



## **CITY OF FREEPORT**

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

**April 28, 2020** - Regular Meeting Agenda  
Freeport City Hall - 7:00 pm

### Call to Order

- I. Approve Agenda
- II. Local Board of Appeal and Equalization (1-2 and separate packet)
- III. Open Public Forum
- IV. Consent Agenda
  - a. March 31, 2020 Council Meeting Minutes (3-5)
  - b. Claims 4046-4074 (6-10)
  - c. Sheriff's Report (11)
- V. Reports
  - a. Clerk-Treasurer Report (12-14 and separate packet)
  - b. Fire Department Report (15)
  - c. Public Works Report (16)
  - d. Engineer Report (17)
  - e. Attorney Report (18)
- VI. Old Business
  - a.
- VII. New Business
  - a. Resolution 2020-09 Annual Liquor License Renewals (19-20)
  - b. Insurance on Old Water Tower (21)
  - c. Joan Wall Performance Review (22)
- VIII. Adjourn

Next Regular Meeting: May 26, 2020



# COUNTY OF STEARNS

## PROPERTY SERVICES DIVISION

### Property Assessment Services

Administration Center RM 37 • 705 Courthouse Square • St. Cloud, MN 56303  
320/656-3680 • Fax: 320/229-7032 • www.co.stearns.mn.us

To: Freeport City Officials

From: Michelle Hinnenkamp, CMA  
Stearns County, Senior Appraiser

Meeting Date: April 28<sup>th</sup>, 2020

Re: 2020 Assessment, Sales Ratio Information

Below are the average market value changes for properties in Freeport city for the 2020 assessment, taxes payable 2021. There were 14 qualified sales from October 1, 2018 through September 30, 2019 out of 24 total sales. The overall median ratio is 87.6%. The overall increase for Residential and Agricultural combined for Freeport city was about (+) 7%.

**Residential** ..... (+) 5-7% increase

The overall Median sale price for all Residential properties is \$187,800

The Range of sale prices North of i94 was \$ 78,500 to \$198,000 with a Median sale price of \$146,800

The Range of sale prices South of i94 was \$163,700 to \$198,000 with a Median sale price of \$193,500

**Agricultural** ..... (+) 2-4% increase

**New Construction total** (Residential, Commercial & AG).....\$216,200

**Commercial / Industrial** ..... (+) 1-3% increase

**Apartments** ..... (+) 4-7% increase

(Please keep in mind that percent change is an average. The actual increase/decrease will depend on the characteristics of the property)

Property valuations in Freeport city are based on an extensive analysis of real estate sales that occur each year. The assessor carefully monitors changes in the sale prices for all properties by reviewing market trends. The chief tool used to evaluate the assessment of properties is the sales ratio study. This statistical analysis compares the assessor's estimated market value with the actual purchase price paid for arms-length sale properties.

By law, valuations of all properties are updated every year on the assessment date, January 2<sup>nd</sup>. The 2020 valuations are based upon sales that occurred within a twelve-month study period, covering the months from October 1<sup>st</sup>, 2018 through September 30<sup>th</sup>, 2019. Minnesota's property tax laws require the assessor to value property at market value. The legal assessment level is considered to be 100% of market value, but the acceptable level established by the Department of Revenue is when the overall sales ratio falls between 90%-105% of market value. Sales ratios that are above or below the required assessment level, means values must change to reflect the current market activity in the area. Assessor's typically target 95%-97% median sales ratio.

If you have any questions, you can contact me by phone or email.

**Michelle Hinnenkamp, Senior Appraiser**

(320)656-3691

[michelle.hinnenkamp@co.stearns.mn.us](mailto:michelle.hinnenkamp@co.stearns.mn.us)

**Stearns County Assessor:** Jake Pidde (320)656-3682

**Stearns County Assistant Assessor:** Randy Lahr (320)656-6559



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### March 31, 2020 – Meeting Minutes

A regular meeting of the Freeport City Council was convened at 7:02 pm by Mayor Mike Eveslage, and councilmembers Sarah Blake, Ben Ettle, Tim Hennen, and Jake Renneker.

Staff in attendance: Clerk-Treasurer Joan Wall, Public Works Director Loren Goebel, City Engineer Dave Blommel, City Attorney Scott Dymoke, Fire Chief Andy Grieve.

Others in attendance:

Carol Moorman (Melrose Beacon)

Rodney Atkinson (310 8<sup>th</sup> St SE)

Branden Roering (Freeport Fire Dept)

Note: most attended the meeting remotely.

#### Approve Agenda

Wall asked to move item c under New Business to item d under New Business, and add Resolution 2020-08 Proclaiming and Declaring a Local Emergency as item c under New Business. Hennen moved to approve the agenda with the changes, seconded by Blake. Roll call vote: Blake-yes, Ettle-yes, Eveslage-yes, Hennen-yes, Renneker-yes.

