



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

October 27, 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 2019-2056 (*page 1-7*)
 - b. September 22, 2015 Special Meeting Minutes (*page 8-9*)
 - c. September 29, 2015 Regular Meeting Minutes (*page 10-12*)
- IV. Reports
 - a. Engineer Report (*page 13*)
 - b. Attorney Report (*page 14*)
 - c. Public Works Report (*page 15*)
- V. Old Business
 - a. Liability Waiver Form (*page 16-17*)
 - b. 2016 Budget (*page 18-19*)
 - c. Albany Telephone Lines (*page 20*)
 - d. Resolution 2015-16 – Fire Department Personnel Policy (*page 21-46*)
 - e. Outdoor Bulletin Board (*page 47*)
- VI. New Business
 - a. Health Insurance (*page 47-62*)
 - b. Resolution 2015-17 – Public Hearing on changing City Code Sections 1400 and 1405 labeled “EDA Enabling Resolution” and “EDA Bylaws” (*page 63-64*)
 - c. Resolution 2015-18 – Ball Park Light Rental Agreement (*page 65*)
 - d. Payment of Claim (*page 66-69*)
 - e. Watershed District Assessments (*page 70-72*)
 - f. Robert Hoeschen (*page 73*)
 - g. Blandin Foundation (*page 74-79*)
- VII. Adjourn – *Motion to adjourn...*

Next Meetings: November 24, 2015

10/14/15
10:24:50

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 10/15
For Pay Date: 10/14/15

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Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2057		15 ALBANY MUTUAL TELEPHONE	347.04					
	10217106	10/01/15 836-2411/2413	72.97			225 42200	320	10100
	10217508	10/01/15 836-7158	38.62			101 41000	320	10100
	10217272	10/01/15 836-2685	17.75*			601 43225	320	10100
	10217272	10/01/15 836-2685	17.74			602 43250	320	10100
	10216959	10/01/15 836-2116	71.10			101 41000	320	10100
	10217049	10/01/15 836-2278	67.38			101 43100	320	10100
	10216958	10/01/15 836-2112	61.48			101 41000	320	10100
		Total for Vendor:	347.04					
2058		70 CENTERPOINT ENERGY	32.09					
	09/23/15	Maintenance bldg	16.06			101 43100	382	10100
	09/23/15	Fire hall	16.03			225 42200	382	10100
		Total for Vendor:	32.09					
2059		76 CENTRAL MINNESOTA CREDIT UNION	272.58					
	09/30/15	Postage	98.00*			101 41000	200	10100
	09/30/15	Stearns County Beacon	4.85			101 41000	433	10100
	09/30/15	Beverages fire dept debrief	16.81			225 42200	430	10100
	09/30/15	Strap adhesive fastener, etc	16.92*			225 42200	210	10100
	09/30/15	UB postage	68.00			601 43225	200	10100
	09/30/15	UB postage	68.00			602 43250	200	10100
		Total for Vendor:	272.58					
2060		636 DHIA LABORATORIES	222.00					
	42612	09/09/15 Discharge 9/2 572311	74.00*			602 43250	460	10100
	42736	09/11/15 Discharge 9/4 572979	74.00*			602 43250	460	10100
	43225	09/29/15 Pre-discharge 576351	74.00*			602 43250	460	10100
		Total for Vendor:	222.00					
2061		145 FINKEN WATER CENTERS	32.70					
	3758052	10/01/15 Water softener rental	15.00			101 41000	410	10100
	3758062	10/01/15 Maint water cooler	8.00			101 43100	410	10100
	98045TE	10/01/15 Fire hall	9.70*			225 42200	210	10100
		Total for Vendor:	32.70					

