



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

September 30, 2014 - Regular Meeting Agenda
Freeport City Hall - 7:00 pm

Call to Order

Public Hearing on Variance Request at 1009 3rd Ave SE

Public Hearing on the Adoption of Ordinance 2014-004 (re: City Code Section 205-215)

- I. Approve Agenda – *Motion to approve agenda*
- II. Consent Agenda – *Motion to approve consent agenda*
 - a. August 26, 2014 meeting minutes;
 - b. Claim 1564 – 1605;
 - c. Liability Coverage Waiver Form;
 - d. Appointment of Scott Hoeschen to the EDA; and
 - e. Appointment of Clerk-Treasurer to the Lake Wobegon Trail Association Board
- III. Reports
 - a. Clerk-Treasurer
 - b. Public Works Director (no report)
 - c. Engineer (no report)
- IV. Old Business
 - a. Carr's Tree Service Request
 - b. Pay Plan Development
 - c. Public Works Assistant
 - d. Property Maintenance
- V. New Business
 - a. Resolution 2014-024 (re: variance request) – *Motion to approve*
 - b. Resolution 2014-025 (re: ordinance 2014-004) - *Motion to approve*
 - c. Resolution 2014-026 (re: 2015 budget & levy public comment) – *Motion to approve*
 - d. Consider Termination of Snow Removal Agreement with Sacred Heart Catholic Church
 - e. Consider Purchase of new Office Computer
 - f. City Code Violations
 - g. Claim 1540
- VI. Adjourn – *Motion to adjourn*

