

Special Meeting  
November 1, 2012

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

Pledge of Allegiance recited

Council members present: Tammy Konz, Paula Capes, Joe Krippner and Nate Osmundson; Eric Loewen absent

Others present: Dave Blommel

Motion made by Nate Osmundson and seconded by Joe Krippner to add the addendum of Kim-Built Propane to the agenda; motion carried

Councilmember Eric Loewen absent

Motion made by Paula Capes and seconded by Joe Krippner to approve the claims; motion carried

Councilmember Eric Loewen absent

Dave Blommel from SEH discussed Pay Application #2 from C&L Excavating for the utility project with the Council. A change order will be coming, but has not been finalized yet. A representative from SEH will be doing an accessibility study on City Hall to determine if any changes need to be made to the building.

Motion made by Paula Capes and seconded by Joe Krippner to approve Partial Pay Estimate #2 in the amount of \$599,163.67; motion carried

Councilmember Eric Loewen absent

Motion made by Nate Osmundson and seconded by Paula Capes to adopt Resolution No. 11012012A Resolution Adopting Assessment for Unpaid Charges; motion carried

Councilmember Eric Loewen absent

Motion made by Nate Osmundson and seconded by Joe Krippner to accept Lisa Myers' resignation effective October 25, 2012; motion carried

Councilmember Eric Loewen absent

The Council discussed comp time for employees. No changes will be made and the policy remains as is currently stated in the Employee Policy Manual:

#### **7.7 Compensatory Time/Overtime**

Overtime may be authorized by Department Heads when emergencies arise. All other overtime shall be authorized by the City Council. A non-exempt employee shall be paid overtime for time worked in excess of forty hours in any work week at the rate of 1 ½ times the employee's regular rate. If an employee works more than eight hours on a given day, the employee should coordinate his or her remaining work week hours with his or her department head so that overtime can be avoided. For the purposes of computing overtime; holidays and PTO time are not considered worked time. Compensation shall not be paid twice for the same hours.

During the snow removal months, employees in the maintenance department will work the required time necessary to remove snow up to forty hours, and then take off the remainder of the week, unless an emergency occurs. When a full-time employee is required to remove snow on a Saturday or a Sunday, the employee shall be paid 1 ½ times the employee's rate of pay for those hours.

Compensatory time shall be the usual method of overtime payment. Compensatory time is paid time off at the rate of 1 ½ times for each hour worked over 40 hours per week for regular full-time employees (Maintenance and Administration) and 90 hours every 2 weeks for regular full-time employees of the Police Department. The maximum amount of compensatory time that shall be allowed to accrue in a calendar year is 20 hours. Once an employee has accrued 20 hours of compensatory time in a calendar year, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Employees may use and request compensatory time off in the same manner as other leave requests. Compensatory time must be used within 90 days. Compensatory time must be documented on time cards; along with all hours worked. All compensation balances will be kept on file in the City Clerk's office. Employees will be reimbursed for the accumulated compensation time at their then current rate of pay upon employment termination.

The employee's supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Motion made by Nate Osmundson and seconded by Paula Capes to have the members of the Personnel Committee be as such: Mayor Konz and Councilmember Capes, during Councilmember Capes absence the members shall be Mayor Konz and Councilmember Krippner; motion carried  
Councilmember Eric Loewen absent

The Council discussed the project at Kim-Built Propane. An updated site plan has not been submitted since the variance hearing at the State Fire Marshal Division on October 9, 2012. They have continued work without obtaining the proper permits and inspections.

Motion made by Joe Krippner and seconded by Nate Osmundson to move forward with legal action in Stearns County District Court to compel Kim Built to stop work until the proper permits and inspections are completed; motion carried  
Councilmember Eric Loewen absent

The Council discussed the utility billing memo regarding correcting temporary water and sewer charges from September on some resident accounts.

The Council instructed the City Clerk to place a help wanted ad with the League of MN Cities for a new Deputy Clerk and leave the position open until filled.

