



## **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)

**April 24, 2018** - Regular Meeting Agenda  
Freeport City Hall - 7:00 pm

### Call to Order

- I. Approve Agenda
- II. Local Board of Appeals and Equalization (7-7:30)
- III. Open Public Forum
- IV. Consent Agenda
  - a. March 27, 2018 Regular Meeting Minutes (1-2)
  - b. April 11, 2018 Special Meeting Minutes (3)
  - c. Claims 3139-3164 (4-8)
  - d. Sheriff's Report (9)
  - e. Rec Club 3 – One to Four Day Temp On-Sale Intoxicating Liquor Applications (10)
- V. Reports
  - a. Clerk Report (11)
  - b. Treasurer Report (12-41)
  - c. Public Works Report (42-43)
  - d. Engineer Report (44-47)
  - e. Attorney Report (48)
  - f. Fire Department Report (N/A)
- VI. Old Business
  - a. Welle Addition Park (49)
  - b. Xcel Energy Transmission Line (50-51)
- VII. New Business
  - a. Resolution 2018-07 Disbursement of Payment and Claims Policy (52-56)
  - b. Danny's Disposal (57)
  - c. Resolution 2018-08 Liquor License Renewals (58)
- VIII. Adjourn

Next Meeting: May 29, 2018



## **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)

### **March 27, 2018 – Meeting Minutes**

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

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

Absent: Ben Ettel

Others in attendance:

James Wilwerding (Wilwerding Dairy)  
Bob Dickhaus (Stearns Co.)

Andrea Remacher & Vern Fuchs (720 1<sup>st</sup> Ave N)

#### **Approve Agenda**

Renneker moved to approve the agenda with the additions of Claims 3135-3138, seconded by Eveslage. Motion carried 4-0.

#### **Bob Dickhaus Presentation**

Dickhaus stated that he is running for Stearns County Sheriff.

#### **Kathy Korte-Stearns Co Assessor Presentation**

Korte presented the 2018 Assessment for the City of Freeport along with real estate values.

#### **Open Public Forum**

No public comment was given.

#### **Consent Agenda**

Eveslage moved to approve the agenda, seconded by Renneker. Motion carried 4-0.

#### **Reports**

##### Clerk Report

Council decided not to act on Phil Osendorf's request.

Council asked to keep them updated on the Danny's Disposal payment box.

##### Treasurer Report

No report was given

##### Public Works Report

Goebel mentioned council might need to start thinking about a better way to enforce the amount of parked cars on side streets as the City is getting increasing number of complaints.

Engineer Report

No report was given.

Attorney Report

No report was given.

Fire Department Report

No report was given.

**Old Business**

7<sup>th</sup> Street Options

James Wilwerding was present at the meeting to represent Wilwerding Dairy. Wilwerding stated they don't like to use 7<sup>th</sup> Street to access their field but last year was so wet that, that was their best access point. Council understood, but asked that they used their alternative route. Wilwerding stated they did get one complaint from a resident, but he agreed that they would use their alternative route since they want to keep a good relationship with the City. Wilwerding stated he will do his best come Spring and Fall to keep their workers off of 7<sup>th</sup> Street.

Park

Atkinson stated that after some checking it could cost upwards of \$10,000 to seed 2 acres of field behind Harvest Church for a soccer field. Atkinson stated he wasn't looking for any action, but wanted to put that in the rest of council's minds. City staff did mention that the City would be able to afford some of that cost if other donations were obtained.

**New Business**

Tax Forfeiture Property

A. Hennen stated that the County notified the City that PID #54.32007.0010, which was once owned Fleegel's is to be tax forfeiture. A. Hennen stated the council had to approve the \$1,000.00 appraisal price. Council asked if the outstanding assessments would be paid on the property. A. Hennen stated they would be reinstated so whoever purchases the property will be responsible for those costs.

106 2<sup>nd</sup> Ave N

Council agreed to not rezone that parcel at this time.

**Adjourn**

Rennker moved to adjourn, seconded by Eveslage. Motion carried 4-0.

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Mayor, Rodney Atkinson

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City Clerk-Treasurer, Adrianna Hennen



## **CITY OF FREEPORT**

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### **April 11, 2018 – Meeting Minutes**

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

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

Absent: Mike Eveslage

Others in attendance:

Andrea Remacher & Vern Fuchs (720 1<sup>st</sup> Ave N)

### **Water Rates and Water Fund**

It was discussed that during the audit there was a discrepancy discovered between the City's fee schedule and what was being charged in utility billing. On the fee schedule there was a water tower maintenance fee of \$2.95 that was never added to the water bills. Why or how this happened is uncertain. After analyzing the situation it was discovered this fee was unnecessary. The City was already meeting USDA requirements by setting aside about \$13,000 into the water fund for future water infrastructure needs. The only item not being saved for was water tower recoating in 20-25 years. Council agreed they should start saving for that expense. Atkinson and A. Hennen figured it would cost about \$.64/1000 gallons of water to reach that goal in 20-25 years. Council decided to change the water usage charge (per 1,000 gallons) to \$2.00 from \$2.95. This will allow to show this is what we need to collect for yearly operating expenses. Then they agreed to change the water tower maintenance fee from \$2.95, which was never actually enacted, to \$1.59. This will allow the city to collect the required USDA \$13,000 and collect the amount needed to recoat the water tower in 20-25 years. T. Hennen moved to change the water usage charge (per 1,000 gallons) to \$2.00, and change the water tower maintenance fee (per 1,000 gallons) to \$1.59, seconded by Ettel. Atkinson-yes, Ettel-yes, T. Hennen-yes, Renneker-yes. Motion carried 4-0.

### **Adjourn**

T. Hennen moved to adjourn, seconded by Ettel. Motion carried 4-0.

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Mayor, Rodney Atkinson

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City Clerk-Treasurer, Adrianna Hennen

04/16/18  
13:16:40

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 4/18

Page: 1 of 2  
Report ID: AP100

\* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3139			15 ALBANY MUTUAL TELEPHONE	244.61					
	10306049	04/01/18	836-2685	19.91			601 43225	320	10100
	10306049	04/01/18	836-2685	19.92			602 43250	320	10100
	10305759	04/01/18	836-2112	87.17			101 41000	320	10100
	10305893	04/01/18	836-2411/2413	74.84			225 42200	320	10100
	10306266	04/01/18	836-7158	42.77			101 41000	320	10100
3140			25 AMERIPRIDE LINEN & APPAREL	58.40					
	2201032502	03/30/18	Monthly Rug Service	58.40			101 41000	410	10100
3141			76 CENTRAL MINNESOTA CREDIT UNION	141.00					
	03/31/18		Stearns Co Beacon Fee	1.00			101 41000	433	10100
	03/31/18		USPS-UB Postage	70.00			601 43225	200	10100
	03/31/18		USPS-UB Postage	70.00			602 43250	200	10100
3142			145 FINKEN WATER SOLUTIONS	23.00					
	4986192	04/01/18	Water Softener Rental	15.00			101 41000	410	10100
	4986202	04/01/18	Maintenance shop water cooler	8.00			101 43100	410	10100
3143			387 RAHNS OIL & PROPANE, INC	531.20					
	03/31/18		Fire Dept Fuel	147.28			225 42200	215	10100
	03/31/18		Public Works Fuel	322.47			101 43100	215	10100
	03/31/18		Public Works Misc Supplies	33.09			101 43100	210	10100
	03/31/18		EDA Lunch	28.36			300 46500	210	10100
3144			525 XCEL ENERGY	2,804.45					
	586500210	04/30/18	302188142	210.91			601 43225	381	10100
	586500210	04/30/18	302252262	87.65			101 43160	381	10100
	586500210	04/30/18	302290398	156.36			101 41000	381	10100
	586500210	04/30/18	302679657	120.76			101 43100	381	10100
	586500210	04/30/18	302700297	24.40			602 43250	381	10100
	586500210	04/30/18	302947044	266.42			601 43225	381	10100
	586500210	04/30/18	303193187	38.75			602 43250	381	10100
	586500210	04/30/18	303616049	239.39			225 42200	381	10100
	586500210	04/30/18	303936749	40.70			101 43160	381	10100
	586500210	04/30/18	303956738	422.89			101 43160	381	10100
	586500210	04/30/18	303963984	240.01			101 43160	381	10100
	586500210	04/30/18	303985901	35.07			101 43160	381	10100
	586500210	04/30/18	304083816	12.55			101 43160	381	10100
	586500210	04/30/18	304098414	23.82			602 43250	381	10100
	585115145	03/22/18	Water Tower	159.08			601 43225	381	10100
	586567737	04/03/18	Street Lights	725.69			101 43160	381	10100

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Check	Invoice #	Inv Date/Description	Line \$		PO #	Fund	Org Acct	Object	Proj Account
3145	510 VERIZON WIRELESS		59.13						
9804567077	04/23/18	March Cellphone	59.13			101	43100	320	10100
# of Claims		7	Total:	3,861.79					

04/19/18  
09:56:06

CITY OF FREEPORT  
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\* ... Over spent expenditure

