

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

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

Members Present: Jacobson, Krautkremer and Ryan.

Members Absent: Heidmann, Johnson.

Also Present: City Staff Jenny Max, Tom Blomer, Matthew Hill, Desmond McGeough; City Attorney Tom Pearson and City Engineer Mark Hallan; Ryan Schmit and Dan Sullivan from Schlenner Wenner; Nancy Vogt from the Echo Newspaper. There were approximately two people in the audience.

A. Call to Order

1. Pledge of Allegiance

B. Consent Calendar (NOTICE TO PUBLIC) – All matters listed are considered routine by the Council and will all be enacted by one motion. There will be no separate discussion of these items unless good cause is shown prior to the time the Council votes on the motion.

1. Regular City Council Meeting Minutes from December 20, 2017
2. Parks & Recreation Director's Report – March 2018
3. Gull Lake Trail Report – March 1, 2018
4. Police Department Report – March 2018
5. Fire Department Report – February 2018
6. Planning & Zoning Administrator's Report – March 2018
7. Presentation of Claims – Check register #41711-41871 totaling \$245,764.55
8. Spirits of Nisswa Report – March 2018
9. Pickle Factory Report – March 2018
10. Public Works Director's Report – March 2018

Motion by Jacobson, seconded by Krautkremer to approve the Consent Calendar as presented. Motion carried unanimously.

C. OPEN FORUM

1. Public Comment – Anne Laufman, Planning & Zoning Commission Member, spoke of concerns around the Spirits of Nisswa sign. Laufman noted the City is violating its sign ordinance with the way the sign is currently being lit. Jacobson noted that they are technically Christmas lights and should be taken down. Krautkremer stated he did not even realize there was an issue. Motion by Jacobson, seconded by Ryan to take down the lights on the Spirits of Nisswa sign. Motion carried unanimously.
2. Schlenner Wenner & Co – Presentation of the 2017 City of Nisswa Audited Financial Statements – Ryan Schmidt and Dan Sullivan presented the results of the 2017 audit. Schmidt noted the audit report reflects an Unmodified opinion which is a clean opinion of the financial statements and that no disagreements with management occurred during the audit. The City has seen a positive trend with its fund balance in its General Fund since 2015, ending the year 2017 with a fund balance of \$4,830,785. Ending Net Position for the Liquor Fund decreased by \$109,325 from 2016 to 2017 and Ending Net Position for the Sewer Fund increased by \$86,075

from 2016 to 2017. Overall fund balances for the Liquor Fund and Sewer Fund was \$361,654 and \$3,365,952, respectively. Schmidt noted the City's finances are in a strong position. The council thanked the auditors for their presentation.

D. REPORTS

1. City Administrator/Clerk
 - a. Personnel Updates – March 2018 – Motion by Krautkremer, seconded by Jacobson to approve the Personnel Updates for March 2018, retroactive to the date of hire. Motion carried unanimously.
 - b. Approval of Request for Proposals for Website Hosting, Design and Maintenance – Motion by Jacobson, seconded by Ryan to approve the Request for Proposals for Website Hosting, Design and Maintenance as presented. Motion carried unanimously.
 - c. Appointment of Bank Account Signatories Authorized to Make Electronic Funds Transfers for the Calendar Year 2018 – Max noted that this appointment is a result of a new state statute that requires Cities appoint certain officials to make electronic funds transfers. This mostly impacts payroll processing ACH transactions. Going forward this appointment will occur in January at the organizational meeting. Motion by Krautkremer, seconded by Jacobson to approve the Mayor, Acting Mayor, City Administrator and Deputy Clerk as Bank Account Signatories Authorized to Make Electronic Funds Transfers for the Calendar Year 2018. Motion carried unanimously.
 - d. General Updates – None.
2. City Attorney – None.
3. City Engineer – Hallan noted surveying has been completed for the 2018 road projects. Hallan will bring to the Public Works Committee in April, and then bring to the May Council meeting.

