



## 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 27<sup>th</sup>, 2021** - Regular Meeting Agenda  
Freeport City Hall - 7:00 pm

### Call to Order

- I. Approve Agenda
- II. Open Public Forum
- III. Consent Agenda
  - a. June 29<sup>th</sup>, 2021 Council Meeting Minutes (1-3)
  - b. Claims (4-8)
  - c. Sheriff's Report (9)
  - d. Temp. Liquor License- Rec Club August 20-22
- IV. Reports
  - a. Clerk Report (10)
  - b. Deputy Treasurer Report (11-13)
  - c. Fire Department Report (NA)
  - d. Public Works Report (14-15)
  - e. Engineer Report (16-18)
  - f. Attorney Report (19)
- V. Old Business
- VI. New Business
  - a. Odd/ Even Watering Schedule- Water Conservation (20-21)
  - b. Corner Pub 5-Year Anniversary Alley Closure – Sept. 4<sup>th</sup>, 2021 (22)
  - c. Carr's Quotes – Finish Welle 3, Industrial Park Pond (23-24)
  - d. Pung Drain Tile Repair
- VII. Adjourn

Next Regular Meeting: August 31<sup>st</sup>, 2021



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### June 29<sup>th</sup>, 2021 – Meeting Minutes

A regular meeting of the Freeport City Council was convened at 7:03 pm by Mayor Mike Eveslage, and council members Sarah Blake, Nick Arnzen, Tim Hennen, and Jake Renneker.

Staff in attendance: Clerk-Treasurer Wyatt Kemper, Deputy Treasurer Joan Wall, Public Works Director Loren Goebel, City Attorney Scott Dymoke, City Engineer Dave Blommel.

Staff not in attendance: Fire Chief Andy Grieve

Others in attendance:

Carol Moorman (Star Post)

Ryan Schmidt (Schlenner Wenner)

Eddie Atkinson (Freeport Lions)

#### **Approve Agenda**

Renneker moved to approve the agenda with the addition of the Lions-City Agreement, seconded by Hennen. Motion carried 5-0.

#### **2020 Audit Presentation**

Ryan Schmidt from Schlenner Wenner & Co. presented a summary of the 2020 audited financial statements. The City received a clean opinion. Schmidt reported the audit went very smoothly, especially given that it was performed remotely. The only issue that was reported was the lack of segregation of duties, which is common for smaller cities.

Renneker moved to accept the 2020 audit results, seconded by Blake. Motion carried 5-0.

#### **Public Forum**

#### **Consent Agenda**

Hennen would like an addition to be made to the minutes The Massmann variance was approved, pending a survey of the lot. Renneker moved to approve the consent agenda, seconded by Arnzen. Motion carried 5-0.

#### **Reports**

##### Clerk-Treasurer Report

Kemper explained that Carr's was to begin underbrush removal on Welle 3 in the first week of July. The bid for the street project was awarded to Kuechle Underground for \$1,846,052.78. City Hall will be closed on July 5<sup>th</sup> in observance of Independence Day. Last, the water shutoffs will resume since the mandate has ended.

### Fire Department Report

Kemper reported that there were twelve calls for the month of June, nine of which were medical and three for mutual aid. The Father's Day Ham BBQ served 836.

### Public Works Report

Goebel explained the quote for a brush mower from the Freeport Farm Center. Discussion was held over the applications of a brush mower if the City purchased one. Hennen gave an alternative option of renting a brush mower once a year to keep underbrush down. Renneker expressed that he would prefer to see the money go toward a new lawnmower, since the current ones are getting old.

### Engineer Report

Blommel reported that the PCA has placed a phosphorus limit on Freeport's ponds. The City is allowed to discharge a specific amount of phosphorus in a given year. If we near the limit, alum can be added to mitigate the amount. Freeport was not granted an award for the Local Road Improvement Plan. Blommel stated that there are several options for 7<sup>th</sup> street since it did not qualify for the grant. He estimated around \$175,000.00 to reuse and re-lay the current asphalt that lays on the road. The DEED grant may be put towards the 7<sup>th</sup> street rehab as well, since it benefits the community as a whole. Arnzen questioned whether the DEED grant should be used for 7<sup>th</sup> or put towards another community betterment project, to which Blommel said that 7<sup>th</sup> has had the most attention from the public of all improvements. Blommel explained that with 7<sup>th</sup> street, policy states that even lots on the back side of the street (along 8<sup>th</sup>) get assessed in addition to the residents of 7<sup>th</sup>. Blommel recommended bidding the 7<sup>th</sup> street project separately, rather than in conjunction with the water and sewer project. Also discussed was the need for road rehab on Industrial Drive. Blommel recommended ITT to do the soil boring for the project.

Renneker moved to approve submission of an extension letter to MPCA, seconded by Arnzen. Motion carried 5-0.

Hennen moved to accept ITT's quote, seconded by Blake. Motion carried 5-0.

### Attorney Report

Dymoke reported that he had worked on securing easements and completing documents for the USDA in June.

### **Old Business**

### **New Business**

#### Lions-City Agreement for Ball Park Maintenance

Eddie Atkinson spoke on behalf of the Lions. In the case of an emergency at the ball park, Jason Hoeschen was given a key as a backup if no members of Freeport public works were immediately available. Hennen said that he would like to see the City involved with this more, since the City owns the park. Kemper stated that he would like to have an agreement drawn up between the City and Lions stating that Hoeschen has the authority to be there and also to protect the entities of liability, should an accident occur. Atkinson asked Kemper to have an agreement drafted for the next Lions' meeting.

