



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
cityfrpt@albanytel.com

APPLICATION FOR RENTAL REGISTRATION LICENSE

ADDRESS OF RENTAL PROPERTY: 1009 4th Ave SE

Parcel ID # _____ NUMBER OF UNITS: 3

OWNER'S NAME ADDRESS, STATE, ZIP PHONE #
Joseph Hartung 1009 4th Ave SE, Freeport, MN 56331 (320) 333-6092

EMAIL ADDRESS: joephhdhartung@gmail.com

List name, address and phone number of each owner/partner/corporate officer of rental property:

NAME ADDRESS, STATE, ZIP PHONE #
Joseph Hartung 1009 4th Ave SE (320) 333-6092

List the name, address, and phone number of the caretaker/manager for the above rental property: (If owner doesn't live in Stearns Co., there must be a designated property manager, caretaker locally to contact in case of emergency, etc.)

Property Manager
NAME ADDRESS, STATE, ZIP PHONE #
Jim Steckman 24 7th Street N, State Rapids, MN, 56379 320-291-9977

List the name, address, and phone number of the owner's agent for receipt of notices of violations of the provision of the Rental Housing Regulations and City Code:

NAME ADDRESS, STATE, ZIP PHONE #

PLEASE SIGN AND DATE WHERE INDICATED ON THE NEXT PAGE OF THIS FORM!

The City of Freeport is an Equal Opportunity Provider

11/21/23
15:40:57

CITY OF FREEPORT
Claim Details
For the Accounting Period: 11/23

Page: 1 of 2
Report ID: AP100

For doc #s from 5637 to 5656
* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
5637	829 ABDO	7,925.00							
1	478823 10/31/23 Monthly Fee - Oct 2023	7,500.00			101 41000	300		10100	
2	478671 10/31/23 Payroll Prep - Oct 2023	425.00			101 41000	300		10100	
5638	581 ALEX AIR APPARATUS, INC	299.41							
1	INV-48751 11/01/23 6' Pike Pole	167.68*			225 42200	220		10100	
2	INV48763 11/03/23 6' FL Series Hook	131.73*			225 42200	220		10100	
5639	647 BADGER METER INC	27.18							
1	80142833 10/30/23 Beacon MBL Hosting Unit	13.59			601 43225	433		10100	
2	80142833 10/30/23 Beacon MBL Hosting Unit	13.59			602 43250	433		10100	
5640	824 CAPITAL ONE TRADE CREDIT	13.99							
1	D67916 10/20/23 Supplies	13.99*			101 43100	220		10100	
5641	123 DYMOKE LAW OFFICE, P.A.	330.00							
1	11/01/23 General Matters	330.00			101 41000	302		10100	
5642	155 FREEPORT FARM CENTER, INC	1,734.25							
1	W14151 11/15/23 New Tires on Loader Tractor	1,734.25*			101 43100	220		10100	
5643	626 FIRE SAFETY USA, INC	581.25							
1	178832 10/27/23 Truck 405 Repairs	581.25			225 42200	401		10100	
5644	174 GOPHER STATE ONE CALL, INC	22.95							
1	3100408 10/31/23 Email Tickets - Oct 2023	22.95*			601 43225	330		10100	
5645	187 HAWKINS, INC	2,895.59							
1	6624493 11/14/23 Chlorine 150 LB Cyl	302.51*			601 43225	440		10100	
2	6624493 11/14/23 Freights	45.00*			601 43225	440		10100	
3	6624493 11/14/23 Hydrofluosilicic Acid	287.23*			601 43225	440		10100	
4	6624493 11/14/23 LPC-4	2,240.85*			601 43225	440		10100	
5	6625043 11/15/23 Chlorine Cylinder	20.00*			601 43225	440		10100	
5646	244 KRIS ENGINEERING, INC	590.24							
1	39128 11/16/23 Parts	590.24*			101 43100	220		10100	
5647	769 METRO SALES, INC	164.36							
1	INV2405759 11/15/23 Copier Rental 10/15/23-11/	89.87			101 41000	410		10100	
2	INV2405759 11/15/23 Usage Base 8/15/23-11/24/2	74.49			101 41000	410		10100	

11/21/23
15:40:57

CITY OF FREEPORT
Claim Details
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Page: 2 of 2
Report ID: AP100

