

1 shall post a placard on the premises indicating that it is unfit for human habitation. It shall be
2 unlawful for any person to deface or remove the declaration placard from any dwelling, dwelling
3 unit, or rooming unit.

4
5 c. No person shall occupy as owner, occupant, or let to another for occupancy any dwelling,
6 dwelling unit, or rooming unit that is declared unfit for human habitation until the defective
7 conditions have been corrected and the Building Inspector has issued written approval.

8
9 d. Whenever any dwelling, dwelling unit, or rooming unit has been declared unfit for human
10 habitation, any license previously issued by the City of Freeport for the premises shall be
11 revoked.

12
13 **Section 4. Vacant Dwellings.**

14
15 a. The owner of any dwelling, dwelling unit, or rooming unit that is been declared unfit for human
16 habitation, or that is otherwise vacant for a period of 60 days or more, shall make the premises
17 safe and secure so that it is not hazardous to the public's health, safety, and welfare and does
18 not constitute a public nuisance.

19
20 b. Any vacant, unguarded dwelling with open doors or windows shall be deemed hazardous to the
21 public's health, safety, and welfare and a public nuisance.

22
23 **Section 5. Inspection Access.** When an owner, operator, occupant, or other person in charge of a
24 dwelling or dwelling unit refuses to permit free access and entry to the structure or premises under
25 their control for inspection pursuant to these regulations, the Building Inspector may seek a court
26 order authorizing inspection.

27
28 **Section 6. Compliance Order.**

29
30 a. Issuance. Whenever the Building Inspector determines that any dwelling, dwelling unit or
31 rooming unit is unfit for human habitation, a Compliance Order may be issued setting forth the

1 defective conditions and ordering the owner, occupant, operator, or agent to correct such
2 violation conditions. This Compliance Order shall:

- 3
- 4 1. be in writing;
- 5
- 6 2. describe the location and nature of the defective conditions;
- 7
- 8 3. establish a reasonable time for the correction of such conditions and notify of appeal
9 recourse; and
- 10
- 11 4. be served upon the owner, operator, or occupant, as the case may require. Such notice shall
12 be deemed to be properly served upon such owner, operator, or occupant, if a copy of the
13 Order is:
 - 14
 - 15 i. served personally, or
 - 16
 - 17 ii. sent by registered mail to last known address, or
 - 18
 - 19 iii. upon failure to effect notice as set out above, posted at a conspicuous place in or about
20 the dwelling that is affected by the notice.
 - 21

22 b. Right of Appeal. When it is alleged by any person to whom a Compliance Order is directed, that
23 such Compliance Order is based upon an erroneous interpretation of this ordinance, such person
24 may appeal the Compliance Order to the City Council. Such appeal must be in writing, must
25 specify the grounds for the appeal, must be accompanied by a filing fee, paid in cash or cashier's
26 check, in an amount determined by the City Council, and must be filed with the City Clerk
27 within five business days after service of the Compliance Order.

28

29 c. City Council Decision. Upon at least five business days notice to the appellant of the time and
30 place for hearing the appeal, and within 45 days after the appeal is filed, the City Council shall
31 hold a hearing, taking into consideration any advice and recommendation from the Building

1 Inspector. The City Council may reverse, modify, or affirm, in whole or in part, the Compliance
2 Order and may order return of all or part of the filing fee if the appeal is upheld.

3
4 e. Penalties. Any person who fails to comply with a Compliance Order after right of appeal has
5 expired, and any person who fails to comply with a modified Compliance Order within the time
6 set, shall be guilty of a misdemeanor. Each day of such failure to comply shall constitute a
7 separate punishable offense.

8
9 f. Reinspection. The Building Official shall reinspect the property to determine if the owner or
10 operator has complied with the Compliance Order. If compliance has not been completed upon
11 reinspection, the owner or operator shall be assessed a reinspection fee, in an amount determined
12 by the City Council, for that reinspection and each subsequent reinspection for compliance.
13 Failure to pay the reinspection fee shall constitute a failure to comply with the Compliance
14 Order.

