

**NISSWA CITY COUNCIL
FEBRUARY 7, 2017**

A special meeting of the Nisswa City Council was held Monday, February 7, 2017 at 4:00 pm at City Hall.

Members Present: Mayor Heidmann, Jacobson, Johnson, Krautkremer, Ryan

Others Present: Tom Pearson, Gary Weiers with David Drown Associates

Staff Present: Hemish, Blomer, Taylor, Wallin, Jones, Wagener, Deck, Larson, Wentler

Heidmann called the special meeting to order to discuss options to fill the city clerk's position. Stated he invited Weiers with DDA to discuss options as the City could look at a clerk/administrator position.

Ryan stated the personnel committee met and looked at DDA's proposal and Hemish stated at that time the City should look at a clerk/administrator position. Stated DDA helped Pequot Lakes accomplish this and talked with staff there who like it. Want the City to do due diligence in researching options. Stated what City Clerks do now is vastly different than 20 years ago. Krautkremer and Johnson stated this is a good first step on looking at options. Jacobson stated there are really two options: replace/post for City Clerk/Treasurer or go with a Clerk/Administrator position. Ryan stated the personnel committee discussed that the entire council and staff should be involved in the process. Jacobson stated that Springsted also has the ability for this process but we don't know their costs. Ryan stated NJPA pays for portion of DDAs cost but not Springsted. Jacobson stated we could also look into hiring a former City Clerk to fill in for two or three months. Heidmann stated NJPA provides these services thru NJPA. Stated Springsted has been contacted as well with no response yet. Stated Council was provided with memo of personnel committee meeting discussion.

Weiers gave a background of DDA's services and relationship with NJPA who pays for up to 50% of their interim services to cities. Described option of providing an interim City Clerk until position is filled. Worked well in Motley and Pierz with NJPA paying 50% of the costs. Stated Nisswa has unique challenges and opportunities and the time is right to look at this. Stated could complete the process in a month to month and a half. Had discussions with the person who did interim clerking for Motley and he is available. Heidmann stated during the process to replace the City Clerk, it is wise to evaluate the needs of the City Staff and Council. Tonight we will discuss the beginning of the process not the conclusion. This is to set the direction for next council meeting. Stated he would like to find an interim person to fill the job before Hemish leaves and she has also indicated she will answer questions if called after she leaves. Johnson stated it is a priority to get an interim person. Heidmann stated DDA is an option and the City could investigate other possibilities. Johnson stated it makes sense to use DDA as 50% of fees are paid by NJPA. Weiers stated he would have to do a new proposal as direction has changed since proposal given.

Ryan questioned what the difference is between a clerk and a clerk/administrator. Weiers stated all staff would report to the clerk/administrator instead the liaison/committee structure. Krautkramer stated added responsibility of being an administrator would take time so how do we

**NISSWA CITY COUNCIL
FEBRUARY 7, 2017
PAGE TWO**

delegate the other duties. Weiers stated he would carve out duties and change other positions to accommodate all duties. Krautkremer questioned if interim person would be here full time. Weiers stated to start yes, and then look at less time per week after discussing with City what makes sense. Stated interim clerk would only clerk Nisswa and no other cities. Stated that person does own his own business as well.

Jacobson stated Weiers proposal dated January 31st doesn't reflect costs we are discussing now, so would need a proposal for executive search for clerk/admin and realignment of duties. Also need to look at additional costs of transferring duties to existing staff. Johnson stated the priority is getting an interim clerk. Heidmann asked for proposal for services with explanation and definition of how that works. Weiers stated he can get proposal to the City before Friday, and interim clerk would be on contractual basis not as an employee of the City. Ryan suggested the Council and Department Heads talk with staff at Pequot Lakes to see how their process went. Johnson questioned what Lake Shore does. Hemish stated they have a Planning & Zoning/Administrator and a City Clerk.

Jacobson suggested getting quotes from other firms. Heidmann stated Hemish has contacted Springsted and hasn't received a response yet. Jacobson questioned if League of MN Cities has any options. Hemish to contact LMC and Springsted for quotes before Friday.

Pearson questioned if interim clerk is spoken for elsewhere. Weiers stated he is available for Nisswa now but has less flexibility this summer. Stated the evaluation can be done in about six weeks and have someone hired within 2-1/2 months. Stated they also have other resources available if interim is not available.

Jacobson stated to recap we need proposal for interim clerk including rate/cost and for how long, cost for executive search, cost for study spreading out clerks duties to others and their compensation. Krautkremer stated also a job description for Clerk/Administrator. Heidmann stated we also don't want to double up on what Springsted would already be doing as part of their study. Jacobson questioned Hemish on her opinion. Hemish stated she only has 16 working days left, we are down a Park & Rec Director, and time is of the essence. Stated Wentler will handle the payroll, AP, AR, financial stuff fine but is worried about all the other things needing to be covered. Stated the importance of having staff involved in the process of filling the position with a clerk/treasurer or clerk/admin. Ryan stated he had talked to the Clerk/Admin in Pequot Lakes who stated Weiers is great to work with and suggested the rest of the council call her as well. Heidmann stated a quality interim person would be important to make transition easier. Stated important that staff is involved in the process, but they won't dictate the process. Suggested staff get written comments to the clerk and have her distribute to council.

**NISSWA CITY COUNCIL
FEBRUARY 7, 2017
PAGE THREE**

Weiers stated he will put together an interim person proposal, executive search proposal, organizational study to evaluate either clerk or clerk/admin position including financial impact. If approved would like to come late February to discuss items with Hemish before she leaves. Will send proposal to Hemish Thursday to include in packet for next council meeting.

Fred Heidmann, Mayor

Laurie Hemish, Clerk