Resolution 2021-09

Kemper explained that resolution 2021-09 is a USDA-required form to authorize debt for the repair of infrastructure. Hennen moved to approve Resolution 2021-09, seconded by Renneker. Motion carried 5-0.

Discussion was held over the timing and other details of the sewer and water reconstruction project. The projected start date is the week of August 19<sup>th</sup>, 2021. Blommel said that since the project uses common sizes of pvc piping, the amount we need should not be hard to come by. Conversely, the project is bound by American iron and steel standards, so those metal pieces may be a bit scarcer.

Resolution 2021-10

Renneker moved to approve Resolution 2021-10, seconded by Arnzen. Motion carried 5-0.

Initiative Foundation 2022 Budget Confirmation

Kemper explained the Initiative Foundation's goal as well as the help they can provide. Blommel and Dymoke also spoke for the Initiative Foundation. Eveslage asked what the cost of using the Initiative Foundation's service is, and Kemper explained that the amount is variable, depending on what Council would like to allocate in the budget. Dymoke explained that the Foundation is a nonprofit that seeks to better the communities that are involved in it. Blommel said that he has worked with the Foundation himself, and they typically end up providing funds for community betterment projects, with the City as a beneficiary. He said that the City would usually end up benefitting indirectly rather than directly.

Eveslage moved to approve a \$500.00 allocation to the Initiative Foundation in the 2022 budget, seconded by Arnzen. Motion carried 5-0.

Adjourn

At 8:40 pm Hennen moved to adjourn, seconded by Renneker. Motion carried 5-0.

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Mayor, Mike Eveslage

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City Clerk-Treasurer, Wyatt Kemper

07/12/21  
13:44:46

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 7/21

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
4593		15 ALBANY MUTUAL TELEPHONE	256.38					
	10431604	07/01/21 836-2411	40.30			225 42200	320	10100
	10431604	07/01/21 836-2413	37.73			225 42200	320	10100
	10430402	07/01/21 836-7158	40.89			101 41000	320	10100
	10430669	07/01/21 836-2685	20.36			601 43225	320	10100
	10430669	07/01/21 836-2685	20.36			602 43250	320	10100
	10433310	07/01/21 836-2112	96.74			101 41000	320	10100
		Total for Vendor:	256.38					
4594		70 CENTERPOINT ENERGY	3.42					
	6027191-3	06/23/21 Maintenance bldg	3.42			101 43100	382	10100
		Total for Vendor:	3.42					
4595		76 CENTRAL MINNESOTA CREDIT UNION	1,006.85					
	06/30/21	MRWA tech conf registration	250.00			601 43225	330	10100
	06/30/21	Ham BBQ - Amazon	114.40*			225 42200	430	10100
	06/30/21	Ham BBQ - Bed Bath & Beyond	236.76*			225 42200	430	10100
	06/30/21	UB postage	36.00			601 43225	200	10100
	06/30/21	UB postage	36.00			602 43250	200	10100
	06/30/21	Stearns Cnty Beacon Fee	1.00			101 41000	433	10100
	06/30/21	Ham BBQ - Fleet Farm	35.24*			225 42200	430	10100
	06/30/21	Ham BBQ - Costco	107.69*			225 42200	430	10100
	06/30/21	Amazon - misc	26.76*			225 42200	430	10100
	06/30/21	General postage	55.00			101 41000	200	10100
	06/30/21	UB postage	54.00			601 43225	200	10100
	06/30/21	UB postage	54.00			602 43250	200	10100
		Total for Vendor:	1,006.85					
4596		145 FINKEN WATER SOLUTIONS	23.00					
	1265796	07/01/21 Water softener rental	15.00			101 41000	410	10100
	1265796	07/01/21 Maint water cooler	8.00			101 43100	410	10100
		Total for Vendor:	23.00					

07/12/21  
13:44:46

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 7/21

Page: 2 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
4597		387 RAHNS OIL & PROPANE, INC	719.99					
	60129	06/30/21 Fire dept fuel	358.65			225 42200	215	10100
	60129	06/30/21 Public Works fuel	335.63			101 43100	215	10100
	60129	06/30/21 EDA meal	25.71			300 46500	210	10100
		Total for Vendor:	719.99					
4598		437 STAR PUBLICATIONS LLC	271.32					
	195471	06/30/21 2021 improvements ad	248.88*			420 43100	350	10100
	195471	06/30/21 Consumer Confidence Report	22.44			601 43225	350	10100
		Total for Vendor:	271.32					
4599		510 VERIZON WIRELESS	41.50					
	9883164951	07/01/21 Cell phone - Jul	41.50			101 43100	320	10100
		Total for Vendor:	41.50					
4600		750 WASTE MANAGEMENT, INC	148.21					
	7013837176	07/01/21 City hall & maint shop	134.46			101 43100	383	10100
	7013357176	07/01/21 Fire department	13.75			225 42200	383	10100
		Total for Vendor:	148.21					
4601		525 XCEL ENERGY, INC	2,456.79					
	738379656	07/02/21 302188142	189.00			601 43225	381	10100
	738379656	07/02/21 302252262	55.92			101 43160	381	10100
	738379656	07/02/21 302290398	221.41			101 41000	381	10100
	738379656	07/02/21 302679657	87.13			101 43100	381	10100
	738379656	07/02/21 302700297	22.99			602 43250	381	10100
	738379656	07/02/21 302947044	211.41			601 43225	381	10100
	738379656	07/02/21 303193187	26.82			602 43250	381	10100
	738379656	07/02/21 303616049	186.19			225 42200	381	10100
	738379656	07/02/21 303936749	39.03			101 43160	381	10100
	738379656	07/02/21 303956738	399.79			101 43160	381	10100
	738379656	07/02/21 303963984	212.97			101 43160	381	10100
	738379656	07/02/21 303985901	31.53			101 43160	381	10100
	738379656	07/02/21 304083816	12.97			101 43160	381	10100
	738379656	07/02/21 304098414	18.59			602 43250	381	10100
	738590099	07/06/21 Street lights	741.04			101 43160	381	10100
		Total for Vendor:	2,456.79					
		# of Claims	9	Total:				4,927.46