#### Public Hearing – PFA Project Funding

Blommel explained the City is applying for a grant to fix the sanitary sewer system for \$1.5 million. Resolution 2020-07 is the first step in the process, but does not commit the City to the project. After no further comment, Hennen moved to close the public hearing, seconded by Ettle. Roll call vote: Blake-yes, Ettle-yes, Eveslage-yes, Hennen-yes, Renneker-yes.

#### Public Forum

No comments.

#### Consent Agenda

Renneker moved to approve the consent agenda, seconded by Ettle. Roll call vote: Blake-yes, Ettle-yes, Eveslage-yes, Hennen-yes, Renneker-yes.

#### Reports

##### Clerk-Treasurer Report

By consensus, Council agreed to move the June meeting to June 23. Wall reported the audit fieldwork has gone well and so far, there are no entries to do to make corrections. The annual MCFOA meeting to be held March 16-19 was cancelled and we expect to receive a refund after their May board meeting.

### Fire Department Report

Grieve reported that earlier this month they sent three crews to the Becker fire and did six-hour shifts. The fire department received several thank you letters from the Becker middle school. There were four medical calls this month and no fire calls. The farm safety event with Albany got postponed because of the coronavirus pandemic. Drills have also been cancelled as a result of the pandemic. They have been working on a plan for if one of the members gets sick with the virus.

### Public Works Report

Goebel reported on the storm drain on the north side of 7<sup>th</sup> Street between the ball park and the community center that runs out to the Interstate ditch. We have been planning on fixing the manhole there because the multiple lines of water drainage have been going under the culvert and wrecking the area. We were going to have Kotzer lower the pipe and fix it. When Kotzer looked at it, he determined the whole manhole should be fixed because it's going to fall apart and it's full of sand. Kotzer will prepare a quote for that work and lifting the manhole on 5<sup>th</sup> Avenue by Beutz's house.

### Engineer Report

Blommel reported that he had just received Kotzer's quote this afternoon and it is about \$2,000 for the work on both the manholes Goebel just talked about. Eittle moved to approve the manhole work, seconded by Renneker. Roll call vote: Blake-yes, Eittle-yes, Eveslage-yes, Hennen-yes, Renneker-yes.

Blommel reminded the Council that Resolution 2020-07 is the first step in the process for when we do assessments. Hennen moved to approve Resolution 2020-07, seconded by Blake. Roll call vote: Blake-yes, Eittle-yes, Eveslage-yes, Hennen-yes, Renneker-yes.

Blommel reported that Sherwin Williams will also be inspecting the paint on the old water tower and they do it for free. Eveslage stated that Maguire Iron had offered to do a free inspection as well.

### Attorney Report

Dymoke reported that he has been working on items surrounding the impact of the pandemic, including this meeting.

### Old Business

#### Rental Licensing

Dymoke explained with Ordinance 2020-03 registration is changed from annually to bi-annually. Eittle moved to approve Ordinance 2020-03, seconded by Blake. Roll call vote: Blake-yes, Eittle-yes, Eveslage-yes, Hennen-yes, Renneker-yes.

### New Business

#### Resolution 2020-06 Assign Addresses to Don Meyer & Stevens Properties Parcels

Hennen moved to approve Resolution 2020-06, seconded by Eittle. Roll call vote: Blake-yes, Eittle-yes, Eveslage-yes, Hennen-yes, Renneker-yes.

### COVID-19

Council had no objections to the actions that have been taken so far. By consensus, Council agrees that we should continue to limit access to city hall. After discussion, the consensus of the Council is to stop water shut-offs temporarily, be in contact with residents who are late to set up payment plans, and continue charging late fees.

Eveslage and Grieve have worked on a proposed plan for what will happen if one of the Fire Department members is potentially exposed to the coronavirus without protective gear during a call. If a patient coughs, sneezes, or spits on them, some firefighters won't want to go home in case they infect their family. Eveslage and Grieve propose to allow a firefighter to quarantine for 14 days at the senior citizen center. They would like to pay quarantined firefighters their current hourly pay rate 24 hours per day for weekdays (10 out of the 14 days). The pay could be used for food and supplies and this arrangement is only available for COVID-19. Grieve doesn't want the firefighter to wait until the end of the year to be paid and Wall confirmed that would not be a problem. Eveslage moved to approve the use of the senior citizen center for firefighter COVID-19 quarantine and to pay them 24 hours per day up to 10 days, seconded by Hennen. Roll call vote: Blake-yes, Ertle-yes, Eveslage-yes, Hennen-yes, Renneker-yes.

#### Resolution 2020-08

Dymoke explained this resolution references state laws for governing emergencies and allows local units of government to declare a local emergency. We have already been acting under the mayor's declaration, but that is only good for three days. By approving this, Council is saying keep doing what you are doing. It loosens some of the regular requirements for open meetings and some decisions for things related to the pandemic. It allows Eveslage and Wall to make decisions and they would follow up with Council afterward. Hennen moved to approve Resolution 2020-08, seconded by Blake. Roll call vote: Blake-yes, Ertle-yes, Eveslage-yes, Hennen-yes, Renneker-yes.

