



CITY OF FREEPORT

125 Main Street E – PO Box 301 – Freeport, MN 56331 – 320-836-2112
For TTY/TDD Users 1-800-627-3529 or 711 Minnesota Relay Service www.freeportmn.org

December 22, 2020 - Regular Meeting Agenda
Freeport City Hall - 7:00 pm

Call to Order

- I. Approve Agenda
- II. Open Public Forum
- III. Consent Agenda
 - a. November 24, 2020 Council Meeting Minutes (1-3)
 - b. December 8, 2020 Special Council Meeting Minutes (4)
 - c. Claims 4348-4375 (5-10)
 - d. Sheriff's Report (11)
- IV. Reports
 - a. Clerk-Treasurer Report (12)
 - b. Fire Department Report (N/A)
 - c. Public Works Report (13-15)
 - d. Engineer Report and Resolution 2020-15 Ordering Improvement and Preparation of Plans (16-17 and separate packet)
 - e. Attorney Report (18)
- V. Old Business
 - a. Creamery Building (19)
 - b. Resolution 2020-18 2021 Budget and Tax Levy (20 and separate packet)
- VI. New Business
 - a. Resolution 2020-17 Designating a Polling Place for 2021 (21)
- VII. Adjourn

Next Regular Meeting: January 26, 2021



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November 24, 2020 – Meeting Minutes

A regular meeting of the Freeport City Council was convened at 7:00 pm by Mayor Mike Eveslage, and councilmembers Sarah Blake, Ben Ertle, Tim Hennen, and Jake Renneker.

Staff in attendance: Clerk-Treasurer Joan Wall, Public Works Director Loren Goebel, City Engineer Dave Blommel, City Attorney Scott Dymoke, Fire Chief Andy Grieve.

Others in attendance:

Carol Moorman (Star Post)

Nick Arnzen (212 2nd Ave NW)

Carrie Goebel (207 3rd Ave SE)

Jason Murray (David Drown Associates)

Matt and Maxwell Lurken-Tvrdik (514 1st Ave N)

Approve Agenda

Wall asked to add claims #4340-4343 for Freeport Electric, Hennen Lumber, Metro Sales, and Stryker to the consent agenda. Eveslage asked to add Small Business Assistance under New Business. Ertle moved to approve with the additions, seconded by Hennen. Motion carried 5-0.

Public Forum

No comments

Consent Agenda

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

Reports

Clerk-Treasurer Report

The residents who were invited to attend tonight's meeting regarding cleaning up their properties did not attend.

Fire Department Report

Grieve reported that the Lucas machine is in service now because all firefighters received training on how to use it. He explained that it is a machine that does chest compressions. The fire department responded to six medical calls, and two cancelled fire calls. They are still practicing safety protocols for COVID and haven't needed to use the senior citizen center for quarantining any firefighters.

Public Works Report

L Goebel reported that the City will be getting a couple bills from Jerry Mayers: fixing the wing on the plow truck should be less than \$500, fixing the Hiniker on the ton truck should be less than \$1,000. L Goebel asked if council wanted to spend about \$500 to get the control unit working for the snow ease,

which is a small bucket on the back of the ton truck that spreads sand. Council directed L Goebel to get it fixed/replace control unit.

Renneker asked if we wanted to talk about piling snow and what to do with snow in the alley behind city hall. Hennen already visited with Rahn's asking them to not put snow on Tom Gruber's yard. It was agreed to keep it within the fence and if we have to haul it away at some point, we'll do that.

Engineer Report

Blommel helped Jason Murray out with information for the financial analysis.

Attorney Report

Nothing further to add.

Old Business

2021 Project Funding – Presentation by Jason Murray from David Drown Associates

Murray believes the City can minimize raising water and sewer rates and can fund the project more with the levy. From the presentation:

- Water fund bond payments go out several years yet.
- Projected water fund cash balances show we need to raise water rates about 4% each year for about the next five years. The requirement to set aside funds for the USDA reserve fund make up more and more of the cash balance in the future.
- The impact of a 4% per year increase for residential water is about \$1.60 per month.
- Sewer fund bond payments are done in 2023 and we are in a favorable interest rate environment.
- It looks like sewer rates are strong enough to keep cash healthy into the future, including for the USDA reserve.
- The sewer fund can handle more debt.
- Conventional borrowing versus USDA:
 - Conventional borrowing has more fees for issuance costs.
 - The assumption is special assessments will go out 20 years to match the length of the bond.
 - Total costs for conventional are about \$3.8 million.
 - USDA borrowing has much lower issuance costs and up to a 40-year amortization.
 - Total costs for USDA are about \$4.4 million.
 - Murray believes USDA is the best choice. The City can lock in interest rates now and we'll have level payments over the life of the loan, but we can also prepay. The City will need to have a temporary loan for interim financing, then USDA comes in with the final loan at the end of the project. Assuming about \$787,000 in special assessments with a term of 20 years at 4%, the City will bring in \$58,000 per year in revenue. With current debt being paid off 2/1/20 and 2/1/22, the City is in a good place to bring on new debt.

