

Memo

From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 7/24/19

Re: Parking Regulations

Following is a draft of proposed changes to our parking regulations.

1 **Section 1310 – Parking Regulations**

2 1310.01 Weight Restrictions

3 1310.03 Parking Zones

4 1310.05 Time Limit Parking

5 1310.07 General Time Limit

6 Subd.1 General Rule

7 Subd.2 Measure of Time Limit

8 1310.09 Prima Facie Violation

9 1310.11 Winter Parking Rules

10 1310.13 Penalty

11

12 **1310.01 Weight Restrictions**

13 It is unlawful to leave or park on or within the limits of any public street in any residential area in the
14 city, any of the following:

15 1. A semi-trailer.

16 2. Overnight parking of a combination vehicle unit in excess of 50 feet in length.

17 3. A vehicle carrying flammable or hazardous substances which could threaten health and public
18 safety.

19

20 **1310.03 Parking Zones**

21 The city council may by resolution designate certain streets or portions of streets as no parking, or no
22 stopping, or standing zones, and may limit the hours in which the restrictions apply. The city may
23 mark, by appropriate signs, each zone so designated. Except when necessary to avoid conflict with
24 other traffic or in compliance with the directions of a police officer, it is unlawful to stop or park a
25 vehicle in an established no parking or standing zone where stopping or standing is prohibited. A
26 vehicle may not be parked in a “no parking” zone during hours when parking is prohibited, except for
27 the purpose of forming a funeral procession, and a truck may be parked temporarily for a single period

28 of no longer than two hours on any business day for the purpose of loading or unloading where access
29 to the premises is not otherwise available.

30

31 **1310.05 Time Limit Parking**

32 The council may by resolution designate certain areas where the right to park is limited during hours
33 specified and such areas will be marked by appropriate signs. During the hours specified on the sign, it
34 is unlawful to park a vehicle in a limited parking zone for a longer period than so specified.

35

36 **1310.07 General Time Limit**

37 **Subd.1 General Rule**

38 It is unlawful to park a vehicle upon any street, alley, or way, or in a municipal parking lot in any one
39 place for a continuous period longer than 48 hours.

40 **Subd.2 Measure of Time Limit**

41 A vehicle moved a distance of not more than one block during any limited parking period, is deemed
42 to have remained stationary. It is unlawful to obliterate, erase, or remove any mark or sign placed on a
43 vehicle by a police officer for the purpose of measuring the length of time such vehicle has parked.

44

45 **1310.08 SEMI-TRAILER, TRAILER, TRUCK TRACTOR AND COMMERCIAL** 46 **MOTOR VEHICLE PARKING.**

47 **Subd. 1 Definitions.** As used in this section the following terms shall mean:

48 a) **Semi-Trailer.** Every vehicle without mode of power designed for carrying persons or property
49 and for being drawn by vehicle and so constructed that some part of its weight and some part of its
50 load rests upon or is carried by another vehicle.

51 b) **Trailer.** Every vehicle without mode of power designed for carrying persons or property and
52 for being drawn by a motor vehicle and so constructed that no part of its weight rests upon another
53 towing vehicle.

c) **Commercial Motor Vehicle.** “Commercial motor vehicle” means a motor vehicle or combination of motor vehicles used to transport passengers or property if the motor vehicle: 1) has a gross vehicle weight of more than 26, 000 pounds; or 2) has a towed unit with a gross vehicle weight of more than 10,000 pounds and the combination of vehicles has a combined weight of more than 26, 000 pounds.

d) **Gross Vehicle Weight.** “Gross vehicle weight” means the greater of: 1) the unloaded weight of a vehicle or the unloaded weight of a truck-tractor and semi-trailer combination, plus the weight of the load, or 2) the value specified by the manufacturer as the maximum gross weight or gross vehicle weight rating.

e) **Truck Tractor.** Every motor vehicle designed and used primarily for drawing other vehicles and not so constructed as to carry a load other than a part of the weight of the vehicles and load so drawn.

f) **Street or Highway.** The entire width between the boundary lines of any way or place when any part thereof is open to the use of the public as a matter of right or purpose of vehicular traffic.

g) **Residential District.** All that territory defined as either single family residential or multiple family residential districts in the zoning ordinance of the City of Freeport.

