

Pennock City Council Meeting  
Tuesday, January 5, 2021

Pennock City Council held their regular monthly meeting on Tuesday, January 5, 2021 at 7:00 p.m. at the Pennock Community Center. The following members were present Mayor Kevin Crowley, Council members Jeff Arends, Bruce Bastin, Dave Miller and Karen Skaggs. Also present was Donovan Peters and Deputy Riley Kampsen.

Mayor Crowley called the meeting to order at 7:00 p.m.

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

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

Motion by Council member Arends to approve the Consent Agenda which consisted of the December 1, 2020 Budget minutes and the December 1, 2020 Council minutes and to pay all the January bills; Council member Bastin seconds the motion. The motion passed.

Deputy Riley Kampsen presented the sheriff's report. For the month of December there were 62.75 hours.

### **CITIZENS FORUM**

There was nothing.

### **OLD BUSINESS**

*Skidsteer/Toolcat* – Clerk Johnson presented information that she had researched on of skidsteer vs a toolcat. It was tabled until the February meeting to talk with other cities that have a toolcat.

### **NEW BUSINESS**

Mayor Crowley 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  
Mayor – Kevin Crowley

Deputy Mayor – Bruce Bastin  
Signers on Checks – Kevin Crowley or Bruce Bastin and Dawn Johnson  
City Administrator/Clerk-Treasurer – Dawn Johnson  
Deputy Clerk – Tiffanie Krieger  
Fire Board – Kevin Crowley and Bruce Bastin  
Civil Defense – Mike Schackman  
Grader/Snowplow/Mowing – Donovan Peters  
Water and Sewer System – Donovan Peters  
Wastewater Consultant – Woody Nelson  
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.**

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.

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

Council member Arends made a motion to renew the 2021 membership for MN Rural Water Association along with equipment fund contribution; Council member Miller seconds the motion. The motion passed.

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.

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.

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 2021; Council member Miller seconds the motion. The motion passed.

*Brush Site billing for Mamre and St. John's Township* – We will work on putting a contract together and bring it to the February Council meeting to review.

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

*League of Minnesota Cities Insurance Policy* – Mayor Crowley mentioned that it was time to renew the Insurance Policy. Motion by Council member Miller to renew the Umbrella Liability Policy and do not waive the Municipal Tort Liability Statute; Council member Bastin seconds the motion. The motion passed.

## **OTHER BUSINESS**

Council member Bastin inquired what the City needs to do to determine where the property lines are for the brush site.

Being no further business Council member Skaggs made a motion to adjourn the meeting; Council member Arends seconds the motion. The motion passed. Meeting was adjourned at 7:55 p.m.

Official minutes will be approved at the Tuesday, February 2, 2021 Council meeting.

Dawn Johnson  
Administrator/Clerk-Treasurer