Murray asked how likely is it that the project will be done by the summer of 2021? The City will want to have a USDA loan in place in 2023. Blommel said because it's loan only we have a chance of getting the project done next year. Eveslage added there will be change orders, so how much will the project actually cost? Blommel stated there is a 10% contingency included in the project cost.

Murray thinks the City needs a water rate increase even if we weren't doing a project. Council was very appreciative of the information Murray presented. Murray stated we can fine-tune the analysis when we do bids. Blommel stated we hope to bid in April.

New Business

Small Business Assistance

Eveslage stated Freeport's three restaurants/bars will be shut down for four weeks. Can the City help advertise for them on our website and put an ad in the newspaper that includes their daily specials? Carrie Goebel mentioned putting something on the bank marquee. Blake wondered if we should prorate liquor licenses again. Eveslage stated there is talk of more small business relief coming. Hennen moved to approve an ad for the businesses on behalf of the City, seconded by Renneker. Motion carried 5-0.

Adjourn

At 8:04 pm Hennen moved to adjourn, seconded by Blake. Motion carried 5-0.

Mayor, Mike Eveslage

City Clerk-Treasurer, Joan Wall

DRAFT



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December 8, 2020 – Meeting Minutes

A special meeting of the Freeport City Council was convened at 7:00 pm by Mayor Mike Eveslage, and councilmembers Sarah Blake, Ben Ettle, Tim Hennen, and Jake Renneker.

Staff in attendance: Clerk-Treasurer Joan Wall, Fire Chief Andy Grieve.

Others in attendance:

Nick Arnzen (212 2nd Ave NW)

Approve Agenda

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

Upgrade Facility Plan for USDA Funding

Eveslage called Dave Blommel and Blommel verified that the \$10,100 cost was already included in the soft costs shown on page 3 of the bound feasibility report. Ettle moved to approve the updated supplemental agreement, seconded by Blake. Motion carried 5-0.

2021 Budget

Grieve explained plans for future fire department purchases and asked Council if we could transfer some of the operating reserve funds to the truck and equipment sinking funds. Council directed Grieve and Wall to work together to accomplish that.

After discussion, the consensus of Council was to decrease the General Fund Revenue levy by \$17,000, which will keep the Total Tax Capacity Rate almost the same as 2020. A few expense items were adjusted. The final budget and levy will be presented for approval at the December 22 meeting.

Adjourn

At 9:12 pm Blake moved to adjourn, seconded by Ettle. Motion carried 5-0.

Mayor, Mike Eveslage

City Clerk-Treasurer, Joan Wall

12/10/20
13:05:11

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 12/20

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
4348		15 ALBANY MUTUAL TELEPHONE	253.69					
	10407291	12/01/20 836-2411	39.77			225 42200	320	10100
	10407291	12/01/20 836-2413	37.20			225 42200	320	10100
	10407636	12/01/20 836-7158	39.70*			101 41000	320	10100
	10407437	12/01/20 836-2685	21.67			601 43225	320	10100
	10407437	12/01/20 836-2685	21.67*			602 43250	320	10100
	10407169	12/01/20 836-2112	93.68*			101 41000	320	10100
		Total for Vendor:	253.69					
4349		70 CENTERPOINT ENERGY	165.21					
	11/23/20	Maintenance Building	83.92			101 43100	382	10100
	11/23/20	Fire Hall	81.29			225 42200	382	10100
		Total for Vendor:	165.21					
4350		76 CENTRAL MINNESOTA CREDIT UNION	224.28					
	11/30/20	AA batteries	6.72*			101 41000	210	10100
	11/30/20	Election supplies	21.93			101 41450	210	10100
	11/30/20	USPS - general postage	6.95			101 41000	200	10100
	11/30/20	Sam Kramer retirement plaque	187.68*			225 42200	430	10100
	11/30/20	Stearns Co Beacon fee	1.00			101 41000	433	10100
		Total for Vendor:	224.28					
4351		145 FINKEN WATER SOLUTIONS	23.00					
	1233844	12/01/20 Water softener rental	15.00			101 41000	410	10100
	1233845	12/01/20 Maintenance cooler rental	8.00			101 43100	410	10100
		Total for Vendor:	23.00					
4352		387 RAHNS OIL & PROPANE, INC	119.78					
	5867	11/30/20 Public works fuel	105.86			101 43100	215	10100
	5867	11/30/20 EDA meal	13.92			300 46500	210	10100
		Total for Vendor:	119.78					
4356		510 VERIZON WIRELESS	41.45					
	9868228466	12/01/20 Cell phone - Dec	41.45			101 43100	320	10100
		Total for Vendor:	41.45					

