



## **CITY OF FREEPORT**

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

**September 26, 2017 - Regular Meeting Agenda**  
Freeport City Hall - 7:00 pm

### Call to Order

- I. Approve Agenda
- II. Open Public Forum
- III. Consent Agenda
  - a. August 29<sup>th</sup> Meeting Minutes (1-3)
  - b. September 5<sup>th</sup> Special Meeting Minutes (4)
  - c. Sheriff's Report (5)
  - d. Claims 2884 - 2906 (6-11)
- IV. Reports
  - a. Clerk Report (12)
  - b. Deputy Treasurer Report (N/A)
  - c. Public Works Report (13-15)
  - d. Engineer Report (16)
  - e. Attorney Report (17)
  - f. Fire Department Report (18)
- V. Old Business
  - a. Sacred Heart Parish (19-20)
  - b. 2018 Preliminary Budget (21-44)
  - c. Maintenance Assistant (45)
  - d. Welle Addition (46-48)
- VI. New Business
  - a. Matt Imdieke – Curb Application (49-52)
- VII. Adjourn

*Next meeting: October 31, 2017*



## **CITY OF FREEPORT**

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### **August 29, 2017 – Meeting Minutes**

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

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

Others in attendance:

Karl Oevermann (1004 3<sup>rd</sup> Ave SE)

Joe Hennen (118 3<sup>rd</sup> St NE)

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

Stephanie Hennen (303 3<sup>rd</sup> St SE)

Phil Osendorf (124 2<sup>nd</sup> St NE)

### **Approve Agenda**

Ettle moved to approve the agenda seconded by T. Hennen. Motion carried 5-0.

### **Albany Mutual Telephone Presentation of Donation**

Joe Hennen acted as representative for the Albany Mutual Telephone Foundation by presenting the Fire Department with a check for \$10,000 to put towards the new pumper truck.

### **Open Public Forum**

No comment was given.

### **Consent Agenda**

Eveslage moved seconded by Renneker to approve the consent agenda. Motion carried 5-0.

### **Reports**

#### Clerk Report

Council agreed to have a budget meeting on Tuesday, September 5<sup>th</sup> at 7pm and they council also stated an update on the parish discussion would be had.

Council also agreed to move the regular December meeting to the 19<sup>th</sup>.

#### Deputy Treasurer Report

Ettle moved to pay the Sauk River Watershed District additional assessment in a lump sum, seconded by T. Hennen. Motion carried 5-0.

#### Public Works Report

Council asked if the maintenance position should be posted instead of just hiring Jim Notch. Dymoke agreed it would be in the best interest to post the position like normal.

### Engineer Report

Blommel explained to re-tar the turnaround back to the way it was behind the school gym would cost \$3,500. Kotzer had included the mobilization in the first pavement price in the previous quote and will charge \$500 to remove the small amount of black dirt in preparation for paving. Total estimate is \$3,500.

### Attorney Report

Dymoke explained that he, Atkinson and T. Hennen attended a meeting with parish representatives after the July meeting to discuss items the parish was concerned about.

### Fire Department Report

T. Hennen moved to approve getting the A/C fixed in the rescue rig, seconded by Eveslage. Motion carried 5-0.

Gilk stated that Dean Jungles and Bryan Scherping resigned from the department since both moved out of town. They are going to slowly begin looking for members to fill those positions.

Gilk stated that a committee was established to put together the mass letter asking for donations for the new pumper truck.

### **Old Business**

#### Sacred Heart Parish

Atkinson asked if the Parish had seen the list of items that were included in the agenda. A. Hennen stated yes, the list in the agenda was the list from the parish and the parish had been given a copy of the agenda. Atkinson went item by item. Council agreed they would get a price from Roering to install a light by the lift station. They asked Loren to get pricing on "No Parking" and "Dead End" signs. Council stated they wanted to make sure the hours on the sign for the park were in line with the city's curfew hours. Council stated that the parish should approve what's on the sign before it is ordered. The parish was most concerned about getting "hours" on the sign for the park. Council requested an update on these items at the Special Budget meeting scheduled for September 5<sup>th</sup>.

Ettle moved to approve the repaving of the turnaround, seconded by Eveslage. Motion carried 5-0.

### **New Business**

#### Phil Osendorf

Osendorf began and stated that the emails he received were very rude. He explained that he had a tree go down in his yard and was working on splitting and cutting it up. Osendorf said he has been working hard on it and good progress had been made. Osendorf stated that he was unaware he was in any violation until he received the email. Eveslage stated that he didn't think the email was condescending. Osendorf stated he didn't say condescending. Osendorf stated that because he is the "property nazi" that he should be targeted. Osendorf stated that he just points out properties in town to the city and if the city chooses not to do anything that is up to them. Atkinson asked what his plan was with the tree. Osendorf stated it was a work in progress. Atkinson stated people had talked to him about it while he was eating at the Corner Bar. Osendorf stated that sounded like a lot of bar talk, which Atkinson agreed to, but they pay taxes too, which Osendorf replied that he also does. Atkinson asked how long ago the tree came down; Osendorf replied that it had been six weeks between the tree coming down and receiving the email. Atkinson explained that sometimes, because of your position you have to go above and beyond what might need to be done. For example he explained that he got a permit for a gate that might not have needed a permit, but he wanted to make sure he was doing things correctly. Osendorf asked what was happening with the other nuisance properties in town. Atkinson stated the council was not there to discuss other properties, but only his tree.

### Karl Oevermann

A. Hennen explained that Oevermann has located his property pins, but does not have a property survey and Oevermann is wondering if council would allow him to put his proposed fence on the property line without having a survey. T. Hennen stated that if he can physically show Loren where his pins are that he would be adequate enough for him. Blommel stated he can get a signed plat which would also be enough for what the city was looking for. A. Hennen told Oevermann that Loren would come look at his pins and that he should stop in so they can get a permit application put together.

Oevermann also asked about getting a crosswalk put in crossing County Rd. 11 to the Coffee and Cone ice cream shop. Oevermann stated that it's a busy area and it's hard to see oncoming cars. Blommel stated that they tried to get a crosswalk put in the time the road was redone but the county didn't want to because of the way the overpass is doesn't allow for enough site and time for a vehicle to stop for a crosswalk. The county didn't want to give pedestrians a false feeling of safety since the county cannot promise a safe crosswalk in that area. Blommel said he would ask the county about it again.

#### Welle Acres

Atkinson explained that Dave Welle expressed concern for the upkeep of the undeveloped Welle 3 addition. There are trees beginning to grow where the road dirt work had been done and doesn't want to see those improvements ruined from overgrowth. T. Hennen moved to send a letter to Kent Roeseller about maintaining the property and removing the overgrowth, seconded by Eveslage. Motion carried 5-0.

#### **Adjourn**

Atkinson moved to adjourn, seconded by Renneker. Motion carried 5-0.

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Mayor, Rodney Atkinson

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City Clerk-Treasurer, Adrianna Hennen



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### **September 5, 2017 – Meeting Minutes**

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

Staff in attendance: Clerk-Treasurer Adrianna Hennen, Deputy Treasurer Joan Wall, and Public Works Director Loren Goebel

Others in attendance:

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

#### **Sacred Heart Parish Update**

Council directed A. Hennen to send the potential sign contents to the Parish for their input. Council also decided to remove “No children under 5 years of age without a parent” from the sign. Council agreed they will make decisions about the other items at the regular September meeting.

#### **2018 Budget**

Budget items the council addressed:

- Budgeting money for 2018 newly elected official training.
- Removing \$2,000 from the budget dedicated for purchasing road salt.
- Budgeting \$1.00/hour raises for employees.
- Budgeting \$72,000 towards the street improvement fund.
- Budgeting \$30,000 toward new main street lights.
- Discussion was had regarding starting a preservation fund for the old water tower.
- Council wants to know when the end date for the Swany Tiff ends.
- Keeping an eye on water/sewer rates to make sure we are going to hit our targets or that may have to be reassessed.

#### **Adjourn**

Ettle moved to adjourn at 8:30, seconded by Renneker. Motion carried 5-0.

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Mayor, Rodney Atkinson

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City Clerk-Treasurer, Adrianna Hennen

# ***FREEPORT CALLS - AUGUST 2017***

<b>City</b>	<b>Date_Received</b>	<b>Call #</b>	<b>Description</b>	<b>Actual_Incid_Location</b>
FREEPORT	08/20/2017 22:54:46	17069692	AGENCY ASSIST	i04 // freeport
FREEPORT	08/14/2017 10:49:11	17067666	ATV COMPLAINT	
FREEPORT	08/16/2017 22:37:12	17068521	ATV COMPLAINT	
FREEPORT	08/30/2017 09:47:06	17072749	BURGLARY	
FREEPORT	08/30/2017 13:35:37	17072805	BURGLARY	
FREEPORT	08/30/2017 15:19:07	17072824	BURGLARY	
FREEPORT	08/30/2017 16:16:12	17072834	BURGLARY	
FREEPORT	08/21/2017 08:23:33	17069743	BUSINESS ASSIST	
FREEPORT	08/16/2017 09:44:14	17068312	CAR SERVICE	
FREEPORT	08/18/2017 06:47:18	17068873	DOG COMPLAINT/BARKING	
FREEPORT	08/17/2017 17:02:19	17068706	DRIVING COMPLAINT	
FREEPORT	08/09/2017 12:45:12	17066134	FIRE ALARM	
FREEPORT	08/19/2017 23:00:08	17069418	HAZARD	
FREEPORT	08/11/2017 08:30:40	17066684	HUMAN SERVICES REFERRA	
FREEPORT	08/18/2017 04:05:13	17068858	LOUD MUSIC	
FREEPORT	08/14/2017 21:34:39	17067819	MATTER OF INFORMATION	
FREEPORT	08/13/2017 21:06:35	17067569	MOTORIST ASSIST	
FREEPORT	08/17/2017 12:53:46	17068636	NO PAY CUSTOMER	
FREEPORT	08/23/2017 11:43:19	17070432	NO PAY CUSTOMER	
FREEPORT	08/15/2017 13:57:19	17068016	PAPER SERVICE	
FREEPORT	08/15/2017 13:57:19	17068017	PAPER SERVICE	
FREEPORT	08/15/2017 13:57:19	17068018	PAPER SERVICE	
FREEPORT	08/15/2017 13:57:20	17068019	PAPER SERVICE	
FREEPORT	08/15/2017 14:05:12	17068022	PAPER SERVICE	
FREEPORT	08/28/2017 13:44:36	17072137	PROPERTY DAMAGE	
FREEPORT	08/31/2017 05:03:06	17073017	SPEED TRAILER	
FREEPORT	08/07/2017 07:36:55	17065550	SPEED TRAILER	
FREEPORT	08/29/2017 03:13:15	17072330	SUSPICIOUS VEHICLE	
FREEPORT	08/07/2017 17:39:14	17065687	TRAFFIC STOP	
FREEPORT	08/11/2017 06:42:48	17066677	TRAFFIC STOP	
FREEPORT	08/02/2017 11:21:42	17064285	TRAFFIC STOP	
FREEPORT	08/04/2017 22:58:31	17064968	TRAFFIC STOP	
FREEPORT	08/05/2017 23:04:05	17065258	TRAFFIC STOP	
FREEPORT	08/06/2017 17:29:30	17065420	TRAFFIC STOP	
FREEPORT	08/07/2017 04:37:38	17065540	TRAFFIC STOP	
FREEPORT	08/13/2017 22:25:39	17067582	TRAFFIC STOP	
FREEPORT	08/14/2017 03:20:14	17067621	TRAFFIC STOP	
FREEPORT	08/24/2017 23:18:56	17070980	TRAFFIC STOP	
FREEPORT	08/25/2017 20:18:19	17071227	TRAFFIC STOP	
FREEPORT	08/26/2017 09:53:29	17071428	TRAFFIC STOP	
FREEPORT	08/26/2017 23:06:57	17071692	TRAFFIC STOP	
FREEPORT	08/20/2017 06:54:56	17069523	TRAFFIC STOP	
FREEPORT	08/22/2017 21:34:22	17070250	TRAFFIC STOP	
FREEPORT	08/14/2017 22:58:44	17067842	TRAFFIC STOP	
FREEPORT	08/01/2017 02:18:22	17063934	TRAINING	

