



FREEPORT CITY COUNCIL
Regular Meeting Agenda
Tuesday, August 27, 2013
Freeport City Hall
7:00 P.M.

- 7:00 P.M. I. CALL TO ORDER
- II. OPEN PUBLIC FORUM
- 1 minute III. CONSENT AGENDA – (One motion, option to remove any item for further discussion)
- A. Approval of the agenda
 - B. Approval of the minutes from the July 30, 2013 Regular Meeting
 - C. Approval of the claims distributed July 31, 2013 through August 12, 2013
 - D. Other
- IV. PUBLIC HEARING (VARIANCE REQUESTED AT 300 INDUSTRIAL DRIVE)
- 10 minutes V. OLD BUSINESS
- A. Fire Hall Door Replacement
 - B. Other
- 60 minutes VI. NEW BUSINESS
- A. Gerald Meyer Variance Request
 - B. Famo Feed Tax Abatement Default
 - C. Wellhead Protection Plan
 - D. Michael Brethorst, Board Member MN Association of Small Cities (MAOSC)
 - E. 2014 Proposed Budget and Tax Levy (Resolution 2013-020)
 - F. Fire Department, Chief Position
 - G. Old Water Tower
 - H. LBAE Training
 - I. Other
- 20 minutes VII. REPORTS
- A. City Engineer – Scott Lange & Dave Blommel, S.E.H.
 - B. Public Works Director– Jon Stueve
 - C. Clerk-Treasurer – Mason Schirmer
 - D. Other
- VIII. CLOSED SESSION
- IX. ADJOURNMENT

Next Meeting: September 24, 2013 at 7:00 PM

FREEPORT CITY COUNCIL
REGULAR MEETING MINUTES
July 30, 2013

A regular meeting of the Freeport City Council was convened at 7:00 P.M. by Council Member Carrie Goebel (Presiding Officer) with Council Members Ron Ritter, Ken Goebel and Rodney Atkinson present. Mayor Matt Worms was not in attendance.

Also in attendance: Carol Moorman, Keith Fischer (109 3rd Street SW), Al Williams (308 2nd Ave NW), Cecil & Lucile Harms (208 2nd Ave NW), Arnie Hoeschen (309 2nd Ave NW), Dave Nieman (Minnesota Rural Water Association) and LeRoy Hoeschen (116 3rd St NW).

Staff in attendance: Mason Schirmer, Jon Stueve and Dave Blommel.

The Pledge of Allegiance was said by those in attendance.

OPEN PUBLIC FORUM

No public comment was provided.

CONSENT AGENDA

Schirmer suggested the following corrections and additions to the agenda: 1) Move Adjournment to item ten (X); 2) Add item nine (IX) Closed Session; and 3) Rename item seven (VII) A: Harms Variance Request. K. Goebel moved and Ritter seconded a motion to approve the additions and corrections. Motion carried 4-0. Atkinson asked for item C (claims) be removed from the consent agenda and discussed during the Clerk's Report. K. Goebel moved and Ritter seconded a motion to approve the consent agenda item A (agenda) and item B (minutes from the June 25, 2013 regular meeting). Motion carried 4-0.

PUBLIC INFORMATIONAL MEETING (Public review of wellhead protection plan)

Dave Nieman, of Minnesota Rural Water Association, presented an overview of the steps the city has taken thus far as well as the next steps in the process. Nieman said a scoping meeting will be taking place tomorrow, during which time the city will receive further details on the next step in the process.

PUBLIC HEARING (Variance requested at 208 2nd Ave NW)

K. Goebel moved and Ritter seconded a motion to open the public hearing. Motion carried 4-0. Public hearing opened at 7:25 PM.

Schirmer presented a variance request from Cecil Harms for potential dwelling and garage additions at 208 2nd Ave NW. Al Williams asked what the variance request is for. Schirmer said the variance being requested is to allow the property owner to infringe the side yard setback and the front yard setback for the construction of a new dwelling and garage addition. Williams said fifty foot (50') lots are difficult to work with and that the city needs to work with property owners. Schirmer said the lot at 208 2nd Ave NW does not have access to an alley. Schirmer presented a memo from Municipal Development Group stating they do not support the request. Williams asked if the garage could be constructed on the rear of the property. Schirmer said the

property does not have access to an alley. K. Goebel and C. Goebel both said they were not comfortable permitting construction up-to three (3) feet from the property line. Cecil Harms said his property line is twelve feet (12') from the edge of the city street. Atkinson commented that the lines on the certificate of survey indicate property lines, not street. Atkinson said the distance from the property line to the street provides the city options, such as installing sidewalks. Schirmer said the distance also provides space for street reconstruction. Williams asked what the setback distances are. Schirmer said the property is within the R-1 Residential Zone with a thirty foot (30') front setback and a six foot (6') side yard setback. Harms said the new garage additional would be used to store two (2) vehicles and provide extra shop and storage space.

Ritter moved and K. Goebel seconded a motion to close the public hearing. Motion carried 4-0. Public hearing closed at 7:35 PM.

OLD BUSINESS

2012 Hail Storm Insurance Claim Status

Schirmer provided a memo detailing what has been happening with the process. Schirmer said he identified more hail damage than was originally recorded by the insurance adjuster. Schirmer said he worked closely with Carol Kelly with the League of Minnesota Cities Insurance Trust (LMCIT). Schirmer said the city has been notified that insurance will cover the cost of replacing all of the fire halls overhead doors for \$16,993.00 (provided by St. Cloud Overhead Door). Schirmer said the LMCIT has also authorized replacing the panels on the roof, west wall and south wall of the Maintenance Building for \$20,511.19.

Other

In referring to the minutes of the previous city council meeting (June 25, 2013) regarding New Business: EDA Appointments, Atkinson asked if the term 'ex-officio' had been defined. Schirmer said the term refers to holding one position by way of another position. Schirmer said he had received information from the League of Minnesota Cities as well as from Atkinson regarding the terms definition.

K. Goebel asked for EDA meeting minutes to be included within the city council meeting packets. Schirmer said he will include the minutes with future packet materials.

NEW BUSINESS

Harms Variance Request

Atkinson said fifty foot (50') lots are difficult to accommodate and that the city should possibly consider special zoning for small lots. K. Goebel said he is not comfortable with permitting development so close to the front property line. Al Williams said the city needs to accommodate property owners.

Atkinson moved and Ritter seconded a motion to deny the variance request for 208 2nd Ave NW. Motion carried 4-0.

Paynesville Mutual Aid Agreement Request

Schirmer said the city received a mutual aid agreement request from the City of Paynesville. Schirmer said Freeport Fire Chief Noah VanBeck recommends not approving the agreement due

to distance; and that Freeport has sufficient agreements with neighboring departments and if the need for additional support arises, he would contact the County and State for help.

Schirmer said that in addition, the document contains a section stating that the City of Paynesville would not be responsible for damage caused to Freeport equipment. Schirmer said that due to the high cost of emergency response equipment, this section may not be in the best interest of the City of Freeport. Schirmer said he had left two voice messages and one email for Renee Eckerly (City Administrator, City of Paynesville) for more information on the origin of the document and the section in question. Schirmer said no response was received.

City council agreed not to approve and sign the agreement.

City Newsletter

Schirmer presented an old version of the city newsletter (Winter 2012) and asked if the city council wants the city to mail residents newsletters again. Council said the newsletter was discontinued after the city incorporated bill cards into utility billing; previously, the newsletter also contained utility bills.

Initiative Foundation 2014 Contribution Request

Schirmer presented a request form the Initiative Foundation of \$500 for their 2014 budget. Council asked for the request to go before the EDA first.

Legislator Recognition (Paul Anderson)

Schirmer presented a memo from the League of Minnesota Cities acknowledging the efforts of State Representative Paul Anderson,

Stearns County Public Hearing Notice

Schirmer presented a notice of public hearing regarding a proposed text change in Stearns County Land Use and Zoning Ordinance.

Financial Report & 2014 Budget

Schirmer presented revenue and expenditure summaries. Schirmer said he is working with Joe Rigdon (KDV) to separate Fund 305 into individual bond funds, which will provide a clearer picture of each bonds cash account balance. Schirmer said General Fund revenues are on pace and Expenditures are less than anticipated at this time of year. Schirmer said he has started budgeting for 2014 and welcomes suggestions for items to be budgeted for. Schirmer said he intends to present a preliminary budget rough draft during the August 27, 2013 regular city council meeting.

REPORTS

City Engineer, S.E.H. – Dave Blommel

Blommel said that after recently inspecting the wastewater pond wall, he was able to determine that the top of the wall had not settled (which was the initial diagnosis); rather, the rip-rap had settled. Blommel estimated wall repairs as initially diagnosed would have exceeded \$80,000; however, the addition of rip-rap should not exceed \$5,000.

Blommel said the water tower project is nearing completion and is hereby asking final payments be made and project documents be signed. K. Goebel moved and Ritter seconded a motion to: 1) authorize final payment of \$10,000 contingent upon Rural Development's concurrence and staff acceptance of punch list items; and 2) authorize mayor and staff to sign documents finalizing the construction contract with General Construction Services. Motion carried 4-0.

Public Works Director, Jon Stueve

Stueve said he was getting estimates to repair select portions of street throughout town

Clerk-Treasurer, Mason Schirmer

Schirmer presented a memo detailing activities throughout the month. In addition, Schirmer said: 1) a new business is opening on Saturday, August 3rd, next to Uptown Hair; 2) local business Wobegon Fabric & Quilting Supplies recently closed; 3) the city will be addressing properties in violation of the nuisance ordinance; and 4) the city's first quarter 941 filed with the IRS was not initially received correctly by the IRS and as a result the city received a notice of an outstanding balance in excess of \$20,000; however, Schirmer said he worked with the IRS and the problem has since been resolved and no balance remains.

Schirmer answered questions regarding claims paid. Ritter moved and K. Goebel seconded a motion to approve claims distributed June 19, 2013 through July 22, 2013. Motion carried 4-0.

Closed Session

K. Goebel moved and Ritter seconded a motion to close the regular meeting on advice of counsel in association with Keith Fischer assessment appeal. Motion carried 4-0. Meeting closed at 9:10 PM.

K. Goebel moved and C. Goebel seconded a motion to reopen the regular meeting. Motion carried 4-0. Meeting reopened at 9:34 PM.

ADJOURNMENT

K. Goebel moved and C. Goebel seconded a motion to adjourn the regular meeting. Motion carried 4-0. Meeting adjourned at 9:35 PM.

Mason Schirmer, City Clerk

Matthew H. Worms, Mayor

1055-1043

07/31/13
07:43:21CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 7/13Page: 1 of 2
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1035		84 CITI LITES, INC.	21.00					
	42663	07/18/13 Located Wire	21.00*					
		Total for Vendor:	21.00			101	43100 300	10100.
1037		199 HILTNER COMPANY, INC	554.03					
	06/30/13	Lawn Mower and chainsaw repair	137.73*			101	45200 220	10100.
	06/30/13	Truck repairs	416.30			101	43100 401	10100.
		Total for Vendor:	554.03					
1036		228 JON STUEVE	169.50					
	07/29/13	Reimbursement-Travel to Trainin	169.50			602	43250 335	10100.
		Total for Vendor:	169.50					
1038		257 LEAGUE OF MN CITES INSURANCE	5.80					
	C0008312	07/18/13 Water and Sewage Claim	5.80			602	43250 361	10100.
		Total for Vendor:	5.80					
1039		294 MID CENTRAL HEATING & A/C, INC.	1,296.74					
	189789	07/23/13 Air Conditioner parts/repair	1,023.74*			101	41000 220	10100.
	189815	07/26/13 Furnace repairs	273.00*			101	41000 220	10100.
		Total for Vendor:	1,296.74					
1034		385 QUILL	190.69					
	4038620	07/15/13 Cleaning Supplies	190.69			101	41000 210	10100.
		Total for Vendor:	190.69					
1040		580 SCHAEFER'S MARKET, INC.	595.75					
	06/28/13	Ham BBQ Half Hogs	595.75*			225	42200 210	10100.
		Total for Vendor:	595.75					
1033		418 SEH, INC.	607.25					
	270997	07/16/13 Water storage and WM	607.25			415	43100 510	10100.
		Total for Vendor:	607.25					
1041		463 TEAM LABORATORY CHEMICAL CORP.	247.95					
	93100	07/23/13 Fine Road Patch	247.95*			101	43100 225	10100.
		Total for Vendor:	247.95					
1042		510 VERIZON WIRELESS	113.89					
	07/19/13	9708464317 Monthly Charges	113.89			101	43100 320	10100.
		Total for Vendor:	113.89					
1043		512 VICKI HOLTHAUS	391.95					
	07/15/13	Professional Services	168.90*			101	41000 300	10100.
	07/22/13	Professional Services	223.05*			101	41000 300	10100.
		Total for Vendor:	391.95					

