



## CITY OF FREEPORT

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

August 26, 2014 - Regular Meeting Agenda  
Freeport City Hall - 7:00 pm

### Call to Order

### Public Hearing on the Adoption of Ordinance 2014-003 (re: City Code Section 200)

- I. Approve Agenda – *Motion to approve agenda*
- II. Consent Agenda – *Motion to approve consent agenda*
  - a. July 29, 2014 meeting minutes; and
  - b. Claim 1533-1539 & 1541-1563/ and
  - c. Reports:
    - i. Clerk-Treasurer
    - ii. Engineer (no report)
  - d. Budget Amendment 18
- III. Old Business
  - a. Resolution 2014-020 (re: blanket easement at 215 1<sup>st</sup> Ave N) – *Motion to approve*
- IV. New Business
  - a. Resolution 2014-021 (re: city code section 200) - *Motion to approve*
  - b. Resolution 2014-022 (re: city code sections 205-215) – *Motion to approve*
  - c. Stearns County Assessing Agreement – *Motion to approve*
  - d. Fire Department Recommendation
  - e. Park Improvements
  - f. 3-Year Audit Estimates
  - g. Resolution 2014-023 (re: 2015 preliminary budget & levy)
  - h. Request from Carr's Tree Service (re: 440 4<sup>th</sup> Ave SW)
  - i. Property Maintenance
  - j. Public Works Director Report
- V. Adjourn – *Motion to adjourn*

Next Meeting: September 30<sup>th</sup>



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### July 29, 2014 - Meeting Minutes

A regular meeting of the Freeport City Council was convened at 7:01p.m. by Mayor Matt Worms with Councilmembers Ken Goebel, Ron Ritter, Carrie Goebel and Rodney Atkinson present.

Staff in attendance: Clerk-Treasurer Mason Schirmer, Administrative Assistant Adrianna Hennen, Public Works Director Jon Stueve, Engineer Dave Blommel (SEH, Inc.), Dave Neiman and Ruth Hubbard (MN Rural Water Association)

Residents in attendance:

Mark Middendorf (711 Main Street E)

Ron Gruber (517 1<sup>st</sup> Ave N)

Steve Notch (Stearns County Commissioner)

Tom Hiltner (304 2<sup>nd</sup> St NW)

Troy Frieler (313 2<sup>nd</sup> St NW)

Vernon Fuchs & Andrea Ramacher (720 1<sup>st</sup> Av N)

Wendy Atkinson (310 8<sup>th</sup> St SE)

Others in attendance: Carol Moorman (Melrose Beacon), Melissa Murphy (125<sup>th</sup> St SW, Melrose)

### **Public Hearing on the Adoption of Business Subsidy Policy & Criteria**

Worms moved and K. Goebel seconded a motion to open the public hearing. Motion carried 4-0 (R. Atkinson made no sign). Public hearing opened at 7:01pm.

Schirmer provided a summary of how the document originated and the EDA's involvement. Schirmer said the policy would only be used when a business asks for \$150,000 or more in financial assistance, when a business requests less than \$150,000, the city can use the policy as a guide.

Gruber asked if business assistance would be capped at \$150,000. Schirmer said no, once a request reaches \$150,000 the policy would need to be followed.

Gruber asked how TIF works. Schirmer explained what the increment is and how a payment is made back to the property owner and what those funds would be used for.

Gruber asked what the city does to bring employers here. Schirmer said the policy is not a new program, it provides guidelines businesses must meet and outlines how the process works.

Gruber asked if the city can require employers to stay. Worms explained that there are often employment terms. Schirmer said such terms can be negotiated within a development agreement.

Worms moved and C. Goebel seconded a motion to close the public hearing. Motion carried 5-0. Public hearing closed at 7:12pm.

### **Public Hearing on Approval of Wellhead Protection Plan**

Worms moved and C. Goebel seconded a motion to open the public hearing. Motion carried 5-0. Public hearing opened at 7:12pm.

Neiman said the Minnesota Rural Water helped facilitate the development of a wellhead protection plan and provided a summary of how the plan was developed. Neiman said part II contains goals for the next ten years as well as identifies issues, threats and opportunities and establishes management strategies. Neiman said Stearns County did provide recommended changes. Neiman said tonight council must ask the public for comment and then be expected to take action to approve part II of the plan and submit to the Minnesota Department of Health for approval.

Schirmer asked Neiman if he had an opinion regarding the city's May decision to remove the line from the plan which addressed trying to reduce the use of private wells. Neiman said he suggested that line be part of the plan from the start.

Schirmer asked Neiman how property owners could obtain funds to connect to city water. Neiman said that so long as a line is included within the plan that address the city trying to reduce the number of private wells in operation in the city, the MDH provides source water protection grants up to \$10,000 to help pay for the projects which helps achieve goals within the wellhead protection plan. Neiman said MDH also provides a 50% cost-share matching grant for projects that do not help achieve goals in the wellhead protection plan; however the city would be required to pay for the other 50%.

Gruber said he should have a right to have a private well and asked why it should be taken away from him. Worms said it is not going to get taken away from you. Gruber said if the city passes such an ordinance, then it would. Schirmer said if it's not in the plan (referring to reducing the use of private wells within the city), that doesn't mean the city can't consider passing such an ordinance in the future, it just means there will be no money available for you to pay for costs; however, if you do have it in the plan there would be money there to help you.

Ramacher asked if the grant funds are guaranteed. Neiman said you are not guaranteed; however, the grant dollars are available twice a year and each grant period all the grant dollars are expended and the unfunded projects tend to go to the front-of-the-line for the next grant round. Neiman said once a grant is funded, the city can continue applying for grants without a limit.

R. Atkinson asked if the grants would be available to township residents. Neiman said the grants would only be available to projects within the wellhead protection area. R. Atkinson said Fuchs and Ramacher would then not get any money since they are not in the wellhead protection area. R. Atkinson said only Ron and Darlene Gruber and Mike and Jean Renneker reside in the wellhead protection area. Neiman said there are other grant programs and low-interest loan programs available as well.

Worms moved and Ritter seconded a motion to close the public hearing. Motion carried 5-0. Public hearing closed at 7:35pm.

### **Approve Agenda**

Schirmer recommended adding 'Compensating Change Order' to new business and claims 1525-1532 to the consent agenda. Ritter moved and C. Goebel seconded a motion to approve the agenda with the proposed additions. Motion carried 5-0.

## **Consent Agenda**

R. Atkinson asked Schirmer if there were any claims he intended to bill to him. Schirmer asked R. Atkinson if he was referring to claims from the attorney for reviewing his behavior. R. Atkinson said yes. Schirmer said those claims are not billed to R. Atkinson, rather they are just kept record of. Schirmer said claim 1522 is in regards to R. Atkinson's actions. Schirmer said that due to accusations made by R. Atkinson within an email, the email was sent to the city attorney for review. Schirmer said the email was included along with the clerk-treasurer report. Schirmer said the claim also included time the attorney spent helping staff prepare statements for the Stearns County Sheriff's Office in regards to a dispute between R. Atkinson and a neighboring resident. R. Atkinson said he has no dispute with no neighbor. Schirmer said Stearns County Detective Shirley Zwack came to the city investigating an issue that involved R. Atkinson and asked for statements. Schirmer said before issuing any statements, the city attorney was contacted for guidance and proofing of statements. R. Atkinson said he thinks the bill should go to the Birrs. R. Atkinson moved and Ritter seconded a motion to approve the consent agenda without claim 1522. Motion failed 2-3 (C. Goebel, K. Goebel and Worms opposed). C. Goebel moved and Ritter seconded a motion to approve the consent agenda that includes a) 6/24/14 meeting minutes; b) claim 1456 – 1465; and c) claim 1491 – 1532. Motion carried 4-0 (R. Atkinson made no sign).

## **Reports**

### Clerk-Treasurer

Schirmer said a memo was provided in the agenda packet. Schirmer asked if the City is interested in purchasing portrait pictures from Weber Printing for city hall. C. Goebel said no, citing cost as the reason for her objection. Council agreed not to purchase portrait pictures from Weber Printing.

Schirmer said the last project to be repaired from the 2012 hail storm is the fire department brush truck. Schirmer provided a memo regarding a recent meeting with Mark Scherping regarding obtaining an estimate for paint-less dent removal on the fire department brush truck. Schirmer said the speakers along main street were discovered to have damage from the same storm; however, their replacement is not covered by the LMCIT since they were never listed as being owned by the city.

Schirmer said 1) new above ground lights were installed at the base of the flag poles at city hall and now the flags are being treated with respect by having them lit at night and 2) the city received \$1,621 from the county as reimbursement for the county commissioner special election last year.

Schirmer said he received a request from a realtor regarding a property owner's interest in having an easement which encompasses his entire property more narrowly defined. Blommel said a fifteen (15) foot easement should be sufficient along the southern property line. Worms said he thought this was done years ago. Schirmer said if it was, it was not recorded at the county. Worms moved and K. Goebel seconded a motion to prepare the documentation necessary to reduce the blanket easement to fifteen feet. Motion carried 5-0.

C. Goebel said the senior center webpage has a picture of the community center. C. Goebel asked for more information regarding the brush truck and Mark Scherping. C. Goebel said the city needs to support local businesses and that fire trucks should not be leaving town without permission from the fire department. C. Goebel said fire department vehicles should be managed by the fire department. Schirmer said if a vendor refuses to provide an estimate, the city is forced to look elsewhere since they are the city's vehicles.

Murphy asked where in Schirmer's report did Scherping refuse to provide an estimate. Schirmer said Scherping provided an estimate then took it back and said to have somebody else do it.

W. Atkinson asked why he thought Scherping did that. Schirmer explained the interaction between he and Scherping and that it concluded with Scherping saying to have somebody else do the work.

C. Goebel said she would still like to see Scherping do the work and that the city needs to give him the business back. Schirmer said the city didn't take it away and that Scherping said to have somebody else do it.

Murphy asked Schirmer if he felt he had any responsibility for what happened.

Worms said outbursts from the public will no longer be tolerated and that prior to speaking a person must stand, state their name and what they want to talk about.

Schirmer said according to city code members of the public are limited on how to address council and that meeting times are reserved for debate between council members.

Murphy said she is asking if Schirmer feels he has anything to do with his behavior as to why he [Scherping] is that upset. Murphy said Scherping should not feel threatened and that apparently there are a lot of people that have issues with the Clerk-Treasurer and the way he chooses to talk to people. Worms asked Murphy is her point is against Schirmer. Murphy said yes, her point is against Schirmer. Murphy said the city should look into how Schirmer addresses people and talks to them. Worms said Murphy's issue is not on the agenda and directed that the meeting move on.

Gruber asked Schirmer if he is a part of the Chamber of Commerce and if he knows all the businesses here in town. Gruber said to Schirmer you're the city clerk and I sure hope you do. Schirmer said he is appointed to be at chamber meetings and that he can provide reports. Schirmer said he does not know every business in town; however, he did call Scherping. Gruber said "yea, but you missed Ivan's." Schirmer agreed and said the work has not been done anywhere yet and the city still can. Gruber said to Schirmer "you still have a change to reprieve yourself."

W. Atkinson said this is the third time she's attended a city council meeting in the city she's lived in for 27 years and this is the first time she's felt disrespected every single time. W. Atkinson said she's a tax paying citizen she thinks she has a right to her opinion and to her feedback.

Worms suggested having the fire department handle the repair and they can provide the estimate.

#### Public Works Director

Stueve said the new water pumps recently added air to the lines that has since been corrected, manholes are being inspected and the new plow truck has been decaled. Stueve said there have been no offers to buy the old plow truck yet. Schirmer said its advertised on the LMC Marketplace, Craigslist, and GovDeals.com. Worms recommended parking it to face the interstate and put a for sale sign on it.

R. Atkinson recommended advertising in the dairyland peach. Schirmer said that it may be more appropriate to use a chamber member, such as the classified section within the Melrose Beacon.

#### Engineer

Blommel said contractor J.R. Ferche submitted their final paperwork for closeout of the 2<sup>nd</sup> avenue and 3<sup>rd</sup> street water system improvement project. R. Atkinson asked if Sammy Kraemer is all done. Blommel said that's the County Road 11 project. R. Atkinson asked what project they are talking about. Blommel said the 2<sup>nd</sup> avenue and 3<sup>rd</sup> street project. R. Atkinson apologized. Worms told R. Atkinson to pay attention. C.



Goebel moved and K. Goebel seconded a motion to approve pay application #6 (final) in the amount of \$13,304.06. Motion carried 5-0.

Blommel said he obtained estimates to add rip-wrap and liner to sections of wastewater pond walls that are sinking into the peat moss below. Blommel explained granite will be used in lieu of river rock. Blommel explained that the problem will likely continue but the repair is cheaper than rebuilding the pond. K. Goebel moved and Ritter seconded a motion to approve accepting the estimate provided by Mayer Excavating of Melrose to add rip-wrap and liner to sections of the wastewater pond walls. Motion carried 5-0.

## **Old Business**

### Rodney Atkinson Asked to Resign & Pay Restitution

W. Atkinson asked why Schirmer uses the city attorney and asked why Schirmer is not using the League of Minnesota Cities' free legal service. Worms said the LMC is not the appointed legal counsel of the city. W. Atkinson asked if it's okay that Schirmer spent that much money where it could have possibly been free. Schirmer said legal advice would never have been free and told W. Atkinson that she can contact the League of Minnesota Cities herself to verify. W. Atkinson asked Schirmer if he had contacted the LMC regarding these issues. Schirmer said the LMC may provide recommendations; however, they do not provide legal advice because they are not the appointed legal representative. W. Atkinson asked Schirmer if he contacted the LMC recently. Schirmer said he has used the LMC in the past and is familiar with the services they provide. W. Atkinson said "about this Mason, you know what I'm talking about." Worms said the city appoints a legal representative at the beginning of the year. W. Atkinson asked if that is the specific direction that's given to someone typically, to keep calling the lawyer whenever he feels it's necessary; he doesn't have to ask you guys about anything? Worms said no, he's the Clerk-Treasurer. W. Atkinson said now you want Rodney to pay for it. Worms said the city council asked. W. Atkinson asked if the city council asked or Mason suggested it. Worms said the city council asked. C. Goebel said the LMC provides a very general overview of issues and doesn't go into specifics. W. Atkinson said that would have been a place to start. Worms said Schirmer's been there and knows that. W. Atkinson said she is not so certain. R. Atkinson said the best advice would have come from the office of administration, which is free also. Schirmer provided copies of letters sent in April and July informing R. Atkinson of the council's asking and then following-up. Schirmer said the city received no response to either of the letters. R. Atkinson asked Schirmer if he had received no response. Schirmer said R. Atkinson has not responded to either letter.

### 05/27/14 Meeting Minutes

Schirmer said he met with Darlene Gruber, who helped verify some of the statements made in the minutes as well as identified other statements which were not her own. Worms moved and C. Goebel seconded a motion to approve the 05/27/14 meeting minutes without the comments where there is uncertainty regarding who made a comment. R. Atkinson said he wants include that Schirmer said "everyone was wasting their time" and that "there was no decision being made." Worms asked when those comments were made. Schirmer said the minutes read "Schirmer said nothing in the plan requires hook-ups and that the plan just includes that the City may consider such a requirement." Worms said that is sufficient. Worms called for a vote. R. Atkinson asked if the vote would be to also include his request for the addition. Worms said no. Motion carried 4-1 (R. Atkinson opposed).

