

**Minutes of Special Council Meeting**  
**Tuesday February 9, 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 Tuesday, February 9, 2021 at 5:00 p.m. Those present: Mayor Chris Vreeland; Councilors: David Zins, Dan Popp, Christine Peterson, Deborah Kramar. City staff present: Deputy Clerk Tammy Snetsinger, Accounting Clerk Betsy Karkinen. Guest: Becky Lammi.
2. The City Council vetted and scored eight applications received for the full-time position of City Administrator/Clerk-Treasurer. Three applicants received scores high enough to proceed in the hiring process. Moved by Councilor Popp, supported by Councilor Zins, to schedule a special City Council meeting on Monday, March 1, 2021 for the purpose of interviewing three applicants with interview times of 5:00, 6:00 and 7:00 pm and with these time slots to be chosen by a drawing. Roll Call: Ayes: Zins, Popp, Peterson, Kramar, Vreeland. Nays: None. Motion carried.
3. Moved by Councilor Popp, supported by Councilor Zins, to set a tentative wage range of \$80,000 to \$95,000 for the full-time City Administrator/Clerk-Treasurer position. Roll Call: Ayes: Zins, Popp, Peterson, Kramar, Vreeland. Nays: None. Motion carried.
4. There was further discussion on what staff should be involved in the interviews. Mayor Vreeland and Deputy Clerk Snetsinger will determine interview questions based on top picks from samples provided to the City Council.
5. Discussion on the now vacant part-time Administrative Clerk position was tabled and will be determined after the new City Administrator/Clerk-Treasurer is in place.
6. Moved by Councilor Zins, supported by Councilor Popp, to adjourn at 6:09 p.m. Roll Call: Ayes: Zins, Popp, Peterson, Kramar, Vreeland. Nays: None. Motion carried.

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Chris J. Vreeland, Mayor

ATTEST: \_\_\_\_\_  
Tammy Snetsinger  
Deputy Clerk