



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 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 2695 – 2719 (1-6)
 - b. February 28, 2017 Regular Meeting Minutes (7-8)
 - c. February 28, 2017 AFSA Meeting Minutes (9-10)
- IV. Reports
 - a. Clerk Report (11)
 - b. Deputy Treasurer Report (N/A)
 - c. Public Works Report (12-14)
 - d. Engineer Report (N/A)
 - e. Attorney Report (15)
 - f. Fire Department Report (N/A)
- V. New Business
 - a. Chickens in R-1(16)
 - b. Public Nuisance Notices (17)
 - c. Fire Department Water (18)
 - d. Fire Department Budget Surplus (19)
- VI. Adjourn

Next meeting: April 25, 2017

03/14/17
11:40:19

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 3/17

Page: 1 of 2
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/	Document \$/	Disc \$					Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account	
2695		15 ALBANY MUTUAL TELEPHONE	228.76						
	10267743	03/01/17 836-2411/2413	74.14			225 42200	320	10100	
	10268126	03/01/17 836-7158	37.92			101 41000	320	10100	
	10267906	03/01/17 836-2685	22.45			601 43225	320	10100	
	10267906	03/01/17 836-2685	22.44			602 43250	320	10100	
	10267604	03/01/17 836-2112	71.81			101 41000	320	10100	
		Total for Vendor:	228.76						
2696		25 AMERIPRIDE LINEN & APPAREL	54.60						
	2200879566	02/03/17 Monthly rug service	54.60			101 41000	410	10100	
		Total for Vendor:	54.60						
2697		70 CENTERPOINT ENERGY	349.56						
	02/21/17	Maintenance bldg	123.04			101 43100	382	10100	
	02/21/17	Fire hall	226.52			225 42200	382	10100	
		Total for Vendor:	349.56						
2698		76 CENTRAL MINNESOTA CREDIT UNION	71.51						
	02/12/17	Walmart - GV LED	17.01			225 42200	210	10100	
	5465 02/14/17	5x8 US flag, nylon	53.50			225 42200	210	10100	
	02/28/17	Stearns Cnty Beacon fees	1.00			101 41000	433	10100	
		Total for Vendor:	71.51						
2699		145 FINKEN WATER SOLUTIONS	23.00						
	4419902 03/01/17	Water cooler softener	15.00			101 41000	410	10100	
	4419912 03/01/17	Maintenance water cooler	8.00			101 43100	410	10100	
		Total for Vendor:	23.00						
2700		387 RAHNS OIL & PROPANE, INC	308.72						
	1022 02/28/17	Fire dept fuel	184.16			225 42200	215	10100	
	1022 02/28/17	Public Works fuel	85.59			101 43100	215	10100	
	1022 02/28/17	EDA lunch	38.97			300 46500	210	10100	
		Total for Vendor:	308.72						

03/14/17
11:40:19

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Page: 2 of 2
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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2701		437 STAR PUBLICATIONS LLC	234.63					
	157796	02/28/17 Summary budget statement	234.63			101 41000	350	10100
		Total for Vendor:	234.63					
2702		510 VERIZON WIRELESS	58.69					
	9781305014	03/01/17 Cell phone - Mar	58.69			101 43100	320	10100
		Total for Vendor:	58.69					
2703		525 XCEL ENERGY	2,313.73					
	535770142	02/20/17 Water tower	167.31			601 43225	381	10100
	537088036	03/02/17 302188142	57.49			601 43225	381	10100
	537088036	03/02/17 302252262	92.28			101 43160	381	10100
	537088036	03/02/17 302290398	167.55			101 41000	381	10100
	537088036	03/02/17 302679657	125.06			101 43100	381	10100
	537088036	03/02/17 302700297	23.69			602 43250	381	10100
	537088036	03/02/17 302947044	120.07			601 43225	381	10100
	537088036	03/02/17 303193187	-165.54			602 43250	381	10100
	537088036	03/02/17 303616049	208.76			225 42200	381	10100
	537088036	03/02/17 303936749	47.08			101 43160	381	10100
	537088036	03/02/17 303956738	452.99			101 43160	381	10100
	537088036	03/02/17 303963984	260.81			101 43160	381	10100
	537088036	03/02/17 303985901	36.92			101 43160	381	10100
	537088036	03/02/17 304083816	12.87			101 43160	381	10100
	537088036	03/02/17 304098414	26.24			602 43250	381	10100
	537273030	03/03/17 Street lights	680.15			101 43160	381	10100
		Total for Vendor:	2,313.73					
		# of Claims	9	Total:	3,643.20			

