

**Harris City Council  
Special Meeting Minutes  
Monday, March 3rd, 2026 @ 6:00 p.m.**

- I. **Call to Order:** Mayor Carlson called the meeting to order at 6:00 p.m.
- II. **Pledge of Allegiance:** Everyone joined in the Pledge of Allegiance.
- I. **Roll Call:** Present were Mayor Randy Carlson, Councilmember Craig Moline, Councilmember Chell Borash, Councilmember Al Siedow, and Councilmember Garret Pearson. A quorum was present.

II. **Special Agenda**

**City Clerk Position – Interview and Consideration**

Mayor Carlson explained that the purpose of the special meeting was to interview an applicant for the **City Clerk position** and discuss potential next steps regarding the vacancy.

III. **Interview of Applicant – Tanya Smolke**

The council conducted an interview with **Tanya Smolke** regarding the City Clerk position. Questions from council members covered:

- Experience with municipal administration
- Preparation of council and planning commission agendas and minutes
- Managing zoning inquiries and public records
- Election administration and state reporting requirements
- Organizational and communication skills
- Ability to manage multiple responsibilities within a small city office

Council members discussed the importance of the clerk position in supporting both the **City Council and Planning Commission**, ensuring proper documentation, and maintaining compliance with state reporting and statutory requirements.

IV. **Council Discussion**

Following the interview, the council discussed the qualifications of the applicant and the needs of the city moving forward. Council members expressed that Ms. Smolke demonstrated strong communication skills and relevant administrative experience. The council also discussed the workload expectations for the position and the need for flexibility in hours to ensure the work of the city is completed.

**V. Possible Action**

After discussion, the council indicated support for moving forward with the hiring process and authorizing the mayor to proceed with extending an offer of employment.

The council also discussed the structure of the position as posted (24–32 hours per week with flexibility to work additional hours as needed).

Siedow made a motion to extend an offer to Tanya Smolke, of \$30 an hour, 24-32 hours a week, with option to work up to 40 hours as needed. With starting date as soon as she is available. Borash seconded the motion. All in favor, motion carried.

**VI. Contingency Planning (If No Offer Extended)**

Because the council intended to proceed with an offer, contingency planning items were discussed only briefly.

The council noted that if the position had not been filled, the city would have:

- Reposted the City Clerk position
- Developed a **structured onboarding and training program**
- Considered additional support resources to ensure a successful transition

These steps may still be considered to support the onboarding process.

**VII. Adjournment**

With no further business before the council, Siedow made a motion to adjourn, seconded by Pearson. All in favor, motion carried. Meeting adjourned at approximately 6:50 p.m.

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**City Clerk**

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**Randy Carlson- Mayor**

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**Date Approved**