



## 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)

### September 30, 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.

Residents in attendance: Ben Eittle (312 1<sup>st</sup> Ave N), Vernon Fuchs & Andrea Ramacher (720 1<sup>st</sup> Av N), Al Williams (308 2<sup>nd</sup> Ave NW).

Others in attendance: Carol Moorman (Melrose Beacon).

#### **Public Hearing on Variance Request (re: Fence Setbacks at 1009 3<sup>rd</sup> Ave SE)**

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

Williams said having no setback makes sense. Schirmer said a two foot setback provides a property owner area to maintain the exterior-side of the fence without imposing upon their neighbor.

Williams asked what happened that lead to the city code being changed. Schirmer said the city council's decision was proactive, not reactive. Schirmer said the city's land use professional, Cynthia Smith-Strack of Municipal Development Group, recommended updating the city code to ensure it would hold-up in a court of law. Schirmer said the city council accepted her recommendation and did just that.

Worms said he does not agree that sprinkler heads create a hardship.

Worms moved and K. Goebel seconded a motion to close the public hearing. Motion carried 5-0. Public hearing closed at 7:16pm.

#### **Public Hearing on the Adoption of Ordinance 2014-004 (re: City Code Section 205-210)**

Worms moved and C. Goebel seconded a motion to open the public hearing. Motion carried 4-0 (Atkinson made no sign). Public hearing opened at 7:16pm.

Schirmer said subdivisions were condensed and that the only change to text was that city council member are paid quarterly, not yearly.

Worms moved and K. Goebel seconded a motion to close the public hearing. Motion carried 4-0 (Atkinson made no sign). Public hearing closed at 7:20pm.

## **Approve Agenda**

Schirmer recommended adding 1) Claim 1540 to New Business and Claim 1605 to Consent Agenda. C. Goebel moved and K. Goebel seconded a motion to approve the agenda with the proposed additions. Motion carried 5-0.

## **Consent Agenda**

Schirmer said the most current draft of the August 26, 2014 meeting minutes was provided before the council meeting for review. Atkinson asked for 'Liability Coverage Waiver Form' to be removed and added to New Business. Ritter moved and C. Goebel seconded a motion to approve the consent agenda which includes a) 8/26/14 meeting minutes; b) claim 1564 – 1605; c) Appointment of Scott Hoeschen to the EDA Board; and d) Appointment of Clerk-Treasurer to the Lake Wobegon Trail Association Board. Motion carried 4-0 (Atkinson made no sign).

## **Reports**

### Clerk-Treasurer

Schirmer provided an updated report that included information on 1) replacement of main street speakers; 2) the status of the Wellhead Protection Plan; 3) when draft ordinances regarding cross-connections and backflow will be presented; 4) the recent MCMC designation awarded to Schirmer; 5) the status of Rodney Atkinson & James Beutz public nuisances; 6) 3<sup>rd</sup> quarter financial report; 7) election judge change; 8) unemployment insurance overview training opportunity; 9) canvassing election results; 10) unused funds; 11) corrected Resolution 2014-007 Exhibit B; and 12) a complaint regarding condition of city property.

Worms scheduled a special meeting of the city council to canvass election results on November 10, 2014 beginning at 7pm.

Council members recommended closing unused funds. Schirmer said he will present a resolution authorizing the closing of funds during the next meeting.

## **Old Business**

### Carr's Tree Service Request

Schirmer said request discussion was tabled during the previous council meeting to determine if zoning regulations addressed drive-over curb and gutter. Schirmer said the zoning code does not limit drive-over curb or gutter and PWD Stueve has no objections so long as the curb does not prohibit the flow of water to the storm drain.

C. Goebel moved and Ritter seconded a motion to pay for 50% of project costs, not to exceed \$600. Motion carried 4-0 (Worms made no sign).

Atkinson asked if the city should pay for the entire project in-exchange for Carr's Tree Service doing tree limb chipping for residents. Worms opposed the idea saying that Carr's industrial lot is not a city compost site and that people could abuse such an opportunity. Ritter said he agreed with Worms.

### Pay Plan Development

Schirmer presented the city's most recent job evaluation record from 2006. Schirmer said Management Consultant Kathleen Murphy recommends council be aware of the record and she recommends that the record is sufficient for use in developing the new pay plan.

