

**KETTLE RIVER CITY COUNCIL**  
**Council Meeting Minutes**  
**Jan 7, 2024**

**Call to Order** Mayor Lucas called the meeting to order at 7:00pm.

**Pledge**

**Members Present:** David Lucas, Miya Kohmetscher, Marcia Sarvela, Elizabeth Mascarenas, Patricia Lund

**Staff Present:** Kathy Lake, Carol Grutkoski, Doug Booker, Jon Lingle, Logan Tomczak

**Guest Speakers:** None

**Other Guests:** Laura Simi, John Peura, Bob Kohmetscher, Gary Marsyla, Judy Marsyla, Jeremiah Countryman

1. Consent Agenda
  - A. Motion to Accept Consent Agenda made by Councilor Mascarenas and seconded by Councilor Kohmetscher. Ayes: Councilor Kohmetscher, Councilor Sarvela, Councilor Mascarenas, Councilor Lund, Mayor Lucas. Nays: none. Motion carries to approve the following consent agenda items:
  - B. Minutes of December 10, 2024, Regular meeting.
  - C. Claims (7206 - 7245 = \$53,480.1)
  - D. Cash control statement, receipts, disbursements, and bank statement.

**City Departments & Committees**

2. Administrative Department – Kathy Lake, City Administrator
  - A. Thank you to Doug, Jon & Logan for painting
  - B. Mini blinds have been ordered for the Senior Center
  - C. Working on new council member books
  - D. Cassie Hall is leaving Advanced Utilities Solutions at the end of January, Carol Ross is the new operator. She has 33 years of experience and has been with AUS since October.
  - E. Minnesota Department of Health is requiring new lead & copper samples.
  - F. Received LGA, the City's portion was \$39,000+, the Fire Department's was \$9000.
  - G. Kathy's computer is too old to be repaired and should be replaced.
  - H. UBMax is starting onboarding for the new gWorks application.
  - I. End of year work is in progress.
  - J. The MCFOA Annual Conference is March 18 – 21. The cost is \$395 and is in Brooklyn Center.

3. Utilities

- A. We have a bid from Harju to replace windows in senior center.
- B. All water meters were read successfully at the end of December.
- C. The City Hall flag pole was painted, the Legion's flag pole will be done.
- D. Dumpster is too small at City Hall, but we have the largest size. Kathy to check if we can get a second one without raising our rate.
- E. The City garage is heated and there are a lot of items stored in it that do not need to be kept warm. Can the ballfield shed be used for cold storage? It would mean removing items from the ballfield shed to make room. Doug was given permission to decide what should be kept and what can be thrown away.
- F. All communications with Ms. Doward or from Ms. Doward should go straight to the office, including calls to the emergency number.

4. Fire and First Responder Department

- A. 3 fire calls, 8 medical calls
- B. Two loads of items went to Moose Bids. Dave requested everything be itemized. There may be a way to donate obsolete stuff, Kyle might know. Need approval from City Council & Isaac Gran to donate items.
- C. Need roll-off dumpster to clean out fire hall.
- D. Fire Department would like to use their portion of LGA for new truck (\$14,000) and trailer(\$5,000). Budget for 2025 is already set, will need to bring this to Council in August at the 2026 Budget Workshop.
- E. Fire department is out of compliance with the amount of training that has been completed. Logan is offering more training than is required - 36 hours are offered and only 24 hours are needed a year.
  - 1. Training records can be checked with little notice
  - 2. We need to determine ways to make the training more accessible and incentives to attract fire fighters.
    - a) *Training was recently switched to Wednesday evenings but training schedule may need to be more flexible such as alternating the days or the time training is offered.*
    - b) *Training provided by Northstar has to be booked at least a month out.*
    - c) *Pay increases need to be approved by Fire Commision and then City Council.*

5. Personnel Committee

- A. Nothing

6. Planning & Zoning

- A. Nothing

7. City Council

- A. Ms. Doward's most recent email – Mayor Lucas was misquoted regarding improper W/S billing. New lawsuit against City and everyone else.

