

Minutes

Kennedy City Council Meeting
December 8, 2014

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. Members of the public included Jon Pietruszewski.

PLEDGE OF ALLEGIANCE: Recited.

ADDITIONS TO THE AGENDA: None.

PUBLIC FORUM: None.

APPROVAL OF MINUTES: C. Urbaniak made a motion to approve the November 10, 2014, minutes with the requested change. J. Osowski seconded. Motion carried. Paul Larson opposed the approval of the minutes.

CLERK'S REPORT: Projects consuming the majority of the clerk's time in November included the research of affordable integrated utility and accounting software programs for small cities; completing KFRA outstanding year-end paperwork including 2014 Supplemental Benefits Report and the Annual Survey of Public Pensions. The Real Property Declaration, as required by MN Public Facilities Authority for the closure of the water project loan paperwork, was finalized and submitted. MN Pollution Control Agency monthly wastewater reporting has been assumed by M. Casper.

Clerk presented council with several council training options provided by the League of Minnesota Cities. Council members have the information to enroll themselves should they decide to attend. Training registration, travel and lodging expenses are reimbursable by the city.

The office will be closed all of Christmas week, as the clerk will be on vacation 12/22-12/24/14, off on the Christmas Day holiday, and the office will be closed on Friday as usual.

Clerk presented communications from Jeannette Behr, LMC Research Manager, identifying required changes in the cities health benefits policy as a result of the Affordable Care Act, effective January 1, 2015. The U.S. Department of Labor now prohibits cash stipends paid to employees, on an after-tax or pre-tax basis, for employers of all sizes. T. Truedson made a motion to pay both city employees, effective January 1, 2015, an increase of \$1.72/hour each, in lieu of the no longer acceptable health benefits cash stipend the employees have been receiving. J. Osowski seconded. Motion carried.

Clerk presented communication from the MN Pollution Control Agency regarding the city's wastewater permit renewal. MPCA indicated that changing the type of wastewater permit the city obtains, from the historic "Individual Permit" to a recommended "General Pond Permit", could result in a potential cost savings on the annual fee. All required paperwork and application fees will remain the same. C. Urbaniak made a motion to change the city's wastewater permit to the General Pond Permit. J. Osowski seconded. Motion carried.

Clerk presented an e-mail communication from Widseth Smith Nolting engineer Ty Fuglseth indicating the MPCA will be conducting an environmental investigation due to petroleum contamination believed to have been from a storage tank at the Gateway Super Service station. Soil borings are required on city property including Third Street East south of the site and in or near the alley located east of the site. J. Osowski made a motion to enter into an "Access Agreement with Minnesota Pollution Control Agency" as presented. P. Larson seconded. Motion carried.

P. Larson 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 November, 2014; Unpaid Bills Detail as of 12/4/2014; 12/04/2014 Cash Balance Sheet; 11/25/2014 Bank Statements; and, the December 4, 2014, Open Invoices report. There were no large receivables in November 2014 but pending receivables include \$31,932.92 2nd half property taxes and \$33,382 2nd half Minnesota Local Government Aid. Large payables included \$7,199 to JR Wastewater for sewer cleaning, \$7,861 to Kittson County Auditor for annual water bond payment, and the last \$2000 Go-Green loan repayment to Kittson Co. EDA.

J. Osowski made a motion to attach the condemnation and demolition costs for 511 East Prairie Avenue to the property's taxes. K. Hanson seconded the motion. Motion carried.

C. Urbaniak made a motion to accept the Treasurer's Report as presented. K. Hanson seconded. Motion carried.

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PAY BILLS: C. Urbaniak made a motion to pay bills as presented, totaling \$23,546.63, and to also pay the invoices received today that were not on the unpaid bills report including \$1,235.30 to True North Equipment and \$170.75 to Johnson Oil. K. Hanson seconded. Motion carried.

MAINTENANCE REPORT: Attached.

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

FIRE DEPARTMENT REPORT: Attached.

