



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

February 28, 2017 - Regular Meeting Agenda
Freeport City Hall - 7:00 pm

Call to Order

- I. Approve Agenda – *Motion to approve*
- II. Open Public Forum
- III. Consent Agenda – *Motion to approve*
 - a. Claims 2661 – 2689 (1-6)
 - b. January 31 Meeting Minutes (7-9)
 - c. Gambling Permit (Freeport Fishing Tournament) (10)
- IV. Reports
 - a. Clerk Report (N/A)
 - b. Deputy Treasurer Report (N/A)
 - c. Public Works Report (11-12)
 - d. Engineer Report (N/A)
 - e. Attorney Report (13)
 - f. Fire Department Report (N/A)
- V. New Business
 - a. Ordinance 2017-01 – Ordinance Updating the Water and Wastewater Fees Under the Freeport City Code of 1995 (Appendix I) (14-16)
 - b. Ordinance 2017-02 – Ordinance Amending the Freeport City Code of 1995, Chapter X – Licenses and Permits, Section 1000 General Provisions (17-18)
 - c. Resolution 2017-05 – Resolution Approving State of Minnesota Joint Power Agreement with the City of Freeport on Behalf of its City Attorney (19-36)
 - d. Senior Center – New Flooring (37-39)
- VI. Adjourn

Next meeting: March 28, 2017

02/09/17
10:00:13

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 2/17

Page: 1 of 3
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2661		15 ALBANY MUTUAL TELEPHONE	238.91					
	10264759	02/01/17 836-2411/2413	73.25			225 42200	320	10100
	10265143	02/01/17 836-7158	40.29			101 41000	320	10100
	10264921	02/01/17 836-2685	18.90			601 43225	320	10100
	10264921	02/01/17 836-2685	18.90			602 43250	320	10100
	10264620	02/01/17 836-2112	87.57			101 41000	320	10100
		Total for Vendor:	238.91					
2662		25 AMERI PRIDE LINEN & APPAREL	54.60					
	2200868542	01/06/17 Monthly rug service	54.60			101 41000	410	10100
		Total for Vendor:	54.60					
2663		70 CENTERPOINT ENERGY	421.40					
	01/23/17	Maintenance bldg	140.63			101 43100	382	10100
	01/23/17	Fire hall	280.77			225 42200	382	10100
		Total for Vendor:	421.40					
2664		76 CENTRAL MINNESOTA CREDIT UNION	960.95					
	01/31/17	UB postage	68.00			601 43225	200	10100
	01/31/17	UB postage	68.00			602 43250	200	10100
	01/31/17	Forms, W-2s and 1099s	100.19			101 41000	210	10100
	01/31/17	MN Dept of Labor - bldg permit	295.57*			101 42050	436	10100
	01/31/17	Water sample postage	3.21			601 43225	200	10100
	01/31/17	IIMC annual member fee	160.00			101 41400	433	10100
	01/31/17	MN DNR annual water permit	161.63			601 43225	431	10100
	01/31/17	General postage	98.00			101 41000	200	10100
	01/31/17	Paper plates for conf room	5.35			101 41000	210	10100
	01/31/17	Stearns Cnty Beacon fees	1.00			101 41000	433	10100
		Total for Vendor:	960.95					
2665		636 DHIA LABORATORIES	54.00					
	58405	01/17/17 Quarterly influence	54.00			602 43250	460	10100
		Total for Vendor:	54.00					

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2666		145 FINKEN WATER SOLUTIONS	23.00					
	4382542	02/01/17 Water softener rental	15.00			101 41000	410	10100
	4382552	02/01/17 Maint water cooler	8.00			101 43100	410	10100
		Total for Vendor:	23.00					
2667		387 RAHNS OIL & PROPANE, INC	494.24					
	91660	01/31/17 Fire Dept gas & oil	104.23			225 42200	215	10100
	91660	01/31/17 Public Works gas & oil	356.84			101 43100	215	10100
	91660	01/31/17 EDA food	33.17			300 46500	210	10100
		Total for Vendor:	494.24					
2668		510 VERIZON WIRELESS	58.69					
	9779627476	02/01/17 Cell phone - Feb	58.69			101 43100	320	10100
		Total for Vendor:	58.69					
		*** Claim from another period (12/16) ****						
2669		525 XCEL ENERGY	191.21					
	532426882	01/24/17 Christmas lights	191.21			101 43160	381	10100
2670		525 XCEL ENERGY	3,199.49					
	533646480	02/02/17 302188142	207.29			601 43225	381	10100
	533646480	02/02/17 302252262	117.76			101 43160	381	10100
	533646480	02/02/17 302290398	279.24			101 41000	381	10100
	533646480	02/02/17 302679657	156.19			101 43100	381	10100
	533646480	02/02/17 302700297	25.20			602 43250	381	10100
	533646480	02/02/17 302947044	255.46			601 43225	381	10100
	533646480	02/02/17 303193187	41.23			602 43250	381	10100
	533646480	02/02/17 303616049	206.59			225 42200	381	10100
	533646480	02/02/17 303936749	58.47			101 43160	381	10100
	533646480	02/02/17 303956738	716.68			101 43160	381	10100
	533646480	02/02/17 303963984	361.03			101 43160	381	10100
	533646480	02/02/17 303985901	44.81			101 43160	381	10100
	533646480	02/02/17 304083816	13.77			101 43160	381	10100
	533646480	02/02/17 304098414	31.48			602 43250	381	10100
	533832935	02/03/17 Street lights	684.29			101 43160	381	10100
		Total for Vendor:	3,390.70					
# of Claims			10	Total:	5,696.49			

