



## **CITY OF FREEPORT**

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For TTY/TDD Users 1-800-627-3529 or 711 Minnesota Relay Service [www.freeportmn.org](http://www.freeportmn.org)

**March 18, 2021** - Special Meeting Agenda  
Freeport City Hall - 6:00 pm

### Call to Order

- I. Approve Agenda
- II. Meet Clerk-Treasurer Candidate
- III. Technology and Office Updates (2)
- IV. Clerk-Treasurer and Deputy Treasurer Salaries (3)
- V. Adjourn

Next Regular Meeting: March 30, 2021

# Memo

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From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 3/17/2021

Re: Technology and Office Updates

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When Adri was Clerk-Treasurer and I was Deputy Treasurer, Adri occupied the clerk's office and I occupied the other office. I propose to revert back to that again. The front desk is not a good place for the Deputy Treasurer because customers who walk in will expect to talk to the person sitting up front and the Deputy Treasurer is not that person. It is less confusing for the customer if the clerk walks up to the front desk when someone comes in the door.

The computer at the front desk can be accessed by Loren for the tracking and reporting that he does each day. The SCADA computer can remain in the 2<sup>nd</sup> office as it was when I was Deputy Treasurer in the past. The desktop computer in the 2<sup>nd</sup> office is very old and the software on it is not secure from viruses so it should be retired. I asked Community Technology Center for a quote on a new computer.

\$1,397 Nobilis NUC, Intel Core i5, 8GB RAM, 500GB SSD, 3-year limited warranty

\$ 199 24" ViewSonic Monitor

\$ 79 Logitech Wireless Keyboard/Mouse Combo

\$ 439 Microsoft Office Professional

\$ 87 Avast Antivirus, 2 years

\$ 85 Transfer of data from old computer to new NUC

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\$2,286 Total for computer

\$ 139 Per hour cost for installation

City of Freeport  
2021 Salary Analysis for Clerk Department

	Actual Through 3/17/21	Per Hour	# of Hours Per Week	# of Weeks	Estimated 3/18/21 - 12/31/21	Annual Amount
<b>2021 Budget</b>						
Clerk-Treasurer Salary						51,618
Assistant's Wage						19,132
Health Insurance Stipend						9,000
						<u>79,750</u>
<b>Proposed Wages (Full calendar year at new rates)</b>						
Clerk-Treasurer Salary		\$22.00	40	52		45,760
Assistant's Wage		\$21.50	22.5	52		25,155
Health Insurance						9,000
						<u>79,915</u>
<b>2021 Budget vs Proposed Annual Wages</b>						<b>(165)</b>

<b>Estimated Actual 2021 Expense</b>						
Clerk-Treasurer Salary	11,808	\$22.00	40	40	35,200	47,008
Assistant's Wage	4,136	\$21.50	22.5	40	19,350	23,486
Health Insurance	2,077				6,923	9,000
	<u>18,021</u>				<u>61,473</u>	<u>79,494</u>
<b>2021 Budget vs Estimated Annual Wages</b>						<b>256</b>

Dep Treas wage before becoming Clerk-Treasurer		20.00	32	52		33,280
Health ins stipend because 32 hours per week		<u>2.40</u>	32	52		<u>4,000</u>
Total wage as of March 2019		22.40				37,280