



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

September 24, 2024 - Regular Meeting Agenda
Freeport City Hall - 7:00pm

Call to Order

- I. Approve Agenda
- II. Public Forum
- III. Consent Agenda
 - a. August 27, 2024 Meeting Minutes (1-4)
 - b. Claims Report (5-6)
 - c. Sheriff's Report (7)
- IV. Reports
 - a. Clerk-Treasurer Report (8)
 - b. Fire Department Report (N/A)
 - c. Public Works Report (9)
 - d. Engineer Report (10-15)
 - e. Attorney Report (16)
- V. New Business
 - a. Michelle Schmitz – Xcel Energy Community Relations: Meet and Greet (17)
 - b. Resolution 2024-15 – A Resolution Superseding 2024-14 and Adopting Proposed 2025 Budget and Ordering Certifications of Proposed 2025 Levy to County Auditor (18-19)
 - c. Freeport City Official Pay (20)
 - d. Clerk- Treasurer Jon Nelson's Annual Review (21)
- VI. Adjourn

Next Regularly Scheduled Meeting: **October 22, 2024**



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cityfrpt@albanytel.com

August 27, 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, Financial Advisor Ashley Feldewerd, & City Attorney Scott Dymoke

Others in attendance: Carol Moorman – Star Post, Rodney Atkinson, Jason Hoeschen, Cheryl Fuechtmann – Freeport Screen Printing, Joelene & Allen Wieling – Harvest Church and Melrose Area Chamber of Commerce, Pam Rue – President of Melrose Area Chamber of Commerce

Approve Agenda

- With the addition of claims #6016 & 6017, Arnzen motioned to approve the agenda, seconded by Renneker. Motion carried.

Public Forum

- Mayor Eveslage opened and closed the public form without comment.

Consent Agenda

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

Reports

a. Clerk-Treasurer Report – Jon Nelson

- Primary Elections were held August 13.
- The first Welle Four lot sale is set to close in September.
- All asphalt roofs have been replaced for the City reroof project.
- Administrative Assistant Tschida is working on a residential survey.
- Reminder that we moved the October meeting to October 22.
- Goebel & Nelson attended a regional safety group meeting this morning. The trainer came back to Freeport after the meeting to inspect city properties for OSHA compliance. The City was made aware of a few minor violations but received a clean report, overall.

b. Fire Department Report – Fire Chief Andy Grieve

- 4 medical calls last month. 2 were mutual aid with pumpers and 1 false alarm. Helped Melrose with the tornado that came through. The fire department also came back to Freeport and voluntarily helped clear downed trees around town. Grieve was asked if there was a dump site in town for the trees and advised that Council set a dump site next year for emergency events that involve tree clean up.
- Chris Herdering has been hired as a new member of the fire department.

c. Public Works Report – Public Works Director Loren Goebel

- Streetlight project is in progress.
- Kotzer will be in town next week to fix the alley behind the manor apartments. They will put crushed granite down.
- Tri-State Coatings can come this fall and remove the lift pipe and repaint where necessary on the Smiley Tower. Council can approve the Tri-State estimate in new business.

d. Engineer Report – City Engineer Dave Blommel

- Welle Four – The street base is close to grade, curb and gutter is expected to start next week. Arnzen motioned to approve payment application No. 2 to Kuechle in the amount of \$175,430.75, seconded by Renneker. Motion carried.
- Street Lighting – Project is underway. Xcel had to send crews to the Cities after storms hit so that will delay our project a bit. Arnzen motioned to approve the first payment to Design Electric in the amount of \$175,984.99 for materials and services performed to date, seconded by Hennen. Motion carried.
- CSAH 11 Sidewalk Repairs – Blommel met with Fuechtmann before the meeting to discuss repair and replacement options presented by Stearns County. Blommel recommended moving forward with our original plan of raising and grinding the sidewalk as needed to get it back to grade. Fuechtmann agreed that she would like to proceed. Nelson will send out letters to D’Lish, Freeport Screen Printing, & Uptown Hair to notify them that they will have 30 days to perform repairs on their own or the City will be repairing the sidewalk on their behalf through Granite City Concrete Raising and will send an invoice to each business for the portion of the repairs.
- New CSAH 11 South Sidewalk – Blommel presented a supplemental letter agreement in the amount of \$74,000.00 to design the sidewalk. This will be the only cost that the City will be liable for as the rest of the project will be paid by the Active Transportation Grant the city was awarded earlier this year. Hennen motioned to approve the SLA in the amount of \$74,000.00, seconded by Blake. Motion carried.

