



**Freeport City Council Regular Meeting Agenda**  
**Freeport City Hall • November 26, 2013 • 7:00 pm**

- 7:00pm I. Call to Order
- 7:00pm II. Open Public Forum (opportunity for members of the public to speak)
- 7:05pm III. Approve Agenda – *Motion to approve agenda*
- 7:06pm IV. Public Hearing to consider certifying special assessments for unpaid services
- 7:07pm V. Consent Agenda – *Motion to approve consent agenda*
- a. Approval of October 22, 3013 special meeting minutes; and
  - b. Approval of October 29, 2013 regular meeting minutes; and
  - c. Approval of November 12, 2013 special meeting minutes; and
  - d. Approval of claims paid November 21, 2013 (\$14,030.95)
  - e. Approval of claims to be paid dated November 22, 2013 (\$43,650.98)
- 7:08pm VI. Reports
- a. Clerk-Treasurer
  - b. Public Works Director
  - c. Engineer
- 7:23pm VII. Old Business
- a. Annual Limited Liability Coverage Waiver Renewal – *Motion to not waive limits*
- 7:24pm VIII. New Business
- a. Resolution 2013-028 – *Motion to approve Resolution 2013-028*
  - b. 2013 Audit Engagement Letter – *Motion to accept engagement for 2013 audit*
  - c. Employee Health Insurance – *Motion to dissolve current plan...*
  - d. Tri-County Human Society Agreement – *Motion to approve agreement*
  - e. New Snow Blower – *Motion to approve purchase of a new snow blower*
  - f. Budget Amendment – *Motion to approve budget amendments*
- 7:59pm IX. Other (Informational Only, No Action)
- a. Opportunity for Councilors to ask for items to be added to the next meeting agenda
- 8:00pm X. Adjourn – *Motion to adjourn*

Next Regular Meeting: December 17, 2013

FREEPORT CITY COUNCIL  
SPECIAL MEETING MINUTES  
October 22, 2013

A special meeting of the Freeport City Council was convened at 6:00 P.M. by Mayor Matt Worms with Council Members Ken Goebel, Ron Ritter and Carrie Goebel present (Rodney Atkinson arrived after meeting was convened).

Staff in attendance: Mason Schirmer and Attorney Adam Ripple (Rinke Noonan Law Firm).

The Pledge of Allegiance was said by those in attendance.

COUNCIL CONDUCT

Worms said the meeting was called to address Council Conduct and that meeting times had become excessively long and interruptions have become more frequent.

Atkinson calls-in saying he will be late.

Ripple provided Council with a memo addressing Meeting Management Techniques. Ripple said he is providing tools to help with meeting management and decorum. Ripple said an effective meeting is founded on respect for other members, the public and the process; and that should be the guiding principal. Ripple said the focus may be more on decorum.

Ripple said when meetings get out of control, Council should fall back on the techniques mentioned in the memo. Ripple said Robert's Rules of Order should be used as a tool to help stop meetings from dragging-on and stop conversation from being dominated. Ripple said meeting management is every member's responsibility.

Ripple said Freeport does not have a Code of Conduct. Ripple said some cities have adopted a code of conduct which are expectations of how council members should conduct themselves.

Ripple said Schirmer does a great job providing information to council members in the meeting packets. Ripple said it is okay to ask Schirmer for more information, if you need it. Worms said sometimes a council member does not read their packet and it is disrespectful to other council members. Ripple said expectations, such as reading meeting packets, can be put into writing as part of a code of conduct. Ripple said if agenda items are being tabled, that he hoped Council is providing specific direction on what information is needed to make the decision.

Council Member Rodney Atkinson arrives at 7:12 P.M.

Ripple said the Council operates at the will of the majority, so if one council member is not prepared, the rest of Council can still move forward.

Ripple said Council can impose time limits on speakers. Ripple said when council members speak excessively it becomes counterproductive. Ripple said any council member can make a

motion to end debate, after it is seconded you can call for the question and more debate would be out of order.

Ripple said another problem is when a council member continues to bring-up past topics. Atkinson asked about a motion to rescind. Ripple said the appropriate method is a motion to reconsider. Atkinson argued the use of each. Ripple said if use of such a motion is occurring often, council members should reconsider how Council is conducting business.

Atkinson asked why some things in Robert's Rules of Order are followed while others are not. Ripple recommended not getting hung-up on perfectly following Robert's Rules of Order. Ripple said the majority of council business can be handled using informal procedures and that consulting Robert's Rules of Order too much can be a sign of bigger issues. Ripple said trying to follow Robert's Rules of Order can take-away from the job of the Council of carrying-out the business of the city.

Worms asked when a roll call vote is used. Ripple said there are no requirements for when; however, it has been seen during difficult issues. Worms asked who can call for a roll call vote. Ripple said anyone may and that he has seen no contest to that yet.

C. Goebel asked about when it is appropriate to abstain. Ripple said any time you feel there is the appearance of impropriety.

Schirmer asked how items are pulled from the consent agenda. Ripple said any council member can request to do so.

Ripple addressed decorum by saying council members should have respect for everyone and that council members are here to carry out the business of the city. Ripple said everyone needs to act as adults and refrain from profanity. Ripple said side conversations are inappropriate as well as using cell phones during a meeting. Ripple said outside of a meeting, council members have very little authority.

Ripple said a code of conduct is valuable if council members are willing to put in the effort and have meaningful discussion. Ripple said if council members are not willing to call-out fellow council members when they act inappropriately, then a code of conduct is useless. Ripple said council members need to be genuinely concerned about meetings and conduct for it to be worthwhile. Ripple said a code of conduct would also help council members better understand how to interact with staff.

Worms asked about how to maintain order when citizens resist. Ripple said the job of the Mayor is to preside over the meeting and that it is the job of each of the council member's to support the mayor and move forward with business.

Atkinson asked about how to get topics on the agenda. Atkinson said when packets come out on Thursday and that only gives him Monday to ask questions. Schirmer said to Atkinson that it is his personal decision not to read the packet until after business hours on Friday.

Ripple said council can table decisions and give Schirmer direction to pull together the information needed to make a decision and that just because an item is on the agenda does not mean you have to struggle through it.

Worms said he would entertain a motion to research a code of conduct. C. Goebel said it would be a good idea to make it a practice to review such a code periodically, once it is approved. Ripple recommended doing so at the beginning of the year and could be done as part of a workshop. C. Goebel moved and K. Goebel seconded a motion to start the process of creating a code of conduct. Schirmer asked if Council wants Ripple to prepare the document or to just use the template from the League of Minnesota Cities. Atkinson said to use whatever is cheapest. Schirmer said to take this seriously, and if you're just going through the motions, don't bother. C. Goebel asked for examples. Ripple said he can provide examples.

Ripple said the code of conduct would be created by the direction of Council.

Atkinson asked Worms about the use of the gavel to maintain order between council members. Worms said council members need to have respect for each other, not to talk-over each other and or talk endlessly.

Worms asked if Ripple and Schirmer had the direction they needed. Schirmer said yes.

#### ADJOURNMENT

Worms moved and K. Goebel seconded a motion to adjourn. Motion carried 5-0. Meeting adjourned at 7:12 P.M.

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Mason Schirmer, City Clerk

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Matthew H. Worms, Mayor

FREEPORT CITY COUNCIL  
REGULAR MEETING MINUTES  
October 29, 2013

A regular meeting of the Freeport City Council was convened at 7:00 P.M. by Mayor Matt Worms with Council Members Ken Goebel, Ron Ritter, Carrie Goebel and Rodney Atkinson present.

Public in attendance: Carol Moorman (Melrose Beacon), Natascha Hennen (107 3<sup>rd</sup> St NW), Ben Ettle (312 1<sup>st</sup> Avenue North) and Lisa Schirmer.

Staff in attendance: Mason Schirmer and Dave Blommel.

The Pledge of Allegiance was said by those in attendance.

OPEN PUBLIC FORUM

No comments received.

APPROVE AGENDA

Schirmer recommended the following items be removed from the agenda: 1) Report - Public Works Director; 2) New Business - Closed Meeting; 3) New Business - Land Sale; and 4) New Business – Employee Benefits. Schirmer provided an updated list of claims to be paid totaling \$45,926.35. C. Goebel moved and K. Goebel seconded a motion to approve the agenda as amended. Motion carried 5-0.

CONSENT AGENDA

Ritter moved and C. Goebel seconded a motion to approve the consent agenda (9/24/13 regular meeting minutes; 10/15/13 special meeting minutes; claims paid 10/17/13 totaling \$18,294.49; claims paid 10/21/13 totaling \$5,431.15; and claims to be paid totaling \$45,926.35). Motion carried 5-0.

REPORTS

Clerk-Treasurer

Schirmer provided council members with a print-out of email messages and a memo regarding council member actions. Schirmer said he received inappropriate emails from Council Member Atkinson. Schirmer presented an email and pointed-out how it was intentionally created to be misleading, and pointed-out where Atkinson admitted how he [Atkinson] had created an email contact named ‘all council’ then emailed Schirmer and carbon copied (cc:) the ‘all council’ contact with a message saying he [Atkinson] was going to make a motion and described his reasoning for the motion. Schirmer said Atkinson’s apparent attempt to discuss city business outside of a public meeting would have been a violation of the open meeting law. Schirmer said he forwarded the message to legal counsel for advice. Schirmer said he received direction from legal counsel then emailed other council members with instruction not to participate in Atkinson’s discussion, so as to prevent an open meeting law violation. Schirmer said he then received another email from Atkinson saying that the initial email was a “test” and that he did not send his initial message to any council members because the ‘all council’ email contact was

actually his own personal email account. Schirmer said the email he received also included Atkinson saying that if there is an open meeting law violation, that he places the blame on Schirmer since Schirmer had emailed the other council members. Schirmer asked if Council had given Atkinson direction to send those inappropriate emails. Schirmer said Atkinson's actions were a misuse of staff time and cost the city money in legal services. Schirmer said the city's attorney Adam Ripple was concerned about Atkinson's actions, since Atkinson's actions directly contradict the information provided to Atkinson and all other council members during the recent special city council meeting regarding meeting management techniques and council conduct, held October 22, 2013.

Worms told Atkinson that Schirmer is a professional and instructed Atkinson to stop wasting Schirmer's time.

C. Goebel told Schirmer that she and the rest of the council members support him.

K. Goebel said he did not approve of Atkinson's actions.

Ritter said he had a personal experience with intimidation when his son's employer posted a specific newspaper article in a certain location. Ritter said he did not support Atkinson's actions.

Atkinson said he had tried repeatedly to get zoning policy information from Schirmer, and to have zoning specifically put onto a meeting agenda. Schirmer said no such request was ever submitted.

Schirmer reminded Council that on the current agenda under 'Other' is '316 8<sup>th</sup> St SE,' which was added at the request of Atkinson. Schirmer said the present discussion is about the abuse of staff time and that zoning questions would be out-of-order at this point in time.

#### Engineer

Blommel said the sidewalk panel in front of the Credit Union should be repaired soon.

#### OLD BUSINESS

##### Answers to Budget Workshop Questions

Schirmer presented a memo answering questions council members asked during the budget workshop meeting.