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10:24:50

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2062		387 RAHNS OIL & PROPANE, INC	289.24					
	09/30/15	Fire dept	67.88			225 42200	215	10100
	09/30/15	City - Public Works	198.63			101 43100	215	10100
	09/30/15	EDA food	22.73			300 46500	210	10100
		Total for Vendor:	289.24					
2063		437 STAR PUBLICATIONS LLC	81.90					
	145963 09/30/15	Pub Works Dir Beacon ad	42.00*			101 43100	350	10100
	145963 09/30/15	40% publication discount	-16.80*			101 43100	350	10100
	145963 09/30/15	Pub Works Dir Enterprise ad	42.00*			101 43100	350	10100
	145963 09/30/15	40% publication discount	-16.80*			101 43100	350	10100
	145963 09/30/15	Pub Works Dir Herald ad	52.50*			101 43100	350	10100
	145963 09/30/15	40% Herald discount	-21.00*			101 43100	350	10100
		Total for Vendor:	81.90					
2064		525 XCEL ENERGY	3,194.24					
	474005021 10/02/15	302188142	125.91			601 43225	381	10100
	474005021 10/02/15	302252262	64.82			101 43160	381	10100
	474005021 10/02/15	302290398	117.68			101 41000	381	10100
	474005021 10/02/15	302679657	46.83			101 43100	381	10100
	474005021 10/02/15	302700297	24.05			602 43250	381	10100
	474005021 10/02/15	302947044	128.85			601 43225	381	10100
	474005021 10/02/15	303193187	26.87			602 43250	381	10100
	474005021 10/02/15	303616049	100.64			225 42200	381	10100
	474005021 10/02/15	303936749	43.77			101 43160	381	10100
	474005021 10/02/15	303956738	439.25			101 43160	381	10100
	474005021 10/02/15	303963984	224.13			101 43160	381	10100
	474005021 10/02/15	303985901	32.86			101 43160	381	10100
	474005021 10/02/15	304083816	12.77			101 43160	381	10100
	474005021 10/02/15	304098414	17.01			602 43250	381	10100
	474221924 10/05/15	Street lights	653.80			101 43160	381	10100
	473880185 10/01/15	Install fixtures 400 7th St	780.00			101 43160	381	10100
	473880185 10/01/15	Install fixture 440 4th Ave	355.00			101 43160	381	10100
		Total for Vendor:	3,194.24					
		# of Claims	8	Total:				4,471.79

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2066	171888	10/14/15 Truck Repairs	674 BAYER TRUCKING AND EQUIPMENT	9,489.45 9,489.45*			01 43100	401	10100
2067		10/14/15 Truck Repairs	674 BAYER TRUCKING AND EQUIPMENT	9,075.60 9,075.60*			101 43100	401	10100
		# of Claims	2	Total:	18,565.05				

has been deleted and replaced with the following claim.

We had to give Bayer a check before they would give us the truck. Mark said he would hold the check until after the meeting when the claim was approved.

10/22/15
09:48:30

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* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2068		25 AMERIPRIDE LINEN & APPAREL	50.55					
	2200705019	10/16/15 Monthly service	50.55			101 41000	410	10100
		Total for Vendor:	50.55					
2069		597 BERGANKDV, LTD	145.00					
	234821	09/29/15 Consulting-USDA, budget/levy	145.00*			101 41500	300	10100
		Total for Vendor:	145.00					
2070		544 COMPUTER HELP SERVICES	54.50					
	1369	09/01/15 Moving workstation 8/7/15	54.50*			101 41000	300	10100
		Total for Vendor:	54.50					
2071		675 CUSTOMIZED FIRE RESCUE TRAINING	375.00					
	661	06/23/15 3 hr class 5/18/15 ventil tact	375.00			225 42200	330	10100
		Total for Vendor:	375.00					
2072		123 DYMOKE LAW OFFICE, P. A.	1,034.00					
		10/01/15 MarVin Enterprises sale	462.00			300 46500	302	10100
		10/01/15 Conflict of interest opinion	385.00*			101 41000	302	10100
		10/01/15 Fire dept officer selection	77.00*			225 42200	302	10100
		10/01/15 Council meeting	110.00*			101 41000	302	10100
		Total for Vendor:	1,034.00					
2073		611 EMERGENCY RESPONSE SOLUTIONS	451.10					
	4841	09/29/15 Housing assy, component	53.50*			225 42200	210	10100
	4841	09/29/15 Installed component housing	47.50*			225 42200	210	10100
	4841	09/29/15 Shipping	9.64*			225 42200	210	10100
	4963	10/19/15 Transmitter assy, Nightfighter	275.00*			225 42200	210	10100
	4963	10/19/15 AAA batteries	2.00*			225 42200	210	10100
	4963	10/19/15 9 volt battery	4.99*			225 42200	210	10100
	4963	10/19/15 Installation	47.50*			225 42200	210	10100
	4963	10/19/15 Shipping	10.97*			225 42200	210	10100
		Total for Vendor:	451.10					
2076		626 FIRE SAFETY USA, INC.	35.00					
	82739	09/28/15 Streamlight replace battery	25.00*			225 42200	210	10100
	82739	09/28/15 Shipping	10.00*			225 42200	210	10100
		Total for Vendor:	35.00					

