



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

January 29, 2019 - Regular Meeting Agenda
Freeport City Hall - 7:00 pm

Call to Order

- I. Approve Agenda
- II. Public Hearing – Ordinance 2019-01 (39)
- III. Open Public Forum
- IV. Consent Agenda
 - a. Dec. 18, 2018 Meeting Minutes (1-3)
 - b. Jan. 10, 2019 Meeting Minutes (4)
 - c. Claims 3463-3513 (5-13)
 - d. Sheriff's Report (14)
- V. Reports
 - a. Clerk Report (15)
 - b. Treasurer Report (16-34)
 - c. Public Works Report (35-37)
 - d. Engineer Report (N/A)
 - e. Attorney Report (38)
 - f. Fire Department Report (N/A)
- VI. Old Business
 - a. Ordinance 2019-01: Ordinance Amending Section 2010 Regulating Public Nuisances of the Freeport City Code (39)
- VII. New Business
 - a. Councilmember Appointment (40)
 - b. Resolution 2019-01 FSB (41-42)
 - c. Resolution 2019-02 CMCU (43-44)
 - d. Resolution 2019-03 2018 Donations (45)
 - e. 2019-04 Disbursement and Payment of Claims Policy (46-49)
 - f. 2019 Appointments (50-51)
 - g. EDA Appointment (52)
 - h. 2019-05 Fee Schedule (53-54)
 - i. 2019-06 Loehrer Assessment (55-56)
 - j. Printer Leasing Options (57)
 - k. Pay Equity Report (58-59)
- VIII. Adjourn

Next Regular Meeting: February 26, 2019



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December 18, 2018 – Meeting Minutes

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

Staff in attendance: Clerk-Treasurer Adrianna Hennen, Deputy Treasurer Joan Wall, Public Works Director Loren Goebel, City Engineer Dave Blommel, City Attorney Scott Dymoke, Fire Chief John Gilk, and Assistant Fire Chief Andy Grieve

Absent: Jake Renneker

Others in attendance:
Sarah Blake (1012 3rd Ave SE)
Andrea Ramacher (720 1st Ave N)

Approve Agenda

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

Open Public Forum

No comment was given.

Consent Agenda

T. Hennen moved to approve the consent agenda, seconded by Eveslage. Motion carried 4-0.

Reports

Clerk Report

A. Hennen updated the council on the swearing in happening on January 10th. A. Hennen also updated council on the Loehrer assessment.

Treasurer Report

No report was given.

Public Works Report

Goebel stated the ton truck needed to new tires soon. Ettle moved to purchase the Mastercraft tires from Fastlane Repair for \$1,153.02, seconded by T. Hennen. Motion carried 4-0.

Engineer Report

No report was given.

Attorney Report

No report was given.

Fire Department Report

No report was given.

Old Business

Resolution 2018-14 2019 Budget

After determining that Freeport came in under budget in 2017 by about \$60,000, the city council decided to lower the 2019 budget \$50,000 lower than actual expenses. This resulted in lowering the General Fund Levy from the \$300,000 preliminary amount to \$223,365. Eveslage moved to lower the General Fund Levy from \$300,000 to \$223,365 on Resolution 2018-14, seconded by Ettle. Atkinson-yes, Ettle-yes, Eveslage-yes, T. Hennen-yes. Motion carried 4-0. T. Hennen moved to approve Resolution 2018-14 with the new change, seconded by Ettle. Atkinson-yes, Ettle-yes, Eveslage-yes, T. Hennen-yes. Motion carried 4-0.

Fire Department Fund/Turnout Gear

Ettle moved to allocate up to \$80,007.50 from Freeport Area Fire Service account to purchase personal protective gear; money won't be available until after October 1, 2019; if the City of Freeport receives a grant the Area Fire Service will pay the difference between the grant and the total amount for the personal protective gear. Motion seconded by Eveslage. Atkinson-yes, Ettle-yes, Eveslage-yes, T. Hennen-yes. Motion carried 4-0.

Expert T Billing

Council decided that it is unclear how well Expert T. Billing is doing since we haven't gotten through an entire year with them. T. Hennen moved to keep Expert T. Billing through 2019, seconded by Ettle. Motion carried 4-0.

Nuisance Ordinance

Council liked the changes they saw. Dymoke stated he would put it together in an Ordinance for approval at the next meeting.

Ordinance 500.475

Council liked the changes they saw. Dymoke stated he would put it together in an Ordinance for approval at the next meeting.

Loehrer Property

Council agreed to stay on Loehrer and send letters asking to clean up the property.

New Business

Resolution 2018-12 Designating a Polling Place

Ettle moved to approve Resolution 2018-12, seconded by Eveslage. Motion carried 4-0.

Misdemeanor Criminal Prosecution Contract Bid

After recommendation from Dymoke and discussion of other options T. Hennen moved to approve the contract with Stearns County for Misdemeanor Criminal Prosecution, seconded by Atkinson. Motion carried 4-0.

2018-13 Fire Department Officer Appointment

Ettle moved to approve Resolution 2018-13, seconded by T. Hennen. Motion carried 4-0.

Ajourn

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

Mayor, Mike Eveslage

City Clerk-Treasurer, Adrianna Hennen



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January 10, 2019 – Meeting Minutes

A special meeting of the Freeport City Council was convened at 7:00pm by Mayor Rodney Atkinson, and councilmembers Tim Hennen, Mike Eveslage, and Ben Ettle

Absent: Jake Renneker

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

Swearing-In

Judge Mary Mahler presented herself and gave a welcoming speech. Following Tim Hennen and Sarah Blake were sworn in for four year councilmember terms. Mike Eveslage was then sworn in for a two year mayor term. Following the swearing-in's Eveslage presented Atkinson with a plaque thanking him for his years as mayor. Atkinson then said a few words about his time and experience.

Ajourn

Meeting was adjourned by Judge Mahler and a social followed.

Mayor, Mike Eveslage

City Clerk-Treasurer, Adrianna Hennen

01/10/19
11:16:28

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 1/19

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Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/	Document \$/	Disc \$					Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account	
3464		15 ALBANY MUTUAL TELEPHONE	247.75						
	10333756	01/01/19 836-2411/2413	75.05			225 42200	320	10100	
	10334117	01/01/19 836-7158	43.42			101 41000	320	10100	
	10333907	01/01/19 836-2685	19.88			601 43225	320	10100	
	10333907	01/01/19 836-2685	19.88			602 43250	320	10100	
	10333624	01/01/19 836-2112	89.52			101 41000	320	10100	
		Total for Vendor:	247.75						
		*** Claim from another period (12/18) ****							
3465		25 AMERIPRIDE LINEN & APPAREL	63.06						
	2201137874	12/28/18 Monthly rug service	63.06			101 41000	410	10100	
		Total for Vendor:	63.06						
		*** Claim from another period (12/18) ****							
3466		70 CENTERPOINT ENERGY	294.28						
	12/21/18	Maintenance bldg	117.02			101 43100	382	10100	
	12/21/18	Fire hall	177.26			225 42200	382	10100	
		Total for Vendor:	294.28						
		*** Claim from another period (12/18) ****							
3467		76 CENTRAL MINNESOTA CREDIT UNION	287.96						
	12/31/18	Stearns Co Beacon fee	1.00			101 41000	433	10100	
	12/31/18	Batteries for air packs	49.40			225 42200	210	10100	
	12/31/18	Batteries for Fire Dept	16.94			225 42200	210	10100	
	12/31/18	Utility Billing postage	70.00			601 43225	200	10100	
	12/31/18	Utility Billing postage	70.00			602 43250	200	10100	
	12/31/18	Gloves for medical calls	79.62			225 42200	210	10100	
	12/31/18	Stearns Co Beacon fee	1.00			101 41000	433	10100	
		Total for Vendor:	287.96						
3468		145 FINKEN WATER SOLUTIONS	23.00						
	1122189	01/01/19 Water softener rental	15.00			101 41000	410	10100	
	1122190	01/01/19 Maintenance water cooler	8.00			101 43100	410	10100	
		Total for Vendor:	23.00						
3469		637 NORTHLAND TRUST SERVICES INC	346,550.00						
	FREEP12A	12/10/18 Bond series 2012A principal	170,000.00			331 47000	600	10100	
	FREEP12A	12/10/18 Bond series 2012A interest	6,965.00			331 47000	610	10100	
	FREEP12A	12/10/18 Bond series 2012A agent fee	495.00			331 47000	620	10100	

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		Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account	
		FREEP13A 12/10/18 Bond series 2013A principal	120,000.00			326 47000	600	10100	
		FREEP13A 12/10/18 Bond series 2013A principal	25,000.00			602 43250	600	10100	
		FREEP13A 12/10/18 Bond series 2013A principal	15,000.00			601 43225	600	10100	
		FREEP13A 12/10/18 Bond series 2013A interest	3,700.00			326 47000	610	10100	
		FREEP13A 12/10/18 Bond series 2013A interest	1,450.00			602 43250	610	10100	
		FREEP13A 12/10/18 Bond series 2013A interest	3,445.00			601 43225	610	10100	
		FREEP13A 12/10/18 Bond series 2013A agent fee	495.00			326 47000	620	10100	
		Total for Vendor:	346,550.00						
		*** Claim from another period (12/18) ****							
3470		387 RAHNS OIL & PROPANE, INC	545.72						
		3269 12/31/18 Fire Dept fuel	70.34			225 42200	215	10100	
		3269 12/31/18 Public Works fuel	449.67			101 43100	215	10100	
		3269 12/31/18 EDA meal	25.71			300 46500	210	10100	
		Total for Vendor:	545.72						
3471		765 STEARNS ELECTRIC ASSOCIATION	360,000.00						
		124123 01/09/19 Econ Dev Loan principal	360,000.00			225 22110		10100	
		Total for Vendor:	360,000.00						
3472		510 VERIZON WIRELESS	59.44						
		9821406891 01/01/19 Cell phone - Jan	59.44			101 43100	320	10100	
		Total for Vendor:	59.44						
		*** Claim from another period (12/18) ****							
3473		525 XCEL ENERGY, INC	3,336.50						
		619600789 12/19/18 Water tower	151.04			601 43225	381	10100	
		621090658 01/03/19 Street lights	734.78			101 43160	381	10100	
		621082240 01/03/19 302188142	221.58			601 43225	381	10100	
		621082240 01/03/19 302252262	117.29			101 43160	381	10100	
		621082240 01/03/19 302290398	277.58			101 41000	381	10100	
		621082240 01/03/19 302679657	108.53			101 43100	381	10100	
		621082240 01/03/19 302700297	26.37			602 43250	381	10100	
		621082240 01/03/19 302947044	315.15			601 43225	381	10100	
		621082240 01/03/19 303193187	47.99			602 43250	381	10100	
		621082240 01/03/19 303616049	252.27			225 42200	381	10100	
		621082240 01/03/19 303936749	58.37			101 43160	381	10100	
		621082240 01/03/19 303956738	589.41			101 43160	381	10100	
		621082240 01/03/19 303963984	353.52			101 43160	381	10100	