15
16 **Section 7. Restrictions on Transfer of Ownership.** It shall be unlawful for the owner of any
17 dwelling, dwelling unit, or rooming unit that is declared unfit for human habitation to sell, transfer,
18 mortgage, lease, or otherwise dispose of the premises to another person until the provisions of the
19 Compliance Order have been complied with, unless such owner shall furnish to the grantee, lessee,
20 or mortgagee a true copy of any notice of the Compliance Order and shall obtain and possess a receipt
21 of acknowledgment. Anyone securing an interest in the dwelling, dwelling unit, or rooming unit who
22 has received notice that the dwelling, dwelling unit, or rooming unit has been declared unfit for human
23 habitation or of the existence of a Compliance Order shall be bound by it without further service of
24 notice upon them and shall be liable to all penalties and procedures provided by these regulations.

25
26 **Section 8. Hazardous Building Declaration.** If a dwelling has been declared unfit for human
27 habitation and the owner has not remedied the defects within the prescribed time, the dwelling may
28 be declared a hazardous building and treated consistent with state law.

29
30 **Section 9. Severability.** Every section, provision, or part of this ordinance is declared separable from
31 every other section, provision, or part to the extent that if any section, provision, or part of this

1 ordinance shall be declared invalid or unconstitutional, it shall not invalidate any other section,
2 provision, or part of this ordinance

3

4 **Section 10. Collection.**

5 a. Unpaid fees, charges, or penalties that relate to the maintenance of real property under this
6 ordinance, or to the City's enforcement thereof, may be collected as a special assessment against
7 the real property, together with administrative and legal expenses of the City in collecting the
8 unpaid fees, charges, or penalties.

9

10 b. Any unpaid charges, penalties, or fees will be certified to the County Auditor in accordance
11 with the procedures required by Minnesota Statutes, after providing the owner of the premises
12 involved notice and an opportunity for hearing.

DRAFT

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 10/22/18

Re: Public Nuisance by Zone

This information was presented to the EDA here are some of the line items they thought could be addressed:

1. 2010.05 - #16

2. 2010.05 - #23 (EDA suggested adding “items apart of the normal business trade” to help clarify)

3. 2010.06; Subd. 2 – EDA suggested adding “consistent with original design and MN building code” would provide clarity to the fencing portion.

2010.06 - #5 – They thought this item could be completely removed.

Also included is the grass/weed nuisance ordinance. It was questions if that should somehow be tied better to the public nuisance ordinance so people have an easier time finding it.

Section 2010 – Public Nuisances

2010.01 Public Nuisances Affecting Health.....	1
2010.03 Public Nuisances Affecting Morals and Decency	1
2010.05 Public Nuisances Affecting Peace and Safety	2
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2010.01 Public Nuisances Affecting Health

Whoever by his act or failure to perform a legal duty intentionally maintains or permits any of the following conditions is guilty of maintaining a nuisance affecting the health, comfort and repose of the public, which is a misdemeanor:

1. Exposed accumulation of decayed or unwholesome food or vegetable matter;
2. All diseased animals running at large;
3. All ponds or pools of stagnant water;
4. Carcasses of animals not buried or destroyed within 24 hours after death;
5. Unreasonable accumulations of manure, refuse or other debris;
6. Privy vaults and garbage cans which are not rodent-free or fly-tight or which are so maintained as to constitute a health hazard or to emit foul and disagreeable odors;
7. The pollution of any public well or cistern, stream or lake, canal or body of water by sewage, industrial waste or other substances;
8. All noxious weeds and other rank growths of vegetation upon public or private property;
9. Dense smoke, noxious fumes, gas and soot, or cinders, in unreasonable quantities;
10. All public exposure of people having a contagious disease;
11. Any offensive trade or business as defined by law not operating under local license.

