**Council Members Present:** Mayor Brent Switzer, Vickie Whitehouse, Sheldon Johnson, Chris Ketchmark, and Art Underhill (via Zoom)

**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, Steven Prachar, Shaine Parr, Rosie Mielke, and Leonard Bonander

**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 January 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:** Leonard Bonander discussed the Northern Lights Express passenger rail (NLX). Requested a resolution of support for the NLX. Council would like to table this until next month so they have time to look it over and think about it.

**Dave Prachar, Planning Commission Update:** Had public hearing regarding ordinance changes – no one from the public came. Three things - repeal zoning ordinance 72 and approve new zoning ordinance 95, and approve amendment to annexation ordinance 93.

A. made a motion to approve the ordinance changes brought forward by Planning Commission, seconded by S. Johnson. Motion carried with all members voting in favor.

**Gerard Bennett, Fire Chief:**  Runs to date: 4 fire, 13 ems, 17 total. New truck number 3 is in to be painted. That truck cost $5000. New number 6 $5000 also. Slotted to be painted too. New number 1 $8500 – to be painted also. Will be using truck fund money. Applied for FEMA PPE grant. $60,000 for structural gear – 5% ($3000) from the city. 15 sets at $3500 a piece. Radio grant is close with the Pine County Mutual Aid to get encrypted radios for hand sets and base stations here and in the trucks. Community Club to have Fun Day Easter at the Hall April 9 possibly. Recruitment: 1 cadet in the works and possibly 2 recruits. HVAC to be done by spring. Still doing performance reviews for 2021. New fire department by-laws – increased runs to 25% for full year active from 20%, attend 18 meetings vs. 12, attend 24 hours in house training. Also added a half year active membership – requires 20% calls, 18 meetings, main change is fewer calls.

S. Johnson made a motion to approve updated fire department by-laws, seconded by V. Whitehouse. Motion carried with all members voting in favor.

Marquee sign – can’t really do much until spring. Working with North Pine Riders. Hydrant locks and bollards waiting for warmer weather. Talk of using ARPA funds for HVAC.

**John Mikrot, Water and Sewer Operator:** Discussed the water sample results. Results are within standards. Discussed bills from Vessco. John doesn’t believe we should be responsible for the 2 bills for repairs for damage that was caused when they brought in the media. Ok to pay the remainder of the media invoice.

C. Ketchmark made a motion to pay the remainder of the media bill, seconded by V. Whitehouse. Motion carried with all members voting in favor.

Next month will shop around for prices for the pump inspection. Got a quote from Minnesota Pump who have done it in the past. Just going to shop around and make sure they’re in the ballpark. Discussed having a vacuum truck here during the inspection to clean up while the lift station is lifted. Will get quotes on that. Council discussed having high school seniors help clean snow away from fire hydrants for their community service hours.

**Kathleen Bennett, Utility Billing Clerk:** 155 bills sent out, 123 by mail, 32 by email. Currently 3 people in shut off process. John will do shut offs on Thursday. Asking for a motion to write off the rest of what Bill Novitski owes because there is no address to send the bill to. He owes $26.71. Some discussion, decided to wait to write off. There was a survey on the water bill cards to see if there was interest in online payment option. Results – 87 responses, 34 yes, 20 not interested, 31 no opinion. UBPay is $65 to the city for the full year for support. $0-$100 is a $3 charge to the consumer to use credit or debit card to pay.

C. Ketchmark made a motion to approve using UBPay, seconded by S. Johnson. Motion carried with all members voting in favor.

**Tiffany Parr, City Clerk:** Plastic bench donated by Pine County Solid Waste. Discussed what to do with the bench in the future. A few city clerk training opportunities. Discussed the different options and decided the conference in St. Cloud would cover the training provided in the smaller workshops. Discussed hotel accommodations. See what the county does.

C. Ketchmark made a motion to approve training in St. Cloud and associated costs, seconded by A. Underhill. Motion carried with all members voting in favor.

Question from a citizen about rules or guidelines for adopting or fostering a child. Nothing from the city standpoint. They have to go through the county. Jim Kaffer wants to potentially use his shop for his daughter’s massage business. Council does not see any issues with this.

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

**V. Whitehouse, Dam Update:**  V. Whitehouse had nothing new to report. Will start working with MN Power about getting the electricity.

**Old Business**

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

**Annexation - Costs:** T. Parr received the total costs from Chelsie Troth regarding the annexation – costs totaled $1704.75.

C. Ketchmark made a motion to forward the annexation invoices to Tom Jenson, seconded by A. Underhill. Motion carried with all members voting in favor.

**ARPA Funds:** Nothing new to discuss at this time. These funds cannot be used for roads.

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

**New Business**

**Troth Law Contract:** Annual contract renewal. Rates will remain the same.

V. Whitehouse made a motion to keep Chelsie Troth with Troth Law as our city attorney, seconded by A. Underhill. Motion carried with all members present voting in favor.

**Pine County Assessment Agreement:** Discussed the contract to continue using Pine County for assessments through 2025.

C. Ketchmark made a motion to approve the Pine County Assessment Agreement, seconded by A. Underhill. Motion carried with all members present voting in favor.

**Street Light on Old Sawmill Road:** Vickie had a couple requests to have a streetlight put in front of Prachar’s apartments because it’s so dark there. There is a pole there, but there is no street light on it. Some discussion about how requests for streetlights were handled in the past. Will look into that and the costs before any decisions are made.

**Complaints:** One complaint about the flag at city hall being flown at half mast and the edge of it being tattered. Discussion about the governor making repeated orders to fly the flag at half mast, and that it’s too icy up on the roof to keep moving it back and forth. Also, the new flag will be presented in the spring. Shaine Parr brought up that the creek is really high again this year as it was last year. Last year Kevin McGreanor helped address getting it cleared up. Vickie said the county did something to clear it up.

**Adjournment**

C. Ketchmark made a motion to adjourn, seconded by A. Underhill. Motion carried with all members present voting in favor. The meeting was adjourned at 8:18 pm.

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Tiffany Parr, City Clerk

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Brent Switzer, Mayor