

Minutes

Kennedy City Council Meeting
August 14, 2017

CALL TO ORDER: Mayor Todd Truedson called the meeting to order at 7:20 P.M. Council members present included Jon Pietruszewski, Cindy Urbaniak and Matt Casper. City employee Mary Cooney was also present.

PLEDGE OF ALLEGIANCE: Recited.

ADDITIONS TO THE AGENDA: None

APPROVAL OF MINUTES: J. Pietruszewski made a motion to approve the July 10, 2017, monthly council meeting minutes as corrected. M. Casper seconded. All in favor and the motion carried.

PUBLIC FORUM: None.

CLERK'S REPORT: In July there was one holiday, the clerk took one vacation day, worked three days in July, and was suspended for the rest of the month (July 11- August 2). Projects the clerk did complete in July 2017 included: Celebrate Kennedy posters; work with auditor; PERA Employment Status Report; June minutes and the rest of July's council packet. Clerk reported the city missed its annual worker's comp audit which was scheduled for August 1, 2017. That Worker's Comp auditor is now out on medical leave so when the city will have an opportunity to get this audit done is not known at this time. The Flood Plain Public Hearing was canceled because the required hearing notice publication in the city's newspaper of record at least ten days prior to the hearing had not been done. The public hearing has been re-scheduled for September 11, 2017, and the clerk will take care of the meeting notice publication. Clerk noted about two dozen city obligation have become delinquent during her suspension, some with fines attached.

C. Urbaniak made a motion to purchase \$1500 worth of propane through vendor Northdale Oil's pre-buy program offer. J. Pietruszewski seconded. All in favor and the motion carried.

M. Casper made a motion to accept the Clerk's Report as presented. C. Urbaniak seconded. All in favor and the motion carried.

TREASURER'S REPORT: The City's monthly financial report was presented, including Checks Issued in July, 2017; the 8/3/2017 Council Approval Report; 8/3/2017 Cash Balance Sheet; and, 07/27/2017 Bank Statements. Large receivables during the month of July 2017 included the first-half of local government aid in the amount of \$34,996. Large payables due in the month of August, 2017, included: \$1,832.02 Aptean Annual Financial & Utility Software License; \$900 D.W. Mech. ball park porta-potties; \$9,214.76 KodaBank JD7800 tractor payment; \$3,535 Twamley unbudgeted ditch clean-out; and \$2,110 MN Public Facilities annual loan payment.

There are also issues with all six payroll checks issued during the clerk's suspension, including: no federal, state, social security, Medicare, or PERA withholdings were taken; the wrong pay rate was paid in one case, the wrong number of hours was paid in three cases; a pay check was combined with a severance check, even though the withholdings and benefits on pay and severance differ; and, the severance amount paid exceeded the amount that was due to the employee. J. Pietruszewski stated he did not calculate the severance, but rather signed a blank check, and K. Hanson calculated the check amount. The council directed the clerk to document the errors in detail and present the findings to them at the September meeting.

C Urbaniak made a motion to accept the Treasurer's Report and to pay the bills (\$22,764.11), as presented. M. Casper seconded. All in favor and the motion carried.

MAINTENANCE REPORT: The State of Minnesota's required June and July Discharge Monitoring Report have not been submitted and the June report is now delinquent. M. Casper volunteered to submit these reports.

The council directed the clerk to estimate water meter readings for the month of August, as there is no one available to read meters.

The Personnel Committee members C. Urbaniak and T. Truedson will interview the applicants for the Public Works Director position. Council stated the \$18.75/hour wage established in September, 2014, will remain in place. There are two applicants and they will be interviewed on Monday, August 21, 2017. C. Urbaniak will check references.

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

Minutes

Kennedy City Council Meeting
August 14, 2017

FIRE DEPARTMENT REPORT: The written Fire Department Report was reviewed. M. Casper reported the department intends to deliver the department bank books to the city office upon M. Lundberg's retirement. Clerk stated city would then pay KFD bills through the city's General Account and transfer funds between accounts, as done with water, sewer, baseball, etc. Clerk reported that the KFRA pension check book will be kept in the city office, but the relief's discretionary fund will be maintained by the new KFRA's treasurer. By state law, that fund does require two signatures on all checks and both signatures must be KFRA elected officers. J. Pietruszewski made a motion to accept the Fire Department Report as presented. C. Urbaniak seconded. All in favor and the motion carried.

COMMITTEE REPORTS:

School Report. None.

Parks, Recreation & Celebrate Kennedy Report. M. Casper reported there were a number of issues, with regards to paying the band, during this year's Celebrate Kennedy.

UNFINISHED BUSINESS:

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

City Ordinance 60 Violations. The legal order to repair or remove hazardous conditions at 308 West 4th Street was served upon the property owner by the sheriff's department on June 21, 2017, and the property owner had until July 11, 2017, to comply. Council reported they took no action to address this issue.

NEW BUSINESS/NEXT MEETING DATE: The Floodplain Public Hearing will take place at 7:00 P.M. on Monday, September 11, 2017. The September council meeting will take place at 7:15 P.M. on Monday, September 11, 2017. The annual budget meeting will take place on at 6:00 P.M. Monday, September 18, 2017.

T. Truedson informed the council he had recently discussed with North Kittson Rural Water (the city's water supplier) the city's deliberation regarding keeping or abandoning our 70,000 gallon in-ground water reservoir. Truedson indicated NKRW preferred we keep the reserve.

J. Pietruszewski requested the clerk update the council picture on the city's website.

ADJOURN: There being no further business brought forward for the Council's attention, the meeting was adjourned at 9:15 P.M. with a motion made by J. Pietruszewski and second by C. Urbaniak. All in favor and the motion carried.

9/11/2017

Mary Cooney, Clerk (Attest)

9/11/2017

Todd Truedson, Mayor