

Minutes for a Regular Meeting of the  
Lamberton City Council  
January 14, 2019 – 7:00 PM

**I. CALL TO ORDER**

Present: Mayor L. Sik, J. Senst, D. Knutson, L. Bittner, D. Irlbeck

Others in Attendance: Clerk M. Peterson, J. Thram, N. Hacker, D. Vollmer, M. Hesse, and Gary Beermann.

**II. CEREMONIAL DUTIES/ADOPT AGENDA**

A) Clerk Peterson administered Oaths of Office to Mayor Lydell Sik, Councilmen Leah Bittner, Julie Senst and Dave Irlbeck.

B) Discussion was held regarding the location of topics on the agenda. Mayor Sik would like to see the items involving citizens be moved nearer the beginning of the meetings. Irlbeck moved, Bittner seconded for unanimous approval to adopt the agenda with the suggested changes.

**III. CONSENT AGENDA**

**A) APPROVAL OF MINUTES**

Senst moved, Bittner seconded for unanimous approval of the December 10, 2018 City Council Minutes and the November 8, 2018 Library Board Minutes.

**B) APPROVAL OF CLAIMS**

Bittner moved, Senst seconded for unanimous approval of checks #43560 - #43624, #160E - #176E, #500283 - #500390 in the amount of \$334,672.09.

**C) PETITIONS, REQUESTS & COMMUNICATIONS**

1. A citizen requested leniency on a winter parking ticket. Discussion was held regarding the winter parking policy and notification of the policy in the newspaper. The request failed due to lack of motion.

2. Bittner moved, Irlbeck seconded for unanimous approval of a Temporary On-Sale Sunday Liquor License to the American Legion Post #41 for February 3, 2019.

3. Bittner moved, Knutson seconded for approval to adopt the updated Personnel Policy as presented. Discussion was held regarding having the employee acknowledge the updated policy. Senst suggested clarifying some verbiage in the policy. Bittner moved to rescind the motion. The updated Personnel Policy would be presented after the suggested verbiage in the policy was changed.

4. Discussion was held regarding the ambulance department compensation. The compensation paid to three members exceeded the EMSRB and Minn. Statute definition of volunteer. A genuine volunteer performs services "without the expectation of payment" but can be paid nominal compensation for each hour of actual service provided, except for hours on standby alert. Clerk Peterson informed the council the service is licensed as a volunteer service and advised against misrepresentation. The department budget increased \$46,000 for 2019. The increase is due to paying for day shift standby alert. Peterson and a council representative will attend the next ambulance meeting to discuss changing the compensation method with the service members, so the city is compliant. The compensation the members receive also affects what the charges for service need to be. Peterson advised leaving the service contracts the same as 2018 to prevent a 200% increase.

5. Senst moved, Knutson seconded for unanimous approval of the Wage Chart Pay Structure (which included a 1% Cost of Living Adjustment (COLA)). The structure will have ten (10) steps with a 3.3% increase between each step. The structure also has nine (9) grades with points for each grade with the job descriptions being placed into the proper grade based on the state job match

pay equity system. Senst moved, Knutson seconded for unanimous approval to adopt Clerk Peterson's recommendation which step to place each employee at based on their current wage, grade and how many years of service they have given the city providing performance reviews are conducted annually before June of the current year. Discussion was held regarding how employees would advance through the steps. Peterson recommended the council use their discretion based on successful employment reviews.

6. Job descriptions for City Clerk, Maintenance Supervisor and Police Chief were discussed. Peterson is salary, exempt and recommends having the Police Chief and Maintenance Supervisor positions moved to salary, exempt. These positions would not qualify for overtime. All three positions meet the salary test and qualify for the exemption tests regarding job duties; however, the positions do not exercise all the tested duties every day. Irlbeck moved, Bittner seconded for unanimous approval to classify these positions as exempt with no overtime. Updated job descriptions will be presented again after suggested changes are made.

7. Knutson moved, Irlbeck seconded for unanimous approval of a zoning permit application for a commercial kitchen install at 106 S Main St.

#### D) REPORTS

1. Senst moved, Irlbeck seconded for unanimous approval of the Maintenance Department report as discussed by Thram. Activities include:

- Ongoing snow removal and equipment maintenance.
- There has been a couple of meetings with Owen Todd, Bolton & Menk, regarding the 2019-2020 Infrastructure Project updates. Owen will be available at the February meeting to present the finalized plans.
- Thram said activities have been moving forward regarding the flood claim with FEMA.
- Research regarding the purchase of a backhoe.
- The new monitoring structure is complete for the ground tile at the sewer ponds as required by MPCA.

2. Knutson moved, Bittner seconded for unanimous approval of the December Ambulance Department report.

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

- Call volume was down for December. December ICR log and Out of Town log was presented.
- Informed the council of the sharing with other agencies regarding the burglaries to the downtown businesses.
- Attended online training through PATROL website, which included mandatory OSHA required classes.
- In 2018m the police department responded to 403 calls.

4. Knutson moved, Senst seconded for unanimous approval of the Administration report as presented by Peterson. Activities include:

- Meeting held with Bolton & Menk representatives Bill Helget and Owen Todd regarding engineering services for the City of Lamberton.
- Meeting held with Bolton & Menk regarding updates for the upcoming street project.
- Statutory year-end requirements and audit preparation for certifications, accounting and payroll. Peterson said audit field work would start this week.
- Analysis and research regarding rates and charges for services for the fee schedule.

#### E) ORDINANCES & RESOLUTIONS

1. Discussion was held on the proposed 2019 Fee Schedule and Utility Rates. Irlbeck moved, Bittner seconded for unanimous approval to adopt Resolution 2019-01 A Resolution Authorizing the Adoption of an Annual Fee Schedule for the 2019 Calendar Year. The full fee schedule is available upon request.

#### F) FINANCIAL REPORTS

1. Bittner moved, Knutson seconded for unanimous approval of the December 2018 Financial Report. Donations were accepted in the amount of \$4,391.06. There was five (5) new vendors and no transfers. A full report is available upon request.

#### IV. PUBLIC HEARING

#### V. OLD BUSINESS

A) As requested, Chief Hacker prepared a report indicating the volume and type of criminal calls to assist in the determination of who to award the criminal prosecution services to for 2019. Chief Hacker recommends awarding the contract to Matt Novak from Wabasso for \$85 per hour plus expenses. Senst moved, Bittner seconded for unanimous approval to appoint Matt Novak from Novak Law for criminal prosecution services starting February 1, 2019.

B) Thram received a bid from Northern Pool Restoration for the pool repair. He explained the difference between the bids received and the different options. He is still expecting a bid from Lamberton Construction. Thram reported the importance of acting on the repair as soon as possible for the pool to have a chance of operation this season. Once the expected bid is received, Thram will notify the council should there be a need for a special meeting.

#### VI. NEW BUSINESS

A) Senst moved, Bittner seconded for unanimous approval of the following Mayor & Council Appointments for 2019:

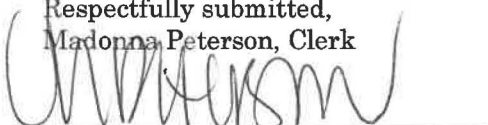
Official Newspaper:	Lamberton News
Acting Mayor:	Dave Irlbeck
Official Depository:	First Security Bank
City Clerk/Treasurer:	Madonna Peterson
Emergency Management Director:	Tom Neperman
Fire Chief:	Tom Neperman
Ambulance Director:	Allison Rue
Weed Inspector:	Justin Thram
Relief Association Board of Trustees: (2)	Lydell Sik
	Darrell Knutson
EDA Members: (2)	Lydell Sik
	Leah Bittner
City Attorney: Criminal Cases	Novak Law
City Attorney: Civil matters	Muske, Muske and Surhoff
City Engineer:	Bolton and Menk, Inc.
Public Utilities/Public Works Representative:	Darrell Knutson
Public Safety (Police, Ambulance, Fire) Representative:	Julie Senst
Human Resource/Admin/Personnel Representative:(2)	Leah Bittner
	Dave Irlbeck

#### VII. MAYOR & COUNCIL COMMUNICATIONS

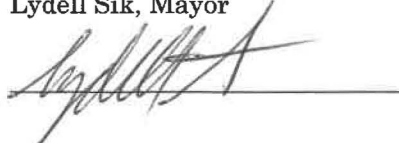
#### VIII. ADJOURNMENT

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

Respectfully submitted,  
Madonna Peterson, Clerk



Approved,  
Lydell Sik, Mayor



Minutes for a Regular Meeting of the  
Lamberton City Council  
February 19, 2019 – 7:00 PM

I. CALL TO ORDER

Present: Mayor L. Sik, J. Senst, D. Knutson, L. Bittner, D. Irlbeck

Others in Attendance: Clerk M. Peterson, J. Thram, N. Hacker, D. Vollmer, M. Hesse, Matt Novak, Ray Sweetman, Owen Todd, Shane Traulich.

II. CEREMONIAL DUTIES/ADOPT AGENDA

Bittner moved, Senst seconded for unanimous approval of the agenda as presented.

III. CONSENT AGENDA

A) APPROVAL OF MINUTES

Bittner requested all the salaried, exempt positions be clarified in Section III C-6 in the January 14, 2019 City Council Minutes because she was approached as to why the Clerk position would not be moved to salary like the Police Chief and Maintenance Supervisor, when in fact that position was already salary exempt. Bittner moved, Senst seconded for unanimous approval of the January 14, 2019 City Council Minutes with the changes stated, the November 13, 2018 EDA Minutes, the January 14, 2019 EDA Minutes and the January 10, 2019 Library Board Minutes.

B) APPROVAL OF CLAIMS

Knutson moved, Irlbeck seconded for unanimous approval of checks #43625 - #43678, #177E - #188E, #500391 - #500424 in the amount of \$144,498.27.

C) PETITIONS, REQUESTS & COMMUNICATIONS

1. No action was taken on a citizen complaint regarding the police squad running while unoccupied.
2. Owen Todd and Shane Traulich, Bolton & Menk, updated the council on the 2019-2020 Infrastructure Improvement Project. Looking at the time line, bids will be opened on March 7 and reviewed at the March 11, 2019 council meeting. The preliminary assessment roll will be updated and presented at the March meeting. At that time, the Assessment Hearing can be called for the April meeting and the bid could be awarded at that time.
3. Knutson moved, Bittner seconded for approval to release the dedicated funds the city has been holding for Valley View Manor improvements for resident needs in the amount of \$5,381.67. The request was for purchase of 47 wall mounts and televisions for resident rooms and cloth table covers and napkins for the dining room.
4. Ray Sweetman, West Central Sanitation, was present to request a three (3) year extension to the expiring Solid Waste Removal Contract with no changes. Senst moved, Irlbeck seconded for unanimous approved to extend the current contract for a period of three (3) years.
5. diTech has requested the City of Lamberton accept an offer of \$6,000 to release a lien on a Small Cities Development Grant that is in default. The City of Lamberton is the lien holder for the forgivable grants in both Lamberton and Walnut Grove. Because the house location is in Walnut Grove, Clerk Peterson requested the Walnut Grove City Council accept the offer and agree to release the lien. Bittner moved, Irlbeck seconded for unanimous approval to release the lien contingent upon the acceptance from the Walnut Grove City Council.
6. Notice was received from Redwood County regarding property tax default for a house in Lamberton that received Small Cities Development Grant funding. No action needs to be taken at this time.

