

**April 25, 2022  
Special Meeting**

Pursuant to due call and notice thereof, a special meeting of the City Council of the City of Halstad was duly called and held at the Halstad Telephone Company community room in said city on April 25, 2022 at 5:30 p.m.

Mayor Darin Johnson called the special meeting to order at 5:31 p.m.

The following council members were present: Mayor Darin Johnson, Brandon Mickelson and Mike Trygg, Shirley Weeding and Donna Scholl. The following council members were absent: None.

Others in attendance: Trish Schilling, Terri Trygg, City Clerk; Lucas Spaeth Utilities Superintendent; and HMU Office Coordinator/City Treasurer Alli Tice.

The purpose of the special meeting was to discuss creating and funding a new Administrative and Recreation Program Specialist position that would work for the Landmark, the City of Halstad, and Halstad Municipal Utilities. The Landmark Committee reported that they have received an email from the Dekko Foundation regarding the City's grant proposal, and the Dekko Foundation will be coming to Halstad the week of May 16th to discuss the proposal and to tour the Landmark. One of the budget items on the grant proposal is a position for a person who would not only work at Halstad Municipal Utilities and for the city, but they would also be responsible for programming and grant writing for the Landmark. This position description had been shared with the council at a previous meeting, but the council was not able to commit the funding that would be needed for this position, unless a grant is attained, and if the HMU Commission agreed to fund part of the position.

It was shared with the council that the HMU Commission was willing to commit about 30% of a position, for an office assistant at the Utilities Office. The City would then be responsible for the remaining 70%. The council then discussed that the current clerk would like to retire at the end of the year, and it is important that there is a replacement for this position, that brings continuity and experience to the position. The current clerk earns \$900.00 per month, and the hours worked average over 100 hours per month. It will be difficult to fill this position at the current rate. If the City/HMU were to hire a entry level person for front office work at the utilities, it would then free up time for Alli Tice, the Office Coordinator to take over the Clerk duties. Alli Tice is already performing the treasurer duties for the City of Halstad, and it would make sense to have her take on the Clerk duties as well. Alli Tice and Lucas Spaeth agreed that this option would allow for cross-training, and would create some backup planning, which is greatly needed to allow for vacation, sick days, meetings, etc.

This alternative option was discussed at length, and the council ran a number of monetary scenarios on how this could be paid for. The City has received Covid monies that we would be allowed to use for this type of position, which would then give the city time to look at budgeting for future years. The council also agreed that to promote economic growth in the City of Halstad, having a grant writer is important to the council and the city. The ideal scenario would be to fund both options, but without a guaranteed grant, the Administrative and Recreation Program Specialist position would possibly be a one to two year position, with no guarantee unless additional funding is found.

Donna Scholl moved to create an office assistant position, which would be a full time position with benefits, at a salary and benefits including family health insurance of approximately \$64,000.00, with HMU paying 30% of the cost, and the City would pay the remainder using Covid monies, and the Clerk salary. Mike Trygg seconded the motion, and the council then discussed some of the numbers and budgeting. The council also noted that the Dekko Grant request may need to be adjusted due to the change in the position. In addition, a position description will need to be updated for the office assistant position. Upon a vote, all voted Aye, motion carried.

Motion to adjourn by Brandon Mickelson, seconded by Mike Trygg, motion carried, meeting adjourned at 8:04 pm. The next regular meeting of the City Council will be on Monday, May 9, 2022 at 5:15 pm.

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Terri Trygg /City Clerk