Subd. 2: Declaration of Nuisance.

The parking of the vehicles as defined in Subdivision 1, in an area of the City of Freeport zoned R-1 or R-2 is found to create a nuisance and detrimental influence upon the public health, safety, and general welfare of such district by obstructing the view of streets and of private properties, bringing unhealthful and annoying odors and materials into the residential neighborhoods, creating cluttered and otherwise unsightly areas, preventing the full use of residential streets, residential parking, introducing commercial advertising signs into areas where commercial advertising signs are otherwise prohibited, and otherwise adversely affecting residential property values in the neighborhood patterns.

Subd. 3 Residential District Parking.

a) It shall be unlawful for any person owning, driving, or in charge of a vehicle as defined in Subdivision 1 to park the same in a district zoned R-1 or R-2, or within a 100 feet of any residence for more than 60 minutes.

b) It shall be unlawful for any person owning, driving, or in charge of a vehicle as defined in Subdivision 1 with a refrigeration unit running to park the same in a district zoned R-1 or R-2, or within 200 feet of any residence for than 60 minutes.

c) It shall be unlawful for any person owning, driving or in charge of a vehicle as defined in Subdivision 1 to park the same in a district zoned R-1 or R-2, or within 200 feet of any residence for more than 60 minutes with the engine running.

Subd. 4 Commercial District Parking.

It shall be unlawful for any person owning, driving, or in charge of a vehicle as defined in Subdivision 1 to park the same in a district zoned C-1, C-2 or C-3 for any length of time, except during periods when the vehicle is being actively loaded or unloaded.

Subd. 5 Cattle Truck Parking.

It shall be unlawful to leave standing upon any street or public ally, any cattle truck or vehicle regularly used for transporting livestock for a period exceeding one hour.

Subd. 6 Restrictions Cumulative.

The restrictions of this Ordinance relating to the parking of truck tractors, commercial vehicles, semi-trailers, and trailers are not to be construed as exclusive, but rather as in addition to the parking restrictions which apply to all motor vehicles generally, as provided by the state law or other Ordinance provisions.

1310.09 Prima Facie Violation

The presence of a motor vehicle, trailer, or implement on a public street when standing or parked in violation of this section is prima facie evidence that the registered owner of the vehicle, trailer, or implement did or authorized the violation.

1310.11 Winter Parking Rules

To facilitate snow removal, it shall be unlawful for any vehicle, trailer, or other object to park or remain parked on a public street, alley, or way, or in a municipal parking lot from and including

109 November 1, to and including March 31, between the hours of 2:30 a.m. and 6:00 a.m. during or after
110 any snow fall which accumulates over one-tenth (1/10) of an inch until such time as the snow removal
111 crews have cleared the public street, alley, or way, or municipal parking lot. All vehicles shall be
112 exempt from the winter parking rules from 12:00 A.M. to 11:59:59 P.M. on the following days:

113 1. Thanksgiving Friday (night of Thursday) through the immediately following Sunday (Example:
114 Someone could park on City roads for Thanksgiving and leave anytime on Sunday. NOTE: The
115 General Rule of 48 hours still applies per 1310.07)

116 2. December 25 through January 1 (Example: Someone could park on City roads on Christmas Eve
117 and leave anytime on January 1. NOTE: The General Rule of 48 hours still applies per 1310.07).

118

119 **1310.13 Penalty**

120 Violation of subsection 1310.11 is petty misdemeanor and punishable by fine of \$25.00. A person
121 violating the provisions or other provisions of this section is guilty of a petty misdemeanor and upon
122 conviction will be punished by a fine of not more than \$100.00.