09/19/17  
11:11:49

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 9/17

Page: 1 of 2  
Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2884		15 ALBANY MUTUAL TELEPHONE	245.61					
	10285372	09/01/17 836-2411/2413	74.35*			225 42200	320	10100
	10285750	09/01/17 836-7158	39.89			101 41000	320	10100
	10285532	09/01/17 836-2685	20.97			601 43225	320	10100
	10285532	09/01/17 836-2685	20.97			602 43250	320	10100
	10285236	09/01/17 836-2112	89.43			101 41000	320	10100
		Total for Vendor:	245.61					
2885		25 AMERIPRIDE LINEN & APPAREL	54.60					
	2200950881	08/18/17 Monthly rug service	54.60			101 41000	410	10100
		Total for Vendor:	54.60					
2886		70 CENTERPOINT ENERGY	37.28					
	08/22/17	Maintenance bldg	16.28			101 43100	382	10100
	08/22/17	Fire hall	21.00			225 42200	382	10100
		Total for Vendor:	37.28					
2887		76 CENTRAL MINNESOTA CREDIT UNION	843.65					
	08/31/17	USPS - utility billing postage	68.00			601 43225	200	10100
	08/31/17	USPS - utility billing postage	68.00			602 43250	200	10100
	08/31/17	Galls - quick response kits	483.16			225 42200	210	10100
		Using donation from St Rosa Lions						
	08/31/17	Rockwell - jack for water pump	39.49			101 43100	220	10100
	08/31/17	Imprinted blk leather shields	127.00			225 42200	210	10100
		Relief Assn will reimb						
	08/31/17	Jumbo fire safety erasers	57.00			225 42200	210	10100
		Relief Assn will reimb						
	08/31/17	Stearns County Beacon fees	1.00			101 41000	433	10100
		Total for Vendor:	843.65					
2888		145 FINKEN WATER SOLUTIONS	23.00					
	4686662	09/01/17 Water softener rental	15.00			101 41000	410	10100
	4686672	09/01/17 Maintenance water cooler	8.00			101 43100	410	10100
		Total for Vendor:	23.00					

09/19/17  
11:11:49

CITY OF FREEPORT  
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For the Accounting Period: 9/17

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Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2889		387 RAHNS OIL & PROPANE, INC	496.48					
	1615 08/31/17	Fire Dept fuel	24.18			225 42200	215	10100
	1615 08/31/17	Public Works fuel	469.52			101 43100	215	10100
	1615 08/31/17	Public Works supplies	2.78			101 43100	210	10100
		Total for Vendor:	496.48					
2890		510 VERIZON WIRELESS	58.82					
	9791982702 09/01/17	Cell phone - Sep	58.82			101 43100	320	10100
		Total for Vendor:	58.82					
2891		525 XCEL ENERGY	2,107.31					
	560505600 09/05/17	302188142	141.27			601 43225	381	10100
	560505600 09/05/17	302252262	73.61			101 43160	381	10100
	560505600 09/05/17	302290398	114.09			101 41000	381	10100
	560505600 09/05/17	302679657	68.79			101 43100	381	10100
	560505600 09/05/17	302700297	25.25			602 43250	381	10100
	560505600 09/05/17	302947044	149.14			601 43225	381	10100
	560505600 09/05/17	303193187	22.73			602 43250	381	10100
	560505600 09/05/17	303616049	114.24			225 42200	381	10100
	560505600 09/05/17	303936749	39.08			101 43160	381	10100
	560505600 09/05/17	303956738	390.56			101 43160	381	10100
	560505600 09/05/17	303963984	202.71			101 43160	381	10100
	560505600 09/05/17	303985901	31.73			101 43160	381	10100
	560505600 09/05/17	304083816	13.84			101 43160	381	10100
	560505600 09/05/17	304098414	19.41			602 43250	381	10100
	560518730 09/05/17	Street lights	700.86			101 43160	381	10100
		Total for Vendor:	2,107.31					
		# of Claims	8	Total:		3,866.75		



09/21/17  
09:46:17

CITY OF FREEPORT  
Claim Approval List  
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\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2892		84 CITI LITES, INC	94.50					
	55766 07/31/17	Mark streetlight wires	31.50			101 43160	300	10100
	55953 09/06/17	Mark streetlight wires	63.00			101 43160	300	10100
		Total for Vendor:	94.50					
2893		88 CITY OF MELROSE	141.99					
	Dfi b battery at church - getting reimbursed by Lions							
	1257 08/22/17	AED spare battery	141.99			225 42200	210	10100
		Total for Vendor:	141.99					
2894		107 DANNY'S DISPOSAL & RECYCLING,	164.66					
	09/01/17	Maintenance bldg	135.25			101 43100	383	10100
	09/01/17	Fire hall	29.41			225 42200	383	10100
		Total for Vendor:	164.66					
2895		123 DYMOKE LAW OFFICE, P.A.	494.50					
	09/01/17	Sacred Heart easements	310.50			101 41000	302	10100
	09/01/17	Hoeschen property	69.00			101 41000	302	10100
	09/01/17	City Council meeting	115.00			101 41000	302	10100
		Total for Vendor:	494.50					
2896		155 FREEPORT FARM CENTER, INC	202.24					
	98513 09/05/17	6 bolts, 527745	9.24*			101 45200	220	10100
	98513 09/05/17	Shaft, 526890	193.00*			101 45200	220	10100
		Total for Vendor:	202.24					
2897		174 GOPHER STATE ONE CALL, INC	12.15					
	7080382 08/31/17	9 email tickets (half)	6.08			601 43225	300	10100
	7080382 08/31/17	9 email tickets (half)	6.07*			602 43250	300	10100
		Total for Vendor:	12.15					
2898		199 HILTNER COMPANY, INC	1,213.85					
	2963 09/20/17	Truck #404 repairs/maint	483.94			225 42200	401	10100
	2964 09/20/17	Truck #407 repairs/maint	187.78			225 42200	401	10100
	2969 09/20/17	Truck #408 repairs/maint	542.13			225 42200	401	10100
		Total for Vendor:	1,213.85					

09/21/17  
09:46:17

CITY OF FREEPORT  
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For the Accounting Period: 9/17

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Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2899		219 JOANN TIMP	144.00					
	09/18/17	4 cleanings (8/28/17-9/18/17)	144.00			101 41000	300	10100
		Total for Vendor:	144.00					
2900		243 KOTZER EXCAVATING, INC	2,176.25					
		Cleaned out silt & slop out of ditch, hauled away, properly grade di tch to drain, haul in screened topsoil & final grade						
	3199 09/07/17	Skid loader	650.00*			101 43100	311	10100
	3199 09/07/17	Dump truck haul out silt	276.25*			101 43100	311	10100
	3199 09/07/17	Topsoil, 5 12-yard loads	1,250.00*			101 43100	311	10100
		Total for Vendor:	2,176.25					
2901		529 LOREN GOEBEL	197.89					
	3427 09/15/17	2 trailer tires	55.90			101 43100	220	10100
	3427 09/15/17	Oil for shop	42.99			101 43100	215	10100
	3427 09/15/17	Volt adapter fr cordless tools	99.00			101 43100	210	10100
		Total for Vendor:	197.89					
2902		309 MINNESOTA LIFE INSURANCE CO	3.70					
	09/14/17	Goebel	1.70			101 43000	131	10100
	09/14/17	Hennen	2.00			101 41400	131	10100
		Total for Vendor:	3.70					
2903		326 MN MAINTENANCE PLUS, LLC	11.00					
	5757 09/05/17	Pentagon meter wrench	11.00			601 43225	220	10100
		Total for Vendor:	11.00					
2907		418 SEH, INC	218.75					
	338304 09/15/17	Paving quote & memo	156.25			101 41000	300	10100
	338304 09/15/17	Zoning review	62.50			101 41000	300	10100
		Total for Vendor:	218.75					
2904		440 STEARNS CO AUDI TOR/TREASURER	30.90					
	2017-00055 09/13/17	Land Mgmt label fees	30.90			101 41000	350	10100
		Total for Vendor:	30.90					

09/21/17  
09:46:17

CITY OF FREEPORT  
Claim Approval List  
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\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/	Document \$/	Disc \$					Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account	
2905		463 TEAM LABORATORY CHEMICAL CORP	438.00						
		INV0008123 09/07/17 Terra Plus herbicide	425.00*			101 45200	220	10100	
		INV0008123 09/07/17 Freight	13.00*			101 45200	220	10100	
		Total for Vendor:	438.00						
2906		516 WEBER PRINTING	174.00						
		023554 09/06/17 2000 #10 envelopes - blue ink	174.00			101 41000	210	10100	
		Total for Vendor:	174.00						
		# of Claims	16	Total:	5,718.38				

09/20/17  
09:09:02

CITY OF FREEPORT  
Liability Check Detail

Page: 1 of 1  
Report ID: W120

Liability Check    19685 BLUE CROSS BLUE SHIELD    1243.15

Check #	Employee	Pay Date	Empl. Amount	Empr. Amount	Total Amount
-89042	Goebel, Loren C.	09/20/17	84.16	375.01	459.17
-89049	Goebel, Loren C.	09/06/17	84.16	375.00	459.16
-89041	Hennen, Adrianna M.	09/20/17	0.00	162.41	162.41
-89048	Hennen, Adrianna M.	09/06/17	0.00	162.41	162.41
Total Detail:		4	168.32	1074.83	1243.15

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 9/21/17

Re: Clerk Report

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It was noticed that October's meeting fall's on October 31<sup>st</sup>, Halloween. Wondering if council is okay with this or would you like to switch the date?