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4603		581 ALEX AIR APPARATUS, INC	2,733.16					
		INV-44141 06/28/21 Portable scene light	785.00*			225 42200	210	10100
		INV-44141 06/28/21 Shipping & handling	38.57*			225 42200	210	10100
		4296 07/12/21 Air compressor service	885.40			225 42200	220	10100
		INV-44197 07/13/21 4 pairs gloves	348.00*			225 42200	210	10100
		INV-44197 07/13/21 Compressor charging adapter	671.99*			225 42200	210	10100
		INV-44197 07/13/21 Shipping & handling	4.20*			225 42200	210	10100
		Total for Vendor:	2,733.16					
4604		777 ANDY GRIEVE	30.00					
		07/13/21 Stearns Co Chief mtg meals	30.00			225 42200	335	10100
		Total for Vendor:	30.00					
4605		717 CARR'S TREE SERVICE, INC	1,000.00					
		21900SC 07/14/21 Brush mow Wellie 3	1,000.00			101 43100	311	10100
		Total for Vendor:	1,000.00					
4606		751 CITY OF FREEPORT	143.01					
		06/30/21 Fire hall water usage Apr-Jun	143.01			225 42200	384	10100
		Total for Vendor:	143.01					
4607		544 COMMUNITY TECHNOLOGY CENTER, INC	139.00					
		CTC2436 06/30/21 Troubleshoot YouTube livestre	139.00			101 41000	300	10100
		Total for Vendor:	139.00					
4608		675 CUSTOMIZED FIRE RESCUE TRAINING	2,200.00					
		1872 06/30/21 8/17/20 firefightr training	400.00*			225 42200	330	10100
		1872 06/30/21 1/18/21 firefightr training	600.00*			225 42200	330	10100
		1872 06/30/21 3/15/21 firefightr training	1,200.00*			225 42200	330	10100
		Total for Vendor:	2,200.00					
4609		123 DYMOKE LAW OFFICE, P.A.	387.50					
		07/01/21 City council meeting	125.00			101 41000	302	10100
		07/01/21 2021 Project: easements	262.50*			420 43100	302	10100
		Total for Vendor:	387.50					

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4610		752 EXPERT T BILLING	243.00					
	8761	07/09/21 9 runs billed - Jun	243.00			225 42200	300	10100
		Total for Vendor:	243.00					
4611		174 GOPHER STATE ONE CALL, INC	8.10					
	1060402	06/30/21 6 email tickets	4.05			601 43225	300	10100
	1060402	06/30/21 6 email tickets	4.05*			602 43250	300	10100
		Total for Vendor:	8.10					
4612		219 JOANN TIMP	144.00					
	07/16/21	4 cleanings (6/25/21-7/16/21)	144.00			101 41000	300	10100
		Total for Vendor:	144.00					
4613		769 METRO SALES, INC	89.87					
	INV1851264	07/12/21 Copier rental 6/15/21-7/14	89.87			101 41000	410	10100
		Total for Vendor:	89.87					
4614		767 MN FIRE SERVICE CERTIFICATION	360.00					
	9079	06/29/21 Certification exam 3 firefight	360.00*			225 42200	330	10100
		Total for Vendor:	360.00					
4615		326 MN MAINTENANCE PLUS, LLC	40.95					
	5984	07/01/21 City hall faucet	40.95			101 41000	220	10100
		Total for Vendor:	40.95					
4616		710 SAUK CENTRE FLEET SUPPLY	24.60					
	260927	07/19/21 Water sample postage	24.60			601 43225	200	10100
		Total for Vendor:	24.60					
4617		413 SCHLENNER WENNER & CO	5,875.00					
	275820	06/30/21 2020 Audited Fin Statements	5,400.00			101 41500	301	10100
	275820	06/30/21 2020 OSA State Reporting	475.00			101 41500	300	10100
		Total for Vendor:	5,875.00					