2010.03 Public Nuisances Affecting Morals and Decency

Whoever by his act or failure to perform a legal duty intentionally maintains or permits any of the following conditions is guilty of maintaining a public nuisance affecting morals and decency, which is a misdemeanor:

1. All gambling devices, slot machines and punch boards, except as otherwise authorized by federal, state or local law;
2. Betting, bookmaking, and all apparatus used in those occupations;

3. All house kept for the purpose of prostitution or promiscuous sexual intercourse, gambling houses, houses of ill fame and bawdy houses;
4. All places where intoxicating liquors is manufactured or disposed of in violation of law or where, in violation of law, people are permitted to resort for the purpose of drinking intoxicating liquor, or where intoxicating liquor is kept for sale or other disposition in violation of law, and all liquor and other property used for maintaining that place;
5. Any vehicle used for the unlawful transportation of intoxicating liquor, or for promiscuous sexual intercourse, or any other immoral or illegal purpose.

2010.05 Public Nuisances Affecting Peace and Safety

Whoever by his act or failure to perform a legal duty intentionally maintains or permits any of the following conditions is guilty of maintaining a public nuisance affecting peace and safety, which is a misdemeanor:

1. All snow and ice not removed from public sidewalks 24 hours after the snow or other precipitation causing the condition has ceased to fall;
2. All trees, hedges, billboards or other obstructions which prevent people from having a clear view of all traffic approaching an intersection;
3. All wires and limbs of trees which are so close to the surface of a sidewalk or street as to constitute a danger to pedestrians or vehicles;
4. All obnoxious noises in violation of Minn. Rules Ch. 7030, as they may be amended from time to time which are hereby incorporated by reference into this code;
5. The discharging of the exhaust or permitting the discharging of the exhaust of any stationary internal combustion engine, motor boat motor vehicle, motorcycle, all-terrain vehicle, snowmobile or any recreational devices except through a muffler or other device that effectively prevents loud or explosive noises there-from and complies with all applicable state laws and regulations;
6. The using or operation or permitting the using or operation of any radio receiving set, musical instrument, phonograph, paging system, machine or other device for producing or reproduction of sound in a distinctly and loudly audible manner so as to disturb the peace, quiet and comfort of any person nearby. Operation of any device referred to above between the hours of 10:00 p.m. and 7:00 a.m. in a manner so as to be plainly audible at the property line of the structure or building in which it is located, or at a distance of 50 feet if the source is located outside a structure or building shall be prima facie evidence of a violation of this section;
7. The participation in a party or gathering of people giving rise to noise which disturbs the peace, quiet or repose of the occupants of adjoining or other property;
8. Obstructions and excavations affecting the ordinary public use of streets, alleys, sidewalks or public grounds, except under conditions as are permitted by Freeport City ordinance or other applicable law;
9. Radio aerials or television antennae erected or maintained in a dangerous manner;
10. Any use of property abutting on a public street or sidewalk any use of a public street or sidewalk which causes large crowds of people to gather, obstructing traffic and the free use of the street or sidewalk;

11. All hanging signs, awnings and other similar structures over streets and sidewalks, so situated as to endanger public safety, or not constructed and maintained as provided by Freeport City ordinance and other applicable laws;
12. The allowing of rain water, ice or snow to fall from any building or structure upon any street or sidewalk or to flow across any sidewalk;
13. Any barbed wire fence less than six feet above the ground and within three feet of a public sidewalk or way;
14. All dangerous, unguarded machinery in any public place, or so situated or operated on private property as to attract the public;
15. Waste water cast upon or permitted to flow upon streets or other public properties;
16. Accumulations in the open of discarded or disused machinery, household appliances, automobile bodies, discarded or disused lumber or other building materials, wood, brush, yard waste, or other material in a manner conducive to the harboring of rats, mice, snakes or vermin, or the rank growth of vegetation among the items so accumulated, or in a manner creating fire, health or safety hazards from accumulation;
17. Any well, hole or similar excavation which is left uncovered or in another condition as to constitute a hazard to any child or other person coming on the premises where it is located;
18. Obstruction of the free flow of water in a natural waterway or a public street, drain, gutter or ditch with trash or other materials;
19. The placing or throwing on any street, sidewalk or other public property of any glass, tacks, nails, bottles or other substance which may injure any person or animal or damage any pneumatic tire when passing over the substance;
20. The depositing of garbage or refuse on a public right-of-way or on adjacent property;
21. Interferes with, obstructs or renders dangerous for passage any public highway or right-of-way, or waters used by the public; or
22. All other conditions or things which are likely to cause injury to the person or property of anyone.
23. Nothing in this section prohibits: i. the storage of machinery, auto bodies, or household appliances within a non-residential building, or ii. the storage in the open of lumber, building materials, or wood that is:
 - a. kept a minimum of 12 inches above the ground or other surface, and
 - b. fully screened so as not to be visible from any adjoining properties, public street, right-of-way, or sidewalk.

