

Minutes

Kennedy City Council Meeting
January 11, 2016

CALL TO ORDER: Mayor Todd Truedson called the meeting to order at 7:00 P.M. Council members present included Cindy Urbaniak, Jon Pietruszewski, Paul Larson and Kevin Hanson. City employees present included Matt Casper and Mary Cooney. Kennedy Center volunteer director Jeanne Cooney and board member Greg Mitziga were also present.

PLEDGE OF ALLEGIANCE: Recited.

ADDITIONS TO THE AGENDA: 2016 Annual Designations, Assignments & Appointments, and, 2016 Fee Schedule.

PUBLIC FORUM: Following the council's most recent discussion on the sale of city owned Original Kennedy Block 4, Lots 13 and 14, which took place at last month's council meeting, J. Cooney and G. Mitziga were present to voice the Center's interest in purchasing these lots from the city for a nominal fee. The Center's intention would be to incorporate lots 13 and 14 (home to the community garden) with the Center's already owned Original Kennedy Block 4, Lots 10, 11 and 12, under the ownership of the Center's 501(c)3. Mayor Truedson asked if the Center would guarantee the city right to first refusal should the Center ever decide to sell. J. Cooney and Mitziga agreed. J. Pietruszewski made a motion to sell Original Kennedy Block 4, Lots 13 and 14 to the Kennedy Center, guaranteeing the City of Kennedy the right to first refusal should the Center ever decide to sell the property. C. Urbaniak seconded. Prior to a call to vote, discussion continued with P. Larson and K. Hanson voicing opposition to the sale. Truedson suggested further discussion about an acceptable purchase price and tabling the decision at this time. J. Pietruszewski rescinded his motion and the topic was tabled for further discussion at the February meeting. J. Cooney asked if Center representatives should be present at the next meeting, with Mayor Truedson stating it was not necessary and that he would contact her directly with the council's decision. J. Cooney and Mitziga left the council chambers at 7:35 p.m.

APPROVAL OF MINUTES: K. Hanson made a motion to approve the December 7, 2015, minutes as presented. C. Urbaniak seconded. All in favor and the motion carried.

CLERK'S REPORT: Projects that consumed the majority of the clerk's time in December included KFRA reporting; installation, and the start of training and set-up on the new USTI financial software; continued purging city files per MN Records Retention Schedule; water bills; compilation of plat maps and tax data to identify city maintained privately owned property; delinquent water bill notices; monthly city newsletter; and, continued update and maintenance of the city website. The clerk used up the last of her 2015 vacation and comp time during the week of Christmas.

The League of Minnesota Cities Elected Official 2016 Leadership Conference information was presented to the council. The city does pay registration fees and expenses for training.

The clerk will be on medical leave January 25-27, 2016.

J. Pietruszewski made a motion to accept the Clerk's Report as presented. P. Larson 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 December, 2015; Unpaid Bills Detail as of January 11, 2016; 01/11/2016 Cash Balance Sheet; 12/29/2015 Bank Statements; and, the January 6, 2016, Open Invoices report. Large receivables during the month of December 2015 included MMB \$38,282 in Local Government Aid (LGA), Kittson Co. Property Taxes \$30,994, and LMCIT \$2992 insurance dividend. There were no large payables dues in the month of January 2016.

J. Pietruszewski made a motion to accept the Treasurer's Report as presented and to pay bills totaling \$6,421.47 as presented. C. Urbaniak seconded. All in favor and the motion carried.

MAINTENANCE REPORT: Attached.

Additionally, M. Casper reported the city's welder needs replacing and described a Hobart welder available at Acme Electric for \$530 with a cart for an additional \$60. The gas would be leased. The council requested additional pricing from Northern Tool, Praxair and Home of Economy.

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P. Larson made a motion to approve the payment of a total of eight (8) hours overtime to M. Casper for snow removal performed on December 17 and December 23. J. Pietruszewski seconded. All in favor and the motion carried.

J. Pietruszewski made a motion to accept the Maintenance Report as presented. P. Larson 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. M. Cooney presented asbestos testing prices and availability. K. Hanson made a motion to schedule the asbestos testing. J. Pietruszewski seconded. All in favor and the motion carried.

Parks, Recreation & Celebrate Kennedy Report. P. Larson will notify the VFW and Neal Johnson about the July 22-23, 2016, Celebrate Kennedy dates and begin looking for a band.

UNFINISHED BUSINESS: The council reviewed the plat maps and current property tax data on the privately owned lots the city has been mowing. The clerk will draft a letter for council review at the February meeting. M. Cooney also suggested the city attorney conduct the correspondence with Burlington Northern.

On Tuesday, December 8, 2015, K. Hanson, P. Larson and M. Casper, the council appointed property review committee, drove around town to observe and evaluate all properties with regard to the city's Ordinance #60. Photographs were taken of property violations. The council reviewed the violation photographs and the clerk was directed to draft a sample letter for council to review at the February meeting.

