

Minutes

Kennedy City Council Meeting
April 11, 2016

CALL TO ORDER: Mayor Todd Truedson called the meeting to order at 7:00 P.M. Council members present included Jon Pietruszewski, Cindy Urbaniak and Kevin Hanson. City employee Mary Cooney was also present, as were city residents Matt Casper and Greg Mitziga.

PLEDGE OF ALLEGIANCE: Recited.

ADDITIONS TO THE AGENDA: None.

PUBLIC FORUM: None.

APPOINTMENT TO FILL VACANT COUNCIL SEAT: K. Hanson made a motion to appoint Matt Casper to fill the council seat vacated by Paul Larson. J. Pietruszewski seconded. All in favor and the motion carried. M. Casper took the oath of office and assumed his seat at the council table.

APPROVAL OF MINUTES: K. Hanson made a motion to approve the March 14, 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 March 2016 included generating and mailing out 12 registered letters to non-local private lot owners regarding maintenance of their lots; generating and mailing out 23 registered letters to city residents in violations of city Ordinance #60; Kennedy Fire Department 2016 fund raising letter and labels; continued work with auditor on 2015 KFRA audit; coordinate ads for sale of gym floor, summer help and superintendent of public works; 2016 KFD city and township contracts; updated Maintenance Director job description, per council request; presented total breakdown of maintenance position cost to city; and safe and file purging was ongoing.

J. Pietruszewski made a motion to accept the Clerk's Report as presented. M. Casper 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. Began prep for city audit. The City's monthly financial report was presented, including Checks Issued in March, 2016; Unpaid Bills Detail as of April 11, 2016; 03/10/2016 Cash Balance Sheet; 03/29/2016 Bank Statements; and, the April 7, 2016, Open Invoices report. There were no large receivables during the month of March 2016. Large payables due in the month of April 2016 include \$2573.56 Kittson Co. Specials; \$5640 LMCIT Workers Compensation Insurance; and \$751.55 M. Casper water training.

K. Hanson made a motion to approve the transfer of \$50 for score board maintenance and an additional \$227 for field maintenance from the Baseball fund to the General Fund. C. Urbaniak seconded. All in favor and the motion carried.

C. Urbaniak made a motion to move the Pioneer Memorial Fund's \$520.61 balance to the Park Board, and to close the Pioneer memorial Fund. J. Pietruszewski seconded. All in favor and the motion carried.

J. Pietruszewski made a motion to accept the Treasurer's Report as presented and approve the bills as paid, totaling \$15885.28. C. Urbaniak seconded. All in favor and the motion carried.

MAINTENANCE REPORT: Attached.

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: No fire calls during the month. However, a number of training sessions were attended.

COMMITTEE REPORTS:

School Report. Asbestos clean-up has not yet been done. And, there is nothing new on the feasibility of building a Kennedy storage facility.

There is interest in the gym floor and, once we get the maintenance position filled, lifting the floor may begin on rainy days.

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Parks, Recreation & Celebrate Kennedy Report. M. Casper will be on the Celebrate Kennedy committee. An agenda and schedule must be in concrete form no later than the June meeting.

UNFINISHED BUSINESS: Citywide clean-up will take place April 18-20th. Whatever items not picked-up by Anderson Sanitation will be picked-up by the city (K. Hanson and T. Truedson).

J. Pietruszewski made a motion to advertise the maintenance position for two more weeks. K. Hanson seconded. All in favor and the motion carried. The clerk was directed to add the \$17-\$23 per hour salary range to the ads. Interviews will take place the first week of May and will be conducted by the personnel committee. The hiring decision will be made by the entire council at the May 9th council meeting.

NEW BUSINESS/NEXT MEETING DATE: The May council meeting will be held on Monday, May 9, 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 8:50 PM with a motion made by K. Hanson and second by J. Pietruszewski. All in favor and the motion carried.

Signed May 9, 2016

Mary Cooney, Clerk (Attest)

Signed May 9, 2016

Todd Truedson, Mayor

March 2016 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
		St. Cloud	St. Cloud	St. Cloud	Repair 7800 altenator NKRW @ shop and tower	
		8	8	8	8	0.25
6	7	8	9	10	11	12
Daily Checks	Daily Checks	Daily Checks	Daily Checks	Daily Checks	Daily Checks / Check ponds	Daily Checks
	Monthly Report Quam pipe bursting research	Lift screenings to ponds 7800 Alt repair again Water meter install Open storm drains	DMR got locked out 7800 ground wire trace Alley repair	Alley repair 4 hours sick used	DMR submission Pump install at diamond 1/2 sweeper back together	
0.25	11	8	8	4	8	0.25
13	14	15	16	17	18	19
Daily Checks	Daily Checks	Daily Checks	Daily Checks	Daily Checks	Daily Checks / Check Ponds	Daily Checks
	7800 wires Pump water on streets	Read Meters Barriers in alley Pump water on streets	8 hours comp used	1/2 sweeper together Stock mowing parts Final repairs on sweeper	Replace banners Pump water by rink	
0.25	8	8	6	8	8	0.25
20	21	22	23	24	25	26
Daily Checks	Daily Checks	Daily Checks	Daily Checks	Daily Checks	Daily Checks / Check ponds	Daily Checks
	Door locks at diamond Repair door handle on pickup Post for Hemmes yard	School tiles research X540 brought to shop & serviced	8 hours comp used	Mow at the diamond Batting cage up 1 hour comp used	8 hours comp used	
0.25	8	8	8	7	8	0.25
27	28	29	30	31		
Daily Checks	Daily Checks	Daily Checks	Daily Checks	Daily Checks		
	8 hours sick used	Water flow control inc. at the pump house Banners on poles sweeper off 3320 kilifer with 3320	Clean/Grease X540 Sweeper lift off 3320 60D mounted on 3320 Clean/Grease 3320	Monthly report Gym Floor Picnic tables to diamond bus garage Tin Pump fitting at diamond Clean out office/pickup		-
0.25	8	8	8	8		