

**LAMBERTON CITY COUNCIL
REGULAR MEETING • CITY HALL
February 9, 2026 • 6:30 P.M.**

1. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

- A. Swear in Rebecca Gieseke City Administrator
- B. Additions/Deletions to Agenda

2. CONSENT AGENDA

- A. Approval of Minutes (can all be done in one motion)
 - 1. 11-04-2025 – EDA Minutes
 - 2. 12-8-2025 – CC Minutes
 - 3. 12-8-2025 – Truth in Taxation Public Hearing Minutes
 - 4. 1-12-2026 – CC Minutes
 - 5. 1-13-2026 – CC Work Session Minutes
 - 6. 1-20-2026 - CC Special Meeting Minutes
 - 7. 1-24-2026 – CC Special Meeting Minutes

3. GENERAL BUSINESS

- A. Public Hearing Animal Ordinance – 7:00 PM
- B. Bollig Engineering – Scott Kuhlman
 - 1. Awarded \$1,000,000 Congressional Earmarked money
 - 2. 2026-03 – Resolution Approving PFA Grant Application
 - 3. 2026-04 – Resolution Accepting Feasibility Report on Grove Street
- C. Lamberton Pool Committee
- D. Micheal Ellingson – Old School Building
- E. Department Reports
 - 1. Library – Report Submitted
 - a. RCA – Library Policy (Tabled at 1-12-26 Meeting)
 - 2. Ambulance Department – Report Submitted
 - 3. Fire Department –
 - 4. Police Department – Report Submitted
 - 5. Maintenance Department –
 - 6. Administration/EDA Department –
 - a. RCA – Clerk School
- F. Petitions, Request, Communications
 - 1. Citizen Complaints & Concerns
 - a. Busch – Stop Sign at 5th & Fir
 - b. Senst truck parking complaint
 - c. Hanson – Cattle Trucks & Semi's
 - 2. Building/Zoning Permit Requests - None
 - 3. Request for Council Action
 - a. RCA – Special Assessment Policy – Matt Novak
 - b. RCA – Fair Housing Action Plan
 - c. RCA – Beerman Grade Increase
 - d. RCA – Hesse Pool Manager
 - e. RCA – Utility Late Fees
 - f. RCA – Herrada Water Usage
- G. Ordinances and Resolutions (can all be done in one motion)
 - 1. 2026-05 - Resolution Accepting Donations
- H. Financial Report & Approval of Claims
 - 1. February 2026 Financial Report
 - 2. Approval of Claims

4. MAYOR & COUNCIL REPORTS & COMMUNICATIONS

- A. Information for Council

5. NEXT MEETING DATES

- A. Next Regular Council Meeting March 9, 2026 at 6:30 PM



OATH OF OFFICE

“I, Rebecca Gieseke, do solemnly affirm to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of Lamberton City Administrator and EDA Coordinator, to the best of my judgment and ability, and this I do under the penalties of perjury.”

WITNESS DATE OF OATH TAKEN February 9, 2026

Official Taking Oath

Official Acknowledging Oath

Any person with authority to take and certify acknowledgments may administer the oath. An oath can be taken with a notary in lieu of taking oath in person in front of the board in which they are taking oath for. The candidate taking the oath must lift his or her hand while reciting the oath. The candidate qualifying for office must take the oath and sign a copy of the oath in the presence of the administering official. If an officer must also submit a bond, the oath should be attached to the bond and both documents should go to the council for approval and then to the clerk for filing. The candidate qualifying for office cannot exercise powers until oath is taken.

LAMBERTON EDA
REGULAR MEETINGMINUTES • CITY HALL
November 4, 2025 • 5:15 PM

1. CALL TO ORDER/ADOPT AGENDA

- Meeting called to order at 5:15 PM on November 4, 2025
- Present: R. Arkell, E. Blomgren, C. Stavnes, L. Bittner, L. Sik
- Staff Present: V. Halter

A. Additions/Deletions to Agenda

Motion/Second/Pass (Stavnes/Bittner/unanimous 5/0) to approve the agenda as presented.

2. CONSENT AGENDA (if multiple, can all be done in one motion)

A. Approval of Minutes of the:

- September 9, 2025

Motion/Second/Pass (Sik/Bittner/unanimous 5/0) to approve the minutes.

B. Treasurer's Report

- EDA September/October Balances
- EDA Rev September-October 2025
- EDA Exp September-October 2025
- EDA Revolving Loan Balances

Motion/Second/Pass (Bittner/Stavnes/unanimous 5/0) to approve Treasurer's Report.

3. OLD BUSINESS – Updates

A. Industrial Park

- No Updates

B. US Bank Building

- No Updates

C. Day Care – Halter explained that she has applied for the Taylor Family Farms Foundation childcare grant. She is asking for \$50,000 and has started asking for support from area organizations. The nursing home is open to having two childcare PODS created out of a few rooms on the west side just south of admin offices. Halter needed ISG to do preliminary drawings and asked the EDA to pay for this bill.

Motion/Second/Pass (Sik/Blomgren/unanimous 5/0) to approve paying the \$5,000 ISG bill.

D. Assisted Living

- No Updates

E. Old School Campus

- Superior Bus

F. Southside Addition Lots

- No Updates

G. Housing / Twin Home Development

- No Updates

4. NEW BUSINESS

- A. Bylaws – Halter brought the current by-laws and requested two changes. The EDA board has struggled to get a quorum to the monthly meetings. There is also currently 7 seats on the board with 2 being vacant. Halter has advertised and called several people asking for them to be on the board without success. Halter is proposing changing the meetings to quarterly instead of monthly and reducing the number of board members to five from seven. Discussion was held on the number of

council representatives that could or would serve on a five member board. It was decided to leave it at two, but could go to one if there were four community members wanting to serve.

Motion/Second/Pass (Bittner/Blomgren/unanimous 5/0) to change the EDA Bylaws changing meetings to quarterly and changing the board members to five with up to two of the members being from the city council.

5. ADJOURNMENT

Motion/Second/Pass (Sik/Stavnes /unanimous 5/0) to adjourn the meeting at 6:00 PM.

Respectfully Submitted,

Valerie Halter
Clerk

Lydell Sik
Mayor

LAMBERTON CITY COUNCIL
REGULAR MEETING MINUTES • CITY HALL
December 8, 2025 • 6:30 P.M.

1. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

- Meeting called to order at 6:30 PM December 8, 2025.
- Present: Mayor L. Sik, L. Bittner, D. Irlbeck, A. Cairns, L. Pfarr
- Staff in Attendance: V. Halter, K. Mittelstadt, D. Determan, T. Neperman
- Others in Attendance: Scott Kuhlman - Bollig

A. Additions/Deletions to Agenda

1. Minutes for 11-10-2025 – Public Hearing Minutes for Wille Variance
2. Minutes for 11-10-2025 – Public Hearing Minutes for Animal Ordinance Change
3. Fire Report Submitted
4. Citizen Complaints & Concerns – Walz Letter

Motion/Second/Pass (Pfarr/Cairns/unanimous 5/0) to approve the agenda as amended.

2. CONSENT AGENDA

A. Approval of Minutes (can all be done in one motion)

1. 11-10-2025 – CC Regular Meeting Minutes
2. 11-10-2025 – Public Hearing Minutes for Wille Variance Minutes
3. 11-10-2025 – Public Hearing Minutes for Animal Ordinance Change Minutes
4. 11-17-2025 – CC Special Meeting Minutes
5. 11-25-2025 – CC Special Meeting Minutes
6. 12-01-2025 – CC Work Session Minutes

Motion/Second/Pass (Irlbeck/Bittner/ unanimous 5/0) to approve the minutes as listed.

Mayor Sik advised the council there are three ways to vote. For, Against or abstain. If you do not want to vote for or against you should abstain. Sik stated the council should go to a role call if needed.

3. GENERAL BUSINESS

A. Public Hearing Truth in Taxation 7:00PM

- B.** Bollig Engineering – Scott Kuhlman was present. The state has put out there intended use plan Kuhlman explained the process. Kuhlman updated the council on the LSL project the next step is in two phases. With phase one being water main replacement, and phase two being replacing lead service lines. Kuhlman will come back with a plan when funding is fulling understood. The Federal appropriation bills are moving through with the Lamberton ask included. Grove Street – Bollig is waiting on assessment policy. Halter needs to search for past assessment policy. Once found, they will set the assessments based on that and see where they come in. Hoping for Spring bidding.

Kuhlman explained the LRIP application for grant funding for both ends of First Ave. There are specific criteria for this and First Ave meets the requirements. The city applied last year and graded well enough that they should apply again.

Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to approve resolutions 2025-023 City Support of the LRIP application.

C. Department Reports

1. Library – Report Submitted – Pfarr asked what he new Thursday hours are. Pfarr also asked about volunteers and liability. Discussion was held.

Motion/Second/Pass (Irlbeck/Cairns/unanimous 5/0) to approve the Library report as submitted.

The regular meeting was recessed at 7:00 PM for the Truth and Taxation Public Hearing.
The regular meeting was reconvened at 7:04 PM.

- a. Informational – Library Insurance Risk Review – Halter explained. Vogel has started working on some of the items on the list and will continue doing. Halter explained to council a rack for the extra tables in the furnace room should be ordered. The tables sit in front of the electrical panel and cause a hazard, plus the tables are the older heavy ones making them hard to move. Halter gave the list to Beerman and told him to work on the smaller items that he could do. There are some items on the outside of the building that can't be attended to until spring. Discussion was held.

Mayor Sik questioned the Clinic windows. Halter said the last she checked they had the supplies but hasn't heard anything since. Cairns questioned furnace filter change schedule.

2. Ambulance Department – Report Submitted

Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to accept the ambulance report as submitted.

- a. Informational – 2025 Payroll – Halter explained the 2025 Ambulance payroll. This is the first year using the new policy that has set rates for call, on-call, ect. When Halter proposed this, she used last years numbers and came up close to what we normally pay out. This year now since we have Kim, we have covered all the day coverage and thus increased call coverage. Because of this the 2025 payroll for Ambulance is over budget. Discussion held.

Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to acknowledging and accepting the 2025 Ambulance payroll is over budget.

3. Fire Department – Report Submitted

Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to approve the fire report as submitted.

4. Police Department – Report Submitted. Chief Determan was present. Discussion held.

Motion/Second/Pass (Irlbeck/Bittner/unanimous 5/0) to approve the police report as submitted/given.

5. Maintenance Department –

- a. RCA - Water Radio Replacement Information – Halter explained that there is a radio problem and that's why the tower isn't talking to the wells. Halter told the company to go ahead and order what is needed, what is being used now are demo models of the company. We are already over budget on repairs, but this won't hit until 2026. Halter asked for council approval.

Motion/Second/Pass (Pfarr/Irlbeck/unanimous 5/0) to approve the purchase of radio equipment for the water tower at a cost of \$8,732.00.

6. Administration/EDA Department – Report Submitted

Cairns question the county engineer. Halter explained he is new and came to meet with Thram and herself because he is new and an upcoming (appx. 2028) county road projects. Thram and Halter discussed with him needs and utilities running under the county roads. Bittner asked about CEDA. Halter explained.

Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to approve the EDA/Administration report as submitted.

D. Petitions, Request, Communications

1. Citizen Complaints & Concerns

- a. Walz Letter - Mayor Sik asked for any comments. There were not.

2. Building/Zoning Permit Requests

- a. Small Cell Facility Update – Halter explained they went to the county for a permit and the county asked for them to move the pole to the other side of the sidewalk. They did change the plans and moved the pole and the county gave a permit.

3. Request for Council Action

- a. RCA – Animal Ordinance – Halter has gotten complaints about people not cleaning up after their animals (feces) when they are out on walks and what not. Halter checked the ordinance and there is nothing in it that says a pet owner has to clean up after their pet. So there is nothing we can do to enforce it since it is not in the ordinance. Halter presented wording to add to the animal ordinance. Council has approve moving forward.

Motion/Second/Pass (Bittner/Cairns/unanimous 5/0) to approve moving forward with the proposed animal

ordinance change and add \$50 fee for the non-compliance fee.

b. RCA – Ragu Water Bill – Ragu had a water leak and is asking for credit.

Motion/Second/Pass (Pfarr/Irlbeck/unanimous 5/0) to approve a one-time credit of \$56.29 to Heather Ragu's water bill.

c. RCA – Al Wetenkamp Property – Halter explained that the city has to sign off on it being non-conservation land.

Motion/Second/Pass (Irlbeck/Pfarr/unanimous 5/0) to sign the Certificate of County Board's Classification as non-conservation land for the Al Wetenkamp property.

Halter explained that there is a county grant that would give the city \$5,000 to help with demolition costs. Halter feels that there are two bids that she would have to get. One would be for cleaning out the house and the other would be for tearing down the house. Halter needs the council to approve supporting an application for the county blight program.

Motion/Second/Pass (Bittner/Irlbeck/unanimous 5/0) to approve the blight application with the county.

d. RCA – 2026 Fee Schedule – The fee schedule has been talked about at the work session. There were a couple that had not been decided upon. Discussion was held on library fees and other fees. Fines were set for not getting permits.

Motion/Second/Pass (Irlbeck/Bittner/unanimous 5/0) to approve the 2026 Fee Schedule with discussed changes.

e. RCA – 2026 Budget – Halter explained some of the changes from the last budget the council had been presented.

Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to approve the 2026 Budget as presented.

f. RCA – Work Session with Novak on Positions – Matt Novak would like to have a work session with the council to review the positions and the job descriptions for each.

Motion/Second/Pass (Irlbeck/Pfarr/unanimous 5/0) to approve a Work Session with Matt Novak on Monday, January 13, 2026 at 6:00 PM.

E. Ordinances and Resolutions (can all be done in one motion)

1. 2025-24 – Resolution Adopting 2025 Budget for 2026 Collection – Halter presented what the levy would be at 0-4%. Discussion was held.

Motion/Second/Pass (Irlbeck/Cairns/unanimous 5/0) Resolution 2025-24 to set the 2025 Levy for collection in 2026 at 0% increase at \$838,000.

2. 2025-25 – Resolution Accepting Donations

Motion/Second/Pass (Cairns/Bittner/unanimous 5/0) to approve resolutions 2025-025.

F. Financial Report & Approval of Claims

1. December 2025 Financial Report
2. Approval of Claims

Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to the December 2025 Financial Report and Approval of Claims as presented.

4. MAYOR & COUNCIL REPORTS & COMMUNICATIONS

A. Information for Council

1. Award of Taylor Family Farm Foundation Childcare Grant – Halter was notified the City of Lambertton was awarded \$25,000 to put towards developing childcare at the Valley View Long-Term Care Facility.
2. Notice of Conflict of Interest Submitted – The Dept. of Transportation requests a conflict of interest form be signed for the LRIP grant application. Halter explained that the North side of Mayor Sik's business would be in on this project, so he should probably abstain from any votes.
3. Lyon County Notice – Notice of raising dumping rates.
4. Bittner questioned if the City should be getting separate cell phones for use by city employees. Bittner explained she would like to support the staff on creating boundaries with the residents and have work/life balance. Halter stated her number is listed in the church directory, the auxiliary handbook – it's a small town and people can get the numbers they want. Halter feels its more the people have to respect boundaries and private time and know when it is a true emergency that they should call for. Bittner also questioned if the city is requiring employees to use their personal cell phones, should the city reimburse for that as well. Discussion

was held.

5. NEXT MEETING DATES

- A. Regular Council Meeting January 12, 2026 at 6:30 PM
- B. Work Session January 13, 2026 at 6:00 PM

6. ADJOURNMENT

Motion/Second/Pass (Irlbeck/Bittner/unanimous 5/0) to adjourn the regular meeting at 8:25 PM.

Respectfully Submitted,

Valerie Halter
Clerk

Lydell Sik
Mayor

LAMBERTON CITY COUNCIL
TRUTH IN TAXATION PUBLIC HEARING MINUTES • CITY HALL
December 08, 2025 • 7:00 P.M.

1. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

- Meeting called to order at 7:04 PM December 8, 2025.
- Present: Mayor L. Sik, L. Bittner, D. Irlbeck, L. Pfarr, A. Cairns
- Staff in Attendance: V. Halter

- 2. GENERAL BUSINESS** – Council member Cairns asked if there was anything in the packet regarding the hearing. Halter stated no, people get their estimated property tax statements for the coming year and can come to this meeting to ask questions or share concerns about their evaluations or tax rate. Mayor Sik also stated then the council will set the actual levy after the hearing during the regular council meeting.

With no one present for questions or concerns, Mayor Sik asked if anyone on the council had questions or concerns. Halter stated she had no one come in or call about the estimated statements.

- 3. ADJOURNMENT-** Truth and Taxation meeting adjourned at 7:04 PM

Respectfully Submitted,

Valerie Halter
Clerk

Lydell Sik
Mayor

LAMBERTON CITY COUNCIL
REGULAR MEETING MINUTES• CITY HALL
January 12, 2026 • 6:30 P.M.

1. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

- Meeting called to order at 6:30 PM January 12, 2026.
 - Present: Mayor L. Sik, L. Bittner, D. Irlbeck, A. Cairns, L. Pfarr
 - Staff in Attendance: V. Halter, K. Mittelstadt, D. Determan, T. Neperman, C. Anderson, K. Vollmer
Others in Attendance: S. Kuhlman, Matt Novak, Lisa Wilhite, Kury Wilhite, Amy Krueger, Kathy Valentin, Beth Johnson, Thomas Anderson,
- A. Additions/Deletions to Agenda
1. Remove - Meeting 12-8-2025 CC Minutes
 2. Add Citizens Complaints and Concerns: Kathy Valentin
 3. Add Library Report Submitted
 4. Add Library RCA – Adopt Library Policy
 5. Add RCA – Wetenkamp Property
 6. Add RCA – Street Dept Truck Bids

Motion/Second/Pass (Irlbeck/Pfarr/unanimous 5/0) to approve the agenda as amended.

2. CONSENT AGENDA

- A. Approval of Minutes (can all be done in one motion)
1. 12-19-2025 – CC Emergency Meeting Minutes

Motion/Second/Pass Cairns/Bittner/ unanimous 5/0) to approve the minutes as listed.

3. GENERAL BUSINESS

- A. Bollig Engineering – Scott Kuhlman –MN Public Intended Use plan has been approved and Lamberton's projects scored high. The federal appropriations are moving along Lamberton's ask is included. Grove Street – has been working at the assessment policy and has preliminary numbers. Construction cost increase is causing an increase in assessments because of cost of being higher. Novak advised council that they need to re-evaluate the assessment policy. Cairns question what the \$600,000 grant from DEED SCDP will be used for. Kuhlman replied the next street project after Grove.

B. Department Reports

1. Library – Report Submitted

Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to approve the Library report as submitted.

2. Ambulance Department – Report Submitted

Motion/Second/Pass (Pfarr/Irlbeck/unanimous 5/0) to accept the ambulance report as submitted.

3. Fire Department – Chief Neper was present. The department is working on their annual fundraiser tonight that will be held February 6th. Generator is installed. Officer vote will happen this next month. Discussion held.

Motion/Second/Pass (Irlbeck/Bittner/unanimous 5/0) to approve the fire report as submitted.

4. Police Department – Chief Determan handed out his report and went over it. Cairns questioned if the council could know when the part-time officers work. Cairns stated she has been asked if the police calls for service numbers could be put in the paper. Chief Determan will send it to the paper. Discussion was held on squad car quotes. Chief Determan is also pursuing grants.

Motion/Second/Pass (Pfarr/Irlbeck/opposed Sik 4/1) to approve the purchase of a 2026 Chevy Tahoe for \$55,315.92 with the old squad being used for Determan to drive back and forth.

Motion/Second/Pass (Pfarr/Cairns/unanimous 5/0) to approve the police report as given/submitted.

5. Maintenance Department – C. Anderson was present. Anderson stated Beerman has been showing him

around, they have done some meter work and readings, community center and cleaning. Cairns question getting licenses and community center insurance audit. Halter stated she had not given it to him as she has not been here since he started. Anderson has also talked to Jason Schultz on community center projects.

Motion/Second/Pass (Irlbeck/Bittner/unanimous 5/0) to approve the Maintenance report as given.

6. Administration/EDA Department – Report Submitted –

Motion/Second/Pass (Pfarr/Bittner/unanimous 5/0) to approve the EDA/Administration report as submitted.

C. Petitions, Request, Communications

1. Citizen Complaints & Concerns

- a. Bedner – Request for Stop Sign – Bedner is requesting a stop sign at 5th and Fir. Cairns stated she contacted Bedner and ask which direction. Bedner stated she didn't care but she had been in an accident at that corner and had seen three others in the last year. Mayor Sik asked Chief Determan about the corner. Discussion held. Request tabled at this time.
- b. R Hanson – Plowing Complaint – Cairns asked the order of alley plowing. Discussion held.
- c. K. Valentin – A. Krueger was present with her mom, K. Valentin regarding the freight container on C. Stavnes property next to hers. Valentin was approached in September of 2024 telling her he was thinking about buying a freight container because he needed more storage. Stavnes asked Valentin if she knew what a freight container was and she did not. Stavnes told her the size. Valentin asked if it would devalue her property and Stavnes replied are you feeling ok? Are you feeling well? She replied she was feeling fine. Valentin came up to the city office and asked what she could do. She was told that he could do it and there wasn't really anything she could do. The container was delivered in October of 2024. Since the container was installed it has caused nothing but distress to Valentin. It has changed the way she uses her property. Stavnes had stated that when he sided the house, he could put left-over siding on the container, but that has not been done. Krieger stated that she just wanted he mom's voice heard because it does cause her so much distress. Mayor Sik stated he was sorry they were not at the Public Hearing last month. Halter stated she did send a letter to Valentin because she knew it concerned her, and that notice was in the paper. Sik said the container is grandfathered in and encouraged them to talk to Stavnes. Cairns asked if Valentin if she told Stavnes she did not want it on there. Valnetin stated no because she didn't know what it looked like. Krieger sent her mom a picture, which Valentin then showed Stavnes and he said yes, that's what it would look like but like a white fence. Cairns stated the only reason why she asked for the language to be removed that would require Stavnes to move the container was because he was adamant he had talked to all neighbors. Cairns asked Novak for options. Discussion held. Krueger thanked the council for their time.

2. Building/Zoning Permit Requests - None

3. Request for Council Action

- a. RCA – 2026 Step Increases – Discussion held. Halter asked about the 2080 rule on part-time employees. Halter stated she struggles with it and ask Novak what the rules are on it. Novak stated the council can decide whatever they would like and thought it should be discussed at the work session.

Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to approve the step increases as presented for 2026.

RCA – Street Dept. Truck Bids – Anderson received bids from Redwood Falls and Sleepy Eye. Discussion held.

Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to approve purchase of a 2026 Ford F-150 Crew Cab for \$46,850.00.

- b. RCA - Library Policy – Because the council has not had time to review the policy, the topic was tabled.
- c. RCA – Wetenkamp Property – Halter received notice that the Wetenkamp property sale is Wednesday, January 28, 2026. Halter is asking the council in what direction they would like to go on this. Discussion held.

Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to approve Halter to bid and purchase the Wetenkamp property on behalf of the city. Halter may bid the minimum bid plus fees if no one else is bidding.

- d. RCA – Mayor Appointments – Halter read off the Mayoral Appointments from last year. Cairns asked to be

on the HR Committee, Mayor Sik denied the request. A council member needs to be appointed to the Library Board. Mayor Sik asked Cairns, Cairns asked to table it to the next meeting. Cairns asked questions on requirements of appointments.

Motion/Second/Pass (Irlbeck/Cairns/unanimous 5/0) to the approve the Mayor and Council Appointments for 2026.

D. Ordinances and Resolutions (can all be done in one motion)

1. 2026-02 – Resolution to Fix Transfer – Halter explained that during the audit, it was discovered that Halter transferred \$12,000 from the general account to the ambulance account that was not budgeted. Halter is not sure why. We have always done it in the past, but she didn't catch that it wasn't budgeted for this last year. The council now has to decide if 1 – they leave it as it and pass a resolution acknowledging the error or 2 – pass a resolution to make the needed journal entries to correct the error. Discussion was held.

Motion/Second/Pass (Irlbeck/Cairns/unanimous 5/0) to approve Resolution 2026-02 to Acknowledge the error and authorizing the journal entries needed to fix the error.

E. Financial Report & Approval of Claims

1. January 2026 Financial Report
2. Approval of Claims

Motion/Second/Pass (Bittner/Irlbeck/unanimous 5/0) to the January 2025 Financial Report and Approval of Claims as presented.

4. MAYOR & COUNCIL REPORTS & COMMUNICATIONS

A. Information for Council

1. Award of the CEDA EDA Grant – CEDA is a company that does EDA to communities. They received funds from the state to offer grants to smaller communities that cannot afford to have their own EDA or their EDA needs help. CEDA will come out for a set amount of hours and work with our EDA on whatever project they would like and then will give the EDA \$12,000 to put towards a project or start a project. Halter stated she would like some of the hours to be used to have the EDA learn how to be more effective. It will start in July. Mayor Sik asked about the childcare PODs at the nursing home. Halter stated she would like to see if anyone would be interested in taking on the project after she leaves ensuring it moves forward along with getting two houses built in the empty lots owed by the city through the Housing Institute project. The CEDA projects Halter would like to see CEDA help with attracting a business to the industrial park and town home development.
2. Novak Law Rates will increase with 2026.
3. Discussion on the old school site. Mayor Sik has talked to the school and the bus service people and they would like to close at the end of January, but would like to split parcels. The bus company will purchase the entire property and then turn around and sell off what he doesn't want. Novak advised to direct the questions of lot separation to him.

5. NEXT MEETING DATES

- A. Work Session January 13, 2026 at 6:00 PM
- B. Regular Council Meeting February 9, 2026 at 6:30 PM

6. ADJOURNMENT

Motion/Second/Pass (Irlbeck/Bittner/unanimous 5/0) to adjourn the regular meeting at 8:20 PM.

Respectfully Submitted,

Valerie Halter
Clerk

Lydell Sik
Mayor

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.

LAMBERTON CITY COUNCIL
SPECIAL MEETING MINUTES • CITY HALL
January 20, 2026 • 6:00 P.M.

1. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

- Meeting called to order at 6:00 PM January 20, 2026.
- Present: Mayor L. Sik, L. Bittner, D. Irlbeck, A. Cairns (arrived at 6:30), L. Pfarr

A. Additions/Deletions to Agenda

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

2. GENERAL BUSINESS

A. Contract with V. Halter for after 1-30-2026 – Discussion held.

Motion/Second/Pass (Pfarr/Irlbeck/unanimous 4/0) to approve the paying halter a rate of \$65/hour to provide services needed until a new clerk is hired and then provide training.

Motion/Second/Pass (Pfarr/Bittner/unanimous 5/0) to approve using ABDO as needed for services and training during the transition of bringing on a new administrator.

B. Interviews

1. Rebecca Geiseke – Interview was held in person.
2. Samantha Rollinig – Interview was held via Zoom.
3. Deb Steele – Interview was held via Zoom.

Discussion of interviewees was held.

Motion/Second/Pass (Roll Call vote: Bittner Yes, Sik, Yes, Cairns Yes, Irlbeck No, Pfarr No – Motion Passes) to approve offering the Administrator position to Deb Steele with a starting pay range of Grade 9 Steps 4-6 contingent on passing a background check.

Mayor Sik will contact D Steele with offer and negotiate.

3. NEXT MEETING DATES

- A. Next Regular Council Meeting February 9, 2026 at 6:30 PM

4. ADJOURNMENT

Motion/Second/Pass (Pfarr/Irlbeck/unanimous 5/0) to adjourn the special meeting.

Respectfully Submitted,

Valerie Halter
Clerk

Lydell Sik
Mayor

LAMBERTON CITY COUNCIL
SPECIAL MEETING MINUTES • CITY HALL
January 24, 2026 • 9:30 A.M.

1. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

- Meeting called to order at 9:30 am January 24, 2026.
- Present: Mayor L. Sik, L. Bittner, D. Irlbeck, A. Cairns, L. Pfarr

A. Additions/Deletions to Agenda

2. GENERAL BUSINESS

A. Job Descriptions –

Motion/Second/Pass (Bittner/Cairns/unanimous 5/0) to approve/adopt the changes made to the job descriptions and discussed during the work session.

B. Administrator/Clerk Position –

Motion/Second/Pass (Roll Call Vote: Cairns – Yes, Irlbeck – Yes, Bittner – Yes, Sik – Yes, Pfarr - No) to offer the Administrator position to Rebecca Gieseke at Grade 9 Start Step.

Motion/Second/Pass (Bittner/Irlbeck/unanimous 5/0) to approve reposting the Administrator position if Gieseke declines the position.

C. Information from ABDO – ABDO wanted to let you know you have options. ABDO can offer certain financial services (FS) short-term. If you were to need FS long-term, the city would have to find different auditors. They do have different auditors they can recommend. If this is something that is needed down the road, we can set up a meeting and discuss the needs and options.

Jess with ABDO worked with CEDA when she worked in Winnebago and liked them and their EDA services.

3. NEXT MEETING DATES

A. Next Regular Council Meeting February 9, 2026 at 6:30 PM

4. ADJOURNMENT

Motion/Second/Pass (Pfarr/Cairns/unanimous 5/0) to adjourn the special meeting.

Respectfully Submitted,

Valerie Halter
Clerk

Lydell Sik
Mayor

PROPOSED ANIMAL ORDINANCE CHANGE OR AMENDMENT 2-2026

Section X – Animal Waste Removal and Sanitary Maintenance

1. Removal of Animal Waste — Public Property

It shall be unlawful for any person who owns, possesses, or is responsible for any dog, cat, or other domestic animal to allow the animal to defecate on any public property, including but not limited to sidewalks, streets, alleys, parks, trails, and public rights-of-way, without immediately removing and properly disposing of the waste.

2. Removal of Animal Waste — Private Property of Others

No animal owner or keeper shall permit their animal to defecate on private property not owned or occupied by them without immediately removing and properly disposing of the waste.

3. Sanitary Maintenance of the Owner's Property

Property owners and occupants who keep dogs, cats, or other domestic animals must maintain their premises in a clean and sanitary manner.

- Animal waste shall be removed from yards, kennels, runs, and other areas often enough to prevent odor, flies, unsanitary conditions, or interference with neighboring property owners' use and enjoyment of their property.
- The accumulation of animal feces on the owner's property that produces odor detectable beyond the property line, attracts pests, or causes unsanitary conditions constitutes a public nuisance.

4. Disposal of Animal Waste

All animal waste collected under this section shall be disposed of in a sanitary manner, including bagging and placing it in a refuse container or other lawful disposal method. Waste shall not be deposited in storm drains, streets, or on public grounds.

5. Enforcement and Civil Fines

- Failure to remove animal waste from public property or private property not owned by the pet owner shall result in a civil fine, established by the City's fee schedule.
- Failure to maintain one's own property in a sanitary manner as required under this section shall also result in a civil fine and may be treated as a public nuisance subject to abatement.
- Each day a violation exists may constitute a separate offense.
- In addition to civil fines, the City may issue administrative citations and require cleanup or nuisance abatement as allowed by ordinance.

Meeting Agenda

Meeting Date: February 9, 2026

Meeting Subject: Lamberton City Council Meeting

I. Pursuit of Leveraged Funding

- A. USDA-RD: Grove Street Project; everything else
- B. MN direct legislative appropriation – 2026 session is right around the corner
- C. MN DEED Small Cities Development Program full application – awarded \$600K
- D. MN Public Facilities Authority (MPFA) Intended Use Plan (IUP) – Watermain Phase 2 (\$2,568,000), LSLR Phase 2 (\$250,000)
 - 1. Both projects are in the “Fundable Range”
 - a. What that means in terms of loan/grant amounts is not yet known. It is expected that the LSLR portion would be grant.
 - b. Bollig will need some direction on either getting design going or waiting
- E. CDSR (federal earmarks) – **\$1M grant awarded** on the FY26 Interior and Environment Appropriations, requires a 20% match

II. Grove Street

- A. Assessment process in progress.
 - 1. ~~Resolution ordering Feasibility Report~~, acceptance of Feasibility Report, Improvement Hearing and ordering Preparation of Plans, Preparation of Assessment Roll and Assessment Hearing
- B. Review assessment policy

III. Lead Service Lines

- A. Subsequent Phases (2, 3, 4 identified so far, to pair with watermain replacements)

Rebecca Gieseke

From: Scott Kuhlman <skuhlman@bollig-engineering.com>
Sent: Friday, February 06, 2026 5:16 PM
To: Rebecca Gieseke; Clerk
Cc: Council; Council; Council; Council; Council; matt@novaklawmn.com
Subject: Feasibility Report and Associated Items for Monday
Attachments: 26-02-06_Grove Street Feasibility Report.pdf; 2 Resolution Accepting Feasibility Report and Ordering Improvement Hearing.docx; 3 Notice of Improvement Hearing.docx

All,

I wanted to get you all some additional items for potential consideration on Monday, as I've been able to pull them together here toward the end of the week. If we are able to action these items, it will really help keep the Grove Street project moving on a schedule that is compatible with construction this season. If we need to delay some items or slide some things to a special meeting or something, that's ok too – I just wanted to make it possible to keep things charging ahead as aggressively as possible, if you all are good with that.

I have attached the Feasibility Report, which is required for the assessment process. Council ordered this back in July. It incorporates the draft assessment policy developed by Novak that you will be considering on Monday. If that policy is adopted as presented, then this report is done. If there are changes, the report may (or may not) require some additional updating. This will also let you see the estimated assessments associated with the project, as included on the final page.

One important note as you look at the dollar amounts – the preliminary assessment roll sets a limit for the proposed assessments. If bids come in lower, then the actual assessments can be lower. The assessments cannot be higher than the preliminary assessment roll amounts though, even if bids come in higher.

If we are in a place to move things forward, I've also prepared a draft of a resolution that gets the next steps rolling, as well as a start on the publication notice for the hearing.

Thanks,

Scott Kuhlman, P.E.

Vice President of Technical Operations

skuhlman@bollig-engineering.com

320.235.2555 office | www.bollig-engineering.com



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Grove Street Infrastructure Improvements Feasibility Report

City of Lamberton
Redwood County, Minnesota

February 2026

Engineer's Certification

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

A handwritten signature in blue ink, appearing to read 'SK', written over a horizontal line.

Scott Kuhlman, P.E.
License No. 55433
Date: 02/06/2026

Introduction

Purpose

This report has been prepared as ordered by the City Council of the City of Lamberton, to consider the feasibility of proposed infrastructure improvements to Grove Street. Specifically, this report is intended to fulfil the requirements of MN Statutes Chapter 429 for the purpose of using special assessments to assess a portion of the project costs to benefiting properties.

Scope

The project area under consideration is the four block long entirety of Grove Street within the City of Lamberton. Drinking water distribution and wastewater collection infrastructure is present in a portion of the project area and is in need of reconstruction. The existing bituminous street and associated concrete curb and gutter are deteriorated and in need of reconstruction not only due to condition, but also due to the needed utility construction in the project area.

Context

These proposed improvements have been included as a part of a larger comprehensive study of infrastructure needs in the City that has been commissioned by the City council and presented as a Preliminary Engineering Report (PER) submitted to United States Department of Agriculture (USDA) Rural Development (RD), the Minnesota Pollution Control Agency (MPCA), Minnesota Department of Health (MDH), and the Minnesota Public Facilities Authority (MPFA). The PER details specifically the age and condition of the infrastructure to be replaced.

Proposed Improvements

Utilities

The project area includes improvements to watermains and sanitary sewers. Where replaced, water service lines and sanitary sewer laterals would be replaced from the main to the right of way (ROW). Where existing private sewer and water services continue beyond the ROW, the new services will be connected at the ROW. The existing watermain is cast iron, which is beyond its useful life. The southernmost block of watermain is 4" diameter, which is less than the minimum diameter for water distribution systems that provide fire protection, per 10 States Standards for Waterworks. The existing sanitary sewer is vitrified clay pipe, which has ungasketed joints every three feet, allowing excessive infiltration of groundwater into the sewer and increasing the risk of pipe collapse, root intrusion, and clogging. Figures of the proposed extent of utility replacement are included in the appendix.

Streets

The project proposes to reconstruct all four blocks of Grove Street, including the bituminous street itself, the curb and gutter, driveway aprons, and sump pump/roof drainage systems, consistent with recent similar projects the City has constructed. Grove Street does not have existing sidewalks, and sidewalks are not proposed to be added. Existing carriage walks (sidewalks that extend from a building to the street) will be replaced within the ROW as needed to

accommodate changes to the curb and gutter profile. The intersections of Grove Street with 3rd and 4th Avenues West are not proposed to be reconstructed with this project, as those two intersections were recently reconstructed in a separate project. Intersections with 5th and 6th Avenues West are proposed to be reconstructed. The southern terminus of Grove Street is not proposed to be modified by addition of a cul-de-sac or other end treatment.

The existing bituminous pavement is in very deteriorated condition, including areas of pavement that have completely broken apart and are gone. Portions of the street pavement have flat longitudinal or transverse slopes, which does not effectively remove rainwater from the pavement to the curb and gutter. Existing curb and gutter in the project area includes longitudinal slope variations that are not conducive to effective flow to storm sewers, including sagging and heaving due to service trenches and tree growth.

The proposed street pavement will consist of two typical sections, depending on whether storm sewer catch basins exist to serve as an outlet to street subsurface drainage systems. The north two blocks will include a drainable base course of select granular material (sand) and longitudinal drain tiles along both sides of the street. Sump pump/roof drain service connections will be provided for properties, which will outlet to the road subsurface drains, eliminating sump pump discharges to the street gutters. The south two blocks do not have outlets available for subsurface drainage, so the street section will not include a drainable base, but instead will have a thicker aggregate base section. Sump pump/roof drain services will outlet through the face of the curb, into the gutter. Proposed typical sections are included in the appendix for reference.

Estimated Costs

Cost Estimate

The Engineer's Opinion of Probable Cost is included in the appendix. For the purpose of underwriting the USDA RD funding package, utility costs are split between wastewater collection and drinking water distribution. A portion of street restoration costs directly associated with those portions of utility improvements are assigned to those utilities. Remaining street reconstruction costs not eligible for funding in USDA RD utility funding programs are identified as ineligible street expense. These costs are eligible for a different program within USDA RD. Engineering and other non-construction costs are apportioned to each of these categories.

Costs to be Assessed

The portion of costs to be funded by special assessments include the sanitary sewer and drinking water reconstruction, curb and gutter, sidewalk, driveway aprons, street reconstruction, and associated non-construction costs, consistent with the City's assessment policy, which is included in the appendix. Assessment proceeds will be used to pay a portion of the federal utility and street loans associated with the project.

Funding

USDA RD WEP Loan and CF Loan

The City has been offered and accepted a funding package from USDA RD that includes loan funding from two separate programs, the Water and Environmental Program (WEP), which funds the utility improvements, and the Community Facilities (CF) program, which funds the street improvements not associated with utility improvements. The two loan programs have different interest rates and payment terms. Both loans are ultimately secured by General Obligation bonds.

Special Assessments

Based on the estimated project costs for the project elements subject to special assessments, the total portion of the project cost to be funded by special assessments is as detailed in the following table.

Item To Be Assessed	Estimated Cost To Be Assessed
Streets	\$120,997.91
Curb & Gutter	\$32,637.50
Sidewalk	\$1,201.75
Driveway Aprons	\$20,340.00
Sanitary Sewer Mains	\$21,968.70
Sanitary Sewer Services	\$32,200.00
Water Mains	\$33,457.73
Water Services	\$39,200.04
Apportioned share of non-construction costs (engineering, administrative, materials testing, financing)	\$94,091.51
Total Estimated Assessment	\$396,095.14

Conclusion and Implementation

Feasibility

The proposed improvements are feasible, cost-effective, and necessary.

Funding

The estimated total project cost is \$1,826,000. The total to be assessed is approximately \$396,000, which leaves a city cost of \$1,430,000. USDA RD loans are used to finance the improvements. Assessment proceeds, utility revenues, and general levy will be used to pay the USDA RD loans.

Schedule

Federal funding offers have been received and accepted, and preliminary engineering has been completed. Therefore, the following schedule is expected.

Activity	Expected Timing
Resolution Accepting Feasibility Report and Calling for Improvement Hearing	February 2026
Improvement Hearing and Resolution Ordering Improvement	March 2026
Complete Final Plans and Specifications, Resolution approving Plans and Ordering Advertisement for Bids	March 2026
Bidding	April 2026
Prepare Assessment Roll	April 2026
Assessment Hearing and Adoption of Assessment Roll	May 2026
Begin Construction	June 2026
Assessment Roll provided to county auditor for inclusion with property tax statements	Fall 2026
Initial Assessment Payments Due (with property tax payments)	Spring 2027
Complete Construction	July 2027

Appendices

Proposed Improvement Figures

Proposed Typical Sections for street construction

Cost Estimate

Assessment Policy

Preliminary Assessment Roll



Project Number: 214026



Surveyed:	BRS
Designed:	MRK
Drawn:	GRC
Checked:	SAK

PRELIMINARY
NOT FOR
CONSTRUCTION

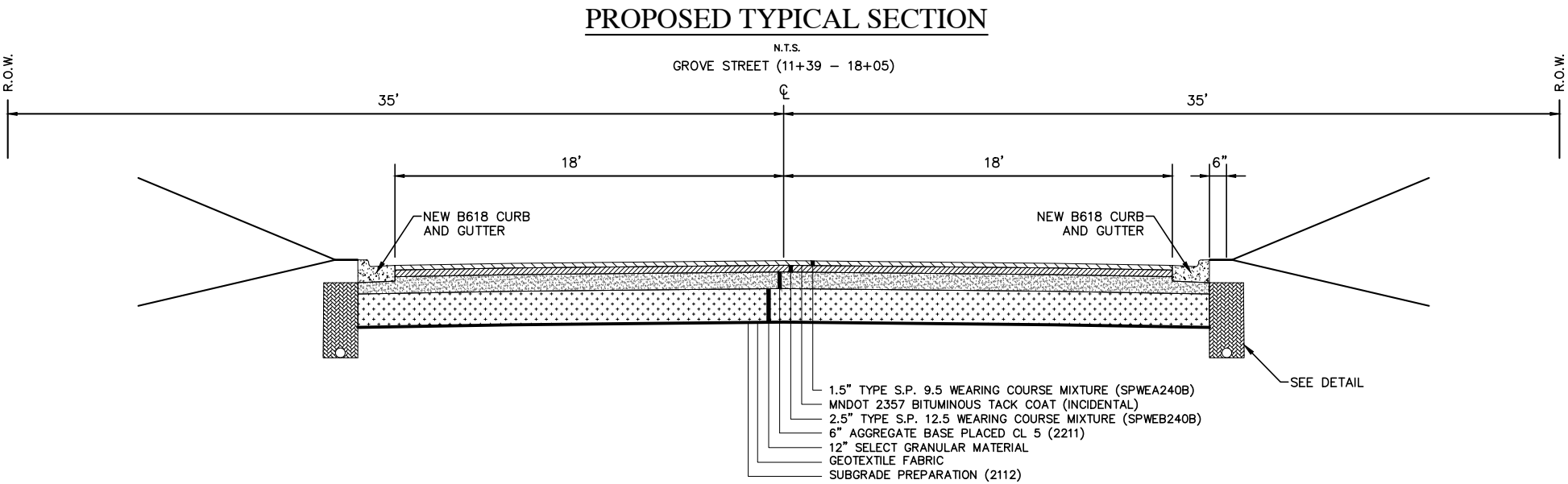
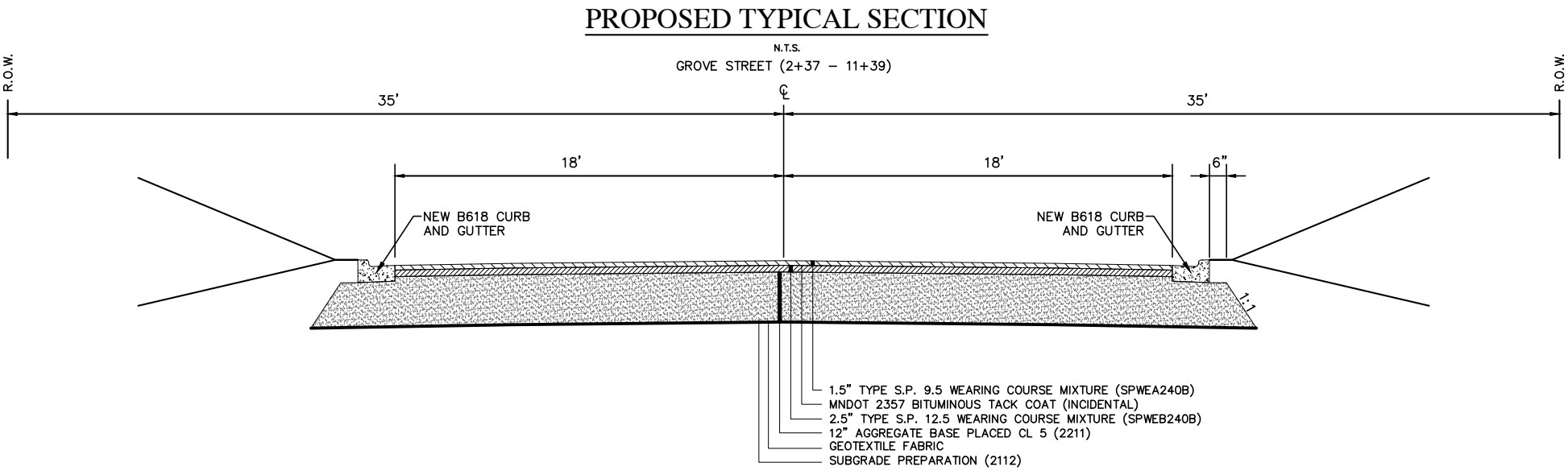
Revisions:			
No.	Date	Revision	Sheets

Prepared for:
City of Lamberton
112 Second Ave. West
Lamberton, MN 56152
Phone: 507.752.7601

Infrastructure
Improvements

Proposed Overall Plan

Date: 2/27/2025 Sheet: G4 of 26



Project Number: 214026



Surveyed:	BRS
Designed:	MRK
Drawn:	GRC
Checked:	SAK

PRELIMINARY
NOT FOR
CONSTRUCTION

Revisions:				Sheets
No.	Date	Revision		

Prepared for:
City of Lamberton
112 Second Ave. West
Lamberton, MN 56152
Phone: 507.752.7601

Infrastructure
Improvements

Proposed Typical Sections

Lamberton Cost Summary - Infrastructure Improvements	February 2026
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Grove Street	Total	Drinking Water Distribution	Wastewater Collection	Ineligible Expense (storm, streets)
Construction	\$1,293,501	\$384,140	\$269,977	\$639,384
Contingencies	\$123,499	\$38,860	\$27,023	\$57,616
Basic Engineering Services				
Study and Report Phase	\$0	\$0	\$0	\$0
Preliminary Design Phase	\$65,000	\$21,000	\$14,000	\$30,000
Final Design Phase	\$87,000	\$27,000	\$19,000	\$41,000
Bidding & Negotiating Phase	\$22,000	\$7,000	\$5,000	\$10,000
Construction Phase	\$33,000	\$10,000	\$8,000	\$15,000
Post-Construction Phase	\$11,000	\$3,000	\$3,000	\$5,000
RPR Services	\$58,000	\$17,000	\$12,000	\$29,000
Additional Engineering Services				
Detailed Construction Staking	\$7,000	\$3,000	\$2,000	\$2,000
Owner Soft Costs				
Administration, Legal, Finance, Permits, Testing	\$24,000	\$8,000	\$6,000	\$10,000
Interim Interest	\$50,000	\$17,000	\$13,000	\$20,000
SCDP Administration	\$20,000	\$20,000	\$0	\$0
Funding Administration (RD Ineligible)	\$25,000	\$0	\$0	\$25,000
Total	\$1,819,000	\$556,000	\$379,000	\$884,000

Funding				
USDA RD WEP Loan	\$935,000	\$556,000	\$379,000	
USDA RD CF Loan	\$859,000			\$859,000
City Funds	\$25,000			\$25,000
Total	\$1,819,000	\$556,000	\$379,000	\$884,000

Engineer's Estimate
Grove Street Infrastructure Improvements
Lamberton, MN
2/6/2026
214026

Base Bid Item	Description	Unit	Estimated Quantity	Unit Price	Total Price
1	Mobilization, Bonding and Insurance	LS	1	\$91,000.00	\$91,000.00
2	Clear and Grub Tree	EA	23	\$1,000.00	\$23,000.00
3	Remove Bituminous Pavement	SY	6,486	\$5.00	\$32,430.00
4	Remove Concrete Sidewalk	SF	369	\$4.00	\$1,476.00
5	Remove Driveway Pavement	SF	582	\$20.00	\$11,640.00
6	Remove Concrete Curb and Gutter	LF	3,068	\$10.00	\$30,680.00
7	Remove Manhole	EA	5	\$1,000.00	\$5,000.00
8	Remove Sanitary Sewer	LF	664	\$5.00	\$3,320.00
9	Remove Watermain	LF	1,070	\$5.00	\$5,350.00
10	Connect to Existing Watermain	EA	4	\$2,200.00	\$8,800.00
11	Connect to Existing Water Service	EA	12	\$500.00	\$6,000.00
12	6" Watermain	LF	1,070	\$80.00	\$85,600.00
13	Hydrant with Auxiliary Valve	EA	2	\$12,000.00	\$24,000.00
14	6" Gate Valve & Box	EA	7	\$3,000.00	\$21,000.00
15	Watermain Fittings	LB	480	\$20.00	\$9,600.00
16	1" Corporation Stop and Saddle	EA	12	\$900.00	\$10,800.00
17	1" Curb Stop & Box	EA	12	\$900.00	\$10,800.00
18	1" Water Service	LF	440	\$40.00	\$17,600.00
19	Standard 48" Diameter Sanitary Manhole (0'-12' Depth)	EA	3	\$12,000.00	\$36,000.00
20	Standard 48" Diameter Sanitary Manhole (12'-18' Depth)	EA	1	\$13,000.00	\$13,000.00
21	4" Sanitary Sewer Service	LF	245	\$60.00	\$14,700.00
22	8" Sanitary Sewer (0'-12' Depth)	LF	664	\$90.00	\$59,760.00
23	8"x4" Wye	EA	7	\$1,000.00	\$7,000.00
24	4" Sanitary Sewer Service Cleanout	EA	7	\$750.00	\$5,250.00
25	Connect to Existing Sanitary Sewer	EA	7	\$2,000.00	\$14,000.00
26	Connect To Existing Sanitary Sewer Service	EA	7	\$500.00	\$3,500.00
27	Televising Sanitary Sewer Service	EA	7	\$250.00	\$1,750.00
28	6" Pavement Underdrain	LF	1,296	\$30.00	\$38,880.00
29	Sump Pump Service	EA	20	\$2,000.00	\$40,000.00
30	Connect to Existing Catch Basin	EA	5	\$1,500.00	\$7,500.00
31	Common Excavation (CV) (P)	CY	3,050	\$25.00	\$76,250.00
32	Class 5 Aggregate Base (CV) (P)	CY	1,985	\$45.00	\$89,325.00
33	Select Granular (CV) (P)	CY	1,065	\$35.00	\$37,275.00
34	4" Concrete Sidewalk	SF	369	\$15.00	\$5,535.00
35	Concrete Curb & Gutter	LF	2,958	\$40.00	\$118,320.00
36	Concrete Valley Gutter	LF	136	\$45.00	\$6,120.00
37	Concrete Driveway Pavement	SY	662	\$100.00	\$66,200.00
38	Geotextile Fabric	SY	6,458	\$4.00	\$25,832.00
39	2.5" Depth Type SP 12.5 Non Wear Course Mix (2,B) (P)	SY	6,458	\$15.00	\$96,870.00
40	1.5" Depth Type SP 9.5 Wearing Course Mix (2,B) (P)	SY	6,458	\$11.00	\$71,038.00
41	Adjust New Manhole Casting	EA	4	\$700.00	\$2,800.00
42	Adjust New Gate Valve Box	EA	7	\$500.00	\$3,500.00
43	Install Temporary Erosion & Sediment Control	LS	1	\$5,000.00	\$5,000.00
44	Maintain Sediment & Erosion Control	LS	1	\$2,500.00	\$2,500.00
45	Remove Temporary Erosion & Sediment Control	LS	1	\$2,500.00	\$2,500.00
46	Turf Establishment & Restoration	LS	1	\$35,000.00	\$35,000.00
47	Traffic Control	LS	1	\$10,000.00	\$10,000.00
Total Base Bid					\$1,293,501.00

Wat %		San %		Street/Storm %	
30%	\$27,300.00	24%	\$21,840.00	46%	\$41,860.00
56%	\$12,880.00	13%	\$2,990.00	31%	\$7,130.00
33%	\$10,701.90	20%	\$6,486.00	47%	\$15,242.10
0%	\$0.00	0%	\$0.00	100%	\$1,476.00
18%	\$2,095.20	0%	\$0.00	82%	\$9,544.80
8%	\$2,454.40	5%	\$1,534.00	87%	\$26,691.60
0%	\$0.00	100%	\$5,000.00	0%	\$0.00
0%	\$0.00	100%	\$3,320.00	0%	\$0.00
100%	\$5,350.00	0%	\$0.00	0%	\$0.00
100%	\$8,800.00	0%	\$0.00	0%	\$0.00
100%	\$6,000.00	0%	\$0.00	0%	\$0.00
100%	\$85,600.00	0%	\$0.00	0%	\$0.00
100%	\$24,000.00	0%	\$0.00	0%	\$0.00
100%	\$21,000.00	0%	\$0.00	0%	\$0.00
100%	\$9,600.00	0%	\$0.00	0%	\$0.00
100%	\$10,800.00	0%	\$0.00	0%	\$0.00
100%	\$10,800.00	0%	\$0.00	0%	\$0.00
100%	\$17,600.00	0%	\$0.00	0%	\$0.00
0%	\$0.00	100%	\$36,000.00	0%	\$0.00
0%	\$0.00	100%	\$13,000.00	0%	\$0.00
0%	\$0.00	100%	\$14,700.00	0%	\$0.00
0%	\$0.00	100%	\$59,760.00	0%	\$0.00
0%	\$0.00	100%	\$7,000.00	0%	\$0.00
0%	\$0.00	100%	\$5,250.00	0%	\$0.00
0%	\$0.00	100%	\$14,000.00	0%	\$0.00
0%	\$0.00	100%	\$3,500.00	0%	\$0.00
0%	\$0.00	100%	\$1,750.00	0%	\$0.00
0%	\$0.00	0%	\$0.00	100%	\$38,880.00
0%	\$0.00	0%	\$0.00	100%	\$40,000.00
0%	\$0.00	0%	\$0.00	100%	\$7,500.00
13%	\$9,912.50	8%	\$6,100.00	79%	\$60,237.50
20%	\$17,865.00	12%	\$10,719.00	68%	\$60,741.00
0%	\$0.00	0%	\$0.00	100%	\$37,275.00
0%	\$0.00	0%	\$0.00	100%	\$5,535.00
8%	\$9,465.60	5%	\$5,916.00	87%	\$102,938.40
75%	\$4,590.00	25%	\$1,530.00	0%	\$0.00
18%	\$11,916.00	0%	\$0.00	82%	\$54,284.00
0%	\$0.00	0%	\$0.00	100%	\$25,832.00
33%	\$31,967.10	20%	\$19,374.00	47%	\$45,528.90
33%	\$23,442.54	20%	\$14,207.60	47%	\$33,387.86
0%	\$0.00	100%	\$2,800.00	0%	\$0.00
100%	\$3,500.00	0%	\$0.00	0%	\$0.00
30%	\$1,500.00	24%	\$1,200.00	46%	\$2,300.00
30%	\$750.00	24%	\$600.00	46%	\$1,150.00
30%	\$750.00	24%	\$600.00	46%	\$1,150.00
30%	\$10,500.00	24%	\$8,400.00	46%	\$16,100.00
30%	\$3,000.00	24%	\$2,400.00	46%	\$4,600.00
30%	\$384,140.24	21%	\$269,976.60	49%	\$639,384.16

RESPONSIBILITY OF PAYMENT FOR IMPROVEMENTS ⁽¹⁾				
IMPROVEMENT	RECONSTRUCT or NEW ^{(3) & (4)}	CITY COST SHARE	PROPERTY OWNER COST SHARE	REMARKS
Preliminary Engineering Report, Design & Construction Engineering	Reconstruct	Varies	Varies	Distributed and pro-rated with work or improvement items as noted below.
Street Surface	Reconstruct	75%	25% of the total street surfacing costs	Assessed by lot frontage. Front lot = short side. Side lot = long side. Side lot to be assessed at ½ lot length.
Curb & Gutter	Reconstruct	75% ⁽²⁾	25% ⁽²⁾	Assessed by lot frontage, linear foot.
Sidewalk	Reconstruct	75% ⁽²⁾	25% ⁽²⁾	Assessed by walk area, square foot.
Driveway Apron	Reconstruct	75% ⁽²⁾	25% ⁽²⁾	Assessed by apron area, square yard.
Storm Sewer	Reconstruct	100%	0%	Not Assessed.
Sanitary Main	Reconstruct	75%	25% of the total sanitary main costs	For 8" max pipe size. Assessed by lot frontage. Corner lots only assessed on side where property receives the service.
Sanitary Service	Reconstruct	0%	100%	Assessed by each.
Water Main	Reconstruct	75%	25% of the total water main costs	For 8" max pipe size. Hydrants are not assessed. Assessed by lot frontage. Corner lots only assessed on side where property receives the service.
Water Service	Reconstruct	0%	100%	Assessed by each.
External funds, such as State Aid Funds / Grant ⁽¹⁾	Reconstruct	To be applied to reduce City Costs Share		

Notes:

- (1) External or outside funding, such as MnDOT State Aid funding, will be applied to reduce City costs share.
- (2) City to pay for curb & gutter, walks, and driveway aprons across alley & street R.O.W.
- (3) For new construction (new developments), 100% of all costs for each category of work (streets, curb & gutter, sanitary sewer, etc.) will be assessed to the benefitting lots within the new development.
- (4) The City reserves the right to modify the special assessment policy as needed and on a project by project basis to sufficiently maintain existing infrastructure and to promote new development within the City.

