

Council Meeting
October 4, 2016

Meeting called to order by Mayor Tammy Konz at 7:00pm

Councilmembers present: Tammy Konz, Aaron Dahlinger, Eric Loewen, Megan Kiffmeyer and Paula Capes

Others present: Karen Pundsack, Brandi Cantor, Sheryl Carlson, Jean Matua, Jason Mehr, Ryan Schaefer, James Frilstad, Terry Frilstad, Jennifer Schiefelbein and Bailee Schiefelbein

The City Council recognized and congratulated James Frilstad on his retirement for his many years of service to the City of Kimball as Police Officer and as Police Chief.

Karen Pundsack and Brandi Cantor from Great River Regional Library spoke with the City Council about the Kimball Library Branch. Among the items discussed: 2008 assessment policy, facility needs now compared to 20 – 30 years ago, express check, uniform branch agreements, minimum standards and the state bonding bill.

Councilmember Eric Loewen made a resolution that was further seconded by Councilmember Megan Kiffmeyer for the City to request that Great River Regional Library complete a full space needs analysis for the Kimball Library Branch to incorporate into the City's future long range plan; motion carried

Motion made by Eric Loewen and seconded by Paula Capes to add the following addendums to the agenda: Great River Regional Library, AmeriPride Rental Agreement and Capital Improvement Plan Software; motion carried

Motion made by Paula Capes and seconded by Aaron Dahlinger to approve the claims with the addition of \$12.11 to Minnesota Pipe & Equipment for shipping charges; motion carried

Motion made by Paula Capes and seconded by Eric Loewen to approve the following Consent Agenda Items:

1. Minutes of the September 6, 2016 Council Meeting
2. Minutes of the September 20, 2016 Council Meeting
3. Minutes of the September 29, 2016 Special Meeting
4. Shut-off Delinquent Utilities October 20, 2016
5. Resolution No. 10042016A A Resolution Authorizing the Transfer of Funds
6. Resolution No. 10042016B Resolution Accepting Donation Received
7. Resolution No. 10042016C Resolution Adopting Assessment for Unpaid Charges
8. Resolution No. 10042016D Resolution to Allow Payment Before Council Authorization
9. Resolution No. 10042016E A Resolution to Commit Fund Balance

motion carried

Chief Mehr gave the monthly police report. He discussed purchasing another laptop with the Council; they gave the go-ahead as long as it's in the budget.

Motion made by Aaron Dahlinger and seconded by Eric Loewen to move Ryan Schaefer from part-time officer to full-time officer; motion carried

Motion made by Eric Loewen and seconded by Aaron Dahlinger to renew the AmeriPride Rental Agreement for a period of 1 year; motion carried

The City Clerk discussed Plan-It Capital Improvement Plan Software with the Council; they would like to have a presentation at a meeting.

The Personnel Committee will work on the Pay Equity Reporting; points need to be assigned to the Occasional/Seasonal Assistant position.

The Council will work on the remaining fund budgets at the next meeting.

The Council will be holding a special meeting on October 13, 2016, at 8:30am to award the bid for the 2016 Main Lift Station Improvements.

Councilmember Loewen discussed opening up more space in City Hall for the library and holding meetings at another location.

Respectfully submitted by Nicole Pilarski

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Payments

Current Period: September 2016

Batch Name 092916Claims Payment Computer Dollar Amt \$1,014.60 Posted

Refer	8509	MADISON NATIONAL LIFE	Ck# 038799	9/29/2016		
Cash Payment	E 101-42110-134	Employer Paid Life	Police STD & LTD			\$153.72
Invoice	1225998	9/20/2016				
Cash Payment	E 101-41400-134	Employer Paid Life	Clerk STD & LTD			\$25.20
Invoice	1225998	9/20/2016				
Cash Payment	E 200-42200-134	Employer Paid Life	Clerk STD & LTD			\$1.80
Invoice	1225998	9/20/2016				
Cash Payment	E 601-49400-134	Employer Paid Life	Water STD & LTD			\$31.35
Invoice	1225998	9/20/2016				
Cash Payment	E 602-49450-134	Employer Paid Life	Sewer STD & LTD			\$23.09
Invoice	1225998	9/20/2016				
Cash Payment	E 101-43100-134	Employer Paid Life	Public Works STD & LTD			\$57.82
Invoice	1225998	9/20/2016				
Transaction Date	9/29/2016	Due 0	Checking	10100	Total	\$292.98
Refer	8510	HARVEST BANK	Ck# 000827E	9/23/2016		
Cash Payment	E 101-43100-603	Short-Term Debt Principal	September Tractor Payment			\$681.60
Invoice						
Cash Payment	E 101-43100-613	Short-Term Debt Interest	September Tractor Payment			\$40.02
Invoice						
Transaction Date	9/29/2016	Due 0	Checking	10100	Total	\$721.62