\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4618		418 SEH, INC	16,051.00					
	408415	07/16/21 2020 Freeport facility plan	14,845.00*			420 43100	300	10100
	408415	07/16/21 Construction staking	1,206.00*			420 43100	300	10100
		Total for Vendor:	16,051.00					
4619		822 STEARNS CO FIRE CHIEFS ASSN	15.00					
	1111	07/14/21 2021 dues	15.00			225 42200	433	10100
		Total for Vendor:	15.00					
4620		554 SWANY WHITE FLOUR MILLS, LTD	1,459.62					
		06/30/21 TIF payment	1,462.56			265 46508	640	10100
		06/30/21 County TIF Admin Fee	-2.94			265 46508	640	10100
		Total for Vendor:	1,459.62					
4621		525 XCEL ENERGY, INC	122.12					
	740537004	07/20/21 Water tower	122.12			601 43225	381	10100
		Total for Vendor:	122.12					
		# of Claims	19	Total:				31,065.93

# **FREEPORT CALLS**

<u>City</u>	<u>Date Received</u>	<u>Call #</u>	<u>Description</u>	<u>Actual Incid Location</u>
FREEPORT	06/28/2021 09:55:01	21058061	ACCIDENT	
FREEPORT	06/05/2021 22:12:17	21050541	AGENCY ASSIST	
FREEPORT	06/23/2021 20:37:13	21056519	BURGLARY	
FREEPORT	06/11/2021 01:23:54	21052366	CARBON MONOXIDE CALL W	
FREEPORT	06/11/2021 19:17:15	21052629	NO PAY CUSTOMER	
FREEPORT	06/23/2021 13:31:16	21056397	PARKING VIOLATION	
FREEPORT	06/22/2021 09:42:58	21056005	REPORT WRITING	
FREEPORT	06/11/2021 19:04:59	21052623	SUSPICIOUS ACTIVITY	
FREEPORT	06/30/2021 10:42:46	21058693	SUSPICIOUS VEHICLE	
FREEPORT	06/25/2021 23:11:01	21057310	TRAFFIC STOP	
FREEPORT	06/27/2021 22:13:07	21057974	TRAFFIC STOP	
FREEPORT	06/10/2021 16:27:11	21052213	TRAFFIC STOP	
FREEPORT	06/05/2021 21:58:06	21050537	WELFARE CHECK	

# Memo

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From: Wyatt Kemper, Clerk-Treasurer

To: Freeport City Council

Date: 07/27/2021

Re: Clerk Report

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- Carr's removed underbrush from Welle 3 Addition, quote for grown tree removal was received on Wednesday.
- American Dairy Association plans to use the Lions' shelter to hand out Dilly bars in August (9<sup>th</sup> thru 12<sup>th</sup> tentative.)
- Construction on water, sewer is set to begin mid-August.

# Memo

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From: Joan Wall, Deputy Treasurer

To: Freeport City Council

Date: 7/20/2021

Re: Deputy Treasurer Report

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## Small Cities Assistance Account

The Minnesota Legislature has approved one-time funding of the Small Cities Assistance Account for 2021 and Freeport will receive \$20,696 this year. Half of the funding was received July 20 and I expect the other half to come in December.

According to the League of Minnesota Cities, the funding is for the construction and maintenance of roads located within the city and can include land acquisition, environmental analysis, design, engineering, construction, reconstruction, and maintenance.

## Potential Funds Available for 7th Street

391,529	6/30/21 in Fund 417 Street Improvements Fund
10,348	Received in July for Small Cities Transportation Assistance
<u>10,348</u>	Expected to be received in December for Small Cities Transportation Assistance
<u>412,225</u>	Fund 417 Street Improvements Fund
<hr/>	
<u>99,769</u>	6/30/21 in Fund 407 2006 Small Cities Grant
<hr/>	
<u>511,994</u>	Potential Funding Sources on Hand

## Second Quarter Financial Reports

Financial reports through June 30, 2021 are shown on the following pages.

