

# UPDATED

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

---

### 1. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

- A. Additions/Deletions to Agenda

### 2. CONSENT AGENDA

- A. Approval of Minutes (can all be done in one motion)
  - 1. 12-8-2025 – CC Minutes – **NOT IN PACKET I HAVE NOT GOTTEN THEM DONE YET WHEN I DO I WILL EMAIL THEM OUT AND HAVE THEM AT THE MEETING**
  - 2. 12-19-2025 – Emergency Meeting Minutes

### 3. GENERAL BUSINESS

- A. Bollig Engineering – Scott Kuhlman
- B. Department Reports
  - 1. Library – **Report Submitted**
  - 2. Ambulance Department – Report Submitted.
  - 3. Fire Department –
  - 4. Police Department –
  - 5. Maintenance Department –
  - 6. Administration/EDA Department – Report Submitted
- C. Petitions, Request, Communications
  - 1. Citizen Complaints & Concerns
    - a. **Cathy Valentin - Stavnes Container**
    - b. Bedner – Request for Stop Sign
    - c. R Hanson – Plowing Complaint
  - 2. Building/Zoning Permit Requests - None
  - 3. Request for Council Action
    - a. **RCA – 2026 Step Increases**
    - b. **RCA – Public Works Pick Up**
    - c. **RCA - Library Policy Adoption**
    - d. RCA – Applications for City Administrator/EDA Position
      - As of Thursday Evening – if more come in I will have ready for Monday's meeting
- D. Ordinances and Resolutions (can all be done in one motion)
  - 1. 2026-01 Resolution Accepting Donations
  - 2. **2026-02 - Resolution Fixing 2025 Transfer Error**
- E. Financial Report & Approval of Claims
  - 1. January 2026 Financial Report
  - 2. Approval of Claims

### 4. MAYOR & COUNCIL REPORTS & COMMUNICATIONS

- A. Information for Council
  - 1. Award of the CEDA EDA Grant
  - 2. Novak Rate Change

### 5. NEXT MEETING DATES

- A. Next Regular Council Meeting February 9, 2026

### 6. ADJOURNMENT

**LAMBERTON CITY COUNCIL**  
**EMERGENCY MEETING • CITY HALL**  
**December 19, 2025 • 6:00 P.M.**

---

**1. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES**

- Meeting called to order at 6:00 pm December 19, 2025.
- Present: Mayor L. Sik, L. Bittner, D. Irlbeck, A. Cairns, L Pfarr
- Staff in Attendance: K. Vollmer
- Others in attendance: M. Lenning

A. Additions/Deletions to Agenda

- None

**2. GENERAL BUSINESS**

1. Resignation of City Clerk/Treasurer, EDA Coordinator

***Motion made/Second/Pass to accept resignation of Valerie Halter, City Clerk.  
(Pfarr/Cairns/unanimous 5/0)***

a. Job Description

Discussion was held regarding job duties as listed, the need for more than one person to perform said duties, the fact that not all the duties occur at the same time. Discussion regarding previously having 2 FT employees and decision to have one FT and one PT. Discussion regarding adding administrator to the title without changing the fact that this position answers to the council. Discussion regarding offering EDA position separately and if it is enough to interest someone.

***Motion made/Second/Pass to use job description as presented with the title of  
Administrator/Clerk/Treasurer/EDA Coordinator. (Bittner/Pfarr/Unanimous 5/0)***

b. RCA Where to Advertise

Discussion on adding INDEED to the suggested list for advertising. Discussion about adding wage scale. Recommended that Valerie investigate whether this is a legal requirement.

***Motion made/Second/Pass to advertise in the Lamberton News, LMC Site, LinkedIn, Our  
Website/Facebook Site and Indeed with an end date of 1/12/2026. (Bittner/Irlbeck/Unanimous  
5/0)***

- Sample Ad

**3. NEXT MEETING DATES**

A. Regular Council Meeting January 12, 2026, at 6:30

**4. ADJOURNMENT**

***Motion made/Second/Pass to adjourn at 6:20 pm. (Bittner/Pfarr/Unanimous 5/0)***

Respectfully submitted,  
Kris Vollmer

---

Valerie Halter,  
Clerk

---

Lydell Sik  
Mayor

# Meeting Agenda

**Meeting Date:** January 12, 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, LSLR Phase 2 (draft IUP published)
  - 1. Next MPFA will finalize the IUP and get approval from EPA
  - 2. Both projects are in the “Fundable Range”
    - a. What that means in terms of loan/grant amounts is not yet known
    - b. Bollig will need some direction on either getting design going or waiting
- E. CDSR (earmarks) – \$2M on the FY26 Senate Interior and Environment Appropriations Subcommittee bill, for infrastructure improvements; if awarded, grant would come through EPA, requires a 20% match; this still has a ways to go legislatively (*vote scheduled for 1/9/2026*)

## **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)

## City of Lambertton 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 Sidewalk	100%	100%	1, 4
Boulevard Walk	100%	100%	1
Sanitary Main & Service	100%	25% per Connection	5, 6, 7, 9
Watermain & Service	100%	0%	8
Storm Sewer	100%	0%	8
Street Landscaping	100%	Project Specific	8
Street Lighting	0%	0%	8

- 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.
- Roadway intersections are included in the assessment rate computation.
- 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 property's legal description. Irregular shaped lots and lots with more than two sides will be considered on a case by case basis.
- Aggregate driveway approaches generally are included as part of the street cost.
- Removal costs are included in the assessment.
- 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.
- Interior lots that have no service connection at the time of the improvement may be assessed for sanitary sewer or water availability.
- New construction and reconstruction may be assessed under certain circumstances.
- 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.
- Assessments for street improvements to residential lots located along truck routes are based on an equivalent resident street pavement section.

## Department Report- Ambulance Service

### December Activity:

- **Total Emergency Incidents:** 9 total
  - 3 ALS
  - 3 No Transport

### Training & Education:

- **EMR Class:** I have checked in with the community member that is enrolled. She states she is doing well in the class and is just about ready to start doing ride-a-longs with us.
- **EMT Refresher Course:** Is being held in Lamberton on February 7th and 8<sup>th</sup>. Several current members will be attending to renew their licenses and a previous member planning to attend in hopes of returning to service.
- **Monthly meeting:** Next monthly ambulance meeting and training will take place on January 26<sup>th</sup>.

**Crew Updates:** no changes

### December Follow-up, Developments & Updates:

- Attended webinars for Pediatric Pharmacology in EMS, Decision Making with Teens, Opioid Use in Youth and Pediatric Trauma in MN. Plans to attend Children's Minnesota webinar on penetrating head trauma.
- We have been approved through the Minnesota Department of Health and Human Services Community-based naloxone initiative program. We will receive 1-2 cases of 12 boxes of naloxone at no cost. This is for the use of opioid overdose on our ambulance calls and to reach out and donate extras to other first responders, local groups or people who may be at high risk for overdose. I will keep record of how they are distributed for reporting requirements.
- Started working on the 2024 Emergency Ambulance Aid Reporting for Minnesota (law requiring a report for how the funding was utilized). This report will need to be completed by February 15, 2026.
- Updated the entire SDS manual for the Ambulance Base.

### Not Ambulance Related:

- Available as needed.

## Library Report

January 2026

- Policy Review meeting set for December 4<sup>th</sup>, this was postponed due to sickness the first time, moved to December 18<sup>th</sup>, cancelled due to weather. At the January 8<sup>th</sup> meeting the board reviewed the policies and moved to send to council for approval. Upon approval from council the board will review the first 8 January 2027, the next 8 2028, and the final 8 2029. This way reviews will take place every 3 years to update if needed as stated in the MN Library Trustee Handbook.
  - 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
  - Hotspot Policy
- AC Meeting Updates:
  - Membership fees were discussed.
  - Continuing Ed: Alicia will be taking Collection Development training with Marshall Library. More information will be discussed at the January 14th Meeting.

