

Minutes

Kennedy City Council Meeting
May 11, 2015

CALL TO ORDER: Mayor Todd Truedson called the meeting to order at 7:02 P.M. Council members present included Paul Larson, Kevin Hanson, and Justin Osowski. Cindy Urbaniak was not present. City employees Matt Casper and Mary Cooney were also present.

PLEDGE OF ALLEGIANCE: Recited.

ADDITIONS TO THE AGENDA:

PUBLIC FORUM: None.

APPROVAL OF MINUTES: J. Osowski made a motion to approve the April 13, 2015, minutes as presented. K. Hanson seconded. All in favor and the motion carried.

MAINTENANCE REPORT: Attached.

M. Casper requested presentation of maintenance and fire department reports be moved to the start of tonight's meeting as he would like to leave the meeting early. Council agreed.

Gravel is needed in all of the city alleys. M. Casper was directed to get pricing on 100 yards of gravel and to cap the purchase at \$2000.

The council directed M. Casper to hold off on the purchase of the paint and paint sprayer for curbs until a later date. And, the city will also hold off on paving for now, but possibly do some patch jobs later this summer.

M. Casper will be on vacation beginning noon on May 12 through May 15. K. Hanson will do daily maintenance checks in his absence.

K. Hanson made a motion to hire Carson Thorsteinson for the summer maintenance position. J. Osowski seconded. All in favor and the motion carried.

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

M. Casper left the council chambers at 7:40 p.m.

FIRE DEPARTMENT REPORT: Attached.

K. Hanson made a motion to accept the Fire Department Report as presented. P. Larson seconded. All in favor and the motion carried.

CLERK'S REPORT: Projects that consumed the majority of the clerk's time in April included Kennedy Fire Relief audit prep; KFRA and KFD 2014 Statement of Economic Interest, Campaign Finance & Public Disclosure Statement, Investment Business Disclosure Form, Notification to Broker & Certification, and Form SC-14 Lump Sum Pension Plan; final preparation for city audit; summer maintenance job ad and application; became familiar with the MN records retention schedule and started purging files; water bills; delinquent water bill notices; monthly city newsletter; and, continued update and maintenance of the city website.

Minnesota Department of Employment and Economic Development notified the city that Kennedy has qualified for a grant to fund the owner-occupied rehab housing project.

J. Osowski made a motion that the City of Kennedy participate in the Tobacco Free Communities program's for tobacco free parks. P. Larson seconded. All in favor and the motion carried.

The clerk will be on vacation June 2 – June 4, 2015 and on medical leave from June 15 – 18, 2015.

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

TREASURER'S REPORT: The city's audit took place 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 April, 2015; Unpaid Bills Detail as of 5/7/2015; 5/6/2015 Cash Balance Sheet; 04/28/2015 Bank Statements; and,

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the May 7, 2015, Open Invoices. There were no large receivables in the month of April 2015. Large payables due in the month of May 2015 included a total of \$2,573.56 for first half of 2015 RE taxes; \$5,078 to USDA for KFD rescue van loan payment.

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

PAY BILLS: J. Osowski made a motion to pay bills as presented, totaling \$10,783.55. P. Larson 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 the March meeting, and canceled at the April meeting, were reconfirmed. Celebrate Kennedy 2015 will be on July 24-26.

UNFINISHED BUSINESS: M. Casper will be asked to contact City of Hallock maintenance department to schedule street sweeping.

T. Truedson will contact Randy Wiese regarding moving her parked camper trailer from the east bound lane of traffic along 5th street between Western Avenue and Kittson Avenue. Traffic lanes in both directions must remain unobstructed.

NEW BUSINESS/APRIL MEETING DATE:

The Council directed the clerk to compose a letter for the mayor to sign and send to the identified residents in violation of the city's junk ordinance.

P. Larson stated there are some women in town that would like take care of the welcome signs' planting beds at the north and south ends of town, the pioneer memorial, and to hang flower baskets on the street light in town along Highway 75. The Council agreed that the more people involved with tending the city, the better. P. Larson stated these projects would have to do their own fund rising. He also stated those interested should come to the next council meeting to better clarify their intentions to the Council.

The June council meeting will be held on Monday, June 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 9:00 PM with a motion made by K. Hanson and seconded by J. Osowski. All in favor and the motion carried.

Signed July 13, 2015
Mary Cooney, Clerk (Attest)

Signed July 13, 2015
Todd Truedson, Mayor

April 2015 Maintenance Report

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
					Daily Checks / Check ponds Paint city office	Daily Checks
			8	8	8	0.25
3	4	5	6	7	8	9
Daily Checks	Daily Checks Team Lab at shop Diamond Garbage Mow	Daily Checks MRWA - Fire Hydrant Inspections Mow	Daily Checks Water Sample Mow Monthly reports <u>Afternoon Rain</u>	Daily Checks Dump Tamk Repair Paint Sprayer bid 5 Hours sick Kenzie <u>All day rain</u>	Daily Checks / Check ponds DMR submission Isackson water on and meter installed	Daily Checks
0.25	8	8	8	8	8	0.25
10	11	12	13	14	15	16
Daily Checks	Daily Checks Talk to Ingemans about gravel / Mark about alley Meeting w/ Viking Gas	Daily Checks Wash and wax mowers Clean shop Carson Casper program	Daily Checks / <u>Kevin</u> 8 hours vacation	Daily Checks / <u>Kevin</u> 8 hours vacation	Daily Checks / <u>Kevin</u> 8 hours vacation	Daily Checks / <u>Kevin</u>
0.25	8	6 (2 hours vacation)				0.25
17	18	19	20	21	22	23
Daily Checks / <u>Kevin</u>	Daily Checks Read meters New blades on mowers Garbage	Daily Checks Mow Fence cap	Daily Checks Mow Carson T. orientation	Daily Checks Mow Burn Pile burnt Gopher one locate Extinguishers recharged	Daily Checks / Check ponds Stock mower parts Spray dandelions Mow	Daily Checks
0.25	8	8	8	8	8	0.25
24	25	26	27	28	29	30
Daily Checks	Daily Checks <u>Holiday</u>	Daily Checks Mow Clean manhole on Berg	Daily Checks Mow	Daily Checks Sprayer Rodeo Clean shop Order Kontrol 4-4 Order Mosq. Dunks <u>All day rain</u>	Daily Checks G.F. Trimmer Parts Chair Rental Mow	Daily Checks -
0.25	8	8	8	8	8	0.25
31						
Daily Checks					<u>26 Hours of vaca used</u> <u>5 hours of sick used</u>	<u>Vacation Hours</u> <u>17.5</u> <u>Total Sick time 95</u> <u>hrs</u> <u>Comp Hours .25</u>

Kennedy Fire Department Report

May 2015

- **Fire Calls**
 - None

- **May 11th**
 - Chief Kirkeby and KFD member Casper had a safety meeting with Viking Gas representative Paul Thompson

- **A Pumper/Rescue equipment training was held on May 29th**
 - Members Erick Paulson, Carey Mortenson, Brett Dahl, Matthew Casper, Aaron Kirkeby, and Andy Kirkeby were all present.

- **Old business**
 - The Motorola radio batteries were received and installed. All radios are now in the rescue van

- The patch kit was received and the dump tank on the pumper/tanker was repaired and placed back into service.