### Public Nuisances

Schirmer said 515 Main Street East (owned by James Beutz) and 126 7<sup>th</sup> St SW (owned by Rodney Atkinson) failed to abate public nuisances from their properties by the July 15<sup>th</sup> deadline. Schirmer said the Stearns County Sheriff's Office issued citations.

### Public Works Assistant Position Employment Status

Stueve presented a breakdown of costs with upgrading the part-time position to full-time. Stueve said the position can do more lawn maintenance, including spraying and fertilizing, which eliminates the cost of hiring a lawn contractor, a savings of around \$5,000 over several years. Stueve said benefits with the upgrade include: 1) having another person to be on call for weekends; 2) safety, especially when working on ladders and below-ground in manholes; 3) increases longevity in employment; 4) greater schedule flexibility when attending training and safety meetings; 5) improved snow removal service quality. Stueve said Freeport is growing its population and is larger in area than Holdingford. Stueve said Holdingford employs two full-time employees yet has an additional part-time employee that does 1) main street sidewalk snow removal; 2) grass mowing; 3) cleaning of the maintenance building and 4) maintenance of park bathrooms. Stueve said Public Works Assistant Eichers is doing a great job.

Worms asked if there would be time for the city to look at the 2015 budget. Stueve said Eichers has a wife and that the city likely has no more than six months before Eichers receives his water and wastewater certification and would likely look for a full-time job. Schirmer said cash is available.

R. Atkinson said the additional eight (8) hours per week would cost the city \$80-\$95 per hour for each of those additional eight (8) hours. R. Atkinson said he is going to have a hard time selling it. R. Atkinson asked how much vacation employees receive. Schirmer said the Personnel Policy starts at nine days and part-time employees receive a prorated amount. R. Atkinson if part-time employees receive paid holidays. Schirmer said if an employee is scheduled to work, and that day falls on a holiday, they receive the paid holiday. R. Atkinson said he was not aware of that.

Worms moved and K. Goebel seconded a motion to reschedule discussion for the August 26<sup>th</sup> city council meeting, during which a proposed 2015 budget will be reviewed. Motion carried 5-0.

### Pay Plan Development

Schirmer said all council members provided their opinions regarding which pay plan type to use.

C. Goebel moved and K. Goebel seconded a motion to approve pay plan type 'ranges performance.' Motion carried 4-0 (Worms made no sign).

### Creamery Purchase Option

Schirmer provided a description of the interactions between the Freeport Cooperative Creamery Association Board of Directors and the city, including the board's refusal to negotiate.

C. Goebel said asbestos was found in the building and the board should have been willing to negotiate the selling price. C. Goebel moved and Ritter seconded a motion to terminate interest in purchasing 107 Main Street East. Motion carried 4-0 (R. Atkinson made no sign).

### **New Business**

#### Resolution 2014-017 (Business Subsidy Policy & Criteria)

K. Goebel moved and C. Goebel seconded a motion to approve Resolution 2014-017 a Resolution Adopting Business Subsidy Policy and Criteria. Motion carried 5-0.

#### Resolution 2014-018 (Wellhead Protection Plan)

K. Goebel moved and Ritter seconded a motion to approve Resolution 2014-018 A Resolution Adopting A Wellhead Protection Plan. Motion carried 5-0.

### Resolution 2014-019 (City Code Section 200)

Schirmer said during the June 24<sup>th</sup> meeting, council passed a motion to limit public comments to two minutes and require individuals to state their name and address prior to speaking. Schirmer said the changes require amending city code section 200. Schirmer provided a copy of the city code section as well as provided other recommended changes. R. Atkinson said five minutes is not a lot of time to speak and that he opposes reducing it to two minutes. K. Goebel moved and C. Goebel seconded a motion to approve Resolution 2014-019 A Resolution Calling For a Public Hearing on Ordinance 2014-003, Entitled “An Ordinance Repealing and Replacing Section 200 of City Code Relating to Council Rules and Procedures.” Motion carried 3-1 (R. Atkinson opposed, Worms made no sign).

### Proclamation Policy

Schirmer provided a draft proclamation policy that describes what occurrences would qualify for a proclamation and how they may be requested. Worms said that proclamations are not commonly used. Worms moved and C. Goebel seconded a motion to not approve a proclamation policy. Motion carried 5-0.

### Temporary Liquor License Application

R. Atkinson moved and K. Goebel seconded a motion to approve 1) a temporary license commencing July 26<sup>th</sup> and terminating midnight July 27<sup>th</sup>; and 2) a temporary license commencing August 1<sup>st</sup> and terminating midnight August 2<sup>nd</sup>. Motion carried 4-0 (Worms made no sign).

### Administrative Assistant Job Description

Worms moved and Ritter seconded a motion to approve the recommended changes to the administrative assistant’s job description. Motion carried 3-0 (R. Atkinson made no sign, Worms made no sign).

### Use of Golf Carts Within the City

K. Goebel moved and Ritter seconded a motion to not allow motorized golf carts, or other such vehicles, on city streets, unless otherwise permitted by Stearns County. Motion carried 4-0 (Worms made no sign).

### 316 8<sup>th</sup> St SE Notice

Schirmer said he recently notified the property owner of Ordinance 2011-012 regarding connecting sump pumps to storm sewer. Stueve said although storm sewer lines run under the property, the nearest inlet is on a neighboring property. Schirmer said he would notify the owner that their property is in compliance.

### Compensating Change Order

Worms moved and C. Goebel seconded a motion to approve change order number 2, final compensating change order, for the 2010 water system improvements. Motion carried 4-0 (Worms made no sign).

### **Other**

Ruth Hubbard, Executive Director of the Minnesota Rural Water Association, presented on the mission of the organization and how it works with cities.

### **Adjourn**

Worms moved and K. Goebel seconded a motion to adjourn. Motion carried 5-0. Meeting adjourned at 9:22p.m.



08/14/14  
07:12:19

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 8/14

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Report ID: AP100

\* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
*** Claim from another period ( 7/14) ****									
1524	32 ARNZEN CONSTRUCTION, INC	1,730.20							
Accidentally voided check #18252, New check will need to be issued. The Amount has been reimbursed by a donation from the St. Rosa Lions on 8/5/14.									
	44883 06/13/14 Rescue Equipment	1,730.20*			225 42200	210		10100	
1533	636 DHIA LABORATORIES	79.00							
	29325 07/31/14 Effluent Sampling	79.00			602 43250	460		10100	
1534	145 FINKEN WATER CENTERS	28.95							
	3180812 08/01/14 Metered Water Softener	15.00			101 41000	410		10100	
	35977TD 08/01/14 PWD 5 Gal Drinking water	5.95			101 43100	210		10100	
	3180822 08/01/14 PWD Cold Rental Cooler	8.00			101 43100	210		10100	
1535	25 AMERIPRIDE LINEN & APPAREL	45.95							
	2200544873 08/08/14 Monthly Service	45.95			101 41000	410		10100	
1536	387 RAHNS OIL & PROPANE, INC	438.18							
	07/31/14 EDA	17.07			300 46500	210		10100	
	07/31/14 City	304.76			101 43100	215		10100	
	07/31/14 FFD	114.76			225 42200	215		10100	
	07/31/14 Wastewater	1.59			602 43250	210		10100	
1537	437 STAR PUBLICATIONS LLC	138.00							
	136372 07/31/14 Public Notice	96.60			101 41000	350		10100	
	136372 07/31/14 Affidavits of Candidacy	17.25			101 41450	350		10100	
	136372 07/31/14 Adoption of Bus. Subsidy	24.15			101 41800	350		10100	
1538	195 HENRYS WATERWORKS, INC.	148.27							
	17300 07/30/14 2-Redi Flange	118.92*			415 43100	300		10100	
	17300 07/30/14 2-MJ Gasket	11.20*			415 43100	300		10100	
	17300 07/30/14 2-Rubber Gasket	5.50*			415 43100	300		10100	
	17300 07/30/14 Shipping/Handling	12.65*			415 43100	300		10100	
1539	76 CENTRAL MINNESOTA CREDIT UNION	471.23							
	07/31/14 Beacon	1.35*			101 41000	433		10100	
	07/31/14 UB Postage	68.00			601 43225	200		10100	
	07/31/14 UB Postage	68.00			602 43250	200		10100	
	07/31/14 Stamps	49.00			101 41000	200		10100	
	07/31/14 Battery for Generator Equip	80.95			225 42200	220		10100	
	07/31/14 Albany Fleet Supply	14.52			101 43100	210		10100	
	07/31/14 Schmidty's Gas	60.46			101 43100	215		10100	
	07/31/14 Water Samples	3.68			601 43225	200		10100	
	07/31/14 Water Samples	3.67			602 43250	200		10100	
	07/31/14 Water Samples	5.28			601 43225	200		10100	
	07/31/14 Water Samples	5.29			602 43250	200		10100	
	07/31/14 Asbestos Report to Creamery	9.80			101 41000	200		10100	

08/14/14  
07:12:19

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 8/14

Page: 2 of 4  
Report ID: AP100

\* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
	07/31/14 Shop Supplies	101.23			101 43100	210		10100	
1540 ←	36 ATKINSON WELL & PUMP LTD. 31045 07/15/14 Pump work	6,566.00 6,566.00*							
1541	15 ALBANY MUTUAL TELEPHONE	369.02							
	10175675 08/01/14 836-2112	74.39			101 41000	320		10100	
	10175999 08/01/14 836-2685	20.30*			601 43225	320		10100	
	10175999 08/01/14 836-2685	20.30*			602 43225	320		10100	
	10176243 08/01/14 836-7158	39.93			101 41000	320		10100	
	10175826 08/01/14 836-2411/2413	72.73			225 42200	320		10100	
	10175770 08/01/14 836-2278	67.62			101 43100	320		10100	
	10175676 08/01/14 836-2116	73.75			101 41000	320		10100	
1542	525 XCEL ENERGY	2,103.56							
	422253590 08/04/14 Street Lights	653.39*			101 43160	300		10100	
	422236720 08/04/14 302188142	110.71			601 43225	381		10100	
	422236720 08/04/14 302252262	61.89			101 43160	381		10100	
	422236720 08/04/14 302290398	105.23			101 41000	381		10100	
	422236720 08/04/14 302679657	86.83			101 43100	381		10100	
	422236720 08/04/14 302700297	28.52			602 43250	381		10100	
	422236720 08/04/14 302947044	330.00			601 43225	381		10100	
	422236720 08/04/14 303193187	35.10			602 43250	381		10100	
	422236720 08/04/14 303616049	90.23			225 42200	381		10100	
	422236720 08/04/14 303936749	33.27			101 43160	381		10100	
	422236720 08/04/14 303956738	343.02			101 43160	381		10100	
	422236720 08/04/14 303963984	170.48			101 43160	381		10100	
	422236720 08/04/14 303985901	24.01			101 43160	381		10100	
	422236720 08/04/14 304083816	13.31			101 43160	381		10100	
	422236720 08/04/14 304098414	17.57			602 43250	381		10100	
	# of Claims 11	Total: 12,118.36							
		12,118.36							

Claim withdrawn from consideration until further review



08/21/14  
11:59:27

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 8/14

Page: 1 of 3  
Report ID: AP100

\* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$					Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account	
1543	107 DANNY'S DISPOSAL & RECYCLING, 07/31/14 Fire Hall	14.28 14.28			225 42200	383	10100	
1544	385 QUILL	145.02						
	5082188 08/07/14 Key tags	7.99			101 41000	210	10100	
	5082188 08/07/14 Post-its	16.14			101 41000	210	10100	
	5082188 08/07/14 Batteries	15.99			101 41000	210	10100	
	4995857 08/05/14 Floor Cleaner	24.99			101 41000	210	10100	
	4995857 08/05/14 4-Toilet Cleaner	11.96			101 41000	210	10100	
	4958394 08/04/14 2-Receipt book	49.98			101 41000	210	10100	
	4958394 08/04/14 3-Tissues	17.97			101 41000	210	10100	
1545	638 BRAUN INTERTEC CORPORATION	1,289.25						
	B005841 08/07/14 Creamery Asbestos Inspection	1,289.25*			101 41000	300	10100	
1546	274 MARY ANN LAING	339.50						
	06/30/14 Judge Training	28.00			101 41450	105	10100	
	07/24/14 Head Judge Training	28.00			101 41450	105	10100	
	08/11/14 PA Test	17.50			101 41450	105	10100	
	08/12/14 Election	210.00			101 41450	105	10100	
	07/24/14 Mileage	56.00			101 41450	335	10100	
1547	230 JOYCE HOESCHEN	217.00						
	07/28/14 Judge Training	24.00			101 41450	105	10100	
	08/11/14 PA Test	12.00			101 41450	105	10100	
	08/12/14 Election	153.00			101 41450	105	10100	
	07/28/14 Mileage	28.00			101 41450	335	10100	
1548	569 IRENE GOEBEL	60.00						
	Judge Training	30.00			101 41450	105	10100	
	08/12/14 Election	30.00			101 41450	105	10100	
1549	167 GAIL OSENDORF	226.00						
	06/30/14 Judge Training	24.00			101 41450	105	10100	
	08/12/14 Election	174.00			101 41450	105	10100	
	06/30/14 Mileage	28.00			101 41450	335	10100	
1550	254 LAURA HOESCHEN	100.00						
	07/15/14 Judge Training	24.00			101 41450	105	10100	
	08/11/14 PA Test	12.00			101 41450	105	10100	
	08/12/14 Election	36.00			101 41450	105	10100	
	07/15/14 Mileage	28.00			101 41450	335	10100	

08/21/14  
11:59:27

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 8/14

Page: 2 of 3  
Report ID: AP100

\* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$						Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
1551	120 DOROTHY VAN HEEL	52.00							
	Judge Training	24.00			101 41450	105		10100	
	Mileage	28.00			101 41450	335		10100	
1552	570 JEANETTE THELEN	52.00							
	Judge Training	24.00			101 41450	105		10100	
	Mileage	28.00			101 41450	335		10100	
1553	397 RINKE-NOONAN, LTD	142.90							
	229807 07/31/14 Prosecution-Public Consumpt	107.10*			101 41000	300		10100	
	229807 07/31/14 Review Co-op materials	35.80*			101 41000	300		10100	
1554	567 TRI-STATE PUMP & CONTROL INC	2,124.57							
	35629 08/11/14 Seal, Lower	461.43*			602 43250	300		10100	
	35629 08/11/14 O-Ring Kit	97.14*			602 43250	300		10100	
	35629 08/11/14 2-Lifting Bail, Stainless Stee	484.00*			602 43250	300		10100	
	35629 08/11/14 .5 Gallon-Transformer Oil	22.00*			602 43250	300		10100	
	35629 08/11/14 5 hrs- Labor in shop	500.00*			602 43250	300		10100	
	35629 08/11/14 4 hrs- Feild Labor	560.00*			602 43250	300		10100	
1555	195 HENRYS WATERWORKS, INC.	2,518.45							
	17337 08/15/14 1-Flanged Tube Meter	2,336.00*			415 43100	300		10100	
	17337 08/15/14 4-Rubber gasket	19.84*			415 43100	300		10100	
	17337 08/15/14 16-Nuts & Bolts	23.20*			415 43100	300		10100	
	17337 08/15/14 Freight/shipping/handling	139.41*			415 43100	300		10100	
1556	84 CITI LITES, INC.	63.00							
	45843 08/18/14 Locates	63.00			101 43160	300		10100	
1557	412 SCHERPING ELECTRIC INC	1,194.50							
	08/18/14 Flag/street light repairs	1,194.50*			101 43160	311		10100	
1558	174 GOPHER STATE ONE CALL, INC.	17.40							
	118865 07/31/14 Email Tickets	8.70			601 43225	300		10100	
	118865 07/31/14 Email Tickets	8.70*			602 43250	300		10100	
1559	596 MASON SCHIRMER	141.04							
	08/19/14 (Dec-Jul) Phone	80.00			101 41400	320		10100	
	08/01/14 Election-Pick-up Machines	26.32			101 41450	335		10100	
	08/09/14 Pick-up Election supplies	34.72			101 41450	335		10100	