##### Errors & Omissions Insurance Statement

Schirmer presented a memo prepared by the city's Insurance Agent regarding errors and omissions coverage; the memo said such coverage could be purchased by the individual council member under their own personal umbrella coverage.

##### DEED Grant Application Status

Schirmer said the grant application submitted to DEED for funds to redevelop the Freeport Creamery site was rejected. Schirmer said the DEED representative said the decision was due to a poorly prepared application. Schirmer said the application was prepared by Heidi Pepper of SEH, the city's engineering firm. Schirmer said Pepper apologized and said she will put more

effort into the next attempt. Schirmer said he will review the application himself prior to resubmitting.

#### Famo Feed, Inc. Tax Abatement Termination

K. Goebel moved and C. Goebel seconded a motion to terminate the tax abatement agreement with Famo Feed, Inc. Motion carried 4-0 (Worms abstained).

#### NEW BUSINESS

##### Resolution 2013-025

Worms moved and C. Goebel seconded a motion to approve Resolution 2013-025 Capitalization Policy. Motion carried 5-0.

##### Resolution 2013-026

C. Goebel moved and Ritter seconded a motion to approve Resolution 2013-026 Resolution Appointing Election Judges For Special Primary Election. Motion carried 4-0 (K. Goebel abstained).

#### Annual Limited Liability Coverage Waiver Renewal

Atkinson moved to waive monetary limits on tort liability and increase from \$500,000 to \$1.5 million. C. Goebel said that is not an option. Schirmer explained the liability coverage waiver form and said the city has traditionally chosen not to waive monetary limits on tort liability. Atkinson said he wants to waive monetary limits on tort liability and purchase excess liability coverage. Atkinson said the more insurance the city buys, the more the city can be sued for. Atkinson cited an incident at Holidazzle in Minneapolis as the reasoning for his desire to purchase excess liability coverage, so that injured parties could have more money if they sued. Schirmer said Atkinson's reasoning sounded personal. Lisa Schirmer asked if the decision is in the best interest of the City. Worms said purchasing more insurance is just spending more city money. Atkinson said it is the right thing to do. Worms asked if the decision is being made to protect the city's funds and assets, since you're still spending the city's money to buy the excess insurance. Schirmer suggested asking the city's insurance agent for more information if needed. Worms said with no second the motion by Atkinson dies. K. Goebel said the decision should be tabled until next meeting.

#### Fire Department Officer Appointments

Ritter moved and C. Goebel seconded a motion to approve the appointments of Dean Jungles to Chief, Natascha Hennen to First Assistant Chief, and Jason Hoppe to Second Assistant Chief effective 1/1/2014 for a term of two years as per Resolution 2013-009. Motion carried 5-0.

#### OTHER

##### Letter regarding activities for children

Schirmer presented a letter received anonymously asking that the City consider adding more things to the community for children to do.

##### 316 8<sup>th</sup> St SE (as requested by Council Member Rodney Atkinson)

Atkinson said he was concerned about house repairs being done using an expired building permit. Atkinson said he was also concerned over how the property owner acted towards

Schirmer. Atkinson said he questioned the likelihood that the repairs were due from the same storm event. Atkinson said he is concerned about property owners not following the rules and getting permits as necessary and that he is concerned about how the City enforces building permits.

Worms said the City has Dan Marthaler as the Building Official and that the City Council relies on Marthaler's opinion. Worms said Marthaler had no objection to the work being done at 316 8<sup>th</sup> St SE.

Opportunity for Council Members To Ask For Items To Be Added To The Next Meeting Agenda

None.

ADJOURNMENT

Worms moved and K. Goebel seconded a motion to adjourn. Motion carried 5-0. Meeting adjourned at 7:59 P.M.

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Mason Schirmer, City Clerk

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Matthew H. Worms, Mayor



FREEPORT CITY COUNCIL  
SPECIAL MEETING MINUTES  
November 12, 2013

A special meeting of the Freeport City Council was convened at 7:00 P.M. by Mayor Matt Worms with Council Members Ken Goebel, Ron Ritter, Carrie Goebel and Rodney Atkinson present.

Public in attendance: Carol Moorman (Melrose Beacon), Ben Ettle (312 1<sup>st</sup> Ave N), Jim Hemker (EDA Member) and Mark Middendorf (711 Main St E).

Staff in attendance: Adrianna Hennen.

The Pledge of Allegiance was said by those in attendance.

RESOLUTION 2013-027

Worms said Council is asked to consider the sale of Lot 01 Block 01 Freeport Industrial Park Plat 6 to Carr's Tree Service, Inc. Worms said the buyer will be constructing a building that will consist of space for cold storage and an office area.

Hemker said the buyer is not applying for either Tax Increment Financing or Tax Abatement.

C. Goebel said she was concerned about the minimal earnest money amount stated within the purchase agreement. Hemker said the EDA gave Schirmer the authorization to prepare the purchase agreement with legal counsel, and that the EDA feels the agreement is sufficient.

Atkinson asked what Council is here to do. Hennen said a resolution is in their meeting packet.

C. Goebel moved and K. Goebel seconded a motion to approve Resolution 2013-027 Sale and Conveyance of Real Property to Carr's Tree Service, Inc. Motion carried 5-0.

ADJOURNMENT

Worms moved and C. Goebel seconded a motion to adjourn. Motion carried 5-0. Meeting adjourned at 7:13 P.M.

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Mason Schirmer, City Clerk

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Matthew H. Worms, Mayor

1158-1173 (11)

11/21/13  
08:30:05CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 11/13Page: 1 of 2  
Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1161		15 ALBANY MUTUAL TELEPHONE	380.56					
	10149282	11/01/13 8362112	88.43			101 41000	320	10100
	10149282	11/01/13 8367158	39.83			101 41000	320	10100
	10149282	11/01/13 8362411/8362413	75.36			225 42200	320	10100
	10149282	11/01/13 8362685	19.42			601 43225	320	10100
	10149282	11/01/13 8362685	19.42			602 43250	320	10100
	10149282	11/01/13 8362116	71.04			101 41000	320	10100
	10149282	11/01/13 8362278	67.06*			101 43100	320	10100
		Total for Vendor:	380.56					
1173		76 CENTRAL MINNESOTA CREDIT UNION	328.34					
	10/31/13	Beacon	2.00*			101 41000	433	10100
	10/31/13	Mills Fleet-supplies	3.06			225 42200	220	10100
	10/31/13	Postage	33.00			601 43225	200	10100
	10/31/13	Postage	33.00*			602 43250	200	10100
	10/31/13	Ball Park water line	24.26*			601 43225	210	10100
	10/31/13	Fuel-Schmidty's	64.47			101 43100	215	10100
	10/31/13	Fasteners	5.51			601 43225	220	10100
	10/31/13	Thermostats	75.86*			101 43100	430	10100
	10/31/13	Fuel-Schmidty's	97.18			101 43100	215	10100
	10/31/13	Reverse fee	-10.00			101 41000	430	10100
		Total for Vendor:	328.34					
1166		609 CITY OF FREEPORT	184.10					
		Permit city hall shingling	91.60*			409 49240	366	10100
		Permit senior citizen center	92.50*			409 49240	366	10100
		Total for Vendor:	184.10					
1162		588 ECM PUBLISHERS, INC.	228.75					
	36413	10/20/13 EDA add 3x5	162.75			300 46500	430	10100
	38869	10/27/13 EDA add 2x3	66.00			300 46500	430	10100
		Total for Vendor:	228.75					
1160		145 FINKEN WATER CENTERS	16.03					
	11/01/13	Rental water softener	15.00			101 41000	450	10100
	11/01/13	Sales Tax	1.03			101 41000	450	10100
		Total for Vendor:	16.03					
1159		387 RAHNS OIL & PROPANE, INC	701.61					
	10/31/13	City	219.17			101 43100	215	10100
	10/31/13	Fire Dept	424.39*			225 42200	215	10100
	10/31/13	EDA	58.05			300 46500	210	10100
		Total for Vendor:	701.61					

11/21/13  
08:30:05

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 11/13

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Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1167		389 RAMLER TRUCK & TRAILER REPAIR, W1027962 11/14/13 Snow plow maintenance	495.61 495.61*			101 43100	401	10100
		Total for Vendor:	495.61					
1164		418 SEH, INC. 274032 10/15/13 new water tower and main loop	10,150.75 10,150.75*			415 43100	300	10100
		Total for Vendor:	10,150.75					
1172		425 SIGNCO LLC 6668 10/03/13 Fire Hall Sign	140.05 140.05*			225 42200	430	10100
		Total for Vendor:	140.05					
1165		432 ST. CLOUD TECHICAL COLLEGE 00133200 06/13/13 Fire Fighter Training	1,375.00 1,375.00			225 42200	330	10100
		Total for Vendor:	1,375.00					
1158		437 STAR PUBLICATIONS LLC 130668 10/30/13 Public Accuracy Test Notice 130668 10/30/13 Notice of public hearing	30.15 13.40* 16.75*			101 41450 101 41800	350 350	10100 10100
		Total for Vendor:	30.15					
		Total:	14,030.95					
			14,030.95					

Authorized by: \_\_\_\_\_

11/22/13  
12:06:09

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 11/13

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Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1180		38 ATKINSON WELL & PUMP LTD.	5,941.00					
	2056	10/24/13 Tower Well (pipe and valve)	5,941.00*			415 43100	300	10100
		Total for Vendor:	5,941.00					
1178		84 CITI LITES, INC.	21.00					
	43667	Locating Electrical	21.00*			101 43160	300	10100
		Total for Vendor:	21.00					
1177		107 DANNY'S DISPOSAL & RECYCLING,	125.09					
	11/01/13	Trash & Recycling	29.09			225 42200	383	10100
	11/01/13	Trash & Recycling	96.00*			101 43100	383	10100
		Total for Vendor:	125.09					
1192		120 DOROTHY VAN HEEL	90.00					
	11/19/13	Special Primary (Dorothy)	90.00*			101 41450	105	10100
		Total for Vendor:	90.00					
1195		167 GAIL OSENDORF	180.00					
	11/19/13	Special Primary (Gail)	180.00*			101 41450	105	10100
		Total for Vendor:	180.00					
1176		174 GOPHER STATE ONE CALL, INC.	39.25					
	82307	10/31/13 Locates	19.63			601 43225	300	10100
	82307	10/31/13 Locates	19.62*			602 43250	300	10100
		Total for Vendor:	39.25					
1181		179 GRANITE ELECTRONICS, INC.	155.64					
	248372	10/31/13 Pager Repair	137.82			225 42200	245	10100
	248371	10/31/13 Pager Repair	17.82			225 42200	245	10100
		Total for Vendor:	155.64					
1179		188 HD SUPPLY WATERWORKS, LTD.	2,419.47					
	B449057	10/24/13 4" Water Meter	2,394.59			415 43100	510	10100
	B639168	10/18/13 Gaskets, Bolts & Nuts	24.88			415 43100	510	10100
		Total for Vendor:	2,419.47					
1185		189 HEALTH PARTNERS	1,696.40					
	44955394	11/06/13 Mason Schirmer	729.60			101 41400	130	10100
	44955394	11/06/13 Jon Stueve	966.80*			101 43000	130	10100
		Total for Vendor:	1,696.40					
1186		199 HILTNER COMPANY, INC	1,242.66					
	2065	10/21/13 Repair Truck #406	433.88			225 42200	401	10100
	2060	09/27/13 Repair Pumper #405	464.55			225 42200	401	10100
	2058	09/30/13 Repair Watertruck #408	344.23			225 42200	401	10100
		Total for Vendor:	1,242.66					

