

**REGULAR COUNCIL MEETING
CITY OF NISSWA
WEDNESDAY, FEBRUARY 21, 2018
7:00 P.M. – CITY HALL**

The regular meeting of the Nisswa City Council was held on Wednesday, February 21, 2018 at 7:00 p.m. at City Hall.

Members Present: Heidmann, Jacobson, Johnson and Ryan.

Members Absent: Krautkremer.

Also Present: City Staff Jenny Max, Tom Blomer, Matthew Hill, Maggi Wentler and Craig Taylor; City Attorney Tom Pearson and City Engineer Mark Hallan. Laine Larson and Steve Lund from ISD 181 Brainerd Public Schools; Tyler Glynn from BLAEDC. Nancy Vogt from the Echo Newspaper. There were approximately seven people in the audience.

A. Mayor Heidmann called the meeting to order at 7:01 p.m. The Pledge of Allegiance was recited.

B. Consent Calendar – Motion by Jacobson, seconded by Johnson to approve the Consent Calendar as presented with the following items listed:

1. Regular City Council Meeting Minutes from November 15, 2017
2. Special City Council Meeting Minutes from January 3, 2018
3. Parks & Recreation Director's Report – February 2018
4. Police Department Report – January 2018
5. Fire Chief's Report – January 2018
6. Presentation of Claims – Check register #41495-41710 totaling \$288,336.96
7. Planning & Zoning Administrator's Report – February 2018

Motion carried unanimously.

C. Open Forum –

1. Brainerd Public Schools Presentation on School Bond Referendum – Steve Lund, Administrative Services Manager for ISD 181 Brainerd Public Schools and Superintendent Laine Larson presented information regarding the bond referendum that will take place on April 10th. Lund encapsulated four years of work into a short PowerPoint presentation. Lund noted the design was not created in a vacuum and that it really represents feedback received from many groups. The result is one comprehensive plan. The referendum will include three ballot questions. The District looked at the conditions of all of the schools and reviewed future maintenance issues. They next identified the amount and type of space needed. Total cost is \$205 million across 12 facilities. Voting is on April 10th and anyone interested in learning more information can go to www.blueprint181.org for more information. There is a meeting regarding Nisswa Elementary specifically on February 22nd and a Public Information session will be held at Nisswa City Hall on March 8th. If any questions don't pass, Lund noted the District will continue to listen and gather information, then readdress and try again at the November election. If the referendum passes it will be a four year construction cycle and inflation factors have been built into the cost with a 25 year bond schedule. The goal is to make improvements that will far surpass the 25 years it will cost to pay for the bonds. The District will focus on safety and security as its highest priority. Lund noted that the Brainerd Schools does bear the cost of a special election and timing was critical to get all

the pieces to line up as necessary. The Council thanked Steve Lund and Laine Larson for presenting the information.

D. Reports –

1. City Administrator/Clerk:

- a. Agreement for Professional Services By and Between the City of Nisswa and the Brainerd Lakes Area Economic Development Corporation for 2018 – Motion by Jacobson, seconded by Johnson to approve the Agreement for Professional Services By and Between the City of Nisswa and the Brainerd Lakes Area Economic Development Corporation for 2018. Motion carried unanimously.
- b. Application for Raffle Permit LG220 from Central Minnesota Gobblers Chapter – Motion by Jacobson, seconded by Ryan to approve the Application for Raffle Permit LG220 from Central Minnesota Gobblers Chapter, the Application for Raffle Permit LG220 from Gull Chain of Lakes Association and the Application for Raffle Permit LG220 from Ducks Unlimited. Motion carried unanimously.
- c. Application for Raffle Permit LG220 from Gull Chain of Lakes Association – See above, item b.
- d. Application for Raffle Permit LG220 from Ducks Unlimited – See above, item b.
- e. Resolution Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code – Max stated that the Resolution was recommended by Heather Casperson of PFM Financial Advisors to allow the City to reimburse itself for out of pocket costs incurred prior to the issuance of the bond. Motion by Ryan, seconded by Johnson to approve the Resolution 18-2 Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code. Motion carried unanimously.
- f. Approval of the 01/01/2018 through 12/31/2019 Labor Agreement Between the City of Nisswa Minnesota Public Employee Association, Inc. Supervisor Unit – Max said there is one change to Appendix A which should indicate monthly pay for the Fire Chief instead of quarterly pay. Ryan thanked the Supervisor Unit for a positive negotiations session and a contract that meets the needs of both parties. Motion by Ryan, seconded by Johnson to approve the 01/01/2018 through 12/31/2019 Labor Agreement Between the City of Nisswa Minnesota Public Employee Association, Inc. Supervisor Unit. Motion carried unanimously.
- g. Request for Part Time Staff Addition in the City Clerk’s Office – Max provided an introduction of the needs for a part time staff addition in the Clerk’s Office. Jacobson noted a preference to keep the website more up to date which could be a good responsibility for this person to have. Heidmann expressed interest in wanting to have the City Administrator spend time doing more forward looking work. Motion by Johnson, seconded by Ryan to approve the Request for a Part Time Staff Addition in the City Clerk’s Office as presented. Motion carried unanimously.
- h. Liquor Committee Update on Sunday Sales for Spirits of Nisswa – Heidmann discussed the pros and cons on Sunday sales, what hours are appropriate, how staffing is impacted, etc. At this time the Liquor Committee recommends to continue the service as currently operating for Sunday hours of operation. Jacobson asked for an update on the Spirits sign. Max said that she has been

