



## **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)

**July 25, 2017** - Regular Meeting Agenda  
Freeport City Hall - 7:00 pm

*\*\*weather permitting we will be having the meeting on Ackie's patio.*

### Call to Order

- I. Approve Agenda
- II. On-Site Gate Discussion
- III. Open Pubic Forum
- IV. Consent Agenda
  - a. June 27, 2017 Regular Meeting Minutes (1-3)
  - b. Claims 2822-2851 (4-10)
  - c. Sheriff's Report (11)
- V. Reports
  - a. Clerk Report (12)
  - b. Deputy Treasurer Report (13-31)
  - c. Public Works Report (32-33)
  - d. Engineer Report (N/A)
  - e. Attorney Report (34)
  - f. Fire Department Report (N/A)
- VI. Old Business
  - a. Setbacks (35-36)
- VII. New Business
  - a. Deputy Treasurer Performance Review (37-45)
  - b. Softball-Blocking Alley (46)
- VIII. Adjourn

*Next meeting: August 29, 2017*



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### **June 27, 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:

Ken & Kathy Luethmers (215 3<sup>rd</sup> St NE)

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

Wes David (312 10<sup>th</sup> St SE)

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

### **Approve Agenda**

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

### **Open Public Forum**

Ken and Kathy Luethmers expressed concern regarding the proposed gate to be installed at the end of 3<sup>rd</sup> street. Currently there is caution tape across the cul-du-sac where the gate is going to be installed. Luethmers stated it is dangerous because now everyone that drives down that road has to back all the way up or turn around in people's driveways. They stated there is a lot of traffic currently, they think because people want to look at the gym and hopes that diminishes after time. They are worried about the kids that play down that street especially if people are backing down the road and have blind spots. Luethmers also stated the road is exceptionally narrow which makes it more difficult.

Council decided it would be best to meet with Parish representatives on-site at the July meeting to address any concerns before the gate is installed.

### **Consent Agenda**

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

### **Reports**

#### Clerk Report

A. Hennen stated that Phil Osendorf had not yet installed the water meter at the fire hall. Atkinson stated that instead of waiting on Osendorf that we find someone else or do it ourselves.

Council agreed that they would allow employees to take July 3<sup>rd</sup> off.

#### Deputy Treasurer Report

Wall explained that the city will be receiving \$8,980 for 2017 and 2018 under the Small Cities Assistance Account, which was previously received in 2015. This money can only be put towards street expenses. Wall also showed a list of the 2015 money had been put towards.

### Public Works Report

Goebel stated that there was a dead tree on the corner of the fire department property that needed to be removed. He got an estimate from Carr's Tree Service for \$1,000 and one from Luke Mader for \$400. Council agreed to have Mader remove the tree.

### Engineer Report

Blommel updated council on the new line that Kotzer put in behind school. The projected has been completed and the flow is an inch lower than before the project, which is an improvement.

### Attorney Report

Dymoke stated each item on his report would be coming up later on in the meeting for discussion.

### Fire Department Report

A. Hennen stated the fire department was looking at having 3 ceiling fans installed at a cost of \$587.20 through Oak Electric and installed by fire department member Phil Wiechmann. T. Hennen moved to approve the fans, seconded by Eveslage. Motion carried 5-0.

### **Old Business**

#### Rural Service District – Resolution 2017-07

At the May meeting the council questioned what the tax difference was if Pung and Bogerding didn't live within the City limits. Dymoke explained, from Stearns County calculations, that their taxes would be comparable. The Rural Service tax break can only be applied to general operations, not bonds and debts. If comparing general operations Pung and Bogerding's taxes are comparable if they lived in the city versus township. The only item that makes their taxes slightly higher is Freeport's bond payments. It was discovered that the Green Acres program does not benefit the two farms once previously thought. Council agreed that they would remove Quality Trailer from the Rural Service District and leave the rest the same and reevaluate next year.

Ettle moved to approve Resolution 2017-07 – Resolution Transferring Parcel No. 54.32085.0010 to the Urban Service District, seconded by Eveslage. Roll call vote: Atkinson-yes, Ettle-yes, Eveslage-yes, T. Hennen-yes, Renneker-yes. Motion carried 5-0.

### School Park

A. Hennen stated that the Lions were having new signs made for the Lions Park so it we could just wait until they have theirs made and do them all at the same time.

Dan Roering recommended not adding anymore lighting to the park then the School has already added because the added light will be adequate.

#### Conflicts of Interest – Resolution 2017-08

Eveslage moved to approve Resolution 2017-08 – Resolution Authorizing Purchases from Hennen Lumber Co., Inc. up to \$1,000 per month, seconded by Ettle. Motion carried 4-0, with T. Hennen abstaining.

#### Firearm Ordinance – Ordinance 2017-02

Renneker moved to approve Ordinance 2017-02 – An Ordinance Amending the Freeport City Code of 1995, Section 2000.07 Disorderly Conduct, seconded by Eveslage. Roll call vote: Atkinson-yes, Ettle-yes, Eveslage-yes, T. Hennen-yes, Renneker-yes.

## **New Business**

### **Creamery Site**

The council made it clear that they were no longer tolerating the complaints being received from neighbors about the state of the Creamery. Council members along with staff stated they all had been receiving complaints about noise, vehicles, and garbage at the site. Dave Welle, Creamery Board member and Wes David, current renter were present. Welle stated he would speak with the other tenants regarding the complaints of noise and garbage around the building. The council asked about all of the cars sitting around the building. David stated that those were his and his son's vehicles and all but two of them had current registration, and the two were going to be getting tabs that week. Council asked why they had so many vehicles. David stated that his son likes to collect vehicles and work on them. David said him and his son try to be respectful of neighbors and not work there too late. Council asked about the rumor of someone living in the building. Welle stated that he and Dan Atkinson went in the building one day and there is a couch, tv, table and chairs in the loft but there was no evidence of anyone living there. Dymoke asked if the board had any formal lease agreements with the tenants. Welle said no. Dymoke stated that would be a good idea, because a lease agreement can be more strict then city code. Then if the tenants do not follow the lease agreement there can be repercussions and even eviction. Welle said they would definitely be doing that. Atkinson stated that this has become more than just an unsightly building but it is really affecting the neighbors. Their kids are scared of the building, waking them up at all hours, seeing weird cars come and go. It is emotionally affecting these families. Atkinson stated that it was unfortunate that they have to live next to this. Eveslage said that the building will be under a microscope now and in the future. Council asked what the board's intentions are with the building. Welle stated that they would continue to rent it out as that was a source of income for them. Council asked if they had any intention of selling it. Welle said they've had offers in the past but it was never enough since they still owe money on the building.

### **Hazardous Mitigation Plan – Resolution 2017-09**

Eveslage moved to approve Resolution 2017-09 Adoption of the Stearns County All-Hazard Mitigation Plan, seconded by Renneker. Motion carried 5-0.

## **Adjourn**

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Mayor, Rodney Atkinson

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City Clerk-Treasurer, Adrianna Hennen

07/18/17  
09:42:14

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 7/17

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
2822		15 ALBANY MUTUAL TELEPHONE	245.47					
	10279571	07/01/17 836-2411/2413	74.35			225 42200	320	10100
	10279950	07/01/17 836-7158	38.71			101 41000	320	10100
	10279730	07/01/17 836-2685	22.40*			601 43225	320	10100
	10279730	07/01/17 836-2685	22.39			602 43250	320	10100
	10279434	07/01/17 836-2112	87.62			101 41000	320	10100
		Total for Vendor:	245.47					
2823		25 AMERIPRIDE LINEN & APPAREL	54.60					
	2200930609	06/23/17 Monthly rug service	54.60			101 41000	410	10100
		Total for Vendor:	54.60					
2824		70 CENTERPOINT ENERGY	55.17					
	06/22/17	Maintenance bldg	26.70			101 43100	382	10100
	06/22/17	Fire hall	28.47			225 42200	382	10100
		Total for Vendor:	55.17					
2825		76 CENTRAL MINNESOTA CREDIT UNION	186.41					
	06/30/17	Ziegler-Fire Dept supplies	32.44			225 42200	210	10100
	06/30/17	Walmart-Fire Dept supplies	5.97			225 42200	210	10100
	06/30/17	USPS-general postage	147.00*			101 41000	200	10100
	06/30/17	Stearns Cnty Beacon fees	1.00			101 41000	433	10100
		Total for Vendor:	186.41					
2826		636 DHIA LABORATORIES	74.00					
	63821	06/22/17 Pre-discharge 660050	74.00			602 43250	460	10100
		Total for Vendor:	74.00					
2827		145 FINKEN WATER SOLUTIONS	23.00					
	4598012	07/01/17 Water softener rental	15.00			101 41000	410	10100
	1598022	07/01/17 Maint water cooler	8.00			101 43100	410	10100
		Total for Vendor:	23.00					

