**Council Members Present:** Mayor Brent Switzer, Sheldon Johnson, Shaine Parr, Dan Walker, and Art Underhill.

**Others Present:**  City Clerk Tiffany Parr, Utility Billing Clerk Kathleen Bennett, Water and Sewer Operator John Mikrot, Fire Chief Gerard Bennett, Planning Commission Chair David Prachar, and various members of public.

**Call to Order:** Pursuant to due call and notice thereof, the meeting was called to order with the pledge of allegiance at 7:00 pm by Mayor Switzer.

**Consent Agenda:** The consent agenda which includes the minutes of the March regular city council meeting, the disbursements and financial reports, and accounts payable was submitted for approval. The Mayor asked for a motion to approve the consent agenda.

S. Parr made a motion to approve the consent agenda, seconded by S. Johnson. Motion carried with all members voting in favor.

**Petitions, Requests, and/or Complaints:** Laura Wyatt, agriculture teacher at the school, here with a couple students from the FFA. The FFA Foundation is sponsoring some signs. The Willow River FFA club would like to purchase some signs that would be mounted on the bottom of the green Willow River signs coming into town with the approval of the council.

S. Parr made a motion to approve the signs, seconded by A. Underhill. Motion carried with all members voting in favor.

**John Mikrot, Water and Sewer Operator:** Will be getting the dialer for the water pump fixed possibly on Wednesday. Got another quote for a dehumidifier. There was only a dollar difference, but the first quote included some filters. Need to get weeds under control at the sewer ponds. Art can get together with John to take care of spraying for weeds. John offered to mow sewer ponds as needed for $75 per hour. Will wait until next month when we look at lawn mowing bids.

S. Parr made a motion to approve purchase of dehumidifier, seconded by A. Underhill. Motion carried with all members voting in favor.

**David Prachar, Planning Commission:** Update on recommendations on the zoning ordinance. First, there are mentions of building permits in the ordinance, but we utilize land use permits. Recommend to change all that language. Second would be to add “land use” under the definitions. Next, the ordinance describes an application process for obtaining a permit. We do not currently do that. Recommending that we do. Next recommendation is for an updated land use permit form. Finally, we are supposed to have a Board of Adjustment. According to League of MN Cities, the Council can be that board.

A. Underhill made a motion for the Planning Commission to move forward with their recommendations, seconded by S. Johnson. Motion carried with all members voting in favor.

**Kathleen Bennett, Utility Billing Clerk:** Sent out 152 bills, 34 by email, for a total of $11,578.80. Tiffany came in in the afternoons and got trained in. This month we will be back to meters being read by John. People who did not send in their meter readings may have higher bills due to having to catch up after the estimates. Some discussion on water meter options for the future. Art asked Tiffany to look into some pricing on water meters. Also some discussion on a generator for the water tower.

**Tiffany Parr, City Clerk:** Board of Appeals and Equalization meeting is Thursday, April 20 at 6pm. Shaine and Sheldon are both trained and certified. Other councilmembers are welcome to take the training as well. Art put together a lawn mowing schedule. Tiffany took that and edited it in a way that could be given out to people interested in putting in a bid. Art is also available to show people around if needed.

S. Parr made a motion to approve the lawn mowing schedule handout, seconded by D. Walker. Motion carried with all members voting in favor.

Asked attorney about Willow River news and information being posted in Facebook group. Best to post on official city website but if councilmembers or staff in their individual capacity want to share public notices/information on Facebook, there would be no problem as long as councilmember are not using Facebook to discuss the topic in violation of open meeting law.

Pine County is looking to purchase new election equipment, so they are wondering which cities that were previously mail in voting will be switching to in person voting so they have an idea of how much equipment to purchase. They would like an answer by June 1st.

**Gerard Bennett, Fire Chief:**  Runs to date: 1 other, 11 fire, 32 ems. Three trucks that are being worked on are coming along. Hoping to have them ready for grass season. Still working on the tube lighting. Front door lock has been fixed. Gerard has capability to change code. UTV Skid Unit sold to Bruno. Valves from Kerrick are on the truck now. Will be selling 2 trucks once the new trucks are all set. Grants applied for: P.C. Mutual Aid, FEMA Grant in the works. Public relations: Fun Day with the Easter Bunny went well. 2023 goal is to promote addressing (House #’s). Can be hard to find houses on calls sometimes. Had 2 EMR guys standing by at the drag races. Recruitment: Nothing new. Had two that were interested, but have not heard any more from them. Always looking for good recruits. Donations: no new. Misc.: Will be going over rates – need to increase. One almost done with FFII and Hazmat and one in EMR. By the time summer hits, all will be trained both for fire and medically. Bollards: will talk to John. Reviews almost done for 2022. Furnace has been repaired.

**Gerard Bennett, Commercial Club:** Flag banner project: will put together a full package to present to council. Would like to also look into accent lighting the rocks at the rapids. As well as figuring out some type of lighting along 61 for walking to the rapids from town.

Steven Prachar questioned whether the city would consider accepting cash for water bills. Kathi prefers not to have cash for security reasons. The council decided not to make any changes.

**Sheldon Johnson, Zoning:** One garage permit on Gander Dr.

**Old Business**

**Repairing Walters Road:**  Need to find out if there is a culver there. Will be checking on that this month.

**Repairing Roads in Town:** Would like to get an estimate on repairing Church Street and Pine Street.

**Door Codes:** Now that the lock is fixed, Gerard can go ahead and change the code.

**Generator for water tower:** Get more information on what size generator is needed and the cost involved.

**Peddler’s License:**  Art read through the ordinances and thought he had seen something about no license needed if selling vegetables, but was not able to find it again. None of the councilmembers have a problem with a local business hosting a farmers market on their property.

**Tree cleanup:**  Not able to get a closer look at the fallen tree in the park. Art said to hold off on that and he can get somebody to get it out of there.

**New Business**

**Insurance liability waiver/workers comp option:** Annual liability waiver form option on monetary limits. In the past we have always selected to not waive the monetary limits. Also for workers comp option, we have always selected the regular premium option in the past.

A. Underhill made a motion not waive the monetary limits and select the regular premium option, seconded by S. Johnson. Motion carried with all members voting in favor.

**Damage to city shop building:** Tree fell on northwest corner of the city shop by the football field. Need to assess damage and decide if we will make an insurance claim. Tiffany will check on the deductible.

**Tax forfeit parcel sale:** Tiny little sliver of land will be going up for sale. Not seen from road and not big enough to build on. County needs city approval to allow for sale of the parcel. No response within 60 days is considered automatic approval.

**Floodplain ordinance:** Notice from DNR regarding the newly annexed property. They are advising us to update the floodplain ordinance to include the new floodplain area. They are also recommending that we work with the county to bring the property into compliance with the shoreland ordinance. Currently, there is a moveable building within 50 feet of the OWHL, but it should be 100 feet away.

A. Underhill made a motion to accept the updated verbiage to the floodplain ordinance, seconded by S. Parr. Motion carried with all members voting in favor.

**Bridge Inspection report:** County inspection on the Willow Street bridge came in. They are recommending repairing or replacing the bridge at some point in the future.

**Adjournment**

S. Johnson made a motion to adjourn, seconded by S. Parr. Motion carried with all members voting in favor. The meeting was adjourned at 8:32 pm.

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Tiffany Parr, City Clerk

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Brent Switzer, Mayor