



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

February 23, 2021 - Regular Meeting Agenda
Freeport City Hall - 7:00 pm

Call to Order

- I. Approve Agenda
- II. Area Fire Service Meeting (recess regular meeting) (See separate packet)
- III. (Reopen regular meeting) Open Public Forum
- IV. Consent Agenda
 - a. January 26, 2021 Council Meeting Minutes (1-3)
 - b. Claims 4420-4450 (4-8)
 - c. Sheriff's Report (9)
 - d. Gambling Permit – Sacred Heart Women's Group (10)
 - e. Gambling Permit – Black Sox (11)
- V. Reports
 - a. Clerk-Treasurer Report (12)
 - b. Fire Department Report (N/A)
 - c. Public Works Report (13-15)
 - d. Engineer Report (16)
 - e. Attorney Report (17)
- VI. Old Business
 - a. Ordinance 2021-02 – Fee Schedule (18-22)
 - b. Comp Time Policy (23-26)
- VII. New Business
- VIII. Adjourn

Next Regular Meeting: March 30, 2021



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For TTY/TDD Users 1-800-627-3529 or 711 Minnesota Relay Service www.freeportmn.org

January 26, 2021 – Meeting Minutes

A regular meeting of the Freeport City Council was convened at 7:00 pm by Mayor Mike Eveslage, and council members Sarah Blake, Ben Ettle, Tim Hennen, and Jake Renneker.

Staff in attendance: Clerk-Treasurer Joan Wall, Public Works Director Loren Goebel, Administrative Assistant Lori Austing, City Engineer Dave Blommel, City Attorney Scott Dymoke, Fire Chief Andy Grieve.

Others in attendance:

Carol Moorman (Star Post)
Mark Harren (Mid MN Code Enforcement)
Mike & Beth Arnzen (St. Rosa, MN)
Brittney Pierce (212 2nd Ave NW)

Rodney Atkinson (310 8th St SE)
Zack Zink (316 Main St S)
Nick Arnzen (212 2nd Ave NW)
Nate Arnzen (Freeport, MN)

Oath of Office and Plaque Presentations

Wall administered the oath of office to Eveslage for a two-year mayoral term and to Renneker and Nick Arnzen for four-year council member terms. Scott Hoeschen wasn't present to receive his EDA plaque for six years of service. Eveslage presented a plaque to Ettle and thanked him for his six years of service as a council member.

Approve Agenda

Wall asked to add claims #4416-#4418 for Freeport Electric, Mid MN Code Enforcement, and Stearns County Auditor-Treasurer to the consent agenda. Renneker moved to approve the agenda with the changes, seconded by Blake. Motion carried 5-0.

Public Forum

No comments

Consent Agenda

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

Reports

Clerk-Treasurer Report

Nothing further to add.

Fire Department Report

Grieve reported they had six medical calls and two false alarm fire calls during the last month. The three new members finished their first responder training and will be starting firefighter I training, which consists of four months of training twice a week. Grieve did three rental inspections last month. The new air packs

will be here Monday night and Alex Air will do training. Lights and a winch were donated for the side-by-side. Lights were ordered for pumper #406 because the old ones quit working. Fire department members Loren Goebel, Branden Roering, Matthew Beste, and Kurt Ritter spent five hours installing the lights and saved the department about \$700 dollars.

Public Works Report

Goebel reported that the City may have an insurance claim for a small amount of damage to Tom Hiltner's garage. The snow plow hit a curb stop in the street and threw one of the chunks of metal into his garage trim and scratched one panel on the garage door. We are waiting to hear back from insurance and for an estimate to fix it.

Engineer Report and Resolution 2021-06

Blommel's memo listed a few minor hurdles the surveying crew found. Blommel stated the City has never been sure where the storm sewer near public works garage goes, but it probably goes to the MnDOT ditch and will keep going there. MnDOT, Sauk River Watershed District (SRWD), and Stearns County are being kept in the loop with regard to storm water. SRWD may contribute funds toward the project. By next month Blommel will know where all the storm water ponds need to be. Blommel believes the City owns enough land by the public works garage to take care of the storm water pond there. We may have more trouble near the fire station because it's fully built out, but it's not insurmountable. In the mill neighborhood, there is a garage right on an alley and is right next to a pipe. The landowner may be interested in taking it down. Since Goebel is a neighbor, he has been helpful in discussing things with the landowner about the garage.

For the best chance to receive funding from the 2021 Local Road Improvement Program (LRIP), Blommel asked the council to gather letters of support from benefiting businesses, particularly Famo Feeds. We need to demonstrate support from ag related businesses and regional significance. Blommel would like to have the letters by the next council meeting so council can look at the application before it is submitted. Eveslage will contact Famo. Hennen will contact Hartung Sales. The Rec Club, Lions, Community Center, and Chamber of Commerce are other organizations to contact. The letters should give the radius they serve and the type of business they are serving: ag or that has regional significance. They can comment on how the condition of the roads affect their business. The letters should be addressed to the City of Freeport. Ideally have them turned in to city hall by February 17.

