

**CITY OF KETTLE RIVER
CITY COUNCIL MINUTES
December 18, 2020, 7:00 p.m.**

A regular meeting of the Kettle River City Council was held in the meeting room of City Hall, Friday, December 18, 2020.

Members present:

Mayor David Lucas

Councilors: Guy Collier, Janice Sherman, and Miya Kohmetscher

Absent: Tina Tollgaard

Staff Attending: Kathryn Lake, City Administrator/Clerk-Treasurer, David Isaacson, Utilities Superintendent

Others attending: Trey and Jane Morgan, Jeff Dotseth, Kevin Peura, Monique Doward

Mayor Lucas called the meeting to order at 7:02 p.m.

Discussion on the renewal of Tower Tap liquor license. The City of Kettle River will be reducing the rate to \$1,100 for the renewal for the 2021 year because of COVID-19.

A motion was made by Councilor Sherman and seconded by Councilor Kohmetscher to lower the renewal to \$1,100 and carried unanimously.

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

- Minutes November 13, 2020 regular council meeting
- Claims (6072-6097=\$29,148.23)
- Cash control statement, receipt, and disbursement registers.

Administration Department report submitted by Kathryn Lake, City Administrator/Clerk-Treasurer:

- Worked at home and did webinars and reading of Minnesota State Statues.
- Regular daily, weekly and monthly work completed.
- Letters sent out for the Kasden properties and Alberg property.
- The old recycle sheds have been removed.
- Fire contract payments.
- Received \$2755.55 donation from Split Rock Township for the Fire Department.
- Send thank you notes for the donations.

Building:

- Water pumped from the water plant during the month of October totaled 163,900 gallons.
- Completed the online Fluoride report.
- Working on the monthly wastewater report
- Billed NC3 and Mlaskoch for water used, NC3 has paid.

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- John Lower from Image Design came up with an idea and price for two more 2'x8' signs to add to the billboard. The cost would be \$230.00 per sign to match the existing sign.
- There is a generator issue at the lift station that surfaced when the electricity was out for 6 hours for LCP to replace a transformer. The motor rotation was reversed from normal power when the gen set was running. Dave reversed the gen set rotation on the 3 phase and ran the gen set and normal power and pumps good. There is still an issue with trying to find a new ammeter gauge, as the current one quit working.
- The computer that runs the WTP was lit up and showing "Boot Failure" on the screen. Tried rebooting with no luck. Called Tonka and they have not got back to me on costs. Tonka is thinking the hard drive has crashed. They will check into fixing it but may need a brand new one. It seems to be pumping fine right now, but I will have to manually backwash the filters.
- There is no news on the water tower standpipe.

Fire Department Report submitted by Kyle Riel. Fire Chief

- Total of 14 calls for the month of November. There has been one medical run so far in December.
- Bob Hattenberger has retired from the First Responders. Kyle wants to recognize Bob for all his years of service on both the Fire Department and First Responders. He was actually one of the founding members of the First Responders.
- Working extra hard on new recruiting. Has some follow-ups to see if the people are still interested.
- Quote from Heiman light bar on the brush rig.
- Emergency Apparatus will take care of the installation of the light bar and wiring. They also need to fix some lights on the other trucks.
- Purchased a COVID-19 fogger. Takes 30 seconds to disinfect. Using the fogger to disinfect the rigs and apparatus equipment. Kyle is willing to come in and disinfect City Hall if staff would like to have it completed.
- All of the First Responder's bags have been received.
- Nathan Johnson has finished his training and submitted for the \$500.00 sign on bonus offered.

Motion by Councilor Collier and seconded by Councilor Kohmetscher and carried unanimously to get the light bars and switches installed on the brush rig.

For the second half of property revenue for the 2020 year the city has received approximately \$11,000 less this year than last year.

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Motion was made by Councilor Sherman and seconded by Councilor Kohmetscher and carried unanimously to put a temporary freeze on unnecessary spending for all departments.

A citizen put in a suggestion in the suggestion box about a leash law in the city. Kathy will look into this and call the citizen with the information.

Committees:

Personnel Committee:

Mayor Dave Lucas and Councilor Collier met with Kathy Lake to perform the probationary period evaluation.

Motion was made by Councilor Collier and seconded by Councilor Kohmetscher and carried unanimously to hire Kathy Lake as a permanent employee.

Discussion on the properties within the city for sale. The city is looking into listing the property with United Country Realty. The council would have to approve as to the usage of the property for sale.

Motion made by Councilor Collier and seconded by Councilor Kohmetscher and carried unanimously to adopt the 2020 budget.

Motion made by Councilor Collier and seconded by Councilor Sherman and carried unanimously to accept the ACH withdrawal for the USDA loans on 01/01/2021.

Motion made by Councilor Kohmetscher and seconded by Councilor Sherman and carried unanimously to change the water reconnection fee from \$30 to \$100.00

Motion made by Councilor Sherman and seconded by Councilor Collier and carried unanimously to change date and for winter parking restriction to November 1 through April 15 from Midnight until 8:00 a.m.

Planning and Zoning Ordinance does not state an individual has to be a resident of the city. Non-residents could be on the committee. They are there to make advisory suggestions, but the council would approve anything that would happen in the city. The council would approve any new member to the committee.

Motion made by Councilor Kohmetscher and seconded by Councilor Sherman and unanimously carried to have Carlson SV as the new auditing firm at the price of \$6,970 each year for the next 3 years.

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The attorney suggested sending out both certified letter and door hanger for the delinquent water and sewer accounts. Put door hangers out with a 10-day payment period.

Motion by Councilor Collier seconded by Councilor Kohsmetscher and carried unanimously to adjourn at 8:52

p.m.

The next meeting will be held January 5, 2021 at 7:00 p.m. at the City Hall.

Submitted by,

Kathryn Lake
City Administrator/Clerk/Treasurer