Claim	Vendor #/Name/		Document \$/	Disc \$				Cash
	Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account
3146		40 AUTO VALUE-ALBANY	21.44					
	26257587	04/09/18 Water Sample Shipping	21.44			601 43225	200	10100
3147		717 CARR' S TREE SERVICE, INC	400.00					
	22356	04/26/18 Brush mowed near water tower	400.00			101 43100	311	10100
3148		71 CENTRACARE HEALTH	90.00					
	102869104	04/03/18 1-Fi refigh ter phys ical	90.00			225 42200	333	10100
3149		544 COMPUTER HELP SERVICES	859.00					
	04/04/18	1TB Hard Drive	65.00			101 41000	300	10100
	04/04/18	1TB Hard Drive	65.00			101 41000	300	10100
	04/04/18	Software	179.00			101 41000	300	10100
	04/04/18	Business Consul ting	187.50			101 41000	300	10100
	04/04/18	1TB Hard Drive	65.00			101 41000	300	10100
	04/04/18	Business Consul ting	59.50			101 41000	300	10100
	04/04/18	Business Consul ting	119.00			101 41000	300	10100
	03/01/18	Business Consul ting	119.00			101 41000	300	10100
	03/01/18	Business Consul ting	0.00			101 41000	300	10100
3150		107 DANNY' S DISPOSAL & RECYCLING,	164.91					
	04/01/18	Mai ntenance Bui lding	135.44			101 43100	383	10100
	04/01/18	Fire Hall	29.47			225 42200	383	10100
3152		123 DYMOKE LAW OFFICE, P. A.	552.00					
	04/02/18	Tax Forfei ture Notice	46.00			101 41000	302	10100
	04/02/18	USDA Notice	46.00			101 41000	302	10100
	04/02/18	Subdi vi sion Ordi nance	115.00			101 41000	302	10100
	04/02/18	Metal Roofs	80.50			101 41000	302	10100
	04/02/18	Stearns Electric Loan	46.00			101 41000	302	10100
	04/02/18	Solar Energy	80.50			101 41000	302	10100
	04/02/18	Xcel Powerline	69.00			101 41000	302	10100
	04/02/18	Xcel Powerline	69.00			101 41000	302	10100
3153		611 EMERGENCY RESPONSE SOLUTIONS	452.61					
	10637	03/16/18 5 - Black leather gloves	452.61			225 42200	210	10100
3154		155 FREEPORT FARM CENTER, INC	50.00					
	99373	03/30/18 Weld hi tch and mower deck	50.00			101 45200	220	10100

04/19/18  
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Check	Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account
3155	747 HEIMAN FIRE EQUIPMENT	921.20					
0867760	04/05/18 Hose	489.00			225 42200	210	10100
0867792	04/05/18 El bow	227.25			225 42200	210	10100
0867185	03/20/18 Crowbar	34.95			225 42200	210	10100
0867185	03/20/18 Pike Pole 12'	66.95			225 42200	210	10100
0867185	03/20/18 Pike Pole 14'	70.95			225 42200	210	10100
0867185	03/20/18 Freight	32.10			225 42200	210	10100
3156	194 HENNEN LUMBER CO, INC	46.89					
30793	03/31/18 Yellow Salt (4)	27.52			101 41000	210	10100
30793	03/31/18 Blue Salt (2)	12.58			101 43100	220	10100
30793	03/31/18 Box White Screws	6.79			101 43100	220	10100
3157	219 JOANN TIMP	144.00					
04/19/18	(3/26)-(4/16) 4 cleanings	144.00			101 41000	300	10100
3158	225 JOHN GILK	30.00					
04/19/18	Stearns Chief meeting (3 meal)	30.00			225 42200	335	10100
3159	244 KRIS ENGINEERING, INC	7.05					
29823	03/28/18 Plow Bolt	7.05			101 43100	210	10100
3160	529 LOREN GOEBEL	70.03					
03/28/18	Pipe Wrench	12.99			101 43100	210	10100
03/28/18	Security Bit Set	6.99			101 43100	210	10100
03/28/18	LED Worklight	2.99			101 43100	210	10100
03/28/18	Discount	-2.99			101 43100	210	10100
03/28/18	13 pc impact	24.99			101 43100	210	10100
03/28/18	Discount	-5.00			101 43100	210	10100
03/28/18	Tape	2.34			101 43100	210	10100
03/28/18	Brass Ball Valve	21.96			101 43100	210	10100
03/28/18	Cat Food	5.76			101 43100	210	10100
3161	748 NORTHWEST RESPIRATORY SERVICES,	150.00					
854172	03/23/18 New Air tanks (10)	100.00			225 42200	210	10100
854172	03/23/18 Refill Air tanks (5)	50.00			225 42200	220	10100
3162	385 QUILL.COM	52.99					
5960797	03/29/18 Copy Paper	52.99			101 41000	210	10100



04/19/18  
09:56:06

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 4/18

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\* ... Over spent expenditure

Claim	Vendor #/Name/		Document \$/	Disc \$				Cash	
Check	Invoice #/Inv	Date/Description	Line \$		PO #	Fund Org	Acct	Object	Proj Account
3164	389	RAMLER TRUCK & TRAILER REPAIR,	185.89						
023690	03/22/18	Door Latch (#404)	159.13			225	42200	401	10100
025210	03/22/18	Electric Connectors (Pumpe)	26.76			225	42200	401	10100
# of Claims		17	Total:	4,198.01					

# ***FREEPORT CALLS - MARCH 2018***

<b>City</b>	<b>Date Received</b>	<b>Call #</b>	<b>Description</b>	<b>Actual Incid Location</b>
FREEPORT	03/02/2018 19:32:54	18017040	AGENCY ASSIST	
FREEPORT	03/03/2018 19:07:52	18017317	AGENCY ASSIST	
FREEPORT	03/03/2018 21:18:34	18017362	AGENCY ASSIST	
FREEPORT	03/15/2018 15:24:48	18020796	AGENCY ASSIST	
FREEPORT	03/16/2018 23:34:27	18021280	ALCOHOL COMPLIANCE CHECK	
FREEPORT	03/07/2018 08:47:57	18018338	CITIZEN CONTACT	
FREEPORT	03/03/2018 19:00:09	18017315	DOMESTIC	
FREEPORT	03/03/2018 12:59:58	18017215	DRIVING COMPLAINT	
FREEPORT	03/03/2018 13:15:48	18017220	DRIVING COMPLAINT	
FREEPORT	03/03/2018 21:13:58	18017360	DRUNK DRIVER ARREST	
FREEPORT	03/21/2018 18:32:42	18022754	FIRE BUILDING	
FREEPORT	03/06/2018 12:37:02	18018003	FRAUD	
FREEPORT	03/14/2018 20:01:40	18020608	JUVENILE/PROBLEM WITH	
FREEPORT	03/26/2018 18:49:53	18024200	MATTER OF INFORMATION	
FREEPORT	03/22/2018 07:46:27	18022877	MEDICAL EMERGENCY	
FREEPORT	03/21/2018 14:42:01	18022710	MEDICAL EMERGENCY	
FREEPORT	03/09/2018 21:05:04	18019157	MOTORIST ASSIST	
FREEPORT	03/02/2018 01:59:52	18016754	MOTORIST ASSIST	
FREEPORT	03/02/2018 14:35:25	18016938	MOTORIST ASSIST	
FREEPORT	03/06/2018 11:58:13	18017991	NO PAY CUSTOMER	
FREEPORT	03/26/2018 07:03:33	18023981	NO PAY CUSTOMER	
FREEPORT	03/06/2018 04:49:55	18017893	PARKING VIOLATION	
FREEPORT	03/12/2018 22:30:44	18020092	PERSONAL ASSIST	
FREEPORT	03/24/2018 08:16:56	18023453	PHONE CALL	
FREEPORT	03/04/2018 19:56:40	18017592	REPORT WRITING	
FREEPORT	03/20/2018 11:38:54	18022435	SUICIDE THREAT	
FREEPORT	03/22/2018 07:35:15	18022874	SUSPICIOUS PERSON	
FREEPORT	03/20/2018 11:04:35	18022429	THEFT	
FREEPORT	03/13/2018 01:07:57	18020115	THREATS COMPLAINT	
FREEPORT	03/14/2018 16:02:17	18020549	TRAFFIC STOP	
FREEPORT	03/11/2018 19:05:36	18019673	TRAFFIC STOP	
FREEPORT	03/18/2018 23:11:52	18022010	TRAFFIC STOP	
FREEPORT	03/19/2018 20:21:37	18022222	TRAFFIC STOP	
FREEPORT	03/04/2018 20:48:10	18017600	TRAFFIC STOP	
FREEPORT	03/04/2018 03:33:19	18017463	TRAFFIC STOP	
FREEPORT	03/09/2018 18:10:42	18019092	TRAFFIC STOP	
FREEPORT	03/25/2018 13:32:57	18023777	TRAFFIC STOP	
FREEPORT	03/29/2018 20:12:58	18025041	TRAFFIC STOP	
FREEPORT	03/01/2018 22:22:55	18016704	WELFARE CHECK	
FREEPORT	03/15/2018 15:16:04	18020793	WELFARE CHECK	

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 4/17/18

Re: Rec Club – Temp On-Sale Intoxicating Liquor Licenses

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Joe Hennen is requesting that the City Council approve 3 – 1 to 4 Day Temporary On-Sale Liquor Licenses

The dates of the events will be:

June 8-10

June 30 – July 1

July 27-29

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 4/17/18

Re: Clerk Report

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Loren and I will be attending a League of MN Cities conference/training on Thursday, April 26<sup>th</sup>, in St. Cloud, regarding the Americans with Disabilities Act:

**Common ADA Issues in Parks & Rec: Removing Barriers and Improving Access**

While in the classroom, learn to identify common barriers and receive practical solutions to meeting requirements of the Americans with Disabilities Act (ADA) in your city parks and recreational facilities. Then, take part in hands-on ADA exercises as the class tours local city parks or recreational facilities to review and discuss these common ADA issues. (EO) (SC).

