

**KILKENNY CITY COUNCIL
REGULAR MEETING
September 14, 2023**

There was a regular meeting of the Kilkenny City Council held in Council Chambers on September 14, 2023.

Council in attendance: Mayor Cameron Hankins, Bob Busta, Tammy Holicky, Julie Balfe, Terry Ferch

Staff in attendance: Nicole Icaza (City Clerk)

Persons in attendance: Janice Sellner, Shell Johnson (PS) Lori Stoering, Anne Drivdahl, Shaun Simmers, Kyle Rennecke, Lacey Duloung, Jason Villwock, Bill Washa, Le Sueur County Deputy Sheriff Austin

1. **Call to Order:** Mayor Cameron Hankins called the meeting to order at 6:30pm.
2. **Pledge of Allegiance:**
3. **Approval of Minutes:** Budget Meeting held August 8, 2023. Motion by Terry Ferch, seconded by Bob Busta to approve the minutes as written. Unanimous vote. Motion carried.
4. **Approval of Minutes:** Regular Meeting held August 10, 2023. Motion by Julie Balfe, seconded by Terry Ferch to approve the minutes as written. Unanimous vote. Motion carried.
5. **Approval of Minutes:** Special Meeting held August 14, 2023. Motion by Tammy Holicky, seconded by Terry Ferch to approve the minutes as written. Unanimous vote. Motion carried.
6. **Approval of Minutes:** Special Meeting held August 28, 2023. Motion by Terry Ferch, seconded by Bob Busta to approve the minutes as written. Unanimous vote. Motion carried.
7. **Approval of agenda.** Motion by Tammy Holicky, seconded by Terry Ferch to approve the agenda as written. Unanimous vote. Motion carried.
8. **Staff Announcements:** None
9. **Presentations:**
 - A) **Sheriff Department:** Austin from the Le Sueur County Sheriff Department did not have anything.
 - B) **PeopleService:** People Service agreement ends December 31, 2023. People Service proposes a 3 year contract with the increase to \$1,835/ month for 2024, \$1,890/ month for 2025, and \$1,945/month for 2026. Any additional professional services provided by People Service in addition to the services stated above will be billed at a rate of \$70 during normal business hours Monday through Friday 8:00am-5:00pm & \$105 per hour at all other times. If People Service purchases any parts or supplies on behalf of the owner, they should be invoiced to the owner at cost + 15% handling. This agreement should become effective, and services shall commence on January 1st, 2024.
Motion by Tammy Holicky, seconded by Terry Ferch to approve the new People Service Contract for 3 years (2024,2025,2026). Unanimous vote. Motion carried.

Shell (People Service): The water meter at 450 Knish needs to be turned on by the City. Shell took water samples on Monday for ISG (Iron Magnese and Ammonia) She will be sending to them as soon as she can (hopefully tomorrow) Gopher locate; she needs two numbers for contact. Mayor Cameron Hankins and Tammy volunteered. In the event that Shell is gone, there will be two others available to answer the Gopher locate. The locator is in the fire hall. Shell was the one who shut the water off at 432 Laurel, just to make it known. Shell is the responsible one for shutting the water off. Shell received a call due to a water bill; this is not her department. Marissa gave a lady Shells number who had a question regarding their water bill. The ponds are looking good, cattails and trees have to go – we now have oak trees that

need to be taken out NOW. Shell will not be held responsible for any of the violations. It looks bad as an operator as well as for the department and city. When they come in for an inspection, we should be proud of how we handle our departments. The splitter box was cleaned out, it was full of debris the force main could not push out the wastewater. It was a full tote of debris. As soon as it got cleaned out, the water came out of there 7.5 feet water per minute. We will try and keep up with it and send out education on what to flush will help. The lead and copper have 30 days September 7th. The water leaks show on here, I did address them. The one at 286 that has been leaking since February 6th – Shell is not able to make their schedules work to meet with the resident. 216 N Kilkenny showed a burst, usually means filling a pool – It was Toybox, possibly from the misters running. Otherwise, the well pumped out 363,000 gallons – sewer wise was like 276,000 gallons. The garbage at the wellhouse is still there, Shell moved it further back by the wellhouse. We need to get rid of it. The mowing around the wellhouse needs to be done to keep the varmints down. We have some mice and snakes inside the wellhouse. Shell fixed everything in the wellhouse that needed to be fixed. She has ordered Chlorine and other supplies needed for winter. Samples will be taken every 2 months, 3 months and 6 months to get the water back to where it needs to be. Next Friday Shell will be flushing hydrants. 232 the shutoff needs to be replaced; Shawn will dig it but we need the materials. There is no water or sewer.

C) **ISG:** Kyle Renneke, “I don’t have any major updates for you this month. We were hoping to hear back for funding, still waiting on that from VFA – I was thinking about giving them a quick call and get an update. I think it would be good to have someone from the City to be on the call.”