e. Attorney Report – Attorney Scott Dymoke

- Dymoke received a report this morning in regards to a failed compliance check performed at Pooch’s Corner Pub. The bartender failed to ID a minor and served the minor alcohol. Dymoke will discuss further next month since he was notified of the situation so close to the meeting.

Old Business

a. Repainting Main St Gazebo

- Nelson contacted Arnzen Construction and Millwood Metalworks as directed by Council to repair the cracked pole on the gazebo. Millwood Metalworks does not perform on-site repairs and Arnzen Construction provided an estimate of \$200 to repair the crack. Nelson accepted the estimate from Arnzen and the crack has been repaired.
- Nelson asked Council to discuss a color combination for the roof and paint. After discussion, Arnzen motioned to repaint the beams black and to keep the copper roof, seconded by Hennen. Motion carried. Nelson will update Grandview Painting on the decision and will get our project on the schedule.

b. Preliminary 2025 Budget

- Feldewerd reviewed the proposed 2025 budget. The tax rate is proposed to decrease by 2.17%. The Tax capacity has increased by 3.48% due to market changes and new construction. The two correlate with each other as the tax capacity increase helps the tax rate go down.

New Business

a. Resolution 2024-14 Adopting Proposed 2025 Budget and Ordering Certifications of Proposed 2025 Levy to County Auditor

- Hennen motioned to approve Resolution 2024-14, seconded by Renneker. Motion carried.

b. Melrose Area Chamber of Commerce

- Chamber Director J. Wieling and President Rue were present to discuss and dispel rumors that the Melrose Area Chamber of Commerce is trying to take away from the City of Freeport.
- Rue wanted to address rumors about the flower pots that were purchased by the Freeport Chamber of Commerce. The City did not purchase the flower pots, the Chamber has receipts showing they were purchased by the Chamber. The Art Council in Melrose expressed interest in starting a downtown beautification project that included the pots. They were taken out of storage where they had been for the past three years and placed in downtown Melrose. They plan on splitting the pots up between Melrose and Freeport next year.
- Rue also expressed that the chambers were combined due to low membership numbers and low participation from Freeport businesses with the Freeport Chamber of Commerce.
- Wieling would love to see an increase of chamber memberships and participation from Freeport businesses.
- Mayor Eveslage pointed out that Freeport businesses may feel excluded even just based off of the name of the newly combined chamber. Wieling expressed that she has thought about rebranding the name of the chamber to be more inclusive but it would be a lot of work to do so and she is worried that we would still be in the same situation we're in at the moment.

c. 2024 Second Quarter Report

- Feldewerd presented the 2024 Second Quarter Report to Council.

d. Smiley Tower Repairs

- Tri-State Coatings provided an estimate to remove the riser pipe and holders, and to plate the hole in the belly where the riser was removed in the amount of \$8,000.00.
- Renneker motioned to accept Tri-State Coatings estimate and requested that it come out of the water tower preservation fund, seconded by Blake. Motion carried.

