

SPECIAL COUNCIL MEETING
DECEMBER 13, 2011

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

Pledge of Allegiance recited

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

Others present: Caitlin Carr

Mayor Konz informed the Council that she had recently attended a Kimball Lions meeting and been asked about one of the City's part-time Police Officer's coming in to work for the City one day and that Officer was locked out of all the Police Dept. vehicles so the Officer had to go home but was paid 4 hours of work. The City Clerk stated that a few months ago when Officer Decker came in to work a shift, he went to Officer Langness's house to pick up the squad and was unable to pick up the vehicle as it was being stored in the garage and Officer Langness did not answer his door or phone; thus making Officer Decker unable to use the vehicle. The City Clerk believes that Officer Decker was paid $\frac{3}{4}$ of an hour that day, but will double check and get back to the Council.

Motion made by Eric Loewen and seconded by Joe Krippner to approve the following addendums to the agenda: Consent Item 3. Employee Time-off Request, Clean-up Day and Appointment of 2012 Fire Department Officers; motion carried

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

Motion made by Eric Loewen and seconded by Paula Capes to approve the following consent agenda items:

1. Transfer \$3,495.89 from the General Fund to the Willow Creek Tax Abatement Fund
2. Transfer \$2,822.20 from the General Fund to the A M Maus Tax Abatement Fund
3. Employee Time-off Request

motion carried

The Council discussed Clean-up Day. Veolia may not have enough trucks available that day and was wondering if April 28 or May 12 would work instead. The Deputy Clerk did check with Stearns County Household Hazardous Waste and they are not available either of those days. They have May 5 available or we could do sometime in the fall. Council chose to keep Clean-up Day on May 5 and have Veolia bring dumpsters instead of trucks and have the dumpsters picked up as soon as possible.

Motion made by Nate Osmundson and seconded by Eric Loewen to appoint the following 2012 Fire Department Officers: Chief John Gohmann; Asst. Chief Dave Traurig; 1st Asst. Mike Schneider; Captains – Dan Rose, Brian Kiffmeyer and Jeff Hilsger; Engineer Bob Erickson; Secretary Ed Borman and Safety Officers – Ronnie Rose and Tom Ehlinger; motion carried

Mayor Konz asked Ms. Carr if she had any questions for the Council. Ms. Carr asked why the Council has to approve for the City Clerk to pay the bills. The Council and Clerk explained that at each meeting the Clerk submits claims for payment and the Council can approve (authorize) all for payment or withhold payment for some. Once the Council approves payment, the Mayor then signs the checks, which is

confirmation that the Council authorized payment, and the City Clerk then signs the check authorizing the bank to release the funds for payment. This also helps to prevent internal fraud.

Those present discussed the 2012 budget and tax levy. The City has applied for a grant for an automated entrance door, thus the expense and revenue of \$2,975 was added; a 2% increase was added for the renewal of the Fairhaven Police Contract, which renews on 9/1/2012; costs were added for legal and publishing, as the City Attorney is working on ordinance codification; due to the City switching refuse providers, City Hall and Shelter garbage costs were decreased as there will be no charge for disposal only at \$10/month charge for the lock on the dumpster; \$21,750 was removed for paving at the park; clothing allowances for the Police Dept. were increased by \$600 due to the increased costs of body armor; the amount for fire service originally set at \$26,831.25 was left at that amount, but the Clerk did explain to the Council that it may change due to an incorrect Market Value input for Fairhaven Township; \$500 was figured in for Sentence-to-Serve workers, as they are now \$100/day; chip sealing – originally set at \$40,000 for Hazel Ave, Scheeler Addition and 83rd Ave – was reduced to \$20,000 for Scheeler Addition and 83rd Ave only; and amounts for the A M Maus and Willow Creek Concrete tax abatement payments were increased based on their TNT statements.

Ms. Carr asked what the budget was for the City and how that related to property taxes. For 2011 the budget was \$577,809 and the tax levy was \$327,978 – the difference between projected revenues and expenses.

The Council would like all City owned uniform and equipment items that the Police Dept. and Public Works Dept. have written down and inventoried.

Motion made by Eric Loewen and seconded by Joe Krippner to have the Zoning Administrator thoroughly cover the ordinances to ensure compliance with the properties located at 11 Hazel Ave E and 220 Hwy 55 E; motion carried

The Council did not include money in the 2012 budget for vehicle replacement, but will revisit replacing the Police Durango during 2013 budget discussions.