11/22/13  
12:06:09

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 11/13

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Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1191		569 IRENE GOEBEL	60.00					
	11/19/13	Special Primary (Irene)	60.00*			101 41450	105	10100
		Total for Vendor:	60.00					
1190		570 JEANETTE THELEN	54.00					
	11/19/13	Special Primary (Jeanette)	54.00*			101 41450	105	10100
		Total for Vendor:	54.00					
1174		218 JIM NOTCH CONSTRUCTION	1,100.00					
	506929 10/24/13	Uptown Shelter	2,000.00*			409 49240	366	10100
	506929 10/24/13	City Hall Over-Charged	-900.00*			409 49240	366	10100
		Total for Vendor:	1,100.00					
1189		230 JOYCE HOESCHEN	171.00					
	11/19/13	Special Primary (Joyce)	171.00*			101 41450	105	10100
		Total for Vendor:	171.00					
1188		237 KEN GOEBEL	25.99					
	11/13/13	LBAE Training	25.99			101 41100	335	10100
		Total for Vendor:	25.99					
1194		254 LAURA HOESCHEN	48.00					
	11/19/13	Special Primary (Laura)	48.00*			101 41450	105	10100
		Total for Vendor:	48.00					
1199		257 LEAGUE OF MN CITES INSURANCE	21,349.00					
		Coverage from 10/28/2013 - 10/28/2014)						
	45235 11/06/13	Auto Liability	2,440.00*			225 42200	361	10100
	45235 11/06/13	Auto Liability	854.00*			101 41000	361	10100
	45235 11/06/13	Municipal Liability	5,497.00*			101 41000	361	10100
	45235 11/06/13	Municipal Liability	1,479.00			602 43250	361	10100
	45235 11/06/13	Property Liability	2,050.00*			101 41000	361	10100
	45235 11/06/13	Property Liability	458.00*			225 42200	361	10100
	45235 11/06/13	Property Liability	967.00*			601 43225	361	10100
	45235 11/06/13	Property Liability	205.00			602 43250	361	10100
	45235 11/06/13	Property Liability	4,965.00*			101 45200	361	10100
	45235 11/06/13	Property Liability	1,463.00*			101 43100	361	10100
	45235 11/06/13	Mobile Prop >\$25k Liab	362.00*			101 43100	361	10100
	45235 11/06/13	Unsched <\$25k Liab	208.00*			101 43100	361	10100
	45235 11/06/13	Bonds	200.50*			101 41000	361	10100
	45235 11/06/13	Bonds	200.50*			225 42200	361	10100
		Total for Vendor:	21,349.00					

11/22/13  
12:06:09

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 11/13

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Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1196		274 MARY ANN LAING	220.50					
	11/19/13	Special Primary (Mary Ann)	220.50*			101 41450	105	10100
		Total for Vendor:	220.50					
1193		596 MASON SCHIRMER	64.42					
	11/19/13	Pickup and Return Ballots	64.42*			101 41450	335	10100
		Total for Vendor:	64.42					
1200		562 MINNESOTA DEPARTMENT OF HEALTH	408.00					
	4th Qtr	Service Connection Fee	408.00*			601 43225	431	10100
		Total for Vendor:	408.00					
1187		309 MINNESOTA LIFE INSURANCE CO.	4.00					
	11/14/13	Mason Schirmer	2.00			101 41400	131	10100
	11/14/13	Jon Stueve	2.00			101 43000	131	10100
		Total for Vendor:	4.00					
1175		355 NVB BUILDERS	4,500.00					
		Senior Citizens Building Roof	4,200.00*			409 49240	366	10100
		Dumpster at Senior Citizens Ce	300.00*			409 49240	366	10100
		Total for Vendor:	4,500.00					
1197		433 ST. CLOUD TIMES	207.81					
	12/1/13 - 11/30/14		207.81*			101 41000	351	10100
		Total for Vendor:	207.81					
1182		488 TRI-COUNTY HUMANE SOCIETY	53.69					
	08/07/13	Cat	53.69*			101 42000	316	10100
		Total for Vendor:	53.69					
1184		507 UTILITY CONSULTANTS, INC.	455.50					
	84748 11/01/13	Testing	455.50*			601 43225	460	10100
		Total for Vendor:	455.50					
1183		516 WEBER PRINTING	282.15					
	10/28/13	Letterhead and Envelopes	282.15			101 41000	210	10100
		Total for Vendor:	282.15					
1198		525 XCEL ENERGY	2,736.41					
	391163530 11/15/13	10/03-11/02	121.39*			601 43225	381	10100
	389654266 11/04/13	10/03-11/02	763.51			101 43160	381	10100
	389631823 11/04/13	10/03-11/02	368.06*			601 43225	381	10100
	389631823 11/04/13	10/03-11/02	60.21			101 43160	381	10100
	389631823 11/04/13	10/03-11/02	216.70*			101 41000	381	10100
	389631823 11/04/13	10/03-11/02	47.39			101 43100	381	10100
	389631823 11/04/13	10/03-11/02	22.07			602 43250	381	10100

11/22/13  
12:06:09

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 11/13

Page: 4 of 4  
Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	389631823	11/04/13 10/03-11/02	299.84*			601 43225	381	10100
	389631823	11/04/13 10/03-11/02	24.41			602 43250	381	10100
	389631823	11/04/13 10/03-11/02	84.90			225 42200	381	10100
	389631823	11/04/13 10/03-11/02	710.51			101 43160	381	10100
	389631823	11/04/13 10/03-11/02	17.42			602 43250	381	10100
		Total for Vendor:	2,736.41					
	# of Claims	27	Total:	43,650.98				
				43,650.98				

# Memo

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From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: November 22, 2013

Re: Clerk's Report

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- I. Danny's Disposal & Recycling rates increasing (the notice is included along with this memo).
- II. The proposed fence ordinance is included along with this memo for your review. If acceptable, a public hearing would be scheduled in the next 1-2 months and it would be proposed for adoption.
- III. Also, the most recent 2013 budget is provided along with this memo.
  - a. EXPENDITURES
    - i. P/T wages to increase with the addition of:
      - 1. \$.50 per hour increase after Jan 1<sup>st</sup> to Ryan Hoelscher. After being hired October 2011, he has yet to receive any increase in pay to acknowledge his successful completion of the 6-month training period.
      - 2. \$.50 per hour increase after Jan 1<sup>st</sup> to Adrianna Hennen. Increase in pay would be an acknowledgement of successful completion of the 6-month training period.
    - ii. Increase in Training for both Legislative (Council Members) and Executive (Mayor). This line item may have been underfunded in the past and the training opportunities are described in the budget notes.
    - iii. Increase in Mileage & Reimbursement. This line item relates directly to Training.
    - iv. Health Insurance budgeted for \$10,000. Health Insurance is discussed in new business; see Health Insurance memos in this packet for more information.
  - b. REVENUES
    - i. General Property Taxes increased from previous budget presented to account for the increases in expenditures.
    - ii. Fund 315 General Property Taxes reduced to 0; will use the proceeds from the recent land to eliminate originally budgeted \$12,500 levy.
- IV. An email from a resident regarding children entertainment is also included along with this memo.
- V. A resident of the Manor recently asked if a light could be added to the alley behind the manor. After speaking with John Wilson at Xcel, he said a 100 watt security light can be added to the electrical pole presently standing in the alley. The cost would be \$7.18 per month + tax and could be installed as soon as two weeks. Alley security lighting is not a common practice, does the City wish to incur the cost of the light or should it be a property owner's responsibility?



## DANNY'S DISPOSAL & RECYCLING, INC

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38084 Thunder Road  
Melrose, MN 56352  
Phone (320) 836-2700  
Fax (320) 836-2947

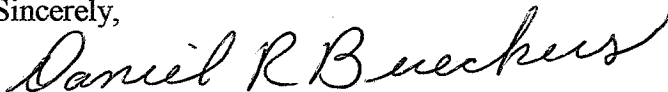
October 30, 2013

City of Freeport  
125 Main Street East Box 301  
Freeport, MN 56331

Dear Matt,

Due to the increase in dumping fees and cost of operation we will need to adjust our rates. Freeport residents will notice a \$2.00 increase in their garbage bills starting with their December billing. If you have any question please feel free to contact us at 320-836-2700 or 320-250-2196.

Sincerely,



Daniel R Bueckers  
Danny's Disposal & Recycling, Inc.

**CITY OF FREEPORT, MINNESOTA  
ORDINANCE 2013-01**

**AN ORDINANCE REPEALING AND REPLACING SECTION 500.45 OF CHAPTER V OF THE  
CITY CODE RELATING TO FENCING, SCREENING, AND LANDSCAPING**

- I. THE CITY COUNCIL OF THE CITY OF FREEPORT, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH AND WELFARE, HEREBY ORDAINS SECTION 500.45 OF CHAPTER V OF THE CITY CODE IS HEREBY REPEALED IN ITS ENTIRETY AND REPLACED WITH THE FOLLOWING:**

**500.45 Fencing, Screening, and Landscaping.**

**Subdivision 1. Fencing; residential/commercial/landscape.**

- a) Permit Required.
  - 1. All permanent fences require a zoning permit from the City Zoning Administrator.
  - 2. Fences exceeding six (6) feet in height require approval from the City Zoning Administrator and issuance of a building permit.
  - 3. Permit Application. Application for a zoning and/or building permit shall be on an approved form and shall include:
    - i. The name, address (property and mailing), and phone number of the Applicant.
    - ii. The name, address, and phone number of the Property Owner, if different than the Applicant.
    - iii. A site plan illustrating the proposed location(s) of the fence on the subject property in relation to property lines, existing buildings, and other pertinent information.
    - iv. A written description of proposed fence materials.
    - v. Applicant and Property Owner signatures.
    - vi. A fee as may be specified by the City Council.
- b) Exemptions. The following are exempt from this Ordinance.
  - i. Snow fences erected and/or maintained between November 1 and April 10.
  - ii. Temporary fences associated with short-term events erected for a maximum of 10 days.
  - iii. Underground fences for animal control.