### Events/Programs

- Updates:
  - Winter Reading Program has started.
  - Harry Potter Interactive Movie went well we had 15 kids attend.
- Upcoming
  - Annual Reports are going to be opening soon; I am currently gathering all of our information.
  - Blind Date with a Book
  - Tea Party
  - Allen Eskens Watch Party; Plum Creek is paying to host a virtual talk with Author Allen Eskens. We have hosted him twice and with this being a free program we decided to set up the projector and we will do a watch party.
  - Jr Legion Auxiliary has asked to host a few story times. The next will be an Easter Story Time
  - We have been Talking about the Summer Reading Program “Reading Plants a Seed” so I am planning to reach out to the garden club, I applied for Garden Box Kits from the MN Horticultural Society, I will hear back in February if we get them.
  - The library is planning to host a spot in the commercial clubs Chocolate Crawl.
  - Homeward Bound Theatre will be back this summer
  - I am working on getting Bill Jamerson to come to our library in October. He does a musical tribute to the Great Depression

- Kids Tour of Tables is in the works, we are working on timing so we can make this a multi-generational event.

#### 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?

#### **December Circulation Report**

- Total Books:296
- Audio Books:8
- Total DVDs: 63
- Non-Print (cake pans, Computers, Hotspots, Chromebooks):14
  - Wireless Stats: 46
- Online Materials(overdrive, RB Digital):98
  - ILL (Inter Library Loan ): 57

Respectfully Submitted  
Alicia Vogel



112 2nd Ave W • PO Box 356 • Lamberton, MN 56152  
Phone: (507) 752-7601 • Fax: (507) 752-7117 • Website: <https://lambertonmn.com>

## **January 2026 City Clerk Report**

- On medical leave most of the month.
- Did work on Audit information needed.
- Posted Clerk Position



**From:** [Ronald Hanson](#)  
**To:** [Clerk](#)  
**Subject:** New Website Contact - Plowing  
**Date:** Monday, December 29, 2025 7:39:19 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: Dec 29, 2025 7:39:14 PM

Attention: City Office Staff

Contact Name: Ronald Hanson

Email: [ron\\_hanson33@yahoo.com](mailto:ron_hanson33@yahoo.com)

Phone:

Subject: Plowing

Comments:

City council the plowing on 12-29-25 was a mess. For one the alleys were not done at 5 pm as I tried to access the one behind the Catholic Church and almost got stuck. As I started out on the end that seemed plowed and got to the other and had to back up when I started to get stuck. You can see my tracks there. Also it don't seem the city throws the snow with the plow every other time the opposite direction. I was told by Denny Werner and Lamone Nickle years ago when they worked city that every other time was to be thrown opposite side. That way one person don't get all the heavy snow end of driveway each time. Was told back then this was policy ? Thanks Ronnie

---

Sent from [lambertonmn.com](http://lambertonmn.com)

Sender's IP address 174.200.9.94

*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](mailto:abuse@municipalimpact.com) so that we can investigate and take measures to prevent further spam.*

**From:** [Melissa Bedner](#)  
**To:** [Clerk](#)  
**Subject:** New Website Contact - Stop sign  
**Date:** Wednesday, December 10, 2025 8:16:55 AM

---

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

---

Date: Dec 10, 2025 8:16:50 AM

Attention: City Office Staff

Contact Name: Melissa Bedner

Email: [bedner.melissa@yahoo.com](mailto:bedner.melissa@yahoo.com)

Phone: 5078223525

Subject: Stop sign

Comments:

I would like stop sign at 5th and fir

---

Sent from [www.lambertonmn.com](http://www.lambertonmn.com)

Sender's IP address 167.177.148.1

*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](mailto:abuse@municipalimpact.com) so that we can investigate and take measures to prevent further spam.*

1-12-2025	<b>REQUEST FOR COUNCIL ACTION</b>																																																																															
TO:	HONORABLE MAYOR & CITY COUNCIL																																																																															
FROM:	Valerie Halter																																																																															
SUBJECT:	2026 Step Increases																																																																															
ISSUE/REQUEST/ BACKGROUND:	<p>Proposed</p> <table border="1"> <thead> <tr> <th></th> <th>Grade</th> <th>2022 Step</th> <th>2023 Step</th> <th>2024 Step</th> <th>2025 Step</th> <th>2026 Step</th> <th>2027 Step</th> <th>2028 Step</th> </tr> </thead> <tbody> <tr> <td>Valerie Halter</td> <td>9</td> <td>0</td> <td>1</td> <td>2</td> <td>3...5</td> <td>6</td> <td></td> <td></td> </tr> <tr> <td>Cole Anderson</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tyler Beermann</td> <td>4</td> <td></td> <td>5</td> <td>6</td> <td>6</td> <td>7</td> <td></td> <td></td> </tr> <tr> <td>Alicia Vogel</td> <td>7</td> <td>2</td> <td>3</td> <td>3</td> <td>4</td> <td>5</td> <td></td> <td></td> </tr> <tr> <td>Kim Mittlestadt</td> <td>5</td> <td></td> <td></td> <td></td> <td>2</td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>Derick Determan</td> <td>NA</td> <td></td> <td></td> <td></td> <td>40.87</td> <td></td> <td></td> <td></td> </tr> <tr> <td>% COLA Given</td> <td></td> <td>4</td> <td>3.2</td> <td>4</td> <td>5</td> <td>3 is what is proposed</td> <td></td> <td></td> </tr> </tbody> </table> <p><b>COLA Raises Only - because of the 2080 hour rule</b></p> <p>Kris Vollmer</p> <p>Library Aids</p> <p>Life Guards</p> <p>Pool Manager / Asst Mgr</p> <p>Step increases beginning 12-29-25</p>									Grade	2022 Step	2023 Step	2024 Step	2025 Step	2026 Step	2027 Step	2028 Step	Valerie Halter	9	0	1	2	3...5	6			Cole Anderson									Tyler Beermann	4		5	6	6	7			Alicia Vogel	7	2	3	3	4	5			Kim Mittlestadt	5				2	3			Derick Determan	NA				40.87				% COLA Given		4	3.2	4	5	3 is what is proposed		
	Grade	2022 Step	2023 Step	2024 Step	2025 Step	2026 Step	2027 Step	2028 Step																																																																								
Valerie Halter	9	0	1	2	3...5	6																																																																										
Cole Anderson																																																																																
Tyler Beermann	4		5	6	6	7																																																																										
Alicia Vogel	7	2	3	3	4	5																																																																										
Kim Mittlestadt	5				2	3																																																																										
Derick Determan	NA				40.87																																																																											
% COLA Given		4	3.2	4	5	3 is what is proposed																																																																										

1-12-2025	<b>REQUEST FOR COUNCIL ACTION</b>
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Cole Anderson
SUBJECT:	City Pick-Up
ISSUE/REQUEST/ BACKGROUND:	Attached are state bids for a pick-up.



Weelborg Redwood Falls

Preview Order 7601 - W1L - 4x4 XL SuperCrew: Order Summary Time of Preview: 01/05/2026 11:34:15 Receipt: NA

Dealership Name: Weelborg Ford, Inc.

