

**CITY OF KETTLE RIVER
CITY COUNCIL MINUTES
February 12, 2019**

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

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

Absent: None

Staff Attending: David Isaacson, Utilities Superintendent and Bernadine Reed, City Administrator/Clerk-Treasurer.

Others attending: Trish Riel, Nick Wright and Isaac Gran.

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

Mayor Lucas requested that notification of water and sewer estimated billings be given to residents. Request for final costs of water tower project.

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

- Minutes, January 8, 2019 regular council meeting;
- Claims (5587 - 5625 - \$39,817.22);
- Accounts payable - \$63,742.47;
- Cash control statement, receipt and disbursement registers.

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

- Regular daily, weekly and monthly work;
- Completed 2018 year-end reporting requirements;
- City Auditor was on site January 29th;
- Preparation for Fire Commission meeting.

Utilities Department report submitted by David Isaacson, Utilities Superintendent.

- Reported three water leaks, two service lines and one water meter base;
- Water testing results from Department of Health;
- Report of parking violations;
- Issue with discolored water and backwashing of filters, continued monitoring;

Fire Department report submitted by Kyle Riel, Fire Chief.

- Three fire calls and five medical calls;

- Tanker is currently out of service, damage was done during response to a fire in extreme cold weather, repair parts are on order and an insurance claim has been submitted;
- Turn-out gear dryer has been delivered and installed;
- Research of disposal of old air tanks is continued;
- Per Council request, Nick Wright is in attendance. Discussion was held concerning Nick Wright's reinstatement request, Nick Wright stated that he is requesting reinstatement as a firefighter, his stated that he does not have time to return as an officer. Motion by Collier, seconded by Kohmetscher and carried unanimously to reinstate Nick Wright as a firefighter.

Nick Wright left the meeting.

Committees:

- Lucas gave an update from the Planning and Zoning Commission meeting. The Commission held discussion about tax abatement, properties for sale, advertising of available properties and other business friendly ideas. A request was made for a map for the Planning and Zoning Commission identifying City owned property.

Personnel Commission:

- Request for Respectful Workplace training cost.

Unfinished Business:

- Ordinance updating: Options offered by the League of Minnesota Cities was presented by Reed. Additional information will be requested;
- Information was presented by Reed for cost of hosting a paper shredding event;
- Parking violation update. Reed informed the Council that vehicles have been tagged and towing has been arranged for vehicles in violation;
- Video and Audio Recording of City Council Meetings Guidance Policy has been reviewed and approved by the City Attorney. Motion by Tollgaard, seconded by Riel and carried unanimously to adopt the policy.

Correspondence:

- Request from Moose Lake Area Historical Society. Motion by Tollgaard, seconded by Collier and carried unanimously to donate \$50.00 from the Lawful Gambling Account;
- Acknowledgement of Department of Health correspondence;
- Acknowledgement of Board of Appeal and Equalization meeting to be held Monday, April 15th, 2019.

New Business:

- Discussion of necessary repairs to the Fire/City Hall. Staff was instructed to request quotes from contactors;
- Information about e-mail addresses for City Councilors was presented, following discussion motion by Kohmetscher, seconded by Riel and carried unanimously to obtain e-mail addresses for the City Council and Fire Chief from the web-site provider.

Motion by Collier seconded by Kohmetscher and carried unanimously to adjourn the regular meeting at 8:23 p.m.

Mayor Lucas called the closed session to order at 8:25 p.m.

Purpose of the closed session is City Council review of the City Attorney's completed investigation into a personnel complaint.

Motion by Riel, seconded by Kohmetscher to open the closed session at 8:35 p.m.

Closed session summary consisted of review of the investigation documentation. Motion by Tollgaard, seconded by Riel and carried unanimously that the investigation is closed, and disciplinary action not warranted.

Motion by Tollgaard, seconded by Kohmetscher and carried unanimously to adjourn at 8:44 p.m.

Submitted by,

Bernadine L. Reed
City Administrator/Clerk/Treasurer