- iv. Fences used for containment of farm animals within the Agricultural/Rural Residential District.
- v. Silt fences when required by a Professional Engineer licensed in the State of Minnesota and/or the Building Official.
- vi. Ornamental fences composed of typical fence materials and erected solely as a landscaping enhancement and not for containment or screening purposes.
- vii. Fences or fence panels not exceeding six (6) feet in length and not reasonably contiguous.
- viii. Fences associated with public safety emergencies or operations.

c) Prohibited Fences. The following are prohibited fences in any and all zoning districts

- i. Fences with metal sheathing.
- ii. Barbed wire, chicken wire, high tensile, electric wire, woven wire, or other livestock fencing, except if the property is zoned Agricultural/Rural Residential District.
- iii. A series of gates.
- iv. Fences including creosote lumber.
- v. Living fences consisting of invasive plant species or harboring pests and/or rodents.
- vi. Makeshift, flimsy materials, or material such as paper, twine, rope, tin, webbing, and the like, except when used for traffic control or police security.
- vii. Any fence which is or has become dangerous to the public safety, health, or welfare.
- viii. Fences with components not designed or intended for employment as fence material, including, but not limited to, garage doors, tires, pallets, sheet metal, ribbed steel, metal siding, corrosive metal, solid (i.e. more than ninety percent (90%) opaque) metal, galvanized ribbed steel, household items (appliances, fixtures, furniture), and the like.

d) Fence Standards Applicable to All Fences. The following standards apply to fences in all zoning districts.

- i. Enclosed fences must have a minimum of two access gates.

- ii. Unless otherwise defined in this Section, fences shall be located no closer than two (2) feet from any side or rear yard lot line on the property of the person constructing or causing the construction of the fence. The two foot setback is required to allow the owner of the fence sufficient access to maintain both sides of the fence, to include the control of grass and weeds along the fence line.
- iii. Fences in the front yard shall meet setback requirements of the applicable zoning district.
- iv. Fences in rear abutting alleys shall be place a minimum of five (5) feet from the property line.
- v. Height.
  - 1. Fences in residential zoning classifications shall not exceed six (6) feet in height and in the case of grade separation, the highest must be determined on the basis of measurement from the average point between the highest and lowest grade.
  - 2. Fences in commercial and/or industrial zoning classifications shall not exceed eight feet in height unless a Conditional Use Permit is issued by the City Council.
- vi. Clear Sight Triangle Required. Location.
  - 1. A fence, wall, structure, coniferous tree or obstruction greater than thirty (30) inches in height may not be erected, established, or maintained on a corner lot within a designated sight triangle.
  - 2. Said sight triangle is defined as being bounded by lot lines and a line connecting points on each lot line 20 feet from the intersection of the lot lines.
  - 3. The sight triangle requirement does not apply to chain link fences with openings of one and five-eighths (1-5/8) inches to two (2) inches which do not exceed forty eight (48) inches in height.
  - 4. The sight triangle requirement does not apply to the "C-1" District.
- vii. Fences may be placed in a City utility and/or drainage easement at the sole expense of the property owner. In the event access to the easement is required, the City shall reserve the right to remove the fence without notice and solely at the owner's expense. Replacement of any fence placed in an easement shall be the sole expense of the property owner.
- viii. Living fences shall not exceed six (6) feet in height and shall be maintained by the property owner, except that the owner of adjacent property may trim or prune parts of the living fence that extend onto their property.

- ix. Fences must be built so the “best side” is facing out. It shall be the property owner’s responsibility to maintain the outer side of the fence, including trimmings of the grass.
  - x. Wood fences must be slated so as to allow air flow through the fence.
  - xi. Fencing around pool areas, when required, must be a minimum of six feet high. This fence must have two access gates and the Property Owner is solely responsible for ensuring the gates are locked when the pool is unattended.
- e. Standards Applicable to Fences in Commercial and Industrial Districts. In addition to the standards contained in Chapter 500.45, Subd. 1, Subp(d) as may be amended the following standards apply to fences in Commercial and Industrial Districts.
- i. Required permanent fencing. In commercial districts (C-1 and C-2) adjacent to residential districts, and not divided by streets, alleys, or roads recognized by the City Council, the commercial property owner must erect and maintain a fence not to exceed eight (8) feet in height or be less than six (6) feet in height and must screen the adjacent residential lot from eighty percent (80%) of the light emitted from cars, signs, or other lights as a direct cause of the commercial property’s activities and screen the litter produced by the users of the commercial property. The fence shall be placed from the property line at a distance of two (2) feet or greater, as to achieve compliance, to allow the commercial property owner to maintain the fence and ground from the fence to the adjacent residential district property line.

**Subdivision. 2. Screening.** Screening shall be accomplished by fencing, dense vegetative cover, and/or a combination of fencing and vegetative cover. Materials and equipment, except as provided in the district provisions of this code must be stored within a building or structure or screened so as not to be visible from adjoining properties, except the following.

- a) Usable laundry equipment (clotheslines),
- b) Recreational equipment and vehicles,
- c) Materials being used on site for construction, remodeling, or demolition activities that are the subject of a valid, issued building and/or zoning permit.
- d) Landscaping material being employed on site during the current growing season.

**Subdivision. 3. Vegetation.** In all zoning districts the lot area remaining after provided for parking, driveways, loading, sidewalks, or other requirements must be planted and maintained in grass, sodding, shrubs, or other acceptable vegetation or landscaping techniques.

**II. EFFECTIVE DATE.** This Ordinance is effective upon its adoption and publication as prescribed by law.

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11/22/13  
13:39:26

CITY OF FREEPORT  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2014

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Report ID: B240B

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2010	2011	2012	2013	Budget	Exp.	Budget	Changes	Budget	Budget
						2013	2013	14	14	14	14
360	Workers Comp Insurance		40	74	125	125	100%	50	50	100	80%
	(\$4160+\$1520)/100 X .32 = \$19										
	Account:		3,729	5,268	3,900	4,749	82%	4,309	2,000	6,309	133%
41300	Executive (Mayor/Manager)										
100	Wages and Salaries		1,108	1,000	910	1,425	64%	1,330	190	1,520	107%
	\$95/mtg x 16 mtgs										
121	Cities FICA 6.2%		95	62	56	100	56%	82	13	95	95%
	6.2% of Gross										
122	Cities Share MED 1.45%		25	15	13	25	52%	20	3	23	92%
	1.45% of Gross										
330	Training		120	367	120	451	27%	250	350	600	133%
	Mayor Conference & LMC Conference & Other										
335	Mileage & Reimb Exp		218		200	100	200%	100	125	225	225%
433	Dues		20	30	30	25	120%	25	10	35	140%
	Account:		1,586	1,474	1,329	2,126	63%	1,807	691	2,498	117%
41400	Clerk										
100	Wages and Salaries		55,140	59,543	34,122	58,500	58%	56,160	-4,160	52,000	89%
	\$50,000 + COLA										
103	Part time wages		12,383	19,546	22,130	26,500	84%	20,800	800	21,600	82%
	\$12 + 4% x 32hrs x 52 wks plus \$.50 raise on anniversary										
120	Cities Share PERA		4,778	5,977	3,814	6,200	62%	4,825	-225	4,600	74%
	Total Wages \$73,210 x 6.25%										
121	Cities FICA 6.2%		4,913	6,190	3,474	5,275	66%	4,780	-217	4,563	87%
	Total Wages \$73,210 x 6.2%										
122	Cities Share MED 1.45%		1,074	1,824	812	1,250	65%	1,120	-53	1,067	85%
	Total Wages \$73,210 x 1.45%										
130	Health Insurance		13,307	16,284	7,221	16,750	43%	14,500	-4,500	10,000	60%
131	Life Insurance		24	24	16	24	67%	24		24	100%
320	Telephone		260	130		0	0%	120	20	140	*****
330	Training		835	614	725	1,000	73%	1,000	500	1,500	150%
	MMCI, MCFOA, League Conf, etc.										
335	Mileage & Reimb Exp		1,105	586	1,053	1,000	105%	1,000	250	1,250	125%
350	Notices & Publication			75		0	0%			0	0%
360	Workers Comp Insurance		524	488	686	666	103%	500		500	75%
431	Permits/License		80			0	0%			0	0%
433	Dues		190	180		200	0%	200		200	100%
	Account:		94,613	111,461	74,053	117,365	63%	105,029	-7,585	97,444	83%
41450	Elections										
105	Misc Compensation			2,196	824	0	***%	2,250	750	3,000	*****
	Special election in Jan, General election in fall										
210	Operating Supplies		25	86	388	40	970%	100	400	500	1250%
335	Mileage & Reimb Exp			521	126	0	***%	550	450	1,000	*****
350	Notices & Publication			141	13	0	***%	150	150	300	*****
	Account:		25	2,944	1,351	40	***%	3,050	1,750	4,800	12000%

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CITY OF FREEPORT  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2014

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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2010	2011	2012	2013	Budget	Exp.	Budget	Changes	Budget	Budget
						2013	2013	14	14	14	14
-----											
41500 Auditor											
300 Professional Services			3,248			0	0%			0	0%
301 Audit			11,135	10,900	2,614	11,500	23%	14,000	3,010	17,010	148%
	from engagement letter										
	Account:		14,383	10,900	2,614	11,500	23%	14,000	3,010	17,010	148%
41550 Assessor											
304 Assessing Fees			4,257	4,445	5,135	4,750	108%	5,000		5,000	105%
	Account:		4,257	4,445	5,135	4,750	108%	5,000	0	5,000	105%
41600 Legal Services											
302 Legal Consulting			3,714	1,792		0	0%	2,000	-2,000	0	0%
	Account:		3,714	1,792		0	***%	2,000	-2,000	0	0%
41800 Planning / Zoning											
300 Professional Services			7,451	1,240	1,620	6,000	27%	3,000	3,000	6,000	100%
	Recodification is \$5,050										
302 Legal Consulting			576	3,222		2,000	0%	1,000	500	1,500	75%
303 Engineering			511		401	1,000	40%	500	250	750	75%
310 Contractor			6,894			0	0%			0	0%
350 Notices & Publication			518	312	247	200	124%	200		200	100%
429 County Recording Fees			276		138	200	69%	200		200	100%
436 State Surcharge			434			0	0%			0	0%
	Account:		16,660	4,774	2,406	9,400	26%	4,900	3,750	8,650	92%
42000 Public Safety											
316 Animal Control				69	107	0	***%		100	100	*****%
	Account:			69	107	0	***%	0	100	100	*****%
42050 Building Official											
310 Contractor				12,859	4,486	9,500	47%	9,750		9,750	103%
436 State Surcharge				1,361	454	500	91%	600		600	120%
	Account:			14,220	4,940	10,000	49%	10,350	0	10,350	104%
42100 Police											
305 Legal Prosecution			518	58		1,000	0%	1,000	-250	750	75%
	May need for ordinance enforcement										
	Account:		518	58		1,000	0%	1,000	-250	750	75%
42200 Fire & Rescue											
315 Fire Dept Aid 2%			10,349			0	0%			0	0%
700 Transfers			29,211			30,495	0%	31,400	2,626	34,026	112%
	Approved by FD Jan 2013										
720 Operating Transfers				29,211		0	0%			0	0%
	obsolete code line. Using 700 Transfers										
	Account:		39,560	29,211		30,495	0%	31,400	2,626	34,026	112%



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CITY OF FREEPORT  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2014

