

Pennock City Council Meeting
Tuesday, January 2, 2024

Pennock City Council held their regular monthly meeting on Tuesday, January 2, 2024 at 7:00 p.m. at the Pennock Community Center. The following members were present Mayor Kevin Crowley, Council member Jeff Arends, Bruce Bastin and Karen Skaggs, absent was Council member Dave Miller. Also present was maintenance employee Donovan Peters and Sheriff Eric Tollefson.

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

Motion by Council member Arends to approve the Consent Agenda which consisted of the December 5, 2023 Budget Review minutes and the December 5, 2023 Council minutes and to pay all the January bills; Council member Bastin seconds the motion. The motion passed.

OPEN REPORTS AND DISCUSSION

Council member Dave Miller resigned due to health reasons – If there is anyone interested, turn in a letter of interest stating why they are interested to Clerk Johnson by Monday, February 5, 2024. This position would be until December 31, 2024.

Sheriff's Report - Deputy Faulkner was not present for the sheriff's report.

Law Enforcement Service Contract – Sheriff Eric Tollefson presented the Law Enforcement Service Contract for January 1, 2024 to December 31, 2025 and inquired if there were any questions or concerns. Motion by Council member Arends to accept the Law Enforcement Service Agreement for January 1, 2024 to December 31, 2025; Council member Bastin seconds the motion. The motion passed.

CITIZENS FORUM

There was nothing.

OLD BUSINESS

409 Atlantic Avenue NE – Council member Bastin made a motion to advertise the lot for sale with a minimum bid of \$9,000.00 with a single-family dwelling with opening of the bids at the February 6, 2024 Council meeting; Council member Skaggs seconded the motion. The motion passed.

NEW BUSINESS

Appointments – Mayor Crowley presented the following appointments for office. Council member Arends made a motion to accept the following appointments; Council member Bastin 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

Grader/Snowplow/Mowing – Donovan Peters

Water and Sewer System – Donovan Peters

Community Center – Karen Skaggs

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 Bruce Bastin

South side of town – Council member Jeff Arends

Parks – Clerk Johnson and Maintenance Employee Donovan Peters

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 Skaggs 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 Skaggs seconds the motion. The motion passed.

Meter Readings - Council member Bastin 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 Arends seconds the motion. The motion passed.

Monthly Bills - Council member Bastin 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 Arends seconds the motion. The motion passed.

Safekeeping – Council member Bastin 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 Arends seconds the motion. The motion passed.

Fee Schedule - Council member Arends made a motion to adopt the Fee Schedule for 2024 with no changes; Council member Skaggs seconds the motion. The motion passed.

Brush Site billing for Mamre and St. John's Township – Council member Bastin made a motion to bill Mamre Township a yearly fee of \$300.00 and St. John's Township a yearly fee of \$350.00 for the use of the brush site; Council member Arends seconds the motion. The motion passed.

Community Center Fee for St. John's Township – Council member Skaggs 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 Bastin seconds the motion. The motion passed.

Earned sick and safe time (ESST) – Effective January 1, 2024 ESST is paid leave employers must provide to employees in Minnesota. Council member Bastin made a motion to front load 48 hours for Clerk Johnson and Maintenance Employee Peters; Council member Arends seconds the motion. The motion passed.

OTHER BUSINESS AND ANNOUNCEMENTS

Council member Bastin – Inquired if the Pennock Joint Powers Insurance could have their own policy rather than being under the Cities Policy.

Being no further business Council member Arends made a motion to adjourn the meeting; Council member Skaggs seconds the motion. The motion passed. Meeting was adjourned at 7:37 p.m.

Dawn Johnson
Administrator/Clerk-Treasurer