

**City of Freeport  
Water Fund  
Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Twelve Months Ended December 31, 2019 (Unaudited)**

	Final Budget 2019	Year-to-Date Amount 12/31/19	Year-to-Date % of Budget 12/31/19	Variance With Final Budget
<b>REVENUES:</b>				
General Sales and Use Tax	0	849	N/A	849
State Grants & Aid/PERA	0	0	N/A	0
Charges for Services	120,200	123,906	103.1%	3,706
Special Assessments	14,000	18,839	134.6%	4,839
Miscellaneous	4,000	4,216	105.4%	216
Total Revenues	<u>138,200</u>	<u>147,810</u>	<u>107.0%</u>	<u>9,610</u>
<b>EXPENDITURES:</b>				
Supplies	3,450	3,010	87.3%	440
Professional Services	8,935	3,336	37.3%	5,599
Training	350	408	116.4%	(58)
Insurance	825	774	93.8%	51
Utilities	6,300	5,797	92.0%	503
Water Treatment	8,800	6,834	77.7%	1,966
Debt Service	72,360	72,360	100.0%	0
Miscellaneous	72,830	2,183	3.0%	70,647
Total Expenditures	<u>173,850</u>	<u>94,702</u>	<u>54.5%</u>	<u>79,148</u>
Excess of Revenues Over (Under) Expenditures	<u>(35,650)</u>	<u>53,108</u>	<u>-149.0%</u>	<u>88,758</u>
<b>OTHER SOURCES (USES):</b>				
Transfers In	0	0	N/A	0
Transfers Out	(54,867)	(54,867)	100.0%	0
Total Other Sources (Uses)	<u>(54,867)</u>	<u>(54,867)</u>	<u>100.0%</u>	<u>0</u>
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>(90,517)</u>	<u>(1,759)</u>	<u>1.9%</u>	<u>88,758</u>

**FUND BALANCES:**

January 1	<u>1,914,479</u>
December 31	<u><u>1,912,720</u></u>

	Balance 2018	Balance 2019
<b>CASH:</b>		
January 1	456,954	471,827
Increase (Decrease) in Cash	14,873	1,406
December 31, 2018/December 31, 2019	<u>471,827</u>	<u>473,233</u>

**City of Freeport  
Waste Water Fund  
Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Twelve Months Ended December 31, 2019 (Unaudited)**

	Final Budget 2019	Year-to-Date Amount 12/31/19	Year-to-Date % of Budget 12/31/19	Variance With Final Budget
<b>REVENUES:</b>				
Charges for Services	137,200	134,887	98.3%	(2,313)
Miscellaneous	550	983	178.8%	433
<b>Total Revenues</b>	<b>137,750</b>	<b>135,870</b>	<b>98.6%</b>	<b>(1,880)</b>
<b>EXPENDITURES:</b>				
Supplies	4,100	3,811	93.0%	289
Professional Services	25,701	35,120	136.6%	(9,419)
Training	350	407	116.3%	(57)
Insurance	1,700	1,216	71.5%	484
Utilities	1,150	1,125	97.8%	25
Waste Water Treatment	2,900	3,252	112.1%	(352)
Debt Service	27,650	27,650	100.0%	0
Miscellaneous	61,632	0	0.0%	61,632
<b>Total Expenditures</b>	<b>125,183</b>	<b>72,581</b>	<b>58.0%</b>	<b>52,602</b>
<b>Excess of Revenues     Over (Under) Expenditures</b>	<b>12,567</b>	<b>63,289</b>	<b>503.6%</b>	<b>50,722</b>
<b>OTHER SOURCES (USES):</b>				
Transfers In	0	0	N/A	0
Transfers Out	(43,800)	(43,800)	100.0%	0
<b>Total Other Sources (Uses)</b>	<b>(43,800)</b>	<b>(43,800)</b>	<b>100.0%</b>	<b>0</b>
<b>Excess of Revenues &amp; Other Sources     Over (Under) Expenditures &amp; Other Uses</b>	<b>(31,233)</b>	<b>19,489</b>	<b>-62.4%</b>	<b>50,722</b>

**FUND BALANCES:**

January 1	<u>2,036,475</u>
December 31	<u><u>2,055,964</u></u>

	Balance 2018	Balance 2019
<b>CASH:</b>		
January 1	64,914	99,535
Increase (Decrease) in Cash	34,621	22,357
December 31, 2018/December 31, 2019	<u>99,535</u>	<u>121,892</u>

**City of Freeport**  
**Water USDA Reserve**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**For the Twelve Months Ended December 31, 2019 (Unaudited)**

