



## **CITY OF FREEPORT**

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

**September 26, 2023** - Regular Meeting Agenda  
Freeport City Hall - 7:00 pm

### Call to Order

- I. Approve Agenda
- II. Public Forum
- III. Consent Agenda
  - a. August 29, 2023 Council Meeting Minutes (1-3)
  - b. Claims Report – September 2023 (Handout at Meeting)
  - c. August 2023 Sheriff’s Report (4)
- IV. Reports
  - a. Clerk-Treasurer Report – Jon Nelson (5)
  - b. Fire Department Report – Andy Grieve (N/A)
  - c. Public Works Report – Loren Goebel (6-7)
  - d. Engineer Report – Dave Blommel (8-13)
  - e. Attorney Report – Scott Dymoke (14)
- V. Old Business
  - a. LMCIT Insurance Visit (15-16)
- VI. New Business
  - a. Public Safety Aid Money (17)
  - b. City-Issued Ordinance Fines (18-25)
  - c. EDA Member Jim Hemker’s Reappointment (26)
- VII. Adjourn

Next Regular Meeting: October 31, 2023



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[cityfrpt@albanytel.com](mailto:cityfrpt@albanytel.com)

August 29, 2023 – Meeting Minutes

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

A public hearing was also held for an interim ordinance to declare a moratorium prohibiting the establishment or operation of cannabis businesses within the City of Freeport, MN.

Staff in attendance: City Clerk-Treasurer Jon Nelson, Public Works Director Loren Goebel, Financial Advisor Ashley Feldewerd, City Engineer Dave Blommel, and City Attorney Scott Dymoke. Fire Chief Andy Grieve was absent.

Others in attendance: Carol Moorman, Star Post; Jess Balderston, Abdo Financial Solutions; Brandon Roering, Asst. Fire Chief; Al Williams.

### Approve Agenda

- Renneker motioned to approve the agenda, seconded by Blake. Motion carried 4-0.

### Public Hearing

- a. A Public Hearing on an Interim Ordinance to Declare a Moratorium Prohibiting the Establishment or Operation of Cannabis Businesses Within the City of Freeport, MN
  - Attorney Dymoke presented information to the Council about the new cannabis laws & regulations that were passed by the state this year.
  - Adopting this interim ordinance will allow Council time to establish how the City will regulate cannabis businesses in the City of Freeport.
  - The council also discussed public use of cannabis products in city limits. Dymoke presented a marked-up cannabis-use ordinance that added “cannabinoid products” and “intoxicating cannabinoids” to the current liquor ordinance that would be presented during his report later on in the meeting. Stearns County adopted a cannabis-use ordinance the week prior that covers all of the county unless a city chooses to adopt their own policy.
  - Public Hearing was closed at 7:20pm.
- b. Ordinance 2023-03 Declaring a Moratorium on the Establishment or Operation of Cannabis Businesses in the City of Freeport, MN
  - Renneker motioned to approve Ordinance 2023-03, seconded by Hennen. Motion carried 4-0.

### Public Forum

- Al Williams: Williams is concerned about speeding vehicles in the neighborhood, sometimes the behavior is occurring as late as 1am in the morning. Also wanted to bring to council’s attention that his alley is deteriorating, especially around the manhole.

## Consent Agenda

- Renneker motioned to approve the consent agenda, seconded by Blake. Motion carried 4-0.

## Reports

### a. Clerk-Treasurer Report - Jon Nelson

- Xcel power pole replacement project is put on hold once more with a new projected starting time of Spring 2024.
- Famo Feeds is putting on Food for Thought event September 9.
- Fall Festival will be held September 23.

### b. Fire Dept Report - Fire Chief Andy Grieve

- No report, Chief Grieve was absent from the meeting.

### c. Public Works - Public Works Director Loren Goebel:

- The state completed a ditch cleaning project to improve drainage and our holding pond by the shop is now draining properly.
- Johnson Jetting is expected to come in the next week or so to clean lines.
- Tri-State Pump is coming to inspect pumps.
- Kotzer finished the pond structure project. It will be getting used in the next month so will be able to see how the repair went.