C. Urbaniak made a motion to accept the Fire Department Report as presented. K. Hanson seconded. Motion carried.

COMMITTEE REPORTS:

School Committee Report. M. Casper did meet with three juveniles at the school at 9:00 a.m., Friday, November 28, 2014, and supervised kitchen clean-up for 1½ hours as partial restitution for their part in the school B&E. The three each have 1½ hours restitution remaining. The city received an update on the court proceedings of the school B&E incident. The charged adult pled guilty upon first appearing in court and as his charges did not include the fire extinguisher vandalism he will not be held responsible for any of the city's requested financial restitution. The juvenile charged has been declared jointly and severally responsible for the total \$427 restitution. T. Truedson said he would speak with the parents of the other juveniles involved and get back to the city if any other child will contribute towards the \$427.

Tracy Follund has contacted a council member looking for lockers and possibly other items at the school. The clerk was directed to call her back with pricing.

UNFINISHED BUSINESS:

Office Storm Windows: M. Casper has started to rebuild the damaged office storm window frame and will keep the council and staff apprised of his progress.

Clerk reminded the council that this meeting was the last council meeting of the year and each member should purge their individual council notebooks to make room for new materials beginning in 2015.

JANUARY MEETING DATE: The January council meeting will be held on Monday, January 12, 2015, 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 8:30 PM with a motion made by C. Urbaniak and seconded by J. Osowski. All in favor and the motion carried.

January 12, 2015

Mary Cooney, Clerk (Attest)

January 15, 2015

Todd Truedson, Mayor

NOVEMBER

2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Daily Checks
2 Daily Checks	3 Daily Checks Uncover manholes Move dirt at ball diamond Take wastewater sample	4 Daily Checks Uncover manholes Alley markers Gravel in front off shop	5 Daily Checks Remove signs from rink Install new boards at rink and repair 4x4 posts at rink	6 Daily Checks Kilifer and drag rink Pitching fences to school Service Plow truck Typed reports for meeting	7 Daily Checks Recover 4 manholes Check Ponds Geothermal on	8 Daily Checks
9 Daily Checks	10 Daily Checks Both Plows on truck Assist wastewater at the lift station Blower and snow bucket	11 Daily Checks *HOLIDAY*	12 Daily Checks Snow fence up Wing plow pully fixed Water valves at Hultgren and Petersburgs turned off	13 Daily Checks Invisimax at shop Plywood up at diamond Service/Lube blower Cleaned shop	14 Daily Checks Read water meters Check Ponds DMR with Hallock	15 Daily Checks
16 Daily Checks	17 Daily Checks DMR submission Blow snow Curtains down at school	18 Daily Checks Fix roof leak at lift station Covered manhole with hay bales given to city by E. Mattson Find all parts for sweeper	19 Daily Checks KFD meeting Fuel filters replaced on pumper/tanker Sweeper onto 3320 Swept snow off sidewalks	20 Daily Checks Serviced sweeper Cleaned office John Deere about 7800 vibration	21 Daily Checks Check Ponds Insulation placed around water meters Secured door at green shed Sealed threshold at shop	22 Daily Checks
23 Daily Checks	24 Daily Checks Remove mower lift 3320 Paint PTO shaft 3320 7800 Parts ordered Replace ignition on Plow truck Xmas street lights to shop	25 Daily Checks All street light decorations, tested and replaced Xmas lights on city office A. Kirkeby trailer water off 7800 parts picked up	26 Daily Checks KFD pumper/tanker to Grand Forks for repair Menards for shop supplies	27 Daily Checks *HOLIDAY*	28 Daily Checks School with kids Xmas lights on street lights Check Ponds Rink flooded	29 Daily Checks
30 Daily Checks Rink flooded Board up at rink						

Kennedy Fire Department Report

November 2014

- Fire Calls
 - 11/08/2014 @ 1:33pm – Dispatched to an unknown fire 7 miles west of Donaldson, MN. Dispatch contacted the department and turned the department around before getting to the scene. A resident was burning garbage in that area.

 - 11/19/2014 @ 2:03am – Dispatched to a structure fire in Donaldson, MN. A resident called in stating he thought he had a fire in his exterior wall. The new thermal imager was used to determine that there was no fire present in the wall. The department ventilated the individuals house and then left the scene. Topic

- Meeting was held on 11/19/2014
 - Topics of discussion were training, new training equipment, truck repair, clothing payment, and a possible fund raising ideas.

- Training/protective gear maintenance was held on 11/24/2014. Training was conducted on the thermal imaging camera as well as on some new extraction equipment.
 - All personal protective gear was cleaned and all SCBA tanks were checked and refilled accordingly.