Grove Street Infrastructure Improvements
City of Lambertton
Preliminary Assessments
February 6, 2026

February 6, 2026								Units										Assessment amounts									
Property Address	Parcel ID	Property Owner Name	Property Owner Mailing Address	Property Owner City	Property Owner State	Property Owner Zip	Notes	Front lot length (short side) (FT)	Side lot length (long side) (FT)	Side lot half length (FT)	Walk Area (SF)	Apron Area (SY)	Sanitary Main (LF)	Sanitary Service (EA)	Watermain (LF)	Water Service (EA)	Street	C&G	Sidewalk	Driveway	Sanitary Main	Sanitary Service	Water Main	Water Service	Non-Construction	Total	
301 S. Grove St	83-533-0120	Marjorie M. Conyers	310 S. Grove St	Lamberton	MN	56152		0	140	70	0	51	0	0	0	0	\$5,016.20	\$1,750.00	\$0.00	\$1,530.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,584.74	\$10,880.94	
501 3RD Ave W	83-433-0020	Timothy J & Heidi L Conyers	501 3rd Ave W	Lamberton	MN	56152		0	140	70	34	38	0	0	0	0	\$5,016.20	\$1,750.00	\$161.50	\$1,140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,513.55	\$10,581.25	
504 4TH Ave W	83-433-0080	Darrel B. Knutson	504 4TH Ave W	Lamberton	MN	56152	10' deducted for alley	0	140	70	34	31	0	0	0	0	\$5,016.20	\$1,750.00	\$161.50	\$930.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,448.13	\$10,305.83	
410 4TH Ave W	83-533-0140	Richard & Sandra Weedman (Joint Owner - Sandra Weedman)	410 4TH Ave W	Lamberton	MN	56152		0	140	70	36	71	0	0	0	0	\$5,016.20	\$1,750.00	\$171.00	\$2,130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,824.95	\$11,892.15	
501 4TH Ave W	83-433-0100	Nicole Lanoue	501 4TH Ave W	Lamberton	MN	56152	10' deducted for alley	0	140	70	38	18	0	0	0	0	\$5,016.20	\$1,750.00	\$180.50	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,332.54	\$9,819.24	
411 4TH Ave W	83-533-0260	Kenov A & Beth A Engen	411 4TH Ave W	Lamberton	MN	56152		0	140	70	0	64	0	0	0	0	\$5,016.20	\$1,750.00	\$0.00	\$1,920.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,706.25	\$11,392.45	
404 S. Grove ST	83-433-0180	Clayton T & Randi S Hubert (Joint Owner - Randi s. Hubert)	404 Grove ST S	Lamberton	MN	56152	10' deducted for alley	140	0	0	0	43	0	0	0	0	\$10,032.40	\$1,750.00	\$0.00	\$1,290.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,072.80	\$17,145.20	
410 5TH Ave W	83-533-0280	Kassandra Schroeder	410 5TH Ave W	Lamberton	MN	56152		0	140	70	0	22	0	0	0	0	\$5,016.20	\$1,750.00	\$0.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,313.69	\$9,739.89	
501 5TH Ave W	83-434-0060	Sue Marie Raitz	501 5TH Ave W	Lamberton	MN	56152		70	0	0	0	0	0	0	70	1	\$5,016.20	\$875.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,983.10	\$3,266.67	\$3,471.05	\$14,612.02	
411 5TH ST W	83-434-0240	Devin Bundy	411 5TH Ave W	Lamberton	MN	56152		0	140	70	39	57	0	0	0	0	\$5,016.20	\$1,750.00	\$185.25	\$1,710.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,698.54	\$11,359.99	
506 S. Grove ST	83-434-0020	Julie A. Senst	506 Grove ST S	Lamberton	MN	56152		70	0	0	34	0	0	0	70	1	\$5,016.20	\$875.00	\$161.50	\$0.00	\$0.00	\$0.00	\$1,983.10	\$3,266.67	\$3,521.37	\$14,823.84	
507 S. Grove ST	83-434-0260	Our Saviors Lutheran Church	PO Box 67	Lamberton	MN	56152		0	140	70	0	29	0	0	140	1	\$5,016.20	\$1,750.00	\$0.00	\$870.00	\$0.00	\$0.00	\$3,966.20	\$3,266.67	\$4,632.57	\$19,501.64	
500 6TH Ave W	83-434-0120	Darla K & Etal (Lori Stafford/Brady Flesner - Joint Owners)	26108 120 ST	Lamberton	MN	56152	20' deducted for alley	0	140	70	0	0	0	0	140	1	\$5,016.20	\$1,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,966.20	\$3,266.67	\$4,361.52	\$18,360.59	
409 6TH Ave W	83-730-0100	Brian Benedict	409 6TH Ave W	Lamberton	MN	56152		0	150	75	0	23	150	1	150	1	\$5,374.50	\$1,875.00	\$0.00	\$690.00	\$5,031.00	\$4,600.00	\$4,249.50	\$3,266.67	\$7,815.94	\$32,902.61	
602 S. Grove ST	83-700-0160	Jeffrey S & Karen Strock	602 Grove ST S	Lamberton	MN	56152		0	150	75	38	22	0	0	0	0	\$5,374.50	\$1,875.00	\$180.50	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,520.50	\$10,610.50	
606 S. Grove St	83-730-0220	Jay E & Joycelyn B Geske (Joint Owner - Joycelun B. Gaske)	606 Grove ST S	Lamberton	MN	56152		80	0	0	0	40	80	1	80	1	\$5,732.80	\$1,000.00	\$0.00	\$1,200.00	\$2,683.20	\$4,600.00	\$2,266.40	\$3,266.67	\$6,464.53	\$27,213.60	
607 S. Grove St	83-730-0120	Bruce & Jennifer Starkson	607 Grove ST S	Lamberton	MN	56152		86	0	0	0	23	86	1	86	1	\$6,162.76	\$1,075.00	\$0.00	\$690.00	\$2,884.44	\$4,600.00	\$2,436.38	\$3,266.67	\$6,578.62	\$27,693.87	
608 S. Grove ST	83-730-0240	Melvin C. Willhite	608 Grove ST S	Lamberton	MN	56152		81	0	0	0	33	82	1	81	1	\$5,804.46	\$1,012.50	\$0.00	\$990.00	\$2,750.28	\$4,600.00	\$2,294.73	\$3,266.67	\$6,455.05	\$27,173.69	
N 25' Lot 6	83-360-0100	Melvin C. Willhite	608 Grove ST S	Lamberton	MN	56152		25	0	0	0	0	25	0	25	0	\$1,791.50	\$312.50	\$0.00	\$0.00	\$838.50	\$0.00	\$708.25	\$0.00	\$1,137.42	\$4,788.17	
609 S. Grove St	83-730-0140	Judith K/Etal Kuehl (Joint Owner - Jonathan A. Kuehl)	609 Grove ST S	Lamberton	MN	56152		91	0	0	0	27	91	1	91	1	\$6,521.06	\$1,137.50	\$0.00	\$810.00	\$3,052.14	\$4,600.00	\$2,578.03	\$3,266.67	\$6,843.49	\$28,808.89	
610 S. Grove St	83-360-0040	John D. Valentin	PO Box 179	Lamberton	MN	56152		103	0	0	0	33	65	1	103	1	\$7,380.98	\$1,287.50	\$0.00	\$990.00	\$2,180.10	\$4,600.00	\$2,917.99	\$3,266.67	\$7,048.44	\$29,671.68	
611 S. Grove ST	83-360-0120	John D. Valentin	PO Box 179	Lamberton	MN	56152		0	145	73	0	29	76	1	135	1	\$5,195.35	\$1,812.50	\$0.00	\$870.00	\$2,549.04	\$4,600.00	\$3,824.55	\$3,266.67	\$6,891.06	\$29,009.17	
Property at Southwestern t	83-360-0064	Brian Eugene Keairnes	607 Hemlock ST	Lamberton	MN	56152	Garage and property off end of road.	20	0	0	0	24	0	0	10	1	\$1,433.20	\$250.00	\$0.00	\$720.00	\$0.00	\$0.00	\$283.30	\$3,266.67	\$1,854.76	\$7,807.93	
Project assessable totals								766	1,845	923	253	678	655	7	1,181	12	\$120,997.91	\$32,637.50	\$1,201.75	\$20,340.00	\$21,968.70	\$32,200.00	\$33,457.73	\$39,200.04	\$94,091.51	\$396,095.14	

Minimum \$4,788.17
Maximum \$32,902.61
Median \$14,612.02
Average \$17,221.53

Notice of Hearing on Improvement

TO WHOM IT MAY CONCERN:

Notice is hereby given that the city council of Lambertton will meet in the council chambers of the city hall at 7:00 p.m. on March 9, 2026, to consider the making of the Grove Street Infrastructure Improvements, pursuant to Minn. Stat. §§ 429.011 to 429.111. The area proposed to be assessed for such improvements is the entirety of Grove Street. The estimated cost of the improvement is \$1,819,000. A reasonable estimate of the impact of the assessment will be available at the hearing. Such persons as desire to be heard with reference to the proposed improvement will be heard at this meeting.

City Clerk

Published in _____ on _____, and _____, 2026.

**CITY OF LAMBERTON
RESOLUTION 2026-03**

RESOLUTION APPLYING TO THE MINNESOTA PUBLIC FACILITIES AUTHORITY

BE IT FURTHER RESOLVED that the City of Lambertton is hereby applying to the Minnesota Public Facilities Authority for a loan for improvements to its municipal waste, drinking, and storm water system as described in the loan application.

BE IT FURTHER RESOLVED That the City of Lambertton has the legal authority to apply for loans and grants, and the financial, technical, and managerial capacity to repay loans and ensure property construction, operation, and maintenance of the project for its design life.

BE IT FURTHER RESOLVED that the City of Lambertton hereby expresses its official intent to use proceeds of these loans and grants to reimburse planning, design, and construction expenditures made prior to the issuance of its general obligation bond to the Public Facilities Authority.

I CERTIFY THAT the above resolution was adopted by the Lambertton City Council on this 9th day of February 2026.

By the Lambertton City Council

Lydell Sik, Mayor

Attest:

Rebecca Gieseke, City Clerk

CITY OF LAMBERTON
Resolution No. 2026-04

Resolution Receiving Feasibility Report and Calling Hearing on Improvement

WHEREAS, pursuant to resolution of the council adopted July 14, 2025, a report has been prepared by Bollig Engineering with reference to the proposed Grove Street Infrastructure Improvements, and this report was received by the council on February 9, 2026, and

WHEREAS, the report provides information whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LAMBERTON, MINNESOTA:

1. The council will consider the improvement in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$1,819,000.
2. A public hearing shall be held on such proposed improvement on the 9th day of March, 2026, in the council chambers of the city hall at 7:00 p.m. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the council this 9th day of February, 2026.

Mayor

City Clerk



LAMBERTON SWIMMING POOL COMMITTEE

PO Box 2 Lamberton, MN 56152
LbtPoolCommittee@gmail.com Venmo: @LambertonPool-Committee

February 3, 2026

City of Lamberton
Attn: Lamberton City Council
112 2nd Avenue West
P.O. Box 356
Lamberton, MN 56152

Dear Lamberton City Council,

It is with great pleasure that we, the Lamberton Swimming Pool Committee, share that our fundraising efforts have reached a significant milestone, enabling us to move forward with planned improvements to the Lamberton Community Swimming Pool. We extend our sincere appreciation to the community for the extraordinary generosity and support that made this progress possible.

At the Community Meeting held on November 6, 2023, regarding the future of the Lamberton Community Swimming Pool (hereafter "the pool"), community members expressed overwhelming support for keeping the pool in operation despite its challenges. During the May 13, 2024 City Council meeting and the subsequent May 28, 2024 Work Session, the Lamberton City Council (hereafter "the council") and the Lamberton Swimming Pool Committee (hereafter "the committee") agreed that the committee would identify an improvement plan and lead substantial fundraising efforts to support the long-term maintenance and sustainability of the pool.

In partnership with the city's maintenance department and the pool manager, the committee developed a thoughtful and practical plan to address the pool's needs. Formal fundraising efforts began in November 2024. Combining the \$60,000 already earmarked by the city with the funds raised to date, we are now prepared to initiate some improvements.

Representatives from the committee plan to attend the upcoming City Council meeting on February 9, 2026, with plans to seek guidance from the council on two matters:

1. Which City of Lamberton personnel should be engaged to commence the pool improvement work; and
2. The process for accessing and utilizing the pool maintenance/improvement funds held by the city.

We are honored to serve a community that recognizes the value of the pool as an important local asset. We look forward to continuing this partnership and to demonstrating the impact of the community's dedication and support.

Sincerely,

The Lamberton Swimming Pool Committee

The Lamberton Swimming Pool Committee

Library Report
January 2026

- AC Meeting Updates:
- Systemwide Programs
 - Allen Eskens Thursday 5th, many libraries will be hosting watch parties
 - ii. Junk Journaling, webinars are available online, hosted by Sammy Jo Miller
 - iii. SeedsWomen, a collections rotation that is available for the libraries to check out
- Collection Development training
 - 2 Classes are being offered and fully funded through prairieland. These courses are mandatory for any library staff that purchases materials for their library. This is a 2 part course and must be taken in person (via zoom) in order to receive the certification certificate. Classes are Jan. 22nd and Feb 5th at 9am. There will be an in person get together on Feb. 19th as a thank you for taking the class and a tour of Marshall Public Library.
- WIFI Boosters: PCLS is working on getting boosters for libraries. We have asked for the external booster. This would allow our internet to extend to outside of the library (it already reaches out a bit, this would just give a stronger signal)

Events/Programs

- Webinars:
 - AARP grant. The friends of the library are applying for the Flagship Grant. I took the webinar to see if we are qualified. The Friends (with the help of Alicia) are applying with the hopes of removing the bushes in front of the library and creating open seating by placing in permanent benches.
 - Ag Consult Webinar: I took this to see if our Summer Reading Program “Reading Plants a Seed” would qualify for their grant. It looks like this particular grant we do not qualify for as we are not an urban region.
- Grants:
 - I have put in an application to the Dollar General for supplies for the “Reading Plants a Seed” as well as a grant for Tonies (Tonies are a screen free audio players, each little figure tells stories, sings songs, and has screen free activities for kids)
 - AARP grant previously mentioned.
- Upcoming
 - Annual Reports: Report opened on February 2nd, ours will be completed by the next board meeting for approval and submission.
 - Love My Library Month “What do you do with your library card” We are collecting cards from anyone willing to fill them out. They are sent in to plum creek and then used for future advocacy
 - Blind Date with a Book-started
 - Allen Eskens Watch Party Feb. 5 at 7pm
 - Chocolate Crawl

- After School Adventures: this is come and go and will bounce back and forth between crafts and games. This would give the dance kids something to do between dance classes that would be screen free, promote imaginative play, and reduce the noise in the library. (Wed,Thur)
 - Movies
 - Zootopia 2
 - Song Sung Blue
 - Puzzling Pizza Contest Mon-Thurs () 3-close or special times can be arranged those dates to compete. Best time in each bracket wins a mini pizza party
 - The friends have purchased Light Therapy Kits. We are hoping to have them in the system by mid February or early march
-
- RE: Board Member Question.
 - Is the plan to have a Council member join the board still an option? We need to replace Jodi Geske, and contingent upon the council's answer we will need to begin advertising for a new board member to fill the position. If anyone on the council does not want to join or cannot commit to the meeting, would any be interested in overseeing a few meetings?
 - Policy Review

December Circulation Report

- Total Books:506
- Audio Books:15
- Total DVDs: 45
- Non-Print (cake pans, Computers, Hotspots, Chromebooks):106
 - Wireless Stats: 45
- Online Materials(overdrive, RB Digital):98
 - ILL (Inter Library Loan):

Respectfully Submitted
Alicia Vogel

REQUEST FOR COUNCIL ACTION



DATE:	01/08/26
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Lamberton Public Library
SUBJECT:	Library Board Policies
ISSUE/REQUEST/ BACKGROUND:	The library board made the motion to send Updated Library Policies for Council Approval
RECOMMENDATION:	Review the Policies, make corrections or changes as you see fit, return to library to get policies posted.
FISCAL IMPACT:	none

Board Policies

- Mission Statement
- Library Board Code of Conduct/ Roles and Responsibilities
- Open Meeting Law and Public Comment
- Public Relations
- Photography and Filming Policy
- Volunteer Policy
- Donation Policy
- Business (Credit Card)
- Residential Care Borrowing
- Weeding Policy
- Printing and Faxing
- Unattended Children
- Holiday Policy
- Video Policy
- Patron Rules of Conduct
- Request for Reconsideration
- Harassment Policy
- Social Media Policy
- Cellphone Policy
- Internet Policy
- Emergency Closure
- Collection Development
- Fines
- [Hotspots](#)

Mission of the Lamberton Public Library

Updated March 13, 2012

The Lamberton Public Library encourages education for library staff, trustees, volunteers and patrons and encourages the use of the library through creative programming, public relations and empowers our library to offer an enjoyable and successful library experience, and enhances the quality of life for the residents of the City of Lamberton and Redwood County.

Vision Statement:

The Lamberton Library strives to educate, encourage, and empower our library to provide excellence in library services. The Library creates an atmosphere that is welcoming, respectful and safe to all of its patrons.

Statement of Values

- Every resident of the city of Lamberton and Redwood County is entitled to excellent and effective library services regardless of age, gender, race, creed, geographic location, or disabilities.
- Protect the right of every patron to express their thoughts without censorship and to have physical and intellectual access to the published thoughts of others.
- Encourage families in exploring the world of knowledge, creativity, and ideas.
- Continual learning is essential to a productive and fulfilling life, and we encourage an ethic of lifelong learning in our staff and our patrons.
- Cooperation does not exclude or supersede individual accomplishments. As a federated system we encourage both.

Roles and Responsibilities

The Lamberton Library Board strives to maintain good standing and communication with the Lamberton City Council and the public. This policy is in place to set the expectations of each board member, and the library board as a whole. Our board is held to the highest standard of ethical behavior in order to maintain and enhance the public's trust and confidence in the Library Board.

Roles and Responsibilities

Library Board:

- Review and Update Policies every 3-5 years.
- Support and promote the value and benefits of the Library.
- Strive for transparency in all its work, including upholding Minnesota's Open Meeting Law as laid out in Statute Chapter 13D.
- Seek to understand the operations, services, programs and resources that the Library offers.
- Continually seek new, creative and broad Library-based solutions to community opportunities or issues and share those with each other, the Director and staff.
- Uphold and support the Board Bylaws and all Library Policies as adopted.
- Determine if a Member is in breach of their responsibilities and report any and all decisions, actions and/or discussions in the meeting minutes.
- Oversee financial reports submitted by the city clerk.
- Oversee budget throughout the year and prepare budget proposal to be presented to City Council yearly.
- Oversee annual reports before the report is submitted to the state.
- Ensure programming is properly executed and occasionally assist with programming as needed by the director.
- Address any concerns openly at meetings.
- Evaluate and set goals with the director yearly. Evaluations will be submitted to City Council.
- Hiring Director Process in which the board will select, interview, and recommend the best candidate to the city council.
- Maintain proper communication with the Lamberton City Council.
- Maintain intellectual freedoms in the library. When reviewing request for reconsideration the board will remain neutral in their decision making process.
-

Board President:

- Address concerns that may arise with individual members who may be in breach library policy or Bylaws

- Discuss any board or library related issues or situations that may arise with director
- Conduct and maintain order during meetings while following open meeting laws

Vice President

- Take the place of the president when the president is unavailable

Secretary

- Submit minutes to the board and director within 30 days of the previous meeting

Individual Members:

- Conduct themselves in an ethical manner
- Act in a civil manner during all Board discussions and show mutual respect and understanding
- Work to build trust among themselves, director, and council to create a high functioning team
- Remain impartial about situations until all information has been disclosed
- Members will not speak on behalf of the director or board unless directed to do so
- -No trustee shall derive any personal profit or gain, directly or indirectly, by reason of their participation on the Board (Minnesota Rules 1512.0500 Conflict Of Interest)

Commented [KB1]: This is vague and open to individual interpretation

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Public Comment

In accordance with the Minnesota Open meeting law, regular and special meetings are open to anyone who may wish to observe the proceedings. All Library Board Meetings are posted on the city webpage, and the Lamberton Public Library webpage to serve as an open invitation to the public to attend these meetings. Special meetings will be posted at the library at least 48 hours prior to a meeting with the reasoning for the special meeting written.

Rules: to maintain order and keep meetings brief the board has implemented the following:

- Participants are welcome to share their concerns during the public comment portion provided in the agenda.
- Participants will keep their comments and concerns to a 3 minute time period.
- Sign in sheets will be made available to keep track of public participation. Names will be included in the minutes but no other personal information will be required.
- The President will be the spokesperson and questions will be directed to them. They may direct questions to the director to answer to the best of their ability.
- Once the public portion has finished the president will declare public comment closed.

Photography and Filming Policy

The Lamberton Public Library takes many photos during events to post to social media, in advertisements, and in our local newspaper. By attending events hosted by the Lamberton Public Library you are giving permission to be photographed. However the Lamberton Library does take Patron Privacy very seriously. Patrons may ask for their image to not be used for library purposes.

Names will never be addressed on social media outlets to protect the safety of our patrons. Names may be attached in the local newspaper unless any objections are made.

Volunteer Policy

The Lamberton Library welcomes individuals and groups to volunteer in the public library. Volunteer services may include special event support, book coding, community outreach programs, and other library support. Individuals should contact the library director to find how they can volunteer in our library. Volunteers are considered library representatives and must follow the same conduct that is expected of all staff members.

Volunteers will be asked to sign a waiver noting that they understand they will be performing tasks with no compensation.

Volunteers under the age of 18 must have a parent or guardian fill out a consent form allowing juveniles to volunteer their time. Juvenile volunteers will be supervised by an adult at all times.

Volunteer hour records will be kept for library files. These files and waivers will remain confidential.

If issues arise between volunteers and staff or patrons occur the library director will attempt to handle the situation to the best of their ability. If the issues continue the volunteer will no longer be allowed to volunteer with us. The Lamberton Library director in their sole discretion may terminate volunteers from their duties.

Donation Policy

The Lambertson Library graciously accepts donations of all sorts. The Library has full discretion as to what are considered acceptable donations and reserve the right to deny donations.

Monetary Donations:

- Donations can be made in memory of someone. Acknowledgments will be made to the family upon request.
- Donations of any amount can be made. Donations that are made towards specific items books, audio, programing, etc must be specified upon donation. Donation with no specification designation will go towards the library budget.

Material Donations

- Physical materials must be in good condition. Books must look new, have no rips, and must be stain free.
- DVD's must be scratch free and in the original packaging.
- Board Games must have all pieces included and packaging must be in good condition.
- Furniture must be clean and in great condition.
- The library may discard or sell items that cannot be placed in our library for any reason. With limited space not all donations will be added to our official collection.

Non acceptable donations

- VHS tapes
- Puzzles
- Old Magazines
- Cassettes
- Used books

Business Credit Card

Banks issued or Credit Line Issued Cards are on a restricted use basis. The Library Director may make purchases using the credit card issued to the Lamberton Public Library for costs related to the Library.

Employees Authorized to Use Credit Card

- The Lamberton Public Library card may only be used by the Lamberton Library Director. For costs that exceed \$500 the director must first receive approval from the City Clerk. Costs that exceed \$800 must first be approved by the city council. Itemized receipts are due upon the first date of the issued bill or prior to if requested by City Clerk. Personal purchases made using the card are prohibited. Violation of this policy will result in the revocation of credit card and additional reprimands including but not limited to Verbal Reprimand, Disciplinary Action, or termination. The Library Board will make the recommendation of what actions must be taken to City Council. The ultimate decision will be made by the City Council.

Sales Tax Exemption:

- The Lamberton Library is a non-profit therefore does not generally pay sales tax. The director must supply documentation while making purchases for proof of Tax Exempt. Tax Exemption sheets must be signed by the City Clerk.

Business Charge Account:

- The Lamberton Library currently has charge accounts with Amazon and Maynards Food Center Lamberton Minnesota. All purchases must be made by the director and include signatures. The Library director will turn all itemized receipts into the City Clerk in a timely manner. Absolutely no personal charges may be made on any account.
- Unauthorized charges will be the responsibility of the staff member who made the purchases. Disciplinary action will be taken immediately. [+](#)

Residential Home Care Borrowing

The Lamberton Library strives to better the community by providing outreach to local facilities. Responsibility of items checked out to the Residential homes will fall onto the facility. Lost and damaged items will be charged to the care facility, not individuals. The Lamberton Library encourages the use of the library to all care facilities. These facilities must sign a waiver stating that they are willing to take on the responsibility as a whole. Facilities may ask to take part in a rotating collection.

