

# Minutes

Kennedy City Council Meeting  
November 7, 2017

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**CALL TO ORDER:** Mayor Todd Truedson called the meeting to order at 7:02 P.M. Council members present included Jon Pietruszewski, Cindy Urbaniak, and Kevin Hanson. Council member Matt Casper was absent. City employees Jason Christian and Mary Cooney were also present.

**PLEDGE OF ALLEGIANCE:** Recited.

**ADDITIONS TO THE AGENDA:** None

**PUBLIC FORUM:** None.

**APPROVAL OF MINUTES:** C. Urbaniak questioned if we ever found out about the effect the loss of the Kennedy Farmers elevator will have on our incoming property tax. M. Cooney reported, per the county, the city will see no reduction of tax revenue, as the \$7000 the elevator paid will be prorated across the rest of the city tax payers.

K. Hanson made a motion to approve the September 25, 2017, Budget Meeting minutes as presented. J. Pietruszewski seconded. All in favor and the motion carried.

C. Urbaniak stated she had a little problem with the first paragraph. M. Cooney responded that the minutes were transcribed word for word from the tape. T. Truedson stated the problem is he has a letter from the auditors that “kinda states otherwise”. It was agreed Truedson would bring the e-mail in to the December council meeting and approval of the October minutes would be addressed at that time.

C. Urbaniak asked if we had heard anything from our engineer J. Paulsen. Cooney reported Paulsen has informed her that the water tower site is not an issue with regards to historical preservation, but all other issues are moving slowly.

**CLERK'S REPORT:** Projects the clerk completed in October 2017 included: October monthly meeting minutes, September 25<sup>th</sup> budget meeting minutes, as well as the compilation and delivery of the rest of October's council packet; 2 bi-weekly meetings with C. Urbaniak and 2 memos regarding the city's "Performance Improvement Plan" for the clerk; October issue of *Kennedy Klips*; input October water meter readings; utility billing; and utility disconnection notices and disconnection notice fees; set-up J. Christian laptop and purchase and install licensed software; met with LMC Ambassador R. Ecklund.

C. Urbaniak made a motion to approve Resolution #2017-11-06 Certifying Unpaid Enforcement Fees to the Kittson County Auditor for Collection with the Payable 2017 Property Taxes, as presented. J. Pietruszewski seconded. All in favor and the motion carried.

Clerk presented an e-mail from Department of Homeland Security Custom and Border Protection's J. Mattison notifying the city of the pending change of operational hours at the Lancaster and Roseau ports of entry.

Clerk presented a copy of the letter sent by C. Urbaniak, on behalf of the city council, to Kevin Balstad notifying him of an overpayment in his severance check by the amount of \$732.30, requesting repayment in \$73.23 payments over the next ten months. The letter was sent registered mail and the city has received the return receipt. The clerk has not received any response from K. Balstad with regards to the letter.

Clerk asked T. Truedson for a copy of Kevin Balstad's written letter of resignation for Balstad's personnel file. Truedson agreed to bring it to next month's council meeting.

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:** The City's monthly financial report was presented, including 10/1-10/31/2017 Check Register; the 11/6/2017 Council (unpaid bills) Approval Report; 11/6/2017 Cash Balance Sheet; 10/29/2017 Bank Statements; and, 11/1/2017 Open Invoice Report. Large receivables during the month of October include MMB \$10,733.81 to pass through to KFRA for pension fund. Large payables due in the month of November, 2017, included: \$6,500 to Hoffman, Phillip for 2016 audit; \$650 to Pemberton Law Firm for employment dispute; and, \$6,000 to Lancaster Lumber for office windows.

C. Urbaniak made a motion to close the 1993 Refunding Bonds Debt Service fund, and the 1995 Refunding Bonds Debt Service Fund, currently on the city's books as identified by the 2016 auditors, and use that money from the money market account to pay off the JD7800 tractor loan at KodaBank and also payoff the bonded water loan with the county. J. Pietruszewski seconded. All in favor and the motion carried.

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K. Hanson made a motion to accept the Treasurer's Report and to pay the bills in the amount of \$18,793.51, as amended. J. Pietruszewski seconded. All in favor and the motion carried.

**MAINTENANCE REPORT:** J. Christian presented his written report.

Additionally, he has been researching the availability of used snow plows. Cost depends on what you go with, ranging from \$25,000-\$50,000. The current plow runs well but the steering is shot and the transmission is questionable. J. Christian likes a tandem axel with a reversible blade and a 10-yard box for a number of reasons. The trucks he is looking at all have sanders on them, as well. An additional consideration is storage of a new vehicle. He would want to be able to keep it in the shop. He will keep looking for something between in the years 2000-2005.

Repair was done to R. Grosser's curb top because it had been driven over and was bent.

J. Christian confirmed with council that the gravel portion of Pacific Avenue has snow removed by the county on the plows way to the county road. The road to the burn pile is not kept open in the winter. And, the gravel portion of Kittson Avenue that runs to the burn pile has been closed by J. Christian, per council directive.

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:** None.

## COMMITTEE REPORTS:

**School Report.** School door permanent closures to be installed by Brazier are still pending.

T. Truedson wants city to install an overhead door on the north end of the school's gym. Truedson stated there is a beam at 14' in that wall and he estimates the cost to purchase and install an overhead door would range from \$5000-\$6000.

The fans in the school can be turned off once a good frost takes place.

The geothermal heat is on in the school shop for the KFD.

**Parks, Recreation & Celebrate Kennedy Report.** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS/NEXT MEETING DATE:** The council will have a closed meeting on Wednesday, November 15, 2017, at 7:30 p.m., per attorney client privilege.

The December council meeting will take place at 7:00 P.M. on Monday, December 11, 2017.

**ADJOURN:** There being no further business brought forward for the Council's attention, the meeting was adjourned at 8:03 P.M. with a motion made by K. Hanson and second by J. Pietruszewski. All in favor and the motion carried.

Signed 12/11/17

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Mary Cooney, Clerk (Attest)

Signed 12/11/17

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Todd Truedson, Mayor