Section 2010.06 – Building Maintenance Appearance

Subd. 1 Declaration of Nuisance

Buildings, fences and other structures that have been so poorly maintained that their physical condition and appearance detract from the surrounding neighborhood are declared to be public nuisances because they: (a) are unsightly, (b) decrease adjoining landowners and occupants' enjoyment of their property and neighborhood, and (c) adversely affect property values and neighborhood patterns.

Subd. 2 Standards

A building, fence or other structure is a public nuisance if it does not comply with the following requirements:

1. No part of any exterior surface may have deterioration, holes, breaks, gaps, loose or rotting boards or timbers.
2. Every exterior surface that has had a surface finish such as paint applied must be maintained to avoid noticeable deterioration of the finish. No wall or other exterior surface may have peeling, cracked, chipped or otherwise deteriorated surface finish on more than 20% of:
 - a. Any one wall or other flat surface; or
 - b. All door and window moldings, eaves, gutters, and similar projections on any one side or surface.
3. No glass, including windows and exterior light fixtures, may be broken or cracked, and no screens may be torn or separated from moldings.
4. Exterior doors and shutters must be hung properly and have an operable mechanism to keep them securely shut or in place.
5. Cornices, moldings, lintels, sills, bay or dormer windows and similar projections must be kept in good repair and free from cracks and defects that make them hazardous or unsightly.
6. Roof surfaces must be tight and have no defects that admit water. All roof drainage systems must be secured and hung properly.
7. Chimneys, antennae, air vents, and other similar projections must be structurally sound and in good repair. These projections must be secured properly, where applicable, to an exterior wall or exterior roof.
8. Foundations must be structurally sound and in good repair.

2010.07 Duties of City Officers

The City Clerk, Building Official, or Peace Officer, shall enforce the provisions relating to nuisances. Any City Official or peace officer shall have the power to inspect private premises and take all reasonable precautions to prevent the commission and maintenance of nuisances.

2010.19 Abatement

Subd.1 Notice

1. Whenever the City Clerk, Building Official, or a peace officer determines that a public nuisance is being maintained or exists on a premises within the City, the City Clerk, Building Official, or peace officer shall notify in writing the owner of record or occupant of the premises of such fact and order that the nuisance be terminated and abated.

2. A Notice of Violation shall specify the steps to be taken to abate the nuisance, the time within which the nuisance is to be abated, and that if the Notice of Violation is not complied with within the time specified, the matter shall be reported to the City Council (during which time a hearing would be held).
3. A Notice of Violation shall be served by the City Clerk, Building Official, or a peace officer on the owner of record or occupant of the premises either in person or by certified or registered mail. If the premise is not occupied, the owner of record is unknown, or the owner of record or occupant refuses to accept the Notice of Violation, the Notice of Violation shall be served by posting it on the premises.

Subd.2 City Council Action

1. The City Council may, after notice to the owner or occupant and an opportunity to be heard, determine that the condition identified in the Notice of Violation is a nuisance and further order that if the nuisance is not abated within the time prescribed by the City Council, the City may seek injunctive relief by serving a copy of the City Council Order and a Notice of Motion for Summary Enforcement.
2. Except for those cases determined by the City to require summary enforcement, written notice of any City Council Order shall be served as provided in Minnesota Statutes Section 463.17 (Hazardous and Substandard Building Act).
3. Written notice of any Motion for Summary Enforcement shall be served as provided in Minnesota Statutes Section 463.17 (Hazardous and Substandard Building Act).

