

**MINUTES OF THE SPECIAL MEETING
OF THE HALLOCK CITY COUNCIL
Tuesday, February 20, 2024**

CALL TO ORDER

Mayor Treumer called the special meeting of the Hallock City Council to order at 5:32 pm on February 20, 2024. Those Present: David Treumer, Mike Totleben, Jennifer Peterson, Kevin Waller and Naomi Larson.

Also present: Interim City Administrator Kendra Kroening, Chief of Police Mike Docken and Kittson County Enterprise Reporter Anna Jahoula.

APPROVE AGENDA

Councilor Totleben motioned to approve the agenda. The motion was seconded by Councilor Waller and carried unanimously.

Employee Step; J. Turner

The Personnel Committee met on Thursday, February 15, 2024 and recommend to the council a step increase 4 \$25.55, retroactive to his one-year anniversary 12/1/2023 for Justin Turner.

Motion by Councilor Larson to approve moving from the 3-Year Step to 4-Year step, retroactive to 12/1/2023 his one-year anniversary, for Maintenance Employee Justin Turner. Motion was seconded by Councilor Totleben and carried unanimously.

Discuss Hiring City Administrator

The Personnel Committee met on Thursday, February 15, 2024 had an interview with Deputy Clerk Kendra Kroening. Councilor Larson discussed the interview process and feels that Kroening is a good candidate for the position. The Personnel Committee recommends to the council to offer the position to Kendra Kroening starting at step 4 – at \$32.15, with a review in 6 months.

Councilor Waller asked how they arrived to start at step 4 compared to past Administrators. The previous Administrator started at step 2. Larson felt it would help prevent having to have such a huge jump in 6 months. Kroening has run the office by herself in the past and again now. Mayor Dave Truemer stated I have no doubt she is the most qualified candidate.

Motion by Councilor Larson to offer the position at step 4 at \$32.15 with a review in 6 months. Motion was seconded by Councilor Peterson and carried unanimously.

Adjournment

There being no further business, Councilor Totleben moved to adjourn the Special Meeting of the Hallock City Council on February 20, 2024. The motion was seconded by Councilor Waller and carried unanimously. The meeting adjourned at 6:02 p.m.

Dave Treumer, Mayor

Kendra Kroening, Interim City Administrator

Minutes prepared by Kendra Kroening