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11:51:44

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (12/16) ****								
2671		38 ATKINSON WELL & PUMP LTD.	96.19					
		Old Finken invoice from July 2015 for ballpark sprinkler chemicals						
		3667172 07/08/15 2 gal chemical aquamag	90.00			101 45200	260	10100
		3667172 07/08/15 Sales tax	6.19			101 45200	260	10100
		Total for Vendor:	96.19					
2672		40 AUTO VALUE-ALBANY	17.27					
		26214634 01/09/17 Mail water samples	17.27			601 43225	200	10100
		Total for Vendor:	17.27					
*** Claim from another period (12/16) ****								
2673		49 BENTON TROPHY & AWARDS, INC	193.97					
		152908 11/29/16 4 desk blocks, name plates	185.72			101 41000	210	10100
		152908 11/29/16 Shipping	8.25			101 41000	210	10100
		Total for Vendor:	193.97					
2674		716 CITY OF ST CLOUD	129.00					
		2017 Central MN Water Education Alliance membership related to wellhead protection, will be reimbursed by a grant						
		AR005642 02/14/17 2017 CMWEA membership fee	129.00			601 43225	433	10100
		Total for Vendor:	129.00					
2675		675 CUSTOMIZED FIRE RESCUE TRAINING	1,800.00					
		981 02/19/17 3 hr class 2/6/17	900.00			225 42200	330	10100
		981 02/19/17 3 hr class 2/20/17	900.00			225 42200	330	10100
		Total for Vendor:	1,800.00					
2676		107 DANNY'S DISPOSAL & RECYCLING,	168.66					
		02/01/17 Maintenance bldg	139.25			101 43100	383	10100
		02/01/17 Fire hall	29.41			225 42200	383	10100
		Total for Vendor:	168.66					
2677		123 DYMOKE LAW OFFICE, P.A.	322.00					
		02/01/17 Carr's Tree lot sale	92.00			300 46500	302	10100
		02/01/17 Zoning opinion	115.00			101 41000	302	10100
		02/01/17 Council meeting	115.00			101 41000	302	10100
		Total for Vendor:	322.00					

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2678		153 FREEPORT CHAMBER OF COMMERCE	150.00					
	02/01/17	2017 membership renewal	150.00			101 41000	433	10100
		Total for Vendor:	150.00					
2679		174 GOPHER STATE ONE CALL, INC	4.05					
	7010378 01/31/17	3 email tickets	2.02			601 43225	300	10100
	7010378 01/31/17	3 email tickets	2.03			602 43250	300	10100
		Total for Vendor:	4.05					
2680		219 JOANN TIMP	108.00					
	02/20/17	3 cleanings (2/6/17-2/20/17)	108.00			101 41000	300	10100
		Total for Vendor:	108.00					
2681		225 JOHN GILK	39.00					
	01/24/17	Stearns Cnty Chief's dues	15.00*			225 42200	433	10100
	01/24/17	3 meals-Fire meeting Paynesvil	24.00			225 42200	335	10100
		Total for Vendor:	39.00					
2682		269 MARCO, INC	327.40					
	324323757 02/13/17	Contract payment thru 6/10/	312.40			101 41000	410	10100
	324323757 02/13/17	Supply freight	15.00			101 41000	210	10100
		Total for Vendor:	327.40					
2683		562 MINNESOTA DEPARTMENT OF HEALTH	429.00					
	02/13/17	Qtrly H2O service connect fee	429.00			601 43225	431	10100
		Total for Vendor:	429.00					
2684		309 MINNESOTA LIFE INSURANCE CO	3.70					
	02/14/17	Goebel	1.70			101 43000	131	10100
	02/14/17	Hennen	2.00			101 41400	131	10100
		Total for Vendor:	3.70					
2685		571 MOTOROLA SOLUTIONS, INC	440.00					
	13147323 01/26/17	8 batteries, NIMH 2410T	440.00			225 42200	245	10100
		Total for Vendor:	440.00					

