

Council Meeting
December 3, 2013

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

Council members present: Tammy Konz, Joe Krippner, Eric Loewen, Sheryl Carlson and Paula Capes

Others present: Jim Frilstad, Randy Sabart and Carla Asfeld

Motion made by Paula Capes and seconded by Eric Loewen to approve the following addendums to the agenda: Snowmobile Club, SEH, Great River Regional Library, Fire Dept. Training Site and Fairhaven Police Contract; motion carried

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

Motion made by Joe Krippner and seconded by Paula Capes to approve the following Consent Agenda Items:

1. Minutes of the November 19, 2013 City Council Meeting
2. Shut-off Delinquent Utilities December 19, 2013
3. Resolution No. 12032012A Resolution Authorizing the Transfer of Appropriated Funds for Fiscal Year 2013

motion carried

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

The Council reviewed the proposed 2014 property tax levy and budget. No members of the public wished to comment.

Mayor Konz closed the Truth-in-Taxation Public Hearing at 6:39pm.

Carla Asfeld from Great River Regional Library spoke with the Council about the temperature in the library; it does not heat well. The Council gave the go ahead to use space heaters; they must be shut off at the end of each shift.

Chief Frilstad gave the monthly police report. Mayor Konz noticed when driving school bus that the house 2 houses down from the bridal shop has 7 junk cars; she thinks a letter should be sent to them. The new squad is in; the equipment will be switched out in the next few weeks.

Motion made by Joe Krippner and seconded by Paula Capes to renew the Fairhaven Police Contract for Service for the years 2014 & 2015 in the amount of \$32,089.20 per year; motion carried

The Council reviewed the information from the snowmobile club regarding trail placement; they would like the lease updated each year.

Motion made by Joe Krippner and seconded by Paula Capes to adopt Resolution No. 12032013B Resolution Authorizing 2014 Liquor License Renewals; motion carried

Motion made by Joe Krippner and seconded by Eric Loewen to adopt Resolution No. 12032013C Resolution Authorizing 2014 Cigarette License Renewals; motion carried

Motion made by Eric Loewen and seconded by Joe Krippner to adopt Resolution No. 12032013D Resolution Authorizing 2014 Dance License Renewals; motion carried

Motion made by Eric Loewen and seconded by Joe Krippner to postpone the Utility Billing Policy until the next meeting; motion carried

Randy Sabart from SEH discussed ADA compliance of City Hall with the Council as it pertains to the utility reconstruction project. The final pay application has been sent to C&L Excavating for processing and will then come to the Council for approval of payment.

Motion made by Paula Capes and seconded by Eric Loewen to approve the Amendment to Owner-Engineer Agreement for the utility reconstruction project in the amount of \$15,450; motion carried

Mayor Konz saw that a shipping container had been stacked on top of another at the Fire Dept. training site; she would like the Fire Chief to let the Council know when changes are going to be made at the site. Councilmember Krippner, Fire Board member, stated that the original plan for that site was to have stacked containers and was illustrated in a drawing shown to the Council prior to implementation.

The Council discussed the old street signs; they can be placed for sale in the next newsletter for \$20 each on a first come first served basis.

The Council reviewed the letter from MNSPECT; no action was taken.

Motion made by Joe Krippner and seconded by Paula Capes to adopt Resolution No. 12032013E Resolution Amending the Wage Scale for Positions within the City (by increasing each step on the Wage Grade Scale by 5% across the board); motion carried

The Council discussed utility rates; Councilmember Loewen will analyze the data.

Motion made by Paula Capes and seconded by Joe Krippner to adopt Resolution No. 12032013F Resolution Adopting the Final 2014 Property Tax Levy and Budget; motion carried

The Personnel Committee will review employee wages and report back to the Council if changes should be made.

The Holiday Train will be stopping on December 15 at 9pm; there will be family activities starting at 7pm. Santa will be at City Hall on December 14 from 10-12.

Councilmember Loewen asked about the status of the Matt Knaus property. Mayor Konz has not heard from him; she will contact him.

