

CITY OF KETTLE RIVER
COUNCIL MEETING MINUTES
June 13, 2023

The Kettle River City Council meeting was held in the meeting room of City Hall, Tuesday, June 13, 2023, at 7 pm.

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

Staff Attending: Kathy Lake, City Administrator, City Clerk/Treasurer; Chad Schmidt, Utilities; Isaac Gran, Fire Chief

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

Speaking Guests Attending: Laura Simi; Becky Guenther, ISG; Michael Novitzki, ISG; Brian Alberg; Todd Lawrence; Kim Samuelson, K.C. Peura; Dan Reed; Mary Sanders

Guests Attending: Laura Simi, Theresa Schmidt, Tina Tollgaard, Cindy Bruski & Dee, Judy Collier, Gary Marsyla, Judy Marsyla, Patty Lund, Jim Sanders, Matt Miller, Jesse Kemp.

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

Pledge of Allegiance

Guest Speakers:

- Mike and Becky from ISG: Came to introduce themselves and offer services for ISG to be the City's Engineer. The City is required to have an Engineer on file. There would be a General Service Agreement. There is no retainer fee. The hourly rate for phone calls is \$85 per hour. If the call is only 20-30 min there is no charge. Flat rate of \$150 to come to town. No contact, no charge. For designs there will be additional charge. They require a 1-year contract for service agreement. They will leave brochures for Council Members to go over.
- Bryan Alberg: Asking if the Special Assessments on his property taxes can be removed if he removes the tank from his property from the Old Feed Mill. The City agrees to give him 90 days to remove the tank and they will remove the Special Assessment.
- Kim Samuelson: Carlton County Soil and Water Conservation District, Kettle River Watershed Policy Committee. Working on priorities on the Kettle River Water Shed. By the end of the year, they should have the priority areas. Grants should be available next year for improvement of water quality (the River). Things that could be done with the second grant that will be available are trail improvements, picnic areas, signage, bathrooms, rustic campgrounds. The time frame is 2-3 years out. Kim recommends the City get their ideas and cost

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estimates ready as the City is high on the priority list. The grant would cover 100% material costs and the City would need to provide the labor.

- Laura Simi- Terry O’Leary has informed Laura he will be building a garage near her property line and asked to have a variance through her yard for a driveway. Wondering if she has to allow him to have dirt or other materials on her property. Council advised she does not have to allow this; it is her decision. So far Terry has not contacted the Building Inspector or applied for Building Permits. Laura also has a complaint about the actions of Councilor Doward and the letter she handed out to some residents of the City and her actions towards the City.
- Dan Reed for Ma and Pa Kettle Days Committee would like to donate \$500 to the city for upcoming events. Planning continues for Ma and Pa Kettle Days and hoping for a bigger celebration this year and for it to continue to grow. There will be Bingo held on June 25,2023 from 1-3 at the Senior Center.
- Todd Lawrence- Addressing the letter Councilor Doward handed out.

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

- Minutes of the May 9, 2023, regular council meeting, changes: The City BBQ should be mentioned under the City Council not Planning and Zoning; Chad Schmidt will not be working on city time while doing repairs on city hall.
- Claims (6723-6748=\$7,743.56)
- Cash control statement, receipts, and disbursement registers.

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

- April and May Training in St. Cloud; The training was very informational.
- Regular Daily, Weekly, Monthly work.
- Moving forward the Claims list will not be provided to the Council Members until the day of the Council Meeting. The list will be sent via email for Councilors to review and paper copies will be provided to Councilors to add to their books at the meeting. This is due to items coming in up until the day of the meeting.
- For clarification, the check numbers are provided on the Disbursements List.

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- A resolution was passed on April 8, 2003, pertaining to payment of Building Inspector, Mr. Tschida. The resolution states Mr. Tschida is to be paid a \$25 per month retainer fee in addition to his hourly wage, mileage reimbursement, education expenses, and any and all supplies and materials. This is to be paid for by the City. Mr. Tschida chose to be paid once per year as he has been since 1996.
- The Minnesota Department of Labor website states that Mr. Schmidt does not need a commercial license to perform repairs on City Hall.

Utilities Department report submitted by Chad Schmidt, Utilities Department.

- 170,600 gallons
- Eric Applewik will be coming in Tuesday to see the water and sewer operations and give a quote. He possibly would take over what John Mikrot does for the City.
- The chlorine pump is fixed and running again
- The fluoride pump needs to be replaced
- The public restrooms have been a mess
- The cameras will not hold charge and need to be replaced
- Working on flushing hydrants
- Thanks to the people volunteering to mow city lawns
- Still waiting on a generator quote from Generac
- Water quality is improving
- Water will be turned on at the ball field

Fire and First Responder Department:

- 5 first responder calls and 4 fire calls
- ATV is repaired and runs well, it could be used for reading meters, so it gets used more.
- There are 10 people on the active roster for the fire department. 2 of which are on leave. Training is ongoing and more people are needed
- 1 new application has been received

City Council:

- Motion to install a speed limit sign on Cedar Street of 15 mph made by Councilor Collier and seconded by Councilor Kohmetscher. Ayes: Councilor

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Collier, Councilor Mascarenas, Councilor Kohmetscher, Mayor Lucas. Nays: Councilor Doward. Motion Carries.

- Council members need to return Audit Books
- Mayor Lucas has written a letter in response to the letter Councilor Doward letter. This letter will be mailed to all residents of Kettle River. Motion to mail letter to residents made by Councilor Mascarenas and seconded by Councilor Collier. Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas. Nays: Councilor Doward. Motion carries.
- Residents have requested for Councilor Doward not to come on their property. The Mayor suggests placing No Trespassing signs on your property and calling the Sheriff's Department if anyone trespasses.