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	621082240	01/03/19 303985901	44.34			101 43160	381	10100
	621082240	01/03/19 304083816	12.82			101 43160	381	10100
	621082240	01/03/19 304098414	25.46			602 43250	381	10100
		Total for Vendor:	3,336.50					
		# of Claims 10	Total:	711,407.71				

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10:40:02

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3463		764 FASTLANE REPAIR	1,153.02					
	2933	01/07/19 F-350 Tires	1,153.02			101 43100	401	10100
		Total for Vendor:	1,153.02					
		# of Claims	1	Total:	1,153.02			

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3496		650 ALL STAR TROPHY & AWARDS INC	60.00					
	50068	01/03/19 Plaque for Rodney	60.00			101 41000	210	10100
		Total for Vendor:	60.00					
		*** Claim from another period (12/18) ****						
3476		703 AMERICAN LEGION POST 101	320.00					
	12/06/18	10 3x5 US nylon flags	320.00			101 43100	210	10100
		Total for Vendor:	320.00					
3497		40 AUTO VALUE-ALBANY	36.41					
	26282844	01/08/19 Water sample shipping	17.44			601 43225	200	10100
	26283409	01/14/19 Sealed beam for plow truck	12.99			101 43100	401	10100
	26283409	01/14/19 Steel cutting wheel for shop	5.98			101 43100	220	10100
		Total for Vendor:	36.41					
		*** Claim from another period (12/18) ****						
3478		733 BLUE LAKE PLASTICS LLC	312.00					
	17680	11/29/18 Skating rink plastic	312.00			101 45200	210	10100
		Total for Vendor:	312.00					
		*** Claim from another period (12/18) ****						
3479		763 BLUETARP CREDIT SERVICES	15.73					
	A05265/F	12/01/18 4 rubber strap tiedowns	7.96			225 42200	210	10100
	A09193/F	12/21/18 Weed sprayer parts	7.77			101 45200	260	10100
3498		763 BLUETARP CREDIT SERVICES	6.71					
	A13452/F	01/14/19 Return weed sprayer parts	-2.78			101 45200	260	10100
	A13452/F	01/14/19 Zip ties	9.49			101 43100	220	10100
		Total for Vendor:	22.44					
		*** Claim from another period (12/18) ****						
3480		751 CITY OF FREEPORT	320.69					
	12/31/18	Water Usage (Jun2018-Dec2018)	320.69			225 42200	384	10100
		Total for Vendor:	320.69					
3499		88 CITY OF MELROSE	44.26					
	1452	01/03/19 Defib pads	44.26			225 42200	210	10100
		Total for Vendor:	44.26					

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*** Claim from another period (12/18) ****								
3481		762 DAN SCHMIDT PRINTING, INC	159.75					
	28465 11/30/18	200 sets run sheets	159.75			225 42200	210	10100
		Total for Vendor:	159.75					
*** Claim from another period (12/18) ****								
3482		123 DYMOKE LAW OFFICE, P.A.	644.00					
	12/31/18	Ordinance updates	149.50			101 41000	302	10100
	12/31/18	Xcel funds opinion	207.00			101 41000	302	10100
	12/31/18	Fire Dept opinion	172.50			101 41000	302	10100
	12/31/18	City Council meeting	115.00			101 41000	302	10100
		Total for Vendor:	644.00					
*** Claim from another period (12/18) ****								
3483		134 EMERGENCY APPARATUS MAINTENANCE,	2,660.96					
	103312 12/06/18	Truck #406 repair	2,660.96			225 42200	401	10100
		Total for Vendor:	2,660.96					
*** Claim from another period (12/18) ****								
3484		752 EXPERT T BILLING	216.00					
	5303 01/07/19	8 fire calls billed Dec	216.00			225 42200	300	10100
		Total for Vendor:	216.00					
*** Claim from another period (12/18) ****								
3500		764 FASTLANE REPAIR	412.12					
	2932 01/07/19	F-350 fix turn signal	412.12			101 43100	401	10100
		Total for Vendor:	412.12					
*** Claim from another period (12/18) ****								
3485		641 FREEPORT ELECTRIC, INC	375.91					
	2700 12/29/18	Exit light for maint shed	100.00			101 43100	311	10100
	2700 12/29/18	Repair street lights	225.91			101 43160	311	10100
	2700 12/29/18	Skating rink timeclock	50.00			101 45200	311	10100
		Total for Vendor:	375.91					
*** Claim from another period (12/18) ****								
3508		745 FREEPORT REC CLUB	3,000.00					
	01/01/19	2019 winter rec program	3,000.00			101 45100	210	10100
		Total for Vendor:	3,000.00					

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*** Claim from another period (12/18) ****								
3486		174 GOPHER STATE ONE CALL, INC	2.70					
	8120390	12/31/18 2 email tickets	1.35			601 43225	300	10100
	8120390	12/31/18 2 email tickets	1.35			602 43250	300	10100
3501		174 GOPHER STATE ONE CALL, INC	50.00					
	9000392	01/15/19 2019 facility operator fee	25.00			601 43225	300	10100
	9000392	01/15/19 2019 facility operator fee	25.00			602 43250	300	10100
		Total for Vendor:	52.70					
3503		179 GRANITE ELECTRONICS, INC	161.90					
	1540004331	01/14/19 Pager repair	161.90			225 42200	245	10100
		Total for Vendor:	161.90					
*** Claim from another period (12/18) ****								
3487		194 HENNEN LUMBER CO, INC	28.68					
	37445	12/12/18 Skating rink lumber	28.68			101 45200	210	10100
		Total for Vendor:	28.68					
*** Claim from another period (12/18) ****								
3488		219 JOANN TIMP	72.00					
	12/29/18	2 cleanings (12/21/18-12/29/18)	72.00			101 41000	300	10100
3504		219 JOANN TIMP	72.00					
	01/14/19	2 cleanings (1/7/19-1/14/19)	72.00			101 41000	300	10100
		Total for Vendor:	144.00					
*** Claim from another period (12/18) ****								
3489		225 JOHN GILK	44.56					
	12/03/18	Batteries for flashlights	20.24			225 42200	210	10100
	12/27/18	Blood glucose test strips	12.77			225 42200	210	10100
	12/27/18	Lancets	11.55			225 42200	210	10100
3502		225 JOHN GILK	45.00					
	01/08/19	Stearns Chiefs Assoc dues	15.00			225 42200	433	10100
	01/08/19	Stearns County Chief mtg meals	30.00			225 42200	335	10100
		Total for Vendor:	89.56					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3505		248 LAKE REGION FIREFIGHTERS ASSN	40.00					
	01/01/19	2019 Membership dues	40.00			225 42200	433	10100
		Total for Vendor:	40.00					
		*** Claim from another period (12/18) ****						
3490		293 MID MN CODE ENFORCEMENT, INC	4,899.78					
	128 12/19/18	Inspection svcs - permit fees	4,599.78			101 42050	310	10100
	128 12/19/18	Residential plan review svcs	300.00			101 42050	310	10100
		Total for Vendor:	4,899.78					
		*** Claim from another period (12/18) ****						
3491		309 MINNESOTA LIFE INSURANCE CO	3.70					
	12/14/18	Goebel	1.70			101 43000	131	10100
	12/14/18	Hennen	2.00			101 41400	131	10100
3506		309 MINNESOTA LIFE INSURANCE CO	3.70					
	01/14/19	Goebel	1.70			101 43000	131	10100
	01/14/19	Hennen	2.00			101 41400	131	10100
		Total for Vendor:	7.40					
3507		316 MINNESOTA STATE FIRE CHIEFS	207.00					
	01/01/19	2019 dues - John Gilk	93.00			225 42200	433	10100
	01/01/19	2019 dues - Andy Grieve	57.00			225 42200	433	10100
	01/01/19	2019 dues - Chris Williams	57.00			225 42200	433	10100
		Total for Vendor:	207.00					
3509		654 MINNESOTA STATE FIRE DEPT	148.00					
	01/01/19	2019 MSFDA membership dues	148.00			225 42200	433	10100
		Total for Vendor:	148.00					
3510		328 MN RURAL WATER ASSOCIATION	240.00					
	01/01/19	2019 MRWA Technical Conference	120.00			601 43225	330	10100
	01/01/19	2019 MRWA Technical Conference	120.00			602 43250	330	10100
3511		328 MN RURAL WATER ASSOCIATION	275.00					
	12/20/18	2019-2020 Membership	275.00			601 43225	433	10100
		Total for Vendor:	515.00					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (12/18) ***								
3492		748 NORTHWEST RESPIRATORY SERVICES,	20.00					
	10374340	12/04/18 2 oxygen cylinders	20.00			225 42200	210	10100
		Total for Vendor:	20.00					
*** Claim from another period (12/18) ***								
3493		385 QUI LL.COM	84.57					
	3843912	01/02/19 Toilet paper	70.58			101 41000	210	10100
	3843912	01/02/19 Mr Clean	13.99			101 41000	210	10100
3512		385 QUI LL.COM	27.98					
	3844439	01/02/19 Calendar	27.98			101 41000	210	10100
		Total for Vendor:	112.55					
*** Claim from another period (12/18) ***								
3494		418 SEH, INC	256.00					
	361360	01/04/19 Sewer residnt'l develop review	256.00			602 43250	300	10100
		Total for Vendor:	256.00					
*** Claim from another period (12/18) ***								
3495		750 WASTE MANAGEMENT, INC	164.46					
	6823713176	12/28/18 Maintenance bldg	135.25			101 43100	383	10100
	6822913176	12/28/18 Fire hall	29.21			225 42200	383	10100
		Total for Vendor:	164.46					
3513		525 XCEL ENERGY, INC	160.54					
	623273648	01/21/19 Water tower	160.54			601 43225	381	10100
		Total for Vendor:	160.54					
		# of Claims	37	Total:	15,592.11			