Rotating Collections:

To ensure a variety of books continue to be checked out, the Lamberton Library will supply a rotating collection to be housed at their location. The facility will be held responsible for damaged items. A collection will be curated quarterly by the director. Facilities must provide transportation for the collection.

Weeding Policy

The Lambertton Library maintains a wide variety of materials. Due to limited space in the library books will be removed from the system and our library based on many determining factors

Appearance:

Books that have become discolored, torn, or falling apart will be removed from the system.

Duplications:

Books that begin as popular titles often result in multiple copies of a book being added to our system. When the popularity has decreased, -duplicate copies will be removed.

Content:

Outdated books that no longer have relevance will be removed. This may include false works, updated publications, etc.

Usage:

Books not been checked out in up to 8 years will be removed at the discretion of the librarian.

Books may be discarded, sold, or given away at the discretion of the Library Director. The director may delegate authority to additional staff members.

Printing and Faxing Policy

The Lamberton Library provides printing, scanning and faxing services to all. These services are only available during regular business hours.

Copies:

- Black and white copies can be purchased at \$.25 per page
- Colored Copies \$1.00 per page
- The Lamberton Library does not supply specialty paper including card stock, sticker paper, or colored paper. Patrons may supply their own novelty paper with permissions given by staff

Faxing:

- Library staff will assist in faxing. Faxes sent are \$1.00 per page.
- Receiving faxes is \$.25 per page
- Library related faxes will not be charged.

Scanning:

Library staff will scan files to the Lamberton Library email (library@lambertonmn.com) to be emailed to a patron's personal email. There will be no charge for this service.

Charges must be paid for at the time of the service. Library will hold all copies until the payment has been made unless prior arrangements have been made with the director.

Unattended Children

The Lamberton Public Library welcomes and encourages children of all ages to use its facilities, materials, programs and services. The library is dedicated to providing a warm, welcoming, exciting, and safe environment for people of all ages.

MN State Statute 626.556 children under the age of 8 must be accompanied by an adult at all times.

Parents are responsible for their children whether or not the parent is present.

Children seven years of age and younger must be accompanied by and in visual contact with a parent or responsible caregiver (14 or older) at all times

If a child seven years of age or under is found unattended, a member of the Library staff will attempt to locate the adult or responsible person. If they cannot be located in the building or at home within 30 minutes, the local police department will be contacted to pick up the child.

Children, whose behavior is disruptive, will be asked to correct their behavior. If the disruptive behavior continues, they may be asked to leave the building.

HOLIDAY POLICY

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Lamberton Public Library recognizes certain days of religious and historical importance as holidays and pays employees for time off on these days in accordance with eligibility. The library will be closed on these holidays following the policy of the city employees.

The following days are recognized:

New Years Day

Martin Luther King, Jr.

Presidents Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Indigenous Peoples' Day

Veterans Day

Thanksgiving

Christmas

The Library Board will determine hours for New Year's Eve, Christmas Eve and other holidays or celebrations.

VIDEO POLICY

The Lamberton Library strives to stay up to date on DVDs allowing access to hundreds of movies from all genres including TV show series. Patrons may check out up to 8 movies. New Release movies are limited to 2 per household.

DVDs may be checked out for seven days.

DVDs may be renewed one time for an additional seven days as long as there is no holds.

There is a \$2.00 overdue charge per DVD per day.

Patrons will be charged for any damaged DVDs.

The library is not responsible for any damage that might be caused DVD equipment by DVDs checked out from the library.

Patron Code of Conduct

The Lamberton Public Library strives to provide free and easy access to all its facilities, materials, and services for all library customers. To this end, the library has established these rules of conduct which all library patrons are expected to follow.

Prohibited behavior

When in the library building, the following conduct is prohibited:

- Tobacco use, including e-cigarettes and Vapes
- Loitering or soliciting
- Harassing or threatening library users or personnel
- Disruptive behavior
- Consuming alcohol or using drugs in the library, or being under the influence of alcohol or drugs
- Leaving young children unattended
- Destroying or defacing library materials, furniture, or equipment
- Bringing weapons into the library
- Depositing litter anywhere but in designated receptacles
- Engaging in sexual activity, sexual harassment, or indecent exposure
- Violating the Internet Use Policy
- Engaging in any activity that interferes with another person's enjoyment of library services and activities.

Commented [KB2]: I believe because the library is a public space owned by a government entity, you cannot ban guns (concealed).

Personal responsibility

Patrons are responsible for their personal belongings while in the library, including those brought in by children. Personal items should not be left unattended while in the library. The Lamberton Public Library is not responsible for lost or stolen personal property.

Violations

People who violate these rules will be asked to stop such actions. The library staff reserves the right to require anyone violating these rules of conduct to leave the library. The police will be called if the user fails to leave the library at the request of a staff person. Continued violation of the Code of Conduct may result in the loss of library privileges.

Request for Reconsideration

The Lamberton Library endorses the principles outlined in the [Library Bill of Rights](#), the [Freedom to Read Statement](#), and the [Freedom to View Statement of the American Library Association](#). While library users may reject materials they find questionable, they may not restrict others' freedom to access these resources.

Minnesota Statute [SF 3567](#) safeguards access to library materials across public libraries. This law prohibits the removal or restriction of materials based solely on their viewpoint or content.

Patrons may share concerns about works in the collection. All expressions of concern will be addressed following the process outlined below.

Request for Reconsideration

1. **Initial Discussion:** Library staff will listen to the patron's concerns about a specific item and seek to understand the nature of the concern. During this discussion, staff will provide the patron with a copy of the Library's Collection Management Policy and explain the selection process.
2. **Request for Reconsideration Form:** If, after discussing the matter with library staff, the patron wishes to formally document their concerns, they may complete a "[Request for Reconsideration](#)" form, signing and submitting it to the Library Director.
3. **Director Review:** The Library Director will review the completed form and may arrange a meeting with the patron to discuss their concerns further. If the form is not rescinded, the Director will respond in writing to the patron's concerns within 30 days. Both the completed form and the Director's response will be forwarded to the Library Board for their records.
4. **Appeal to the Library Board:** If the patron is dissatisfied with the Director's response, they may submit a written appeal to the Library Board. This appeal must be received at least one week prior to the Board's next scheduled meeting. The Library Board will inform the patron of the meeting time and location, should they wish to attend.
5. **Final Decision:** The Library Board's decision regarding any action related to the expression of concern is final. Any item reviewed by the Board will not be considered for further review for at least five years.

Guiding Principles

Throughout any expression of concern process, library staff, administrators, and board members uphold the following principles:

1. **Diversity of Materials:** Libraries offer resources that reflect a variety of viewpoints and support unrestricted access to information.
2. **First Amendment Rights:** All users have a First Amendment right to access library resources.
3. **Guiding Documents:** The Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement of the American Library Association are foundational to our policy.
4. **Respectful Engagement:** Patrons have the right to express concerns about library resources and to have their objections acknowledged respectfully.
5. **Freedom to Read and View:** The principles of intellectual freedom are defended, rather than specific materials.
6. **Holistic Review:** Resources are evaluated in full context, not based solely on isolated portions.
7. **Parental Rights:** Parents and guardians may guide their children's reading, viewing, and listening but must respect the rights of other parents and guardians.
8. **Continued Access:** Materials under review remain accessible to patrons throughout the process.
9. **Integrity of Process:** The expression of concern process must be completed fully, avoiding premature conclusions that could expose the library to legal vulnerability.

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Harassment

This policy addresses harassment, provocation, and unwelcome advances in the library workplace. A part of the Library's mission is to create "...an atmosphere that is welcoming, respectful, and safe." The Library wishes to protect the rights and safety of its patrons and employees. It also wishes to enable each employee to reach his/her maximum productivity by ensuring freedom from harassment in the work environment.

General

According to its **Patron Rules of Conduct**, the Library prohibits "engaging in disorderly conduct, harassment, or behavior that causes or creates an unsafe environment or an interference with the quiet, peaceful or orderly use and management of the Library by patrons and employees. This includes intimidation by words (verbal abuse, profanity, hate language, and name-calling), gestures, body language or any type of menacing or bullying behavior."

Harassment on the basis of race, color, religion, sex, or national origin is a violation of law. The Library also prohibits any form of unlawful harassment based on age or disability.

The Lamberton Library prohibits unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or otherwise offensive nature.

The Library Director is responsible for creating an atmosphere free of harassment for all who enter the library. If the Director receives information about alleged harassment on library property, or witnesses an incident that might constitute harassment, then the Director should fill out an **Incident Report Form**, and shall report the matter immediately to the Library Board and the Lamberton City Council.

All reports of harassment will be promptly investigated by the Library Board. All names will be kept confidential; reports will be submitted to the City Council for full transparency of the situation.

If investigation of harassment indicates that such behavior has occurred, appropriate disciplinary action will be taken. Disciplinary actions will be governed by the Library Board, with the support of the City Council. In certain circumstances local law enforcement may be involved.

Social Media Policy

The use of social media tools are meant to augment communication, collaboration, and information exchange between the Lamberton Public Library and the public. The primary purpose of this policy is to establish rules, guidelines, and best practices for a professional and inviting social media presence.

Social Media refers to user-created content sites. The Lamberton Public Library currently uses Facebook, City of Lamberton Webpage, and Plum Creek Library Page
"lambertonpubliclibrary.org"

General

The Library Director will be the managing authority. All social media accounts are created only

with permission from the Library Director. Similarly, changing the name, passwords, and settings of the social media accounts must be approved by the Library Director.

All content is subject to being edited or deleted by the Library Director. The Director may also remove any tags or link to other accounts at their discretion.

All social media sites and content shall be monitored and updated as time allows by appointed library staff.

Staff Responsibilities

- Always conduct themselves with professionalism and integrity
- Observe and abide by all copyright, trademark, and service mark restrictions in posting materials;
- Not make statements about patrons or post, transmit, or otherwise disseminate confidential information in violation of Minnesota Statutes or the Library's confidentiality policy;
- Not conduct personal business or activities on the Library's social media accounts;
- Staff will not spend an inordinate amount of time on social media resources.
- Library staff may not link material from employee social media accounts to the Library's social media accounts.

Appropriate Content

Library postings which are consistent with the stated purpose of this policy shall be, but are not limited to:

- Notices of upcoming meetings, programs or events;
- Information about library services, trends or technologies;
- Press releases;
- Library policies and procedures or a change thereof;
- Notice of program cancellations or service disruptions;
- Notice of emergencies or building closure;
- Training and educational opportunities for the public;
- Promotion of the Lamberton Public Library and the Plum Creek Library System.

Inappropriate Content

Library postings which are inconsistent with the stated purpose of this policy shall be, but are not limited to:

- Spam;
- Postings that contain obscene matter, cursing, or are of a sexual nature. Postings must be appropriate for audiences of all ages to read or see as patron ages vary greatly;
- Disparaging, harassing abusive profane or offensive postings;
- Postings that are hateful, threatening, pornographic, that contain graphic or gratuitous violence;

- Potentially libelous or defamatory postings;
- Postings which contain privileged, proprietary or confidential information about any person, business or entity;
- Postings which violate or potentially violate local, state or federal laws, including without limitation, intellectual property and copyright laws;
- Postings which discriminate on basis of race, color, religion, national origin, sex, handicap, age, sexual orientation, creed, or ancestry; Postings which are sexual harassing, including, without limitation, epithets, slurs, negative stereotyping, sexual rumors that show hostility toward individuals based on gender, derogatory comments about individual's body or appearance, unwelcome sexual compliments, innuendos, suggestions or jokes.

Public Terms of Use:

Public users should have no expectation of privacy in postings on the Library's sponsored social media sites, and by utilizing these sites, users consent to the Library's right to access, monitor and read any postings on the sites. The Lamberton Library reserves the right to remove posts or ban users.

Cellphone Policy

The use of cell phones in the Library can often prove disruptive to patrons and staff. The Lamberton Public Library attempts to promote a user-friendly environment conducive to reading, studying, research, and use of the Library's technology.

Expectations

All library patrons are expected to be courteous and respectful of others by adhering to the following policies:

- Please move outside for cell phone conversations.
- The Library reserves the right to ask a patron to leave the Library if they are using their cell phone in an inappropriate manner AND/OR disturbing other patrons.
- All of the above will apply to regular and hands free phones.

Library patrons who refuse to comply with the provisions or intent of this policy will be required to leave the Library.

Internet Policy

Library provides free use of computers and access to the Internet to all users, with the understanding that it is the individual user's responsibility to demonstrate judgement, respect for others and appropriate conduct while using Public Library resources. The purpose of the Computer and Internet Use Policy is to insure the best use of computers and access to the Internet by the greatest number of people.

Internet User Guidelines

Library workstations may not be used to view sexually explicit material, illegal drug related, gang related, hate group related or violent materials. Library computers may be used to visit chat sites or other forms of electronic communications. Users will not disclose, use, or

disseminate personal information regarding minors without authorization of the parent or legal guardian of the minors involved.

Users will obey copyright laws & licensing agreements. Users may not change the settings and configuration, use non-library software, or save anything to the hard drive of a library workstation. It is not acceptable to use the Library's computers for any purpose which violates U.S. or state laws, to transmit obscene or harassing materials, or to interfere with or disrupt network users.

The Library's Patron Code of Conduct applies to the behavior of patrons using library equipment. Failure to follow this policy could result in suspension of library privileges. Library employees are authorized to terminate any users access session, or to prohibit a user from access given cause that the user has failed to comply with the policies of the library.

Time Limits

Computer workstations are available on a first come basis whenever the library is open. Use of the Internet is normally limited to 2 hour session per day, but there are times when exceptions are made. Use of and time on a computer workstation is up to the discretion of staff on duty.

Minors

Parents and legal guardians have responsibility for their children's use of the Internet, including games, e-mail, chat rooms and other forms of electronic communications. Parents should caution their minor children, which personal facts are not to be shared on the Internet. Parents are strongly encouraged to work with their children to develop acceptable family rules on the Internet. A parent or legal guardian must sign an internet agreement for children 17 years old and younger to access the library computers. Children under the age of 7 are not permitted to use the computers without a guardian present.

Filters

To comply with Federal and State laws, the Board of Library Trustees has approved installation of software designed to filter sexually explicit content on all computers. The blocking software filter is inherently imprecise and flawed. It inevitably will block access to a vast array of constitutionally protected material on the Internet. Because of its technological limitations, the filter is also incapable of protecting against all access to Internet material that is obscene, child pornography, or harmful to minors.

Privacy

The library avoids collecting or maintaining records that could compromise the privacy of patrons. There is no electronic tracking of workstation use that would enable the library to determine who that user is or what they did on a library computer after the customer logs off. Users must also exercise caution when using the Internet to avoid unauthorized disclosure, use and dissemination of personal identifiable information. Users are encouraged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else. Absolute privacy for people using electronic resources in the library cannot guarantee.

Wi-Fi Access

The Lamberton Public Library Computer and internet Use Policy applies to any laptop used to access the Internet through the library's Wi-fi connection. As a result, your Internet connection will be filtered and prohibited websites are blocked. Users are responsible for making sure their computer has the correct settings and necessary hardware. Library staff will provide limited instruction for access. The library cannot guarantee that user's hardware will work with the library's wireless connection.

Responsibility

The Internet and its available resources contain a wide variety of material and opinions from varied points of view. Users need to be good information consumers, questioning the validity of the information. Not all sources on the Internet provide accurate, complete or current information. The user is the selector in using the Internet with individual choices and decisions. Users may encounter material that could be considered inappropriate. Parents of minor children assume responsibility for their children's use of the Internet through the Library's connection. The Library expressly disclaims any liability or responsibilities arising from access to or use of information obtained through its electronic information systems or any consequences thereof.

Laptops and other devices should never be left unattended in the library. The library assumes no responsibility for damage, theft or loss of any kind to a user's equipment, software, or data files.

Emergency Closures

The Lamberton Library maintains regular business hours to the best of its ability, and shall be open for business on all business days except legal holidays, situations of short staffing, and emergency situations.

Emergency may include – but is not limited to – extreme weather, fire, sickness, hazardous material, or bomb threat.

If there is concern about the safety of its employees and patrons, the Library Director may close the Library.

All programs will be postponed or cancelled during an emergency closing, delayed opening, or program cancellations. If the local school is closed, planned Library programs/activities will be cancelled and potentially closed for the day.

Signs will be posted on the doors notifying patrons of the reason for the closing and/or cancellation when possible. Postings will also be made to the Library's social media platforms, and the Library's webpage.

The Library Director, along with the President and/or Vice President of the Library Board will determine when to close. In the absence of the Library Director, Library staff, along with the President and/or Vice President of the Library Board, will determine to close.

Collection Development

This policy is designed to inform the public and guide The Lamberton Public Library staff on the principles underlying materials selection.

Public Library's collection is developed to meet the diverse cultural, informational, educational, and recreational needs of our service area. Library staff maintains a collection oriented to patrons by anticipating and responding to community needs and interests.

Responsibility for Selection

In accordance with Minnesota statute [SF 3567](#), Lamberton Public Library is committed to maintaining diverse materials collection, evaluated by the Library Director and aligned with intellectual freedom principles.

As such, the Library Director holds ultimate responsibility for selecting materials and allocating funds within the framework of budgets, policies, goals, and objectives set by the Board of Directors and City Council. During the selection process, judgment shall be guided by these best practices:

- Respond to changing demographics and technological advancements,
- Ensure varied materials meet community needs,
- Balance individual and community interests,
- Pursue ongoing improvement through measurement.

Selection Criteria

Materials are evaluated according to one or more of these standards:

- Price
- Format suitability for library use
- Subject relevance and audience suitability
- Significance to current times
- Fit within existing collections
- Critical reviews
- Community relevance and local interest
- Patron requests

Selection of Materials on Controversial Topics

Lamberton Public Library strives to serve all residents, making a diverse range of materials available to empower patrons to form their own viewpoints. While some may find certain materials objectionable, the library does not hinder access based on personal beliefs or views. Selections are made without regard to the anticipated response of particular individuals or groups. Library materials are not marked or modified to signal approval or disapproval, and materials are not sequestered except to prevent damage or theft. Responsibility for a child's reading and viewing choices rests with parents or guardians, and materials are not restricted based on their potential to reach minors.

Relationship to Other Libraries

Lamberton Public Library does not assume responsibility for materials obtained from other libraries or those available through inter-library loan. Concerns about materials not owned by the library should be directed to the owning library.

Gifts and Donations

The library welcomes gifts and donations, which are evaluated according to the same criteria as purchased materials. The library may incorporate, use for programs, sell, or otherwise distribute materials not added to the collection, per the Donations Policy.

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Expressions of Concern

Any citizen may submit a "Request for Reconsideration. The item in question will be considered by both Director and Board before a final decision is made.

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Fines

The Lamberton Public Library does not charge fines for late Books.

DVD charges are \$2.00 per day, and will be capped at \$25

Hotspots, Stem Kits, Story Time Kits, and Chromebooks are \$5.00 a day.

Fines for late materials checked out at other Plum Creek libraries cannot be waived.

Lost and damaged materials

Fines are charged for lost and damaged items. The fine for lost or damaged materials is capped at the replacement cost of the item(s).

Patrons may be given the option to purchase replacement materials in lieu of payment, upon approval by library director. Replacement copies may not be purchased when lost materials are owned by any library other than Lamberton Public Library. This includes materials borrowed through MnLink and from other Plum Creek Libraries.

Suspended borrowing privileges

Patrons may not borrow materials if:

- They have \$5 or more in fines and fees
- They have 5 or more items overdue for a week or more

Any one item has entered long overdue/lost status (68+ days)

Hotspot Policy

The Lamberton Public Library follows the Plum Creek Policy on Hotspots, which in part states:

Plum Creek Library System makes mobile hotspots available to adult PCLS cardholders for check out to be used with mobile connected devices. Patrons agree to the following Library Hotspot rules and regulations.

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- Hotspots may only be used within the continental United States. Connecting to a hotspot outside of the United States may result in international access fees, for which the patron is responsible to pay.
- Patrons must abide by all state and federal statutes and laws related to internet access, including those regarding obscenity, pornography, and the delivery of any such material to minors. PCLS [and Lambertson Public Library] is not responsible for information accessed using the device or for personal information that is shared over the internet. Patrons are encouraged to use safe internet practices.

Hotspots are:

1. Available on a first-come, first-served basis, checking out only to those with cards in good standing. This includes no outstanding items or fines.
2. Patron must be 18 or older to check out hotspots.
3. Parents may not use children's cards to check out hotspots.
4. Checked out to customers who have had their library card for longer than 30 days; hotspots will not be checked out on the same day a new customer signs up for a card.
5. Checked out for one week (seven days) with no renewals or grace period.
6. Returned to the library where it was checked out
7. May not be placed in the book drop unless the Library Director has given prior permission. Fines will be enforced.
8. Available again to a household after waiting 7 days, 3 if there is no waitlist.
9. Checked out with all needed accessories and must be returned complete and in the same condition; any damaged or missing pieces will be billed. If the hotspot is unusable in the condition it is returned, the full replacement cost will be charged.

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Continuously Breaking Hotspot Policy

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Customers may be in danger of losing Hotspot Checkout privileges by returning hotspots at least a week late more than three times without notifying the library that the item will be late they may also be in danger of losing this privilege if hotspots are consistently returned missing pieces, dirty and/or damaged.

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The Library Director reserves the right to make the decision if a card holder will be banned from checking out Hotspots.

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Department Report- Ambulance Service

December Activity:

- **Total Emergency Incidents:** 16 total
 - 7 ALS
 - 1 No Transport
 - 1 Fire standby
 - 2 Law enforcement standby with cancels

Training & Education:

- **EMR Class:** The EMR student did great on the ride-a-longs. She completed her written and skills exam the week of Feb. 2nd.
- **EMT Refresher Course:** Class held in Lamberton on February 7th and 8th. Several current members renewing their licenses and a previous member attending with hopes of returning to service.
- **Monthly meeting:** January's monthly meeting was held on January 26th. We focused our training on Narcan administration & protocols and airway suctioning. Next monthly ambulance meeting and training will take place on February 23rd.

Crew Updates: Will begin onboarding process for new EMR, Natalee Lenning.

January Follow-up, Developments & Updates:

- Attended educational webinars on topics for: high performance CPR in pediatric cardiac arrests and beyond the guidelines of cardiac arrest.
- Attended webinars on the process of obtaining grants, resources available and grant writing.
- Attended virtual work session for MN rural ambulance revenue cycle and EMS billing.
- The 2024 Emergency Ambulance Aid Reporting for Minnesota was completed and submitted to the state.
- The stair chair has been malfunctioning. We will try new batteries first, but we may have to consider purchasing a new one in the future. The current one is old and no longer under warranty.
- We are getting low on the number of pagers available. We have 2 unprogrammed, that I am working on getting set up and one other. I am working on obtaining more for the future.
- I am currently working on equipment grants to help cover the costs of both pagers and the potential of a stair chair. This is a new learning experience as I look toward to the future.

Not Ambulance Related:

- Helped at the library a few mornings.
- Available as needed.

2-3-2026	REQUEST FOR COUNCIL ACTION
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Kim Mittelstadt
SUBJECT:	New Ambulance Staff
ISSUE/REQUEST/ BACKGROUND:	<p>Natalee Lenning completed EMR training and would like to join the Lamberton Service.</p> <p>Waiting on background check to be completed by trainer.</p> <p>Need motion to hire Natalee</p>



Lamberton Police Department

201 2nd Ave West P.O. Box 356 Lamberton, MN 56152 Phone: 507-828-9707

January- 20 calls for service:

- Information/ Other- 2
- Assist other agency- 1
- Drugs- 1
- Traffic- 9
- Animal- 4
- Burglary- 1
- Gun Permit- 1
- Civil- 1

Notes-

- Fewer calls
- School zone enforcement/ sporting events
- Part-time officers worked- no shifts
- Few meetings and in-house trainings
- More traffic enforcement

Chief Derick Determan, #342

Lamberton Police Department

2-3-2026	REQUEST FOR COUNCIL ACTION
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Valerie Halter
SUBJECT:	Gieseke Clerk School
ISSUE/REQUEST/ BACKGROUND:	<p>Rebecca Gieseke would benefit from attending Clerk school May 4-8.</p> <p>She will also apply for a \$100 grant that will help pay tuition. Tuition is \$640.</p> <p>Attached is the schedule for this year.</p>

2026 Minnesota Municipal Clerks Institute Agenda Heritage Center of Brooklyn Center

Thursday, 6:30-8:30 PM: Banquet & Entertainment

Registration: Main Entrance 1

Meals, Breaks, and Banquet: Carriage Hall A

Combined Sessions in Garden City Ballroom for Years One, Two, & Three: Thursday, 2:30 – 5:30 PM

YEAR ONE – Carriage Hall B

<i>Sunday, May 3</i>	<i>Monday, May 4</i>	<i>Tuesday, May 5</i>	<i>Wednesday, May 6</i>	<i>Thursday, May 7</i>	<i>Friday, May 8</i>
4:30-7:00 PM – Early On-Site Registration	6:45-7:30 AM – Breakfast 6:45-7:30 AM – On-Site Registration 7:30-7:45 AM – Carriage Hall A WELCOME/INTRODUCTION TO THE INSTITUTE Kassidi Andres, MN Institute Director Margaret Webb, MCFOA Institute Comm Chair 7:45-10:30 AM Open Meeting Law <i>Melissa Manderschied</i> 10:30 AM BREAK 10:45 AM-12:30 PM Who Does What? Understanding Roles and Responsibilities in City Government <i>Josie Rosene</i>	7:00-7:30 AM – Breakfast 7:30-10:30 AM Fund Accounting & Budget Preparation Pt I <i>Jessi Sturtz & Julie McMackins</i> 10:30 AM BREAK 10:45 AM-12:30 PM Fund Accounting & Budget Prep. Pt II, Round Table <i>Kary Tillmann</i>	7:00-7:30 AM – Breakfast 7:30-10:30 AM Minute-Taking, Meetings, Parliamentary Procedure <i>Amber Eisenschenk</i> 10:30 AM BREAK 10:45 AM-12:30 PM Effective Interpersonal Communication <i>Marshall Meier</i>	7:00-7:30 AM – Breakfast 7:30-10:30 AM Intergenerational Comm <i>Scott Nelson</i> 10:30 AM BREAK 10:45 AM-12:30 PM Liquor Licensing Level 1 <i>AGED</i>	7:00-7:30 AM – Breakfast 7:30-10:15 AM Elections Training <i>Paul Linnell</i> 10:15 AM BREAK 10:30 AM-12:45 PM HR Issues for City Clerks: Smart Strategies for Smart Hiring and Personnel File Management <i>Joyce Hottinger</i> Adjourn 12:45 PM (Assessment Deadline: Friday, May 22 ND at 11:59 PM)
	12:30-1:00 PM - LUNCH Carriage Hall A	12:30-1:00 PM - LUNCH Carriage Hall A	12:30-1:00 PM - LUNCH Carriage Hall A	12:30-1:00 PM - LUNCH Carriage Hall A	
	1:00-2:30 PM Building Relationships with Decision Makers <i>Marshall Meier</i> 2:30 PM BREAK 2:45-5:15 PM Key Employment Law Issues <i>Betsey Lund Ross</i>	1:00-3:15 PM Capital Planning & Budgeting <i>Nick Anhut & Dan Tienter</i> 3:15 PM BREAK 3:30-5:15 PM Working with Fire Depts. & Fire Relief Associations <i>Troy Walsh</i>	1:00-3:15 PM Effective Listening <i>Marshall Meier</i> 3:15 PM BREAK 3:30-5:15 PM Fundamentals Of Data Practices <i>Taya Moxley</i>	1:00-2:15 PM Minnesota Property Taxes <i>Baker Tilly</i> 2:15 PM BREAK 2:30-5:30 PM Municipal Issues in Garden City <i>Scott Nelson</i> 6:30-8:30 PM Banquet in Carriage Hall A	