12/10/20
13:05:11

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4353		750 WASTE MANAGEMENT, INC	148.21					
	6973813	12/01/20 City hall & maintenance	134.46			101 43100	383	10100
	6973286	12/01/20 Fire hall	13.75			225 42200	383	10100
		Total for Vendor:	148.21					
4354		525 XCEL ENERGY, INC	2,514.63					
	710769470	12/02/20 302188142	151.93			601 43225	381	10100
	710769470	12/02/20 302252262	91.11			101 43160	381	10100
	710769470	12/02/20 302290398	211.76			101 41000	381	10100
	710769470	12/02/20 302679657	101.23			101 43100	381	10100
	710769470	12/02/20 302700297	21.56			602 43250	381	10100
	710769470	12/02/20 302947044	183.04			601 43225	381	10100
	710769470	12/02/20 303193187	37.61			602 43250	381	10100
	710769470	12/02/20 303616049	145.60			225 42200	381	10100
	710769470	12/02/20 303936749	48.50			101 43160	381	10100
	710769470	12/02/20 303956738	474.23			101 43160	381	10100
	710769470	12/02/20 303963984	283.84			101 43160	381	10100
	710769470	12/02/20 303985901	34.98			101 43160	381	10100
	710769470	12/02/20 304083816	12.34			101 43160	381	10100
	710769470	12/02/20 304098414	18.94			602 43250	381	10100
	710978505	12/03/20 Street lights	697.96			101 43160	381	10100
		Total for Vendor:	2,514.63					
		# of Claims	8	Total:				3,490.25

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4357		581 ALEX AIR APPARATUS, INC	141.05					
	INV-42671	11/17/20 Fire Dept tools	141.05			225 42200	220	10100
		Total for Vendor:	141.05					
4358		52 BLACK MOUNTAIN SOFTWARE, INC.	5,241.00					
		Annual Service & Support						
	26305	12/01/20 UB Annual Maintenance	558.00			601 43225	433	10100
	26305	12/01/20 UB Annual Maintenance	558.00			602 43250	433	10100
	26305	12/01/20 UB Email Bill Annual Maint	42.00			601 43225	433	10100
	26305	12/01/20 UB Email Bill Annual Maint	42.00			602 43250	433	10100
	26305	12/01/20 ACH Annual Maintenance	116.50			601 43225	433	10100
	26305	12/01/20 ACH Annual Maintenance	116.50			602 43250	433	10100
	26305	12/01/20 UB AMR Interface	113.00			601 43225	433	10100
	26305	12/01/20 UB AMR Interface	113.00			602 43250	433	10100
	26305	12/01/20 UB BDS Interface	67.50			601 43225	433	10100
	26305	12/01/20 UB BDS Interface	67.50			602 43250	433	10100
	26305	12/01/20 UB Rate Analysis Annual Maint	14.00			601 43225	433	10100
	26305	12/01/20 UB Rate Analysis Annual Maint	14.00			602 43250	433	10100
	26305	12/01/20 Accounting Annual Maintenance	1,580.00*			101 41000	433	10100
	26305	12/01/20 Budget Prep Annual Maintenance	633.00*			101 41000	433	10100
	26305	12/01/20 Payroll Annual Maintenance	1,106.00*			101 41000	433	10100
	26305	12/01/20 ACH Direct Dep. Annual Maint	100.00*			101 41000	433	10100
		Total for Vendor:	5,241.00					
4359		123 DYMOKE LAW OFFICE, P.A.	250.00					
	11/30/20	Zoning - Lot Combination	125.00			101 41000	302	10100
	11/30/20	City Council Meeting	125.00			101 41000	302	10100
		Total for Vendor:	250.00					
4360		134 EMERGENCY APPARATUS MAINTENANCE,	1,472.04					
	115546	12/15/20 Truck #406 Pump Test/Service	743.05*			225 42200	401	10100
	115547	12/15/20 Truck #405 Pump Test/Service	728.99*			225 42200	401	10100
		Total for Vendor:	1,472.04					

