

A Regular Meeting of the  
Lamberton City Council  
January 8, 2018

The regular meeting of the City Council of the City of Lamberton was held on January 8th, 2018, in the City Office.

Members present for all or part of the meeting were Councilmembers Terry Neperman, Lydell Sik, Dave Irlbeck, Darrell Knutson and Clerk Peterson. Mayor Bill Schaffran was absent.

Acting Mayor Neperman called the meeting to order at 7:00 pm.

On motion by Sik, seconded by Irlbeck, the council voted unanimously to approve the minutes of the December meeting.

On motion by Sik, seconded by Knutson, the council voted unanimously to approve claims #15282 through #15323 in the amount of \$191,770.40 contingent on verifying with Redwood County about status of assessing services before paying claim #15321 to Scott Hammerschmidt.

On motion by Irlbeck, seconded by Knutson, the council voted unanimously to approve the January 2018 financial report approving donations, transfers and payment of between meeting bills in the amount of \$7,439.38.

On a motion by Knutson, seconded by Sik, the council voted unanimously to accept the Quarter 4, 2017 Interim Financial Report which informs the council of balances in each fund.

Acting Mayor Neperman read the resignation letter received of Mayor Bill Schaffran. On a motion by Sik, seconded by Knutson, the council voted unanimously to approve Resolution 2018-3 accepting Resignation and Declaring a Vacancy of Mayor. On a motion by Knutson, seconded by Sik to appoint Terry Neperman to fulfill the remaining term of Mayor which is up for re-election in this fall's election.

On a motion by Sik, seconded by Irlbeck, the council voted unanimously to advertise the council vacancy for two weeks for interested appointees to be considered at the February meeting.

On motion by Sik, seconded by Knutson, the council voted unanimously to approve the following appointments for 2018:

Official Newspaper:	Lamberton News
Acting Mayor:	Dave Irlbeck
Official Depository:	First Security Bank
City Attorney: Criminal Cases	Redwood County Attorney
City Attorney: Civil matters	Muske, Muske & Surhoff

City Engineer	Bolton and Menk, Inc.
Public Utilities:	Dave Irlbeck
Public Works:	Lydell Sik
Public Safety:	Darrell Knutson
Emergency Management Director:	Tom Neperman
Fire Chief:	Tom Neperman
Ambulance Director	Nick Anderson
EDA members: (2)	Terry Neperman, Lydell Sik
Relief Association Board of Trustees:(2)	Terry Neperman, Lydell Sik

On a motion by Sik, seconded by Knutson, the council voted unanimously to approve Resolution 2018-4 Designating the Roles of the Official Check Signers.

Clerk Peterson informed the council she has been familiarizing herself with her job duties. Peterson then informed the council of how she handled a timecard infraction. The council decided to table the discussion until more information is gathered regarding the carryover or payout of vacation hours.

Nick Anderson gave the Ambulance report. The council was informed of a deficiency found regarding two drugs on the rig. He has taken care of the deficiency until a variance can be approved to allow this service again.

Discussion began regarding the options and concerns facing the Lamberton Ambulance day shift coverage. All presented possible solutions should be pursued to prevent disbanding of the Lamberton Ambulance. On a motion by Sik, seconded by Irlbeck, the council unanimously approved \$10 per hour for anyone willing to perform Monday thru Friday day shift ambulance coverage from 6 a.m. until 6 p.m. When a city employee is clocked in and covering ambulance call during their regular job hours, their regular wage rates apply. If, however; a city employee has clocked out from their regular job hours and are covering day shift ambulance call time, the \$10 per hour rate will be paid. The council is hoping this pay incentive will increase the willingness of those available to cover these hours.

Another option to pursue is the hiring of an additional employee and requiring this employee to cover day shift on the Lamberton Ambulance as part of their job description. On a motion by Sik, seconded by Irlbeck, the council unanimously approved creating a full-time job. Job duties mentioned include, Economic Development, Ambulance Director, pool, back-up Clerk and Library or any other duties as assigned. Clerk Peterson is to create a job description to include the abovementioned for approval at the January 22, 2018 meeting. To help justify this position, ambulance fees were discussed. Fees will need to be adjusted and towns and townships notified of the increases which will help offset the newly created position as the ambulance fund will likely cover some of the cost.

On a motion by Knutson, seconded by Irlbeck, the council voted unanimously to accept the ambulance report presented by Anderson.

Justin Thram gave his maintenance report. He said he is looking at purchasing a couple of Christmas lights because of a sale. On a motion by Sik, seconded by Irlbeck, the council voted unanimously to accept the maintenance report presented by Justin Thram and authorized the purchase of lights up to \$500. Sik will seek assistance from the Commercial Club in purchasing a couple more lights.

On a motion by Irlbeck, seconded by Sik, the council voted unanimously to approve a zoning permit for BTE Real Estate Group, LLC at 207 W 4<sup>th</sup> Ave to fix up a property.

On a motion by Knutson, seconded by Sik, the council voted unanimously to enter into an agreement with Eide Bailly for conducting the 2017 audit.

On a motion by Irlbeck, seconded by Knutson, the council voted unanimously to approve Resolution 2018-1 Authorizing the Adoption of an Annual Rate Fee and Fine Schedule for 2018.

On a motion by Sik, seconded by Knutson, the council voted unanimously to approve Resolution 2018-2 Authorizing the Adoption of a Utility Rate Schedule for 2018.

Fire Chief Tom Neperman informed the council he has purchased a gas monitor and another thermal imager and would be dropping a check off from the fund-raising money for the purchases. Neperman said it is of his opinion that fire call fees are not negotiable and did not agree with the decision the council made at the previous council meeting. On a motion by Irlbeck, seconded by Sik, the council voted unanimously to accept the Fire Department report.

Heather Hacker asked the council for an opinion on public relations at community events because of an issue that happened between a council member and her husband. Mayor Neperman stated that the business is to be taken care of at a city council meeting, not in public.

There being no additional business, on a motion by Sik, seconded by Knutson, the voted unanimously to adjourn the meeting.

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Terry Neperman, Mayor

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A Special Meeting of the  
Lamberton City Council  
January 29, 2018

A special meeting of the City Council of the City of Lamberton was held on January 29th, 2018, in the City Office.

Members present for all or part of the meeting were Councilmembers Lydell Sik, Dave Irlbeck, Darrell Knutson and Clerk Peterson. Mayor Terry Neperman was absent.

Acting Mayor Irlbeck called the meeting to order at 7:00 pm.

On motion by Knutson, seconded by Sik, the council voted unanimously to approve the agenda.

Clerk Peterson presented the job description for the full-time Economic Development Coordinator and Ambulance Director job description for approval. Councilman Sik and Clerk Peterson informed the council they had been approached by a local business (who wished to remain anonymous at this time) inquiring if the city would consider employing the Economic Development Coordinator part-time if this local business were to hire the same individual part-time and allow that individual to cover day shift ambulance call. Discussion was held regarding the hire of a part-time position and how part-time might better accommodate the needs of the city especially with the uncertainty of the Lamberton Ambulance. Discussion was held regarding if benefits could be offered to this position from the city. Confirmation was obtained from the personnel policy that no benefits are available to a part-time position.

On motion by Sik, seconded by Knutson, the council voted unanimously to approve a modified job description (removing the Ambulance Director from the title and eliminating the essential functions regarding the Ambulance Director) for an Economic Development Coordinator part-time.

Shortage of ambulance day shift coverage was discussed. Discussion was held regarding the position of the city if they were to change the job descriptions to include a requirement of day shift ambulance coverage to the maintenance supervisor and workers. Clerk Peterson will get the attorney's opinion.

The council voted unanimously to allow Councilman Sik to discuss job options and verify the interest of a recently interviewed applicant for the City Clerk position. If the individual is interested, Councilman Sik was given the authority to offer the position and the approval to hire and details occurring at the February 12, 2018 council meeting.

On a motion by Knutson, seconded by Sik, the council voted unanimously to approve Resolution 2018-5 Authorizing Unbudgeted Wages for the Addition of a Part-Time Employment Position.

There being no additional business, on a motion by Irlbeck, seconded by Sik, the voted unanimously to adjourn the meeting.

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Terry Neperman, Mayor

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A Regular Meeting of the  
Lamberton City Council  
February 12, 2018

The regular meeting of the City Council of the City of Lamberton was held on February 12, 2018, in the City Office.

Members present for all or part of the meeting were Councilmembers Terry Neperman, Lydell Sik, Dave Irlbeck, Darrell Knutson, Leah Bittner and Clerk Peterson.

Mayor Neperman called the meeting to order at 7:00 pm.

On a motion by Sik, seconded by Irlbeck, the council voted unanimously to approve the agenda as presented.

On a motion by Irlbeck, seconded by Sik, the council voted unanimously to approve the consent agenda minutes which included the January 8 and January 29, 2018 city council meetings; the November 9, 2017 and January 11, 2018 library board meetings and the December 11, 2017 EDA meeting.

After some discussion, Mayor Neperman appointed Leah Bittner to fill the open council position. The council voted unanimously to approve Mayor Neperman's appointment. Mrs. Bittner was welcomed to the council after Oath of Office was given to her by Clerk Peterson.

Two invoices totaling \$1,178.96 for sewer repair work was presented for consideration of payment on behalf of John Valentin. On a motion by Knutson, seconded by Irlbeck to approve paying half the cost to fix the sewer connection error at the main affecting the John Valentin property.

The Plum Creek Library System Agency Agreement was presented for renewal consideration. The council requested the library board to review the agreement for recommendation.

On a motion by Sik, seconded by Knutson, the council voted unanimously to approve the recommended \$.25 increase for the Library Director. Discussion was held regarding why the Library Board is giving a city employee a raise.

Peterson notified the council of correspondence received regarding Redwood County performing assessing services. The council asked Peterson to research the cost of assessing services with Redwood County. Peterson also asked the council of their interest of receiving certification to retain its power for a Board of Appeal and Equalization meeting. Currently, the council chooses to continue to transfer its' powers to Redwood County to hold an Open Book Meeting instead.

On motion by Sik, seconded by Bittner, the council voted unanimously to accept the library board recommendations to appoint Linda Imker and Jane Zimmerman to the board; accept the resignation of Melody Altermatt and appoint Amy Sonneck to the board. All three of the appointments will be for a three-year term that expires December 31, 2020.

On a motion by Sik, seconded by Knutson, the council voted unanimously to call for the public hearing on February 15, 2018 at 7:00 p.m. at the Community Center to discuss proposed improvements to the sanitary sewer collection, streets and water treatment systems.

Nick Anderson gave his ambulance report. There have been a couple of times where someone took a day shift. He has not been able to schedule anyone for it but if someone had time to cover all or part of a day, they called to offer time off for either he or Tony. Anderson reported North Memorial has been hesitant in offering a proposal for coverage. They have asked for an official request before they put the time into figuring the proposal. On a motion by Knutson, seconded by Irlbeck, the council voted unanimously to prepare and advertise a Request for Proposal for day shift coverage two days a week. Discussion was held on the increase letter that was sent to the townships for ambulance coverage. Preparation will be made to further support the need for an increase and future discussion.

On a motion by Knutson, seconded by Bittner, the council unanimously clarified the \$10 per hour ambulance coverage pertains to anyone on the call.

Clerk Peterson requested Personnel Policy updates to modify when the ambulance personnel are paid and also to eliminate Valley View Manor personnel that is listed in the Employment Scope Category. On a motion by Sik, seconded by Bittner, the council unanimously voted to adopt the following changes to the Personnel Policy:

1. On page 6 – ~~Ambulance and Fire Department~~ members shall be paid once a year in December based on meetings, runs and training classes that are submitted to the City Clerk/Administrator by the ~~Ambulance Director and Fire Chief~~ for each department member.

On page 6 – Ambulance Department members shall be paid monthly based on meetings, runs and training classes that are submitted to the City Clerk/Administrator by the Ambulance Director for each department member.

2. On page 1 – 6. ~~Valley View Manor personnel.~~

Discussion was held regarding other updates to the Personnel Policy. Library personnel are city employees and should not be excluded from the employment scope and receiving different benefits than the other city employees. Clerk Peterson will be attending the next Library Board Meeting and will be outlining the functions of the Library versus that of the governing board. The topic of overtime was also discussed as an update to the Personnel Policy. On page 7 of the policy, it states overtime shall apply to only non-supervisory personnel; however both the Maintenance Supervisor and the Police Chief are paid for overtime hours. She contacted the City Attorney and

was told the job descriptions may be in need of updating. Further clarification is needed from the City Attorney to protect the liability of the city regarding overtime laws especially when volunteering for the ambulance is involved. Clerk Peterson will request the attendance of the City Attorney for the next council meeting. On a motion by Sik, seconded by Bittner, the council unanimously tabled the overtime and library personnel changes to the Personnel Policy until further understanding is achieved.

On a motion by Sik, seconded by Knutson, the council voted unanimously to hire Debra Goblirsch two days a week at \$16 an hour as the Economic Development Coordinator effective February 22, 2018. This is a part-time position without benefits. Debbie is expected to cover day shift ambulance on the days she works for the city.

Discussion was held on defined expectations of daytime ambulance coverage for Debbie Goblirsch. If Debbie is working for the City on Thursdays and Fridays, it is observed those will be the days she covers ambulance call to give Nick or Tony a day off. If she is needed for other days, she can be scheduled but it was noted to remain fiscally responsible by scheduling her on the days she is already working for the city and not incur additional costs unless necessary.

Clerk Peterson recommended the council terminate the Ascensus Agreement Plan. Retired Clerk, Steve Flaig was the only participating employee to this deferred compensation plan. The plan costs the city \$500 annually for no participants or a \$1,000 termination fee to end the contract. On a motion by Sik, seconded by Bittner, the council unanimously agreed to pay the termination fee and terminate the plan.

Nick Hacker was present to give the police department report. On a motion by Sik, seconded by Knutson, the council voted unanimously to pay for the tow of a vehicle impeding snow removal at 601 2<sup>nd</sup> Ave W. Clerk Peterson noted this expenditure could be considered a private expenditure. Chief Hacker requested permission for he and part-time officer Davis to attend the MN Chiefs of Police Association Executive Training Institute & Law Enforcement Expo for four (4 days) April 22-25 in Duluth, MN. Discussion was held regarding budgeted funds for training purposes. On a motion by Sik, seconded by Knutson, the council unanimously approved attendance for both officers. Chief Hacker will request cost sharing for Officer Davis from the other towns he is employed with.

Maintenance Supervisor Thram notified the council of a recent event that required contacting the insurance company. A customer requested to have the meter removed from his vacant house. Justin was waiting for the convenience of the customer to remove the meter since the customer requested to be present upon removal. Justin has tried on a couple different occasions to make this occur with no luck. The customer has since notified the city the pipes are burst and has indicated the fault is with the city for not removing the meter when requested. Clerk Peterson and Thram informed the council



there was a loss of several thousand gallons of water and a very high water bill that will likely need to be addressed.

Thram said he received quotes to replace the meter in an attempt to reduce the fourteen million gallon water loss. This would be the main meter coming off of the raw water line. On a motion by Knutson, seconded by Sik, the council voted unanimously to purchase the less expensive meter from Core and Main for \$2,797. Justin will be receiving a compliance certificate from the MPCA for following state regulations. The quote he received to rebuild the back end of the sweeper came in between \$4,000 and \$5,000. The maintenance department rebuilt it in-house saving the city several thousand dollars. Thram said the price for the Christmas lights had increased to \$888 for two of them. He will order them and submit the bill to the Commercial Club for payment.

On a motion by Knutson, seconded by Sik, the council voted unanimously to pay for conference registration fees for Nick Anderson to attend North Memorial's Long Hot Summer Trauma & Emergency Care Conference in the cities March 2<sup>nd</sup> & 3<sup>rd</sup>, 2018. Anderson said there would not be hospitality fees because he will stay with family.

Clerk Peterson received clarification the effective date for the \$10 per hour day shift ambulance coverage to be January 12, 2018. The council declined attending the April 11, 2018 LMC 2018 Safety & Loss Control Workshop in Sleepy Eye. Peterson will be registering herself and Thram to attend. Discussion was held on past due bill collection. Peterson will pursue collection through tax certification with Redwood County by sending out notices. If collection is unsuccessful, the council will need to pass a resolution approving the certification to tax rolls this fall.

On motion by Sik, seconded by Bittner, the council voted unanimously to approve claims #15360 through #15400 in the amount of \$48,918.91.

On a motion by Sik, seconded by Bittner, the council voted unanimously to approve the February 2018 financial report approving donations, transfers and payment of between meeting bills in the amount of \$8,860.32.

On a motion by Sik, seconded by Knutson, the council voted unanimously to pay unused 2017 vacation hours to Nick Hacker and Nick Anderson with the understanding that every current employee now knows they will use or lose their time if they don't use it.

There being no additional business, on a motion by Irlbeck, seconded by Knutson, the voted unanimously to adjourn the meeting.

Respectfully submitted,  
Madonna Peterson, Clerk

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Approved,  
Terry Neperman, Mayor

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Public Hearing of the  
Lamberton City Council  
February 15, 2018

A special meeting of the City Council of the City of Lamberton was held on February 15, 2018, in the Community Center.