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2074		155 FREEPORT FARM CENTER, INC	90.15					
	94484	09/30/15 Belts, mower, 526369 NIDEA	90.15*			101 45200	220	10100
		Total for Vendor:	90.15					
2075		157 FREEPORT FIRE DEPT RELIEF ASSOC.	17,020.13					
	10/01/15	Supp fire state aid	3,345.75*			225 42200	315	10100
	10/01/15	Fire state aid	13,674.38*			225 42200	315	10100
		Total for Vendor:	17,020.13					
2077		174 GOPHER STATE ONE CALL, INC.	37.80					
	139855	07/31/15 Email tickets	5.08			601 43225	300	10100
	139855	07/31/15 Email tickets	5.07*			602 43250	300	10100
	147133	09/30/15 Email tickets	13.83			601 43225	300	10100
	147133	09/30/15 Email tickets	13.82*			602 43250	300	10100
		Total for Vendor:	37.80					
2078		199 HILTNER COMPANY, INC	3,479.04					
	87539	06/01/15 Trimmer maintenance	219.99*			101 45200	220	10100
	87556	06/04/15 2 bags floor dry	28.66			101 43100	210	10100
	2581	08/19/15 F350 tires	667.18*			101 43100	401	10100
	2600	09/22/15 F350 oil filter, sig bulb, belt	213.51*			101 43100	401	10100
	2522	06/04/15 '00 GMC #407 window regulator	520.66*			225 42200	401	10100
	2587	08/27/15 97 Frghtlinr #404 tires,brakes	1,829.04*			225 42200	401	10100
		Total for Vendor:	3,479.04					
2079		676 LAKE HENRY IMPLEMENT INC	467.79					
		ditch mower parts						
	IL24963	10/09/15 Ditch mower parts 16 8' flags	103.20			101 43100	220	10100
	IL24963	10/09/15 Ditch mower parts 6 knife/.89	22.44			101 43100	220	10100
	IL24963	10/09/15 Ditch mower parts 6 knife/.89	22.44			101 43100	220	10100
	IL24963	10/09/15 Ditch mower parts 2 bolt/prev	4.84			101 43100	220	10100
	IL24963	10/09/15 Ditch mower parts 1 guard	4.42			101 43100	220	10100
	IL24963	10/09/15 Ditch mower parts 2 bolt/prev	2.94			101 43100	220	10100
	IL24963	10/09/15 Ditch mower parts 2 nut/lock-	1.52			101 43100	220	10100
	IL24963	10/09/15 Ditch mower parts 2 bolt/3/8-	1.90			101 43100	220	10100
	IL24963	10/09/15 Ditch mower parts 3 shoe	296.34			101 43100	220	10100
	IL24963	10/09/15 UPS freight	7.75			101 43100	220	10100
		Total for Vendor:	467.79					

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2080		257 LEAGUE OF MN CITES INSURANCE	250.00					
		Ins deductible for Famo damage from fire dept drill on 8/10/15						
		10/13/15 Claim #LMC GL 10467	250.00			225 42200	361	10100
		Total for Vendor:	250.00					
2081		606 LOREN' S TREE & LAWN SERVICE	250.00					
		09/28/15 Hedge trim & haul away debris	250.00*			101 45200	210	10100
		Total for Vendor:	250.00					
2082		269 MARCO, INC.	33.75					
		289824302 10/16/15 Contract payment	33.75			101 41000	410	10100
		Total for Vendor:	33.75					
2083		309 MINNESOTA LIFE INSURANCE CO.	3.70					
		10/14/15 Hennen	2.00*			101 41400	131	10100
		10/14/15 Stueve	1.70			101 43000	131	10100
		Total for Vendor:	3.70					
2090		654 MINNESOTA STATE FIRE DEPT	135.00					
		2016 MSFDA Membershi p Dues	135.00			225 42200	433	10100
		Total for Vendor:	135.00					
2084		385 QUI LL	161.16					
		7774916 09/15/15 13 gal garbage bags	11.79			101 41000	210	10100
		7774916 09/15/15 Puffs plus 2-ply, 6 pack	23.58			101 41000	210	10100
		7774916 09/15/15 Pilot g2 gel red pens	6.72			101 41000	210	10100
		7774916 09/15/15 Blue barrel clic erasers	3.86			101 41000	210	10100
		7774916 09/15/15 Bic correction tape	7.84			101 41000	210	10100
		7774916 09/15/15 Heavy duty cutlery combo box	12.55			101 41000	210	10100
		7774916 09/15/15 Dab n seal envelope moi stener	12.22			101 41000	210	10100
		7774916 09/15/15 Scotch-Bri te di shwand	3.38			101 41000	210	10100
		7787371 09/15/15 Quilted Northern	33.70			101 41000	210	10100
		7848497 09/17/15 56 gal garbage bags	45.52			101 41000	210	10100
		Total for Vendor:	161.16					
2085		389 RAMLER TRUCK & TRAILER REPAIR,	65.06					
		RI035409 10/06/15 FrghtInr 404 drive axle air	65.06*			225 42200	401	10100
		Total for Vendor:	65.06					

