

# Minutes

Kennedy City Council Meeting  
February 10, 2014

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**CALL TO ORDER:** Deputy Mayor P. Larson called the meeting to order at 7:12 P.M. Council members present included Justin Osowski, Cindy Urbaniak and Kevin Hanson. Mayor Todd Truedson was not present. City employees present included Mary Cooney and Greg Mitziga.

**PLEDGE OF ALLEGIANCE:** Recited.

**ADDITIONS TO THE AGENDA:** None

**APPROVAL OF MINUTES:** K. Hanson made a motion to approve the January 2014 minutes as presented. J. Osowski seconded. Motion carried.

**PUBLIC FORUM:** None.

**CLERK'S REPORT:** The engineering agreement between KLJ and the City of Kennedy was reviewed. J. Osowski made a motion to accept and sign the "Short Form Agreement Between Owner and Engineer for Professional Services" as presented. C. Urbaniak seconded. Motion carried.

The Clerk's January Report was reviewed. Monthly payables had been completed. December 2013 payments and reports had been completed, including: MPCA Wastewater Discharge Reports; PERA payments; MN monthly payroll withholding payments; and federal monthly payroll withholding payments. Fourth quarter 2013 reports had been completed, including federal payroll withholding tax returns; MN payroll withholding tax returns; and MN unemployment insurance report. Annual 2013 reports and tasks were completed, including: MN sales tax report and payment; city profit and loss report; city budget versus actual variance report; and MN pay equity report. Updates for 2014 payroll and payroll reports had been completed. Employee W-2s form were generated and delivered. 2014 USDA Rural Dev annual financial reporting had been completed. Website continues to be updated. Monthly newsletter, water/sewer bills and disconnection notices had been completed. KLJ contract had been reviewed. Work continues on the coulee water project loan application.

The 2013 USDA RBEG's Servicing Visit report was reviewed. Grant activities are well monitored. The fund balance is well documented and in good order, as are the grant recipient files. The required posters are in place and there are no Civil Rights violations found at the Kennedy site. Clerk was directed to place an ad in the local paper about available economic development funds from the Kennedy EDA.

K. Hanson made a motion to use the auditing firm Drees Risky & Vallager, Ltd., for the March 2014 audit of the City of Kennedy's 2013 financials. C. Urbaniak seconded. Motion carried.

A letter from Mike and Joni Anderson was reviewed. Their daughter would like to get married at their home on September 5, 2014. They would like to erect a large tent on the street in front of their home. The street would have to be closed for this event. They are looking to the council for approval of said action. C. Urbaniak made a motion to approve the closing of Pacific Avenue between County Rd 7 and 5<sup>th</sup> Street West in Kennedy, on September 5, 2014, as presented. K. Hanson seconded. Motion carried.

The refiling of the small claims court claim against State Farm's insured party is outstanding at this time.

J. Osowski made a motion to accept the Clerk's Report as presented. K. Hanson seconded. Motion carried.

**TREASURER'S REPORT:** The City's financial report was presented, including Checks Issued in January, 2014; Unpaid Bills Detail as of February 9, 2014; February 9, 2014 Cash Balance Sheet; 01/29/2014 Bank Statements; and, the February 6, 2014 Open Invoices report. There were no large receivables or large payables in January. The City of Kennedy's investment portfolio's pledged securities was reviewed and was found to be appropriate.

C. Urbaniak made a motion to accept the Treasurer Report as presented. J. Osowski seconded. Motion carried.

**PAY BILLS:** C. Urbaniak made a motion to pay all bills as presented, totaling \$6,701.26. J. Osowski seconded. Motion carried.

**MAINTENANCE REPORT:** Attached.

K. Hanson made a motion to accept Maintenance Report and to pay G. Mitziga overtime as presented. C. Urbaniak seconded. Motion carried.

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**FIRE DEPARTMENT REPORT:** Attached.

J. Osowski made a motion to accept Fire Department Report as presented. K. Hanson seconded. Motion carried.

**SCHOOL COMMITTEE REPORT:** None.

**125TH COMMITTEE REPORT:** The committee met earlier this evening. Barry Langen donated \$500 back to the 125<sup>th</sup> anniversary committee from his \$5000 raffle winnings. March 29<sup>th</sup> will be a second "Taste of Italy" fundraiser. A few prizes for 125<sup>th</sup> activities have been gathered but other than the band, nothing has been booked yet and the schedule has yet to be put into place. The Kennedy Green Team and Garden will do a Sunday morning breakfast on June 29. The next committee meeting is scheduled for 5:30 p.m., March 17, at the VFW Middle Room.

**UNFINISHED BUSINESS:** One of the long-term delinquent water bill debtors continues to make twice-a-month \$30 payments to the Kittson County Sheriff. Wages will be garnished if any payments are missed. The second debtor's did not show up for court on January 14, 2014. A new date was set for February 28, 2014, with failure to appear this time resulting in the Court's ruling against debtor with a contempt of Court charge.

The City is waiting for court notification on the 511 Prairie Avenue, Kennedy, go-ahead tear-down date.

**NEW BUSINESS:** Changing the City's council meeting nights from the first Monday of every month to the second Monday of every month was tabled.

**MARCH MEETING DATE:** The March council meeting will be held on Monday, March 10, 2014, at 7:00 P.M., at the City Office.

**ADJOURN:** There being no further business brought forward for the Council's attention, the meeting was adjourned at 9:00 PM with a motion made by C. Urbaniak and seconded by J. Osowski. All in favor and the motion carried.

Signed 3/10/2014

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Mary Cooney, Clerk (Attest)

Signed 3/10/2014

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Todd Truedson, Mayor

# City of Kennedy Maintenance Report

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January 2014

1. Snow removal; parked cars is an issue. Clerk asked to send a notice to the problematic car owners.
2. Serviced 3320 lawn tractor.
3. Serviced X540 lawn tractor.
4. The city's recently purchased 7800 John Deere tractor was taken to True North for repairs, including clutch cable, hydraulic leaks, seals, and more.
5. Mosquito training class, sponsored by Univar, is scheduled for February 12, at the Canada Inn in Grand Forks.
6. January snow removal overtime included:
  - Saturday, January 18, 9.5 hours
  - Saturday, January 25, 3.0 hours

# City of Kennedy Fire Dept. Report

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January 2014

1. DOT fire truck maintenance done and repairs are being made.
2. Purchase portable light tower. Cost \$3,500. All in favour.
3. New sign for fire hall. Pricing on design.
4. Three training classes are being held in March, with two in St. Cloud and one Detroit Lakes.
5. Meal for Celebrate Kennedy's 125<sup>th</sup> – Steak and potatoes possible.
6. February 3, 2014, was the February monthly meeting with five members in attendance.