

Minutes

Kennedy City Council Meeting
February 9, 2015

CALL TO ORDER: Deputy Mayor Paul Larson called the meeting to order at 7:03 P.M. Council members present included Cindy Urbaniak, Kevin Hanson and Justin Osowski. City employee Mary Cooney was also present. Mayor Todd Truedson and city employee Matt Casper were absent.

PLEDGE OF ALLEGIANCE: Recited.

ADDITIONS TO THE AGENDA: None.

PUBLIC FORUM: None.

ADMINISTER OATH OF OFFICE: Re-elected council member Paul Larson took the oath of office.

APPROVAL OF MINUTES: C. Urbaniak made a motion to approve the January 12, 2015, minutes as presented. J. Osowski seconded. Motion carried.

CLERK'S REPORT: The projects consuming the majority of the clerk's time in January were year-end reporting including Local Government Lobbying Expenditure Report; 2014 KFD Fire Equipment Certification Report; U.S. Commerce Department Report of Building & Zoning Permits; MN 2015 Summary Budget Data Financial Reporting Form; 2015 USDA Rural Development Debtor Annual Reporting Requirement (1 of 2); Kittson County Outstanding Indebtedness Report; and city employee W-2s and W-3s. Also, attended Kittson Co. Hazard Mitigation meeting; assisted KFD with 2015 donation request letter and labels; assisted the Meals-on-Wheels program as required; contacted Kittson County Auditor regarding delinquent Kennedy property taxes; created water bills, delinquent water bill notices, monthly city newsletter, and, continued to update and maintain the city website.

Kittson County Highway Department 2014 Bridge Safety Inspection report was presented.

A discussion was held regarding a canola plant vendor dumping waste water at the Kennedy lift station. Who is tracking the activity? What are the terms? Who is the contact person? What is the contact phone number and address? Clerk will follow-up with M. Casper on Wednesday of this week.

A local resident submitted a letter requesting permission to place a "geocache" container somewhere in Kennedy, for the purposes of participating in this outdoor treasure hunt activity. The council had no objections.

An individual approached the clerk about purchasing property in Kennedy to build a new home. The lot they are interested in is a city-owned lot. A discussion took place regarding the terms of the transfer of city property under this circumstance. The discussion will continue next month, with the goal of defining terms for donating city-owned lots to new home builders be established.

The clerk needs a new chair and additional file cabinets. She purposed using some second-hand items she owns until such time the city can afford to buy these items from her or return them to her and buy new. The council agreed.

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

TREASURER'S REPORT: The treasurer requested approval to research and execute a possible \$2000 annual audit savings by balancing the City's 2014 year-end financial statements in-house, rather than having the auditor doing so. The council had no objection. Additionally, the council was informed that the taxes on 511 E. Prairie Avenue have not been paid since 2009 and the property will be forfeited for back taxes in 2016. The council conceded the process of trying to recover property condemnation costs on that property by assessing them to the property's real estate taxes seems pointless.

Monthly payables were completed including city twice monthly payroll, twice monthly PERA payments, MN and federal monthly payroll withholding payments; MN and federal quarterly payroll withholdings report; 4th quarter MN Unemployment Insurance Report; 2014 Annual MN Sales Tax Report & payment. The City's financial report was presented, including Checks Issued in January, 2015; Unpaid Bills Detail as of 2/5/2015; 2/5/2015 Cash Balance Sheet; 01/28/2015 Bank Statements; and, the February 5, 2015, Open Invoices report. There were no large receivables in the month of January 2015. Large payables included \$1261.66 to the Kittson County Auditor's Office for 2014 Primary and General Election ballots, envelopes, postage and judges.

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 \$6179.06. K. Hanson seconded. Motion carried.

MAINTENANCE REPORT: Attached. Council questioned the accumulated vacation and sick time hours reported by M. Casper. Clerk will verify and report back next month.

M. Cooney presented the following additional maintenance items, per M. Casper's request:

- 1) M. Casper is requesting 2.25 hours of comp time rather than overtime pay for Saturday's (1/17/2015) 1.5 hours of snow removal. Council agreed.
- 2) M. Casper has achieved his Water Supply System Operator Class E Certificate, effective 01/12/2015. Per the agreed upon terms at the time of M. Casper's hire, a \$0.50/hour salary increase is now requested, effective 01/12/2015. K. Hanson made a motion to increase M. Casper's salary by \$0.50/hour, effective 01/12/2015. J. Osowski seconded. Motion carried.

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

FIRE DEPARTMENT REPORT: Attached.