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Page: 2 of 2  
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2828		387 RAHNS OIL & PROPANE, INC	367.86					
	1449	06/30/17 Fire Dept fuel	27.92			225 42200	215	10100
	1449	06/30/17 Public Works fuel	339.94			101 43100	215	10100
		Total for Vendor:	367.86					
2829		510 VERIZON WIRELESS	58.82					
	9788489104	07/01/17 Cell phone - July	58.82			101 43100	320	10100
		Total for Vendor:	58.82					
2830		525 XCEL ENERGY	2,183.51					
	550725218	06/19/17 Water tower	72.81			601 43225	381	10100
	552519116	07/03/17 Street lights	700.40			101 43160	381	10100
	552703008	07/05/17 302188142	144.65			601 43225	381	10100
	552703008	07/05/17 302252262	72.96			101 43160	381	10100
	552703008	07/05/17 302290398	107.68			101 41000	381	10100
	552703008	07/05/17 302679657	82.98			101 43100	381	10100
	552703008	07/05/17 302700297	26.66			602 43250	381	10100
	552703008	07/05/17 302947044	151.51			601 43225	381	10100
	552703008	07/05/17 303193187	30.27			602 43250	381	10100
	552703008	07/05/17 303616049	89.96			225 42200	381	10100
	552703008	07/05/17 303936749	38.72			101 43160	381	10100
	552703008	07/05/17 303956738	400.90			101 43160	381	10100
	552703008	07/05/17 303963984	201.21			101 43160	381	10100
	552703008	07/05/17 303985901	31.28			101 43160	381	10100
	552703008	07/05/17 304083816	13.03			101 43160	381	10100
	552703008	07/05/17 304098414	18.49			602 43250	381	10100
		Total for Vendor:	2,183.51					
		# of Claims	9	Total:		3,248.84		

07/20/17  
11:54:07

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Page: 1 of 4  
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2832		694 ALBANY FLEET SUPPLY	15.07					
	B215031	06/19/17 Wooden clothespins	3.49			225 42200	210	10100
	B215031	06/19/17 Softener salt	11.58			225 42200	210	10100
		Total for Vendor:	15.07					
2833		581 ALEX AIR APPARATUS, INC	142.50					
	33354	06/29/17 ELM, intake FLR (C-630)	27.50			225 42200	220	10100
	33354	06/29/17 Compressor air quality test	115.00			225 42200	220	10100
		Total for Vendor:	142.50					
2834		40 AUTO VALUE-ALBANY	42.54					
	26233493	07/17/17 Water samples shipping	42.54			601 43225	200	10100
		Total for Vendor:	42.54					
2836		723 BDS LAUNDRY SYSTEMS	8,908.00					
		Washer for Fire Hall - received donation to pay for						
	V336445	06/22/17 UniMac 40 lb cabinet washer	7,080.00*			225 42200	560	10100
	V336445	06/22/17 UniMac 40# base frame	380.00*			225 42200	560	10100
	V336445	06/22/17 MN freight incoming	248.00*			225 42200	560	10100
	V336445	06/22/17 MN delivery charge	1,200.00*			225 42200	560	10100
		Total for Vendor:	8,908.00					
2837		724 COUNTRY LAWN SEEDING	600.00					
		Seed put down, erosion blankets in ditch by Atkinson Well & by Gary Pierskalla						
		06/19/17 Seed	250.00			101 43100	225	10100
		06/19/17 3.5 erosion blankets	350.00			101 43100	225	10100
		Total for Vendor:	600.00					
2838		107 DANNY'S DISPOSAL & RECYCLING,	164.66					
		07/01/17 Maintenance bldg	135.25			101 43100	383	10100
		07/01/17 Fire hall	29.41			225 42200	383	10100
		Total for Vendor:	164.66					

07/20/17  
11:54:07

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Page: 2 of 4  
Report ID: AP100V

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2840		123 DYMOKE LAW OFFICE, P.A.	402.50					
	07/03/17	Gun ordinance	57.50			101 41000	302	10100
	07/03/17	Rural service district	57.50			101 41000	302	10100
	07/03/17	Purchasing conflicts	57.50			101 41000	302	10100
	07/03/17	Daycares	57.50			101 41000	302	10100
	07/03/17	Road setbacks	57.50			101 41000	302	10100
	07/03/17	City council meeting	115.00			101 41000	302	10100
		Total for Vendor:	402.50					
2841		708 ENVIRONMENTAL EQUIPMENT &	120.46					
	13707 06/28/17	Sweeper side broom	105.00			101 43100	220	10100
	13707 06/28/17	Freight	15.46			101 43100	220	10100
		Total for Vendor:	120.46					
2839		155 FREEPORT FARM CENTER, INC	31.90					
	98105 06/28/17	10 qts 10W-30 oil	31.90			101 45200	220	10100
		Total for Vendor:	31.90					
2842		174 GOPHER STATE ONE CALL, INC	6.75					
	7060380 06/30/17	5 email tickets (half)	3.38			601 43225	300	10100
	7060380 06/30/17	5 email tickets (half)	3.37*			602 43250	300	10100
		Total for Vendor:	6.75					
2843		187 HAWKINS, INC	1,577.91					
	4106016 06/06/17	Chlorine	214.50			601 43225	440	10100
	4106016 06/06/17	Fuel surcharge	15.00			601 43225	440	10100
	4106016 06/06/17	LPC-4 bulk liquid	1,176.10			601 43225	440	10100
	4106016 06/06/17	Hydrofluosilicic acid	172.31			601 43225	440	10100
		Total for Vendor:	1,577.91					
2844		558 HERDERING, INC	773.30					
	1032-12949 06/19/17	500 ft dust control 7th Av	370.00			101 43100	225	10100
	1032-12949 06/19/17	545 ft dust control 3rd St	403.30			101 43100	225	10100
		Total for Vendor:	773.30					



07/20/17  
11:54:07

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Page: 3 of 4  
Report ID: AP100V

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2845		219 JOANN TIMP	144.00					
	07/17/17	4 cleanings (6/26/17-7/17/17)	144.00			101 41000	300	10100
		Total for Vendor:	144.00					
2846		243 KOTZER EXCAVATING, INC	13,425.25					
	07/12/17	Sanitary sewer work by school	13,425.25*			602 43250	311	10100
		Total for Vendor:	13,425.25					
2847		277 MAYERS EXCAVATING, INC	74.75					
	5397 06/30/17	Sprinkler parts - Lions Park	74.75			101 45200	220	10100
		Total for Vendor:	74.75					
2848		326 MN MAINTENANCE PLUS, LLC	103.01					
	5705 07/05/17	Install water meter @ fire hal	103.01			225 42200	220	10100
		Total for Vendor:	103.01					
2849		418 SEH, INC	1,140.36					
	335054 07/13/17	Sewer advise & review	156.25*			602 43250	300	10100
	335054 07/13/17	Indust Park plat irons	617.50*			300 46500	300	10100
	335054 07/13/17	EDA meeting	218.75*			300 46500	300	10100
	335054 07/13/17	Mileage - Indust Park	29.68*			300 46500	300	10100
	335054 07/13/17	Equip - Indust Park	38.50*			300 46500	300	10100
	335054 07/13/17	Mileage - EDA meeting	23.08*			300 46500	300	10100
	335054 07/13/17	Mileage - sanitary sewer rview	6.60*			602 43250	300	10100
	335054 07/13/17	Admin assist - EDA	42.53*			300 46500	300	10100
	335054 07/13/17	Admin assist - sanitary sewer	7.47*			602 43250	300	10100
		Total for Vendor:	1,140.36					
2850		554 SWANY WHITE FLOUR MILLS, LTD	1,493.14					
	07/20/17	TIF payment	1,496.14			265 46508	640	10100
	07/20/17	County TIF fee	-3.00			265 46508	640	10100
		Total for Vendor:	1,493.14					

07/20/17  
11:54:07

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Page: 4 of 4  
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Claim/	Check	Vendor #/Name/	Document \$/	Disc \$						Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund	Org	Acct	Object	Proj Account
2851		463 TEAM LABORATORY CHEMICAL CORP	2,027.72							
	0007133	07/06/17 Aquatic weed killer	790.00			602		43250	210	10100
	0007133	07/06/17 Terra Plus herbicide	425.00			101		45200	220	10100
	0007133	07/06/17 Reward-MN gross sales fee	4.35			602		43250	210	10100
	0007133	07/06/17 Reward-Accra surcharge	2.37			602		43250	210	10100
	0007133	07/06/17 Freight	28.04			602		43250	210	10100
	0007133	07/06/17 Freight	14.96			101		45200	220	10100
	0007292	07/17/17 Mega Bugs Plus	750.00			602		43250	210	10100
	0007292	07/17/17 Freight	13.00			602		43250	210	10100
		Total for Vendor:	2,027.72							
		# of Claims	19	Total :						31,193.82

