

**CITY OF KETTLE RIVER
CITY COUNCIL MINUTES
November 14, 2017**

The regular meeting of the Kettle River City Council was held in the meeting room of City Hall, Tuesday, November 14, 2017.

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

Absent: None

Staff Attending: David Isaacson, Utilities Superintendent; Nick Wright, Fire Chief and Bernadine Reed, City Administrator/Clerk-Treasurer.

Others attending: Marcia Sarvela, Morgan Yeats, Kathy Burbal, Jeff Dotseth, Brad Cooper and Troy Lee.

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

Troy Lee, Rut Riders, gave a presentation and requested the donation of property located adjacent to property owned by the Ma & Pa Kettle Days Committee used for the mud bog event. A map identifying the request was presented to the City Council. Following discussion where all present were given opportunity to ask questions, motion by Montgomery, seconded by Lucas and carried unanimously to donate the requested parcels to the Ma & Pa Kettle Days Committee.

Morgan Yates, representing Ma and Pa Kettle Days Committee, requested that the City of Kettle River purchase tax forfeit parcel #19-010-1260 and donate the property to the Ma & Pa Kettle Days Committee. The Ma & Pa Kettle Days Committee will reimburse the City of Kettle River for costs involved. Motion by Klaskin, seconded by Miller and carried unanimously to purchase and donate as requested parcel #19-010-1260.

Motion by Lucas seconded by Montgomery and carried unanimously to approve consent agenda items:

- Minutes of October 10, 2017 regular council meeting;
- Claims (5262–5279 - \$10,768.98)
- Accounts payable - \$18,136.80;

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

- Regular daily, weekly and monthly work;
- Reviewed and updated the election binder;
- Submitted building permit information to Carlton County;
- Completed Mayor's information request submitted at the October meeting.

Klaskin stated his opinion of wanting staff to discontinue decision making and bring all issues to the Council. Miller inquired about issues that arise between meetings.

Discussion continued about the logging at the wastewater treatment plant. Klaskin questioned the information given about a water and sewer payment paid by an Edward

Jones account. Lucas questioned the need to know this information. Reed stated that the information given to Klaskin explains the payment. Klaskin stated that there is an issue about petty cash, an explanation was not given stating an issue, he then requested that the petty cash ledger be brought again to the next meeting.

Utilities Department report submitted by Dave Isaacson, Utilities Department:

- Daily work of readings at the water plant, lift station and ponds, fluoride sample collections;
- Presentation of MPCA letter concerning phosphorus;
- Submittal of monthly fluoride report to MN Dept of Health;
- Submittal of monthly wastewater report to MPCA;
- Submittal of pond depths and discharge information;
- Flushing of hydrants;
- Potholes have been filled on City streets;
- Dock has been removed from river;
- Quote for light installation given;
- Issues with pressure aerator, Auto Systems has been contacted;
- Speed warning lights discussion.

Klaskin moved to authorize purchase of replacement bleach pump, Montgomery seconded, and authorization carried unanimously.

Fire Department report submitted by Nick Wright, Fire Chief.

- Four fire runs and three first responder calls;
- Emergency light bar has been received and will be installed as soon as possible;
- Training session for FF1 and FF2 will be held locally starting in January;
- Lucas requested why a grant opportunity sent via e-mail had not been completed, Wright stated that he was busy and unable to complete the application. Lucas stressed that seeking funding opportunities would be appreciated.

Building Department:

- Rob Tschida, Building Inspector, was unable to attend the meeting but sent a request for continuing education training. Discussion was held about the need for the training and costs. Klaskin stated that he felt the cost wasn't justified. Motion by Miller, seconded by Tollgaard to authorize the required training, Lucas-aye, Montgomery-aye, Miller-aye, Tollgaard-aye and Klaskin-nay. Motion carried to approve attendance at the required training and payment of associated costs.

Committees:

- Personnel Committee presented updated job descriptions. Discussion was held, Lucas moved to approve the updated descriptions, Tollgaard seconded; Montgomery requested that hours be added to all job description headings. Klaskin criticize Reed's timesheet, work habits and made accusatory statements of reported hours. Montgomery moved to table until job descriptions are updated with hours, Klaskin asked Montgomery what parliamentary rule is, Montgomery stated that the rule is a super majority is needed to make a motion to table, or motion on the table is dead. Klaskin seconded the motion to table. Reed asked for motion clarification, Klaskin stated that he has parliamentary rules here and a motion to table and he asked Montgomery to explain again, Montgomery stated that you can table a motion in the middle of a motion as long as you have a super majority. Lucas asked if he could amend his motion to add the hours to the job descriptions, that option was agreed upon, Montgomery seconded the motion to amend, motion carried unanimously to amend the motion to add hours to the job descriptions. Montgomery withdrew his motion to table.
- Klaskin asked about the status of Reed's request for an investigation of harassment/bullying by Klaskin. The Personnel Committee stated that their investigation has started.

Unfinished Business:

- Air-fiber & Tom Simi lease agreement discussion, Reed provided an update from Air-Fiber that they are in the process of updating their equipment and will be moving forward with their request in the future.
- Fire Department SOP, no progress, Tabled;
- Green Step Cities. Motion by Montgomery, seconded by Klaskin and carried unanimously to adopt the Green Step City Resolution with Jason Montgomery as the coordinator;

New Business:

- Request for certification to taxes of unpaid water and sewer accounts. Mr. Dotseth requested that his property not be included in the tax certification, he feels that the past due will be paid shortly by his renter. Motion by Montgomery, seconded by Lucas and carried unanimously to certify unpaid water and sewer accounts to taxes, except for Mr. Dotseth's property.
- Motion by Miller, seconded by Lucas and carried to authorize payment of Lake Country Power and MN Energy Resources electronically;
- Motion by Miller, seconded by Montgomery and carried to authorize payment of payroll by direct deposit. Klaskin questioned Reed as a signatory of her paycheck.

Motion by Miller, seconded by Lucas and carried unanimously to close the meeting at 8:03 to review employee evaluations.

Motion by Klaskin, seconded by Tollgaard and carried unanimously to re-open the meeting at 9:20 p.m.

Motion by Tollgaard, seconded by Miller and carried unanimously to accept job evaluations as submitted.

Motion by Lucas seconded by Montgomery and carried unanimously to adjourn at 9:30 p.m.

Submitted by,

Bernadine L. Reed
City Administrator/Clerk/Treasurer