

Council Meeting  
November 1, 2022

Meeting called to order by Mayor Karla Davis at 6:30pm

Councilmembers present: Karla Davis, Kyle Christensen, Cindy Stelten, Alyshea Nelson and Steven Dahlager

Others present: Carla Asfeld, Dave Traurig, Chad Koren and Jake Cleveland

Motion made by Kyle Christensen and seconded by Steven Dahlager to approve the following addendums to the agenda: Hendricks culvert bill, Scheeler Addition Phase 2, SCML Mtg, Historical Society and Eagle Scout Project; motion carried

Motion made by Cindy Stelten and seconded by Steven Dahlager to approve the claims; motion carried

Motion made by Kyle Christensen and seconded by Cindy Stelten to approve the following Consent Agenda items:

1. Minutes of the October 18, 2022 Council Workshop
2. Minutes of the October 18, 2022 Council Meeting
3. Approval of Employee Time off Request
4. Shut-off Delinquent Utilities on November 14, 2022

motion carried

Great River Regional Library Services Coordinator, Carla Asfeld, gave an annual update to the City Council. The Kimball Library added 3 additional hours/week in 2022; these are on Friday mornings. GRRL went Fines Free on January 2<sup>nd</sup> and WiFi2Go has grown in popularity. The Kimball Lions donated a bench and that was installed outside the north entrance. Live programming returned in 2022 as well.

Chief Traurig reported that the Fire Dept has responded to 207 calls so far this year. He and the truck committee met with E-One regarding the truck configuration/set-up. They have 2 interviews possibly scheduled. The next Fire Board meeting is on November 14<sup>th</sup>.

Motion made by Kyle Christensen and seconded by Alyshea Nelson to approve the MnDOT Snow Removal Agreement; motion carried

The Council discussed Public Works needing to have a sidewalk/boulevard clearing plan for Main St.

Mayor Davis reported that Evan Powell had contacted her regarding doing an Eagle Scout project; his initial idea was a mural painted on an outside wall, but it is getting a little late in the season for that. The City Clerk had contacted the library regarding a mural inside, but they are not ready for something like that yet since the building is still fairly new. Mayor Davis will have him get in touch with the Public Works Dept. regarding redoing 2 picnic tables at Willow Creek Park since that work can be done inside.

The Mayor and City Clerk reported that they had received updated quotes for the ballfield fencing. The City Clerk will forward these to the insurance adjuster.

Motion made by Cindy Stelten and seconded by Kyle Christensen to approve the September monthly clerk reports.

The City Clerk inquired as to which reports specifically the Council would like printed out in the future. The Council would like the 1<sup>st</sup> page of the bank rec, the pay summary, the pay method, the leave control and the budget control.

Motion made by Kyle Christensen and seconded by Cindy Stelten to appoint Mark Luostari from Inspectron, Inc. as the City's Building Official; motion carried

Motion made by Kyle Christensen and seconded by Steven Dahlager to approve payment of the Hendricks Sand & Gravel bill in the amount of \$12,717.21 for culvert replacement on Hazel Ave W and to have a resolution prepared for the next regular meeting for a transfer from the refuse fund to cover the additional expense not covered by funds in the capital improvement fund; motion carried

The City Clerk and Mayor updated the Council on Phase 2 of the Scheeler Addition; the developer is looking at grading yet this year. As soon as agreements are ready, the City Clerk will forward those on to the Council for approval. They further reported that the parcel south of Linden Ave that the Council had assigned an address to at the previous meeting, the purchaser is now looking at splitting it into 10 lots for development instead of just 2.

Councilmember Dahlager reported on his attendance at the SCML Meeting on October 18<sup>th</sup>. County Attorney Janelle Kendall spoke/presented on sex trafficking within the area. Dave Blommel, Region 7W Transportation Representative, reported on funds available for trails & sidewalks and SRTS funding. Councilmember Dahlager inquired if the City would be interested in hosting the May 16<sup>th</sup> SCML Meeting? The Council would be. The City Clerk will email the City of Paynesville Administrator to let him know.

