



## **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](http://www.freeportmn.org)

**June 27, 2017** - Regular Meeting Agenda  
Freeport City Hall - 7:00 pm

### Call to Order

- I. Approve Agenda – *Motion to approve*
- II. Open Pubic Forum
- III. Consent Agenda – *Motion to approve*
  - a. May 30, 2017 Regular Meeting Minutes (1-3)
  - b. Claims 2789 – 2821 (4-10)
  - c. 3.2 Liquor License – Softball Club (11)
  - d. 3.2 Liquor License – Softball Club (12)
- IV. Reports
  - a. Clerk Report (13)
  - b. Deputy Treasurer Report (14-15)
  - c. Public Works Report (16-17)
  - d. Engineer Report (18)
  - e. Attorney Report (19)
  - f. Fire Department Report (20-21)
- V. Old Business
  - a. Rural Service District – Resolution 2017-07 (22-24)
  - b. School Park (25)
  - c. Conflicts of Interest – Resolution 2017-08 (26-27)
  - d. Firearm Ordinance – Ordinance 2017-02 (28-29)
- VI. New Business
  - a. Creamery Site (30)
  - b. Hazardous Mitigation Plan – Resolution 2017-09 (31)
- VII. Adjourn

*Next meeting: July 25, 2017*



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### **May 30, 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, and Ben Ettle present.

Eveslage arrived during the audit presentation.

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:

Father Dan (Sacred Heart Church)

Andrea Ramacher & Vernon Fuchs (720 1<sup>st</sup> Ave N)

Andy Welle

Jim Hemker (334 8<sup>th</sup> St SE)

Matt Lurken-Tvrdik (514 1<sup>st</sup> Ave N)

### **Approve Agenda**

Ettle moved to approve the agenda, seconded by T. Hennen. Motion carried 4-0.

### **Audit Presentation**

Molly Thompson with Schlenner Wenner and Co. presented the 2016 audit to the council. Overall, nothing abnormal or concerning was found. Thompson stated it was very consistent with the previous years.

### **Open Public Forum**

No public comment was given.

### **Consent Agenda**

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

### **Reports**

#### Clerk Report

Council decided to try sending out a city wide letter, while asking preferences for how residents preferred receiving city information.

#### Deputy Treasurer Report

No report was given.

#### Public Works Report

Goebel explained that the sidewalk in front of CMCU was not even with the Corner Pub's sidewalk. T. Hennen stated he looked at it and CMCU's sidewalk has sunk below the curb, while the Corner Pub's is still level with the curb. T. Hennen thought CMCU's sidewalk should be made so that it is level with the curb,

ultimately making it level with the Corner Pub's sidewalk. Council agreed to notify CMCU that they needed to make their sidewalk level with the curb, but were not going to dictate how CMCU wanted to do that.

Council directed staff to talk to Duane Pung in regards to grating roads to see if he was willing to do it, with the idea that he would assuming some liability.

#### Engineer Report

Blommel presented the invitation to bid and the accepted bid from Kotzer to replace the line by the lift station behind the school. Blommel stated work would begin the following week.

#### Attorney Report

Dymoke stated he has been working with A. Hennen on more unusual zoning questions lately, some of which have been deemed not doable according to city ordinance. Atkinson asked that council be notified when something isn't approved so they are aware if asked about it by residents.

#### Fire Department Report

No report was given.

#### **Old Business**

##### Public Nuisance Notices

A. Hennen provided an updated list of nuisances she had been working on. Atkinson asked to be updated more frequently on the matter. Atkinson also wanted it to be known that Fast Line did a good job cleaning his property. Hemker disagreed and thought more work needed to be done to improve the appearance.

#### **New Business**

##### Easement/Lift Station

Hemker and Fr. Dan expressed concern regarding the cul-du-sac located at the end of 3<sup>rd</sup> St NE that is behind the school gymnasium and allows access to the City's lift station. They have seen cars parked in the cul-du-sac, which is Parish property, and cars have driven from the cul-du-sac behind the gym in the grass. Fr. Dan expressed that he would like to see a gate put up so that cars cannot drive through there or park. Hemker stated they were also putting up more lighting and surveillance cameras because of the recent vandalism of the gym and Worms Lumber getting broken into during construction of the gym, which council members were unaware of. Hemker thought the City should install more lighting in the park as well to deter youth that have been going there in the evenings. Welle thought a "rules and regulations" sign should be developed for the park similar to one at the Lion's Park.

A. Hennen stated staff would look into the costs of sign and an Xcel light for the park.

Ettle moved to put in a gate at the end of 3<sup>rd</sup> St NE to block the cul-du-sac, seconded by T. Hennen.

Atkinson-yes, Ettle-yes, Eversage-yes, T. Hennen-yes, Renneker-yes. Motion carried 5-0.

##### Water & Sewer Charges for Services Trends

Wall presented a spreadsheet she put together showing the previous trends in regard to water and sewer collection percentages. From what she can tell, the collections the city has received so far this year is similar to what we have received in the past. Wall stated she will continue keeping an eye on it.

##### Rural Service District

Dymoke explained that in the 1980's an ordinance was developed that placed properties in a rural service district, which gave those properties a 50% tax break. Recently, Arlen Westergren started questioning whether some of the properties should still be included in the rural service district. This brought to light the rural

service district, which was something Dymoke and A. Hennen were unaware Freeport had established. Council agreed that Borgerding and Pung farms should remain rural; they were uncertain with the Hoeschen property; they would remove Quality Trailer; Sacred Heart they were not concerned about since they are exempt from taxes. Council stated that before they made any decisions on the percentage of tax break they would like to know the amount of taxes Borgerding and Pung pay in comparison to farms not within the city limits and also if those farms are a part of the Green Acres program.

