**Willow River City Council Meeting**

August 6, 2018

Approved September 4, 2018

Pursuant to due call and notice thereof, the Willow River City Council held its regular meeting on Monday, August 6, 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, Chris Ketchmark and Vickie Whitehouse

**Staff Present:** Todd Anderson, Diane Nelson and Kathi Bennett

**Others Present:**  John Mikrot, Gerard Bennett, Beckie Morse, Dennis and Karen Dracy, Rosie Mielke, Dave Prachar, Natasha Watercott, Steven and Victoria Prachar, Bill Booth, Art Underhill, Rick Borchardt and Rick Youndberg.

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

**Willow River Fire Department, Gerard Bennett**- The Fire Department has had 17 fire calls, 64 EMS calls and 1 other for a total of 82 calls. Gerard is trying to get truck #5 into the FCI for repair on the pump. The department is looking into buying a new compressor for the SCBA tanks. The one that they currently have does not have the capacity to work with the new SCBA’s. Duxbury is currently using a system that the current compressor would be compatible with and they are interested in it. The department is looking at donating the current one to the Duxbury Fire Department with the City’s approval. The Council said that it would be good to donate it to Duxbury. When they find a new compressor, they will bring that to the Council. We did not get the DNR grant for communications. We may need to get a few new pagers to get us through until we can switch to upgraded equipment (which is a county process). The department has been out to the Moose Lake parade, Finlayson parade and water wars as well as doing Willow River Days open house and parade and water wars. They will be attending National Night Out, Quarry Days and Rutabaga Days. There is one new candidate for the department and they are hoping to interview him soon. He is moving to the area from a neighboring town and would like to be a part of our department. Gerard brought up the Cadet program. He would like to get that started with this school year. He is asking the City’s permission to start the application process. Sheldon asked what the minimum age requirement is. 15 years old is the minimum. Vickie asked if there was going to be a background done on each applicant. Diane said that the sample packet has been sent to the City Attorney for review and that packet was based on the City of Carlton’s current program. Vickie makes a motion to approve the Cadet program. Sheldon seconded. Motion carried with all in favor. There was a donation to the Fire Department from Nancy Cich and families in honor of Tom for $250. They are going to purchase a piece of equipment with those funds and let Nancy know. Rick Borchardt completed the Fire Relief Association pension reporting. The plan is doing well and there will be a $0 additional funding needed from the City. Vickie asked how many cadets are interested so far. Gerard thought 2.

**Water and Sewer, John Mikrot-** New primary pond is up and running. They started pumping the secondary pond. Vickie asked about the valves. John had not heard anything yet.

**Public Works, Todd Anderson –** Todd got the crosswalks painted. Fence and gate up at the dam has been taken down. The bathroom and pavilion got a fresh coat of paint. The other building there got new siding and corners put on it. Todd changed the oil on the 1-ton and the lawn mower. He took down the Willow River Days signs. Todd worked Willow River Days weekend. There was a washout going down the hill to the sewer ponds and he fixed that. The gas company notified Todd that Kiminski Paving would be here in the next week to fix the pavement where they replaced the lines in town. There were a couple of flags that Todd replaced before Willow River Days.

**City Clerk, Diane Nelson –** The checkbook is in balance. The person who hit the fire hydrant has contacted City Hall about 2 weeks ago and said that he would put the money in drop box. We haven’t received anything from him yet. I tried calling him and his phone has been disconnected. I asked the Council how to proceed. We need to look into pressing charges. I updated the Council regarding elections. Brent, Vickie, and Sheldon’s terms are up. We also have the North Pine Area Hospital District position up. Filing is going on now through August 14th. We had the public accuracy test last Thursday and weren’t able to complete it. The Automark machine malfunctioned. We will be completing that this Wednesday, the 8th. Training for Election judges is Wednesday the 8th. National Night Out is tomorrow night, the 7th and Vickie and I have been preparing for that. Last week we had our annual Workers Compensation audit.

**Water and Sewer Billing, Katie Bennett –** Kathi had 144 bills. 118 of those bills are mailed. 26 are emailed. The total billed is $16,870.00. She sent out 11 shut off notices with 0 shut offs. The school had the meter reading showing they used 38,800 gallons and they have been averaging 8,700 gallons over the previous 4 years (2014-2017). Todd asked if they were reading the right number. Sheldon asked Todd why he wasn’t reading the meter monthly. Todd said that the room used to be unlocked so he could go in and do that, but now they lock it. Kathi asked if Todd and she could go sometime together so she knew what they were reading. The Council wanted Todd to go in and recheck the reading. There is concern that there may be a leak.

**Flood Update – Vickie –** Vickie updated the Council on the bridge project. The DNR wasn’t going to issue a permit to the County for the culvert replacement. Vickie made some calls and it looks like it should be ok so that the rock arch rapids could still continue. Vickie went over the change orders that were approved through MSA for TNT Aggregate. MSA, Vickie, John and Beckie will be meeting to do a “punch list” of things that need to be done before the project is complete. It looks like the project is ahead of schedule. We have passed the water balance test on the new primary pond. MSA did reject one of the change order items for additional rip rap.

**Old Business**

**New Business**  -

1. Vickie makes a motion to approve the change order #3. It includes asbestos pipe abatement of $723.80, additional silt fence of $725.00 and salvage/reinstall barbed wire fence of $2300. That total is $3748.00. Darryl seconded. Motion carried with all in favor. Brent and Vickie signed the change orders.
2. Darryl makes a motion to pay the June invoice of $263,764.80 and the July invoice of $39,615.00. Chris seconded. Motion carried with all in favor.
3. Chris makes a motion to approve resolution 2018-BR549 adopting anti-displacement and relocation assistance plan. Darryl seconded. Motion carried with all in favor.
4. Speed limit sign on Chipmunk Lane. Diane informed that Council of an email the City received asking that a speed limit sign be placed on Chipmunk Lane. Chris said that it wouldn’t hurt. Sheldon makes a motion to put a speed limit sign on Chipmunk Lane. Chris seconded. Motion carried with all in favor.
5. Water/sewer on Old Sawmill Road. The City received an estimate of $27,600.00 for the work being done to run water/sewer for Old Sawmill Road. Melzark is having trouble finding the water line. Todd was thinking it is just a little deeper that what he has dug. It was clarified that the City’s responsibility is the main to the curb stop. From the curb stop to the house is the responsibility of the homeowner. There was discussion regarding where the water line would be. There should be an “as built” that should show where the line is. Todd said that he has never seen one. John told Sheldon that he has not seen one either. Chris made a motion to tell Melzark to stop with the project and the City will get estimates. Darryl seconded. Motion carried with all in favor. Melzark can bill us for what he has done.

Motion made by Darryl to adjourn the meeting. Chris second. Motion carried with all in favor. Meeting adjourned at 8:10 PM.

Respectfully Submitted,

Diane Nelson