

**CITY OF WILLERNIE  
CITY COUNCIL MEETING  
MARCH 16, 2022**

**PRESENT:** Parent, Soderlund, Baglio, DeJong, Siver, Attorney-Susannah Torseth,  
and clerk-Vickie Keating.

**ABSENT:** Rick Paulson

**ADOPTION OF AGENDA**

Soderlund moved to approve the agenda, Siver seconded the motion, and the agenda was approved.

**APPROVAL OF THE FEBRUARY 2022 MINUTES**

Baglio moved to approve the minutes as pre-read. Soderlund seconded the motion, and the motion was approved.

**OLSON-HOLMBERG ISSUE**

Susannah explained the road was vacated between Olson and Holmberg so the property dispute is not a city issue.

Mr. Olson came to a council meeting and was told this is not a city issue.

Mr. Holmberg had a survey done but cannot finish installing his fence due to articles Mr. Olson placed in the way. Susannah explained that the city becomes involved when there is an ordinance violation and both properties can be reviewed for ordinance violations by the council.

Officer Jared has been called to the property and was asking for explanations from the city on the problem with the property. Susannah explained that the city cannot do anything about the current situation.

Officer Jared was then asked about other issues in the city, and he reported that home security cameras have helped the officers with the crimes involved on the homeowner's property. There is a minibike problem, and it will escalate as the weather continues to improve so the residents are encouraged to call the sheriff's office when these bikes are going through the city since they are considered motorcycles by state law.

**AUDIT REVIEW**

Justin Nilson, the auditor, presented a power point presentation of the 2021 audit for the city.

Justin explained the performance indicators and they found no violations in the city. There is limited segregation of duties due to the size of the city and would encourage quarterly reports.

The auditor went through the audit and explained there were positive results, Willernie is doing a good job with the accounts and the fund balances are improving. The utility funds are consistent with the last four years and the income exceeds the debt in the water and refuse account. The sewer account has remained consistent but needs to be increased due to the maintenance of the lines and the increasing age of the sewer lines. This should be considered when working on the new budget.

The tax rate is favorable and in the 49 to 50% compared to other cities of the same size.

Justin recommends a review of the accounting system due to the electronic procedures reading the water meters. The current system was installed in 1997 and it should be reviewed. New software is recommended to make the utility billing easier. Justin will work with his firm and make a presentation on a new system for the city in the future.

### **OEVERING HOMES JEFF AND EMILY**

Parent explained the reason Jeff and Emily were invited to the meeting was to review the plans for the houses on Clyde and Craig. The plans should have been presented to the council for review before building began and since they were not the council would like to ask some questions concerning the houses.

Jeff said grating on the road has been done and filled in, but the council reminded him this is a city street, and the flow of the water needs to be inspected since the erosion is gone. There are houses below this level and the water should flow around them without causing damage to their property. Jeff did not know this was a city road, he thought it was the driveway.

Parent informed Jeff and Emily that this is an unvacated city street with utilities under it. There needs to be a concrete plan before the grading and excavation can continue. Rice Creek Watershed should be contacted, and a permit obtained from them before continuing the process.

Jeff was planning on installing retaining walls to prevent any issues with the neighboring property, however, the council explained that this cannot happen before a plan is approved by the watershed district and the city. The stormwater flow needs to be considered and Jack Kramer, the building inspector, suggested an as-built survey where the intended flow of drainage will flow correctly around the other properties.

Parent informed Jeff nothing else can be done on this property until the watershed district is contacted and the plans need to be approved by the city before continuing with anything on the property.

### **BUSINESS LICENSE**

The owner of the fitness business on Stillwater Road did not attend the meeting to ask for a business license after calling and asking to be on the agenda. The next step is a cease-and-desist order for this business.

After much discussion Baglio moved to have the business cease and desist. Soderlund seconded the motion and the motion passed.

### **RESOLUTION FOR ESTABLISHING UNCHANGED PRECINCTS AND POLLING PLACE**

Parent read through the resolution to establish the unchanged precincts and polling place for the City of Willernie in the November 2022 election.

Baglio moved to approve the resolution, Soderlund seconded the motion and the motion passed.

### **APPOINTMENT OF THE ENGINEER**

Parent explained that Jenn Solseth has taken a job with the City of Woodbury and will no longer be the engineer for Willernie.

Jen introduced Marcus Johnson from Bolton-Menk as the new city engineer to Parent during a meeting on the maintenance building.

A motion to appoint Marcus Johnson as the Willernie City Engineer was made by Parent. DeJong seconded the motion and the motion passed.

Marcus attended via Zoom.

Marcus is looking into companies that build pole barns, obtaining quotes and checking on the wages in question for the maintenance building. He will also help with the houses on Craig.

All the paperwork has been received from the county on the grant, Rick will work on the inside of the building when the outside is done due to the cost of supplies.

### **BUILDING PERMITS**

DeJong is concerned about the procedures for new houses being built in Willernie. He passed out a document for review by the council concerning the building permit process.

There doesn't seem to be any separation from new houses being built and renovations such as windows, roofs, etc. DeJong would like to change this procedure for the city.

DeJong recommended a moratorium on the building permits, a resolution requiring all building permits to be brought to the council and/or all building ordinances with structural changes are presented to the council.

The council does not feel a moratorium is necessary or that all building permits should be brought to the council for approval. However, a process to review the building permit stipulations for the city should be enacted.

### **RESOLUTION FOR RENEWAL OF PROSECUTIONS**

Susannah presented the resolution to be approved so the legal firm can obtain information from the state of Minnesota when prosecuting offenders in the City of Willernie. This is a joint powers agreement with the BCA and helps review the complaints in the court system. The price for the use of the program is \$780 a year which has been modified since 2018.

Parent moved to approve the resolution, Baglio seconded the motion and the motion passed.

### **YARDS IN VIOLATION**

On the commercial violations, Paragon Pools needs to fix the fence, Roma Market has articles of junk beside the shed in the back that need to be removed and the building on Derby has a van that has been sitting there all winter. The businesses just need a reminder to clean up these areas at the present time.

Brad Patraw on Wildwood Road still has articles that need to be removed. He has failed to appear twice at court so he will be fined.

### **RICK REPORT**

In Rick's absence Parent asked for any suggestions for the upcoming newsletter. Several suggestions were made by the council that will be incorporated into the quarterly newsletter.

### **APPROVAL OF THE BILLS**

Baglio moved to approve the bills, Siver seconded the motion, and the bills were approved.

### **REQUEST FOR A SPECIAL MEETING**

Susannah recommended reviewing the building permit process before the next council meeting so a report can be given at that time.

Soderlund moved to meet with the building inspector in two weeks for suggestions on future procedures. Baglio seconded the motion and the motion passed.

A special meeting will be set for March 21, at 6:00 p.m.

**ADJOURNMENT**

Soderlund moved to adjourn the meeting at 10:10 p.m. Baglio seconded the motion, and the meeting was adjourned.

Respectfully Submitted,

Victoria R. Keating  
Clerk-Treasurer