



CITY OF FREEPORT

125 Main Street E – PO Box 301 – Freeport, MN 56331 – 320-836-2112 – FAX 320-836-2116
For TTY/TDD Users 1-800-627-3529 or 711 Minnesota Relay Service www.freeportmn.org

December 27, 2016, 2016 - Regular Meeting Agenda
Freeport City Hall - 7:00 pm

Call to Order

- I. Approve Agenda – *Motion to approve*
- II. Open Public Forum
- III. Consent Agenda – *Motion to approve*
 - a. Claims 2586 – 2613 (1-6)
 - b. November 29, 2016 Meeting Minutes (7-8)
- IV. Reports
 - a. Clerk Report (9)
 - b. Deputy Treasurer Report (N/A)
 - c. Public Works Report (10-12)
 - d. Engineer Report (N/A)
 - e. Attorney Report (13)
 - f. Fire Department Report (N/A)
- V. Old Business
 - a. Resolution 2016-16 – 2017 Final Budget (14-35)
 - b. Public Works Performance/Pay (36)
 - c. Compost Site (37)
- VI. New Business
 - a. Resolution 2016-14 – Fire Department Officer Appointments (38)
 - b. Resolution 2016-15 – Fire Department Personnel Policy (39-51)
- VII. Adjourn

Next meeting: January 9, 2016

12/13/16
14:15:21

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 12/16

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Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/	Document \$/	Disc \$					Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account	
2586		15 ALBANY MUTUAL TELEPHONE	269.09						
	10258784	12/01/16 836-2411/2413	73.37			225 42200	320	10100	
	10259169	12/01/16 836-7158	37.70			101 41000	320	10100	
	10258947	12/01/16 836-2685	18.02			601 43225	320	10100	
	10258947	12/01/16 836-2685	18.02			602 43250	320	10100	
	10258646	12/01/16 836-2116	69.32			101 41000	320	10100	
	10258645	12/01/16 836-2112	52.66			101 41000	320	10100	
		Total for Vendor:	269.09						
2587		25 AMERIPRIDE LINEN & APPAREL	54.60						
	2200848437	11/11/16 Monthly rug service	54.60			101 41000	410	10100	
		Total for Vendor:	54.60						
2588		70 CENTERPOINT ENERGY	68.13						
	11/21/16	Maintenance bldg	46.67			101 43100	382	10100	
	11/21/16	Fire hall	21.46			225 42200	382	10100	
		Total for Vendor:	68.13						
2589		76 CENTRAL MINNESOTA CREDIT UNION	265.58						
	11/30/16	Stearns Cnty Beacon fees	1.00			101 41000	433	10100	
	11/30/16	Fire hall cleaning supplies	13.12*			225 42200	210	10100	
	11/30/16	Food for election workers	28.50*			101 41450	210	10100	
	11/30/16	Fire dept plaque	218.75*			225 42200	430	10100	
	11/30/16	Water sample postage	3.21			601 43225	200	10100	
	11/30/16	Stearns Cnty Beacon fees	1.00			101 41000	433	10100	
		Total for Vendor:	265.58						
2590		145 FINKEN WATER CENTERS	23.00						
	4305712	12/01/16 Water softener rental	15.00			101 41000	410	10100	
	4305722	12/01/16 Maint water cooler	8.00			101 43100	410	10100	
		Total for Vendor:	23.00						
2591		387 RAHNS OIL & PROPANE, INC	659.41						
	91479	11/30/16 Fire Dept fuel	93.09			225 42200	215	10100	
	91479	11/30/16 Public Works fuel	503.87			101 43100	215	10100	
	91479	11/30/16 EDA food	62.45			300 46500	210	10100	
		Total for Vendor:	659.41						

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2592		437 STAR PUBLICATIONS LLC	28.44					
	155912	11/30/16 Public hearing notice	28.44			101 41000	350	10100
		Total for Vendor:	28.44					
2593		510 VERIZON WIRELESS	58.78					
	9776280850	12/01/16 Cell phone - Dec	58.78			101 43100	320	10100
		Total for Vendor:	58.78					
2594		525 XCEL ENERGY	2,326.31					
	526302642	12/02/16 302188142	138.03			601 43225	381	10100
	526302642	12/02/16 302252262	94.85			101 43160	381	10100
	526302642	12/02/16 302290398	113.52			101 41000	381	10100
	526302642	12/02/16 302679657	119.59			101 43100	381	10100
	526302642	12/02/16 302700297	22.88			602 43250	381	10100
	526302642	12/02/16 302947044	165.65			601 43225	381	10100
	526302642	12/02/16 303193187	26.03			602 43250	381	10100
	526302642	12/02/16 303616049	69.31			225 42200	381	10100
	526302642	12/02/16 303936749	49.08			101 43160	381	10100
	526302642	12/02/16 303956738	504.17			101 43160	381	10100
	526302642	12/02/16 303963984	269.61			101 43160	381	10100
	526302642	12/02/16 303985901	37.73			101 43160	381	10100
	526302642	12/02/16 304083816	12.77			101 43160	381	10100
	526302642	12/02/16 304098414	17.94			602 43250	381	10100
	526508658	12/05/16 Street lights	685.15			101 43160	381	10100
		Total for Vendor:	2,326.31					
# of Claims			9	Total:		3,753.34		

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2595		40 AUTO VALUE-ALBANY	9.99					
	26208669	11/05/16 Sealed beam-halogen	9.99*			225 42200	210	10100
		Total for Vendor:	9.99					
2596		52 BLACK MOUNTAIN SOFTWARE, INC.	4,109.00					
	21760	12/01/16 UB annual maintenance	444.00			601 43225	433	10100
	21760	12/01/16 UB annual maintenance	444.00			602 43250	433	10100
	21760	12/01/16 UB email bills annual maint	33.00			601 43225	433	10100
	21760	12/01/16 UB email bills annual maint	33.00			602 43250	433	10100
	21760	12/01/16 UB ACH annual maint	116.50			601 43225	433	10100
	21760	12/01/16 UB ACH annual maint	116.50			602 43250	433	10100
	21760	12/01/16 UB AMR interface annual maint	90.00			601 43225	433	10100
	21760	12/01/16 UB AMR interface annual maint	90.00			602 43250	433	10100
	21760	12/01/16 UB Rate Analysis annual maint	12.50			601 43225	433	10100
	21760	12/01/16 UB Rate Analysis annual maint	12.50			602 43250	433	10100
	21760	12/01/16 Accounting annual maintenance	1,258.00*			101 41000	433	10100
	21760	12/01/16 Budget Prep annual maintenance	504.00*			101 41000	433	10100
	21760	12/01/16 Payroll annual maintenance	880.00*			101 41000	433	10100
	21760	12/01/16 ACH direct deposit annual main	75.00*			101 41000	433	10100
		Total for Vendor:	4,109.00					
2597		71 CENTRACARE HEALTH	95.00					
	C102275319	11/01/16 Ben Ettle physical	95.00			225 42200	333	10100
		Total for Vendor:	95.00					
2598		107 DANNY'S DISPOSAL & RECYCLING,	168.66					
	12/01/16	Maintenance bldg	139.25*			101 43100	383	10100
	12/01/16	Fire hall	29.41*			225 42200	383	10100
		Total for Vendor:	168.66					
2599		123 DYMOKE LAW OFFICE, P.A.	396.00					
	12/01/16	City ordinances	198.00*			101 41000	302	10100
	12/01/16	EDA land sale	88.00			300 46500	302	10100
	12/01/16	City Council meeting	110.00*			101 41000	302	10100
		Total for Vendor:	396.00					

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2600		611 EMERGENCY RESPONSE SOLUTIONS	10.86					
	7583	12/01/16 Fastener, mounting, 4" fronts	6.18*			225 42200	210	10100
	7583	12/01/16 Shipping	4.68*			225 42200	210	10100
		Total for Vendor:	10.86					
2601		641 FREEPORT ELECTRIC, INC.	325.76					
	1422	12/09/16 Repair street lights	325.76			101 43160	311	10100
		Total for Vendor:	325.76					
2602		155 FREEPORT FARM CENTER, INC	106.62					
		Snow blowing equipment maintenance						
	97102	11/21/16 Tighten fan & drive chain	20.00			101 43100	220	10100
	97139	12/02/16 72201898 filter	11.87			101 43100	220	10100
	97139	12/02/16 10W30 oil	31.90			101 43100	220	10100
	97139	12/02/16 T190 44 oil filter	10.95			101 43100	220	10100
	97163	12/08/16 10W30 oil	31.90			101 43100	220	10100
		Total for Vendor:	106.62					
2603		669 FREEPORT SCREEN PRINTING	17.00					
	13563	11/23/16 One color back print	5.00*			225 42200	210	10100
	13563	11/23/16 Pro name	4.00*			225 42200	210	10100
	13563	11/23/16 Reorder screen	8.00*			225 42200	210	10100
		Total for Vendor:	17.00					
2604		174 GOPHER STATE ONE CALL, INC.	2.70					
	6110379	11/30/16 2 email tickets	1.35*			601 43225	300	10100
	6110379	11/30/16 2 email tickets	1.35*			602 43250	300	10100
		Total for Vendor:	2.70					
2605		184 HACH COMPANY	281.05					
	10205722	11/22/16 Fluoride RGT, accuvac, 25 pa	142.36			601 43225	210	10100
	10205722	11/22/16 Chlorine accuvac, 25 pack	107.80			601 43225	210	10100
	10205722	11/22/16 Freight	30.89			601 43225	210	10100
		Total for Vendor:	281.05					

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2606		187 HAWKINS, INC.	2,294.95					
	3984394	11/17/16 Chlorine 300lbs	429.00*			601 43225 440		10100
	3984394	11/17/16 Fuel surcharge	13.50*			601 43225 440		10100
	3984394	11/17/16 Hydrofluosilicic acid	172.31*			601 43225 440		10100
	3984394	11/17/16 LPC-4	1,680.14*			601 43225 440		10100
		Total for Vendor:	2,294.95					
2607		201 HOESCHEN AUTO	704.80					
		Public Works truck repairs						
	1269	12/02/16 Repair brakes, sway bars	704.80*			101 43100 401		10100
		Total for Vendor:	704.80					
2609		219 JOANN TIMP	162.00					
	12/19/16	4 cleanings 11/28/16-12/19/16	162.00*			101 41000 300		10100
		Total for Vendor:	162.00					
2608		670 JOHNSON JET-LINE, INC.	300.00					
	1416	11/30/16 Vacuum lift station	150.00*			602 43250 300		10100
	1416	11/30/16 Mobilization	150.00*			602 43250 300		10100
		Total for Vendor:	300.00					
2610		529 LOREN GOEBEL	278.53					
	11/30/16	Boots, insoles, jacket	240.97			101 43000 240		10100
	11/30/16	Crimped wire wheel, pipe wrnch	37.56			101 43100 210		10100
		Total for Vendor:	278.53					
2611		385 QUILL	31.46					
	2176729	11/29/16 Ambitex gloves, vinyl, xl	4.49			101 41000 210		10100
	2179498	11/29/16 Ambitex gloves, vinyl, md	6.99			101 41000 210		10100
	2179498	11/29/16 13 gal garbage bags	13.99			101 41000 210		10100
	2179498	11/29/16 Handling	5.99			101 41000 210		10100
		Total for Vendor:	31.46					

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2612		554 SWANY WHITE FLOUR MILLS, LTD.	1,457.59					
		12/01/16 TIF payment	1,460.52			265 46508	640	10100
		12/01/16 County TIF admin fee	-2.93			265 46508	640	10100
		Total for Vendor:	1,457.59					
2613		516 WEBER PRINTING	239.00					
		316421 11/30/16 Website minutes, resolutions,	239.00*			101 41000	300	10100
		Total for Vendor:	239.00					
		# of Claims	19	Total:	10,990.97			



CITY OF FREEPORT

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November 29, 2016 – Meeting Minutes

A regular meeting of the Freeport City Council was convened at 7:00pm by Mayor Rodney Atkinson with Councilmembers, Ken Goebel, Tim Hennen, Mike Eveslage and Ben Ettle present.