#### Website Update and Contract Renewal

Hennen moved to approve renewing with Barry Weber, seconded by Renneker. Roll call vote: Blake-yes, Ertle-yes, Eveslage-yes, Hennen-yes, Renneker-yes.

#### Adjourn

Hennen moved to adjourn, seconded by Blake. Roll call vote: Blake-yes, Ertle-yes, Eveslage-yes, Hennen-yes, Renneker-yes.

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Mayor, Mike Eveslage

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City Clerk-Treasurer, Joan Wall

04/14/20  
13:22:10

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 4/20

Page: 1 of 2  
Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4046		15 ALBANY MUTUAL TELEPHONE	244.02					
	10381403	04/01/20 836-2411	38.85			225 42200	320	10100
	10381403	04/01/20 836-2413	36.28			225 42200	320	10100
	10381753	04/01/20 836-7158	38.62			101 41000	320	10100
	10381550	04/01/20 836-2685	18.69			601 43225	320	10100
	10381550	04/01/20 836-2685	18.69			602 43250	320	10100
	10381276	04/01/20 836-2112	92.89			101 41000	320	10100
		Total for Vendor:	244.02					
4047		70 CENTERPOINT ENERGY	222.98					
	03/23/20	Maintenance building	86.22			101 43100	382	10100
	03/23/20	Fire hall	136.76			225 42200	382	10100
		Total for Vendor:	222.98					
4048		76 CENTRAL MINNESOTA CREDIT UNION	120.83					
	03/31/20	Walmart-PNP election supplies	17.71			101 41450	210	10100
	03/31/20	Charlie's Cafe-PNP supplies	25.00			101 41450	210	10100
	03/31/20	RemotePC-annual subscription	22.12			101 41000	210	10100
	03/31/20	USPS - general postage	55.00			101 41000	200	10100
	03/31/20	Stearns Co Beacon Fee	1.00			101 41000	433	10100
		Total for Vendor:	120.83					
4049		145 FINKEN WATER SOLUTIONS	23.00					
	1195647	04/01/20 Water softener rental	15.00			101 41000	410	10100
	1195648	04/01/20 Maintenance cooler rental	8.00			101 43100	410	10100
		Total for Vendor:	23.00					
4050		387 RAHNS OIL & PROPANE, INC	129.25					
	4887	03/31/20 Public works fuel	129.25			101 43100	215	10100
		Total for Vendor:	129.25					
4051		437 STAR PUBLICATIONS LLC	60.97					
	185651	03/31/20 Legal Ad - Important Info	36.20			101 41000	350	10100
	185651	03/31/20 Legal Ad - Public Hearing	24.77			101 41000	350	10100
		Total for Vendor:	60.97					

04/14/20  
13:22:10

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 4/20

Page: 2 of 2  
Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4052		510 VERIZON WIRELESS	42.53					
	9851663018	04/01/20 Loren cell phone - April	42.53			101 43100	320	10100
		Total for Vendor:	42.53					
4053		750 WASTE MANAGEMENT, INC	148.21					
	6922733	04/01/20 City hall & maint building	134.46			101 43100	383	10100
	6922017	04/01/20 Fire hall	13.75			225 42200	383	10100
		Total for Vendor:	148.21					
4054		525 XCEL ENERGY, INC	2,616.28					
	679434863	04/03/20 Streetlights	710.61			101 43160	381	10100
	679251112	04/02/20 302188142	194.15			601 43225	381	10100
	679251112	04/02/20 302252262	86.20			101 43160	381	10100
	679251112	04/02/20 302290398	210.43			101 41000	381	10100
	679251112	04/02/20 302679657	125.76			101 43100	381	10100
	679251112	04/02/20 302700297	23.96			602 43250	381	10100
	679251112	04/02/20 302947044	258.02			601 43225	381	10100
	679251112	04/02/20 303193187	43.07			602 43250	381	10100
	679251112	04/02/20 303616049	215.83			225 42200	381	10100
	679251112	04/02/20 303936749	45.29			101 43160	381	10100
	679251112	04/02/20 303956738	394.15			101 43160	381	10100
	679251112	04/02/20 303963984	239.00			101 43160	381	10100
	679251112	04/02/20 303985901	34.85			101 43160	381	10100
	679251112	04/02/20 304083816	12.42			101 43160	381	10100
	679251112	04/02/20 304098414	22.54			602 43250	381	10100
		Total for Vendor:	2,616.28					
		# of Claims	9	Total:	3,608.07			



CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 4/20

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4055		24 AMERICAN SOLUTIONS FOR BUSINESS	447.66					
	04668236	03/24/20 Check Stock	447.66			101 41000	210	10100
		Total for Vendor:	447.66					
4056		751 CITY OF FREEPORT	141.95					
	03/31/20	Fire hall water usage Jan-Mar	141.95			225 42200	384	10100
		Total for Vendor:	141.95					
4057		123 DYMOKE LAW OFFICE, P. A.	375.00					
	04/01/20	Address resolution	62.50			101 41000	302	10100
	04/01/20	Rental ordinance	62.50			101 41000	302	10100
	04/01/20	Open meeting - pandemic	125.00			101 41000	302	10100
	04/01/20	City Council meeting	125.00			101 41000	302	10100
		Total for Vendor:	375.00					
4058		793 ECONO SIGNS	197.34					
	10-959437	03/26/20 Pedestrian crossing sign	197.34*			101 43100	580	10100
		Total for Vendor:	197.34					
4059		752 EXPERT T BILLING	135.00					
	6862	04/13/20 5 calls billed - March	135.00*			225 42200	300	10100
		Total for Vendor:	135.00					
4060		641 FREEPORT ELECTRIC, INC	126.85					
	3456	03/27/20 Repair street lights	126.85			101 43160	311	10100
		Total for Vendor:	126.85					
4061		174 GOPHER STATE ONE CALL, INC	16.20					
	0030401	03/31/20 12 emailed tickets	8.10			601 43225	300	10100
	0030401	03/31/20 12 emailed tickets	8.10			602 43250	300	10100
		Total for Vendor:	16.20					
4062		194 HENNEN LUMBER CO, INC	94.80					
	46643	03/06/20 1pk gold hinges - city hall	5.59			101 41000	210	10100
	46643	03/06/20 4 Bags yellow salt - city hall	28.12			101 41000	210	10100
	46643	03/06/20 4 Bags yellow salt - shop	28.12			101 43100	210	10100

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	46643	03/06/20 Tape - shop	7.99			101 43100	220	10100
	46643	03/06/20 Puddy knife - shop	5.46			101 43100	220	10100
	46942	03/25/20 24" rod - tractor	0.99			101 43100	220	10100
	46942	03/25/20 Double A batteries - general	2.45			101 43100	220	10100
	46942	03/25/20 Lock nuts - tractor	0.16			101 43100	220	10100
	47073	03/31/20 8 Keys	15.92			101 43100	210	10100
		Total for Vendor:	94.80					
4063		769 METRO SALES, INC	91.57					
	INV1569546	04/01/20 Finance charge	1.70			101 41000	410	10100
	INV1574562	04/10/20 Rental charge 3/15/20-4/14	89.87			101 41000	410	10100
		Total for Vendor:	91.57					
4064		657 PRO HYDRO-TESTING LLC	156.00					
	103410	04/14/20 Pressure test air tanks - FD	156.00			225 42200	220	10100
		Total for Vendor:	156.00					
4065		794 RANDY R SCHREIFELS	373.30					
All are Sauk River Watershed Assessments except the last invoice								
	50089870	04/01/20 Parcel: East of ponds	10.60			101 43100	430	10100
	50088844	04/01/20 Parcel: Maintenance shop	10.23			101 43100	430	10100
	50088843	04/01/20 Parcel: City hall	10.22			101 43100	430	10100
	50091411	04/01/20 Parcel: Welle 2 park area	10.25			101 43100	430	10100
	3056827	04/01/20 Welle 3 land - property tax	332.00			300 46500	430	10100
		Total for Vendor:	373.30					
4066		782 RMB ENVIRONMENTAL LABORATORIES	94.00					
	497198	04/13/20 Pre-Di scharge	94.00			602 43250	460	10100
		Total for Vendor:	94.00					
4067		710 SAUK CENTRE FLEET SUPPLY	11.84					
	246800	04/06/20 Water sample shipping	11.84			601 43225	200	10100
		Total for Vendor:	11.84					

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4068		413 SCHLENNER WENNER & CO	3,760.00					
	253359	03/31/20 Fire Relief Assoc audit	3,760.00			225 42200	301	10100
		Total for Vendor:	3,760.00					
4069		418 SEH, INC	6,800.00					
	384714	04/06/20 2020 Freeport Facility Plan	4,964.00			417 43100	300	10100
	384714	04/06/20 2020 Freeport Facility Plan	1,088.00			601 43225	300	10100
	384714	04/06/20 2020 Freeport facility Plan	748.00			602 43250	300	10100
		Total for Vendor:	6,800.00					
4070		651 STATE OF MINNESOTA DEPT OF	200.00					
	M111701	04/03/20 Facility ID 11415 city well#1	100.00			601 43225	433	10100
	M111702	04/03/20 Facility ID 11418 city well#2	100.00			601 43225	433	10100
		Total for Vendor:	200.00					
4071		440 STEARNS CO AUDITOR-TREASURER	112.40					
	00000063	03/31/20 Special assessment fees	20.40			101 41550	304	10100
	00000063	03/31/20 Truth-In-Taxation fee	92.00			101 41000	350	10100
		Total for Vendor:	112.40					
4073		795 TANNER GERTKEN	4.67					
	04/03/20	Utilities refund	4.67			601 34000		10100
		Total for Vendor:	4.67					
4072		516 WEBER PRINTING	1,559.00					
	33154	04/01/20 Website hosting 05/20-04/21	500.00			101 41000	300	10100
	33154	04/01/20 New website theme	59.00			101 41000	300	10100
	33154	04/01/20 Move data/design to new theme	1,000.00			101 41000	300	10100
		Total for Vendor:	1,559.00					
4074		525 XCEL ENERGY, INC	132.41					
	681420091	04/20/20 Water tower	132.41			601 43225	381	10100
		Total for Vendor:	132.41					
		# of Claims	20	Total:				14,829.99