#### School Park Lease Agreement

Hemker stated that a legal description of the property should go along with the agreement so it is known which area is under lease. Dymoke stated he would look into that since he was the one who drafted the agreement, he may have the description. Council was told they were not living up to the agreement since they had not put up and signs in the area outlining the rules. Council members questioned where that was written in the agreement and it was pointed out that the city “may” erect signs but was not obligated. T. Hennen stated that the city would look into the cost of erecting a sign and extra lighting.

#### Conflicts of Interest

Dymoke explained that the State is telling the city to have extra procedures when purchases goods and services from any business that are owned by council members. This will now include establishing resolutions and affidavits, which will be seen at the June meeting.

#### Gun Ordinance

Atkinson expressed that he would like the gun ordinance removed from Freeport city code. Atkinson thought it should be regulated by the State, which has more power, then the city’s ordinance. Atkinson didn’t want the city in the position of prosecution. Discussion was held. Atkinson moved to repeal Section 200.07, line 8 from Freeport city code, seconded by Eveslage. Motion carried 5-0.

#### **Adjourn**

Ettle moved to adjourn at 9:30pm, seconded by Eveslage. Motion carried 5-0.

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Mayor, Rodney Atkinson

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City Clerk-Treasurer, Adrianna Hennen

06/13/17  
14:22:43

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 6/17

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
2789		15 ALBANY MUTUAL TELEPHONE	238.56					
	10276661	06/01/17 836-2411/2413	74.41			225 42200	320	10100
	10277041	06/01/17 836-7158	38.70			101 41000	320	10100
	10276820	06/01/17 836-2685	18.75*			601 43225	320	10100
	10276820	06/01/17 836-2685	18.75			602 43250	320	10100
	10276523	06/01/17 836-2112	87.95			101 41000	320	10100
		Total for Vendor:	238.56					
2790		25 AMERIPRIDE LINEN & APPAREL	55.42					
	2200920407	05/26/17 Monthly rug service	55.42			101 41000	410	10100
		Total for Vendor:	55.42					
2791		70 CENTERPOINT ENERGY	105.86					
	05/22/17	Maintenance bldg	40.70			101 43100	382	10100
	05/22/17	Fire hall	65.16			225 42200	382	10100
		Total for Vendor:	105.86					
2792		76 CENTRAL MINNESOTA CREDIT UNION	647.02					
	05/31/17	Stearns Cnty Beacon fees	1.00			101 41000	433	10100
	05/31/17	USPS-utility billing postage	68.00			601 43225	200	10100
	05/31/17	USPS-utility billing postage	68.00			602 43250	200	10100
	05/31/17	Spaeth Nursery-mulch	265.05			101 45200	260	10100
	05/31/17	Spaeth Nursery-mulch	186.00			101 45200	260	10100
	05/31/17	USPS-public nuisance postage	4.33			101 41000	200	10100
	05/31/17	Walmart-Fire Dept supplies	53.64			225 42200	210	10100
	05/31/17	Stearns Cnty Beacon fees	1.00			101 41000	433	10100
		Total for Vendor:	647.02					
2793		145 FINKEN WATER SOLUTIONS	23.00					
	4553832	06/01/17 Water softener rental	15.00			101 41000	410	10100
	4553842	06/01/17 Maint water cooler	8.00			101 43100	410	10100
		Total for Vendor:	23.00					

06/13/17  
14:22:43

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Page: 2 of 3  
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2794		257 LEAGUE OF MN CITES INSURANCE	6,915.00					
	40000390	06/08/17 Workers comp insurance	506.00			101 43000	360	10100
	40000390	06/08/17 Workers comp insurance	559.00			101 43000	360	10100
	40000390	06/08/17 Workers comp insurance	3,980.00			225 42200	360	10100
	40000390	06/08/17 Workers comp insurance	430.00			101 41400	360	10100
	40000390	06/08/17 Workers comp insurance	298.00			101 43000	360	10100
	40000390	06/08/17 Workers comp insurance	18.00			101 43000	360	10100
	40000390	06/08/17 Workers comp insurance	1,124.00			101 43000	360	10100
		Total for Vendor:	6,915.00					
2795		387 RAHNS OIL & PROPANE, INC	229.22					
	1337 05/31/17	Fire Dept fuel	76.17			225 42200	215	10100
	1337 05/31/17	Public Works fuel	153.05			101 43100	215	10100
		Total for Vendor:	229.22					
2796		437 STAR PUBLICATIONS LLC	373.28					
	160112 05/31/17	2016 drinking water report	373.28*			601 43225	320	10100
		Total for Vendor:	373.28					
2797		510 VERIZON WIRELESS	58.78					
	9786755871 06/01/17	Cell phone - June	58.78			101 43100	320	10100
		Total for Vendor:	58.78					
2798		525 XCEL ENERGY	2,133.29					
	548722205 06/02/17	302188142	136.21			601 43225	381	10100
	548722205 06/02/17	302252262	71.05			101 43160	381	10100
	548722205 06/02/17	302290398	113.64			101 41000	381	10100
	548722205 06/02/17	302679657	82.16			101 43100	381	10100
	548722205 06/02/17	302700297	25.09			602 43250	381	10100
	548722205 06/02/17	302947044	179.04			601 43225	381	10100
	548722205 06/02/17	303193187	34.46			602 43250	381	10100
	548722205 06/02/17	303616049	113.76			225 42200	381	10100
	548722205 06/02/17	303936749	38.40			101 43160	381	10100
	548722205 06/02/17	303956738	379.54			101 43160	381	10100
	548722205 06/02/17	303963984	194.89			101 43160	381	10100
	548722205 06/02/17	303985901	30.54			101 43160	381	10100

