

KETTLE RIVER CITY COUNCIL SPECIAL MEETING

Tuesday February 18, 2025. 7:00 PM

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

Pledge of Allegiance

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

Members Absent: Miya Kohmetscher

Staff: Kathy Lake, Isaac Gran, Jon Lingle, Carol Grutkoski

Guest Speakers: Dan Reed, Eric Appelwick

Guests: Guy and Judy Collier

Guest Speakers:

1. Dan Reed
 - a. Regarding ditch on east side of Main Street
 - b. Economic Development of Carlton County has funds to pay to reestablish the ditch
 - c. Kevin Peura gave a bid of \$4500
 - d. It has to be done during cold weather

2. Eric Appelwick (AUS)
 - a. OPERATIONS UPDATE - Water plant
 - i. 2 permanganate soaks completed on water treatment plant filters in January. o Permanganate soaks were performed to reduce buildup of impurities, such as oxidized iron, oxidized manganese and sulfur in the filters.
 - ii. Increased backwash time on filters to further address water impurities.
 - iii. The water tank froze on 2/12.
 - iv. Discovered Filter 3 is designated at Air Wash valve #2 for both view and control on SCADA. o Corrected on 2/13 by Automatic Systems.
 - v. SCADA back online, remote view 2/13.
 - b. OPERATIONS, MAINTENANCE, OBSERVATIONS AND ADJUSTMENTS
 - i. Items discovered while onsite during the water tower freeze.
 1. It was discovered that all the backwash water is going to the sanitary sewer. Currently there are two valves that control the decant pump to direct flow to either the ditch or sanitary sewer. This will be investigated to verify what is best for discarding backwash water. On the other hand, the settling pump is designed to only go to the sanitary sewer.
 2. It was discovered that the last manhole at water plant, which discharges backwash water to sanitary sewer, was plugged with some gritty material. Mike was able to unplug it with a shovel and normal flow resumed.
 3. AUS to tentatively plan to inspect water plant filters during the last week of February for media levels.
 4. AUS will look further into the decant pump and settling pump this spring/summer.

5. Recommendation: Mixing pump/s and standpipe recirculation pump in the water tower.
- c. EMERGENCY RESPONSES
- i. 2/12: Water Tower Frozen
 1. Eric and Mike received texts from Doug at 0704 for Low Discharge Pressure
 2. Eric responded onsite @ 0816 and discovered the water plant was in backwash lockout and the water was lowered in the water tower. Assumed the tower and/or standpipe were frozen. Plant was operated manually after inspecting the treatment plant and SCADA.
 3. Eric and Mike talked to MRWA regarding the tower's operations, AUS did not have to utilize them.
 4. Mike picked up AUS's hydrant pressure relief valve and installed it @ 1200.
 5. Mike contacted Jennifer @ MDH to inform her of the suspected frozen tower. Additionally, Mike let her know that AUS was able to maintain distribution pressures between 40psi and 60psi by operating the well manually from 0820 until the relief valve was installed @ 1200.
 6. Eric contacted Maguire Iron @ 10:30 and had a crew available to address the ice in the tower.
 7. Carol was onsite before 1200 and stayed onsite until the system stabilized.
 - ii. 2/13: Water Tower Thaw
 1. Eric arrived onsite @ 0900 to prep for Maguire Iron's arrival, inspect the treatment plant and address SCADA online access.
 2. Maguire Iron arrived onsite @ approximately 1200.
 3. Water started flowing back in the water tower @ approximately 1530.
 4. Frost free spigot at the lift station is utilized to maintain constant, controlled flow for increased water use.
 5. Carol was onsite @ approximately 1600 to relieve Eric and stabilize the system after the tank thawed.
 - iii. 2/14: Bac-T Sample/Chemical Feed Pump/Post freeze follow up
 1. A Bac-T sample was taken and transported to Pace Analytical – MDH required sample
 2. Chlorine pump was replaced, failed on 2
 - a. Pump was picked up from Hawkins in Duluth after bac T sample was dropped off.
 3. Multiple operational checks were completed, and the water treatment plant was adjusted back to normal operations.