	Final Budget 2019	Year-to-Date Amount 12/31/19	Year-to-Date % of Budget 12/31/19	Variance With Final Budget
<b>REVENUES:</b>				
Total Revenues	0	0	N/A	0
<b>EXPENDITURES:</b>				
Total Expenditures	0	0	N/A	0
Excess of Revenues Over (Under) Expenditures	0	0	N/A	0
<b>OTHER SOURCES (USES):</b>				
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	<u>13,867</u>	<u>13,867</u>	<u>100.0%</u>	<u>0</u>
<b>FUND BALANCES:</b>				
January 1		<u>83,202</u>		
December 31		<u><u>97,069</u></u>		

	Balance 2018	Balance 2019
<b>CASH:</b>		
January 1	69,335	83,202
Increase (Decrease) in Cash	<u>13,867</u>	<u>13,867</u>
December 31, 2018/December 31, 2019	<u><u>83,202</u></u>	<u><u>97,069</u></u>

**City of Freeport**  
**Waste Water USDA Reserve**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**For the Twelve Months Ended December 31, 2019 (Unaudited)**

	Final Budget 2019	Year-to-Date Amount 12/31/19	Year-to-Date % of Budget 12/31/19	Variance With Final Budget
<b>REVENUES:</b>				
Total Revenues	0	0	N/A	0
<b>EXPENDITURES:</b>				
Total Expenditures	0	0	N/A	0
Excess of Revenues Over (Under) Expenditures	0	0	N/A	0
<b>OTHER SOURCES (USES):</b>				
Transfers In	2,800	2,800	100.0%	0
Transfers Out	0	0	N/A	0
Total Other Sources (Uses)	2,800	2,800	100.0%	0
Excess of Revenues & Other Sources Over (Under) Expenditures & Other Uses	2,800	2,800	100.0%	0
<b>FUND BALANCES:</b>				
January 1		16,800		
December 31		19,600		

	Balance 2018	Balance 2019
<b>CASH:</b>		
January 1	14,000	16,800
Increase (Decrease) in Cash	2,800	2,800
December 31, 2018/December 31, 2019	16,800	19,600

# Memo

---

From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 2/10/2020

Re: Public Works Report

---

The City has completed the purchase of the 2001 Dodge Grand Caravan for \$600.

Preferred Controls confirmed to Loren that there is a one-year warranty on the upgraded SCADA system. That includes training and any troubleshooting that needs to happen to get it running correctly at no extra charge. They also said the computer itself usually comes with a three-year manufacturer's warranty.

460 Huskie Drive  
 Suite 102  
 Albany, MN 56307

**DATE: December 27, 2019**

**To:** City of Freeport, MN

**Ref:** SCADA System Upgrade

**Attn:** Loren Goebel

**Quote Number:** 1810100  
**Estimator:** Tom Mehr  
 mehrt@preferredcontrols.com  
 cell: (320) 493 0965

QTY	DESCRIPTION	UNIT PRICE	TOTAL
1	<b>SCADA SOFTWARE UPGRADE</b> -Replace MCS Guardian software with Wonderware Systems Platform software features include: <ul style="list-style-type: none"> <li>• Web access</li> <li>• Enhanced historical trending with Historian</li> <li>• Situational awareness graphics deployed on OMI view node</li> <li>• User data analysis through user configurable Wonderware Insight license</li> </ul>	\$6,750	\$6,750
1	-Provide MCS OPC Server <ul style="list-style-type: none"> <li>• MCS OPC Server allows existing MCS hardware to remain at all sites: wells, tower, lift station, city hall.</li> </ul>	\$950	\$950
1	-Provide Alarm Notification Software. Features include: <ul style="list-style-type: none"> <li>• Text / Email notification.</li> <li>• Voice notification</li> <li>• Web server</li> <li>• Alarm grouping, calls lists and scheduling</li> </ul>	\$2,850	\$2,850
1	-Provide upgraded database based reporting software	\$750	\$750
1	<b>COMPUTER HARDWARE</b> -Provide upgraded SCADA computer, mouse, and monitor, New Windows OS, New MS Office Pro	\$1,500	\$1,500
	<b>PROGRAMMING AND COMMISSIONING SERVICES</b> -All required SCADA graphics programming. -All required SCADA reporting programming. -All required MCS controller programming. -All Commissioning Services	\$7,150	\$7,150
		<b>Total:</b>	<b>\$19,950.00</b>

Terms: 50% down, 40% upon delivery of hardware, 10% upon completion  
 Price does not include taxes.  
 Price INCLUDES shipping to customer.

