



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

September 29, 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 1-6*)
 - b. August 25, 2015 Regular Meeting Minutes (*page 7-9*)
 - c. September 15, 2015 Special Meeting Minutes (*page 10-11*)
 - d. Prime and Wine Gambling Permit (*page 12-13*)
- IV. Reports
 - a. Engineer Report (*page 14*)
 - b. Attorney Report (*page 15*)
- V. Old Business
 - a. Public Works Director (*page 16*)
 - b. 2016 Budget (*page 17-19*)
 - c. City Hall Plaque – Girl Scout Project (*page 20-21*)
- VI. New Business
 - a. Resolution 2015-XX MarVin Enterprise Minor Subdivision (*page 22-27*)
 - b. Fire Department Election Process (*page 28-29*)
 - c. Liability Coverage Waiver Form (*page 30-31*)
 - d. BergenKDV and Freeport Engagement *page 32-35*)
- VII. Adjourn – *Motion to adjourn...*

Next Meetings: October 27, 2015

09/15/15
11:23:56

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 9/15
For Pay Date: 09/15/15

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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
2019		15 ALBANY MUTUAL TELEPHONE	350.15					
	10214309	09/01/15 836-2685	23.12*			601 43225	320	10100
	10214309	09/01/15 836-2685	23.11			602 43250	320	10100
	10213996	09/01/15 836-2116	69.38			101 41000	320	10100
	10213995	09/01/15 836-2112	53.96			101 41000	320	10100
	10214086	09/01/15 836-2278	66.25			101 43100	320	10100
	10214547	09/01/15 836-7158	41.30			101 41000	320	10100
	10214143	09/01/15 836-2411/2413	73.03			225 42200	320	10100
		Total for Vendor:	350.15					
2020		25 AMERIPRIDE LINEN & APPAREL	45.95					
	2200684474	08/21/15 Monthly service	45.95			101 41000	410	10100
		Total for Vendor:	45.95					
2021		70 CENTERPOINT ENERGY	32.15					
	09/21/15	Maintenance building	16.12			101 43100	382	10100
	09/21/15	Fire hall	16.03			225 42200	382	10100
		Total for Vendor:	32.15					
2022		76 CENTRAL MINNESOTA CREDIT UNION	191.39					
	08/31/15	Stearns County Beacon	2.00			101 41000	433	10100
	08/31/15	UB postage	70.30			601 43225	200	10100
	08/31/15	UB postage	70.30			602 43250	200	10100
	08/31/15	MCFOA Advanced Academy refund	-57.00*			101 41400	330	10100
	08/31/15	Postage - Schirmer data reques	1.20			101 41000	200	10100
	08/31/15	Water samples postage	18.64			601 43225	200	10100
	08/31/15	Albany Fleet Supply	49.46			101 43100	210	10100
	08/31/15	Tower cover for Joan's compute	36.49			101 41000	210	10100
		Total for Vendor:	191.39					
2023		636 DHIA LABORATORIES	74.00					
	42278	08/31/15 Pre-discharge	74.00*			602 43250	460	10100
		Total for Vendor:	74.00					
2024		145 FINKEN WATER CENTERS	23.00					
	3717412	09/01/15 Water softener rental	15.00			101 41000	410	10100
	3717422	09/01/15 Maint water cooler	8.00			101 43100	410	10100
		Total for Vendor:	23.00					

