

**City of Menahga**  
**Special City Council Minutes**  
**Deputy Clerk Applicant Interview**  
**Tuesday, April 23, 2024**

**1. Call to Order**

The Menahga City Council held a Special Meeting for the purpose of interviewing for the Deputy Clerk position on Tuesday, April 23, 2024. Mayor Elizabeth Olson called the meeting to order at 4:30 pm.

**2. Roll Call**

Comprising a quorum of the council, the following members were present:

Mayor Elizabeth Olson

Durwin Tomperi

Mike Netland

Jody Bjornson

Absent: Dan Warmbold

Staff present: Interim City Clerk/Treasurer Jensine Kurtti and Acting Deputy Clerk Alvina Kytta

**3. Pledge of Allegiance**

**4. Interview – Deputy Clerk**

Prior to the interview of Melanie Schermerhorn, Acting Deputy Clerk Alvina Kytta administered a test to the applicant which covered debits and credits, as well as a word test that was to be completed in Excel, building a spreadsheet to calculate the word problem. A series of questions were then presented to Ms. Schermerhorn by the Council and Staff.

**5. Applicant Discussion and Possible Action**

Based on test points and points assigned by each Council Member on each question, it was the consensus of the Council to approve the hire of Melanie Schermerhorn at Step 3 of the Deputy Clerk 2024 wage scale. The Council asked Kurtti to offer her the job with the per hour starting wage of \$23.15,

together with the standard benefits and, request that her start date be May 13, 2024. This is all subject to a successful background check.

**Main Motion: To approve the hiring of Melanie Schermerhorn for the position of Deputy Clerk/Treasurer with a starting wage of \$23.15 per hour and standard benefits, subject to a successful background check. This position has a 6-month probationary period.**

Moved by:	Bjornson
Seconded by:	Tomperi
Action:	Motion carried by a 4-0 voice vote
In favor:	Olson, Tomperi, Bjornson, Netland
Opposed:	none

## 6. Adjournment

**Main Motion: To adjourn at 5:17 pm**

Moved by:	Netland
Seconded by:	Bjornson
Action:	Motion carried by a 4-0 voice vote
In favor:	Olson, Tomperi, Bjornson, Netland
Opposed:	None

\_\_\_\_\_  
Jensine Kurtti, Interim Clerk/Treasurer

\_\_\_\_\_  
Mayor Elizabeth Olson