## D) REPORTS

1. Irlbeck moved, Bittner seconded for unanimous approval of the

Maintenance Department report as discussed by Thram. Activities include:

-Thram reported a large amount of time has been spent on continuous snow removal operations and repairing equipment from the operations. A truck is currently not in use and waiting for repair parts.

-Thram reported three (3) water main breaks have occurred. The location of one of the breaks has led Thram to locate an agreement that was made with a party in 1996 regarding water source. Land was purchased from the party to acquire a source to provide Lamberton with water. The agreement states, as long as the City maintains a well on that land, the City is to provide water to the party at no cost for residential and general farm purposes. Thram was unaware this agreement existed and stated he now knows where some of the unaccounted water is going. At a minimum, this treated water supply needs to be metered to comply with laws that pertain to water use appropriation in Minnesota as well as disclosures to report the appropriation.

-As reported last month, Thram has been researching the purchase of a backhoe. \$30,000 is budgeted for this improvement; however, Thram is discovering the prices are between \$35,000 and \$38,000 for what he has been looking at. Irlbeck moved, Bittner seconded for unanimous approval to allow Thram to spend up to \$40,000. The transfer of \$10,000 to capital improvement shall be used if necessary.

-Thram said Brian Pfarr is researching for grant money to restore the stream bank that is infringing on the secondary wastewater pond.

-The council advised Thram to inform the EDA Board that a feasibility report would have to be done to know the estimated cost to bring water and sewer to EDA owned land along Highway 14.

2. Bittner moved, Knutson seconded for unanimous approval of the January Ambulance Department report. Activities include:

-Council representative Senst and Clerk Peterson attended the ambulance meeting to inform the team of the necessity to change the way the volunteers are being compensated. Effective March 1, 2019, the hourly wage amount will no longer be applicable to be compliant with law.

3. Senst moved, Irlbeck seconded for unanimous approval of the Administration report as presented by Peterson. Activities include:

-Peterson informed the council she would be on vacation from February 26-March 4. The office will be closed in her absence; however, Justin and Debbie will be taking care of a few duties.

-Audit was conducted January 15-17, 2019.

-All year-end statutory reports, such as OSHA 300 log, W-2's, outstanding indebtedness, state aids, Summary Budget Report, etc. are complete.

-The personnel policy changes are complete and ready for approval.

-Police Chief, Police Officer, Maintenance Supervisory and City Clerk job descriptions are complete and ready for approval. Clerk Peterson will continue working on the remaining job descriptions to bring forward for approval.

-Peterson reported she repurchased two (2) CD's for a better interest rate in lieu of letting them automatically renew. She also closed the savings account to purchase an additional CD because First Security Bank was running a special with an interest rate of 2.5%, whereas the funds were only receiving an interest rate of .25%. She reported this should generate approximately \$10,000 extra in interest income over the next 20 months.

4. Bittner moved, Knutson seconded for unanimous approval of the EDA Department report as presented by Debbie Vollmer. Activities include:

-Continuation of updating bylaws and application form and checklist for those applying for EDA funding.

-Debbie stated the last few months she has been actively meeting with a consulting firm, DWA Consulting, to learn of their proposal to create a road map for Lamberton in the form of a strategic planning with co-creation.

-Debbie reported learning of a grant opportunity for infrastructure for the Industrial Park she is researching.

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

-Calls for service were down, and traffic stops were up.

-Anticipating attendance at a joint meeting in New Ulm with other agencies involved in the burglaries that occurred in the area. The believed suspect was arrested and is currently in custody in Iowa.

-Chief Hacker reported requesting Attorney Muske to review and update the mandated policies set forth by the MN POST Board.

-There have been a couple of accidents so Chief Hacker would remind the public to be careful when crossing intersections.

#### E) ORDINANCES & RESOLUTIONS

1. Bittner moved, Irlbeck seconded for unanimous approval of Resolution 2019-02 A Resolution Ordering Advertisement for Bids.

2. Matt Novak, Novak Law was present to explain the State of Minnesota Joint Powers Agreement. Senst moved, Knutson seconded for unanimous approval of Resolution 2019-03 A Resolution Approving State of Minnesota Joint Powers Agreement with the City of Lamberton on Behalf of its City Attorney.

3. Knutson moved, Bittner seconded for unanimous approval of Resolution 2019-04 A Resolution Adopting Authorization of Financial Powers to Designated Roles.

#### F) FINANCIAL REPORTS

1. Bittner moved, Irlbeck seconded for unanimous approval of the February 2019 Financial Report. There were no donations, three (3) new vendors and no transfers. A full report is available upon request.

### IV. PUBLIC HEARING

### V. OLD BUSINESS

A) Thram said we need to focus on Option A for repairing the swimming pool to be able use it this summer. The main difference between Option A and Option B is repairing the pool deck versus installing a new pool deck. Discussion ensued regarding the bids received. Senst moved, Bittner seconded for unanimous approval to accept the Option A bid from Northern Pool Restoration in the amount of \$117,344.

B) Knutson moved, Senst seconded for unanimous approval of the Personnel Policy. This policy has been updated from the previous version.

C) Bittner moved, Senst seconded for unanimous approval of the updated City Clerk job description

D) Knutson moved, Bittner seconded for unanimous approval of the updated Maintenance Supervisor job description.

E) Senst moved, Bittner seconded for unanimous approval of the updated Police Chief job description.

F) Bittner moved, Senst seconded for unanimous approval of the updated Police Officer job description.

### VI. NEW BUSINESS

A) Notice was given the meeting for the Local Board of Appeal and Equalization will be April 17, 2019 at 10:00 a.m. at the Redwood County Government Center.

### VII. MAYOR & COUNCIL COMMUNICATIONS

A) As requested, Clerk Peterson is to disclose the minutes are “unofficial” when sending the copy to the newspaper.

B) Matt Novak was asked if there would be a benefit to having the same law firm for both civil and criminal cases to which he stated would be a council decision. He

does have case files from former City Attorney, Brian White. Council asked if he would be interested in putting a proposal together for civil legal services.

#### VIII. CLOSED SESSION

A) Senst moved, Irlbeck seconded for unanimous approval to adjourn into the closed session of the meeting to consider preliminary allegations or charges of misconduct against an individual subject to its authority per Minn. Stat. § 13D.05.

B) Mayor Sik called the meeting back to order after the closed session. Mayor Sik called for a closed meeting to be held for misconduct allegations against an individual subject to its authority per Minn. Stat. § 13D.05. on Friday, February 22, 2019 at 4:00 p.m. in the council chambers. Senst moved, Bittner seconded for unanimous approval to hold this meeting.

#### IV. ADJOURNMENT

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

Respectfully submitted,  
Madonna Peterson, Clerk

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Approved,  
Lydell Sik, Mayor

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Minutes for a Special Meeting of the  
Lamberton City Council  
February 25, 2019 – 6:30 PM

Mayor Sik called the meeting to order at 6:30 p.m. on February 25, 2019 stating the meeting was noticed as a special closed meeting for preliminary consideration of allegations or charges against an employee pursuant to Minnesota Statutes Section 13D.05, subdivision 2(b). The subject of the meeting requested it be open; therefore, the meeting proceeded as a special open meeting.

The meeting attendees were as follows: Mayor L. Sik, L. Bittner, J. Senst, D. Knutson, D. Irlbeck. Others in attendance were: Clerk M. Peterson, N. Hacker, and Attorney Timothy Sullivan.

Attorney Sullivan summarized the investigation conducted regarding allegations or charges against a City employee. Deliberation was held amongst the council. Senst moved, Irlbeck seconded to place the subject on non-disciplinary, paid administrative leave effective immediately and authorize Attorney Sullivan to engage in discussing options with the subject. The motion included calling for a special meeting on Monday, March 4, 2019 at which time the council will continue deliberations. The motion authorized Attorney Sullivan to send an administrative leave notice to the subject. Voting in favor of the motion were Senst, Irlbeck, Sik and Bittner. Voting against, Knutson. Motion passes.

Senst moved, Irlbeck seconded for unanimous approval to adjourn the meeting at 8:00 p.m.

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Lydell Sik, Mayor

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Minutes for a Special Meeting of the  
Lamberton City Council  
March 4, 2019 – 5:00 PM

Mayor Sik called the meeting to order at 5:00 p.m. on March 4, 2019 stating the meeting was noticed as a special closed meeting for preliminary consideration of allegations or charges against an employee pursuant to Minnesota Statutes Section 13D.05, subdivision 2(b). The subject of the meeting requested it be open; therefore, the meeting proceeded as a special open meeting.

The meeting attendees were as follows: Mayor L. Sik, L. Bittner, J. Senst, D. Knutson, D. Irlbeck. Others in attendance were: Clerk M. Peterson, N. Hacker, two (2) unnamed community members. Attorney T. Sullivan was in attendance via Skype.

Bittner moved, Irlbeck seconded for unanimous approval of the agenda.

Senst moved, seconded by Irlbeck for unanimous approval of accepting Resolution 2019-05 A Resolution Accepting Resignation of Employee.

Senst moved, Bittner seconded for unanimous approval to adjourn the meeting at 5:30 p.m.

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Lydell Sik, Mayor

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Minutes for a Regular Meeting of the  
Lamberton City Council  
March 11, 2019 – 7:00 PM

I. CALL TO ORDER

Present: Mayor L. Sik, J. Senst, D. Knutson, L. Bittner, D. Irlbeck

Others in Attendance: Clerk M. Peterson, J. Thram, N. Hacker, D. Vollmer, A. Rue, M. Hesse, Owen Todd, Shane Traulich, Jessica Green

II. CEREMONIAL DUTIES/ADOPT AGENDA

A) Clerk Peterson asked to add Resolution 2019-06 to section III E.

B) Clerk Peterson asked to remove the city council minutes from section III A.

C) Clerk Peterson asked to remove claims from section II B.

D) Clerk Peterson asked to remove financial report from section II F.

Knutson moved, Bittner seconded for unanimous approval of the agenda with the requested change.

