

MINUTES
BRAHAM CITY COUNCIL
Thursday, July 23, 2020
Special Meeting 5:00 P.M.

Mayor Carlson called the meeting to order at 5:06 pm. Members present: Mayor Carlson, Shawn Sullivan, Vicki Ethen, and Jeremy Kunshier, and Robert Knowles.

Also Present: Administrator Grafstrom and Liquor Store Manager Jacque Nordby

Liquor Store

Approve Resignation of Dewayne Scofield

Councilor Sullivan motioned to accept the resignation of Dewayne Scofield effective July 31, 2020. Motion seconded by Councilor Knowles and carried unanimously.

Approve April White as Full-time

Manager Nordby would like to make April the Assistant Manager. Council asked what April White that differentiates her from a clerk. Nordby stated that she does the technology, creates spreadsheets, does liquor orders, etc. She has a few more things to work with her on, but she can do a lot of Nordby's job.

Grafstrom noted that the city has not had an assistant manager since 2016, but she updated the assistant manager pay scale. White is currently at a step 4 clerk earning 12.90 an hour. Moving her to a step one Assistant Manager would mover her to \$14.62 an hour.

Councilor Kunshier motioned to approve promoting April White from Part-time Liquor Store Clerk to Full-time Assistant Manager at a rate of \$14.62/hour. Motion seconded by Councilor Knowles and carried unanimously.

Approve New Hire Lisa Oestreich Full-time

As Oestreich has extensive experience in retail, and council chose to rate up Dewayne Scofield for his experience in liquor sales, Grafstrom recommends the city hire Oestreich at the same full-time rate Scofield was hired at, \$12.13/hour.

Councilor Knowles motioned to approve hiring Lisa Oestreich as Full-time Liquor Store Clerk at a rate of \$12.13/hour. Motion seconded by Councilor Kunshier and carried unanimously.

Approve New Hire Joann Davis Part-time (to replace April White)

Davis is currently a nurse looking to get out of the profession. In addition to working at the liquor store, she will be working part-time for the post office.

Councilor Ethen motioned to approve hiring Joann Davies as Part-time Liquor Store Clerk at a rate of \$11.77/hour. Motion seconded by Councilor Sullivan and carried unanimously.

Grafstrom noted for the record the city received 9 applications for the full-time clerk position. 7 applicants were interviewed. Aside from the 3 hired, Nordby and Grafstrom also interviewed Amanda Miller, Dixon Larson, Connor Rowland, and Robin Ranswick.

Adjourn

There being no further business of the Braham City Council on July 23, 2020, motion made by Councilor Ethen to adjourn. Motion seconded by Councilor Sullivan and carried unanimously. Meeting adjourned at 5:22 pm.

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