



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

July 25, 2023 – Council Meeting Agenda
Freeport City Hall - 7:00 pm

Call to Order

- I. Approve Agenda
- II. Public Forum
- III. Consent Agenda
 - a. June 12, 2023 Council Meeting Minutes (1)
 - b. June 27, 2023 Council Meeting Minutes (2-4)
 - c. Claims Report – July 2023 (5-7)
 - d. June 2023 Sheriff's Report (8)
- IV. Reports
 - a. Clerk-Treasurer Report (9)
 - b. Fire Department Report (N/A)
 - c. Public Works Report (N/A)
 - d. Engineer Report (10-12)
 - e. Attorney Report (13)
- V. Old Business
 - a. Speed Limit Signage (14)
 - b. Sidewalk & Trail Plan (15-16)
 - c. Streetlights (17-27)
- VI. New Business
 - a. LMC Insurance Visit – Hail Damage (28)
- VII. Adjourn

Next LMC Regular Meeting: July 25, 2023

June 12, 2023 – Public Hearing Minutes

Freeport City Council convened a public hearing at 6:15 pm with Mayor Mike Eveslage, and council members Nick Arnzen, Sarah Blake, Tim Hennen, and Jake Renneker.

Staff in attendance: City Clerk-Treasurer Jon Nelson

Public in attendance: Keith Fischer, 109 3rd St SW; Rilee Arnzen, Rory Arnzen

Approve Agenda

- Renneker motioned to approve the agenda, seconded by Arnzen. Motion carried 5-0.

Public Hearing

a. Keith Fischer Variance Request

- The council discussed Fischer’s request and determined that his request was reasonable, there is a uniqueness to his lot, and that the request would not tarnish the essential character of the lot.
- Hennen asked if the variance was discussed with the EDA. Mayor Eveslage, Nelson, and Blake all confirmed that it was discussed at the previous EDA meeting and that the members were in favor of granting the variance.
- Hennen motioned to approve the variance requested by Fischer, seconded by Arnzen. Motion carried 5-0.

Adjourn

Hennen motioned to adjourn, seconded by Blake. Motion carried 5-0.

Mayor Mike Eveslage

Clerk-Treasurer Jon Nelson



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cityfrpt@albanytel.com

June 27, 2023 – 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 Clerk-Treasurer Jon Nelson, City Engineer Dave Blommel, and City Attorney Scott Dymoke.

Others in attendance: Carol Moorman, Star Post; Ryan Schmidt, Schlenner, Wenner & Co.; Allen & Joelene Wieling, Harvest Church & Melrose Area Chamber of Commerce; Rodney Atkinson, Lisa Streed, Shirley Blommel, Jim Hemker, Joe Hennen

Approve Agenda

- Out of courtesy for Schmidt's time, council agreed to move Letter a. 2022 Annual Audit, under New Business, to after the Public Form. Hennen motioned to approve the agenda with this change, seconded by Blake. Motion carried 5-0.

Public Forum

- Atkinson expressed his opinion about city finances to the Council.
- The Wielings introduced the idea of hiring a band as an opportunity to expand and add an attraction to Fall Fest. They also touched on the farmer's market piece that was on the agenda, stating that they will be in charge of it if granted permission and that they currently have insurance through the Farmers Market Association.

Consent Agenda

Renneker motioned to approve the consent agenda, seconded by Arnzen. Motion carried 5-0.

Reports

a. Clerk-Treasurer Report - Jon Nelson

- Attended the LMC Annual Conference
- Spoke with West Central Sanitation about residential complaints. They are working on implementing changes to make our route more efficient.
- Spoke with Sean Lawler of Xcel Energy about residents concerned with losing trees with the upcoming pole replacement project. Lawler expressed that he has tried to move the poles to the south side of County Road 157. If granted an easement to do so, the state would have the rights to give a 30-day notice to Xcel at any time to remove their poles and restore the land. From a business standpoint, Xcel is not willing to risk this situation when installing poles that are designed to be in service for 70 years.
- Stearns County will be paying for and placing the no parking sign in front of Pooch's.