FREEPORT CALLS - DECEMBER 2018

City	Date_Received	Call #	Description	Actual_Incid_Location
FREEPORT	12/25/2018 19:35:55	18111531	ACCIDENT WTIH INJURIES FI	
FREEPORT	12/25/2018 19:37:59	18111532	AGENCY ASSIST	
FREEPORT	12/21/2018 22:10:28	18110686	AGENCY ASSIST	
FREEPORT	12/25/2018 21:09:36	18111542	AGENCY ASSIST	
FREEPORT	12/26/2018 17:37:35	18111716	AGENCY ASSIST	
FREEPORT	12/01/2018 05:54:59	18104430	AGENCY ASSIST	
FREEPORT	12/20/2018 18:14:33	18110194	AGENCY ASSIST	
FREEPORT	12/21/2018 14:50:19	18110537	APPREHENSION & DETENTIC	
FREEPORT	12/09/2018 08:47:17	18106845	CIVIL MATTER	
FREEPORT	12/12/2018 18:43:12	18107833	DEAD BODY	
FREEPORT	12/29/2018 21:02:05	18112479	DISORDERLY CONDUCT	
FREEPORT	12/12/2018 10:20:19	18107715	EXTRA PATROL	
FREEPORT	12/26/2018 17:34:58	18111715	FALSE ALARM	
FREEPORT	12/27/2018 17:27:24	18111951	FALSE ALARM	
FREEPORT	12/25/2018 13:46:18	18111476	FIRE BUILDING	
FREEPORT	12/20/2018 18:09:03	18110190	JUVENILE/PROBLEM WITH	
FREEPORT	12/25/2018 21:05:02	18111541	MEDICAL EMERGENCY	
FREEPORT	12/11/2018 09:10:04	18107404	PAPER SERVICE	
FREEPORT	12/12/2018 05:26:51	18107659	PERSONAL ASSIST	
FREEPORT	12/07/2018 19:35:33	18106290	PERSONAL ASSIST	
FREEPORT	12/29/2018 20:46:57	18112474	PROWLER COMPLAINT	
FREEPORT	12/10/2018 08:28:27	18107064	REPORT WRITING	
FREEPORT	12/10/2018 08:28:37	18107065	REPORT WRITING	
FREEPORT	12/21/2018 21:09:30	18110666	STALLED VEHICLE	
FREEPORT	12/26/2018 09:36:51	18111616	THEFT	
FREEPORT	12/01/2018 15:33:56	18104531	TOBACCO COMPLIANCE CHE	
FREEPORT	12/01/2018 15:45:08	18104534	TOBACCO COMPLIANCE CHE	
FREEPORT	12/02/2018 14:25:11	18104811	TRAFFIC STOP	
FREEPORT	12/03/2018 04:37:27	18104948	TRAFFIC STOP	
FREEPORT	12/03/2018 18:58:41	18105120	TRAFFIC STOP	
FREEPORT	12/01/2018 01:11:54	18104382	TRAFFIC STOP	
FREEPORT	12/01/2018 05:54:32	18104429	TRAFFIC STOP	
FREEPORT	12/14/2018 17:22:07	18108448	TRAFFIC STOP	
FREEPORT	12/30/2018 18:27:03	18112668	TRAFFIC STOP	
FREEPORT	12/24/2018 22:18:17	18111377	TRAFFIC STOP	
FREEPORT	12/24/2018 22:39:12	18111379	TRAFFIC STOP	
FREEPORT	12/25/2018 00:36:23	18111414	TRAFFIC STOP	

Memo

From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 1/24/19

Re: Clerk Report

I'm in the process of working with Waste Management to see if Freeport has the option of getting vegetation containers during the summer/warmer months. Currently, Melrose has vegetation containers that get picked up weekly with their other containers. Will keep the council updated if this is something they will allow in Freeport.

City of Freeport
All Funds Summary
For the Twelve Months Ended December 31, 2018 (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	259,448			9,968	94,179	99,636												463,232
Other Taxes	1,415		2,984															4,399
General Sales and Use Tax														905				905
Special Assessments	0				10,011	0								28,674	0			38,685
Licenses and Permits	14,660																	14,660
State Grants & Aid	116,530	20,980								9,184				2,625				149,318
Grants & Aids from Local Governmental Units		0																0
Charges for Services	150													110,961	118,900			230,011
Public Safety		94,521																94,521
Fines and Forfeitures	1,168																	1,168
Loan Payments Received							1,457											1,457
Miscellaneous	104,852	32,063		133	127	1,168	574	57	16	32	1,504	154	157	3,012	441			144,289
Total Revenues	498,222	147,563	2,984	10,100	104,317	100,804	2,030	57	16	32	10,688	154	157	146,175	119,341	0	0	1,142,643
EXPENDITURES:																		
General Government	34,534																	34,534
Legislative (Council/Board)	3,553																	3,553
Executive (Mayor/Manager)	1,376																	1,376
Clerk	84,423																	84,423
Elections	4,139																	4,139
Auditor	14,880																	14,880
Assessor	4,797																	4,797
Planning / Zoning	0																	0
Building Official	5,127																	5,127
Public Works	63,963																	63,963
Highways, Streets & Roadways	26,100									1,050								27,150
Street Lighting	21,978																	21,978
Recreation	1,413																	1,413
Parks	8,561							0										8,561
Salaries & Benefits		38,567																38,567
Supplies		18,416		214										3,560	3,919			26,109
Professional Services		6,407		18,770						53,342				95	21,103			99,718
Fire Dept Aid		19,578																19,578
Training		5,830												150	131			6,110
Insurance		6,810												760	1,304			8,874
Utilities		5,914												6,566	1,232			13,712
Repairs		9,640																9,640
Water/Waste Water Treatment														7,729	2,702			10,430
Debt Service					129,095	180,704								72,160	28,150			410,109
Miscellaneous		1,355	2,984	0										1,951	0			6,291
Total Expenditures	274,844	112,516	2,984	18,985	129,095	180,704	0	0	0	0	54,392	0	0	92,971	58,540	0	0	925,031
Excess of Revenues Over (Under) Expenditures	223,378	35,047	0	(8,884)	(24,778)	(79,899)	2,030	57	16	32	(43,704)	154	157	53,204	60,800	0	0	217,612
OTHER SOURCES (USES):																		
Transfers In	90,500	40,207	0	93,000	0	93,000	0	5,000	0	0	72,000	10,000	30,000	0	0	13,867	2,800	450,374
Transfers Out	(250,207)	(3,500)	0	(5,000)	0	(93,000)	0	0	0	0	0	0	0	(54,867)	(43,800)	0	0	(450,374)
Total Other Sources (Uses)	(159,707)	36,707	0	88,000	0	0	0	5,000	0	0	72,000	10,000	30,000	(54,867)	(43,800)	13,867	2,800	0
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	63,671	71,754	0	79,116	(24,778)	(79,899)	2,030	5,057	16	32	28,296	10,154	30,157	(1,663)	17,000	13,867	2,800	217,612
FUND BALANCES:																		
January 1	580,840	167,857	(0)	131,087	106,502	305,350	93,699	6,760	2,727	5,326	140,174	20,212	10,055	1,957,945	2,036,483	69,335	14,000	5,648,352
December 31	644,511	239,612	(0)	210,202	81,724	225,451	95,729	11,817	2,743	5,358	168,470	30,366	40,213	1,956,283	2,053,484	83,202	16,800	5,865,964
CASH:																		
January 1	576,173	154,140	(0)	28,909	105,809	304,953	93,699	6,760	2,727	5,326	140,174	20,212	10,055	456,954	64,914	69,335	14,000	2,054,139
Increase (Decrease) in Cash	64,947	443,816	0	79,142	(24,778)	(79,899)	2,030	5,057	16	32	28,296	10,154	30,157	14,089	34,582	13,867	2,800	624,309
December 31	641,119	597,956	0	108,050	81,031	225,054	95,729	11,817	2,743	5,358	168,470	30,366	40,213	471,043	99,497	83,202	16,800	2,678,448

City of Freeport
Budget Variance Explanations
For the Twelve Months Ended December 31, 2018 (Unaudited)

General Fund Revenue

Other Taxes:

Franchise Fees	Expect to receive 2018 franchise fee in January
Licenses and Permits	The City has received more building permit revenue than budgeted
Miscellaneous	Received \$93,000 from Xcel for power line easement that wasn't budgeted - transferred to EDA fund

General Fund Expenditures

Transfers Out	Received \$93,000 from Xcel for power line easement that wasn't budgeted - transferred to EDA fund
---------------	--

AFSA Fund Revenue

State Grants & Aid/PERA	Pass-through funds - offset by check written to Relief Assn
Miscellaneous:	
Donations - Private	From various donors

AFSA Fund Expenditures

Salaries	More paid out for drills than budgeted
Supplies	Clothing replacement and operating supplies over budget, other categories under budget
Professional Services	Decided to hire Expert T Billing after the budget was done
Fire Dept Aid	Pass-through funds - offset by State Aid revenue
Insurance	Budget should be decreased to match actual cost
Utilities	Began charging for water usage after budget was approved
Truck Repairs	Truck repairs needed were more than budgeted
Miscellaneous	Meat raffle & Ham BBQ donation

EDA Fund Revenue

Transfers In	Received \$93,000 from Xcel for power line easement that wasn't budgeted
--------------	--

EDA Fund Expenditures

Professional Services	Housing assessment, Welle 4, create TIF district
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Street Improvements Fund Expenditures

Professional Services	Cul-de-sac project
Highways, Streets & Roadways	Cul-de-sac project

Water Fund Revenue

Special Assessments	The City received prepayments of special assessments
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Water Fund Expenditures

Professional Services	Didn't need to use budgeted Outside Maintenance
Miscellaneous	Depreciation is posted during year end process

Waste Water Fund Revenue

Charges for Services	I expect the year end accrual to make up the difference
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Waste Water Fund Expenditures

Professional Services	Sewer jetting & pond rock repair
Miscellaneous	Depreciation is posted during year end process

City of Freeport
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Twelve Months Ended December 31, 2018 (Unaudited)