07/06/17  
09:09:02

CITY OF FREEPORT  
Liability Check Detail

Page: 1 of 1  
Report ID: W120

Liability Check    19586 BLUE CROSS BLUE SHIELD    1243.15

Check #	Employee	Pay Date	Empl. Amount	Empr. Amount	Total Amount
-89083	Goebel, Loren C.	06/28/17	84.16	375.01	459.17
-89090	Goebel, Loren C.	06/14/17	84.16	375.00	459.16
-89097	Goebel, Loren C.	05/31/17	0.00	0.00	0.00
-89082	Hennen, Adrianna M.	06/28/17	0.00	162.41	162.41
-89089	Hennen, Adrianna M.	06/14/17	0.00	162.41	162.41
-89096	Hennen, Adrianna M.	05/31/17	0.00	0.00	0.00
Total Detail:		6	168.32	1074.83	1243.15

# ***FREEPORT CALLS - JUNE 2017***

<b>City</b>	<b>Date Received</b>	<b>Call #</b>	<b>Description</b>
FREEPORT	06/03/2017 01:30:37	17045347	911 OPEN LINE
FREEPORT	06/19/2017 13:51:37	17050266	ABANDONED VEHICLE
FREEPORT	06/01/2017 14:02:50	17044727	AGENCY ASSIST
FREEPORT	06/01/2017 15:25:12	17044760	AGENCY ASSIST
FREEPORT	06/09/2017 19:34:20	17047314	AGENCY ASSIST
FREEPORT	06/21/2017 04:09:34	17050811	AGENCY ASSIST
FREEPORT	06/30/2017 22:27:35	17053711	AGENCY ASSIST
FREEPORT	06/23/2017 09:59:05	17051498	ALARM
FREEPORT	06/09/2017 19:07:43	17047308	BURGLARY
FREEPORT	06/18/2017 22:02:50	17050110	CHILD CUSTODY DISPUTE
FREEPORT	06/29/2017 17:29:49	17053320	CHILD CUSTODY DISPUTE
FREEPORT	06/14/2017 15:47:12	17048767	CITIZEN CONTACT
FREEPORT	06/01/2017 13:53:56	17044723	DRUNK DRIVER ARREST
FREEPORT	06/30/2017 20:00:23	17053673	DRUNK DRIVER ARREST
FREEPORT	06/14/2017 12:03:44	17048713	FOUND PROPERTY
FREEPORT	06/28/2017 22:58:51	17053051	MEDICAL EMERGENCY
FREEPORT	06/24/2017 20:23:48	17051936	NO PAY CUSTOMER
FREEPORT	06/28/2017 13:04:07	17052923	PAPER SERVICE
FREEPORT	06/19/2017 13:43:25	17050264	PAPER SERVICE
FREEPORT	06/05/2017 17:27:58	17046087	REPORT WRITING
FREEPORT	06/30/2017 22:23:17	17053710	SUICIDE ATTEMPT IN PRO
FREEPORT	06/06/2017 14:24:45	17046313	THREATS COMPLAINT
FREEPORT	06/11/2017 23:55:33	17048017	TRAFFIC STOP
FREEPORT	06/12/2017 21:47:38	17048267	TRAFFIC STOP
FREEPORT	06/12/2017 23:55:21	17048311	TRAFFIC STOP
FREEPORT	06/19/2017 17:37:57	17050321	TRAFFIC STOP
FREEPORT	06/16/2017 17:18:31	17049454	TRAFFIC STOP
FREEPORT	06/30/2017 06:13:32	17053479	TRAFFIC STOP
FREEPORT	06/26/2017 02:19:33	17052249	TRAFFIC STOP
FREEPORT	06/26/2017 21:47:14	17052501	TRAFFIC STOP
FREEPORT	06/27/2017 06:56:34	17052593	TRAFFIC STOP
FREEPORT	06/22/2017 05:15:00	17051125	TRAFFIC STOP
FREEPORT	06/25/2017 23:55:39	17052225	UAV TRAINING

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 7/20/17

Re: Clerk Report

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I have been receiving more water/sewer bill complaints here in July. With people watering lawns/plants, kids playing in sprinkler/water toys, residents are seeing an increase in their bills. Some of them are frustrated that sewer charges are based off of water usage, when some of the water is going into yards, etc. and not into the sewer system. I have explained to them that unless they hook up a second meter to their outside spickets, we have no way of determining what they use in their versus in their yards. Some residents have been invited to come to the meeting to express their concerns during the open public forum.

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Phil has installed the water meter in the fire hall. Loren and I will wait a few weeks before we take a reading since it hasn't been installed for a full month.

City of Freeport  
All Funds Summary  
For the Six Months Ended June 30, 2017 (Unaudited)

	General Fund	AFSA Fund	TIF Swany White	EDA Fund	Bonds, 2013 Main Street Refunding	Bonds, 2012 Indust Park Refunding	2006 Small Cities Grant	South End Park Fund	North End Park Fund	Bucket Fund Old Tower Preservation	Street Improv Fund	Capital Equip Fund	Street Lights Fund	Water Fund	Waste Water Fund	Water USDA Reserve	Waste Water USDA Reserve	Total YTD Amount
REVENUES:																		
Property Taxes																		
Property Tax Levy	158			0	0	0												158
Other Taxes	0		0															0
General Sales and Use Tax														491				491
Special Assessments	0				0	21,666								0	0			21,666
Licenses and Permits	9,639																	9,639
State Grants & Aid	0	3,375																3,375
Grants & Aids from Local Governmental Units	200																	200
Charges for Services	660													39,882	47,865			88,407
Public Safety		90,273																90,273
Fines and Forfeitures	773																	773
Loan Payments Received							1,115											1,115
Miscellaneous	1,836	14,810		2,243	164	1,005	429	12	1,010	22	367	52	10	1,917	192			24,071
Total Revenues	13,266	108,458	0	2,243	164	22,671	1,544	12	1,010	22	367	52	10	42,290	48,056	0	0	240,168
EXPENDITURES:																		
General Government	10,642																	10,642
Legislative (Council/Board)	1,875																	1,875
Executive (Mayor/Manager)	307																	307
Clerk	41,866																	41,866
Elections	427																	427
Auditor	13,700																	13,700
Assessor	4,812																	4,812
Planning / Zoning	0																	0
Building Official	296																	296
Public Works	29,156																	29,156
Highways, Streets & Roadways	19,422									0								19,422
Street Lighting	8,591																	8,591
Parks	7,292																	7,292
Salaries & Benefits		0																0
Supplies		2,075		131										961	506			3,672
Professional Services		4,110		698						29				112	2,062			7,011
Fire Dept Aid		2,183																2,183
Training		3,959												115	215			4,289
Insurance		3,193												385	767			4,345
Utilities		2,288												2,913	319			5,521
Repairs		0																0
Water/Waste Water Treatment														1,624	430			2,054
Debt Service					126,445	178,063								72,960	28,650			406,118
Miscellaneous		316,610	0	10,372										791	0			327,773
Total Expenditures	138,385	334,418	0	11,200	126,445	178,063	0	0	0	0	29	0	0	79,860	32,949	0	0	901,349
Excess of Revenues																		
Over (Under) Expenditures	(125,119)	(225,960)	0	(8,957)	(126,281)	(155,391)	1,544	12	1,010	22	338	52	10	(37,570)	15,107	0	0	(661,180)
OTHER SOURCES (USES):																		
Transfers In	90,500	39,924	0	0	0	0	0	5,000	0	0	70,000	10,000	10,000	0	0	13,867	2,800	242,091
Transfers Out	(134,924)	(3,500)	0	(5,000)	0	0	0	0	0	0	0	0	0	(54,867)	(43,800)	0	0	(242,091)
Total Other Sources (Uses)	(44,424)	36,424	0	(5,000)	0	0	0	5,000	0	0	70,000	10,000	10,000	(54,867)	(43,800)	13,867	2,800	0
Excess of Revenues & Other Sources																		
Over (Under) Expenditures & Other Uses	(169,543)	(189,536)	0	(13,957)	(126,281)	(155,391)	1,544	5,012	1,010	22	70,338	10,052	10,010	(92,437)	(28,693)	13,867	2,800	(661,180)
FUND BALANCES:																		
January 1	517,495	496,528	(0)	137,123	131,819	364,981	91,738	1,717	1,754	5,280	70,470	10,070	0	2,001,684	2,039,321	55,468	11,200	5,936,648
June 30	347,952	306,992	(0)	123,166	5,538	209,589	93,282	6,730	2,765	5,302	140,808	20,122	10,010	1,909,246	2,010,628	69,335	14,000	5,275,468
CASH:																		
January 1	509,962	487,498	0	32,437	131,453	364,624	91,738	1,717	1,754	5,280	70,470	10,070	0	447,135	35,621	55,468	11,200	2,256,427
Increase (Decrease) in Cash	(169,617)	(191,579)	(0)	(11,406)	(125,915)	(155,035)	1,544	5,012	1,010	22	70,338	10,052	10,010	(84,556)	(13,857)	13,867	2,800	(637,309)
June 30	340,344	295,919	(0)	21,030	5,538	209,589	93,282	6,730	2,765	5,302	140,808	20,122	10,010	362,579	21,763	69,335	14,000	1,619,118