2026 Minnesota Municipal Clerks Institute Agenda Heritage Center of Brooklyn Center

Thursday, 6:30-8:30 PM: Banquet & Entertainment

Registration: Main Entrance 1

Meals, Breaks, and Banquet: Carriage Hall A

Combined Sessions in Garden City Ballroom for Years One, Two, & Three: Thursday, 2:30 – 5:30 PM

YEAR TWO – Harvest Rooms

<i>Sunday, May 3</i>	<i>Monday, May 4</i>	<i>Tuesday, May 5</i>	<i>Wednesday, May 6</i>	<i>Thursday, May 7</i>	<i>Friday, May 8</i>
4:30-7:00 PM – Early On-Site Registration	6:45-7:30 AM – Breakfast 6:45-7:30 AM – On-Site Registration 7:30-7:45 AM – Carriage Hall A WELCOME/INTRODUCTION Kassidi Andres, MN Institute Director Margaret Webb, MCFOA Institute Comm Chair 7:45-10:00 AM Overcoming Barriers <i>Arianna Lee and Annie Coyle</i> 10:00 AM BREAK 10:15 AM-12:00 PM City Clerks as Communication & Performance Partners <i>Joyce Hottinger</i>	7:00-7:30 AM – Breakfast 7:30-10:00 AM Organizational Comm – Part 1 <i>Scott Nelson</i> 10:00 AM BREAK 10:15 AM-12:00 PM Conflicts of Interest & Other Legal Issues <i>Maria Cisneros</i>	7:00-7:30 AM – Breakfast 7:30-10:00 AM Technology Problems & Policies <i>Greg Van Wormer</i> 10:00 AM BREAK 10:15 AM-12:00 PM Liquor Licensing Level 2 AGED	7:00-7:30 AM – Breakfast 7:30-10:00 AM Records & Info. Mgmt. <i>Terri Spangrud</i> 10:00 AM BREAK 10:15 AM-12:00 PM Economic Development/HRA <i>Jason Aarsvold and Stacie Kvilvang</i>	7:00-7:30 AM – Breakfast 7:30-10:00 AM Greening Your City <i>Erica Bjelland & Peter Lindstrom</i> 10:00 AM BREAK 10:15 AM-12:45 PM Bonding & Other Financing Options <i>Mike Bubany</i> Adjourn 12:45 PM (Assessment Deadline: Friday, May 22 nd at 11:59 PM)
	12:00-12:30 PM - LUNCH Carriage Hall A	12:00-12:30 PM – LUNCH Carriage Hall A	12:00-12:30 PM – LUNCH Carriage Hall A	12:00-12:30 PM – LUNCH Carriage Hall A	
	1.5 HR SESSION TO COME 2:00 PM BREAK 2:15-3:45 PM Historic Preservation & City Gov <i>Michael Koop</i> 4:00-5:30 PM City Legal Issues <i>Kyle Hartnett</i>	12:30-2:30 PM Organizational Comm – Part 2 <i>Scott Nelson</i> 2:30 PM BREAK 2:45-5:15 PM Effective Written Comm for Clerks <i>Emil Towner</i>	12:30-1:45 PM I'm a Risk Manager Too? <i>Laura Honeck & Lena Gould</i> 1:45 PM BREAK 2:00-4:00 PM Building Inspections <i>Scott Qualle</i> 4:15-5:30 PM Financial Fraud & Cybersecurity Scams <i>Christian Torkelson</i>	12:30-2:15 PM Conflict Management <i>Scott Nelson</i> 2:15 PM BREAK 2:30-5:30 PM Municipal Issues in Garden City <i>Scott Nelson</i> 6:30-8:30 PM Banquet in Carriage Hall A	

2026 Minnesota Municipal Clerks Institute Agenda Heritage Center of Brooklyn Center

Thursday, 6:30-8:30 PM: Banquet & Entertainment

Registration: Main Entrance 1

Meals, Breaks, and Banquet: Carriage Hall A

Combined Sessions in Garden City Ballroom for Years One, Two, & Three: Thursday, 2:30 – 5:30 PM

YEAR THREE – Captain's Room

<i>Sunday, May 3</i>	<i>Monday, May 4</i>	<i>Tuesday, May 5</i>	<i>Wednesday, May 6</i>	<i>Thursday, May 7</i>	<i>Friday, May 8</i>
4:30-7:00 PM – Early On-Site Registration	6:45-7:30 AM – Breakfast 6:45-7:30 AM – On-Site Registration 7:30-7:45 AM – Carriage Hall A WELCOME/INTRODUCTION TO THE INSTITUTE Kassidi Andres, MN Institute Director Margaret Webb, MCFOA Institute Comm Chair 7:45-9:30 AM Influential Gov. Leaders <i>Matt Vorell</i> 9:30 AM BREAK 9:45 AM-12:15 PM Municipal Case Study: Intro <i>Maggi Wentler & Michelle Miller</i>	7:00-7:30 AM – Breakfast 7:30-10:15 AM Sustainable Land Use Planning & Zoning <i>Kristin Mroz & Co-Presenter</i> 10:15 AM BREAK 10:30 AM-12:15 PM Infrastructure Grant & Loan Funding for Cities <i>Chelsea Alger & Nancy Thorkelson</i>	7:00-7:30 AM – Breakfast 7:30 AM-12:15 PM Speak Up! Presenting & Facilitating – Part 1 <i>Scott Nelson</i> 10:15 AM BREAK	7:00-7:30 AM – Breakfast 7:30-9:30 AM Simulated Council Meeting <i>Maggi Wentler & Michelle Miller</i> 9:30 AM BREAK 9:45-11:15 AM Active Shooter <i>Tim Fournier</i> 11:30 AM-12:15 PM Presentation Prep & Questions <i>Scott Nelson</i>	7:00-7:30 AM – Breakfast 7:30-10:15 AM Parliamentary Procedure <i>Jackie Bauer</i> 10:15 AM BREAK 10:30 AM-12:45 PM Race Equity Advanced <i>Heidi Lee</i> Adjourn 12:45 PM (Assessment Deadline: Friday, May 22 ND at 11:59 PM)
	12:15-12:45 PM - LUNCH Carriage Hall A	12:15-12:45 PM - LUNCH Carriage Hall A	12:15-12:45 PM - LUNCH Carriage Hall A	12:15-12:45 PM - LUNCH Carriage Hall A	
	12:45-3:00 PM Tax Abatement <i>Tammy Omdal & Jessica Green</i> 3:00 PM BREAK 3:15-5:30 PM Municipal Case Study Cont. <i>Maggi Wentler & Michelle Miller</i>	12:45-3:00 PM Community Planning & What's on the Horizon – Part 1 <i>Jeff Matzke</i> 3:00 PM BREAK 3:15-5:15 PM Community Planning – Part 2 <i>Jeff, Robin, and Dylan Edwards</i>	12:45-3:15 PM Speak Up! Presenting & Facilitating – Part 2 <i>Scott Nelson</i> 3:15 PM BREAK 3:30-5:30 PM Simulated Planning Commission & Finance <i>Maggi Wentler & Michelle Miller</i>	12:45-2:15 PM Presentation Prep & Questions <i>Maggi Wentler & Michelle Miller</i> 2:15 PM BREAK 2:30-5:30 PM Municipal Issues in Garden City <i>Scott Nelson</i> 6:30-8:30 PM Banquet in Carriage Hall A	

2026 Minnesota Municipal Clerks Institute Agenda Heritage Center of Brooklyn Center

Thursday, 6:30-8:30 PM: Banquet & Entertainment
Registration: Main Entrance 1
Meals, Breaks, and Banquet: Carriage Hall A
Combined Sessions in Garden City Ballroom for Years One, Two, & Three: Thursday, 2:30 – 5:30 PM

YEAR ONE – Carriage Hall B

<i>Sunday, May 3</i>	<i>Monday, May 4</i>	<i>Tuesday, May 5</i>	<i>Wednesday, May 6</i>	<i>Thursday, May 7</i>	<i>Friday, May 8</i>
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ORDINANCE VIOLATION
COMPLAINT FORM

City of
Lamberton

Person Reporting:

Rosa Bush

Complaint Type:

☐

Weeds/Overgrowth

☐

Junk/Garbage

☐

Vehicles

☐

Animal

☒

Other:

Address of Violation:

5th ave @ Riv St

Violation Date:

1-12-26

Violation Time:

Visual Observations:

*Needs a STOP Sign 5th and
Riv! NOW*

OFFICE USE ONLY

Property Owner:

Renter:

Mailing Address:

Contact Phone:

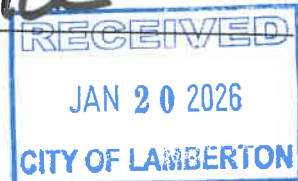
Date Received:

Employee Handling the Complaint:

Val

Action Taken:

*emailed to Derrick
Put in council
pack.*



CITIZEN COMPLAINT FORM

City of
Lamberton

Office of Clerk/Treasurer • 112 2nd Ave West • PO Box 356 • Lamberton, MN 56152 • (507) 752-7601

Complainant: on Behalf of the residents Phone: _____
on 8th and Cherry St.
Address: _____

Pursuant to Minn. Stat. 13.44: all reporters' names may be confidential and cannot be disclosed.

Please select the area that this complaint concerns:

- | | | |
|---|---|---|
| <input type="checkbox"/> City Hall | <input type="checkbox"/> Public Library | <input type="checkbox"/> Swimming Pool |
| <input checked="" type="checkbox"/> Street Department | <input type="checkbox"/> Utility Services | <input type="checkbox"/> Parks & Recreation |
| <input type="checkbox"/> Police Department | <input type="checkbox"/> Fire Department | <input type="checkbox"/> Ambulance Service |
| <input checked="" type="checkbox"/> Neighbor/Resident | <input type="checkbox"/> Other: _____ | |

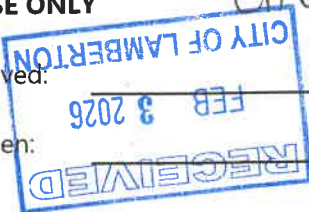
Location of Complaint: 8th and cherry streets

Description of Complaint: Clayton Senst Trucking driving his
Semi and trailer on resident streets. Tears up the city
streets. Would hate to see the patchwork done this fall (finally!
get wrecked. Most damage was caused by his truck in the
first place. He drives by about 2 times a day and not only
Signature of Complainant: does it wreck the streets, it shakes the houses.
Not pleasant at 10:00 at night.

OFFICE USE ONLY

Date Received:

Action Taken:



Employee Handling Complaint:

Val/Rebecca
scan to PD
& Council Pack

Signature: _____

Date: _____

From: [Ron Hanson](#)
To: [Clerk](#)
Subject: New Website Contact - Trucks Semi Tractors and Trailers
Date: Thursday, February 05, 2026 8:05:47 PM

You have received the following message via the Contact Us form on your website. You may click REPLY to reply to the sender.

Date: Feb 05, 2026 8:05:41 PM

Attention: City Office Staff

Contact Name: Ron Hanson

Email: ron_hanson33@yahoo.com

Phone: 507-227-1045

Subject: Trucks Semi Tractors and Trailers

Comments:

City council my next worry with those semi trucks and trailers on Ilex and 4 ave is that part of 4th ave is gravel. Those semi tractors and trailers are going to sink in bad come spring since that area not tar. City council should not allow this! Thanks for your time Ronnie

Sent from lambertonmn.com

Sender's IP address 67.4.35.84

Important Note: If this message looks like spam, please DO NOT mark it as spam in your inbox as that will prevent you from receiving further emails from your website. Instead, please forward the email to abuse@municipalimpact.com so that we can investigate and take measures to prevent further spam.

From: [Ronnie Hanson](#)
To: [Clerk](#)
Subject: New Website Contact - Semi tractor with life stock trailer parking
Date: Tuesday, February 03, 2026 12:18:12 PM

You have received the following message via the Contact Us form on your website. You may click REPLY to reply to the sender.

Date: Feb 03, 2026 12:18:05 PM

Attention: City Office Staff

Contact Name: Ronnie Hanson

Email: ron_hanson33@yahoo.com

Phone:

Subject: Semi tractor with life stock trailer parking

Comments:

I have an issue with the semi tractor parking with cattle trailers that are parked along 4th ave and Ilex Street gravel part of town road is. Semi trailers say Dry Creek. Guy who lives there drives for them. When I go for my walk I smell cattle and two trucks are parked both wrong way. Why don't we enforce ordinances? This more of any issue with dirty livestock trailers parked with semi's than some dog cat ordinance that city has posted they are changing.
Thanks Ronnie

Sent from lambertonmn.com

Sender's IP address 67.4.23.226

Important Note: If this message looks like spam, please DO NOT mark it as spam in your inbox as that will prevent you from receiving further emails from your website. Instead, please forward the email to abuse@municipalimpact.com so that we can investigate and take measures to prevent further spam.

2-3-2026	REQUEST FOR COUNCIL ACTION
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Matt Novak
SUBJECT:	Special Assessment Policy & Ordinance
ISSUE/REQUEST/ BACKGROUND:	<p>Matt reviewed the Special Assessment Policy that Bollig had created off our previous projects and wanted some changes. Attached are the old assessment parameters along with Novak's proposed policy and ordinance.</p>

Step 1: Resolution ordering study

Step 2: Feasability Report → Engineer

(Chapter 429 requires that the city engineer, or another person with similar skills, prepare what is commonly called a “feasibility report.” (Bond attorneys require a certified copy of a feasibility report before issuing bonds to finance a local improvement.) The feasibility report must cover such factors as whether the project is necessary, the availability of money in the general fund to pay the city’s share of the cost, an estimate of that cost, whether the improvement is cost effective, and any other information necessary for council consideration.

Step 3: Publish notice of initial public hearing (2 weeks), including as full a proposal as possible, which properties, etc. And mailed notice.

Step 4: Initial Hearing

(At the improvement hearing, interested persons may voice their concerns, whether or not they are in the proposed assessment area. A reasonable estimate of the total amount to be assessed and a description of the methodology used to calculate individual assessments for affected parcels must be available at the hearing. If the council rejects the project, it may not reconsider that same project unless another hearing is held following the required notice. The council must prepare a record of the proceedings and make written findings)

Step 5: Resolution Ordering the Improvement

A resolution ordering the improvement may be adopted at any time within six months after the date of the improvement hearing.

Step 6: Bid out the project, calculate costs, etc.

Step 7: Prepare assessment rolls –

Step 8: Notice of Assessment Hearing

Step 9: Hold the assessment hearing

Step 10: Pass a resolution adopting assessments

Step 11: Notice to affected owners of assessments

Step 12: Timelines and interest on assessments

Step 13: Appeals/challenges

Step 14: Send to County Auditor/assess by clerk

Special Assessment Policy

Improvement	New Construction	Reconstruction	Remarks
Seal Coat	N.A.	0%	
Bituminous Overlay	N.A.	32% Assessed to Front Lots 16% Assessed to Side Lots	
Alleys (Bituminous)	100% Assessed	100% Assessed	
Street Surface	100% Assessed	32% Assessed to Front Lots 16% Assessed to Side Lots	1, 2, 3, 10
Curb & Gutter	100%	50%	1
Driveway Approach & Service Walk	100%	100%	1, 4


Special Assessment Policy

Improvement	New Construction	Reconstruction	Remarks
Boulevard Walk	100%	100%	1
Sanitary Main & Service	100%	25% per Connection	5, 6, 7, 9
Watermain & Service	100%	25% per Connection	5, 6, 7, 9
Storm Sewer	100%	0%	8
Street Landscaping	100%	Project Specific	8
Street Lighting	0%	0%	8

Special Assessment Policy

1. When the improvement includes full removal and reconstruction of the street surfacing, curb and gutter removal shall be considered a part of the street surfacing cost. When the improvement primarily involves the spot removal and repair of the curb and gutter with minimal street surfacing construction, then the removal of the existing curb and gutter shall be assessed.
2. Roadway intersections are included in the assessment rate computation.
3. The front of the lot shall be defined as the shortest lot dimension and the side lot shall be defined as the longest lot dimension based on the properties legal description. Irregular shaped lots and lots with more than two sides will be considered on a case by case basis.
4. Aggregate driveway approaches generally are included as part of the street cost.
5. Removal costs are included in the assessment.

Special Assessment Policy

6. Corner lots that have no service connection at the time of the improvement may be assessed for sanitary sewer or water availability. If access to the sanitary sewer or watermain is available along the front and side of the lot, the assessment shall be based on one side only.
 7. Interior lots that have no service connection at the time of the improvement may be assessed for sanitary sewer or water availability.
 8. New construction and reconstruction may be assessed under certain circumstances
 9. Assessments for residential lots are based on 8" maximum diameter sanitary sewer and water mains. The costs for mains larger than 8" may be assessed to businesses or institutions that require larger mains.
 10. Assessments for street improvements to residential lots located along truck routes are based on an equivalent resident street pavement section design.
- 

Assessment Rates

Improvement	Reconstruction	Assessment Rate	Assessment Rate Adjustment	Adjusted Assessment Rates
Commercial Street Surface	32% Assessed to Front Lots	\$121.08	0.464	\$56.18/LF
	16% Assessed to Side Lots	\$60.54	0.464	\$28.09/LF
Residential Street Surface	32% Assessed to Front Lots	\$38.68	0.464	\$17.96/LF
	16% Assessed to Side Lots	\$19.34	0.464	\$8.98/LF
Curb & Gutter	50%	\$9.47	0.464	\$4.40/LF
Driveway Approach	100%	\$7.48	0.464	\$3.47/SF
Commercial Walk	100%	\$6.09	0.464	\$2.83/SF

Assessment Rates

Improvement	Reconstruction	Assessment Rate	Assessment Rate Adjustment	Adjusted Assessment Rates
Residential Walk	100%	\$7.10	0.464	\$3.30/SF
Sanitary Service	25% per Connection	\$1,199.69	0.464	\$556.66/ Connection
Watermain & Service	25% per Connection	\$4,058.46	0.464	\$1,883.13/ Connection
Storm Sewer	0%			No Assessment

Assessment Procedure

1. The owner may prepay the entire assessment by making payment in full to the City Clerk.
2. Partial prepayment of the assessment will be considered by the Council.
3. The Council may consider requests from qualifying Senior Citizens or Handicap Citizens for deferment of assessments due to hardship.
4. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment.
5. As proposed, payment of the assessment will be made over a period of fifteen years.
6. The proposed rate of interest to be accrued if the assessment is not prepaid will be three and seven tenths percent (3.7%) per annum.
7. The owner may at any future time, pay to the City Clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the succeeding year.

Assessment Procedure

- Redwood County requires certification of unpaid assessments to be submitted to the County prior to November 30th, 2014. As a reminder, no interest will be charged if the entire assessment is paid within 30 days from the adoption of this assessment (Dec. 17th, 2014).
- If the entire assessment is paid within 30 days from the adoption of this assessment and after November 30th, 2014, the assessment amount will show up on your 2015 tax statement. The property owner will be required to pay the full amount due on their tax statement. The property owner will need to bring their tax statement to the City for reimbursement of the assessment principal and interest shown on the tax statement.

2019-2020 Policy

Special Assessment Policy

IMPROVEMENT	NEW CONSTRUCTION	RECONSTRUCTION	REMARKS
Seal Coat	NA	0%	
Bituminous Overlay	NA	32% Assessed to Front Lots 16% Assessed to Side Lots	
Alleys (Bituminous)	100% Assessed	100% Assessed	
Street Surface	100% Assessed	32% Assessed to Front Lots 16% Assessed to Side Lots	1, 2, 3
Curb & Gutter	100%	50%	1
Driveway Approach & Service Walk	100%	100%	1,4
Boulevard Walk	100%	100%	1



Special Assessment Policy (cont.)

IMPROVEMENT	NEW CONSTRUCTION	RECONSTRUCTION	REMARKS
Sanitary Main & Service	100%	25% per Connection	5, 6, 7, 9
Watermain & Service	100%	25% per Connection	5, 6, 7, 9
Storm Sewer	100%	0%	8
Street Landscaping	100%	Project Specific	8
Street Lighting	0%	0%	8



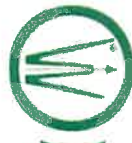
Special Assessment Policy (cont.)

1. When the improvement includes full removal and reconstruction of the street surfacing, curb and gutter removal shall be considered a part of the street surfacing cost. When the improvement primarily involves the spot removal and repair of the curb and gutter with minimal street surfacing construction, then the removal of the existing curb and gutter shall be separately assessed.
2. Roadway Intersections are included in the assessment rate computation.
3. The front of the lot shall be defined as the shortest lot dimension and the side lot shall be defined as the longest lot dimension based on the properties legal description. Irregular shaped lots and lots with more than two sides will be considered on a case by case basis.
4. Aggregate driveway approaches generally are included as part of the street cost.



Special Assessment Policy (cont.)

5. Removal costs are included in the assessment.
6. Corner lots that have no service connection at the time of the improvement may be assessed for sanitary sewer or water availability. If access to the sanitary sewer or watermain is available along the front and side of the lot, the assessment shall be based on one side only.
7. Interior lots that have no service connection at the time of the improvement may be assessed for sanitary sewer or water availability.



Special Assessment Policy (cont.)

8. New Construction and reconstruction may be assessed under certain circumstances.
9. Assessments for residential lots are based on 8" maximum diameter sanitary sewer and water mains. The costs for mains larger than 8" may be assessed to businesses or institutions that require larger mains.
10. Assessments for street improvements to residential lots located along truck routes are based on an equivalent resident street pavement section design.



Estimated Assessment Rates

Improvement	Reconstruction	Est. Assessment Rate
Truck Route Street Surface		
Front Lot	32%	\$60 Per Foot
Side Lot	16%	\$30 Per Foot
Residential Street Surface		
Front Lot	32%	\$38 Per Foot
Side Lot	16%	\$19 Per Foot
Curb & Gutter	50%	\$9 Per Foot
Driveway Approach	100%	\$10 Per S.F.
Concrete Walk	100%	\$8 Per S.F.



Estimated Assessment Rates

Improvement	Reconstruction	Est. Assessment Rate
Sanitary Service	25% per Connection	\$2,050 Per Connection
Watermain & Service	25% per Connection	\$1,900 Per Connection
Storm Sewer	0%	No Assessment



SPECIAL ASSESSMENT POLICY
OF
CITY OF LAMBERTON, MINNESOTA

Printed: DATE

Adopted by City Council: _____

**SPECIAL ASSESSMENT POLICY
CITY OF LAMBERTON, MN**

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I.	Deferment, Payment, & Certification of Assessments	18
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SPECIAL ASSESSMENT POLICY
CITY OF LAMBERTON, MN

I. INTRODUCTION:

General Policy

When an improvement is of special benefit to properties in a definable area, it is the intent of the City Policy to levy special assessments on the benefited properties to finance such improvements. Improvement costs shall, whenever possible, be assessed in in part or in full against the benefited property. All special assessment improvements shall be made in accordance with this Policy, the requirements of Minnesota Statutes Chapter 429, and shall not exceed the special benefit for the property.

Assessment Policies Applicable to All Improvements

Improvements for construction of street surfaces, alley surfaces, curb and gutter, sidewalk, driveway approaches, boulevard landscaping, sanitary sewer, water system, or other assessment improvements may be undertaken upon City Council initiation or petition of the affected property owners.

Improvement costs shall, whenever possible, be assessed in part or in full against the benefited property, thereby keeping the improvement costs chargeable to the City to a minimum. The following general principles shall be used as a basis of the City's assessment policy:

The "Project Cost" of an improvement shall be deemed to include the costs of all necessary construction work required to accomplish the improvement, plus engineering, surveying, legal, administrative, financing, right-of-ways and other contingent costs. The "Project Cost" shall also include the costs to prepare the Preliminary Engineering Report for the project.

Where the project cost of an improvement is not entirely attributable to the need for service to the area served by said improvement, or where unusual conditions beyond the control of the owners of the property in the area served by the improvement would result in an inequitable distribution of special assessments, the City, through the use of other funds, may pay such "city costs" which, in the opinion of the City Council, represents the excess cost not directly attributable to the area served.

If financial assistance is received from the federal government, from the State of Minnesota or from any other source to defray a portion of the cost of a given improvement, such aid, at the option of the City Council, will be used first to reduce the "city cost" of the improvement. If the financial assistance received is greater than the normal "city cost," the remainder of the aid will be used to reduce the special assessments against the benefiting properties, such a reduction to be applied on a pro rata basis.

SPECIAL ASSESSMENT POLICY
CITY OF LAMBERTON, MN

The “assessable cost” of an improvement shall be defined as being those costs which, in the opinion of the City Council, are attributable to the need for service in the area served by the improvement. Said “assessable cost” shall be equal to the “project cost” of the current project as defined above, minus “city cost” as defined above, minus other financial assistance credited as above described. The assessable cost shall not exceed the increase in market value of the property being assessed.

City-owned properties, including municipal building sites, parks and playgrounds, but not including public streets and alleys, shall be regarded as being assessable on the same basis as if such property was privately owned.

Assessments may be spread over such period of time as the Council shall approve.

In the event the literal application of the provisions outlined herein would result in an inequitable distribution of special assessments, the City Council reserves the right to adjust the policy so as to achieve a more equitable distribution.

II. LOCAL IMPROVEMENT PROCESS:

The Lamberton City Council has adopted the following process for the initiation, review and assessment of local public improvement projects.

<u>STEP</u>	<u>ACTION</u>
--------------------	----------------------

A. PROJECT INITIATION / REVIEW

Projects may be initiated by: Petition of Affected Property Owners or the Council. If the project is petitioned, the Council, must determine if it conforms with State Statutes. Any City board or commission which proposes an improvement shall present the improvement to the City Council for consideration.

B. PRELIMINARY ENGINEERING REPORT / CALL FOR HEARING

The Council instructs Staff or the Consulting Engineer to prepare a preliminary report on the proposed improvement. The report will indicate feasibility of proceeding with improvements and estimated costs. The Council will review the Preliminary Engineering Report and may adopt a motion to set a public hearing to gather comments on the proposed improvement. The public hearing may be omitted if the project is petitioned by 100% of affected property owners. Notice of the public hearing shall be given pursuant to State Statute.

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C. PUBLIC IMPROVEMENT HEARING

The purpose of the hearing is to give all interested property owners a chance to comment on the proposed improvement. If the improvement is to be bid and constructed prior to preparation of a final assessment roll, estimated assessment amounts for an average property owner shall be provided at the hearing. If the Council, after due input by the public, elects to proceed with the project, the improvement is ordered and, Staff, and/or the Consulting Engineer will be directed to prepare necessary project plans and specifications.

Notice of the Public Improvement Hearing must be published twice in the official newspaper. The two publications must be a week apart and at least three days must elapse between the last publication date and the date set for the hearing. Also, not less than 10 days before the hearing, notice must be mailed to the owner of each parcel within the area to be assessed. The notices must state the time and place of the hearing, the general nature of the improvement, the estimated cost, and the area proposed to be assessed.

D. PLAN AND SPECIFICATIONS REVIEW / ADVERTISEMENT FOR BIDS

Completed project plans and specifications shall be presented for consideration by the City Council. If approved, the Council shall direct the City Clerk to proceed with procuring services to complete the project.

Such procurement shall comply with any advertising requirements established pursuant to Minn Stat. § 471.345 or its successor.

E. ACCEPTING BIDS / ASSESSMENT ROLL

At the time and place previously established, the City Council shall open and review all bids for the improvement. The City may accept and retain all or a portion of the bids. The City may also defer awarding the bid for a period of time not to exceed the maximum amount allowed by statute. The purpose of the delay is to allow staff time to review the bids and to allow for assessment hearings. The Council may declare costs to be assessed and order the Staff or the Consulting Engineer to prepare the assessment roll immediately or table assessment proceedings until the project has neared completion.

