



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

March 29, 2016 - Regular Meeting Agenda
Freeport City Hall - 7:00 pm

Call to Order

- I. Approve Agenda – *Motion to approve*
- II. Public Hearing – Easement Vacation
- III. Open Public Forum
- IV. Consent Agenda – *Motion to approve*
 - a. Claims 2277 – 2308 (1-6)
 - b. February 23, 2016 Regular Meeting Minutes (7-9)
 - c. February 23, 2016 AFSA Meeting Minutes (10-11)
 - d. Clerk-Treasurer Report (12-13)
- V. Reports
 - a. Public Works Report (14-17)
 - b. Engineer Report (18)
 - c. Attorney Report (19)
- VI. Old Business
 - a. Auditor's Account Recommendation (20)
- VII. New Business
 - a. Resolution 2016-04 – Resolution Partially Vacating a Utility (21-22)
 - b. Deputy Treasurer Joan Wall's Performance Review (23-27)
 - c. Protocol for Discovery of Release-Bypass (28-30)
 - d. Sanitary Sewer Response Policy (31-32)
 - e. Sanitary Sewer Maintenance Policy (33-36)
 - f. Sidewalk Inspection Policy (37-38)
 - g. Sign Retroreflectivity Policy (39-41)
 - h. Storage Units (42)
 - i. Truck Estimate (43-44)
 - j. Melrose Community Ed (45)
- VIII. Adjourn

Next meeting: April 26, 2016

* ... Over spent expenditure

| Claim/ | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|--------|------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 2277 | | 15 ALBANY MUTUAL TELEPHONE | 274.95 | | | | | |
| | 10231985 | 03/01/16 836-2411/2413 | 73.55 | | | 225 42200 | 320 | 10100 |
| | 10232379 | 03/01/16 836-7158 | 38.55 | | | 101 41000 | 320 | 10100 |
| | 10232148 | 03/01/16 836-2685 | 18.34 | | | 601 43225 | 320 | 10100 |
| | 10232148 | 03/01/16 836-2685 | 18.33 | | | 602 43250 | 320 | 10100 |
| | 10231842 | 03/01/16 836-2116 | 70.16 | | | 101 41000 | 320 | 10100 |
| | 10231841 | 03/01/16 836-2112 | 56.02 | | | 101 41000 | 320 | 10100 |
| | | Total for Vendor: | 274.95 | | | | | |
| 2278 | | 25 AMERIPRIDE LINEN & APPAREL | 50.55 | | | | | |
| | 2200756390 | 03/04/16 Monthly rug service | 50.55 | | | 101 41000 | 410 | 10100 |
| | | Total for Vendor: | 50.55 | | | | | |
| 2279 | | 70 CENTERPOINT ENERGY | 276.88 | | | | | |
| | 02/22/16 | Maintenance bldg | 72.70 | | | 101 43100 | 382 | 10100 |
| | 02/22/16 | Fire hall | 204.18 | | | 225 42200 | 382 | 10100 |
| | | Total for Vendor: | 276.88 | | | | | |
| 2280 | | 76 CENTRAL MINNESOTA CREDIT UNION | 239.65 | | | | | |
| | 02/29/16 | Stearns County Beacon fees | 1.65 | | | 101 41000 | 433 | 10100 |
| | 02/29/16 | Utility billing postage | 119.00 | | | 601 43225 | 200 | 10100 |
| | 02/29/16 | Utility billing postage | 119.00 | | | 602 43250 | 200 | 10100 |
| | | Total for Vendor: | 239.65 | | | | | |
| 2281 | | 145 FINKEN WATER CENTERS | 23.00 | | | | | |
| | 3956212 | 03/01/16 Water softener rental | 15.00 | | | 101 41000 | 410 | 10100 |
| | 3956222 | 03/01/16 Maint water cooler | 8.00 | | | 101 43100 | 410 | 10100 |
| | | Total for Vendor: | 23.00 | | | | | |
| 2282 | | 387 RAHNS OIL & PROPANE, INC | 775.36 | | | | | |
| | 90499 | 02/29/16 Fire Dept gas | 161.76 | | | 225 42200 | 215 | 10100 |
| | 90499 | 02/29/16 Fire Dept supplies | 54.16 | | | 225 42200 | 210 | 10100 |
| | 90499 | 02/29/16 Public Works gas | 278.98 | | | 101 43100 | 215 | 10100 |
| | 90499 | 02/29/16 Public Works batteries | 6.40 | | | 101 43100 | 210 | 10100 |
| | 90499 | 02/29/16 EDA food | 29.51 | | | 300 46500 | 210 | 10100 |
| | 64970 | 02/13/16 Emergency call charge | 200.00 | | | 225 42200 | 215 | 10100 |
| | 64970 | 02/13/16 Fuel - emergency call | 44.55 | | | 225 42200 | 215 | 10100 |
| | | Total for Vendor: | 775.36 | | | | | |

* ... Over spent expenditure

| Claim/ | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|--------|-----------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 2283 | | 525 XCEL ENERGY | 3,289.88 | | | | | |
| | 490828800 | 02/22/16 Water tower | 173.20 | | | 601 43225 | 381 | 10100 |
| | 492375385 | 03/03/16 Street lights | 723.83 | | | 101 43160 | 381 | 10100 |
| | 492090649 | 03/02/16 302188142 | 215.70 | | | 601 43225 | 381 | 10100 |
| | 492090649 | 03/02/16 302252262 | 103.02 | | | 101 43160 | 381 | 10100 |
| | 492090649 | 03/02/16 302290398 | 378.07 | | | 101 41000 | 381 | 10100 |
| | 492090649 | 03/02/16 302679657 | 131.69 | | | 101 43100 | 381 | 10100 |
| | 492090649 | 03/02/16 302700297 | 23.99 | | | 602 43250 | 381 | 10100 |
| | 492090649 | 03/02/16 302947044 | 233.17 | | | 601 43225 | 381 | 10100 |
| | 492090649 | 03/02/16 303193187 | 35.90 | | | 602 43250 | 381 | 10100 |
| | 492090649 | 03/02/16 303616049 | 325.31 | | | 225 42200 | 381 | 10100 |
| | 492090649 | 03/02/16 303936749 | 51.89 | | | 101 43160 | 381 | 10100 |
| | 492090649 | 03/02/16 303956738 | 527.15 | | | 101 43160 | 381 | 10100 |
| | 492090649 | 03/02/16 303963984 | 286.91 | | | 101 43160 | 381 | 10100 |
| | 492090649 | 03/02/16 303985901 | 37.83 | | | 101 43160 | 381 | 10100 |
| | 492090649 | 03/02/16 304083816 | 13.23 | | | 101 43160 | 381 | 10100 |
| | 492090649 | 03/02/16 304098414 | 28.99 | | | 602 43250 | 381 | 10100 |
| | | Total for Vendor: | 3,289.88 | | | | | |
| | | # of Claims | 7 | Total: | | | | 4,930.27 |

* ... Over spent expenditure

| Claim/ | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|--------|---------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 2286 | | 617 ADRIANNA HENNEN | 97.98 | | | | | |
| | 03/17/16 | Mileage to MCFOA conference | 97.98 | | | 101 41400 | 335 | 10100 |
| | | Total for Vendor: | 97.98 | | | | | |
| 2287 | | 694 ALBANY FLEET SUPPLY | 11.97 | | | | | |
| | C243072 03/08/16 | Paint-Ford blue enamel | 11.97 | | | 101 43100 | 220 | 10100 |
| | | Total for Vendor: | 11.97 | | | | | |
| 2288 | | 581 ALEX AIR APPARATUS, INC | 948.83 | | | | | |
| | 29219 02/23/16 | Bauer Monitor BAU-MNR-0073P | 784.83 | | | 225 42200 | 220 | 10100 |
| | 29219 02/23/16 | Shipping | 19.00 | | | 225 42200 | 220 | 10100 |
| | 29219 02/23/16 | Labor | 80.00 | | | 225 42200 | 220 | 10100 |
| | 29219 02/23/16 | Travel time | 65.00 | | | 225 42200 | 220 | 10100 |
| | | Total for Vendor: | 948.83 | | | | | |
| 2289 | | 32 ARNZEN CONSTRUCTION, INC | 244.18 | | | | | |
| | 49566 02/22/16 | 1/4"x38"x38" | 87.94 | | | 225 42200 | 220 | 10100 |
| | 49566 02/22/16 | Shop labor-groove out valve | 50.00 | | | 225 42200 | 220 | 10100 |
| | 49613 02/29/16 | 22 LF 1/4"x1 1/2" MS | 31.24 | | | 225 42200 | 220 | 10100 |
| | 49613 02/29/16 | Shop weld-brace hole cover | 75.00 | | | 225 42200 | 220 | 10100 |
| | | Total for Vendor: | 244.18 | | | | | |
| 2290 | | 597 BERGANKDV, LTD | 375.00 | | | | | |
| | 910879 02/29/16 | Feb 2016 consulting services | 375.00 | | | 101 41500 | 300 | 10100 |
| | | Total for Vendor: | 375.00 | | | | | |
| 2291 | | 695 BLUE CROSS BLUE SHIELD OF | 1,416.87 | | | | | |
| | 4M466-00 3 03/09/16 | Loren health ins | 1,137.36* | | | 101 43000 | 130 | 10100 |
| | 4M466-00 3 03/09/16 | Adri health ins | 279.51* | | | 101 41400 | 130 | 10100 |
| | | Total for Vendor: | 1,416.87 | | | | | |
| 2292 | | 107 DANNY'S DISPOSAL & RECYCLING, | 168.66 | | | | | |
| | 03/01/16 | Maintenance bldg | 139.25 | | | 101 43100 | 383 | 10100 |
| | 03/01/16 | Fire hall | 29.41 | | | 225 42200 | 383 | 10100 |
| | | Total for Vendor: | 168.66 | | | | | |

