

KETTLE RIVER CITY COUNCIL MEETING

Tuesday March 10, 2026 7:00 PM

Pledge to Allegiance

Call to Order Mayor Lucas to call the meeting to order at 7:00pm

Present: Mayor Dave Lucas, Councilor Marcia Sarvela, Councilor Patricia Lund, Councilor Elizabeth Mascarenas

Absent: Councilor Miya Kohmetscher

Staff: City Administrator Kathy Lake, Deputy Clerk Carol Grutkoski, Fire Chief Issac Gran

Staff Absent: Maintenance Jeramy Hall

Guest: Dan Reed, Dakota Tjaden (Bollig)

Guest Speaker(s):

Dan Reed:

1. Meeting with LCP March 12 at 10am
 - a. Lighting at ball field
 - b. Feed Mill has a pole, and Ma Pa is looking to add outlet connections with a switch
 - c. Pole at playground needs to be updated and would like more outlet connections with a switch
 - d. Pole on Ma Pa property needs to be fixed
 - e. Will apply for grant to cover the cost
 - f. Power poles in the city, whose responsibility is it to replace the pole (not the fixture)
 - g. Who will pay for power usage
 - h. KR Grill is concerned about pole/light across from bar
2. Still working on co-op building

Dakota Tjaden:

1. Lead service line public hearing to discuss the ordinance.
 - a. Letters have been sent to residents
 - b. Residents who do not want to use grant notices
2. PFA funding – public facility
 - a. Facility plan is complete and sent in
 - b. Public hearing is required
3. Two resolutions
 - a. Public hearing happened

- b. Public facility plan is understood and agreed to
- 4. Both public hearings will happen as part of April's council meeting
 - a. 7pm open regular meeting, close regular meeting
 - b. open first public hearing, close public hearing
 - c. Open 2nd public hearing, close it, reopen regular meeting

Public Comment:

Consent Agenda:

Motion to accept the following was made by Councilor Sarvela, seconded by Councilor Mascarenas. Ayes: Councilor Sarvela, Councilor Lund, Councilor Mascarenas, Mayor Lucas. Nays: none. Motion carries.

- 1) Minutes of February 10, 2026 Regular City and a Special Meeting on February 17, 2026 Council Meeting
- 2) Claims (7603-7635 = \$10,379.74).
- 3) Cash control statement, receipts, disbursements

Reports of City Departments and Committees:

- 1. Administrative Department
 - A. Daily, weekly, monthly work
 - B. Fire Dept PERA and state aid have been sent in
 - C. Audit is completed, no issues are found
 - D. Office will be closed week of March 23 due to training & vacation
 - E. Still monitoring Novy's water meter
 - F. Todd Lawrence had a 33000-gal usage. He thinks it was due to the water
 - G. Mark Krampf's data request was viewed by his proxies. He made a complaint because we didn't allow photos
 - H. Mark Krampf has made a new data request for all our attorney service bills
 - I. Only one residential water meter on hand – will purchase another
 - J. New office computer is set up; old computer will be kept as a backup and for others to use
 - K. Michael Brown moved his burned camper off his property
 - L. requested that Carlton County not plow the dirt roads in town
 - M. Gig Fire sent payment for January and February
 - N. Deputy Clerk job posting is in the Star Gazette
 - O. Apr 28 – Kathy in training, Jeremy should also go
 - P. Setting up separate accounts for the Fire Relief Association
 - Q. Playground resurfacing – 20ft x 40ft – almost \$2000 + shipping
 - R. Light Poles – need to know if power works
 - S. Remove Christmas decorations
- 2. Utilities Department

- A. Standard
 - B. No emergency calls
 - C. No upcoming maintenance, recommend mixing and monitoring
 - D. The city needs to purchase an air dryer for the water plant. Waiting for information from AUS.
 - E. Orange water was due to pushing water through the water tower from the aquifer
3. Fire and First Responder Department
 - A. 3 EMS calls
 - B. Brush truck was sold for \$4650, but the amount to the City will be less the service fee
 - C. Fire department budget was approved
 - D. Trucks were repaired and certification tags are on the trucks
 4. Personnel Committee
 - A. Part time maintenance applicant has not returned phone calls
 - B. Kathy will call, could do an interview 3/17 or 3/19 between 5 – 6pm
 5. Planning and Zoning
 - A. Met with Great River Energy to discuss new substation and move pipes
 - B. Geo samples showed contaminated soil, will continue testing and will have results by Mar 16
 - C. Mn Dept of Health has been made aware of the contamination
 6. City Council
 - A. Have received audit reports, reports must be returned to City Hall
 - B. League of Minnesota Cities annual conference registration is open until May 1. Conference is June 24 – 28, 2026
 - C. Doward vs City of Kettle River settlement conference Mar 10
 - a. No settlement
 - b. It will be sent to summary judgement. City's attorney is asking for dismissal.
 - D. At April meeting, we will discuss using an ordinance for changes in water & sewer rates. Requires a lawyer to codify the ordinance.
 - E. Kettle River Fest
 - a. The City only has Kids Park and ballfield, other open areas are private property
 - b. Cannot discuss until proper paperwork has been completed (501c3, insurance)

