



## **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)

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

### Call to Order

- I. Approve Agenda
- II. Open Public Forum
- III. Consent Agenda
  - a. June 23, 2020 Council Meeting Minutes (1-3)
  - b. Claims 4153-4193 (4-10)
- IV. Reports
  - a. Clerk-Treasurer Report (11-13 plus separate packet)
  - b. Fire Department Report (N/A)
  - c. Public Works Report (14-16)
  - d. Engineer Report (17)
  - e. Attorney Report (18)
- V. Old Business
  - a.
- VI. New Business
  - a. CARES Act Funding (19)
  - b. Review Personnel Policy (20 plus separate packet)
- VII. Adjourn

Next Regular Meeting: August 25, 2020



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### **June 23, 2020 – Meeting Minutes**

A regular meeting of the Freeport City Council was convened at 7:00 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, Administrative Assistant Lori Austing, City Engineer Dave Blommel, City Attorney Scott Dymoke, Fire Chief Andy Grieve.

Others in attendance:

Carol Moorman (Star Post)  
Keith Fischer (109 3<sup>rd</sup> St SW)

Ryan Schmidt (Schlenner Wenner & Co)

### **Approve Agenda**

Wall asked to add claim #4152 for Northland Trust Services to the consent agenda under item b. Ettle moved to approve the agenda with the change, seconded by Hennen. Motion carried 5-0.

### **2019 Audit Presentation**

Ryan Schmidt from Schlenner Wenner & Co. presented a summary of the 2019 audited financial statements. The City received an unmodified (clean) opinion, which is the best opinion one can receive. Schmidt reported the audit went very smoothly in spite of performing it remotely due to the COVID-19 pandemic.

### **Public Forum**

Keith Fischer asked the Council if the City could address the parking and traffic congestion on 3<sup>rd</sup> Street SW across from Oak Station Coffee & Cone. People park in his driveway, in front of the driveway, and on the grass. Fischer brought some examples of what other cities have done to address parking issues.

### **Consent Agenda**

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

### **Reports**

#### Clerk-Treasurer Report

Wall is taking July 6 off so City Hall will be closed from noon to 4:30 on that day.

#### Fire Department Report

Grieve reported that in the last month they had four medical calls and two fire calls. Grieve asked Council to approve the hiring of the three firefighter candidates pending their physicals. This would bring the fire department back up to a full roster of 25. Ettle moved to approve hiring the three firefighters pending physicals, seconded by Hennen. Motion carried 5-0.

### Public Works Report

Nothing additional to report.

### Engineer Report

Blommel handed out preliminary amounts for the 2021 project along with maps showing the planned improvements. The current plan consists of:

Sewer lining (no excavation):

- Alley between Main Street and 2<sup>nd</sup> Street NE – CSAH 11 to 3<sup>rd</sup> Avenue NE
- Alley between 2<sup>nd</sup> Street NE and 3<sup>rd</sup> Street NE – CSAH 11 to the extension of 3<sup>rd</sup> Avenue NE
- Trunk sewer along 3<sup>rd</sup> Avenue NE – 2<sup>nd</sup> Street SE to 120 feet north of 2<sup>nd</sup> Street NE

Water, sewer, and street work:

- 2<sup>nd</sup> Street SE – CSAH 11 to 4<sup>th</sup> Avenue SE
- 3<sup>rd</sup> Street SE – CSAH 11 to 4<sup>th</sup> Avenue SE
- 3<sup>rd</sup> Avenue SE – 2<sup>nd</sup> Street SE to 3<sup>rd</sup> Street SE
- 4<sup>th</sup> Avenue SE – 2<sup>nd</sup> Street SE to 3<sup>rd</sup> Street SE
- 3<sup>rd</sup> Street NW – CSAH 11 to 4<sup>th</sup> Avenue NW
- 4<sup>th</sup> Street NW – 120 feet west of CSAH 11 to 2<sup>nd</sup> Avenue NW
- 2<sup>nd</sup> Avenue NW – 2<sup>nd</sup> Street NW to 4<sup>th</sup> Street NW

Street work:

- 7<sup>th</sup> Street SE

Blommel suggested the City may want to double our budget for crack sealing. Blommel would like to meet with staff and one or two council members to go over the assessment process in a work session. The feasibility plan may be brought for approval during the July meeting and an assessment hearing for affected property owners during the August meeting.

### Attorney Report

Dymoke had nothing to report.

### Old Business

#### Painting the Old Water Tower

Blommel stated Maguire Iron and Tri-State Coatings are proposing the same paint we already have on the tower. KLM's quote is for a very different coating system. It is a better product and may last longer, but because it is different, the City may have more problems down the road. Goebel added Tri-State Coatings currently does the inspections on our new tower. It was noted that Maguire Iron would re-center the logo at no additional charge and Tri-State Coatings would charge an additional \$3,000. Eittle moved to hire Tri-State Coatings and have them center the logo for a total of \$33,000, seconded by Hennen. Motion carried 4-1.

#### Painting Curbs by Oak Station Coffee & Cone

Hennen stated that citizens have contacted him about parking issues around Oak Station. When cars are parked on both sides of the street, it's difficult for the residents who live on that street to get through. People are having trouble turning down the street with a pickup and trailer. Blommel reported that Jodi Teich, Stearns County Engineer, said the City can paint as much curb as we want. After discussion, Council directed Goebel to paint the curb yellow 30 feet in front of Fischer's house, 30 feet in front of Oak Station

and around the corner to the handicapped access, and 30 feet in front of Charlie's house across the street from Oak Station.

Election Update and Resolution 2020-10 Election Judges

Ettle moved to approve Resolution 2020-10, seconded by Renneker. Motion carried 5-0.

