

**ORR CITY COUNCIL
MINUTES OF SPECIAL MEETING
March 18, 2024**

A Special Meeting of the Orr City Council was held Monday, March 18, 2024, at the Orr City Hall. Mayor Robert Antikainen called the meeting to order at 6:02 p.m. Roll call was taken.

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

Also present: Clerk/Treasurer, Angela Lindgren; Liquor Store Manager, Laura Manai; David Colburn, *Timberjay*.

The purpose of the Special Meeting was to approve open bidding for Orr Regional Airport Crack Seal project, approve purchase of Deep Fryer for Liquor Store, and Review and Update personnel policies and procedures.

Motion by John Jirik, second by Hannah Manick, to authorize Bollig Engineering to open bids on the crack seal grant when the FAA is ready. In favor: Melissa Wright, John Jirik, Hannah Manick. Opposed: Bruce Black. MOTION CARRIED.

John Jirik advised that he met with Ethan Olson, Airport Manager, and walked through the airport. He advised that there are no concerns with storage at the airport and Ethan is doing a good job there.

Motion by John Jirik, second by Melissa Wright, to approve purchase of used auto fryer for \$2500. All in favor. MOTION CARRIED.

John Jirik advised that he needs more information regarding personnel policies and procedures. He advised that the council needs to look at how to move forward after the recent staffing changes. Discussion on handling internal and external complaints, implementing chain of command, orientation of new employees with expectations and workplace manuals, staff work schedules, and creation of budgets. Any complaints should be addressed at City Hall and put in writing. Melissa Wright advised that she would like a better communication practice through the City. Clerk/Treasurer Angela Lindgren advised that she is in the process of obtaining .gov emails for staff and a website. John Jirik shared idea of forming a personnel committee to address issues, especially to avoid conflicts of interest. No motions were made. Melissa Wright and Hannah Manick will be reviewing personnel policies.

Clerk/Treasurer Angela Lindgren asked policy for unpaid utility bills. She advised that current procedure is time consuming and not effective to obtain payment. Bruce Black advised that a policy is drawn up and brought to council for approval.

Clerk/Treasurer Lindgren also advised that Colonial Life has made a proposal for insurance for the City. Melissa Wright advises that bidding should be opened in July to review insurance offers.

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 7:07 p.m.

Respectfully submitted,


Robert Antikainen, Mayor


Angela Lindgren, Clerk/Treasurer