

Minutes

Kennedy City Council Meeting
November 9, 2015

CALL TO ORDER: Deputy Mayor Paul Larson called the meeting to order at 7:00 P.M. Council members present included Cindy Urbaniak and Jon Pietruszewski. Council members Todd Truedson 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 October 13, 2015, minutes as corrected. J. Pietruszewski seconded. All in favor and the motion carried.

CLERK'S REPORT: Projects that consumed the majority of the clerk's time in October included continued financial software research and general software update; purging city files per MN Records Retention Schedule; water bills; delinquent water bill notices; monthly city newsletter; and, continued update and maintenance of the city website.

The Kittson County 2015 Certificate of Forfeited Lands was presented to and recognized and approved by the council.

The clerk presented cost comparisons for three financial software programs commonly used by cities in the state of Minnesota. The clerk also presented a cost comparison between the financial software the city currently uses and the United Systems Technology (USTI) "Asyst" program she favors. The migration to the new software would realize the following savings: 1) reduced record keeping time, as the city's utility software and the proposed financial software recognize each other and share data, therefore eliminating the need for duplicate entry; 2) the elimination of duplicate entry reduces errors and, in turn, eliminates lost time looking for and correcting errors; and, 3) the annual license fees for the utility software and the proposed financial software will result in reduced cost, as compared to what the city is currently paying in annual fees. C. Urbaniak made a motion to purchase the USTI Asyst program modules, as presented, and migrate the city's financial bookkeeping to the new software system, effective 2016. J. Pietruszewski seconded. All in favor and the motion carried.

J. Pietruszewski 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, twice monthly PERA payments, MN and federal monthly payroll withholding payments. The City's financial report was presented, including Checks Issued in October, 2015; Unpaid Bills Detail as of November 9, 2015; 11/09/2015 Cash Balance Sheet; 10/28/2015 Bank Statements; and, the November 4, 2015, Open Invoices report. There were no large receivables in the month of October 2015. Large payables in the month of November 2015 include \$3,720.44 to Dwight Hagen for the installation of the overhead door at the Pacific Avenue & Third Street storage building.

C. Urbaniak made a motion to accept the Treasurer's Report as presented and to pay bills totaling \$9,163.82. J. Pietruszewski seconded. All in favor and the motion carried.

MAINTENANCE REPORT: Attached.

Additionally, trim on bus garage did not get done and will have to be completed in the spring. Plow truck needs repair. And, per notification from the Minnesota Pollution Control Agency, Matt Casper passed the written examination for the Class D test. The council congratulated M. Casper and acknowledged his immediate \$.50/hour salary increase.

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

FIRE DEPARTMENT REPORT: Attached. The fire was a beet truck fire 6 miles west of Donaldson and the Kennedy Fire Department responded, as did the Drayton Fire Department.

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

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COMMITTEE REPORTS:

School Report. None.

Parks, Recreation & Celebrate Kennedy Report. None.

UNFINISHED BUSINESS: The clerk presented a draft follow-up letter that could be sent to the residents in receipt of the city's violation of Ordinance #60 letter in June. The council directed the clerk to send the letter with a 5 day notice to the recipients of their requested attendance at a special city council meeting scheduled for Monday, November 16, 2015. The letter cited the potential of impoundment, assessment of clean-up costs, and a fine not to exceed \$500.00 or imprisonment up to 90 days. Additionally, the letter stated fines and costs remaining unpaid would be assessed to the violator's property taxes.

The clerk reported she has begun the compilation process of the current name and address list of the owners' of the "other-than-city-owned" lots the city currently mows.

The clerk was directed to contact the party who previously expressed interest in purchasing the wind turbine and to also contact John Wynne and request updates on these two unfinished projects.

NEW BUSINESS/DECEMBER MEETING DATE: The December council meeting will be held on Monday, December 7, 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 8:00 PM with a motion made by J. Pietruszewski and seconded by C. Urbaniak. All in favor and the motion carried.

December 7, 2015

Mary Cooney, Clerk (Attest)

December 7, 2015

Paul Larson, Deputy Mayor

October 2015 Maintenance Report

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
				Daily Checks Bus Garage Roof 2 hrs comp	Daily Checks / Check Ponds Johnson sewer Bus Garage Roof 2 hrs comp	Daily Checks
			8	6	6	0.25
4	5	6	7	8	9	10
Daily Checks 0.25	Daily Checks MOW monthly reports 8	Daily Checks Bus Garage Roof 8	Daily Checks Bus Garage Roof 4 hrs comp 4	Daily Checks Bus Garage Roof Erickson water off 2 hrs comp 6	Daily Checks / Check ponds Johnson sewer Grosser water off 4 hrs comp 4	Daily Checks 0.25
11	12	13	14	15	16	17
Daily Checks 0.25	Daily Checks Holiday worked X540 deck repair MOW 8 hrs comp gained 8	Daily Checks Bus Garage Roof Wastewater sample 8	Daily Checks Remove garbage @ burn Ripped flags down GF for roof parts 8	Daily Checks WATER METERS Remove pump at diamond Snow fence posts up Cover Johnson Sewer 8	Daily Checks / Check Ponds Bus Garage Roof Johnson sewer 8	Daily Checks 0.25
18	19	20	21	22	23	24
Daily Checks 0.25	Daily Checks Bus Garage Roof Rynning Water off 8	Daily Checks Snow Fence up Push up burn pile Move plow truck to shop 8	Daily Checks Oil change in pickup Look into fuel leak on plow truck 8	Daily Checks KFD Escort Order Zieglar parts 7800 3 point code 8	Daily Checks / Check ponds KFD paperwork Clean Shop Johnson sewer 8	Daily Checks 0.25
25	26	27	28	29	30	31
Daily Checks 0.25	Daily Checks KFD Meeting Leave St. Cloud 8	Daily Checks Wastewater Class St. Cloud 8	Daily Checks Wastewater Class St. Cloud 8	Daily Checks Wastewater Test St. Cloud 8	Daily Checks / Check Ponds Start Plow truck repair Service Plow Truck Service Tractor 8	Daily Checks -
					14 hours comp used 8 hours comp gained 6 hours net used	<u>Vacation Hours</u> 17.5 <u>Total Sick time</u> 95 hrs <u>Comp Hours</u> 20.50

Kennedy Fire Department Report

October 2015

- **Fire Calls**

- **12:30 AM October 1st** – Dispatched 6 miles west of Donaldson to a truck fire. Drayton was also dispatched. Both departments assisted each other in the extinguishing of the truck fire and controlling traffic.

- **Meeting held on October 26th**

- Topics of discussion were future trainings, grant opportunities, truck maintenance, and fire hall maintenance.
- November 30th from 6-9pm Moorhead State Technical College will be coming to Kennedy to host an incident safety officer training course. Lancaster Fire will also be in attendance.
- It was voted to purchase a utility rack for the white grass rig to hold items needed for fire response.