

**ORR CITY COUNCIL
MINUTES OF SPECIAL MEETING
APRIL 19, 2023**

A Special Meeting of the Orr City Council was held Wednesday, April 19, 2023, at the Orr City Hall. Mayor Robert Antikainen called the meeting to order at 5:00 p.m. Roll call was taken.

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

Also present: Clerk/Treasurer, Cheri Carter; Deputy Clerk/Treasurer, Jennifer Whittemore; Maintenance Supervisor, Paul Koch; David Colburn, *Timberjay*; and Amy Shuster, *Cook News Herald*. Ambulance Director Donna Hoffer arrived after roll call.

Items added to the agenda: Approval of Change Order #1 for the King Road Lift Station Project; approval of Minnesota Snowmobile Trail Assistance Program for the VTSI; and quote from Maguire Iron to install a new expansion joint on the standpipe for the water tower.

Motion by Bruce Black, second by Hannah Manick, to approve Change Order #1 to the contract between the City of Orr and Utility Systems of American to include updated HUD 4010 Federal Labor Standards. This is due to changes in HUD Standards from when the project was first bid out in July and rebid in September. All in favor. MOTION CARRIED.

Motion by Bruce Black, second by Hannah Manick, to approve application from Voyageur's Trail Society, Inc., to the Minnesota Snowmobile Trail Improvement Project Application. This was approved by the City Council by Resolution 2022-09, but the VTSI did not have all the necessary paperwork in place. They are now ready to reapply to the DNR for trail improvements. All in favor. MOTION CARRIED.

City Clerk/Treasurer Cheri Carter has submitted her retirement with a last day of work for the City of Orr being April 28, 2023. Motion by Bruce Black, second by Hannah Manick, to approve a committee consisting of Hannah Manick and Melissa Wright to interview applicants for the position. All in favor. MOTION CARRIED.

Deputy Clerk Jennifer Whittemore submitted a request to the council for mileage reimbursement when using her personal vehicle to go to the post office, bank, liquor store, etc. Estimated mileage would be approximately 1.2 miles each day. Donna Hoffer told the council an employer is required by Minnesota law to pay mileage if an employee is required to use their personal vehicle. Donna also thought this was an IRS rule. Motion by Lloyd Scott, to deny mileage reimbursement when employees use their personal vehicle. Motion failed for lack of second. Motion by Hannah Manick, second by Melissa Wright, to table until May meeting until city staff can research legal requirements of employer/employee mileage reimbursement. All in favor. MOTION CARRIED. Hannah and Melissa offered to form a policy and procedure committee.

Motion by Hannah Manick, second by Melissa Wright, to approve updated Job Description, Duties & Minimum Qualifications for City Clerk/Treasurer position. All in favor. MOTION CARRIED.

Motion by Bruce Black, second by Hannah Manick, to approve contracting with out going clerk to help Jennifer on an hourly, as-needed basis. Councilors did not approve an amount. Laura Manai can also assist if needed. All in favor. MOTION CARRIED.

Christopher Kelley, Assistant Maintenance, submitted his resignation effective April 22, 2023. The council directed that ads be placed in local newspapers for both positions. Robert Antikainen and Bruce Black will interview applicants for the Assistant Maintenance position. Motion by Bruce Black, second by Hannah Manick, to approve the Public Works/Maintenance Assistant and Airport Manager Job Description. All in favor. MOTION CARRIED.

Motion by Hannah Manick, second by Bruce Black, to rehire John Hess as part-time, as-needed, seasonal help to assist Paul. All in favor. MOTION CARRIED.

Lloyd Scott expressed his disappointment with the direction the council was going and submitted his resignation as councilperson effective May 31, 2023.

Motion by Bruce Black, second by Melissa Wright, to make the following changes to the City's banking and investment accounts effective on the close of the April 28, 2023 business day:

Park State Bank:	Checking	Robert Antikainen, Hannah Manick, Jennifer Whittemore
	ATM	Laura Manai, Bruce Black, Jennifer Whittemore
	Savings	Robert Antikainen, Jennifer Whittemore
	EDA	Robert Antikainen, Bruce Black
League of MN Cities	4M Fund	Robert Antikainen, Jennifer Whittemore
RBC Wealth Mgmt	Investments	Robert Antikainen, Jennifer Whittemore
North Star CU	Savings	Hannah Manick, Jennifer Whittemore
First Horizon	Letter of Credit	Robert Antikainen, Bruce Black

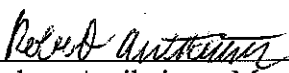
Lloyd Scott and Cheri Carter will be removed as financial signatories on all accounts. Joel Astleford will be removed from the First Horizon, Letter of Credit account. All in favor. MOTION CARRIED.

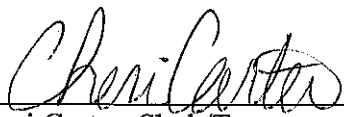
Paul Koch received a quote from Maguire Iron to install a new expansion joint on the water tower. Maguire Iron did not address other options as requested. Paul was asked to obtain quotes from other companies addressing repairs to the standpipe.

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 5:38 p.m.

Respectfully submitted,


Robert Antikainen, Mayor


Cheri Carter, Clerk/Treasurer