



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

January 26, 2021 - Regular Meeting Agenda
Freeport City Hall - 7:00 pm

Call to Order

I. Oath of Office and EDA Plaque Presentation

- a. Mayor Mike Eveslage
- b. Council Member Jake Renneker
- c. Council Member Nick Arnzen
- d. Former EDA Member Scott Hoeschen

II. Approve Agenda

III. Open Public Forum

IV. Consent Agenda

- a. December 22, 2020 Council Meeting Minutes (1-2)
- b. Claims 4382-4415 (3-8)
- c. Sheriff's Report (9)
- d. Gambling Permit – Freeport Family Fishing (10)

V. Reports

- a. Clerk-Treasurer Report (11)
- b. Fire Department Report (N/A)
- c. Public Works Report (12)
- d. Engineer Report and Resolution 2021-06 Approving Application for LRIP Funds (13-15)
- e. Attorney Report (16)

VI. Old Business

VII. New Business

- a. Resolution 2021-05 – Al & Mary Williams – Combine Lots (17-19)
- b. Ordinance 2021-01 – Fee Schedule (20-26)
- c. Resolution 2021-01 - Official Depository FSB (27-28)
- d. Resolution 2021-02 - Official Depository CMCU (29-30)
- e. Resolution 2021-03 - 2020 Donations (31-32)
- f. Resolution 2021-04 - Disbursement and Payment of Claims Policy (33-36)
- g. 2021 Appointments (37-38)
- h. Fire Chief Salary (39)
- i. Clerk-Treasurer Position (40)

VIII. Adjourn

Next Regular Meeting: February 23, 2021



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December 22, 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 Ettle, Tim Hennen, and Jake Renneker.

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

Others in attendance:
Carol Moorman (Star Post)

Approve Agenda

Wall asked to add claims #4376-4378 for All Star Trophy & Awards, Stearns County Auditor-Treasurer, and Xcel Energy to the consent agenda. Eveslage asked to remove Creamery Building from Old Business. Ettle moved to approve with the changes, seconded by Renneker. Motion carried 5-0.

Public Forum

No comments

Consent Agenda

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

Reports

Clerk-Treasurer Report

Nothing further to add.

Fire Department Report

Grieve reported they had seven rescue calls during the last month. Elections were held and Grieve remains chief, while Branden Roering and Jamie Engelmeyer remain assistant chiefs. Hennen moved to approve the fire department election, seconded by Blake. Motion carried 5-0.

Public Works Report

Goebel explained that a resident asked for the pond to be sprayed, so that is why the Carr's Tree Service quote includes both mowing and spraying. Hennen moved to only have Carr's mow, seconded by Ettle. Motion carried 5-0.

Engineer Report and Resolution 2020-15

Blommel believes Industrial Drive and 7th Street SW would qualify to receive funding through the Local Road Improvement Program. It's an 80% grant and 20% City funded. It is a very competitive program and

Stearns County is supporting the project. Stearns County needs to submit it for us because we are under 5,000 in population. Blommel will not charge us for his work on this grant. Council directed Blommel to submit the grant application.

Ettle moved to approve Resolution 2020-15, seconded by Renneker. Motion carried 5-0.

Blommel stated he would like the engineering contract approved at this meeting so he can do design work during January. Hennen moved to approve the engineering contract, seconded by Ettle. Motion carried 5-0.

Attorney Report

Nothing further to add.

Old Business

Resolution 2020-18 2021 Budget and Tax Levy

Renneker moved to approve Resolution 2020-18, seconded by Blake. Motion carried 5-0.

New Business

Resolution 2020-17 Designating a Polling Place for 2021

Hennen moved to approve Resolution 2020-17, seconded by Blake. Motion carried 5-0.

Adjourn

At 7:20 pm Ettle moved to adjourn, seconded by Blake. Motion carried 5-0.

Mayor, Mike Eveslage

City Clerk-Treasurer, Joan Wall

01/11/21
10:44:51

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 1/21

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	
4382		15 ALBANY MUTUAL TELEPHONE	266.16						
	10410588	01/01/21 836-2411	40.34			225 42200	320	10100	
	10410588	01/01/21 836-2413	37.77			225 42200	320	10100	
	10410932	01/01/21 836-7158	40.56			101 41000	320	10100	
	10410735	01/01/21 836-2685	27.17			601 43225	320	10100	
	10410735	01/01/21 836-2685	27.18			602 43250	320	10100	
	10410464	01/01/21 836-2112	93.14			101 41000	320	10100	
		Total for Vendor:	266.16						
		*** Claim from another period (12/20) ****							
4383		70 CENTERPOINT ENERGY	283.34						
	6027191-3	12/22/20 Maintenance building	102.92			101 43100	382	10100	
	6023406-9	12/22/20 Fire Hall	180.42			225 42200	382	10100	
		Total for Vendor:	283.34						
		*** Claim from another period (12/20) ****							
4384		76 CENTRAL MINNESOTA CREDIT UNION	376.02						
	12/31/20	USPS - utility billing postage	52.50			601 43225	200	10100	
	12/31/20	USPS - utility billing postage	52.50			602 43250	200	10100	
	12/31/20	Amazon-disposable face masks	45.52			225 42200	210	10100	
	12/31/20	Amazon-lithium battery	60.69			225 42200	210	10100	
	12/31/20	USPS - Fire Department postage	8.70			225 42200	200	10100	
	12/31/20	Amazon - paper towels	38.84			101 41000	210	10100	
	12/31/20	Amazon - car power inverter	16.49			101 43100	210	10100	
	12/31/20	USPS - general postage	9.80			101 41000	200	10100	
	12/31/20	Best Buy - 2 battery backups	89.98			101 41000	210	10100	
	12/31/20	Stearns Co Beacon Fee	1.00			101 41000	433	10100	
		Total for Vendor:	376.02						
4385		145 FINKEN WATER SOLUTIONS	23.00						
	1238447	01/01/21 Water softener rental	15.00			101 41000	410	10100	
	1238448	01/01/21 Maintenance water cooler rent	8.00			101 43100	410	10100	
		Total for Vendor:	23.00						
4386		637 NORTHLAND TRUST SERVICES INC	355,147.50						
	FREEP12A	12/15/20 Bond series 2012A principal	175,000.00			331 47000	600	10100	
	FREEP12A	12/15/20 Bond series 2012A interest	3,862.50			331 47000	610	10100	
	FREEP12A	12/15/20 Bond series 2012A agent fee	495.00			331 47000	620	10100	

01/11/21
10:44:51

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Page: 2 of 2
Report ID: AP100V

