

# Atkinson Well & Pump Ltd.

Invoice No: 31045  
 Invoice Date: 7/15/14  
 Cust ID: CIT003

RODNEY ATKINSON  
 P.O. Box 185  
 Freeport, MN 56331  
 Phone: 320-836-2597 Toll Free: 1-800-450-2597  
 Abandonment License # 2114  
 GEOTHERMAL

Upon review of this invoice, PWD Jon Stueve does not see any reason why the city should approve more than \$3,462.50 (the amounts within the boxed-in area)

## INVOICE

Bill to:  
 CITY OF FREEPORT  
 PO BOX 301  
 FREEPORT MN 56331

Rodney Atkinson was emailed on October 6th regarding the opinion of Stueve and Worms.

WELL ID: 240101	PUMP ID: CIT003-1	SERVICE DATE: FRI, JUL 11, 2014	SERVICE BY: RODNEY/MIKE	DUE DATE: 7/29/2014	PHONE NUMBER: 836-2112 FAX 836-2116 CELL 320-333-8904	serv form # 14627
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QUANTITY	ITEM NO.	DESCRIPTION	UNIT PRICE	AMOUNT
2.8	I2	LABOR SHOP TO SHOP 2-MEN = PULL PUMP	\$200.00	\$550.00
1.5		7/13/14 RODNEY - DELIVER PUMP TO ST.CLOUD	\$100.00	\$150.00
2.0		7/14/14 RODNEY - PICK UP PUMP @ PREFERRED PUMP	\$100.00	\$200.00
1.0		PREFERRED PUMP = TESTING PUMP	\$50.00	\$50.00
		7/14/14 (14613)		
7.8	L2	LABOR SHOP TO SHOP 2-MEN BEN & RODNEY	\$200.00	\$1,550.00
5.8	L1	LABOR & TRIP SHOP TO SHOP 1-MAN MIKE	\$100.00	\$575.00
7.8		PUMP HOIST	\$50.00	\$387.50
1.0	F	REPLACE FITTINGS & MISCELLANEOUS	\$578.50	\$578.50
1.0		ACI WELDING	\$135.00	\$135.00
		7/15/14		
0.5	L2	LABOR SHOP TO SHOP 2-MEN = Rodney & Mike Set Up	\$200.00	\$100.00
10.5	I1	LABOR & TRIP SHOP TO SHOP 1-MAN = RODNEY	\$100.00	\$1,050.00
3.0	L1	LABOR & TRIP SHOP TO SHOP 1-MAN = BEN	\$100.00	\$300.00
3.2	L1	LABOR & TRIP SHOP TO SHOP 1-MAN = MIKE	\$100.00	\$315.00
11.0		PUMP HOIST	\$50.00	\$550.00
1.0		PREFERRED PUMP; TEAR DOWN, CHECK & TEST PUMP	\$75.00	\$75.00

*didn't use next up for code*

SUBTOTAL: \$6,566.00

DOWN PAYMENT/PAYMENT:

**THANK YOU FOR YOUR BUSINESS**  
**IF PAYMENT HAS BEEN MADE, PLEASE GIVE US A CALL**

AMOUNT DUE: **\$6,566.00**

WE APPRECIATE YOUR BUSINESS, IF THIS BILL IS INCORRECT OR THERE ARE OTHER PROBLEMS, PLEASE CALL US IMMEDIATELY

10/09/14  
12:51:52

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 10/14

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\* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1606	437 STAR PUBLICATIONS LLC	84.53					
	137634 09/30/14 Ordinance Repealing Sect. 200	41.40			101 41000	350	10100
	137634 09/30/14 Variance Request	29.33			101 41000	350	10100
	137634 09/30/14 Sept 30 Public Hearing	13.80			101 41000	350	10100
1607	510 VERIZON WIRELESS	90.16					
	9732332833 09/19/14 Monthly Cell Phone	90.16			101 43100	320	10100
1608	145 FINKEN WATER CENTERS	34.90					
	3264442 10/01/14 Water Softener	15.00*			101 41000	410	10100
	44245TD 10/01/14 PW-5 Gal drinking water	11.90			101 43100	210	10100
	3264452 10/01/14 PW-Rental Cooler	8.00			101 43100	210	10100
1609	387 RAHNS OIL & PROPANE, INC	515.67					
	09/30/14 FFD	104.98			225 42200	215	10100
	09/30/14 City	373.15			101 43100	215	10100
	09/30/14 EDA	37.54			300 46500	210	10100
1610	194 HENNEN LUMBER CO, INC.	3,988.90					
	89441 09/30/14 Maintenance Shed Remodel	3,988.90*			101 43100	510	10100
1611	636 DHIA LABORATORIES	128.00					
	31623 09/30/14 Quarterly Influence	54.00			602 43250	460	10100
	31858 09/30/14 Pre-Discharge	74.00			602 43250	460	10100
1612	25 AMERIPRIDE LINEN & APPAREL	45.95					
	2200565873 10/03/14 Monthly Service	45.95*			101 41000	410	10100
1613	15 ALBANY MUTUAL TELEPHONE	359.63					
	10181720 10/01/14 836-2411/2413	72.81			225 42200	320	10100
	10181569 10/01/14 836-2116	75.02			101 41000	320	10100
	10182133 10/01/14 836-7158	39.08			101 41000	320	10100
	10181663 10/01/14 836-2278	65.66			101 43100	320	10100
	10181568 10/01/14 836-2112	71.42			101 41000	320	10100
	10181891 10/01/14 836-2685	17.82			601 43225	320	10100
	10181891 10/01/14 836-2685	17.82			602 43250	320	10100
1614	525 XCEL ENERGY	2,160.54					
	429801203 10/03/14 Street Lights	659.46*			101 43160	300	10100
	429617241 10/03/14 302188142	175.52*			601 43225	381	10100
	429617241 10/03/14 302252262	77.46			101 43160	381	10100
	429617241 10/03/14 302290398	92.49			101 41000	381	10100
	429617241 10/03/14 302679657	63.67			101 43100	381	10100
	429617241 10/03/14 302700297	24.83			602 43250	381	10100
	429617241 10/03/14 302947044	164.61*			601 43225	381	10100
	429617241 10/03/14 303193187	26.14			602 43250	381	10100

10/09/14  
12:51:52

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\* ... Over spent expenditure

Claim	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	429617241	10/03/14	303616049	109.32			225 42200	381	10100
	429617241	10/03/14	303936749	43.88			101 43160	381	10100
	429617241	10/03/14	303956738	428.69			101 43160	381	10100
	429617241	10/03/14	303963984	235.34			101 43160	381	10100
	429617241	10/03/14	303985901	28.53			101 43160	381	10100
	429617241	10/03/14	304083816	12.68			101 43160	381	10100
	429617241	10/03/14	304098414	17.92			602 43250	381	10100
1615			172 GENERAL RENTAL CENTER OF ALBANY	116.50					
	734188	10/01/14	Concrete/asphalt blade	116.50			101 43100	220	10100
1616			440 STEARNS CO AUDITOR/TREASURER	112.20					
	00000042	10/01/14	Special Assessment Fees	45.20			101 41550	304	10100
	00000042	10/01/14	TNT Charge 2014	67.00			101 41000	350	10100
1617			76 CENTRAL MINNESOTA CREDIT UNION	577.87					
	09/03/14		Park Swings	199.90*			101 45200	220	10100
	09/05/14		Nusiance Ltr-Gruber	3.30			101 41000	200	10100
	09/07/14		Verizon	279.99			101 43100	320	10100
	09/11/14		Albany Fleet	31.94			101 43100	210	10100
	09/15/14		Albany Fleet	43.79			101 43100	210	10100
	09/19/14		Beutz invoice	3.79			101 41000	200	10100
	09/19/14		Atkinson invoice	3.79			101 41000	200	10100
	09/19/14		Nusiance Ltr-Hansen	3.79			101 41000	200	10100
	09/24/14		Nusiance ltr-Pitcher	3.79			101 41000	200	10100
	09/27/14		Nusiance ltr-Flying Haus Prope	3.79			101 41000	200	10100
			# of Claims	12	Total:				8,214.85