* ... Over spent expenditure

| Claim/ | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|--------|---------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 2294 | | 123 DYMOKE LAW OFFICE, P. A. | 638.00 | | | | | |
| | 03/01/16 | Sacred Heart | 110.00 | | | 101 41000 | 302 | 10100 |
| | 03/01/16 | Island Paradise | 418.00 | | | 101 41000 | 302 | 10100 |
| | 03/01/16 | Council meeting | 110.00 | | | 101 41000 | 302 | 10100 |
| | | Total for Vendor: | 638.00 | | | | | |
| 2295 | | 155 FREEPORT FARM CENTER, INC | 7.78 | | | | | |
| | 95203 02/23/16 | 32" chain | 5.61 | | | 101 43100 | 220 | 10100 |
| | 95203 02/23/16 | Conn link | 2.17 | | | 101 43100 | 220 | 10100 |
| | | Total for Vendor: | 7.78 | | | | | |
| 2293 | | 701 FREEPORT GOLDENAIRES | 2,400.00 | | | | | |
| | 03/15/16 | Sr Center tables & chairs | 2,000.00 | | | 101 45200 | 435 | 10100 |
| | 516 03/20/16 | Reuter Elec add 2 receptacles | 400.00 | | | 101 45200 | 435 | 10100 |
| | | Total for Vendor: | 2,400.00 | | | | | |
| 2296 | | 174 GOPHER STATE ONE CALL, INC. | 4.35 | | | | | |
| | 6020376 02/29/16 | 3 locates | 2.18 | | | 601 43225 | 300 | 10100 |
| | 6020376 02/29/16 | 3 locates | 2.17 | | | 602 43250 | 300 | 10100 |
| | | Total for Vendor: | 4.35 | | | | | |
| 2297 | | 179 GRANITE ELECTRONICS, INC. | 772.59 | | | | | |
| | 1530013461 03/04/16 | City siren service call la | 194.40 | | | 101 42800 | 310 | 10100 |
| | 1530013461 03/04/16 | 4 12V 100AHR batteries | 460.00 | | | 101 42800 | 310 | 10100 |
| | 1530013461 03/04/16 | ATO fuse | 1.25 | | | 101 42800 | 310 | 10100 |
| | 1530013461 03/04/16 | Fuse 10A 250V FAST ABC CER | 4.04 | | | 101 42800 | 310 | 10100 |
| | 1530013461 03/04/16 | Travel | 112.90 | | | 101 42800 | 310 | 10100 |
| | | Total for Vendor: | 772.59 | | | | | |
| 2298 | | 184 HACH COMPANY | 70.37 | | | | | |
| | 9838481 03/14/16 | DPD TOT chlorine accuvac pk25 | 52.58 | | | 601 43225 | 210 | 10100 |
| | 9838481 03/14/16 | Freight | 17.79 | | | 601 43225 | 210 | 10100 |
| | | Total for Vendor: | 70.37 | | | | | |

* ... Over spent expenditure

| Claim/ | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|--------|----------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 2299 | | 194 HENNER LUMBER CO, INC. | 15.59 | | | | | |
| | 102867 | 02/05/16 4 - 3/8" x 1 1/2" mach | 0.68 | | | 101 43100 | 210 | 10100 |
| | 102867 | 02/05/16 7 - 5/16" x 2 1/2" | 0.91 | | | 101 43100 | 210 | 10100 |
| | 103381 | 02/25/16 Tape measure | 5.00 | | | 101 43100 | 210 | 10100 |
| | 103381 | 02/25/16 2 - 1x6x10 pine | 8.00 | | | 101 43100 | 210 | 10100 |
| | 103381 | 02/25/16 Mis bolts | 1.00 | | | 101 43100 | 210 | 10100 |
| | | Total for Vendor: | 15.59 | | | | | |
| 2300 | | 219 JOANN TIMP | 144.00 | | | | | |
| | 03/23/16 | 2/29/16-3/21/16 4 cleanings | 144.00 | | | 101 41000 | 300 | 10100 |
| | | Total for Vendor: | 144.00 | | | | | |
| 2301 | | 529 LOREN GOEBEL | 103.93 | | | | | |
| | 03/03/16 | Mileage MRWA conference | 97.75 | | | 101 43000 | 335 | 10100 |
| | 03/03/16 | Batteries for water tester | 6.18 | | | 101 43100 | 210 | 10100 |
| | | Total for Vendor: | 103.93 | | | | | |
| 2302 | | 269 MARCO, INC. | 33.75 | | | | | |
| | 3174750 | 03/04/16 Set up network scanner folder | 33.75 | | | 101 41000 | 300 | 10100 |
| | | Total for Vendor: | 33.75 | | | | | |
| 2303 | | 309 MINNESOTA LIFE INSURANCE CO. | 4.00 | | | | | |
| | 03/14/16 | Henner | 4.00 | | | 101 41400 | 131 | 10100 |
| | | Total for Vendor: | 4.00 | | | | | |
| 2304 | | 385 QUIL | 63.97 | | | | | |
| | 4153389 | 03/15/16 Mr. Clean floor cleaner | 24.99 | | | 101 41000 | 210 | 10100 |
| | 4153389 | 03/15/16 409 cleaner degreaser | 10.99 | | | 101 41000 | 210 | 10100 |
| | 4153389 | 03/15/16 Bounty paper towels | 27.99 | | | 101 41000 | 210 | 10100 |
| | | Total for Vendor: | 63.97 | | | | | |
| 2305 | | 413 SCHLENNER WENNER & CO. | 305.00 | | | | | |
| | 188735 | 02/29/16 Monthly payroll services | 300.00 | | | 101 41000 | 300 | 10100 |
| | 188735 | 02/29/16 Copies, postage, faxes | 5.00 | | | 101 41000 | 300 | 10100 |
| | | Total for Vendor: | 305.00 | | | | | |

* ... Over spent expenditure

| Claim/ | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|--------|-------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 2306 | | 542 SCHMIDTY'S | 42.15 | | | | | |
| | 333 | 02/23/16 Gas | 22.46 | | | 101 43100 | 215 | 10100 |
| | 2145 | 02/29/16 Gas | 19.69 | | | 101 43100 | 215 | 10100 |
| | | Total for Vendor: | 42.15 | | | | | |
| 2307 | | 478 TOM'S REFUSE LLC | 110.00 | | | | | |
| | | 02/19/16 Opened frozen drain | 110.00 | | | 101 43100 | 220 | 10100 |
| | | Total for Vendor: | 110.00 | | | | | |
| 2308 | | 516 WEBER PRINTING | 108.00 | | | | | |
| | 23327 | 02/26/16 #10 envelopes reflex blue ink | 108.00 | | | 101 41000 | 210 | 10100 |
| | | Total for Vendor: | 108.00 | | | | | |
| | | # of Claims | 23 | Total: | | | | 8,086.97 |



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February 23, 2016 – 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, City Attorney Scott Dymoke, City Engineer Dave Blommel, Public Works Director Loren Goebel, Fire Chief John Gilk, and Maintenance Assistant Vernon Fuchs

Residents in attendance:

Andrea Ramacher (720 1st Ave N)

Steve Notch (28086 385th St)

Lornie Middendorf (Millwood Township)

Carol Toenyon (Millwood Township)

Robert Cremers (St. Anthony City)

Joseph (Millwood Township)

Cremers (St. Anthony City)

Tim Nierenhausen (Albany Township)

Jeff Goebel (Krain Township)

Mike Rosner (Oak Township)

Clara Michael (Millwood Township)

John Arnzen (St. Rosa City)

Pete Welle (Oak Township)

Approve Agenda

Eittle moved to approve the agenda with the additions of h. and i. under 'New Business', seconded by Eveslage. Motion carried 5-0.