Staff in attendance: Clerk-Treasurer Adrianna Hennen, Deputy Treasurer Joan Wall, City Attorney Scott Dymoke, City Engineer Dave Blommel, Public Works Director Loren Goebel and Maintenance Assistant Vernon Fuchs

Others in attendance:

Andrea Ramacher (720 1st Ave N)

Jake Renneker (107 9th St SE)

Approve Agenda

K. Goebel moved to approve the agenda, seconded by Eveslage. Motion carried 5-0.

Open Public Forum

No public comment.

Consent Agenda

Ettle moved to approve the consent agenda, seconded by K. Goebel. Motion carried 5-0.

Reports

Clerk Report

A. Hennen stated she was working on organizing the swearing-in special meeting for the councilmembers and mayor. A. Hennen stated that Judge Mahler would administer the oath's again, and is waiting to hear back from the girl scouts to see if they could do the color guard.

Deputy Treasurer Report

No report was given.

Public Works Report

No report was given.

Engineer Report

No report was given.

Attorney Report

No discussion was had.

Fire Department Report

No report was given.

Old Business

Water/Sewer Rates

Ettle moved to approve the proposed water and sewer rates effective January 1, 2017, seconded by T. Hennen. Motion carried 5-0.

2017 Budget

Eveslage moved to remove the fax machine line, seconded by Atkinson. Roll-call vote: Atkinson-yes, Ettle-yes, Eveslage-yes, K. Goebel-yes, T. Hennen-yes. Motion carried 5-0. Council decided to no longer purchase the St. Cloud Times saving \$240. Council lowered the truck repair line from \$7,000 to \$4,500. Council lowered street lighting-professional services from \$1,500 to \$500. Council reduced main street lighting fund from \$30,000 to \$10,000. In 2017, the Mayor special meeting salary increase will take effect. Council lowered Streets-operating supplies from \$2,250 to \$2,000. Council increased transfers from the water and sewer funds to the general fund by \$1,000 each. Water income decreased and sewer income increased which reflect the newly approved rates. Overall, decrease the general levy from the proposed 271,500 to 246,800.

Parking Ordinance

No discussion was given.

New Business

Compost Site

Eveslage explained what he could remember of Long Prairie's when he lived there. They had an outside organization, a hockey team at the time, run the compost site, and the city donated money to the organization to run the site. The site was open on Wednesday and Saturday mornings, and it was up to the organization to man it and make sure no garbage was dropped off. The city gave every resident a permit with a number that they had to present every time they wanted to use the compost site. Council agreed this would be something we would look into and consider.

Loren Goebel Performance Review

All councilmembers agreed Loren was doing a great job and they were pleased to hear that he passed his water operating test. A. Hennen asked if council was going to consider a pay raise at this time. When council hired Loren they thought he would be able to get his licensing within the year and the city would no longer need the assistance of Brian Zapzalka, but it isn't working out that way. A. Hennen stated Loren makes \$17.00 but the pay range for the public works director is \$20-\$28. Council agreed they would talk about this at the December meeting, but weren't ready to make a decision without more information.

Resolution 2016-13 – Approving Optional 2 AM Liquor License

Atkinson moved to approve Resolution 2016-13, seconded by T. Hennen. Motion carried 5-0.

Adjourn

Ettle moved to adjourn at 8:50pm seconded by Eveslage. Motion carried 5-0.

Mayor, Rodney Atkinson

City Clerk-Treasurer, Adrianna Hennen

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Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 12/20/16

Re: Clerk Report

Update on the Swearing-In Ceremony:

- Will be held on Monday, January 9th at 7pm
 - The girl scouts will be opening and closing the ceremony with the color guard
 - Judge Mahler will be administering the oaths
 - Social will following after the ceremony to “meet” the council
-

At this time I would also like to thank Councilor Ken Goebel for his many years of service on the Council. It has truly been a pleasure working with you, Ken, the last few years I have been here. Please, don't be shy and stop in from time to time. Again, thank you for your dedication. Now, enjoy your free Tuesday nights!

