

CITY OF KETTLE RIVER
CITY COUNCIL MINUTES
July 12, 2022

Kettle River City Council meeting was held in the meeting room of City Hall, Tuesday, July 12, 2022

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

Absent: Fire Chief, Kyle Riel

Staff Attending: Kathryn Lake, City Administrator/Clerk-Treasurer, Robert Tschida, Building Inspector, Jerry Peterson, Maintenance, Brent Milczark, Utilities

Others attending: Marcia Sarvela, Patty Lund, Ed Lund, Kevin Peura, Laura Simi, Tina Tollgaard, Judy Marsyla, Gary Marsyla

Mayor Lucas called the meeting to order at 7:00 p.m.

Guests:

Chris Parthum- Wellhead Protection Plan- Public Hearing
Marlyn Halvorson-Emergency Management Director
Calen Eschenbach and Ike Miller- Property subdivision
Dan Reed- Ma and Pa Kettle Days Committee
Todd Lawrence

Meeting opened at 7 pm.

Pledge of Allegiance

Meeting suspended for a Public Hearing:

- Chris Parthum- Wellhead Protection Plan Amendment for the City of Kettle River. Original plan was developed in 2010. There are 2 primary city wells constructed in different time periods on two different aquifers. Determination made that the DWSMA does not need to change. The drinking water supply management area has not changed and is the same as it was 10 yrs. ago. The water used by the city has significantly decreased so, the time of travel in the wellhead protection area is now 10-12 years. The vulnerability has not changed and still rated as high vulnerability. It is important to protect area from contaminants. There are 11 main potential contaminants within the DWSMA that

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the city needs to manage. Recording and reporting should be done every two to two and a half years, Mr. Parthum recommends doing it every year to keep track of where the city is at in the management plan. Grants are available through the Department of Health to purchase things like backup generators for the city and to update security for the water treatment facilities. City and county should work together in to educate landowners in the protection area with private wells and sewer in proper maintenance.

Meeting re-opened at 7:30 pm:

- Marlyn Halvorson the Emergency Management Director for Carlton County- Hazard Mitigation Plan approved by the state and homeland security and emergence management, Carlton County, and FEMA for disaster preparedness. City needs to vote on whether to adopt the plan also. City needs to have a plan in place in order to qualify for any monies need to update emergency preparedness procedures. Mr. Halvorson will return to the August city council meeting. Plan will be available for public to read online.
- Calen Eschenbach and Ike Miller- Property subdivision. Motion to accept the subdivision made by Councilor Collier and seconded by Councilor Doward. Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas, Mayor Lucas. Nays:0 Motion carries.
- Todd Lawrence- Asking to for council to make sure the moving of his sign is in a better place that will not obstruct the view of drivers pulling on to highway 73 Councilor Collier and Inspector Tschida both agree it is in a better place.
- Dan Reed for Ma and Pa Kettle Days- There are two cross walk signs in town, but no crosswalks painted on Main Street. Asking if the Ma and Pa Kettle Days Committee should buy the paint and do it themselves. City has an ongoing discussion with MNDOT about who needs to repaint the crosswalks. Dan will investigate what type of paint needs to be bought so the crosswalks will be done for safety reasons before Ma and Pa Kettle Days.

Motion to Accept agenda made by Councilor Collier 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 June 7, 2022, regular council meeting and June 15, 2022, Special Meeting

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- Claims (6524-6546=\$22,802.17)
- Cash control statement, receipt, and disbursement registers.

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

- Regular daily, weekly, monthly work.
- Tractor loan complete, tractor has been delivered and blade that was on back order has been delivered
- Engineering company brought in bladder tank and will begin work on standpipe. Work will take about three weeks
- Contacted county on upkeep of grounds at recycle center. Have not heard anything back.
- Sent out two shut off notices for water/sewer, 4 late notices for water/sewer, and letter to residents about work on standpipe

Utilities Department

- Water use 194,600 gallons
- Discharged sewer ponds and burned brush pile
- Purchase of a new chlorine pump needed as current one is okay for now but not for much longer. Pump should cost around \$800. Motion for approval of purchase of chlorine pump made by Councilor Kohmetscher and seconded by Councilor Collier. Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas, Mayor Lucas. Nays:0 Motion carries.
- Mikes Sewer Service pumped out station splitter
- Quote needed for cleaning out ditch
- Air relief valve needs to be replaced on pump and sewer ponds. Written quote needed from Minnesota Pump works.
- John Mikrot license lapsed. The reports due in June have not been filed yet and he gave them to Kathy in July after deadline had passed.
- Work on corner has not been finished

