

**CITY OF FREEMAN
CITY COUNCIL | REGULAR SESSION
TUESDAY, MARCH 21, 2023
6:30 P.M. | CITY HALL COUNCIL CHAMBERS
AGENDA**

ROLL CALL

EQUALIZATION BOARD

MINUTES OF MARCH 7, 2023 REGULAR MEETING

VOUCHERS

PUBLIC INPUT

DAKOTA PROTEIN SOLUTIONS – WATER RATES

GOLF COURSE RATES

ANNUAL REPORT

DEVELOPMENT & MARKETING REPORT

OTHER BUSINESS

NEXT MEETING DATE – TUESDAY, APRIL 4, 2023 @ 6:30 PM

EXECUTIVE SESSION PURSUANT TO SDCL 1-25-2(1) – PERSONNEL

EXECUTIVE SESSION PURSUANT TO SDCL 1-25-2(4) – CONTRACT NEGOTIATION

HIRE SEASONAL PERSONNEL

ADJOURN

**This meeting will be livestreamed via the link posted in the “Government” section at
CityofFreeman.org & on Golden West Cable channel 90.**

Council Minutes
Regular Session
Tuesday, March 7, 2023

The Freeman City Council met in regular session on Tuesday, March 7, 2023 at 6:30 pm at City Hall in Freeman. Mayor Michael Walter called the meeting to order and the following members were present: Charles Gering, Tabitha Schoenwald, Clifford Tjaden, Elizabeth Waltner and Steve Waltner. Also attending were Administrative Assistant Lisa Jensen, Duane Walters, Carol Eisenbeis, Scott Brewer, Todd Graber and Chad Rembold.

Minutes

S. Waltner moved to accept the minutes of the February 21, 2023 regular meeting as presented. Gering seconded the motion. All votes aye.

Vouchers

Tjaden moved to approve the vouchers listed below. S. Waltner seconded the motion. Roll call: All votes aye.

PAYROLL – FINANCE	2819.24	FINK LAW OFFICE, attorney fees	258.65
PAYROLL – MARKETING	3541.46	FREEMAN SHOPPING CENTER, supplies	150.83
PAYROLL – GOVERNMENT BUILDING	239.00	GOLDEN WEST, telephone service	966.97
PAYROLL – POLICE	9320.20	HUTCHINSON CO TREASURER, license plate	24.20
PAYROLL – PUBLIC SAFETY	96.88	JAMBOREE, supplies	11.98
PAYROLL – STREETS	799.54	KNODEL CONTRACTORS, tree removal	1920.00
PAYROLL – SEWER	2500.81	KOERNER CONSTRUCTION, haul snow	255.10
PAYROLL – REFUSE	3753.78	MATHESON, amb supplies	77.47
PAYROLL – RECYCLE	2568.11	MILLER CONSULTING, computer repair	1271.50
PAYROLL – WATER	6540.22	MR G’S, repair	216.70
PAYROLL – AMBULANCE	5182.17	NAPA, supplies	71.80
PAYROLL – PARK/POOL	164.21	NORTHWESTERN ENERGY, electric & gas	9162.61
PAYROLL – GOLF COURSE	3019.55	ONE OFFICE, supplies	23.74
PAYROLL – LIBRARY	7062.79	PITNEY BOWES, postage	301.50
PAYROLL – COMMUNITY CENTER	261.00	PLUNKETT’S, pest control	95.70
MERCHANTS STATE BANK, 941 deposit	8889.40	RURAL MFG, repair	37.67
SD RETIREMENT	5164.34	SAARIE AUTO BODY, repair	1470.67
ACH FEES, payroll & utilities	30.00	SANITATION PRODUCTS, repair	49.75
APPEARA, rugs	113.06	SD DEPT OF HEALTH, testing	30.00
B-Y WATER, water purchase	5444.96	SD DEPT OF PUBLIC SAFETY, license renew	542.00
B-Y WATER INTEREST	3168.00	SD DEPT OF REVENUE, sales tax	1010.59
C & B OPERATIONS, repair	1736.31	SDML, district meeting	25.00
CARDMEMBER SERVICES, supplies	2158.46	SECOND CENTURY PRINTING, publishing	423.90
CHS, fuel	2622.28	SIOUX INTERNATIONAL, repair	199.65
CITY OF FREEMAN, utilities	44.00	SOUTHEASTERN ELECTRIC, electric	2705.67
CITY OF MITCHELL LANDFILL, garbage fees	2673.60	SQUARE, monthly subscription	35.00
CORE & MAIN, repair	1960.00	STERN OIL COMPANY, fuel	3631.13
DAKOTA FLUID POWER, plow repair	2200.69	TOTAL STOP, fuel	888.76
EQUIPMENT BLADES, repair	2179.26	ZIMCO, supplies	2700.00
FENSEL’S ELECTRIC, supplies	386.74		

