

Minutes

Kennedy City Council Meeting
January 12, 2015

CALL TO ORDER: Mayor Todd Truedson called the meeting to order at 7:03 P.M. Council members present included Cindy Urbaniak, Kevin Hanson and Justin Osowski. Council member Paul Larson was absent. City employees present included Mary Cooney and Matt Casper. Also present were Northwest Community Action Agency consultant John Wynne and KLJ engineers Amanda Kieffer and Jon Pauna.

PLEDGE OF ALLEGIANCE: Recited.

ADDITIONS TO THE AGENDA: None.

PUBLIC FORUM: Jon Wynne took the floor to discuss the Northwest Community Action Owner-Occupied Housing Rehab Program. This is the same grant the City of Kennedy unsuccessfully applied for last year. This year the City of Kennedy will submit a “joint application” for funding with the City of Karlstad, with Karlstad acting as the lead applicant. A total of \$506,000 will be requested to be divided between twenty-two houses and administration costs. The average home will received \$20,000 with the maximum being \$22,000. The money must be spent on weatherization and rehab, not remodeling. There is a low to moderate income threshold to be met for home owner applicants. C. Urbaniak made a motion to pass the Local Government Resolution for Secondary Applying Communities. J. Osowski seconded. Motion carried. C. Urbaniak made a motion to pass the Citizen Participation Plan. K. Hanson seconded. Motion carried. The clerk will work with J. Wynne to encourage citizen participation. J. Wynne left the council chambers at 7:25 p.m.

KLJ engineer Jon Pauna took the floor and identified three sections of water main in Kennedy that could be classified as requiring future replacement. The cost per project was estimated at \$232,400, \$265,230, and \$426,300. KLJ also offered a research project with a \$5000 minimum cost to research the possible elimination of the pump house. There is a possibility, but no guarantee, that the city could qualify for state grant or loan money for these projects. The council will review the city’s financial forecast and get back to KLJ should they decide to proceed. KLJ reps left the council chambers at 7:45 p.m.

ADMINISTER OATH OF OFFICE: Re-elected Mayor Todd Truedson and re-elected council member Kevin Hanson took the oath of office.

APPROVAL OF MINUTES: C. Urbaniak made a motion to approve the December 8, 2014, minutes as presented. J. Osowski seconded. Motion carried.

ANNUAL DESIGNATIONS, ASSIGNMENTS & APPOINTMENTS: Paul Larson was reappointed as Acting Mayor. The Kittson County Enterprise was re-designated as the Official Newspaper. KodaBank was re-designated as the Official Depository. And, Jeffery Hane was reappointed as City Attorney.

The 2015 Fee Schedule remained unchanged, with two exceptions: 1) the water connection fee was increased from \$20 to \$40; and, 2) the water rate for gallons over 1000 gallons was increased from \$8.75/1000 gallons to \$9.45/1000 gallons.

Council Committee Members were appointed as follows: 1) Finance Committee Members are Justin Osowski and Cindy Urbaniak; 2) Water, Sewer and Streets Committee Member is Todd Truedson working with city public works director; 3) Park, Recreation and Celebrate Kennedy Committee Members are Paul Larson and Kevin Hanson; 4) School Building Committee Members are Justin Osowski and Kevin Hanson; and 5) the Personnel Committee Members are Cindy Urbaniak and Todd Truedson.

J. Osowski made a motion to designate, assign and appoint the individuals and businesses as herein defined. C. Urbaniak seconded. Motion carried.

CLERK’S REPORT: Projects consuming the majority of the clerk’s time in December included more account additions and changes to reflect M. Casper as city employee; continued work on the MN PCA wastewater permit; year-end reports including PERA Salary Reduction reports, City Issued License report to MN Department of Revenue, US Census Bureau Boundary and Annexation Survey, and Kennedy Fire Relief Census Bureau report; created monthly city newsletter; continued to update and maintain the city website; and decorated the office and around town for the holidays, as well as held a holiday office open house. The clerk also used three day of vacation this month.

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NW Regional Development Commission is looking for a municipal representative to serve on the Northwest Regional Development Commission. T. Truedson has been on the commission for the last four years and has agreed to continue to serve in this role.

Kittson County Emergency Management Hazard Mitigation meeting will take place at the Kittson County Courthouse on Wednesday, January 21, 2015, at 4:00 p.m. City employees M. Casper and M. Cooney will attend.

Prior to assessing the 511 East Prairie Avenue condemnation costs to the property taxes, the clerk will inquire about the property's current tax status and the outcome of the assessment, should the property go to the county for back taxes.

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 December, 2014; Unpaid Bills Detail as of 1/9/2015; 1/8/2015 Cash Balance Sheet; 12/29/2014 Bank Statements; and, the January 8, 2015, Open Invoices report. Large receivables in December 2014 included \$31,932.92 2nd half property taxes, \$33,382 2nd half Minnesota Local Government Aid, and \$13,682.64 Water Project funds. Large payables included \$1039.63 to True North for tractor repair, and \$6500 to the Kennedy Fire Department for the 2014 city fire contract and \$1638.70 in reimbursable funds.

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

PAY BILLS: C. Urbaniak made a motion to pay bills as presented, totaling \$7222.84, and to also pay the invoices received today that were not on the unpaid bills report, including the Gullanders \$65.93 invoice and the Office Max \$2.30 invoice. K. Hanson seconded. Motion carried.

MAINTENANCE REPORT: Attached.

J. Osowski made a motion to accept the Maintenance Report as presented. K. Hanson seconded. Motion carried. Also, M. Casper will be attending waste water training in St. Cloud on Feb. 10, with Feb. 9 used as a travel day.

FIRE DEPARTMENT REPORT: Attached.

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

COMMITTEE REPORTS:

School Committee Report. T. Truedson has not yet spoken with the parents of the juveniles involved in the school B&E incident about whether any of their children will contribute towards the \$427 restitution the city is seeking, or if it will remain the complete obligation of the charged juvenile only. The charged juvenile informed the clerk he intends to make payments. No other progress has been made on this issue as of the time of this meeting.

Clerk left a voice mail for Tracy Follund about purchasing lockers and other items at the school, but hasn't heard anything in return.

UNFINISHED BUSINESS:

Office Storm Windows. M. Casper reported that, in spite of numerous obstacles, he is just about done with the office storm window replacement. It should be installed shortly.

FEBRUARY MEETING DATE: The February council meeting will be held on Monday, February 9, 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 9:30 PM with a motion made by C. Urbaniak and seconded by J. Osowski. All in favor and the motion carried.

Approved 02/09/2015
Mary Cooney, Clerk (Attest)

Approved 02/09/2015
Paul Larson, Deputy Mayor

0.25	8 Hours of sick time used	Brake sensors on pickup 8	that I need. Mosquito, water, sewer, etc 8	Total monthly hours = 186	<u>Sick Hours</u> <u>Total</u> 28 hours / 8 used 20 total beging 2015	
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Kennedy Fire Department Report

December 2014

- Fire Calls
 - No calls in the month of December.

- There was no meeting held in the month of December.