

CITY OF KETTLE RIVER  
COUNCIL MEETING MINUTES  
June 11, 2024

The Kettle River City Council meeting was held in the meeting room of City Hall, Tuesday, June 11, 2024, at 7 pm.

**Members Present:** Mayor Lucas, Councilor Guy Collier, Councilor Miya Kohmetscher, Councilor Elizabeth Mascarenas

**Members Absent:** Councilor Monique Doward

**Staff Attending:** Kathryn Lake, City Administrator Clerk/Treasurer; Isaac Gran, Fire Chief; Carol Grutkoski, Deputy Clerk; Travis Leino, Maintenance/Utility Department

**Staff Absent:**

**Guest Speaker:** Dan Reed

**Other Guests:** Marcia Sarvela, Calen Eschenbach, Kevin Peura, Laura Simi, John Peura

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

Pledge of Allegiance

From Dan Reed: Mud Bog Fund Raiser was successful. Park Lake Saloon did an excellent job.

Motion to Accept consent agenda made by Councilor Kohmetscher and seconded by Councilor Mascarenas. Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas. Motion carries to approve the following consent agenda items:

- Minutes of the May 21, 2024, regular council meeting, with some edits.
- Claims (7011-7026 = \$10,858.87)
- Cash control statement, receipts, disbursement registers, and bank statements.

Mayor Lucas reminded everyone that according to policy, council members cannot record council meetings.

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**Reports of City Departments and Committees:**

***Departments -***

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

- Deputy Clerk position has been filled. Carol Grutkoski started May 28, 2024.
- UBMax is being replaced later this year (late summer/early fall). Kathy Lake to provide more information on the replacement software and UBMax at the next general council meeting, including costs.
- Water treatment and sewer ponds were inspected by MPCA. The report will be available in about a month.
- Requests for turning water on and off should not go to AUS.
- Kathy will not attend the June LCM conference due to costs.
- Prospective candidates for Kettle River City mayor and **council must file between July 30 and August 13, 2024. August 15, 2024, is the deadline for rescinding.** Two council seats and the mayor's seat are open.

**Utilities Department:** report submitted by Mayor Lucas

- \$1500 pump has been bought
- An orthophosphate pump is needed
- Turtles are being removed from treatment pond and returned to creek; DNR does not want lawns mowed if goslings are present
- Bad valve – outer part needs to be replaced but is not a priority. Recommendation is to purchase in October and be billed in FY2025
- Vandalism of city property: two missing picnic tables, park bathrooms (currently locked)

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

- Two false alarm fire calls
- Five medical calls
- 2 new fire crew members: John Lingle, Chad Walsh)
- North Star Training is interested in buying old turnout gear.

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- **Councilor Collier** moved to sell 5 sets for \$1600, seconded by **Councilor Kohmetscher**.
- **Ayes:** Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas.
- **Nays:**
- **Motion carries.**

***Committees-***

**Personnel Committee:**

- Discussion of personnel issues

**Planning and Zoning Commission:**

- Discussion of putting mobile home on Calen Eschenbach's property
  - conditional use permit is required for second living unit
  - variance is needed for a second driveway; public hearing required with a seven business days' notice in newspaper; public hearing will be July 9, 2024, at 6:00pm
- Rob Tschida has resigned from his building inspector/zoning position. Kathy will check with local cities if they would be willing to share their building inspector or if they have unadopted building codes.
  - Further discussion at July Council meeting

**Building Inspector:**

**City Council:**

- All items submitted by Councilor Doward
- Councilor Doward was absent
- **Councilor Kohmetscher** moved to table discussion of items, seconded by **Councilor Collier**
- **Ayes:** Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas.

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- **Nays:**
  
- **Motion carries.**

**Correspondence:** No correspondence

**Unfinished Business:**

- Replacement of lights in firehall – AUS has submitted a bid of \$3740
  - **Councilor Kohmetscher** moved to AUS' bid of \$3740 to replace firehall lights, seconded by **Councilor Mascarenas**
  
  - **Ayes:** Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas.
  
  - **Nays:**
  
  - **Motion carries.**

**New Business:**

- **Resolution: 2024-10** Resolution requiring the tally of write-in votes only if write-in votes are greater than a ballot candidate's total votes.
  - **Councilor Mascarenas** moved to accept Resolution 2024-10, seconded by **Councilor Collier**.
  - **Ayes:** Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas.
  - **Nays:**
  - **Motion carries.**
  - Kathy to clarify the school board counting votes
- **Resolution: 2024-11** Resolution accepting donation from Steve Johnson
  - Tabled because donation has not been received
- **Discussion of Administrative Hearing**
  - Monique Doward has requested an administrative hearing on her windows, fence (retaining wall), greenhouse) claims we were harassing her amount those items, towing of her vehicle and her water bill.
  - Mayor Lucas responded Water & Sewer billing is covered by Ordinance 52.05 Section D. The water and sewer are governed by the city council.

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- For the General Regulations hearing by hearing officer on items (windows, fence, and greenhouse) that was done 2.5 or 3 years ago.
- Motion to hold Administrative Hearing for harassment on her windows, greenhouse and the fence.
- No motion made, motion failed.
- Public hearing on Water & Sewer billing is June 17, 2024, at 7:00pm
- Rob Tschida's resignation from his building inspector/zoning position was received.
  - **Councilor Collier** moved to accept Rob's resignation, seconded by **Councilor Kohmetscher**.
  - **Ayes:** Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas.
  - **Nays:**
  - **Motion carries.**
- **Councilor Kohmetscher** moved to approve hiring John Lingle and Chad Walsh as fire fighters, seconded by **Councilor Collier**.
- **Ayes:** Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas.
- **Nays:**
- **Motion carries.**
- **Councilor Kohmetscher** moved to approve event permit for Park Lake Saloon for August 9<sup>th</sup> (4pm – 1am), 10<sup>th</sup> (9am – 1am) and 11<sup>th</sup> (9am – 6pm), 2024, seconded by **Councilor Collier**.
- **Ayes:** Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas.
- **Nays:**

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- **Motion carries.**
  
- **Councilor Collier** moved to order an orthophosphate pump for \$1079.95, seconded by **Councilor Kohmetscher**.
- **Ayes:** Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas.
- **Nays:**
- **Motion carries.**

From Mayor Lucas: **National Night Out Aug 6, 5 – 7pm**. Need to start prepping.

From Dan Reed: Finn Lunch June 18 noon.

Motion to adjourn the meeting was made by **Councilor Collier** and seconded by **Councilor Kohmetscher** .

**Ayes:** Council Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas.

**Nays:** 0.

**Motion carries.**

Meeting adjourned at 9:01 pm.

The next regular City Council Meeting will be held on **Tuesday, July 9, 2024**, at 7 pm in the meeting room of City Hall.

Submitted by,  
Carol Grutkoski  
Deputy Clerk