**Willow River City Council Meeting**

March 2, 2020

Approved April 6, 2020

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

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

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

**Others Present:**  Sam Seibert, Bethany Helwig, Alley McGreanor, Dave Prachar and Beckie Moris

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

**Sam Seibert, Cybert PC –** Sam was in attendance to talk to the Council regarding a security system for City Hall. He went over our previous bid and did what he could to bring it a little lower. He had that bid for the Council. By removing the pole building out back, it would save about $1000. We could still have cameras pointed to the outside of the building, just not on the inside. Sam also let the Council know that these cameras are MN winter rated for -25 degrees below. Sam uses Honeywell camera because you get the best for your dollar. They also have a 5 year warranty. Sam showed how well the camera picture quality is. A discount was applied in the first bid and it wasn’t included on the second bid. Sam said that he didn’t have an answer yet for if a discount would apply to this dollar amount. Because it is digital, the zoom capabilities is good quality as well. The system allows for up to 30 days of recording. Gerard asked where the location would be for the cameras. The points that we considered were: 1 inside and 2 outside. Gerard added that there is a lot of equipment out back so he would be in favor of the 4th camera. Sheldon asked about grant money. Diane hadn’t found anything. Sheldon asked if it would lower our insurance. Diane will ask when they meet in March. Brent asked about service calls. Sam said that Honeywell covers the equipment so all that we would pay would be for a service call for Sam’s time. The Council thanked Sam for coming to the meeting.

## Jeff Nelson, Pine County Sheriff- Sheriff Nelson informed the Council that over the past 6 months, they have been getting complaints that one of the bars in town had been open past closing time. On two separate occasions, deputies had contact with the bar and spoke to people there. The Sheriff had copies of the reports as well as the email complaints that came in for the Council. These reports were sent to the County Attorney’s office for criminal prosecution of our City’s Ordinances and Reese Frederickson let the Sheriff know that our contract with them had expired. As far as on a state level, Reese said the statute states “sale”. It is hard to prove that. The Sheriff also contacted the Alcohol and Gambling Enforcement agency and their recommendation was to go through the City since we are the license issuer. He also sent some sample Ordinance wording that in them states an evacuation order. The Council took some time to read through the reports that the Sheriff brought. Sheldon asked if they have contacted the owners. The Sheriff said no and that he felt that would be a conversation that the City should have with the bar. Brent stated that our Ordinance states that the penalty for violation is up to a $2000 fine or a suspension of the license for up to 60 days. Diane stated that she emailed Mike Bjerke and he stated a conflict of interest in this situation. Vickie suggested that a letter should be sent along with a copy of the Ordinance. Chris stated that it is a pretty clear violation according to the reports provided. Chris also suggested that we start a file with the information presented tonight and any communication with them to have on hand. Kevin stated that this needs to be a very specific letter. That if it is violated - - this will happen. Diane said that she is not going to be the one to decide what the penalty would be. Kevin suggested a suspension. Kevin made a motion to send a letter. Chris seconded. Motion carried with all in favor. The Council thanked Jeff for coming.

**Willow River Fire Department, Gerard Bennett**- the Fire Department has had 19 EMS calls and 2 fire calls this year. Covers were made for all of the small equipment. They got tarps from the DNR and had them sewn at the FCI. The 50/50 grant for the radios is in progress. Everything has been ordered for that. Sandstone Fire Department is going to put in a grant request that will include Mutual Aid entities. He will keep us posted on that. They have interview one and will have a decision next month. They are looking into adding a cadet. They have had one interested. Gerard asked if a potential candidate can attend meetings so that they have an understanding of the department. The Council say that they could. Two member have finished the 24 hour EMT refresher.

**Beckie Moris, water and sewer –** Mcguire Iron will honor last year’s quote if we sign this week. If we decide tonight, John can bring it with him to the conference he is going to. Diane mentioned that that was the quote for $48,900 that would be broken into 2 years of payments. Sheldon asked where that money would come from. The water fund has a balance of around $70,000. Chris makes the motion to approve the painting of the water tower. Kevin seconded. Motion carried with all in favor. Brent signed it so that Beckie could take it with her.

**City Clerk, Diane Nelson** – National Night Out - - do we want to do it again this year? Yes, we should do it. Do we want to put Ordinances on the agenda to resume going over them? Yes. There is a chronic wasting town hall meeting on March 18th in Sandstone. If anyone is interested I would have more information for them. Our largest CD is renewing March 5th. The Board of Equalization will be held on April 23rd at 6 pm here at City Hall. Diane brought up election judge pay. The state is reimbursing us for the Primary election. When we were at training last month, the topic of pay was brought up and our area cities or townships are paying higher than Willow River. The Council discussed how Kathi and I are paid since we are regular employees. They said that the Clerk should make her regular pay. Kevin makes a motion to raise the election judge pay to $15/hour for judges and $18/hour for head judges. Chris seconded. Motion carried with all in favor. The new fridge came. Thanks.

**Water and Sewer Billing, Katie Bennett –**  Kathi sent out 148 bills with 29 email bills for a total of $10,979.68. Late fees totaled $255.09. There were 15 shut off notices, 4 door hangers and 0 shut offs.

**Old Business**

1. Security system – We received a bid from another business. One of the differences on the quotes is megapixels. It was mentioned that it would be good to go local. Vickie said that she wants everything in writing. Adding another camera was discussed. Chris pointed out the longevity of the investment. Diane will reach out to Sam and get a contract. Sheldon asked Diane to also have the budget so we can look to see where we can budget it.
2. MN Power agreement – No updates
3. Hydrant locks – nothing new
4. Maintenance worker – Vickie brought up that we need to think about advertising for lawn mowing. We should do that in April. Vickie mentioned that there really isn’t much for a maintenance worker to do other than clean City Hall. Kathi had previously said that she would do it for $15 per hour. Motion made by Kevin to hire Kathi to clean City Hall at $15 per hour. Sheldon seconded. Motion carried with all in favor.
5. Stop sign – it is still falling over.

**New Business**  -

1. Agreement for Prosecution of Services with County – Diane had copies of the agreement for everyone. Brent had reviewed it and it was the same as our previous one. Vickie makes a motion to approve the agreement for prosecution of services with the Pine County Attorney’s office. Chris seconded. Motion carried with all in favor.
2. Approve WRFD raffle gambling license – Sheldon makes a motion to accept the WRFD raffle gambling license. Kevin seconded. Motion carried with all in favor.
3. Willow River Days- Chris asked if anyone has heard anyone talking about it. Kathi has had a call from someone and she confirmed what she told him. Kevin said that he would check on it. Diane asked the newspaper to please add that we are looking for someone to come forward.
4. Flags/banners – Diane had the previous bid. The Council felt that it was too expensive. Diane was going to check with the Legion regarding flags for Hwy. 61 and County Road 43. We would need at least 12.
5. Corrective Quit Claim Deed – I had sent it to Mike Bjerke. He had asked for the survey that they said they would do. The DNR said that they didn’t do a survey but have maps. The maps were not clear enough and Mike reached out to the contact I had and he is waiting for a response.

Motion made by Sheldon to adjourn the meeting. Chris seconded. Motion carried with all in favor. Meeting adjourned at 8:15 PM.

Respectfully Submitted, Diane Nelson