8. New Business

- A. Post Office Lease Agreement – City pays brokerage fee, the lease is for five years. Who has the choice to renew the lease, the City or PO?
1. Motion to accept the new Post Office lease agreement was made by Councilor Kohmetscher, seconded by Councilor Sarvela. Ayes: Councilor Kohmetscher, Councilor Sarvela, Councilor Mascarenas, Councilor Lund, Mayor Lucas. Nays: none. Motion carries.
  2. Kettle River has received engagement letter from CarlsonSV to approve them for 2025. Mayor Lucas would like to add a clause that if they don't return our audit on time, we do not have to pay the full amount. Should CarlsonSV pay any fines? Discussion was tabled until the Mayor Lucas has talked to CarlsonSV. Motion to table made by Miya, seconded by Councilor Sarvela. Ayes: Councilor Kohmetscher, Councilor Sarvela, Councilor Mascarenas, Councilor Lund, Mayor Lucas. Nays: none. Motion carries.
- B. Resolution 2025-01 Adopting 2025 Appointments
1. Acting Mayor: Councilor Elizabeth Mascarenas
  2. Official Newspaper: Moose Lake Star Gazette
  3. Bank Depositories: First National Bank of Moose Lake
  4. City Attorney: Kennedy & Graven
  5. Fire Commission: Mayor Dave Lucas
  6. Building/Utilities Safety Committee: Councilor Elizabeth Mascarenas and Councilor Miya Kohmetscher
  7. Personnel Committee: Councilor Elizabeth Mascarenas and Councilor Patricia Lund
  8. Planning and Zoning Committee: Mayor Dave Lucas and Councilor Marcia Sarvela
  9. Auditing Firm: CarlsonSV
  10. Motion to accept Resolution 2025-1 was made by Councilor Sarvela and seconded by Liz. Ayes: Councilor Kohmetscher, Councilor Sarvela, Councilor Mascarenas, Councilor Lund, Mayor Lucas. Nays: none. Motion carries.
- C. City received quote from Hartfiel for 8 cylinder manifold (pump) to feed chemicals in the water treatment plant. Pump is constantly leaking. Quote is \$1037.91. Motion to purchase 8 cylinder manifold made by Councilor Kohmetscher and seconded by Councilor Mascarenas. Ayes: Councilor Kohmetscher, Councilor Sarvela, Councilor Mascarenas, Councilor Lund, Mayor Lucas. Nays: none. Motion carries.
- D. City received a quote from Harju Window and Doors to replace broken windows in Senior Center. Quote is \$550 to replace both windows and includes installation. Motion to accept window quote made by Councilor Sarvela and seconded by Councilor Lund. Ayes: Councilor Kohmetscher, Councilor Sarvela, Councilor Mascarenas, Councilor Lund, Mayor Lucas. Nays: none. Motion carries.
- E. City received a quote from AUS for American Legion lights and needs to be reviewed by Guy Collier. Motion to table discussion was made by Councilor Kohmetscher and seconded by Councilor Sarvela. Ayes: Councilor Kohmetscher, Councilor Sarvela, Councilor Mascarenas, Councilor Lund, Mayor Lucas. Nays: none. Motion carries.

- F. The laptop for Utilities, and the laptop, desktop and printer for City Hall need to be replaced. Lenovo V15 Gen 4 laptop.
1. Motion to purchase new Lenovo V15 Gen 4 laptop (\$689.99) to replace the Utilities laptop made by Councilor Mascarenas and seconded by Councilor Kohmetscher. Ayes: Councilor Kohmetscher, Councilor Sarvela, Councilor Mascarenas, Councilor Lund, Mayor Lucas. Nays: none. Motion carries.
  2. Motion to purchase new Lenovo V15 Gen 4 laptop (\$689.99) to replace City Hall administrator laptop made by Councilor Kohmetscher and seconded by Councilor Lund. Ayes: Councilor Kohmetscher, Councilor Sarvela, Councilor Mascarenas, Councilor Lund, Mayor Lucas. Nays: none. Motion carries.
- G. Utilities report: water usage is around average at 6000/day, monthly 182,000/month. Waste water is low at 400,000 for month (1 million average).
- H. Carlton County Board of Appeal and Equalization will meet on April 23, 2025 at 10am in the Kettle River Senior Center. Residents can attend to discuss property taxes.
- I. Municipal Clerks and Finance Officers Association (MCFOA) annual conference is March 18 – 21 in Brooklyn Center. Motion for the City Administrator, Kathy Lake, to attend was made by Councilor Mascarenas and seconded by Councilor Kohmetscher. Ayes: Councilor Kohmetscher, Councilor Sarvela, Councilor Mascarenas, Councilor Lund, Mayor Lucas. Nays: none. Motion carries.

Motion to adjourn meeting was made by Councilor Kohmetscher and seconded by Councilor Lund. Ayes: Councilor Kohmetscher, Councilor Sarvela, Councilor Mascarenas, Councilor Lund, Mayor Lucas. Nays: none. Motion carries.

Meeting adjourned at 8:37.