Adjourn

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

Mayor Mike Eveslage

Clerk-Treasurer Jon Nelson

09/19/24
11:57:02

CITY OF FREEPORT
Claim Details
For the Accounting Period: 9/24

Page: 1 of 2
Report ID: AP100

For doc #s from 6025 to 6041
* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6025	829 ABDO		7,970.00					
1	495237 08/31/24 Payroll Prep - August 2024		470.00			101 41000	300	10100
2	494673 08/31/24 Monthly Fee - August 2024		7,500.00			101 41000	300	10100
6026	32 ARNZEN CONSTRUCTION, INC		158.89					
1	3051 08/22/24 Repair post at park		158.89			101 45200	220	10100
6027	647 BADGER METER INC		795.27					
1	80170315 08/29/24 Beacon MBL Hosting Unit		13.63			601 43225	433	10100
2	80170315 08/29/24 Beacon MBL Hosting Unit		13.64*			602 43250	433	10100
3	80170315 08/29/24 Mobile Read Module Srv Units		204.00			601 43225	433	10100
4	80170315 08/29/24 Mobile Read Module Srv Units		204.00*			602 43250	433	10100
5	80170315 08/29/24 User Login Auunal License Sv		180.00			601 43225	433	10100
6	80170315 08/29/24 User Login Annual License Sv		180.00*			602 43250	433	10100
6028	174 GOPHER STATE ONE CALL, INC		10.80					
1	4080409 08/31/24 Email Tickets - Aug 2024		10.80			601 43225	300	10100
6029	187 HAWKINS, INC		4,846.85					
1	6860908 09/12/24 Chlorine		960.74*			601 43225	440	10100
2	6860908 09/12/24 EJO-100-CL2-12 Ejector		477.24*			601 43225	440	10100
3	6860908 09/12/24 Hydroflusilicic Acid		506.87*			601 43225	440	10100
4	6860908 09/12/24 LPC-4		2,902.00*			601 43225	440	10100
6030	194 HENNEN LUMBER CO, INC		72.30					
1	INV133918 08/12/24 Concrete Mix		11.12			101 45200	210	10100
2	INV135856 08/21/24 Starter Strips		61.18			101 45200	210	10100
6031	820 INDEPENDENT TESTING		1,165.00					
1	44383 08/31/24 Density Test		225.00			420 43100	300	10100
2	44449 09/15/24 Concrete-Air/Slump/Compression		940.00			420 43100	300	10100
6032	219 JOANN TIMP		200.00					
1	09/17/24 August/September Cleaning		200.00			101 41000	300	10100
6033	776 KNIFE RIVER - NORTH CENTRAL		660.00					
1	1077312 08/26/24 Cold Mix Asphalt		660.00			101 43100	225	10100
6034	889 LAMER COMPANIES		500.00					
1	116287581 09/02/24 Bulletins		500.00*			101 41000	340	10100

09/19/24
11:57:02

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Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6035	258 LEAGUE OF MN CITIES		339.00					
1	411582 09/17/24 Membership Dues9/1/24-12/31/24		339.00			101 41000	434	10100
6036	896 REVERMANN LAW, P.A.		240.00					
1	7769 08/30/24 Attorney Services - Aug 2024		240.00			101 41000	302	10100
6037	782 RMB ENVIRONMENTAL LABORATORIES		182.88					
1	D065599 09/13/24 Quarterly Influent		182.88			602 43250	460	10100
6038	802 SCHERPING TREE & STUMP REMOVAL		550.00					
1	916308 08/20/24 30 yards of mulch		550.00			101 43100	311	10100
6039	897 STEARNS COUNTY ATTORNEY		1,600.00					
1	06/20/24 Criminal Prsctn Cntrct 25-26		1,600.00			101 15500		10100
6040	809 VALLI INFORMATION SYSTEMS, INC		75.00					
1	96394 08/31/24 Online Monthly Maintenance		75.00			101 41000	300	10100
6041	309 MINNESOTA LIFE INSURANCE CO		1.70					
1	09/19/24 Goebel-Life Insur-Oct 2024		1.70			101 43000	131	10100
		# of Claims	17	Total:	19,367.69			