

Minutes

Kennedy City Council Meeting
October 13, 2015

CALL TO ORDER: Mayor Todd Truedson called the meeting to order at 5:35 P.M. Council members present included Cindy Urbaniak and Jon Pietruszewski. Council members Paul Larson and Kevin Hanson were absent. City employees Matt Casper and Mary Cooney were also present.

PLEDGE OF ALLEGIANCE: Recited.

ADDITIONS TO THE AGENDA: None.

PUBLIC FORUM: None

APPROVAL OF MINUTES: C. Urbaniak made a motion to approve the September 10, 2015, minutes and the September 23, 2015, special meeting minutes, as presented. J. Pietruszewski seconded. All in favor and the motion carried.

CLERK'S REPORT: Projects that consumed the majority of the clerk's time in September included 2014 audit review, 2015 year-to-date actual calculations, and 2016 budget preparation; council procedural packet compilation for new council member J. Pietruszewski; vacation of city street research per citizen request; continued financial software research and general software update; started closeout on arts grant paperwork; water bills; delinquent water bill notices; monthly city newsletter; and, continued update and maintenance of the city website.

A letter from the city's auditing firm, Drees, Risky & Vallager, announcing their forthcoming merger with Brady & Martz was recognized.

The Minnesota Pollution Control Agency's Stephanie Baublitz notified the city, via e-mail, the reissuance of the city's wastewater permit has been delayed due to the agency's recent adoption of new standards. Kennedy is to continue to operate following previous standards until such time they are notified otherwise.

C. Urbaniak made a motion to accept the Clerk's Report as presented. J. Pietruszewski 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 Minnesota Quarterly Unemployment Insurance report, the Minnesota Employer's Quarterly Withholding Return, and the Federal Employer's Quarterly Tax Return were completed. The City's financial report was presented, including Checks Issued in September, 2015; Unpaid Bills Detail as of October 8, 2015; 10/08/2015 Cash Balance Sheet; 09/28/2015 Bank Statements; and, the October 6, 2015, Open Invoices report. Large receivables in the month of September 2015 included \$3,350 from LMCIT for the Pacific Avenue shed door insurance claim. Large payables in the month of October 2015 include \$1,300 DW Mech/Porta-Potty; \$6,104.61 KTB Lumber bus garage roof materials; \$2,218.63 Kittson Co. 2nd half of 2015 specials; \$5,338.28 Northdale Oil propane prepay and tank installation; \$6,500 KFD 2016 annual fire protection.

C. Urbaniak made a motion to add J. Pietruszewski as an authorized signer on the city's general checking account. T. Truedson seconded. All in favor and the motion carried.

C. Urbaniak made a motion to accept the Treasurer's Report as presented and to pay bills totaling \$25,376.02. J. Pietruszewski seconded. All in favor and the motion carried.

MAINTENANCE REPORT: Attached.

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

FIRE DEPARTMENT REPORT: Attached.

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

COMMITTEE REPORTS:

School Report. None.

Minutes

Kennedy City Council Meeting
October 13, 2015

Parks, Recreation & Celebrate Kennedy Report. None.

UNFINISHED BUSINESS: The council asked the clerk to gather information by the next council meeting regarding follow-up to the residents in receipt of the city's violation of Ordinance #60 letter in June. Additionally, the council asked the clerk to begin the "process" of notification to owners' of "other-than-city-owned" lots that the city currently mows. And, finally, the clerk was asked to start the process for the next round of building/property condemnations

The clerk reported there was no update available on the Small Cities Development Grant at this time.

NEW BUSINESS/NOVEMBER MEETING DATE: The November council meeting will be held on Monday, November 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 6:30 PM with a motion made by J. Pietruszewski and seconded by C. Urbaniak. All in favor and the motion carried.

Signed November 10, 2015
Mary Cooney, Clerk (Attest)

Todd Truedson, Mayor

September 2015 Maintenance Report

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
		Daily Checks	Daily Checks	Daily Checks	Daily Checks / Check Ponds	Daily Checks
		Mow Assist Great Plains Fire at Fire Hall	Mow New KFD training logs Repair Heat Shield in Van	Fire Truck to Drayton Push up burn pile	Mow Johnson Sewer Monthly reports	
			8	8	8	0.25
6	7	8	9	10	11	12
Daily Checks	Daily Checks **HOLIDAY**	Daily Checks	Daily Checks	Daily Checks	Daily Checks / Check ponds	Daily Checks
	Spray Skeeters 1.5 hrs	Mow Roof Repair	Mow	Wastewater Training	Mow	
0.25	8	8	8	9.5	8	0.25
13	14	15	16	17	18	19
Daily Checks	Daily Checks	Daily Checks	Daily Checks	Daily Checks	Daily Checks / Check Ponds	Daily Checks
	Mow Fix 60D mower belt	Read Meters Mow	Mow Water Sample	KFD Training	KFD Training	
			Spray Skeeters 1.5 hrs		Mow	
0.25	8	8	8	8	8	0.25
20	21	22	23	24	25	26
Daily Checks	Daily Checks	Daily Checks	Daily Checks	Daily Checks	Daily Checks / Check ponds	Daily Checks
	Mow 60D Shaft repair	Mow	Mow Budget Meeting	Mow Order A19 Bulbs	Banners Down Johnson Sewer Clean lift station Spray Skeeters 1.5 hrs	
0.25	9	8	9	8	7	0.25
27	28	29	30			
Daily Checks	Daily Checks	Daily Checks	Daily Checks			
	Bus Garage Roof	Bus Garage Roof	Bus Garage Roof			
					Extra Hours worked = 7 Comp Hours gained = 10.5	<u>Vacation Hours</u> 17.5 <u>Total Sick time</u> 95 hrs <u>Comp Hours</u> 26.50

Kennedy Fire Department Report

September 2015

- **Fire Calls**
 - **No calls this month**
- **No Meeting**
- **Pumper trucks had there pumps tested by Great Plains Fire on September 1st.**
- **Members Aaron Kirkeby, Andy Kirkeby, Matthew Casper, Carey Mortenson, and Erick Paulson attended a 3hour Valley Med Flight “When to call and scene safety” training hosted by the Drayton Fire Dept.**