III. CONSENT AGENDA

A) APPROVAL OF MINUTES

Bittner moved, Irlbeck seconded for unanimous approval of the February 19, 2019 EDA Minutes.

B) APPROVAL OF CLAIMS

There were no claims presented for approval.

C) PETITIONS, REQUESTS & COMMUNICATIONS

1. There were no citizen complaints.

2. Clerk Peterson presented a letter in support of our local Redwood County shops. Senst requested the Lamberton City Council send a letter to the Redwood County Commissioners to support keeping our local highway shops in Redwood County open. A letter had been circulating regarding the possibility of shop closures.

3. Owen Todd, Bolton & Menk, presented the Bid Tabulations for the 2019-2020 Infrastructure Improvements. Three bids were received. The low bid was \$4,003,554.75 from Duininck, Inc. The second low bid from M.R. Paving from New Ulm was \$4,011,855.02. The third bid was from Kuechle Underground from Kimball in the amount of \$4,248,732.47. Knutson moved, Bittner seconded for unanimous approval of receiving the 2019-2020 Infrastructure Improvement Bid Tabulation.

4. The 2019-2020 Infrastructure Improvement Preliminary Assessment Roll was presented. The assessment roll is based on the Lamberton Special Assessment Policy, the cost of the received low bid and 23% for soft costs.

5. Bittner moved, Irlbeck seconded for unanimous approval calling for a Special Assessment Hearing at 7:15 p.m. on April 8, 2019 at the Lamberton Community Center.

6. Senst moved, Bittner seconded for unanimous approval to advertise for a casual library position.

7. Information was given to the council regarding the 2019 Safety & Loss Control Workshop which will be held in Redwood Falls on April 3. Clerk Peterson requested RSVP from the council by March 29, 2019.

8. Irlbeck moved, Senst seconded for approval of a 3.2 Off-Sale Liquor License for Lamberton Lanes. Voting for are Irlbeck, Senst, Bittner and Knutson. Sik abstained.

D) REPORTS

1. Irlbeck moved, Bittner seconded for unanimous approval of the Maintenance Department report as discussed by Thram. Activities include:  
-Thram said he attended water school in St. Cloud March 5-7, 2019.

-Thram stated there have been numerous bills related to equipment that has needed repair because of snow removal operations. Much of the month has been spent either performing snow removal operations or fixing the equipment used to perform snow removal operations.

-There has been no word from the insurance company regarding the repair of the pool.

2. Knutson moved, Senst seconded for unanimous approval of the Ambulance Department report. Activities include:

-The ambulance rig went into the ditch when returning from a transport and received minor damage. There were no injuries to staff and there was no patient on board.

-Rue reported the need for tire replacement on the Ambulance rig.

-Rue said the two (2) hand-held radios are needed for safety. Council representative Senst will work with Birkemeyer to research purchasing new radios and a service contract for the radios.

-The open schedule did not work very well. Rue said they have gone back to teams and will see how it goes in the month of April.

3. Senst moved, Irlbeck seconded for unanimous approval of the Administration report as presented by Peterson. Activities include:

-Peterson apologized to the council that she has not had the opportunity to complete the minutes or the bills for tonight's meeting.

-Bid opening was completed on March 7.

-A meeting for bonding for the street project was held with Jessica Green on March 6.

4. Senst moved, Bittner seconded for unanimous approval of the Police Department report as presented by Officer Colby Davis. Activities include:

-Davis informed the council he would be taking the squad car in to have two (2) recalls serviced and a malfunctioning door sensor repaired.

-Davis thanked the Ambulance Department for donating an AED machine for use in the squad car as the AED in the squad was not operational.

-The meeting that was held regarding the string of burglaries in the area was not attended; however, there is a plan for a future meeting.

-When asked, Davis said the squad was a 2013 model Ford Explorer with 58,000 miles.

-The month and year review of Police Department activity was given.

-Colby said with all the rumors going around town he wanted to notify the council that he wants what is best for the City of Lamberton, not what is best for him.

5. Senst moved, Irlbeck seconded for unanimous approval of the EDA Department report as presented by Debbie Vollmer. Activities include:

-Vollmer requested to add an application fee of \$20 to the annual fee schedule for those applying for an EDA loan.

-Debbie reported attendance of various meetings and said she and Brianna Mumme, Redwood County EDA Director, met with multiple businesses and people in town to introduced themselves. Several discussions ensued regarding the various activities and ideas each have for the health of the community and its surrounding area.

#### E) ORDINANCES & RESOLUTIONS

1. Bittner moved, Senst seconded for unanimous approval of Resolution 2019-06 A Resolution Calling for Assessment Hearing.

#### F) FINANCIAL REPORTS

There was not a financial report presented for approval.

### IV. PUBLIC HEARING

V. OLD BUSINESS

A) No action was taken on the response of the request for information received from Novak Law.

VI. NEW BUSINESS

A) Jessica Green, Northland Securities, presented scenarios for the 2019A Improvement Bond for both 15 & 20-year repayment options. Worst case scenario for a 15-year repayment without using water or sewer funds would increase the tax rate by an estimate of 84%. A 20-year repayment without using water or sewer funds would estimate a tax rate increase of 68%. Ms. Green stated these to be preliminary estimates to be aware of prior to awarding the contract. She will continue with bond issuance scenarios to present to the council upon further direction.

B) Discussion ensued regarding the status of the police department. Several ideas were brought forth, but no action was taken. In the meantime, the part-time officer will cover calls and the status of the police department was tabled until the next meeting.

VII. MAYOR & COUNCIL COMMUNICATIONS

VIII. ADJOURNMENT

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

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Lydell Sik, Mayor

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Minutes for a Regular Meeting of the  
Lamberton City Council • Community Center  
April 8, 2019 – 7:00 PM  
(UNOFFICIAL UNTIL COUNCIL APPROVED)

I. CALL TO ORDER

Present: Mayor L. Sik, J. Senst, D. Knutson, L. Bittner, D. Irlbeck

Others in Attendance: M. Peterson, J. Thram, D. Vollmer, M. Hesse, A. Rue, C. Davis, O. Todd and S. Traulich of Bolton & Menk, J. Green of Northland Securities, T. Olinger of ABDO, Eick & Meyers, Redwood County Commissioner Jim Salfer, Chuck Fenger, Brandon Carter, Leon Benedict and several members of the community.

II. CEREMONIAL DUTIES/ADOPT AGENDA

A) Senst moved, Irlbeck seconded for unanimous approval to adopt the agenda as presented.

III. CONSENT AGENDA

A) APPROVAL OF MINUTES

1. Irlbeck moved, Senst seconded for unanimous approval of the February 19, 2019 and March 11, 2019 City Council Minutes, and the February 25, 2019 and March 4, 2019 Special City Council Minutes.

B) PETITIONS, REQUESTS & COMMUNICATIONS

1. Tom Olinger, ABDO, Eick & Meyers, discussed the 2018 Audit. Overall, things were in good shape; however, there were three (3) audit findings which are all related to internal controls. This is typical for a city the size of Lamberton who cannot afford to employ enough staff to segregate duties. Revenues exceeded expenditures in 2018 by approximately \$60,000.

Expenditures were over-budget by approximately \$100,000 which is due to multiple reasons. The majority of overage is due to capital expenditures for the upcoming street/utility project. The rest is for unbudgeted payroll expenses in the ambulance and economic development departments. Olinger stressed the need to plan for future improvements by building and maintaining healthy cash reserves and fund balances.

2. Jessica Green, Northland Securities, presented scenarios for the bonding options to pay for the 2019-2020 Infrastructure Improvement. Bittner moved, Knutson seconded for unanimous approval to initiate the preparation of the official statement for the 2019A Series General Obligation Improvement Bond and structuring the bond payments with level principal and interest over a twenty (20) year levy period. The projected bond sale date to be June 10, 2019 so proceeds can be available by the end of June.

2. Jim Salfer stated he likes to address the townships and cities in his district on an annual basis to collaborate. Jim gave updates on recycling efforts and regulations; the speculation of highway shop closures; and options regarding the possibility of a new courthouse. Jim also told the city officials to contact Sheriff Hanson if they are interested in pursuing any law enforcement services from the county.

4. Spring clean-up and appliance day will be held on Saturday, May 11, 2019. This is the first year these clean-up days have been able to be conducted on the same day. Peterson will be distributing and publishing the advertisement for this event soon.

5. Bittner moved, Knutson seconded for unanimous approval to satisfy the mortgage on two (2) small cities development grants in the names of Kolar and Her.

6. An individual requested to speak to the council regarding the potential sale of city owned real property to erect a storage facility. Discussion was held

regarding zoning regulations and the sale process; however, no official decision was made regarding the property at this time.

7. Bittner moved, Irlbeck seconded for unanimous acceptance of the Letter of Resignation from the fire department from Brett Bartholomaus.

### C) REPORTS

1. Knutson moved, Senst seconded for unanimous approval of the EDA Department report as stated by D. Vollmer. Activities include:

-Attendance at a meeting to learn about getting “trades” back in schools.

-Website structuring, updating and design.

2. Senst moved, Bittner seconded for unanimous approval of the Ambulance Department report as discussed by A. Rue. Activities include:

-The addition of two new members for driving who will be receiving training and will be riding along over the next month or so.

-Working on locating EMT training for interested people.

-Scheduling has been going well with no complaints.

3. Senst moved, Bittner seconded for unanimous approval of the Maintenance Department report as presented by J. Thram. Activities include:

-Informed the council of the lack of activity regarding the insurance company decision on pool damage coverage. The insurance company is waiting for the engineering company they hired to determine what caused the pool damage.

Thram is expecting a delayed opening date but is still confident the pool can be open by July 1, 2019.

-Updated council that he is pleased with the additional work that has been done on the Kuhar bathhouse.

-The necessity to rent a tractor to perform snow removal operations with the incoming snow storm. Update on repair of the city’s tractor. Thram is still pursuing options for purchasing a backhoe. There was \$30,000 budgeted for equipment improvement in the street department this year; however, he has been unable to locate the machine that will best fit the city. Discussion was held regarding the affordability of the equipment improvement with the looming expense of the tractor repair. Thram will continue researching options for a future update.

4. Irlbeck moved, Senst seconded for unanimous approval of the Administration report as presented by Peterson. Activities include:

-Securing dates and volunteers for the spring cleanup.

-Attended two League of MN Cities workshops. One of the workshops was on Good Governance and Open Meeting Laws and the other was for Human Resources. Both workshops presented valuable information necessary to maintain and perform the duties of a City Clerk.

-Preparation of assessment roll notices, service line agreements and response assistance to property owners with questions on the assessment.

