



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

RESOLUTION 2015-01

A RESOLUTION FOR THE APPOINTMENT OF COUNCIL MEMBER

WHEREAS, the City of Freeport declares a vacancy for a Council position with Rodney Atkinson being elected on November 4, 2014, to serve as Mayor; and

WHEREAS, MN Stat. §412.02, subd.2a, states that when a vacancy occurs in a statutory city council, the statutes provide that a vacancy “shall” be filled by appointment; and

WHEREAS, the City Council of the City of Freeport, interviewed applicants for the appointment of a Council Seat on January 13, 2014 and January 14, 2014; and

NOW THEREFORE BE IT FURTHER RESOLVED, that the City Council, of the City of Freeport, hereby appoints Mike Eveslage to fill the term of Council member until the term expires on December 31, 2016.

Dated This 27th Day of January, 2015

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

Rodney Atkinson, Mayor

ATTEST:

Mason Schirmer, Clerk-Treasurer



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RESOLUTION 2015-02

A RESOLUTION APPOINTING FREEPORT STATE BANK AS OFFICIAL DEPOSITORY

RESOLVED, That Freeport State Bank, is hereby designated as a depository for the funds of this corporation, and any officer or other person hereinafter named is hereby authorized for and on behalf of this corporation to open or to continue an account or accounts with said Bank and to execute and deliver to said Bank signature card or cards supplied by said Bank containing specimen signatures of the officers or other persons hereinafter named and agree to said Bank's Rules and Regulations Governing Bank Accounts, and that any officer of this corporation or any other person hereinafter named is hereby authorized, for and on behalf of this corporation, to endorse or cause to be endorsed, to negotiate or cause to be negotiated, and to deposit or cause to be deposited in such account or accounts from time to time checks, drafts and other instruments and funds payable to or held by this corporation.

RESOLVED, That checks, drafts or other withdrawal orders and any and all other directions and instructions of a charter with respect to funds of this corporation now or hereafter with said Bank may be signed by any two of the following:

Rodney Atkinson (Mayor) Mason Schirmer (Clerk-Treasurer) and said Bank is hereby fully authorized to pay and charge to such account or accounts any checks, drafts or other withdrawal orders so signed, and to honor any directions or instructions so signed, whether or not payable to the individual order of or deposited to the individual account of or inuring to the benefit of any of the foregoing officers or persons.

RESOLVED, That any Two of the following: Rodney Atkinson, (Mayor) Mason Schirmer, (Clerk-Treasurer) hereby is or are authorized, for and on behalf of this corporation, at any time or from time to time to borrow money from The Freeport State Bank in such amounts, for such times, at such rate or rates of interest and upon such terms as he or they may see fit; to execute and deliver notes or other evidences of indebtedness of this corporation therefor, and renewals and extensions thereof; to sell, assign, transfer, pledge, mortgage or otherwise hypothecate to said Bank any bills receivable, accounts, contracts, warehouse, receipts, bills of lading, stocks, bonds, chattels, real estate or other property of this corporation as security; to give guaranties and other undertakings to said Bank; to discontinue with said Bank bills receivable of this corporation and to authorize modifications and extensions with respect thereto and to waive demand, presentment, protest and notice of dishonor; and to do, authorize and agree to any and all other things at any time or from time to time in connection with any of the foregoing as or they may deem appropriate.

RESOLVED, That said Bank shall be entitled to rely upon a certified copy of these resolutions until written notice of modification or rescission has been furnished to and received by said Bank



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RESOLUTION 2015-03

A RESOLUTION APPOINTING CENTRAL MINNESOTA CREDIT UNION AS OFFICIAL DEPOSITORY

The undersigned, Rodney Atkinson (Mayor) Mason Schirmer (Clerk-Treasurer), each being first duly sworn, certifies, states and alleges the following so as to induce CENTRAL MINNESOTA CREDIT UNION (hereinafter “Credit Union”, which shall include Lender in any banking capacity, as the context may require) to enter into loans, security agreements, mortgages and other agreements related to lending and banking with CITY OF FREEPORT (hereinafter “the Corporation”).

1. That CITY OF FREEPORT, is a duly organized existing Corporation under the law of the state of Minnesota or if not incorporated under the law of the state of Minnesota, authorized to do business in the state of Minnesota; and
2. That there are no proceedings pending or threatened for dissolution or forfeiture of the Corporation’s charter or authority to act in the state of Minnesota, whether voluntarily or involuntarily; and
3. That the Corporation is in good standing with the state of Minnesota and is presently in compliance with all applicable statutes, laws and regulations relative to the Corporation’s charter to own, operate and do business of the nature it is presently transacting and will hereafter transact in the state of Minnesota; and
4. That there is no provision in the Corporation’s charter, or bylaws or articles of the Corporation limiting the power of the board of directors as which thereafter executes this certification and authorization.

