

# Minutes

Kennedy City Council Meeting  
September 11, 2017

---

**CALL TO ORDER:** Mayor Todd Truedson called the meeting to order at 7:05 P.M. Council members present included Jon Pietruszewski, Cindy Urbaniak, Kevin Hanson and Matt Casper. City employees Jason Christian and Mary Cooney were also present.

**PLEDGE OF ALLEGIANCE:** Recited.

**ADDITIONS TO THE AGENDA:** None

**APPROVAL OF MINUTES:** K. Hanson made a motion to approve the July 18, 2017, Special Council Meeting (to evaluate the performance & work place behavior of an individual who is subject to the authority of the council) minutes. J. Pietruszewski seconded. All in favor and the motion carried.

M. Casper made a motion to approve the July 21, 2017, Special Council Meeting (to hire K. Hastings as attorney to represent the city in the personnel issue with M. Cooney) minutes. K. Hanson seconded. All in favor and the motion carried.

M. Casper made a motion to approve the July 26, 2017, Special Council Meeting (preliminary consideration of allegations against an individual) minutes as corrected. J. Pietruszewski seconded. All in favor and the motion carried.

C. Urbaniak made a motion to approve the August 14, 2017, monthly council meeting minutes as corrected. J. Pietruszewski seconded. All in favor and the motion carried.

J. Pietruszewski made a motion to approve the August 28, 2017, Special Council Meeting (to Hire a Superintendent of Public Works) minutes as presented. C. Urbaniak seconded. All in favor and the motion carried.

The clerk requested the minutes from all of the July special meetings be corrected and/or revised as indicated and brought to the October meeting in electronic format so that they may be uploaded to the city's website.

**PUBLIC FORUM:** None.

**CLERK'S REPORT:** Projects the clerk completed in August 2017 included: July monthly meeting minutes and August monthly meeting and special meeting minutes and the rest of August's council packet; read & purged 454 e-mails that accumulated during clerk's suspension; public hearing notice publication for the re-scheduled September 11, 2017, floodplain hearing; completed two dozen city obligation had become delinquent during clerk's suspension; 4 weekly meetings with C. Urbaniak and 4 memos regarding the city's "Performance Improvement Plan" for the clerk; researched on-line video training; July and August issues of *Kennedy Klips*; input July water meter readings and estimate August meter readings; utility billing; utility disconnection notices; work on correcting payroll errors that were made during clerk's suspension; worked with city financial auditor; and, set-up interview appointments for new maintenance superintendent. The 2017 Delinquent Garbage Assessment Roll was reviewed with no corrections.

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:** The City's monthly financial report was presented, including 9/11/17 Aged Receivables Report; the 9/11/2017 Council Approval Report; 9/11/2017 Cash Balance Sheet; and, 08/29/2017 Bank Statements. Large receivables during the month of July 2017 included the first-half of 2017 property taxes and specials in the amount of \$68,381.35. Large payables due in the month of September, 2017, included: \$6,287 to LMCIT for liability/property/vehicle insurance; and \$1,500 to Northdale Oil for pre-buy propane.

Per the council request, the clerk presented detailed documentation of the paycheck errors that were made in July, 2017, during the clerk's suspension. T. Olson had been over paid by 4.5 hours, which was subtracted from his last check in August. M. Cooney was paid at the wrong rate and for the wrong number of hours, so both of the erroneous checks were voided and new, correct checks were issued. K. Balstad was over paid \$732.30 in severance on a check issued by K. Hanson and signed by K. Hanson and J. Pietruszewski. The council was informed that the auditor recommends a letter be written to K. Balstad requesting repayment. K. Hanson and J. Pietruszewski will write the letter and C. Urbaniak will proof and get onto letterhead. The council agreed to accept a payment plan of

# Minutes

Kennedy City Council Meeting  
September 11, 2017

---

\$73.23/month for the next ten months and all of them agreed to sign the letter. A copy of the letter will be brought to the office for K. Balstad's personnel file.

K. Hanson made a motion to accept the Treasurer's Report and to pay the bills in the amount of \$19,800.88, as presented. J. Pietruszewski seconded. All in favor and the motion carried.

**MAINTENANCE REPORT:** J. Christian reported he has been on the job for five days, as of today. He presented his written report. He has been communicating with former maintenance superintendents Greg Mitziga and Arnold Christian.

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

**FIRE DEPARTMENT REPORT:** M. Casper reported there had been no meetings. There had been two calls including a field fire at Gary Jensen's on August 20<sup>th</sup> and a second call where the department turned around before they reached their destination. 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.** Butch Fossell would like to take the banners and trophies that remain in the school and store them at his home in rural Kennedy until such time a permanent location for the Kennedy School memorabilia is established. The council requested he make an offer.

**Parks, Recreation & Celebrate Kennedy Report.** The council was informed that the band during Celebrate Kennedy 2017 was, in fact, paid.

**UNFINISHED BUSINESS:** Proposed 2018 Water Project did not get funded in the first round of funding. Engineer J. Paulsen will be at the October meeting to discuss the city's next options, which may be a 2019 project.

**NEW BUSINESS/NEXT MEETING DATE:** The September council meeting will take place at 7:00 P.M. on Monday, October 9, 2017.

**ADJOURN:** There being no further business brought forward for the Council's attention, the meeting was adjourned at 8:15 P.M. with a motion made by K. Hanson and second by J. Pietruszewski. All in favor and the motion carried.

---

Signed 10/10/2017  
Mary Cooney, Clerk (Attest)

---

Signed 10/10/2017  
Todd Truedson, Mayor