



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

December 29, 2015 - Regular Meeting Agenda
Freeport City Hall - 7:00 pm

Call to Order

- I. Approve Agenda
- II. Public Hearing – Public comment on Conditional Use Permit application for the Sacred Heart School Gymnasium and After Care facility
- III. Open Public Forum
- IV. Consent Agenda – *Motion to approve*
 - a. November 24, 2015 Meeting Minutes **(1-3)**
 - b. December 15, 2015 Meeting Minutes **(4-5)**
 - c. Claim 2130-2196 6 **(6-12)**
 - d. Clerk-Report **(13)**
- V. Reports
 - a. Deputy Treasurer Report **(See attached packet)**
 - b. Public Works Report **(14-16)**
 - c. Engineer Report **(17)**
 - d. Attorney Report **(18)**
- VI. Old Business
 - a. Mail Ballot Voting **(19)**
 - b. Resolution 2015-23 – Fire Department Officer Appointments **(20)**
 - c. Fire Department Grant Writing Request **(21)**
 - d. SunShare **(22)**
 - e. Dog Boarding **(23-45)**
 - f. Cellphone **(46)**
- VII. New Business
 - a. Pay Equity Report **(47-49)**
 - b. Resolution 2015-24 – Approving the Conditional Use Permit for the Sacred Heart School Gymnasium and After Care facility **(50-66)**
 - c. Audit Prep – BergdonKDV vs. Schlenner Wenner **(67)**
- VIII. Adjourn



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November 24, 2015 – Meeting Minutes

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

Staff in attendance: Clerk-Treasurer Adrianna Hennen, Deputy Treasurer Joan Wall, Public Works Director Loren Goebel, 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)

Public Hearing – Freeport City Code Section 1400

Scott Dymoke explained what were the major changes in the enabling ordinance. The changes included housekeeping items like updating addresses and spellings along with making sure that it went along with the updated EDA Bylaws.

No other public comment.

Public Forum

No public comment.

Approve Agenda

A. Hennen asked council to add claim 2128 (health insurance payment), Ordinance 2015-003 under ‘New Business’, and Resolution 2015-22 under ‘New Business’. Etle moved to approve the agenda with the suggested changes, seconded by Eveslage. Motion carried 5-0.

Consent Agenda

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

Reports

Deputy Treasurer Report

Wall included monthly financial reports in the agenda packet. Council appreciated getting the information, but asked that they receive this information quarterly.

Public Works Report

L. Goebel had provided log sheets of activity for the council to review in the agenda packet. Again, council appreciated getting this information and asked that it continue. L. Goebel said that he had about 20 houses

left to check for sump pumps. He also asked council if he could go ahead and fix the pump house roof by the old water tower where there was a pipe in the roof that was letting rain and snow in. Council agreed to allow L. Goebel to go ahead and patch up the hole.

Engineer Report

Blommel stated that he had come to Freeport to show L. Goebel some things around town and help him to get familiar with the infrastructure. Otherwise, he was waiting for L. Goebel to finish up sump pump checks.

Attorney Report

Dymoke noted that he had worked on the EDA bylaws for this City this month.

New Business

Mail Ballot Voting

Dave Walz, Stearns County Election Director, presented to council the option of mail ballot voting. Walz stated that the County will be giving some of the smaller precincts the opportunity to become a mail ballot voting precinct. The only regulation is that the precinct has to have less than 400 registered voters, Freeport has been holding steady at about 370 for the past few years. Walz explained that it would cost the City \$6 per voter. Walz also stated that the time is coming to purchase new ballot counters which cost upwards of \$11,000, that the City would have to incur. Walz explained that the County mails out ballots no less than two weeks before the election. A person could go to the County if he or she wanted to vote in person. Council asked questions regarding voter fraud, and Walz said that is something that could happen, but hasn't seem to be a problem in other precincts that conduct mail ballot voting. Walz stated that they are going to try and target non-registered voters before the election to become registered. Council asked if the County would be interested in holding a centralized polling place in Freeport. Walz said the County has talked about this and will replay that Freeport is interested. Walz said he would like an answer soon so that if Freeport chooses not to, he could give other precincts the opportunity. Atkinson stated we would talk about this again at our special Dec. 15th meeting.

