

Pennock City Council Meeting  
Tuesday, January 6, 2026

Pennock City Council held their regular monthly meeting on Tuesday, January 6, 2026 at 7:00 p.m. at the Pennock Community Center. The following members were present Council member Jeff Arends, Bruce Bastin, Lance Crowe and Shane Dillabough. Absent was Mayor Kevin Crowley. Also present was maintenance employee Nolan Smith, Gene Ward with Webtomix LLC, resident Jim Kidrowski and Deputy Meghan Dimler.

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

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

Motion by Council member Arends to approve the Consent Agenda which consisted of the December 2, 2025 Budget Review minutes and the December 2, 2025 Council minutes and to pay all the January claims; Council member Crowe seconds the motion. The motion passed.

#### **OPEN REPORTS AND DISCUSSION**

*Sheriff's Report* – Deputy Dimler was present for the sheriff's report. For the month of November there were 55.25 hours and December 45.5 hours.

#### **OPEN FORUM**

There was nothing.

#### **OLD BUSINESS**

*Website/Text Alerting System* – Gene Ward with Webtomix LLC was present to talk about different options. Motion by Council member Dillabough to have Gene do further research on the different options; Council member Arends seconds the motion. The motion passed.

## NEW BUSINESS

*Appointments* - Deputy Mayor Bastin presented the following appointments for office.

Council member Arends made a motion to accept the following appointment; Council member Crowe seconds the motion. The motion passed.

City Attorney – Brad Schmidt with Johnson, Moody, Schmidt, Kleinhuizen, & Zumwalt P.A. (JMSK & Z)

Council member Crowe made a motion to accept the following appointments; Council member Dillabough seconds the motion. The motion passed.

Mayor – Kevin Crowley  
Deputy Mayor – Jeff Arends

Council member Arends made a motion to accept the following appointments; Council member Crowe seconds the motion. The motion passed.

Signers on Checks – Kevin Crowley or Bruce Bastin and Dawn Johnson  
City Administrator/Clerk-Treasurer – Dawn Johnson  
Licensed Water and Wastewater Operator – Dawn Johnson  
Water and Wastewater Maintenance – Nolan Smith  
Water and Wastewater Monthly/Yearly Reporting – Dawn Johnson

Council member Crowe made a motion to accept the following appointments; Council member Arends seconds the motion. The motion passed.

Mowing – Nolan Smith  
Snowplowing – Nolan Smith  
Fire Board – Kevin Crowley and Bruce Bastin

Council member Crowe made a motion to accept the following appointments; Council member Dillabough seconds the motion. The motion passed.

Official Newspaper – Kerkhoven Banner  
Building Inspector/Zoning Administrator – Mike Jacobson  
Official Depository – Heritage Bank

Council member Dillabough made a motion to accept the following appointment; Council member Bastin seconds the motion. The motion passed.

Personnel Team – Jeff Arends and Lance Crowe

Council member Crowe made a motion to accept the following appointment; Council member Arends seconds the motion. The motion passed.

Pennock Fun Days Representatives – Kevin Crowley and Shane Dillabough

Council member Arends made a motion to accept the following appointments; Council member Crowe seconds the motion. The motion passed.

West side of town – Council member Shane Dillabough

East side of town – Council member Lance Crowe

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 was reviewed. Even though the city does not travel outside the State of Minnesota as per Minn. Stat. §471.661, it requires the City to have a policy in place. Council member Arends made a motion to approve the Policy as presented; Council member Crowe seconds the motion. The motion passed.

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

*Meter Readings* - Council member Crowe made a motion to continue paying maintenance employee Smith and clerk Johnson an hour per day on weekends and holidays for reading the meters; Council member Dillabough 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 Crowe seconds the motion. The motion passed.

*Safekeeping* – Council member Crowe 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 Dillabough seconds the motion. The motion passed.

*Fee Schedule* - Council member Crowe made a motion to adopt the Fee Schedule for 2026 as presented; Council member Arends seconds the motion. The motion passed.

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

*Community Center Fee for St. John's Township* – Council member Crowe made a motion to bill St. John's Township \$40.00 per meeting for the use of the Community Center for their meetings; Council member Arends seconds the motion. The motion passed.

*Earned sick and safe time (ESST)* – Council member Arends made a motion to front load 48 hours for Clerk Johnson and Maintenance Employee Smith; Council member Crowe seconds the motion. The motion passed.

*MN Paid Leave* – Council member Arends made a motion for the City to pay 100% of the required premium and the employees will pay 0% of the premium cost; Council member Crowe seconds the motion. The motion passed.

*Well Lining/New Well* – Clerk Johnson reported that the City did not receive the grants that she applied for re-lining the well. Council member Arends made a motion to table; Council member Crowe seconds the motion. The motion passed.

### **OTHER BUSINESS AND ANNOUNCEMENTS**

There was nothing.

Being no further business, Council member Arends made a motion to adjourn the meeting; Council member Dillabough seconds the motion. The motion passed. Meeting was adjourned at 8:23 p.m.

Official minutes will be approved at the next meeting.

Dawn Johnson  
Administrator/Clerk-Treasurer