



## **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)

**October 27, 2020** - Regular Meeting Agenda  
Freeport City Hall - 7:00 pm

### Call to Order

- I. Approve Agenda
- II. Open Public Forum
- III. Consent Agenda
  - a. September 29, 2020 Council Meeting Minutes (1-3)
  - b. Claims 4264-4302 (4-10)
  - c. Sheriff's Report (11)
- IV. Reports
  - a. Clerk-Treasurer Report (12-14)
  - b. Fire Department Report (N/A)
  - c. Public Works Report (15)
  - d. Engineer Report and Resolution 2020-15 Ordering Improvement and Preparation of Plans (16-17)
  - e. Attorney Report (18)
- V. Old Business
  - a.
- VI. New Business
  - a. EDA Appointment (19)
  - b. Leasing a Lot in the Industrial Park (20)
  - c. Loren's Review (21)
- VII. Adjourn

Next Regular Meeting: November 24, 2020



## CITY OF FREEPORT

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### September 29, 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 Eittle, 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)

Evan Grieve (210 2<sup>nd</sup> Ave NE)

Nick Arnzen (212 2<sup>nd</sup> Ave NW)

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

Branden Roering (Freeport Fire Dept)

### Approve Agenda

Wall asked to add claims #4258-4263 to the consent agenda. Four of them are for CARES Act Small Business Relief Grants approved by the EDA yesterday. One is to Black Mountain to add online payment and one is to Stearns County Auditor for the criminal prosecution contract. Renneker moved to approve with the additions, seconded by Eittle. Motion carried 5-0.

### Public Forum

No comments

### Consent Agenda

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

### Reports

#### Clerk-Treasurer Report

None

#### Fire Department Report

Grieve reported that in the last month they had 3 fires and 5 medical calls. All fire department members reviewed each quote for air packs and they should make a decision at the Monday night meeting.

#### Public Works Report

Goebel reported he is working with Preferred Controls on SCADA. The new water tower painting has been completed. The old water tower is in the process of being painted.

### Engineer Report

Blommel explained he put a summary of the feasibility report in the agenda packet. He brought copies of the full report to the meeting and it will be at City Hall for the public to view.

Highlights from the report are:

- Page 29 shows the total cost of project. The sanitary sewer portion is about half of the total project and the only thing that qualifies for PFA funding.
- Page 29 Special assessments – used 66% assessed to property owners because that is currently the City's policy.
- Page 30, Table 3 shows the implications of capping assessments. Blommel discussed raising the amount allowable for lining with the assessor and he was ok with increasing it some. Blommel reflected this in the report.
- Page 27 shows that the project is feasible.

Blommel explained the next step is that Council receive the report and schedule a public hearing. He brought Resolution 2020-14 to the meeting for that purpose. He recommends meeting in a larger space than the council chambers. Eveslage stated the community center is available every Tuesday in October except the 6<sup>th</sup>. Blommel explained that October 20 is the first possibility for meeting due to the required timeline for the mailed and published notices.

Blommel stated we can always strike things from the project, but not add anything. Eveslage asked if there are any other grants available. Blommel stated USDA is the most popular, but Freeport's household income is too high to qualify. Currently, their loan rate is higher than the market rate. PFA is a loan which is possibly forgivable. We should hear about the PFA loan soon. EPA grants tend to be for treatment facilities if you are given a rigorous standard to meet. If our ponds were in the FEMA flood plain there would be money for that. The DNR may help with storm water and applications have been put in. We haven't tried the State bonding money because it would be a long shot, it would be two years out, and it would cost a lot of money to apply for it. A full application would cost at least \$5,000-\$10,000. Blommel thinks we're not likely to qualify – it's a political thing.

Blommel explained if we move forward with the project in October, and it is locally funded (currently it is), we could break ground in spring 2021. If we complete the project in 2021, assessments would be certified in November 2021, and residents won't see the assessments on their property tax bill until May 2022.

Ettle moved to approve Resolution 2020-14 Receiving Feasibility Report and Calling Hearing on Improvement, seconded by Hennen. Motion carried 5-0.

### Attorney Report

Dymoke explained that zoning questions come up often. The question of who owns the alley behind Pooch's and the credit union came up. Lori Austing did most of the research and it was determined that the City acquired the alley at some point and now owns it. It is not an easement.

