**Willow River City Council Meeting**

December 3rd, 2018

Approved January 7, 2019

Pursuant to due call and notice thereof, the Willow River City Council held its regular meeting on Monday, December 3rd 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, Dave Prachar, Art Underhill, Tom Jensen, Steven and Victoria Prachar and the Askov American.

**Approval of the Agenda:** Darryl made a motion to approve the agenda with the addition of #7 under Old Business being the gate at Big Bend. Vickie seconded. Motion carried with all in favor.

**Willow River Fire Department, Gerard Bennett**- the Fire Department has had 23 fire calls, 102 EMS calls and 1 other for a total of 126 calls. Truck #5 is still in Sandstone. It is having 2 pumps and a hose reel installed. The snowmobile is currently down there for service and is almost done. Truck #1 had an issue with a relief valve and they are getting an estimate to get that fixed. A 4500 lb. compressor should be here mid-December. It should be operational sometime in January. The cost will be around $30,000 which will be paid for by the Relief Association. The Department is going to need to buy some pagers and radios. There are no grants available for this right now. We will need to at least replace some questionable ones. The gun raffle and the Gobble Wobble went very well. Ben Partlow and Mariah Youngberg are doing well. Gerard asked Vickie if she had a chance to check with the League about paying the Cadets. Steve Ronning is going through firefighter I and II. The yearly reviews are going good and everyone has qualified so far. Sheldon asked about fire extinguishers and getting them charged. The City has Jack’s Fire Extinguishers and Art mentioned that you can take them to Willow River Lumber.

**City Clerk, Diane Nelson –** The checkbook is in balance. The election went well. We had the Canvassing Board meeting. I reminded the Council that I will be gone December 10th and 11th. I will work the 13th and 14th. I got a call asking if we can send out the Fire Contracts earlier. I said that I would start sending them earlier. The liquor licenses had some issues but I think that is resolved and should be good for 2019.

**Water and Sewer Billing, Katie Bennett –** Kathi sent out 121 mailed bills and 25 e-bills. The total billing was $18011.16. Late fees totaled $714.97. 15 shut off notices were mailed and 2 door hangers were hung. John said that he would do the shut offs. Special assessments were sent down. Kathi thanked Brent, Vickie and Marissa in helping along with herself to do meter reading this month.

**Flood Update – Vickie –** Change Order #4. We cannot do the final water balance test until spring because of the freeze up. We have extended until July 31st. This should be our last Change order until next spring. Valves are done and the boat ramp is done. The liner repair should happen this week. Vickie spoke with Homeland Security and we can get all of our invoices in. Vickie spoke with Jason Boyle and they are still projecting August of next year with the rock arch rapids. Motion made by Darryl to accept change order #4. Sheldon seconded. Motion carried with all in favor.

**Old Business**

1. Jensen Property – Due to the response from the attorney, it does not seem in the best interest for the City to pursue the purchase of this property. Motion made by Darryl that we do not pursue purchasing this property as proposed to the City. Vickie seconded. Motion carried with all in favor.
2. Snowplowing – The City would like to have Rick Fjosne do snowplowing for the City. Motion made by Darryl to offer Rick a 3-year contract and accept a resolution for plowing. Sheldon seconded. Motion carried and resolution approved to enter into a contract with Rick.
3. Water meter readings- John wants $100/month to do the reading each month. Sheldon makes a motion to have John do the meter readings. Darryl seconded. Motion carried with all in favor.
4. Christmas lights- The Christmas lights were put up last weekend. Thanks Sheldon. Sheldon Johnson, Corey Prachar, Steven Prachar, Clint Fjosne, Joey Kliniski, Gerard Bennett, Noel Bennett, and Jason Sundin all helped and it was appreciated. Steven mentioned that the light pole at the light by Dave’s Oil needs to be repaired. Sheldon stated that Gerard was going to talk to someone from MN Power to get it fixed.
5. Personnel policy – Diane made the changes that were discussed last month. Vickie makes a motion to adopt the Personnel Policy. Sheldon seconded. Motion carried with all in favor.
6. School meter- We had told the school that we would review the usages over the last 6 months to see if there should be any adjustments. There doesn’t seem to be any errors with the meter so the bill that was high should stay as is.
7. Gate – A gate was stolen at Big Bend. Darryl put a cable up temporarily. We will address this in the spring.

**New Business**  -

1. Levy- Need to certify the preliminary one at $95,000. Vickie makes a motion to keep the levy at $95,000 for 2019. Darryl seconded. Motion carried with all in favor.
2. Budget- Diane had a proposed budget for the Council. There will be some minor adjustments due to the fact that Todd is gone. However, there shouldn’t be any real changes to make. Sheldon suggested that we leave it as is until we can adjust after having one year of contracted work. The Garden Club asked for a donation again this year. Sheldon made a motion to keep it the same at $250. Vickie seconded. Motion carried with all in favor. Vickie makes a motion to approve the budget. Darryl seconded. Motion carried with all in favor.
3. Adoption of County Hazard Mitigation Plan- The Council needs to adopt this in order to receive any funding in a case of a natural disaster. Vickie makes a motion to adopt the plan. Darryl seconded. Motion carried with all in favor.
4. Approve Change Order #4 – see above

Motion made by Darryl to adjourn the meeting. Sheldon seconded. Motion carried with all in favor. Meeting adjourned at 7:45 PM.

Respectfully Submitted,

Diane Nelson