Job Duty	Date	Initial
Well, tower, pond checks, put wing on plow truck, pulled	FRI 1/17/2020	SL/SN
garland at so it will dry. plowed snow	"	SL
Well, tower, pond checks, plowed snow, needed to <del>fix</del> replace alternator on	SAT 1/18/2020	SL/ME
ton truck	"	SL
Well, tower, pond checks, clean parking lots by senior Center v. Field	SUN 1/19/2020	SL
Well, tractor, lift station, pond checks, water samples, pushed snow,	MON 1/20/2020	SL
brought tractor to Farm Center replace Fuel Filter. (Holiday)	"	SL
Well, tower, pond checks, reports city hall, put garland away, pushed	TUE 1/21/2020	SL
snow on industrial drive.	"	SL
Well, tower, pond checks, push snow with tractor, cleared at	Wed 1/22/2020	SL
Flow station, belly bladed roads	"	SL
Well, tower, pond, lift station checks, water samples,	THUR 1/23/2020	SL
scraped ice away from <del>roads</del> gutters, blew snow at	"	SL
ponds, agenda packets	"	SL
Well, tower, pond checks, belly bladed roads	FRI 1/24/20	SL
Well, tower, pond checks	SAT 1/25/20	SL
Well, tower, pond checks	SUN 1/26/20	SL
Well, tower, pond, lift station checks, water samples, garbage	MON 1/27/20	SL
took lights off lift + put away.	"	SL
Well, tower, pond checks, finished putting lights away, scraped	TUE 1/28/20	SL
snow w/ tractor	"	SL
Well, tower, pond checks -	Wed 1/29/20	SL
Well, tower, lift station, pond checks, water sampling, garbage	THUR 1/30/20	SL
blew snow	"	SL
Well, tower, pond checks, water meter readings, scraped	FRI 1/31/20	SL
roads + sanded	"	SL
Well, tower, pond checks,	SAT 2/1/20	SL
Well, tower, pond checks	SUN 2/2/20	SL
Well, tower, lift station, pond checks, water samples, garbage, clean	MON 2/3/20	SL
stop pond behind Bob Hoeschens - test drive van	"	SL
Well, tower, pond checks, finished behind Bob Hoeschens, cleaned	TUE 2/4/20	SL
at shop	"	SL
Well, tower, pond checks	Wed 2/5/20	SL
	THUR	SL
Well, tower, lift station, pond checks, water samples, reports at City	FRI 2/6/20	SL



Building a Better World  
for All of Us®

## MEMORANDUM

TO: City Council

FROM: Dave Blommel, PE (Lic. MN)

DATE: February 11, 2020

RE: Council Update  
SEH No. FREEP GEN 14.00

In the last month, we have made significant progress on the Facility Plan for the upcoming sanitary sewer project. I will provide a brief summary of the report findings at your March Meeting.

The Bureau of Water and Soil Resources (BWSR) grant awards were announced in late January. Unfortunately, the storm water collection and treatment associated with the 2021 project was not selected for funding in the first attempt. It is very common for first year applications to not be chosen. We intend to submit to the program again next year with hopes of better results. Often, second year submittals fare better as the review committee is more familiar with the project.

Kotzer Excavating, Inc. has completed the Welle Country Acres Pond cleanout located east of 9<sup>th</sup> Street. In addition to all of the vegetation removed, approximately 2 feet of sediment was found in the pond bottom. Work to level out the stock pile and additional cleanup will be required with more favorable weather. Given the amount of ice included with the sediment, the required drying may not take place until early summer.

I plan to attend your meeting to answer any questions you may have.

dwb/mrb

p:\j\freep\common\\_council mtg\2020\2020.02.12 council update.docx



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

300 Riverside Avenue NW

Melrose, Minnesota 56352

Telephone (320) 256-4205

Fax (320) 256-7201

February 12, 2020

Joan Wall  
City of Freeport  
125 Main Street East  
Freeport, MN 56331

BY ELECTRONIC MAIL

Re: Monthly Legal Report

Dear Ms. Wall:

During the period from January 22, 2020 through February 11, 2020, we have not given significant attention to any projects on behalf of the City of Freeport.

Respectfully submitted,  
Dymoke Law Office, P.A.

*Scott E. Dymoke*  
by Scott E. Dymoke

# Memo

---

From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 2/10/2020

Re: Rental Licensing

---

Andy Grieve confirmed that the Freeport Fire Department is willing to do the rental inspections. Mid-MN Code Enforcement has already completed some of the inspections and six of the rental licenses have been issued by the City.