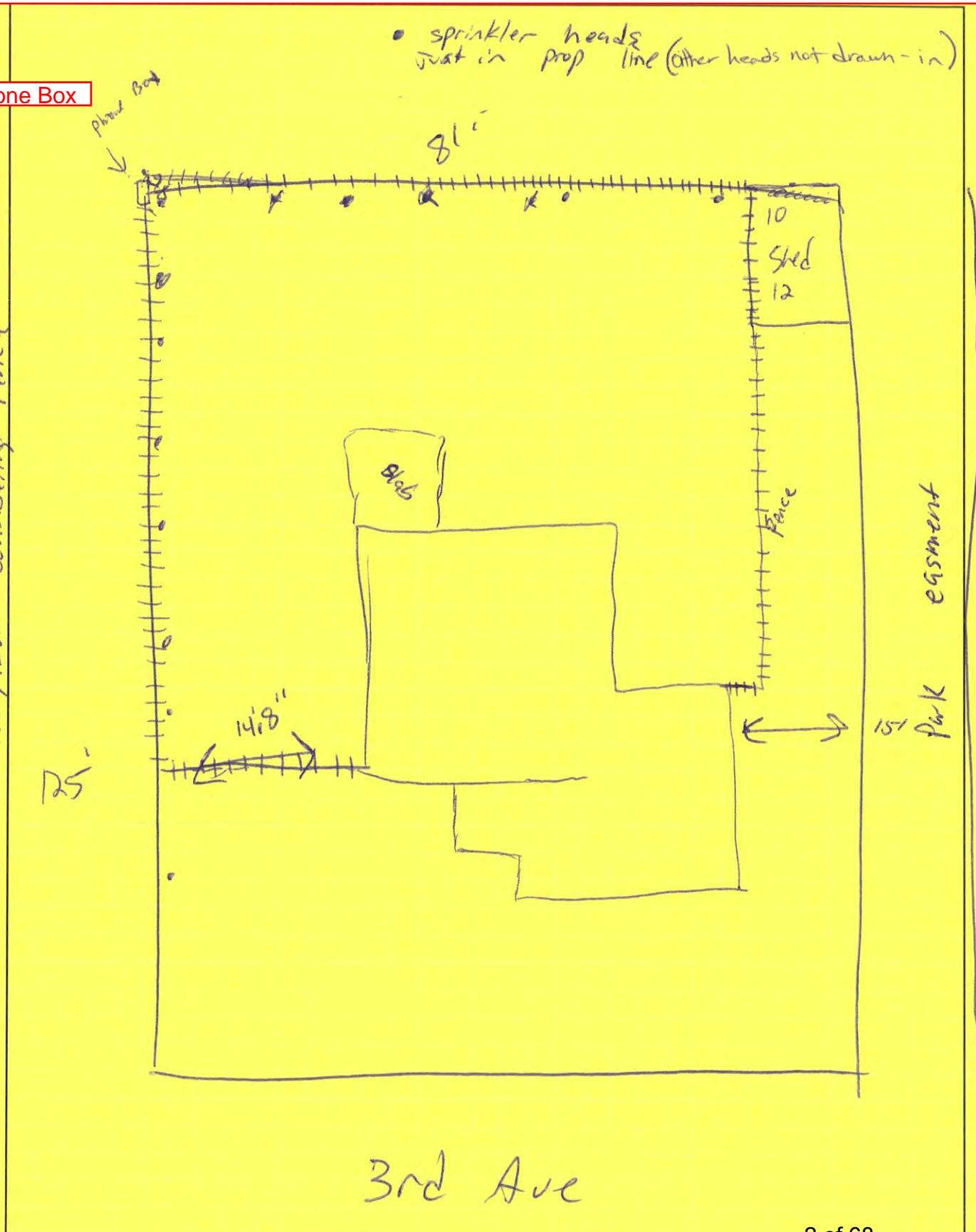
Next Meeting: October 28th

City Code requires a 2' setback for fences; applicant is asking for a variance of 2' to allow construction of a fence upon the lot line. Applicant intends to construct a maintenance-free fence. Applicant says the heads of his sprinkler system are along the property line.

Phone Box

• sprinkler heads
just in prop line (other heads not drawn-in)

Neighbor considering Fence





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August 26, 2014 - Meeting Minutes

A regular meeting of the Freeport City Council was convened at 7:03p.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 Public Works Director Jon Stueve.

Residents in attendance: Ben Eittle (312 1st Ave N), Vernon Fuchs & Andrea Ramacher (720 1st Av N)

Others in attendance: Carol Moorman (Melrose Beacon), Lisa Schirmer (St. Martin, MN)

Public Hearing on the adoption of Ordinance 2014-003 (re: city code section 200)

Worms moved and C. Goebel seconded a motion to open the public hearing. Motion carried 5-0. Public hearing opened at 7:04pm.

Schirmer provided a summary of what the proposed changes are.

C. Goebel moved and K. Goebel seconded a motion to close the public hearing. Motion carried 4-0 (Atkinson made no sign).

Approve Agenda

Schirmer recommended adding 'i. Property Maintenance' to new business and said Worms asked for claim 1540 to be removed from the consent agenda. Schirmer recommended adding claims 1564-1566 to the consent agenda. Ritter moved and K. Goebel seconded a motion to approve the agenda with the proposed changes. Motion carried 5-0.

Consent Agenda

Schirmer said the word 'Stearns' was misspelled within the July 29 meeting meetings and will be corrected. C. Goebel moved and Ritter seconded a motion to approve the consent agenda that includes a) 7/29/14 meeting minutes; b) claim 1533 – 1539 and claim 1541 – 1563; c) Clerk-Treasurer Report; and d) 2014 Budget Amendment 18. Motion carried 5-0.

Old Business

Resolution 2014-020 (re: blanket easement at 215 1st Ave N)

C. Goebel moved and Ritter seconded a motion to approve Resolution 2014-020 A Resolution Confining Utility Easement Commencing At The Southeast Corner of Lot One Block Two In The City of Freeport. Motion carried 5-0.

New Business

Resolution 2014-021 (re: city code section 200)

K. Goebel moved and Ritter seconded a motion to approve Resolution 2014-021 A Resolution Approving Ordinance 2014-003 Entitled “An Ordinance Repealing And Replacing Section 200 Of The Freeport City Code Relating To Council Rules And Procedures” And Providing For Authorizing Summary Publication Thereof. Motion carried 5-0.

Resolution 2014-022 (re: city code sections 200-210)

C. Goebel moved and K. Goebel seconded a motion to approve Resolution 2014-022 A Resolution Calling For A Public Hearing On Ordinance 2014-004, Entitled “An Ordinance Repealing And Replacing Sections 205 And 210 Of City Code Relating To Salaries Of Elected Officials And City Elections.” Motion carried 5-0.

Stearns County Assessing Agreement

K. Goebel moved and Ritter seconded a motion to approve Agreement For Property Assessment Services Between The County Of Stearns And Freeport City. Motion carried 5-0.