Rescind Resolution 2020-08 Declaring COVID-19 Emergency

Renneker moved to rescind Resolution 2020-08, seconded by Ettle. Motion carried 5-0.

**New Business**

COVID-19 Preparedness Plan

Ettle moved to approve the COVID-19 Preparedness Plan, seconded by Hennen. Motion carried 5-0.

Adjourn

At 8:23 pm, Ettle moved to adjourn, seconded by Renneker. Motion carried 5-0.

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Mayor, Mike Eveslage

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City Clerk-Treasurer, Joan Wall

07/09/20  
12:15:05

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 7/20

Page: 1 of 2  
Report ID: AP100V

\* ... Over spent expenditure

| Claim/ | Check    | Vendor #/Name/<br>Invoice #/Inv Date/Description | Document \$/<br>Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash<br>Account |
|--------|----------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 4153   |          | 15 ALBANY MUTUAL TELEPHONE                       | 247.68                  |         |      |               |             |                 |
|        | 10390993 | 07/01/20 836-2411                                | 39.69                   |         |      | 225 42200     | 320         | 10100           |
|        | 10390993 | 07/01/20 836-2413                                | 37.12                   |         |      | 225 42200     | 320         | 10100           |
|        | 10391340 | 07/01/20 836-7158                                | 39.61                   |         |      | 101 41000     | 320         | 10100           |
|        | 10390867 | 07/01/20 836-2112                                | 91.41                   |         |      | 101 41000     | 320         | 10100           |
|        | 10391140 | 07/01/20 836-2685                                | 19.92                   |         |      | 601 43225     | 320         | 10100           |
|        | 10391140 | 07/01/20 836-2685                                | 19.93                   |         |      | 602 43250     | 320         | 10100           |
|        |          | Total for Vendor:                                | 247.68                  |         |      |               |             |                 |
| 4154   |          | 70 CENTERPOINT ENERGY                            | 45.78                   |         |      |               |             |                 |
|        | 06/23/20 | Maintenance building                             | 21.90                   |         |      | 101 43100     | 382         | 10100           |
|        | 06/23/20 | Fire Hall  | 23.88                   |         |      | 225 42200     | 382         | 10100           |
|        |          | Total for Vendor:                                | 45.78                   |         |      |               |             |                 |
| 4155   |          | 145 FINKEN WATER SOLUTIONS                       | 23.00                   |         |      |               |             |                 |
|        | 1209990  | 07/01/20 Water softener rental                   | 15.00                   |         |      | 101 41000     | 410         | 10100           |
|        | 1209991  | 07/01/20 Maint water cooler rental               | 8.00                    |         |      | 101 43100     | 410         | 10100           |
|        |          | Total for Vendor:                                | 23.00                   |         |      |               |             |                 |
| 4156   |          | 309 MINNESOTA LIFE INSURANCE CO                  | 3.40                    |         |      |               |             |                 |
|        | 06/12/20 | Goebel   | 1.70                    |         |      | 101 43000     | 131         | 10100           |
|        | 06/12/20 | Wall   | 1.70                    |         |      | 101 41400     | 131         | 10100           |
|        |          | Total for Vendor:                                | 3.40                    |         |      |               |             |                 |
| 4157   |          | 387 RAHNS OIL & PROPANE, INC                     | 405.42                  |         |      |               |             |                 |
|        | 5226     | 06/30/20 Public works fuel                       | 318.33                  |         |      | 101 43100     | 215         | 10100           |
|        | 5226     | 06/30/20 Fire dept fuel                          | 87.09                   |         |      | 225 42200     | 215         | 10100           |
|        |          | Total for Vendor:                                | 405.42                  |         |      |               |             |                 |
| 4158   |          | 437 STAR PUBLICATIONS LLC                        | 672.00                  |         |      |               |             |                 |
|        | 187413   | 06/30/20 Drinking water report                   | 672.00*                 |         |      | 601 43225     | 350         | 10100           |
|        |          | Total for Vendor:                                | 672.00                  |         |      |               |             |                 |

07/09/20  
12:15:05

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Page: 2 of 2  
Report ID: AP100V

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|--------|-------|---|--------------|---------|------|---------------|-------------|---------|--|----------|
|        |       | Invoice #/Inv Date/Description              | Line \$      |         | PO # | Fund Org Acct | Object Proj | Account |  |          |
| 4159   |       | 510 VERIZON WIRELESS                        | 43.16        |         |      |               |             |         |  |          |
|        |       | 9857813525 07/01/20 Cell phone - Jul        | 43.16        |         |      | 101 43100     | 320         |         |  | 10100    |
|        |       | Total for Vendor:                           | 43.16        |         |      |               |             |         |  |          |
| 4160   |       | 750 WASTE MANAGEMENT, INC                   | 148.21       |         |      |               |             |         |  |          |
|        |       | 6941217 07/01/20 City hall & maint building | 134.46       |         |      | 101 43100     | 383         |         |  | 10100    |
|        |       | 6940509 07/01/20 Fire hall                  | 13.75        |         |      | 225 42200     | 383         |         |  | 10100    |
|        |       | Total for Vendor:                           | 148.21       |         |      |               |             |         |  |          |
| 4161   |       | 525 XCEL ENERGY, INC                        | 790.09       |         |      |               |             |         |  |          |
|        |       | 689433917 06/19/20 Water tower              | 100.86       |         |      | 601 43225     | 381         |         |  | 10100    |
|        |       | 691298987 07/06/20 Street lights            | 689.23       |         |      | 101 43160     | 381         |         |  | 10100    |
|        |       | Total for Vendor:                           | 790.09       |         |      |               |             |         |  |          |
|        |       | # of Claims                                 | 9            | Total:  |      |               |             |         |  | 2,378.74 |