10/13/14  
09:57:19

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\* ... Over spent expenditure

Claim	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1618			157 FREEPORT FIRE DEPT RELIEF ASSOC.	15,735.89					
	10/13/14		Supp Fire State Aid	3,065.50*			225 42200	315	10100
	10/13/14		Fire State Aid	12,670.39*			225 42200	315	10100
			# of Claims	1	Total:				15,735.89

10/23/14  
11:55:32

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\* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1619	309 MINNESOTA LIFE INSURANCE CO. 09/12/14 Mason Schirmer 09/12/14 Jon Stueve	8.00 4.00 4.00			101 41400 101 43000	131 131	10100 10100
1620	179 GRANITE ELECTRONICS, INC. 456031 09/30/14 Siren Speaker	298.00 298.00*			225 42200	310	10100
1621	199 HILTNER COMPANY, INC 0086654 09/30/14 F-350 Tires	357.30 357.30*			101 43100	401	10100
1622	463 TEAM LABORATORY CHEMICAL CORP. 88973 09/29/14 50 bags-fine road patch	695.00 695.00*			101 43100	225	10100
1623	158 FREEPORT FLORAL AND GIFTS 10/06/14 Rosie Hiltner Flowers	54.44 54.44*			101 41000	430	10100
1624	195 HENRYS WATERWORKS, INC. 17462 10/15/14 FFD - Brass Ball Valve 17470 10/17/14 Drop In Valve Box Riser	356.86 215.34 141.52			225 42200 602 43250	220 210	10100 10100
1625	385 QUILL 6850410 10/09/14 Copy/printer paper 6850410 10/09/14 AAA Bateriaes 6850410 10/09/14 Cleaning supplies	105.26 95.98 5.49 3.79			101 41000 101 41000 101 41000	210 210 210	10100 10100 10100
1626	258 LEAGUE OF MN CITIES 204240 10/07/14 2014 Regional Meeting	40.00 40.00			101 41400	330	10100
1627	107 DANNY'S DISPOSAL & RECYCLING, 10/01/14 City 10/01/14 Fire Hall	131.48 102.39 29.09			101 43100 225 42200	383 383	10100 10100
1628	544 COMPUTER HELP SERVICES 263 09/30/14 Computer/printer connectivity	55.00 55.00*			101 41000	300	10100
1629	397 RINKE-NOONAN, LTD 232203 09/30/14 General Prosecutions-Nusiances 232867 09/30/14 EDA-Resid development project 232863 09/30/14 Co-op Creamery option 232862 09/30/14 Indust Park Development	1,035.60 947.70* 20.00 50.00* 17.90*			101 41000 300 46500 101 41000 101 41000	305 302 302 302	10100 10100 10100 10100

10/23/14  
11:55:32

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1630		219 JOANN TIMP 10/21/14 (9/29)-(10/20)-4 cleanings		128.00 128.00*			101 41000	300	10100
1631		525 XCEL ENERGY 431552884 10/17/14 water tower		85.13 85.13*			601 43225	381	10100
1632		639 STEARNS COUNTY HIGHWAY 240-14 10/15/14 Final Contract Payment		17,898.56 17,898.56*			415 43100	510	10100
1633		88 CITY OF MELROSE 879 10/21/14 Ice Packs & Wipes		36.92 36.92*			225 42200	210	10100
1634		412 SCHERPING ELECTRIC INC 09/30/14 Street lights 09/30/14 Maintenance Shop wiring		4,096.40 1,694.69* 2,401.71*			101 43160 101 43100	311 510	10100 10100
		# of Claims	16	Total:	25,381.95				
					25,381.95				



## 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)

### Findings of Fact and Decision

#### Brief Description of Request

Tom Ryan, 1009 3<sup>rd</sup> Ave SE, requested a variance from city code 500.45, of two feet to allow construction of a fence upon lot lines. In the application, Ryan states that compliance would require relocating numerous in-ground lawn irrigation sprinkler heads and lines, a significant burden.