### Old Business

#### Resolution 2020-12 Election Judges

Ettle moved to approve Resolution 2020-12, seconded by Hennen. Motion carried 5-0.

**New Business**

Resolution 2020-13 2021 Preliminary Levy

Eveslage stated he would like to plan a special meeting in early December to go over all the budget line items. We can figure out a date at next meeting.

Ettle moved to approve Resolution 2020-13, changing the General Levy to \$312,000, the Total Tax Levy to \$525,000 and moving the December regular council meeting to December 22, 2020, seconded by Renneker. Motion carried 5-0

Adjourn

At 7:59 pm Ettle moved to adjourn, seconded by Hennen. Motion carried 5-0.

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Mayor, Mike Eveslage

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City Clerk-Treasurer, Joan Wall

DRAFT

10/12/20  
13:25:18

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 10/20

Page: 1 of 3  
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
4264		15 ALBANY MUTUAL TELEPHONE	254.17					
	10400726	10/01/20 836-2411	39.77			225 42200	320	10100
	10400726	10/01/20 836-2413	37.20			225 42200	320	10100
	10401072	10/01/20 836-7158	39.70			101 41000	320	10100
	10400873	10/01/20 836-2685	23.81			601 43225	320	10100
	10400873	10/01/20 836-2685	23.81			602 43250	320	10100
	10400604	10/01/20 836-2112	89.88			101 41000	320	10100
		Total for Vendor:	254.17					
4265		70 CENTERPOINT ENERGY	48.33					
	09/23/20	Maintenance Building	31.27			101 43100	382	10100
	09/23/20	Fire Hall	17.06			225 42200	382	10100
		Total for Vendor:	48.33					
4266		76 CENTRAL MINNESOTA CREDIT UNION	211.63					
	09/30/20	USPS - utility billing postage	35.00			601 43225	200	10100
	09/30/20	USPS - utility billing postage	35.00			602 43250	200	10100
	09/30/20	Amazon - cleaning supplies	26.89			101 41000	210	10100
	09/30/20	USPS - utility billing postage	17.50			601 43225	200	10100
	09/30/20	USPS - utility billing postage	17.50			602 43250	200	10100
	09/30/20	Amazon - cleaning supplies	28.79			101 41000	210	10100
	09/30/20	Amazon - trash bags	49.95			101 43100	210	10100
	09/30/20	Stearns Co Beacon Fee	1.00			101 41000	433	10100
		Total for Vendor:	211.63					
4267		806 COMMUNITY CARE & SVC CORP OF	14,556.45					
	10/07/20	CARES Act Small Bus Grant	14,556.45*			245 41990	430	10100
		Total for Vendor:	14,556.45					
4268		145 FINKEN WATER SOLUTIONS	23.00					
	1224437	10/01/20 Water softener rental	15.00			101 41000	410	10100
	1224438	10/01/20 Maintenance cooler rental	8.00			101 43100	410	10100
		Total for Vendor:	23.00					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4269		807 J'S IRRIGATION, LLC	8,724.16					
	10/07/20	CARES Act Small Bus Grant	8,724.16*			245 41990	430	10100
		Total for Vendor:	8,724.16					
4270		797 POOCH'S CORNER PUB & GRILL LLC	15,000.00					
	10/07/20	CARES Act Small Bus Grant	15,000.00*			245 41990	430	10100
		Total for Vendor:	15,000.00					
4271		387 RAHNS OIL & PROPANE, INC	301.35					
	5595 09/30/20	Fire Dept. Fuel	44.88			225 42200	215	10100
	5595 09/30/20	Public Works Fuel	230.76			101 43100	215	10100
	5595 09/30/20	EDA Meal	25.71			300 46500	210	10100
		Total for Vendor:	301.35					
4272		808 UPTOWN HAIR STUDIO	11,817.00					
	10/07/20	CARES Act Small Bus Grant	11,817.00*			245 41990	430	10100
		Total for Vendor:	11,817.00					
4273		510 VERIZON WIRELESS	41.45					
	9864023453 10/01/20	Loren cell phone - Oct	41.45			101 43100	320	10100
		Total for Vendor:	41.45					
4274		750 WASTE MANAGEMENT, INC	148.21					
	6959290 10/01/20	City hall & maintenance	134.46			101 43100	383	10100
	6958750 10/01/20	Fire hall	13.75			225 42200	383	10100
		Total for Vendor:	148.21					
4275		525 XCEL ENERGY, INC	2,434.11					
	703307248 10/05/20	Street lights	711.61			101 43160	381	10100
	703077471 10/02/20	302188142	137.16			601 43225	381	10100
	703077471 10/02/20	302252262	77.78			101 43160	381	10100
	703077471 10/02/20	302290398	202.75			101 41000	381	10100
	703077471 10/02/20	302679657	102.62			101 43100	381	10100
	703077471 10/02/20	302700297	26.79			602 43250	381	10100
	703077471 10/02/20	302947044	149.13			601 43225	381	10100
	703077471 10/02/20	303193187	30.06			602 43250	381	10100