03/23/17
11:03:32

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 3/17

Page: 1 of 2
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
2705		717 CARR' S TREE SERVICE, INC	3,400.00					
	22078SC	03/14/17 Mow brush around holding pond	3,400.00*			101 43100	311	10100
		Total for Vendor:	3,400.00					
2706		107 DANNY' S DISPOSAL & RECYCLING,	168.66					
	03/01/17	Maintenance bldg	139.25			101 43100	383	10100
	03/01/17	Fire hall	29.41			225 42200	383	10100
		Total for Vendor:	168.66					
2707		123 DYMOKE LAW OFFICE, P.A.	207.00					
	03/01/17	Permit ordinance	92.00			101 41000	302	10100
	03/01/17	Council meeting	115.00			101 41000	302	10100
		Total for Vendor:	207.00					
2708		641 FREEPORT ELECTRIC, INC	389.38					
	1570	03/07/17 Wire new lab room @ maint bldg	389.38*			101 43100	311	10100
		Total for Vendor:	389.38					
2709		155 FREEPORT FARM CENTER, INC	864.04					
	W13164	02/21/17 John Deere 6300 loader mainten	854.92			101 43100	401	10100
	97284	03/07/17 Snow blower blade, guard bolts	9.12			101 43100	220	10100
		Total for Vendor:	864.04					
2710		718 GERALD WIECHMANN CONSTRUCTION,	1,000.00					
	03/02/17	New lab room at maint bldg	1,000.00*			101 43100	311	10100
		Total for Vendor:	1,000.00					
2711		174 GOPHER STATE ONE CALL, INC	1.35					
	7020378	02/28/17 1 email ticket	0.68			601 43225	300	10100
	7020378	02/28/17 1 email ticket	0.67			602 43250	300	10100
		Total for Vendor:	1.35					
2712		193 HENNEN FLOOR COVERING INC	2,405.78					
	CG700385	03/13/17 Vinyl flooring @ senior cent	2,405.78			101 45200	435	10100
		Total for Vendor:	2,405.78					

03/23/17
11:03:32

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Page: 2 of 2
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
2713		194 HENNEN LUMBER CO, INC	968.61					
	17154	01/28/17 Credit for nails brought in	-24.75			101 43100	220	10100
	17446	02/09/17 New maint shop lab room suppli	849.37*			101 43100	311	10100
	17539	02/14/17 New maint shop lab room suppli	143.99*			101 43100	311	10100
		Total for Vendor:	968.61					
2714		219 JOANN TIMP	144.00					
	03/20/17	4 cleanings (2/27/17-3/20/17)	144.00			101 41000	300	10100
		Total for Vendor:	144.00					
2715		529 LOREN GOEBEL	100.00					
	03/21/17	Mileage wastewater train/exam	100.00			602 43250	335	10100
		Total for Vendor:	100.00					
2716		294 MID CENTRAL HEATING & A/C, INC	87.54					
	192157	03/02/17 New maint shop lab room suppli	87.54*			101 43100	311	10100
		Total for Vendor:	87.54					
2717		666 MIKE EVESLAGE	192.64					
	02/24/17	LMC conference mileage	75.60			101 41100	335	10100
	02/24/17	LMC conference hotel	117.04			101 41100	330	10100
		Total for Vendor:	192.64					
2718		309 MINNESOTA LIFE INSURANCE CO	3.70					
	03/14/17	Goebel	1.70			101 43000	131	10100
	03/14/17	Hennen	2.00			101 41400	131	10100
		Total for Vendor:	3.70					
		*** Claim from another period (12/16) ****						
2719		433 ST. CLOUD TIMES	38.16					
	SC2126229	12/31/16 Papers delivered after subs	38.16			101 41000	351	10100
		Total for Vendor:	38.16					
		# of Claims	15	Total:		9,970.86		

