

# Minutes

Kennedy City Council Meeting  
October 16, 2014

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**CALL TO ORDER:** Mayor Todd Truedson called the meeting to order at 7:05 P.M. Council members present included Paul Larson, Cindy Urbaniak, Kevin Hanson and Justin Osowski. City employees present included Mary Cooney and Matt Casper. Helen Anderson from Tobacco Free Communities was also present.

**PLEDGE OF ALLEGIANCE:** Recited.

**ADDITIONS TO THE AGENDA:** None.

**PUBLIC FORUM:** Helen Anderson, program coordinator for Tobacco Free Communities, informed the council that their organization has a grant that covers the five counties of Kittson, Marshall, Pennington, Red Lake and Roseau. The focus at this time is on tobacco free outdoor space. Upon survey, children in this area have indicated they want tobacco free parks. The council must next decide if they want Kennedy park(s) to be tobacco free and if they want to participate in this program.

Helen Anderson left the council chambers at 7:20 p.m. The council decided to table the discussion at this time.

**APPROVAL OF MINUTES:** C. Urbaniak made a motion to approve the August 4, 2014, minutes as presented, the August 21, 2014 special meeting minutes as corrected, the September 3, 2014, special meeting minutes as presented, and the September 8, 2014, minutes as corrected. P. Larson seconded. Motion carried.

**CLERK'S REPORT:** Projects consuming the majority of the clerk's time in September included the hiring process and paperwork for maintenance new hire Matt Casper, including contract preparation between City and Troy Vagle for the use of his water license until Casper becomes licensed; start on MNPCA 5 year waste water license renewal process; preparation for 2015 budget meeting; school B&E storage tenant letters; and continued water project paperwork including a site visit from MNPFA's Nancy Johnson for a project file audit.

Kittson County Emergency Management identified the City of Kennedy as one of the communities in the county with predetermined locations for emergency shelter. C. Urbaniak suggested the use of the Sheriff's Department Code Red system for notifying residents upon emergency. Clerk will get details and report back to council.

T. Truedson made a motion, upon the advice of consultant John Wynne, to apply jointly with the City of Karlstad for the Small Cities owner occupied housing grant and loan program. C. Urbaniak seconded. Motion carried.

The city attorney's written communications were reviewed on topics including the state's open meeting law and the recent school B & E. Upon city attorney advice, Truedson and Larson abstained from the school B&E discussion. Council members Urbaniak, Osowski and Hanson discussed and agreed that the city will request those involved in the vandalism to help clean the school and, for the individuals charged, financial restitution be sought. The clerk will contact the city attorney for guidance on how to proceed from here.

The clerk was not on vacation 9/10-9/12, because of the scheduled 9/15 budget meeting. The clerk will take 10/20-10/24/14 instead.

J. Osowski made a motion to accept the Clerk's Report as presented. C. Urbaniak 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 September, 2014; Unpaid Bills Detail; 10/15/2014 Cash Balance Sheet; 09/28/2014 Bank Statements; and, the October 15, 2014, Open Invoices report. Large receivables in September 2014 included MN Management & Budget (MMB) Water Project \$115,272.36 and MMB \$9,720.24 for Kennedy Fire Relief Asc. Large payables included \$93,388.39 to Water Project contractor Spruce Valley, \$12,058 to Water Project engineer KLJ, and \$9,720.24 to Kennedy Fire Relief Asc for pension plan.

K. Hanson made a motion to transfer \$1000 from the Baseball Account to the General Account to pay H&S Construction for concrete work for shade structure. P. Larson seconded. Motion carried.

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

**PAY BILLS:** C. Urbaniak made a motion to pay bills as presented, with the exception of D.W. Mechanical's \$800 invoice and KLJ will be paid upon receipt of money from MN PFA; the adjusted, approved total of bills to be paid equaled \$28,158.75. J. Osowski seconded. Motion carried.

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**MAINTENANCE REPORT:** Attached. M. Casper also discussed getting internet access at the city shop and the council directed him to go ahead and do so.

P. Larson made a motion to accept the Maintenance's Report as presented. K. Hanson seconded. Motion carried.

**FIRE DEPARTMENT REPORT:** None. It was noted that there was a false alarm at the Kittson County Court House.

**COMMITTEE REPORTS:** The city has received an offer on the turbine. The council directed the clerk to reply with a counter offer.

## UNFINISHED BUSINESS:

**2014 Water Project:** The monies from the state for the first disbursement request of the water project have been received. The clerk paid the project contractor and engineer within 5 days, per project requirements. A change order to remove the drain crossing pipe that runs above the coulee was discussed. C. Urbaniak made a motion to approve Change Order No. 2, for the removal of the existing overhead watermain crossing over the drain/coulee. J. Osowski seconded. Motion carried. It was noted by the clerk that there are still some unpaid project bills that have not yet been received from the engineer KLJ and the bond attorney Kennedy & Graven.

**Office Storm Windows:** M. Casper requested direction on how the council wanted him to address the office storm windows. At this time, he will rebuild frames for the storm windows for a temporary, low cost solution.

**NEW BUSINESS:** None.

**BUDGET MEETING DATE:** The September Budget Meeting has been rescheduled for Monday, October 27, 2014, at 7:00 P.M., at the City Office.

**NOVEMBER MEETING DATE:** The November council meeting will be held on Monday, November 10, 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 9:00 PM with a motion made by P. Larson and seconded by C. Urbaniak. All in favor and the motion carried.

Signed 11/10/2014

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Mary Cooney, Clerk (Attest)

Signed 11/10/2014

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Todd Truedson, Mayor

# September 2014 Maintenance Report

15- Daily Checks, Read water meters, become familiar with shop, equipment, other buildings, and tools.

16- Daily Checks, Repaired Knutson water meter, changed blades X540, mowed in town and at ponds

17- Daily Checks, Waste Water Training in Hallock

18- Daily Checks, finished mowing at ponds

19- Daily Checks, Gopher one call for ball diamond, moved handicapped sign, checked pond levels

20- Daily Checks,

21- Daily Checks,

22- Daily Checks, Mowed in town

23- Daily Checks, Mowed the park and other lots, helped K. Hanson at ball diamond, painted handicapped spot.

24- Daily Checks, Mowed, Helped assemble the shade structure at ball diamond.

25- Daily Checks, Mowed in town

26- Daily Checks, Gopher one call, Hallock run for 2 cycle oil and seafoam, weed wacked, Mowed, Pushed up burn pile, Checked pond levels

27- Daily Checks,

28- Daily Checks,

29 Daily Checks, Banners down, Benches away, MDH water sample, A. Kirkeby water turned on

30- Daily Checks, Mowed at ball diamond and at school