

Minutes

Kennedy City Council Meeting
August 17, 2015

CALL TO ORDER: Mayor Todd Truedson called the meeting to order at 7:30 A.M. Council members present included Paul Larson and Cindy Urbaniak. Council members Kevin Hanson and Justin Osowski were absent. City employees Matt Casper and Mary Cooney were also present. John Wynne from Northwest Community Action, Badger, MN, was also present.

PLEDGE OF ALLEGIANCE: Recited.

ADDITIONS TO THE AGENDA: None.

PUBLIC FORUM: J. Wynne from Northwest Community Action was here to discuss the Small Cities Development Program grant for the owner occupied home improvement loan program. The project's environmental clearance is due in three days, on August 22. The pre-application letters went out today to the individuals that had previously indicated interest in program participation by completing a project questionnaire.

All work done under this program must be completed by a licensed contractor and must be bid. Again, approximately 20 homes between the cities of Kennedy and Karlstad will be approved. The cap is approximately \$22,000/home. The money has yet to be released from HUD, but the process is moving forward.

C. Urbaniak made a motion to adopt the following policies, as presented, including the HUD Certification for a Drug-Free Workplace, the Policy on the Prohibition of the Use of Excessive Force, the Fair Housing Plan, the City of Kennedy Section 3 Plan, and the Residential Anti-Displacement and Relocation Assistance Plan for the City of Kennedy, Minnesota. P. Larson seconded. All in favor and the motion carried.

J. Wynne left the council chambers at 7:45 p.m.

APPROVAL OF MINUTES: C. Urbaniak made a motion to approve the July 13, 2015, minutes 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 July included closing out the outstanding 2010 FEMA Kennedy Fire Department grant; continued research and close out of MN Department of Public Safety 2009 spring flood grant; finalized KFRA 2014 financial audit; submitted annual state form RF-14 for KFRA; worked with M. Nygaard on city shed insurance claim; water bills; delinquent water bill notices; monthly city newsletter; and, continued update and maintenance of the city website.

North Kittson Rural Water notified the city of a three percent (3%) water rate increase, effective August 1, 2015. However, the city's existing budget can comfortably absorb the increase and the city can therefore wait until 2016 to pass on any rate increases to the city's water customers.

The clerk was out on medical leave for 7 days in July and will be on vacation for 3 Thursdays in August, August 13, August 20, and August 27.

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

TREASURER'S REPORT: Monthly payables were completed including city twice monthly employee payroll, first bi-annual council payroll, twice monthly PERA payments, MN and federal monthly payroll withholding payments. The City's financial report was presented, including Checks Issued in July, 2015; Unpaid Bills Detail as of August 10, 2015; 8/10/2015 Cash Balance Sheet; 08/29/2015 Bank Statements; and, the August 10, 2015, Open Invoices report. Large receivables in the month of July 2015 included \$63,976.74 from Kittson County for the first half of 2015 property taxes; \$32,763.50 from Minnesota Management and Budget for the first half of the 2015 local government aid; and \$5,236 from Minnesota Management and Budget for the first half of the 2015 Small City Street Aid. Large payables in the month of August 2015 include \$6,175 to Drees, Risky & Vallager for 2014 city financial audit; \$5,000 to Hallock Ice Arena for the city's annual contribution; \$8,247.50 to J&R Wastewater for annual sewer maintenance; \$9,214.76 to KodaBank for the 2nd of 5 JD7800 tractor payments; and, \$1,393 to Weleske for waterline repair.

C. Urbaniak made a motion to approve expenditure for construction of a planter box at the Pioneer Memorial, to transfer the \$192.50 from the Pioneer Memorial account to the city's general checking account to cover the cost of said construction, and, to transfer \$55.56 from the Park Board to general checking to pay for the purchase of a shrub at the south welcome sign. P. Larson seconded the motion. All in favor and the motion carried.

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

PAY BILLS: C. Urbaniak made a motion to pay bills as amended, totaling \$35,037.12. P. Larson seconded. All in favor and the motion carried.

MAINTENANCE REPORT: Attached.

The insurance claim for the wind damaged door on the city's storage shed, located at the intersection of 3rd Street West and Pacific Avenue, has been approved and the city will be using contractor Dwight Hagen for the repair. The door has been ordered but has yet to arrive.

M. Casper informed the council of a waste water training opportunity he would like to attend taking place in St. Cloud on October 27-29, 2015. The council unanimously supported him attending the training.

