**Council Members Present:** Mayor Brent Switzer, Vickie Whitehouse, Sheldon Johnson, and Chris Ketchmark

**Others Present:**  Utility Billing Clerk Kathleen Bennett, City Clerk Tiffany Parr, Water and Sewer Operator John Mikrot, Fire Chief Gerard Bennett, Planning Commission David Prachar, Dave Kliniski, Ally McGreanor, and Steven Prachar.

**Call to Order:** Pursuant to due call and notice thereof, the meeting was called to order with the pledge of allegiance at 7:00 pm by Mayor Switzer.

**Consent Agenda:** The consent agenda which includes the minutes of the December regular city council meeting, the disbursements and financial reports, and accounts payable was submitted for approval. The Mayor asked for a motion to approve the consent agenda.

V. Whitehouse made a motion to approve the consent agenda, seconded by C. Ketchmark. Motion carried with all members present voting in favor.

**Petitions, Requests, and/or Complaints:** John Erlitz had complained about the school plowing snow up onto his property. He should contact the school directly regarding this matter. Russ and Donna Cone complained of the plowing not being properly done on their road. Should be fixed up soon with the new snow plow contract.

**Planning Commission Update:** Chair Dave Prachar has a public hearing scheduled for January 26th at 7pm here at city hall. Will get public notice posted and published. Will repeal zoning ordinance no. 72, and create a whole new zoning ordinance, and an amendment to the annexation ordinance.

**Fire Chief, Gerard Bennett:**  Last night had one fire call. New truck 3 is being painted. Pine County donated 2 portable and 2 base radios, and 2 litebars. Looked at new truck – pumper to replace old number one. Old truck needs a lot of work. New truck will upgrade us 17 years from old number one. Dave Kliniski and Rick Borchardt were instrumental in getting the FEMA grant for PPE sent in. Will be approximately $60,000 grant, city will be responsible for 5% of that. Working on radio grant for Pine County mutual aid. Willow River school was going to send the kindergarden and 1st graders in December, but they canceled, so that may be rescheduled. One cadet in the works. Two recruits to be followed up on. Gobble Wobble donation for $712 from Melissa Johnson and Jenna Olson. Roof leak above furnace; will look at closer when roof is clear. Gave ok to HVAC contractor for A/C upgrade and duct work upgrade. Basically $12,000; half from city, half from relief fund. Started 2021 performance reviews. Will be presenting changes to by laws to be approved for 2022. Marquee sign is in the works, more will be done this spring. Hydrant locks and bullyards will be done in warmer weather. Hydrants need to be plowed out. 2021 125 total calls, 18 events, 15 trainings. Average 5-8 hours a week per person.

**Fire chief application:** One person applied, Gerard Bennett.

S. Johnson made a motion to approve Gerard Bennett as fire chief, seconded by V. Whitehouse. Motion carried with all members present voting in favor.

V. Whitehouse made a motion to approve the gambling permit application, seconded by C. Ketchmark. Motion carried with all members present voting in favor.

V. Whitehouse suggested to raise the fire run rate. Some discussion about how much to raise the rate to. G. Bennett suggested maybe starting with bumping up from $10 per run to $12.

V. Whitehouse made a motion to approve rate of $12 per run for 2022, seconded by C. Ketchmark. Motion carried with all members present voting in favor.

**John Mikrot, Water and Sewer Operator:** Ordered sample bottles for residents in response to Matt Orvedahl’s complaint last month, sampled six places – water tower, water plant, Matt Orvedahl, Shelly Gostkowski, Bob Paulson’s old house, and Shauna Wager. Still waiting on results. Will take Christmas lights down end of the month if it warms up. One light is down in the snow bank across from Doe Street. Will give a count of bulbs we need to order for next year.

**Kathleen Bennett, Utility Billing Clerk:** November billing billed out December 7th; 124 bills sent by mail, 32 by email for a total of 156 for a total amount of $11,866.31, late fees totaled $150.29. December billing billed out December 31st; 124 bills sent by mail, 32 by email for a total of 156 for a total amount of $12,032.05, late fees $115.64. Survey on the back of the bill cards that were sent out on the December bills to see if there is interest in online billing. One consumer was to be shut off before Christmas, but turns out that property is owned by someone else, so we need to go through the whole shut off process again.

**Sheldon Johnson, Zoning:** S. Johnson had nothing new to report.

**V. Whitehouse, Dam Update:**  V. Whitehouse had nothing new to report.

**Old Business**

**Hydrant Locks:** Covered by G. Bennett during his report.

**Annexation - Costs:** T. Parr contacted Mike Bjerke about a possible bond as part of annexation process. He handed the email over to Chelsie Troth. Her response was that there was no bond utilized as part of the annexation. Tom Jensen agreed at the time that he would pay annexation costs. Will get total from Chelsie Troth for the costs associated with the annexation.

**ARPA Funds:** The council decided to table this topic until next month.

**Zoning Ordinance Amendment:** Covered by D. Pracher in his update.

**New Business**

**Organizational Resolution:** Art Underhill will fill in the positions previously handled by Kevin McGreamor.

V. Whitehouse made a motion to approve the organization resolution for 2022, seconded by C. Ketchmark. Motion carried with all members present voting in favor.

**Final 2022 Budget:** This was already voted on and approved at the budget meeting.

**Snow Plow Bids:** Received one bid from Lee Pierson. B. Switzer and S. Johnson met with him already and showed him around. He does the Barnum school and a couple different churches. He can be here at a decent time after getting the Barnum school done at 6am, can be here by 7am.

C. Ketchmark made a motion to approve the bid from Lee Pierson for snow plowing, seconded by V. Whitehouse. Motion carried with all members present voting in favor.

**Sibley County New Auburn Properties assessment for 2023 resolution:** Was previously Prokasky’s property. Had a 30 year assessment. Assessment was originally done in 2002 for $3,528, remaining balance due is $1,058.40. Assessment went delinquent in 2015. Delinquent amount was collected when property sold.

S. Johnson made a motion to approve Resolution 2022-01 to reinstate assessment, seconded by C. Ketchmark. Motion carried with all members present voting in favor.

**Lot Line Adjustment email from Chelsie Troth:** C. Troth was asked to assist in a lot line adjustment between Tom Willie’s and Judy Kliniski’s properties, and just needed to know if there were any special requirements from the city before she moved forward. No requirements from our end, she can move forward.

**Adjournment**

C. Ketchmark made a motion to adjourn, seconded by S. Johnson. Motion carried with all members present voting in favor. The meeting was adjourned at 7:52 pm.

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Tiffany Parr, City Clerk

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Brent Switzer, Mayor