



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

March 26, 2024 - Regular Meeting Agenda
Freeport City Hall - 7:00 pm

Call to Order

- I. Approve Agenda
- II. Public Forum
- III. Consent Agenda
 - a. February 20, 2024 Meeting Minutes (1-2)
 - b. Claims Report (3-5)
 - c. Sheriff's Report (6)
- IV. Reports
 - a. Clerk-Treasurer Report (7)
 - b. Fire Department Report (N/A)
 - c. Public Works Report (8)
 - d. Engineer Report (9-12)
 - e. Attorney Report (13)
- V. New Business
 - a. City Prosecution Contract Update – Janelle Kendall, Stearns County Attorney (14)
 - b. Freeport Streetscape Project – Policy Plans & Broad Tier Environmental Review (15-16)
 - i. **Resolution 2024-07** – Adopting Small Cities Development Grant Plans & Documents in the City of Freeport (17)
 - c. Lead Service Line Project (18)
- VI. Adjourn

Next Regular Meeting: April 30, 2024



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February 20, 2024 – Council 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 and Tim Hennen. Councilor Jake Renneker was absent.

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

AFSA Members in Attendance: Jim Cremers – City of St. Anthony; Brian Schneider – Albany Township; Randy Hartung, Jessica Donabauer, & Scot Laing – Krain Township; John Arnzen – City of St Rosa; Nate Arnzen – Millwood Township; Pete Welle – Oak Township

Others in attendance: Carol Moorman – Star Post; Cheryl Fuechtmann – Freeport Screen Printing; Rodney Atkinson, Jason Hoeschen, Branden Roering, & Larry Hoeschen.

Approve Agenda

- Hennen motioned to approve the agenda, seconded by Blake. Motion carried.

AFSA 2024 Annual Meeting

- Mayor Eveslage opened the AFSA Meeting.
- Nelson took roll call for the township and city representatives.
- Feldewerd reviewed the financial packet with AFSA members.
- Schneider motioned to approve the 2024 service agreement, seconded by Cremers. Motion carried unanimously.
- Chief Grieve thanked city staff, city council and fire department officers for their help in making the department run smoothly.
- N. Arnzen motioned to adjourn the AFSA meeting, seconded by Schneider. Motion carried unanimously.

Public Forum

- Public forum opened and closed without comment.

Consent Agenda

- Arnzen motioned to approve the consent agenda, seconded by Blake. Motion carried.

Reports

a. Clerk-Treasurer Report – Jon Nelson

- Mayor Eveslage and Nelson went to the MnDOT office in St Cloud to present the County Road 11 Sidewalk Project to the Regional Transportation Advisory Committee.
- Senator Pappas' office requested informational items from their I-94 overpass visit during the state senate bonding committee tour. These items will be used for discussion during the legislative session.
- The Public Accuracy Test will be held Wednesday Feb. 21 @ 1pm. PNP election will be March 5 from 7am-8pm.
- Wiseth was in town today to measure buildings for storm damage project.

b. Public Works – Public Works Director Loren Goebel

- Lead service line project will begin in the next couple weeks.

c. Engineer Report – City Engineer Dave Blommel

- Welle Four infrastructure project will be published in the paper tomorrow. Bid opening will be three weeks after that.
- Blommel suggested to look into if the city can incentivize participation in the lead service line project. Freeport will receive grant money from the state to partner with SEH to complete the project.
- Blommel asked for council's opinion on how much involvement they would like to see from SEH in the streetlight project. There will most likely be some unknowns once the project is started. Council asked that SEH be as conservative as possible with their involvement. Blommel will work on a proposal for the next meeting.

d. Attorney Report – Attorney Scott Dymoke

- Dymoke reviewed the contract with Expert Billing and found that we can end our contract with a 60-day notice. Nelson sent the letter to Expert via certified mail.

New Business

a. Overhead Door Replacement at Maintenance Garage

- Hennen provided an estimate of \$2,218.42 to replace the smaller, west end garage door with one of the larger garage doors that is being replaced during the hail damage project. This will open up the cold storage for storage of larger items. Arnzen motioned to approve replacing the garage door, seconded by Eveslage. Hennen abstained and motion carried.

b. 2023 Fourth Quarter Report

- Feldewerd reviewed the 2023 fourth quarter report with council.