F. AWARDING BIDS:

The City Council "Owner" reserves the right to reject any or all bids and to waive any irregularities and informalities therein and to award the Contract to other than the lowest bidder if, in their discretion, the interest of the Owner would be best served thereby.

SPECIAL ASSESSMENT POLICY
CITY OF LAMBERTON, MN

When the City Council has completed all necessary review and preliminary hearings, it may award the bid to the lowest acceptable bidder.

G. CONSTRUCTION:

Once the City has entered into a contract with the successful bidder, construction of the improvement may begin.

H. ASSESSMENT PROCESS:

The Council shall initiate appropriate assessment proceedings, if it has not done so prior to bid award of project construction.

I. ASSESSMENT HEARING:

The assessment hearing is held at this time only if the Council has determined the need to do so. A resolution shall be prepared by the City Clerk and approved by the Council which declares the costs to be assessed and orders the preparation of proposed assessments. A separate or combined resolution shall also be prepared by the City Clerk and approved by the Council setting the hearing date for the proposed assessment hearing. The purpose of the hearing is to give property owners the opportunity to object to the proposed assessment. Objections may be made at the hearing or submitted in writing prior to the hearing.

The City Clerk shall publish a notice of assessment hearing at least once in the official newspaper. The hearing must be fixed for a day at least two weeks after the publication of the notice. The notification for the assessment hearing shall include the following statements at a minimum:

1. The date, time and place of the assessment hearing.
2. The general nature of the improvement.
3. The area proposed to be assessed.
4. The total amount of the proposed assessment.
5. That the proposed assessment roll is on file with the City Clerk.
6. That written or oral objections will be considered.
7. That no appeal may be taken as to the amount of any assessment unless a signed, written objection is filed with the Clerk prior to the hearing or presented to the presiding officer at the hearing.
8. That an appeal to district court may be made by serving notice upon the Mayor or Clerk of the City within thirty (30) days after adoption of the assessment and filing such notice with the District Court within ten (10) days after service upon the Mayor or Clerk.
9. Whether the City has adopted any deferment ordinance or resolution, and the basic substance of that ordinance or resolution.

SPECIAL ASSESSMENT POLICY
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The City Clerk shall also notify affected property owners of the assessment hearing. Mailed notices shall be sent not less than two weeks prior to the date set for the hearing. An affidavit of mailed receipts shall be prepared and notarized, and the document shall be stored in and made a part of the project file. The mailed notification for the assessment hearing shall include not only the nine (9) items in the published notice, but also the following information:

1. The amount to be specially assessed against that particular lot, piece, or parcel of land.
2. The right of the property owner to prepay the entire assessment and the person to whom prepayment must be made.
3. Whether partial prepayment of the assessment has been authorized.
4. The time within which prepayment may be made without the assessment of interest.
5. The rate of interest to be accrued if the assessment is not prepaid within the required time period.

In accordance with Minnesota State Law, the City Clerk will notify an affected property owner by mail if their adopted assessment differs from the proposed assessment as to a particular lot, piece or parcel of land. Property owners will also be notified by mail of any changes adopted by the Council in interest rates or prepayment requirements from those contained in the notice of proposed assessment.

J. ADOPTING ASSESSMENT ROLL:

Upon determination of final assessment amounts and a finding that the assessments do not exceed the increase in market value of each respective property, the Council shall adopt the assessment roll. Any property owner who has formally objected to the assessment has thirty (30) days to appeal the assessment to District Court.

K. PARTIAL OR FULL PREPAYMENT:

After adoption of the assessment roll by the Council in any local improvement proceeding, the owner of specially assessed property may, prior to certification of assessments to the County Auditor, pay to the City Clerk / Finance Officer any portion of the assessment. The remaining unpaid balance shall be spread over the period of time established by the Council for installment payment of assessment.

L. CERTIFICATION OF ASSESSMENTS

After adoption of any special assessment by the Council, the City Clerk, or Finance Officer shall transmit a certified duplicate of the assessment roll, interest amount, term, and yearly installments as required to the Redwood County Auditor.

SPECIAL ASSESSMENT POLICY
CITY OF LAMBERTON, MN

III. DISTRIBUTION OF ASSESSMENTS

Several methods exist for assessing property benefitted by local government projects. It is the policy of the City to use the method that most equitably distributes project costs. In general, the percentage of costs to be assessed for street and utility infrastructure improvements associated with this project shall be as established in the table attached as Exhibit 1:

A. PRELIMINARY ENGINEERING REPORT:

1. **Preliminary Engineering Report - Initiated by Council or Petition and followed by completed project.**

The costs to prepare the Preliminary Engineering Report shall be included in the assessments to the abutting property owners as a portion of the overall unit price for each improvement being assessed to the property owners. The costs will be distributed using the percentages and examples as shown in the following paragraphs.

2. **Preliminary Engineering Report - Initiated by Petition and followed by no project.**

If the Council is petitioned by a developer or owner(s) to make an improvement and a Preliminary Engineering Report is provided, and an improvement project is not made, the costs to prepare the Preliminary Engineering Report shall be assessed at 50% to the developer or owner(s) who petitioned for the report or improvements. The assessed cost will be distributed in equal amounts to each owner(s) who signed the petition.

3. **Preliminary Engineering Report - Initiated by Council and followed by no project.**

If the Council initiates a project and a Preliminary Engineering Report is provided, and an improvement project is not made, the costs to prepare the Preliminary Engineering Report shall be 100% City costs and no assessments will be made.

SPECIAL ASSESSMENT POLICY
CITY OF LAMBERTON, MN

IV. DEFERMENT, PAYMENT, AND CERTIFICATION OF ASSESSMENTS

A. Deferment of Special Assessment at the discretion of the City Council

The City Council may elect to defer an assessment for agricultural property or non-developable property along a project. When the property is developed, the City Council reserves the right to apply the previous assessment with interest to the newly developed property.

The City Council may also elect to defer an assessment which causes a gross financial burden or hardship on the property owner. If a request is made of the Council to defer an assessment due to a hardship, the property owner shall provide the Council with written documentation including, but not limited to tax records, paycheck receipts, bank account balances, etc. which proves the hardship.

B. Deferment of Special Assessment for Senior Citizens, Persons with Disabilities, or Members of the Military.

Application. This section shall apply to those persons who are 65 years or older or retired by virtue of a permanent and total disability for whom it would be a hardship to make payments under this policy. It shall also apply to members of the Minnesota National Guard or other military reserves ordered into active military service if it would be a hardship for that person to make the payments under this section.

Criteria. In determining whether or not a person is eligible for deferral of special assessment installment payments, the following criteria are established:

- (1) Senior Citizens, Disability, or Military special assessment hardship deferral applies to special assessments levied after the date of the adoption of this Policy.
- (2) Senior Citizens, Disability, or Military special assessment hardship deferral applies to qualifying special assessments against all properties classified as "homestead" pursuant to M.S. Chapter 273, where (a) one or more of the owners of such property is 65 years of age or older, (b) one or more of the owners is retired by virtue of a permanent and total disability, or (c) one or more of the owners is a member of the Minnesota National Guard or other military reserves ordered into active military service, and it would create a hardship for the owner or owners of the property to pay the special assessment installments as they become due.
- (3) It shall be presumed that a hardship exists if:
 1. The annual assessment installment exceeds 1% of the previous year's total adjusted gross incomes, for Federal Income Tax

SPECIAL ASSESSMENT POLICY
CITY OF LAMBERTON, MN

purposes, for all owners of the property; in no event shall "total adjusted gross income" include Social Security Benefits, Railroad Retirement Benefits, retirement benefits attributable to employee contributions, disability benefits, personal injury awards or workmen's compensation payments.

- (b) All owners of the property verify, under oath, that they meet the criteria for establishing a hardship by completing an application provided by the City.
- (4) In cases where exceptional and unusual circumstances exist, the City Council may determine that a hardship exists despite the fact that the minimum income requirements of Section (3) (a) are not met; such cases shall be decided by the Council on a case by case basis.
- D. Interest. Interest shall be charged on any assessment deferred pursuant to this Policy at a rate equal to the rate charged on other assessments for the particular public improvement project the assessment is financing.
- E. When Deferred. The deferment shall be granted upon a certification by the owner on a form prescribed and approved by the City Clerk to establish the qualification of the owner for such a deferment. The application shall be made within thirty (30) days after the adoption of the assessment roll by the Council and shall be renewed each following years upon the filing of a similar application not later than May 31st. The Council shall either grant or deny the deferment and, if it grants the deferment, it may require the payment of the interest due each year. If the Council grants the deferment, the Clerk shall notify the county auditor and the county assessor who shall, in accordance with Minnesota Statutes, Section 444.23 record a notice of the deferment with the register of deeds setting forth the amount of the assessment. When a deferment is allowed by the Council, it shall be noted and made a part of the resolution adopting the Final Assessment Roll.
- F. When Deferment Ends. The option to defer the payment of special assessments shall terminate and all amounts accumulated, plus applicable interest, shall become due upon the occurrence of any one of the following events:
 - (a) The death of the property owner 65 years of age or older, providing the surviving owner is otherwise not eligible for deferment;
 - (b) the sale, transfer, or subdivision of all or any part of the property;
 - (c) loss of homestead status on the property;
 - (d) determination by the Council for any reason that there would be no hardship to require immediate or partial payment;

SPECIAL ASSESSMENT POLICY
CITY OF LAMBERTON, MN

- (e) failure to file a renewal application within the time prescribed by Subd. B, herein above; or
- (f) at the request of the property owner
- (g) 30 years from the date of deferral.

G. Procedure for Termination of Deferment. Upon the occurrence of one of the events specified herein above, the Council shall terminate the deferment. Thereupon, the Clerk shall notify the county assessor and the county auditor of the termination, including the amounts accumulated on unpaid installments plus applicable interest which shall become due and payable as a result of the termination.

H. Publication of notice of yearly Assessment and Deferment. The Clerk shall publish notice in the official publication of the City, said notice to be published in the first week of April and the first week of May of each year. Said notice shall advise of the availability of the deferment of payments on special assessments and shall advise as to the deadline for filing of same.

I. Partial Payment of Assessment. After the adoption by the Council of the assessment roll in any local improvement proceeding, the owner of any property specially assessed in the proceeding may, prior to the certification of the assessment or the first installment to the County Auditor, pay to the Clerk any portion of the assessment. The remaining unpaid balance shall be spread over the period of time established by the Council for installment payment of the assessment.

J. Certification of Assessments.

After the adoption of any special assessment by the Council, the Clerk shall transmit a certified duplicate of the assessment roll with each installment, including interest, set forth separately to the County Auditor to be extended on the proper tax lists of the County.

VI. ADOPTION OF POLICY.

Passed and Adopted by the City Council of the City of Lamberton, the ____ day of _____, 2026

Mayor:

Date:

ATTEST:

City Clerk:

Date:

SPECIAL ASSESSMENT POLICY
CITY OF LAMBERTON, MN

IMPROVEMENT	CITY COST SHARE	PROPERTY OWNER COST SHARE	REMARKS
Preliminary Engineering Report, Design & Construction Engineering	Varies	Varies	Distributed and pro-rated with work or improvement items as noted below.
Street Surface	75%	25% of the total street surfacing costs	Assessed by lot frontage. Front lot = short side. Side lot = long side. Side lot to be assessed at ½ lot length.
Curb & Gutter	75% ⁽²⁾	25% ⁽²⁾	Assessed by lot frontage, linear foot.
Sidewalk	75% ⁽²⁾	25% ⁽²⁾	Assessed by walk area, square foot.
Driveway Apron	75% ⁽²⁾	25% ⁽²⁾	Assessed by apron area, square yard.
Storm Sewer	100%	0%	Not Assessed.
Sanitary Main	75%	25% of the total sanitary main costs	For 8" max pipe size. Assessed by lot frontage. Corner lots only assessed on side where property receives the service.
Sanitary Service	0%	100%	Assessed by each.
Water Main	75%	25% of the total water main costs	For 8" max pipe size. Hydrants are not assessed. Assessed by lot frontage. Corner lots only assessed on side where property receives the service.
Water Service	0%	100%	Assessed by each.
External funds, such as State Aid Funds / Grant ⁽¹⁾	To be applied to reduce City Costs Share		
New Construction	0%	100%	Applies to all improvements identified in this table

Notes:

- (1) External or outside funding, such as MnDOT State Aid funding, will be applied to reduce City costs share.
- (2) City to pay for curb & gutter, walks, and driveway aprons across alley & street R.O.W.
- (3) For new construction (new developments), 100% of all costs for each category of work (streets, curb & gutter, sanitary sewer, etc.) will be assessed to the benefitting lots within the new development.
- (4) The City reserves the right to modify the special assessment policy as needed and on a project by project basis to sufficiently maintain existing infrastructure and to promote new development within the City.

1-28-2026	REQUEST FOR COUNCIL ACTION
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Valerie Halter
SUBJECT:	SCDG – Fair Housing Plan of Action
ISSUE/REQUEST/ BACKGROUND:	<p>Part of the requirements for the Small City Development Grant is to adopt a Fair Housing Action Plan.</p> <p>Bollig provided the attached plan to adopt.</p> <p>The City will want to go ahead and pick items they would want to do to meet the requirements of the action plan.</p> <p>I just need it adopted today so it can be signed.</p>

Fair Housing Plan of Action
Minnesota Small Cities Development Program
City of Lamberton— CDAP Grantee: CDAP-24-0039-O-FY25

The City of Lamberton understands its obligation to further fair housing practices under the Housing and Community Development Act, and other legislation and implementing regulations. The purpose of this plan is to formally declare the conviction and the intention of the City of Lamberton to achieve the aims of the Fair Housing Act and to assist the Secretary of Housing and Urban Development for the promotion and assurance of equal opportunity in housing. Fair Housing is generally thought of as a condition in which individuals of similar levels in the same housing market area have a like range of housing choices available to them, regardless of race, color, religion, sex, national origin, handicap, or familial status.

Listed below are examples of fair housing activities that may be undertaken by The City of Lamberton:

- Conduct public meetings (city council, county commission, housing and redevelopment authorities, regional development commissions, realtors, landlords and citizen groups) to discuss fair housing issues in the community.
- Develop written fair housing materials and information and distributing them throughout the community. Distribution may consist of publication of fair housing notices in local newspapers, placing fair housing posters/information in public places (post offices, public library, city hall, county courthouse, schools, etc..) and making information available to local banks, realtors, and landlords.
- Work with local media to develop and air public service announcements.
- Start a fair housing poster contest with schools or groups (i.e., Boy Scouts, 4-H, Girl Scouts, etc.).
- Conduct fair housing “awareness” events at schools and community centers and organizations.
- Conduct a review of current land use policies procedures and zoning ordinances to determine whether they discriminate against anyone on the basis of race, color, religion, sex, nationality, handicap, or familial status.
- Incorporate the fair housing logo on city letterhead, rehabilitation application forms and other documents.
- Adopt a fair housing ordinance.
- Include fair housing information with outreach materials for housing rehabilitation programs.
- Publicly advertise the city as a “fair housing city.”
- Establish a task force that will assess local housing patterns, zoning and land use regulations, housing types and locations, and develop fair housing strategies and goals.

This Fair Housing Plan of Action is adopted by the Lamberton City Council this ____ day of _____, 2026.

Attested: _____
City Clerk

1-28-2026	REQUEST FOR COUNCIL ACTION
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Valerie Halter
SUBJECT:	Beerman Grade Change
ISSUE/REQUEST/ BACKGROUND:	<p>Tyler was notified he passed the water licensing test.</p> <p>This means he is entitled to a grade increase. He is currently is Grade 5 Step 7. He should be moved to Grade 6 Step 7.</p> <p>I want to clarify if we continue paying him the extra \$300/month until Cole gets his license?</p> <p>Cole can test in October for water, and I think January for waste water.</p> <p>I need a motion of the grade change.</p>

2-3-2026	REQUEST FOR COUNCIL ACTION
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Valerie Halter
SUBJECT:	Hesse Pool Manager
ISSUE/REQUEST/ BACKGROUND:	Mindi Hesse has submitted her application to be the pool manager.

CITY OF LAMBERTON

Seasonal Employment Application Compost Site, Parks, Aquatic Center ALL POSITION OPEN UNTIL FILLED

Applications are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or in the presence of a non-related medical condition or handicap.

First Mindi MI E Last Hesse Date 1-27-26
Address 300 10th Ave W. Phone: 507-828-9276
City Lamberton State MN Zip 56152 Social Security # 469-11-8693
Email Address hesseminnow@icloud.com

Are you a citizen of the United States? ☒ Yes ☐ No

Have you applied here before? ☒ Yes ☐ No

Position applied for? Manager

EMPLOYMENT DESIRED

* This job is throughout the whole year.

Position Manager Date you can work: From _____ to _____

Salary Desired \$22.00

Are you employed now? ☒ Yes ☐ No If so, may we inquire of your present employer? ☒ Yes ☐ No

Employer 1 Smiling Tree Toys
Address 37574 CR-11 City Lamberton State Mn Zip 56152
Phone 822-6100 Supervisor's Name Kathy & Justin Smith
Job Title Fullfillment Manager Reason for leaving not leaving
Dates of Employment: From 2023 to Present

Employer 2 Lamberton Legion
Address 752-99857 City Lamberton State Mn Zip 56152
Phone _____ Supervisor's Name Tim & Heidi Conyers
Job Title Bartender / Cook Reason for leaving not leaving

2-3-2026	REQUEST FOR COUNCIL ACTION																																																								
TO:	HONORABLE MAYOR & CITY COUNCIL																																																								
FROM:	Valerie Halter																																																								
SUBJECT:	Utility Late Fees																																																								
ISSUE/REQUEST/ BACKGROUND:	<p>We have a couple of accounts that have large bills. I have been working with them and they have been good about communicating with me. What we are finding is that the late fees are so large, they can't get ahead once they get so far behind.</p> <p>I have attached an example of one – with the data I used. It is for a renter where the landlord wants to pay the bill but is wondering if the council will do anything about the late fees.</p> <p>The second is below. Here is an example of their bill. Look at the late fees – even with a payment that is twice their current charges, they aren't even paying all the late fees with that payment. They will never be able to get ahead.</p> <table><tr><td>Receipt</td><td></td><td>\$140.00</td><td>1/16/2026</td></tr><tr><td>Late Fee</td><td>WATER</td><td>\$97.72</td><td>1/30/2026</td></tr><tr><td>Late Fee</td><td>SEWER</td><td>\$104.09</td><td>1/30/2026</td></tr><tr><td>Late Fee</td><td>GARBAGE</td><td>\$14.25</td><td>1/30/2026</td></tr><tr><td>Late Fee</td><td>STORM SEWE</td><td>\$41.63</td><td>1/30/2026</td></tr><tr><td>Late Fee</td><td>WATER TESTI</td><td>\$2.49</td><td>1/30/2026</td></tr><tr><td>Service</td><td>WATER</td><td>\$22.22</td><td>1/30/2026</td></tr><tr><td>Service</td><td>SEWER</td><td>\$24.74</td><td>1/30/2026</td></tr><tr><td>Service</td><td>GARBAGE</td><td>\$5.75</td><td>1/30/2026</td></tr><tr><td>Service</td><td>STORM SEWE</td><td>\$16.50</td><td>1/30/2026</td></tr><tr><td>Service</td><td>WATER TESTI</td><td>\$1.30</td><td>1/30/2026</td></tr><tr><td>Surcharge</td><td>SALES TAX</td><td>\$0.00</td><td>1/30/2026</td></tr><tr><td>Surcharge</td><td>GARBAGE TA</td><td>\$0.56</td><td>1/30/2026</td></tr><tr><td>Cur Charges</td><td></td><td>\$71.07</td><td>1/30/2026</td></tr></table> <p>Currently the city charges 10% interest each month on their entire balance compounding each month. I would like to see this changed to something more manageable.</p> <p>Suggestions:</p> <p>1%–1.5% per month</p> <ul style="list-style-type: none">• This equals 12%–18% annually, which is defensible and familiar.• Still creates an incentive to pay on time.• Doesn't compound so aggressively that balances become unmanageable. <p>Flat late fee instead of (or in addition to) interest</p> <ul style="list-style-type: none">• \$5–\$10 flat late fee after the due date <p>Optional add-ons:</p> <ul style="list-style-type: none">• Waive one late fee per year for good payment history• Allow payment plans that suspend additional late fees while the plan is followed <p>What direction should we take on the active accounts with large balances because of late fees (There are about 4) if policy is changed.</p>	Receipt		\$140.00	1/16/2026	Late Fee	WATER	\$97.72	1/30/2026	Late Fee	SEWER	\$104.09	1/30/2026	Late Fee	GARBAGE	\$14.25	1/30/2026	Late Fee	STORM SEWE	\$41.63	1/30/2026	Late Fee	WATER TESTI	\$2.49	1/30/2026	Service	WATER	\$22.22	1/30/2026	Service	SEWER	\$24.74	1/30/2026	Service	GARBAGE	\$5.75	1/30/2026	Service	STORM SEWE	\$16.50	1/30/2026	Service	WATER TESTI	\$1.30	1/30/2026	Surcharge	SALES TAX	\$0.00	1/30/2026	Surcharge	GARBAGE TA	\$0.56	1/30/2026	Cur Charges		\$71.07	1/30/2026
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Rental Property

Previous Balance	396.82	Late Fee	WATER	\$13.81	1/31/2025	Receipt	\$100.00	12/20/2024		
Service	WATER	\$26.11	1/2/2025	Late Fee	SEWER	\$15.00	1/31/2025	Receipt	\$100.00	3/24/2025
Service	SEWER	\$28.56	1/2/2025	Late Fee	GARBAGE	\$2.49	1/31/2025	Receipt	\$200.00	4/17/2025
Service	GARBAGE	\$5.50	1/2/2025	Late Fee	STORM SEV	\$7.23	1/31/2025	Receipt	\$400.00	5/15/2025
Service	STORM SEV	\$16.00	1/2/2025	Late Fee	WATER TES	\$0.92	1/31/2025	Receipt	-\$300.00	7/23/2025
Service	WATER	\$32.98	1/31/2025	Late Fee	WATER	\$17.11	2/28/2025	Receipt	\$300.00	7/8/2025
Service	SEWER	\$35.63	1/31/2025	Late Fee	SEWER	\$18.56	2/28/2025	Receipt	\$100.00	8/29/2025
Service	GARBAGE	\$5.50	1/31/2025	Late Fee	GARBAGE	\$3.04	2/28/2025	Receipt	\$250.00	10/21/2025
Service	STORM SEV	\$16.50	1/31/2025	Late Fee	STORM SEV	\$8.88	2/28/2025		\$1,150.00	
Service	WATER	\$35.43	2/28/2025	Late Fee	WATER TES	\$0.92	2/28/2025			
Service	SEWER	\$38.16	2/28/2025	Late Fee	WATER	\$20.23	3/31/2025			
Service	GARBAGE	\$5.50	2/28/2025	Late Fee	WATER	\$20.23	3/31/2025			
Service	STORM SEV	\$16.50	2/28/2025	Late Fee	SEWER	\$21.91	3/31/2025			
Service	WATER	\$36.92	3/31/2025	Late Fee	SEWER	\$21.91	3/31/2025	Service & Past Due=	\$1,809.28	
Service	SEWER	\$39.70	3/31/2025	Late Fee	GARBAGE	\$3.51	3/31/2025	Payments Made =	\$1,150.00	
Service	GARBAGE	\$5.50	3/31/2025	Late Fee	GARBAGE	\$3.51	3/31/2025		\$ 659.28	Service Balance
Service	STORM SEV	\$16.50	3/31/2025	Late Fee	STORM SEV	\$10.31	3/31/2025			
Service	WATER	\$35.78	5/1/2025	Late Fee	STORM SEV	\$10.31	3/31/2025	Current Balance with Penalties	\$1,655.37	
Service	SEWER	\$38.52	5/1/2025	Late Fee	WATER TES	\$0.90	3/31/2025			
Service	GARBAGE	\$5.50	5/1/2025	Late Fee	WATER TES	\$0.90	3/31/2025			
Service	STORM SEV	\$16.50	5/1/2025	Late Fee	WATER	\$20.85	5/1/2025			
Service	WATER	\$38.00	6/1/2025	Late Fee	WATER	\$20.85	5/1/2025			
Service	SEWER	\$40.82	6/1/2025	Late Fee	SEWER	\$22.56	5/1/2025			
Service	GARBAGE	\$5.50	6/1/2025	Late Fee	SEWER	\$22.56	5/1/2025			
Service	STORM SEV	\$16.50	6/1/2025	Late Fee	GARBAGE	\$3.54	5/1/2025			
Service	WATER	\$34.47	7/1/2025	Late Fee	GARBAGE	\$3.54	5/1/2025			
Service	SEWER	\$37.17	7/1/2025	Late Fee	STORM SEV	\$10.42	5/1/2025			
Service	GARBAGE	\$5.50	7/1/2025	Late Fee	STORM SEV	\$10.42	5/1/2025			
Service	STORM SEV	\$16.50	7/1/2025	Late Fee	WATER TES	\$0.78	5/1/2025			
Service	WATER	\$37.13	8/1/2025	Late Fee	WATER TES	\$0.78	5/1/2025			
Service	SEWER	\$39.92	8/1/2025	Late Fee	WATER	\$12.18	6/1/2025			
Service	GARBAGE	\$5.50	8/1/2025	Late Fee	SEWER	\$13.17	6/1/2025			
Service	STORM SEV	\$16.50	8/1/2025	Late Fee	GARBAGE	\$2.04	6/1/2025			
Service	NSF	\$30.00	8/1/2025	Late Fee	STORM SEV	\$6.01	6/1/2025			
Service	WATER	\$42.19	9/1/2025	Late Fee	WATER TES	\$0.38	6/1/2025			
Service	SEWER	\$45.16	9/1/2025	Late Fee	WATER	\$15.98	7/1/2025			
Service	GARBAGE	\$5.50	9/1/2025	Late Fee	SEWER	\$17.25	7/1/2025			
Service	STORM SEV	\$16.50	9/1/2025	Late Fee	GARBAGE	\$2.59	7/1/2025			
Service	WATER TES	\$10.40	9/1/2025	Late Fee	STORM SEV	\$7.66	7/1/2025			
Service	WATER	\$48.38	10/1/2025	Late Fee	WATER TES	\$0.38	7/1/2025			
Service	SEWER	\$51.57	10/1/2025	Late Fee	WATER	\$19.42	8/1/2025			
Service	GARBAGE	\$5.50	10/1/2025	Late Fee	SEWER	\$20.96	8/1/2025			
Service	STORM SEV	\$16.50	10/1/2025	Late Fee	GARBAGE	\$3.14	8/1/2025			
Service	WATER	\$34.21	10/31/2025	Late Fee	STORM SEV	\$9.31	8/1/2025			
Service	SEWER	\$36.89	10/31/2025	Late Fee	WATER TES	\$0.38	8/1/2025			
Service	GARBAGE	\$5.50	10/31/2025	Late Fee	WATER	\$23.14	9/1/2025			
Service	STORM SEV	\$16.50	10/31/2025	Late Fee	SEWER	\$24.96	9/1/2025			
Service	WATER	\$36.69	12/1/2025	Late Fee	GARBAGE	\$3.69	9/1/2025			
Service	SEWER	\$39.47	12/1/2025	Late Fee	STORM SEV	\$10.96	9/1/2025			
Service	GARBAGE	\$5.50	12/1/2025	Late Fee	WATER TES	\$0.38	9/1/2025			
Service	STORM SEV	\$16.50	12/1/2025	Late Fee	NSF	\$3.00	9/1/2025			
Service	WATER	\$34.82	12/31/2025	Late Fee	WATER	\$27.36	10/1/2025			
Service	SEWER	\$37.53	12/31/2025	Late Fee	SEWER	\$29.47	10/1/2025			
Service	GARBAGE	\$5.50	12/31/2025	Late Fee	GARBAGE	\$4.24	10/1/2025			
Service	STORM SEV	\$16.50	12/31/2025	Late Fee	STORM SEV	\$12.61	10/1/2025			
Service	WATER	\$38.56	1/30/2026	Late Fee	WATER TES	\$1.42	10/1/2025			
Service	SEWER	\$42.24	1/30/2026	Late Fee	NSF	\$3.00	10/1/2025			
Service	GARBAGE	\$5.75	1/30/2026	Late Fee	WATER	\$30.60	10/31/2025			
Service	STORM SEV	\$16.50	1/30/2026	Late Fee	SEWER	\$32.92	10/31/2025			
Service	WATER TES	\$1.30	1/30/2026	Late Fee	GARBAGE	\$4.55	10/31/2025			
	\$1,809.28	Late Fee	STORM SEV	\$13.56	10/31/2025	Late Fee	WATER TES	\$1.35	10/31/2025	
		Late Fee	WATER TES	\$1.35	10/31/2025	Late Fee	NSF	\$2.85	10/31/2025	
		Late Fee	WATER	\$34.02	12/1/2025	Late Fee	SEWER	\$36.61	12/1/2025	
		Late Fee	SEWER	\$36.61	12/1/2025	Late Fee	GARBAGE	\$5.10	12/1/2025	
		Late Fee	GARBAGE	\$5.10	12/1/2025	Late Fee	STORM SEV	\$15.21	12/1/2025	
		Late Fee	STORM SEV	\$15.21	12/1/2025	Late Fee	WATER TES	\$1.35	12/1/2025	
		Late Fee	WATER TES	\$1.35	12/1/2025	Late Fee	NSF	\$2.85	12/1/2025	
		Late Fee	WATER	\$37.69	12/31/2025	Late Fee	SEWER	\$40.55	12/31/2025	
		Late Fee	SEWER	\$40.55	12/31/2025	Late Fee	GARBAGE	\$5.65	12/31/2025	
		Late Fee	GARBAGE	\$5.65	12/31/2025	Late Fee	STORM SEV	\$16.86	12/31/2025	
		Late Fee	STORM SEV	\$16.86	12/31/2025	Late Fee	WATER TES	\$1.35	12/31/2025	
		Late Fee	WATER TES	\$1.35	12/31/2025	Late Fee	NSF	\$2.85	12/31/2025	
		Late Fee	WATER	\$41.17	1/30/2026	Late Fee	SEWER	\$44.31	1/30/2026	
		Late Fee	SEWER	\$44.31	1/30/2026	Late Fee	GARBAGE	\$6.20	1/30/2026	
		Late Fee	GARBAGE	\$6.20	1/30/2026	Late Fee	STORM SEV	\$18.51	1/30/2026	
		Late Fee	STORM SEV	\$18.51	1/30/2026	Late Fee	WATER TES	\$1.35	1/30/2026	
		Late Fee	WATER TES	\$1.35	1/30/2026	Late Fee	NSF	\$2.85	1/30/2026	
				\$993.37						

