



## 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)

**August 25, 2015** - Regular Meeting Agenda  
Freeport City Hall - 7:00 pm

### Call to Order

- I. Public Forum
- II. Approve Agenda – *Motion to approve*
- III. Consent Agenda – *Motion to approve*
  - a. Claim 1986 - 2013 (*page 1-4*)
  - b. July 28, 2015 Regular City Council Meeting Minutes (*page 5-8*)
  - c. August 11, 2015 Special City Council Meeting Minutes (*page 9-10*)
  - d. Clerk-Treasurer Report (*page 11*)
- IV. Reports
  - a. Public Works Director Report (*page 12*)
  - b. Engineer Report (*page 13-16*)
  - c. Attorney Report (*page 17*)
- V. Old Business
  - a. Play area equipment-Al Williams (*page 18*)
  - b. Pay Plan Continuation-Kathleen Murphy (*page 19*)
- VI. New Business
  - a. Senior Citizen Center – Purchase Chairs (*page 20*)
  - b. Land Use Plan Proposal (*page 21-23*)
  - c. Wellhead Protection Plan Update (*page 24*)
  - d. Resolution 2015-15 – Remove “4% yearly wage increase” from personnel policy (*page 25-26*)
- VII. Adjourn – *Motion to adjourn...*

Next Meetings: September 29, 2015

08/12/15  
11:37:50

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 8/15  
For Pay Date: 08/12/15

Page: 1 of 2  
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
1986		15 ALBANY MUTUAL TELEPHONE	342.88						
	10211187	08/01/15 836-2411/2413	73.03			225	42200	320	10100
	10211591	08/01/15 836-7158	37.52			101	41000	320	10100
	10211353	08/01/15 836-2685	21.00*			601	43225	320	10100
	10211353	08/01/15 836-2685	20.99			602	43250	320	10100
	10211040	08/01/15 836-2116	69.96			101	41000	320	10100
	10211130	08/01/15 836-2278	66.25			101	43100	320	10100
	10211039	08/01/15 836-2112	54.13			101	41000	320	10100
1987		387 RAHNS OIL & PROPANE, INC	331.16						
	07/31/15	EDA	15.15			300	46500	210	10100
	07/31/15	AA batteries	6.40			101	41000	210	10100
	07/31/15	City	146.31			101	43100	215	10100
	07/31/15	Fire Dept	163.30			225	42200	215	10100
1988		25 AMERIPRIDE LINEN & APPAREL	45.95						
	220111600	07/24/15 Monthly service	45.95			101	41000	410	10100
1989		70 CENTERPOINT ENERGY	31.60						
	07/24/15	Maintenance building	15.57			101	43100	382	10100
	07/24/15	Fire hall	16.03			225	42200	382	10100
1990		636 DHIA LABORATORIES	281.00						
	40335	07/06/15 Effluent discharge	74.00			602	43250	460	10100
	40309	07/06/15 Quarterly influ	54.00			602	43250	460	10100
	40310	07/06/15 Effluent	79.00			602	43250	460	10100
	40311	07/06/15 Effluent discharge	74.00			602	43250	460	10100
1991		145 FINKEN WATER CENTERS	23.00						
	3677382	08/01/15 Water softener rental	15.00			101	41000	410	10100
	3677392	08/01/15 Maintenance water cooler	8.00			101	43100	410	10100
1992		257 LEAGUE OF MN CITES INSURANCE	737.00						
Workers comp final audit - coverage period 5/28/14 to 5/28/15									
	30383	07/26/15 Work comp - firefighters	248.10*			225	42200	360	10100
	30383	07/26/15 Work comp - clerical	33.19			101	41400	360	10100
	30383	07/26/15 Work comp - municipal employee	1.08			101	41400	360	10100
	30383	07/26/15 Work comp - elected officials	3.83			101	41100	360	10100
	30383	07/26/15 Work comp - maintenance	447.74			101	43000	360	10100
	30383	07/26/15 Work comp - boards & commissio	3.06			101	41100	360	10100