**City of Freeport  
All Funds Summary  
For the Six Months Ended June 30, 2021 (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	2021 Project	Water Fund	Waste Water Fund	Water USDA Reserve	Waste Water USDA Reserve	Total YTD Amount
<b>REVENUES:</b>																			
<b>Property Taxes</b>																			
Property Tax Levy	105,342			4,258	30,468	40,772													180,839
Other Taxes	0		1,024																1,024
<b>General Sales and Use Tax</b>																			
Special Assessments	0				1,967	0									390				390
Licenses and Permits	11,190														11,653	0			13,620
Federal Grants & Aids		121,381																	121,381
State Grants & Aid	0	3,485									0				8,993				12,478
Grants & Aids from Local Governmental Units		0																	0
Charges for Services	90														63,969	66,389			130,449
Public Safety		102,728																	102,728
Fines and Forfeitures	100																		100
Loan Payments Received							0												0
Miscellaneous	3,301	2,069		199	(204)	(168)	356	89	10	214	1,206	193	393	0	1,965	643			10,265
<b>Total Revenues</b>	<b>120,023</b>	<b>229,662</b>	<b>1,024</b>	<b>4,457</b>	<b>32,230</b>	<b>40,604</b>	<b>356</b>	<b>89</b>	<b>10</b>	<b>214</b>	<b>1,206</b>	<b>193</b>	<b>393</b>	<b>0</b>	<b>86,970</b>	<b>67,033</b>	<b>0</b>	<b>0</b>	<b>584,463</b>
<b>EXPENDITURES:</b>																			
General Government	12,630																		12,630
Legislative (Council/Board)	793																		793
Executive (Mayor/Manager)	937																		937
Clerk	41,589																		41,589
Elections	30																		30
Auditor	9,000																		9,000
Assessor	4,816																		4,816
Planning / Zoning	0																		0
Building Official	76																		76
Civil Defense	0																		0
Public Works	33,691																		33,691
Highways, Streets & Roadways	18,676										0			0					18,676
Street Lighting	8,588																		8,588
Recreation	0																		0
Parks	3,750							0											3,750
Salaries & Benefits		0																	0
Supplies		3,058		103											3,391	324			6,876
Professional Services		825		310						0	0			123,301	9,010	3,934			137,380
Fire Dept Aid		5,100																	5,100
Training		4,520													0	0			4,520
Insurance		3,975													467	590			5,032
Utilities		3,101													3,044	488			6,633
Repairs		6,331																	6,331
Water/Waste Water Treatment															2,608	1,238			3,846
Debt Service					126,745	181,383									71,720	31,500			411,348
Miscellaneous		137,414	0	138			0							1,423	323	0			139,299
<b>Total Expenditures</b>	<b>134,575</b>	<b>164,324</b>	<b>0</b>	<b>552</b>	<b>126,745</b>	<b>181,383</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>124,724</b>	<b>90,563</b>	<b>38,074</b>	<b>0</b>	<b>0</b>	<b>860,939</b>
Excess of Revenues																			
Over (Under) Expenditures	(14,552)	65,338	1,024	3,905	(94,515)	(140,779)	356	89	10	214	1,206	193	393	(124,724)	(3,593)	28,959	0	0	(276,476)
<b>OTHER SOURCES (USES):</b>																			
Transfers In	90,500	44,070	0	0	0	0	0	6,000	0	0	72,000	10,000	30,000	0	0	0	13,867	2,800	269,237
Transfers Out	(162,070)	(3,500)	0	(5,000)	0	0	0	0	0	0	0	0	0	0	(54,867)	(43,800)	0	0	(269,237)
<b>Total Other Sources (Uses)</b>	<b>(71,570)</b>	<b>40,570</b>	<b>0</b>	<b>(5,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>0</b>	<b>72,000</b>	<b>10,000</b>	<b>30,000</b>	<b>0</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	(86,122)	105,908	1,024	(1,095)	(94,515)	(140,779)	356	6,089	10	214	73,206	10,193	30,393	(124,724)	(58,460)	(14,841)	13,867	2,800	(276,476)
<b>FUND BALANCES:</b>																			
January 1	669,102	362,913	0	197,311	30,959	78,918	99,413	23,247	2,811	59,673	318,323	51,366	101,964	(40,887)	1,829,385	2,037,638	110,936	22,400	5,955,472
June 30	582,980	468,821	1,024	196,216	(63,555)	(61,861)	99,769	29,336	2,821	59,887	391,529	61,560	132,357	(165,611)	1,770,925	2,022,796	124,803	25,200	5,678,997
<b>CASH:</b>																			
January 1	661,584	347,686	0	55,684	28,156	76,438	99,413	23,247	2,811	59,673	318,323	51,366	101,964	(36,847)	471,177	159,657	110,936	22,400	2,553,668
Increase (Decrease) in Cash	(87,919)	102,159	1,024	(824)	(91,712)	(138,299)	356	6,089	10	214	73,206	10,193	30,393	(128,764)	(58,798)	(15,060)	13,867	2,800	(281,064)
June 30	573,665	449,845	1,024	54,859	(63,555)	(61,861)	99,769	29,336	2,821	59,887	391,529	61,560	132,357	(165,611)	412,379	144,597	124,803	25,200	2,272,603

**City of Freeport  
Budget Variance Explanations  
For the Six Months Ended June 30, 2021 (Unaudited)**

General Fund Revenue

Property Taxes & State Funds: These funds come in June/July and December  
 Other Taxes:  
     Franchise Fees We receive this in December

General Fund Expenditures

Auditor, Assessor We usually make these payments once per year

AFSA Fund Revenue

Federal Grants FEMA grant for air packs  
 State Grants & Aid/PERA Most of these funds come in October  
 Public Safety Annual city/township fire contract payments have been received  
 Miscellaneous  
     Donations - Private Donations are below budget so far

AFSA Fund Expenditures

Salaries Fire Dept salaries are paid in December  
 Fire Dept Aid Pass-through funds - offset by State Aid revenue that comes in Oct  
 Repairs Truck repairs includes \$3750 that is coming out of the Equipment Fund  
 Miscellaneous Other Equipment Air packs paid for by FEMA grant, except for \$13,500 paid by AFSA

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.

2021 Project - Storm Water/Street, Water, and Wastewater

Professional Services SEH's charges for the project  
 Miscellaneous Public notices & permits