b. Fire Dept Report - Fire Chief Andy Grieve

- 10 calls last month; 8 medicals, 1 fire and 1 mutual aid fire. Getting ready for the parade in town.
- Ham BBQ – served 1,314 people, which is believed to be the highest total.

c. Public Works - Public Works Director Loren Goebel:

- Bemboom's Fence replaced support pipes on the Interstate ballpark fence.
- Gravel was added to Pung's road.
- MnDOT will be in town to clean out the ditch and create proper drainage for the pond by the city shop.
- Will begin discharging next month. This will be a good time for companies to take a look at replacing the structure between ponds 1 & 2 that is in need of repair.

d. Engineer Report - City Engineer Dave Blommel:

- Announced that engineering firms will be paid by MPCA to help perform the upcoming lead and copper rule project. Nelson will apply for assistance by SEH through the MPCA.
- Patches on 7th St SW are completed. Mentioned that there is a culvert that shifts that isn't settling like it used to in years past. This is somewhat of a concern but we can wait to address it when we move forward with repairing or replacing the entire street.
- Joe Hennen approached Nelson with plans to redo the city sidewalks in front of his new building on the south side of Main Street. He would be replacing the sidewalk at the same time of pouring cement in front of the new building and is going to make it all heated. J. Hennen wanted the city to be in the loop to see if there was anything we could do in advance for the streetlight project so we do not have to excavate through his heated concrete when we replace the poles on his property. Blommel said that we can install new bases and conduit in his project area. Council agreed to do what we can in advance to prepare for our streetlight project to avoid disturbing Hennen's heated concrete project.

e. Attorney Report - City Attorney Scott Dymoke

- Nothing significant to report.

Old Business

a. Administrative Fines

- Nelson announced that after looking further into administrative fines that he believes they aren't as attractive as they seemed to be at first. The payment of fines is considered voluntary and cannot be assessed on taxes.
- Dymoke said that the biggest hurdles Freeport would face is who is going to administer fines and which violations would be subject to fines. Other cities that implemented fines have more staff to handle the work. He also advised that there is no quick, easy fix to prevent code violations.

New Business

a. 2022 Annual Audit – Ryan Schmidt

- The City received an unmodified opinion, which is a clean opinion, the same as we received last year.
- Schmidt commented that Freeport is one of the smoothest audits that they do, largely due to excellent communication and preparation attributed to Abdo and city staff.
- Internal Control: Generally, this is a troubled area for cities and has been for Freeport in the past but we did not have any findings this year, again, largely due to the hiring of Abdo to help segregate employee duties.
- Arnzen motioned to accept the 2022 Annual Audit presented by Schlenner, Wenner & Co., seconded by Blake. Motion carried 5-0.

b. Updated Personnel Policy

- Juneteenth is now an official state holiday that cities must observe. Nelson updated the personnel policy to reflect Juneteenth (June 19) as a holiday.
 - Arnzen motioned to approve the personnel policy update, seconded by Hennen. Motion Carried 5-0.
- c. Current Sidewalk & Trail Policy and Code Items
- Blommel mentioned that a sidewalk & trail policy would help us score higher for certain grant opportunities in the future. Nelson gathered current items the city has adopted for trails and sidewalks for Council to review.
 - Blommel said to identify a few areas in town that are in need of sidewalks and create a plan that includes them. After Council adopts it, it should be sent to Stearns County and possibly MnDOT to have it documented that other entities approve of the plan.
 - Council is going to identify areas to include in the sidewalk plan to discuss at the next meeting.
- d. Freeport Farmers Market
- The Wielings expressed their interest in starting up a farmers market in the City's parking lot south of Main Street. It would run from the end of June through maybe the first part of October, depending on available produce. They thought about doing it in the Harvest Church parking lot as well but wanted to bring people to the downtown area. Al Wieling will carry insurance through the Farmers Market Association.
 - Hemker expressed his concerns of liability for attendees who could potentially park in Freeport State Bank's private parking lot near the City parking lot. Council agreed to allow the Freeport Farmers Market to take place in the eastern side of the City parking lot to be further removed from FSB's lot to lessen the likelihood of any violations or incidents occurring there.
- e. City Clerk-Treasurer Jon Nelson's Annual Review
- Nelson requested to close the meeting under MN Statute 13D.05, for Council to evaluate his performance. Arnzen motioned to close the meeting, seconded by Renneker. Motion carried 5-0. At 8:37pm, Mayor Eveslage closed the meeting.
 - Nelson scored an average of 97 on his evaluation forms completed by Council, which falls into the scale of 82-104, "exceeds requirements. Reevaluation of the group and step levels will be reviewed by the Council and Mayor."
 - Mayor Eveslage motioned to give Nelson a pay increase, seconded by Renneker. Arnzen and Hennen both voted in favor, while Blake chose to abstain. Motion carried 4-0.