RESOLVED, that Credit Union is hereby designated as a depository for the funds of this corporation and any officer this corporation is hereby authorized to open or cause to be opened an account or accounts with Credit Union on such terms, conditions and agreements as shall be required by or to deposit or cause to be deposited in such account or accounts any money, checks, drafts, orders, notes and other instruments for the payment of money and to make any other agreements deemed advisable in regard thereto.

RESOLVED, that any one of the following officers or successors are hereby authorized in the name of this Corporation to:

Rodney Atkinson as, Mayor
Mason Schirmer as, Clerk-Treasurer

and Credit Union is hereby authorized to charge to the account of the Corporation any checks, drafts or other withdrawal orders, so signed, in closing those payable to the individual order of the person signing the same and including also checks or other withdrawal orders payable to Credit Union or to any other person or entity, which are applied in payment of any other indebtedness owing to Credit Union from the person or persons who signed such checks or other withdrawal orders.

RESOLVED, that any two of the following:

Rodney Atkinson as, Mayor
Mason Schirmer as, Clerk-Treasurer

Be and hereby are authorized to borrow money or make application for and obtain for and obtain Letter of Credit for an behalf of the Corporation; to make any agreements in respect thereto; and to sign, execute and deliver promissory notes, acceptance or other evidences of indebtedness therefor, or in renewal thereof, in such amounts and for such time, at such rate of interest and upon such terms as they see fit; and are hereby authorized to endorse, assign, transfer, mortgage , or pledge to Credit Union the bills receivable, warehouse receipts, bills lading, stocks, bonds, real estate, or other property now or hereafter owned by the Corporation, and to discount the same, to unconditionally guarantee payment of any or all bills receivable so negotiated or discounted, and to waive demand, protest and notice of non-payment.

RESOLVED, all resolutions herein contained shall continue in force until express written notice of its recession or modification has been furnished to and received by Credit Union.

RESOLVED, that all transaction, if any, in respect to any deposits, withdrawals, rediscounts and borrowing by or in behalf of the Corporation with Credit Union prior to adoption of the resolutions herein contained be and the same hereby are in all things ratified, approved and confirmed.

RESOLVED, that any of the persons named above be and they are hereby authorized and empowered to make any and all other contracts, agreements, stipulations and order which they may deem advisable, from time to time, with Credit Union in respect to transactions between the Corporation and Credit Union in regard to funds deposited with Credit Union, money borrowed from Credit Union or any other business transacted by and between the Corporation and Credit Union.

RESOLVED, that any and all resolutions heretofore adopted by the City Council of the Corporation and certified to Credit Union as governing the operation of the corporation’s account(s) with Credit Union, be and are hereby continued in full force and effect, except as the same may be supplemented or modified by the foregoing.

DATED THIS 27TH DAY OF JANUARY, 2015

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

Rodney Atkinson, Mayor

ATTEST:

Mason Schirmer, Clerk-Treasurer

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



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RESOLUTION 2015-04

RESOLUTION APPROVING ZONING PERMITS ISSUED DURING 2014

WHEREAS, the Clerk-Treasurer acts as the Zoning Administrator and reviews all zoning permits received by the City and may approve; and

WHEREAS, the decisions of the Zoning Administrator are subject to appeal to the Planning Commission/City Council; and

WHEREAS, none of the zoning permits issued in 2014 have been appealed;

NOW, THEREFORE, BE IT RESOLVED, The Freeport City Council approves the following summary review of the zoning permits issued during 2014:

Applicant	Property Address	Description
Karen Balfour	425 1 st Ave N	Shed
Alquin & Delores Notch	108 3 rd St NW	Shed
Mid Central Heating & A/C	300 Industrial Drive	Fence
Craig Rademacher	1009 2 nd Ave SE	Shed
Jamie Engelmeyer	208 9 th St SE	Fence and Patio
Jennifer Webb	1005 3 rd Ave SE	Home Occupation
Janice Thomas	204 3 rd St NW	Fence and Shed
Jerome Timp	310 2 nd Ave NE	Shed
Dan Austing	320 8 th St SE	Patio
Dustin VonWalde	1017 2 nd Ave SE	Shed
Christopher Hansen	313 2 nd Ave NW	Fence
Jennifer Jensen	129 7 th St SW	Fence

DATED THIS 27TH DAY OF JANUARY, 2015

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

Rodney Atkinson, Mayor



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RESOLUTION 2015-05

A RESOLUTION APPROVING DONATIONS RECEIVED IN 2014

WHEREAS, Minnesota State Statute 465.03 requires that governing bodies must formally accept donations and contributions and that every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full; and