SunShare

The speaker did not show up for this item.

Bond Schedules

Wall put together a spread sheet that showed all of the bonds and what was left to pay on them. The question was asked about the water tower and when that should be paid off. Currently we are looking at paying it off in 20 years with the amount of money we are taking in through the "water tower fee" on each water bill. Right now we have a 40 year bond on the water tower. It was asked how we pay that off early. It was decided that was a question that needs to be asked to the USDA.

Ordinance 2015-003

Ettle moved to approve Ordinance 2015-003, seconded by K. Goebel. Motion carried 5-0.

Resolution 2015-19

K. Goebel moved to approve Resolution 2015-19, seconded by T. Hennen. Motion carried 5-0.

Resolution 2015-20

Ettle moved to approve Resolution 2015-20, seconded by T. Hennen. Motion carried 5-0.

Resolution 2015-21

Ettle moved to approve Resolution 2015-21, seconded by Eveslage. Motion carried 5-0.

Dog Boarding/Kennels

Council agreed to have A. Hennen look into what other towns do in relation to dog boarding.

Ladder Purchase

Eveslage moved to purchase a 10 ft. aluminum ladder for \$207.90, seconded by Ettle. Motion carried 5-0.

Cell Phone

Eveslage moved to purchase the 1000 minute plan, seconded by T. Hennen. Motion carried 5-0.

January Meeting Schedule

Council agreed to have the January 2016 meeting at its regular time on January 26th.

Resolution 2015-22

Ettle moved to approve Resolution 2015-22, seconded by T. Hennen. Motion carried 5-0.

Adjourn

Ettle moved to adjourn at 9:15pm, seconded by T. Hennen. Motion carried 5-0.

Mayor, Rodney Atkinson

City Clerk-Treasurer, Adrianna Hennen



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December 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, Deputy Treasurer Joan Wall

Residents in attendance:

Andrea Ramacher (720 1st Ave N)
Pastor Mitch Wall (Harvest Church)

Matt Worms (124 9th St SE)

Approve the Agenda

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

Public Hearing to Discuss 2016 Budget and Levy

Matt Worms asked what the \$70,000 for 'streets' was actually being used for. Worms stated that if it is to replace roads/water/sewer lines should be assessed. Worms stated that you can't use money from the general fund to replace water and sewer lines that money should come from the water and sewer enterprise funds. Atkinson confirmed that this money being set aside is not going to be used for water and sewer repairs, this money will strictly be used to repairing and maintaining roads.

Atkinson also stated that he would like the council to put money aside for the youth in town, while somehow utilizing the community center. Past Mitch Wall stated that he and the youth pastor at Harvest Church were also thinking of starting some youth activities and thought that they could work together.

Eveslage moved to close the public hearing at 7:45pm, seconded by Ertle. Motion carried 5-0.

New Business

Resolution 2015-23 – 2016 Budget and Levy

Atkinson stated that the Council should not be focusing on line items when approving the budget, but instead they are approving the big number and that the details can come later. Eveslage moved to approve Resolution 2015-23 – 2016 Budget and Levy, seconded by Ertle. Motion carried 5-0.

Old Business

Mail Ballot Voting

Eveslage expressed his displeasure with Dave Walz and Randy Schrifels decision to not make Freeport a centralized polling location. Atkinson expressed that you can already vote by mail if you request mail ballot voting. K. Goebel stated that he had spoken with individuals around town and none of them were in favor of it. Eveslage liked that mail ballot voting might entice more people to vote. Ertle expressed that the people he spoke with thought it was a good idea. K. Goebel made a motion to keep voting the way it is, seconded by Atkinson. Atkinson requested a roll-call vote. Ertle-yes; T. Hennen-no; Atkinson-yes; K. Goebel-yes; Eveslage-no. Motion carried 3-2.

