

**CITY OF NISSWA
MINUTES – REGULAR COUNCIL MEETING
WEDNESDAY, MARCH 18, 2020
7:00 P.M. – CITY HALL**

The regular meeting of the Nisswa City Council was held on Wednesday, March 18, 2020 at 7:00 p.m. at City Hall.

Members present: Heidmann, Hoff, Jacobson, Johnson.

Members absent: Ryan.

Also, present: City staff - Jenny Max, Jon Stainbrook, Tom Blomer, City Engineer Mark Hallan, City Attorney Tom Pearson, the Echo Newspaper.

Audience members: 3

- A. Call to Order** - Mayor Heidmann called the meeting to order at 7:04 p.m. The Pledge of Allegiance was recited.

Mayor Heidmann read the Amendments to the agenda and asked for any questions or concerns regarding the Amendments.

- 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. Fire Department Report – February 2020
2. Parks and Recreation Department Report – March 2020
3. Planning & Zoning Department Report – March 2020
4. Presentation of Claims – Check register #45782 – 45938 totaling \$417,360.44
5. LG220 Application for Exempt Permit for Central Minnesota Adult & Teen Challenge
6. Public Works Department Report – February 2020
7. Spirits of Nisswa Report – January /February 2020
8. City Council Regular Meeting Minutes from February 19, 2020
9. City Council Special Meeting Minutes from February 27, 2020
10. City Council Closed Meeting Minutes from February 27, 2020
11. Pickle Department Report – February, 2020
12. Police Department Report – February, 2020

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

- a. COVID-19 Update - Max prepared a memo regarding what each city department has done to address any staffing concerns or protocols that may need to change during the COVID-19 pandemic. Max noted the Pickle Factory has been the most impacted thus far with Governor Walz's Executive Order closing restaurants, but the off-sale remains open. The Pickle Factory full-time staff will be working the off-sale and they also have tasks that can be completed during slow times.

Spirits of Nisswa has been very busy. They are working on minimizing physical contact with customers such as when a transaction occurs with cash, and when products are exchanged between employee and a customer. Max outlined various options for improving employee safety and maximizing opportunities to use social distancing with customers.

Max stated that various other Cities and Counties have closed their buildings to the public and recommended that the City of Nisswa close City Hall to the Public until April 6, 2020. The two-week precautionary closing of Nisswa City Hall would only see the doors locked, but the employees would still come to work and answer phones, emails, and perform their regular duties in service to the city. The closing of City Hall would also mean the cancelling of all public meetings until the next regularly scheduled City Council Meeting on April 15th.

The City Council gave a general consensus that it was in the best interest of the employees and safety of the citizens of Nisswa to close City Hall to the Public for two weeks. After two weeks' time they will reassess and take further action if needed.

Mayor Heidmann stated that staff should make signs and post on the website and on social media on how our residents can contact the city.

Motion by Hoff, seconded by Jacobson to approve the closing of City Hall to the public until April 6, 2020. Motion carried unanimously.

Motion by Hoff, seconded by Johnson to cancel all public meetings for the month of April. Motion carried unanimously.

2. City Attorney – no updates.
3. City Engineer – Hallan noted the MPCA has received the City's application and has opened the public comment period for 30 days, ending on April 1st. Hallan has also assisted with answering any MPCA questions on the application. The Hazelwood Bridge project is moving forward and Hallan has provided updated cost estimates to the State for an anticipated project to occur later this year.