Councilmember Stelten reported that she had received a phone call from Carol Newman of the Historical Society. She was wondering if they could remove the shelving from the front of their side; they have someone that will come & pick it up. This would give them more space as they would like to setup a museum in there. It will create a hardship if they need to always come in through the front door. Councilmember Christensen brought up having a portion of that space for the City Offices; he asked the City Clerk what was needed/how much space was needed. The City Clerk asked why this was still being talked about after 4 years and a decision just needs to be made. Mayor Davis stated that she remembers the City Clerk saying they would like a conference room table on the far back side so they could spread out large plans and have meetings if need be. She also stated that she was sure the employees would like a breakroom of some sort so that they wouldn't have to heat up their food next to cleaning supplies and the garbage. The City Clerk unlocked the old library space so that the Council could view it. Councilmember Christensen asked how we move forward? The Council decided to set up a meeting with the Historical Society and go from there. The City Clerk will reach out to Carol.

The Council inquired where the excess sand from the hockey rink is going? The City Clerk is not sure, but will check.

The Council inquired as to the status of the hockey rink liner that they asked be purchased. The City Clerk will check on this.

Mayor Davis reported that she and the City Clerk had met with the civics students from the high school last month.

Motion made by Steven Dahlager and seconded by Cindy Stelten to adjourn at 8:26pm; motion carried

Respectfully submitted by Nicole Pilarski

# City of Kimball

## Payments

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Current Period: October 2022

**Payments Batch 10312022Claims**

**\$5,774.60**

Refer	2929 ARAMARK	<u>Ck# 002310E 10/31/2022</u>	
Cash Payment	E 101-41000-300 Professional Svcs (GENE City Hall Rugs		\$45.39
Invoice	2530055829 9/26/2022		
Cash Payment	E 101-45500-300 Professional Svcs (GENE Library Rugs		\$45.40
Invoice	2530055829 9/26/2022		
Cash Payment	E 200-42200-300 Professional Svcs (GENE Fire Hall Rugs		\$53.56
Invoice	2530050721 9/12/2022		
Cash Payment	E 101-41000-300 Professional Svcs (GENE City Hall Rugs		\$39.78
Invoice	2530050721 9/12/2022		
Cash Payment	E 101-45500-300 Professional Svcs (GENE Library Rugs		\$39.79
Invoice	2530050721 9/12/2022		
Transaction Date	11/1/2022	Checking 10100	<b>Total \$223.92</b>
Refer	2930 U.S. BANK	<u>Ck# 002311E 10/31/2022</u>	
Cash Payment	E 601-49400-200 Office Supplies (GENER Water Supplies		\$23.14
Invoice	036042 9/16/2022		
Cash Payment	E 601-49400-322 Postage Stamped Envelopes		\$357.30
Invoice	9/19/2022		
Cash Payment	E 602-49450-322 Postage Stamped Envelopes		\$357.30
Invoice	9/19/2022		
Cash Payment	E 603-49500-322 Postage Stamped Envelopes		\$357.30
Invoice	9/19/2022		
Cash Payment	E 101-41910-322 Postage Stamped Envelopes		\$354.70
Invoice	9/19/2022		
Cash Payment	E 101-41000-322 Postage Stamped Envelopes		\$354.70
Invoice	9/19/2022		
Cash Payment	E 101-41400-322 Postage Stamped Envelopes		\$19.40
Invoice	9/19/2022		
Cash Payment	E 101-41910-430 Miscellaneous (GENERA Zoning Beacon Service		\$1.00
Invoice	9/30/2022		
Cash Payment	E 200-42200-208 Training and Instruction Fire Dept Recertification		\$150.00
Invoice	9/19/2022		
Cash Payment	E 101-43100-226 Sign Repair Materials Parking Lot Sign		\$902.90
Invoice	RTS-279852 9/8/2022		
Cash Payment	E 101-43100-222 Vehicle Maintenance Plow Truck Parts		\$336.37
Invoice	113-2392583-333 9/12/2022		
Cash Payment	E 101-43100-220 Repair/Maint Supply (GE Compost Gate Part		\$99.76
Invoice	7300190 9/14/2022		
Cash Payment	E 601-49400-222 Vehicle Maintenance Plow Truck Parts		\$328.54
Invoice	1019949 9/28/2022		
Cash Payment	E 101-43100-226 Sign Repair Materials Replacement Scheeler Addition Sign - Billed Out		\$192.79
Invoice	SS946693693 9/30/2022		
Cash Payment	E 101-43100-226 Sign Repair Materials Replacement Scheeler Addition Sign - Billed Out		\$332.60
Invoice	SS946693693 9/30/2022		
Cash Payment	E 602-49450-222 Vehicle Maintenance Plow Trucks - Wiper Blades		\$336.84
Invoice	6696 9/30/2022		
Cash Payment	E 601-49400-200 Office Supplies (GENER Water Plant Supplies		\$85.95
Invoice	111-0841889-210 9/30/2022		