working with Brain Farrell over the past few months and will be bringing an updated sign design to the April Planning Commission meeting.

- i. Letter from NJPA the 40th Annual Meeting of the Representative Assembly – Council Information.
- j. Information on League of Minnesota Cities Work Shop Scheduled for April 2, 2018 – Max provided feedback on what the League does and the services provided, etc. Heidmann said he would like some advice on proper ways to participate in meetings, and then meet again with the League after the election and new Councils come into office. Heidmann said that education is important and that he liked how the League would come up and tailor a meeting for the City. Jacobson thinks the Council works fairly well together and that this may be better to do after the election. It was the consensus of the Council to direct Max to schedule a work shop meeting with the League.
- k. General Updates (Council Information) – None.

2. City Attorney – None.

3. City Engineer – Hallan noted a few updates for the 2018 street improvement project. Hallan will bring more information to the Public Works Committee meeting in March.

Jacobson asked about the status of the Grand View Lodge traffic committee. Ryan noted the Public Works Committee will solicit input from various groups including residents, Grand View Lodge, utility companies, etc. When residents are back for the summer Ryan noted the Committee will involve them more and will identify a more specific structure with goals and objectives.

E. New Business –

1. Acceptance of Agreement with NJPA for Parks and Recreation Intern – Hill described the details of the NJPA Intern program. Hill noted it would be up to 40 hours per week, up to 16 weeks, and up to \$12 per hour. Hill drafted a job description which includes program management, outside activities, park maintenance, scheduling, etc. The Intern will also have an opportunity to create and develop their own program for the parks department. This will all be paid for through NJPA funds. The City will pick the candidates to interview and will make the final selection. Heidmann said it's a wonderful idea and the opportunity and is a win-win for everyone. Tom Pearson suggested taking the option where NJPA pays the Intern directly. Jacobson asked who is liable if intern is injured or damage occurs to city property. Hill will follow up on that question. Following discussion, Motion by Ryan, seconded by Jacobson to approve the Agreement with NJPA for Parks and Recreation Intern. Motion carried unanimously.
2. Acceptance of Gull Lake Trail Location – County Road 77 to Hazelwood Drive – As Recommended by the Gull Lake Trail Steering Committee – Hill noted the first portion of the trail is complete in East Gull Lake and Lakeshore is working on their phase. Hill noted that the City application is going to be a joint application project with Lakeshore and Cass County. At this time the project will head east on CSAH 77 to Hazelwood Drive. The Gull Lake Trail Steering Committee held a meeting with a lot of discussion on the location. Johnson noted a majority of the last meeting was spent on this topic. Jacobson said he had a discussion with Hill and had concern on the trail having to be 10 feet wide, which is state mandated. Jacobson's concern is about properties that have small lots who might lose more property. A question arose regarding if there will be a

hearing. Hill noted that the grant process requires the City to bring in residents to get their input, and that the Steering Committee would have done this regardless. Jacobson would like to stipulate that public meetings will be held in order to keep residents informed.