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2025		387 RAHNS OIL & PROPANE, INC	351.89					
	08/31/15	Fire Dept	100.01			225 42200	215	10100
	08/31/15	City	238.77			101 43100	215	10100
	08/31/15	EDA	13.11			300 46500	210	10100
		Total for Vendor:	351.89					
2029		437 STAR PUBLICATIONS LLC	423.45					
	145204 08/31/15	Seasonal groundskeeper ads	42.00*			101 43100	350	10100
	145204 08/31/15	40% publication discount	-8.40*			101 43100	350	10100
	145204 08/31/15	Ordinance 2015-002	358.80*			101 41000	350	10100
	145204 08/31/15	Notice of public hearing	31.05*			101 41000	350	10100
		Total for Vendor:	423.45					
2030		510 VERIZON WIRELESS	69.14					
	9750930856 08/19/15	Cell phone	136.33			101 43100	320	10100
	9751849663 09/06/15	Cell phone	-67.19			101 43100	320	10100
		Total for Vendor:	69.14					
2031		525 XCEL ENERGY	1,978.17					
	470516281 09/03/15	Street lights	648.51			101 43160	381	10100
	470299707 09/02/15	302188142	145.57			601 43225	381	10100
	470299707 09/02/15	302252262	63.32			101 43160	381	10100
	470299707 09/02/15	302290398	135.23			101 41000	381	10100
	470299707 09/02/15	302679657	57.39			101 43100	381	10100
	470299707 09/02/15	302700297	24.10			602 43250	381	10100
	470299707 09/02/15	302947044	118.29			601 43225	381	10100
	470299707 09/02/15	303193187	28.61			602 43250	381	10100
	470299707 09/02/15	303616049	84.50			225 42200	381	10100
	470299707 09/02/15	303936749	38.35			101 43160	381	10100
	470299707 09/02/15	303956738	386.02			101 43160	381	10100
	470299707 09/02/15	303963984	189.19			101 43160	381	10100
	470299707 09/02/15	303985901	29.20			101 43160	381	10100
	470299707 09/02/15	304083816	12.57			101 43160	381	10100
	470299707 09/02/15	304098414	17.32			602 43250	381	10100
		Total for Vendor:	1,978.17					
		# of Claims	10	Total:				3,539.29

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2034		25 AMERI PRIDE LINEN & APPAREL	45.95					
	2200694694	09/18/15 Monthly service	45.95			101 41000	410	10100
		Total for Vendor:	45.95					
2035		597 BERGANKDV, LTD	1,450.00					
	233031	08/31/15 Aug 2015 accounting assistance	1,450.00*			101 41500	300	10100
		Total for Vendor:	1,450.00					
2036		107 DANNY' S DISPOSAL & RECYCLING,	335.99					
	09/01/15	Maintenance bldg	277.17			101 43100	383	10100
	09/01/15	Fire hall	58.82			225 42200	383	10100
		Total for Vendor:	335.99					
2037		123 DYMOKE LAW OFFICE, P. A.	638.00					
	09/01/15	MarVin Enterprises sale	440.00			300 46500	302	10100
	09/01/15	Personnel policies-comp increa	44.00*			101 41000	302	10100
	09/01/15	Council meeting	110.00*			101 41000	302	10100
	09/01/15	Personnel policies-residency	44.00*			101 41000	302	10100
		Total for Vendor:	638.00					
2039		588 ECM PUBLISHERS, INC.	83.40					
	217191	05/10/15 Pd twice for Deputy Treas ad	-108.00*			101 41000	350	10100
	243117	08/02/15 Groundskeeper ad	27.00*			101 41000	350	10100
	251979	08/30/15 Pub Works Director ad	54.00*			101 41000	350	10100
	254142	09/06/15 Pub Works Director ad	55.20*			101 41000	350	10100
	256331	09/13/15 Pub Works Director ad	55.20*			101 41000	350	10100
		Total for Vendor:	83.40					
2040		129 EHLERS & ASSOCIATES, INC.	400.00					
	68376	08/24/15 Continuing disclosure reportin	400.00*			101 41000	300	10100
		Total for Vendor:	400.00					
2041		611 EMERGENCY RESPONSE SOLUTIONS	200.54					
	4721	09/09/15 Harness assy, head, speed-on	113.40*			225 42200	210	10100
	4721	09/09/15 Labor, install head harness	47.50*			225 42200	210	10100
	4721	09/09/15 Fit test face piece	25.00*			225 42200	210	10100
	4721	09/09/15 Shipping	14.64*			225 42200	210	10100
		Total for Vendor:	200.54					