**City of Freeport**  
**Budget Variance Explanations**  
**For the Six Months Ended June 30, 2017 (Unaudited)**

General Fund Revenue

Property Taxes & State Funds	First half of these funds were deposited in July
Insurance Dividends	We receive this in December

AFSA Fund Revenue

State Grants & Aid/PERA	Usually comes in Sept or Oct
Miscellaneous:	
Donations - Private	Freeport Lions have donated \$11,300 so far this year

AFSA Fund Expenditures

Miscellaneous:	
Motor Vehicles	75% down payment on fire truck

EDA Fund Revenue

Property Taxes	First half of these funds were deposited in July
Miscellaneous:	
Sale Land/Property	Industrial Park lot sale

EDA Fund Expenditures

Miscellaneous	Industrial Park lot sale closing costs & remove land from our books
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Bonds, 2013 (Refunding of Main St Improvements) Revenues

Property Taxes & Spec. Assess.	First half of these funds were deposited in July
--------------------------------	--

Bonds, 2013 (Refunding of Main St Improvements) Expenditures

Debt Service	There is only one large principal payment per year on this bond.
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Bonds, 2012 (Refunding of Industrial Park) Revenues

Property Taxes	First half of these funds were deposited in July
Special Assessments	Received as part of Industrial Park lot sale

Bonds, 2012 (Refunding of Industrial Park) Expenditures

Debt Service	There is only one large principal payment per year on this bond.
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North End Park Fund Revenue

Miscellaneous:	
Donations - Private	Donation received

Water Fund Expenditures

Debt Service	There is only one large principal payment per year on these bonds.
Miscellaneous	Depreciation is posted during year end process

Waste Water Fund Expenditures

Debt Service	There is only one large principal payment per year on this bond.
Miscellaneous	Depreciation is posted during year end process

**City of Freeport**  
**General Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**For the Six Months Ended June 30, 2017 (Unaudited)**

	Final Budget 2017	Year-to-Date Amount 6/30/17	Year-to-Date % of Budget 6/30/17	Variance With Final Budget
<b>REVENUES:</b>				
Property Taxes				
Property Tax Levy	246,800	158	0.1%	(246,642)
Other Taxes	3,000	0	0.0%	(3,000)
Special Assessments	675	0	0.0%	(675)
Licenses and Permits	8,925	9,639	108.0%	714
State Grants & Aid	112,450	0	0.0%	(112,450)
Grants & Aids from Local Governmental Units	0	200	N/A	200
Charges for Services	100	660	660.0%	560
Fines and Forfeitures	1,500	773	51.6%	(727)
Miscellaneous	10,140	1,836	18.1%	(8,304)
<b>Total Revenues</b>	<b>383,590</b>	<b>13,266</b>	<b>3.5%</b>	<b>(370,324)</b>
<b>EXPENDITURES:</b>				
General Government	34,359	10,642	31.0%	(23,717)
Legislative (Council/Board)	5,948	1,875	31.5%	(4,073)
Executive (Mayor/Manager)	2,153	307	14.2%	(1,846)
Clerk	90,952	41,866	46.0%	(49,086)
Elections	415	427	103.0%	12
Auditor	16,660	13,700	82.2%	(2,960)
Assessor	5,000	4,812	96.2%	(188)
Planning / Zoning	1,250	0	0.0%	(1,250)
Building Official	4,200	296	7.0%	(3,904)
Public Works	76,865	29,156	37.9%	(47,709)
Highways, Streets & Roadways	35,606	19,422	54.5%	(16,184)
Street Lighting	19,500	8,591	44.1%	(10,909)
Recreation	3,000	0	0.0%	(3,000)
Parks	11,811	7,292	61.7%	(4,519)
<b>Total Expenditures</b>	<b>307,719</b>	<b>138,385</b>	<b>45.0%</b>	<b>(169,334)</b>
Excess of Revenues Over (Under) Expenditures	<u>75,871</u>	<u>(125,119)</u>	<u>-164.9%</u>	<u>(200,990)</u>
<b>OTHER SOURCES (USES):</b>				
Transfers In	90,500	90,500	100.0%	0
Transfers Out	(134,924)	(134,924)	100.0%	0
<b>Total Other Sources (Uses)</b>	<b>(44,424)</b>	<b>(44,424)</b>	<b>100.0%</b>	<b>0</b>
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u><u>31,447</u></u>	<u><u>(169,543)</u></u>	<u><u>-539.1%</u></u>	<u><u>(200,990)</u></u>

**FUND BALANCES:**

January 1	<u>517,495</u>
June 30	<u><u>347,952</u></u>

	Balance 2016	Balance 2017
<b>CASH:</b>		
January 1	430,650	509,962
Increase (Decrease) in Cash	<u>79,312</u>	<u>(169,617)</u>
December 31, 2016/June 30, 2017	<u><u>509,962</u></u>	<u><u>340,344</u></u>



**City of Freeport**  
**AFSA Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**For the Six Months Ended June 30, 2017 (Unaudited)**

	Final Budget 2017	Year-to-Date Amount 6/30/17	Year-to-Date % of Budget 6/30/17	Variance With Final Budget
<b>REVENUES:</b>				
State Grants & Aid	12,000	3,375	28.1%	(8,625)
Public Safety	89,949	90,273	100.4%	324
Miscellaneous	4,000	14,810	370.2%	10,810
Total Revenues	105,949	108,458	102.4%	2,509
<b>EXPENDITURES:</b>				
Salaries & Benefits	29,026	0	0.0%	(29,026)
Supplies	16,000	2,075	13.0%	(13,925)
Professional Services	4,500	4,110	91.3%	(390)
Fire Dept Aid	14,183	2,183	15.4%	(12,000)
Training	5,100	3,959	77.6%	(1,141)
Insurance	11,000	3,193	29.0%	(7,807)
Utilities	5,225	2,288	43.8%	(2,937)
Repairs	5,000	0	0.0%	(5,000)
Miscellaneous	850	316,610	37248.2%	315,760
Total Expenditures	90,884	334,418	368.0%	243,534
Excess of Revenues				
Over (Under) Expenditures	15,065	(225,960)	-1499.9%	(241,025)
<b>OTHER SOURCES (USES):</b>				
Transfers In	39,924	39,924	100.0%	0
Transfers Out	(3,500)	(3,500)	100.0%	0
Total Other Sources (Uses)	36,424	36,424	100.0%	0
Excess of Revenues & Other Sources				
Over (Under) Expenditures & Other Uses	51,489	(189,536)	-368.1%	(241,025)

**FUND BALANCES:**

January 1	496,528
June 30	306,992

	Balance 2016	Balance 2017
<b>CASH:</b>		
January 1	420,813	487,498
Increase (Decrease) in Cash	66,684	(191,579)
December 31, 2016/June 30, 2017	487,498	295,919

**Cash Breakdown:**

Truck Fund	337,048	73,072
Bldg/Equip Fund	5,840	7,085
Operating	144,610	215,763
	487,498	295,919

**City of Freeport**  
**TIF Swany White Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**For the Six Months Ended June 30, 2017 (Unaudited)**

	Final Budget 2017	Year-to-Date Amount 6/30/17	Year-to-Date % of Budget 6/30/17	Variance With Final Budget
<b>REVENUES:</b>				
Tax Increments	3,000	0	0.0%	(3,000)
Total Revenues	3,000	0	0.0%	(3,000)
<b>EXPENDITURES:</b>				
TIF Payment	3,000	0	0.0%	(3,000)
Total Expenditures	3,000	0	0.0%	(3,000)
Excess of Revenues Over (Under) Expenditures	0	0	N/A	0
<b>OTHER SOURCES (USES):</b>				
Transfers In	0	0	N/A	0
Transfers Out	0	0	N/A	0
Total Other Sources (Uses)	0	0	N/A	0
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	0	0	N/A	0
<b>FUND BALANCES:</b>				
January 1		(0)		
June 30		(0)		