Hill noted that approval by the Council will allow engineers to focus on where easements will be, which property owners to approach, and beginning of all the next steps. Hill will also be working on scheduling public meetings which are required as part of the grant writing process.

Ryan said this route works into a lot of what's happening on CSAH 77/ TH 371 that the County is also working on. Ryan said he would ideally like to have more input from residents first, which sounds like this is.

Heidmann would like to have a survey done to get input from residents first. Heidmann asked if the comprehensive plan was addressed?

Rob Mason, East Gull Lake City Administrator and also Legacy Grant committee member stated that "regionally significant" is an important term. Kathy Moore is highly regarded in her work state wide. The Gull Lake Trail is one of the highest ranking projects in the DPC and linking neighborhoods together is important. Another key element is to avoid having to purchase right of way. Mason noted residential input is important and something East Gull Lake didn't do initially and should have. Having other funding sources is also key to a successful grant process. Doing this project jointly with Lakeshore is highly recommended. Mason explained how the Legacy Grant Funding works: 40% goes to the DNR, 40% goes to Metro area and 20% goes to greater Minnesota. Less than 2% of the 20% goes to region 2 of the greater Minnesota area.

Hill noted that July 31st is the deadline for funding this year. Johnson noted the timing component is important with the street project as well, especially for Hazelwood Drive. Hill said this whole project is based on partnerships in order to make it happen together.

Discussion ensued.

Hill went through the notes from the meeting for reasons why the committee selected this route: The Committee reviewed the GIS mapping details; fewer approvals needed from a property owner perspective; would like to have a visible trail; the trail follows all along CSAH 77 from start to finish; would allow a longer portion of Hazelwood to be utilized; would provide a way for seasonal help to access businesses at TH 371; Lower Roy lake Road is already a relatively safe route and can connect easily in the future as well.

Bob Fier said he was the only dissenting vote and is a big advocate of trails. Fier noted he would prefer a quieter route.

Heidmann read his letter. Motion by Jacobson, seconded by Johnson to accept the tentative Gull Lake Trail route as presented and approve the route as depicted along CSAH 77/Hazelwood Drive with emphasis on tentative. Jacobson noted this could be subject to change if the City encounters road blocks, but would like to get everything started and not hold the project up another year. Heidmann asked again why the comprehensive plan did not come up or why any ordinances weren't addressed? Johnson thinks this recommendation keeps with the community as a whole and keeps with the

spirit of Nisswa. Johnson noted the Committee vetted the factors as they felt relevant and appropriate. Heidmann said he feels it is critical to poll the Lower Roy lake residents and get their input.

Ryan noted there could be potential advantages with either route.

Jacobson noted this is just the first step and then the City can pull back if needed once engineering comes in and any issues or roadblocks are found with the proposed route along CSAH 77/Hazelwood Drive. Motion carried 3:1 with Heidmann opposed.

3. Acceptance of Agreement for Grant Writing Support with Kathy Moore for the Gull Lake Trail Project – Hill noted the cost is reasonable at a not to exceed amount of \$1,500 from Kathy Moore. Motion by Jacobson, seconded by Johnson to approve as presented and for payment to be made out of the Park and Recreation Fund. Motion carried unanimously.

F. Old Business –

1. Resolution Approving County Project Within Municipal Corporate Limits – Motion by Ryan, seconded by Jacobson to approve the Resolution Approving County Project Within Municipal Corporate Limits as presented. Max noted that Blomer has a set of plans from the County on file. Motion carried unanimously.

G. Council Reports –

1. Mayor – None.
2. Council Members
 - a. Ryan – The City won another sewer award and thanked the staff for their hard work and appreciates the sewer plant operating well. Special thanks went out to Mike Wagener. Ryan also noted that Maggi helped greatly with the year-end audit. The Council expressed thanks to Maggi for her contribution to the success of the audit.

H. Announcements –

1. March 8, 2018 at 6:30pm– Brainerd Public Schools Informational Meeting at Nisswa City Hall regarding the School Bond Referendum.

There being no further business, Motion by Jacobson, seconded by Johnson to adjourn the meeting at 9:32 p.m. Motion carried unanimously.

Fred Heidmann, Mayor

Jennifer Max, City Administrator/Clerk