Committees-

Personnel Committee:

- All members should be getting the books the same way, so council members have all materials on hand.
- One application for Utilities Management has been received and will set up interview.

Planning and Zoning Commission:

- Campground has plans to start in the Fall with construction of the shower house and full water/sewer hookup sites.
- Terry O'Leary has paid his Contract for Deed in full.
- Special Meeting to discuss Purposed Campground will be held July 10, 2023, at 4:30 pm.

Building Inspector report submitted by Rob Tschida, Building Inspector.

Correspondence:

- Meyers Water, LLC, Offering services for water and wastewater operations. Kathy will get quotes from them and Advance Utilities.
- Sanitary Survey Report from MN Dept. of Health. The report will be available for the public to review in the office
- Notice for capital credit allocation from Lake Country Power for \$1,809.57
- League of Minnesota Cities due increases will be available at the next meeting.

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- Letter left in drop box over the weekend about not mowing behind the City Hall, it had been mowed before letter was received.
- A Thank You from Moose Lake Post Prom Committee for the City's donation to the post prom festivities.

Old Business:

- Contracts for water tower inspection:
 - McGuire Iron, Inc.- water tower inspection service contract- 9 yr. contract with service every other year. Contract price of \$10,875.00 over 9 years.
 - KLM Engineering- water tower inspection service contract- 1 yr. contract of \$2,800.

Council will be looking into if the City will need to provide a bladder tank or if the companies provide the bladder tank. Contracts are tabled until questions are answered.

New Business:

- **Resolution 2023-05 Accepting Donation from Kristie Belden-** Motion to accept made by Councilor Kohmetscher and seconded by Councilor Collier. Ayes: Councilor Kohmetscher, Councilor Doward, Councilor Collier, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion carries.
- **Resolution 2023-06 Accepting Donation from Ma & Pa Kettle Days, Inc.** Motion to accept made by Councilor Mascarenas and seconded by Councilor Collier. Ayes: Councilor Collier, Councilor Mascarenas, Councilor Doward, Councilor Kohmetscher, and Mayor Lucas. Nays: 0. Motion carries.
- **Warranty Deed for Mr. O'Leary-** The City will pay \$50.82, and Mr. O'Leary will pay \$46.00 to finalize the transfer of the title. Motion to sign over Deed to Mr. O'Leary made by Councilor Kohmetscher and seconded by Councilor Collier. Ayes: Councilor Kohmetscher, Councilor Doward, Councilor Collier, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion carries.
- **Discuss hiring of part time employee for mowing-** Tabled until next month's meeting so the personnel committee can interview the applicant for the Utilities position. The City will continue to take volunteers for mowing until then.
- **Discuss rate increase for water service-** Will be discussed at budget meeting. MRWA says Kettle River has the lowest rates in the State. Rates will need to be increased.
- **Councilor Doward unexpectedly left the meeting at this point and will not be on the roll call votes for the remainder of the minutes.**

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- **Employee Contract-** Agreement between the City and employee about the length of employment based on the amount of training. If employee voluntarily leaves position before contract is up the employee will reimburse the city for monies paid for training. Motion to accept contract made by Councilor Collier and seconded by Councilor Kohmetscher. Ayes: Councilor Mascarenas, Councilor Kohmetscher, Councilor Collier, Mayor Lucas. Nays: 0. Motion carries.
- **Approve new Building Permit Application-** State said building permit was outdated. Motion to approve new Building Permit made by Councilor Mascarenas and seconded by Councilor Kohmetscher. Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion carries.
- **Quotes from Hawkins on Fluoride Pump-** Jim Shogren from Hawkins has looked at the fluoride pump and said the pump the City currently has is discontinued and parts are no longer available. The State is aware that the pump has not been working. Jim has not given a quote for cost of repair. Motion made to allow replacement of pump at \$1,509 unless a better option is found made by Councilor Collier and seconded by Councilor Kohmetscher. Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion carries.
- **Policy proposed by Councilor Doward-** Tabled for next meeting. Motion to table because of Councilor Doward's absence made by Councilor Kohmetscher and seconded by Councilor Mascarenas. Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion carries.
- **Resolutions proposed by Councilor Doward-** Tabled for next meeting. Motion to table resolutions because of Councilor Doward's absence made by Councilor Collier and seconded by Councilor Kohmetscher. Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion carries.
- **John Mikrot contract renewal-** Table until next meeting. Motion made by Councilor Collier and seconded by Councilor Mascarenas. Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion carries.
- **Removal of Special Assessments from Brian Alberg's property contingent upon him removing the tank within 90 days of signing contract.** Motion to approve contract made by Councilor Collier and seconded by Councilor Mascarenas. Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion carries.

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- Councilor Doward wrote a letter to the City of Cromwell on behalf of the City of Kettle River and the City Council requesting detailed information of utilities service fees Cromwell charges to utilities companies. Councilor Doward also sent multiple emails alleging misappropriation of funds and allegations of Mr. Schmidt's employment and bid for City hall repairs not being legal. Mayor Lucas advised Councilor Doward to bring her issues to the council meetings and not violate open meeting laws by emailing multiple Council members. Councilor Doward has been constantly emailing Sheriff Lake. Sheriff Lake has forwarded the case to Atkin County and an investigator will be looking into Councilor Doward's allegations.
- **Council Members must fill out meeting vouchers in order to be paid for attending meetings.**

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

Meeting adjourned at 9:30 pm.

The next regular City Council Meeting will be held on Tuesday, July 11, 2023, at 7 pm in the meeting room of City Hall.

Submitted by,
Jamie Dobosenski
Deputy Clerk