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	Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account
1993		437 STAR PUBLICATIONS LLC	13.80					
	144900	07/31/15 Notice - public hearing	13.80*			101 41000	350	10100
1994		510 VERIZON WIRELESS	137.22					
	9749273674	07/19/15 Cell phone	137.22			101 43100	320	10100
1995		525 XCEL ENERGY	2,017.04					
	466578251	08/04/15 302188142	136.09			601 43225	381	10100
	466578251	08/04/15 302252262	66.66			101 43160	381	10100
	466578251	08/04/15 302290398	135.98			101 41000	381	10100
	466578251	08/04/15 302679657	65.20			101 43100	381	10100
	466578251	08/04/15 302700297	24.50			602 43250	381	10100
	466578251	08/04/15 302947044	131.40			601 43225	381	10100
	466578251	08/04/15 303193187	35.39			602 43250	381	10100
	466578251	08/04/15 303616049	87.59			225 42200	381	10100
	466578251	08/04/15 303936749	39.22			101 43160	381	10100
	466578251	08/04/15 303956738	401.42			101 43160	381	10100
	466578251	08/04/15 303963984	195.13			101 43160	381	10100
	466578251	08/04/15 303985901	29.89			101 43160	381	10100
	466578251	08/04/15 304083816	12.78			101 43160	381	10100
	466578251	08/04/15 304098414	18.40			602 43250	381	10100
	466414791	08/03/15 Street lights	637.39			101 43160	381	10100
1996		76 CENTRAL MINNESOTA CREDIT UNION	438.36					
	07/31/15	Beacon (Stearns County)	4.25			101 41000	433	10100
	07/31/15	Jon CDL physical	145.00*			101 43000	330	10100
	07/31/15	Walmart, cleaning supplies	39.11			225 42200	210	10100
	07/31/15	Fire Chiefs conference	250.00			225 42200	332	10100
# of Claims		11	Total:	4,399.01				

08/25/15  
11:26:32

CITY OF FREEPORT  
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Claim	Vendor #/Name/	Document \$/	Disc \$					Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account	
1999	626 FIRE SAFETY USA, INC.	910.00						
81531	08/12/15 Rescue Harness	658.00*			225 42200	210	10100	
81531	08/12/15 Truck Cache Bag	219.00*			225 42200	210	10100	
81531	08/12/15 S&H	33.00*			225 42200	210	10100	
2000	641 FREEPORT ELECTRIC, INC.	238.52						
498	08/11/15 Fix multiple lights	238.52			101 43160	311	10100	
2001	385 QUIL	97.98						
6714502	08/11/15 Printer Paper	47.99			101 41000	210	10100	
6312990	07/28/15 Desk shelves	49.99			101 41000	210	10100	
2002	268 MARC	260.07						
0557675	07/24/15 Foaming Root Control	124.00			101 43100	210	10100	
0557675	07/24/15 Bathroom Cleaner	54.00			101 43100	210	10100	
0557675	07/24/15 Floor Master BRM	49.90			101 43100	210	10100	
0557675	07/24/15 Freight	32.17			101 43100	210	10100	
2003	336 MUNICIPAL DEVELOPMENT GROUP,	240.00						
080115	08/01/15 Review Rezoning Request	80.00			300 46500	210	10100	
080115	08/01/15 Draft Opinion of 110 2nd St Se	160.00			300 46500	210	10100	
2004	640 MUNICIPAL EMERGENCY SERVICES -	1,595.58						
00656904	08/05/15 Lights/Laterns	401.15*			225 42200	210	10100	
00661715	08/20/15 Lights/Laterns	1,194.43*			225 42200	210	10100	
2005	107 DANNY'S DISPOSAL & RECYCLING,	188.95						
08/01/15	Maintenance Building	159.54			101 43100	383	10100	
08/01/15	Fire Hall	29.41			225 42200	383	10100	
2006	194 HENNEN LUMBER CO, INC.	23.24						
97624	07/31/15 Softener Salt	23.24*			225 42200	210	10100	
2007	617 ADRIANNA HENNEN	13.80						
08/12/15	Election Planning Meeting	13.80			101 41400	335	10100	
2008	123 DYMOKE LAW OFFICE, P.A.	561.00						
08/03/15	Schirmer	110.00*			101 41000	302	10100	
08/03/15	Personnel Policies-Health Ins	66.00*			101 41000	302	10100	
08/03/15	Fence Ordinance	154.00*			101 41000	302	10100	
08/03/15	Salary Ordinance	66.00*			101 41000	302	10100	
08/03/15	Council Meeting	110.00*			101 41000	302	10100	
08/03/15	Marvin Enterprise Sale	55.00			300 46500	302	10100	