Motion made by Paula Capes and seconded by Joe Krippner to adjourn at 8:52pm; motion carried

Respectfully submitted by Nicole Pilarski

City of Kimball

12/17/13 5:41 PM

Page 1

Payments

Current Period: November 2013

Batch Name	112613Claims Payment	Computer Dollar Amt	\$189.65	Posted	
Refer	6009 LINCOLN MUTUAL LIFE & E 200-42200-134 Employer Paid Life	Ck# 036242	11/26/2013		
Cash Payment	Invoice	Clerk Life Insurance			\$1.34
Cash Payment	Invoice	CLERK LIFE INSURANCE			\$18.69
Cash Payment	Invoice	SEWER LIFE INSURANCE			\$22.24
Cash Payment	Invoice	WATER LIFE INSURANCE			\$22.24
Cash Payment	Invoice	PUBLIC WORKS LIFE INSURANCE			\$37.81
Cash Payment	Invoice	POLICE LIFE INSURANCE			\$87.33
Transaction Date	11/26/2013	Due 0 Checking	10100	Total	\$189.65

Fund Summary

602 SEWER FUND	10100 Checking	\$22.24
601 WATER FUND		\$22.24
200 FIRE/RESCUE FUND		\$1.34
101 GENERAL FUND		\$143.83
		\$189.65

Pre-Written Checks	\$189.65
Checks to be Generated by the Computer	\$0.00
Total	\$189.65

City of Kimball

12/17/13 5:43 PM

Page 1

Payments

Current Period: December 2013

Batch Name	120313Claims Payment	Computer Dollar Amt	\$76,652.72	Posted	
Refer	6010 TOWN OF MAINE PRAIRIE E 101-43100-403 Improvements Other Than	Ck# 036266	12/3/2013		
Cash Payment	Invoice	Patching 135th St			\$708.13
Transaction Date	11/26/2013	Due 0 Checking	10100	Total	\$708.13
Refer	6011 OFFICE DEPOT E 101-41100-200 Office Supplies	Ck# 036262	12/3/2013		
Cash Payment	Invoice682270655001	Council - Sheryl Name Plate			\$5.59
Transaction Date	11/26/2013	Due 0 Checking	10100	Total	\$5.59
Refer	6012 GRANITE ELECTRONICS E 101-42500-402 Repairs/Maint Structures	Ck# 036256	12/3/2013		
Cash Payment	Invoice248716	Sirens - Replace Batteries & Fuses at Fire Hall			\$1,112.36
Transaction Date	11/26/2013	Due 0 Checking	10100	Total	\$1,112.36
Refer	6013 YOUR HOME REPAIRS E 200-42200-401 Repairs/Maint Buildings	Ck# 036271	12/3/2013		
Cash Payment	Invoice2263	Fire Hall Furnace Repairs			\$377.23
Transaction Date	11/26/2013	Due 0 Checking	10100	Total	\$377.23

Refer	6014	COLONIAL LIFE	<u>Ck# 036252 12/3/2013</u>			
Cash Payment	G 101-21710	Other Deductions	Nov Premium			\$168.66
Invoice	3913340-1101616	11/25/2013				
Transaction Date	11/26/2013		Due 0 Checking	10100	Total	\$168.66
Refer	6015	LEVEL 10	<u>Ck# 036257 12/3/2013</u>			
Cash Payment	E 200-42200-417	Uniforms	Fire Dept Beanies & Caps			\$177.10
Invoice	280272	11/12/2013				
Cash Payment	E 200-42200-417	Uniforms	Fire Dept Beanies & Caps			\$263.73
Invoice	280273	10/31/2013				
Transaction Date	11/26/2013		Due 0 Checking	10100	Total	\$440.83
Refer	6016	MN CHIEFS OF POLICE ASSN	<u>Ck# 036261 12/3/2013</u>			
Cash Payment	E 101-42110-433	Dues and Subscriptions	2014 Police Membership			\$165.00
Invoice	2014	12/1/2013				
Transaction Date	11/26/2013		Due 0 Checking	10100	Total	\$165.00
Refer	6017	STEARNS COUNTY SHERIFFS	<u>Ck# 036264 12/3/2013</u>			
Cash Payment	E 101-42110-207	Computer/Printer/Copier	Police 3rd Qtr MDT			\$56.88
Invoice	SD13-0163	11/15/2013				
Transaction Date	11/26/2013		Due 0 Checking	10100	Total	\$56.88
Refer	6018	SEH	<u>Ck# 036263 12/3/2013</u>			
Cash Payment	E 601-49400-303	Engineering Fees	Water - Quill St Drawing			\$61.20
Invoice	275469	11/12/2013				
Cash Payment	E 101-43100-303	Engineering Fees	Watershed General Engineering			\$381.50
Invoice	275469	11/12/2013				
Cash Payment	E 101-43100-303	Engineering Fees	General Engineering			\$75.41
Invoice	275469	11/12/2013				
Cash Payment	E 101-41910-303	Engineering Fees	School Engineering			\$275.40
Invoice	275469	11/12/2013				
Cash Payment	E 101-43100-303	Engineering Fees	Watershed General Engineering			\$45.90
Invoice	275469	11/12/2013				

