

Minutes

Kennedy City Council Meeting
March 9, 2015

CALL TO ORDER: Mayor Todd Truedson called the meeting to order at 7:00 P.M. Council members present included Cindy Urbaniak, Paul Larson, Kevin Hanson and Justin Osowski. City employees Matt Casper and Mary Cooney were also present.

PLEDGE OF ALLEGIANCE: Recited.

ADDITIONS TO THE AGENDA: None.

PUBLIC FORUM: None.

APPROVAL OF MINUTES: P. Larson made a motion to approve the February 9, 2015, minutes as amended and corrected. C. Urbaniak seconded. All in favor and the motion carried.

CLERK'S REPORT: Projects consuming the majority of the clerk's time in February included MN Prevailing Wage Survey, MN Jobs Reporting for the PFA Funds, MN Help city information update, and USDA Rural Development Annual Report & Insurance Verification. Also, completed work on the Small Cities Development Joint Participation Agreement, and reviewed past mitigation actions for Kittson County Emergency Management; met with Kittson County EDA consultant M. Moore about needs and opportunities in Kennedy; completed NW MN Arts Council grant application; assisted the Meals-on-Wheels program as required; created water bills, delinquent water bill notices, monthly city newsletter, and, continued to update and maintain the city website.

A Resolution Supporting Dedicated State Funding for City Streets was reviewed. C. Urbaniak made a motion to adopt the Resolution Supporting Dedicated State Funding for City Streets. K. Hanson seconded. All in favor and the motion carried.

T. Truedson made a motion to charge \$30/month for parking in the city-owned school parking lot. K. Hanson seconded. All in favor and the motion carried.

The clerk stated she and the city public works director would like the council to help prioritize upcoming city projects so that as opportunities present themselves between council meetings the city staff would know the council's priorities.

The clerk will use two vacation days on March 25 and 26, 2015.

J. Osowski made a motion to accept the Clerk's Report as presented. K. Hanson seconded. All in favor and the motion carried.

TREASURER'S REPORT: The city's audit is scheduled for April 8-9, 2015. The treasurer has been putting in hours to complete 2014 fund balances in-house with the assistance of an area accountant. To date finding someone to work with the city at this short notice is an issue. Treasurer will proceed with the effort and if it isn't realized this year the city will be in a position to do so next year.

Monthly payables were completed including city twice monthly payroll, twice monthly PERA payments, MN and federal monthly payroll withholding payments. The City's financial report was presented, including Checks Issued in February, 2015; Unpaid Bills Detail as of 3/9/2015; 3/9/2015 Cash Balance Sheet; 02/25/2015 Bank Statements; and, the March 6, 2015, Open Invoices report. There were no large receivables in the month of February 2015 and no large payables due in the month of March 2015.

J. Osowski made a motion to accept the Treasurer's Report as presented. K. Hanson seconded. All in favor and the motion carried.

PAY BILLS: J. Osowski made a motion to pay bills as presented, totaling \$4,809.70. K. Hanson seconded. All in favor and the motion carried.

MAINTENANCE REPORT: Attached. Additionally, M. Casper requested council approval for the City of Kennedy to join MN Warn. It's free to join and the benefit is MN Warn will coordinate disaster relief support from area cities and organizations, thereby enabling the City of Kennedy to keep their entire focus on disaster recovery and not on support outreach. Council directed Casper to complete the application process.

Summer maintenance help was discussed. A total of \$3000 has been budgeted for this item with hours historically being 35 hours/week, for 10-12 weeks. If the city hires someone from Kim Johnson's program, the county pays the

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wage. M. Cooney will contact K. Johnson about possible candidates and also inquire about pay scale. The city will advertise for summer maintenance help once hours and salary has been determined by the council.

M. Casper also questioned the existence of a City of Kennedy "Garbage Ordinance". M. Cooney will research and report back at next council meeting.

K. Hanson made a motion to accept the Maintenance Report as presented. P. Larson seconded. All in favor and the motion carried.

FIRE DEPARTMENT REPORT: Attached.

P. Larson made a motion to accept the Fire Department Report as presented. J. Osowski seconded. All in favor and the motion carried.

COMMITTEE REPORTS:

Parks, Recreation & Celebrate Kennedy Report. Ballpark expenditures were discussed with K. Hanson stating the 500' fence needs to be replaced and a protective covering placed over the fence's raw edge and the required fence posts and ties should also be purchased at the same time. Additionally, two new bases are needed. Hanson stated these expenses should come to between \$1,100-1,200. C. Urbaniak made a motion to approve up to \$1,200 for fence materials and new bases. P. Larson seconded. All in favor and the motion carried.