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

FIRE DEPARTMENT REPORT: Attached.

A piece of correspondence from the State of Minnesota to the City of Kennedy, dated October 22, 2003, was reviewed. Protocol for the city's fire department finances was clarified by the state, along with the appropriate State Statute #s. It was noted that many of the identified infractions are still taking place. T. Truedson stated the KFD changes in this area are pending.

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

COMMITTEE REPORTS:

School. The school building continues to have water standing in some of the hallways following most rains.

The city has not recently heard from the individual considering the turbine purchase. However, he does farm and may have been busy with farming most of the summer.

Parks, Recreation & Celebrate Kennedy Report. Celebrate Kennedy 2015 did have ball games at the ball field on Friday night and kid games and fire truck rides Saturday morning. A volley ball tournament was held Saturday afternoon and a dance Saturday night. Attendance was low and feedback was somewhat less than enthusiastic.

Council agreed to select a date for 2016 Celebrate Kennedy at the September meeting and then try to stay with the same date for a minimum of several years.

UNFINISHED BUSINESS: How to handle "other-than-city-owned" lots that the city is currently mowing was left for next month's meeting.

The status of residents in violation of Ordinance #60 who were in receipt of a letter regarding their violation was not discussed.

NEW BUSINESS/APRIL MEETING DATE: The September council meeting will be held on **Thursday**, September 10, 2015, at 7:00 P.M., at the City Office. The annual budget meeting will be held on **Tuesday**, September 15, 2015, at 7:00 **A.M.**

ADJOURN: There being no further business brought forward for the Council's attention, the meeting was adjourned at 8:20 PM with a motion made by P. Larson and seconded by C. Urbaniak. All in favor and the motion carried.

Mary M. Cooney
Mary Cooney, Clerk (Attest)

Paul Larson
Paul Larson, Deputy Mayor

July 2015 Maintenance Report

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
			Daily Checks	Daily Checks	Daily Checks / Check ponds	Daily Checks
			Mow Trim	Trim Spray Round up Scrap Curbs	**HOLIDAY** Spray Mosquitos 1.5	
			8	8	8	0.25
5	6	7	8	9	10	11
Daily Checks	Daily Checks Monthly Reports Mow	Daily Checks Dig w/ Weleske	Daily Checks Oil Change X540 Hand Rail Mow	Daily Checks Mow Trim - -	Daily Checks / Check ponds Spray Curbs Clean sprayer	Daily Checks
0.25	8	8	8	8	8	0.25
12	13	14	15	16	17	18
Daily Checks	Daily Checks Wastewater Sample Monthly DMR Clean shop Mow	Daily Checks Mow Trim	Daily Checks Read water meters Mow	Daily Checks - Rain Service 3320 Service 60D	Daily Checks / Check Ponds Mow	Daily Checks
0.25	8	8	8	8	4	0.25
19	20	21	22	23	24	25
Daily Checks	Daily Checks Mow Spray Mosquitos 1.5	Daily Checks Mow	Daily Checks Water Sample Mow Trim Spray Mosquitos 1.5	Daily Checks Tree cleanup Build Pioneer Memorial	Daily Checks / Check ponds Kennedy Days Prep	Daily Checks Kennedy Days set up 4 hrs
0.25	8	8	8	9	8	0.25
26	27	28	29	30	31	
Daily Checks	Daily Checks Kennedy Days teardown Johnson sewer clean Paul Mortenson Meter Mow	Daily Checks Mow	Daily Checks Mow J&R wastewater @ lift station	Daily Checks Mow	Daily Checks / Check ponds Fix pull behind sprayer Replace battery X540	-
0.25	8	8	8	8	4	
				Spraying hours 4.5 Extra hours 5 Total = 9.5 Comp gained 1.5 = 2.25		<u>Vacation Hours</u> 17.5 <u>Total Sick time</u> 95 hrs <u>Comp Hours</u> 16.00

Kennedy Fire Department Report

July 2015

- Fire Calls
 - No calls this month
- No meeting was held.
- No training was held
- A \$500 dollar donation was received from the Minnesota Soybean Growers Association.
- On July 18th the Fire Department was in the Drayton River Fest All School Reunion parade. On July 25th, during Kennedy Days, the Fire Department had the tanker truck at Sorenson Park for kids to spray water as well as the 1931 fire truck to give fire truck rides.