Members present for the meeting were Councilmembers Lydell Sik, Terry Neperman, Dave Irlbeck, Darrell Knutson and Leah Bittner. Clerk Peterson and Maintenance Supervisor Justin Thram were also present.

Members of the public present for the meeting were Jane Zimmermann, Darrell Holmberg, Jeannine Holmberg, Willis Meyer, Chad Stavnes, Matt Lenning, Joe Keairnes, David Bolluyt, Jay Lessman and Cindy Lessman.

Mayor Neperman opened the meeting at 7 p.m. and introduced Andy Kehren, Bolton & Menk, Inc. Mayor Neperman stated the reason for the public hearing was to present possible improvements to the City of Lamberton. He further stated the public hearing would commence following the presentation by Andy Kehren and encouraged the audience to offer input and ask questions on the following potential improvements:

- water supply, treatment, storage and distribution systems;
- storm sewer collection system;
- street repairs.
- Discussion to include economic and environmental impact, service area, alternatives to the project, and potential funding sources, including USDA Rural Development and the Minnesota Public Facilities Authority.

Andy stated the council would like to hear how the residents of the community would prioritize the proposed improvements. He gave a historical recap of the “to-do-list vision” as seen by past city council decisions. Andy presented multiple options of improvements regarding the water supply, treatment, storage and distributions systems, the storm sewer collection system and street repairs for 3<sup>rd</sup> and 4<sup>th</sup> Avenues. He further outlined the potential costs and impact for each of these improvements with a series of slides supporting the proposals for the City of Lamberton. The total estimated project cost for all presented items is \$19,221,798.

The council identified a priority at the December 2017 of improving 3<sup>rd</sup> & 4<sup>th</sup> Avenues because they are in a really poor state. The three alternatives for the 3<sup>rd</sup> and 4<sup>th</sup> Avenue street project presented were:

1. A bituminous only reconstruction
2. A full pavement reconstruction
3. A full reconstruction of surface, with curb and gutter and the utilities

The utilities in these areas are water mains, a little sanitary sewer and storm sewer throughout most of the area. Andy explained the differences between the three options including the life expectancy and cost. Andy stated

that when the city does public improvements they typically do special assessments.

Andy reviewed the special assessment policy before turning the meeting back over to Mayor Neperman to open the public hearing portion of the meeting.

After listening to the question and answer period, Mayor Neperman closed the public hearing. On a motion by Sik, seconded by Knutson, the council unanimously called for an Improvement Hearing for the Full Reconstruction of Surface, with Curb and Gutter and Utilities on 3<sup>rd</sup> and 4<sup>th</sup> Avenues on March 15, 2018 at 7:15 p.m. at the Community Center.

On a motion by Sik, seconded by Knutson, the council voted unanimously to appoint Brett Bartholomaus to the EDA Board.

There being no additional business, on a motion by Knutson, seconded by Sik, the voted unanimously to adjourn the meeting.

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Terry Neperman, Mayor

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A Regular Meeting of the  
Lamberton City Council  
March 12, 2018

The regular meeting of the City Council of the City of Lamberton was held on March 12, 2018, at the Community Center.

Members present for all or part of the meeting were Councilmembers Terry Neperman, Lydell Sik, Dave Irlbeck, Darrell Knutson, Leah Bittner and Clerk Peterson.

Members of the public present for the public hearing were Sue Nelson, Eric Satterlee, Thomas Anderson, Linda Horning, Lynette Worrell, Kelly Arndt, Nick Hacker, Karl Dagner, Randy Hammerschmidt, Tim Bird, Noel and Carol Wetter, Roger and Sandy Polkow, Darrel and Cathy Graff, Tony Sauer, Jane Zimmermann, Darrell and Jeannine Holmberg, Tim Conyers, Willis Meyer, Jeanette Meyer, Shirley Mattison, Jay Lessman, and Jim Eykyn.

Mayor Neperman called the meeting to order at 7:00 pm.

On a motion by Irlbeck, seconded by Sik, the council voted unanimously to approve the agenda as presented.

On a motion by Sik, seconded by Knutson, the council voted unanimously to approve the consent agenda minutes which included the February 12 and February 15, 2018 city council meetings and March 8, 2018 Library board meeting.

On motion by Sik, seconded by Irlbeck, the council voted unanimously to approve claims #15433 through #15468 in the amount of \$22,057.39.

Clerk Peterson asked about spring cleanup and appliance pickup. She received authorization to secure dates for this year. It was suggested to try and get the same date for both events.

A resignation letter from Tony Sauer was accepted. Discussion ensued regarding posting the position as well as what the duties and qualifications would be. Could the city use the applications from when Tony was hired? City Attorney Paul Muske indicated the city should modify the job description and repost the opening after listening to what was being debated.

On motion by Irlbeck, seconded by Bittner, the council voted unanimously to enter into the Plum Creek Library Agency Agreement as recommended by the Library Board. The Library Board requested a council member be appointed to the board. President Jane Zimmermann encouraged the council to become involved with the activity of the library. She stated the board meetings are held the second Thursday of every other month. The next meeting would be held in May at 6:00 p.m. at the library. Mayor Neperman

suggested a representative of the board give a report to the city council like the other departments do.

The public hearing was opened. Andy Kehren, Bolton & Menk, Inc., stated this meeting was to hold the required Improvement Hearing now that the council has called for the improvement of full reconstruction of surface, with curb and gutter and utilities on 3<sup>rd</sup> and 4<sup>th</sup> Avenues to be done this summer. No design or survey work, sketches, or assessment amounts will be completed for this improvement unless the council orders the improvement after the hearing. Assuming the project is to move forward, all costs discussed tonight are estimated based on recent project. The actual assessment costs will be determined at the required future Final Assessment Hearing targeted for October 2019. Andy stated this hearing will outline what “full reconstruction” entails as well as estimated project and assessment costs with a timeframe for the project.

The project will entail full reconstruction of surface with curb and gutter, watermain and storm sewer improvements on 3<sup>rd</sup> Avenue from Ilex to Ash Streets and 4<sup>th</sup> Avenue W from Ilex to Douglas Streets with one exception, storm sewer improvements on 4<sup>th</sup> Ave W will only between Grove and Douglas Streets (with the storm sewer connecting to the large diameter pipe that runs down Douglas Street. There will also be one block of sanitary sewer on 3<sup>rd</sup> Ave W between Douglas and Birch Streets (CSAH #106). Most of the improvement will occur on residential streets; however, there will be a portion of the established truck route on 3<sup>rd</sup> Avenue that will be assessed differently due to the street having a stronger surface. The street widths are all 40’ from the back of the curbs except on the truck route. Because there is diagonal parking on the truck route, the street is a little over 50’ wide. During the February public hearing, the public voiced the need to do the project right by rebuilding the road and not cut corners. Andy stated there are only about 6” of blacktop left on the residential streets today. The improvement on the residential streets would be 14” of aggregate base; 2” of which would be the bottom layer and 1½” would be the top layer or wear course mixture for a total of 3½” of blacktop. Edge drains will be installed on the back of the curb for a couple of reasons. Edge drains provide a place to help dry the sub grade and keep the moisture low in the street area to help prevent the frost heave issue we have today. The other reason is to provide an outlet for sump pump which will help save the street over time because sump pumps are very tough on the pavement. The improvement on the truck route will be similar with the difference being an additional 1½” of bituminous surface. Of that additional 1½”, the bottom layer will be 3” of non-wearing and 2” of the top wearing layer.

The estimated project costs are \$1,990,350 and broken down as follows:

Street construction	\$1,210,100
Sanitary sewer construction	\$ 40,100
Water main construction	\$ 411,450
Storm sewer construction	\$ 328,700

The breakdown of where the funding would come from is broken down as follows:

General fund-streets	\$745,000
Sanitary sewer utility fund	\$ 30,000
Water utility fund	\$370,650
Storm water utility fund	\$328,700
Special Assessment charges	\$516,000

For the city to ensure consistency and equally assess improvements to all tax payors year after year with special assessment charges, the city developed a Special Assessment Policy years ago. When applying the policy to the costs for this project, approximately \$516,000 will be paid by special assessment charges to the property owners who directly benefit from the improvement. The \$30,000 for the sanitary sewer will be paid by the sewer fund (which means this money is being collected on utility bills as sewer charges). The \$370,650 for the water utilities will be paid by the water fund (which means this money is being collected on utility bills as water charges). The \$328,700 for the storm sewer improvements will be paid by the storm sewer fund (which means this money is being collected on utility bills as storm sewer charges). The \$745,000 for the streets will be paid out of the general fund (which means this money is collected on property taxes). Of the \$1,990,350 estimated price tag, the entire community is paying for the improvement except for the approximate \$516,000 that will be specially assessed to specific property owners.

The following explains the Special Assessment Policy further and identifies the estimated cost in an alternative format for understanding:

- For street reconstruction, 32% of the street costs will be charged (or assessed) to the directly benefits property owners based on lot size. The other 68% will be paid from the general fund (general money is collected from property taxes). Corner lots are assessed differently. On a corner lot, the short side of the property will be assessed the 32% and the long side of the lot will be charged 16%. In addition to the street itself, other miscellaneous expenses are part of the street costs like removal of existing infrastructure, driveway approach aggregate, landscaping, intersections, etc.
- For curb and gutter, 50% is assessed to the property owner. The other 50% is paid by the general fund.
- For driveway approaches, service and boulevard walks, 100% is assessed to the property owner.
- For the sanitary sewer main and service connection to the main, 25% is assessed per connection. The other 75% will be paid from the sewer fund.
- For watermains and service connections to the mains, 25% is assessed per connection. The other 75% will be paid from the water fund.
- For storm sewer improvements, 100% will be paid by the storm sewer fund.

- Lots that do not have service connections currently may be assessed for sewer and water connections which will be decided by the council and is based on the reasonable likelihood of any future development needing the connection.

Andy stated to remember when replacing sewer and water mains, larger pipes may be used; however, the assessment for residential properties will be based on the maximum size of an 8" diameter pipe. If a business requires pipes larger than the 8" diameter, they will be assessed for their need. Residential properties along the truck route will pay residential rate and only non-residential properties will pay the higher commercial rate for the thicker layer of streets. He also reminded residents the community will pay for community owned properties (such as parks).

The estimated assessment rates for the properties to be assessed are as follows:

Truck Route Street Surface Front Lot	\$60 per linear foot
Truck Route Street Surface Side Lot	\$30 per linear foot
Residential Street Surface Front Lot	\$38 per linear foot
Residential Street Surface Side Lot	\$19 per linear foot
Curb and Gutter	\$ 9 per linear foot
Driveway Approach	\$10 per square foot
Concrete Walk	\$ 8 per square foot
Sanitary Sewer & Service Connection	\$2,050 per connection
Watermain & Service Connection	\$1,900 per connection
Storm Sewer	\$ 0.00

If the project moves forward, preliminarily the construction could begin as soon as the first week in June with substantial completion of the work in October 2018 which would include the first lift of blacktop. The road base would settle over the winter with completion targeted for June of 2019. The final assessment hearing would likely occur in October of 2019, so the council can certify the assessment roll in November of 2019. The first installment for the property owner assessed would then occur in conjunction with their property taxes due in May 2020.

After a question from the public, Andy concluded with calculating a sample assessment for someone with a 100' residential property as follows:

One sewer service connection	\$2,050
One water service connection	\$1,900
Residential Street Surface @ 100'	\$3,800 (\$38 per linear ft)
Curb & Gutter @ 100'	\$ 900 (\$9 per linear ft)
Driveway	unsure

He said the total without driveway would be about the \$7,000 range; however, Clerk Peterson corrected the \$7,000 to be about \$9,000.

Typically, there is no grant opportunities for street or storm sewer infrastructure. Generally, water and sewer work qualify for funding either through grants or loan interest loans but with the water and sewer equally roughly 20% of the project, it is unlikely funds would be granted. Andy said

there are multiple programs for assistance; however, Lambertton does not meet the criteria for some of these funding sources.

Clarification was requested on side versus front yard assessments. A corner property being assessed will be charged for the footage of the shortest side of the lot at 32%. If this corner lot was being improved on both sides of the lot, the longest side would then be assessed at 16% for the longest side in addition to the 32% for the shortest side. Another explanation was requested for how intersections would be handled because some of the intersections involved have not met their life expectancy yet. Andy stated the intersections will have to be dug up and replaced because catch basins and storm sewer work will be done through the intersections. He also said there is no intent to tear out something that has a good life yet; however, it is what is being done with this improvement that makes the difference.

A question was posed as to why, if the entire community uses all the streets, why individual properties would be receiving an assessment. Andy said the assessment policy the city has adopted is meant to distribute the cost fairly and evenly to the entire community and for the city to borrow money for the improvement, Chapter 429 of Minnesota Statute require a city to assess benefited property owners at least 20% or the city cannot borrow the money.

There were multiple questions asked regarding curb, gutter and sidewalks. The reason curb and gutter are being improved is because all have depreciated overtime with alignment and elevation. The scope of the project does not include tearing out and replacing sidewalk except for where water and/or sewer construction is being done or to match something up with the driveway. If there is existing sidewalk, it will be replaced as necessary. The scope of the work is not to put in new sidewalk if there is currently not sidewalk present. Other questions or concerns with sidewalks or other issues are to be brought to the attention of the city council if the project commences.

Mayor Neperman asked those present if the city should pursue the improvements discussed tonight. The public responses were all yes. Several concerns were then voiced over heavy vehicles ruining the streets and why the city was allowing these trucks and semis to park on the streets. The council does not believe they can restrict the parking on some of these roads as they are county roads. A community member asked if the city has approached the county to ask this question. Another community member stated their concerns with safety issues and these trucks parking near a school crosswalk. There was also a concern with kids riding bikes to and from the pool in the summer. Another community member is frustrated why the city is not enforcing the city's parking ordinance and why these heavy trucks are being allowed to use the city street that are not a truck route. Clerk Peterson was asked to contact County Commissioner Jim Salfer to discuss the parking issue with him. The council will give Chief Hacker direction on enforcement as they would like him to talk to the truck drivers first before ticketing them.



Mayor Neperman closed the public hearing portion of the meeting. On a motion by Irlbeck, seconded by Sik, the council voted unanimously to Order the Improvement and Preparation of Plans for the 2018-2019 Infrastructure Improvements – 3<sup>rd</sup> and 4<sup>th</sup> Avenue. The resolution is to be drawn up for approval at the next city council meeting.

The city is considering opening a job for a maintenance worker. They believed to have a job description that required the employee to have EMT certification and to cover ambulance duty while they are active in the maintenance department; however, these requirements are not listed as such in the current job description. Because of the number of hours currently is over a 40-hour work week, there is some confusion with overtime laws. City Attorney, Paul Muske, was present to clear up this confusion. Muske stated the city could change the job description to make the ambulance duties a requirement. He also said if the hours go beyond 40 hours, the city is required to pay overtime on the hours over 40. The overtime would be paid at the rate in which the hours occur. This would not be the same for an employee who was a fireman and was called into service because being a fireman is not a requirement of the job description. If the city is requiring the duty, they must pay overtime. Muske explained nominal compensation as being \$1 and \$2 “on call” and “not active”; therefore, if an employee is on call and not actively working they are being paid nominal compensation. When an employee is being nominally compensated, overtime law does not have to be paid. It was asked if a maintenance worker could be required to work a regular 40-hour work week and be required to work an additional 20 hours of call time for the ambulance. Muske said the city could require it but the question is whether that call time is nominal or if it is an extension of his duties. This poses a risk to the city. The state regulations have hurt volunteer participation and presented hurdles for ambulance squads throughout Minnesota because of the time commitment now required of EMT’s. The Fair Labor Standards Act prevents the city from paying most employees on a salary basis because of the lack of activities the employees are performing such as supervisory duties or executive duties. The duties of the clerk position are clearly a supervisory or executive position. The duties performed by the police chief may qualify for salary but because the city has paid the position on an hourly basis, it would be difficult to switch it according to Muske. Muske does not believe salary pay is necessary for Lamberton.

Ambulance coverage was discussed. Efforts will continue to obtain day shift coverage. Options are being sought to keep the ambulance department operating as it has.

On a motion by Bittner, seconded by Sik, the council voted unanimously to update the personnel policy to remove Library personnel under the employment scope and as follows:

#### EMPLOYMENT SCOPE

These policies apply to all employees of the City. Except where specifically noted, these policies do not apply to:

1. Elected Officials
2. Consultants and Contractors
3. City Boards
4. Volunteers, except as specifically noted for paid per-call-firefighters.
5. ~~Library personnel~~

Tim Conyers asked the council why the men were eliminated from the pool of candidates for council appointment and only the women's names were drawn from a hat. Mayor Neperman stated he reviewed the applications just like the rest of the council did. Everyone who applied was considered. Gender was not a consideration even though several community members view it that way. Attorney Muske surmised Mayor Neperman made a choice to narrow down the list of candidates who happened to be women, not because they were women. Neperman made the appointment and the council voted on it. Attorney Muske is comfortable the council did not discriminate.