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	Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account	
2009		630 MCFOA	35.00						
	08/20/15	Yearly member dues	35.00*			101 41400	433	10100	
2010		669 FREEPORT SCREEN PRINTING	396.00						
	05/12/15	Admin shirts	75.00			101 41000	433	10100	
	05/12/15	Public Works Shirts	321.00			101 43000	240	10100	
2011		544 COMPUTER HELP SERVICES	54.50						
	07/21/15	Unlocked computer	54.50*			101 41000	300	10100	
2012		670 JOHNSON JET-LINE, INC.	8,595.63						
	1074 07/28/15	Sani tary sewer televi si ng	8,595.63*			602 43250	300	10100	
2013		228 JON STUEVE	172.50						
	07/31/15	Mileage to schooling	172.50*			101 43000	335	10100	
2014		219 JOANN TIMP	108.00						
	08/25/15	3 Cleanings	108.00*			101 41000	300	10100	
2015		269 MARCO, INC.	275.28						
	285060018 09/10/15	Contract Payment 9/15-12/15	275.28			101 41000	410	10100	
2016		309 MINNESOTA LIFE INSURANCE CO.	11.10						
	08/14/15	Hennen	9.40			101 41400	131	10100	
	08/14/15	Stueve	1.70			101 43000	131	10100	
2017		525 XCEL ENERGY	52.34						
	468541073 08/19/15	Water Tower	52.34			601 43225	381	10100	
2018		306 MINNESOTA DEPARTMENT OF HEALTH	429.00						
	08/25/15	Qrt H2O Service Connection fee	429.00			601 43225	431	10100	
# of Claims		20	Total :	14,258.49					



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### **July 27, 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 Ettle present.

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

Residents in attendance:

Andrea Ramacher & Vernon Fuchs (720 1<sup>st</sup> Ave N)  
Gerald Meyer (330 8<sup>th</sup> St SE)  
Craig Timp (213 2<sup>nd</sup> Ave NW)  
Heidi & Jay Hollenkamp (211 3<sup>rd</sup> St NE)  
Al Williams (308 2<sup>nd</sup> Ave NW)

Scott Marlin (Stearns Co. Surveyor)  
Natascha Hennen (107 3<sup>rd</sup> St NW)  
Dean Jungles (211 2<sup>nd</sup> Ave NE)  
Joe Hennen (118 3<sup>rd</sup> St NE)

### **Public Forum**

No Comments were made.

### **Public Hearing for City Code Section 500.45 Fencing, screening, and landscaping**

City Attorney Scott Dymoke took time to explain to council how he had reorganized the section for it to clarify between all fences, permanent fences, and living fences.

Gerald Meyer of Mid Central Heating and Air Conditioning voiced his concern about the 8 foot height max for fences in the industrial park

Council discussed what a reasonable height maximum would be in the industrial and commercially zoned areas. Ettle thought it would be fine to keep it at 8 feet since property owners had the option of getting a Conditional Use Permit to go higher. Atkinson voiced that he thought property owners should be able to build 14 feet high to cover the height of a semi-trailer.

No other residents voiced their opinions.

### **Approve Agenda**

T. Hennen moved to approve the agenda with the addition of the Public Hearing for City Code Section 500.45 and the additional claims; seconded by Goebel. Motion carried 5-0.

### **Consent Agenda**

Council had questions regarding and invoice for Kotzer Excavating. It was explained to them that this was for work done on road near 6<sup>th</sup> Ave NE. Council was concerned that the Public Works Director approved this work without the council knowing about. Council also asked that, in the future, the Public Works Director report not be put in the consent agenda so that it can be discussed more fully. Goebel moved to approve the consent agenda, seconded by Eveslage. Motion carried 5-0.

## **Reports**

### **Engineer Report**

City engineer Dave Blommel was able to briefly explain some of the findings of the televising done on the clay sewer lines in town the week prior. Blommel was provided with the reports that evening and was not able to fully describe to council everything that was found. Blommel did state that there was a lot of fresh water entry, which is a problem. He also saw other problems with the lines and manholes. Blommel said he would look at the reports in more detail and come back to council stating where the worst parts were and options on how to fix these problem areas. Blommel also stated that the sump pump checking will also help determine some of these problems.

### **Attorney Report**

City attorney Scott Dymoke explained to council what his biggest projects were during the month of July. His doings included preparing a correspondence to Mr. Schirmer's attorney regarding the demand letter Schirmer's attorney had sent to Mr. Dymoke the previous month, and working on the fence ordinance.

Eveslage asked what can be done regarding the data requests from Mr. Schirmer. Eveslage did not like A. Hennen spending time gathering information for a person who was not a resident of the town and that when it was prepared and available to be picked-up, Mr. Schirmer did not come. Eveslage asked if payment could be made before giving any information. Dymoke stated that payment could be asked for in advance or before data is given out. A. Hennen explained that she had sent an invoice along with the email to Mr. Schirmer stating when his data request would be available and that it must be paid at the time of picking up information. Eveslage stated he didn't want information given out before it was paid for, other councilmembers agreed.