Fund Summary

	10100	Checking	
602 SEWER FUND		\$23.09	
601 WATER FUND		\$31.35	
200 FIRE/RESCUE FUND		\$1.80	
101 GENERAL FUND		\$958.36	
		\$1,014.60	

Pre-Written Checks	\$1,014.60
Checks to be Generated by the Computer	\$0.00
Total	\$1,014.60

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Payments

Current Period: September 2016

Batch Name 093016Claims
Payment Computer Dollar Amt \$108.20 Posted

Refer	8521 SYMANTEC	Ck# 000832E 9/29/2016		
Cash Payment	E 101-41000-207 Computer/Printer/Copier	Renewal Anti-Virus Software		\$85.49
Invoice	AP1201908789	9/29/2016		
Transaction Date	10/3 /2016	Due 0 Checking	10100	Total \$85.49
Refer	8522 HARVEST BANK	Ck# 000833E 9/30/2016		
Cash Payment	E 101-41000-437 Other Miscellaneous	Monthly Service Charge		\$22.71
Invoice				
Transaction Date	10/3 /2016	Due 0 Checking	10100	Total \$22.71

Fund Summary

101 GENERAL FUND

10100 Checking
\$108.20
\$108.20

Pre-Written Checks	\$108.20
Checks to be Generated by the Computer	\$0.00
Total	\$108.20

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Payments

Current Period: October 2016

Batch Name	100416Claims Payment	Computer Dollar Amt	\$25,905.19	Posted
Refer	8515 <i>GOPHER STATE ONE CALL</i>	<u>Ck# 038813 10/4/2016</u>		
Cash Payment	E 601-49400-311 Locate calls	Locates		\$10.80
Invoice	6090480 9/30/2016			
Cash Payment	E 602-49450-311 Locate calls	Locates		\$10.80
Invoice	6090480 9/30/2016			
Transaction Date	10/3 /2016	Due 0 Checking	10100	Total \$21.60
Refer	8516 <i>HILSGEN BOBCAT SERVICE</i>	<u>Ck# 038814 10/4/2016</u>		
Cash Payment	E 101-45200-300 Professional Srvs	help hang banners		\$62.50
Invoice	16101 9/29/2016			
Transaction Date	10/3 /2016	Due 0 Checking	10100	Total \$62.50
Refer	8517 <i>MEHR, BRIAN</i>	<u>Ck# 038818 10/4/2016</u>		
Cash Payment	E 601-49400-300 Professional Srvs	Visits Weeks of 8/28, 9/4, 9/11, 9/18 & 9/25		\$500.00
Invoice	Sep-16 10/2/2016			
Cash Payment	E 602-49450-300 Professional Srvs	Visits Weeks of 8/28, 9/4, 9/11, 9/18 & 9/25		\$500.00
Invoice	Sep-16 10/2/2016			
Transaction Date	10/3 /2016	Due 0 Checking	10100	Total \$1,000.00
Refer	8518 <i>OFFICE DEPOT</i>	<u>Ck# 038821 10/4/2016</u>		
Cash Payment	E 101-42110-500 Capital Outlay (GENERAL)			Police Chair \$296.99
Invoice	864255364001 9/13/2016			
Cash Payment	E 101-42110-200 Office Supplies (GENERAL)			Police Supplies \$50.67
Invoice	864255364001 9/13/2016			
Cash Payment	E 101-41000-200 Office Supplies (GENERAL)			Office Supplies \$34.99
Invoice	866293230001 9/22/2016			
Cash Payment	E 101-42110-200 Office Supplies (GENERAL)			Police Supplies \$78.16
Invoice	866293230001 9/22/2016			
Transaction Date	10/3 /2016	Due 0 Checking	10100	Total \$460.81
Refer	8519 <i>XCEL ENERGY</i>	<u>Ck# 038829 10/4/2016</u>		
Cash Payment	E 601-49400-381 Electric Utilities	Water Plant Electricity		\$14.54
Invoice	639384071 9/21/2016			
Cash Payment	E 101-43100-381 Electric Utilities	Street Light		\$14.54
Invoice	639384131 9/21/2016			
Cash Payment	E 101-43100-381 Electric Utilities	Public Works Electricity		\$8.67
Invoice	639384124 9/21/2016			
Cash Payment	E 101-42500-381 Electric Utilities	Civil Defense Electricity		\$3.98
Invoice	639384027 9/21/2016			
Cash Payment	E 200-42200-381 Electric Utilities	Fire Hall Electricity		\$226.70
Invoice	0640084165 9/26/2016			
Cash Payment	E 101-41000-381 Electric Utilities	Community Billboard Electricity		\$190.83
Invoice	0639961730 9/26/2016			
Cash Payment	E 101-41000-381 Electric Utilities	City Hall Electricity		\$229.86
Invoice	0640039025 9/26/2016			
Cash Payment	E 101-43100-381 Electric Utilities	Flasher Light		\$54.62
Invoice	0640066204 9/26/2016			
Cash Payment	E 101-45200-381 Electric Utilities	Lions Park Electricity		\$18.38
Invoice	0640070245 9/26/2016			
Cash Payment	E 601-49400-381 Electric Utilities	Water Tower Lights		\$69.44
Invoice	0640071030 9/26/2016			