**City of Kimball
Payments**

12/17/13 5:43 PM
Page 2

Current Period: December 2013

Cash Payment	E 101-43100-303	Engineering Fees	Maus Drive Project Engineering			\$2,091.75
Invoice	275472	11/12/2013				
Cash Payment	E 101-41910-303	Engineering Fees	Kim-Built Engineering			\$495.58
Invoice	275469	11/12/2013				
Transaction Date	11/26/2013		Due 0 Checking	10100	Total	\$3,426.74
Refer	6019	MN BCA CRIMINAL JUSTICE TRAINI	<u>Ck# 036260 12/3/2013</u>			
Cash Payment	E 101-42110-208	Training and Instruction	Police Chief - DMT Recertification			\$75.00
Invoice	2252	11/12/2013				
Transaction Date	11/26/2013		Due 0 Checking	10100	Total	\$75.00
Refer	6020	CENTRAL MCGOWAN	<u>Ck# 036251 12/3/2013</u>			
Cash Payment	E 200-42200-210	Operating Supplies	Fire Dept Oxygen			\$18.43
Invoice	00752177	11/6/2013				
Transaction Date	11/26/2013		Due 0 Checking	10100	Total	\$18.43
Refer	6021	FAIRHAVEN ELECTRIC CORP	<u>Ck# 036254 12/3/2013</u>			
Cash Payment	E 101-45200-210	Operating Supplies	Lamps for Park			\$23.70
Invoice	17210	11/20/2013				
Cash Payment	E 601-49400-210	Operating Supplies	Lamps for Water Plant			\$23.69
Invoice	17210	11/20/2013				
Cash Payment	E 601-49400-402	Repairs/Maint Structures	Rewiring Well #2 to Plant			\$2,750.00
Invoice	17209	11/20/2013				
Transaction Date	11/26/2013		Due 0 Checking	10100	Total	\$2,797.39
Refer	6022	SPRINT	<u>Ck# 000431E 12/5/2013</u>			
Cash Payment	E 101-42110-321	Telephone	POLICE LAPTOPS			\$79.98
Invoice						
Transaction Date	11/26/2013		Due 0 Checking	10100	Total	\$79.98
Refer	6023	MINNESOTA DEPT OF HEALTH	<u>Ck# 036259 12/3/2013</u>			
Cash Payment	E 601-49400-388	Connection Fee	4th Qtr Water Connection Fee			\$473.00
Invoice						
Transaction Date	11/26/2013		Due 0 Checking	10100	Total	\$473.00

Refer	6024	USDA RURAL DEVELOPMENT	Ck# 000425E 12/28/2013	
Cash Payment	E 316-47000-611	Bond Interest	2013 Bond Interest	\$66,747.50
Invoice	11/19/2013			
Transaction Date	11/26/2013	Due 0	Checking 10100	Total \$66,747.50

Fund Summary

	10100	Checking	
601 WATER FUND		\$3,307.89	
316 2013 USDA DEBT ACCT		\$66,747.50	
200 FIRE/RESCUE FUND		\$836.49	
101 GENERAL FUND		\$5,760.84	
		\$76,652.72	