I will also be attending the LMC Annual Conference June 20-22, which is being held in St. Cloud as well.

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 4/17/18

Re: Treasurer Report

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I wasn't able to put together the financial reports like Joan used to do, but I wanted you to have something to see how we are doing. At this time I don't see anything alarming within these reports.

04/19/18  
13:08:58

CITY OF FREEPORT  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 4 / 18

Page: 1 of 18  
Report ID: B110

101 General Fund

Account	Recei ved		Estimated Revenue	Revenue	%
	Current Month	Recei ved YTD		To Be Recei ved	Recei ved
31000 General Property Taxes					
31000 General Property Taxes	0.00	1,053.68	260,000.00	258,946.32	0 %
Account Group Total :	0.00	1,053.68	260,000.00	258,946.32	0 %
31800 Other Taxes					
31810 Franchi se Fees	0.00	3,866.07	3,000.00	-866.07	129 %
Account Group Total :	0.00	3,866.07	3,000.00	-866.07	129 %
32100 Li quor Li censes					
32100 Li quor Li censes	0.00	25.00	8,100.00	8,075.00	0 %
Account Group Total :	0.00	25.00	8,100.00	8,075.00	0 %
32200 Special Events					
32210 Building Permi ts	0.00	208.00	500.00	292.00	42 %
32230 Zoning Permi t	0.00	0.00	200.00	200.00	0 %
32231 Pet License	0.00	58.00	25.00	-33.00	232 %
Account Group Total :	0.00	266.00	725.00	459.00	37 %
32300 Gambling Licenses					
32300 Gambling Licenses	0.00	75.00	100.00	25.00	75 %
Account Group Total :	0.00	75.00	100.00	25.00	75 %
33400 State Grants & Aid/PERA					
33400 State Grants & Aid/PERA	0.00	0.00	410.00	410.00	0 %
33401 LGA (Local Gov' t Aid)	0.00	0.00	115,291.00	115,291.00	0 %
33402 HACA (Homestead Credit)	0.00	0.00	400.00	400.00	0 %
Account Group Total :	0.00	0.00	116,101.00	116,101.00	0 %
34000 Charges for Services					
34000 Charges for Servi ces	0.00	20.00	100.00	80.00	20 %
Account Group Total :	0.00	20.00	100.00	80.00	20 %
35100 Fines					
35100 Fines	0.00	320.53	1,500.00	1,179.47	21 %
Account Group Total :	0.00	320.53	1,500.00	1,179.47	21 %
36200 Mi scel laneous Revenues					
36200 Mi scel laneous Revenues	0.00	0.00	1,140.00	1,140.00	0 %
36210 Interest Earnings	0.00	2,345.68	3,000.00	654.32	78 %
36220 Rents and Royal ties	0.00	0.00	1,500.00	1,500.00	0 %
36250 Insurance Di vi dends	0.00	0.00	5,000.00	5,000.00	0 %
Account Group Total :	0.00	2,345.68	10,640.00	8,294.32	22 %
39100 Transfer From AFSA					
39100 Transfer From AFSA	0.00	0.00	3,500.00	3,500.00	0 %
Account Group Total :	0.00	0.00	3,500.00	3,500.00	0 %
39500 Transfer from EDA					
39500 Transfer from EDA	0.00	0.00	5,000.00	5,000.00	0 %
Account Group Total :	0.00	0.00	5,000.00	5,000.00	0 %

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101 General Fund

Account	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be Received	Received	
39700 Transfer from Water						
39700 Transfer from Water	0.00	0.00	41,000.00	41,000.00	0 %	
Account Group Total :	0.00	0.00	41,000.00	41,000.00	0 %	
39800 Transfer From WasteWater						
39800 Transfer From WasteWater	0.00	0.00	41,000.00	41,000.00	0 %	
Account Group Total :	0.00	0.00	41,000.00	41,000.00	0 %	
Fund Total :	0.00	7,971.96	490,766.00	482,794.04	2 %	

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225 AFSA Fund

Account	Recei ved			Revenue		%
	Current Month	Recei ved YTD	Estimated Revenue	To Be Recei ved	Recei ved	
33400 State Grants & Aid/PERA						
33400 State Grants & Aid/PERA	0.00	0.00	12,000.00	12,000.00	0 %	
33420 State Fire Dept Aid	0.00	0.00	4,000.00	4,000.00	0 %	
Account Group Total :	0.00	0.00	16,000.00	16,000.00	0 %	
34200 Public Safety						
34202 Fire Contract	3,131.00	3,398.00	85,048.00	81,650.00	4 %	
34203 Fire Revenues	100.00	1,837.00	500.00	-1,337.00	367 %	
34205 Rescue Revenues	267.00	1,701.00	5,250.00	3,549.00	32 %	
Account Group Total :	3,498.00	6,936.00	90,798.00	83,862.00	8 %	
36200 Mi scel laneous Revenues						
36200 Mi scel laneous Revenues	0.00	360,000.00	1,000.00	-359,000.00	*** %	
36210 Interest Earnings	0.00	0.00	1,000.00	1,000.00	0 %	
36230 Donations - Private	500.00	20,400.00	3,000.00	-17,400.00	680 %	
Account Group Total :	500.00	380,400.00	5,000.00	-375,400.00	*** %	
39400 Transfer from General						
39400 Transfer from General	0.00	0.00	40,207.00	40,207.00	0 %	
Account Group Total :	0.00	0.00	40,207.00	40,207.00	0 %	
Fund Total :	3,998.00	387,336.00	152,005.00	-235,331.00	255 %	



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265 TIF Swany White

Account	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be Received	Received	
31100 Bond Levy						
31150 Tax Increments	0.00	0.00	3,000.00	3,000.00	0 %	
Account Group Total :	0.00	0.00	3,000.00	3,000.00	0 %	
Fund Total :	0.00	0.00	3,000.00	3,000.00	0 %	

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300 EDA

Account	Recei ved			Revenue		%
	Current Month	Recei ved YTD	Estimated Revenue	To Be Recei ved	Recei ved	
31000 General Property Taxes						
31000 General Property Taxes	0.00	41.85	10,000.00	9,958.15	0 %	
Account Group Total :	0.00	41.85	10,000.00	9,958.15	0 %	
36200 Miscellaneous Revenues						
36210 Interest Earnings	0.00	0.00	160.00	160.00	0 %	
Account Group Total :	0.00	0.00	160.00	160.00	0 %	
Fund Total :	0.00	41.85	10,160.00	10,118.15	0 %	

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326 Bonds, 2013 (Refunding of Main St Improvements)

Account	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be Received	Received	
31000 General Property Taxes						
31000 General Property Taxes	0.00	391.12	94,500.00	94,108.88		0 %
Account Group Total :	0.00	391.12	94,500.00	94,108.88		0 %
36100 Special Assessments						
36100 Special Assessments	0.00	301.65	8,281.00	7,979.35		4 %
Account Group Total :	0.00	301.65	8,281.00	7,979.35		4 %
36200 Miscellaneous Revenues						
36210 Interest Earnings	0.00	0.00	473.00	473.00		0 %
Account Group Total :	0.00	0.00	473.00	473.00		0 %
Fund Total :	0.00	692.77	103,254.00	102,561.23		1 %

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331 Bonds, 2012 (Refunding of Industrial Park)

Account	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be Received	Received	
31000 General Property Taxes						
31000 General Property Taxes	0.00	397.01	100,000.00	99,602.99		0 %
Account Group Total :	0.00	397.01	100,000.00	99,602.99		0 %
36200 Miscellaneous Revenues						
36210 Interest Earnings	0.00	0.00	1,216.00	1,216.00		0 %
Account Group Total :	0.00	0.00	1,216.00	1,216.00		0 %
Fund Total :	0.00	397.01	101,216.00	100,818.99		0 %

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407 2006 Small Cities Grant

Account	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be Received	Received	
36100 Special Assessments						
36101 Principal on Note	0.00	1,427.80	1,428.00	0.20	100 %	
36102 Penalties and Interest	0.00	28.70	29.00	0.30	99 %	
Account Group Total :	0.00	1,456.50	1,457.00	0.50	100 %	
36200 Miscellaneous Revenues						
36210 Interest Earnings	0.00	0.00	750.00	750.00	0 %	
Account Group Total :	0.00	0.00	750.00	750.00	0 %	
Fund Total :	0.00	1,456.50	2,207.00	750.50	66 %	