#### Findings of Fact

Economic hardship (having to relocate in-ground lawn irrigation sprinkler heads and lines) alone is not sufficient to approve a variance.

#### Decision and Conclusion

The request for a two (2) foot variance to allow construction of a fence upon lot lines was denied.

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

Motion by: Ken Goebel

Second by: Carrie Goebel

Council members in favor: Ken Goebel, Carrie Goebel, Ron Ritter, Rodney Atkinson, Matt Worms

Council members opposed or abstained: None

\_\_\_\_\_  
Matthew Worms, Mayor

ATTEST:

\_\_\_\_\_  
Mason Schirmer, Clerk-Treasurer

Drafted by: 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 22, 2014

Re: 313 2<sup>nd</sup> Ave NW

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During the Sept. 30 meeting, city council authorized issuing the owner of 313 2<sup>nd</sup> Ave NW (owned by Chris Hansen) a citation for failing to bring the property into compliance with city code (re: limit of 2 cords of exposed wood).

The following Thursday I notified Hansen of the decision. Hansen said he was under the impression that covering the exposed wood with a tarp was sufficient. Hansen said it was a misunderstanding and that he would erect a fence. Shortly thereafter, Hansen obtained a zoning permit to construct a fence; however, due to the present location of the wood pile, Hansen asked if he could erect the fence in Spring.

To ensure the city would maintain the ability to issue a citation if such a fence was not erected in Spring, it was determined that courses of action were as follows:

1. Erect a fence within 30-days and ask the city to rescind the decision to issue a citation; or
2. Don't erect a fence and ask the city to rescind issuing a citation, and promise to erect a fence by May 1<sup>st</sup>; or
3. Don't erect a fence, the city issues a citation and you accept a plea agreement to erect a fence by May 1<sup>st</sup> (an option that would include fines and court fees)

In response, Hansen opted to erect a fence and is asking the city to rescind the decision to issue a citation. As of the date of this memo, erection of a fence has begun yet remains incomplete.

A motion to rescind would need to be made, seconded, debated, and voted-on by either Ken, Ron, Carrie or Matt (Rodney did not previously vote on the matter; in-turn, he has no vote to rescind).

# Memo

From: Mason Schirmer, Clerk-Treasurer  
To: Freeport City Council  
Date: October 17, 2014  
Re: Liability Waiver

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During the previous city council meeting, the city council asked for more information regarding the impact of possibly waiving the statutory liability limit. In response, I received the following brief explanation from Commercial Exchange:

Minnesota has a state statutory limit of \$500,000 that any one individual can sue a municipality for; by waiving this limit the City would be allowing any one individual to sue for up to \$1,500,000 which is a State Statutory limit as well.

In addition, the following is an extract from the League of MN Cities memo on LMCIT Limited Liability Coverage Options:

## What's the Effect of Waiving the Per Claimant Statutory Liability Limit?

If the city chooses the "waiver" option, the city and LMCIT no longer can use the statutory limit of \$500,000 per claimant as a defense. Because the waiver increases the exposure, the premium is roughly 3% higher for coverage under the waiver option.

2014 Liability Prem  $6,976 \times 3\% = 209.28$

Does the city want to approve the form with

- 1) the statutory limits remaining in place,
- OR
- 2) the statutory limits waived?



# Memo

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: October 7, 2014

Re: City Code 500.50 Updating

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City code 500.50 may be in need of updating. This past summer a property owner added steel roofing to their garage; the roof did not have concealed fasteners. The property owner did not violate city code 500.50 because their property was zoned Commercial (C-1). The property owner ended-up removing the steel roofing from the garage; since the property was then in violation of city code 500.48 Subd.1, as the appearance of the accessory structure was no longer similar to the primary structure.

## **500.48 Accessory structures**

### Subd. 1 – General standards

7. Architectural Detail Requirements: Accessory structures shall have architectural details which are the same or reasonably similar to the principal structure based on, but not limited to, the following:
  - A. Roof orientation and pitch;
  - B. Roof type (e.g. gabled or hipped);
  - C. Eave, overhang depth, and fascia/soffit type and appearance;
  - D. Exterior color.