VOUCHERS	67329.64
SALARIES	47868.96
TOTAL VOUCHERS & SALARIES	115198.60

Financial Report

Tjaden moved to approve the financial report as presented. E. Waltner seconded the motion. Roll call: all votes aye.

Golf Equipment

The golf course committee recommended the purchase of a 2007 Jacobson batwing mower, through the Wieman bid to buy auction. Todd Graber also updated the council on a rate comparison with some of the local courses. Rates will be discussed further at the next council meeting.

Clothing Allowance

S. Waltner moved to set the clothing allowance, for full-time outdoor city workers at 50-50% with a maximum of \$250.00. Gering seconded the motion. Roll call: all votes aye.

AARP Grant

E. Waltner moved to allow the Freeman Community Development Corporation to apply for a grant to purchase benches to be placed on city property at no cost to the City of Freeman. Tjaden seconded the motion. Roll call: all votes aye.

Other Business

Elizabeth Waltner inquired about when the new street signs would be installed.

Next Meeting Date

The next meeting of the Freeman City Council will take place on Tuesday, March 21, 2023 at 6:30 pm.

Executive Session

S. Waltner moved to go into Executive Session at 7:08 pm pursuant to SDCL 1-25-2(1) personnel and SDCL 1-25-2(4) contract negotiation. E. Waltner seconded the motion. All votes aye.

S. Waltner declared out of executive session at 7:32 pm.

Adjournment

S. Waltner moved to adjourn at 7:35 pm. Schoenwald seconded motion. All votes aye.

Lisa Jensen, Administrative Assistant

Michael Walter, Mayor

2023 Rates & Fee's

	2022	2023
Green Fee's		
Week		
9 Holes	\$15	\$18
18 Holes	\$20	\$25
All Day	\$25	\$30
Weekend		
9 Holes	\$18	\$20
18 Holes	\$24	\$30
All Day	\$30	NA
Cart Rent		
Week		
9 Holes 1/2 Cart	\$10	\$15
9 Holes Full Cart	\$20	\$25
18 Holes 1/2 Cart	\$13	\$18
18 Holes Full Cart	\$26	\$30
Weekend		
9 Holes 1/2 Cart	\$12	\$15
9 Holes Full Cart	\$24	\$25
18 Holes 1/2 Cart	\$15	\$18
18 Holes Full Cart	\$30	\$30
Trail Fee	\$8	\$8
Driving Range		
Small	\$3	\$3
Large	\$5	\$5
Membership		
Single	\$375	\$400
Family	\$600	\$630
Student	\$100	\$100
Golf Team	\$75	\$75
Driving Range		
Single	\$75	\$75
Family	\$100	\$100
Cart Rental		
Single	\$400	\$425
Family	\$600	\$650
Cart Storage		
Gas	\$250	\$250
Electric	\$300	\$300

MUNICIPALITY OF FREEMAN
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - MODIFIED CASH BASIS
GOVERNMENTAL FUNDS
For the Year Ended December 31, 2022