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2042		626 FIRE SAFETY USA, INC.	1,800.00					
	81020 08/31/15	48" pink F&R emerg scene ahead	510.00*			225 42200	210	10100
	81020 08/31/15	Equip bag, orange, for stand	90.00*			225 42200	210	10100
	81020 08/31/15	Pop up 30" lighted safety cone	165.00*			225 42200	210	10100
	81020 08/31/15	Stearns sar vests	510.00*			225 42200	210	10100
	81020 08/31/15	Beacon pro & accessory kit	395.00*			225 42200	210	10100
	81020 08/31/15	Shipping & handling	130.00*			225 42200	210	10100
		Total for Vendor:	1,800.00					
2043		155 FREEPORT FARM CENTER, INC	25.10					
	93895 07/15/15	Bolt, 5/8x2, 8CXA7942	3.90*			101 45200	220	10100
	93895 07/15/15	Nuts, NXFH 8000-P2 5/8	3.20*			101 45200	220	10100
	93895 07/15/15	Bolt, 47835 P2 5/8 x 3 1/2	18.00*			101 45200	220	10100
		Total for Vendor:	25.10					
2044		174 GOPHER STATE ONE CALL, INC.	11.60					
	138288 06/30/15	Email tickets	5.80			601 43225	300	10100
	138288 06/30/15	Email tickets	5.80*			602 43250	300	10100
		Total for Vendor:	11.60					
2045		179 GRANITE ELECTRONICS, INC.	120.00					
	1530002141 09/04/15	Pager repair	120.00			225 42200	245	10100
		Total for Vendor:	120.00					
2046		219 JOANN TIMP	180.00					
	09/21/15 8/24/15-9/21/15	5 cleanings	180.00*			101 41000	300	10100
		Total for Vendor:	180.00					
2047		258 LEAGUE OF MN CITIES	842.00					
	221292 09/01/15	LMC 2016 dues	812.00*			101 41000	434	10100
	221292 09/01/15	MN Mayors Assn 2016 dues	30.00			101 41300	433	10100
		Total for Vendor:	842.00					
2048		606 LOREN'S TREE & LAWN SERVICE	650.00					
	08/28/15	Lion Park Round-up & seeding	650.00*			101 45200	210	10100
		Total for Vendor:	650.00					

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2033	5037M	672 MIKE ELFERING						
9/9/15	paycheck							
	09/09/15	Gross pay	95.70			43000	103	10100
	09/09/15	FICA tax withhold ing	-7.70			21703		10100
	09/09/15	PERA withhold ing	-6.00			21704		10100
	09/09/15	MSRS withhold ing	-2.30			21705		10100
		Total for Vendor:	79.36					
2049		309 MINNESOTA LIFE INSURANCE CO.	3.70					
	09/14/15	Hennen	2.00			101 41400	131	10100
	09/14/15	Stueve	1.70			101 43000	131	10100
		Total for Vendor:	3.70					
2050		587 MURPHY MANAGEMENT CONSULTANTS	595.00					
	09/09/15	Job eval, salary ranges, equit	595.00*			101 41000	300	10100
		Total for Vendor:	595.00					
2051		413 SCHLENNER WENNER & CO.	1,275.00					
	182914 07/31/15	Monthly payroll services	250.00*			101 41000	300	10100
	182914 07/31/15	PERA overpmts & MSRS correctio	170.00*			101 41000	300	10100
	182914 07/31/15	Copies, postage, faxes	10.00*			101 41000	300	10100
	182914 07/31/15	Prepare TIF reports	500.00*			101 41000	300	10100
	183738 08/31/15	Monthly payroll services	315.00*			101 41000	300	10100
	183738 08/31/15	Assist with prior federal pmts	20.00*			101 41000	300	10100
	183738 08/31/15	Copies, postage, faxes	10.00*			101 41000	300	10100
		Total for Vendor:	1,275.00					
2052		418 SEH, INC.	2,615.04					
	301261 08/10/15	Sewer televising	1,203.34*			602 43250	300	10100
	301261 08/10/15	EDA	391.70*			300 46500	300	10100
	302772 09/04/15	Sewer televising review & memo	1,020.00*			602 43250	300	10100
		Total for Vendor:	2,615.04					
2053		440 STEARNS CO AUDITOR/TREASURER	4,391.00					
	2015-00051 06/17/15	Assessing fees	4,391.00			101 41550	304	10100
		Total for Vendor:	4,391.00					

