**Willow River City Council Meeting**

August 3, 2020

Approved September 8, 2020

Pursuant to due call and notice thereof, the Willow River City Council held its regular meeting on Monday, Aug 3, 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 via webex.

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

**Others Present via Webex:** Kristi Cisar, Aleana White

**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.

**Kristi Cisar, lawn watering –** Kristi addressed the Council regarding the cost of watering her lawn and asking for some off of her bill because that water wouldn’t have gone into the sewer system. Kathi had run some usage reports for her over the last 2 years. Vickie asked if others would be asking for a discount as well. Kristi said that her mom (Sandra Cisar) and Shelley Anderson would be as well. Diane mentioned that Jayke Kleszyk had inquired as well so we would need to include him. Vickie makes a motion to give credit to the sewer usage side for anything over 3000 gallons per month for Kristi and the same for the others with their average. Chris seconded. Roll call vote:

Vickie Whitehouse – yes

Sheldon Johnson – yes

Chris Ketchmark - yes

Kevin McGreanor – yes

Motion carried with all in favor.

Vickie brought up a sewer issue with the Kliniski house. They had a hot water heater leak in the basement which has a dirt floor which the extra gallons drained into. Dave was wondering if he could get an adjustment on the sewer usage for those extra gallons. It is basically the same as the issue above. Kevin makes a motion to credit them on the sewer side for anything over 3300 gallons. 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 14 fire calls, 57 EMS and 1 other call for a total of 72 for this year. There are small repairs on #6 (Chevrolet grass rig) oil line. The department is working on truck driving and operation practice. Overall the trucks and equipment are in good shape. 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 did a drive by birthday at the Parr residence. Gerard said that they have one application that came in but they are holding off until COVID-19 settles down. They are following COVID-19 standard operating guidelines. The department is sanitizing and cleaning equipment after each call. Hydrant locks and bollards are also on hold until after COVID-19. Last meeting they discussed optional water sources (the water tower was being painted and would not handle large amounts for a fire). Gerard commented that the communication between him and John was good during this process.

**Water and Sewer, John Mikrot –** McGuire Iron was here to paint the water tower and gone within 3-4 days. It needs a little time to dry and then he will bring the tower up to full summer heights. We did receive some calls regarding the hydrants running (that kept the pressure regulated). If the water continues to be discolored, we will flush hydrants a little sooner. Vessco has the media at the water plant so they should be changing that out soon. John didn’t have an exact date on it though. Water will be out for 2-3 days. When the tower is at the current height, it should be good for about 4 days of average use, so the residents shouldn’t notice anything. He will keep Gerard notified when that happens. There is some washout from having the hydrants running and John got some rock to help with the washout. We may get a bill for that. Bradd Mlaskoch helped out by moving a trailer by a shut-off for John and that was appreciated. MN Pump is coming to finish up the work that was started and to re-plumb the lift station at Wyatt’s Cove. John pulled apart the bulk water meter and there is a guy in Mora that will fix it or we will check with one that Rick Youngberg knows. We will get an estimate before we have the work done. Don from Bradd Mlaskoch’s talked to John regarding hooking up to city water again. John is checking to see what was decided. Vickie mentioned that the parking lot that he needs to go under is owned by the DNR so he would need to get their approval. Diane looked back at the minutes and it was decided that we would waive the hookup fees and pay for the materials if he did the work. The City will require a letter of approval from the DNR that he has permission to go under it. Vickie asked John if he could have the meter readings done by the 25th of the month.

**City Clerk, Diane Nelson** – I talked to Clint regarding the road to the sewer ponds and he went out and looked at it and said that all it needed was a good grading and only take about an hour to do. So I asked him to please go and do that. We had additional closeout paperwork that needed to be done for the DEED grant. Brita from MSA helped me to finish that and get it sent in. The election is Tuesday the 11th. That is also the last day to file for City Offices. We have Brent (mayor), Kevin and Chris (councilmember) positions up for election in November. Now that we are mail in, we cannot go to count until Wednesday PM. The secretary of the state of MN is requiring that we allow all mail or deliveries on Wednesday to be counted. Beckie and I will go down on Wednesday, the 12th at 4 PM to count. There will be no results from Pine County until Wednesday PM. The DFL has asked to use the city park on Saturday the 8th to do a parade through the small towns in Pine County. They will stop at the park for about an hour. There is more information on their website. I did let senior dining know that they could use the bathroom on Thursdays as long as they wipe it down. They have not taken a key to do that. National Night Out has been moved to October 6th. We had someone camping (living) at the city park and they have been making harassing phone calls to the City and we have reported that to the Sheriff’s Office.

# Water and Sewer Billing, Katie Bennett – Kathi sent out 149 bills, 28 were emailed for a total of $13,881.90. If we would be charging late fees they would have been $376.03. Kathi sent out letters to those that are 60 days or more overdue stating that if they still owe in November that that amount will be assessed to your property taxes.

**Zoning, Sheldon –** A permit was issued for a new home on Hwy. 61. Also, a shed and a patio shelter on Pine Street.

**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.
4. Bulk water meter – See above in John’s report. Diane made contact with Nancy at Town and Country and she said we do have that $250 deductible and we could submit it however, we would need to know how and when it was broken.
5. Sewer hookup for Jackie Franko- Diane did some research in the water ordinance and in section 17 it states that they should just be charged the amount listed in the fee schedule. This is the **water** ordinance since we do not have a sewer ordinance. The only fee we have in our fee schedule is the $500 and not the assessment amount. Jackie is waiting for Diane to let her know. Gerard commented that a decision needs to be made. He also suggested that Diane reach out to other cities to see what they charge. Vickie suggested that we table it until next month so that we can check some old records and have Diane call around to other cities.

**New Business**  -

1. Future meetings – We will continue to use Webex.
2. Stop sign at Wyatt’s Cove- Brent had been contacted by a resident that would like a stop sign there because when people drive through that area, they tend to go pretty fast. There should be a stop sign at the shop. Brent said that he is willing to go put one up. Chris makes a motion to put up a stop sign on Wyatt’s Cove. Kevin 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 8 PM.

Respectfully Submitted, Diane Nelson