Subd.3 Emergency Procedure; Summary Enforcement

1. In cases of emergency, where delay in abatement required to complete the notice and procedure requirements set forth above will permit a continuing nuisance to unreasonably endanger the public health, safety, or welfare, the City Council may order summary enforcement and abate the nuisance. To proceed with summary enforcement, the City Clerk, Building Official, or a peace officer shall determine that a public nuisance exists or is being maintained on a premises within the City and that delay in abatement of the nuisance will unreasonably endanger public health, safety, or welfare. The City Clerk, Building Official, or peace officer shall notify in writing the occupant or owner of the premises of:
 - a. the nature of the nuisance,
 - b. the City's intention to seek summary enforcement, and
 - c. the time and place of the City Council meeting to consider the question of summary enforcement.
2. If the City Council determines the condition identified in the notice to the owner or occupant is a nuisance, and the public health, safety, or welfare will be unreasonably endangered by delay in abatement required to complete the procedures set forth above, the City Council may order that the nuisance be immediately terminated or abated. If the nuisance is not immediately terminated or abated, the City Council may order summary enforcement and abate the nuisance.
3. Nothing in this ordinance shall prevent the City, without notice or other process, from immediately abating any condition which poses an imminent and serious hazard to human life or safety.

2010.11 Recovery of Cost

Subd.1 Personal Liability

The owner of a premises on which a nuisance has been abated by the City shall be personally liable for the cost to the City of the abatement, including administrative costs. As soon as the work has been completed and the cost determined, the City Clerk or other official shall prepare a bill the cost and mail it to the owner. Thereupon the amount shall be immediately due and payable at the office of the City Clerk.

Subd.2 Assessment

If the nuisance is a public health or safety hazard on private property, the accumulation of snow and ice on public sidewalks, the growth of weeds on private property or outside the traveled portion of streets, or unsound or insect-infected trees, the City Clerk shall, on or before September 1 next following abatement of the nuisance, list the total unpaid charges along with all other charges, as well as other charges for current services to be assessed under Minnesota Statutes Section 429.101, against each separate lot or parcel to which the charges are attributable. The City Council may then spread the charges against the property under that statute and other pertinent statutes for certification to the County Auditor and collection along with current taxes the following year or in annual installments, not exceeding ten, as the City Council may determine in each case.

Section 605 – Noxious Weeds

605.01 Definition of Weeds.....	1
605.03 Nuisance.....	1
605.05 Notice.....	1
605.07 Assessment.....	1
605.09 Weed Inspector	2
610.11 Penalty.....	2

605.01 Definition of Weeds

For purposes of this section the term “weeds” means noxious weeds as defined by state law and all such useless and troublesome plants as are commonly known as weeds to the general public.

605.03 Nuisance

Weeds or growing grass upon any lot or parcel of land in the city in excess of eight inches in height, or which have gone or are about to go to seed, are hereby declared to be a nuisance and dangerous to the health, safety, and good order of the city.

605.05 Notice

When the owner or occupant of a premises permits a nuisance to exist in violation of subsection 640.03, the weed inspector must serve a notice on the owner, occupant, or agent of the owner of the lot or parcel of land ordering the owner or occupant, or agent of the owner of the lot or parcel of land ordering the owner or occupant to have the weeds or grass cut and removed or otherwise eradicated or removed within ten days after the service of the notice. The notice must also state that in event of non-compliance, removal will be done by the city at the owner’s expense. When the owner, occupant, or agent of the owner cannot be found, notice must be sent by registered mail to the person who is listed on the records of the county auditor or county treasurer as the owner. Service is complete with mailing.