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	703077471	10/02/20 303616049	183.51			225 42200	381	10100
	703077471	10/02/20 303936749	46.94			101 43160	381	10100
	703077471	10/02/20 303956738	445.81			101 43160	381	10100
	703077471	10/02/20 303963984	253.34			101 43160	381	10100
	703077471	10/02/20 303985901	36.16			101 43160	381	10100
	703077471	10/02/20 304083816	12.63			101 43160	381	10100
	703077471	10/02/20 304098414	17.82			602 43250	381	10100
		Total for Vendor:	2,434.11					
		# of Claims	12	Total:				53,559.86

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4277		581 ALEX AIR APPARATUS, INC	20,925.00					
		Replaced by insurance						
	42377	10/06/20 9 sets turnout gear	20,925.00*			225 42200	240	10100
		Total for Vendor:	20,925.00					
4278		650 ALL STAR TROPHY & AWARDS INC	67.00					
	53632	10/05/20 EDA Plaque for Scott Hoeschen	67.00			300 46500	430	10100
		Total for Vendor:	67.00					
4279		531 AMPS, INC.	299.50					
		For new water tower						
	62081	09/02/20 Motor for recirculating pump	299.50			601 43225	220	10100
		Total for Vendor:	299.50					
4280		751 CITY OF FREEPORT	137.31					
	000370-00	09/30/20 Fire hall water usage Jul-S	137.31			225 42200	384	10100
		Total for Vendor:	137.31					
4281		755 CORE & MAIN LP	142.65					
	N051384	09/23/20 Parts to fix fire hydrant	142.65			601 43225	220	10100
		Total for Vendor:	142.65					
4282		123 DYMOKE LAW OFFICE, P. A.	487.50					
	09/30/20	Block 6 alley ownership	162.50			101 41000	302	10100
	09/30/20	Temporary storage structure	75.00			101 41000	302	10100
	09/30/20	COVID discussion	125.00			101 41000	302	10100
	09/30/20	City Council meeting	125.00			101 41000	302	10100
		Total for Vendor:	487.50					
4283		752 EXPERT T BILLING	54.00					
	7728	10/14/20 2 calls billed - Sept	54.00*			225 42200	300	10100
		Total for Vendor:	54.00					



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4284		727 FLOW MEASUREMENT AND CONTROL	415.00					
	9103	09/28/20 Flow meter certification	375.00*			602 43250	300	10100
	9103	09/28/20 Per diem	40.00*			602 43250	300	10100
		Total for Vendor:	415.00					
4285		155 FREEPORT FARM CENTER, INC	619.48					
		Repair loader frame-repair cracked upper frame holes, clean zerk holes to take grease, flasher lights, check bulbs, replace bulbs, weld loader frames						
	W13744	10/01/20 JD 6300 tractor repairs	619.48*			101 43100	220	10100
		Total for Vendor:	619.48					
4286		163 FREEPORT VETERINARY SERVICE	16.75					
	131212	10/10/20 Fire Dept medical supplies	16.75			225 42200	210	10100
		Total for Vendor:	16.75					
4287		174 GOPHER STATE ONE CALL, INC	9.45					
	0090403	09/30/20 7 emailed tickets	4.73			601 43225	300	10100
	0090403	09/30/20 7 emailed tickets	4.72*			602 43250	300	10100
		Total for Vendor:	9.45					
4288		179 GRANITE ELECTRONICS, INC	1,888.00					
		Purchased with CenterPoint Energy grant						
	150007882-	09/29/20 4 pagers	1,888.00*			225 42200	245	10100
		Total for Vendor:	1,888.00					
4289		668 JOAN WALL	65.56					
	10/14/20	Area clerks meeting mileage	33.93			101 41400	335	10100
	10/16/20	PU election equipment mileage	31.63*			101 41450	335	10100
		Total for Vendor:	65.56					
4290		219 JOANN TIMP	144.00					
	10/17/20	4 cleanings 9/26/20-10/17/20	144.00			101 41000	300	10100
		Total for Vendor:	144.00					