	Final Budget 2018	Year-to-Date Amount 12/31/18	Year-to-Date % of Budget 12/31/18	Variance With Final Budget
REVENUES:				
Property Taxes				
Property Tax Levy	260,000	259,448	99.8%	(552)
Other Taxes	3,000	1,415	47.2%	(1,585)
Licenses and Permits	8,925	14,660	164.3%	5,735
State Grants & Aid	116,101	116,530	100.4%	429
Charges for Services	100	150	150.0%	50
Fines and Forfeitures	1,500	1,168	77.8%	(332)
Miscellaneous	10,640	104,852	985.4%	94,212
Total Revenues	400,266	498,222	124.5%	97,956
EXPENDITURES:				
General Government	43,570	34,534	79.3%	(9,036)
Legislative (Council/Board)	5,878	3,553	60.4%	(2,325)
Executive (Mayor/Manager)	2,157	1,376	63.8%	(781)
Clerk	93,157	84,423	90.6%	(8,734)
Elections	4,112	4,139	100.6%	27
Auditor	15,075	14,880	98.7%	(195)
Assessor	5,000	4,797	95.9%	(203)
Planning / Zoning	1,250	0	0.0%	(1,250)
Building Official	4,600	5,127	111.5%	527
Public Works	66,695	63,963	95.9%	(2,732)
Highways, Streets & Roadways	33,825	26,100	77.2%	(7,725)
Street Lighting	21,500	21,978	102.2%	478
Recreation	3,000	1,413	47.1%	(1,587)
Parks	12,400	8,561	69.0%	(3,839)
Total Expenditures	312,219	274,844	88.0%	(37,375)
Excess of Revenues Over (Under) Expenditures	88,047	223,378	253.7%	135,331
OTHER SOURCES (USES):				
Transfers In	90,500	90,500	100.0%	0
Transfers Out	(157,207)	(250,207)	159.2%	(93,000)
Total Other Sources (Uses)	(66,707)	(159,707)	239.4%	(93,000)
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	21,340	63,671	298.4%	42,331

FUND BALANCES:

January 1	580,840
December 31	644,511

	Balance 2017	Balance 2018
CASH:		
January 1	509,962	576,173
Increase (Decrease) in Cash	66,211	64,947
December 31, 2017/December 31, 2018	576,173	641,119

City of Freeport
AFSA Fund
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Twelve Months Ended December 31, 2018 (Unaudited)

	Final Budget 2018	Year-to-Date Amount 12/31/18	Year-to-Date % of Budget 12/31/18	Variance With Final Budget
REVENUES:				
State Grants & Aid	16,000	20,980	131.1%	4,980
Grants & Aids from Local Governmental Units	0	0	N/A	0
Public Safety	90,798	94,521	104.1%	3,723
Miscellaneous	5,000	32,063	641.3%	27,063
Total Revenues	111,798	147,563	132.0%	35,765
EXPENDITURES:				
Salaries & Benefits	32,850	38,567	117.4%	5,717
Supplies	17,000	18,416	108.3%	1,416
Professional Services	4,700	6,407	136.3%	1,707
Fire Dept Aid	14,226	19,578	137.6%	5,352
Training	5,600	5,830	104.1%	230
Insurance	11,000	6,810	61.9%	(4,190)
Utilities	5,250	5,914	112.6%	664
Repairs	5,000	9,640	192.8%	4,640
Miscellaneous	850	1,355	159.4%	505
Total Expenditures	96,476	112,516	116.6%	16,040
Excess of Revenues Over (Under) Expenditures	15,322	35,047	228.7%	19,725
OTHER SOURCES (USES):				
Transfers In	40,207	40,207	100.0%	0
Transfers Out	(3,500)	(3,500)	100.0%	0
Total Other Sources (Uses)	36,707	36,707	100.0%	0
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	52,029	71,754	137.9%	19,725

FUND BALANCES:

January 1	<u>167,857</u>
December 31	<u>239,612</u>

	Balance 2017	Balance 2018
CASH:		
January 1	487,498	154,140
Increase (Decrease) in Cash	(333,358)	443,816
December 31, 2017/December 31, 2018	<u>154,140</u>	<u>597,956</u>

Cash Breakdown:

Truck Fund	(29,785)	48,166
Bldg/Equip Fund	18,907	15,655
Turnout Gear	0	80,008
Stearns Electric Association loan	0	360,000
Unallocated Reserve	165,018	94,127
	<u>154,140</u>	<u>597,956</u>

City of Freeport
TIF Swany White Fund
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Twelve Months Ended December 31, 2018 (Unaudited)

	Final Budget 2018	Year-to-Date Amount 12/31/18	Year-to-Date % of Budget 12/31/18	Variance With Final Budget
REVENUES:				
Tax Increments	3,000	2,984	99.5%	(16)
Total Revenues	3,000	2,984	99.5%	(16)
EXPENDITURES:				
TIF Payment	3,000	2,984	99.5%	(16)
Total Expenditures	3,000	2,984	99.5%	(16)
Excess of Revenues Over (Under) Expenditures	0	0	N/A	0
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	0	0	N/A	0
FUND BALANCES:				
January 1		(0)		
December 31		(0)		

	Balance 2017	Balance 2018
CASH:		
January 1	0	(0)
Increase (Decrease) in Cash	(0)	0
December 31, 2017/December 31, 2018	(0)	0

City of Freeport
EDA Fund
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Twelve Months Ended December 31, 2018 (Unaudited)

	Final Budget 2018	Year-to-Date Amount 12/31/18	Year-to-Date % of Budget 12/31/18	Variance With Final Budget
REVENUES:				
General Property Taxes	10,000	9,968	99.7%	(32)
Miscellaneous	160	133	82.9%	(27)
Total Revenues	10,160	10,100	99.4%	(60)
EXPENDITURES:				
Supplies	400	214	53.6%	(186)
Professional Services	2,560	18,770	733.2%	16,210
Miscellaneous	2,200	0	0.0%	(2,200)
Total Expenditures	5,160	18,985	367.9%	13,825
Excess of Revenues Over (Under) Expenditures	5,000	(8,884)	-177.7%	(13,884)
OTHER SOURCES (USES):				
Transfers In	0	93,000	N/A	93,000
Transfers Out	(5,000)	(5,000)	100.0%	0
Total Other Sources (Uses)	(5,000)	88,000	-1760.0%	93,000
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	0	79,116	N/A	79,116
FUND BALANCES:				
January 1		131,087		
December 31		210,202		

	Balance 2017	Balance 2018
CASH:		
January 1	32,437	28,909
Increase (Decrease) in Cash	(3,528)	79,142
December 31, 2017/December 31, 2018	28,909	108,050

City of Freeport
Bonds, 2013 (Refunding of Main St Improvements)
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Twelve Months Ended December 31, 2018 (Unaudited)

	Final Budget 2018	Year-to-Date Amount 12/31/18	Year-to-Date % of Budget 12/31/18	Variance With Final Budget
REVENUES:				
General Property Taxes	94,500	94,179	99.7%	(321)
Special Assessments	8,281	10,011	120.9%	1,730
Miscellaneous	473	127	26.9%	(346)
Total Revenues	103,254	104,317	101.0%	1,063
EXPENDITURES:				
Debt Service	129,095	129,095	100.0%	0
Total Expenditures	129,095	129,095	100.0%	0
Excess of Revenues Over (Under) Expenditures	(25,841)	(24,778)	95.9%	1,063
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	(25,841)	(24,778)	95.9%	1,063

FUND BALANCES:

January 1	106,502
December 31	81,724

	Balance 2017	Balance 2018
CASH:		
January 1	131,453	105,809
Increase (Decrease) in Cash	(25,644)	(24,778)
December 31, 2017/December 31, 2018	105,809	81,031

- * 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 Twelve Months Ended December 31, 2018 (Unaudited)

	Final Budget 2018	Year-to-Date Amount 12/31/18	Year-to-Date % of Budget 12/31/18	Variance With Final Budget
REVENUES:				
General Property Taxes	100,000	99,636	99.6%	(364)
Miscellaneous	1,216	1,168	96.0%	(48)
Total Revenues	101,216	100,804	99.6%	(412)
EXPENDITURES:				
Debt Service	180,704	180,704	100.0%	(0)
Total Expenditures	180,704	180,704	100.0%	(0)
Excess of Revenues Over (Under) Expenditures	(79,488)	(79,899)	100.5%	(411)
OTHER SOURCES (USES):				
Transfers In	0	93,000	N/A	93,000
Transfers Out	0	(93,000)	N/A	(93,000)
Total Other Sources (Uses)	0	0	N/A	0
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	(79,488)	(79,899)	100.5%	(411)
FUND BALANCES:				
January 1		305,350		
December 31		225,451		

	Balance 2017	Balance 2018
CASH:		
January 1	364,624	304,953
Increase (Decrease) in Cash	(59,671)	(79,899)
December 31, 2017/December 31, 2018	304,953	225,054

- * 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 Twelve Months Ended December 31, 2018 (Unaudited)

	Final Budget 2018	Year-to-Date Amount 12/31/18	Year-to-Date % of Budget 12/31/18	Variance With Final Budget
REVENUES:				
Loan Payments Received	1,457	1,457	100.0%	(1)
Miscellaneous	750	574	76.5%	(177)
Total Revenues	2,207	2,030	92.0%	(177)
EXPENDITURES:				
Total Expenditures	0	0	N/A	0
Excess of Revenues Over (Under) Expenditures	2,207	2,030	92.0%	(177)
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	2,207	2,030	92.0%	(177)
FUND BALANCES:				
January 1		93,699		
December 31		95,729		

	Balance 2017	Balance 2018
CASH:		
January 1	91,738	93,699
Increase (Decrease) in Cash	1,961	2,030
December 31, 2017/December 31, 2018	93,699	95,729

City of Freeport
South End Park Fund
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Twelve Months Ended December 31, 2018 (Unaudited)

	Final Budget 2018	Year-to-Date Amount 12/31/18	Year-to-Date % of Budget 12/31/18	Variance With Final Budget
REVENUES:				
Miscellaneous	50	57	113.9%	7
Total Revenues	50	57	113.9%	7
EXPENDITURES:				
Total Expenditures	0	0	N/A	0
Excess of Revenues Over (Under) Expenditures	50	57	113.9%	7
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	5,050	5,057	100.1%	7

FUND BALANCES:

January 1	6,760
December 31	11,817

	Balance 2017	Balance 2018
CASH:		
January 1	1,717	6,760
Increase (Decrease) in Cash	5,042	5,057
December 31, 2017/December 31, 2018	6,760	11,817

City of Freeport
North End Park Fund
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Twelve Months Ended December 31, 2018 (Unaudited)