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Claim/	Check	Vendor #/Name/	Document \$/	Disc \$					Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account	
		FREEP13A 12/15/20 Bond series 2013A principal	125,000.00			326 47000	600	10100	
		FREEP13A 12/15/20 Bond series 2013A principal	15,000.00			601 43225	600	10100	
		FREEP13A 12/15/20 Bond series 2013A principal	30,000.00			602 43250	600	10100	
		FREEP13A 12/15/20 Bond series 2013A interest	1,250.00			326 47000	610	10100	
		FREEP13A 12/15/20 Bond series 2013A interest	3,145.00			601 43225	610	10100	
		FREEP13A 12/15/20 Bond series 2013A interest	900.00			602 43250	610	10100	
		FREEP13A 12/15/20 Bond series 2013A agent fee	495.00			326 47000	620	10100	
		Total for Vendor:	355,147.50						
		*** Claim from another period (12/20) ****							
4387		387 RAHNS OIL & PROPANE, INC	574.07						
		5568 12/31/20 Fire department fuel	293.71			225 42200	215	10100	
		5568 12/31/20 Public works fuel	280.36			101 43100	215	10100	
		Total for Vendor:	574.07						
		*** Claim from another period (12/20) ****							
4388		437 STAR PUBLICATIONS LLC	150.00						
		191668 12/31/20 Small business/restaurant ad	150.00			101 41000	350	10100	
		Total for Vendor:	150.00						
4389		510 VERIZON WIRELESS	41.50						
		9870348386 01/01/21 Cell phone - Jan	41.50			101 43100	320	10100	
		Total for Vendor:	41.50						
		*** Claim from another period (12/20) ****							
4390		750 WASTE MANAGEMENT, INC	148.21						
		6979713 01/04/21 City hall & maintenance	134.46			101 43100	383	10100	
		6979196 01/04/21 Fire hall	13.75			225 42200	383	10100	
		Total for Vendor:	148.21						
		*** Claim from another period (12/20) ****							
4391		525 XCEL ENERGY, INC	714.90						
		714511062 01/04/21 Street lights	714.90			101 43160	381	10100	
		Total for Vendor:	714.90						
		# of Claims	10	Total:					357,724.70

01/21/21
13:51:40

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 1/21

Page: 1 of 4
Report ID: AP100V

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*** Claim from another period (12/20) ***								
4393		544 COMMUNITY TECHNOLOGY CENTER, INC	978.00					
		Equipment and labor for live streaming						
	CTC1836	11/30/20 How streaming was to be set u	139.00			101 41000	300	10100
	CTC1930	12/31/20 URayCoder HDMI encoder	300.00			101 41000	210	10100
	CTC1930	12/31/20 High Speed HDMI Cable	7.00			101 41000	210	10100
	CTC1930	12/31/20 Mini HDMI cable	6.00			101 41000	210	10100
	CTC1930	12/31/20 Memory Card	109.00			101 41000	210	10100
	CTC1930	12/31/20 Issue w establishing streamin	417.00			101 41000	300	10100
		Total for Vendor:	978.00					
*** Claim from another period (12/20) ***								
4394		123 DYMOKE LAW OFFICE, P.A.	62.50					
		12/31/20 City Council meeting	62.50			101 41000	302	10100
		Total for Vendor:	62.50					
*** Claim from another period (12/20) ***								
4395		134 EMERGENCY APPARATUS MAINTENANCE,	114.76					
	115804	12/31/20 Truck #405 repairs	114.76			225 42200	401	10100
		Total for Vendor:	114.76					
*** Claim from another period (12/20) ***								
4396		752 EXPERT T BILLING	135.00					
	7978	12/17/20 5 calls billed - Nov	135.00			225 42200	300	10100
		Total for Vendor:	135.00					
*** Claim from another period (12/20) ***								
4397		174 GOPHER STATE ONE CALL, INC	2.70					
	0120404	12/31/20 2 emailed tickets	1.35			601 43225	300	10100
	0120404	12/31/20 2 emailed tickets	1.35			602 43250	300	10100
4398		174 GOPHER STATE ONE CALL, INC	50.00					
	1000404	01/31/21 2021 annual operator fee	25.00			601 43225	300	10100
	1000404	01/31/21 2021 annual operator fee	25.00			602 43250	300	10100
		Total for Vendor:	52.70					
4399		187 HAWKINS, INC	1,873.96					
	4861551	01/13/21 Well house double-check valve	1,873.96*			601 43225	220	10100
		Total for Vendor:	1,873.96					

01/21/21
13:51:40

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Page: 2 of 4
Report ID: AP100V

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*** Claim from another period (12/20) ****								
4415		194 HENNEN LUMBER CO, INC	209.84					
	55149	12/18/20 4 saw blades	10.24			101 43100	210	10100
	55149	12/18/20 10 bags cold patch	146.40			101 43100	225	10100
	55399	12/30/20 Snow removal, 40 minutes	53.20			101 43100	311	10100
		Total for Vendor:	209.84					
*** Claim from another period (12/20) ****								
4400		219 JOANN TIMP	72.00					
	12/26/20	2 cleanings 12/19/20-12/26/20	72.00			101 41000	300	10100
4401		219 JOANN TIMP	108.00					
	01/15/21	3 cleanings 01/02/21-01/15/21	108.00			101 41000	300	10100
		Total for Vendor:	180.00					
4402		645 LEAGUE OF MINNESOTA CITIES	175.00					
	333747	01/07/21 Nick Arnzen council training	175.00			101 41100	330	10100
		Total for Vendor:	175.00					
*** Claim from another period (12/20) ****								
4403		769 METRO SALES, INC	179.74					
	INV1720651	12/16/20 Rental Charg 11/15/20-12/1	89.87			101 41000	410	10100
	INV1736414	01/12/21 Rental Charg 12/15/20-01/1	89.87			101 41000	410	10100
		Total for Vendor:	179.74					
4404		309 MINNESOTA LIFE INSURANCE CO	3.40					
	0023198	01/15/21 Goebel	1.70			101 43000	131	10100
	0023198	01/15/21 Wall	1.70			101 41400	131	10100
		Total for Vendor:	3.40					
4405		316 MINNESOTA STATE FIRE CHIEFS	220.00					
	1953	12/02/20 2021 membership dues	220.00			225 42200	433	10100
		Total for Vendor:	220.00					
4406		654 MINNESOTA STATE FIRE DEPT	175.00					
	01/15/21	2021 Membership dues	175.00			225 42200	433	10100
		Total for Vendor:	175.00					

01/21/21
13:51:40

CITY OF FREEPORT
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For the Accounting Period: 1/21

Page: 3 of 4
Report ID: AP100V

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4407		328 MN RURAL WATER ASSOCIATION	320.00					
	12/22/20	2021-2022 Membership	320.00			601 43225	433	10100
		Total for Vendor:	320.00					
		*** Claim from another period (12/20) ****						
4408		770 RIDGEWATER COLLEGE - BUSINESS	1,485.00					
	751186 12/07/20	EMR Training - Beste	495.00			225 42200	330	10100
	751186 12/07/20	EMR Training - Meyer	495.00			225 42200	330	10100
	751186 12/07/20	EMR Training - Pung	495.00			225 42200	330	10100
		Total for Vendor:	1,485.00					
4409		710 SAUK CENTRE FLEET SUPPLY	12.30					
	255389 01/11/21	Water sample postage	12.30			601 43225	200	10100
		Total for Vendor:	12.30					
		*** Claim from another period (12/20) ****						
4410		542 SCHMIDTY'S	82.07					
	90015011 12/14/20	Public Works Food	35.33			101 43100	430	10100
	90015011 12/14/20	Public Works Fuel	24.61			101 43100	215	10100
	90015011 12/29/20	Public Works Fuel	22.13			101 43100	215	10100
		Total for Vendor:	82.07					
		*** Claim from another period (12/20) ****						
4411		418 SEH, INC	4,040.00					
	40% of \$10,100 for USDA report							
	398570 12/31/20	2020 Freeport Facility Plan	4,040.00			420 43100	300	10100
		Total for Vendor:	4,040.00					
		*** Claim from another period (12/20) ****						
4412		809 VALLI INFORMATION SYSTEMS, INC	75.00					
	63053 12/31/20	BDS online maintenance	75.00			101 41000	300	10100
		Total for Vendor:	75.00					
		*** Claim from another period (12/20) ****						
4413		525 XCEL ENERGY, INC	2,149.55					
	714699772 01/05/21	302188142	219.84			601 43225	381	10100
	714699772 01/05/21	302252262	88.09			101 43160	381	10100
	714699772 01/05/21	302290398	233.83			101 41000	381	10100
	714699772 01/05/21	302679657	112.42			101 43100	381	10100
	714699772 01/05/21	302700297	24.16			602 43250	381	10100
	714699772 01/05/21	302947044	248.72			601 43225	381	10100