Total: 4,194.55

Authorized by:  8/2/13

1044-1052

08/05/13
08:17:26CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 8/13Page: 1 of 1
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1044		15 ALBANY MUTUAL TELEPHONE	377.52					
	10140634	08/01/13 836-2411/836-2413	75.36			225 42200	320	10100
	10140478	08/01/13 836-2116	70.53			101 41000	320	10100
	10141060	08/01/13 836-7158	44.48			101 41000	320	10100
	10140574	08/01/13 836-2278	67.08			101 43100	320	10100
	10140807	08/01/13 836-2685	18.46			601 43225	320	10100
	10140807	08/01/13 836-2685	18.45			602 43250	320	10100
	10140477	08/01/13 836-2112	83.16			101 41000	320	10100
		Total for Vendor:	377.52					
1045		70 CENTERPOINT ENERGY	27.73					
		07/19/13 Maintenance Building	14.91			101 43100	382	10100
		07/19/13 Fire Hall	12.82			225 42200	382	10100
		Total for Vendor:	27.73					
1046		544 COMPUTER HELP SERVICES	121.00					
	2013-339	07/31/13 Issues with anti-virus	66.00*			101 41000	300	10100
	2013-339	07/31/13 Issues with laptop	55.00*			101 41000	300	10100
		Total for Vendor:	121.00					
1047		132 ELLINGSON PLUMBING, HEATING, &	317.06					
	82435	07/29/13 Ball Park	317.06*			101 45200	220	10100
		Total for Vendor:	317.06					
1048		174 GOPHER STATE ONE CALL, INC.	18.85					
	77052	07/31/13 Email Tickets	18.85			601 43225	300	10100
		Total for Vendor:	18.85					
1049		179 GRANITE ELECTRONICS, INC.	17.82					
	247029	07/29/13 Pager Repairs	17.82			225 42200	245	10100
		Total for Vendor:	17.82					
1050		597 KDV, LTD	210.00					
	177049	07/31/13 Update debt service payment	210.00*			101 41000	300	10100
		Total for Vendor:	210.00					
1051		437 STAR PUBLICATIONS LLC	134.00					
	128288	07/31/13 Public Hearing	67.00*			101 41000 41300	350	10100
	128288	07/31/13 Annual Disclosure (Swany white)	33.50*			101 41000	350	10100
	128288	07/31/13 Annual Disclosure (famo Feeds)	33.50*			101 41000	350	10100
		Total for Vendor:	134.00					
1052		525 XCEL ENERGY	922.67					
	372704196	07/31/13 Street Light Services	922.67			101 43160	381	10100
		Total for Vendor:	922.67					
		Total:	2,146.65					

Authorized By: 

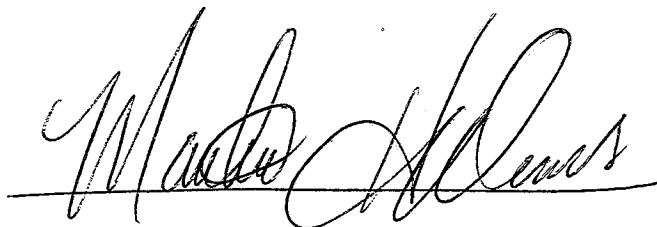
1063-1060

08/06/13
13:30:59CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 8/13Page: 1 of 1
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1053		531 AMPS, INC.	279.98					
	27021	06/05/13 Battery for City Hall/freight	41.65*			101 41000	220	10100
	27021	06/05/13 Crimp Connector	1.32			101 43100	220	10100
	27021	06/05/13 Refrigerator	219.00*			601 43225	430	10100
	27021	06/05/13 Sales Tax	2.86			101 41000	450	10100
	27021	06/05/13 Sales Tax	15.15*			601 43225	450	10100
		Total for Vendor:	279.98					
1055		107 DANNY'S DISPOSAL & RECYCLING,	125.09					
	08/01/13	City-trash & recycling	96.00			101 43100	383	10100
	08/01/13	Fire-trash & recycling	29.09			225 42200	383	10100
		Total for Vendor:	125.09					
1056		194 HENNEN LUMBER CO, INC.	1,135.01					
	77763	07/31/13 Uptown Gazebo	1,135.01*			409 49240	366	10100
		Total for Vendor:	1,135.01					
1058		218 JIM NOTCH CONSTRUCTION	6,500.00					
	506916	08/05/13 Reshingle city hall	6,500.00*			409 49240	366	10100
		Total for Vendor:	6,500.00					
1057		219 JOANN TIMP	162.45					
	08/06/13	Office Cleaning	162.45*			101 41000	300	10100
		Total for Vendor:	162.45					
1059		387 RAHNS OIL & PROPANE, INC	401.07					
	07/31/13	EDA Meeting Supplies	46.77			300 46500	210	10100
	07/31/13	City fuel	220.16			101 43100	215	10100
	07/31/13	Fire dept fuel	134.14			225 42200	215	10100
		Total for Vendor:	401.07					
1060		507 UTILITY CONSULTANTS, INC.	98.00					
	84055	08/01/13 Water testing	98.00			601 43225	460	10100
		Total for Vendor:	98.00					
		Total:	8,701.60					
			8,701.60					

Authorized by:



1061-1068

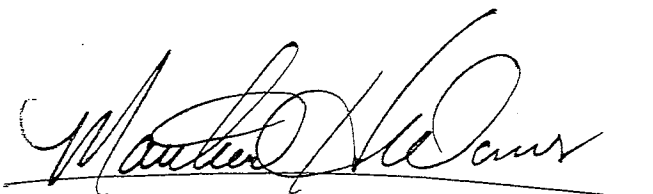
08/12/13
13:47:58CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 8/13Page: 1 of 2
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1061		.25 AMERIPRIDE LINEN & APPAREL	46.71					
		220111600 08/09/13 Monthly Service	46.71*			101 41000 300		10100
		Total for Vendor:	46.71					
1062		145 FINKEN WATER CENTERS	16.03					
		2660152 08/01/13 Meter Rental Water Softener	16.03			101 41000 410		10100
		Total for Vendor:	16.03					
1063		189 HEALTH PARTNERS	1,395.40					
		44173610 08/07/13 Mason Schirmer	729.60			101 41400 130		10100
		44173610 08/07/13 Jon Stueve	665.80			101 43000 130		10100
		Total for Vendor:	1,395.40					
1065		385 QUILL	107.26					
		4455957 07/31/13 Binders/clipboards	79.48			101 41000 210		10100
		4528828 08/02/13 Hanging folder frames	27.78			101 41000 210		10100
		Total for Vendor:	107.26					
1066		397 RINKE-NOONAN, LTD	738.35					
		215640 08/08/13 Professional Services	738.35*			101 41000 300		10100
		Total for Vendor:	738.35					
1064		488 TRI-COUNTY HUMANE SOCIETY	53.69					
		04/01/13 19576411-Dog	53.69*			101 42000 316		10100
		Total for Vendor:	53.69					
1067		567 TRI-STATE PUMP & CONTROL INC	560.00					
		34355 07/18/13 Annual Inspection	560.00			602 43225 300		10100
		Total for Vendor:	560.00					
1068		525 XCEL ENERGY	3,559.49					
		378503967 08/05/13 Street Light Service	1,846.62			101 43160 381		10100
		378320763 08/02/13 302188142	244.95			601 43225 381		10100
		378320763 08/02/13 302252262	56.30			101 43160 381		10100
		378320763 08/02/13 302290398	396.57			101 41000 381		10100
		378320763 08/02/13 302679657	71.01			101 43100 381		10100
		378320763 08/02/13 302700297	25.10			602 43250 381		10100
		378320763 08/02/13 302947044	199.74			601 43225 381		10100
		378320763 08/02/13 303193187	38.61			602 43250 381		10100
		378320763 08/02/13 303616049	93.34			225 42200 381		10100
		378320763 08/02/13 303936749	37.02			101 43160 381		10100
		378320763 08/02/13 303956738	299.28			101 43160 381		10100
		378320763 08/02/13 303963984	189.70			101 43160 381		10100
		378320763 08/02/13 303985901	29.25			101 43160 381		10100
		378320763 08/02/13 304083816	13.20			101 43160 381		10100
		378320763 08/02/13 304098414	18.80			602 43250 381		10100
		Total for Vendor:	3,559.49					

6,476.93

Authorized by:



City of Freeport Notice of Public Hearing

The Freeport City Council will hold a public hearing on Tuesday, August 27, 2013 at 7:00 p.m. or as soon thereafter, in the City Hall Council Chambers, 125 Main Street East, in Freeport Minnesota to consider the following matter that requires a public hearing.

Applicant: Gerald Meyer (DBA Mid Central Heating and Air Conditioning)

Purpose: To review and consider an application for a variance from Section 500.45, Subd. 5 of the Freeport City Code regarding erecting a fence with a height greater than city code permits. The property is located at 300 Industrial Drive in the I-1 Industrial District.

Legal: Lot 1 Block 1 of Freeport Industrial Park Plat 3.

Parcel # 54.32129.0061

To comment on this matter contact the the City of Freeport at 125 Main Street East, PO Box 301, Freeport, MN 56331, (320) 836-2112.

Published once in the Melrose Beacon August 14, 2013.

Memo

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: August 13, 2013

Re: Fire Hall Doors

During the July Regular City Council meeting, I presented an update on the insurance claim resulting from the 2012 hail storm. During the update, I provided proposals from two door companies (St. Cloud Overhead Door and Heartland Door Sales) to replace all overhead doors.

The League of MN Cities Insurance Trust has authorized the replacement of all overhead doors at a price not to exceed \$16,993 (the proposal submitted by St. Cloud Overhead Door).

At that time, I did not ask Council for a formal action. Instead, I provided Council an opportunity to comment or object; and, if there was no objection, the company that provided the lowest cost proposal would be awarded the project.

Following the meeting, before any vendors were contacted, two items of discussion came to my attention:

1. The R-Factor (insulation rating) on each proposal were not the same; and
2. If an additional window was added to each overhead door, the company with the lowest cost proposal changes.

I began surveying Council members for their opinions and immediately received mixed feedback. Since Council member opinions were not unanimous, I stopped surveying and decided to return to Council for direction.

Consider:

1. The lowest cost proposal is \$135 less than the other proposal (\$16,993 vs \$17,128) with an R-Factor 1.32 less than the other proposal.
2. The additional cost of adding an additional window to each door is \$400 (Heartland Door Sales)

The City Council should approve a motion to accept one of the proposals.

Memo

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: August 13, 2013

Re: Famo Feeds Tax Abatement Default

On July 27, 2010 Famo Feeds, Inc entered into an agreement with the City of Freeport (attached along with this memo) for Tax Abatement. As per the agreement, on August 1, 2013 the City was to send Famo their first \$2,000 payment (1st of 20 total payments).

Before sending any payments, I reviewed the contract and found that Section 5.1 was not satisfied by the company. According to the company's 2013 Property Tax Statement, New Improvements were \$308,700 (\$27,300 less than agreed upon).

The company's default was confirmed by Adam Ripple (Rinke Noonan). As per Section 8.2, I provided Tom Beste with written notice of the default. Jon Beste discussed the matter with me over the phone and said he understands the need to prorate abatement.

According to Stearns County Senior Appraiser Steve Chmielewski, the reduced value resulted in a decreased tax liability of \$1,221.

It is my recommendation, that as per Section 8.2 (c), the City amend the Agreement to reduce tax abatement to \$27,790 payable in twenty (20) equal semi-annual payments of \$1,389.

\$4,000	Original Tax Abatement
<u>-1,221</u>	Company's estimated reduced tax liability by not meeting agreed-upon market valuation
\$2,779	Adjusted Tax Abatement
\$1,389	Adjusted semi-annual payment

(i) From the Effective Date through the end of the Tax Abatement Period, the Company will not seek any other financial assistance or business subsidy from the City related to the expansion of the warehouse on the Property.