On a motion by Knutson, seconded by Irlbeck, the council voted to approve the purchase of Banyon Financial Software as requested by Clerk Peterson at a cost of \$7,723. The current financial software is setup for a cash basis of account reporting. Because of the state and/or federal requirements of various funding sources the city uses like PFA or USDA, an accrual basis reporting is required. The new software will offer technical options that are not supported in the current software like direct deposit and PERA and unemployment reporting directly through the software. All voted in favor of the motion except Sik. Motion carries.

Clerk Peterson informed the council she received correspondence from Redwood County Assessor regarding assessing services. Redwood County does charge for these services. Councilman Sik stated we should stay with Scott Hammerschmidt this year.

Clerk Peterson and EDA Coordinator requested ideas for updates to city hall offices to accommodate both positions in the same office. The council will take this into consideration.

On a motion by Sik, seconded by Knutson, the council voted unanimously to approve the March 2018 financial report approving donations, transfers and payment of between meeting bills in the amount of \$121,889.87. Clerk Peterson notified the council the report has expenses that were not being approved. The attached pages include all payroll and direct payments that were not had not yet been approved in 2018 as pointed out by the auditing firm.

The high usage water bill for Jason Schultz was discussed. Neither the water nor sewer were used, instead a pipe burst. On a motion by Sik, seconded by Bittner, the council unanimously agreed to write off half of the overage.

On a motion by Irlbeck, seconded by Sik, the council unanimously voted to post an opening for a Maintenance Worker until March 31, 2018. The job description will be modified to adjust the following:

>In the Essential Duties and Tasks Section, add 7.

7. Required to serve on the Lamberton Ambulance Service as driver and EMT as scheduled.

>In the Necessary Qualifications Section, add requirement

- Applicant is required to have current EMT certification.

>Final page, add date of update.

03/13/2018

Debbie Goblirsch, EDA Coordinator, was present to report she has been updating and organizing revolving loan funds to familiarize herself with this EDA activity. She has been reviewing the website and comparing ideas from other websites. The council would like to see the EDA reach out to the new owners of the Valley View Apartments to see if Debbie can assist as it could be beneficial to the city and the nursing home.

Justin Thram, Maintenance Supervisor, reported he went to water class in St. Cloud and received a variety of beneficial information. He talked with the Department of Health representative about possible grant dollars to help seal the wells. Justin will be reviewing and possibly submitting the grant application if the wells meet the criteria. He renewed his water license with the hours he received for attending the classes and said he hopes he can attend every year as you learn very useful tips and tricks from the presenters and colleagues. Justin reported the water that sits in the alley by the legion is due to a catch basin that freezes. He said it will be his priority to thaw and pump the water out to eliminate the water sitting in the alley. Justin notified the city his EMT license will be expiring. He will not be renewing unless the council feels a need for him to do so.

Nick Anderson, Ambulance Director, stated he went to the Long Hot Summer training in the cities put on by North Ambulance. He feels he received a lot of useful information and it was beneficial to attend. Four of the six EMT's going through the training have now passed their skills testing and are now in the process of scheduling their written tests. Nick is excited about the potential of this group and looks forward to leading them.

A couple of citizen complaints were brought before the city council. One of the complaints is the condition of the blighted properties in town. The citizen stated they would not buy a house in town knowing what it looks like with all the needed cleanup. New business and new people are not going to want to come unless these nuisances are taken care of. The town should not allow this. The citizen thinks the case by case basis is unfair to the rest of the town citizens. When there is a rule, everyone in the town should stick by that rule. One persons property can be a mess, but another's property cannot. One

person doesn't have to pay their bill, but another does. Ordinances should be on the website, so everyone can see them, and they should be kept up to date. Another citizen complaint is regarding semi's and trailers using city streets. If the large trucks are using the streets for a service to our businesses and citizens, that's one thing; but when they are using the street for their personal use it is something different. If we are going to be allowing semi's full use of our residential streets, we should not be fixing our streets, so these trucks can destroy them. Another citizen complaint is in regards activity of the police as seen by the public. The city council discusses all personnel issue in closed session.

There being no additional business, on a motion by Irlbeck, seconded by Knutson, the voted unanimously to adjourn the meeting.

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Terry Neperman, Mayor

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A Regular Meeting of the  
Lamberton City Council  
April 9, 2018

The regular meeting of the City Council of the City of Lamberton was held on April 9, 2018, in the City Office.

Members present for all or part of the meeting were Councilmembers Terry Neperman, Lydell Sik, Dave Irlbeck, Darrell Knutson, Leah Bittner and Clerk Peterson.

Mayor Neperman called the meeting to order at 7:00 pm.

On a motion by Sik, seconded by Bittner, the council voted unanimously to approve the March 12, 2018 city council minutes. On a motion by Irlbeck, seconded by Sik, the council voted unanimously to approve the March 12, 2018 EDA Board minutes.

On motion by Knutson, seconded by Irlbeck, the council voted unanimously to approve claims #15490 through #15523 in the amount of \$11,797.30.

Redwood County Commissioner, Jim Salfer, was present to discuss certain parking restrictions on county roads within Lamberton city limits. After being contacted, Jim discussed the involvement of the county with both the county attorney and engineer. As far as policing authority, county roads located in city limits fall under local police jurisdiction enforcement. As far as parking, it is the local jurisdiction that adopts ordinances. If a county road is within the jurisdiction, all ordinances apply to the county roads. On a motion by Irlbeck, seconded by Sik, the council voted unanimously to request Redwood County to provide no parking signage for the county roads within Lamberton city limits.

Jim presented and reviewed the annual Redwood County Summary Report which included the 2017 activity and statistics from the county departments. Mayor Neperman asked about "True County Assessing". Jim stated the last he has heard, "true county" has been pushed back many years into the future at this time. A few questions were asked regarding county involvement in hazardous buildings and the Kuhar Park Project to which Commissioner Salfer said these topics for Lamberton to decide on. Jim ended with stating he appreciates the continued support from the residents of Lamberton.

On a motion by Sik, seconded by Knutson, the council unanimously approved the police department report presented by Police Chief Nick Hacker. There has been an inquiry about purchasing an old duty revolver left in the evidence room. Clerk Peterson reminded the council a resolution would need to be passed to declare a surplus and advertise it as such so that everyone interested in the surplus has an equal opportunity to purchase the surplus

before it can be sold. Because this is a handgun, this could be a potential issue as well with handgun laws. Chief Hacker will verify the law concerns and report back. Chief Hacker asked the council to consider a raise for part-time officers. It will be taken under consideration. Nick also reported issuing some snow removal tickets. When asked about the semi parking, Nick gave an overview of how he has been interacting with these individuals. The ordinance states parking on private property parking is not allowed unless in a commercial zone. At this time, the council instructed Nick to concentrate on those parking on the street only. The council will review the ordinance at a future date.

On a motion by Knutson, seconded by Irlbeck, the council voted unanimously to accept the EDA report as given by Debbie Goblirsch, EDA Coordinator. She said she continues to work on the city's website. Currently she is seeking quotes to redesign it. In coordination with Clerk Peterson, she has updated the revolving loan fund activity and personalized how she controls the activity. Debbie stated she has been working with a group seeking to offer daycare services in town. As the group continues to work on this need, they have now requested letters of support from the community. Debbie said the EDA letter of support will include verbiage regarding how a daycare could impact the community and its' businesses. The council agreed to a letter of support from the City of Lamberton. The group is in planning stages and curious of possible vacant space at Valley View Manor. Bittner suggested the group reach out the Springfield Nursing Home as they have had a daycare setting in their nursing home which has provided financial stability for years. Debbie reached out to the new owners of the Valley View Apartments to offer EDA assistance to help gain some occupancy. She will continue to seek any leads the EDA could be of assistance with housing on as it would likely revitalize the community.

On a motion by Irlbeck, seconded by Bittner, the council voted unanimously to accept the maintenance report presented by Maintenance Supervisor, Justin Thram. Justin said snow removal and record retention have kept he and Nick busy the last month. Mindi Hesse will be returning as pool manager this year and has requesting the pool opening for June 1, 2018. The pool should be painted this year as it was pushed back from last year as scheduled. Last year the pool heater was acting up, but he said we are going to try another year and keep borrowing time until we no longer can. He presented a quote for dust control. On a motion by Sik, seconded by Irlbeck, the council voted unanimously to have Justin arrange for the dust control at Kuhar Park and the road in front of the motel at a cost of \$84 per 100 feet; same as before. Justin stated the Bolton & Menke surveyor has been struggling obtaining the information for the upcoming street project because of the snow and ice. Justin said he has removing boulevard snow and ice on two occasions now.

On a motion by Knutson, seconded by Sik, the council unanimously agreed to submit Part One of the Wellhead Projection Plan as written by the Minnesota Department of Health. The MN Dept of Health has funding

available right now for parties having issues with contaminated source waters and open wells. Regardless if we move forward with sealing the wells or not, this submittal is required to seek assistance. Justin informed the council he applied for a grant with the MN Department of Health for connecting our water source to Kuhar Park. The well water at Kuhar Park is not in compliance for bacteria. There have been several attempts to correct it; however, none of those attempts have been successful. The Department of Health suggested applying for a matching 50/50 grant up to \$10,000 to bring city water to Kuhar Park. He stated the possible interest of those like the C-Store hooking into the Lamberton water supply too. Clerk Peterson cautioned having a policy ready, so residents are not paying the same water rates as those who could be connected and do not pay Lamberton property tax. Justin will continue to seek options before the well cannot be used.

Fire Chief Neperman reported the garage doors panels are getting in poor shape. He obtained a quote from Gramstad to replace the three doors. Without labor included, to get the same doors, it would cost \$6,555. The council would like to have this expense budgeted for; however, agreed to review the amount of money spent in the department before year end. Certifications and physicals are being renewed soon. Tom stated he is in the process of updating the SOG (Standard Operating Guide) and Emergency Plan. On a motion by Sik, seconded by Knutson, the council voted unanimously to approve the fire department report as presented. There is one opening on the fire department. On a motion by Irlbeck, seconded by Bittner, the council voted unanimously to offer the fire position to Matthew Leonard as recommended by Chief Neperman contingent upon acceptance and completion of physical and other requirements.

Clerk Peterson said she has sent direct deposit forms to all employees for implementation. She stated she has been working on the setup of the new software. Fund accounting is nearing completion and almost fully functional. Payroll will not take as much time to setup. She has also been working on the record retention as well and is preparing the necessary paperwork for the pool season. The pool employees, positions, wages, policies, etc., will be presented for approval at the next council meeting. Madonna reminded the council she will be out of the office on April 11 for a LMC Loss Control Workshop, April 12 for a Kuhar Dam meeting and April 18 for the Board of Appeal & Equalization meeting in Redwood Falls. Madonna hopes to bring Debbie, EDA Coordinator, to the Board of Appeal & Equalization meeting to learn about property taxation.

Clerk Peterson asked for preference on who to contact for bonding assistance for the 2018-2019 3<sup>rd</sup> & 4<sup>th</sup> Avenue Project. There being no preference given, she will be contacting Ehlers & Associates for assistance with the bonding. On a motion by Irlbeck, seconded by Bittner, the council voted unanimously to accept the Administration report.

Clerk Peterson was not able to secure spring clean-up day and appliance pick-up day on the same date. Cost for spring clean-up day will remain at \$25. Residents wishing to participate in either spring clean-up or appliance and electronic pick-up need to register at the city office and pay the required fee. On a motion by Sik, seconded by Irlbeck, the council voted unanimously to approve May 5, 2018 for appliance and electronic pickup day and May 19, 2018 for spring cleanup day.

A letter was received from Scott Hammerschmidt regarding Lamberton assessing services. Scott's concern was regarding the possibility of losing his services with Lamberton. Mr. Hammerschmidt misunderstood Councilman Sik's questioning on approving payment to Scott in January. Sik only asked why the city was paying for assessing services if the county provided the services for free; however, the county providing assessing services for free was a misconception. Clerk Peterson was asked to contact Scott to find out what period the January check paid for. On a motion by Knutson, seconded by Irlbeck, the council voted to continue assessing service with Scott Hammerschmidt for the tax year 2018 (payable in 2019). All voted in favor of the motion except Sik. Motion carries. Councilman Sik stated he only voted against because he would like clarification of the period the bill presented was for.

On a motion by Knutson, seconded by Sik, the council voted unanimously to approve the April 2018 financial report approving donations in the amount of \$2,555.55, transfers and payment of between meeting bills in the amount of \$62,208.30.

Applications for the open maintenance position were reviewed. There was only one applicant who has the required EMT certification as advertised. Potential wages were discussed. Clerk Peterson was to contact the applicant to set up an interview.

On a motion by Sik, seconded by Irlbeck, the council voted unanimously to adopt Resolution 2018-06, A Resolution Requiring Automatic Direct Deposit. On a motion by Irlbeck, seconded by Sik, the council voted unanimously to adopt Resolution 2018-07, A Resolution Ordering Improvement and Preparation of Plans for the 2018-2019 Infrastructure Improvements – 3<sup>rd</sup> and 4<sup>th</sup> Avenues. On a motion by Sik, seconded by Bittner, the council voted unanimously to adopt Resolution 2018-08, A Resolution Ordering Advertisement for Bids for the 2018-2019 Infrastructure Improvements – 3<sup>rd</sup> and 4<sup>th</sup> Avenues contingent on receipt and approval of plans and specifications.

An anonymous citizen complaint was noted. The other citizen complaint was regarding a snow removal parking ticket that has already been taken care of.



There being no additional business, on a motion by Irlbeck, seconded by Bittner, the council voted unanimously to adjourn the meeting.

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Terry Neperman, Mayor

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A Special Meeting of the  
Lamberton City Council  
April 11, 2018

The special meeting of the City Council of the City of Lamberton was held on April 11, 2018, in the City Office at 6:00 pm.

Members present for all or part of the meeting were Terry Neperman, Darrell Knutson, Leah Bittner, Lydell Sik, and Dave Irlbeck. Clerk Peterson was also in attendance.

Mayor Neperman called the meeting to order. The purpose of the meeting was to interview the selected candidate for the position of maintenance worker.

Based upon the qualifications and the interviews the council approved hiring Timothy Birkemeyer for the position. The starting wage will be \$16.75 per hour. \$.75 of this is for his EMT certification. Mr. Birkemeyer will be eligible for a \$.75 increase upon passing his Class D Water License; eligible for a \$.75 increase upon passing his Class D Wastewater License; and eligible for a \$.75 increase upon passing his Class C Water License.

Mr. Birkemeyer is eligible for the allowed uniform allowance and will receive the benefits eligible to a full-time employee as stated in the Personnel Handbook.

There being no further business the meeting was adjourned.

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Terry Neperman, Mayor

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A Regular Meeting of the  
Lamberton City Council  
May 14, 2018

The regular meeting of the City Council of the City of Lamberton was held on May 14, 2018, in the City Office.

Members present for all or part of the meeting were Councilmembers Terry Neperman, Lydell Sik, Dave Irlbeck, Darrell Knutson, Leah Bittner and Clerk Peterson.

Mayor Neperman called the meeting to order at 7:00 pm.

On a motion by Sik, seconded by Bittner, the council voted unanimously to approve the April 9, 2018 city council minutes. On a motion by Knutson, seconded by Sik, the council voted unanimously to approve the April 9, 2018 EDA Board minutes.

Clerk Peterson indicated the claim listing and the financial report look different with the implementation of the Banyon software. On a motion by Bittner, seconded by Sik, the council voted unanimously to approve check #43022 through #43102, #43104 to #43076 and #000037E through #000052E in the amount of \$66,053.06. On a motion by Knutson, seconded by Sik, the council voted unanimously to approve the May 2018 financial report approving donations in the amount of \$50.00 and no transfers. Peterson suggested the council decline continued membership with Minnesota Association of Small Cities stating we are receiving similar benefits from the League of Minnesota Cities membership.

Wendy and Ryan Wondercheck thanked the council for allowing them to discuss concerns regarding parking on 1<sup>st</sup> Avenue in front of their business. Although attempts have been made to communicate the issues of parking, oil spills and blocking of their business driveway, the issues are becoming more and more frequent. The issue is allowing truck tractors and or trailer parking for a prolonged amount of time and using First Avenue as a parking lot. The Wondercheck's were advised to call the police if their driveway is blocked by a parked vehicle.

Lisa Jenniges, LJ's on Main, was present to discuss her plans seeking approval for a zoning permit to add a patio to the south side of her business. The zoning ordinance does not call for a side yard setback in the commercial district and because there is an existing fence that she intends to replace, a front yard variance will not be required. Motion by Knutson, 2<sup>nd</sup> by Bittner to approve a zoning permit for the new patio at 106 South Main St. contingent on paperwork and payment.

Clerk Peterson informed the council Anthony Wingert has been inquiring of a zoning permit to put an addition on his residence. Motion by Sik, 2<sup>nd</sup> by Irlbeck to approve a zoning permit for the addition at 806 South

Douglas contingent on paperwork and payment providing the work being done falls within all zoning permit requirements.

Lamoine Nickel asked the council to forgive a snow removal ticket he had been given in April for winter parking. He informed the council his wife had a medical emergency that required overnight, out of town travel. It snowed when they were out of town dealing with the unexpected medical emergency. On a motion by Neperman, 2<sup>nd</sup> by Sik, to enforce the ticket as issued. Irlbeck, Knutson and Bittner voted against the motion. There were several concerns about setting a precedence regarding waiving fees. The pending question on the floor is “should the snow removal ticket be forgiven?”. Roll call was taken with Neperman and Sik voting no. Irlbeck, Knutson and Bittner votes yes. Motion carried.