For doc #s from 5637 to 5656
* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$							Cash
Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account		
5648	562 MINNESOTA DEPARTMENT OF HEALTH	729.00								
1	11/21/23 Service Fees 10/01/23-12/31/23	729.00*			601 43225	431		10100		
5649	316 MINNESOTA STATE FIRE CHIEFS	220.00								
1	6827 11/17/23 2024 Membership Dues	220.00*			225 42200	433		10100		
5650	654 MINNESOTA STATE FIRE DEPT	225.00								
1	11/21/23 2024 MSFDS Membership Dues	225.00*			225 42200	433		10100		
5651	309 MINNESOTA LIFE INSURANCE CO	1.70								
1	11/21/23 Goebel - Life Ins Dec 2023	1.70*			101 43000	131		10100		
5652	782 RMB ENVIRONMENTAL LABORATORIES	415.31								
1	D053738 11/14/23 Discharge	263.54*			602 43250	460		10100		
2	D052440C 10/30/23 City Hall Courie Charge	20.00*			602 43250	460		10100		
3	D053430 10/31/23 Predischarge	131.77*			602 43250	460		10100		
5653	418 SEH, INC	11,157.50								
1	456173 11/16/23 2024 Street Lighting	11,025.00*			419 43160	300		10100		
2	456156 11/16/23 2020 Freeport Facility	132.50*			420 41000	300		10100		
5654	413 SCHLENNER WENNER & CO	75.00								
1	312160 10/31/23 FD Q3 Payroll Reports	75.00			225 42200	300		10100		
5655	809 VALLI INFORMATION SYSTEMS, INC	75.00								
1	91187 10/31/23 Online Monthly Maintenance	75.00			101 41000	300		10100		
5656	257 LEAGUE OF MN CITES INSURANCE	28,442.00								
1	11/07/23 Property/Casualty Coverage	1,481.35*			101 41000	361		10100		
2	11/07/23 Property/Casualty Coverage	615.33*			101 43100	361		10100		
3	11/07/23 Property/Casualty Coverage	1,401.59*			101 45200	361		10100		
4	11/07/23 Property/Casualty Coverage	752.07*			225 42200	361		10100		
5	11/07/23 Property/Casualty Coverage	216.51*			601 43225	361		10100		
6	11/07/23 Property/Casualty Coverage	273.48*			602 43250	361		10100		
7	11/07/23 Property/Casualty Coverage	17,491.37			101 15500			10100		
8	11/07/23 Property/Casualty Coverage	3,760.36			225 15500			10100		
9	11/07/23 Property/Casualty Coverage	1,082.53			601 15500			10100		
10	11/07/23 Property/Casualty Coverage	1,367.41			602 15500			10100		
	# of Claims	20	Total:	55,924.73						

FREEPORT ALL CALLS

<u>City</u>	<u>Date Received</u>	<u>Call #</u>	<u>Description</u>
FREEPORT	10/25/2023 16:31:07	23087192	ACCIDENT
FREEPORT	10/22/2023 17:15:26	23086382	AGENCY ASSIST
FREEPORT	10/21/2023 13:37:12	23086054	AGENCY ASSIST
FREEPORT	10/21/2023 13:24:46	23086051	ALARM
FREEPORT	10/01/2023 08:21:53	23080667	ALARM
FREEPORT	10/20/2023 02:41:00	23085712	DIRECTED PATROL
FREEPORT	10/24/2023 00:31:53	23086680	DIRECTED PATROL
FREEPORT	10/22/2023 17:09:33	23086381	DOMESTIC
FREEPORT	10/09/2023 01:15:49	23082737	DOOR CHECK(S)
FREEPORT	10/02/2023 16:04:26	23081037	FIRE OTHER
FREEPORT	10/29/2023 09:41:40	23088159	HIT AND RUN
FREEPORT	10/22/2023 02:30:54	23086231	INTOXICATED PERSON
FREEPORT	10/13/2023 17:21:01	23083956	MATTER OF INFORMATION
FREEPORT	10/17/2023 09:48:03	23084913	PAPER SERVICE
FREEPORT	10/05/2023 11:26:28	23081778	PERSONAL ASSIST
FREEPORT	10/29/2023 08:52:05	23088155	PERSONAL ASSIST
FREEPORT	10/12/2023 23:10:09	23083737	STALLED VEHICLE
FREEPORT	10/16/2023 20:53:51	23084798	TRAFFIC STOP
FREEPORT	10/16/2023 21:04:54	23084801	TRAFFIC STOP
FREEPORT	10/24/2023 10:13:35	23086765	TRAFFIC STOP
FREEPORT	10/18/2023 14:51:28	23085282	TRAINING ONLINE

Memo

From: Jon Nelson - Clerk-Treasurer

To: Freeport City Council

Date: 11/22/23

Re: Clerk-Treasurer Report

1. Rachel Tschida has been hired as our new administrative assistant. Kelsey Molitor's last day is Monday, November 27, 2023. Thank you to Kelsey for all she has done with her time in the office and welcome aboard, Rachel!
2. We have two applicants for the snow removal position.
3. It's time to discuss replacing the public works van.
4. Reminder to Council to complete the LMC elected officials training.
5. The following addendum is asking for us to sign a petition that would strengthen the trail system that connects to our community. Consider voting in favor of the proposed trail system.

