting assisted living in Freeport. Does the City want me to work on this?

## Filing for City Election

Mayor – 2 year term AND Two Council Members – 4 year terms

Affidavits must be filed with the City Clerk between July 29<sup>th</sup> and 5pm August 12<sup>th</sup>. Filing Fee is \$2.00.

Rate Change – Along with this memo is a notice of the recent rate changes of Community Technology Center (computer repair).

Website – Continues to move closer to being complete. Feel free to let me know if you have any recommendations.

Rodney Atkinson Email – Along with this memo is a copy of an email sent by Rodney Atkinson following the June 24<sup>th</sup> city council meeting. Due to the gravity of the accusation made by Atkinson, the email was sent to the city attorney for review. Along with the email are comments from myself.

## Mason Schirmer

---

**From:** Barry Weber <Barry@WeberPrinting.com>  
**Sent:** Tuesday, June 03, 2014 4:05 PM  
**To:** Mason Schirmer  
**Subject:** Re: Pictures

I recommend having 8x10 pictures of each Council Member in the entry of City Hall. Does the City want to purchase pictures from Weber Printing?

We can process the studio shots for you through our lab. That would be the "proper" way to have the prints made as they were shot as a part of a project, and not charged at studio rates.

Do you already have a type of frame you want them to be in?

8x10" Prints Mounted on foam core for framing

Each \$45.00

8x10" Prints not Mounted

Each \$29.00

I recommend mounted.

We can also offer framing similar to your pictures on the wall there.

Typical Framed, Mounted Print with Acrylic over the print  
\$115 each.

\*Note these aren't walmart quality frames, they are suitable for office display.

On Jun 3, 2014, at 3:36 PM, Mason Schirmer <[mason@freeportmn.org](mailto:mason@freeportmn.org)> wrote:

Barry,

The pictures of my Council members & Mayor...please send me those in JPG format so that I can get 8x10 pictures printed for City Hall. Also, do you have any photo printing places you recommend? Thanks.

Sincerely,

Mason Schirmer, Clerk-Treasurer  
City of Freeport  
(320) 836-2112  
[mason@freeportmn.org](mailto:mason@freeportmn.org)  
<image001.jpg>

## Mason Schirmer

---

**From:** Joan Scherping <joans@mnctc.com>  
**Sent:** Wednesday, July 02, 2014 4:37 PM  
**Subject:** Notice of Rate Change

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

Good Afternoon:

Community Technology Center/Computer Help Services established our current consulting rates in 1992. To continue providing the quality of service that you have come to expect in this environment of constant inflation, it is necessary to implement a rate increase. We have avoided raising our rates for as long as possible, but can no longer prolong the inevitable and refuse to compromise the quality of service we provide.

Effective July 1, 2014, consulting rates will be as follows:  
\$109/hour for non-network related consultation  
\$133/hour for network related consultation

Community Technology Center/Computer Help Services is exploring options for phone and/or network support service contracts. This would assist you as a business in your monthly budgeting and simplify the billing process on our behalf. Watch for these exciting options to be available in 2015!

Thank you for your loyalty and we appreciate your understanding the necessity for this rate increase. We thoroughly enjoy working with you and your changing environment and look forward to supporting your business needs in the future.





## **CITY OF FREEPORT**

125 Main Street E – PO Box 301 – Freeport, MN 56331 – 320-836-2112 – FAX 320-836-2116  
For TTY/TDD Users 1-800-627-3529 or 711 Minnesota Relay Service [www.freeportmn.org](http://www.freeportmn.org)

### **May 19, 2014 - EDA Meeting Minutes**

A meeting of the Freeport Economic Development Authority was called to order by President Matthew Worms at 12:06 P.M. with members Mason Schirmer, Andy Welle and Carrie Goebel present. Member Bud Heidgerkin arrived after meeting was convened. Member Jim Hemker was absent.

#### Approval of agenda

Worms moved and Goebel seconded a motion to approve the agenda. Motion carried 5-0.

#### OLD BUSINESS

##### December 16, 2013 Meeting Minutes

Worms moved and Goebel seconded a summary to approve the March 17, 2014 meeting minutes. Motion carried 5-0.

Heidgerkin arrived at 12:10 P.M.

