

# Minutes

Kennedy City Council Meeting  
April 13, 2015

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**CALL TO ORDER:** Mayor Todd Truedson called the meeting to order at 7:05 P.M. Council members present included Cindy Urbaniak, Kevin Hanson and Justin Osowski. City employees Matt Casper and Mary Cooney were also present. Paul Larson arrived at 7:15 P.M.

**PLEDGE OF ALLEGIANCE:** Recited.

**ADDITIONS TO THE AGENDA:** None.

**PUBLIC FORUM:** None.

**APPROVAL OF MINUTES:** C. Urbaniak made a motion to approve the March 9, 2015, minutes. J. Osowski seconded. All in favor and the motion carried.

**CLERK'S REPORT:** Projects that consumed the majority of the clerk's time in March included Kennedy Fire Department city and township 2015 Fire Contracts; resolution to state supporting "State Dedicated Funding for City Street"; preparation for audit; Meals-on-Wheels program support as required; water bills; delinquent water bill notices; monthly city newsletter; and, continued update and maintenance of the city website. Also, the clerk did use two vacation days on March 25 and 26, 2015.

The R. Deere family did pick up the Louis Deere sign from the wall outside the school gym.

K. Hanson questioned clerk about how her lunch hours were tracked. Per city policy, since the establishment of the clerk's log 20 months ago, when clerk takes an out-of-office lunch break, which is rare, the lunch break is indicated in the clerk's log and the time is unpaid or made up with extra time at the end of the day or with comp time.

J. Osowski made a motion to accept the Clerk's Report as presented. C. Urbaniak seconded. All in favor and the motion carried.

**TREASURER'S REPORT:** The city's audit was rescheduled for April 28-29, 2015.

Monthly payables were completed including city twice monthly payroll, twice monthly PERA payments, MN and federal monthly payroll withholding payments. The City's financial report was presented, including Checks Issued in March, 2015; Unpaid Bills Detail as of 4/9/2015; 4/9/2015 Cash Balance Sheet; 03/29/2015 Bank Statements; and, the April 6, 2015, A/R Aging Detail. There were no large receivables in the month of March 2015. Large payables due in the month of April 2015 included a total of \$2076.80 to Beacon and Dakota Fence for ball park materials; \$2,429.99 to John Deere Financial for the last payment on the mower; and \$5,553 to the League of Minnesota Insurance Trust for workers compensation insurance.

J. Osowski made a motion to accept the Treasurer's Report as presented. K. Hanson seconded. All in favor and the motion carried.

**PAY BILLS:** J. Osowski made a motion to pay bills as presented, totaling \$16,027.38. K. Hanson seconded. All in favor and the motion carried.

**MAINTENANCE REPORT:** Attached. Additionally, M. Casper informed the council he will be on vacation a half day on May 12, and May 13-15. He will coordinate the required maintenance coverage in his absence.

The topic of summer maintenance help was revisited. Kim Johnson's program does not have anyone available at this time. The Minnesota minimum wage rates were included in the council packet. Compared to the 2015 budget, the minimum wage rate of \$8.00 will be paid for 35 hours/week, for approximately 12 weeks. The clerk will advertise the position in the Kittson Co. Enterprise for three weeks, which should allow the council to hire at the May council meeting.

M. Casper also informed the council that the following pieces of city property were taken to the scheduled 04/18/2015 Drayton auction: a set of JD 7800 dual tires and wheel weights; JD 550 tiller; 60" Land Pride mower; JD sickle mower; sprayer (for pickup box mount); three-point blade; and three-point cultivator. Casper valued the items at a total of \$3,035.

P. Larson made a motion to accept the Maintenance Report as presented. J. Osowski seconded. All in favor and the motion carried.

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**FIRE DEPARTMENT REPORT:** Attached.

C. Urbaniak made a motion to accept the Fire Department Report as presented. J. Osowski seconded. All in favor and the motion carried.

**COMMITTEE REPORTS:**

**Parks, Recreation & Celebrate Kennedy Report.** The Celebrate Kennedy July 24-26, 2015, dates selected, voted on and approved at last month's meeting, have been canceled, as the VFW does not have staff available to support the event on that weekend. A brief discussion took place but no decision was made on alternative dates.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS/APRIL MEETING DATE:**

J. Osowski opened a discussion about printing and signing checks during the council meeting, rather than on the morning following the meeting. The council agreed that the treasurer could run the checks prior to the meeting. The council will approve the bills during the meeting. And, J. Osowski can sign the checks for the approved bills after the meeting has adjourned.

