

City of Hinckley  
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**Agenda Item**

Administrative Assistant Clerks Training

**Meeting Date**

May 13, 2025

**Prepared By**

Leaha M. Jackson, City Administrator

**Background**

Administrative Assistant Kristy Hosler has just completed the second year of the MCFOA Clerks Institute, a three-year, week-long intensive training program. She continues to take the initiative on tasks within the City and is expanding her responsibilities in her role. As part of this, I would like the Council to consider increasing her wage by \$.50 for each year of the institute completed.

**Recommended Action**

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Council Action:    Motion by: \_\_\_\_\_    Second by: \_\_\_\_\_

Motion to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Voted in Favor: \_\_\_\_\_ Voted Against: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Tabled: \_\_\_\_\_ No Action: \_\_\_\_\_