Adjourn

Arnzen motioned to adjourn, seconded by Blake. Motion carried.

Mayor Mike Eveslage

Clerk-Treasurer Jon Nelson

03/21/24
11:36:15

CITY OF FREEPORT
Claim Details
For the Accounting Period: 3/24

Page: 1 of 3
Report ID: AP100

For doc #s from 5797 to 5828
* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
5797	829 ABDO	7,925.00							
1	484945 02/29/24 Payroll Prep - Feb 2024	425.00			101 41000	300		10100	
2	484577 03/01/24 Monthly Fee	7,500.00			101 41000	300		10100	
5798	581 ALEX AIR APPARATUS, INC	2,358.49							
1	INV-49346 02/13/24 Hose Strap/Wall Cabinet	303.00			225 42200	210		10100	
2	INV-49346 02/13/24 AED	2,055.49			225 42200	210		10100	
5799	777 ANDY GRIEVE	27.87							
1	02/09/24 Supplies	27.87			225 42200	210		10100	
5800	647 BADGER METER INC	27.18							
1	80153515 02/28/24 Beacon MBL Hosting Unit	13.59			601 43225	433		10100	
2	80153515 02/28/24 Beacon MBL Hosting Unit	13.59			602 43250	433		10100	
5801	876 DEVELOPMENT SERVICES, INC	2,297.50							
1	14099 03/06/24 2024 Streetlight Project	2,297.50*			407 46500	300		10100	
5802	123 DYMOKE LAW OFFICE, P.A.	320.00							
1	03/04/24 General Matters - Feb 2024	320.00			101 41000	302		10100	
5803	752 EXPERT BILLING LLC	189.00							
1	12006 12/30/23 7 Runs Billed - Sept 2023	189.00			225 42200	300		10100	
5804	641 FREEPORT ELECTRIC, INC	158.52							
1	5982 03/11/24 Repair 10th St Light	158.52			101 43160	311		10100	
5805	155 FREEPORT FARM CENTER, INC	231.03							
1	109096 02/21/24 Supplies	68.85			101 43100	220		10100	
2	W14169 02/28/24 Repairs - Street Sweeper	162.18			101 43100	220		10100	
5806	174 GOPHER STATE ONE CALL, INC	1.35							
1	4020409 02/29/24 Email Tickets - Feb 2024	1.35			601 43225	300		10100	
5807	577 GREAT PLAINS FIRE, INC	27,172.00							
1	8100 02/28/24 S54 SLi32" Spreader	14,168.00*			225 42200	580		10100	
2	8100 02/28/24 SC240 SLi NXT Gen Cut Blades	12,418.00*			225 42200	580		10100	
3	8100 02/28/24 Pulling Heads/Freight	586.00*			225 42200	220		10100	

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Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Line #	Check Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
5808	187 HAWKINS, INC	60.00							
1	6689292 02/15/24 Chlorine Cylinders	30.00			601 43225	440		10100	
2	6708865 03/14/24 Chlorine Cylinders	30.00			601 43225	440		10100	
5809	194 HENNEN LUMBER CO, INC	202.81							
1	02/01/24 Supplies	191.98			101 43100	210		10100	
2	02/01/24 Supplies	10.83*			225 42200	220		10100	
5810	826 INSPECTRON INC	2,120.53							
1	2022-343 07/06/22 Plan Review/Insp Q2 2022	2,120.53			101 42050	310		10100	
5811	219 JOANN TIMP	200.00							
1	03/21/24 Feb/Mar Cleaning	200.00			101 41000	300		10100	
5812	824 CAPITAL ONE TRADE CREDIT	25.96							
1	D84977 01/29/24 Supplies	25.96			101 43100	220		10100	
5813	269 MARCO	383.24							
1	35916199 02/09/24 Copier Payment	236.22			101 41000	410		10100	
2	36126468 03/11/24 Copier Payment	147.02			101 41000	410		10100	
5814	562 MINNESOTA DEPARTMENT OF HEALTH	718.00							
1	03/21/24 Service Fees 1/1/24-3/31/24	695.00			601 43225	431		10100	
2	03/21/24 Goebel Class C Water Cert Fee	23.00			601 43225	431		10100	
5815	309 MINNESOTA LIFE INSURANCE CO	3.40							
1	03/21/24 Goebel - Life Ins Mar 2024	1.70			101 43000	131		10100	
2	03/21/24 Goebel - Life Ins Apr 2024	1.70			101 43000	131		10100	
5816	655 MPCA	345.00							
1	1000017746 02/14/24 Annual Water Permit	345.00			601 43225	431		10100	
5817	389 RAMLER TRUCK & TRAILER REPAIR,	373.28							
1	RIO63477 03/04/24 Trk 404 - Oil Change	373.28*			225 42200	220		10100	
5818	418 SEH, INC	21,223.00							
1	461788 02/16/24 2020 Freeport Facility	1,552.00*			420 41000	300		10100	
2	461864 02/16/24 General Engineering	91.00			101 41000	300		10100	
3	463596 03/15/24 2020 Freeport Facility	19,580.00*			420 41000	300		10100	