	Final Budget 2018	Year-to-Date Amount 12/31/18	Year-to-Date % of Budget 12/31/18	Variance With Final Budget
REVENUES:				
Miscellaneous	20	16	82.4%	(4)
Total Revenues	20	16	82.4%	(4)
EXPENDITURES:				
Parks	0	0	N/A	0
Total Expenditures	0	0	N/A	0
Excess of Revenues Over (Under) Expenditures	20	16	82.4%	(4)
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	20	16	82.4%	(4)

FUND BALANCES:

January 1	2,727
December 31	2,743

	Balance 2017	Balance 2018
CASH:		
January 1	1,754	2,727
Increase (Decrease) in Cash	973	16
December 31, 2017/December 31, 2018	2,727	2,743

City of Freeport
Bucket Fund - Old Tower Preservation
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Twelve Months Ended December 31, 2018 (Unaudited)

	Final Budget 2018	Year-to-Date Amount 12/31/18	Year-to-Date % of Budget 12/31/18	Variance With Final Budget
REVENUES:				
Miscellaneous	45	32	71.5%	(13)
Total Revenues	45	32	71.5%	(13)
EXPENDITURES:				
Total Expenditures	0	0	N/A	0
Excess of Revenues Over (Under) Expenditures	45	32	71.5%	(13)
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	45	32	71.5%	(13)

FUND BALANCES:

January 1	5,326
December 31	5,358

	Balance 2017	Balance 2018
CASH:		
January 1	5,280	5,326
Increase (Decrease) in Cash	46	32
December 31, 2017/December 31, 2018	5,326	5,358

City of Freeport
Street Improvements Fund
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Twelve Months Ended December 31, 2018 (Unaudited)

	Final Budget 2018	Year-to-Date Amount 12/31/18	Year-to-Date % of Budget 12/31/18	Variance With Final Budget
REVENUES:				
State Grants & Aid	8,980	9,184	102.3%	204
Miscellaneous	1,000	1,504	150.4%	504
Total Revenues	9,980	10,688	107.1%	708
EXPENDITURES:				
Professional Services	0	53,342	N/A	53,342
Highways, Streets & Roadways	0	1,050	N/A	1,050
Total Expenditures	0	54,392	N/A	54,392
Excess of Revenues Over (Under) Expenditures	9,980	(43,704)	-437.9%	(53,684)
OTHER SOURCES (USES):				
Transfers In	72,000	72,000	100.0%	0
Transfers Out	0	0	N/A	0
Total Other Sources (Uses)	72,000	72,000	100.0%	0
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	81,980	28,296	34.5%	(53,684)
FUND BALANCES:				
January 1		140,174		
December 31		168,470		

	Balance 2017	Balance 2018
CASH:		
January 1	70,470	140,174
Increase (Decrease) in Cash	69,704	28,296
December 31, 2017/December 31, 2018	140,174	168,470

City of Freeport
Capital Equipment Fund
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Twelve Months Ended December 31, 2018 (Unaudited)

	Final Budget 2018	Year-to-Date Amount 12/31/18	Year-to-Date % of Budget 12/31/18	Variance With Final Budget
REVENUES:				
Miscellaneous	150	154	102.9%	4
Total Revenues	150	154	102.9%	4
EXPENDITURES:				
Total Expenditures	0	0	N/A	0
Excess of Revenues Over (Under) Expenditures	150	154	102.9%	4
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	10,150	10,154	100.0%	4
FUND BALANCES:				
January 1		20,212		
December 31		30,366		

	Balance 2017	Balance 2018
CASH:		
January 1	10,070	20,212
Increase (Decrease) in Cash	10,142	10,154
December 31, 2017/December 31, 2018	20,212	30,366

**City of Freeport
Street Lights Fund
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Twelve Months Ended December 31, 2018 (Unaudited)**

	Final Budget 2018	Year-to-Date Amount 12/31/18	Year-to-Date % of Budget 12/31/18	Variance With Final Budget
REVENUES:				
Miscellaneous	80	157	196.8%	77
Total Revenues	80	157	196.8%	77
EXPENDITURES:				
Total Expenditures	0	0	N/A	0
Excess of Revenues Over (Under) Expenditures	80	157	196.8%	77
OTHER SOURCES (USES):				
Transfers In	30,000	30,000	100.0%	0
Transfers Out	0	0	N/A	0
Total Other Sources (Uses)	30,000	30,000	100.0%	0
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	30,080	30,157	100.3%	77

FUND BALANCES:

January 1	10,055
December 31	40,213

	Balance 2017	Balance 2018
CASH:		
January 1	0	10,055
Increase (Decrease) in Cash	10,055	30,157
December 31, 2017/December 31, 2018	10,055	40,213

City of Freeport
Water Fund
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Twelve Months Ended December 31, 2018 (Unaudited)

	Final Budget 2018	Year-to-Date Amount 12/31/18	Year-to-Date % of Budget 12/31/18	Variance With Final Budget
REVENUES:				
General Sales and Use Tax	0	905	N/A	905
State Grants & Aid/PERA	0	2,625	N/A	2,625
Charges for Services	115,480	110,961	96.1%	(4,519)
Special Assessments	9,900	28,674	289.6%	18,774
Miscellaneous	4,000	3,012	75.3%	(988)
Total Revenues	129,380	146,175	113.0%	16,795
EXPENDITURES:				
Supplies	3,375	3,560	105.5%	185
Professional Services	4,300	95	2.2%	(4,205)
Training	175	150	85.7%	(25)
Insurance	825	760	92.1%	(65)
Utilities	6,300	6,566	104.2%	266
Water Treatment	8,625	7,729	89.6%	(896)
Debt Service	72,160	72,160	100.0%	0
Miscellaneous	72,830	1,951	2.7%	(70,879)
Total Expenditures	168,590	92,971	55.1%	(75,619)
Excess of Revenues Over (Under) Expenditures	(39,210)	53,204	-135.7%	92,414
OTHER SOURCES (USES):				
Transfers In	0	0	N/A	0
Transfers Out	(54,867)	(54,867)	100.0%	0
Total Other Sources (Uses)	(54,867)	(54,867)	100.0%	0
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	(94,077)	(1,663)	1.8%	92,414

FUND BALANCES:

January 1	1,957,945
December 31	1,956,283

	Balance 2017	Balance 2018
CASH:		
January 1	447,135	456,954
Increase (Decrease) in Cash	9,819	14,089
December 31, 2017/December 31, 2018	456,954	471,043

**City of Freeport
Waste Water Fund
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Twelve Months Ended December 31, 2018 (Unaudited)**

	Final Budget 2018	Year-to-Date Amount 12/31/18	Year-to-Date % of Budget 12/31/18	Variance With Final Budget
REVENUES:				
Charges for Services	137,000	118,900	86.8%	(18,100)
Miscellaneous	200	441	220.5%	241
Total Revenues	137,200	119,341	87.0%	(17,859)
EXPENDITURES:				
Supplies	4,100	3,919	95.6%	(181)
Professional Services	9,500	21,103	222.1%	11,603
Training	225	131	58.0%	(94)
Insurance	1,700	1,304	76.7%	(396)
Utilities	1,150	1,232	107.1%	82
Waste Water Treatment	2,630	2,702	102.7%	72
Debt Service	28,150	28,150	100.0%	0
Miscellaneous	61,632	0	0.0%	(61,632)
Total Expenditures	109,087	58,540	53.7%	(50,547)
Excess of Revenues Over (Under) Expenditures	28,113	60,800	216.3%	32,687
OTHER SOURCES (USES):				
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>(15,687)</u>	17,000	<u>-108.4%</u>	<u>32,687</u>
FUND BALANCES:				
January 1		<u>2,036,483</u>		
December 31		<u><u>2,053,484</u></u>		

	Balance 2017	Balance 2018
CASH:		
January 1	35,621	64,914
Increase (Decrease) in Cash	29,294	34,582
December 31, 2017/December 31, 2018	<u>64,914</u>	<u>99,497</u>

City of Freeport
Water USDA Reserve
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Twelve Months Ended December 31, 2018 (Unaudited)

	Final Budget 2018	Year-to-Date Amount 12/31/18	Year-to-Date % of Budget 12/31/18	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	69,335
December 31	83,202

	Balance 2017	Balance 2018
CASH:		
January 1	55,468	69,335
Increase (Decrease) in Cash	13,867	13,867
December 31, 2017/December 31, 2018	69,335	83,202

City of Freeport
Waste Water USDA Reserve
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Twelve Months Ended December 31, 2018 (Unaudited)

	Final Budget 2018	Year-to-Date Amount 12/31/18	Year-to-Date % of Budget 12/31/18	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	<u>2,800</u>	<u>2,800</u>	<u>100.0%</u>	<u>0</u>
FUND BALANCES:				
January 1		<u>14,000</u>		
December 31		<u><u>16,800</u></u>		

	Balance 2017	Balance 2018
CASH:		
January 1	11,200	14,000
Increase (Decrease) in Cash	<u>2,800</u>	<u>2,800</u>
December 31, 2017/December 31, 2018	<u><u>14,000</u></u>	<u><u>16,800</u></u>