	Balance 2016	Balance 2017
<b>CASH:</b>		
January 1	0	0
Increase (Decrease) in Cash	0	(0)
December 31, 2016/June 30, 2017	0	(0)

**City of Freeport**  
**EDA Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**For the Six Months Ended June 30, 2017 (Unaudited)**

	Final Budget 2017	Year-to-Date Amount 6/30/17	Year-to-Date % of Budget 6/30/17	Variance With Final Budget
<b>REVENUES:</b>				
General Property Taxes	10,000	0	0.0%	(10,000)
Miscellaneous	160	2,243	1402.1%	2,083
Total Revenues	10,160	2,243	22.1%	(7,917)
<b>EXPENDITURES:</b>				
Supplies	560	131	23.3%	(429)
Professional Services	2,400	698	29.1%	(1,702)
Miscellaneous	2,200	10,372	471.4%	8,172
Total Expenditures	5,160	11,200	217.1%	6,040
Excess of Revenues Over (Under) Expenditures	5,000	(8,957)	-179.1%	(13,957)
<b>OTHER SOURCES (USES):</b>				
Transfers In	0	0	N/A	0
Transfers Out	(5,000)	(5,000)	100.0%	0
Total Other Sources (Uses)	(5,000)	(5,000)	100.0%	0
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	0	(13,957)	N/A	(13,957)
<b>FUND BALANCES:</b>				
January 1		137,123		
June 30		123,166		

	Balance 2016	Balance 2017
<b>CASH:</b>		
January 1	26,894	32,437
Increase (Decrease) in Cash	5,543	(11,406)
December 31, 2016/June 30, 2017	32,437	21,030

**City of Freeport**  
**Bonds, 2013 (Refunding of Main St Improvements)**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**For the Six Months Ended June 30, 2017 (Unaudited)**

	Final Budget 2017	Year-to-Date Amount 6/30/17	Year-to-Date % of Budget 6/30/17	Variance With Final Budget
<b>REVENUES:</b>				
General Property Taxes	93,500	0	0.0%	(93,500)
Special Assessments	8,281	0	0.0%	(8,281)
Miscellaneous	586	164	28.0%	(422)
<b>Total Revenues</b>	<b>102,367</b>	<b>164</b>	<b>0.2%</b>	<b>(102,203)</b>
<b>EXPENDITURES:</b>				
Debt Service	126,445	126,445	100.0%	0
<b>Total Expenditures</b>	<b>126,445</b>	<b>126,445</b>	<b>100.0%</b>	<b>0</b>
Excess of Revenues Over (Under) Expenditures	<b>(24,078)</b>	<b>(126,281)</b>	<b>524.5%</b>	<b>(102,203)</b>
<b>OTHER SOURCES (USES):</b>				
Transfers In	0	0	N/A	0
Transfers Out	0	0	N/A	0
<b>Total Other Sources (Uses)</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>0</b>
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	<b>(24,078)</b>	<b>(126,281)</b>	<b>524.5%</b>	<b>(102,203)</b>

**FUND BALANCES:**

January 1	<u>131,819</u>
June 30	<u><u>5,538</u></u>

	Balance 2016	Balance 2017
<b>CASH:</b>		
January 1	150,654	131,453
Increase (Decrease) in Cash	<u>(19,201)</u>	<u>(125,915)</u>
December 31, 2016/June 30, 2017	<u><u>131,453</u></u>	<u><u>5,538</u></u>

- \* February 1, 2021 is when the last bond payment is due
- \* June and December 2021 are the last levies we will receive
- \* Special Assessments come in until 2025

**City of Freeport**  
**Bonds, 2012 (Refunding of Industrial Park)**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**For the Six Months Ended June 30, 2017 (Unaudited)**

	Final Budget 2017	Year-to-Date Amount 6/30/17	Year-to-Date % of Budget 6/30/17	Variance With Final Budget
<b>REVENUES:</b>				
General Property Taxes	95,000	0	0.0%	(95,000)
Special Assessments	0	21,666	N/A	21,666
Miscellaneous	1,619	1,005	62.1%	(614)
<b>Total Revenues</b>	<b>96,619</b>	<b>22,671</b>	<b>23.5%</b>	<b>(73,948)</b>
<b>EXPENDITURES:</b>				
Debt Service	178,063	178,063	100.0%	(1)
<b>Total Expenditures</b>	<b>178,063</b>	<b>178,063</b>	<b>100.0%</b>	<b>(1)</b>
Excess of Revenues Over (Under) Expenditures	(81,444)	(155,391)	190.8%	(73,947)
<b>OTHER SOURCES (USES):</b>				
Transfers In	0	0	N/A	0
Transfers Out	0	0	N/A	0
<b>Total Other Sources (Uses)</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>0</b>
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>(81,444)</u>	<u>(155,391)</u>	<u>190.8%</u>	<u>(73,947)</u>

**FUND BALANCES:**

January 1	<u>364,981</u>
June 30	<u><u>209,589</u></u>

	Balance 2016	Balance 2017
<b>CASH:</b>		
January 1	452,793	364,624
Increase (Decrease) in Cash	<u>(88,169)</u>	<u>(155,035)</u>
December 31, 2016/June 30, 2017	<u><u>364,624</u></u>	<u><u>209,589</u></u>

- \* February 1, 2022 is when the last bond payment is due
- \* June and December 2022 are the last levies we will receive

**City of Freeport**  
**2006 Small Cities Grant**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**For the Six Months Ended June 30, 2017 (Unaudited)**

	Final Budget 2017	Year-to-Date Amount 6/30/17	Year-to-Date % of Budget 6/30/17	Variance With Final Budget
<b>REVENUES:</b>				
Loan Payments Received	2,603	1,115	42.8%	(1,488)
Miscellaneous	600	429	71.6%	(171)
Total Revenues	3,203	1,544	48.2%	(1,659)
<b>EXPENDITURES:</b>				
Total Expenditures	0	0	N/A	0
Excess of Revenues Over (Under) Expenditures	3,203	1,544	48.2%	(1,659)
<b>OTHER SOURCES (USES):</b>				
Transfers In	0	0	N/A	0
Transfers Out	0	0	N/A	0
Total Other Sources (Uses)	0	0	N/A	0
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	3,203	1,544	48.2%	(1,659)
<b>FUND BALANCES:</b>				
January 1		91,738		
June 30		93,282		

	Balance 2016	Balance 2017
<b>CASH:</b>		
January 1	88,421	91,738
Increase (Decrease) in Cash	3,317	1,544
December 31, 2016/June 30, 2017	91,738	93,282

**City of Freeport**  
**South End Park Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**For the Six Months Ended June 30, 2017 (Unaudited)**

	Final Budget 2017	Year-to-Date Amount 6/30/17	Year-to-Date % of Budget 6/30/17	Variance With Final Budget
REVENUES:				
Miscellaneous	12	12	103.3%	0
Total Revenues	12	12	103.3%	0
EXPENDITURES:				
Total Expenditures	0	0	N/A	0
Excess of Revenues Over (Under) Expenditures	12	12	103.3%	0
OTHER SOURCES (USES):				
Transfers In	5,000	5,000	100.0%	0
Transfers Out	0	0	N/A	0
Total Other Sources (Uses)	5,000	5,000	100.0%	0
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>5,012</u>	5,012	<u>100.0%</u>	<u>0</u>

FUND BALANCES:

January 1	<u>1,717</u>
June 30	<u><u>6,730</u></u>

	Balance 2016	Balance 2017
CASH:		
January 1	1,704	1,717
Increase (Decrease) in Cash	13	5,012
December 31, 2016/June 30, 2017	<u>1,717</u>	<u>6,730</u>

**City of Freeport**  
**North End Park Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**For the Six Months Ended June 30, 2017 (Unaudited)**

	Final Budget 2017	Year-to-Date Amount 6/30/17	Year-to-Date % of Budget 6/30/17	Variance With Final Budget
REVENUES:				
Miscellaneous	12	1,010	8420.5%	998
Total Revenues	12	1,010	8420.5%	998
EXPENDITURES:				
Total Expenditures	0	0	N/A	0
Excess of Revenues Over (Under) Expenditures	12	1,010	8420.5%	998
OTHER SOURCES (USES):				
Transfers In	0	0	N/A	0
Transfers Out	0	0	N/A	0
Total Other Sources (Uses)	0	0	N/A	0
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>12</u>	1,010	<u>8420.5%</u>	<u>998</u>
FUND BALANCES:				
January 1		<u>1,754</u>		
June 30		<u><u>2,765</u></u>		
CASH:				
January 1	1,740	1,754		
Increase (Decrease) in Cash	14	1,010		
December 31, 2016/June 30, 2017	<u>1,754</u>	<u>2,765</u>		