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2686		340 NAPA AUTO PARTS	22.08					
	767962	01/24/17 Plow truck light	22.08			101 43100	401	10100
		Total for Vendor:	22.08					
2687		385 QUILL	55.64					
	4238873	02/08/17 9x12 clasp envelopes	15.29			101 41000	210	10100
	4238873	02/08/17 5 1.5" 3-ring binders	40.35			101 41000	210	10100
		Total for Vendor:	55.64					
		*** Claim from another period (12/16) ****						
2688		397 RINKE-NOONAN, LTD	573.50					
		For services rendered through 12/31/16						
	264901	01/24/17 Wells Estates Plat 2 dev agree	573.50			300 46500	302	10100
		Total for Vendor:	573.50					
2689		710 SAUK CENTRE FLEET SUPPLY	11.99					
	209722	01/09/17 120PC mini fuse, Pub Wrks truk	11.99			101 43100	401	10100
		Total for Vendor:	11.99					
		# of Claims	19	Total:	4,891.45			

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Liability Check Detail

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Liability Check 19456 BLUE CROSS BLUE SHIELD 1243.15

Check #	Employee	Pay Date	Empl. Amount	Empr. Amount	Total Amount
-89142	Goebel, Loren C.	02/22/17	84.16	375.01	459.17
-89148	Goebel, Loren C.	02/08/17	84.16	375.00	459.16
-89141	Hennen, Adrianna M.	02/22/17	0.00	162.41	162.41
-89147	Hennen, Adrianna M.	02/08/17	0.00	162.41	162.41
Total Detail:		4	168.32	1074.83	1243.15



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January 31, 2017 – Meeting Minutes

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

Staff in attendance: Clerk-Treasurer Adrianna Hennen, Deputy Treasurer Joan Wall, City Attorney Scott Dymoke, City Engineer Dave Blommel, and Public Works Director Loren Goebel

Others in attendance:

Andrea Ramacher & Vernon Fuchs (720 1st Ave N)

Matt Lurken-Tvrdik (514 1st Ave N)

Approve Agenda

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

Open Public Forum

No comment was given

Consent Agenda

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

Reports

Clerk Report

A. Hennen asked council if they would like to waive the special meeting fee for the January 9, 2017 meeting. Eveslage moved to waive the fee, seconded by Ettle. Motion carried 5-0.

Deputy Treasurer Report

Wall presented the council with preliminary 2016 budget numbers also stating that these are not final numbers, since end of year entries still need to be added.

T. Hennen asked what “operating” exactly was under “cash breakdown” in the AFSA Fund. Joan explained that if the AFSA fund ever came under budget that is the money that has been left over, unspoken for, built up over the years. T. Hennen stated years ago, if that fund came under budget they would give the Townships credits towards next year and then put the rest in the truck fund. A. Hennen stated that is something they could potentially do again. Atkinson told council to think about it and it would be brought up in the coming months.

Public Works Report

Goebel explained his need for a small space inside of the maintenance shop that could be used strictly for storing and performing water and sewer testing. Currently all of the equipment is out in the shop where it gets very dirty and is tough to keep clean. Goebel thinks this will keep the equipment nicer for longer. The

estimate to add a room was \$3050.38. Ettle moved to approve the addition of a lab room in the maintenance shop, seconded by Eveslage. Motion carried 4-0 with T. Hennen abstaining.

Engineer Report

Blommel reminded council that Industrial Drive is repaving is on hold until they can determine if the ditch cleaning has improved the water problem. Once that is determined a plan of action can be decided as to what to resurface the road with.

Blommel stated that he would be contacting the school and notifying them that they will need to install a new invert in the connection manhole. Blommel thinks this will fix the backing up in this manhole. If it does not, then he recommended looking into installing a larger pipe.

Blommel also mentioned a video Goebel sent him that showed clean water running down one of Freeport's sanitary sewer lines. Blommel stated he would not recommend replacing this manhole since it is the flow meter manhole and that would be expensive, but once it is determined where the water is coming in, there is a product that can seal the joint. Blommel stated it would be more cost effective to have the company come out and do more than one manhole, but it could still be done.

Attorney Report

No report was given.

Fire Department Report

No report was given.

New Business

2017 Appointments

Atkinson recommended having a 2nd Acting Mayor in the event both the Mayor and the Acting Mayor are not available. Atkinson nominated T. Hennen as Acting Mayor and Eveslage as 2nd Acting Mayor.