# City of Kimball

## Payments

Current Period: October 2022

<b>Cash Payment</b>	E 602-49450-240 Small Tools and Minor E Irrigator Supplies			\$149.05
	Invoice 111-1588331-492 10/3/2022			
<b>Cash Payment</b>	E 602-49450-220 Repair/Maint Supply (GE Sewer Supplies			\$111.30
	Invoice 38899400 10/5/2022			
<b>Cash Payment</b>	E 101-43100-224 Street Maint Materials Curb/Pavement Painting Stencils			\$144.14
	Invoice 112-7346241-521 10/6/2022			
<b>Cash Payment</b>	E 101-43100-224 Street Maint Materials Curb/Pavement Painting Stencils			\$44.95
	Invoice 112-7406083-484 10/6/2022			
<b>Cash Payment</b>	E 101-43100-220 Repair/Maint Supply (GE Plow Building Supplies			\$228.49
	Invoice 016420 10/5/2022			
<b>Cash Payment</b>	E 101-43100-224 Street Maint Materials Curb/Pavement Painting Supplies			\$282.16
	Invoice 16927 10/6/2022			
Transaction Date	11/1/2022	Checking	10100	<b>Total</b> \$5,550.68

### Fund Summary

	10100 Checking
101 GENERAL FUND	\$3,464.32
200 FIRE/RESCUE FUND	\$203.56
601 WATER FUND	\$794.93
602 SEWER FUND	\$954.49
603 REFUSE (GARBAGE) FUND	\$357.30
	\$5,774.60

Pre-Written Checks		\$5,774.60
Checks to be Generated by the Computer		\$0.00
Total		\$5,774.60

# City of Kimball

## Payments

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Current Period: November 2022

<b>Payments Batch 11012022Claims</b>						<b>\$20,711.59</b>
Refer	2931	<i>Harvest Bank</i>		<u>11/1/2022</u>		
Cash Payment	E 101-41400-131	Employer Paid Health	Nicole Pilarski	HSA		\$191.25
Invoice						
Cash Payment	E 200-42200-131	Employer Paid Health	Nicole Pilarski	HSA		\$11.25
Invoice						
Cash Payment	E 601-49400-131	Employer Paid Health	Nicole Pilarski	HSA		\$11.25
Invoice						
Cash Payment	E 602-49450-131	Employer Paid Health	Nicole Pilarski	HSA		\$11.25
Invoice						
Transaction Date	11/1/2022		Checking	10100	<b>Total</b>	<b>\$225.00</b>
Refer	2932	<i>Harvest Bank</i>		<u>11/1/2022</u>		
Cash Payment	E 101-43100-131	Employer Paid Health	Travis Peterson	HSA		\$117.00
Invoice						
Cash Payment	E 601-49400-131	Employer Paid Health	Travis Peterson	HSA		\$60.75
Invoice						
Cash Payment	E 602-49450-131	Employer Paid Health	Travis Peterson	HSA		\$47.25
Invoice						
Transaction Date	11/1/2022		Checking	10100	<b>Total</b>	<b>\$225.00</b>
Refer	2933	<i>Harvest Bank</i>		<u>11/1/2022</u>		
Cash Payment	E 101-43100-131	Employer Paid Health	Chad Koren	HSA		\$117.00
Invoice						
Cash Payment	E 601-49400-131	Employer Paid Health	Chad Koren	HSA		\$60.75
Invoice						
Cash Payment	E 602-49450-131	Employer Paid Health	Chad Koren	HSA		\$47.25
Invoice						
Transaction Date	11/1/2022		Checking	10100	<b>Total</b>	<b>\$225.00</b>
Refer	2934	<i>DAHLAGER, STEVEN</i>				
Cash Payment	E 101-41410-331	Travel Expenses	Reimburse Mileage to SCML Mtg			\$30.63
Invoice		10/31/2022				
Transaction Date	11/1/2022		Checking	10100	<b>Total</b>	<b>\$30.63</b>
Refer	2935	<i>TRI-COUNTY NEWS</i>				
Cash Payment	E 101-41910-351	Legal Notices Publishing	Public Hearing Notice - Nelson Variance Request			\$148.75
Invoice	22100238	10/27/2022				
Cash Payment	E 101-41910-351	Legal Notices Publishing	Public Hearing Notice - Ord 1303			\$51.00
Invoice	22100238	10/27/2022				
Cash Payment	E 101-41100-351	Legal Notices Publishing	PAT Notice			\$27.63
Invoice	22100238	10/27/2022				
Cash Payment	E 101-41910-353	Ordinance Publication	Ord 1303 Adoption			\$34.00
Invoice	22100238	10/27/2022				
Transaction Date	11/1/2022		Checking	10100	<b>Total</b>	<b>\$261.38</b>
Refer	2936	<i>CORE &amp; MAIN LP</i>				
Cash Payment	E 601-49400-240	Small Tools and Minor E	Water Socket			\$100.01
Invoice	R780422	10/19/2022				
Transaction Date	11/1/2022		Checking	10100	<b>Total</b>	<b>\$100.01</b>
Refer	2937	<i>Nelson Sanitation &amp; Rental, Inc.</i>				