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 9/21/17

Re: Public Works Report

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Keith – Keith's Bait Wholesale has asked permission to trap leaches out of the City's ponds. Keith stated he would only go to the ponds when Loren is at the ponds. He doesn't want a key or anything like that.

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Loren got an estimate from Carr's Tree Service to maintain the storm holding pond in the Industrial Park and Carr's think it'll be about \$400-\$600 per year to maintain the area.

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Tom Ryan (1009 3<sup>rd</sup> Ave SE) has a curb stop in his driveway that rises and lowers with the season. When it get's above his driveway levels it's easy to catch on shovels, snow plows, etc. Tom is asking that the city purchase a curb stop protector. He would remove the tar around the curb stop to install the protector himself at no cost to the city.

Job Duty	Date	Initial
Well house, tower, pond checks, mowed lawn, got new tire put on zero turn did one blew out.	Tue 8/22/17	LG
	"	LG
Well house, tower, pond checks, turn sprinkler on at park, went over budget w/ Adri + Sam, check storm pond.	Wed 8/23/17	LG
	"	LG
Well house, tower, lift station, pond checks, water samples, mowed lawn, cleaned at bull park, lions park, garbages uptown, worked on curb stop on 10th street, put bugs in ponds + lift station	Thurs 8/24/17	LG
	"	LG
Well house, tower, pond checks, mowed lawn, worked on sprinkler system.	FRI 8/25/17	LG
	"	LG
Well house, tower, pond checks	SAT 8/26/17	LG
Well house, tower, pond checks	SUN 8/27/17	LG
Well house, tower, pond, lift station checks, water sampling, gopher-one calls, Filed paper work, weed trimmed, worked at shop	Mon 8/28/17	LG
	"	LG
Well house, tower, pond checks, shut off notices, curb stop locating mowed lawn. council	Tue 8/29/17	LG
	"	LG
Well house, tower, pond checks, prices for signs behind gym, Don R. did for light pole, sprayed weeds, Met with Jim Natch on Lions park sign.	Wed 8/30/17	LG
	"	LG
	"	LG
Well house, tower, lift station, pond checks, water sampling, bugs in pond + lift station degreasers in lift station #2, water meter readings mowed lawn	Thurs 8/31/17	LG
	"	LG
	"	LG/me
Well house, water tower, pond checks, Flushed hydrants, shut off notices	Fri 9/1/17	LG/me
	"	LG
Well house, tower, pond checks	9/2/17	LG
Well house, tower, pond checks	Sat 9/3/17	LG
Well house, tower, lift station, pond checks, water sampling "holiday"	Sun 9/4/17	LG
Well house, tower, pond checks, work on side cutter, worked on some curb stops, worked on sprinkler system at bull park + read meter <del>at Fairhall didn't read</del>	Tue 9/5/17	LG
	"	LG
Well house, tower, pond checks, Flushed sanitary behind <del>bank</del> bank/charlies + Cornet	Wed 9/6/17	LG/me
pub/Atkison, pulled weeds by pond, clean shop + truck	"	LG/me
Well house, tower, lift station, pond checks, water sampling, meter reading at Pavmans for past 120 days. mowed lawn	Thurs 9/7/17	LG
	"	LG/me
Well house, tower, pond checks, reports w/ Adri, garbages up town, cleaned lions park, clean shop	FRI 9/8/17	LG
	"	LG
Well house, tower, pond checks	SAT 9/9/17	LG









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## MEMORANDUM

TO: Freeport Mayor and City Council

FROM: Dave Blommel, PE

DATE: September 20, 2017

RE: Council Update  
SEH No. FREEP GEN COR 14.00

As requested, I spoke with Stearns County regarding the placement of an East \ West Crosswalk at the intersection of 3<sup>rd</sup> St South and County Road 11. Stearns County Assistant Engineer Jeff Miller reviewed the intersection for both street grade and the curve in the roadway at the intersection. Jeff was concerned about the lack of stopping distance following the vertical curve coming over the bridge (traveling north). He also was concerned with the proximity to the Interstate 94 on and off ramps.

Jeff noted there is already distractions for a driver at this intersection with the multiple access points, the curve, and the bridge. He and I share concerns that pedestrians be given the false sense of security of a painted crosswalk. While Jeff cannot official act on the County's behalf without a formal request, he noted that baring a significant changes, he would not expect a cross walk to be approved at that location.

Given my reservations about the location for a crosswalk, and the additional concerns brought forth by the County, it is my recommendation that the City not purse a formal crosswalk at the intersection of 3<sup>rd</sup> Street South and County Road 11.

I plan to attend your meeting on Tuesday if you have further questions regarding the crosswalk.

dwb

p:\fj\freep\common\\_ council mtg\2017\m council update 092017.docx

**Dymoke Law Office, P.A.**

300 Riverside Avenue NW

Melrose, Minnesota 56352

Telephone (320) 256-4205

Fax (320) 256-7201

September 20, 2017

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

BY ELECTRONIC MAIL

Re: Monthly Legal Report

Dear Ms. Hennen:

During the period from August 22, 2017 through September 19, 2017, we have not given significant attention any projects on behalf of the City of Freeport.

Respectfully submitted,  
Dymoke Law Office, P.A.

*Scott E. Dymoke*  
by Scott E. Dymoke

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 9/21/17

Re: Fire Department Report

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I asked Gilk to find out how Melrose and Albany go about sending out fire/rescue bills and getting paid for them. We have a hard time getting paid from accidents, especially one's that happen on the interstate and the victims are not from the area. I have also been getting an increase number of phone calls from the victims and insurance companies asking for "codes". We do not have codes so that can hinder the process from getting paid by insurance companies.

Gilk found out that Melrose's system will soon be adopted by Albany. Melrose, and soon Albany, have a billing agency take care of it. From what I understand, we send our run sheets to them that shows what we are billing. Then, the company puts together an official invoice and mails that to the victim. If the victim has any questions regarding anything, insurance included, the billing company takes care of it. Also, from what Gilk understood, that if the victim resides in MN and they don't pay their bill, this company has a way of receiving the payment via taxes. The company charges \$27.00 per bill (info receive from Albany). Even if the City ate that \$27.00 charge we would be money ahead if we started receiving more payments from the calls.

I really think this is something that Freeport should look into since we have and always have had a lot of outstanding fire/rescue bills.

---

Gilk is also wondering how the council felt about charging non area fire service residents more for rescue calls? Currently we charge \$15.00/hour per responder for calls. Gilk was thinking of charging \$20.00 only for people who did not live within the area fire service district.

# Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 9/21/17

Re: Sacred Heart Parish

Loren and I discovered that there already is a “Park Rules” sign at the North Side Park.



## Playground Rules

Do not use when wet

No running or pushing

Use equipment properly

Wear proper footwear

Do not use the play area without adult supervision



What we are proposing is that we replace this North Side Park sign because it is plastic and cracking and add “Park Hours: 7am-10pm”. When I spoke with the Parish their main concern is having park hours posted somewhere. I have Jim Meyer of Signco in Albany getting me an estimate for an aluminum sign.

Also, Lore asked Matt Imdieke if we could have a pole that he had removed when he built his storage unit and Matt agreed, so we have a pole for the light at the lift station. We are just waiting on Jim Notch to help drill the hole

# Memo

From: Joan Wall, Deputy Treasurer

To: Freeport City Council

Date: September 21, 2017

Re: 2018 Proposed Budget Notes

---

Before September 30<sup>th</sup>, Council will need to approve a preliminary levy and schedule a public hearing date between November 25<sup>th</sup> and December 28<sup>th</sup>. Along with this memo are a proposed 2018 budget and summaries of the major budget changes for each fund. A proposed preliminary budget & levy resolution is included with this packet (after the budget pages). Please keep in mind that the final levy, which will be approved in December, can be lowered from this preliminary levy, but cannot be increased.

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

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

### Revenues

2018 Certified LGA is more than 2017 by \$3,650

### Expenditures

Employee salaries were raised \$1 per hour

Annual cost of election equipment increased by \$1,100

Included \$2,500 for 2018 election costs

Decreased Public Works Assistant wages by \$5,000 to reflect actual needs

Included a \$10,000 transfer to the Capital Equipment fund – same as 2017

Included a \$72,000 transfer to the Street Improvements fund – \$2,000 more than 2017

Included a \$5,000 transfer to the South End Park Fund

Included a \$30,000 transfer to the Street Lights fund – \$20,000 more than 2017

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

Approved during annual fire department meeting, February 2017

## **Fund 300 (EDA)**

Budget has been around \$10,000 for the last four years

2018 budget approved by EDA on 9/18/17

## **Fund 417 (Street Improvements Fund)**

Legislature funded Small City Transportation Program \$8,980

## **Fund 601 (Water Fund)**

Beginning in 2017, utility charges were shifted more to sewer & less to water

Decreased Special Assessment revenue budget to reflect actual revenue received

## **Fund 602 (Waste Water Fund)**

Beginning in 2017, utility charges were shifted more to sewer & less to water

## **Fund 603 (Water – USDA Reserve)**

USDA loan requires the City to set aside annual reserves

## **Fund 604 (Waste Water – USDA Reserve)**

USDA loan requires the City to set aside annual reserves

**Levy Comparisons (2017 Final vs 2018 Proposed)**

Levy Description	Final	Proposed	Change	
	2017	2018	Amount	%
General Fund Levy ( <b>Fund 101</b> )	\$246,800	<b>\$250,000</b>	\$ 3,200	1.3%
EDA Levy ( <b>Fund 300</b> )	\$ 10,000	<b>\$ 10,000</b>	0	0%
2013 GO Bonds Levy ( <b>Fund 326</b> )	\$ 93,500	<b>\$ 94,500</b>	\$ 1,000	1.1%
2012 GO Bonds Levy ( <b>Fund 331</b> )	\$ 95,000	<b>\$100,000</b>	\$ 5,000	5.3%
Total Levy	\$445,300	<b>\$454,500</b>	\$ 9,200	2.1%