##### Business Subsidy Policy Questions Answered

Schirmer presented answers asked by members during the previous meeting regarding the Business Subsidy Policy template provided by Ehlers and Associates. Schirmer said Hemker called prior to the meeting to express his satisfaction with the answers and that he would be okay with accepting the policy. Worms moved and Heidgerkin seconded a motion to recommend the Business Subsidy Policy to the City Council for approval. Motion carried 6-0.

##### Advertising Industrial Park Lots for Sale

Schirmer presented the new city website. Schirmer showed members how to navigate the site to find the Industrial Park advertisement and explained how the text on the page plays a vital role in how internet search engines find the page. Schirmer said he will continue to work on improving the text and is open to suggestions. Members agreed to refrain from newspaper advertising, and focus on developing the webpage.

##### AT&T Industrial Park Area Lot

Schirmer said he was trying to get authorization from AT&T to allow whoever would purchase Atkinson's or Meyer's neighboring lots to park equipment or vehicles on the unused area. Schirmer said getting a response from AT&T is difficult and asked if he should continue pursuing. Members agreed that Schirmer should no longer invest time in trying to get authorization from AT&T; Worms said AT&T indicated in the past that they would not permit anyone to use the property because of buried lines.



## NEW BUSINESS

### Donny Meyer LLC Development Idea

Schirmer said Meyer called-in prior to the EDA meeting to say that he is no longer asking for sewer to be extended to his property and that he is no longer wants an EDA TIF District. Schirmer said Meyer is opting to construct a smaller building with the same water collection system as the other building on the lot.

### Creamery Redevelopment Update

Schirmer said Creamery Board President Kent Kelly and Board Member Florian Blenker insist the property is worth \$80,000; however, they are under the impression that the building does not contain hazardous materials. Schirmer said an asbestos consultant briefly walked through the building in January and said there was \$50,000-\$160,000 in needed abatement before the building could be demolished, which would reduce the value of the property to \$0. Schirmer said the City Council will be asked to hire an asbestos consultant during the upcoming meeting, whom would then generate a hazardous materials report that the City could use to obtain an accurate abatement estimate.

Welle said the Creamery Board is likely just looking-out for the best interests of their shareholders and recommended taking no action, and perhaps the Creamery Board would ask for less money in the future. Worms said the City Council should hire an asbestos consultant and obtain a firm abatement estimate before speaking any further with the Creamery Board.

### Carr's Tree Service Industrial Lot Development

Schirmer said Brad and Roxane Carr are very appreciative of the treatment they have received from Staff. Schirmer said the Carr's recently visited with site, with their building developer, and are finalizing a building design. Welle said the design is due to the EDA soon. Schirmer said a building design will arrive soon, especially since Xcel Energy will not extend service to the lot until a building plan is submitted.

### Website Pictures

Schirmer asked members to schedule appointment times with Weber Printing to have their picture taken. Schirmer said the pictures will be featured on the website as well as in City Hall.

### Advertising for EDA Members

Schirmer reminded members that the EDA can consist of seven members and that currently the EDA only has six.

### Dairy Research Facility Update

Schirmer said he recently attended a Stearns County Dairy Advisory Committee meeting and suggested to the Advisory Committee, if they want to try to bring the facility to Central Minnesota, that they should be sending a representative to the state-level meetings. Schirmer said Advisory Committee member Terra Meyer expressed significant hesitation in trying to bring the facility to the area, saying the state-level committee has many questions yet to answer, such as the what exactly the facility will do and how the facility will be funded every year. Schirmer said he recommended to the Advisory Committee that the state-level committee is still brainstorming, and being involved during brainstorming can be beneficial. Schirmer said he was invited by the Advisory Committee to attend the state-level meetings and bring reports back to the Advisory Committee. Schirmer said he told the Advisory Committee it is their responsibility to pursue the facility, and that he will only continue to be involved if directed by the City Council.

Brainstorming Continued

Schirmer asked what the EDA wants to do next.