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5819			440 STEARNS CO AUDITOR-TREASURER	417.20					
1	2024-00047	03/07/24 Assessments		322.20			101 41550	304	10100
2	2024-00047	03/07/24 TNT Charge		95.00			101 41000	350	10100
5820			809 VALLI INFORMATION SYSTEMS, INC	75.00					
1	93108	02/29/24 Online Monthly Maintenance		75.00			101 41000	300	10100
5822			877 W S & D PERMIT SERVICE	101.00					
1	03/21/24	Permit Refund #FRE24-038		101.00			101 32210		10100
5823			761 YAGER'S FIRE PROTECTION	395.00					
1	12839	02/28/24 Fire Ext Maintenance		77.50*			225 42200	220	10100
2	12840	02/28/24 Fire Ext Maintenance		317.50*			101 41000	220	10100
5824			529 LOREN GOEBEL	152.66					
1	03/08/24	Mileage Reimbursement		132.66*			101 43100	330	10100
2	03/08/24	Parking		20.00*			101 43100	330	10100
5825			834 JON NELSON	164.82					
1	03/24/24	Mileage for elections		164.82			101 41000	335	10100
5826			782 RMB ENVIRONMENTAL LABORATORIES	182.88					
1	D056586	03/11/24 Quarterly Influent		182.88*			602 43250	430	10100
5827			567 TRI-STATE PUMP & CONTROL INC	1,312.00					
1	444922	03/18/24 Annual Inspection		1,312.00			602 43250	300	10100
5828	E		861 JOSH PUNG	600.00					
1	03/21/24	Welded plow truck hookup/sweep		600.00			101 43100	220	10100
# of Claims 31				Total:	69,763.72				
Total Electronic Claims				600.00	Total Non-Electronic Claims	69163.72			

FREEPORT ALL CALLS

City	Date Received	Call #	Description
FREEPORT	02/17/2024 18:08:55	24012687	AGENCY ASSIST
FREEPORT	02/13/2024 14:48:57	24011482	BUSINESS ASSIST
FREEPORT	02/08/2024 01:11:29	24010103	DIRECTED PATROL
FREEPORT	02/28/2024 00:15:35	24015435	FALSE ALARM
FREEPORT	02/23/2024 17:45:14	24014329	FOLLOW UP
FREEPORT	02/15/2024 18:48:33	24012156	MATTER OF INFORMATION
FREEPORT	02/17/2024 18:04:26	24012686	MEDICAL EMERGENCY
FREEPORT	02/26/2024 01:37:31	24014904	MEDICAL EMERGENCY
FREEPORT	02/07/2024 15:53:04	24010002	MEDICAL EMERGENCY
FREEPORT	02/28/2024 00:26:10	24015442	MOTORIST ASSIST
FREEPORT	02/27/2024 18:18:57	24015389	TRAFFIC STOP
FREEPORT	02/25/2024 01:09:09	24014699	TRAFFIC STOP
FREEPORT	02/25/2024 16:21:30	24014815	TRAFFIC STOP
FREEPORT	02/12/2024 09:55:44	24011155	TRAFFIC STOP
FREEPORT	02/05/2024 14:58:57	24009439	TRAFFIC STOP
FREEPORT	02/01/2024 08:29:38	24008295	VERBAL DISPUTE