ARTICLE III CONSTRUCTION OF MINIMUM IMPROVEMENTS

Section 3.1. Construction of Minimum Improvements. The Company shall construct the Minimum Improvements on the Property in accordance with the Construction Plans and all applicable building codes and City ordinances, and shall Substantially Complete the Minimum Improvements prior to **December 31, 2011**. The Company will at all times operate and maintain the Project in good repair and condition, ordinary wear and tear excepted. The Company agrees that the scope and scale of the Project to be constructed shall not be significantly less than the scope and scale of the Project as detailed and outlined in the Construction Plans. Within 30 days after the Project's Substantial Completion, the Company shall provide the City with a certification that the Minimum Improvements were completed in accord with the approved Construction Plans and a certified summary of the Project's actual total costs in a form reasonably acceptable to the City.

Section 3.2 Change in Construction Plans. If the Company desires to make any material change in the Construction Plans after the execution of this Agreement, the Company shall submit the proposed change to the City for its approval. So long as the proposed change is deemed appropriate by the City and does not constitute a material modification to the shape, size, or use of the Project or to the site plan therefor, the City shall approve the proposed changes.

ARTICLE IV TAX ABATEMENT

Section 4.1. Tax Abatement. Following the Company's Substantial Completion of the Minimum Improvements pursuant to this Agreement's terms and the Company's compliance with this Agreement's terms, the City will provide tax abatement to the Company for the Project in an amount of \$40,000 (the "Tax Abatement") payable in twenty (20) equal semi-annual payments of \$2,000 each on or before February 1 and August 1 of each year commencing on August 1, 2013 and ending on February 1, 2023 (the "Tax Abatement Period") payable from the City's share of property taxes received in the previous six month period. Notwithstanding anything in this Agreement to the contrary, in no event may the amount of taxes abated exceed the amount of the City's share of the property taxes for the Property paid in during the Tax Abatement Period.

ARTICLE V REAL PROPERTY TAXES

Section 5.1. Real Property Taxes. The Company shall pay all real property taxes payable with respect to the Property. The Company agrees that the Minimum Improvements shall have a minimum value for taxation purposes of at least \$336,000 upon completion.

ARTICLE VI INSURANCE

Section 6.1. Insurance. At all times prior to the expiration of the Tax Abatement Period, the Company will maintain at cost and expense insurance on the Minimum Improvements in an amount sufficient to rebuild. In the event of damage or destruction of the Minimum Improvements, the Company will repair or rebuild the Minimum Improvements to the same or an improved condition that existed prior to the damage within a commercially reasonable period of time not to exceed 12 months from the date of damage or destruction. The Company shall apply any Net Proceeds relating to such damage to the payment of the repair costs.

ARTICLE VII ASSIGNMENT, TRANSFER AND INDEMNIFICATION

Section 7.1. Transfer or Assignment of Business Subsidy. This Agreement and the Tax Abatement may not be transferred or assigned to any other entity by the Company without the prior written approval of the City, which may be withheld for any reason.

Section 7.2. Release and Indemnification Covenants.

(a) The Company releases from and covenants and agrees, that the City, and the governing body members, officers, agents, servants and employees thereof (the "Indemnified Parties"), shall not be liable for and agrees to indemnify and hold harmless the Indemnified Parties against any loss or damage to property or any injury to or death of any person occurring at or about or resulting from any defect in the Project.

(b) Except for any willful misrepresentation or any willful or wanton misconduct of the Indemnified Parties, the Company agrees to indemnify, defend and hold harmless the Indemnified Parties from any claim, demand, suit, action or other proceeding whatsoever by any person or entity, including the Company and the Company's agents and employees, whatsoever arising or purportedly arising from this Agreement, or the transactions contemplated by this Agreement or the acquisition, construction, installation, ownership, and operation of the Project, or negligent or intentional acts of any person (with the exception of intentional or negligent acts of one of the above named indemnitees).

(c) The Company agrees to indemnify and defend the Indemnified Parties from and against any and all damages, costs, payments, reimbursements or liabilities resulting from the Company's failure to comply with this Agreement's requirements or the requirements relating to the Company's eligibility to receive the Loan.

ARTICLE VIII EVENTS OF DEFAULT

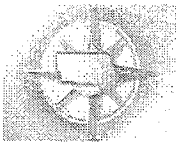
Section 8.1. Events of Default Defined. The term "Event of Default" means any failure by the Company to observe or perform any covenant, condition, obligation or agreement on its part to be observed or performed hereunder or any default under any other agreement the Company may have with the City.

Section 8.2. Remedies on Default. Whenever any Event of Default occurs, the City may: (i) immediately suspend their performance under this Agreement, including without limitation, the obligation to provide the Tax Abatement until they receive assurances from the Company, deemed adequate by the City, in its sole discretion, that the Company will cure its default and continue its performance under this Agreement; and/or (ii) take any one or more of the following actions after providing written notice to the Company of the Event of Default and the Event of Default has not been cured within thirty (30) days after the notice of the Event of Default:

- (a) Terminate this Agreement;
- (b) Terminate the City's obligation to provide the Tax Abatement without terminating the remainder of this Agreement; and/or,
- (c) Take whatever action, including legal, equitable, and administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement or to enforce performance and observance of any obligation, agreement, or covenant of the Company under this Agreement.

Section 8.3. No Remedy Exclusive. No remedy conferred upon or reserved to the City is intended to be exclusive of any other available remedy or remedies available under this Agreement or at law or in equity, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient.

Section 8.4. No Additional Waiver Implied by One Waiver. In the event any obligation contained in this Agreement should be breached by either party and thereafter waived



Randy R. Schreifels
 Stearns County Auditor-Treasurer
 Administration Center Rm. 136 PO Box 728
 St. Cloud, MN 56302-0728
 Phone #: 320-656-3870
 Website: www.co.stearns.mn.us

2013

**PROPERTY TAX
STATEMENT**

Pin Number: 54.32129.0056
 Owner Names: FAMO FEEDS INC

FAMO FEEDS INC
 PO BOX 7
 FREEPORT MN 56331-0007

YOUR PROPERTY TAX VALUES & CLASSIFICATIONS

Taxes Payable Year:	2012	2013
Estimated Market Value:	\$1,379,200.00	\$1,370,200.00
Improvements Excluded:		
Homestead Exclusion:	\$0.00	\$0.00
Taxable Market Value:	\$1,379,200.00	\$1,370,200.00
New Improvements/ Expired Exclusions:	\$308,700.00	
Property Classification:	Comm/Ind	Comm/Ind

\$\$\$

You may be eligible for one or even two refunds to reduce your property tax.

REFUNDS?

Taxes Payable Year:		2012	2013
1. Use this amount on Form M1PR to see if you are eligible for a property tax refund. File by August 15. If this box is checked, you owe delinquent taxes and are not eligible.			\$0.00
2. Use these amounts on Form M1PR to see if you are eligible for a special refund.		<input type="checkbox"/>	\$0.00
Tax and Credits	3. Your Property taxes before credits	\$60,052.00	\$57,180.00
	4. Credits that reduce your property taxes		
	A. Agricultural market value credits	\$0.00	\$0.00
	B. Other credits	\$0.00	\$0.00
	5. Property taxes after credits	\$60,052.00	\$57,180.00
Property Tax by Jurisdiction	6. County STEARNS COUNTY	\$255.44	\$14,522.14
	7. City or Town FREEPORT CITY	\$410.28	\$21,411.86
	8. State General Tax	\$13,712.17	\$13,999.48
	9. School District ISD 0740 MELROSE		
	A. Voter Approved Levies	\$2,077.74	\$2,065.82
	B. Other Local Levies	\$359.94	\$4,773.62
	10. Special Taxing Districts		
	A. HRA	\$1.61	\$107.05
	B. Transit	\$0.00	\$0.00
	C. Watershed	\$3.99	\$233.70
	D. TIF	\$43,229.48	\$0.00
	E. Other	\$1.35	\$66.33
	11. Non-school voter approved referenda levies	\$0.00	\$0.00
	12. Total property tax before special assessments	\$60,052.00	\$57,180.00
13. Special Assessments on Your Property			
See Left for Breakdown of Special Assessments			
Special Assessment Totals			
		\$0.00	\$0.00
14. YOUR TOTAL PROPERTY TAX AND SPECIAL ASSESSMENTS		\$60,052.00	\$57,180.00

Pin Number:

54.32129.0056

Property Address:

446 INDUSTRIAL DR
 FREEPORT MN 56331

Property Description:

SubdivisionName FREEPORT INDUSTRIAL PK PLAT 2
 Lot 001 Block 001 SubdivisionCd 54020 Section 03
 Township 125 Range 032

Special Assessment Breakdown

Special Assessment Total \$0.00

2

2nd Half Payment Stub - Payable 2013
 To avoid penalty, pay on or before October 15, 2013

Total Property Tax for 2013 \$57,180.00
 2nd Half Tax Amount \$28,590.00
 Penalty _____
 2nd Half Total Amount Due _____

PIN: 54.32129.0056

Paid By _____

BILL NUMBER: 1331780

TAXPAYER(S): FAMO FEEDS INC

PO BOX 7

FREEPORT MN 56331-0007

MAKE CHECKS PAYABLE TO:

Randy R. Schreifels
 Stearns County Auditor-Treasurer
 PO BOX 728
 St Cloud, MN 56302-0728

1

1st Half Payment Stub - Payable 2013
 To avoid penalty, pay on or before May 15, 2013
 If your tax is \$100.00 or less, pay the entire tax by May 15, 2013

Total Property Tax for 2013 \$57,180.00
 1st Half Tax Amount \$28,590.00
 Penalty _____
 1st Half Total Amount Due _____

PIN: 54.32129.0056

Paid By _____

BILL NUMBER: 1331780

TAXPAYER(S): FAMO FEEDS INC

PO BOX 7

FREEPORT MN 56331-0007

MAKE CHECKS PAYABLE TO:

Randy R. Schreifels
 Stearns County Auditor-Treasurer
 PO BOX 728
 St Cloud, MN 56302-0728

Memo

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: August 13, 2013

Re: Wellhead Protection

On July 30, 2013, I met with Karen Voz (MDH) and Dave Neiman (MN Rural Water) for the 2nd Scoping Meeting (see included WHP Public Information Meeting Agenda). During the meeting Voz and Neiman presented a history on the Wellhead Protection Plan and the content that will be within Phase 2.

Along with this memo is the Scoping 2 Decision Notice which provides a summary of the sections/content that will need to be addressed in the Wellhead Protection Plan.

It is my recommendation that the City of Freeport:

1. Appoint Co-Wellhead Protection Managers
Jon Stueve and Mason Schirmer
2. Appoint a Wellhead Protection Committee
Jon Stueve, Public Works Director
Mason Schirmer, Clerk-Treasurer
Matt Worms, Mayor
Rodney Atkinson, Councilmember
Jon Wilwerding, Community Volunteer
Pete Welle, Community Volunteer
Dennis Heidgerken, Community Volunteer
3. Hire a Consultant
Approve and authorize a Request for Proposals (see attached template)

Additional Information

I recently met with John Harren, PWD for the City of Melrose to discuss potentially using Melrose's Wellhead Protection Plan to help develop Freeport's. However, they are currently in the process of redeveloping their document. I have also asked other communities in Minnesota for copies of their plan. At this time I am reviewing a similar plan in an attempt to try to do the work in-house; however, my recommendation is to consider hiring a consultant.

Request For Proposal (RFP) Template for Completion of the Second Part of a Wellhead Protection Plan

INSTRUCTIONS: This RFP template was created by Minnesota Department of Health (MDH) staff to assist public water suppliers with seeking and obtaining consulting services related to wellhead protection activities. It is strongly recommended that a public water supplier consult with MDH staff before using this template so that specific factors affecting the preparation of a wellhead protection plan can be discussed.

Wellhead protection planning is typically conducted in two parts:

- 1) Wellhead protection area (WHPA) and Drinking Water Supply Management Area (DWSMA) delineation and vulnerability assessment, and*
- 2) Potential contaminant source inventory and wellhead protection management plan development.*

This template RFP is designed to address only the second part of the wellhead protection planning process, which includes the potential contaminant source inventory (PCSI) and wellhead protection management plan. The specific requirements can be found in Minnesota Rules, Parts 4720.5100 to 4720.5590. Various types of guidance documents that explain the wellhead rule requirements are available from MDH upon request.