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## Payments

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Current Period: November 2022

<b>Cash Payment</b>	E 101-45200-300 Professional Svcs (GENE Park Unit Rental 9/22-10/19			\$270.00
Invoice	INV/2022/11644	10/20/2022		
Transaction Date	11/1/2022	Checking	10100	<b>Total</b> \$270.00
Refer	2938 <i>UTILITY CONSULTANTS</i>	-		
<b>Cash Payment</b>	E 602-49450-206 Testing	Sewer Sampling		\$712.58
Invoice	114162	10/26/2022		
Transaction Date	11/1/2022	Checking	10100	<b>Total</b> \$712.58
Refer	2939 <i>MEHR, BRIAN</i>	-		
<b>Cash Payment</b>	E 601-49400-300 Professional Svcs (GENE Visits Weeks of 10/2, 10/9, 10/16 & 10/23			\$400.00
Invoice	Oct-22	10/30/2022		
<b>Cash Payment</b>	E 602-49450-300 Professional Svcs (GENE Visits Weeks of 10/2, 10/9, 10/16 & 10/23			\$400.00
Invoice	Oct-22	10/30/2022		
Transaction Date	11/1/2022	Checking	10100	<b>Total</b> \$800.00
Refer	2940 <i>PILARSKI, NICOLE J</i>	-		
<b>Cash Payment</b>	E 101-41410-331 Travel Expenses	Reimburse Mileage to pickup new Battery Backup		\$23.13
Invoice		10/26/2022		
<b>Cash Payment</b>	E 101-41410-331 Travel Expenses	Reimburse Mileage to pickup Election Equipment & PAT Supplies		\$26.88
Invoice		10/26/2022		
Transaction Date	11/1/2022	Checking	10100	<b>Total</b> \$50.01
Refer	2941 <i>ROYAL TIRE INC</i>	-		
<b>Cash Payment</b>	E 101-43100-222 Vehicle Maintenance	Plow Truck Tires		\$1,227.21
Invoice	301-192210	10/7/2022		
<b>Cash Payment</b>	E 601-49400-222 Vehicle Maintenance	Plow Truck Tires		\$1,227.22
Invoice	301-192210	10/7/2022		
<b>Cash Payment</b>	E 602-49450-222 Vehicle Maintenance	Plow Truck Tires		\$1,227.21
Invoice	301-192210	10/7/2022		
Transaction Date	11/1/2022	Checking	10100	<b>Total</b> \$3,681.64
Refer	2942 <i>MADISON NATIONAL LIFE</i>	-		
<b>Cash Payment</b>	E 101-43100-134 Employer Paid Life	Public Works STD & LTD		\$36.08
Invoice	1524852	10/18/2022		
<b>Cash Payment</b>	E 601-49400-134 Employer Paid Life	Water STD & LTD		\$22.05
Invoice	1524852	10/18/2022		
<b>Cash Payment</b>	E 602-49450-134 Employer Paid Life	Sewer STD & LTD		\$17.88
Invoice	1524852	10/18/2022		
<b>Cash Payment</b>	E 200-42200-134 Employer Paid Life	Clerk STD & LTD		\$3.32
Invoice	1524852	10/18/2022		
<b>Cash Payment</b>	E 101-41400-134 Employer Paid Life	Clerk STD & LTD		\$56.36
Invoice	1524852	10/18/2022		
Transaction Date	11/1/2022	Checking	10100	<b>Total</b> \$135.69
Refer	2943 <i>ARVIG</i>	-		
<b>Cash Payment</b>	E 602-49450-321 Telephone	Scheeler Lift Station Telephon		\$44.25
Invoice		10/22/2022		
<b>Cash Payment</b>	E 601-49400-321 Telephone	Water Plant Alarm		\$116.65
Invoice		10/22/2022		
<b>Cash Payment</b>	E 101-42110-321 Telephone	Police Computer Line		\$44.25
Invoice		10/22/2022		

