



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

July 28, 2015 - Regular Meeting Agenda
Freeport City Hall - 7:00 pm

Call to Order

- I. Public Forum
- II. Approve Agenda – *Motion to approve*
- III. Community Grant Presentation (Page 2)
- IV. Consent Agenda – *Motion to approve*
 - a. Claim 1940 to 1969 (Page 3-10)
 - b. June 22, 2015 Special City Council Meeting Minutes (*page 11*)
 - c. June 30, 2015 Regular City Council Meeting Minutes (*page 12-14*)
 - d. July 20, 2015 Draft EDA Regular Meeting Minutes (*page 15-16*)
 - e. Clerk-Treasurer Report (*page 17*)
 - f. Public Works Director Report (*page 18*)
 - g. CentraCare Gambling Permit (*page 19-20*)
- V. Reports
 - a. Engineer Report (*page 21*)
 - b. Attorney Report (*page 22*)
- VI. Old Business
 - a. Ordinance 2015-002 Fencing, screening, and landscaping (*page 23-28*)
 - b. Industrial Park Street Lights (*page 29-30*)
 - c. MN Clerks' Association (*page 31*)
- VII. New Business
 - a. Certificate of Correction (*page 32-35*)
 - b. Softball Park Lights Proposal (*page 36*)
 - c. Public Works Assistant Position (*page 37*)
 - d. Pay Plan Continuation (*page 38*)
 - e. Clerk-Treasurer Wages (*page 39-41*)
 - f. Office Spaces (*page 42*)
- VIII. Adjourn – *Motion to adjourn...*

Next Meetings: August 25, 2015

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 7/22/2015

Re: CenterPoint Energy Grant Presentation

The Fire Department applied for the CenterPoint Energy Community Partnership Grant, which they were awarded. CenterPoint will be awarding the City with this check that will be put into the Fire Dept. fund. First Assistant Chief Natascha Hennen wrote the grant so I think it would be appropriate for the check to be presented to her and to our Mayor.

07/14/15
10:49:08

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 7/15
For Pay Date: 07/14/15

Page: 1 of 4
Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$							Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account		
1940	437 STAR PUBLICATIONS LLC	398.48								
143885	06/30/15 2014 Water report	398.48*			601 43225	320		10100		
1941	387 RAHNS OIL & PROPANE, INC	365.12								
	06/30/15 City	263.04			101 43100	215		10100		
	06/30/15 Fire dept	102.08			225 42200	215		10100		
1942	636 DHIA LABORATORIES	74.00								
39940	06/30/15 6/27/15 Pre-discharge	74.00			602 43250	460		10100		
1943	145 FINKEN WATER CENTERS	23.00								
3635962	07/01/15 Water softener rental	15.00			101 41000	410		10100		
3635972	07/01/15 Maintenance water cooler	8.00			101 43100	410		10100		
1944	25 AMERIPRIDE LINEN & APPAREL	45.95								
2200664134	06/10/15 Monthly service	45.95			101 41000	410		10100		
1945	70 CENTERPOINT ENERGY	34.97								
	06/24/15 Maintenance Building	18.94			101 43100	382		10100		
	06/24/15 Fire Hall	16.03			225 42200	382		10100		
1946	510 VERIZON WIRELESS	132.22								
9747606175	06/19/15 Cell phone	132.22			101 43100	320		10100		
1947	15 ALBANY MUTUAL TELEPHONE	339.72								
10208086	07/01/15 320-836-2112	53.46			101 41000	320		10100		
10208234	07/01/15 836-2411/2413	73.03			225 42200	320		10100		
10208639	07/01/15 836-7158	39.02			101 41000	320		10100		
10208402	07/01/15 836-2685	19.25*			601 43225	320		10100		
10208402	07/01/15 836-2685	19.26			602 43250	320		10100		
10208177	07/01/15 836-2278	66.25			101 43100	320		10100		
10208087	07/01/15 836-2116	69.45			101 41000	320		10100		
1948	525 XCEL ENERGY	2,091.98								
462693466	07/02/15 302188142	136.88			601 43225	381		10100		
462693466	07/02/15 302252262	60.75			101 43160	381		10100		
462693466	07/02/15 302290398	124.59			101 41000	381		10100		
462693466	07/02/15 302679657	99.96			101 43100	381		10100		
462693466	07/02/15 302700297	24.01			602 43250	381		10100		
462693466	07/02/15 302947044	150.69			601 43225	381		10100		
462693466	07/02/15 303193187	37.59			602 43250	381		10100		
462693466	07/02/15 303616049	116.22			225 42200	381		10100		
462693466	07/02/15 303936749	35.77			101 43160	381		10100		
462693466	07/02/15 303956738	356.55			101 43160	381		10100		
462693466	07/02/15 303963984	172.83			101 43160	381		10100		
462693466	07/02/15 303985901	27.64			101 43160	381		10100		