06/13/17  
14:22:43

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For the Accounting Period: 6/17

Page: 3 of 3  
Report ID: AP100V

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	548722205	06/02/17 304083816	12.93			101 43160	381	10100
	548722205	06/02/17 304098414	19.30			602 43250	381	10100
	548916541	06/05/17 Street lights	702.28			101 43160	381	10100
		Total for Vendor:	2,133.29					
		# of Claims	10	Total:	10,779.43			

06/22/17  
11:39:57

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 6/17

Page: 1 of 4  
Report ID: AP100V

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2799		84 CITI LITES, INC	42.00					
	54999	05/31/17 Mark streetlight wires	42.00			101 43160	300	10100
		Total for Vendor:	42.00					
2800		675 CUSTOMIZED FIRE RESCUE TRAINING	1,125.00					
	1032	05/22/17 2 1/2 hour class 5/1/17	375.00			225 42200	330	10100
	1032	05/22/17 3 hour class 5/22/17	750.00			225 42200	330	10100
		Total for Vendor:	1,125.00					
2801		107 DANNY'S DISPOSAL & RECYCLING,	168.66					
		05/31/17 Maintenance bldg	139.25			101 43100	383	10100
		05/31/17 Fire hall	29.41			225 42200	383	10100
		Total for Vendor:	168.66					
2802		123 DYMOKE LAW OFFICE, P.A.	494.50					
		06/01/17 Gun ordinance	69.00			101 41000	302	10100
		06/01/17 CMCU awning	57.50			101 41000	302	10100
		06/01/17 Purchasing conflict statutes	161.00			101 41000	302	10100
		06/01/17 Garage zoning	92.00			101 41000	302	10100
		06/01/17 City council meeting	115.00			101 41000	302	10100
		Total for Vendor:	494.50					
2803		155 FREEPORT FARM CENTER, INC	58.48					
	97834	05/16/17 Weld lawnmower seat	35.00			101 45200	220	10100
	97834	05/16/17 2 bolts	1.00			101 45200	220	10100
	97844	05/18/17 Lawnmower clips	2.48			101 45200	220	10100
	97976	06/06/17 Mower, tap hole, install blade	20.00			101 45200	220	10100
		Total for Vendor:	58.48					
2804		174 GOPHER STATE ONE CALL, INC	8.10					
	7050380	05/31/17 6 email tickets (1/2)	4.05			601 43225	300	10100
	7050380	05/31/17 6 email tickets (1/2)	4.05*			602 43250	300	10100
		Total for Vendor:	8.10					



06/22/17  
11:39:57

CITY OF FREEPORT  
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For the Accounting Period: 6/17

Page: 2 of 4  
Report ID: AP100V

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2805		194 HENNEN LUMBER CO, INC	44.03					
	19563 05/08/17	50 sandtone zip screws	2.00*			101 45200	435	10100
	19563 05/08/17	Hennen tape	6.99*			101 45200	435	10100
	19563 05/08/17	10 LF 24" grnd breakers	26.70*			101 45200	435	10100
	19870 05/18/17	3 keys for ball park	4.17			101 45200	220	10100
	19369 05/01/17	3 keys for fire hall	4.17			225 42200	220	10100
		Total for Vendor:	44.03					
2806		219 JOANN TIMP	144.00					
	06/19/17	4 cleanings (5/29/17-6/19/17)	144.00			101 41000	300	10100
		Total for Vendor:	144.00					
2807		255 LAWRENCE SHREFFLER	4,000.00					
	959445 06/01/17	Cracksealing city streets	4,000.00			101 43100	225	10100
		Total for Vendor:	4,000.00					
2808		527 LEVEL GROUND	300.00					
	370 06/08/17	Fix 2 sidewalk slabs	300.00*			101 43100	311	10100
		Total for Vendor:	300.00					
2811		615 MAOSC	419.25					
	06/01/17	2017-2018 membership dues	419.25			101 41000	433	10100
		Total for Vendor:	419.25					
2812		722 MCFOA REGION III	20.00					
	06/01/17	6/29/17 training	20.00			101 41400	330	10100
		Total for Vendor:	20.00					
2809		294 MID CENTRAL HEATING & A/C, INC	10.24					
	192307 06/14/17	1/4 x 1/4 galv 90 elbow	4.99			601 43225	220	10100
	192307 06/14/17	1/4 x 5 galv nipple	5.25			601 43225	220	10100
		Total for Vendor:	10.24					

06/22/17  
11:39:57

CITY OF FREEPORT  
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For the Accounting Period: 6/17