Tammy asked about the grants that we are eligible for. We can keep asking for more funding – Kyle said correct. Tammy was under the impression that we could get multiple grants – Kyle said if they can fund the majority of it and might recommend one or two other places for funding/grants. His typical approach is to get approved for one and go from there. Can multiple grants be stacked? Kyle thinks it depends on what they come back with and what their determination is. They look at the city size, incomes and what the water rates are. Pinning around town – questions about what was surveyed. Kyle said when they are doing those types of surveys, it is like piecing a puzzle and they have to go east and west of the town to get the bigger or exact property lines of that section. Kyle said he would send over the exact number of pins that were billed for. He said he would resend it to the City email.

10. New Business:

- A) **Resolution 2023- 4 2024 Budget:** Our General Revenue \$218,905.00, our State Aid is \$37,276.00, other resources \$100,200.00 Certified Levy is \$81,429.00. Tammy: We tried to keep our budget as best as we could. We even at our last meeting we raised our water bills by \$10 (\$3 garbage \$3 Sewer, \$3 water, \$1 recycling). Motion by Terry Ferch, seconded by Bob Busta to approve the 2024 budget. Unanimous vote. Motion carried.
- B) **Voter Account Agreement:** On July 20th, 2023 the office of the secretary of the state approved the electronic transfer of \$1.25 million in electronic payments, it goes on... Le Sueur County share is \$8,110 for the voting operations. Technology and election resources. Our cities portion for 2023 is \$9.89. The city of Kilkenny hereby agrees to allow the LSC to retain the voting operations, technology and election resources voter account funds received. This money will go towards the ballots that they send out for us to fill out and return when we vote.
Motion by Tammy Holicky, seconded by Terry Ferch to approve the Voter Account Agreement on this day September 14th, 2023. Unanimous vote. Motion carried.
- C) **Minnesota Pump Works:** Shell will email tomorrow to get us on a schedule to inspect our pumps for 2023. We will figure out prices and how many pumps to be inspected. We can have an emergency meeting to approve of the price and get scheduled for inspections.
- D) **Resolution 2023-5 Building Permit Kim Stangler:** Mayor Cameron Hankins called Kim to discuss the modular home that is wanting to be built. (Voice Recorder cut out due to cell phone signal too close to recorder) *Unable to hear conversation while call is in process.* Motion by Tammy Holicky, Second by Terry Ferch to approve the 2023-5 Building Permit for Kim Stangler. Unanimous vote. Motion Carried.
- E) **City Clerk Hiring:** Two applicants for City Clerk of Kilkenny position – Nicole Icaza & Anne Drivdahl. City Council has copies of both resumes and reviewed and discussed.

Motion by Tammy, seconded by Terry Ferch to approve Nicole Icaza as the new City Clerk at an hourly rate of \$18 after 90 days probationary period will be reviewed. Unanimous vote. Motion Carried.

- F) Janice to train new City Clerk:** Janice will only put in whatever necessary in order to train Nicole in. Motion by Tammy Holicky, seconded by Terry Ferch to pay Janice \$15 an hour to train in new City Clerk. Unanimous vote. Motion Carried.

11. Unfinished Business:

- A) Street Signs:** No one got back to Marissa on how many signs were needed. Bob will take on the task of figuring out which street signs are needed to be replaced. Bob & Terry will go around and assess which signs around town.

- 12. Approval of Disbursements.** The City needs to pay \$10,000 to ISG for their services. In Public Works Savings account there is \$16,747.18. The city will plan on transferring \$10,000 from the savings account to the City Account to pay ISG. Motion by Tammy Holicky, seconded by Terry Ferch to approve the City's disbursements and September expenditures. Unanimous vote. Motion carried.

- A. Stage Rental:** When the city writes out a check over \$900, we must request a W-9. The Stage rental total for St. Paddy's Day was \$1,200 big stage \$1,350 for small stage since it was for two days, the total for stage rental was \$2,550.00. He is not willing to turn in the tax paper, and if he must, he is going to charge us another \$350. Motion by Terry Ferch, seconded by Bob Busta to approve the City's disbursements and September expenditures. Unanimous vote. Motion carried.

- 13. Imprest Cash Fund:** The Imprest cash fund does not need to be paid back this month.

- 14. Citizen Time:** Lori Stoerling voiced her concerns regarding dogs barking around town and recommended placing a notice in the next newsletter to address the issue. Lacey from the Toybox has a concern on the increase for their annual renewal of liquor license fees. From 2023 to 2024 it raised by \$900. The City will look into the concern and address it when we have some answers. Jason Villwok would like to go back on the meeting minutes to see what ISG has said and verify what Kevin said at the last meeting regarding the grants and funding. Anne Drivdahl said their house build has been delayed but they are setting it up.

15. Council Discussion:

Tammy Holicky delegated work to be done for the City. Terry & Bob will work on signs around town, Mayor Cameron will work on ISG & obtaining snow removal bids. Snow removal bids will be placed in the paper and bids will be due by October 10th. Julie Balfe will work on information on what Civil Attorneys responsibilities are. Tammy Holicky and Janice Sellner will work on getting the new City Clerk trained in.

- 16. Adjourn.** Motion by Tammy Holicky, seconded by Teri Ferch to adjourn the meeting at 7:52pm. Unanimous vote. Motion carried.

Mayor, Cameron Hankins

Nicole Icaza, City Clerk