

Minutes

Kennedy City Council Meeting
June 9, 2015

CALL TO ORDER: Mayor Todd Truedson called the meeting to order at 7:03 P.M. Council members present included Paul Larson, Kevin Hanson, Justin Osowski and Cindy Urbaniak. City employees Matt Casper and Mary Cooney and residents Randy and Craig Wiese were also present.

PLEDGE OF ALLEGIANCE: Recited.

ADDITIONS TO THE AGENDA: Parking restriction on 5th Street between Western Avenue and Kittson Avenue and a building permit for Kennedy Flats Apartments to increase size of its parking lot.

PUBLIC FORUM: Randy and Craig Weise requested a building permit to add 40 feet of parking lot to the east of the Kennedy Flats apartment building's existing parking lot and 20 feet to the west of the existing parking lot. Two culverts will be added and no new excavation is planned. Council requested a written description of the plans and will get back to them.

The issue of parking the Wiese camper/motor home in the east bound traffic lane on 5th Street between Western Avenue and Kittson Avenue was discussed. The Weises were instructed to remove the camper/motor home from the street. The clerk was asked to research the city's existing ordinances regarding this issue.

APPROVAL OF MINUTES: No minutes were approved at this meeting.

CLERK'S REPORT: Projects that consumed the majority of the clerk's time in May included KFRA Maximum Benefit Worksheet Form; the MCFOA Training Survey; compilation of the Carson Thorsteinson employment package; insurance claim for wind damage on city storage shed doors; water bills; delinquent water bill notices; monthly city newsletter; and, continued update and maintenance of the city website.

North Dakota Sewage Pump has notified the city that its service contract rate will increase in 2016, for the first time in 17 years, from \$250 to \$325.

FEMA notified the City of Kennedy that a Kennedy Fire Department grant obtained in 2010 was never closed out. Additionally, MN Department of Public Safety notified the City of Kennedy that a 2009 spring flood grant was never closed out. Both grant applications were made and awards were received prior to the employment of the current clerk. However, the clerk will research, attempt to gather invoice copies, and complete the outstanding paperwork.

Council was reminded that the clerk will be on medical leave from June 15-June 17.

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

TREASURER'S REPORT: 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 May, 2015; Unpaid Bills Detail as of 6/9/2015; 6/9/2015 Cash Balance Sheet; 05/27/2015 Bank Statements; and, the June 9, 2015, Open Invoices. Large receivables in the month of May 2015 included \$4100 from NW MN Arts Council for the city's 2015 mural project and \$3170 from Minnesota Management & Budget to be passed on to the KFD for training reimbursement. There were no large payables due in the month of June 2015.

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 \$9,689.14. K. Hanson seconded. All in favor and the motion carried.

MAINTENANCE REPORT: Attached.

The purchase of the paint and paint sprayer for curb painting was approved.

Mosquito spraying will be paid as comp time if hours/week worked by M. Casper exceeds 40 hours. However, M. Casper was encouraged to avoid comp time as much as possible.

Andy Kirkeby will be paid \$418 for the work he did last winter at the ice rink.

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

FIRE DEPARTMENT REPORT: Attached.

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

COMMITTEE REPORTS:

School. The juvenile charged in last summer's school B&E has paid the restitution in full.

Parks, Recreation & Celebrate Kennedy Report. Celebrate Kennedy 2015 will have ball games at the ball field on Friday night. Kid games will be held on Saturday morning at 10:00 a.m., followed by fire truck rides. No band or DJ has been lined up for Saturday night and no further details have been worked out. There will be an open Celebrate Kennedy 2015 planning meeting on Monday, June 15, at 7:00 p.m. in the VFW middle room. Someone from the committee will get the schedule to the city office by June 22nd to get it into the *Klips*.

UNFINISHED BUSINESS: T. Truedson will get the list from the county identifying city owned lots within the Kennedy city limits.

NEW BUSINESS/APRIL MEETING DATE:

The Council directed the clerk to speak with area cities about their free lot for residential home programs.

Clerk indicated she was interested in recording the council meetings moving forward. J. Osowski made a motion to record all council meetings, effective July, 2015. C. Urbaniak seconded. All in favor and the motion carried.

The July council meeting will be held on Monday, July 13, 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 9:40 PM with a motion made by C. Urbaniak 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

May 2015 Maintenance Report

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