Adjourn

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

Mayor Mike Eveslage

Clerk-Treasurer Jon Nelson

07/20/23
11:05:35

CITY OF FREEPORT
Claim Details
For the Accounting Period: 7/23

Page: 1 of 4
Report ID: AP100

* ... Over spent expenditure

Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5482	22452S	15 ALBANY MUTUAL TELEPHONE	272.28					
1	10511708	07/01/23 836-7158	43.74			101 41000	320	10100
2	10510827	07/01/23 836-2411	43.78			225 42200	320	10100
3	10510827	07/01/23 836-2413	41.20			225 42200	320	10100
4	10513053	07/01/23 836-2685	21.30			601 43225	320	10100
5	10513053	07/01/23 836-2685	21.31			602 43250	320	10100
6	10511331	07/01/23 836-2112	100.95			101 41000	320	10100
5483	22453S	70 CENTERPOINT ENERGY	87.28					
1	06/22/23	6027191-3 06/26 Maint Bldg	18.56			101 43100	382	10100
2	06/22/23	11550500-0 06/26 City Hall	42.72			101 43100	382	10100
3	06/22/23	6023406-9 06/26 Fire Hall	26.00			225 42200	382	10100
5484	22454S	145 FINKEN WATER SOLUTIONS	30.25					
1	1375105	07/01/23 Metered Water	15.00			101 41000	410	10100
2	DEL3804	06/02/23 Replace 5 Gallon Bottle	7.25			101 43100	410	10100
3	1375106	07/01/23 Water Cooler Rental	8.00			101 43100	410	10100
5485	22456S	387 RAHNS OIL & PROPANE, INC	625.01					
1	06/30/23	Fire Dept Fuel	129.85			225 42200	215	10100
2	06/30/23	PW Fuel	495.16			101 43100	215	10100
5486	22457S	437 STAR PUBLICATIONS LLC	57.92					
1	214017	06/30/23 Ordinance 2023-02 Amending Traf	57.92			101 41000	350	10100
5487	22459S	525 XCEL ENERGY, INC	969.92					
1	833118640	06/20/23 Water Tower 51-0584811-7	122.58			601 43225	381	10100
2	834847276	07/03/23 Street Lighting 51-5411884-	847.34			101 43160	381	10100
5490	22455S	76 MAGNIFI FINANCIAL	1,554.00					
1	06/30/23	Coborns-Ant Bait	5.88			101 41000	210	10100
2	06/30/23	Beacon Subscription Renewal	1.00			101 41000	433	10100
3	06/30/23	USPS - UB Postage	126.00			601 43225	200	10100
4	06/30/23	USPS - UB Postage	126.00			602 43250	200	10100
5	06/30/23	Amazon - Truck Wax	53.53			225 42200	210	10100
6	06/30/23	Sauk Centre Fleet	62.07			101 43100	210	10100
7	06/30/23	Amazon - Parade Candy	88.20			225 42200	210	10100
8	06/30/23	Amazon - Parade Candy	49.98			225 42200	210	10100
9	06/30/23	Fleet Farm	64.20			225 42200	210	10100
10	06/30/23	Suites Hotel - Jon Duluth	481.34			101 41400	433	10100
11	06/30/23	Centra Sota - Weed Killer	495.80			101 43100	210	10100