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410 South End Park Fund

Account	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be Received	Received	
36200 Miscellaneous Revenues						
36210 Interest Earnings	0.00	0.00	50.00	50.00	0 %	
Account Group Total :	0.00	0.00	50.00	50.00	0 %	
39400 Transfer from General						
39400 Transfer from General	0.00	0.00	5,000.00	5,000.00	0 %	
Account Group Total :	0.00	0.00	5,000.00	5,000.00	0 %	
Fund Total :	0.00	0.00	5,050.00	5,050.00	0 %	

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412 North End Park Fund

Account	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be Received	Received	
36200 Miscellaneous Revenues						
36210 Interest Earnings	0.00	0.00	20.00	20.00	0 %	
Account Group Total :	0.00	0.00	20.00	20.00	0 %	
Fund Total :	0.00	0.00	20.00	20.00	0 %	

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416 Bucket Fund - Old Tower Preservation

Account	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be Received	Received	
36200 Miscellaneous Revenues						
36210 Interest Earnings	0.00	0.00	45.00	45.00	0 %	
Account Group Total :	0.00	0.00	45.00	45.00	0 %	
Fund Total :	0.00	0.00	45.00	45.00	0 %	



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417 Street Improvements

Account	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be Received	Received	
33400 State Grants & Aid/PERA						
33431 Small City Transportation Assistance	0.00	0.00	8,980.00	8,980.00	0 %	
Account Group Total :	0.00	0.00	8,980.00	8,980.00	0 %	
36200 Miscellaneous Revenues						
36210 Interest Earnings	0.00	0.00	1,000.00	1,000.00	0 %	
Account Group Total :	0.00	0.00	1,000.00	1,000.00	0 %	
39400 Transfer from General						
39400 Transfer from General	0.00	0.00	72,000.00	72,000.00	0 %	
Account Group Total :	0.00	0.00	72,000.00	72,000.00	0 %	
Fund Total :	0.00	0.00	81,980.00	81,980.00	0 %	

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418 Capital Equipment

Account	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be Received	Received	
36200 Miscellaneous Revenues						
36210 Interest Earnings	0.00	0.00	150.00	150.00	0 %	
Account Group Total :	0.00	0.00	150.00	150.00	0 %	
39400 Transfer from General						
39400 Transfer from General	0.00	0.00	10,000.00	10,000.00	0 %	
Account Group Total :	0.00	0.00	10,000.00	10,000.00	0 %	
Fund Total :	0.00	0.00	10,150.00	10,150.00	0 %	

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419 Street Lights

Account	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be Received	Received	
36200 Miscellaneous Revenues						
36210 Interest Earnings	0.00	0.00	80.00	80.00	0 %	
Account Group Total :	0.00	0.00	80.00	80.00	0 %	
39400 Transfer from General						
39400 Transfer from General	0.00	0.00	30,000.00	30,000.00	0 %	
Account Group Total :	0.00	0.00	30,000.00	30,000.00	0 %	
Fund Total :	0.00	0.00	30,080.00	30,080.00	0 %	

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601 Water

Account	Recei ved			Revenue	%
	Current Month	Recei ved YTD	Estimated Revenue	To Be Recei ved	Recei ved
31300 General Sales and Use Tax					
31300 General Sales and Use Tax	24.03	273.01	0.00	-273.01	** %
Account Group Total :	24.03	273.01	0.00	-273.01	** %
34000 Charges for Servi ces					
34000 Charges for Servi ces	2,213.65	29,555.18	114,280.00	84,724.82	26 %
34050 Hook-up fee	0.00	0.00	1,200.00	1,200.00	0 %
Account Group Total :	2,213.65	29,555.18	115,480.00	85,924.82	26 %
36100 Special Assessments					
36100 Special Assessments	0.00	9,957.76	9,900.00	-57.76	101 %
Account Group Total :	0.00	9,957.76	9,900.00	-57.76	101 %
36200 Mi scel laneous Revenues					
36210 Interest Earnings	0.00	0.00	4,000.00	4,000.00	0 %
Account Group Total :	0.00	0.00	4,000.00	4,000.00	0 %
Fund Total :	2,237.68	39,785.95	129,380.00	89,594.05	31 %

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602 Waste Water

Account	Recei ved			Revenue		%
	Current Month	Recei ved YTD	Estimated Revenue	To Be Recei ved	Recei ved	
34000 Charges for Servi ces						
34000 Charges for Servi ces	2,760.58	35,293.37	135,800.00	100,506.63	26 %	
34050 Hook-up fee	0.00	0.00	1,200.00	1,200.00	0 %	
Account Group Total :	2,760.58	35,293.37	137,000.00	101,706.63	26 %	
36200 Mi scel laneous Revenues						
36210 Interest Earnings	0.00	0.00	200.00	200.00	0 %	
Account Group Total :	0.00	0.00	200.00	200.00	0 %	
Fund Total :	2,760.58	35,293.37	137,200.00	101,906.63	26 %	

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603 Water - USDA Reserve

Account	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be Received	Received	
39700 Transfer from Water						
39700 Transfer from Water	0.00	0.00	13,867.00	13,867.00	0 %	
Account Group Total :	0.00	0.00	13,867.00	13,867.00	0 %	
Fund Total :	0.00	0.00	13,867.00	13,867.00	0 %	

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604 Waste Water - USDA Reserve

Account	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be Received	Received	
39800 Transfer From WasteWater						
39800 Transfer From WasteWater	0.00	0.00	2,800.00	2,800.00	0 %	
Account Group Total :	0.00	0.00	2,800.00	2,800.00	0 %	
Fund Total :	0.00	0.00	2,800.00	2,800.00	0 %	
Grand Total :	8,996.26	472,975.41	1,273,180.00	800,204.59	37 %	

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101 General Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
41000 GENERAL GOVERNMENT							
41000 GENERAL GOVERNMENT							
	200 Postage	0.00	0.00	10,000.00	10,000.00	10,000.00	%
	210 Operating Supplies	80.51	1,016.54	2,000.00	2,000.00	983.46	51 %
	220 Repair & Maint. Supplies	0.00	95.85	750.00	750.00	654.15	13 %
	300 Professional Services	1,003.00	1,435.00	6,000.00	6,000.00	4,565.00	24 %
	302 Legal Consulting	552.00	1,230.50	5,000.00	5,000.00	3,769.50	25 %
	305 Legal Prosecution	0.00	0.00	500.00	500.00	500.00	%
	320 Telephone	129.94	540.23	1,550.00	1,550.00	1,009.77	35 %
	350 Notices & Publication	0.00	248.28	1,000.00	1,000.00	751.72	25 %
	361 Liability Insurance	0.00	0.00	7,600.00	7,600.00	7,600.00	%
	381 Electric	156.36	776.74	2,300.00	2,300.00	1,523.26	34 %
	410 Rentals	73.40	632.71	2,200.00	2,200.00	1,567.29	29 %
	430 Miscellaneous	0.00	0.00	350.00	350.00	350.00	%
	433 Dues	1.00	124.00	3,450.00	3,450.00	3,326.00	4 %
	434 League Dues	0.00	0.00	870.00	870.00	870.00	%
	Account Total:	1,996.21	6,099.85	43,570.00	43,570.00	37,470.15	14 %
	Account Group Total:	1,996.21	6,099.85	43,570.00	43,570.00	37,470.15	14 %
41100 Legislative (Council/Board)							
41100 Legislative (Council/Board)							
	100 Wages and Salaries	0.00	715.00	4,320.00	4,320.00	3,605.00	17 %
	121 Cities FICA 6.2%	0.00	44.33	268.00	268.00	223.67	17 %
	122 Cities Share MED 1.45%	0.00	10.38	63.00	63.00	52.62	16 %
	330 Training	0.00	0.00	890.00	890.00	890.00	%
	335 Mileage & Reimb Exp	0.00	0.00	287.00	287.00	287.00	%
	360 Workers Comp Insurance	0.00	0.00	50.00	50.00	50.00	%
	Account Total:	0.00	769.71	5,878.00	5,878.00	5,108.29	13 %
	Account Group Total:	0.00	769.71	5,878.00	5,878.00	5,108.29	13 %
41300 Executive (Mayor/Manager)							
41300 Executive (Mayor/Manager)							
	100 Wages and Salaries	0.00	285.00	1,590.00	1,590.00	1,305.00	18 %
	121 Cities FICA 6.2%	0.00	17.67	99.00	99.00	81.33	18 %
	122 Cities Share MED 1.45%	0.00	4.13	23.00	23.00	18.87	18 %
	330 Training	0.00	0.00	300.00	300.00	300.00	%
	335 Mileage & Reimb Exp	0.00	0.00	110.00	110.00	110.00	%
	433 Dues	0.00	30.00	35.00	35.00	5.00	86 %
	Account Total:	0.00	336.80	2,157.00	2,157.00	1,820.20	16 %
	Account Group Total:	0.00	336.80	2,157.00	2,157.00	1,820.20	16 %
41400 Clerk							
41400 Clerk							
	100 Wages and Salaries	1,804.01	14,432.02	47,943.00	47,943.00	33,510.98	30 %
	103 Assistant's Wages	610.00	6,210.00	21,321.00	21,321.00	15,111.00	29 %
	105 Misc Compensation	192.44	1,539.51	5,102.00	5,102.00	3,562.49	30 %
	120 Cities Share PERA	181.05	1,548.15	5,195.00	5,195.00	3,646.85	30 %
	121 Cities FICA 6.2%	161.60	1,375.26	4,611.00	4,611.00	3,235.74	30 %
	122 Cities Share MED 1.45%	37.80	321.65	1,078.00	1,078.00	756.35	30 %
	130 Health Insurance	182.57	1,460.52	3,898.00	3,898.00	2,437.48	37 %
	131 Life Insurance	0.00	8.00	24.00	24.00	16.00	33 %