Blommel explained that Resolution 2021-06 is to approve the LRIP project and order plans and specs. Renneker moved to approve Resolution 2021-06, seconded by Arnzen. Motion carried 5-0.

Attorney Report

Nothing further to add.

New Business

Resolution 2021-05 – Al & Mary Williams – Combine Lots

Hennen moved to approve Resolution 2021-05, seconded by Renneker. Motion carried 5-0.

Ordinance 2021-01 – Fee Schedule

Mark Harren explained the updates to their fee schedule shown on pages 24-26. Other inspections and fees that aren't based on valuation will now be \$75 per hour. Harren agreed to go back to billing the City twice per year instead of once per year.

Discussion was had about whether Jason Murray's 4% increase recommendation was for all water fees or just the flat fees. Wall will investigate further and report back in February. Hennen moved to approve Ordinance 2021-01, seconded by Blake. Motion carried 5-0.

Resolution 2021-01 - Official Depository FSB

Hennen moved to approve Resolution 2021-01, seconded by Renneker. Motion carried 5-0.

Resolution 2021-02 - Official Depository CMCU

Renneker moved to approve Resolution 2021-02, seconded by Hennen. Motion carried 5-0.

Resolution 2021-03 - 2020 Donations

Arnzen moved to approve Resolution 2021-03, seconded by Blake. Motion carried 5-0.

Resolution 2021-04 - Disbursement and Payment of Claims Policy

Hennen moved to approve Resolution 2021-04, seconded by Arnzen. Motion carried 5-0.

2021 Appointments

Blake agreed to be the EDA Council Representative for 2021, with all the other items remaining the same. Renneker moved to approve the 2021 appointments with the change, seconded by Eveslage. Motion carried 5-0.

Fire Chief Salary

Eveslage explained when John Gilk was chief, he lowered the chief's salary. Grieve hasn't said anything about the salary, but he is one of the lowest paid chiefs in the area, at \$1,500 per year. Eveslage stated Grieve has done more than he has been asked to do: grants, COVID, \$14,000 in Lucas machine donations, etc. Eveslage would like to bump his pay up by \$500 per year. It was asked what the salary used to be and Wall said it was \$2,880. Grieve expressed gratitude for the harmony that currently exists among the members of the fire department and is glad they don't need to be micromanaged when they go on a call. Grieve confirmed that he is the lowest paid fire chief in the area besides New Munich. Renneker moves to approve increase of \$500 per year, seconded by Arnzen. Motion carried 5-0.

Clerk-Treasurer Position

Wall told the council that she no longer wishes to work full time as the Clerk-Treasurer. Eveslage thanked Wall for taking on the Clerk-Treasurer position and expressed gratitude for the great work she has done as Clerk-Treasurer and Deputy Treasurer. Wall stated she would be willing to go back to the Deputy Treasurer role and will stay in the Clerk-Treasurer role until a new Clerk-Treasurer is hired. Council discussed posting the Clerk-Treasurer position for 32-40 hours per week and not posting the pay range. Hennen moves to accept Wall's resignation as Clerk-Treasurer and post for a clerk-Treasurer at 32-40 hours per week, seconded by Renneker. Motion carried 5-0.

Blake and Eveslage will serve on the hiring committee.

Adjourn

At 8:21 pm Hennen moved to adjourn, seconded by Arnzen. Motion carried 5-0.

Mayor, Mike Eveslage

City Clerk-Treasurer, Joan Wall

02/09/21
13:01:31

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 2/21

Page: 1 of 2
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
4420		15 ALBANY MUTUAL TELEPHONE	252.89					
	10414417	02/01/21 836-2411	40.34			225 42200	320	10100
	10414417	02/01/21 836-2413	37.77			225 42200	320	10100
	10413953	02/01/21 836-7158	40.36			101 41000	320	10100
	10414977	02/01/21 836-2685	21.55			601 43225	320	10100
	10414977	02/01/21 836-2685	21.55			602 43250	320	10100
	10415383	02/01/21 836-2112	91.32			101 41000	320	10100
		Total for Vendor:	252.89					
4421		70 CENTERPOINT ENERGY	404.33					
	01/25/21	Maintenance Building	119.87			101 43100	382	10100
	01/25/21	Fire Hall	284.46			225 42200	382	10100
		Total for Vendor:	404.33					
4422		76 CENTRAL MINNESOTA CREDIT UNION	559.12					
	01/31/21	USPS - utility billing postage	52.50			601 43225	200	10100
	01/31/21	USPS - utility billing postage	52.50			602 43250	200	10100
	01/31/21	USPS - general postage	55.00			101 41000	200	10100
	01/31/21	Fire Dept supplies	47.91			225 42200	210	10100
	01/31/21	USPS - water sample	4.60			601 43225	200	10100
	01/31/21	HDMI cable for council TV	29.88			101 41000	210	10100
	01/31/21	Trash bags, mouse pad, velcro	27.19			101 41000	210	10100
	01/31/21	USPS - general postage	55.00			101 41000	200	10100
	01/31/21	USPS - Utility billing postage	82.50			601 43225	200	10100
	01/31/21	USPS - Utility billing postage	82.50			602 43250	200	10100
	01/31/21	Cables for council TV	46.08			101 41000	210	10100
	01/31/21	Walmart - plates, ziplocs, H2O	22.46			101 41000	210	10100
	01/31/21	Stearns Co. beacon fee	1.00			101 41000	433	10100
		Total for Vendor:	559.12					
4423		145 FINKEN WATER SOLUTIONS	23.00					
	1243070	02/01/21 Water softener rental	15.00			101 41000	410	10100
	1243071	02/01/21 Maintenance water cooler rent	8.00			101 43100	410	10100
		Total for Vendor:	23.00					

