**Willow River City Council Meeting**

July 6, 2020

Approved August 3, 2020

Pursuant to due call and notice thereof, the Willow River City Council held its regular meeting on Monday, July 6, 2020 via Webex and at Willow River City Hall.

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

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

**Others Present via Webex:** none

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

Roll call vote:

Vickie Whitehouse – yes

Sheldon Johnson – yes

Chris Ketchmark - absent

Kevin McGreanor – yes

Motion carried with all in favor.

**Willow River Fire Department, Gerard Bennett**- the Fire Department has had 12 fire calls, 52 EMS and 1 other call for a total of 65 for this year. There are small repairs on #7 (the suburban) and #6 (chevrolet grass rig). The department is working on truck driving and operation practice. They have applied for the 2020 - 2021 DNR grant and that is a 50/50 matching grant. We are still looking at a grant with Sandstone for radios with the Mutual Aid Association to upgrade radios. They have been doing pool fills and did some coverage at a rodeo in Askov. Gerard said that they have one application that came in but they are holding off until COVID-19 settles down. A thank you donation came in from Carma Coon for $200. They also appreciate all of the donations from area businesses for supplies and they received a thank you from the William’s (Rutledge) for the drive by birthday that they did. They are following COVID-19 standard operating procedures. The department is sanitizing and cleaning equipment after each call. Hydrant locks and bollards are also on hold until after COVID-19.

**Water and Sewer, John Mikrot –** John was able to come across some parts at an auction for the toilet at the City Park. He has it fixed and it is available to use. The compressor for the dehumidifier is bad at the water plant. He called the manufacturer and they don’t make parts for it any longer. A new dehumidifier is in the ballpark of $4365. They had some scratch and dent ones they would sell for $2500 (approx.). He ordered a heavy duty dehumidifier and that seems to be working fine. That one cost around $250. John asked the Council what they would like to do with the fixing of it. John said that he is using a heavy duty one in another city and it is keeping up fine. The lift station down on Willow Street failed a couple days after our last meeting where it was approved to get the one pump rebuilt. The repair guy was called and came up and took the pump to repair. Then the remaining pump there failed. John reset it and it ran fine for about a week and then failed. The repair guy was is the area so he came by and found a pair of ladies underwear. That was binding the pump. So he got it working again. A week later it failed again. It would not restart. John called American Septic to come up to pump things until the rebuilt pump could be brought back up. The next day they both failed. Then the next day again, both pumps were failing again. John called for repair again but tried first if he could walk him through how to repair it. They ended up pulling them out and doing some rewiring and they have been running fine for now. They will be up for another reason and at that same time they will be permanently repaired. John spent 2 hours jetting the line by Peggy Sue’s because there was grease that was put down the line and it was clogged. Our main by Peggy Sue’s was clogged from that grease as well. John said that the restaurant had to replace/repair their lines. John wanted to let the City know in case they want to forward the City costs to Peggy Sues. Vickie suggested that we do. Brent agreed. Vickie makes a motion to pass the bill on to Peggy Sue’s. Kevin seconded.

Roll call vote:

Vickie Whitehouse – yes

Sheldon Johnson – yes

Chris Ketchmark - yes

Kevin McGreanor – yes

Motion carried with all in favor. Sheldon asked how much the bill was. John said that his cost was $250.

