

CITY OF KETTLE RIVER
COUNCIL MEETING MINUTES
January 9, 2024

The Kettle River City Council meeting was held in the meeting room of City Hall, Tuesday, January 9, 2024, at 7 pm.

Members Present: Mayor Lucas, Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas

Members Absent: Councilor Collier

Staff Attending: Kathryn Lake, City Administrator Clerk/Treasurer; Isaac Gran, Fire Chief; Travis Leino, Utilities Department

Staff Absent: Jamie Dobosenski, Deputy Clerk; Rob Tschida, Building Inspector;

Speaking Guests Attending: Bollig Inc.

Other Guests: Laura Simi, Earl Nett, John Peura, Judy Collier

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

Pledge of Allegiance

Bollig Inc.- The preliminary application is finished and submitted, and the Final application is due in April. The needs assessment is finished, and the results are that the remaining water and sewer pipes that are cast iron and clay need to be replaced, most of the pipes were replaced in 1998 and are PVC. Advanced Utility Services has been addressing the issues with well #2 and at the water treatment plant. The Department of Health recommends having a back-up generator at the water treatment plant. The equipment at the water treatment plant should be upgraded to monitor remotely. The chemical pumps should be replaced. Upgrading water meters at residences to automatically be read. The water tower needs new footings. Settling around manhole covers should be fixed. The generator at the lift station should be upgraded and remote monitoring equipment installed. The ponds should be sludge free. The treatment tank from 1952 should be removed. Streets need work- spot repairs, culverts lifting. Sidewalks also need repairs.

-Project 1- Removing the treatment tank at the lift station

-Project 2- Installing a new well because well 1 is reaching the end of its useful life at 70 yrs. Old.

-Project 3- Replacing the few remaining blocks of old water and sewer lines from cast iron and clay to PVC.

Bollig is working on funding for these projects. Kettle Rivers needs rank high enough to be considered. A Preliminary Engineering Report will need to be done in order to prove the needs for the projects and the need for funding. A water tower inspection will need to be done by a company; this company will not be able to do the work needed.

CITY OF KETTLE RIVER
COUNCIL MEETING MINUTES
January 9, 2024

Mayor Lucas brought up the Inspection contract with McGuire Iron and Bollig will contact them. However, if there is Federal Funding for water tower repairs, McGuire will not be able to perform them if they do the inspection. The Preliminary Engineering Report does not expire, and it includes an environmental report that is valid for 5 years.

Motion to Accept consent agenda with the additions of Bollig's Task order #3 and the resignation of Mr. Dotseth from the Planning and Zoning Commission, made by Councilor Mascarenas and seconded by Councilor Kohmetscher. Ayes: Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas. Nays: Councilor Doward. Motion carries to approve the following consent agenda items:

- Minutes of the December 12, 2023, regular council meeting
- Claims (6886 – 6908 = \$63,701.60)
- Cash control statement, receipts, disbursement registers, and bank statements.

Reminder from Mayor Lucas that council members are not allowed to record the meetings.

Administration Department: report submitted by Kathy Lake, City Administrator, City Clerk/Treasurer:

- Usual daily, weekly, monthly work
- Started on the year end work for the county, state and auditor
- The council needs to set a date to meet and go over city policies
- A renter of the Legion Building is requesting a full refund due to the furnace breaking during their event.
- Mr. Brown may be living in the motorhome parked at his residence.
- Travis Leino and Bob Kohmetscher have been added to the city's charge accounts.
- Kathy will be training as an election judge in Carlton.
- Kathy's certification training is coming up in March 19-22 and May 6-10 in St. Cloud.
- Nordstroms yearly garbage price went up to \$1,053, for the city's dumpster.
- A dividend check was received from the League of Minnesota Cities for \$210 and a reimbursement for workers compensation for \$1,136.
- Kathy will work on the final numbers for the 2023 budget.
- February 21, 2024, is the Fire Commission Meeting at 6 pm.

CITY OF KETTLE RIVER
COUNCIL MEETING MINUTES
January 9, 2024

- The Board of Appeals and Equalization meeting is on April 10, 2024, at 10 am.