Motion made by Joe Krippner and seconded by Nate Osmundson to adjourn at 7:50pm; motion carried

Respectfully submitted by Nicole Pilarski

# City of Kimball

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## Payments

Current Period: October 2012

Batch Name 102212Claims Payment Computer Dollar Amt \$24,618.43 Posted

Refer	5004	KIMBALL FIREMAN RELIEF ASSOC	Ck# 035239	10/22/2012			
Cash Payment		E 200-42200-125 Other Retirement		Fire Contract Contribution			\$6,500.00
Invoice							
Cash Payment		E 200-42200-701 MN State Aid		Fire State Aid Payment			\$13,098.48
Invoice							
Transaction		10/16/2012	Due 0	Checking	10100	<b>Total</b>	\$19,598.48
Refer	5005	MEEKER COOPERATIVE	Ck# 035241	10/22/2012			
Cash Payment		E 101-43100-381 Electric Utilities		Street Light			\$15.76
Invoice		10/11/201					
Cash Payment		E 101-43100-381 Electric Utilities		Street Light			\$15.76
Invoice		10/11/201					
Cash Payment		E 101-43100-381 Electric Utilities		Street Light			\$15.76
Invoice		10/11/201					
Cash Payment		E 101-43100-381 Electric Utilities		Street Light			\$15.76
Invoice		10/11/201					
Cash Payment		E 602-49450-381 Electric Utilities		Scheeler Lift Station			\$53.72
Invoice		10/11/201					
Cash Payment		E 602-49450-381 Electric Utilities		Heritage Park Lift Station			\$53.72
Invoice		10/11/201					
Cash Payment		E 602-49450-381 Electric Utilities		WWTP Electricity			\$441.00
Invoice		10/11/201					
Transaction		10/16/2012	Due 0	Checking	10100	<b>Total</b>	\$611.48
Refer	5019	GALLS, AN ARAMARK COMPANY	Ck# 000289E	10/19/2012			
Cash Payment		E 200-42200-417 Uniforms		Fire Dept - Truenow Name Badge			\$16.48
Invoice	187984	10/19/201					
Transaction		10/19/2012	Due 0	Checking	10100	<b>Total</b>	\$16.48
Refer	5020	MEDICA	Ck# 035240	10/22/2012			
Cash Payment		E 101-41400-131 Employer Paid Health		CLERK HEALTH			\$299.68
Invoice	0029219223	10/12/201					
Cash Payment		E 602-49450-131 Employer Paid Health		SEWER HEALTH			\$594.82
Invoice	0029219223	10/12/201					
Cash Payment		E 601-49400-131 Employer Paid Health		WATER HEALTH			\$594.82
Invoice	0029219223	10/12/201					
Cash Payment		E 101-43100-131 Employer Paid Health		PUBLIC WORKS HEALTH			\$1,189.65
Invoice	0029219223	10/12/201					
Cash Payment		E 101-42110-131 Employer Paid Health		POLICE HEALTH			\$1,713.02
Invoice	0029219223	10/12/201					
Transaction		10/22/2012	Due 0	Checking	10100	<b>Total</b>	\$4,391.99

# City of Kimball

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## Payments

Current Period: October 2012

### Fund Summary

	10100	Checking	
602 SEWER FUND		\$1,143.26	
601 WATER FUND		\$594.82	
200 FIRE/RESCUE FUND		\$19,614.96	
101 GENERAL FUND		\$3,265.39	
		\$24,618.43	

Pre-Written Checks \$24,618.43  
 Checks to be Generated by the Computer \$0.00  
 Tota \$24,618.43

**City of Kimball**  
**Payments**

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**Current Period: October 2012**

Batch Name	102612Claims Payment	Computer Dollar Amt	\$185.95	<b>Posted</b>	
Refer	5026 LINCOLN MUTUAL LIFE &	Ck#	035242	10/26/2012	
Cash Payment	E 101-41400-134 Employer Paid Life		CLERK LIFE INSURANCE		\$25.95
Invoice	10/18/201				
Cash Payment	E 602-49450-134 Employer Paid Life		SEWER LIFE INSURANCE		\$18.76
Invoice	10/18/201				
Cash Payment	E 601-49400-134 Employer Paid Life		WATER LIFE INSURANCE		\$18.76
Invoice	10/18/201				
Cash Payment	E 101-43100-134 Employer Paid Life		PUBLIC WORKS LIFE INSURANCE		\$37.53
Invoice	10/18/201				
Cash Payment	E 101-42110-134 Employer Paid Life		POLICE LIFE INSURANCE		\$84.95
Invoice	10/18/201				
Transaction	10/24/2012	Due 0	Checking	10100	<b>Total</b> \$185.95