Page: 3 of 4  
Report ID: AP100V

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2810		309 MINNESOTA LIFE INSURANCE CO	3.70					
	06/14/17	Goebel	1.70			101 43000	131	10100
	06/14/17	Hennen	2.00			101 41400	131	10100
		Total for Vendor:	3.70					
2813		326 MN MAINTENANCE PLUS, LLC	200.00					
		Parts & labor to install washer drain for new commercial washer in bathroom of fire hall						
	5683 05/25/17	Install washer drain	200.00*			225 42200	560	10100
		Total for Vendor:	200.00					
2814		713 NATL FIN SVCS FBO FREEPT FIRE	2,182.65					
	06/01/17	Annual Relief Assoc Contribn	2,182.65			225 42200	315	10100
		Total for Vendor:	2,182.65					
2815		714 NORTHERN LIGHTS DISPLAY, LLC	557.50					
	3674 06/08/17	10 welcome banners	535.50			101 43100	430	10100
	3674 06/08/17	Shipping/handling	22.00			101 43100	430	10100
		Total for Vendor:	557.50					
2816		637 NORTHLAND TRUST SERVICES INC	18,438.75					
	FREEP12A 05/25/17	Bond Series 2012A interest	8,243.75			331 47000	610	10100
	FREEP13A 05/25/17	Bond Series 2013A interest	4,900.00			326 47000	610	10100
	FREEP13A 05/25/17	Bond Series 2013A interest	3,595.00			601 43225	610	10100
	FREEP13A 05/25/17	Bond Series 2013A interest	1,700.00			602 43250	610	10100
		Total for Vendor:	18,438.75					
2817		385 QUILL	276.92					
	7033113 05/24/17	Envision roll towel	43.99			101 45200	210	10100
	7033113 05/24/17	Bounty 12 mega roll	29.99			101 41000	210	10100
	7033113 05/24/17	Jrt 2-ply jumbo toilet tissue	119.96			101 45200	210	10100
	7033113 05/24/17	Copy paper	49.99			101 41000	210	10100
	7033113 05/24/17	Charmin mega roll	32.99			101 41000	210	10100
		Total for Vendor:	276.92					

06/22/17  
11:39:57

CITY OF FREEPORT  
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For the Accounting Period: 6/17

Page: 4 of 4  
Report ID: AP100V

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2818		410 SAUK CENTRE HERALD	120.00					
	06/01/17	Herald renewal - 3yrs	120.00			101 41000	351	10100
		Total for Vendor:	120.00					
2819		413 SCHLENNER WENNER & CO	17,660.00					
	202112 01/31/17	Fire dept annual payroll repts	295.00			225 42200	300	10100
	207562 04/30/17	Form 990 & State Auditor reprot	3,815.00*			225 42200	301	10100
	210509 05/31/17	2016 financial audit	13,550.00			101 41500	301	10100
		Total for Vendor:	17,660.00					
2820		418 SEH, INC	331.25					
	333834 06/15/17	Sanitary sewer quotes, corresp	331.25*			602 43250	300	10100
		Total for Vendor:	331.25					
2821		463 TEAM LABORATORY CHEMICAL CORP	675.00					
	INV0006665 06/09/17	Terra Plus herbicide	425.00			101 45200	220	10100
	INV0006665 06/09/17	Tri Kill Plus	225.00			602 43250	210	10100
	INV0006665 06/09/17	Freight	16.35			101 45200	220	10100
	INV0006665 06/09/17	Freight	8.65			602 43250	210	10100
		Total for Vendor:	675.00					
		# of Claims	23	Total:	47,280.03			

\$ 15.00

3.2 Malt Liquor  
"ON SALE" LICENSE

No. 2017-01

License is hereby Granted to:  
Freeport Softball Club Inc.

TO SELL AT RETAIL

# 3.2 Malt Liquors

FOR CONSUMPTION ON THE PREMISES LOCATED AT

205 7th Street SE  
IN THE City OF Freeport COUNTY OF Stearns

FOR THE PERIOD COMMENCING  
JULY 28 YEAR 2017 AND TERMINATING JULY 30 YEAR 2017 AT MIDNIGHT.

This license is granted pursuant to application and payment of fee therefore and is subject to all the provisions and conditions of the laws of the state and of the federal government pertaining to such sale; and is revocable for the violation thereof; Not transferable.

WITNESS THE GOVERNING BODY of the City of Freeport and the seal thereof this 27<sup>th</sup> day of June year 2017.

Attest: \_\_\_\_\_  
Signature Title

\_\_\_\_\_  
Adrianna Hennen, Clerk-Treasurer

Seal

\$ 15.00

3.2 Malt Liquor  
"ON SALE" LICENSE

No. 2017-02

License is hereby Granted to:  
Freeport Softball Club Inc.

TO SELL AT RETAIL

# 3.2 Malt Liquors

FOR CONSUMPTION ON THE PREMISES LOCATED AT

205 7th Street SE  
IN THE City OF Freeport COUNTY OF Stearns

FOR THE PERIOD COMMENCING  
AUGUST 25 YEAR 2017 AND TERMINATING AUGUST 26 YEAR 2017 AT MIDNIGHT.

This license is granted pursuant to application and payment of fee therefore and is subject to all the provisions and conditions of the laws of the state and of the federal government pertaining to such sale; and is revocable for the violation thereof; Not transferable.

WITNESS THE GOVERNING BODY of the City of Freeport and the seal thereof this 27<sup>th</sup> day of June year 2017.

Attest: \_\_\_\_\_  
Signature Title

\_\_\_\_\_  
Adrianna Hennen, Clerk-Treasurer

Seal

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 6/21/17

Re: Clerk Report

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I have no new major updates on public nuisances. Danny Bueckers did come speak with me and notified me he would be reshingling Tom Grubers house towards the end of the summer and would be painting the house.