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Report ID: B240B

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2010	2011	2012	2013	Budget	Exp.	Budget	Changes	Budget	Budget
						2013	2013	14	14	14	14
-----											
42800	Civil Defense										
310	Contractor		701	2,351		1,000	0%	500	500	1,000	100%
335	Mileage & Reimb Exp		85	202		250	0%	200	50	250	100%
361	Liability Insurance					200	0%	200	-200	0	0%
510	Capital Expenditures			5,156		0	0%			0	0%
	should coencide with capital improvement plan										
	Account:		786	7,709		1,450	0%	900	350	1,250	86%
-----											
43000	Public Works										
100	Wages and Salaries		46,435	49,250	46,736	50,500	93%	51,628	8,127	59,755	118%
	23.40/hr + 4% = 24.34 x 2080 = 50,630 (Regular)										
	23.40/hr x 1.5 = 36.50 x 250 = 9,125 (OT)										
103	Part time wages		21,689	23,033	21,959	26,500	83%	25,298	-168	25,130	95%
	\$14.04 + 4% = \$14.60 + \$.50 anniversary										
120	Cities Share PERA		4,861	5,482	4,980	5,600	89%	4,685	569	5,254	94%
	Total Wages \$84,055 x 6.25%										
121	Cities FICA 6.2%		4,810	5,572	4,259	4,800	89%	4,770	493	5,263	110%
	Total wages \$84,855 X 6.2%										
122	Cities Share MED 1.45%		1,060	1,668	996	1,150	87%	1,115	116	1,231	107%
	Total wage \$84,855 X 1.45%										
130	Health Insurance		8,517	7,834	8,893	8,000	111%	9,000	1,000	10,000	125%
131	Life Insurance		24	24	22	24	92%	24		24	100%
150	Workers Compensation			4,862		0	0%			0	0%
210	Operating Supplies				72	0	***%			0	0%
240	Clothing Replacement		445	77	170	500	34%	500		500	100%
330	Training		313	9	312	200	156%	200	150	350	175%
335	Mileage & Reimb Exp		35		23	50	46%	50	50	100	200%
360	Workers Comp Insurance		4,348		7,206	6,409	112%	5,000	1,843	6,843	107%
	(\$84,055/100) X 8.14										
431	Permits/License					150	0%			0	0%
450	Sales Tax		7			0	0%			0	0%
	Account:		92,544	97,811	95,628	103,883	92%	102,270	12,180	114,450	110%
-----											
43100	Highways, Streets & Roadways										
210	Operating Supplies		1,893	4,618	1,384	3,500	40%	3,000	500	3,500	100%
215	Gas & Oil		4,808	3,083	3,739	4,000	93%	4,250	250	4,500	113%
220	Repair & Maint. Supplies		7,798	10,302	356	10,000	4%	10,000	-7,000	3,000	30%
225	Street Materials		162	1,601	6,591	0	***%	1,500	5,500	7,000	*****%
240	Clothing Replacement		70	278		500	0%			0	0%
	See 101-43000-240										
300	Professional Services		460	356		0	0%			0	0%
303	Engineering		3,755	44		0	0%			0	0%
310	Contractor		1,635	3,229		0	0%			0	0%
311	Outside Maintenance		19,514	18,041	7,647	22,500	34%	22,500		22,500	100%
320	Telephone		2,323	2,933	1,794	1,750	103%	2,280		2,280	130%
	cell \$120/mo + albany tel \$70/mo										
350	Notices & Publication					1,000	0%	250	250	500	50%
361	Liability Insurance				3,666	1,633	224%	1,000	-50	950	58%
366	Insurance Claims				-462	0	***%			0	0%

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CITY OF FREEPORT  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2014

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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2010	2011	2012	2013	Budget	Exp.	Budget	Changes	Budget	Budget
						2013	2013	14	14	14	14
381	Electric		1,601	1,421	1,112	2,000	56%	1,900		1,900	95%
382	Heating Gas		645	576	658	750	88%	800	200	1,000	133%
383	Garbage		794	836	964	750	129%	1,200		1,200	160%
	Dec 2013, rates increased \$2 per month										
401	Truck Repairs		594	1,596	1,881	1,500	125%	1,500	250	1,750	117%
430	Miscellaneous			23	286	250	114%	250		250	100%
431	Permits/License		35	345		500	0%	500		500	100%
433	Dues			211		200	0%	200	25	225	113%
450	Sales Tax		32			0	0%			0	0%
530	Improv Other than Bldg		8,210			0	0%			0	0%
	Account:		54,329	49,493	29,616	50,833	58%	51,130	-75	51,055	100%
43160	Street Lighting										
210	Operating Supplies			98		0	0%			0	0%
300	Professional Services		1,018		189	0	***%	225		225	*****%
311	Outside Maintenance		118	225	791	500	158%	500		500	100%
361	Liability Insurance				1,773	1,773	100%	1,800		1,800	102%
381	Electric		20,092	18,614	16,665	18,000	93%	19,000		19,000	106%
	Account:		21,228	18,937	19,418	20,273	96%	21,525	0	21,525	106%
45200	Parks										
210	Operating Supplies				1,074	0	***%	750		750	*****%
220	Repair & Maint. Supplies			651	851	0	***%	500		500	*****%
361	Liability Insurance				8,908	3,701	241%	4,000	250	4,250	115%
435	SR Citizen Building		7,552	45	92	750	12%	500		500	67%
450	Sales Tax		2			0	0%			0	0%
510	Capital Expenditures				6,946	10,000	69%	10,000		10,000	100%
	Should coencide with Capital Improvement Planning										
	Account:		7,554	696	17,871	14,451	124%	15,750	250	16,000	111%
49240	Insurance										
150	Workers Compensation		1,248			0	0%			0	0%
360	Workers Comp Insurance		160	829		0	0%			0	0%
	Divided amount Accounts										
361	Liability Insurance		8,985	16,102		0	0%	10,000		10,000	*****%
	Property Insurance. Due in December.										
	Account:		10,393	16,931		0	***%	10,000	0	10,000	*****%
	Fund:		384,909	403,335	296,629	412,008	72%	413,720	20,427	434,147	105%
											%
300	EDA										
46500	EDA Operations										
200	Postage			96		0	0%			0	0%
210	Operating Supplies		304	616	314	1,000	31%	800		800	80%
300	Professional Services		100	10,198		0	0%			0	0%
302	Legal Consulting		5,198	3,750	1,396	2,200	63%	2,000		2,000	91%
303	Engineering			657	3,850	0	***%			0	0%

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CITY OF FREEPORT  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2014

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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2010	2011	2012	2013	Budget	Exp.	Budget	Changes	Budget	Budget
						2013	2013	14	14	14	14
335	Mileage & Reimb Exp		126	50	35	100	35%	100		100	100%
350	Notices & Publication			117		0	0%			0	0%
360	Workers Comp Insurance		32			0	0%	50		50	*****
429	County Recording Fees		46	34		50	0%	50		50	100%
430	Miscellaneous			1,074	1,130	4,000	28%	2,000		2,000	50%
510	Capital Expenditures			136,506		0	0%			0	0%
700	Transfers		5,000	5,000		5,000	0%	5,000		5,000	100%
	Account:		10,806	158,098	6,725	12,350	54%	10,000	0	10,000	81%
48100	Industrial Park										
410	Rentals		1,811			0	0%			0	0%
	Account:		1,811			0	***	0	0	0	0%
49000	Miscellaneous										
430	Miscellaneous		96			0	0%			0	0%
	Account:		96			0	***	0	0	0	0%
	Fund:		12,713	158,098	6,725	12,350	54%	10,000	0	10,000	81%
											%
315	Bonds, 2002 (EDA/Industrial Park)										
47000	Debt Service										
600	Bond Principal				35,000	0	***	35,000		35,000	*****
610	Bond Interest				3,501	0	***	1,996		1,996	*****
	Account:				38,501	0	***	36,996	0	36,996	*****
	Fund:				38,501	0	***	36,996	0	36,996	*****
											%
320	Bonds, 2003 (3rd St NE, 7th St SW, 7th St SE Improvements)										
47000	Debt Service										
600	Bond Principal				55,000	0	***	60,000		60,000	*****
610	Bond Interest				3,903	0	***	1,350		1,350	*****
620	Fiscal Agents Fees				431	0	***	431		431	*****
	Account:				59,334	0	***	61,781	0	61,781	*****
	Fund:				59,334	0	***	61,781	0	61,781	*****
											%
325	Bonds, 2005 (Main St Improvements)										
47000	Debt Service										
600	Bond Principal				90,000	0	***	95,000		95,000	*****
610	Bond Interest				38,435	0	***	49,035		49,035	*****
	\$14,300 pd by escrow										
620	Fiscal Agents Fees				403	0	***	403		403	*****
650	Bond Issuance Costs				25,930	0	***			0	0%
	Account:				154,768	0	***	144,438	0	144,438	*****

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CITY OF FREEPORT  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2014

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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2010	2011	2012	2013	Budget	Exp.	Budget	Changes	Budget	Budget
						2013	2013	14	14	14	14
<hr/>											
	Fund:				154,768	0	***%	144,438	0	144,438	*****%
<hr/>											
330 Bonds, 2006 (Industrial Park)											
<hr/>											
47000 Debt Service											
600 Bond Principal					120,000	0	***%	130,000		130,000	*****%
610 Bond Interest					65,760	0	***%	44,949		44,949	*****%
\$10,359 pd by escrow											
620 Fiscal Agents Fees					450	0	***%	450		450	*****%
680 Payment to Bond Escrow						0	0%	1,125,000		1,125,000	*****%
700 Transfers						0	0%	10,359		10,359	*****%
Account:					186,210	0	***%	1,310,758	0	1,310,758	*****%
<hr/>											
	Fund:				186,210	0	***%	1,310,758	0	1,310,758	*****%
<hr/>											
331 Bonds, 2012 (Refunding of Industrial Park)											
<hr/>											
47000 Debt Service											
610 Bond Interest						0	0%	10,359		10,359	*****%
Account:						0	***%	10,359	0	10,359	*****%
<hr/>											
	Fund:					0	0%	10,359	0	10,359	*****%
<hr/>											
601 Water											
<hr/>											
43225 Water											
200 Postage		534	733	776	800	97%		900		900	113%
\$.47x300x12=\$1,692/2=\$846											
210 Operating Supplies		4,681	683	4,948	2,000	247%		2,000		2,000	100%
220 Repair & Maint. Supplies		1,479	646	105	1,000	11%		1,000		1,000	100%
300 Professional Services		817	533	151	750	20%		10,500		10,500	1400%
Misc \$500 + \$10,000 (Wellhead Protection Plan)											
302 Legal Consulting			194		500	0%		500		500	100%
303 Engineering					500	0%		500		500	100%
311 Outside Maintenance		1,064		397	1,000	40%		1,000		1,000	100%
320 Telephone		262	214	196	750	26%		500		500	67%
330 Training		80	90	90	200	45%		200		200	100%
335 Mileage & Reimb Exp			7		0	0%				0	0%
350 Notices & Publication		371	286	726	500	145%		500		500	100%
361 Liability Insurance		914	1,033	1,875	1,000	188%		1,500	50	1,550	155%
381 Electric		3,909	4,054	6,583	4,500	146%		4,750		4,750	106%
382 Heating Gas					500	0%		500		500	100%
430 Miscellaneous		126		219	200	110%		250		250	125%
431 Permits/License		1,839	2,141	2,123	1,800	118%		2,250		2,250	125%
433 Dues		235	899	260	300	87%		500		500	167%
440 Chemical Purificaion		535	3,657	4,539	2,500	182%		4,000		4,000	160%

