

**CITY OF NISSWA
MINUTES – REGULAR COUNCIL MEETING
WEDNESDAY, JUNE 19, 2019
7:00 P.M. – CITY HALL**

The regular meeting of the Nisswa City Council was held on Wednesday, June 19, 2019 at 7:00 p.m. at City Hall.

Members present: Heidmann, Hoff, Jacobson, Johnson, Ryan.

Also Present: City Staff Jenny Max, Donna Caron, Tom Blomer; City Engineer Mark Hallan, City Attorney Tom Pearson.

There were no audience members.

- A. Call to Order** - Mayor Heidmann called the meeting to order at 7:02 p.m. The pledge of allegiance was recited. Heidmann added an additional item to New Business: Property on Camp Lincoln Road.
- 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 – June 2019
 2. Fire Department Report – May 2019
 3. Police Department Report – June 2019
 4. Public Works Director Report – June 2019
 5. Spirits of Nisswa Report – May 2019
 6. Pickle Department Report – June 2019
 7. Presentation of Claims – Check register #44309-44494 totaling \$618,470.69
 8. City Council Regular Meeting Minutes from May 15, 2019

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

C. OPEN FORUM

1. Public Comment – None

D. REPORTS

1. **City Administrator/Clerk** – Max reported that Deputy City Clerk Maggi Wentler had received her Certified Clerk designation from the MCFOA (Minnesota Clerks and Financial Officers Association) and expressed her well-deserved appreciation and congratulations for this achievement. Max said she is in the process of developing a tentative 2020 budget timeline and will provide that to the Council for their input and feedback. Max had a discussion with Steve Stroschein from the County Highway Department regarding the removal of the south sidewalks for the Hwy 317 & CSAH13/77 project. This topic is on the agenda for tonight for further discussion and Council action. Max reported that Crow Wing County would like to assist local

cities with the administration of the Wetland Conservation Act and will be reviewing the cost to provide this service. The County will provide the City with a cost estimate by mid-July to assist with 2020 budgeting. Max stated that new parking and speed signs have been installed at Grand View Lodge. The Nisswa Police Department and Grand View Lodge will work together to ensure enforcement is done efficiently and effectively. Max also informed the Council that Severson Porter Law will be the new firm to provide the City with prosecution services. They will assume the same contract terms and conditions as the contract that was held with Matt Mallie.

2. **City Attorney** – Pearson will provide an update and status report to the Council next month about the Birch Avenue property.
3. **City Engineer** – Hallan reported the IUP for the sewer expansion was submitted by the June 7th deadline. Hallan suggested holding on starting any of the engineering work on the roads within Grand View Lodge until he hears what Grand View has planned. Heidmann suggested that the City may want to take a more proactive approach when making City decisions instead of following the lead of Grand View.

E. NEW BUSINESS

1. **Request from The Recess Factory to Conduct the Nisswa Firecracker Run and Approval of Temporary Beer License Agreement** – Max reported this is the tenth year the race has been conducted but possibly is the first time City Council approval has been requested. Jacobson asked if the Pickle Factory was supplying the beer. Max responded that Terry Wallin, the Pickle Manager is overseeing the beer tent activity that will be held at the Community Center. Max also informed the Council that all City actual costs will be billed to and reimbursed by The Recess Factory. The question was raised on who locally benefits from this race; no answer was known other than it brings 1,000 people to the town to spend money. Motion by Jacobson, seconded by Johnson to approve the Nisswa Firecracker Run Conducted by The Recess Factory and Temporary Beer License Agreement as presented provided that two conditions are met: (1) the parking restriction language is removed from the notice and (2) the trail markings are temporary. Motion carried unanimously.
2. **Request from ETOC Co. Inc. to Name a New Private Road** – The Council questioned why this item was on the agenda. Max stated this is the first time a new road name has come up since her time at the City and wanted to be sure the Council provides the direction they would like staff to take on this item and going forward. Blomer did suggest that the City have some input into the naming of a street in order to prevent questionable street names. Motion by Johnson, seconded by Hoff to approve the request from ETOC, Co. Inc. to Name a New Private Road in Grand View Lodge “Ronnei Road”. Max will ensure staff notifies the County that the City approves the street name. Motion carried unanimously.
3. **Resolution Approving the Memorandum of Agreement Supporting Application for Department of Natural Resources Parks & Trails Legacy Grant Application** – Motion by Jacobson, seconded by Hoff to approve the Resolution Approving the Memorandum of Agreement Supporting Application for Department of Natural Resources Parks & Trails Legacy Grant Application as presented. Motion carried unanimously.
4. **Approve Purchase of Ferguson Meter Reading Equipment, Software and Using Ferguson Meters City-Wide** – Blomer provided an overview of the equipment request. Heidmann asked

if the City will be requiring meters for all new residential property connections. Blom answered no, but property owners may request and purchase meters at their own cost from the City. Meters will be required for all new commercial property connections. Blom will be updating the sewer ordinance to reflect this change. Motion by Johnson, seconded by Ryan to approve the Purchase of Ferguson Meter Reading Equipment, Software and Using Ferguson Meters City-Wide as presented. Motion carried unanimously.