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Payments

Current Period: October 2016

Cash Payment	E 101-42110-381 Electric Utilities	Police Electricity		\$155.13
Invoice	0640101298	9/26/2016		
Transaction Date	10/3 /2016	Due 0 Checking	10100	Total \$986.69
Refer	8523 A M MAUS	<u>Ck# 038805 10/4/2016</u>		
Cash Payment	E 101-43100-222 Vehicle Maintenance	Public Works Dodge Lugnut		\$10.85
Invoice	109132	9/28/2016		
Cash Payment	E 101-42110-222 Vehicle Maintenance	Police Durango LOG		\$36.78
Invoice	398425	9/29/2016		
Transaction Date	10/3 /2016	Due 0 Checking	10100	Total \$47.63
Refer	8524 BORMAN, ROSE	<u>Ck# 038808 10/4/2016</u>		
Cash Payment	E 101-45200-300 Professional Svcs	Shelter Cleaning		\$140.00
Invoice		10/2/2016		
Cash Payment	E 101-45500-300 Professional Svcs	Library Cleaning		\$60.00
Invoice		10/2/2016		
Cash Payment	E 101-41000-300 Professional Svcs	City Hall Cleaning		\$60.00
Invoice		10/2/2016		
Transaction Date	10/3 /2016	Due 0 Checking	10100	Total \$260.00
Refer	8525 MENARDS	<u>Ck# 038819 10/4/2016</u>		
Cash Payment	E 101-41410-200 Office Supplies (GENERAL)			Election Supplies \$4.85
Invoice	32924	9/23/2016		
Cash Payment	E 101-42110-200 Office Supplies (GENERAL)			Police Supplies \$49.89
Invoice	33167	9/26/2016		
Transaction Date	10/3 /2016	Due 0 Checking	10100	Total \$54.74
Refer	8526 SPRINT	<u>Ck# 000835E 10/8/2016</u>		
Cash Payment	E 101-42110-321 Telephone	POLICE LAPTOPS		\$79.98
Invoice	325068815-106	9/18/2016		
Transaction Date	10/3 /2016	Due 0 Checking	10100	Total \$79.98
Refer	8527 SEH	<u>Ck# 038823 10/4/2016</u>		
Cash Payment	E 319-47000-303 Engineering Fees	Maus Dr Engineering		\$1,016.98
Invoice	315177	5/12/2016		
Cash Payment	E 319-47000-303 Engineering Fees	Maus Dr Engineering	Project 13-001	\$219.60
Invoice	321200	9/16/2016		
Cash Payment	E 602-49450-303 Engineering Fees	Lift Station Engineering	Project 13-001	\$17,641.00
Invoice	321204	9/16/2016		
Cash Payment	E 101-41910-303 Engineering Fees	RM Johnson Engineering		\$135.20
Invoice	321222	9/16/2016		
Cash Payment	E 602-49450-303 Engineering Fees	Lift Station Engineering		\$753.60
Invoice	321222	9/16/2016		
Transaction Date	10/3 /2016	Due 0 Checking	10100	Total \$19,766.38
Refer	8528 STEARNS COUNTY AUDITOR-	<u>Ck# 000834E 10/3/2016</u>		
Cash Payment	E 101-41910-430 Miscellaneous (GENERAL)			Zoning Beacon Service \$1.00
Invoice		10/3/2016		
Transaction Date	10/3 /2016	Due 0 Checking	10100	Total \$1.00
Refer	8529 CENTRAL MCGOWAN	<u>Ck# 038810 10/4/2016</u>		
Cash Payment	E 200-42200-210 Operating Supplies	Fire Dept Oxygen		\$20.15
Invoice	00964391	9/13/2016		
Transaction Date	10/3 /2016	Due 0 Checking	10100	Total \$20.15
Refer	8530 TRI-STATE PUMP AND CONTROL	<u>Ck# 038828 10/4/2016</u>		