E. NEW BUSINESS

1. **Update from County Highway Department re: CSAH 13 Project for 2021** – Steve Stroschein, Crow Wing County Highway Department gave an update regarding the CSAH 13 construction project scheduled for 2021. The County received public feedback that was positive and changed a few areas of design due to public requests. This project was originally chosen to be done as a result of the crash history on the road. At the start of this project the Highway Department created project goals. One of the major goals was creating a safer road for motorists. Another primary goal was to maintain the integrity and history of the road so that it was still scenic and enjoyable to the public. The road project was created to use the suburban design which is cheaper and more scenic for the residents of this area. Currently storm water drainage is going directly into the lake. They are creating a pond to collect storm water so that it can be treated before going into the lakes. The Highway department is also working on trying to get utilities to go underground so there are less poles in the area. The right of way design will need to be approved sometime in April. Stroschein said the County will ask the City for municipal consent for the project at the April City Council Meeting. At this time there is zero cost to the City of Nisswa and to the residents for this project. There should be no assessments to the citizens of this area for this project. With the current Coronavirus situation there has been no setbacks and no impact to construction. The Council thanked Stroschein for the update.
2. **Approve the 2019 City of Nisswa Audited Financial Statements** - Motion by Johnson, seconded by Jacobson to approve the 2019 Audited Financial Statements. Motion carried unanimously.
3. **Recommendation from Planning Commission re: Rezone Application 003-20 for Nisswa LLC**
 - a. **Parcel 1 – PID 28110527 Rezone from Shoreland Residential to Commercial Waterfront** - Motion by Jacobson, seconded by Hoff to approve Ordinance Amendment/Rezone Application 003-20 for PID 28110527 for Nisswa LLC from Shoreland Residential to Commercial Waterfront and to publish the summary in the local newspaper. Motion carried unanimously.
 - b. **Parcel 2 – PID 28110526 Rezone from Shoreland Residential to Commercial Waterfront** - Motion by Jacobson, seconded by Johnson to approve Ordinance Amendment/Rezone Application 003-20 for PID 28110526 for Nisswa LLC from Shoreland Residential to Commercial Waterfront and to publish the summary in the local newspaper. Motion carried unanimously.
4. **Recommendation from Parks & Recreation Advisory Commission re: Resolution Supporting Application for Local Trail Connections Program** - Motion by Johnson, seconded by Jacobson to approve the Resolution Supporting Application for Local Trail Connection Program. Motion carried unanimously.
5. **Recommendation from Parks & Recreation Advisory Commission re: Resolution Supporting Application for Regional Trail Program Funding** - Motion by Johnson, seconded by Hoff to approve the Resolution Supporting Application for Regional Trail Program Funding. Motion carried unanimously.
6. **Approve 2020 City of Nisswa Fire Department Budget and 2020 Fire Contracts** - Motion by Jacobson, seconded by Johnson to approve the 2020 Fire Department Budget. Motion carried unanimously.

Motion by Jacobson, seconded by Hoff to approve the 2020 Fire Department Fire Contracts. Motion carried unanimously.

7. **Approve the 2020 Agreement for Professional Services Between the City of Nisswa and the Brainerd Lakes Area Economic Development Corporation.** - Motion by Johnson, seconded by Hoff to approve the 2020 Agreement for Professional Services Between the City of Nisswa and the Brainerd Lakes Area Economic Development Corporation. Motion carried unanimously.
8. **Approve Road Maintenance Agreement Between the City of Nisswa and Lake Edward Township** - Mayor Heidmann would like to have a discussion with Lake Edward Township regarding a complaint the City of Nisswa received from a resident. The resident complaint is regarding Lake Edward Township's response time to plowing a section of road in this agreement. Heidmann offered to contact the Township to discuss; the Council asked Heidmann to report back with the Townships' feedback. Motion by Jacobson to table until the April City Council meeting.
9. **Personnel Updates** - Motion by Hoff, seconded by Johnson to approve the March 2020 Personnel Updates. Motion carried unanimously.
10. **Lift Station 3 Improvements Bid Results** – Hallan indicated the City received only one bid from R & R Excavating, Inc. in the amount of \$761,879.00. He noted he received calls from several contractors asking about the project. The bid was considerably higher than the Engineer's estimate of \$350,000. Hallan believes the tight schedule was the biggest reason why contractors decided to not bid the project at this time. Hallan suggested the City re-bid the project at a later time and will work with Public Works on the details. Motion by Jacobson, seconded by Johnson to reject the bid from R & R Excavating, Inc. in the amount of \$761,879.00 for the Lift Station 3 Improvement Project. Motion carried unanimously.
11. **Lift Station #3 Pump Purchase Memorandum** - Motion by Jacobson, seconded by Johnson to approve the purchase of a pump for Lift Station #3 from Electric Pump in the amount of \$16,578.00. Motion carried unanimously.

F. OLD BUSINESS

1. **Information Regarding Proposed Liquor Law Changes in Grocery Stores** – Max noted Terry Wallin and Brian Farrell attended an MMBA Conference in St. Paul and spoke to our Representatives regarding the proposed bill to allow grocery stores to sell liquor. Rep. Heintzeman was very supportive of the City of Nisswa's point of view on this issue. Currently this Bill is not active but will most likely start to gain more momentum next year and we will need to remind our representatives of our position on this bill.
2. **Council Discussion re: Council Liaison Structure** – tabled until next month's meeting.

G. COUNCIL REPORTS

1. **Mayor** – Heidmann noted he met with the City Administrator regarding the declaration the Governor made on closing restaurants and the impact that would have on our local businesses as well as the City.
2. **Council Members** – none

H. ADJOURN – There being no further business, Motion by Jacobson, seconded by Johnson to adjourn the regular City Council meeting at 8:31 p.m. Motion carried unanimously.

Respectfully Submitted,

Fred Heidmann, Mayor

Jenny Max, City Administrator