-Meeting with Jeff Gladis from UCAP (United Community Action) regarding the pursuit of applying for a small cities development grant. Mr. Gladis has requested to be placed on the May 2019 agenda to address the council.

5. Senst moved, Knutson seconded for unanimous approval of the Police Department report as presented by C. Davis. Activities include:

-Davis said, Senst confirmed, it has been an exceptionally busy month. He said he is doing his best to stay within the allowed 30 hours a week but may go over. He has been keeping a daily log to verify how his time has been spent.

-Key holder forms have been sent or distributed to all business in town.

-Attended the LMC workshop for continuing education credits for licensure.

-Identified topics for discussion including police blotter, equipment updates, oxygen and Narcan for the squad car, evidence room audit, council ride along and/or tours to gain knowledge of the department.

### D) ORDINANCES & RESOLUTIONS

1. Senst moved, Bittner seconded for approval of Resolution 2019-07 A Resolution Amending a Portion of the Annual Fee Schedule for the Remainder of 2019. The amendment would include an EDA Loan application fee. Voting in favor of the motion were Senst, Bittner, Knutson, and Irlbeck. Voting against was Sik. Motion passes.

1. Senst moved, Irlbeck seconded for unanimous approval of Resolution 2019-08 A Resolution Adopting Assessment for the 2019-2020 Infrastructure Improvement Project. The motion included and interest at the rate of 5% per annum from November 15, 2019 on such assessment and payable in equal annual installments extending over a period of twenty (20) years.

2. Bittner moved, Irlbeck seconded for unanimous approval of Resolution 2019-09 A Resolution Accepting Bids and Awarding a Construction Contract for the 2019-2020 Infrastructure Improvement to Duininck, Inc. for \$4,003,554.75.

#### E) APPROVAL OF CLAIMS

1. Knutson moved, Irlbeck seconded for unanimous approval of checks #43679 - #43788, #189E - #213E, #500425 - #500504 in the amount of \$224,088.64.

#### F & G) FINANCIAL REPORTS

1. Knutson moved, Irlbeck seconded for unanimous approval of the March and April 2019 Financial Reports. There were no donations to accept. There was six (6) new vendors and no transfers. A full report is available upon request.

### IV. PUBLIC HEARING

A) Mayor Sik opened the public hearing portion of the meeting at 7:15 p.m. stating the public hearing is for the final proposed assessments for the 2019-2020 Infrastructure Improvement project.

Owen Todd, Bolton & Menk, gave an overview presentation on the project and reviewed the cost of the proposed assessments. The summary of the project construction costs is:

Street/Surfacing Construction	\$2,390,433.75
Storm Sewer Construction	\$ 743,107.50
Sanitary Sewer Construction	\$ 191,409.50
Water Main Construction	\$ 678,604.00
<b>TOTAL</b>	<b>\$4,003,554.75</b>

This cost is based on the low bid received. Of this amount, \$1,105,117.13 will be assessed to the properties directly on the construction route. The remaining amount is paid by all properties via service rates and/or property tax levies.

A question was asked how a 14% decrease is being claimed when the amount of the project doubled from last spring. Owen explained the size of the project doubled when the council added Ash Street; however, the cost of the bids received were 14% less than the bids received last year. The cost per foot is about \$585 this year, whereas last year it calculated at \$670 per foot. Another question was raised inquiring about grant funds. Owen said street surface and storm sewer do not qualify for grant funding and a large part of this project is for street surface reconstruction. To qualify for Rural Development grant funding, the city would have to spend several million dollars first and go through a process before knowing if any grant funding could be available. Bolton & Menk started that process in 2009 by submitting a PER (preliminary engineering report) to Rural Development. Bolton & Menk has and will continue the process for this master plan on behalf of the City of Lambertton behind the scenes.

Another question asked was if the property owner could do their own driveway and sidewalk work. Owen stated the contractor bid for the entire contract, which includes the driveways. The contractor will then warranty the work in which they are

responsible. Owen recommended the work that was bid be done by the contractor under contract to alleviate any future claims of who is liable. Owen stated the warranty is valid for a period of two (2) years after the city makes final payment on the project. He further stated Bolton & Menk will walk the project area prior to the warranty expiration date to look for anything that may need repair prior to that expiration.

Multiple questions presented were regarding the details of the project versus the purpose for the hearing of the proposed assessments. Mayor Sik advised those having questions on the project details to talk separately with the engineer.

Mayor Sik asked for any objections to the assessment before closing the public hearing. There being none, the public hearing portion of the meeting was closed.

## V. OLD BUSINESS

A) Chuck Fenger, PT Sibley County Deputy Sheriff and PT Lamberton Police Officer addressed the council with some ideas regarding the structure and status of the police department. Chuck suggested to maintain the police department stating the likelihood of not getting a police department back if you disband. He felt the option of a FT officer and a PT chief would be cost effective for Lamberton and said he would be interested in a part-time police chief position should the council decide to advertise for one.

B) After deliberation amongst the council, Senst moved to advertise for a PT Police Chief for 10 hours a week and a FT Police Officer stating this combination would give Lamberton leadership, experience, knowledge and guidance. Motion died for lack of a second after the number of weekly hours necessary for a chief was discussed. Bittner moved, Sik seconded, to advertise for a PT Chief for 10-20 hours a week and a FT Police Officer for two (2) week period. Voting in favor of the motion were Sik, Bittner, Knutson, and Irlbeck. Voting against was Senst. Motion passes.

## VI. NEW BUSINESS

There was no new business presented.

## VII. MAYOR & COUNCIL COMMUNICATIONS

An anonymous complaint was acknowledged and discussed.

Frustration in the lack of communication from the Mayo Health System was mentioned. There has been news of Mayo selling out to Avera which would likely affect the Lamberton Clinic.

## VIII. ADJOURNMENT

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

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Lydell Sik, Mayor

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Minutes for a Special Meeting of the  
Lamberton City Council • City Office  
May 8, 2019 – 6:00 PM  
(UNOFFICIAL UNTIL COUNCIL APPROVED)

I.     **CALL TO ORDER**

Present: Mayor L. Sik, J. Senst, D. Knutson, L. Bittner, D. Irlbeck  
Others in Attendance: M. Peterson.

II.    **CEREMONIAL DUTIES/ADOPT AGENDA**

A) Knutson moved, Bittner seconded for unanimous approval to adopt the agenda as presented.

III.   **NEW BUSINESS**

- A) Police Chief Interviews
1. Kyle Hubert
  2. Charles Fenger
  3. Joseph Micka
  4. Michael Hubin

VII.   **MAYOR & COUNCIL COMMUNICATIONS**

A) Deliberation was held with the plan to arrive at a conclusion at the next city council meeting.

VIII. **ADJOURNMENT**

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

Respectfully submitted,  
Madonna Peterson, Clerk

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Approved,  
Lydell Sik, Mayor

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Minutes for a Regular Meeting of the  
Lamberton City Council • City Office  
May 13, 2019 – 7:00 PM  
(UNOFFICIAL UNTIL COUNCIL APPROVED)

I. CALL TO ORDER

Present: Mayor L. Sik, J. Senst, D. Knutson, L. Bittner, D. Irlbeck

Others in Attendance: M. Peterson, J. Thram, D. Vollmer. Greg Benedict, Leon Benedict, Joseph Micka, Beth & Eric Gullickson, John Essig, Randy Tordsen, Jeff Gladis.

II. CEREMONIAL DUTIES/ADOPT AGENDA

A) Senst moved, Irlbeck seconded for unanimous approval to adopt the agenda with the following additions:

B8-Zoning Permit for a deck at 208 Juniper St., and

B9-Zoning Permit for a fence at 408 5<sup>th</sup> Ave W.

III. CONSENT AGENDA

A) APPROVAL OF MINUTES

1. Senst moved, Bittner seconded for unanimous approval of the April 8, 2019 and May 8, 2019 City Council Minutes, and the March 11, 2019 EDA Board Minutes and March 7, 2019 Library Board Minutes.

B) PETITIONS, REQUESTS & COMMUNICATIONS

1. Jeff Gladis, United Community Action Partnership (UCAP) was present to discuss writing a proposal for a Small Cities Development Program (SCDP) grant for Lamberton. There are multiple options to apply for these grants provided by DEED (Department of Employment and Economic Development) including owner-occupied property, rental property and commercial property. The grant application is due in November. The gathering of pertinent information is needed to complete the grant application and that information is gathered through surveys that would need to be conducted if there was interest in applying for the grant. Bittner moved, Senst seconded for unanimous approval to conduct a survey for both residential and commercial properties to find out if there is enough interest to warrant writing the grant this year.

2. Bittner moved, Senst seconded for unanimous approval for a Beer Garden Permit for the American Legion Post #41 on June 15, 2019.

3. Knutson moved, Senst seconded for unanimous approval to accept the proposal of \$42,500 to repair the pool deck, replace the broken pipes and reattach the skimmers and \$26,500 to repair the structural cracks of the pool by recoating the pool surface using xypex from Lamberton Construction. Painting will no longer be necessary once the pool is coated with this product; however, the existing epoxy needs to be removed first to achieve the best bond possible. Insurance will cover \$33,000 of these repairs minus the deductible and the oversight of not having the correct insurance coverage. With weather cooperation and volunteer help, the pool is expected to open by July 1, 2019. Thram reminded the council there is no warranty on this fix; it is only repairing the poor workmanship done several years ago. Thram also reminded the council this will likely be the last fix. The swimming pool is beyond its life expectancy.

4. Peterson reviewed the yard/brush waste program and requested a change to how the program is conducted. She reminded the council city service programs are to enable the operation of a service without accumulating deficits; therefore, the people benefiting from a particular city service should bear the cost of providing the service. Thram and Peterson will work on establishing the changes to the program for implementation in 2020.

5. Senst moved, Bittner seconded for unanimous approval to set a monthly camping rate of \$325 for Kuhar Park. Discussion was held on a seasonal rate but was tabled at this time. Peterson will have the resolution prepared for approval at the next council meeting.
6. Knutson moved, Senst seconded for unanimous approval of the zoning permit received for a deck at 208 Juniper St.
7. Senst moved, Bittner seconded for unanimous approval of the zoning permit received for a fence at 408 5<sup>th</sup> Ave W contingent on following the fence setbacks.