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101 General Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
	330 Training	0.00	270.00	2,465.00	2,465.00	2,195.00	11 %
	335 Mileage & Reimb Exp	0.00	0.00	550.00	550.00	550.00	%
	360 Workers Comp Insurance	0.00	0.00	700.00	700.00	700.00	%
	433 Dues	0.00	0.00	270.00	270.00	270.00	%
	Account Total:	3,169.47	27,165.11	93,157.00	93,157.00	65,991.89	29 %
41450	Elections						
	105 Misc Compensation	0.00	0.00	1,792.00	1,792.00	1,792.00	%
	210 Operating Supplies	0.00	0.00	1,570.00	1,570.00	1,570.00	%
	335 Mileage & Reimb Exp	0.00	0.00	350.00	350.00	350.00	%
	350 Notices & Publication	0.00	0.00	400.00	400.00	400.00	%
	Account Total:	0.00	0.00	4,112.00	4,112.00	4,112.00	%
	Account Group Total:	3,169.47	27,165.11	97,269.00	97,269.00	70,103.89	28 %
41500	Auditor						
	41500 Auditor						
	300 Professional Services	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	301 Audit	0.00	0.00	13,960.00	13,960.00	13,960.00	%
	302 Legal Consulting	0.00	0.00	115.00	115.00	115.00	%
	Account Total:	0.00	0.00	15,075.00	15,075.00	15,075.00	%
41550	Assessor						
	304 Assessing Fees	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	Account Total:	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	Account Group Total:	0.00	0.00	20,075.00	20,075.00	20,075.00	%
41800	Planning / Zoning						
	41800 Planning / Zoning						
	300 Professional Services	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	350 Notices & Publication	0.00	0.00	250.00	250.00	250.00	%
	Account Total:	0.00	0.00	1,250.00	1,250.00	1,250.00	%
	Account Group Total:	0.00	0.00	1,250.00	1,250.00	1,250.00	%
42000	Public Safety						
	42050 Building Official						
	310 Contractor	0.00	4,731.67	4,000.00	4,000.00	-731.67	118 %
	436 State Surcharge	0.00	0.00	600.00	600.00	600.00	%
	Account Total:	0.00	4,731.67	4,600.00	4,600.00	-131.67	103 %
	Account Group Total:	0.00	4,731.67	4,600.00	4,600.00	-131.67	103 %
42200	Fire & Rescue						
	42200 Fire & Rescue						
	700 Transfers	0.00	0.00	40,207.00	40,207.00	40,207.00	%
	Account Total:	0.00	0.00	40,207.00	40,207.00	40,207.00	%
	Account Group Total:	0.00	0.00	40,207.00	40,207.00	40,207.00	%

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Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
43000 Public Works							
43000 Public Works							
	100 Wages and Salaries	1,680.00	13,440.00	42,119.00	42,119.00	28,679.00	32 %
	103 Assistant's Wages	0.00	547.50	5,360.00	5,360.00	4,812.50	10 %
	120 Cities Share PERA	126.00	1,008.00	3,159.00	3,159.00	2,151.00	32 %
	121 Cities FICA 6.2%	127.41	1,053.23	2,944.00	2,944.00	1,890.77	36 %
	122 Cities Share MED 1.45%	29.80	246.34	689.00	689.00	442.66	36 %
	130 Health Insurance	375.00	3,000.00	9,000.00	9,000.00	6,000.00	33 %
	131 Life Insurance	0.00	6.80	24.00	24.00	17.20	28 %
	240 Clothing Replacement	0.00	210.99	200.00	200.00	-10.99	105 %
	330 Training	0.00	20.00	100.00	100.00	80.00	20 %
	335 Mileage & Reimb Exp	0.00	100.38	100.00	100.00	-0.38	100 %
	360 Workers Comp Insurance	0.00	0.00	3,000.00	3,000.00	3,000.00	%
	700 Transfers	0.00	0.00	10,000.00	10,000.00	10,000.00	%
	Account Total:	2,338.21	19,633.24	76,695.00	76,695.00	57,061.76	26 %
	Account Group Total:	2,338.21	19,633.24	76,695.00	76,695.00	57,061.76	26 %
43100 Highways, Streets & Roadways							
43100 Highways, Streets & Roadways							
	210 Operating Supplies	110.17	130.81	2,000.00	2,000.00	1,869.19	7 %
	215 Gas & Oil	322.47	1,678.07	4,000.00	4,000.00	2,321.93	42 %
	220 Repair & Maint. Supplies	19.37	472.59	2,500.00	2,500.00	2,027.41	19 %
	225 Street Materials	0.00	0.00	6,300.00	6,300.00	6,300.00	%
	311 Outside Maintenance	400.00	400.00	5,000.00	5,000.00	4,600.00	8 %
	320 Telephone	59.13	236.91	750.00	750.00	513.09	32 %
	361 Liability Insurance	0.00	0.00	2,400.00	2,400.00	2,400.00	%
	381 Electric	120.76	572.79	1,500.00	1,500.00	927.21	38 %
	382 Heating Gas	0.00	502.35	1,500.00	1,500.00	997.65	33 %
	383 Garbage	135.44	406.32	1,680.00	1,680.00	1,273.68	24 %
	401 Truck Repairs	0.00	88.20	4,500.00	4,500.00	4,411.80	2 %
	410 Rentals	8.00	32.00	250.00	250.00	218.00	13 %
	430 Miscellaneous	0.00	0.00	950.00	950.00	950.00	%
	431 Permits/License	0.00	39.00	345.00	345.00	306.00	11 %
	433 Dues	0.00	-106.00	150.00	150.00	256.00	-71 %
	700 Transfers	0.00	0.00	72,000.00	72,000.00	72,000.00	%
	Account Total:	1,175.34	4,453.04	105,825.00	105,825.00	101,371.96	4 %
43160 Street Lighting							
	300 Professional Services	0.00	0.00	300.00	300.00	300.00	%
	311 Outside Maintenance	0.00	685.17	1,200.00	1,200.00	514.83	57 %
	381 Electric	1,564.56	7,300.62	20,000.00	20,000.00	12,699.38	37 %
	700 Transfers	0.00	0.00	30,000.00	30,000.00	30,000.00	%
	Account Total:	1,564.56	7,985.79	51,500.00	51,500.00	43,514.21	16 %
	Account Group Total:	2,739.90	12,438.83	157,325.00	157,325.00	144,886.17	8 %
45100 Recreation							

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101 General Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
45100 Recreation							
	210 Operating Supplies	0.00	2,983.12	3,000.00	3,000.00	16.88	99 %
	Account Total :	0.00	2,983.12	3,000.00	3,000.00	16.88	99 %
	Account Group Total :	0.00	2,983.12	3,000.00	3,000.00	16.88	99 %
45200 Parks							
45200 Parks							
	210 Operating Supplies	0.00	469.91	500.00	500.00	30.09	94 %
	220 Repair & Maint. Supplies	50.00	72.30	2,500.00	2,500.00	2,427.70	3 %
	260 Park Maintenance	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	361 Liability Insurance	0.00	0.00	5,400.00	5,400.00	5,400.00	%
	435 SR Citizen Building	0.00	0.00	3,000.00	3,000.00	3,000.00	%
	700 Transfers	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	Account Total :	50.00	542.21	17,400.00	17,400.00	16,857.79	3 %
	Account Group Total :	50.00	542.21	17,400.00	17,400.00	16,857.79	3 %
	Fund Total :	10,293.79	74,700.54	469,426.00	469,426.00	394,725.46	16 %

