Minutes for a Regular Meeting of the
Lamberton City Council ● City Office
November 12, 2019 – 7:00 PM
(UNOFFICIAL UNTIL COUNCIL APPROVED)

I. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

Present: Mayor L. Sik, J. Senst, D. Knutson, L. Bittner, D. Irlbeck
Others in Attendance: M. Peterson, J. Thram, C. Davis, D. Vollmer, T. Neperman, and Brandon Mattison.

Motion/Second/Pass (Knutson/Irlbeck/unanimous) to adopt the agenda as presented.

Oath of Office was administered to Chief Colby Davis.

II. CONSENT AGENDA

A) APPROVAL OF MINUTES

Motion/Second/Pass (Irlbeck/Senst/unanimous) to approve the October 15, 2019 Regular and November 4, 2019 Special City Council Meeting Minutes; and the September 18, 2019 EDA Meeting Minutes.

B) PETITIONS, REQUESTS & COMMUNICATIONS

1. Citizen complaint.
   A) A complaint received via the website was acknowledged. No action was taken.
   B) Deliberation was held regarding a concern a citizen has regarding the newly installed concrete approaches not having reinforcement in them. The citizen is concerned that any of these approaches may break upon future work when it is necessary for a heavier weight vehicle to access a location from these approaches. Engineer Mattison stated all residential locations were designed for common residential traffic because of the cost of rebar. Instead, a 7" thick higher quality concrete is used that will handle occasional use of a heavier vehicle. When asked if a city can stop a heavy vehicle from making a delivery, Mattison stated the city cannot stop them but can restrict the size of their load. Discussion was held regarding enforcement of overweight vehicles on residential streets.

2. Brandon Mattison gave an update on the 2019/2020 Infrastructure Improvement Project stating the project is only a couple days behind schedule. He said he has compiled a punch list for items that will need to be addressed in the spring. When asked about mailbox placement, Brandon stated the US Postal Service has the final say in where the mailboxes are placed. Neither the city, Bolton & Menk or any of the contractors have a say in the placement of mailboxes; therefore, residents would need to contact the USPS for questions.

3. Clerk Peterson requested updates to the assessment roll due to service location changes found differing from the design after digging underground.

Motion/Second/Pass (Knutson/Senst/unanimous) to correct the final assessment roll as identified.

4. Upon renewal of property/casualty insurance, it is necessary for the city to choose waiving the monetary limits on municipal tort liability as established in Minn. Stat. § 466.04.

Motion/Second/Pass (Senst/Bittner/unanimous) to not waive the statutory tort limits.

5. Liquor license applications were presented for approval for 2020.

Motion/Second/Pass (Senst/Irlbeck) to approve the following 2020 Liquor Licenses:
1. On Sale Liquor (LJ's on Main and American Legion #41)

2. ***Off Sale Liquor (LJ's on Main and American Legion #41)***
3. ***Sunday Liquor (LJ's on Main)***
4. ***On Sale 3.2 (Lamberton Lanes)***
5. ***Off Sale 3.2 (Lamberton Lanes)***

Voting in favor are: Senst, Irlbeck, Knutson and Bittner. Sik abstained.

6. Employee step increases were presented for approval, effective January 1, 2020.

Motion/Second/Pass (Sik/Bittner) to approve the employee step increases as discussed. Voting in favor are: Sik, Bittner, Irlbeck. Voting against are: Senst and Knutson.

C) REPORTS

1. Maintenance report was discussed. M&R Paving will not be patching the roads this year. Cold patch will be purchased and used to fill some of the potholes.

Motion/Second/Pass (Bittner/Senst/unanimous) accepting the Maintenance Report.

2. Ambulance report was reviewed. Discussion was held on the ambulance breaking down. It has been fixed and is back in service.

Motion/Second/Pass (Senst/Knutson/unanimous) accepting the Ambulance Report.

3. Clerk Peterson reported completion of many annual activities. She said she has submitted the Kuhar grant for reimbursement and was informed it has been accepted and approved. Budget preparation continues. Discussion was held regarding a back-up plan for necessary duties in Clerk Peterson's absence.

Motion/Second/Pass (Irlbeck/Knutson/unanimous) accepting the Administration Report.

4. Chief Davis reported he is working with the remaining two (2) properties with code violations. He said the department passed the MN POST Board visit and he has been presented with a certificate. Davis said he participated in a K9 sniff at Red Rock Central courtesy of the Lower Sioux Police Department. Davis is concerned with safety regarding cars using the diagonal parking on the first two blocks of Main Street during the Taste of Season parade; therefore, no parking will be allowed in these two (2) blocks. Chief Davis will study the feasibility of purchasing security cameras for various areas as a crime deterrent.

Motion/Second/Pass (Senst/Knutson/unanimous) accepting the Police Department Report.

5. Vollmer informed the council she has not been able to connect with the party to purchase the previously discussed properties. Daycare updates were given.

Motion/Second/Pass (Knutson/Bittner/unanimous) accepting the EDA Report.

6. Library report was reviewed.

Motion/Second/Pass (Senst/Irlbeck/unanimous) accepting the Library Report.

7. Fire Chief Neperman said he has received a spec for a fire truck. He will still pursue writing a grant and has reached out to a successful grant writer from the Bemidji area. He informed the council repairs to the older equipment is becoming expensive to repair.

Motion/Second/Pass (Irlbeck/Senst/unanimous) accepting the Fire Department Report.

D) ORDINANCES & RESOLUTIONS

1. Resolutions were presented for approval. Discussion was held regarding the write-off of bad debt. Peterson stated all amounts are for past ambulance charges in which the third-party collection agency has exhausted all legal collection attempts.

Motion/Second/Pass (Irlbeck/Knutson/unanimous) to approve the following Resolutions:

1. ***2019-28 A Resolution to Contract with a City Employee Owned Business.***
2. ***2019-29 A Resolution Certifying Unpaid Charges***
3. ***2019-30 A Resolution Regarding Authorization for 2019B Refunding Bond***
4. ***2019-31 A Resolution Approving Payment to Duininck, Inc. -Pay Request #5***
5. ***2019-32 A Resolution Authorizing Write-Off of Bad Debt***

E) APPROVAL OF CLAIMS

1. The November 2019 Financial Report and Claims for payment were presented for approval.

Motion/Second/Pass (Bittner/Senst/unanimous) to approve the November 2019 Financial report and authorize payment for checks #44171 - #44222, #303E – #316E and #500699 - #500720 in the amount of $1,042,101.50. A full report is available upon request.

III. PUBLIC HEARING

IV. OLD BUSINESS

V. NEW BUSINESS

A) Discussion was held regarding the process for FT & PT employee performance evaluations. Several questions were raised regarding how the process should be completed. The evaluation is to be done annually before October 31 and will be completed by the employee's immediate supervisor. The HR/Administration Committee will complete the clerk's evaluation.

B) Discussion was held regarding an unsigned complaint on Clerk Peterson. Mayor Sik stated he reviewed the complaint with her.

VI. MAYOR & COUNCIL COMMUNICATIONS

VII. ADJOURNMENT

Motion/Second/Pass (Bittner/Knutson/unanimous) to adjourn the meeting. Mayor Sik declared the council meeting adjourned.

Respectfully submitted,
Madonna Peterson, Clerk

Approved,
Lydell Sik, Mayor

_____ _____