6 Nov, 2023

Dear Members of the Stearns County Parks, Trails, and Recreation Master Plan committee:

We, the cities on the existing and proposed Bike and Walking trails in Stearns County, are hereby petitioning for the creation of a 24+/- mile trail in the MN state Highway 4 right-of-way to be part of the Stearns County Parks and Trails 10-20 year Master Plan. Beginning at the junction of MN-4 and I-94 traveling south, crossing MN-55, and continuing along Kandiyohi CR6 for 1-1/2 miles where it intersects the Glacial Lakes Trail.

From the Rails to Trails website, <https://www.railstotrails.org/experience-trails/benefits-of-trails/> the following are benefits that our county citizens, cities and business would experience:

- 1- Health and Wellness:
- 2- Transportation options and improved quality of life:
- 3- Conservation and Environment:
- 4- Economic revitalization and tourism:
- 5- Historic preservation and community identity:

Along with this approximate additional 24 miles of county trails, the plan would add three more communities; Meire Grove, Spring Hill and Lake Henry, to the trail network as well as travel within 1-1/2 miles of the Spring Hill County Park. Perhaps the greatest result of this project would be that the new trail would create three trail loops. These trail loops are desired by those already using our trails, and the many bikers seeking the results of what is being proposed. Loops also present a great opportunity for biking events for any community on the trail and would benefit all.

Using Google Earth and taking the liberty to create a route through Paynesville to Roscoe, and from Cold Spring through St John's University to Collegeville, I estimate the lengths of the different loops as follows:

85 miles: I-94/MN-4 to Paynesville to Cold Spring to Collegeville to start:

77 miles: Albany to Greenwald to Paynesville to Cold Spring to Collegeville to Albany

35 miles: I-94/MN-4 to Greenwald to Albany to start

The completed trail system would connect 20 Stearns county communities to a trail network totaling 195 miles. This network includes the following trails: Lake Wobegon, Glacial Lakes, Dairyland, Central Lakes, Lake Koronis Recreation, along with this proposed trail. Together, they extend out of Stearns County to Fergus Falls, Wilmar, Sibley State Park, and US-10 south of Little Falls. With the enthusiasm of our people and our cities, Stearns County could quickly establish itself as a statewide biking destination.

The list of the cities on the completed network include: Albany, Avon, Brooten, Cold Spring, Collegeville, Elrosa, Freeport, Greenwald, Holdingford, Lake Henry, Meire Grove, Melrose, New Munich, Paynesville, Richmond, Roscoe, Sauk Centre, St Cloud, St Joseph, and Waite Park.

We the undersigned have voted in favor of this petition.

City of Freeport,

Job Duty	Date	Initial
Well, tower, lift station, pond checks, water samples, get w/ Rural	Thurs 10/26/23	JL
water on wellhead protection plan, discharge sampling	"	JL
Well, tower, pond checks, garbages, shop maint, run equipment	FRI 10/27/23	JL
Well, tower, pond checks	SAT 10/28/23	JL
Well, tower, pond checks	SUN 10/29/23	JL
Well, tower, lift station, pond checks, water samples, switched lawn	MON 10/30/23	JL
mowers out to sweeper + blower, clean shop, garbages	"	JL
Well, tower, pond checks, water meter readings, evaluation	TUE 10/31/23	JL
look overs, shop maint, scraped snow city hall, bags at ponds	"	JL
gopher call, meeting with council meeting	"	JL
Well, tower, pond checks, reports to MPCA + MDH, gopher	Wed 11/1/23	JL
calls,	"	JL
Well, tower, lift station, pond checks, water samples, ran blower	THUR 11/2/23	JL
+ sweeper, shop work, gravel to pond road, bags, ponds	"	JL
Well, tower, pond checks, garbages, John Deere tractor to	FRI 11/3/23	JL
Farm center low tire - need to replace front 2 tire wearing	"	JL
there on inside -	"	JL
Well, tower, pond checks	SAT 11/4/23	JL
Well, tower, pond checks	SUN 11/5/23	JL
Well, tower, lift station, pond checks, water samples, bags ponds	MON 11/6/23	JL
got lift, discharge samples, garbages	"	JL
Well, tower, pond checks, gopher call, x mas lights ready	TUE 11/7/23	JL
Fixed street light.	"	JL
Well, tower, pond checks, Flushed dead ends, discharge	Wed 11/8/23	JL
samples,	"	JL
Well, tower, lift station, pond checks, water samples, close pond	THUR 11/9/23	JL
3 discharge, open pond 1 to 2, Fixed extensions, bags ponds	above	JL
Well, tower, pond checks, garbages. Holiday -	FRI 11/10/23	JL
Well, tower, pond checks	SAT 11/11/23	JL
Well, tower, pond checks	SUN 11/12/23	JL
Well, tower, lift station, pond checks, water samples, garbages,	MON 11/13/23	JL
hang x mas decorations, bags at ponds	"	JL
Well, tower, pond checks, Fixed outlet on 1 street light, Fixed	TUE 11/14/23	JL
cuts stop, gopher call, hauling chemical delivery ^{gas/motion} dialer alarm 2:30pm	"	JL
Well, tower, pond checks, bags at ponds, winterize finish at	Wed 11/15/23	JL
bullpack,	"	JL
Well, tower, lift station, pond checks, water samples, worked on	THUR 11/16/23	JL
Sweeper, clean brush truck, dialer alarm 10:30pm gas alarm/motion	"	JL