Adjourn

T. Hennen moved to adjourn the meeting at 8:20, seconded by Eveslage. Motion carried 5-0.

Mayor, Rodney Atkinson

City Clerk-Treasurer, Adrianna Hennen

DRAFT

12/10/15
09:29:30

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Claim Approval List
For the Accounting Period: 12/15
For Pay Date: 12/10/15

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Report ID: AP100V

For doc #s from 2130 to 2137
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2130		15 ALBANY MUTUAL TELEPHONE	229.03					
	10223035	12/01/15 836-2411/2413	72.97			225 42200	320	10100
	10223433	12/01/15 836-7158	37.70			101 41000	320	10100
	10222889	12/01/15 836-2116	69.49			101 41000	320	10100
	10222888	12/01/15 836-2112	48.87			101 41000	320	10100
		Total for Vendor:	229.03					
2131		70 CENTERPOINT ENERGY	68.20					
	11/23/15	Maintenance bldg	51.26			101 43100	382	10100
	11/23/15	Fire hall	16.94			225 42200	382	10100
		Total for Vendor:	68.20					
2133		76 CENTRAL MINNESOTA CREDIT UNION	306.65					
	11/30/15	UB postage	35.00			601 43225	200	10100
	11/30/15	UB postage	35.00			602 43250	200	10100
	11/30/15	General postage	168.00*			101 41000	200	10100
	11/30/15	Water sample postage	6.70			601 43225	200	10100
	11/30/15	Fish tape (Mills Fleet Farm)	45.30			101 43100	210	10100
	11/30/15	O'reilly Auto	15.15*			225 42200	210	10100
	11/30/15	Stearns County Beacon fee	1.50			101 41000	433	10100
		Total for Vendor:	306.65					
2134		145 FINKEN WATER CENTERS	23.00					
	12/01/15	Water softener rental	15.00			101 41000	410	10100
	12/01/15	Maint water cooler	8.00			101 43100	410	10100
		Total for Vendor:	23.00					
2135		387 RAHNS OIL & PROPANE, INC	371.05					
	90383	11/30/15 Fire dept	46.21			225 42200	215	10100
	90383	11/30/15 City - Public Works	302.11			101 43100	215	10100
	90383	11/30/15 EDA	22.73			300 46500	210	10100
		Total for Vendor:	371.05					
2136		437 STAR PUBLICATIONS LLC	17.25					
	147495	11/30/15 Notice of Public Hearing ad	17.25*			101 41000	350	10100
		Total for Vendor:	17.25					

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2137		525 XCEL ENERGY	1,527.18					
	481264767	12/02/15 302188142	117.96			601 43225	381	10100
	481264767	12/02/15 302252262	79.61*			101 43160	381	10100
	481264767	12/02/15 302290398	92.96			101 41000	381	10100
	481264767	12/02/15 302679657	52.48			101 43100	381	10100
	481264767	12/02/15 302700297	20.27			602 43250	381	10100
	481264767	12/02/15 302947044	99.61			601 43225	381	10100
	481264767	12/02/15 303193187	28.54			602 43250	381	10100
	481264767	12/02/15 303616049	80.43			225 42200	381	10100
	481264767	12/02/15 303936749	50.38*			101 43160	381	10100
	481264767	12/02/15 303956738	497.77*			101 43160	381	10100
	481264767	12/02/15 303963984	267.56*			101 43160	381	10100
	481264767	12/02/15 303985901	36.70*			101 43160	381	10100
	481264767	12/02/15 304083816	12.33*			101 43160	381	10100
	481264767	12/02/15 304098414	15.59			602 43250	381	10100
	479493111	11/16/15 Water tower	74.99			601 43225	381	10100
		Total for Vendor:	1,527.18					
		# of Claims	7	Total:				2,542.36