02/09/21
13:01:31

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Claim/	Check	Vendor #/Name/	Document \$/	Disc \$					Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object Proj	Account	
4424		387 RAHNS OIL & PROPANE, INC	122.29						
	5636	01/31/21 Public works fuel charges	94.46			101 43100	215	10100	
	5636	01/31/21 EDA meal	27.83			300 46500	210	10100	
		Total for Vendor:	122.29						
4425		510 VERIZON WIRELESS	41.50						
	9872459682	02/01/21 Cell phone - Feb	41.50			101 43100	320	10100	
		Total for Vendor:	41.50						
4426		750 WASTE MANAGEMENT, INC	148.21						
	6985158	02/01/21 City hall & maintenance shop	134.46			101 43100	383	10100	
	6984669	02/01/21 Fire hall	13.75			225 42200	383	10100	
		Total for Vendor:	148.21						
4427		525 XCEL ENERGY, INC	3,362.09						
	716969469	01/21/21 Water tower	156.72			601 43225	381	10100	
	718667928	02/03/21 Street lights	713.92			101 43160	381	10100	
	718452071	02/02/21 302188142	230.19			601 43225	381	10100	
	718452071	02/02/21 302252262	84.95			101 43160	381	10100	
	718452071	02/02/21 302290398	367.98			101 41000	381	10100	
	718452071	02/02/21 302679657	117.46			101 43100	381	10100	
	718452071	02/02/21 302700297	24.58			602 43250	381	10100	
	718452071	02/02/21 302947044	288.04			601 43225	381	10100	
	718452071	02/02/21 303193187	47.16			602 43250	381	10100	
	718452071	02/02/21 303616049	248.80			225 42200	381	10100	
	718452071	02/02/21 303936749	57.53			101 43160	381	10100	
	718452071	02/02/21 303956738	584.45			101 43160	381	10100	
	718452071	02/02/21 303963984	354.49			101 43160	381	10100	
	718452071	02/02/21 303985901	44.26			101 43160	381	10100	
	718452071	02/02/21 304083816	12.87			101 43160	381	10100	
	718452071	02/02/21 304098414	28.69			602 43250	381	10100	
		Total for Vendor:	3,362.09						
		# of Claims	8	Total:		4,913.43			

02/18/21
11:14:22

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4428		581 ALEX AIR APPARATUS, INC	119.33					
	INV-43031	01/15/21 Fire Department Tools	119.33			225 42200	210	10100
		Total for Vendor:	119.33					
4429		813 ATLAS OUTFITTERS	87.00					
	14211	01/29/21 Floating Victim Sling for FD	87.00			225 42200	210	10100
		Total for Vendor:	87.00					
		*** Claim from another period (12/20) ****						
4430		751 CITY OF FREEPORT	135.31					
		12/31/20 Fire Hall H2O usage Oct-Dec	135.31			225 42200	384	10100
		Total for Vendor:	135.31					
4431		544 COMMUNITY TECHNOLOGY CENTER, INC	604.75					
	CTC2009	01/31/21 Establishing Live Network	556.00			101 41000	300	10100
	CTC2009	01/31/21 65' Ethernet Cable and Ends	48.75			101 41000	210	10100
		Total for Vendor:	604.75					
4432		123 DYMOKE LAW OFFICE, P.A.	125.00					
	02/01/21	City Council meeting	125.00			101 41000	302	10100
		Total for Vendor:	125.00					
		*** Claim from another period (12/20) ****						
4433		752 EXPERT T BILLING	189.00					
	8151	01/11/21 7 Runs Billed - Dec	189.00			225 42200	300	10100
4434		752 EXPERT T BILLING	135.00					
	8223	02/15/21 5 Runs Billed - Jan	135.00			225 42200	300	10100
		Total for Vendor:	324.00					
		*** Claim from another period (12/20) ****						
4435		155 FREEPORT FARM CENTER, INC	201.38					
	13769	11/11/20 Remove wing from truck, repair	201.38			101 43100	401	10100
		Total for Vendor:	201.38					
		*** Claim from another period (12/20) ****						
4436		669 FREEPORT SCREEN PRINTING, INC	154.75					
	20759	12/22/20 Loren's Clothing	154.75			101 43000	240	10100
		Total for Vendor:	154.75					