Kim Robinson addressed the city council regarding her animals after receiving a letter of violation for not licensing the animals in 2017. Discussion ensued regarding compliance with Section 20 of Ordinance #153. Ms. Robinson had been grandfathered under an exception of the ordinance; however, the ordinance does not extend to additional or new animals beyond the effective date of the ordinance. Ms. Robinson was told she had until June 1, 2018 to license her animals. The council would review the violation after further record confirmation has been performed.

Chief Hacker stated he was informed the hard drive was failing on the mobile computer. The current squad laptop is ten years old. On a motion by Sik, seconded by Irlbeck, the council unanimously authorized Chief Hacker to replace the squad laptop. Chief Hacker asked the council if they considered raising the part-time officer rate. Clerk Peterson will work on a compensation study based on the state job match system. Chief Hacker reviewed the conference he and Officer David attended in Duluth. He said the conference was beneficial to him but not necessarily Officer Davis. When asked if there would be any assistance from Officer Davis’s other employers for training, Chief Hacker state he informed Officer Davis he would have to obtain continued training funding from the other employers as Lamberton has provided all his training thus far. The MN Chiefs of Police Association has awarded the Lamberton Police Department a scholarship in the amount of \$850 for the conference attended in Duluth.

Chief Hacker presented a couple different options of door tags as a tool to assist with various violations. He stated a form could be beneficial in assisting with warning people of these violations before physically ticketing. Enforcement of these violations has not been executed unless a request or complaint has been made. Clerk Peterson asked the council to consider other items on the agenda before agreeing to Chief Hacker’s idea. Clerk Peterson informed the council she and Debbie, EDA Coordinator, have put in several hours reviewing the nuisance ordinance after continued public complaints. Both believe it would be beneficial and have asked the council to consider allowing the establishment of a committee to assist with organizing the violations. Clerk Peterson asked that Chief Hacker be part of this committee

and suggested his idea of the violation door hangers perhaps be the first step in defining the best way to ease into enforcing the violations. On a motion by Knutson, seconded by Bittner, the council unanimously voted to adopt Resolution 2018-11 Establishing a Public Nuisance Committee. It has been stressed the desire to ease into this because of the lack of past enforcement. It was further stated this in not to pick on people, it is a liability issue and safety concern as well as the right of the city to establish and enforce fair and equal standards for all property owners. It further assists with aiding the community for safety, value and appeal. The key issue is to start the process, be pro-active and promote positive influence. The request to hire a building inspector for the houses that are believed to be condemned or hazardous will be tabled at this time until further details are identified, and different avenues are explored. On a motion by Sik, seconded by Irlbeck, the council unanimously appointed community members Forrest Benz and Lynette Worrell to the committee. Mayor Neperman will be the appointed council member to the committee as well as city employees, Madonna Peterson, Justin Thram, Nick Hacker and Debbie Vollmer. There will be an additional community member appointed. Interest people can inquire at city hall.

Debbie informed the council she has given the EDA Board a few options to fund the update of the website. She asked if the council would consider funding the website if the EDA declines. The council will take this under consideration.

Fire Chief Neperman asked the council to appoint Daniel Kronback to fill the open firefighter position. On a motion by Sik, seconded by Knutson, the council voted unanimously to appoint the hiring of Daniel Kronback as a volunteer firefighter. Chief Neperman informed the council he would be writing a DNR grant for a turnout gear extractor. The anticipated cost is \$4,000; however, if the grant is awarded, it would be a 50/50 split. Fundraising dollars would then be used for the remainder of the cost.

Maintenance Supervisor Justin Thram reminded the council the city is on borrowed time with the pool heater. If the heater were to go down, the delivery time could be 3-4 weeks; therefore, Thram is seeding approval to purchase the heater now. Thram said he did not paint the pool this year. Mayor Neperman suggested asking the private pool committee for a contribution. Thram stated he has been approached by a resident seeking the city to contribute to the replacement of a sidewalk where a heaving tree has destroyed it. It has been past practice for the city to remove the tree, grind the stump and contribute 50% of the cost to replace the sidewalk if the tree(s) was located on the right-of-way side of the sidewalk. The sidewalk Thram has been approached about is on private property (or the private side of the sidewalk). Thram denied the request but wanted to inform the council of his decision. Thram also informed the council of his decision to bury the overhead electrical line on 1<sup>st</sup> Avenue. He said REC was burying all of Meadowlands overhead electrical lines leaving the city's line being the sole line not being buried.

Justin told the council the new cement pads at Kuhar Park have been poured. In two weeks, the septic will be started so the bathhouse can be constructed. Thram discussed the tower agreement with the council. The agreement calls for a quarterly payment to a private company named Suez. The company then designed an agreement for cosmetic maintenance on both the tower and ground storage tank at specific intervals in the future. Justin is going to review the agreement when he was notified of other cities terminating agreements with Suez.

Clerk Peterson told the council she received the 2017 Financial Statement late in the day from Eide Bailly. She asked the council how they would like the audit presented. Eide Bailly offered three options: for \$600, they come to the council meeting to review the statement or, for half the price, Eide Bailly can review the statement over a gotomeeting.com on the internet or the council can call Eide Bailly to discuss any question they may have after receiving the printed statements. The council unanimously chose to receive the printed statement and will ask if they have questions for no cost.

Clerk Peterson said Todd Hagen, Ehlers and Associates would likely be present or on a gotomeeting.com for the June meeting for the council pre-sale review. The bond sale then in July and the closing in August. Todd would recommend moving the assessment hearing and levy up to this year since the bonds will be issued this year. More cities are certifying assessments before rather than after the completion of the projects due to potential appeals. The law has not kept up with the inflation; therefore, a potential appeal to an assessment is likely if the assessment amount exceeds the special benefit to the property. Special benefit is measured by the increase in the market value of the land owing to the improvement. It would save some interest expense by paying on some bond principal a year earlier which is more typical than what the project schedule is showing. It appears to make better sense to certify the assessments after the project is complete, but the city's obligation is to pay the bonds which will have already been issued the year before.

Peterson did discuss the potential for a change in when the assessment hearing is with Andy Kehren and informed the council to think about this because it will likely come up again. Justin asked the council to think about water and sewer connections for the upcoming street project, specifically, connections to the lots that do not currently need the connection but could in the future. This was discussed with Andy too as more than one person has come forward to say they do not want a service connection. On a motion by Knutson, seconded by Irlbeck, the council unanimously approve all department reports.

On a motion by Sik, seconded by Knutson, the Swimming Pool Wages were approved for 2018. Voting aye were Sik, Knutson, Neperman and Irlbeck. Bittner abstained. The wage assigned to the employee is based on their current certification, not the capacity of which job function they are performing.

Councilman Irlbeck was approached by a resident with a request to have the city split the cost of installing rock to a graveled section of road on west 4<sup>th</sup> Avenue. Discussion ensued the request is likely due to the parking of a tractor and trailer. The council has declined any cost share of this request.

Councilman Sik said the American Legion, Department of Minnesota is nearing a century old. The 100<sup>th</sup> national convention will be held in Minneapolis in August. On a motion by Sik, seconded by Knutson, the council unanimously voted to adopt Resolution 2018-12 Declaring August 24, 2018 as American Legion Day.

Thram told the council Greg Benedict has been quoted over \$6,000 to get internet to his house in the Southside Addition. Benedict believed to have purchased the property with the infrastructure included. The city has records of the notification to all utility companies when the new division was developed and will assist in providing Greg with these records.

Clerk Peterson told the council a lot has been sold in the Southside Addition for \$10,000. On a motion by Sik, seconded by Irlbeck, the council unanimously approved Resolution 2018-09 Authorizing the Sale of Real Property to Martin and Heidi Sarne.

On a motion by Sik, seconded by Bittner, the council unanimously approved to adopt Resolution 2018-10 in Support of the Dam Replacement Project on the Cottonwood River.

There being no additional business, on a motion by Knutson, seconded by Irlbeck, the council voted unanimously to adjourn the meeting.

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Terry Neperman, Mayor

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A Regular Meeting of the  
Lamberton City Council  
June 11, 2018

The regular meeting of the City Council of the City of Lamberton was held on June 11, 2018, in the City Office.

Members present for all or part of the meeting were Councilmembers Terry Neperman, Lydell Sik, Dave Irlbeck, Darrell Knutson, Leah Bittner and Clerk Peterson.

Mayor Neperman called the meeting to order at 7:00 pm.

On a motion by Knutson, seconded by Irlbeck, the council voted unanimously to approve the May 14, 2018 City Council minutes. On a motion by Sik, seconded by Bitner, the council voted unanimously to approve the May 14, 2018 EDA Board minutes. On a motion by Bittner, seconded by Sik, the council voted unanimously to approve the May 10, 2018 Library Board minutes.

Bittner signed an Affidavit of Official Interest in a Claim and identified a conflict of interest for check #53154 to Bittner Flooring. On a motion by Sik, seconded by Irlbeck, the council voted unanimously to approve check #43078 through #43193 and #000053E through #000064E in the amount of \$161,590.64. On a motion by Sik, seconded by Irlbeck, the council voted unanimously to approve the June 2018 financial report approving donations in the amount of \$300.00 and no transfers.

David and Karen Irlbeck were present to share their frustration with the lack of communication regarding a boulevard tree. Receiving no communication, Mr. Irlbeck took the tree down himself. If the city considers a boulevard tree a safety issue and initiates the removal and stump grinding, the city will pay the bill; however, if the homeowner undertakes the removal, it is their expense. On a motion by Sik, seconded by Knutson, the council voted unanimously to approve reimbursing the Irlbeck's for the stump grinding bill in the amount of \$75 and thanked the Irlbeck's for bringing this to their attention. When the city initiates the repair of the heaving sidewalk, the city and the Irlbeck's will split the cost.

Kim Robinson informed the council her dog tags had been purchased and she believes everything to be squared away. Kim confirmed there are now 17 dogs in her residence and she is willing to let Chief Hacker in to count, document and photograph the animals. She warned he may be delayed dependent on what action is taking place at her residence upon his arrival. Kim was asked if she understood the ordinance and the need to reduce the number of animals at her residence. She informed the council the 18<sup>th</sup> dog (Penelope) that was listed on the most recent list belonged to Jeanette and Bob Edwards. She was told the city will not allow her fiancés' dog to reside in her home as she had asked. Kim asked for consideration of the installation of



handicap parking in front of her residence. The council agreed to check into the rules regarding residential handicap parking.

Discussion ensued regarding the Public Nuisance Committee. There has been calls to council members and comments in the public about what the goal is of this committee and what it is that the committee is looking for. Jim Eykyn asked the council for their support to the Public Nuisance Committee. Forrest Benz said the committee has put a lot of research into Ordinance #126, An Ordinance Defining and Prohibiting Nuisances and Providing a Penalty for Violation. On a motion by Sik, seconded by Irlbeck, the council unanimously called for a special meeting to discuss the finding of the Public Nuisance Committee on Monday, June 18, 2018 at 7:00 p.m. at city hall.

Teresa Schreurs, Development Services Inc. (DSI), presented a proposal to offer services in seeking a 2019 Small Cities Development Program (SCDP) grant. She introduced the company and outlined how DSI could assist the city. She told the council Sanborn would need to pair with another city if they were to seek any SCDP grant opportunities. After her presentation, the council tabled the proposal request agreeing to review the information presented.

Andy Kehren, Bolton & Menk, Inc. informed the council the bid opening was conducted on June 5, 2018 for the 2018-19 Infrastructure Improvement Project. Andy informed the council only one bid was received. The bid was 49% above the engineer's estimate; therefore, Andy is recommending rejecting the bid because he does not feel it was competitive. We would then look at rebidding it in the spring of 2019, either the middle or end of April. On a motion by Irlbeck, seconded by Sik, the council voted unanimously to accept Andy's recommendation and reject the bid. The engineering fees will need to be paid but will not be re-billed next year because the survey work and design is complete. There will be advertising costs next year again though.

Fire Chief Tom Neperman requested permission to proceed with the purchase of replacement of the garage doors. Clerk Peterson interrupted to explain Lambertson's Chart of Accounts. Peterson explained the budget book by fund, department and object codes for expenditures. When transferring the codes to the new accounting system, she combined object codes she felt could be better organized. For example, in the old accounting system, there was an object code for electricity, another for gas and yet another for water and sewer. Peterson combined these three object codes to one code and renamed it Utilities. Resolution 2018-13 Providing for Budget Appropriation Changes for 2018 simply allocates the approved 2018 budgeted amounts to the combined object code. Peterson continued to explain how to read the new financial reports and informed the council she has been teaching the various departments how to read the financial reports, chart of accounts and their budgets. She has given the department leads their chart of account codes to enable them to code and authorize expenditures and told the council it is a measure of internal control to have someone other than her authorize the expenditure when she is paying the bills and reconciling the bank statements.

Together we looked at the fire department budget to see if there was money budgeted for Chief Neperman's request of replacing the garage doors. Peterson told the council she has been teaching the head of the departments how to interpret their departments chart of accounts, what money was budgeted and how they will need to code their invoices for payment processing. The department lead is the one with the knowledge of what is being spent and should be responsible for their department. Their ideas and input will be instrumental in the budget process as they are the ones with the knowledge of what they need to run their department. Peterson noted she has put a lot of time into organizing the chart of accounts and transferring everything to the new accounting system to make it easier for everyone to understand and so the council knows what they are approving and the financial health of the city. The revenue side of the accounting equation as well as the fund balance was explained. On a motion by Knutson, seconded by Irlbeck, the council unanimously approved the purchase of replacement of the fire department garage doors in the amount of approximately \$8,000. On a motion by Bittner, seconded by Sik, the council unanimously voted to adopt Resolution 2018-13 Providing for Budget Appropriation Changes for 2018.

Maintenance Supervisor Thram informed the council hydrants have been flushed and is happy to report all the hydrants were operational. Thram said he had Bargen, Inc. repair some utility cuts that were sinking away with the infrared technology. He will periodically do this to enhance the life expectancy of the roads. Sanborn has approached him inquiring if the city would like to buy back a street light that was sold to them a couple of years ago. On a motion by Irlbeck, seconded by Sik, the council voted unanimously to buy back the street light for \$1,500. Thram told the council he would be seeking cost estimates for replacement of the skid steer and tractor. Both pieces of equipment are outdated. Some suggestions were offered with the council acknowledging the need for equipment replacement. The heater for the pool has been ordered. Neperman reported the private swim pool committee will be assisting with the cost.

EDA Coordinator, Debbie Vollmer said the EDA Board has decided to switch companies for the website. We will now be using Municipal Impact which is a company from Texas that focuses on small cities. We will be able to offer more through the website for a cheaper price. On a motion by Irlbeck, seconded by Sik, the council voted unanimously to approve all department reports as presented. Peterson told the council she has asked all departments to start submitting monthly reports for the council agendas in the event there was a conflict with a department attending the meeting. She thinks it keeps the council informed and allows for a permanent record of council agendas.

Three zoning permits were presented for approval. On a motion by Knutson, seconded by Sik, the council voted unanimously to approve the following zoning permits:

1. Church of St. Joseph, 400 2<sup>nd</sup> Ave, storage shed.
2. Jake Wahl & Marissa Brown, 713 S. Elm St, deck.

3. Tom Vold, 405 2<sup>nd</sup> Ave W., privacy fence.

On a motion by Irlbeck, seconded by Sik, the council unanimously approved the volleyball league's request to install a memorial bench in memory of Mark Arkell near the volleyball court in the park contingent on verification that there be no religious marking on the bench. The volleyball league will pay for the bench and the installation. Thram will contact the volleyball league representative, Susan Jeckell, to let her know it is approved if there is no religious marking.

There being no additional business, on a motion by Sik, seconded by Knutson, the council voted unanimously to adjourn the meeting.

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Terry Neperman, Mayor

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A Special Meeting of the  
Lamberton City Council  
June 18, 2018

The regular meeting of the City Council of the City of Lamberton was held on June 18, 2018, in the City Office.

Members present for all or part of the meeting were Councilmembers Terry Neperman, Lydell Sik, Dave Irlbeck, Darrell Knutson, Leah Bittner and Clerk Peterson.

Mayor Neperman called the meeting to order at 7:00 pm.

On a motion by Knutson, seconded by Irlbeck, the council voted unanimously to decline to participate in the FY2019 Small Cities Development Grant Application with DSI, Inc.

Clerk Peterson handed out Ordinance #126 An Ordinance Defining and Prohibiting Nuisances and Providing a Penalty for Violation along with its amendments including Ordinance #147. Three (3) sample violation letters were recommended for use and an inspection fact sheet.

Clerk Peterson informed the council there were nine (9) committee members split into three (3) groups. There was a driver, a recorder and a photographer. Violations were observed from a public right-of-way or, if permission was received, from a neighbor's property. Buildings, properties and yards were viewed using a plain view search. The committee was looking for violations as outlined in the ordinance. Some of the criteria included: broken or open doors and windows, unstable structures, ranks of growth and accumulation of weeds, trees, hedges, unlicensed vehicles, allowing the accumulation of junk and other items that annoy or interfere with any considerable number of members of the public.