Public Comment:

Consent Agenda:

1. Motion to accept Consent Agenda made by Councilor Sarvela, seconded by Councilor Mascarenas. Ayes: Councilor Sarvela, Councilor Mascarenas, Councilor Lund, Mayor Lucas. Nays: none. Motion carries to approve the following consent agenda items:
 - o Minutes of January 7, 2025, meeting,
 - o Claims (7228 – 7291 = \$10,166.64)

- Cash control statement, receipts, disbursements, and bank statement.

Reports of City Departments and Committees:

1. Administrative Department
 - a. Daily, weekly, monthly done
 - b. Contacted insurance company regarding water tower, they acknowledged the claim
 - c. Attorney has Kathy's emails that were lost.
 - d. A suggestion was made to pay Ace Hardware with one check per month, rather than pay individual receipts.
 - e. Mayor Lucas approved water tower emergency repairs on February 12/13 after talking with Councilor Mascarenas. City needs a policy on emergency spending (who can approve, what constitutes an emergency, etc.)
 - f. I need to schedule a personnel meeting with Isaac Gran and the Personnel Committee.
2. Utilities Department
 - a. Lots of plowing
 - b. Frozen water tower
 - c. Continue to keep fire hydrants clear
3. Fire and First Responder Department
 - a. New turnout gear ordered
 - b. January - 5 first responder calls, 1 fire department call (possible chimney fire, but it wasn't)
 - c. Isaac is head of Fire Department and EMS, training officer, Fire Department has an assistant captain, EMS has a captain. All potential new positions must be brought to Council and approved.
 - d. Fire Department and EMS vehicles cannot be brought to events without approval – this can go on March agenda.
 - e. Vehicle repair companies need to be approved by the Council
 - f. EMS should not respond to fire calls unless specifically called in
4. Personnel Committee
 - a. None
5. Planning and Zoning
 - a. Mayor Lucas is the new Planning and Zoning Commission chair
6. City Council:
 - a. None

Correspondence:

1. Moose Lake Post Prom would like a donation
 - a. Previously Kettle River has given \$25. Motion to contribute \$25 to the Moose Lake Post Prom was made by Councilor Mascarenas, 2nd by Councilor Lund. Ayes: Councilor Mascarenas, Councilor Lund, Mayor Lucas. Nays: Councilor Sarvela. Motion carries.

2. Moose Lake Historical Society Membership
 - a. More information is needed.
 - b. Motion to table made by Councilor Mascarenas, 2nd by Councilor Sarvela. Ayes: Councilor Sarvela, Councilor Mascarenas, Councilor Lund, Mayor Lucas. Nays: none. Motion carries.

Old Business:

New Business:

1. CarlsonSV Engagement Letter approval
 - a. Motion to approve the CarlsonSV engagement letter made by Councilor Mascarenas, 2nd by Councilor Sarvela. Ayes: Councilor Sarvela, Councilor Mascarenas, Councilor Lund, Mayor Lucas. Nays: none. Motion carries.
2. Elite Electrical quote for American Legion Building, Flagpole light fixture, (city) Street Light Pole GFCI
 - a. Quote of \$504.39 to replace the Legion Building flagpole light with NuWatt 25w LED bullet spotlight and commercial outdoor weatherproof landscape/pole light. The cost will be covered by the Legion. Motion to accept the bid was made by Councilor Mascarenas, 2nd by Councilor Lund. Ayes: Councilor Sarvela, Councilor Mascarenas, Councilor Lund, Mayor Lucas. Nays: none. Motion carries.
 - b. Quote of \$1453.76 to replace interior fluorescent light fixtures in the Legion Building with LED troffer fixtures. The City of Kettle River is willing to pay 1/3 to 1/2 of the cost. Motion to accept the bid and cover 1/3 to 1/2 of the cost was made by Councilor Sarvela, 2nd by Councilor Mascarenas, Ayes: Councilor Sarvela, Councilor Mascarenas, Councilor Lund, Mayor Lucas. Nays: none. Motion carries.
 - c. Quote of \$205.47 to replace street light pole GFCI, City of Kettle River to cover \$100 of the cost. Motion to accept bid of \$205.47 was made by Councilor Sarvela, 2nd by Councilor Lund., Ayes: Councilor Sarvela, Councilor Mascarenas, Councilor Lund, Mayor Lucas. Nays: none. Motion carries.
3. Fire Department wages
 - a. Current fire department wage is \$8.21, should this be increased to the minimum wage of \$11.13. Motion to table made by Councilor Sarvela, 2nd by Councilor Mascarenas. Ayes: Councilor Sarvela, Councilor Mascarenas, Councilor Lund, Mayor Lucas. Nays: none. Motion carries.
4. Earned Sick and Safe Time (ESST) has three options for employers to choose from for implementation.
 - a. Option 1: each employee accrues one hour for every 30 hours of work, up to a maximum of 48 hours. The employee can carry over unused ESST to the next year up to a maximum of 80 hours. There is no payout for unused ESST hours.
 - b. Option 2: each employee receives 48 hours of ESST at the beginning of the year with a payout at end of year for unused hours. There is no additional accrual and no carryover.
 - c. Option 3: each employee receives 80 hours at the beginning of the year. There is no additional accrual, no payout, and no carry over.

- d. If the employer already offers paid time off that is at least as good as ESST, then ESST does not have to be offered. The City of Kettle River full-time employees have paid sick and vacation time.
 - e. Motion to implement option 1 for part time City employees was made by Councilor Lund, 2nd by Councilor Mascarenas. Ayes: Councilor Sarvela, Councilor Mascarenas, Councilor Lund, Mayor Lucas. Nays: none. Motion carries.
5. Annual City of Kettle River BBQ
- a. The Annual City of Kettle River BBQ will be May 3rd (first Saturday in May) from 11am to 3pm at the Legion building
 - b. Mayor Lucas will purchase food and create flyers.
 - c. Other details have to be decided.
6. Approval for Assistant Fire Chief
- a. Motion to approve Scott Giannini as the Assistant Fire Chief was made by Councilor Sarvela, 2nd by Councilor Mascarenas. Ayes: Councilor Sarvela, Councilor Mascarenas, Councilor Lund, Mayor Lucas. Nays: none. Motion carries.
7. Quote for repairs of #481
- a. EMS Expedition – A&B Automotive quoted \$904.48 for repairs, Kathy will call shop to ask about remaining life of vehicle.
 - b. Motion to accept A&B Automotive quote of \$904.48 was made by Councilor Mascarenas, 2nd by Councilor Lund. Ayes: Councilor Sarvela, Councilor Mascarenas, Councilor Lund, Mayor Lucas. Nays: none. Motion carries.
8. Thawing of water tower/standpipe
- a. The City of Kettle River has not received the final cost for thawing the water tower and standpipe, but there is a flat cost of \$10,500 that includes four hours of onsite work. Additional hours will be an additional cost.
 - b. Motion to table discussion until we have the total cost was made by Councilor Sarvela, 2nd by Councilor Mascarenas. Ayes: Councilor Sarvela, Councilor Mascarenas, Councilor Lund, Mayor Lucas. Nays: none. Motion carries.
9. Incident report
- a. The fire department brush rig was driven to a call without permission or being specifically asked to respond. The Personnel Committee will meet with the individual.

Adjournment:

Motion to adjourn was made by Councilor Mascarenas, 2nd by Councilor Lund. Ayes: Councilor Sarvela, Councilor Mascarenas, Councilor Lund, Mayor Lucas. Nays: none. Motion carries.

Meeting adjourned at 9:33pm.

The next meeting will be held March 11, 2025, at 6:15 PM. There will be a discussion with MN DOT at 6:15 PM regarding the upcoming Highway 73 project slated for 2029.