Schirmer asked if there is any economic benefit to having Albany School District send a bus to Freeport, to give families the option of two schools. Schirmer asked if families ever leave Freeport to get out of the Melrose School District. Goebel said she would prefer to send her children to Albany. Heidgerken said by being involved with Albany, the Sacred Heart Catholic School would be competing with the catholic school in Albany. Welle said there is likely no significant benefit to switching from Melrose's to Albany's school district. Schirmer said residents in St. Martin have their choice of sending their students to Paynesville, Melrose or Albany. Worms said St. Marin in on the border of school district boundaries. Welle said Freeport is not on a boundary; rather the boundary extends west of Freeport.

Goebel departed at 1:00 P.M.

Schirmer asked members to take time each month to reflect on Freeport and what the EDA can do next to help the community continue to grow.

ADJOURN

Worms moved and Schirmer seconded a motion to adjourn the meeting. Motion carried 5-0. Meeting adjourned at 1:06 P.M.

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Matthew Worms, President

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Mason Schirmer, Secretary

# Memo

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From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: July 29, 2014

Re: 2012 Hail Damage to Brush Truck & Mark Scherping

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Around July 8<sup>th</sup>, I called Mark Scherping and asked for an estimate on how much it was going to cost to remove the dents from the fire department's brush truck. Scherping said he was busy, but that he would get to it. I thanked him for his time.

Since an estimate had not yet been received, and the LMCIT was continuing to ask for that estimate (the brush truck is the last damaged item needing repair), on July 22<sup>nd</sup>, I called Scherping again to follow-up on the status of the estimate; I left a voice message saying that I had not received nor heard anything back from him regarding the estimate and that if I didn't hear back from him soon, an alternate vendor may need to be used.

Shortly thereafter (around 8:10am), Scherping came to city hall with an estimate. He handed me the estimate and said it's not his fault the City lost the estimate he provide 1½ years ago. I told Mark that 1½ years was a long time, and that it was likely misplaced due to the turnover of clerk's. Mark said he did not want attitude just because the city lost the estimate. I told Mark I had asked for the estimate a month\* ago. Mark reached across the counter, snatched the estimate from my hands and tore it up. Mark said to get someone else to do it then.

\*the time from my original asking for an estimate to my following-up was actually 2 weeks.



## Main Street Title & Closings, LLC

1062 Main St. S. Sauk Centre, MN 56378  
Phone: 320-351-6100 Fax: 888-553-1652  
mstitle@arvig.net

July 29, 2014

To: City of Freeport

I am working on the closing for the sale of 215 1<sup>st</sup> Ave. N. (PID #54.32188.0000) which is being sold by Adam J. Hoppe. Upon my examination of title I came across an easement to the City of Freeport for sewer line. This easement is a blanket easement which covers his entire lot. I need to have it released or confined to show exactly where the easement is located if there is a sewer line there. I have attached the abstract entry for the original easement and also the Warranty Deed from when Adam received the property. Please let me know if you need anything else.

Thank you,

Linda Westbrock

Description: Same as in Deed 111 page 127.  
(Noted at No. 10 above.)

12 Kate Hoeschen and  
Anton, her husband  
To  
Mary Kleve

Warranty Deed. Dated. June 9, 1919.  
Filed. Jan. 13, 1920 at 9 A.M.  
Consideration. \$2750.00  
Recorded in Book 167 of Deeds page 242.  
Sealed. Two witnesses. Acknowledged  
June 9, 1919 before Frank Rieland, Notary  
Public, Stearns County, Minn. Sealed.  
Description. Same as in Deed recorded in  
Book 111 page 127. (Noted at No. 10  
above.)  
\$3.00 revenue stamp affixed.

13 The Village of Freeport  
and  
Mary Kleve and Anton  
F., her husband

Easement. Dated. April 16, 1921.  
Filed. Dec. 31, 1921 at 5 P.M.  
Consideration. \$5.00  
Recorded in Book K of A and A page 493.  
Sealed. (Village Corporate Seal) Two  
witnesses. Acknowledged April 16, 1921  
by second parties before Frank Rieland,  
Notary Public, Stearns County, Minn.  
Sealed.

Second parties do forever grant to first party  
the right to lay out, construct and maintain a sanitary sewer line together  
with all necessary appurtenances thereto thru and across the East 150 feet  
of the South 75 feet of Lot 1 of Block 2 in the Townsite of Freeport,  
Minnesota.