Job Duty	Date	Initial
Did well house, water tower, lift station, pond checks, did water sampling, mowed lawn/bagged, cleaned zero turn charged	Mon 11/14/16	LB
o.l cleaned up for winter, blew lines at ballpark,	"	LB
hauled hauled rock to harding from behind Millwood Millworks	"	MC
Did well house, water tower pond checks, put x-mas lights up with Jim Nitch, did water suppression test at school gym	Tue 11/15/16	LB
	"	LB
	"	LB
Did well house, water tower, pond checks, put plow on lawn mower, ran plow truck moved equipment around for winter storage	Wed 11/16/16	LB
	"	LB
	"	LB
Did well house, water tower, pond checks, lift station checks, water sampling, Kirt from Hawking chemical came to exchange chlorine & fill chemicals, cleaned sweeper & lawn mower deck	Thurs 11/17/16	LB
	"	LB
	"	LB
got sand in plow truck, winterized ponds, checked streets for high gate valves, sweeper manhole covers,	"	LB/ME
	"	LB/ME
Did well house, water tower pond checks, did water reports w/ Adri, cleaned shop, blew snow	FRI 11/18/16	LB
	"	LB
Blew SNOW	SAT 11/19/16	LB/ME
	"	LB
Did well house water tower, pond checks	SUN 11/20/16	LB
Did well house water tower, pond checks, blew street behind gazebo because couldn't get semi's parked on road.	"	LB
Did well house, water tower, pond, lift station checks, cleared snow off sidewalk by Alvin Gabel Street to much on there they couldn't move it. moved snow by street by school to get off road, water sampling: blew ^{street} behind Glen Meyer.	Mon 11/21/16	LB
	"	LB
	"	LB
~~~~~ court packet ~~~~~ MEETING ~~~~~		
Did well house, water tower pond checks, did some cleaning of blowers, greasing. "VAC"	Tue 11/22/16	LB
	"	LB
Did well house, water tower, pond checks, ^{water sampling} blew snow with blowers around town to get tight to curbs,	Wed 11/23/16	LB
	"	LB/ME
Did well house, water tower lift station checks, pond	Th 11/24/16	LB
Did well house, water tower, pond checks	Fri 11/25/16	LB
Did well house, water tower, pond checks	SAT 11/26/16	LB
	SUN 11/27/16	LB
Did well house, water tower, pond, lift station checks, water	11/28/16	LB

Job Duty	Date	Initial
Sampling, power outage by 2 nd St NE put down lift station 1, worked on getting that up & running after excel got transformer fuse replaced, plugged in x-mas lights, fixed some that had fuses blown out or lights ripped off.	mon 11/28	LG
checked surge protector in lift station 1.		LG
Did well house, water tower, pond checks, Flushed hydrants	Tue 11/29/16	LG
did water sample for MOH mailed one & brought one to	"	LG
SAVE Center DATA along with Influent, x-mas music outside city hall & replaced some bulbs in x-mas lights	"	LG
Did well house, water tower, pond checks, put reader on	Wed 11/30/16	LG
water meter at Khouf's new building, brought ton truck	"	LG
to homechens Auto Front caliper was sticking "replaced", Var	"	LG
Did well, water tower, pond, lift station water samples	Thurs 12/1/16	LG
Did well house, water tower, pond checks	12/2/16	LG
Did well house, water tower, pond checks	SAT 12/3/16	LG
Did well house, water tower, pond checks	SUN 12/4/16	LG
Fixed 3 gate valves in streets that were too high	MON 12/5/16	LG/ME
Did well house, water tower, pond, lift station checks, did	"	LG
water sampling, got shoes for blade on ton truck from Jimmy	"	LG
Mayers,	"	LG
Did well house, water tower, pond checks, went thru	Tue 12/6/16	LG
old computers at City Hall, cleaned at city hall & shop	"	LG
Did well house, water tower, pond checks, brought computer	Wed 12/7/16	LG
to Tony Klassen to have look at hard-drives got info & then	"	LG
destroyed them. went thru surge protectors one at City hall	"	LG
and 2 in lift stations	"	LG
Did well house, water tower, pond, lift station checks, did	Thurs 12/8/16	LG
water sampling, cleaned at shop, changed oil in John Deere	"	LG
tractor, checked air filter	"	LG
Did well house, water tower, pond checks, cleaned at	Fri 12/9/16	LG
water tower, hooked up all snow equipment, went thru	"	LG
& greased, went thru files at City Hall, cleaned shop	"	LG
Filed paper work from MOH.	"	LG
Did well house, water tower, pond checks	Sat 12/10/16	LG
Did well house, water tower, pond checks	SUN 12/11/16	LG
Did well house, water tower, lift station, pond checks.	mon 12/12/16	LG
Blew snow, Fixed shear pin blower, cleaned shop	"	LG/ME

Dymoke Law Office, P.A.

300 Riverside Avenue NW

Melrose, Minnesota 56352

Telephone (320) 256-4205

Fax (320) 256-7201

December 20, 2016

Adrianna Hennen
City of Freeport
125 Main Street East
Freeport, MN 56331

BY ELECTRONIC MAIL

Re: Monthly Legal Report

Dear Ms. Hennen:

During the period from November 22, 2016 through December 20, 2016, we have not given significant attention any projects on behalf of the City of Freeport.

Respectfully submitted,
Dymoke Law Office, P.A.

by Scott E. Dymoke

Memo

From: Joan Wall, Deputy Treasurer

To: Freeport City Council

Date: December 21, 2016

Re: 2017 Final Budget

The following budget pages show the 2017 approved preliminary budget and changes made to arrive at the final budget for your approval. A proposed resolution to adopt the final budget & levy is included with this packet (after the budget pages).

Freeport City	Payable 2016	Payable 2017	Increase (Decrease)	Percentage Change
Estimated Market Value	\$56,868,400	\$56,982,500	\$114,100	0.20%
JobZone Market Value	\$262,800			
Taxable Market Value	\$42,926,800	\$44,130,400	\$1,203,600	2.80%
JobZone Taxable Market Value	\$262,800	\$0	(\$262,800)	-100.00%
Tax Capacity	\$537,682	\$555,445	\$17,763	3.30%
Power Line	(\$17)	(\$17)	\$0	0.00%
TIF Captured	(\$2,010)	(\$2,026)	(\$16)	0.80%
Adjusted Tax Capacity	\$535,655	\$553,402	\$17,747	3.31%
JobZone Tax Capacity	\$4,891	\$0	(\$4,891)	-100.00%
Rural Service District	(\$11,337)	(\$11,318.50)	\$19	-0.16%
2012 Bonds	\$90,000	\$95,000	\$5,000	5.56%
2013 Bonds	\$92,500	\$93,500	\$1,000	1.08%
EDA	\$10,000	\$10,000	\$0	0.00%
Revenue	\$238,500	\$246,800	\$8,300	3.48%
Total Property Tax Levy	\$431,000	\$445,300	\$14,300	3.32%
Tax Capacity Rate				
2012 Bonds	16.64983%	17.16654%	0.51671%	3.10%
2013 Bonds	17.11233%	16.89549%	-0.21683%	-1.27%
EDA	1.86687%	1.80700%	-0.05987%	-3.21%
Revenue	45.48766%	45.528041%	0.04038%	0.09%
Total Tax Capacity Rate	81.116694%	81.397084%	0.28039%	0.35%

Payable 2016---2012 Bonds: $\$90,000/(\$535,655+\$4,891) = \$90,000/\$540,546 = 0.1664983$

Payable 2017---2012 Bonds: $\$95,000/(\$553,402+\$0) = \$95,000/\$553,402 = 0.1716654$

Payable 2016---2013 Bonds: $\$92,500/(\$535,655+\$4,891) = \$92,500/\$540,546 = 0.1711233$

Payable 2017---2013 Bonds: $\$93,500/(\$553,402+\$0) = \$93,500/\$553,402 = 0.1689549$

Payable 2016---EDA: $\$10,000/\$535,655 = 0.0186687$

Payable 2017---EDA: $\$10,000/\$553,402 = 0.0180700$

Payable 2016---Revenue: $\$238,500/(\$535,655-\$11,397) = \$238,500/\$524,318 = 0.4548766$

Payable 2017---Revenue: $\$246,800/(\$553,402-\$11,319) = \$246,800/\$542,083.50 = 0.4552804$

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101 General Fund		Actuals				Current	%	Prelim.	Budget	Final	% Old
Account	Object	2013	2014	2015	2016	Budget 2016	Exp. 2016	Budget 17	Changes 17	Budget 17	Budget 17
41000 GENERAL GOVERNMENT											
200	Postage	255	367	687	188	300	63%	300		300	100%
210	Operating Supplies	1,825	789	2,457	868	2,200	39%	2,200	-200	2,000	91%
220	Repair & Maint. Supplies	1,634	354	478	183	750	24%	750		750	100%
300	Professional Services	7,581	4,137	15,172	6,830	6,000	114%	6,000		6,000	100%
Cleaning \$1,875 + Ehlers continuing disclosure bond report \$500 + Web hosting \$400 + Computer services + Kathleen Murphy + SEH											
2015 was high due to outside help from Kathleen Murphy (hiring), KDV (consulting & training), and Schlenner Wenner (payroll) when former clerk terminated April 2015.											
2016 also had some of the above outside services.											
302	Legal Consulting	4,133	5,006	10,884	5,280	3,000	176%	5,000		5,000	167%
305	Legal Prosecution		1,055			500	0%	500		500	100%
320	Telephone	2,233	2,192	1,991	1,804	2,300	78%	2,300	-412	1,888	82%
2017 removed fax line from budget											
350	Notices & Publication	3,040	1,375	1,849	734	1,300	56%	1,300		1,300	100%
2013 & 2015 include employee hiring announcements, etc.											
351	Periodicals	247	436	223		210	0%	210	50	260	124%
2017: removed St Cloud Times \$240, added Beacon & Herald \$260; Beacon & Herald pd for 3 yrs in 2014, will need to renew in 2017											
361	Liability Insurance	7,717	8,457	7,327	5,321	7,226	74%	7,226		7,226	100%
381	Electric	2,726	1,901	1,897	1,935	2,300	84%	2,300		2,300	100%
410	Rentals	1,952	2,527	2,034	1,952	2,200	89%	2,200		2,200	100%
Ameripride \$660, Marco \$1,300, Finken \$180											
430	Miscellaneous	217	6,717	112	500	350	143%	350		350	100%
2014 included Stearns Muni League mtg (345), new website (1,450), creamery asbestos report (1,290), KDV debt & levy analysis (840), DEED Grant Ap Assist Legal (1,384)											
2016 was to Girl Scouts											
433	Dues	2,785	3,480	3,244	3,944	3,215	123%	3,215	200	3,415	106%
Black Mountain \$2,800, Stearns Cnty Beacon \$60, MAOSC \$405, Freeport Chamber \$150											
2016 includes 1-time charge of \$630 for Black Mountain payroll setup											
434	League Dues	749	771	812	840	771	109%	870		870	113%
450	Sales Tax	59				0	0%			0	0%
570	Office Equip & Furnishing	794	1,030			0	0%			0	0%
Account:		37,947	40,594	49,167	30,379	32,622	93%	34,721	-362	34,359	105%
41100 Legislative (Council/Board)											
100	Wages and Salaries	4,585	3,995	5,090	3,555	4,320	82%	4,320		4,320	100%
Regular mtgs \$65 x 4 members x 12 mtgs = \$3,120											
Special mtgs \$50 x 4 members x 6 mtgs = \$1,200											
121	Cities FICA 6.2%	284	248	316	220	268	82%	268		268	100%
101-41100-100 x 6.2%											
122	Cities Share MED 1.45%	66	58	74	52	63	83%	64		64	102%
101-41100-100 x 1.45%											
330	Training	299	315	903		890	0%	890		890	100%
2 newly elected officials training \$630, 2 1-night stays \$260											

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		Actuals				Current	%	Prelim.	Budget	Final	% Old
Account	Object	2013	2014	2015	2016	Budget	Exp.	Budget	Changes	Budget	Budget
		2013	2014	2015	2016	2016	2016	17	17	17	17
101 General Fund											
335 Mileage & Reimb Exp		26	34	160		115	0%	306		306	266%
	2 newly elected officials training										
360 Workers Comp Insurance		87	69	59	23	100	23%	100		100	100%
	Account:	5,347	4,719	6,602	3,850	5,756	67%	5,948	0	5,948	103%
41300 Executive (Mayor/Manager)											
100 Wages and Salaries		1,345	1,200	1,825	1,020	1,440	71%	1,440	150	1,590	110%
	Regular mtgs \$95 x 12 mtgs = \$1,140										
	Special mtgs \$75 x 6 mtgs = \$450										
121 Cities FICA 6.2%		83	74	113	63	90	70%	90		90	100%
	101-41300-100 x 6.2%										
122 Cities Share MED 1.45%		20	17	26	15	21	71%	21		21	100%
	101-41300-100 x 1.45%										
330 Training		120	329			300	0%	300		300	100%
	Mayor's conference \$120, 1-night stay \$180										
335 Mileage & Reimb Exp		200	98			117	0%	117		117	100%
	Mayor's conference										
433 Dues		30	30	30	30	35	86%	35		35	100%
	MN Mayors Membership Dues										
	Account:	1,798	1,748	1,994	1,128	2,003	56%	2,003	150	2,153	107%
41400 Clerk											
100 Wages and Salaries		37,585	52,215	48,294	42,090	45,760	92%	46,799		46,799	102%
103 Assistant's Wages		24,530	21,723	16,836	18,195	20,800	87%	18,720		18,720	90%
105 Misc Compensation				8,701	5,429	5,646	96%	5,655		5,655	100%
120 Cities Share PERA		4,233	6,737	3,717	4,524	5,667	80%	5,338		5,338	94%
121 Cities FICA 6.2%		3,616	5,734	4,230	4,074	4,685	87%	4,413		4,413	94%
122 Cities Share MED 1.45%		846	1,341	989	953	1,096	87%	1,032		1,032	94%
130 Health Insurance		7,221	10,000	833	3,494	3,354	104%	3,354		3,354	100%
131 Life Insurance		16	24	29	22	24	92%	24		24	100%
140 Unemployment Compensation				9,367	1,653	0	***%			0	0%
	Former Clerk who terminated April 2015										
301 Audit		2,614				0	0%			0	0%
320 Telephone		70	170			120	0%			0	0%
330 Training		725	1,414	2,034	1,845	2,830	65%	3,735		3,735	132%
	LMC conf x 2 (Reg \$500 + Hotel \$1200), LMC regional mtgs (Reg \$40), MN Municipal										
	Clerks Institute (Reg \$410 + Hotel \$600), MCFOA conf x 1 (Reg \$275 + Hotel										
	\$600), MCFOA region 3 mtgs (Reg \$90), KDV annual seminar (Reg \$20)										
335 Mileage & Reimb Exp		1,053	509	516	411	600	69%	912		912	152%
	LMC conf (\$409), LMC regional mtgs (\$35), MN Municipal Clerks Institute (\$98),										
	MCFOA conf (\$158), MCFOA region 3 mtgs (\$104), KDV annual seminar (\$35) + Other										
	\$75										
360 Workers Comp Insurance		496	471	501	289	700	41%	700		700	100%
433 Dues		130	240	190	250	190	132%	270		270	142%
	MCFOA \$70, IIMC \$200										
	Account:	83,135	100,578	96,237	83,229	91,472	91%	90,952	0	90,952	99%

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Account	Object	2013	2014	2015	2016	Budget	Exp.	Budget	Changes	Budget	Budget
						2016	2016	17	17	17	17
<hr/>											
41450 Elections											
105 Misc Compensation	2016 election year	824	2,100		1,669	2,200	76%			0	0%