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Expenditure Budget Report -- Multi Year Actuals  
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101 General Fund		Actuals				Current	%	Prelim.	Budget	Final	% Old
Account	Object	2014	2015	2016	2017	Budget	Exp.	Budget	Changes	Budget	Budget
						2017	2017	18	18	18	18
<b>41000 GENERAL GOVERNMENT</b>											
200	Postage	367	687	195	357	300	119%	450		450	150%
210	Operating Supplies	789	2,457	1,153	796	2,000	40%	2,000		2,000	100%
220	Repair & Maint. Supplies	354	478	214	287	750	38%	750		750	100%
300	Professional Services	4,137	15,172	6,902	1,813	6,000	30%	6,000		6,000	100%
	Cleaning \$1,875 + Ehlers continuing disclosure bond report \$500 + Web hosting \$400 + Computer services + Kathleen Murphy + SEH										
	2015 was high due to outside help from Kathleen Murphy (hiring), KDV (consulting & training), and Schlenner Wenner (payroll) when former clerk terminated April 2015.										
	2016 also had some of the above outside services.										
302	Legal Consulting	5,006	10,884	5,335	3,266	5,000	65%	5,000		5,000	100%
305	Legal Prosecution	1,055				500	0%	500		500	100%
320	Telephone	2,192	1,991	1,965	1,001	1,888	53%	1,550		1,550	82%
	2017 removed fax line from budget										
350	Notices & Publication	1,375	1,849	734	376	1,300	29%	1,000		1,000	77%
	2015 includes employee hiring announcements, etc.										
351	Periodicals	436	223	38	240	260	92%			0	0%
	2017: removed St Cloud Times \$240, added Beacon & Herald \$260; Beacon & Herald pd for 3 yrs in 2017										
361	Liability Insurance	8,457	7,327	7,137	3,676	7,226	51%	7,600		7,600	105%
381	Electric	1,901	1,897	2,207	1,219	2,300	53%	2,300		2,300	100%
410	Rentals	2,527	2,034	2,022	1,549	2,200	70%	2,200		2,200	100%
	Ameripride \$660, Marco \$1,300, Finken \$180										
430	Miscellaneous	6,717	112	500		350	0%	350		350	100%
	2014 included Stearns Muni League mtg (345), new website (1,450), creamery asbestos report (1,290), KDV debt & levy analysis (840), DEED Grant Ap Assist Legal (1,384)										
	2016 was to Girl Scouts										
433	Dues	3,480	3,244	3,945	577	3,415	17%	3,450		3,450	101%
	Black Mountain \$2,800, Stearns Cnty Beacon \$60, MAOSC \$440, Freeport Chamber \$150										
	2016 includes 1-time charge of \$630 for Black Mountain payroll setup										
434	League Dues	771	812	840		870	0%	870		870	100%
570	Office Equip & Furnishing	1,030				0	0%			0	0%
	Account:	40,594	49,167	33,187	15,157	34,359	44%	34,020	0	34,020	99%
<b>41100 Legislative (Council/Board)</b>											
100	Wages and Salaries	3,995	5,090	4,670	1,560	4,320	36%	4,320		4,320	100%
	Regular mtgs \$65 x 4 members x 12 mtgs = \$3,120										
	Special mtgs \$50 x 4 members x 6 mtgs = \$1,200										
121	Cities FICA 6.2%	248	316	290	97	268	36%	268		268	100%
	101.41100.100 x 6.2%										
122	Cities Share MED 1.45%	58	74	68	23	64	36%	63		63	98%
	101.41100.100 x 1.45%										
330	Training	315	903		884	890	99%	890		890	100%
	Newly elected officials training										
335	Mileage & Reimb Exp	34	160		151	306	49%	287		287	94%
	Newly elected officials training										



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101 General Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		2014	2015	2016	2017	Budget	Exp.	Budget	Changes	Budget	Budget
						2017	2017	18	18	18	18
360	Workers Comp Insurance	69	59	23	7	100	7%	50		50	50%
	Account:	4,719	6,602	5,051	2,722	5,948	46%	5,878	0	5,878	99%
41300	Executive (Mayor/Manager)										
100	Wages and Salaries	1,200	1,825	1,405	570	1,590	36%	1,590		1,590	100%
	Regular mtgs \$95 x 12 mtgs = \$1,140										
	Special mtgs \$75 x 6 mtgs = \$450										
121	Cities FICA 6.2%	74	113	87	35	90	39%	99		99	110%
	101.41300.100 x 6.2%										
122	Cities Share MED 1.45%	17	26	20	8	21	38%	23		23	110%
	101.41300.100 x 1.45%										
330	Training	329				300	0%	300		300	100%
335	Mileage & Reimb Exp	98				117	0%	110		110	94%
433	Dues	30	30	30		35	0%	35		35	100%
	MN Mayors Membership Dues										
	Account:	1,748	1,994	1,542	613	2,153	28%	2,157	0	2,157	100%
41400	Clerk										
100	Wages and Salaries	52,215	48,294	44,631	33,143	46,799	71%	47,943		47,943	102%
103	Assistant's Wages	21,723	16,836	19,311	14,386	18,720	77%	21,321		21,321	114%
105	Misc Compensation		8,701	5,646	3,687	5,655	65%	5,102		5,102	90%
	Health Insurance										
120	Cities Share PERA	6,737	3,717	4,795	3,567	5,338	67%	5,195		5,195	97%
121	Cities FICA 6.2%	5,734	4,230	4,314	3,175	4,413	72%	4,611		4,611	104%
122	Cities Share MED 1.45%	1,341	989	1,009	743	1,032	72%	1,078		1,078	104%
130	Health Insurance	10,000	833	3,679	2,923	3,354	87%	3,898		3,898	116%
131	Life Insurance	24	29	24	18	24	75%	24		24	100%
140	Unemployment Compensation		9,367	1,653		0	0%			0	0%
	Former Clerk who terminated April 2015										
320	Telephone	170				0	0%			0	0%
330	Training	1,414	2,034	1,845	20	3,735	1%	2,465		2,465	66%
	LMC conf x 2 (Reg \$500), LMC regional mtgs (Reg \$45), MCFOA conf x 2 (Reg \$600 + Hotel \$1200), MCFOA region 3 mtgs (Reg \$120)										
335	Mileage & Reimb Exp	509	516	411		912	0%	550		550	60%
	LMC conf (\$195), LMC regional mtgs (\$35), MCFOA conf (\$110), MCFOA region 3 mtgs (\$100) + Other \$110										
360	Workers Comp Insurance	471	501	389	216	700	31%	700		700	100%
433	Dues	240	190	250	240	270	89%	270		270	100%
	MCFOA \$90, IIMC \$180										
	Account:	100,578	96,237	87,957	62,118	90,952	68%	93,157	0	93,157	102%
41450	Elections										
105	Misc Compensation	2,100		1,669		0	0%	1,792		1,792	*****
	2018 election year										
210	Operating Supplies	20	415	476	427	415	103%	1,570		1,570	378%
	Election equipment maintenance is annual county charge. County is purchasing new election equipment & we will be charged \$1500 per year from now on. Also budgeting \$70 for other supplies.										

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Account	Object	2014	2015	2016	2017	Budget 2017	Exp. 2017	Budget 18	Changes 18	Budget 18	Budget 18
335	Mileage & Reimb Exp 2018 election year	538		320		0	0%	350		350	*****%
350	Notices & Publication 2018 election year	67		388		0	0%	400		400	*****%
	Account:	2,725	415	2,853	427	415	103%	4,112	0	4,112	991%
41500	Auditor										
300	Professional Services BerganKDV & Schlenner Wenner assistance, Stearns County Treasurer audit confirmations	7,625	12,944	3,825	150	3,000	5%	1,000		1,000	33%
301	Audit Schlenner Wenner audit svcs	14,035	12,750	14,650	13,550	13,550	100%	13,960		13,960	103%
302	Legal Consulting Dymoke auditor's letter	75	110	110		110	0%	115		115	105%
	Account:	21,735	25,804	18,585	13,700	16,660	82%	15,075	0	15,075	90%
41550	Assessor										
304	Assessing Fees	4,871	4,422	4,696	4,812	5,000	96%	5,000		5,000	100%
	Account:	4,871	4,422	4,696	4,812	5,000	96%	5,000	0	5,000	100%
41800	Planning / Zoning										
300	Professional Services	5,321	60			1,000	0%	1,000		1,000	100%
350	Notices & Publication	176				250	0%	250		250	100%
429	County Recording Fees			138		0	0%			0	0%
	Account:	5,497	60	138		1,250	0%	1,250	0	1,250	100%
42050	Building Official										
310	Contractor 2016 includes unusually large building permits: Sacred Heart gym and Albany Stone	4,341	2,262	13,483		4,000	0%	4,000		4,000	100%
436	State Surcharge 2016 includes unusually large building permits: Sacred Heart gym and Albany Stone	138	78	571	335	200	168%	600		600	300%
	Account:	4,479	2,340	14,054	335	4,200	8%	4,600	0	4,600	110%
42200	Fire & Rescue										
700	Transfers City's fire protection contract In 2014, \$34,026 for City's fire protection contract coded incorrectly to 101.49360.700 by auditors. Should have been coded to 101.42200.700.		42,225	40,224	39,924	39,924	100%	40,207		40,207	101%
	Account:		42,225	40,224	39,924	39,924	100%	40,207	0	40,207	101%
43000	Public Works										
100	Wages and Salaries	52,153	48,413	41,428	29,961	43,740	68%	42,119		42,119	96%
103	Assistant's Wages	25,573	27,211	2,983	1,305	10,400	13%	5,360		5,360	52%
105	Misc Compensation		12,611			0	0%			0	0%
120	Cities Share PERA	7,360	4,543	3,331	1,659	4,061	41%	3,159		3,159	78%
121	Cities FICA 6.2%	6,262	4,738	2,753	1,938	3,356	58%	2,944		2,944	88%

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101 General Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2014	2015	2016	2017	Budget 2017	Exp. 2017	Budget 18	Changes 18	Budget 18	Budget 18
122	Cities Share MED 1.45%	1,464	1,108	644	453	784	58%	689		689	88%
130	Health Insurance	12,500	1,667	10,227	6,750	9,000	75%	9,000		9,000	100%
131	Life Insurance	24	15	26	15	24	63%	24		24	100%
240	Clothing Replacement	421	624	241		200	0%	200		200	100%
330	Training		290			200	0%	100		100	50%
	LMC Safety & Loss Control Workshop + other possible trainings										
335	Mileage & Reimb Exp	67	173	98		100	0%	100		100	100%
360	Workers Comp Insurance	5,300	5,822	2,585	2,114	5,000	42%	3,000		3,000	60%
700	Transfers			10,000	10,000	10,000	100%	10,000		10,000	100%
	Set aside funds for future equipment purchases										
	Account:	111,124	107,215	74,316	54,195	86,865	62%	76,695	0	76,695	88%
43100	Highways, Streets & Roadways										
210	Operating Supplies	1,637	1,485	983	1,118	2,000	56%	2,000		2,000	100%
215	Gas & Oil	5,060	2,925	3,184	2,452	4,500	54%	4,000		4,000	89%
220	Repair & Maint. Supplies	1,359	2,522	887	669	2,000	33%	2,500		2,500	125%
225	Street Materials	8,384	7,563	10,633	5,693	8,300	69%	6,300		6,300	76%
	Crack sealing \$5,000, dust control \$800, road patch \$500										
	2016 includes \$5,328 for shoulder seal coat done by County										
300	Professional Services			1,812		0	0%			0	0%
	2016: SEH fees for Industrial Park paving project										
311	Outside Maintenance		233	773	8,867	5,000	177%	5,000		5,000	100%
	2017: \$3400 mow brush around holding pond, \$2700 new lab room @ maint shop,										
	\$2176 clean out ditch & add topsoil										
320	Telephone	2,575	2,219	712	529	750	71%	750		750	100%
	Currently paying \$60 per month for cell phone										
350	Notices & Publication	214	116			0	0%			0	0%
361	Liability Insurance	2,038	2,058	2,035	1,086	2,026	54%	2,400		2,400	118%
381	Electric	1,509	1,222	1,166	792	1,500	53%	1,500		1,500	100%
382	Heating Gas	1,044	700	554	526	1,500	35%	1,500		1,500	100%
383	Garbage	1,514	1,506	1,712	1,102	1,680	66%	1,680		1,680	100%
	\$140 x 12 months										
401	Truck Repairs	2,866	12,318	4,108	2,163	4,500	48%	4,500		4,500	100%
	2015 includes repairs on Public Works truck										
410	Rentals	141	152	96	64	250	26%	250		250	100%
430	Miscellaneous	651	13,000	6,696	4,556	950	480%	950		950	100%
	2015 was for Sauk River Watershed District assessments										
	2016 was for Christmas banners & garland - offset by Lions donation in 101.36230										
	2017 \$557 is for 'Welcome to Freeport' banners, \$3999 is for Sauk River Watershed District assessment										
431	Permits/License	37	345	345	345	500	69%	345		345	69%
	Annual permit fee to Minnesota Pollution Control										
433	Dues	107		107	106	150	71%	150		150	100%
	Annual vehicle registration										
510	Capital Expenditures	50,211				0	0%			0	0%
	2014 includes plow truck purchase										
700	Transfers			70,000	70,000	70,000	100%	72,000		72,000	103%
	Set aside funds for future street improvement										
	Account:	79,347	48,364	105,803	100,068	105,606	95%	105,825	0	105,825	100%