Fire Department Recommendation

Schirmer said the city received two applications from individuals wanting to serve on the fire department. Schirmer said each of the applicants was provided an interview and that the fire department recommends appointing the individuals to the fire department when spots become available.

Atkinson said he opposed approving appointments when spots are not available and said the city should accept the recommendation however the applicants should be notified that the department has no vacancies at this time.

Schirmer said last fall fire department members expressed their disapproval of the officer selection process and that council could appoint a temporary committee to research fire department procedures relating to appointment of members and officers and make a proposal to council.

Worms said the fire department members should recommend changes. Council agreed to not appoint any new members since no spots are available and said they are willing to consider changing procedure if the fire department proposes changes.

Park Improvements

Schirmer said a resident recently asked when the park within the Welle Addition would be developed. Schirmer said according to the September 26, 2004 Development Agreement for Welle’s County Acres Plat Two, the developer dedicated the park to the city as well as contributed \$4,555.60.

Worms said people ask how to properly access the park area. Worms recommended marking easements. K. Goebel moved and C. Goebel seconded a motion to mark easements to the park. Motion carried 5-0.

C. Goebel moved and K. Goebel seconded a motion to authorize purchasing a new swing for the Northside Park, to replace a broken swing. Motion carried 3-0 (Worms nor Atkinson made a sign).

3-Year Audit Estimates

Schirmer provided estimates for audit services from Abdo, Eick & Meyers as well as Schlenner & Wenner. Schirmer said the city has a history of using Abdo, Eick & Meyers and that they have been easy to work with and they have received no complaints.

Atkinson said Schlenner & Wenner is cheaper. Atkinson moved and Ritter seconded a motion to accept the estimate from Schlenner & Wenner to audit fiscal years 2014, 2015 & 2016. Motion carried 3-2 (C. Goebel and K. Goebel opposed).

Resolution 2014-023 (re: 2015 preliminary budget & levy)

Schirmer said the proposed budget would require a lesser general fund levy than 2014. Schirmer recommended approving a preliminary levy higher than needed, and that the levy can be reduced prior to approval. Schirmer said during the previous meeting, council tabled discussion on the future of the part-time public works assistant position until they had an opportunity to review the budget. Schirmer said council is faced with two questions: 1) does the city want to approve a preliminary budget now or in September; and 2) does the city want to change the status of the public works assistant position to full-time. Schirmer provided a summary of the approximate expenses of changing the public works assistant to full-time, from the information provided by Stueve during the previous meeting.

Atkinson questioned the accuracy of the cost estimate.

Worms moved and C. Goebel seconded a motion to approve Resolution 2014-023 A Resolution Adopting Proposed 2015 Budget And Ordering Certification Of Proposed 2015 Tax Levy To County Auditor. Motion carried 4-0 (Atkinson made no sign).

Request from Carr's Tree Service (re: 440 4th Ave SW)

Schirmer said Brad Carr is asking the city to help pay for the cost of installing drive-over curb along 440 4th Ave SW. Schirmer said Carr claims he was under the impression that the gravel road on the adjacent property was a city alley and only recently learned its privately owned. Carr said to avoid using the gravel road he would need to either 1) develop more of his lot or 2) replace existing curb with drive-over curb. Schirmer said Carr received an estimate of \$1,200 and that Carr is asking the city to pay for 100% however he is open to negotiation.

C. Goebel moved and K. Goebel seconded a motion to reschedule discussion for the September 30th city council meeting to provide time to review zoning standards to ensure compliance. Motion carried 5-0.

Property Maintenance

Schirmer said a resident asked if there is anything the city can do to ensure property owners maintain their property. Schirmer said Building Inspector Dan Marthaler recommends a property maintenance ordinance and said the City of Albany has such an ordinance. Schirmer said a property maintenance ordinance may set standards such as all windows must be free of broken or missing glass, a minimum of 80% of siding must be painted, and roof must be waterproof. Schirmer asked if council would like to consider such an ordinance.

K. Goebel moved and Worms seconded a motion to authorize Schirmer to prepare a property maintenance ordinance for council to consider during the September 30th city council meeting. Motion carried 5-0.

Public Works Director Report

Stueve said the highest offer the city has received for the potential sale of the old plow truck is \$7,600 from Kyle Weet of Evansville, MN.

