**Willow River City Council Meeting**

November 2, 2020

Approved December 7, 2020

Pursuant to due call and notice thereof, the Willow River City Council held its regular meeting on Monday, November 2nd, 2020 via WebEx and at Willow River City Hall.

**Council Present:** Brent Switzer, Chris Ketchmark, Kevin McGreanor and Vickie Whitehouse were present at City Hall. Sheldon Johnson was via WebEx.

**Staff Present:** Diane Nelson and Kathi Bennett.

**Others Present:** John Mikrot, Gerard Bennett and Aleana White via Webex.

**Approval of the Agenda:** Vickie makes a motion to approve the consent agenda. Chris seconded.

Roll call vote:

Vickie Whitehouse – yes

Sheldon Johnson – yes

Chris Ketchmark - yes

Kevin McGreanor – yes

Motion carried with all in favor.

**Water/Sewer Assessments:** The meeting started with the Water/Sewer Public Meeting and approval of the Resolution certifying unpaid charges. Chris makes a motion to approve the resolution and send the unpaid charges to the county for assessment. Vickie seconded.

Roll call vote:

Vickie Whitehouse – yes

Sheldon Johnson – yes

Chris Ketchmark - yes

Kevin McGreanor – yes

Motion carried with all in favor.

**Willow River Fire Department, Gerard Bennett**- the Fire Department has had 19 fire calls, 79 EMS and 1 other call for a total of 94 this year. The department is working on truck driving and operation practice. They have been getting the work done locally since we no longer have the FCI available. Trucks 3 and 6 as well as the ATV have been cold weather serviced. The Department will be purchasing two new sets of turnout gear. They are also looking for grants to purchase and replace some of the older gear. We are still looking at a grant with Sandstone for radios with the Mutual Aid Association to upgrade radios. There is one cadet that is interested and will be attending meetings. There is also one other interested. The gun raffle is still happening. The drawing will be held at the Squirrel Cage and if things with COVID change they will abide accordingly. They are following COVID-19 standard operating guidelines. The department is sanitizing and cleaning equipment after each call. One of the newer members has been working on Firefighter I, II, and Hazmat training. This is a 7 month commitment for 1-2 nights per week. There is also an EMR refreshers coming up. Gerard thanked the Council for the CRF purchases to assist the Fire Department.

**Water and Sewer, John Mikrot –** John had a busy month. John pumped the two hydrants that don’t drain for winter. He patched some roads. He winterized the park bathroom. John ordered supplies for Bradd to hookup to water. He also fixed the meters in town that were not working. There were 2 meters where the outside meter was stuck. John suggested that we check all of the meters to make sure that they are working correctly. He thought maybe do 1 street per month if the Council wanted. There are gate valves to be checked for winter and we will be bringing the tower height down as well. John has not been updated on the media. He needs to get it moved so we can plow snow. John took the hydrant meter in to be worked on.

John brought up Christmas lights. John was thinking of renting a lift to get them up the Friday after Thanksgiving. He suggested that he would do it if the City would pay for the rental. Chris said he thought it was a good idea to go ahead and do that. Kevin said that he would help. Brent and Sheldon also said that they would help.

**City Clerk, Diane Nelson** – I have been spending a lot of time on the CRF. I did speak to Barb Mlaskoch and she is still interested in annexation. We discussed the election. The discussion regarding pay came up for Head Election judges and what I would get paid. I have always taken what is the lesser. I asked for clarification so going forward we are clear on what the pay is. It was decided to take the Head Judge pay when I work an election.

**Water and Sewer Billing, Katie Bennett** – Kathi sent out 151 bills, 28 were email. The total was $14,438.62. The late fees would have totaled $494.43. We will begin charging late fees starting in November.

**Zoning – Sheldon**; there is nothing new to report

**Dam Update – Vickie;** Everything was supposed to start November 1st. There has been a delay. They are hoping that they will be able to start in the next couple of weeks. The DNR said they will keep the City posted.

**Old Business**

1. MN Power agreement – nothing new
2. Hydrant locks – nothing new
3. Liquor Ordinance – We did reach out to Mike and he said it was on the “back burner” so to speak because COVID got crazy for him. He should be able to have it done soon.
4. CRF – Diane had sent out an email to the Council on what was spent. We have spent approximately $28,700 and we have $29,700 so we have about $1,000 left. Some options: antivirus for laptop, chair for Fire Dept. call desk or anti-slip coating for floor in fire garages (able to clean). Diane gave an update on the radios. We were able to get 4 new ones (encrypted enabled). The Sheriff’s Office is getting all new radios, mobiles and bases. Their plan is to push the old ones out to the Fire Departments. Vickie said that we should get the chair for the Fire Department call desk. Sheldon agreed. Kevin suggest a microphone for meetings. It was decided to get a microphone and antivirus and the floor covering if possible. If anything is left we will order PPE for the Fire Department.

**New Business**  -

1. Future meetings – We will continue to use WebEx.
2. Christmas lights – see above
3. Canvassing Board- November 12th or 13th. It was decided to have it on the 13th at 6 PM.
4. Direct Deposit with the County – They now offer DD with the County if we would like to receive our funds that way. Vickie makes a motion to authorize the County to direct deposit funds into our checking account. Keven seconded.

Roll call vote:

Vickie Whitehouse – yes

Sheldon Johnson – yes

Chris Ketchmark - yes

Kevin McGreanor – yes

Motion carried with all in favor.

1. Personnel Policy update – Since we gave PTO to part time; we need to update the Policy. It was decided to update it to read “not to exceed 10 hours”. Kevin makes a motion to approve the changes. Chris seconded.

Roll call vote:

Vickie Whitehouse – yes

Sheldon Johnson – yes

Chris Ketchmark - yes

Kevin McGreanor – yes

Motion carried with all in favor.

1. The Board of Appeals is scheduled for April 22, 2021 at 6 pm. Vickie reminded the Council that her and Sheldon are trained and that it is the other Councilmembers turn to train when they are done.

Motion made by Chris to adjourn the meeting. Vickie seconded. Roll call vote:

Vickie Whitehouse – yes

Sheldon Johnson – yes

Chris Ketchmark – yes

Kevin McGreanor – yes

Motion carried with all in favor. Meeting adjourned at 8 PM.

Respectfully Submitted, Diane Nelson