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101 General Fund		Actuals				Current	%	Prelim.	Budget	Final	% Old
Account	Object	2014	2015	2016	2017	Budget 2017	Exp. 2017	Budget 18	Changes 18	Budget 18	Budget 18
<hr/>											
43160	Street Lighting										
300	Professional Services	168	32	32	137	500	27%	300		300	60%
311	Outside Maintenance	3,673	1,261	905	430	1,000	43%	1,200		1,200	120%
381	Electric	17,968	19,059	19,572	12,465	18,000	69%	20,000		20,000	111%
700	Transfers				10,000	10,000	100%	30,000		30,000	300%
	Set aside funds for future street light purchases										
	2017 note: want to set aside more per year in future years										
	Account:	21,809	20,352	20,509	23,032	29,500	78%	51,500	0	51,500	175%
45100	Recreation										
210	Operating Supplies					3,000	0%	3,000		3,000	100%
	Winter rec program										
	Account:					3,000	0%	3,000	0	3,000	100%
45200	Parks										
210	Operating Supplies	37	4,765	48	196	500	39%	500		500	100%
	Paper towels, toilet paper, soap										
	2015 includes bagger/thatcher										
220	Repair & Maint. Supplies	1,441	2,447	2,372	3,701	2,000	185%	2,500		2,500	125%
260	Park Maintenance			273	451	1,200	38%	1,000		1,000	83%
	Mulch, playground equipment										
361	Liability Insurance	5,007	5,239	5,342	2,616	5,111	51%	5,400		5,400	106%
435	SR Citizen Building	16	525	1,732	3,557	3,000	119%	3,000		3,000	100%
	2017 Vinyl plank flooring & water heater										
700	Transfers				5,000	5,000	100%	5,000		5,000	100%
	Set aside funds for future south end park										
	Account:	6,501	12,976	9,767	15,521	16,811	92%	17,400	0	17,400	104%
49360	Tranfers to Other Funds										
700	Transfers	39,106				0	0%			0	0%
	Account:	39,106				0	***%	0	0	0	0%
	Fund:	444,833	418,173	418,682	332,624	442,643	75%	459,876	0	459,876	104%
											%
	Grand Total:	444,833	418,173	418,682	332,624	442,643		459,876	0	459,876	

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Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2014	2015	2016	2017	Budget	Rec.	Budget	Change	Budget	Budget
	2014	2015	2016	2017	2017	2017	18	18	18	18
<hr/>										
101 General Fund										
31000 General Property Taxes										
31000 General Property Taxes	224,645	194,203	236,666	131,419	246,800	53%	250,000		250,000	101%
Group:	224,645	194,203	236,666	131,419	246,800	53%	250,000	0	250,000	101%
31800 Other Taxes										
31810 Franchise Fees	3,245	3,539	5,137		3,000	0%	3,000		3,000	100%
Group:	3,245	3,539	5,137		3,000	0%	3,000	0	3,000	100%
32100 Liquor Licenses										
32100 Liquor Licenses	8,145	8,115	8,090	8,115	8,100	100%	8,100		8,100	100%
Group:	8,145	8,115	8,090	8,115	8,100	100%	8,100	0	8,100	100%
32200 Special Events										
32200 Special Events			40	769	0	***%			0	0%
32210 Building Permits	6,836	2,759	15,172	1,557	500	311%	500		500	100%
32230 Zoning Permit	300	125	575	50	200	25%	200		200	100%
32231 Pet License	40	88	60	45	25	180%	25		25	100%
Group:	7,176	2,972	15,847	2,421	725	334%	725	0	725	100%
32300 Gambling Licenses										
32300 Gambling Licenses	90	125	230	75	100	75%	100		100	100%
Group:	90	125	230	75	100	75%	100	0	100	100%
33400 State Grants & Aid/PERA										
33400 State Grants & Aid/PERA	410	410	410	205	410	50%	410		410	100%
33401 LGA (Local Gov't Aid)	108,215	110,589	111,311	55,820	111,640	50%	115,291		115,291	103%
33402 HACA (Homestead Credit)	395	670	852		400	0%	400		400	100%
33431 Small City Transportation		14,466			0	0%			0	0%
During 2017 session, Legislature funded 2017 & 2018. Recorded those years in 417. 33431 Street Improvements Fund.										
Group:	109,020	126,135	112,573	56,025	112,450	50%	116,101	0	116,101	103%
34000 Charges for Services										
34000 Charges for Services	166	665	835	800	100	800%	100		100	100%
Group:	166	665	835	800	100	800%	100	0	100	100%
35100 Fines										
35100 Fines	3,074	2,075	1,933	1,077	1,500	72%	1,500		1,500	100%
Group:	3,074	2,075	1,933	1,077	1,500	72%	1,500	0	1,500	100%

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Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2014	2015	2016	2017	Budget	Rec.	Budget	Change	Budget	Budget
					2017	2017	18	18	18	18
<hr/>										
101 General Fund										
36100 Special Assessments	323	2,739			675	0%			0	0%
Group:	323	2,739			675	0%	0	0	0	0%
36200 Miscellaneous Revenues										
36200 Miscellaneous Revenues	4,149	311	1,885		1,140	0%	1,140		1,140	100%
2016 includes \$1875 from Albany Mutual Telephone										
36210 Interest Earnings	2,855	2,938	3,009	4,721	2,500	189%	3,000		3,000	120%
36220 Rents and Royalties	1,605	1,500	1,500		1,500	0%	1,500		1,500	100%
36230 Donations - Private			6,696	10,000	0	***%			0	0%
2016: from Lions for Christmas decorations										
2017: from Lions for Lions Park										
36240 Insurance Claims		678			0	0%			0	0%
36250 Insurance Dividends	3,207	6,286	9,459		5,000	0%	5,000		5,000	100%
36280 Sale of Equipment	7,600				0	0%			0	0%
Group:	19,416	11,713	22,549	14,721	10,140	145%	10,640	0	10,640	104%
39100 Transfer From AFSA										
39100 Transfer From AFSA	3,500	3,500	3,500	3,500	3,500	100%	3,500		3,500	100%
Group:	3,500	3,500	3,500	3,500	3,500	100%	3,500	0	3,500	100%
39200 Transfer from other funds										
39200 Transfer from other funds	18,311	1,696			0	0%			0	0%
2015 was to close remainder of fund 315 to fund 101										
2014 was to close several funds to fund 101										
Group:	18,311	1,696			0	0%	0	0	0	0%
39500 Transfer from EDA										
39500 Transfer from EDA	5,000	5,000	5,000	5,000	5,000	100%	5,000		5,000	100%
Group:	5,000	5,000	5,000	5,000	5,000	100%	5,000	0	5,000	100%
39700 Transfer from Water										
39700 Transfer from Water	40,000	40,000	40,000	41,000	41,000	100%	41,000		41,000	100%
Group:	40,000	40,000	40,000	41,000	41,000	100%	41,000	0	41,000	100%
39800 Transfer From WasteWater										
39800 Transfer From WasteWater	40,000	40,000	40,000	41,000	41,000	100%	41,000		41,000	100%
Group:	40,000	40,000	40,000	41,000	41,000	100%	41,000	0	41,000	100%
Fund:	482,111	442,477	492,360	305,153	474,090	64%	480,766	0	480,766	101%

Grand Total :	482,111	442,477	492,360	305,153	474,090	480,766	0	480,766
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CITY OF FREEPORT  
Expenditure Budget Report -- Multi Year Actuals  
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225 AFSA Fund		Actuals				Current	%	Prelim.	Budget	Final	% Old
Account	Object	2014	2015	2016	2017	Budget 2017	Exp. 2017	Budget 18	Changes 18	Budget 18	Budget 18
42200	Fire & Rescue										
100	Wages and Salaries	6,756	7,752	6,396		7,000	0%	7,000		7,000	100%
115	Drills	12,138	7,638	11,172		8,000	0%	12,000		12,000	150%
	Every other year there are more drills										
116	Fire Calls	2,370	5,700	7,416		5,000	0%	5,000		5,000	100%
117	Rescue Calls	6,348	5,340	5,832		6,500	0%	6,500		6,500	100%
121	Cities FICA 6.2%	1,712	1,629	1,911		2,046	0%	1,900		1,900	93%
122	Cities Share MED 1.45%	400	381	447		480	0%	450		450	94%
210	Operating Supplies	12,447	9,339	12,762	1,206	7,000	17%	8,000		8,000	114%
215	Gas & Oil	1,429	1,142	1,565	956	2,500	38%	2,500		2,500	100%
220	Repair & Maint. Supplies	3,699	1,213	2,070	1,102	3,000	37%	3,000		3,000	100%
240	Clothing Replacement	557	3,552			2,000	0%	2,000		2,000	100%
245	Radio/Pager Repair	350	336	1,499	593	1,500	40%	1,500		1,500	100%
300	Professional Services		400	670	779	400	195%	400		400	100%
	FEMA grant writer										
301	Audit	565		3,790	3,815	3,600	106%	3,800		3,800	106%
302	Legal Consulting	1,940	3,728			500	0%	500		500	100%
315	Fire Dept Aid 2%	17,793	19,118	19,603	2,183	14,183	15%	14,226		14,226	100%
	= to amount budgeted to receive from State (225.33400) + annual relief association contribution										
320	Telephone	892	877	881	949	875	108%	900		900	103%
330	Training	3,641	2,435	3,000	3,375	3,500	96%	3,500		3,500	100%
332	State/Chief Conference		250	600		750	0%	750		750	100%
333	Physicals	545	545	565	540	600	90%	600		600	100%
335	Mileage & Reimb Exp	10		766	74	250	30%	750		750	300%
360	Workers Comp Insurance	3,436	3,823	3,650	1,812	5,000	36%	5,000		5,000	100%
361	Liability Insurance	3,110	3,441	3,032	1,345	6,000	22%	6,000		6,000	100%
381	Electric	2,063	1,823	1,632	1,175	2,250	52%	2,250		2,250	100%
382	Heating Gas	1,545	891	982	967	1,750	55%	1,750		1,750	100%
383	Garbage	345	339	647	235	350	67%	350		350	100%
401	Truck Repairs	1,909	5,518	9,187	1,262	5,000	25%	5,000		5,000	100%
430	Miscellaneous	302	82	2,733	1,000	500	200%	500		500	100%
433	Dues	40	270	278	410	350	117%	350		350	100%
550	Motor Vehicles				315,000	0	***%			0	0%
560	Furniture and Fixtures				9,108	0	***%			0	0%
580	Other Equipment		591			0	0%			0	0%
700	Transfers	-30,526	3,500	3,500	3,500	3,500	100%	3,500		3,500	100%
	2014 includes a \$34,026 end of year auditor credit that should have been posted to the Fire Contract revenue account 225.34202. Actual transfer amount was \$3,500.										
Account:		55,816	91,653	106,586	351,386	94,384	372%	99,976	0	99,976	106%
Fund:		55,816	91,653	106,586	351,386	94,384	372%	99,976	0	99,976	106%
Grand Total:		55,816	91,653	106,586	351,386	94,384		99,976	0	99,976	