Memo

From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 7/25/19

Re: Update Pay Ranges

To update pay ranges, I started with the pay ranges that were approved in 2015 and adjusted them by the percentage for each year of the Cost of Living Adjustment (COLA) table from the Social Security Administration's website. Pages 45-48 show the 2015 pay ranges and the newly calculated proposed pay ranges for your review.

Page 49 shows the points the City has assigned to our job titles. Based on this, the job titles fall into the following pay range groups:

Group IX	Clerk-Treasurer
Group VIII	Public Works Director
Group IV	Public Works Assistant
Group III	Administrative Assistant

I entered the City's salary data into the League of MN Cities Salary & Benefits Survey so we would have free access to data from across the state to compare. The results from the survey are on pages 50-53.

We will discuss your opinions on the proposed pay ranges at the meeting.

A.**CITY OF FREEPORT****2015 COMPENSATION PROGRAM
PROPOSED RANGES HOURLY**

GROUP	I	II	III	IV	V	VI	VII	VIII	IX
POINTS	94-108	109-124	125-143	144-164	165-189	190-217	218-250	251-288	289-331
Minimum	8.53	9.38	12.20	13.66	15.03	16.53	18.18	20.00	22.00
Midpoint	9.81	10.79	14.03	16.06	17.66	19.43	21.36	24.00	26.40
Maximum	11.09	12.20	15.86	18.45	20.29	22.32	24.54	28.00	30.80
Range Spread	30%	30%	30%	35%	35%	35%	35%	40%	40%
Increase Over Previous Range Minimum		10%	30%	12%	10%	10%	10%	10%	10%

GROUP:	the 'grouping' of job evaluation points' into 'pay ranges
POINTS:	the job evaluation points; all possible points are assigned from the lowest possible total of 94 points until the maximum of 331 points
MINIMUM:	the lowest rate that will be paid for that salary range
MIDPOINT:	the exact 'middle' rate of that salary range
MAXIMUM:	the highest rate that will be paid for that salary range
RANGE SPREAD:	the percent difference between the range minimum and the range maximum
INCREASE OVER:	the percent difference between the range minimum and the range minimum for the next lowest range

B.**CITY OF FREEPORT****2015 COMPENSATION PROGRAM
PROPOSED RANGES ANNUALLY**

GROUP	I	II	III	IV	V	VI	VII	VIII	IX
POINTS	94-108	109-124	125-143	144-164	165-189	190-217	218-250	251-288	289-331
Minimum	17742	19510	25376	28413	31262	34382	37814	41600	45760
Midpoint	20405	22443	29182	33405	36733	40414	44429	49920	54912
Maximum	23067	25376	32989	38376	42203	46426	51043	58240	64064
Range Spread	30%	30%	30%	35%	35%	35%	35%	40%	40%
Increase Over Previous Range Minimum		10%	30%	12%	10%	10%	10%	10%	10%

GROUP: the 'grouping of job evaluation points' into 'pay ranges'
POINTS: the job evaluation points; all possible points are assigned from the lowest possible total of 94 points until the maximum of 331 points
MINIMUM: the lowest rate that will be paid for that salary range
MIDPOINT: the exact 'middle' rate of that salary range
MAXIMUM: the highest rate that will be paid for that salary range
RANGE SPREAD: the percent difference between the range minimum and the range maximum
INCREASE OVER: the percent difference between the range minimum and the range minimum for the next lowest range

City of Freeport
2019 Compensation Program - Proposed - Based on COLA
Pay Ranges - Hourly

Group	I	II	III	IV	V	VI	VII	VIII	IX
Points	94-108	109-124	125-143	144-164	165-189	190-217	218-250	251-288	289-331
Minimum	8.97	9.86	12.83	14.37	15.81	17.38	19.12	21.03	23.14
Midpoint	10.32	11.35	14.76	16.89	18.57	20.43	22.46	25.24	27.77
Maximum	11.66	12.83	16.68	19.40	21.34	23.47	25.81	29.45	32.39
Range Spread	30%	30%	30%	35%	35%	35%	35%	40%	40%
Increase Over Previous Range Minimum		10%	30%	12%	10%	10%	10%	10%	10%