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2168		694 ALBANY FLEET SUPPLY	9.49					
	C234789	12/21/15 1/2" socket rail	5.29			101 43100	210	10100
	C234789	12/21/15 1/4" drive clip rail	4.49			101 43100	210	10100
	C234789	12/21/15 Early pmt discount	-0.29			101 43100	210	10100
		Total for Vendor:	9.49					
2169		24 AMERICAN SOLUTIONS FOR BUSINESS	381.78					
	2381257	11/30/15 CTAS laser checks	358.00*			101 41000	210	10100
	2381257	11/30/15 Freight	23.78*			101 41000	210	10100
		Total for Vendor:	381.78					
2170		25 AMERIPRIDE LINEN & APPAREL	50.55					
	2200725687	12/11/15 Monthly rug service	50.55			101 41000	410	10100
		Total for Vendor:	50.55					
2171		643 BACKWATER, INC.	75.95					
	INV-917	12/01/15 Interstate Battery SP-40	75.95*			225 42200	210	10100
		Total for Vendor:	75.95					
2172		647 BADGER METER INC	1,545.00					
	1071716	12/16/15 Trimble service renewal	247.50*			601 43225	433	10100
	1071716	12/16/15 Trimble service renewal	247.50*			602 43250	433	10100
	1071716	12/16/15 Readctr service renewal	525.00*			601 43225	433	10100
	1071716	12/16/15 Readctr service renewal	525.00*			602 43250	433	10100
		Total for Vendor:	1,545.00					
2174		52 BLACK MOUNTAIN SOFTWARE, INC.	3,936.00					
	20584	12/01/15 UB maintenance	425.00*			601 43225	433	10100
	20584	12/01/15 UB maintenance	425.00*			602 43250	433	10100
	20584	12/01/15 UB email bills maintenance	31.50*			601 43225	433	10100
	20584	12/01/15 UB email bills maintenance	31.50*			602 43250	433	10100
	20584	12/01/15 UB ACH annual maintenance	111.50*			601 43225	433	10100
	20584	12/01/15 UB ACH annual maintenance	111.50*			602 43250	433	10100
	20584	12/01/15 UB meter reading maintenance	86.00*			601 43225	433	10100
	20584	12/01/15 UB meter reading maintenance	86.00*			602 43250	433	10100
	20584	12/01/15 UB rate analysis maintenance	12.50*			601 43225	433	10100
	20584	12/01/15 UB rate analysis maintenance	12.50*			602 43250	433	10100
	20584	12/01/15 Accounting maintenance	1,204.00*			101 41000	433	10100
	20584	12/01/15 Budget prep maintenance	482.00*			101 41000	433	10100

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	20584	12/01/15 Payroll maintenance	842.00*			101 41000	433	10100
	20584	12/01/15 Payroll ACH dir deposit maint	75.00*			101 41000	433	10100
		Total for Vendor:	3,936.00					
2175		107 DANNY'S DISPOSAL & RECYCLING,	213.08					
	12/01/15	Maintenance bldg	183.67*			101 43100	383	10100
	12/01/15	Fire hall	29.41			225 42200	383	10100
		Total for Vendor:	213.08					
2173		113 DEAN STEVEN JUNGLES	47.52					
	036-415685	11/20/15 144 AAA batteries	47.52*			225 42200	210	10100
		Total for Vendor:	47.52					
2176		123 DYMOKE LAW OFFICE, P. A.	440.00					
	12/01/15	EDA bylaws	110.00			300 46500	302	10100
	12/01/15	Liquor licensing	110.00*			101 41000	302	10100
	12/01/15	Business subsidies/TIF	110.00*			101 41000	302	10100
	12/01/15	City Council meeting	110.00*			101 41000	302	10100
		Total for Vendor:	440.00					
2177		611 EMERGENCY RESPONSE SOLUTIONS	83.64					
	5264	12/03/15 Button assy, slide, firehawk	25.20*			225 42200	210	10100
	5264	12/03/15 Labor	47.50*			225 42200	210	10100
	5264	12/03/15 Shipping	10.94*			225 42200	210	10100
		Total for Vendor:	83.64					
2178		641 FREEPORT ELECTRIC, INC.	342.70					
	709	11/23/15 Electric heater well house	233.08			101 43100	311	10100
	754	12/16/15 Fix street lights, check lift	109.62*			101 43160	311	10100
		Total for Vendor:	342.70					
2179		669 FREEPORT SCREEN PRINTING	141.00					
		Public Works shirts						
	12857	11/20/15 Reorder screen - 1 color	6.00*			101 43000	240	10100
	12857	11/20/15 Tshirts - 3XL tall	27.00*			101 43000	240	10100
	12857	11/20/15 Long sleeve Tshirts - 3XL tall	33.00*			101 43000	240	10100
	12857	11/20/15 Tshirts - XXL	24.00*			101 43000	240	10100
	12857	11/20/15 Long sleeve Tshirts - XXL	30.00*			101 43000	240	10100
	12857	11/20/15 Printing charge	21.00*			101 43000	240	10100
		Total for Vendor:	141.00					

