

Council Meeting

December 1, 2020

Meeting called to order by Mayor Tammy Konz at 6:30pm

Councilmembers present: Tammy Konz, Cindy Stelten and Sheryl Carlson; DuWayne Orbeck and Kyle Christensen absent

Others present: Chad Koren, Amy Blaskowski and Sherman Minter

Motion made by Cindy Stelten and seconded by Sheryl Carlson to approve the claims; motion carried
Councilmembers DuWayne Orbeck and Kyle Christensen absent

Motion made by Sheryl Carlson and seconded by Cindy Stelten to approve the following Consent Agenda items:

1. Minutes of the November 10, 2020 Council Meeting
2. Minutes of the November 13, 2020 Special Meeting
3. ABDO Eick & Meyers Audit Engagement Letter for YE2020
4. Resolution No. 12012020A A Resolution Authorizing the Transfer of Funds
5. Resolution No. 12012020B A Resolution Authorizing the Transfer of Funds
6. Resolution No. 12012020C Resolution Providing Authorization to Write-Off Uncollectable Water, Sewer and Garbage Utilities
7. Resolution No. 12012020D Resolution Authorizing 2021 Liquor License Renewals
8. Resolution No. 12012020E Resolution Authorizing 2021 Cigarette License Renewals

motion carried

Councilmembers DuWayne Orbeck and Kyle Christensen absent

Mayor Konz opened the Truth-in-Taxation Public Hearing at 6:33pm.

No comments from the public were taken.

Mayor Konz closed the Truth-in-Taxation Public Hearing at 6:36pm.

Mayor Konz opened the Public Hearing for a request by Kimball Christian Church for a variance from the 35 feet maximum height regulation of any building in the Highway Commercial/Business District to 39' 5/16" in height for the property located at 241 Highway 55 W at 6:37pm.

Sherman Minter appreciates the Council consideration for the Variance. They plan to start boring the sewer line soon.

Motion made by Cindy Stelten and seconded by Sheryl Carlson to adopt Resolution No. Resolution No. 12012020F Resolution Adopting Findings of Fact for Approval of Variance for the property located at 241 HWY 55 W; motion carried

Those voting in favor: Tammy Konz, Sheryl Carlson and Cindy Stelten

Those voting against: none

Those absent: DuWayne Orbeck and Kyle Christensen

Mayor Konz closed the Public Hearing for a request by Kimball Christian Church for a variance from the 35 feet maximum height regulation of any building in the Highway Commercial/Business District to 39' 5/16" in height for the property located at 241 Highway 55 W at 6:40pm.

Rudy Zimmer from Main St Pub was not present.

Motion made by Cindy Stelten and seconded by Sheryl Carlson to approve the following Pay Applications for the Library Improvement Project: Enhancement Painting Services – Package 9C Pay App #2 \$421.25 and Enhancement Painting Services – Package 9I Pay App #2 \$373.50; motion carried
Councilmembers DuWayne Orbeck and Kyle Christensen absent

Motion made by Sheryl Carlson and seconded by Cindy Stelten to approve the letter by Barry Belknap, Committee Chairman; motion carried
Councilmembers DuWayne Orbeck and Kyle Christensen absent

Motion made by Cindy Stelten and seconded by Sheryl Carlson to accept the cleaning quote from Kathleen Stanger in the amount of \$220 for Bi-Weekly services and \$53 for community room cleaning (after a rental); motion carried
Councilmembers DuWayne Orbeck and Kyle Christensen absent

Mayor Konz thanked Public Works Lead Chad Koren from getting the Little Miss Kimball float out of storage. She informed the Council that County Commissioner Leigh Lenzmeier praised the City for their efforts this year.

Motion made by Sheryl Carlson and seconded by Cindy Stelten to adopt Resolution No. 12012020G Resolution Updating the City of Kimball's Snow Plowing & Ice Control Policy; motion carried
Those voting in favor: Tammy Konz, Sheryl Carlson and Cindy Stelten
Those voting against: none
Those absent: DuWayne Orbeck and Kyle Christensen

Motion made by Sheryl Carlson and seconded by Cindy Stelten to adopt Resolution No. 12012020H Resolution Updating the Employee Handbook; motion carried
Those voting in favor: Tammy Konz, Sheryl Carlson and Cindy Stelten
Those voting against: none
Those absent: DuWayne Orbeck and Kyle Christensen

The City Clerk had the following questions for the Council regarding the 2021 Final Budget & Tax Levy:

- What would the Council like to set the deposit & rental rates at for the community room at the new library?