Open Public Forum

No public comment was given.

Consent Agenda

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

Reports

Public Works Report

No discussion.

Engineer Report

Dave Blommel did not have a formal report. Verbally stated he had reviewed documents sent to him regarding the school gymnasium. Blommel also stated he was waiting for L. Goebel to finish sump pump checks so he could review that information and put together reports for the council.

K. Goebel moved to have Blommel send out project plans for Industrial Drive (Famo Feeds cul-du-sac) to receive bids to repair the road, seconded by T. Hennen. Motion carried 5-0.

Attorney Report

No discussion.

New Business

ASFA Meeting

Island Paradise

City Attorney Scott Dymoke explained the termination agreement is to dissolve old agreements that had been recorded with the County, but were never completed for Island Paradise. Mayor Atkinson inquired about the park dedication that is a part of the agreement. Dymoke explained since the development was never completed that the City wasn't going to receive money or a park. Atkinson stated that shouldn't be something to look past with the new owners. Dymoke stated that will be discussed when the new owners present the City with plans.

T. Hennen moved to accept the Termination agreement, seconded by Eveslage. Motion carried 4-0 with Ertle abstaining.

Separation of Funds

Council stated that they would like to see certain funds, fire, street, water tower, in different accounts for more easily see their balances and so it is known that money is not being used for other items or projects.

Budget Amendments

Ertle moved to approve budget amendment to move \$3,084.00 to the fire department fire contract fund out of the general fund, seconded by Eveslage. Motion carried 5-0.

Future Planning

Atkinson stated the EDA agreed to hold a gathering to receive input from residents regarding the need of patio homes/senior housing. Council agreed to have it at the Senior Center on March 15. They directed A. Hennen to post in the newspaper and around town.

March for Meals

No discussion

Gun Regulations within City Limits

T. Hennen stated he had heard the gun shot outside of Hennen Lumber recently and it sounded very close. A. Hennen stated that Stearns County was going to talk to residents in that area to remind them that shooting guns in town is not allowed.

Ministorage Units as a Conditional Use in I-1

Eveslage had requested this item to be added to the agenda. Council agreed this should be looked into more and didn't see why something like this couldn't work in I-1.

Increase Hourly Pay for Snow Plowing - Assistant

Mayor Atkinson moved to increase assistant pay to \$15.00/hour when plowing snow, seconded by T. Hennen. Motion carried 5-0.

Adjourn

Ertle moved to adjourn at 9:25, seconded by Eveslage. Motion carried 5-0.

DRAFT



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February 23, 2016 – Area Fire Service Association Annual Meeting

The Area Fire Service Association Meeting was called to order at 7:33 by Mayor Rodney Atkinson with councilmembers Tim Hennen, Mike Eveslage, Ken Goebel, and Ben Ettle.

Staff in attendance: Clerk-Treasurer Adrianna Hennen, Deputy Treasurer Joan Wall, City Attorney Scott Dymoke, Public Works Director Loren Goebel, Fire Chief John Gilk, Assistant Chief Chris Williams, and Maintenance Assistant Vern Fuchs.

Members in attendance:

Tim Nierenhausen (Albany Township)
Lornie Middendorf (Millwood Township)
Carol Toenyon (Millwood Township)
Robert Cremers (St. Anthony City)
Joseph (Millwood Township)
Cremers (St. Anthony City)

Jeff Goebel (Krain Township)
Mike Rosner (Oak Township)
Clara Michael (Millwood Township)
John Arnzen (St. Rosa City)
Pete Welle (Oak Township)

Approve Agenda

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

Roll Call

Each township and city provided representative.

Old Business (2015 & 2016 Budget Amendments)

Deputy Treasurer Joan wall explained that two budget amendments had to be made, which Wall stated is a requirement by Freeport's auditors. Both of the amendments are to move Freeport's portion of the Area Fire Service Agreement amounts to the correct budget line. The amounts included a transfer of \$42,405.00 and a transfer of \$40,224.00. T. Hennen moved to approve both of the budget amendments, seconded by Eveslage. Motion carried 5-0.

New Business (2016 Budget Approval)

Fire Chief Gilk presented on a few fire department topics, one being the need for a new pumper. Gilk stated that Freeport's pumper will only be operable for another year, and they are working on keeping the truck running that long. Gilk stated that the fire department applied for a FEMA Grant, which only requires the Fire Department to pay in 5% of the overall grant amount. Gilk stated that it would be nice to get a grant like that for a new pumper, but was unsure if Freeport's pumper would last long enough to get the grant money. Mayor Atkinson mentioned it might be more beneficial to start applying for the FEMA Grant for a different truck the Department will need in a few years.

Mayor Atkinson also wanted to point out to the Area Fire Service members that Gilk approved a pay cut to the Fire Chief position when Gilk took over in 2016.

Area Fire Service Members agreed that if a grant for a new truck was possible, that it should be pursued. Gilk also invited everyone to the Fire Hall to view the trucks and equipment once the meeting was over. Peter Welle motioned to approve the 2017 budget, seconded by John Arnzen. Motion passed unanimously.

Adjourn

Ettle moved to adjourn the Area Fire Service meeting, seconded by T. Hennen. Motion carried 5-0.

Rodney Atkinson, Mayor

Adrianna Hennen, Clerk-Treasurer

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 3/22/16

Re: Clerk-Treasurer Report

MCFOA (Minnesota Clerks & Finance Officers Association)

As some of you don't know (because I forgot about it myself until the week of), but I attended the MCFOA conference at the St. Cloud Convention Center. Some aspects of the convention were very educational. I listened to a few on Elections, which weren't helpful in learning about the actual process of elections, but it did highlight some information to keep in mind now that election season is coming upon us. I took a class on liquor licensing, which was unfortunately not helpful since they focused primarily on breweries, distilleries and brew pubs. I also attended sessions that advised on how to work with council and other staff, which I'm hoping to work on myself when communicating with the council and others. The helpful part in these conventions isn't always necessarily the classes but the other people you meet and the stories and advice that you get to share with one another.

League of MN Cities Conference

Since we're on the Convention topic, Joan and I will be registering for the LMC Conference that takes place June 15-17. Joan and I talked about this conference during budget season and we did budget for both her and me to go to this conference since I think it would be helpful in Joan being more immersed in the government field. This year the conference is taking place in St. Paul. If you recall, last year it was in Duluth. Each year it rotates between a few different locations

Payroll

As of April 4th payroll will officially be back in-house. A few items are still currently being worked out with Blackmountain (software company), but it will definitely be back on that date.

Audit

Our Auditors from Schlenner Wenner will begin their audit on April 4th and will finish up on the 6th. Joan has been doing a great job getting them the information needed ahead of time so were hoping this audit goes very smoothly.

FYI

Duane Pung is cleaning out a ditch on his farm. Rodney and I both expressed to him as long as he notifies the Sauk Watershed District and DNR the city is fine with the ditch cleaning. In the event someone is to ask you about it, you have an idea.

Melrose Referendum

Tom Rich, Melrose Superintendent asked to be put on the April agenda to present on the Melrose School Referendum. Also, Mr. Rich will be holding a community meeting April 28th at 7:30. Council is not required to attend the community meeting.

Wellhead Protection Plan Grant

Freeport has applied for a State Grant to receive money to execute some of the goals on our Wellhead Protection plan. The due date for the grant was March 25th. They open this grant up twice a year, in the fall and spring. I was told if the grant dollars the State has runs out, but we are approved for the grant; we will automatically be put back on the list in the fall. This is also a grant we can continue to apply for and keep receiving money for.

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 3/24/16

Re: Public Works Report

Loren is requesting the purchase of 2 – 55 gallon crack fill barrels.