07/24/20  
07:53:13

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Page: 1 of 5  
Report ID: AP100V

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|--------|----------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 4165   |          | 581 ALEX AIR APPARATUS, INC  | 295.30                  |         |      |               |             |                 |
|        | 2972     | 07/10/20 Repair air compressor   | 295.30                  |         |      | 225 42200     | 220         | 10100           |
|        |          | Total for Vendor:  | 295.30                  |         |      |               |             |                 |
| 4166   |          | 675 CUSTOMIZED FIRE RESCUE TRAINING                                    | 800.00                  |         |      |               |             |                 |
|        | 1715     | 06/29/20 Training 5/28/20, 6/15/20                                     | 800.00                  |         |      | 225 42200     | 330         | 10100           |
|        |          | Total for Vendor:  | 800.00                  |         |      |               |             |                 |
| 4167   |          | 123 DYMOKE LAW OFFICE, P.A.  | 125.00                  |         |      |               |             |                 |
|        | 07/01/20 | City Council meeting   | 125.00                  |         |      | 101 41000     | 302         | 10100           |
|        |          | Total for Vendor:  | 125.00                  |         |      |               |             |                 |
| 4168   |          | 129 EHLERS & ASSOCIATES, INC   | 750.00                  |         |      |               |             |                 |
|        | 83826    | 07/08/20 Continuing disclosure fee                                     | 750.00                  |         |      | 101 41000     | 300         | 10100           |
|        |          | Total for Vendor:  | 750.00                  |         |      |               |             |                 |
| 4169   |          | 134 EMERGENCY APPARATUS MAINTENANCE,                                   | 2,910.76                |         |      |               |             |                 |
|        | 112517   | 06/16/20 Truck #406 replace valve                                      | 2,910.76                |         |      | 225 42200     | 401         | 10100           |
|        |          | Total for Vendor:  | 2,910.76                |         |      |               |             |                 |
| 4170   |          | 752 EXPERT T BILLING   | 162.00                  |         |      |               |             |                 |
|        | 7192     | 07/14/20 6 calls billed-June   | 162.00*                 |         |      | 225 42200     | 300         | 10100           |
|        |          | Total for Vendor:  | 162.00                  |         |      |               |             |                 |
| 4171   |          | 626 FIRE SAFETY USA, INC   | 1,073.00                |         |      |               |             |                 |
|        | 136042   | 06/23/20 Truck #405 repair   | 1,073.00                |         |      | 225 42200     | 401         | 10100           |
|        |          | Total for Vendor:  | 1,073.00                |         |      |               |             |                 |
| 4172   |          | 641 FREEPORT ELECTRIC, INC   | 69.37                   |         |      |               |             |                 |
|        | 3619     | 07/08/20 Repair street light   | 69.37                   |         |      | 101 43160     | 311         | 10100           |
|        |          | Total for Vendor:  | 69.37                   |         |      |               |             |                 |
| 4173   |          | 155 FREEPORT FARM CENTER, INC  | 620.54                  |         |      |               |             |                 |
|        |          | Replace broken pulleys - straighten spindle mount, replace bent blades |                         |         |      |               |             |                 |
|        | W13681   | 07/10/20 Tractor and mower repairs                                     | 620.54                  |         |      | 101 45200     | 220         | 10100           |
|        |          | Total for Vendor:  | 620.54                  |         |      |               |             |                 |

07/24/20  
07:53:13

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For the Accounting Period: 7/20

Page: 2 of 5  
Report ID: AP100V

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|--------|----------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 4174   |          | 174 GOPHER STATE ONE CALL, INC                   | 20.25                   |         |      |               |             |                 |
|        | 0060402  | 06/30/20 15 emailed tickets                      | 10.13                   |         |      | 601 43225     | 300         | 10100           |
|        | 0060402  | 06/30/20 15 emailed tickets                      | 10.12                   |         |      | 602 43250     | 300         | 10100           |
|        |          | Total for Vendor:                                | 20.25                   |         |      |               |             |                 |
| 4175   |          | 184 HACH COMPANY                                 | 165.69                  |         |      |               |             |                 |
|        | 12005876 | 06/19/20 Fluoride                                | 79.20                   |         |      | 601 43225     | 210         | 10100           |
|        | 12005876 | 06/19/20 Chlorine                                | 57.90                   |         |      | 601 43225     | 210         | 10100           |
|        | 12005876 | 06/19/20 Freight charges                         | 28.59                   |         |      | 601 43225     | 210         | 10100           |
|        |          | Total for Vendor:                                | 165.69                  |         |      |               |             |                 |
| 4176   |          | 743 JIM'S WHOLESALE, INC                         | 35.95                   |         |      |               |             |                 |
|        | 193591   | 06/29/20 TP for ball park                        | 35.95                   |         |      | 101 45200     | 210         | 10100           |
|        |          | Total for Vendor:                                | 35.95                   |         |      |               |             |                 |
| 4177   |          | 668 JOAN WALL                                    | 35.89                   |         |      |               |             |                 |
|        | 07/15/20 | Mileage-pu election equip                        | 31.63*                  |         |      | 101 41450     | 335         | 10100           |
|        | 07/15/20 | Reimburse for cleaner                            | 4.26                    |         |      | 101 41000     | 210         | 10100           |
|        |          | Total for Vendor:                                | 35.89                   |         |      |               |             |                 |
| 4178   |          | 219 JOANN TIMP                                   | 180.00                  |         |      |               |             |                 |
|        | 07/23/20 | 5 cleanings 6/20/20-7/18/20                      | 180.00                  |         |      | 101 41000     | 300         | 10100           |
|        |          | Total for Vendor:                                | 180.00                  |         |      |               |             |                 |
| 4179   |          | 243 KOTZER EXCAVATING, INC                       | 3,050.00                |         |      |               |             |                 |
|        | 4133     | 05/22/20 5 loads gravel -skid loader             | 1,000.00                |         |      | 101 43100     | 311         | 10100           |
|        | 4168     | 06/18/20 Storm sewer repairs                     | 2,050.00                |         |      | 101 43100     | 311         | 10100           |
|        |          | Total for Vendor:                                | 3,050.00                |         |      |               |             |                 |
| 4180   |          | 294 MID CENTRAL HEATING & A/C, INC               | 16.56                   |         |      |               |             |                 |
|        | 194150   | 06/17/20 Creamery well house parts               | 16.56                   |         |      | 601 43225     | 220         | 10100           |
|        |          | Total for Vendor:                                | 16.56                   |         |      |               |             |                 |