Disregard this claim. This was Mike's paycheck that has already been paid. Had to be entered this way for accounting purposes. -Adri

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2054		554 SWANY WHITE FLOUR MILLS, LTD.	1,371.80					
		TIF payment	1,374.56			265 46508	640	10100
		County TIF fee	-2.76			265 46508	640	10100
		Total for Vendor:	1,371.80					
2055		516 WEBER PRINTING	280.00					
		315534 08/27/15 Website, wellhead page, menu	25.00*			101 41000	300	10100
		023230 08/28/15 Adrianna business cards	195.00			101 41000	210	10100
		315599 09/08/15 Website, Equal Opport Provider	25.00*			101 41000	300	10100
		315624 09/16/15 Website, staff, non discrimina	35.00*			101 41000	300	10100
		Total for Vendor:	280.00					
2056		525 XCEL ENERGY	72.08					
		472242908 09/18/15 Water tower	72.08			601 43225	381	10100
		Total for Vendor:	72.08					
		# of Claims	23	Total:				17,465.56



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August 25, 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, Public Works Director Jon Stueve, City Attorney Scott Dymoke, City Engineer Dave Blommel

Residents in attendance:

Andrea Ramacher & Vernon Fuchs (720 1st Ave N)
Gerald Meyer (330 8th St SE)
Craig Timp (213 2nd Ave NW)

Heidi Hollenkamp (211 3rd St NE)
Al Williams (308 2nd Ave NW)
Kathleen Murphy (Eagen)

Public Forum

No Comments were made.

Approve Agenda

Goebel moved to approve the agenda with the additions of claims and the 3.2 Liquor license requested by the Rec Club for September 26, 2015; seconded by T. Hennen. Motion carried 5-0.

Consent Agenda

Council questioned “CDL Physical” on the claims list. It was explained to them that this cost was from a year ago and Stueve was promised that this would get paid for by the City.

Reports

Public Works Director Report

Stueve explained that he had been working on checking residents’ sump pumps in town and only had about 30% of the north side of town left. Council stated they want every documented relating to the residents who are compliant, not compliant, and what they have currently in their basements. Stueve also said that he will be discharging the ponds September 1st. Stueve thanked the City for his 6.5 years of working in Freeport, but stated that he will be taking a different position in two weeks.

Engineer Report

Blommel recommended that the sump pumps are the cheapest and easiest “right now” solution to the sanitary sewer systems. Blommel stated that something will eventually need to be done with the pipes, but he doesn’t expect these pipes to get any worse in the upcoming years and that our clay soil is helping the cause.

Attorney Report

Dymoke explained that since the July meeting his biggest focus has been on developing the purchase agreement for an industrial lot with MarVin Enterprise.

Old Business

Play Area Equipment-Al Williams

Williams and Joe Hennen have been checking into purchasing some sport equipment for the Welle Addition park. Currently the City has maintained the area as a grassy space, but Williams is proposing soccer nets, football posts, and volleyball nets. He said that Joe Hennen thought the Rec Club would be willing to donate to the equipment, but is asking that the City budget for the remainder of the costs, which he thought would be able \$1,200. Council agreed that they would put it into the preliminary budget.

Pay Plan

Kathleen Murphy, Murphy Management, presented a pay plan that was started last year, but never completed and with the City having to report wages to the state at the end of the year, this is something that was considered important. Murphy explained that without ranges adopted by the City, the city would have to submit the wages and genders of the employees in 2015 and currently the City would not be in compliance. Murphy explained that if ranges were put into place that would show the maximum earnings for each employee according to the points they were assigned from the state job match instead of exactly what they were earning. This would protect the City. Murphy explained that the previous council had approved ranges and to move through the range would be based upon performance. Murphy provided examples on how the City could implement that portion of the ranges, but wasn't something that needed to be decided upon tonight and wasn't a part of the reporting process to the state. Eittle moved to use ranges for Freeport's pay plan; seconded by Goebel. Motion carried 5-0. After some discussion on how the points were assigned to each position Eittle moved to approve the proposed points for each job and the ranges that correlate; seconded by Eveslage. Motion carried 5-0.

