



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

August 27, 2024 - Regular Meeting Agenda
Freeport City Hall - 7:00pm

Call to Order

- I. Approve Agenda
- II. Public Forum
- III. Consent Agenda
 - a. July 30, 2024 Meeting Minutes (1-4)
 - b. Claims Report (5-7)
 - c. Sheriff's Report (8)
- IV. Reports
 - a. Clerk-Treasurer Report (9)
 - b. Fire Department Report (N/A)
 - c. Public Works Report (10)
 - d. Engineer Report (11-27)
 - e. Attorney Report (28)
- V. Old Business
 - a. Repainting Main St Gazebo (29)
 - b. Preliminary 2025 Budget (30-46)
- VI. New Business
 - a. Resolution 2024-14 Adopting Proposed 2025 Budget and Ordering Certifications of Proposed 2025 Levy to County Auditor (47)
 - b. Melrose Area Chamber of Commerce (48)
 - c. 2024 Second Quarter Report (49-74)
 - d. Smiley Tower Repairs (75-76)
- VII. Adjourn

Next Regularly Scheduled Meeting: September 24, 2024



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cityfrpt@albanytel.com

July 30, 2024 – Council Meeting Minutes

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

Staff in attendance: City Clerk-Treasurer Jon Nelson, Public Works Director Loren Goebel, Fire Chief Andy Grieve, Engineer Dave Blommel, & City Attorney Scott Dymoke

Others in attendance: Carol Moorman – Star Post, Dave Humbert, Isabelle Jaenicke, Carrie Jaenicke, Josh Jaenicke, Ellie Grieve, Sherry Eveslage, Grant Eveslage, Josie Eveslage, Rodney Atkinson, Cheryl Fuechtmann – Freeport Screen Printing,

Approve Agenda

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

Public Forum

- Mayor Eveslage recognized Ellie Grieve for being a member of the Melrose fastpitch team that took 4th place at the 2024 State American Legion Softball Tournament. He also recognized Isabelle Jaenicke for her 7th place finish in the triple jump event & Josie Eveslage for her 2nd place finish in the pole vault event at the 2024 MSHL State Track and Field Tournament.
- Atkinson requested an update on the 7th St SE ditch slope project. Blommel would like to see the project wait until September at this point but Mayor Eveslage wants to see it taken care of sooner than that due to the struggles that residents are having to go through to maintain their lawns after the road was reconstructed.
- Humbert expressed his concerns about the condition of the alley by the Manor Apartments. The alley is in very tough shape and it does not have proper drainage. Water is currently draining to the apartment's dumpster and it is getting so deep that you cannot open the gate to the dumpster because it is frozen shut in the winter. This also creates a slipping hazard for the residents when walking to the dumpster. He also requested speed bumps be installed in front of the apartments to slow traffic going to and from the church. Blommel will have an update on alleyways in his report.
- Fuechtmann asked for an update on the sidewalk situation in front of Freeport Screen Printing. Engineer Blommel and Nelson will meet with County Engineer Jodi Teich onsite this coming Friday to discuss.

Consent Agenda

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

Reports

a. Clerk-Treasurer Report – Jon Nelson

- Micah Pace, owner of the creamery building, has had his contract addendum signed by all his renters. Pace has requested that if anything is happening that is out of place at the creamery that authorities be called so he can have a documentation of the incidents if he needs to take action with any renters.
- Senior Center is in need of new management by the end of the year. Arnzen suggested to advertise in the paper and on Facebook to fill the position.
- Bids were opened at City Hall for the 2024 Reroof Project. Timpy's Services submitted the low bid of \$106,449.00. Timp's submittal was incomplete as he did not include a responsible contractor form in his packet. Nelson discussed with Dymoke, who suggested that we could still accept Timpy's Services low bid as the City of Freeport could accept a bid with irregularities at our discretion. Hennen motioned to waive the irregularity and accept the bid of \$106,449 from Timpy's Services, seconded by Arnzen. Motion carried.
- Nelson had a request to change the regularly scheduled October meeting to October 22. Arnzen motioned to move the meeting to this date, seconded by Renneker. Motion carried.
- Candidate filing for local offices began today and goes until August 13 at 5pm.
- The Pre-PAT test was held on Monday and the PAT test will be conducted tomorrow to ensure that our election equipment is properly functioning.