Rental Property

Previous Balance	396.82	Late Fee	WATER	\$13.81	1/31/2025	Receipt	\$100.00	12/20/2024		
Service	WATER	\$26.11	1/2/2025	Late Fee	SEWER	\$15.00	1/31/2025	Receipt	\$100.00	3/24/2025
Service	SEWER	\$28.56	1/2/2025	Late Fee	GARBAGE	\$2.49	1/31/2025	Receipt	\$200.00	4/17/2025
Service	GARBAGE	\$5.50	1/2/2025	Late Fee	STORM SEV	\$7.23	1/31/2025	Receipt	\$400.00	5/15/2025
Service	STORM SEV	\$16.00	1/2/2025	Late Fee	WATER TES	\$0.92	1/31/2025	Receipt	-\$300.00	7/23/2025
Service	WATER	\$32.98	1/31/2025	Late Fee	WATER	\$17.11	2/28/2025	Receipt	\$300.00	7/8/2025
Service	SEWER	\$35.63	1/31/2025	Late Fee	SEWER	\$18.56	2/28/2025	Receipt	\$100.00	8/29/2025
Service	GARBAGE	\$5.50	1/31/2025	Late Fee	GARBAGE	\$3.04	2/28/2025	Receipt	\$250.00	10/21/2025
Service	STORM SEV	\$16.50	1/31/2025	Late Fee	STORM SEV	\$8.88	2/28/2025		\$1,150.00	
Service	WATER	\$35.43	2/28/2025	Late Fee	WATER TES	\$0.92	2/28/2025			
Service	SEWER	\$38.16	2/28/2025	Late Fee	WATER	\$20.23	3/31/2025			
Service	GARBAGE	\$5.50	2/28/2025	Late Fee	WATER	\$20.23	3/31/2025			
Service	STORM SEV	\$16.50	2/28/2025	Late Fee	SEWER	\$21.91	3/31/2025			
Service	WATER	\$36.92	3/31/2025	Late Fee	SEWER	\$21.91	3/31/2025	Service & Past Due=	\$1,809.28	
Service	SEWER	\$39.70	3/31/2025	Late Fee	GARBAGE	\$3.51	3/31/2025	Payments Made =	\$1,150.00	
Service	GARBAGE	\$5.50	3/31/2025	Late Fee	GARBAGE	\$3.51	3/31/2025		\$ 659.28	Service Balance
Service	STORM SEV	\$16.50	3/31/2025	Late Fee	STORM SEV	\$10.31	3/31/2025			
Service	WATER	\$35.78	5/1/2025	Late Fee	STORM SEV	\$10.31	3/31/2025	Current Balance with Penalties	\$1,655.37	
Service	SEWER	\$38.52	5/1/2025	Late Fee	WATER TES	\$0.90	3/31/2025			
Service	GARBAGE	\$5.50	5/1/2025	Late Fee	WATER TES	\$0.90	3/31/2025			
Service	STORM SEV	\$16.50	5/1/2025	Late Fee	WATER	\$20.85	5/1/2025			
Service	WATER	\$38.00	6/1/2025	Late Fee	WATER	\$20.85	5/1/2025			
Service	SEWER	\$40.82	6/1/2025	Late Fee	SEWER	\$22.56	5/1/2025			
Service	GARBAGE	\$5.50	6/1/2025	Late Fee	SEWER	\$22.56	5/1/2025			
Service	STORM SEV	\$16.50	6/1/2025	Late Fee	GARBAGE	\$3.54	5/1/2025			
Service	WATER	\$34.47	7/1/2025	Late Fee	GARBAGE	\$3.54	5/1/2025			
Service	SEWER	\$37.17	7/1/2025	Late Fee	STORM SEV	\$10.42	5/1/2025			
Service	GARBAGE	\$5.50	7/1/2025	Late Fee	STORM SEV	\$10.42	5/1/2025			
Service	STORM SEV	\$16.50	7/1/2025	Late Fee	WATER TES	\$0.78	5/1/2025			
Service	WATER	\$37.13	8/1/2025	Late Fee	WATER TES	\$0.78	5/1/2025			
Service	SEWER	\$39.92	8/1/2025	Late Fee	WATER	\$12.18	6/1/2025			
Service	GARBAGE	\$5.50	8/1/2025	Late Fee	SEWER	\$13.17	6/1/2025			
Service	STORM SEV	\$16.50	8/1/2025	Late Fee	GARBAGE	\$2.04	6/1/2025			
Service	NSF	\$30.00	8/1/2025	Late Fee	STORM SEV	\$6.01	6/1/2025			
Service	WATER	\$42.19	9/1/2025	Late Fee	WATER TES	\$0.38	6/1/2025			
Service	SEWER	\$45.16	9/1/2025	Late Fee	WATER	\$15.98	7/1/2025			
Service	GARBAGE	\$5.50	9/1/2025	Late Fee	SEWER	\$17.25	7/1/2025			
Service	STORM SEV	\$16.50	9/1/2025	Late Fee	GARBAGE	\$2.59	7/1/2025			
Service	WATER TES	\$10.40	9/1/2025	Late Fee	STORM SEV	\$7.66	7/1/2025			
Service	WATER	\$48.38	10/1/2025	Late Fee	WATER TES	\$0.38	7/1/2025			
Service	SEWER	\$51.57	10/1/2025	Late Fee	WATER	\$19.42	8/1/2025			
Service	GARBAGE	\$5.50	10/1/2025	Late Fee	SEWER	\$20.96	8/1/2025			
Service	STORM SEV	\$16.50	10/1/2025	Late Fee	GARBAGE	\$3.14	8/1/2025			
Service	WATER	\$34.21	10/31/2025	Late Fee	STORM SEV	\$9.31	8/1/2025			
Service	SEWER	\$36.89	10/31/2025	Late Fee	WATER TES	\$0.38	8/1/2025			
Service	GARBAGE	\$5.50	10/31/2025	Late Fee	WATER	\$23.14	9/1/2025			
Service	STORM SEV	\$16.50	10/31/2025	Late Fee	SEWER	\$24.96	9/1/2025			
Service	WATER	\$36.69	12/1/2025	Late Fee	GARBAGE	\$3.69	9/1/2025			
Service	SEWER	\$39.47	12/1/2025	Late Fee	STORM SEV	\$10.96	9/1/2025			
Service	GARBAGE	\$5.50	12/1/2025	Late Fee	WATER TES	\$0.38	9/1/2025			
Service	STORM SEV	\$16.50	12/1/2025	Late Fee	NSF	\$3.00	9/1/2025			
Service	WATER	\$34.82	12/31/2025	Late Fee	WATER	\$27.36	10/1/2025			
Service	SEWER	\$37.53	12/31/2025	Late Fee	SEWER	\$29.47	10/1/2025			
Service	GARBAGE	\$5.50	12/31/2025	Late Fee	GARBAGE	\$4.24	10/1/2025			
Service	STORM SEV	\$16.50	12/31/2025	Late Fee	STORM SEV	\$12.61	10/1/2025			
Service	WATER	\$38.56	1/30/2026	Late Fee	WATER TES	\$1.42	10/1/2025			
Service	SEWER	\$42.24	1/30/2026	Late Fee	NSF	\$3.00	10/1/2025			
Service	GARBAGE	\$5.75	1/30/2026	Late Fee	WATER	\$30.60	10/31/2025			
Service	STORM SEV	\$16.50	1/30/2026	Late Fee	SEWER	\$32.92	10/31/2025			
Service	WATER TES	\$1.30	1/30/2026	Late Fee	GARBAGE	\$4.55	10/31/2025			
	\$1,809.28	Late Fee	STORM SEV	\$13.56	10/31/2025	Late Fee	WATER TES	\$1.35	10/31/2025	
		Late Fee	WATER TES	\$1.35	10/31/2025	Late Fee	NSF	\$2.85	10/31/2025	
		Late Fee	WATER	\$34.02	12/1/2025	Late Fee	SEWER	\$36.61	12/1/2025	
		Late Fee	SEWER	\$36.61	12/1/2025	Late Fee	GARBAGE	\$5.10	12/1/2025	
		Late Fee	GARBAGE	\$5.10	12/1/2025	Late Fee	STORM SEV	\$15.21	12/1/2025	
		Late Fee	STORM SEV	\$15.21	12/1/2025	Late Fee	WATER TES	\$1.35	12/1/2025	
		Late Fee	WATER TES	\$1.35	12/1/2025	Late Fee	NSF	\$2.85	12/1/2025	
		Late Fee	WATER	\$37.69	12/31/2025	Late Fee	SEWER	\$40.55	12/31/2025	
		Late Fee	SEWER	\$40.55	12/31/2025	Late Fee	GARBAGE	\$5.65	12/31/2025	
		Late Fee	GARBAGE	\$5.65	12/31/2025	Late Fee	STORM SEV	\$16.86	12/31/2025	
		Late Fee	STORM SEV	\$16.86	12/31/2025	Late Fee	WATER TES	\$1.35	12/31/2025	
		Late Fee	WATER TES	\$1.35	12/31/2025	Late Fee	NSF	\$2.85	12/31/2025	
		Late Fee	WATER	\$41.17	1/30/2026	Late Fee	SEWER	\$44.31	1/30/2026	
		Late Fee	SEWER	\$44.31	1/30/2026	Late Fee	GARBAGE	\$6.20	1/30/2026	
		Late Fee	GARBAGE	\$6.20	1/30/2026	Late Fee	STORM SEV	\$18.51	1/30/2026	
		Late Fee	STORM SEV	\$18.51	1/30/2026	Late Fee	WATER TES	\$1.35	1/30/2026	
		Late Fee	WATER TES	\$1.35	1/30/2026	Late Fee	NSF	\$2.85	1/30/2026	
				\$993.37						

2-6-2026	REQUEST FOR COUNCIL ACTION
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Valerie & Rebecca
SUBJECT:	Water Usage
ISSUE/REQUEST/ BACKGROUND:	<p>Bertha Herrada came in about her water bill. Her usage was really high the last couple months. She said she had a toilet leaking and had told her landlord but it took a bit for it to be repaired. He had the toilet fixed around 2-4-26. She only moved in the very end of September so we don't really have an average usage for her.</p> <p>Usage Numbers in Gallons September = 161 October = 6417 November = 14992 December = 21397 January = 86579 Jan 31 – Feb 6 = 11888</p> <p>Total Gallons = 141,434 gallons = \$990.01 in water alone Sewer charges would be \$1060.76</p> <p>She had caught her account up by the end of December. But the last two bills have been way over the top and she can't manage them.</p> <p>She is asking for credit, but I am unsure what to give.</p>

<u>Detail Type</u>	<u>Detail Charge Name</u>	<u>Detail Amount</u>	<u>Detail Date</u>	<u>Detail Previous Reading</u>	<u>Previous Read Date</u>	<u>Detail Current Reading</u>	<u>Current Read Date</u>	<u>Detail Usage</u>
Prev Bal		\$0.00						
Service	WATER	\$1.63	10/1/2025	187138	9/29/2025	187299	10/1/2025	161
Service	SEWER	\$1.74	10/1/2025					161
Service	GARBAGE	\$0.18	10/1/2025					
Service	STORM SEWER RES	\$0.55	10/1/2025					
Service	DEPOSIT: RENTER	\$100.00	10/1/2025					
Cur Charges		\$104.10	10/1/2025					
Total		\$104.10	10/1/2025					
Prev Bal		\$104.10						
Late Fee	WATER	\$0.16	10/31/2025					
Late Fee	SEWER	\$0.17	10/31/2025					
Late Fee	GARBAGE	\$0.02	10/31/2025					
Late Fee	STORM SEWER RES	\$0.06	10/31/2025					
Service	WATER	\$59.92	10/31/2025	187299	10/1/2025	193716	10/31/2025	6417
Service	SEWER	\$63.52	10/31/2025					6417
Service	GARBAGE	\$5.50	10/31/2025					
Service	STORM SEWER RES	\$16.50	10/31/2025					
Cur Charges		\$145.44	10/31/2025					
Total		\$249.95	10/31/2025					
Prev Bal		\$249.95						
Receipt		\$50.00	11/17/2025					
Late Fee	WATER	\$6.16	12/1/2025					
Late Fee	SEWER	\$6.53	12/1/2025					
Late Fee	GARBAGE	\$0.57	12/1/2025					
Late Fee	STORM SEWER RES	\$1.71	12/1/2025					
Service	WATER	\$119.94	12/1/2025	193716	10/31/2025	208708	12/1/2025	14992
Service	SEWER	\$125.69	12/1/2025					14992
Service	GARBAGE	\$5.50	12/1/2025					
Service	STORM SEWER RES	\$16.50	12/1/2025					
Cur Charges		\$267.63	12/1/2025					
Total		\$482.55	12/1/2025					
Prev Bal		\$482.55						
Receipt		\$282.55	12/30/2025					
Receipt		\$200.00	12/1/2025					
Service	WATER	\$164.78	12/31/2025	208708	12/1/2025	230105	12/31/2025	21397
Service	SEWER	\$172.13	12/31/2025					21397
Service	GARBAGE	\$5.50	12/31/2025					
Service	STORM SEWER RES	\$16.50	12/31/2025					
Cur Charges		\$358.91	12/31/2025					
Total		\$358.91	12/31/2025					
Prev Bal		\$358.91						
Late Fee	WATER	\$16.48	1/30/2026					
Late Fee	SEWER	\$17.21	1/30/2026					
Late Fee	GARBAGE	\$0.55	1/30/2026					
Late Fee	STORM SEWER RES	\$1.65	1/30/2026					
Service	WATER	\$621.05	1/30/2026	230105	12/31/2025	316684	1/30/2026	86579
Service	SEWER	\$666.34	1/30/2026					86579
Service	GARBAGE	\$5.75	1/30/2026					
Service	STORM SEWER RES	\$16.50	1/30/2026					
Service	WATER TESTING	\$1.30	1/30/2026					
Cur Charges		\$1,310.94	1/30/2026					
Total		\$1,705.74	1/30/2026					

**CITY OF LAMBERTON
RESOLUTION 2026-05**

A Resolution Accepting Donations to the City of Lamberton

WHEREAS, the City of Lamberton, Minnesota is generally authorized to accept donations pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below with the terms and conditions to the City of Lamberton:

DONTAION #	NAME OF DONOR	TERMS,CONDITION OR USE	AMOUNT
POS182710	Xiong	Fire	30.00
POS182707	Daktronics	Ambulance	100.00

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LAMBERTON, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed and Adopted by the City Council this 9th day of February 2026.

CITY OF LAMBERTON, MINNESOTA

By: _____
Mayor

ATTEST:

By: _____
City Clerk



FINANCIAL REPORT

February 2026

NEW VENDORS

Osland Excavating, LLC
Secretary of State

Lamberton, MN
St. Paul, MN

Water Leak Repair
Notary Registration

FINANCIALS

Claims for Approval:

	Start #	End#	Total
Checks	47359	47393	\$53,424.25
eChecks	1752e	1779e	\$31,369.62
Payroll	503050	503073	\$35,568.52
Claims Total			\$120,362.39

Voided Checks: 047377

Approved: _____
Mayor

Date: _____

Approved: _____
Clerk

Date: _____

CITY OF LAMBERTON

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February 2026

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Checking					
47359	02/09/26	ABDO FINANCIAL SOLUTIONS LLC			
E 100-41530-305		Other Contractual Service	\$10,500.00	517687	AUDIT SERVICES 2025
		Total	\$10,500.00		
47360	02/09/26	AMAZON CAPITAL SERVICES, INC.			
E 100-41425-210		Operating Supplies & Post	\$18.99		CLERK OFFICE SUPPLY
E 100-45400-210		Operating Supplies & Post	\$17.21		COMM CENTER LATCHES BR STALLS
E 100-45400-210		Operating Supplies & Post	\$169.98		COMM CENTER TABLE CART
E 100-45202-210		Operating Supplies & Post	\$17.20		PARK LATCHES BR STALLS
		Total	\$223.38		
47361	02/09/26	AXON ENTERPRISE, INC.			
E 100-42110-210		Operating Supplies & Post	\$4,143.34	INUS414714	PD-SQUAD/BODY CAMERA
E 100-42110-210		Operating Supplies & Post	\$732.66	INUS414714	PD-TASER EQUIP
		Total	\$4,876.00		
47362	02/09/26	BANYON DATA SYSTEMS, INC.			
E 601-49400-305		Other Contractual Service	\$386.66	167366	UB SUPPORT
E 602-49450-305		Other Contractual Service	\$400.00	167366	UB SUPPORT
E 603-49500-305		Other Contractual Service	\$73.34	167366	UB SUPPORT
E 617-49710-305		Other Contractual Service	\$200.00	167366	UB SUPPORT
		Total	\$1,060.00		
47363	02/09/26	BOUNDTREE MEDICAL, LLC			
E 201-42153-210		Operating Supplies & Post	\$127.14	86049305	EMS SUPPLY
		Total	\$127.14		
47364	02/09/26	CENTER POINT LARGE PRINT			
E 211-45501-214		Library Books	\$49.14	2217640	LIB-BOOKS
		Total	\$49.14		
47365	02/09/26	CENTRACARE EMS			
E 201-42153-305		Other Contractual Service	\$400.00		EMS INTERCEPTS CH, BS
		Total	\$400.00		
47366	02/09/26	COMPUTERS & BEYOND			
E 100-41425-210		Operating Supplies & Post	\$100.00	34387	SET UP NEW EMAIL CLERK
		Total	\$100.00		
47367	02/09/26	CUTLINE LLC			
E 100-43120-210		Operating Supplies & Post	\$35.00	2514	3/8 PLATE SPACER ANGLE BROOM
		Total	\$35.00		
47368	02/09/26	FARMERS CO-OP OIL COMPANY			
E 100-43120-211		Motor Fuel & Lubricants	\$362.86		STREETS-FUEL
E 601-49400-211		Motor Fuel & Lubricants	\$45.87		WATER-FUEL
E 100-42110-211		Motor Fuel & Lubricants	\$194.49		PD-FUEL
E 201-42153-211		Motor Fuel & Lubricants	\$266.42		AMBU-FUEL
		Total	\$869.64		

CITY OF LAMBERTON

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February 2026

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
47369	02/09/26	FERGUSON WATERWORKS, INC #2516			
E 601-49400-210		Operating Supplies & Post	\$215.55	544689	WATER SUPPLY
		Total	\$215.55		
47370	02/09/26	GOPHER STATE ONE-CALL, INC.			
E 601-49400-305		Other Contractual Service	\$25.67	6010534	LOCATING WATER LINES
E 602-49450-305		Other Contractual Service	\$25.68	6010534	LOCATING WATER LINES
		Total	\$51.35		
47371	02/09/26	HAWKINS, INC.			
E 601-49400-210		Operating Supplies & Post	\$30.00	7307471	CHLORINE
		Total	\$30.00		
47372	02/09/26	HOMETOWN BILLING			
E 201-42153-305		Other Contractual Service	\$481.98		EMS BILLING JAN 2026
		Total	\$481.98		
47373	02/09/26	IRS			
E 100-42110-126		Employer Medicare	\$17.67		CORRECTIONS Q3 2025 MEDICARE
E 100-42110-122		Employer FICA Contributi	\$75.75		CORRECTIONS Q3 2025 SS
		Total	\$93.42		
47374	02/09/26	JEFFERS DRAY LINE INC			
E 100-43120-210		Operating Supplies & Post	\$208.00	20502	WATER LEAK- GRAVEL3/4" 16 YARDS
		Total	\$208.00		
47375	02/09/26	KIDS REFERENCE COMPANY, INC.			
E 211-45501-214		Library Books	\$200.88	12-14527	LIB - BOOKS
		Total	\$200.88		
47376	02/09/26	LAMBERTON HTG & PLMBG, INC.			
E 211-45501-210		Operating Supplies & Post	\$50.38	223340	BATHROOM REPAIRS
E 100-45400-210		Operating Supplies & Post	\$50.38	223340	BATHROOM REPAIRS
		Total	\$100.76		
47377	02/09/26	LEAGUE OF MINNESOTA CITIES			
E 100-43120-151		Workers Comp Ins	\$277.05		WORKERS COMP COVERAGE PREMIUM
E 601-49400-151		Workers Comp Ins	\$277.05		WORKERS COMP COVERAGE PREMIUM
E 602-49450-151		Workers Comp Ins	\$277.05		WORKERS COMP COVERAGE PREMIUM
E 100-45202-151		Workers Comp Ins	\$277.05		WORKERS COMP COVERAGE PREMIUM
E 100-43120-151		Workers Comp Ins	\$403.52		WORKERS COMP COVERAGE PREMIUM
E 601-49400-151		Workers Comp Ins	\$403.52		WORKERS COMP COVERAGE PREMIUM
E 602-49450-151		Workers Comp Ins	\$403.52		WORKERS COMP COVERAGE PREMIUM
E 100-45202-151		Workers Comp Ins	\$403.52		WORKERS COMP COVERAGE PREMIUM
E 201-42153-151		Workers Comp Ins	\$3,342.92		WORKERS COMP COVERAGE PREMIUM
E 100-42220-151		Workers Comp Ins	\$1,784.00		WORKERS COMP COVERAGE PREMIUM
E 100-42110-151		Workers Comp Ins	\$4,675.96		WORKERS COMP COVERAGE PREMIUM
E 211-45501-151		Workers Comp Ins	\$138.33		WORKERS COMP COVERAGE PREMIUM
E 100-41425-151		Workers Comp Ins	\$79.49		WORKERS COMP COVERAGE PREMIUM
E 207-46501-151		Workers Comp Ins	\$79.50		WORKERS COMP COVERAGE PREMIUM
E 100-45124-151		Workers Comp Ins	\$885.57		WORKERS COMP COVERAGE PREMIUM

CITY OF LAMBERTON

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-41940-151		Workers Comp Ins	\$56.73		WORKERS COMP COVERAGE PREMIUM
E 100-45400-151		Workers Comp Ins	\$56.73		WORKERS COMP COVERAGE PREMIUM
E 100-43120-151		Workers Comp Ins	\$358.64		WORKERS COMP COVERAGE PREMIUM
E 601-49400-151		Workers Comp Ins	\$358.64		WORKERS COMP COVERAGE PREMIUM
E 602-49450-151		Workers Comp Ins	\$358.64		WORKERS COMP COVERAGE PREMIUM
E 100-45202-151		Workers Comp Ins	\$358.66		WORKERS COMP COVERAGE PREMIUM
E 100-45400-151		Workers Comp Ins	\$106.55		WORKERS COMP COVERAGE PREMIUM
E 207-46501-151		Workers Comp Ins	\$36.97		WORKERS COMP COVERAGE PREMIUM
E 100-42501-151		Workers Comp Ins	\$12.06		WORKERS COMP COVERAGE PREMIUM
E 100-41110-151		Workers Comp Ins	\$65.33		WORKERS COMP COVERAGE PREMIUM
E 100-43120-151		Workers Comp Ins	(\$277.05)		WORKERS COMP COVERAGE PREMIUM
E 601-49400-151		Workers Comp Ins	(\$277.05)		WORKERS COMP COVERAGE PREMIUM
E 602-49450-151		Workers Comp Ins	(\$277.05)		WORKERS COMP COVERAGE PREMIUM
E 100-45202-151		Workers Comp Ins	(\$277.05)		WORKERS COMP COVERAGE PREMIUM
E 100-43120-151		Workers Comp Ins	(\$403.52)		WORKERS COMP COVERAGE PREMIUM
E 601-49400-151		Workers Comp Ins	(\$403.52)		WORKERS COMP COVERAGE PREMIUM
E 602-49450-151		Workers Comp Ins	(\$403.52)		WORKERS COMP COVERAGE PREMIUM
E 100-45202-151		Workers Comp Ins	(\$403.52)		WORKERS COMP COVERAGE PREMIUM
E 201-42153-151		Workers Comp Ins	(\$3,342.92)		WORKERS COMP COVERAGE PREMIUM
E 100-42220-151		Workers Comp Ins	(\$1,784.00)		WORKERS COMP COVERAGE PREMIUM
E 100-42110-151		Workers Comp Ins	(\$4,675.96)		WORKERS COMP COVERAGE PREMIUM
E 211-45501-151		Workers Comp Ins	(\$138.33)		WORKERS COMP COVERAGE PREMIUM
E 100-41425-151		Workers Comp Ins	(\$79.49)		WORKERS COMP COVERAGE PREMIUM
E 207-46501-151		Workers Comp Ins	(\$79.50)		WORKERS COMP COVERAGE PREMIUM
E 100-45124-151		Workers Comp Ins	(\$885.57)		WORKERS COMP COVERAGE PREMIUM
E 100-41940-151		Workers Comp Ins	(\$56.73)		WORKERS COMP COVERAGE PREMIUM
E 100-45400-151		Workers Comp Ins	(\$56.73)		WORKERS COMP COVERAGE PREMIUM
E 100-43120-151		Workers Comp Ins	(\$358.64)		WORKERS COMP COVERAGE PREMIUM
E 601-49400-151		Workers Comp Ins	(\$358.64)		WORKERS COMP COVERAGE PREMIUM
E 602-49450-151		Workers Comp Ins	(\$358.64)		WORKERS COMP COVERAGE PREMIUM
E 100-45202-151		Workers Comp Ins	(\$358.66)		WORKERS COMP COVERAGE PREMIUM
E 100-45400-151		Workers Comp Ins	(\$106.55)		WORKERS COMP COVERAGE PREMIUM
E 207-46501-151		Workers Comp Ins	(\$36.97)		WORKERS COMP COVERAGE PREMIUM
E 100-42501-151		Workers Comp Ins	(\$12.06)		WORKERS COMP COVERAGE PREMIUM
E 100-41110-151		Workers Comp Ins	(\$65.33)		WORKERS COMP COVERAGE PREMIUM
E 100-41110-315		Travel Conference School	\$350.00	443250	LEADERS INSTITUE-LYNN PFARR
E 100-41110-315		Travel Conference School	(\$350.00)	443250	LEADERS INSTITUE-LYNN PFARR
Total			\$0.00		
47378	02/09/26	LG OF MN CITIES INS TRUST			
E 100-43120-210		Operating Supplies & Post	\$500.00	10176	INSURANCE CLAIM DEDUCTIBLE
Total			\$500.00		
47379	02/09/26	LINDE GAS & EQUIPMENT, INC			
E 201-42153-210		Operating Supplies & Post	\$203.16	54729972	EMS OXYGEN
Total			\$203.16		
47380	02/09/26	MAYNARDS FOOD CENTER			
E 100-41940-210		Operating Supplies & Post	\$21.27		CLEANING CITY HALL
E 100-45400-210		Operating Supplies & Post	\$6.12		CLEANING COMM CENTER