# ***FREEPORT CALLS***

<u>City</u>	<u>Date Received</u>	<u>Call #</u>	<u>Description</u>	<u>Actual Incid Location</u>
FREEPORT	03/18/2020 12:50:03	20023201	911 ABANDONED CALL	
FREEPORT	03/17/2020 00:00:26	20022781	ALARM	
FREEPORT	03/17/2020 19:32:16	20023016	BAR CHECK/BAR CROWD	
FREEPORT	03/17/2020 19:34:30	20023017	BAR CHECK/BAR CROWD	
FREEPORT	03/17/2020 19:36:10	20023018	COMMUNITY POLICING	
FREEPORT	03/31/2020 01:06:44	20025975	DIRECTED PATROL	
FREEPORT	03/05/2020 00:05:01	20018965	DOOR CHECK(S)	
FREEPORT	03/14/2020 20:23:02	20022175	DRUNK DRIVER ARREST	
FREEPORT	03/17/2020 09:00:39	20022831	FOLLOW UP	
FREEPORT	03/03/2020 12:24:07	20018432	HARASSMENT COMPLAINT	
FREEPORT	03/01/2020 13:08:48	20017853	HAZARD	
FREEPORT	03/17/2020 22:56:40	20023073	JUVENILE/RUNAWAY	
FREEPORT	03/18/2020 14:08:52	20023214	MATTER OF INFORMATION	
FREEPORT	03/18/2020 14:20:07	20023218	MATTER OF INFORMATION	
FREEPORT	03/18/2020 15:12:40	20023229	MATTER OF INFORMATION	
FREEPORT	03/03/2020 13:50:09	20018456	MATTER OF INFORMATION	
FREEPORT	03/05/2020 07:33:49	20019036	MATTER OF INFORMATION	
FREEPORT	03/12/2020 19:25:11	20021529	MEDICAL EMERGENCY	
FREEPORT	03/09/2020 17:54:10	20020515	NO PAY CUSTOMER	
FREEPORT	03/10/2020 15:15:40	20020725	REPORT WRITING	
FREEPORT	03/21/2020 15:16:06	20023923	REPORT WRITING	
FREEPORT	03/19/2020 11:21:18	20023407	REPORT WRITING	
FREEPORT	03/22/2020 08:00:02	20024059	SUSPICIOUS VEHICLE	
FREEPORT	03/08/2020 14:30:02	20020171	SUSPICIOUS VEHICLE	
FREEPORT	03/05/2020 08:54:53	20019054	THEFT	
FREEPORT	03/06/2020 09:05:11	20019367	TRAFFIC STOP	
FREEPORT	03/04/2020 20:46:08	20018907	TRAFFIC STOP	
FREEPORT	03/01/2020 20:35:30	20017939	TRAFFIC STOP	
FREEPORT	03/08/2020 21:22:01	20020279	TRAFFIC STOP	
FREEPORT	03/14/2020 21:35:35	20022203	TRAFFIC STOP	
FREEPORT	03/14/2020 22:24:40	20022222	TRAFFIC STOP	
FREEPORT	03/25/2020 17:23:00	20024826	TRAFFIC STOP	
FREEPORT	03/25/2020 17:38:13	20024830	TRAFFIC STOP	
FREEPORT	03/18/2020 10:14:23	20023158	TRAINING ONLINE	
FREEPORT	03/20/2020 10:10:47	20023659	TRAINING ONLINE	
FREEPORT	03/17/2020 23:08:29	20023074	UAV ASSIST	

# Memo

From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 4/23/2020

Re: Clerk-Treasurer Report

1. The Memorial Day holiday is May 25. City hall will be closed.
2. We received the following email from Stearns County regarding property tax receipts:  
To Stearns County Cities:

The COVID-19 Pandemic has affected many businesses and other property owners and their ability to meet the current first half property tax due date of May 15. In response to this, the Stearns County Board on 4/21/2020 passed a resolution to allow a forgiveness of penalty for payments prior to July 15.

This forgiveness would not apply to parcels which are escrowed, Utilities, or have a total tax bill over \$100,000. This penalty delay will impact the amount and timing of the collection and distribution of property taxes to your taxing authority. Because of this, and to help with your cash flow needs, we will add two settlement dates and distribute 100% of the collections received and available on the collection dates of May 15, June 15 & July 15. Please see the table below for an anticipated schedule of first half distributions.