07/24/20  
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CITY OF FREEPORT  
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For the Accounting Period: 7/20

Page: 3 of 5  
Report ID: AP100V

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|--------|-------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 4191   |                   | 309 MINNESOTA LIFE INSURANCE CO                  | 3.40                    |         |      |               |             |                 |
|        | 07/14/20          | Goebel   | 1.70                    |         |      | 101 43000     | 131         | 10100           |
|        | 07/14/20          | Wall   | 1.70                    |         |      | 101 41400     | 131         | 10100           |
|        |                   | Total for Vendor:                                | 3.40                    |         |      |               |             |                 |
| 4193   |                   | 799 PRIME SOURCE PRINTING &                      | 200.49                  |         |      |               |             |                 |
|        | 72888 06/24/20    | Logos for side-by-side ATV                       | 175.45                  |         |      | 225 42200     | 210         | 10100           |
|        | 73836 06/24/20    | Logos for side-by-side ATV                       | 25.04                   |         |      | 225 42200     | 210         | 10100           |
|        |                   | Total for Vendor:                                | 200.49                  |         |      |               |             |                 |
| 4182   |                   | 385 QUILL CORPORATION                            | 52.15                   |         |      |               |             |                 |
|        | 8459054 07/09/20  | Hand sanitizer                                   | 16.26                   |         |      | 101 41450     | 210         | 10100           |
|        | 8459054 07/09/20  | Binder clips                                     | 3.26                    |         |      | 101 41000     | 210         | 10100           |
|        | 8459054 07/09/20  | Pens   | 8.15                    |         |      | 101 41000     | 210         | 10100           |
|        | 7855787 06/17/20  | Trash bags                                       | 17.29                   |         |      | 101 41000     | 210         | 10100           |
|        | 7855787 06/17/20  | Pens for election                                | 7.19                    |         |      | 101 41450     | 210         | 10100           |
|        |                   | Total for Vendor:                                | 52.15                   |         |      |               |             |                 |
| 4181   |                   | 389 RAMLER TRUCK & TRAILER REPAIR,               | 178.64                  |         |      |               |             |                 |
|        | RI052510 07/22/20 | Truck #405 repair                                | 178.64                  |         |      | 225 42200     | 401         | 10100           |
|        |                   | Total for Vendor:                                | 178.64                  |         |      |               |             |                 |
| 4183   |                   | 782 RMB ENVIRONMENTAL LABORATORIES               | 188.00                  |         |      |               |             |                 |
|        | 506245 07/01/20   | Discharge  | 94.00                   |         |      | 602 43250     | 460         | 10100           |
|        | 506769 07/02/20   | Discharge  | 94.00                   |         |      | 602 43250     | 460         | 10100           |
|        |                   | Total for Vendor:                                | 188.00                  |         |      |               |             |                 |
| 4192   |                   | 710 SAUK CENTRE FLEET SUPPLY                     | 31.66                   |         |      |               |             |                 |
|        | 250514 07/22/20   | Repair parts                                     | 23.68                   |         |      | 601 43225     | 220         | 10100           |
|        | 250514 07/22/20   | Bushings   | 7.98                    |         |      | 101 43100     | 220         | 10100           |
|        |                   | Total for Vendor:                                | 31.66                   |         |      |               |             |                 |
| 4184   |                   | 413 SCHLENNER WENNER & CO                        | 2,850.00                |         |      |               |             |                 |
|        | 258258 06/30/20   | 2019 Audited Fin Statements                      | 2,400.00                |         |      | 101 41500     | 301         | 10100           |
|        | 258258 06/30/20   | 2019 OSA State Reporting                         | 450.00                  |         |      | 101 41500     | 300         | 10100           |
|        |                   | Total for Vendor:                                | 2,850.00                |         |      |               |             |                 |

07/24/20  
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Page: 4 of 5  
Report ID: AP100V