07/14/15
10:49:08

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Page: 2 of 4
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Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	462693466	07/02/15	304083816	12.62			101 43160	381	10100
	462693466	07/02/15	304098414	17.91			602 43250	381	10100
	462875359	07/06/15	Street lights	644.29			101 43160	381	10100
	461075652	06/19/15	Water tower	73.68			601 43225	381	10100
1949			76 CENTRAL MINNESOTA CREDIT UNION	1,695.82					
	06/30/15	Beacon		3.80			101 41000	433	10100
	06/30/15	Postage		105.00			601 43225	200	10100
	06/30/15	Postage		105.00			602 43250	200	10100
	06/30/15	Mulch		74.74*			101 45200	220	10100
	06/30/15	Mulch		74.74*			101 45200	220	10100
	06/30/15	Water pipe		18.12			601 43225	220	10100
	06/30/15	Gas for street sweeper		68.02			101 43100	215	10100
	06/30/15	Postage		1.89			101 41000	200	10100
	06/30/15	Sprayer for spraying weeds		289.64*			101 45200	210	10100
	06/30/15	Clerk conference		954.87*			101 41400	330	10100
		# of Claims	10	Total:	5,201.26				

07/14/15
10:49:08

CITY OF FREEPORT
Claim Approval Signature Page
For the Accounting Period: 7/15

Page: 4 of 4
Report ID: AP100A

Approved

Date

07/23/15
10:06:12

CITY OF FREEPORT
Claim Approval List
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For Pay Date: 07/23/15