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225 AFSA Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
42000	Public Safety						
42000	Public Safety						
	320 Telephone	0.00	75.12	0.00	0.00	-75.12	%
	Account Total :	0.00	75.12	0.00	0.00	-75.12	%
	Account Group Total :	0.00	75.12	0.00	0.00	-75.12	%
42200	Fire & Rescue						
42200	Fire & Rescue						
	100 Wages and Salaries	0.00	0.00	7,000.00	7,000.00	7,000.00	%
	115 Drills	0.00	2,550.00	12,000.00	12,000.00	9,450.00	21 %
	116 Fire Calls	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	117 Rescue Calls	0.00	0.00	6,500.00	6,500.00	6,500.00	%
	121 Cities FICA 6.2%	0.00	0.00	1,900.00	1,900.00	1,900.00	%
	122 Cities Share MED 1.45%	0.00	0.00	450.00	450.00	450.00	%
	210 Operating Supplies	1,473.81	3,632.14	8,000.00	8,000.00	4,367.86	45 %
	215 Gas & Oil	147.28	306.01	2,500.00	2,500.00	2,193.99	12 %
	220 Repair & Maint. Supplies	50.00	79.43	3,000.00	3,000.00	2,920.57	3 %
	240 Clothing Replacement	0.00	229.73	2,000.00	2,000.00	1,770.27	11 %
	245 Radio/Pager Repair	0.00	480.17	1,500.00	1,500.00	1,019.83	32 %
	300 Professional Services	0.00	725.00	400.00	400.00	-325.00	181 %
	301 Audit	0.00	0.00	3,800.00	3,800.00	3,800.00	%
	302 Legal Consulting	0.00	0.00	500.00	500.00	500.00	%
	315 Fire Dept Aid 2%	0.00	0.00	14,226.00	14,226.00	14,226.00	%
	320 Telephone	74.84	225.97	900.00	900.00	674.03	25 %
	330 Training	0.00	0.00	3,500.00	3,500.00	3,500.00	%
	332 State/Chief Conference	0.00	0.00	750.00	750.00	750.00	%
	333 Physicals	90.00	445.00	600.00	600.00	155.00	74 %
	335 Mileage & Reimb Exp	30.00	50.00	750.00	750.00	700.00	7 %
	360 Workers Comp Insurance	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	361 Liability Insurance	0.00	0.00	6,000.00	6,000.00	6,000.00	%
	381 Electric	239.39	1,023.84	2,250.00	2,250.00	1,226.16	46 %
	382 Heating Gas	0.00	951.15	1,750.00	1,750.00	798.85	54 %
	383 Garbage	29.47	88.41	350.00	350.00	261.59	25 %
	401 Truck Repairs	185.89	221.89	5,000.00	5,000.00	4,778.11	4 %
	430 Miscellaneous	0.00	0.00	500.00	500.00	500.00	%
	433 Dues	0.00	55.00	350.00	350.00	295.00	16 %
	700 Transfers	0.00	0.00	3,500.00	3,500.00	3,500.00	%
	Account Total :	2,320.68	11,063.74	99,976.00	99,976.00	88,912.26	11 %
	Account Group Total :	2,320.68	11,063.74	99,976.00	99,976.00	88,912.26	11 %
	Fund Total :	2,320.68	11,138.86	99,976.00	99,976.00	88,837.14	11 %

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265 TIF Swany White

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
46500	EDA Operations						
46508	TIF District Swany						
	640 TIF Payment	0.00	0.00	3,000.00	3,000.00	3,000.00	%
	Account Total:	0.00	0.00	3,000.00	3,000.00	3,000.00	%
	Account Group Total:	0.00	0.00	3,000.00	3,000.00	3,000.00	%
	Fund Total:	0.00	0.00	3,000.00	3,000.00	3,000.00	%

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300 EDA

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
46500	EDA Operations						
46500	EDA Operations						
	210 Operating Supplies	28.36	28.36	400.00	400.00	371.64	7 %
	300 Professional Services	0.00	3,422.75	560.00	560.00	-2,862.75	611 %
	302 Legal Consulting	0.00	0.00	2,000.00	2,000.00	2,000.00	%
	335 Mileage & Reimb Exp	0.00	0.00	100.00	100.00	100.00	%
	360 Workers Comp Insurance	0.00	0.00	50.00	50.00	50.00	%
	429 County Recording Fees	0.00	0.00	50.00	50.00	50.00	%
	430 Miscellaneous	0.00	0.00	2,000.00	2,000.00	2,000.00	%
	700 Transfers	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	Account Total:	28.36	3,451.11	10,160.00	10,160.00	6,708.89	34 %
	Account Group Total:	28.36	3,451.11	10,160.00	10,160.00	6,708.89	34 %
	Fund Total:	28.36	3,451.11	10,160.00	10,160.00	6,708.89	34 %

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326 Bonds, 2013 (Refunding of Main St Improvements)

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
47000	Debt Service						
47000	Debt Service						
	600 Bond Principal	0.00	120,000.00	120,000.00	120,000.00	0.00	100 %
	610 Bond Interest	0.00	4,900.00	8,600.00	8,600.00	3,700.00	57 %
	620 Fiscal Agents Fees	0.00	495.00	495.00	495.00	0.00	100 %
	Account Total:	0.00	125,395.00	129,095.00	129,095.00	3,700.00	97 %
	Account Group Total:	0.00	125,395.00	129,095.00	129,095.00	3,700.00	97 %
	Fund Total:	0.00	125,395.00	129,095.00	129,095.00	3,700.00	97 %

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331 Bonds, 2012 (Refunding of Industrial Park)

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
47000	Debt Service						
47000	Debt Service						
	600 Bond Principal	0.00	165,000.00	165,000.00	165,000.00	0.00	100 %
	610 Bond Interest	0.00	8,243.75	15,209.00	15,209.00	6,965.25	54 %
	620 Fiscal Agents Fees	0.00	495.00	495.00	495.00	0.00	100 %
	Account Total:	0.00	173,738.75	180,704.00	180,704.00	6,965.25	96 %
	Account Group Total:	0.00	173,738.75	180,704.00	180,704.00	6,965.25	96 %
	Fund Total:	0.00	173,738.75	180,704.00	180,704.00	6,965.25	96 %



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601 Water

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
43200	Sanitation						
43225	Water						
	200 Postage	91.44	367.45	725.00	725.00	357.55	51 %
	210 Operating Supplies	0.00	0.00	2,000.00	2,000.00	2,000.00	%
	220 Repair & Maint. Supplies	0.00	0.00	650.00	650.00	650.00	%
	300 Professional Services	0.00	28.37	300.00	300.00	271.63	9 %
	311 Outside Maintenance	0.00	0.00	4,000.00	4,000.00	4,000.00	%
	320 Telephone	19.91	78.80	300.00	300.00	221.20	26 %
	330 Training	0.00	115.00	125.00	125.00	10.00	92 %
	335 Mileage & Reimb Exp	0.00	0.00	50.00	50.00	50.00	%
	350 Notices & Publication	0.00	0.00	500.00	500.00	500.00	%
	361 Liability Insurance	0.00	0.00	825.00	825.00	825.00	%
	381 Electric	636.41	2,689.99	6,000.00	6,000.00	3,310.01	45 %
	420 Depreciation	0.00	0.00	71,080.00	71,080.00	71,080.00	%
	430 Miscellaneous	0.00	0.00	250.00	250.00	250.00	%
	431 Permits/License	0.00	661.49	2,500.00	2,500.00	1,838.51	26 %
	433 Dues	0.00	670.00	2,125.00	2,125.00	1,455.00	32 %
	440 Chemical Purification	0.00	661.50	4,000.00	4,000.00	3,338.50	17 %
	450 Sales Tax	0.00	325.00	1,000.00	1,000.00	675.00	33 %
	600 Bond Principal	0.00	25,000.00	40,000.00	40,000.00	15,000.00	63 %
	610 Bond Interest	0.00	28,715.00	32,160.00	32,160.00	3,445.00	89 %
	700 Transfers	0.00	0.00	54,867.00	54,867.00	54,867.00	%
	Account Total :	747.76	59,312.60	223,457.00	223,457.00	164,144.40	27 %
	Account Group Total :	747.76	59,312.60	223,457.00	223,457.00	164,144.40	27 %
	Fund Total :	747.76	59,312.60	223,457.00	223,457.00	164,144.40	27 %

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602 Waste Water

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
43200	Sanitation						
43250	Sewage Collection and Disposal						
200	Postage	70.00	324.74	800.00	800.00	475.26	41 %
210	Operating Supplies	0.00	35.28	2,300.00	2,300.00	2,264.72	2 %
220	Repair & Maint. Supplies	0.00	0.00	1,000.00	1,000.00	1,000.00	%
300	Professional Services	0.00	28.38	2,000.00	2,000.00	1,971.62	1 %
311	Outside Maintenance	0.00	2,219.02	7,500.00	7,500.00	5,280.98	30 %
320	Telephone	19.92	78.81	250.00	250.00	171.19	32 %
330	Training	0.00	115.00	125.00	125.00	10.00	92 %
335	Mileage & Reimb Exp	0.00	0.00	100.00	100.00	100.00	%
361	Liability Insurance	0.00	0.00	1,700.00	1,700.00	1,700.00	%
381	Electric	86.97	384.75	900.00	900.00	515.25	43 %
420	Depreciation	0.00	0.00	61,632.00	61,632.00	61,632.00	%
431	Permits/License	0.00	0.00	30.00	30.00	30.00	%
433	Dues	0.00	195.00	1,600.00	1,600.00	1,405.00	12 %
460	Lab Testing	0.00	58.00	1,000.00	1,000.00	942.00	6 %
600	Bond Principal	0.00	0.00	25,000.00	25,000.00	25,000.00	%
610	Bond Interest	0.00	1,700.00	3,150.00	3,150.00	1,450.00	54 %
700	Transfers	0.00	0.00	43,800.00	43,800.00	43,800.00	%
	Account Total :	176.89	5,138.98	152,887.00	152,887.00	147,748.02	3 %
	Account Group Total :	176.89	5,138.98	152,887.00	152,887.00	147,748.02	3 %
	Fund Total :	176.89	5,138.98	152,887.00	152,887.00	147,748.02	3 %
	Grand Total :	13,567.48	452,875.84	1,268,705.00	1,268,705.00	815,829.16	36 %