03/22/17
13:12:32

CITY OF FREEPORT
Liability Check Detail

Page: 1 of 1
Report ID: W120

Liability Check 19487 BLUE CROSS BLUE SHIELD 1243.15

Check #	Employee	Pay Date	Empl. Amount	Empr. Amount	Total Amount
-89129	Goebel, Loren C.	03/22/17	84.16	375.01	459.17
-89136	Goebel, Loren C.	03/08/17	84.16	375.00	459.16
-89128	Hennen, Adrianna M.	03/22/17	0.00	162.41	162.41
-89135	Hennen, Adrianna M.	03/08/17	0.00	162.41	162.41
Total Detail:		4	168.32	1074.83	1243.15

03/01/17
09:23:23

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

Page: 1 of 1
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2691		626 FIRE SAFETY USA, INC		315,000.00					
	97966	02/28/17 75% down pmt fire truck		315,000.00*			225 42200	550	10100
		# of Claims	1	Total:	315,000.00				

Just as an FYI, that the amount council approved at the last meeting for the down payment of the fire truck has been sent.



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February 28, 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.

Mike Eveslage arrived at 7:10.

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)
Arnie Blommel (308 2nd Ave SW)

Matt Lurken-Tvrdek (514 1st Ave N)
Steve Notch (28086 385th St, Freeport)

Approve Agenda

Ettle moved to approve the agenda with the additions of the St. Joseph Society Liquor License under Consent Agenda and Fire Truck under New Business, seconded by Renneker. Motion carried 5-0.

Open Public Forum

No comment was given.

Consent Agenda

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

Reports

Clerk Report

No report was given.

Deputy Treasurer Report

No report was given.

Public Works Report

Goebel mentioned that Carr's Tree Service was done clearing out the holding pond in the Industrial Park. Goebel stated the lab room in the maintenance shop is done. He also mentioned that he would be taking his waste water test next week.

Engineer Report

No report was given.

Attorney Report

No report was given.

Fire Department Report

No report was given.

New Business

Ordinance 2017-01 – Ordinance Updating the water and Wastewater Fees Under the Freeport City Code 1995 (Appendix I)

Ettle moved to table this item until the March council meeting, seconded by T. Hennen. Motion carried 5-0.

Ordinance 2017-02 – Ordinance Amending the Freeport City Code of 1995, Chapter X – Licenses and Permits, Section 1000 General Provisions

Ettle moved to approve Ordinance 2017-02, seconded by T. Hennen. Roll-call vote: Atkinson-yes, Ettle-yes, Eveslage-yes, T. Hennen-yes, Renneker-yes. Motion carried 5-0.

Resolution 2017-05 – Resolution Approving State of Minnesota Joint Powers Agreement with the City of Freeport on Behalf of its City Attorney

Renneker moved to approve Resolution 2017-05, seconded by Ettle. Roll-call vote: Atkinson-yes, Ettle-yes, Eveslage-yes, T. Hennen-yes, Renneker-yes. Motion carried 5-0.

A recess was taken at 7:25 to begin the Area Fire Service Meeting.

Meeting resumed at 8:05

Senior Center – New Flooring

Eveslage moved to approve the vinyl plank flooring for the Senior Center, seconded by Eveslage. Motion carried 5-0.

Fire Truck

A. Hennen stated that the Truck Committee had made a few changes to the truck since approving it costing a total of \$5,843.00. This included removing items and adding items. Atkinson moved to approve the changes, seconded by Renneker. Motion carried 5-0.

A. Hennen reminded council that they had approved making a 75% down payment, totally about \$315,000 on the new fire truck. A. Hennen stated they are still going to get the 3% incentive that Dale from Fire Safety USA told council about when council agreed to purchase the truck. A. Hennen stated she has not heard about the Stearns Electric application yet.

Adjourn

Ettle moved to adjourn at 8:15pm, seconded by Renneker. Motion carried 5-0.

Mayor, Rodney Atkinson

City Clerk-Treasurer, Adrianna Hennen



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February 28, 2017 – Area Fire Service Association Annual Meeting

The Area Fire Service Association Meeting was called to order at 7:30 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, and Assistant Chief Gary Pirkel.

Members in attendance:

Jeff Goebel (Krain Township)

Laurence Middendorf (Millwood Township)

Carol Toenyon (Millwood Township)

John Arnzen (St. Rosa City)

Pete Welle (Oak Township)

Jerry Cremers (St. Anthony City)

Joseph Wiechmann (Millwood Township)

Approve Agenda

Joe Wiechmann (Millwood) moved to approve the agenda, seconded by Pete Welle (Oak). Motion carried unanimously.