	General Fund	BBB Tax Fund	Veterans Memorial Fund	Fund	Fund	Fund	Other Governmental Funds	Total Governmental Funds
360 Miscellaneous Revenue:								
361 Investment Earnings	23,701.93						0.00	23,701.93
362 Rentals	33,340.00						0.00	33,340.00
363 Special Assessments							0.00	0.00
364 Maintenance Assessments							0.00	0.00
367 Contributions and Donations from Private Sources	2,369.75						0.00	2,369.75
368 Liquor Operating Agreement Income							0.00	0.00
369 Other	44,402.92						0.00	44,402.92
Total Miscellaneous Revenue	103,814.60	0.00	0.00	0.00	0.00	0.00	0.00	103,814.60
Total Revenue	2,511,301.46	32,688.22	0.00	0.00	0.00	0.00	0.00	2,543,989.68
Expenditures:								
410 General Government:								
411 Legislative							0.00	0.00
412 Executive	36,485.07						0.00	36,485.07
413 Elections							0.00	0.00
414 Financial Administration	140,051.85						0.00	140,051.85
419 Other	21,152.80						0.00	21,152.80
Total General Government	197,689.72	0.00	0.00	0.00	0.00	0.00	0.00	197,689.72
420 Public Safety:								
421 Police	195,596.79						0.00	195,596.79
422 Fire	45,017.41						0.00	45,017.41
423 Protective Inspection							0.00	0.00
429 Other Protection	5,565.05						0.00	5,565.05
Total Public Safety	246,179.25	0.00	0.00	0.00	0.00	0.00	0.00	246,179.25
430 Public Works:								
431 Highways and Streets	5,154,130.01						0.00	5,154,130.01
432 Sanitation	64,456.90						0.00	64,456.90
433 Water							0.00	0.00
434 Electricity							0.00	0.00
435 Airport							0.00	0.00
436 Parking Facilities							0.00	0.00
437 Cemeteries	1,109.28						0.00	1,109.28
438 Natural Gas							0.00	0.00
439 Transit							0.00	0.00
Total Public Works	5,219,696.19	0.00	0.00	0.00	0.00	0.00	0.00	5,219,696.19
440 Health and Welfare:								
441 Health							0.00	0.00
442 Home Health							0.00	0.00
443 Mental Health Centers							0.00	0.00
444 Humane Society							0.00	0.00
445 Drug Education							0.00	0.00
446 Ambulance							0.00	0.00
447 Hospitals, Nursing Homes and Rest Homes							0.00	0.00
449 Other							0.00	0.00
Total Health and Welfare	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450 Culture and Recreation:								
451 Recreation	450,804.67						0.00	450,804.67
452 Parks							0.00	0.00
455 Libraries	188,777.44						0.00	188,777.44
456 Auditorium	30,295.20						0.00	30,295.20

MUNICIPALITY OF FREEMAN
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - MODIFIED CASH BASIS
GOVERNMENTAL FUNDS
For the Year Ended December 31, 2022

	General Fund	BBB Tax Fund	Veterans Memorial Fund	Fund	Fund	Fund	Other Governmental Funds	Total Governmental Funds
457 Historical Preservation								
458 Museums								
Total Culture and Recreation	669,877.31	0.00	0.00	0.00	0.00	0.00	0.00	669,877.31
460 Conservation and Development:								
463 Urban Redevelopment and Housing								
465 Economic Development and Assistance	106,105.66						0.00	106,105.66
466 Economic Opportunity							0.00	0.00
Total Conservation and Development	106,105.66	0.00	0.00	0.00	0.00	0.00	0.00	106,105.66
470 Debt Service								
480 Intergovernmental Expenditures								
485 Capital Outlay								
490 Miscellaneous:								
491 Judgements and Losses								
492 Other Expenditures								
499 Liquor Operating Agreements								
Total Miscellaneous	8,358.77	0.00	0.00	0.00	0.00	0.00	0.00	8,358.77
Total Expenditures	6,447,906.90	0.00	0.00	0.00	0.00	0.00	0.00	6,447,906.90
Excess of Revenues Over (Under) Expenditures	(3,936,605.44)	32,688.22	0.00	0.00	0.00	0.00	0.00	(3,903,917.22)
Other Financing Sources (Uses):								
391.01 Transfers In								
511 Transfers Out								
512 Discount on Bonds Issued								
513 Payments to Refunded Debt Escrow Agent								
391.03 Sale of Municipal Property								
391.04 Compensation for Loss or Damage to Capital Assets								
391.20 Long-Term Debt Issued	2,745,000.00							2,745,000.00
Total Other Financing Sources (Uses)	2,745,000.00	0.00	0.00	0.00	0.00	0.00	0.00	2,745,000.00
391.06 (514) Special Items								
391.05 (515) Extraordinary Items								
Net Change in Fund Balances	(1,191,605.44)	32,688.22	0.00	0.00	0.00	0.00	0.00	(1,158,917.22)
Fund Balance - Beginning	2,905,634.67	12,619.44	23,539.75					2,941,793.86
Adjustments:								
Adjust to modified cash basis	(37,688.43)							(37,688.43)
Adjusted Fund Balance - Beginning	2,867,946.24	12,619.44	23,539.75					2,904,105.43
FUND BALANCE - ENDING	1,676,340.80	45,307.66	23,539.75					1,745,188.21
Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

The notes to the financial statements are an integral part of this statement.