Because of its broad application, parts of this template RFP are necessarily general and may require elaboration by the public water supplier (____PWS____). Red text has been inserted in places throughout the document where the ____PWS____ is required to provide specific information to complete the RFP.

Many variables may affect the ultimate content of this RFP, including the physical setting of the well(s) or well field, the vulnerability assessment for each public water supply well and Drinking Water Supply Management Area (DWSMA), and specific wellhead rule requirements - which may vary depending on system size and geology, among other things. Accordingly, preparation of this template RFP may be somewhat complex. MDH requires that a wellhead protection scoping meeting be held with the public water supply system staff to help define the scope of activities necessary to comply with Minnesota's wellhead protection rule. In fact, there are repeated references in this document to the MDH scoping letters, which should be attached to the RFP as an addendum.

Inquiries about the use of this document, scheduling a scoping meeting, or any questions you may have about wellhead protection may be directed to the WHP Planner assigned to your area – Dave Neiman, 218-820-0595.

Request for Proposal

City of Freeport, MN

Introduction

The City of Freeport, MN (City) requests proposals from qualified consulting firms to provide expertise related to wellhead protection activities. This expertise will be directed towards assisting the City in fulfilling the requirements of Minnesota Rules (MR), Parts 4720.5100 to 4720.5590, with respect to conducting a potential contaminant inventory and developing pertinent management strategies based on the vulnerability of the Drinking Water Supply Management Area (DWSMA) and meeting associated reporting requirements. This Request for Proposal (RFP) is for a contract for technical services, as described below. Please attach your required contract signature information when returning.

Purpose/Anticipated Results

The objective of the work activities is to complete an inventory of the applicable potential contaminant sources within the approved DWSMA, develop a management plan addressing potential contaminant sources, and address associated reporting requirements in order to meet the wellhead protection rule requirements for wellhead protection (MR Parts 4720.5100 to 4720.5590). A Pre-Planning Meeting is required to initiate the plan development, where the CONTRACTOR shall meet with staff from the City and MDH or MRWA to discuss the work tasks, completion schedule, and deliverables.

WORK TASKS

I. Wellhead Protection Management Plan Content

There are a number of required elements in a Wellhead Protection (WHP) Plan that guides the selection of WHP measures. These elements of the WHP plan must be started after the WHP area delineations and vulnerability assessments for each well in the system have been approved by the Minnesota Department of Health (MDH) (see appendix A, item 2). These required elements include the following:

1. Required Data Elements and Assessment

Based on the DWSMA vulnerability, the following data elements to be included in the plan are identified in the second scoping notice (see appendix A, item 3). Some of these data elements may have been required for the WHPA delineation and vulnerability report (see appendix A, item 2) and, therefore, it is not necessary to reassemble those specific data elements for the second part of the plan. However, a brief explanation of how the following data elements provide information that describes and interprets the intrinsic properties of the DWSMA can be useful in developing management strategies.

1.1. Physical Environment (MR 4720.5400, subpart 2)

- 1.1.1. Precipitation. Compile the precipitation identified in the MDH scoping notice.
- 1.1.2. Geology. Compile the geologic data identified in the MDH scoping notice.
- 1.1.3. Soils. Compile the soils data identified in the MDH scoping notice.
- 1.1.4. Water Resources. Compile the water resources data identified in the MDH scoping notice.

1.2. Land Use (MR 4720.5400, subpart 3)

1.2.1. Land Use. Compile the land use data identified in the MDH scoping notice.

Background for Conducting a Potential Contaminant Source Inventory (PCSI). Based on the vulnerability assessments determined for each well in the first part of the WHP plan, the extent of the PCSI required for each DWSMA is identified during the second scoping meeting. The MDH issues a Second Scoping Decision Notice to provide the public water supply system with written findings of the second scoping meeting.

The CONTRACTOR will conduct a search of data bases for any known contaminant sources which may be located within the DWSMA, as specified in the Scoping 2 Decision Notice. The CONTRACTOR will also conduct a search for known wells that may be located within the DWSMA. The results of this PCSI data base search will be provided to the City, and the WHP Team, in the form of maps and tabular data in both electronic and printed format. It will be the responsibility of the CONTRACTOR working with the WHP Team to verify the accuracy of PCSI data that is provided. As part of WHP plan development (and prior to WHP implementation measures selection), the CONTRACTOR working with the WHP Team must verify PCSI data accuracy for all potential contaminant sources (PCS) for each PCS category required by MDH to be inventoried. It will also be the responsibility of the CONTRACTOR to provide any additional contaminant source data as may be stated in the Scoping 2 Decision Notice.

1.2.2. Public Utility Services. Compile the maps and records identified in the MDH scoping notice.

1.3. Water Quantity (MR 4720.5400, subpart 4)

1.3.1. Surface Water Quantity. Compile surface water quantity data identified in the MDH scoping notice.

1.3.2. Groundwater Quantity. Compile the groundwater quantity data identified in the MDH scoping notice.

1.4. Water Quality (MR 4720.5400, subpart 5)

1.4.1. Surface Water Quality. Compile surface water quality data identified in the MDH scoping notice.

1.4.2. Groundwater Quality. Compile groundwater quality data identified in the MDH scoping notice.

2. Identify the Impact of Expected Changes to Land and Water Resources on the Public

A WHP plan must identify and describe expected changes to the physical environment, land use, surface water, and groundwater that may occur during the next ten years that may impact the aquifer serving the public water supply well (MR 4720.5220). This requirement helps determine whether new potential sources of contamination may be introduced in the future and helps identify future actions for addressing these anticipated sources.

3. Identify Issues, Problems and Opportunities

The WHP plan must identify and assess water and land use issues, and problems and opportunities related to the aquifer serving the public water supply well, the well water, and the DWSMA (MR 4070.5230). This requirement helps define the nature and magnitude of contaminant source management issues within the DWSMA.

The CONTRACTOR working with the WHP Team must use county land parcel identification numbers to accurately label and locate all PCSI data within the DWSMA. Prior to conducting the inventory, the CONTRACTOR will request and receive approval from the MDH for the PCSI reporting format they intend to use.

4. Develop Goals, Objectives, and a Plan of Action

A WHP plan must establish goals for present and future water use and land use to provide a framework for determining plan objectives and related actions (MR 4720.5240). A WHP plan must identify effective wellhead protection measures that will protect the public water supply well from contamination (MR 4720.5250). The plan of action must include the following (MR 4720.5250, subparts 2 and 4).

- 4.1. Address the problems and opportunities identified in the WHP plan.
- 4.2. Identify proposed changes in well construction, maintenance, and water use.
- 4.3. Identify a time frame for implementation of the actions identified in the WHP plan.
- 4.4. Identify and prioritize the WHP measures that will be used. A number of factors must be considered when WHP measures are selected and prioritized (MR 4720.5250, subpart 3). Such factors include:
 - 4.4.1. Contamination of a public water supply well;
 - 4.4.2. Quantities and nature of the potential contamination sources;
 - 4.4.3. Locations of the potential contaminant sources in relation to the well;
 - 4.4.4. Capability of the geologic material to absorb a contaminant;
 - 4.4.5. Effectiveness of existing official controls;
 - 4.4.6. Time required to obtain cooperation; and
 - 4.4.7. Administrative, legal, technical, and financial resources needed.
- 4.5. Identify who is responsible for implementing each WHP measure selected.

5. Identify a Strategy to Evaluate the Effectiveness of the WHP Measures

The CONTRACTOR must identify a strategy in the WHP plan for evaluating the progress of the plan of action, and documenting the implementation of WHP measures (MR 4720.5270).

6. Prepare a Contingency Strategy for an Alternate Water Supply

The WHP plan must include a contingency strategy that addresses disruptions of the water supply caused by contamination or mechanical failure (MR 4720.5280). Water emergency and conservation plans that have been approved by the Minnesota Department of Natural Resources, under the provisions of Minnesota Statutes 186 and Minnesota Rules, part 6115.0770, will be considered equivalent to an approved WHP contingency plan.

II. PCSI and WHP Management Reporting/Deliverables

1. Draft WHP Plan

A draft WHP Plan will be prepared and submitted to MDH to satisfy the wellhead protection reporting requirements for a potential contaminant source inventory of the DWSMA. A key objective of the WHP Plan is to provide sufficient documentation to meet wellhead protection rule requirements for: (a) the content of a wellhead protection plan, and (b) procedures for wellhead protection plan development and review. A WHP plan template that may be used as a guide for writing the WHP plan is available from the MDH upon request.

1.1. The draft WHP Plan will provide detailed descriptions of the following WHP plan components:

- 1.1.1. Which data elements were considered in conducting the potential contaminant source inventory (PCSI) and how the inventory was conducted.
- 1.1.2. What impacts may be expected on the water supply as a result of changes in land and water uses.
- 1.1.3. Issues, problems and opportunities.
- 1.1.4. Goals, objectives, and action strategies.
- 1.1.5. How progress of the plan of action, and documenting the implementation of WHP plan measures will be completed.
- 1.1.6. Contingency strategies for alternate water supplies.
- 1.1.7. Procedures that the water supplier followed to provide local review and public hearing requirements.

1.2. Documentation must include the following:

- 1.2.1. Identification of the method used for conducting the PCSI.
- 1.2.2. A summary of the geologic conditions throughout the DWSMA, from the land surface to the aquifer.
- 1.2.3. Data elements collected and used as stated in the MDH Second Scoping Notice.
- 1.2.4. Maps, diagrams, reports, studies, and data used to conduct the PCSI.

All geographic information must be presented on a stable base material and in electronic form. The CONTRACTOR must use ESRI ArcMap formats using UTM Zone 15 meters (NAD 83 Datum) for all electronic forms of geographic information.

III. Review of Draft WHP Plan

The CONTRACTOR will provide one hard copy of the draft WHP Plan and 1 CD copy of the draft WHP Plan to the City, and provide one CD copy to the designated MDH or MRWA Planner for preliminary review prior to the Rule-required LGU review. A minimum 30-day review period is recommended to provide ample review time for the PWS and the Planner. The draft WHP Plan will be updated by the CONTRACTOR to respond to any comments made during this preliminary review of the draft WHP Plan.

IV. Local Review and Public Hearing Requirements

The draft WHP plan must be submitted to local units of government for review and comment, which must be considered by the City. A public hearing must be conducted on the draft WHP plan before it is submitted to the MDH.

1. Local Review and Comment

The wellhead management part of the WHP plan (Part 2) must be submitted to local units of government for review and comment (MR 4720.5350). After a 60-day review period, the City must consider any comments received from local units of government that identify and describe any conflict with the proposed plan.

2. Public Hearing

After the local unit of government review period and prior to submittal of the final WHP plan to MDH, the City must conduct a public hearing on the complete wellhead protection plan (MR 4720.5350, subpart 4).

3. Final WHP Plan

The draft WHP Plan will be updated by the CONTRACTOR to respond to comments made during the local review process, public hearing, and by the WHP Team, MDH/MRWA staff, and the City. The CONTRACTOR will provide 10 hard copies and 8 (eight) CD copies of the final WHP Plan to the City, who will be responsible for their distribution.

V. Meetings

During the course of completing this project, a series of formal and informal meetings are required. Formal meetings with the City and the WHP Team will be required on an occasional (approximately once every four to six weeks) basis as requested by the City, WHP Team, or the CONTRACTOR while the project is active. These meetings will take place at the Freeport City Hall and will serve to review critical plan components and report overall progress on the technical activities. Informal meetings will be held as needed, and may be conducted by conference call at the discretion of the City.

VI. Schedule

All project activities, including any required plan reviews, must be completed prior to the MDH-designated completion date. In the event the deadline will not be met, the City will initiate discussion with the MDH to identify and receive approval for an alternate deadline that considers the scope of work remaining.

VII. Other

The CONTRACTOR will also provide the following in its response to this RFP:

- 1) Identify at least two recent clients the CONTRACTOR wrote WHP plans for, and provide contact information for them.
- 2) Identify any preferred compensation timetables or payment schedules.
- 3) Identify what the bid will cover (staff time, travel or other expenses, etc.).
- 4) The minimum number of formal and informal meetings it expects to hold with the City.

This RFP does not obligate the City to complete the project, and the City reserves the right to cancel the solicitation if it is considered to be in its best interest.

