

Minutes

Kennedy City Council Meeting
June 16, 2014

CALL TO ORDER: Mayor Todd Truedson called the meeting to order at 7:05 P.M. Council members present included Justin Osowski, Paul Larson and Kevin Hanson. Council member Cindy Urbaniak was absent. City employees present included Mary Cooney and Greg Mitziga.

PLEDGE OF ALLEGIANCE: Recited.

ADDITIONS TO THE AGENDA: None.

APPROVAL OF MINUTES: P. Larson made a motion to approve the May 12, 2014, minutes as presented and to approve the May 22, 2014, Special Meeting minutes as presented. J. Osowski seconded. Motion carried.

PUBLIC FORUM: None.

CLERK'S REPORT: Again, three projects consumed the majority of the clerk's time this month. First, the 2014 water project, including: bid opening; work with city attorney regarding bid package requirements; special council meeting to award bid; correspondence regarding rejected bids; and continued correspondence with the PFA. Second, continued effort on the potential and eventually successful sale of the idle geothermal heating system in the school building, including: multiple e-mails and telephone conversations with the EDA including Regional Director D. Kathan, Regional Counsel Susan Brown, Regional Counsel S. Brehm, Construction Project Manager Jerry Figliulo, and interested purchaser's Project Manager Doug Thomas and shareholder William Keller. And, third, continued support supplied to the 125th anniversary including maintenance of the 125th webpage, creating the 125th poster, fielding endless calls and office visits with 125th questions.

The one-time summer fill of the city's two propane tanks was discussed and approved, as was prepay in the amount spent on propane last year (\$5,700.00).

The clerk will work with the Kittson County Auditor's office to determine and assign an address to the Kennedy ball park, separate from the school's address.

The city has been approved for a \$4200 arts grant from the Northwest Minnesota Arts Council. The grant is for a two-sided, wrap-around mural on the old Petersburg Chevrolet building in Kennedy. The project is targeted for a June 30, 2014, completion date.

K. Hanson questioned how the clerk's comp time works. Clerk indicated the policy is time and one-half for every overtime hour worked, as indicated in the City's Personnel Policy. However, clerk stated she has never been able to take more than a straight hour-for-hour due to the fact that Kennedy's clerk's office is a one person office and the work just piles up during the clerk's absence, requiring more overtime hours to get caught-up. There was no further discussion on this topic.

Council indicated they want their council packets delivered to them on the Friday preceding a Monday meeting.

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

TREASURER'S REPORT: Monthly payables were completed including PERA payments, MN monthly payroll withholding payments and federal monthly payroll withholding payments. The City's financial report was presented, including Checks Issued in May, 2014; Unpaid Bills Detail as of June 16, 2014; 6/15/2014 Cash Balance Sheet; 05/28/2014 Bank Statements; and, the June 16, 2014, Open Invoices report. The only large receivable in May 2014 was the transfer of \$8,161 from the City's EDA account to the General Account for reimbursement of EDA loan payments erroneously made from the General Account. Large payables included \$1,111.50 to Anderson Sanitation for the 509 Western Avenue property clean-up, \$6,150 to Twamley & Sons for the 511 Prairie Ave. demo, and \$824.25 to Kittson County for the 2014 2nd half water bond interest payment.

P. Larson made a motion to transfer \$1,863.35 from the Baseball Account to the General Account to pay concession stand invoices to Valley Building Center and Todd's Electric. And, additionally, to send Dwight Hagen \$250 as a thank-you for his donated labor on the concession stand. J. Osowski seconded. Motion carried.

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

PAY BILLS: J. Osowski made a motion to pay all bills as presented, totaling \$15,713.60. K. Hanson seconded. Motion carried.

Minutes

Kennedy City Council Meeting
June 16, 2014

MAINTENANCE REPORT: Attached. Clerk was directed to send a thank-you note to Anderson Sanitation for working with the city on the Western Avenue demolition project. G. Mitziga will be on vacation from June 30 through July 4.

P. Larson made a motion to approve the Maguire Iron contract to perform interior cleaning and painting on the water tower. K. Hanson seconded. Motion carried.

J. Osowski made a motion to approve maintenance overtime as reported. P. Larson seconded. Motion carried.

K. Hanson made a motion to accept Maintenance Report. J. Osowski seconded. Motion carried.

FIRE DEPARTMENT REPORT: Attached.

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

SCHOOL COMMITTEE REPORT: The city is in receipt of a check for \$20,000 from 1900 Henderson School for a portion of the school's unused geothermal equipment purchased by them on June 10, 2014. The Regional EDA has directed the city to hold the money until such time as the EDA informs the City of its options for use of the money.

P. Larson made a motion to deposit the \$20,000 into the Money Market account until further notice. K. Hanson seconded. Motion carried.

How to proceed on the gym floor has been put on hold at this time.

P. Larson made a motion for city maintenance and treasurer to track all ball park expenses, including gas, labor, and maintenance, effective July 1, 2014. J. Osowski seconded. Motion carried.

125TH COMMITTEE REPORT: The state highway patrol will provide an escort during the run and will close Hwy 75 during the parade.

Council agreed selling alcohol will not take place on city property during the 125th celebration, therefore, a special events liquor license and liability insurance will not be required. However, per city policy, a Consumption Permit will be required if alcohol is present on city property during the celebration.

UNFINISHED BUSINESS: Tear down of the condemned 511 Prairie Avenue structures and of the condemned 509 Western Avenue house has been completed.

G. Mitziga stated Larry Dziengel in Stephen did not return his call about office storm windows. He will try again.

The small claims court case regarding the 1/2013 Highway 75 accident near old community center was awarded in the city's favor. The city now waits for the response period to pass before proceeding to the next step, should the defendant not pay.

The water project contracts were signed at this meeting and will be sent to Spruce Valley Construction tomorrow. Spruce Valley will sign contracts and return to KLJ along with their Performance Bond and their Payment Bond. Once the contracts have been received, the Pre-Construction Meeting will be scheduled.

NEW BUSINESS: No new business was brought before the council at this time.

JULY MEETING DATE: The July council meeting will be held on Monday, July 14, 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 8:40 PM with a motion made by J. Osowski and seconded by P. Larson. All in favor and the motion carried.

Signed July 14, 2014
Mary Cooney, Clerk (Attest)

Signed July 14, 2014
Todd Truedson, Mayor

City of Kennedy Maintenance Report

May 2014

1. Empty debris from 509 Western Avenue house.
2. Mowed lots of grass.
3. Stump grinding.
4. Clean-up from 509 Western Avenue house demo.
5. Pet clinic at shop.
6. Put up banners.
7. Burned the yard waste pile at burn area.
8. MN DOT meeting on 2020 Highway 75 project.
9. Contacted Maguire Iron, Inc., for water tower cleaning and painting.
10. Mosquito Spraying Overtime:
 - Tuesday, June 3 – 1.5 Hours
 - Monday, June 9 – 2.5 Hours
11. Geothermal Removal Overtime:
 - Tuesday, June 10 – 1 Hour
 - Wednesday, June 11 – 1 Hour

City of Kennedy Fire Dept. Report

May 2014

1. Ordered new shirts, jackets and pullovers.
2. New window is at hall but has not been installed yet.
3. Burn ban for northwest Minnesota is still going on.
4. House burn training with Hallock Fire Dept. took place and four Kennedy department members attended.
5. June 18th is ladder training in Hallock.
6. June 21st is all day pumper training in Lake Bronson.
7. No June meeting has been held yet.