

Minutes

Kennedy City Council Meeting
May 9, 2016

CALL TO ORDER: Mayor Todd Truedson called the meeting to order at 7:10 P.M. Council members present included Jon Pietruszewski, Cindy Urbaniak, Kevin Hanson and Matt Casper. City employee Mary Cooney was also present.

PLEDGE OF ALLEGIANCE: Recited.

ADDITIONS TO THE AGENDA: None.

PUBLIC FORUM: None.

APPROVAL OF MINUTES: C. Urbaniak made a motion to approve the March 28, 2016, special meeting minutes and the April 11, 2016, minutes as presented. J. Pietruszewski seconded. All in favor and the motion carried.

CLERK'S REPORT: Projects that consumed the majority of the clerk's time in April 2016 included extending the advertising for the maintenance position in area newspapers, on the city's website and at the LMC jobs page through the end of May; completed LMC Salary & Benefits Survey; sent out ball park lease invoice; completed KFRA forms including the Statement of Economic Interest, BC-1, and the Investment Disclosure; also completed KFRA FIRE-15 with the KFRA auditor; prepped for city audit; worked on house demolition process and sale of city lots; and continued cleaning, organizing and purging safe. Otter Tail was contacted for street light repair along alley east of the VFW, running from Co. Road 7 to First Street East. EcoLab was contacted about skunk abatement. However, they don't provide that service.

Bids were presented for the city's scheduled 2016 street project, paving Third Street East. The council chose to table until the next meeting.

City assistance to F. Martinez in cleaning up the north side of Third Street East was discussed. The council chose to table until the next meeting.

Clerk requested council approval to contact the LMC on behalf of the city, regarding the railroad debris in Kennedy and seen along railroads throughout the state. Council approved.

K. Hanson made a motion to disburse \$500 to the Kennedy Center, as budgeted for 2016. J. Pietruszewski seconded. All in favor and the motion carried.

M. Casper made a motion to sell city lots at the previously established price of \$0.05/SF. J. Pietruszewski seconded. All in favor and the motion carried. Clerk will contact the interested parties.

J. Pietruszewski made a motion to order the front/west office window and transom, as budgeted for 2016. C. Urbaniak seconded. All in favor and the motion carried.

J. Pietruszewski made a motion to accept the Clerk's Report as presented. C. Urbaniak seconded. All in favor and the motion carried.

TREASURER'S REPORT: Monthly payables were completed including twice monthly city employee payroll, twice monthly PERA payments, and, MN and federal monthly payroll withholding payments. The 2016 1st quarter report for MN Unemployment, and the 1st quarter 2016 Minnesota payroll withholding return and the 1st quarter 2016 Federal payroll returns were completed and submitted. The City's monthly financial report was presented, including Checks Issued in April, 2016; Unpaid Bills Detail as of May 5, 2016; 05/05/2016 Cash Balance Sheet; 04/27/2016 Bank Statements; and, the May 5, 2016, Open Invoices report. The only large receivable during the month of April 2016 was \$10,000 from Kittson Central for the ball park lease. There were no large payables due in the month of May 2016.

C. Urbaniak made a motion to approve the transfer of \$4,000 from the General Fund to the Baseball Fund, per the council approved 2016 budget. J. Pietruszewski seconded. All in favor and the motion carried.

K. Hanson made a motion to accept the Treasurer's Report as presented and to pay the bills as presented, totaling \$5,744.51. C. Urbaniak seconded. All in favor and the motion carried.

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MAINTENANCE REPORT: K. Hanson has covered the maintenance position in the interim between M. Casper's resignation and the start date of the city's new hire. Hanson provided a list of activities he completed in addition to daily pump readings and grate cleaning. Some of these activities included meter reading; pumped out water at lift station; changed air filter on office furnace; dumped lift station debris at lagoon; swept shop; replaced B. Urie water valve; turned on snowbirds' (L. Rynning, Arlen Erickson and R. Grosser) water; posted disconnection notices; got water flowing in the ditches; picked-up garbage off of city streets, sidewalks, gutters, parks and empty lots around town; marked off gym floor for M. Swanson; took down gym curtains for purchaser; fixed mower deck, greased, changed oil and filter on the 3320 mower; greased 540 mower after brake sensor was repaired by TrueNorth; shut off warming house heater at ice rink; picked-up and disposed of resident garbage items for citywide clean-up day; emptied street sweeper; shut of K. Hatton water; and, mowed ball park, around school and around town.

The Maintenance Director applications for were reviewed and recommendation were made by the Personnel Committee. It was unanimously decided to offer the position to Kevin Balstad, at \$19.00/hour with a \$0.50/hour increase granted as each license is achieved. Additionally, the applications for summer help were reviewed and it was unanimously decided to offer the position to Tanner Olson, at \$9.00/hour.

J. Pietruszewski made a motion to accept the Maintenance Report as presented. C. Urbaniak seconded. All in favor and the motion carried.

FIRE DEPARTMENT REPORT: None.

COMMITTEE REPORTS:

School Report. Asbestos clean-up remains undone. Fans must be put in school to get the air moving during the warm and rainy months and, hopefully, keep mold at bay. Clerk was directed to advertise the turbine and the kitchen range for sale on Craig's list.

Parks, Recreation & Celebrate Kennedy Report. The Celebrate Kennedy committee (K. Hanson, J. Pietruszewski and M. Casper) will have all the activities lined up by the June council meeting so advertising can be put together and lined up before the end of June.

UNFINISHED BUSINESS: Next step on junk ordinance violators must be determined no later than June council meeting.

NEW BUSINESS/NEXT MEETING DATE: The June council meeting will be held on Monday, June 6, 2016, 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 8:45 PM with a motion made by K. Hanson and second by J. Pietruszewski. All in favor and the motion carried.

June 7, 2016

Mary Cooney, Clerk (Attest)

June 7, 2016

Todd Truedson, Mayor