08/21/14  
11:59:27

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 8/14

Page: 3 of 3  
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\* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1560	632 KRANZ FLAGPOLES, INC. 5470 05/30/14 10-USA flags	220.00 220.00			101 43100	220	10100
1561	6 ABDO, EICK & MEYERS, LLP 331036 06/30/14 Prep State Audit Fin Report	585.00 585.00*			101 41500	300	10100
1562	525 XCEL ENERGY 423973528 08/18/14 Water Tower	67.15 67.15			601 43225	381	10100
1563	418 SEH, INC. 284550 08/14/14 Water System Impr Closeout 284547 08/14/14 General Engineering	1,373.25 303.00* 1,070.25*			415 43100 415 43100	300 300	10100 10100
	# of Claims 21	Total: 10,942.31					
		10,942.31					



08/26/14  
18:40:36

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 8/14

Page: 1 of 1  
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For doc #s from 1564 to 1566  
\* ... Over spent expenditure

Claim	Vendor #/Name/	Document \$/	Disc \$					Cash
Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account	
1564	155 FREEPORT FARM CENTER, INC	450.54						
91753	07/11/14 Lawn mower parts	230.54*			101 45200	220	10100	
91753	07/11/14 Lawn mower tires	220.00*			101 45200	220	10100	
1565	70 CENTERPOINT ENERGY	26.71						
08/19/14	Maintenance Building	13.25			101 43100	382	10100	
08/19/14	Fire Hall	13.46*			225 42200	382	10100	
1566	219 JOANN TIMP	171.00						
08/26/14	(7/29)-(8/26)-5 cleanings	171.00*			101 41000	300	10100	
	# of Claims 3	Total:	648.25					
			648.25					

# Memo

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From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: August 20, 2014

Re: Clerk-Treasurer Report

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TIF Annual Report – Report completed.

Worker's Compensation Audit – Completed 8/11.

MN Sales & Use Tax – Report completed.

Wellhead Protection Plan Submitted – The MDH received the document and submitted it to the appropriate state agencies for their review and comment; they have until 10/6 to review and make comment. MDH's approval or disapproval must be completed by 11/5.

Public Nuisance Complaint – A citizen recently complained that a tree on the property previously owned by Dennis Poepping, was rotting and posed a threat to neighbors. I saw the tree rot, then sent a letter to the family of Dennis Poepping regarding how the tree violates public nuisance code. I met with Toby Poepping regarding the tree; then Arborist Loren Pelzer (Loren's Lawn & Tree) looked at the tree, at no cost, and said it does not pose an immediate threat. I notified Toby that I considered the matter over and that the tree is not a nuisance. In the future, the city may want to consider including language within the public nuisance code that describes when an arborist should be used.

Main Street Speakers – The speakers along main street were damaged from the 2012 hail and in-turn are shorting-out. The speakers were not listed on the city's insurance, so the LMCIT will not reimburse the city to replace them. The Chamber of Commerce has offered to purchase new speakers. Once new speakers are received, I will notify the insurance agent to add them to the city's covered items.

Primary Election – Voter turnout was approximately 16%.

Filings for Office – Mayor (Carrie Goebel, Rodney Atkinson), Council (Tim Hennen, Ron Ritter, Ben Ettle)

Temporary Liquor License – Joe Hennen said the previous temporary liquor license was not used (there was no softball event); and instead will be asking for a temporary liquor license later this summer.

Use of Consent Agenda – This month reports have been included within the consent agenda in an effort to make best use of time; the reports are a summary of activities since the last meeting (items needing action will be kept separate from the report and included in either Old or New Business).

# Memo

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From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: August 26, 2014

Re: Addendum to Clerk-Treasurer Report

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Mayor Worms and PWD Jon Stueve asked for Claim 1540 to not be considered for approval until it has been examined. Therefore, the consent agenda is amended and shall read as follows:

b. Claim 1533-1539 and Claim 1541-1563

## Background

Claim 1540 (\$6,566.00) was paid from Atkinson Well & Pump Invoice No 31045 for work performed on the pump and well west of the creamery.

As per the Disbursement and Payment of Claims Policy (Resolution 2013-024); the invoice was paid prior to the council meeting since the invoice states a 1½ percent finance charge is applied after 30 days and the invoice was dated 7/15/14.

*The policy states all claims shall be approved by council with the following exception:  
“payments where a late charge would be incurred if timely payment was not made.”*



## CITY OF FREEPORT

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### July 21, 2014 - EDA Meeting Minutes

A meeting of the Freeport Economic Development Authority was called to order by President Matthew Worms at 12:08 P.M. with members Mason Schirmer, Andy Welle and Carrie Goebel present. Members absent were Buddy Heidgerkin and Jim Hemker.

#### Approval of agenda

Goebel moved and Worms seconded a motion to approve the agenda. Motion carried 4-0.

#### May 19, 2014 Meeting Minutes

Worms moved and Goebel seconded a motion to approve the May 19, 2014 meeting minutes. Motion carried 4-0.

#### Business Subsidy Policy Update

Schirmer said the city council will be holding a public hearing on July 29<sup>th</sup> regarding the potential adoption of the business subsidy policy.

#### New City Website

Schirmer said EDA members should make arrangements with Weber Printing in Albany to have their pictures taken. Schirmer said improvements continue to be made to the website and that recommendations are welcomed. Welle recommended included a google location or map of where the industrial park is located. Goebel recommended reordering the EDA's menu so that the Industrial Park is at the top. Schirmer asked members to review the current Industrial Park website text and provide recommendations.

#### Carr's Tree Service Industrial Park Construction Update

Schirmer provided a copy of the construction plans and said the new building is under construction. Worms said he met owner Brad Carr at the construction site and was told by that he had intentions on relocating to Melrose; however, Schirmer and city staff treated him great and convinced him to stay in Freeport.

#### Donny Meyer New Construction

Schirmer said a new building is being constructed. Schirmer said Meyer had inquired about TIF; however, he decided not to pursue due to a change in his construction plans.

#### Creamery Redevelopment Update

Schirmer said Creamery Board President Kent Kelly said the Board will not accept a counter-offer from the city for less than \$80,000. Schirmer said the city recently learned of approximately \$60,000 in asbestos removal that would need to occur before the building can be demolished.

#### Brainstorming Continued

Schirmer said if anybody has any recommendations on what the EDA should work on next, to let him know.

#### ADJOURN

Worms moved and Goebel seconded a motion to adjourn. Motion carried 4-0. Meeting adjourned at 12:45P.M.

---

Document #	Line #	Fund	Org	Account	Object	Description Fund Account	Decrease Amount	Increase Amount
BT	18							
Shifting budgets from individuals Accounts to object codes within the General Government Account								
	1	101		41000	361	Liability Insurance		10,000.00
	2	101		49240	361	Liability Insurance	10,000.00	
	3	101		41000	302	Legal Prosecution		750.00
	4	101		42100	305	Legal Prosecution	750.00	
						Grand Total	10,750.00	10,750.00

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# Memo

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From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: August 21, 2014

Re: Blanket Easement at 215 1<sup>st</sup> Ave N

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The following is an extract from the 12/28/2005 meeting of the city council:

*Blanket Easement Issue*

*Hetland brought forward a request to vacate the blanket easement on the lot with the address of 215 1st Ave N. Extensive discussion followed regarding the legal obligations of the City and the options available to meet these requirements to deter expenses. It was discussed that vacating the blanket easement is a simple process, the discussion and expense lie within placing the property utility easements for the water and waste water lines.*

*Joe Hennen moved and Humbert seconded a motion to begin the vacation and easement process on only the lot located at 215 1st Ave N. Discussion followed and included vacating the easement for the surrounding area. Motion failed 0-5.*

*Goebel moved and Joe Hennen seconded a motion to fulfill the requirement of lifting the blanket easement for the lot and surrounding block of 215 1st Ave N. Discussion included instructing staff to work with the League of Minnesota Cities land use attorney regarding using meets and bounds descriptions for easements around utility lines and using a bidding process for certified surveyors to complete the task. Motion carried 5-0.*

The process has yet to be finished; included along with this memo is Resolution 2014-020.



## CITY OF FREEPORT

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### RESOLUTION 2014-020

#### **A RESOLUTION CONFINING UTILITY EASEMENT COMMENCING AT THE SOUTHEAST CORNER OF LOT ONE BLOCK TWO IN THE CITY OF FREEPORT**

**WHEREAS**, the City Council pursuant to Minnesota Statutes Section 462.358, Subdivision 7 desires to consider the vacation of a utility easement in favor of the City of Freeport located on property legally described as follows (“the property”):

Commencing at the Southeast corner of Lot One (1) of Block Two (2); thence North along the West line of Main Street Seventy-five (75) feet; thence westerly on line parallel to the South line of said Block Two (2) One Hundred Fifty (150) feet; thence southerly on line parallel to East line of said Block Seventy-five (75) feet; thence East along the South line of said Lot to point of beginning, in Village of Freeport, County of Stearns County, Minnesota, according to the survey of S.S. Chute and as per plat recorded in the office of the County Recorder in and for Stearns County, Minnesota.

**WHEREAS**, an easement dated April 16, 1921 entirely encompasses the property (Exhibit A); and

**WHEREAS**, the property owner has asked for the easement to be confined;

**WHEREAS**, during the July 29, 2014 meeting of the Freeport City Council, the City Council approved considering confining the easement to the area extending fifteen (15) parallel feet from the South line and extending from the East line to the West line, of said lot;

**WHEREAS**, any person, corporation or public body owning or controlling easements contained upon the property vacated, reserves the right to continue maintaining the same or to enter upon such way or portion thereof vacated to maintain, repair, replace or otherwise attend thereto; and

**NOW THEREFORE BE IT RESOLVED BY THE CITY OF FREEPORT**, that such petition for confining of easement is hereby granted and that the Mayor and City Clerk are hereby authorized to sign all documents necessary to effectuate the intent of this resolution.

DATED THIS 26<sup>th</sup> DAY OF AUGUST, 2014

Motion by:

Second by:

Council members in favor:

Council members opposed or abstained:

# Memo

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: August 19, 2014

Re: New City Website

Barry Weber says the site was completed and transferred over to the City and any further changes will be charged for. Weber is asking for \$410 to update forms and \$71 for other previous work.

25	Zoning Form
25	Variance Request
25	Transient Merchants
35	Residential New Dwelling
35	Residential Detached
35	Residential Addition
30	Pet Registration
25	New Water Connection
25	Commercial Permit
50	Application for Business Assist
20	Preapplication for Business Assis
20	Absence of Certified Survey
	Items listed with exeption of city code changes in number 6
60	Misc tab and names changes
410	Estimate of Requets

DATE	FEE	ALTERATIONS BEYOND INITIAL SETUP 20 JUNE
28-Jun	\$3.00	Change Links in Community to include Public TV
	\$25.00	Revise Graphic for PDF Code wording Change coding and link on Code Page Revise Links and Code in footer widgets
	\$3.00	Change Staff Page Location in Government Menu
	\$35.00	Revise Zoning Form - Checkbox Fields and Post, revise title link
	\$5.00	Senior Citizen Center Photo Added to Page. Reformat photo to size and upload and link
	\$71.00	Total Updates Performed from Emails Friday 27 June



## CITY OF FREEPORT

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### RESOLUTION 2014-021

#### **A RESOLUTION APPROVING ORDINANCE 2014-003 ENTITLED “AN ORDINANCE REPEALING AND REPLACING SECTION 200 OF THE FREEPORT CITY CODE RELATING TO COUNCIL RULES AND PROCEDURES” AND PROVIDING FOR AUTHORIZING SUMMARY PUBLICATION THEREOF**

**WHEREAS**, The City Council of the City of Freeport from time to time reviews the City Code for consistency with existing conditions and state and federal law; and,

**WHEREAS**, The City Council of the City of Freeport has found Section 200 of the Code relating to council rules and procedures is outdated; and,

**WHEREAS**, The City Council of the City of Freeport has studied proposed updated language and finds the repeal and replacement of the earlier version of Section 200 of the City Code is warranted; and,

**WHEREAS**, The City Council of the City of Freeport held a public hearing on the proposed Ordinance on August 26, 2014 following publication and posting as required under state law; and,

**WHEREAS**, The City Council of the City of Freeport has determined the publication of the title and a summary of Ordinance 2014-003, entitled “An Ordinance Repealing and Replacing Section 200 of the Freeport City Code Relating to Council Rules and Procedures”; and,

**WHEREAS**, Pursuant to Minnesota Statutes 412.191, Subdivision 4, the Council may, by a majority vote of its members, direct that only the title of the Ordinance and a summary be published with notice that a printed copy of the Ordinance is available for inspection by any person during regular office hours at the City Offices; and,

**WHEREAS**, Prior to the publication of the title and summary, the Council has read and approved the text of the summary and determined that it clearly informs the public of the intent and effect of the Ordinance.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Freeport, Minnesota that the title and summary of Ordinance 2014-003 entitled, ‘An Ordinance Repealing and Replacing Section 200 of the Freeport City Code Relating to Council Rules and Procedures’ be published with notice that a printed copy is available for inspection by any person during regular office hours at the City Offices.

**BE IT FURTHER RESOLVED:** the publication shall read as follows:

"On August 26, 2014 the City Council of the City of Freeport approved Ordinance 2014-003, entitled, ‘An Ordinance Repealing and Replacing Section 200 of the Freeport City Code Relating to Council Rules and Procedures.’

The following is a summary of Ordinance No. 2014-003, a copy of which is available in its entirety for review and/or photocopying during regular office hours at the City of Freeport, 125 Main Street East, Freeport MN.

The intent of this Ordinance is to help maintain orderly and efficient meetings of the city council. The Ordinance defines procedures as well as responsibilities of city council members, staff and the public. This Ordinance repeals and replaces Section 200 of the City Code. The Ordinance shall be in full force and effect from and after the date of its passage and publication of a summary of the ordinance, according to law.”