**City of Freeport**  
**Bucket Fund - Old Tower Preservation**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**For the Six Months Ended June 30, 2017 (Unaudited)**

	Final Budget 2017	Year-to-Date Amount 6/30/17	Year-to-Date % of Budget 6/30/17	Variance With Final Budget
REVENUES:				
Miscellaneous	36	22	61.2%	(14)
Total Revenues	36	22	61.2%	(14)
EXPENDITURES:				
Total Expenditures	0	0	N/A	0
Excess of Revenues Over (Under) Expenditures	36	22	61.2%	(14)
OTHER SOURCES (USES):				
Transfers In	0	0	N/A	0
Transfers Out	0	0	N/A	0
Total Other Sources (Uses)	0	0	N/A	0
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>36</u>	<u>22</u>	<u>61.2%</u>	<u>(14)</u>

FUND BALANCES:

January 1	<u>5,280</u>
June 30	<u><u>5,302</u></u>

	Balance 2016	Balance 2017
CASH:		
January 1	5,239	5,280
Increase (Decrease) in Cash	<u>41</u>	<u>22</u>
December 31, 2016/June 30, 2017	<u><u>5,280</u></u>	<u><u>5,302</u></u>

**City of Freeport**  
**Street Improvements Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**For the Six Months Ended June 30, 2017 (Unaudited)**

	Final Budget 2017	Year-to-Date Amount 6/30/17	Year-to-Date % of Budget 6/30/17	Variance With Final Budget
<b>REVENUES:</b>				
Miscellaneous	300	367	122.4%	67
<b>Total Revenues</b>	<b>300</b>	<b>367</b>	<b>122.4%</b>	<b>67</b>
<b>EXPENDITURES:</b>				
Professional Services	0	29	N/A	29
Highways, Streets & Roadways	0	0	N/A	0
<b>Total Expenditures</b>	<b>0</b>	<b>29</b>	<b>N/A</b>	<b>29</b>
Excess of Revenues Over (Under) Expenditures	300	338	112.7%	38
<b>OTHER SOURCES (USES):</b>				
Transfers In	70,000	70,000	100.0%	0
Transfers Out	0	0	N/A	0
<b>Total Other Sources (Uses)</b>	<b>70,000</b>	<b>70,000</b>	<b>100.0%</b>	<b>0</b>
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>70,300</u>	<u>70,338</u>	<u>100.1%</u>	<u>38</u>

**FUND BALANCES:**

January 1	<u>70,470</u>
June 30	<u><u>140,808</u></u>

	Balance 2016	Balance 2017
<b>CASH:</b>		
January 1	0	70,470
Increase (Decrease) in Cash	<u>70,470</u>	<u>70,338</u>
December 31, 2016/June 30, 2017	<u><u>70,470</u></u>	<u><u>140,808</u></u>

**City of Freeport**  
**Capital Equipment Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**For the Six Months Ended June 30, 2017 (Unaudited)**

	Final Budget 2017	Year-to-Date Amount 6/30/17	Year-to-Date % of Budget 6/30/17	Variance With Final Budget
REVENUES:				
Miscellaneous	50	52	105.0%	2
Total Revenues	50	52	105.0%	2
EXPENDITURES:				
Total Expenditures	0	0	N/A	0
Excess of Revenues Over (Under) Expenditures	50	52	105.0%	2
OTHER SOURCES (USES):				
Transfers In	10,000	10,000	100.0%	0
Transfers Out	0	0	N/A	0
Total Other Sources (Uses)	10,000	10,000	100.0%	0
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>10,050</u>	10,052	<u>100.0%</u>	<u>2</u>

FUND BALANCES:

January 1	<u>10,070</u>
June 30	<u><u>20,122</u></u>

	Balance 2016	Balance 2017
CASH:		
January 1	0	10,070
Increase (Decrease) in Cash	10,070	10,052
December 31, 2016/June 30, 2017	<u>10,070</u>	<u>20,122</u>

**City of Freeport  
Street Lights Fund  
Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Six Months Ended June 30, 2017 (Unaudited)**

	Final Budget 2017	Year-to-Date Amount 6/30/17	Year-to-Date % of Budget 6/30/17	Variance With Final Budget
REVENUES:				
Miscellaneous	0	10	N/A	10
Total Revenues	0	10	N/A	10
EXPENDITURES:				
Total Expenditures	0	0	N/A	0
Excess of Revenues Over (Under) Expenditures	0	10	N/A	10
OTHER SOURCES (USES):				
Transfers In	10,000	10,000	100.0%	0
Transfers Out	0	0	N/A	0
Total Other Sources (Uses)	10,000	10,000	100.0%	0
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>10,000</u>	10,010	<u>100.1%</u>	<u>10</u>

FUND BALANCES:

January 1	<u>0</u>
June 30	<u><u>10,010</u></u>

	Balance 2016	Balance 2017
CASH:		
January 1	0	0
Increase (Decrease) in Cash	0	10,010
December 31, 2016/June 30, 2017	<u>0</u>	<u>10,010</u>

**City of Freeport  
Water Fund  
Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Six Months Ended June 30, 2017 (Unaudited)**

	Final Budget 2017	Year-to-Date Amount 6/30/17	Year-to-Date % of Budget 6/30/17	Variance With Final Budget
<b>REVENUES:</b>				
General Sales and Use Tax	2,000	491	24.6%	(1,509)
Charges for Services	115,480	39,882	34.5%	(75,598)
Special Assessments	22,500	0	0.0%	(22,500)
Miscellaneous	2,600	1,917	73.7%	(683)
<b>Total Revenues</b>	<b>142,580</b>	<b>42,290</b>	<b>29.7%</b>	<b>(100,290)</b>
<b>EXPENDITURES:</b>				
Supplies	4,750	961	20.2%	(3,789)
Professional Services	4,300	112	2.6%	(4,188)
Training	300	115	38.3%	(185)
Insurance	798	385	48.2%	(413)
Utilities	6,300	2,913	46.2%	(3,387)
Water Treatment	7,425	1,624	21.9%	(5,801)
Debt Service	73,030	72,960	99.9%	(70)
Miscellaneous	73,830	791	1.1%	(73,039)
<b>Total Expenditures</b>	<b>170,733</b>	<b>79,860</b>	<b>46.8%</b>	<b>(90,873)</b>
Excess of Revenues Over (Under) Expenditures	<b>(28,153)</b>	<b>(37,570)</b>	<b>133.5%</b>	<b>(9,417)</b>
<b>OTHER SOURCES (USES):</b>				
Transfers In	0	0	N/A	0
Transfers Out	(54,867)	(54,867)	100.0%	0
<b>Total Other Sources (Uses)</b>	<b>(54,867)</b>	<b>(54,867)</b>	<b>100.0%</b>	<b>0</b>
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	<b><u>(83,020)</u></b>	<b><u>(92,437)</u></b>	<b><u>111.3%</u></b>	<b><u>(9,417)</u></b>

**FUND BALANCES:**

January 1	<u>2,001,684</u>
June 30	<u><u>1,909,246</u></u>

	Balance 2016	Balance 2017
<b>CASH:</b>		
January 1	393,271	447,135
Increase (Decrease) in Cash	53,864	(84,556)
December 31, 2016/June 30, 2017	<u><u>447,135</u></u>	<u><u>362,579</u></u>

**City of Freeport  
Waste Water Fund  
Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Six Months Ended June 30, 2017 (Unaudited)**

	Final Budget 2017	Year-to-Date Amount 6/30/17	Year-to-Date % of Budget 6/30/17	Variance With Final Budget
<b>REVENUES:</b>				
Charges for Services	137,000	47,865	34.9%	(89,135)
Miscellaneous	100	192	191.6%	92
Total Revenues	137,100	48,056	35.1%	(89,044)
<b>EXPENDITURES:</b>				
Supplies	3,800	506	13.3%	(3,294)
Professional Services	7,700	2,062	26.8%	(5,638)
Training	400	215	53.8%	(185)
Insurance	2,015	767	38.1%	(1,248)
Utilities	1,150	319	27.8%	(831)
Waste Water Treatment	2,370	430	18.1%	(1,940)
Debt Service	28,650	28,650	100.0%	0
Miscellaneous	62,225	0	0.0%	(62,225)
Total Expenditures	108,310	32,949	30.4%	(75,361)
Excess of Revenues Over (Under) Expenditures	28,790	15,107	52.5%	(13,683)
<b>OTHER SOURCES (USES):</b>				
Transfers In	0	0	N/A	0
Transfers Out	(43,800)	(43,800)	100.0%	0
Total Other Sources (Uses)	(43,800)	(43,800)	100.0%	0
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>(15,010)</u>	(28,693)	<u>191.2%</u>	<u>(13,683)</u>
<b>FUND BALANCES:</b>				
January 1		<u>2,039,321</u>		
June 30		<u><u>2,010,628</u></u>		

