

Minutes

Kennedy City Council Meeting
September 09, 2016

CALL TO ORDER: Mayor Todd Truedson called the meeting to order at 7:00 P.M. Council members present included Cindy Urbaniak and Jon Pietruszewski. City employee Mary Cooney was also present. Council member Kevin Hanson arrived at 7:15 P.M. Council member Matt Casper and city employee Kevin Balstad were absent.

PLEDGE OF ALLEGIANCE: Recited.

ADDITIONS TO THE AGENDA: None.

PUBLIC FORUM: None.

APPROVAL OF MINUTES: C. Urbaniak made a motion to approve the August 16, 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 August 2016 included research on EDA lending guidelines and complete and deliver letter and requirements list to potential borrower; research on city's next step regarding blight issues; work on new USTI financial software program; deliver Candidate Affidavits to county court house; evaluate 24 properties corrective action status in response to Ordinance #60 violations; create Order of Repair for two city properties to be delivered by Kittson County Sheriff to property owners; reviewed city website after migration to new platform; completed World's Fair Letter to U.S. Secretary of State Kerry; contacted LMC regarding railroad debris; renegotiated InvisiMax contract; and completed propane summer buy and prepay contract.

Clerk presented a list of Kittson County tax forfeited property within the City of Kennedy. Council reviewed and verified list addresses were correct.

Clerk presented a list of proposed garbage tax assessments. Council reviewed and verified list addresses were correct.

Council directed Clerk to add to the budget meeting's agenda the garbage vendor contract review and selection, and, the EDA loan application review.

C. Urbaniak made a motion to accept the Clerk's Report as presented. J. Pietruszewski 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 City's monthly financial report was presented, including Checks Issued in August, 2016; Unpaid Bills Detail as of September 8, 2016; 09/08/2016 Cash Balance Sheet; 08/29/2016 Bank Statements; the September 8, 2016, Open Invoice Report. There were no large receivables during the month of August 2016. Large payables due in the month of September 2016 included \$1,100 to D.W. Mechanical for ball park porta potty; \$1,714.14 to Todd's Electric for ball park light repair; and \$1,130 to USTI for annual water/sewer/financial software license.

J. Pietruszewski made a motion to accept the Treasurer's Report as presented and to pay the bills as presented, totaling \$10,467.04. C. Urbaniak seconded. All in favor and the motion carried.

MAINTENANCE REPORT: K. Balstad's written maintenance report was reviewed and clerk presented mower bids to council. Council chose to add purchase of new mower discussion to the budget meeting agenda.

The broken banners on the light poles along highway 75 will be repaired when they are taken down this fall. And, the tables and chairs in the school should be moved to a different city storage area where they can be kept mold free.

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

FIRE DEPARTMENT REPORT: The written fire department report was reviewed. There were three fire calls answered during the month of August 2016. New department member Nathan Bowman was given a station walkthrough and also familiarized with the gear and his role within the department until he receives training.

J. Pietruszewski made a motion to accept the Fire Department Report as presented. K. Hanson seconded. All in favor and the motion carried.

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COMMITTEE REPORTS:

School Report. The school cafeteria's commercial stove has been listed on Craig's List for \$1200.

Parks, Recreation & Celebrate Kennedy Report. Planning for Celebrate Kennedy 2017 was tabled until the next (October 2016) council meeting.

UNFINISHED BUSINESS: Requests for water tower paint bids have been sent out and some replies have been received.

Per the council's request at the August 2016 council meeting, the clerk presented the e-mail from the League of Minnesota Cities' (LMC) Research Manager Jeanette Behr on the subject of "golf cart insurance requirements." The e-mail and the accompanying Minnesota Statutes and LMC's information memo on "Special Vehicles Operating on City Streets" address golf carts and other cute wheels, like ATVs or utility trucks, on city streets and the city ordinance and evidence of insurance required. The council decided they would further research this topic before making a decision.

The progress of the Ordinance #60 violators was reviewed and the clerk was directed to prepare the Order of Repair for two city properties, which will be delivered by the Kittson County Sheriff to the property owners, upon T. Truedson review.

The Northdale Oil 2016 Prepay Propane contract was approved by the council for signature. Additionally, the renegotiated tower contract with InvisiMax, including wireless internet for the city shop and a net zero sum due monthly from the city, was approved for signature.

The EDA loan progress has come to a standstill. The clerk will contact the borrower to inquire on the status of the proposed project.

NEW BUSINESS/NEXT MEETING DATE: The clerk presented Kittson Co. Highway Department's Shawn Anderson's request to negotiate with the city the expenses on the County Highway #7 ditch repair. The suggestion is the city pay for the curb stop repair and the county pay for the ditch clean-out. However, as the ditch belongs to the county and the curb stop was marked by the city but damaged by the county, the council rejected the request to pay any part of the project. T. Truedson will notify the county accordingly.

The clerk was directed to photograph the properties that are newly in violation or are again in violation of the city's Ordinance #60.

The annual budget meeting has been moved to Monday, September 19, 2016, at 7:00 P.M., at the City Office.

The October monthly council meeting will be held on Tuesday, October 11, 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 J. Pietruszewski and second by C. Urbaniak. All in favor and the motion carried.

Signed 11/7/2016
Mary Cooney, Clerk (Attest)

Signed 11/7/2016
Todd Truedson, Mayor