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4361		641 FREEPORT ELECTRIC, INC	30.74					
	3930	12/07/20 2 100 Watt Lamps	30.74			101 43160	311	10100
		Total for Vendor:	30.74					
4362		155 FREEPORT FARM CENTER, INC	162.37					
	103748	11/03/20 Plow Truck Repair/Service	162.37			101 43100	401	10100
		Total for Vendor:	162.37					
4363		174 GOPHER STATE ONE CALL, INC	4.05					
	0110404	11/30/20 3 emailed tickets	2.03*			601 43225	300	10100
	0110404	11/30/20 3 emailed tickets	2.02*			602 43250	300	10100
		Total for Vendor:	4.05					
4364		187 HAWKINS, INC	2,464.68					
	4842231	12/08/20 Chlorine	479.97*			601 43225	440	10100
	4842231	12/08/20 Fuel Surcharge	14.00*			601 43225	440	10100
	4842231	12/08/20 Freight Charge	25.00*			601 43225	440	10100
	4842231	12/08/20 Hydrofluosilicic Acid	271.92*			601 43225	440	10100
	4842231	12/08/20 LPC-4	1,673.79*			601 43225	440	10100
		Total for Vendor:	2,464.68					
4365		194 HENNEN LUMBER CO, INC	84.60					
	53869	11/02/20 Screws	4.35*			101 43100	220	10100
	54230	11/17/20 5 Bags Cold Patch	80.25			101 43100	225	10100
		Total for Vendor:	84.60					
4366		199 HILTNER COMPANY, INC	125.00					
	12/14/20	Van Heater Repair/Blower Motor	125.00*			101 43100	220	10100
		Total for Vendor:	125.00					
4367		811 JASON MOENING	22.60					
	12/11/20	Refund for Credit on Account	22.60			601 34000		10100
		Total for Vendor:	22.60					

12/17/20
14:35:55

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4368		812 JERRY (GERALD) MAYERS	1,378.00					
	03/15/20	Ton Truck Snow Plow Repair	585.00			101 43100	401	10100
	09/11/20	Pond Valve Extension	123.00			602 43250	220	10100
	11/20/20	Big Snow Plow Repair	670.00			101 43100	401	10100
		Total for Vendor:	1,378.00					
4369		219 JOANN TIMP	144.00					
	12/12/20	4 cleanings 11/21/20-12/12/20	144.00			101 41000	300	10100
		Total for Vendor:	144.00					
4370		529 LOREN GOEBEL	300.14					
	12/17/20	Shoes	67.99			101 43000	240	10100
	12/17/20	Tools for Shop	26.05			101 43100	210	10100
	12/17/20	Parts for Parks & Shop	23.98			101 45200	210	10100
	12/17/20	Supplies for Shop	29.34			101 43100	215	10100
	12/17/20	Lights/Supplies for City Hall	45.47*			101 41000	210	10100
	12/17/20	Supplies for Shop	80.40			101 43100	210	10100
	12/17/20	Blower Motor for Van	26.91*			101 43100	220	10100
		Total for Vendor:	300.14					
4371		309 MINNESOTA LIFE INSURANCE CO	3.40					
	0023198 12/13/20	Goebel	1.70			101 43000	131	10100
	0023198 12/13/20	Wall	1.70			101 41400	131	10100
		Total for Vendor:	3.40					
4372		389 RAMLER TRUCK & TRAILER REPAIR,	433.16					
	CI031417 12/17/20	Truck #406 Headlight	359.90*			225 42200	401	10100
	RI053960 11/30/20	Truck #408 Rear End Leak	73.26*			225 42200	401	10100
		Total for Vendor:	433.16					
4373		782 RMB ENVIRONMENTAL LABORATORIES	73.00					
	D008438 12/14/20	Quarterly Influent	73.00*			602 43250	460	10100
		Total for Vendor:	73.00					

12/17/20
14:35:55

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4374		554 SWANY WHITE FLOUR MILLS, LTD	1,464.96					
	12/17/20	TIF Payment	1,467.91			265 46508	640	10100
	12/17/20	County TIF Admin Fee	-2.95			265 46508	640	10100
		Total for Vendor:	1,464.96					
4375		809 VALLI INFORMATION SYSTEMS, INC	75.00					
	62525 11/30/20	BDS Online Monthly Maintenance	75.00			101 41000	300	10100
		Total for Vendor:	75.00					
		# of Claims	19	Total:				13,869.79

