

Minutes

Kennedy City Council Meeting
February 22, 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.

PLEDGE OF ALLEGIANCE: Recited.

ADDITIONS TO THE AGENDA: P. Larson added the topic “Menards” to the agenda.

PUBLIC FORUM: None.

APPROVAL OF MINUTES: K. Hanson made a motion to approve the January 11, 2016, 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 January ’16 included year-end reports MN Auditor’s 2015 City Lobbying Cost Report, US Commerce Dept. Form C-404, and the KFD 2015 Fire Equipment Certificate. Training on the city’s new finance software was ongoing.

Clerk was out January 25-27 for medical leave during spouse’s surgery.

P. Larson 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 twice monthly city employee payroll, twice monthly PERA payments, and, MN and federal monthly payroll withholding payments. Quarterly reporting was completed including MN and federal payroll withholding reports and the MN quarterly unemployment report. Annual reports for 2015 were completed and submitted including: Outstanding Indebtedness Report, 2015 PERA Exclusion Report, and the 2015 MN Sales Tax Report. The MN Auditor’s 2016 Summary Budget Form was completed and submitted. The City’s monthly financial report was presented, including Checks Issued in January, 2016; Unpaid Bills Detail as of February 4, 2016; 02/08/2016 Cash Balance Sheet; 01/27/2016 Bank Statements; and, the February 3, 2016, Open Invoices report. There were no large receivables during the month of January 2016 and there were no large payables dues in the month of February 2016.

C. Urbaniak made a motion to accept the Treasurer’s Report as presented and approve the bills as paid, totaling \$5,045.14. J. Pietruszewski seconded. All in favor and the motion carried.

MAINTENANCE REPORT: Attached.

M. Casper will be attending water/wastewater training in St. Cloud March 1-3.

P. Larson made a motion to approve the purchase of the Hobart wire-feed welder, as presented, from Acme. J. Pietruszewski seconded. All in favor and the motion carried.

J. Pietruszewski made a motion to accept the Maintenance Report as presented. K. Hanon 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. The asbestos test results report was presented and, “...Floor tile and mastic did contain asbestos and is in most hallways, lunch rooms, office and classrooms throughout the building”. The council directed M. Cooney to contact the state regarding what action is required to deal with the tiles that are currently popping up and breaking in the identified areas.

Clerk was directed to place an ad in the Kittson Co. Enterprise, advertising the sale of the Kennedy school gym floor for a minimum of \$25/piece or \$0.25/sf, whichever is greater.

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P. Larson made a motion to accept the \$10,000 purchase offer for the wind turbine, as is, with all dismantling, transport, liability and reconstruction costs assumed by the purchaser. J. Pietruszewski seconded. All in favor and the motion carried.

Parks, Recreation & Celebrate Kennedy Report. None.

UNFINISHED BUSINESS: The council reviewed and approved the letter regarding the mowing maintenance options for privately owned lots the city has been mowing. The clerk was directed to mail 12 letters.

The council reviewed and approved the letter regarding Ordinance #60 violations. The clerk was directed to mail 23 letters.

P. Larson made a motion to take no action on the sale of the city owned community garden lots to the Kennedy Center. K. Hanson seconded the motion and attempted to amend the motion to include requiring the non-city garden bank account be listed on the city's cash balance sheet. Larson and Hanson voted YES. Urbaniak, Pietruszewski and Truedson voted NO. The motion was defeated.

C. Urbaniak made a motion to sell of the city owned community garden lots to the Kennedy Center for \$1. J. Pietruszewski seconded. Urbaniak, Pietruszewski, and Truedson voted YES. Larson and Hanson voted NO. The motion carried.

NEW BUSINESS/JANUARY MEETING DATE: P. Larson questioned if the Kennedy Center had charged construction material on the city's Menards' account. City treasurer M. Cooney stated the Center had asked her if the city's account could be used by the Center, as setting up an account for the Center didn't make sense since they rarely shop at Menards. Cooney, knowing the Center had shared Center benefits with the City during the 125th anniversary, saw a cooperative precedent had been set between the two parties and therefore agreed to watch for the charge. When the Menard's bill with the Center's charges came into the city, the Center was notified and cut a Kennedy Center check in the full amount and sent it directly to Menards. No further transactions have taken place and no outstanding charges exist. P. Larson questioned whether or not Cooney thought she should have first asked the council. Cooney agreed to do so in the future. K. Hanson stated he thought the council should have been asked. There was no further discussion on the matter.

The March council meeting will be held on Monday, March 14, 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 8:30 PM with a motion made by J. Pietruszewski and second by P. Larson. All in favor and the motion carried.

March 14, 2016

Mary Cooney, Clerk (Attest)

March 14, 2016

Todd Truedson, Mayor

January 2016 Maintenance Report

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
					Daily Checks / Check Ponds HOLIDAY	Daily Checks
					8	0.25
3	4	5	6	7	8	9
Daily Checks	Daily Checks Flood Rink New pin in small sweeper KFD grant	Daily Checks Xmas lights down Caulk office windows KFD report	Daily Checks Maintenance Report Repair LED lights on plow Xmas lights down @ office	Daily Checks 8 hours of sick time	Daily Checks / Check ponds New tower forms 7800 oil change + service	Daily Checks
0.25	8	8	8	0	8	0.25
10	11	12	13	14	15	16
Daily Checks	Daily Checks Wastewater Sample Clean Shop Flood Rink Council Meeting	Daily Checks Blow Snow Sweep Snow	Daily Checks KFD Meeting New battery grass rig	Daily Checks G.F. for fire parts	Daily Checks / Check Ponds Snow Removal 3am - Noon	Daily Checks
0.25	8	8	8	8	8	0.25
17	18	19	20	21	22	23
Daily Checks	Daily Checks WORKED HOLIDAY Read Meters Blow Snow	Daily Checks Sweep Snow Weld sweeper @ Todd's	Daily Checks Concrete @ lift station MRWA @ shop Show cooler @ school	Daily Checks Greenbush for a bumper 3320 hydro leak repair Remove cooler @ school	Daily Checks / Check ponds Clean Rink Blow snow	Daily Checks 2 hours snow removal
0.25	8	8	8	8	8	0.25
24	25	26	27	28	29	30
Daily Checks 2.5 hours snow removal	Daily Checks Clean Shop 4 hours sick	Daily Checks Oil change in grass rig Ladder rack for hoses Start tommy gate removal	Daily Checks Blow Snow Remove tommy gate	Daily Checks Tanker truck to forks Concrete @ lift station Tools to elevator	Daily Checks / Check Ponds DMR submission Tools to elevator	Daily Checks -
0.25	4	8	8	8	4	
31						<u>Vacation Hours</u> 56.5 <u>Total Sick time</u> 169 hrs <u>Comp Hours</u> 20.50
Daily Checks			8 hours comp gained from working on MLK day			

Kennedy Fire Department Report

January 2016

- **Fire calls**
 - No calls this month

- **Meeting**
 - Short meeting held after training on January 27th
 - Only two topics of discussion were prep for the pancake breakfast on the 31st and bringing the tanker truck to Butler/Caterpillar for engine repair.

- **Training**
 - Training was held on January 27th
 - The training was on PPE, Safety on the Fire Scene, Blood borne pathogens, and inspection and breakdown of turnout gear. Members Erick Paulson, Aaron Kirkeby, Matthew Casper, Jordan Lofstrum, Carey Mortenson, Jon Langen, Barney Kraska, Brett Dahl, and Kyle Langen attended. Members Andy Kirkeby and Todd Truedson attended the same training in Karlstad