Motion made by Cindy Stelten and seconded by Sheryl Carlson to set the deposit rate at \$50 and the rental rate at \$30; motion carried
Councilmembers DuWayne Orbeck and Kyle Christensen absent

**Note: Regardless of the motion, the above rates will need to be added to the fee schedule set to be approved at the December 15, 2020, Council Meeting.

- When setting the 2021 Preliminary Budget & Tax Levy, 1 Pay Step increase was added for each employee. Is that the Council's intent? Travis Peterson, Public Works Assistant, was told upon hiring that he would receive a raise after 6-months and then after January 1st be at \$17/hr.; this would require a 2 Step increase for both he and the Public Works Lead.

Motion made by Cindy Stelten and seconded by Sheryl Carlson to approve the following pay increases on January 1, 2021: Trista Kramer from Level 3 of \$14.86/hr. to Level 4 of \$15.31/hr., Nicole Pilarski from Level 8 of \$25.66/hr. to Level 9 of \$26.42/hr., Travis Peterson from Level 3 of \$16.13/hr. to Level 5 of \$17.11/hr. and Chad Koren from Level 3 of \$17.62/hr. to Level 5 of \$18.69/hr.; motion carried

Councilmembers DuWayne Orbeck and Kyle Christensen absent

- The City Clerk also reminded the Council that the current pay scale does not take into account employees acquiring their water and/or sewer licenses. Is that something they would like to take setup a separate earnings scale for or would an employee increase another step? Chad acquired a license in March & Brian has been on his 3-year plan since 2012.

No formal decision was made.

- LMCIT sent out an updated memo regarding new Prop/Cas Insurance rates; the City Clerk will review this and see if any adjustments need to be made.
- Does the Council wish to include any facility rental income for 2021? While minimal each year, it is income. They do not.
- There is currently \$2,078 still committed for Council furniture, does the Council wish to leave those funds committed as it, uncommit them or commit them for another purpose? They would like to recommit them for work on the City Hall attic HVAC & windows. The City Clerk will prepare this resolution for the next meeting.
- There is \$500 that was previously committed for an emergency management radio; the City was able to use an old police radio for this purpose. Would the Council like to recommit these funds for work on the City Hall attic HVAC & windows as well? Yes, they would.
- Due to COVID-19 the work in the Scheeler Addition Park was not finished this year; \$6,000 was budgeted for mulch & dirt work. Does the Council wish to commit this or budget for it again next year? They would like to commit these funds; the City Clerk will prepare this resolution for the next meeting. There is also \$4,200 remaining in the Park Dedication Fund for the Scheeler Addition Park; this will be used for fabric & a border.
- A new entrance door was budgeted for the Police Bldg. in the amount of \$4,500. Per East Side Glass in 2019 the door had reached the end of its useful life; the City Clerk received an updated estimate in the amount of \$5,580. Does the Council wish to commit these funds or budget the expense next year? The Council asked why the side door cannot be used? The Clerk is unsure if there are no keys for it or it does not work. The Council suggested the lock be changed on the side door in the event the front door stops functioning.

- The City currently charges \$250 for CUP/VAR/REZ applications; on average publishing and 1hr. of engineering, legal and applicable employee time equals \$482. This does not include mailing costs. Would the Council like to consider covering City expenses for these zoning related applications? The Council would like to update this to \$400. The City Clerk will update this on the proposed fee schedule set to be approved at the December 15, 2020, Council Meeting.
- Is it the Council's intention to have new utility rates take effect on January 1, 2021? This is past precedent, but may not be possible with the new rate study not yet being adopted. The City Clerk asked the Council to keep that in mind while reviewing the presentation included in the packet from ABDO Eick & Myers.

The Council reviewed the information from the rate study showing additional sample utility bills and scenarios. They are in favor of scenario #2, but wished to wait until Councilmember Christensen provided his input.