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Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2014	2015	2016	2017	Budget	Rec.	Budget	Change	Budget	Budget
					2017	2017	18	18	18	18
<hr/>										
225 AFSA Fund										
33400 State Grants & Aid/PERA										
33400 State Grants & Aid/PERA	15,736	17,020	19,863		12,000	0%	12,000		12,000	100%
All funds received are paid back out to the relief association - see 225.42200.315										
33420 State Fire Dept Aid			7,208	3,800	0	***%	4,000		4,000	*****%
Training & education reimbursements										
Group:	15,736	17,020	27,071	3,800	12,000	32%	16,000	0	16,000	133%
33600 Grants & Aids from Local Government										
33621 County Fire Dept Aid				200	0	***%			0	0%
Group:				200	0	***%	0	0	0	0%
34200 Public Safety										
34202 Fire Contract	70,841	89,700	85,084	84,448	84,449	100%	85,048		85,048	100%
2014 should have included \$34,206 incorrectly coded to 225.42200.700 Transfers; actual fire contract revenue was \$104,867.										
Our auditors now require that the City of Freeport's portion is recorded as a revenue transfer instead of on this line. See also 225.39400.										
34203 Fire Revenues	1,700	2,880	3,233	2,930	250	***%	500		500	200%
34205 Rescue Revenues	-2,982	11,650	8,990	3,980	5,250	76%	5,250		5,250	100%
Group:	69,559	104,230	97,307	91,358	89,949	102%	90,798	0	90,798	100%
36200 Miscellaneous Revenues										
36200 Miscellaneous Revenues	1,890	3,275			1,000	0%	1,000		1,000	100%
36210 Interest Earnings	2,206	2,640	3,927	1,235	0	***%	1,000		1,000	*****%
Majority of cash will be used to purchase fire truck in 2017, therefore interest will be less in 2018										
36230 Donations - Private	6,130	3,200	6,717	23,575	3,000	786%	3,000		3,000	100%
Group:	10,226	9,115	10,644	24,810	4,000	620%	5,000	0	5,000	125%
39400 Transfer from General										
39400 Transfer from General		42,225	40,224	39,924	39,924	100%	40,207		40,207	100%
Our auditors now require that the City of Freeport's portion is recorded as a revenue transfer instead of on the Fire Contract line. See also 225.34202.										
Group:		42,225	40,224	39,924	39,924	100%	40,207	0	40,207	100%
Fund:	95,521	172,590	175,246	160,092	145,873	110%	152,005	0	152,005	104%
Grand Total :	95,521	172,590	175,246	160,092	145,873		152,005	0	152,005	

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		Actuals				Current	%	Prelim.	Budget	Final	% Old
		2014	2015	2016	2017	Budget	Exp.	Budget	Changes	Budget	Budget
Account	Object	2014	2015	2016	2017	2017	2017	18	18	18	18
<hr/>											
601 Water											
43225 Water											
200 Postage		722	592	705	504	700	72%	725		725	104%
210 Operating Supplies		1,456	4,827	1,444	161	3,400	5%	2,000		2,000	59%
220 Repair & Maint. Supplies		373	166	769	488	650	75%	650		650	100%
300 Professional Services		169	199	652	129	300	43%	300		300	100%
Gopher State One Call, SEH, Preferred Controls											
311 Outside Maintenance		2,147		8,358		4,000	0%	4,000		4,000	100%
2018 budget: Clean water tower \$3,000, Other \$1,000											
2016 includes \$7500 for water tower tank mixing system											
320 Telephone		245	616	233	163	300	54%	300		300	100%
330 Training		20		465	115	300	38%	125		125	42%
MRWA Technical Conference (half)											
335 Mileage & Reimb Exp						0	0%	50		50	*****%
MRWA Technical Conference (half)											
350 Notices & Publication		511		384	373	500	75%	500		500	100%
361 Liability Insurance		942	809	781	385	798	48%	825		825	103%
381 Electric		6,442	4,235	5,836	3,643	6,000	61%	6,000		6,000	100%
420 Depreciation		29,615	29,615	71,080		71,080	0%	71,080		71,080	100%
2016: needed to include depreciation that has been allocated to Fund 415 USDA in prior years. Fund 415 was merged into Fund 601 at the end of 2015.											
430 Miscellaneous		352	25			250	0%	250		250	100%
431 Permits/License		2,509	1,716	1,950	1,449	2,500	58%	2,500		2,500	100%
433 Dues		1,824	2,117	1,693	604	925	65%	2,125		2,125	230%
Black Mountain \$800, MRWA \$300, City well facility fees \$200, Badger Meter renewal \$825											
440 Chemical Purification		4,234	3,568	4,589	1,578	4,000	39%	4,000		4,000	100%
450 Sales Tax					668	2,000	33%	1,000		1,000	50%
For water sold to commercial customers											
460 Lab Testing		405				0	0%			0	0%
600 Bond Principal					40,000	40,000	100%	40,000		40,000	100%
USDA loan \$25,000 + 2013A \$15,000											
610 Bond Interest				33,051	32,960	33,030	100%	32,160		32,160	97%
USDA loan \$25,120 + 2013A \$7,040											
700 Transfers		40,000	81,601	53,867	54,867	54,867	100%	54,867		54,867	100%
2017 & 2018: Transfer to General Fund \$41,000; Transfer to USDA Water Reserve Fund \$13,867.											
2016: Transfer to General Fund \$40,000; Transfer to USDA Water Reserve Fund \$13,867.											
2015: Includes \$41,601 transfer to USDA Water Fund for 2013-2015.											
Account:		91,966	130,086	185,857	138,087	225,600	61%	223,457	0	223,457	99%
Fund:		91,966	130,086	185,857	138,087	225,600	61%	223,457	0	223,457	99%
Grand Total:		91,966	130,086	185,857	138,087	225,600		223,457	0	223,457	%

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Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2014	2015	2016	2017	Budget	Rec.	Budget	Change	Budget	Budget
					2017	2017	18	18	18	18
<hr/>										
601 Water										
31300 General Sales and Use Tax					711	2,000	36%		0	0%
31300 General Sales and Use Tax					711	2,000	36%	0	0	0%
Group:					711	2,000	36%	0	0	0%
34000 Charges for Services										
34000 Charges for Services	161,200	160,675	158,027	65,430	114,280	57%	114,280		114,280	100%
Rate change effective Jan 1, 2017 - shift utility charges more to sewer & less to water										
34050 Hook-up fee		2,300			1,200	0%	1,200		1,200	100%
Group:	161,200	162,975	158,027	65,430	115,480	57%	115,480	0	115,480	100%
36100 Special Assessments										
36100 Special Assessments	56	604	10,953	26,460	22,500	118%	9,900		9,900	44%
Prior to 2016, these assessments were recorded in Fund 415 USDA Rural Development Project										
Group:	56	604	10,953	26,460	22,500	118%	9,900	0	9,900	44%
36200 Miscellaneous Revenues										
36210 Interest Earnings	2,475	2,260	3,310	1,917	2,600	74%	4,000		4,000	153%
36280 Sale of Equipment	100				0	0%			0	0%
Group:	2,575	2,260	3,310	1,917	2,600	74%	4,000	0	4,000	153%
39200 Transfer from other funds										
39200 Transfer from other funds		498,199			0	0%			0	0%
2015: Close fund 415 (USDA) to fund 601										
Group:		498,199			0	0%	0	0	0	0%
Fund:	163,831	664,038	172,290	94,518	142,580	66%	129,380	0	129,380	90%
603 Water - USDA Reserve										
39700 Transfer from Water										
39700 Transfer from Water		41,601	13,867	13,867	13,867	100%	13,867		13,867	100%
Reserve fund required by USDA										
Group:		41,601	13,867	13,867	13,867	100%	13,867	0	13,867	100%
Fund:		41,601	13,867	13,867	13,867	100%	13,867	0	13,867	100%
Grand Total :	163,831	705,639	186,157	108,385	156,447		143,247	0	143,247	