K. Goebel moved and C. Goebel seconded a motion to approve the sale of the old plow truck to Kyle Weet of Evansville, MN for \$7,600. Motion carried 5-0.

Stueve said he has estimates from Jim Notch Construction and Hennen Lumber for labor and materials to make improvements to the interior of the maintenance shop building. Stueve said the improvements will provide much needed work space. Stueve said the estimates total \$12,689.

Ritter moved and C. Goebel seconded a motion to authorize improvements to be made to the maintenance shop building not to exceed \$13,000. Motion carried 4-0 (Atkinson made no sign).

Stueve asked what is happening with the public works assistant position.

Schirmer said council approved a preliminary levy that can accommodate the change in status to full-time; however, the final budget and levy will not be set until October 28th.

Adjourn

Worms moved and K. Goebel seconded a motion to adjourn. Motion carried 5-0. Meeting adjourned at 8:20p.m.

Matthew H. Worms, Mayor

Mason Schirmer, Clerk-Treasurer

09/25/14
13:19:59

CITY OF FREEPORT
Claim Details
For the Accounting Period: 8/14

Page: 1 of 1
Report ID: AP100

For doc #s from 1564 to 1604
* ... Over spent expenditure

Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1564	18294S	155 FREEPORT FARM CENTER, INC	450.54					
1	91753	07/11/14 Lawn mower parts	230.54*			101 45200	220	10100
2	91753	07/11/14 Lawn mower tires	220.00*			101 45200	220	10100
1565	18290S	70 CENTERPOINT ENERGY	26.71					
1	08/19/14	Maintenance Building	13.25			101 43100	382	10100
2	08/19/14	Fire Hall	13.46*			225 42200	382	10100
1566	18300S	219 JOANN TIMP	171.00					
1	08/26/14	(7/29)-(8/26)-5 cleanings	171.00*			101 41000	300	10100
1567		597 KDV, LTD	840.00					
1	205477	08/26/14 Bond Analysis	840.00*			101 41000	300	10100
1581	-99866E	323 MN DEPT OF REVENUE	429.74					
1		Sales and Use Tax 2 qtr	429.74*			601 43225	450	10100
		# of Claims	5	Total:				1,917.99
		Total Electronic Claims						429.74
		Total Non-Electronic Claims						1,488.25

09/25/14
13:21:16

CITY OF FREEPORT
Claim Details
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Report ID: AP100

For doc #s from 1564 to 1604
* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account		
1569	18312S 516 WEBER PRINTING	71.00							
1	09/02/14 website design	71.00*			101 41000	300	10100		
1570	18316S 531 AMPS, INC.	191.86							
1	31426 08/22/14 Street Speakers	191.86*			101 41000	430	10100		
1571	18322S 437 STAR PUBLICATIONS LLC	108.65							
1	137188 08/29/14 Plow Truck Ads	50.00			101 43100	350	10100		
2	137188 08/29/14 Public Hearing Notice	27.60			101 41000	350	10100		
3	137188 08/29/14 Legal Ad-TIF Swany White	31.05			101 41000	350	10100		
1572	18315S 25 AMERIPRIDE LINEN & APPAREL	45.95							
1	2200554830 09/05/14 Monthly Service	45.95*			101 41000	410	10100		
1573	413 SCHLENNER WENNER & CO.	565.00							
1	07/31/14 Relief Assoc. Audit Prep	565.00*			225 42200	302	10100		
1574	18320S 387 RAHNS OIL & PROPANE, INC	373.74							
1	08/31/14 EDA	21.54			300 46500	210	10100		
2	08/31/14 City	282.45			101 43100	215	10100		
3	08/31/14 FFD	69.75			225 42200	215	10100		
1575	18323S 525 XCEL ENERGY	2,116.19							
1	425945145 09/03/14 302188142	49.78			601 43225	381	10100		
2	425945145 09/03/14 302252262	69.34			101 43160	381	10100		
3	425945145 09/03/14 302290398	123.32			101 41000	381	10100		
4	425945145 09/03/14 302679657	62.21			101 43100	381	10100		
5	425945145 09/03/14 302700297	21.98			602 43250	381	10100		
6	4259451453 09/03/14 302947044	337.95			601 43225	381	10100		
7	425945145 09/03/14 303193187	20.29			602 43250	381	10100		
8	425945145 09/03/14 303616049	80.69			225 42200	381	10100		
9	425945145 09/03/14 303936749	36.73			101 43160	381	10100		
10	425945145 09/03/14 303956738	395.96			101 43160	381	10100		
11	425945145 09/03/14 303963984	203.79			101 43160	381	10100		
12	4259451453 09/03/14 303985901	26.10			101 43160	381	10100		
13	425945145 09/03/14 304083816	13.17			101 43160	381	10100		
14	425945145 09/03/14 304098414	16.43			602 43250	381	10100		
15	425958926 09/03/14 Street lights	658.45*			101 43160	300	10100		
1576	306 MINNESOTA DEPARTMENT OF HEALTH	429.00							
1	08/22/14 Quarterly Connection Fee	429.00			601 43225	431	10100		

