

Pennock City Council Meeting
Wednesday, January 9, 2019

Pennock City Council held their regular monthly meeting on Wednesday, January 9, 2019 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.

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) Bruce Bastin and Laurie Maresch and Council member (2 year term) Mackenzie Laughlin were sworn into their official oath of office for the City of Pennock.

Motion by Council member Bastin to approve the Consent Agenda which consisted of the December 4, 2018 Budget minutes and the December 4, 2018 Council minutes and to pay all the January bills; Council member Arends seconds the motion. The motion passed.

Deputy Jared Lange was not present for the sheriff's report but did provide the report to Clerk Johnson. For the month of December there were 60.25 hours.

CITIZENS FORUM

There was nothing.

OLD BUSINESS

Snowplowing Policy – The revised snowplowing policy was reviewed. Council member Laughlin made a motion to accept the policy; Council member Maresch seconds the motion. The motion passed. The policy will be available at the City Office, the Post Office or on the website.

NEW BUSINESS

Mayor Crowley presented the following appointments for office. Council member Maresch made a motion to accept the following appointments; Council member Bastin seconds the motion. The motion passed.

City Attorney – Jay Liedman

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 Maresch made a motion to approve the Policy; Council member Bastin seconds the motion. The motion passed.

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

Council member Maresch made a motion to renew the 2019 membership for MN Rural Water Association along with equipment fund contribution; Council member Bastin seconds the motion. The motion passed.

Council member Maresch 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 Bastin seconds the motion. The motion passed.

Council member Maresch 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 Bastin seconds the motion. The motion passed.

Council member Maresch 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 Bastin seconds the motion. The motion passed.

Fee Schedule - Council member Laughlin made a motion to adopt the Fee Schedule for 2019 with the change of utility bill late fee - the 1st month is \$5.00, 2nd month is \$10.00, 3rd month is \$15.00; Council member Maresch seconds the motion. The motion passed.

Pet Licenses – Pet licenses renewal was discussed. Council member Laughlin made a motion that if a resident does not purchase a new license by **April 1st** each year a \$25.00 fee will be added to the Utility Bill for residents that have not purchased a license by **April 1st**; Council member Maresch seconds the motion. The motion passed.

Clerk Johnson presented an engagement letter for the preparation and audit services of the financial statements for the fiscal year ending December 31, 2018 from Westberg Eischens, PLLP. Motion by Council member Arends to approve the engagement letter with Westberg Eischens, PLLP for the fiscal year ending December 31, 2018; Council member Laughlin seconds the motion. The motion passed.

Dirk's Fourth Addition Lots – Mayor Crowley mentioned that Council member Bastin and himself met with Neal Anderson with Anderson movers of Paynesville in regard to possibly moving some houses in.

Council member Bastin mentioned that he would like all council members to bring to the February meeting four (4) items that they would like to see done in the next four (4) years.

Council member Arends mentioned the trailer that has been sitting along Dakota Avenue NW between 4th and 5th Street NW.

Natural Gas – There was discussion once again about Natural Gas on the north side of town. It was mentioned that we will need to get in touch with Center Point Energy again and try and get them to give us some costs.

It was mentioned that the 2019 Local Board of Appeal and Equalization will be held on Tuesday, April 2, 2019 from 7:00 p.m. – 7:30 p.m. at the Pennock Community Center.

The April 2nd Council meeting will be at 7:30 p.m. following the Board of Appeal & Equalization, the November Council meeting will be changed to Wednesday, November 6th.

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 8:00 p.m.

Official minutes will be approved at the February 5, 2019 Council meeting.

Dawn Johnson
Administrator/Clerk-Treasurer