Job Duty	Date	Initial
Well, tower, lift station, pond checks, water samples, Fixed lights (x mas) paperwork -	mon 12/3/18	xy
Well, tower, pond checks, put more pond covers on valve accesses, Fixed couple x mas lights bulbs, cleaned Conference room & shop	Tue 12/4/18	xy
Well, tower, pond checks, put new thermostat in heater at Creamery well, took lawnmower duck off lawn mower & put snow blower on, got hose for winter rec art.	Wed 12/5/18	xy
Well, tower, lift station, pond checks, water samples, got Flovride & phos & chlorine at well houses,	Thur 12/6/18	xy
Well, tower, pond checks, got city hall ready for Santa Day, put cones outside for City hall For horse rides, Task unlocked & loaded doors later	FRI 12/7/18	xy
Well, tower, pond checks, (Dog complaint went to residing)	SAT 12/8/18	xy
Well, tower, pond checks	SUN 12/9/18	xy
Well, tower, pond, lift station checks, water samples, x mas light bulbs replace, clean city hall & set up conference rooms, met w/ Corc & main about Creamery well, ^{work} down at shop, bag over overflow on tower	Mon 12/10/18	xy
Well, tower, pond checks, replaced lines at Creamery Well & ran to put back in service, work at shop on back pack sprayer & went thru equipment	Tue 12/11/18	xy
~~~~~ Council meeting ~~~~~		Wed
Well, tower, pond checks, garbage, worked at shop	Wed 12/12/18	xy
Well, tower, pond, lift station checks, water sampling, got x mas lights	Thur 12/13/18	xy
Well, tower, pond checks, static/drawdown	FRI 12/14/18	xy
Well, tower, pond checks	SAT 12/15/18	xy
Well, tower, pond checks	SUN 12/16/18	xy
Well, tower, lift station, pond checks, water sampling, put banner lights up, static/drawdown, called Justin Barrek (MPCA)	Mon 12/17/18	xy
Well, tower, pond checks, garbage, shop, paperwork for MPCA at City hall, <del>put</del> covers for pond access pts, worked on water sampler had error that had to get reset. — Council meeting	TUE 12/18/18	xy
Well, tower, pond checks, Freepoint Electric working on 2 light poles, ordered ties from Fastlane repair for tow truck, shop work, paperwork at shop.	Wed 12/19/18	xy

Job Duty	Date	Initial
Well, tower, 1-ft station, pond checks, water samples, bugs in 1-ft station, Flushed hydrants, ^{Flushed} Sanitary line behind charlies & corner pub, bottle digging behind hartung	THUR 12/20/18	JH
Well, tower, pond checks, garbages, solar salt & City & City shop, bottle done digging, replaced meter at resident was not working.	"	JH
Well, tower, pond checks	FRI 12/21/18	JH
Well, tower, pond checks	"	JH
Well, tower, pond checks	SAT 12/22/18	JH
Well, tower, pond checks	SUN 12/23/18	JH
Well, tower, 1-ft station, pond checks, water samples	MON 12/24/18	JH
Well, tower, pond checks	TUE 12/25/18	JH
Well, tower, pond, 1-ft station checks, sand in plow truck, ran all snow equipt, put blade on ton truck, garbages pushed snow, well, tower, pond, 1-ft station checks, water samples pushed snow, well, tower, pond checks, ton truck tires	WED 12/26/18	JH
Well, tower, pond checks	"	JH
Well, tower, pond checks	THUR 12/27/18	JH/ME
Well, tower, pond checks	FRI 12/28/18	JH/ME
Well, tower, pond checks	SAT 12/29/18	JH
Well, tower, pond checks	SUN 12/30/18	JH
pushed snow, well, tower, 1-ft station, pond checks, water samples, water meter readings	MON 12/31/18	JH/ME
Well, tower, pond checks	"	JH
pushed snow, well, tower, pond checks, paper work	TUE 1/1/19	JH
garbages, pond clean up "snow"	<del>WED 1/2/19</del>	JH
Well, tower, 1-ft station, pond checks, water samples, garbages	THUR 1/3/19	JH
paperwork, pushed snow, washed equipment	"	JH
Well, tower, pond checks, pushed snow "cleanup" guard on off ramp came off put back original county, belly scraped snow, hydraulics went out on plow truck will get to Rambler	FRI 1/4/19	JH
Well, tower, pond checks	"	JH
Well, tower, pond checks	SAT 1/5/19	JH
Well, tower, pond checks	SUN 1/6/19	JH
Well, tower, 1-ft station, pond checks, water samples, brought plow truck to Rambler, pushed snow with ton truck to clean streets, talked with Jim & Jeff to set up getting 1-ft to take lights down	MON 1/7/19	JH
Well, tower, pond checks, water samples to MOH, DHIA, & to Albany to ship also did influent to DHIA,	"	JH
gopher calls for excell's garbages, cleaned by hydrants by Whirlwind drive	TUE 1/8/19	JH
	"	JH
	"	JH
	"	JH

Job Duty	Date	Initial
Well, tower, pond checks, put new light in by Smiley tower, got #s together for water usage, got 1 ft from Jerome Hartung, talked with Al Luthmurs about plow truck hydraulic issues.	Wed 1/9/19	XJ
	"	XJ
	"	XJ
	"	XJ
Well, tower, lift station, pond checks, water samples, took down xmas lights with Jim Notch - worked at shop	Thur 1/10/19	XJ, JN
	"	XJ, JN
Well, tower, pond checks, put xmas lights & garland away cleaned at shop, got plow truck	FRI 1/11/19	XJ
	"	XJ
Well, tower, pond checks	SAT 1/12/19	XJ
Well, tower, pond checks	SUN 1/13/19	XJ
Well, tower, lift station, pond checks, water samples, report for City w/ Adri about a fire call, pushed snow w/ tractor (cleaning) went to Flow station to clean, shop work, <del>Fixed</del>	Mon 1/14/19	XJ
	"	XJ
Well, tower, pond checks, put sign back up by trail that was broken, located gate valves & shut off out by Rimcort road so don't have to worry about new pole digging busting our line, did water usage reports w/ Adri, got static/ drawdown sheets updated, working on getting calibration checks from Tri-state pumps,	Tue 1/15/19	XJ
	"	XJ
	"	XJ
	"	XJ
	"	XJ
	"	XJ
Well, tower, pond checks, Team lab was here, reports city hall, & got reports for Joan.	Wed 1/16/19	XJ
	"	XJ
Well, tower, lift station, pond checks, water samples, moved snow w/ tractor by Fiechell, got <del>trucks</del> guides repaired at Eastline for tow truck plow, change 3 lights in Applewood addition	Thur 1/17/19	XJ
	"	XJ
	"	XJ
	"	XJ
Well, tower, pond checks, collected water <del>meters</del> bills from resident, turned water on in industrial park excell is done digging, turned one residence water off at 208 2nd Ave NW, ran equipment, Fixed battery mount on tractor	FRI 1/18/19	XJ
	"	XJ
	"	XJ
	"	XJ
	"	XJ
Well, tower, pond checks	SAT 1/19/19	XJ
Well, tower, pond checks	SUN 1/20/19	XJ
Well, tower, lift station, pond checks, water samples, pushed snow, sanded intersection	Mon 1/21/19	XJ
	"	XJ
Well, tower, pond checks, pushed snow, paperwork, worked on finding a short on plow truck.	Tue 1/22/19	XJ

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

300 Riverside Avenue NW

Melrose, Minnesota 56352

Telephone (320) 256-4205

Fax (320) 256-7201

January 22, 2019

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 December 10, 2018 through January 22, 2019, we have given significant attention to the following projects on behalf of the City of Freeport.

- Data Practices  
Reviewed request for disclosure of information regarding response to car accident. Prepared opinion advising City Clerk that information requested was confidential and could not be disclosed.
- Nuisance and Storage Ordinances  
Prepared final drafts of amendments to nuisance ordinance and outdoor storage ordinance for review and approval by the City Council.
- Loehrer Nuisance  
Reviewed proposed notice of hearing, assessment roll, and resolution adopting assessment.

Respectfully submitted,  
Dymoke Law Office, P.A.

*Scott E. Dymoke*  
by Scott E. Dymoke

**ORDINANCE NO. 2019-01**

**AN ORDINANCE AMENDING THE FREEPORT CITY CODE OF 1995,  
CHAPTER XX, SECTION 2010 REGULATING PUBLIC NUISANCES  
WITHIN THE CITY OF FREEPORT, MINNESOTA**

**THE CITY COUNCIL OF THE CITY OF FREEPORT, MINNESOTA DOES ORDAIN:**

**SECTION 1.** Chapter XX, Section 2010.05 of the Freeport City Code of 1995, is amended as follows:

**Section 2010.05 – Public Nuisances Affecting Peace and Safety**

23. Nothing in this section prohibits: i. the storage of machinery, auto bodies, or household appliances within a non-residential building, or ii. the storage in the open of lumber, building materials, or wood that is in the ordinary course of business or trade.

~~a. kept a minimum of 12 inches above the ground or other surface, and~~

~~b. fully screened so as not to be visible from any adjoining properties, public street, right-of-way, or sidewalk.~~

24. Violations of Freeport City Code Section 500.475 (Outdoor Storage)

**SECTION 2.** Chapter XX, Section 2010.06, Subd. 2 of the Freeport City Code of 1995, is amended as follows:

**Section 2010.06 – Building Maintenance and Appearance**

**Subd. 2 Standards.**

~~5. Cornices, moldings, lintels, sills, bay or dormer windows and similar projections must be kept in good repair and free from cracks and defects that make them hazardous or unsightly.~~

**SECTION 3.** This Ordinance shall take effect and be in force from and after its passage and publication according to law.

Adopted by the City Council of the City of Freeport on January 29 2019.

_____  
Michael Eveslage, Mayor

ATTEST: _____  
Adrianne Hennen,  
City Clerk/Treasurer

Published: Melrose Beacon _____, 2019.

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 1/24/19

Re: Councilmember Appointment

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Now that the new council has begun their term it is time to decide how the council would like to fill Mike's remaining term, which expires Dec. 31, 2020.



## **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 2019-01**

#### **A RESOLUTION APPOINTING FREEPORT STATE BANK AS OFFICIAL DEPOSITORY**

**RESOLVED**, That Freeport State Bank, is hereby designated as a depository for the funds of this corporation, and any officer or other person hereinafter named is hereby authorized for and on behalf of this corporation to open or to continue an account or accounts with said Bank and to execute and deliver to said Bank signature card or cards supplied by said Bank containing specimen signatures of the officers or other persons hereinafter named and agree to said Bank's Rules and Regulations Governing Bank Accounts, and that any officer of this corporation or any other person hereinafter named is hereby authorized, for and on behalf of this corporation, to endorse or cause to be endorsed, to negotiate or cause to be negotiated, and to deposit or cause to be deposited in such account or accounts from time to time checks, drafts and other instruments and funds payable to or held by this corporation.

**RESOLVED**, That checks, drafts or other withdrawal orders and any and all other directions and instructions of an charter with respect to funds of this corporation now or hereafter with said Bank may be signed by any two of the following:

Michael Eveslage (Mayor) Adrianna Hennen (Clerk-Treasurer) and said Bank is hereby fully authorized to pay and charge to such account or accounts any checks, drafts or other withdrawal orders so signed, and to honor any directions or instructions so signed, whether or not payable to the individual order of or deposited to the individual account of or inuring to the benefit of any of the foregoing officers or persons.