Motion made by Sheryl Carlson and seconded by Cindy Stelten to approve the following 2021 Council Meeting Schedule: January 5, February 2, March 2, April 6, May 4, June 1, July 6, August 3 & 17, September 7 & 21, October 5 & 19, November 2 & 16 and December 7 & 21 with all times at 6:30pm unless otherwise stated; motion carried

Councilmembers DuWayne Orbeck and Kyle Christensen absent

Motion made by Cindy Stelten and seconded by Sheryl Carlson to adjourn at 7:46pm; motion carried
Councilmembers DuWayne Orbeck and Kyle Christensen absent

Respectfully submitted by Nicole Pilarski

City of Kimball

Payments

Current Period: December 2020

Payments Batch 12012020Clai \$11,773.11

Refer	1185	<i>Lunde, Lurene</i>	-					
Cash Payment	G 101-99999	Undistributed Receipts	000001044000					\$30.45
Invoice								
Transaction Date	12/2/2020		Checking	10100		Total		\$30.45
Refer	1186	<i>Lutgen, Ben</i>	-					
Cash Payment	G 101-99999	Undistributed Receipts	000001085000					\$11.64
Invoice								
Transaction Date	12/2/2020		Checking	10100		Total		\$11.64
Refer	1187	<i>Werner, Peter</i>	-					
Cash Payment	G 101-99999	Undistributed Receipts	000001015000					\$100.00
Invoice								
Transaction Date	12/2/2020		Checking	10100		Total		\$100.00
Refer	1188	<i>STANGER, KATHLEEN</i>	-					
Cash Payment	E 200-42200-300	Professional Svcs (GENE Fire Dept 10/5 Monthly Cleaning						\$165.00
Invoice 382		11/9/2020						
Transaction Date	12/2/2020	Due 12/31/2020	Checking	10100		Total		\$165.00
Refer	1189	<i>MN STATE COLLEGES & UNIVERSI</i>	-					
Cash Payment	E 200-42200-208	Training and Instruction Fire Dept - Inglett Initial EMR						\$250.00
Invoice 715351		9/1/2020						
Transaction Date	12/2/2020	Due 12/31/2020	Checking	10100		Total		\$250.00
Refer	1190	<i>WORKMED MIDWEST PA</i>	-					
Cash Payment	E 200-42200-206	Testing Fire Dept Hep B Services						\$54.55
Invoice 00029792-00		11/15/2020						
Transaction Date	12/2/2020	Due 12/31/2020	Checking	10100		Total		\$54.55
Refer	1191	<i>HEIMAN INC</i>	-					
Cash Payment	E 200-42200-210	Operating Supplies (GEN Fire Dept Supplies						\$284.45
Invoice 0892938-IN		10/21/2020						
Transaction Date	12/2/2020	Due 12/31/2020	Checking	10100		Total		\$284.45
Refer	1192	<i>MCCAIN, DAN</i>	-					
Cash Payment	E 200-42200-222	Vehicle Maintenance Fire Dept - Paint Fender Flairs						\$150.00
Invoice		10/22/2020						
Transaction Date	12/2/2020	Due 12/31/2020	Checking	10100		Total		\$150.00
Refer	1193	<i>A M MAUS</i>	-					
Cash Payment	E 200-42200-222	Vehicle Maintenance Fire dept 05 Dodge LOF						\$36.78
Invoice 423677		10/12/2020						
Cash Payment	E 200-42200-222	Vehicle Maintenance Fire dept 03 Dodge LOF						\$36.78
Invoice 423680		10/12/2020						
Cash Payment	E 200-42200-222	Vehicle Maintenance Fire Dept 11 Chevy LOF						\$34.09
Invoice 423709		10/13/2020						
Transaction Date	12/2/2020	Due 12/31/2020	Checking	10100		Total		\$107.65
Refer	1194	<i>TRI-COUNTY NEWS</i>	-					
Cash Payment	E 101-41910-351	Legal Notices Publishing Public Hearing Notice Kimball Christian Church						\$112.58
Invoice 02011261		11/24/2020						
Transaction Date	12/2/2020	Due 12/31/2020	Checking	10100		Total		\$112.58
Refer	1195	<i>XCEL ENERGY</i>	-					

