**Willow River City Council Meeting**

July 2, 2018

Approved August 6, 2018

Pursuant to due call and notice thereof, the Willow River City Council held its regular meeting on Monday, July 2, at the 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 and Vickie Whitehouse

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

**Others Present:** Gerard Bennett, Rosie Mielke, Arnold Niemela, Natasha Watercott, Bill Booth, Beckie Morse and John Mikrot.

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

**Special Guest- Kevin Prachar, Willow River School –** The school had one month (April) that was 110,000 gallons. The normal reading is around 35,000 to 45,000 gallons. They didn’t change anything or have any major leaks. They are wondering if anything can be done to help with the bill because they do not see any reason why it should have been high that month. Kathi had prepared some numbers for the Council regarding average usages. The Council discussed that. It was brought up that there were pacesetters tournaments there in the spring as well and are wondering if that could have been some of it. Kevin was told that the locker rooms were not heavily used. The month of March, we didn’t have a reading so that is an average and that could have been lower due to is being an estimate. That could make April look even higher. Darryl mentioned that it doesn’t make sense that the meter would just stop working correctly and the month before and after are fine. Kevin is asking that they pay the average of the last year. They discussed the amount of the bill and what kind of dollar amount would be taken off if any. Darryl makes a motion that the bill stays the same. Vickie asked what happens if this happens again? Sheldon makes a motion to table it and monitor it until the end of the year and revisit it then to see if there are any discrepancies. Vickie seconds. Motion carried with Darryl against. Kevin asked what they should pay now? We asked that they pay the full bill and if we decide in December to work something out, it will be a credit at that time.

**Willow River Fire Department, Gerard Bennett**- Gerard wanted to clarify National Night Out. August 7th, 2018. Diane has confirmed with the Sheriff’s Office that they will be here and Vickie confirmed with Essentia. Runs to date, 16 fire, 54 EMS and 1 other for a total of 71. Truck #5 has been in to the FCI for maintenance and installation of a new hydraulic water pump. The 2018 DNR matching grant has been submitted and they are waiting for a response. They will be going to the Moose Lake and Finlayson parade on the 4th. Gerard is still looking at getting the cadet program started. He would also like to check into having the cadet program on the medical side as well. Diane will check with the City Attorney regarding that. Vickie reaffirmed that there will be some sort of form that the parents agree to before a cadet would start. Motion made by Sheldon that Gerard should progress with looking into the cadet program with Diane’s help and adding the medical side. Vickie second. Motion carried with all in favor. There is one new candidate for the department. Gerard will set up an interview. Diane asked if we need to clarify anything more with National Night Out. Vickie mentioned that we need to buy a couple of bikes. They have been donated in the past. Things changed this year and it is ok for the City to buy the bikes since it is promoting the City.

**Water and Sewer, John Mikrot-** John touched base with the water balance test again. The Dollar General tried to hook on and the curb box was broken. John will get it worked out with the contractor. MN pumpworks was out for maintenance check and one of the pumps has a small leak and his recommendations will be in his reports so we can get that fixed before winter. Mcguire Iron was out to look at painting the water tower for painting. He gave us a quote. He did break it up into 2 payments.

**Public Works, Todd Anderson –** Brent gave an update for Todd. He has had multiple things fixed on the one-ton. He has fixed a leak on the lawn mower. He has sprayed for weeds around the rip-rap at the sewer ponds. He replaced some broken lights at the City Park.