Correspondence:

1. Lake Country Power District Meeting Notice RSVP by Mar 17, meeting at 5pm at Hope Lutheran, Moose Lake

Old Business:

1. Approval of playground repairs (Tabled)
 - A. City is responsible for paying for the ground cover media
 - B. The company who is repairing equipment would like to place a sign
 - C. Need media quotes, vote in April
2. Quotes for installing security cameras (Tabled)
 - A. Need quotes, vote in April

3. Streetlights-sodium bulbs no longer available (Gathering more information)
4. Resident Water Bill (Continuing to Monitor)
 - A. Water meter was replaced and usage has been normal
 - B. Motion to clear the 71,000 gallons overage from the Novy account due to unknown issues rather it be the City's or the resident's fault was made by Councilor Sarvela, seconded by Councilor Lund, Ayes: Councilor Sarvela, Councilor Lund, Councilor Mascarenas, Mayor Lucas. Nays: None. Motion carries.

New Business:

1. Resolution 2026-03 RESOLUTION OF APPLICATION MPFA Application Resolution and Certifications
 - A. Motion to table Resolution 2026-03 and 2026-04 until after public hearing was made by Councilor Sarvela, seconded Councilor Mascarenas. Ayes: Councilor Sarvela, Councilor Lund, Councilor Mascarenas, Mayor Lucas. Nays: none. Motion carries.
2. Approval of Employee Job Descriptions
 - A. Motion to approve new Administrative Clerk/Treasurer job description was made by Councilor Mascarenas, seconded by Councilor Sarvela. Ayes: Councilor Sarvela, Councilor Lund, Councilor Mascarenas, Mayor Lucas. Nays: none. Motion carries.
 - B. City Admin description: "works with bond consultant", remove building inspector, "directives by City Council", add "knowledgeable of zoning laws with the ability to issue permits", "any other duties as assigned"
 - C. Motion to approve new Deputy Clerk job description was made by Councilor Mascarenas, seconded by Councilor Sarvela. Ayes: Councilor Sarvela, Councilor Lund, Councilor Mascarenas, Mayor Lucas. Nays: none. Motion carries.
 - D. Maintenance part time: up to 12 hours, janitorial duties are for City Hall/Rest Area/City Shop, ability to follow and understand instructions.
 - E. Motion to approve new Utility maintenance/janitor job description was made by Councilor Mascarenas, seconded by Councilor Sarvela. Ayes: Councilor Sarvela, Councilor Lund, Councilor Mascarenas, Mayor Lucas. Nays: none. Motion carries
 - F. Motion to approve new Maintenance Manager job description was made by Councilor Mascarenas, seconded by Councilor Lund. Ayes: Councilor Sarvela, Councilor Lund, Councilor Mascarenas, Mayor Lucas. Nays: none. Motion carries.
3. Motion to accept Jeremiah Countryman Leave of Absence for Air Force Training Mar 19 – July 21, 2026 was made by Councilor Sarvela, seconded by Councilor Lund. Ayes: Councilor Sarvela, Councilor Lund, Councilor Mascarenas, Mayor Lucas. Nays: none. Motion carries.
4. Motion to approve Kettle River Fire Service contract of \$3480 for 2026 made by Councilor Lund, seconded by Councilor Sarvela. Ayes: Councilor Sarvela, Councilor Lund, Councilor Mascarenas, Mayor Lucas. Nays: none. Motion carries.
5. Motion to approve sending Kathy and Jeramy to Loss Control Workshop on April 28, 2026 made by Councilor Mascarenas, seconded by Councilor Lund. Ayes: Councilor Sarvela, Councilor Lund, Councilor Mascarenas, Mayor Lucas. Nays: none. Motion carries.

6. Motion to approve Kettle River Fire Department 2027 budget made by Councilor Mascarenas, seconded by Councilor Sarvela. Ayes: Councilor Sarvela, Councilor Lund, Councilor Mascarenas, Mayor Lucas. Nays: none. Motion carries.
7. Motion for Mayor Lucas to be office liaison March 23 – 27 was made by Councilor Mascarenas, seconded by Councilor Lund. Ayes: Councilor Sarvela, Councilor Lund, Councilor Mascarenas, Mayor Lucas. Nays: none. Motion carries.

Adjourn: motion to adjourn made by Councilor Mascarenas. Meeting adjourned at 8:50 pm.

Next meeting is April 14, 2026 @ 7:00 PM

Public Hearing is April 14, 2026 @ 7:00 PM

Board of Appeals and Equalization is April 15, 2026 at 10:00 am at the Kettle River City Hall