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2180		174 GOPHER STATE ONE CALL, INC.	20.30					
	149379	10/31/15 Email tickets	5.08			601 43225	300	10100
	149379	10/31/15 Email tickets	5.07*			602 43250	300	10100
	149630	11/30/15 Email tickets	5.08			601 43225	300	10100
	149630	11/30/15 Email tickets	5.07*			602 43250	300	10100
		Total for Vendor:	20.30					
2181		194 HENNEN LUMBER CO, INC.	158.73					
	100981	11/11/15 2x4x8 styrofoam	57.46			101 43100	210	10100
	101155	11/11/15 2x6x8 trtd	6.25			101 43100	210	10100
	101155	11/11/15 5116x4" TSS	7.80			101 43100	210	10100
	101155	11/11/15 2 bags of sacrete	9.62			101 43100	210	10100
	101361	11/18/15 5x6x12 trtd	49.60			101 43100	210	10100
	101361	11/18/15 6x6x8 trtd	21.58			101 43100	210	10100
	101361	11/18/15 12x3x9 bnt, wht angle	24.60			101 43100	210	10100
	101361	11/18/15 FL-26 red l channel	19.20			101 43100	210	10100
	101361	11/18/15 5x6x12 trtd returned	-24.80			101 43100	210	10100
	101361	11/18/15 5x6x10 trtd returned	-20.70			101 43100	210	10100
	101567	11/27/15 2 bags quickcrete	8.12			101 43100	210	10100
		Total for Vendor:	158.73					
2182		219 JOANN TIMP	189.00					
	12/23/15	11/23/15-12/21/15 5 cleanings	189.00*			101 41000	300	10100
		Total for Vendor:	189.00					
2183		529 LOREN GOEBEL	28.50					
	12/09/15	Caster wheels-movable storage	28.50			101 43100	220	10100
		Total for Vendor:	28.50					
2184		293 MID MINNESOTA CODE ENFORCEMENT,	1,714.29					
	12/22/15	Thru permit #13	1,714.29			101 42050	310	10100
		Total for Vendor:	1,714.29					
2185		562 MINNESOTA DEPARTMENT OF HEALTH	429.00					
	11/17/15	Qrtrly H2O service connect fee	429.00			601 43225	431	10100
		Total for Vendor:	429.00					