## **Old Business**

### **Ordinance 2015-002 Fencing, screening, and landscaping**

Council discussion continued regarding the height of fences in industrial and commercial zoned areas. Atkinson stated that he still thought the height for industrial and commercial zoned areas needed to be more than 8 feet. Council members agreed it should be more than 8 feet. Council continued to discuss what an appropriate height would be. Ettele moved to approve the ordinance with the change of 8 feet to 14 feet maximum height in commercial and industrial zoned areas and removing the option for a conditional use permit to go higher; seconded by Eveslage. Motion carried 5-0.

### **Industrial Park Street Lights**

Ettele moved, seconded by Goebel to approve the addition of street lights to the industrial park as proposed by Xcel Energy. Motion carried 5-0.

### **MN Clerk's Association**

Eveslage explained that he had spoken with the president of the MCFOA and since Mr. Schirmer's dues have not been paid he is not currently a member of the MCFOA. The City could still send in documentation of his actions, so if Mr. Schirmer were to get job with a city in the future Mr. Schirmer would have to answer to Freeport's findings. It was recommended by Eveslage that we set this aside until it becomes a necessary matter.

## **New Business**

### **Certificate of Correction**

Stearns Co. Surveyor Scott Marlin asked the council to accept a Certificate of Correction to Plat titled Auditor's Subdivision No. 5. Mr. Marlin explained the errors now are: Line 1 – the East line of Lot 25 is

platted at 148.5 feet; Line 2 – the East line of Lot 26 is platted at 148.5 feet; Line 3 – the East lines of lots 24-26 are depicted as being perpendicular to North line of the SE ¼ of Section 3, Township 125 North Range 32 West. Mr. Marlin is requesting to change plat to: Line 1 – the East line of Lot 25 is revised to read 74.25 feet; Line 2 – the East line of lot 26 is revised to read 74.25 feet; Line 3 – the East lines of lots 24-26 are revised to be parallel with and 297 feet easterly of the East right-of-way of County Road 11 (a.k.a. 1<sup>st</sup> Avenue North). Eveslage moved, seconded by Goebel to make these changes. Motion carried 4-0 with Eittle abstaining.

#### Softball Park Lights Proposal

Joe Hennen, president of the Recreational Club, requested that the City rent the softball park lights, for a determined amount, from the Rec. Club until 2019 when the lights have depreciated out and then the Rec. Club would donate the lights to the City. Joe is suggesting this arrangement for liability and insurance reasons. Currently there is no insurance on the lights, but if the City rented and then took ownership of the lights, the city would be able to insure them on its policy. Joe said that the Rec. Club will still maintain the lights and keep the same City/Rec. Club relationship that has been established. Eveslage moved, seconded by Eittle to this agreement. Motion carried 5-0.

#### Public Works Assistant Position

Council wants to take a closer look at the Public Works Director position duties before deciding how to rehire for the assistant position. They would like the Public Works Director to make a schedule of when items need to be getting done monthly, to look into the future and to be more proactive. Then, in addition, a weekly schedule of what he has specifically accomplished. Council directed A. Hennen to post a position opening for a seasonal lawn care assistant. Council called for a special meeting on August 11 to review the Maintenance Department positions, get a more detailed report from Dave Blommel regarding the sewer line televising, and to obtain pay range information from Kathleen Murphy.

#### Pay Plan Continuation

Council asked to find out from Kathleen Murphy how she calculated the pay range numbers and how an employee moves through ranges. Council was told that she will be at the August 25 meeting to help answer some of these questions, but that A. Hennen would try to find out more ahead of time for the Special meeting on August 11. Eveslage moved, seconded by Eittle to continue developing the pay range process with Kathleen Murphy.

#### Clerk-Treasurer Wages

It was explained to council that something needed to be done with the Clerk-Treasurer wages before we submitted its pay equity reports to the state, being that the state could perceive A. Hennen as being underpaid taking into consideration her allocated points and what the other City employees are being compensated. It was asked if they would wait until they understood the point system and Kathleen Murphy's calculations more. They were advised that they could wait, but either way something was going to have to be done. Atkinson moved that to make things correct now, at least get her to the minimum of her range, in case the City were to be audited, then we can work it out in more detail when we have Kathleen's information, that would mean increasing A. Hennen's pay to \$20 per hour. Motion seconded by Eittle. Motion carried 4-0 with T. Hennen abstaining.