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11:05:35

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5491	22458S	510 VERIZON WIRELESS	41.12					
1	9938611912	07/01/23 Cell Phone 06/23	41.12			101 43100	320	10100
5492		829 ABDO	11,762.00					
1	473632	06/30/23 Monthly Fee - June 2023	9,000.00			101 41000	300	10100
2	473632	06/30/23 Overage from 01/23-06/23	2,762.00			101 41000	300	10100
5493		581 ALEX AIR APPARATUS, INC	804.89					
1	7022	06/16/23 Annl Compressor Air Qlty Test	804.89*			225 42200	220	10100
5494		647 BADGER METER INC	27.18					
1	80132040	06/29/23 Beacon MBL Hosting Unit	13.59			601 43225	433	10100
2	80132040	06/29/23 Beacon MBL Hosting Unit	13.59			602 43250	433	10100
5495		544 COMMUNITY TECHNOLOGY CENTER, INC	174.00					
1	CTC4656	06/30/23 Avast Anti-Virus 2yr Sbscrptn	174.00			101 41000	210	10100
5496		675 CUSTOMIZED FIRE RESCUE TRAINING	4,000.00					
1	2377	06/23/23 Training for 2 Fire Fighters	3,000.00*			225 42200	330	10100
2	2425	06/30/23 Auto Extrication Training	500.00*			225 42200	330	10100
3	2425	06/30/23 Hoseline Training	500.00*			225 42200	330	10100
5497		123 DYMOKE LAW OFFICE, P.A.	150.00					
1	06/01/23	General Matters - June 2023	150.00			101 41000	302	10100
5498		155 FREEPORT FARM CENTER, INC	117.89					
1	W14099	06/28/23 Repair Electric Clutch	110.59			101 43100	220	10100
2	108227	06/30/23 Nut for mower	7.30			101 45200	220	10100
5499		157 FREEPORT FIRE DEPT RELIEF ASSOC	2,000.00					
1	06/02/23	Ham BBQ Donation	2,000.00*			225 42200	430	10100
5501		174 GOPHER STATE ONE CALL, INC	35.10					
1	3060407	06/30/23 Email Tickets - June 2023	35.10			601 43225	300	10100
5502		187 HAWKINS, INC	2,954.70					
1	6528510	07/18/23 150 LB CYL	605.01			601 43225	440	10100
2	6528510	07/18/23 1 LB BLK (Mini-Bulk)	439.29			601 43225	440	10100
3	6528510	07/18/23 LPC-4	1,890.40			601 43225	440	10100
4	6524937	07/15/23 Chlorine Cylinder	20.00			601 43225	440	10100