- \$479.00 per barrel x 2 = \$958
- Shipping is about \$75.00
- Holdingford is allowing us to use the crack filling machine for free this year.
 - Brian Zapzalka's recommendation is to use their machine this year to see if this is something we want to continue to do every year ourselves. If so, a new crack filling machine is \$500, which Brian advised that we then purchase. Holdingford just bought one this year.

| Job Duty | Date | Initial |
|--|---------|---------|
| Did well, pond checks, water tower, changed old hoses at both well houses + helped get Jim D. a pump so he could pump out his manhole drain by his house. | 2/19/16 | LG |
| | " | LG |
| | " | LG |
| Did well, water tower checks | 2/20/16 | LG |
| Did well, water tower checks | 2/21/16 | LG |
| Did well, water tower, ponds, lift station checks | 2/22/16 | LG |
| Flushed hydrants, did static + flow reading with Rodney | " | LG/ME |
| Flushed hydrant by 3rd st SE, did well, pond checks, water tower checks, took water samples, shovels in front of City hall | 2/23/16 | LG |
| put new chain on wing of plow truck, did garbage up town; put fitting + hoses away from flushing hydrants. talked to Brian about water tower. | " | LG |
| | " | LG |
| | " | LG |
| Did well, water tower, pond checks, got a pipe put in well 2 so we can test static + draw down tests. checked flow station, did flow reading paperwork. | | LG |
| | | LG |
| Did well, water tower checks, pond check, washed van truck | 2/24/16 | LG |
| did well testing with Rodney for static + put cover on | " | LG |
| Well 2, did garbage, clean hall by plow truck. | " | LG |
| Did well, lift station, water tower checks, did water sampling | 2/25/16 | LG |
| ran water at water tower. cleaned shop floor, met w/ Brian | " | LG |
| went over paperwork + got water samples. | " | LG |
| Did well, water tower + pond checks, brought some stuff out to Neil regarding "bucked up sewer" so he could find line + get fixed. Talked to "Hawking" chemical to set up date to come + refill. | 2/26/16 | LG |
| | " | LG |
| Did well, water tower checks | 2/27/16 | LG |
| Did well, water tower checks | 2/28/16 | LG |
| Did well, lift station, water tower, pond checks, did water meter readings. Talked to Brian about flows. Flows are way up + lift station by school running alot will watch, cleaned floats at school lift station, ran hydrant by Al Herdick | 2/29/16 | LG |
| some one on that street said water was not foggy. did water sampling. | " | LG |
| | " | LG |
| Did well, water tower checks, gave Mike E cell phone schooling | 3/1/16 | LG |
| next 3 days | " | LG |
| School / well, water tower | 3/2/16 | LG/ME |
| School / well, water tower lift stations | 3/3/16 | LG/ME |

| Job Duty | Date | Initial |
|--|---------|---------|
| Did well, lift station, water tower, pond checks, did water testing. | 3/4/16 | LG |
| did some paper work at hall w/ Adri. got pump back | " | LG |
| From Borgeding his line is back together. Last week Monday | " | LG |
| I brought ton truck to Mark sheering to have look at ddrss, he | " | LG |
| will look at finding used one & give us a price the ones in truck | " | LG |
| are not fixable. New batteries in weather siren by shop. | " | LG |
| well, water tower checks | 3/5/16 | LG |
| well, water tower checks | 3/6/16 | LG |
| well, water tower, lift station, pond checks, did water sampling | 3/7/16 | LG |
| worked most of the day on getting Flow station to read | " | LG |
| to scada, was getting communication loss all morning. | " | LG |
| met with Brian got paperwork to file, took water for | " | LG |
| sampling, tested batteries in weather siren to make sure were charging correctly. | " | LG |
| well house, water tower, pond checks, cleaned influents | 3/8/16 | LG |
| by ponds, got paint, cleaned ^(scraped) all pipes in well houses | " | LG |
| & painted, got chemical from Hawking went over | " | LG |
| some stuff in well houses. | " | LG |
| well house, water tower, pond checks, cleaned up painting | 3/9/16 | LG |
| stuff at well houses, shop clean floors, met with sales rep from | " | LG |
| Team lab, checked around town to see what lawns I need to | " | LG |
| fix from plow damage, Fixed water valve ^{ripped from} by down ricks house ^{was hit} by something. | " | LG |
| Wellhouse, water tower, ponds, lift station checks, did water | 3/10/16 | LG |
| sampling. Fixed loose walls & trim in well houses put hangers | " | LG |
| up for cleaning supplies broom, dust pan ect. hung MSD sheets | " | LG |
| by door in both well houses, put hanger up in lift station | " | LG |
| cabinets to hang clipboards, took fitting out of well house 1 | " | LG |
| & stored at shop, they were getting all corroded from in the well house. | " | LG |
| Ordered more water testing ampules, added salt to s-sirner | " | LG |
| at city hall & shop. | " | LG |
| Well houses, water tower, pond checks, the empty salt/sand | 3/11/16 | LG |
| out of plow truck, cleaned truck & pushed sand under | " | LG/ME |
| overhang cleaned tractor, did water meter read for ^{house on 15th street} 410 ^{sold} | " | LG |
| well, water tower checks | 3/12/16 | LG |
| well, water tower checks - communication down for flowstation | 3/13/16 | LG |
| checked flow & read computer to get communication back | " | LG |
| well, lift station, ponds water tower checks, did water | 3/14/16 | |

| Job Duty | Date | Initial |
|---|---------|------------------------------------|
| testing, went around town & fixed grass that I wrecked plowing snow. met with Brian & did water sampling for quarterly testing. | 3/14/16 | LG LG LG |
| Well house, water tower, pond checks, picked up garbage on streets & sidewalks on Main street. took water "influent" sample to DHIA in sack for quarterly check, got rid of a mat with Dave Blommel on Industrial drive project, checked Hoeschen Auto's Rental to turn water on. It was never shut off so all was good. turned water on, on 1805 10 th St 2 nd Ave. | 3/15/16 | LG " LG " LG " LG " LG |
| Well house, water tower, pond checks, worked on well house I put a couple new fittings in + new hose ^{hose} it was leaking. | 3/16/16 | LG " LG " LG |
| got street sweeper ready | | LG |
| swept streets, well house, water tower, I.F. stations, pond checks | 3/17/16 | LG " LG |
| well house, pond, water tower checks, water testing, had Dan Raring Freeport Electric look at heating unit in Well ^{house} #2 thought it was maybe thermostat was working when checked will keep an eye on. went thru Lions park checked how lights work on Tennis court, & checked the benches & play equipment. put new chain at Well house #2 to hold chlorine cylinder "was broke" | 3/18/16 | LG " LG " LG " LG " LG |
| well house, water tower checks | 3/19/16 | LG |
| well house, water tower checks | 3/20/16 | LG |
| well house, I.F. station, water tower, pond checks, water sampling. got batteries for PH tester & tested. did garbage up town, did couple sump pump checks, met with Adam "MIN PIPE" went thru some pipes & pipe fitting to see if they were good or sunk. got some flag ready to hang. | 3/21/16 | LG " LG " LG " LG |
| well checks, worked on well 2 one of pumps had an air bubble in redid the hose, ran & tested. charge Massey lawn mower ran, greased sweeper, filed paperwork at shop - went out & did sump pump checks | 3/22/16 | LG " LG " LG " LG |
| well house, water tower, pond checks, garbage up town swept 1 st Ave., got plug put in tire of truck, piece of metal stuck in tire, change two lights on West side of City hall, had a meeting with Adri & lady from wellhead about grant - put ^{started} paperwork organizing for sump pump checks | 3/23/16 | LG " LG " LG " LG " LG |



Building a Better World
for All of Us®

MEMORANDUM

TO: Freeport Mayor and City Council

FROM: Dave Blommel

DATE: March 23, 2016

RE: 2016 Industrial Park Paving
SEH No. FREEP G09 14.00

Loren and I met on March 15, 2016 to discuss the paving options on Industrial Drive. Upon review of the current pavement conditions, I do not believe repaving the street will be an effective use of City funds, without additional soil correction or dewatering measures being taken.

Given the cracking and presence of water in the cracks, I believe the pavement is failing due to subgrade failure, rather than any problem with the pavement. The 2002 Phase 1 plans by Bolten and Menk, called for 12" of class 5 aggregate and 4" of asphalt. Drain tile was installed behind the curb and gutter, and does appear to be pulling some water from the pavement. The section may be slightly less robust than the second phase of the industrial park (18" of sand, 12" of class 5, and 5" of asphalt pavement), but it shouldn't have failed in this timeframe.

In order to correct the pavement condition we have three options.

1. Short term Fix:
 - Replace the pavement with 4" of new pavement (I would expect it to break up in 10 years).
 - \$20-\$25 per square yard.
2. Long term Asphalt Fix:
 - Remove the existing pavement, salvage the class 5, install 18" sand section, and add more drain tile.
 - \$50-\$55 per square yard.
3. Long term Concrete Fix:
 - Replace the asphalt pavement with 6" concrete pavement to better bridge the saturated soils in the area.
 - \$35 per square yard.

Total pavement area from 7th Street to the end of the cul de sac is about 5,200 square yards.

