

**CITY OF NISSWA
MINUTES – ORGANIZATIONAL MEETING
MONDAY, JANUARY 11, 2021
5:00 PM
NISSWA CITY HALL**

The Nisswa City Council Organizational meeting was held on Monday, January 11, 2021 at 5:00 p.m. at City Hall and was available on YouTube Live.

Members present: John Ryan, Don Jacobson, Ross Krautkremer, Mark Utzinger.

Members absent: None.

Also, present: City staff - Tom Blomer, Brittney Cotner, Jenny Max, Jon Stainbrook, the Echo Newspaper (virtual).

Audience members: 0.

A. Call to Order – John Ryan called the meeting to order at 5:00 p.m.

B. Recommendation from City Administrator to approve Short Form Agreement between City of Nisswa and Widseth for Engineering Services – Max stated that the previous agreement with Widseth for Engineering Services had ended and the City would like to sign a new one with Widseth for 3-years of Engineering Services. Max explained that the rates increased on average 4-5% per year. Motion by Jacobson, seconded by Utzinger to approve the Short Form Agreement between the City of Nisswa and Widseth for Engineering Services for the term January 1, 2021 – December 2023. Motion carried unanimously.

C. Organizational Appointments

2021 City Appointments

Acting Mayor	Don Jacobson
City Administrator	Jenny Max
City Clerk	Jonathan Stainbrook
Finance Specialist	Maggi Wentler
Police Chief	Craig Taylor
Fire Chief	Shawn Bailey
Emergency Management Director	Craig Taylor
Planning & Zoning Administrator	Brittney Cotner
Public Works Director	Tom Blomer
Spirits Manager	Brian Farrell
Pickle Factory Manager	Terry Wallin
Park & Recreation Director	Amber Moon-Peterson
City Attorney	Gammello-Pearson
Labor Attorney	Kennedy & Graven
City Engineer	Widseth
Parliamentarian	Gammello-Pearson

City Prosecutor
Official Newspaper
Official Depositories

City of Brainerd
Pine and Lakes Echo Journal
First Western Bank
Frandsen Bank
American National Bank
4M Fund
Mayor, Acting Mayor, City
Administrator and Finance Specialist
Schlenner Wenner & Co.
PFM Financial Advisors LLC
Weizenegger Engel Insurance for LMC Ins.
A.T. Group
3rd Tuesday of the Month at 7:00 P.M.

Bank Account Signatories/
Electronic Funds Transfers
Auditor
Financial Manager
Insurance Agency (Property)
Insurance Agency (Health)
Regular Meeting Schedule

Motion by Jacobson, seconded by Utzinger to approve the City Appointment. Motion carried unanimously.

2021 Council Liaison Appointments

John Ryan, Mayor

City Clerk/Treasurer, Liaison
Personnel Committee
Financial Management
Public Relations

Don Jacobson

Planning & Zoning, Liaison
Financial Management

Ross Krautkremer

Planning & Zoning, Liaison Pro-Tem
Fire Department, Liaison
Financial Management
Gull Lake Trail Committee

Mark Utzinger

Public Works, Liaison
Police Department, Liaison
Personnel Committee
Financial Management

Open Council – TBD

Open Liaison assignments include – Parks & Recreation and Liquor Departments

2021 Commission/Committee Appointments

PUBLIC WORKS /
RED FLAG COMMITTEE

Mark Utzinger, Council Liaison
Peter Mann
Dil Stachour
Open Seat - 3
Public Works Director
City Clerk, Secretary
City Engineer

BUDGET & FINANCE
COMMITTEE

John Ryan Open Meeting
Don Jacobson All Council
Ross Krautkremer
Mark Utzinger
Open Council Seat
City Administrator
PFM Financial Advisors LLC

LIQUOR COMMITTEE

TBD, Council Liaison
City Administrator
Spirits of Nisswa Manager
Pickle Factory Manager

COMMUNICATION
COMMITTEE (website)

~~John Ryan, Mayor~~
~~City Administrator~~
~~Parks & Recreation Director~~
~~Finance Specialist~~

PERSONNEL COMMITTEE

John Ryan, Mayor
Mark Utzinger, Council
City Administrator

PARK & RECREATION
ADVISORY COMMITTEE

TBD, Council Liaison
Parks & Recreation Director
Ed Carlson
Tessa Cappelle
Justin Isaacson
Open Seat – 2
Two Open (Non-Voting) Students from
181 or 186 School Districts
Finance Specialist, Secretary

PLANNING COMMISSION/
BOARD OF ADJUSTMENT

Don Jacobson, Council Liaison
Ross Krautkremer, Liaison Pro Tem
Linda Gettleman
Gary Harris
Josh Young
Open Seat – 2
Planning & Zoning Administrator
Finance Specialist, Secretary

GULL LAKE TRAIL
STEERING COMMITTEE

Ross Krautkremer, Council Liaison
Parks & Recreation Director
Roger Landers
Tessa Cappelle
Paula West
Bill Meyer
Mark Ronnei
Open Seat – 1

Motion by Utzinger, seconded by Krautkremer to approve the 2021 Council Liaison Appointments as amended, the 2021 Committee Assignments as amended, and the 2021 Commission/Committee Meeting Schedule. Motion carried unanimously.

D. Adjourn – There being no further business, Motion by Krautkremer, seconded by Utzinger to adjourn the Nisswa City Council Organizational meeting at 5:06 p.m. Motion carried unanimously.

Respectfully Submitted,

John Ryan, Mayor

Jenny Max, City Administrator