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Payments

Current Period: October 2016

Cash Payment	E 602-49450-404 Repairs/Maint	Lift Station Control Rental 08182016-09182016			\$750.00
Invoice	438035	9/19/2016			
Transaction Date	10/3 /2016	Due 0	Checking	10100	Total \$750.00
Refer	8531 B&N SIGNS	<u>Ck# 038807 10/4/2016</u>			
Cash Payment	E 200-42200-222 Vehicle Maintenance	Fire Dept Decals on Truck			\$250.00
Invoice	2302	9/7/2016			
Transaction Date	10/3 /2016	Due 0	Checking	10100	Total \$250.00
Refer	8532 STRATEGIC EQUIPMENT AND	<u>Ck# 038826 10/4/2016</u>			
Cash Payment	E 101-43100-210 Operating Supplies	Public Works Supplies			\$58.83
Invoice	2720680	9/23/2016			
Transaction Date	10/3 /2016	Due 0	Checking	10100	Total \$58.83
Refer	8533 DONNAY, NICHOLAS	<u>Ck# 038811 10/4/2016</u>			
Cash Payment	E 601-49400-402 Repairs/Maint Structures	Well #2 - Digging & Restoration to Rewire			\$1,500.00
Invoice	9022016	9/6/2016			
Transaction Date	10/3 /2016	Due 0	Checking	10100	Total \$1,500.00
Refer	8534 ARVIG	<u>Ck# 038806 10/4/2016</u>			
Cash Payment	E 602-49450-321 Telephone	Scheeler Lift Station Telephon			\$41.03
Invoice		9/22/2016			
Cash Payment	E 601-49400-321 Telephone	Water Plant Alarm			\$43.03
Invoice		9/22/2016			
Cash Payment	E 101-42110-321 Telephone	Police Computer Line			\$41.03
Invoice		9/22/2016			
Cash Payment	E 101-42110-321 Telephone	Police Telephone & Fax			\$91.73
Invoice		9/22/2016			
Cash Payment	E 101-42500-321 Telephone	Civil Defense Telephone			\$41.03
Invoice		9/22/2016			
Cash Payment	E 200-42200-321 Telephone	Fire Dept Telephone			\$89.93
Invoice		9/22/2016			
Cash Payment	E 101-41000-321 Telephone	City Hall Telephone			\$100.03
Invoice		9/22/2016			
Cash Payment	E 101-41000-321 Telephone	City Hall Fax			\$96.04
Invoice		9/22/2016			
Cash Payment	E 601-49400-321 Telephone	Water Plant Alarm			\$41.03
Invoice		9/22/2016			
Transaction Date	10/3 /2016	Due 0	Checking	10100	Total \$584.88

Fund Summary

	10100 Checking	
602 SEWER FUND		\$19,696.43
601 WATER FUND		\$2,178.84
319 2015 MAUS DR CONST ACCT		\$1,236.58
200 FIRE/RESCUE FUND		\$586.78
101 GENERAL FUND		\$2,206.56
		\$25,905.19

Pre-Written Checks	\$25,905.19
Checks to be Generated by the Computer	\$0.00
Total	\$25,905.19