**RESOLVED**, That any Two of the following: Michael Eveslage, (Mayor) Adrianna Hennen, (Clerk-Treasurer) hereby is or are authorized , for and on behalf of this corporation, at any time or from time to time to borrow money from The Freeport State Bank in such amounts, for such times, at such rate or rates of interest and upon such terms as he or they may see fit; to execute and deliver notes or other evidences of indebtedness of this corporation therefor, and renewals and extensions thereof; to sell, assign, transfer, pledge, mortgage or otherwise hypothecate to said Bank any bills receivable, accounts , contracts, warehouse, receipts, bills of lading, stocks, bonds, chattels, real estate or other property of this corporation as security; to give guaranties and other undertakings to said Bank; to discontinue with said Bank bills receivable of this corporation and to authorize modifications and extensions with respect thereto and to waive demand, presentment, protest and notice of dishonor; and to do, authorize and agree to any and all other things at any time or from time to time in connection with any of the foregoing as or they may deem appropriate.

**RESOLVED**, That said Bank shall be entitled to rely upon a certified copy of these resolutions until written notice of modification or rescission has been furnished to and received by said Bank

(Confirmation continued on next page)

DATED THIS 29TH DAY OF JANUARY, 2019

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

_____  
Michael Eveslage, Mayor

ATTEST:

_____  
Adrianna Hennen, Clerk-Treasurer

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



## 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 2019-02

#### A RESOLUTION APPOINTING CENTRAL MINNESOTA CREDIT UNION AS OFFICIAL DEPOSITORY

The undersigned, Michael Eveslage (Mayor) Adrianna Hennen (Clerk-Treasurer), each being first duly sworn, certifies, states and alleges the following so as to induce CENTRAL MINNESOTA CREDIT UNION (hereinafter “Credit Union”, which shall include Lender in any banking capacity, as the context may require) to enter into loans, security agreements, mortgages and other agreements related to lending and banking with CITY OF FREEPORT (hereinafter “the Corporation”).

1. That CITY OF FREEPORT, is a duly organized existing Corporation under the law of the state of Minnesota or if not incorporated under the law of the state of Minnesota, authorized to do business in the state of Minnesota; and
2. That there are no proceedings pending or threatened for dissolution or forfeiture of the Corporation’s charter or authority to act in the state of Minnesota, whether voluntarily or involuntarily; and
3. That the Corporation is in good standing with the state of Minnesota and is presently in compliance with all applicable statutes, laws and regulations relative to the Corporation’s charter to own, operate and do business of the nature it is presently transacting and will hereafter transact in the state of Minnesota; and
4. That there is no provision in the Corporation’s charter, or bylaws or articles of the Corporation limiting the power of the board of directors as which thereafter executes this certification and authorization.

**RESOLVED**, that Credit Union is hereby designated as a depository for the funds of this corporation and any officer this corporation is hereby authorized to open or cause to be opened an account or accounts with Credit Union on such terms, conditions and agreements as shall be required by or to deposit or cause to be deposited in such account or accounts any money, checks, drafts, orders, notes and other instruments for the payment of money and to make any other agreements deemed advisable in regard thereto.

**RESOLVED**, that any one of the following officers or successors are hereby authorized in the name of this Corporation to:

Michael Eveslage as, Mayor  
Adrianna Hennen as, Clerk-Treasurer

and Credit Union is hereby authorized to charge to the account of the Corporation any checks, drafts or other withdrawal orders, so signed, in closing those payable to the individual order of the person signing the same and including also checks or other withdrawal orders payable to Credit Union or to any other person or entity, which are applied in payment of any other indebtedness owing to Credit Union from the person or persons who signed such checks or other withdrawal orders.

**RESOLVED**, that any two of the following:

Michael Eveslage as, Mayor  
Adrianna Hennen as, Clerk-Treasurer

Be and hereby are authorized to borrow money or make application for and obtain for and obtain Letter of Credit for an behalf of the Corporation; to make any agreements in respect thereto; and to sign, execute and deliver promissory notes, acceptance or other evidences of indebtedness therefor, or in renewal thereof, in such amounts and for such time, at such rate of interest and upon such terms as they see fit; and are hereby authorized to endorse, assign, transfer, mortgage , or pledge to Credit Union the bills receivable, warehouse receipts, bills lading, stocks, bonds, real estate, or other property now or hereafter owned by the Corporation, and to discount the same, to unconditionally guarantee payment of any or all bills receivable so negotiated or discounted, and to waive demand, protest and notice of non-payment.

**RESOLVED**, all resolutions herein contained shall continue in force until express written notice of its recession or modification has been furnished to and received by Credit Union.

**RESOLVED**, that all transaction, if any, in respect to any deposits, withdrawals, rediscounts and borrowing by or in behalf of the Corporation with Credit Union prior to adoption of the resolutions herein contained be and the same hereby are in all things ratified, approved and confirmed.

**RESOLVED**, that any of the persons named above be and they are hereby authorized and empowered to make any and all other contracts, agreements, stipulations and order which they may deem advisable, from time to time, with Credit Union in respect to transactions between the Corporation and Credit Union in regard to funds deposited with Credit Union, money borrowed from Credit Union or any other business transacted by and between the Corporation and Credit Union.

**RESOLVED**, that any and all resolutions heretofore adopted by the City Council of the Corporation and certified to Credit Union as governing the operation of the corporation's account(s) with Credit Union, be and are hereby continued in full force and effect, except as the same may be supplemented or modified by the foregoing.

DATED THIS 29TH DAY OF JANUARY, 2019

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

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Michael Eveslage, Mayor

ATTEST:

---

Adrianna Hennen, Clerk-Treasurer

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



## 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 2019-03

#### A RESOLUTION APPROVING DONATIONS RECEIVED IN 2018

**WHEREAS**, Minnesota State Statute 465.03 requires that governing bodies must formally accept donations and contributions and that every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full; and

**WHEREAS**, The City seeks to properly accept and record donations and contributions in accordance with all state statute and state auditor requirements;

**NOW, THEREFORE**; The Freeport City Council formally accepts the following donations and any stipulations:

Donor Name	Amount	Stipulation
Freeport Lions	600.00	LED lights for veterans memorial
Al Beste	100.00	Ice skating rink
Freeport Lions	300.00	Fire Department
Freeport Fire Dept Relief Association	19,600.00	Fire Truck
Roving Hillbillies Snowmobile Club	500.00	Fire Department
Freeport Lions	1,300.00	Fire Department
CenterPoint Grant	2,000.00	Fire Department

DATED THIS 29TH DAY OF JANUARY, 2019

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

---

Michael Eveslage, Mayor

ATTEST:

---

Adrianna Hennen, Clerk-Treasurer

The City of Freeport is an Equal Opportunity Provider



## **CITY OF FREEPORT**

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### **RESOLUTION 2019-04**

#### **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 Linen & Apparel
    3. Blue Cross Blue Shield of MN
    4. Centerpoint Energy
    5. Central MN Credit Union (Credit Card)
    6. DHIA Laboratories
    7. Finken Water Centers
    8. League of Minnesota Cities Insurance Trust (LMCIT)
    9. Minnesota Life Insurance Company
    10. Northland Trust Services, Inc.
    11. Rahn's Oil & Propane, Inc.
    12. Star Publications LLC.
    13. Verizon Wireless
    14. Waste Management
    15. 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 29th Day of January, 2019

Motion by:

Second by:

Council members in favor:

Opposed or abstained: None

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Michael Eveslage, Mayor

ATTEST:

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Adrianna Hennen, Clerk-Treasurer



## CITY OF FREEPORT

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### 2019 Appointments

	2018	2019
Official Depositories	Freeport State Bank Central Minnesota Credit Union League of MN Cities	
Finance Committee	City Council	
Street Commissioners	City Council	
Legal Advisor	Dymoke Law Office	
Legal Prosecutor	Pottratz Law Office	Stearns Co Attorney's Office
Park & Recreation Commissioner(s)	Mike Eveslage Jake Renneker	
Acting Mayor	Tim Hennen	
2 nd Acting Mayor	Mike Eveslage	
EDA Council Rep.	Tim Hennen	
Weed Inspector	Loren Goebel, Public Works Director	
Health Officer	CentraCare Health-Melrose	
Assessor	Stearns County	
Newspaper	Melrose Beacon & Sauk Centre Herald	
Public Examiner	Schlenner Wenner & Co.	
Engineer	SEH, Inc.	
Building Inspector	Mark Harren- MidCentral Code Enforcement	
Emergency Management Director	Fire Department Chief	
Acting Emergency Management		

Director	Fire Department First Assistant Chief
Zoning Administrator	Clerk-Treasurer
Zoning Officers	City Council
Data Practices Compliance Officer	Clerk-Treasurer
Liaison to Chamber of Commerce	Clerk-Treasurer
Wellhead Protection Committee	Clerk-Treasurer, Co-Wellhead Protection Manager Loren Goebel, Co-Wellhead Protection Manager Carrie Raber, Ad Hoc (Stearns County SWCD) Rodney Atkinson, City Council Member Denis Heidgerken, City Resident Peter Welle, Area Township Representative <i>Vacant Seat</i>

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 1/24/19

Re: EDA Appointment