### d. Engineer Report - City Engineer Dave Blommel:

- Final plats are ready to go for Welle Addition Four. Will need to hold a public hearing.
- Bids for the project have been advertised. Had 5 contractors sign in for an online pre-bid meeting and 4 others that were trying to get on but were having trouble connecting.
- It has been tough getting bids for a company to put in just two streetlight bases for the Hennen Flooring project. Blommel is expecting to receive one quote tomorrow morning, even though he requested it to be ready last Friday. He is expecting it to come in under \$10,000, but is still hoping to receive multiple bids, even though there hasn't been much luck on the return.
- Requested that council approves allowing Nelson to accept a bid to install two streetlight bases as long as it is under the acceptable \$10,000.00 threshold. Hennen motioned to approve Nelson accepting a quote of \$10,000 or less to install the streetlight bases, seconded by Blake. Motion carried 4-0.
- Local Road Improvement funding will be available for 7<sup>th</sup> St SW repairs. We put the project off this year as we waited to hear the availability of the funding. Now that it is available, council agreed to have Blommel and Nelson work together to apply for the grant.
- Blommel has heard through SEH funding staff that our meeting with the State Senate Capital Improvement Committee was well received and appreciated.

### e. Attorney Report - City Attorney Scott Dymoke

- Dymoke had the sense after discussion during the public hearing that council wanted to forego adopting our own cannabis-use policy and let the Stearns County use policy stay in affect. Council agreed so Dymoke will not work any further on a city cannabis-use policy.

## Old Business

### a. LMCIT Insurance Visit

- LMCIT claims adjuster Chris Otto assessed city-owned properties for hail damage and provided Nelson with a list of his findings. Otto said that the City will not be penalized if we choose to forego repairing a building from this claim and another claim happens to open up on the same building. The City does not get money upfront for repairs.

- The City has a \$5,000 deductible.
- The Council agreed to repair every asphalt roof and any vinyl siding that was damaged. Eveslage spoke with Joe Hennen and the Softball Club would like to see everything at the ballpark repaired. Council will tour the city properties to assess what they feel needs to be repaired and discuss at the next meeting.

**New Business**

a. Resolution 2023-11: Adopting Proposed 2024 Budget and Ordering Certifications of Proposed 2024 Levy to County Auditor

- Feldewerd reviewed the 2024 preliminary budget and proposed 2024 levy with Council.
- Hennen motioned to approve Resolution 2023-11, seconded by Blake. Motion carried 4-0.

b. Resolution 2023-12: Establishing the Capital Outlay Fund

- This resolution was necessary to establish the new “Sidewalk Capital Fund” and to separate out some of the fire department’s money from a generic fund into more specified usage funds.
- Hennen motioned to approve Resolution 2023-12, seconded by Renneker. Motion carried 5-0.

c. Resolution 2023-13: Approving the Transfer of Funds

- This resolution was necessary to approve transferring funds into the newly established funds from Resolution 2023-12.
- Renneker motioned to approve Resolution 2023-13, seconded by Blake. Motion carried 4-0.

d. Quarter Two Report

- Feldewerd reviewed the quarter two report with Council.

e. LMCIT Waiver Form

- Every year during the insurance renewal process, the Council is required to vote on the liability coverage waiver form. In the past, Council has elected to waive the monetary limits on municipal tort liability to the extent of the limits of the liability coverage obtained from LMCIT.
- Renneker moved to waive the statutory tort limits once more, seconded by Hennen. Motion carried 4-0.

f. Change of Dates for Upcoming Meetings

- Nelson proposed changing the date of the regularly scheduled meetings for December to Tuesday, December 19 and the February meeting to Tuesday, February 20. Council agreed to change the dates.

**Adjourn**

Renneker motioned to adjourn, seconded by Blake. Motion carried 4-0.