210 Operating Supplies	Election equipment maintenance is annual county charge	840	20	415	476	100	476%	415		415	415%
335 Mileage & Reimb Exp	2016 election year	126	538		320	550	58%			0	0%
350 Notices & Publication	2016 election year	13	67		388	100	388%			0	0%
Account:		1,803	2,725	415	2,853	2,950	97%	415	0	415	14%
<hr/>											
41500 Auditor											
300 Professional Services	BerganKDV & Schlenner Wenner assistance		7,625	12,944	3,825	12,000	32%	3,000		3,000	25%
301 Audit	Schlenner Wenner audit svcs	-2,614	14,035	12,750	14,650	13,150	111%	13,550		13,550	103%
302 Legal Consulting	Dymoke auditor's letter		75	110	110	110	100%	110		110	100%
Account:		-2,614	21,735	25,804	18,585	25,260	74%	16,660	0	16,660	66%
<hr/>											
41550 Assessor											
304 Assessing Fees		5,135	4,871	4,422	4,696	5,000	94%	5,000		5,000	100%
Account:		5,135	4,871	4,422	4,696	5,000	94%	5,000	0	5,000	100%
<hr/>											
41800 Planning / Zoning											
300 Professional Services		1,800	5,321	60		6,000	0%	1,000		1,000	17%
302 Legal Consulting		53				0	0%			0	0%
303 Engineering		401				0	0%			0	0%
350 Notices & Publication		247	176			250	0%	250		250	100%
429 County Recording Fees		138			138	0 ***%				0	0%
Account:		2,639	5,497	60	138	6,250	2%	1,250	0	1,250	20%
<hr/>											
42000 Public Safety											
316 Animal Control		107				0	0%			0	0%
Account:		107				0 ***%		0	0	0	0%
<hr/>											
42050 Building Official											
310 Contractor	2016 includes unusually large building permits: Sacred Heart gym and Albany Stone	8,133	4,341	2,262	7,940	4,000	199%	4,000		4,000	100%
436 State Surcharge	2016 includes unusually large building permits: Sacred Heart gym and Albany Stone	455	138	78	571	200	286%	200		200	100%
Account:		8,588	4,479	2,340	8,511	4,200	203%	4,200	0	4,200	100%
<hr/>											
42200 Fire & Rescue											
312 Fire Service Contract		30,495				0	0%			0	0%
700 Transfers	City's fire protection contract			42,225	40,224	40,224	100%	39,924		39,924	99%
In 2014, \$34,026 for City's fire protection contract coded incorrectly to 101-49360-700 by auditors. Should have been coded to 101-42200-700.											

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		Actuals				Current	%	Prelim.	Budget	Final	% Old
		2013	2014	2015	2016	Budget	Exp.	Budget	Changes	Budget	Budget
Account	Object	2013	2014	2015	2016	2016	2016	17	17	17	17
101 General Fund											
	Account:	30,495		42,225	40,224	40,224	100%	39,924	0	39,924	99%
43000 Public Works											
100	Wages and Salaries	50,858	52,153	48,413	38,863	41,600	93%	43,740		43,740	105%
103	Assistant's Wages	24,879	25,573	27,211	2,758	21,632	13%	10,400		10,400	48%
105	Misc Compensation			12,611		0	0%			0	0%
120	Cities Share PERA	5,283	7,360	4,543	3,123	5,417	58%	4,061		4,061	75%
121	Cities FICA 6.2%	4,492	6,262	4,738	2,580	4,478	58%	3,356		3,356	75%
122	Cities Share MED 1.45%	1,051	1,464	1,108	604	1,047	58%	784		784	75%
130	Health Insurance	8,893	12,500	1,667	9,852	9,000	109%	9,000		9,000	100%
131	Life Insurance	22	24	15	24	48	50%	24		24	50%
210	Operating Supplies	72				0	0%			0	0%
240	Clothing Replacement	170	421	624	241	500	48%	200		200	40%
330	Training			290		500	0%	200		200	40%
2015 new Public Works Director											
335	Mileage & Reimb Exp	23	67	173	98	100	98%	100		100	100%
360	Workers Comp Insurance	5,138	5,300	5,822	2,002	9,055	22%	5,000		5,000	55%
700	Transfers				10,000	10,000	100%	10,000		10,000	100%
2016 set aside funds for future equipment purchases											
	Account:	100,881	111,124	107,215	70,145	103,377	68%	86,865	0	86,865	84%
43100 Highways, Streets & Roadways											
210	Operating Supplies	1,428	1,637	1,485	983	2,250	44%	2,250	-250	2,000	89%
215	Gas & Oil	4,333	5,060	2,925	2,867	4,500	64%	4,500		4,500	100%
220	Repair & Maint. Supplies	432	1,359	2,522	571	2,000	29%	2,000		2,000	100%
225	Street Materials	7,071	8,384	7,563	10,633	8,300	128%	8,300		8,300	100%
Crack sealing \$5,000, road salt \$2,000, dust control \$800, road patch \$500											
2016 includes \$5,328 for shoulder seal coat done by County											
300	Professional Services				1,812	0 ***				0	0%
2016: SEH fees for Industrial Park paving project											
311	Outside Maintenance	7,647		233	773	10,000	8%	5,000		5,000	50%
320	Telephone	2,358	2,575	2,219	712	2,760	26%	750		750	27%
Currently paying \$60 per month for cell phone											
350	Notices & Publication		214	116		0	0%			0	0%
361	Liability Insurance	1,972	2,038	2,058	1,506	2,026	74%	2,026		2,026	100%
366	Insurance Claims	-462				0	0%			0	0%
381	Electric	1,383	1,509	1,222	1,028	1,500	69%	1,500		1,500	100%
382	Heating Gas	896	1,044	700	465	1,500	31%	1,500		1,500	100%
383	Garbage	1,271	1,514	1,506	1,572	1,200	131%	1,680		1,680	140%
\$140 x 12 months											
401	Truck Repairs	4,283	2,866	12,318	3,689	1,500	246%	7,000	-2,500	4,500	300%
2015 includes repairs on Public Works truck											
410	Rentals		141	152	88	250	35%	250		250	100%
430	Miscellaneous	4,868	651	13,000	6,696	250 ***		250	700	950	380%
2015 was for Sauk River Watershed District assessments											
2016 was for Christmas banners & garland - offset by Lions donation in 101.36230											
2017 includes \$700 for 'Welcome to Freeport' banners											
431	Permits/License	496	37	345	345	500	69%	500		500	100%
DOT or other											

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Account	Object	2013	2014	2015	2016	Budget	Exp.	Budget	Changes	Budget	Budget
						2016	2016	17	17	17	17
433 Dues		123	107		107	225	48%	150		150	67%
	Annual vehicle registration										
510 Capital Expenditures		4,915	50,211			0	0%			0	0%
	2014 includes plow truck purchase										
700 Transfers					70,000	70,000	100%	70,000		70,000	100%
	2016 set aside funds for future street improvement										
	Account:	43,014	79,347	48,364	103,847	108,761	95%	107,656	-2,050	105,606	97%
43160 Street Lighting											
300 Professional Services		189	168	32	32	1,500	2%	1,500	-1,000	500	33%
311 Outside Maintenance		1,100	3,673	1,261	905	1,000	91%	1,000		1,000	100%
361 Liability Insurance		1,773				0	0%			0	0%
381 Electric		19,097	17,968	19,059	17,527	18,000	97%	18,000		18,000	100%
700 Transfers						0	0%	30,000	-20,000	10,000	*****
	Set aside funds for future street light purchases - want to set aside more per year in future years										
	Account:	22,159	21,809	20,352	18,464	20,500	90%	50,500	-21,000	29,500	144%
45100 Recreation											
210 Operating Supplies						0	0%	3,000		3,000	*****
	Winter rec program										
	Account:					0	***%	3,000	0	3,000	*****
45200 Parks											
210 Operating Supplies		1,074	37	4,765	48	200	24%	500		500	250%
	Paper towels, toilet paper, soap										
	2015 includes bagger/thatcher										
220 Repair & Maint. Supplies		1,272	1,441	2,447	2,103	1,500	140%	2,000		2,000	133%
260 Park Maintenance					177	1,200	15%	1,200		1,200	100%
	Mulch, playground equipment										
361 Liability Insurance		4,770	5,007	5,239	4,023	5,111	79%	5,111		5,111	100%
435 SR Citizen Building		92	16	525	1,732	2,500	69%	3,000		3,000	120%
	Vinyl plank flooring quote \$2,500 + other \$500 (carpet quote is \$1,375)										
510 Capital Expenditures		6,946				0	0%			0	0%
700 Transfers						0	0%	5,000		5,000	*****
	Set aside funds for future south end park										
	Account:	14,154	6,501	12,976	8,083	10,511	77%	16,811	0	16,811	160%
49360 Tranfers to Other Funds											
700 Transfers			39,106			0	0%			0	0%
	Account:		39,106			0	***%	0	0	0	0%
	Fund:	354,588	444,833	418,173	394,132	458,886	86%	465,905	-23,262	442,643	96%
											%
Grand Total :		354,588	444,833	418,173	394,132	458,886		465,905	-23,262	442,643	

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Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2013	2014	2015	2016	Budget	Rec.	Budget	Change	Budget	Budget
	2013	2014	2015	2016	2016	2016	17	17	17	17
<hr/>										
101 General Fund										
31000 General Property Taxes										
31000 General Property Taxes	231,901	224,645	194,203	235,693	238,500	99%	271,500	-24,700	246,800	103%
Group:	231,901	224,645	194,203	235,693	238,500	99%	271,500	-24,700	246,800	103%
31800 Other Taxes										
31810 Franchise Fees	3,023	3,245	3,539		3,000	0%	3,000		3,000	100%
Group:	3,023	3,245	3,539		3,000	0%	3,000	0	3,000	100%
32100 Liquor Licenses										
32100 Liquor Licenses	8,100	8,145	8,115	8,090	8,100	100%	8,100		8,100	100%
Group:	8,100	8,145	8,115	8,090	8,100	100%	8,100	0	8,100	100%
32200 Special Events										
32200 Special Events				40	0	***%			0	0%
32210 Building Permits	8,022	6,836	2,759	15,372	500	***%	500		500	100%
32230 Zoning Permit	395	300	125	575	200	288%	200		200	100%
32231 Pet License	20	40	88	60	25	240%	25		25	100%
Group:	8,437	7,176	2,972	16,047	725	***%	725	0	725	100%
32300 Gambling Licenses										
32300 Gambling Licenses	450	90	125	230	100	230%	100		100	100%
Group:	450	90	125	230	100	230%	100	0	100	100%
33400 State Grants & Aid/PERA										
33400 State Grants & Aid/PERA	410	410	410	205	410	50%	410		410	100%
33401 LGA (Local Gov't Aid)	84,947	108,215	110,589	55,656	111,311	50%	111,640		111,640	100%
33402 HACA (Homestead Credit)	382	395	670	426	400	107%	400		400	100%
33431 State - Small City			14,466		0	0%			0	0%
Received \$14,466 in 2015. Not budgeted for 2016 or 2017 because the legislature has not yet funded additional years.										
Group:	85,739	109,020	126,135	56,287	112,121	50%	112,450	0	112,450	100%
34000 Charges for Services										
34000 Charges for Services	1,433	166	665	835	100	835%	100		100	100%
Group:	1,433	166	665	835	100	835%	100	0	100	100%
35100 Fines										
35100 Fines	1,923	3,074	2,075	1,540	1,500	103%	1,500		1,500	100%
Group:	1,923	3,074	2,075	1,540	1,500	103%	1,500	0	1,500	100%

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Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2013	2014	2015	2016	Budget	Rec.	Budget	Change	Budget	Budget
	2016	2016	2017	2017	2017	2017	2017	2017	2017	2017
<hr/>										
101 General Fund										
36100 Special Assessments										
36100 Special Assessments	1,688	323	2,739		675	0%	675		675	100%
Group:	1,688	323	2,739		675	0%	675	0	675	100%
36200 Miscellaneous Revenues										
36200 Miscellaneous Revenues	1,378	4,149	311	1,885	1,140	165%	1,140		1,140	100%
2016 includes \$1875 from Albany Mutual Telephone										
36210 Interest Earnings	2,665	2,855	2,938	5,334	10,000	53%	2,500		2,500	25%
36220 Rents and Royalties	1,535	1,605	1,500		1,500	0%	1,500		1,500	100%
36230 Donations - Private				6,696	0	***%			0	0%
2016: from Lions for Christmas decorations										
36240 Insurance Claims			678		0	0%			0	0%
36250 Insurance Dividends	5,125	3,207	6,286		5,000	0%	5,000		5,000	100%
36280 Sale of Equipment		7,600			0	0%			0	0%
Group:	10,703	19,416	11,713	13,915	17,640	79%	10,140	0	10,140	57%
39100 Transfer From AFSA										
39100 Transfer From AFSA	3,500	3,500	3,500	3,500	3,500	100%	3,500		3,500	100%
Group:	3,500	3,500	3,500	3,500	3,500	100%	3,500	0	3,500	100%
39200 Transfer from other funds										
39200 Transfer from other funds	2,042	18,311	1,696		0	0%			0	0%
2015 was to close remainder of fund 315 to fund 101										
Group:	2,042	18,311	1,696		0	0%	0	0	0	0%
39500 Transfer from EDA										
39500 Transfer from EDA	5,000	5,000	5,000	5,000	5,000	100%	5,000		5,000	100%
Group:	5,000	5,000	5,000	5,000	5,000	100%	5,000	0	5,000	100%
39700 Transfer from Water										
39700 Transfer from Water	35,000	40,000	40,000	40,000	40,000	100%	40,000	1,000	41,000	102%
Group:	35,000	40,000	40,000	40,000	40,000	100%	40,000	1,000	41,000	102%
39800 Transfer From WasteWater										
39800 Transfer From WasteWater	35,000	40,000	40,000	40,000	40,000	100%	40,000	1,000	41,000	102%
Group:	35,000	40,000	40,000	40,000	40,000	100%	40,000	1,000	41,000	102%
Fund:	433,939	482,111	442,477	421,137	470,961	89%	496,790	-22,700	474,090	100%
Grand Total :	433,939	482,111	442,477	421,137	470,961		496,790	-22,700	474,090	

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225 AFSA Fund		Actuals				Current	%	Prelim.	Budget	Final	% Old
Account	Object	2013	2014	2015	2016	Budget	Exp.	Budget	Changes	Budget	Budget
						2016	2016	17	17	17	17
<hr/>											
42200	Fire & Rescue										
100	Wages and Salaries	6,768	6,756	7,752	6,396	7,000	91%	7,000		7,000	100%
115	Drills	18,882	12,138	7,638	11,172	14,500	77%	8,000		8,000	55%
	Every other year there are more drills										
116	Fire Calls	5,436	2,370	5,700	7,416	5,000	148%	5,000		5,000	100%
117	Rescue Calls	6,252	6,348	5,340	5,832	6,500	90%	6,500		6,500	100%
121	Cities FICA 6.2%	2,315	1,712	1,629	1,911	2,046	93%	2,046		2,046	100%
122	Cities Share MED 1.45%	541	400	381	447	480	93%	480		480	100%
210	Operating Supplies	5,768	12,447	9,339	12,722	5,000	254%	7,000		7,000	140%
215	Gas & Oil	1,926	1,429	1,142	1,414	2,500	57%	2,500		2,500	100%
220	Repair & Maint. Supplies	1,383	3,699	1,213	2,069	5,000	41%	3,000		3,000	60%
240	Clothing Replacement	4,248	557	3,552		2,000	0%	2,000		2,000	100%
245	Radio/Pager Repair	220	350	336	1,499	750	200%	1,500		1,500	200%
300	Professional Services	570		400	670	300	223%	400		400	133%
	FEMA grant writer										