The April council meeting will be held on Monday, May 11, 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 8:50 PM with a motion made by P. Larson and seconded by J. Osowski. All in favor and the motion carried.

Signed 5/11/2015

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Mary Cooney, Clerk (Attest)

Signed 5/11/2015

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Todd Truedson, Mayor

## March 2015 Maintenance Report

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>1</b> Daily Checks 0.25	<b>2</b> Daily Checks St. Cloud 8	<b>3</b> Daily Checks St. Cloud 8	<b>4</b> Daily Checks 3320 Hydraulic Leak Clean up streets Blow snow @ diamond 8	<b>5</b> Daily Checks Clean snow at rink Reports for council Blow snow @ diamond 8	<b>6</b> Daily Checks / Check ponds GF for diamond supplies Finish 3320 8	<b>7</b> Daily Checks 0.25
<b>8</b> Daily Checks 0.25	<b>9</b> Daily Checks 0800-1130/5.5 sick used Prime boards for dugout Measure fence 8	<b>10</b> Daily Checks Close rink Scrape roads Open culverts Paint dugout boards 8	<b>11</b> Daily Checks KFD Meeting Install pump @ diamond Clean out office 8	<b>12</b> Daily Checks Install hooks on boards Repair oil leak on truck Scrape roads 8	<b>13</b> Daily Checks / Check ponds Read Meters Scrape roads Left @ 2:00pm w/ no lunch - Moorhead for KFD 6 / 2 hours comp used 8	<b>14</b> Daily Checks 0.25
<b>15</b> Daily Checks 0.25	<b>16</b> Daily Checks DMR submission Enbridge Grant KFD Hall Maintenance Thaw shop water 8	<b>17</b> Daily Checks CHS walkthrough Take down fencing at ball diamond 8	<b>18</b> Daily Checks Install new fence at the diamond Install fence cap 8	<b>19</b> Daily Checks Start foul poles Inventory 8	<b>20</b> Daily Checks / Check ponds KFD hall maintenance Start reading for spraying license Inventory 8	<b>21</b> Daily Checks 0.25
<b>22</b> Daily Checks 0.25	<b>23</b> Daily Checks Read spraying books GF for diamond supplies 8	<b>24</b> Daily Checks Foul poles KFD posters made / hung 8	<b>25</b> Daily Checks Read spraying books Inventory MN Warn info 8	<b>26</b> Daily Checks Hydrant training Clean shop 8	<b>27</b> Daily Checks / Check ponds Read spraying books Foul poles installed 8	<b>28</b> Daily Checks 0.25
<b>29</b> Daily Checks 0.25	<b>30</b> Daily Checks Service snow blower Repair bent skid on blower Marquis sign 8	<b>31</b> Daily Checks Pressure wash blower Pressure wash 3320 Pump for water at the Elevator 8				<u>Vacation Hours</u> 51.5 <u>Total Sick time</u> 116 hrs <u>Comp Hours</u> .25

# Kennedy Fire Department Report

## March 2015

- **Fire Calls**

- No call to report
- A meeting was held on March 11<sup>th</sup>.
  - Payment of skid unit (a skid unit is a removable pump and tank mainly used for grass and ditch fires) was made from Enduroplast.
  - A decision to meet on May 20<sup>th</sup> and paint the meeting room at the fire hall was made.
  - April 7<sup>th</sup> was chosen as the date for health fit test for members of the department.
  - It was decided to order six new pagers as some of the members pagers were no longer working properly or had enough battery life.
- The 1999 pumper/tanker had its brakes repaired.
- The Meeting room at the Fire Hall was painted and had its spring cleaning done
- On Tuesday, March 31<sup>st</sup> the Kennedy Fire Department went door to door with members of the Red Cross installing new smoke detectors or new batteries where needed. The communities of Kennedy, Donaldson, and the rural areas within the Kennedy Fire district were visited. There was over 50 new smoke alarms installed as well as multiple batteries replaced.