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At the December EDA meeting Andy Welle resigned from the EDA. His term ends at the end of 2019 so his seat will have to be filled for one year. At that EDA meeting the EDA made a motion to recommend Rodney Atkinson to the seat. The appointment has to be made by the mayor and approved by the council.

**ORDINANCE NO. 2017-02 (To be approve by Council yet)**

ORDINANCE FIXING THE LICENSE, CONSUMPTION AND PERMIT FEES UNDER THE FREEPORT CITY CODE OF 1995 (APPENDIX I)

BE IT ORDAINED BY THE CITY COUNCIL OF FREEPORT, MINNESOTA:

Section 1. The Freeport City Code of 1995 authorizes the City Council to fix the fees and charges imposed by the Code for various city services. The fees and charges imposed may be amended from time to time by the council and is to be entitled Appendix I.

Section 2. The license, consumption and permit fees, as well as other related charges, are hereby amended, as follows:

Code / Section	Subject	Fees/Charges		Sales Tax
500	Zoning Permits	\$	25.00	N
	Building Permits		see attached Building Code Fee Schedule	N
	Rezoning Requests	\$	250.00	N
	Conditional Use or Variance Requests	\$	150.00	N
605.07	Noxious Weed Removal (minimum)	\$	95.00	Y
	Equipment Use Fees:			
	Tractor, Mower and Labor (hourly)	\$	90.00	
	Lawn Tractor, Lawn Mower and Labor (hourly)	\$	60.00	
705.06	Private Drain Discharge Violation Surcharge (per month)	\$	75.00	N
710.03	Wastewater Usage Charge (per 1,000 gallons)	\$	2.23	N
	Wastewater Service Charge (per month):			
	Single Family Dwelling	\$	26.86	
	Multiple Family Dwelling, \$4.00 (per unit) plus	\$	54.32	
	Residential Sewer with no water meter	\$	38.33	
	Business / Commercial Establishment	\$	30.89	
	Manor Apartments	\$	155.56	
	Large Commercial (i.e. service station, church, creamery)	\$	32.92	
	Liquor Stores, On/off Sale	\$	37.75	
	Restaurants	\$	73.16	
	Convenience Store / Car Wash	\$	38.49	
	Schools	\$	52.60	
	Commercial with no water meter	\$	35.18	
	Wastewater Main Stub-out Charge (per parcel)	\$	3,800.00	
	Wastewater Hook-up Charge (per parcel)	\$	1,200.00	
	Wastewater Bulk Dumping Fee	\$	25.00	
715.01	Water Usage Charge (per 1,000 gallons)	\$	2.00	COMMERCIAL - Y
	Water Service Charge (per month)	\$	7.00	RESIDENTIAL - N
	Water Tower Debt Service Fee (per unit)	\$	2.89	
	Water Tower Debt Service Fee (per 1,000 gallons)	\$	2.22	
	Water Tower Maintenance Fee (per 1,000 gallons)	\$	1.59	
	Water Main Stub-out Charge (per parcel)	\$	3,800.00	
	Water Hook-up Charge (per parcel)	\$	1,200.00	
	Hydrant Water Sales (per 1,000 gallons)	\$	10.00	
	Water Reconnection Fee	\$	50.00	
	Water Disconnection Fee	\$	50.00	
	Water Testing Fee	\$	0.45	
	Water Meter Change		actual cost of meter	
	Water / Sewer Account Update	\$	15.00	
	Water Account / Meter Investigation	\$	20.00	
710.03	Utility Late Payment Service Charge	\$	15.00	
715.03	Water Security Fee	\$	0.75	
715.03	Utility Labels (full or partial set)	\$	35.00	
910	Pets, Boarding (per day)	\$	8.00	Y
	Animal License Fee	\$	5.00	
	Animal Impound Fees:			
	1st time	\$	50.00	
	2nd time	\$	75.00	
	3rd time	\$	100.00	
	Animal Disposal Fee	\$	75.00	
1100.11	Park Rental Fee, Lion's Club Park (daily, includes shelter / gazebo area)	\$	35.00	Y
1200.07	Intoxicating Liquor & Beer:			
	On-Sale Liquor	\$	2,345.00	N
	Off-Sale Liquor	\$	100.00	
	Special Sunday Sales	\$	200.00	
	Temporary On-Sale Liquor	\$	25.00	
	Temporary On-Sale 3.2 Beer	\$	15.00	
	3.2 Annual On-Sale	\$	200.00	

Code / Section	Subject	Fees/Charges	Sales Tax
2010-007	Nuisance Response (minimum)	\$	95.00
	Equipment Use Fees:		
	Tractor, Mower and Labor (hourly)	\$	90.00
	Lawn Tractor, Lawn Mower and Labor (hourly)	\$	60.00
2011-010	Fire & Rescue Responder Hours (per hour, per responder)	\$	20.00
	Fire & Rescue Responder Hours (per hour, per responder)-Non-Area Fire Service/Tax Paying Residents	\$	40.00
	Administrative Fee	\$	27.00
	Oxygen	\$	15.00
	Gloves	\$	5.00
	Bandages	\$	5.00
	Splints	\$	5.00
	Defibrillator	\$	25.00
	Suction	\$	15.00
	Blankets	\$	10.00
	Cold Compress	\$	2.00
	Air Bags	\$	25.00
	Jaws (Extraction)	\$	25.00
	Generator	\$	25.00
	Vehicle Fee (Pumper #1, Pumper #2, Water Truck, Brush Truck, Rescue Van (per vehicle responding)	\$	150.00
2012-003	Peddler's and Solicitors License		
	10 day permit within a 12 month period	\$	50.00
	30 day permit within a 12 month period	\$	100.00
	90 day permit within a 12 month period	\$	150.00
2012-003	Transient Merchants, Peddlers, and Solicitors Violation		
	Violation (daily)	\$	25.00
	City Hall Rental Fee	\$	35.00
	Charitable Gambling Transaction Fee	\$	25.00
	Small Cities Development Program Transaction Fee	\$	300.00
	Map Request	\$	10.00
	Map Creation	\$	50.00
	Administrative Staff Time (hourly)	\$	85.00
	Copying Charges (per page)	\$	0.25
	Special Assessment Search	\$	10.00
	Blanket Easement Vacation Fee	Per Actual Cost	
	Mileage Reimbursement	Current IRS Rate	
	Driveway Aprons and Curb and Gutter	Per Actual Cost	
	Industrial Park Purchase and Business Subsidy Interest Security Deposit of \$5,000.00 and per actual cost (difference refunded or due)		
	Street Reconstruction, per the Manual of Assessment Standards and Policies Revised 1997 Annexation Request Fee Security Deposit of \$1,000 and per actual cost (difference refunded or due)		

Adopted by the Freeport City Council this 5th day of May, 2012

_____  
Matthew Worms, Mayor

ATTEST:

_____  
Victoria Holthaus, City Clerk

## **RESOLUTION 2019-05**

### **Resolution of the City Council of Freeport, Minnesota Adopting Assessment for Nuisance Abatement at 208 Second Avenue NW.**

**Whereas**, pursuant to proper notice duly given as required by law, the Freeport City Council has met and heard and passed upon all objections to the proposed assessment for Nuisance Abatement at 208 Second Avenue NW.

#### **Now Therefore, Be It Resolved By the City Council of Freeport, Minnesota:**

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the land named therein, and the tract of land therein included is hereby found to be benefited by abatement of nuisance conditions in the amount of the assessment levied against it.
2. Such assessment shall be payable in one installment, the installment to be payable on or before the first Monday in January 2020, and shall bear interest at the rate of two percent (2.00%) per annum from the date of the adoption of this assessment resolution. To the installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2020.
3. The owner of the property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Clerk-Treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and owner of the property so assessed may, at any time thereafter, pay to the City Clerk-Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The City Clerk-Treasurer shall forthwith transmit a certified duplicate of this assessment to the Stearns County Auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the Freeport City Council on January 29, 2019.

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Michael Eveslage, Mayor

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Adrianna Hennen, City Clerk-Treasurer

**Assessment Roll**  
**Nuisance Abatement at 208 Second Avenue SW**  
**Adopted January 29, 2019**

Owner	Parcel No.	Property Address	Property Description	Assessment	w/ 2% interest to 12/31/2019	w/ 2% interest on 1/1/2020
Daniel K. Loehrer II	54.32193.0000	208 2 nd Ave SW	N50' OF LT 6 & N50 OF W20' OF LT 5 BLK2 BLOCK 002 LOT 005 SubdivisionCd12 SubdivisionName TOWNSITE OF FREEPORT Section 03 Township 125 Range 032	\$2,999.50	\$3,054.72	\$3,114.71

City of Freeport  
Printer/Copier Contract Comparisons

	Current Lease	Proposed Leases					
	Marco	Marco		Metro	Metro	Loffler	Loffler
		Konica	Konica	Ricoh	Ricoh	Canon	Canon
	Canon 3230	Minolta 287	Minolta C258	MP-2555	MPC-2004ex	4535i II	C5540i II
	Refurbished	New	New	New	New	New	New
	B&W	B&W	Color	B&W	Color	B&W	Color
	60 month lease	60 month lease	60 month lease	60 month rental	60 month rental	60 month lease	60 month lease
Base charge	\$ 108.04	\$ 95.00	\$ 115.00	\$ 71.95	\$ 89.87	\$ 97.00	\$ 84.00
Maintenance Program	\$ -	\$ -	\$ -	\$ 23.33	\$ 23.33	\$ -	\$ -
Shipping	\$ 5.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Monthly Charge	\$ 113.04	\$ 95.00	\$ 115.00	\$ 95.28	\$ 113.20	\$ 97.00	\$ 84.00
Prints Included - B&W	2,000	1,800	1,800	1,867	1,867	0	0
Excess Print Rate	\$ 0.02276	\$ 0.009	\$ 0.009	\$ 0.0125	\$ 0.0125	\$ 0.0074	\$ 0.0074
Prints Included - Color	N/A	N/A	\$ -	N/A	\$ -	\$ -	\$ -
Excess Print Rate	N/A	N/A	\$ 0.065	N/A	\$ 0.065	\$ 0.063	\$ 0.063
*annual reconciliation*							
Prints used last 12 months	21,875						
Avg prints used per month	1,823						
Prints billed last 12 months	24,000						
Prints billed but not used	2,125						
	rates increased	fixed rates	fixed rates	fixed rates	fixed rates	fixed rates	fixed rates
Extra costs	staples	staples	staples	none	none	staples	staples
		removal of machine	removal of machine			removal of machine	removal of machine
		at end of lease	at end of lease			at end of lease	at end of lease
						*all prints charged per page*	

## Minnesota Pay Equity Management System - Freeport(19-No Submission)

[Home](#)[Utilities](#)[Go To](#)[Log Out](#)**Pay Equity Implementation Form**

Information entered on this page is not submitted until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

**Part A: Jurisdiction Identification**

Jurisdiction: Freeport

Jurisdiction Type: CITY - City

P.O. Box 301

Freeport

Contact:	Name	Title	Phone	Email
	Adrianna Hennen	Clerk-Treasurer	320-836-2112	Adrianna@freeportmn.org

**Part B: Official Verification**

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

State Job Match ▼

Describe below if the job evaluation system used is: "The same as last year", "A new system", "A substantially modified system from last year", or another descriptor not listed here: (*less than 240 characters)

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and

There is no difference ▼ and female classes are not at a disadvantage.

3. An official notice has been posted at:  
City Hall Bulletin Board  
(prominent location) (*less than 60 characters)

informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

City Council

(governing body) (*less than 60 characters)

Michael Eveslage

(chief elected official)(*less than 60 characters)

Mayor

(title) (*less than 60 characters)

☒ Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

**Part C: Total Payroll**

168,388.10 is the annual payroll for the calendar year just ended December 31.

# Job Class Data Entry Verification List

Freeport  
LGID 1192

Case: 2019DATA

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
1	Deputy Treasurer	0	1	F	178	\$2,604.70	\$3,516.26		3.00	
2	Public Works Director	1	0	M	256	\$3,466.00	\$4,852.40		4.00	
3	Clerk-Treasurer	0	1	F	292	\$3,812.60	\$5,337.64		5.00	

Job Number Count: 3