WHEREAS, The City seeks to properly accept and record donations and contributions in accordance with all state statute and state auditor requirements;

NOW, THEREFORE; The Freeport City Council formally accepts the following donations and any stipulations:

Donor Name	Amount	Stipulation
Roving Hillbillies	\$500.00	To Fire Department
Freeport Lions	\$900.00	To Fire Department
St. Rosa Lions	\$1,730.20	To Fire Department
AgStar Financial Services	\$3,000.00	To Fire Department
Freeport Lions	\$10,000.00	To Main Street Improvements (Bond, Series 2005)

DATED THIS 27TH DAY OF JANUARY, 2015

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

Rodney Atkinson, Mayor

ATTEST:

Mason Schirmer, Clerk-Treasurer

Memo

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: January 21, 2015

Re: Clerk-Treasurer Report

Initiative Foundation Thank You – Along with this report is a copy of the ‘thank you’ letter received from the Initiative Foundation for the donation made by the City to the Foundation.

League of MN Cities Insurance Trust – Along with this report is a copy of the LMCIT’s Slip, Trips and Falls Survey for the City of Freeport.

2015 Safety & Loss Control Workshop – The League of MN Cities Safety & Loss Control Workshop will be April 7th in St. Cloud. I will be attending the Administration Sessions. Let me know if you would like to go as well, I will coordinate registration. For more information, you can visit the website at <http://www.lmc.org/page/1/2015LCWorkshops.jsp>.

EDA Bylaws – During the January 14th city council meeting, Mayor Atkinson said the city violated state statutes during the December 16th meeting when passing resolutions. Councilmember Ertle suggested Atkinson may be referring to the EDA Bylaws (Statute 469.003). The Office of the Revisor of State Statutes recommended contacting the League of MN Cities for an opinion. Copies of Bylaws, Atkinson’s comments, and the opinion of the LMC will be reviewed during the next EDA meeting (February 16th). An update will be provided to city council during the February 24th regular meeting. If the EDA needs to change its bylaws, city council will be presented that information and the necessary resolution during the meeting on the 24th.

Street Lights – Dan Roering says wires between street lights are breaking in the ground; they were not protected by tubing and became brittle over time. As these lines break, the street light goes dark. Roering estimates that nearly ¼ of the street lights, over the past two years, have needed to be repaired. To bring these lights back on, Roering has had to consolidate power onto a single wire/circuit (a temporary fix). When the single wire/circuit breaks near one light, now an entire series of multiple lights will go dark at the same time and locating the break would be extremely difficult.

IRS Mileage Rate – Effective January 1st, Mileage rate increased to \$.575/mile, up from \$.56/mile in 2014.

2014 4th Quarter Reporting Completed – Wage Detail Report to MN Unemployment Insurance, Withholding Tax Reporting to MN Revenue, Federal Tax Return to IRS, Sales & Use Tax Reporting to MN Revenue, and State Surcharge Reporting to MN Department of Labor

2014 Annual Reporting Completed – Office of State Auditor Budget Form and Office of State Auditor Lobbying Expenses.

MCFOA Region III Meeting – I attended the meeting on January 20th regarding Data Practices and Records Management.

204 1st Ave N – A citation was issued to the owner of 204 1st Ave N for violating city code 2010 regarding maintaining public nuisance; city council authorized issuing a citation during the Dec 16th meeting.

Local Board of Appeals & Equalization – Is scheduled for April 28th, starting at 7pm.

Phone Plan For Public Works Employees – We are in the process of adding the Public Works Assistant's phone to the city's phone plan.

Public Works Director Employee Performance Evaluation – On January 28th each council member, and myself, will receive an email from SurveyMonkey.com inviting everyone to complete the Public Works Director's annual performance evaluation. Deadline to complete the survey will be Sunday, February 15th. Survey results will be compiled and presented at the February 24th city council meeting.

Pay Plan Status – Kathleen Murphy of Murphy Management Consultants said she will have an update to provide soon.

Fee Schedule Changes – A public hearing is scheduled for February 24th to consider changing the city's Rate/Fee Schedule.

2012 Insurance Claim for Hail Storm – The only remaining item to be repaired is the Fire Department Brush Truck. Ivan's Auto Body will be doing the repairs beginning January 22nd.

Atkinson Well & Pump Overpayment Status – Along with this report is a copy of a January 6th email following-up on the November 6th letter to Rodney Atkinson regarding repayment to the city.