Presently, a residence could install steel roofing on their dwelling and accessory structure, using exposed fasteners), since 500.50 does not prohibit such a roof in a commercial district and by doing the same roof on an accessory structure, the property would comply with 500.48.

Furthermore, the city's building official recommends incorporating the phrase "new material" when referring to allowed steel roofing, to prohibit the reuse of an old steel roof.

If the city would like to amend the city code to include all districts, a proposed resolution has been included for your consideration (to call a public hearing to consider adoption of an ordinance to amend 500.50). If the city does not want to amend the city code, council can simply say so.

## **CURRENT - 500.50 Building design standards**

### Subd. 1 – Single and two-family standards

1. All single and two-family dwellings in the R-1, R-2 and A Districts shall meet the following design criteria:
  - A. Metal roofs are allowed provided they are constructed with standing seams and concealed fasteners.

## **PROPOSED - 500.50 Building Design Standards**

### Subd. 1 – All single and multi-family dwellings, regardless of zoning, shall meet the following design criteria:

- A. Metal roofs are allowed provided they are constructed of new material with standing steams and concealed fasteners.



## CITY OF FREEPORT

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### RESOLUTION 2014-027

#### A RESOLUTION CALLING FOR A PUBLIC HEARING ON ORDINANCE 2014-005 ENTITLED “AN ORDINANCE REPEALING AND REPLACING SECTION 500.50 OF THE FREEPORT CITY CODE RELATING TO BUILDING DESIGN STANDARDS”

**WHEREAS**, the City of Freeport (the “City”) desires to consider amendments to Section 500.50 of the Freeport City Code; and

**WHEREAS**, the City Council has done preliminary review of the statutory requirements and recommendations of the City Clerk; and

**WHEREAS**, Minnesota law requires the City to hold a public hearing before the City adopts or amends an ordinance.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council for the City of Freeport, Minnesota, as follows:

1. Public Hearing. The City shall hold a public hearing to consider adopting Ordinance 2014-005, on November 25, 2014, in the Freeport City Hall Council Chambers during the regular City Council Meeting which begins at 7:00 p.m.

2. Notice of Public Hearing. The City Clerk-Treasurer is authorized and directed to cause notice of the hearing to be published once in the official newspaper of the City at least 10 days prior to November 25, 2014. The publication is included as Appendix A of this Resolution.

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

Motion by:  
Second by:  
Council members in favor:  
Opposed or abstained:

### Appendix A

#### Notice of Public Hearing

Notice is hereby given that a Public Hearing to discuss amendments to Freeport City Code 500.50 regarding the use of metal roofs on dwellings will be Tuesday, November 25<sup>th</sup> in Freeport City Hall at 7pm or soon thereafter. Contact Freeport City Hall at 836-2112 for more information.



## CITY OF FREEPORT

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### RESOLUTION 2014-028

#### A RESOLUTION REPEALING AND REPLACING RESOLUTION 2013-024 ENTITLED “DISBURSEMENT AND PAYMENT OF CLAIMS POLICY”

##### Disbursement and Payment of Claims Policy

##### Expenditures

In order for an expenditure of public funds to be lawful, it should meet both of the following standards:

##### Public purpose

There must be a public purpose for the expenditure. The Minnesota Supreme Court has generally concluded that “public purpose” means an activity that meets all of the following standards:

- The activity will benefit the community as a body.
- The activity is directly related to functions of government.
- The activity does not have as its primary objective the benefit of a private interest.

The Minnesota Supreme Court has also held that the general objective of a public purpose is to promote the following for all of a city’s residents:

- Public health
- Safety
- General welfare
- Security
- Prosperity
- Contentment

##### Authority

There must be specific or implied authority for the expenditure in statute. Specific authority is usually fairly clear. In contrast, whether authority is implied by a particular statute is subject to interpretation. The city should consult with its city attorney as to whether authority for a specific expenditure is implied.

