

CITY OF KETTLE RIVER
CITY COUNCIL MINUTES
November 14, 2023

The Kettle River City Council meeting was held in the Senior Community Center of City Hall, Tuesday, November 14, 2023, at 7 pm.

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

Staff Attending: Kathryn Lake, City Administrator/Clerk-Treasurer; Jamie Dobosenski, Deputy Clerk; Isaac Gran, Fire Chief; Rob Tschida, Building Inspector; Kassie Hall, Advanced Utilities.

Others attending: Laura Simi, John Peura, Gary and Judy Marsyla, Jesse Kemp, Kevin Peura

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

Pledge of Allegiance

- Motion to accept consent agenda made by Councilor Kohmetscher and seconded by Councilor Mascarenas. Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas. Nays: Councilor Doward. Motion carries to approve the following consent agenda items:
 - ~ Minutes of the October 10, 2023 , regular City Council Meeting and October 26, 2023, City Council Workshop.
 - ~ Claims (6843-6861=\$22,831.82)
 - ~ Cash control statement, receipts, disbursement registers and bank statement.
- Reminder from Mayor Lucas that council members are not allowed to record the meetings.
- If anyone still has the audit book, please return it.

Administrative Department report submitted by Kathryn Lake, City Administrator/Clerk-Treasurer:

- Regular daily, weekly, monthly work.
- Started year end reports
- Waiting on an electrical quote from Jason Rengo
- Water turned on at Mascarenas Residence tiny house.
- Advanced Utilities and Kathy talked to Chris Parthum, and Advance Utilities will be taking over some of the requirements for the Well Head Protection Plan.

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- Karola from Carlton County called and wanted to discuss the proposed plans for next year's Mud Bog, she had a discussion with Chris Parthum, and they may recommend against allowing it in that area. Kathy will get more information from her when possible.
- Talked with Chris from Bollig about the task order, will be discussed later in meeting.
- Post Office sent a letter for all residents stating they need to have their PO Box listed as their mailing address or they will not receive their mail.
- L and M sent a letter notifying if the city wants to use invoiced charges, city employees will need to be on an authorized list and show photo I.D. when charges to account are made. Decision will need to be made by the end of December on who should be on the list or to continue charge account.
- Account has been set up with Valley Printing in Moose Lake for package mailing. They are cheaper than Cloquet Pack'n'Mail.
- Insurance with the League of Minnesota Cities, for the City went up \$5,000 dollars for 2024 due to appraisal on property changes and claims made against the city.
- Purposed Administrative fees and unpaid water/sewer accounts to be added to property taxes need to be sent to the county by November 30, 2023, and will be finalized in December.
- Grant for upgrading software at water/sewer plant will be held off until April, because the paperwork was not submitted in time. Will need a new quote from Sycom in February.

Utilities Department: Report submitted by Kassie Hall, Advanced Utility Solutions;

- Back washing filters 3 times per week, the iron levels have gone down and they will now be back washing the filters 2 times per week.
- Installed new fluoride pump and levels have now been consistent
- Halted the use of sodium permanganate
- Completed draw down tests at lift station
- Flushed hydrants
- Fixed valve extension at transfer structure between primary ponds
- Looking for solutions to remove old sodium permanganate
- Will need to order reagents for testing soon
- 157,800 gallons pumped

Fire and First Responder Department: Report submitted by Issac Gran, Fire Chief;

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- 6 Fire calls- 4 mutual aid calls, 1 in town fire, 1 propane leak
- 5 First Responder calls
- Some of the members attended a propane burn training in Moose Lake and the Kettle River Fire Department is invited to attend future training opportunities there.
- Recommending another new Fire Fighter for hire and waiting on another to pick up an application.
- The Ford and First Responder vehicles need minor upkeep. Oil changes and brake replacements.
- Both pump trucks passed inspection.

Personnel Committee: Report submitted by Councilor Kohmetscher;

- Performed Kathy Lake's review and recommend moving her to the next step retroactive to September 4, 2023, which was her 3-year anniversary of being hired. Motion to move Kathy to the next step was made by Councilor Collier and seconded by Councilor Kohmetscher. Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas. Nays: Councilor Doward. Motion carries.
- Interviewed Travis Leino for the full-time maintenance position and recommend hiring him at \$18.00 per hour starting. Would like him to start November 20, 2023 and work Monday through Friday 6-7 hours per day. Motion to hire was made by Councilor Mascarenas and seconded by Councilor Kohmetscher. Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion Carries.
- Chad Schmidt officially resigned from his position as part time utility operator.