2014 Audit – Ryan Schmidt of Schlenner & Wenner will be conducting the field audit here From April 8th-10th. Joe Rigdon of KDV will be helping the city prepare for the audit prior to then.

(320) 632-9255
405 First Street SE
Little Falls, MN 56345



ifound.org

January 7, 2015

Mathew Worms
City of Freeport
PO Box 301
Freeport, MN 56331


Dear Mr. Worms and Members of the Freeport City Council,

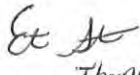
On behalf of the Initiative Foundation, it is our privilege to express this sincere thank you. We were delighted to receive your recent pledge payment of \$500 on December 24, 2014.

Your partnership enables us to strengthen our regional economy by making common-sense investments in Central Minnesota – one community, one organization and one project at a time. The lagging effect of the economic recovery is still being felt by many families, but together we are harnessing the power and the possibilities when good people and good ideas converge to create a brighter future.

Please know that your investment in Central Minnesota is deeply valued and carefully managed. The Foundation is proud to maintain an average charitable return on investment of 452 percent. If you have any questions, please don't hesitate to call our office directly.

Thank you again for your generosity,


Kathy Gaalswyk
President


Eric Stommes
Vice President for External Relations

As a 501(c)(3) nonprofit organization, your Initiative Foundation contribution is tax-deductible to the extent allowed by law. The Foundation owns and manages financial contributions for the benefit of Central Minnesota communities, and no goods or services are exchanged for your gift.
Please retain this letter for your tax records.



December 11, 2014

Mason Schirmer - cityfrpt@albanytel.com
City Clerk/Treasurer
City of Freeport
125 Main Street East
PO Box 301
Freeport, MN 56331

Re: Fire Department- Slip, Trip, Fall Prevention Survey on December 5, 2014

Dear Mr. Schirmer:

On the date listed above, I met Jon Stueve, Public Works Director, and you to discuss loss control issues pertaining to the City of Freeport. This was in conjunction with the city's participation in the **League of Minnesota Cities Insurance Trust** property, liability and workers' compensation program.

Purpose:

The primary purpose of my visit was to help identify areas and job tasks where there is known potential for fire fighters to slip, trip or fall. This was done by identifying and discussing various loss prevention strategies (changes in procedures and equipment) to help reduce exposure to slip, trip and fall injuries. During my visit, we discussed the following areas that commonly affect personnel relative to slips, trips, and falls:

- Walkways & Aisles
- Housekeeping
- Stairs
- Ladders & Step Stools
- Elevated Work Surfaces
- Footwear
- Getting On/Off Equipment
- Snow and Ice Removal
- Outdoor Areas & Tasks
- Miscellaneous

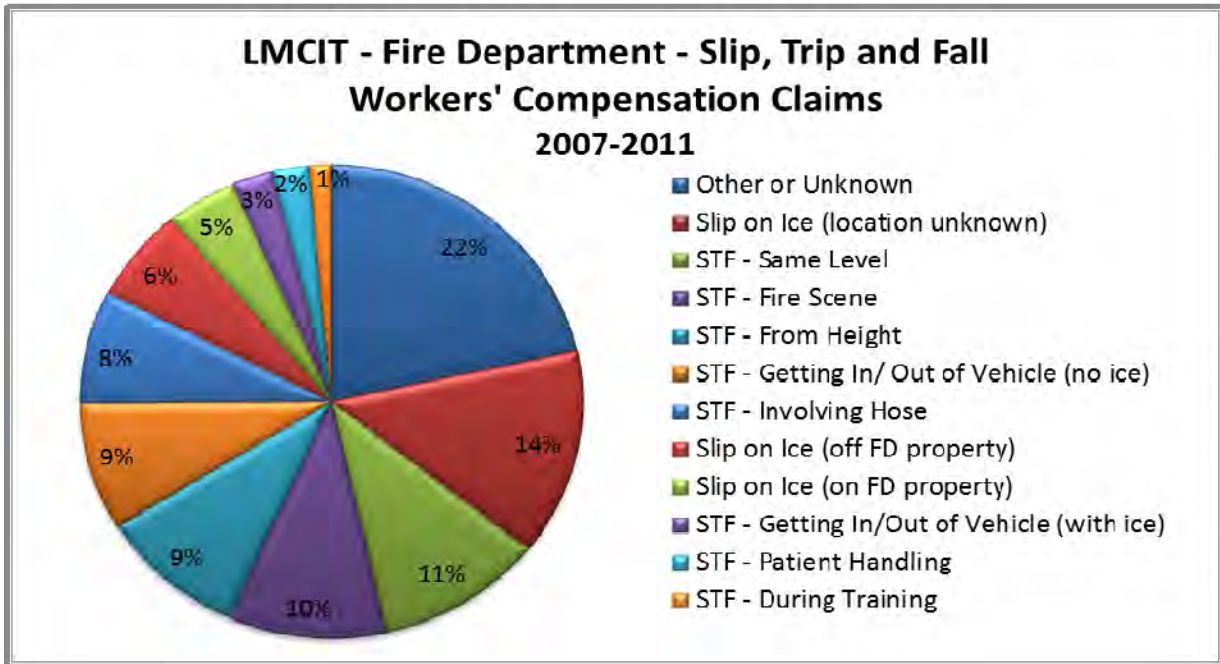
Conclusions:

- The city will consider having Chris Smith, LMCIT Risk Management Attorney, review contracts as needed
- The city will consider working towards the Sewer Incentive Program, and is already made progress on the LMCIT Land Use Incentive.
- The fire department's workers' compensation claim history over the last five years consists of: 2-slips/falls claims, which is consistent with the LMCIT fire department aggregate claim trends.

- The WC experience rating for the City of Freeport is **.86** which translates to a reduced workers' compensation premium of 14% for 2014.
- The fire department already has in place numerous safety features related to the prevention of employee slips, trips and falls, including: good housekeeping, effective lighting, cones/grit, drop cords, truck access ladder, employee training, three-point vehicle access handles and steps, quality ladders, and other safety practices and equipment
- In an effort to make additional improvements, the fire department should consider implementing the loss control recommendations (listed in the Appendix) and summarized below:
 1. Anti-slip boot attachments for fire fighters
 2. Railing on elevated storage area
 3. Anti-slip material on van rear access step surface

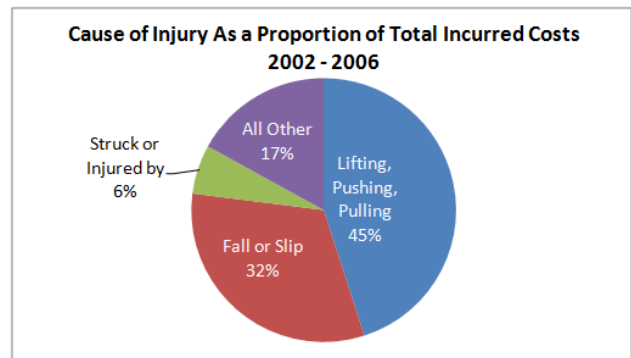
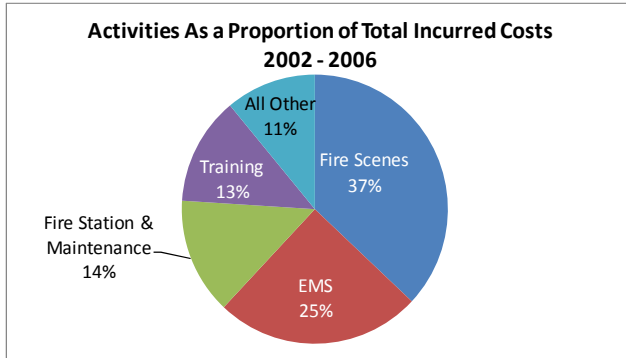
Fire Department: Slip, Trip, and Falls Claim Data

In our meeting we discussed fire department injury trends for the entire LMCIT. As noted, the leading causes of injury are sprains and strains, followed by slip, trips and falls. Of all the slips, trips, and fall claims, nearly 1/3 of claims are related to ice. Other important tasks contributing to significant numbers of slip, trip, and fall accidents include: patient handling, training, getting in/out of equipment, and falling off equipment or other elevated surfaces



Recommendations and comments are provided for loss control and risk exposure improvement purposes only in conjunction with the insurance program referenced above. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs must rest with the insured.

LMCIT Fire Fighter Injuries: Overall



Status of Previous Recommendations

01-01/13 Consider acquiring employee lift equipment that improves the safety of the employee working on elevated surfaces. Performing tasks such as: installing decoration, changing light bulbs in the shop or streetlights, installing flags, painting, are considered to be safer when performed from some type of basket, utilizing PPE, when compared to working off of a ladder. Some options include a scissor lift, forklift basket, or bucket truck.



Note: If the city has access to a forklift, a basket that meets OSHA standards could be used to access these types of areas. <http://www.budgetforklift.com/forklift-work-platforms.php> (The City of Argyle received an OSHA grant to purchase the lift basket pictured above which is lifted with forks)
 (Considered, no action at this time)

02-01/13 Consider adding a tailgate lift to the service truck

In our meeting, while reviewing last year’s discussion on ergonomics and lifting equipment, I mentioned that the City of Nisswa has a pass through Tommy Gate tailgate lift on a one ton dump box as illustrated. Using a tailgate lift reduces the risk of sprains and strains associated with lifting and moving heavy parts, tools, and equipment.