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2186		309 MINNESOTA LIFE INSURANCE CO.	0.60					
	11/13/15	Hennen (11-13-15)	2.00*			101 41400	131	10100
	11/13/15	Stueve	-3.40			101 43000	131	10100
	12/16/15	Hennen (12-16-15)	2.00*			101 41400	131	10100
		Total for Vendor:	0.60					
2187		328 MN RURAL WATER ASSOCIATION	275.00					
	12/17/15	Membership '16-'17	275.00*			601 43225	433	10100
		Total for Vendor:	275.00					
2188		385 QUILL	133.00					
	9647852 11/16/15	Can liner 55-60 gallon	55.19*			101 41000	210	10100
	1256168 12/08/15	Bulletin bar 36	21.49*			101 41000	210	10100
	1256168 12/08/15	Qb1 round ring view binder	17.96*			101 41000	210	10100
	1256168 12/08/15	Qb2 round ring view binder	20.97*			101 41000	210	10100
	1256168 12/08/15	4 part 1099 forms	17.39*			101 41000	210	10100
		Total for Vendor:	133.00					
2189		389 RAMLER TRUCK & TRAILER REPAIR,	333.54					
	RI035853 11/17/15	Plow truck repairs	333.54*			101 43100	401	10100
		Total for Vendor:	333.54					
2190		400 RODNEY ATKINSON	535.91					
	12/26/14	Plaque	90.00*			101 41000	210	10100
	01/30/14	LMC new councl memb training	225.00			101 41100	330	10100
	01/30/14	Mileage	97.44			101 41100	330	10100
	01/31/14	Hotel	123.47			101 41100	330	10100
		Total for Vendor:	535.91					
2191		413 SCHLENNER WENNER & CO.	360.00					
	186194 11/30/15	Monthly payroll services	350.00*			101 41000	300	10100
	186194 11/30/15	Copies, postage, and faxes	10.00*			101 41000	300	10100
		Total for Vendor:	360.00					
2192		418 SEH, INC.	1,410.00					
	306235 11/10/15	Sump pump map & data	1,050.00*			101 41000	300	10100
	307909 12/09/15	Schmittty's backup tile review	275.00*			101 41000	300	10100
	307909 12/09/15	Site meeting - 10th Street	55.00*			101 41000	300	10100
	307909 12/09/15	Admin Assistant fee	30.00*			101 41000	300	10100
		Total for Vendor:	1,410.00					

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13:35:28

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 12/15
For Pay Date: 12/23/15

Page: 5 of 5
Report ID: AP100V

For Date Posted = 12/23/15
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2193		433 ST. CLOUD TIMES	223.19					
	12/01/15	12/1/15-11/30/16 subscription	223.19*			101 41000	351	10100
		Total for Vendor:	223.19					
2194		554 SWANY WHITE FLOUR MILLS, LTD.	1,371.81					
		TIF payment	1,374.57			265 46508	640	10100
		County TIF admin fee	-2.76			265 46508	640	10100
		Total for Vendor:	1,371.81					
2195		525 XCEL ENERGY	716.49					
	481442380	12/03/15 Street lights	634.52*			101 43160	381	10100
	483365814	12/18/15 Water tower	81.97			601 43225	381	10100
		Total for Vendor:	716.49					
2196		526 YES CO OF AVON, INC	39.95					
	15272	12/07/15 Fire extinguisher recharge	31.00			225 42200	220	10100
	15272	12/07/15 Val vestem	8.95			225 42200	220	10100
		Total for Vendor:	39.95					
		# of Claims	29	Total :				15,206.02

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 12/22/15

Re: Clerk's Report

As you know I applied for the Blandin Foundation and was accepted. Unless Council says otherwise I will be in Grand Rapids from Feb 8-12 along with one day workshops on April 5, June 14, and August 23. I'm hoping to learn a lot from this experience and be able to bring back some helpful knowledge to our community.

Also, recently I heard that there have been comments regarding my work from a councilmember. I would just like to say that if anyone is having a problem with anything I am doing, please come speak with me individually. I would prefer to resolve the problem if there is one.

Otherwise, I would like to thank Loren and Mike for doing a good job plowing snow. I think they did well for it being their first substantial snowfall. We received no complaints in the office.

I hope everyone has a very Merry Christmas and enjoys celebrating with family.