Sales Code : F58665

Dealer Rep.	joel read	Type	Fleet	Vehicle Line	F-150	Order Code	7601
Customer Name	Lamberton	Priority Code	D4	Model Year	2026	Price Level	625

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F150 4X4 SUPERCREW XL - 157	\$50475	BLACK PLATFORM RUNNING BOARDS	\$250
157 INCH WHEELBASE	\$0	50 STATE EMISSIONS	\$0
TOTAL BASE VEHICLE	\$50475	TOW/HAUL PACKAGE	\$1010
OXFORD WHITE	\$0	.INTEGRATED TRAILER BRAKE CONT	\$0
VINYL 40/20/40 FRONT SEAT	\$0	EXTENDED RANGE 36GAL FUEL TANK	\$0
MEDIUM DARK SLATE	\$0	CONN PKG: 1 YR INCL W/FORD APP	\$0
EQUIPMENT GROUP 101A	\$0	PRICE CONCESSION INDICATOR	\$0
.XL SERIES	\$0	REMARKS TRAILER	\$0
.17" SILVER STEEL WHEELS	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
5.0L V8 ENGINE	\$120	SPECIAL FLEET ACCOUNT CREDIT	\$0
ELEC TEN-SPEED AUTO TRANS	\$0	FUEL CHARGE	\$0
265/70R 17 BSW ALL-TERRAIN	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
3.73 ELECTRONIC LOCK RR AXLE	\$0	PRICED DORA	\$0
7200# GVWR PACKAGE	\$0	ADVERTISING ASSESSMENT	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	DESTINATION & DELIVERY	\$2595
FRONT LICENSE PLATE BRACKET	\$0		
TOTAL BASE AND OPTIONS			MSRP
DISCOUNTS			\$54450
TOTAL			NA
			\$54450

ORDERING FIN: KG102 END USER FIN: KG102

INCENTIVES

Acc. Code ID :10 Contract/Ref # :30-945T Bid Date :09/25/25State : MN

DISCOUNTS:

\$-4100.00

Customer Name:  
Customer Address:

Customer Email:  
Customer Phone:

\$45,750. - plus any  
tax Lic



Weelborg Redwood Falls

Preview Order 7601 - W1L - 4x4 XL SuperCrew: Order Summary Time of Preview: 01/05/2026 11:37:26 Receipt: NA

Dealership Name: Weelborg Ford, Inc.

Sales Code : F58665

Dealer Rep.	joel read	Type	Fleet	Vehicle Line	F-150	Order Code	7601
Customer Name	Lamberton	Priority Code	D4	Model Year	2026	Price Level	625

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F150 4X4 SUPERCREW XL - 157	\$50475	FORD FLEET SPECIAL ADJUSTMENT	\$0
157 INCH WHEELBASE	\$0	FRONT LICENSE PLATE BRACKET	\$0
TOTAL BASE VEHICLE	\$50475	BLACK PLATFORM RUNNING BOARDS	\$250
OXFORD WHITE	\$0	50 STATE EMISSIONS	\$0
VINYL 40/20/40 FRONT SEAT	\$0	TOW/Haul PACKAGE	\$1010
MEDIUM DARK SLATE	\$0	.INTEGRATED TRAILER BRAKE CONT	\$0
EQUIPMENT GROUP 103A	\$1195	EXTENDED RANGE 36GAL FUEL TANK	\$0
.XL SERIES	\$0	CONN PKG: 1 YR INCL W/FORD APP	\$0
.LED FOG LAMPS	\$0	PRICE CONCESSION INDICATOR	\$0
.CHROME FRONT/REAR BUMPERS	\$0	REMARKS TRAILER	\$0
.PRIVACY GLASS W/REAR DEFROSTER	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
.17" SILVER PAINTED ALUMINUM	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
5.0L V8 ENGINE	\$120	FUEL CHARGE	\$0
ELEC TEN-SPEED AUTO TRANS	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
265/70R 17 BSW ALL-TERRAIN	\$0	PRICED DORA	\$0
3.73 ELECTRONIC LOCK RR AXLE	\$0	ADVERTISING ASSESSMENT	\$0
7200# GVWR PACKAGE	\$0	DESTINATION & DELIVERY	\$2595
TOTAL BASE AND OPTIONS		MSRP	\$55645
DISCOUNTS		NA	
TOTAL			\$55645

ORDERING FIN: KG102 END USER FIN: KG102

INCENTIVES

Acc. Code ID :10 Contract/Ref # :30-945T Bid Date :09/25/25State : MN

DISCOUNTS:

\$-4100.00

Customer Name:  
Customer Address:

Customer Email:  
Customer Phone:

\$46,850.-



Chuck Spaeth Ford  
Sleepy Eye

Preview Order 5454 - W1L - 4x4 XL SuperCrew: Order Summary Time of Preview: 01/05/2026 11:26:42 Receipt: NA

Dealership Name: Chuck Spaeth Ford, Inc.

Sales Code : F58668

Dealer Rep.	Izaac Brown	Type	Fleet	Vehicle Line	F-150	Order Code	5454
Customer Name	Cityoflambert	Priority Code	D4	Model Year	2026	Price Level	625

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F150 4X4 SUPERCREW XL - 157	\$50475	50 STATE EMISSIONS	\$0
157 INCH WHEELBASE	\$0	TOW/HAUL PACKAGE	\$1010
TOTAL BASE VEHICLE	\$50475	.INTEGRATED TRAILER BRAKE CONT	\$0
OXFORD WHITE	\$0	EXTENDED RANGE 36GAL FUEL TANK	\$0
CLOTH 40/20/40 FRONT SEAT	\$0	CONN PKG: 1 YR INCL W/FORD APP	\$0
MEDIUM DARK SLATE	\$0	PRICE CONCESSION INDICATOR	\$0
EQUIPMENT GROUP 101A	\$0	REMARKS TRAILER	\$0
.XL SERIES	\$0	8-WAY POWER DRIVERS SEAT	\$350
.17" SILVER STEEL WHEELS	\$0	PRIVACY GLASS W/REAR DEFROSTER	\$100
5.0L V8 ENGINE	\$120	BEDLINER-TOUGHBED SPRAYIN*ACCY	\$625
ELEC TEN-SPEED AUTO TRANS	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
265/70R 17 BSW ALL-TERRAIN	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
3.73 ELECTRONIC LOCK RR AXLE	\$0	FUEL CHARGE	\$0
7200# GVWR PACKAGE	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	PRICED DORA	\$0
FRONT LICENSE PLATE BRACKET	\$0	ADVERTISING ASSESSMENT	\$0
BLACK PLATFORM RUNNING BOARDS	\$250	DESTINATION & DELIVERY	\$2595

TOTAL BASE AND OPTIONS  
DISCOUNTS  
TOTAL

Cost \$46,400.00

MSRP  
\$55525  
NA  
\$55525

ORDERING FIN: KG102 END USER FIN: KG102 PO NUMBER: 5454

INCENTIVES

Acc. Code ID :10 Contract/Ref # :30-945T Bid Date :09/25/25State : MN

DISCOUNTS:  
\$-4100.00

Customer Name:  
Customer Address:

Customer Email:

Customer Phone:

# 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

**Formatted:** Font: 12 pt, Font color: Black

**Formatted:** Normal, No bullets or numbering

### **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. [+](#)

# 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

**Formatted:** Font: 12 pt, Font color: Black

**Formatted:** Normal, No bullets or numbering

### **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](mailto: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

Formatted: Centered

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.

Formatted: Centered

## 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.

**Commented [KB3]:** This was previously covered - no need here

### **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.

**Commented [KB4]:** This was previously covered - no need here

### **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.

**Formatted:** Font: Bold

**Formatted:** Centered

**Formatted:** Font: (Default) +Body (Calibri), 12 pt

- 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 Lamberton 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.

**Formatted:** Font: (Default) +Body (Calibri), 12 pt

**Formatted:** Indent: Left: 0.5", No bullets or numbering

#### Continuously Breaking Hotspot Policy

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.

