

CITY OF KETTLE RIVER
COUNCIL MEETING MINUTES
April 13, 2023

The Kettle River City Council meeting was held in the meeting room of City Hall, Thursday, April 13, 2023.

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

Members Absent: Councilor Collier-excused.

Staff Attending: Kathryn Lake, City Administrator/Clerk-Treasurer; Jerry Peterson, Utilities Superintendent.

Staff Absent: Jamie Dobosenski, Deputy Clerk; Rob Tschida, Building Inspector; Isaac Gran, Fire Chief.

Speaking Guests Attending: Teresa Klejeski, Dan Dahl, KC Peura

Guests Attending: Laura Simi, Morgan Yeats, Marcia Sarvela, Chad Schmidt, Gary and Judy Marsyla, KC Peura, Joh Peura, Bob Kohmetscher, Monique Doward

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

Pledge of Allegiance

Teresa Klejeski representing the Evergreen PAC ATV Club: The club is interested in putting up signs on the ATV trails, so riders know there are public restrooms available for use. The Council recommends getting in contact with Carlton County as the trail is county owned to get the okay for them put up the signs.

Dan Dahl asking for approval for the subdivision of his property. Dan would like to divide his 35-acre parcel into a 15-acre parcel and a 20-acre parcel. Motion to approve made by Councilor Mascarenas and seconded by Councilor Kohmetscher. Ayes: Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion carries.

Motion to Accept consent agenda made by Councilor Kohmetscher and seconded by Councilor Mascarenas. Ayes: Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion carries to approve the following consent agenda items:

- Minutes of the March 15, 2023, regular council meeting
- Claims (6688 – 6706 = \$5,133.53)
- Cash control statement, receipts, and disbursement registers.

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

- Regular daily, weekly, quarterly, monthly work.
- Training was completed- One thing Kathy learned was the Council should hold a workshop every year around June to make a list of the things the City needs done and prioritize it. The first item on the list should be added to the budget for the next year. Kathy also recommends Jamie attends the upcoming training in Duluth in June.
- The final audit is finished. The packets cannot leave the office and if any of the Council members would like to review it, they can make an appointment with the office to come in and go over it there.
- The Council members will need to fill out a time tracker at each meeting and give it to Kathy. Planning and Zoning members will also be filling them out.
- KLM called and asked for the water tower inspection from 2018 to compare it to the current condition.
- 10 letters were mailed to notify residents of their past due water/sewer accounts.
- A savings account will need to be started for the fire department. Kathy and either Mayor Lucas or Councilor Mascarenas will need to be present to open this account.

Utilities Department report submitted by Jerry Peterson, Utilities Superintendent.

- 188,800 gallons of water pumped.
- Wells were inspected on March 23, 2023. There was a bad contact in well #2. An electrician removed the contact and cleaned it and re-installed it.
- The wastewater pump kicked out, Jerry called someone to look at it and they found nothing wrong with it. They did find that the resets and contacts have not been changed. The parts have been ordered and will be installed on Monday April 17, 2023.
- Back washing the filters is still being done twice a week.
- A phosphate sample was taken.
- On April 12, 2023, the light was blinking at the lift station because of run off and the pump not working properly. Jerry and Bob watched and reset it as needed and it was able to catch up by morning.
- The truck is in the shop for repairs to the snowplow.
- Jerry did not pass his wastewater test and will be able to take it in either 90 days or with another class in October 2023.

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- Mayor Lucas has the report for the well pump inspection, and it recommends the pumps are pulled and inspected every 5-7 years. The cities have not been done for over 5 years. An estimate is needed of the cost of inspecting the pumps.

Fire and First Responder Department:

- No one present

City Council:

- The alternate location for the City BBQ on May 6, 2023, will be the Veteran's Building. This is in case the ground at the Pavilion is not dry enough or if it is raining. If the change in location is made it will be posted on the City's Facebook page and on the doors of local businesses.
- Mayor Lucas attended a meeting with the Carlton County Transportation Department about the closure of the county garage located in Kettle River. He received a letter at a later date stating the garage would be kept open but will be revisited yearly during the budget planning.