# City of Kimball

## Payments

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Current Period: November 2022

<b>Cash Payment</b>	E 101-42110-321 Telephone	Police Telephone & Fax		\$91.09
Invoice	10/22/2022			
<b>Cash Payment</b>	E 200-42200-321 Telephone	Fire Dept Telephone		\$132.54
Invoice	10/22/2022			
<b>Cash Payment</b>	E 101-41000-321 Telephone	City Hall Telephone		\$378.69
Invoice	10/22/2022			
<b>Cash Payment</b>	E 601-49400-321 Telephone	Water Tower Alarm		\$46.25
Invoice	10/22/2022			
<b>Cash Payment</b>	E 602-49450-321 Telephone	Heritage Park Lift Station Tel		\$45.35
Invoice	10/22/2022			
Transaction Date	11/1/2022	Checking	10100	<b>Total</b> \$899.07
Refer	2944 LEAGUE OF MINNESOTA CITIES	-		
<b>Cash Payment</b>	E 101-41400-207 Computer/Printer/Copier	Clerk Computer Adobe License		\$98.44
Invoice	368964 10/25/2022			
Transaction Date	11/1/2022	Checking	10100	<b>Total</b> \$98.44
Refer	2945 NORTH CENTRAL INTERNATIONAL	-		
<b>Cash Payment</b>	E 101-43100-222 Vehicle Maintenance	Plow Truck Repairs		\$1,838.12
Invoice	R220004425:01 10/24/2022			
<b>Cash Payment</b>	E 601-49400-222 Vehicle Maintenance	Plow Truck Repairs		\$1,838.12
Invoice	R220004425:01 10/24/2022			
<b>Cash Payment</b>	E 602-49450-222 Vehicle Maintenance	Plow Truck Repairs		\$1,838.12
Invoice	R220004425:01 10/24/2022			
Transaction Date	11/1/2022	Checking	10100	<b>Total</b> \$5,514.36
Refer	2946 SCHREIFELS WATER WORKS2	-		
<b>Cash Payment</b>	E 101-45200-300 Professional Svcs (GENE	Winterize Ballfield, Shelter & Bathrooms		\$275.00
Invoice	259172 10/20/2022			
Transaction Date	11/1/2022	Checking	10100	<b>Total</b> \$275.00
Refer	2947 HENDRICKS SAND AND GRAVEL	-		
<b>Cash Payment</b>	E 601-49400-300 Professional Svcs (GENE	Curb Stop Repair at 523 Linden Ave E		\$551.50
Invoice	14841D 9/2/2022			
Transaction Date	11/1/2022	Checking	10100	<b>Total</b> \$551.50
Refer	2948 INSPECTRON, INC.	-		
<b>Cash Payment</b>	E 101-42400-305 Building Permits	3rd Qtr Surcharge Report Filing		\$25.00
Invoice	2022-424 10/20/2022			
Transaction Date	11/1/2022	Checking	10100	<b>Total</b> \$25.00
Refer	2949 AIR-PRO HEATING & COOLING LL	-		
<b>Cash Payment</b>	E 101-43100-403 Improvements Other Tha	Install New Heater in Shop		\$3,896.00
Invoice	i2222 10/11/2022			
<b>Cash Payment</b>	E 601-49400-401 Repairs/Maint Buildings	Repair Heater in Water Plant		\$359.06
Invoice	i2218 10/19/2022			
Transaction Date	11/1/2022	Checking	10100	<b>Total</b> \$4,255.06
Refer	2950 OFFICE DEPOT	-		
<b>Cash Payment</b>	E 601-49400-200 Office Supplies (GENER	Office Supplies		\$32.00
Invoice	271717172001 10/5/2022			
Transaction Date	11/1/2022	Checking	10100	<b>Total</b> \$32.00
Refer	2951 HEALTH PARTNERS	Ck# 002312E 11/1/2022		