**Formatted:** Font: (Default) +Body (Calibri), 12 pt

**Formatted:** Font: (Default) +Body (Calibri), 12 pt

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

**Formatted:** Font: (Default) +Body (Calibri), 12 pt

**Formatted:** Font: (Default) +Body (Calibri), 12 pt



**CITY OF LAMBERTON  
RESOLUTION 2026-01**

**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:

<b>DONTAION #</b>	<b>NAME OF DONOR</b>	<b>TERMS,CONDITION OR USE</b>	<b>AMOUNT</b>
POS182692	LAMBERTON FIRE RELIEF ASSN	FIRE – GENERATOR	1449.00
POS182702	N & C WETTER	FIRE	75.00
POS182702	N & C WETTER	AMBULANCE	75.00
POS182693	AMBULANCE RELIEF ASSN	AMBULANCE	15,000.00

**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 12<sup>th</sup> day of January 2026.**

**CITY OF LAMBERTON, MINNESOTA**

By: \_\_\_\_\_  
Mayor

**ATTEST:**

By: \_\_\_\_\_  
City Clerk

1-12-2025	<b>REQUEST FOR COUNCIL ACTION</b>
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Valerie Halter
SUBJECT:	Resolution to Fix Transfer Error
ISSUE/REQUEST/ BACKGROUND:	<p>During the audit it was discovered that I transferred \$12,000 to the ambulance fund that was not budgeted.</p> <p>I really don't know why I did this. We have done that amount annually in the past.</p> <p>At any rate – the council either has to approve the transfer or approve fixing the error.</p> <p>There are two resolutions attached one for approving and one for fixing.</p> <p>You must decide which way you want to go.</p>

**CITY OF LAMBERTON**  
**RESOLUTION 2026-02**

**A RESOLUTION ACKNOWLEDGING AND APPROVING AN UNBUDGETED TRANSFER OF FUNDS TO THE AMBULANCE ACCOUNT FOR THE 2025 FISCAL YEAR**

WHEREAS, during the 2025 fiscal year, a transfer in the amount of \$12,000 was made to the City of Lamberton Ambulance account; and

WHEREAS, said transfer was made in error and was not budgeted or authorized as part of the City's adopted 2025 budget; and

WHEREAS, the City Council has been informed of the circumstances surrounding the transfer and desires to formally acknowledge and address the matter; and

WHEREAS, the City Council finds it appropriate to approve the transfer retroactively in order to properly reflect the City's financial records for the 2025 fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lamberton, Minnesota, that:

1. The City Council hereby acknowledges that a \$12,000 transfer to the Ambulance account was made in error and was not budgeted in the 2025 fiscal year.
2. The City Council hereby approves the \$12,000 transfer to the Ambulance account as made.
3. City staff are authorized to take any administrative actions necessary to ensure the City's financial records accurately reflect this approved transfer.

Adopted by the City Council of the City of Lamberton, Minnesota, this 12<sup>th</sup> day of January , 2026.

**CITY OF LAMBERTON, MINNESOTA**

By: \_\_\_\_\_

Mayor

**ATTEST:**

By: \_\_\_\_\_

City Clerk

**CITY OF LAMBERTON  
RESOLUTION 2026-02**

**A RESOLUTION ACKNOWLEDGING AN UNBUDGETED TRANSFER AND AUTHORIZING JOURNAL ENTRIES TO CORRECT THE ERROR**

WHEREAS, during the 2025 fiscal year, a transfer in the amount of \$12,000 was made to the City of Lamberton Ambulance account; and

WHEREAS, said transfer was made in error and was not budgeted or authorized as part of the City's adopted 2025 budget; and

WHEREAS, the City Council has reviewed the circumstances of the transfer and determines that the transfer should not be approved; and

WHEREAS, the City Council desires to correct the error to ensure the City's financial records accurately reflect the adopted 2025 budget.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lamberton, Minnesota, that:

1. The City Council hereby does not approve the \$12,000 transfer to the Ambulance account.
2. The City Council hereby authorizes City staff to complete the necessary journal entries to reverse and correct the transfer.
3. City staff are directed to ensure all corrections are properly documented and reflected in the City's 2025 financial records.

**Adopted by the City Council of the City of Lamberton, Minnesota, this 12<sup>th</sup> day of January , 2026.**

**CITY OF LAMBERTON, MINNESOTA**

By: \_\_\_\_\_

Mayor

**ATTEST:**

By: \_\_\_\_\_

City Clerk



## FINANCIAL REPORT

January 2026

### **NEW VENDORS**

SCOTTS LAWN SERVICE & SNOW REMOVAL

REDWOOD FALLS, MN

SPRAY PARK

### **FINANCIALS**

#### **Claims for Approval:**

	Start #	End#	Total
Checks	47318	47357	\$520,038.94
eChecks	1737e	1751e	\$44,037.09
Payroll	502994	503049	\$121,723.95
Claims Total			\$685,799.98

**Voided Checks: 047358**

Approved: \_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Clerk

Date: \_\_\_\_\_



## CITY OF LAMBERTON

12/31/25 8:28 AM

Page 1

**\*Check Detail Register©**  
10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 Checking</b>					
<b>47318</b>	12/31/25	<b>AMERICAN RED CROSS</b>			
E 100-45124-445		Licenses & Taxes	\$300.00	23046020	LTS FACILITY FEE
		Total	\$300.00		
<b>47319</b>	12/30/25	<b>ANDERSON ELECTRIC</b>			
E 601-49400-210		Operating Supplies & Post	\$90.00	45472	use lift at well site to adjust antenna
E 601-49400-210		Operating Supplies & Post	\$270.00	45480	
E 601-49400-210		Operating Supplies & Post	\$308.89	45515	work at wel site
		Total	\$668.89		
<b>47320</b>	12/31/25	<b>CITIZEN PUBLISHING CO.</b>			
E 100-43120-210		Operating Supplies & Post	\$219.60	362447,3625	HELP WANTED PUBLIC WORKS
E 601-49400-210		Operating Supplies & Post	\$109.80	362588,3626	HELP WANTED PUBLIC WORKS
E 602-49450-210		Operating Supplies & Post	\$109.80	362802	HELP WANTED PUBLIC WORKS
		Total	\$439.20		
<b>47321</b>	12/30/25	<b>COMPUTERS &amp; BEYOND</b>			
E 100-41425-210		Operating Supplies & Post	\$23.75	33676	work on clerk email
		Total	\$23.75		
<b>47322</b>	12/31/25	<b>GLENS AUTO PARTS</b>			
E 100-43120-404		Rep & Maint-Equipment	\$100.50	905881	PARTS - IGNITION COIL
		Total	\$100.50		
<b>47323</b>	12/31/25	<b>KIDS REFERENCE COMPANY, INC.</b>			
E 211-45501-214		Library Books	\$150.70	KRC-12-1452 BOOKS	
		Total	\$150.70		
<b>47324</b>	12/31/25	<b>KIRVIDA FIRE</b>			
E 100-42220-404		Rep & Maint-Equipment	\$1,984.73	13828	2004 PUMPER SERVICE, PARTS
		Total	\$1,984.73		
<b>47325</b>	12/30/25	<b>LAMBERTON HEATING &amp; PLUMBING,</b>			
E 100-45124-210		Operating Supplies & Post	\$365.00	223223	CAMERA AT POOL LOOK FOR LEAK
		Total	\$365.00		
<b>47326</b>	12/31/25	<b>LEAGUE OF MINNESOTA CITIES</b>			
E 100-42110-315		Travel Conference School	\$90.00		PEACE OFFICER ONLINE TRAINING
		Total	\$90.00		
<b>47327</b>	12/31/25	<b>MARSHALL INDEPENDENT</b>			
E 100-43120-210		Operating Supplies & Post	\$404.33	084382	ADVERTISING PUBLIC WORKS
E 601-49400-210		Operating Supplies & Post	\$202.17	084382	ADVERTISING PUBLIC WORKS
E 602-49450-210		Operating Supplies & Post	\$202.17	084382	ADVERTISING PUBLIC WORKS
		Total	\$808.67		
<b>47328</b>	12/31/25	<b>MEADOWLAND FARMERS COOP</b>			
E 100-45124-210		Operating Supplies & Post	\$35.94	26050	RV ANTIFREEZE
		Total	\$35.94		



