

Minutes

Kennedy City Council Meeting
October 11, 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 members Kevin Hanson and Matt Casper and city employee Kevin Balstad were absent.

PLEDGE OF ALLEGIANCE: Recited.

ADDITIONS TO THE AGENDA: None.

PUBLIC FORUM: None.

APPROVAL OF MINUTES: None.

CLERK'S REPORT: Projects that consumed the majority of the clerk's time in September 2016 included website review; water tower paint bids; research cute wheel insurance requirements on city streets; certify property tax exemptions on four additional city parcels; InvisiMax contract renegotiation; more USTI financial software set-up and training; define EDA loan terms and payment schedule, plus review collateral; write and submit thank you note to nine area newspapers regarding emergency responders at the September 21 Farmer's Elevator fire in Kennedy; city building fire damage insurance claim; and, started compiling 2016 mowing assessment costs.

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, MN and federal monthly payroll withholding payments, MN Unemployment quarterly report, and MN and federal quarterly withholding reports. The City's monthly financial report was presented, including Checks Issued in September, 2016; Unpaid Bills Detail as of October 11, 2016; 10/06/2016 Cash Balance Sheet; 09/28/2016 Bank Statements; the October 6, 2016, Open Invoice Report. There were no large receivables during the month of September 2016. Large payables due in the month of October 2016 include \$6,236.25 to J&R Wastewater for sewer line cleanout; \$2,573.55 to Kittson Co. for second half of 2016 special assessments; \$4,849 to Lancaster Lumber for office front window replacement, and, \$1,126.28 to MacQueen Equipment for street sweeper parts.

C. Urbaniak made a motion to transfer \$193.77 from the baseball account to the general account to cover the ballpark's 2016 Ottertail bill. J. Pietruszewski seconded. All in favor and the motion carried.

J. Pietruszewski made a motion to accept the Treasurer's Report as presented and to pay the bills as presented, totaling \$24,127.19. C. Urbaniak seconded. All in favor and the motion carried.

MAINTENANCE REPORT: K. Balstad's written maintenance report was reviewed.

The County Road 7 ditch project was revisited. T. Truedson did speak with S. Anderson from the Kittson Co. Highway Department and informed the county that the city did not accept any responsibility on their ditch project. Ditching the coulee located between and parallel to Franklin Avenue and Prairie Avenue has been put on hold until the city can evaluate the impact of this summer's coulee clean-up.

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. Four fire calls were answered during the month of September 2016, including the Farmers Elevator in Kennedy on September 21. The elevator was completely destroyed but no other buildings suffered any damage beyond a few cracked windows and some paint bubbling due to the extreme heat. The elevator fire was monitored for flare ups that repeatedly occurred and were extinguished during much of the first week following the fire.

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

COMMITTEE REPORTS:

School Report. None.

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Parks, Recreation & Celebrate Kennedy Report. Planning for Celebrate Kennedy 2017 was tabled until the January 2017 council meeting.

UNFINISHED BUSINESS: The EDA loan is on hold for the time being.

C. Urbaniak made a motion to pass a resolution ordering the repair or removal of hazardous conditions located at 308 West 4th Street, Kennedy, Minnesota. J. Pietruszewski second. All in favor and the motion carried. The clerk will complete the required paperwork and present to Mayor Truedson for review and signature. Upon signing, the clerk will deliver the paperwork to the city attorney's office for delivery by the sheriff. T. Truedson assured the council that the second property due to receive the Order for Repair will have the property cleaned-up within the next month or two.

One new resident has been found in violation of Ordinance #60 and the clerk was directed to draft a letter for the mayor's signature. Additionally, a property owner that was previously sited and corrected the condition of the property has again allowed the property to return to a state of violation. A letter will also be sent to this property owner.

NEW BUSINESS/NEXT MEETING DATE: The clerk has submitted the insurance claim for the fire damage to the city office front window.

The clerk was directed to execute the annual Northdale Oil propane tank lease agreement.

J. Pietruszewski made a motion to pass a resolution certifying unpaid (mowing) code enforcement fees to the Kittson County Auditor for collection with the payable 2016 property taxes. C. Urbaniak second. All in favor and the motion carried.

The November monthly council meeting will be held on Monday, November 07, 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 8:00 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