Roll Call

All were present excluding Albany Township. John Arnzen, St. Rosa City arrived later in the meeting.

New Business

2016 Financial Report (prelim) and Proposed Transfere to Building and Equipment Fund

Jeff Goebel asked what the grants have been used for. Gilk stated that they bought all new helmets and new pagers. Wall also stated that some state aid money that comes in is given to the Relief Association.

Gilk stated that they were working on getting a grant for new turnout gear. Jeff Goebel asked if they were going to keep the old turnout gear for drills. Gilk said they hadn't thought of that, but it was a good idea.

Jeff Goebel asked if they were filling out a grant for the fire truck. A. Hennen explained that the likelihood of getting a grant for that was very slim since they allocate so few dollars toward vehicles in FEMA grants. They knew the odds were almost none so they decided to not spend the money to write the grant.

Gilk explained how mutual aid with the surrounding towns work and went through the total 2016 calls sheet.

2018 Budget Approval

Jeff Goebel moved to approve the 2018 budget, seconded by Laurence Middendorf. Motion carried unanimously.

Adjourn

Jeff Goebel moved to adjourn at 8:02 seconded by Laurence Middendorf. Motion carried unanimously.

Rodney Atkinson, Mayor

Adrianna Hennen, Clerk-Treasurer

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 3/22/17

Re: Clerk & Deputy Treasurer

Just as a reminder the audit is coming up, April 3rd so Joan has been working diligently getting items prepared for the auditors to make it a smooth and quick process.