Signed: Hubert B. Thelen, Mayor

Attest: J. C. Harren, Village Recorder

Signed: Mary Kleve

Anton F. Kleve

Original Easement

I do not find anything that  
releases or confines this in the  
abstract.

## Mason Schirmer

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**From:** David Blommel <dblommel@sehinc.com>  
**Sent:** Tuesday, July 29, 2014 12:53 PM  
**To:** Mason Schirmer  
**Subject:** Re: Sanitary Sewer  
**Attachments:** Hoppe Easement.pdf; pic17421.jpg

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

Good Day Sir,

Attached is a quick sketch from the CSAH 11 project. Looks like the sanitary manhole is located on Mr. Hoppe's South property line. We shot the existing manhole to the south of the house. The line runs back to the alley behind, but I can't say we located that manhole to confirm the exact location. That being said, retaining a 15 foot easement along the Southeast property line would likely be adequate to serve the City's need for future maintenance.

Dave

(See attached file: Hoppe Easement.pdf)

David Blommel, PE | Professional Engineer SEH | 1200 25th Avenue South | P.O. Box 1717 | St. Cloud, MN 56302-1717  
320.229.4349 direct | 320.293.5464 cell | 888.908.8166 fax [www.sehinc.com](http://www.sehinc.com) SEH—Building a Better World for All of Us™

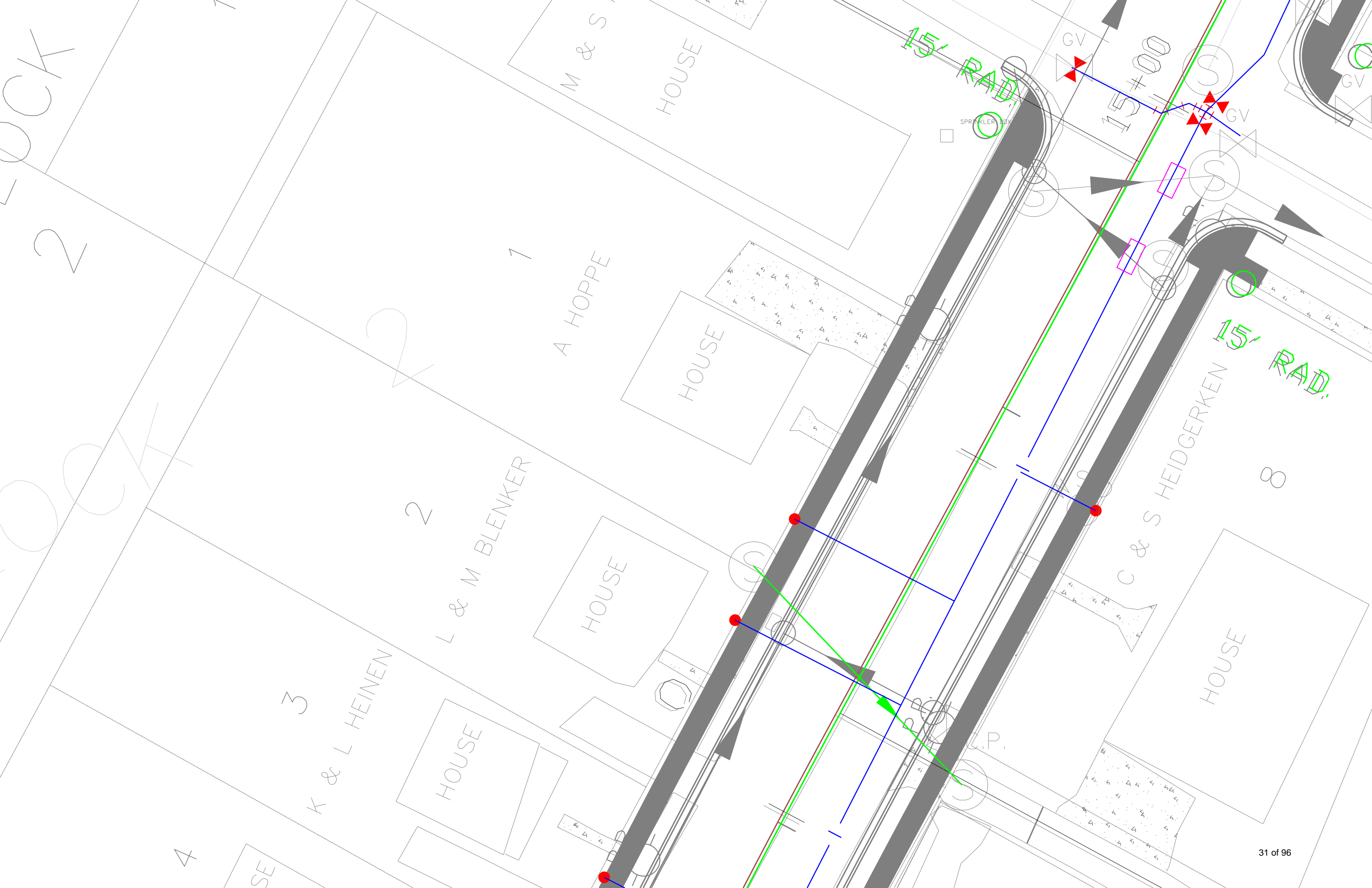
From: "Mason Schirmer" <[mason@freeportmn.org](mailto:mason@freeportmn.org)>  
To: "'David Blommel'" <[dblommel@sehinc.com](mailto:dblommel@sehinc.com)>,  
Date: 07/29/2014 12:31 PM  
Subject: Sanitary Sewer