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Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1577	18319S	269	MARCO, INC.	301.83					
1	259942035	08/17/14	Contract Payment	301.83*			101 41000	410	10100
1578	18314S	15	ALBANY MUTUAL TELEPHONE	352.39					
1	10178621	09/01/14	836-2116	70.62			101 41000	320	10100
2	10178621	09/01/14	836-2685	21.59			601 43225	320	10100
3	10178621	09/01/14	836-2685	21.59			602 43250	320	10100
4	10178621	09/01/14	836-2411/2413	72.73			225 42200	320	10100
5	10178621	09/01/14	836-2278	63.64			101 43100	320	10100
6	10178621	09/01/14	836-2112	64.55			101 41000	320	10100
7	10178621	09/01/14	836-7158	37.67			101 41000	320	10100
1579	18317S	76	CENTRAL MINNESOTA CREDIT UNION	700.16					
1	08/31/14	Beacon		1.80*			101 41000	433	10100
2	08/31/14	UB Postage		85.00			601 43225	200	10100
3	08/31/14	UB Postage		85.00			602 43250	200	10100
4	08/31/14	Stamps		49.00			101 41000	200	10100
5	08/31/14	Office Depot		93.39*			225 42200	210	10100
6	08/31/14	WHP Mailed		5.60			101 41000	200	10100
7	08/31/14	PWD Boots		314.97			101 43000	240	10100
8	08/31/14	Albany Fleet (F. Coupling)		12.80			101 43100	210	10100
9	08/31/14	Albany Fleet (F. Coupling)		8.53			101 43100	210	10100
10	08/31/14	Albany Fleet (Poly Coupling)		18.14			101 43100	210	10100
11	08/31/14	Leedstone Vet Wrap		19.05*			225 42200	210	10100
12	08/31/14	USPS T. Gruber Tracking		3.30			101 41000	200	10100
13	08/31/14	Water Samples		3.58			601 43225	200	10100
1580		40	AUTO VALUE-ALBANY	35.99					
1	26123171	07/31/14	Lawn Mower Belt	35.99*			101 45200	220	10100
1582	18313S	313	MINNESOTA POLLUTION CONTROL	23.00					
1	09/12/14	Wastewater Certification Renew		23.00			602 43250	431	10100
1583	18321S	389	RAMLER TRUCK & TRAILER REPAIR,	1,300.06					
1	31222	09/11/14	Plow Truck DOT Inspection	1,300.06*			101 43100	401	10100
1584		256	LEAGUE OF MINN CITIES INS. TRUST	185.00					
1	09/22/14	Fire Dept		66.60*			225 42200	360	10100
2	09/22/14	EDA		0.93			300 46500	360	10100
3	09/22/14	Public Works		109.15*			101 43000	360	10100
4	09/22/14	Council		0.92			101 41100	360	10100
5	09/22/14	Admin		7.40*			101 41400	360	10100