### C) REPORTS

1. Bittner moved, Knutson seconded for unanimous approval of the Maintenance Department report as presented by J. Thram. Activities include:
  - Thram notified the council the entire street department budget will likely be spent due to the fixing of the streets from the frost boils. He will obtain the required two bids to proceed. Thram informed the council he will seek bids for the amount of money that was budgeted which may mean not all streets will be repaired.
  - The water has been turned on for the season at the city park.
  - Electricians have been trenching the electrical lines for Kuhar Park. The plumbing will be completed after the scheduled inspection. The cement work is now complete. Thram said he will be requesting the DNR inspection for the grant to close and the city to receive the awarded funding.
  - Thram said there was a large amount of erosion done to the river bank by the ponds last July during the flooding event. More erosion has occurred since which has impeded on the secondary pond. Permits have been obtained and bids let to repair the banks. Thram said he learned of a potential funding source to help with the repair but there has been no grant awarded at this time.
  - No funds have been released from FEMA for the Kuhar Park claim and it is unknown at this time if any funds will be awarded or released for the damage done to the park.
  - An update was given on the tractor repair and equipment upgrade.
2. Senst moved, Bittner seconded for unanimous approval of the Ambulance Department report submitted by A. Rue.
3. Knutson moved, Senst seconded for unanimous approval of the Administration report as presented by Peterson. Activities include:
  - Preparation of documents and phone calls regarding the upcoming bond sale.
  - Preparation, updates and organization of hiring forms and job descriptions.
  - Implementation and organization of a performance evaluation process for all employees. Self-evaluation forms have been sent to all employees. Supervisors have been given direction and a timeline to complete performance evaluations.
  - Officer Davis has been given the violation documentation from last year's nuisances. He has been reviewing the documentation and will begin working on enforcement once the June 1, 2019 deadline has expired and will also begin enforcement of any newly identified locations.
  - Animal licenses expired on April 30, 2019. Peterson informed the council Ms. Robinson has not renewed her animal licenses yet and asked the council how they wish to proceed with enforcement. After discussion, Peterson was directed to have the police department perform an unannounced visit to verify compliance and document the findings of compliance to the ordinance.
  - Peterson said she has been researching the Minnesota Basic Code and codification of the ordinances.
  - Peterson reminded the council of her vacation June 1 – June 8, 2019. She stated the utility bills would not be sent until her return.
4. There was no police department report submitted.
5. Senst moved, Bittner seconded for unanimous approval of the EDA Department report as presented by D. Vollmer. Activities include:

- Attendance at multiple meetings.
  - Website structuring, updating and design.
  - Research for potential new business including Industrial Park Infrastructure, Zoning Ordinance, etc. to correlate with the application to re-zone a property.
6. Senst moved, Knutson seconded for unanimous approval of the Library Report as submitted by A. Vogel.

#### D) ORDINANCES & RESOLUTIONS

1. Knutson moved, Senst seconded for unanimous approval of Resolution 2019-10 A Resolution Requesting Comprehensive Road and Transit Funding.
2. Resolution 2019-11 A Resolution to Deem Property Surplus was no longer needed at this time but may be revisited in the future.

#### E) APPROVAL OF CLAIMS

1. Senst moved, Bittner seconded for unanimous approval of checks #43789 - #43863, #214E - #227E, #500505 - #500522 in the amount of \$106,909.14.

#### F) FINANCIAL REPORTS

1. Knutson moved, Senst seconded for unanimous approval of the May 2019 Financial Report. There were no donations to accept. There was three (3) new vendors and no transfers. A full report is available upon request.

### IV. PUBLIC HEARING

A) Mayor Sik opened the public hearing portion of the meeting at 7:15 p.m. stating the public hearing is for consideration of the re-zoning application received from the Lamberton EDA to amend the zoning ordinance from Single-Family Residential to General Industrial District for the property located at 602 1<sup>st</sup> Avenue W or more fully described as: Lots 8 & 9, Block 1, Lamberton ML McGee's Addition. The EDA has been working with a business owner to locate property for storage unit construction.

John Essig, 606 2<sup>nd</sup> Ave W., stated his opposition to re-zoning the lot because of his concern of the nice-looking open entrance to the city. He fears if the property were re-zoned that more grain silos would be constructed.

Randy Tordsen, 607 1<sup>st</sup> Ave W., shared he does not feel his property value would be affected by the construction of a storage facility with no open, outside storage; however, he would be opposed to grain silo's.

Eric & Beth Gullickson, hotel owners, stated their opposition to the re-zoning. If the lot were sold and anything were to be constructed on it, the hotel would lose their view of the highway and they fear deterioration of their business if travelers cannot see the hotel from the highway. Eric stated they bought the hotel because of the look of a park across the street and they were told no one would ever build there. Eric & Beth said they would likely sell and leave town if a business were to be constructed and block their sight from the highway.

Greg Benedict, 411 11<sup>th</sup> Ave W., stated he understood both sides but questioned if the tax value had been calculated and considered with improvement to a vacant lot.

Mayor Sik closed the public hearing at 7:34 p.m. After deliberation, Knutson moved, Senst seconded to deny the re-zoning application and leave the property zoned as residential. Roll call was taken. Knutson, Senst and Irlbeck voted to deny the re-zoning application. Bittner and Sik were in favor of approving the re-zoning application. Motion carries. The council did state that if there was no opposition between property owners they would consider revisiting the issue. Peterson advised against this unless the conditions change; instead a request is tabled or continued after a request has been voted down.

### V. OLD BUSINESS

A) Library Director Job Description update was tabled for corrections.

- B) Knutson moved, Bittner seconded for unanimous approval of the Library Aide Job Description as modified.
- C) Knutson moved, Bittner seconded for unanimous approval of the Custodian Job Description as modified.
- D) Bittner moved, Knutson seconded for unanimous approval of the Maintenance Worker Job Description as modified.
- E) Economic Development Coordinator Job Description was tabled for corrections.

## VI. NEW BUSINESS

A) Discussion regarding the hiring of a PT Police Chief began. Senst moved, Knutson seconded to give a conditional offer to Michael Hubin starting the negotiation at Step 3, \$24.61 per hour contingent on a successful psych evaluation. Roll call was taken. Knutson, Senst and Sik voted in favor of the motion. Bittner and Irlbeck voted against. Motion carries.

## VII. MAYOR & COUNCIL COMMUNICATIONS

A) Senst stated she felt a policy on public comment needed to be implemented. No action was taken.

## VIII. ADJOURNMENT

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

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Lydell Sik, Mayor

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Minutes for a Special Meeting of the  
Lamberton City Council • City Office  
May 23, 2019 – 6:30 PM  
(UNOFFICIAL UNTIL COUNCIL APPROVED)

I. CALL TO ORDER

Present: Mayor L. Sik, J. Senst, D. Knutson, L. Bittner, D. Irlbeck  
Others in Attendance: M. Peterson, J. Micka

II. CEREMONIAL DUTIES/ADOPT AGENDA

A) Irlbeck moved, Bittner seconded for unanimous approval to adopt the agenda as presented.

III. OLD BUSINESS

A) Joseph Micka was invited to negotiate an offer of employment for the PT Police Chief. Senst moved, Knutson seconded for unanimous approval of conditionally offering Joseph Micka the position starting at Step 3, \$24.61 per hour contingent on a successful background investigation and psych evaluation. Mr. Micka accepted.

VII. MAYOR & COUNCIL COMMUNICATIONS

VIII. ADJOURNMENT

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

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Lydell Sik, Mayor

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Minutes for a Regular Meeting of the  
Lamberton City Council • City Office  
June 10, 2019 – 7:00 PM  
(UNOFFICIAL UNTIL COUNCIL APPROVED)

I. CALL TO ORDER

Present: Mayor L. Sik, J. Senst, D. Knutson, L. Bittner, D. Irlbeck  
Others in Attendance: M. Peterson, J. Thram, D. Vollmer, Jessica Green and Randy Tordsen,

II. CEREMONIAL DUTIES/ADOPT AGENDA

A) Bittner moved, Irlbeck seconded for unanimous approval to adopt the agenda with the following additions:

2019-13 A Resolution to Deem Property Surplus.

III. CONSENT AGENDA

A) APPROVAL OF MINUTES

1. Senst moved, Bittner seconded for unanimous approval of the May 13, 2019 and May 23, 2019 City Council Minutes, and the April 8, 2019 EDA Board Minutes.

B) PETITIONS, REQUESTS & COMMUNICATIONS

1. Jessica Green, Northland Securities, presented the results from the \$5,055,000 General Obligation Improvement Bonds Series 2019A bond sale, which finances the street improvements. The bonds have been structured to result in level annual debt service payments. Jessica said the sale was held this morning and went well. She presented the sale summary to the council noting that the bonds were underwritten by Northland Securities and rated double A- by S&P Global. The overall net levy will be about \$270,000 annually. Jessica thanked Madonna and Justin for participating and being prepared for the bond rating call. Jessica reviewed the rating call results for the council.

2. Peterson informed the council there are two (2) ways the city can move forward on enforcing nuisances, either criminal or civil. If the council chooses to enforce the civil way, the city can order the nuisance abatement in the time provided in the notice and if the nuisance is not eliminated in the time provided, the Council can decide to have the nuisance abated by the city. If the council chooses to enforce the criminal way, a criminal complaint or a citation will need to be filed and issued to process the nuisance through the courts. There are advantages and disadvantages to both ways. Peterson asked the council if they wanted to enforce the nuisance ordinance, ignore it or something in between. After debate, the council ordered reinspection and new inspection to the properties. The type of enforcement will be determined on the severity of the issue. The use of the Nuisance Committee is encouraged.

3. Knutson moved, Senst seconded for unanimous approval to reduce the amount of the season pass rate for the swimming pool for the 2019 season. The family pass will be sold at \$75 (reduced from \$125) and the individual pass will be sold at \$30 (reduced from \$50). These amounts reflect a pro-rated amount based on regular price and the number of days in the seasons. Discussion was held to review prices before season opening 2020 to include wading pool admission.

C) REPORTS

1. Irlbeck moved, Senst seconded for unanimous approval of the Maintenance Department report as presented by J. Thram. Activities include:  
-Thram said the street project got off on a late start but things should start picking up. There was an issue of sewage in a basement on Ash St. because the contractor cut a service line that they did not know was there. The

contractor will be responsible to resolve the issue. Justin praised Owen Todd, Bolton & Menk engineer, for his immediate response to the sensitive issue.

- Thram updated the council on the status of the erosion repair to Dutch Charlie Creek that was reported last month. The bids came in under estimate; however, the cost will still be \$15,000. FEMA grant funding may offset this amount, but it is not yet known if it will be awarded. The work will commence in early July.
- Thram updated the council on the repair of the swimming pool. Progress is being made although he didn't think the July 1 opening date would be met. The bid to sandblast the pool came in much more expensive than thought so Thram rented the equipment to do the work in-house saving the city nearly \$10,000. He also rented an excavator to save on the cost of concrete removal, also saving the city nearly \$7,000.
- The plumbing and electrical inspections have passed at Kuhar Park. Southwest Health and Human Services is expected to come and do their inspections soon. To close the grant and release the funding, the DNR will need to conduct their inspection. Before they come, the water line to the second shelter needs to be completed, grass needs to be seeded and a small amount of work in the bathhouse needs finishing.
- Thram was asked to request a reduced monthly rate for the construction workers camping at Kuhar Park. No motion was made after deliberation, the request died.
- FEMA notified Thram the flood damage expenses remitted for Kuhar Park damage is eligible for \$75,000.
- Thram informed the council he would be accepting bids for street patching.

