

Minutes

Kennedy City Council Meeting
March 14, 2016

CALL TO ORDER: Mayor Todd Truedson called the meeting to order at 7:00 P.M. Council members present included Jon Pietruszewski, Paul Larson and Kevin Hanson. City employees present included Matt Casper and Mary Cooney.

PLEDGE OF ALLEGIANCE: Recited.

ADDITIONS TO THE AGENDA: None.

PUBLIC FORUM: None.

APPROVAL OF MINUTES: J. Pietruszewski made a motion to approve the February 22, 2016, minutes as presented. P. Larson seconded. All in favor and the motion carried.

CLERK'S REPORT: Projects that consumed the majority of the clerk's time in February '16 included generating and mailing out W-2s and W-3s; more training and set-up on the city's new finance software; and safe and file purging was ongoing.

K. Hanson 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. Annual Bonded Indebtedness Report completed and submitted to Kittson Co. The 2015 Kennedy Fire Relief Association's books were updated and prepped for auditor. The City's monthly financial report was presented, including Checks Issued in February, 2016; Unpaid Bills Detail as of March 10, 2016; 03/10/2016 Cash Balance Sheet; 02/25/2016 Bank Statements; and, the March 10, 2016, Open Invoices report. The only large receivable during the month of February 2016 was \$4,717.77 from Kittson Co. Tax Services. Large, unscheduled payables due in the month of March 2016 include \$500 to City of Lancaster for their used street sweeper, \$520 to True North for a JD7800 alternator and \$507.98 to Acme for a welder.

J. Pietruszewski made a motion to accept the Treasurer's Report as presented and approve the bills as paid, totaling \$7,340.08. K. Hanson seconded. All in favor and the motion carried.

MAINTENANCE REPORT: Attached.

P. Larson made a motion to approve 3.5 snow removal overtime hours and 3 pump house repair overtime hours on March 14, payable to M. Casper. J. Pietruszewski seconded. All in favor and the motion carried.

M. Casper handed in his resignation letter with a 19 day notice. J. Pietruszewski made a motion to accept M. Casper's resignation with a March 31 separation date. P. Larson seconded. All in favor and the motion carried.

Clerk was directed to advertise for the position immediately. K. Hanson will read pumps daily and be paid at a rate to be determined. The monthly reporting is yet to be determined. The city has enough mosquito spray for this summer, but will need a box of water meters ordered before M. Casper leaves.

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

FIRE DEPARTMENT REPORT: Attached.

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

COMMITTEE REPORTS:

School Report. Information regarding asbestos clean-up and notification was reviewed, as was Excel storage building data. The council agreed to review the material for two weeks and schedule a special meeting to make decisions on these matters.

The council directed the clerk to advertise the school's gym floor for sale at \$25 minimum/piece or \$0.25/SF, whichever is greater.

Minutes

Kennedy City Council Meeting
March 14, 2016

Parks, Recreation & Celebrate Kennedy Report. None.

UNFINISHED BUSINESS: The 23 Ordinance #60 violation letters and 12 mowing letters went out March 3rd. The city has received two letters of response from one recipient and a few phone calls. However, the overwhelming number of responses has been cooperative. Citywide clean-up will take place April 18-20th and a notice will be included in the *Klips*. The clerk will contact Anderson Sanitation to coordinate working with them on pick-up.

NEW BUSINESS/NEXT MEETING DATE: P. Larson submitted his resignation from the council effective immediately. K. Hanson made a motion to accept P. Larson's resignation from the Kennedy City Council. J. Pietruszewski seconded. All in favor and the motion carried.

A special council meeting will be held on March 22, 2016, for further discussion on the topics of hiring a superintendent of public works, hiring summer help, and school building issues.

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

Signed 4/11/2016

Mary Cooney, Clerk (Attest)

Signed 4/11/2016

Todd Truedson, Mayor

February 2016 Maintenance Report

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
	Daily	Daily	Daily	Daily	Daily Checks / Check Ponds	Daily Checks
	Monthly Reports 10 hr service tractor Clean/Service blower	Enbridge Meeting Clean up fire hall	SAFER grant meeting BNSF training CP railway training research	Widen Franklin Ave. G.F. to pickup KFD tanker truck	Repair broken valve and repair water leak on KFD tanker truck	
	8	8	8	8	8	0.25
7	8	9	10	11	12	13
Daily Checks	Daily Checks	Daily Checks	Daily Checks	Daily Checks	Daily Checks / Check ponds	Daily Checks
	SNOW	Snow	Gopher one new website setup 4 hours sick	DMR's MRWA conf reg Clean Shop	Snow Move tommy gate	
0.25	11	8	4	8	8	0.25
14	15	16	17	18	19	20
Daily Checks	Daily Checks	Daily Checks	Daily Checks	Daily Checks	Daily Checks / Check Ponds	Daily Checks
Pump House Froze 3 hours thawing and repair 3.5 Hours snow removal	**HOLIDAY** Snow 2 hours	Read Meters Reset pump house	City Files to dump Pump house heater	Sort through safe Blow snow Sweep snow Wash pickup	Clean pump house Assist North Kittson at Pump house	
0.25	8	8	6	8	8	0.25
21	22	23	24	25	26	27
Daily Checks	Daily Checks	Daily Checks	Daily Checks	Daily Checks	Daily Checks / Check ponds	Daily Checks
	Inventory banners for light poles Look at maps in safe	G.F. - Welder Setup welding gas lease at Auto Value MRWA at pump house	Assemble welder cart Assemble welder	Oil change in pickup Weld on tractor Weld on Plow truck	Clean lift station Grease plow truck Clean/Service blower	
0.25	8	8	8	8	8	0.25
28	29		Gained	Used		
Daily Checks	Daily Checks		Feb 8th = 4.5 hrs comp	Feb 4th = 4 hrs sick used		
	4 a.m. start for snow Travel to St. Cloud		Sunday Feb 14th 6.5 hours of OT			
0.25	8					
						<u>Vacation Hours</u> 56.5 <u>Total Sick time</u> 165 hrs <u>Comp Hours</u> 25.00

Kennedy Fire Department Report

February 2016

- **Fire calls**
 - Two false alarms at the main clinic.

- **Meeting 2-15-16**
 - Topics of discussion included future trainings, repair bill for the tanker truck, possible acquisition of gear for new members, and the possibility of hosting fundraiser. It was decided to attend the HAZMAT training in Pembina on the 24th of February.

- **Training**
 - HAZMAT Response and Decontamination training was attended in Pembina by members Andy Kirkeby, Carey Mortenson, Jordan Lofstrum, Chris Mortenson, Jonny Langen, Casey Langen, Erick Paulson, and Brett Dahl.