



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

June 28, 2022 - Regular Meeting Agenda
Freeport City Hall - 7:00 pm

Call to Order

- I. Approve Agenda
- II. Public Forum
- III. Consent Agenda (1)
 - a. May 31, 2022 Council Meeting Minutes (2-4)
 - b. Claims – June 2022 (5)
 - c. Sheriff's Report (6)
- IV. Reports
 - a. Clerk-Treasurer Report (N/A)
 - b. Fire Department Report (N/A)
 - c. Public Works Report (7)
 - d. Engineer Report (8)
 - e. Attorney Report (9)
- V. Old Business
 - a. Office Staff
 - i. Hire Part-time Administrative Assistant
 - ii. Interim office staff transition
 - b.
- VI. New Business
 - a. Audit Presentation
 - b. ARPA Funds – Civil Defense Siren (10)
- VII. Adjourn

Next Regular Meeting: June 28, 2022



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cityfrpt@albanytel.com

May 31, 2022 – Meeting Minutes

A regular meeting of the Freeport City council was convened at 7:00 pm by Mayor Mike Eveslage, and council members Nick Arnzen, Sarah Blake, Tim Hennen, and Jake Renneker.

Staff in attendance: Public Works Director Loren Goebel, City Engineer Dave Blommel, City Attorney Scott Dymoke, and Fire Chief Andy Grieve.

Others in attendance:

Jon Nelson – Sauk Centre

Rodney Atkinson – Freeport

Al Williams – Freeport

Jamie Englemeyer – Freeport FD Assistant Chief

Approve Agenda

Hennen moved to approve, seconded by Arnzen. Motion carried 5-0.

Public Forum

Rodney Atkinson believes that sump pumps running into the sewer system have become a problem in town. He is worried about the sewage ponds reaching capacity. Suggested that the citizens receive a reminder on the issue.

Consent Agenda

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

Reports

Clerk-Treasurer Report

1. Board of Appeal Summary (18-20)
 - a. Summary page from the last meeting.
2. Lake Wobegon Trail Board Member Request (21)
 - a. Have any interested volunteers contact the city.

Fire Dept Report

Fire Chief Andy Grieve

- 9 calls – 4 medical, 1 fire alarm, 4 downed power lines
- Siren was inoperable. Had blown fuses and inoperative charger which have been repaired by Granite Electronics. Tech suggested our town should have more than one siren. Although there is no state mandate on the number of sirens a town should have, Stearns County recommended

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considering Granite Electronics' advice. A rough estimate of new siren would be \$30,000. Eveslage suggested looking into ARPA funds guidelines to see if it would cover a new siren.

- Grieve and the fire & rescue crew disassembled the old Lions Park equipment and installed new equipment. Old equipment was not salvageable.

Public Works

Public Works Director Loren Goebel:

- Road construction project continues.
- Will discharge ponds and sample end of June.

Engineer Report

City Engineer Dave Blommel:

- Road construction project continues throughout the city. Arnzen mentioned residents are concerned about hydroseeding getting washed away by heavy rains. Blommel said that the contractor will be back after completion to touch up spots that need to be addressed.
- Arnzen moved to approve Resolution 2022-10 accepting bid from Mark Lee Excavating out of Alexandria, MN for 7th Street SE & 8th Street SE projects, seconded by Blake. Motion carried 5-0.
- Blommel is hopeful that building can start on newly acquired city lots by midsummer of 2023.

Attorney Report

City Attorney Scott Dymoke:

- N/A

Old Business

Building Inspector

Mayor Eveslage:

- Jeff Howe with CCP suggested that we stick with Inspectron for the remainder of 2022 and revisit with them at the end of the year.
- Hennen motioned to approve using Inspectron for the remainder of the year for building inspections, seconded by Renneker. Motion carried 5-0.

Clerk Treasurer

Mayor Eveslage:

- Jon Nelson accepted offer the position to start June 8th at \$23.50/hr. for training period. Renneker motioned to approve the hiring of Nelson, seconded by Arnzen. Motioned carried 4-0, Blake Abstained.
- Eveslage reached out to retired city administrator John Chattin of Avon, MN to mentor Nelson at the rate of \$70/hr for 8-15 hours per week through August, as needed. Arnzen motioned to approve hiring Chattin, seconded by Renneker. Motion carried 5-0.