Group	The grouping of job evaluation points into pay ranges
Points	The job evaluation points - all possible points are assigned from the lowest possible total of 94 points until the maximum of 331 points
Minimum	The lowest rate that will be paid for that salary range
Midpoint	The exact middle rate of that salary range
Maximum	The highest rate that will be paid for that salary range
Range Spread	The percent difference between the range minimum and the range maximum
Increase Over	The percent difference between the range minimum and the range minimum for the next lowest range

City of Freeport
2019 Compensation Program - Proposed - Based on COLA
Pay Ranges - Annually

Group	I	II	III	IV	V	VI	VII	VIII	IX
Points	94-108	109-124	125-143	144-164	165-189	190-217	218-250	251-288	289-331
Minimum	18,660	20,519	26,688	29,882	32,879	36,160	39,770	43,751	48,126
Midpoint	21,460	23,604	30,691	35,121	38,632	42,493	46,726	52,501	57,751
Maximum	24,260	26,688	34,695	40,360	44,385	48,826	53,682	61,251	67,376
Range Spread	30%	30%	30%	35%	35%	35%	35%	40%	40%
Increase Over Previous Range Minimum		10%	30%	12%	10%	10%	10%	10%	10%

Group	The grouping of job evaluation points into pay ranges
Points	The job evaluation points - all possible points are assigned from the lowest possible total of 94 points until the maximum of 331 points
Minimum	The lowest rate that will be paid for that salary range
Midpoint	The exact middle rate of that salary range
Maximum	The highest rate that will be paid for that salary range
Range Spread	The percent difference between the range minimum and the range maximum
Increase Over	The percent difference between the range minimum and the range minimum for the next lowest range



CITY OF FREEPORT

125 Main Street E – PO Box 301 – Freeport, MN 56331 – 320-836-2112 – FAX 320-836-2116
For TTY/TDD Users 1-800-627-3529 or 711 Minnesota Relay Service - www.freeportmn.org

Job Evaluation Record

approved by city council 10/20/2014

Title	Category	Possible Match	Point	%	Sub Total	Grand Total
Clerk-Treasurer						
	Administration/Management	City Clerk/Treasurer	275	75%	206	292
	Communications/Marketing	Community Development Representative	342	25%	86	
<i>Difference between positions</i>						14%
Public Works Director						
	Maintenance/Public Works	Street Maintenance Sup	252	50%	126	256
	Utilities	Wasterwater Plant Supv.	291	20%	58	
	Utilities	Water Plant Supervisor	291	20%	58	
	Maintenance/Public Works	Groundskeeper	136	10%	14	
<i>Difference between positions</i>						66%
Public Works Assistant						
	Utilities	Sewer and Water Maintenance Wkr	149	50%	75	154
	Maintenance/Public Works	Transportation Generalist	183	25%	46	
	Maintenance/Public Works	Groundskeeper	136	25%	34	
<i>Difference between positions</i>						11%
Administrative Assistant						
	Clerical/Office Support	Office & Admin Spec. Int.	145	80%	116	139
	Accounting & Finance	Office & Admin Spec.	117	20%	23	