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|--------|------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 4185   |            | 418 SEH, INC   | 680.00                  |         |      |               |             |                 |
|        | 388463     | 07/03/20 2020 Freeport Facility Plan   | 496.40                  |         |      | 417 43100     | 300         | 10100           |
|        | 388463     | 07/03/20 2020 Freeport Facility Plan   | 108.80                  |         |      | 601 43225     | 300         | 10100           |
|        | 388463     | 07/03/20 2020 Freeport Facility Plan   | 74.80                   |         |      | 602 43250     | 300         | 10100           |
|        |            | Total for Vendor:  | 680.00                  |         |      |               |             |                 |
| 4186   |            | 554 SWANY WHITE FLOUR MILLS, LTD   | 1,464.96                |         |      |               |             |                 |
|        | 06/30/20   | TIF Payment  | 1,467.91                |         |      | 265 46508     | 640         | 10100           |
|        | 06/30/20   | County TIF admin fee   | -2.95                   |         |      | 265 46508     | 640         | 10100           |
|        |            | Total for Vendor:  | 1,464.96                |         |      |               |             |                 |
| 4187   |            | 463 TEAM LABORATORY CHEMICAL CORP  | 429.86                  |         |      |               |             |                 |
|        | INV0021585 | 07/08/20 Aquatic weed killer   | 395.00                  |         |      | 602 43250     | 210         | 10100           |
|        | INV0021585 | 07/08/20 MN gross sales fee  | 2.17                    |         |      | 602 43250     | 210         | 10100           |
|        | INV0021585 | 07/08/20 Surcharge   | 1.19                    |         |      | 602 43250     | 210         | 10100           |
|        | INV0021585 | 07/08/20 Freight   | 31.50                   |         |      | 602 43250     | 210         | 10100           |
|        |            | Total for Vendor:  | 429.86                  |         |      |               |             |                 |
| 4188   |            | 732 TRI -STATE COATINGS  | 3,500.00                |         |      |               |             |                 |
|        |            | Removed loose and disbanded grout from beneath tank, replaced material, applied 1 primer coat and 1 finish coat. |                         |         |      |               |             |                 |
|        | 06/22/20   | Maint new water tower  | 3,500.00*               |         |      | 601 43225     | 311         | 10100           |
|        |            | Total for Vendor:  | 3,500.00                |         |      |               |             |                 |
| 4189   |            | 525 XCEL ENERGY, INC   | 1,461.62                |         |      |               |             |                 |
|        | 693158003  | 07/20/20 Water Tower   | 87.30                   |         |      | 601 43225     | 381         | 10100           |
|        | 691089018  | 07/02/20 302188142   | 147.57                  |         |      | 601 43225     | 381         | 10100           |
|        | 691089018  | 07/02/20 302252262   | 52.14                   |         |      | 101 43160     | 381         | 10100           |
|        | 691089018  | 07/02/20 302290398   | 151.26                  |         |      | 101 41000     | 381         | 10100           |
|        | 691089018  | 07/02/20 302679657   | 84.99                   |         |      | 101 43100     | 381         | 10100           |
|        | 691089018  | 07/02/20 302700297   | 22.25                   |         |      | 602 43250     | 381         | 10100           |
|        | 691089018  | 07/02/20 302947044   | 185.67                  |         |      | 601 43225     | 381         | 10100           |
|        | 691089018  | 07/02/20 303193187   | 24.04                   |         |      | 602 43250     | 381         | 10100           |
|        | 691089018  | 07/02/20 303616049   | 151.52                  |         |      | 225 42200     | 381         | 10100           |
|        | 691089018  | 07/02/20 303936749   | 34.42                   |         |      | 101 43160     | 381         | 10100           |
|        | 691089018  | 07/02/20 303956738   | 303.37                  |         |      | 101 43160     | 381         | 10100           |

07/24/20  
07:53:13

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 7/20

Page: 5 of 5  
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   |      |
|        | 691089018 | 07/02/20 303963984             | 161.98       |         |      | 101 43160     | 381         | 10100     |      |
|        | 691089018 | 07/02/20 303985901             | 26.79        |         |      | 101 43160     | 381         | 10100     |      |
|        | 691089018 | 07/02/20 304083816             | 12.31        |         |      | 101 43160     | 381         | 10100     |      |
|        | 691089018 | 07/02/20 304098414             | 16.01        |         |      | 602 43250     | 381         | 10100     |      |
|        |           | Total for Vendor:              | 1,461.62     |         |      |               |             |           |      |
|        |           | # of Claims                    | 28           | Total:  |      |               |             | 21,351.09 |      |

# Memo

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From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 7/23/2020