Committees-

Personnel Committee:

- The personnel committee would like to recommend Chad Schmidt for the maintenance position. He was already interviewed for the position previously. Motion to hire Chad Schmidt made by Councilor Mascarenas and seconded by Mayor Lucas. Ayes: Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion carries.
- Building Inspector Rob Tschida's performance review was completed, and the personnel committee recommends raising his wage from the current \$16.00 per hour to \$21.30 per hour. This increase follows the revised step structure. Motion to approve Mr. Tschida's raise made by Councilor Mascarenas and seconded by Councilor Kohmetscher. Ayes: Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion carries.
- Motion to accept the revised step structure with said amendments made by Councilor Kohmetscher and seconded by Councilor Mascarenas. Ayes: Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas. Nays: 0. Motion carries.

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Planning and Zoning Commission:

- The Planning and Zoning Commission discussed the subdivision of Dan Dahl's property and approved passing it on to the city council for final approval.
- The campground is still being planned and will not move forward until August when the property can be subdivided. Kathy will begin looking into ordinances for the city to have in place and there will need to be a public hearing scheduled during the building phase.

Building Inspector report submitted by Rob Tschida, Building Inspector.

- Not present

Correspondence:

Old Business:

- Quote from Minnesota Pump Works to replace both pumps at the lift station for \$1,691.50.
- Motion to accept quote made by Councilor Mascarenas and seconded by Councilor Kohmetscher.
- **Ayes:** Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas.
- **Nays:** 0.
- Motion carries.
- Motion to approve Silver Townships Fire Service Contract made by Councilor Kohmetscher and seconded by Councilor Mascarenas.
- **Ayes:** Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas.
- **Nays:** 0.
- Motion carries.
- Motion to approve Automba's Fire Service Contract made by Councilor Mascarenas and seconded by Councilor Kohmetscher.
- **Ayes:** Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas.
- **Nays:** 0.
- Motion carries.
- Reminder that the Board of Appeals and Equalization meeting is on April 19, 2023, at 10 am and there will need to be a majority of council members present.

New Business:

- **Resolution 2023-03-** Accepting donations from the American Legion to purchase rugs and garbage cans for the Veterans/Legion Building.
- Motion to accept made by Councilor Kohmetscher and seconded by Councilor Mascarenas.
- **Ayes:** Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas.

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- **Nays:** 0.
- Motion carries.
- **Resolution 2023-04**-Restoring Monique Doward to her office as a council member. Motion to restore made by Mayor Lucas and seconded by Councilor Mascarenas.
- **Ayes:** Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas.
- **Nays:** 0. Motion carries.
- Councilor Doward refused to sign the Code of Conduct and Ethics Policy
- Swearing in of Councilor Doward.
- Approval of budget for City BBQ.
- Motion to approve was made by Councilor Kohmetscher and seconded by Councilor Mascarenas.
- **Ayes:** Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas.
- **Nays:** Councilor Doward.
- Motion carries.
- Northern White Pine Riders will be holding their annual ride starting from Tower Tap this year on June 3, 2023. They would like approval from the council to get a temporary gambling license from the state to sell raffle tickets.
- Motion to approve made by Councilor Kohmetscher and seconded by Councilor Doward.
- **Ayes:** Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas, Mayor Lucas.
- **Nays:** 0.
- Motion carries.
- Mutual Aid Agreement tabled for next meeting.
- Final approval of Audit books tabled for next meeting. Audit Books must stay in the office.

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.

The meeting adjourned at 8:13 pm.

Councilor Doward refused to leave the city audit book in the office as was previously discussed at the beginning of the meeting.

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The next regular City Council Meeting will be held on May 9, 2023, at 7 pm in the meeting room of City Hall.

Submitted by,
Jamie Dobosenski
Deputy Clerk

DRAFT