

**CITY OF KETTLE RIVER  
CITY COUNCIL MINUTES  
September 12, 2017**

The regular meeting of the Kettle River City Council was held in the meeting room of City Hall, Tuesday, September 12, 2017.

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

Absent: David Lucas

Staff Attending: David Isaacson, Utilities Superintendent; Nick Wright, Fire Chief; Robert Tschida, Building Inspector and Bernadine Reed, City Administrator/Clerk-Treasurer.

Others attending: Marcia Sarvela, Morgan Yeats, Eddie Pelkey, Guy Collier and Jenny Green.

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

Mayor Klaskin asked for an update of invoicing of Anderson Brothers and Williams Logging.

Mayor Klaskin requested clarification and definition of petty cash. Purchase slips and a spreadsheet along with verbal explanation of petty cash was given.

Addition of a donation request was added to the agenda. Following discussion, motion by Mayor Klaskin to donate \$50.00, motion failed; Motion by Councilor Tollgaard seconded by Mayor Klaskin and carried unanimously to donate \$100.00 from the lawful gambling account to Dave Simcox in benefit of Mackenzie Jarve for ADA remodeling due to a tragic accident.

Motion by Councilor Montgomery, seconded by Councilor Miller and carried unanimously to approve consent agenda items:

- Minutes of August 8, 2017 regular council meeting and August 22, 2017 budget meeting minutes;
- Claims (5215-5234 - \$3,874.01);
- Accounts payable - \$12,504.11;
- League of Minnesota Cities Membership dues in the amount of \$396.00;
- Mayors Association Membership Dues in the amount of \$30.00.

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

- Regular daily, weekly and monthly work;
- Attended August 22<sup>nd</sup> budget meeting and complied proposed budget;
- Attended the September 6<sup>th</sup> personnel committee meeting
- Started insurance renewal process.

Utilities Department report submitted by Dave Isaacson, Utilities Department:

- Daily work of readings at the water plant, lift station and ponds, fluoride sample collections;
- Submittal of monthly fluoride report to MN Dept of Health;
- Submittal of monthly wastewater report to MPCA;
- Submittal of pond depths;
- Update of meter installation;
- Update of hail damage claim;
- Attended Well Head Protection meeting.

Mayor Klaskin thanked Isaacson for his work on cleaning the city garage.

Fire Department report submitted by Nick Wright, Fire Chief.

- Two fire runs and three first responder calls;
- Attended County Fire Chiefs meeting, they are working on holding a Firefighter I training locally;
- A control burn will be held October 14, 2017, Cromwell is the host district;
- Motion by Councilor Tollgaard seconded by Councilor Miller and carried unanimously to accept a \$250.00 donation to the Fire Department from Jack Metso in memory of his wife Dawn Metso;
- Quotes will be obtained and presented at the next meeting for a light bar for the first responder unit.

Building Department report submitted by Robert Tschida, Building Official.

- Update of ordinance compliance inspections;
- Request to attend training. Motion by Councilor Montgomery, seconded by Councilor Miller and carried unanimously to approve attendance and related costs.

City Council:

- Councilor Montgomery stated that Pam Whitmore, LMC attorney contacted him, due to some document requests, to arrange a follow-up meeting with the Council and offered a mentor. Councilor Montgomery will forward the e-mail received to Reed for arrangement of a meeting;
- Mayor Klaskin informed the Council that he was being denied information from Reed and had been accused of harassing Reed. Mayor Klaskin made several allegations, accusations and insinuations. Reed made a request that the personnel committee investigate harassment/bullying by Mayor Klaskin. Councilor Tollgaard stated that her understanding was a “budget meeting” would be held to view the prior requested information. The personnel committee will hold an investigation into the allegations, the Council instructed the committee to work with the City attorney.

- Presentation of wage increases by personnel committee, Tabled
- Presentation of social media use policy; motion by Councilor Montgomery, seconded by Councilor Miller and carried unanimously to adopt as presented.

Unfinished Business:

- Air-fiber & Tom Simi lease agreement discussion, Tabled.
- Fire Department SOP, Tabled;
- Green Step Cities. Councilor Montgomery informed the Council that a representative will attend the next four council meetings.
- US Census – Mayor Klaskin will complete and submit the request.

Correspondence:

- Acknowledgement of thank you from MN Rural Water;
- Notification of Final Environmental Impact Statement for Line 3 Pipeline project.

New Business:

- Information concerning City insurance renewal was presented. Motion by Mayor Klaskin, seconded by Councilor Montgomery to choose “Does not Waive” the monetary limits on the liability coverage waiver form. Motion by Councilor Tollgaard, seconded by Councilor Miller and carried to renew insurance as presented. Fire Chief Wright pointed out a clerical mistake in the schedule;
- 2018 proposed budgets were presented; Motion by Councilor Montgomery, seconded by Councilor Miller and carried unanimously to adopt proposed budgets;
- Motion by Councilor Montgomery, seconded by Councilor Tollgaard and approve proposed 2018 tax levy.

Motion by Councilor Miller seconded by Councilor Montgomery and carried unanimously to adjourn at 8:15 p.m.

Submitted by,

Bernadine L. Reed  
City Administrator/Clerk/Treasurer