

**LAMBERTON CITY COUNCIL  
REGULAR MEETING MINUTES • CITY HALL  
November 13, 2023 • 6:30 P.M.**

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

- Meeting called to order at 6:30 PM November 13, 2023.
- Present: Mayor L. Sik, D. Knutson, L. Pfarr, L. Bittner
- Staff in Attendance: V. Halter, J. Thram
- Others in Attendance: Deb Pack, Jane Moody, Kurt Moody, Gary Carlson, Tim Helmer, Jim Salfer, Julie Senst, Marcheale Walz, Roger Sackett, Chad Stavnes, Jeff Olson, Perry Snyder, Gordy Wille, Greg Benedict, Brian Benedict, Colby Pack, Pete Furth, Lee Schaffran

**A. Additions/Deletions to Agenda**

**1. Amended Agenda**

- a. Add Request – Combat Vets Motorcycle Association
- b. Add Building Permit Request 2023-15 Jadell Forman Morales – Fence
- c. Add Building Permit Request 2023-16 Lee Schaffran - Garage Addition
- d. Add RCA – Chad Stavnes Property – Dray Line Bill
- e. Add RCA – 2024 Liquor Licenses

***Motion/Second/Pass (Bittner/Pfarr/unanimous 4/0) to approve the agenda as amended.***

**2. CONSENT AGENDA**

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

- 1. October 10, 2023 CC Regular Meeting
- 2. October 25, 2023 EDA Regular Meeting
- 3. November 6, 2023 CC Special Meeting

***Motion/Second/Pass (Bittner/Knutson/unanimous 4/0) to approve the minutes as listed.***

**3. GENERAL BUSINESS**

**A. Petitions, Request, Communications**

- 1. Combat Vets Motorcycle Association – Jeff Olson a Veteran from Wabasso gave information about the groups Cabin Fever Reliever event being held on May 17-19, 2024. They like to have the event in a more central location to their group that is a campground with showers and is by a small town. 2023 event had 20 people but would like the event to grow each year. It is a group of Veterans for Veterans. They encourage vets that do not ride to attend the event. The council supported the effort to have the group use Kuhar if they so choose.

**2. Citizen Complaints & Concerns**

- a. Kyle Hubert – Dog at Large Complaint
- b. Dave Irlbeck – Roofing Debris – Council directed Halter to send a nuisance letter.

**3. Building/Zoning Permit Requests**

- a. 2023-14 – Dollar General Building Construction – Mayor Sik asked if anyone wanted to comment on the request. Community members present voiced their opinions both for and against the request. The main complaint is the effect it may have on the grocery store. There was also support for the project citing keeping people in town may have a positive effect on the businesses in town including the grocery store. Adding to the tax base was also cited as a positive effect. Gary Carlson CEO of Maynards spoke. Jim Salfer of Salfer's grocery store in Wabasso spoke.

***Motion/Second/Pass (Pfarr/Bittner/Knutson opposed 3/1) to approve Building permit 2023-14 The Overland Group - Dollar General building construction. Voting for Sik, Pfarr, Bittner; Voting Against, Knutson***

- b. 2023-15 – Jadell Foreman Morales – Fence for her property across from her home.

***Motion/Second/Pass (Bittner/Knutson/unanimous 4/0) to approve building permit 2023-15.***

2023-16 – Lee Schaffran- Garage Addition – discussion was held about the required set-back. It would require Schaffran to build the addition back five feet from the front of the existing garage – so they would not be parallel in the front. Schaffran would have to go through the variance process to be able to build the garage at the set-back of his existing garage. ***Motion/Second (Knutson/Pfarr) to approve building permit 2023-15. Further discussion held -***

Schaffran decided to do the variance process instead of going ahead with the building permit at this time. Knutson rescinded his motion. No action taken by the council.

4. Request for Council Action

- a. RCA – Stavnes Property – His rental property had a water leak. He had Dray Line come in to fix the line. It was a shared line between his rental property and the property next to it. When the work was being done, it was decided to fix the problem and eliminate the shared line. This has been a continuous problem since reconstruction of the street. The other property owner does not return calls. When the digging happened this time, it was decided to fix the shared line issue. Stavnes is asking the City to help with the bill.

***Motion/Second/Pass (Knutson/Bittner/unanimous 4/0) to approve paying half of the Dray Line Bill to Chad Stavnes for repair/elimination of the shared line for \$996.40.***

Halter will look at assessing the amount to the other property's property taxes.