10/22/20  
12:27:46

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4291		769 METRO SALES, INC	89.87					
	INV1681332	10/09/20 Rental charge 9/15/20-10/1	89.87			101 41000	410	10100
		Total for Vendor:	89.87					
4292		562 MINNESOTA DEPARTMENT OF HEALTH	32.00					
	10/15/20	Loren Class C water exam	32.00			601 43225	431	10100
		Total for Vendor:	32.00					
4293		309 MINNESOTA LIFE INSURANCE CO	3.40					
	0023198	10/14/20 Goebel	1.70			101 43000	131	10100
	0023198	10/14/20 Wall	1.70			101 41400	131	10100
		Total for Vendor:	3.40					
4294		377 PREFERRED CONTROLS CORP	7,980.00					
	3897	10/12/20 SCADA system upgrade	2,660.00			101 43000	510	10100
	3897	10/12/20 SCADA system upgrade	2,660.00			601 43225	510	10100
	3897	10/12/20 SCADA system upgrade	2,660.00			602 43250	510	10100
		Total for Vendor:	7,980.00					
4295		385 QUILL CORPORATION	122.97					
	11017009	10/02/20 Window envelopes	51.89			101 41000	210	10100
	11017009	10/02/20 Label tape	71.08			101 41000	210	10100
		Total for Vendor:	122.97					
4296		713 RBC FBO FREEPORT FIRE DEP RELIEF	18,605.62					
	09/30/20	Supp Fire State Aid	3,364.34*			225 42200	315	10100
	09/30/20	Fire State Aid	15,241.28*			225 42200	315	10100
		Total for Vendor:	18,605.62					
4297		782 RMB ENVIRONMENTAL LABORATORIES	273.00					
	D005524	10/01/20 Discharge	179.00*			602 43250	460	10100
	D005675	10/06/20 Discharge	94.00*			602 43250	460	10100
		Total for Vendor:	273.00					

10/22/20  
12:27:46

CITY OF FREEPORT  
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Page: 4 of 4  
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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4300		710 SAUK CENTRE FLEET SUPPLY	27.26					
	252742	10/06/20 Anti freeze for ball park	15.42			101 45200	220	10100
	252742	10/06/20 Water sample shipping	11.84			601 43225	200	10100
		Total for Vendor:	27.26					
4298		418 SEH, INC	1,700.00					
	393589	10/15/20 2020 Freeport Facility Plan	799.00			417 43100	300	10100
	393589	10/15/20 2020 Freeport Facility Plan	289.00			601 43225	300	10100
	393589	10/15/20 2020 Freeport Facility Plan	612.00*			602 43250	300	10100
		Total for Vendor:	1,700.00					
4299		440 STEARNS CO AUDITOR-TREASURER	3,183.00					
	10/13/20	Small Bus Relief Grant return	3,183.00			245 33180		10100
		Total for Vendor:	3,183.00					
4301		516 WEBER PRINTING	111.00					
	023918	10/07/20 1000 Pre-printed envelopes	111.00			101 41000	210	10100
		Total for Vendor:	111.00					
4302		525 XCEL ENERGY, INC	106.37					
	705158660	10/19/20 Water tower	106.37			601 43225	381	10100
		Total for Vendor:	106.37					
		# of Claims	26	Total:				57,505.69