01/21/21
13:51:40

CITY OF FREEPORT
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For the Accounting Period: 1/21

Page: 4 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
		714699772 01/05/21 303193187	43.27			602 43250	381	10100
		714699772 01/05/21 303616049	183.44			225 42200	381	10100
		714699772 01/05/21 303936749	53.38			101 43160	381	10100
		714699772 01/05/21 303956738	541.61			101 43160	381	10100
		714699772 01/05/21 303963984	326.11			101 43160	381	10100
		714699772 01/05/21 303985901	39.89			101 43160	381	10100
		714699772 01/05/21 304083816	12.43			101 43160	381	10100
		714699772 01/05/21 304098414	22.36			602 43250	381	10100
Total for Vendor:			2,149.55					
# of Claims			22	Total:	12,523.82			

FREEPORT CALLS

City	Date Received	Call #	Description	Actual_Incid_Location
FREEPORT	12/02/2020 21:39:03	20102861	AGENCY ASSIST	
FREEPORT	12/08/2020 07:56:30	20104459	CITIZEN CONTACT	
FREEPORT	12/04/2020 22:09:46	20103511	DOOR CHECK(S)	
FREEPORT	12/04/2020 03:36:57	20103229	DOOR CHECK(S)	
FREEPORT	12/12/2020 03:17:18	20105803	DOOR CHECK(S)	
FREEPORT	12/14/2020 04:11:24	20106288	DOOR CHECK(S)	
FREEPORT	12/28/2020 02:52:20	20110154	DOOR CHECK(S)	
FREEPORT	12/29/2020 03:05:09	20110473	DOOR CHECK(S)	
FREEPORT	12/29/2020 06:24:48	20110492	DOOR CHECK(S)	
FREEPORT	12/21/2020 08:01:09	20108501	FALSE ALARM	
FREEPORT	12/20/2020 04:24:03	20108236	FALSE ALARM	
FREEPORT	12/15/2020 18:31:57	20106753	FOLLOW UP	
FREEPORT	12/20/2020 10:17:47	20108269	FOUND PROPERTY	
FREEPORT	12/29/2020 14:55:35	20110703	IDENTITY THEFT	
FREEPORT	12/18/2020 12:54:28	20107651	MEDICAL EMERGENCY	
FREEPORT	12/03/2020 18:12:03	20103145	MEDICAL EMERGENCY	
FREEPORT	12/22/2020 15:57:43	20108959	NO PAY CUSTOMER	
FREEPORT	12/04/2020 04:34:28	20103238	SUSPICIOUS VEHICLE	
FREEPORT	12/02/2020 21:11:27	20102853	SUSPICIOUS VEHICLE	
FREEPORT	12/16/2020 11:29:35	20106901	THEFT	
FREEPORT	12/04/2020 15:27:48	20103380	TRAFFIC STOP	
FREEPORT	12/05/2020 00:08:26	20103563	TRAFFIC STOP	
FREEPORT	12/11/2020 21:18:37	20105700	TRAFFIC STOP	
FREEPORT	12/28/2020 14:57:49	20110272	TRAFFIC STOP	
FREEPORT	12/26/2020 07:57:00	20109724	TRAINING ONLINE	

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Freeport Family Fishing Previous Gambling Permit Number: x-93138-20-008
 Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____
 Mailing Address: Rick Hoeschen 32001 Co RD 17
 City: Melrose State: MN Zip: 56352 County: Stearns
 Name of Chief Executive Officer (CEO): Rick Hoeschen
 CEO Daytime Phone: 320-248-0789 CEO Email: rdtg13@meltel.net
 (permit will be emailed to this email address unless otherwise indicated below)
 Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

- ☐ **A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767
- ☒ **IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Pooches Corner Pub
 Physical Address (do not use P.O. box): 103 1st AVE N
 Check one:
☒ City: Freeport Zip: 56331 County: Stearns
☐ Township: _____ Zip: _____ County: _____
 Date(s) of activity (for raffles, indicate the date of the drawing): June -5th - 2021

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

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

Memo

From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 1/21/2021

Re: Clerk-Treasurer Report

1. The City's annual audit with Schlenner Wenner is scheduled for March 29 and 30. The auditors and I will communicate remotely instead of them being here in person.
2. Lori will be out on vacation February 1-5 so I will need to lock the doors of city hall for short times during the day for lunch and running errands.
3. City hall will be closed Monday, February 15, 2021 in observance of Presidents' Day.

Job Duty	Date	Initial
Well, tower, pond checks, wellhouse house, ^{gas chlorine} council meeting	Tue 12/22/20	RJ
Well, tower, pond checks, put blade on ton truck, car vehicles	Wed 12/23/20	RJ
plowed snow - scada issues	"	RJ
Well, tower, lift station, pond checks, water samples, plowed snow ^{Hol: day}	Thurs 12/24/20	RJ
Well, tower, pond checks ^{Holiday}	FRI 12/25/20	RJ
Well, tower, pond checks	SAT 12/26/20	RJ
Well, tower, pond checks	Sun 12/27/20	RJ
Well, tower, pond checks, lift station, water samples, got	Mon 12/28/20	RJ
new reports from MDH, SCH was here to evaluate storm &	"	RJ
sanitary manholes, plowed snow 3-6 ^{am} , fixed markers on	"	RJ
Hinner blade. -	"	RJ
Well, tower, pond checks, filled vehicles, fixed east street lights	Tue 12/29/20	RJ
Well, tower, pond checks, plowed snow, back dragged in front of bank,	Wed 12/30/20	RJ/ME
fixed gate valve on 8th Street, garbages, moved snow from back of	"	RJ
city hall to ballpark.	"	RJ
Well, tower, lift station, pond checks, water samples, water	Thurs 12/31/20	RJ
meter readings, back dragged mainstreet,	"	RJ
Well, tower, pond checks	FRI 1/1/21	RJ
Well, tower, pond checks	SAT 1/2/21	RJ
Well, tower, pond checks	SUN 1/3/21	RJ
Well, tower, pond checks	Mon 1/4/21	RJ
Well, tower, lift station, pond checks, water samples, Fixed light	"	RJ
at New Tower, reports at city hall for MDH & MPCA, got end	"	RJ
of year water reports ready, meter readings, gopher calls	"	RJ
Well, tower, pond checks, gopher locates, scada alarms + battery	Tue 1/5/21	RJ
backup at Lift station #2, fix street light by Hennen Lumber, fix	"	RJ
stop sign on industrial drive that was hit + broke down,	"	RJ
Well, tower, pond checks, washed vehicles, got lift for	Wed 1/6/21	RJ
xmas lights, can wire in ceiling from Data room to	"	RJ
conference room; gopher calls.	"	RJ
Well, tower, lift station, pond checks, water samples, took	Thurs 1/7/21	RJ
xmas lights down, Fixed electrical on one of street poles,	"	RJ
brought trailer out + lift back.	"	RJ
Well, tower, pond checks	FRI 1/8/21	RJ
Well checks	SAT 1/9/21	ME
Well checks	SUN 1/10/21	ME
Well, tower, lift station, pond checks, water samples, Flushed hydrants	Mon 1/11/21	RJ
water samples to MDH & Sunk Centre -	"	RJ
Well, tower, pond checks, locates, garbages, put lights &	Tue 1/12/21	RJ
garland away.	"	RJ