Atkinson questioned how the record from 2006 was developed. Schirmer said he questioned Murphy regarding the job evaluation record; however, she said although point values may change, the document itself is sufficient since the ranking of jobs does not change.

Atkinson said he wanted to recreate the job evaluation record. Schirmer said Murphy suggested, if council wants to recreate the record, a thoughtful process. Schirmer said Murphy provided an estimate of \$350-\$400 for the recreation of the job evaluation record.

Atkinson moved and Ritter seconded a motion to accept the estimate from Murphy Management Consultants and to recreate the job evaluation record. Motion carried 3-1 (K. Goebel opposed, Worms made no sign).

#### Public Works Assistant Position

Schirmer said during the previous council meeting, council tabled discussion regarding potentially changing the position to full-time until a more accurate cost estimate was provided. Schirmer provided an updated cost estimate showing annual cost increase of \$26,827.

K. Goebel said if the position is changed to full-time, he wants assurance that tasks are getting done. Schirmer said if anybody has questions regarding the Public Works Department and the work being completed, they can contact PWD Stueve during the work week.

Williams asked why PWD Stueve was not present at the meeting. Schirmer said by not having Stueve attend council meetings the city saves money by not paying overtime; furthermore, if an issue is brought-up during the month, Stueve will come to the meeting to address.

C. Goebel suggested tabling discussion until the December meeting when the final tax levy and budget are approved. Schirmer said if council wants to know if the preliminary budget is set high-enough to accommodate the additional cost, that the meeting should be recessed and the information will be retrieved. Worms recessed the meeting at 8:21pm. Worms reconvened the meeting at 8:23pm. Schirmer said the 2015 preliminary levy is equal to the 2014 final levy; furthermore, even by adding the additional costs of increasing the position to full-time, the 2015 levy still has room to be reduced before the final levy is set.

K. Goebel said it's not right to have the Public Works Director on-call 24-hours a day, 7-days a week, 52-weeks a year. Atkinson suggested giving the part-time employee an additional \$100 for each weekend he's on-call. Worms said if a resident complains of a sewer backup, he wants the person responding to know what to do and to be able to do it.

Ettle asked why the responsibility to work weekends was not stated when the part-time employee was hired. Schirmer said council mentioned rewarding good work performance with an upgrade to full-time; however, the decision being considered is more about employee management than reward. Schirmer said the city's PWD is on-call continuously and the city should have an employee to share the responsibility. Schirmer said it's not fair to a part-time employee to be provided additional responsibility without additional compensation. Schirmer said if the city had to hire a new PWD, it would be difficult to get good applicants to want to apply for a job that requires being on-call continuously without wanting increased compensation. Schirmer said the question being considered is management of employees and being proactive to reduce the likelihood and cost of employee turnover.

K. Goebel moved and Ritter seconded a motion to approve changing the public works assistant position from part-time to full-time. Motion carried 3-1 (Atkinson opposed, Worms made no sign).

### Property Maintenance Ordinance

Schirmer provided examples from other cities with property maintenance ordinances and asked if any parts of the examples seemed more important and should be included in a Freeport ordinance. Council suggested using the city of Albany's as a starting point. Schirmer said he would present a draft ordinance during the next meeting.

### **New Business**

#### Variance Requested at 1009 3<sup>rd</sup> Ave SE

C. Goebel moved and Ritter seconded a motion to deny the requested by Tom Ryan at 1009 3<sup>rd</sup> Ave SE for a variance of two feet to allow construction of a property fence upon lot lines. Motion carried 4-0 (Worms made no sign). Schirmer said each of the subsequent resolutions will be renumbered.

#### Resolution 2014-024 (re: ordinance 2014-004)

C. Goebel moved and K. Goebel seconded a motion to approve Resolution 2014-024 A Resolution Approving 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" And Providing For Authorizing Summary Publication Thereof. Motion carried 4-0 (Worms made no sign).

#### Resolution 2014-025 (re: 2015 budget & levy public comment)

Schirmer said public comment on the 2015 budget and levy was originally scheduled for October 28<sup>th</sup>; however, the meeting cannot be held before November 25<sup>th</sup>. Schirmer said the resolution would reschedule 2015 budget & levy public comment to December 16<sup>th</sup>.

C. Goebel moved and Ritter seconded a motion to approve Resolution 2014-025 A Resolution Setting December Sixteenth As The Public Hearing Date For Comment On The 2015 Budget And Tax Levy. Motion carried 4-0 (Worms made no sign).