Prospective CONTRACTORS who have any questions regarding this RFP may contact:

Name\Title *

Office: phone number

City of Freeport

E-mail: email address

Street Address or PO Box

City, Minnesota Zip Code

** Other City personnel are NOT allowed to discuss the RFP with anyone, including RFP Responders, before the proposal submission deadline.*

RFP Responders must send all proposals to the following address:

Name\Title

City of Freeport

Street Address or PO Box

City, Minnesota Zip Code

All proposals must be received no later than **(identify date/time)**

Late proposals will not be considered.

Submit three copies of the proposal in a sealed mailing envelope or package, with the Responder's name and address written on the outside. Each copy of the proposal must be signed in ink by an authorized member of the Responder. Submissions by telephone facsimile will not be accepted. Prices and terms of the proposal as stated must be valid for the length of any resulting contract. The project, including any required plan reviews, must be completed prior to the MDH-designated completion date.

The City will evaluate all proposals received by the expressed deadline on the basis of content. The following are considered minimum contents for the proposal:

1. A re-statement of the goals, objectives, and tasks to show or demonstrate the Responder's recognition and understanding of the nature of the project.
2. Identification and description of the deliverables to be provided by the Responder.
3. An outline of the Responder's background and experience, with particular emphasis on the skills and expertise necessary (e.g., land use plan development, natural resource management, etc.) for conducting a potential contaminant source inventory and management plan development in accordance with MDH rules. The proposal must identify the specific personnel that will work on the project along with details on their training, work experience, and proposed role in the project. No change in personnel assigned to the project will be permitted without prior approval of the City. The work described in this RFP must be performed by either a planner or other individual who is familiar with the development of comprehensive land use or natural resource plans. Past experience conducting the work activities described herein, or in conducting equivalent work activities, must be described in the qualifications section of the proposal.
4. A detailed cost estimate and work plan that identifies the major tasks to be accomplished, along with the names and titles of the individuals who will do them. This work plan will be used as a scheduling and managing tool, and as a basis for invoicing.

All proposals received by the deadline will be evaluated by representatives of the City of Freeport.

The following criteria will be used in evaluating the proposals:

1. Expressed understanding of the WHP planning objectives
2. Work plan description of proposed action items
3. Estimated cost details to implement the WHP plan
4. Qualifications/experience of CONTRACTOR
5. Qualifications/experience of personnel working on the project

The City will evaluate all proposals and select a CONTRACTOR by (**identify date**), and work toward completing a contract for technical services.

APPENDIX A

1. First MDH Scoping Notice
2. Part 1 WHP plan approved by MDH
3. Second MDH Scoping Notice

(Date)

Name
Title - Facility Name
Address
City, Minnesota Zip

Dear :

Subject: Second Scoping Decision Notice – City of – PWSID

This letter provides notice of the results of a scoping meeting held with you (NAME OTHERS) on (DATE), at (MEETING LOCATION) regarding wellhead protection (WHP) planning. During the meeting, we discussed the data elements that must be included and used to prepare the part of the WHP plan related to the management of potential contaminants in the approved drinking water supply management area. The enclosed Scoping 2 Decision Notice lists the data elements that were discussed at the meeting.

(FACILITY) HAS/HAS NOT met the requirements to distribute copies of the first part of the WHP plan to local units of government and hold an informational meeting for the public. The city of (NAME) will have until (DATE), to complete its WHP plan.

If a data element is marked on the enclosed notice as a data element that must be used and it does not exist, it is helpful if your plan notes this. (MDH/MRWA/CONSULTANT) will be working with you to develop a draft of the remainder of the WHP plan. I will be contacting you to review the progress of the development of Part II of your plan. If you have any questions regarding the enclosed notice, contact me by email at (NAME)@state.mn.us or by phone at (PHONE).

Sincerely,

(NAME), Planner
Environmental Health Division
(STREET ADDRESS)
(CITY), Minnesota (ZIP)

XXX:xxx
Enclosures

cc: (CPWS Engineer), MDH Engineer, -- District Office
Byron Adams, Water Monitoring Section, Minnesota Pollution Control Agency
Joe Richter, Division of Waters, Minnesota Department of Natural Resources
Ron Struss, Minnesota Department of Agriculture
Eric Mohring, Hydrologist, Board of Water and Soil Resources
(NAME), City Administrator, City of CITY (Letter Only)

SCOPING 2 DECISION NOTICE

3 Remainder of the Wellhead Protection Plan

Name of Public Water Supply: (NAME OF FACILITY) PWSID		Date:
Name of the Wellhead Protection Manager:		
Address:	City:	Zip:
Unique Well Numbers: XXXXXX (Well 1), XXXXXX (Well 2 - Emergency)*		Phone:

*Emergency wells only use the IWMZ Form for data collection.

Instructions for Completing the Scoping 2 Form

N	R	S	N = Not required. If this box is checked, this data element is NOT necessary for your wellhead protection plan because it is not needed or it has been included in the first scoping decision notice. Please go to the next data element.
X			

N	R	S	R = Required for the remainder of the plan. If this box is checked, this data MUST be used for the "remainder of the plan."
	X		

N	R	S	S = Submit to MDH. If this box is checked, this data element MUST be included in your wellhead protection plan and submitted to MDH. If there is NO check mark in the "S" box but there is an "X" in the "R" box, this data element MUST be included in your plan, but should NOT be submitted to MDH . This box will only be checked if MDH does not have access to this data element. This will help to reduce the cost by reducing the amount of paper and time to reproduce the data element.
		X	

Note: Any data elements required in the first scoping decision notice must also be used to complete the remainder of the wellhead protection plan.

DATA ELEMENTS ABOUT THE PHYSICAL ENVIRONMENT

PRECIPITATION			
N	R	S	An existing map or list of local precipitation gauging stations.
X			
Technical Assistance Comments:			
N	R	S	An existing table showing the average monthly and annual precipitation in inches for the preceding five years.
X			
Technical Assistance Comments:			
GEOLOGY			
N	R	S	An existing geologic map and a description of the geology, including aquifers, confining layers, recharge areas, discharge areas, sensitive areas as defined in Minnesota Statutes, section 103H.005, subdivision 13, and groundwater flow characteristics.
	X		
Technical Assistance Comments: The management of all the Drinking Water Supply Management Area(s) must reflect what is known about these data elements.			
N	R	S	Existing records of the geologic materials penetrated by wells, borings, exploration test holes, or excavations, including those submitted to the department.
	X		
Technical Assistance Comments: The management of all the Drinking Water Supply Management Area(s) must reflect what is known about these data elements.			
N	R	S	Existing borehole geophysical records from wells, borings, and exploration test holes.
	X		
Technical Assistance Comments: The management of all the Drinking Water Supply Management Area(s) must reflect what is known about these data elements.			
N	R	S	Existing surface geophysical studies.
	X		
Technical Assistance Comments: The management of all the Drinking Water Supply Management Area(s) must reflect what is known about these data elements.			
SOILS			
N	R	S	Existing maps of the soils and a description of soil infiltration characteristics.
X			
Technical Assistance Comments:			
N	R	S	A description or an existing map of known eroding lands that are causing sedimentation problems.
X			
Technical Assistance Comments:			

WATER RESOURCES			
N	R	S	An existing map of the boundaries and flow directions of major watershed units and minor watershed units.
X			
Technical Assistance Comments:			
N	R	S	An existing map and a list of public waters as defined in Minnesota Statutes, section 103G.005, subdivision 15, and public drainage ditches.
X			
Technical Assistance Comments:			
N	R	S	The shoreland classifications of the public waters listed under subitem (2), pursuant to part 6120.3000 and Minnesota Statutes, sections 103F.201 to 103F.221.
X			
Technical Assistance Comments:			
N	R	S	An existing map of wetlands regulated under chapter 8420 and Minnesota Statutes, section 103G.221 to 103G.2373.
X			
Technical Assistance Comments:			
N	R	S	An existing map showing those areas delineated as floodplain by existing local ordinances.
X			
Technical Assistance Comments:			

DATA ELEMENTS ABOUT THE LAND USE

LAND USE			
N	R	S	An existing map of parcel boundaries.
	X	X	
Technical Assistance Comments: The management of all the Drinking Water Supply Management Area(s) must reflect what is known about this data element.			
N	R	S	An existing map of political boundaries.
	X	X	
Technical Assistance Comments: The management of all the Drinking Water Supply Management Area(s) must reflect what is known about this data element.			
N	R	S	An existing map of public land surveys including township, range, and section.
	X		
Technical Assistance Comments: The management of all the Drinking Water Supply Management Area(s) must reflect what is known about this data element.			

N	R	S	A map and an inventory of the current and historical agricultural, residential, commercial, industrial, recreational, and institutional land uses and potential contaminant sources.
	X	X	
<p>Technical Assistance Comments: The inventory, mapping, and management of land uses and potential sources of contamination for all the Drinking Water Supply Management Area(s) must reflect what is known about these data elements, as follows:</p> <p><u>Low Vulnerability</u> - 1) All potential contaminant sources and facility designations as listed on the attachment, 2) a land use/land cover map and table, and 3) an inventory of the Inner Wellhead Management Zone (IWMZ). <i>50 or greater</i></p> <p>As a starting point, MDH will provide a 1992 or 2001 land cover map and table from federal data bases. This data set must be used unless an alternative electronic data set that is more current and detailed is available.</p> <p>Management strategies must be developed for all land uses and potential sources of contamination.</p>			
N	R	S	An existing comprehensive land-use map.
	X	X	
<p>Technical Assistance Comments: The management of all the Drinking Water Supply Management Area(s) must reflect what is known about this data element. Include any urban fringe planning areas.</p>			
N	R	S	Existing zoning map.
	X	X	
<p>Technical Assistance Comments: The management of all the Drinking Water Supply Management Area(s) must reflect what is known about this data element.</p>			
PUBLIC UTILITY SERVICES			
N	R	S	An existing map of transportation routes or corridors.
X			
<p>Technical Assistance Comments:</p>			
N	R	S	An existing map of storm sewers, sanitary sewers, and public water supply systems.
X			
<p>Technical Assistance Comments:</p>			
N	R	S	An existing map of the gas and oil pipelines used by gas and oil suppliers.
X			
<p>Technical Assistance Comments:</p>			
N	R	S	An existing map or list of public drainage systems.
X			
<p>Technical Assistance Comments:</p>			
N	R	S	An existing record of construction, maintenance, and use of the public water supply well(s) and other wells within the drinking water supply management area.
	X		
<p>Technical Assistance Comments: The management of all the Drinking Water Supply Management Area(s) must reflect what is known about these data elements.</p>			

DATA ELEMENTS ABOUT WATER QUANTITY

SURFACE WATER QUANTITY			
N	R	S	An existing description of high, mean, and low flows on streams.
X			
Technical Assistance Comments:			
N	R	S	An existing list of lakes where the state has established ordinary high water marks.
X			
Technical Assistance Comments:			
N	R	S	An existing list of permitted withdrawals from lakes and streams, including source, use, and amounts withdrawn.
X			
Technical Assistance Comments:			
N	R	S	An existing list of lakes and streams for which state protected levels or flows have been established.
X			
Technical Assistance Comments:			
N	R	S	An existing description of known water-use conflicts, including those caused by groundwater pumping.
X			
Technical Assistance Comments:			
GROUNDWATER QUANTITY			
N	R	S	An existing list of wells covered by state appropriation permits, including amounts of water appropriated, type of use, and aquifer source.
	X		
Technical Assistance Comments: The management of all the Drinking Water Supply Management Area(s) must reflect what is known about these data elements.			
N	R	S	An existing description of known well interference problems and water use conflicts.
	X		
Technical Assistance Comments: The management of all the Drinking Water Supply Management Area(s) must reflect what is known about these data elements.			
N	R	S	An existing list of state environmental bore holes, including unique well number, aquifer measured, years of record, and average monthly levels.
	X		
Technical Assistance Comments: The management of all the Drinking Water Supply Management Area(s) must reflect what is known about this data element.			