Building a Better World
for All of Us®

MEMORANDUM

TO: Freeport City Council

FROM: Dave Blommel, PE (Lic. MN)

DATE: January 20, 2021

RE: Council Update
SEH No. FREEP GEN 14.00

We have been working on the 2021 street project extensively in the past month. The survey is almost complete, the manhole inspections are complete, and the design is well underway. Nothing exceptionally unusual was uncovered during the data collection portion of the project.

A few minor hurdles that we are seeing in each neighborhood:

Fire Station

- Storm Ponding Location
- Elevation of homes relative to neighbors
- Service locations

Mill Neighborhood

- Storm Pond location
- Narrow Road Right of way (in spots)
- Proximity to buildings
- Service Locations

2021 Local Road Improvement Program (LRIP)

The local road improvement program requires a supporting resolution from the applicant. I have attached a draft resolution to this memorandum for the council's consideration. To give our solicitation the best chance for funding, we will need letters of support from benefiting businesses. The letters should mention the area the business serves and tie their service to agriculture if possible.

Industrial Drive:

- Famo Feeds
- Other Business with ties to the Ag industry.

7th St SE:

- Community Center noting they serve the region, not just Freeport.
- Lions Club for the park citing regional softball tournaments

dwb
Enclosure

x:\fj\freep\common\corr\2021\2021.01.20 m 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** | 320.229.4300 | 800.572.0617 | 888.908.8166 fax
Page 13 of 40

**CITY OF FREEPORT, MINNESOTA
RESOLUTION 2021-06**

**RESOLUTION APPROVING APPLICATION FOR
LOCAL ROAD IMPROVEMENT PROGRAM (LRIP) FUNDS**

WHEREAS, \$75,000,000 is available in LRIP funding is available, with a cap of \$1,250,000 for each project; and,

WHEREAS, LRIP funds can be used on reasonable elements associated with roadway construction and that other costs, including but not limited to: consultant engineering and inspection, utility construction, as well as construction costs above the LRIP award will need to have alternate funding sources; and,

WHEREAS, The City of Freeport has identified 7th Street SE from CSAH 11 to 1500 feet east of CSAH 11 as a street with a regional destination coupled with Agricultural Traffic. The roadway has outlived its useful life and is in need of replacement; and,

WHEREAS, the City of Freeport has identified Industrial Drive as a critical farm to market route with primarily agricultural traffic. The roadway surface is deteriorated and its section deficient for the volume of agricultural traffic utilizing the roadway; and,

WHEREAS, the project will address the roadway condition concerns via reclaim and overlay on 7th St SE and via pavement removal and replacement with concrete on Industrial drive; and,

WHEREAS, the City of Freeport has attempted to fund the streets locally for several years. Given the low ADT historically these roadways have not fared well on funding applications; and,

WHEREAS, Industrial Drive serves a major agricultural feed distributor that serves the region's farms; and,

WHEREAS, 7th St SE serves a large gathering space unique to outstate Minnesota. The Freeport Community Center provides adequate space for social gatherings, public meetings, and other large group activities to the entire region; and,

WHEREAS, 7th St SE also serves as the primary access to a farm with several hundred acres of crops; and,

WHEREAS, the city will assess for improvements to the roadway to secure required funds beyond the LRIP grant.

THEREFORE, BE IT RESOLVED THAT:

1. The Freeport City Council supports the reconstruction project, and agrees to maintain such improvements
2. The Freeport City Council supports submittal of the LRIP application
3. The City of Freeport provides assurance that the City, will pay all costs associated with the project beyond the LRIP grant award
4. The Freeport City Council seeks the support by resolution of the Stearns County to act as project sponsor for the project should the City be awarded LRIP funds, and that such sponsorship shall include the following responsibilities:
 - Be the fiscal agent on behalf of the community and have funds flow from MnDOT to the county to the contractor
 - Request SAP/SP number for the project
 - Ensure the project meets milestones and dates
 - Assist local agency in execution of a grant agreement

- Develop, review and/or approve the plan
- Submit plan, engineers estimate, and proposal to the DSAE FAQ-2020 LRIP Solicitation.docx
7 of 9
- Advertise, let, and award the project
- Submit pay requests to State Aid
- Communicate progress and updates with the DSAEs and State Aid Programs Engineer
- Ensure that the project receives adequate supervision and inspection
- Assist with project close out

DATED THIS 26th DAY OF JANUARY, 2021

Motion by:

Second by:

Council members voting in favor: (list those approving)

Opposed or abstained: (list)

ATTEST:

CITY OF FREEPORT

Mike Eveslage, Mayor

ATTEST:

Joan Wall, City Clerk-Treasurer

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

January 20, 2021

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 December 16, 2020 through January 20, 2021, 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

**CITY OF FREEPORT, MINNESOTA
RESOLUTION 2021-05**

**RESOLUTION APPROVING COMBINATION OF PROPERTY LOCATED AT
308 2ND AVENUE NORTHWEST**

WHEREAS, Mr. and Mrs. Alan and Mary Williams (Applicant) submitted a request to combine Lot 7 Block 1 of Borgerdings Addition at 308 2nd Avenue Northwest with Lot 8 Block 1 of Borgerdings Addition, thereby creating one lot; and,

WHEREAS, the proposed lot combination is illustrated on the map attached hereto as EXHIBIT A; and,

WHEREAS, Section 11 of the Freeport Subdivision Ordinance provides for minor subdivisions of real property; and,

WHEREAS, the Applicants propose a minor subdivision in that (a) only one (1) lot will result from the combination, (b) the combination will not involve a new street or road, and (c) the combination will not precipitate the extension of municipal facilities or public improvements; and,

WHEREAS, minor subdivisions are exempt from platting requirements contained in the Freeport Subdivision Ordinance; and,

WHEREAS, the Freeport Subdivision Ordinance allows the City Council to consider approval of a minor subdivision following a review and recommendation of the Planning Commission; and,

WHEREAS, the City Council is the planning authority in Freeport (a separate Planning Commission doesn't exist); and,

WHEREAS, the City Council has reviewed the lot combination request and has made the following findings:

1. The lots to be combined are located within the R-1 Single and Two-Family Residential District.
2. The lot combination will result in a conforming lot within the R-1 Single and Two-Family Residential District.
3. The proposed lot combination does not result in additional demand for public roadways and/or utility extensions.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FREEPORT THAT: The City Council of the City of Freeport hereby approves combination of Lot 7 Block 1 of Borgerdings Addition at 308 2nd Avenue Northwest with Lot 8 Block 1 of Borgerdings Addition into a single lot as illustrated on the map attached hereto as "EXHIBIT A" and dated January 19, 2021.