#### Snow Removal Agreement with Sacred Heart Catholic Church

Schirmer said Stueve recommends terminating the snow removal agreement with Sacred Heart Catholic Church, since city equipment and staff should not be used to maintain private property.

C. Goebel said the city is likely exposing itself to increased liability if a vehicle were to be damaged or if a pedestrian was injured by the city snow plow. Schirmer said the agreement may say the city will not be held liable; however, he questioned if the document could hold-up in court.

Atkinson noted that the agreement does not state the city must give advance notice prior to termination of the agreement. Schirmer said if snow was already on the ground, then there might be an issue.

C. Goebel moved and Ritter seconded a motion to terminate the snow removal agreement (dated 11/3/2011) with Sacred Heart Catholic Church. Motion carried 4-0 (Worms made no sign).

#### Consider Purchase of New Office Computer

Schirmer said in the interest of time, the item can be considered next month.

#### City Code Violations

Schirmer said the property at 313 2<sup>nd</sup> Ave NW maintains a nuisance with the accumulation of exposed wood exceeding the two cord limit. C. Goebel moved and Ritter seconded a motion to authorize the issuance of a citation. Motion carried 4-0 (Atkinson made no sign).

Schirmer said 106 2<sup>nd</sup> Ave NE is back in compliance with city code.

Claim #1540 (paid to Atkinson Well & Pump)

Schirmer said shortly after the agenda packet for the August 26<sup>th</sup> city council meeting was distributed, Worms noticed the claim for \$6,566 from Atkinson Well & Pump seemed excessive. Worms asked Stueve to review; Stueve agreed that the amount was excessive. Schirmer said prior to the start of the August 26<sup>th</sup> city council meeting, Atkinson, Worms, Stueve and he met and discussed the invoice. Schirmer said Stueve told Atkinson he [Atkinson] had not been given direction to pull the pump a second time, and that the city should not pay for that work; furthermore, the city was invoiced for repair work that did not meet Minnesota Department of Health standards and was unusable.

Schirmer said Stueve used a 'Tabulation of Bids' form, from the city Engineer, to determine an appropriate amount to be paid for the work performed.

Schirmer said Atkinson was emailed Stueve's cost determination on Friday, September 26<sup>th</sup> and again on Monday, September 29<sup>th</sup>. Schirmer said Atkinson ignored all communication.

Schirmer said Atkinson invoiced the city \$6,566; however, Stueve determined a more appropriate amount should have been \$2,987.50. Schirmer said, as per the city's purchasing policy, a check had already been disbursed to Atkinson and that Atkinson was being asked to repay the city \$6,566 and then receive a new disbursement for a corrected amount, such as suggested by Stueve.

Schirmer said it is interesting that Atkinson was the advocate for the payment of claims policy, against staff's recommendation, which created a loophole that Atkinson profited from. Schirmer said that might be viewed as embezzlement.

Schirmer said the city had been taken advantage of, and if Atkinson is unwilling to resolve the matter, it would be unlikely Stueve would use Atkinson Well & Pump for future city well or pump work.

Atkinson said the invoice was sent in July and there should be no discussion. Atkinson asked why the invoice was paid without council's approval.

Schirmer said the purchasing policy allows the payment of invoices prior city council approval to avoid late fees. Schirmer said Atkinson's invoice states a late fee will be charged if not paid on time. Schirmer said the invoice should have been included in the July agenda packet; however, the paper invoice stuck to the back of another invoice, and, it was missed. The following day the invoice was found, and to avoid the late fee, the invoice was paid.

Atkinson said he billed the city for the work he was told to do.

Schirmer said Stueve did not give Atkinson permission to pull the pump a second time and that some of the work did not even meet Minnesota Department of Health standards. Schirmer asked why Atkinson ignored Stueve. Atkinson did not provide an answer.

Worms said he would call and arrange a meeting with Atkinson and Stueve.

Liability Coverage Waiver Form

Atkinson asked what the difference is between waiving and not waiving statutory limits. Schirmer said the same question was asked last year and that the city's insurance agent advised the city to not waive statutory limits. Atkinson said he does not remember and asked for the city's insurance agent to answer the question again.

Worms moved and K. Goebel seconded a motion to table discussion until more information is received from the city's insurance agent. Motion carried 3-0 (Atkinson made no sign, Worms made no sign).