After the visual plain view search, committee members organized the findings into three (3) categories to report to the city council. All three (3) categories included violations that affect health, peace and safety. The red category included violations that affect safety to a severe degree. Both yellow and green categories have moderate or mild conditions. There were nineteen (19) properties in the red category. All but three (3) of these properties are abandoned and/or unoccupied.

There were questions regarding the status of taxes being paid, where the house was, if the city was mowing these properties, and what criteria was used to determine if the property was unstable, etc. Members of the committee and the council both stated the goal of enforcing the ordinance is not to pick on property owners, it is to maintain a visually pleasing community. Discussion was held on the different perceptions which will likely be received regarding the enforcement or lack of enforcement regarding public nuisances in the past.

The committee stressed the importance of being pro-active and setting a goal every community member can be visually satisfied with.

On a motion by Irlbeck, seconded by Sik, the council unanimously agreed to ease into the enforcement of Ordinance #126 by sending the first letter to all properties on the inspection list. The demand for further enforcement may be necessary in the future if the nuisance violations are not abated.

There being no additional business, on a motion by Sik, seconded by Knutson, the council voted unanimously to adjourn the meeting.

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Terry Neperman, Mayor

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A Regular Meeting of the  
Lamberton City Council  
July 9, 2018

The regular meeting of the City Council of the City of Lamberton was held on July 9, 2018, in the City Office.

Members present for all or part of the meeting were Councilmembers Terry Neperman, Lydell Sik, Dave Irlbeck, Darrell Knutson, Leah Bittner and Clerk Peterson.

Mayor Neperman called the meeting to order at 7:00 pm.

On a motion by Sik, seconded by Irlbeck, the council voted unanimously to approve the June 11, 2018 City Council minutes. On a motion by Sik, seconded by Bitner, the council voted unanimously to approve the June 11, 2018 EDA Board minutes. On a motion by Irlbeck, seconded by Knutson, the council voted unanimously to approve the June 18, 2018 Special Council Meeting minutes.

On a motion by Sik, seconded by Knutson, the council voted unanimously to approve checks #43194 through #43263 and #000065E through #000075E and #500025 through #500099 in the amount of \$182,802.83. Bittner noted check #43200 is not a conflict of interest, as it is a reimbursement check and proper protocol was followed. On a motion by Sik, seconded by Irlbeck, the council voted unanimously to approve the July 2018 financial report approving donations in the amount of \$830.00 and no transfers.

Maintenance Supervisor Justin Thram reviewed the maintenance report he presented to the council. He informed the council the pool heater will likely not be installed until next season as it is not scheduled to arrive until July 26. Tree trimming is complete, and some patches were done on street settling with infrared heating by Bargaen, Inc. Kuhar Park completely flooded with the recent rains and will need extra maintenance work. Assistance was provided to the county to re-open County Road 6 after the flooding. Justin anticipates there to be FEMA money that can help offset the cost in assisting the county. The block foundation is up for the new bathhouse and water lines installation will commence as it dries. Justin reviewed the two bids received for a new skid loader. There is \$40,000 budgeted for capital outlay in the street department. On a motion by Sik, seconded by Irlbeck, the council unanimously voted to accept the low bid of \$20,403.16 for a S595 T4 Bobcat Skid-Steer Loader from Farm-Rite Equipment of Willmar, MN. On a motion by Knutson, seconded by Bittner, the council voted unanimously to accept the report as given.

Ambulance Director Nick Anderson reviewed the ambulance report he presented to the council. He summarized the June 2018 ambulance call detail and told the council the ambulance service will be participating in the

Watermelon Days Parade in Sanborn this year. When asked if North Memorial had ever presented a proposal, Nick informed the council the person who he had been talking to stated North Memorial is short on employees at this time therefore discussions ceased. Nick informed the council North Memorial is no longer providing professional education to the outstate area and training can be sought anywhere, not just with North Memorial as it had once been. The possibility of using the ambulance base as a training center was questioned. Answers will be sought to these questions for possible future discussion. On a motion by Bittner, seconded by Irlbeck, the council voted unanimously to accept the ambulance report.

Police Chief Nick Hacker told the council he wanted to ensure he received the increase in vacation time due to the fact he will be in the police profession for eleven (11) years on July 16, 2018 based on his calculations. Chief Hacker referenced the vacation section in the personnel policy which states, "Every full-time employee shall earn vacation at the rate of 12 days per year for the first through tenth year; vacation shall be earned at the rate of 18 days per year for the eleventh through twentieth year; employees with twenty years of service shall earn 24 days' vacation per year. Employees shall receive credit for their years of professional experience in a similar position." Neperman stated he was unaware of vacation time carrying over from town to town. Peterson told the council Chief Hacker brought this to her attention and she verified the information he presented her with. She said she herself has 20 years of similar professional experience and that, if awarded, she should have been awarded the maximum amount of vacation upon hire. Clerk Peterson further noted the introduction section of the personnel policy does state, "The City of Lambertton expressly reserves the right to change any policies without prior notice, including those covered here, at any time. You will be notified of any change by appropriate means. Amendments or new policies will be effective on dates determined by the City Council, and you may not rely on policies that have been amended or deleted. No one other than the City Council has any authority to change any policy." Clerk Peterson stated the League of Minnesota Cities (LMC) does have templates to use. She believes policies and job descriptions should be updated as soon as we can. She further stated in all her years in public employment working with human resources, she has never heard of being awarded vacation time based on years of professional service from a different entity. Chief Hacker was told he council would take the issue under advisement.

Chief Hacker also questioned the council on a several requests he received by Clerk Peterson. Clerk Peterson has asked for a police department schedule. Chief Hacker said he does not do a schedule, he fits in his hours around his activities and tries to keep people guessing when he is working. Chief Hacker was instructed to provide Clerk Peterson with his schedule and if it changes, he needs to communicate that with her. Peterson further requested all departments start providing a monthly activity report to the city council in report form. Chief Hacker will work with the county to filter a type of activity report to present to the council, however he disagrees with implementation of a daily log because it takes time and is unnecessary.

Discussion was held regarding the practice of Lambertton police officers responding to calls outside of Lambertton. Mayor Neperman said if the Lambertton tax payers are paying for police services, they expect those services to occur in Lambertton, not in a different town. Councilman Sik stated he has no issue with Lambertton police responding to an emergency assist in a different town if the Lambertton police is the closest officer responding. Chief Hacker said he cannot speak on behalf of Officer Davis because we do not have a camera that identifies the location of the squad at all times, however, Neperman told him to communicate with Officer Davis so he knows what was discussed.

Chief Hacker said he will check on the animals at the Kim Robinson residence soon. Chief Hacker was asked to start identifying the people mowing grass clippings into the street and speak with them. They may be unaware this is causing drainage issues and is a violation of the ordinance. On a motion by Irlbeck, seconded by Sik, the council voted unanimously to accept the police department report.

Clerk Peterson updated the council on her activity for the month. The filing period for city candidacy opens July 31, 2018 and ends August 14, 2018. There are four (4) open seats that will be voted for on Election Day, November 6, 2018. Primary Election day is August 14, 2018. Peterson said the major change during the election process this year will be the use of electronic poll pads. The poll pads will replace the paper methods of voter registration and rosters. Budget preparation and training with the different departments continues to occur. Those responsible for the department have been authorizing their expenditures which is another step to securing internal controls. Request for proposals are due on July 18, 2018 for the second phase of the wellhead protection plan. Discussion was held regarding the profit or loss for the ambulance garage and the status of a township meeting. Peterson reported work continues on this analysis. On a motion by Irlbeck, seconded by Bittner, the council voted unanimously to accept the administration report as presented.

A zoning permit was presented for approval. On a motion by Irlbeck, seconded by Knutson, the council voted unanimously to approve a zoning permit to Martin Sarne for residential construction of a new house. A question was asked regarding the status of a covenant violation in the South Side Addition. Peterson was instructed to follow up with this matter.

On a motion by Knutson, seconded by Sik, the council unanimously approved the election judge roster as presented.

A new resident has purchased a property and continues to improve the structure which will raise the tax base as well as make the structure visually appealing to the community. On a motion by Sik, seconded by Knutson, the council unanimously approved waiving charges in the amount of \$142.86 of a past due utility bill at 506 S. Birch St. which was left unpaid by a prior resident.



Discussion started regarding a request to put a handicap parking space in front of a residential property; however, it died for lack of a motion.

During the council communication period, Clerk Peterson was asked to obtain the City Attorney's option on the vacation matter as discussed earlier. Bittner would like to see implementation and follow up of employee reviews. Peterson continues to work on a comparable worth study and job descriptions which all ties into this together with the personnel policy update. Sik has been approached by the Walnut Grove mayor regarding joining police forces with Walnut Grove. At this point, it is believed Walnut Grove may try to lead this joint venture and has asked Lamberton for any consideration to the venture. The council agreed they are willing to consider it.

There being no additional business, on a motion by Sik, seconded by Knutson, the council voted unanimously to adjourn the meeting.

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Terry Neperman, Mayor

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Minutes for a Regular Meeting of the  
Lamberton City Council  
August 13, 2018 – 7:00 PM

I. CALL TO ORDER

Present: Mayor T. Neperman, L. Sik, D. Knutson, L. Bittner, D. Irlbeck  
Others in Attendance: Clerk M. Peterson, J. Thram, N. Hacker, N. Anderson, Tom Neperman, M. Hesse, A. Vogel, D. Vollmer. Also present: Chris Larson and Andy Boyle, ISG.

II. APPROVAL OF MINUTES

- A) Bittner moved, Knutson seconded for unanimous approval of July 9, 2018 City Council Minutes.
- B) Irlbeck moved, Bittner seconded for unanimous approval of July 9, 2018 EDA Minutes.
- C) Sik moved, Irlbeck seconded for unanimous approval of July 12, 2018 Library Board Minutes.

III. APPROVAL OF CLAIMS

- A) Sik moved, Bittner seconded for unanimous approval of checks #43264-#43321, #76E-#98E, and #500100-#500167 in the amount of \$116,005.71.

IV. REPORTS

- A) Irlbeck moved, Knutson seconded for unanimous approval of the Maintenance Department report as discussed by Thram. Activities include:
  - The new skid loader should arrive soon.
  - The pool heater has arrived but will not be installed before pool closes for the season. Bittner added there has been nice weather and the water has been 78 degrees.
  - Winter preparation will begin over the next couple of months. Hydrants will be flushed during preparation.
- B) Knutson moved, Sik seconded for unanimous approval of the Ambulance Department report as presented by Anderson. Activities include:
  - Activity summary for July was noted.
  - Air Care training will be conducted soon.
  - Review of payroll activity for July
  - Vollmer reported on the recent meeting with Mayo regarding Springfield and Lamberton Clinics. The plan is not final; however, the Springfield Hospital is what is anticipated to close but the Springfield Clinic and Emergency Room and the Lamberton Clinic will remain open and staffed with nurse practitioners with similar times and days. Mayo hinted the final decisions will be made in the next couple of weeks. The ambulance should not be affected because they transport to the nearest emergency room.
- C) Irlbeck moved, Sik seconded for unanimous approval of the Police Department report as presented by Hacker. Activities include:
  - Review of July activity report.
  - The new mobile laptop is here. Installation to the squad car will be done in the next week.
  - Offered to reach out to other communities should the council wish to explore the possibility of joining forces with Walnut Grove Police Department.
  - The water pump failed in the squad. The repair bill was \$1,929.71.
  - Police training reimbursement was received in the amount of \$1,914.01.

- Reviewed activity of public relations, budget calculations and job description updates. Noted the police are not compensated for being on-call and asked for consideration of paid on-call or salary if council is going to limit overtime.
- Police telephone lines were discussed after a complaint had been received about the police not answering the two phone lines.
- Accountability of police was discussed. Council stressed the need for log activity and schedules.
- Discussion was held regarding vacation time request from Chief Hacker. Chief Hacker was asked if vacation time was negotiated upon hire differently than that of the personnel policy to which he stated no. The confusion occurs with how it is interpreted. The attorney opinion stated it is important to apply the personnel policy as that has been consistent with the manner of all previous employees and that any question would be expected an answer at the time of hire.

D) Knutson moved, Bittner seconded for unanimous approval of the Administration Department report as discussed by Peterson.

- The month of July was spent on election administration and training, budget preparation including budget instruction to all departments and council, and compensation study.

- Peterson informed the council of the continued lack of communication with the police department. Mayor Neperman will call Chief Hacker regarding this.

E) Bittner moved, Irlbeck seconded for unanimous approval of the EDA report as presented by Vollmer.

- The new and improved city website is up and running at [www.lambertonmn.com](http://www.lambertonmn.com). Pages will continually be edited. Residents can now pay their utility bill or other miscellaneous payments on the website. You can subscribe to the site to receive alerts being posted also.

- Lease agreements have been renewed for the land.

- Attended a couple meetings to gain knowledge on area networking and contacts for resources necessary to economic development.

## V. PETITIONS, REQUESTS & COMMUNICATIONS

A) Irlbeck moved, seconded by Bittner for unanimous approval of a zoning permit for Steve & Deb Lingle to erect a shed and a fence on property they own on Juniper Street.

B) Knutson moved, seconded by Irlbeck for unanimous approval of a zoning permit for Lynn & Pat Story to erect a retaining wall along the southside of their property at 511 S. Main St. It was noted Mr. Story was informed the location is in a utility right-of-way and if future access to the right-of-way was required, he would be responsible to re-erect the wall should anything happen to it.

C) Request for membership to RADC-Redwood Area Development Corporation died for lack of a motion.

D) Request for membership to Southwest Initiative Foundation died for lack of a motion.

E) Sik moved, seconded by Knutson for unanimous approval to host a fall clean up day. It was noted roll-offs would be rented and junk will need to be brought to a designated location. Thram and Peterson will work on the details.

F) Request for reimbursement of the flood destroyed porta potties (rented for Kuhar Park) owned by Southwest Sanitation died for a lack of a motion. The city did not neglect, vandalize or destroy the porta potties. A flood is an uncontrollable force of nature.

G) Knutson moved, Irlbeck seconded for unanimous approval of the August 2018 Financial Report. There were no transfers and one new vendor. Donations were accepted totaling \$4,370.79. A full report is available upon request.

## VI. RESOLUTIONS

A) Bittner moved, seconded by Sik for unanimous approval of Resolution 2018-14 Approving State of Minnesota Joint Powers Agreements.

## VII. NEW BUSINESS

- A) Knutson moved, seconded by Irlbeck for unanimous approval to comply with the MN Pay Equity System notice of non-compliance by adjusting the Librarian wage to Grade 7 starting wage. The non-compliance notice specified the female job class of Librarian is at a disadvantage because this position has more job points than the male class of Maintenance Worker yet receives less compensation. When asked how we can stay in compliance, Peterson suggested a pay scale be implemented.
- B) Departments presented their budget requests to council. Neperman called for a special meeting for budget planning on August 30, 2018 at 5:00 p.m. at city hall.
- C) Thram presented the RFP proposals received for the Wellhead Protection Plan. Chris Larson and Andy Boyle, ISG, Mankato, were in attendance for any questions on their submitted proposal. Knutson moved, seconded by Irlbeck to hire ISG as the consulting firm for completion of the second part of the Wellhead Protection Plan in the amount of \$12,000.

## VIII. COMMUNICATIONS

- A) Discussion was held on the need to update the Personnel Policy, job descriptions and wage compensation. Peterson said each part of this is what she refers to as the compensation study that she has diligently been working on.
- B) Colby Davis addressed the council regarding combining police force with Walnut Grove, MN. He arrived after attending the Walnut Grove council meeting to report Walnut Grove is interested in talking to the City of Lamberton about this. Mayor Neperman will reach out to Walnut Grove Mayor Greg Hansen to start gathering information.
- C) Officer Davis was enlightened of police accountability discussions that occurred earlier in the meeting. The implementation of schedules and a log seem to be the easy solution.

## IX. ADJOURNMENT

There being no additional business, Sik moved, seconded by Knutson for unanimous approval to adjourn the meeting.

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Terry Neperman, Mayor

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Minutes for a Special Meeting of the  
Lamberton City Council  
August 30, 2018 – 5:00 PM

I. CALL TO ORDER

Present: L. Sik, D. Knutson, L. Bittner, D. Irlbeck. Absent: Mayor T. Neperman  
Others in Attendance: Clerk M. Peterson, J. Thram, N. Hacker, N. Anderson, M.  
Hesse.

II. APPROVAL OF MINUTES

There were no minutes presented for approval.

III. APPROVAL OF CLAIMS

There were no claims presented for approval.

IV. REPORTS

There were no reports presented for approval.

V. PETITIONS, REQUESTS & COMMUNICATIONS

There were no petitions, requests or communications presented for approval.

VI. RESOLUTIONS

There were no resolutions presented for approval.