BE IT FURTHER RESOLVED that the combination of TRACT "A" resulting from the aforementioned lot combination at 308 2nd Avenue Northwest is hereby approved, contingent on the Property Owner recording the combination at the Stearns County Recorder's Office.

BE IT FURTHER RESOLVED that resulting combined lot shall not be further subdivided unless platted to meet all provisions of the Freeport Subdivision Ordinance, or successor ordinance.

DATED THIS 26th DAY OF JANUARY, 2021

Motion by:

Second by:

Council members voting in favor: (list those approving)

Opposed or abstained: (list)

ATTEST:

CITY OF FREEPORT

Mike Eveslage, Mayor

ATTEST:

Joan Wall, City Clerk-Treasurer

Al & Mary Williams Combined Parcel EXHIBIT A



Legend



Parcels

0 15 30 60
Feet



Data is as represented in Stearns County Databases. It is NOT intended for Locational Use and Stearns County waives all liability from this product.

This map is made available on an "as is" basis, without express or implied warranty of any kind including, specifically, any implied warranties of fitness for a particular purpose, warranties of merchantability or warranties relating to the accuracy or completeness of the database(s).





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

ORDINANCE 2021-01

AN ORDINANCE FIXING THE LICENSE, CONSUMPTION AND PERMIT FEES UNDER THE FREEPORT CITY CODE OF 1995 (APPENDIX I)

BE IT ORDAINED BY THE CITY COUNCIL OF FREEPORT, MINNESOTA:

Section 1. The Freeport City Code of 1995 authorizes the City Council to fix the fees and charges imposed by the Code for various city services. The fees and charges imposed may be amended from time to time by the council and is to be entitled Appendix I.

Section 2. The license, consumption and permit fees, as well as other related charges, are hereby amended, as follows:

<u>City Code</u>	<u>Description</u>	<u>Fee (\$)</u>
500 - Zoning		
	Building Permit	per Building Inspector's fee schedules
	Conditional Use or Variance Requests	150.00
	Rezoning Request	250.00
	Zoning Permit	25.00
510 – Rental Housing		
	Rental Registration License Fee (annual)	75.00
	Delinquency Penalty	5% each day late
	Reinspection Fee	50.00
605 - Noxious Weeds		
	Minimum Charge for Removal	95.00
	Equipment Use Fees:	
	Tractor, Mower, and Labor (hourly)	90.00
	Lawn Tractor, Lawn Mower, and Labor (hourly)	60.00
705 - Private Drains		
	Disposal into Sanitary Sewer Violation (monthly)	75.00

710 - Wastewater Service Charges

Usage Charge with Meter (per 1,000 gallons)	2.23
---	------

Flat Charges (monthly)

Commercial, Without Meter	35.18
Commercial, Convenience Store/Car Wash	38.49
Commercial, Large Business (e.g. service station, church)	32.92
Commercial, Liquor Stores, On/Off Sale	37.75
Commercial, Restaurants	73.16
Commercial, Small Business	30.89
Residential, Without Meter	38.33
Residential, Manor Apartments	155.56
Residential, Multiple Family	54.32
Residential, Single Family	26.86
School	52.60

Other

Wastewater Bulk Dumping Fee	25.00
Wastewater Hook-up Charge (per parcel)	1,200.00
Wastewater Main Stub-out Charge (per parcel)	3,800.00

715 - Water Service Charges*Usage-based Charges (per 1,000 gallons)*

Usage Charge with Meter	2.00
Water Tower Debt Service Fee	2.22
Water Tower Maintenance Fee	1.59
Hydrant Water Sales	10.00

Flat Charges (monthly)

Service Charge	7.00
Water Security Fee	.75
Water Testing Fee	.45
Water Tower Debt Service Fee	2.89

Other

Disconnect	50.00
Reconnect	50.00
Late Payment Fee (monthly)	15.00
Utility Labels (full or partial set)	35.00
Water/Sewer Account Update	15.00
Water Account/Meter Investigation	20.00
Water Hook-up Charge (per parcel)	1,200.00
Water Main Stub-out Charge (per parcel)	3,800.00
Water Meters	actual cost of meter

910 – Animals and Pets

Animal License Fee	5.00
Boarding (per day)	8.00
Animal Impound Fee, 1 st Offense	50.00
Animal Impound Fee, 2 nd Offense	75.00
Animal Impound Fee, 3 rd Offense	100.00
Animal Disposal Fee	75.00

925 - Fire and Rescue Department

Defibrillator	100.00
Air Bags	100.00
Jaws (extrication)	200.00
Generator	200.00
Cold Compress	2.00
Gloves	5.00
Bandages	10.00
Splints	5.00
Blankets	10.00
Responders, Resident (hourly per responder)	20.00
Responders, Non-Resident (hourly per responder)	40.00
Oxygen	25.00
Suction	15.00
Foam (per 5 gallons)	125.00
Administrative Fee	30.00
Vehicles: Pumpers #1 & #2 (per vehicle)	425.00
Vehicles: Water Truck, Rescue Van (per vehicle)	325.00
Vehicles: Brush Truck (per vehicle)	300.00

1005 - Peddlers and Solicitors

10-day permit within a 12-month period	50.00
30-day permit within a 12-month period	100.00
90-day permit within a 12-month period	150.00
Violation (daily)	25.00

1100 - Public Parks

Park Rental (daily, includes shelter/gazebo)	35.00
--	-------

1200 - Liquor and Beer

Off-Sale Liquor (annual)	100.00
On-Sale 3.2% (annual)	200.00
On-Sale Liquor (annual)	2,345.00
Special Sunday Sales (annual)	200.00
Temporary On-Sale 3.2%	15.00
Temporary On-Sale Liquor	25.00

2010 - Public Nuisance

Nuisance Response (minimum)	95.00
Equipment Use Fees:	
Tractor, Mower, and Labor (hourly)	90.00
Lawn Tractor, Lawn Mower, and Labor (hourly)	60.00

Other

Administrative Staff Time (hourly)	85.00
Annexation Request Security Deposit	1,000.00
Blanket Easement Vacation	Actual cost
Business Subsidy/Industrial Park Purch Security Deposit	5,000.00
Charitable Gambling Transaction Fee	25.00
City Hall Room Rental	35.00
Copying Charge (per page)	0.25
Driveway Aprons, Curb and Gutter	Actual cost
Lawn Tractor, Lawn Mower & Labor (hourly)	90.00
Map Creation	50.00
Map Request	10.00
Mileage Reimbursement	Current IRS rate
Special Assessment Search	10.00
Street Reconstruction (per the Manual of Assessment Standards and Policies)	

Adopted by the Freeport City Council this 26th day of January, 2021.

Michael Eveslage, Mayor

ATTEST:

Joan Wall, City Clerk-Treasurer

NOTE: ONLY TYPE IN ORANGE BOXES!!!!

