

**CITY OF KETTLE RIVER
CITY COUNCIL MINUTES
May 8, 2018**

The regular meeting of the Kettle River City Council was held in the meeting room of City Hall, Tuesday, May 8, 2018.

Members present: Tina Tollgaard, Kris Miller, George Klaskin, David Lucas and Jason Montgomery.

Absent: None

Staff Attending: Kyle Riel, Assistant Fire Chief, Robert Tschida, Building Inspector and Bernadine Reed, City Administrator/Clerk-Treasurer.

Others attending: Marcia Sarvela, Todd Lawrence, Morgan Yeats, Kevin Peura, Gary Peterson, Chris Clasen, Jeff Dotseth, Kevin Peura, Jeff Dotseth and Star Gazette rep.

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

Chris Clasen, Justin, Clasen & Company, LTD, presented the 2017-year end audit report and communication letter. Mr. Clasen gave a brief review of the audit and answered questions.

Mr. Clasen left the meeting.

Gary Peterson, Carlton County Commissioner, gave an update of Carlton County projects. He gave updates concerning Enbridge Line 3, Carlton County Jail study, new Carlton County web site and county transportation tax projects.

Jeff Dotseth introduced himself as a candidate for the 11A House seat.

Mayor Klaskin requested that minute approval be removed from the consent agenda. No action was taken.

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

- Regular daily, weekly and monthly work;
- Meeting minutes, agendas, payroll, financial reports, bank reconciliation, customers, correspondence.

Utilities Department Report by David Isaacson, Utilities Superintendent.

- Daily work, including but not limited to readings at water plant, lift station and wastewater ponds;
- Bacti, fluoride and nitrate samples were collected;
- Completion of monthly fluoride report;
- Monthly wastewater report;
- Working on obtaining quotes to repair playground equipment;
- Water leak in the alley behind City Hall will be repaired next week;

- Furnace problems at the WTP.

Fire Department report submitted by Kyle Riel, Assistant Fire Chief.

- Four fire and one medical response;
- Request to modify current hiring process, requested to conduct interview, offer conditional membership and then bring to Council for approval.
- Request to place a recruitment ad in the local papers;
- Department will be holding two meetings a month to allow for extra training;
- Presented a pay proposal for the fire department;
- Presented a request to appoint Isaac Gran as Interim Assistant Fire Chief and Tom Simi as Training Officer.

Building Department report submitted by Robert Tschida, Building Official.

- Still issuing building permits for damage from last summer's hail storm.

Committees:

City Council:

- Mayor stated his displeasure of the City Engineer MSA not responding to the Mayor's calls and presented a previously distributed inspection report received from McGuire Iron, Inc.; Reed stated that the City Engineer has been in contact with the City staff and that prior Council action has been proceeding as instructed. Klaskin became angry, loudly vented at Reed stating his displeasure that he had not been informed of the engineer's progress between meetings. Klaskin made a motion to bid out the project to McGuire Iron and KLM, moved to new business.
- Personnel Committee, Tollgaard asked for update of the investigation. Lucas responded that it is being finalized and provided procedures.

Unfinished Business:

- Administrative Fees ordinance – awaiting final draft from attorney;

Correspondence:

- Acknowledgement of correspondence from Pam Whitmore;
- Acknowledgement of correspondence from Nordstrom's Sanitation;
- Acknowledgement of correspondence from Susan Schiessl, Justin, Clasen and Company, LTD.

Planning and Zoning: Todd Lawrence gave an update about Planning and Zoning Commission meetings. A request was made to purchase tax forfeit property from Carlton County for economic development. Gary Peterson, Carlton County Commissioner, provided additional information.

New Business:

- Motion by Klaskin, seconded by Montgomery and carried unanimously to authorize payment of State Fire Department membership dues in the amount of \$93.00; Riel provided benefits of membership;
- Motion by Tollgaard, seconded by Miller and carried unanimously to authorize an ad for fire department recruitment in the Evergreen paper, a 2x2 ad for four weeks. A flyer will be created for distribution during the Ma & Pa Kettle Days event.
- Motion by Montgomery seconded by Miller and carried unanimously to authorize payment of firefighters per proposal. Riel stated he would work the payments into his budget
- Motion by Montgomery seconded by Tollgaard and carried unanimously to appoint Isaac Gran as Interim Assistant Fire Chief and Tom Simi as Interim Training Officer.
- Motion by Klaskin, seconded by Montgomery to obtain bid repairs from McGuire Iron and KLM for water tower repairs and cancel the contract with MSA. Discussion about the process and the confusion created by the Mayor contacting firms after the Council's action of hiring MSA at the April meeting. Roll Call vote: Klaskin – aye; Montgomery- aye; Tollgaard – nay; Lucas – nay and Miller – nay. Motion failed.
- Motion by Tollgaard, seconded by Montgomery and carried unanimously to accept resignation from Marcia Sarvela from the Planning and Zoning Commission and to declare a vacancy for a planning and zoning commissioner.
- Motion by Lucas seconded by Tollgaard to purchase the requested tax forfeit property from Carlton County. Klaskin requested the proposal in writing. Lucas agreed to table his motion until written documentation is received.

Morgan Yeats asked if miscellaneous items could be removed from the Legion Building. Permission was given.

Klaskin stated that he contacted MNDOT about crosswalks. Klaskin distributed information to the Council. Klaskin stated it is the Cities responsibility to paint the crosswalks.

Motion by Tollgaard seconded by Lucas and carried unanimously to approve the consent agenda: Klaskin stated that he removed the minutes from the consent agenda. Tollgaard stated that her motion is to approve the consent agenda as presented. Klaskin stated he still has issues with the minutes and they are not professional minutes. Roll call: Klaskin- Nay; Montgomery – Aye; Tollgaard- Aye; Lucas – Aye; Tollgaard – Aye; Motion carried to approve consent agenda as presented.

- Approval of the minutes for the March 13, 2018 regular meeting, March 27, 2018 special meeting, April 5, 2018 Board of Appeal and Equalization meeting and April 10, 2018 regular meeting.
- Claims (5373-5398)- \$14,281.67

- Accounts payable - \$31,479.47
- Cash control statement, receipt and disbursement registers;
- MN Rural Water Association membership dues.

Motion by Montgomery seconded by Miller and carried unanimously to adjourn at 9:10 p.m.

Submitted by,

Bernadine L. Reed
City Administrator/Clerk/Treasurer