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CITY OF FREEPORT  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2014

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Report ID: B240B

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2010	2011	2012	2013	Budget	Exp.	Budget	Changes	Budget	Budget
						2013	2013	14	14	14	14
450 Sales Tax			1,032	1,452	2,556	1,500	170%			0	0%
	1/1/14 Now exempt										
460 Lab Testing			1,137	827	713	500	143%	750		750	150%
510 Capital Expenditures						20,000	0%			0	0%
	Coencide with Capital Improv Plan										
515 Well security project						500	0%			0	0%
	Not defined.										
600 Bond Principal						300,000	0%	33,000		33,000	11%
610 Bond Interest						20,684	0%	35,130		35,130	170%
	\$27,040 (Bonds, 2012) + \$8,090 (Bonds, 2013)										
700 Transfers			35,000	35,000		35,000	0%	40,000		40,000	114%
	Account:		54,015	52,449	26,257	396,984	7%	140,230	50	140,280	35%
43250 Sewage Collection and Disposal											
210 Operating Supplies					2	0	***%			0	0%
361 Liability Insurance				57		0	0%			0	0%
	Account:			57	2	0	***%	0	0	0	0%
	Fund:		54,015	52,506	26,259	396,984	7%	140,230	50	140,280	35%
											%
602 Waste Water											
43000 Public Works											
330 Training			250			0	0%			0	0%
410 Rentals			370			0	0%			0	0%
	Account:		620			0	***%	0	0	0	0%
43225 Water											
320 Telephone			19		19	0	***%			0	0%
	Account:		19		19	0	***%	0	0	0	0%
43250 Sewage Collection and Disposal											
200 Postage			446	723	704	600	117%	900		900	150%
210 Operating Supplies			307	269	745	2,500	30%	2,500		2,500	100%
215 Gas & Oil			51			100	0%	100		100	100%
220 Repair & Maint. Supplies			2,656			2,000	0%	2,000		2,000	100%
300 Professional Services			2,331	382	5,948	100	***%	250		250	250%
302 Legal Consulting				194		500	0%	500		500	100%
303 Engineering			401		214	0	***%			0	0%
310 Contractor			8,304			0	0%			0	0%
311 Outside Maintenance			1,370	203		3,500	0%	3,500		3,500	100%
320 Telephone			243	214	177	800	22%	800		800	100%
330 Training					450	200	225%	200		200	100%
335 Mileage & Reimb Exp				7	170	200	85%	200		200	100%
350 Notices & Publication					355	0	***%			0	0%
361 Liability Insurance			4,561	328	1,963	5,000	39%	700	50	750	15%
381 Electric			790	694	807	2,000	40%	2,000		2,000	100%
430 Miscellaneous			126			0	0%			0	0%

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CITY OF FREEPORT  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2014

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Report ID: B240B

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2010	2011	2012	2013	Budget	Exp.	Budget	Changes	Budget	Budget
						2013	2013	14	14	14	14
431	Permits/License		768	23		400	0%	400		400	100%
433	Dues		339	639		100	0%	100		100	100%
440	Chemical Purificaion		778			0	0%			0	0%
450	Sales Tax		10			0	0%			0	0%
460	Lab Testing		485	161	81	500	16%	500		500	100%
600	Bond Principal		20,000			20,000	0%	20,000		20,000	100%
	\$20,000 (Bonds, 2005)										
610	Bond Interest		6,921		11,843	12,000	99%	15,543		15,543	130%
	\$11,042.50 (Bonds, 2005) & \$4,500 (Bonds, 2013)										
650	Bond Issuance Costs				5,593	0	***%			0	0%
700	Transfers		35,000	35,000		35,000	0%	40,000		40,000	114%
	Account:		85,887	38,837	29,050	85,500	34%	90,193	50	90,243	106%
	Fund:		86,526	38,837	29,069	85,500	34%	90,193	50	90,243	106%
											%
	Grand Total:		538,163	652,776	797,495	906,842		2,218,475	20,527	2,239,002	

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CITY OF FREEPORT  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2014

Page: 2 of 4  
Report ID: B250B

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2010	2011	2012	2013	Budget	Rec.	Budget	Change	Budget	Budget
					2013	2013	14	14	14	14
-----										
300 EDA										
36220 Rents and Royalties					1,850	0%	1,850		1,850	100%
EDA farmland?										
36290 Sale Land/Property			34,992		0	0%			0	0%
EDA lots										
Group:		104,155	48,512	5,286	12,350	43%	11,850	0	11,850	95%
Fund:		104,155	48,512	5,286	12,350	43%	11,850	0	11,850	95%
315 Bonds, 2002 (EDA/Industrial Park)										
30000										
31000 General Property Taxes					0	0%	12,500	-12,500	0	0%
To be paid for with proceeds for 2013 sale of industrial lot to Carr's Tree										
Service for \$45,000.										
36100 Special Assessments				4,733	0	***%			0	0%
36210 Interest Earnings					0	0%	154		154	*****%
Group:				4,733	0	***%	12,654	-12,500	154	*****%
Fund:				4,733	0	***%	12,654	-12,500	154	*****%
320 Bonds, 2003 (3rd St NE, 7th St SW, 7th St SE Improvements)										
30000										
31000 General Property Taxes				26,695	0	***%	52,000		52,000	*****%
36100 Special Assessments				5,444	0	***%			0	0%
Group:				32,139	0	***%	52,000	0	52,000	*****%
Fund:				32,139	0	***%	52,000	0	52,000	*****%
325 Bonds, 2005 (Main St Improvements)										
30000										
31000 General Property Taxes				34,352	0	***%	98,000		98,000	*****%
36100 Special Assessments				3,793	0	***%	8,603		8,603	*****%
36210 Interest Earnings				603	0	***%	4,350		4,350	*****%
36230 Donations - Private				10,000	0	***%	10,000		10,000	*****%
39310 Bond Proceeds				715,000	0	***%			0	0%
39320 Bond Premium				22,752	0	***%			0	0%
Group:				786,500	0	***%	120,953	0	120,953	*****%



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CITY OF FREEPORT  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2014

Page: 3 of 4  
Report ID: B250B

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2010	2011	2012	2013	Budget	Rec.	Budget	Change	Budget	Budget
	2010	2011	2012	2013	2013	2013	14	14	14	14
<hr/>										
Fund:				786,500	0	***%	120,953	0	120,953	*****%
330 Bonds, 2006 (Industrial Park)										
30000										
36210 Interest Earnings					0	0%	5,603		5,603	*****%
Group:					0	0%	5,603	0	5,603	*****%
Fund:					0	0%	5,603	0	5,603	*****%
331 Bonds, 2012 (Refunding of Industrial Park)										
30000										
39200 Transfer from other funds					0	0%	10,359		10,359	*****%
Group:					0	0%	10,359	0	10,359	*****%
Fund:					0	0%	10,359	0	10,359	*****%
601 Water										
30000										
31300 General Sales and Use Tax			949	2,341	1,000	234%			0	0%
1/1/14 begins exemption										
34000 Charges for Services		68,885	151,756	125,771	120,000	105%	120,000		120,000	100%
34050 Hook-up fee				1,200	2,400	50%	1,200		1,200	50%
36100 Special Assessments		106	1,259	314	20,000	2%	20,000		20,000	100%
36210 Interest Earnings					500	0%			0	0%
Interest from investments would remain with investments										
36280 Sale of Equipment		1,040	450	700	0	***%			0	0%
39310 Bond Proceeds					300,000	0%			0	0%
Group:		70,031	154,414	130,326	443,900	29%	141,200	0	141,200	31%
Fund:		70,031	154,414	130,326	443,900	29%	141,200	0	141,200	31%
602 Waste Water										
30000										
34000 Charges for Services		73,740	87,730	61,958	80,000	77%	80,000		80,000	100%
34050 Hook-up fee				1,200	2,400	50%	1,200		1,200	50%

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CITY OF FREEPORT  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2014

Page: 4 of 4  
Report ID: B250B

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2010	2011	2012	2013	Budget	Rec.	Budget	Change	Budget	Budget
					2013	2013	14	14	14	14
-----										
602 Waste Water										
36100 Special Assessments		106	1,259	314	0	***%			0	0%
36210 Interest Earnings				128	1,500	9%			0	0%
Interest from investments remain with investments										
Group:		73,846	88,989	63,600	83,900	76%	81,200	0	81,200	96%
Fund:		73,846	88,989	63,600	83,900	76%	81,200	0	81,200	96%
Grand Total:		784,205	741,976	1,235,944	882,535		879,539	-22,073	857,466	

## Mason Schirmer

---

**From:** All Star Trophy <awards@allstartrophy.net>  
**Sent:** Thursday, November 21, 2013 2:46 PM  
**To:** city@freeportmn.org  
**Subject:** ARTICLE IN MELROSE BEACON

Hi, just a note to say

We read your article in the Melrose Beacon about doing something for kids in Freeport, That is great! That you are trying to find stuff for kids to do since, that seems to be a big problem in a lot of Communities, kids now a days have so little choices in small towns, since their freedom is so compromised. With all the things they need to be afraid of these days, drugs, abductions, it is scary to raise children in these times. And as a parent, I would love to have opportunities to get the kids outside and involved in activities, within the communities

Great, that you are thinking about something, after my husband and I went walking last nite, in the Lions park by the Community center, we notice a lot of room in the Lions park, on the East side, that might work great for your skating rink idea!

And if you are looking for volunteers please keep in mind, we live right by the lions park, and are very willing to help with any ideas you come up with

And after talking to other parents in Freeport, a lot of them are willing to help, just let us know if you need us., to help with projects

Thank You

For helping the kids of Freeport, have great Memories of their small town living.

Any help needed just contact us

Dan and Lori Austing

320-836-2026

## PUBLIC WORKS REPORT

Water: Had to replace the well pipe and check valve in the tower well, this work was done by Atkinson well also covered by USDA money. Replaced Meter in tower well, \$2000 also covered by USDA money.

Wastewater: Only had to discharge once this fall which is good. Mostly due to the lack of rain but also due to lower amount of Inflow and infiltration. Flushed sewer lines.

Maintenance: The snow blower was getting very tired, at a previous council meeting I mentioned the need to replace it. I ordered a new Lorenz 238, it is 84 inches wide with the double auger. We ordered it from the Freeport Farm Center for \$6054 and they gave us \$750 for trade on the old one. Final purchase price \$5304. Also ordered new tires for the John Deere tractor \$2644.37. I've been working with the Lions Club on new Christmas lights for main street. I ended up eliminating the colorful flowers and ordered new snowflakes that will match the ones we currently put up along the trail. We will keep the wreaths we have and continue to stagger them across main with the new snowflakes, as well as on the new polls on County Road 11. The garlin we have is getting old and wore, after talking to a few sources we have decided to eliminate the garlin and just do lights on the top of the poles. This will keep a more uniform and sophisticated look. New Christmas lights will be delivered on December 3<sup>rd</sup> and we will have them up as soon as they arrive.

