

Pennock City Council Meeting  
Tuesday, January 7, 2020

Pennock City Council held their regular monthly meeting on Tuesday, January 7, 2020 at 7:00 p.m. at the Pennock Community Center. The following members were present Mayor Kevin Crowley, Council members Jeff Arends, Bruce Bastin, Mackenzie Laughlin and Laurie Maresch. Also present was Donavan Peters and Joel Johnson.

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

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

Motion by Council member Arends to approve the Consent Agenda which consisted of the December 3, 2019 Budget minutes and the December 3, 2019 Council minutes and to pay all the January bills; Council member Maresch seconds the motion. The motion passed.

Deputy Levi Brown was not present for the sheriff's report but did provide the report to Clerk Johnson. For the month of December there were 40 hours.

## **CITIZENS FORUM**

There was nothing.

## **OLD BUSINESS**

*Lift at the Community Center* – Joel Johnson gave an update on the construction process and possible time frame as to when the new lift would be complete.

*Snow Season Parking Ordinance # 71.04* – No vehicles shall be parked on any public street or alley from November 15<sup>th</sup> through April 1<sup>st</sup> of each year in said city between the hours of 2:00 a.m. and 8:00 p.m. Motion by Council member Maresch to accept the second reading, Council member Laughlin seconds the motion. Roll call vote was taken with Council member Maresch, Laughlin, Arends and Bastin in favor and Mayor Crowley in favor. The motion passed.

*Snowplowing back-up/on call position* – Council member Bastin will continue with the process.

## **NEW BUSINESS**

Mayor Crowley presented the following appointments for office. Council member Laughlin made a motion to accept the following appointments: Council member Arends seconds the motion. The motion passed.

City Attorney – doing inquiries  
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  
Water Consultant – Lyle Stai  
Community Center – Mackenzie Laughlin and Laurie Maresch  
Official Newspaper – Kerkhoven Banner  
Building Inspector/Zoning Administrator – Mike Jacobson  
Official Depository – Heritage Bank noting that Mayor Crowley holds an officer position with Heritage Bank along with being the Mayor for the City of Pennock  
Personnel Director – Bruce Bastin and Kevin Crowley  
West side of town – Council member Laurie Maresch  
East side of town – Council member Mackenzie Laughlin  
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 Laughlin made a motion to approve the Policy; Council member Arends seconds the motion. The motion passed.

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

Council member Laughlin made a motion to renew the 2020 membership for MN Rural Water Association along with equipment fund contribution; Council member Arends seconds the motion. The motion passed.

Council member Laughlin 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.

Council member Laughlin 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.

Council member Laughlin 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 Laughlin made a motion to adopt the Fee Schedule for 2020 with the change of water/sewer reconnect fee changing to \$35.00 during the day and \$50.00 for after hours and weekends; Council member Arends seconds the motion. The motion passed.

*Polling Place* – Motion by Council member Laughlin to designate the Pennock Community Center as the polling place for the elections; Council member Arends seconds the motion. The motion passed.

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

*Property Preservation Survey on November 14, 2019* – Clerk Johnson presented the letter giving techniques to assist the city with preserving city buildings from damage through prevention and early detection techniques.

## **OTHER BUSINESS AND ANNOUNCEMENTS**

It was mentioned that the March 3<sup>rd</sup> Council meeting needs to be changed to March 4<sup>th</sup> due to the Presidential Primary Elections. Also, the 2020 Local Board of Appeal and Equalization will be held on Tuesday, April 7, 2020 from 7:00 p.m. – 7:30 p.m. at the Pennock Community Center with the Council meeting to follow at 7:30 p.m.

Being no further business Council member Bastin made a motion to adjourn the meeting, Council member Laughlin seconds the motion. The motion passed. Meeting was adjourned at 7:41 p.m.

Official minutes will be approved at the Tuesday, February 4, 2020 Council meeting.

Dawn Johnson  
Administrator/Clerk-Treasurer