I would recommend the City replace the cul de sac and as much street as budget will allow with the concrete option. Even with the added asphalt in the long term fix above, the high water table would likely decrease the life of the pavement.

Based on preliminary quotes for the project, I estimate the City can replace the cul-de-sac and nearly 400 feet of street (about to the catch basins) for the \$70,000 that was budgeted.

dwb/mrb

p:\j\freep\common\general numbers\g09 2016 industrial park paving\1-gen\14-corr\m city paving options for council - 032316.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1200 25th Avenue South, P.O. Box 1717, St. Cloud, MN 56302-1717
SEH is 100% employee-owned | sehinc.com | 320.229.4300 | 800.572.0617 | 888.908.8166 fax

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

March 22, 2016

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 February 16, 2016 through March 22, 2016, we have given significant attention to the following projects on behalf of the City of Freeport:

- Sacred Heart Project
Prepared and forwarded drafts of documents to vacate utility easements being relocated for Sacred Heart project.
- Auditor's Opinion Letter
Prepared and forwarded Opinion Letter to City Auditor.

Respectfully submitted,
Dymoke Law Office, P.A.

by Scott E. Dymoke

March 10, 2016

City of Freeport
Attn: City Council

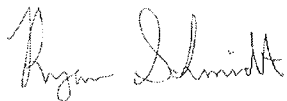
Recently, we have received various questions from the City of Freeport's staff/officials regarding the City's impending decision to open additional bank accounts. It is our understanding that the City is considering opening separate bank accounts to help monitor various items, such as cash that is held for future fire equipment/vehicle purchases, water tower debt fees, street improvements, etc.

We feel opening separate bank accounts is not the most efficient and secure way of monitoring these funds. Please consider the following:

- Having multiple bank accounts exposes the City to additional, unnecessary risk. The chances of an account being breached and funds being misused increases as the number of accounts being held by the City increases. In addition, any potential fraudulent activity would likely be identified quicker if the City did not need to also monitor these additional accounts.
- The City uses fund accounting, which already segregates dollars based on their intended use. If the Council wishes to see certain dollars presented separately in the monthly financial statements, this is easily obtainable by creating separate funds in the City's accounting system.
- Opening additional bank accounts will result in additional time and effort for the City. Each bank account will need to be reconciled on a monthly basis, and additional transactions will need to be initiated and recorded for transfers between bank accounts whenever these funds are used.
- With fewer bank accounts, it is easier to monitor the City's cash flow needs. This allows the City to maximize the amount of money it can keep in CDs and investments, therefore realizing the full earning potential for these funds.
- Creating additional accounts will increase the potential for reporting errors, particularly in regards to transfers between bank accounts.
- The addition of extra bank reconciliations and transfer activity between accounts will result in the need for additional year-end bookkeeping and audit procedures. Dependent upon the time and extent of procedures required, this could result in additional costs to the City.

The idea of creating separate bank accounts likely arose from the Council's desire to obtain a clearer picture of what dollars are being held by the City for specific purposes. We believe this is a goal that can be achieved without creating new bank accounts, but instead by properly allocating these dollars into separate funds within the City's accounting system. This would allow the City to easily generate reports that provide detail on how much money is being held for each separate purpose. We would be happy to assist the City with implementing these changes.

Thank you,



Ryan J. Schmidt
Manager, CPA

SCHLENNER WENNER & CO.
Certified Public Accountants
& Business Consultants

St. Cloud

630 Roosevelt Rd. Ste. 201
P.O. Box 1496
St. Cloud, MN 56302
320.251.0286

Little Falls

109 E. Broadway
P.O. Box 365
Little Falls, MN 56345
320.632.6311

Albany

115 6th St.
P.O. Box 268
Albany, MN 56307
320.845.2940

Maple Lake

220 Hwy. 55 North, Ste. 4
P.O. Box 385
Maple Lake, MN 55358
320.963.5414

Monticello

114 W. 3rd St.
P.O. Box 755
Monticello, MN 55362
763.295.5070

RESOLUTION NO. 2016-04

RESOLUTION PARTIALLY VACATING A UTILITY EASEMENT

WHEREAS, by instrument dated December 1, 1993 and recorded January 14, 1994 as Document Number 766245 in the office of the Stearns County Recorder, the Church of the Sacred Heart granted four perpetual utility easements to the City of Freeport; and

WHEREAS, a public hearing to consider the vacation of one of said utility easements was held on the March 29, 2016, before the Freeport City Council in the City Hall located in Freeport, Minnesota at 7:00 pm after due published and posted notice had been given, as well as personal mailed notice to the property owners by the City Clerk and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, vacating one of the utility easements will facilitate the construction by the Church of the Sacred Heart/Sacred Heart School of an elementary school gymnasium and after-care facility; and

WHEREAS, the Church of the Sacred Heart/Sacred Heart School has agreed to grant the City of Freeport a replacement perpetual utility easement allowing for the relocation of the utility lines within the effected utility easement; and

WHEREAS, the Church of the Sacred Heart/Sacred Heart School has agreed to enter into an Encroachment Agreement with the City of Freeport to permit the construction the elementary school gymnasium within a portion of one of the other of the utility easements granted in the above referenced instrument; and

WHEREAS, four-fifths of all members of the City Council concur in this resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FREEPORT, MINNESOTA, AS FOLLOWS:

1. It is determined and declared that the public interest of the City of Freeport and of the citizens of Freeport will be best served by the vacation of one of the utility easement contained in the above referenced easement, which is described as follows:

A 20 foot perpetual utility easement over, under, and across Lot 35, Auditor's Subdivision #5, according to the recorded plat thereof in the City of Freeport, Stearns County, Minnesota. The centerline of said 20 foot easement is described as follows: Commencing at the northwest corner of Lot 15, Auditor's subdivision #5, thence South 03 degrees 16 minutes 35 seconds East, assumed bearing, along the lot line between said Lots 15 and 35 a distance of 282.4 feet; thence South 86 degrees 43 minutes 25 seconds West 10.00 feet; thence South 32 degrees 53 minutes 38 seconds West 35.40 feet to the point hereinafter referred to as "Point A", which is the point of beginning to the easement

to be described; thence South 48 degrees 14 minutes 50 seconds West 230 feet and there terminating.

2. That upon the Church of the Sacred Heart/Sacred Heart School granting the City of Freeport a utility easement replacing and relocating the utility easement described above, and entering into an Encroachment Agreement with the City of Freeport, the utility easement described above shall hereby be vacated.

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby authorized to sign all documents necessary to effectuate the intent of this resolution.

Adopted by the Council this 29th day of March, 2016.

Rodney Atkinson, Mayor

Attested by:

Adrianna Hennen, City Clerk

DRAFT

CITY OF FREEPORT
EMPLOYEE PERFORMANCE EVALUATION

Employee Name: Joan Wall

Date: 3/8/16

Position: Deputy Treasurer

Type of Evaluation: 8 month review (after Area Fire Service Mtg)

The Employee Performance Evaluation is divided into 6 categories, each containing a list of statements. Use the rating scale below to score each statement. As you complete each category, add-up your scores to determine the subtotal. Also, feel free to make comments in the 'Supervisor Comments' area.

If you feel you are unable to fairly score a statement, leave the space provided blank. Adjustments to category subtotals and grand total will be made during the evaluation meeting.

Rating Scale

5. Exceptional: Consistently exceeds standards. To maintain this performance level the employee is encouraged to continue displaying development in all areas.
4. Exceeds Requirements: Meets or exceeds expectations and requirements for quality, quantity, and/or time.
3. Satisfactory: Meets the requirements set forth in the job description.
2. Needs Improvement: Improvements are needed in quality, quantity, and/or time. Performance should be improved.
1. Unsatisfactory: Performance is unacceptable and cannot continue at this level.

*Note: The reason we are conducting an 8 month review instead of normal 6 mo. was because upon hiring Joan, council had stated they wanted to see how the annual Area Fire Service meeting went.

Planning/Organization

- 4 Coordinates job activities effectively.
- 3 Is innovative in problem solving.
- 3 Works with City Council, Mayor, residents and contractors effectively.
- 5 Displays an understanding of goals and priorities.
- 4 Readily accepts new and/or additional assignments.
- 3 Remains flexible and adapts to change.
- 3 Delegates other duties to appropriate personnel as needed.

25 Subtotal of Category

Supervisor Comments: Joan does a great job at prioritizing duties to make sure everything gets done in a timely manner.

Employee Comments:

Communication

- 3 Communicates effectively with City Council and Mayor.
- 4 Solicits, shares and expresses ideas and concerns clearly.
- 3 Accurately communicates policies and requirements to the public.
- 3 Responds to questions and/or interacts with competence, courtesy, and efficiency.