DATED THIS 26<sup>th</sup> DAY OF AUGUST, 2014

Motion by:

Second by:

Council members in favor:

Council members opposed or abstained:

---

Matthew Worms, Mayor

ATTEST:

---

Mason Schirmer, Clerk-Treasurer



# Memo

---

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: August 20, 2014

Re: City Code Section 200 Revisions

---

During the previous meeting of the city council, a council member objected to reducing the time a person has to address council to 2 minutes; the council member said that trying to fit everything you have to say into 5 minutes can be difficult.

In regards to time limits:

- If a person needs more time, they can ask for additional time (as stated in code 200.19); and
- If a person wants to ensure they have enough time to address council, it would be in their best interest to ask to be on the agenda (as stated in code 200.17)

Included along with this memo are the following:

1. Resolution 2014-021
2. Ordinance 2014-003 (along with Exhibit A)



## **CITY OF FREEPORT**

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### **ORDINANCE 2014-003**

#### **AN ORDINANCE REPEALING AND REPLACING SECTION 200 OF THE FREEPORT CITY CODE RELATING TO COUNCIL RULES AND PROCEDURES**

##### **Section I**

The City Council of the City of Freeport, Minnesota hereby ordains Section 200 of the City Code is hereby repealed in its entirety and replaced with “Exhibit A” attached hereto and entitled ‘Section 200 – Council Rules and Procedures.’

##### **Section II**

Effective Date. This Ordinance is effective upon its adoption and publication as prescribed by law.

Adopted by the City of Freeport on the 26<sup>th</sup> day of August, 2014.

---

Matthew Worms, Mayor

ATTEST:

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Mason Schirmer, Clerk-Treasurer

## Exhibit A

### **Section 200 – Council Rules and Procedures**

#### 200.01 – Regular meetings

Regular meetings of the council are held on the last Tuesday of each month in the council chambers of city hall at 7pm unless otherwise specified by council resolution. Meetings may be adjourned from time to time to a specified date or subject to the call of the mayor. Meetings of the council must be open to the public. A meeting falling on a legal holiday is held the preceding Tuesday.

#### 200.03 – Quorum

A majority of council members elected constitutes a quorum.

#### 200.05 – Secretary

The city clerk-treasurer is the secretary of the council.

#### 200.07 – First meeting

At the first regular meeting of the council in each year, the council must 1) designate an official newspaper; 2) designate depositories for official funds; and 3) appoint committees as it deems necessary.

#### 200.09 – Presiding officer

The mayor presides at the meetings of the council (during the absence of the mayor, the council must choose from its members an acting mayor). The presiding officer must preserve order and decorum, decide questions of order, and conduct meetings in accordance with these rules. To help govern meetings, the city council relies upon the provisions of Roberts Rules of Order (Newly Revised Edition) except where otherwise provided by law or by this chapter. The council may make and change its own rules from time to time by resolution duly adopted and any such changes supersede Roberts Rules of Order (Newly Revised Edition). The presiding officer may speak on any question being considered, and has the rights, privileges, and duties of any other member of the council.

#### 200.11 – Motions reduced to writing

A motion must be reduced to writing at the request of any member present. Ordinances and resolutions must be presented in writing and read in full before a vote is taken thereon unless the reading is dispensed with by unanimous consent.

#### 200.13 – Signing and publishing of ordinances

Ordinances must be 1) signed by the mayor; 2) attested by the clerk-treasurer; 3) published after its passage by the council; and 4) recorded by the clerk-treasurer in a properly indexed book kept for the purpose.

#### 200.15 – Special meetings

Special meetings of the council may be called by the mayor or by any other two members of the council. The call is made by filing a written statement with the clerk-treasurer containing 1) the names and positions of the person or persons calling the meeting; 2) the time and place of the special meeting; and 3) a request asking the clerk-treasurer to give the council members proper notice.

The clerk-treasurer must then mail, at least one day before the meeting, notice to all the council members stating the time and place of the meeting. Special meetings will be held without such notice when all members of the council are present in person, or when the absent members have consented in writing to the holding of the meeting. A special meeting attended by all members of the council is to be conducted in the same manner as a regular meeting for the purpose of transacting business.

The clerk-treasurer must also post written notice of the date, time, place and purpose of the special meeting on the city's principal bulletin board at least three (3) days before the meeting. A principal bulletin board must be located in a place reasonably accessible to the public. If the city does not have a principal bulletin board, the notice must be posted on the door of its usual meeting room.

#### 200.17 – Agenda

An agenda of business to come before the council must be prepared by the clerk-treasurer by the Thursday immediately preceding a regular city council meeting. The clerk-treasurer must furnish each member of the council with a copy of the agenda prior to the council meeting and as far in advance of the meeting as time for preparation will permit. A person desiring to be heard by the council must make the intention known to the clerk-treasurer of the substance of the matter to be presented so that it can be included in the agenda. Matters that have not been placed on the agenda will not be considered by the council unless the council is satisfied that the omission of the item from the printed agenda was inadvertent, or unless the matter is of such urgency that the council, by unanimous vote, suspends the rules for the consideration of the matter.

#### 200.19 – Addressing council

A person addressing the council is limited to two (2) minutes, unless further time is granted by a majority vote of the council. Remarks must be addressed to the council as a body and not to any member thereof. A person addressing the city council must first state their full name and address.

#### 200.21 – Decorum

Meetings must be conducted in an orderly manner and proper decorum must be maintained throughout the meetings. A person making personal, impertinent or slanderous remarks, or who becomes boisterous while addressing the council, may be barred from further audience before the council by presiding officer unless permission to continue be granted by a majority vote of the council.

# Memo

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: August 20, 2014

Re: City Code 205-215

---

Along with this memo is a copy of the current code; below is the proposed code:

## **Section 205 – Salaries of Elected Officials**

### 205.01 – Mayor Salary

The salary of the mayor is \$95.00 for each regular council meeting attended and an additional \$50.00 for each special or other approved council meeting (other than a council meeting), training, or informal seminar attended. Salary is paid quarterly.

### 205.02 – Council Member Salary

The salary of each member of the council is \$65.00 for each regular council meeting attended and an additional \$50.00 for each special or other approved council meeting (other than a council meeting), training, or informal seminar attended. Salary is paid quarterly.

### 205.03 – Workers' Compensation

The mayor and council members, elected or appointed to an unexpired term, are covered by the city's workers' compensation insurance.

## **Section 210 – City Elections**

### 210.01 – General

Elections in the city are conducted in accordance with the general laws of the state of Minnesota.

### 210.03 – Election Dates

General elections are held on the first Tuesday after the first Monday in November in even numbered years. The council may set the date for a special or primary election by resolution.

### 210.05 – Filing of Office

The council must by resolution fix the dates within which candidates for municipal office must file in any special municipal election (primary or general election filing dates are provided by law).

## **Section 215 – City Council Expectations**

### 215.01 - Council Training

Subd 1. Mayor. A newly elected Mayor must attend the League of Minnesota Cities' newly elected officials training in the first year of the term of office. A re-elected Mayor must attend the League of Minnesota Cities' experienced officials training every four (4) years. In the event of an appointed Mayor, it is of the discretion of City Council in determining training.

Subd 2. Council members. A newly elected Council member must attend the League of Minnesota Cities' newly elected officials training in the first year of the term of office. A re-elected Council member must attend the League of Minnesota Cities' experienced officials training in the first year of the term of office. In the event of an appointed Council member, it is of the discretion of City Council in determining training.

### 215.03 – Code of Conduct

The city council of the City of Freeport determines that a code of conduct for its members, as well as the members of the various boards and commissions of the City of Freeport, is essential for the public affairs of the city. By eliminating conflicts of interest and providing standards for conduct in city matters, the city council hopes to promote the faith and confidence of the citizens of Freeport in their government and to encourage its citizens to serve on its council and commissions.

Subd 1. Standards of Conduct. No member of the city council or a city board or commission may knowingly:

- a) Violate the open meeting law.
- b) Participate in a matter that affects the person's financial interests or those of a business with which the person is associated, unless the effect on the person or business is no greater than on other members of the same business classification, profession, or occupation.
- c) Use the person's public position to secure special privileges or exemptions for the person or for others.
- d) Use the person's public position to solicit personal gifts or favors.
- e) Use the person's public position for personal gain.
- f) Except as specifically permitted pursuant to Minn. Stat. 471.895, accept or receive any gift of substance, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form, under circumstances in which it could be reasonably expected to influence the person, the person's performance of official action, or be intended as a reward for the person's official action.
- g) Disclose to the public, or use for the person's or another person's personal gain, information that was gained by reason of the person's public position if the information was not public data or was discussed at a closed session of the city council.
- h) Disclose information that was received, discussed, or decided in conference with the city's legal counsel that is protected by the attorney-client privilege unless a majority of the city council has authorized the disclosure.
- i) Represent private interests before the city council or any city committee, board, commission or agency.

Except as prohibited by the provisions of Minn. Stat Sec. 471.87, there is no violation of subdivision 1 b. of this section for a matter that comes before the council, board, or commission if the member of the council, board, or commission publicly discloses the circumstances that would violate these standards and refrains from participating in the discussion and vote on the matter. Nothing herein shall be construed to prohibit a contract with a member of the city council under the circumstances described under Minn. Stat. Sec. 471.88, if proper statutory procedures are followed.

Subd. 2. Complaint, Hearing. Any person may file a written complaint with the city clerk alleging a violation of the standards of conduct. The complaint must contain supporting facts for the allegation. The city council may hold a hearing after receiving the written complaint or upon the council's own volition. A hearing must be held only if the city council determines (1) upon advice of the city attorney, designee, or other attorney appointed by the council, that the factual allegations state a sufficient claim of a violation of these standards or rise to the level of a legally-recognized conflict of interest, and (2) that the complaint has been lodged in good faith and not for impermissible purposes such as delay. The city council's determination must be made within 30 days of the filing of the allegation with the city clerk. If the council determines that there is an adequate justification for holding a hearing, the hearing must be held within 30 days of the city council's determination. At the hearing, the person accused must have the opportunity to be heard. If after the hearing, the council finds that a violation of a standard has occurred or does exist, the council may censure the person, refer the matter for criminal prosecution, request an official not to participate in a decision, or remove an appointed member of an advisory board or commission from office.



## **Section 205 - Salaries Of Elected Officials**

### **205.01 - Council salaries**

#### **Subdivision 1 - Mayor**

The salary of the mayor is \$95.00 for each regular council meeting attended.

#### **Subd. 2 - Council members**

The salary of each member of the council is \$65.00 for each regular council meeting attended.

#### **Subd. 3 - Payments**

The salaries of the mayor and council members are payable annually on or before December 31.

#### **Subd. 4 - Special meetings**

The mayor and each council members are to be paid an additional \$50.00 for each special council meeting attended.

#### **Subd. 5 - Other meetings and seminars**

The mayor and each council member is to be paid an additional \$50.00 for each council approved meeting (other than a council meeting) and training or informal seminar attended.

### **205.03 - Workers' compensation**

The mayor and council members, elected or appointed to an unexpired term, are covered by the city's workers' compensation insurance.

## **Section 210 - City Elections**

### **210.01 - General**

Elections in the city are conducted in accordance with the general laws of the state of Minnesota.

### **210.03 - Election dates**

General elections are held on the first Tuesday after the first Monday in November in even numbered years. The council may set the date for the special or primary election by resolution.

### **210.05 - Filing of office**

The council must by resolution fix the dates within which candidates for municipal office must file in any municipal election, except that in the case of primary elections, the filing dates are those provided by law for cities of the same class as the city.

See memo for Section 215; no changes are proposed



## CITY OF FREEPORT

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

### CITY OF FREEPORT, MINNESOTA RESOLUTION 2014-022

#### **A RESOLUTION CALLING FOR A PUBLIC HEARING ON ORDINANCE 2014-004, ENTITLED “AN ORDINANCE REPEALING AND REPLACING SECTIONS 205 AND 210 OF CITY CODE RELATING TO SALARIES OF ELECTED OFFICIALS AND CITY ELECTIONS”**

**WHEREAS**, the City of Freeport (the “City”) desires to consider amendments to Section 205 and 210 of the Freeport City Code; and

**WHEREAS**, the City Council has done preliminary review of the statutory requirements and recommendations of the City Clerk, Mason Schirmer; and

**WHEREAS**, Minnesota law requires the City to hold a public hearing before the City adopts or amends an ordinance.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council for the City of Freeport, Minnesota, as follows:

1. Public Hearing. The City shall hold a public hearing to consider adopting Ordinance 2014-004, on September 30, 2014, in the Freeport City Hall Council Chambers during the regular City Council Meeting which begins at 7:00 p.m.

2. Notice of Public Hearing. The City Clerk-Treasurer is authorized and directed to cause notice of the hearing to be published once in the official newspaper of the City at least 10 days prior to September 30, 2014. The publication is included as Appendix A of this Resolution.

DATED THIS 26<sup>TH</sup> DAY OF AUGUST, 2014

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

---

Matthew Worms, Mayor

ATTEST:

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Mason Schirmer, Clerk-Treasurer



# COUNTY OF STEARNS

## ASSESSOR'S OFFICE

Administration Center RM 37 • 705 Courthouse Square • St. Cloud, MN 56303  
320/656-3680 • Fax: 320/229-7032  
[www.co.stearns.mn.us](http://www.co.stearns.mn.us)

### MEMORANDUM

To: Stearns County Townships/Cities  
From: Jeff Johnson, Acting County Assessor  
Re: Contract for Assessing Services  
Date: August 13, 2014

This office must renew its contractual agreement for assessing services with all townships and cities in Stearns County that do not employ a local assessor. The previous agreements expired in 2008, resulting in a need to have them updated and executed at this time.

It is essential to establish and maintain this agreement with you to: (1) provide some stability in forecasting annual expenses incurred by townships/cities as well as income and expenses realized by the County; (2) define responsibilities and the volume of work to be taken on by this office; (3) ensure proper staffing levels to satisfy state property assessment standards and taxpayer needs; (4) allow for the preparation and implementation of the County Assessor's quintile inspection plan required by the state; and (5) address training and licensure requirements for some assessing personnel because of new mandates going into effect on July 1, 2019.

You will find this contract for assessing services to be similar to previous agreements. It explicitly states the obligations of the two parties, particularly what assessment services will be provided by this office and the charges for said services to be paid by townships/cities (based upon the same billing practices used in recent years as determined by the services and fee schedule approved by the Stearns County Board of Commissioners). The only change in the contract centers on the length of the agreement which extends the term from two to five years with a provision having an automatic renewal for each subsequent year after the initial five year term. The contract will remain in effect for each renewal term unless terminated by either the township/city or County at the end of the term or any renewal term.

Please review this agreement in its entirety and have two authorized officers of your township/city sign and date it. This contract should be returned to this office in the enclosed envelope on or before Tuesday, September 30, 2014. Upon receipt of this signed document, it will be circulated for signing by county officials. A copy of a fully signed agreement will then be mailed to you for your record-keeping purposes.

It is the intent of the County to continue to forge this partnership with you and cooperate in good faith while carrying out the responsibilities of the annual property assessment in a fair and equitable manner. If there are any questions or concerns, feel free to contact me by telephone at (320) 656-3683 or via e-mail at [jeff.johnson@co.stearns.mn.us](mailto:jeff.johnson@co.stearns.mn.us). Should it be necessary, I am willing to meet and discuss any assessment matters with your township/city that prefer my attendance at a meeting.