(Considered, no action at this time)



Recommendations and comments are provided for loss control and risk exposure improvement purposes only in conjunction with the insurance program referenced above. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs must rest with the insured.

Recommendations

I have included new loss control recommendations in the appendix.

60 Day Response

I have submitted recommendations for your consideration as a tool to help guide your risk management efforts. The decision to complete the recommendations, either in part or in full or the decision not to complete recommendations lies entirely with the insured. The League of Minnesota Cities Insurance Trust believes completion of recommendations can ultimately reduce property, liability or workers' compensation losses as the case may be.

I am available to offer additional assistance if needed. Please contact me by mail, telephone or e-mail within the next 60 days to let me know what, if any progress you are making on each recommendation. I look forward to hearing from you.

Service Plan

As we discussed, the plan next year is to meet with you to discuss data security, however, if you have questions prior to this visit, please contact me.

Sincerely,



Joe Ingebrand, CSP, MIS
Senior Loss Control Consultant
(612) 968-1449
jingebrand@berkleyrisk.com

c: Commercial Exchange Corporation - fritz@CECInsurance.com
Tracy Stille, LMCIT Loss Control Consultant - tstille@lmc.org

Reference material left for the Fire Chief at the time of visit -
Trends in Fire Fighter Injuries, LMCIT – STF Data – FD
Anti-slip cleats info, 3-point of contact decals
Window clings “Caution: Watch Your Step”, Alert- Fire Dept. Getting On/Off Equipment
LMCIT Websites and Resources for Public Safety

Reference material left with Administration -
Loss Control Resources and Claim Trends, Sewer/Land Use Incentive Info and Questionnaire

Recommendations and comments are provided for loss control and risk exposure improvement purposes only in conjunction with the insurance program referenced above. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs must rest with the insured.

Appendix

Recommendations:

The referenced products and/or services are provided solely as a source of general assistance and should not be taken as the League's endorsement of the particular product or service or a recommendation that it will meet your unique needs.

Fire Department

01-12/14 Consider using add-on, anti-slip boot attachments to provide additional traction during slippery conditions from snow and ice, e.g., non-structure fires and rescue situations involving ice.

(Yaktrax brand is used by Minnesota cities such as Grand Rapids and Willmar.)

<https://www.yaktrax.com/>

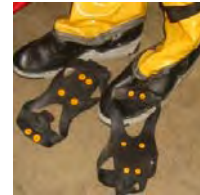
<http://www.32north.com/At/Work>

(Fire boot w/Yaktrax)



<http://www.servusproducts.com/Pages/Product.aspx?category=Overshoes&cat=HLS-SERVUS&pid=SR101%20Black>

(Some fire departments use these in conjunction with their cold water rescue suites)



02-12/14 Consider installing a standard guard railing on the mezzanine storage area.

This is in an effort to reduce the fall exposure, and comply with OSHA standards. An alternative to installing a guardrail is to remove stored materials from this area.

A standard railing consist of top rail, intermediate rail, and posts, and should have a vertical height of 42 inches nominal from upper surface of top rail to floor. The top rail shall be smooth-surfaced throughout the length of the railing. The intermediate rail shall be approximately halfway between the top rail and the floor. The leading edge should be equipped with a 4" toe board. Lastly, the load rating is also required to be posted.

(Freeport Fire Department)
(Example of guardrail system)



Recommendations and comments are provided for loss control and risk exposure improvement purposes only in conjunction with the insurance program referenced above. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs must rest with the insured.

03-12/14 Consider adding anti-slip material to the stainless steel step on the rescue van pictured below. This is in an effort to increase friction and reduce the slip/fall potential when getting in and out of this vehicle.

<http://www.grainger.com/product/WOOSTER-PRODUCTS-Antislip-Tape-1AJY4>



City Hall and Administration

04-12/14 Consider submitting the LMCIT Sewer Questionnaire in an effort to qualify for the LMCIT Sewer Incentive Program

The Sanitary Sewer Incentive program for Property/Casualty members provides cities greater control in the mandatory, out-of-pocket deductibles they pay for claims and lawsuits related to sanitary sewer backups.

The program is meant to reduce the overall cost and frequency of sanitary sewer claims faced by members of the Trust, as well as to reduce the extent to which cities with good sanitary sewer operations and maintenance practices end up helping to pay for losses of cities with practices that aren't so good.

Members of the Property/Casualty program must meet four criteria to qualify. Members that do not meet the criteria have a minimum mandatory deductible of \$2,500 for each sanitary sewer backup claim.