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Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1585	18318S	145 FINKEN WATER CENTERS	23.00					
1	3222312	09/01/14 Rental Water Softener	15.00*			101 41000	410	10100
2	3222322	09/01/14 PWD-cold water cooler	8.00			101 43100	210	10100
1586		633 SAM EICHERS	37.25					
1	08/13/14	CDL Application Fee	37.25			101 43100	431	10100
1587		596 MASON SCHIRMER	107.10					
1	09/04/14	Chamber Meeting	8.00*			101 41000	430	10100
2	08/12/14	Election Supplies	10.00			101 41450	210	10100
3	08/12/14	Submit ballots to court house	38.64			101 41450	335	10100
4	09/02/14	Stearns Co. Beacon (Aug)	1.30*			101 41000	433	10100
5	09/11/14	Listening skills training	15.00			101 41400	330	10100
6	09/11/14	Listening skills travel	30.24			101 41400	335	10100
7	09/23/14	Backwater Visit	3.92			300 46500	335	10100
1588		523 WORMS LUMBER & READY MIX INC	74.81					
1	1121313	08/28/14 Fibermesh (Linn's Driveway)	74.81			601 43225	220	10100
1589		84 CITI LITES, INC.	31.50					
1	46036	09/22/14 Locates	31.50*			101 43160	300	10100
1590		377 PREFERRED CONTROLS CORP.	85.28					
1	1754	09/11/14 Lift Station #2 replace relay	85.28*			602 43250	220	10100
1591		107 DANNY'S DISPOSAL & RECYCLING,	92.42					
1	09/01/14	Fire Hall	43.37			225 42200	383	10100
2	09/01/14	City Hall	49.05			101 43100	383	10100
1592		32 ARNZEN CONSTRUCTION, INC	123.75					
1	45411	08/19/14 Drill & Tap Pipe/Labor	123.75*			602 43250	220	10100
1593		268 MARC	296.88					
1	0533472-IN	09/12/14 2-Melt-A-Way	89.00			101 43100	210	10100
2	0533472-IN	09/12/14 Micro-Zyme	146.00			101 43100	210	10100
3	0533472-IN	09/12/14 Freight	61.88			101 43100	430	10100
1594		397 RINKE-NOONAN, LTD	40.00					
1	231766	08/31/14 Creamery documents	40.00			300 46500	302	10100
1595		504 USA BLUE BOOK	97.33					
1	401984	09/03/14 Hdrant mtr & flow tster frt	53.59*			601 43225	430	10100
2	401984	07/21/14 Safety glasses	43.74			101 43000	240	10100

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CITY OF FREEPORT
Claim Details
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For doc #s from 1564 to 1604
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Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1596			155 FREEPORT FARM CENTER, INC	148.77					
1	92108	08/25/14 Lawn Mower Blades		148.77*			101 45200	220	10100
1597			600 SPECIALITY TURF & AG	43.07					
1	40813	08/28/14 Grass seeding		43.07			101 43100	220	10100
1598			219 JOANN TIMP	136.80					
1	09/23/14	(9/1)-(9/23) 4 Cleanings		136.80*			101 41000	300	10100
1599			70 CENTERPOINT ENERGY	29.99					
1	09/18/14	Fire Hall		13.46*			225 42200	382	10100
2	09/18/14	Maintenance Building		16.53			101 43100	382	10100
1600	18324S		211 J R FERCHE, INC	13,304.06					
1	09/23/14	Final 2nd & 3rd project Pymnt		13,304.06			415 43100	510	10100
1601			525 XCEL ENERGY	76.16					
1	427870385	09/18/14 Water Tower		76.16			601 43225	381	10100
1602			277 MAYERS EXCAVATING, INC.	13,368.16					
1	3676	08/31/14 Pond Berm Restoration		13,368.16*			602 43250	220	10100
1603			306 MINNESOTA DEPARTMENT OF HEALTH	32.00					
1	09/25/14	Class D Operator Exam-Sam		32.00			101 43000	330	10100
1604			607 AWW - MINNESOTA SECTION	90.00					
1	09/25/14	Operator Training-Jon		45.00			101 43000	330	10100
2	09/25/14	Operator Training-Sam		45.00			101 43000	330	10100
# of Claims 35				Total:	35,038.15				
					35,038.15				

SECTION I: LIABILITY COVERAGE WAIVER FORM

Cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased. The decision to waive or not to waive the statutory limits has the following effects:

- 1. *If the city does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000. on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.
- 2. *If the city waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$1,500,000. on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$1,500,000., regardless of the number of claimants.
- 3. *If the city waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

This decision must be made by the city council. **Cities purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage.** For further information, contact LMCIT. You may also wish to discuss these issues with your city attorney.