5. **Approve Quote from DeChantal Excavating** – Motion by Jacobson, seconded by Johnson to approve the Quote from DeChantal Excavating as presented. Motion carried unanimously.
6. **Approve Quote from Schlenner Wenner & Co for the 2019 and 2020 Audit** – Jacobson noted that the quote was a 10% increase for the first year and a 4% increase the second year. Max stated the quote is very competitive and that Schlenner Wenner does a great job for the City. Max would like to continue working with them in order to maintain consistency for the next couple of years. She is open to moving to a three or five year cycle for requests for proposals in the future. Jacobson asked why there was an extra charge for state reporting and Max explained the state requires special formatting for the data submitted and it is a very cumbersome process. Motion by Ryan, seconded by Hoff to approve the Quote from Schlenner Wenner & Co for the 2019 and 2020 Audit as presented. Motion carried unanimously.
7. **Approve Ordinance Amendment for Application Deadlines** – Jacobson reported this amendment is primarily a technical change that will provide consistency and uniformity and will avoid confusion on when applications are due. Motion by Hoff, seconded by Jacobson to approve the Ordinance Amendment for Application Deadlines as presented and to publish the summary. Motion carried unanimously.
8. **Request to Remove the South Sidewalks from the Hwy 371 and CSAH 13/77 Intersection Project** - Motion by Ryan, seconded by Johnson to approve the Request to Remove the South Sidewalks from the Hwy 317 and CSAH 13/77 Intersection Project as presented. Motion carried unanimously.
9. **Personnel Updates** – Max reported the new employees are summer staff for the Pickle and Spirits. Motion by Johnson, seconded by Jacobson to approve the Personnel Updates as presented. Motion carried unanimously.
10. **Hire Compliance Officer for Planning & Zoning Department** – Jacobson stated that he had made this request last year but it didn't make it through the budget process. He is bringing it up again in order to provide the new Planning & Zoning Administrator with some temporary/short-term assistance to clean up a 2-year back-log of issues and complaints. Max reported that the new director is doing well and is making progress in completing several clean-up projects and working on the to-do list the Planning Commission assigned to her. Max suggested this request be included in the 2020 budgeting process for further review and consideration. Max felt from a long-term perspective that this position may potentially be necessary and did appreciate the ongoing Council support to have this discussion.
11. **Closed Session re: Consideration of Offer for Property Purchase:** *agenda item moved to after (G) Council Reports.*
12. **Property on Camp Lincoln Road re: County Auction** – The Council discussed the City's decision in 2017 to notify the County that the City was not interested in having the tax-forfeited parcels along Camp Lincoln Road sold and not interested in rezoning the property from its public recreation designation. The Council agreed there has been no change in their decision

from two years ago. Since some of the details from the 2017 meeting were not clearly remembered, the Council requested the City Attorney and City Administrator contact the County to get additional information on the parcels, to determine the County's intent, and to report back to the Council to determine if any immediate action was necessary. Max stated she would send the County a letter outlining what happened in 2017 and find out what options are available to the City at this time.

F. OLD BUSINESS - None

G. COUNCIL REPORTS

1. **Mayor** – Heidmann asked the Council if the City should ask the County to review the Holiday entrance again with respect to the CSAH 13/77 intersection project. Max informed the Council that she did provide the County with feedback after the last workshop that included feedback on the Holiday entrance; Stroschein's response included a few rebuttals, but did say he would look at the Holiday entrance again. Max will let the County know that the City has questions and concerns and will schedule a meeting with the County to discuss the City's issues and the proposed entrance changes. Heidmann also was wondering about the Interlachen flag and what the status of that installation request. Jacobson provided a brief review of the issue and stated that the Planning & Zoning Director is currently working with the applicant.
2. Council Members
 - Jacobson asked about the RFP for Codification Services that he noticed was being advertised in the newspaper. Max stated it was just for information gathering and preliminary research purposes and feels that the City could benefit from having a professional codification firm re-codify the City Code.
 - Johnson – None
 - Hoff – None
 - Ryan - None

E. 11. Closed Session re: Consideration of Offer for Property Purchase - Motion by Jacobson, seconded by Hoff, to enter into closed session at 8:35pm pursuant to Minnesota Statute 13D.05 subd 3(C) for consideration of offer for property purchase for PIDs: 28140670, 28140667 and 28140663, and to only re-open the regular meeting for the purposes of adjournment. Motion carried unanimously.

Motion by Jacobson, seconded by Ryan to adjourn the closed session at 9:00pm and to re-open the regular meeting. Motion carried unanimously.

F. ADJOURN- There being no further business, Motion by Jacobson, seconded by Johnson to adjourn the regular Council meeting at 9:01 p.m. Motion carried unanimously.

Respectfully Submitted,

Fred Heidmann, Mayor

Jenny Max, City Administrator