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2086		397 RINKE-NOONAN, LTD	179.20					
	246319	10/07/15 Peterson nuisance	179.20*			101 41000	302	10100
		Total for Vendor:	179.20					
2087		413 SCHLENNER WENNER & CO.	275.00					
	185106	09/30/15 Monthly payroll services	245.00*			101 41000	300	10100
	185106	09/30/15 Additional payroll matters	20.00*			101 41000	300	10100
	185106	09/30/15 Copies, postage, faxes	10.00*			101 41000	300	10100
		Total for Vendor:	275.00					
2088		432 ST. CLOUD TECHICAL COLLEGE	100.00					
	00160582	10/05/15 Nat. Hennen fire school Sep	100.00			225 42200	330	10100
		Total for Vendor:	100.00					
2089		516 WEBER PRINTING	75.00					
	23264	10/19/15 Wellhead Protect News color co	75.00*			101 41000	300	10100
		Total for Vendor:	75.00					
2091		525 XCEL ENERGY	82.92					
	475943947	10/19/15 Water tower	82.92			601 43225	381	10100
		Total for Vendor:	82.92					
		# of Claims	24	Total:				24,850.85



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September 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, Maintenance Assistant Vernon Fuchs

Residents in attendance:

Andrea Ramacher (720 1st Ave N)
Mark Middendorf (711 Main St. E)
Bryan Backes (Becker, MN)

Gerald Meyer (330 8th St. SE)
Gary Pierskalla (324 8th St. SE)

Public Works Director Interviews

Two individuals were interviewed for the Public Works Director position.

The first to be interviewed was Bryan Backes of Becker, MN. He explained that he has a Class C water and wastewater license. Backes started out doing water and wastewater early in his career and has helped out City's ever since. He currently is helping his father farm, but is looking to move this direction and remove himself away from farming. He has a high level experience and seemed very knowledgeable about equipment and other maintenance tasks. He said he would like to only be on call every other weekend and be able to rely on others in need of emergency. Backes's pay expectations were around the \$22.00 per hour.

The second candidate to be interviewed was Loren Goebel of Freeport, MN. Goebel stated he does not have a water and wastewater license, but would be able to get them if hired for the position, along with his CDL driver's license. He had no problem with being on call, since he is used to being on call for the Freeport Fire Department. Goebel didn't think that working in a town he lived in posed as a problem. Goebel stated he has a very strong work ethic, likes to keep busy with work and that is why he is interested in this position.

Council decided that they would take one week, until the September 29th meeting, to think about the two candidates and make a decision then.

2016 Preliminary Budget Review

Council was presented with a preliminary budget levy for the 2016 year prepared by Deputy Treasure Joan Wall. Council expressed that instead of having specific street improvement funds that they would rather have a general streets fund, along with equipment funds to set money aside for future purchases. Council had many questions regarding the outstanding bonds the City has. Wall and A. Hennen were unable to answer a lot of the questions regarding the bonds, but it was determined that more indepth analysis on the bonds need to be done to understand the total outstanding debt, how much is coming in to pay the bonds from special assessments, how much is being paid by the water and sewer fund, and how much the City has to levy for each year. Wall and A. Hennen stated that they would try to have something like this for the October regular meeting. K. Goebel stated that a fourteen percent increase in levy's from last year seemed

high. A. Hennen stated that it did seem high, but considering that the levy had either stayed the same or gone down the last two years was the reason for this drastic increase for 2016. A. Hennen stated that a City should never really decrease their levy, but it's more economical to increase slightly every year to avoid drastic swings from year to year. Atkinson backed this up by saying that just because it looks like a fourteen percent increase from last year doesn't mean that it shows up that way on resident's taxes, that is determined by market values. Atkinson asked how this levy would affect taxes to the residents. A. Hennen wasn't able to give an exact number to that question but stated she would find out. Atkinson recommended raising the preliminary levy amount to \$431,000 from the proposed \$417,500 to make up for the six percent it should have gone up the last two years (three percent each year). This will allow the council to start setting money aside for future improvements and other costs that will come up. K. Goebel moved to approved a proposed levy amount of \$431,000, seconded by T. Hennen. Atkinson called for a roll-call vote: Ertle-yes, T. Hennen-yes, Atkinson-yes, K. Goebel-yes, Eveslage-yes. Motion carried 5-0.

Adjourn

T. Hennen moved to adjourn, seconded by Ertle. Motion carried 5-0.

Mayor, Rodney Atkinson

City Clerk-Treasurer, Adrianna Hennen



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September 29, 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 Ertle present.

Staff in attendance: Clerk-Treasurer Adrianna Hennen, Deputy Treasurer Joan Wall, City Attorney Scott Dymoke, City Engineer Dave Blommel, and Maintenance Assistant Vernon Fuchs.

Residents in attendance:

Andrea Ramacher (720 1st Ave N)
Craig Timp (213 2nd Ave NW)
Dean Jungles (211 2nd Ave NE)

Heidi Hollenkamp (211 3rd St NE)
Gary Pierskalla (207 3rd Ave SE)
Loren Goebel (324 8th St SE)

Public Forum

No Comments were made.