# City of Kimball

## Payments

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Current Period: November 2022

<b>Cash Payment</b>	E 101-43100-133 Employer Paid Dental	Public Works Dental	\$57.89
Invoice	497164839673	10/10/2022	
<b>Cash Payment</b>	E 601-49400-133 Employer Paid Dental	Water Dental	\$32.84
Invoice	497164839673	10/10/2022	
<b>Cash Payment</b>	E 602-49450-133 Employer Paid Dental	Sewer Dental	\$26.16
Invoice	497164839673	10/10/2022	
<b>Cash Payment</b>	E 101-41400-133 Employer Paid Dental	Clerk Dental	\$47.31
Invoice	497164839673	10/10/2022	
<b>Cash Payment</b>	E 200-42200-133 Employer Paid Dental	Clerk Dental	\$2.78
Invoice	497164839673	10/10/2022	
<b>Cash Payment</b>	E 101-43100-131 Employer Paid Health	Public Works Health	\$826.84
Invoice	497164839673	10/10/2022	
<b>Cash Payment</b>	E 601-49400-131 Employer Paid Health	Water Health	\$454.33
Invoice	497164839673	10/10/2022	
<b>Cash Payment</b>	E 602-49450-131 Employer Paid Health	Sewer Health	\$358.92
Invoice	497164839673	10/10/2022	
<b>Cash Payment</b>	E 101-41400-131 Employer Paid Health	Clerk Health	\$425.08
Invoice	497164839673	10/10/2022	
<b>Cash Payment</b>	E 200-42200-131 Employer Paid Health	Clerk Health	\$25.00
Invoice	497164839673	10/10/2022	
<b>Cash Payment</b>	G 101-21706 Hospitalization/Medical Ins	Public Works Health	\$87.07
Invoice	497164839673	10/10/2022	
Transaction Date	11/1/2022	Checking	10100
			<b>Total</b>
			<b>\$2,344.22</b>

### Fund Summary

	10100 Checking
101 GENERAL FUND	\$10,447.70
200 FIRE/RESCUE FUND	\$174.89
601 WATER FUND	\$5,312.78
602 SEWER FUND	\$4,776.22
	<u>\$20,711.59</u>

Pre-Written Checks	\$2,344.22
Checks to be Generated by the Computer	\$18,367.37
Total	<u>\$20,711.59</u>

City of Kimball  
Payments

Current Period: November 2022

Payments Batch 11012022Claims2 \$12,717.21

Refer	2952 HENDRICKS SAND AND GRAVEL			
Cash Payment	E 450-43100-403 Improvements Other Tha	Hazel Ave W Culvert Replacement		\$7,035.05
Invoice	14840D	9/2/2022		
Cash Payment	E 101-43100-403 Improvements Other Tha	Hazel Ave W Culvert Replacement		\$5,682.16
Invoice	14840D	9/2/2022		
Transaction Date	11/3/2022	Checking	10100	<b>Total</b> \$12,717.21

Fund Summary

	10100 Checking	
101 GENERAL FUND	\$5,682.16	
450 CAPITAL IMPROVEMENT FUND	\$7,035.05	
	<u>\$12,717.21</u>	

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$12,717.21
Total	<u>\$12,717.21</u>