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Phil did not install the water meter at the fire hall when he put in the new washing machine. Loren was going to talk to Phil or find someone else to get things hooked up. We will bring up the topic of charging the Area Fire Service a water fee when we have this information.

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For the month of July City Hall will be closed the 7<sup>th</sup>, 10<sup>th</sup> and 21<sup>st</sup> as I have to be out of town on these days.

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Rodney also wanted to discuss and get the council's opinion on how to handle July 3<sup>rd</sup> since the 4<sup>th</sup> falls on a Tuesday.

# Memo

From: Joan Wall, Deputy Treasurer

To: Freeport City Council

Date: June 22, 2017

Re: State Aid Funding for 2017 and 2018

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Now that this year's State legislative session is complete, we have information about two types of funding we will be receiving from the State of Minnesota. Our 2018 LGA funding is estimated to be \$115,291, an increase of \$3,651 from 2017.

The 2017 legislature also funded the Small Cities Assistance Account for two years. The City of Freeport will be receiving \$8,980 per year. If the funding follows the same schedule as it did in 2015, we expect to receive the first payment of \$4,490 in July 2017, with additional payments in December 2017, July 2018, and December 2018.

The next page shows the funds we received in 2015 and how the funds were spent.

History and additional information about the Small Cities Assistance Account:

- This program was created in 2015 and is aimed at providing street funding for cities that do not receive municipal state aid (MSA) because they do not meet the 5,000 population eligibility threshold for dedicated funds (gas tax, tab fee, and motor vehicle sales tax revenues) established in the state's constitution.
- The program received one-time funding in 2015. The 2017 transportation bill provides two years of funding from the general fund for the account, but it does not provide a dedicated revenue source for future years.
- The League of Minnesota Cities is working to secure ongoing and increased funding for the account, but cities should not automatically build this revenue into their budgets for FY2020 and beyond.
- The law provides that funds distributed through the Small Cities Assistance Account are available only for construction and maintenance of roads located within the city. Eligible expenses include:
  - Land acquisition, environmental analysis, design, engineering, construction, reconstruction, and maintenance.
  - Road projects partially located within the city.
  - Projects on county state-aid highways located within the city.
  - Cost participation on road projects under the jurisdiction of another unit of government.

**City of Freeport  
Small Cities Assistance Program  
July 2015 through June 2017**

Date	Description	Vendor	Funds Received	Funds Spent	Balance
7/21/15	2015 1st half funds received		7,228.50		7,228.50
12/24/15	2015 2nd half funds received		7,237.50		14,466.00
4/8/16	Industrial Park paving project	SEH		(567.40)	13,898.60
4/26/16	Blacktop & cold patch	Hennen Lumber		(116.80)	13,781.80
5/9/16	Hardy mix	Hardives, Inc		(231.15)	13,550.65
7/5/16	Crack sealing	Lawrence Shreffler		(4,000.00)	9,550.65
7/15/16	Industrial Park paving project	SEH		(1,245.00)	8,305.65
8/9/16	Hwy sealcoat work	Stearns Co Highway		(5,327.68)	2,977.97
9/14/16	Cold patch	Hennen Lumber		(53.40)	2,924.57
10/28/16	Hwy sealcoat work	Stearns Co Highway		(280.40)	2,644.17
3/31/17	Industrial Park paving project	SEH		(29.24)	2,614.93
5/6/17	Hardy mix	Hardives, Inc		(394.45)	2,220.48
6/1/17	Crack sealing	Lawrence Shreffler		(2,220.48)	0.00
			14,466.00	(14,466.00)	0.00