**Adjourn**

Worms moved and K. Goebel seconded a motion to adjourn. Motion carried 5-0. Meeting adjourned at 9:26p.m.

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Matthew H. Worms, Mayor

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Mason Schirmer, Clerk-Treasurer

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### October 20, 2014 - Meeting Minutes

A special 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, Kathleen Murphy (Management Consultant).

Residents in attendance: Vernon Fuchs & Andrea Ramacher (720 1<sup>st</sup> Av N).

#### Approve Agenda

Worms said a request was made to add to the agenda a request by Rodney Atkinson to construct a fence at 126 7<sup>th</sup> St SW. Worms said the special meeting was called to discuss pay equity and said he opposed the idea of adding anything else to the agenda.

Ritter moved and C. Goebel seconded a motion to approve the agenda without the requested addition. Motion carried 4-1 (Atkinson opposed).

#### Job Points Evaluation

Murphy described the purpose of the meeting and how the decisions being made relate to pay equity compliance. Murphy said the values assigned to jobs within the city are to be based on job descriptions. City council began the evaluation of jobs and assigning point values.

Schirmer presented an updated proposed job description for the Administrative Assistant position.

C. Goebel moved and K. Goebel seconded a motion to approve the proposed job description for the Administrative Assistant position. Motion carried 5-0.

Council compared the position of Administrative Assistant to state job matches. Schirmer provided proposed matches to help in the comparing process. Council discussed match options, point values and percentage allocations before agreeing that the best match for the Administrative Assistant position was:

Category	Possible Match	Point	%	Sub Total	Grand Total
Clerical/Office Support	Office & Admin Spec. Int.	145	80%	116	139
Accounting & Finance	Office & Admin Spec.	117	20%	23	

Council compared the position of Public Works Assistant to state job matches. Council discussed matches, values and percentages before agreeing that the best match for the Public Works Assistant position was:

Category	Possible Match	Point	%	Sub Total	Grand Total
Utilities	Sewer and Water Maintenance Wkr	149	50%	75	154
Maintenance/Public Works	Transportation Generalist	183	25%	46	
Maintenance/Public Works	Groundskeeper	136	25%	34	

Council compared the position of Public Works Director to state job matches. Council discussed matches, values and percentages before agreeing that the best match for the Public Works Director position was:

Category	Possible Match	Point	%	Sub Total	Grand Total
Maintenance/Public Works	Street Maintenance Sup	252	50%	126	256
Utilities	Wasterwater Plant Supv.	291	20%	58	
Utilities	Water Plant Supervisor	291	20%	58	
Maintenance/Public Works	Groundskeeper	136	10%	14	

Schirmer presented an updated proposed job description for the Clerk-Treasurer position.

Worms moved and K. Goebel seconded a motion to approve the proposed job description for the Clerk-Treasurer position. Motion carried 5-0.

Council compared the position of Clerk-Treasurer to state job matches. Council discussed matches, values and percentages before agreeing that the best match for the Clerk-Treasurer position was:

Category	Possible Match	Point	%	Sub Total	Grand Total
Administration/Management	City Clerk/Treasurer	275	75%	206	292
Communications/Marketing	Community Development Rep	342	25%	86	

Worms moved and C. Goebel seconded a motion to assign point values to jobs as follows: 1) Clerk-Treasurer 292 points; 2) Public Works Director 256 points; 3) Public Works Assistant 154 points; and 4) Administrative Assistant 139 points. Motion carried 5-0.

**Adjourn**

Worms moved and C. Goebel seconded a motion to adjourn. Motion carried 5-0. Meeting adjourned at 7:00p.m.

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Matthew H. Worms, Mayor

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Mason Schirmer, Clerk-Treasurer



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### RESOLUTION 2014-026

#### **A RESOLUTION TO CLOSE FUND 411 ENTITLED “WETLAND CONSERVATION” AND TRANSFER THE BALANCE TO FUND 101 ENTITLED “GENERAL FUND”**

WHEREAS; Fund 411 entitled Wetland Conservation has had no pending activity; and

WHEREAS; the balance of Fund 411 will be transferred to Fund 101 entitled General Fund; and

THEREFORE; The Freeport City Council hereby approves transferring the balance of Fund 411 entitled Wetland Project to Fund 101 entitled General Fund.