CITY OF LAMBERTON

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		E 201-42153-210	Operating Supplies & Post	\$6.69	CLEANING AMBU
		E 100-42110-210	Operating Supplies & Post	\$6.69	CLEANING PD
		E 100-42220-210	Operating Supplies & Post	\$29.11	CLEANING FIRE
		E 211-45501-210	Operating Supplies & Post	(\$17.44)	CREDIT LIBRARY
		Total		\$52.44	
47381	02/09/26	MEADOWLAND FARMERS COOP			
		E 100-43120-210	Operating Supplies & Post	\$163.54	5132 SHOP SUPPLIES-BROOMS, SHOVELS
		Total		\$163.54	
47382	02/09/26	MATTHEW NOVAK			
		E 100-41610-305	Other Contractual Service	\$3,663.22	LEGAL SERVICES CIVIL MATTERS
		E 100-42110-305	Other Contractual Service	\$1,008.00	LEGAL SERVICES CRIMINAL MATTERS
		Total		\$4,671.22	
47383	02/09/26	OFFICE OF SECRETARY OF STATE			
		E 100-41425-445	Licenses & Taxes	\$120.00	NOTARY APPLICATION CLERK
		Total		\$120.00	
47384	02/09/26	OSLAND EXCAVATING, LLC			
		E 601-49400-305	Other Contractual Service	\$660.00	1090 WATER LEAK EXCAVATOR
		Total		\$660.00	
47385	02/09/26	PLUM CREEK LIBRARY SYSTEM			
		E 211-45501-210	Operating Supplies & Post	\$79.95	141 WRP PRIZES
		Total		\$79.95	
47386	02/09/26	REDWOOD COUNTY AUDITOR-TREASUR			
		E 100-41700-305	Other Contractual Service	\$131.00	157 SPECIAL ASSESSMENTS
		Total		\$131.00	
47387	02/09/26	RUNNINGS SUPPLY, INC.			
		E 100-43120-210	Operating Supplies & Post	\$3.69	3512470 SHOP SUPPLIES
		E 100-43120-210	Operating Supplies & Post	\$407.18	3512809 SHOP SUPPLIES TOOLS
		E 100-43120-210	Operating Supplies & Post	\$104.98	3513220 SHOP SUPPLIES FLASHLIGHT, TORCH KIT
		Total		\$515.85	
47388	02/09/26	SOUTHWEST PEST LLC			
		E 100-41940-210	Operating Supplies & Post	\$31.67	16158 Q4 2025, Q1 2026
		E 100-42220-210	Operating Supplies & Post	\$31.67	16158 Q4 2025, Q1 2026
		E 100-43120-210	Operating Supplies & Post	\$31.67	16158 Q4 2025, Q1 2026
		E 601-49400-210	Operating Supplies & Post	\$31.67	16158 Q4 2025, Q1 2026
		E 602-49450-210	Operating Supplies & Post	\$31.67	16158 Q4 2025, Q1 2026
		E 100-45202-210	Operating Supplies & Post	\$31.65	16158 Q4 2025, Q1 2026
		Total		\$190.00	
47389	02/09/26	TELEMETRY AND PROCESS CONTROLS, INC			
		E 601-49400-404	Rep & Maint-Equipment	\$9,319.20	118032 WATER TOWER RADIO REPAIRS
		Total		\$9,319.20	
47390	02/09/26	TRACY AMB SERVICE EDUCATION			

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February 2026

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 201-42153-305		Other Contractual Service	\$200.00		EMS INTERCEPT X1
		Total	\$200.00		
47391	02/09/26	WEST CENTRAL SANITATION, INC.			
E 603-49500-305		Other Contractual Service	\$1,168.65	13646140	GARBAGE DEC 2025
		Total	\$1,168.65		
47392	02/09/26	LEAGUE OF MINNESOTA CITIES			
E 100-41110-315		Travel Conference School	\$350.00	443250	LEADERS INSTITUTE LYNN PFARR
		Total	\$350.00		
47393	02/09/26	LG OF MN CITIES INS TRUST			
E 100-43120-151		Workers Comp Ins	\$277.05		WORKERS COMP
E 601-49400-151		Workers Comp Ins	\$277.05		WORKERS COMP
E 602-49450-151		Workers Comp Ins	\$277.05		WORKERS COMP
E 100-45202-151		Workers Comp Ins	\$277.05		WORKERS COMP
E 100-43120-151		Workers Comp Ins	\$403.52		WORKERS COMP
E 601-49400-151		Workers Comp Ins	\$403.52		WORKERS COMP
E 602-49450-151		Workers Comp Ins	\$403.52		WORKERS COMP
E 100-45202-151		Workers Comp Ins	\$403.52		WORKERS COMP
E 201-42153-151		Workers Comp Ins	\$3,342.92		WORKERS COMP
E 100-42220-151		Workers Comp Ins	\$1,784.00		WORKERS COMP
E 100-42110-151		Workers Comp Ins	\$4,675.96		WORKERS COMP
E 211-45501-151		Workers Comp Ins	\$138.33		WORKERS COMP
E 100-41425-151		Workers Comp Ins	\$79.49		WORKERS COMP
E 207-46501-151		Workers Comp Ins	\$79.50		WORKERS COMP
E 100-45124-151		Workers Comp Ins	\$885.57		WORKERS COMP
E 100-41940-151		Workers Comp Ins	\$56.73		WORKERS COMP
E 100-45400-151		Workers Comp Ins	\$56.73		WORKERS COMP
E 100-43120-151		Workers Comp Ins	\$358.64		WORKERS COMP
E 601-49400-151		Workers Comp Ins	\$358.64		WORKERS COMP
E 602-49450-151		Workers Comp Ins	\$358.64		WORKERS COMP
E 100-45202-151		Workers Comp Ins	\$358.66		WORKERS COMP
E 100-45400-151		Workers Comp Ins	\$106.55		WORKERS COMP
E 207-46501-151		Workers Comp Ins	\$36.97		WORKERS COMP
E 100-42501-151		Workers Comp Ins	\$12.06		WORKERS COMP
E 100-41110-151		Workers Comp Ins	\$65.33		WORKERS COMP
		Total	\$15,477.00		
		10100	\$53,424.25		

CITY OF LAMBERTON

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February 2026

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary**10100 Checking**

100 General Fund	\$33,085.85
201 Ambulance	\$5,028.31
207 EDA	\$116.47
211 Library	\$501.24
601 Water	\$11,753.83
602 Sewer	\$1,496.56
603 Garbage Collection	\$1,241.99
617 Storm Sewer	\$200.00
	\$53,424.25

Valerie Halter, Clerk_____
Date_____
Lydell Sik, Mayor_____
Date

CITY OF LAMBERTON

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2026 (January, February)

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Checking					
1752 e	01/02/26	EFTPS			
G 100-21701		Federal Withholding	\$1,128.90		PP 1 1-2-2026 PAYROLL DEDUCTION
G 100-21703		FICA Withholding	\$1,226.10		PP 1 1-2-2026 PAYROLL DEDUCTION
G 100-21704		Medicare Withholding	\$398.96		PP 1 1-2-2026 PAYROLL DEDUCTION
		Total	\$2,753.96		
1753 e	01/02/26	PERA			
G 100-21705		PERA Coord Withholding	\$1,334.36		PP 1 1-2-2026 PAYROLL DEDUCTION
G 100-21706		PERA Police Withholding	\$1,141.42		PP 1 1-2-2026 PAYROLL DEDUCTION
		Total	\$2,475.78		
1754 e	01/02/26	MN DEPARTMENT OF REVENUE			
G 100-21702		State Withholding	\$629.00		PP 1 1-2-2026 PAYROLL DEDUCTION
		Total	\$629.00		
1756 e	01/05/26	FIRST DATA MERCHANT SVCS LLC			
E 100-45202-305		Other Contractual Service	\$10.00		FEES
E 100-45202-305		Other Contractual Service	\$0.00		FEES
		Total	\$10.00		
1757 e	01/06/26	REDWOOD ELECTRIC COOPERATIVE			
E 201-42153-381		Utilities	\$44.40		NOV 2025- ELECTRIC SVC
E 100-42110-381		Utilities	\$44.41		NOV 2025- ELECTRIC SVC
E 100-45400-381		Utilities	\$63.58		NOV 2025- ELECTRIC SVC
E 211-45501-381		Utilities	\$63.58		NOV 2025- ELECTRIC SVC
E 100-43160-381		Utilities	\$1,278.00		NOV 2025- ELECTRIC SVC
E 601-49400-381		Utilities	\$1,798.26		NOV 2025- ELECTRIC SVC
E 602-49450-381		Utilities	\$157.62		NOV 2025- ELECTRIC SVC
E 100-45202-381		Utilities	\$179.14		NOV 2025- ELECTRIC SVC
E 100-43120-381		Utilities	\$55.26		NOV 2025- ELECTRIC SVC
E 100-45124-381		Utilities	\$77.13		NOV 2025- ELECTRIC SVC
E 100-42501-381		Utilities	\$66.00		NOV 2025- ELECTRIC SVC
E 100-42220-381		Utilities	\$64.47		NOV 2025- ELECTRIC SVC
E 100-41940-381		Utilities	\$64.47		NOV 2025- ELECTRIC SVC
		Total	\$3,956.32		
1758 e	01/08/26	USABLE LIFE			
G 100-21713		Health Insurance Withhold	\$22.07	6275635	LIFE INSURANCE PREMIUM
		Total	\$22.07		
1759 e	01/12/26	REZPLOT SYSTEMS, LLC			
E 100-45202-305		Other Contractual Service	\$100.00	101607	WEB PAYMENT FEES DEC 2025
		Total	\$100.00		
1760 e	01/14/26	MN ENERGY RESOURCES CORP.			
E 601-49400-381		Utilities	\$391.33		011426 UTILITY PAYMENT
E 100-43120-381		Utilities	\$144.98		011426 UTILITY PAYMENT
E 100-42220-381		Utilities	\$245.27		011426 UTILITY PAYMENT
E 100-41940-381		Utilities	\$245.27		011426 UTILITY PAYMENT

CITY OF LAMBERTON

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 201-42153-381		Utilities	\$80.42		011426 UTILITY PAYMENT
E 100-42110-381		Utilities	\$80.41		011426 UTILITY PAYMENT
E 100-45400-381		Utilities	\$118.69		011426 UTILITY PAYMENT
E 211-45501-381		Utilities	\$118.69		011426 UTILITY PAYMENT
E 100-45124-381		Utilities	\$48.32		011426 UTILITY PAYMENT
Total			\$1,473.38		
1761 e	01/16/26	EFTPS			
G 100-21701		Federal Withholding	\$1,196.03		1-16-2026 PAYROLL DEDUCTION
G 100-21703		FICA Withholding	\$1,498.20		1-16-2026 PAYROLL DEDUCTION
G 100-21704		Medicare Withholding	\$474.20		1-16-2026 PAYROLL DEDUCTION
Total			\$3,168.43		
1762 e	01/16/26	PERA			
G 100-21705		PERA Coord Withholding	\$1,365.43		1-16-2026 PAYROLL DEDUCTION
G 100-21706		PERA Police Withholding	\$1,259.06		1-16-2026 PAYROLL DEDUCTION
Total			\$2,624.49		
1763 e	01/16/26	MN DEPARTMENT OF REVENUE			
G 100-21702		State Withholding	\$489.00		PAYROLL DEDUCTION
Total			\$489.00		
1764 e	01/16/26	MN DEPARTMENT OF REVENUE			
G 601-21000		Sales Taxes Payable	\$223.02		DEC 2025 Sales Tax Payment
G 601-21001		Local Sales Tax Payable	\$16.28		DEC 2025 Sales Tax Payment
G 603-21000		Sales Taxes Payable	\$179.84		DEC 2025 Sales Tax Payment
E 100-45124-445		Licenses & Taxes	\$0.00		DEC 2025 Sales Tax Payment
E 100-42110-445		Licenses & Taxes	\$1.48		DEC 2025 Sales Tax Payment
E 100-42220-445		Licenses & Taxes	\$0.00		DEC 2025 Sales Tax Payment
E 100-41425-445		Licenses & Taxes	\$0.00		DEC 2025 Sales Tax Payment
E 100-45202-445		Licenses & Taxes	\$0.00		DEC 2025 Sales Tax Payment
E 100-45400-445		Licenses & Taxes	\$16.59		DEC 2025 Sales Tax Payment
E 100-43120-445		Licenses & Taxes	\$12.70		DEC 2025 Sales Tax Payment
E 211-45501-445		Licenses & Taxes	\$1.20		DEC 2025 Sales Tax Payment
E 603-49500-445		Licenses & Taxes	\$183.16		DEC 2025 Sales Tax Payment
E 601-49400-445		Licenses & Taxes	\$132.70		DEC 2025 Sales Tax Payment
E 601-49400-445		Licenses & Taxes	(\$29.97)		DEC 2025 Sales Tax Payment
Total			\$737.00		
1765 e	01/16/26	MN DEPARTMENT OF REVENUE			
G 601-21000		Sales Taxes Payable	\$191.17		11-2025 Sales Tax Payment
G 601-21001		Local Sales Tax Payable	\$13.91		11-2025 Sales Tax Payment
G 603-21000		Sales Taxes Payable	\$156.67		11-2025 Sales Tax Payment
E 100-45124-445		Licenses & Taxes	\$0.00		11-2025 Sales Tax Payment
E 100-42110-445		Licenses & Taxes	\$1.55		11-2025 Sales Tax Payment
E 100-42220-445		Licenses & Taxes	\$243.38		11-2025 Sales Tax Payment
E 100-41425-445		Licenses & Taxes	\$0.00		11-2025 Sales Tax Payment
E 100-45202-445		Licenses & Taxes	\$0.00		11-2025 Sales Tax Payment
E 100-45400-445		Licenses & Taxes	\$53.47		11-2025 Sales Tax Payment
E 100-43120-445		Licenses & Taxes	\$12.70		11-2025 Sales Tax Payment

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 211-45501-445		Licenses & Taxes	\$4.33		11-2025 Sales Tax Payment
E 603-49500-445		Licenses & Taxes	(\$156.67)		11-2025 Sales Tax Payment
E 601-49400-445		Licenses & Taxes	(\$205.08)		11-2025 Sales Tax Payment
E 601-49400-445		Licenses & Taxes	(\$0.43)		11-2025 Sales Tax Payment
E 100-41425-210		Operating Supplies & Post	\$33.17		PENALTY FOR LATE 11-25 RETURN
		Total	\$348.17		
1766 e	01/15/26	CLARA CITY TELEPHONE CO			
E 201-42153-210		Operating Supplies & Post	\$10.65		JAN 2026 TELEPHONE, INTERNET
E 100-42110-210		Operating Supplies & Post	\$10.65		JAN 2026 TELEPHONE, INTERNET
E 100-41425-210		Operating Supplies & Post	\$43.79		JAN 2026 TELEPHONE, INTERNET
E 100-42220-210		Operating Supplies & Post	\$10.65		JAN 2026 TELEPHONE, INTERNET
E 601-49400-210		Operating Supplies & Post	\$10.65		JAN 2026 TELEPHONE, INTERNET
E 100-43120-210		Operating Supplies & Post	\$10.65		JAN 2026 TELEPHONE, INTERNET
E 207-46501-210		Operating Supplies & Post	\$10.65		JAN 2026 TELEPHONE, INTERNET
E 603-49500-210		Operating Supplies & Post	\$10.65		JAN 2026 TELEPHONE, INTERNET
E 211-45501-210		Operating Supplies & Post	\$43.79		JAN 2026 TELEPHONE, INTERNET
E 100-45124-210		Operating Supplies & Post	\$75.87		JAN 2026 TELEPHONE, INTERNET
E 100-45400-210		Operating Supplies & Post	\$10.65		JAN 2026 TELEPHONE, INTERNET
E 602-49450-210		Operating Supplies & Post	\$10.65		JAN 2026 TELEPHONE, INTERNET
E 100-41110-210		Operating Supplies & Post	\$10.68		JAN 2026 TELEPHONE, INTERNET
		Total	\$269.98		
1767 e	01/15/26	FIRST SECURITY BANK			
E 100-42110-210		Operating Supplies & Post	\$6.06		DEC 2025 BANK FEES
E 100-41425-210		Operating Supplies & Post	\$6.06		DEC 2025 BANK FEES
E 100-42220-210		Operating Supplies & Post	\$6.06		DEC 2025 BANK FEES
E 100-43120-210		Operating Supplies & Post	\$6.06		DEC 2025 BANK FEES
E 100-45124-210		Operating Supplies & Post	\$6.06		DEC 2025 BANK FEES
E 100-41110-210		Operating Supplies & Post	\$6.06		DEC 2025 BANK FEES
E 100-45400-210		Operating Supplies & Post	\$6.06		DEC 2025 BANK FEES
E 601-49400-210		Operating Supplies & Post	\$6.06		DEC 2025 BANK FEES
E 602-49450-210		Operating Supplies & Post	\$6.06		DEC 2025 BANK FEES
E 201-42153-210		Operating Supplies & Post	\$6.06		DEC 2025 BANK FEES
E 603-49500-210		Operating Supplies & Post	\$6.06		DEC 2025 BANK FEES
E 211-45501-210		Operating Supplies & Post	\$6.06		DEC 2025 BANK FEES
E 207-46501-210		Operating Supplies & Post	\$6.03		DEC 2025 BANK FEES
		Total	\$78.75		
1768 e	01/20/26	AFLAC			
G 100-21712		AFLAC Withholding	\$328.40	443228	DEC 2025 BILLING
		Total	\$328.40		
1769 e	01/20/26	BLUE CROSS BLUE SHIELD			
G 100-21713		Health Insurance Withhold	\$2,891.06		FEB 2026_BCBS
		Total	\$2,891.06		
1770 e	01/22/26	CARDMEMBER SERVICE			
E 100-42110-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 100-41425-210		Operating Supplies & Post	\$3.69		BILLS ADOBE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-42220-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 100-43120-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 100-45124-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 100-41110-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 100-45400-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 601-49400-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 602-49450-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 201-42153-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 603-49500-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 211-45501-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 207-46501-210		Operating Supplies & Post	\$3.70		BILLS ADOBE
E 100-41940-381		Utilities	\$18.87		BILLS PREMIUM WATER CITY HALL
E 100-43120-381		Utilities	\$18.87		BILLS PREMIUM WATER SHOP
E 100-45124-210		Operating Supplies & Post	(\$120.00)		CREDIT FROM HOMEBASE
E 100-45124-210		Operating Supplies & Post	\$30.00		HOMEBASE
E 100-41425-210		Operating Supplies & Post	\$11.90		POSTAGE LIQUOR LICENSES
E 100-42220-305		Other Contractual Service	\$307.80		ACTIVE 911 FIRE
E 601-49400-210		Operating Supplies & Post	\$312.00		POSTAGE LSL MAILINGS
E 211-45501-210		Operating Supplies & Post	\$31.67		LIB VACCUM
E 100-45400-210		Operating Supplies & Post	\$31.68		COMM CENTER VACCUM
E 211-45501-214		Library Books	\$10.94		LIB BOOK
E 602-49450-315		Travel Conference School	\$350.00		WASTEWATER SCHOOL TYLER
E 602-49450-315		Travel Conference School	\$400.00		RWA TRAINING JUSTIN
E 201-42153-210		Operating Supplies & Post	\$9.97		EMS SUPPLY
E 100-42220-210		Operating Supplies & Post	\$26.25		FIRE MINN SVC CERT
Total			\$1,487.93		
1771 e	01/30/26	EFTPS			
G 100-21701		Federal Withholding	\$1,345.64		PP 3 1-30-2026
G 100-21703		FICA Withholding	\$1,649.68		PP 3 1-30-2026
G 100-21704		Medicare Withholding	\$483.50		PP 3 1-30-2026
Total			\$3,478.82		
1772 e	01/30/26	PERA			
G 100-21705		PERA Coord Withholding	\$1,397.28		PP 3 1-30-2026
G 100-21706		PERA Police Withholding	\$993.56		PP 3 1-30-2026
Total			\$2,390.84		
1773 e	01/30/26	MN DEPARTMENT OF REVENUE			
G 100-21702		State Withholding	\$559.00		PP 3 1-30-2026
Total			\$559.00		
1774 e	01/26/26	VERIZON WIRELESS			
E 100-42110-210		Operating Supplies & Post	\$0.00		1-26-26- WIRELESS SVC
E 100-42110-210		Operating Supplies & Post	\$40.01		1-26-26- WIRELESS SVC
E 201-42153-210		Operating Supplies & Post	\$40.01		1-26-26- WIRELESS SVC
E 100-43120-210		Operating Supplies & Post	\$38.41		1-26-26- WIRELESS SVC
E 601-49400-210		Operating Supplies & Post	\$38.41		1-26-26- WIRELESS SVC
E 100-42110-210		Operating Supplies & Post	\$38.41		1-26-26- WIRELESS SVC

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$195.25		
1775 e	01/24/26	CITY OF LAMBERTON			
E 201-42153-381		Utilities	\$32.01		01-01-2026 Utility Bill
E 100-42110-381		Utilities	\$32.01		01-01-2026 Utility Bill
E 100-45400-381		Utilities	\$28.88		01-01-2026 Utility Bill
E 211-45501-381		Utilities	\$28.87		01-01-2026 Utility Bill
E 100-43160-381		Utilities	\$0.00		01-01-2026 Utility Bill
E 100-45124-381		Utilities	\$94.00		01-01-2026 Utility Bill
E 100-42220-381		Utilities	\$17.11		01-01-2026 Utility Bill
E 100-41940-381		Utilities	\$17.11		01-01-2026 Utility Bill
Total			\$249.99		
1778 e	02/04/26	MN DEPARTMENT OF REVENUE			
G 601-21000		Sales Taxes Payable	\$158.90		1-2026 Sales Tax Payment
G 601-21001		Local Sales Tax Payable	\$11.58		1-2026 Sales Tax Payment
G 603-21000		Sales Taxes Payable	\$178.41		1-2026 Sales Tax Payment
E 100-45124-445		Licenses & Taxes	\$0.00		1-2026 Sales Tax Payment
E 100-42110-445		Licenses & Taxes	\$0.07		1-2026 Sales Tax Payment
E 100-42220-445		Licenses & Taxes	\$243.71		1-2026 Sales Tax Payment
E 100-41425-445		Licenses & Taxes	\$0.00		1-2026 Sales Tax Payment
E 100-45202-445		Licenses & Taxes	\$0.00		1-2026 Sales Tax Payment
E 100-45400-445		Licenses & Taxes	\$36.88		1-2026 Sales Tax Payment
E 100-43120-445		Licenses & Taxes	\$0.00		1-2026 Sales Tax Payment
E 211-45501-445		Licenses & Taxes	\$2.75		1-2026 Sales Tax Payment
E 603-49500-445		Licenses & Taxes	\$10.92		1-2026 Sales Tax Payment
E 601-49400-445		Licenses & Taxes	(\$1.15)		1-2026 Sales Tax Payment
E 601-49400-445		Licenses & Taxes	(\$0.07)		1-2026 Sales Tax Payment
Total			\$642.00		
1779 e	02/04/26	FIRST DATA MERCHANT SVCS LLC			
E 100-45202-305		Other Contractual Service	\$10.00		FEES
E 100-45202-305		Other Contractual Service	\$0.00		FEES
Total			\$10.00		
10100			\$31,369.62		

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2026 (January, February)

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

10100 Checking

100 General Fund	\$26,234.45
201 Ambulance	\$227.21
207 EDA	\$20.38
211 Library	\$315.57
601 Water	\$3,071.26
602 Sewer	\$928.02
603 Garbage Collection	\$572.73
	<hr/>
	\$31,369.62

Valerie Halter, Clerk

Date

Lydell Sik, Mayor

Date

CITY OF LAMBERTON

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Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
0503056	000000029		1	Biweekly	\$2,285.47	1/2/2026	Outstanding
0503051	000000008		1	Biweekly	\$1,410.48	1/2/2026	Outstanding
0503055	000000025		1	Biweekly	\$472.23	1/2/2026	Outstanding
0503053	000000012		1	Biweekly	\$1,655.41	1/2/2026	Outstanding
0503052	000000010		1	Biweekly	\$521.39	1/2/2026	Outstanding
0503054	000000013		1	Biweekly	\$1,307.40	1/2/2026	Outstanding
0503050	000000004		1	Biweekly	\$2,366.83	1/2/2026	Outstanding
0503058	000000008		2	Biweekly	\$1,524.48	1/16/2026	Outstanding
0503063	000000019		2	Biweekly	\$775.60	1/16/2026	Outstanding
0503060	000000012		2	Biweekly	\$1,659.76	1/16/2026	Outstanding
0503059	000000010		2	Biweekly	\$555.24	1/16/2026	Outstanding
0503061	000000013		2	Biweekly	\$1,395.37	1/16/2026	Outstanding
0503057	000000004		2	Biweekly	\$2,469.86	1/16/2026	Outstanding
0503064	000000029		2	Biweekly	\$2,392.06	1/16/2026	Outstanding
0503062	000000015		2	Biweekly	\$144.29	1/16/2026	Outstanding
0503065	000000550		2	Biweekly	\$1,533.60	1/16/2026	Outstanding
0503067	000000008		3	Biweekly	\$1,519.99	1/30/2026	Outstanding
0503069	000000012		3	Biweekly	\$1,695.09	1/30/2026	Outstanding
0503068	000000010		3	Biweekly	\$556.17	1/30/2026	Outstanding
0503070	000000013		3	Biweekly	\$1,562.57	1/30/2026	Outstanding
0503066	000000004		3	Biweekly	\$2,455.44	1/30/2026	Outstanding
0503072	000000029		3	Biweekly	\$2,986.70	1/30/2026	Outstanding
0503071	000000015		3	Biweekly	\$68.93	1/30/2026	Outstanding
0503073	000000550		3	Biweekly	\$2,254.16	1/30/2026	Outstanding
					\$35,568.52		

Explanation of Difference: _____

City Clerk

Date

Mayor

Date