Page: 1 of 4
Report ID: AP100

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Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
1951	187 HAWKINS, INC.	2,391.27							
3741994	06/18/15 Chlorine 150 # CYL	214.50			601 43225	440		10100	
3741994	06/18/15 Fuel Surcharge	17.50			601 43225	440		10100	
3741994	06/18/15 LPC-4 Bulk Liquid	756.06			601 43225	440		10100	
3741994	06/18/15 Hydrofluosilicic Acid	172.31			601 43225	440		10100	
3746278	06/26/15 Aqua Hawk MB-250	1,176.78			601 43225	440		10100	
3746278	06/26/15 Freight	54.12			601 43225	440		10100	
1952	219 JOANN TIMP	252.00							
	07/20/15 6/1/15-7/20/15 7 cleanings	252.00*			101 41000	300		10100	
1953	193 HENNEN FLOOR COVERING	37.05							
9971	06/22/15 3 3x5 1/2" cement bd	37.05			225 42200	220		10100	
1954	640 MUNICIPAL EMERGENCY SERVICES -	425.86							
00647704	07/06/15 5" NPSH FS x (2) 2.5" NH F	395.00			225 42200	210		10100	
00647704	07/06/15 S&H	30.86			225 42200	210		10100	
1955	293 MID MINNESOTA CODE ENFORCEMENT,	548.04							
	06/30/15 Thru permit #8	548.04			101 42050	310		10100	
1956	577 GREAT PLAINS FIRE, INC.	807.80							
2963	02/11/15 3/8" swivel	76.00			225 42200	220		10100	
2963	02/11/15 Freight	13.78			225 42200	220		10100	
3006	03/03/15 Trigger assembly	41.99			225 42200	220		10100	
3006	03/03/15 Freight	16.39			225 42200	220		10100	
3281	06/29/15 Slinger-Water S SE	5.48			225 42200	220		10100	
3281	06/29/15 Pump packing pellets	53.30			225 42200	220		10100	
3281	06/29/15 Freight	15.86			225 42200	220		10100	
3281	06/29/15 Pickup & delivery charge	270.00			225 42200	220		10100	
3281	06/29/15 Labor-Serv	315.00			225 42200	220		10100	
1957	516 WEBER PRINTING	25.00							
314985	07/14/15 Add Joan email, remove Sam	25.00*			101 41000	300		10100	
1958	123 DYMOKE LAW OFFICE, P. A.	1,144.00							
	07/01/15 Franklin/Mason/Audit rpt/Counc	1,144.00*			101 41000	302		10100	
1959	107 DANNY'S DISPOSAL & RECYCLING,	182.60							
	07/01/15 Maintenance Building	153.19			101 43100	383		10100	
	07/01/15 Fire Hall	29.41			225 42200	383		10100	

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1960		617 ADRIANNA HENNEN	198.00					
	06/26/15	Mileage to Duluth convention	198.00			101 41400	335	10100
1961		633 SAM EICHERS	595.00					
	07/07/15	Jan-Jul cell phone reimburse	595.00			101 43100	320	10100
1962		385 QUIL	333.56					
	5631691 07/06/15	Cleaning supplies	6.98			101 41000	210	10100
	5631691 07/06/15	Office supplies	14.97			101 41000	210	10100
	5710724 07/08/15	8.5x11 w/ suction cups	23.99			101 41000	210	10100
	5716119 07/08/15	Paper towels	15.99			101 41000	210	10100
	5716119 07/08/15	Handling	5.99			101 41000	210	10100
	5718341 07/08/15	Command picture hang strips	7.69			101 41000	210	10100
	5718341 07/08/15	Handling	5.99			101 41000	210	10100
	5827199 07/13/15	56 gal liners	251.96			101 41000	210	10100
1963		413 SCHLENNER WENNER & CO.	13,615.00					
	182350 06/30/15	Monthly payroll services	350.00*			101 41000	300	10100
	182350 06/30/15	MSRS & prior payroll correctio	649.50*			101 41000	300	10100
	182350 06/30/15	Copies, postage, faxes	10.00*			101 41000	300	10100
	182350 06/30/15	Discount	-144.50*			101 41000	300	10100
	182357 06/30/15	Prepare audit financial stmts	12,750.00*			101 41000	300	10100
1964		397 RINKE-NOONAN, LTD	129.20					
	242484 07/06/15	Peterson & Buetz nuisance	129.20*			101 41000	302	10100
1965		179 GRANITE ELECTRONICS, INC.	120.00					
	153000125- 06/30/15	Pager repair	120.00			225 42200	245	10100
1966		309 MINNESOTA LIFE INSURANCE CO.	5.40					
	07/14/15	Stueve	3.40			101 43000	131	10100
	07/14/15	Schimer	2.00			101 41400	131	10100
1967		665 THOMAS VAN HOVE	150.00					
	0008 06/15/15	EMR refresher	150.00			225 42200	115	10100
1968		269 MARCO, INC.	33.75					
	2522446 04/07/15	Previous printing report-Maso	33.75			101 41000	410	10100
1969		155 FREEPORT FARM CENTER, INC	7.35					
	93778 06/30/15	Lawnmower 1500 PIN	7.35*			101 45200	220	10100
		# of Claims	19	Total:				21,000.88

Approved

Date



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June 22, 2015 – Meeting Minutes

A special meeting of the Freeport City Council was convened at 7:00pm by Mayor Rodney Atkinson with Councilmembers Mike Eveslage, Ken Goebel, Tim Hennen, and Ben Eittle present.