Job Duty	Date	Initial
Well, tower, pond checks, garbage, ran vehicles at shop, <sup>worked at</sup> <del>shop</del> <sup>shop</sup> , <del>shop</del>	Wed 3.21.18	JH
put cement over old <del>Towers</del> <sup>Towers</sup> house sanitary line before we burnt it down. on 19 <sup>th</sup> also Flushed <sup>sanitary line</sup> Behind Corner Pub	"	JH
Well, tower, pond, lift station checks, water samples, garbage, <sup>checked</sup> keys for lights in industrial & main street lights, paperwork shop	Thur 3.22.18	JH
Well, tower, pond checks, worked at shop, got salt for softners, <del>basement</del> city hall "organize", checks street	FRI 3.23.18	JH
Well, tower, pond checks	SAT 3.24.18	JH
Well, tower, pond checks	SUN 3.25.18	JH
Well, tower, pond, lift station checks, water samples, checked streets couple spot where man holes are really <del>for</del> sunk in	Mon 3.26.18	JH
lot of pot holes forming this year, will look at w/ Dave B., put hoses away from Flushing hydrants, worked on part hydrants that we have to see what part we have/need,	"	JH
Well, tower, pond checks, plowed snow, cleaned curbs, <sup>sanitary</sup> <del>sanitary</del>	Tue 3/27/18	JH
Well, tower, pond checks, went to St Cloud to get supplies + plow blades, plowed, garbage, dog by <sup>Dan</sup> Roerings <sup>chased before</sup> away I got there	Wed 3/28/18	JH
Well, tower, pond, lift station checks, water samples, cleaned at shop brought mower deck + bracket to Farm center to get welded.	Thur 3/29/18	JH
Well, tower, pond checks, water meter readings, garbage.	"	JH
Well, tower, pond checks plowed snow	FRI 3/30/18	JH
Well, tower, pond checks	SAT 3/31/18	JH, ME
Well, tower, pond, lift station checks, water samples, shop work, forms for well house checks.	SUN 4/1/18	JH
Well, tower, pond checks, reports w/ Adri, pushed snow, filed papers, checked couple house water meters that are not reading	Mon 4/2/18	JH
Well, tower, pond checks, pushed snow, Nations needs meeting	Tue 4/3/18	JH
Well, tower, pond, lift station checks, water samples, scraped snow, cut groove at shop "Floor", worked w/ Adri on water meter reading to get correct #s + see if <del>read</del> reads	Wed 4/4/18	JH
Well, tower, pond checks, worked at shop.	Thur 4/5/18	JH
Well, tower, pond checks	"	JH
Well, tower, pond checks	FRI 4/6/18	JH
Well, tower, pond checks	SAT 4/7/18	JH
Well, tower, pond checks, power outage ran generator at 1.5 <sup>42</sup> stations + well house. Tim Harner joined me to learn how that works	SUN 4/8/18	JH / TH





Building a Better World  
for All of Us®

## MEMORANDUM

TO: Freeport Mayor and City Council

FROM: Dave Blommel, PE  
Freeport City Engineer

DATE: April 19, 2018

RE: Council Update - April 24, 2018  
SEH No. FREEP GEN 14.00

On several occasions, we have discussed the pavement condition concerns in the cul-de-sac on Industrial Drive. The pavement has failed in the cul-de-sac with block cracking and alligator cracking in the majority of the paved area. We have concluded that a seasonally high water table, coupled with heavy truck loads has caused the premature failure of the roadway. A gate valve box within the cul-de-sac has been used to determine the water level and it has been frequently found within 1 foot of the surface. The drain tile next to the road was installed after the roadway was built and likely does not have a connection to the gravel in the cul-de-sac.

Before the City spends significant funds repaving the cul-de-sac, we recommend the high water table be mitigated in the cul-de-sac. I have enclosed a sketch showing a drain tile concept that will help to draw down the water. The sketch shows 380 feet of drain tile encased by rock installed in 5 locations.

I have requested quotes from 3 area contractors to complete the work:

- Kotzer Excavating - \$7,727.50
- Gertken Bros Construction - \$14,680.00
- Mayers Excavating – Quote requested, will bring to meeting if received

dwb/mrb

Enclosures

p:\fj\freeport\common\\_ council mtg\2018\m council update 041918.docx







21745 340th Street  
Albany, MN 56307

## ESTIMATE

TO
City of Freeport. David Blommel

**TOTAL**

Customer Signature \_\_\_\_\_

2018 INDUSTRIAL PARK TILING  
 FREEPORT, MN  
 SEH NO. FREEP G09

4/16/2018

## INDSTRIAL PARK DRAIN TILE QUOTE FORM

ITEM NO.	ITEM DESCRIPTION	UNIT OF MEASUREMENT	APPROXIMATE QUANTITY	UNIT PRICE	AMOUNT
1	REMOVE BITUMINOUS PAVEMENT	SQ YD	950.00	5.00	4750.00
2	REMOVE AND REPLACE CURB AND GUTTER 30 ft	LUMP SUM	1.00	1500.00	1500.00
3	SAWCUT BITUMINOUS PAVEMENT	LIN FT	150.00	5.00	750.00
4	CONNECT TO EXISTING DRAIN TILE	EACH	4.00	100.00	400.00
5	DRAIN TILE W/ FABRIC AND AGGREGATE	LIN FT	380.00	8.50	3230.00
6	CLASS 5	CU YD	135.00	30.00	4050.00
Total					414,680.00

P:\F\A\FREEP\common\General Numbers\09 2016 Industrial Park Paving\2-proj-mgmt\25-cost-est\Quote form.xlsx\ESTIMATE



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

300 Riverside Avenue NW

Melrose, Minnesota 56352

Telephone (320) 256-4205

Fax (320) 256-7201

April 18, 2018

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 March 21, 2018 through April 18, 2018, we have given significant attention to the following projects on behalf of the City of Freeport:

- Xcel Easement  
Reviewed revised offer from Xcel to purchase powerline easement. Prepared draft of counter-offer and forwarded to City Clerk for review.
- Zoning Regulations  
Reviewed zoning regulations and advised City Clerk on application of parking, storage, and solar restrictions to proposed projects in 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: 4/17/18

Re: Welle Addition Park

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A month or so ago council talked about having an onsite meeting in the Welle Addition park to speak with the neighbors and figure out what they desired for a park in that area. Just wondering if you would like to set a date for that, or if that is still something council plans on doing?

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 4/17/18

Re: Xcel Energy Transmission Line

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Following memo is a counter offer to Xcel Energy for the transmission line they are proposing to run through Freeport's industrial park. This counter offer was drafted by City Attorney Dymoke. The EDA is recommending to the City Council to also accept the counter offer proposal and send it to Xcel.

April \_\_, 2018

Sean Lawler  
Xcel Energy  
414 Nicollet Mall  
Minneapolis, MN 55401

**Re: Xcel Energy 69kV Transmission Line 0795 Riverview Tap Project**

Dear Mr. Lawler:

Thank you for your proposal dated March 19, 2018. The City of Freeport and the Freeport Economic Development Authority (collectively "Freeport") will agree to grant Xcel Energy a powerline easement along the western boundary of Lot 1, Block 1, Freeport Industrial Park Plat Five and along the western and northern boundary of Lot 3, Block 1, Freeport Industrial Park Plat Five, all as shown on Exhibit A of your March 19, 2018 proposal, on the following terms:

1. Xcel Energy pays Freeport \$93,000 for the easement at closing, and
2. Xcel Energy and Freeport close on the sale of the easement within 30 days.

Freeport is not willing to grant a permission to survey or an option agreement for the easement. If Xcel Energy is willing to conclude this matter on the above terms, please contact Adrianna Hennen, the Freeport City Clerk, as soon as possible to arrange the closing.

Sincerely,

Rodney Atkinson, President  
Freeport Economic Development Authority

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 4/17/18

Re: Resolution 2018-07 – Approving the Disbursement and Payment of Claims Policy

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During the Audit, the auditors pointed out that we have not approved a resolution like this since 2014. They require that something like this be approved annually, which we will begin doing. It will be similar to approving the annual depositories we do every January.



## **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)

### **RESOLUTION 2018-07**

#### **A RESOLUTION APPROVING THE DISBURSEMENT AND PAYMENT OF CLAIMS POLICY**

##### **Disbursement and Payment of Claims Policy**

##### **Expenditures**

In order for an expenditure of public funds to be lawful, it should meet both of the following standards:

##### **Public purpose**

There must be a public purpose for the expenditure. The Minnesota Supreme Court has generally concluded that “public purpose” means an activity that meets all of the following standards:

- The activity will benefit the community as a body.
- The activity is directly related to functions of government.
- The activity does not have as its primary objective the benefit of a private interest.