13 Subtotal of Category

Supervisor's Comments: Joan doesn't normally deal w/ the public, but I'm comfortable leaving the office & knowing she will do her best to help resident's or take detailed notes for me to respond to when I return.

Employee Comments:

Decision-Making/Initiative

4 Seeks opportunities to improve job performance. Learns and incorporates new ideas, trends and methods to improving job performance.

4 Analyzes reasonable alternatives.

5 Demonstrates sound judgment and makes timely decisions.

13 Subtotal of Category

Supervisor's Comments: Joan has years of experience in accounting so I always take her ideas + knowledge seriously when she does or suggests ideas. She has also proved that here w/ how much she has learned + accomplished Employee Comments: in a short amount of time.

Professional Ethics

4 Acts in honest and ethical manner.

3 Demonstrates commitment to the community.

4 Accepts responsibility for own actions.

4 Supports Council, Staff and Policies.

15 Subtotal of Category

Supervisor's comments: I can tell she always is looking out for the best interest of the city: how to save money, do things efficiently/effectively, etc.

Employee Comments:

Work Attendance and Punctuality

4 Responds to emergency situations appropriately.

4 Requests for absence or vacations are submitted in advance.

4 No excessive non-work related activity during work hours.

12 Subtotal of Category

Supervisor's comments: Joan is on time + flexible w/ her schedule to meet my absences + to get work done.

Employee comment:

Compliance With City Codes and Regulations

3 Has an understanding of and is able to communicate effectively the ordinances of the Freeport City Code Book.

4 Seeks appropriate council on changes needed for the City codes and regulations.

3 Stays apprised of State Statute changes which may affect city policies.

10 Subtotal of Category

Supervisor's comments: Joan's requirements don't fall along these lines, but she's learning the requirements of city audit's + other gov't financial requirements.

Employee comments:

Category Totals

88 Total of all subtotals

Adjust table below to accommodate for statements not scored.

Performance Evaluation Score

- 23-39 Unsatisfactory. Puts employee on written notice and requires monthly review for possible dismissal.
- 40-60 Needs Improvement. A quarterly review is required for the employee. Two consecutive reviews will put the employee on notice for possible dismissal.
- 61-81 Satisfactory. The employee has met job requirements, but still has room for improvement.
- 82-104 Exceed Requirements. Reevaluation of the group and step levels will be reviewed by the Council and Mayor.
- 105-120 Exceptional. A group and or step level increase will be assigned by the Council and Mayor.

Goals To Achieve By Next Review

Supervisor's comments: Overall Joan has been doing a great job + has been picking up on things quickly. I honestly couldn't ask for a better treasurer because I know she's getting the job done, + done correctly.
Employee comments:

Circle Your Response:

I reviewed the Job description: YES NO

The Job description needs to be revised: YES NO

I have read and have had an opportunity to discuss this performance appraisal with my supervisor. I understand that I have the right to prepare and submit additional comments on any area of this evaluation. I understand that comments need to be presented within two weeks and, at my request, will be attached to this appraisal form.

Joan R Wall 3-24-16
Employee Date

Adrian after 3/24/16
Supervisor Date

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 3/23/16

Re: Public Works Policies

Following this memo you will be introduced to four new policies that were strongly suggested by the City's LMC Insurance Trust Loss Control Representative, Joe Ingebrand. Joe met with Loren this winter and went over a few policies that the City should have in place to protect itself from any potential claims.

Protocol for Discovery of Release-Bypass

This is strictly the procedures we are going to follow if/when we have to assist the lift station behind school.

Sidewalk Inspection Policy

The goal of this policy is to take an inventory of the current conditions of the City's sidewalks and then to inspect them every year and document any changes or any repairs that need to be done. The inventory schedule still needs to be completed that will be attached to this policy, the goal Loren and I have set is to have this inventory completed by June 31, 2016, as stated in the proposed policy.

Sanitary Sewer Emergency Response Policy

This policy lays out essentially what we already do, but makes it more official.

Sanitary Sewer Maintenance Policy

This policy establishes a scheduled maintenance policy of all of our sanitary sewer components. We have not established a schedule that will be attached to this policy, yet, but Dave Blommel stated that he would help Loren establish a schedule that the council will review once completed.

Sign Retroreflectivity Policy

This policy establishes a replacement schedule for the City's signs. There are new retroreflectivity standards that signs must meet now. Again, an inventory of all of the City's signs needs to be established and will be presented to the council once completed.

As you've noticed these policies are being established so the City has a better documentation process in the event any claims were to come against the City, we would have the records to back up what the City has done.



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

Protocol for Discovery of a Release/Bypass

1. Take all reasonable steps to end the release as soon as possible.
2. Minimize any potential adverse impacts to human health or the environment resulting from the release.
3. Where a release enters a water of the state, the City of Freeport shall remove the spilled/discharged material after contacting the MN Department of Natural Resources (DNR) and Wetland Conservation Act Authority for that area regarding any additional remediation of impacts. (If applicable).
4. IMMEDIATELY notify the MN Department of Public Safety Duty Officer (1-800-422-0798) and MPCA during business hours.
5.
 - A. Collect representative samples of the release.
 - B. Test samples for parameters of concern immediately following discovery of the release.
 - C. Additional samples shall be collected at least two times per week for as long as the release continues.
 - D. Where there is reason to believe a pollutant other than those limited in the NPDES permit is present, SAMPLE for that pollutant.
 - E. FECAL COLIFORM BATERIA samples shall be collected where it contains or may contain sewage.
 - F. Appropriate sampling shall be determined in consultation with the MPCA.
 - G. All sampling results, flow, dates and times, location, duration of release, cause of release and any other significant and requested data, shall be documented and reported during monthly DMR and Release Sampling Report. All information shall be included with the next DMR or Report unless otherwise specified through consultation with MPCA staff.

Adopted by the City council of the City of Freeport on this _____ day of _____, 2016.

Rodney Atkinson, Mayor

Adrianna Hennen, Clerk-Treasurer



CITY OF FREEPORT

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Sanitary Sewer Emergency Response Policy

Procedure

It is the City's policy to respond to sewer backups, lift station problems or failures, or other system problems or failures 24 hours a day, 365 days a year. During all hours (business and after business hours), all calls and reported problems will be routed to and employees dispatched by the Public Works Department. The Public Works Director will be on call unless otherwise determined and scheduled by the Public Works Director and the Maintenance Assistants.

Response

It is the goal of the Public Works Department to provide an initial response within one hour, or as soon as possible under the circumstances, of receiving report of a problem or an emergency call. The time necessary to remedy the problem will vary depending on the number of calls, the nature and seriousness of the problem, weather, and other factors that may impact the department's ability to respond, find and correct a reported problem.

When appropriate, a City employee will check the City's sanitary sewer main at the point of the problem. Corrective action will be taken if the City's sanitary sewer main is found to be blocked or obstructed.

When a blockage found in a sanitary sewer main is causing a backup into a private portion of the system, the first priority will be to address the problem in the City's sanitary sewer main.

After a sanitary sewer backup is remedied, efforts to determine the cause of the blockage or backup will be undertaken by those responding to the emergency. Written records of emergency response will include information and documentation concerning the cause(s) or possible cause(s) of the blockage or backup.

When investigation of a backup determines that the problem is within the private portion of the sanitary sewer system, the sewer customer will be informed of possible corrective action they may have to perform on their portion of the system.

Reporting

The State Duty Officer (1-800-422-0798) must be notified with bypassing the City's sanitary sewer system or otherwise discharging sewage anywhere other than to the City's sanitary sewer system.

The State Duty Officer must be notified within one hour of discovery of sewage being discharged anywhere other than the City's sanitary sewer system.

All sewer backup claims must be referred to the League of Minnesota Cities Insurance Trust for determination of liability. City employees are instructed to not admit or mislead residents about City liability for backups in the municipal sanitary sewer system.

Adopted by the City council of the City of Freeport on this _____ day of _____, 2016.

Rodney Atkinson, Mayor

Adrianna Hennen, Clerk-Treasurer



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

Sanitary Sewer Maintenance Policy

Purpose

It is the policy of the City of Freeport to comply with all applicable state and federal regulatory requirements.

The City intends to provide effective and efficient maintenance to its sanitary sewer system by evaluating political, social, safety, and economic concerns, among others. Procedures identified in this policy are intended to maintain the sanitary sewer system to prevent sewer backups. These procedures, when implemented, may also extend the service life of various components of the sanitary sewer system.