Approve Agenda

Atkinson moved to approve the agenda with the changes of switching *a.* and *b.* under *Old Business*, seconded by T. Hennen. Motion carried 5-0.

Consent Agenda

Goebel moved, seconded by T. Hennen to approve the consent agenda. Motion carried 5-0.

Reports

Engineer Report

Blommel stated he had received previous public works director Jon Stueve's sump pump report. He was in the process of finding information from previous checks and hopefully combining the two would give a better picture. A. Hennen stated Stueve's report wasn't overly detailed so that is why more information needs to be gathered.

Attorney Report

Dymoke explained that the items he had spent this past month working on the most were preparing for the land sale between the EDA and MarVin Enterprise. Dymoke also stated that he had put together a memo addressing conflicts of interest during the hiring process.

Old Business

2016 Budget

At the September 22, 2015 special meeting Atkinson asked how a raise in the levy would impact the tax payers of Freeport. A. Hennen presented an explanation from Vikki Dullinger of Stearns County this question and it was concluded, with using rough numbers, that they council could raise the levy to about 396,822 without the tax payers seeing an increase in taxes. These numbers had been compared the 2015 rates, but Atkinson also wanted these number compared to the 2014 rates. Deputy Treasurer Wall explained that there was a fund that was overlooked that showed special assessments coming in that the council was also questioning at the last special meeting. Wall explained to council that she is working on making sense out of all of the bonds and will hopefully have more information at the next meeting.

Public Works Director Position

A. Hennen started by reading an email she had received an email from applicant Backes that morning, stating that he was willing to be part time to offer funds to a more responsible assistant and that there were a missing pieces that should be in the job description to improve the job.

A. Hennen also stated that she had brought up the idea of People Services as a temporary option before, but it could always be looked at as a permanent option.

There was minimal discussion regarding the applicants. Ertle stated he would like to see Loren Goebel in the position since he is in town and could obtain the necessary licenses for the job. K. Goebel stated that he was leaning towards Backes, but after hearing the email he wasn't sure about him anymore. Atkinson stated that if you look at the applicants and the qualifications, the answer is obvious; you would choose the one with the licenses and the experience. Eveslage stated that if they were to hire Loren Goebel the probationary period would have to be longer than normal. Eveslage suggested 15 months. A. Hennen stated that the policy is normally six months, if council wanted to take that into consideration. K. Goebel stated to do a 18 month probationary period. One year to get the licenses and then the normal six months to see how he does in the position with the certifications. K. Goebel moved to hire Loren Goebel with a 18 month probationary period, seconded by Ertle. Rodney asked that A. Hennen call for a rollcall vote. Ertle-yes, T. Hennen-yes, Atkinson-no, K. Goebel-yes, Eveslage-yes. Motion carried 4-1.

Council directed A. Hennen to find out the exact time frame L. Goebel would be able to take his water and wastewater operator tests and the timeframe L. Goebel could get his class B driver's license.

Council discussed what they should offer L. Goebel as an hourly pay. Atkinson asked what previous public works assistant Sam Eichers' points were since L. Goebel is coming in with the same amount of experience that Sam had and what Sam was paid. A. Hennen stated Sam had 154 points which put him roughly in the \$13-\$18 range. Atkinson thought that since Freeport would still need the help of Brian Zapzalka of Holdingford with certification at a rate of about \$3.00/hour since Zapzalka is getting paid a flat rate of \$500/month, they should offer L. Goebel \$17.00/ hour. Atkinson's reason behind it is because if L. Goebel had certifications that would put him in the \$20/ hour range for pay. Meaning, if you took the \$20.00-\$3.00 for Zapzalka that gives you \$17.00/hour, which is right where Sam was being paid as well. Eveslage moved to offer L. Goebel \$17.00/hour for the Public Works Position, seconded by T. Hennen. Atkinson asked that A. Hennen call for a rollcall vote; Ertle-yes, T. Hennen-yes, Atkinson-yes, Goebel-yes, Eveslage-yes. Motion carried 5-0. Loren Goebel accepted the position.

Girl Scouts-City Hall Plaque

Ertle moved to have a standing frame for City Hall's plaque that could be located outside, seconded by Eveslage. Motion carried 5-0.

New Business

Resolution 2015-15 MarVin Enterprise Minor Subdivision

It was explained by attorney Dymoke that Eickhoff's only needed two acres so the EDA asked that the lot be split to accommodate. According to the attached maps Tract A would be Eickhoff's new property at two acres. Then, Tract B would be connected to Lot 6 since Freeport Ordinance states that no lot can be less than one acre and Tract B is .96 acres. This also removes the concern of potentially having remnant pieces of land between sold properties. Engineer Blommel said to keep in mind that with how the lots were developed, once Tract B is combined with Lot 6, if that entire lot isn't sold like that, or is split we will have to dig into the road to add more utility hook-ups. A. Hennen said that information would be relayed back to the EDA for future land sales. Etle moved to approve Resolution 2015-15, seconded by T. Hennen. Motion carried 5-0.