Collection Date	Settlement Date
1/1-5/15/2020	June 18th
5/16-6/15/2020	July 2nd
6/16-7/15/2020	July 30th

It is too early to tell the implications of this decision, but with collections already received and the assumption those exempted from the penalty forgiveness continue to pay by the May 15<sup>th</sup> deadline, we would be at 59% of the first half taxes due. This percentage will increase as payments are received in the next three weeks, but we do not anticipate collecting 100%.

3. On the following pages, you will see the fund summary and variance explanations page for the first quarter financials. The more detailed financial information is in a separate document which was sent along with the agenda packet.

**City of Freeport**  
**All Funds Summary**  
**For the Three Months Ended March 31, 2020 (Unaudited)**

	General Fund	AWSA 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
<b>REVENUES:</b>																		
<b>Property Taxes</b>																		
Property Tax Levy	0			0	0	0												0
Other Taxes	0		0															0
General Sales and Use Tax														196				196
Special Assessments	0				0	0								0	0			0
Licenses and Permits	795																	795
State Grants & Aid	0	550									0			0				550
Grants & Aids from Local Governmental Units		0																0
Charges for Services	30													27,808	31,604			59,442
Public Safety		7,985																7,985
Fines and Forfeitures	169																	169
Loan Payments Received							0											0
Miscellaneous	3,426	1,751		217	(16)	179	289	51	8	16	692	120	208	1,602	407			8,951
<b>Total Revenues</b>	<b>4,420</b>	<b>10,286</b>	<b>0</b>	<b>217</b>	<b>(16)</b>	<b>179</b>	<b>289</b>	<b>51</b>	<b>8</b>	<b>16</b>	<b>692</b>	<b>120</b>	<b>208</b>	<b>29,607</b>	<b>32,011</b>	<b>0</b>	<b>0</b>	<b>78,088</b>
<b>EXPENDITURES:</b>																		
General Government	4,116																	4,116
Legislative (Council/Board)	20																	20
Executive (Mayor/Manager)	0																	0
Clerk	19,199																	19,199
Elections	1,509																	1,509
Auditor	0																	0
Assessor	0																	0
Planning / Zoning	0																	0
Building Official	0																	0
Civil Defense	0																	0
Public Works	18,202																	18,202
Highways, Streets & Roadways	5,572										0							5,572
Street Lighting	3,489																	3,489
Recreation	0																	0
Parks	1,393							0										1,393
Salaries & Benefits		0																0
Supplies		3,623		24										223	170			4,040
Professional Services		1,904		0							14,892			3,294	2,274			22,365
Fire Dept Aid		0																0
Training		2,280												125	125			2,530
Insurance		1,887												203	282			2,372
Utilities		1,186												1,526	257			2,968
Repairs		1,473																1,473
Water/Waste Water Treatment														1,245	418			1,663
Debt Service					127,995	175,973								68,395	31,200			403,563
Miscellaneous		410	0	0										3,325	3,325			7,060
<b>Total Expenditures</b>	<b>53,499</b>	<b>12,762</b>	<b>0</b>	<b>24</b>	<b>127,995</b>	<b>175,973</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,892</b>	<b>0</b>	<b>0</b>	<b>78,336</b>	<b>38,051</b>	<b>0</b>	<b>0</b>	<b>501,531</b>
<b>Excess of Revenues</b>																		
<b>Over (Under) Expenditures</b>	<b>(49,079)</b>	<b>(2,476)</b>	<b>0</b>	<b>194</b>	<b>(128,011)</b>	<b>(175,793)</b>	<b>289</b>	<b>51</b>	<b>8</b>	<b>16</b>	<b>(14,200)</b>	<b>120</b>	<b>208</b>	<b>(48,729)</b>	<b>(6,040)</b>	<b>0</b>	<b>0</b>	<b>(423,443)</b>
<b>OTHER SOURCES (USES):</b>																		
Transfers In	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfers Out	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Other Sources (Uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Excess of Revenues &amp; Other Sources</b>																		
<b>Over (Under) Expenditures &amp; Other Uses</b>	<b>(49,079)</b>	<b>(2,476)</b>	<b>0</b>	<b>194</b>	<b>(128,011)</b>	<b>(175,793)</b>	<b>289</b>	<b>51</b>	<b>8</b>	<b>16</b>	<b>(14,200)</b>	<b>120</b>	<b>208</b>	<b>(48,729)</b>	<b>(6,040)</b>	<b>0</b>	<b>0</b>	<b>(423,443)</b>
<b>FUND BALANCES:</b>																		
January 1	631,965	284,397	0	215,525	58,691	149,202	98,467	17,518	2,780	5,430	243,340	40,851	70,985	1,873,786	2,021,561	97,069	19,600	5,831,167
March 31	582,886	281,922	0	215,719	(69,320)	(26,592)	98,756	17,569	2,788	5,446	229,139	40,971	71,193	1,825,057	2,015,521	97,069	19,600	5,407,725
<b>CASH:</b>																		
January 1	626,284	276,513	1,379	74,180	58,577	149,079	98,467	17,518	2,780	5,430	243,340	40,851	70,985	474,963	122,332	97,069	19,600	2,379,346
Increase (Decrease) in Cash	(52,247)	(5,701)	(1,379)	182	(127,897)	(175,670)	289	51	8	16	(14,200)	120	208	(49,389)	(5,902)	0	0	(431,512)
March 31	574,038	270,812	0	74,363	(69,320)	(26,592)	98,756	17,569	2,788	5,446	229,139	40,971	71,193	425,573	116,429	97,069	19,600	1,947,834