MUNICIPALITY OF FREEMAN
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION - MODIFIED CASH BASIS
PROPRIETARY FUNDS
For the Year Ended December 31, 2022

	Enterprise Funds					Totals	Internal Service Funds
	Water Fund	Sewer Fund	Refuse Fund	Ambulance Fund	Fund		
Operating Revenue:							
370/380 Charges for Goods and Services	323,796.70	254,937.99	218,738.15	93,750.11		891,222.95	
371 Surcharge as Security for Debt		74,055.60				74,055.60	
380.05 Lottery Sales						0.00	
369 Miscellaneous				10,600.00		10,600.00	
Total Operating Revenue	323,796.70	328,993.59	218,738.15	104,350.11	0.00	975,878.55	0.00
Operating Expenses:							
410 Personal Services	107,764.43	72,801.96	51,644.60	67,754.94		299,965.93	
420 Other Current Expense	586,781.29	325,208.68	85,895.61	57,246.13		1,055,131.71	
426.2 Materials	113,347.20					113,347.20	
Total Operating Expenses	807,892.92	398,010.64	137,540.21	125,001.07	0.00	1,468,444.84	0.00
Operating Income (Loss)	(484,096.22)	(69,017.05)	81,197.94	(20,650.96)	0.00	(492,566.29)	0.00
Nonoperating Revenue (Expense):							
330 Operating Grants						0.00	
361 Investment Earnings						0.00	
362 Rental Revenue		5,004.00				5,004.00	
430 Capital Assets						0.00	
441 Debt Service (Principal)		(44,372.00)				(44,372.00)	
442 Debt Service (Interest)		(22,300.88)				(22,300.88)	
391.03 Sale of Municipal Property						0.00	
512 Discounts on Bonds Issued						0.00	
513 Payments to Refunded Debt Escrow Agent						0.00	
391.20 Long-Term Debt Issued						0.00	
Other						0.00	
Total Nonoperating Revenue (Expense)	0.00	(61,668.88)	0.00	0.00	0.00	(61,668.88)	0.00
Income (Loss) Before Contributions, Special Items, Extraordinary Items and Transfers	(484,096.22)	(130,685.93)	81,197.94	(20,650.96)	0.00	(554,235.17)	0.00
Capital Contributions							
391.07 Transfers In		115,289.28				115,289.28	
511 Transfers Out						0.00	
391.06 (514) Special Items						0.00	
391.05 (515) Extraordinary Items						0.00	
Change in Net Position	(484,096.22)	(15,396.65)	81,197.94	(20,650.96)	0.00	(438,945.89)	0.00
Net Position - Beginning	1,402,227.82	2,781,899.29	399,026.97	613,043.79		5,196,197.87	
Adjustments:							
Adjust to modified cash basis	(914,038.31)	(2,114,629.28)	(316,167.58)	(182,508.24)		(3,527,343.41)	
Adjusted Net Position - Beginning	488,189.51	667,270.01	82,859.39	430,535.55	0.00	1,668,854.46	0.00
NET POSITION - ENDING	4,093.29	651,873.36	164,057.33	409,884.59	0.00	1,229,908.57	0.00
Yes		Yes	Yes	Yes	Yes	Yes	Yes

The notes to the financial statements are an integral part of this statement.