Fire Department Officer Elections

Fire Chief Dean Jungles explained that at the last Fire Drill Meeting the Department asked why the election process had changed and if they would be able to revert back to the old way. Attorney Dymoke had provided information on this topic. Back in 2012 the State Auditor released an opinion stating that local fire departments are required to be either a municipal fire department or an independent corporation. Freeport is a municipal fire department meaning they have to act as another department of the City with financing and personnel decisions controlled by the Council. Eveslage asked that if this just an opinion and not a law if it actually needs to be followed. Dymoke explained that they League follows these new guidelines as well so it could cause problems if the election process was reverted back to the old way. Atkinson stated that we will figure out whatever we can so that the fire department can elect who they want to be their officers and the council will bless it. Dymoke and Hennen are to work to find a new way to elect officers.

Limited Liability Coverage – Waiver Form

Council asked that someone from the insurance agency come in to explain this and be able to tell council what additional insurance would cost if the city did waive the monetary limits.

BergdenKDV Engagement Letter

Council asked that A. Hennen check on hourly rate billing from Joe Rigdon. Goebel moved, seconded by T. Hennen to approve the engagement letter with BergdenKDV. Motion carried 5-0.

Atkinson asked if anyone had anything they would like on next month's agenda. Etle wants A. Hennen to look at outside bulletin boards to hand meeting notices.

Atkinson said he would like to bring up the \$3,500 previous clerk Schirmer paid without council approval.

Adjourn

T. Hennen moved to adjourn at 9:00, seconded by Eveslage. Motion carried 5-0.

Mayor, Rodney Atkinson

City Clerk-Treasurer, Adrianna Hennen

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 10/22/15

Re: Engineer Report

Dave Blommel is putting together a map of sump pump findings and other information and will be presenting that at the meeting. I don't have one ahead of time because Dave said it didn't format well into a PDF so he will have handouts at the meeting.

Dymoke Law Office, P.A.

300 Riverside Avenue NW

Melrose, Minnesota 56352

Telephone (320) 256-4205

Fax (320) 256-7201

October 20, 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 September 22, 2015 through October 20, 2015, we have given significant attention to the following projects on behalf of the City of Freeport:

- Freeport EDA/MarVin Enterprises
Prepared closing documents for the sale to MarVin Enterprises, including drafting of Deed, EDA and Council resolutions approving the sale. Received and reviewed settlement state from closing company.
- Freeport Fire Department
Reviewed current city procedure for appointing Fire Department officers. Compared current procedure to procedures used in surrounding communities and prepared recommendations for revising appointment process.
- Payment of Claim
Reviewed state statutes, Council resolutions, and Council meeting minutes regarding payment of claim to Atkinson Well & Pump, Ltd. Determined payment of claim did not violate state requirements. Prepared and forwarded opinion to Clerk with findings.

Respectfully submitted,
Dymoke Law Office, P.A.

by Scott E. Dymoke

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 10/20/15

Re: Public Works Report

Loren will be at the meeting to discuss how his first week went and the items that were worked on.

Also, Mike Eveslage would like to thank Vern and Mike for the work that they did in the absence of a Jon and before Loren arrived. We have received many compliments on the work that they have done.

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 10/20/15

Re: Liability Coverage Waiver Form

Fritz Hoeschen will be attending the meeting to explain the options related to this.



LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to pstech@lmc.org

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- o *If the member does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- o *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- o *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

_____ selects liability coverage limits of \$ _____ from the League of Minnesota Cities Insurance Trust (LMCIT).

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.
- The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting _____

Signature _____ Position _____

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 10/22/15

Re: 2016 Budget

Looking at the 2016 budget, it was decided that we were going to start a fund for “streets” maintenance and a fund for “equipment” purchases. Joan and I need to know how much you would like to allocate into those funds. Currently we had \$5,000 allocated into the “streets” fund in the preliminary budget, but then you also raised the proposed levy so we have some wiggle room to raise the “streets” fund and the put a good chunk into the “equipment” fund.

Also, as an update, we removed \$26,945 from the preliminary budget after we had hired Loren. We had budgeted this number when Jon was still here and Sam had just quit, and we weren’t quite sure how the position was going to be hired for. So we left a line for an assistant plus Jon, but since the structure of the public works department has changed, we removed that assistant position. Along with that, we still had Jon’s salary budgeted which we lowered to reflect Loren’s new wages, plus a little wiggle room, if, after receiving his operator license council gives Loren a raise. This lowered the budget about \$15,000. Those two changes alone, saved us about \$41,000.