Dave,

In 1921, the City recorded a blanket easement against all of 215 1st Ave N for sanitary sewer. The property owner would like this easement more clearly defined or vacated entirely. After looking at our map, I see a sewer main runs along or through the property. Can you send me a zoomed-in map that paper illustrates what the sewer main is? Thanks.

Sincerely,

Mason Schirmer, Clerk-Treasurer  
City of Freeport  
(320) 836-2112  
[mason@freeportmn.org](mailto:mason@freeportmn.org)  
(Embedded image moved to file: pic17421.jpg)bwFREEPORTCITYSEAL-2bw



LOCK 2

OCK

4

SE

3

K & L HEINEN

HOUSE

2

L & M BLENKER

HOUSE

1

A HOPPE

HOUSE

M & S

HOUSE

15/ RAD.

SPRINKLER ABZ.

GV

15+00

GV

15/ RAD.

C & S HEIDGERKEN

HOUSE

8

## City of Freeport

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**From:** Atkinson Well & Pump <rodney@albanytel.com>  
**Sent:** Thursday, June 26, 2014 1:48 AM  
**To:** mason schirmer  
**Cc:** barry weber  
**Subject:** FW: Website Text

Attorney Adam Ripple confirmed Rodney's accusation is unsupported, the proposed Wellhead Protection Plan does not slander or defame Atkinson Well and Pump.

Mason

In my June 16 e mail at 10:36 pm, I gave you the information listed below. I approved your inserting the years I served. I did not and will not allow you to slander and defame Atkinson well and pump as you have done in your wellhead protection plan.

The WHP Plan is the City's document.

Rodney Atkinson, Council Member

A lifelong resident of Freeport. Rodney was appointed as a councilor twice and elected mayor for three terms prior to his current position. He appointed the first Economic Development Authority members.

Also add that I was an eda member from 1998 until 2013

At our June you say I hung up on you. I recall having missed calls from you. I do not believe I hung up on you while we were in a conversation. Phone calls referred to were made June 18th

Your credibility is trashed after the may meeting. You are all wasting your time. There are no decisions being made tonight. You truly believe the residents of this community are not a part of city government. Your performance made the people in attendance feel disrespected and disregarded.

God help you

Rodney

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**From:** Atkinson Well & Pump [<mailto:rodney@albanytel.com>]  
**Sent:** Tuesday, June 17, 2014 1:36 PM  
**To:** 'Mason Schirmer'  
**Subject:** RE: Website Text

Not sure of dates

First appointment I think was when roman meyer quit 1992? About

Next I think was when alan Williams had the zoning violation. 1994? About

Mayor was about 1995-2001?

You will have to check for sure

Rodney

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**From:** Mason Schirmer [<mailto:mason@freeportmn.org>]  
**Sent:** Tuesday, June 17, 2014 7:08 AM