A brief discussion on the dates of Celebrate Kennedy 2015 took place. A number of council members indicated the conflict with the City of Lancaster's summer celebration on the last weekend of June is unpopular with the city's young people. P. Larson made a motion to move Celebrate Kennedy 2015 to July 24-26. J. Osowski seconded. All in favor and the motion carried.

School Committee Report. It was reiterated that the school's B&E charged juvenile's first restitution payment, in the amount of \$200, was received from the Kittson County Court Administrator on January 15, 2015. The council reopened the discussion on how to address the remaining restitution amount. T. Truedson made a motion that the charged juvenile pay the full restitution amount or work 20 hours community service in exchange for the remaining balance. P. Larson seconded. All in favor and the motion carried.

UNFINISHED BUSINESS:

Go-Green Turbine Offer: The perspective wind turbine buyer indicated he was still interested in the turbine at \$20,000 asking price. However, he would like to make a site visit, possibly next week. And, additionally, he wants to complete some further due diligence prior to proceeding with the deal. He will keep the city posted.

City Office Summer Hours: P. Larson reopened the discussion about summer office hours. He stated he had contacted a number of area cities and stated none of them use special or different summer office hours. He continued, stating that it was his opinion Kennedy office hours should remain the same year round. C. Urbaniak suggested surveying the city residents to see if a concern about this issue even exists among the city's residents. K. Hanson questioned why the council would want to survey the residents when the council has the authority to make the decision without resident input. K. Hanson made a motion to set year-round City of Kennedy office hours as Monday through Thursday, 9:00 a.m. to 5:00 p.m. P. Larson seconded. Members Hanson, Larson and Osowski voted in favor of the motion. Members Urbaniak and Truedson were opposed. Motion carried.

NEW BUSINESS/APRIL MEETING DATE: The April council meeting will be held on Monday, April 6, 2015, 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 9:20 PM with a motion made by K. Hanson and seconded by J. Osowski. All in favor and the motion carried.

Signed 4/13/15

Mary Cooney, Clerk (Attest)

Signed 4/13/15

Todd Truedson, Mayor

February 2015 Maintenance Report

SUN	MON	TUE	WED	THR	FRIDAY	SATURDAY
1	2	3	4	5	6	7
Daily Checks 0.25	Daily Checks Install Office Window Repair broken snow fence 8	Daily Checks Wastewater Sample Install new meter/reader at the Matthews house Move reader at Café 8	Daily Checks Repots Clean school shop 8	Daily Checks Submit DMR / new and old way KFD paperwork and mail brought to Kirkeby 8	Daily Checks / Check ponds Sweep snow Service 3320 Service sweeper 8	Daily Checks 0.25
8	9	10	11	12	13	14
Daily Checks 0.25	Daily Checks St. Cloud 8	Daily Checks St. Cloud 8	Daily Checks Snow Removal worked 0400-1200 8	Daily Checks MRWA at shop / pumps Backed into overhead door. P.S. Doors called Diagnose plow hydraulic leak 8	Daily Checks / Check ponds Read Water Meters KSWC Luncheon Finish plow repair 8	Daily Checks 0.25
15	16	17	18	19	20	21
Daily Checks 0.25	Daily Checks **HOLIDAY** 1.5Hrs blowing snow 0.25	Daily Checks Blow snow drifts 8	Daily Checks Plow snow Blow snow 8	Daily Checks KFD van thermostat & propane solenoid repair Clean rink 8	Daily Checks / Check ponds Blow drifts Repair carb on walk behind snow blower 7	Daily Checks 0.25
22	23	24	25	26	27	28
Daily Checks 9pm Gustafson's called requesting I look at sewer line. Back home 9:45 0.25	Daily Checks Service Tractor Service Blower Blow drifts 8	Daily Checks Plow snow Diagnose oil leak on plow 8	Daily Checks KFD meeting Blow drifts Take apart plow truck 8	Daily Checks Put plow truck back together with J. Osowski Thaw frozen water line @ city shop 8	Daily Checks / Check ponds Blow snow 3320 Hydraulic leak Make new adapters for steamer 8	Daily Checks 0.25
						<u>Vacation Hours</u> 51.5 <u>Total Sick time</u> 116 hrs <u>Comp Hours</u> 2.25

Kennedy Fire Department Report

February 2015

- Skid unit has been ordered with a 50/50 grant. KFD share will be \$5,480.
- Peterbuilt brakes are to be worked on.
- A grant for new pagers is being processed by Lake Bronson Fire Department and KFD should benefit as well.