New Business

Resolution 2022-08 Liquor License Renewals

Renneker moved to approve Resolution 2022-08 Liquor License Renewals, Blake seconded. Motion carried 5-0.

Lions Park Equipment

Mayor Eveslage:

- New equipment is installed in Lions Park. The city paid for the equipment and the Lions donated for a majority of the cost along with the help of Freeport State Bank to cover any remaining balances.
- Hiring part-time administrative assistant for up to 20 hours per week. Council approved advertising position on city's Facebook page, city website and in the Star Post.
- Renneker motioned to approve Resolution 2022-08 approving annual liquor license renewal, seconded by Hennen. Motion carried 5-0.
- Hennen motioned to approve Resolution 2022-09 ARPA – electing standard allowance, seconded by Blake. Motion carried 5-0. Council wants to look into using these funds for civil defense siren.
- No action on health insurance information for city employees.
- Arnzen motioned to approve David Drown & Associates for continuing disclosure services, seconded by Renneker. Motion carried 5-0.
- Hennen motioned to approve changing the ABDO contract to one year for them to perform full financial services, seconded by Renneker. Motion carried 5-0.

Adjourn

Arnzen moved to adjourn, Hennen seconded. Motion carried 5-0.

Mayor Mike Eveslage

Council member Tim Hennen

CITY OF FREEPORT
Claims by Vendor Report
For the Accounting Period: 6/22

Vendor	Claim #	# of Lines	Date		Amount
			Accepted	Check	
829 ABDO	CL 4979	1	06/22/22	21939	5,720.00
15 ALBANY MUTUAL TELEPHONE	CL 4959	4	06/10/22	21924	268.13
581 ALEX AIR APPARATUS, INC	CL 5000	3	06/22/22	21956	1,103.45
52 BLACK MOUNTAIN SOFTWARE, INC.	CL 4994	1	06/22/22	21952	375.00
70 CENTERPOINT ENERGY	CL 4960	3	06/10/22	21925	399.58
833 DEBRA BLAKE	CL 4972	1	06/22/22	21936	40.00
123 DYMOKE LAW OFFICE, P.A.	CL 4984	1	06/22/22	21943	130.00
145 FINKEN WATER SOLUTIONS	CL 4961	2	06/10/22	21926	23.00
155 FREEPORT FARM CENTER, INC	CL 4974	3	06/22/22	21937	470.46
157 FREEPORT FIRE DEPT RELIEF ASSOC	CL 4999	1	06/22/22	21955	2,000.00
179 GRANITE ELECTRONICS, INC	CL 4985	1	06/22/22	21944	588.23
187 HAWKINS, INC	CL 4990	1	06/22/22	21948	40.00
194 HENNEN LUMBER CO, INC	CL 4969	1	06/22/22	21934	2.18
	CL 5001	1	06/22/22	21957	40.60
820 INDEPENDENT TESTING TECHNOLOGIES, INC	CL 4987	1	06/22/22	21946	570.00
	CL 4988	1	06/22/22	21947	190.00
832 J.P. COOKE COMPANY	CL 4971	1	06/22/22	21935	48.05
219 JOANN TIMP	CL 4998	1	06/22/22	21954	200.00
834 JON NELSON	CL 4995	1	06/22/22	21953	52.65
257 LEAGUE OF MN CITES INSURANCE TRUST	CL 4962	9	06/10/22	21927	9,226.00
76 MAGNIFI FINANCIAL	CL 4963	2	06/10/22	21928	223.40
769 METRO SALES, INC	CL 4993	1	06/22/22	21951	89.87
666 MIKE EVESLAGE	CL 4968	1	06/22/22	21933	340.00
637 NORTHLAND TRUST SERVICES INC	CL 4992	1	06/22/22	21950	3,115.00
387 RAHNS OIL & PROPANE, INC	CL 4964	2	06/10/22	21929	423.57
782 RMB ENVIRONMENTAL LABORATORIES INC	CL 4986	3	06/22/22	21945	338.00
710 SAUK CENTRE FLEET SUPPLY	CL 4980	1	06/22/22	21940	30.64
413 SCHLENNER WENNER & CO	CL 4981	1	06/22/22	21941	4,885.00
418 SEH, INC	CL 4978	1	06/22/22	21938	15,560.24
809 VALLI INFORMATION SYSTEMS, INC	CL 4991	1	06/22/22	21949	75.00
510 VERIZON WIRELESS	CL 4965	1	06/10/22	21930	41.21
516 WEBER PRINTING	CL 4982	1	06/22/22	21942	160.00
525 XCEL ENERGY, INC	CL 4966	15	06/10/22	21931	3,379.36
Total:					50,148.62