Council also requested that a resolution be drafted to remove the annual 4 percent increase that is currently in the personnel policy.

#### Office Spaces



Council asked that A. Hennen speak to Jon about sharing offices with Joan. If Jon was comfortable with the idea then we could proceed in moving her into that office space.

**Adjourn**

Ette moved to adjourn the meeting at 9:08, seconded by T. Hennen. Motion carried 5-0.

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Mayor, Rodney Atkinson

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City Clerk-Treasurer, Adrianna Hennen

DRAFT



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### **August 11, 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 Ettle present.

Staff in attendance: Clerk-Treasurer Adrianna Hennen, Public Works Director Jon Stueve

Residents in attendance:

Andrea Ramacher & Vernon Fuchs (720 1<sup>st</sup> Ave N)

Gary Pierskalla (324 8<sup>th</sup> St SE)

Gerald Meyer (330 8<sup>th</sup> St SE)

Mark Middendorf (711 Main St E)

Matt Worms (124 9<sup>th</sup> St SE)

#### **Public Works/Maintenance Department Review**

Many different ideas were talked about in regards to how the Public Works/Maintenance Department should develop. First, council directed Public Works Director Jon Stueve to develop a schedule/log sheet of duties. This will consist of seasonal/monthly/weekly duties that the maintenance department already does but will now be written down and dated when completed. They felt this will help prove to the residents Stueve is getting things done and to remain proactive with duties and projects by looking forward at what needs to be done, when.

Discussion then moved to the type of assistant does Stueve need to properly do his job and allow him time only Stueve is authorized to do. Many ideas were discussed by council, staff, and residents. A majority thought it would be good to have a couple of people as groundskeepers and who Stueve could also call in the event he needed help with other duties. Council discussed if a full-time assistant was needed and resident Matt Worms stated that Freeport is in a difficult spot “not big enough for two full-time maintenance employees, but too big for one guy”. Other residents expressed they didn’t think two full-time maintenance workers were necessary. Stueve’s biggest concern was the on-call weekends. Stueve expressed that it is stressful being on call every weekend and having to come in to do rounds on Saturdays and he didn’t know if the City can expect a part-time worker to be on-call. That is the reason that the last Public Works Assistant was eventually promoted to full-time. Ideas were expressed about having a pool of part time help that could be called upon when Stueve needed them. Other ideas consisted of having one very part time person to help with groundskeeping and then have a more permanent part-time assistant to help Jon with his duties.

Eventually council decided to start with hiring two groundskeepers that had expressed that they would be able to help out in the winter with snow removal and would be able to help with other duties Jon cannot do alone. Council would see how this worked and are keeping the option open of hiring a Public Works Assistant. T. Hennen moved to hire Mike Elfering, seconded by Goebel. A roll-call vote was taken: Ettle-yes; T. Hennen-yes; Atkinson-yes; Goebel-yes; Eveslage-abstain. Motion carried 4-0.

Ettle moved to hire Vernon Fuchs, seconded by T. Hennen. A roll-call vote was taken: Ettle-yes; T. Hennen-yes; Atkinson-yes; Goebel-abstain; Eveslage-yes. Motion carried 4-0.

#### **Sewer Line Televising Results**

Council stated, now that Stueve had more help they want to prioritize checking sump pumps so that City Engineer Dave Blommel can compare those results with the results of the sewer televising.

**Adjourn**

T. Hennen moved, seconded by Ettle to adjourn at 8:45pm. Motion carried 5-0.

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Mayor, Rodney Atkinson

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City Clerk-Treasurer, Adrianna Hennen

DRAFT

# Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 8/17/2015

Re: Clerk-Treasurer Report

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Here is a breakdown of what we (Adri and Joan) have been spending a lot of time in office on:

1. Joan has completed bank reconciliations from Jan-Jul 2015. This took a lot of time, being that she was learning the new software at the same time. While doing this she is sorting out payroll items and doing really well at making sense of it all. Now that she has the City caught up on that matter, she (for fronting) and I are diligently/frantically working on the budget. The City has to approve a preliminary budget and send that to the county by September 30. This will require us to have a special meeting sometime in September. I will be speaking with Rodney when Joan and I feel we will be ready to have that meeting, so that he or two council members can call for a meeting. Just so you are aware of the deadlines we are under, here is a timeline of the budget season:
  - a. On or before Sept 30:
    - i. City council adopts proposed property tax levy and announces time and place of future city council meeting at which the budget and levy will be discussed and public input allowed, prior to final budget and levy determination.
  - b. Nov. 11-24:
    - i. County auditor prepares and sends parcel specific notices.
  - c. Nov. 25-Dec 28
    - i. The City must hold meeting to discuss budget and property tax levy, before final determination, allows public input (this was mentioned above as well).
  - d. On or before Dec. 28
    - i. Cities must file the certificate of compliance (Form 'TNT') with the Department of Revenue.