Job Duty	Date	Initial
Did well house, water tower, pond checks, delivered shut off notices, mowed lawn, cleaned bathrooms at Lions park.	Wed 5/17/17	Lb
	"	Lb
Did well house, water tower, lift station, pond checks, water samples, Fixed deck hanger on zero turn, got pins for Masey from farm center, met with Rodney about industrial ditch, called Dave B + Kotzer about trenching, worked on flags - Bugs in ponds + lift station, garbages	Thur 5/18/17	Lb
	"	Lb
	"	Lb
Did well house water tower, pond checks, mowed lawn	FRI 5/19/17	Lb
Did well house, water tower, pond checks	Sat 5/20/17	Lb
Did well house, water tower, pond checks	Sun 5/21/17	Lb
Did well house, water tower, lift station, pond checks, water sampling, mowed lawn, also mowed house on 10 <sup>th</sup> street 2 <sup>nd</sup> Ave garbages	Sun 5/22/17	Lb
	"	Lb
Did well house, water tower, pond checks, graded alleys, cleaned at Lions Park,	Tue 5/23/17	Lb
	"	Lb
~~~~~ Council ~~~~~		
Well house, water tower, pond checks, mowed lawn, sprayed lawn for weeds	Wed 5/24/17	Lb
Adri + I put up flags in front of City hall + memorial area	"	Lb
Well house, water tower, lift station pond checks, water sampling, put bugs in ponds + lift station #1, mowed lawn, turned water off on at Fischer's	Thur 5/25/17	Lb
	"	Lb
Well house, water tower, pond checks, drained water tower, swept streets, did garbages	FRI 5/26/17	Lb
	"	Lb
Well house, water tower, pond checks	Sat 5/27/17	ME
Well house, water tower, pond checks	Sun 5/28/17	ME
Well house, water tower, pond checks, lift station - Holiday	Mon 5/29/17	ME
Well house, water tower, pond checks, water sampling, mowed lawn	Tue 5/30/17	Lb
Work on Masey lawn mower, shock is bad on foot controls, "council" meeting	"	Lb
Well house, water tower, pond checks, water meter readings, mowed lawn, graded gate for behind gym, talked to excell.	Wed 5/31/17	Lb
	"	Lb
Well house, water tower, lift station, pond checks, water sampling, worked with Kotzer on new sanitary line, checked on cement repairs, crack filling in town is done, Mike + I sprayed for weeds	Thur 6/1/17	Lb
	"	Lb
Did well house, water tower, pond checks, Kotzer finished up behind gym	FRI 6/2/17	Lb
checked, turned water on at bank driveway.	"	Lb
Well house, water tower, pond checks	Sat 6/3/17	Lb
Well house, water tower, pond checks	Sun 6/4/17	Lb
Well house, water tower, lift station, pond checks, water sampling, Kotzer did	Mon 6/5/17	Lb
Industrial drive, ditch, sprayed for weeds, pounded a couple streets	"	Lb
Signs in move.		

Job Duty	Date	Initial
Well house, water tower, pond checks, Flushed dead ends, Flushed sanitary sewer	Tue 6/6/17	LG
<del>in</del> behind Charlies + line behind credit Union, mowed lawn	"	LG
Well house, water tower, pond checks, did water reports, mowed lawn	Wed 6/7/17	LG/me
Found <del>pins</del> property pins at Carrs' new lot - talked with Dave B	"	LG
to have two replaced:	"	LG
Well house, water tower, pond, 1.5 ft station checks, water sampling, concrete	Thur 6/8/17	LG
leveling was nice to fix sidewalk.	"	LG
Did well house, water tower, pond checks, swept 8 <sup>th</sup> St.	FRI 6/9/17	<del>LG</del>
Well house, water tower, pond checks	SAT 1/10/17	LG
Well house, water tower, pond checks	SUN 1/11/17	LG
Well house, water tower, 1.5 ft station, pond checks, water sampling	Mon 1/12/17	LG
put valve on air compressor at tower, put new meter in at Bank	"	LG
drive thru, garbages uptown + ball park.	"	LG
Well house, water tower, pond checks, put up bike repair system	Tue 1/13/17	LG
got power outage report to excel for flow station, worked at shop	"	LG
Well house, water tower, pond checks, put up banners w/	Wed 1/14/17	LG
Sim Notch, Fixed Flags, cleaned shop	"	LG
Well house, water tower, 1.5 ft station, pond checks, water sampling	Thur 1/15/17	LG
did a pre-discharge sampling, Flushed Sanitary line	"	LG
# 27, 26, 25, 24, 23, 84, 83, 82, 81, 80, 79, 78, 77, 76, 75, 74, 73, 72, 71, 70, 69, 40, 39, 38, 49, 48, 37, 47	"	LG/me
44, 43, 42, 41, 40, 39, 38, 37, 36, 35, 34, 33, 32, 31, 30, 58, 57, 56, 55, 54, 53	"	LG
Flowline got put on gravel saddles	"	LG
Well house, water tower pond checks, did reports w/ Adri	FRI 1/16/17	LG
sprayed weeds by ponds, grass got seeded by Pierskalla seed	"	LG
shed a Atkinson well business,	"	LG
Well house, water tower, pond checks	SAT 1/17/17	LG
Well house, water tower, pond checks	SUN 1/18/17	LG
Well house, water tower, 1.5 ft station, pond checks, water	Mon 1/19/17	LG
sampling, met w Dave B + looked at sanitary line behind gym	"	LG
mowed lawn, met with Johnson Settling Every one going to	"	LG
start today	"	LG
Well house, water tower, pond checks, mowed lawn, did	Tue 1/20/17	LG
well head protection with Adri, talked with Johnson Settling	"	LG
to see how things were going.	"	LG
Well house, water tower pond check, mowed lawn, picked	Wed 1/21/17	LG/me
sack by water tower + put by Pierskalla ditch, Johnson thing	"	LG
is done		



Building a Better World  
for All of Us®

## MEMORANDUM

TO: Freeport Mayor and City Council

FROM: Dave Blommel, PE  
Freeport City Engineer

DATE: June 21, 2017

RE: Council Update for June 27 meeting  
SEH No. Freep Gen Cor 14.00

Kotzer Excavating completed the sanitary sewer replacement south of the new gymnasium on June 2. The pipe work was completed on June 1, and the trench was backfilled and compacted on the 2<sup>nd</sup>. The disturbed area was graded and seeded in conjunction with the seeding performed by the school.

Loren and I met on site on Monday, June 19<sup>th</sup> to review the work, flow characteristics in the manholes, and the restoration. The work done in the upstream manhole improved the ability for the water coming from the west to move into the new pipe. The contractor did a nice job drilling into the existing manholes and the improvements appear to be functioning as we would have hoped.

Given the staining in the pipes, we believe the flow is about an inch lower than it was before the projects, so the constriction that was present in the system has been improved. We won't know about the success of the improvements until we receive a significant rainfall, but the issues noted last summer have been improved.