FREEPORT ALL CALLS

<u>City</u>	<u>Date Received</u>	<u>Call #</u>	<u>Description</u>
FREEPORT	05/03/2022 13:05:54	22035024	911 ABANDONED CALL
FREEPORT	05/05/2022 19:41:53	22035867	911 ABANDONED CALL
FREEPORT	05/18/2022 10:35:39	22040012	ACCIDENT WITH INJURIES FI
FREEPORT	05/15/2022 22:04:35	22039218	AGENCY ASSIST
FREEPORT	05/16/2022 02:23:46	22039270	AGENCY ASSIST
FREEPORT	05/08/2022 18:57:06	22036866	CIVIL MATTER
FREEPORT	05/16/2022 11:18:43	22039361	DEAD BODY
FREEPORT	05/07/2022 23:46:10	22036701	DIRECTED PATROL
FREEPORT	05/21/2022 18:39:30	22041132	DOG COMPLAINT/BARKING
FREEPORT	05/02/2022 01:47:45	22034553	DOOR CHECK(S)
FREEPORT	05/12/2022 22:55:25	22038271	ELECTRICAL WIRES ARCING
FREEPORT	05/28/2022 19:54:32	22043387	EXTRA PATROL
FREEPORT	05/12/2022 16:19:55	22038116	FOUND PROPERTY
FREEPORT	05/08/2022 09:52:00	22036766	HAZARD
FREEPORT	05/19/2022 07:58:49	22040306	HUMAN SERVICES REFERRAL
FREEPORT	05/29/2022 03:11:25	22043520	INTOXICATED PERSON DISOI
FREEPORT	05/25/2022 15:18:39	22042262	MATTER OF INFORMATION
FREEPORT	05/16/2022 02:21:33	22039269	MATTER OF INFORMATION
FREEPORT	05/26/2022 06:03:42	22042443	MEDICAL EMERGENCY
FREEPORT	05/22/2022 20:03:33	22041431	NOISE COMPLAINT
FREEPORT	05/22/2022 19:52:15	22041427	PERSONAL ASSIST
FREEPORT	05/07/2022 13:59:58	22036497	SUICIDE THREAT
FREEPORT	05/29/2022 22:15:37	22043703	SUSPICIOUS ACTIVITY
FREEPORT	05/15/2022 22:00:16	22039214	SUSPICIOUS PERSON
FREEPORT	05/27/2022 00:14:07	22042750	SUSPICIOUS VEHICLE
FREEPORT	05/27/2022 02:45:42	22042774	SUSPICIOUS VEHICLE
FREEPORT	05/07/2022 14:06:35	22036498	TOBACCO COMPLIANCE CHE
FREEPORT	05/07/2022 13:37:23	22036485	TOBACCO COMPLIANCE CHE
FREEPORT	05/02/2022 23:21:25	22034830	TRAFFIC STOP
FREEPORT	05/11/2022 04:58:39	22037649	TRAFFIC STOP

Hours Breakdown - Maintenance Dept

Employee Name: Loren Goebel								
Month: May								
Day of Month	# of Hours: Streets, General Maint, Snow Removal, Sewer Line, Water Line	# of Hours: Water Plant	# of Hours: Sewer Plant	# of Hours: Parks, Mowing	# of Hours: Bldg Maint	# of Hours: Shop Equip Maint	# of Hours: Garbage Collection	Total Hours Per Day
1		0.5	0.5			0	0	1
2	5	1	1			1	0	8
3	3	1	1		1	2	0	8
4	3	1	1			2	0	7
5	2.5	1	1		1	2	0.5	8
6	2.5	1	1			2	0	6.5
7	0	0.5	0.5			0	0	1
8	1	0.5	0.5			0	0	2
9	5	1	1			1	0	8
10	2.5	1	1	3		0	0.5	8
11	3	1	1	2		1	0	8
12	7	1	1			0	0	9
13	3	1	1			1	0	6
14	0	0.5	0.5			0	0	1
15	0	0.5	0.5			0	0	1
16	3	1	1	3		0	0	8
17	1	1	1	4		0	0	7
18	3	1	1	4		1	0	10
19	4.5	1	1			1	0.5	8
20	1	1	1			0	0	3
21	0	0.5	0.5			0	0	1
22	0	0.5	0.5			0	0	1
23	2	1	1	4		0	0	8
24	1	1	1	4		1	0	8
25	3.5	1	1	2		0	0.5	8
26	0.5	1	1	4		1	0.5	8
27	1.5	1	1		1	1	0.5	6
28	0	0.5	0.5			0	0	1
29	0	0.5	0.5			0	0	1
30	0	1	1			0	0	2
31	5	1	1			1.5	0.5	9
TOTAL for Month Per Category	63.5	26.5	26.5	30	3	18.5	3.5	171.5