E. NEW BUSINESS

1. Approval of the 2017 Audited Financial Statements for the City of Nisswa – Motion by Jacobson, seconded by Krautkremer to approve the 2017 Audited Financial Statements for the City of Nisswa as presented. Motion carried unanimously.
2. Memo dated March 21, 2018 from Jenny Max Re: Disbursement of TIF Funds – Motion by Jacobson, seconded by Ryan to approve the Disbursement of TIF Funds for TIF Districts 1-6, 1-7, 1-9 and 1-10 as presented. Motion carried unanimously.
3. Recommendation from Liquor Committee Re: Wage Adjustment – Motion by Krautkremer, seconded by Jacobson to approve the Wage Adjustment Recommendation from the Liquor Committee for Gabriel Williams and Nancy Schmit effective April 1st. Ryan noted it would be nice to make adjustments all at once during the year. Motion carried unanimously.
4. Memo dated March 21, 2018 from Jenny Max Re: Vacation Payout Request – Motion by Krautkremer, seconded by Jacobson to approve the Vacation Payout Request for Chief Craig Taylor. Jacobson noted he would encourage employees to take vacation that they have earned. Motion carried unanimously.
5. Approval of Temporary Liquor License and Temporary Beer License Agreement for the Brainerd Jaycees on April 27-28, 2018 for the Run for the Lakes – Motion by Jacobson, seconded by Krautkremer to approve the Temporary Liquor License and Temporary Beer License Agreement for the Brainerd Jaycees on April 27-28, 2018 for the Run for the Lakes

with the condition that the license expires two hours after the end of the race. Motion carried unanimously.

6. Application for Raffle Permit LG220 from the Brainerd Family YMCA – Motion by Krautkremer, seconded by Jacobson to approve the Application for Raffle Permit LG220 from the Brainerd Family YMCA as presented. Motion carried unanimously.
7. Application for Raffle Permit LG220 from the Nisswa American Legion Auxiliary – Motion by Jacobson, seconded by Krautkremer to approve the Application for Raffle Permit LG220 from the Nisswa American Legion Auxiliary with the condition that the nonprofit status is verified prior to signing the permit. Motion carried unanimously.
8. Approval of 2018 City of Nisswa Fire Department Budget and 2018 Fire Contracts – Max noted that the 2018 fire department budget includes a 4.75% increase, with all of the increase going towards the future purchase of a new fire truck. Motion by Jacobson, seconded by Krautkremer to approve the 2018 City of Nisswa Fire Department Budget and 2018 Fire Contracts, subject to approval of the contracted municipalities. Motion carried unanimously.
9. Recommendation from Planning & Zoning Commission Re: Approval of Metes and Bounds Subdivision Application 003-18 for Randy Johnson – Motion by Krautkremer, seconded by Jacobson to approve the Metes and Bounds Subdivision Application 003-18 for Randy Johnson as recommended by the Planning & Zoning Commission. Motion carried unanimously.
10. Acceptance of Installation Bid for Nisswa Lake Park Picnic Pavilion – Jacobson asked why is one bid is almost half the amount of the other. Hill noted that HyTec displayed an interest in this project and they would provide some in-kind contribution which would reflect a lower cost. Hill noted there is no tree removal to be done. Baratto Brothers bid may also be higher as they did not do a site visit prior to submitting a bid. Motion by Jacobson, seconded by Ryan to approve the Installation Bid from HyTec Construction for the Nisswa Lake Park Picnic Pavilion in the amount of \$18,400. Motion carried unanimously.
11. Acceptance of Proposal for Engineering Services for Gull Lake Trail Project – Jacobson asked if this cost is only for Nisswa's share. Hill noted yes, it does not include any costs for work done for the Lake Shore portion. Jacobson also asked if the proposal includes public meetings. Hill noted yes, the City of Nisswa is the fiscal agent for this project and will do a combined public meeting both in Nisswa and Lake Shore. Hill said the public meetings are a priority and he will get moving on that. Jacobson asked if the City needs to establish a Joint Powers Agreement. Hill said yes, those agreements are in the works with the help of the city attorney. Hill said the plan was to complete the application by July 31st but it will now be a 2019 application due to the many things that need to get done. Hill said he is working on other grant opportunities to get reimbursed for the engineering costs. Motion by Jacobson, seconded by Ryan to Approve the Proposal from WSN for Engineering Services for Gull Lake Trail Project in the amount of \$9,800. Motion carried unanimously.
12. Recommendation from Public Works Committee Re: Approval of Request for Proposals for Transportation Services – Motion by Jacobson, seconded by Krautkremer to Approve the Request for Proposals for Transportation Services at a cost not to exceed \$11,000 with the understanding that Grand View Lodge will reimburse the City for the cost. Max noted that Grand View Lodge has already provided a deposit in the amount of \$5,000. Motion carried unanimously.

