

# Minutes

Kennedy City Council Meeting  
July 10, 2017

**CALL TO ORDER:** Mayor Todd Truedson called the meeting to order at 7:00 P.M. Council members present included Jon Pietruszewski, Cindy Urbaniak, Kevin Hanson and Matt Casper. City employee Mary Cooney and City Engineer Joel Paulson were also present. City employee Kevin Balstad was absent.

**PLEDGE OF ALLEGIANCE:** Recited.

**ADDITIONS TO THE AGENDA:** None

**APPROVAL OF MINUTES:** C. Urbaniak made a motion to approve the June 12, 2017, monthly council meeting minutes as presented. J. Pietruszewski seconded. All in favor and the motion carried.

**PUBLIC FORUM:** City engineer Joel Paulsen was present to discuss the “Adoption of the Wastewater Treatment Facility Plan” in the format of a Public Hearing. No one from the public was present but Paulsen did proceed with a PowerPoint presentation and took questions from the council.

The plan being discussed is a 2018 Streets and Utility Improvement Plan. If the city looks at addressing BOTH water and wastewater lines at the same time, the state will provide free funding for the street repair on the streets that are affected. The city’s current utilities date back to a range of years from the 1940s to the 1970s and are seriously deteriorating. Many of the city’s water shut-off valves and curb stops cannot be shut-off, leak, or have other integrity issues. The city’s sanitary sewer line has sagging, cracking, root intrusions, and infiltration concerns.

If the city acts now there are grants available through Minnesota’s Public Facilities Authority. It was through this agency that \$100,000 of the 2014’s \$125,000 waterline project was awarded to the City of Kennedy as a grant. At this time, for this project, up approximately 70% of the cost may be available to the city as a grant PLUS additional funding in free street repairs.

Should the city decide to not proceed with this project at this time, water, sewer, and street repairs will still have to be done. However, grants will not be made available for patchwork repairs. The city can now apply for “a pie-in-the-sky” sum but is not obligated to take on the entire project should information present itself during the exploratory stage of the project that would justify a change in scope. M. Casper made a motion to pass a resolution to “Adopt the Wastewater Treatment Facility Plan” as presented. J. Pietruszewski seconded. All in favor and the motion carried.

C. Urbaniak made a motion to adjourn to Public Hearing. J. Pietruszewski seconded. All in favor and the motion carried.

**CLERK’S REPORT:** Clerk’s projects in June 2017 included: continued city audit prep; renewal of city property, vehicle and liability insurance; Celebrate Kennedy advertising and posters; repeated contact with Kittson County Sheriff Dept about Order to Repair or Remove Hazardous Conditions for 308 4<sup>th</sup> Street West; June issue of *Kennedy Klips*; input water meter readings; utility billing; utility disconnection notices; continued work on USTI; and, prepared June, 2017, minutes and prepared and delivered June 12, 2017, council packet. The clerk also used five hours of vacation time on June 22, 2017. Clerk presented Kittson County Environmental Services Office correspondence regarding “Open Burning”. Clerk presented League of Minnesota Cities correspondence regarding “Sunday Off-Sale of Intoxicating Liquor.” The City of Kennedy’s Liquor Licensing Ordinance sets hours and days of operation as “...those set by Minnesota Statutes, section 340A.504, as it may be amended from time to time.” As a result of this wording in the city’s current ordinance, no change to the city’s ordinance is necessary. J. Pietruszewski made a motion to accept the Clerk’s Report as presented. C. Urbaniak 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. The City’s monthly financial report was presented, including Checks Issued in June, 2017; the 7/10/2017 Council Approval Report (formerly known as Unpaid Bills Detail); 7/10/2017 Cash Balance Sheet; and, 06/28/2017 Bank Statements. Large receivables during the month of June 2017 included the \$10,425 League of Minnesota Cities Insurance Trust insurance settlement for the water tower freeze-up. Large payables due in the month of July 2017 included \$1,876.27 for TrueNorth JD7800 repair.

M Casper made a motion to accept the Treasurer’s Report as presented, and to pay the bills, as presented, totaling \$8102.79. J. Pietruszewski seconded. All in favor and the motion carried. Treasurer will continue to hold Johnson Jet-line check (included in the June 2017 unpaid bills total) until the sewer scoping report is received by the city.

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**MAINTENANCE REPORT:** K. Balstad's written maintenance report was reviewed. K. Balstad submitted his written resignation, via text, to Mayor Truedson. Truedson read the resignation aloud. Council agreed to advertise for the maintenance position; however, the clerk was not given any direction on the time frame, number of newspapers, or other outlets if desired. Clerk mentioned that with the last three maintenance resignations none of the employees have honored the city's personnel policy of giving 4 weeks' notice. Clerk questioned the legality of tying severance payout to the agreed upon notice and suggested she get council approval to run the idea by the city attorney. M. Casper questioned the expense of the city attorney and suggested asking the League or other cities what they do. M. Cooney stated the League does not give legal counsel and always advises, "Consult your city attorney." There was no further discussion on the K. Balstad resignation, severance, advertising the position, or changes to the employee contract. 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:** No written report was provided. M. Casper reported there had been no monthly meeting. There was one call, but no fire. And, there was one training session for "Safety inside a Collapse Zone." 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.** None.

**Parks, Recreation & Celebrate Kennedy Report.** Clerk distributed Celebrate Kennedy 2017 posters to council members for distribution and posting. As stated in June, the ball park, community center, and, fire department will each be doing a meal. There will be no competing meals or food sold. C. Urbaniak and M. Cooney added kick ball open to all ages to the schedule, as an additional Friday night activity to provide something for people that aren't included in the softball games.

## UNFINISHED BUSINESS:

**Urie EDA Loan.** No change from last month. We are still waiting to hear back from Urie regarding collateral.

**City Parcel 220262380 Rental Agreement.** No change from last month. Land rent has still not been received. T. Truedson has again volunteered to contact renter and get status on payment.

**City Ordinance 60 Violations.** Legal order to repair or remove hazardous conditions at 308 West 4<sup>th</sup> Street was served upon the property owner by the sheriff's department on June 21, 2017. Property owner has until tomorrow, July 11, 2017, to comply. Should the property remain in violation, the city will follow this legal process to completion to assure the repair or removal of hazardous conditions from this property. M. Casper and J. Pietruszewski volunteered to assess property after the meeting. Last month T. Truedson made a motion to reassess all local properties with regard to Ordinance 60 compliance before sending out any new or additional letters. J. Pietruszewski seconded and, with all in favor, the motion carried. This month clerk inquired when the council planned to reassess properties and was told August, 2017.

**NEW BUSINESS/NEXT MEETING DATE:** The August monthly council meeting will be held on Monday, August 7, 2017, at 7:00 P.M., at the City Office. T. Truedson then asked the clerk to leave the council chambers stating he wanted to close the meeting. The clerk stated she didn't think that was legal. Truedson then stated he wanted to close the meeting to discuss personnel issues. The clerk again stated she didn't think that was legal. Truedson stated he wanted to close the meeting to discuss Kevin Balstad. The clerk left the chambers at 8:45 p.m. At 10:00 p.m. the council returned to open session. J. Pietruszewski made a motion to place city clerk Mary Cooney on unpaid leave. M. Casper seconded. All in favor and the motion carried.

**ADJOURN:** There being no further business brought forward for the Council's attention, the meeting was adjourned at 10:05 with a motion made by K. Hanson and second by M. Casper. All in favor and the motion carried.

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Signed August 14, 2017  
Mary Cooney, Clerk (Attest)

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Signed August 14, 2017  
Todd Truedson, Mayor