2. Knutson moved, Bittner seconded for unanimous approval of the Ambulance Department report submitted by A. Rue.
3. Senst moved, Knutson seconded for unanimous approval of the Administration report as presented by Peterson. Activities include:
  - Peterson said Justin provided key economic detail during the bond rating call to help secure the double A- rating.
  - Peterson said she has put-off reviewing the Minnesota Basic Code for the time being. She will continue to review what she can as time allows.
  - Peterson stated she will be conducting performance evaluations this week and asked the council to choose when to perform hers.
4. There was no police department report submitted.
5. There was no EDA report submitted.
6. Senst moved, Bittner seconded for unanimous approval of the Library report submitted by A. Vogel. A question was posed regarding activity on the report; however, Peterson did not know the answer. Council encouraged and requested the department heads to attend council meetings on a quarterly basis at a minimum.

#### D) ORDINANCES & RESOLUTIONS

1. Bittner moved, Irlbeck seconded for unanimous approval of Resolution 2019-11 A Resolution Amending a Portion of the Annual Fee Schedule for the Remainder of 2019. Discussion was held on limiting the number of seasonal sites to allow locals and weekend campers to enjoy the park. Thram and Peterson will watch the activity to ensure monthly users do not exceed five (5) sites.
2. Bittner moved, Irlbeck seconded for unanimous approval of Resolution 2019-12 A Resolution Authorizing the Issuance and Awarding the Sale of \$5,055,000 General Obligation Improvement Bond, Series 2019A.
3. Knutson moved, Bittner seconded for approval of Resolution 2019-13 A Resolution to Deem Property Surplus contingent on correcting the legal description. Those in favor of the motion: Sik, Bittner, Irlbeck and Knutson. Voting against: Senst.



E) APPROVAL OF CLAIMS

1. Bittner moved, Senst seconded for unanimous approval of checks #43864 - #43913, #228E - #234E, #500523 - #500542 in the amount of \$233,500.47.

F) FINANCIAL REPORTS

1. Irlbeck moved, Knutson seconded for unanimous approval of the June 2019 Financial Report. There were \$992.40 in donations. There was four (4) new vendors and no transfers. A full report is available upon request.

IV. PUBLIC HEARING

V. OLD BUSINESS

A) Senst moved, Irlbeck seconded for unanimous approval of the Library Director and Economic Development Coordinator Job Descriptions as modified.

B) Peterson informed the council of a certified letter sent to Kimberly Robinson regarding Ordinance No. 153 Pet Licensing and Regulation compliance. The letter clarifies what must be done to become compliant with the ordinance.

C) Discussion was held regarding the conditional job offer to Joseph Micka. Deliberation ensued regarding the reference check results. Senst moved, Knutson seconded for unanimous approval of rescinding the job offer to Joseph Micka based on the results from the background investigation. Discussion continued regarding FT vs PT and negotiating a better offer with the candidate who declined the position. Knutson moved, Senst seconded to re-post the PT Police Chief job for up to 20 hours a week. The advertisement is to run until July 8, 2019 at 12 p.m. and is to include the candidate must be FT licensed or eligible to be FT licensed at the time of employment. Peterson was requested to update the employment application to include wage and references.

VI. NEW BUSINESS

VII. MAYOR & COUNCIL COMMUNICATIONS

A) Senst stated she felt a policy on public comment needed to be implemented. No action was taken.

VIII. ADJOURNMENT

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

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Lydell Sik, Mayor

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Minutes for a Regular Meeting of the  
Lamberton City Council • City Office  
July 8, 2019 – 7:00 PM  
(UNOFFICIAL UNTIL COUNCIL APPROVED)

I. CALL TO ORDER

Present: Mayor L. Sik, J. Senst, D. Knutson, L. Bittner, D. Irlbeck  
Others in Attendance: M. Peterson, J. Thram, D. Vollmer, and Eric & Beth Gullickson.

II. CEREMONIAL DUTIES/ADOPT AGENDA

A) Senst moved, Irlbeck seconded for unanimous approval to adopt the agenda with the following additions: Seized animals, Request for Pickle Ball Court and Resolution 2019-16 A Resolution to Accept Sealed Bids on Surplus Property.

III. CONSENT AGENDA

A) APPROVAL OF MINUTES

1. Senst moved, Bittner seconded for unanimous approval of the June 10, 2019 City Council Minutes, May 13, 2019 EDA Board Minutes and May 9, 2019 Library Board Minutes.

B) PETITIONS, REQUESTS & COMMUNICATIONS

1. A citizen complaint was acknowledged. No action was taken.
2. Brandon Mattison, Bolton & Menk, reported the construction project is approximately two weeks behind schedule. Bolton & Menk will continue to monitor the progress and anticipates the end of October for all areas to be accessible.
3. Senst moved, Bittner seconded for unanimous approval to enter into an agreement for Arbitrage Reporting Services with AEM Financial Solutions, LLC, regarding the 2019A G.O. Improvement Bond.
4. Senst moved, Irlbeck seconded for unanimous approval for two (2) zoning permit requests contingent on payment and setbacks:
  1. 710 S Fir Street-Fence
  2. 510 6<sup>th</sup> Ave W-Deck
5. Peterson presented the 2019 swimming pool wages. She said it was necessary to hire two (2) school-aged boys to assist with the manual labor at the swimming pool. Lamberton Construction has performed the specialized duties; however, to reach the goal to open, the maintenance crew, the boys and several volunteers have been doing a large part of the work at the pool. Discussion was held regarding a \$.25 increase each season for returning pool employees. Part-time employees are required to work the number of hours equivalent to a full-time position before receiving an increase; therefore, the question was raised why seasonal pool employees advance each season. Peterson said she followed the pattern of how seasonal employees were compensated prior to her employment. Knutson moved, Sik seconded to approve the 2019 swimming pool wages as presented. Those voting in favor were Knutson and Sik. Voting against were Senst and Irlbeck. Bittner abstained. Motion failed and will be represented.
6. Clerk Peterson presented a list of public nuisance abatement letters that have been mailed. She read the wordage of the abatement letter to the council for approval after receiving a complaint that the letter did not make sense and doesn't not state what needs to be done. The council agreed the letter was definitive and well laid out. They liked that pictures were sent with the letter.
7. Senst moved, Irlbeck seconded for unanimous approval to surrender ownership rights of the animals seized from the residence of Kimberly Robinson to the Redwood Area Animal Shelter after a court order was issued. The animals have been held at the shelter and expenses have accrued to

nearly \$20,000; however, the shelter is willing to write some of the expense off if they are given ownership of the animals.

8. Senst moved, Knutson seconded for unanimous approval to allow the Lamberton Lion's Club to assemble a pickle ball court inside the tennis court at Central Park. The city will purchase the necessary equipment with donated funds.

#### C) REPORTS

1. Senst moved, Bittner seconded for unanimous approval of the Maintenance Department report as presented by J. Thram. Activities include:

-Thram said Redwood County Emergency Management held a meeting to explain the Disaster Declaration Award for road repairs in 51 counties throughout Minnesota. The aid will pay to repair the frost boils to pre-disaster condition.

-Partial payment has been received from the state for disaster relief at Kuhar Park.

-Thram said the maintenance crew has spent most of the month completing restoration at the swimming pool. He knows regular duties have lacked attention but ensured weeds will be sprayed next week and catching up will be his goal.

-Thram was given permission to pursue a sale price for the old car wash building on the corner of 1<sup>st</sup> & Douglas.

-Thram said the erosion repair work near the secondary ponds would be starting next week.

-The pool is on track to open on Monday, July 15<sup>th</sup>.

2. Irlbeck moved, Senst seconded for unanimous approval of the Ambulance Department report submitted by A. Rue.

-Rue thanked both Walnut Grove and Wabasso for covering our service area when the ambulance was out of service due to repairs.

-Cooper Sams Volunteer Ambulance Program applications have been completed for the year. Two (2) members did not meet the criteria eligibility; however, changes made to the compensation method should eliminate any future ineligibilities.

3. Senst moved, Irlbeck seconded for unanimous approval of the Administration report as presented by Peterson. Activities include:

-Annual work compensation audit is complete for the year.

-Library interviews have been conducted.

-Peterson reported budget requests have been distributed to department heads. She has requested they present their requests to the council at the August meeting.

4. There was no police department report submitted.

5. Knutson moved, Bittner seconded for unanimous approval of the EDA report given by D. Vollmer. Activities include:

-Attendance at various meetings.

-Upon a question was asked regarding long term residents moving to other area cities because of the lack of suitable rental housing, Vollmer stated the EDA is not currently in pursuit of providing housing for the community, but it has been discussed on multiple occasions. She knows of more than one private party that has also inquired about places to construct rental housing to which she has suggested possibilities.

6. Senst moved, Irlbeck seconded for unanimous approval of the Library report submitted by A. Vogel.

-Council again requested library representation at council meeting at least on a quarterly basis.

#### D) ORDINANCES & RESOLUTIONS

1. Bittner moved, Irlbeck seconded for unanimous approval of Resolution 2019-14 A Resolution Authorizing Membership in the 4M Fund.

2. Bittner moved, Irlbeck seconded for unanimous approval of Resolution 2019-15 A Resolution Approving Payment to Duininck, Inc. – Pay Request 1.
3. Knutson moved, Irlbeck seconded for unanimous approval of Resolution 2019-16 A Resolution to Accept Sealed Bids on Surplus Property.

E) APPROVAL OF CLAIMS

1. Irlbeck moved, Bittner seconded for unanimous approval of checks #43914 - #43971, #235E - #249E, #500543 - #500573 in the amount of \$128,779.29.

F) FINANCIAL REPORTS

1. Irlbeck moved, Bittner seconded for unanimous approval of the July 2019 Financial Report. There were \$1,255 in donations. There was four (4) new vendors and no transfers. A full report is available upon request.
2. Senst moved, Knutson seconded for unanimous approval of the June 2019 Cash Balance Report. A full report is available upon request.

IV. PUBLIC HEARING

V. OLD BUSINESS

A) Two applications were received for police positions. There being no motion to offer interviews to the applicants, Senst moved, Bittner seconded for unanimous approval to advertise for a full-time police chief position with applications being received until 12:00 p.m. on July 23, 2019. Mayor Sik called for a special meeting on July 23, 2019 at 5:00 p.m. to review the applications.