Enter valuation in A6

750,000

Plan Check Fees are calculated below based on this data:

New single family Residential Home = \$100

Commercial = 50% of Building Permit Fee

Residential larger projects such as New Construction & Additions & All Commercial

	Valuation	Base Fee	Additional Amount	Per	Overage Calc	Permit Amount	Commercial Plan Check Fee	New House Plan Check Fee	State Surcharge	Admin Fee	Commercial Total Permit	New House Total Permit	Most Residential Other than New House
Total Valuation													
\$1.00 to \$500.00	0	21				\$21.00	\$0.00	\$100.00	\$0.00		\$0.00	\$0.00	See Chart BELOW
\$501.00 to \$2,000.00	0	21	2.75	100	-5	\$7.25	\$0.00	\$100.00	\$0.00		\$0.00	\$0.00	See Chart BELOW
\$2,001.00 to \$25,000.00	0	62.25	12.5	1000	-2	\$37.25	\$0.00	\$100.00	\$0.00		\$0.00	\$0.00	See Chart BELOW
\$25,001.00 to \$50,000.00	0	349.75	9	1000	-25	\$124.75	\$0.00	\$100.00	\$0.00		\$0.00	\$0.00	See Chart BELOW
\$50,001.00 to \$100,000.00	0	574.75	6.25	1000	-50	\$262.25	\$0.00	\$100.00	\$0.00		\$0.00	\$0.00	See Chart BELOW
\$100,001.00 to \$500,000.00	0	887.25	5	1000	-100	\$387.25	\$0.00	\$100.00	\$0.00		\$0.00	\$0.00	See Chart BELOW
\$500,001.00 to \$1,000,000.00	750000	2887.25	4.25	1000	250	\$3,949.75	\$1,974.88	\$100.00	\$375.00		\$6,299.63	\$4,424.75	See Chart BELOW
\$1,000,001.00 and Up	0	5012.25	2.75	1000	-1000	\$2,262.25	\$0.00	\$100.00	\$0.00		\$0.00	\$0.00	See Chart BELOW

Plumbing and Mechanical

	Valuation	Base Fee	Permit Amount	State Surcharge	Plumbing/Mechanical Permit and Surcharge Total
Plumbing Permit (Valuation X 1%)	750,000	7500	\$7,500.00	\$375.00	\$7,875.00
Mechanical (Valuation X 1%)	750,000	7500	\$7,500.00	\$375.00	\$7,875.00

NOTE: ONLY TYPE IN ORANGE BOXES!!!!

Enter valuation in A6

24,000

Plan Check Fees are calculated below based on this data:

New single family Residential Home = \$100

Commercial = 50% of Building Permit Fee

Residential Only - All residential except New Home Construction
Reside, re-shingle, remodel, (kitchens bathrooms, etc.) windows, decks

	Valuation	Base Fee	Permit Amount	State Surcharge	Residential Maintenance Permit
\$1.00 to 10000	0	60	\$60.00	\$0.00	\$0.00
\$10,001.00 to \$20,000.00	0	100	\$100.00	\$0.00	\$0.00
\$20,001.00 to \$30,000.00	24000	125	\$125.00	\$12.00	\$137.00
\$30,001.00 to \$60,000.00	0	150	\$150.00	\$0.00	\$0.00
\$60,001.00 to \$100,000.00	0	175	\$175.00	\$0.00	\$0.00
\$100,001.00 to \$130,000.00	0	200	\$200.00	\$0.00	\$0.00

NOTE: ONLY TYPE IN ORANGE BOXES!!!!

Enter valuation in A6

150,000

Plan Check Fees are calculated below based on this data:
New single family Residential Home = \$100
Commercial = 50% of Building Permit Fee

Plumbing and Mechanical

	Valuation	Base Fee	Permit Amount	State Surcharge	Plumbing/Mechanical Permit and Surcharge Total
Plumbing Permit (Valuation X 1%)	150,000	1500	\$1,500.00	\$75.00	\$1,575.00
Mechanical (Valuation X 1%)	150,000	1500	\$1,500.00	\$75.00	\$1,575.00



CITY OF FREEPORT

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RESOLUTION 2021-01

A RESOLUTION APPOINTING FREEPORT STATE BANK AS OFFICIAL DEPOSITORY

RESOLVED, That Freeport State Bank, is hereby designated as a depository for the funds of this corporation, and any officer or other person hereinafter named is hereby authorized for and on behalf of this corporation to open or to continue an account or accounts with said Bank and to execute and deliver to said Bank signature card or cards supplied by said Bank containing specimen signatures of the officers or other persons hereinafter named and agree to said Bank's Rules and Regulations Governing Bank Accounts, and that any officer of this corporation or any other person hereinafter named is hereby authorized, for and on behalf of this corporation, to endorse or cause to be endorsed, to negotiate or cause to be negotiated, and to deposit or cause to be deposited in such account or accounts from time to time checks, drafts and other instruments and funds payable to or held by this corporation.

RESOLVED, That checks, drafts or other withdrawal orders and any and all other directions and instructions of an charter with respect to funds of this corporation now or hereafter with said Bank may be signed by any two of the following:

Michael Eveslage (Mayor) Joan Wall (Clerk-Treasurer) and said Bank is hereby fully authorized to pay and charge to such account or accounts any checks, drafts or other withdrawal orders so signed, and to honor any directions or instructions so signed, whether or not payable to the individual order of or deposited to the individual account of or inuring to the benefit of any of the foregoing officers or persons.

RESOLVED, That any Two of the following: Michael Eveslage, (Mayor) Joan Wall, (Clerk-Treasurer) hereby is or are authorized, for and on behalf of this corporation, at any time or from time to time to borrow money from The Freeport State Bank in such amounts, for such times, at such rate or rates of interest and upon such terms as he or they may see fit; to execute and deliver notes or other evidences of indebtedness of this corporation therefor, and renewals and extensions thereof; to sell, assign, transfer, pledge, mortgage or otherwise hypothecate to said Bank any bills receivable, accounts, contracts, warehouse, receipts, bills of lading, stocks, bonds, chattels, real estate or other property of this corporation as security; to give guaranties and other undertakings to said Bank; to discontinue with said Bank bills receivable of this corporation and to authorize modifications and extensions with respect thereto and to waive demand, presentment, protest and notice of dishonor; and to do, authorize and agree to any and all other things at any time or from time to time in connection with any of the foregoing as or they may deem appropriate.

RESOLVED, That said Bank shall be entitled to rely upon a certified copy of these resolutions until written notice of modification or rescission has been furnished to and received by said Bank

(Confirmation continued on next page)

DATED THIS 26TH DAY OF JANUARY, 2021

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

Michael Eveslage, Mayor

ATTEST:

Joan Wall, Clerk-Treasurer



CITY OF FREEPORT

125 Main Street E – PO Box 301 – Freeport, MN 56331 – 320-836-2112
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RESOLUTION 2021-02

A RESOLUTION APPOINTING CENTRAL MINNESOTA CREDIT UNION AS OFFICIAL DEPOSITORY

The undersigned, Michael Eveslage (Mayor) Joan Wall (Clerk-Treasurer), each being first duly sworn, certifies, states and alleges the following so as to induce CENTRAL MINNESOTA CREDIT UNION (hereinafter “Credit Union”, which shall include Lender in any banking capacity, as the context may require) to enter into loans, security agreements, mortgages and other agreements related to lending and banking with CITY OF FREEPORT (hereinafter “the Corporation”).