Atkinson nominated Eveslage and Renneker as Park and Recreation Commissioners.

Atkinson stated there is an open seat on the Wellhead Protection Plan Committee and that Goebel should be added since Stueve is no longer a part of it.

Ettle moved to the 2017 Appointments, seconded by Eveslage. Motion carried 5-0.

Resolution 2017-01 FSB as Official Depository

T. Hennen moved to approve Resolution 2017-01, seconded by Atkinson. Motion carried 5-0.

Resolution 2017-02 CMCU as Official Depository

Ettle moved to approve Resolution 2017-02, seconded by Eveslage. Motion carried 5-0.

Resolution 2017-03 2016 Donations

Ettle moved to approve Resolution 2017-03, seconded by Renneker. Motion carried 5-0.

Resolution 2017-04 Off-Site Gambling Permit

Atkinson moved to approve Resolution 2017-04, seconded by T. Hennen. Motion carried 5-0.

Goals 2017-2019

Eveslage explained he spoke with Dan Roering and Roering stated that new street lights should be planned for sooner rather than later.

Eveslage also recommended welcoming Senior Housing options in town.

Atkinson stated he would like to see some sort of preservation or money saved to keep the old water tower. Atkinson also thought that having sewer check as part of home and building improvements could help find whose sewers are and aren't functioning optimally. Atkinson also stated the flashing speed limit signs were brought up during his last campaign. Renneker mentioned a skating rink.

Adjourn

Ette moved to adjourn at 8:17, seconded by Renneker. Motion carried 5-0.

Mayor, Rodney Atkinson

City Clerk-Treasurer, Adrianna Hennen

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Freeport Family Fishing

Previous Gambling Permit Number: x-93138-14-002

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 26-3277077

Mailing Address: 43794 County rd 127

City: Melrose State: Mn Zip: 56352 County: Stearns

Name of Chief Executive Officer (CEO): Rick Hoeschen

Daytime Phone: 320-248-1655 Email: _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Corner Pub

Address (do not use P.O. box): 103 1st AVE n

City or

Township: FREEPORT Zip: 56331 County: STEARNS

Date(s) of activity (for raffles, indicate the date of the drawing): JUNE 3

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards

☒ Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$ 1.038.00)

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to

Job Duty	Date	Initial
some of small engines & ran for awhile, looked at John Deere tractor "losing hydraulic pressure?"	Wed 1/25/17	LG
Went to work	"	LG
Did well house, water tower, pond checks, lift station checks, water sampling, scraped snow by hydrants, brought tractor to Farm Center to have order changed cylinder repair kit, Mike Hynes from Water Tower Coating Cleaning came & switched out the Air compressor to the style they ^{normally} put in. sanded a couple alleys that were real slick. met with Brian Z.	THUR 1/26/17	LG
Did well house, water tower, pond checks, Jerry B came to shop to try and find #3 from the John Deere loader to get cylinder kit	"	LG
cleaned shop, and snow cleaned snow away from over head door to cold storage.	"	LG
Well house, water tower pond checks	FRI 1/27/17	LG
Well house, water tower, pond checks	"	LG
Well house, lift stations, water tower, pond checks, water sampling, flushed hydrants, put notice on vehicle parked in same spot to long.	"	LG
Did well house, water tower, pond checks, did water meter reading	SAT 1/28/17	LG
called county on vehicle parked in same spot to long, met with Chad	SUN 1/29/17	LG
Kubota Min pump works, went thru outdoor lights to see if they are good	MON 1/30/17	LG
Did well house, water tower, pond checks, water sampling	"	LG/me
cleaned at well house, worked on hangers in back room for rmg lights, went thru some maintenance manuals for vehicles	"	LG
Did well house, water tower, pond, lift station checks	TUE 1/31/17	LG
Did well house, water tower, pond checks, got area ready for adding the lab room on, took stop sign down by Dan Rairings no longer a city street,	"	LG
Did well house, water tower, pond checks	"	LG
Did well house, water tower, pond checks	WED 2/1/17	LG
Did well house, water tower, lift station, pond checks, did water sampling, hooked up blower to tractor & gassed & oiled, got little blower ready, went up water tower to check for to see if ice is solid or floating ^(broken up)	THUR 2/2/17	LG
Did well house, water tower, pond checks, entered reports in	FRI 2/3/17	LG
	"	LG
	SAT 2/4/17	LG
	SUN 2/5/17	LG
	MON 2/6/17	LG
	"	LG
	"	LG
	"	LG
	TUE 2/7/17	LG

[illegible]