\*\*So basically, if you're ever curious what were up to around here for the next couple of months...I can answer that already with "working on the budget"
2. I have been working on, with Scott Dymoke drafting, a purchase agreement with MarVin Enterprise on the acquisition of an Industrial lot. There will be more information on this as soon as everything is agreed upon and signed.
3. I attended an election meeting on August 12. It was very informal and was invitation only for the towns/townships that have a small number of registered voters. It was helpful in getting my feet a little wet with elections, since I have never run one myself.

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 8/20/2015

Re: Public Works Direct Report

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Jon will be at the meeting and will be giving a verbal report.



Building a Better World  
for All of Us®

## MEMORANDUM

TO: Freeport City Council  
c/o Ms. Adrianna Hennen

FROM: Dave Blommel, PE  
Freeport City Engineer

DATE: August 5, 2015

RE: Televising Review  
SEH No. FREEP Gen 14.00

I have reviewed the televising provided by Johnson Jet-line completed on July 24. In general the televising showed an aging sanitary sewer system that is in need of repair or replacement. In order to prioritize the required improvements I have divided the city into several geographic sections based on the televising results. The main goal is to reduce the infiltration into the system that is causing backups of the sanitary sewer. The areas below are ranked in priority order based on the televising.

Information from sump pump inspections could change the priorities listed below as the televising only focuses on part of the sewer system (public portion). Additional televising of the service laterals would provide a better understanding of the private side. This work should be considered if sump pump inspections don't yield a significant number of pumping systems out of compliance. Most home owners would not know if a drain tile around their house was connected to the sewer system. Televising these lines would be a good way to determine if this is a widespread problem.

### **Area 1 – City Hall Alley and Alley between 2<sup>nd</sup> and 3<sup>rd</sup> NE.**

This is the area with the largest concerns related to sewer backups. Televising showed significant infiltration, roots, and structural damage to the pipes. Replacement or installation of Cured In Place Plastic (CIPP) lining is recommended for the lines in this area.

Recommended Action: Use of CIPP lining would avoid the cost of replacing the alley pavement above the sewer lines and allow the contractor to stay within the relatively narrow platted alleys. Additionally private utilities (Cable, Natural Gas, Telephone) are prevalent in these locations and can add dramatically to the cost of open cut replacement. Services should also be lined as far as possible as their condition likely mimics that of the main. Manholes should be repaired by chemical grouting (stops water from infiltrating) or by spin casting (apply a 2" thick layer of concrete inside the existing MH).

*Budgetary Cost of improvements - \$550,000 - \$600,000*

### **Area 2 – Mill Area (2<sup>nd</sup> Street SW)**

Pipe in this area is in the worst condition of any televised in Freeport. I have placed it as #2 priority as backups have not been reported in this area. Structural failures of the pipe and infiltration are common in this area. Significant root problems are limited to one pipe segment.

Recommended Action: Sanitary sewer in this area is generally accessible for open cut replacement. By open cutting the pipe services would be replaced to the right of way line, with adjacent owners being encouraged to replace them between the right of way and the house. Obtaining easements and replacing the entire service with this project would also be a good means of eliminating inflow.

*Budgetary Estimate: Replacing sewer and the replacing the existing street: \$475,000 - \$525,000. Adding water and additional street improvements (curb, storm sewer, and wider street) would increase costs substantially. Previous estimates for this area (2<sup>nd</sup> and 3<sup>rd</sup> Streets as well as 3<sup>rd</sup> and 4<sup>th</sup> Ave ) including sewer, water, storm, and streets was approximately \$1,500,000.*

### **Area 3 – Trunk Sewer from Mill area to Lift Station**

The main deficiency related to this line is the crossing of the trail. The ductile iron line has corroded to the point where the camera cannot pass through the pipe. This is fairly common in gravity ductile iron pipes with lower velocities. The lack of backups in the mill area shows that the pipe is not limiting flow through the line, but that potential exists for future blockage. The lack of service lines in general on this pipe appears to help limit infiltration and inflow.

Recommended Action: Monitor the flows in the pipe following improvements to the above areas. The existing ductile iron gravity sewer pipe would likely be replaced with an 8" PVC sewer inside a steel casing. The reduced number of services makes the line going north a good candidate for CIPP lining.