## CITY OF LAMBERTON

12/31/25 8:28 AM

Page 2

**\*Check Detail Register©**  
10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>47329</b>	12/31/25	<b>MID-AMERICA BACKFLOW PREVENTER</b>			
E 100-45124-305		Other Contractual Service	\$280.00	25-565	BACKFLOW TEST, CLEANED, CHECKED POOL
		Total	\$280.00		
<b>47330</b>	12/31/25	<b>MVTL, INC</b>			
E 602-49450-210		Operating Supplies & Post	\$561.75	1337464	WASTEWATER TESTING
		Total	\$561.75		
<b>47331</b>	12/31/25	<b>RUNNINGS SUPPLY, INC.</b>			
E 602-49450-210		Operating Supplies & Post	\$27.99	3510298	WASTEWATER PADLOCKS
		Total	\$27.99		
<b>47332</b>	12/31/25	<b>SNAK ATAK</b>			
E 100-43120-211		Motor Fuel & Lubricants	\$177.78		STREETS FUEL
		Total	\$177.78		
<b>47333</b>	12/31/25	<b>SOUTHERN MN EMS EDUCATION</b>			
E 201-42153-315		Travel Conference School	\$720.00	1405	ANNUAL SKILLS WITH MED DIR.
		Total	\$720.00		
<b>47334</b>	12/31/25	<b>TRACY AMB SERVICE EDUCATION</b>			
E 201-42153-315		Travel Conference School	\$550.00	060	BLS CPR EMS INITIAL NL
		Total	\$550.00		
<b>47335</b>	12/31/25	<b>VALLEY ASPHALT PRODUCTS, INC</b>			
E 100-43120-305		Other Contractual Service	\$1,255.50	16623	ASPHALT
E 100-43120-305		Other Contractual Service	\$1,194.75	16624	ASPHALT
E 100-43120-305		Other Contractual Service	\$1,253.25	16627	ASPHALT
		Total	\$3,703.50		
		<b>10100 Checking</b>	\$10,988.40		

## Fund Summary

**10100 Checking**

100 General Fund	\$7,685.13
201 Ambulance	\$1,270.00
211 Library	\$150.70
601 Water	\$980.86
602 Sewer	\$901.71
	\$10,988.40

Valerie Halter, Clerk

Date

Lydell Sik, Mayor

Date



## CITY OF LAMBERTON

01/08/26 8:40 PM

Page 1

**\*Check Detail Register©**

January 2026

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 Checking</b>					
<b>47336</b>	01/12/26	<b>ABDO LLP</b>			
E 100-41530-305		Other Contractual Service	\$5,250.00	516413	CERTIFIED AUDIT SERVICES
		Total	\$5,250.00		
<b>47337</b>	01/12/26	<b>AMAZON CAPITAL SERVICES, INC.</b>			
E 211-45501-214		Library Books	\$19.95		LIB BOOKS
E 211-45501-216		DVD and Multimedia	\$74.37		LIB DVD'S
E 100-42110-210		Operating Supplies & Post	\$233.00		PD DOOR LOCKS, DOOR BELL
E 201-42153-210		Operating Supplies & Post	\$232.98		AMBU DOOR LOCKS, DOOR BELL
		Total	\$560.30		
<b>47338</b>	01/12/26	<b>BOUNDTREE MEDICAL, LLC</b>			
E 201-42153-210		Operating Supplies & Post	\$29.79	86020487	EMS SUPPLIES
E 201-42153-210		Operating Supplies & Post	\$29.79	86022240	EMS SUPPLIES
		Total	\$59.58		
<b>47339</b>	01/12/26	<b>CENTER POINT LARGE PRINT</b>			
E 211-45501-214		Library Books	\$49.14	2211818	LIB BOOKS
		Total	\$49.14		
<b>47340</b>	01/12/26	<b>FARMERS CO-OP OIL COMPANY</b>			
E 201-42153-211		Motor Fuel & Lubricants	\$132.76		AMBU FUEL
E 100-42110-211		Motor Fuel & Lubricants	\$297.26		PD FUEL
E 100-42110-210		Operating Supplies & Post	\$10.73		PD SUPPLY
E 100-43120-211		Motor Fuel & Lubricants	\$659.64		STREETS FUEL
E 601-49400-211		Motor Fuel & Lubricants	\$94.19		WATER DEPT FUEL
E 100-43120-210		Operating Supplies & Post	\$12.73		STREETS SUPPLY
		Total	\$1,207.31		
<b>47341</b>	01/12/26	<b>GOPHER STATE ONE-CALL, INC.</b>			
E 601-49400-305		Other Contractual Service	\$0.67	5120535	LOCATING
E 602-49450-305		Other Contractual Service	\$0.68	5120535	LOCATING
		Total	\$1.35		
<b>47342</b>	01/12/26	<b>HOLMAN, JIM</b>			
R 601-37101		Water	\$265.77		REFUND UTILITY BILLS
R 602-37201		Sewer	\$274.93		REFUND UTILITY BILLS
R 603-37301		Garbage	\$50.43		REFUND UTILITY BILLS
R 617-38001		Storm Sewer	\$137.46		REFUND UTILITY BILLS
		Total	\$728.59		
<b>47343</b>	01/12/26	<b>JOHN DEERE FINANCIAL</b>			
E 100-43120-210		Operating Supplies & Post	\$55.46	13552599	FILTERS
E 100-43120-210		Operating Supplies & Post	\$9.10	13552638	STREETS PLUG
		Total	\$64.56		
<b>47344</b>	01/12/26	<b>LAMBERTON NEWS</b>			
E 100-41425-210		Operating Supplies & Post	\$11.15		COPY PAPER
E 100-42220-210		Operating Supplies & Post	\$11.15		COPY PAPER
E 100-43120-210		Operating Supplies & Post	\$11.15		COPY PAPER





## CITY OF LAMBERTON

01/08/26 8:40 PM

Page 2

**\*Check Detail Register©**

January 2026

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-45124-210		Operating Supplies & Post	\$11.15		COPY PAPER
E 100-45400-210		Operating Supplies & Post	\$11.15		COPY PAPER
E 601-49400-210		Operating Supplies & Post	\$11.15		COPY PAPER
E 602-49450-210		Operating Supplies & Post	\$11.15		COPY PAPER
E 201-42153-210		Operating Supplies & Post	\$11.15		COPY PAPER
E 603-49500-210		Operating Supplies & Post	\$11.15		COPY PAPER
E 211-45501-101		FT Wages	\$11.15		COPY PAPER
E 207-46501-210		Operating Supplies & Post	\$11.20		COPY PAPER
E 100-41110-210		Operating Supplies & Post	\$11.15		COPY PAPER
E 100-42110-210		Operating Supplies & Post	\$11.15	34508	COPY PAPER
E 211-45501-215		Periodicals	\$55.00	34568	SUBSCRIPTION
Total			\$200.00		
<b>47345</b>	01/12/26	<b>LEAGUE OF MINNESOTA CITIES</b>			
E 100-41110-210		Operating Supplies & Post	\$1,199.00	441729	ANNUAL DUES
Total			\$1,199.00		
<b>47346</b>	01/12/26	<b>LINDE GAS &amp; EQUIPMENT, INC</b>			
E 201-42153-210		Operating Supplies & Post	\$198.44	54157410	EMS OXYGEN
Total			\$198.44		
<b>47347</b>	01/12/26	<b>MARCO</b>			
E 100-42110-210		Operating Supplies & Post	\$39.57	14732174	2026-Q1 CONTRACT; 2025-2ND HALF COPIES
E 100-41425-210		Operating Supplies & Post	\$39.57	14732174	2026-Q1 CONTRACT; 2025-2ND HALF COPIES
E 100-42220-210		Operating Supplies & Post	\$39.57	14732174	2026-Q1 CONTRACT; 2025-2ND HALF COPIES
E 100-43120-210		Operating Supplies & Post	\$39.57	14732174	2026-Q1 CONTRACT; 2025-2ND HALF COPIES
E 100-45124-210		Operating Supplies & Post	\$39.57	14732174	2026-Q1 CONTRACT; 2025-2ND HALF COPIES
E 100-41110-210		Operating Supplies & Post	\$39.57	14732174	2026-Q1 CONTRACT; 2025-2ND HALF COPIES
E 100-45400-210		Operating Supplies & Post	\$39.57	14732174	2026-Q1 CONTRACT; 2025-2ND HALF COPIES
E 601-49400-210		Operating Supplies & Post	\$39.57	14732174	2026-Q1 CONTRACT; 2025-2ND HALF COPIES
E 602-49450-210		Operating Supplies & Post	\$39.57	14732174	2026-Q1 CONTRACT; 2025-2ND HALF COPIES
E 201-42153-210		Operating Supplies & Post	\$39.57	14732174	2026-Q1 CONTRACT; 2025-2ND HALF COPIES
E 603-49500-210		Operating Supplies & Post	\$39.57	14732174	2026-Q1 CONTRACT; 2025-2ND HALF COPIES
E 211-45501-210		Operating Supplies & Post	\$39.57	14732174	2026-Q1 CONTRACT; 2025-2ND HALF COPIES
E 207-46501-210		Operating Supplies & Post	\$39.54	14732174	2026-Q1 CONTRACT; 2025-2ND HALF COPIES
Total			\$514.38		
<b>47348</b>	01/12/26	<b>MJM MEDICAL DIRECTION CONSORTIUM</b>			
E 201-42153-305		Other Contractual Service	\$1,800.00	1827	AMBU 2026 MEDICAL DIRECTION
Total			\$1,800.00		
<b>47349</b>	01/12/26	<b>MN MUNICIPAL UTILITIES ASSOC.</b>			
E 601-49400-305		Other Contractual Service	\$16.66	67573	2026 DRUG & ALCOHOL TESTING CONSORTIUM
E 100-43120-305		Other Contractual Service	\$16.67	67573	2026 DRUG & ALCOHOL TESTING CONSORTIUM
E 100-41425-210		Operating Supplies & Post	\$16.67	67573	2026 DRUG & ALCOHOL TESTING CONSORTIUM
Total			\$50.00		
<b>47350</b>	01/12/26	<b>NORTHLAND BOND SERVICES</b>			