1. That CITY OF FREEPORT, is a duly organized existing Corporation under the law of the state of Minnesota or if not incorporated under the law of the state of Minnesota, authorized to do business in the state of Minnesota; and
2. That there are no proceedings pending or threatened for dissolution or forfeiture of the Corporation’s charter or authority to act in the state of Minnesota, whether voluntarily or involuntarily; and
3. That the Corporation is in good standing with the state of Minnesota and is presently in compliance with all applicable statutes, laws and regulations relative to the Corporation’s charter to own, operate and do business of the nature it is presently transacting and will hereafter transact in the state of Minnesota; and
4. That there is no provision in the Corporation’s charter, or bylaws or articles of the Corporation limiting the power of the board of directors as which thereafter executes this certification and authorization.

RESOLVED, that Credit Union is hereby designated as a depository for the funds of this corporation and any officer this corporation is hereby authorized to open or cause to be opened an account or accounts with Credit Union on such terms, conditions and agreements as shall be required by or to deposit or cause to be deposited in such account or accounts any money, checks, drafts, orders, notes and other instruments for the payment of money and to make any other agreements deemed advisable in regard thereto.

RESOLVED, that any one of the following officers or successors are hereby authorized in the name of this Corporation to:

Michael Eveslage as, Mayor
Joan Wall as, Clerk-Treasurer

and Credit Union is hereby authorized to charge to the account of the Corporation any checks, drafts or other withdrawal orders, so signed, in closing those payable to the individual order of the person signing the same and including also checks or other withdrawal orders payable to Credit Union or to any other person or entity, which are applied in payment of any other indebtedness owing to Credit Union from the person or persons who signed such checks or other withdrawal orders.

RESOLVED, that any two of the following:

Michael Eveslage as, Mayor
Joan Wall as, Clerk-Treasurer

Be and hereby are authorized to borrow money or make application for and obtain for and obtain Letter of Credit for an behalf of the Corporation; to make any agreements in respect thereto; and to sign, execute and deliver promissory notes, acceptance or other evidences of indebtedness therefor, or in renewal thereof, in such amounts and for such time, at such rate of interest and upon such terms as they see fit; and are hereby authorized to endorse, assign, transfer, mortgage , or pledge to Credit Union the bills receivable, warehouse receipts, bills lading, stocks, bonds, real estate, or other property now or hereafter owned by the Corporation, and to discount the same, to unconditionally guarantee payment of any or all bills receivable so negotiated or discounted, and to waive demand, protest and notice of non-payment.

RESOLVED, all resolutions herein contained shall continue in force until express written notice of its recession or modification has been furnished to and received by Credit Union.

RESOLVED, that all transaction, if any, in respect to any deposits, withdrawals, rediscounts and borrowing by or in behalf of the Corporation with Credit Union prior to adoption of the resolutions herein contained be and the same hereby are in all things ratified, approved and confirmed.

RESOLVED, that any of the persons named above be and they are hereby authorized and empowered to make any and all other contracts, agreements, stipulations and order which they may deem advisable, from time to time, with Credit Union in respect to transactions between the Corporation and Credit Union in regard to funds deposited with Credit Union, money borrowed from Credit Union or any other business transacted by and between the Corporation and Credit Union.

RESOLVED, that any and all resolutions heretofore adopted by the City Council of the Corporation and certified to Credit Union as governing the operation of the corporation's account(s) with Credit Union, be and are hereby continued in full force and effect, except as the same may be supplemented or modified by the foregoing.

DATED THIS 26TH DAY OF JANUARY, 2021

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

Michael Eveslage, Mayor

ATTEST:

Joan Wall, Clerk-Treasurer



CITY OF FREEPORT

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RESOLUTION 2021-03

A RESOLUTION APPROVING DONATIONS RECEIVED IN 2020

WHEREAS, Minnesota State Statute 465.03 requires that governing bodies must formally accept donations and contributions and that every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full; and

WHEREAS, The City seeks to properly accept and record donations and contributions in accordance with all state statute and state auditor requirements;

NOW, THEREFORE; The Freeport City Council formally accepts the following donations and any stipulations:

Donor Name	Amount	Stipulation
Freeport Lions	167.25	Christmas lights
Freeport Lions	300.00	Skating rink
Freeport Lions	1,900.00	Fire Department
Freeport Lions	10,000.00	Fire Department (Lucas machine)
Roving Hillbillies Snowmobile Club	500.00	Fire Department
CenterPoint Energy	2,500.00	Fire Department
St. Rosa Jaycees	2,500.00	Fire Department (Lucas machine)
Millwood Township	7,500.00	Fire Department (Radios)
City of St. Rosa	4,460.96	Fire Department (Radios)
Freeport Lions	25,000.00	Refurbish old water tower
Hennen Flooring	10,000.00	Refurbish old water tower
Freeport State Bank	25,000.00	Refurbish old water tower
Various – GoFundMe & FSB acct	3,339.29	Refurbish old water tower

(Continued on next page)

DATED THIS 26TH DAY OF JANUARY, 2021

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

Michael Eveslage, Mayor

ATTEST:

Joan Wall, Clerk-Treasurer



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

RESOLUTION 2021-04

A RESOLUTION APPROVING THE DISBURSEMENT AND PAYMENT OF CLAIMS POLICY

Disbursement and Payment of Claims Policy

Expenditures

In order for an expenditure of public funds to be lawful, it should meet both of the following standards:

Public purpose

There must be a public purpose for the expenditure. The Minnesota Supreme Court has generally concluded that “public purpose” means an activity that meets all of the following standards:

- The activity will benefit the community as a body.
- The activity is directly related to functions of government.
- The activity does not have as its primary objective the benefit of a private interest.

The Minnesota Supreme Court has also held that the general objective of a public purpose is to promote the following for all of a city’s residents:

- Public health
- Safety
- General welfare
- Security
- Prosperity
- Contentment

Authority

There must be specific or implied authority for the expenditure in statute. Specific authority is usually fairly clear. In contrast, whether authority is implied by a particular statute is subject to interpretation. The city should consult with its city attorney as to whether authority for a specific expenditure is implied.

Payment of Claims

Pursuant to Minnesota Statute § 412.271, subd.1, no disbursement of city funds shall be made except by an order drawn by the mayor and clerk-treasurer. Except when issued for the payment of judgments, salaries and wages previously fixed by the City Council or by statute, principal and interest on obligations, rent and other fixed charges, the exact amount of which has been previously determined by contract authorized by the City Council, no order shall be issued until the claim to which it relates has been audited and allowed by the City Council.

Prompt Payment of Claims

Minnesota Statute § 471.425 requires that cities pay each vendor obligation according to the terms of the contract or, if no contract terms apply, within the standard payment period unless the city in good faith disputes the obligation.

The following requirements must be met:

- For cities who have regularly scheduled council meetings at least once a month, the standard payment period is defined as within 35 days of the date of receipt.

