**Willow River City Council Meeting**

December 7, 2020

Approved January 4, 2021

Pursuant to due call and notice thereof, the Willow River City Council held its regular meeting on Monday, December 7, 2020 via WebEx and at Willow River City Hall.

**Council Present:** Brent Switzer, Chris Ketchmark, Kevin McGreanor and Vickie Whitehouse and Sheldon Johnson.

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

**Others Present:** John Mikrot, Gerard Bennett

**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.

Special guest – Tom Jensen; Tom did not attend to address the Council.

**Willow River Fire Department, Gerard Bennett**- the Fire Department has had 21 fire calls, 83 EMS and 1 other call for a total of 105 this year. The work on the trucks is being done locally. Truck 9 has been repaired and has a new battery. They appreciate the PPE from the CRF and the cabinet is working out great. They are following COVID-19 standard operating guidelines. The department is sanitizing and cleaning equipment after each call. Gerard said that they are purchasing a new nozzle and repairing a D-handle nozzle. He also said that he appreciated the communication with John when they lowered the water tower to winter height. They are looking for grants to help replace all of their bunker gear. We are still looking at a grant with Sandstone for radios with the Mutual Aid Association to upgrade radios. They are also waiting to hear what will be available from the Sheriff’s Office. The gun raffle was held. It went good considering. It was streamed from outside the Squirrel Cage. Gerard said that he would like to take the trucks out on December 19th for Fun with Santa and to help with that. One cadet is in progress. There is also one new candidate that they are holding off on until after COVID settles down. There was an anonymous donation of $400. Thank you to whoever that was. One of the newer firefighters is doing FFI, FFII, and Hazmat. Gerard said that they would get the meeting room cleaned up at their next meeting night. They are lining up EMR refreshers with Pine Tech to get everybody in. They are hoping to have a class at City Hall. Gerard would like to replace the outdoor lights with LED ones. He said the they would change them out on a work night if it was ok to order them.

**Water and Sewer, John Mikrot –** Water tower is down for winter heights. MN Pump works suggested that we put a heat lamp at the Wyatt’s Cove lift station. There is power at the bottom of the hill. John has an electrician looking at it. It should be pretty easy to do to avoid freezing up.

**City Clerk, Diane Nelson** – The audit (if approved) is scheduled for the week of January 25th. The final report for the CRF ended up with us spending all of the funds as well as going over $22. The Community Club is doing the Fun with Santa and has asked the City for a monetary donation. The Council said that they have never donated in the past. Vickie said “no”. Kevin asked if they requested anything specific. No. They discussed giving $50. The Council said that they are letting them use the park and also the Fire Department will be there. However, they would not be able to donate to everyone who asks. They felt it is a great thing that they are doing but they cannot give monetarily. A person from AMKO advisors came into City Hall and talked to me about refunding our USDA loans at a lower interest rate. I told him that I would bring it up with the Council. The Council said that he is welcome to come to our February meeting and do a presentation.

**Water and Sewer Billing, Katie Bennett** – Kathi sent out 151 bills, 27 were email. The total was $10,785.50. The late fees charged were $39.22. Overall, usages are up because people are home. The assessments have been certified to the County. The Jurek family has a credit on their water bill from when they sold their home. Kathi asked for a motion to be made to send them their credit. Sheldon made the motion and Chris seconded.

Roll call vote:

Vickie Whitehouse – yes

 Sheldon Johnson – yes

 Chris Ketchmark - yes

 Kevin McGreanor – yes

Motion carried with all in favor.

Kathi talked about when she should work during the Christmas and New Year’s holiday. It was decided that she would work on Wednesdays those weeks.

**Zoning – Sheldon**; Sheldon gave Diane a check for a permit for a house on Willow Street.

**Dam Update – Vickie;** Landwehr is currently putting up pylons to ward off water from the dam. Then they will pump the water out to get to the dam and remove it. They asked the City if we have blueprints because they are wondering how much rebar that they will have to pull out. Sheldon asked about fill. Gerard asked if anyone was keeping pictures to document this for the City. Vickie said that she is taking pictures. They said that they would give us a weekly update. They are making good progress. Brent said that he contacted the Sheriff’s Office and they will make an effort to check out that area when they can. If you see something odd, call it in.

**Old Business**

1. MN Power agreement – nothing new
2. Hydrant locks – nothing new
3. Liquor Ordinance – nothing new

**New Business**  -

1. Future meetings – Stay with what we are doing.
2. Sheriff’s Contract- The Sheriff had sent us an email with the new rates to enforce our City Ordinances. If approved, he will get a contract to us to sign in January. Kevin makes a motion to approve a contract with the Sheriff’s office. Chris seconded.

Roll call vote:

Vickie Whitehouse – yes

 Sheldon Johnson – yes

 Chris Ketchmark - yes

 Kevin McGreanor – yes

Motion carried with all in favor.

1. Audit – We have a letter of agreement for Eide Bailly to do our audit for 2020. Diane mentioned that she had been on the League of MN Clerk’s forum and the question came up of what auditors charge and Eide Bailly is right in the same area in what they charge. Diane also said that they have been good to work with. Vickie makes a motion to have Eide Bailly do our 2020 audit. Sheldon seconded. Roll call vote:

Vickie Whitehouse – yes

 Sheldon Johnson – yes

 Chris Ketchmark - yes

 Kevin McGreanor – yes

Motion carried with all in favor.

1. Final Levy- We need to certify our 2021 Levy to the County. We have $95,000 and $5,000 roads. Kevin makes a motion to certify the Levy at $100,000. Sheldon seconded. Roll call vote:

Vickie Whitehouse – yes

 Sheldon Johnson – yes

 Chris Ketchmark - yes

 Kevin McGreanor – yes

Motion carried with all in favor.

Motion made by Vickie to adjourn the meeting. Chris 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 7:40 PM.

Respectfully Submitted, Diane Nelson