##### Payment of Claims

Pursuant to Minnesota Statute § 412.271, subd.1, no disbursement of city funds shall be made except by an order drawn by the mayor and clerk- treasurer. Except when issued for the payment of judgments, salaries and wages previously fixed by the City Council or by statute, principal and interest on obligations, rent and other fixed charges, the exact amount of which has been previously determined by contract authorized by the City Council, no order shall be issued until the claim to which it relates has been audited and allowed by the City Council.

##### Prompt Payment of Claims

Minnesota Statute § 471.425 requires that cities pay each vendor obligation according to the terms of the contract or, if no contract terms apply, within the standard payment period unless the city in good faith disputes the obligation.

The following requirements must be met:

- For cities who have regularly scheduled council meetings at least once a month, the standard payment period is defined as within 35 days of the date of receipt.
- A city shall calculate and pay interest to a vendor if the city has not paid the obligation according to the terms of the contract or, if no contract terms apply, within the standard payment period.

- The rate of interest calculated and paid by the city on the outstanding balance of the obligation not paid according to the terms of the contract or during the standard payment period shall be 1.5 percent per month or part of a month.
- No interest penalties may accrue against a purchaser who delays payment of a vendor obligation due to a good faith dispute with the vendor regarding the fitness of the product or service, contract compliance, or any defect, error or omission related thereto. If such delay undertaken by the city is not in good faith, the vendor may recover costs and attorney's fees.
- The minimum monthly interest penalty payment that a city shall calculate and pay a vendor for the unpaid balance for any one overdue bill of \$100 or more is \$10. For unpaid balances of less than \$100, the city shall calculate and pay the actual interest penalty due the vendor.

**Immediate Payment of Claims**

Pursuant to Minnesota Statute § 412.271, subd. 4, when payment of a claim based on contract cannot be deferred until the next City Council meeting without loss to the city through forfeiture of discount privileges or otherwise, it may be made immediately if the itemized claim is endorsed for payment by at least a majority of all the members of the City Council. The claim shall be acted upon formally at the next City Council meeting in the same manner as if it had not been paid, and the earlier payment shall not affect the right of the city or any taxpayer to challenge the validity of the claim.

**Cash Disbursement Guidelines**

The Clerk-Treasurer will be responsible for implementing and providing internal control for all disbursements.

**1. General Guidelines**

- a. All general disbursements will be approved in advance by the City Council. The following exceptions may be made upon approval of the Mayor and Clerk-Treasurer:
  - i. Debt service payments, including principal, interest, and fiscal agent fees
  - ii. Payroll and related liability payments
  - iii. Investment purchases
  - iv. Sales tax payments
  - v. Postage replenishment

vi. Contract or other payments that have specific City Council pre-approved payment instructions

vii. Payments to the following vendors:

- 1. Albany Mutual Telephone
- 2. Ameripride Linnen & Apparel
- 3. Central MN Credit Union
- 4. DHIA Laboratories
- 5. Finken Water Centers
- 6. Rahn's Oil & Propane, Inc.
- 7. Star Publications LLC.
- 8. Verizon Wireless
- 9. Xcel Energy

~~vi.viii. Payments in which a discount can be realized by timely payment~~

~~vii.ix. Payments where a late charge would be incurred if timely payment was not made~~

- b. All general disbursements, other than from payroll, petty cash, or made electronically, will be made by pre-numbered checks.
- c. In accordance with Minnesota Statutes § 471.38 and § 471.391, checks by which claims are paid may have printed on their reverse side, above the space for endorsement thereof, the following statement: "The undersigned payee, in endorsing this check declares that the same is received in payment of a just and correct claim against the city, and that no part of it has heretofore been paid." When endorsed by the payee named in the check, such statement shall operate and shall be deemed sufficient as the required declaration of the claim.
- d. Under no circumstances will blank checks be signed in advance.
- e. Paying off of vendor statements (rather than invoices) will be prohibited.
- f. Electronic claims will be utilized for all general disbursements.
- g. Unpaid invoices will be maintained in a file by the Administrative Assistant.