Water Fund Revenue

State Grants & Aid/PERA MDH grant for source water protection

Water Fund Expenditures

Supplies \$1900 Well house double-check valve  
 Professional Services Sealing city well & private well - offset by MDH grant  
 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, gopher calls, talk w/ Tim Gieske curb stop on gopher call, put cold patch down on INDUSTRIAL Drive.	TUE 6/8/21	JL
Well, tower, pond checks, Flushed hydrants, Adam Hoppe put Schorping	Wed 6/9/21	JL
Enter to alley main, power outage Creamery Well.	"	JL
Well, tower, liftstation, pond checks, <sup>water samples</sup> mowed lawn, Qitly InFluent	THUR 6/10/21	JL/ME
Internet city hall w/ Jason Manning, bid opening, bugs in ponds, meter	"	JL
For Sprinkler system.	"	JL
Well, tower, pond checks, ammonia samples, <sup>put cones up for</sup> tree down on 3rd Ave SE	FRI 6/11/21	JL
meter for sprinkler system, gopher call	"	JL
Well, tower, pond checks	SAT 6/12/21	JL
Well, tower, pond checks	SUN 6/13/21	JL
Well, tower, liftstation, pond checks, water samples, sprayed weeds, garbage	MON 6/14/21	JL
Well, tower, pond checks, picked cones up on 3rd Ave SE, cleaned at shop, clean	TUE 6/15/21	JL
bathroom ball park, garbage moved put back,	"	JL
Well, tower, pond checks, cleaned <sup>Tower</sup> well house #1	Wed 6/16/21	JL
Well, tower, liftstation, pond checks, water samples, bugs in ponds	THUR 6/17/21	JL
Well, tower, pond checks, put cone up to fix light, put battery backup in	FRI 6/18/21	JL
at Tower, tested scada.	"	JL
Well, tower, pond checks	SAT 6/19/21	JL
Well, tower, pond checks	SUN 6/20/21	JL
Well, tower, liftstation, pond checks, water samples, garbage	MON 6/21/21	JL
gopher calls, mowed lawn.	"	JL
Well, tower pond checks, sprayed weeds, weed washed in	TUE 6/22/21	JL
industrial park, gopher calls, locate curb stop by 514 1st Av N	"	JL
Well, tower, pond checks, exercised gate valves south	Wed 6/23/21	JL
side of inter State, gopher call.	"	JL
Well, tower, liftstation pond checks, water samples, work gate	THUR 6/24/21	JL
valves, mowed lawn, bugs in ponds	"	JL/ME
Well, tower, pond checks, ammonia tests, Flushed + worked	FRI 6/25/21	JL
gate valves	"	JL
Well, tower, pond checks	SAT 6/26/21	JL
Well, tower, pond checks	SUN 6/27/21	JL
Well, tower, pond, liftstation checks, water samples, garbage	MON 6/28/21	JL
put new street signs up. ph calibration	"	JL
Well, tower, pond checks, mowed lawn, clean bathrooms	TUE 6/29/21	JL
+ garbage at ball park, pulled weeds, clean shop, worked	"	JL
on big lawn mower had a striped bolt, council meeting.	"	JL
Well, tower, pond checks, sprayed rip rap at ponds, meter	Wed 6/30/21	JL
readings; mowed lawn; called on vehicle parked by church	"	JL

Job Duty	Date	Initial
Well, tower, lift station, pond checks, water samples, put flags up, meter reading w/ Wyatt, swept streets, bugs in ponds	Thur 7/1/21	JL
Well, tower, pond checks, monthly MOH + MPCA reports, swept streets, ammonia samples,	"	JL
	FRI 7/2/21	JL
	"	JL
WELL CHECKS	SAT 7/3/21	ME
WELL CHECKS	SUN 7/4/21	ME
Well, tower, lift station; pond checks, water samples	MON 7/5/21	JL
Well, tower, pond checks, took flags down, garbages, put new sign out by ice cream shop the one that was out is gone, Filed paperwork,	TUE 7/6/21	JL
Well, tower, pond checks, mowed lawn, clean bathrooms at ballpark -	"	JL
	Wed 7/7/21	JL
	"	JL
Well, tower, lift station, pond checks, water samples, Flushed hydrant	Thur 7/8/21	JL
Sound curb + Fixed curb stop, bugs in ponds	"	JL
Well, tower, pond checks, water samples "Ammonia", cars doing	FRI 7/9/21	JL
Wells 3 brush, paperwork.	"	JL
Well, tower, pond checks	SAT 7/10/21	JL
Well, tower, pond checks.	SUN 7/11/21	JL
Well, tower, lift station, pond checks, water samples, mowed lawn, sewer backup on 2nd Ave NW.	MON 7/12/21	JL
	"	JL
Well, tower, pond checks, shop, mowed lawn, ballpark bathrooms	TUE 7/13/21	JL
Well, tower, pond checks, clean storm drains by offramp + old 52	Wed 7/14/21	JL
meeting w/ Dave B at city hall.	"	JL
Well, tower, lift station, pond checks, water reports, garbages, SEH walk around. bug in ponds	Thur 7/15/21	JL
	"	JL
Well, tower, pond checks, SEH walk around, greased big lawn mower. Sewer line on 2nd Ave NW	FRI 7/16/21	JL
	"	JL
Well, tower, pond checks	SAT 7/17/21	JL
Well, tower, pond checks	SUN 7/18/21	JL
Well, tower, lift station, pond checks, water samples, WQP samples on ends of town + shipped up sawk center, ISO meeting	MON 7/19/21	JL
	"	JL
Well, tower, pond checks, mowed lawn, walkbek sprinkler meter. -	TUE 7/20/21	JL
Well, tower, pond checks, Fixed curb stop on 2nd st NW	Wed 7/21/21	JL
clean vehicle, worked on sweeper, team lab vendors stopped. -	"	JL





Building a Better World  
for All of Us®

## MEMORANDUM

TO: Freeport City Council

FROM: Dave Blommel (Lic. MN)

DATE: July 20, 2021

RE: Council Update  
SEH No. FREEP GEN 14.00

### 2021 Utility Project

The contractor has had a delay in his construction schedule and won't begin until the middle of August. Tentative start date is August 16<sup>th</sup>. They will be using multiple crews in order to keep the project on track to be completed in the original timeframe.