DATA ELEMENTS ABOUT WATER QUALITY

SURFACE WATER QUALITY			
N	R	S	An existing map or list of the state water quality management classification for each stream and lake.
X			
Technical Assistance Comments:			
N	R	S	An existing summary of lake and stream water quality monitoring data, including: 1. bacteriological contamination indicators; 4. sedimentation; 2. inorganic chemicals; 5. dissolved oxygen; and 3. organic chemicals; 6. excessive growth or deficiency of aquatic plants.
X			
Technical Assistance Comments:			
GROUNDWATER QUALITY			
N	R	S	An existing summary of water quality data, including: 1. bacteriological contamination indicators; 2. inorganic chemicals; and 3. organic chemicals.
	X		
Technical Assistance Comments: The management of all the Drinking Water Supply Management Area(s) must reflect what is known about these data elements.			
N	R	S	An existing list of water chemistry and isotopic data from wells, springs, or other groundwater sampling points.
	X		
Technical Assistance Comments: The management of all the Drinking Water Supply Management Area(s) must reflect what is known about these data elements.			
N	R	S	An existing report of groundwater tracer studies.
	X		
Technical Assistance Comments: The management of all the Drinking Water Supply Management Area(s) must reflect what is known about this data element.			
N	R	S	An existing site study and well water analysis of known areas of groundwater contamination.
	X		
Technical Assistance Comments: The management of all the Drinking Water Supply Management Area(s) must reflect what is known about these data elements.			
N	R	S	An existing property audit identifying contamination.
	X		
Technical Assistance Comments: The management of all the Drinking Water Supply Management Area(s) must reflect what is known about this data element.			
N	R	S	An existing report to the Minnesota Department of Agriculture and the Minnesota Pollution Control Agency of contaminant spills and releases.
	X		
Technical Assistance Comments: The management of all the Drinking Water Supply Management Area(s) must reflect what is known about this data element.			

Memo

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: August 15, 2013

Re: 2014 Proposed Budget and Tax Levy

Along with this memo is the following:

- 2014 Proposed Budgeted Expenditures
- 2014 Proposed Budgeted Revenues
- Draft Resolution 2013-020
- League of MN Cities Memo regarding proposed tax levy

Notes regarding Levy:

- Total tax levy remains unchanged from 2012.

Notes regarding Expenditure Budget:

- General Fund expenditures to increase .42%
- No Sales Tax is budgeted; as of 1/1/14 all purchases and sales are exempt

Notes regarding Revenue Budget:

- Transfers from Water Fund and Sewer Fund into General Fund to increase to \$40,000 each.

Furthermore: 1) the EDA budget will be reviewed by EDA on August 26th; 2) the Fire Department budget will be reviewed by the Chief on or before August 27th; and 3) Fund 305 (Consolidated Debt) was divided into Funds 310, 315, 320, 325, 330, 331.

I recommend reviewing all the documents and coming prepared to openly discuss your concerns with the proposed 2014 Budget and Tax Levy.

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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2010	2011	2012	2013	Budget	Exp.	Budget	Changes	Budget	Budget
						2013	2013	14	14	14	14

101 General Fund											
41000 GENERAL GOVERNMENT											
200	Postage		216	250	255	600	43%	600		600	100%
210	Operating Supplies		2,794	2,848	1,420	4,000	36%	3,500		3,500	88%
220	Repair & Maint. Supplies		969	82	1,356	750	181%	750		750	100%
300	Professional Services		1,973	3,098	5,740	3,000	191%	3,000		3,000	100%
303	Engineering			332		0	0%			0	0%
311	Outside Maintenance		848			0	0%			0	0%
320	Telephone		3,472	3,567	1,426	4,000	36%	3,750		3,750	94%
335	Mileage & Reimb Exp			49		0	0%			0	0%
350	Notices & Publication		693	780	2,588	1,250	207%	850		850	68%
351	Periodicals			293	39	100	39%	100		100	100%
361	Liability Insurance				6,343	0	***%	10,450		10,450	*****%
381	Electric		2,528	1,958	1,733	2,000	87%	2,500		2,500	125%
410	Rentals		1,539	1,737	1,328	1,750	76%	1,800		1,800	103%
430	Miscellaneous		48	1,191	217	500	43%	500		500	100%
433	Dues		1,384	2,438	539	250	216%	750		750	300%
434	League Dues			706		550	0%	750		750	136%
450	Sales Tax		13	34	14	100	14%			0	0%
510	Capital Expenditures			4,050	794	1,500	53%			0	0%
560	Furniture and Fixtures		2,543			0	0%			0	0%
570	Office Equip & Furnishing			1,729		0	0%			0	0%
620	Fiscal Agents Fees		10			0	0%			0	0%
	Account:		19,030	25,142	23,792	20,350	117%	29,300	0	29,300	144%
41100 Legislative (Council/Board)											
100	Wages and Salaries		3,104	4,825	2,225	3,900	57%	3,640		3,640	93%
121	Cities FICA 6.2%		278	299	138	250	55%	225		225	90%
122	Cities Share MED 1.45%		73	70	32	75	43%	54		54	72%
330	Training				299	250	120%	240		240	96%
335	Mileage & Reimb Exp		234			100	0%	100		100	100%
360	Workers Comp Insurance		40	74	121	100	121%	50		50	50%
	Account:		3,729	5,268	2,815	4,675	60%	4,309	0	4,309	92%
41300 Executive (Mayor/Manager)											
100	Wages and Salaries		1,108	1,000	670	1,425	47%	1,330		1,330	93%
121	Cities FICA 6.2%		95	62	42	100	42%	82		82	82%
122	Cities Share MED 1.45%		25	15	10	25	40%	20		20	80%
330	Training		120	367	120	500	24%	250		250	50%
335	Mileage & Reimb Exp		218		200	100	200%	100		100	100%
433	Dues		20	30		25	0%	25		25	100%
	Account:		1,586	1,474	1,042	2,175	48%	1,807	0	1,807	83%
41400 Clerk											
100	Wages and Salaries		55,140	59,543	22,045	58,500	38%	56,160		56,160	96%
103	Part time wages		12,383	19,546	16,748	26,500	63%	20,800		20,800	78%
120	Cities Share PERA		4,778	5,977	2,548	6,200	41%	4,825		4,825	78%

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		2010	2011	2012	2013	Budget	Exp.	Budget	Changes	Budget	Budget
						2013	2013	14	14	14	14
121	Cities FICA 6.2%		4,913	6,190	2,392	5,275	45%	4,780		4,780	91%
122	Cities Share MED 1.45%		1,074	1,824	559	1,250	45%	1,120		1,120	90%
130	Health Insurance		13,307	16,284	5,032	16,750	30%	14,500		14,500	87%
131	Life Insurance		24	24	8	24	33%	24		24	100%
320	Telephone		260	130		0	0%	120		120	*****
330	Training		835	614	670	1,000	67%	1,000		1,000	100%
335	Mileage & Reimb Exp		1,105	586	903	1,000	90%	1,000		1,000	100%
350	Notices & Publication			75		0	0%			0	0%
360	Workers Comp Insurance		524	488	660	600	110%	500		500	83%
431	Permits/License		80			0	0%			0	0%
433	Dues		190	180		200	0%	200		200	100%
	Account:		94,613	111,461	51,565	117,299	44%	105,029	0	105,029	90%
41450	Elections										
105	Misc Compensation			2,196		0	0%	2,250		2,250	*****
210	Operating Supplies		25	86	388	40	970%	100		100	250%
335	Mileage & Reimb Exp			521		0	0%	550		550	*****
350	Notices & Publication			141		0	0%	150		150	*****
	Account:		25	2,944	388	40	970%	3,050	0	3,050	7625%
41500	Auditor										
300	Professional Services		3,248			0	0%			0	0%
301	Audit		11,135	10,900		11,500	0%	14,000		14,000	122%
	Account:		14,383	10,900		11,500	0%	14,000	0	14,000	122%
41550	Assessor										
304	Assessing Fees		4,257	4,445		4,750	0%	5,000		5,000	105%
	Account:		4,257	4,445		4,750	0%	5,000	0	5,000	105%
41600	Legal Services										
302	Legal Consulting		3,714	1,792	712	3,000	24%	2,000		2,000	67%
	Account:		3,714	1,792	712	3,000	24%	2,000	0	2,000	67%
41800	Planning / Zoning										
300	Professional Services		7,451	1,240	1,000	6,000	17%	3,000		3,000	50%
302	Legal Consulting		576	3,222		2,000	0%	1,000		1,000	50%
303	Engineering		511		401	1,000	40%	500		500	50%
310	Contractor		6,894			0	0%			0	0%
350	Notices & Publication		518	312	151	200	76%	200		200	100%
429	County Recording Fees		276		138	200	69%	200		200	100%
436	State Surcharge		434			0	0%			0	0%
	Account:		16,660	4,774	1,690	9,400	18%	4,900	0	4,900	52%
42000	PUBLIC SAFETY										
316	Animal Control			69	54	0	***%			0	0%
	Account:			69	54	0	***%	0	0	0	0%

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		2010	2011	2012	2013	Budget	Exp.	Budget	Changes	Budget	Budget
						2013	2013	14	14	14	14

42050	Building Official										
310	Contractor			12,859	4,486	9,500	47%	9,750		9,750	103%
436	State Surcharge			1,361	60	500	12%	600		600	120%
	Account:			14,220	4,546	10,000	45%	10,350	0	10,350	104%

42100	Police										
305	Legal Prosecution		518	58		1,000	0%	1,000		1,000	100%
	Account:		518	58		1,000	0%	1,000	0	1,000	100%

42200	Fire & Rescue										
315	Fire Dept Aid 2%		10,349			0	0%			0	0%
700	Transfers		29,211			30,495	0%	31,400		31,400	103%
720	Operating Transfers			29,211		0	0%			0	0%
	Account:		39,560	29,211		30,495	0%	31,400	0	31,400	103%

42800	Civil Defense										
310	Contractor		701	2,351		1,000	0%	500		500	50%
335	Mileage & Reimb Exp		85	202		250	0%	200		200	80%
361	Liability Insurance					200	0%	200		200	100%
510	Capital Expenditures			5,156		0	0%			0	0%
	Account:		786	7,709		1,450	0%	900	0	900	62%

43000	PUBLIC WORKS										
100	Wages and Salaries		46,435	49,250	33,439	50,500	66%	51,628		51,628	102%
103	Part time wages		21,689	23,033	15,669	26,500	59%	25,298		25,298	95%
120	Cities Share PERA		4,861	5,482	3,560	5,600	64%	4,685		4,685	84%
121	Cities FICA 6.2%		4,810	5,572	3,045	4,800	63%	4,770		4,770	99%
122	Cities Share MED 1.45%		1,060	1,668	712	1,150	62%	1,115		1,115	97%
130	Health Insurance		8,517	7,834	5,992	8,000	75%	9,000		9,000	113%
131	Life Insurance		24	24	14	24	58%	24		24	100%
150	Workers Compensation			4,862		0	0%			0	0%
240	Clothing Replacement		445	77		500	0%	500		500	100%
330	Training		313	9		200	0%	200		200	100%
335	Mileage & Reimb Exp		35			50	0%	50		50	100%
360	Workers Comp Insurance		4,348		6,990	5,000	140%	5,000		5,000	100%
431	Permits/License					150	0%			0	0%
450	Sales Tax		7			0	0%			0	0%
	Account:		92,544	97,811	69,421	102,474	68%	102,270	0	102,270	100%

43100	Highways, Streets & Roadways										
210	Operating Supplies		1,893	4,618	1,218	3,500	35%	3,000		3,000	86%
215	Gas & Oil		4,808	3,083	2,964	4,000	74%	4,250		4,250	106%
220	Repair & Maint. Supplies		7,798	10,302	331	10,000	3%	10,000		10,000	100%
225	Street Materials		162	1,601	1,567	0	***	1,500		1,500	*****
240	Clothing Replacement		70	278		500	0%			0	0%
300	Professional Services		460	356		0	0%			0	0%
303	Engineering		3,755	44		0	0%			0	0%
310	Contractor		1,635	3,229		0	0%			0	0%
311	Outside Maintenance		19,514	18,041	2,780	22,500	12%	22,500		22,500	100%

