

MINUTES OF THE SPECIAL MEETING
OF THE HALLOCK CITY COUNCIL
TUESDAY, MAY 28, 2024

CALL TO ORDER Mayor Treumer called the special meeting of the Hallock City Council to order at 5:46pm on May 28, 2024.

Those Present: David Treumer, Mike Totleben, Kevin Waller, Jen Peterson and Naomi Larson.

Also present: City Administrator Kendra Kroening and Kittson County Enterprise Reporter Anna Jauhola.

APPROVE AGENDA

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

New Business

Hiring Deputy Clerk

Councilor Larson, Councilor Totleben and Administrator Kroening interviewed 4 applicants for the Deputy Clerk Position. Councilor Larson brought forward the recommendation from the personnel committee; Larson made the recommendation of hiring Erica Swanson for the Deputy Clerk position.

Councilor Peterson asked how the personnel committee came to the amount on the pay scale. Councilor Totleben said he didn't feel right starting the Deputy Clerk so low when the lifeguards are making close to that. The pay scale needs to be updated. Administrator Kroening reminded the council that there is a 6-month probationary period after there is typically an increase in wage, sometimes it's a half-step or full step.

Councilor Totleben motioned to hire Ericka Swanson at Year 2 mark at \$20.32. The motion was seconded by Councilor Larson and carried unanimously.

Assistant Baseball Coach

Administrator Kroening gave a little information about the applicant, Brody Scalese.

Councilor Totleben motioned to hire Brody Scalese as the Assistant Baseball Coach at \$13.43 an hour. The motion was seconded by Councilor Waller and carried unanimously.

The council had discussed in round table at the last regular meeting to increase Jessica Muir wage since she has been helping since June 2023. She has been filling in at the city office in the place of the Deputy Clerk.

Councilor Totleben proposed a \$2 an hour increase. Mayor Treumer asked if Jessica would be a permanent, temporary fill in. She will train in the new Deputy Clerk everything she knows. She can fill in when the Deputy Clerk is gone or if the office needs to be covered for a day here or there. Councilor Peterson said she thinks Jessica should be at step 3, she should be making more than the person she is training in. Councilor Waller doesn't agree with starting higher on the pay scale for a part time person since they are on their own schedule. Administrator Kroening reminded we are not paying part time any benefits. Councilor Peterson said when a position is flex they are typically paid more since they are not receiving benefits. Councilor Larson said she would still be getting a \$3.32 raise. Councilor Peterson said

it was probably long overdue for the time we have had her as a temp. She should be paid more than the person she is training in. Councilor Totleben noted he doesn't believe Jessica has ever received a raise.

Councilor Totleben motioned to increase Jessica Muir wage to step 2 at \$20.32. Motion was seconded by Councilor Larson. Voting 4 to 1 Councilor Peterson voting against.

Adjournment

There being no further business, Councilor Peterson moved to adjourn the Special Meeting of the Hallock City Council on May 28, 2024. The motion was seconded by Councilor Waller and carried unanimously. The meeting adjourned at 6:08 p.m.

Dave Treumer, Mayor

Kendra Kroening, City Administrator

Minutes prepared by Kendra Kroening