

MEMO

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: January 27, 2015

Re: Agenda Additions

The following are additions to the agenda packet and corresponding attachments are included along with this memo:

1. Change to Agenda
 - i. Acknowledgement of Carrie Goebel and Ron Ritter will be February 24th.
2. Additions to Consent Agenda
 - i. Additions to Clerk-Treasurer Report
 1. Council Member Ken Goebel expressed disapproval of Mayor Atkinson's actions during recent city council meeting (see attachment regarding Maintaining Order)
 2. MCFOA awarded Master Minnesota Municipal Clerk designation to Clerk-Treasurer Schirmer (see attached award letter)
 3. Received notice of upcoming pay equity report due January 31, 2016 (see attached email message)
 - ii. Increase to Claim 1733 and addition of Claims 1755 – 1758 (see attachment)
 - iii. Temporary On-Sale Liquor License, St. Joseph Society, Duetsche Fest, April 18th
 - iv. Temporary On-Sale Liquor License, Sacred Heart Church, Summer Festival, July 18th-19th
 - v. Temporary 3.2 Malt Liquors License, Sacred Heart Church, Summer Festival, July 18th-19th
 - vi. Lawful Gambling Exemption, Sacred Heart Church, Summer Festival, July 18th-19th
3. Addition to New Business
 - i. A recent email from USDA's Brett Repulske regarding deobligation of USDA Grant Funds (see attached email message)

Addition to Clerk-Treasurer's Report:

Meeting Order and Decorum - Council Member Ken Goebel said the following actions by Mayor Atkinson are inappropriate: 1) the use of vulgar language and 2) failing to come to meetings prepared (not bringing Questions for the interviews on 1/14 and not providing advance notice to have a laptop setup so the meeting convenes on time). Along with this report is information regarding Maintaining Order.

Minn. Stat. § 412.191, subd. 2.

F. Maintaining order

A statutory city council is authorized to preserve order at its meetings. The mayor, as the presiding officer, is also vested with some authority to prevent disturbances.

While council meetings must be open to the public, no one who is noisy or unruly has a right to remain in the council chambers. When the council decides that a disorderly person should not remain in the meeting hall, the police may be called to execute the orders of the presiding officer or the council.

No matter how disorderly the meeting, it will still be a legal meeting and any action taken at it in proper form will be valid.

If the audience becomes so disorderly that it is impossible to carry on a meeting, the mayor has the right to declare the council meeting adjourned to some other time (and place, if necessary). The members of the council can also move for adjournment.

If the mayor is not conducting the meeting in an orderly fashion, there is relatively little the other councilmembers can do to control the action of the presiding officer. However, a majority of the council can force adjournment if they feel it is necessary.

Minn. Stat. § 609.72, subd. 1(2),
State v. Guy, 242 N.W.2d 864 (Neb. 1976).

A person who disturbs a lawfully-held public meeting may be guilty of disorderly conduct. Any conduct that disturbs or interrupts the orderly progress of council proceedings is a disturbance that may generally be prevented, or punished if an ordinance violation is involved, without infringing on constitutional rights. If a person is excluded from a public meeting, the council should provide an opportunity for the excluded person to give his or her interpretation of the exclusion to a designated city staff member to satisfy any due process concerns.



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December 31, 2014

Mason Schirmer
Clerk-Treasurer
City of Freeport
PO Box 301
Freeport, MN 56331

Dear Mr. Schirmer:

On behalf of the Municipal Clerks and Finance Officers Association of the State of Minnesota, it gives me great pleasure to inform you that you have been awarded the designation of Minnesota Master Municipal Clerk. This prestigious award recognizes your professional competency in the execution of your duties as City Clerk-Treasurer. A plaque commemorating this honor will be presented to you at the MCFOA Annual Conference in Red Wing, March 17-20, 2015.

Congratulations on earning the designation of Minnesota Master Municipal Clerk. We are pleased to have a person of your professionalism as a member of our organization.

Sincerely,

Daniel R. Buchholtz, MMC
Certification Committee Chair

Mason Schirmer

From: Pay.Equity@state.mn.us
Sent: Friday, January 23, 2015 9:11 AM
To: mason@freeportmn.org
Cc: Pay.Equity@state.mn.us
Subject: 2016 Pay Equity Report

Follow Up Flag: Follow up
Flag Status: Flagged

The Local Government Pay Equity Act, M.S. 471.991-471.999 and Minnesota Rules Chapter 3920 require local government jurisdictions to submit a Pay Equity Report to the State of Minnesota every three years. Per Minnesota Rules Chapter 3920.1300, Subp. 2. Future Reports, A. "The department must give a jurisdiction at least one year's notice of the date when its next scheduled report will be due". This is to advise your next report is due January 31, 2016. You will receive additional information via email during the month of November 2015. Please send any questions via email to pay.equity@state.mn.us. Thank you.

01/27/15
14:22:18

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

Page: 1 of 1
Report ID: AP100

For Doc # = 1733
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1733		525 XCEL ENERGY	323.99					
	441782229	01/14/15 Street Lights	182.60			101 43160	300	10100
	442311696	01/21/15 Water Tower	141.39			601 43225	301	10100
		# of Claims 1	Total: 323.99					

Additions to Claim Approval List. Claim 1733 increased and Claims 1755 - 1758 were added.

01/27/15
14:20:56

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

Page: 1 of 1
Report ID: AP100

For doc #s from 1755 to 1758
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1755		219 JOANN TUMP	180.00					
	01/26/15	(12/15/14)-(1/12/15) 5 cleans	180.00			101 41000	300	10100
1756		633 SAM EICHERS	160.05					
	12/31/14	Cell Phone (Nov)	83.95			101 43100	320	10100
	01/26/15	Cell Phone (Dec)	76.10			101 43100	320	10100
1757		648 GTS EDUCATIONAL EVENTS	310.00					
	01/23/15	2015 MCPOA Conference	310.00			101 41400	330	10100
1758		649 BEN ETTLE	159.85					
	01/23/15	Elected Officials Training	159.85			101 41100	335	10100
		# of Claims 4	Total: 809.90					

Mason Schirmer

From: Repulske, Brett - RD, Cambridge, MN <Brett.Repulske@mn.usda.gov>
Sent: Monday, January 12, 2015 12:32 PM
To: Mason Schirmer (mason@freeportmn.org)
Cc: David Blommel (dblommel@sehinc.com)
Subject: Freeport - Final Grant Disbursement
Attachments: Freeport 402-2.pdf

Mason,

I have finally completed the review and approval of all project related invoices that have been submitted. So today I ordered \$134,965 of RD grant funds which will be deposited into your account on Wednesday. Attached is my sources and uses spreadsheet for your records.

In the next few days, I intend to email you a request to complete so we can deobligate the remaining \$97,998 in grant funds that are not going to be used.

Please let me know if you have any questions.

Brett Repulske | Area Specialist
Rural Development
United States Department of Agriculture
110 Buchanan St. N | Cambridge, MN 55008
Voice: (763) 689-3354 ext. 4 | Fax: (855) 804-4097
Email: brett.repulske@mn.usda.gov
www.rurdev.usda.gov

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