Thank you for your continued support, and as always, I look forward to working with you and the taxpayers of your township/city.

**AGREEMENT FOR PROPERTY ASSESSMENT SERVICES BETWEEN THE  
COUNTY OF STEARNS AND FREEPORT CITY**

THIS AGREEMENT, made and entered into by and between the County of Stearns, a political subdivision of the State of Minnesota, hereinafter referred to as the “County” and the City/Township of FREEPORT CITY, a political subdivision of the State of Minnesota, hereinafter referred to as “City/Township”;

WHEREAS, said City/Township lies either wholly or partially within the County and constitutes a separate assessment district; and

WHEREAS, under such circumstances Minnesota Statutes, Sections 273.072 and 471.59 permits the County Assessor to provide for the assessment of property in said assessment district; and

WHEREAS, said City/Township desires the County to perform property assessments on behalf of said City/Township; and

WHEREAS, the County is willing to provide said City/Township with the assessment services,

NOW, THEREFORE, in consideration of the mutual covenants contained herein it is agreed as follows:

1. The County shall perform the annual property assessments for the City/Township in accordance with the property assessment procedures and practices established and observed by the County, the validity and reasonableness of which are hereby acknowledged and approved by the City/Township. The property assessment by the County shall be composed of those assessment services which are set forth in Exhibit “A”, attached hereto and made a part hereof by reference.



2. All information, records, data, reports, and the like that are necessary to allow the County to carry out its responsibilities under this Agreement shall be furnished to the County without charge by the City/Township and the City/Township agrees to cooperate in good faith with the County in carrying out the work under this Agreement.

3. The City/Township agrees to furnish, without charge, work space, if needed, for an appraiser to perform such tasks as document review, with such tasks to be performed during normal business hours for the City/Township.

4. Each party to this Contract shall be liable for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its officers, employees or agents. Liability shall be governed by the provisions of the Municipal Tort Claims Act, Minn. Stat. Ch. 466, and other applicable laws.

5. This agreement is for the term of (5) years based upon statutory quintile reassessment requirements, beginning on the 2nd day of January, 2014, with the right of the County to extend this agreement from year to year, ending on the 31<sup>st</sup> day of December, 2018 upon the following terms and conditions: the fee for annual assessment services for any annual extensions herein provided shall be based upon the current fee schedule with the understanding that these fees will be adjusted annually based upon services and fees established by the Stearns County Board of Commissioners. This agreement is automatically renewed from year to year after the term hereof. It shall continue in full force and effect for its term and thereafter for each renewal term unless terminated by either the City/Township or County at the end of such term or any renewal term upon written notice served to the other party at least 120 days before the end of such term or renewal term. The City/Township shall be responsible for the costs due to the County up to the date of termination.

6. In consideration of said assessment services, the City/Township agrees to pay the County a fee based upon the total parcel count for each City/Township as of the annual assessment date, January 2<sup>nd</sup>, every assessment year. Fees covering the duration of this agreement will be established adjusted annually according to the services and fee schedule approved by the Stearns County Board of Commissioners (the same billing practice used in the years preceding this agreement).

7. Any notice which may be given or made by a party hereto under the terms of this Agreement shall be in writing and shall be sent by United States Mail or personally delivered to the other party addressed as follows:

To City/Township: MASON SCHIRMER  
FREEPORT CITY CLERK  
PO BOX 301  
FREEPORT MN 56331

To County: Jeffery D. Johnson, Acting Stearns County Assessor  
Administration Center, Room 37  
705 Courthouse Square  
St. Cloud, Minnesota 56303



## **EXHIBIT A**

During the term of this Agreement, the County shall:

1. Physically inspect and revalue real and personal property, as required by law.
2. Physically inspect and value all new construction, additions, and renovations.
3. Conduct valuation reviews prior to Board of Review.
4. Attend Board of Review. Per Board request, make all necessary review appraisals.
5. Maintain and build electronic field card file information- current values, homestead and classification data.
6. Print, mail, and post valuation notices.
7. Respond to taxpayers regarding assessment or appraisal problems or inquiries periodically.
8. Make divisions and combinations periodically.
9. Administer the abatement process pursuant to Minn. Stat. § 375.192.
10. Make appraisals for and testify or negotiate all District Court or Tax Court filings.
11. Post values from appraisal system to tax system in order to product the assessment roll.
12. Adjust estimated market values on those properties not physically inspected per market analyses as needed.

# Memo

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From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: August 20, 2014

Re: Fire Department Recommendation

---

This summer the city received two applications from individuals interested in serving on the Freeport Fire Department. The following committee interviewed the applicants:

Dean Jungles, Chief  
Nasascha Hennen, Assistant Chief  
Jason Hoppe, Assistant Chief  
Sam Kramer  
Scott Blaise

Presently, the department has no vacancy (all spots are filled); however, 1 member in on leave.

The Committee recommends adding Kevin Spohn and Ben Eittle to the Fire Department as spots become available.

# Memo

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From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: August 26, 2014

Re: Addendum to Fire Department Recommendation

---

It has been brought to my attention that this may be an appropriate time for council to review fire department procedures regarding:

- 1) How fire department members are interviewed and recommended; and
- 2) How fire department officers are appointed

In case you are not aware, last fall fire department members and officers expressed concern over the officer selection process.

If council would like to create such a committee, the following would be an appropriate motion:  
**Motion to create a committee to research fire department procedures regarding member and officer appointment, and make a recommendation to the city council if changes should be made; and hereby approve the appointment of (list committee member names) to the committee.**

# Memo

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From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: August 20, 2014

Re: Park Improvements

---

Northside Park (next to the school) – a new toddler swing is needed (the previous swing had to be destroyed to remove a stuck child).

**Should a new swing be purchased?**

Southside Park (within Welle Addition) – presently the park is an open grass area.

**Should paths or sidewalks be added so the public knows how to properly access the area?  
Should improvements be made to the area (add park equipment, signage, etc.)?**

# Memo

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From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: August 20, 2014

Re: Audit Estimates

---

Along with this memo are copies of estimates from Abdo, Eick & Meyers as well as Schlenner & Wenner. The estimates are for a 3-year duration.

Complete estimates are available for inspection in my office (includes auditor resumes, etc.).

You have the option of year-by-year or, you can contract for up to 3 years.

The City has been using Abdo, Eick & Meyers has been performing the annual audit, their performance has been acceptable.

Does the city want to select an auditor? If so, which?

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

We appreciate the opportunity to work with you and the staff at the City of Freeport (the City) over the past years to conduct your annual financial audits. This has been a successful working relationship because we have spent a great deal of time understanding how your City operates, and you getting to know how we conduct our audits. As a result, we have been able to achieve a process that is mutually beneficial to both parties through good working relationships, resulting in efficiencies in the process.

We also understand that because of the very challenging economic conditions, cities are expected to do more with less. Our firm understands your specific challenges and situation. As a result, we limited our overall increase to under 2 percent. This will allow us to continue a relationship that through the past years has been shaped and polished to provide both parties with outstanding results.

Our fee for these services will be as follows:

<u>Service</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Audit	\$13,000	\$13,000	\$13,000
Office of the State Auditor's Reporting Form	\$585	\$585	\$585

The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Other factors that may affect the above fees would be if a Single Audit were required.

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



April 23, 2013

City Council and Management  
City of Freeport  
Freeport, Minnesota

Dear Mason and City Council Members:

We would like to submit the following fee proposal for audit services for the years ended December 31, 2014 through 2016. Such proposed fees are based on our prior experience with governmental entities similar to yours and an estimate of hours that will be necessary to complete the audits.

Estimated fees for audit services for the years ended December 31, 2014-2016:

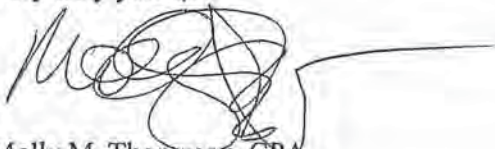
Audit of the financial statements and corresponding Presentation to the City Council	\$12,250
2014 Office of the State Auditor's reporting form	<u>500</u>
Total - December 31, 2014	<u>\$12,750</u>
Total - December 31, 2015	<u>\$13,150</u>
Total - December 31, 2016	<u>\$13,550</u>

Please note: such fees are intended to be a maximum bid. This means that you will not be charged more than the amounts above. However, if less time is required to complete the audits than anticipated, you will be billed a **lesser amount** based on actual time spent.

We have also attached biographies for our lead audit staff and our most recent peer review report for your review.

Please feel free to contact me with any questions you have, and we would be pleased to meet you as part of your decision making process. We are pleased to have the opportunity to work with you!

Very truly yours,



Molly M. Thompson, CPA

**SCHLENNER WENNER & CO.**  
St. Cloud, Minnesota

**St. Cloud**

630 Roosevelt Rd. Ste. 201  
P.O. Box 1496  
St. Cloud, MN 56302  
320.251.0286

**Little Falls**

109 E. Broadway  
P.O. Box 365  
Little Falls, MN 56345  
320.632.6311

**Albany**

115 6th St.  
P.O. Box 268  
Albany, MN 56307  
320.845.2940

**Maple Lake**

220 Hwy. 55 North, Ste. 4  
P.O. Box 385  
Maple Lake, MN 55358  
320.963.5414

**Monticello**

202 W. 3rd St.  
P.O. Box 755  
Monticello, MN 56122  
763.295.5070

# Memo

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: August 19, 2014

Re: 2015 Proposed Budget Notes

During the September 30<sup>th</sup> meeting, council will need to approve a preliminary levy. Along with this memo is a proposed 2015 budget; when reviewing the budget, you may notice that the General Fund, Fire Department Fund, Water Fund and Sewer Fund Revenues and Expenditures are grouped together (for Bond Funds, TIF Fund and the EDA, the expenditures and revenues are grouped separately).

**Does council want to approve a preliminary budget & levy now? A proposed preliminary budget & levy resolution is included with this packet (after the budget pages).**

Please notify me of any errors or discrepancies. Notes on budget line items are included with some of the budget figures; additional notes are below.

## **Fund 101 (General Fund)**

### Revenues

2015 Certified LGA is up

2014 Miscellaneous Revenue included \$1,621 for the special county commissioner election

### Expenditures

2015 Public Works budget is for 1-F/T employee and 1-P/T employee

2014 Highways, Streets & Roadways budget for Outside Maintenance is anticipated to be fully used yet

2015 Capital Expenditure would be to repair bed of 1-ton maintenance pickup

2014 Parks Capital Expenditure budget was \$10,000; unable to determine what this was for

2015 Fire Protection increased 25% from 2014

## **Fund 225 (ASFA Fund)**

Approved during annual fire department meeting, December 2013.

## **Fund 265 (TIF Swany White)**

2014 was the first year of TIF repayment to Swany White.

## **Fund 300 (EDA)**

Approved during August 18, 2014 meeting; no changes from 2014.

## **Levy Comparisons (2014 Final vs 2015 Proposed)**

Levy Description	Final	Proposed	Change	
	2014	2015	Amount	%
General Fund Levy ( <b>Fund 101</b> )	\$225,000	<b>\$184,000</b>	-\$41,000	-18%
EDA Levy ( <b>Fund 300</b> )	\$ 10,000	<b>\$ 10,000</b>	0	0%
2002 GO Bonds Levy ( <b>Fund 315</b> )	\$ 12,500	<b>\$ 12,500</b>	0	0%
2003 GO Bonds Levy ( <b>Fund 320</b> )	\$ 52,000	\$ 0	n/a	n/a
2005 GO Bonds Levy ( <b>Fund 325</b> )	\$ 98,000	<b>\$ 80,000</b>	-\$18,000	-18%
2012 GO Bonds Levy ( <b>Fund 331</b> )	\$ 0	<b>\$ 75,000</b>	\$75,000	100%
Total Levy	\$397,500	<b>\$361,500</b>	-\$36,000	-9%

# Memo

---

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: August 25, 2014

Re: Impact of Full-Time Public Works Assistant on 2015 Budget & Levy

---

During the July city council meeting, PWD Stueve presented costs associated with changing the part-time public works assistant position to full-time:

Wages	\$12,896
Pera & Social Security	\$ 1,000
Health Insurance	\$10,000
Life Insurance	\$ 24
Cell Phone	\$ 480
<u>Total</u>	<u>\$24,400</u>

## **Effect on Budget**

At the bottom of page 44 of the agenda packet, you see the 2015 general fund preliminary budget total of \$412,877; the total is \$21,270 less than the 2014 budget.

## **Effect on Levy**

On the top of page 45 of the agenda packet, you see the 2015 general fund preliminary general property taxes total of \$184,000; the total is \$41,000 less than the 2014 budget. If there were no other changes to the preliminary levy total, a levy increase of \$24,400 would increase the general fund levy to \$208,400; a levy totaling \$16,600 less than the 2014 general fund levy.

CITY OF FREEPORT  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2015

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		2011	2012	2013	2014	Budget	Exp.	Budget	Changes	Budget	Budget
-----											
101 General Fund											
41000 GENERAL GOVERNMENT											
200	Postage	216	250	255	238	500	48%	275		275	55%
210	Operating Supplies	2,794	2,848	1,825	1,761	3,500	50%	2,200		2,200	63%
	May need to increase to purchase blank checks.										
220	Repair & Maint. Supplies	969	82	1,556	134	750	18%	250		250	33%
300	Professional Services	1,973	3,098	6,799	3,900	3,500	111%	2,300		2,300	66%
	Cleaning \$1,780 + Web Host \$300 + Misc \$220										
302	Legal Consulting			3,758	3,934	3,750	105%	4,000		4,000	107%
	2014 Included \$3,665.90 for R. Atkinson conduct										
303	Engineering		332			0	0%			0	0%
311	Outside Maintenance	848				0	0%			0	0%
320	Telephone	3,472	3,567	2,060	1,317	3,750	35%	2,300		2,300	61%
335	Mileage & Reimb Exp		49			0	0%			0	0%
350	Notices & Publication	693	780	2,790	199	850	23%	600		600	71%
	2013 included employee hiring announcements, etc.										
351	Periodicals		293	247	226	100	226%	50		50	50%
	Melrose Beacon & Sauk Herald each renewed for 3-years in 2013.										
361	Liability Insurance			14,945	7,228	20,525	35%	20,525		20,525	100%
381	Electric	2,528	1,958	2,673	1,248	2,500	50%	2,800		2,800	112%
410	Rentals	1,539	1,737	1,898	1,592	1,800	88%	2,100		2,100	117%
	Ameripride (\$625), Marco (\$1,280), Finken (180), Misc (\$15)										
430	Miscellaneous	48	1,191	421	667	500	133%	350		350	70%
	2014 included stearns muni league mtg (\$345)										
433	Dues	1,384	2,438	2,784	947	905	105%	600		600	66%
	Stearns Co. Beacon (\$24), MASOC (\$405), Chamber (\$125), Stearns Municipal League (\$20), Misc (\$26)										
434	League Dues		706	749		750	0%	750		750	100%
450	Sales Tax	13	34	59	2	0	***%			0	0%
510	Capital Expenditures		4,050			0	0%			0	0%
560	Furniture and Fixtures	2,543				0	0%			0	0%
570	Office Equip & Furnishing		1,729	794		0	0%			0	0%
620	Fiscal Agents Fees	10				0	0%			0	0%
	Account:	19,030	25,142	43,613	23,393	43,680	54%	39,100	0	39,100	90%
41100 Legislative (Council/Board)											
100	Wages and Salaries	3,104	4,825	4,585	1,895	4,160	46%	4,120		4,120	99%
	Regular Mtgs \$65 x 4 members x 12 mtgs = \$3,120										
	Special Mtgs \$50 x 4 members x 6 mtgs = \$1,200										
121	Cities FICA 6.2%	278	299	284	117	258	45%	256		256	99%
122	Cities Share MED 1.45%	73	70	66	28	61	46%	60		60	98%
330	Training			299		1,230	0%	1,840		1,840	150%
	1-newly elected officials training (\$315) & 1-experienced officials training (\$225), 2 1-night stays (\$300), 2-LMC Conference (\$600), 2 1-night stays (\$300), Misc (\$100)										
335	Mileage & Reimb Exp	234		26	34	500	7%	680		680	136%
	2-newly elected or experienced officials training in Brooklyn Center (190), 2-LMC Conference in Duluth (\$390), Misc (\$100)										