- A city shall calculate and pay interest to a vendor if the city has not paid the obligation according to the terms of the contract or, if no contract terms apply, within the standard payment period.
- The rate of interest calculated and paid by the city on the outstanding balance of the obligation not paid according to the terms of the contract or during the standard payment period shall be 1.5 percent per month or part of a month.
- No interest penalties may accrue against a purchaser who delays payment of a vendor obligation due to a good faith dispute with the vendor regarding the fitness of the product or service, contract compliance, or any defect, error or omission related thereto. If such delay undertaken by the city is not in good faith, the vendor may recover costs and attorney's fees.
- The minimum monthly interest penalty payment that a city shall calculate and pay a vendor for the unpaid balance for any one overdue bill of \$100 or more is \$10. For unpaid balances of less than \$100, the city shall calculate and pay the actual interest penalty due the vendor.

Immediate Payment of Claims

Pursuant to Minnesota Statute § 412.271, subd. 4, when payment of a claim based on contract cannot be deferred until the next City Council meeting without loss to the city through forfeiture of discount privileges or otherwise, it may be made immediately if the itemized claim is endorsed for payment by at least a majority of all the members of the City Council. The claim shall be acted upon formally at the next City Council meeting in the same manner as if it had not been paid, and the earlier payment shall not affect the right of the city or any taxpayer to challenge the validity of the claim.

Cash Disbursement Guidelines

The Clerk-Treasurer will be responsible for implementing and providing internal control for all disbursements.

1. General Guidelines

- a. All general disbursements will be approved in advance by the City Council. The following exceptions may be made upon approval of the Mayor and Clerk-Treasurer:
 - i. Debt service payments, including principal, interest, and fiscal agent fees
 - ii. Payroll and related liability payments
 - iii. Investment purchases
 - iv. Sales tax payments
 - v. Postage replenishment
 - vi. Contract or other payments that have specific City Council pre-approved payment instructions
 - vii. Payments to the following vendors:
 1. Albany Mutual Telephone
 2. Blue Cross Blue Shield of MN
 3. CenterPoint Energy
 4. Central MN Credit Union (Credit Card)
 5. DHIA Laboratories
 6. Finken Water Centers
 7. League of Minnesota Cities Insurance Trust (LMCIT)
 8. Minnesota Life Insurance Company
 9. Northland Trust Services, Inc.
 10. Rahn's Oil & Propane, Inc.
 11. Star Publications LLC
 12. Verizon Wireless
 13. Waste Management
 14. Xcel Energy
- b. All general disbursements, other than from payroll, petty cash, or made electronically, will be made by pre-numbered checks.
- c. In accordance with Minnesota Statutes § 471.38 and § 471.391, checks by which claims are paid may have printed on their reverse side, above the space for endorsement thereof, the following statement: "The undersigned payee, in endorsing this check declares that the same is received in payment of a just and correct claim against the city, and that no part of it has heretofore been paid." When endorsed by the

payee named in the check, such statement shall operate and shall be deemed sufficient as the required declaration of the claim.

- d. Under no circumstances will blank checks be signed in advance.
- e. Paying off of vendor statements (rather than invoices) will be prohibited.
- f. Electronic claims will be utilized for all general disbursements.
- g. Unpaid invoices will be maintained in a file by the Administrative Assistant.

2. General Disbursement Process

- a. All invoices received by the city will be generally opened and date stamped by the Administrative Assistant, who will:
 - i. Verify that the goods and/or services were received
 - ii. Verify that the amount of the invoice is correct
 - iii. Attach packing slips or bills of lading
 - iv. Complete an electronic claim, including:
 - 1. Vendor name and address
 - 2. Invoice number
 - 3. Account coding
 - 4. Description of invoice
 - 5. Amounts
 - v. Present a Claim Approval List and attached invoices to the Clerk-Treasurer
- b. The Clerk/Treasurer processes all authorized payments by:
 - i. Verifying that all amounts due and account codes are accurate
 - ii. Reviewing application of sales tax on each invoice for propriety
 - iii. Initialing the Claim Approval List to indicate approval
 - iv. Copying any specific invoices for the City Council's review
 - v. Providing a copy of the Claims Listing report to the City Council for approval during the regularly scheduled City Council meetings
 - vi. Providing explanation to the City Council for all disbursements within the accounts payable report
- c. Checks will be signed and mailed on the day following City Council approval of the Claims Listing and accounts payable reports:
 - i. Two authorized signers (Mayor and Clerk-Treasurer) will sign all approved checks, while verifying that all checks are accurate by comparing the check and amount to the approved Claim Approval List and invoices
 - ii. After authorized signatures are obtained, the Administrative Assistant will mail the approved disbursements:
 - 1. A check including stub will be mailed to the vendor
 - 2. A check stub will be attached to the invoice, which will then be filed

Electronic Disbursement Process

- d. Electronic or wire transfers will generally be for:
 - i. Debt service payments, including principal, interest, and fiscal agent fees
 - ii. Payroll and related liability payments
 - iii. Investment purchases
 - iv. Sales tax payments

The Clerk-Treasurer will be responsible for implementing and providing internal control for all electronic or wire transfer disbursements by documenting the process and anticipating the funds to be wired to the designated depository on a particular date and time as well as preparing appropriate general ledger transactions, including payments and adjusting journal entries.

Credit Cards

In accordance with Minnesota Statute § 471.382, the City Council may authorize the use of a credit card by any city officer or employee otherwise authorized to make a purchase on behalf of the city. If a city officer or employee

makes or directs a purchase by credit card that is not approved by the City Council, the officer or employee is personally liable for the amount of the purchase. A purchase by credit card must otherwise comply with all statutes, rules, or city policy applicable to city purchases.

Dated This 26th Day of January, 2021

Motion by:

Second by:

Council members in favor:

Opposed or abstained: None

Michael Eveslage, Mayor

ATTEST:

Joan Wall, Clerk-Treasurer



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2021 Appointments

	2020	2021
Official Depositories	Freeport State Bank Central Minnesota Credit Union League of MN Cities	
Finance Committee	City Council	
Street Commissioners	City Council	
Legal Advisor	Dymoke Law Office	
Legal Prosecutor	Stearns Co Attorney's Office	
Park & Recreation Commissioner(s)	Mike Eveslage Jake Renneker	
Acting Mayor	Tim Hennen	
2 nd Acting Mayor	Jake Renneker	
EDA Council Rep.	Tim Hennen	
Weed Inspector	Loren Goebel, Public Works Director	
Health Officer	CentraCare Health-Melrose	
Assessor	Stearns County	
Newspaper	Melrose Beacon & Sauk Centre Herald	Star Post & Sauk Centre Herald
Public Examiner	Schlenner Wenner & Co.	
Engineer	SEH, Inc.	
Building Inspector	Mark Harren- MidCentral Code Enforcement	
Emergency Management Director	Fire Department Chief	
Acting Emergency Management Director	Fire Department First Assistant Chief	

Zoning Administrator	Clerk-Treasurer
Zoning Officers	City Council
Data Practices Compliance Officer	Clerk-Treasurer
Liaison to Chamber of Commerce	Clerk-Treasurer

Memo

From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 1/21/2021

Re: Fire Chief Salary

Mayor Eveslage would like to discuss the fire chief's salary.

Memo

From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 1/21/2021

Re: Clerk-Treasurer Position

I would like to discuss the Clerk-Treasurer position with Council.