Job Duty	Date	Initial
computer with Adri, shoveled snow in front+back of city hall, got well ready for Jerald W to add on to for addition	Fri 2/7/17	LG
Did well house, water tower, pond checks, worked at shop	"	LG
Did well house, water tower, lift station, pond checks, water	Wed 2/8/17	LG
sampling, built wall at city shop for new room	Thurs 2/9/17	LG
Did well house, water tower, pond checks, met with Dan	"	LG
R on what he needed to do at shop, I cleaned at shop.	Fri 2/10/17	LG
Did well house, water tower pond checks	"	LG
Did well house, water tower, pond checks.	SAT 2/11/17	LG
Did well house, water tower, pond, lift station checks, did	Sun 2/12/17	LG
water sampling, put steel up with Jerald W. at shop,	MON 2/13/17	LG
garbages up town	"	LG
Did well house, water tower, pond checks, cleaned at shop	"	LG
did Hazardous list with Adrianna at	Tue 2/14/17	LG
city hall.	"	LG
Did well house, water tower, pond checks, worked at shop	Wed 2/15/17	LG
with Jerald to finish up steel+door.	"	LG
Did well house, water tower, lift station, pond checks, water	Thurs 2/16/17	LG
sampling, cleaned shop, ran little tractor or blower,	"	LG
met with a company that does Flowmeter testings.	"	LG
Did well house, water tower, pond checks, did flow	Fri 2/17/17	LG
readings at city hall & went thru some files	"	LG
Did well house, water tower pond checks, worked on	SAT 2/18/17	LG
getting storm drain open by Gene Freshman	"	LG
Did well house, water tower, pond checks	Sun 2/19/17	LG
~~~~~		
Did well house, water tower, lift station, pond checks, water samples	MON 2/20/17	LG
Holiday		LG
Did well house, water tower, pond checks, changed chlorine cylinders	Tue 2/21/17	LG
in well house, put new release hole in well house #1, pumped	"	LG
water from storm drain by Gene Freshman across road by	"	LG
"Apartment's Manor" & tried to open up drain, brought tractor to	"	LG
Farmcenter to check where we have hydraulic leak in cylinders or	"	LG
main switch.	"	LG
Did well house, water tower, pond checks, built shelves in new	Wed 2/22/17	LG
lab room, delivered ^{original} packets, put pumps away from yesterday &	"	LG
checked flow station cable to see if there was a loose connection	"	LG
alarm keeps going off.		LG

Job Duty	Date	Initial
Did well house, water tower, lift station, pond checks,	^{THUR} 2/23/17	LG
water sampling, Filed MPCA, MDH reports, cleaned at shop	"	LG
Did well house, water tower, pond checks, worked at shop	^{FRI} 2/24/17	LG
got call from 209 2nd Ave NW had sewer backup so	"	LG
I went & checked the manhole around there house to make	"	LG
sure it was not our line causing the problem. Ours were	"	LG
all good.	"	LG
Did well house, water tower, pond checks	^{SAT} 2/25/17	LG
Did well house, water tower, pond checks	^{SUN} 2/26/17	LG
Did well house water tower, lift station, pond checks, water sampling	^{MON} 2/27/17	LG
went there records at city hall with Adri, Talked with Carr's they	"	LG
are starting the tree removal by water tower ponds.	"	LG
Did well house, water tower pond checks, talked with Joan about city	^{TUE} 2/28/17	LG
equipment, did water meter readings, got rid of tree branches on	"	LG
1st Ave N by interstate, got tire fixed by Hiltner for ton truck had a	"	LG
leak, talked with Carrs about how it was going, turned water	"	LG
on at the School Gym.	"	LG
Did well house, water tower, pond checks, built ladder w/ Jersold	^{Wed} 3/1/17	LG
Wickman at shop for above offices, worked at shop	"	LG
Did well house, water tower, lift station, pond checks, did water sampling	^{THUR} 3/2/17	LG
did reports at city hall with Adri, worked at shop.	"	LG
Did well house, water tower, pond checks, organized at shop	^{FRI} 3/3/17	LG
Did well house, water tower, pond checks	^{SAT} 3/4/17	LG
Did well house, water tower, pond checks	^{SUN} 3/5/17	LG
Did well house, water tower, lift station, pond checks, did water	^{MON} 3/6/17	LG
sampling, help adri with some filing at city hall, cleaned Flow	"	LG
meter station had some towels hung up in reading area, worked	"	LG
at shop, did garbage up town	"	LG
Did well house, water tower, pond checks - school -	^{TUE} 3/7/17	LG
School " checks "	^{Wed} 3/8/17	LG "ME"
Did well house, water tower, pond, lift station checks, water sampling	^{THUR} 3/9/17	LG
checked garbage up town. School	"	LG
Did well house, water tower, pond checks, turned water on	^{FRI} 3/10/17	LG
at 204 1st Ave N "Rich Garbel house".	"	LG
Did well house, water tower, pond checks	^{SAT} 3/11/17	LG
Did well house, water tower, pond checks, blew snow	^{SUN} 3/12/17	LG



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

300 Riverside Avenue NW

Melrose, Minnesota 56352

Telephone (320) 256-4205

Fax (320) 256-7201

March 22, 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 February 21, 2017 through March 22, 2017, we have not given significant attention any projects on behalf of the City of Freeport.

Respectfully submitted,  
Dymoke Law Office, P.A.

by Scott E. Dymoke



# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 3/22/17

Re: Chickens

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I have recently had a request from a resident about changing City Ordinance to allow laying hens in Residential Districts. Currently our City Codes reads:

The Freeport City Code prohibits keeping chickens in the R-1 District.

Chapter 910 of the City Code regulates the keeping of animals within the city limits.

Section 910.07 prohibits the keeping of farm animals within the city limits, except in those areas zoned Agriculture.

Section 910.01(4) defines “farm animals” to include chickens.

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 3/22/17

Re: Public Nuisances

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I sent out notices to three properties on Monday, March 20th regarding the state of their homes.

Along with the notice I also provided information from USDA regarding home improvement loan and grant opportunities. I have asked them to contact me so we can discuss what is manageable for the homeowner at this time and to figure out a timeline for improvements.

1. Tom Gruber (provided notice of violation and USDA info)
2. Marven Finken (only sent info from USDA since he requested this previously)
3. Jennifer Beach (provided notice violation, didn't send USDA info since they intend on tearing the house down)

I will keep the council updated on these properties as new information is gathered.

**Phil Osendorf also requested to be on the agenda regarding public nuisances and asked that he speak during this time.

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 3/23/17

Re: Fire Department Trasnfer

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A proposal has been suggested from the Fire Department Chief's to transfer the 2016 budget surplus (approximately \$15,000) to the Building & Equipment Replacement Fund since turnout gear and other items will be need to be replaced in the coming years. Keep in mind the \$15,000 is the the amount before the audit, this number could still change.

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 3/23/17

Re: Fire Department Water Usage

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Rodney thought a discussion should be had regarding charging the fire department for water usage. The logistics and how it would be metered have not been discussed, this is only to get the conversation going if this is something the council thinks should be looked into. On the accounting side it would look like a transfer from the fire account to the water/sewer accounts.