**Fund Summary**

	10100	Checking	
602 SEWER FUND		\$18.76	
601 WATER FUND		\$18.76	
101 GENERAL FUND		\$148.43	
		\$185.95	

Pre-Written Checks \$185.95  
 Checks to be Generated by the Computer \$0.00  
 Tota \$185.95

**City of Kimball**  
**Payments**

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**Current Period: October 2012**

Batch Name	1029Postage Payment	Computer Dollar Amt	\$1.70	<b>Posted</b>	
Refer	5041 POSTMASTER	Ck#	000293E	10/29/2012	
Cash Payment	E 101-41400-322 Postage		Clerk Postage		\$1.70
Invoice					
Transaction	10/29/2012	Due 0	Checking	10100	<b>Total</b> \$1.70

**Fund Summary**

	10100	Checking	
101 GENERAL FUND		\$1.70	
		\$1.70	

Pre-Written Checks \$1.70  
 Checks to be Generated by the Computer \$0.00  
 Tota \$1.70

**City of Kimball**

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# Payments

Current Period: November 2012

Batch Name 110112Claims  
Payment Computer Dollar Amt \$3,928.11 Posted

Refer 5006 SPRINT	<u>Ck# 035254 11/1/2012</u>			
Cash Payment E 101-42110-321 Telephone	POLICE LAPTOPS			\$79.98
Invoice 325068815-059 10/18/201				
Cash Payment E 602-49450-321 Telephone	SEWER CELL PHONE			\$45.71
Invoice 214175127-118 10/18/201				
Cash Payment E 601-49400-321 Telephone	WATER CELL PHONE			\$45.71
Invoice 214175127-118 10/18/201				
Cash Payment E 101-43100-321 Telephone	PUBLIC WORKS CELL PHONE			\$91.43
Invoice 214175127-118 10/18/201				
Cash Payment E 101-42110-321 Telephone	POLICE CELL PHONE			\$114.93
Invoice 214175127-118 10/18/201				
Transaction 10/19/2012		Due 0 Checking 10100	<b>Total</b>	\$377.76
Refer 5011 CENTERPOINT ENERGY	<u>Ck# 035251 11/1/2012</u>			
Cash Payment E 101-42110-383 Gas Utilities	Police Bldg Gas Service			\$26.89
Invoice 10/11/201				
Transaction 10/19/2012		Due 0 Checking 10100	<b>Total</b>	\$26.89
Refer 5025 XCEL ENERGY	<u>Ck# 035256 11/1/2012</u>			
Cash Payment E 601-49400-381 Electric Utilities	Water Tower Lights			\$6.51
Invoice 443732277 10/17/201				
Cash Payment E 601-49400-381 Electric Utilities	Water Plant Electricity			\$1,333.76
Invoice 444046414 10/19/201				
Cash Payment E 602-49450-381 Electric Utilities	Lift Station Electricity			\$273.54
Invoice 444039017 10/19/201				
Cash Payment E 101-45200-381 Electric Utilities	Shelter Electricity			\$190.44
Invoice 444034435 10/19/201				
Cash Payment E 101-45200-381 Electric Utilities	Hockey Rink Electricity			\$5.29
Invoice 443899329 10/18/201				
Cash Payment E 101-45200-381 Electric Utilities	Ballpark Electricity			\$3.41
Invoice 443878089 10/18/201				
Cash Payment E 101-42110-381 Electric Utilities	Police Electricity			\$56.60
Invoice 443934944 10/18/201				
Cash Payment E 101-41000-381 Electric Utilities	City Hall Electricity			\$180.53
Invoice 443894239 10/18/201				
Cash Payment E 200-42200-381 Electric Utilities	Fire Hall Electricity			\$124.25
Invoice 443727191 10/17/201				
Cash Payment E 101-45200-381 Electric Utilities	Lions Park Electricity			\$4.55
Invoice 443731303 10/17/201				
Cash Payment E 101-41000-381 Electric Utilities	Billboard Electricity			\$115.49
Invoice 443643148 10/17/201				
Cash Payment E 101-43100-381 Electric Utilities	Flasher Light Electricity			\$44.74
Invoice 443720167 10/17/201				
Transaction 10/24/2012		Due 0 Checking 10100	<b>Total</b>	\$2,339.11
Refer 5035 COLONIAL LIFE	<u>Ck# 035253 11/1/2012</u>			
Cash Payment G 101-21710 Other Deductions	Oct Premium			\$112.44
Invoice 3913340-1005354 10/25/201				
Transaction 10/26/2012		Due 0 Checking 10100	<b>Total</b>	\$112.44
Refer 5039 CITY OF KIMBALL	<u>Ck# 035252 11/1/2012</u>			