605.07 Assessment

If a person fails to comply with the notice within ten days after service, or if the owner, occupant, or agent cannot be found, the weed inspector may have such weeds cut and removed or otherwise eradicated. A record showing the cost of such work attributable to each separate lot or parcel will be delivered by the weed inspector to the city clerk-treasurer. On or before the first day of August of each year, the amount so charged against the lot or parcel of land, together with a description of the premises and the name of last known owner will be reported by the clerk-treasurer to the city council. The council must then spread the costs against each property as a special assessment for collection as other special assessments in the following year, all as authorized by Minnesota Statutes, section 429.101.

605.09 Weed Inspector

The mayor is the weed inspector as provided by law. The mayor may assign the duty to the city maintenance department.

610.11 Penalty

A person who fails or neglects to cut and remove or otherwise eradicate weeds or grass as directed in this section, or who fails, neglects or refuses to comply with the provisions of any notice provided herein, or who violates the provisions of this section, or who resists or obstructs the weed inspector in the cutting, removal or eradication of weeds or grass, is guilty of a misdemeanor each day on which the violation continues is a separate offense.

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 10/22/18

Re: Parking Nuisance/Ordinance 500.475

Following is a sample parking nuisance ordinance and our current recreational parking ordinance 500.475

1
2 **PROPOSED ORDINANCE REGULATING NUISANCE PARKING AND STORAGE**
3 **WITHIN THE CITY OF FREEPORT, MINNESOTA**
4

5 **Section 1. Declaration of Nuisance.** The outside parking and storage on residentially zoned
6 property of large numbers of vehicles, materials, supplies, or equipment not customarily used for
7 residential purposes in violation of the requirements set forth below is declared to be a public
8 nuisance because it:

- 9
- 10 1. Obstructs views on streets and private property;
 - 11
 - 12 2. Creates cluttered and otherwise unsightly areas;
 - 13
 - 14 3. Introduces commercial advertising signs into areas where commercial advertising signs are
15 otherwise prohibited;
 - 16
 - 17 4. Decreases adjoining landowners' and occupants' enjoyment of their property and
18 neighborhood; and
 - 19
 - 20 5. Otherwise adversely affects property values and neighborhood patterns.

21

22 **Section 2. Unlawful Parking and Storage.**

- 23
- 24 1. A person must not place, store, or allow the placement or storage of ice fish houses,
25 skateboard ramps, playhouses, or other similar nonpermanent structures outside
26 continuously for longer than 24 hours in the front yard area of residential property, unless
27 more than 100 feet back from the front property line.
 - 28
 - 29 2. A person must not place, store, or allow the placement or storage of pipe, lumber, forms,
30 steel, machinery, or similar materials, including all materials used in connection with a

1 business, outside on residential property, unless shielded from public view by an opaque
2 cover or fence.

3
4 3. A person must not cause, undertake, permit, or allow the outside parking and storage of
5 vehicles on residential property unless it complies with the following requirements:

6
7 a. No more than four vehicles per lawful dwelling unit may be parked or stored anywhere
8 outside on residential property, except as otherwise permitted or required by the city
9 because of nonresidential characteristics of the property. This maximum number does
10 not include vehicles of occasional guests who do not reside on the property.

11
12 b. Vehicles that are parked or stored outside in the front yard area must be on a paved or
13 graveled parking or driveway area.

14
15 c. Vehicles, watercraft, and other articles stored outside on residential property must be
16 owned by a person who resides on that property. Students who are away at school for
17 periods of time but still claim the property as their legal residence will be considered
18 residents on the property.