Payments

Current Period: December 2020

Cash Payment	E 101-42110-381 Electric Utilities	Police Electricity	\$83.32
Invoice	0873369233 11/25/2020		
Cash Payment	E 101-45200-381 Electric Utilities	Hockey Rink Electricity	\$21.75
Invoice	0873356680 11/25/2020		
Cash Payment	E 601-49400-381 Electric Utilities	Water Tower Lights	\$49.86
Invoice	0873105555 11/24/2020		
Cash Payment	E 101-43100-381 Electric Utilities	Flasher Light	\$42.50
Invoice	0873088810 11/24/2020		
Cash Payment	E 601-49400-381 Electric Utilities	Water Plant Electricity	\$13.05
Invoice	872775908 11/23/2020		
Cash Payment	E 101-43100-381 Electric Utilities	Street Light	\$13.05
Invoice	872776094 11/23/2020		
Cash Payment	E 101-43100-381 Electric Utilities	Public Works Electricity	\$7.89
Invoice	872776075 11/23/2020		
Cash Payment	E 101-42500-381 Electric Utilities	Civil Defense Electricity	\$3.76
Invoice	872775591 11/23/2020		
Cash Payment	E 101-45200-381 Electric Utilities	Lions Park Electricity	\$18.13
Invoice	0873099292 11/24/2020		
Cash Payment	E 200-42200-381 Electric Utilities	Fire Hall Electricity	\$195.60
Invoice	0873123340 11/24/2020		
Cash Payment	E 101-41000-381 Electric Utilities	City Hall Electricity	\$216.29
Invoice	0873335766 11/25/2020		
Cash Payment	E 101-42500-381 Electric Utilities	Civil Defense Electricity	\$12.64
Invoice	0873399633 11/25/2020		
Cash Payment	E 101-41000-381 Electric Utilities	Community Billboard Electricity	\$82.62
Invoice	0873023777 11/24/2020		
Cash Payment	E 101-45500-381 Electric Utilities	Library Electricity	\$148.17
Invoice	0873204737 11/24/2020		
Transaction Date	12/2/2020	Due 12/31/2020	
		Checking	10100
			Total
			\$908.63

Refer	1196 ARVIG				
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Cash Payment	E 602-49450-321 Telephone	Scheeler Lift Station Telephon	\$44.23
Invoice	11/22/2020		
Cash Payment	E 601-49400-321 Telephone	Water Plant Alarm	\$120.05
Invoice	11/22/2020		
Cash Payment	E 101-42110-321 Telephone	Police Computer Line	\$44.23
Invoice	11/22/2020		
Cash Payment	E 101-42110-321 Telephone	Police Telephone & Fax	\$89.96
Invoice	11/22/2020		
Cash Payment	E 101-42500-321 Telephone	Civil Defense Telephone	\$44.23
Invoice	11/22/2020		
Cash Payment	E 200-42200-321 Telephone	Fire Dept Telephone	\$114.35
Invoice	11/22/2020		
Cash Payment	E 101-41000-321 Telephone	City Hall Telephone & Fax	\$367.57
Invoice	11/22/2020		
Cash Payment	E 601-49400-321 Telephone	Water Plant Alarm	\$46.23
Invoice	11/22/2020		
Cash Payment	E 602-49450-321 Telephone	Heritage Park Lift Station Tel	\$45.34
Invoice	11/22/2020		
Transaction Date	12/2/2020	Due 12/31/2020	
		Checking	10100
			Total
			\$916.19

Refer	1197 MEHR, BRIAN				
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Cash Payment	E 601-49400-300 Professional Srvs (GENE	Visits Weeks of 11/1, 11/8, 11/15 & 11/22	\$400.00
Invoice	Nov-20	11/30/2020	