*Budgetary Cost of improvements - \$225,000 - \$250,000.*

### **Area 4 – 8<sup>th</sup> Street SE**

Infiltration into the sanitary sewer in this region was mainly noted in service lines and evidence of past infiltration (mineral deposits and scaling). Active infiltration was noted less frequently than in other main lines. Pipe segments in this area appear to be more structurally sound than areas 1 and 2 above, which is likely a function of the installation date. Backups have been reported by homeowners along 8<sup>th</sup> Street with an exact cause not being pinpointed.

Recommended Action: Reduce inflow from sump pumps and private drain tile. Once areas 1 and 2 above are repaired, the behavior of the sewer should be evaluated in this region to determine if further repairs are needed.

### **Area 5 – Fire Station Area**

The major deficiencies in this area are related to sags in the pipe. Solids accumulate in the pipe sags, which leads to maintenance on these pipes being required more frequently. If the solids accumulation are significant enough, backups can occur. I have listed this region as the lowest priority due to the lack of backups noted and its location relative to the problem areas. It is likely lining would not correct the problems in this neighborhood, so an open cut approach would be the most effective. Street condition will likely drive improvements in this area prior to sanitary sewer needs.

Recommended Action: Reduce inflow from sump pumps and private drain tile. Jet clean lines annually to prevent solids from settling in the sags.

I will be unable to attend your meeting in person on Tuesday due to a schedule conflict with another meeting. If you would like to discuss any of the above information please feel free to contact me. Email: [dblommel@sehinc.com](mailto:dblommel@sehinc.com) or directly by phone 320.229.4349.

dwb

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Dymoke Law Office, P.A.  
300 Riverside Avenue NW  
Melrose, Minnesota 56352  
Telephone (320) 256-4205  
Fax (320) 256-7201

August 18, 2015

Adrianna Hennen  
City of Freeport  
125 Main Street East  
Freeport, MN 56331

BY ELECTRONIC MAIL

Re: Monthly Legal Report

Dear Ms. Hennen:

During the period from July 21, 2015 through August 18, 2015, we have given significant attention to the following projects on behalf of the City of Freeport:

- Freeport EDA/MarVin Enterprises  
Obtained information from City Clerk and MarVin Enterprises regarding proposed sale of property. Prepared and forwarded draft of a purchase agreement for the property the City clerk for review by the Freeport EDA.

Respectfully submitted,  
Dymoke Law Office, P.A.

by Scott E. Dymoke

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 8/18/2015

Re: Play Area Equipment

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Al Williams is asking that the City budget, for 2016, \$1,000 towards the play area in the Welle Addition. This will be used to purchase soccer nets, volleyball nets, football posts and other equipment. Joe Hennen said the Rec Club would be willing to donate \$1,000 to the cause as well. Al will be at the meeting to discuss in more detail his ideas for the space.

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 8/20/15

Re: Pay Plan Continuation

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Kathleen Murphy will still be attending the meeting, but she doesn't have everything quite ready for me to include in the agenda packet. She will have handouts and be explaining it as she delivers them to you (this will cut down on any confusion as well).

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 8/18/2015

Re: Senior Citizen Center

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Dolores Notch is requesting new/additional folding chairs at the Senior Center. She said they need at least 50, but they would take upward to 100. I did some checking and a purchase like this is going to cost somewhere between \$1,500-\$2,000. This wasn't a budgeted expense and we are actually over our budgeted amount for this year for the Senior Center. I'm requesting that Council approve to allocate \$2,000 to the Senior Center budget for new folding chairs.

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 8/18/2015

Re: Land Use Plan Proposal

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The EDA would like to have a professional come in and develop a Land Use Plan for Freeport. Something like this hasn't been done in a number of years and Freeport has changed and developed since then. I have attached a proposal from Cynthia Smith-Strack with Municipal Development Group to work on this plan. She is who I go to now with any land use questions and has always been great to work with. Dave Blommel had also recommended Cynthia. Again, this is something that was not budgeted for so the EDA is recommending that \$5,000 be budgeted in 2016 to have this plan executed. This is something the EDA and the City Council would be working on together.



To: Adrianna Hennen, City Clerk/Treasurer

From: Cynthia Smith-Strack, Municipal Development Group, Inc.

Date: July 28, 2015

Re: Land Use Plan Proposal

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Thank you for the opportunity to submit a proposal for the creation of a simplified land use plan for the City of Freeport! As we discussed, cities in greater Minnesota are not restricted as to what is or is not included in a land use plan. Therefore, the City of Freeport has great flexibility in creating its document. Following is an ala carte summary of items the City may wish to include in the land use planning process along with a cost estimate. I would envision honing the summary following your consideration and discussion. I'm available to attend an EDA meeting to discuss the summary if you feel that would be beneficial.