VI. NEW BUSINESS

A) Knutson moved, Senst seconded for unanimous approval to hire David KelseyBassett and Conner Bottger to the position of library aide at \$9.86 per hour.

VII. MAYOR & COUNCIL COMMUNICATIONS

A) Mayor Sik reported he has received information that a neighboring city may be interested in job sharing a police officer. There is no other information at this time.

VIII. ADJOURNMENT

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

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Lydell Sik, Mayor

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Minutes for a Special Meeting of the  
Lamberton City Council • City Office  
July 23, 2019 – 5:00 PM  
(UNOFFICIAL UNTIL COUNCIL APPROVED)

I. CALL TO ORDER

Present: Mayor L. Sik, J. Senst, D. Knutson, L. Bittner, D. Irlbeck  
Others in Attendance: M. Peterson.

II. CEREMONIAL DUTIES/ADOPT AGENDA

A) Senst moved, Knutson seconded for unanimous approval to adopt the agenda as presented.

III. NEW BUSINESS

A) Senst moved, Knutson seconded to extend the Police Chief application deadline until 4:30 p.m. on July 26, 2019. Voting in favor were Senst, Knutson and Irlbeck. Abstaining was Bittner. Voting against was Sik. Motion carried.

B) Knutson moved, Senst seconded for unanimous approval to hold interviews with three (3) applicants on August 1, 2019 starting at 4:45 p.m. and allowing 45-minutes intervals between applicants.

VII. MAYOR & COUNCIL COMMUNICATIONS

VIII. ADJOURNMENT

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

Respectfully submitted,  
Madonna Peterson, Clerk

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Approved,  
Lydell Sik, Mayor

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Minutes for a Special Meeting of the  
Lamberton City Council • City Office  
August 1, 2019 – 4:30 PM  
(UNOFFICIAL UNTIL COUNCIL APPROVED)

I. CALL TO ORDER

Present: Mayor L. Sik, J. Senst, D. Knutson, L. Bittner, D. Irlbeck  
Others in Attendance: M. Peterson.

II. CEREMONIAL DUTIES/ADOPT AGENDA

A) Bittner moved, Senst seconded for unanimous approval to adopt the agenda as presented.

III. NEW BUSINESS

- A) Police Chief Interviews
1. Jonathon Beck
  2. Colby Davis
  3. Scott Lachowitzer

VII. MAYOR & COUNCIL COMMUNICATIONS

A) Deliberation was held. Senst moved, Bittner seconded for unanimous approval to offer the Police Chief position to Colby Davis at Step 1 of the wage schedule. Davis accepted and will start of August 5, 2019.

VIII. ADJOURNMENT

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

Respectfully submitted,  
Madonna Peterson, Clerk

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Approved,  
Lydell Sik, Mayor

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

I. CALL TO ORDER

Present: Mayor L. Sik, J. Senst, D. Knutson, L. Bittner, D. Irlbeck

Others in Attendance: M. Peterson, J. Thram, D. Vollmer, A. Rue, C. Davis, M. Hesse, T. Neperman, and Eric & Beth Gullickson.

II. CEREMONIAL DUTIES/ADOPT AGENDA

A) Bittner moved, Irlbeck seconded for unanimous approval to adopt the agenda as presented.

III. CONSENT AGENDA

A) APPROVAL OF MINUTES

1. Senst moved, Knutson seconded for unanimous approval of the July 8, July 23, and August 1, 2019 City Council Minutes, and the June 10 and June 17, 2019 EDA Board Minutes.

B) PETITIONS, REQUESTS & COMMUNICATIONS

1. Bids received for the surplus property on First Avenue were opened. One bid for \$1,500 from EB Gully, LLC was tallied. Mayor Sik called for a closed session at the end of the meeting to consider the offer received for the real property located at 108 First Avenue.
2. Senst moved, Bittner seconded for unanimous approval to amend the June 10, 2019 minutes.
3. A sidewalk request was tabled until further information can be obtained.
4. Irlbeck moved, Senst seconded for unanimous approval of a zoning permit for a fence at 601 Fir Street contingent on setbacks.
5. Knutson moved, Irlbeck seconded for unanimous approval to adopt the Lamberton Police Department Investigation of Sexual Assault Policy as mandated by Minnesota POST Board.
6. Mayor Sik called for the Truth-N-Taxation Hearing to be certified for December 9, 2019 at 7:15 p.m. at City Hall for those wishing to speak regarding the 2020 Budget and Levy.
7. Clerk Peterson will contact the property owners of the Southside Addition regarding a request received to move a house onto a lot with restricted covenants.

C) REPORTS

1. Bittner moved, Senst seconded for unanimous approval of the Maintenance Department report as presented by J. Thram. Activities include:
  - Thram stated his department is caught up now with the pool and Kuhar and the work is nearing completion at the ponds.
  - FEMA disaster relief continues.
  - Thram will be obtaining quotes for the patch work this week.
2. Bittner moved, Irlbeck seconded for unanimous approval of the Ambulance Department report submitted by A. Rue.
  - Rue updated the council with run data.
  - Rue requested approval for a PSA change as requested by Walnut Grove Ambulance and North Hero Township. North Hero is closer to Walnut Grove. The approval would need to be granted by the EMSRB; however, Lamberton can contest the request. Bittner moved, Irlbeck seconded for unanimous approval to support the request.
  - Rue said she has been contacted by Wabasso regarding a taxing district. She will attend a meeting to obtain and gather more information.

3. Senst moved, Bittner seconded for unanimous approval of the Administration report as presented by Peterson. Activities include:
  - Budget preparation, several meetings, daily duties, reception of the public and nuisance compliance.
4. Irlbeck moved, Bittner seconded for unanimous approval of the Police Department report as given by Chief Davis.
  - Davis updated the council with activity data and stated he has been working on setting up his department. He informed the council he will be updating the squad radio and is working on finding a safety vest.
  - Deliberation was held regarding the need and number of hours for a PT officer. Knutson moved, Senst seconded for unanimous approval to advertise for a PT Police Officer for a maximum of 15 hours per pay period. The ad will be placed on the city website until August 26, 2019 at 4 p.m.
5. Knutson moved, Bittner seconded for unanimous approval of the EDA report given by D. Vollmer. Activities include:
  - Attendance at various meetings.
  - Vollmer reported receiving confirmation of favorable survey results for the Small Cities Development Grant. UCAP will start the preliminary grant applications for both residential and commercial.
6. Senst moved, Irlbeck seconded for unanimous approval of the Library report submitted by A. Vogel.
  - Vogel updated the council with activity data.
7. Irlbeck moved, Senst seconded for unanimous approval of the Fire Department Report as given by Chief Neperman.
  - Neperman reported the need to start replacing the trucks. He has been actively pursuing figures, specs and grant opportunities but stressed the need for money to be put away for truck replacement.
  - Irlbeck moved, Senst seconded for unanimous approval to appoint Matthew Leonard and Justin Stafford to the fire department as recommended by Chief Neperman contingent on completion of requirements.

#### D) ORDINANCES & RESOLUTIONS

1. Senst moved, Irlbeck seconded for unanimous approval of the following Resolutions:
  - a. 2019-17 Approving Payment to Duininck, Inc – Pay Request 2.
  - b. 2019-18 Approving 2019 Budget Interfund Transfers.
  - c. 2019-19 Approving 2019 Budge CIP Transfer to the 4M Fund.
  - d. 2019-20 Approving Transfer of Idle Monies to the 4M Fund Account.

#### E) APPROVAL OF CLAIMS

1. Bittner moved, Knutson seconded for unanimous approval of checks #43972 - #44047, #250E - #266E, #500574 - #500631 in the amount of \$842,501.35.

#### F) FINANCIAL REPORTS

1. Irlbeck moved, Bittner seconded for unanimous approval of the August 2019 Financial Report. There were \$4,570 in donations and six (6) new vendors. A full report is available upon request.

### IV. PUBLIC HEARING

### V. OLD BUSINESS

- A) Deliberation ensued regarding past practice of increasing returning seasonal swimming pool employee wages by \$.25 without the same conditions as that of a PT regular employee. Clerk Peterson informed the council this subject did not pass at the July 2019 meeting contrary to her belief that the Mayor could break the tie vote. She investigated the tied vote procedure and discovered the only time the Mayor can break a tie vote is for a board vacancy. Senst moved, Irlbeck seconded to approve the 2019 Swimming Pool wages for this year with a review anticipated next season. Upon roll



call, those voting in favor of the motion were: Senst, Irlbeck, Sik and Knutson. Bittner abstained. Motion passes.

**VI. NEW BUSINESS**

A) Department heads presented 2020 Budget requests.

**VII. CLOSED SESSION**

A) At 9:30 p.m., Mayor Sik closed the regular meeting to enter closed session to consider offers received for the sale of real property.

B) At 9:34 p.m., Mayor Sik re-opened the meeting to regular session.

**VIII. MAYOR & COUNCIL COMMUNICATIONS**

A) Deliberation occurred regarding a request from a neighboring city regarding police services. No other information is currently available.

**IX. ADJOURNMENT**

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

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Lydell Sik, Mayor

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Minutes for a Special Meeting of the  
Lamberton City Council • City Office  
August 26, 2019 – 7:00 PM  
(UNOFFICIAL UNTIL COUNCIL APPROVED)

I. CALL TO ORDER

Present: Mayor L. Sik, J. Senst, D. Knutson, L. Bittner, D. Irlbeck  
Others in Attendance: M. Peterson, C. Davis.

II. CEREMONIAL DUTIES/ADOPT AGENDA

A) Bittner moved, Senst seconded for unanimous approval to adopt the agenda as presented.

III. OLD BUSINESS

A) Clerk Peterson reviewed the 2020 Budget proposals by department and how the requests would affect the overall levy. Peterson demonstrated different scenarios, all of which are unfavorable. Deliberation was held regarding spending some of the fund balance. Senst moved, Irlbeck seconded for unanimous approval to have departments reduce their budget requests by 10% without decreasing the amount of the capital improvements.

IV. NEW BUSINESS

A) Discussion was held on the employment status of Officer Chuck Fenger.  
B) Knutson moved, Senst seconded for unanimous approval to schedule a special meeting for Tuesday, September 3, 2019 at 5:00 p.m. to interview an applicant for the PT Police Officer position.

V. MAYOR & COUNCIL COMMUNICATIONS

VI. ADJOURNMENT

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

Respectfully submitted,  
Madonna Peterson, Clerk

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Approved,  
Lydell Sik, Mayor

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Minutes for a Special Meeting of the  
Lamberton City Council • City Office  
September 3, 2019 – 5:00 PM  
(UNOFFICIAL UNTIL COUNCIL APPROVED)

I.     **CALL TO ORDER**

Present: Mayor L. Sik, J. Senst, and D. Knutson.