Pre-Written Checks	\$76,652.72
Checks to be Generated by the Computer	\$0.00
Total	\$76,652.72

City of Kimball

12/17/13 5:43 PM
Page 1

Payments

Current Period: December 2013

Batch Name	120313Claim2	Computer Dollar Amt	\$8,981.22	Posted
	Payment			

Refer	6029	U.S. POSTAL SERVICE	Ck# 036268 12/3/2013	
Cash Payment	E 101-41000-322	Postage	City Annual PO Box Rental 2014	\$58.00
Invoice	12/31/2013			
Transaction Date	12/3 /2013	Due 0	Checking 10100	Total \$58.00

Refer	6030	MEHR, BRIAN	Ck# 036258 12/3/2013	
Cash Payment	E 601-49400-300	Professional Svcs	Visits Weeks of 11/3, 11/10, 11/17 & 11/24	\$250.00
InvoiceNov-13	12/3/2013			
Cash Payment	E 602-49450-300	Professional Svcs	Visits Weeks of 11/3, 11/10, 11/17 & 11/24	\$250.00
InvoiceNov-13	12/3/2013			
Transaction Date	12/3 /2013	Due 0	Checking 10100	Total \$500.00

Refer	6031	TRI-COUNTY NEWS	Ck# 036267 12/3/2013	
Cash Payment	E 101-41910-351	Legal Notices Publishing	Zoning 1130 Amendment Resolution	\$67.50
Invoice01311281	11/27/2013			
Transaction Date	12/3 /2013	Due 0	Checking 10100	Total \$67.50

Refer	6032	GOPHER STATE ONE CALL	Ck# 036255 12/3/2013	
Cash Payment	E 601-49400-311	Locate calls	Locates	\$10.15
Invoice83481	11/30/2013			
Cash Payment	E 602-49450-311	Locate calls	Locates	\$10.15
Invoice83481	11/30/2013			
Transaction Date	12/3 /2013	Due 0	Checking 10100	Total \$20.30

Refer	6033	US BANK EQUIPMENT FINANCE	Ck# 036269 12/3/2013	
Cash Payment	E 101-41000-414	Data Processing Equip	Copier Lease	\$417.57
Invoice241589274	11/22/2013			
Transaction Date	12/3 /2013	Due 0	Checking 10100	Total \$417.57

Refer	6034	TOWN OF FAIRHAVEN	Ck# 036265 12/3/2013	
Cash Payment	E 101-42110-437	Other Miscellaneous	8 November DSC Tix	\$400.00
Invoice				
Transaction Date	12/3 /2013	Due 0	Checking 10100	Total \$400.00

Refer	6035	STEARNS COUNTY AUDITOR-	Ck# 000430E 12/2/2013	
Cash Payment	E 101-41910-430	Miscellaneous (GENERAL)	Zoning Beacon Service \$1.10	
Invoice742983	12/2/2013			
Transaction Date	12/3 /2013	Due 0	Checking 10100	Total \$1.10

Refer	6036	ALBERG WATER SERVICES INC.	Ck# 036247 12/3/2013	
Cash Payment	E 601-49400-404	Repairs/Maint	Repair & Replace Pump Motor for Well #2	\$2,070.00
Invoice2718	11/27/2013			
Transaction Date	12/3 /2013	Due 0	Checking 10100	Total \$2,070.00

Refer	6037	ZWILLING, TROY	Ck# 036272 12/3/2013	
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Cash Payment	E 601-49400-300 Professional Svcs	Visits Weeks of 11/3, 11/10, 11/17 & 11/24	\$250.00
Invoice	11/30/2013		
Cash Payment	E 602-49450-300 Professional Svcs	Visits Weeks of 11/3, 11/10, 11/17 & 11/24	\$250.00
Invoice	11/30/2013		
Transaction Date	12/3 /2013	Due 0 Checking 10100	Total \$500.00
Refer	6038 BORMAN, ROSE	Ck# 036250 12/3/2013	
Cash Payment	E 101-45500-300 Professional Svcs	Nov Cleaning City Hall & Library	\$60.00
Invoice	11/30/2013		

