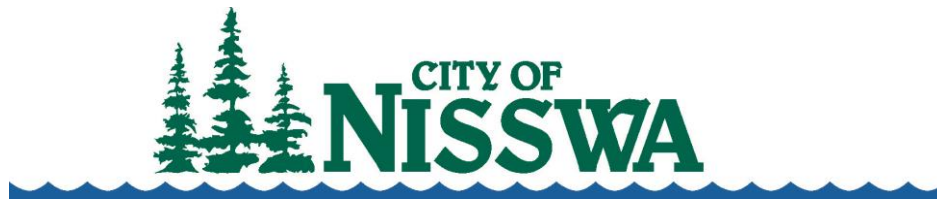


**CITY OF NISSWA
AGENDA – SPECIAL CITY COUNCIL MEETING
TUESDAY, JULY 6, 2021
4:30 P.M. – CITY HALL**

- A. Call to Order
- B. Memo from Jenny Max re: Council approval to hire City Clerk (Council Action-Motion)
- C. Adjourn



July 2, 2021

To: Nisswa City Council
From: Jenny Max, City Administrator

Re: New City Clerk – Kirstin Lindbery

Action Requested: Council approval to hire Kirstin Lindbery as City Clerk.

Background:

Council approval is requested to hire Kirstin Lindbery for the position of City Clerk at a starting salary of \$53,789 (grade 11, step 6 of the general employee pay scale), plus all other benefits as outlined in the Personnel Policy. A background check and reference checks have been completed. Kirstin’s start date will be July 19, 2021.

Kirstin comes to us from Crow Wing County and has a Bachelor’s in Health Education with minors in Business Administration, Mathematics and Psychology. Kirstin’s main role at the County has been working with the Planning Commission and Board of Adjustment with scheduling the public hearings, preparation of packets and working with applicants to ensure their applications are complete and in order. She understands records retention well and has great computer/technical literacy.