Salary Survey Results for Clerk-Treasurer Equivalents									
Salaries: City/ County Admin./Manager/Coordinator									
City	Pop	Region	Job Title	Range Min	Range Max	Actual Low	Actual High	Actual Avg	Hours/ Week
Amboy	534	Southeast	Administrator Clerk-Treasurer	36,500	42,848	42,848	42,848	42,848	36
Blackduck	785	Northwest	City Administrator	39,125	70,075	54,080	54,080	54,080	40
Brewster	475	Southwest	Administrator/Clerk/Treasure	-	-	55,848	55,848	55,848	40
Browerville	790	Central	City Administrator	52,321	57,159	53,477	53,477	53,477	40
Browns Valley	570	Central	City Administrator/Clerk/Treasurer	42,500	53,040	53,040	53,040	53,040	40
Center City	646	Central		31,200	50,024	50,024	50,024	50,024	40
Clarkfield	861	Southwest	City Administrator	47,951	62,565	47,951	62,565	55,258	40
Deer River	942	Northeast	City Administrator	-	-	61,560	61,560	61,560	40
Edgerton	1,100	Southwest	Clerk/Treasurer/EDA Director	40,000	65,000	57,366	57,366	57,366	40
Freeport	685	Central	Clerk-Treasurer	45,760	64,064	49,088	49,088	49,088	40
Hendricks	713	Southwest	City Administrator	40,000	60,000	57,115	57,115	57,115	40
Karlstad	700	Northwest	Clerk-Treasurer	41,733	41,733	41,733	41,733	41,733	40
Kelliher	262	Northwest	City Clerk/Treasurer	-	50,000	49,920	49,920	49,920	40
Lake Benton	680	Southwest	Administrator/Clerk	46,938	48,357	48,357	48,357	48,357	40
Lanesboro	716	Southeast	City Administrator/ Clerk	54,512	63,869	59,006	59,006	59,006	40
Madison Lake	1,141	Southeast	City Administrator	56,431	67,746	64,000	64,000	64,000	40
Morgan	839	Southwest	City of Morgan	41,000	45,000	42,010	42,010	42,000	40
Motley	662	Central	Clerk-Treasurer	48,339	62,858	53,893	53,893	53,893	40
Nashwauk	983	Northeast	City Administrator/Clerk/Treasurer	63,253	63,274	63,253	63,253	63,253	40
Pillager	469	Central	Clerk/Treasurer	42,702	42,703	42,702	42,702	42,702	40
Ranier	583	Northeast	City Administrator	-	-	45,553	45,553	45,553	40
Sebekka	710	Northwest	City Administrator	50,066	65,936	53,643	53,643	53,643	40
Stephen	688	Northwest	Clerk-Treasurer	-	56,500	56,500	56,500	56,500	40
West Concord	780	Southeast	City Administrator	47,000	51,000	51,000	51,000	51,000	40
Average				45,649	56,369	52,249	52,858	52,553	
Low				31,200	41,733	41,733	41,733	41,733	
High				63,253	70,075	64,000	64,000	64,000	