Also, if you recall I gave a scenario last month relating to property taxes and how the levy was going to affect residents’ taxes. To recap **2015**:

- The Tax Capacity (TC) was \$496,337
- Levy was \$365,000
- Leaving us with a rate of 73.640%
- In the example of a \$150,000 house tax capacity of $1\% * 150,000 = \$1,500$
 - $1,500 * 73.640\% = 1104.60$. Generally speaking \$1,104.60 would be the taxes for that type of property.

2014:

- TC was \$484,109
- Levy was \$397,500
- Rate was 82.109%
 - Going off of the same scenario above $\$1,500 * 82.109\% = \1231.64

Predicted 2016:

- TC of \$538,868
 - Proposed Levy of \$431,000
 - Gives us a rate of 79.982%
 - So, VERY GENERALLY speaking, keeping the proposed levy as the final levy, residents’ taxes might be more than 2015, but less than 2014, which means were staying consistent and not drastically jumping, which is always the goal.
-

The bond analysis is coming along well. While working on it, it was realized that our water and wastewater funds needed to be analyzed as well to see where all of the money is coming and going, since it all ties together. Keep in mind this is **very important** information that will help in the **future**, but it isn’t

information we need to make any budget decisions. Joan is hoping to be able to present this to you in November/December. There's a lot of pieces to it so we want to make sure that the information that is going to be given to you is exactly correct.

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 9/23/15

Re: Albany Telephone Lines

I called Albany Telephone to see where all of our telephone lines are servicing. I found out some interesting information:

836-2685 – this has an address of 304 2nd St NW, which is Tom Hiltner’s address. I don’t know if this is something that was set up when he was Chief, but I’m going to discontinue services for this number.

836-2116 – City Hall’s fax line.

836-2112 – City Hall’s phone line.

836-2278 – Maintenance Shop phone line and internet (\$66.25 on average, monthly)

836-7158 – City Hall’s phone line (line 2)

836-2411/836-2413 – Fire Dept’s phone and fax line.

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 10/20/15

Re: Resolution 2015-16 Fire Department Personnel Policy (Officer Election Process)

Scott checked with other surrounding fire departments to see how they conducted their officer elections and found that we were the only department in the area with an election process like we have.

I have attached a resolution that changes the fire department personnel policy. Along with that is the copy of the personnel policy that shows the changes.

Essentially we are removing the “executive committee”. In the past this committee was the group, made up of fire department members and council members, whom would make the recommendation of officers to the council. Instead, the recommendation will be coming directly from the fire department. Then, it will be up to the council to approve or deny the fire departments recommendation.

City of Freeport, Minnesota
RESOLUTION 2013-009

Field Code Changed

FIRE DEPARTMENT PERSONNEL POLICIES

Scope

The Freeport Volunteer Fire Department (the “Department”) has been organized with the objective of preserving and protecting residents and property from and during such fires and/or emergencies as may occur in the City of Freeport. The purpose of these policies is to set forth the policies and procedures governing the operation of the Department.

Organization

The Department shall be organized of members and officers, and such standing committees as may be deemed necessary for the proper transaction of business. ~~There shall also be an Executive Committee, which shall consist of the Chief, First Assistant Chief, Second Assistant Chief and Secretary, and the President of the Relief Association. Each of these members shall continue as a member of this committee until their successor in office has been selected.~~

Officers

The officers shall include a Fire Chief, a First Assistant, a Second Assistant, and Secretary.

Article I. APPOINTMENT OF OFFICERS

Officers within the Department shall be appointed pursuant to the following policy and must be an active member of the Freeport Fire Department at the time of appointment. An “active member” shall be defined for the purposes of this policy as a firefighter in good standing and meeting drill and attendance requirements.

Purpose

This policy is intended to detail the process to be used for the appointment of firefighters to the officer positions within the Department.

Applicability of Freeport Fire Department New Firefighter Hiring Procedure and other personnel policies

Unless otherwise clearly stated, the relevant policies contained in the Freeport Fire Department New Member Hiring Policy shall apply to the extent they accommodate the procedures contained in this policy for the appointment of officers.

Selection Process for Officers

The Officers will be appointed by the City Council to serve for a term of approximately ~~two~~ ~~(2)~~ one (1) years. However, since delays in the process may occur, the term shall be for such

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time beginning on the day following appointment by the City Council until the Council again appoints officers. It is anticipated that the normal term will run from approximately January 1st to January 1st of the second following year. The Officers will be appointed pursuant to the following process:

1. ~~Two (2) weeks before the October~~ At the first meeting in November of the Fire Department, the current Chief will post a notice in a conspicuous place in the Fire Hall, advising interested persons to complete and return to the Chief a form stating their interest in a position(s) and qualifications. The positions sought must be indicated on the form.
2. All forms must be submitted to the Chief by the close of the next Fire Department meeting occurring at least two (2) weeks after posting of the notice.
3. The members of the Fire Department ~~Executive Committee and two (2) council members (the "Committee")~~ will review the forms and determine by the ~~November-December~~ meeting of the Fire Department (or the next monthly meeting in the case of a vacancy) those persons that meet the minimum eligibility requirements for the positions. ~~The Committee will make written findings as to why each candidate is or is not eligible for the position(s). Each candidate will be notified of the Committee's determination.~~
4. The ~~Committee (that is~~ Fire Department ~~Executive Committee and two council members)~~ will make nominations to be presented to the Council for each of the officers.
9. After the nominations have been made, the Chief will deliver to the City Clerk the names of the nominated individuals, ~~the written determinations of eligibility~~, the forms submitted under paragraph 1, and any other materials made or used by the ~~Committee~~ Fire Department in making its determinations.
10. The City will review the materials and forms and consider the appointments of the nominees selected by the members of the Fire Department at the ~~next regularly scheduled~~ December council meeting.
11. In the event the Council disagrees with a nominee(s), it will appoint the nominee(s) with whom it agrees and refer the remaining appointments back to a committee consisting of the Fire Department ~~Executive Committee and the appropriate existing committee of the Council~~ Committee, which will make a recommendation to the Council.

Removal

During the term of their appointment, any officer may be removed at the discretion of the City Council. The City Council may remove for any reason including, but not limited to, the following: 1) negligence or misconduct in the performance of duties; 2) insubordination or

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willful refusal to perform a position's duties or such duties assigned by a supervisor, 3) abuse of his or her authority; 4) inability to perform his or her duties consistent with generally accepted standards for the position; and 5) any violation of applicable City or Fire Department policies and codes governing conduct.

Eligibility Criteria For The Positions of Officer

Before an individual may be appointed to the position of officer in the Freeport Fire Department he or she must meet the following minimum eligibility requirements ~~as determined by the Committee formed to review eligibility for the positions of officer:~~

*If no eligible person meets all of the below criteria, the ~~Committee Fire Department~~ may approve the nomination of an existing member of the fire department. However, the nomination cannot be approved until the candidate develops an approved plan for satisfying the eligibility criteria. This plan must be approved by the ~~Committee~~Council.

1. Five (5) years of firefighter experience with the Freeport Fire Department, or seven (7) years firefighter experience with at least three (3) years with the Freeport Fire Department.
2. ~~The Committee will have determined, based on generally accepted firefighter standards for training and procedures, that~~ The person has demonstrated through his/her previous firefighting experiences, leadership and expertise in firefighting ability. ~~The Committee shall make written findings and conclusions in support of their determination.~~
3. In the case of appointment for Chief only, the person must have held the position of Chief or Assistant Chief at the Freeport Fire Department, or an officer (Chief, Assistant Chief, or Captain) with another fire department within the past five (5) years.
4. The person must demonstrate availability during daytime hours. The person will be required to obtain a letter from his/her current employer, if not already on file, verifying their understanding and commitment to allowing him or her to perform the required duties.
5. The person must have attended one (1) or more State of Minnesota sponsored, and City of Freeport Fire Chief approved, leadership coursework, or, in the alternative, demonstrate the ability to attend such a course within 12 months of being appointed.
6. The person must have demonstrated knowledge of and the ability to operate all City of Freeport Fire Department vehicles and equipment, ~~as determined by the Committee. The Committee shall make written findings and conclusions in support of its determination.~~

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Article II. DUTIES

Duties of the Fire Chief

The Fire Chief shall have those duties contained in the approved Job Description, which shall be kept on file with the City.

Duties of the First and Second Assistants

The Assistant Chiefs have those duties contained in the approved Job Description, which shall be kept on file with the City.

Duties of the Secretary

The Secretary shall have the duty to attend all regular and special meetings of the Department, record all votes, and take and keep accurate minutes of all regular and special meetings of the Department.

Duties of the Members

A member of the Department shall have those duties contained in the approved Job Description, which shall be kept on file with the City. In addition, firefighters will be responsible to:

1. Properly attend all meetings and regular drills, and on every fire alarm to assemble at the Fire Station without delay to assist in getting the apparatus to the fire and in readiness for operation as soon as possible;
2. Attend at least six (6) regular or special meetings and at least one-third (1/3) of the drills per year (January 1st through December 31st).
3. Attend 50% of fire calls per year.
4. Notify the Fire Chief prior to being absent from the City for forty-eight (48) continuous hours or more.
5. Address problems or questions relating to the operation of the Department to his or her immediate supervisor as soon as possible for further handling.
6. Report any unsafe equipment, materials, and/or acts to his or her immediate supervisor as soon as possible.
7. Report any loss or damage of equipment and tools to his or her immediate supervisor as soon as possible.
8. Refrain from giving detailed or confidential information relative to any emergency call to a person or persons not connected with the Department except as authorized by the Fire Chief.

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