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## Payments

Current Period: November 2012

Cash Payment Invoice	E 101-41000-319 Petty Cash	Petty Cash			\$80.00
Transaction	10/26/2012	Due 0 Checking	10100	<b>Total</b>	\$80.00
Refer	5037 ARVIG	<u>Ck# 035250 11/1/2012</u>			
Cash Payment Invoice	E 602-49450-321 Telephone	Scheeler Lift Station Telephon			\$36.60
	10/22/201				
Cash Payment Invoice	E 601-49400-321 Telephone	Water Plant Alarm			\$36.60
	10/22/201				
Cash Payment Invoice	E 101-42110-321 Telephone	Police Computer Line			\$36.60
	10/22/201				
Cash Payment Invoice	E 101-42110-321 Telephone	Police Telephone & Fax			\$99.20
	10/22/201				
Cash Payment Invoice	E 101-42500-321 Telephone	Civil Defense Telephone			\$36.60
	10/22/201				
Cash Payment Invoice	E 200-42200-321 Telephone	Fire Dept Telephone			\$82.86
	10/22/201				
Cash Payment Invoice	E 101-41000-321 Telephone	City Hall Telephone			\$94.53
	10/22/201				
Cash Payment Invoice	E 101-41000-321 Telephone	City Hall Fax			\$96.69
	10/22/201				
Cash Payment Invoice	E 601-49400-321 Telephone	Water Plant Alarm			\$38.73
	10/22/201				
Transaction	10/26/2012	Due 0 Checking	10100	<b>Total</b>	\$558.41
Refer	5038 US BANK EQUIPMENT FINANCE	<u>Ck# 035255 11/1/2012</u>			
Cash Payment Invoice	E 101-41000-414 Data Processing Equip	Copier Lease			\$433.50
	214496119 10/23/201				
Transaction	10/26/2012	Due 0 Checking	10100	<b>Total</b>	\$433.50

### Fund Summary

	10100 Checking	
602 SEWER FUND	\$355.85	
601 WATER FUND	\$1,461.31	
200 FIRE/RESCUE FUND	\$207.11	
101 GENERAL FUND	\$1,903.84	
	\$3,928.11	

Pre-Written Checks	\$3,928.11
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<b>\$3,928.11</b>

Payments

Current Period: November 2012

Batch Name C&LPayApp2  
Payment Computer Dollar Amt \$599,163.67 Posted

Refer	5055 C & L EXCAVATING	Ck# 001443 11/7/2012	
Cash Payment	E 317-47000-314 City Project	Partial Pay Application #2	\$599,163.67
Invoice	2		
Transaction	11/7 /2012	Due 0 Checking 10100	<b>Total</b> \$599,163.67

Fund Summary

317 2012 USDA CONST ACCT	10100 Checking	\$599,163.67
		\$599,163.67

Pre-Written Checks	\$599,163.67
Checks to be Generated by the Computer	\$0.00
Tota	\$599,163.67