The City of Freeport has 42, 614 feet of public sanitary sewer mains, 140 manholes and 3 lift/pump stations within its sanitary sewer system. Procedures identified in this policy are intended to maintain the City's sanitary sewer system to prevent backups and to extend the life of the system. The City has developed and implemented this policy that takes into consideration public safety, the City's budget and personnel, environmental concerns, and the cost of implementation versus the benefit to be achieved. The City will use its employees, equipment and/or private contractors to provide this service.

While the City fully intends to meet the guidelines established in this policy, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, or weather and other emergencies may prevent the City from meeting the guidelines established herein. The City Council with the Public Works Director and Clerk-Treasurer may override provisions established within this policy. Deviations from the goals established in this policy will be documented.

The City will use this policy to guide any sanitary sewer maintenance activities to be provided by a contractor or a party other than the City.

Routine Maintenance and Inspection Goals

A. Sanitary Sewer Main

Scope of City's Responsibility – The City will maintain the components of the public sanitary sewer system. This includes sanitary sewer mains, manholes, lift stations, and other components. Private property owners are responsible for the maintenance of sanitary sewer components from their property up to and including the connection to the public system.

Schedule – The City’s goal is to inspect and maintain the components of its sanitary sewer system according to the attached schedule.

Equipment – The equipment used to perform maintenance will depend upon the equipment available and its effectiveness as determined by qualified staff.

Television Inspection – The City’s sanitary sewer main will be inspected by television camera in accordance with the attached schedule. Any sewer mains located on a street where a street maintenance project is planned will be inspected before and after such a project. Sanitary sewer mains in a new development must be televised before said mains are turned over to the City. Television inspection may also be used to inspect the system where there are possible problems. In addition, the City may require any main near a construction site to be televised before and after the construction (i.e., near blasting, digging, other activities that might disrupt the main, etc.)

Visual recordings of sewer main televising will be required of any vendor performing this service for the City. A written report summarizing and interpreting the findings of the televising will also be required. These records will be kept by the City for a minimum of 12 years.

B. Problem Areas

The sanitary sewer mains and facilities identified as Category 1 will receive ordinary routine maintenance as note on sewer maps. The sanitary sewer mains and facilities identified on the sewer map as Category 2 will receive more frequent maintenance and those identified as Category 3 will receive less frequent maintenance. When a sewer main or facility is identified as another other than Category 1, the reason why maintenance is needed on a different schedule will be documented. Sewer mains and facilities will receive maintenance according the attached schedule.

The Public Works Director with the City Engineer will determine whether a main or facility is Category 1, receiving routine sewer maintenance, Category 2, receiving more frequent maintenance or Category 3, receiving less frequent maintenance. Based on periodic assessment, maintenance will be adjusted and a sewer main may move from one category to another.

C. Sanitary Sewer Lift Stations

The City maintains lift stations using specific maintenance that is reasonable and recommended. The number of lift stations, locations, date of installation, and capacity of each lift station is kept on record. Maintenance for each lift station is reflected in Standard Operating Procedures (SOP) and Standard Maintenance Procedures (SMP).

Inflow and Infiltration

Inflow and infiltration occur when water gets into the sanitary sewer system. This may occur through cracks or leaks in the sewer pipes and manholes or through sump pumps incorrectly connected to the sanitary

sewer system. Inflow and infiltration can lead to backups, overflows and unnecessary and expensive treatment of clear water.

City employees will periodically inspect manholes to identify any that contribute to this problem. Sanitary sewer main will be maintained and inspected pursuant to the City's Sanitary Sewer Maintenance Policy.

Personnel Responsibilities and Requirements

A. Exercise of Professional Judgment

It is expected that City employees, in accordance with their job duties and responsibilities, will exercise their professional judgment in the implementation of this policy. Further, it is expected that in emergency situations (see Emergency Response Policy) City employees will be required to exercise their discretion and weigh political, social, and economic considerations including but not limited to public and employee safety, the potential for damage to private property and the City sanitary sewer system, and environmental concerns.

B. Training and Education

The City will provide training to employees responsible for maintenance of and emergency response to issues with the sanitary sewer system. Training of employees will include education necessary to earn and maintain appropriate operator certifications. Training will also address standard operating procedures, proper use of equipment, emergency response and other topics required by state and federal regulatory agencies.

C. Work Schedule

Full-time City employees in the Public Works department will be expected to work eight-hour shifts. In emergencies, employees may be required to work in excess of eight hours. Budget and safety concerns may limit the length of time an employee is permitted to work.

D. Weather Conditions

Regular sewer maintenance operations will be conducted only when the weather conditions do not endanger the City employees and equipment. Factors that may delay a sewer maintenance operation include, but are not limited to: severe cold, severe heat, flooding, rain, snow, and other severe weather events.

Documentation

The City will document all of its inspection and maintenance activities and emergency responses for its sanitary sewer system. The City will also document circumstances that limit its ability to comply with this policy. These records will be kept in accordance with the City's records and retention schedule.

Public Education

Periodically, the City will inform residents of their responsibilities related to sanitary sewer services from the City of Freeport.

Adopted by the City council of the City of Freeport on this _____ day of _____, 2016.

Rodney Atkinson, Mayor

Adrianna Hennen, Clerk-Treasurer



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

SIDEWALK INSPECTION POLICY

1. Introduction

The City of Freeport, Minnesota has public sidewalks. Public sidewalks vary in age and in quality of condition. Not every mere inequality or irregularity in the surface of the sidewalk rises to the level of defect. The city recognizes that some sidewalk conditions create unreasonable hazards for pedestrians and other sidewalk users.

The city has limited employee and financial resources and cannot reasonably replace all sidewalks needing replacement or repair in the same year the sidewalk is identified as needing replacement or repair. Sidewalk replacement and repair can be costly. Comprehensive sidewalk surveys are expensive and require the use of limited city personnel and other resources. Under appropriate circumstances, some or all of the cost of sidewalk replacement may be passed to the adjacent property owner.

Accordingly, the city and its Public Works Department must exercise both discretion and professional judgement in determining whether and when sidewalks need to be replaced or repaired. The city expects that its agents, employees, and city officials will exercise discretion in identifying conditions requiring replacement and repair, in the scheduling of replacement and repair and in establishing priorities for replacement and repair.

2. Sidewalk inspection procedures

The Public Works Director shall establish procedures for regular sidewalk inspection. Those procedures will include:

- A. An initial city wide sidewalk survey to be completed by June 31, 2016
- B. A yearly routine sidewalk inspection to be completed by June 31st of every year.
- C. Criteria for determining whether a particular sidewalk condition is in need of a deviation or difference in elevation greater than 1 inch, as determined at the time of inspection.

3. Sidewalk replacement and repair policy

Upon completion of the initial sidewalk survey, the Public Works Director shall establish a replacement and repair schedule. This schedule is subject to modification based both on sidewalk conditions and the availability of resources for sidewalk replacement and repair.

The sidewalk replacement and repair schedule will:

- A. Divide the city into sections or otherwise prioritize replacement of the sidewalks identified as needing replacement or repair so all sidewalks identified in the initial sidewalk survey as needing replacement or repair are replaced or repaired.
- B. Take into consideration and weight the following factors:
 - i. Sidewalk location and amount of pedestrian traffic

- ii. Proximity of sidewalk identified as needing replacement or repair to other sidewalks also needing replacement or repair
- iii. The nature and severity of the condition needing replacement or repair
- iv. The city's budget for replacement or repair of sidewalks
- v. Whether, or to what extent, the cost of repair can be recovered from adjacent property owners
- vi. Availability of employees, equipment, and other resources for sidewalk replacement or repair
- vii. Public safety
- viii. History of prior accidents or complaints
- ix. Schedules of independent contractors and work necessary to prepare bids and bid specifications if work is to be performed by independent contractors

4. Sidewalk maintenance policy

City employees will be responsible for removing snow from sidewalks that abut city-owned buildings or parking lots. Adjacent property owners, including other public entities, are responsible for removing snow and ice from sidewalks that abut their property (see City Ordinance No. 800.01; Subd. 1). The city may, as a public service and for reason of public safety, remove and snow and ice from sidewalks (see City Ordinance 800.01; Subd. 2).

5. Review and modification of policy

The City Council may modify or clarify this policy at any time. Where the city council has delegated responsibility or authority to any city employee or official for development or implementation of any portion of this policy, that employee or official shall have full authority to modify that portion of the policy at any time.

6. Review of policy

The City Clerk and Public Works Director will keep on file comments and complaints received regarding this policy. The policy will be reviewed periodically. Any review will consider comments and complaints since the last review any other factors affecting the policy or its implementation.

