

**CITY OF NISSWA  
MINUTES – REGULAR COUNCIL MEETING  
WEDNESDAY, MAY 15, 2019  
7:00 P.M. – CITY HALL**

The regular meeting of the Nisswa City Council was held on Wednesday, May 15, 2019 at 7:00 p.m. at City Hall.

Members present: Heidmann, Hoff, Jacobson, Johnson

Members absent: Ryan

Also Present: City Staff Jenny Max, Donna Caron, Tom Blomer; City Engineer Mark Hallan, City Attorney Tom Pearson; Nancy Vogt from the Echo

There was one audience member.

- 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 – May 2019
  2. Fire Department Report – April 2019
  3. Police Department Report – April 2019
  4. Public Works Director Report – May 2019
  5. Spirits of Nisswa Report – April 2019
  6. Pickle Department Report – April 2019
  7. Presentation of Claims – Check register #44173-44308 totaling \$255,406.88
  8. City Council Workshop Minutes from April 17, 2019
  9. City Council Regular Meeting Minutes from April 17, 2019

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

**C. OPEN FORUM**

1. Public Comment - None
2. Public Works Department Presentation – Tom Blomer provided an overview and explanation of how he intended to use his monthly report to the Council. The structure will be a rolling timeline of current and ongoing projects. Items will remain on the report until the issue/project has been resolved and/or completed. He also will be developing a sewer expansion timeline that will include progress reports and updates for the Council. He reviewed progress and provided updates in five operational areas: the demolition pit, buildings, streets, recycling center, and sewer and identified current, ongoing, and future needs or issues. Heidmann expressed his appreciation to and thanked Blomer for the helpful information.

**D. REPORTS**

1. City Administrator/Clerk - None; Jacobson complimented Max on how nice the new web site looked.

2. City Attorney – Pearson reported the 60 day clock is ticking on the current abatement process with the Reis property. There has been some activity and additional work completed on the property, but still no contact from the property owner. Heidmann stated that some neighbors had contacted him and said they were pleased with the progress.
3. City Engineer – Hallan stated the deadline to submit the facilities plan IUP application to the PFA for 2020 funding is June 7th. The request will be for a \$4 million facilities expansion.

#### **E. NEW BUSINESS**

1. **Resolution Adopting the City of Nisswa Comprehensive Plan Update 2019** – Max stated the Planning Commission has reviewed the final draft and is recommending Council approval. No comments were received from the public, school district or county. Sourcewell will provide an electronic version for in-house printing and the plan will be published on the City web site. Two professionally printed and bound copies will also be made as the official City document. Motion by Jacobson, seconded by Hoff to Adopt the Resolution Approving the Adoption of the 2019 Comprehensive Plan. Motion carried unanimously.
2. **Public Works Committee Member Terms** – Johnson reported that the committee felt it was in the best interest of the committee if member terms were staggered. Motion by Johnson, seconded by Hoff to approve the Public Works Committee Member Terms as presented. Motion carried unanimously.
3. **Accept Quote from Anderson Brothers for Road Improvements** – Jacobson asked why the bid was a revised quote. Johnson stated that City had requested some upgrades to the initial proposal and all vendors were provided with the opportunity to submit a revised quote. Motion by Johnson, seconded by Jacobson to approve the quote from Anderson Brothers in the amount of \$174,329.75 for Lower Cullen Road and Nisswa Lake Lane road improvements. Motion carried unanimously.
4. **Proposal from WSN for Engineering Services** – Jacobson asked if the City already had this information due to all the development projects with Grand View Lodge. Hallan stated that Grand View Lodge may have some of this information, but nothing on the roads. Heidmann questioned if the Council should schedule a workshop to discuss the City’s future direction first before paying for engineering services that may have to change. Johnson stated it would be helpful to do it now and it would help the City to better develop plans knowing what we can or cannot do. Hallan reported there would not be much change whether we do it now or wait until September and also stated that Grand View may make changes based on the 2019 tourist season. Motion by Heidmann to table the proposal, no second. Motion by Jacobson, seconded by Johnson to accept the Proposal from WSN for Engineering Services at Nokomis, Woodward, Forest and W. Linden not to exceed \$15,500 as presented. Motion carried unanimously. An audience member asked if the right turn lane onto CSAH 77 will include an acceleration/merger lane. Heidmann stated Tim Bray from Crow Wing County said no.
5. **2019-2020 Liquor License Renewals** – Jacobson asked why Big Axe had three licenses. Max explained each license was a different type of license and they are state classifications. Motion by Johnson, seconded by Hoff to approve the 2019-2020 liquor license renewals as presented. Motion carried unanimously.
6. **Wetland Conservation Act Administration** – Max provided an overview of the services provided by Crow Wing Soil & Water Conservation District and their decision to no longer provide services effective March 31. She outlined the possible options available for the