Jon Stueve

Public Works Director

A handwritten signature in black ink, appearing to read "Jon Stueve", written in a cursive style.

**Freeport Farm Center**  
 PO Box 128 \* Freeport, MN 56331  
 Phone: (320) 836-2171  
 Fax: (320) 836-7135



CUSTOMER  
NAME

City of Freeport

DATE

11-21-2013

QUOTE VALID FOR \_\_\_\_\_ DAYS

ADDRESS

CUSTOMER  
PHONE NO

CITY  
STATE  
ZIP

Freeport, MN

DESCRIPTION	PRICE
Lorenz 238 84" 2 Auger Snowblower 100HP gear Box Ornt Motor for Discharge chute Hydraulic SPOT Deflector	5850. <sup>00</sup> 5250 00 325 00
Curb Wear Plates	90 00 5665 00
TAX	389 00 6054 00
Trade Tightness 28t 7.50 = Would allow	
2-14 9 x 24 TIRES 6PLY Harvest King 370	740 00
2-18 4 x 30 TIRES 6PLY Harvest King 480 <sup>00</sup>	1360 00
Mounting	400 00
18 4 x 30 Firestone 8.35 x 2 TAX	144 37
14 9 x 24 Firestone 535 x 2	
TRADE-IN	TRADE ALLOWANCE
Disposal of old TIRES	N C 2644 37
TOTAL	

11/21/13  
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CITY OF FREEPORT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 11 / 13

Page: 4 of 5  
Report ID: B100C

Fund Account Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
101 General Fund						
43100 Highways, Streets & Roadways						
43100 Highways, Streets & Roadways						
210 Operating Supplies	0.00	1,384.37	3,500.00	3,500.00	2,115.63	40 %
215 Gas & Oil	380.82	3,739.04	4,000.00	4,000.00	260.96	93 %
220 Repair & Maint. Supplies	0.00	356.39	10,000.00	10,000.00	9,643.61	4 %
225 Street Materials	0.00	6,591.26	0.00	0.00	-6,591.26	*** %
240 Clothing Replacement	0.00	0.00	500.00	500.00	500.00	0 %
311 Outside Maintenance	0.00	7,647.22	22,500.00	22,500.00	14,852.78	34 %
320 Telephone	67.06	1,794.25	1,750.00	1,750.00	-44.25	103 %
350 Notices & Publication	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
361 Liability Insurance	0.00	1,633.00	0.00	1,633.00	0.00	100 %
366 Insurance Claims	0.00	-461.86	0.00	0.00	461.86	*** %
381 Electric	0.00	1,064.98	2,000.00	2,000.00	935.02	53 %
382 Heating Gas	0.00	658.38	750.00	750.00	91.62	88 %
383 Garbage	0.00	868.00	750.00	750.00	-118.00	116 %
401 Truck Repairs	495.61	1,881.05	1,500.00	1,500.00	-381.05	125 %
430 Miscellaneous	75.86	285.72	250.00	250.00	-35.72	114 %
431 Permits/License	0.00	0.00	500.00	500.00	500.00	0 %
433 Dues	0.00	0.00	200.00	200.00	200.00	0 %
Account Total:	1,019.35	27,441.80	49,200.00	50,833.00	23,391.20	54 %

## SECTION I: LIABILITY COVERAGE WAIVER FORM

Cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased. The decision to waive or not to waive the statutory limits has the following effects:

- ☐ *If the city does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000. on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.
- ☐ *If the city waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$1,500,000. on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$1,500,000., regardless of the number of claimants.
- ☐ *If the city waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

This decision must be made by the city council. **Cities purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage.** For further information, contact LMCIT. You may also wish to discuss these issues with your city attorney.

\_\_\_\_\_ accepts liability coverage limits of \$\_\_\_\_\_ from the League of Minnesota Cities Insurance Trust (LMCIT).

Check one:

- ☐ The city **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.
- ☐ The city **WAIVES** the monetary limits on tort liability established by Minnesota Statutes 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council meeting \_\_\_\_\_

Signature \_\_\_\_\_ Position \_\_\_\_\_

Return this completed form to LMCIT, 145 University Ave. W., St. Paul, MN. 55103-2044

**CITY OF FREEPORT, MINNESOTA  
RESOLUTION 2013-028**

**RESOLUTION CERTIFYING UNPAID MUNICIPAL FEES AND UTILITY CHARGES  
AGAINST PROPERTY**

WHEREAS; The City of Freeport as a policy, and allowed by State Statues, reserves the right to certify past due utility accounts or certain other past due municipal charges to a property owner's tax roll; and

WHEREAS; Such individuals or businesses are provided notice of the Council's consideration of certifying such past due accounts to property tax rolls as required by law; and

WHEREAS; Property owners are provided an opportunity to appear before the Council to discuss their past due accounts prior to the Council's consideration of assessment roll adoption;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FREEPORT THAT: Having provided property owners with proper notice of pending assessment and the opportunity for a hearing at a formal council meeting; the City Council hereby certifies the following past due utility accounts or certain other past due municipal charges to their associated property tax rolls:

<u>Property Owner</u>	<u>Address</u>	<u>Parcel #</u>	<u>Amount to be Certified</u>
Jerome Schieffer	203 2 <sup>nd</sup> St NE	54.32077.0000	\$276.00
Charles & Teri Kunkels	419 Main St E	54.32012.0000	\$96.00
			\$372.00

DATED THIS 26<sup>TH</sup> DAY OF NOVEMBER, 2013

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Council members in favor: \_\_\_\_\_

Opposed or abstained: \_\_\_\_\_

\_\_\_\_\_  
Matthew Worms, Mayor

ATTEST:

\_\_\_\_\_  
Mason Schirmer, Clerk-Treasurer

Drafted by:     Mason Schirmer, Clerk-Treasurer  
City of Freeport, MN, 125 Main Street East, PO Box 301, Freeport, MN 56331



November 6, 2013

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5201 Eden Avenue  
Suite 250  
Edina, MN 55436

Management, Honorable Mayor, and City Council  
City of Freeport  
Freeport, Minnesota

We are pleased to confirm our understanding of the services we are to provide the City of Freeport (the City) for the year ended December 31, 2013. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City as of and for the year ended December 31, 2013. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedule of Funding Progress for Other Post Employment Benefits (if applicable)

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of Expenditures of Federal Awards.
- 2) Combining and Individual Fund Financial Statements and Schedules
- 3) Uniform Financial Accounting and Reporting Standards Compliance Table



## Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on -

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and OMB Circular A-133 in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

## Management Responsibilities

Management is responsible for the basic financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. We will prepare a general ledger trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the general ledger into a working trial balance. As part of the audit, we will assist with preparation of your financial statements and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.



Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the City complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on December 1, 2014.

You are responsible for preparation of the schedule of expenditures of federal awards in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.



Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

#### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

#### **Audit Procedures - Internal Control**

Our audit will include obtaining an understanding of the City and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.



As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

### **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.



The audit documentation for this engagement is the property of Abdo, Eick & Meyers, LLP and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to any Cognizant or Oversight Agency for Audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Abdo, Eick & Meyers, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by any Cognizant or Oversight Agency for Audit. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately March 1, 2014 and to issue our reports no later than May 15, 2014. Steven R. McDonald, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be as follows:

Audit	\$ 13,925
Single Audit	2,500
2013 Office of the State Auditor's Reporting Form	<u>585</u>
Total	<u>\$ 17,010</u>

The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Amounts not paid within 30 days from the invoice date will be subject to a late payment charge of 1 percent per month (12 percent per year). If for any reason the account is turned over for collections, additional fees will be added to cover collections cost. In accordance with our Firm policies, work may be suspended if your account becomes 90 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed your audit. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Except in the event of your failure to make a payment when due, in the event of a dispute related in any way to our services, our Firm and you agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear our own attorneys' fees and mediation cost. Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute. The mediation shall be confidential in all respects, as allowed or required by law, except our final settlement positions at mediation shall be admissible in litigation solely to determine the prevailing party's identify for purposes of the award of attorneys' fees. In the event you fail to make a payment for services or to reimburse for costs advanced by the Firm on your behalf, the Firm reserves the right to take all legally permissible action, including commencement of litigation in lieu of mediation, and shall have the right to collect its costs, including reasonable attorney's fees, incurred in any such collection or litigation activities.



*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2011 Peer Review Report accompanies this letter.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

ABDO, EICK & MEYERS, LLP  
*Certified Public Accountants & Consultants*

Steven R. McDonald, CPA  
Managing Partner

**RESPONSE:**

This letter correctly sets forth the understanding of the City of Freeport.

By: \_\_\_\_\_

Title: \_\_\_\_\_



CERTIFIED PUBLIC ACCOUNTANTS  
AND CONSULTANTS

## System Review Report

September 8, 2011

To the Partners of  
Abdo, Eick and Meyers, LLP  
and the Peer Review Committee of the Minnesota Society  
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Abdo, Eick and Meyers, LLP (the firm) in effect for the year ended May 31, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included audits performed under Government Audit Standards, OMB Circular A-133 and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Abdo, Eick and Meyers, LLP in effect for the year ended May 31, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Abdo, Eick and Meyers, LLP has received a peer review rating of *pass*.

A handwritten signature in cursive script that reads "Brady Martz".

Brady Martz and Associates, P.C.



November 15<sup>th</sup> 2013

City of Freeport  
104 4th St NW  
Freeport MN 56331

Re: Health Insurance Options

My name is Dan Reynoso, I work at an insurance agency called A.T. Group and we specialize in employee benefits for public groups. We currently work with over 150 municipal groups throughout the state of Minnesota. We were recently invited to review options for the City of Freeport's health insurance plan given the many changes going on right now with health care reform.

With most of the Affordable Care Act going into effect 1-1-2014 there are multiple options to consider when choosing the best direction for providing Freeport's employees with health insurance. I have reviewed many different options which include renewing early on 12-1-13 to put off the ACA changes to the health plan until December of 2014. January 1<sup>st</sup> renewal options with all of the major health insurance providers in MN were explored. I also reviewed the possibility of dissolving Freeport's small group health plan and moving towards policies that employees purchase themselves in the individual market. Because of the premium rating structure changes to the small group health insurance plans I have come to the conclusion at this point in time that it would make more sense for the City of Freeport to dissolve their health plan and offer the employees cash to purchase their own policies. The policies on the individual market are priced currently lower than the premiums in the small group market. Although we expect the individual premium rates to catch up to the small group rates, currently it is lower.

Sincerely,



Daniel Lee Reynoso  
Employee Benefit Consultant

# Memo

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From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: November 22, 2013

Re: Employee Health Insurance

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## Background

During the recent September regular meeting of the city council, council member Atkinson stated that the city council had took action and capped employee health insurance at \$8,000 earlier in the year and questioned if the motion doing so was left out of meeting's official minutes.