- b. RCA – Dog Park Request – There has been a request for a dog park. Discussion held. Further research needed for location and cost. No action taken at this time.
- c. RCA – Neptune Upgrade – Neptune is the software used to read water meters. They will no longer be supporting the system we currently use. Cost to upgrade the system is \$10,000. We will receive a new reading device and software. There will be improvements on what we can do, but there will also be an annual fee as well. We would like to upgrade after the first of the year and will be included in the 2024 budget.

***Motion/Second/Pass (Bittner/Pfarr/unanimous 4/0) to approve the Neptune upgrade.***

- d. RCA – PTA Meetings – Community Center Rental – The PTA has requested using the Community Center for their meetings and would like a reduced rate or for free. The council discussed. Failed to have a motion.
- e. RCA – Jeckell Water Bill – The Jeckell's used their Bank building and a toilet ran causing a high water bill. There is no previous use to take an average. The credit they are requesting is \$273.86.

***Motion/Second/Pass (Knutson/Pfarr/unanimous 4/0) to approve a utility credit of \$273.86 to the Jeckell's US Bank site.***

- f. RCA – EDA Disaster Grant Application – Halter, SWRDC, and Bollig has been working on the EDA Disaster grant application. The City needs to pass a resolution stating the City is for applying for the grant and that the City has the 20% required matching funds. Halter explained that there is potential to leverage this funding for other funding. The 20% can also be used on other funding sources as matching funds portion. The insurance money that we received for the lightning hit on the water tower is used in our 20%.

- 2023-39 – Resolution for EDA Disaster Grant Application for Water Well Source

***Motion/Second/Pass (Bittner/Knutson/unanimous 4/0) to approve Resolution 2023-39 – for EDA Disaster Grant application.***

- g. RCA – Land Lease with Lamberton Township – Halter and Novak created a land lease between Lamberton Township and the City of Lamberton for placement of their shed behind the Veterans Park. The City can get the land back at anytime if need be.

***Motion/Second/Pass (Pfarr/Bittner/unanimous 4/0) to approve the Land Lease with Lamberton Township.***

- h. RCA – 2024 COLA and Wages – Halter explained Social Security's Cost of Living Adjustment for 2024 is 3.2% so that is what she is asking for the City employees. Halter used 4% in the preliminary budget. This is not a raise. Raises are step based and are subject to a satisfactory job performance review. Step raises will be brought to the council at the December regular meeting.

***Motion/Second/Pass (Pfarr/Bittner/unanimous 4/0) to approve 3.2% COLA increase.***

- i. RCA – Work Session – Halter would like the council to have a work session to go over the budget one final time before approval and to work on another ordinance.

***Motion/Second/Pass (Pfarr/Bittner/unanimous 4/0) to have a Work Session December 4, 2023 at 5PM.***

- j. 2024 Liquor Licenses – Halter needs the liquor licenses approved for 2024 so she can send them into the state once she receives all the fees and paperwork from the establishments.

***Motion/Second/Pass (Pfarr/Knutson/Sik abstained 3/0) to have a approve all liquor license applicants pending fees paid, paperwork returned and police sign off.***

B. Department Reports

1. Library – Report Submitted

***Motion/Second/Pass (Bittner/Pfarr/unanimous 4/0) to approve the Library report as submitted.***

a. RCA – Approve Library Aid Hire – Vicki Quiring has applied to be the Library Aid.

***Motion/Second/Pass (Knutson/Bittner/unanimous 4/0) to have hire Vicki Quiring as a Library Aid at a rate of \$10.90/hour.***

2. Ambulance Department – Report Submitted

***Motion/Second/Pass (Bittner/Pfarr/unanimous 4/0) to approve the ambulance report as submitted.***

a. RCA – Approval of New Ambulance Personnel – Kim Mittlestadt lives in Lamberton and is taking the EMT class. She will be able to help cover days among other shifts.

***Motion/Second/Pass (Pfarr/Bittner/unanimous 4/0) to have hire Kim Mittlestadt for the Ambulance service.***

3. Fire Department – No report submitted.

4. Police Department – No report submitted. Halter did inform the council the Police Department is being audited by POST on December 6, 2023.

5. Maintenance Department

Clinic Sidewalks – complaint received about the sidewalk in front of the clinic. There is an uneven lip from the street onto the sidewalk. Thram will grind that off. The sidewalk is also very pitted and rough for wheeled things to roll over. Thram explained that doing cement now, will only get us in the same position because the use of salt will cause the new cement to pit just like it is. It will be addressed in the spring.