Re: Clerk-Treasurer Report

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1. Election information:
  - a. The primary is August 11 and polls will be open from 7:00am to 8:00pm. The Public Accuracy Test is scheduled for August 6 at 9:00am.
  - b. Freeport will have three open City Council seats on the November 3 ballot: Mayor (2-yr term), two Council Members (4-yr terms). The filing period for candidates is July 28 through August 11.
2. The residents of the following properties have been asked to clean junk from their property and we haven't seen significant improvement. How would Council like us to proceed?
  - a. 114 3<sup>rd</sup> Street NE
  - b. 216 9<sup>th</sup> Street SE
  - c. 515 Main Street E
  - d. 505 1 ½ Street NE
3. I have a vacation planned for September 5-11. One of those days is the Labor Day holiday and Lori will cover as much of the other days as she can.
4. On the following pages, you will see the fund summary and variance explanations page for the second 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 Six Months Ended June 30, 2020 (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                           | 139,835      |           |                 | 6,414    | 50,786                            | 58,800                            |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          | 255,835          |
| Other Taxes                                 | 1,288        |           | 1,465           |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          | 2,753            |
| General Sales and Use Tax                   |              |           |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    | 359        |                  |                    |                          | 359              |
| Special Assessments                         | 0            |           |                 |          | 3,377                             | 0                                 |                         |                     |                     |                                    |                    |                    |                    | 9,829      | 0                |                    |                          | 13,206           |
| Licenses and Permits                        | 11,496       |           |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          | 11,496           |
| State Grants & Aid                          | 1,697        | 550       |                 |          |                                   |                                   |                         |                     |                     | 0                                  |                    |                    |                    | 0          |                  |                    |                          | 2,247            |
| Grants & Aids from Local Governmental Units |              | 0         |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          | 0                |
| Charges for Services                        | 570          |           |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    | 58,069     | 64,746           |                    |                          | 123,385          |
| Public Safety                               |              | 104,706   |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          | 104,706          |
| Fines and Forfeitures                       | 239          |           |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          | 239              |
| Loan Payments Received                      |              |           |                 |          |                                   |                                   | 0                       |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          | 0                |
| Miscellaneous                               | 5,428        | 3,736     |                 | 441      | (144)                             | 182                               | 584                     | 112                 | 16                  | 30                                 | 1,474              | 257                | 466                | 3,148      | 785              |                    |                          | 16,517           |
| Total Revenues                              | 160,552      | 108,992   | 1,465           | 6,855    | 54,018                            | 58,982                            | 584                     | 112                 | 16                  | 30                                 | 1,474              | 257                | 466                | 71,405     | 65,531           | 0                  | 0                        | 530,741          |
| EXPENDITURES:                               |              |           |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          |                  |
| General Government                          | 12,098       |           |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          | 12,098           |
| Legislative (Council/Board)                 | 1,095        |           |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          | 1,095            |
| Executive (Mayor/Manager)                   | 285          |           |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          | 285              |
| Clerk                                       | 43,649       |           |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          | 43,649           |
| Elections                                   | 1,605        |           |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          | 1,605            |
| Auditor                                     | 12,000       |           |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          | 12,000           |
| Assessor                                    | 4,827        |           |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          | 4,827            |
| Planning / Zoning                           | 92           |           |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          | 92               |
| Building Official                           | 0            |           |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          | 0                |
| Civil Defense                               | 0            |           |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          | 0                |
| Public Works                                | 37,422       |           |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          | 37,422           |
| Highways, Streets & Roadways                | 22,215       |           |                 |          |                                   |                                   |                         |                     |                     | 0                                  |                    |                    |                    |            |                  |                    |                          | 22,215           |
| Street Lighting                             | 8,023        |           |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          | 8,023            |
| Recreation                                  | 0            |           |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          | 0                |
| Parks                                       | 3,573        |           |                 |          |                                   |                                   |                         | 0                   |                     |                                    |                    |                    |                    |            |                  |                    |                          | 3,573            |
| Salaries & Benefits                         |              | 13        |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          | 13               |
| Supplies                                    |              | 5,629     |                 | 24       |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    | 383        | 752              |                    |                          | 6,787            |
| Professional Services                       |              | 6,120     |                 | 0        |                                   |                                   |                         |                     |                     | 1,206                              | 21,842             |                    |                    | 4,846      | 10,819           |                    |                          | 44,833           |
| Fire Dept Aid                               |              | 5,000     |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          | 5,000            |
| Training                                    |              | 2,280     |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    | 125        | 125              |                    |                          | 2,530            |
| Insurance                                   |              | 3,794     |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    | 406        | 564              |                    |                          | 4,764            |
| Utilities                                   |              | 2,755     |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    | 3,089      | 576              |                    |                          | 6,420            |
| Repairs                                     |              | 1,499     |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          | 1,499            |
| Water/Waste Water Treatment                 |              |           |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    | 5,037      | 1,342            |                    |                          | 6,379            |
| Debt Service                                |              |           |                 |          | 129,245                           | 179,835                           |                         |                     |                     |                                    |                    |                    |                    | 71,540     | 32,100           |                    |                          | 412,720          |
| Miscellaneous                               |              | 5,410     | 0               | 437      |                                   |                                   | 138                     |                     |                     |                                    |                    |                    |                    | 3,636      | 3,325            |                    |                          | 12,946           |
| Total Expenditures                          | 146,885      | 32,500    | 0               | 461      | 129,245                           | 179,835                           | 138                     | 0                   | 0                   | 1,206                              | 21,842             | 0                  | 0                  | 89,061     | 49,603           | 0                  | 0                        | 650,775          |
| Excess of Revenues                          |              |           |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          |                  |
| Over (Under) Expenditures                   | 13,668       | 76,493    | 1,465           | 6,394    | (75,227)                          | (120,853)                         | 446                     | 112                 | 16                  | (1,175)                            | (20,368)           | 257                | 466                | (17,657)   | 15,928           | 0                  | 0                        | (120,035)        |
| OTHER SOURCES (USES):                       |              |           |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          |                  |
| Transfers In                                | 90,500       | 45,500    | 0               | 0        | 0                                 | 0                                 | 0                       | 5,500               | 0                   | 0                                  | 72,000             | 10,000             | 30,000             | 0          | 0                | 13,867             | 2,800                    | 270,167          |
| Transfers Out                               | (163,000)    | (3,500)   | 0               | (5,000)  | 0                                 | 0                                 | 0                       | 0                   | 0                   | 0                                  | 0                  | 0                  | 0                  | (54,867)   | (43,800)         | 0                  | 0                        | (270,167)        |
| Total Other Sources (Uses)                  | (72,500)     | 42,000    | 0               | (5,000)  | 0                                 | 0                                 | 0                       | 5,500               | 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      | (58,832)     | 118,493   | 1,465           | 1,394    | (75,227)                          | (120,853)                         | 446                     | 5,612               | 16                  | (1,175)                            | 51,632             | 10,257             | 30,466             | (72,524)   | (27,872)         | 13,867             | 2,800                    | (120,035)        |
| FUND BALANCES:                              |              |           |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          |                  |
| 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        |
| June 30                                     | 573,133      | 402,890   | 1,465           | 216,920  | (16,536)                          | 28,348                            | 98,913                  | 23,130              | 2,796               | 4,254                              | 294,972            | 51,108             | 101,451            | 1,801,263  | 1,993,690        | 110,936            | 22,400                   | 5,711,133        |
| CASH:                                       |              |           |                 |          |                                   |                                   |                         |                     |                     |                                    |                    |                    |                    |            |                  |                    |                          |                  |
| 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                 | (61,934)     | 112,547   | 86              | 1,383    | (75,113)                          | (120,730)                         | 446                     | 5,612               | 16                  | (1,175)                            | 51,632             | 10,257             | 30,466             | (72,981)   | (27,452)         | 13,867             | 2,800                    | (130,273)        |
| June 30                                     | 564,350      | 389,060   | 1,465           | 75,563   | (16,536)                          | 28,348                            | 98,913                  | 23,130              | 2,796               | 4,254                              | 294,972            | 51,108             | 101,451            | 401,982    | 94,880           | 110,936            | 22,400                   | 2,249,073        |