CITY OF FREEPORT  
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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		2011	2012	2013	2014	Budget	Exp.	Budget	Changes	Budget	Budget
360	Workers Comp Insurance	40	74	125	90	100	90%	100		100	100%
	Account:	3,729	5,268	5,385	2,164	6,309	34%	7,056	0	7,056	112%
41300	Executive (Mayor/Manager)										
100	Wages and Salaries	1,108	1,000	1,345	575	1,520	38%	1,440		1,440	95%
	Regular Mtgs \$95 x 12 mtgs = \$1,140										
	Special Mtgs \$50 x 6 mtgs = \$ 300										
121	Cities FICA 6.2%	95	62	83	36	95	38%	90		90	95%
122	Cities Share MED 1.45%	25	15	20	8	23	35%	21		21	91%
330	Training	120	367	120	329	600	55%	1,070		1,070	178%
	Experienced officials training in Brooklyn Center (\$300), 1-night stay (\$150), LMC conference in Duluth (\$300), 1-night stay (\$150), Misc (170)										
335	Mileage & Reimb Exp	218		200	98	225	44%	300		300	133%
	Brookly Center (\$95), Duluth (\$195), Misc (10)										
433	Dues	20	30	30		35	0%	35		35	100%
	Account:	1,586	1,474	1,798	1,046	2,498	42%	2,956	0	2,956	118%
41400	Clerk										
100	Wages and Salaries	55,140	59,543	39,892	30,011	52,000	58%	54,080		54,080	104%
	per personnel policy										
103	Part time wages	12,383	19,546	24,338	13,091	21,600	61%	22,500		22,500	104%
	per personnel policy										
120	Cities Share PERA	4,778	5,977	4,392	3,241	4,600	70%	5,550		5,550	121%
121	Cities FICA 6.2%	4,913	6,190	3,969	2,757	4,563	60%	4,748		4,748	104%
122	Cities Share MED 1.45%	1,074	1,824	928	645	1,067	60%	1,110		1,110	104%
130	Health Insurance	13,307	16,284	7,221	6,667	10,000	67%	10,000		10,000	100%
131	Life Insurance	24	24	16	18	24	75%	24		24	100%
320	Telephone	260	130	70	120	140	86%	120		120	86%
	\$10 x 12 months										
330	Training	835	614	725	1,287	1,500	86%	1,100		1,100	73%
	MCFOA Reg (\$265), Stay (\$230), LMC Reg (\$245), Stay (\$230), Region III Mtgs (\$60), LMC Regional (\$40), Misc (\$30)										
335	Mileage & Reimb Exp	1,105	586	1,053	372	1,250	30%	750		750	60%
	Training Mileage (\$490): MCFOA (\$154), LMC (\$196), Region III (\$100), LMC Regional (\$40) + Other Mileage (\$260)										
350	Notices & Publication		75			0	0%			0	0%
360	Workers Comp Insurance	524	488	686	659	500	132%	700		700	140%
431	Permits/License	80				0	0%			0	0%
433	Dues	190	180	130	240	200	120%	180		180	90%
	MCFOA (\$35), IIMC (\$145) - no longer MGFOA (saves \$60)										
	Account:	94,613	111,461	83,420	59,108	97,444	61%	100,862	0	100,862	104%
41450	Elections										
105	Misc Compensation		2,196	824	1,451	3,000	48%			0	0%
	No scheduled elections in 2015										
210	Operating Supplies	25	86	388		500	0%			0	0%
335	Mileage & Reimb Exp		521	126	420	1,000	42%			0	0%
350	Notices & Publication		141	13	47	300	16%			0	0%
	Account:	25	2,944	1,351	1,918	4,800	40%	0	0	0	0%

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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		2011	2012	2013	2014	Budget	Exp.	Budget	Changes	Budget	Budget
41500	Auditor										
300	Professional Services	3,248			7,625	0	***%	6,000		6,000	*****%
	Assistance from KDV										
301	Audit	11,135	10,900	2,614	14,035	17,010	83%	14,085		14,085	83%
	Abdo estimate										
302	Legal Consulting				75	0	***%	75		75	*****%
	To respond to auditor										
	Account:	14,383	10,900	2,614	21,735	17,010	128%	20,160	0	20,160	119%
41550	Assessor										
304	Assessing Fees	4,257	4,445	5,135	4,826	5,000	97%	5,000		5,000	100%
	Account:	4,257	4,445	5,135	4,826	5,000	97%	5,000	0	5,000	100%
41600	Legal Services										
302	Legal Consulting	3,714	1,792			0	0%			0	0%
	No longer using 41600 Acct, goes to 10100										
	Account:	3,714	1,792			0	***%	0	0	0	0%
41800	Planning / Zoning										
300	Professional Services	7,451	1,240	1,800	5,241	6,000	87%	2,000		2,000	33%
	2014 was the zoning code update										
302	Legal Consulting	576	3,222			1,500	0%	750		750	50%
303	Engineering	511		401		750	0%			0	0%
310	Contractor	6,894				0	0%			0	0%
350	Notices & Publication	518	312	247	176	200	88%	350		350	175%
429	County Recording Fees	276		138		200	0%			0	0%
	Entire 2013 amount was received back from property owners										
436	State Surcharge	434				0	0%			0	0%
	Account:	16,660	4,774	2,586	5,417	8,650	63%	3,100	0	3,100	36%
42000	Public Safety										
316	Animal Control		69	107		100	0%			0	0%
	Account:		69	107		100	0%	0	0	0	0%
42050	Building Official										
310	Contractor		12,859	4,486	2,695	9,750	28%	6,000		6,000	62%
436	State Surcharge		1,361	455	91	600	15%	500		500	83%
	Account:		14,220	4,941	2,786	10,350	27%	6,500	0	6,500	63%
42100	Police										
305	Legal Prosecution	518	58			0	0%			0	0%
	Account:	518	58			0	***%	0	0	0	0%
42200	Fire & Rescue										
315	Fire Dept Aid 2%	10,349				0	0%			0	0%
700	Transfers	29,211		30,495	34,026	34,026	100%	42,407		42,407	125%
	City's fire protection										
720	Operating Transfers		29,211			0	0%			0	0%
	Account:	39,560	29,211	30,495	34,026	34,026	100%	42,407	0	42,407	125%



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		2011	2012	2013	2014	Budget	Exp.	Budget	Changes	Budget	Budget
		2011	2012	2013	2014	2014	2014	15	15	15	15
42800	Civil Defense										
310	Contractor	701	2,351			1,000	0%			0	0%
335	Mileage & Reimb Exp	85	202			250	0%			0	0%
510	Capital Expenditures		5,156			0	0%			0	0%
	Account:	786	7,709			1,250	0%	0	0	0	0%
43000	Public Works										
100	Wages and Salaries per personnel policy	46,435	49,250	52,913	30,097	59,755	50%	52,666		52,666	88%
103	Part time wages per personnel policy	21,689	23,033	24,654	13,751	25,130	55%	23,363		23,363	93%
120	Cities Share PERA	4,861	5,482	5,624	3,295	5,254	63%	5,512		5,512	105%
121	Cities FICA 6.2%	4,810	5,572	4,809	2,803	5,263	53%	4,714		4,714	90%
122	Cities Share MED 1.45%	1,060	1,668	1,125	655	1,231	53%	1,102		1,102	90%
130	Health Insurance	8,517	7,834	8,893	6,667	10,000	67%	10,000		10,000	100%
131	Life Insurance	24	24	22	18	24	75%	24		24	100%
150	Workers Compensation		4,862			0	0%			0	0%
210	Operating Supplies			72		0	0%			0	0%
240	Clothing Replacement	445	77	170		500	0%	500		500	100%
330	Training	313	9			350	0%			0	0%
335	Mileage & Reimb Exp	35		23	67	100	67%	100		100	100%
360	Workers Comp Insurance	4,348		7,206	7,421	6,843	108%	7,500		7,500	110%
450	Sales Tax	7				0	0%			0	0%
	Account:	92,544	97,811	105,511	64,774	114,450	57%	105,481	0	105,481	92%
43100	Highways, Streets & Roadways										
210	Operating Supplies	1,893	4,618	1,398	1,792	3,500	51%	2,250		2,250	64%
215	Gas & Oil	4,808	3,083	3,834	3,529	4,500	78%	4,500		4,500	100%
220	Repair & Maint. Supplies	7,798	10,302	432	932	3,000	31%	1,000		1,000	33%
225	Street Materials	162	1,601	6,591	6,500	7,000	93%	7,500		7,500	107%
	Crack-sealing (\$5,000), Road Salt (\$1,920), Road Patch (\$500), Misc (\$80)										
240	Clothing Replacement	70	278			0	0%			0	0%
300	Professional Services	460	356			0	0%	300		300	*****
303	Engineering	3,755	44			0	0%			0	0%
310	Contractor	1,635	3,229			0	0%			0	0%
311	Outside Maintenance	19,514	18,041	7,647		22,500	0%	22,500		22,500	100%
320	Telephone	2,323	2,933	2,290	1,289	2,280	57%	2,280		2,280	100%
350	Notices & Publication				164	500	33%			0	0%
361	Liability Insurance			3,666	1,694	950	178%	1,700		1,700	179%
366	Insurance Claims			-462		0	0%			0	0%
381	Electric	1,601	1,421	1,258	912	1,900	48%	1,500		1,500	79%
382	Heating Gas	645	576	896	758	1,000	76%	1,000		1,000	100%
383	Garbage	794	836	1,066	831	1,200	69%	1,200		1,200	100%
401	Truck Repairs	594	1,596	1,385	1,191	1,750	68%	1,500		1,500	86%
410	Rentals				74	0	***			0	0%
430	Miscellaneous		23	4,868		250	0%	250		250	100%
431	Permits/License DOT or other	35	345	496		500	0%	500		500	100%
433	Dues Annual DVS		211	123		225	0%	225		225	100%

CITY OF FREEPORT  
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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		2011	2012	2013	2014	Budget	Exp.	Budget	Changes	Budget	Budget
		2011	2012	2013	2014	2014	2014	15	15	15	15
450	Sales Tax	32				0	0%			0	0%
510	Capital Expenditures			4,915	50,211	0	***%	5,000		5,000	*****%
	1-ton pickup bed repair										
530	Improv Other than Bldg	8,210				0	0%			0	0%
	Account:	54,329	49,493	40,403	69,877	51,055	137%	53,205	0	53,205	104%
43160	Street Lighting										
210	Operating Supplies		98			0	0%			0	0%
300	Professional Services	1,018		189	105	225	47%	50		50	22%
311	Outside Maintenance	118	225	791	1,446	500	289%	500		500	100%
361	Liability Insurance			1,773		1,800	0%	1,800		1,800	100%
381	Electric	20,092	18,614	18,157	9,949	19,000	52%	19,000		19,000	100%
	Account:	21,228	18,937	20,910	11,500	21,525	53%	21,350	0	21,350	99%
45200	Parks										
210	Operating Supplies			1,074	37	750	5%	200		200	27%
220	Repair & Maint. Supplies		651	1,272	606	500	121%	750		750	150%
361	Liability Insurance			8,908	4,138	4,250	97%	4,250		4,250	100%
435	SR Citizen Building	7,552	45	92	16	500	3%	500		500	100%
450	Sales Tax	2				0	0%			0	0%
510	Capital Expenditures			6,946		10,000	0%			0	0%
	Account:	7,554	696	18,292	4,797	16,000	30%	5,700	0	5,700	36%
49240	Insurance										
150	Workers Compensation	1,248				0	0%			0	0%
360	Workers Comp Insurance	160	829			0	0%			0	0%
361	Liability Insurance	8,985	16,102			0	0%			0	0%
	Account:	10,393	16,931			0	***%	0	0	0	0%
	Fund:	384,909	403,335	366,561	307,367	434,147	71%	412,877	0	412,877	95%
											%
	Grand Total:	384,909	403,335	366,561	307,367	434,147		412,877	0	412,877	

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CITY OF FREEPORT  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2015

Report ID: B250B

Account	Actuals				Current	%	Prelim.	Budget	Final	%
	2011	2012	2013	2014	Budget	Rec.	Budget	Change	Budget	Old
	2011	2012	2013	2014	2014	2014	15	15	15	15
101 General Fund										
31000 General Property Taxes										
31000 General Property Taxes	189,429	209,969	230,241	120,888	225,000	54%	184,000		184,000	81%
Group:	189,429	209,969	230,241	120,888	225,000	54%	184,000	0	184,000	81%
31800 Other Taxes										
31810 Franchise Fees	2,976	2,877			2,800	0%	3,000		3,000	107%
Group:	2,976	2,877			2,800	0%	3,000	0	3,000	107%
32000 Licenses and Permits										
32000 Licenses and Permits	5	450			0	0%			0	0%
Group:	5	450			0	0%	0	0	0	0%
32100 Liquor Licenses										
32100 Liquor Licenses	8,065	8,120	8,100	8,145	8,120	100%	8,120		8,120	100%
Group:	8,065	8,120	8,100	8,145	8,120	100%	8,120	0	8,120	100%
32200 Special Events										
32210 Building Permits	35,199	18,917	8,022	4,804	10,000	48%	5,000		5,000	50%
32230 Zoning Permit	596	235	395	200	250	80%	200		200	80%
32231 Pet License	25	60	20	30	25	120%	25		25	100%
Group:	35,820	19,212	8,437	5,034	10,275	49%	5,225	0	5,225	50%
32300 Gambling Licenses										
32300 Gambling Licenses		50	450	40	25	160%	400		400	1600%
Lions club (\$300), others (\$100)										
Group:		50	450	40	25	160%	400	0	400	1600%
33400 State Grants & Aid/PERA										
33400 State Grants & Aid/PERA	42,884	6,705	410		0	0%			0	0%
33401 LGA (Local Gov't Aid)	42,474	85,152	84,947	54,313	92,064	59%	110,589		110,589	120%
33402 HACA (Homestead Credit)	9,592	382	382		0	0%			0	0%
33420 Fire Dept Aid	10,349				0	0%			0	0%
Group:	105,299	92,239	85,739	54,313	92,064	59%	110,589	0	110,589	120%
33600 Grants & Aids from Local Government										
33630 Grants & Aids from Other		2,500			0	0%			0	0%
Group:		2,500			0	0%	0	0	0	0%