Building a Better World
for All of Us®

MEMORANDUM

TO: Freeport Mayor and City Council

FROM: Dave Blommel, PE (Lic. MN)

DATE: November 20, 2023

RE: Council Update
SEH No. FREEP GEN 14.00

Street Lighting

As we discussed in October, the street light bids are due on Thursday, November 30th. We are anticipating bids from 2 or 3 contractors for the work. Since we last met, the engineering department for the manufacturer of the lighting units determined that the existing fixtures are not well suited for transition to LED through the retrofit kits that were originally proposed. As the retrofit recommendation came directly from the manufacturer, they have agreed to provide all new fixtures to the City at the cost of the LED retrofit kit. This will result in all new lights on the poles for the same cost as the retrofit. This is about a \$50,000 savings.

Welle Country Acres

We are on track for submittal of plans to USDA by end of November. Once completed, the review will allow us to bid in January, per the most recent schedule. We will be bidding as a single combined project with USDA funding for all work except the streets.

Grant Applications

Letters of intent to apply have been submitted for the active transportation and transportation alternatives programs. We expect to hear back on both and to be invited for a full application in the next few weeks. The local road improvement program does not require a letter of intent and Jon and I will work on the formal submittal in time for the December 8th deadline. County sponsorship has already been obtained.

County Road 157

Stearns County is reconstructing County Road 157 between Freeport and Albany in either 2024 or 2025, depending on how some funding decisions line up. The County Engineer will be in contact with City staff regarding some cost sharing that could be required. No major improvements are planned in Freeport, and no utility conflicts have been identified.

dwb/mrb

x:\j\ffreep\common_council meeting\2023.11.20 m council update.docx

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

November 20, 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 October 26, 2023 through November 20, 2023, we have given significant attention to the following projects on behalf of the City of Freeport:

- **Welle Addition** – Prepared Declaration of Restrictions and purchase agreements for use with Welle's Country Acres Plat Four.

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: 11-22-23

Re: Public Safety Aid

Just so this item doesn't get lost in the shuffle, I wanted to bring it back to the agenda this month. Prepare to discuss usage of the public safety aid at the meeting.

Memo

From: Jon Nelson, Clerk-Treasurer

To: Freeport City Council

Date: 11-22-23

Re: Earned Sick and Safe Time

Earned Sick and Safe Time (ESST) is a new law that requires employers to offer a minimum amount of time off starting January 2024. The City of Freeport, for the most part, is compliant with our current PTO plan. The following changes will be made in addition to changing any other items that refer to *PTO* in our personnel policy to *ESST*.

~~Paid Time Off (PTO)~~ Earned Sick and Safe Time (ESST)

~~PTO~~ ESST replaces PTO and may be used as it is accrued for the purposes and persons identified in MN Statutes 181.9445, 181.9446, 181.9447, and 181.9448 (2003) and under the provisions as set forth in those statutes. This includes but is not limited to:

1. the employee's mental or physical illness, treatment or preventive care;
2. a family member's mental or physical illness, treatment or preventive care;
3. absence due to domestic abuse, sexual assault or stalking of the employee or a family member;
4. closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and
5. when determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.

Employees may use ESST for the following family members:

1. their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
2. their spouse or registered domestic partner;
3. their sibling, stepsibling or foster sibling;
4. their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
5. their grandchild, foster grandchild or step-grandchild;
6. their grandparent or step-grandparent;
7. a child of a sibling of the employee;
8. a sibling of the parents of the employee;
9. a child-in-law or sibling-in-law;
10. any of the family members (1 through 9 above) of an employee's spouse or registered domestic partner;
11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
12. up to one individual annually designated by the employee.

~~replaces individual sick leave, vacation leave, personal leave days and funeral leave plans and combines them into a single benefit program.~~ PTO ESST does not replace City observed holidays, jury duty, military leave, or court leave. Employees accrue ~~PTO~~ ESST based on length of service with the City. Employees will accrue ~~PTO~~ ESST during their training period.