# **FREEPORT CALLS**

<u>City</u>	<u>Date Received</u>	<u>Call #</u>	<u>Description</u>	<u>Actual Incid Location</u>
FREEPORT	09/02/2020 19:20:10	20074786	911 ABANDONED CALL	
FREEPORT	09/12/2020 21:16:57	20078043	911 ABANDONED CALL	
FREEPORT	09/13/2020 23:36:30	20078343	911 ABANDONED CALL	
FREEPORT	09/08/2020 08:06:35	20076646	ABANDONED VEHICLE	
FREEPORT	09/08/2020 10:18:35	20076677	ABANDONED VEHICLE	
FREEPORT	09/19/2020 13:28:00	20080218	ACCIDENT	
FREEPORT	09/23/2020 22:24:32	20081875	AGENCY ASSIST	
FREEPORT	09/13/2020 16:28:24	20078237	AGENCY ASSIST	
FREEPORT	09/06/2020 16:18:30	20076104	ALARM MEDICAL	
FREEPORT	09/21/2020 02:17:39	20080729	DIRECTED PATROL	
FREEPORT	09/25/2020 02:28:34	20082289	DOOR CHECK(S)	
FREEPORT	09/07/2020 01:55:42	20076267	DOOR CHECK(S)	
FREEPORT	09/03/2020 04:46:22	20074928	DOOR CHECK(S)	
FREEPORT	09/13/2020 03:19:18	20078130	DOOR CHECK(S)	
FREEPORT	09/15/2020 03:09:16	20078792	DOOR CHECK(S)	
FREEPORT	09/30/2020 22:52:49	20084235	DOOR CHECK(S)	
FREEPORT	09/18/2020 20:39:49	20080038	DRIVING COMPLAINT	
FREEPORT	09/21/2020 15:41:43	20080904	EXTRA PATROL	
FREEPORT	09/23/2020 22:07:17	20081870	FALSE ALARM	
FREEPORT	09/18/2020 16:22:56	20079929	FIRE CAR	
FREEPORT	09/15/2020 12:55:04	20078909	FOLLOW UP	
FREEPORT	09/01/2020 14:25:02	20074385	JUVENILE/PROBLEM WITH	
FREEPORT	09/16/2020 17:56:45	20079312	PAPER SERVICE	
FREEPORT	09/14/2020 12:40:04	20078514	PROPERTY DAMAGE	
FREEPORT	09/04/2020 00:42:11	20075244	REPORT WRITING	
FREEPORT	09/28/2020 13:09:44	20083374	REPORT WRITING	
FREEPORT	09/29/2020 04:45:31	20083595	SELECTIVE TRAFFIC ENFOR	
FREEPORT	09/29/2020 05:02:49	20083596	SELECTIVE TRAFFIC ENFOR	
FREEPORT	09/23/2020 05:14:31	20081512	SELECTIVE TRAFFIC ENFOR	
FREEPORT	09/22/2020 21:59:57	20081444	SPEED TRAILER	
FREEPORT	09/13/2020 15:57:21	20078228	STALKING	
FREEPORT	09/23/2020 22:24:18	20081874	SUSPICIOUS ACTIVITY	
FREEPORT	09/23/2020 13:08:58	20081638	SUSPICIOUS ACTIVITY	
FREEPORT	09/29/2020 09:54:19	20083731	SUSPICIOUS PERSON	
FREEPORT	09/27/2020 21:24:57	20083118	SUSPICIOUS VEHICLE	
FREEPORT	09/27/2020 21:31:18	20083122	TRAFFIC STOP	
FREEPORT	09/23/2020 06:04:50	20081519	TRAFFIC STOP	
FREEPORT	09/23/2020 06:14:50	20081521	TRAFFIC STOP	
FREEPORT	09/09/2020 00:43:09	20076974	TRAFFIC STOP	
FREEPORT	09/20/2020 22:05:37	20080685	WELFARE CHECK	

# Memo

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From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 10/21/2020

Re: Clerk-Treasurer Report

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1. Election information:
  - a. The general election is November 3 and polls will be open from 7:00am to 8:00pm. The Public Accuracy Test is scheduled for October 26 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).
  - c. Council will need to hold a short special meeting to canvass the votes. Because absentee ballots must be counted by Stearns County up until Nov. 10 and Nov. 11 is a holiday, our only options are Nov. 12 (evening) or 13 (during the day).
2. At the last meeting, it was mentioned that Council would like to schedule a special meeting in early December to work on the 2021 budget.
3. City hall will be closed for the upcoming holidays:
  - a. Wednesday, November 11 Veterans Day
  - b. Thursday and Friday, November 26 & 27 Thanksgiving
  - c. Thursday and Friday, December 24 & 25 Christmas
  - d. Friday, January 1, 2021 New Year's Day
4. On the following pages, you will see the fund summary and variance explanations page for the third 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 Nine Months Ended September 30, 2020 (Unaudited)**