### 7<sup>th</sup> St SE

At the last council meeting we briefly discussed the need to improve 7<sup>th</sup> Street SE due to its rapid deterioration over the past few years. The roadway is no longer able to be patched, but rather needs a more significant effort than can be completed by patching. Both of the options below will fix the roadway but have different costs and life expectancies.

#### Option 1 – Remove existing pavement and Repave

This option would add the work to the current construction contract with the as-bid numbers as a change order. No additional bidding work would need to be completed.

Benefits – Known Price, Similar life to the last time the roadway was paved.

Concerns – Does not fix potential subgrade problems that caused the current failures.

Cost - \$178,860.

#### Option 2 – Reclaim pavement and overlay

Similar procedure as the option 1 above, but the existing asphalt would be ground up and left on the roadway to add additional base. This project would need to be quoted as the reclaiming work is not included in the current utility project. The cost is higher for this alternative.

Benefits – Should provide a stronger roadway by adding additional gravel below the pavement increasing the life.

Concerns – Raises the entire roadway elevation by about 4" causing more driveway work to be required. Costs are only estimated and could change with bidding.

Cost - \$220,000

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1200 25th Avenue South, P.O. Box 1717, St. Cloud, MN 56302-1717

320.229.4300 | 800.572.0617 | 888.908.8166 fax

SEH is 100% employee-owned. Affirmative Action-Equal Opportunity Employer

In order to fund the roadway several alternatives have been considered and need to be further discussed prior to selecting a particular strategy.

Assessments – Per the assessment policy the area should be assessed at 2/3 of the cost of the improvements. Total properties with frontage on 7<sup>th</sup> Street (including back yards of those on 8<sup>th</sup> St) there is approximately 3199 LF that would have a share of the assessments. About 43% of the frontage is assessable to the City or Community Center. If the council would decide to remove the homes on 8<sup>th</sup> St with only back lot lines touching 7<sup>th</sup> street, the assessable footage would be reduced to 2325 feet.

Using option 1, and assuming the 3199 LF of assessments are applied, that would equate to about \$37 per foot. Average assessments for the residential properties on the street are about \$6,200.

Option 2 would be closer to \$46 per foot again using the higher amount of assessable footage. Average assessments for the residential properties at the 2/3 rate are about \$8,200.

The Real Estate Consulting Letter Report prepared in August of 2020 addressed the area regarding the desirable range for assessments. The ranges recommended for residential homes benefitting from the reclaim and overlay was between \$4000 and \$8000 in benefit. The report did discuss a range based on the value of the properties included. Higher property values equated to larger assessments. The homes on 7<sup>th</sup> street are generally modest with home values in the area ranging between \$150,000 and \$300,000 (most are around \$200,000) somewhere near the middle of the range is likely appropriate for a cap.

Commercial properties were recommended between \$0.25 and \$0.65 per sq ft. The community center assessment based on these calculations would vary between \$38,550 and \$100,230 based on those rates respectively. Given the 2/3 share of the frontage is less than even the \$0.25 rate, the cap will likely not apply to that parcel.

If we want to assess for the improvements, and for consistency we should, we will need to go through the entire assessment process starting with a short feasibility study and a public hearing. This will take several months, likely moving construction to the spring of 2022.

#### DNR Water Restrictions

The MnDNR has sent a letter directing cities to reduce water use because more than 50% of MN has moved into severe drought. I went through the numbers and found that Freeport probably needs to make some changes to get closer to the DNR mandated goal (150% of January use). Now, there is currently no schedule or repercussions for not following the suggestions, but politically, future DNR cooperation and funding might be impacted if we didn't put forth an effort.

In January, Freeport used an average of about 34,000 gallons per day. Taking 150% of that we should be targeting about 51,000 gallons per day. Right now, we are using between 70,000 and 80,000 per day. It is going to be a significant reduction to get to the target level. There are 4 different strategies being currently used in the area and Freeport should consider adopting at least one of them.

1. Total bans on irrigation.
2. Odd / Even Restrictions.
3. Restrictions on times when irrigation can be utilized (generally prohibited between 10 am and 6 pm). These restrictions are often used in conjunction with Odd / Even
4. Voluntary conservation

People with private wells would generally not be bound by these limitations as we can only control the city water use. Their use would be independent of the numbers above and is not reported to the DNR for monitoring. Wells owned by the city, but not part of the municipal water supply, are treated similarly to the private wells above. They are not reported to the DNR and would not be subject to the restrictions. Reduction from those wells would be voluntary, but likely should be considered.

No matter the strategy chosen, enforcement is going to be a potential challenge that will need to be addressed. Most cities in the area are utilizing a citation for violations of the order, but without a police department that may not work for us.

dwb

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**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

July 21, 2021

Wyatt Kemper  
City of Freeport  
125 Main Street East  
Freeport, MN 56331

BY ELECTRONIC MAIL

Re: Monthly Legal Report

Dear Mr. Kemper:

During the period from June 23, 2021 through July 21, 2021, we have given significant attention to the following projects on behalf of the City of Freeport.

- 2021 Improvements – Prepared title opinion and right of way for certificate in support of USDA financing requirements.