Salary Survey Results for Public Works Director Equivalents									
Salaries: Director Of Public Works									
City	Pop	Region	Job Title	Range Min	Range Max	Actual Low	Actual High	Actual Avg	Hours/ Week
Altura	413	Southeast	? Missing DL	20,800	50,000	46,180	46,180	46,180	40
Ashby	467	Central	Public Works Superintendent	44,179	55,224	53,643	53,643	53,643	40
Blackduck	785	Northwest	Supervisor of Public Works	49,150	64,126	59,925	59,925	59,925	40
Brewster	475	Southwest	Public Employee/Water/Sewer/operator	49,400	51,480	49,400	49,400	49,400	40
Browns Valley	570	Central		37,440	42,432	42,432	42,432	42,432	40
Buffalo Lake	719	Central	Public Works Director	-	58,968	58,968	58,968	58,968	40
Cass Lake	750	Northwest	Public Works Supervisor	-	-	44,242	44,242	44,242	40
Chokio	400	Central	PUBLIC WORKS	-	-	41,735	41,735	41,735	40
City of Callaway	234	Southwest	Director of Public Works	-	-	42,182	42,182	42,182	40
Danube	486	Southwest	Public Works Director	-	52,749	52,749	52,749	52,749	40
Dunnell	167	Southwest	Utility/Street Commissioner/Police	-	-	58,815	58,815	58,815	40
Elgin	1,089	Southeast	Public Works Director	-	60,154	60,154	60,154	60,154	40
Franklin	490	Southwest	Public Works Director	54,932	60,876	60,876	60,876	60,876	42
Freeport	685	Central	Public Works Director	41,600	58,240	44,990	44,990	44,990	40
Frost	200	Southwest	supervisor	37,440	52,000	52,000	52,000	52,000	40
Heron Lake	691	Southwest	Director of Public Works	-	-	38,480	38,480	38,480	40
Kennedy	183	Northwest	Director of Public Works	39,520	40,581	40,581	40,581	40,581	40
Lake Benton	680	Southwest	Maintenance Supervisor	53,414	80,122	53,414	53,414	53,414	40
Madison Lake	1,141	Southeast	Director of Maintenance	45,386	54,475	48,235	48,235	48,235	40
McGregor	380	Central	Public Works Director	50,050	50,054	50,054	50,054	50,054	40
Ottertail	603	Central	Maintenance Supervisor	31,395	40,550	38,202	38,202	38,202	35
Remer	404	Northeast	Maintenance Supervisor	37,440	37,981	37,440	37,981	37,710	40
Shafer	1,045	Central	Director of Public Works	46,800	58,240	49,754	49,754	49,754	40
Silver Lake	806	Central	Public Works Supervisor	41,496	51,875	59,280	59,280	59,280	40
Stockton	712	Southeast	Public Works Operator	44,637	46,197	46,197	46,197	46,197	40
Wood Lake	421	Central	City Maintenance	-	-	39,771	39,771	39,771	40
Average				42,652	53,316	48,835	48,855	48,845	
Low				20,800	37,981	37,440	37,981	37,710	
High				54,932	80,122	60,876	60,876	60,876	