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

COMMITTEE REPORTS:

School Committee Report. The school's B&E charged juvenile's first restitution payment, in the amount of \$200, was received from the Kittson County Court Administrator on January 15, 2015. The clerk inquired how the council would like to proceed. The council tabled further discussion on this item until next month's meeting, when it is believed T. Truedson will be in attendance.

UNFINISHED BUSINESS:

Office Storm Windows: M. Casper has installed the rebuilt office storm window.

Go-Green Turbine Offer: The \$15,000 tower and turbine bid the council had previously tabled was reopened for further discussion. The council agreed to counter with a \$20,000 AS IS deal, contingent upon the buyer being entirely responsible for dismantling the tower and turbine, transporting them, and erecting them on their end. The clerk was directed to communicate these terms to the buyer.

NEW BUSINESS: P. Larson stated he doesn't support summer office hours. Clerk stated that it is summer office hours that allow the clerk to manage the summer youth jobs program. Should the city discontinue summer office hours, the summer jobs program could be in jeopardy.

J. Osowski stated that there has to be a better job done making the public aware of the summer hours. Clerk stated the summer hours are already posted on the office door, on the office phone message, on the city's website and in the *Klips*.

There were no motions made or votes taken on the matter.

MARCH MEETING DATE: The March council meeting will be held on Monday, March 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 8:30 PM with a motion made by K. Hanson and seconded by C. Urbaniak. All in favor and the motion carried.

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

Signed 02/09/2015
Todd Truedson, Mayor

JANUARY 2015 Maintenance Report

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Daily Checks HOLIDAY 0.25	2 Daily Checks / Check ponds Decorations down from telephone poles Scrape and flood rink 8	3 Daily Checks 0.25
4 Daily Checks 0.25	5 Daily Checks Snow Removal Water Sample 8	6 Daily Checks 10 hr 7800 service Snow blower service Study Class E license 8	7 Daily Checks Repair walk behind snow blower with Nyberg; Snow removal Study Class E license 8	8 Daily Checks Finish walk behind snow blower Class E license test 8	9 Daily Checks / Check ponds Worked 0300- 1100 Snow removal 8	10 Daily Checks 0.25
11 Daily Checks 0.25	12 Daily Checks Blow snow 7800 service's 250hr, 750hr, and 1500hr 8	13 Daily Checks finish 7800 services 8	14 Daily Checks KFD Meeting Pressure wash blower Service Plow truck 8	15 Daily Checks Read water meters Flood Rink Weld bracket for tractor strobe light 8	16 Daily Checks / Check ponds Blow snow Mount and wire strobe light on tractor DMR organized 8	17 Daily Checks 1.5 hours snow removal 0.25
18 Daily Checks 0.25	19 Daily Checks HOLIDAY 0.25	20 Daily Checks DMR submission Repair truck lights Diagnose shop furnace 8	21 Daily Checks Sweep snow Blow snow Repair truck heater 4pm Hallock – Hazard meeting 8	22 Daily Checks Hockey nets - wrong size mailed to us Install exhaust fan in furnace 8	23 Daily Checks / Check ponds Paint office window Clean shop / office 8	24 Daily Checks 0.25
25 Daily Checks 0.25	26 Daily Checks Hallock - MRWA training for new MPCA paperwork Paint office window 8	27 Daily Checks Research - Sewer Jetter - Epoxy lining for water mains - Lift station degreaser 8	28 Daily Checks Read pickup engine light Additional research Office window finished 8	29 Daily Checks Clean the upstairs of shop Additional research Too windy to install finished window 8	30 Daily Checks / Check ponds 10 hr 7800 service Service snow blower Clean tractor cab and cab of plow truck 8	31 Daily Checks 0.25
					Total Vacation 51.5 hours Total Sick time 116 hours	

Kennedy Fire Department Report

January 2015

- Fire Calls
 - 01/22/2014 – Dispatched to a vehicle rollover 2 miles west of Donaldson. There were 2 rollovers in the area as well as one vehicle that had slid into the ditch. The KFD reported to all three of the scenes without incident. The KFD then helped the Highway Patrol with traffic while the vehicles were pulled from the ditch.
- A meeting was held on January 14th. The annual election of officers was done at this meeting and it was voted that the current officers remain in position for one more year. There were various topics of discussion one of which was a new “skid unit” (a skid unit is a removable pump and tank mainly used for grass and ditch fires) to be placed in our pickup. The decision to purchase a skid was made. The donation letters and what to include on the letter was discussed as well. Payments for members clothing were received from some members.