301	Audit	3,450	565		3,790	3,600	105%	3,600		3,600	100%
302	Legal Consulting	210	1,940	3,728		500	0%	500		500	100%
315	Fire Dept Aid 2%	18,495	17,793	19,118	19,603	12,000	163%	14,183		14,183	118%
	= to amount budgeted to receive from State (225-33400) + annual relief association contribution (\$2183 for 2017)										
320	Telephone	897	892	877	808	875	92%	875		875	100%
330	Training	2,695	3,641	2,435	3,000	3,500	86%	3,500		3,500	100%
332	State/Chief Conference			250	600	250	240%	750		750	300%
333	Physicals	560	545	545	565	600	94%	600		600	100%
335	Mileage & Reimb Exp	14	10		766	250	306%	250		250	100%
350	Notices & Publication	119				0	0%			0	0%
360	Workers Comp Insurance	3,043	3,436	3,823	2,740	5,000	55%	5,000		5,000	100%
361	Liability Insurance	3,778	3,110	3,441	2,166	6,000	36%	6,000		6,000	100%
381	Electric	2,121	2,063	1,823	1,461	2,250	65%	2,250		2,250	100%
382	Heating Gas	1,392	1,545	891	786	1,750	45%	1,750		1,750	100%
383	Garbage	378	345	339	618	350	177%	350		350	100%
401	Truck Repairs	2,489	1,909	5,518	8,770	3,000	292%	5,000		5,000	167%
430	Miscellaneous	1,690	302	82	2,733	1,000	273%	500		500	50%
433	Dues	309	40	270	278	350	79%	350		350	100%
450	Sales Tax	126				0	0%			0	0%
580	Other Equipment	11,455		591		0	0%			0	0%
700	Transfers	3,500	-30,526	3,500	3,500	3,500	100%	3,500		3,500	100%
	2014 includes a \$34,026 end of year auditor credit that should have been posted to the Fire Contract revenue account 225-34202. Actual transfer amount was \$3,500.										
Account:		111,030	55,816	91,653	103,732	95,851	108%	94,384	0	94,384	98%
Fund:		111,030	55,816	91,653	103,732	95,851	108%	94,384	0	94,384	98%
Grand Total:		111,030	55,816	91,653	103,732	95,851		94,384	0	94,384	

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Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2013	2014	2015	2016	Budget	Rec.	Budget	Change	Budget	Budget
	2016	2016	2016	2016	2016	2016	17	17	17	17

225 AFSA Fund										
33400 State Grants & Aid/PERA										
33400 State Grants & Aid/PERA	16,478	15,736	17,020	19,863	12,000	166%	12,000		12,000	100%
All funds received are paid back out to the relief association - see 225-42200-315										
33420 Fire Dept Aid				7,208	0	***%			0	0%
2016: reimbursements received for training costs and supplemental benefits for retired firefighter										
Group:	16,478	15,736	17,020	27,071	12,000	226%	12,000	0	12,000	100%
33600 Grants & Aids from Local Government										
33630 Grants & Aids from Other	3,500				0	0%			0	0%
Group:	3,500				0	0%	0	0	0	0%
34200 Public Safety										
34202 Fire Contract	96,273	70,841	89,700	85,084	85,083	100%	84,449		84,449	99%
2014 should have included \$34,206 incorrectly coded to 225-42200-700 Transfers; actual fire contract revenue was \$104,867.										
Our auditors now require that the City of Freeport's portion is recorded as a revenue transfer instead of on this line. See also 225-39400.										
34203 Fire Revenues	2,893	1,700	2,880	3,233	250	***%	250		250	100%
34205 Rescue Revenues	6,390	-2,982	11,650	8,355	5,250	159%	5,250		5,250	100%
Group:	105,556	69,559	104,230	96,672	90,583	107%	89,949	0	89,949	99%
36200 Miscellaneous Revenues										
36200 Miscellaneous Revenues	3,614	1,890	3,275		1,000	0%	1,000		1,000	100%
36210 Interest Earnings	2,252	2,206	2,640	2,778	0	***%			0	0%
36230 Donations - Private	11,800	6,130	3,200	6,717	3,000	224%	3,000		3,000	100%
Group:	17,666	10,226	9,115	9,495	4,000	237%	4,000	0	4,000	100%
39400 Transfer from General										
39400 Transfer from General			42,225	40,224	40,224	100%	39,924		39,924	99%
Our auditors now require that the City of Freeport's portion is recorded as a revenue transfer instead of on the Fire Contract line. See also 225-34202.										
Group:			42,225	40,224	40,224	100%	39,924	0	39,924	99%
Fund:	143,200	95,521	172,590	173,462	146,807	118%	145,873	0	145,873	99%
Grand Total :	143,200	95,521	172,590	173,462	146,807		145,873	0	145,873	

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		Actuals				Current	%	Prelim.	Budget	Final	% Old
		2013	2014	2015	2016	Budget	Exp.	Budget	Changes	Budget	Budget
Account	Object	2013	2014	2015	2016	2016	2016	17	17	17	17
<hr/>											
601 Water											
43225 Water											
200 Postage		994	722	592	637	700	91%	700		700	100%
210 Operating Supplies		3,632	1,456	4,827	1,247	2,500	50%	2,500	900	3,400	136%
	2017 includes \$900 for dissolved oxygen tester										
220 Repair & Maint. Supplies		105	373	166	769	650	118%	650		650	100%
300 Professional Services		156	169	199	651	300	217%	300		300	100%
311 Outside Maintenance		397	2,147		858	4,000	21%	4,000		4,000	100%
	Clean water tower \$3,000, Other \$1,000										
320 Telephone		235	245	616	214	300	71%	300		300	100%
330 Training		90	20		465	200	233%	300		300	150%
	2016 MRWA Technical Conf (half)										
350 Notices & Publication		726	511		384	500	77%	500		500	100%
361 Liability Insurance		1,482	942	809	588	798	74%	798		798	100%
381 Electric		7,354	6,442	4,235	5,311	6,000	89%	6,000		6,000	100%
420 Depreciation		29,615	29,615	29,615		71,080	0%	71,080		71,080	100%
	2016: needed to include depreciation that has been allocated to Fund 415 USDA in prior years. Fund 415 was merged into Fund 601 at the end of 2015.										
430 Miscellaneous		4,036	352	25		250	0%	250		250	100%
	2013 included buying extra water meters to have on hand										
431 Permits/License		2,123	2,509	1,716	1,950	2,500	78%	2,500		2,500	100%
433 Dues		986	1,824	2,117	896	925	97%	925		925	100%
	Black Mountain \$650, MRWA \$275										
440 Chemical Purification		4,539	4,234	3,568	4,589	4,000	115%	4,000		4,000	100%
450 Sales Tax		2,601			1,680	2,000	84%	2,000		2,000	100%
	For water sold to commercial customers										
460 Lab Testing		713	405			750	0%			0	0%
600 Bond Principal					24,000	39,000	62%	40,000		40,000	103%
	USDA loan \$25,000 + 2013A \$15,000										
610 Bond Interest					33,740	33,740	100%	33,030		33,030	98%
	USDA loan \$25,690 + 2013A \$7,340										
700 Transfers		35,000	40,000	81,601	53,867	53,867	100%	53,867	1,000	54,867	102%
	2017: Transfer to General Fund \$41,000; Transfer to USDA Water Reserve Fund \$13,867.										
	2016: Transfer to General Fund \$40,000; Transfer to USDA Water Reserve Fund \$13,867.										
	2015: Includes \$41,601 transfer to USDA Water Fund for 2013-2015.										
	Account:	94,784	91,966	130,086	131,846	224,060	59%	223,700	1,900	225,600	101%
	Fund:	94,784	91,966	130,086	131,846	224,060	59%	223,700	1,900	225,600	101%
											%
<hr/>											
Grand Total :		94,784	91,966	130,086	131,846	224,060		223,700	1,900	225,600	

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Account	2013	2014	2015	2016	Current Budget 2016	% Rec. 2016	Prelim. Budget 17	Budget Change 17	Final Budget 17	% Old Budget 17
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601 Water										
31300 General Sales and Use Tax										
31300 General Sales and Use Tax	2,551			1,778	2,000	89%	2,000		2,000	100%
Group:	2,551			1,778	2,000	89%	2,000	0	2,000	100%
34000 Charges for Services										
34000 Charges for Services	157,213	161,200	160,675	134,319	155,000	87%	160,000	-45,720	114,280	73%
Rate change effective Jan 1, 2017 - shift utility charges more to sewer & less to water										
34050 Hook-up fee	1,200		2,300		1,200	0%	1,200		1,200	100%
Group:	158,413	161,200	162,975	134,319	156,200	86%	161,200	-45,720	115,480	73%
36100 Special Assessments										
36100 Special Assessments	244	56	604	34,613	0	***%	22,500		22,500	*****%
Prior to 2016, these assessments were recorded in Fund 415 USDA Rural Development Project										
Group:	244	56	604	34,613	0	***%	22,500	0	22,500	*****%
36200 Miscellaneous Revenues										
36210 Interest Earnings	2,117	2,475	2,260	2,247	0	***%	2,600		2,600	*****%
36280 Sale of Equipment	700	100			0	0%			0	0%
Group:	2,817	2,575	2,260	2,247	0	***%	2,600	0	2,600	*****%
39200 Transfer from other funds										
39200 Transfer from other funds			498,199		0	0%			0	0%
Group:			498,199		0	0%	0	0	0	0%
Fund:	164,025	163,831	664,038	172,957	158,200	109%	188,300	-45,720	142,580	90%
603 Water - USDA Reserve										
39700 Transfer from Water										
39700 Transfer from Water			41,601	13,867	13,867	100%	13,867		13,867	100%
Reserve fund required by USDA										
Group:			41,601	13,867	13,867	100%	13,867	0	13,867	100%
Fund:			41,601	13,867	13,867	100%	13,867	0	13,867	100%
Grand Total :	164,025	163,831	705,639	186,824	172,067		202,167	-45,720	156,447	

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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		2013	2014	2015	2016	Budget	Exp.	Budget	Changes	Budget	Budget
						2016	2016	17	17	17	17

602 Waste Water											
43250 Sewage Collection and Disposal											
200	Postage	911	669	537	754	612	123%	700	100	800	131%
210	Operating Supplies	652	1,716	180	4,037	500	807%	2,000		2,000	400%
	Bill cards \$400, Misc \$100, Lagoon bugs & aquatic weed kill \$1,500										
	2014 included \$910 for lagoon bugs										
220	Repair & Maint. Supplies		720			0	0%	1,000		1,000	*****%
	2017 plan to purchase hose & fittings										
300	Professional Services	2,020	169	14,924	1,585	200	793%	200		200	100%
	2015 includes \$11,200 for sewer televising & SEH review										
303	Engineering		214			0	0%			0	0%
311	Outside Maintenance	3,934	7,331		2,348	3,500	67%	7,500		7,500	214%
	Johnson Jet-Line (begin 5 yr contract) \$5,254, Tri-State annual inspection of 3										
	lift stations \$1,200, Other maintenance \$1,046										
320	Telephone	235	245	218	214	250	86%	250		250	100%
330	Training	762	122	250	113	100	113%	300		300	300%
	2016 MRWA Technical Conf (half)										
335	Mileage & Reimb Exp	170				200	0%	100		100	50%
350	Notices & Publication	355	107			300	0%			0	0%
361	Liability Insurance	560	1,746	1,972	1,167	2,015	58%	2,015		2,015	100%
381	Electric	916	956	651	819	900	91%	900		900	100%
420	Depreciation	62,090	62,223	61,632		62,225	0%	62,225		62,225	100%
430	Miscellaneous	63		26		0	0%			0	0%
431	Permits/License		23	1,570		25	0%	25		25	100%
	2015: WWTR Permit Application \$330, 5 yr permit \$1,240										
	2016: wastewater renewal \$25										
433	Dues	727	1,289	1,439	696	1,345	52%	1,345		1,345	100%
	Black Mountain \$700, Badger Meter renewal \$645										
460	Lab Testing	81	685	1,149	848	650	130%	1,000		1,000	154%
600	Bond Principal					30,000	0%	25,000		25,000	83%
	2013 GO refunding bonds										
610	Bond Interest	14,429	13,627	3,805	4,200	4,200	100%	3,650		3,650	87%
	2013 GO refunding bonds										
620	Fiscal Agents Fees			165		0	0%			0	0%
650	Bond Issuance Costs	5,593				0	0%			0	0%
700	Transfers	35,000	40,000	48,400	42,800	42,800	100%	42,800	1,000	43,800	102%
	2017: Transfer to General Fund \$41,000; Transfer to USDA Waste Water Reserve Fund \$2,800.										
	2016: Transfer to General Fund \$40,000; Transfer to USDA Waste Water Reserve Fund \$2,800.										
	2015: Includes \$8,400 transfer to USDA Waste Water Fund for 2013-2015.										
	Account:	128,712	131,628	136,918	59,581	149,822	40%	151,010	1,100	152,110	102%
	Fund:	128,712	131,628	136,918	59,581	149,822	40%	151,010	1,100	152,110	102%
											%
Grand Total :											
		128,712	131,628	136,918	59,581	149,822		151,010	1,100	152,110	

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Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2013	2014	2015	2016	Budget	Rec.	Budget	Change	Budget	Budget
					2016	2016	17	17	17	17
<hr/>										
602 Waste Water										
34000 Charges for Services										
34000 Charges for Services	78,160	79,431	79,244	68,520	76,000	90%	87,000	48,800	135,800	178%
Sewer rates were raised by 10% beginning July 2016.										
Rate change effective Jan 1, 2017 - shift utility charges more to sewer & less to water.										
34050 Hook-up fee	1,200		1,200		1,200	0%	1,200		1,200	100%
Group:	79,360	79,431	80,444	68,520	77,200	89%	88,200	48,800	137,000	177%
36100 Special Assessments										
36100 Special Assessments	244	56	-462		0	0%			0	0%
Group:	244	56	-462		0	0%	0	0	0	0%
36200 Miscellaneous Revenues										
36210 Interest Earnings	1,119	1,047	662	104	0	***%	100		100	*****%
Group:	1,119	1,047	662	104	0	***%	100	0	100	*****%
39200 Transfer from other funds										
39200 Transfer from other funds	7,865	7,497			0	0%			0	0%
Group:	7,865	7,497			0	0%	0	0	0	0%
Fund:	88,588	88,031	80,644	68,624	77,200	89%	88,300	48,800	137,100	177%
604 Waste Water - USDA Reserve										
39800 Transfer From WasteWater										
39800 Transfer From WasteWater			8,400	2,800	2,800	100%	2,800		2,800	100%
Reserve fund required by USDA										
Group:			8,400	2,800	2,800	100%	2,800	0	2,800	100%
Fund:			8,400	2,800	2,800	100%	2,800	0	2,800	100%
Grand Total :	88,588	88,031	89,044	71,424	80,000		91,100	48,800	139,900	

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		2013	2014	2015	2016	Budget	Exp.	Budget	Changes	Budget	Budget
						2016	2016	17	17	17	17

265 TIF Swany White											
46508 TIF District Swany											
640	TIF Payment		2,891	2,744	2,915	3,000	97%	3,000		3,000	100%
	Account:		2,891	2,744	2,915	3,000	97%	3,000	0	3,000	100%