13. Recommendation from the Public Works Committee Re: Approval for WSN to Complete and Submit the Application for Bridge Bond Funding to the Minnesota Department of Transportation – Krautkremer asked if there is a time limit of when the bridge has to be done once it is approved. Hallan said the city may not make the short list of funding this funding cycle, but the City can always pass if we aren't ready to have the work done. The City will stay on the list if we don't take initial state funding. Motion by Krautkremer, seconded by Jacobson to Authorize WSN to Complete and Submit the Application for Bridge Bond Funding to the Minnesota Department of Transportation. Motion carried unanimously.
14. Recommendation from Public Works Committee Re: Approval of Installation and Maintenance of Mailbox Supports on City Streets Policy – Jacobson asked if this only applies to new road construction projects. Blomer said it allows the City to sell or install the supports and is voluntary at this time if a citizen wants this. Blomer will annually review the costs and bring any changes to the Council. Krautkremer noted any nonconforming posts are the responsibility of the citizen. Motion by Jacobson, seconded by Ryan to approve the Installation and Maintenance of Mailbox Supports on City Streets Policy. Ryan noted the Nisswa postmaster is very happy with these policies and supports them. Motion carried unanimously.
15. Recommendation from Public Works Committee Re: Appointment of Dil Stachour to Public Works Committee – Motion by Krautkremer, seconded by Jacobson to accept the recommendation to appoint Dil Stachour to the Public Works Committee for the calendar year 2018. Max noted the City will approve the Public Works appointments for 2018 and then stagger terms going forward. Motion carried unanimously.
16. Approval of Resolution to Adopt 5-Year Street Reconstruction Plan 2018 – 2022 and Call for Public Hearing for the 2018 Street Improvements – Max requested this item be tabled until a later time. Motion by Krautkremer, seconded by Jacobson to table the Approval of Resolution to Adopt 5-Year Street Reconstruction Plan 2018 – 2022 and Call for Public Hearing for the 2018 Street Improvements until the April Council meeting. Motion carried unanimously.

F. OLD BUSINESS

G. COUNCIL REPORTS

1. Mayor
2. Council Members
 - a. Ryan – None.
 - b. Krautkremer – None.
 - c. Jacobson – Noted the City Wastewater Operator has received an award and the Council should create a thank you letter for all Public Works staff thanking them for their hard work. It was the consensus of the Council to have the City Administrator draft a letter of thanks to the staff for the Council to sign. Jacobson also noted that at the last Planning & Zoning meeting, the Commission was looking at PUD development that showed 2 entrances. One was located at Poplar Avenue and the other was at Hills Crossing. There was supposed to be an easement or right of way recorded for the roadway, but it was likely not done. Jacobson recommended to have the city attorney take a look if there was a proper right of way application done. It was the consensus of the Council to have the city attorney look into.

H. ANNOUNCEMENTS & UPCOMING MEETING DATES (Council Information)

1. April 2, 2018 – Council Work Shop with the League of Minnesota Cities at 5:00 P.M.
2. April 5, 2018 – Parks & Recreation Commission Meeting at 5:00 P.M.
3. April 9, 2018 – Planning & Zoning Commission Regular Meeting
4. April 10, 2018 – Brainerd Public Schools Referendum (Polling Place at Nisswa City Hall)
5. April 11, 2018 – Public Works Committee Meeting at 5:00 P.M.
6. April 12, 2018 – Gull Lake Trail Steering Committee Meeting at 4:00 P.M.
7. April 18, 2018 – Regular City Council Meeting at 7:00 P.M.
8. April 24, 2018 – Board of Appeal Meeting from 1:00-4:00 P.M.

There being no further business, Motion by Jacobson, seconded by Krautkremer to adjourn the meeting at 8:18 p.m. Motion carried unanimously.

Fred Heidmann, Mayor

Jennifer Max, City Administrator/Clerk