	General Fund	AFSA Fund	COVID Relief Grant	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>																			
Property Taxes																			
Property Tax Levy	143,292				6,571	52,019	60,237												262,118
Other Taxes	1,288			1,465															2,753
General Sales and Use Tax															583				583
Special Assessments	0					3,719	0								10,483	0			14,203
Licenses and Permits	10,720																		10,720
Federal Grants & Aids			51,608																51,608
State Grants & Aid	62,445	1,350										0			0				63,795
Grants & Aids from Local Governmental Units		0																	0
Charges for Services	700														95,898	101,392			197,990
Public Safety		110,050																	110,050
Fines and Forfeitures	792																		792
Loan Payments Received								0											0
Miscellaneous	7,116	28,099	58		666	(191)	268	878	181	25	43	2,349	409	768	4,722	1,184			46,576
<b>Total Revenues</b>	<b>226,352</b>	<b>139,499</b>	<b>51,666</b>	<b>1,465</b>	<b>7,237</b>	<b>55,548</b>	<b>60,505</b>	<b>878</b>	<b>181</b>	<b>25</b>	<b>43</b>	<b>2,349</b>	<b>409</b>	<b>768</b>	<b>111,685</b>	<b>102,576</b>	<b>0</b>	<b>0</b>	<b>761,186</b>
<b>EXPENDITURES:</b>																			
General Government	18,679		29,390																48,069
Legislative (Council/Board)	1,955																		1,955
Executive (Mayor/Manager)	622																		622
Clerk	66,588		1,668																68,256
Elections	3,031		46																3,077
Auditor	14,850																		14,850
Assessor	4,827																		4,827
Planning / Zoning	92																		92
Building Official	121																		121
Civil Defense	0		370																370
Public Works	57,738		525																58,263
Highways, Streets & Roadways	30,167											0							30,167
Street Lighting	12,549																		12,549
Recreation	0																		0
Parks	5,722								0										5,722
Salaries & Benefits		13																	13
Supplies		7,427			24										792	1,828			10,070
Professional Services		7,180			0						1,206	24,163			8,873	12,661			54,084
Fire Dept Aid		5,000																	5,000
Training		3,938													125	125			4,188
Insurance		5,734													608	846			7,188
Utilities		3,768													4,517	855			9,141
Repairs		5,717																	5,717
Water/Waste Water Treatment															5,766	1,682			7,448
Debt Service						129,245	179,835								71,540	32,100			412,720
Miscellaneous		5,410		1,465	769			138							4,616	3,325			15,723
<b>Total Expenditures</b>	<b>216,940</b>	<b>44,186</b>	<b>31,999</b>	<b>1,465</b>	<b>793</b>	<b>129,245</b>	<b>179,835</b>	<b>138</b>	<b>0</b>	<b>0</b>	<b>1,206</b>	<b>24,163</b>	<b>0</b>	<b>0</b>	<b>96,837</b>	<b>53,423</b>	<b>0</b>	<b>0</b>	<b>780,230</b>
Excess of Revenues																			
Over (Under) Expenditures	9,413	95,312	19,667	0	6,444	(73,697)	(119,330)	740	181	25	(1,163)	(21,815)	409	768	14,848	49,153	0	0	(19,043)
<b>OTHER SOURCES (USES):</b>																			
Transfers In	90,500	45,500	0	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	0	(5,000)	0	0	0	0	0	0	0	0	0	(54,867)	(43,800)	0	0	(270,167)
<b>Total Other Sources (Uses)</b>	<b>(72,500)</b>	<b>42,000</b>	<b>0</b>	<b>0</b>	<b>(5,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,500</b>	<b>0</b>	<b>0</b>	<b>72,000</b>	<b>10,000</b>	<b>30,000</b>	<b>(54,867)</b>	<b>(43,800)</b>	<b>13,867</b>	<b>2,800</b>	<b>0</b>
Excess of Revenues & Other Sources																			
Over (Under) Expenditures & Other Uses	(63,087)	137,312	19,667	0	1,444	(73,697)	(119,330)	740	5,681	25	(1,163)	50,185	10,409	30,768	(40,019)	5,353	13,867	2,800	(19,043)
<b>FUND BALANCES:</b>																			
January 1	631,965	284,397	0	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
September 30	568,878	421,710	19,667	0	216,970	(15,006)	29,872	99,207	23,199	2,805	4,267	293,525	51,260	101,753	1,833,768	2,026,914	110,936	22,400	5,812,124
<b>CASH:</b>																			
January 1	626,284	276,513	0	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	(61,565)	133,309	19,667	(1,379)	1,433	(73,584)	(119,207)	740	5,681	25	(1,163)	50,185	10,409	30,768	(40,274)	6,055	13,867	2,800	(22,232)
September 30	564,720	409,822	19,667	0	75,613	(15,006)	29,872	99,207	23,199	2,805	4,267	293,525	51,260	101,753	434,689	128,386	110,936	22,400	2,357,114

