

NISSWA CITY COUNCIL
March 15, 2017

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The regular meeting of the Nisswa City Council was held Wednesday, March 15, 2017 at 7:00 pm at City Hall.

Members Present: Heidmann, Johnson, Krautkremer, Ryan

Also Present: Mark Hallan, Tom Pearson

Staff Present: Tom Blomer, Scott Saehr, Terry Wallin, Craig Taylor, Brian Farrell, Brent Jones, Maggi Wentler

Heidmann stated we will be moving the MMCI Training for Deputy Clerk May 1-5, 2017 in Plymouth to New Business.

Motion by Jacobson, seconded by Krautkramer to approve the consent calendar as presented and to move MMCI Training for Deputy Clerk May 1-5, 2017 in Plymouth to New Business.

- A. Approve minutes of February 15th, 2017
- B. MSANI Raffle Request – May 25 & 26, 2017 at Grand View Lodge
- C. Civic Systems Training for Deputy Clerk May 16, 2017 St. Cloud
- D. Acceptance of Resignation for Planning and Zoning Administrator – Brent Jones
- E. Presentation of Claims

Carried unanimously.

OPEN FORUM

Mark Ronnei from Grand View Lodge presented to the council that he would be asking for up to 60 ERC's in 2017.

Bob Fier with the Nisswa Lake Park Committee approached the council with concerns about the Lake Shore Trail. He was wondering where the City was at with this project. Stated he would like to see a feasibility study do with the trail. Mayor Heidmann addressed Fier stating that there are not any updates as on now. If there were any questions that come up in the meantime, residents should contact council members for more information.

REPORTS

Chief Taylor stated he provided the reports via email and gave stats for February. He also informed the council on firearms training for the staff that was coming up.

Chief Bailey updated the council with stats on the prior month. Stated he will be discussing the Fire Contracts coming up in the New Business part of the agenda.

Wallin stated that the numbers are normal for the time of year at the Pickle. Wallin also said he will be ordering apparel in the next month. He thanked the Public Works crew for helping him.

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Wallin also addressed the concern about Sunday Liquor sales. He said that employees are willing to work those days. Wallin and Farrell will discuss it further at a committee meeting coming up. City Attorney Pearson stated he would bring additional information to the April Council meeting on how the Council will need to act on this statute.

Jones stated the Planning Commission is working on the Comprehensive Plan. Focusing on what goals they want to accomplish for the study. Jones stated there are two meetings coming up on March 21st from 6-8pm and April 18th from 5-8pm. The April meeting will be an open house meeting for the community held at Grand View Lodge.

Blomer stated the public works had nothing to report and all of his information will be addressed in the New Business part of the Agenda.

Council Member Ross Krautkremer gave an update on the Parks and Recreation department. He updated the council and staff on the new door locking system that was installed. He also stated they will be installing card readers. He also said there will be an additional cost of \$2,000.00 for a button that was needed for a handicap door. They are still working on the software system and hoping to have that finished soon.

City Attorney Tom Pearson reported to the City Council on behalf of the Spirits of Nisswa lease agreement. He stated he didn't receive the agreement soon enough to prepare it for the March meeting. Mayor Fred Heidmann said there was no issue with waiting to discuss it at the April Council meeting.

City Engineer Mark Hallan gave an update on Highway 371. He had nothing else to report on at this time.

NEW BUSINESS

Mayor Fred Heidmann requested to move item N. Acceptance of Parks and Rec Director on the agenda to the first item.

Resident and Parks and Rec committee member Mark Sjoblad informed the council on new hire Matthew Hill. He and the committee felt confident with Hill and recommended the council to hire him at a starting wage of \$55,000.00 annually. Council members Ross Krautkremer also commented on Hill and his past experience. Felt he was the strongest candidate for the position. Motion by Jacobson, seconded by Ryan to approve the hiring of Matthew Hill as the Parks and Recreation Director. Motion carried unanimously.

There was discussion on MMCI training for the Deputy Clerk. Mayor Fred Heidmann brought up his concerns stating that the Council and Deputy Clerk should wait until the new Clerk or Administrator is hired before making a decision. Heidmann stated he would like to see if the new hire has had the training and if not that the City should dedicate those training funds to him or her. Council Member John Ryan reflected on his past experience and the importance of it for the staff. Ryan stated that it is a commitment to the staff and that the City values their continued education. Council Member Ross Krautkremer brought up that Deputy Clerk Maggi Wentler

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was awarded a number of scholarships and that the training would be paid with those funds. The only cost left was for travel and hotel. Motion by Ryan, seconded by Krautkremer to approve the MMCI training for Deputy Clerk was made. Motion carried unanimously.

Motion by Jacobson, seconded by Heidmann to approve the 2017 Fire Contracts subject to the approval of the townships. Motion carried unanimously.

Fire Chief Shawn Bailey brought up the concern of the available funds for a new fire truck that will be needed. They are in the process of looking for a new truck within the next three years. Bailey stated they have \$205,000.00 currently in the truck fund. He stated that he plans to start doing a 10 year plan for truck purchases.

Nicholas Johnson with Brainerd Jaycees Run for the Lakes updated the council on the upcoming event scheduled for April 28-29 of 2017. Johnson requested a temporary beer permit for those days. He stated the beer will only be served in the parking lot of the community center. It will be the same set up and times as years prior. Motion by Jacobson, seconded by Krautkremer to approve the permit. Motion carried unanimously.

Motion by Jacobson, seconded by Krautkremer to approve the Ordinance Amendment 004-17 relating to temporary signs in residential districts. Motion carried unanimously.

