

Pennock City Council Meeting
Wednesday, January 11, 2023

Pennock City Council held their regular monthly meeting on Wednesday, January 11, 2023 at 7:00 p.m. at the Pennock Community Center. The following members were present Council member Jeff Arends, Bruce Bastin, Dave Miller and Karen Skaggs (arrived at 7:08 p.m.) virtual Mayor Kevin Crowley. Also present was Donovan Peters, Deputy Riley Kampsen and Joel Johnson.

Clerk Johnson called the meeting to order at 7:00 p.m.

Newly elected Mayor Crowley (2 year term) and Council members Bruce Bastin and Dave Miller (4 year term) were sworn into their official oath of office for the City of Pennock.

Motion by Council member Arends to accept the Agenda as presented; Council member Miller seconds the motion. The motion passed.

Motion by Council member Miller to approve the Consent Agenda which consisted of the December 6, 2022 Budget Review minutes and the December 6, 2022 Council minutes and to pay all the January bills; Council member Arends seconds the motion. The motion passed.

Deputy Riley Kampsen presented the sheriff's report. For the month of December there were 47.75 hours.

CITIZENS FORUM

Joel Johnson

- Broadband Project – Joel mentioned that it was requested of him to find staging for the fiber optic cable. Motion by Council member Miller to pursue working with the contractor on a possibility of being able to store the cable in the gravel lot south of Atlantic Avenue NW; Council member Arends seconds the motion. The motion passed.
- Joint Powers Board Meeting – Joel mentioned that it was requested that Clerk Johnson be in attendance to these meetings.

OLD BUSINESS

There was nothing.

NEW BUSINESS

Appointments – Deputy Mayor Bastin presented the following appointments for office. Council member Arends made a motion to accept the following appointments; Council member Miller seconds the motion. The motion passed.

City Attorney – Brad Schmidt with Johnson, Moody, Schmidt, Kleinhuizen, & Zumwalt P.A.

Mayor – Kevin Crowley

Deputy Mayor – Bruce Bastin

Signers on Checks – Kevin Crowley or Bruce Bastin and Dawn Johnson

City Administrator/Clerk-Treasurer – Dawn Johnson

Fire Board – Kevin Crowley and Bruce Bastin

Civil Defense – Mike Schackman

Grader/Snowplow/Mowing – Donovan Peters

Water and Sewer System – Donovan Peters

Community Center – Karen Skaggs and Dave Miller

Official Newspaper – Kerkhoven Banner

Building Inspector/Zoning Administrator – Mike Jacobson

Official Depository – Heritage Bank

Personnel Director – Bruce Bastin and Kevin Crowley

West side of town – Council member Karen Skaggs

East side of town – Council member Dave Miller

South side of town – Council member Jeff Arends

Parks – Council member Bruce Bastin

Residents are encouraged to contact these representatives with problems and concerns.

Out-of-State Travel Policy - The Employees and Elected Officials Out-of State Travel Policy were reviewed. Even though the city does not travel outside the State of Minnesota as per Minn. Stat. §471.661, requires the City to have a policy in place. Council member Arends made a motion to approve the Policy; Council member Miller seconds the motion. The motion passed.

Credit Card Policy - Council member Arends made a motion to approve the Credit Card Policy for the City; Council member Miller seconds the motion. The motion passed.

Meter Readings - Council member Arends made a motion to continue paying Maintenance employee Peters and Clerk Johnson an hour per day on weekends and holidays for reading the meters; Council member Miller seconds the motion. The motion passed.

Monthly Bills - Council member Arends made a motion to give Clerk Johnson permission to pay bills monthly that are not received prior to Council meetings to avoid late charges, Council member Miller seconds the motion. The motion passed.

Safekeeping – Council member Arends made a motion to accept the collateral pledge from Heritage Bank NA for excess deposits from Federal Home Bank and Champaign County Illinois Community Unit also to accept the safekeeping of the original pledge certificate at U.S. Bank Money Center; Council member Miller seconds the motion. The motion passed.

Fee Schedule - Council member Arends made a motion to adopt the Fee Schedule for 2023 with the change of **return check fee** (non-sufficient funds) to \$50.00 and the **change of water reconnect** (due to delinquent bill shut off) to \$50.00/during work hours and \$100.00/during work hours if it has been turned off once already and \$75.00/after work hours and \$150.00/after work hours and weekends if it has been turned off once already; Mayor Crowley seconds the motion via virtual. The motion passed.

Brush Site billing for Mamre and St. John's Township – Council member Miller made a motion to bill Mamre and St. John's Township a yearly fee of \$300.00 each for the use of the brush site; Council member Skaggs seconds the motion. The motion passed.

Community Center Fee for St. John's Township – Council member Miller made a motion to bill St. John's Township \$35.00 per meeting for the use of the Community Center for their meetings; Council member Arends seconds the motion. The motion passed.

Electric Pump Annual Service Agreement – Council member Miller made a motion to approve the service agreement; Council member Arends seconds the motion. The motion passed.

OTHER BUSINESS

Being no further business Council member Arends made a motion to adjourn the meeting; Council member Miller seconds the motion. The motion passed. Meeting was adjourned at 7:51 p.m.

Official minutes will be approved at the next Council meeting.

Dawn Johnson
Administrator/Clerk Johnson