	Balance 2016	Balance 2017
<b>CASH:</b>		
January 1	42,562	35,621
Increase (Decrease) in Cash	(6,941)	(13,857)
December 31, 2016/June 30, 2017	<u>35,621</u>	<u>21,763</u>

**City of Freeport**  
**Water USDA Reserve**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**For the Six Months Ended June 30, 2017 (Unaudited)**

	Final Budget 2017	Year-to-Date Amount 6/30/17	Year-to-Date % of Budget 6/30/17	Variance With Final Budget
REVENUES:				
Total Revenues	0	0	N/A	0
EXPENDITURES:				
Total Expenditures	0	0	N/A	0
Excess of Revenues Over (Under) Expenditures	0	0	N/A	0
OTHER SOURCES (USES):				
Transfers In	13,867	13,867	100.0%	0
Transfers Out	0	0	N/A	0
Total Other Sources (Uses)	13,867	13,867	100.0%	0
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	13,867	13,867	100.0%	0

FUND BALANCES:

January 1	55,468
June 30	69,335

	Balance 2016	Balance 2017
CASH:		
January 1	41,601	55,468
Increase (Decrease) in Cash	13,867	13,867
December 31, 2016/June 30, 2017	55,468	69,335

**City of Freeport**  
**Waste Water USDA Reserve**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**For the Six Months Ended June 30, 2017 (Unaudited)**

	Final Budget 2017	Year-to-Date Amount 6/30/17	Year-to-Date % of Budget 6/30/17	Variance With Final Budget
REVENUES:				
Total Revenues	0	0	N/A	0
EXPENDITURES:				
Total Expenditures	0	0	N/A	0
Excess of Revenues Over (Under) Expenditures	0	0	N/A	0
OTHER SOURCES (USES):				
Transfers In	2,800	2,800	100.0%	0
Transfers Out	0	0	N/A	0
Total Other Sources (Uses)	2,800	2,800	100.0%	0
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	2,800	2,800	100.0%	0

FUND BALANCES:

January 1	11,200
June 30	14,000

	Balance 2016	Balance 2017
CASH:		
January 1	8,400	11,200
Increase (Decrease) in Cash	2,800	2,800
December 31, 2016/June 30, 2017	11,200	14,000



Job Duty	Date	Initial
Well house, water tower, pond, 1 Ft station checks, water sampling, worked at shop	THUR 6/22/17	LG
	"	LG
Well house, water tower, pond checks, garbage, cleaned at Lions park to benches & grills out, leveled ground by pond behind Bob Hoexkens.	FRI 6/23/17	LG
	"	LG
Well house, water tower, pond checks. started discharge	SAT 6/24/17	LG
Well house, water tower, pond checks	SUN 6/25/17	LG
Did well house, water tower, pond, 1 Ft station checks, water sampling	MON 6/26/17	LG
swept streets	"	LG
Well house, water tower, pond checks, mowed lawn, discharge water sample	TUE 6/27/17	LG
Well house, water tower, pond checks, discharge samples & brought to DHIA, Flushed dead ends, changed oil in Ton truck	WED 6/28/17	LG
	"	LG
Well house, water tower, pond, 1 Ft station checks, water sampling, Flushed sanitary line	WED/THUR 6/29/17	LG/
		LG/ME
Well house, tower, pond checks, water meter readings, mowed lawn	FRI 6/30/17	LG
Well house, tower, pond checks	SAT 7/1/17	ME
Well house, tower, pond checks	SUN 7/2/17	ME
Well house, tower, pond, 1 Ft station checks, water sampling	MON 7/3/17	LG
Well house, tower, pond checks	TUE 7/4/17	ME
Well house, tower, pond checks, water reports, garbage, worked valves	WED 7/5/17	LG/ME
Well house, tower, pond, 1 Ft station checks, water sampling, Lions park power sprayed pond 3 for duckweed, worked valves	THUR 7/6/17	LG
	"	LG/ME
Well house, water tower, pond checks, mowed lawn	FRI 7/7/17	LG
Well house, tower, pond checks	SAT 7/8/17	LG
Well house, tower, pond checks	SUN 7/9/17	LG
Well house, tower, pond, 1 Ft station checks, water sampling, mowed lawn	MON 7/10/17	LG
Well house, tower, pond checks, mowed lawn	TUE 7/11/17	LG
Well house, tower, pond checks, cleaned storm drains	WED 7/12/17	LG/ME
Well house, tower, pond checks, 1 Ft station, water samples, storm drain ends	THUR 7/13/17	LG/ME
Fixed flags, wastewater reports w/ Adsi, resident water bill issue	"	LG
Well house, water tower, pond checks, swept streets	FRI 7/14/17	LG
Well house, water tower, pond checks	SAT 7/15/17	LG
Well house, tower, pond checks, swept street, Fixed Flags	SUN 7/16/17	LG
Well house, tower, pond, 1 Ft station checks, water sampling, July water samples to DHIA, mailed & some to Albany to ship Fed Ex	MON 7/17/17	LG
	"	LG
Well house, tower, pond checks, mowed lawn, dead animal on street cleaned, got rid of straw for grass etc 126 7th & 5th, garbage uptown	TUE 7/18/17	LG
	"	LG





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

300 Riverside Avenue NW

Melrose, Minnesota 56352

Telephone (320) 256-4205

Fax (320) 256-7201

July 18, 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 June 20, 2017 through July 18, 2017, we have given significant attention to the following projects on behalf of the City of Freeport:

- Day Care Restrictions  
Prepared and forwarded opinion to City clerk summarizing applicable state statutes and city ordinances regulating Day Care businesses.
- Road Set Backs  
Prepared and forwarded opinion to City clerk summarizing applicable city ordinances regulating road setbacks.
- Liquor Licensing  
Prepared and forwarded opinion to City clerk summarizing applicable state statutes and city ordinances regulating liquor licenses.

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: 7/20/17

Re: Setbacks

---

After the June meeting Dymoke did some research regarding setbacks - stemming from the concerns of the mini storage units that have been established across the interstate.

Here are a few approaches he came up with to create a more uniform building line along streets:

- First - the County designates two setbacks, one from the centerline and one from the road right of way, whichever one is greater applies (see attached).
- Second – Freeport’s zoning ordinance includes a definition for “Front Lot Line,” as the line separating the lot from the street, which may be different from the legal boundary of the property. Instead of measuring the setback from the lot line, Freeport could measure the setbacks from the Front Lot Line.
- Third – measure the setback from the road right of way line.

Whatever approach the Council wants to take will require an amendment to the zoning ordinance. Before the zoning ordinance can be amended, a public hearing must be held.

- I. Outdoor sales lots, including used cars, trucks, trailers and farm implements
- J. Recreational vehicle parks and campgrounds
- K. Recycling centers
- L. Resorts
- M. Ski areas and lodges
- N. Solar farms
- O. Transmission services
- P. Wholesale and storage establishments
- Q. Wind energy conversion system (greater than 6KW)
- R. Any use of land that is consistent with the purpose of the Commercial District that is not expressly prohibited or provided for which creates employment and economic advantage.

#### **9.10.6 Interim Uses**

The following use may be allowed as an interim use subject to the procedures set forth in *Section 4.48 of this Ordinance* and further subject to the performance and general development standards contained in *Section 6 and 7 of this Ordinance*.

- A. Meteorological towers
- B. Vacation/private home rentals

#### **9.10.7 Lot Requirements**

For all uses within the Commercial District the minimum lot size shall be sufficient to meet the applicable performance standards of this Ordinance for the proposed use, setback requirements of *Section 9.10.8 of this Ordinance*, and the *sewage treatment system standards of Ordinance Number 422; or successor ordinances*.

#### **9.10.8 Setback Requirements**

##### **A. Minimum Building Setbacks**

- (1) Side 20 feet
- (2) Rear 20 feet
- (3) Front

<b>Road Classification</b>	<b>Setback from Road Centerline*</b>	<b>Setback from Road Right-of-Way (R.O.W.)*</b>
Principal Arterial	150	75
Minor Arterial	120	60
Major Collector	100	50
Minor Collector	100	50

<b>Un-Classified Roads</b>	<b>Setback from Road Centerline*</b>	<b>Setback from Road Right-of-Way (R.O.W.)*</b>
County Road	100	50
Township Road	63	30
Private Road Esmt.	63	30

**\*THE MORE RESTRICTIVE SETBACK SHALL APPLY.**

# Memo

---

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 7/20/17

Re: Deputy Treasurer Annual Performance Review

---

I have conducted Joan's performance review which follows this memo. You will also see a self evaluation I had Joan complete.