**City of Freeport**  
**Budget Variance Explanations**  
**For the Six Months Ended June 30, 2020 (Unaudited)**

General Fund Revenue

Property Taxes & State Funds: These funds come in June/July and December

General Fund Expenditures

Elections \$1,500 cost of March PNP election - rec'd reimb from State

AFSA Fund Revenue

State Grants & Aid/PERA Most of these funds come in September

Public Safety Fire Contract funds came in April & May

Miscellaneous

Interest Earnings \$1,800 interest earned

Donations - Private \$1,900 From various donors

AFSA Fund Expenditures

Salaries Fire Dept salaries are paid in December

Professional Services New FEMA grant writer cost more than budgeted

Fire Dept Aid Pass-through funds - offset by State Aid revenue

Miscellaneous Motor Vehicles \$5,000 to purchase side-by-side ATV

EDA Fund Revenue

Property Taxes These funds come in June/July and December

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.

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.

Small Cities Grant Revenue

Loan Payments Received Loan paid off early in the previous year, after budget complete

Small Cities Grant Expenditures

Miscellaneous County Recording Fees Record loan payoffs with County

Old Tower Preservation Fund Expenditures

Professional Services SEH's paint evaluation for old water tower

Street Improvements Fund Expenditures

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

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: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 7/23/2020

Re: Public Works Report

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Tri-State Coatings contacted the City on July 22 to let us know they would be able to paint the old water tower in about 5-6 weeks.



| Job Duty   | Date            | Initial |
|--|-----------------|---------|
| Well, tower, lift station, pond checks, water samples, Flushed dead end hydrants, Tri State Water tower was here to fix new tower base, talked w/ Dave Blommel, Fixed leak at Creamery Well, put a banner back up that was torn down | MON<br>6/15/20  | XL      |
| Well, tower, pond checks, looked at roads/sewer w/ Dave Blommel, curb stops fix/replace/Find, gopher calls, Tri State Water tower was here to finish painting what they fixed on the lower part of new tower.                        | TUE<br>6/16/20  | XL      |
| Well, tower, pond checks, Fixed Well house leaking valve vac   | WED<br>6/17/20  | XL      |
| Well, tower, lift station, pond checks, water samples, gopher calls ordered accuvacs from Hack, agenda packets, locate for gopher call, called gas company will be digging up alley called Dave Blommel & discussed. - bugs in ponds | THUR<br>6/18/20 | XL      |
| Well, tower, pond checks, worked at shop, gopher call, Flags   | FRI<br>6/19/20  | XL      |
| Well, tower, pond checks. start discharge  | SAT<br>6/20/20  | XL      |
| Well, tower, pond checks.  | SUN<br>6/21/20  | XL      |
| Well, tower, lift station, pond checks, water samples, Kotzer looked industrial lift station, discharge water samples, mowed lawn, weed wacked by industrial,  | MON<br>6/22/20  | XL      |
| Well, tower, pond checks, worked gate valves, meeting w/ league of cities  | TUE<br>6/23/20  | XL      |
| Well, tower, pond checks, worked gate valves, water samples for discharge  | WED<br>6/24/20  | XL      |
| Well, tower, lift station, pond checks, water samples, got rid of plastic from skating rinks, picked up hay on road  | THUR<br>6/25/20 | XL      |
| on 5th Ave NE, set out orange fence, meter reading   | "               | XL      |
| Well, tower, pond checks - Flushed dead end  | FRI<br>6/26/20  | XL      |
| Well checks  | SAT<br>6/27/20  | ME      |
| Well, tower, pond checks - end discharge   | SUN<br>6/28/20  | XL      |
| Well, tower, lift station, pond checks, mowed lawn, water samples  | MON<br>6/29/20  | XL      |
| Well, tower, pond checks, meter readings, mowed lawn -   | TUE<br>6/30/20  | XL      |
| Well, tower, pond checks, reports at city hall, Fixed basketball hoop at Lions park, ballpark bathrooms  | WED<br>7/1/20   | XL      |
| Well, tower, lift station, pond checks, water samples, sprayed weeds, put up flags, sprayed pond 3 duckweed  | THUR<br>7/2/20  | XL      |
| Well, tower, pond checks, adjusted flags, Creamery well pipe leak  | FRI<br>7/3/20   | XL      |
| Well, tower, pond checks   | SAT<br>7/4/20   | XL      |
| Well, tower, pond checks   | SUN<br>7/5/20   | XL      |
| Well, tower, lift station, pond checks, water samples, lights at shop for signs, mowed lawn.   | MON<br>7/6/20   |         |



