

# Minutes

Kennedy City Council Meeting  
December 7, 2015

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**CALL TO ORDER:** Mayor Todd Truedson called the meeting to order at 7:00 P.M. Council members present included Paul Larson and Kevin Hanson. Due to a schedule conflict, council member Cindy Urbaniak arrived at 8:10 P.M. Council member Jon Pietruszewski was 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:** P. Larson made a motion to approve the November 9, 2015, minutes as corrected. C. Urbaniak seconded. All in favor and the motion carried.

**CLERK'S REPORT:** Projects that consumed the majority of the clerk's time in November included continued financial software research; continued purging city files per MN Records Retention Schedule; water bills; close-out of the NW Minnesota Arts Council 2015 grant; work with city's legal counsel to identify the city's rights and responsibilities under Kennedy's City Ordinance #60; delinquent water bill notices; monthly city newsletter; and, continued update and maintenance of the city website. There were two holidays in the month of November.

P. Larson 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, and, MN and federal monthly payroll withholding payments. The City's financial report was presented, including Checks Issued in November, 2015; Unpaid Bills Detail as of December 7, 2015; 12/03/2015 Cash Balance Sheet; 11/26/2015 Bank Statements; and, the December 3, 2015, Open Invoices report. The only large receivable in the month of November 2015 was MMB \$10,784.37 State Fire Aid Payment for the Kennedy Relief Asc. pension fund. Large payables in the month of December 2015 include \$1,368.27 Dakota Supply Group/hydrant supplies; \$10,784.37 KFRA pension; \$7,790.59 Kittson Co. Auditor/Water Bond P&I and fees; \$1,440 Taggart Excavating/5<sup>th</sup> Street East patch; and, \$1080.41 VISA/wastewater training.

K. Hanson made a motion to accept the Treasurer's Report as presented and to pay bills totaling \$25,698.93 as presented. P. Larson seconded. All in favor and the motion carried.

**MAINTENANCE REPORT:** Attached.

Additionally, a used 1976 Elgin White Wing street sweeper was purchased from the City of Lancaster for \$500. Council directed M. Casper to try it out this week, while the streets are still clear of snow.

M. Casper and Andy Kirkeby will manage the ice rink again this winter.

The batting cage at the ball park still needs to come down and be put away for the winter.

Ottertail is offering a rebate through the end of the year for replacing old light bulbs with energy efficient LED bulbs. M. Casper will perform the labor and the rebate will cover the cost. The city shop, office and fire hall will be done.

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

**COMMITTEE REPORTS:**

**School Report.** CHS picked up lockers from the school. M. Casper will provide details to the clerk so an invoice can go out.

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Ceiling tiles are coming down and floor tiles are coming up in the school. This is a cause for concern because of the possibility that these tiles contain asbestos. The council directed M. Cooney to find out about the feasibility of the city putting up a StorAll, or some such type, building and also to research options for the dealing with the school building.

**Parks, Recreation & Celebrate Kennedy Report.** Minnesota Runner magazine inquired about a run during next summer's Celebrate Kennedy. Council directed clerk to notify the magazine that the run will be on Saturday morning with the details to be announced. M. Cooney will ask Jon Turn to handle the run.

**UNFINISHED BUSINESS:** The clerk worked with city's attorney to clearly identify the city's rights and responsibilities under Kennedy's City Ordinance #60. Counsel advised a property review committee separate from the council; adequate notice to resolve the identified violations; adequate notice of at least 30 days for violations hearing; and clearly defined fine assessment system. The council appointed K. Hanson, P. Larson and M. Casper as the review committee and directed the committee to observe and evaluate all city properties with regard to the city's Ordinance #60. This review will take place Tuesday, December 8, 2015, with photographs taken of violations. The photographs, violations, and the next steps of the process will be discussed at the January council meeting.

The clerk will have the complete list of non-city-owned lots currently mowed by the city and a sample letter at the January council meeting.

The clerk has been in contact with the party who previously expressed interest in purchasing the wind turbine and he is still interested. The clerk will continue to stay in contact with him.

**NEW BUSINESS/JANUARY MEETING DATE:** Mark Holman is interested in purchasing the city owned Lot 18 in Block 4 of Original Kennedy. The clerk presented the council with the plat map of said property in addition to the cost as comparable to the price of the last piece of city property sold. Following discussion, P. Larson made a motion to sell Lot 18 in Block 4 of Original Kennedy to Mark Holman for \$350 plus all costs. C. Urbaniak seconded. All in favor and the motion carried.