Upon reviewing the March 26, 2013 city council meeting audio recording, during the originally "closed" part of the meeting, council members proposed capping health insurance at \$8,000. However, during the discussions no research was provided to support the amount (just the 2013 pricing for one HealthPartners plan). Furthermore, the only other full-time employee (Jon Stueve) was not provided any opportunity to participate in the discussion. To have a quality discussion would have involved comparing plans (e.g. Health Partners vs Blue Cross Blue Shield) and discussing with employees.

No action was ever taken by Council during the "closed" session to cap insurance at \$8,000; if formal action had been taken it would have been a violation of the open meeting law.

## Moving Forward

I asked Dan Reynoso of AT Group to help analyze the City of Freeport's health insurance program. It is his opinion that the existing plan should be dissolved and cash be provided to employees in-lieu of health insurance (for employees to purchase their own health insurance).

If the City of Freeport continued to pay for insurance, the City would likely pay more than \$22,000 in 2014. In 2012, the City paid \$24,000 in premiums.

Staff recommends capping health insurance at \$10,000 per employee; this sets a cap so premiums are not a "run-away" expense; and this option has been considered acceptable by both full-time employees.

Things the City should appreciate:

1. Accepting cash, instead of taking benefits, increases the employees tax obligation; and
2. This eliminates the burden of finding and providing health insurance to employees; and
3. Improves budgeting.

Staff recommends: ***Motion to dissolve the existing health insurance plan and provide full-time employees with \$10,000 each in-lieu of benefits.*** – Dan Reynoso will help with exact motions needed.

10/31/13

To Whom It May Concern,

We would like to extend this invitation to your municipality to contract with the Tri-County Humane Society to house the stray animals found in your jurisdiction. The contract year is from January 1<sup>st</sup> to December 31<sup>st</sup>.

Just as you own snow plows or contract with third parties to keep snow off of the roads, you should have a plan in place to keep stray animals off of the roads. Stray animals contribute to both health and safety issues your board should be aware of and ultimately address. Many insurance companies may drop coverage if they find that your area does not have animal control. If the expense is an issue, consider this an affordable alternative to the legal fees involved if an animal with rabies bites someone in your area and you had no system in place to prevent that from happening. We hope you will seriously consider contracting with Tri-County Humane Society to help you fulfill this responsibility.

If you choose to have us house the stray animals from your area, please sign and return the enclosed contract. Most municipalities have the person who found the animal bring it to us after a supervisor or township official has given authorization. Names and numbers of these officials would need to be included if this is the procedure you choose.

We hope you will consider this invitation and agree to offer this necessary public service. Please discuss the enclosed agreement at your next meeting. Feel free to call me with any questions that you may have at 320-252-0896, or if you would like me to attend one of your meetings.

Thank you for your time and consideration,

Anna Stratton  
Customer Service Manager





# Tri-County Humane Society

Adopt • Donate • Volunteer

735 8<sup>th</sup> Street NE P.O. Box 701 Phone: 320-252-0896  
St. Cloud, MN 56302-701 Fax: 320-252-1325  
www.tricountyhumanesociety.org

This agreement is between the municipality of \_\_\_\_\_ and the Tri-County Humane Society.

The following is mutually agreeing by the parties:

1. That the Tri-County Humane Society (TCHS) agrees to provide the following services:
  - a. Housing for stray or abandoned animals that are retrieved or legally seized by your municipality's community service officer (CSO) or animal control officer (ACO), or for stray animals that are brought into the shelter by a citizen and verbal permission is given by your agency via phone for intake. TCHS will receive, feed, house and care for all dogs, cats, and other domestic animals impounded from the above mentioned municipality.
  - b. Hold stray animals for a **minimum** of five working days and seized animals for up to 10 working days as per Minnesota State Statute 343.235.
  - c. Vaccinate, de-worm, and evaluate animal for medical treatment deemed necessary.
  - d. At the end of the five-day hold for stray or ten-day hold for seized animals, claim the impounded animals as property of the TCHS.
  - e. Euthanize and dispose of animals not claimed or adopted.
  - f. Handle all telephone calls that come to this office in respect to the animals in possession.
  - g. Charge any citizen claiming their animal the impoundment fee, regardless of the period of impoundment.
  - h. Publicize stray animals impounded in an attempt to locate the owner.
2. That \_\_\_\_\_ will:
  - a. Deliver or authorize delivery of all stray or seized animals within their municipality to the TCHS.
  - b. Provide a list of names and phone numbers of those who can be called for authorization. (see reverse side)
  - c. Pay the TCHS the costs per schedule accrued for the housing, care and euthanizing/disposal of impounded animals.

## SCHEDULE

- Per day: \$10.00 dog, cat or other / per cage
    - a. Seized animal held for a maximum of 10 days (\$100)
    - b. Stray animal held for a minimum of 5 days (\$50)
  - \$25.00 euthanasia and disposal fee/ per animal
- d. Notify the municipality clerk of the billing report of animals delivered, to approve charges for animals.
  - e. Refer to a veterinarian in regards to any animals that are obviously sick, injured, dangerous, or suspected of having rabies.

This agreement is effective January 1<sup>st</sup>, 2014 and may be removed or revised on a yearly basis.

Clerk of Municipality \_\_\_\_\_

Billing Address \_\_\_\_\_

Clerk Signature \_\_\_\_\_

# Memo

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From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: November 21, 2013

Re: Budget Amendments 1-8

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Upon recently reviewing the 2013 budget, I identified 8 areas that would benefit from improvement. The recommended budget amendments are included along with this memo and are identified as BT 1 – BT 8.

Each recommended budget amendment includes a description as well as the appropriation amounts.

The recommended budget amendments will enhance your 2013 budget and make comparing to the proposed 2014 budget easier.

11/21/13  
07:44:40

CITY OF FREEPORT  
Budget Transfer Document

Page: 1 of 1  
Report ID: L100A

Document #	Line #	Fund Org Account	Object	Description Fund Account	Decrease Amount	Increase Amount
BT	1					
A budget correction. The 2013 budget had \$2,602 appropriated for WORKER'S COMP; the \$2,602 should have been appropriated for WORKER'S COMP INSURANCE. This amendment moves the appropriation from WORKER'S COMP (360) to WORKER'S COMP INSURANCE (150).						
	1	225	42200	360 Fire & Rescue		2,602.00
	2	225	42200	150 Fire & Rescue	2,602.00	
Grand Total					2,602.00	2,602.00

11/21/13  
07:56:37

CITY OF FREEPORT  
Budget Transfer Document

Page: 1 of 1  
Report ID: L100A

Document #	Line #	Fund Org Account	Object	Description Fund Account	Decrease Amount	Increase Amount
BT	2					
Improving division of expenses between accounts. The WORKERS COMP INSURANCE appropriation in the Insurance Account (49240) can be divided among the Legislative Account (41100), Clerk Account (41400) and Public Works Account (43000).						
	1	101	49240	360 Insurance	1,500.00	
	2	101	41100	360 Legislative (Council/Board)		25.44
	3	101	41400	360 Clerk		65.98
	4	101	43000	360 Public Works		1,408.58
Grand Total					1,500.00	1,500.00

11/21/13  
07:59:16

CITY OF FREEPORT  
Budget Transfer Document

Page: 1 of 1  
Report ID: L100A

Document #	Line #	Fund Org Account	Object	Description Fund Account	Decrease Amount	Increase Amount
BT	3					
Improving division of expenses between accounts. the LIABILITY INSURANCE appropriation in the Insurance Account (49240) can be divided among the General Government Account (41000), Highways Streets and Roadways Account (43100), Street Lighting Account (43160) and Parks Account (45200).						
	1	101	49240	361 Insurance	9,000.00	
	2	101	41000	361 GENERAL GOVERNMENT		6,343.00
	3	101	43100	361 Highways, Streets & Roadways		1,633.00
	4	101	43160	361 Street Lighting		23.00
	5	101	45200	361 Parks		1,001.00
Grand Total					9,000.00	9,000.00

11/21/13  
08:03:09

CITY OF FREEPORT  
Budget Transfer Document

Page: 1 of 1  
Report ID: L100A

Document #	Line #	Fund Org Account	Object	Description Fund Account	Decrease Amount	Increase Amount
BT	4					
Eliminating unnecessary account. the LEGAL CONSULTING appropriation in the Legal Services Account (41600) can be moved to the General Government Account (41000).						
	1	101	41000	302 GENERAL GOVERNMENT		3,000.00
	2	101	41600	302 Legal Services	3,000.00	
Grand Total					3,000.00	3,000.00

11/21/13  
12:34:13

CITY OF FREEPORT  
Budget Transfer Document

Page: 1 of 1  
Report ID: L100A

Document #	Line #	Fund	Org	Account	Object	Description Fund Account	Decrease Amount	Increase Amount
BT	5							
						Amending for change. This amendment makes adjustments to accomodate for replacing the Clerk position. Appropriation is moved to PROFESSIONAL SERVICES from CAPITAL EXPENDITURES iwhich has an appropriation that does not coecide with a capital improvement plan and does not meet the \$5,000 value of a capital purchase).		
	1	101		41000	300	GENERAL GOVERNMENT		1,500.00
	2	101		41000	510	GENERAL GOVERNMENT	1,500.00	
						Grand Total	1,500.00	1,500.00

11/21/13  
12:35:23

CITY OF FREEPORT  
Budget Transfer Document

Page: 1 of 1  
Report ID: L100A

Document #	Line #	Fund	Org	Account	Object	Description Fund Account	Decrease Amount	Increase Amount
BT	6							
						Underbudgeting correction. TRAINING in the Legislative Account is underbudgeted. With the election in the fall of 2012, the expense of newly elected official training was foreseeable. This amendment moves an appropriation to TRAINING in the Legislative Account from TRAINING in the Executive Account.		
	1	101		41100	330	Legislative (Council/Board)		49.00
	2	101		41300	330	Executive (Mayor/Manager)	49.00	
						Grand Total	49.00	49.00

11/21/13  
12:40:39

CITY OF FREEPORT  
Budget Transfer Document

Page: 1 of 1  
Report ID: L100A

Document #	Line #	Fund	Org	Account	Object	Description Fund Account	Decrease Amount	Increase Amount
BT	7							
						Underbudgeting correction. LEAGUE DUES is a foreseeable expense that was appropriated less than needed. This amendment moves an appropriation to LEAGUE DUES from TELEPHONE (which has more appropriation than needed with the departure of the previous Clerk).		
	1	101		41000	434	GENERAL GOVERNMENT		200.00
	2	101		41000	320	GENERAL GOVERNMENT	200.00	
						Grand Total	200.00	200.00

11/21/13  
12:40:04

CITY OF FREEPORT  
Budget Transfer Document

Page: 1 of 1  
Report ID: L100A

Document #	Line #	Fund	Org	Account	Object	Description Fund Account	Decrease Amount	Increase Amount
BT	8							
						Underbudgeting correction. DUES in the Central Government Account had an appropriation that was less than needed (these are foreseeable expenses). This amendment moves appropriation to DUES from OPERATING SUPPLIES. The appropriation for OPERATING SUPPLIES is still enough to cover all 2013 expenses thus far.		
	1	101		41000	433	GENERAL GOVERNMENT		248.00
	2	101		41000	210	GENERAL GOVERNMENT	248.00	
						Grand Total	248.00	248.00