## CITY OF LAMBERTON

01/08/26 8:40 PM

Page 3

**\*Check Detail Register©**

January 2026

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-41530-305		Other Contractual Service	\$550.00	2069	2025 DISSEMINATION AGENT SERVICE
E 601-47001-601		Debt: Bond Principal	\$20,000.00	LAMB13C	PRINCIPAL BOND 2013C
E 601-47001-611		Debt: Bond Interest	\$1,134.00	LAMB13C	INTEREST BOND 2013C
E 309-47001-601		Debt: Bond Principal	\$160,000.00	LAMB21A	PRINCIPAL BOND 2021A
E 309-47001-611		Debt: Bond Interest	\$11,260.00	LAMB21A	INTEREST BOND 2021A
E 310-47001-601		Debt: Bond Principal	\$220,000.00	LAMBERTON	PRINCIPAL BOND 2019A
E 310-47001-611		Debt: Bond Interest	\$61,231.25	LAMBERTON	INTEREST BOND 2019A
		Total	\$474,175.25		
<b>47351</b>	01/12/26	<b>PLUM CREEK LIBRARY SYSTEM</b>			
E 211-45501-305		Other Contractual Service	\$5,660.00	000119	2026 CONTRACTUAL FEES
		Total	\$5,660.00		
<b>47352</b>	01/12/26	<b>RAGO, HEATHER</b>			
E 100-45400-810		Refunds and Reimburse	\$50.00		RETURN DEPOSIT COMM CENTER
		Total	\$50.00		
<b>47353</b>	01/12/26	<b>RUNNINGS SUPPLY, INC.</b>			
E 100-43120-210		Operating Supplies & Post	\$47.99	3507610	BAR OIL
E 201-42153-210		Operating Supplies & Post	\$22.99	4573352	KWIK SET COMBO
		Total	\$70.98		
<b>47354</b>	01/12/26	<b>SCOTTS LAWN SERVICE &amp; SNOW REMOVAL,</b>			
E 100-45202-305		Other Contractual Service	\$800.00	10838	SPRAY PARK; COVERED BY LIONS DONATION
		Total	\$800.00		
<b>47355</b>	01/12/26	<b>JANE ZIMMERMAN</b>			
E 100-42110-210		Operating Supplies & Post	\$5.00		PD ADD BUTTONHOLE & BUTTON
		Total	\$5.00		
<b>47356</b>	01/12/26	<b>SOUTHWEST GLASS CENTER</b>			
E 100-44101-510		Equip & Improvements	\$16,100.00	113841	CLINIC WINDOWS
		Total	\$16,100.00		
<b>47357</b>	01/12/26	<b>WEELBORG FORD, INC.</b>			
E 100-42110-210		Operating Supplies & Post	\$306.66	412887	PD REPLACE SEATBELT IN SQUAD
		Total	\$306.66		
		<b>10100</b>	\$509,050.54		



CITY OF LAMBERTON

01/08/26 8:40 PM

Page 4

**\*Check Detail Register©**

January 2026

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
---------	------------	-------------	--------	---------	---------

**Fund Summary**

**10100 Checking**

100 General Fund	\$25,974.95
201 Ambulance	\$2,497.47
207 EDA	\$50.74
211 Library	\$5,909.18
309 2021A Refunding Bond-was 2013B	\$171,260.00
310 2019A GO Imp	\$281,231.25
601 Water	\$21,562.01
602 Sewer	\$326.33
603 Garbage Collection	\$101.15
617 Storm Sewer	\$137.46
	\$509,050.54

\_\_\_\_\_  
Valerie Halter, Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lydell Sik, Mayor

\_\_\_\_\_  
Date



## CITY OF LAMBERTON

01/08/26 8:38 PM

Page 1

**\*Check Detail Register©**

December 2025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 Checking</b>					
<b>1733 e</b>	12/05/25	<b>EFTPS</b>			
G 100-21701		Federal Withholding	\$4,025.97		PP25 12-5-25 PAYROLL DEDUCTION
G 100-21703		FICA Withholding	\$15,469.20		PP25 12-5-25 PAYROLL DEDUCTION
G 100-21704		Medicare Withholding	\$3,747.30		PP25 12-5-25 PAYROLL DEDUCTION
		Total	\$23,242.47		
<b>1734 e</b>	12/05/25	<b>PERA</b>			
G 100-21705		PERA Coord Withholding	\$2,258.07		PP25 12-5-25 PAYROLL DEDUCTION
G 100-21706		PERA Police Withholding	\$1,318.42		PP25 12-5-25 PAYROLL DEDUCTION
		Total	\$3,576.49		
<b>1735 e</b>	12/05/25	<b>MN DEPARTMENT OF REVENUE</b>			
G 100-21702		State Withholding	\$2,283.00		PP25 12-5-25 PAYROLL DEDUCTION
		Total	\$2,283.00		
<b>1736 e</b>	12/03/25	<b>FIRST DATA MERCHANT SVCS LLC</b>			
E 100-45202-305		Other Contractual Service	\$10.00		CAMPSPOT FEES NOV 2025
E 100-45202-305		Other Contractual Service	\$0.00		CAMPSPOT FEES NOV 2025
		Total	\$10.00		
<b>1737 e</b>	12/08/25	<b>REDWOOD ELECTRIC COOPERATIVE</b>			
E 201-42153-381		Utilities	\$44.34		NOV 2025- ELECTRIC SVC
E 100-42110-381		Utilities	\$44.34		NOV 2025- ELECTRIC SVC
E 100-45400-381		Utilities	\$54.77		NOV 2025- ELECTRIC SVC
E 211-45501-381		Utilities	\$54.77		NOV 2025- ELECTRIC SVC
E 100-43160-381		Utilities	\$1,278.00		NOV 2025- ELECTRIC SVC
E 601-49400-381		Utilities	\$1,696.88		NOV 2025- ELECTRIC SVC
E 602-49450-381		Utilities	\$228.88		NOV 2025- ELECTRIC SVC
E 100-45202-381		Utilities	\$252.26		NOV 2025- ELECTRIC SVC
E 100-43120-381		Utilities	\$29.24		NOV 2025- ELECTRIC SVC
E 100-45124-381		Utilities	\$71.63		NOV 2025- ELECTRIC SVC
E 100-42501-381		Utilities	\$66.00		NOV 2025- ELECTRIC SVC
E 100-42220-381		Utilities	\$53.74		NOV 2025- ELECTRIC SVC
E 100-41940-381		Utilities	\$53.73		NOV 2025- ELECTRIC SVC
		Total	\$3,928.58		
<b>1738 e</b>	12/09/25	<b>USABLE LIFE</b>			
G 100-21713		Health Insurance Withhold	\$48.30		DEC 2025__ ECHECK
		Total	\$48.30		
<b>1739 e</b>	12/11/25	<b>REZPLOT SYSTEMS, LLC</b>			
E 100-45202-305		Other Contractual Service	\$100.00		WEB PAYMENT FEES 121125
		Total	\$100.00		
<b>1740 e</b>	12/11/25	<b>MN ENERGY RESOURCES CORP.</b>			
E 601-49400-381		Utilities	\$151.18		OCT/NOV 2025 UTILITY PAYMENT
E 100-43120-381		Utilities	\$47.75		OCT/NOV 2025 UTILITY PAYMENT
E 100-42220-381		Utilities	\$59.25		OCT/NOV 2025 UTILITY PAYMENT
E 100-41940-381		Utilities	\$59.25		OCT/NOV 2025 UTILITY PAYMENT