VII. NEW BUSINESS

A) Clerk Peterson presented the 2019 budget requests. The request presented illustrates a 7.59% levy increase. Peterson informed the council if they adopt the request to change council salaries as proposed, the proposed ordinance needs to be published for at least ten (10) days before adopting the proposed levy; therefore, they would need to call for a special meeting to adopt the proposed levy before the deadline of September 30, 2018. Council salaries have not been changed since 2002. No action was taken at this time.

VIII. COMMUNICATIONS

There were no communications presented for approval.

IX. ADJOURNMENT

There being no additional business, Knutson moved, seconded by Sik for unanimous approval to adjourn the meeting.

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Terry Neperman, Mayor

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Minutes for a Regular Meeting of the  
Lamberton City Council  
September 10, 2018 – 7:00 PM

I. CALL TO ORDER

Present: Mayor T. Neperman, L. Sik, D. Knutson, L. Bittner, D. Irlbeck  
Others in Attendance: Clerk M. Peterson, J. Thram, N. Hacker, N. Anderson, M. Hesse, D. Vollmer, T. Birkemeyer, B. Schaffran, S. DeCock.

II. APPROVAL OF MINUTES

- A) Bittner moved, Sik seconded for unanimous approval of August 13, 2018 City Council Minutes.
- B) Sik moved, Knutson seconded for unanimous approval of the August 30, 2018 Special City Council Minutes.
- C) Sik moved, Irlbeck seconded for unanimous approval of August 13, 2018 EDA Minutes.

III. APPROVAL OF CLAIMS

- A) Knutson moved, Irlbeck seconded for unanimous approval of checks #43322-#43377, #99E-#113E, and #500168-#500218 in the amount of \$145,843.84.

IV. ADDITION TO AGENDA

- A) Past practice was to write off utility bill charges upon request; however, a procedural change was adopted in February 2018 to certify past due utility bills to taxes. Two landlords were in attendance to ask the council to waive the penalty charges on unpaid utility bills from their former tenants. Sik moved, Knutson seconded for unanimous approval to waive the penalties charged in the amounts of \$207.55 and \$140.58.

V. REPORTS

- A) Sik moved, Irlbeck seconded for unanimous approval of the Maintenance Department report as discussed by Thram. Activities include:
  - Now that the block layers are done with the Kuhar bathhouse, Thram feels the momentum will pick up. L & S is working on placing the tanks and bringing the area to grade, then REC will come in to bore the electrical and the plumbers can come in. The grant expires December 31, 2018 making the timeline very tight.
  - The mildew from the ground water storage tank has been power washed. It took about a day and a half to complete but only cost approximately \$200 which was a savings from the \$4,500 price tag the water tower maintenance company wanted to charge. This will likely be a regular need from now on.
  - Thram requested to have Ash Street and the rest of 4<sup>th</sup> Avenue added to the 2018-19 Infrastructure Project. The 2018-19 Infrastructure Project was not done this year due to bids coming in too high. It was noted public hearings will have to be held to change the scope of the project but agreed now would be the time to look at it. The allowance of garbage truck usage of the city streets was discussed. Justin will explore various options regarding this issue. On a motion by Knutson, seconded by Sik for unanimous approval to explore adding

Ash Street and the remaining part of 4<sup>th</sup> Avenue (from Douglas to Ash Street) to the 2018-19 Infrastructure Project.

-Two bids were received to perform road patching in various areas. On a motion by Irlbeck, seconded by Sik for unanimous approval to approve the lower quote and hire MR Paving to perform the work requested.

-Thram informed the council he noticed the water usage was higher than normal at the swimming pool this season. He further noticed the wall was shifting and the deck sinking. A power point presentation of several findings at the swimming pool was shown. As seen, the pool wall (or shell) is shifting in or separating away from the deck which likely indicates an underground water leak that is washing away the base beneath the deck. Southwest Health & Human Services (SWHHS) did award our pool license this season; however, the inspector did discuss the condition of a trip hazard that is being caused by the pool shell and deck separating which is occurring in several locations around the circumference of the pool. Investigation began after the pool season ended. A part of the deck was removed to view what was happening underground. Findings include cracked PVC pipes, lack of binder in the sand, bulging crack in the wall, incorrect angle degree of the pipe elbows (new in 2013), and unsafe shifting and/or sinking of the deck. These things cause stress to the pipes. Too much stress causes pipes to bust. The insurance company has been contacted to verify any coverage we may have, and the adjuster will bring their engineer to inspect the damage and cause.

-MPCA is requiring the installation of a ground water monitoring manhole out at the ponds. This structure will allow sampling of ground water. The parts for the structure have been ordered at an approximate cost of \$5,000.

B) Knutson moved, Sik seconded for unanimous approval of the Ambulance Department report as presented by Anderson. Activities include:

-Activity summary for August was noted.

-In an attempt to reduce the cost of ambulance payroll, Anderson was told to reduce the amount of staff scheduled per shift from three (3) to two (2); however, many of the staff prefer having a third person on each shift for various reasons. Anderson and the staff are recommending reducing the amount per day shift call hour from \$10/hour to \$3/hour. On a motion by Knutson, seconded by Bittner for unanimous approval of \$3 per hour for on-call ambulance day shift coverage from 6 a.m. to 6 p.m. effective September 1, 2018.

-Director Anderson stated the ambulance is getting into the problem of not having any available daytime EMT's again. and has requested exploring outsourcing management services. The volunteer staff for emergency services is a statewide problem. He said he was researching outsourcing management services.

-Anderson informed the council he had filed an objection to an application Children's Minnesota filed with the EMSRB. Many local ambulances services throughout the state filed the same objection enticing Children's to hire a lawyer to represent them. After further investigation, the application filed is not specifically applicable to the Lambertton Ambulance therefore Attorney Muske will have the objection withdrawn to remove Lambertton Ambulance from the subpoena. Sik moved, Bittner seconded for unanimous approval to have Attorney draw the withdrawal letter as necessary.

C) Knutson moved, Bittner seconded for unanimous approval of the Administration Department report as discussed by Peterson. Activities include:

-Primary election was held on August 14 with a total of 98 voters between the City of Lambertton and Lambertton Township. The new poll pads were used. The poll pads are the electronic technology of registration and roster process.

-The floors have been stripped and waxed at the community center.

-An FFA community sign will be placed on the Lambertton population sign coming into town from the west as requested by the Ag Science teacher.

Approval was obtained from D.O.T.

-Clerk Peterson reminded the council an ordinance change requires publication and if they wish to change the council salaries the publication needs to be done before the preliminary levy is set. Motion by Sik, seconded by Knutson for unanimous approval to publish the ordinance change and hold a special meeting September 28, 2018 at 6 p.m. to set the preliminary levy. The change in salary for mayor and council has not been done since 2002.

-Clerk Peterson provided the council with Chief Hacker's timecard for review. Chief Hacker was told to avoid overtime.

D) Knutson moved, Irlbeck seconded for unanimous approval of the Police Department report as presented by Chief Hacker. Activities include:

-Review of August activity report was given. The council thanked Chief Hacker for implementing the out of town log. They feel this will assist when responding to complaints.

-Chief Hacker inquired how he should pursue unpaid ordinance fines from last winter. He wondered if these fines could be sent to collections or assessed to taxes. Clerk Peterson said she had a call into the Redwood County Attorney regarding this because it is her belief he should turn them over to Redwood County Court just as he would any other ticket. She will follow up with Chief Hacker when she receives a response.

E) Irlbeck moved, Bittner seconded for unanimous approval of the Swimming Pool report as presented by Pool Manager, M. Hesse. Activities include:

-2018 Profit & Loss report as of September 5, 2018 illustrated an unaudited loss of \$32,862.49.

## VI. PETITIONS, REQUESTS & COMMUNICATIONS

A) Fall clean-up date is set for October 20, 2018. It will be held from 8 a.m. to 11 a.m. The event will be conducted differently this time with residents being responsible to bring items to the pool parking lot which will be set-up to receive various items. All details have not been finalized yet. Discussion was held on pre-registering for disposal because we will be limited to the amount of debris that can fit into one garbage truck.

B) Clerk Peterson, Sik and Bittner met with Tom Olinger and Erin Enstad from the accounting firm Abdo, Eick & Meyers, from Mankato. Peterson recommended accepting the proposal given because of her experience with the firm. Bittner moved, Sik seconded for unanimous approval to accept the Abdo, Eick & Meyers proposal in the amount of \$43,875 for the years 2018, 2019 and 2020.

C) Irlbeck moved, seconded by Knutson for unanimous approval to accept the quote of \$7,748 to purchase a Konica Minolta C308 Color Document System (copy machine) from Marco. The purchase will not be made until 2019.

D) The public hearing for the Truth-in-Taxation meeting has been scheduled for 7:15 p.m. December 10, 2018 during the regular city council meeting.

E) A request to purchase a vacant city owned lot located at the NW corner of Douglas and 3<sup>rd</sup> Ave W was discussed. This request has been placed on hold until Clerk Peterson can verify the proper procedure to follow to sell this property.

F) Upon hearing concerns from the people who were told they would be paid \$10 an hour at the time of hire, Knutson moved, Sik seconded for unanimous approval to rescind the motion to approve \$3 per hour for on-call ambulance day shift coverage from 6 a.m. to 6 p.m. One person stated they did not care what they were to receive for compensation if there could be two (2) EMT's and a driver on-call per shift. The other stated they would prefer family time. After a lengthy discussion, Bittner and Knutson said they will meet with Ambulance Director Anderson to explore different ideas and options.

## VII. ORDINANCES & RESOLUTIONS

There were no Ordinances or Resolutions submitted for approval.



## VIII. FINANCIAL REPORTS

A) Bittner moved, Irlbeck seconded for unanimous approval of the September 2018 Financial Report. Donations were accepted in the amount of \$5,159. There was two (2) new vendors and a transfer of \$12,360 from the General Fund to the Ambulance Fund for ambulance service coverage to the City of Lambertton. A full report is available upon request.

## IX. OLD BUSINESS

A) The nuisance committee met on August 16 to review any activity after sending eighteen (18) violation letters last month. Of the eighteen (18) violations cited, two (2) have been abated. The committee will prepare the 2<sup>nd</sup> round of violation letters and forward them to Chief Hacker to issue warning citations to the remaining sixteen (16) violations. The 2<sup>nd</sup> inspection took place on or about August 24, 2018. Twelve (12) additional properties were identified as having public nuisances for junk or blight conditions and sent letters. During the inspection, the committee also identified thirty-six vehicles they believe to be in violation of the ordinance and Minnesota Law and twenty-nine weed or overgrowth violations. The nuisance committee recommended continued enforcement of the ordinances; however, there were mixed comments regarding being too strict on enforcement. With there being multiple types of violations on one property, the committee has been forced to separate the violations into categories. The committee is keeping weeds and overgrowth in one category; vehicles in a different category; and housing conditions, blight and junk in another category. It was stated the council believed the committee was only going to recommend the more severe housing conditions this year and wait until spring to start on other conditions and take baby steps. Clerk Peterson stated the nuisance committee believes that continued enforcement will only help the image of prior lack of enforcement and she is going to do her job and others can decide if they want to do theirs.

B) An update was given on the Robinson animal verification. Chief Hacker reported there are sixteen (16) adult dogs that have been there since she moved in. There are sixteen (16) puppies too. All are under 3 months or less which do not require license or vaccinations. When asked how he knew how old the puppies were, Chief Hacker stated he did not know; he was only going from the information that was provided to him. He was further told when the puppies cannot be sold, Brown County Humane Society intervenes with the puppies and any other dogs that have been rescued. Chief Hacker took pictures of all dogs and puppies. He further stated Robinson does not have any dogs between the ages of one (1) and two (2) years old to which the council disagreed. The council further disagreed that she is not in compliance because she told them two (2) of her dogs passed away. When the ordinance was passed, it specifically stated she could not add or replace dogs to stay at sixteen (16), instead, she needed to work down to the allowed amount of the ordinance. Clerk Peterson and Chief Hacker will compare their lists of the dogs. When asked about the boyfriend's dog, Chief Hacker stated he was told the dog visits but is not permanently living in Lambertton. Discussion ensued regarding the burning of dog waste and constant barking complaints. The council told Chief Hacker to continue with enforcement.

C) Discussion was held regarding the status of a prior request for infrastructure in the Southside Addition. Clerk Peterson contacted the MN Department of Commerce regarding what utility was considered "infrastructure" and was told telecommunications is considered infrastructure per MN Statute. Thram will be contacting area telecommunication companies to see what it would take to provide telecommunication infrastructure to the Southside Addition but not to each individual plotted lot.

X. NEW BUSINESS

A) A wage scale was done as part of a compensation plan study; however, approval is not necessary until the study is fully complete. The council was provided the wage scale at this time for budgetary reasons only. Bittner and Peterson will continue to work on the study together.

XI. MAYOR & COUNCIL COMMUNICATIONS

A) Councilman Sik stated he, Bittner and Clerk Peterson met with Walnut Grove Mayor, Greg Hanson, regarding the idea of future sharing of the two police departments. He reported the idea discussed was to remain two entities employing our own officers but in a shared environment. Each city would maintain their own police departments and officers, but the two cities would have their officer scheduled at the opposite time the other city scheduled their officer allowing a longer amount of coverage time. Certain details would have to be worked out. The idea is to have the officer on duty cover both towns for patrol, calls and emergencies and an agreed amount of time would be spent in each city per shift. Both cities agree the presence of an officer in a community helps to prevent illegal activities and if the amount of coverage could be shared between the two (2) communities, the presence of an officer would be there for a longer amount of time. It was discussed to have one of the towns hire an additional full-time officer for more coverage; however, there would be no savings to this idea. Both cities' want more coverage but not the additional expense. Each town will bring this idea back to their town councils and continue to meet to see if this is a feasible joint venture.

XII. ADJOURNMENT

There being no additional business, Sik moved, seconded by Bittner for unanimous approval to adjourn the meeting.

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Terry Neperman, Mayor

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Minutes for a Regular Meeting of the  
Lamberton City Council  
September 28, 2018 – 6:00 PM

I. CALL TO ORDER

Present: Mayor T. Neperman, L. Sik, D. Knutson, L. Bittner  
Absent: D. Irlbeck  
Others in Attendance: Clerk M. Peterson

II. APPROVAL OF MINUTES

There were no minutes for approval.

III. PETITIONS, REQUESTS & COMMUNICATIONS

A) Clerk Peterson asked if there were any questions on the 2019 Budget. The budget, as presented, represents a levy increase of 7.59%. Peterson told the council the preliminary levy needs to be certified annually by September 30.

IV. ORDINANCES & RESOLUTIONS

A) Sik moved, Bittner seconded for unanimous approval to adopt Resolution 2018-15 A Resolution Adopting Preliminary Levy for 2019 in the amount of \$518,442.

V. ADJOURNMENT

There being no additional business, Sik moved, seconded by Knutson for unanimous approval to adjourn the meeting.

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Terry Neperman, Mayor

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Minutes for a Regular Meeting of the  
Lamberton City Council  
October 9, 2018 – 7:00 PM

I. CALL TO ORDER

Present: Mayor T. Neperman, L. Sik, D. Knutson, L. Bittner, D. Irlbeck  
Others in Attendance: Clerk M. Peterson, J. Thram, N. Hacker, N. Anderson, D. Vollmer, T. Birkemeyer, C. Vollmer, D. Williamson, D. Gary, R. Raden, A. Rue, A. Kehren.

II. ADOPT AGENDA

A) Bittner moved, Knutson seconded for unanimous approval to adopt agenda as amended. R. Krueger was added to nuisance violation extension and the 2019-2020 Street & Utility Improvement was added to new business. December 10, 2018 EDA minutes was deleted.

II. APPROVAL OF MINUTES

- A) Bittner moved, Sik seconded for unanimous approval of September 10, 2018 City Council Minutes.
- B) Knutson moved, Bittner seconded for unanimous approval of the September 28, 2018 Special City Council Minutes.
- C) Bittner moved, Sik seconded for unanimous approval of September 13, 2018 Library Board Minutes.

IV. APPROVAL OF CLAIMS

A) Irlbeck moved, Sik seconded for unanimous approval of checks #43378-#43440, #114E-#129E, and #500184-#500255 in the amount of \$136,526.94.

V. PUBLIC COMMENT

A resident from Ash Street was present to report concerns regarding an animal noise complaint as well as how it had been handled. The resident further questioned compliance with the number of animals allowed at a residence, the seriousness of these issues and the lack of enforcement.

VI. REPORTS

- A) Irlbeck moved, Sik seconded for unanimous approval of the Maintenance Department report as discussed by Thram. Activities include:
  - Thram was asked to investigate options regarding trash/garbage companies and the use of their heavy trucks on our city streets. The city wonders if lighter and smaller trucks should be required. Don Williamson, West Central Sanitation, was present to share his wish of continued business with the City of Lamberton and opened discussion for questions and answers regarding the city's concerns. Don ensured the trucks are empty upon entering Lamberton. He further explained, even though his company has bigger trucks, the pound per square inch on the tires is less than that of the smaller trucks because the bigger truck has more axles and is longer which distributes the weight more evenly. The other thing that can ease the distribution of the weight is when the tag axles are used. Don ensured he would order his drivers to use the tag

axles if that is what the city would like to see. Don stated his experience with the smaller trucks has proven their use is not the best value because they are not big enough to do the entire town making a second trip necessary which increases the cost. Don stated his company's goal is not to wreck any roads but wants to offer the most efficient and cost-effective pickup as possible and believes that is what is being done. Don said another option would be to have pickup on one side of the street. The routes would be changed for the trucks to go down the street only one time if all the cans were placed on one side of the street. The public is welcome to share their opinions on this.