City of Kimball

12/17/13 5:43 PM

Page 2

Payments

Current Period: December 2013

Cash Payment	E 101-41000-300 Professional Svcs	Nov Cleaning City Hall & Library	\$60.00
Invoice	11/30/2013		
Transaction Date	12/3 /2013	Due 0 Checking 10100	Total \$120.00
Refer	6039 AMERIPRIDE SERVICES	Ck# 036248 12/3/2013	
Cash Payment	E 101-41000-300 Professional Svcs	City Hall Rugs	\$30.55
Invoice	2200442498 11/4/2013		
Cash Payment	E 101-41000-300 Professional Svcs	City Hall Rugs	\$30.55
Invoice	2200447719 11/18/2013		
Transaction Date	12/3 /2013	Due 0 Checking 10100	Total \$61.10
Refer	6040 ARVIG	Ck# 036249 12/3/2013	
Cash Payment	E 101-41000-321 Telephone	City Hall Telephone	\$96.47
Invoice	11/22/2013		
Cash Payment	E 602-49450-321 Telephone	Scheeler Lift Station Telephon	\$37.60
Invoice	11/22/2013		
Cash Payment	E 601-49400-321 Telephone	Water Plant Alarm	\$39.73
Invoice	11/22/2013		
Cash Payment	E 101-42110-321 Telephone	Police Computer Line	\$37.60
Invoice	11/22/2013		
Cash Payment	E 101-42110-321 Telephone	Police Telephone & Fax	\$83.32
Invoice	11/22/2013		
Cash Payment	E 101-42500-321 Telephone	Civil Defense Telephone	\$37.60
Invoice	11/22/2013		
Cash Payment	E 101-41000-321 Telephone	City Hall Fax	\$89.53
Invoice	11/22/2013		
Cash Payment	E 601-49400-321 Telephone	Water Plant Alarm	\$37.60
Invoice	11/22/2013		
Cash Payment	E 200-42200-321 Telephone	Fire Dept Telephone	\$83.86
Invoice	11/22/2013		
Transaction Date	12/3 /2013	Due 0 Checking 10100	Total \$543.31
Refer	6041 XCEL ENERGY	Ck# 036270 12/3/2013	
Cash Payment	E 101-43100-381 Electric Utilities	Flasher Light	\$45.67
Invoice	0497667984 11/22/2013		
Cash Payment	E 101-45200-381 Electric Utilities	Lions Park Electricity	\$11.19
Invoice	302924347 11/22/2013		
Cash Payment	E 601-49400-381 Electric Utilities	Water Plant Electricity	\$292.59
Invoice	303524748 11/22/2013		
Cash Payment	E 601-49400-381 Electric Utilities	Water Plant Electricity	\$17.61
Invoice	497379118 11/21/2013		
Cash Payment	E 101-43100-381 Electric Utilities	Street Light	\$17.61
Invoice	497379330 11/21/2013		
Cash Payment	E 101-43100-381 Electric Utilities	Public Works Electricity	\$10.06
Invoice	497379333 11/21/2013		
Cash Payment	E 101-41000-381 Electric Utilities	Community Bilboard Electricity	\$122.13
Invoice	0497562708 11/22/2013		
Cash Payment	E 601-49400-381 Electric Utilities	Water Tower Lights	\$44.38
Invoice	0497677650 11/22/2013		
Cash Payment	E 101-42110-381 Electric Utilities	Police Bldg Electricity	\$108.18
Invoice	0497914097 11/25/2013		
Cash Payment	E 101-45200-381 Electric Utilities	Hockey Rink Electricity	\$11.19
Invoice	0497875661 11/25/2013		
Cash Payment	E 101-45200-381 Electric Utilities	Shelter Electricity	\$77.99
Invoice	0497847746 11/25/2013		