| Job Duty  | Date         | Initial |
|---|--------------|---------|
| Well, tower, pond checks, Flushed dead ends, Flushed sanitary behind charlies + Corner Pub. Water samples | Tue 7/7/20   | df      |
|   | "            | df      |
| Well, tower, pond checks, clean shop, sharpen blades, mowed lawn  | Wed 7/8/20   | df      |
| Well, tower, lift station, pond checks, water samples, drained bowl of tower, mowed lawn                  | Thur 7/9/20  | df      |
|   | "            | df      |
| Well, tower, pond checks, garbages, cleaned at lions park   | FRI 7/10/20  | df      |
| Well, tower, pond checks, Finished cleaning lions park for reserved park.                                 | SAT 7/11/20  | df      |
| Well, tower, pond checks  | SUN 7/12/20  | df      |
| Well, tower, lift station, pond checks, water samples, cleaned well houses                                | Mon 7/13/20  | df      |
| clean shop, weed wacked, <del>weeded</del> garbages, scada logs garbages                                  | "            | df      |
| Well, tower, pond checks, reports at city hall, MDH inspection  | Tue 7/14/20  | df      |
| Well, tower, pond checks, swept streets garbages  | Wed 7/15/20  | df      |
| Well, tower, lift station, pond checks, water samples, gopher call, mowed                                 | Thur 7/16/20 | df      |
| resident found cleanout in yard / check to see what it was for  | "            | df      |
| in for storm drain. cleaned around light poles that are chipping  | "            | df      |
| Well, tower, pond checks moved SE side of town, city hall having  | FRI 7/17/20  | df      |
| bulletin boards - garbages  | "            | df      |
| Well, tower, pond checks  | SAT 7/18/20  | df      |
| Well, tower, pond checks  | SUN 7/19/20  | df      |
| Well, tower, lift station, pond checks, water samples, street   | Mon 7/20/20  | df      |
| lights EAST side of town not working correctly, <del>lights</del>   | "            | df      |
| <del>lights</del> sprayed pond 3, mowed lawn, tower 3 security  | "            | df      |
| alarm not working properly - pump at tower not working  | "            | df      |
| Well, tower, pond checks, put new snow removal signs  | Tue 7/21/20  | df      |
| up, new speed 20 on 2nd St SE, + speed 10 in alley  | "            | df      |
| behind charlies, mowed lawn, adjusted sensor on East street   | "            | df      |
| lights, well (tower) chlorine line apart + cleaned.   | "            | df      |
| Well, tower, pond checks, curb stop at Gene Glass, water  | Wed 7/22/20  | df      |
| samples for MDH + brought for UPS, ran water at Community   | "            | df      |
| Center to have fresh water at a Covid related area so its ready   | "            | df      |
| for events.   | "            | df      |
| Well, tower, pond checks Finishing up draining  | Thur 7/23/20 | df      |
| pond #2 into #3 then will use pond #1 + let #2  | "            | df      |
| sit until winter, mowed lawn, talked with Dave B about  | "            | df      |
| pipe on 10th street + water towers  | "            | df      |
| Came agenda packet  |              |         |



Building a Better World  
for All of Us®

## MEMORANDUM

TO: Freeport City Council

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

DATE: July 22, 2020

RE: Council Update  
SEH No. FREEP GEN 14.00

The small group discussion regarding assessments is planned for the Monday before your meeting. I will provide an update at the meeting regarding the assessments and any required council action.

Loren and I have been monitoring a few rust spots on the underside of the new tower. Spots like this are common and are not a structural problem if they are repaired. To confirm it was normal wear, I did review the inspection records and the paint was applied properly at the correct thickness.

I did request that we get a number from Tri-State to overcoat the entire bottom of the new tower and received a quote back of \$7,000 if the work is done while they are in town for the painting on the old tower. Money for the coatings repair can come from the USDA required short lived asset fund as this was a planned cost. The original report called for spot repairs at 10 years (we are at 9 now) and for a full overcoat at 20 years.

The paint would be applied from the mid-point on the tower (at the lip) all the way to the top of the stem. It will be slightly shiner than the older paint, but the angle that the surface is at will make it very difficult to notice unless you are standing underneath the tower.

dwb

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

300 Riverside Avenue NW

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July 22, 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 June 17, 2020 through July 22, 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: 7/23/2020

Re: CARES Act Funding

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The City has received \$51,608 in CARES Act funding for COVID-19 related expenses. The funds can only be used to cover expenses that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020; and
3. were incurred during the period that begins on March 1, 2020 and ends on November 15, 2020.

If the City hasn't spent all the funds, we need to pay the balance to Stearns County by November 15 for their CARES Act program.

Eligible expenditures include, but are not limited to, payment for:

- Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
- Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment.
- Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
- Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
- Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.

Stearns County will be administering a small business relief program. In addition, Freeport could choose to administer our own small business relief program. If we choose to do that, Stearns County will give us an additional 25% to give to our small businesses. We would need to have an application process, and Stearns County will be sending additional information next week that we can use. The small business relief program cannot be used to replace lost revenue, but it can be used for any COVID-19 related expenses, including rent and utilities paid if a business had to close for a while.

Much more information and frequently asked questions is available at <https://www.lmc.org/resources/cares-act-funding-covid/>.



# Memo

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From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 7/23/2020

Re: Review Personnel Policy

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It was noted that our personnel policy had a few items in it that needed to be updated. In a separate packet included with this agenda, you will find the personnel policy and I have highlighted the items we found that need to be updated. If you have any other updates, please bring them to the meeting.

## **Compensatory Time**

During the review, it was noted that the City has been treating compensatory time differently than what is in the policy. The Clerk-Treasurer position is exempt and therefore not eligible for overtime or comp time (see pages 13-14 of the policy). However, both the Clerk-Treasurer and the Public Works Director position were accruing comp time for many years. My comp time balance is currently zero, so from now on I will not have an accrual.

On page 14, the policy states that the maximum comp time accumulation for any employee is 40 hours per year, but the City has been proceeding as if there was no cap. Because of this, Loren's balance is currently 175.95 hours. How would Council like us to bring this back into the guidelines of the policy?