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Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		2014	2015	2016	2017	Budget	Exp.	Budget	Changes	Budget	Budget
						2017	2017	18	18	18	18
<hr/>											
602	Waste Water										
43250	Sewage Collection and Disposal										
200	Postage	669	537	822	408	800	51%	800		800	100%
210	Operating Supplies	1,716	180	4,232	1,821	2,000	91%	2,300		2,300	115%
	Bill cards \$400, Misc \$100, Lagoon bugs & aquatic weed kill \$1,800										
	2014 included \$910 for lagoon bugs										
220	Repair & Maint. Supplies	720				1,000	0%	1,000		1,000	100%
	2018 plan to purchase hose & fittings										
300	Professional Services	169	14,924	1,586	2,099	200	***%	2,000		2,000	1000%
	Gopher State One Call, SEH										
	2015 includes \$11,200 for sewer televising & SEH review										
311	Outside Maintenance	7,331		2,348	18,901	7,500	252%	7,500		7,500	100%
	2018: Johnson Jet-Line (yr 2 of 5 yr contract) \$5,325, Tri-State annual inspection of 3 lift stations \$1,200, Other maintenance \$975										
	2017: Johnson Jet-Line (yr 1 of 5 yr contract) \$5,325, sanitary sewer by school \$13,425										
320	Telephone	245	218	233	163	250	65%	250		250	100%
330	Training	122	250	113	115	300	38%	125		125	42%
	MRWA Technical Conference (half)										
335	Mileage & Reimb Exp				100	100	100%	100		100	100%
350	Notices & Publication	107				0	0%			0	0%
361	Liability Insurance	1,746	1,972	1,552	767	2,015	38%	1,700		1,700	84%
381	Electric	956	651	911	426	900	47%	900		900	100%
420	Depreciation	62,223	61,632	61,632		62,225	0%	61,632		61,632	99%
430	Miscellaneous		26			0	0%			0	0%
431	Permits/License	23	1,570		100	25	400%	30		30	120%
	Wastewater certification renewal										
	2015: WWTR Permit Application \$330, 5 yr permit \$1,240										
	2017: Loren's exam & initial certificate										
433	Dues	1,289	1,439	1,493		1,345	0%	1,600		1,600	119%
	Black Mountain \$750, Badger Meter renewal \$850										
460	Lab Testing	685	1,149	902	606	1,000	61%	1,000		1,000	100%
600	Bond Principal				25,000	25,000	100%	25,000		25,000	100%
	2013 GO refunding bonds										
610	Bond Interest	13,627	3,805	2,368	3,650	3,650	100%	3,150		3,150	86%
	2013 GO refunding bonds										
620	Fiscal Agents Fees		165			0	0%			0	0%
700	Transfers	40,000	48,400	42,800	43,800	43,800	100%	43,800		43,800	100%
	2017 & 2018: Transfer to General Fund \$41,000; Transfer to USDA Waste Water Reserve Fund \$2,800.										
	2016: Transfer to General Fund \$40,000; Transfer to USDA Waste Water Reserve Fund \$2,800.										
	2015: Includes \$8,400 transfer to USDA Waste Water Fund for 2013-2015.										
	Account:	131,628	136,918	120,992	97,956	152,110	64%	152,887	0	152,887	101%
	Fund:	131,628	136,918	120,992	97,956	152,110	64%	152,887	0	152,887	101%
											%
<hr/>											
Grand Total :		131,628	136,918	120,992	97,956	152,110		152,887	0	152,887	

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13:45:23

CITY OF FREEPORT  
Revenue Budget Report -- Multi Year Actuals  
For the Year: 2018

Page: 1 of 1  
Report ID: B250B

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2014	2015	2016	2017	Budget	Rec.	Budget	Change	Budget	Budget
					2017	2017	18	18	18	18
<hr/>										
602 Waste Water										
34000 Charges for Services										
34000 Charges for Services	79,431	79,244	87,911	74,497	135,800	55%	135,800		135,800	100%
Sewer rates were raised by 10% beginning July 2016.										
Rate change effective Jan 1, 2017 - shift utility charges more to sewer & less to water.										
34050 Hook-up fee		1,200			1,200	0%	1,200		1,200	100%
Group:	79,431	80,444	87,911	74,497	137,000	54%	137,000	0	137,000	100%
36100 Special Assessments										
36100 Special Assessments	56	-462			0	0%			0	0%
Group:	56	-462			0	0%	0	0	0	0%
36200 Miscellaneous Revenues										
36210 Interest Earnings	1,047	662	188	192	100	192%	200		200	200%
Group:	1,047	662	188	192	100	192%	200	0	200	200%
39200 Transfer from other funds										
39200 Transfer from other funds	7,497				0	0%			0	0%
Group:	7,497				0	0%	0	0	0	0%
Fund:	88,031	80,644	88,099	74,689	137,100	54%	137,200	0	137,200	100%
604 Waste Water - USDA Reserve										
39800 Transfer From WasteWater										
39800 Transfer From WasteWater		8,400	2,800	2,800	2,800	100%	2,800		2,800	100%
Reserve fund required by USDA										
Group:		8,400	2,800	2,800	2,800	100%	2,800	0	2,800	100%
Fund:		8,400	2,800	2,800	2,800	100%	2,800	0	2,800	100%
Grand Total :	88,031	89,044	90,899	77,489	139,900		140,000	0	140,000	

09/21/17  
13:40:51

CITY OF FREEPORT  
Expenditure Budget Report -- Multi Year Actuals  
For the Year: 2018

Page: 1 of 2  
Report ID: B240B

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		2014	2015	2016	2017	Budget	Exp.	Budget	Changes	Budget	Budget
						2017	2017	18	18	18	18
-----											
265 TIF Swany White											
46508 TIF District Swany											
640	TIF Payment	2,891	2,744	2,915	1,493	3,000	50%	3,000		3,000	100%
	Account:	2,891	2,744	2,915	1,493	3,000	50%	3,000	0	3,000	100%
	Fund:	2,891	2,744	2,915	1,493	3,000	50%	3,000	0	3,000	100%
300 EDA											
46500 EDA Operations											
210	Operating Supplies	198	409	380	131	560	23%	400		400	71%
	EDA meeting meals										
300	Professional Services		1,565	440	7,231	400	***%	560		560	140%
	2015 \$1448 land sale closing costs, \$117 SEH										
	2016 Strack Consulting										
	2017 \$6343 land sale closing costs, \$888 SEH										
302	Legal Consulting	119	1,934	826	192	2,000	10%	2,000		2,000	100%
335	Mileage & Reimb Exp	26				100	0%	100		100	100%
360	Workers Comp Insurance	25	42	19		50	0%	50		50	100%
429	County Recording Fees			46		50	0%	50		50	100%
430	Miscellaneous	7,643	12,000		4,617	2,000	231%	2,000		2,000	100%
	2015 value of land sold to MarVin Enterprises										
	2017 value of land sold to Carr's										
700	Transfers	12,856	43,552	5,000	5,000	5,000	100%	5,000		5,000	100%
	\$5000 transfer to General Fund										
	2015 includes \$38,552 for land sale proceeds transferred to bond fund 331										
	Account:	20,867	59,502	6,711	17,171	10,160	169%	10,160	0	10,160	100%
	Fund:	20,867	59,502	6,711	17,171	10,160	169%	10,160	0	10,160	100%
326 Bonds, 2013 (Refunding of Main St Improvements)											
47000 Debt Service											
600	Bond Principal			110,000	115,000	115,000	100%	120,000		120,000	104%
610	Bond Interest		7,150	13,200	10,950	10,950	100%	8,600		8,600	79%
620	Fiscal Agents Fees		165	495	495	495	100%	495		495	100%
	Account:		7,315	123,695	126,445	126,445	100%	129,095	0	129,095	102%
	Fund:		7,315	123,695	126,445	126,445	100%	129,095	0	129,095	102%

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CITY OF FREEPORT  
Expenditure Budget Report -- Multi Year Actuals  
For the Year: 2018

Page: 2 of 2  
Report ID: B240B

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2014	2015	2016	2017	Budget	Exp.	Budget	Changes	Budget	Budget
<hr/>											
331 Bonds, 2012 (Refunding of Industrial Park)											
47000 Debt Service											
600	Bond Principal		20,000	160,000	160,000	160,000	100%	165,000		165,000	103%
610	Bond Interest	10,359	20,603	19,568	17,568	17,568	100%	15,209		15,209	87%
620	Fiscal Agents Fees		495	495	495	495	100%	495		495	100%
	Account:	10,359	41,098	180,063	178,063	178,063	100%	180,704	0	180,704	101%
	Fund:	10,359	41,098	180,063	178,063	178,063	100%	180,704	0	180,704	101%
<hr/>											
417 Street Improvements											
43100 Highways, Streets & Roadways											
300	Professional Services				29	0 ***%				0	0%
	Account:				29	0 ***%		0	0	0	0%
	Fund:				29	0 ***%		0	0	0	0%
<hr/>											
	Grand Total :	34,117	110,659	313,384	323,201	317,668		322,959	0	322,959	

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CITY OF FREEPORT  
Revenue Budget Report -- Multi Year Actuals  
For the Year: 2018

Page: 1 of 5  
Report ID: B250B

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2014	2015	2016	2017	Budget	Rec.	Budget	Change	Budget	Budget
					2017	2017	18	18	18	18
<hr/>										
265 TIF Swany White										
31100 Bond Levy										
31150 Tax Increments	2,891	2,744	2,915	1,493	3,000	50%	3,000		3,000	100%
Group:	2,891	2,744	2,915	1,493	3,000	50%	3,000	0	3,000	100%
Fund:	2,891	2,744	2,915	1,493	3,000	50%	3,000	0	3,000	100%
300 EDA										
31000 General Property Taxes										
31000 General Property Taxes	9,970	9,988	9,916	5,319	10,000	53%	10,000		10,000	100%
Group:	9,970	9,988	9,916	5,319	10,000	53%	10,000	0	10,000	100%
36200 Miscellaneous Revenues										
36210 Interest Earnings	152	174	196	155	160	97%	160		160	100%
36290 Sale Land/Property	10,000	40,000		2,088	0	***%			0	0%
Group:	10,152	40,174	196	2,243	160	***%	160	0	160	100%
Fund:	20,122	50,162	10,112	7,562	10,160	74%	10,160	0	10,160	100%
326 Bonds, 2013 (Refunding of Main St Improvements)										
31000 General Property Taxes										
31000 General Property Taxes			91,688	49,765	93,500	53%	94,500		94,500	101%
Group:			91,688	49,765	93,500	53%	94,500	0	94,500	101%
36100 Special Assessments										
36100 Special Assessments			11,591	3,404	8,281	41%	8,281		8,281	100%
Group:			11,591	3,404	8,281	41%	8,281	0	8,281	100%
36200 Miscellaneous Revenues										
36210 Interest Earnings		1,080	593	164	586	28%	473		473	80%
Group:		1,080	593	164	586	28%	473	0	473	80%
39200 Transfer from other funds										
39200 Transfer from other funds		157,877			0	0%			0	0%
2015 transfer was from Fund 325, which was closed										
Group:		157,877			0	0%	0	0	0	0%



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CITY OF FREEPORT  
Revenue Budget Report -- Multi Year Actuals  
For the Year: 2018

Page: 2 of 5  
Report ID: B250B

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2014	2015	2016	2017	Budget	Rec.	Budget	Change	Budget	Budget
					2017	2017	18	18	18	18
<hr/>										
Fund:		158,957	103,872	53,333	102,367	52%	103,254	0	103,254	100%
331 Bonds, 2012 (Refunding of Industrial Park)										
31000 General Property Taxes										
31000 General Property Taxes		69,352	89,183	50,516	95,000	53%	100,000		100,000	105%
Group:		69,352	89,183	50,516	95,000	53%	100,000	0	100,000	105%
36100 Special Assessments										
36100 Special Assessments				21,666	0	***%			0	0%
2017: From Industrial Park lot sale										
Group:				21,666	0	***%	0	0	0	0%
36200 Miscellaneous Revenues										
36210 Interest Earnings		3,313	2,538	1,005	1,619	62%	1,216		1,216	75%
Group:		3,313	2,538	1,005	1,619	62%	1,216	0	1,216	75%
39200 Transfer from other funds										
39200 Transfer from other funds	10,359	421,755			0	0%			0	0%
2015 transfer was from Fund 330, which was closed										
Group:	10,359	421,755			0	0%	0	0	0	0%
Fund:	10,359	494,420	91,721	73,187	96,619	76%	101,216	0	101,216	104%
407 2006 Small Cities Grant										
36100 Special Assessments										
36101 Principal on Note		7,887	2,549	1,146	2,549	45%	1,428		1,428	56%
36102 Penalties and Interest	130	201	66	11	54	20%	29		29	53%
Group:	130	8,088	2,615	1,157	2,603	44%	1,457	0	1,457	55%
36200 Miscellaneous Revenues										
36200 Miscellaneous Revenues	6,946				0	0%			0	0%
36210 Interest Earnings	498	572	702	387	600	65%	750		750	125%
Group:	7,444	572	702	387	600	65%	750	0	750	125%
Fund:	7,574	8,660	3,317	1,544	3,203	48%	2,207	0	2,207	68%