-Thram is waiting for the engineer's report regarding the swimming pool. The slide side of the deck has been opened as requested by the engineering firm. The pipes do not appear to be broken but appear to be cemented into the wall. Justin cannot get any air or water to come out of some of the return line jets. The life of the existing pool does not look promising. It was suggested to put a poll on the website for citizen input regarding the future of the swimming pool.

-Preliminary information has been submitted for the flood damage claim to FEMA for Kuhar Park.

-M&R Paving will be fixing the intersection of Highway 14 and Main Street. The shoulders will be widened and paved.

-Thram informed the council he was going to start working on getting the crown back to the center of the alleys in town. There is money in his budget for this.

B) Knutson moved, Sik seconded for unanimous approval of the Ambulance Department report as presented by Anderson. Activities include:

-Notification was received from the Walnut Grove Ambulance that North Hero Township was requesting six (6) sections be moved from Lambertson's service area to Walnut Grove's service area. These six (6) sections are roughly the same distance to either city. Cost is likely the reason for the request.

-Anderson has reached out to Allina, Sanford, Gold Cross, North Memorial, and Carris Health about the possibility of contracting for EMS Services. He is waiting for these companies to call back with any interest.

-The crew met to review operations. Crew members are researching grants and reimbursement options to assist with the increased operational costs and looking to implement policies regarding training costs.

-The crew is no longer asking the council to reduce the day shift wage. Reducing the number of people responding to a call from three (3) to two (2) reduced payroll by approximately \$3,000 for the month. Some EMT are still not comfortable responding with only two people though. Discussion within the ambulance crew will continue.

-Activity for the month of September was presented.

-Sik moved, Irlbeck seconded for unanimous approval to accept the resignation of Nick Anderson as Ambulance Director. Nick will continue to be an EMT. The Ambulance Director is not an identified city job in any current job description. Ambulance Association Bylaws do state the Ambulance Director is appointed by the city council and the director would be part of the Ambulance Association and must be a trained EMT. The consensus of the council was to have the ambulance crew choose a director from within and report back to the council for appointment.

C) Knutson moved, Irlbeck seconded for unanimous approval of the Police Department report as presented by Chief Hacker. Activities include:

-The activity report and out-of-town mileage log for the month of September was presented.

-Chief Hacker presented two training opportunities he will be taking advantage of.

-Sick time use and the process of notifying employer was briefly discussed.

-Discussion was held on the compliance of animals at the Robinson residence. Council members report receiving continual complaints and directed Chief Hacker to enforce the ordinance.

D) Bittner moved, Irlbeck seconded for unanimous approval of the EDA report as presented by Debbie Vollmer. Activities include:

- Reviewing and updating the EDA's strategic planning, re: by-law, revolving loan fund guidelines, mission statement, etc.
- Debbie met with Redwood County EDA Coordinator for area awareness and networking updates and opportunities.

E) Irlbeck moved, Sik seconded for unanimous approval of the Administration Department report as discussed by Peterson. Activities include:

- 2019 Fire Contracts have been prepared, billed and sent with a rate increase per section. Chief Neperman advised the increase of \$225 per section Clerk Peterson advised when adopting the fee schedule, to take the fire contract rate into consideration to prevent billing the per section rate before it is formally adopted.
- 2019 Liquor application renewals have been sent.
- 2018 Ambulance contracts have been billed.
- CenturyLink confirmed providing the Southside Addition infrastructure to a centralized location at no cost to the city; however, they will not be providing individual stubs to each lot. If individual lot owners choose to connect to this infrastructure, they will need to contact CenturyLink.
- Clerk Peterson informed the council of concerns regarding certain activities with one employee. Bittner said she and Peterson had been working on getting the policies and job descriptions up-to-date to eliminate any loopholes they see exist in current documents. Bittner further stated we need to do employee job evaluations on a regular basis and have a clearly defined chain of command.
- Irlbeck moved, Sik seconded for unanimous approval to deny a request from the City of Sanborn to be allowed to bill a recent fire call in their fire service area that Lambertton billed because we were paged as the primary department. Mutual aid departments do not receive revenue when responding to fire calls; however, Sanborn felt Lambertton was the mutual aid department. Peterson was advised to ask Sanborn to discuss the page with Redwood County.

## VII. PETITIONS, REQUESTS & COMMUNICATIONS

A) There were four (4) requests for extensions to the nuisance violations. Sik moved, Knutson seconded for unanimous approval of a 30-day nuisance violation extension to 18M (100 Elm St). Knutson moved, seconded by Bittner for unanimous approval of a 30-day nuisance violation extension to 18G (311 1<sup>st</sup> Ave) & 18S (corner of 1<sup>st</sup> & Douglas). Knutson moved, Sik seconded for unanimous approval of a 60-day extension to 18D (406 2<sup>nd</sup> Ave W).

B) Knutson moved, Irlbeck seconded for unanimous approval of two Zoning Permits; one for a storage shed located at 1003 S. Elm St, the other for a deck at 204 4<sup>th</sup> Ave E.

C) Knutson moved, Irlbeck seconded for unanimous approval to renew the Blue Cross Blue Shield Plan presented for employee health insurance in 2019. Even though there is an increase to the deductible and out-of-pocket maximum, Clerk Peterson does not recommend an increase to the employee HSA contribution citing the employees need to realize their health insurance benefits provided by the City of Lambertton are better than average.

## VIII. ORDINANCES & RESOLUTIONS

Irlbeck moved, Sik seconded for unanimous approval of Resolution 2018-16 A Resolution Authorizing Sale of Real Property to Timothy and Kelly Birkemeyer.

## IX. FINANCIAL REPORTS

A) Bittner moved, Irlbeck seconded for unanimous approval of the October 2018 Financial Report. Donations were accepted in the amount of \$13,044.65. There was three (3) new vendors and no transfers. A full report is available upon request.

## X. OLD BUSINESS

There was no old business discussed.

## XI. NEW BUSINESS

A) Andy Kehren, Bolton & Menk, Inc., was present to discuss the feasibility report for street and utility improvements on Ash Street between 1<sup>st</sup> & 5<sup>th</sup> Avenues and 4<sup>th</sup> Avenue between Douglas and Ash Streets. Bittner moved, Irlbeck seconded for unanimous approval to accept the Feasibility Report as amended and call for an Improvement Hearing for the 2019-2020 Street & Utility Improvement on November 8, 2018 at 7:00 p.m. at the Lambertton Community Center. This project will be replacing the 2018-2019 Infrastructure Improvement by including additional improvements to the project. The estimated costs for the project with the additions is \$3,592,000.

## XII. MAYOR & COUNCIL COMMUNICATIONS

A) Councilman Sik stated he and Bittner met again with Walnut Grove representatives regarding the idea of future sharing of the two police departments. The two main officers were present at the meeting and asked to come up with a possible schedule to visualize what the coverage would look like. Sik stated Walnut Grove wants more coverage hours than Lambertton does so they would likely hire part-time to patrol only their city. The sharing merger would only involve the two main officers. Sik and Bittner will continue meetings regarding this joint venture.  
B) Bittner moved, Sik seconded to call for a closed meeting on October 11, 2018 at 5:30 p.m. at city hall to consider misconduct allegations against Chief Hacker.

## XIII. ADJOURNMENT

There being no additional business, Bittner moved, seconded by Irlbeck for unanimous approval to adjourn the meeting.

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Terry Neperman, Mayor

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Minutes for a Special Meeting of the  
Lamberton City Council  
November 8, 2018 – 7:00 PM Community Center

I. CALL TO ORDER

Present: Mayor T. Neperman, L. Sik, D. Knutson, L. Bittner, D. Irlbeck  
Others in Attendance: Clerk M. Peterson, J. Thram, A. Kehren, several community members

II. ADOPT AGENDA

III. PETITIONS, REQUESTS & COMMUNICATIONS

A) Mayor Neperman opened the public hearing on improvement at 7:00 p.m. He stated the reason for the public hearing was to present information regarding improvements including street surfacing, watermain, water services, sanitary sewer, sanitary sewer services, storm sewer, curb & gutter, roadway pavement, walk, driveway pavement and boulevard restoration on the following locations:

- Third Avenue from Ilex Street (CSAH 6) to Ash Street
- Fourth Avenue from Ilex Street (CSAH 6) to Ash Street
- Ash Street from First Avenue to Fifth Avenue

Andy Kehren, Bolton & Menk, presented the proposed improvements known as the 2019-2020 Infrastructure Improvements. He stated there was a similar hearing on improvement earlier in the year for part of these improvements; however, the bids did not come in as expected so the council rejected the bids in anticipation of rebidding early next year. The council requested Bolton & Menk to change the feasibility report to include additional improvements and this required a new public hearing on improvement.

In addition to the improvements identified earlier in the year, Ash Street is proposed to be included to the improvement as well as Douglas Street to Ash Street on both 3<sup>rd</sup> and 4<sup>th</sup> Avenues. There will be sanitary sewer on one (1) block of 3<sup>rd</sup> Avenue but there is no sanitary sewer on 4<sup>th</sup> Avenue. The sanitary sewer along Ash Street dates back more than 100 years. There is a concrete structure on Ash that is an old lift station and the goal was to eliminate this structure and put in a gravity sewer that would drain to the new lift station that was put in about ten (10) years ago. The water would be routed back to the new lift station on Ash Street and by doing this, the long-range goal from past council members would be complete before having to put thousands of dollars into the old lift station for repairs.

Water systems improvement involve all streets listed in the improvement study. Water lines that are now 4" diameter will be replaced with 8" or 12" diameter water main. The long-range goal from past council members was to get a 12" water main across the highway and follow towards the school and out to the new development areas on the south side of town. With new water and sewer lines being replaced, service lines to properties will also be replaced from the new mains to the right-of-way line.

Douglas Street has the larger diameter storm sewer and the proposed storm sewer improvements on 3<sup>rd</sup> & 4<sup>th</sup> Avenues will add to the storm sewer improvements that were started years ago. The intent will be to remedy the drainage issues along Ash Street by the installation of storm sewer. There is no storm sewer along Ash Street except for an existing inlet in the alley from Ash Street between 4<sup>th</sup> & 5<sup>th</sup> Avenues that drains to Birch Street and an old storm sewer that originates at 2<sup>nd</sup> Avenue and goes diagonally under a house or two to an extension of a 36" diameter storm sewer that was installed because of the flooding that



happened there. The council's response to that flooding was to add the 36" pipe with a bunch of intakes to get the water into the pipe that goes east and then north, ultimately discharging to the ditch north of town. By installing storm sewer along Ash Street, some of the pressure will be relieved from the storm sewer going south and to Dutch Charlie Creek. It will also help to eliminate the storm sewer and underground utilities in the alley when it is cost effective. The extension on 1<sup>st</sup> Avenue can then be routed back to Ash Street, so it is not under houses. There will be boulevard trees that are too close to the edge drains behind the curb that will not be replaced.

Roadway reconstruction is proposed on both truck routes and residential streets. In general, a 40' width is typical with pavement having 3½" of bituminous and 14" of aggregate. If the subgrade is soft, a geo-textile fabric will be laid. The fabric acts as a separation to prevent the clay from damaging the aggregate surface. The heavier street pavement will be a 5" layer of bituminous and 14" of aggregate and the geo-textile fabric. There is a two (2) block area on 4<sup>th</sup> Avenue between Douglas and Birch that is a wider street.

After explaining the work to be included, Mr. Kehren presented the summary of the project cost to be \$3,592,000. Of that amount, approximately \$897,800 would be paid by special assessments imposed to the properties directly impacted with footage on the project route. Andy reviewed the City of Lambertton Special Assessment Policy and estimated assessment rates and estimated timelines before turning the meeting back to Mayor Neperman who opened the public comment portion of the meeting.

A member of the public asked about interest rates and how long the assessments would run and if it is known what the assessment per lot will be. The engineer stated a preliminary assessment roll has been prepared; however, this meeting is the improvement hearing where it will be determined if the improvement will be ordered. If the improvement is ordered, there are several steps that take place and one of those steps is for an assessment hearing. It is at that time when the assessment roll will be presented, and the details voted upon.

A resident on Ash Street had multiple questions about the storm sewer on Ash Street. The engineer explained the intent of the improvement will be to eliminate any old storm sewer lines and install new storm sewer on Ash Street with catch basins and intakes on both sides of the street. The engineer stated the road will also be cut down to remove the crown that formed over the years. It is a known fact there is some sanitary sewer that exits into the storm sewer, but it will need to be located to be fixed. There was discussion regarding the easement the City of Lambertton has with Meadowland (where the storm sewer is located underneath one of their buildings) and what the plans are to eliminate all the excess water in this general area. City officials, the engineer and this resident will meet to further discuss some of the questions and concerns for the council to have the necessary understanding to make an informed decision.

Many of the other questions, concerns and comments can be summed up by stating the intent of the improvement is not to inconvenience any resident; however, there will be many inconveniences that are not avoidable but the city, engineers and the contractors will do their best to make it as invasive of a process that they can by minimizing the impact on the residents. There will likely be uncontrollable conditions not fit to work in where the contractor may have to stop for the day or a week to not jeopardize the quality of work just to meet a deadline. There will be periods of time you will not be able to get to your driveway and must park a distance away, but the contractor will be responsible to coordinate all events with you and give notice in advance of these events with the intent to accommodate you with the least amount of inconvenience as possible. Mailboxes and trash cans will be addressed by the contractor during the project and temporary water connection will be used with the intent of no or very little interruption of water service. Communication between all parties is an essential part to the success of any major change and that includes the residents.

Maintenance Supervisor Thram stated there will be necessary tree removal in multiple locations. He stated no one will be landlocked and the entire community will be

affected in one way or another and if there are questions or concerns to please contact him. Lead service pipes in private service lines will be identified and communicated to the proper person in the case of discovery.

Mayor Neperman closed the public hearing portion of the meeting for council discussion.

#### IV. ORDINANCES & RESOLUTIONS

A) Irlbeck moved, seconded by Sik for unanimous approval of Resolution 2018-20 A Resolution Ordering Improvement and Preparation of Plans for the proposed 2019-2020 Infrastructure Improvement/

#### V. ADJOURNMENT

There being no additional business, Knutson moved, seconded by Sik for unanimous approval to adjourn the meeting.

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Terry Neperman, Mayor

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Minutes for a Regular Meeting of the  
Lamberton City Council  
November 13, 2018 – 7:00 PM

I. CALL TO ORDER

Present: Mayor T. Neperman, L. Sik, D. Knutson, L. Bittner, D. Irlbeck  
Others in Attendance: Clerk M. Peterson, J. Thram, N. Hacker, N. Anderson, Allison Rue, Tony Riley.

II. ADOPT AGENDA

III. APPROVAL OF MINUTES

- A) Bittner moved, Knutson seconded for unanimous approval of the October 9, 2018 City Council Minutes.
- B) Sik moved, Irlbeck seconded for unanimous approval of the September 10, 2018 EDA Board Minutes.
- C) Bittner moved, Sik seconded for unanimous approval of October 9, 2018 EDA Board Minutes.

IV. APPROVAL OF CLAIMS

- A) Knutson moved, Bittner seconded for unanimous approval of checks #43441-#43509, #130E-#145E, and #500219-#500271 and in the amount of \$324,341.81.

V. REPORTS

- A) Irlbeck moved, Sik seconded for unanimous approval of the Maintenance Department report as discussed by Thram. Activities include:
  - Thram reported many seasonal activities are complete in preparation for winter. Activities include street sweeping, hydrant flushing, verification of hydrants being operational, parks and shelters winterized and closed for winter, street patch work, tree trimming, equipment serviced and ready for winter, and Christmas lights put up.
  - Thram stated he has been shopping around to purchase an equipment trailer. There is \$18,000 budgeted; however, the trailer he is looking at carries a cost of \$6,250. The trailer will have multiple uses and will benefit the department.
  - When asked about the Kuhar Park Project, Thram said he has spoken with both Anderson Electric and Leon and they are both on board with continuance of getting this project completed. Once the roof is on, Lamberton Heating and Plumbing will be able to install the bathroom fixtures that have arrived.
  - When asked about a couple of street light complaints that have surfaced, Justin informed the council the street lights in question are the city owned lights on First Avenue. When the lines were buried in May 2018, Justin requested new standards to be installed in these street lights when the electrician reconnect the lines. He has continued to inquire about the status of the job for several months now. It was suggested to try again.
- B) Bittner moved, Sik seconded for unanimous approval of the Ambulance Department report as presented by Anderson. Activities include:
  - Call log volume information was stated.
  - Anderson reported the receipt of \$3,200 in training reimbursements from SW EMS and has submitted paperwork for additional training reimbursements

from MN EMSRB. He also reported the receipt of \$9,300 from the Ambulance Association.

-All of the bigger partners have been contacted regarding the possibility of contracting EMS services and no one is interested.