	Fund:		2,891	2,744	2,915	3,000	97%	3,000	0	3,000	100%
300 EDA											
46500 EDA Operations											
210	Operating Supplies	362	198	409	347	800	43%	560		560	70%
300	Professional Services			1,565	440	0	***%	400		400	****%
302	Legal Consulting	2,446	119	1,934	252	2,000	13%	2,000		2,000	100%
303	Engineering	3,850				0	0%			0	0%
335	Mileage & Reimb Exp	55	26			100	0%	100		100	100%
360	Workers Comp Insurance		25	42	19	50	38%	50		50	100%
429	County Recording Fees				46	50	92%	50		50	100%
430	Miscellaneous	1,181	7,643	12,000		2,000	0%	2,000		2,000	100%
700	Transfers	11,412	12,856	43,552	5,000	5,000	100%	5,000		5,000	100%
\$5000 transfer to General Fund											
2015 includes \$38,552 for land sale proceeds transferred to bond fund 331											
	Account:	19,306	20,867	59,502	6,104	10,000	61%	10,160	0	10,160	102%
	Fund:	19,306	20,867	59,502	6,104	10,000	61%	10,160	0	10,160	102%
326 Bonds, 2013 (Refunding of Main St Improvements)											
47000 Debt Service											
600	Bond Principal				110,000	110,000	100%	115,000		115,000	105%
610	Bond Interest			7,150	13,200	13,200	100%	10,950		10,950	83%
620	Fiscal Agents Fees			165	495	403	123%	403	92	495	123%
	Account:			7,315	123,695	123,603	100%	126,353	92	126,445	102%
	Fund:			7,315	123,695	123,603	100%	126,353	92	126,445	102%
331 Bonds, 2012 (Refunding of Industrial Park)											
47000 Debt Service											
600	Bond Principal			20,000	160,000	160,000	100%	160,000		160,000	100%
610	Bond Interest		10,359	20,603	19,568	19,568	100%	17,568		17,568	90%
620	Fiscal Agents Fees			495	495	450	110%	495		495	110%
	Account:		10,359	41,098	180,063	180,018	100%	178,063	0	178,063	99%
	Fund:		10,359	41,098	180,063	180,018	100%	178,063	0	178,063	99%

Grand Total :	19,306	34,117	110,659	312,777	316,621	317,576	92	317,668
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CITY OF FREEPORT
Revenue Budget Report -- Multi Year Actuals
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Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2013	2014	2015	2016	Budget	Rec.	Budget	Change	Budget	Budget
					2016	2016	17	17	17	17
<hr/>										
265 TIF Swany White										
31100 Bond Levy										
31150 Tax Increments		2,891	2,744	2,915	3,000	97%	3,000		3,000	100%
Group:		2,891	2,744	2,915	3,000	97%	3,000	0	3,000	100%
Fund:		2,891	2,744	2,915	3,000	97%	3,000	0	3,000	100%
300 EDA										
31000 General Property Taxes										
31000 General Property Taxes	10,072	9,970	9,988	9,876	10,000	99%	10,000		10,000	100%
Group:	10,072	9,970	9,988	9,876	10,000	99%	10,000	0	10,000	100%
36200 Miscellaneous Revenues										
36210 Interest Earnings	174	152	174	130	0	***%	160		160	****%
36290 Sale Land/Property	-1,208	10,000	40,000		0	0%			0	0%
Group:	-1,034	10,152	40,174	130	0	***%	160	0	160	****%
Fund:	9,038	20,122	50,162	10,006	10,000	100%	10,160	0	10,160	101%
326 Bonds, 2013 (Refunding of Main St Improvements)										
31000 General Property Taxes										
31000 General Property Taxes				91,322	92,500	99%	93,500		93,500	101%
Group:				91,322	92,500	99%	93,500	0	93,500	101%
36100 Special Assessments										
36100 Special Assessments				11,591	8,281	140%	8,281		8,281	100%
Group:				11,591	8,281	140%	8,281	0	8,281	100%
36200 Miscellaneous Revenues										
36210 Interest Earnings			1,080	352	702	50%	586		586	83%
Group:			1,080	352	702	50%	586	0	586	83%
39200 Transfer from other funds										
39200 Transfer from other funds			157,877		0	0%			0	0%
2015 transfer was from Fund 325, which was closed										
Group:			157,877		0	0%	0	0	0	0%

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Account	2013	2014	Actuals 2015	2016	Current Budget 2016	% Rec. 2016	Prelim. Budget 17	Budget Change 17	Final Budget 17	% Old Budget 17
Fund:			158,957	103,265	101,483	102%	102,367	0	102,367	100%
331 Bonds, 2012 (Refunding of Industrial Park)										
31000 General Property Taxes										
31000 General Property Taxes			69,352	88,826	90,000	99%	95,000		95,000	105%
Group:			69,352	88,826	90,000	99%	95,000	0	95,000	105%
36200 Miscellaneous Revenues										
36210 Interest Earnings			3,313	1,771	1,847	96%	1,619		1,619	87%
Group:			3,313	1,771	1,847	96%	1,619	0	1,619	87%
39200 Transfer from other funds										
39200 Transfer from other funds		10,359	421,755		0	0%			0	0%
2015 transfer was from Fund 330, which was closed										
Group:		10,359	421,755		0	0%	0	0	0	0%
Fund:		10,359	494,420	90,597	91,847	99%	96,619	0	96,619	105%
407 2006 Small Cities Grant										
36100 Special Assessments										
36101 Principal on Note			7,887	1,135	0	***%	2,549		2,549	*****%
36102 Penalties and Interest	259	130	201	23	0	***%	54		54	*****%
Group:	259	130	8,088	1,158	0	***%	2,603	0	2,603	*****%
36200 Miscellaneous Revenues										
36200 Miscellaneous Revenues		6,946			0	0%			0	0%
36210 Interest Earnings	559	498	572	500	0	***%	600		600	*****%
Group:	559	7,444	572	500	0	***%	600	0	600	*****%
Fund:	818	7,574	8,660	1,658	0	***%	3,203	0	3,203	*****%
410 South End Park Fund										
36200 Miscellaneous Revenues										
36210 Interest Earnings	13	11	12	10	0	***%	12		12	*****%
Group:	13	11	12	10	0	***%	12	0	12	*****%

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Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2013	2014	2015	2016	Budget	Rec.	Budget	Change	Budget	Budget
					2016	2016	17	17	17	17
<hr/>										
410 South End Park Fund										
39400 Transfer from General										
39400 Transfer from General					0	0%	5,000		5,000	*****%
Set aside funds for future south end park										
Group:					0	0%	5,000	0	5,000	*****%
Fund:	13	11	12	10	0	***%	5,012	0	5,012	*****%
412 North End Park Fund										
36200 Miscellaneous Revenues										
36210 Interest Earnings	14	12	12	10	0	***%	12		12	*****%
Group:	14	12	12	10	0	***%	12	0	12	*****%
Fund:	14	12	12	10	0	***%	12	0	12	*****%
416 Bucket Fund - Old Tower Preservation										
36200 Miscellaneous Revenues										
36210 Interest Earnings	41	35	36	29	0	***%	36		36	*****%
36230 Donations - Private	105				0	0%			0	0%
Group:	146	35	36	29	0	***%	36	0	36	*****%
Fund:	146	35	36	29	0	***%	36	0	36	*****%
417 Street Improvements										
36200 Miscellaneous Revenues										
36210 Interest Earnings				321	0	***%	300		300	*****%
Group:				321	0	***%	300	0	300	*****%
39400 Transfer from General										
39400 Transfer from General				70,000	70,000	100%	70,000		70,000	100%
Set aside funds for future street improvement										
Group:				70,000	70,000	100%	70,000	0	70,000	100%
Fund:				70,321	70,000	100%	70,300	0	70,300	100%

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Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2013	2014	2015	2016	Budget	Rec.	Budget	Change	Budget	Budget
	2013	2014	2015	2016	2016	2016	17	17	17	17
<hr/>										
418 Capital Equipment										
36200 Miscellaneous Revenues										
36210 Interest Earnings				47	0	***%	50		50	*****%
Group:				47	0	***%	50	0	50	*****%
39400 Transfer from General										
39400 Transfer from General				10,000	10,000	100%	10,000		10,000	100%
Set aside funds for future equipment purchases										
Group:				10,000	10,000	100%	10,000	0	10,000	100%
Fund:				10,047	10,000	100%	10,050	0	10,050	100%
419 Street Lights										
39400 Transfer from General										
39400 Transfer from General					0	0%	30,000	-20,000	10,000	*****%
Set aside funds for future street light purchases										
Group:					0	0%	30,000	-20,000	10,000	*****%
Fund:					0	0%	30,000	-20,000	10,000	*****%
Grand Total :	10,029	41,004	715,003	288,858	286,330		330,759	-20,000	310,759	



CITY OF FREEPORT

125 Main Street E – PO Box 301 – Freeport, MN 56331 – 320-836-2112 – FAX 320-836-2116
For TTY/TDD Users 1-800-627-3529 or 711 Minnesota Relay Service www.freeportmn.org

RESOLUTION 2016-16

A RESOLUTION ADOPTING THE FINAL 2017 BUDGET AND TAX LEVY

It is hereby resolved by the City of Freeport, Minnesota that:

WHEREAS; Minnesota State Statutes require that all local units of government formally adopt a final tax for the proceeding fiscal year on or before December 30, 2016; and

WHEREAS; The Freeport City Council and City staff have done an analysis of the demands for goods, services and other debt obligations to be provided for the City in 2017 and has attached such budget in Appendix A; and

THEREFORE; The Freeport City Council has determined that the 2017 final tax levy shall be set at \$445,300 and directs the City Clerk to notify the Stearns County Auditor of this levy amount.

General Fund Levy	\$246,800
EDA Levy	\$10,000
2013 GO Bond Levy	\$93,500
<u>2012 GO Bond Levy</u>	<u>\$95,000</u>
Total Tax Levy	\$445,300

DATED THIS 27TH DAY OF DECEMBER, 2016

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

ATTEST:

Rodney Atkinson, Mayor

Adrianna Hennen, Clerk-Treasurer

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 12/20/16

Re: Loren Goebel Performance Review/Pay

At the last council meeting Loren's pay was discussed, but council asked that it be brought up at the December meeting.

At the November meeting Loren received an "above satisfactory" performance review and it was announced that he had passed his water test and will be taking his waste water test in March.

Currently, Loren makes \$17/hour.

The pay range for the public works director is \$20-\$28.

For the 2017 budget, we have budgeted to pay Brian Zapzalka \$500/month through March. We have budgeted Loren to be paid \$18/hour Jan - March and then \$21/hour through the end of the year. We had to use our best and educated guesses when budgeting Loren's pay.

When Loren was hired council determined that there would be a 1.5 probationary period, since council thought Loren would have obtained all of his licensure by that time, which leaves us right around that March/April time frame.

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 12/21/16

Re: Compost Site

After discussing this at the November meeting, Dymoke mentioned checking with the garbage pick-up company to see if they have any special rules or services regarding the matter. I spoke with Danny and he stated that residents have called ahead of time to schedule a pick-up of composting material, which has worked out in the past, but that is an additional charge to the resident.

Danny said they could make a more routine pick-up for those types of materials but would have to increase rates to pay for an additional pick and employee hours.

Danny thought the idea of a compost site was a good idea for Freeport.



CITY OF FREEPORT

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RESOLUTION 2016-14

A RESOLUTION APPOINTING THE FREEPORT FIRE DEPARTMENT OFFICERS FOR THE YEAR 2017

WHEREAS, a notice for the position openings was posted at the first meeting in October of the Freeport Fire Department, by the current Chief, in a conspicuous place in the Fire Hall;

WHEREAS, applicants had six weeks after the notice was posted to apply for an officer position;

WHEREAS, the Freeport Fire Department reviewed the applications at the first Department meeting in December;

WHEREAS, the Freeport Fire Department submitted nominations for the officer position to the City Clerk;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FREEPORT THAT, the below named individuals are hereby appointed as the officers for the Freeport Fire Department for the year 2017:

1. Chief – John Gilk
2. First Assistant Chief – Chris Williams
3. Second Assistant Chief – Gary Pirkel
4. Secretary – Loren Goebel

Dated this 27th Day of December, 2016

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

ATTEST:

Rodney Atkinson

Adrianna Hennen

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 12/20/16

Re: Resolution 2016-15 – Fire Department Personnel Policy

The Fire Department recently went through their personnel policy at one of their meetings to update it and suggest any changes they thought were important. Attached is the updated version of the policy.

The main changes include:

- The required meeting/drill and call attendance
- Adding a section that addresses members who belong on multiple fire departments

The fire department is requesting the approval by the City Council of the updated personnel policy.

**City of Freeport, Minnesota
RESOLUTION 2016-15**

FIRE DEPARTMENT PERSONNEL POLICIES

Scope

The Freeport Volunteer Fire Department (the “Department”) has been organized with the objective of preserving and protecting residents and property from and during such fires and/or emergencies as may occur in the City of Freeport and Freeport Area Fire Service. The purpose of these policies is to set forth the policies and procedures governing the operation of the Department.

Organization

The Department shall be organized of members and officers, and such standing committees as may be deemed necessary for the proper transaction of business. .

Officers

The officers shall include a Fire Chief, a First Assistant, a Second Assistant, and Secretary.

Article I. APPOINTMENT OF OFFICERS

