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

**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, Matt Orvedahl, Dave Kliniski, Ally McGreanor, Harold Blatz, and Alanea White from the Star Gazette.

**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 November regular city council meeting, the public hearing for certification of delinquent fees, the emergency meeting for snow plow contract; 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 S. Johnson. Motion carried with all members present voting in favor.

Matt Orvedahl addressed the council with water quality concerns. Water is hard on appliances and often appears brown. J. Mikrot mentioned that some of this could be due to hardness which we don’t treat for because it’s within the standards. Suggests using water softener. Brown color could be due to manganese in pipes due to extra chlorine in water because the regulator error before Thanksgiving. That has since been corrected. Council suggests J. Mikrot order some water tests and see how Orvedahl’s water compares to others around.

**Planning Commission Update:** Chair Dave Prachar planning to consolidate zoning ordinance amendments to Ordinance #72. Planning Commission will hold public hearing to approve updated amendment. Topic #1 to add interim use permits to the ordinance.

A. Underhill made a motion to approve Topic #1, seconded by S. Johnson. Motion carried with all members present voting in favor.

Topic #2 involves part of the annexation and zoning requirements. Add a new zoning distract of RCA which is Recreational Camping Area. Jenson’s property will be zoned multi use property with R-1 residential and RCA. Any changes to that in the future will need to come through the council. Recommending changes to language in Annexation Ordinance #93 regarding extending city services. Discussed definitions and regulations relating to RCA zoning.

S. Johnson made a motion to approve Topic #2, seconded by V. Whitehouse. Motion carried with all members present voting in favor.

Topic #3 is regarding the task to create a new zoning map. New zoning district called public land. Shows which areas are not paying any tax. Changing a lot of sections. Public schools would move to the public land section. Need to know how the cemetery should be zoned and who exactly it is owned by. V. Whitehouse says the cemetery is considered a municipality as it is owned by the city. Change wording in the section regarding the planning commission. Should be eight members rather than five and appointed by the city council. S. Johnson mentioned how wonderful it is to now have a planning commission.

V. Whitehouse made a motion to approve Topic #3, seconded by A. Underhill. Motion carried with all members present voting in favor.

D. Pracher said they have some conflicts with the planning commission’s regularly scheduled meeting this month. They will schedule a meeting with a public hearing regarding these changes. Public hearing will need to be publicized. D. Pracher will get back to us with date and time. Probably won’t be this month, possibly early January. Will have the ordinance amendments ready for council approval in February meeting.

**Fire Chief, Gerard Bennett:**  Chief Bennett reported the runs to date as 29 fire calls and 83 EMS calls this year for a total of 112. That is right in the average. He also reported on the new truck #3 is a work in progress, status of the hydrant locks and bullyards need to coordinate with J. Mikrot, HVAC bid try to get that awarded. Pine City radios in the near future.

Still waiting on the grant writer for the Pine County Mutual Aid FEMA grant. Looking into PPE grant, still in infancy. Grant total around $60,000 – 5% we would have to pay. Equipment is getting outdated, but it is still currently safe to use. WRFD gun raffle went well. Gobble Wobble also went well. One cadet is in the works. Received donation from Linda Volk and John Wandryk. Talking to North Pine Riders to get city marquee sign put in. Fire department started 2021 qualification reviews.

**John Mikrot, Water and Sewer Operator:** J. Mikrot reported that Christmas lights are up. Two brackets are missing. One on Sawmill Road and one right across from the Squirrel Cage. Will wait for warmer weather to put brackets back up for use next year. Two fixtures are hung up with no power. One on Willow Street and one on Doe Street. Will contact MN Power to get power brought down. V. Whitehouse mentioned that we need to pay MN Power rent to have brackets up on their poles. Right before Thanksgiving, regulator on chlorine started pumping out extra chlorine. Gas chlorine, which is what we have, is harder to regulate. Recommends switching to liquid chlorine. Much easier and cheaper. Sanitary sewer on Church Street is fixed. Water had to be shut off temporarily during the project. Water was only off for about 10 minutes. The sewer line that got drilled into has been bowed out beyond the 18 inch leeway, so when J. Mikrot marked where the lines where, this was outside of the area that was marked. Vessco, pay initial bill from them for the media replacement, but don’t pay future bills. He is waiting to hear back from them. The city has three or four extra one inch meters that are not being used. J. Mikrot can potentially sell these to a neighboring city that is looking for some. Can sell at blue book value. S. Johnson brought up that Clint Fjosne has hit 5 manholes while plowing. Two on Church Street, one on Kandiyohi and Doe, one on Old Sawmill and 43, and one other. Should be shown to the new plowing contractor. Nothing damaged.

**Kathleen Bennett, Utility Billing Clerk:** K. Bennett mentioned that since there is no car out front during the week, people don’t realize the city office is open. Friday had more people stopping in than usual, so billing will get done next week. Seniors at school need to get 40 hours of community service, so maybe they could come in and help collect payments, but V. Whitehouse said not a good idea for kids to collect payments. K. Bennett talked about UBPay for customers to be able to pay water bills online. Service fees charged to customers. Only charge to the city is $65 per year. V. Whitehouse requested more info before making a decision. K. Bennett brought more info for the Lakes and Pines grant to follow up on what was discussed last month. Council not interested in having the city sign up for this. Seven shut off letters were sent out, with payment due on the 17th. Final yearly billing will be completed on Dec. 31.

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

**V. Whitehouse, Dam Update:**  V. Whitehouse had nothing new to report. Just updated that we are still working on getting power out to the pavillion. That will not be done until next spring.

**Old Business**

**Hydrant Locks:** Brought up briefly by G. Bennett already during his report.

**Annexation - Costs:** V. Whitehouse had an email from Mike Bjerke regarding collecting a bond to cover costs. Contact M. Bjerke to follow up on this.

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

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

**Annexation Ordinance:** Both the annexation and the liquor ordinance both were numbered as number 93. Annexation ordinance should be re-numbered to 94 and published as Ordinance No. 94.

**Review Blight Ordinance:** Regarding a complaint received last month about too many vehicles and boats, etc. in yard. Upon closer look at the ordinance, does not appear to be against the ordinance. Suggested to leave it alone for now, and if it gets bad, we can go back.

**New Business**

**Snow Plow Bids:** No bids received. S. Johnson spoke with Clint. He is not sure if he will be out of town this winter. He will continue to take care of it while he is still here. Clint suggested speaking with Kettle River about who is doing their plowing. A. Underhill spoke with them, and they could do it, but we would be last on their list. Clint also mentioned checking with Sandbergs. Run another ad for snow plow bids.

**MN Power & Light Franchise Ordinance expired:** Discussed the pole attachment license agreement with MN Power for having the brackets, flags, flowers, etc. on the poles. MN Power will charge $16.50 per year per pole.

**Complaints:** Mary Jacobson complained that a neighbor was blocking traffic so the kids could drive ATVs in the road. If it happens again, just call the non-emergency number for the sheriff’s office.

**Other:** Request from Erin to use City Hall for a Toys for Tots toy drive. Need more info on how the space will be used.

**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 8:35 pm.

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Tiffany Parr, City Clerk

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Brent Switzer, Mayor