

**NISSWA CITY COUNCIL
APRIL 26, 2017**

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A continuation meeting of the Nisswa City Council was held Wednesday, April 19, 2017 at 7:00 pm at City Hall.

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

Others Present:

Staff Present: Blomer

Call to order: 5:30pm

Pledge of Allegiance

**RECONVENE FROM CITY COUNCIL MEETING TO DISCUSS CITY
CLERK/TREASURE INTERIM AND ADMINISTRATOR/CLERK SEARCH
TIMELINES**

Heidmann reviewed the 2 options outlined in the proposal provide by David Drown & Associates.

- Option A: Administrator working up to 25 hours onsite with weekly cost of \$1250 & Scott Saehr working up to 10 ours offsite with a weekly cost of \$300, with option of Intern at no charge as NJPA will pay for this service.
- Option B: Administrator working up to 10 hours onsite with a weekly cost of \$500 & Different Clerk working up to 30 hours onsite with a weekly cost of \$900, with option of Intern at no charge as NJPA will pay for this service.

The proposal spells out what the Administrator, Clerk, and Intern duties are. Ryan stated he had spoken to Maggi Wentler, Deputy City Clerk, on what her thoughts were, as it is important to know what the staff sees. Wentler stated she has concerns with the Intern as it takes a lot of time to work with and train new people. She would prefer help in the Clerk's Department as she is unfamiliar with some of those duties and it takes extra time to research and figure out what needs to be done. She would like to see someone in the office up to 3 days a week, preferably Tuesday – Thursday. Ryan stated he likes the idea of having an Administrator to help with the transition. Johnson questioned if the Administrator would take over the Clerk duties. Ryan stated it doesn't look like the Administrator would not do any Clerk duties, based on the proposal. Johnson stated if that is the case this won't help Wentler. He believes option B would be a better fit for the needs of the city. Jacobson stated we will be short for most of the month of May. He would like us to look at option A as there is many years of experience with the potential Administrator to help take the burden off of Wentler. A lot of time is spent training in new Interim Clerks. Heidmann stated that based on what Gary Weiers, from David Drown & Associates, stated that

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the Administrator that is available at this time does not do clerk duties, just Administrator duties that are listed in the proposal. This person does not have the knowledge of the day to day operations of a clerk. Johnson stated that Wentler needs help with the clerk duties she is unfamiliar with. Ryan stated the problem is the additional time to learn and research these unfamiliar duties takes too much time on top of trying to get both jobs done. Heidmann stated that he believed the costs seemed comparable to what we paid the City Clerk/Treasure if we go with either option. Johnson thought we could do a combination of both options. Go with option A until May 30th, than go with option B. Krautkremer agreed with this and said we need more of a Clerk than an Administrator.

MOTION by Jacobson, seconded by Ryan to accept Option A until June 1st 2017, than switch to Option B.

FURTHER DISCUSSION:

Johnson questioned if the Intern would be helpful to Tom Blomer's department? Blomer stated it takes time to train and teach intern things, they do gain value the longer they are here, but could be a pain for the first few months. Blomer stated it is more about helping Wentler than himself. Krautkremer stated it would fall on Wentler to train the intern. Johnson stated to keep this option open down the line if an intern would be helpful.

All members voting "Aye" motion carried.

Heidmann would like to discuss the timeline options, noting he is ok with the September timeframe. He believes this could draw more candidates. This is position is too important to rush. Jacobson stated that for many years the vacancies have been done by creating a search committee to review advertising, reviewing applications and interviewing. This may be more economical and faster if we form a two person committee to meet with and answer any basic questions from David Drown & Associates. This could save time and eliminate a special council meeting. Once interviewing takes place the entire council should be involved. Krautkremer believed that the 5/10 meeting would be done by a committee, but believes the 6/28 meeting is important for all council members to be part of. Heidmann suggested that the Personnel Committee should be the committee for this. Ryan would like this committee to keep all councilmen informed of the process.

MOTION by Johnson, seconded by Jacobson to empower the Personnel Committee to be the main contact for David Drown & Associates through the search process, but to call a special council meeting if they feel it is needed.

All members voting "Aye" motion carried.

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Heidmann questioned what timeline the council would like to follow. Jacobson this is only a template, somethings could be completed sooner or take longer. Leave it up to the committee to keep the process moving, and move things up or back if needed.

MOTION by Ryan, seconded by Krautkremer to accept the Alternate Timeline outlined by David Drown & Associates dated 4/24/2017, for the City Administrator search.

All members voting “Aye” motion carried.

FURTHER DISCUSSION

Ryan stated that the 6/28/17 for the selection of finalists should be a full council meeting.

MOTION by Jacobson, seconded by Krautkremer to adjourn. All members voting “Aye” motion carried.

MEETING ADJOURED AT 6:00 PM.

Fred Heidmann, Mayor

Maggi Wentler, Deputy City Clerk