## CITY OF LAMBERTON

01/08/26 8:38 PM

Page 2

**\*Check Detail Register©**

December 2025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 201-42153-381		Utilities	\$35.50		OCT/NOV 2025 UTILITY PAYMENT
E 100-42110-381		Utilities	\$35.49		OCT/NOV 2025 UTILITY PAYMENT
E 100-45400-381		Utilities	\$44.99		OCT/NOV 2025 UTILITY PAYMENT
E 211-45501-381		Utilities	\$44.98		OCT/NOV 2025 UTILITY PAYMENT
E 100-45124-381		Utilities	\$48.32		OCT/NOV 2025 UTILITY PAYMENT
Total			\$526.71		
<b>1741 e</b>	12/15/25	<b>FIRST SECURITY BANK</b>			
E 100-42110-210		Operating Supplies & Post	\$5.55		NOV 2025 BANK FEES
E 100-41425-210		Operating Supplies & Post	\$5.55		NOV 2025 BANK FEES
E 100-42220-210		Operating Supplies & Post	\$5.55		NOV 2025 BANK FEES
E 100-43120-210		Operating Supplies & Post	\$5.55		NOV 2025 BANK FEES
E 100-45124-210		Operating Supplies & Post	\$5.55		NOV 2025 BANK FEES
E 100-41110-210		Operating Supplies & Post	\$5.55		NOV 2025 BANK FEES
E 100-45400-210		Operating Supplies & Post	\$5.55		NOV 2025 BANK FEES
E 601-49400-210		Operating Supplies & Post	\$5.55		NOV 2025 BANK FEES
E 602-49450-210		Operating Supplies & Post	\$5.55		NOV 2025 BANK FEES
E 201-42153-210		Operating Supplies & Post	\$5.55		NOV 2025 BANK FEES
E 603-49500-210		Operating Supplies & Post	\$5.55		NOV 2025 BANK FEES
E 211-45501-210		Operating Supplies & Post	\$5.55		NOV 2025 BANK FEES
E 207-46501-210		Operating Supplies & Post	\$5.55		NOV 2025 BANK FEES
E 617-49710-210		Operating Supplies & Post	\$0.00		NOV 2025 BANK FEES
Total			\$72.15		
<b>1742 e</b>	12/16/25	<b>CLARA CITY TELEPHONE CO</b>			
E 201-42153-210		Operating Supplies & Post	\$10.65		DEC 2025 TELEPHONE, INTERNET
E 100-42110-210		Operating Supplies & Post	\$10.65		DEC 2025 TELEPHONE, INTERNET
E 100-41425-210		Operating Supplies & Post	\$43.79		DEC 2025 TELEPHONE, INTERNET
E 100-42220-210		Operating Supplies & Post	\$10.65		DEC 2025 TELEPHONE, INTERNET
E 601-49400-210		Operating Supplies & Post	\$10.65		DEC 2025 TELEPHONE, INTERNET
E 100-43120-210		Operating Supplies & Post	\$10.65		DEC 2025 TELEPHONE, INTERNET
E 207-46501-210		Operating Supplies & Post	\$10.65		DEC 2025 TELEPHONE, INTERNET
E 603-49500-210		Operating Supplies & Post	\$10.65		DEC 2025 TELEPHONE, INTERNET
E 211-45501-210		Operating Supplies & Post	\$43.79		DEC 2025 TELEPHONE, INTERNET
E 100-45124-210		Operating Supplies & Post	\$10.65		DEC 2025 TELEPHONE, INTERNET
E 100-45400-210		Operating Supplies & Post	\$10.65		DEC 2025 TELEPHONE, INTERNET
E 602-49450-210		Operating Supplies & Post	\$10.65		DEC 2025 TELEPHONE, INTERNET
E 100-41110-210		Operating Supplies & Post	\$10.68		DEC 2025 TELEPHONE, INTERNET
Total			\$204.76		
<b>1743 e</b>	12/19/25	<b>EFTPS</b>			
G 100-21701		Federal Withholding	\$1,123.10		PP26 12-19-25 PAYROLL DEDUCTION
G 100-21703		FICA Withholding	\$1,239.84		PP26 12-19-25 PAYROLL DEDUCTION
G 100-21704		Medicare Withholding	\$402.16		PP26 12-19-25 PAYROLL DEDUCTION
Total			\$2,765.10		
<b>1744 e</b>	12/19/25	<b>PERA</b>			
G 100-21705		PERA Coord Withholding	\$1,320.42		PP26 12-19-25PAYROLL DEDUCTION
G 100-21706		PERA Police Withholding	\$1,141.42		PP26 12-19-25PAYROLL DEDUCTION



## CITY OF LAMBERTON

01/08/26 8:38 PM

Page 3

**\*Check Detail Register©**

December 2025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$2,461.84		
<b>1745 e</b>	12/19/25	<b>MN DEPARTMENT OF REVENUE</b>			
G 100-21702		State Withholding	\$624.00		12-19-25 PP 26 PAYROLL DEDUCTION
Total			\$624.00		
<b>1746 e</b>	12/17/25	<b>AFLAC</b>			
G 100-21712		AFLAC Withholding	\$328.40		NOV 2025 PREMIUM
Total			\$328.40		
<b>1747 e</b>	12/22/25	<b>CARDMEMBER SERVICE</b>			
E 100-42110-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 100-41425-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
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	\$10.00		BILLS PREMIUM WATER CITY HALL
E 100-43120-381		Utilities	\$12.00		BILLS PREMIUM WATER SHOP
E 100-45124-210		Operating Supplies & Post	\$30.00		HOMEbase SCHEDULING POOL
E 201-42153-445		Licenses & Taxes	\$251.29		EMSRB AMBU LICENSE
E 201-42153-210		Operating Supplies & Post	\$18.99		AMBU AMAZON SUPPLY
E 201-42153-210		Operating Supplies & Post	\$67.98		AMBU AMAZON HDMI TRANSMITTER/RECEIVER
Total			\$438.24		
<b>1748 e</b>	12/23/25	<b>CENTURYLINK</b>			
E 100-45124-210		Operating Supplies & Post	\$64.84		DEC 2025 - PHONE
Total			\$64.84		
<b>1749 e</b>	12/23/25	<b>BLUE CROSS BLUE SHIELD</b>			
G 100-21713		Health Insurance Withhold	\$2,891.06		JAN 2026__BCBS
Total			\$2,891.06		
<b>1750 e</b>	12/24/25	<b>CITY OF LAMBERTON</b>			
E 201-42153-381		Utilities	\$34.90		12 2025 Utility Bill
E 100-42110-381		Utilities	\$34.90		12 2025 Utility Bill
E 100-45400-381		Utilities	\$27.98		12 2025 Utility Bill
E 211-45501-381		Utilities	\$27.98		12 2025 Utility Bill
E 100-45124-381		Utilities	\$115.12		12 2025 Utility Bill
E 100-42220-381		Utilities	\$17.51		12 2025 Utility Bill
E 100-41940-381		Utilities	\$17.51		12 2025 Utility Bill
Total			\$275.90		