Dated this 28<sup>th</sup> Day of October, 2014

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

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Matthew Worms, Mayor

ATTEST:

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Mason Schirmer, Clerk-Treasurer

Drafted by: Mason Schirmer, Clerk-Treasurer  
City of Freeport, MN, 125 Main Street East, PO Box 301, Freeport, MN 56331

# Memo

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From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: October 23, 2014

Re: Clerk-Treasurer Report

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## **EDA**

Along with this report are recently approved meeting minutes of the EDA.

## **Winter Weather Preparedness Week**

Along with this report is a flyer regarding Winter Weather Preparedness Week.

## **Upcoming Elections November 4<sup>th</sup>**

Public accuracy test of election machines (auto mark and ballot counter) will be noon on Oct 31<sup>st</sup>. I will be picking-up election supplies Saturday, Nov 1<sup>st</sup>.

## **3<sup>rd</sup> Quarter Reporting Complete**

Reports include MN Unemployment Insurance, MN State Withholdings, IRS 941, Sales & Use Tax, and MN Building Surcharge Reporting.

## **Addressing Public Nuisances**

### 515 Main Street East

James Beutz's pre-trial hearing will be Nov 17<sup>th</sup>. Prosecution fees so far total \$473.85.

### 126 7<sup>th</sup> St SW

Rodney Atkinson has 1 month remaining to fulfill the conditions of the plea agreement. Prosecution fees so far total \$473.85

### 106 3<sup>rd</sup> St NE

Property owner was notified to remove noxious weeds from the property (backyard has been overgrown by weeds). On Oct 22<sup>nd</sup>, the owner notified me of their schedule to have the property in compliance with city code this week.

## **Winter Parking**

City Code 1310.11 (Winter Parking Rules) will be in effect Nov 1<sup>st</sup> – Mar 31<sup>st</sup>. It shall be unlawful for any vehicle, etc. to park on a street, alley, or way, or in a municipal parking lot between 2:30 a.m. and 6:00 a.m. during or after any snow fall which accumulates over one-tenth (1/10) of an inch until such time as the snow removal crews have cleared the public street, alley, or way, or municipal parking lot. All vehicles shall be exempt from the rules from 12:00 A.M. to 11:59:59 P.M. on the following days: Thanksgiving Friday (night of Thursday) through the immediately following Sunday. Violation is petty misdemeanor and punishable by fine of \$25.00 and upon conviction will be punished by a fine of not more than \$100.00.



## **ECONOMIC DEVELOPMENT AUTHORITY**

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### **September 29, 2014 – Meeting Minutes**

A special meeting of the Freeport EDA Board was called to order by President Matt Worms at 12:06 P.M. with members Carrie Goebel, Mason Schirmer, Andy Welle and Jim Hemker present.

Worms said Hemker's absences from recent meetings was due to health issues.

#### Industrial Lot Offer (Closed Session)

Schirmer moved and Worms seconded a motion to close the special meeting to determine the asking price and consider an offer for the sale of Lot 1 Block 2 Freeport Industrial Park Plat 6. Motion carried 5-0. Meeting closed at 12:07 P.M. As President of the Freeport State Bank, the institution providing financing to the potential purchaser, Hemker excused himself from the meeting citing conflict of interest.

Worms moved and Welle seconded a motion to reopen the special meeting. Motion carried 4-0.

During the Closed Session, Members discussed what they thought a reasonable sale price for Lot 01 Block 02 of Freeport Industrial Park Plat 6 would be. Members were then provided an offer from Freeport resident Dan Roering to purchase the lot discussed. Members discussed a counter-offer with Dan Roering over-the phone (conference call), Roering and EDA Members determined an agreeable offer.

Worms moved and Welle seconded a motion to approve scheduling a public hearing to be held October 20, 2014 beginning at noon in Freeport City Hall to consider the sale of Lot 01 Block 02 Freeport Industrial Park Plat 6. Motion carried 4-0.

#### Adjourn

Schirmer moved and Worms seconded a motion to adjourn the meeting at 12:43 P.M. Motion carried 4-0.

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Matthew Worms, President

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Mason Schirmer, Secretary



## **ECONOMIC DEVELOPMENT AUTHORITY**

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### **September 15, 2014 - EDA Meeting Minutes**

A meeting of the Freeport Economic Development Authority was called to order by President Matthew Worms at 12:03 P.M. with members Mason Schirmer, Andy Welle and Carrie Goebel present.