Job Duty	Date	Initial
did water fluoride/chlorine tests. hooked up plow wing, did, well check + lift station checks	11/16/15	LG
shot off water at 139 main street, cleaned shop, checked ponds/depth	11/16	LG
hook up plow on plow truck, ran pto generator, hooked up	11/17/15	LG
snow blower to tractor, greased snowblower, + lawnmower deck	11/17	LG
did checks at wells, + did pond checks/depth	11/17	LG
shut off water to the red barn building, cleaned leaves on streets	11/18/15	LG
where they were blocking CB&S, checked lift stations + wells, ponds	11/18	LG
checked sump pumps at uptown businesses, met with Dan R From	11/18	LG
Freeport Electric on heater in well house #2 not working have space	11/18	LG
heater in there now, Brian From Holdingford came went over some	11/18	LG
stuff + to water sample	11/18	LG
check wells + lift stations, pond + depth, hooked up tow truck plow, met	11/19/15	LG
with Stearns County to do nitrate testing at city hall, worked on fixing	"	LG
gate at ponds, started building another platform for grader. started going	"	LG
thru inventor of equipment.	"	LG
Did well checks, check abandon car on 10 th st (New Addition) book	FRIDAY 11/20/15	LG
Flow check for NAV up thru yesterday, checked on old car wash vet clinic		LG
sanitary line they are putting in today.		LG
check wells + lift stations checked ponds, fixed end reflective boards	MONDAY 11/23/15	LG
on end of 9 th street, 10 th street + 2 nd , 3 rd + 4 th ave off 10 th street. did water	"	LG, ME
checked lift stations	"	LG
checked wells, ponds, made cover for on of	11/24/15	LG
checked wells, finished cover for at the ponds, met with Brian From	WEDNESDAY 11/25/15	LG
Holdingford went over some water testing material.		
Thurs. evening did wells + lift station checks, lift station by Bob Horschman	THURS 11/26/15	LG
alarm for high level was on, ^{called} Freeport Electric "come + check will come	"	LG
Friday.	"	LG
Connected storm drain by Eric Grims house to CB "storm drain"	FRI 11/27/15	LG
with Butch Thull. checked wells, met with Freeport Electric	"	LG
on lift station by Bob Horschman	"	LG
Did well, lift station checks, checked ponds, Brian From Holdingford	MON 11/30/15	
came did water samples for end of year tests, "bacteria" checked	"	
all snow blowing equipment so it was ready	"	
blew snow, checked wells	TUE 12/1/15	
got cones for Adri for Friday to keep traffic from parking in front	WED 12/2/15	
of city Hall, did well checks, brought gate from ponds to Jerry Butkewski		
to fix. sprayed off plow + tractor		

New log begins here from the last meeting.

Job Duty	Date	Initial
Did well checks, lift stations & ponds, brought old slide from school to Brecker	THUR 12/3/15	LG
Did water testing, blew sidewalk of by Gazebo, got seatnram, & Fuses at Fleet Supply.	"	LG
Put welded gate back on by ponds, checked pond & well houses.	FRI 12/4/15	LG
Adri + I worked on getting our alarm system back working, called preferred controls	12/4/15	LG
& albany tel. worked on Flags (repair)	12/4/15	LG
check well houses, lift stations ponds, did water testing. met with preferred control on scada system, & went to lift stations with him	12/7/15	LG
to explain them. went out to lift stations to check all surge protectors &	"	LG
battery back ups none being used & none work. talking to Adri to replace	"	LG
did well house checks, built 2 dolly racks for under storage	12/8/15	LG
racks so i can pull them out. worked with Adri on Trimble,	"	LG
Draught snowplow to get welded at Butkowsky ^{berry} got overhead	"	LG
doors remotes yesterday, got flows for Nova & pond checks, well	"	LG
house checks to Brian from Holdingford. fixed couple x-mas lights	12/9/15	LG
on main street.	"	LG
went over to trimble with Adri, did water samples, checked	12/10/15	LG
wells, lift stations worked on batteries "replacing" in	"	LG
surge protectors at lift stations, met with Tim Hagemier	"	LG
from Minn Rural water assoc.	"	LG
checked ponds, well houses, cleaned brush truck, filled in	12/11/15	LG
hole out towards pond old storm drain with rocks to keep flow &	"	"
then clay on top. worked on lift station surge protectors, ran vehicles	"	"
& small engines filled with gas	"	"
Ops communication alarm at Flow station, did checks at wells, watched	12/12/15	"
flow station to see why lost communication	"	"
did well checks, went over scada system to see what communication	12/13/15	"
signal was, last night it was 53% today 100%.	"	LG
checked wells, ponds, lift stations, replaced battery in flow station	12/14/15	LG
surge protector, replaced heater in lift station by whirlwind, tested	"	LG
heater at shop to make sure it was a new one. that ordered one	"	LG
for a backup.	"	LG
Lowered water covers by red barn & industrial park	12/15	LG/me
changed light city hall, did well checks & ponds got pumps	12/15	LG
put away, cleaned up tractor greased blower, talked to	"	LG
Brian Holdingford about water testing & filing. cleaned shop	"	LG

