

**ORR CITY COUNCIL**  
**MINUTES OF SPECIAL MEETING**  
**November 8, 2023**

A Special Meeting of the Orr City Council was held Wednesday, November 8, 2023, at the Orr City Hall. Mayor Robert Antikainen called the meeting to order at 5:30 p.m. Roll call was taken.

Present:	Mayor	Robert Antikainen
	Councilperson	Bruce Black
	Councilperson	Melissa Wright
	Councilperson	Hannah Manick

Also present: Clerk/Treasurer, Angela Lindgren; Ambulance Director Donna Hoffer; Jim Gray; and John Jirik; David Colburn, *Timberjay* arrived after roll call.

The purpose of the Special Meeting was to review the Council Vacancy Applications and Appoint a councilperson as well as to Discuss the Deputy Clerk/Treasurer Job Elimination.

Mayor Antikainen advised that applications were submitted by Jim Gray and John Jirik. Melissa Wright and Hanna Manick thanked the applicants for their submissions. After brief interview questions were asked of both applicants, Melissa Wright made a motion, second by Hannah Manick, to appoint John Jirik to the vacant council seat. All in favor. MOTION CARRIED. The council advised it was a very hard decision. Mayor Antikainen advised Clerk/Treasurer Lindgren to email new council member information to Mr. Jirik. Bruce Black thanked Jim Gray for his service to this city. Jim Gray replied that it was good to be able to serve.

Discussion regarding the elimination of the Deputy Clerk/Treasurer position began by Clerk/Treasurer Angela Lindgren advising that she had spoken with City Auditor Bonnie Strle regarding the elimination of the Deputy Clerk/Treasurer position. It was advised that checks are no longer stamped and the Mayor, or acting Mayor, sign each check effective immediately to address the control deficiency with the elimination of the deputy clerk position. Councilperson Hannah Manick is still an approved signatory for the Park State Bank account and as such will be available to sign if Clerk/Treasurer is unable. City Auditor also advised to designate person that will be able to be in charge of payroll if Clerk/Treasurer is unable to perform due to illness, leave, etc. Clerk/Treasurer Lindgren asks if the council may be able to appoint Laura Manai to this position.

Council and Clerk/Treasurer Lindgren discussed the additional duties that will be performed by the Clerk/Treasurer. Clerk/Treasurer requested a \$5.00 an hour increase for the additional duties, a laptop be provided and a cordless phone system. Melissa Wright advises a headset may be used with the current system. Clerk/Treasurer Lindgren asked for additional cleaning staff be acquired for annual deep clean and minimum of biweekly maintenance, which the council would ask current employee Russ Stokes to add the Tourist Information Center to his cleaning of the Liquor Store. Also asked was that City Hall be closed for trainings and completion of job duties during various times. Specifically for 1 hour daily around the lunch time to allow half hour lunch and mail run and deposits to be completed. Discussion that winter hours may be appropriate due to less foot traffic in the Tourist Information Center. Clerk/Treasurer Lindgren will contact the League of Minnesota Cities to verify there are no minimum hours that City Hall needs to be open. Councilperson Melissa Wright shared her concern regarding one person in the office performing all the duties. General agreement was a seasonal part-time person may be

hired. This would also be through the League of Minnesota Cities to confirm an additional position may be added after elimination of Deputy Clerk/Treasurer position.

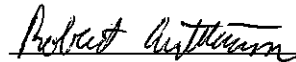
Discussion continued to savings of \$40,560 a year with the elimination of the Deputy Clerk/Treasurer position, along with additional savings for insurance. This would open the budget for immediate pay raises to Liquor Store Staff in the amount of \$1.00/hr for Marie Cloyd and \$1.00/hr for Manager Laura Manai. It was discussed that trainings may be needed prior to raises for Manager and additional \$2.00 an hour may be added.

Motion made by Bruce Black, second by Hannah Manick, to eliminate the Deputy Clerk/Treasurer position. All in favor. MOTION CARRIED.

There being no further business before the Council, motion by Bruce Black, second by Hannah Manick, to adjourn. All in favor. MOTION CARRIED.

Meeting adjourned at 6:45 p.m.

Respectfully submitted,

  
Robert Antikainen, Mayor

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Angela Lindgren, Clerk/Treasurer