FREEPORT CALLS

<u>City</u>	<u>Date Received</u>	<u>Call #</u>	<u>Description</u>	<u>Actual Incid Location</u>
FREEPORT	11/07/2020 00:54:15	20095804	AGENCY ASSIST	<div style="border: 1px solid red; height: 600px;"></div>
FREEPORT	11/20/2020 09:28:41	20099618	DOG COMPLAINT/BARKING	
FREEPORT	11/02/2020 02:43:53	20094131	DOOR CHECK(S)	
FREEPORT	11/18/2020 21:21:07	20099258	DOOR CHECK(S)	
FREEPORT	11/20/2020 20:39:53	20099819	HIT AND RUN	
FREEPORT	11/20/2020 21:13:30	20099828	LIGHTS ON PROGRAM	
FREEPORT	11/01/2020 10:48:51	20093931	MATTER OF INFORMATION	
FREEPORT	11/07/2020 09:25:00	20095862	MEDICAL EMERGENCY	
FREEPORT	11/19/2020 10:27:30	20099352	MEDICAL EMERGENCY	
FREEPORT	11/10/2020 14:01:09	20096811	MEDICAL EMERGENCY	
FREEPORT	11/25/2020 23:55:08	20101104	OFP VIOLATION	
FREEPORT	11/12/2020 13:24:37	20097379	PAPER SERVICE	
FREEPORT	11/16/2020 13:30:00	20098433	REPORT WRITING	
FREEPORT	11/07/2020 00:50:10	20095802	SUICIDE THREAT	
FREEPORT	11/26/2020 21:41:44	20101295	SUSPICIOUS VEHICLE	
FREEPORT	11/07/2020 09:37:16	20095866	THEFT	
FREEPORT	11/07/2020 03:52:07	20095836	TRAFFIC STOP	
FREEPORT	11/03/2020 06:16:20	20094539	TRAFFIC STOP	
FREEPORT	11/01/2020 10:55:14	20093932	TRAINING ONLINE	
FREEPORT	11/09/2020 09:09:19	20096365	TRAINING ONLINE	
FREEPORT	11/11/2020 08:54:16	20097062	TRAINING ONLINE	
FREEPORT	11/11/2020 08:54:26	20097063	TRAINING ONLINE	
FREEPORT	11/11/2020 08:54:37	20097064	TRAINING ONLINE	
FREEPORT	11/11/2020 08:55:11	20097065	TRAINING ONLINE	
FREEPORT	11/29/2020 05:37:00	20101865	TRAINING ONLINE	

Memo

From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 12/16/2020

Re: Clerk-Treasurer Report

1. Notification of the ability to use credit or debit cards to pay utility bills was included with the bills mailed out the first week of November. So far, we have received 14 payments totaling \$930 from 13 different residents who used the new system.
2. City hall will be closed for the upcoming holidays:
 - a. Thursday and Friday, December 24 & 25 Christmas
 - b. Friday, January 1, 2021 New Year's Day
 - c. Monday, January 18, 2021 Martin Luther King, Jr Day



Estimate Date: 12/7/20 Estimator: ERIK EUTENEUER Estimator Phone: (763)286-2528

Customer Name: CITY OF FREEPORT Attn: LOREN GOEBEL

Customer Address: 125 Main Street EAST FREEPORT MN 56331 STEARNS
Street City State Zip County

Residence Phone Number: _____ Work Phone Number: _____

Mobile Phone Number: (320) 241-2382 EMAIL: CITYFRPT@ALBANYTEL.COM

Estimate Notes:
1.) MOW WOODY BRUSH AROUND POND= \$480
2.) FOLIAR SPRAYING AROUND POND TOWARDS THE END OF 2021 GROW SEASON, OR 2022 GROWING SEASON= \$320

<input type="checkbox"/>	Sprinkler System	If yes, location has been marked	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Septic System	If yes, location has been marked	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Well	If yes, location has been marked	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Okay to drive on lawn		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Okay to drive on driveway		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yard Clean Up		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Remove Logs	<input type="checkbox"/>	Leave Logs	<input type="checkbox"/>		
<input type="checkbox"/>	Remove Brush	<input type="checkbox"/>	Leave Brush	<input checked="" type="checkbox"/>	Log Length	
<input type="checkbox"/>	Remove Chips	<input type="checkbox"/>	Leave Chips	<input type="checkbox"/>	Mow Brush	
<input type="checkbox"/>	Grind Stumps	<input type="checkbox"/>	Remove Stumpage	<input type="checkbox"/>	Leave Stumpage	
<input type="checkbox"/>	Locate	Locate # _____		<input type="checkbox"/>	Ready Date _____	