-Anderson stated the service voted at the October meeting to request Allison Rue be named the new Ambulance Director. He has spoken with Allison who agreed to fill the position with the stipulation that she expects members of the service to help her carry the load. If approved, the transition would need to occur slowly over the next few months until her maternity leave is over.

Anderson stated he would agree to continue as director until the maternity leave is over. Knutson moved, Irlbeck seconded to appoint Allison Rue as Ambulance Director effective December 1, 2018.

-Questions were posed regarding the need for the 3<sup>rd</sup> maintenance worker now that Anderson has resigned as director. Anderson stated he was hired as a FT city employee with the understanding he would be allowed time to conduct ambulance director duties during his shift; however, there was not anything arranged that states the job would include being the ambulance director, only that the position must obtain EMT certification.

C) Irlbeck moved, Bittner seconded for unanimous approval of the Administration Department report as discussed by Peterson. Activities include:

-Turnout of the Fall Cleanup Day was not very good. Peterson stated she would recommend trying it the same way next spring to remove the liability and cost from the entire city and put it on those who wish to participate. All bills have not been received so the final cost of the cleanup day has not been calculated.

-Peterson attended an Ambulance meeting in October to collaborate with the Cottonwood, MN Ambulance Director regarding operations to compare if there may be any cost saving measures for the Lambertson Ambulance Service.

Peterson said she suspects there may be a fiscal impact regarding collections as no one has been reviewing reports sent by the billing company and following up on uncollectible or incorrect billing information. Once the analysis is complete, she will share her findings.

-Loss control representative from the League of MN Cities Insurance Trust (our insurance company) conducted the annual review on October 25.

Peterson will review his suggestions and meet with our agent to review the policies before year end.

-The city joined Redwood County and other area cities in a Hazardous Mitigation plan in 2012. The plan is required to be eligible for FEMA funding. Peterson and Thram attended a meeting with area representatives in Wabasso to provide input for plan updates.

-Peterson said she has been updating all job descriptions as suggested by the League of MN Cities when a wage compensation study is conducted. She presented the completed descriptions to the council, so they have sufficient time to review them before adopting the changes. Her suggestion is to roll out the wage compensation study, any updated policies (personal, internal control, etc.) and updated job descriptions in the new year.

-Peterson presented different wage options for the 2019 budget. By reducing the wages, she has reduced the proposed levy increase from 7.59% to 2.91%. She presented budget options that include different cost of living adjustments to the wages.

-General election was conducted on November 6 with the election results presented.

-Peterson reported there was no overtime in the last pay period. She also indicated the communication with Chief Hacker has greatly improved.

D) Bittner moved, Sik seconded for unanimous approval of the Police Department report as presented by Chief Hacker. Activities include:

-The activity report and out-of-town mileage log for the month of October was presented.

- Keith Streff was in town and verified compliance of the dogs at the Kim Robinson residence. His email notification was presented for information.
- Chief Hacker said he attended some useful trainings in both Marshall and Sleepy Eye. One regarding sex trafficking and the other regarding drugs and alcohol amongst kids.
- In January 2019 the MSCIC Winter Law Enforcement Conference will be held in Mankato. This conference provides the needed continuing education credits for both Nick and Colby.
- Officer Hacker requested permission to take the squad car home when he is on duty. He was reminded he knew why complaints were being received and to refrain from that. Peterson said the insurance company's position on this is to clarify what the use to be and will check into it further.

## VI. PETITIONS, REQUESTS & COMMUNICATIONS

A) Sik moved, Knutson seconded for approval to waive half of the excess charges on a residential water bill request. Sik, Knutson, Neperman, Irlbeck voted to approve the reduction request, Bittner voted against. Motion carried.

B) Irlbeck moved, Bittner seconded for approval to renew Liquor Licenses for 2019 as follows:

- On Sale Liquor \$1,050 – LJ's on Main, LLC and American Legion
- Off Sale Liquor \$100 – LJ's on Main, LLC
- Sunday Liquor \$200 – LJ's on Main, LLC
- On Sale 3.2 \$75 – Lamberton Lanes

Sik abstained. Motion carried.

C) Sik moved, Bittner seconded for unanimous approval of acknowledging the exempt gambling permit application by Pheasants Forever.

D) Irlbeck moved, Sik seconded for unanimous approval of a Zoning Permit for a deck at 901 S. Douglas Street.

E) Sik moved, Irlbeck seconded for unanimous approval to appoint the following members to the Library Board effective January 1, 2019 for a 3-year term each:

- Catherine Goetstouwers and Sharon Furth

## VII. ORDINANCES & RESOLUTIONS

A) Sik moved, Irlbeck seconded for unanimous approval of Resolution 2018-17 A Resolution Certifying Unpaid Charges. These charges are for past due, unpaid utility bills and can collect by certifying the charges to property tax.

B) Knutson moved, Sik seconded for unanimous approval of Resolution 2018-18 A Resolution Establishing a Fire Escrow Account Pursuant to Minn. Stat. § 65A.50. The City of Lamberton is not listed on the fire debris removal list kept by the MN Department of Commerce. This resolution is necessary to be placed on the list. In the past a similar resolution had been passed.

C) Sik moved, Knutson seconded for unanimous approval (upon correction of a date) of Resolution 2018-19 A Resolution Canvassing Municipal Election Returns. The election results to be canvassed are as follows:

- Mayor – Lydell Sik – 238 votes
- City Council – Julie Senst – 241 votes
- David Irlbeck – 170 votes
- City Council Special Term – Leah Bittner – 28 votes

## VIII. FINANCIAL REPORTS

A) Sik moved, Bittner seconded for unanimous approval of the November 2018 Financial and Cash Balance Reports. Donations were accepted in the amount of \$9,400. There was three (3) new vendors and budgeted transfers in the amount of \$110,391. A full report is available upon request.

## IX. OLD BUSINESS

A) Peterson stated the original list from the first nuisance inspection still has seven (7) locations that have not abated. Warning citations were issued to these properties. The allowed time-frame has now expired. Chief Hacker stated he can now issue a citation which moves the violation to the court system. It is believed five (5) of violation locations are beyond repair and likely need to be razed. Discussion was held on the steps needed to deem these properties hazardous. When asked how they would like to proceed on all the identified properties, the council requested invitation letters be sent to the property owners inviting them to the next council meeting.

B) Discussion was held briefly regarding ambulance day shift wage. Peterson will be attending a conference put on by our auditing firm regarding FMLA wage laws which she believes play a key role on this topic.

C) Peterson presented a memo regarding the 2019 Budget & Levy. She informed the council after the public hearing on December 10, 2019, the council will need to adopt the 2019 Final Levy. Peterson identified the transfer to the Library Fund could be reduced because the Library Fund already carries a positive fund balance. Peterson has reduced the proposed budget to a 2.91% increase. Peterson said she still has a \$30,000 contingency built into the budget because she does not believe the City of Lamberton is at the fund balance percentage suggested by the State of Minnesota. She believes the auditing firm will tell us we need to build this balance to be at the state suggested financial level.

D) Updates to the personnel policy was briefly discussed. Council member Bittner and Peterson worked together to merge the League of MN Cities suggested personnel policy with the current City of Lamberton policy. Both suggested increasing the amount of vacation carryover from one year of accrual to one and a half years of accrual.

## X. NEW BUSINESS

A) Discussion was held regarding the swimming pool. After the city submitted an insurance claim, our insurance company requested their engineer to inspect the pool wall and settlement issues occurring to determine what would cause this distress and provide repair recommendations. Thram has been working with the insurance company regarding this inspection and the insurance claim. The insurance company has stated our insurance will cover the repair of the pool wall, replacement of the sinking deck, the excavation and replacement of the saturated subgrade under the deck and inject a sealant on the large crack in the floor of the pool or the money can be used towards a new pool. Thram is in the process of requesting bids for the repair work but questions if the repair is the way to proceed. Is it economically feasible to repair the pool knowing this would be a temporary fix due to the age of the pool? He stated the necessity to bring the bathhouse to ADA Compliance too. When asked what his anticipation of the cost would be, Thram stated the insurance company would pay the repair bill minus the deductible and 10% of the repair estimate for the oversight in coverage. He further stated the lack of interest in people wanting to work on old pools as every company he has called has declined interest in submitting a bid and provides only vague answers to his questions. The council requested Justin to gather as much information as possible (including the cost to replace the existing pool) and future discussion would ensue.

B) Peterson presented information to a *Newly Elected Official Leadership Conference* which is an informational conference put on by the League of MN Cities to assist council members to understand what their role is in city government. Peterson

encouraged the council members to take interest in this conference. It is a budgeted expenditure and pre-registration is required.

## XI. MAYOR & COUNCIL COMMUNICATIONS

- A) Councilman Sik stated the police sharing discussions with Walnut Grove have stopped for now.
- B) A complaint regarding road conditions was acknowledged.
- C) Peterson informed the council of a new law that went into effect in August. If someone misrepresents a service animal, they are guilty of a misdemeanor.
- D) Commercial Club requested street closure for the first two blocks of Main Street during the Taste of Season parade; however, the council felt if there was not traffic moving during the parade, parking would not be an issue. Chief Hacker will request Officer Davis to patrol and lead the parade.
- E) Peterson informed the council she has purchased a professional version of Microsoft Office that will allow all departments to use it versus the home version that has been used in the past. The professional version will provide secure and encrypted email too. The cost for the year will be approximately \$2,400. The ability to use the city's domain for email addresses is allowable with this software too; therefore, each council member will now have a city email. The City of Lambertton will now be in compliance with MN Government Data Practice Laws regarding public data.

## XII. ADJOURNMENT

There being no additional business, Bittner moved, seconded by Knutson for unanimous approval to adjourn the meeting.

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Terry Neperman, Mayor

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Minutes for a Regular Meeting of the  
Lamberton City Council  
December 10, 2018 – 7:00 PM

I. CALL TO ORDER

Present: Mayor T. Neperman, L. Sik, D. Knutson, L. Bittner, D. Irlbeck  
Others in Attendance: Clerk M. Peterson, J. Thram, C. Davis, A. Rue, D. Vollmer, J. Senst, several community members.

II. ADOPT AGENDA

III. APPROVAL OF MINUTES

- A) Sik moved, Bittner seconded for unanimous approval of the November 13, 2018 City Council Minutes.
- B) Bittner moved, Knutson seconded for unanimous approval of the November 8, 2018 Special Council Meeting Minutes.

IV. APPROVAL OF CLAIMS

- A) Sik moved, Irlbeck seconded for unanimous approval of checks #43510 - #43559, #146E - #159E, #500246 - #500255, and #500272 - #500331 in the amount of \$107,460.66.

V. REPORTS

- A) Irlbeck moved, Sik seconded for unanimous approval of the Maintenance Department report as discussed by Thram. Activities include:
  - Thram informed the council that several mailboxes were hit by the plow during the last snow. He believes many of the mailboxes are not at the correct height. Thram has instructed the plow drivers to swing out around the mailboxes from now on. This will leave snow behind and the residents will have to clean out around the mailboxes to avoid interruption of mail services.
  - Five new light standards are up and running. Two light poles will be taken out of service on 1<sup>st</sup> Avenue; however, REC installed lights at the intersections of Ash & Birch on 1<sup>st</sup> Avenue to alleviate that area being too dark.
  - Thram stated he is still having difficulty getting estimates for the pool. He is waiting for a company to respond next week.
- B) Knutson moved, Bittner seconded for unanimous approval of the Ambulance Department report as presented by Rue. Activities include:
  - Call log volume information was reported.
  - Rue stated she has been working with Anderson for the transition and it has been going well.
  - Still working on locating different documentation for potential reimbursements from past training.
- C) Knutson moved, Sik seconded for unanimous approval of the Administration Department report as discussed by Peterson. Activities include:
  - Updating of personnel files.
  - Employees were sent benefit letters informing them of “hidden” amount they receive in benefits. The letters included notification of vacation hours that need to be used.



-Peterson attended a CEC conference in Mankato for upcoming GASB Standards, Long Term Planning, Arbitrage Compliance, Audit & Budget Best Practices, Consulting Practices and FLSA Wage and OT Compliance.

-Reminded council members of upcoming LMC Leadership Conference for Elected Officials.

D) Sik moved, Irlbeck seconded for unanimous approval of the Police Department report as presented by Officer Davis. Activities include:

-The activity report and out-of-town mileage log for the month of November was presented.

-Officer Davis stated he and Chief Hacker have talked about the Redwood County Attorney contract for criminal prosecution services that was received. He pointed out that the County Attorney's office does a lot of work behind the scenes that we don't realize and believes it to be our best option if it can be worked into the budget.

-Officer Davis reviewed the month's activity as written on the November 2018 Police Department Report by Chief Hacker.

-Three (3) winter parking tickets were issued after the first snowfall in November. There were no winter parking tickets after the second snowfall in November.

E) Sik moved, Bittner seconded for unanimous approval of the EDA report as presented by Vollmer. Activities include:

-Farm land agreements have been signed for the 2019 crop year.

-Vollmer reviewed the meeting she has attended. Networking, meetings and conferences are an important part of EDA.

## VI. PUBLIC HEARING

A) Mayor Neperman opened the public hearing at 7:15 p.m. Clerk Peterson offered handouts representing the figures used to calculate the 2019 budget and final 2018 Final Tax Levy. In September 2018, the council adopted a preliminary levy of \$518,442 for a 7.59% increase. Peterson initially felt comfortable if the council were to pass a levy of \$495,925 (or a 2.91% increase); however late last week, she received notification from the Redwood County Attorney notifying the city they will be charging for criminal prosecution services in 2019. The contract proposal was for \$18,000. Peterson then presented increasing the levy for \$10,000 of the \$18,000 at \$505,925 (a 4.99% increase). She felt she could reasonably cut expenditures for the remaining \$8,000 for should the council decide to enter into the agreement with Redwood County Attorney. One cut that would be made was in Motor Fuel & Lubricants for every department budgeting for fuel. Upon research, the City of Lamberton is paying sales tax on fuel purchases that we are exempt from. Bill Schaffran suggested adopting the higher levy amount, so the city doesn't have to cut from somewhere else that it may be needed. There being no other comment, Mayor Neperman closed the public hearing.

## VII. PETITIONS, REQUESTS & COMMUNICATIONS

A) Peterson informed the council an out of state resident has purchased the lot at 503 Main Street with the intent to build a house; however, the size of the house will require a variance due to its' size. The interested party is from Oregon. After discussion, the council showed an interest in allowing a variance within reason and directed Peterson to notify the party of the variance process and proceed with the legal channel to move this opportunity forward.

B) Irlbeck moved, Bittner seconded for unanimous approval to table the request for a contract with Redwood County Attorney for Criminal Prosecution Services until further information is acquired.

C) Sik moved, Irlbeck seconded for unanimous approval to not waive the monetary limits on municipal tort liability coverage established by Minn. Stat. § 466.04 with our insurance company.

- D) Bittner moved, Irlbeck seconded for unanimous approval of the 2019 City Council Meeting Schedule. The full schedule is available upon request.
- E) Sik moved, Bittner seconded for unanimous approval to offer the dental and vision insurance option to the medical/health insurance policy for employees as long as it is not funded by the city.

### VIII. ORDINANCES & RESOLUTIONS

- A) Sik moved, Bittner seconded for unanimous approval of Resolution 2018-21 A Resolution Establishing the Precinct Polling Location for the City of Lambertton.
- B) Knutson moved, Sik seconded for unanimous approval of Resolution 2018-22 A Resolution Adopting the 2018 Final Tax Levy, Collectible in 2019 at \$505,925 which is a 4.99% increase from last year.

### IX. FINANCIAL REPORTS

- A) Sik moved, Knutson seconded for unanimous approval of the November 2018 Financial Report. Donations were accepted in the amount of \$3,315. There was four (4) new vendors and no transfers. A full report is available upon request.

### X. OLD BUSINESS

- A) As requested, Peterson sent notification letters to the property owners, who have a current nuisance violation, asking them to attend the December council meeting. Several of those in violation attended the meeting to protest why they received the notice, how they received the notice, what was wrong with the notice or that they didn't receive a notice. It was stated the verbiage in the ordinance should be reviewed after contentious accusations of trespassing and fabricating conclusions were made. Many extensions were granted. Mayor Neperman stated that communication is important, and the council will consider giving extensions when the city can see progress of abatement are being made. Sik moved, Irlbeck seconded for unanimous approval to suspend all current violation penalties until June 1, 2019 except for new weeds and overgrowth next spring. Sik stated Lambertton does need to be cleaned up and the Nuisance Committee can continue to identify locations and send notices; however, the notices need to be more specific.

### XI. NEW BUSINESS

### XII. MAYOR & COUNCIL COMMUNICATIONS

- A) A resident was present to discuss the safety hazard of snow on sidewalks. Ordinance No. 126 regulates clearing snow from sidewalks within twelve (12) hours of it falling. Clerk Peterson was requested to put a reminder in the newspaper to remind residents of this ordinance in the hope the residents will take the responsibility to maintain their property without the city having to force compliance.

### XIII. ADJOURNMENT

There being no additional business, Irlbeck moved, seconded by Sik for unanimous approval to adjourn the meeting.

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Terry Neperman, Mayor

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