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		2010	2011	2012	2013	Budget	Exp.	Budget	Changes	Budget	Budget
						2013	2013	14	14	14	14
320	Telephone		2,323	2,933	1,365	1,750	78%	2,280		2,280	130%
350	Notices & Publication					1,000	0%	250		250	25%
361	Liability Insurance				1,633	0	***%	1,000		1,000	*****%
366	Insurance Claims				-462	0	***%			0	0%
381	Electric		1,601	1,421	964	2,000	48%	1,900		1,900	95%
382	Heating Gas		645	576	615	750	82%	800		800	107%
383	Garbage		794	836	676	750	90%	1,200		1,200	160%
401	Truck Repairs		594	1,596	1,385	1,500	92%	1,500		1,500	100%
430	Miscellaneous			23	205	250	82%	250		250	100%
431	Permits/License		35	345		500	0%	500		500	100%
433	Dues			211		200	0%	200		200	100%
450	Sales Tax		32			0	0%			0	0%
530	Improv Other than Bldg		8,210			0	0%			0	0%
	Account:		54,329	49,493	15,241	49,200	31%	51,130	0	51,130	104%
43160	Street Lighting										
210	Operating Supplies			98		0	0%			0	0%
300	Professional Services		1,018		147	0	***%	225		225	*****%
311	Outside Maintenance		118	225		500	0%	500		500	100%
361	Liability Insurance				1,773	1,750	101%	1,800		1,800	103%
381	Electric		20,092	18,614	13,085	18,000	73%	19,000		19,000	106%
	Account:		21,228	18,937	15,005	20,250	74%	21,525	0	21,525	106%
45200	Parks										
210	Operating Supplies				924	0	***%	750		750	*****%
220	Repair & Maint. Supplies			651	455	0	***%	500		500	*****%
361	Liability Insurance				3,943	2,700	146%	4,000		4,000	148%
435	SR Citizen Building		7,552	45	92	750	12%	500		500	67%
450	Sales Tax		2			0	0%			0	0%
510	Capital Expenditures				6,946	10,000	69%	10,000		10,000	100%
	Account:		7,554	696	12,360	13,450	92%	15,750	0	15,750	117%
49240	Insurance										
150	Workers Compensation		1,248			0	0%			0	0%
360	Workers Comp Insurance		160	829		1,500	0%			0	0%
361	Liability Insurance		8,985	16,102		9,000	0%	10,000		10,000	111%
	Account:		10,393	16,931		10,500	0%	10,000	0	10,000	95%
	Fund:		384,909	403,335	198,631	412,008	48%	413,720	0	413,720	100%
											%
225	AFSA Fund										
41600	Legal Services										
302	Legal Consulting		120			0	0%			0	0%
	Account:		120			0	***%	0	0	0	0%

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

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		2010	2011	2012	2013	Budget	Exp.	Budget	Changes	Budget	Budget
						2013	2013	14	14	14	14
<hr/>											
42200	Fire & Rescue										
100	Wages and Salaries		5,760	6,875		5,760	0%	6,000		6,000	104%
115	Drills		10,434	13,836		16,900	0%	17,000		17,000	101%
116	Fire Calls		4,596	7,452		6,500	0%	6,500		6,500	100%
117	Rescue Calls		6,024	6,144		9,100	0%	9,100		9,100	100%
121	Cities FICA 6.2%		1,662	2,127		2,372	0%	2,400		2,400	101%
122	Cities Share MED 1.45%		389	497		555	0%	560		560	101%
150	Workers Compensation			2,550	-3,158	0	***%			0	0%
210	Operating Supplies		6,093	4,884	7,447	0	***%	7,500		7,500	*****%
215	Gas & Oil		1,449	4,011	839	1,500	56%	1,500		1,500	100%
220	Repair & Maint. Supplies		1,856	5,222	399	8,000	5%	5,000		5,000	63%
240	Clothing Replacement		184	3,276		2,000	0%	2,000		2,000	100%
245	Radio/Pager Repair		947	118	36	2,800	1%	750		750	27%
300	Professional Services		1,010	276	182	0	***%			0	0%
301	Audit			3,285		3,581	0%	3,700		3,700	103%
302	Legal Consulting		6,539	155		500	0%	500		500	100%
305	Legal Prosecution		32			0	0%			0	0%
315	Fire Dept Aid 2%		1,938	10,620	1,000	2,000	50%	2,000		2,000	100%
320	Telephone		856	877	519	900	58%	925		925	103%
330	Training		1,460	3,000	775	11,000	7%	10,000		10,000	91%
332	State/Chief Conference			210		0	0%	250		250	*****%
333	Physicals		1,080	815	560	1,000	56%	1,000		1,000	100%
335	Mileage & Reimb Exp		61	573	14	300	5%	500		500	167%
350	Notices & Publication		62		119	100	119%	100		100	100%
360	Workers Comp Insurance		2,274		7,379	2,602	284%	3,175		3,175	122%
361	Liability Insurance		432	3,913	3,261	4,327	75%	4,025		4,025	93%
381	Electric		2,228	1,775	1,525	2,100	73%	2,400		2,400	114%
382	Heating Gas		1,374	929	1,051	2,250	47%	2,500		2,500	111%
383	Garbage		354	361	204	500	41%	500		500	100%
400	Repair/Maint-Contractual		1,581			0	0%			0	0%
401	Truck Repairs		1,121	4,141	529	2,400	22%	2,000		2,000	83%
430	Miscellaneous			3,225	3,056	1,000	306%	1,000		1,000	100%
431	Permits/License		6			0	0%			0	0%
433	Dues		441	307	174	288	60%	300		300	104%
450	Sales Tax		27	13	126	0	***%			0	0%
550	Motor Vehicles		13,368			34,213	0%			0	0%
560	Furniture and Fixtures		1,187			1,093	0%			0	0%
580	Other Equipment		64	10,552	243	0	***%			0	0%
700	Transfers		3,394	3,394		3,500	0%	3,500		3,500	100%
720	Operating Transfers			1,250		0	0%			0	0%
	Account:		80,283	106,663	26,280	129,141	20%	96,685	0	96,685	75%
<hr/>											
43225	WATER										
433	Dues		339			0	0%			0	0%
	Account:		339			0	***%	0	0	0	0%
<hr/>											
49240	Insurance										
361	Liability Insurance		3,318			0	0%			0	0%
	Account:		3,318			0	***%	0	0	0	0%
<hr/>											
	Fund:		84,060	106,663	26,280	129,141	20%	96,685	0	96,685	75%

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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2010	2011	2012	2013	Budget	Exp.	Budget	Changes	Budget	Budget
						2013	2013	14	14	14	14

325 Bonds, 2005 (GO Improvement)											
47000 DEBT SERVICE											
600	Bond Principal				90,000	0	***%	95,000		95,000	*****%
610	Bond Interest				38,435	0	***%	49,035		49,035	*****%
620	Fiscal Agents Fees				403	0	***%	403		403	*****%
650	Bond Issuance Costs				25,930	0	***%			0	0%
	Account:				154,768	0	***%	144,438	0	144,438	*****%
	Fund:				154,768	0	***%	144,438	0	144,438	*****%
330 Bonds, 2006 (GO Improvement)											
47000 DEBT SERVICE											
600	Bond Principal				120,000	0	***%	130,000		130,000	*****%
610	Bond Interest				65,760	0	***%	44,949		44,949	*****%
620	Fiscal Agents Fees				450	0	***%	450		450	*****%
680	Payment to Bond Escrow					0	0%	1,125,000		1,125,000	*****%
700	Transfers					0	0%	10,359		10,359	*****%
	Account:				186,210	0	***%	1,310,758	0	1,310,758	*****%
	Fund:				186,210	0	***%	1,310,758	0	1,310,758	*****%
331 Bonds, 2012 (GO Refunding)											
47000 DEBT SERVICE											
610	Bond Interest					0	0%	10,359		10,359	*****%
	Account:					0	***%	10,359	0	10,359	*****%
	Fund:					0	0%	10,359	0	10,359	*****%
601 Water											
43225 WATER											
200	Postage	534	733	476	800	60%		900		900	113%
210	Operating Supplies	4,681	683	3,149	2,000	157%		2,000		2,000	100%
220	Repair & Maint. Supplies	1,479	646	99	1,000	10%		1,000		1,000	100%
300	Professional Services	817	533	135	750	18%		10,500		10,500	1400%
302	Legal Consulting		194		500	0%		500		500	100%
303	Engineering				500	0%		500		500	100%
311	Outside Maintenance	1,064		397	1,000	40%		1,000		1,000	100%
320	Telephone	262	214	139	750	19%		500		500	67%
330	Training	80	90		200	0%		200		200	100%
335	Mileage & Reimb Exp		7		0	0%				0	0%
350	Notices & Publication	371	286	372	500	74%		500		500	100%

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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		2010	2011	2012	2013	Budget	Exp.	Budget	Changes	Budget	Budget
						2013	2013	14	14	14	14
361	Liability Insurance		914	1,033	908	1,000	91%	1,500		1,500	150%
381	Electric		3,909	4,054	4,113	4,500	91%	4,750		4,750	106%
382	Heating Gas					500	0%	500		500	100%
430	Miscellaneous		126		219	200	110%	250		250	125%
431	Permits/License		1,839	2,141	1,265	1,800	70%	2,250		2,250	125%
433	Dues		235	899	260	300	87%	500		500	167%
440	Chemical Purificaion		535	3,657	2,712	2,500	108%	4,000		4,000	160%
450	Sales Tax		1,032	1,452	1,815	1,500	121%			0	0%
460	Lab Testing		1,137	827	257	500	51%	750		750	150%
510	Capital Expenditures					20,000	0%			0	0%
515	Well security project					500	0%			0	0%
600	Bond Principal					300,000	0%	33,000		33,000	11%
610	Bond Interest					20,684	0%	35,130		35,130	170%
700	Transfers		35,000	35,000		35,000	0%	40,000		40,000	114%
	Account:		54,015	52,449	16,316	396,984	4%	140,230	0	140,230	35%
43250	Sewage Collection and Disposal										
361	Liability Insurance			57		0	0%			0	0%
	Account:			57		0	***%	0	0	0	0%
	Fund:		54,015	52,506	16,316	396,984	4%	140,230	0	140,230	35%
602	Waste Water										
43000	PUBLIC WORKS										
330	Training		250			0	0%			0	0%
410	Rentals		370			0	0%			0	0%
	Account:		620			0	***%	0	0	0	0%
43225	WATER										
320	Telephone		19		19	0	***%			0	0%
	Account:		19		19	0	***%	0	0	0	0%
43250	Sewage Collection and Disposal										
200	Postage		446	723	450	600	75%	900		900	150%
210	Operating Supplies		307	269	652	2,500	26%	2,500		2,500	100%
215	Gas & Oil		51			100	0%	100		100	100%
220	Repair & Maint. Supplies		2,656			2,000	0%	2,000		2,000	100%
300	Professional Services		2,331	382	787	100	787%	250		250	250%
302	Legal Consulting			194		500	0%	500		500	100%
303	Engineering		401		214	0	***%			0	0%
310	Contractor		8,304			0	0%			0	0%
311	Outside Maintenance		1,370	203		3,500	0%	3,500		3,500	100%
320	Telephone		243	214	120	800	15%	800		800	100%
330	Training				450	200	225%	200		200	100%
335	Mileage & Reimb Exp			7	170	200	85%	200		200	100%
361	Liability Insurance		4,561	328	279	5,000	6%	700		700	14%
381	Electric		790	694	622	2,000	31%	2,000		2,000	100%

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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2010	2011	2012	2013	Budget	Exp.	Budget	Changes	Budget	Budget
						2013	2013	14	14	14	14
430	Miscellaneous		126			0	0%			0	0%
431	Permits/License		768	23		400	0%	400		400	100%
433	Dues		339	639		100	0%	100		100	100%
440	Chemical Purificaion		778			0	0%			0	0%
450	Sales Tax		10			0	0%			0	0%
460	Lab Testing		485	161	81	500	16%	500		500	100%
600	Bond Principal		20,000			20,000	0%	20,000		20,000	100%
610	Bond Interest		6,921		11,843	12,000	99%	15,543		15,543	130%
650	Bond Issuance Costs				5,593	0	***%			0	0%
700	Transfers		35,000	35,000		35,000	0%	40,000		40,000	114%
Account:			85,887	38,837	21,261	85,500	25%	90,193	0	90,193	105%
Fund:			86,526	38,837	21,280	85,500	25%	90,193	0	90,193	105%
Grand Total:			622,223	759,439	705,939	1,035,983		2,315,160	0	2,315,160	

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Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2010	2011	2012	2013	Budget	Rec.	Budget	Change	Budget	Budget
					2013	2013	14	14	14	14