immediate interim along with long-term solutions. Motion by Jacobson, second by Johnson to approve (a) Resolution Regarding the Administration of the Minnesota Wetland Conservation Act; (b) Resolution Regarding the Administration of the Minnesota Wetland Conservation Act; (c) Resolution Regarding a Request to the Crow Wing County Board of Commissioners to Administer the Wetland Conservation Act on Behalf of the City of Nisswa; and (d) Approve Proposed Fee Schedule from WSN for WCA Administration as presented. Motion carried unanimously.

7. **Prosecution Services Contract Update and Council Feedback** – Max provided an update on the available interim and long-term options for prosecution services for the cities of Nisswa, Brainerd and Baxter due to the resignation of Matt Mallie effective May 31. The three-city partnership conducted interim firm interviews last week and are now completing reference checks. The Brainerd City Administrator will be making a recommendation to City Council on Monday which will provide further long-term direction.
8. **Personnel Updates for May 2019** – Max reported that the two seasonal positions in Public Works have been filled by two returning individuals from last year. The Pickle and Spirits have almost completed their summer hires. She also reported that Brittney Cotner, the new Planning & Zoning Administrator started on Monday and is currently working with Justin Burslie, the interim Planning & Zoning Administrator, to transition into her new role. Motion by Hoff, seconded by Jacobson to approve the May 2019 Personnel Updates as presented. Motion carried 4-0 with Johnson abstaining.
9. **Summer Hours for City Hall** – Max presented a proposal for flexible summer hours on a trial basis from May 20 through August 30. The City will communicate the modified business hours to residents on the City website and through posters at City Hall. Motion by Johnson, seconded by Hoff to approve adjusting City Hall hours as presented. Motion carried unanimously.

Jacobson suggested the Council discuss any Old Business and Council reports before new business item #10.

F. **OLD BUSINESS** – None

G. **COUNCIL REPORTS**

1. Mayor – Grand View Lodge has begun their paving project; an entrance issue has also been resolved.
2. Council Members
  - Jacobson asked if the May 29 workshop was still on the schedule, Max will follow-up and get back to the Council.
  - Johnson – None
  - Hoff reported the next Gull Lake Trail Community Open House will be May 23 from 5:00 – 7:00 p.m.
10. **Closed session for Consideration of Offer for Property Purchase** – Motion by Johnson, seconded by Jacobson to enter into closed session pursuant to Minnesota Statute 13D.05 subd 3(C) for consideration of offer for property purchase for PIDs: 28140670, 28140667 and 28140663. Motion carried unanimously.

Motion by Jacobson, seconded by Johnson to re-open the regular meeting at 8:59 p.m. Motion carried unanimously.

- H. **ADJOURN** - There being no further business, Motion by Jacobson, seconded by Johnson to adjourn the regular Council meeting at 9:00 p.m.

Respectfully Submitted,

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Fred Heidmann, Mayor

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Jenny Max, City Administrator