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MEMORANDUM

TO: Freeport City Council

FROM: Dave Blommel, PE (Lic. MN)

DATE: June 21, 2022

RE: Council Update
SEH No. FREEP GEN 14.00

The 2022 project is nearly complete. There is some seeding and minor items remaining along with the final layer of asphalt on the south side of town. I expect the contractor to finish up soon with final payment being made in August or September. I am working on a progress payment for the contractor and expect to have that for your review and approval at the meeting.

A final assessment hearing will be held in October or November with the final numbers for the homeowners. I don't anticipate major changes from those presented back in October of 2020.

7th and 8th. There will be a preconstruction meeting held in July with a planned start date later in the month or early August.

Industrial Park Drive / 7th St SW. The pavement on this roadway has deteriorated significantly in the past year. Locations on the curve and near the stop sign have totally failed and are becoming hazardous to drive. The funding plan for the 2021 project and the Welle Final addition had budgeted bonding to complete this project for 2023. We should begin conversations on the process of fixing these roadways. I envision the process being assessed to the benefitting landowners in a similar fashion to the 7th and 8th Street residents.

I plan to attend your meeting to answer any questions you might have.

dwb

document1

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 2351 Connecticut Avenue, Suite 300, Sartell, MN 56377-2485

320.229.4300 | 800.572.0617 | 888.908.8166 fax

SEH is 100% employee-owned | Affirmative Action—Equal Opportunity Employer

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

June 22, 2022

Jon Nelson
City of Freeport
125 Main Street East
Freeport, MN 56331

BY ELECTRONIC MAIL

Re: Monthly Legal Report

Dear Mr. Nelson:

During the period from May 25, 2022 through June 22, 2022, 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

cc: M. Eveslage



Granite Electronics
 535 31st Ave N
 St Cloud, MN 56303
 Phone: (320) 252-1887

DATE: 06/10/2022
 Quote Valid through: 07/10/2022

QUOTATION
142001444

Bill To:
 Freeport, City of
 PO Box 301
 Freeport, MN 56331

Ship To:
 Freeport, City of
 125 Main St E
 Freeport, MN 56331

Attn: Andy Grieve
Phone:
Email:

Cust Rep: Dan McCoy
Phone: 320-980-0094
Email: DanMcCoy@GraniteElectronics.com

Date: 06/10/2022		Terms: NET 10		
Line	Qty	Description	Unit Price	Extended
1450	1	SIREN, DC, ROTATING, 130 DB	9,660.00	9,660.00
3050	1	FEDERAL DC CONTROL UNIT W/ BAT BU, HB	6,597.50	6,597.50
3100	1	ANT, GROUNDING PLANE	198.00	198.00
3150	1	25' CABLE KIT	245.00	245.00
3300	1	ANTENNA MOUNTING BRACKET, POLE	89.00	89.00
3330	1	FACTORY SHIPPING & HANDLING	869.00	869.00
3420	4	BATTERY 12V 24	135.98	543.92
3500	1	ON-SITE PROGRAMMING, CHECKOUT, TEST & DOCUMENTATION	350.00	350.00
3600	1	OPTIONAL: POLE, AND SYSTEM INSTALLATION (COULD USE LOCAL ELECTRICAL INSTALLER) INSTALLATION OF 50FT CLASS 2 WOOD POLE INSTALLATION OF EQUIPMENT ON POLE	8,500.00	8,500.00

Accepted By: _____

Signature: _____

Equipment Totals : \$18,202.42
Service Totals: \$8,850.00
Subtotal : \$27,052.42
Taxes: \$0.00
Grand Total: \$27,052.42