

**Minutes of Special Council Meeting**  
**Wednesday January 20, 2021**  
**City of Hoyt Lakes, Minnesota**

1. The Hoyt Lakes City Council met in special session via Zoom/phone in due to COVID-19 on Wednesday January 20, 2021 at 5:00 p.m. Those present: Mayor Chris Vreeland; Councilors: David Zins, Dan Popp, Christine Peterson, Deborah Kramar. City staff present: City Attorney Mitch Brunfelt, City Clerk-Treasurer Rebecca Burich, Deputy Clerk Tammy Snetsinger, Accounting Clerk Betsy Karkinen.
2. Mayor Vreeland shared that a \$250,000 IRRRB grant was approved for the Water Tower project. He received a call from Laskin regarding a solar farm. They discussed the use of the empty Knott building to store solar panels. He also recently went to Chisholm with Councilor Popp to view four-plex housing that was recently done. They will share financials and blueprints with the rest of the council and put this topic on the next EDA meeting agenda.
3. City Attorney Brunfelt discussed a Separation Agreement and General Release of All Claims between the City of Hoyt Lakes and City Clerk-Treasurer Rebecca Burich, which offers an early retirement incentive to Burich to allow the City Council to consider a re-structuring of the management of the City to transition to a City Administrator/Clerk-Treasurer as the chief administrative officer for the City instead of the current Clerk-Treasurer management structure. Moved by Councilor Popp, supported by Councilor Zins, to approve the Separation Agreement and General Release of All Claims between the City of Hoyt Lakes and City Clerk Treasurer Rebecca Burich, with a last day of active work and active presence at City Hall on Friday, April 30, 2021 and beginning May 3, 2021 will begin utilizing and drawing down the balance of her accrued paid vacation leave and paid personal days through June 23, 2021, which will be considered her last day of employment with the City of Hoyt Lakes. Roll Call: Ayes: Zins, Popp, Peterson, Kramar, Vreeland. Nays: None. Motion carried.
4. There was discussion on how to move forward. Job descriptions and wages were discussed, along with the possibility of out-sourcing payroll and office staffing needs.

Moved by Councilor Peterson, supported by Councilor Popp, to advertise in local/legal newspapers, city website, League of Minnesota City's website and the Minnesota Workforce Center for a City Administrator/Clerk-Treasurer, with a deadline for applications on Friday, February 5, 2021 at 4:00 p.m. Roll Call: Ayes: Zins, Popp, Peterson, Kramar, Vreeland. Nays: None. Motion carried.

There was further discussion on the interview process.

5. Moved by Councilor Kramar, supported by Councilor Zins, to adjourn at 5:45 p.m. Roll Call: Ayes: Zins, Popp, Peterson, Kramar, Vreeland. Nays: None. Motion carried.

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Chris J. Vreeland, Mayor

ATTEST: \_\_\_\_\_  
Rebecca Burich  
City Clerk-Treasurer