Motion made by Eric Loewen and seconded by Nate Osmundson to adopt Resolution No. 12132011A Resolution Adopting the Final Property Tax Levy; motion carried

The 2012 budget was set at \$560,198.68, the general fund tax levy at \$331,563 and the debt service levy at \$55,732.

There will be a Special Meeting on December 19, 2011, at 8:15am for the renewal of Son of a Butchers Bar & Grill 2012 Liquor License. Son of a Butchers Bar & Grill failed to submit their paperwork by the November 18, 2011, deadline. It was received in the City Clerk's office on December 12, 2011.

Motion made by Nate Osmundson and seconded by Paula Capes to adjourn at 8:49pm; motion carried

Respectfully submitted by Nicole Pilarski

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Payments

Current Period: December 2011

Batch Name	121311CLAIMS Payment	Computer Dollar Amt	\$13,626.44	Posted	
Refer	4189 XCEL ENERGY	Ck# 034440	12/13/2011		
Cash Payment	E 101-43100-381 Electric Utilities	Street Lights			\$1,707.70
Invoice	399482336	12/5/2011			
Transaction	12/12/2011	Due 0 Checking	10100	Total	\$1,707.70
Refer	4190 POSTMASTER	Ck# 034437	12/13/2011		
Cash Payment	E 200-42200-322 Postage	2012 Fire Dept Box Rental			\$42.00
Invoice					
Cash Payment	E 101-41000-322 Postage	2012 City Hall Box Rental			\$56.00
Invoice					
Transaction	12/12/2011	Due 0 Checking	10100	Total	\$98.00
Refer	4191 OFFICE DEPOT	Ck# 034436	12/13/2011		
Cash Payment	E 101-41000-200 Office Supplies	Office Supplies			\$8.66
Invoice	588478062001	11/30/2011			
Cash Payment	E 101-41400-200 Office Supplies	Clerk Bank Stamp			\$22.73
Invoice	588425318001	12/2/2011			
Cash Payment	E 101-42110-200 Office Supplies	Police Supplies			\$23.34
Invoice	588318398001	11/29/2011			
Transaction	12/12/2011	Due 0 Checking	10100	Total	\$54.73
Refer	4192 GRANITE ELECTRONICS	Ck# 034430	12/13/2011		
Cash Payment	E 200-42200-210 Operating Supplies	Fire Dept Battery			\$17.82
Invoice	449453	12/9/2011			
Transaction	12/12/2011	Due 0 Checking	10100	Total	\$17.82
Refer	4193 KIMBALL GARAGE	Ck# 034433	12/13/2011		
Cash Payment	E 101-42110-222 Vehicle Maintenance	Police 07 Truck Oil Change			\$27.40
Invoice	12648	12/6/2011			
Transaction	12/12/2011	Due 0 Checking	10100	Total	\$27.40
Refer	4194 KEEPRS	Ck# 034432	12/13/2011		
Cash Payment	E 101-42110-200 Office Supplies	Police Citation Holder			\$32.05
Invoice	178544	12/2/2011			
Transaction	12/12/2011	Due 0 Checking	10100	Total	\$32.05
Refer	4195 RAJKOWSKI HANSMEIER	Ck# 034438	12/13/2011		
Cash Payment	E 101-41910-304 Legal Fees	Zoning & Ordinance Legal			\$94.50
Invoice	56547	12/10/2011			
Cash Payment	E 101-41000-304 Legal Fees	General Legal			\$121.50
Invoice	56547	12/10/2011			
Cash Payment	E 101-42110-304 Legal Fees	Police Legal			\$1,001.00
Invoice	56546	12/10/2011			
Cash Payment	E 101-42110-304 Legal Fees	Police Legal			\$12.50
Invoice	56486	12/10/2011			
Cash Payment	E 101-41700-304 Legal Fees	Historical Legal			\$40.50
Invoice	56547	12/10/2011			
Cash Payment	E 101-42110-304 Legal Fees	Police Legal			\$13.50
Invoice	56547	12/10/2011			
Transaction	12/12/2011	Due 0 Checking	10100	Total	\$1,283.50

