

**TOWN OF WILSON CREEK
REGULAR CITY COUNCIL MEETING
March 8, 2018**

Council Present: Mayor Kevin Newland, and Councilmembers Keith Jensen, Debbie Moore, Kellie Ribail, Scott Mortimer and Raymond Kelby. Staff present: Kaci Anderson and Chris Stout.

A. Open Meeting: Mayor Kevin Newland called the meeting to order at 6:00 pm and led the Pledge of Allegiance.

B. Minutes: Motion made by R. Kelby, seconded by S. Mortimer, and carried to approve the February 8, 2018, regular meeting minutes.

C. Special Guests

a. The Wilson Creek High School Class of 2021, led by Jade Stewart and represented by two students, proposed a class fundraiser to earn money toward their senior trip. They outlined their idea for free summer movies in the park for the community, with concessions to be sold to raise funds.

Motion made by S. Mortimer, seconded by K. Jensen, and carried to approve the class fundraiser as proposed.

b. Sandi Duffey with Grant County Emergency Management presented information regarding the Town’s participation in updating Grant County’s Natural Hazards Mitigation Plan. She discussed goals for the Town, working toward improving the community rating as related to flood insurance. The Town needs to agree to participate in the Mitigation Plan, which comes at no cost to the Town, in order to qualify for certain grant opportunities. Sandi Duffey mentioned discrepancies in information she has found relating to reports regarding the levee.

Motion made by S. Mortimer, seconded by R. Kelby, and carried to approve the Town’s participation in updating the Grant County Natural Hazards Mitigation Plan.

c. No representative from Port District 6 was in attendance. Mayor Newland noted it was mentioned to him that the Port may be interested in changing wording in the proposed lease agreement – change “lease” to “rent.” It was unclear why. Mayor Newland also mentioned the current agreement expires in June, and the Port may be removing the current tenant from the property.

D. Good News: Mayor Newland provided an update on the Grant County Sheriff’s Office sub-station, noting that some additions have been added to Town Hall, including: a new decal in the front window, new power outlet in museum, security lock on back door, internet wiring/conduit updates.

Mayor Newland mentioned, regarding the security lock on the back door, that a new door needs to be installed because the current wooden door is cracked. Motion made by K. Ribail, seconded by R. Kelby, and carried to approve purchasing and installing a new back door on Town Hall so long as current molding and aesthetics remain the same.

E. Public Comment: Further discussion took place regarding flood history, zoning and floodway narrowing. Issues regarding FEMA and shorelines were also mentioned.

Citizens are concerned about yard waste clean-up and the no dumping sign at the dumpster. Chris Stout noted the sign was inadvertently propped up at the dumpster and was not meant to be posted to mean no dumping of yard waste is allowed. Mayor Newland said yard waste and spring clean-up will be done during months when water meters are read. A citizen asked if town residents may add yard waste onto the existing burn pile. It was decided that because the Town’s burn permit was extended through June and has not yet been burned due to weather, that residents may add to the pile so long as it stays in line with what the permit allows.

F. Council Concerns: None.

G. Reports

a. Clerk/Treasurer Report:

i. Motion made by K. Ribail, seconded by R. Kelby, and carried to approve the Town’s current fiscal status and to pay the March 2018 bills as follows:

		Account Balances	
Check 9787 – 9808	\$	5,004.04	US Bank
			\$ 104,588.67
<u>IRS EFT</u>	<u>\$</u>	<u>179.56</u>	<u>Grant County</u>
			<u>\$ 107,366.00*</u>
Total	\$	5,183.60	Total
			\$ 211,954.67

K. Anderson noted the account balance with Grant County as listed is accurate as of January 31, 201, as a January statement had not been received prior to the meeting.

G. Reports continued...

b. Maintenance Report:

- i. Spring Clean-Up was previously discussed in the meeting
- ii. Mayor Newland outlined maintenance work that needs done on Town Hall. As previously discussed, the back door needs replaced. Windows are starting to warp and bow and more than painting may need to be done soon. The Council expressed the importance of maintaining the historical aspects of the building; Mayor Newland responded that he is in contact with the Grant County Historical Society regularly.

C. Stout discussed flag pole lights and noted a brighter light will need to be purchased for the caboose, as current solar lights are not bright enough. S. Mortimer noted that power may be available so solar lights would not be necessary. C. Stout also noted that a new battery was installed in the manlift.

The Council also discussed the Handicap Trail and work needed. There are concerns about maintenance regarding weeds and keeping it clear, as well as water lines when digging with the auger. He said he is able to dig with the auger and the Council expressed their preference to pay a town resident/employee.

H. Old Business: None.

I. New Business

- a. **Payroll, Utility Billing & Cash Management Software:** K. Anderson discussed the downfalls and drawbacks of current payroll and water billing systems. Currently, payroll is calculated and run manually and processed through the financials/accounts payable software. The water billing system is old and outdated. She outlined options for adding to the Town's current financials software arsenal and provided quotes from Vision Municipal Solutions to add Payroll, Utility Billing, and Cash Management software applications. The Council expressed their support for updating systems but asked for quotes from other companies before proceeding. This matter was tabled.
- b. **Dog Ordinance:** Mayor Newland discussed ordinances regarding dogs in other towns and noted that nothing fit Wilson Creek exactly. His focus is on at-large containment rules and to keep it friendly to residents. He would like to build an ordinance, piecing it together from ordinances from other towns. The Council will do a first read-through at the April meeting.
- c. **Approval of Request to the County Road Department for Reimbursable Work:** Mayor Newland said the bridge leading to the airport needs to be recertified. Motion made by K. Ribail, seconded by R. Kelby, and carried to approve spending up to \$2,000 for recertification of the bridge to the airport.
- d. **Selection of Engineering Firm(s):** Motion made by K. Ribail, seconded by K. Jensen, and carried to select Century West as the Town's engineer. Motion made by S. Mortimer, seconded by D. Moore, and carried to select Century West as the engineer specifically for the Town's upcoming Navar Street rehabilitation project.

- J. **Adjournment:** Motion made by K. Ribail, seconded by R. Kelby, and carried to adjourn the meeting at 7:36 pm. The next regular council meeting is Thursday, April 12, 2018, at 6:00 pm.

_____ Mayor _____ Clerk _____ April 12, 2018 _____ Date