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

General Fund Revenue

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

General Fund Expenditures

Auditor & Assessor These payments come once per year

AFSA Fund Revenue

State Grants & Aid/PERA Most of these funds come in October  
Public Safety Rescue revenues are more than budgeted  
Miscellaneous  
Insurance Claims \$20,675 insurance proceeds to replace damaged turnout gear

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 that comes in Oct  
Miscellaneous Motor Vehicles \$5,000 to purchase side-by-side ATV

COVID-19 Relief Grant

Funds need to be spent or returned by November 15, 2020

EDA Fund Revenue

Property Taxes These funds come in June/July and December  
Miscellaneous Interest Earnings Interest is more than budgeted

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

Job Duty	Date	Initial
Well, tower, pond checks, reports + went over guardian with	Tue 9/29/20	XL
Perfeced controls, RWRal water was here <del>with</del> to get #s	"	XL
For water usage + went over DO tester, <del>to</del> went over	"	XL
parts for tower cable harness, talked w/ tri-state coating	"	XL
gopher call - mowed lawn, Council meeting	"	XL/SL
Well, tower, pond checks, report city hall, water meter reading	Wed 9/30/20	XL
gopher call, talked w/ Algin Natch about Senior Center rock, water	"	XL
samples on outer building in town.	"	XL
Well, tower, lift station, pond checks, water samples, met	Thu 10/1/20	XL
w/ Brad Perfeced Controls on scada, shop work, bugs	"	XL
Well, tower, pond checks, garbage, called wastemanagement, <del>called</del> RMB	FRI 10/2/20	XL
labs about results + limits, <del>called</del> Talked w/ Justin R From	"	XL
MPCA, talked w/ Perfeced Control to control scada system	"	XL
Well, tower, pond check - sewer backup at residence checked	Sat 10/3/20	XL
our system to make sure it was not a City Failure	"	XL
Well, tower, pond checks.	SUN 10/4/20	XL
Well, tower, lift station, pond checks, water samples, garbages	MON 10/5/20	XL
mowed lawn, lions park bathrooms	"	XL
Well, tower, pond checks, Flushed hydrants, water samples	Tue 10/6/20	XL
Well, tower, pond checks, reports city hall, shop equipment Kotzer	Wed 10/7/20	XL
Well, tower, lift station, pond checks, water samples, garbages, <del>water</del> reports	Thu 10/8/20	XL
at city hall, shut water off at Jim Hiltner's new house, <del>to</del> old	"	XL
tower painting completed, bugs in ponds	"	XL
Well, tower, pond checks, cleaned well houses, Fix Flag poles	FRI 10/9/20	XL
at shop	"	XL
Well, tower, pond checks	SAT 10/10/20	XL
Well, tower, pond checks	SUN 10/11/20	XL
Well, tower, lift station, pond checks, water samples, ph calibration	MON 10/12/20	XL
records for scada, worked at shop, garbages, got tractor for	"	XL
<del>resident</del> resident called about leaf	"	XL
pick up + another, about next year street project.	"	XL
Well, tower, pond checks, worked at shop, set up DOT for	Tue 10/13/20	XL
flow truck	"	XL
Well, tower, pond checks, winterize hydrants south side of	Wed 10/14/20	XL
town.	"	XL
Well, tower, lift station, pond checks, water samples, winterized	Thu 10/15/20	XL
hydrants north side of town, Fixed hydrant by corner pub, checked	"	XL
lines at ballpark + cleaned bathrooms - meter reading	"	XL
Well, tower, pond checks, garbages, TV up at City hall, meter reading	FRI 10/16/20	XL
council	"	XL





Building a Better World  
for All of Us®

## MEMORANDUM

TO: Freeport City Council

FROM: Dave Blommel, PE (Lic. MN)

DATE: October 21, 2020

RE: Council Update  
SEH No. FREEP GEN 14.00

I have prepared the appropriate resolution for the next step in the project. This resolution must be approved prior to April 20, 2021 unless we hold the public improvement hearing again. I will be at your meeting to further discuss the process and how we proceed from here.