CITY OF LAMBERTON

01/08/26 8:38 PM

Page 4

**\*Check Detail Register©**

December 2025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>1751 e</b>	12/29/25	<b>VERIZON WIRELESS</b>			
E 100-42110-210		Operating Supplies & Post	\$40.01		NOV 2025- WIRELESS SVC PD TOUGHBOOK
E 201-42153-210		Operating Supplies & Post	\$40.01		NOV 2025- WIRELESS SVC AMBU JETPACK
E 100-43120-210		Operating Supplies & Post	\$38.41		NOV 2025- WIRELESS SVC PUBLIC WORKS CELL
E 601-49400-210		Operating Supplies & Post	\$38.41		NOV 2025- WIRELESS SVC WATER TOWER
E 100-42110-210		Operating Supplies & Post	\$38.41		NOV 2025- WIRELESS SVC PD CELL
		Total	\$195.25		
		<b>10100</b>	<b>\$44,037.09</b>		

**Fund Summary**

**10100 Checking**

100 General Fund	\$41,148.51
201 Ambulance	\$512.90
207 EDA	\$19.90
211 Library	\$180.76
601 Water	\$1,906.36
602 Sewer	\$248.77
603 Garbage Collection	\$19.89
617 Storm Sewer	\$0.00
	<b>\$44,037.09</b>

Valerie Halter, Clerk

Date

Lydell Sik, Mayor

Date

## CITY OF LAMBERTON

01/08/26 8:41 PM

Page 1

## Reconciliation Report

Beginning Balance	#Name?	Check Book Balance	#Name?
Total Deposits	#Name?	Outstanding Deposits	#Name?
Checks Written	#Name?	Outstanding Checks	#Name?
Charges & Withdrawals	#Name?	Outstanding Withdrawals	#Name?
Check Book Balance	#Name?	Bank Statement Balance	#Name?

Check Number	Name	Check Date	Outstanding	Cancelled
0502994		12/5/2025	\$2,314.01	
0502995		12/5/2025	\$5,070.49	
0502996		12/5/2025	\$1,379.01	
0502997		12/5/2025	\$230.88	
0502998		12/5/2025	\$1,606.33	
0502999		12/5/2025	\$1,330.59	
0503000		12/5/2025	\$973.93	
0503001		12/5/2025	\$2,285.47	
0503002		12/5/2025	\$1,828.53	
0503003		12/5/2025	\$1,573.53	
0503004		12/5/2025	\$1,803.03	
0503005		12/5/2025	\$2,752.03	
0503006		12/5/2025	\$1,828.53	
0503007		12/5/2025	\$630.28	
0503008		12/5/2025	\$10,290.94	
0503009		12/5/2025	\$5,506.71	
0503010		12/5/2025	\$5,348.39	
0503011		12/5/2025	\$5,798.00	
0503012		12/5/2025	\$5,528.11	
0503013		12/5/2025	\$845.38	
0503014		12/5/2025	\$1,741.46	
0503015		12/5/2025	\$508.40	
0503016		12/5/2025	\$5,769.32	
0503017		12/5/2025	\$842.68	
0503018		12/5/2025	\$4,157.95	
0503019		12/5/2025	\$7,217.66	
0503020		12/5/2025	\$8,770.25	
0503021		12/5/2025	\$4,815.17	
0503022		12/5/2025	\$857.96	
0503023		12/5/2025	\$790.31	
0503024		12/5/2025	\$1,031.44	
0503025		12/5/2025	\$1,014.36	
0503026		12/5/2025	\$1,193.77	
0503027		12/5/2025	\$1,459.51	
0503028		12/5/2025	\$1,146.55	
0503029		12/5/2025	\$856.23	
0503030		12/5/2025	\$967.15	
0503031		12/5/2025	\$1,128.46	



CITY OF LAMBERTON  
Reconciliation Report

01/08/26 8:41 PM  
Page 2

Beginning Balance	#Name?	Check Book Balance	#Name?
Total Deposits	#Name?	Outstanding Deposits	#Name?
Checks Written	#Name?	Outstanding Checks	#Name?
Charges & Withdrawals	#Name?	Outstanding Withdrawals	#Name?
Check Book Balance	#Name?	Bank Statement Balance	#Name?

Check Number	Name	Check Date	Outstanding	Cancelled
0503032		12/5/2025	\$1,278.15	
0503033		12/5/2025	\$475.62	
0503034		12/5/2025	\$706.23	
0503035		12/5/2025	\$1,260.06	
0503036		12/5/2025	\$706.23	
0503037		12/5/2025	\$1,192.67	
0503038		12/5/2025	\$1,193.77	
0503039		12/5/2025	\$642.63	
0503040		12/5/2025	\$962.59	
0503041		12/19/2025	\$2,366.83	
0503042		12/19/2025	\$1,379.84	
0503043		12/19/2025	\$463.09	
0503044		12/19/2025	\$1,674.00	
0503045		12/19/2025	\$1,291.14	
0503046		12/19/2025	\$115.44	
0503047		12/19/2025	\$472.23	
0503048		12/19/2025	\$65.16	
0503049		12/19/2025	\$2,285.47	
			\$121,723.95	

Explanation of Difference: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Clerk

Date

Mayor

Date



December 09, 2025

Subject: Selection for Rural Capacity Program – Congratulations to The City of Lamberton!

Dear Valerie,

I am delighted to extend our sincere congratulations to The City of Lamberton, for being selected as one of the 20 cities to participate in Community and Economic Development Associates (CEDA), Rural Capacity Program (RCP). This esteemed program has been made possible through a special appropriation by the State of Minnesota.

The Rural Capacity Program aims to provide valuable resources, expertise, and support to participating cities, empowering them to address the unique challenges faced by rural areas. As a selected city, you can expect to receive further information from CEDA in the coming weeks outlining program details, timelines, and specific activities.

We anticipate that your city's involvement in the Rural Capacity Program will not only foster local development but also contribute to the collective success of all participating communities. The program is designed to facilitate knowledge exchange, collaboration, and best practices, ensuring that each city can maximize its potential and achieve sustainable growth.

**Lamberton will start their 12 week Rural Capacity Program experience on July 6th, 2026.**

Please be on the lookout the last week of each month for the Rural Capacity Program newsletter. This newsletter will keep you up to date and involved in the RCP process and give you tips and tricks to prepare for your RCP time.

Should you have any immediate questions or require further information prior to receiving program details, please do not hesitate to reach out to Macey Becker at [macey.becker@cedausa.com](mailto:macey.becker@cedausa.com) or 507-236-4019.

Once again, congratulations, and we look forward to working closely with The City of Lamberton in the Rural Capacity Program.

# NOVAK LAW, PLLC

1224 Oak St., P.O. Box 39  
Wabasso, MN 56293  
507-342-5181

December 01, 2025

City of Lamberton  
Attn: Valerie Halter  
PO Box 356  
Lamberton, MN 56152

RE: Hourly Rates beginning January 1<sup>st</sup>, 2026

Dear Ms. Halter:

This letter is to inform the City of Lamberton that we are adjusting our rates in both Criminal and Civil cases to \$135.00 per hour. The change will be effective from January 1<sup>st</sup>, 2026. Working with small cities has always been a priority for our office, and this adjustment will enable us to continue serving the community.

We value your business and have enjoyed working with you. We look forward to your continued support as we work together to solve the issues confronting the City.

If you have any questions please feel free to contact this office at any time.

Sincerely,



Matthew B. Novak