Potential components of land use planning process:

- **GIS mapping.** Stearns County and the Minnesota Geospatial Information Office have enhanced data on a variety of levels that will assist with creating maps to support the land use plan narrative. Of particular interest are parcel, soils, wetland/public water inventory, shoreland, floodplain, slope, current land use, and aerial data. I recommend at a minimum the creation of four maps: one map illustrating areas within the City with potential development constraints; one map illustrating existing land uses by tax classification; one map illustrating areas of stability and areas of change; and one map illustrating what the City envisions as future uses of property. Estimate mapping costs \$250 to \$350 per map with areas of stability/change and future land use being more costly. The estimates do not include the cost of data acquisition which is presumed to be minimal.
- **Public participation.** At a minimum the City must hold a public hearing prior to placing the land use plan into effect. If additional public input is desired it may take several different forms such as: a community survey; a visioning session or sessions; meeting(s) with the business community or Chamber of Commerce; and/or meeting with selected local opinion makers. Estimate cost for survey instrument development, administration, and analysis (online survey) at \$300. Estimate cost of the remaining input sessions at \$350 for each meeting date.
- **Demographics.** A demographic profile can assist in providing a frame of reference for any land use planning effort. Population characteristics relating to age, income, family type, households, employment, education, and business establishments can influence decisions related to future uses. That being said, the City of Freeport has a relatively small population which occasionally relates to limited quality data and/or data impact in the planning process. Estimate inclusion of a complete data profile at \$500.
- **Narrative.** This and the mapping components create the structure of the land use plan. The narrative will include development of goals, objectives, and policies and development of long range land use plans. Estimate \$1,000.
- **Review of Draft Land Use Plan.** Following creation of the draft land use plan it may be distributed to project stakeholders such as Members of the City Council, the EDA, the Chamber of Commerce,

and City Staff. Input on the draft plan could be obtained through an open house, a formal public meeting, or informal comment solicitation. Estimate \$350 per meeting on the draft document.

- **Public Hearing, Adoption of Plan.** The land use planning process will culminate in a public hearing and adoption of the plan by resolution. Required hearing notice and resolutions to be drafted by MDG, Inc. Includes attendance at and facilitation of the public hearing. Estimate \$400.

In total estimated cost of land use planning effort is between \$2,500 and \$5,000, not including reimbursable expenses such as mileage, long distance charges, printed copies of deliverables, etc.

Thank you again for the opportunity to discuss a potential land use planning process! Please feel free to contact me at your convenience for additional information and/or questions.

Sincerely,

Cynthia Smith Strack  
Principal  
MDG, Inc.



# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: Wellhead Protection Plan

Re: 8/18/2015

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Jon and I met with Dave Nieman of Rural Water and Chessa Frahm of Stearns County Soil and Water Conservation District on Monday, August 17 to discuss the implementation of the City's Wellhead Protection Plan. Jon and I are aware of what we should be working on and will be executing parts of the plan as soon as possible. One thing that needs to be updated in the WHP Plan is changing all of previous clerk's name and information over to A. Hennen's name and information. I will need council's approval in allowing me to make those changes.

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 8/18/2015

Re: Resolution 2015-15

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Council has been asking that we get the “4% raise” removed from the personnel policy. This proposed resolution does that.



## 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 2015-15

#### A RESOLUTION REMOVING “THE YEARLY INCREASE OF FOUR PRECENT” FROM CITY OF FREEPORT’S PERSONNEL POLICY

**WHEREAS**, the City of Freeport’s personnel policy states that employees receive 4% wage increase in January of each year, subject to a successful performance review; and

**WHEREAS**, the City of Freeport is in the process of adopting a new pay policy that will take the place of the yearly 4% wage increase; and

**WHEREAS**, the new policy will give the council discretion on the percentage each employees’ wages should increase year to year under new standards;

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Freeport hereby amends the City of Freeport’s personnel policy to read as follows:

#### **Base Compensation**

Employees of the City will be compensated according to schedules adopted by the City Council. Employees completing their training period will be eligible for an increase in compensation upon completion of training period.

Dated this 25<sup>th</sup> Day of August, 2015

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

\_\_\_\_\_  
Rodney Atkinson, Mayor

ATTEST:

\_\_\_\_\_  
Adrianna Hennen, Clerk-Treasurer

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