As you will see on the self evaluation Joan is requesting a raise of \$1.00. I fully support this request as Joan has been a wonderful employee who has really proved herself in the position. She has made things easier for me and council to understand and have organized a way to track our financials better, which is a win for Freeport.

You will see more of my comments on the performance evaluation.

CITY OF FREEPORT  
EMPLOYEE PERFORMANCE EVALUATION

Employee Name: Joan Wall Date: 7/18/17

Position: Deputy Treasurer

Type of Evaluation: Yearly/Annual

The Employee Performance Evaluation is divided into 6 categories, each containing a list of statements. Use the rating scale below to score each statement. As you complete each category, add-up your scores to determine the subtotal. Also, feel free to make comments in the 'Supervisor Comments' area.

If you feel you are unable to fairly score a statement, leave the space provided blank. Adjustments to category subtotals and grand total will be made during the evaluation meeting.

<b>Rating Scale</b>
---------------------

5. Exceptional: Consistently exceeds standards. To maintain this performance level the employee is encouraged to continue displaying development in all areas.
4. Exceeds Requirements: Meets or exceeds expectations and requirements for quality, quantity, and/or time.
3. Satisfactory: Meets the requirements set forth in the job description.
2. Needs Improvement: Improvements are needed in quality, quantity, and/or time. Performance should be improved.
1. Unsatisfactory: Performance is unacceptable and cannot continue at this level.

### Planning/Organization

- 4 Coordinates job activities effectively.
- 4 Is innovative in problem solving.
- 3 Works with City Council, Mayor, residents and contractors effectively.
- 3 Displays an understanding of goals and priorities.
- 4 Readily accepts new and/or additional assignments.
- 3 Remains flexible and adapts to change.
- 3 Delegates other duties to appropriate personnel as needed.

-----  
24 Subtotal of Category

Supervisor Comments: Joan is always on tasks & gets things done in a very timely manner. I can always count on her to get her duties done & whatever else I throw at her.

Employee Comments:

### Communication

- 3 Communicates effectively with City Council and Mayor.
- 3 Solicits, shares and expresses ideas and concerns clearly.
- 3 Accurately communicates policies and requirements to the public.
- 3 Responds to questions and/or interacts with competence, courtesy, and efficiency.

-----  
12 Subtotal of Category

Supervisor's Comments: explains things well at council meetings

Employee Comments:



### Decision-Making/Initiative

3 Seeks opportunities to improve job performance. Learns and incorporates new ideas, trends and methods to improving job performance.

3 Analyzes reasonable alternatives.

4 Demonstrates sound judgment and makes timely decisions.

-----  
10 Subtotal of Category

Supervisor's Comments: Does things very efficiently & correctly. I always trust the info she presents

Employee Comments:

### Professional Ethics

3 Acts in honest and ethical manner.

3 Demonstrates commitment to the community.

3 Accepts responsibility for own actions.

3 Supports Council, Staff and Policies.

-----  
12 Subtotal of Category

Supervisor's comments:

Employee Comments:

### Work Attendance and Punctuality

3 Responds to emergency situations appropriately.

3 Requests for absence or vacations are submitted in advance.

3 No excessive non-work related activity during work hours.

-----  
9 Subtotal of Category

Supervisor's comments:

Employee comment:

### Compliance With City Codes and Regulations

\_\_\_ Has an understanding of and is able to communicate effectively the ordinances of the Freeport City Code Book.

\_\_\_ Seeks appropriate council on changes needed for the City codes and regulations.

\_\_\_ Stays apprised of State Statue changes which may affect city policies.

-----  
\_\_\_ Subtotal of Category

Supervisor's comments: *Section not applicable to her job requirements*

Employee comments:

### Category Totals

\_\_\_ Total of all subtotals

*Adjust table below to accommodate for statements not scored.*

#### Performance Evaluation Score

23-39 Unsatisfactory. Puts employee on written notice and requires monthly review for possible dismissal.

40-60 Needs Improvement. A quarterly review is required for the employee. Two consecutive reviews will put the employee on notice for possible dismissal.

61-81 Satisfactory. The employee has met job requirements, but still has room for improvement.

82-104 Exceed Requirements. Reevaluation of the group and step levels will be reviewed by the Council and Mayor.

105-120 Exceptional. A group and or step level increase will be assigned by the Council and Mayor.

*67/105*

**Goals To Achieve By Next Review**

Supervisor's comments:

Employee comments: *I am very pleased with Adri's comments. The scores given seem lower than what the comments would indicate.*

Circle Your Response:

I reviewed the Job description: YES NO

The Job description needs to be revised: YES NO

\*\*\*\*\*

I have read and have had an opportunity to discuss this performance appraisal with my supervisor. I understand that I have the right to prepare and submit additional comments on any area of this evaluation. I understand that comments need to be presented within two weeks and, at my request, will be attached to this appraisal form.

*Joan R. Wall* 7-18-17  
Employee Date

*Adrian* 7/18/17  
Supervisor Date

Based on the scores Joan recieved a Satisfactory review. I believe she is above satisfactory + does not need to improve in any areas. Her information + research is always well done + accurate + done in a timely fashion. I don't have to tell her when to complete tasks - she is very responsible getting everything done on her own. Joan has saved the city \$ + has helped me + council better understand the financials + organize everything to better track. I do not have ANY complaints for Joan's performance.

- Adri



**City of Freeport  
Employee Self Evaluation Form**

Name: Joan Wall

Date: 7-18-17

Department: \_\_\_\_\_

Title: Deputy Treasurer

1. What achievement(s) in your position in the past year that you are most proud of.

- I am now doing payroll in-house instead of paying Schlenger Wenner to do it.
- I have been able to present a new format to the financial reports that is easier for the Mayor & Council to understand.
- The auditors said that our financials were very clean & in good order & they didn't find anything that needed to be corrected in my work.
- I didn't need to consult with Joe Rigdon for help at all.

2. Describe the goals you had set out to accomplish in this past year.

- Bring payroll back in-house
- Prepare financial reports Council wants that show fund balances as well as activity to more fully give them good understanding of where the City stands

3. What goals did you accomplish?

I accomplished both of the above goals.

4. What goals did you have for yourself in the past year that you did not accomplish and why?

none

5. What other objectives did you meet, beyond your stated goals?

- I set up the ability to electronically file our W-2s & 1099s with the Feds & the State.
- I used blank forms for W-2s & 1099s for the first time. This will save the City money because we won't have to throw away extra pre-printed forms that we purchased.
- I attended 2 training classes:  
Intermediate Governmental Accounting  
Advanced Governmental Accounting
- I worked closely with Rodney to come up with spreadsheets showing multiple scenarios when we updated the water & sewer fees.



6. What can the City do to help you achieve your future goals?

If there are appropriate classes or trainings, I would appreciate permission to attend those.

7. Do you believe that there have been changes in your job duties that require an update of your job description? If so, please explain in as much detail as possible.

no

8. What are your goals for the coming year? Please be as concise and detailed as possible.

- I have been able to improve the accuracy, timeliness, and usefulness of necessary filings and financial reports. My goal is to continue to maintain this high standard.
- Our filing cabinets need to be cleaned out to make space for current files. My goal will be to work on that as time allows between my other duties.

9. Additional comments: What wage increase do you believe you deserve?

- The Mayor & Councilmembers have given me multiple compliments regarding my work during the year.
- I accomplished the goals I set for the year & accomplished several more items besides.
- The City is now paying significantly less for third party consultants because I have been able to pick up that work.
- Adri is very happy with my performance.
- I have been at the same pay rate for 14 months.
- Therefore, I believe I have earned a pay raise.
- I am requesting an increase from \$19 to \$20 per hour.

I am grateful for this job & very much appreciate the flexibility Adri allows for my hours.

Thank you!

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 7/20/17

Re: Softball-Blocking off Alley

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The weekend of August 26<sup>th</sup> is the Freeport softball tournament. Joe Hennen is requesting the permission to block off the alley behind Ackies post tournament celebration. They want to have a band and extend the celebration from Ackie's patio into the alley. Joe assured me that everyone who has garages and driveways will still be able to access them. Joe was also going to speak with Jim Hemker to get his permission since it will be blocking the driveway to the FSB driveup.