b. Fire Department Report – Fire Chief Andy Grieve

- 10 call last month – 6 medical, 2 fire, 1 mutual and 1 false alarm.
- New rescue van is in service. Final bill was around \$197,000, but we received \$75,000 in donations to offset and we already sold our old one for \$15,000 to Elrosa. Hennen motioned to move the \$15,000 from the sale of the old rescue van to the capital fund, seconded by Renneker. Motion carried.
- Grieve asked for approval to hire a new fire member. There is an anonymous candidate that is in the process of joining. Arnzen motioned to approve accepting an additional fire member, seconded by Blake. Motion carried.

c. Public Works Report – Public Works Director Loren Goebel

- Johnson Jetting finished cleaning the lines today. There is a line that runs behind Nick Arnzen's house to County Road 11 that has roots going in it. They ran a camera through it and were able to cut through most of it. Nothing is obstructing the flow of the water at the moment and they will take a look at it next year when back in town.

d. Engineer Report – City Engineer Dave Blommel

- Welle Four Update: Kuechle is done with water and sanitary lines. Lift Station is in the ground. Street work will begin next. Blommel requested that Council approve payment application #1 in the amount of \$462,485.33 to Kuechle Underground. Arnzen motioned to approve payment #1, seconded by Renneker. Motion carried.

- All items for the streetlight project have been delivered except for some wiring. We have a preconstruction meeting scheduled on August 6 and expecting construction to start the week of August 19. Blommel requested that council approve change order #1 in the amount of \$3,226.14 for prevailing wage requirements. Hennen motioned to approve change order #1, seconded by Blake. Motion Carried.
- We have received the final letter of support from the district engineer for CR 11 sidewalk. We are waiting for MnDOT to issue the notice to proceed with design.
- Blommel ran numbers for the alleys that are in need of repair. City Hall alley is estimated to cost \$100,000 to repair, Fire Hall \$50,000, and the manor alley will cost around \$65,000 plus the cost of storm sewer improvements. Council would like to see something done to temporarily repair the manor alley before winter.

e. Attorney Report – Attorney Scott Dymoke

- Dymoke prepared final documents and assisted Nelson with closing the sale of the improvement bond to USDA.

Old Business

a. Repainting Main St Gazebo

- A quote was accepted to repaint the gazebo on Main St. Council questioned if the repair of the cracked pole was included in the bid. Grandview said the repair is not part of the quote.
- Council directed Nelson to receive quotes from Arnzen Construction & Welding and Millwood Metalworks to repair the pole.

New Business

a. Resolution 2024-13 Establishing Debt Service Funds

- With the approval of new bonds issued it is necessary to establish new debt service funds No. 332 for 2024A GO Abatement Bond and No. 333 for 2024B Go Improvement Bond.
- Hennen motioned to approve Resolution 2024-13, seconded by Blake. Motion carried.

b. Preliminary 2025

- Feldewerd presented a preliminary budget for Council. We can expect to see a tax capacity increase but this information has not yet been released by the County. We can expect to have this information by the next meeting.
- Council parcel, seconded by Blake. Motion carried.

c. LMCIT Waiver Liability Form

- City Council discussed the waiver form. Hennen motioned to waive the monetary limits on municipal tort liability, seconded by Renneker. Motion carried.

d. Silversmith Data

- Nelson requested to join Silversmith Data which is an asset tracking company. Arnzen motioned to accept the Silversmith Data service agreement and to allow Nelson to purchase a device to use Silversmith Data in the field, seconded by Hennen. Motion carried.

e. Prosecution Contract

- Stearns County sent out a prosecution contract renewal for the years 2025-26 at the rate of \$1,600. Hennen motioned to accept the Stearns County Criminal Prosecution Contract for 2025 and 2026, seconded by Blake. Motion carried.