101 General Fund										
30000										
31000 General Property Taxes		189,429	209,969	121,161	230,000	53%	217,500		217,500	94%
31810 Franchise Fees		2,976	2,877		2,800	0%	2,800		2,800	100%
32000 LICENSES AND PERMITS		5	450		0	0%			0	0%
32100 Liq Licenses		8,065	8,120	8,100	8,120	100%	8,120		8,120	100%
32200 Special Events				250	0	***%			0	0%
32210 Building Permits		35,199	18,917	6,429	10,000	64%	10,000		10,000	100%
32230 Zoning Permit		596	235	320	50	640%	250		250	500%
32231 Pet license		25	60	15	40	38%	25		25	62%
32300 Gambling Licenses			50	400	25	***%	25		25	100%
33400 State Grants and		42,884	6,705		0	0%			0	0%
33401 Local Government and Aids		42,474	85,152	42,679	0	***%	71,650		71,650	*****%
33402 HACA (Homestead Credit)		9,592	382		0	0%			0	0%
33420 Fire Dept Aid		10,349			0	0%			0	0%
33630 Grants & Aids from Other			2,500		0	0%			0	0%
34000 CHARGES FOR SERVICES		170	364	251	100	251%	100		100	100%
35100 Fines		2,023	1,373	1,242	1,500	83%	1,500		1,500	100%
36100 SPECIAL ASSESSMENTS		538	1,583		500	0%	500		500	100%
36200 MISCELLANEOUS REVENUES		20,053	412	609	1,000	61%	1,000		1,000	100%
36210 Interest Earnings		34,301	18,567	8,621	4,000	216%	8,000		8,000	200%
36220 Rents and Royalties		1,846	4,929	1,535	1,500	102%	1,500		1,500	100%
36230 Contrib. &		3,500			2,000	0%			0	0%
36240 Insurance Claims		2,037	327		500	0%	500		500	100%
36250 Insurance Dividends			7,445	1,874	1,750	107%	1,750		1,750	100%
39100 Transfer From AFSA		3,394	4,644		3,500	0%	3,500		3,500	100%
39500 Transfer from EDA		5,000	5,000		5,000	0%	5,000		5,000	100%
39550 Transfer from Special		51,717			0	0%			0	0%
39700 Transfer from Water		35,000	35,000		35,000	0%	40,000		40,000	114%
39800 Transfer From WasteWater		35,000	35,000		35,000	0%	40,000		40,000	114%
Group:		536,173	450,061	193,486	342,385	57%	413,720	0	413,720	120%
Fund:		536,173	450,061	193,486	342,385	57%	413,720	0	413,720	120%
225 AFSA Fund										
30000										
33400 State Grants and			11,620	1,000	0	***%			0	0%
33630 Grants & Aids from Other				13,500	0	***%			0	0%
34202 Fire Contract		61,789	61,789	64,154	95,000	68%	95,000		95,000	100%
34203 Fire Revenues		221	4,762	1,198	250	479%	500		500	200%
34205 Rescue Revenues		5,229	7,060	2,612	5,250	50%	5,250		5,250	100%
36200 MISCELLANEOUS REVENUES		330		3,565	14,491	25%	5,000		5,000	34%
36210 Interest Earnings					2,500	0%			0	0%
36230 Contrib. &		11,650	1,375	1,700	11,650	15%	5,000		5,000	42%

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Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2010	2011	2012	2013	Budget	Rec.	Budget	Change	Budget	Budget
					2013	2013	14	14	14	14

225 AFSA Fund										
36280 Sale of Equipment		6,000			0	0%			0	0%
39400 Transfer from General		29,211	29,211		0	0%			0	0%
39900 MISC Income		830	705		0	0%			0	0%
Group:		115,260	116,522	87,729	129,141	68%	110,750	0	110,750	85%
Fund:		115,260	116,522	87,729	129,141	68%	110,750	0	110,750	85%
300 EDA										
30000										
31000 General Property Taxes		9,229	10,020	5,286	10,000	53%	10,000		10,000	100%
33402 HACA (Homestead Credit)		466			0	0%			0	0%
36200 MISCELLANEOUS REVENUES		94,460	3,500		0	0%			0	0%
36210 Interest Earnings					500	0%			0	0%
36220 Rents and Royalties					1,850	0%	1,850		1,850	100%
36290 Sale Land/Property			34,992		0	0%			0	0%
Group:		104,155	48,512	5,286	12,350	43%	11,850	0	11,850	95%
Fund:		104,155	48,512	5,286	12,350	43%	11,850	0	11,850	95%
315 Bonds, 2002 (GO Improvement)										
30000										
31000 General Property Taxes					0	0%	12,500		12,500	*****
36100 SPECIAL ASSESSMENTS				4,733	0	***			0	0%
36210 Interest Earnings					0	0%	154		154	*****
Group:				4,733	0	***	12,654	0	12,654	*****
Fund:				4,733	0	***	12,654	0	12,654	*****
320 Bonds, 2003 (GO Improvement)										
30000										
31000 General Property Taxes				26,695	0	***	52,000		52,000	*****
36100 SPECIAL ASSESSMENTS				5,444	0	***			0	0%
Group:				32,139	0	***	52,000	0	52,000	*****
Fund:				32,139	0	***	52,000	0	52,000	*****

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Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2010	2011	2012	2013	Budget	Rec.	Budget	Change	Budget	Budget
					2013	2013	14	14	14	14

325 Bonds, 2005 (GO Improvement)										
30000										
31000 General Property Taxes				34,352	0 ***%		98,000		98,000	*****%
36100 SPECIAL ASSESSMENTS				3,793	0 ***%		8,603		8,603	*****%
36210 Interest Earnings				603	0 ***%		4,350		4,350	*****%
36230 Contrib. &				10,000	0 ***%		10,000		10,000	*****%
39310 Bond Proceeds				715,000	0 ***%				0	0%
39320 Bond Premium				22,752	0 ***%				0	0%
Group:				786,500	0 ***%		120,953	0	120,953	*****%
Fund:				786,500	0 ***%		120,953	0	120,953	*****%
330 Bonds, 2006 (GO Improvement)										
30000										
36210 Interest Earnings					0 0%		5,603		5,603	*****%
Group:					0 0%		5,603	0	5,603	*****%
Fund:					0 0%		5,603	0	5,603	*****%
331 Bonds, 2012 (GO Refunding)										
30000										
39200 Transfer from other funds					0 0%		10,359		10,359	*****%
Group:					0 0%		10,359	0	10,359	*****%
Fund:					0 0%		10,359	0	10,359	*****%
601 Water										
30000										
31300 General Sales and Use Tax		949	1,881	1,000	188%				0	0%
34000 CHARGES FOR SERVICES	68,885	151,756	80,558	120,000	67%		120,000		120,000	100%
34050 Hook-up fee			1,200	2,400	50%		1,200		1,200	50%
36100 SPECIAL ASSESSMENTS	106	1,259	314	20,000	2%		20,000		20,000	100%
36210 Interest Earnings				500	0%				0	0%
36280 Sale of Equipment	1,040	450	600	0	***%				0	0%
39310 Bond Proceeds				300,000	0%				0	0%
Group:	70,031	154,414	84,553	443,900	19%		141,200	0	141,200	31%

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Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2010	2011	2012	2013	Budget	Rec.	Budget	Change	Budget	Budget
					2013	2013	14	14	14	14
<hr/>										
Fund:		70,031	154,414	84,553	443,900	19%	141,200	0	141,200	31%
602 Waste Water										
30000										
34000 CHARGES FOR SERVICES		73,740	87,730	39,606	80,000	50%	80,000		80,000	100%
34050 Hook-up fee				1,200	2,400	50%	1,200		1,200	50%
36100 SPECIAL ASSESSMENTS		106	1,259	314	0	***%			0	0%
36210 Interest Earnings				128	1,500	9%			0	0%
Group:		73,846	88,989	41,248	83,900	49%	81,200	0	81,200	96%
Fund:		73,846	88,989	41,248	83,900	49%	81,200	0	81,200	96%
Grand Total:		899,465	858,498	1,235,674	1,011,676		960,289	0	960,289	

**CITY OF FREEPORT, MINNESOTA
RESOLUTION 2013-020**

**A RESOLUTION ADOPTING PROPOSED 2014 BUDGET AND ORDERING CERTIFICATION
OF PROPOSED 2014 TAX LEVY TO COUNTY AUDITOR**

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 preliminary tax levy for the proceeding fiscal year on or before September 13, 2013; and

WHEREAS; The Freeport City Council and City staff have done preliminary analysis of the demands for goods, services and other debt obligations to be provided for the City in 2014 and has attached such proposed budget in Appendix A; and

THEREFORE; The Freeport City Council has determined that the 2014 proposed tax levy shall be set at \$390,000 and directs the City Clerk to notify the Stearns County Auditor of this proposed levy amount.

General Fund Levy	\$217,500
EDA Levy	\$ 10,000
2012 GO Improvement Bonds Levy	\$ 12,500
2013 GO Improvement Bonds Levy	\$ 52,000
<u>2005 GO Improvement Bonds Levy</u>	<u>\$ 98,000</u>
Total Tax Levy	\$390,000

FURTHERMORE; The City Council hereby sets November 27, 2012 as the public hearing date for comment on the 2014 budget and tax levy. The meeting will be held at 7:00 P.M. at Freeport City Hall, 125 Main Street East in the City of Freeport.

DATED THIS 27TH DAY OF AUGUST, 2013

Motion by: _____

Second by: _____

Council members voting in favor: _____

Opposed or abstained: NONE

Matthew Worms, Mayor

ATTEST:

Mason Schirmer, Clerk-Treasurer

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

Memo

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: August 14, 2013

Re: Fire Department, Chief Position

During the regular August meeting of the Freeport Fire Department, Chief Noah VanBeck announced he will not be seeking reappointment for the position of Chief.

VanBeck has served as Chief for five years, and intends to continue to serve on the Fire Department.

At this point in time no City action is needed.

Chief VanBeck and I will be meeting soon to review the Fire Department Personnel Policies, especially regarding the Chief appointment procedure.

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From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: August 13, 2013

Re: Old Water Tower

Following the July Regular City Council meeting, the Melrose Beacon published an article on their front page (above the fold) informing the public that a discussion regarding the fate of the old water tower may begin soon

Since the July meeting, I have received public comments regarding the Old Water Tower:

Gail Ostendorf – The Water Tower should be preserved. Contributions and donations should be used to help fund preservation costs. Freeport no longer has the Corner Store or the old Swany White building, the water tower is part of the identity of the community.

Dave Homberg – People know the smile. The water tower is part of the identity of the City of Freeport. The water tower is along a heavily traveled roadway, many people see it. The identity means more than money. Preserve the water tower.

Mark Middendorf – A smile should have been included on the new water tower. Where will the money come from to preserve the water tower. No reservations with taking it down. Should only be preserved with contributions and donations. According to Mark, the smile was a product of he and Jim Marthaler in the 1970's.

Fritz Lang – From traveling throughout Minnesota, Freeport is best known for the water tower, charlie's, and the church. Surprised not every business in town says the same thing. The smiling water tower puts Freeport on the map.

Lawrence Sand – The following letter was received:

To the Mayor & Council Members,

Should the water tower be saved or removed. Three things you should never change in Freeport: 1) Charlies Café; 2) the Water Tower; and 3) the Lighted Church. This is Freeport's identity. Doing volunteer in Medora for many years, I get to visit with people from all different states. When I mention Freeport, people will mention those three things. I have heard it many times. Removing the water tower would be a big step in losing our identity. It would probably cost more to take down than to maintain.

-Lawrence Sand

I would appreciate direction. Should I begin planning for: 1) demolition; 2) preservation; or 3) do nothing for now?

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Re: LBAE Training

Local Board of Appeal and Equalization Training (LBAE) will be held November 13th in Waite Park. The City's LBAE must have a minimum of one voting member that has attend the training recently.

The following are the current City Council members that have been trained:

<u>Name</u>	<u>Date Attended</u>	<u>Date Training Expires</u>
Matt Worms	10/28/09	11/30/13
Men Goebel	10/28/09	11/30/13
Carrie Goebel	11/09/11	07/01/15

The following is from an email received from the Stearns County Assessor's Office:

“2013 Board of Appeal and Equalization Course Listing is provided for you in the attachment. Also attached is a current listing of your township/cities attendance list. The list includes when your trained members training expires. You are encouraged to have more than one member trained, because if that member cannot make the meeting, for whatever reason, you will lose your ability to have your meetings for two years.

The LBAE will be in compliance with the training requirement if:

At least one of people named on the certification list is in attendance at your LBAE; and That person is a voting member.

If the LBAE does not meet this requirement, or does not have a quorum present:

The local board's duties will be transferred to the county for the current year's assessment.”

Does anybody want to attend the upcoming training?