I plan to attend your meeting if you have any questions.

dwb

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**Dymoke Law Office, P.A.**

300 Riverside Avenue NW

Melrose, Minnesota 56352

Telephone (320) 256-4205

Fax (320) 256-7201

June 20, 2017

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 May 23, 2017 through June 20, 2017, we have given significant attention to the following projects on behalf of the City of Freeport:

- Rural Service District  
Prepared and forwarded resolution to City Clerk removing Quality Trailer property from rural Service District. Reviewed summary of property taxes within Rural Service District prepared by Stearns County Assessor.
- City Contracts  
Prepared and forwarded resolution to City Clerk authorizing routine purchases from Hennen Lumber.
- Gun Regulations  
Prepared and forwarded ordinance to City Clerk repealing Freeport gun regulations.

Respectfully submitted,  
Dymoke Law Office, P.A.

*Scott E. Dymoke*  
by Scott E. Dymoke

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 6/22/17

Re: Fire Department

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John Gilk is asking the council to consider purchasing new ceiling fans for the fire hall. Following is the estimate from Oak Electric, since member Phil Wiechmann would install them.

Oak Electric Service Incorporated

36484 300th Ave  
Melrose, MN 56352  
PH: 320-837-5853

## Invoice

Date	Invoice #
6/21/2017	3193

Bill To
City of Freeport Box 301 Freeport, Mn. 56331

*Estimate*

P.O. No.	Terms	Project
Fire Hall		

Quantity	Description	Rate	Amount
10	1/2" 1 Hole Strap	0.42	4.20
60	1/2" EMT	0.84	50.40
4	1/2" EMT SS Connector	0.63	2.52
8	1/2" EMT SS Coupling	0.63	5.04
3	Cieling fan	63.70	191.10
2	Fan control	22.00	44.00
1	4 Square Deep Steel	2.99	2.99
1	Round Steel Box	1.35	1.35
180	12 THHN	0.17	30.60
3	Labor Philip	55.00	165.00
3	Labor Kolin	30.00	90.00
		<b>Total</b>	<b>\$587.20</b>

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 6/20/17

Re: Rural Service District

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Following is a spreadsheet that Arlen Westengren put together that shows city tax rates versus township tax rates. He also included the green acres info.

One item Dymoke pointed out while we were discussing is that Pung's 2017 property tax to Freeport is \$870.57 for general operations and \$1,206.80 on City Bonds – total 2017 property tax to Freeport = \$2,077.37

Borgerding's 2017 property tax to Freeport is \$873.29 for general operations and \$1,210.55 on City Bonds – total 2017 property tax to Freeport = \$2,083.84

The rural service district tax break only applies to the general operations portion of the taxes collected, not to bond payments. If you assume that Millwood and Oak do not have outstanding bonds, then the Pung's and Borgerding's property taxes to Freeport, with the rural service rate, are comparable to what they would pay to the Townships.

Also following is the resolution to remove Quality Trailer from the rural service district.

Freeport City

Parcel	Owner	Use Class	Estimated Market Value	Taxable Market Value	Tax Capacity Value	City Annexation Rate	City Full Rate	Annexation Tax	Full Rate Tax	Difference
54.32010.0510	Church of Sacred Heart	Exempt	31,000	0	0	58.76183699	81.57648828	0.00	0.00	0.00
54.32015.0500	Robert & Donna Hoeschen	Commercial	44,600	44,600	670	58.76183699	81.57648828	393.70	546.56	152.86
54.32021.0000	Pund Dairy LLC	Agricultural	733,300	644,400	3,918	58.76183699	81.57648828	2,302.29	3,196.17	893.88
54.32028.0000	Neal L & Lea V Borgerding Trust	Agricultural	632,200	612,100	3,929	58.76183699	81.57648828	2,308.75	3,205.14	896.39
54.32085.0010	Quality Trailer Products	Commercial	743,500	743,500	14,120	58.76183699	81.57648828	8,297.17	11,518.60	3,221.43
			2,184,600	2,044,600	22,637			13,301.92	18,466.47	5,164.55

											Millwood Township @ 20.11776026	Oak Township @22.94073838
54.32021.0000	Pund Dairy LLC	Agricultural	733,300	644,400	3,918	58.76183699	81.57648828	2,302.29	3,196.17	893.88	788.21	898.82
54.32028.0000	Neal L & Lea V Borgerding Trust	Agricultural	632,200	612,100	3,929	58.76183699	81.57648828	2,308.75	3,205.14	896.39	790.43	901.34

		EMV	Green Acres Values	Green Acres Tax Capacity	Full Value Tax Capacity	City Annexation Rate	City Full Rate	Annexation Tax	Full Rate Tax
54.32021.0000	Pund Dairy LLC		527,400	515,200	2,576	58.76183699	81.57648828	1,513.70	2,101.41
		Green Acre Benefit			2,637	58.76183699	81.57648828	1,549.55	2,151.17
								35.84	49.76
54.32028.0000	Neal L & Lea V Borgerding Trust		434,100	433,800	2,169	58.76183699	81.57648828	1,274.54	1,769.39
		Green Acre Benefit			2,171	58.76183699	81.57648828	1,275.72	1,771.03
								1.18	1.63



**Resolution No. 2017-07**

**Resolution Transferring Parcel No. 54.32085.0010 to the Urban Service District**

**Whereas**, on August 27, 1985, the Freeport City Council adopted Ordinance No. 100 establishing an Urban Service District and a Rural Service District in the City of Freeport;

**Whereas**, Parcel No. 54.32085.0010, owned by Quality Trailer Products Corp., is included in the Rural Service District of the City of Freeport; and

**Whereas**, the Freeport City Council has determined that Parcel No. 54.32085.0010 has been improved by the construction of a commercial structure and no longer qualifies for inclusion in the Rural Service District;

**Now, Be It Resolved**, by the City Council of the City of Freeport, Minnesota that Parcel No. 54.32085.0010 is transferred to the Urban Service District.

This resolution is passed to comply with the provisions of Minn. Stat. § 272.67.

Passed by unanimous vote of the Freeport City Council on June 27, 2017.

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Rodney Atkinson, Mayor

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Adrianna Hennen, Clerk/Treasurer