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 12/22/15

Re: Engineer Report

Dave doesn't have anything formal for the meeting. He will be there to answer any sewer questions regarding the school gymnasium.

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

December 22, 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 November 17, 2015 through December 22, 2015, we have given significant attention to the following projects on behalf of the City of Freeport:

- Liquor License Regulations
Reviewed off sale liquor license regulations to determine number of licenses allowed in Freeport. Advised Clerk that current regulations are vague and should be amended.
- Business Subsidy Policies
Reviewed current business subsidy policy; discussed application and availability and application of various subsidy tools with City Clerk.
- Parliamentary Procedure
Reviewed rules of order applicable to Council meetings and advised City Clerk on process for reconsidering Council actions.

Respectfully submitted,
Dymoke Law Office, P.A.

by Scott E. Dymoke

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 12/21/15

Re: Mail Ballot Voting

Councilmember Ben Eittle notified me that he would like this item placed back on the agenda, because he will be rescinding the action taken at the Dec 15th meeting. Since Freeport follows Robert's Rules of Order the Ben has the privilege of rescinding the action.

If the council wants to rescind the action, any Councilor can make that motion and be seconded by any Councilor. Then, if the motion to rescind is approved by a majority of the Council, the rescinded action is canceled. If no further action is taken, it as if the action never occurred.

Ben may also have the opportunity to make a motion to reconsider the action, depending on how strict the council wants to be in regards to following Robert's Rules of Order. According to Robert's Rules, if a council member wants to reconsider an action it must be done at the same meeting the action occurred. But, organizations with a monthly meeting can, if council agrees, permit the motion to reconsider at their next scheduled meeting.



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

RESOLUTION 2015-23

A RESOLUTION APPOINTING THE FREEPORT FIRE DEPARTMENT OFFICERS FOR THE YEAR 2016

WEHREAS, a notice for the position openings was posted at the first meeting in November of the Fire Department, by the current Chief, in a conspicuous place in the Fire Hall;

WHEREAS, applicants had two weeks after the notice was posted to apply for an officer position;

WHEREAS, the Fire Department reviewed the applications at the first December Fire Department meeting;

WHEREAS, the Freeport Fire Department nominates the following individuals for officer positions:

1. Chief – John Gilk
2. First Assistant Chief – Noah Van Beck
3. Second Assistant Chief – Chris Williams
4. Secretary – Loren Goebel

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FREEPORT THAT, John Gilk is appointed Chief; Noah Van Beck is appointed First Assistant Chief; Chris Williams be appointed as Seconded Assistant Chief; Loren Goebel be appointed Secretary.

Dated this 29th Day of December, 2015

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

ATTEST:

Rodney Atkinson

Adrianna Hennen

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 12/23/15

Re: Fire Department Grant Opportunity

John Gilk will be attending the meeting to explain to you a grant opportunity the Fire Department has. He will explain it to you at the meeting and is looking to get the council's blessing on it.