Officers within the Department shall be appointed pursuant to the following policy and must be an active member of the Freeport Fire Department at the time of appointment. An “active member” shall be defined for the purposes of this policy as a firefighter in good standing and meeting drill and attendance requirements.

Purpose

This policy is intended to detail the process to be used for the appointment of firefighters to the officer positions within the Department.

Applicability of Freeport Fire Department New Firefighter Hiring Procedure and other personnel policies

Unless otherwise clearly stated, the relevant policies contained in the Freeport Fire Department New Member Hiring Policy shall apply to the extent they accommodate the procedures contained in this policy for the appointment of officers. *See article IV.*

Selection Process for Officers

The Officers will be appointed by the City Council to serve for a term of approximately one (1) year. However, since delays in the process may occur, the term shall be for such time beginning on the day following appointment by the City Council until the Council again appoints officers. It is anticipated that the normal term will run from approximately January 1st to January 1st of the second following year. The Officers will be appointed pursuant to the following process:

1. At the first meeting in October of the Department, the current Chief will post a notice in a conspicuous place in the Fire Hall, advising interested persons to complete and return to the Chief a form stating their interest in a position(s) and qualifications. The positions sought must be indicated on the form.
2. All forms must be submitted to the City Clerk before the close of City Hall by the second Monday of November.
3. The election committee of the Department, which will consist of two random department members, will review the forms and determine by the first December meeting of the Fire Department (or the next monthly meeting in the case of a vacancy) those persons that meet the minimum eligibility requirements for the positions.
4. The Department will make nominations for each of the officer positions. After the nominations have been made, the Chief will deliver to the City Clerk the names of the nominated individuals, the forms submitted under paragraph 1, and any other materials made or used by the Department in making its determinations.
5. The City will review the materials and forms and consider the appointments of the nominees selected by the members of the Department at the December council meeting.
6. In the event the Council disagrees with a nominee(s), it will appoint the nominee(s) with whom it agrees and refer the remaining appointments back to the Department, which will make a recommendation to the Council.

Removal

During the term of their appointment, any officer may be removed at the discretion of the City Council. The City Council may remove for any reason including, but not limited to, the following: 1) negligence or misconduct in the performance of duties; 2) insubordination or willful refusal to perform a position's duties or such duties assigned by a supervisor, 3) abuse of his or her authority; 4) inability to perform his or her duties consistent with generally accepted standards for the position; and 5) any violation of applicable City or Fire Department policies and codes governing conduct.

Eligibility Criteria For The Positions of Officer

Before an individual may be appointed to the position of officer in the Freeport Fire Department he or she must meet the following minimum eligibility requirements:

*If no eligible person meets all of the below criteria, the Department may approve the nomination of an existing member of the fire department. However, the nomination cannot be approved until the candidate develops an approved plan for satisfying the eligibility criteria. This plan must be approved by the Council.

1. Five (5) years of firefighter experience with the Freeport Fire Department, or seven (7) years firefighter experience with at least three (3) years with the Freeport Fire Department.
2. The person has demonstrated through his/her previous firefighting experiences, leadership and expertise in firefighting ability.
3. In the case of appointment for Chief only, the person must have held the position of Chief or Assistant Chief at the Freeport Fire Department, or an officer (Chief, Assistant Chief, or Captain) with another fire department within the past five (5) years.
4. The person must demonstrate availability during daytime hours. The person will be required to obtain a letter from his/her current employer, if not already on file, verifying their understanding and commitment to allowing him or her to perform the required duties.
5. The person must have attended one (1) or more State of Minnesota sponsored, and Fire Chief approved, leadership coursework, or, in the alternative, demonstrates the ability to attend such a course within 12 months of being appointed.
6. The person must have demonstrated knowledge of and the ability to operate all Department vehicles and equipment.

Article II. DUTIES

Duties of the Fire Chief

The Fire Chief shall have those duties contained in the approved Job Description, which shall be kept on file with the City. *See attached description.*

Duties of the First and Second Assistants

The Assistant Chiefs have those duties contained in the approved Job Description, which shall be kept on file with the City. *See attached description.*

Duties of the Secretary

The Secretary shall have the duty to attend all regular and special meetings of the Department, record all votes, and take and keep accurate minutes of all regular and special meetings of the Department.

Duties of the Members

A member of the Department shall have those duties contained in the approved Job Description, which shall be kept on file with the City. In addition, firefighters will be responsible to:

1. Properly attend all meetings and regular drills, and on every fire alarm to assemble at the Fire Station without delay to assist in getting the apparatus to the fire and in readiness for operation as soon as possible;
2. Attend at least six (6) regular or special meetings and at least fifty percent (50%) of the drills per year (December 1st through November 30st).
3. Attend thirty-five percent (35%) of calls per year.
4. Notify the Fire Chief prior to being absent from the City for twenty-four (24) continuous hours or more.
5. Address problems or questions relating to the operation of the Department to his or her immediate supervisor as soon as possible for further handling.
6. Report any unsafe equipment, materials, and/or acts to his or her immediate supervisor as soon as possible.
7. Report any loss or damage of equipment and tools to his or her immediate supervisor as soon as possible.
8. Refrain from giving detailed or confidential information relative to any emergency call to a person or persons not connected with the Department except as authorized by the Fire Chief.
9. Report conditions that may affect their performance to the Chief or officer in charge. Members must also report all injuries that occur while performing the duties of a firefighter immediately to the Fire Chief or officer in charge.
10. Remain at the fire hall after arriving in response to an emergency call until given permission to leave by the officer in charge.
11. Remain at the fire scene until given permission to leave by the officer in charge.
12. Obey the commands of their officers while on duty.
13. Become familiar with the handling and working of all equipment and with these Personnel Policies and shall conduct his or herself accordingly.
14. Upon leaving the Department, return Department/City property to the Fire Chief.
15. Submit to and pass a physical every three (3) years.

16. Notify the Fire Chief in the event of a change in employment or residence. In the case of a change in employment, the member must obtain from his or her new employer a letter demonstrating availability to perform his or her duties with the Department.
17. Ensure that the first truck out of the Fire Station has an adequate number of members on board;
18. As a driver of a truck, you will remain the operator unless relieved by chief or officer in charge.
19. The first vehicle out will be filled in the following order: driver, then back of rig and the passenger will be the officer in charge
20. As the first member to reach the Fire Station in response to a call, assumes command of the Department until the arrival of a more senior member or officer.
21. Use only his or her personal equipment assigned by the Department.
22. As designated by the Fire Chief, check Department trucks pursuant to the approved checklist.
23. Obtain his or her first responder certification within twelve (12) months of being hired and keep his or her first responder certification current at all times while a firefighter.

Article III. SENIOR FIREFIGHTER

Definition

A firefighter with twenty years or more of service who has retired from the Relief Association in good-standing, but who has maintained an active first responder certification is eligible to be selected as senior firefighter.

Duties

Upon recommendation by the Chief, the City Council may appoint one or more senior firefighters. The purpose of the senior firefighter position is to supplement the personnel needs of the department with otherwise retired firefighters who will be available for daytime calls, but will be exempt from the minimum fire call requirement applicable to regular volunteer firefighters. The senior firefighter will not be required to attend other training or drills the department hosts, except as determined necessary by the Chief. The senior firefighter may be exempted from the response time requirements generally applicable to volunteer firefighters.

Conditions of Service

Z:\Clerk-Treasurer\City Council\Agenda Packets\2016\12-27-16\2016-15 Fire Department Personnel Policy (12-19-16

draft).docx

The Council may set such other conditions of service for senior firefighters as may seem prudent. Senior firefighters may be terminated at will. Senior firefighters are subject to all city policies and procedures to the same extent as other firefighters, except as expressly provided.

Compensation

Senior Firefighters will be eligible for call time compensation. No other compensation or benefits will be provided for senior firefighters.

Article IV. MULTIPLE DEPARTMENT MEMBERS

1. Must make first three (3) months of drills and meetings to familiarize them with the department;
2. After three (3) months they must keep up certifications with primary department;
3. They are obligated to attend annual meeting and annual Ham barbeque fundraiser.

Article V. NEW MEMBER HIRING POLICY

Purpose

The purpose of these procedures is to explain how candidates are selected as volunteer firefighters with the Freeport Volunteer Fire Department.

City Policies

All city personnel and hiring policies of general applicability apply to the hiring of volunteer firefighters, unless those policies specifically contain an exemption. Persons assisting in the hiring process should become familiar with the City Personnel Policies Manual. During any active hiring process, the City Clerk will make sure that participants in the process are provided with a working copy of these policies, the City Personnel Policies Manual and any other policies and procedures applicable to the process.

Coordination/File Maintenance

All files and records associated with the hiring process as well as ongoing employment records are personnel records of the City. They must be maintained in a secure location in officially designated secure storage facilities on City property. Routine access to these files are limited to the Fire Chief or one officer designated by the chief to supervise the personnel process and to the City Clerk or one City employee designated by the City Clerk as responsible for city personnel records maintenance, and to legal counsel to the extent needed to assist the city with personnel

related legal issues. Application and related personnel records are available to the hiring committees at their committee meetings. No personnel records (original or copies) may be removed from City premises. If authorized by a specific decision of the council, and after consultation with council, personnel records needed by the Council to assist the Council in decision making may be made available to the council.

Selection Process

The Fire Department has primary responsibility for performing such selection components as reference checks, oral interviews, physical fitness testing, and training. The Department recommends candidates for final selection by the City Council.

Information to Potential Applicants