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Payments

Current Period: October 2016

Batch Name	100416Claim2 Payment	Computer Dollar Amt	\$33,720.75	Posted
Refer	8535 <i>KIMBALL FIREMAN RELIEF ASSOC</i>	<u>Ck# 038815</u>	<u>10/4/2016</u>	
Cash Payment	E 200-42200-701 MN State Aid	Fire State Aid		\$15,888.43
Invoice				
Cash Payment	E 200-42200-701 MN State Aid	Supp Fire State Aid		\$3,854.20
Invoice				
Cash Payment	E 200-42200-125 Other Retirement	Fire Dept - Contract Retirement Contribution		\$7,500.00
Invoice				
Transaction Date	10/4 /2016	Due 0 Checking	10100	Total \$27,242.63
Refer	8536 <i>XCEL ENERGY</i>	<u>Ck# 038829</u>	<u>10/4/2016</u>	
Cash Payment	E 601-49400-381 Electric Utilities	Water Plant Electricity		\$835.73
Invoice0640474532	9/28/2016			
Cash Payment	E 602-49450-381 Electric Utilities	Lift Station Electricity		\$223.66
Invoice0640472062	9/28/2016			
Cash Payment	E 101-45200-381 Electric Utilities	Shelter Electricity		\$169.88
Invoice0640476410	9/28/2016			
Cash Payment	E 101-45200-381 Electric Utilities	Hockey Rink Electricity		\$15.11
Invoice0640303748	9/27/2016			
Cash Payment	E 101-45200-381 Electric Utilities	Ballpark Electricity		\$51.50
Invoice0640268182	9/27/2016			
Transaction Date	10/4 /2016	Due 0 Checking	10100	Total \$1,295.88
Refer	8537 <i>CENTERPOINT ENERGY</i>	<u>Ck# 038809</u>	<u>10/4/2016</u>	
Cash Payment	E 101-41000-383 Gas Utilities	City Hall Gas Service		\$22.19
Invoice	9/28/2016			
Cash Payment	E 601-49400-383 Gas Utilities	Water Gas Service		\$27.70
Invoice	9/28/2016			
Cash Payment	E 101-43100-383 Gas Utilities	Public Works Gas Service		\$15.85
Invoice	9/28/2016			
Cash Payment	E 200-42200-383 Gas Utilities	Fire Hall Gas Service		\$13.06
Invoice	9/28/2016			
Transaction Date	10/4 /2016	Due 0 Checking	10100	Total \$78.80
Refer	8538 <i>SERVOCAL INSTRUMENTS</i>	<u>Ck# 038824</u>	<u>10/4/2016</u>	
Cash Payment	E 602-49450-206 Testing	Wastewater Flow Meter Calibration		\$470.00
Invoice7637	9/21/2016			
Transaction Date	10/4 /2016	Due 0 Checking	10100	Total \$470.00
Refer	8539 <i>MARCO TECHNOLOGIES LLC</i>	<u>Ck# 038817</u>	<u>10/4/2016</u>	
Cash Payment	E 101-41000-414 Data Processing Equip	Copier Lease		\$339.35
Invoice314077991	9/23/2016			
Transaction Date	10/4 /2016	Due 0 Checking	10100	Total \$339.35
Refer	8540 <i>ROTO-ROOTER</i>	<u>Ck# 038822</u>	<u>10/4/2016</u>	
Cash Payment	E 602-49450-300 Professional Svcs	Sewer Jetting		\$3,038.75
Invoice77208	9/22/2016			
Cash Payment	E 602-49450-300 Professional Svcs	Triple R - Removal of Grease & Sludge from manholes		\$475.00
Invoice77208	9/22/2016			
Cash Payment	E 101-43100-300 Professional Svcs	Storm Sewer Jetting		\$275.00
Invoice77208	9/22/2016			
Transaction Date	10/4 /2016	Due 0 Checking	10100	Total \$3,788.75

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Payments

Current Period: October 2016

Refer	8541 TRI-COUNTY NEWS	Ck# 038827	10/4/2016		
Cash Payment	E 602-49450-351 Legal Notices Publishing	Lift Station Bid Advertisement			\$124.88
Invoice	01609154	9/29/2016			
Cash Payment	E 101-41000-353 Ordinance Publication	Gas Franchise			\$110.25
Invoice	01609154	9/29/2016			
Transaction Date	10/4 /2016	Due 0	Checking	10100	Total \$235.13
Refer	8542 MINNESOTA PIPE & EQUIPMENT	Ck# 038820	10/4/2016		
Cash Payment	E 200-42200-223 Building Repair Supplies	Fire Hall Gate Valve/Cheaper than fixing RPZ			\$177.11
Invoice	0365292	9/19/2016			
Transaction Date	10/4 /2016	Due 0	Checking	10100	Total \$177.11
Refer	8543 FAIRHAVEN ELECTRIC CORP	Ck# 038812	10/4/2016		
Cash Payment	E 101-45200-220 Repair/Maint Supply	Park Lights - New Photocell			\$43.10
Invoice	18111	9/21/2016			
Transaction Date	10/4 /2016	Due 0	Checking	10100	Total \$43.10
Refer	8544 KRIPPNER, MANDY	Ck# 038816	10/4/2016		
Cash Payment	E 101-45200-440 Refund of Shelter Deposit Refund 9/24 Shelter Deposit				\$50.00
Invoice					
Transaction Date	10/4 /2016	Due 0	Checking	10100	Total \$50.00

Fund Summary

	10100 Checking	
602 SEWER FUND	\$4,332.29	
601 WATER FUND	\$863.43	
200 FIRE/RESCUE FUND	\$27,432.80	
101 GENERAL FUND	\$1,092.23	
	\$33,720.75	

Pre-Written Checks	\$33,720.75
Checks to be Generated by the Computer	\$0.00
Total	\$33,720.75