**Willow River City Council Meeting**

September 4, 2018

Approved October 1, 2018

Pursuant to due call and notice thereof, the Willow River City Council held its regular meeting on Tuesday, September 4th 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:** Todd Anderson, Diane Nelson and Kathi Bennett

**Others Present:**  Gerard Bennett, Beckie Morse, Dennis and Karen Dracy, Rosie Mielke, Dave Prachar, Natasha Watercott, Steven and Victoria Prachar and Arnold Niemela.

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

**Willow River Fire Department, Gerard Bennett**- the Fire Department has had 21 fire calls, 76 EMS calls and 1 other for a total of 98 calls. Truck #5 is in for service and to get the new pump put on. Duxbury picked up the cascade and we are looking for 4500 lb. compressor for our SCBA’s. The Department may have to purchase a few radios and pagers. The County is looking for a grant and we may be able to work with them if it happens. We just need enough to get by. The snowmobile is in for maintenance. The Fire Department was in Askov for Rutabaga Days. We are still working on the Cadet program and there is one individual we will be interviewing for a firefighter. Trucks #1 and #2 passed the annual pump test and #1 needs minor repair. The DNR resource has been really good for picking up misc. items. Gerard recently got a microwave and some carabiners for the Department.

**Special Guest, Steven Prachar –** Steven addressed the Council regarding electronic payments for water/sewer bills. Vickie brought up that there is a cost to offer that. Sheldon reminded us that we have talked about it in the past. Diane said that we can do debit card payments through UB. They charge us a yearly fee and then the customer has a fee as well. Steven brought up ACH payments. The City had also looked into that. Diane said that I had all of the costs with that when I looked into it previously. How it works is that we would upload a file using a “token” (a device for security while uploading) to Northview and then they would debit the peoples accounts and deposit it into our account through ACH. The cost earlier was a $5 origination fee and then $.10 per transaction and a one-time fee of $5 for the token. Sheldon mentioned to do a survey to find out the interest in this. Vickie agreed. Diane will look to see if charges have changed to initiate this.

**Special guest, Kevin Prachar, LuLu’s Laundromat-** Kevin had numbers on usage at the laundromat over the last three months. He had a spreadsheet that showed the usages for May, June and July and then explained how he figured it. 17,159 gallons is what he was averaging. He is being charged for 35,000 gallons. Brent thought the fairest way would be to put a meter on the sewer. Darryl questioned how representative the 3 month figure would be for a whole year. He then asked Kevin if he would be comfortable with 18,000 gallons for a monthly charge (to cover a little bit of a margin)? Kevin said he would be fine with that. They talked about crediting him for 17,000 per month going back to October and then charging for 18,000 going forward. Darryl suggested that he come back to us when/if he gets news machines since the average usage would go down with newer machines. Darryl makes a motion to charge LuLu’s for 18,000 gallons per month. Vickie seconded. Motion carried with all in favor. Diane went over the motion from the prior meeting and clarified that we would go back to October and adjust the bill to credit them for 17,000 gallons.

**Water and Sewer, Beckie Morse-** Beckie reported that they are doing the water balance tests. The contractors are going to reset the barrels and continue to read those numbers. We will be doing the fall discharge as well. Beckie and Vickie will be meeting with Kevin Burns from MSA to go over a punch list of things that need to be done before the contractors can be finished.

**Public Works, Todd Anderson –** Todd did some crack sealing, used up the rest of the cold patch by the bridge where there was repairs done and he ordered the 30 mile per hour sign for Chipmunk Lane. He also ordered some no camping signs for the City Park. We had people camping there this last month. Todd put the new cutting edge on the plow. He contacted 4 people to see if they were interested in bidding for the work on Old Sawmill Road. Ronny Roberts was the only one interested and he and Brandon Melczark will be submitting a bid for that. He is going to help the garden club with taking down baskets and some other things. Sheldon asked about putting some gravel around the shoulders on Church Street and around on other streets. Vickie asked about sand for winter. He thought about asking Ronny Roberts about getting one truck load. That would probably be all that would be needed.

**City Clerk, Diane Nelson –** The checkbook is in balance. I sent a sent another certified letter to the person who hit the fire hydrant. They came in the day of the Council meeting and paid. We received a call at City Hall regarding cats that belong to a residence on Main Street being out in neighbor’s yards and being a nuisance. Brent said that he would take a letter and make contact with the resident. The primary election went well and the results are posted on the board. Reminder: Kathi is due for her annual review in October and me in November. I also asked to change a day of work in September.

**Water and Sewer Billing, Katie Bennett –** Kathi sent out 114 bills; 31 e-bills for a total of $17,957.51. Late fees totaled $521.32. We had 12 late notices, 4 door hangers and are working on 1 shut off.

**Flood Update – Vickie –** We got everything submitted to DEED. Once they get their funding we should be able to start submitting for reimbursement. Vickie was approached by someone from the school selling community calendars. She is thinking that we could buy one and put all of the Council meeting dates on it. She was thinking that it wouldn’t be more than $40. Sheldon makes a motion to buy a community calendar. Darryl seconded. Motion carried with all in favor.

**Old Business**

1. Water/Sewer on Old Sawmill Road – We are waiting to get bids. Sheldon asked if we wanted to get any other bids other than the 2? We have contacted 4 and only 2 were interested. There was discussion about how to decide and the threshold when we get the numbers in so that we can keep this moving for the resident. Todd will keep everyone notified when we get the bids in. They asked Todd to call any interested parties and ask them to get their bids in by the end of the week.
2. Vandalism – Vickie doesn’t know what to do with this. One has completed his service. One has done some work, but has been hard to get to work and the other wants to pay but we have not heard from him. It has not worked out well. None of the Council members have time to supervise. It was suggested to bill the remaining parties for their full amount. Diane will send out letters with the amounts owed to the City.

**New Business**  -

Motion made by Darryl to adjourn the meeting. Sheldon seconded. Motion carried with all in favor. Meeting adjourned at 7:55 PM.

Respectfully Submitted,

Diane Nelson