Staff in attendance: Clerk-Treasurer Adrianna Hennen,

Residents in attendance:

Vernon Fuchs & Andrea Ramacher (720 1st Ave N)

Interviewing Joan Wall for Deputy Treasurer Position

Council members took a moment to think about additional questions they would like to ask on top of the questions and information already gathered for them by Clerk Treasurer Adrianna Hennen and hiring consultant Kathleen Murphy at an initial interview. Council members asked questions regarding her previous work history, her availability, and why she was interested in this position. It was explained to her that this job will be a learning experience for the city since there has never been a job like it and that her feedback will be necessary in helping it work smoothly.

Council talked about what pay should be offered to Joan, taking into consideration her background and knowledge she would be bringing to the position, and what the other staff are being paid. Council agreed that the probationary period should last nine months, but that the Clerk can give council updates earlier regarding Joan's performance. T. Hennen moved to offer \$18.00/hour starting, seconded by K. Goebel. Motion carried 5-0.

Joan Wall accepted the offer.

Adjourn

M. Eveslage moved, seconded by B. Eittle. Motion carried 5-0.

Mayor, Rodney Atkinson

City Clerk-Treasurer, Adrianna Hennen



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June 30, 2015 – Meeting Minutes

A regular meeting of the Freeport City Council was convened at 7:00pm by Mayor Rodney Atkinson with Councilmembers Mike Eveslage, Ken Goebel, Tim Hennen, and Ben Etle present.

Staff in attendance: Clerk-Treasurer Adrianna Hennen, City Attorney Scott Dymoke, City Engineer Dave Blommel

Residents in attendance:

Andrea Ramacher & Vernon Fuchs (720 1st Ave N)
Jerry Meyer (330 8th St SE)
Craig Timp (213 2nd Ave NW)
Mark Middendorf (711 Main St E)
Steve Anderson, Franklin Properties (Clearwater)
Jon Archer (Schlenner Wenner)
Ryan Schmidt (Schlenner Wenner)
Josh Renneker (207 3rd St NE)

Gary Pierskalla (324 8th St SE)
Diane Hellermann (Melrose)
Floyd Sand (208 7th St SW)
Judy Beuning (Melrose)
Gene Fuechtmann (207 2nd St NE)
Andy Grieve (210 2nd Ave NE)
Chad Gross (206 3rd St NE)
Heidi & Jay Hollenkamp (211 3rd St NE)

Public Forum

Mark Middendorf asked that weeds and trees be better maintained by the inspectors around town.

Approve Agenda

K. Goebel moved to add claim 1939 and item 'f) Demand letter from Mason Schirmer and Attorney' under 'New Business'; seconded by B. Etle. Motion carried 5-0.

Consent Agenda

B. Etle moved, seconded by M. Eveslage to approve the consent agenda. Motion carried 5-0.

Reports

Engineer Report

City Engineer Dave Blommel came to speak about the sewer backup's happening on the NE corner of town and on 8th St SE. Dave stated that policing sump pumps would be a good place to start and something that the City's Public Works Department could start doing. Dave's other recommendation was to jet/camera scope the 3800 ft. of remaining clay sewer pipes to see if they are damaged or blocked and allowing excess clean water into the sanitary sewer system. During that process they would also look into the manholes to see if they are allowing excess clean water in to the sanitary sewer system.

B. Etle moved to have the Public Works Department begin going door-to-door and checking sump pumps and following up with the resident if they are not; and to have Dave Blommel get a company to jet/camera scope the 3800 ft. of remaining clay lines for no more than \$1.15 a ft.; seconded by M. Eveslage. Motion carried 5-0.