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4437		174 GOPHER STATE ONE CALL, INC	17.55					
	1010404	01/31/21 13 emailed tickets	8.78			601 43225 300		10100
	1010404	01/31/21 13 emailed tickets	8.77			602 43250 300		10100
		Total for Vendor:	17.55					
4438		577 GREAT PLAINS FIRE, INC	3,750.03					
	6207	01/20/21 Truck #406 lights	3,750.03			225 42200 401		10100
		Total for Vendor:	3,750.03					
4439		184 HACH COMPANY	171.79					
	12305048	02/01/21 Chlorine Accuvac	89.09			601 43225 210		10100
	12311435	02/04/21 Fluoride Accuvac	82.70			601 43225 210		10100
		Total for Vendor:	171.79					
4440		219 JOANN TIMP	144.00					
	02/18/21	4 cleanings 1/23/21-2/13/21	144.00			101 41000 300		10100
		Total for Vendor:	144.00					
4441		529 LOREN GOEBEL	227.50					
	02/10/21	2 heaters for well houses	204.52			601 43225 210		10100
	02/10/21	Tools for shop	22.98			101 43100 210		10100
		Total for Vendor:	227.50					
4442		769 METRO SALES, INC	178.60					
	1757106	02/12/21 Rental charge 1/15/21-2/14/21	89.87			101 41000 410		10100
	1757106	02/12/21 Maint. prog. 11/15/20-2/14/21	70.00			101 41000 410		10100
	1757106	02/12/21 Black prints	12.55			101 41000 410		10100
	1757106	02/12/21 Color prints	6.18			101 41000 410		10100
		Total for Vendor:	178.60					
4443		562 MINNESOTA DEPARTMENT OF HEALTH	729.00					
	1730013	02/02/21 Qtrly H2O service connect fee	729.00			601 43225 431		10100
		Total for Vendor:	729.00					

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4444		309 MINNESOTA LIFE INSURANCE CO	3.40					
	0023198	02/15/21 Goebel	1.70			101 43000	131	10100
	0023198	02/15/21 Wall	1.70			101 41400	131	10100
		Total for Vendor:	3.40					
4445		748 NORTHWEST RESPIRATORY SERVICES,	120.00					
	39498	02/03/21 12 oxygen cylinders	120.00			225 42200	210	10100
		Total for Vendor:	120.00					
4446		413 SCHLENNER WENNER & CO	140.00					
	266502	01/31/21 4th quarter & year-end reports	140.00			225 42200	300	10100
		Total for Vendor:	140.00					
4447		418 SEH, INC	42,825.24					
	399957	02/15/21 USDA Report	4,040.00*			420 43100	300	10100
	399957	02/15/21 2020 Freeport Facility Plan	38,475.00*			420 43100	300	10100
	399961	02/15/21 EDA Meeting-Creamery Property	310.24			300 46500	300	10100
		Total for Vendor:	42,825.24					
4448		809 VALLI INFORMATION SYSTEMS, INC	75.00					
	63544	01/31/21 BDS online maintenance	75.00			101 41000	300	10100
		Total for Vendor:	75.00					
		*** Claim from another period (12/20) ****						
4449		516 WEBER PRINTING	55.00					
	33892	02/05/21 Online payments setup	30.00			101 41000	300	10100
	33892	02/05/21 Campaign reports setup	25.00			101 41000	300	10100
4450		516 WEBER PRINTING	30.00					
	33892	02/05/21 Clerk/Treasurer Position Post	30.00			101 41000	300	10100
		Total for Vendor:	85.00					
		# of Claims	23	Total:	50,218.63			