## 2. General Disbursement Process

- a. All invoices received by the city will be generally opened and date stamped by the Administrative Assistant, who will:
  - i. Verify that the goods and/or services were received
  - ii. Verify that the amount of the invoice is correct
  - iii. Attach packing slips or bills of lading
  - iv. Complete an electronic claim, including:
    1. Vendor name and address
    2. Invoice number
    3. Account coding
    4. Description of invoice
    5. Amounts
  - v. Present a Claim Approval List and attached invoices to the Clerk-Treasurer
- b. The Clerk/Treasurer processes all authorized payments by:
  - i. Verifying that all amounts due and account codes are accurate
  - ii. Reviewing application of sales tax on each invoice for propriety
  - iii. Initialing the Claim Approval List to indicate approval
  - iv. Copying any specific invoices for the City Council's review
  - v. Providing a copy of the Claims Listing report to the City Council for approval during the regularly scheduled City Council meetings
  - vi. Providing explanation to the City Council for all disbursements within the accounts payable report
- c. Checks will be signed and mailed on the day following City Council approval of the Claims Listing and accounts payable reports:
  - i. Two authorized signers (Mayor and Clerk-Treasurer) will sign all approved checks, while verifying that all checks are accurate by comparing the check and amount to the approved Claim Approval List and invoices
  - ii. After authorized signatures are obtained, the Administrative Assistant will mail the approved disbursements:
    1. A check including stub will be mailed to the vendor
    2. A check stub will be attached to the invoice, which will then be filed

### Electronic Disbursement Process

- d. Electronic or wire transfers will generally be for:
  - i. Debt service payments, including principal, interest, and fiscal agent fees
  - ii. Payroll and related liability payments
  - iii. Investment purchases
  - iv. Sales tax payments

The Clerk-Treasurer will be responsible for implementing and providing internal control for all electronic or wire transfer disbursements by documenting the process and anticipating the funds to be wired to the designated depository on a particular date and time as well as preparing appropriate general ledger transactions, including payments and adjusting journal entries.

### Credit Cards

In accordance with Minnesota Statute § 471.382, the City Council may authorize the use of a credit card by any city officer or employee otherwise authorized to make a purchase on behalf of the city. If a city officer or employee makes or directs a purchase by credit card that is not approved by the City Council, the officer or employee is personally liable for the amount of the purchase. A purchase by credit card must otherwise comply with all statutes, rules, or city policy applicable to city purchases.

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

Motion by:

Second by:

Council members in favor:

Opposed or abstained:



## 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)

### RESOLUTION 2014-029

#### A RESOLUTION CALLING FOR A PUBLIC HEARING ON ORDINANCE 2014-006, ENTITLED “AN ORDINANCE REPEALING AND REPLACING SECTION 2010 OF CITY CODE RELATING TO PUBLIC NUISANCES”

**WHEREAS**, the City of Freeport (the “City”) desires to consider amendments to Section 2010 of the Freeport City Code; and

**WHEREAS**, the City Council has done preliminary review of the statutory requirements and recommendations of the City Clerk; and

**WHEREAS**, Minnesota law requires the City to hold a public hearing before the City adopts or amends an ordinance.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council for the City of Freeport, Minnesota, as follows:

1. Public Hearing. The City shall hold a public hearing to consider adopting Ordinance 2014-006, on November 25, 2014, in the Freeport City Hall Council Chambers during the regular City Council Meeting which convenes at 7:00 p.m.

2. Notice of Public Hearing. The City Clerk is authorized and directed to cause notice of the hearing to be published once in the official newspaper of the City at least 10 days prior to November 25, 2014. The publication is included as Appendix A of this Resolution.

DATED THIS 28<sup>TH</sup> DAY OF OCTOBER, 2014

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

### Appendix A

#### Notice of Public Hearing

Notice is hereby given that a public hearing to discuss amending Freeport City Code 2010 regarding Public Nuisances will be November 25<sup>th</sup> in Freeport City Hall at 7pm. Contact Freeport City Hall at 836-2112 for more information.