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CITY OF FREEPORT  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2015

Report ID: B250B

Account	Actuals				Current	%	Prelim.	Budget	Final	%
	2011	2012	2013	2014	Budget	Rec.	Budget	Change	Budget	Old
	2011	2012	2013	2014	2014	2014	15	15	15	15
101 General Fund										
34000 Charges for Services										
34000 Charges for Services	170	364	1,383	96	100	96%	100		100	100%
Group:	170	364	1,383	96	100	96%	100	0	100	100%
35100 Fines										
35100 Fines	2,023	1,373	1,682	1,962	1,500	131%	1,500		1,500	100%
Group:	2,023	1,373	1,682	1,962	1,500	131%	1,500	0	1,500	100%
36100 Special Assessments										
36100 Special Assessments	538	1,583	1,738		500	0%			0	0%
Group:	538	1,583	1,738		500	0%	0	0	0	0%
36200 Miscellaneous Revenues										
36200 Miscellaneous Revenues	20,053	412	1,378	1,801	1,000	180%	250		250	25%
2014 included \$1,621 for 2013 spec election reimbursement										
36210 Interest Earnings	34,301	18,567	16,544	6,857	8,000	86%	9,000		9,000	112%
36220 Rents and Royalties	1,846	4,929	1,535	105	1,500	7%	1,500		1,500	100%
36230 Donations - Private	3,500				0	0%			0	0%
36240 Insurance Claims	2,037	327			500	0%			0	0%
36250 Insurance Dividends		7,445	5,125		1,750	0%	1,750		1,750	100%
Group:	61,737	31,680	24,582	8,763	12,750	69%	12,500	0	12,500	98%
39100 Transfer From AFSA										
39100 Transfer From AFSA	3,394	4,644	3,500	3,500	3,500	100%	3,500		3,500	100%
Group:	3,394	4,644	3,500	3,500	3,500	100%	3,500	0	3,500	100%
39500 Transfer from EDA										
39500 Transfer from EDA	5,000	5,000	5,000	5,000	5,000	100%	5,000		5,000	100%
39550 Transfer from Special	51,717				0	0%			0	0%
Group:	56,717	5,000	5,000	5,000	5,000	100%	5,000	0	5,000	100%
39700 Transfer from Water										
39700 Transfer from Water	35,000	35,000	35,000	40,000	40,000	100%	40,000		40,000	100%
Group:	35,000	35,000	35,000	40,000	40,000	100%	40,000	0	40,000	100%
39800 Transfer From WasteWater										
39800 Transfer From WasteWater	35,000	35,000	35,000	40,000	40,000	100%	40,000		40,000	100%
Group:	35,000	35,000	35,000	40,000	40,000	100%	40,000	0	40,000	100%
Fund:	536,173	450,061	440,852	287,741	441,634	65%	413,934	0	413,934	93%

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		2011	2012	2013	2014	Budget	Exp.	Budget	Changes	Budget	Budget
-----											
225 AFSA Fund											
41600 Legal Services											
302	Legal Consulting	120				0	0%			0	0%
	Account:	120				0	***%	0	0	0	0%
42200 Fire & Rescue											
100	Wages and Salaries	5,760	6,875	6,768		5,760	0%	7,000		7,000	122%
115	Drills	10,434	13,836	18,882		14,000	0%	14,500		14,500	104%
	'13 included 2 members completing FireFighter 1 Training (\$approx \$1,400 per member). '14 should anticipate for 1 member.										
116	Fire Calls	4,596	7,452	5,436		6,500	0%	6,500		6,500	100%
117	Rescue Calls	6,024	6,144	6,252		9,100	0%	8,000		8,000	88%
121	Cities FICA 6.2%	1,662	2,127	2,315		2,372	0%	2,250		2,250	95%
122	Cities Share MED 1.45%	389	497	541		555	0%	525		525	95%
150	Workers Compensation		2,550			0	0%			0	0%
210	Operating Supplies	6,093	4,884	18,380	3,710	1,500	247%	5,000		5,000	333%
215	Gas & Oil	1,449	4,011	1,926	877	3,500	25%	3,500		3,500	100%
220	Repair & Maint. Supplies	1,856	5,222	1,383	697	8,000	9%	8,000		8,000	100%
240	Clothing Replacement	184	3,276		557	2,000	28%	2,800		2,800	140%
245	Radio/Pager Repair	947	118	191	350	1,000	35%	1,000		1,000	100%
300	Professional Services	1,010	276	270		0	0%	300		300	*****%
	'13 included FEMA grant writing services										
301	Audit		3,285	3,450	565	3,581	16%	3,600		3,600	101%
302	Legal Consulting	6,539	155		1,940	500	388%	500		500	100%
305	Legal Prosecution	32				0	0%			0	0%
315	Fire Dept Aid 2%	1,938	10,620	18,495	2,057	2,000	103%	12,000		12,000	600%
	Should closely match Revenue 33400										
320	Telephone	856	877	822	528	900	59%	900		900	100%
330	Training	1,460	3,000	2,675	3,641	8,000	46%	3,250		3,250	41%
332	State/Chief Conference		210			0	0%	250		250	*****%
333	Physicals	1,080	815	560		1,000	0%	1,000		1,000	100%
335	Mileage & Reimb Exp	61	573	14	10	300	3%	300		300	100%
350	Notices & Publication	62		119		100	0%	100		100	100%
360	Workers Comp Insurance	2,274		4,359	4,835	2,602	186%	3,500		3,500	135%
	'12 should have been \$2,550 (accidently coded as Work Comp, not insurance)										
361	Liability Insurance	432	3,913	6,360	2,582	4,327	60%	4,500		4,500	104%
381	Electric	2,228	1,775	1,923	1,382	2,100	66%	2,250		2,250	107%
382	Heating Gas	1,374	929	1,392	1,320	1,000	132%	1,750		1,750	175%
383	Garbage	354	361	320	185	500	37%	500		500	100%
400	Repair/Maint-Contractual	1,581				0	0%			0	0%
401	Truck Repairs	1,121	4,141	1,792	1,909	2,400	80%	3,000		3,000	125%
430	Miscellaneous		3,225	1,639	4	1,000	0%	1,000		1,000	100%
431	Permits/License	6				0	0%			0	0%
433	Dues	441	307	309	40	288	14%	400		400	139%
450	Sales Tax	27	13	126		0	0%			0	0%
550	Motor Vehicles	13,368				0	0%			0	0%
560	Furniture and Fixtures	1,187				0	0%			0	0%

08/20/14  
13:23:30

CITY OF FREEPORT  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2015

Report ID: B240B

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2011	2012	2013	2014	Budget	Exp.	Budget	Changes	Budget	Budget
		2011	2012	2013	2014	2014	2014	15	15	15	15
580	Other Equipment	64	10,552	243		0	0%	1,500		1,500	*****
	Includes new radio purchases, etc.										
700	Transfers	3,394	3,394	3,500	3,500	3,500	100%	3,500		3,500	100%
	Paid to City for administration/staff time										
720	Operating Transfers		1,250			0	0%			0	0%
	Account:	80,283	106,663	110,442	30,689	88,385	35%	103,175	0	103,175	117%
43225	Water										
433	Dues	339				0	0%			0	0%
	Account:	339				0	***%	0	0	0	0%
49240	Insurance										
361	Liability Insurance	3,318				0	0%			0	0%
	Account:	3,318				0	***%	0	0	0	0%
	Fund:	84,060	106,663	110,442	30,689	88,385	35%	103,175	0	103,175	117%



08/20/14  
13:22:37

CITY OF FREEPORT  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2015

Report ID: B250B

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2011	2012	2013	2014	Budget	Rec.	Budget	Change	Budget	Budget
	2011	2012	2013	2014	2014	2014	15	15	15	15
225 AFSA Fund										
33400 State Grants & Aid/PERA										
33400 State Grants & Aid/PERA		11,620	16,478		0	0%	12,000		12,000	*****
See Expenditure 315 (Aid 2%)										
Group:		11,620	16,478		0	0%	12,000	0	12,000	*****
33600 Grants & Aids from Local Government										
33630 Grants & Aids from Other			3,500		0	0%			0	0%
Group:			3,500		0	0%	0	0	0	0%
34200 Public Safety										
34202 Fire Contract	61,789	61,789	96,273	81,705	106,000	77%	132,103		132,103	124%
Expenditures + Setasides (aka 'sinking funds') - All Other Revenues										
34203 Fire Revenues	221	4,762	2,893	34,116	250	***%	250		250	100%
34205 Rescue Revenues	5,229	7,060	4,895	4,610	5,250	88%	5,250		5,250	100%
Approximate 3-yr average										
Group:	67,239	73,611	104,061	120,431	111,500	108%	137,603	0	137,603	123%
36200 Miscellaneous Revenues										
36200 Miscellaneous Revenues	330		3,614	1,890	1,000	189%	1,000		1,000	100%
36210 Interest Earnings					2,500	0%	1,500		1,500	60%
Projected \$300,000 balance @ .5% interest rate										
36230 Donations - Private	11,650	1,375	11,800	2,830	11,650	24%	1,500		1,500	12%
\$10,000 Albanytel grant received in '13; no grants budgeted for '14										
36280 Sale of Equipment	6,000				0	0%			0	0%
Group:	17,980	1,375	15,414	4,720	15,150	31%	4,000	0	4,000	26%
39400 Transfer from General										
39400 Transfer from General	29,211	29,211			0	0%			0	0%
Now using 34202										
Group:	29,211	29,211			0	0%	0	0	0	0%
39900 Miscellaneous Income										
39900 Miscellaneous Income	830	705			0	0%			0	0%
Now using 36200										
Group:	830	705			0	0%	0	0	0	0%
Fund:	115,260	116,522	139,453	125,151	126,650	99%	153,603	0	153,603	121%

CITY OF FREEPORT  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2015

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2011	2012	2013	2014	Budget	Exp.	Budget	Changes	Budget	Budget
-----											
265 TIF Swany White											
46508 TIF District Swany											
640	TIF Payment				1,445	0	***%	3,000		3,000	*****%
	Account:				1,445	0	***%	3,000	0	3,000	*****%
	Fund:				1,445	0	***%	3,000	0	3,000	*****%
-----											
300 EDA											
46500 EDA Operations											
200	Postage		96			0	0%			0	0%
210	Operating Supplies	304	616	333	87	800	11%	800		800	100%
300	Professional Services	100	10,198			0	0%			0	0%
302	Legal Consulting	5,198	3,750	1,396		2,000	0%	2,000		2,000	100%
303	Engineering		657	3,850		0	0%			0	0%
335	Mileage & Reimb Exp	126	50	55	22	100	22%	100		100	100%
350	Notices & Publication		117			0	0%			0	0%
360	Workers Comp Insurance	32			42	50	84%	50		50	100%
429	County Recording Fees	46	34			50	0%	50		50	100%
430	Miscellaneous		1,074	1,130	186	2,000	9%	2,000		2,000	100%
510	Capital Expenditures		136,506			0	0%			0	0%
700	Transfers	5,000	5,000	11,412	5,000	5,000	100%	5,000		5,000	100%
	Account:	10,806	158,098	18,176	5,337	10,000	53%	10,000	0	10,000	100%
-----											
48100 Industrial Park											
410	Rentals	1,811				0	0%			0	0%
	Account:	1,811				0	***%	0	0	0	0%
-----											
49000 Miscellaneous											
430	Miscellaneous	96				0	0%			0	0%
	Account:	96				0	***%	0	0	0	0%
-----											
	Fund:	12,713	158,098	18,176	5,337	10,000	53%	10,000	0	10,000	100%
-----											
315 Bonds, 2002 (EDA/Industrial Park)											
47000 Debt Service											
600	Bond Principal		35,000	35,000	35,000	35,000	100%	28,912		28,912	83%
610	Bond Interest		5,006	3,501	1,374	1,996	69%	622		622	31%
	Account:		40,006	38,501	36,374	36,996	98%	29,534	0	29,534	80%
	Fund:		40,006	38,501	36,374	36,996	98%	29,534	0	29,534	80%
-----											

CITY OF FREEPORT  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2015

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2011	2012	2013	2014	Budget	Exp.	Budget	Changes	Budget	Budget
-----											
320 Bonds, 2003 (3rd St NE, 7th St SW, 7th St SE Improvements)											
47000 Debt Service											
600	Bond Principal		55,000	55,000	60,000	60,000	100%			0	0%
610	Bond Interest		6,241	3,903	1,972	1,350	146%			0	0%
620	Fiscal Agents Fees		431	431		431	0%			0	0%
	Account:		61,672	59,334	61,972	61,781	100%	0	0	0	0%
	Fund:		61,672	59,334	61,972	61,781	100%	0	0	0	0%
-----											
325 Bonds, 2005 (Main St Improvements)											
47000 Debt Service											
600	Bond Principal		85,000	90,000	95,000	95,000	100%	95,000		95,000	100%
610	Bond Interest		41,935	46,777	41,885	49,035	85%	16,418		16,418	33%
620	Fiscal Agents Fees		403	403	425	403	105%			0	0%
650	Bond Issuance Costs			25,930		0	0%			0	0%
	Account:		127,338	163,110	137,310	144,438	95%	111,418	0	111,418	77%
	Fund:		127,338	163,110	137,310	144,438	95%	111,418	0	111,418	77%
-----											
326 Bonds, 2013 (Runding of Main St Improvements)											
47000 Debt Service											
610	Bond Interest					0	0%	7,150		7,150	*****%
	Account:					0	***%	7,150	0	7,150	*****%
	Fund:					0	0%	7,150	0	7,150	*****%
-----											
330 Bonds, 2006 (Industrial Park)											
47000 Debt Service											
350	Notices & Publication		12			0	0%			0	0%
600	Bond Principal			120,000	1,255,000	130,000	965%	135,000		135,000	104%
610	Bond Interest		78,639	86,478	41,979	44,949	93%	2,970		2,970	7%
620	Fiscal Agents Fees		930	450		450	0%			0	0%
650	Bond Issuance Costs		39,345			0	0%			0	0%
680	Payment to Bond Escrow					1,125,000	0%			0	0%
700	Transfers				10,359	10,359	100%			0	0%
	Account:		118,926	206,928	1,307,338	1,310,758	100%	137,970	0	137,970	11%
	Fund:		118,926	206,928	1,307,338	1,310,758	100%	137,970	0	137,970	11%
-----											

CITY OF FREEPORT  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2015

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2011	2012	2013	2014	Budget	Exp.	Budget	Changes	Budget	Budget
-----											
331 Bonds, 2012 (Refunding of Industrial Park)											
47000 Debt Service											
600	Bond Principal					0	0%	20,000		20,000	*****%
610	Bond Interest				10,854	10,359	105%	20,603		20,603	199%
	Account:				10,854	10,359	105%	40,603	0	40,603	392%
	Fund:				10,854	10,359	105%	40,603	0	40,603	392%
											%
Grand Total:		12,713	506,040	486,049	1,560,630	1,574,332		339,675	0	339,675	