Job Site Instructions: _____

REQUIRED EQUIPMENT:

<input type="checkbox"/> Boom Truck	<input type="checkbox"/> Claw Truck	<input type="checkbox"/> Dump Trailer	<input checked="" type="checkbox"/> Mower	Portable Bucket (BYB)
<input type="checkbox"/> Chipper	<input type="checkbox"/> Climbing Gear	<input type="checkbox"/> Large Chainsaw	Pads	Small Stump Grinder
<input type="checkbox"/> Chipper Truck	<input type="checkbox"/> Crane	<input type="checkbox"/> Large Stump Grinder	Pruning Poles	Tool Cat

<u>EQUIPMENT USED</u>	<u>EMPLOYEE LIST</u>	<u>HOURS WORKED</u>
_____	_____ (FOREMAN)	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

BILL CUSTOMER COMPLETION DATE: _____ TOTAL HOURS: _____

ESTIMATE: _____ TAX: _____ TOTAL: _____

CUSTOMER SIGNATURE: _____ DATE: _____

How did you hear about us?
 Referral Repeat Customer Vehicle Signage Mailer Internet Door Knocker

*** ESTIMATE IS GOOD FOR 30 DAYS ***



Job Duty	Date	Initial
Well, tower, pond checks, got plow truck from DOT in Albany ^{Reminded}	Tue 11/10/20	JL
meter reading put wing + blade on plow truck - worked w/ Prefeed ^{Scada}	"	JL
Plowed Plowed snow, well, tower, pond checks, squeged Floor	Wed 11/11/20	JL/MC
Well, tower, pond, liftstation checks, bugs in ponds, New tower alarm,	Thur 11/12/20	JL
Fixed light on tractor - took wing off plow truck	"	JL
Well, tower, pond checks, cleaned Senior Center parking lot, shop	FRI 11/13/20	JL
Well, tower, pond checks	SAT 11/14/20	JL
Well, tower, pond checks	SUN 11/15/20	JL
Well, tower, liftstation, pond checks, Zam Alarm computer scada	MON 11/16/20	JL
system shut down, worked at shop, gopher calls,	"	JL
Well, tower, pond checks, prefaced control Scada testing, Jerry	Tue 11/17/20	JL
Mayers, got scada ^{cylinder} to tighten holes so less play & to replace	"	JL
beam that holds wing. meter readings	"	JL
Well, tower, pond checks, put plow truck wing back	Wed 11/18/20	JL
together, washed sweeper, flags on fire hydrants	"	JL
Well, tower, liftstation, pond checks, water samples, washed	Thur 11/19/20	JL
vehicles, clean at shop, bugs at ponds	"	JL
Well, tower, pond checks, old scada system shut down	FRI 11/20/20	JL
got running, shop work, look ends off hydraulic on	"	JL
plow truck wing to replace they are rusted & don't work	"	JL
Well, tower, pond checks	SAT 11/21/20	JL
Well, tower, pond checks	SUN 11/22/20	JL
Well, tower, liftstation, pond checks, water samples, finished	MON 11/23/20	JL
putting hydraulic ends on plow truck, clean at shop gopher	"	JL
calls, got hydraulic oil for plow truck.	"	JL
Well, tower, pond checks, shop work, got oil + ^{started} change oil	Tue 11/24/20	JL
in vehicles at shop. council meeting.	"	JL
Well, tower, pond checks, shop, Fixed xmas decoration	Wed 11/25/20	JL
that was hit, replaced 2 street lights on 10th st.	"	JL
Liftstation ^{water} samples Well, tower, pond checks	Thur 11/26/20	JL
Well, tower, pond checks	FRI 11/27/20	JL
Well, tower, pond checks	SAT 11/28/20	JL
Well, tower, pond checks	SUN 11/29/20	JL
Well, tower, liftstation, pond checks, water samples, water meter	MON 11/30/20	JL
reading, shop, ^{started} change oil. cold patch on 8th road gate on 10th	"	JL
Well, tower, pond checks, Fixed xmas lights, shop equipt. clean	Tue 12/1/20	JL
Well, tower, pond checks, creamery well heater, clean window, zoom	Wed 12/2/20	JL
meet	"	JL
Well, tower, liftstation, pond checks, water samples, reports city hall, prefaced	Thur 12/3/20	JL
control scada system.	"	JL

