

Minutes

Kennedy City Council Meeting
September 10, 2015

CALL TO ORDER: Deputy Mayor Paul Larson called the meeting to order at 7:05 P.M. Council members present included Justin Osowski and Kevin Hanson. Due to business conflicts, council member Cindy Urbaniak arrived late and Mayor Todd Truedson was absent. City employees Matt Casper and Mary Cooney, and Kennedy residents Randy Jansen and Jon Pietruszewski, were also present.

PLEDGE OF ALLEGIANCE: Recited.

ADDITIONS TO THE AGENDA: Discussion of vacating a city road per R. Jansen's request; changing city propane vendors; porta-potty bill; and bus garage roof repair.

PUBLIC FORUM: R. Jansen requested the city vacate the portion of Pearl Street north of Berg Street, in its entirety. The clerk presented documentation that stated, as of August 24, 2015, per the Kittson County Auditor's office, R. Jansen holds title to the portion of land abutting the west side of Pearl Street north of Berg Street, and, the Kiene Trust has title to two tracks of land abutting the east side of Pearl Street north of Berg Street. Per Minnesota State Statute 412.851, a majority of the owners of land abutting the street to be vacated may [also] initiate a vacation by petition. The decision to act on a petition is a discretionary act of the council. The city must conduct a public hearing to solicit public input on a proposed vacation prior to granting a vacation. Minnesota statutes establish that the city council may vacate a street only upon a finding that the vacation is in the interest of the public. Vacations must be approved by city council resolution. A vacation commenced by petition of a majority of abutting land owners requires a simple majority of the quorum present at the meeting to pass a favorable resolution.

At such time as R. Jansen has attained the required petition or has obtained clean title in his name to *all* land abutting the subject street, he will return to the city council and the council will proceed with the process according to the process defined by state statute. R. Jansen left the council chambers at 7:20 P.M.

APPROVAL OF MINUTES: C. Urbaniak made a motion to approve the August 17, 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 August included follow-up to the close-out of the MN Department of Public Safety 2009 spring flood grant; tobacco free parks correspondence and paperwork; research financial software that will integrate with our existing utility software; research past propane costs and quantities; 2016 budget preparation; water bills; delinquent water bill notices; monthly city newsletter; and, continued update and maintenance of the city website.

The clerk presented and the council reviewed and approved the 2015 Delinquent Garbage Assessment Roll.

A portion of chapter 6, Elected Officials and Council Structure and Role, from the League of Minnesota Cities Handbook, including information on filling council vacancies, was presented to the council in lieu of council member J. Osowski's pending resignation.

Correspondence from the Department of Homeland Security/FEMA documenting the fulfillment of all performance, financial, and administrative requirements for the 2010 Kennedy Fire Department grant was reviewed.

Correspondence from the Minnesota Department of Public Safety, Homeland Security and Emergency Management, documenting the close-out of the city's 2009 Disaster Application and a final FEMA award to the city in the amount of \$102 was reviewed.

The "Six Year After Award" Review for the Federal EDA Go-Green \$173,794 investment was reviewed. Council confirmed zero jobs have been created, zero jobs have been retained, and no private investment has been generated. The council directed the clerk to report to the EDA accordingly.

The clerk will be on medical leave September 30 and October 1.

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: Monthly payables were completed including city twice monthly employee payroll, twice monthly PERA payments, MN and federal monthly payroll withholding payments. The City's financial report was presented, including Checks Issued in August, 2015; Unpaid Bills Detail as of September 8, 2015; 9/08/2015 Cash Balance Sheet; 08/27/2015 Bank Statements; and, the September 2, 2015, Open Invoices report. Large

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receivables in the month of August 2015 included \$10,000 from Kittson Central School District for the Kennedy baseball field lease fee. Large payables in the month of September 2015 include \$6,651 to Minnesota Cities Insurance Trust for property, vehicle and liability insurance; \$4,100 to Connie Nelson for grant provided second city mural. P. Larson will speak to the porta-potty vendor and get back to the treasurer on the amount to pay.