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Mayor Mike Eveslage

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Clerk-Treasurer Jon Nelson

# ***FREEPORT ALL CALLS***

<b>City</b>	<b>Date Received</b>	<b>Call #</b>	<b>Description</b>
FREEPORT	08/14/2023 14:27:13	23067536	AGENCY ASSIST
FREEPORT	08/20/2023 18:05:39	23069195	AGENCY ASSIST
FREEPORT	08/28/2023 19:43:36	23071274	AGENCY ASSIST
FREEPORT	08/15/2023 10:45:27	23067756	BURGLARY
FREEPORT	08/24/2023 10:45:59	23070168	CIVIL MATTER
FREEPORT	08/21/2023 09:52:01	23069329	COMMUNITY ENGAGEMENT
FREEPORT	08/07/2023 17:02:48	23065684	COMMUNITY ENGAGEMENT
FREEPORT	08/15/2023 17:23:18	23067856	COUNTERFEITING
FREEPORT	08/15/2023 20:26:34	23067926	COUNTERFEITING
FREEPORT	08/07/2023 04:43:50	23065549	DIRECTED PATROL
FREEPORT	08/27/2023 02:44:18	23070880	DIRECTED PATROL
FREEPORT	08/20/2023 17:59:19	23069192	DRIVING COMPLAINT
FREEPORT	08/09/2023 16:33:16	23066278	DRIVING COMPLAINT
FREEPORT	08/07/2023 15:45:50	23065669	FOLLOW UP
FREEPORT	08/08/2023 16:01:23	23065991	HAZARD
FREEPORT	08/12/2023 09:50:44	23067050	LOUD MUSIC
FREEPORT	08/02/2023 09:08:26	23064001	MATTER OF INFORMATION
FREEPORT	08/04/2023 13:43:03	23064657	MEDICAL EMERGENCY
FREEPORT	08/08/2023 09:54:23	23065859	REPORT WRITING
FREEPORT	08/24/2023 09:26:51	23070147	SPECIAL DETAIL
FREEPORT	08/17/2023 23:50:02	23068515	SUSPICIOUS ACTIVITY
FREEPORT	08/17/2023 23:41:09	23068512	SUSPICIOUS VEHICLE
FREEPORT	08/15/2023 09:05:42	23067744	TRAFFIC STOP
FREEPORT	08/16/2023 18:31:46	23068166	TRAFFIC STOP

# Memo

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From: Jon Nelson - Clerk-Treasurer

To: Freeport City Council

Date: 08/24/23

Re: Clerk-Treasurer Report

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1. Building permits continue to roll in. Many residents are questioning the price of our permits and having to pay for separate permits when they have their roof and siding replaced. Last year, we negotiated lower prices on all permits when we contracted with Code Consulting Pros, LLC and our flat rate roofing and siding permits are much less expensive than if we would have chosen to use the state's valuation table for these projects.
2. A No Parking sign was installed by the county on the east side of Pooch's. Dave Blommel's original request to the county was to install it on the south side of Pooch's. The sign was installed using anchors so it wouldn't be that noticeable if we moved the sign to where it was intended to be. We also have permission from the county to paint any curbing as we see fit to mark no parking areas.
3. Blommel received a pole base quote for Hennen Flooring's sidewalk project. Being it was the only quote we were able to obtain after requesting from multiple companies and it came in under the amount of \$10,000 which was the amount council gave me permission to approve, I have accepted Design Electric's quote to perform the work for the sum of \$9,705.00.
4. I am in the process of getting our 20 MPH speed limit signs for our four county road entrances to town.

Job Duty	Date	Initial
Well, tower, pond checks, pulled weeds at ponds, locates, clean	TUE 8/21/23	XL
bathrooms ballpark, took Fingertown, reports for water usage, garbage	"	XL
Well, tower, pond checks, mowed, zero turn to farmcenter, shop -	Wed 8/23/23	XL
Well, tower, liftstat, pond checks, water samples, insurance	Thur 8/24/23	XL
adjuster, sweeper	"	XL
Well, tower, pond checks, garbage, called city hall, harvest nest	FRI 8/25/23	XL
well house, got supplies	"	XL
well, tower, pond checks	SAT 8/26/23	XL
well, tower, pond checks	SUN 8/27/23	XL
Well, tower, pond, liftstat, checks, water samples, garbage, state	MON 8/28/23	XL
cleaning ditch east of Heaven Lumber, plow truck front end work	"	XL
Well, tower, pond checks, pulled weeds ponds, sampling, <del>gopher</del>	TUE 8/29/23	XL
gopher calls, council meeting - garbage	Wed 8/30/23	XL
Well, tower, pond checks, storm drains behind Heaven Lumber	"	XL
shop maint -	"	XL
Well, tower, liftstat, pond checks, water samples, water reports	Thur 8/31/23	XL
recording, Team Lab, brakes on plow truck. -	"	XL
Well, tower, pond checks, put flags up, worked on Fitchell	FRI 9/1/23	XL
walk with Gerald Wiechman - garbage	"	XL
Well, tower, pond checks	SAT 9/2/23	XL
Well, tower, pond checks	SUN 9/3/23	XL
Well, tower, liftstat, pond checks water samples, battery	MON 9/4/23	XL
backup went out at Creamery Well. <del>garbage</del> HOLIDAY -	"	XL
Well, tower, pond checks, flags down, gopher calls, mowed	TUE 9/5/23	XL
Well, tower, pond checks, MDH + MPCA reports, mowed,	Wed 9/6/23	XL
water samples "pretty" -	"	XL
Well, tower, pond, liftstat, checks, water sampling, mowed	9/7/23 Thur	XL
Well, tower, pond checks, garbage, gopher calls	FRI 9/8/23	XL
Well, tower, pond checks	SAT 9/9/23	XL
Well, tower, pond checks	SUN 9/10/23	XL
Well, tower, liftstat, pond checks, garbage, flushed	MON 9/11/23	XL
hydrants, kuerckle worked on dry pond, water samples, <del>water</del>	TUE 9/12/23	XL
Well, tower, pond checks, worked on lower some curb	"	XL
steps, gopher calls -	"	XL
Well, tower, pond checks, static drawdown, met with	Wed 9/13/23	XL
Marc esp -	"	XL
Well, tower, liftstat, pond checks, water samples, paperwork, wack weeds	Thur 9/14/23	XL
gopher calls, bird opening -	"	XL
Well, tower, pond checks, garbage, steel lift walk gravel. -	FRI 9/15/23	XL

