

**NISSWA CITY COUNCIL  
MARCH 29, 2017**

**NISSWA CITY COUNCIL  
MARCH 29, 2017**

A special meeting of the Nisswa City Council was held Wednesday, March 29, 2017 at 6:00 pm at City Hall.

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

Others Present: Tom Pearson, Gary Weiers (David Drown Associates, Inc),

Staff Present: Jones, Wentler, Hansen, Wagener

**Call to order: 6:00pm**

**NISSWA CITY CLERK/ADMINISTRATOR STUDY – DAVID DROWN AND ASSOCIATES**

Weiers presented the Final Report of their conclusion for the City Clerk/Administrator Study. The main points he pointed out based on his findings from all of the comments from the interviews were:

- Trust issues at all levels.
- Liaison system has worked well in many cases, but hasn't in other cases.
- Performance management has deficiencies.
- City/Town/Organization is different due to size of the community, which changes during tourist season.
- Financial planning could be taken much further than it currently is.
- Department Heads provide information to Council, and the Department Heads do not have advocacy. A City Administrator will help with this.

Weiers stated there are 2 options;

- Hire a Clerk/Treasure and keep doing what we are currently doing.
- Hire an Administrator/Clerk, this would provide central leadership.

Weiers stated that his recommendation is for the City to move forward with creating and Administrator/Clerk position. Springsted has provided a job description to review. Another recommendation is to revise the Deputy Clerk position to be a financial position, which would include taking on all the payroll and accounting duties for the City.

Johnson questioned if there was anything to offset the potential salary increases. Weiers stated there are grants that are out there and available. Heidmann stated when there is good leadership the City will probably run more efficiently, which will save costs. There does need to be a discussion on what the job description will look like and how the Council fits into the picture.

**NISSWA CITY COUNCIL  
MARCH 29, 2017**

Krautkremer stated that after talking with employees they felt like you were trying to sell them the Administrator position, which would be more money for David Drown Associates (DDA) services. Weiers stated he had excellent interactions with staff. He did probe staff pretty hard and could see how they would think I was pushing an agenda. But it is necessary to push for information. Why spend money to do what you are already doing? Yes, this could be more money for DDA, but could go to a different firm for the hiring process. Krautkremer stated that the current system the Clerk position was always filled internally. Is there a way that a Clerk position could work for us? Weiers stated that the Clerk position has evolved and they are doing too much or too little. This structure model is being used less and less statewide, but still works in smaller organizations. Krautkremer questioned what an Administrator would do to bring objectiveness and what if there is conflict with the Administrator and the Department Heads? Weiers stated that objectiveness is a major policy process. Department Heads and the Administrator will discuss issues before it comes to Council. The Administrator will be an advocate for the Department Heads. They shouldn't feel threatened by the model of the Administrator. Weiers also stated that conflict is good in a decision making process if done respectfully. Jacobson questioned how an Administrator would overrule expertise ex: attorneys or engineers? Weiers stated that the Administrator's role is not to overrule, but may push back. Jacobson questioned how many of staff was not in favor of the City having a City Administrator based on his interviews, percentage? Weiers stated that not all were negative, can't give a percentage, but a guess would be 50-60%. Jacobson questioned what the pool of applicants could be at this time? Weiers stated we are in a good location for an Administrator to want to come. Not so much for a Clerk position, but it is a tough market for both positions. Jacobson stated that if the Council agrees to move forward with a Clerk/Administrator position that policies and ordinances will need to be changed. He suggests that a committee should be formed to review the job descriptions and decide what the final should look like. Ryan questioned if the Clerk/Administrator and/or the Clerk/Treasure would be exempt positions? Weiers stated that the Clerk/Administrator position would be exempt and the Clerk/Treasure position goes both ways. Johnson questioned if the Administrator would be making changes to the Deputy Clerk position or Council? Weiers stated it is a collective process between Administrator and Council. Ryan questioned if we could get anyone who is knowledgeable in Economic Development? Weiers stated it would depend on whom, but maybe not get them to move here as they are already being compensated well. Jacobson stated that maybe the new Planning & Zoning Administrator could have this background. Krautkremer asked if DDA could facilitate or manage the implementation of the model of the Administrator. This is very important, this could be the difference of this processing being successful or not. Weiers stated that they something they don't typically do, but would be willing to assist. Ryan stated that it is important to be open and honest about what is going on when we interview. Weiers stated that they will be involved in the interviewing process and Department Heads would be included in this process as well.

**NISSWA CITY COUNCIL  
MARCH 29, 2017**

**Motion** by Ryan, seconded by Jacobson to accept the receipt of the Clerk/Administrator Study presented by David Drown Associates today.

All members voting “Aye” motion carried.

**MOTION** by Ryan, seconded by Johnson to move ahead with the Clerk/Administrator position and begin the process to replace the City Clerk/Treasure.

**FURTHER DISCUSSION:**

Jacobson questioned if we are including the financial impact part of this motion. Ryan stated yes. Wentler stated you may need to negotiate the salary depending on qualifications. Jacobson also questioned what all the fees and timeline is for this process. Weiers stated he can come back to next meeting (April 19<sup>th</sup>) with all the costs, timeline outline and next steps to proceed. Krautkremer also questioned the Strategic Planning for \$5000. Weiers explained that the \$5000 estimate was on the high side.

**Amended motion:** by Ryan, seconded by Johnson to move ahead with the Clerk/Administrator position and begin the process to replace the City Clerk/Treasure, excluding the projection costs.

All members voting “Aye” motion carried.

**SPIRITS OF NISSWA LEASE AGREEMENT**

Pearson provided 2 versions of the lease, first one is the City version and the second one is Schaefer’s version.

**Motion** by Jacobson, seconded by Krautkremer to accept the lease agreement provided by Schaefer’s as presented today and to have the Mayor and Interim City Clerk/Treasure sign it.

All members voting “Aye” motion carried.

**2003 ROAD VACATION OF CAMP LINCOLN ROAD**

Pearson stated this is a road vacation from 2003 that was not completed. He presented costs and timeline. These are default fees, so are subject to change if someone comes forward.

Krautkremer stated that the fees are at a higher hourly rate from the current rate. Pearson stated there is normally a different rate from meeting and litigation, but will review contract.

Krautkremer and Ryan stated this should be cleaned up.

**NISSWA CITY COUNCIL  
MARCH 29, 2017**

**Motion** by Krautkremer, seconded by Ryan to proceed ahead with this Camp Lincoln Road vacation under the terms Pearson presented today.

All members voting “Aye” motion carried.

**MEETING ADJOURED AT 7:20 PM.**

---

Fred Heidmann, Mayor

---

Maggi Wentler, Deputy City Clerk