The Minnesota Supreme Court has also held that the general objective of a public purpose is to promote the following for all of a city’s residents:

- Public health
- Safety
- General welfare
- Security
- Prosperity
- Contentment

##### **Authority**

There must be specific or implied authority for the expenditure in statute. Specific authority is usually fairly clear. In contrast, whether authority is implied by a particular statute is subject to interpretation. The city should consult with its city attorney as to whether authority for a specific expenditure is implied.

##### **Payment of Claims**

Pursuant to Minnesota Statute § 412.271, subd.1, no disbursement of city funds shall be made except by an order drawn by the mayor and clerk- treasurer. Except when issued for the payment of judgments, salaries and wages previously fixed by the City Council or by statute, principal and interest on obligations, rent and other fixed charges, the exact amount of which has been previously determined by contract authorized by the City Council, no order shall be issued until the claim to which it relates has been audited and allowed by the City Council.

##### **Prompt Payment of Claims**

Minnesota Statute § 471.425 requires that cities pay each vendor obligation according to the terms of the contract or, if no contract terms apply, within the standard payment period unless the city in good faith disputes the obligation.

The following requirements must be met:

- For cities who have regularly scheduled council meetings at least once a month, the standard payment period is defined as within 35 days of the date of receipt.

- A city shall calculate and pay interest to a vendor if the city has not paid the obligation according to the terms of the contract or, if no contract terms apply, within the standard payment period.
- The rate of interest calculated and paid by the city on the outstanding balance of the obligation not paid according to the terms of the contract or during the standard payment period shall be 1.5 percent per month or part of a month.
- No interest penalties may accrue against a purchaser who delays payment of a vendor obligation due to a good faith dispute with the vendor regarding the fitness of the product or service, contract compliance, or any defect, error or omission related thereto. If such delay undertaken by the city is not in good faith, the vendor may recover costs and attorney's fees.
- The minimum monthly interest penalty payment that a city shall calculate and pay a vendor for the unpaid balance for any one overdue bill of \$100 or more is \$10. For unpaid balances of less than \$100, the city shall calculate and pay the actual interest penalty due the vendor.

### **Immediate Payment of Claims**

Pursuant to Minnesota Statute § 412.271, subd. 4, when payment of a claim based on contract cannot be deferred until the next City Council meeting without loss to the city through forfeiture of discount privileges or otherwise, it may be made immediately if the itemized claim is endorsed for payment by at least a majority of all the members of the City Council. The claim shall be acted upon formally at the next City Council meeting in the same manner as if it had not been paid, and the earlier payment shall not affect the right of the city or any taxpayer to challenge the validity of the claim.

### **Cash Disbursement Guidelines**

The Clerk-Treasurer will be responsible for implementing and providing internal control for all disbursements.

#### **1. General Guidelines**

- a. All general disbursements will be approved in advance by the City Council. The following exceptions may be made upon approval of the Mayor and Clerk-Treasurer:
  - i. Debt service payments, including principal, interest, and fiscal agent fees
  - ii. Payroll and related liability payments
  - iii. Investment purchases
  - iv. Sales tax payments
  - v. Postage replenishment
  - vi. Contract or other payments that have specific City Council pre-approved payment instructions
  - vii. Payments to the following vendors:
    1. Albany Mutual Telephone
    2. Ameripride Linnen & Apparel
    3. Centerpoint Energy
    4. Central MN Credit Union
    5. DHIA Laboratories
    6. Finken Water Centers
    7. League of Minnesota Cities Insurance Trust (LMCIT)
    8. Rahn's Oil & Propane, Inc.
    9. Star Publications LLC.
    10. Verizon Wireless
    11. Xcel Energy
- b. All general disbursements, other than from payroll, petty cash, or made electronically, will be made by pre-numbered checks.
- c. In accordance with Minnesota Statutes § 471.38 and § 471.391, checks by which claims are paid may have printed on their reverse side, above the space for endorsement thereof, the following statement: "The undersigned payee, in endorsing this check declares that the same is received in payment of a just and correct claim against the city, and that no part of it has heretofore been paid." When endorsed by the payee named in the check, such statement shall operate and shall be deemed sufficient as the required declaration of the claim.
- d. Under no circumstances will blank checks be signed in advance.
- e. Paying off of vendor statements (rather than invoices) will be prohibited.

- f. Electronic claims will be utilized for all general disbursements.
- g. Unpaid invoices will be maintained in a file by the Administrative Assistant.

## **2. General Disbursement Process**

- a. All invoices received by the city will be generally opened and date stamped by the Administrative Assistant, who will:
  - i. Verify that the goods and/or services were received
  - ii. Verify that the amount of the invoice is correct
  - iii. Attach packing slips or bills of lading
  - iv. Complete an electronic claim, including:
    - 1. Vendor name and address
    - 2. Invoice number
    - 3. Account coding
    - 4. Description of invoice
    - 5. Amounts
  - v. Present a Claim Approval List and attached invoices to the Clerk-Treasurer
- b. The Clerk/Treasurer processes all authorized payments by:
  - i. Verifying that all amounts due and account codes are accurate
  - ii. Reviewing application of sales tax on each invoice for propriety
  - iii. Initialing the Claim Approval List to indicate approval
  - iv. Copying any specific invoices for the City Council's review
  - v. Providing a copy of the Claims Listing report to the City Council for approval during the regularly scheduled City Council meetings
  - vi. Providing explanation to the City Council for all disbursements within the accounts payable report
- c. Checks will be signed and mailed on the day following City Council approval of the Claims Listing and accounts payable reports:
  - i. Two authorized signers (Mayor and Clerk-Treasurer) will sign all approved checks, while verifying that all checks are accurate by comparing the check and amount to the approved Claim Approval List and invoices
  - ii. After authorized signatures are obtained, the Administrative Assistant will mail the approved disbursements:
    - 1. A check including stub will be mailed to the vendor
    - 2. A check stub will be attached to the invoice, which will then be filed

## **Electronic Disbursement Process**

- d. Electronic or wire transfers will generally be for:
  - i. Debt service payments, including principal, interest, and fiscal agent fees
  - ii. Payroll and related liability payments
  - iii. Investment purchases
  - iv. Sales tax payments

The Clerk-Treasurer will be responsible for implementing and providing internal control for all electronic or wire transfer disbursements by documenting the process and anticipating the funds to be wired to the designated depository on a particular date and time as well as preparing appropriate general ledger transactions, including payments and adjusting journal entries.

## **Credit Cards**

In accordance with Minnesota Statute § 471.382, the City Council may authorize the use of a credit card by any city officer or employee otherwise authorized to make a purchase on behalf of the city. If a city officer or employee makes or directs a purchase by credit card that is not approved by the City Council, the officer or employee is personally liable for the amount of the purchase. A purchase by credit card must otherwise comply with all statutes, rules, or city policy applicable to city purchases.

Dated This 25<sup>th</sup> Day of November, 2014



Motion by:

Second by:

Council members in favor:

Opposed or abstained: None

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Rodney Atkinson, Mayor

ATTEST:

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Adrianna Hennen, Clerk-Treasurer

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 4/17/18

Re: Danny's Disposal

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Danny informed Rodney and I that he will be selling his business to Waste Management. Currently we have an agreement with Danny's Disposal that will transfer to Waste Management meaning nothing in the agreement can change until the agreement expires and that will not be until August 2022.

Also, they cannot change rates without notices and proof of why increases are needed (excerpt from agreement):

"The foregoing rates are subject to change on thirty (30) days notice from grantee to the City of Freeport. The rate change will be made only in the event that the Grantee dumping rates increase and/or grantees combined monthly costs of refuse hauling increases."

Danny and the owner of waste management will be attending the meeting to explain the transition and answer any questions that council may have.



## **CITY OF FREEPORT**

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### **RESOLUTION 2018-08**

#### **RESOLUTION APPROVING ANNUAL LIQUOR LICENSE RENEWALS**

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

WHEREAS; the City of Freeport Ordinance 1200 regulates licensing of liquor establishments within the City;

WHEREAS; all licenses are approved contingent on a clear background check performed by the Stearns County Sheriff's Department and liquor liability insurance;

THEREFORE; Freeport City Council approves the renewal of the following licenses subject to the terms set for in the Minnesota Statutes and Freeport City Code 1200 for the period of July 1, 2018 to June 30, 2019:

<b>Licensee name</b>	<b>Trade Name</b>	<b>Licensed Address</b>	<b>Licenses Approved</b>
Ackie's Pioneer Inn Inc.	Ackie's Pioneer Inn	123 Main St E (includes outdoor patio area)	Off-Sale, On-Sale, Sunday
Freeport Black Sox	Freeport Black Sox	1000 1 <sup>st</sup> Ave S	3.2% On-Sale
Freeport Softball Club	Freeport Recreational Club	3077 <sup>th</sup> St SE	On-Sale, Sunday
Pooch's Corner Pub and Grill LLC	Pooch's Corner Pub and Grill LLC	103 1 <sup>st</sup> Ave N	Off-Sale, On-Sale, Sunday, 2AM

DATED THIS 24th DAY OF APRIL, 2018

Motion by:

Second by:

Council members in favor:

Council member opposed or abstained:

ATTEST:

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Rodney Atkinson, Mayor

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Adrianna Hennen, Clerk-Treasurer