

**CITY OF NISSWA
MINUTES – REGULAR COUNCIL MEETING
TUESDAY, NOVEMBER 20, 2018
7:00 P.M. – CITY HALL**

The regular meeting of the Nisswa City Council was held on Tuesday, November 20, 2018 at 7:00 p.m. at City Hall.

Members Present: Heidmann, Jacobson, Johnson, Ryan

Members Absent: Krautkremer

Also Present: Hoff-Council Member Elect, City Staff Jenny Max, Tom Blomer, Desmond McGeough, Donna Caron; City Engineer Mark Hallan; City Attorney Tom Pearson; Nancy Vogt from the Echo
There were approximately seven people in the audience.

A. Call to Order – Mayor Heidmann called the meeting to order at 7:00 p.m. The pledge of allegiance was recited.

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. Parks & Recreation Director Report – November 2018
2. Fire Department Report – October 2018
3. Pickle Department Report – November 2018
4. Police Department Report – October 2018
5. Public Works Director Report – November 2018
6. Spirits of Nisswa Report – November 2018
7. Planning & Zoning Administrator Report – November 2018
8. Presentation of Claims – Check register #43159 - 43315 totaling \$1,099,874.37
9. Regular City Council Meeting Minutes from October 17, 2018
10. Special City Council Meeting Minutes from October 17, 2018

Motion by Jacobson, second by Johnson to approve the Consent Calendar as presented. Motion carried unanimously.

C. OPEN FORUM - None

D. REPORTS

1. City Administrator/Clerk – None; Jacobson asked if the City was still on track with the implementation of the new web site by the end of the year, Max responded yes.
2. City Attorney - None
3. City Engineer – The County has submitted an application to the state for funding for the Hazelwood Bridge. More information will be available in December.

E. NEW BUSINESS

1. **Approve Metes and Bounds Subdivision for Richard Geike** – McGeough provided a map that illustrated the subdivision application for the 13 acre split into two parcels. Motion by Jacobson, second by Ryan to approve the Metes and Bounds Subdivision application 27-18 for Richard Geike and adopt the Planning Commission Findings of Fact for subdividing the subject property into two separate parcels as presented. Motion carried unanimously.
2. **Joint Prosecution Services Agreement between the Cities of Nisswa, Brainerd and Baxter** – Max explained the three new city administrators from Brainerd, Baxter and Nisswa have been working together to review and revise the existing outdated 1991 agreement. The updated version contains current contract language to reflect the needs of the three municipalities and will result in a fair and consistent application based upon each city’s proportionate percentage of prosecution costs, approximately 14% for Nisswa. Motion by Johnson, second by Ryan to approve the Joint Prosecution Services Agreement as presented. Motion carried unanimously.
3. **Resolution to Approve Sewer Rate Increase** – Max stated that the Public Works Commission is recommending a quarterly 3% increase from \$143.70 to \$148.01 with no change to the connection charge. Motion by Jacobson, second by Ryan to approve the Resolution Adopting Increase in Sewer Rates as presented. Motion carried unanimously.
4. **Resolution Certifying Unpaid Sewer Charges** - Max explained the annual request and the residents on the list have been notified via mail. The City will notify the County in December. Motion by Johnson, second by Jacobson to adopt the Resolution Certifying Unpaid Sewer Charges as presented. Motion carried unanimously.
5. **WSN Renewal Contract for Services for 2019-2020** – Max stated the proposed contract reflects a 4-5% increase over 2018 that is included in the 2019 budget. Motion by Ryan, second by Jacobson approve the Short Form Agreement between the City of Nisswa and WSN for Professional Services and authorize the Mayor to sign the agreement. Motion carried unanimously.
6. **Request to Close City Hall on Monday, December 24th** – Max informed the Council that the Public Works department staff plan to work on December 24; all other City staff will need to use vacation or compensatory time. Motion by Jacobson, second by Johnson to approve closing City Hall on December 24, 2018 for Christmas Eve. Motion carried unanimously.
7. **Personnel Updates for November 2018** – Max reported that Parks & Recreation is fully staffed for the winter season with the flooding of the rinks to begin on the Monday after the Thanksgiving holiday. Motion by Jacobson, second by Ryan to approve the November Personnel Updates as presented. Motion carried unanimously.
8. **Grand View Lodge – Status of Conditions** - Max stated there have been no updates since the last meeting.
9. **Request from Councilmember Krautkremer for Mayor Heidmann to Provide Proof of Nisswa Residency** – Due to Krautkremer’s absence, Jacobson suggested the item be tabled until the December meeting. Max stated she had been contacted by Mayor Heidmann’s landlord who confirmed that he is living within the Nisswa city limits. Motion by Ryan, second by Johnson to accept the proof of residency as presented. Motion carried unanimously.

F. OLD BUSINESS

1. **New Policy and Application for City Commissions and Committees** – Max reviewed the proposed policy and application form to standardize and streamline the commission appointment process for 2019. There was some discussion on the number of commission members needed for each department; the difficulty of recruiting interested applicants; should seasonal residents be eligible to apply; the possibility of ordinance changes and the potential for a public hearing requirement. Jacobson stated he would support the application form but would like to send the policy back to the Planning & Zoning Commission for further review and bring it back to the December Council meeting. Motion by Ryan, second by Jacobson to approve the Application for Appointment to a City Commission /Committee as presented. Motion carried unanimously. City Attorney Pearson and Max will research and confirm if a public hearing will be required to approve any ordinance amendments required as a result of the new draft policy. Motion by Jacobson, second by Ryan to hold a public hearing, if necessary, for any ordinance amendments required as a result of the draft policy. Motion carried unanimously.

G. COUNCIL REPORTS

1. Mayor – Heidmann would like Council members to think about how department reports are currently being used, to determine if we need to define the purpose of the reports, and if the reports should continue to stay on the agenda. He will bring this issue up again for discussion after the first of the year, perhaps at the 2019 January organizational meeting.
2. Council Members – Ryan expressed his thanks to Public Works staff for their help to the Chamber with the City of Lights event; and also reported that new electrical panels have been installed. Johnson reported the new Nisswa Park sign was installed and looks really nice. Jacobson suggested the City’s new website should highlight that Nisswa has been voted the #1 small town (with a population under 5,000) in Minnesota.

H. ANNOUNCEMENTS & UPCOMING MEETING DATES

1. November 22, 2018 – Observance of Thanksgiving Day Holiday – City Hall Closed
2. November 23, 2018 – Observance of Day After Thanksgiving Day Holiday – City Hall Closed
3. November 27, 2018 – City Council Budget Work Shop at 6:00 P.M.
4. December 5, 2018 – Public Works Committee Meeting at 5:00 P.M.
5. December 6, 2018 – Parks & Recreation Advisory Committee Meeting at 5:00 P.M.
6. December 11, 2018 – Planning & Zoning Commission Meeting at 9:00 A.M.
7. December 13, 2018 – Gull Lake Trail Meeting at 5:00 P.M.
8. December 19, 2018 – Regular City Council Meeting at 7:00 P.M.
9. December 25, 2018 – Observance of Christmas Day Holiday – City Hall Closed

1. **ADJOURN** – There being no further business, Motion by Ryan, seconded by Johnson to adjourn the regular Council Meeting at 7:43 p.m. Motion carried unanimously.