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11:05:35

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5503		243 KOTZER EXCAVATING, INC	3,555.00					
1	6240	07/13/23 Haul 5 loads of Class 5	3,555.00			101 43100	311	10100
5504		769 METRO SALES, INC	89.87					
1	INV2322094	07/11/23 Copier Rentl 6/15/23-7/14/	89.87			101 41000	410	10100
5505		309 MINNESOTA LIFE INSURANCE CO	1.70					
1	07/20/23	Goebel - Life Ins Aug 2023	1.70*			101 43000	131	10100
5506		782 RMB ENVIRONMENTAL LABORATORIES	395.31					
1	D046463	06/21/23 Predischarge	131.77*			602 43250	460	10100
2	D047198	07/06/23 Discharge	131.77*			602 43250	460	10100
3	D047410	07/07/23 Discharge	131.77*			602 43250	460	10100
5507		413 SCHLENNER WENNER & CO	8,670.00					
1	308491	06/30/23 Additional Audit Fees	8,670.00*			101 41500	301	10100
5508		463 TEAM LABORATORY CHEMICAL CORP	2,024.50					
1	INV0036254	06/19/23 Sludge Sample Analysis	190.00*			602 43250	460	10100
2	INV0036253	06/19/23 Sonar Testing	900.00*			602 43250	460	10100
3	INV0036706	06/30/23 Terra Plus Herbicide	934.50			602 43250	210	10100
5509		809 VALLI INFORMATION SYSTEMS, INC	75.00					
1	89085	06/30/23 OnLine Monthly Maintenance	75.00			101 41000	300	10100
5510		525 XCEL ENERGY, INC	1,839.06					
1	835068566	07/05/23 321 2nd Ave NW	250.46			601 43225	381	10100
2	835068566	07/05/23 120 7th St SW	82.21			101 43160	381	10100
3	835068566	07/05/23 125 Main St E	126.04			101 41000	381	10100
4	835068566	07/05/23 206 3rd Ave SE	87.68			101 43100	381	10100
5	835068566	07/05/23 401 7th St SE	28.47			602 43250	381	10100
6	835068566	07/05/23 302 3rd Ave SE	251.23			601 43225	381	10100
7	835068566	07/05/23 219 3rd St SE	26.28			602 43250	381	10100
8	835068566	07/05/23 104 4th St NW	217.84			225 42200	381	10100
9	835068566	07/05/23 302 3rd Ave SE	47.24			601 43225	381	10100
10	835068566	07/05/23 204 Main St E	417.81			101 43160	381	10100
11	835068566	07/05/23 113 Main St W	231.59			101 43160	381	10100
12	835068566	07/05/23 1003 2nd Ave SE	36.77			101 43160	381	10100
13	835068566	07/05/23 1000 Main St E Unit HLDPNB	14.83			101 43160	381	10100
14	835068566	07/05/23 460 7th St SW	20.61			602 43250	381	10100
# of Claims			26	Total:				42,313.98

FREEPORT ALL CALLS

<u>City</u>	<u>Date Received</u>	<u>Call #</u>	<u>Description</u>
FREEPORT	06/17/2023 15:32:24	23049975	911 ABANDONED CALL
FREEPORT	06/06/2023 23:11:08	23046517	ACCIDENT
FREEPORT	06/04/2023 22:28:11	23045761	AGENCY ASSIST
FREEPORT	06/23/2023 23:41:04	23051930	AGENCY ASSIST
FREEPORT	06/17/2023 11:05:56	23049889	BEHAVIORAL HEALTH
FREEPORT	06/21/2023 16:32:03	23051179	CHILD CUSTODY DISPUTE
FREEPORT	06/27/2023 10:38:19	23052899	CO-RESPONDER
FREEPORT	06/18/2023 20:44:40	23050323	COMMUNITY ENGAGEMENT
FREEPORT	06/09/2023 14:07:02	23047320	COUNTERFEITING
FREEPORT	06/28/2023 12:10:56	23053229	COUNTERFEITING
FREEPORT	06/27/2023 13:42:20	23052954	FOLLOW UP
FREEPORT	06/28/2023 12:29:23	23053232	FRAUD
FREEPORT	06/11/2023 16:10:21	23048013	HAZARD
FREEPORT	06/01/2023 21:39:09	23044705	MEDICAL EMERGENCY
FREEPORT	06/05/2023 14:45:58	23045940	MN ADULT ABUSE REPORTIN
FREEPORT	06/29/2023 23:04:38	23053781	OPEN DOOR
FREEPORT	06/25/2023 19:51:58	23052431	SUSPICIOUS ACTIVITY
FREEPORT	06/20/2023 15:21:32	23050829	TOBACCO COMPLIANCE CHE
FREEPORT	06/04/2023 00:05:31	23045448	TRAFFIC STOP
FREEPORT	06/10/2023 23:39:30	23047868	TRAFFIC STOP
FREEPORT	06/11/2023 00:59:23	23047886	TRAFFIC STOP
FREEPORT	06/11/2023 01:07:34	23047888	TRAFFIC STOP
FREEPORT	06/15/2023 00:07:07	23049140	TRAFFIC STOP
FREEPORT	06/20/2023 23:18:41	23050944	TRAFFIC STOP
FREEPORT	06/30/2023 22:14:19	23054164	TRAFFIC STOP
FREEPORT	06/09/2023 07:54:39	23047208	TRAINING ONLINE
FREEPORT	06/04/2023 22:19:21	23045760	VERBAL DISPUTE
FREEPORT	06/06/2023 07:55:53	23046201	WARRANT/SEARCH
FREEPORT	06/23/2023 23:33:33	23051928	WELFARE CHECK