Hours Breakdown - Maintenance Dept

Employee Name:	Loren Goebel							
Month:	August							
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	5	1	1			1		8
2	2	1	1	2		2		8
3	4	1	1	2				8
4	3	1	1			1.5	0.5	7
5		0.5	0.5					1
6		0.5	0.5					1
7	2.5	1	1			3	0.5	8
8	2	1	1	4				8
9	2	1	1	2		2		8
10	2	1	1	4				8
11	1	1	1			2.5	0.5	6
12		0.5	0.5					1
13		0.5	0.5					1
14	1.5	1	1	1		1	0.5	6
15								0
16								0
17								0
18								0
19								0
20								0
21	1	1	1					3
22	2.5	1	1		1	2	0.5	8
23	3	1	1	1		2		8
24	4	1	1			2		8
25	2.5	1	1		2	1	0.5	8
26		0.5	0.5					1
27		0.5	0.5				0	1
28	4.5	1	1			1	0.5	8
29	4.5	1	2.5			1	0.5	9.5
30	4	1	1		1	1		8
31	5	1	1			1		8
TOTAL for Month Per Category	56	22	23.5	16	4	24	4	149.5





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## MEMORANDUM

TO: Freeport City Council

FROM: Dave Blommel, PE (Lic. MN)

DATE: September 21, 2023

RE: Council Update  
SEH No. FREEP GEN 14.00

### Welle

Bids were received on Thursday, September 14<sup>th</sup> for the lift station and sewer in Welle Addition. The bids were very good and within the remaining budget we have from the previous phase of the USDA project. The low bidder was R.L. Larson Inc in the amount of \$506,947.63. There has been discussion with the EDA on how to ultimately proceed with the development, so hopefully there will be an update at the meeting to address these bids and moving forward with the remaining work.

At your August meeting I recommended calling for a public hearing on the plat, but unfortunately, the council didn't take action enough for Jon to call the hearing. I would again recommend that the public hearing be called for the final plat at the next meeting.

### 7<sup>th</sup> St SE

I have enclosed the final pay application for last years 7<sup>th</sup> and 8<sup>th</sup> Street projects. We recommend the council approve final payment, but not release it until all of the required forms are submitted. We are currently waiting on some of the closeout paperwork, but knowing the final payment is approved helps motivate the contractor to complete the remaining items. Final pay application is for \$27,012.94. Total project cost came in at \$192,387.78 vs the as bid amount of \$203,786.00 or about 92%.

Jon and I are working on backfilling the slopes on the residential side of the ditch with topsoil and seed. The goal is to have the work completed in the next few weeks to take advantage of the fall growing season. The plan is to fill the back slope of the ditch on the north side of the road only. Loren is able to mow the north side of the roadway due to the size of the city's mower, but the residents with smaller mowers on the south side are having more difficulty.

### Street lights

SEH lighting staff visited Freeport on Friday, September 15<sup>th</sup> to review the lighting system and finalize the pole height. Loren assisted by hanging the largest Christmas decoration and taking measurements. We are able to get above the required 13.5' clearance for a semi truck by going to less than a 20' pole. The fear is that the fixtures on top of poles start to look out of place if you get too high. We also discussed the location of power receptacles, banner arms, flag holders, and Christmas light brackets. Plans are on track for approval at the October meeting as originally planned. I would like to have some general discussion

Engineers | Architects | Planners | Scientists

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

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