

Minutes

Kennedy City Council Meeting
September 8, 2014

CALL TO ORDER: Mayor Todd Truedson called the meeting to order at 8:05 P.M. Council members present included Paul Larson, C. Urbaniak and Kevin Hanson. Council member Justin Osowski was absent. City employees present included Mary Cooney and Greg Mitziga. Residents Jodi Bowman, Robin McEnelly and Jeanne Cooney were also present.

PLEDGE OF ALLEGIANCE: Recited.

ADDITIONS TO THE AGENDA: None.

PUBLIC FORUM: KLJ's Joel Paulsen and Amanda Kieffer were present to discuss the status of the 2014 coulee water project and also the possibility of future projects. The 2014 project finished \$98.30 over budget and one week ahead of schedule. The removal of the old pipe was erroneously overlooked in the project scope and bid. K. Hanson made a motion to issue Change Order #1, an increase of the contract price by the amount of \$98.30. C. Urbaniak seconded. All in favor. The motion carried.

New project state application deadlines are from December to March. The city may want to include water tower work or water tower options. The council requested a list of proposed projects from KLJ, which they will present at a later date.

Paulsen and Kieffer left the council chambers at 8:30 p.m.

APPROVAL OF MINUTES: P. Larson requested a correction be made to the 125th Committee Report portion of the August 4, 2014, minutes. Additionally, Larson indicated that the land sale that took place during the closed portion of the meeting was not legal, as it should have been done during an open meeting.

CLERK'S REPORT: Projects consuming the majority of the clerk's time in August included the water project Resolution to Accept GO Note, Certificate of City Organization & Condition, Non-Litigation Certificate, Non-Arbitrage Certificate, Certificate of Borrower, Supplemental Certificate, Note, Note Register, IRS Form 8038-GC, Labor Standards Review, and review daily construction reports; public works supervisor application verification and reference checks, research LMC interview process, hiring processes, and salary survey; update city employment contract; create interview and special meeting packets; work with Sherriff's and city attorney regarding school B&E; and work with P. Grazadzieleski on tree stump removal.

A demonstration on the use of the Automated External Defibrillator will be held at Maria Lutheran Church on Friday, September 12, at 8:30 a.m.

The city attorney has requested a signed resolution from the city for the purposes of identifying the city's authorized representative for dealing with the city attorney. C. Urbaniak made a motion to adopt the Resolution Authorizing Official City Communications with City Attorney by the Kennedy City Clerk Treasurer for the purpose of requesting and receiving information regarding City affairs. In the event the Kennedy City Clerk Treasurer is not available in an emergency or time-sensitive situation, the Kennedy Mayor may so act. K. Hanson seconded. All in favor. Motion carried.

The 2014 Delinquent Garbage Assessment Roll was reviewed and approved as presented.

The clerk will be on vacation 9/10-9/12.

C. Urbaniak made a motion to accept the Clerk's Report as presented. K. Hanson 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 August, 2014; Unpaid Bills Detail as of September 8, 2014; 9/8/2014 Cash Balance Sheet; 08/27/2014 Bank Statements; and, the September 4, 2014, Open Invoices report. There were no large receivables in August 2014. Large payables included \$6926 to LMCIT for Auto/Property/Liability Insurance.

K. Hanson made a motion to transfer \$211.96 from the Baseball Account to the General Account to pay AutoValue for floor dry, umpires, Otter Tail for the lights and Valley Building Center for paint. P. Larson seconded. Motion carried.

P. Larson made a motion to accept the Treasurer Report as presented. C. Urbaniak seconded. Motion carried.

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PAY BILLS: P. Larson made a motion to pay bills as presented, with the exception of D.W. Mechanical's \$800 invoice; the adjusted, approved total of bills to be paid equaled \$16100.24. C. Urbaniak seconded. Motion carried.

MAINTENANCE REPORT: The Floodplain Management Training Schedule for September-October 2014 was presented. The Thief River Falls location is scheduled for Wednesday, September 17. The training is presented by the DNR and is free.

G. Mitziga's severance package calculations were presented and totaled \$6,328.80. There were no corrections or objections. The severance check will be issued in the amount as presented.

M. Casper's Employee Contract and Employee package was presented, including Wastewater Operator Certification information and Water Supply System Operator Certificate information. Casper will be responsible for managing the acquisition of his required certifications.

The City will continue to pay G. Mitziga's Life Insurance policy until further notice.

T. Truedson made a motion to pay G. Mitziga \$300 for one month use of his water and wastewater licenses. K Hanson seconded. Truedson, Hanson and Urbaniak were in favor. Larson was opposed. The motion carried.

P. Larson made a motion to pay G. Mitziga \$30/hour to train and support M. Casper for the next six (6) months. C. Urbaniak seconded. The motion carried.

FIRE DEPARTMENT REPORT: G. Mitziga reported the money raised at the 125th anniversary's Saturday night meal was used to purchase a heat scanner, which the department now has. Also, a \$2500 DNR matching grant was applied for in June and has been awarded. K. Hanson made a motion to accept the Fire Department Report. C. Urbaniak seconded. Motion carried.

COMMITTEE REPORTS: None.

UNFINISHED BUSINESS:

2014 Water Project: The first disbursement request for funding is due at the state on August 15, 2014. The clerk will submit all water project invoices received and verified at that time. The monies received by the City are due to be re-disbursed to the project participants within 5 days. To date we have received and verified \$21,884.06 in KLJ invoices.

Office Storm Windows: T. Truedson stated M. Casper will take care of office storm windows.

NEW BUSINESS: None.

BUDGET MEETING DATE: The September Budget Meeting will be held on Monday, September 15, 2014, at 7:00 P.M., at the City Office.

OCTOBER MEETING DATE: The October council meeting will be held on Monday, October 13, 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 10:40 PM with a motion made by C. Urbaniak and seconded by K. Hanson. All in favor and the motion carried.

Signed 10/16/2014
Mary Cooney, Clerk (Attest)

Signed 10/16/2014
Todd Truedson, Mayor