**Willow River City Council Meeting**

March 4, 2019

Approved April 1, 2019

Pursuant to due call and notice thereof, the Willow River City Council held its regular meeting on Monday, March 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, Dave Kliniski, Rosie Mielke, Steven and Victoria Prachar, Bethany Helwig (Star Gazette).

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

**Water and Sewer, John Mikrot –** The top of the tower did freeze with the last big wind. He was able to get it to break free. It may need a mixer so it doesn’t happen in the future. John thinks he has something that will work to put around the lift station at Wyatt’s Cove. He will be gone for a couple of days but Beckie will be around. John asked for approval to purchase a chlorine injector. He would put that one on and use the current one as a spare. Sheldon made a motion to purchase a new injector. Darryl seconded. Motion carried with all in favor.

**Willow River Fire Department, Gerard Bennett**- the Fire Department has had 2 fire call, 17 EMS calls for a total of 19 calls. Tanker #5 is still at the FCI. It is having a hydraulic water pump put on it. There were 6 new pagers that were purchased with some donated funds. They have a new programing station so that they can program their own. The compressor fill station is up and running and they have had training on it. Gerard is still looking for possibilities to get a grant for pagers and radios. The St. Urho’s Day Parade is coming up on March 23rd in Finlayson and they hope to be there. The Fire Department has received a donation from Tom and Rosemary Bernier in honor of Marie Johnson in the amount of $50. Gerard is still looking into bollards for the hydrants. We have 6 officers in training. 2 are in initial EMR, 3 in refresh EMR and 1 in firefighter I training.

**City Clerk, Diane Nelson –** The checkbook is in balance. The Moose Lake Historical Society sent a letter asking for a donation. The Council decided no since they donate to Pine County Historical Society. The Primary Election is tomorrow (March 5) and the general is on the 19th. I asked if I could pay the judges before the next meeting. Vickie asked that it be after the 19th for both elections. Chris made a motion to approve paying the election judges before the next meeting. Sheldon seconded. Motion carried with all in favor. I looked into the Out of State Travel Policy. We are required by the State to have a Policy. So, I will find a sample one and have it for the Council to consider at a future meeting. Vickie thought that a City with our population doesn’t need one. I didn’t find where it specified the city size. Chris thought that it would be better just to have one to cover our bases if it would ever be needed. I asked about National Night Out and if we wanted to do that again this year? It would be August 6th. The Council said yes. The listing of the City’s investments and disbursements are in the Council’s packets and asked if any of them had any questions on it to let me know. I looked into the parking lot with the DNR and they found a mutual agreement between the City and them. When I read it, it looked like it dealt with the City Park and pavilion there and the Quit Claim on the land, but not on the parking lot. So, I contacted them back and they were going to do some more checking. Vickie is pretty sure that the parking lot is the DNR’s. Sheldon thought that as well. Sheldon was thinking that our attorney (Dan Blake at that time) would have that information. The DNR also confirmed that there was not an easement filed for off of that parking lot. Mary from the DNR also informed me that they are looking at having an informational meeting for the community regarding opening Chipmunk Park Campground for ATV use. They haven’t made any decisions yet and would look for input from the community. Vickie stated that they would need permission to use the City Streets. Sheldon reminded the Council that they are already permitted. Diane added that they may be grants, etc. available for the City for street improvement if we allow it to offset the use. I let the Council know that a resident called City Hall asking if we are prepared for flooding. Vickie clarified that this is not the City’s responsibility to protect individuals’ homes. We are watching the State’s recommendations and following their updates on possible flooding and will continue to follow their lead. Lastly, I asked the Council to please reconsider hiring someone to clean City Hall. It is not getting done and we have newer carpet and tile and it is not being taken care of. We are thinking about 2-4 hours/month. There are kids that need volunteer hours at the school and Brent would check and see if that is a possibility.

**Water and Sewer Billing, Katie Bennett –** Kathi sent out 112 mailed bills and 28 e-bills. 3 houses are currently shut off in town. The total billing was $11344.97. Late fees totaled $223.84. The water usage for the month was 393,743 gallons. Kathi also sent out 17 shut off notices.

**Flood Update – Vickie –** Vickie spoke with Jason Boyle from the DNR and they are looking for an engineer and are still planning on the work happening in August. Vickie and Brent plan on meeting with them in the next couple of weeks to discuss landowner disclosure form for residents on the south side for the work. On a separate issue, someone from the DNR forestry service talked to Vickie and they are looking at clearing some of the trees for a timber sale and said that our fence is on DNR property and it needs to be moved. Vickie did some research and it does look like it is on General Andrews property. Vickie called the forestry department and it isn’t an urgent issue but they are looking at it in the next few years. It may be only part of the fence on the north end.

**Old Business**

1. Hydrant Usage – nothing new to report. Kathi has been asking around and other cities are having the same issues.
2. Lawn mowing- Vickie gave Diane a list or areas that need to be mowed. Diane will get it advertised for 3 weeks and the deadline is April 1st.
3. Equipment Sale – The larger stuff has to be sold by sealed bid over $25,000. The other equipment can be sold on auction. Diane said that we have an account with MinnBid. If it is over $4,000 they charge 6% and if it is under $4,000 then it is 8%. The loader needs to be sold by sealed bid or on MinnBid. The rest can be sold by auction. The Council discussed which items would be sold. The Council discussed when to have it. They decided May 18th. They discussed when we should list the loader. Diane will take pictures and list it on MinnBid in April. Chris suggested that we advertise on our website and Kathi can put it in her column and to advertise the auction on our sign at the freeway. We will check with the Fire Department to see if they want to auction any items. We should start the bidding on the loader at $25,000. Sheldon makes a motion to that we finalize the MinnBid auction at the April meeting. Vickie seconded. Motion carried with all in favor.
4. Assessment Agreement – Diane looked for the previous agreement and couldn’t find it (may have been lost when the computer was compromised). The cost has not been increasing much if at all the last few years by looking at what was paid. Vickie makes a motion to keep the assessments with Pine County. Chris seconded. Motion carried with all in favor.

**New Business**  -

1. Board of Equalization – April 18th at 6pm at City Hall. Diane will check who has completed it.
2. Surplus Services authorized users – We need to update our users since the Council has changed. Who should be authorized? Vickie, John Mikrot, Rick Borchardt, Brent, Kathi and myself will be the users.

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

Respectfully Submitted, Diane Nelson