Motion by Jacobson, seconded by Ryan to approve the notice of publications for Ordinance Amendment 004-17 relating to temporary signs in residential districts. Motion carried unanimously.

Motion by Jacobson, seconded by Ryan to approve the Ordinance Amendment 005-17 relating to linear LED or neon architectural or sign accents. Motion carried unanimously.

Motion by Krautkremer, seconded by Ryan to approve the notice of publication for Ordinance Amendment 005-17 relating to linear LED or neon architectural or sign accents. Motion carried unanimously.

Planning and Zoning Administrator Brent Jones updated the council on a county letter sent out in regards to a timber harvest on tax forfeited land located in the City Nisswa. Stated the letter was an FYI to the City. Jones also stated if the city would be interested in the tax forfeited land, it may be an option for a future park, etc. for the city. The Council decided they discuss this at the April meeting and Council Member Don Jacobson encouraged the Council to think about it over the next month until the next meeting. Motion by Krautkremer, seconded by Jacobson to table the tax forfeited land until the April meeting. Motion carried unanimously.

Planning and Zoning Administrator Brent Jones had residents contact him about Camp Lincoln Road. Jones informed the council that all actions were taken to vacate the road except for recording it with Crow Wing County. Jones contact City Attorney Tom Pearson for advice on what steps to take on this issue. Pearson spoke to the Council on what actions need to be done to complete this road vacation. He stated this process will involve going to court. Pearson will be attending the next meeting with an action plan and cost to complete the road vacate.

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Mayor Fred Heidmann requested to move item L. Edna Lake Road Facilities Plan next on the agenda.

City Engineer Mark Hallan gave an update on the feasibility project of Edna Lake Road. He stated that it is up to the city to take further action with the project. Resident of Edna Lake Road Roger Landers approached the council with his concerns. He had questions on who was paying for the project? Will there be assessments? Will there be curb and gutter? Council Member Don Jacobson asked to set a public hearing so the City could address these questions at a hearing fully dedicated to this project. Motion by Jacobson, seconded by Ryan to accept the feasibility study for Edna Lake Road Improvements. Motion carried unanimously. Public Works Director Tom Blomer questioned whether or not he will need to make repairs to Edna Lake Road prior to the project start date. He stated there is a portion of the road that needs maintenance and he would like direction on what to do for repairs on the road. Council agreed to table this topic until further notice.

Mayor Fred Heidmann brought to the council the City's Purchasing Process Policy and stated it needed to be discussed. City Attorney Tom Pearson addressed the Policy and stated it is not consistent with State Statute and/or League on Minnesota Cities. Council Member John Ryan stated he would like to see the City's policy be compliant with MN Statute 4.12. Ryan requested Pearson to look into the situation and make a recommendation to the City Council on what to do next. Mayor Fred Heidmann recommended that the rest of the council review the policy before the next meeting. Motion by Jacobson, seconded by Krautkremer to instruct City Attorney Tom Pearson to review the City's policy and recommend what city needs to do to be compliant. Motion carried unanimously.

There was discussion on whether the city should hire an interim Planning and Zoning administrator and whether or not to hire on a full time employee for the department. Mayor Fred Heidmann noted that he had spoken to both David Drown and Associates and NJPA. Heidmann stated NJPA has interim services for Planning and Zoning and could be at City Hall for so many hours a week. Council Member Don Jacobson was in favor of hiring a fulltime Planning and Zoning Administrator immediately. Jacobson stated to use the current job description on file and post for it as soon as we are able. Motion by Ryan, seconded by Krautkremer to hire NJPA as interim service at a maximum of 30 hours per week until the City hires a new Planning and Zoning Administrator. Motion carried unanimously. Motion by Jacobson, seconded by Krautkremer to approve the posting for a Planning and Zoning Administrator. Motion carried unanimously.

Mayor Fred Heidmann stated he will be providing information to the interim Clerk on Roberts Rules of Order. Clerk to pass information on to other Council.

City Attorney Tom Pearson spoke on behalf of the City's need of a Labor Attorney. He stated it would be a conflict for him to represent the City on Labor issues along with his current duties for the City. Recommended to reach out and send a letter to other attorneys. Council Member Don Jacobson stated he would like to see numbers for cost before anything moves forward. Mayor Fred Heidmann spoke of two options for a Labor Attorney. Heidmann stated their cost per hour was around \$150.00. Council decided to discuss this further at the April meeting.

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Council Member Don Jacobson spoke on behalf of the City's Comprehensive Plan Project. Jacobson made a couple requests for changes in section 2.3.2. He also requested that the Planning Commission come to the council meeting for approval of the project. Jacobson directed Planning and Zoning Administrator Brent Jones to make those changes.

COUNCIL REPORTS

Jacobson the Planning Commission had concerns about a property located in the city limits of Nisswa. The Commission was requesting information on what they can do from a city standpoint to have a property owner clean up a current building on the site and make improvements. City Attorney Tom Pearson stated he will need to do research on this request and provide the council with information at a later date.

Mayor Fred Heidmann provided a camera to the council for them to view what a council meeting recording looked like and to gather their thoughts on whether or not the City of Nisswa should start filming their meetings.

Council Member John Ryan and the remainder of the Council thanked Planning and Zoning Administrator Brent Jones for his service with the City and with regret accepted his resignation with the City of Nisswa.

ANNOUNCEMENTS

Motion by Krautkremer, seconded by Ryan to adjourn. Carried unanimously. (10:28 PM)

Fred Heidmann, Mayor

Scott Saehr, Interim Clerk