**Willow River City Council Meeting**

February 4, 2019

Approved March 4, 2019

Pursuant to due call and notice thereof, the Willow River City Council held its regular meeting on Monday, February 4th, 2019 at Willow River City Hall.

The meeting was called to order at 7:00 PM by Mayor Brent Switzer.

Meeting began with the Pledge of Allegiance.

**Council Present:** Brent Switzer, Sheldon Johnson, Darryl Poslusny, Chris Ketchmark and Vickie Whitehouse

**Staff Present:** Diane Nelson and Kathi Bennett

**Others Present:**  Gerard Bennett, John Mikrot, Beckie Morse, Dave Kliniski, Rosie Mielke, Steven and Victoria Prachar, Philomae Mikrot and Shawn Jansen.

**Approval of the Agenda:** Darryl made a motion to approve the agenda. Vickie seconded. Motion carried with all in favor.

**Lisa Uzenski, PTO** – Lisa addressed the Council on behalf of the Willow River School PTO regarding the Color Craze Fun Run that they would like to do again this year. Last year’s event had around 250 runners and 40 volunteer. The date will be April 27th. They will do the same route around the school. Vickie asked if they used any of the City signs to block the road. Vickie makes a motion to approve the PTO to use the City Streets for their Fun Run. Sheldon seconded. Motion carried with all in favor.

**Willow River Fire Department, Gerard Bennett**- the Fire Department has had 1 fire call, 10 EMS calls for a total of 11 calls. Tanker #5 is still at the FCI. It is having a hydraulic water pump put on it. The SCBA compressor has been installed. The Department ordered 6 pagers and radios. They are looking at using donated money for this. Vickie asked what they do with the funds from can recycling. Gerard thought it went into their Relief Association. Sheldon asked where the private donations go? Those go into the City account for the Fire Department. Gerard clarified that we are in need of new pagers and radios. A decision needs to be made soon because the software currently being used on the county side is in need of updating. We are trying to get through until that decision is made and are also hoping to find a grant to help pay for them. A pager can cost around $300 and a radio around $1000. Sheldon asked how long a pager and/or radio lasts. Gerard thought around 10 years since we upgraded last. The new recruit is doing good as well as our new cadet. Gerard and John talked and it would be nice if some of them need some protection from being hit. He is looking for approval to look into bollards to protect them. They told him yes. Some of the firefighters went to a training house burn in Sandstone. There are 3 first responders that are looking at going through EMR training and 3 that are refreshing. Gerard is wondering where the City is at the possibility of purchasing the land behind City Hall. The City Attorney recommended against this purchase as proposed and we let Tom Jensen know that. That is where it was left. Gerard asked if we could touch base with him to see if there is anything else we could do. It was brought up that he is using the parking lot at the park as an easement to his property. Gerard also asked if Diane could look into who is responsible for that property and allowing an easement. Diane will contact the DNR regarding the lot. The Council discussed the easement at the south end of his building.

**Water and Sewer, John Mikrot –** The lift station at Wyatt’s Cove froze up. The plastic cracked. John had a contractor come out and got it fixed and ordered parts for it and it is fine now. Sheldon asked if we had problems before with that one. John thought so. He is going to look for a culvert or something to put around it and fill it to insulate it. John had some residents that had issues with some freezing with the cold spell. One of them was the mobile home on Doe Street. She had water spraying and couldn’t get to the shut off. John shut it off at the street until it drained enough to get to it. The tower went through an extra 40,000 gallons that day so John is thinking that it must have sprayed for a while. He will order some parts to replace the ones used during the cold spell. John spoke to an electrician about the light at the plant. He is going to try replacing the bulb first and if that doesn’t work, he will have the electrician come out. Vickie mentioned that she would like to have Beckie get a key to the back door. During the cold weather the door can freeze up and if she had a key should would be able to get into the building to do her readings, etc.

**City Clerk, Diane Nelson –** The checkbook is in balance. Election is tomorrow. Office will be closed for that. I asked if we could pay the judges after the election so that they don’t have to wait a month to get paid for it. Sheldon made a motion to pay them after the election. Chris seconded. Motion carried with all in favor. The auditors were here Jan 29th and everything went well. We are still finishing things up via email. They did recommend that we adopt an out of state travel policy. The Council didn’t think that we needed one but we are required by state statute to adopt one so I will look into a sample one. The Knights of Columbus would like to do a bingo fundraiser at St. Mary’s Center. Sheldon makes a motion to approve the temporary gambling license for St. Mary’s. Vickie seconded. Motion carried with all in favor. We need to go back and make a motion to pay the payment from last month for MSA and TNT Aggregate. Vickie makes a motion to pay that bill. Sheldon seconded. Motion carried with all in favor. I asked for time off for my new grandbaby. The Council said that that would be fine. Darryl asked Diane to call MN Power to let them know that the street light by his place was flickering. Diane said that she would call.

**Water and Sewer Billing, Katie Bennett –** Kathi sent out 112 mailed bills and 30 e-bills. The total billing was $13299.51. Two shut offs are pending. One of resident’s is having issues with understanding the bill and how they became behind so she is working with them. Kathi is sending out 18 shut of notices. The office has been really busy and Vickie said that she should lock the door so that she can get her work done and to put a sign on the door to call if it is urgent. There are 3 frost plates that will be ordered.

**Flood Update – Vickie –** TNT will be coming back in the spring to be doing their punch list items that are remaining. Vickie received an email from the DNR that there is a project worksheet for the project at the dam and that means it has a timeline for completion. The start date is in August.

**Old Business**

1. Hydrant Usage – are there any updates? Not much to report. Diane will do some looking.

**New Business**  -

1. Lawn mowing- Vickie said that we need to put that out for bids. They need to be insured. We will be having them do everything that Todd did. Vickie has a list of what needs to be mowed. The Council reviewed some of the places to mow. Diane will advertise in the paper to be in by April 1st. Vickie will get a list/map to Diane for interested parties.
2. Equipment Sale – Vickie and Sheldon have been talking that they have had some interest in what the City is looking at selling. Sheldon feels that some of the smaller items we should keep because we don’t know what our needs will be in the future. Should we have an auction? Sander, one ton with plow, utility trailer, loader maybe 10 big things. Sheldon doesn’t think that we should pay an online service to sell these things. Vickie agreed. Darryl thought that should be minimums. The Council discussed options. Auction may be the way to go. We need to look into the legalities with that.
3. Resolution for NPR- We need to update our Resolution Agreement with NPR. Chris makes a motion to approve the agreement with NPR. Sheldon seconded. Motion carried with all in favor.
4. Assessment agreement- Vickie asked what they are proposing. It looks like $10.25 per parcel. Sheldon asked what we paid last year. Diane will look into it and we will discuss it at the next meeting.

Motion made by Darryl to adjourn the meeting. Chris seconded. Motion carried with all in favor. Meeting adjourned at 7:50 PM.

Respectfully Submitted, Diane Nelson