Adjourn

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

Mayor Mike Eveslage

Clerk-Treasurer Jon Nelson

08/22/24
11:54:26

CITY OF FREEPORT
Claim Details
For the Accounting Period: 8/24

Page: 1 of 3
Report ID: AP100

For doc #s from 5986 to 6015
* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5986	829	ABDO	7,970.00					
1	493833 07/31/24	Payroll Prep - July 2024	470.00			101 41000	300	10100
2	494134 07/31/24	Monthly Fee - July 2024	7,500.00			101 41000	300	10100
5987	647	BADGER METER INC	27.27					
1	80167219 07/30/24	Beacon MBL Hosting Unit	13.64			601 43225	433	10100
2	80167219 07/30/24	Beacon MBL Hosting Unit	13.63			602 43250	433	10100
5988	562	MINNESOTA DEPARTMENT OF HEALTH	729.00					
1	08/22/24	Service Fee 7/1/24-9/30/24	729.00			601 43225	431	10100
5989	111	DAVID DROWN & ASSOC	16,000.00					
1	00005942 08/02/24	Financial Consulting-2024A B	16,000.00			420 43100	300	10100
5990	123	DYMOKE LAW OFFICE, P.A.	576.00					
1	08/01/24	General Matters - July 2024	576.00			101 41000	302	10100
5992	155	FREEPORT FARM CENTER, INC	1,611.01					
1	W14210 08/06/24	Massy Ferguson Repairs	1,611.01*			101 43100	220	10100
5993	157	FREEPORT FIRE DEPT RELIEF ASSOC	879.00					
1	08/22/24	Lions-Horse Races	879.00*			225 42200	430	10100
5994	174	GOPHER STATE ONE CALL, INC	6.75					
1	4070408 07/31/24	Email Tickets - July 2024	6.75			601 43225	300	10100
5996	891	GRANITE CITY JOBBING	72.43					
1	405930 08/15/24	Paper Supplies	72.43			101 45200	210	10100
5997	187	HAWKINS, INC	30.00					
1	6836933 08/15/24	Chlorine Cylinders	30.00			601 43225	440	10100
5998	820	INDEPENDENT TESTING	1,710.00					
1	44169 07/31/24	Density Tests	1,025.00			420 43100	300	10100
2	44312 08/15/24	Lab Proctor/Gradation	685.00			420 43100	300	10100

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5999	219 JOANN TIMP		200.00					
1	08/22/24 August Cleaning		200.00			101 41000	300	10100
6000	670 JOHNSON JET-LINE, INC		6,536.11					
1	3991 07/31/24 Jetting&Vacuum-Sanitary Sewer		6,536.11			602 43250	311	10100
6001	834 JON NELSON		152.76					
1	08/14/24 Mileage - Election		152.76			101 41450	335	10100
6002	889 LAMER COMPANIES		500.00					
1	116202586 08/05/24 Bulletins		500.00*			101 41000	340	10100
6003	309 MINNESOTA LIFE INSURANCE CO		1.70					
1	08/22/24 Goebel-Life Insur-Sept 2024		1.70			101 43000	131	10100
6004	892 RAY STOERMAN		46.00					
1	08/22/24 Rmbrsmnt-FFD85-Ins Paid		46.00*			225 42200	430	10100
6005	782 RMB ENVIRONMENTAL LABORATORIES		20.00					
1	D064118c 08/12/24 Courier Charge		20.00			602 43250	460	10100
6006	543 SAFEGUARD BUSINESS SYSTEMS		653.90					
1	9005413583 08/02/24 Utility Postcard		326.95			601 43225	210	10100
2	9005413583 08/02/24 Utility Postcard		326.95*			602 43250	210	10100
6007	413 SCHLENNER WENNER & CO		278.40					
1	321435 06/30/24 EFTPS Setup & Payments		120.00			225 42200	300	10100
2	322037 07/31/24 2023 TIF Reporting		158.40			101 41000	300	10100
6009	825 TAFT STETTINIUS & HOLLISTER LLP		29,000.00					
1	6385575 07/30/24 GO TA Bond, Series 2024A		14,000.00*			420 43100	620	10100
2	6411906 08/16/24 Taxable GO Imprv Bond 2024B		15,000.00*			420 43100	620	10100
6010	809 VALLI INFORMATION SYSTEMS, INC		75.00					
1	95970 07/31/24 Online Monthly Maintenance		75.00			101 41000	300	10100
6011	860 DESIGN ELECTRIC, INC.		175,984.99					
1	08/22/24 2024 Street Lighting Project		175,984.99*			419 43160	310	10100