Planning and Zoning Commission:

- Mr. Miller from the proposed campground is waiting on plans from his engineer.
- Conditional use permit, need to discuss the changes for the fee split between the city and the campground.
- Next meeting will be on December 11, 2023, at 4:30 pm.

Building Inspector: Report submitted by Rob Tschida, Building Inspector;

- No contact from Winters Enterprises on plans for Old Feed Mill Property.

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- Co-op is about to collapse County should get a letter about tearing it down.

City Council:

- Mr. Kasden has not been accepting his certified letters about the clean up of his property. The City Attorney will have to handle the issues.
- A no parking notice should be placed on Mr. Kasden's vehicle that is being parked on the street.
- Animal Ordinance needs to be looked into.
- Reminder to return Audit Books
- Councilor Doward pointed out discrepancies in the animal ordinance about keeping chickens and allowing them to free range. City Council will investigate as it was found that the online ordinance is different from the book ordinance in the office.

Old Business:

- Speed limit signs need to be installed.
- Amend the Animal Ordinance section 91.26 Certain Animals Regulated to read as follows. "It shall be unlawful to keep or harbor in the city any of the following animals, or animals of allied genera, without first obtaining a written permit therefor from the City Council: horses, cows, sheep, goats, swine, chickens, animals of the genus Reptilia or allied genera which are venomous or of the constrictor type, birds, or other animals the keeping in captivity of which is prohibited by law. All permitted animals must be confined when they are outdoors within a secure enclosure. No animals are allowed free range. In the event that animals are found to be in violation of this Section, either by the animal's owner not receiving a permit from the City or the animal's owner allowing the animal to roam free range, the City may revoke the permit and/or remove the animal from the property at the owner's expense. (underlined to be added, highlighted to be removed.) Motion to approve made by Councilor Kohmetscher and seconded by Councilor Collier. Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas. Nays: Councilor Doward. Motion carries.

New Business:

- The temporary re-hiring of Rober Kohmetscher for winter part-time help at \$14.00 per hour. Motion to approve made by Councilor Collier and seconded by Councilor Mascarenas. Ayes: Councilor Collier, Councilor Mascarenas, Mayor Lucas. Nays: Councilor Doward. Abstained: Councilor Kohmetscher.

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- Special Assessments Certified to Taxes for 2024 (outstanding administrative fees and water/sewer bills). Recommendation to itemize letters to residents when notified of pending tax certification in the future. Motion to approve was made by Councilor Kohmetscher and seconded by Councilor Mascarenas. Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas. Nays: Councilor Doward. Motion carries.
- Voting resolution 2023-09 agreeing Carlton County performs voting operations by mail in ballots for the city and retains all monies. Motion to approve made by Councilor Mascarenas and seconded by Councilor Collier. Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion carries.
- Bollig Engineering Task Order:
There is a grant available for small cities improvements in the amount of \$600,000. Bollig will waive the \$15,000 administrative fee if the grant is not approved. If the grant is approved that amount will come out of the grant. Motion to approve Bollig moving forward with the application process made by Councilor Kohmetscher and seconded by Councilor Collier. Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion carries.
- Amendment to ordinance 30.104 Salaries of Mayor and City Councilors : addition of section A requiring a payment voucher to receive compensation. Voucher will include dates of meetings attended filled out and signed by each councilor and the mayor in order to receive payment. Motion to approve made by Councilor Mascarenas and seconded by Councilor Collier. Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas. Nays: Councilor Doward. Motion carries.
- Approval to hire new fire fighter Brodie Kohen made by Councilor Collier and seconded by Councilor Mascarenas. Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion carries.

Motion to adjourn the meeting was made by Councilor Collier and seconded by Councilor Kohmetscher. Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion carries. Meeting adjourned at 9:00 pm.

The next regular city council meeting will be held on December 12, 2023, at 7 pm. in the meeting room of City Hall.

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Submitted by,
Jamie Dobosenski, Deputy Clerk