CITY OF FREEPORT  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2015

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2011	2012	2013	2014	Budget	Rec.	Budget	Change	Budget	Budget
-----										
265 TIF Swany White										
31100 Bond Levy										
31150 Tax Increments				1,445	0	***%	3,000		3,000	*****%
Group:				1,445	0	***%	3,000	0	3,000	*****%
Fund:				1,445	0	***%	3,000	0	3,000	*****%
300 EDA										
31000 General Property Taxes										
31000 General Property Taxes	9,229	10,020	10,002	5,356	10,000	54%	10,000		10,000	100%
Group:	9,229	10,020	10,002	5,356	10,000	54%	10,000	0	10,000	100%
33400 State Grants & Aid/PERA										
33402 HACA (Homestead Credit)	466				0	0%			0	0%
Group:	466				0	0%	0	0	0	0%
36200 Miscellaneous Revenues										
36200 Miscellaneous Revenues	94,460	3,500			0	0%			0	0%
36220 Rents and Royalties					1,850	0%			0	0%
36290 Sale Land/Property		34,992	6,412		0	0%			0	0%
Group:	94,460	38,492	6,412		1,850	0%	0	0	0	0%
Fund:	104,155	48,512	16,414	5,356	11,850	45%	10,000	0	10,000	84%
315 Bonds, 2002 (EDA/Industrial Park)										
31000 General Property Taxes										
31000 General Property Taxes				6,636	12,500	53%	12,500		12,500	100%
Group:				6,636	12,500	53%	12,500	0	12,500	100%
36100 Special Assessments										
36100 Special Assessments		9,467	9,467		0	0%			0	0%
Group:		9,467	9,467		0	0%	0	0	0	0%
36200 Miscellaneous Revenues										
36210 Interest Earnings		708			154	0%	50		50	32%
Group:		708			154	0%	50	0	50	32%

CITY OF FREEPORT  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2015

Account	Actuals				Current	%	Prelim.	Budget	Final	%
	2011	2012	2013	2014	Budget	Rec.	Budget	Change	Budget	Old
	-----				-----	-----	-----	-----	-----	-----
Fund:		10,175	9,467	6,636	12,654	52%	12,550	0	12,550	99%
320 Bonds, 2003 (3rd St NE, 7th St SW, 7th St SE Improvements)										
31000 General Property Taxes										
31000 General Property Taxes		49,803	51,046	27,819	52,000	53%	_____	_____	0	0%
Group:		49,803	51,046	27,819	52,000	53%	0	0	0	0%
36100 Special Assessments										
36100 Special Assessments		12,285	10,439	549	0	***%	_____	_____	0	0%
Group:		12,285	10,439	549	0	***%	0	0	0	0%
36200 Miscellaneous Revenues										
36210 Interest Earnings		71			0	0%	_____	_____	0	0%
Group:		71			0	0%	0	0	0	0%
Fund:		62,159	61,485	28,368	52,000	55%	0	0	0	0%
325 Bonds, 2005 (Main St Improvements)										
31000 General Property Taxes										
31000 General Property Taxes		43,705	65,730	52,344	98,000	53%	80,000	_____	80,000	81%
Group:		43,705	65,730	52,344	98,000	53%	80,000	0	80,000	81%
36100 Special Assessments										
36100 Special Assessments		8,304	12,669	3,694	8,603	43%	8,281	_____	8,281	96%
Group:		8,304	12,669	3,694	8,603	43%	8,281	0	8,281	96%
36200 Miscellaneous Revenues										
36210 Interest Earnings		2,315	1,474	794	4,350	18%	2,124	_____	2,124	48%
36230 Donations - Private		10,000	10,000	10,000	10,000	100%	_____	_____	0	0%
Group:		12,315	11,474	10,794	14,350	75%	2,124	0	2,124	14%
39300										
39310 Bond Proceeds			715,000		0	0%	_____	_____	0	0%
39320 Bond Premium			10,540		0	0%	_____	_____	0	0%
Group:			725,540		0	0%	0	0	0	0%
Fund:		64,324	815,413	66,832	120,953	55%	90,405	0	90,405	74%



CITY OF FREEPORT  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2015

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2011	2012	2013	2014	Budget	Rec.	Budget	Change	Budget	Budget
-----										
326 Bonds, 2013 (Runding of Main St Improvements)										
36200 Miscellaneous Revenues										
36210 Interest Earnings					0	0%	377		377	*****%
Group:					0	0%	377	0	377	*****%
Fund:					0	0%	377	0	377	*****%
330 Bonds, 2006 (Industrial Park)										
36100 Special Assessments										
36100 Special Assessments			37,750		0	0%			0	0%
Group:			37,750		0	0%	0	0	0	0%
36200 Miscellaneous Revenues										
36210 Interest Earnings		9,659	2,174	1,076	5,603	19%	1,281		1,281	22%
Group:		9,659	2,174	1,076	5,603	19%	1,281	0	1,281	22%
39200 Transfer from other funds										
39200 Transfer from other funds		147,776	6,412		0	0%			0	0%
Group:		147,776	6,412		0	0%	0	0	0	0%
39300										
39310 Bond Proceeds		1,200,000			0	0%			0	0%
Group:		1,200,000			0	0%	0	0	0	0%
Fund:		1,357,435	46,336	1,076	5,603	19%	1,281	0	1,281	22%
331 Bonds, 2012 (Refunding of Industrial Park)										
31000 General Property Taxes										
31000 General Property Taxes					0	0%	75,000		75,000	*****%
Group:					0	0%	75,000	0	75,000	*****%
36200 Miscellaneous Revenues										
36210 Interest Earnings					0	0%	1,015		1,015	*****%
Group:					0	0%	1,015	0	1,015	*****%

CITY OF FREEPORT  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2015

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2011	2012	2013	2014	Budget	Rec.	Budget	Change	Budget	Budget
-----										
331 Bonds, 2012 (Refunding of Industrial Park)										
39200 Transfer from other funds										
39200 Transfer from other funds				10,359	10,359	100%			0	0%
Group:				10,359	10,359	100%	0	0	0	0%
Fund:				10,359	10,359	100%	76,015	0	76,015	733%
Grand Total:	104,155	1,542,605	949,115	120,072	213,419		193,628	0	193,628	

CITY OF FREEPORT  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2015

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		2011	2012	2013	2014	Budget	Exp.	Budget	Changes	Budget	Budget
-----											
601 Water											
43225 Water											
200	Postage	534	733	944	387	1,000	39%	600		600	60%
210	Operating Supplies	4,681	683	1,325	980	2,000	49%	1,000		1,000	50%
220	Repair & Maint. Supplies	1,479	646	105	196	1,000	20%	250		250	25%
300	Professional Services	817	533	156	4,165	8,500	49%	500		500	6%
302	Legal Consulting		194			500	0%			0	0%
303	Engineering					500	0%			0	0%
311	Outside Maintenance	1,064		397		1,000	0%	500		500	50%
320	Telephone	262	214	216	151	500	30%	300		300	60%
330	Training	80	90	90	20	200	10%	200		200	100%
335	Mileage & Reimb Exp		7			0	0%			0	0%
350	Notices & Publication	371	286	726	404	500	81%	500		500	100%
361	Liability Insurance	914	1,033	1,875	806	1,550	52%	1,550		1,550	100%
381	Electric	3,909	4,054	7,159	3,988	4,750	84%	4,750		4,750	100%
382	Heating Gas					500	0%			0	0%
430	Miscellaneous	126		3,750	298	250	119%	250		250	100%
431	Permits/License	1,839	2,141	2,123	1,628	2,250	72%	2,250		2,250	100%
433	Dues	235	899	986	260	500	52%	1,000		1,000	200%
	MRWA (\$260), Black Mountain (\$725), Misc (\$15)										
440	Chemical Purificaion	535	3,657	4,539	2,417	4,000	60%	4,000		4,000	100%
450	Sales Tax	1,032	1,452	2,601	1,032	0	***%	2,000		2,000	*****%
	for water sold to commercial customers										
460	Lab Testing	1,137	827	713	257	750	34%	750		750	100%
600	Bond Principal					33,000	0%	34,000		34,000	103%
	2012 Bond (\$24,000), 2013A Bond (10,000)										
610	Bond Interest					35,130	0%	34,470		34,470	98%
	2012 Bond (\$26,580), 2013A Bond (\$7,890)										
700	Transfers	35,000	35,000	35,000	40,000	40,000	100%	40,000		40,000	100%
	Account:	54,015	52,449	62,705	56,989	138,380	41%	128,870	0	128,870	93%
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	62,705	56,989	138,380	41%	128,870	0	128,870	93%
											%
	Grand Total:	54,015	52,506	62,705	56,989	138,380		128,870	0	128,870	

CITY OF FREEPORT  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2015

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2011	2012	2013	2014	Budget	Rec.	Budget	Change	Budget	Budget
-----										
601 Water										
31300 General Sales and Use Tax										
31300 General Sales and Use Tax		949	2,551	1,098	0	***%	2,000	_____	2,000	*****%
Group:		949	2,551	1,098	0	***%	2,000	0	2,000	*****%
34000 Charges for Services										
34000 Charges for Services	68,885	151,756	144,121	96,346	160,000	60%	124,000	_____	124,000	77%
34050 Hook-up fee			1,200		1,200	0%	1,200	_____	1,200	100%
Group:	68,885	151,756	145,321	96,346	161,200	60%	125,200	0	125,200	77%
36100 Special Assessments										
36100 Special Assessments	106	1,259	10,409	410	24,500	2%	_____	_____	0	0%
Group:	106	1,259	10,409	410	24,500	2%	0	0	0	0%
36200 Miscellaneous Revenues										
36280 Sale of Equipment	1,040	450	700	100	0	***%	_____	_____	0	0%
Group:	1,040	450	700	100	0	***%	0	0	0	0%
Fund:	70,031	154,414	158,981	97,954	185,700	53%	127,200	0	127,200	68%
Grand Total:	70,031	154,414	158,981	97,954	185,700		127,200	0	127,200	

08/20/14  
13:30:31

CITY OF FREEPORT  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2015

Report ID: B240B

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		2011	2012	2013	2014	Budget	Exp.	Budget	Changes	Budget	Budget
		2011	2012	2013	2014	2014	2014	15	15	15	15
-----											
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			20	0	***%			0	0%
	Account:	19			20	0	***%	0	0	0	0%
43250 Sewage Collection and Disposal											
200	Postage	446	723	862	348	900	39%	600		600	67%
210	Operating Supplies	307	269	652	117	2,500	5%	500		500	20%
215	Gas & Oil	51				100	0%	100		100	100%
220	Repair & Maint. Supplies	2,656				2,000	0%			0	0%
300	Professional Services	2,331	382	2,020	2,769	250	***%	800		800	320%
302	Legal Consulting		194			500	0%			0	0%
303	Engineering	401		214		0	0%			0	0%
310	Contractor	8,304				0	0%			0	0%
311	Outside Maintenance	1,370	203	3,934		3,500	0%	3,500		3,500	100%
320	Telephone	243	214	216	131	800	16%	250		250	31%
330	Training			762		200	0%	200		200	100%
335	Mileage & Reimb Exp		7	170		200	0%	200		200	100%
350	Notices & Publication			355		0	0%	300		300	****%
361	Liability Insurance	4,561	328	1,963	1,403	750	187%	1,410		1,410	188%
381	Electric	790	694	875	623	2,000	31%	750		750	38%
430	Miscellaneous	126		63		0	0%			0	0%
431	Permits/License	768	23			400	0%			0	0%
433	Dues	339	639	727		100	0%			0	0%
440	Chemical Purificaion	778				0	0%			0	0%
450	Sales Tax	10				0	0%			0	0%
460	Lab Testing	485	161	81	355	500	71%	425		425	85%
600	Bond Principal	20,000				20,000	0%	25,000		25,000	125%
	2005 Bond (refunding \$410,000)										
610	Bond Interest	6,921		14,468	13,293	11,043	120%	7,572		7,572	69%
	2005 GO (\$5,322), 2013 GO (\$2,250)										
650	Bond Issuance Costs			5,593		0	0%			0	0%
700	Transfers	35,000	35,000	35,000	40,000	40,000	100%	40,000		40,000	100%
	Account:	85,887	38,837	67,955	59,039	85,743	69%	81,607	0	81,607	95%
	Fund:	86,526	38,837	67,955	59,059	85,743	69%	81,607	0	81,607	95%
%											

08/20/14  
13:29:35

CITY OF FREEPORT  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2015

Report ID: B250B

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2011	2012	2013	2014	Budget	Rec.	Budget	Change	Budget	Budget
-----										
602 Waste Water										
34000 Charges for Services										
34000 Charges for Services	73,740	87,730	71,127	47,233	85,000	56%	80,500		80,500	94%
34050 Hook-up fee			1,200		1,200	0%	1,200		1,200	100%
Group:	73,740	87,730	72,327	47,233	86,200	55%	81,700	0	81,700	94%
36100 Special Assessments										
36100 Special Assessments	106	1,259	430	410	0	***%			0	0%
Group:	106	1,259	430	410	0	***%	0	0	0	0%
36200 Miscellaneous Revenues										
36210 Interest Earnings			412	259	0	***%			0	0%
Group:			412	259	0	***%	0	0	0	0%
Fund:	73,846	88,989	73,169	47,902	86,200	56%	81,700	0	81,700	94%



**CITY OF FREEPORT**

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

**RESOLUTION 2014-023**

**A RESOLUTION ADOPTING PROPOSED 2015 BUDGET AND ORDERING CERTIFICATION OF PROPOSED 2015 TAX LEVY TO COUNTY AUDITOR**

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, 2014; 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 2015 and has attached such proposed budget in Appendix A; and

THEREFORE; The Freeport City Council has determined that the 2015 proposed tax levy shall be set, and directs the City Clerk to notify the Stearns County Auditor of this proposed levy amounts:

General Fund Levy	\$225,000
EDA Levy	\$ 10,000
2002 Bonds Levy	\$ 12,500
2005 Bonds Levy	\$ 80,000
<u>2012 Refunding Bonds Levy</u>	<u>\$ 70,000</u>
Total Tax Levy	\$397,500

FURTHERMORE; The City Council hereby sets October 28, 2014 as the public hearing date for comment on the 2015 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 26<sup>TH</sup> DAY OF AUGUST, 2014

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

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

ATTEST:

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

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



# Memo

From: Mason Schirmer, Clerk-Treasurer  
To: Freeport City Council  
Date: August 21, 2014  
Re: Request from Carr's Tree Service

Last winter, Carr's Tree Service purchased an Industrial Park on 4<sup>th</sup> Ave SW.

Upon the property to the east of Carr's lot, is a private gravel road. When purchasing the lot, Carr's Tree Service was under the impression the gravel road was an unfinished city road; thus, the lot was developed with that in mind.

Now that they are aware that the gravel road is privately owned, changes will need to be made at their lot to so as to provide enough vehicle turn-around space. To help create the needed space, and to help eliminate future confusion on how to enter their lot (by delivery, waste and recycling, and utility companies), Carr's would like to have 28' of the existing curb replaced with drive-over curb (approximately 12'-13' would be left as-is leading up to the property line)

The estimated cost of the project is \$1,200.

Carr's Tree Service is asking the city to pay for 100% of the cost of the improvement (the percentage is negotiable).