Please see the information I left with you on the sewer incentive for more details.

Mason Schirmer

From: Mason Schirmer <mason@freeportmn.org>
Sent: Tuesday, January 06, 2015 1:11 PM
To: Rodney Atkinson (rodney@albanytel.com)
Cc: Jon Stueve
Subject: FW: Invoice 31045
Attachments: Letter.pdf

Good Afternoon,

I am following-up on an email I sent to you on November 6th (see below). You have not responded regarding the matter; if you did respond previously, please resend. If not, let me know when and how you intend to resolve this issue, contact me directly to discuss. Thank you for your cooperation.

Sincerely,

Mason Schirmer, MCMC
Clerk-Treasurer, City of Freeport
(320) 836-2112
mason@freeportmn.org



From: Mason Schirmer [<mailto:mason@freeportmn.org>]
Sent: Thursday, November 06, 2014 1:09 PM
To: Rodney Atkinson (rodney@albanytel.com)
Cc: Jon Stueve
Subject: Invoice 31045

Rodney,

Attached is a letter regarding the invoice being disputed. Let me know if you still want to do an agreement for services so it can get in the council packet. Thanks.

Sincerely,

Mason Schirmer, MCMC
Clerk-Treasurer, City of Freeport
(320) 836-2112
mason@freeportmn.org



CITY OF FREEPORT

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November 6, 2014

Atkinson Well & Pump
Attn: Rodney Atkinson
PO Box 185
Freeport, MN 56331

Re: Invoice 31045

Dear Rodney,

During the October 28th meeting, the City Council approved \$3,462.50 of the amount invoiced to the city; therefore, the city is asking for repayment of \$3,103.50.

Jon Stueve mentioned that, to help resolve the issue, you suggested creating an agreement to provide well and pump services for a period of time. Are you still interested in having such an agreement with the City? Jon and I agree such an agreement would have merit. If you are interested, feel free to send me a copy of your proposed agreement, and I'll put it in the November 25th city council packet for consideration. To ensure it would be in the meeting packet, please provide me a copy by **Wednesday, November 19th**.

Feel free to contact me with any questions you may have.

Sincerely,

Mason Schirmer, Clerk-Treasurer

12/18/14
08:20:15

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 12/14

Page: 1 of 3
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1708		603 INITIATIVE FOUNDATION 12/18/14 2015 Contribution	500.00 500.00*			101 41000	430	10100

01/21/15
13:20:03

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 12/14

Page: 1 of 1
Report ID: AP100

For Doc # = 1709

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1709	E	585 USDA RURAL DEVELOPMENT January 1, 2015 Payment	50,580.00 24,000.00			415 22500		10100
		January 1, 2015 Payment	26,580.00*			415 43100	610	10100

01/06/15
08:31:47

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 1/15

Page: 1 of 3
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1710		500 US BANK TRUST	141,738.75					
		12/31/14 2005 Bond	95,000.00			325 47000	600	10100
		12/31/14 2005 Bond	16,417.50			325 47000	610	10100
		12/31/14 2005 Bond	25,000.00			602 22500		10100
		12/31/14 2005 Bond	5,321.25			602 43250	610	10100

