CITY OF KETTLE RIVER
CITY COUNCIL MINUTES
December 12, 2017

The regular meeting of the Kettle River City Council was held in the meeting room of City Hall, Tuesday, December 12, 2017.
Members present: George Klaskin, Kris Miller, David Lucas, Jason Montgomery and Tina Tollgaard.
Absent: None
Staff Attending: Nick Wright, Fire Chief, Rob Tschida, Building Inspector and Bernadine Reed, City Administrator/Clerk-Treasurer.
Others attending: Marcia Sarvela, Morgan Yeats, Jen Montgomery and Trey Morgan.

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

Trey Morgan attended the meeting to request the renewal of his liquor license (Tower Tap and Restaurant). Motion by Montgomery, seconded by Miller and carried unanimously to approve all requested liquor licenses.

Request by Klaskin to separate the minutes from the consent agenda. Discussion followed concerning the reason for the request. Klaskin stated several issues he had with the minutes.

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

- Claims (5280 – 5302 - $17,621.45)
- Accounts payable - $18,870.84;
- Cash control statement, receipt and disbursement registers;
- Payment of Northview Bank GO Bond payment - $20,475.00;
- USDA loan payments ACH withdraw - $37,842.75.

Motion by Tollgaard, seconded by Miller and carried to accept the minutes as presented. Tollgaard-aye; Miller-aye; Lucas-aye, Montgomery-aye and Klaskin-nay.

- Minutes of November 14, 2017 regular council meeting;

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

- Regular daily, weekly and monthly work;
- A worker's compensation insurance audit was completed November 28th, information concerning the audit was included in the Council agenda packet;
- Started preparation for year-end, competed requests from City auditor;
- Submitted certification of unpaid water and sewer accounts to County auditor.

Building Department report submitted by Rob Tschida, Building Inspector:

- Will be attended required training in January;
- Issued several re-roofing building permits.

Committees:

- Tollgaard reported that the Building Committee is almost done with the ADA checklist;
- Lucas submitted information to include in the January agenda packets concerning the administrative fine ordinance;
- The Personnel Committee stated the harassment/bullying investigation is ongoing.

Fire Department report submitted by Nick Wright, Fire Chief.

- Four fire runs and two first responder calls;
- Emergency light bar has been installed on the first responder unit;
- One firefighter will attend the training session for FF1 and FF2 in January;
- Wright is working on obtaining a thermal imaging camera;
- Lucas requested that the number of responders to each call be included in Wright's monthly report.

Unfinished Business:

- Air-fiber & Tom Simi lease agreement. Air-fiber requested that the contract be dated, signed with a start date of March 1, 2018 and returned to them. Motion by Tollgaard, seconded by Lucas and carried unanimously to authorize the Mayor to sign the contract with Air-fiber with an effective date of March 1, 2018.
- Fire Department SOP, Wright reported that the SOP's will be presented at the January meeting for Council review;
- Job Descriptions: Klaskin had questions concerning the City Administrator/Clerk-Treasurer job description – 1) requested definition of "liaison" and 2) requested explanation of public trust sentence. Following discussion, motion by Lucas, seconded by Miller and carried unanimously to approve the job descriptions as presented for Account/Office Clerk; Building Inspector/Zoning Administrator; Maintenance Worker/Custodian and Utilities Superintendent and approval of City Administrator/Clerk/Treasurer job description with the following change: Change sentence – " Maintains the public trust by keeping information confidential as appropriate" to "Maintains the public trust by keeping information confidential as defined by state and federal statute".

Acknowledgement of assistance request from Minnesota Rural Water Association. Motion by Montgomery, seconded by Tollgaard and carried unanimously to send a letter of support. Montgomery will write the letter and submit to Reed for completion and submittal.

New Business:

- Submittal of 2018 proposed budgets. Motion by Montgomery, seconded by Lucas and carried unanimously to adopt the 2018 budgets and 2018 tax levy:
- General Fund - $115,587.00
- Fire Department Fund - $45,500.00
- Water Fund - $69,095.00
- Sewer Fund - $59,850.00
- General Fund Tax levy - $79,773.00

Marcia Sarvela asked if the security light behind the City/Fire Hall could be repaired. Mayor Klaskin will contact Lake Country Power and bring the information to a future meeting.

Motion by Montgomery seconded by Lucas and carried unanimously to adjourn at 8:00 p.m.

Submitted by,

Bernadine L. Reed
City Administrator/Clerk/Treasurer