_____ accepts liability coverage limits of \$_____ from the League of Minnesota Cities Insurance Trust (LMCIT).

Check one:

- The city **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.
- The city **WAIVES** the monetary limits on tort liability established by Minnesota Statutes 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council meeting _____

Signature Mason Johnson

Position Clerk-Treasurer

Return this completed form to LMCIT, 145 University Ave. W., St. Paul, MN. 55103-2044

Memo

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: September 22, 2014

Re: EDA Appointment

The Economic Development Authority (EDA) board can have as many as 7 members; presently the board operates with 6 members. Mayor Matt Worms appointed Freeport resident Scott Hoeschen to the EDA Board.

As per City Code 1400.07 (regarding EDA membership), the Mayor's appointment requires approval of the city council.

Current Board Members of the Lake Wobegon Trail Association includes 'Vicki Holthaus - Freeport.'
Does the City want to appoint me to the Lake Wobegon Trail Association Board?

From: Cliff Borgerding <wobegon@lwtrails.com>
Sent: Friday, September 19, 2014 12:39 PM
To: Ann Carlon; Cliff Borgerding; Gary Osberg; Joe Christensen; Jordie Stay; Kathie Dziengel; Lunning Julie; Mason Schirmer; Mike Doyle; 'Pete Theismann'; Renslow, Molly; Ron & Sandy Paulsen; Sand Robin
Cc: Jesse Job; Jordie Stay; Mason Schirmer; gwalz@cityofmelrose.com; 'Andrea Kerfeld'; 'Sara Stadtherr'; 'Jean Bowman, Fergus Falls CVB'
Subject: Unique use of our trails system for a business seminar event

Hello... just want to share with you the comments I received back from Kelly O'Brien who organized the Park Nicollet Neurosurgery Continuing Education seminar held on Friday September 12. it sounds like everything went very well and the participants were very happy with the arrangements and the services they received. There were a total of about 40 people involved either as participants or organizers of the event. I had the chance to talk with the organizers and couple of the participants and they told me too they were very happy with the results.

This event came about because some of the leaders and organizers had visited our trails in the past and thought it would be a great venue for their seminar.

This was a unique way to hold a continuing education program! I did a short presentation on our trails systems at Freeport during their breakfast and shared trail maps and materials from some of our local businesses. I didn't think of this earlier or we could have had more materials available to share with the participants!

They basically met for breakfast and registration at Charlie's Cafe in Freeport, then each participant was given an iPod Shuffle with three pre-recorded presentations and they biked to Holdingford while listening to the presentations. The participants were medical professionals... doctors, physician assistants, nurses, etc

At Holdingford they held a question and answer session and then continued biking to Bowlus where they held another Q&A session and then conducted additional presentations in the Bowlus Community Center which is next to the trail and had their lunch and afternoon break catered in from Jordie's Trailside Cafe.

At the end of the seminar they biked from Bowlus on the Soo Line Trail to the Soo Line Trail parking lot on Highway 10 where they got on a bus for another Q&A session and their bikes were transported back to Freeport where their cars were parked. Participants headed for home from Freeport.

I see this as a great opportunity for our Lake Wobegon, Central Lakes and Soo Line Trail Community businesses to be able to tap into a market that is typically not available to our small towns. It's a way to compete with the larger metropolitan areas for this business using the resources already available in our communities. At the same time it brings people into our area and gives them a chance to see what else might interest them in coming to visit and spend time in our communities and spend money at our local businesses.

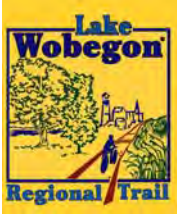
I think this is something we could use to bring business to our communities by working together to create opportunities for similar events with other organizations. By working together with other businesses and local venues (i.e. community centers, schools, churches, etc.) we could market this concept to many other groups with seminars or meetings looking for a unique way to host an event.

Thank you to everyone who helped make this event a great success!

Now let's figure out how we can replicate it across all our trail communities and bring even more events to our Lake Wobegon Trails Country and new money into our local economies.

Would you be interested in meeting to discuss how we could market this to other groups? Would you be interested in contributing funds to help market the concept? Do you know of any other groups we could contact and invite them to plan a similar event?

Below is a copy of the email I received from Kelly O'Brien talking about the experience and how well the seminar was received by the participants. It sounds like they may consider doing this again next year!