Old Business

Employee Benefits

T. Hennen asked that each council member write down the amount they would like to be given to City employees to compensate for not providing health insurance. R. Atkinson read off that there were two votes for \$8,000, one vote for \$9,000, and two votes for \$10,000. B. Ertle moved to compensate employees \$9,000; seconded by M. Eveslage. Motion carried 5-0.

Franklin Billboard CUP Application

City Attorney Scott Dymoke explained that Franklin Properties acknowledge that the sign they are proposing to replace is a non-conforming use. Under State Statute, Franklin Properties is not allowed to rebuild the sign larger, but they can rebuild it smaller without the use of a CUP, but instead with a building permit. Steve Anderson of Franklin Properties asked to withdraw Franklin's CUP application. B. Ertle moved to accept Franklin Properties CUP application withdrawal; seconded by T. Hennen. Motion carried 5-0.

Fences

Council reviewed the proposed ordinance related to fences. B. Ertle suggested that the ordinance should state that if residents want to place the fence on the property line they must obtain a property survey. R. Atkinson asked that the living fence ordinance to be eradicated. A. Hennen suggested having some language stating that living fences have to be maintained as to stay on your property. A public hearing will be held at the July meeting where public can comment on the proposed ordinance.

Digital Speed Limit Signs

Council suggested we hold off on this item for the time being but keep it in future budgeting plans.

New Business

Schlenner Wenner & Co. Audit Report

Jon Archer and Ryan Schmidt of Schlenner Wenner & Co. presented the audit to council. B. Ertle moved to accept the audit and T. Hennen seconded. Motion carried 5-0.

207 2nd St NE Small Cities Development Loan

It was discussed that in the agreement of the Small Cities Development Loan, Mrs. Alice Fuechtmann agreed to stay in her home for 10 years after the renovating her home with the grant money from the SCDP Loan. Mrs. Fuechtmann and her family are asking, that since Mrs. Fuechtmann's son Eugene is purchasing the home, that the \$3,451.20 be waived.

T. Hennen moved that due to a family member purchasing the home, the City would waive the \$3,451.20 as long as the son (Eugene) remained in the home for the remaining two years left on the agreement; seconded by B. Ertle. Motion carried 5-0.

Scott Dymoke recommended A. Hennen speak with Mrs. Alice Fuechtmann's attorney to see exactly what documentation he is looking for to resolve this.

Letter to Minnesota Clerk's Association

Scott Dymoke and council recommended that we speak with the MCFOA as to exactly what information they would like regarding the previous clerk's potential violation of MCFOA code of ethics before sending any documentation to them.

Alley behind 4th Ave SE

T. Hennen stated that the alley has been destroyed by past city maintenance employees by dumping street sweeper sand onto the alley. T. Hennen stated it should be up to the City to at least maintain the alley. B. Eittle moved to have two loads of class five dumped and grated on to the alley; seconded by M. Eveslage. Motion carried 5-0.

Scotty Dymoke attendance at meetings

B. Eittle moved to have City Attorney Scott Dymoke attend all City Council meetings until further notice; seconded by M. Eveslage. Motion carried 5-0.

Demand Letter from Mason Schirmer's Attorney

On Monday, June 29, 2015, Scott Dymoke received a demand letter from previous Clerk Mason Schirmer asking for \$75,000 paid to Mr. Schirmer by the City or the City would be presented with a lawsuit. Mr. Dymoke was asking direction from council if they would like to, essentially, enter into negotiations with Mason Schirmer again, or hold their prior decision in terminating him. Council directed Scott Dymoke to notify Mr. Schirmer's attorney that the Council would not be giving Mr. Schirmer the \$75,000 as a separation.

Adjourn

B. Eittle moved, seconded by M. Eveslage to adjourn the meeting at 9:30. Motion carried 5-0.

Mayor, Rodney Atkinson

City Clerk-Treasurer, Adrianna Hennen