Fire and First Responder Department

- Fire Chief, Kyle Riel Absent due to medical reasons. However, contact was made through text message with Mayor Lucas for a report on the Fire Truck sitting outside the city garage. Kyle stated there is a plan in place and Assistant Fire Chief Isaac Gran will be handling the situation. No

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estimate has been given yet as the truck needs to be towed to a repair place and looked at first. Motion made to approve the hauling of the fire truck for no more than a \$2,500 hauling fee.

- Motion made by Councilor Collier and seconded by Councilor Kohmetscher.
- Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas.
- Nays: Councilor Doward. Motion carries.
- Motion to repair Fire Truck with unknown cost because of need for more than one truck.
- Motion made by Councilor Collier and seconded by Councilor Kohmetscher.
- Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas.
- Nays: Councilor Doward. Motion carries.
- Fire Department does have money set aside for truck repairs and Insurance should be contacted to see if any of it is covered

City Council:

- Buetow Excavating has until end of week to repair road. Councilor Doward stated they were there working on it and leveled out the dirt pile.
- Councilor Doward passed out copies of an email she said was given to her about the funding for water tower repairs. She also wrote a note on them about purchasing a tractor for the city and the sale of a city owned property. When question about her intentions she had no response.
- Questions about what is to happen with the co-op store and the collapsing wall. Commercial inspector sent a letter to owner giving them ten days to respond. No response has been received. Commercial inspector was going to get ahold of the county as the owner is under contract for deed with Carlton County. County holds responsibility of the property. Other option is for City to put up a fence and assess the cost to the taxes. It is agreed it needs to be taken care of before Ma and Pa Kettle Days.

Building Inspector:

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City should look into either putting up a secondary fence around collapsing wall at old co-op store for public safety or finding out who is responsible for doing so.
Motion to spend no more than \$500 dollars if it becomes city responsibility.

- Motion made by Councilor Collier and seconded by Councilor Doward.
- Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas, Mayor Lucas.
- Nays:0.

Committees-

Planning and Zoning Commission:

- Approved Property subdivision for Calen Eschenbach and Ike Miller

Personnel Committee:

- Recommendation for Utilities department to go back to regular maintenance hours. Jerry should continue monitoring Brent for the next month. Talk to Bob Kisler about his temporary position being over and if he will agree to an as needed basis for the future.
- Motion to transition to regular hours made by Councilor Collier and seconded by Councilor Mascarenas.
- Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas.
- Nays: Councilor Doward
- An email written by Councilor Doward read out loud by Councilor Mascarenas. Councilor Mascarenas also read the personnel committees response. Recommendation to Censure Councilor Doward.
- Motion made by Councilor Mascarenas and seconded by Councilor Kohmetscher.
- Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Mascarenas, Mayor Lucas.
- Nays:0
- Abstained: Councilor Doward. Motion carries.

Safety Committee:

Correspondence:

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New Business:

- Resolution 2022-10 Adoption of the Carlton County All-Hazard Mitigation Plan. Motion to table resolution.
- Motion made by Councilor Mascarenas and seconded by Councilor Doward.
- Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas, Mayor Lucas.
- Nays: 0 Motion carries.
- Motion to submit the Wellhead Protection Plan.
- Motion made by Councilor Collier and seconded by Councilor Doward.
- Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas, Mayor Lucas.
- Nays:0 Motion carries

Old Business:

Meeting closed at 9:05 pm for real estate discussion with Terry Oleary.
Meeting resumed at 9:50 pm.

National Night Out- August 2, 2022, 5-8 pm.

The next City Council meeting will be held Tuesday, August 9, 2022, at 7 p.m. at the City Hall. Budget meeting Tuesday, August 30, 2022, 7:00 pm

- Motion made to adjourn by Councilor Mascarenas and seconded by Councilor Doward.
- Ayes: Councilor Collier, Councilor Kohmetscher, Councilor Doward, Councilor Mascarenas, Mayor Lucas.
- Nays:0. Meeting adjourned at 9:57 pm.

Submitted by,

Jamie Dobosenski, Account Clerk