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CITY OF FREEPORT  
Revenue Budget Report -- Multi Year Actuals  
For the Year: 2018

Page: 3 of 5  
Report ID: B250B

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2014	2015	2016	2017	Budget	Rec.	Budget	Change	Budget	Budget
					2017	2017	18	18	18	18
<hr/>										
410 South End Park Fund										
36200 Miscellaneous Revenues										
36210 Interest Earnings	11	12	13	12	12	100%	50		50	416%
Group:	11	12	13	12	12	100%	50	0	50	416%
39400 Transfer from General										
39400 Transfer from General				5,000	5,000	100%	5,000		5,000	100%
2017 Set aside funds for future south end park										
Group:				5,000	5,000	100%	5,000	0	5,000	100%
Fund:	11	12	13	5,012	5,012	100%	5,050	0	5,050	100%
412 North End Park Fund										
36200 Miscellaneous Revenues										
36210 Interest Earnings	12	12	14	10	12	83%	20		20	166%
36230 Donations - Private				1,000	0	***%			0	0%
Group:	12	12	14	1,010	12	***%	20	0	20	166%
Fund:	12	12	14	1,010	12	***%	20	0	20	166%
416 Bucket Fund - Old Tower Preservation										
36200 Miscellaneous Revenues										
36210 Interest Earnings	35	36	41	22	36	61%	45		45	125%
Group:	35	36	41	22	36	61%	45	0	45	125%
Fund:	35	36	41	22	36	61%	45	0	45	125%
417 Street Improvements										
33400 State Grants & Aid/PERA										
33431 Small City Transportation				4,490	0	***%	8,980		8,980	*****%
During 2017 session, legislature funded 2017 & 2018.										
In 2015, \$14,466 received & was recorded in 101.33431.										
Group:				4,490	0	***%	8,980	0	8,980	*****%

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13:49:03

CITY OF FREEPORT  
Revenue Budget Report -- Multi Year Actuals  
For the Year: 2018

Page: 4 of 5  
Report ID: B250B

Account	Actuals				Current Budget	% Rec.	Prelim. Budget	Budget Change	Final Budget	% Old Budget
	2014	2015	2016	2017	2017	2017	18	18	18	18
-----										
417 Street Improvements										
36200 Miscellaneous Revenues										
36210 Interest Earnings			470	367	300	122%	1,000	_____	1,000	333%
Group:			470	367	300	122%	1,000	0	1,000	333%
39400 Transfer from General										
39400 Transfer from General			70,000	70,000	70,000	100%	72,000	_____	72,000	102%
Set aside funds for future street improvement										
Group:			70,000	70,000	70,000	100%	72,000	0	72,000	102%
Fund:			70,470	74,857	70,300	106%	81,980	0	81,980	116%
418 Capital Equipment										
36200 Miscellaneous Revenues										
36210 Interest Earnings			70	52	50	104%	150	_____	150	300%
Group:			70	52	50	104%	150	0	150	300%
39400 Transfer from General										
39400 Transfer from General			10,000	10,000	10,000	100%	10,000	_____	10,000	100%
Set aside funds for future equipment purchases										
Group:			10,000	10,000	10,000	100%	10,000	0	10,000	100%
Fund:			10,070	10,052	10,050	100%	10,150	0	10,150	100%
419 Street Lights										
36200 Miscellaneous Revenues										
36210 Interest Earnings				10	0	***%	80	_____	80	*****%
Group:				10	0	***%	80	0	80	*****%
39400 Transfer from General										
39400 Transfer from General				10,000	10,000	100%	30,000	_____	30,000	300%
Set aside funds for future street light purchases										
Group:				10,000	10,000	100%	30,000	0	30,000	300%
Fund:				10,010	10,000	100%	30,080	0	30,080	300%
Grand Total :	41,004	715,003	292,545	238,082	310,759		347,162	0	347,162	



## CITY OF FREEPORT

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

### RESOLUTION 2017-10

#### A RESOLUTION ADOPTING PROPOSED 2018 BUDGET AND ORDERING CERTIFICATIONS OF PROPOSED 2018 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 30, 2017; 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 2018 and have attached such proposed budget in Appendix A; and

**NOW, THEREFORE BE IT RESOLVED;** The Freeport City Council has determined that the 2018 proposed tax levy shall be set, and directs the City Clerk to notify the Stearns County Auditor of this proposed levy amounts:

General Levy	\$250,000
EDA Levy	\$ 10,000
2013 GO Bond Levy	\$ 94,500
2012 GO Bond Levy	\$100,000
<hr/>	
Total Tax Levy	\$454,500

**FURTHERMORE;** The City Council hereby sets December 19, 2017 as the public hearing date for comment on the 2018 budget and tax levy. The meeting will be held at 7:00 pm at the Freeport City Hall, 125 Main Street East in the City of Freeport

Dated this 26th day of September 2017

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

\_\_\_\_\_  
Rodney Atkinson, Mayor

ATTEST:

\_\_\_\_\_  
Adrianna Hennen, Clerk-Treasurer

Drafted by: Joan Wall, Deputy Treasurer  
City of Freeport, MN, 125 Main Street East, PO Box 301, Freeport, MN 56331

# Memo

From: Joan Wall, Deputy Treasurer

To: Freeport City Council

Date: September 19, 2017

Re: 2017-2019 Schlenner Wenner & Co Audit Fees Quote

---

Molly Thompson with Schlenner Wenner sent us their proposed fees for the next three audits. The proposed amounts are:

2017	\$13,960
2018	\$14,375
2019	\$14,805

Would the Council like to continue to have Schlenner Wenner perform the City's audits?

In the table below, I have included the last three years and show the percentage change in the proposed fees from year to year.

## **Schlenner Wenner & Co. Proposed Audit Fees**

Year Audited	Quote	% Change
2014	\$ 12,750	
2015	\$ 13,150	3.1%
2016	\$ 13,550	3.0%
2017	\$ 13,960	3.0%
2018	\$ 14,375	3.0%
2019	\$ 14,805	3.0%

# Memo

---

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 9/21/17

Re: Maintenance Assistant

---

I received two applications for the posted maintenance assistant position. I received an application from Al Williams and Jim Notch. I will have the applications at the meeting for council's review if desired.

# Memo

---

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 9/21/17

Re: Welle Addition

---

At the last council meeting, council agreed that sending a letter to Kent Roessler regarding the state of the undeveloped Welle Addition should be done. Attached is the notice that I sent Kent along with his response. I am looking to the council for guidance on how you would like to me respond to Kent.



## **CITY OF FREEPORT**

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

Paxmar Properties  
Attn: Kent Roessler  
3495 Northland Blvd. NW STE 210  
Coon Rapids, MN 55448

August 30, 2017

Mr. Roessler,

It was brought to the City's attention and then after our review it was determined that you undeveloped property (PID # 54.32269.0211), south of Freeport, has not been maintained to Freeport City Code standards. Freeport is requiring you maintain the property to the required maximum 8 inch grass/vegetation height. We are also concerned about the trees growing in the proposed roadway areas as we don't want the trees to wreck any potential future development. Also, any noxious weeds must be removed. These improvements must be made by September 18, 2017.

If you have any questions or would like to discuss you can call 320.836.2112 or email [Adrianna@freeportmn.org](mailto:Adrianna@freeportmn.org)

Sincerely,

Adrianna Hennen, Clerk-Treasurer



## Adrianna Hennen

---

**From:** Kent Roessler <kent@paxmar.com>  
**Sent:** Tuesday, September 05, 2017 1:06 PM  
**To:** adrianna@freeportmn.org  
**Cc:** Alan Roessler  
**Subject:** PIN# 54322690211  
**Attachments:** DOC090517-09052017115331.pdf

We are in receipt of your letter dated Aug 30<sup>th</sup>, 2017.  
We would ask that the city not require mowing on our parcel to 8" height.  
Our parcel is an unimproved outlot and has not been mowed for the past 10 years.  
There are several other parcels in town that have tall grass and are not mowed.

*Kent Roessler*

Cell (612) 242-5051 | Fax (763) 753-9812

[www.paxmar.com](http://www.paxmar.com) | [kent@paxmar.com](mailto:kent@paxmar.com)

**PAXMAR**®

# Memo

---

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 9/21/17

Re: Matt Indieke – Curb Application

---

Matt has submitted an application to remove part of the curb to his storage unit to make it a driveway/approach. The proposed approach is 40'. He will assume the entire cost. Following is the application and a small map that shows his proposed plan.



## 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)

### DRIVEWAY/CURB/GUTTER PERMIT

OFFICE USE ONLY			
Date Submitted	Date Completed		
City Council Action (circle one) APPROVAL                      DENIAL		Date of Action	File with County Recorder:
Fee \$	Paid	Receipt #	Date

*I/We, the undersigned, as owners of the property described hereby appeal to the City Council of Freeport, to grant a Driveway/Curb/Gutter Permit. Applicants have the responsibility of checking all applicable ordinances and complying with all ordinance requirements.*

Name: Matt Imdieke Phone: 320-420-1295

Address: 700 1st Ave Freeport

1. Size and location of the proposed access or driveway: 40' on North entrance to storage units between buildings
2. Describe the manner of restoration that will be made to any street, curb, or sidewalk as a result of the proposed use or construction: curb will be removed
3. Cost of proposed project: \$1,500

*The council may approve or deny the application and may give its approval with considerations attached also as to method of repair which must be followed, the size and location of the access. The council may require payment for any damage which may be anticipated, prior to the issuance of a permit*

*By signing this application form, I agree that all fees and expenses incurred by the City for the processing of this application, including costs for professional services, are the responsibility of the applicant and property owner to be paid immediately upon receipt or the City may approve a special assessment for which the property owner specifically*

**The City of Freeport is an Equal Opportunity Provider**

*agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes Section 429.081 as amended. All fees and expenses are due whether the application is approved or denied.*

*I, the undersigned hereby apply for the considerations described above and declare that the information and materials in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge.*

*I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes Section 15.99 as amended, at such a time as it is determined to be completed. Pursuant to Minnesota Statutes Section 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of an incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.*

Clerk-Treasurer Signature \_\_\_\_\_

Date \_\_\_\_\_

Owner Signature Mr. [Signature]

Date 9/12/17