Job Duty	Date	Initial
Well, tower, pond checks, Fixed 3 x mas lights that were hit + bent & replaced bulbs.	FRI 12/1/20	JH
Well, tower, pond checks	"	JH
Well, tower, pond checks ^(renew) call for water shut off leaking in building	SAT 12/5/20	JH
Well, tower, pond checks	SUN 12/6/20	JH
Well, tower, lift station, pond checks, water samples, lower flags to half staff, Koteer finished at ponds, garbage	MON 12/7/20	JH
Well, tower, pond checks, raised flags, replace heat motor in van w/ Hilti	TUE 12/8/20	JH
got chemical + gas chlorine at well houses	"	JH
Well, tower, pond checks, flushed hydrants, fixed leak at Creevey	Wed 12/9/20	JH
well, pond garbage	"	JH
Well, tower, lift station, pond checks, water samples, meter reading, met w/ resident on water issues, talked w/ county on projects going thru town, + hydrant marking, Fixed x mas light.	THUR 12/10/20	JH
Well, tower, pond checks, scada shut down got up + running,	"	JH
Well, tower, pond checks	FRI 12/11/20	JH
Well, tower, pond checks	SAT 12/12/20	JH
Well, tower, pond checks	SUN 12/13/20	JH
Well, tower, lift station, pond checks, water samples, set up gmail on phone, got skylit back to Jeff Hoerschman, talked w/ profaced control, talked w/ Eric from league of cities about him ^{checking} inspecting all of cities properties,	MON 12/14/20	JH
Well, tower, pond checks, profaced controls were working on scada, shut water off at establishment with valve leak needed to fix curbstop to get at	TUE 12/15/20	JH
~~~~~ Council ~~~~~	"	JH





Building a Better World  
for All of Us®

## MEMORANDUM

TO: Freeport City Council

FROM: Dave Blommel, PE (Lic. MN)

DATE: December 17, 2020

RE: Council Update  
SEH No. FREEP GEN 14.00

In the past month, I have primarily focused on the 2021 project along with reviewing funding options for a future paving project.

I presented a Resolution for approval at a previous council meeting ordering the preparation of plans and specifications. Given the good funding report from Jason Murray at your last meeting, I ask that you consider adopting that resolution this evening.

I have also provided my engineering contract for the project. It is a massive document required by USDA. This will take us all the way from preliminary surveying through the final project closeout. Given the length of the document, I will leave it up to Joan how much to put into the packet, but she will have the entire document if you would like to review it prior to the meeting.

On December 3, 2020 MnDOT released the Local Road Improvement Program funding solicitation. This funding is for municipalities, townships, and counties seeking up to \$1,250,000 for street improvements. The highest priority is given to communities seeking funds that benefit the following categories:

1. Farm to Market route.
2. Part of an economic development plan.
3. Provides capacity or congestion relief to a parallel trunk highway system or county road.
4. Part of a 10-ton route network.
5. Connect to regional tourist destination Is a connection to the regional system, trunk highway, or a county road.

Looking at Industrial Drive and 7th Street SW, I think the City has a reasonable chance to be in the running to receive these funds. The funds end up being about 80% Grant and 20% City match. The program is extremely competitive, but the application process is straight forward. We will prepare the application for the program without charge (this assumes we do the engineering work if we are selected). I will need the Council to approve the application at a future meeting.

In order to provide the strongest application possible, we will need to work on getting letters of support for the project from appropriate sources. I will discuss these at the meeting.

dwb/mrb  
Enclosure

p:\fj\freep\common_council mtg\2020\2020.12.17 council update.docx

Engineers | Architects | Planners | Scientists

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

**Resolution 2020-15**

**Resolution Ordering Improvement and Preparation of Plans**

WHEREAS, a resolution of the city council adopted the 29th day of September, 2020, fixed a date for a council hearing on the proposed improvement of:

- 2nd Street SE – CSAH 11 to 4th Avenue SE
- 3rd Street SE – CSAH 11 to 4th Avenue SE
- 3rd Avenue SE – 2nd Street SE to 3rd Street SE
- 4th Avenue SE - 2nd Street SE to 3rd Street SE
- Trunk Sewer along 3rd Avenue NE – 2nd Street SE to 120 feet north of 2nd Street NE
- Alley between Main Street and 2nd Street NE – CSAH 11 to 3rd Avenue NE
- Alley between 2nd Street NE and 3rd Street NE – CSAH 11 to the extension of 3rd Avenue NE