NEW BUSINESS/JANUARY MEETING DATE:

With one exception, the 2016 Fee Schedule will remain unchanged from the 2015 Fee Schedule. K. Hanson made a motion to raise the water rate after the first 1,000 gallons by \$1.00/1000 gallons, from \$9.45/1000 gallons to \$10.45/1000 gallons. J. Pietruszewski seconded. All in favor and the motion carried.

The 2016 Annual Designations, Assignments & Appointments recognized the following new appointments: J. Pietruszewski will serve with C. Urbaniak on the Finance Committee; J. Pietruszewski will serve with K. Hanson on the Park, Recreation and Celebrate Kennedy Committee; P. Larson and T. Truedson will serve with the city's public works director on the School Building Committee. All other designations, assignments & appointments will remain unchanged.

The February council meeting will be held on Monday, February 8, 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 J. Pietruszewski. All in favor and the motion carried.

Signed 2/22/2016

Mary Cooney, Clerk (Attest)

Signed 2/22/2016

Todd Truedson, Mayor

December 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
		Emergency Gopher 1 Sweeper to Kennedy Office Lights	Dig w/ Weleske	Monthly Reports Clean up dirt pile from dig Insulate leaking Hydrant	Sweep w/ 3320 1st St. Mount block on tower	
0.25	8	8	8	8	8	0.25
6	7	8	9	10	11	12
Daily Checks	Daily Checks Picnic table away Clean shop tools from dig	Daily Checks Pics of Houses in Kdy G.F. Hydrant items	Daily Checks Netting @ Diamond Hydrant Repair w/ DSG Start sweeper brakes repair	Daily Checks Clean shop Clean tools from Hydrant DMR #1 of 3	Daily Checks / Check ponds Alley repair from Dig Lancaster for sweeper parts	Daily Checks
0.25	8	8	8	8	8	0.25
13	14	15	16	17	18	19
Daily Checks	Daily Checks Sweeper on 3320 Clean and service 60D Service small sweeper	Daily Checks Read Meters Sweeper brakes Start Rink	Daily Checks KFD meeting KFD grant research Service big blower	Daily Checks 5:30am - 5:30pm Snow removal	Daily Checks / Check Ponds Blow Snow	Daily Checks
0.25	8	8	8	12	8	0.25
20	21	22	23	24	25	26
Daily Checks	Daily Checks DMR #2 of 3 Ottertail light usage 4 hours comp used	Daily Checks Blow snow DMR #3 of 3	Daily Checks 3:00am - 5:00pm Snow removal	Daily Checks Blow snow 4 hours comp used	Daily Checks / Check ponds HOLIDAY	Daily Checks
0.25	4	8	13	4	8	0.25
27	28	29	30	31		
Daily Checks	Daily Checks Blow snow Rink Diagnose lights on truck KFD Grant	Daily Checks Rink FIRE CALL KFD Pumper oil change	Daily Checks Blow snow Service big blower KFD inventory	Daily Checks G.F. SCBA parts Grease tractor/plow truck Service small sweeper	8 hours comp used	<u>Vacation Hours</u> 16.5
0.25	8	8	8	8	9 hours overtime worked for snow removal	<u>Total Sick time</u> 87 hrs
						<u>Comp Hours</u> 12.50

Kennedy Fire Department Report

December 2015

- **Fire Calls**

- **December 13th @ 0214**

- Dispatched to Drayton for a female victim that had fallen through the ice on the red river. Upon arrival in Drayton the victim was pulled from the river by Drayton Fire and a Sheriff. KFD assisted in loading the victim into the ambulance.

- **December 29th @ 0907 & 1800**

- Dispatched through automatic mutual aid to two separate structure fires and cancelled while enroute.

- **Radios**

- The Fire Department had six new radios installed in all of the vehicles. The total cost for the installation was \$1200. Mike Peterson, who installed the radios, did not charge the department and did this as his donation.

- **Meeting held on December 16th**

- Two new members were voted onto the department. The new members are Jordan Lofstrom and Kyle Langen.
- Election of Officers was held. Officers are as follows
 - Chief – Aaron Kirkeby
 - Assistant Chiefs - Carey Mortenson & Andy Kirkeby
 - Jon Langen & Chris Mortenson stepped down from Assistant Chief
 - Secretary – Greg Mitziga
 - Training Officers – Matthew Casper & Jordan Lofstrom
 - Carey Mortenson & Andy Kirkeby were the former training officers.
- The FEMA grant was discussed and the department decided on what we should apply for in the grant.

- **Trainings**

- No training held this month.
- Firefighter I and Firefighter II training courses have been arranged with Karlstad Fire Training Officer Marcus Stein.