City of Kimball

Payments

Current Period: December 2020

Cash Payment	E 602-49450-300 Professional Svcs (GENE Visits Weeks of 11/1, 11/8, 11/15 & 11/22					\$400.00
Invoice Nov-20	11/30/2020					
Transaction Date	12/2/2020	Due 12/31/2020	Checking	10100	Total	\$800.00
Refer	1198 <i>MARCO TECHNOLOGIES LLC 2</i>	-				
Cash Payment	E 101-41000-300 Professional Svcs (GENE Monthly Shredding Pickup					\$37.92
Invoice INV8160789	11/13/2020					
Transaction Date	12/2/2020	Due 12/31/2020	Checking	10100	Total	\$37.92
Refer	1199 <i>TRI-STATE PUMP AND CONTROL</i>	-				
Cash Payment	E 601-49400-404 Repairs/Maint Machinery Water Plant Recycle Pump - Labor to pull & install					\$1,120.00
Invoice 442335	11/19/2020					
Cash Payment	E 601-49400-404 Repairs/Maint Machinery Water Plant Recycle Pump Repairs					\$1,169.89
Invoice 442334	11/19/2020					
Transaction Date	12/2/2020	Due 12/31/2020	Checking	10100	Total	\$2,289.89
Refer	1200 <i>SEH</i>	-				
Cash Payment	E 601-49400-303 Engineering Fees Water Plant Engineering					\$4,584.60
Invoice 395755	11/11/2020				Project 19-002	
Cash Payment	E 601-49400-303 Engineering Fees Maus Dr Hydrant Engineering					\$76.80
Invoice 395292	11/15/2020					
Cash Payment	E 101-41910-303 Engineering Fees Nolan Lot Split Engineering					\$109.50
Invoice 395292	11/15/2020					
Cash Payment	E 101-43100-303 Engineering Fees General Engineering					\$68.00
Invoice 395292	11/15/2020					
Transaction Date	12/2/2020	Due 12/31/2020	Checking	10100	Total	\$4,838.90
Refer	1201 <i>Harvest Bank</i>	-				
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	12/2/2020	Due 12/31/2020	Checking	10100	Total	\$225.00
Refer	1202 <i>Harvest Bank</i>	-				
Cash Payment	E 101-43100-131 Employer Paid Health Chad Koren HSA					\$121.50
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					\$42.75
Invoice						
Transaction Date	12/2/2020	Due 12/31/2020	Checking	10100	Total	\$225.00
Refer	1203 <i>Harvest Bank</i>	-				
Cash Payment	E 101-43100-131 Employer Paid Health Travis Peterson HSA					\$121.50
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					\$42.75
Invoice						
Transaction Date	12/2/2020	Due 12/31/2020	Checking	10100	Total	\$225.00

City of Kimball

Payments

Current Period: December 2020

Refer	1204 OFFICE DEPOT	-		
Cash Payment	E 101-43100-200 Office Supplies (GENER	Office Supplies		\$19.47
Invoice	135296685001	11/23/2020		
Cash Payment	E 101-41400-200 Office Supplies (GENER	Office Supplies		\$20.79
Invoice	135296685001	11/23/2020		
Transaction Date	12/2/2020	Due 12/31/2020	Checking	10100 Total \$40.26

Fund Summary

	10100 Checking
101 GENERAL FUND	\$2,140.71
200 FIRE/RESCUE FUND	\$1,332.85
601 WATER FUND	\$7,713.23
602 SEWER FUND	\$586.32
	\$11,773.11

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$11,773.11
Total	\$11,773.11

City of Kimball
Payments

Current Period: December 2020

Payments Batch 12012020Clai \$794.75

Refer	1205	Enhancement Painting Services	-				
Cash Payment	E 401-45500-500	Capital Outlay (GENERA	9C - Pay Application #2				\$421.25
Invoice		9/30/2020				Project 17-004	
Transaction Date	12/4/2020	Due 1/3/2021	Checking	10100		Total	\$421.25

Refer	1206	Enhancement Painting Services	-				
Cash Payment	E 401-45500-500	Capital Outlay (GENERA	9I - Pay Application #2				\$373.50
Invoice		9/30/2020				Project 17-004	
Transaction Date	12/4/2020	Due 1/3/2021	Checking	10100		Total	\$373.50

Fund Summary

	10100	Checking	
401 GENERAL COMMITTED FUNDS		\$794.75	
		<u> </u>	
		\$794.75	

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$794.75
Total	<u> </u> \$794.75