FREEPORT CALLS

City	Date Received	Call #	Description	Actual_Incid_Location
FREEPORT	01/20/2021 18:19:45	21005840	911 ABANDONED CALL	
FREEPORT	01/18/2021 04:31:31	21005007	AGENCY ASSIST	
FREEPORT	01/15/2021 23:00:44	21004433	AGENCY ASSIST	
FREEPORT	01/10/2021 07:33:30	21002486	AGENCY ASSIST	
FREEPORT	01/26/2021 14:36:08	21007619	AGENCY ASSIST	
FREEPORT	01/08/2021 18:45:06	21002148	ASSAULT	
FREEPORT	01/17/2021 09:41:14	21004788	CIVIL MATTER	
FREEPORT	01/19/2021 01:21:06	21005238	DOOR CHECK(S)	
FREEPORT	01/20/2021 03:18:18	21005590	DOOR CHECK(S)	
FREEPORT	01/10/2021 00:39:38	21002445	DOOR CHECK(S)	
FREEPORT	01/07/2021 00:04:51	21001593	DOOR CHECK(S)	
FREEPORT	01/06/2021 02:26:41	21001308	DOOR CHECK(S)	
FREEPORT	01/11/2021 01:08:44	21002675	DOOR CHECK(S)	
FREEPORT	01/12/2021 17:22:04	21003226	EMERGENCY MESSAGE	
FREEPORT	01/18/2021 02:36:53	21004995	EXTRA PATROL	
FREEPORT	01/01/2021 13:23:51	21000117	FIRE ALARM	
FREEPORT	01/05/2021 12:43:58	21001123	FIRE ALARM	
FREEPORT	01/15/2021 17:49:56	21004320	FOOT PATROL	
FREEPORT	01/01/2021 17:46:07	21000180	INFO-C	
FREEPORT	01/10/2021 16:55:07	21002576	MATTER OF INFORMATION	
FREEPORT	01/24/2021 18:18:47	21007045	MATTER OF INFORMATION	
FREEPORT	01/29/2021 10:55:42	21008525	MATTER OF INFORMATION	
FREEPORT	01/13/2021 08:24:25	21003395	MEDICAL EMERGENCY	
FREEPORT	01/12/2021 20:01:34	21003263	MEDICAL EMERGENCY	
FREEPORT	01/10/2021 07:27:17	21002485	MEDICAL EMERGENCY	
FREEPORT	01/19/2021 14:49:46	21005406	PAPER SERVICE	
FREEPORT	01/20/2021 14:28:01	21005769	REPORT WRITING	
FREEPORT	01/13/2021 09:09:53	21003408	REPORT WRITING	
FREEPORT	01/05/2021 09:06:52	21001061	REPORT WRITING	
FREEPORT	01/06/2021 13:53:24	21001425	REPORT WRITING	
FREEPORT	01/12/2021 15:06:58	21003179	REPORT WRITING	
FREEPORT	01/15/2021 22:53:21	21004429	SLUMPER	
FREEPORT	01/16/2021 22:42:43	21004690	SUSPICIOUS ACTIVITY	
FREEPORT	01/29/2021 20:10:31	21008690	SUSPICIOUS VEHICLE	
FREEPORT	01/17/2021 15:01:56	21004833	THEFT FROM VEHICLE	
FREEPORT	01/26/2021 12:47:20	21007583	TRAFFIC STOP	
FREEPORT	01/13/2021 00:12:48	21003326	TRAFFIC STOP	
FREEPORT	01/12/2021 06:33:12	21003035	TRAFFIC STOP	
FREEPORT	01/26/2021 00:15:27	21007469	TRAINING ONLINE	
FREEPORT	01/12/2021 17:19:30	21003223	WELFARE CHECK	

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Sacred Heart Parish

Previous Gambling Permit Number: X-73011

Minnesota Tax ID Number, if any: 8570263

Federal Employer ID Number (FEIN), if any: 41-0790156

Mailing Address: 106 3rd Ave NE

City: Freeport State: MN Zip: 56331 County: Stearns

Name of Chief Executive Officer (CEO): Fr. Daniel Walz

CEO Daytime Phone: 320-836-2143 CEO Email: frwalz@catholic-centered.org

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): ahoeschen@catholic-centered.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization-officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Freeport Community Center

Physical Address (do not use P.O. box): 307 7th Street SE

Check one:

☐ City: Freeport Zip: 56331 County: Stearns

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): march 29, 2021

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Freeport Black Sox

Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: 20-5103023

Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 333 Alex Moore St.

City: Sauk Centre State: MN Zip: 56378 County: Stearns

Name of Chief Executive Officer (CEO): Robert Mettenburg

CEO Daytime Phone: 320 293-2636 CEO Email: rcmettenburg@gmail.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

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1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Black Sox Park

Physical Address (do not use P.O. box): 1000 1st Ave S

Check one:

☒ City: Freeport Zip: 56331 County: Stearns

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 6/5/2021

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

Memo

From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 2/18/2021

Re: Clerk-Treasurer Report

1. We have received ten applications for Clerk-Treasurer so far. I have forwarded all of them to Mike and Sarah and they have begun reviewing.
2. Lori has found another job that needed her to start as soon as possible, so her last day with the City will be February 25 or 26. I am very grateful for her great attitude and work ethic. She will be sorely missed.
3. Utility shut-offs: Even though we are not able to do shut-offs due to the pandemic, we have still been monitoring the monthly shut-off list. In January, there were 15 households on it with total balances of \$7,228 and past due balances of \$5,978. Lori sent a letter to all of them reminding them that we are still able to certify those balances to their property taxes and encouraging them to set up a payment plan. In February, the shut-off list is down to 9 households with total balances of \$5,476 and past due balances of \$4,678.

Public Works

Just letting you all know the radios that go on our water meters are no longer sold and the new radios that are available are not able to be read by our trimble.

You will notice in my report a quote for new software and a new trimble, this trimble will read our old and new radios going forward. This is a dollar amount we should put in our budget so if and when our trimble quits working or we need new radios we are prepared.