*** Claim from another period (12/14) ****

01/13/15
07:35:36

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 1/15

Page: 1 of 5
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
		*** Claim from another period (12/14) ****					
1711	510 VERIZON WIRELESS 9737456711 12/19/14 Cell Phone	117.21 117.21			101 43100	320	10100
		*** Claim from another period (12/14) ****					
1712	328 MN RURAL WATER ASSOCIATION 12/19/14 Membership Feb'15-'16	275.00 275.00			601 43225	433	10100
		*** Claim from another period (12/14) ****					
1713	122 DVS RENEWAL 12/31/14 2000 Ford	107.00 107.00			101 43100	433	10100
		*** Claim from another period (12/14) ****					
1714	525 XCEL ENERGY 438938839 12/18/14 Water Tower	128.42 128.42			601 43225	381	10100
		*** Claim from another period (12/14) ****					
1715	637 NORTHLAND TRUST SERVICES FREEP12A 12/10/14 2012A Bond FREEP12A 12/10/14 2012A Bond FREEP12A 12/10/14 2012A Bond	30,853.75 20,000.00 10,358.75 495.00			331 47000 331 47000 331 47000	600 610 620	10100 10100 10100
		*** Claim from another period (12/14) ****					
1716	637 NORTHLAND TRUST SERVICES FREEP13A 12/10/14 2013A Bond FREEP13A 12/10/14 2013A Bond FREEP13A 12/10/14 2013A Bond FREEP13A 12/10/14 2014A Bond	14,490.00 10,000.00 13,395.00 495.00 -9,400.00			415 22500 415 36100 331 47000 415 22500		10100 10100 10100 10100
		*** Claim from another period (12/14) ****					
1717	645 LEAGUE OF MINNESOTA CITIES 09/01/14 Membership Dues	771.00 771.00			101 41000	433	10100
		*** Claim from another period (12/14) ****					
1718	645 LEAGUE OF MINNESOTA CITIES 09/01/14 MN Mayors Membersip Dues	30.00 30.00			101 41300	433	10100
		*** Claim from another period (12/14) ****					
1719	441 STEARNS CO MUNCIPAL LEAGUE 12/31/14 Membership Dues-2014	20.00 20.00			101 41000	433	10100
		*** Claim from another period (12/14) ****					
1722	25 AMERIPRIDE LINEN & APPAREL 2200602538 01/09/15 Monthly Service	45.95 45.95			101 41000	410	10100
		*** Claim from another period (12/14) ****					
1723	437 STAR PUBLICATIONS LLC 140090 12/31/14 Nonmajor debt service funds 140090 12/31/14 Stmt rev, exp, changes 140090 12/31/14 Stmt rev, exp, changes 140090 12/31/14 Stmt rev, exp, changes 140090 12/31/14 Stmt rev, exp, changes 140090 12/31/14 Ordinance 2014-006 140090 12/31/14 Summary Budget Stmt	1,072.95 193.20* 106.95* 106.95 106.95 41.40* 517.50*			101 41000 101 41000 601 43225 602 43250 101 41000 101 41000	350 350 350 350 350	10100 10100 10100 10100 10100 10100

01/13/15
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CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 1/15

Page: 2 of 5
Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
Check	Invoice #/Inv Date/Description	Line \$					
1724	15 ALBANY MUTUAL TELEPHONE	347.26					
10190418	01/01/15 836-2116	69.66			101 41000	320	10100
10190418	01/01/15 836-2411/2413	72.99			225 42200	320	10100
10190418	01/01/15 836-2278	65.72			101 43100	320	10100
10190418	01/01/15 836-2112	65.10			101 41000	320	10100
10190418	01/01/15 836-2685	17.94			601 43225	320	10100
10190418	01/01/15 836-2685	17.93			602 43250	320	10100
10190418	01/01/15 836-7158	37.92			101 41000	320	10100
1725	76 CENTRAL MINNESOTA CREDIT UNION	625.56					
12/02/14	Beacon	1.00			101 41000	433	10100
12/02/14	Xmas Bulbs	11.96			101 43160	311	10100
12/02/14	PVC Cement	4.56			101 43100	220	10100
12/02/14	Fire Safety	70.00			225 42200	220	10100
12/03/14	Fire Hall water pipe leak	7.26			225 42200	220	10100
12/04/14	UB Postage	68.00			601 43225	200	10100
12/04/14	UB Postage	68.00			602 43250	200	10100
12/08/14	EDA Supplies	13.66			300 46500	210	10100
12/09/14	Northern Tool	139.57			225 42200	220	10100
12/13/14	Office Max-ink	97.66			225 42200	210	10100
12/22/14	Xmas Bulbs	9.59			101 43160	311	10100
12/29/14	Menards	35.56			225 42200	210	10100
12/29/14	Office Max-ink	98.74			225 42200	210	10100
1726	70 CENTERPOINT ENERGY	259.04					
12/23/14	Maintenance Building	120.34			101 43100	382	10100
12/23/14	Fire Hall	138.70			225 42200	382	10100
1727	145 FINKEN WATER CENTERS	23.00					
3390842	01/02/15 Water Softener	15.00			101 41000	410	10100
3390852	01/02/15 Cold Rental Cooler	8.00			101 43100	410	10100
1728	636 DHIA LABORATORIES	54.00					
34539	12/31/14 Quarterly Infla	54.00			602 43250	460	10100
1729	387 RAHNS OIL & PROPANE, INC	111.97					
12/31/14	City	111.97			101 43100	215	10100
1730	525 XCEL ENERGY	3,111.18					
440528032	11/21/05 Street Lights	675.36			101 43160	300	10100
440515545	01/05/15 302188142	247.81			601 43225	381	10100
440515545	01/05/15 302252262	104.84			101 43160	381	10100
440515545	01/05/15 302290398	251.44			101 41000	381	10100
440515545	01/05/15 302679657	188.20			101 43100	381	10100
440515545	01/05/15 302700297	22.75			602 43250	381	10100
440515545	01/05/15 302947044	231.69			601 43225	381	10100