J. Osowski made a motion to accept the Treasurer's Report as presented and to pay bills totaling \$15,965.33. K. Hanson seconded. All in favor and the motion carried.

MAINTENANCE REPORT: Attached.

The replacement door has arrived for city's 3rd Street West and Pacific Avenue storage shed. Contractor Dwight Hagen has begun the repair.

The council directed M. Casper to check with the county on their cost and availability for a 5th Street East patch job.

M. Casper informed the council of a leak in the bus garage roof. He reminded the council we have dollars in the budget for this project and presented roof replacement numbers. K. Hanson made a motion to go ahead with the roof replacement at this time. J. Osowski seconded. All in favor and the motion carried.

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.

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

COMMITTEE REPORTS:

School. None

Parks, Recreation & Celebrate Kennedy Report. Council agreed to stay with the 4th weekend in July for 2016 Celebrate Kennedy and to stay with that same date for a minimum of several years.

UNFINISHED BUSINESS: How to handle "other-than-city-owned" lots that the city currently mows was tabled at this time, as was the follow-up to the residents in violation of Ordinance #60 who were in receipt of a letter from the city in June regarding their violation.

NEW BUSINESS/APRIL MEETING DATE: Council member Justin Osowski submitted his letter of resignation to the council. C. Urbaniak made a motion to accept J. Osowski's resignation as presented. K. Hanson seconded. All in favor and the motion carried.

P. Larson presented propane pricing from various vendors and demonstrated a savings to the city of approximately \$1,350 this heating season by going with Northdale. K. Hanson made a motion to change propane vendors to Northdale. J. Osowski seconded. All in favor and the motion carried.

The annual budget meeting was changed to **Wednesday**, September 23, 2015, at 7:00 **A.M.** The October council meeting will be held on **Tuesday**, October 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 9:00 PM with a motion made by C. Urbaniak and seconded by K. Hanson. All in favor and the motion carried.

Signed 10/13/2015
Mary Cooney, Clerk (Attest)

Signed 10/28/2015
Paul Larson, Deputy Mayor

August 2015 Maintenance Report

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
						Daily Checks
			8	8	8	0.25
2	3	4	5	6	7	8
Daily Checks	Daily Checks Mow	Daily Checks Mow Monthly Reports	Daily Checks New Meter @ Knutson Service Mowers Mow	Daily Checks DMR Submission Pond Maintenance Mow / Spray @ Ponds	Daily Checks / Check ponds Johnson Sewer Clean Mow	Daily Checks
0.25	8	8	8	8	8	0.25
9	10	11	12	13	14	15
Daily Checks	Daily Checks Grand Forks Trip MRWA locating training	Daily Checks Mow Meter moved and reinstalled at Mortenson	Daily Checks Mow	Daily Checks Mow	Daily Checks / Check Ponds Read Water Meters Johnson Sewer Push up burn pile up	Daily Checks
0.25	8	8	8	8	8	0.25
16	17	18	19	20	21	22
Daily Checks	Daily Checks Mow Burned burn pile	Daily Checks Mow Trim	Daily Checks Mow Trim down ditches	Daily Checks Mow Trim down ditches	Daily Checks / Check ponds 60D repair Johnson Sewer	Daily Checks
0.25	9	8	8	8	7	0.25
23	24	25	26	27	28	29
Daily Checks	Daily Checks KFD paperwork KFD tanker repair	Daily Checks Mow Tobacco free signs	Daily Checks Mow	Daily Checks Mow Picnic table retrieval	Daily Checks / Check ponds Johnson Sewer KFD tanker repair	Daily Checks -
0.25	8	8	8	8	8	0.25
30						<u>Vacation Hours</u> 17.5 <u>Total Sick time</u> 95 hrs <u>Comp Hours</u> 16.00
Daily Checks						
0.25						

Kennedy Fire Department Report

August 2015

- **Fire Calls**
 - **No calls this month**
- **Meeting scheduled for August 24th was rescheduled.**
- **Pumper training in Karlstad was attended by members Aaron Kirkeby, Matthew Casper, Chris Mortenson, Greg Mitziga, Carey Mortenson, Erick Paulson, and Brett Dahl.**