- 3rd Street NW - CSAH 11 and 4th Avenue NW
- 4th Street NW – 120' West of CSAH 11 to 2nd Avenue NW
- 2nd Avenue NW – 2nd Street NW to 4th Street NW, and

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 20th day of October, 2020, at which all persons desiring to be heard were given an opportunity to be heard thereon,

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted 29th day of September, 2020.
3. The city's planning commission has reviewed the proposed capital improvement and reported in writing to the Council its findings as to compliance of the proposed improvement with the comprehensive municipal plan.
4. Short Elliott Hendrickson, INC is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.
5. The city council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax exempt bonds.

Adopted by the council this 22nd day of December, 2020.

_____  
Mayor

_____  
Clerk

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

408 Main Street East, Unit 5

PO Box 127

Melrose, Minnesota 56352

Telephone (320) 256-4205

Fax (320) 256-7201

December 17, 2020

Joan Wall  
City of Freeport  
125 Main Street East  
Freeport, MN 56331

BY ELECTRONIC MAIL

Re: Monthly Legal Report

Dear Ms. Wall:

During the period from November 18, 2020 through December 16, 2020, we have not given significant attention to any projects on behalf of the City of Freeport.

Respectfully submitted,  
Dymoke Law Office, P.A.

*Scott E. Dymoke*  
by Scott E. Dymoke

# Memo

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From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 12/17/2020

Re: Creamery Building

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Rob Hoppe from Hoppe Olson Construction asked to speak at the December 22 meeting. They are considering purchasing the creamery and are wondering if the City could help with the costs to take the building down. They plan to build duplex patio homes in its place.

I reached out to grant writer Gail Levenson with Widseth to see about grants that could help in this situation. She replied:

“We found an opportunity that does not require a year of vacancy. It would help with demolition and some other public expenses. It may help with acquisition, depending on costs. It is a little complicated, but I have had success with two of them in the past. My suggestion for the council is to wait until we know more before agreeing to anything. If the council likes the project, I would be happy to send over a proposal for grant writing assistance.”



**CITY OF FREEPORT**

125 Main Street E – PO Box 301 – Freeport, MN 56331 – 320-836-2112  
For TTY/TDD Users 1-800-627-3529 or 711 Minnesota Relay Service [www.freeportmn.org](http://www.freeportmn.org)

**RESOLUTION 2020-18**

**A RESOLUTION ADOPTING THE FINAL 2021 BUDGET AND TAX LEVY**

It is hereby resolved by the City of Freeport, Minnesota that:

WHEREAS; Minnesota State Statutes require that all local units of government formally adopt a final tax for the proceeding fiscal year on or before December 30, 2020; and

WHEREAS; The Freeport City Council and City staff have done an analysis of the demands for goods, services and other debt obligations to be provided for the City in 2021 and has attached such budget in Appendix A; and

THEREFORE; The Freeport City Council has determined that the 2021 final tax levy shall be set at \$508,000 and directs the City Clerk to notify the Stearns County Auditor of this levy amount.

General Fund Levy	\$295,000
EDA Levy	\$12,000
2013 GO Bond Levy	\$86,000
<u>2012 GO Bond Levy</u>	<u>\$115,000</u>
Total Tax Levy	\$508,000

DATED THIS 22nd DAY OF DECEMBER, 2020

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

ATTEST:

_____  
Mike Eveslage, Mayor

_____  
Joan Wall, Clerk-Treasurer



## **CITY OF FREEPORT**

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### **RESOLUTION 2020-17**

#### **A RESOLUTION DESIGNATING A POLLING PLACE FOR THE YEAR 2021**

WHEREAS, the Office of the Minnesota Secretary of State Elections Division requires municipalities to designate a polling place each year;

WHEREAS, the City of Freeport has to report the designated location to Stearns County by December 31, 2020;

WHEREAS, the City of Freeport has been consistently holding elections at Freeport City Hall, 125 Main Street East, Freeport, Minnesota;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FREEPORT, MINNESOTA, that any 2021 election will be held at Freeport City Hall, 125 Main Street East, Freeport, Minnesota.

APPROVED this 22nd day of December, 2020.

_____  
Mike Eveslage, Mayor

ATTEST:

_____  
Joan Wall, Clerk-Treasurer