Salary Survey Results for Public Works Assistant Equivalents									
Salaries: Streets Maintenance Worker									
City	Pop	Region	Job Title	Range Min	Range Max	Actual Low	Actual High	Actual Avg	Hours/ Week
Amboy	534	Southeast	Public Works Employee	\$18.00	\$20.60	\$20.60	\$20.60	\$20.60	40
Biwabik	969	Northeast	Equipment Operator I	-	-	\$23.99	\$23.99	\$23.99	40
Blackduck	785	Northwest	City Maintenance Worker #2	\$12.73	\$18.13	\$18.63	\$18.63	\$18.63	40
Brewster	475	Southwest	Public Employee, Maintenance	\$23.00	\$24.50	\$23.00	\$23.00	\$23.00	40
Browerville	790	Central	Public Works Director	\$23.95	\$26.75	\$26.75	\$26.75	\$26.75	40
Browns Valley	570	Central		\$14.00	\$14.62	\$14.62	\$14.62	\$14.62	40
Buffalo Lake	719	Central	Part time Streets	-	-	\$14.00	\$16.25	\$15.13	4
Carlton	998	Central	Full time Maintenance	\$12.50	\$15.38	\$14.28	\$14.28	\$14.28	40
Cass Lake	750	Northwest	Public Works Worker II	-	-	\$15.67	\$15.67	\$15.67	40
Clarkfield	861	Southwest	Public Works Technican	\$15.39	\$20.08	\$15.39	\$20.08	\$17.74	40
Deer River	942	Northeast	Public Works employee	-	-	\$19.94	\$24.82	\$22.38	40
Deerwood	585	Central	Maintenance Mechanic/Driver/Operator	\$23.19	\$23.65	\$23.65	\$23.65	\$23.65	40
Dunnell	167	Southwest	Assistant Utility/Street Commissioner	-	-	\$11.44	\$11.44	\$11.44	12
Emily	831	Central	Maintenance Worker	\$19.50	\$24.38	\$24.38	\$24.38	\$24.38	40
Fifty Lakes	401	Northeast	PT Maintenance	\$13.17	\$23.00	\$17.23	\$17.23	\$17.23	25
Finlayson	315	Central	Maintenance	\$14.25	\$16.67	\$14.25	\$16.67	\$15.46	25
Freeport	685	Central	Public Works Assistant	\$13.66	\$18.45	\$12.00	\$20.00	\$16.00	4
Greenbush	720	Northwest	Public Works Technician	-	-	\$20.57	\$20.57	\$20.57	40
Hartland	258	Southeast	MAINTENANCE	\$18.00	\$24.00	\$24.00	\$24.00	\$24.00	40
Hendricks	713	Southwest	Maintenance Worker	\$13.46	\$19.23	\$17.79	\$17.79	\$17.79	40
Hokah	580	Southeast	Maintenance Worker	-	\$21.00	\$21.00	\$21.00	\$21.00	40
Karlstad	700	Northwest	Street Maintenance	\$16.50	\$17.00	\$16.50	\$17.00	\$16.75	40
Kerkhoven	719	Central	Public Works	-	-	\$15.03	\$15.03	\$15.03	40
Kimball	788	Central	Public Works Worker	\$15.20	\$22.32	\$17.11	\$17.11	\$17.11	40
Lamberton	824	Southwest	Maintenance Worker	\$15.68	\$24.03	\$18.25	\$18.53	\$18.39	40
McGregor	380	Central	Public Works	\$16.99	\$17.00	\$17.00	\$17.00	\$17.00	40
Motley	662	Central	Assistant Maintenance Worker/General Laborer	\$14.64	\$17.93	\$16.32	\$16.32	\$16.32	40
Northome	1	Southwest	Maintenance	\$12.00	\$15.00	\$15.00	\$15.00	\$15.00	40
Pillager	469	Central	Public Works	\$19.32	\$19.32	\$19.32	\$19.32	\$19.32	40
Remer	404	Northeast	Maintenance worker	\$16.00	\$16.03	\$16.03	\$16.03	\$16.03	40
Silver Lake	806	Central	Maintenance Worker III	\$17.06	\$21.33	\$22.27	\$22.27	\$22.27	40
Stewart	571	Central	Maintenance Worker	\$11.19	\$14.97	\$12.45	\$12.45	\$12.45	20
Trimont	712	Southwest	Snow removal worker	-	-	\$20.00	\$20.00	\$20.00	2
Wood Lake	421	Central	Snow Removal/lawn mowing	-	-	\$11.00	\$11.00	\$11.00	40
Average				16.22	19.81	17.93	18.60	18.26	
Low				11.19	14.62	11.00	11.00	11.00	
High				23.95	26.75	26.75	26.75	26.75	

Salary Survey Results for Administrative Assistant Equivalents									
Salaries: Administrative Assistant Entry Level									
									Hours/
City	Pop	Region	Job Title	Range Min	Range Max	Actual Low	Actual High	Actual Avg	Week
Battle Lake	875	Northwest	Administrative Assistant	16.09	21.41	17.93	17.93	17.93	24
Clarkfield	861	Southwest	Administrative Assistant	15.39	20.08	15.39	20.08	15.81	40
Freeport	685	Central	Administrative Assistant	12.20	15.86	15.85	15.85	15.85	25
Mendota	196	Metro	City Clerk	11.54	13.85	13.85	13.85	13.85	20
Morgan	839	Southwest	City of Morgan	12.50	15.38	14.51	14.51	14.42	40
Motley	662	Central	Administrative/Accounting Assistant	13.19	16.16	13.85	13.85	13.85	35
Average				13.49	17.12	15.23	16.01	15.29	
Low				11.54	13.85	13.85	13.85	13.85	
High				16.09	21.41	17.93	20.08	17.93	

Memo

From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 7/25/19

Re: Clerk-Treasurer Salary

At the March 12, 2019 Council meeting, I agreed to a starting wage of \$23.60, with the idea that there would likely be a pay raise after 60 days. I began the Clerk-Treasurer position on April 1, so we are now well beyond 60 days. I would like to discuss your thoughts on whether a pay raise is warranted, and if so, how much.