Memo

From: Jon Nelson - Clerk-Treasurer

To: Freeport City Council

Date: 07/20/2023

Re: Clerk-Treasurer Report

1. Pooch's has received permission from the City to host a street dance in the alley behind the bar on August 5. A portion of the alley will be blocked off from 9am-6pm.
2. Sacred Heart School has received a 5k permit for the upcoming Fall Festival.
3. The Public Safety in the Park event will be held August 7. Since we've last talked about this event, we have added hot dogs donated by Harvest Church and the Lions will be serving root beer floats, free of charge. There will also be music and yard games courtesy of Harvest Church.
4. Just a friendly reminder for Council to be thinking about if you would like to make any changes to the City's current investment plan and prepare to discuss those changes with Ashley Feldewerd during our next preliminary budget workshop.



Building a Better World
for All of Us®

MEMORANDUM

TO: Freeport City Council

FROM: Dave Blommel, PE (Lic. MN)

DATE: July 19, 2023

RE: Council Update
SEH No. FREEP GEN 14.00

In the past month SEH has worked on the following items on behalf of the City of Freeport:

Street Lights main street

We have come up with a general plan to remove the two poles near Hennen Flooring to allow for the sidewalk work to be completed. A second quote has been difficult to obtain. We are hopeful that it will be available at the time of the meeting for council review and consideration.

Waste water pond structure

We have had 2 excavation companies review the resetting of the pond structure between ponds 1 and 2. I have attached plan sheets from the original ponds for your review. The structure in question is identified in the drawings with the clouded shape. We anticipate providing the quotes for the repairs at the meeting unless they are available prior to the packet being released.

With a 7' diameter manhole, the work is going to take a very large backhoe or perhaps a crane depending on the company selected.

7th and 8th St SE

We anticipate making final payment to the contractor at the meeting in August. The slopes on the ditch, while steep, are as we planned them to be. If we wish to make the slopes less extreme, we can add topsoil and reseed the ditches. That work would be better contracted by a local company and completed during a more favorable growing season.

Possible water leak near Whirlwind

Loren brought to my attention a very suspicious water puddle that has been present near the front gate at Whirlwind. The puddle has persisted all summer despite many weeks without rain. There is watermain in the area, so Loren has requested help from MN Rural water to look for a leak without excavation. If that process doesn't work, we may need to dig up the watermain to identify a leak.

dwb
Enclosures

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

July 19, 2023

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 June 15, 2023 through July 19, 2023, we have given significant attention to the following projects on behalf of the City of Freeport:

- **Zoning Ordinance** – Reviewed zoning regulations with City Clerk concerning lot coverage and height requirements; discussed possibility of including impervious surface requirements to ordinance.

Respectfully submitted,
Dymoke Law Office, P.A.

Scott E. Dymoke
by Scott E. Dymoke

cc: M. Eveslage

Memo

From: Jon Nelson, Clerk-Treasurer

To: Freeport City Council

Date: 07/20/2023

Re: Speed Limit Signage

Council approved the purchase of six 20 MPH speed limit signs at our April meeting. I believe the following spots would be a good starting point for signage:

1. North edge of town along CSAH 11
2. South edge of town along CSAH 11
3. Just North of I-94 ramp for northbound traffic entering town via I-94
4. West edge of town along CSAH 157
5. East edge of town along CSAH 157

If we were to place the signs in these spots, we would have to get something similar to the sample sign below. If the sites are approved by Council, Stearns County will be contacted for permission to place the signs.



Memo

From: Jon Nelson, Clerk-Treasurer

To: Freeport City Council

Date: 07/20/2023

Re: Sidewalk & Trail Plan

City Engineer Dave Blommel suggested adopting a sidewalk & trail plan in order to score higher on certain grant opportunities we seek to fund sidewalks in Freeport.

We will discuss if you would like to see any additions or changes and consider adopting the following sidewalk & trail plan.