Members Absent: Buddy Heidgerkin, Jim Hemker

#### Approval of agenda

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

#### August 18, 2014 Meeting Minutes

Welle moved and Worms seconded a motion to approve the August 18, 2014 meeting minutes. Motion carried 4-0.

#### Industrial Park Lot Interest

Schirmer said there has been interest in the lot directly south of the city's industrial park watertower. Schirmer said a preliminary TIF analysis shows the increment payments would not cover the cost of creating the district. Schirmer said the interested individual expressed concern over trying to cut costs as much as possible. Schirmer said perhaps the .89 acre lot could be split into two lots, leaving the larger to be nearly .59 acres and would be offered to the interested person and the smaller lot would be combined with the city's lot to the north. Schirmer said the previous lot sale to Carr's Tree Service was for nearly 81.3 cents per square foot. Schirmer said the smaller lot size at 81.3 cents per square foot would total approximately \$21,100.

Worms said he favored being consistent with the price. Welle, Goebel and Schirmer agreed.

Schirmer said he would inform the interested person of the ability to purchase a smaller lot.

#### Adjourn

Worms moved and Welle seconded a motion to adjourn the meeting. Motion carried 4-0. Meeting adjourned at 12:17 P.M.

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Matthew Worms, President

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Mason Schirmer, Secretary



# Stearns County/City of St. Cloud

## WINTER HAZARD AWARENESS WEEK November 10 – 14

### Winter Storms-Day 1

- \*Listen for latest weather alerts to stay ahead of storms.
- \*A warning is issued when a storm is expected to strike an area within 24 hours.
- \*Plan ahead before you travel.



### Outdoor Winter Safety—Day 2

- \*Dress warmly in loose fitting, light weight clothing.
- \*Drink plenty of fluids. Dehydration can be a severe problem.
- \*Never walk on ice less than 4 inches thick or drive your car on ice less than 8 inches.



### Winter Fire Safety-Day 3

- \*Have a smoke detector in every room.
- \*Do not overload outlets.
- \*Have a professional inspect your fire place and chimney.
- \*Turn off holiday lights before leaving your house.
- \*Practice an escape plan from your home to a meeting place.



### Indoor Winter Safety –Day 4

Carbon monoxide is a gas you can not see, taste or smell. It can build in your home during winter months. This is a poisonous gas that can kill. Protect yourself and your family with a carbon monoxide detector.



### Winter Driving - Day 5

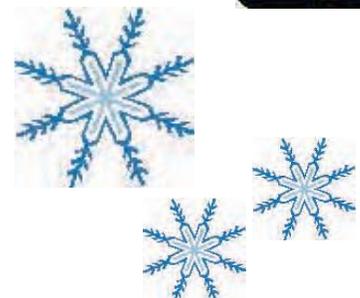
- \*Be able to see and be seen. Clean frost and snow from car windows.
- \*Increase your following distance.
- \*If you become stranded, stay in your car and remain calm.



### BE PREPARED BEFORE THE STORM

Build your kit  
Create your plan  
Stay informed

TO LEARN MORE  
[www.co.stearns.mn.us](http://www.co.stearns.mn.us)



## PUBLIC WORKS REPORT

Good evening:

Over the last few weeks we have been doing fall cleanup and maintenance. With that said I'm sure some of you have noticed we lowered 14 manholes around town, most of them being on 7<sup>th</sup> ST southwest. We decided to pour concrete back in them to save the city roughly 2000 dollars. It also allowed for Sam and I to do that ourselves instead of hiring a tarring outfit to come in and do it. Also we lowered roughly 20 gate valve boxes in town. This should allow for a safer ride in the plow truck this winter. Since pouring the concrete on October 14<sup>th</sup> we needed to allow 10 days for the concrete to cure thus why the cones have been up so long. People driving on 7<sup>th</sup> have been very disrespectful to city property and on a daily basis have knocked over, moved, and busted the cities cones. Even to the extent of someone stepping a cigarette butt out in the fresh concrete leaving deep boot prints. The ponds have been discharged and transferred to allow for maximum spring capacity. Over the course of the next few weeks we will be flushing hydrants and pumping them down to prevent freeze up this winter. Also started sweeping streets to pick up the fallen leaves. Our shop is finished and put back together, it sure makes for a lot more room to work and get equipment out over there. Any questions or concerns feel free to contact me @ 1320 333 8904.

Thank you



Jon Stueve

Public Works Director