

**CITY OF KETTLE RIVER
CITY COUNCIL MINUTES
August 16, 2018**

The regular meeting of the Kettle River City Council was held in the meeting room of City Hall, Thursday, August 16, 2018.

Members present: David Lucas, Tina Tollgaard, Kris Miller and George Klaskin

Absent: None

Staff Attending: Kyle Riel, Fire Chief and Bernadine Reed, City Administrator/Clerk-Treasurer.

Others attending: Marcia Sarvela, Todd Lawrence, Trish Riel and Morgan Yeats.

Klaskin called the meeting to order at 7:00 p.m.

New Firefighters Oath – the new members have not arrived yet, Council will return to this item upon arrival. Fire Chief Riel explained to the City Council the reasoning behind the oath.

Klaskin requested clarification of claims and claims list, Reed explained the claims to Klaskin. Klaskin asked for clarification of the Small Cities Assistance Program, Reed explained the program to Klaskin. Klaskin asked about the electrical costs of the fire department. Reed explained the allocation to Klaskin.

Klaskin removed meeting minutes approval from the consent agenda. Motion by Tollgaard, seconded by Lucas to approve the consent agenda.

- Claims (5446-5473)- \$9,786.97;
- Accounts payable - \$13,597.26;

Motion by Lucas, seconded by Tollgaard to approve July 10, 2018, meeting minutes.

Roll call vote: Lucas – Aye, Tollgaard – Aye, Miller-Aye, Klaskin – Nay. Motion carried.

Administration Department report submitted by Bernadine Reed, City Clerk/Treasurer:

- Regular daily, weekly and monthly work;
- Meeting minutes, agendas, payroll, financial reports, bank reconciliation, customers, correspondence, election and budget work;
- Organized and set-up National Night Out Event
- Klaskin asked Reed about her hours on July 17th and if the office was open on July 17th. Reed informed Klaskin that she could not recall specifics of July 17th. Klaskin made derogatory and accusatory comments about the office hours and Reed's timesheet.

Utilities Department Report by David Isaacson, Utilities Superintendent. Submitted in writing to the Council in David Isaacson's absence.

- Daily work, including but not limited to readings at water plant, lift station and wastewater ponds;
- Bacti, fluoride and nitrate samples were collected;
- Completion of monthly fluoride report;
- Monthly wastewater report;
- Awaiting a quote from Minnesota Pump Works for installation of MPCA required additional hour meter;
- Tonka's report of the service visit;
- Hydrants were flushed;
- Ma & Pa Kettle Days set-up and take down;

Fire Department report submitted by Kyle Riel, Fire Chief.

New Firefighters Oath: Cameron Swanson and Devon Torgeson were introduced to the City Council. Fire Chief Riel issued an oath to the new members.

- Zero fire and two medical response calls;
- Quotes were distributed for helmets and turn out gear;
- Discussion about the random tornado siren;
- Tollgaard inquired about KRVFD relief association funds, Riel explained the use of the funds;
- Miller asked for an explanation about the unexcused absences, Riel gave an explanation and verified that unexcused absences will affect retirement service credit;
- Tollgaard asked about the KRVFD Relief Association meetings, Riel explained that meetings have not been necessary due to lack of business.

City Council:

- Tollgaard inquired about status of "Welcome" letter, Riihluoma is currently working on an update of the letter.

Committees:

Planning and Zoning Commission

- Todd Lawrence updated the Council about the recent Planning and Zoning Commission meeting.
- Discussion was held of establishing four tent sites to determine if there is interest in a campground.
- Title for the property purchased from Carlton County has not been received yet;
- A land sale of tax forfeit property will be completed by Carlton County in October.

Personnel Committee:

- Lucas informed the Council that the personnel committee has completed job performance reviews for Reed and Isaacson;

Unfinished Business:

- DNR grant application and denial letter. Klaskin forgot to bring the information with him and will bring the information to the next meeting.

Correspondence:

- Acknowledgement of ARDC 2019 Tax Levy public hearing information

New Business:

- Motion by Lucas, seconded by Miller and carried unanimously approving resolution #2018-03, a resolution accepting a donation;
- Motion by Tollgaard, seconded by Lucas and carried unanimously approving resolution #2018-04, a resolution authorizing the issuance, sale and delivery of a \$75,000 General Obligation Water Revenue Note, Series 2018A;
- EMR hiring: Riel requested the hiring of three EMR's: Motion by Lucas, seconded by Miller and carried to offer conditional membership to Cameron Swanson, Trish Riel and Jennifer Johnson.
- Notification from Greg Bernu, Land Commissioner of Carlton County land sale and approval of properties listed. Tollgaard moved that the sale of the stated property is approved, Lucas seconded, and motion carried unanimously.
- Letter from Kyle Riel requesting consideration for the vacant City Council position. Motion by Lucas, seconded by Miller and carried unanimously to appoint Kyle Riel to fill the City Council vacated term, the appointed term will expire December 31, 2018;
- Presentation of quotes for two sets of turn out gear and helmets for a total amount of \$7,342.25. Motion by Klaskin, seconded by Tollgaard and carried to approve the purchase;
- Presentation of change order #1 for Water Tower Project in the amount of \$5,200.00; Klaskin moved that specifics as to what exactly MSA is going to do for any work going forward in writing. Motion failed due to lack of second. Motion by Tollgaard, seconded by Lucas and carried unanimously to approve the change order #1 in the amount of \$5,200.00.

Lucas asked for an update concerning the postal ledger cost savings. Klaskin stated he did not have the information available. Lucas asked if there was any cost savings from the data information received by Klaskin. Klaskin stated that he did not have information available.

Motion by Lucas seconded by Miller and carried unanimously to adjourn at 8:10 p.m.

Submitted by,

Bernadine L. Reed
City Administrator/Clerk/Treasurer