**City Clerk, Diane Nelson –** The checkbook is in balance. I have not heard from the person that hit the fire hydrant who we sent a letter to. Vickie suggested that we send another letter. The Council felt that we need to continue to pursue it. I asked for clarification on the flags and banners. Did the Council want more information? Yes. We have 3 individuals who need to do community service and I sent out a letter two weeks ago and have only heard from 1 of them. Elections: We had approved 5 judges at a previous meeting and we need one more. I had asked Beckie Morse and she said yes and we need to approve her as well. Vickie made a motion to approve Beckie as an election judge. Darryl second. Motion carried with all in favor. Brent’s, Sheldon’s and Vickie’s positions are up for re-election this year. The North Pine Area Hospital District is also up for election this year. Filing dates are July 31 – August 14th. Public Accuracy test is August 2nd in Rutledge. Vickie wanted to make sure that I keep track of mileage. August 8th and 9th is election judge training (only need to go one day). August 14th is the primary. It was suggested since the City Clerk is the only one that can take affidavits that we approve Kathi Bennett to take them when she is here on Friday’s so that I don’t have to work those Friday’s as well. Motion was made by Sheldon to appoint Kathi to be able to take affidavits of candidacy in Diane’s absence. Vickie second. Motion carried with all in favor. I mentioned that I have worked on the Friday before Willow River Days since the office gets overly busy. Do they want me to do that again? The Council decided “yes” but if it’s not busy that I should not stay.

**Water and Sewer Billing, Katie Bennett –** Kathi is requesting a vacation day Aug 3rd. Diane and Kathi will work that out. The Council said that was ok. We have had several house sales in the last year. 16 houses sold and in the last 4 months 8 of those sold. We sent out 22 friendly reminders, 9 shut offs, 3 door hangers 1 payment arrangement and 0 shut offs. The late fees totaled $674.66. Billing was $15,845.48. We have 1 resident who sold their house and we didn’t get am assessment request to get the last bill amount from them, so now they are past due $113.74. She mentioned sending a letter to the new address letting them know if payment is not made, it would have to be assessed to the property. Dollar General is not currently hooked up to sewer/water. It will be turned over to Dollar General July 23rd. We talked a little about friendly reminders last month. Vickie makes a motion to get rid of friendly reminders. Vickie thinks people do not pay any attention to them. Kathi thought it would save about $25/month. Sheldon second. Motion carried with all in favor.

**Flood Update – Vickie –** TNT is wrapping things up on the primary pond. Then they can start the water balance testing. Once that is done, they will be back to finish the primary. League of MN Cities has a loan available for up to $250,000. If we get this loan and pay it back within 12 months, there would be no interest. If we don’t it is 3%. Vickie was thinking that this could fill the gap between paying bills and being reimbursed. Motion made by Darryl to apply for the loan. Sheldon second. Motion carried with all in favor.

**Old Business**

1. Temporary Worker – I just asked for clarification on what the Council wanted done with it. Place an ad in the Askov American for any interest.

**New Business**  -

1. Insurance payout for park at the dam – They are offering fair market value of $3500 for the things that were covered at the park that were lost in the flood. It includes lights on the dam and the flag pole but not things like concrete or landscaping. Vickie makes a motion to approve the $3500 payment. Darryl second. Motion carried with all in favor.
2. Master Fee Schedule – There is a special meeting fee listed of $500 and it should be removed. Darryl makes a motion to remove that from the Fee Schedule. Sheldon second. Motion carried with all in favor.
3. Grant Paperwork –
	1. Sign grant – Resolution to authorize Vickie to sign to grant with DEED. Motion made by Darryl to approve Vickie. Sheldon second. Motion carried with all in favor.
	2. Resolution authorizing MSA to sign for payments on behalf of the City for the DEED grant. Motion made by Sheldon to authorize MSA to sign for payments on behalf of the City. Darryl second. Motion carried with all in favor.
	3. Letter authorizing Brent, Vickie or Diane to also sign for grant payments – Darryl makes a motion to authorize Brent, Vickie or Diane to sign for payments from DEED. Sheldon second. Motion carried with all in favor.
	4. Drug-free workplace certification – Motion made to authorize the City as a Drug-free workplace. Sheldon second. Motion carried with all in favor.
	5. Prohibition of excessive use of force policy – This policy states that use of excessive force by law enforcement is prohibited within the City’s jurisdiction against individuals engaged in nonviolent civil rights demonstrations. Motion made by Darryl to approve the Prohibition of Excessive Force Policy. Vickie second. Motion carried with all in favor.

Motion made by Darryl to adjourn the meeting. Sheldon second. Motion carried with all in favor. Meeting adjourned at 8:19 PM.

Respectfully Submitted,

Diane Nelson