

CITY OF KETTLE RIVER
CITY COUNCIL MINUTES
November 12, 2019

The regular meeting of the Kettle River City Council was held in the meeting room of City Hall, Tuesday, November 12, 2019.

Members present Kyle Riel, David Lucas, Miya Kohmetscher, Guy Collier and Tina Tollgaard.

Absent: None

Staff Attending: David Isaacson, Utilities Superintendent, Robert Tschida, Building Inspector and Bernadine Reed, City Administrator/Clerk/Treasurer.

Others attending: John Peura and Jeff Dotseth

Mayor Lucas called the meeting to order at 7:04 p.m.

Motion by Kohmetscher, seconded by Collier and carried unanimously to approve the following consent agenda items

- Minutes of October 8, 2019, regular council meeting;
- Claims (5805-5835) \$50,162.27;
- Accounts payable – \$14,031.47;
- Cash control statement, receipt and disbursement registers;

Administrative report submitted by Bernadine Reed, City Clerk:

- Completed 3rd Quarterly reports;
- Reviewed 2020 election requirements and created related resolution;
- Requested required notifications for water and sewer past due accounts for certification to taxes;
- Regular daily, weekly and monthly work.

Utilities Department report submitted by David Isaacson, Utilities Superintendent.

- Distributed required lead and copper testing results to households that participated;
- Discharging of sewer ponds;
- Troubleshooting water treatment plant alarm is triggering;
- Road maintenance with available gravel;
- Repairs to rest area bathroom due to intentional damage;
- Submittal of two quotes for tires for city pickup;
- Regular daily, weekly and monthly work;

Discussion of rest area bathroom damage. Isaacson was instructed to research security cameras for the area.

Motion by Collier, seconded by Tollgaard and carried unanimously to accept the quote from Complete Auto Diagnostics in the amount of \$990.39 for four tires for the F-250 City pick-up and authorize the advertising and sale of the current tires.

Fire Department report submitted by Kyle Riel, Fire Chief.

- One fire and two medical calls in October, one medical and one fire call so far in November;
- Discussion of unexcused absences, the Fire Chief will proceed per SOP guidelines;
- The siren is not working again, warranty of repair research will be done and information about emergency notification will be obtained and submitted at the December meeting;
- Submittal of quote for recommended repairs to response vehicles;
- Recruitment is on-going;

Motion by Collier, seconded by Tollgaard and carried unanimously to authorize the requested repairs to emergency response vehicles and acceptance of quoted price.

Building Department report submitted by Robert Tschida, Building Inspector;

- Mayor and Acting Mayor are working on a date and time to reach out to residents in non-compliance of ordinances;
- Discussion of fire damaged garage, the Clerk sent requested letter to the owners concerning required removal, no response was received. Tschida will research next step for removal of the damaged building.

Committees:

- The Planning and Zoning Commission viewed the current playground equipment and will work on repair and maintenance of the equipment. Collier stated that he has requested an estimate for auto flush toilets from a local plumber;
- The Planning and Zoning Commission is reviewing and updating the comprehensive plan;
- Recruitment of a new member and appointment of a chairman are in process.

Unfinished Business:

- Ordinance violation compliance updates.

Correspondence:

- Acknowledgement of MN Department of Health, HAA5 and THM results;

New Business:

- Resolution 2019-05: Motion by Collier, seconded by Riel and carried unanimously to approve resolution 2019-05 a resolution designating the 2020 elections by mail ballot.
- Motion by Tollgaard, seconded by Kohmetscher and carried unanimously to authorize certification to collection by taxes of unpaid water and sewer accounts and administrative fee uncollected violation fees.
- Motion by Collier, seconded by Riel and carried unanimously to approve the standard audit engagement letter confirming the terms of audit services and the fee of \$6,700 for year end 2019 and \$6,900 for year end 2020 with an additional fee of \$500 per year for audit presentation to the City Council to be considered after audit review.
- Motion by Collier, seconded by Tollgaard and carried unanimously to accept a donation of a children's little library and table to be placed by the playground/rest area in 2020. The Council appreciates the donation.

Motion by Collier seconded by Riel and carried unanimously to adjourn the regular meeting at 8:36 p.m.

Submitted by,

Bernadine L Reed
City Administrator/Clerk/Treasurer