

**Clear Lake/Clearwater Sewer Authority
Special Meeting Agenda
Thursday, March 20, 2025
5:30 p.m. at Clear Lake City Hall**

Call to Order

Roll Call

- 1. Consider Amendment to Personnel Policy – Weekend Rounds**
- 2. FYI - Access Road Concerns**
- 3. Next Meeting Date**
 - a. Next Meeting May 22, 2025 (Wastewater Plant)**
- 4. Adjournment**

To: Honorable Chair Goenner and Members of the Clear Lake/Clearwater Sewer Authority Board
From: Annita Smythe, Director
Date: March 20, 2025
Re: Personnel Policy Change Request

Background

The cities of Clearwater and Clear Lake along with the Clear Lake/Clearwater Sewer Authority each have sections in the personnel policies which credits staff with compensatory time off for hours worked on the weekends performing rounds. As an incentive for covering weekends, staff currently receive four hours of compensatory time for each day rounds are completed. This is based on evidence that rounds take about two hours to complete, so the credit is two hours for each hour worked. This policy has been in place since 2011.

Request

Maintenance staff have requested that the three entities revisit this policy. Due to the growth of the two cities and additional equipment that has been brought online with this growth, the rounds are now taking about three hours to complete each day. Staff are requesting that the compensatory time be increased to 6 hours each day, which would again equate to a credit of two hours for each hour worked.

Actions to Date

The Sewer Authority Board considered this request at its January meeting. Board Members wanted the two cities to consider the request before taking action, as there is a desire to keep the policies consistent among the three entities.

The two cities have subsequently considered this request and approved the requested policy change.

Estimated Costs

Each entity is currently responsible for rounds every third weekend. Given 52 weeks in a year, that equates to about 17 weekends per year, or 34 days. 34 days with 2 extra hours each equals about 68 extra hours for each entity. Based on an estimated hourly pay rate of \$35/hour, the estimated cost is \$2,380 per year. Note that because this is compensatory time, it is not extra wages unless paid out at year-end.

Respectfully,



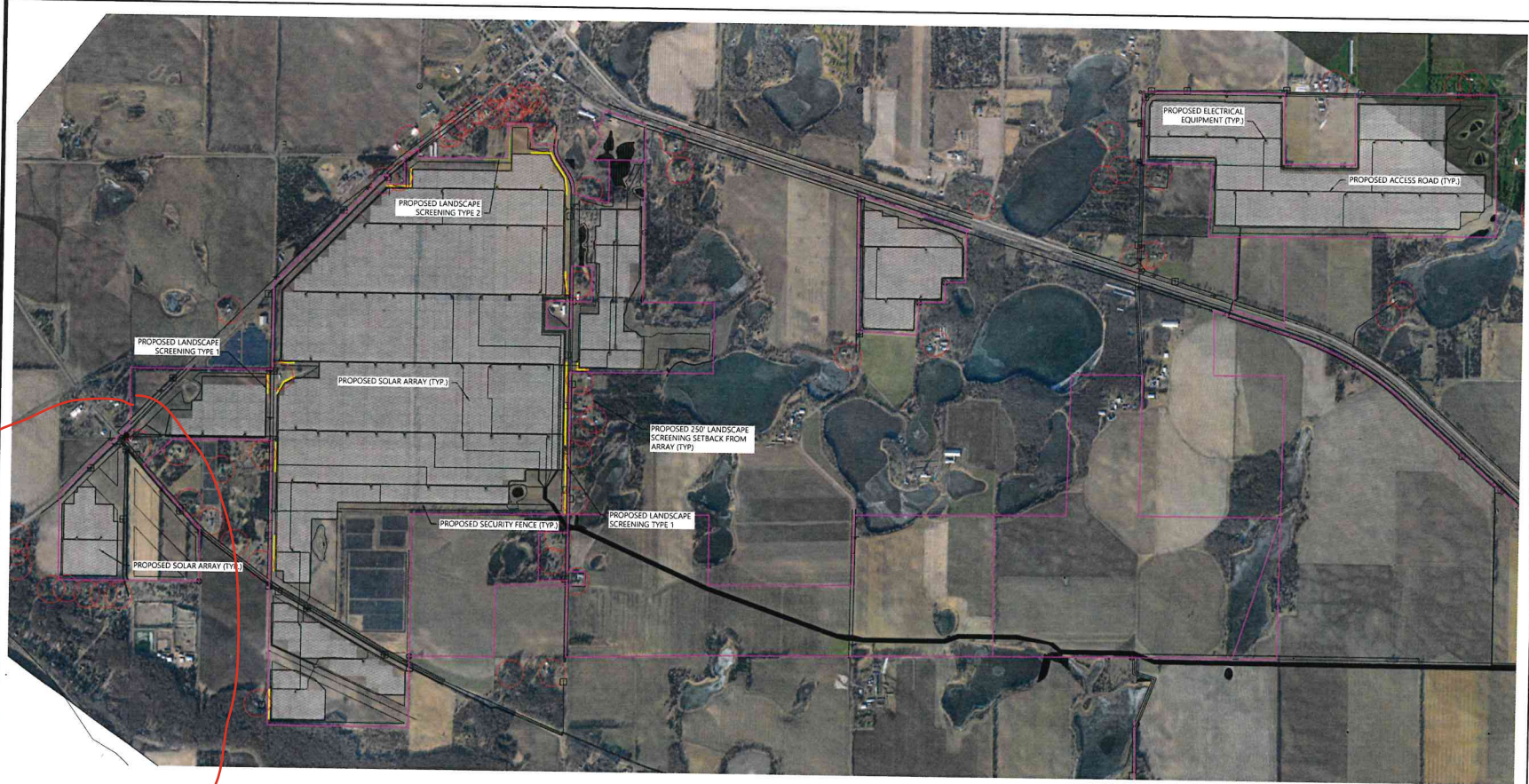
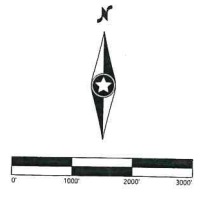
Annita M. Smythe
City Administrator – City of Clearwater
Director – Clear Lake/Clearwater Sewer Authority

PREPARED FOR:



414 Nicollet Mall, (GO 6)
 Minneapolis, MN 55401

REVISIONS	#	DATE	COMMENT	BY	CHK	APP
A.	01/23/2025	EXISTING VEG UPDATE				
B.	02/13/2025	LANDSCAPE SCREENING SETBACK UPDATE				



- LEGEND:**
- PROJECT BOUNDARY
 - PARCEL LINES
 - RIGHT-OF-WAY LINES
 - EX. TREELINE
 - EX. PAVED ROAD
 - EX. GRAVEL ROAD
 - EX. FENCE
 - EX. OVERHEAD POWER
 - EX. STREAM CHANNEL
 - EX. WETLAND
 - PROPOSED SOLAR ARRAY
 - PROPOSED MODULE SETBACK
 - PROPOSED ACCESS ROAD
 - PROPOSED SECURITY FENCE
 - PROPOSED ELECTRICAL EQUIPMENT
 - PROPOSED LANDSCAPE SCREENING TYPE 1
 - PROPOSED LANDSCAPE SCREENING TYPE 2
 - PROPOSED 250' LANDSCAPE SCREENING SETBACK

Sherco 3 Solar
 Sherburne County, MN

Overall Landscape
 Screening Plan

NOT FOR CONSTRUCTION

DATE:	02/13/2025	REV:	
SHEET:	L.200	REV:	B

MINNESOTA GEOGRAPHIC INFORMATION SYSTEMS