**City of Freeport  
Budget Variance Explanations  
For the Three Months Ended March 31, 2020 (Unaudited)**

General Fund Revenue

Property Taxes & State Funds:	These funds come in June/July and December
Other Taxes:	
Franchise Fees	We receive this in December
Licenses and Permits	Liquor licenses and building permits are starting to come in now

General Fund Expenditures

Elections	\$1,500 cost of March PNP election - expecting reimb from State
-----------	---

AFSA Fund Revenue

State Grants & Aid/PERA	Most of these funds come in September
Public Safety	Fire Contract funds come in April & May
Miscellaneous	
Interest Earnings	\$800 interest earned
Donations - Private	\$950 From various donors

AFSA Fund Expenditures

Salaries	Fire Dept salaries are paid in December
Fire Dept Aid	Pass-through funds - offset by State Aid revenue

EDA Fund Revenue

Property Taxes	These funds come in June/July and December
Miscellaneous	Interest Earnings
	Interest is more than budgeted due to Xcel easement pmt rec'd

Bonds, 2013 (Refunding of Main St Improvements) Revenue

Property Taxes & Special Assessments	These funds come in June/July and December
--------------------------------------	--

Bonds, 2013 (Refunding of Main St Improvements) Expenditures

Debt Service	There is only one large principal payment per year on this bond. A much smaller interest payment will be paid in July.
--------------	---

Bonds, 2012 (Refunding of Industrial Park) Revenue

Property Taxes	These funds come in June/July and December
----------------	--

Bonds, 2012 (Refunding of Industrial Park) Expenditures

Debt Service	There is only one large principal payment per year on this bond. A much smaller interest payment will be paid in July.
--------------	---

Street Improvements Fund Expenditures

Professional Services	SEH's facility plan for the sanitary sewer project
-----------------------	--

Water Fund Revenue

Special Assessments	These funds come in June/July and December
---------------------	--

Water Fund Expenditures

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

Waste Water Fund Expenditures

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

# Memo

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From: Andy Grieve, Fire Chief

To: Freeport City Council

Date: 4/22/2020

Re: Fire Department Report

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1. The Fire Department will be looking to fill three vacancies.
2. The Fire Department would like ID cards, to be paid for by the Area Fire Service Fund.



Job Duty	Date	Initial
<del>Well, tower, lift station, pond checks, water samples, ran small engines, worked on weed wackers, cleaned at shop</del>	Mon 3/23/20	XJ
Well, tower, pond checks, water samples, ran small engines, worked on weed wackers, cleaned at shop	"	XJ
Well, tower, pond checks, garbage, paperwork, went thru sweeper manual, dog complaint - looked for dogs.	Tue 3/24/20	XJ
Well, tower, pond checks, dog complaint, parts for battery holder on SD tractor, adjusted brooms on sweeper	"	XJ
Well, tower, lift station, pond checks, water samples, gopher calls cleaned at shop, flowmeter at flow station alarms, removed insulation at pond intake	Wed 3/25/20	XJ
Well, tower, pond checks, garbage, power outage 12:17 am check well houses & lift station	Thur 3/26/20	XJ
Well, tower, pond checks, Tower "New" Communication Failure	"	XJ
Well, tower, pond checks	FRI 3/27/20	XJ
Well, tower, lift station, pond checks, water samples, swept streets	SAT 3/28/20	XJ
Well, tower, pond checks, water meter reading, met w/ Kotzer took hangers of electric poles.	SUN 3/29/20	XJ
Well, tower, pond checks, swept, reports city hall, clean sweeper	MON 3/30/20	XJ
Well, tower, pond, lift station checks, water samples, ton truck hit, picked up ems supplies, reports city hall.	TUE 3/31/20	XJ
Well, tower, pond checks, water reading, shop clean	WED 4/1/20	XJ
Well, tower, pond checks	THUR 4/2/20	XJ
Well, tower, pond checks	FRI 4/3/20	XJ
Well, tower, pond checks	SAT 4/4/20	XJ
Well, tower, lift station, pond checks, water samples, Flushed hydrants, water samples, pre-discharge samples, water tower inspection	SUN 4/5/20	XJ
Well, tower, pond checks, garbage	MON 4/6/20	XJ
Well, tower, pond checks, sweeper oil & fuel filter change, tractor fenders replaced, charge battery on zero turn & put back in - ran -	TUE 4/7/20	XJ
Well, tower, lift station, pond checks, water samples, static / drawdown samples & reports.	WED 4/8/20	XJ
Well, tower, pond checks, got fan blower fixed on van -	THUR 4/9/20	XJ
Well, tower, pond checks	FRI 4/10/20	XJ
Well, tower, pond checks	SAT 4/11/20	XJ
Well, tower, pond checks	SUN 4/12/20	XJ
Well, tower, lift station, pond checks, water samples, put new <sup>blade</sup> hub on zero turn & mowed lawn, SEH inspection - garbage	MON 4/13/20	XJ
Well, tower, pond check, gopher calls, paperwork	TUE 4/14/20	XJ