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 6/20/17

Re: School Park

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## Signage:

I spoke Lori Austing with All Star Trophy about a “Rules” sign for the park. She stated they can make a sign that is 18x12 in-house for \$75. A 36x24 has to be done at a facility in the cities for \$300.

It sounds like the Lions will be having All Star make two signs for the Lions Park. I told Lori we might consider just doing what the Lions are doing and having the signs made at the same time.

## Lighting:

Dan Roering recommended not putting in a light, because the school already attached a light to the school that shines west and if another light is put in that might start disturbing neighbors. Roering stated that there is enough light for the schools security system now.

## Gate:

The gate has been ordered. The parish was notified that they must mark where the parish’s property lines are so that the gate is not placed on neighboring properties.

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 6/20/17

Re: Conflicts of Interest

---

Following is the resolution that needs to be passed for monthly purchases from Hennen Lumber. Council will have to determine the amount to not exceed to be placed in the resolution. From past purchases it doesn't look like monthly purchases exceed \$250 so that would be my recommendation.

**Resolution No. 2017-08**

**Resolution Authorizing Purchases from Hennen Lumber Co., Inc.**

**Whereas**, the City of Freeport desires, from time to time, to purchase goods and merchandise required to perform routine repairs and maintenance to City property and equipment from Hennen Lumber Co., Inc.;

**Whereas**, Timothy Hennen is a member of the City Council of the City of Freeport and will be financially interested in the purchases;

**Whereas**, it is determined that Hennen Lumber Co., Inc.'s prices for the goods and merchandise required to perform routine repairs and maintenance to City property and equipment is as low as, or lower than, the price at which the goods can be obtained elsewhere at this time; and

**Whereas**, the contract for the goods and merchandise required to perform routine repairs and maintenance to City property and equipment is not one that is required to be competitively bid.

**Now, Be It Resolved**, by the City of Freeport, Minnesota that the City Clerk/Treasurer is directed, as needed, to make the above-mentioned purchases of goods and merchandise on behalf of the City from Hennen Lumber Co., Inc. for a price of up to \$\_\_\_\_\_ per month.

**It Further Resolved**, that the Mayor and City Clerk/Treasurer are directed to issue an order-check to pay the claims of Hennen Lumber Co., Inc. on the filing of an affidavit of official interest by Hennen Lumber Co., Inc. as required under Minn. Stat. § 471.89.

This resolution is passed to comply with the provisions of Minn. Stat. §§ 471.87-.89.

Passed by unanimous vote of the Freeport City Council on June 27, 2017.

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Rodney Atkinson, Mayor

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Adrianna Hennen, Clerk/Treasurer

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 6/20/17

Re: Firearm Ordinance

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Attached is the ordinance to be passed to reflect council's action at the May council meeting that removes Section 2000.07, line 8 that of Freeport City Code.

**ORDINANCE NO. 2017-02**

**AN ORDINANCE AMENDING THE FREEPORT CITY CODE OF 1995,  
SECTION 2000.07 DISORDERLY CONDUCT**

THE CITY COUNCIL OF THE CITY OF FREEPORT, ORDAINS AS FOLLOWS:

**SECTION 1.** Section 2000.07 of the Freeport City Code of 1995, is amended by deleting the following:

The following acts are disorderly conduct:

~~8. discharge of firearms/BB guns.~~

**SECTION 2.** This Ordinance shall be effective immediately upon its passage and publication.

**ADOPTED** on May 30, 2017, by the City Council of the City of Freeport.

**CITY OF FREEPORT**

By: \_\_\_\_\_  
Rodney Atkinson, Mayor

ATTEST:

\_\_\_\_\_  
Adrianna Hennen, City Clerk

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 6/22/17

Re: Creamery Site

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The city has been receiving complaints regarding the state of the creamery beginning around the same time as the new renters moved in.

Complaints include:

1. The amount and state of the vehicles accumulating around the building
  - a. EDA/council members have brought this up and other residents have questioned it
2. A loose dog running around the property (May 7<sup>th</sup>)
3. Ongoing concerns that a person may be living in the building – There at all hours (lights/noises), furniture moving in, campers on site, etc.

\*\*I have also asked some council members to put together the info they have received from residents' complaints. I will have this information at the meeting as well.

RESOLUTION 2017-09  
OF THE CITY OF FREEPORT  
ADOPTION OF THE  
STEARNS COUNTY ALL-HAZARD MITIGATION PLAN

WHEREAS, the City of Freeport has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

WHEREAS, the Act establishes a framework for the development of a multi-jurisdictional County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Stearns County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Stearns County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Stearns County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Stearns County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Stearns County All-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE BE IT RESOLVED that the City of Freeport supports the hazard mitigation planning effort and wishes to adopt the Stearns County All-Hazard Mitigation Plan.

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the Clerk/Administrator this 27 day of June, 2017.

\_\_\_\_\_  
Rodney Atkinson, Mayor

Attest:

\_\_\_\_\_  
Adrianna Hennen, City Clerk/Administrator