New Business

Senior Citizen Center-Purchase Chairs

Council directed A. Hennen to allocate \$2,000 into the preliminary budget for the purchase of new steal folding chairs for the Senior Citizen Center.

Land Use Plan Proposal

Council directed A. Hennen to allocate \$5,000 into the preliminary budget for the hiring of a land use professional to develop a land use plan for Freeport.

Wellhead Protection Plan

Eveslage moved; seconded by Eittle to update the Wellhead Protection Plan to the current staff and councilmembers. Motion carried 5-0.

Resolution 2015-15

Eittle moved, seconded by Eveslage to approve Resolution 2015-15. Motion carried 4-0 with T. Hennen abstaining.

Public Works Director Position

Eittle moved to e. Public Works Position to New Business with the notification of Stueve's two week notice; seconded by Eveslage. Motion carried 5-0.

Council decided to go through and determine their “wish list” for a Public Works Director. They would like someone within a 12 mile radius and must meet the requirements set forth in the job description. They also stated that the Public Works Director will be required to come to City Council meetings, but will be paid a flat rate of one hour of pay. They agreed to post the job ad in the Beacon, Albany Enterprise, Sauk Centre Herald, and the Dairy Land Peach. They agreed on a application deadline of September 15, and they will make a final decision at the September 29 Regular City Council meeting. Council agreed that they need Stueve to complete the sump pump report in his final weeks here and to make sure that Mike Elfering and Vernon Fuchs no enough that they can cover most of the duties for the two weeks that Freeport will be without a Public Works Director.

Adjourn

Ettle moved, seconded by T. Hennen to adjourn at 9:45pm. Motion carried 5-0.

Mayor, Rodney Atkinson

City Clerk-Treasurer, Adrianna Hennen

DRAFT



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September 15, 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 Ertle present.

Staff in attendance: Clerk-Treasurer Adrianna Hennen, Maintenance Assistant Vernon Fuchs

Residents in attendance:

Andrea Ramacher (720 1st Ave N)

Matt Worms (124 9th St SE)

Jay and Heidi Hollenkamp (211 3rd St NE)

Greg Stang (People Services)

Public Works Director Application Review and Future Maintenance Department Plans

Greg Stang from People Services gave a short presentation regarding the services that People Services could provide for Freeport. Mr. Stang had put a draft contract together so the council could see what an agreement like this could entail and some cost estimates, one being \$750 to cover certification and to be in town once a week to do testing and other water and wastewater duties. Any additional services could be added to a contract, but would cost more.

Atkinson asked council if they wanted to reconsider the agreement council had made at the previous emergency meeting with Holdingford's Maintenance Supervisor, Brian Zapzalka and enter into an agreement with People Services instead. Council asked Fuchs how he thought Zapzalka was doing and if he had been helpful. Vernon stated he had been in Freeport a couple of times last week and that things were going well.

Council agreed to continue with the agreement Zapzalka.

Council had five applications to consider for review. The objective was for each council member to narrow down their choices to two applicants, whom they thought should be interviewed. The consensus was to contact Backes to see if he would consider relocating, if so, he would be asked to come interview. Also, to ask Goebel and Notch to also interview.

Atkinson moved for A. Hennen to call Backes to see if he would relocate, if so, ask him to interview and to ask Goebel and Notch to interview; seconded by T. Hennen. Motion carried 5-0.

A. Hennen asked that council schedule a special meeting for September 22, 2015 to review the preliminary budget and to set up interviews for the Public Works position. Atkinson declared a special meeting for September 22 to review the preliminary budget and to interview applicants.

EDA Appointments

Atkinson he would like to appoint Tom Middendorf and Dan Roering to the two open seats on the EDA. T. Hennen moved to appoint Tom Middendorf and Dan Roering to the EDA; seconded by Ertle. Motion carried 5-0.

Adjourn

Ettle moved, seconded by Eveslage to adjourn at 8pm. Motion carried.

Mayor, Rodney Atkinson

City Clerk-Treasurer, Adrianna Hennen

DRAFT