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Payments

Current Period: December 2011

Refer	4196	HEALTH PARTNERS	Ck# 034431	12/13/2011		
Cash Payment		E 602-49450-133 Employer Paid Dental	Sewer Dental Insurance			\$60.99
Invoice	39100631	12/5/2011				
Cash Payment		E 101-41400-133 Employer Paid Dental	Clerk Dental Insurance			\$40.97
Invoice	39100631	12/5/2011				
Cash Payment		E 601-49400-133 Employer Paid Dental	Water Dental Insurance			\$60.99
Invoice	39100631	12/5/2011				
Cash Payment		E 101-42110-133 Employer Paid Dental	Police Dental Insurance			\$162.95
Invoice	39100631	12/5/2011				
Cash Payment		E 101-43100-133 Employer Paid Dental	Public Works Dental Insurance			\$121.98
Invoice	39100631	12/5/2011				
Transaction	12/12/2011	Due 0	Checking	10100	Total	\$447.88
Refer	4198	FULL-FLEDGED GUTTER	Ck# 034429	12/13/2011		
Cash Payment		E 101-41000-401 Repairs/Maint	City Hall Gutter Repairs			\$2,160.00
Invoice	722	12/1/2011				
Transaction	12/12/2011	Due 0	Checking	10100	Total	\$2,160.00
Refer	4199	BP	Ck# 034427	12/13/2011		
Cash Payment		E 101-42110-212 Motor Fuels	Police Fuel			\$63.35
Invoice	775942	11/23/2011				
Cash Payment		E 101-42110-212 Motor Fuels	Police Fuel			\$76.17
Invoice	497604	11/2/2011				
Cash Payment		E 101-42110-212 Motor Fuels	Police Fuel			\$74.27
Invoice	126254	11/6/2011				
Cash Payment		E 101-42110-212 Motor Fuels	Police Fuel			\$67.01
Invoice	052248	11/11/2011				
Cash Payment		E 101-42110-212 Motor Fuels	Police Fuel			\$58.19
Invoice	148032	11/13/2011				
Cash Payment		E 101-42110-212 Motor Fuels	Police Fuel			\$65.74
Invoice	991433	11/26/2011				
Cash Payment		E 101-42110-212 Motor Fuels	Police Fuel			\$33.92
Invoice	117558	11/28/2011				
Cash Payment		E 200-42200-430 Miscellaneous	Tax Exempt Fee			\$7.52
Invoice		12/2/2011				
Cash Payment		E 101-43100-437 Other Miscellaneous	Tax Exempt Fee			\$7.52
Invoice		12/2/2011				
Cash Payment		E 101-42110-437 Other Miscellaneous	Tax Exempt Fee			\$7.52
Invoice		12/2/2011				
Cash Payment		E 200-42200-212 Motor Fuels	Fire Dept Fuel			\$60.29
Invoice	225965	11/28/2011				
Cash Payment		E 200-42200-212 Motor Fuels	Fire Dept Fuel			\$54.15
Invoice	522296	11/8/2011				
Cash Payment		E 200-42200-212 Motor Fuels	Fire Dept Fuel			\$62.46
Invoice	518285	11/8/2011				
Cash Payment		E 101-42110-212 Motor Fuels	Police Fuel			\$69.30
Invoice	251430	11/20/2011				
Cash Payment		E 101-42110-222 Vehicle Maintenance	Police Car Wash			\$6.95
Invoice	117558	11/28/2011				
Cash Payment		E 101-42110-212 Motor Fuels	Police Fuel			\$47.77
Invoice	885640	11/25/2011				

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Current Period: December 2011

Cash Payment	E 101-42110-212 Motor Fuels	Police Fuel			\$69.74
Invoice	997162 11/4/2011				
Cash Payment	E 101-42110-212 Motor Fuels	Police Fuel			\$60.73
Invoice	568891 11/30/2011				
Cash Payment	E 200-42200-212 Motor Fuels	Fire Dept Fuel			\$57.24
Invoice	467253 11/8/2011				
Cash Payment	E 101-43100-212 Motor Fuels	Public Works Fuel			\$62.06
Invoice	329193 11/14/2011				
Cash Payment	E 101-42110-222 Vehicle Maintenance	Police Car Wash			\$6.95
Invoice	978674 11/18/2011				
Cash Payment	E 101-42110-212 Motor Fuels	Police Fuel			\$61.89
Invoice	768394 11/10/2011				
Cash Payment	E 101-42110-212 Motor Fuels	Police Fuel			\$65.41
Invoice	681731 11/13/2011				
Cash Payment	E 101-42110-212 Motor Fuels	Police Fuel			\$29.93
Invoice	484308 11/15/2011				
Cash Payment	E 101-42110-212 Motor Fuels	Police Fuel			\$60.13
Invoice	681731 11/16/2011				
Cash Payment	E 101-42110-212 Motor Fuels	Police Fuel			\$40.29
Invoice	978674 11/18/2011				
Cash Payment	E 101-42110-222 Vehicle Maintenance	Police Car Wash			\$6.95
Invoice	568891 11/30/2011				
Transaction	12/12/2011	Due 0 Checking	10100	Total	\$1,283.45
Refer	4200 KIMBALL PARTS CITY	<u>Ck# 034434 12/13/2011</u>			
Cash Payment	E 200-42200-210 Operating Supplies	Fire Dept Supplies			\$14.95
Invoice	129-124788 11/1/2011				
Cash Payment	E 200-42200-210 Operating Supplies	Fire Dept Supplies			\$168.50
Invoice	129-126039 11/19/2011				
Cash Payment	E 200-42200-210 Operating Supplies	Fire Dept Supplies			\$9.17
Invoice	129-126186 11/21/2011				
Cash Payment	E 200-42200-210 Operating Supplies	Fire Dept Supplies			\$3.20
Invoice	129-126276 11/22/2011				
Transaction	12/12/2011	Due 0 Checking	10100	Total	\$195.82
Refer	4201 WILLOW CREEK CONCRETE	<u>Ck# 034439 12/13/2011</u>			
Cash Payment	E 409-48500-615 Tax Abatement	Second Half 2011 Tax Abatement Payment			\$3,495.89
Invoice					
Transaction	12/12/2011	Due 0 Checking	10100	Total	\$3,495.89
Refer	4202 A M MAUS	<u>Ck# 034426 12/13/2011</u>			
Cash Payment	E 408-48500-615 Tax Abatement	Second Half 2011 Tax Abatement			\$2,822.20
Invoice					
Transaction	12/12/2011	Due 0 Checking	10100	Total	\$2,822.20