As mentioned at the public hearing, it is an appropriate time for the council to bring in a financial advisor such as David Drown and Associates or Ehlers to look at the project funding. They can advise on the best way to finance the project given the current state of the bond market.

USDA has expanded its loan only funding range and Freeport does qualify if we wish to apply. The current rates are 2.125% and are available up to a 40 year term. Funding through USDA would be rather straight forward as we already have loans through their program. There would be no option for grant dollars unlike our previous application with them. USDA does require an extensive engineering report, but the one we used for PFA will be a very good start.

With 7<sup>th</sup> Street being removed from the current project, we need to make sure it stays on our radar. In the spring, we should evaluate all off the roads south of I94 and determine a timeline and strategy for funding for them. We can further discuss our options at the meeting.

dwb  
Enclosure

p:\fj\freep\common\\_ council mtg\2020\2020.10.22 council update.docx

**Resolution 2020-15**

**7. Resolution Ordering Improvement and Preparation of Plans**

WHEREAS, a resolution of the city council adopted the 29th day of September, 2020, fixed a date for a council hearing on the proposed improvement of:

- 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
- 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
- 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
- 3<sup>rd</sup> Street NW - CSAH 11 and 4<sup>th</sup> Avenue NW
- 4<sup>th</sup> Street NW – 120' 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, and

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 20th day of October, 2020, at which all persons desiring to be heard were given an opportunity to be heard thereon,

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FREEPORT, MINNESOTA:

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted 29th day of September, 2020.
3. The city's planning commission has reviewed the proposed capital improvement and reported in writing to the Council its findings as to compliance of the proposed improvement with the comprehensive municipal plan.
4. Short Elliott Hendrickson, INC is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.
5. The city council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax exempt bonds.

Adopted by the council this \_\_\_\_\_ day of (month), (year).

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

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

408 Main Street East, Unit 5

PO Box 127

Melrose, Minnesota 56352

Telephone (320) 256-4205

Fax (320) 256-7201

October 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 September 22, 2020 through October 21, 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: 10/21/20

Re: EDA Appointment

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Scott Hoeschen completed his term on the EDA on 9/30/20 and has decided not to serve another term. At the 9/28/20 EDA meeting, Mayor Eveslage appointed Jim Notch to fill the seat, and the EDA voted to approve the appointment. The Council will need to approve the appointment as well.

# Memo

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From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 10/21/20

Re: Leasing a Lot in the Industrial Park

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A business located in Freeport has asked the EDA if they would be willing to lease one of the empty lots in the Industrial Park to the business. The EDA is in the process of researching liability issues, property tax implications, and the possibility of drawing up a lease. If the parties decide they wish to proceed with a lease agreement, it will be brought to Council for approval prior to entering into the agreement.

# Memo

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From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 10/22/20

Re: Loren Goebel Performance Review

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Below you will see the averages of each of the categories given on the performance reviews.

	Average	Out of
Knowledge	3.5	5.0
Planning	3.2	5.0
Application	3.2	5.0
Accuracy	3.0	5.0
Thoroughness	3.0	5.0
Organization	2.8	5.0
Delegation	2.5	5.0
Initiative	3.2	5.0
Additional Assignments	3.2	5.0
Economy	3.3	5.0
Flexibility	3.2	5.0
Leadership	2.3	5.0
Adaptability	3.3	5.0
Operations & Care	3.0	5.0
Analysis	3.3	5.0
Attendance	3.3	5.0
Cooperation	2.5	5.0
Creativeness	3.2	5.0
Expression	2.7	5.0
Judgment	2.8	5.0
Communication	2.7	5.0
Perseverance	2.8	5.0
Reliability	3.3	5.0
Professional Ethics	2.8	5.0
Total	72.2	120.0

The total average score is in the Satisfactory range, defined as “The employee has met job requirements, but still has room for improvement.”

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Loren currently makes \$23.50/hour.