City of Kimball

12/17/13 5:43 PM

Page 3

Payments

Current Period: December 2013

Cash Payment	E 101-45200-381 Electric Utilities	Ballpark Electricity		\$12.96
Invoice	0497849724 11/25/2013			
Cash Payment	E 602-49450-381 Electric Utilities	Lift Station Electricity		\$205.91
Invoice	0497849533 11/25/2013			
Cash Payment	E 101-41000-381 Electric Utilities	City Hall Electricity		\$181.28
Invoice	0497869366 11/25/2013			
Cash Payment	E 601-49400-381 Electric Utilities	Water Plant Electricity		\$653.12
Invoice	0497855580 11/25/2013			
Cash Payment	E 101-42500-381 Electric Utilities	Civil Defense Siren		\$4.11
Invoice	497379310 11/21/2013			
Transaction Date	12/3 /2013	Due 0 Checking 10100	Total	\$1,815.98
Refer	6042 COUNTRY CHEVROLET	Ck# 036253 12/3/2013		
Cash Payment	E 200-42200-222 Vehicle Maintenance	Fire Dept Tahoe Part		\$6.11
Invoice	70897 11/11/2013			
Transaction Date	12/3 /2013	Due 0 Checking 10100	Total	\$6.11
Refer	6043 A M MAUS	Ck# 036246 12/3/2013		
Cash Payment	E 101-42110-222 Vehicle Maintenance	Police Car Wash		\$6.95
Invoice	257662 11/25/2013			
Cash Payment	E 101-41000-222 Vehicle Maintenance	City Car Hall Damage Repairs		\$2,379.40
Invoice	81974 11/15/2013			
Cash Payment	E 101-42110-222 Vehicle Maintenance	Police Car Wash		\$6.95
Invoice	257385 11/8/2013			
Cash Payment	E 101-42110-222 Vehicle Maintenance	Police Car Wash		\$6.95
Invoice	257544 11/18/2013			
Transaction Date	12/3 /2013	Due 0 Checking 10100	Total	\$2,400.25

Fund Summary

	10100 Checking	
602 SEWER FUND	\$753.66	
601 WATER FUND	\$3,665.18	
200 FIRE/RESCUE FUND	\$89.97	
101 GENERAL FUND	\$4,472.41	
	\$8,981.22	

Pre-Written Checks	\$8,981.22
Checks to be Generated by the Computer	\$0.00
Total	\$8,981.22

City of Kimball

12/17/13 5:44 PM

Page 1

Payments

Current Period: December 2013

Batch Name 120313Abate Payment Computer Dollar Amt \$6,361.41 Posted

Refer	6045 WILLOW CREEK CONCRETE	Ck# 036244 12/3/2013		
Cash Payment	E 409-48500-615 Tax Abatement	2nd Half 2013 Tax Abatement Payment		\$3,682.06
Invoice				
Transaction Date	12/3 /2013	Due 0 Checking 10100	Total	\$3,682.06
Refer	6046 A M MAUS	Ck# 036243 12/3/2013		
Cash Payment	E 408-48500-615 Tax Abatement	2nd Half 2013 Tax Abatement Payment		\$2,679.35
Invoice				
Transaction Date	12/3 /2013	Due 0 Checking 10100	Total	\$2,679.35

Fund Summary

409 WILLOW CREEK ABATEMENT	10100 Checking	\$3,682.06
408 MAUS ABATEMENT		\$2,679.35
		\$6,361.41

Pre-Written Checks	\$6,361.41
Checks to be Generated by the Computer	\$0.00
Total	\$6,361.41

City of Kimball

12/17/13 5:44 PM
Page 1

Payments

Current Period: December 2013

Batch Name 2014NewSquad
Payment

Computer Dollar Amt \$29,617.00 Posted

Refer 6047 A M MAUS

Ck# 001454 12/5/2013

Cash Payment	E 101-42110-550 Motor Vehicles	New Durango Squad Mudflaps	\$100.00
Invoice105324	11/27/2013		

Cash Payment	E 101-42110-550 Motor Vehicles	New Durango Squad	\$29,517.00
Invoice349191	11/26/2013		

Transaction Date	12/3 /2013	Due 0 Checking	10100	Total	\$29,617.00
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Fund Summary

101 GENERAL FUND	10100 Checking	\$29,617.00
		\$29,617.00

Pre-Written Checks	\$29,617.00
Checks to be Generated by the Computer	\$0.00
Total	\$29,617.00