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Current Period: December 2011

Fund Summary

	10100 Checking	
101	\$6,689.07	
200	\$497.30	
408	\$2,822.20	
409	\$3,495.89	
601	\$60.99	
602	\$60.99	
	\$13,626.44	

BATCH Total

\$13,626.44

Pre-Written Checks
Checks to be Generated by the
Tota

\$13,626.44
\$0.00
\$13,626.44

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Payments

Current Period: December 2011

Batch Name 121311CLAIM2
Payment

Computer Dollar Amt \$610.08 **Posted**

Refer	4203	<i>MEEKER COOPERATIVE</i>	<u>Ck# 034435 12/13/2011</u>	
Cash Payment	E 602-49450-381	Electric Utilities	WWTP Electricity	\$66.00
Invoice		11/29/2011		
Cash Payment	E 602-49450-381	Electric Utilities	Scheeler Lift Station Electricity	\$57.97
Invoice		11/29/2011		
Cash Payment	E 101-43100-381	Electric Utilities	Street Light	\$15.76
Invoice		11/29/2011		
Cash Payment	E 101-43100-381	Electric Utilities	Street Light	\$15.76
Invoice		11/29/2011		
Cash Payment	E 101-43100-381	Electric Utilities	Street Light	\$15.76
Invoice		11/29/2011		
Cash Payment	E 101-43100-381	Electric Utilities	Street Light	\$15.76
Invoice		11/29/2011		
Cash Payment	E 602-49450-381	Electric Utilities	Heritage Park Lift Station Electricity	\$57.97
Invoice		11/29/2011		

Transaction 12/13/2011 Due 0 Checking 10100 **Total** \$244.98

Refer	4204	<i>FLEET SERVICES</i>	<u>Ck# 034428 12/13/2011</u>	
Cash Payment	E 101-43100-437	Other Miscellaneous	Tax Exempt Fee	\$2.50
Invoice		11/30/2011		
Cash Payment	E 101-42110-437	Other Miscellaneous	Tax Exempt Fee	\$2.50
Invoice		11/30/2011		
Cash Payment	E 101-43100-212	Motor Fuels	Public Works Fuel	\$75.79
Invoice 0848		11/23/2011		
Cash Payment	E 101-43100-212	Motor Fuels	Public Works Fuel	\$89.37
Invoice 6874		11/10/2011		
Cash Payment	E 101-42110-212	Motor Fuels	Police Fuel	\$56.18
Invoice 4687		11/23/2011		
Cash Payment	E 101-42110-212	Motor Fuels	Police Fuel	\$69.93
Invoice 8754		10/31/2011		
Cash Payment	E 101-42110-212	Motor Fuels	Police Fuel	\$68.83
Invoice 9164		11/17/2011		

Transaction 12/13/2011 Due 0 Checking 10100 **Total** \$365.10

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Payments

Current Period: December 2011

Fund Summary		BATCH Total	\$610.08
101	10100 Checking		
602	\$428.14		
	\$181.94		
	\$610.08		
Pre-Written Checks	\$610.08		
Checks to be Generated by the	\$0.00		
Tota	\$610.08		

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