Respectfully submitted,  
Dymoke Law Office, P.A.

*Scott E. Dymoke*  
by Scott E. Dymoke

# Memo

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From: Wyatt Kemper, Clerk-Treasurer

To: Freeport City Council

Date: 07/27/2021

Re: Water Usage Restrictions

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- With over 50% of Minnesota experiencing severe drought conditions, the Department of Natural resources has requested that Freeport, along with many other cities, implement water usage restrictions in order to conserve our groundwater.
- Freeport will implement an even/odd schedule for watering restrictions. Residences and businesses with an address ending in an even number may water on even-numbered calendar days, and vice-versa.
- Newly-seeded lawns and private wells are both exceptions to this watering restriction.



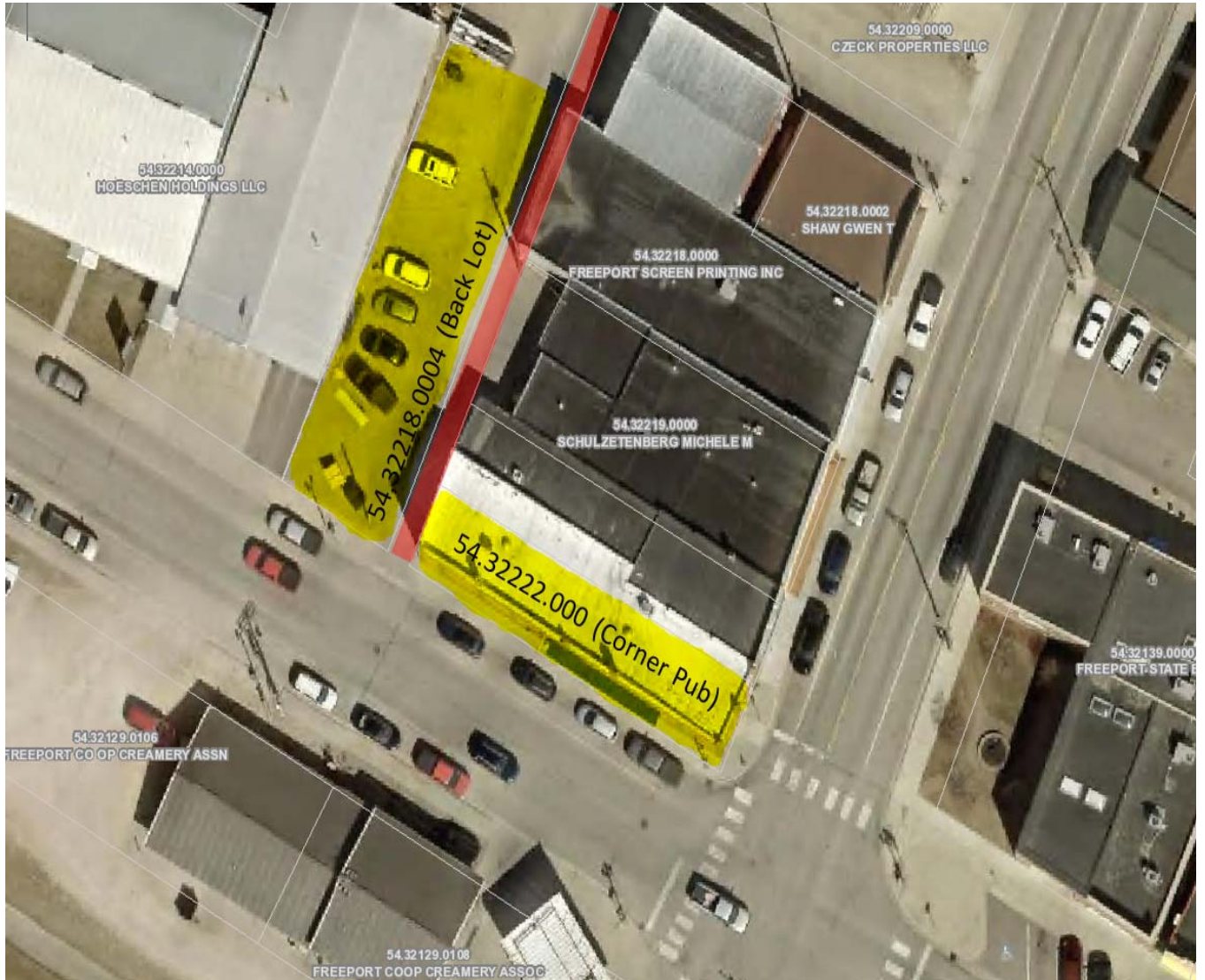
## **CITY OF FREEPORT**

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)

Due to the fact that over half of the state of Minnesota is experiencing severe drought conditions, including Freeport, the City is now enacting water restrictions, effective immediately.

The City asks that residents and businesses water lawns every other day to minimize the amount of water used during this period of drought. Residents and businesses with an address ending in an even number may water lawns only on even-numbered calendar days. Inversely, residents and businesses with address ending in odd numbers may water lawns on odd-numbered days. Private wells and newly-seeded lawns are exceptions to this water usage restriction.

Please help the City and your community by doing your part to save water. For water conservation tips, please view the City of Freeport's website.



September 4<sup>th</sup>, 2021- Corner Pub's 5 Year Anniversary

Pooch is requesting permission to close the alley for the night

County does not require any special permits since main street will not be used.