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6012		893 SILVERSMITH DATA	1,621.00					
1	418075 08/20/24	GPS Marking Tablet	1,621.00*			101 41000	210	10100
6013		245 KUECHLE UNDERGROUND, INC	175,430.75					
1	08/22/24	Welle County Acres Phase 4	175,430.75*			420 43100	310	10100
6014		894 HYDRONIC DISTRIBUTION CENTER,	445.00					
1	21406 08/12/24	Valve Set	445.00			101 43100	210	10100
6015		418 SEH, INC	36,062.41					
1	472441 08/16/24	2020 Freeport Facility Plan	35,954.41*			420 41000	300	10100
2	472471 08/16/24	2024 Street Lighting	108.00*			419 43160	300	10100
		# of Claims	28	Total:				457,632.46

FREEPORT ALL CALLS

City	Date Received	Call #	Description
FREEPORT	07/19/2024 14:52:04	24056182	AGENCY ASSIST
FREEPORT	07/23/2024 13:10:12	24057234	AGENCY ASSIST
FREEPORT	07/18/2024 11:53:08	24055883	ATTEND MEETING
FREEPORT	07/11/2024 13:43:52	24053730	BUSINESS ASSIST
FREEPORT	07/23/2024 12:51:10	24057228	CIVIL MATTER
FREEPORT	07/21/2024 08:37:16	24056700	COMMUNITY ENGAGEMENT
FREEPORT	07/29/2024 02:30:27	24058711	ELECTRICAL WIRES ARCING
FREEPORT	07/21/2024 17:14:30	24056804	ESCORT
FREEPORT	07/21/2024 13:43:45	24056755	FALSE ALARM
FREEPORT	07/21/2024 14:25:15	24056763	HIT AND RUN
FREEPORT	07/01/2024 21:13:42	24050945	MATTER OF INFORMATION
FREEPORT	07/14/2024 20:23:32	24054867	MEDICAL EMERGENCY
FREEPORT	07/25/2024 12:25:27	24057745	MEDICAL EMERGENCY
FREEPORT	07/26/2024 22:18:49	24058177	MOTORIST ASSIST
FREEPORT	07/19/2024 14:12:13	24056168	PERSONAL ASSIST
FREEPORT	07/21/2024 10:56:15	24056721	SPECIAL DETAIL
FREEPORT	07/20/2024 02:30:48	24056370	SUSPICIOUS VEHICLE
FREEPORT	07/21/2024 08:33:20	24056699	TRAFFIC STOP
FREEPORT	07/19/2024 22:02:12	24056310	TRAFFIC STOP
FREEPORT	07/16/2024 10:26:39	24055285	TRAFFIC STOP
FREEPORT	07/31/2024 18:24:55	24059505	TRAFFIC STOP
FREEPORT	07/04/2024 02:15:34	24051666	TRAINING ONLINE
FREEPORT	07/31/2024 17:21:04	24059488	VIOLENT OFFENDER TASK FC

Memo

From: Jon Nelson - Clerk-Treasurer

To: Freeport City Council

Date: 8/23/24

Re: Clerk-Treasurer Report

1. Primary elections were held on August 13.
2. We are getting ready to close on our first lot sale in Welle Four.
3. All asphalt roofs have been replaced for the City's reroof project. We can expect to see the metal replacement next spring. We will be receiving a check from LMCIT for the claim within the next week.
4. We are starting to put together a residential survey.
5. Reminder, we moved October meeting to October 22.

