

LAMBERTON CITY COUNCIL
WORK SESSION MEETING MINUTES • CITY HALL
January 13, 2026 • 6:00 P.M.

1. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

- Work Session called to order at 6:00 PM January 13, 2026.
- Present: Mayor L. Sik, L. Bittner (arrived late), D. Irlbeck, A. Cairns, L. Pfarr
- Staff in Attendance: C. Anderson
- Others in Attendance: Matt Novak

A. Additions/Deletions to Agenda

1. Go through snow removal process
2. Special Assessments
3. Review Clerk Applications

Motion/Second/Pass (Irlbeck/Cairns/unanimous 4/0) to approve the agenda as amended.

2. GENERAL BUSINESS

A. Discussed snow plow removal process with C Anderson.

B. Review Positions – The following job descriptions were reviewed. Discussion held and changes made.

1. Assistant Clerk
2. Clerk/Treasurer
3. Custodian
4. EDA Coordinator
5. EMS/Public Works Position
6. Library Aide
7. Library Director
8. Maintenance Worker
9. Police Chief
10. Police Officer
11. Public Works Supervisor
12. Swimming Pool Lifeguards
13. Swimming Pool Manager

Discussion was held to move the EDA coordinator budget to the Clerk/Admin Budget.

C. Grading/Rating Job Applications – Novak explained grading scale and process. It is a 100 point scale broken down by: Veteran 15pts, Disability 10pts, College Grad or Equivalent 10pts, Clerical Duties 10 pts, Customer Service 20 pts, Statutory Duties 15pts, HR Experience/Supervising 15pts, Financial/Budgeting 20 pts, EDA 10pts.

D. Council reviewed the applications received for the Administrator/EDA Position and each ranked the applications. Three will be interviewed. Halter will be advised to look into what ABDO can provide for services. Interviews will be set for Tuesday, January 20, 2026 at 6:00 PM.

E. Review Wage Schedule – Not addressed.

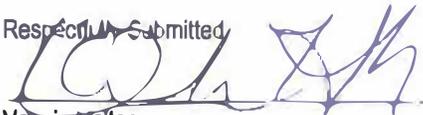
3. NEXT MEETING DATES

A. Next Regular Council Meeting February 9, 2026

4. ADJOURNMENT

Motion/Second/Pass (Irlbeck/Cairns/unanimous 5/0) to adjourn the work session.

Respectfully Submitted,


Valerie Halter
Clerk


Lydell Sik
Mayor