Happy Trails! ... Cliff



Cliff Borgerding, President
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Hi Cliff!

We had a wonderful event. Everything turned out perfectly! No injuries, rain, or mechanical issues 😊

The group was incredibly impressed. We had excellent service from both Charlie's Café and Jordie's Catering at the Community Center. We had a few comments from participants that they were happy to get out of hotels and chain restaurants for events like these – they were pleased that we chose local places to host.

Just about every single person said they would do this next year, and bring friends. We do plan to meet sometime next week as a planning committee to talk about what next year might look like. Some people mentioned it would be fun to try another trail – not sure what that might look like. From a planning perspective, I'd love to keep it on the same trail...since we have the route and stops already figured out! Maybe there is a different route that we could take in the same area? Do you have any thoughts on that?

Thank you for all your support and presence at the event! We were very happy to have you with us!

**Kelly O'Brien, RN, BAN, PHN
Care Coordinator
Park Nicollet Neurosurgery
phone 952.993.1368 • fax 952.993.2701
parknicollet.com/neurosurgery**

Memo

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: September 25, 2014

Re: Clerk-Treasurer Report

Main Street Speakers – The Chamber of Commerce paid the city for the purchased of new Main Street sidewalk speakers. Speakers have been received and will be installed soon.

WHP Plan – Awaiting state approval; MDH’s approval or disapproval must be completed by 11/5.

Cross-Connecting and Backflow Prevention – Draft ordinances will be presented after WHP Plan is approved by MDH.

Designation Awarded – Early this month I was awarded the designation of Minnesota Certified Municipal Clerk (MCMC) by the Minnesota Clerk’s and Finance Officers Association (MCFOA).

Public Nuisances (Rodney Atkinson, James Beutz)– Included along with this memo is an email from Attorney Matthew Loven regarding the prosecution of each nuisance.

3rd Quarter Financial Report – Included along with this memo are the budget reports and cash report.

Election Judge Status – Dorthy VanHeel did not attend election judge training and said she no longer wants to serve as an election judge.

Unemployment Insurance Overview – A free class/training is being offered on October 29th in St. Cloud.

Meeting to Canvass Election Results – **When should the meeting be scheduled?**

Closing Funds – Funds 411 (Wetland Project), 413 (City Hall Capital) and 414 (Public Works Capital) have existed for years without any activity. **Does the city want to start using funds 413 and 414, or close all the funds?**

Costs Associated with Councilmember Rodney Atkinson’s Behavior (Resolution 2014-007) Correction – Exhibit B of the resolution (included along with this memo) originally understated the rate charged by the city for staff/administration time. As of 2/25, the grand total of expenses was \$8,424.40. As of 7/29 costs totaled \$9,827.05 (included along with this memo).

Complaint Received – A Stearns County Deputy notified the city that a resident complained about materials being left outside the maintenance shop (referring to extra light poles); the complainer said he was upset that he has to comply with city code.



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

August 18, 2014 - EDA Meeting Minutes

A meeting of the Freeport Economic Development Authority was called to order by President Matthew Worms at 12:07 P.M. with members Mason Schirmer, Andy Welle and Carrie Goebel present.

Members Absent: Buddy Heidgerkin, Jim Hemker

Approval of agenda

Goebel moved and Welle seconded a motion to approve the agenda. Motion carried 4-0.

Secretary's Report

Schirmer said 1) Life Massage & Skincare is a new home-based business in Freeport; 2) the city terminated interest in purchasing the creamery property; 3) changes to the website are on hold until council considers a request from Weber Printing for additional money to make further changes to the website; and 4) the city approved the Business Subsidy Policy & Criteria during the July 29th meeting.

July 21, 2013 Meeting Minutes

Worms moved and Welle seconded a motion to approve the July 21, 2014 meeting minutes. Motion carried 4-0.

2015 Budget

Worms moved and Goebel seconded a motion to approve the 2015 budget without any changes from the 2014 budget. Motion carried 4-0.

What's next for Freeport and the EDA?

Schirmer asked what the EDA should consider working on next. Members discussed.

Goebel left at 12:47 P.M.

ADJOURN

Worms moved and Schirmer seconded a motion to adjourn the meeting. Motion carried 3-0. Meeting adjourned at 12:48 P.M.

Matthew Worms, President

Mason Schirmer, Secretary