M. Cooney indicated her interest in purchasing the city owned lots that are currently the site of the community garden. Cooney has cared for and maintained these lots for the past ten years and is interested in putting the garden into a non-profit. C. Urbaniak made a motion to sell the garden lots to Cooney. There was no second and the motion failed to pass. P. Larson stated he objected to the sale because he believes at some point in the future, if the city ended up with ownership of the Center, and if at some point the city obtained a grant to expand the Center, he believed the expansion would go to the north, into the garden lots. K. Hanson agreed. M. Casper suggested the Center buy the lots. Then, if the City ends up with the Center the lots to the north would be part of that transaction. Cooney was directed to discuss that option with the Kennedy Center and the topic would be discussed again in January.

The January council meeting will be held on Monday, January 11, 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 9:15 PM with a motion made by C. Urbaniak and second by K. Hanson. All in favor and the motion carried.

Signed 01/11/2016

Mary Cooney, Clerk (Attest)

Signed 01/11/2016

Todd Truedson, Mayor

## November 2015 Maintenance Report

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
	Daily Checks	Daily Checks	Daily Checks	Daily Checks	Daily Checks / Check Ponds Carson	Daily Checks
	Parts run to Zieglar	Plow truck oil change	Gravel into Plow truck	HOLIDAY	Sick	
	Fuel leak repair	Plows onto Truck	Snow blower on tractor service blower			
0.25	8	8	8	8	<b>8 hours of sick used</b> 8	0.25
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
Daily Checks	Daily Checks	Daily Checks	Daily Checks	Daily Checks	Daily Checks / Check ponds	Daily Checks
	Mow @ Diamond	Clean up demo	Demo to the dump	Canopy @ ball diamond	Read Meters	
	Plow truck cable	Pump water in boiler room	KFD exterior lights Water off in garden	Clean office	Mow @ Daimond New meter reader @ R. Hoving	
0.25	8	8	8	8	Johnson Sewer 8	0.25
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
Daily Checks	Daily Checks	Daily Checks	Daily Checks	Daily Checks	Daily Checks / Check Ponds	Daily Checks
	Sweeper on 3320	Lancaster Sweeper	Baracades away	DMR website setup	Mount & Wire LED lights	
	Service sweeper	Flush hydrant @ Arnold	Pump water @ Diamond	Matthews new meter	Johnson Sewer	
	Benches away	Alley repair	Culvert markers	LED light brackets made MRWA - Esther curb stop		
0.25	8	<b>1 hour comp used</b> 7	8	8	8	0.25
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
Daily Checks	Daily Checks	Daily Checks	Daily Checks	Daily Checks	Daily Checks / Check ponds	Daily Checks
	Service X540 and park	Pump hydrants	Swap LED's on Christmas	HOLIDAY	Entry to lift station repair	
	Service 60D	Swap fire trucks around	decorations		Christmas decorations up	
	Pump water @ Diamond		Tree to office		KFD mask repairs	
0.25	8	8	8	8	8	0.25
<b>29</b>	<b>30</b>					
Daily Checks	Daily Checks					
	G.F. run for heater					
	Hydrant / Valve issue					
						<u>Vacation Hours</u> 16.5
						<u>Total Sick time</u> 87 hrs
						<u>Comp Hours</u> 20.50

# Kennedy Fire Department Report

## November 2015

- **Fire Calls**
  - **No calls this month**
  
- **Radios**
  - The Fire Department is having six new radios installed in all of the vehicles. They are compliant with the new 800 MHz frequency that the state will be switching over to shortly. At this time Mike Peterson is installing the radios and has five out of six completed.
  
- **Meeting held on November 2<sup>nd</sup> / Hall and Truck Checks**
  - Topics of discussion were future trainings, grant opportunities, and a possible fund raiser.
  - Fire hall was cleaned and organized.
  - All trucks were winterized.
  - It was voted to purchase a utility rack for the white grass rig to hold items needed for fire response at the previous meeting. This item was ordered and will be installed during the winter months.
  
- **Trainings**
  - **November 3<sup>rd</sup>**
    - Members Aaron Kirkeby, Erick Paulson, Brett Dahl, Chris Mortenson, Casey Langen, and Matthew Casper attended a Rail Safety Class presented by BNSF's Hazmat Response Team and a safety officer from TRANSCAER (Transportation Community Awareness and Emergency Response).
  - **November 30<sup>th</sup>**
    - The Kennedy Fire Department hosted Lancaster Fire Department for a 3 hour Incident Safety Officer Training class. An instructor from the Moorhead State Technical College came to Kennedy to teach the course. All members of Kennedy Fire Department were in attendance with the exception of Mark Lundberg.