*** The trimble is the handheld unit I drive around with to read meters.

I have no other info at this time, if anyone has anything other questions for me let me know.

Thanks Loren

PRICE QUOTATION



METERING AND TECHNOLOGY SOLUTIONS

Date

2/8/21

MTS is your authorized



Badger Meter Distributor

FOR:

12016 Riverwood Dr
Burnsville, MN 55337

Lee: (763) 443-8250
Office: (952) 242-1960
Toll Free: (877) 398-0450
Fax: (952) 882-6350

City of Freeport
Loran Goebel
(320) 828-7167
cityfrpt@albanytel.com

RE: Badger Software with YUMA Handheld

Line	Quantity	Product Description	Unit Price	Total
A	1	BEACON AMA Software Includes:	\$5,000.00	
B		BEACON Engagement Fee, Start-Up and Activation		
C		Includes onsite Beacon Training by MTS staff		
D		(no monthly or annual fees for using Beacon)		\$5,000.00
E		<u>New Handheld</u>		
F	1	YUMA Trimble Range 7 Tablet w/ ORION CE Transreceiver	\$7,399.00	\$ 7,399.00
G				
H				
I		Total Software and Handheld	Total	\$12,399.00
J				
K				
L		<u>Handheld Fees</u>		
M		Mobile & User Licenses Fees for YUMA handheld (annual)	\$1,200.00	\$ 1,200.00
N		Monthly Fee per meter for ORION CE \$0.06		
O		**No Monthly or Annual fee for Beacon Software		

Estimated Delivery: 4-6 weeks ARO

Payment Terms: Net 30 with
approved credit

FOB: Factory / Burnsville

MTS Contact: Lee Martin

All quotes are good for 60 days from the
above date unless otherwise noted.

Job Duty	Date	Initial
Well, tower, pond checks, locates, got pin for plow truck	Wed 1/13/21	Y
Well, tower, lift station, pond checks, water samples, got all plow trucks ready -	Thurs 1/14/21	Y
Well, tower, pond checks, plowed, put flags up	FRI 1/15/21	Y
Well, tower, pond checks	SAT 1/16/21	Y
Well, tower, pond checks	SUN 1/17/21	Y
Well, tower, lift station, pond checks, water samples, scada down - ^{done} completing Holiday	Mon 1/18/21	Y
Well, tower, pond checks, reports at city, ph reports, plowed snow	Tue 1/19/21	Y
Well, tower, pond checks, water samples, shop, scada at new tower	Wed 1/20/21	Y
not working, reset.	"	Y
Well, tower, lift station, pond checks, water samples, worked on plow truck.	Thurs 1/21/21	Y
Well, tower, pond checks, ^{set out cones} filed paperwork, clean shop & washed truck.	FRI 1/22/21	Y
Well, tower, pond checks	SAT 1/23/21	Y
Plowed snow, well, tower, pond checks,	SUN 1/24/21	Y/ME
Well, tower, lift station, pond checks, fixed hiniker cylinder, pushed snow by creamery well, for 2nd street dead end & Firehall. picked up ^{up} cones	Mon 1/25/21	Y
Well, tower, pond checks, picked up cones from businesses, changed oil in van, virtual meeting with watershed, council meeting.	Tue 1/26/21	Y
Well, tower, pond checks, maps at shop, gopher calls, water reports,	Wed 1/27/21	Y
Well, tower, lift station, pond checks, water samples, gopher calls	Thurs 1/28/21	Y
cleaned office walls	"	Y
Well, tower, pond checks, water reports city hall, gopher calls, shop work on sweeper.	FRI 1/29/21	Y
Well, tower, pond checks	SAT 1/30/21	Y
Well, tower, pond checks	SUN 1/31/21	Y
Well, tower, lift station, pond checks, water samples, water meter reading, got info to correct 1 meter not reading correctly, cleaned shop, van, got records ready	Mon 2/1/21	Y
Well, tower, pond checks, water reports, meller sales on hydrants	Tue 2/2/21	Y
gopher calls	"	Y
Well, tower, pond checks, Flushed hydrants, put pump away & layed hose out to dry.	Wed 2/3/21	Y
Well, tower, lift station, pond checks, water samples, gopher calls	Thurs 2/4/21	Y
melrose Plumbing & heat got 2 new meters, called to order not available anymore, called dave B power poles on 2nd Ave, water reports.	"	Y
Well, tower, pond checks, changed belly blades on plow truck, called badger salesman & set up appointment to meet.	FRI 2/5/21	Y



Building a Better World
for All of Us®

MEMORANDUM

TO: Freeport City Council

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

DATE: February 18, 2021

RE: Council Update
SEH No. FREEP GEN 14.00

2021 Project

We continue to push forward with our design for the 2021 project. We have figured out a few items that were pending at the last meeting and are at about 60% complete.