500.475 Outdoor storage

Subd.1 Residential Uses

All outside storage of materials and equipment for residential uses shall be stored within a building or fully screened so as not to be visible from adjoining properties, except for the following:

1. Clothes line pole and wire.
2. Parking of licensed and operable vehicles in compliance with this Ordinance (Off-street parking). Junk vehicles as defined under Minnesota Statute 168B.011, Subd. 3, as may be amended, are specifically and completely prohibited from being stored outdoors. The property owner has the burden of proving a vehicle does not meet the 'junk vehicle' standard as set under the aforementioned statute.
3. Any combination of five (5) or fewer licensed and operable recreational vehicles (RV's, boats, snowmobiles on a trailer, etc.) and/or seasonal automobiles may be parked or stored on property outside a home, provided:
 - a. They are not stored within the front yard, except if parked on an approved driveway.
 - b. If stored within the side or rear yard, they are at least five feet from the property line, placed on an improved surface (e.g. crushed rock, gravel, asphalt, concrete, etc.) and landscaped/screened so as to be less visible from adjacent properties. Areas in which grass or weeds grow through the surface shall not meet said 'improved surface' requirement. If stored on a corner lot said storage must not interfere with motorist's views from intersecting streets. Such items shall not be stored on a turf surface.
 - c. Standards of the City's Abandoned Car Ordinance are met.
4. Parking of one (1) commercial motor vehicle of not over 32 feet in length used by the resident occupant, and parking of passenger cars, but not including the storage of vehicles which are inoperable or for sale or rent.
5. Construction and landscaping material currently being used on the premises for a period not to exceed six (6) months of any given project start date.
6. Lawn furniture or furniture used and constructed explicitly for outdoor use.
7. Playground equipment.
8. Dog houses.
9. Rear or side yard exterior storage of not more than one cord of firewood which is for consumption only by those inhabiting the property on which it is stored.

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 10/23/18

Re: Loehrer Update

On 10/22/18 Dymoke and I went to the court hearing to address the Loehrer public nuisance. Judge Scherer took the recommendation of Dymoke to allow a two week compliance, leaving Loehrer with a deadline of November 5th.

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 10/19/18

Re: EDA Appointment

At the October 1, 2018 EDA meeting the EDA approved to recommend the reappointment of Tom Middendorf to the EDA board. Middendorf would be filling the seat term of Sept. 2018 to Sept. 2024. The mayor has to make the appointment and then the council votes on the appointment.

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 10/22/18

Re: Public Works Performance Review

Below you will see the averages of each of the categories along with any comments that were given on any of the performance reviews. I have also included my comments on the evaluation.

Planning/Organization: 23.4

Communication: 12.67

Decision-Making/Initiative: 9.67

Professional Ethics: 12.83

Work Attendance and Punctuality: 9.8

Compliance with City Codes and Regulations: 8.17

I wouldn't say Loren should be required to know these items. He does a good job at directing ordinance questions to me so I can accurately answer those questions.-Adrianna

Totals:76.67/120 – Satisfactory: The employee has met job requirements.

Overall Comments:

Loren does his job duties effectively and efficiently. He does the tasks I ask of him without hesitation. He responds to emergencies without second guessing. I trust him with all of our maintenance and water/sewer needs. –Adrianna

Loren has done a nice job of keeping on top of public nuisance in town. He has informed residents of the ordinances and if they have been in violation. – Jake Renneker

Overall, satisfied with Loren's work. – Ben Eittle

At this time Loren would like ask for a 3% pay increase. At this time Loren makes \$21/hour.

**City of Freeport
Employee Self Evaluation Form**

Name: Loren Goebel

Date: 11/15/18

Department: PW

Title: _____

1. What achievement(s) in your position in the past year that you are most proud of.

- I accomplished my duties without needing much additional help.
- got storm drains running + flowing which has lowered our sanitary inflow.
- Found + repaired curb stops
- kept water flushed so residents do not complain of dirty water
- learn our system better + continually work w/ residents

2. Describe the goals you had set out to accomplish in this past year.

- get storm drains cleaned + flowing
- Find + repair curb stops
- keep the city looking nice to travelers passing thru.

3. What goals did you accomplish?

- 90% of storm drains
- kept streets, garbages, sidewalks + lawns looking nice.

4. What goals did you have for yourself in the past year that you did not accomplish and why?

curb stops - there are a lot that need to be raised which was more than I would have thought.

5. What can the City do to help you achieve your future goals?

- To please notify me of ideas they have that I could do to better the city.
- Continue to support the work I do.