

**CITY OF NISSWA  
MINUTES – SPECIAL COUNCIL MEETING  
MONDAY, FEBRUARY 01, 2021  
5:00 P.M. – NISSWA CITY HALL**

The Special meeting of the Nisswa City Council was held on Monday, February 01, 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 - Brittney Cotner, Jenny Max, Jon Stainbrook, the Echo Newspaper (via YouTube Live).

Audience members: 6.

- A. Call to Order** – John Ryan called the meeting to order at 5:00 p.m.
- B. Memo dated February 1, 2021 from Jenny Max re: Proposed Changes to the Planning & Zoning Administrator’s Position** – Max stated that the current Planning & Zoning Administrator turned in her resignation to accept a new position. Max explained that due to this resignation the Planning & Zoning Department’s needs were evaluated through the lens of future needs for the city. After evaluating the needs for the department and of the City it was determined that a City Planner position was needed. At the request of the City Council the Planning & Zoning Administrator position will be eliminated and a City Planner will be created in its place. This position will have more duties and responsibilities than the Planning & Zoning Administrator and will require a pay rate that is on Grade 15. It is the desire of the City Council and City Administrator to first offer this position to our current Planning & Zoning Administrator. Motion by Jacobson, seconded by Krautkremer to eliminate the Planning & Zoning Administrator’s position and replace it with a City Planner position, approve the City Planner position at a Grade 15 on the City’s salary schedule, and offer the opportunity for Brittney Cotner to stay at the City of Nisswa as City Planner at Grade 15, step 3, resulting in a pay rate change from \$26.60 per hour to \$29.89 per hour. Motion carried unanimously.
- C. Interviews with Prospective Candidates to Fill Vacancy on City Council** – Max introduced the four candidates for the vacant City Council seat and explained the process to the Council. Max placed the names of the four candidates into a bowl and drew their names to determine the order in which they would answer questions. The names were drawn in the order of: Galen Strovers, Cameron Dorion, Robert Fier, and Mark Froehle. The candidates were then each asked the following questions: “1.) *Why is serving on the City of Nisswa City Council important to you? Does your interest stem from a personal interest or goal?* 2.) *How would you describe your leadership style and how do you believe it would benefit the City Council?* 3.) *If you heard about something that concerns you in the city, as a Councilmember what steps would you take to see that this concern is resolved?* 4.) *If the City could make on change or improvement, what would that change or improvement be?* 5.) *Are you available to attend regular City Council meetings on the 3<sup>rd</sup> Tuesday or the Month and also participate in other commission meetings as required?”* Discussion ensued regarding the experience, qualifications, and answers of the candidates. Motion by Ryan, seconded by Krautkremer to appoint Mark Froehle to fill the vacant seat of the Nisswa City Council whose term will expire December 31, 2022. Motion carried unanimously.

**D. ADJOURN** – There being no further business, Motion by Krautkremer, seconded by Utzinger to adjourn the Special City Council meeting at 5:57 pm. Motion carried unanimously.

Respectfully Submitted,

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John Ryan, Mayor

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Jenny Max, City Administrator