Upcoming Events:

- Utility Meeting:
 - 02/24/2021 (Virtual) – Discuss project with Natural Gas, Communications, and Power providers. State law requires that we hold the meeting. No staff or Council attendance is required.
- Neighborhood Design Meeting:
 - I would like to hold a meeting in the afternoon (maybe 4-6) at City Hall for informal discussion with people from each neighborhood being reconstructed.
 - Could be multiple meetings if attendance is expected to be high.
- Final submittal with revised numbers to USDA very soon. Preliminary submittal very positive.
- Funding package and authorization to advertise for bids in Late March?

Council Action Requested – Discuss neighborhood meeting and approve holding it at City Hall.

Local Road Improvement Grant Application

The Stearns County Board approved our request to sponsor the application at their Meeting on 02/16/2021. Jodi Teich has offered to review our application and provide input on the wording to better help our chances of getting chosen. We are looking to submit the application the first week in March.

Council Action Requested – Keep working on the letters of support.

dwb/mrb

x:\fj\freep\common_council meeting\2021.02.18 m council update.docx

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

February 17, 2021

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 January 20, 2021 through February 17, 2021, 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

From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 2/18/2021

Re: Ordinance 2021-02 Rate Fee Schedule

At the January 26 meeting, we weren't sure whether Jason Murray's recommended water service charges rate increase applied to all fees or just the flat rate fees. After looking at Murray's calculations, I confirmed that he proposed increasing all water service fees by 4% per year. I have updated our Rate Fee Schedule ordinance on the next pages to reflect a 4% increase in all water fees for Council's approval.



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

ORDINANCE 2021-02

AN ORDINANCE FIXING THE LICENSE, CONSUMPTION AND PERMIT FEES UNDER THE FREEPORT CITY CODE OF 1995 (APPENDIX I)

BE IT ORDAINED BY THE CITY COUNCIL OF FREEPORT, MINNESOTA:

Section 1. The Freeport City Code of 1995 authorizes the City Council to fix the fees and charges imposed by the Code for various city services. The fees and charges imposed may be amended from time to time by the council and is to be entitled Appendix I.

Section 2. The license, consumption and permit fees, as well as other related charges, are hereby amended, as follows:

<u>City Code</u>	<u>Description</u>	<u>Fee (\$)</u>
500 - Zoning		
	Building Permit	per Building Inspector's fee schedules
	Conditional Use or Variance Requests	150.00
	Rezoning Request	250.00
	Zoning Permit	25.00
510 – Rental Housing		
	Rental Registration License Fee (annual)	75.00
	Delinquency Penalty	5% each day late
	Reinspection Fee	50.00
605 - Noxious Weeds		
	Minimum Charge for Removal	95.00
	Equipment Use Fees:	
	Tractor, Mower, and Labor (hourly)	90.00
	Lawn Tractor, Lawn Mower, and Labor (hourly)	60.00
705 - Private Drains		
	Disposal into Sanitary Sewer Violation (monthly)	75.00

710 - Wastewater Service Charges

Usage Charge with Meter (per 1,000 gallons)	2.23
---	------

Flat Charges (monthly)

Commercial, Without Meter	35.18
Commercial, Convenience Store/Car Wash	38.49
Commercial, Large Business (e.g. service station, church)	32.92
Commercial, Liquor Stores, On/Off Sale	37.75
Commercial, Restaurants	73.16
Commercial, Small Business	30.89
Residential, Without Meter	38.33
Residential, Manor Apartments	155.56
Residential, Multiple Family	54.32
Residential, Single Family	26.86
School	52.60

Other

Wastewater Bulk Dumping Fee	25.00
Wastewater Hook-up Charge (per parcel)	1,200.00
Wastewater Main Stub-out Charge (per parcel)	3,800.00

715 - Water Service Charges*Usage-based Charges (per 1,000 gallons)*

Usage Charge with Meter	2.08
Water Tower Debt Service Fee	2.31
Water Tower Maintenance Fee	1.65
Hydrant Water Sales	10.00

Flat Charges (monthly)

Service Charge	7.28
Water Security Fee	.78
Water Testing Fee	.47
Water Tower Debt Service Fee	3.01

Other

Disconnect	50.00
Reconnect	50.00
Late Payment Fee (monthly)	15.00
Utility Labels (full or partial set)	35.00
Water/Sewer Account Update	15.00
Water Account/Meter Investigation	20.00
Water Hook-up Charge (per parcel)	1,200.00
Water Main Stub-out Charge (per parcel)	3,800.00
Water Meters	actual cost of meter

910 – Animals and Pets

Animal License Fee	5.00
Boarding (per day)	8.00
Animal Impound Fee, 1 st Offense	50.00
Animal Impound Fee, 2 nd Offense	75.00
Animal Impound Fee, 3 rd Offense	100.00
Animal Disposal Fee	75.00