The City maintains an application year from May 1 to April 30 of the following year. Any potential applicant may obtain information about the job application process at any time, whether there are potential vacancies or not, and may obtain and complete an application. Each applicant must submit a letter from his or her employer demonstrating availability to perform the required duties. Applications received during a period when there are no potential vacancies will not be considered active applications, but will be retained for future review. An application received at City Hall on or after May 1 will be kept on file until April 30, at which time, any applicant must complete an updated application form. Applications received will receive no further processing until the Chief certifies that there is a potential vacancy. When, after consultation with the City Clerk, the Chief certifies that there is a potential vacancy the City will set an application deadline. The City will post and advertise an announcement that there are pending vacancies and will commence the application review procedure. The City will contact persons who have previously filed an application form during the application year to determine if they wish to activate their application for formal review.

Data Practices

Persons who apply should understand that once an application is on file for active review, certain applicant data might be publicly available. An applicant who files an application consents to release of any data regarding that application which is required to be released under Minnesota law. Any requests for applicant data should be directed in writing to the City Clerk. The City will maintain all records and will assure that data privacy and public data access laws are followed.

Application Review Process

Preliminary Screening Interview: The Chief or his designee will review the initial applications for completeness and compliance with minimum requirements. If the application is incomplete on its face or discloses that the applicant does not meet minimum requirements, the application shall be rejected at this point. Any person whose application is rejected by the Chief (or designee) because the applicant fails to meet minimum requirements, or because the application is incomplete, may request a summary paper review of that decision by sending a letter explaining the applicant's position to the Chief with a copy to the City Clerk. The Chief's decision is final and binding, except that the Council reserves the right on its own motion to review and reverse any such decision.

Veteran's Preference

The City considers all eligible applicants at the final interview. For this reason, all veterans who meet minimum job requirements for the position will be considered as finalists.

Previous Employment Investigation

In the event that the applicant meets minimum criteria, the department will advise the applicant that the Department will conduct a previous employment investigation pursuant to Minn. Stat. Section 299F.036. The Applicant will provide appropriate releases as provided in subdivision 2 of that section. With the assistance of appropriate city personnel, the Chief will cause a request for disclosure to be issued to all employers of the applicant for whom the applicant worked during the preceding ten years. All such information obtained will be filed in a secure location as provided above, and will be maintained in strict confidence, subject to all applicable data privacy laws.

Reference Check

The applicant shall supply at least two references of persons familiar with the applicant's capabilities, character and work history. If the applicant meets the minimum requirements, the Department shall conduct a reference check by contacting the applicant's references. The Chief or his or her designee shall conduct reference checks and shall maintain a written summary of the references so obtained.

Agility Test

Prior to oral interview, applicants who meet the minimum qualifications shall take the agility test. Passage of the agility test is a minimum requirement for the position. The agility test consists of:

- Beam Walk
- Backboard Carry
- Hose Coupling/Drag

The Department will keep a record of the applicant's performance on the test. An applicant may use the results of an agility test performed within 365 days of the oral interview. The requirements of the test are public information. Applicants are expected to consult with their own physician to make sure that the test is within their physical capabilities. The applicant must sign a waiver of liability for injuries sustained during the test.

Oral Interview Committee

The oral interview committee will review the applications of all active applicants who meet the minimum qualifications. The oral interview committee shall consist of the Fire Department Executive Committee. The applicants may be asked such legally permissible questions as may be appropriate during the interview process. Each member of the interview committee will keep a record of his or her impressions of the candidate. Following the interview, the committee will seek to agree on the successful applicants by consensus, but may, if necessary, select the candidates by majority vote. Higher preference will be given to applicants living and working nearest to the Fire Station. The names of the approved candidates will be forwarded to the City Council for approval. The Council retains final decision-making authority.

Conditional Offer/Medical Examination

If the council approves an applicant, then the City will make an offer for at-will employment as a firefighter, conditional upon the applicant's passage of a medical examination. The City will retain the services of a qualified medical examiner for this purpose. Each applicant must pass the medical examination of the City's selected medical examiner. The City will provide the medical examiner with a copy of the job description and the standard examination criteria. The examiner may request copies of the applicant's medical records. If the medical examiner determines that additional tests may be necessary, the medical examiner may conduct such further tests, provided that the City must first authorize any additional expense.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except information as specifically allowed by this law. To comply with this law, we will not ask you to provide any genetic information in connection with the medical examination or when responding to any request for medical information. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Initial 12-Month Period of Employment

Each new firefighter shall be assigned an Assistant Chief with responsibility for monitoring training and performance issues during the initial 12-months of employment, subject to the supervision of the Chief. The Assistant Chief will initially meet with the new employee to discuss expectations and establish a regular review procedure. During the first 12 months of employment, the City Clerk, or the Clerk's delegate, will maintain a written performance record to assist in evaluation. The Assistant Chief will make a written evaluation entry at least monthly. A copy of the record will be provided to the employee, who will sign the record to signify that the employee has received a copy of the record. After a fire call, drill, or training event, if the Assistant Chief identifies performance issues or areas of recommended professional growth, the Assistant Chief will identify those areas in writing, with a copy to the employee and the employee's personnel file. The Assistant Chief will meet with the new employee and discuss any written report. Assistant Chiefs are encouraged as well to provide regular positive reviews where warranted. The City Clerk will work with the Chief and Assistant Chiefs to make sure that written documentation of performance satisfy city policies regarding appropriate documentation.

Article VI. EMPLOYMENT AT WILL

The City of Freeport has the right to terminate any employee, including firefighters, at any time for any reason or no reason. Firefighters may terminate employment at any time for any reason.

Article VII. MEETINGS

The Fire Department will have regular business meetings at 9:00 p.m. on the first Monday of every month, except when a national holiday falls on that day, in which case it shall be held on the following Monday, and special meetings as called from time to time at the discretion of the Fire Chief.

Article VIII. DISCIPLINE

Members of the Department are employees of the City of Freeport and expected to follow all City ordinances, Codes, and policies to the extent applicable. Any member may be disciplined pursuant to the City's personnel policy and Code of Conduct, including suspension and expulsion from membership, misconduct including but not limited to:

1. Missing any regular or special meeting or drill, unless excused by the Fire Chief or an Assistant Chief.
2. Failure to notify the Fire Chief prior to being absent from the City for twenty-four (24) continuous hours or more.
3. Appearing at any meeting of the Department, any drill, or on duty under the influence of alcohol or illegal substances. The procedure for determining substance shall be that which is contained in the City's personnel policies.
4. Use of insulting, indecent, profane, or improper language.
5. Conduct unbecoming a firefighter, acts of moral turpitude, or other conduct that disparages or is detrimental to the Department's performance.
6. Taking property from the scene of an emergency for personal use or gain.
7. Converting, misappropriating, or misusing funds or property from the Department, City, or Relief Association.
8. Insubordination, disobedience of orders, or interfering with the officer in charge by giving counter orders, commencing a quarrel with any other member of the Department or members of any other department.

9. Violating City policies, including, but not limited to, the Code of Conduct, the Sexual Harassment Prevention Policy, and the Drug Free Workplace Policy.
10. After arriving at the fire hall, absents oneself therefrom without the permission of the officer in charge.
11. After arriving at the scene of a fire, leaving without the permission of the officer in charge.
12. Taking or borrowing any article from the Fire Station without the permission of the Fire Chief or, in the absence of the Fire Chief, the most senior officer present.
13. Failure to return a completed physical form, if required, by December 31st.
14. Failure to notify the Fire Chief in the event of a change in employment or residence.
15. Failure to attend at least six (6) regular or special meetings and at least fifty percent (50%) of the drills per year (December 1st through November 30th).
16. Failure to attend thirty-five (35%) of fire calls per year.
17. Failure to keep his/her first responder certification current.
18. Missing three (3) consecutive regular meetings, unless excused by the Fire Chief or an Assistant Chief.

Article IX. LEAVE OF ABSENCE

A member of the Freeport Fire Department may request a leave of absence (for good cause) for a period of up to one (1) year. The request will be reviewed and approved by the Fire Chief and the City Clerk, who may consult with the Fire Department Executive Committee. "Good Cause" shall include, but not be limited to: illness, job related matters, family related matters, or other personal matters that may be reasonably perceived as temporarily interfering with the member's performance of his or her duties. A leave of absence shall be granted upon receipt of a written request to the Fire Chief from the individual concerned. If the Fire Chief does not receive a written request, the individual will be automatically discharged. Any member who is granted a leave of absence shall relinquish all property of the Freeport Fire Department to the Chief during their absence. Members called into military service shall be granted all rights according to the federal law governing right to active membership.

Article X. CHANGES IN EMPLOYMENT OR RESIDENCE THAT AFFECT RESPONSE TIME

Any member of the Freeport Fire Department, who shall have a change in employment or residence, shall notify the Fire Chief. The Executive Committee will review the new employment or residence to evaluate the impact on the member's response time. In the event the Executive Committee finds that the member is no longer able to respond to emergency calls in a timely manner, such delay prevents the member from performing the duties of the position, the Department would be better served by having the duties performed by a new hiree, and there is such a new hiree eligible to be hired, the member may be recommended to the Council to consider discharging the member or other appropriate action.

This resolution repeals and replaces all other personnel policies of the Freeport Volunteer Fire Department.

Policy adopted by the Freeport City Council on this 27th day of December, 2016.

Rodney Atkinson, Mayor

ATTEST:

Adrianna Hennen, Clerk-Treasurer