Mayor Sik stated he would like the big stump at 506 Main St. S. removed and the sidewalk fixed. Sik asked a letter be sent and the work be done and assessed to the taxes if there is no response.

Thram talked about the EDA Emergency Grant and the value. Trees are planted at Kuhar Park. The whole in front of the Drug Store will be repaired this week. MPCA inspection done.

***Motion/Second/Pass (Knutson/Bittner/unanimous 4/0) to approve the Maintenance report as given.***

6. Administration/EDA Department

a. RCA – Halter Property Tax Letter – Halter explained she is suppose to let the council know before she writes letters requesting changes in programs and get the support of the council before doing so.

***Motion/Second/Pass (Knutson/Bittner/unanimous 4/0) supporting Halter's letter to the League of MN Cities regarding property taxes and the Homestead Exclusion Credit.***

Halter (and Pfarr) went on a tour of the Grove City Assisted Living Complex. Grove City turned a portion of their old school into 15 assisted living apartments. They also kept the gym and a couple other rooms that house a business and a community museum. It was done about 20 years ago and has had some recent updates. They had used Rural Development loan to do the project originally.

Halter received an email from the county assessor and proposed property tax statements was sent out. Halter explained that there were several properties in Lamberton under-valued. Since the entire community was reassessed this year those issues were fixed.

***Motion/Second/Pass (Knutson/Pfarr/unanimous 4/0) to approve the Administration/EDA report as given.***

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

1. 2023-33 - Resolution to Certify Unpaid Charges
2. 2023-34 – Resolution Declaring Certain Property Surplus and Authorizing Sale and or Disposal
3. 2023-35 - Resolution Assigning Physical Addresses to Properties in Lamberton
4. 2023-36 – Resolution Approving 2023 Budget Interfund Transfers
5. 2023-37 – Resolution Approving 2023 Budget CIP Transfers & CIP Levy Funds to the 4M Fund
6. 2023-38 – Resolution Accepting Donations

***Motion/Second/Pass (Bittner/Pfarr/unanimous 4/0) to approve Resolutions as listed.***

**D. Financial Report & Approval of Claims**

1. October 2023 Financial Report
2. Approval of Claims

***Motion/Second/ Pass (Knutson/Pfarr/unanimous 4/0) to approve the Financial Report & Approval of Claims.***

**4. MAYOR & COUNCIL REPORTS & COMMUNICATIONS**

**A. Information for Council**

1. Salfer Housing Letter – Halter explained this is in response to the letter sent regarding housing funding that the county will be receiving.
2. VVM Apartments Sold – Dwell Management Group out of Rochester, MN purchased the apartments. This is the group Halter had talked to after they toured the complex.
3. Annexation Completion – the two parcels by the Southside Addition have officially been annexed.
4. Department Balances – Halter gave the council a print out of all balances for each department. Halter explained that all departments will be over in the Operating & Supplies code. Halter explained it is her fault because she had Computers and Beyond bill us for an entire year of Microsoft licenses and Backup instead of paying it monthly.
5. UCAP Completion – The rehab program for businesses and homes has been completed. The council received a report that gave a run down of the value added to the properties able to take advantage of the program. Halter checked into doing the program again and was told to wait until there are people asking for it.

**5. NEXT MEETING DATES**

- A. Work Session, Monday, December 4, 2023 at 5:00 PM.
- B. December 11, 2023 regular council meeting at 6:30 PM.

**6. ADJOURNMENT**

***Motion/Second/Pass (Bittner/Knutson/unanimous 4/0) to adjourn the meeting at 9:00 PM.***

Respectfully Submitted,



Valerie Halter  
Clerk



Lydell Sik  
Mayor

**Lamberton City Council**  
**Meeting Date: 11-13-2023**  
**Official Record of Attendees**

	Name - Printed
1	Dub Pack
2	Jane Moody Jane Moody
3	Kurt Moody
4	GARY CARLSON
5	Tim Helmer
6	Jan Sawyer
7	Jim Hill
8	Mendel Wenz
9	Roger Sackett
10	Chad Starnes
11	Jeff Olson
12	Perry Snyder
13	Gary Wille
14	Greg Benedict
15	Brian Benedie
16	Colt Ball
17	Butt Furth
18	Lee Schaffner
19	
20	