MUNICIPALITY OF FREEMAN
 SCHEDULE OF CHANGES IN LONG-TERM DEBT
 For the Year Ended December 31, 2022

Indebtedness	Long-Term Debt January 1, 2022	Add New Debt	Less Debt Retired	Long-Term Debt December 31, 2022
Governmental Long-Term Debt:				
231.01 General Obligation Bonds				0.00
231.02 Revenue Bonds		2,745,000.00		2,745,000.00
231.03 Special Assessment Bonds				0.00
234 Lease Liabilities				0.00
236 Advance from Other Funds				0.00
237 Other Long-Term Liabilities				0.00
238 Net OPEB Obligation				0.00
Enterprise Long-Term Debt:				
231.01 General Obligation Bonds	759,898.48		44,372.00	715,526.48
231.02 Revenue Bonds				0.00
231.03 Special Assessment Bonds				0.00
234 Lease Liabilities				0.00
235 Accrued Landfill Closure and Postclosure Care Costs				0.00
236 Advance from Other Funds				0.00
237 Other Long-Term Liabilities				0.00
238 Net OPEB Obligation				0.00
Total	759,898.48	2,745,000.00	44,372.00	3,460,526.48

Note 1 - Long-Term Debt:

Debt payable at December 31, 2022 is comprised of the following:

General Obligation Bonds:

Revenue Bonds:

Wastewater lagoon project, 3.00% fixed rate, maturity date 1/15/36, sewer fund
 Main St project, 5.00% fixed rate, maturity date 12/31/2037, general fund



**DEVELOPMENT & MARKETING COORDINATOR REPORT
FREEMAN CITY COUNCIL | MARCH 21, 2023**

Displayed on this chart are some of the main topics and tasks in which I've invested time since presenting my February report to the council.

DEVELOPMENT & MARKETING COORDINATOR RESPONSIBILITIES & PROJECTS FEBRUARY 21 – MARCH 21, 2023		
Citywide Notifications: 3 Texts to 550+ Lines 1 Call to 100+ Lines 2 New Opt-In Lines Added	City of Freeman Website: 6 Breaking News Posts Updates to Staff List Seasonal Employment Listing	Courier "Dealing in Development" Column: "No Longer a Captive Audience" for March 9 publication
City of Freeman Facebook Page: 15+ Posts with Photos/Graphics	Experience Freeman Facebook Page: 20+ Posts with Photos/Graphics	Valley View Golf Course Facebook Page: 6 Posts With Photos/Graphics
Snow Emergency Notice Submitted to KELO & Dakota News Now	Golden West Cable Channel 90: Creating & Uploading New Streaming Content	Valley View Golf Course: Preps for 2023 Member Recruitment & Advertising
The Fringe at Valley View: Communication & Preps for April 1 Opening	Hot Country 93.1: Writing & Recording Weekly Hometown Happenings	Southeast SD Tourism: Providing Ongoing Written & Photo Content for Promos
Experience Freeman Website: Providing Photos & Writing News Blog Posts	Experience Freeman Website: Creating Graphics & Uploading Calendar Content	Experience Freeman YouTube Channel: Adding Previously Created Videos to Playlist
Facilitating Changes for Online Employment Postings	FCDC Memberships & Relaying Email Communication	Zoom Participation: Dakota Resources Webinars
Zoom Meetings: Convening Stakeholders for Marketing Opportunities	Zoom Meetings: SD Econ. Dev. Professionals Association Weekly Legislative Updates	Zoom Participation: SD Early Learner Collaborative Efforts to Address SD Child Care Crisis
Zoom Meeting: Freeman Rep to Brookings Area Transit Authority Board	Freeman Community Transit: Advocating in Response to Staffing Needs	Grant for Transit Garage: Collecting Letters of Support, Reviewing Written Content
City Hall Office: Assisting with Coverage & Phone Calls, As Needed	FCDC Committee Assistance: Marketing & Communication for April 1 Easter Egg Hunt	Planning & Development District III: Communication Relating to Available Grant Options
Communication with Mayor Walter on Near Daily Basis	Planning Meeting with FCDC Pres. Courtney Unruh	Ongoing Communication with Supervisor, Councilor Schoenwald
Responding to Multiple Chamber-like Phone Inquiries	FCDC Board Meeting Attendance & Written Report	Westward View Addition: Promoting Lot Sales
Preps for Experience Freeman Promo Booth for Display During Schmeckfest	Business Expansion Inquiries: Responding & Coordinating Confidential Follow-Up	AARP Grant Writing & Submission on Behalf of FCDC for Main Street Benches

Respectfully submitted by Carol J. Eisenbeis
Development & Marketing Coordinator | City of Freeman, SD