Building a Better World  
for All of Us®

## MEMORANDUM

TO: Freeport City Council

FROM: Dave Blommel, PE (Lic. MN)  
Freeport City Engineer

DATE: April 21, 2020

RE: Council Update  
SEH No. FREEP GEN 14.00

During the past month we have primarily worked on the feasibility study portion of the 2021 project. I would like to present the project in person in either May or June depending on when the in person meeting restrictions end. If we are unable to have in person meetings by June we will have to just move forward with a virtual presentation at that time to keep the project on track.

I plan to attend your meeting via the go-to-meeting next week if you have any questions for me.

dwb

p:\fj\freep\common\\_council mtg\2020\2020.04.21 council update.docx

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

300 Riverside Avenue NW

Melrose, Minnesota 56352

Telephone (320) 256-4205

Fax (320) 256-7201

April 21, 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 March 25, 2020 through April 20, 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

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From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 4/21/2020

Re: Annual Liquor License Renewals

---

It is time to begin the annual liquor license renewals. In order to help licensees who have been affected by the lack of business during the Coronavirus pandemic, the City has the authority to prorate or refund a portion of the annual liquor license fees.

Emergency Executive Order 20-04 closed bars and restaurants as of March 17. Emergency Executive Order 20-33 extended the closures through May 4. If the closures are not extended, the total number of days closed will be 49, which is 13.4% of the days in one year.

Ackie's and Pooch's pay \$2,645 annually, so their refund or discount would be \$354. The Rec Club pays \$2,545 annually, so their refund or discount would be \$341. The Black Sox have not yet been affected, and their annual fee is \$200.

I would like Council to give us direction on whether to prorate or refund annual liquor license fees, and if so, how to go about it.

The annual renewal date has not been extended so Resolution 2020-09 to approve annual renewals is shown on the next page.



**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

**RESOLUTION 2020-09**

**RESOLUTION APPROVING ANNUAL LIQUOR LICENSE RENEWALS**

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

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

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

THEREFORE; Freeport City Council approves the renewal of the following licenses subject to the terms set for in the Minnesota Statutes and Freeport City Code 1200 for the period of July 1, 2020 to June 30, 2021:

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

DATED THIS 28th DAY OF APRIL, 2020

Motion by:

Second by:

Council members in favor:

Council member opposed or abstained:

ATTEST:

\_\_\_\_\_  
Michael Eveslage, Mayor

\_\_\_\_\_  
Joan Wall, Clerk-Treasurer

# Memo

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From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 4/21/2020

Re: Insurance on Old Water Tower

---

It has come to our attention that we don't have insurance on the old water tower. Fritz Hoeschen at North Risk Partners will do research on what it would cost to add back to the City's insurance, but needs a value for the water tower in order to do that. Lori reached out to Dave Blommel, who replied:

Assigning a value is pretty tough for something that has no value to the water system.

2 options.

1. It stays standing. We figure out what it would cost to repair and reinstall it if it fell down. I have a project going on right now and the assembly and repainting of a new tower is about \$300,000. That is for a smaller, but taller tower than Smiley. I think that would be a pretty fair value. Maybe go a bit higher in the event that we have to replace damaged portions of the tower. I would say \$325k - \$350k.

2. The other option is to assign it a value equivalent to what it would be to take it down given a insurance loss. I would say that value is more in the \$75,000 - \$100,000 range as it would be done under emergency conditions so the cost is higher.

What are Council's thoughts on this?

# Memo

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From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 4/23/20

Re: Joan Wall Performance Review

---

Below you will see the averages of each of the categories from the performance reviews of all five councilmembers.

Planning/Organization: 26.6 out of 35

Communication: 15.6 out of 20

Decision-Making/Initiative: 11.2 out of 15

Professional Ethics: 15.2 out of 20

Work Attendance and Punctuality: 11\* out of 15

Compliance with City Codes and Regulations: 11 out of 15

Total: 90.6\* out of 120 – Exceeds Requirements: Meets or exceeds expectations and requirements for quality, quantity, and/or time.

\* Items were left blank by the reviewers, which makes this score lower than it could be. End result of Exceeds Requirements is the same.