7. Effective date of policy

This policy shall be effective as of March 29, 2016. Modification of the policy shall be effective on the date said modifications are approved by the city council resolution or the date city employee or official (with authority granted by the city council) has approved the policy modification or change.

Adopted by the City council of the City of Freeport on this _____ day of _____, 2016.

Rodney Atkinson, Mayor

Adrianna Hennen, Clerk-Treasurer



CITY OF FREEPORT

125 Main Street E – PO Box 301 – Freeport, MN 56331 – 320-836-2112 – FAX 320-836-2116
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Sign Retroreflectivity Policy

Purpose and Goal

The purpose of this policy is to establish how the city will implement an assessment or management method, or combination of methods, to meet the minimum sign retroreflectivity requirements in the Minnesota Manual on Uniform Traffic Devices (MN MUTCD).

Substantial conformance with the MN MUTCD is achieved by having a method in place to maintain minimum retroreflectivity levels. Conformance does not require or guarantee that every individual sign in the city will meet or exceed the minimum retroreflectivity levels at every point in time.

The goal of this policy is to improve public safety on the city's streets and roads and prioritize the city's limited resources to replace signs.

Applicable Signs

This policy applies to all traffic signs in the city except the following:

- Parking, Standing, and Stopping signs (R7 and R8 series)
- Walking/Hitchhiking/Crossing signs (R9 series, R 10-1 through R 10-4b)
- Adopt-A-Highway signs
- All signs with blue (motor services) or brown (recreational) backgrounds
- Bikeway signs that are intended for exclusive use by bicyclists or pedestrians

Sign Inventory

To meet the city's goal of maintaining sign retroreflectivity above certain levels, the city will maintain a sign inventory, see attached inventory, of all new or replacement signs installed after the effective date of this policy. The inventory shall indicate the type of sign, the location of the sign, the date of installation or replacement, the type of sheeting material used on the sign face, the expected life of the sign, and any maintenance performed on the sign.

As to existing signs, the city will perform an inventory of all signs covered by this policy. The city recognizes this process will occur over time subject to the city's monetary and human resources. The city expects to complete its sign inventory by September 30, 2016. The city shall record the above information related to new signs to the extent that such information is known and shall also include a statement on the general condition of the sign.

Removal of Signs

In recognition of the fact that excess road signs have been shown to reduce the effectiveness of signage, as well as impose an unnecessary financial burden on road authorities, it is the city's policy to remove signs determined to be unnecessary for safety purposes and which are not required to comply with an applicable state or federal statute regulation. The removal of signs shall be based on an engineering study and the MN MUTCD. Particular attention shall be paid to recommendation on signage for roads considered to be "low-volume" under the MN MUTCD. The city shall document the date a sign is removed and the reason for the removal.

Approved Sign Evaluation Method

After reviewing the various methods proposed for sign maintenance, the city adopts the following methods to meet the minimum sign retroreflectivity requirements in the MN MUTCD:

- **Nighttime Visual Inspection.** The retroreflectivity of the city's signs is assessed by a trained sign inspector following a formal visual inspection procedure from a moving vehicle during nighttime conditions. Signs that are visually identified by the inspector to have retroreflectivity below the minimum levels will be replaced. The city will visually inspect its signs based on the following schedule: All signs will be inspected every other year starting in 2016.
- **Expected Sign Life.** The installation date is labeled or recorded when a sign is installed, so that the age of any given sign is known. The age of the sign is compared to the expected sign life. The expected sign life is based on the experience of sign retroreflectivity degradation in the city. Signs older than the expected life will be replaced.

Sign Replacement

The City hereby establishes the following priority order in which roads signs will be replaced:

- First priority shall be given to replacing all signs determined not to meet applicable retroreflectivity standards. Top priority shall also be given to replacing missing or damaged signs determined to be of a priority for safety purposes.
- Second priority shall be given to signs determined to be marginal in their retroreflectivity evaluation.
- Third priority shall be given to all remaining signs as they come to the end of their anticipated service life, become damaged, etc.

In addition, within each category above, further priority shall be given to warning and regulatory signs on roads with higher vehicle usage.

After the initial replacement of signs as provided for this Article or the installation of new signs, the city shall, for the purpose of complying with the requirements of the MN MUTCD, maintain minimum retroreflectivity standards, as budgetary factors allow, by replacing signs as they reach the end of the latter of their (a) warranty period; (b) expected life expectancy for the sheeting material used on the sign; or (c) expected life as determined by an authorized engineering study.

Damaged, stolen, or missing signs may be replaced as needed.

Modification and Deviation from Policy

The city reserves the right to modify the Sign Retroreflectivity Policy at any time if deemed to be in the best interest of the city based on safety, political and economic considerations.

The Public Works Director, or his or her designee, may authorize a deviation from the implementation of this policy in regard to a particular sign when deemed to be in the best interests of the city based on safety, political and economic considerations. Such deviation shall be documented including the reason for the deviation and other information supporting the deviation.

Adopted by the City council of the City of Freeport on this _____ day of _____, 2016.

Rodney Atkinson, Mayor

Adrianna Hennen, Clerk-Treasurer

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 3/22/16

Re: Storage Unit Proposal

February 23rd Meeting

Councilor Eveslage asked that storage units be considered a conditional use in Industrial zones (I-1). Council seemed receptive to the idea and directed Clerk-Treasurer A. Hennen look into the subject. No formal action was taken.

Development

Hennen and City Attorney Dymoke brainstormed options that would allow storage units in more ideal locations, but yet, avoided to allow them in I-1 since that is not the intent of I-1.

Proposal

The solution that was determined to be the best was to rezone parcels to C-2:

- 119 7th St SW
- 121 7th St SW
- 129 7th St SW
- Potentially – 114 7th St SW
- Potentially – 900 1st Ave S

Then, the City would change the ordinance to allow storage units in C-2. Council could allow it as a permitted use, or as a conditional use.

The businesses, Fastlane (Automobile Service) and Freeport Farm Center (Farm Implement Sales and Service) that are located on those parcels currently are already allowed as permitted uses in C-2.

Depending on future development C-2 could be continued all along County Road 11.

Why this Proposal?

The benefit of this idea is storage units would be more difficult to establish in I-1 since the potential developer would have to ask for a rezone from I-1 to C-2, instead of the first idea of a conditional use in I-1. If the developer met all of the requirements for the conditional use, the council could not say no to the build of storage unit. Whereas, the council has a much easier time saying no to a rezone request.

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 3/23/16

Re: Truck Estimate

By the request of councilmember Ertle, Loren obtained an estimate to have the doors on the 1-ton truck replaced. As you'll see the estimate was done by Mark Scherping of Midway Auto Body. Mark wanted me to point out that this estimate is slightly lower than average because he was able to find a used door in the correct model. Mark stated that is very rare for this type of truck.

Council has three options:

- Accept the bid
- Reject the bid
- Have another estimate complete

Melrose Area Public Schools

Independent School District 740
546 North 5th Avenue East
Melrose, MN 56352

“Building Tomorrow Today”
www.melrose.k12.mn.us
Phone (320) 256-4224

February 22, 2016

Mayor Atkinson and City Council Members,
City of Freeport
PO Box 301
Freeport, MN 56331

Dear Mayor Atkinson and City Council Members:

I am writing to you today to invite you to contribute to the Melrose Area Summer Recreation program, which is offered to children who live in the Melrose School district. Last year there were 304 participants in our summer programs from the Freeport area. My statistics show that 1089 children who participated last year were from the Melrose zip code. The total participation was 1,898.

For many years, the City of Melrose has generously donated \$9,250 per year toward the Community Education Summer Recreation program for our youth. (This is approximately 8.50 per participating student.) The donation is greatly appreciated and contributes to the success of our programs, while allowing us to keep our program costs down and affordable.

I hope we can count on the City of Freeport to consider a donation and join our district and Melrose Area Community Education in sponsoring our 2016 Summer Recreation program for all of the children in our school district. I am requesting donations from other towns/cities in our district to help support the summer programs as well.

These programs provide valuable instruction in swimming, opportunities to learn the values of good sportsmanship and rules of team sports, and a chance to participate in healthy exercise, sporting activities and other great classes. As you can see, our programs provide opportunities for children to fill their summer with fun and constructive activities.

Again, I hope that the City of Freeport will contribute to a very worthwhile Summer Recreation program at Melrose Area Schools this summer. If you have any questions regarding our request, please feel free to contact me at 256-6010. I would be happy to answer any questions or provide additional information regarding our Summer Recreation program.

Sincerely,



Stacey Austing-Jacobson
Community Education Director

cc: Mr. Tom Rich, Superintendent, Melrose Area Public Schools