Memo

From: Jon Nelson - Clerk-Treasurer

To: Freeport City Council

Date: 3/22/24

Re: Clerk-Treasurer Report

1. Audit week is wrapping up.
2. A Welle Packet is available via email or at City Hall for parties interested in purchasing a lot. Let me know of any advertising ideas you may have for the lots.
3. I have been collecting estimates to repaint the gazebo across from City Hall. This was discussed at a meeting last fall.
4. The sign on the water tower is quite weathered. We should discuss removal and whether or not we would like to replace it in the future. Do a drive-by or check out Google Maps if you would like a better view.



View from 3rd St SE



View from I-94 exit

Job Duty	Date	Initial
Well, tower, pond checks, garbages, meeting city hall,	FRI 2/16/24	JH
Well, tower, pond checks	SAT 2/17/24	JH
Well, tower, pond checks	SUN 2/18/24	JH
Well, tower, l. Ft station, pond checks, water samples "Holiday"	MON 2/19/24	JH
Well, tower, pond checks, ammonia samples, Winnebago is here,	TUE 2/20/24	JH
clean sidewalk by screen print, council meeting	"	JH
Well, tower, pond checks, Filed paperwork, oil in sweeper, tightened	Wed 2/21/24	JH
hose on turf cat ^{hydraulic} oil leak, Fix light on turfcat, shop maint. -	"	JH
Well, tower, l. Ft station, pond checks, water samples, Rural water meeting	THUR 2/22/24	JH
clean sweeper, want thru records -	"	JH
Well, tower, pond checks, garbages, photo eye on light by Fishall	FRI 2/23/24	JH
note on door "closed" records for sewer line televising -	"	JH
Well, tower, pond checks	SAT 2/24/24	JH
Well, tower, pond checks	SUN 2/25/24	JH
Well, tower, l. Ft station, pond checks, water samples, garbages, Fire	MON 2/26/24	JH
extinguisher inspection, swept complex streets,	"	JH
Well, tower, pond checks, clean ^{pressure} doors at shop, clean floor drain	TUE 2/27/24	JH
Well, tower, pond checks, new hydraulic hose on sweeper,	Wed 2/28/24	JH
Well, tower, l. Ft station, pond checks, water samples, reports, opened	THUR 2/29/24	JH
door 3 dont work, put sweeper back together, Fire extinguishers back	"	JH
and put away,	"	JH
Well, tower, pond checks, garbages, water reports for MOH	FRI 3/1/24	JH
Filed paperwork. -	"	JH
Well, tower, pond checks	SAT 3/2/24	JH
Well, tower, pond checks	SUN 3/3/24	JH
Well, tower, l. Ft station, pond checks, water samples, garbages, meter	MON 3/4/24	JH
readings, water samples "Influent", MPCA reports - -	"	JH
Well, tower, pond checks, "school"	TUE 3/5/24	JH
Well, tower, pond checks "school"	Wed 3/6/24	JH
Well, tower, l. Ft station, pond checks, water samples, "school"	THUR 3/7/24	JH
Well, tower, pond checks, garbages, street lights 10 th street	FRI 3/8/24	JH
Well, tower, pond checks	SAT 3/9/24	JH
Well, tower, pond checks	SUN 3/10/24	JH
Well, tower, l. Ft station, pond checks, water samples, Fluoride	MON 3/11/24	JH
Fluoride , lead & Copper, meeting, garbages.	"	JH
Well, tower, pond checks, meetings, plow truck hoses. ^{Flush, hydrants}	TUE 3/12/24	JH
Well, tower, pond checks, new battery van, swept streets. Fluoride	Wed 3/13/24	JH
Well, tower, pond, l. Ft station checks, water samples, bid opening, l. Ft st	THUR 3/14/24	JH
#1 pump 2 issues called Tri State pump - dump sweeping - city hall meet.	"	JH