

CITY OF KETTLE RIVER
COUNCIL MEETING MINUTES
March 12, 2024

The Kettle River City Council meeting was held in the meeting room of City Hall, Tuesday, February 13, 2024, at 7 pm.

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

Staff Attending: Kathryn Lake, City Administrator Clerk/Treasurer; Isaac Gran, Fire Chief; Bob Kohmetscher, Utilities Department, Kassi Hall AUS.

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

Other Guests:

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

Pledge of Allegiance

Mark from Federated Coop donated \$1,000 to the fire department for training equipment.

Laura Simi proposing a community potluck in appreciation of the Volunteer Fire Fighters. Potluck would be held on April 2, 2024, from 4:30-6:30 in the Senior Community Center.

- Motion to Accept consent agenda made by Councilor Collier and seconded by Councilor Kohmetscher.
- Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas.
- Nays: Councilor Doward.
- Motion carries to approve the following consent agenda items:
 - Minutes of the February 13, 2024, regular council meeting, with some edits to training and adjournment.
 - Claims (6910 – 6938 = \$23,248.72)
 - Cash control statement, receipts, disbursement registers, and bank statements.

There are additional grants to the ones being worked on by Bollig Engineering. It is a 100% grant of federal funding that can be applied for. Mayor Lucas received an email from Congressman Stauber inquiring about any projects the city has in

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the works. Bollig Engineering will put together everything needed to complete the application. There will need to be letters of support from the community and the mayor.

- Motion to accept moving forward with task order #4, Applying for Federal Grants made by Councilor Collier and seconded by Councilor Mascarenas.
- Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas.
- Nays: Councilor Doward.
- Motion carries.

There is a survey going out to residents and businesses done by Bollig about lead lines.

Motion to approve Bollig submitting the PER, made by Councilor Kohmetscher and seconded by Councilor Mascarenas. Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas. Nays: Councilor Doward. Motion carries.

- Motion to accept Bollig Engineering as the RFP made by Councilor Kohmetscher and seconded by Councilor Collier.
- Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas.
- Nays: Councilor Doward.
- Motion carries.

Reminder of policy of Council Members recording meetings.

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

- Daily, Weekly, Monthly
- Working with Bollig on grants and funding
- There will be an extension filed because the State and PERA do not have their forms ready for the audit.
- Auditors asked for invoices and then emailed and wanted more specific information on attorney's bills. They will be looking into the reasons for the lawsuits.
- Kathy will be gone at training Wed the 20th. -Fri. the 22nd

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- Kathy will be out of the office for anywhere from 6-12 weeks starting March 28.
- Motion to allow Kathy to work from home after her surgery until the next council 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.
- Motion to accept Mayor Lucas to be the office liaison until Kathy can come back made by Councilor Collier and seconded by Councilor Mascarenas.
- Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas, Mayor Lucas.
- Nays: 0.
- Motion carries.
- Post open clerk position in the paper.

Utilities Department: report submitted by Kassandra Hall and Travis Leino

- Influent Quarterly sample taken 3/5/2024 was good.
- THM samples taken 3/05,2024, they will be taken one more time in June.
- There are several geese in the ponds.
- Going to sample the very bottom of the well.
- Travis to check with Mr. Humphrey to find out what he suggests about how to remove the geese at the ponds.
- Motion to allow Travis to deal with the geese after he finds out how it can be done by Councilor Kohmetscher and seconded by Councilor Collier.
- Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas and Mayor Lucas.
- Nays: None
- Motion carries.
- Need to level out the old dump. Check with Kevin Puera to see if he will level it out with his dozer.
- Need a load of class five to start filling in the holes on the streets.
- Lake Country Power will be replacing the bulbs on Highway 12 that are burnt out.
- Replaced brakes on the grass rig, still need to do the back of the First Responder rig.

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

- Annual Report to file for the township's annual meetings.
- Three calls outside of Carlton County (2 Pine County and 1 Aitkin County).
- 13 automatic mutual aid calls to Moose Lake, 1 call to Automba, 2 to City of Kettle River, 4 to Kalavela, 3 calls for mutual aid to Barnum, 7 mutual aid calls to Cromwell, 1 mutual aid to Mahtowa, 6 calls to Silver township, and 1 call to Split Rock township.

Committees-

Personnel Committee:

- Advertise of clerk position
- Meeting with Kathy and everything was good there.

Planning and Zoning Commission:

- Nothing is going on right now.
- Meeting next month.

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

- Absent

City Council:

- The picnic table down by the bridge was thrown over the bridge and destroyed.
- The latch on one of the women's stalls in restroom was broken.
- Re-opening of City Hall – Ms. Doward states "NO" to following the policy of coming into the city hall office so at this time the office will remain closed.
- Mayor Lucas asked Councilor Doward about her email to get a grant for the playground and she stated she has nothing.
- Councilor Doward brought up an emergency alert system stating she knew nothing about the water issue until a resident messaged her and she called Councilor Collier. Mayor Lucas stated that the city asked the

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residents to update their information to have an alert, however there were only a few responses.

- Water billing – Councilor Doward stated she is speaking for all residents, stating “we would like to have our money back for water billing because the city has been over billing.
 - First in February 2022 the Ordinance was in the paper for reconnection fee increase to \$100.00.
 - Then, the city did only a Resolution for increase of water rates and you cannot do a Resolution to increase water and sewer fees, you have to have an Ordinance and it needs to be posted 10 days before the council having their meeting to make their motion and the council or city has 45 days to put that in the paper and those steps were not followed.
 - When it comes to January 1, 2024, that Ordinance for increase was not in the Star Gazette and the other thing is that it is a Resolution as well.
 - The council needs to talk to the attorney because I (Councilor Doward) believe the city owes everyone a refund on their water and I am looking to get compensated back and everybody.
 - Mayor Lucas will have a discussion with the city attorney and thanks Todd L for helping out delivering letters to the residents about the water issue.
 - Ordinance violations – Ordinances have to be worded in a proper fashion and this was not worded properly, and I (Councilor Doward) do not believe that this is valid, you have to use the word amended if that is what you (city council) are doing.

Correspondence:

Unfinished Business:

New Business:

- Motion to accept the Fire Department 2025 budget made by Councilor Doward and seconded by Councilor Mascarenas.
- Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas and Mayor Lucas.
- Nays: 0
- Motion carries.

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- Motion to accept the Kettle River 2025 Fire Service Contract made by Councilor Collier and seconded by Councilor Kohmetscher.
- Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas and Mayor Lucas.
- Nays: 0
- Motion carries.

Appreciation potluck for the fire department and first responders April 2, 2024, from 4:30-6:30 pm.

- Motion to accept Jamie Dobosenski's resignation made by Councilor Collier and seconded by Councilor Doward.
- Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas and Mayor Lucas
- Nays: 0
- Motion carries.

- The motion to advertise for Jamie's position was made by Councilor Collier and seconded by Councilor Mascarenas.
- Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas and Mayor Lucas.
- Nays: Councilor Doward.
- Motion carries.

Bob Kohmetscher is still able to help Travis out on the weekends if needed, just not Monday-Friday.

- Motion to donate \$25.00 to Barnum Prom Transportation was made by Councilor Mascarenas and seconded by Councilor Collier.
- Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas and Mayor Lucas.
- Nays:
- Motion carries.

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

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- Ayes: Council Collier, Councilor Kohmetscher, Councilor Doward Councilor Mascarenas and Mayor Lucas.
- Nays: 0.
- Motion carries. The meeting adjourned at 8:45 pm.

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

Submitted by,
Kathryn Lake
Administrator/Clerk/Treasurer