

CITY OF KETTLE RIVER  
CITY COUNCIL MINUTES  
March 12, 2019

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

Members present: Kyle Riel, Guy Collier, Miya Kohmetscher, David Lucas 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, Trish Riel, Marcia Sarvela and Todd Lawrence.

Mayor Lucas called the meeting to order at 7:00 p.m.

Trish Riel, Mercy Hospital Board, presented an annual report about Mercy Hospital.

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

- Minutes, February 12, 2019 regular council meeting;
- Claims (5626 - 5649 - \$9,593.25);
- Accounts payable - \$46,756.35;
- Cash control statement, receipt and disbursement registers.

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

- Regular daily, weekly and monthly work;
- Completed and submitted a FD grant application to Enbridge;
- Completed the audit review and submitted reports to state;
- Attended the Fire Commission meeting and completed related work.

Utilities Department report submitted by David Isaacson, Utilities Superintendent.

- Results from MN Dept of Health, water testing within requirements;
- Brace within the water tower was removed during the 2018 tower project;
- Gate valves and hydrant flushing will occur when weather permits;
- Correspondence from MPCA concerning the General Permit and phosphorus limits were discussed, Isaacson will respond to the MPCA

Fire Department report submitted by Kyle Riel, Fire Chief.

- One fire call and four medical calls in February;
- Acknowledgement of letter of resignation from David Lingle. Motion by Collier seconded by Tollgaard and carried unanimously to accept David Lingle's resignation from the Fire Department.

- Research of disposal of old air tanks is continued, suggestion was made to contact a scrap dealer, Riel will look into it;
- Motion by Kohmetscher, seconded by Tollgaard and carried unanimously to offer a “conditional membership” to Nathan Johnson and Jordon Grimm;
- Riel submitted a quote from Emergency Apparatus for annual flow test of the SCBA’s; Motion by Tollgaard, seconded by Collier and carried unanimously to approve the quote.
- Motion by Collier, seconded by Kohmetscher to appoint Kyle Riel as Fire Chief and Isaac Gran as Assistant Fire Chief. Riel abstained. Lucas-Aye; Tollgaard – Aye; Collier-Aye and Kohmetscher – Aye.
- Request by Riel to attend MSFDA annual conference. Motion by Kohmetscher, seconded by Tollgaard to authorize Riel to attend the conference and authorize payment of related expenses. Riel abstained. Lucas-Aye; Tollgaard – Aye; Collier-Aye and Kohmetscher – Aye.
- Riel gave an update about the fire truck repairs. Riel stated that training will be done instructing how to properly drain the valves.
- Presentation of Leave of Absence change to the FD SOP’s. Motion by Tollgaard, seconded by Collier and carried unanimously to approve the presented leave of absence language change to the FD SOP’s.

Building Department report submitted by Robert Tschida, Building Inspector:

- Tschida updated the Council about training session and requested to attend an upcoming session in April.

Committees:

- Lucas requested Council authorization to contact state and other agencies to obtain information about hazardous buildings and animal control options, all Councilors agreed that Lucas can contact agencies as needed and present findings at a future meeting;
- Lucas updated the Council about a regional leader meeting he attended that was organized by the President of the Moose Lake Area Chamber of Commerce;
- Lucas asked on behalf of the Planning and Zoning Commission to have a land survey completed for the City property by the ball field park. A request was made to obtain a cost.

Planning and Zoning Commission:

- Todd Lawrence updated the Council about a vacancy on the Planning and Zoning Commission. Three people have stated interest in the position. As two of the interested candidates are from the surrounding area Lawrence suggested that the vacant position be offered to the City resident and the other two candidates be offered created “Commissioners at large” positions. Following discussion, the clerk was instructed to contact the

interested candidates and request they submit a letter of interest prior to the next meeting for the City Council's knowledge of the candidates.

Unfinished Business:

- Ordinance updating: Awaiting additional information;
- Information was given that Moose Lake is hosting a paper shredding event on May 18<sup>th</sup>, no further action about hosting an event;
- Information about respectful workplace training was presented. Following discussion, motion by Kohmetscher, seconded by Collier and carried unanimously to require all employees, City Council and Planning and Zoning Commission members to complete an on-line training with a sixty-day completion requirement from notification of training.

Correspondence:

- Information about the 2019 National Night Out event. Motion by Riel, seconded by Tollgaard and carried unanimously to participate in the 2019 National Night Out Event.

New Business:

- Presentation of computer use policy and social media policy, tabled;
- Discussion of a public notification system available from the water and sewer program vendor, tabled to research interest.

Motion by Collier seconded by Kohmetscher and carried unanimously to adjourn the regular meeting at 8:50 p.m.

Submitted by,

Bernadine L. Reed  
City Administrator/Clerk/Treasurer