Utilities Department: report submitted by Travis Leino,

- 182,000 gallons pumped
- Travis recommends waiting to see if sludge clean up at the ponds is going to be necessary since the water has been stabilized.
- The generator key cannot be found, Kathy says it could be in the office. Someone should contact Mr. Schmidt to see if he knows where it is kept. Councilor Doward recommends getting a key box for the water treatment plant where all keys could be labeled and kept in one place. Travis agreed that would be the best option.
- The brush pile has been burned completely and plans should be made for the old one in town that is too big to burn safely.
- Quotes for the furnace replacement at the Legion Building should be in.

Fire and First Responder Department: report submitted by Isaac Gran, Fire Chief;

- 2 fires 2 Ems runs
- 1 member trained with the Moose Lake Fire Department in cold water rescue
- Annual Training coming up
- Reviewing the Fire Departments Budget for the meeting
- The Fire Department may be receiving funding from the State for turnout gear.

City Council: Reminder to return all Audit Books.

Committees-

Personnel Committee:

- Met with Kathy for the monthly check in per the disciplinary action.

Planning and Zoning Commission:

Building Inspector: report submitted by Rob Tschida, Building Inspector.

Correspondence:

Old Business:

CITY OF KETTLE RIVER
COUNCIL MEETING MINUTES
January 9, 2024

New Business:

- A time will be scheduled to go over and make any needed updates to the City Policies.
- There is training for elected officials being offered in Plymouth, February 9-10, 2024. Training fee is \$350 + 1 night hotel stay of \$117, meals will be reimbursed with a claim voucher. Councilor Doward is interested in attending. Motion to approve Councilor Doward attending the Elected Leaders Institute made by Mayor Lucas and seconded by Councilor Kohmetscher. Ayes: Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion carries.
- Resolution 2024-01 Adopting 2024 Appointments
 - Acting Mayor- Councilor Eschenbach
 - Official Newspaper- Star Gazette
 - Official Bank- First National Bank Moose Lake
 - City Attorney- Kennedy and Graven
 - Fire Commission- Mayor Lucas
 - Safety Committee- Councilor Mascarenas and Councilor Kohmetscher
 - Personnel Committee- Councilor Mascarenas and Councilor Kohmetscher
 - Planning and Zoning Commission- Mayor Lucas and Councilor Collier

Motion to approve Resolution 2024-01 made by Councilor Kohmetscher and seconded by Councilor Mascarenas. Ayes: Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas. Nays: Councilor Doward. Motion carries.

- Resolution 2024-02 Approving the 11% water rate increase
Motion to approve made by Councilor Mascarenas and seconded by Councilor Kohmetscher. Ayes: Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas. Nays: Councilor Doward. Motion carries.
- Quotes for replacement of broken furnace at the Legion Building. Ace Hardware Hometown Heating and Cooling- \$3,050. Cardinal Heating and Cooling- \$3, 275. Motion to accept Ace Hardware Hometown Heating and Cooling for-\$3,050 made by Councilor Kohmetscher and seconded by Councilor Mascarenas. Ayes: Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion carries.
- Mr. Jeff Dotseth has decided to resign from his position on the Planning and Zoning Commission as a volunteer. Motion to accept his resignation was made by Councilor Mascarenas and seconded by Councilor Kohmetscher. Ayes:

CITY OF KETTLE RIVER
COUNCIL MEETING MINUTES
January 9, 2024

Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion carries.

- Motion to approve the \$5,000 payment for Bollig Engineering Task Order #3 made by Councilor Doward and seconded by Councilor Mascarenas. Ayes: Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion carries.
- Motion to approve the donation of \$25 to the Moose Lake Post Prom Committee made by Councilor Kohmetscher and seconded by Councilor Doward. Ayes: Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion carries.
- Motion to approve Tower Tap’s Liquor License, contingent upon State approval made by Councilor Kohmetscher and seconded by Councilor Doward. Ayes: Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion carries.
- Official Notice of the Presidential Nomination Primary Election on Tuesday, March 5, 2024.

Motion to adjourn the meeting was made by Councilor Mascarenas and seconded by Councilor Doward. Ayes: Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion carries.

Meeting adjourned at 8:58 pm.

The next regular City Council Meeting will be held on Tuesday, February 13, 2024, at 7 pm in the meeting room of City Hall.

Submitted by,
Jamie Dobosenski
Deputy Clerk