925 - Fire and Rescue Department

Defibrillator	100.00
Air Bags	100.00
Jaws (extrication)	200.00
Generator	200.00
Cold Compress	2.00
Gloves	5.00
Bandages	10.00
Splints	5.00
Blankets	10.00
Responders, Resident (hourly per responder)	20.00
Responders, Non-Resident (hourly per responder)	40.00
Oxygen	25.00
Suction	15.00
Foam (per 5 gallons)	125.00
Administrative Fee	30.00
Vehicles: Pumpers #1 & #2 (per vehicle)	425.00
Vehicles: Water Truck, Rescue Van (per vehicle)	325.00
Vehicles: Brush Truck (per vehicle)	300.00

1005 - Peddlers and Solicitors

10-day permit within a 12-month period	50.00
30-day permit within a 12-month period	100.00
90-day permit within a 12-month period	150.00
Violation (daily)	25.00

1100 - Public Parks

Park Rental (daily, includes shelter/gazebo)	35.00
--	-------

1200 - Liquor and Beer

Off-Sale Liquor (annual)	100.00
On-Sale 3.2% (annual)	200.00
On-Sale Liquor (annual)	2,345.00
Special Sunday Sales (annual)	200.00
Temporary On-Sale 3.2%	15.00
Temporary On-Sale Liquor	25.00

2010 - Public Nuisance

Nuisance Response (minimum)	95.00
Equipment Use Fees:	
Tractor, Mower, and Labor (hourly)	90.00
Lawn Tractor, Lawn Mower, and Labor (hourly)	60.00

Other

Administrative Staff Time (hourly)	85.00
Annexation Request Security Deposit	1,000.00
Blanket Easement Vacation	Actual cost
Business Subsidy/Industrial Park Purch Security Deposit	5,000.00
Charitable Gambling Transaction Fee	25.00
City Hall Room Rental	35.00
Copying Charge (per page)	0.25
Driveway Aprons, Curb and Gutter	Actual cost
Lawn Tractor, Lawn Mower & Labor (hourly)	90.00
Map Creation	50.00
Map Request	10.00
Mileage Reimbursement	Current IRS rate
Special Assessment Search	10.00
Street Reconstruction (per the Manual of Assessment Standards and Policies)	

Adopted by the Freeport City Council this 23rd day of February, 2021.

Michael Eveslage, Mayor

ATTEST:

Joan Wall, City Clerk-Treasurer

Memo

From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 2/18/2021

Re: Comp Time Policy

Council last looked at the comp time policy several months ago and we still need to finalize any desired changes. On the following pages is our current policy. If you wish to review examples from other cities, you may refer to the August 25, 2020 agenda packet.

Overtime / Compensatory Time

The City of Freeport has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Clerk will determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime. In general, employees in executive, administrative and professional job classes are exempt; all others are non-exempt.

Non-Exempt (Overtime-eligible) Employees:

All overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over 40 in one workweek. Annual leave, compensatory time and paid holidays do not count toward “hours worked”. Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked.

For most employees the workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m. Supervisors may establish a different workweek based on the needs of the department, subject to the approval of the City Clerk.

The employee’s supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.

The maximum compensatory time accumulation for any employee is 40 hours per year. Once an employee has earned 40 hours of compensatory time in a calendar year, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The City Clerk will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

A minimum of two hours will be paid to all employees for each call out to respond to accidents, complaints or emergencies. Whenever it is prudent authorization from the employee’s supervisor should be obtained before responding to a call out. Some call outs can be addressed once the employee begins their shift. Only emergencies will be considered as call outs. When prior authorization is not obtained for a call out, a written report must accompany the timesheet. If the supervisor finds the claim for payment for a call out is not justified, the claim may be denied. Communications relating to City business at home is not considered call out time.

Exempt (non-overtime-eligible) Employees

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City of Freeport will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn annual leave and is absent for a day or more for personal reasons other than sickness or accident;
- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness or injury, but:
 - Paid leave has not been requested or has been denied;
 - Paid leave is exhausted;
 - The employee has specifically requested unpaid leave;
 - The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA.

The City of Freeport may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City of Freeport will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the City any amounts received by the employee as jury fees or witness fees.

If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

Leave Policy for Exempt Employees

Management employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. The normal hours of business for management staff are Monday through Thursday, 7:00 a.m. to 4:30 p.m. and Friday 7:00 a.m. to noon, plus evening meetings as necessary.

Management employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day.

Absences of less than four (4) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal Monday through Friday requirement. Management employees must communicate their absence to the City Clerk or his/her designee.

If one of the above employees regularly absents themselves from work under this policy and it is found that there is excessive time away from work which is not justified, the situation will be handled as a performance issue. If it appears that less than forty (40) hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the City. Additional notification and approval requirements may be adopted by the City Clerk for specific situations as determined necessary.

All exempt positions, whether or not management, may require work beyond forty (40) hours per week. In recognition for working extra hours, these employees may take some time off during their normal working hours with supervisory approval. The time off for extra hours will not necessarily be on a one-for-one basis.