**City Clerk, Diane Nelson** –Eaton’s Lawn Care provided insurance paperwork to the City. I talked to Debbie regarding the board that needs to be replaced on the building in the park. She thought it had already been done by us. She said that they would get it done. The phone line at the water plant was not working so Frontier came out and determined the issue was the line and ran a new one. It is working now. There ended up being additional paperwork needed for the DEED Grant to close it out. I am working on that. The security surveillance cameras have been installed. There is a slot in each camera to hold an SD card so that if the unit in the office is stolen, there should still be some type of picture (the quality would not be as good). Beckie and I went to the Head Election Judge training and we will not be able to count Tuesday night. The State is requiring that we wait until the mail comes in on Wednesday to count. So, Beckie and I will be going down on Wednesday afternoon/evening. Because John Mikrot is on the ballot in November, I will have Renita Sarvela be my other election judge then. The 30 month sewer CD is renewing in July. NPAHD has a spot coming up for election in November as well. The park has been reserved for a concert on Saturday, July 11th for an evangelism event from 2-8. They have asked if they could have the bathroom available for the event. They will clean it afterwards as well as clean up their garbage. I have been getting complaints about the restroom not being open. Senior Dining has been using the park this summer and they would like the restroom to be available. Bill Booth and Sue Sloper would be the ones responsible for it. Vickie asked who would be cleaning and sanitizing it after each use. Kevin said that if they are will to wipe it down each day they use it, we could give them a key. Sheldon asked how the City is going to be able to see if it is cleaned, etc… The Council said that they should have the opportunity to use it as long as they are willing to follow our Preparedness Plan. John suggested that the lock be changed so that nobody gets locked in it again. He said that he would do that. The Council appreciated that and said yes. I was contacted by the lady who lives by the Post Office with a complaint about people blocking her driveway when they go to the Post Office. She is looking for the City to put up some kind of sign regarding parking there. The City felt that it is the responsibility of her landlord.

# Water and Sewer Billing, Katie Bennett – Kathi sent out 147 bills, 29 were emailed for a total of $15,062.42. If we would be charging late fees they would have been $361.34. There are 7 that are over 60 days past due. The usages were high last month due to people watering their lawns. There were also one leak and one meter issue. Vickie brought up the email that Kathi sent our regarding watering lawns. Sheldon felt that if you choose to water your lawn then you need to pay that water usage. People have been contacting Kathi to have a portion of their bill waived because they are watering their garden or lawn.

**Zoning, Sheldon –** Sheldon has given a permit out for a new house on Walters Road and also an addition on Walters Road.

**Old Business**

1. MN Power agreement – have not heard.
2. Hydrant locks – nothing new
3. Liquor Ordinance – Mike Bjerke has suggested that we rewrite the whole Ordinance. He said that he would work on that for us.

**New Business**  -

1. Future meetings. According to our occupancy, half capacity would be roughly 6 people. That means we would have to keep using a virtual format. Diane said that they have started charging the City to use this format. It is about $22. Diane will look into a free format
2. Road repairs to sewer ponds – There are potholes and wear that need repair. Gerard suggested that we have somebody look at it to assess it to see what needs to be done. It was suggested that we have Clint Fjosne look at it. If it is extensive work, then we need to get bids.
3. Sewer hookup for Jackie Franko- John said that the only way she can hook up to sewer would be through the manhole that is back in that area. It needs to have enough depth so that it doesn’t freeze up in the winter. John had gone over and talked with her about it. From the manhole to her home would be her private line. The assessment fee was brought up. Does that apply and what is it if it is only sewer? Diane will see if she can find any past documentation.
4. Diane has been getting complaints that the restroom at the park is not open. The Council felt that during COVID-19 it is in the best interest to keep it closed.
5. Bulk water meter – It is broken. Vickie asked if it can be turned into our insurance. Sheldon asked if we turn it in will it raise our premiums. He also brought up the cost to replace verses increased insurance costs. John said that they cost around $1000. He also said that other cities ask for a $500 deposit when someone uses it. Gerard thought that it froze up. John will take a look at it. Diane will contact our insurance. Rick Youngberg (firefighter) said that he knew of a place that could maybe fix it and he would be willing to take it in. Diane also brought up the fact that we have no way to monitor if a contractor is using it or the hydrant correctly. Contractors typically do not come during business hours. Kathi said that she tells people to talk to John. Gerard would like to sit in on any meeting/training when it is up and running again.
6. National Night Out- August 4th – Vickie thought we shouldn’t have it. Gerard mentioned that depending on what the Governor says next week, we should be able to safely have it following the current guidelines. Vickie agreed with Gerard. It was decided to wait and see until we are a little closer to the event.
7. Sand shed offer – An offer came in for $100 to take down the sand shed and remove it by July 30th. The Council decided to not accept the offer. Gerard said that it would be nice to have it removed for the fire trucks. It was decided that Kathi should put something in her column saying that we would accept offers.

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

Vickie Whitehouse – yes

Sheldon Johnson – yes

Chris Ketchmark – yes

Kevin McGreanor – yes

Meeting adjourned at 8 PM.

Respectfully Submitted, Diane Nelson