Absent: L. Bittner, D. Irlbeck.

Others in Attendance: C. Davis, C. Arredondo.

II.    **CEREMONIAL DUTIES/ADOPT AGENDA**

A) Knutson moved, Senst seconded for unanimous approval to adopt the agenda as presented.

III.   **NEW BUSINESS**

A) The interview process was completed with applicant Cortez Arredondo.

IV.    **MAYOR & COUNCIL COMMUNICATIONS**

A) Knutson moved, Senst seconded for unanimous approval to hire Cortez Arredondo as a PT Police Officer at the start of the police officer wage schedule contingent on successful background and psych requirements. Starting date will be this month.

V.     **ADJOURNMENT**

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

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Lydell Sik, Mayor

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Minutes for a Regular Meeting of the  
Lamberton City Council • City Office  
September 9, 2019 – 7:00 PM  
(UNOFFICIAL UNTIL COUNCIL APPROVED)

I. CALL TO ORDER

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

II. CEREMONIAL DUTIES/ADOPT AGENDA

A) Bittner moved, Senst seconded for unanimous approval to adopt the agenda as presented.

III. CONSENT AGENDA

A) APPROVAL OF MINUTES

1. Irlbeck moved, Senst seconded for unanimous approval of the August 12, August 26 and September 3, 2019 City Council Minutes, and the July 1 and July 8, 2019 EDA Board Minutes.

B) PETITIONS, REQUESTS & COMMUNICATIONS

1. Bolton & Menk Engineer, Brandon Mattison, was present for an August construction update. He reported the project as being on schedule. Dependent on weather, curb and gutter could start this week yet, otherwise it will start next week.
2. Knutson moved, Irlbeck seconded for unanimous approval of the building permit application for a ramp and a garage located at 700 S Elm St.
3. Senst moved, Irlbeck seconded for unanimous approval of appointing Pamela Tellinghuisen to the Library Board effective immediately. She will be filling the remainder of term vacated by board member Zimmerman.

C) REPORTS

1. Irlbeck moved, Senst seconded for unanimous approval of the Maintenance Department report as presented by J. Thram. Activities include:
  - Thram presented a quote obtained for the street patching work. There will be three (3) different contracts as each quote is for a different project. The projects being frost boil damage to a gravel street, frost boil damage to paved streets and regular blacktop patching. Thram will verify the status of the FEMA grant dollars for frost boil repairs before having the work done due to the costs involved.
  - Thram reported Verizon is bringing a 5G fiber line into town should anyone see new antenna's around.
2. Knutson moved, Senst seconded for unanimous approval of the Ambulance Department report submitted by A. Rue.
  - Rue updated the council with August activity.
  - Rue stated she is seeking quotes and performing research to replace the ambulance rig before year end. This is a budgeted expense and the funds are available.
3. Irlbeck moved, Bittner seconded for unanimous approval of the Administration report as presented by Peterson. Activities include:
  - Budget preparation, several meetings, daily duties and reception of the public. She stated most of the deadlines have now passed on the nuisance compliance and she has been corresponding with a couple of independent contractors to schedule abatement of the nuisances.
  - Peterson informed the council of contacting CenturyLink regarding the continued outage of phone and internet services in Lamberton. Contrary to some perception, the Lamberton construction contractors are not the reason

for the outages. She has been told the company is finding bad fiber lines as far away as 100 mile and the outages are not specific to Lambertton.

4. Irlbeck moved, Bittner seconded for unanimous approval of the Police Department report as given by Chief Davis.

-Davis reviewed the August activity report. He reported having the new taser, vest and radar on order.

-Davis said he received notification of conducting backgrounds for permit to purchase will begin in January 2020. There will be minimal costs involved for this service.

-Davis stated Fenger will continue to serve as a PT officer.

5. Knutson moved, Senst seconded for unanimous approval of the EDA report submitted by D. Vollmer.

6. Senst moved, Irlbeck seconded for unanimous approval of the Library report submitted by A. Vogel.

#### D) ORDINANCES & RESOLUTIONS

1. Knutson moved, Senst seconded for unanimous approval of Resolution 2019-21 A Resolution Authorizing Sale of Real Property.

2. Discussion was held on the 52.06% increase for the 2019 Preliminary Levy. The proposed increase is due to the necessity of tax collection for repaying the new 2019A GO Improvement Infrastructure Bond. The preliminary levy is an overall increase of \$263,372. Knutson moved, Bittner seconded for unanimous approval of Resolution 2019-22 A Resolution Adopting Preliminary Levy for 2019. A copy of the resolution is available upon request.

3. Irlbeck moved, Senst seconded for unanimous approval of Resolution 2019-23 A Resolution Approving Payment to Duininck, Inc. - Pay Request #3.

#### E) APPROVAL OF CLAIMS

1. Senst moved, Bittner seconded for unanimous approval of checks #44048 - #44100, #268E - #284E, #500632 - #500677 in the amount of \$1,091,273.29.

#### F) FINANCIAL REPORTS

1. Irlbeck moved, Bittner seconded for unanimous approval of the September 2019 Financial Report. There were \$3,503.70 in donations and one (1) new vendor. A full report is available upon request.

### IV. PUBLIC HEARING

### V. OLD BUSINESS

### VI. NEW BUSINESS

### VII. MAYOR & COUNCIL COMMUNICATIONS

A) Discussion was held regarding the notification process of when Clerk Peterson is absent from work. She stated there is not a policy that she is aware of. She said she does communicate any absence of hers with Justin. The council asked her to copy them on the communication with Justin.

### VII. ADJOURNMENT

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

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Lydell Sik, Mayor

Minutes for a Regular Meeting of the  
Lamberton City Council • City Office  
October 15, 2019 – 7:00 PM  
(UNOFFICIAL UNTIL COUNCIL APPROVED)

I. CALL TO ORDER

Present: Mayor L. Sik, J. Senst, D. Knutson, L. Bittner, D. Irlbeck  
Others in Attendance: M. Peterson, J. Thram, A. Rue, D. Vollmer, and two  
community members.

II. CEREMONIAL DUTIES/ADOPT AGENDA

A) Knutson moved, Senst seconded for unanimous approval to adopt the agenda with  
the following additions:

- 2B6. Purchase of Hubert properties
- 2B7. Community Task Force /School Property

III. CONSENT AGENDA

A) APPROVAL OF MINUTES

1. Senst moved, Irlbeck seconded for unanimous approval of the September 9,  
2019 City Council Minutes.
2. Bittner moved, Senst seconded for unanimous approval of the August 12,  
2019 EDA Board Minutes.
3. Senst moved, Bittner seconded for unanimous approval of the July 11,  
2019 Library Board Minutes.

B) PETITIONS, REQUESTS & COMMUNICATIONS

1. Bob Krinke addressed the council with the idea of having a van for  
community use. Mayor Sik told Bob we would spread the word.
2. Thram gave the September construction update. He reported the project as  
being on schedule. Paving on Fourth Avenue should commence within the  
next week.
3. Senst moved, Irlbeck seconded for unanimous approval of the building  
permit application for a garage located at 606 S Birch St.
4. Knutson moved, Irlbeck seconded for unanimous approval of renewing the  
2020 Health Insurance Plan option as presented.
5. Bittner moved, Knutson seconded to award a 2% Cost of Living Adjustment  
for employees starting January 1, 2020.
6. Vollmer reported that the EDA Board has been approached to purchase  
four (4) properties on Fourth Avenue. The EDA Board is recommending the  
city title the lots in their name to avoid certain restrictions; however, the EDA  
would promote the lots for future development after the blight conditions are  
abated by demolition. Knutson moved, Senst seconded for unanimous  
approval to purchase the properties for \$1.00 each.
7. Vollmer said she, Peterson, Thram and Davis met with Red Rock Central  
Superintendent, Todd Lee. Mr. Lee informed the group of the options in which  
the Community Task Force have arrived at for the school. If a new school  
were to be constructed, an option being discussed is keeping the existing  
gym/shop/auditorium/fitness center area. The school and/or task force has  
inquired if the city would have interest in purchasing this area. The city does  
not have any need or interest in purchasing this area.

C) REPORTS

1. Irlbeck moved, Bittner seconded for unanimous approval of the  
Maintenance Department report as presented by J. Thram. Activities include:  
-Preparation for winter has started. Winterizing the pool and the parks has  
ensued and equipment is being maintenance.

- Waiting for a FEMA Grant decision before repairing the frost boils on the streets. Peterson said we may need to follow the competitive bid process if the amount of the repair contract is over \$175,000.
- Waiting for inspection to close the Kuhar Grant.
- Hydrant flushing will be done soon.

2. Bittner moved, Senst seconded for unanimous approval of the Ambulance Department report submitted by A. Rue.

- Rue updated the council with September activity.
- Rue obtained permission to enter into a contract with Southern MN EMS Education to provide an EMT Course in November. The city must guarantee eight (8) seats at \$1,565 each. Rue did not foresee any problem with guaranteeing these eight (8) seats and has reached out to area directors who have indicated they can help fill the seats. Senst moved, Irlbeck seconded for unanimous approval to enter into the contract as presented. Pre-payment will be required for the number of seats in which Lamberton cannot fill.
- Rue presented an EMT Initial Course Reimbursement Agreement for consideration. Irlbeck moved, Senst seconded for unanimous approval to adopt the EMT Initial Course Reimbursement Agreement. This agreement requires an individual to provide a two-year commitment to Lamberton Ambulance in lieu of paying for the course.
- Rue presented the pre-bid quote from Premier Specialty Vehicles (PSV) with a final price of \$176,296 for a new ambulance. The price includes trade of our current vehicle, Ford's fleet discount and the installation of the Ferno cot and loading system. Also presented was the pre-bid quote from Everest Emergency Vehicles, Inc. for the exact rig and a price tag of \$214,215. Rue researched the possibility of the fire department receiving the current ambulance in lieu of trade, however, she ascertained it was a better fit to trade the rig off. Senst moved, Irlbeck seconded for unanimous approval to trade the current ambulance and authorize purchase of the new one with PSV for \$176,296. The motion authorizes use of the general fund balance as necessary.
- Peterson asked for clarification on compensation for the ambulance personnel for 2019. Compensation was budgeted at \$96,000; however, the former compensation process was eliminated in January. Senst moved, Knutson seconded for unanimous approval to modify the 2019 budgeted wages to \$72,072.03. \$21,572.03 was paid in Quarter 1 and the remainder will be issued Quarter 4 as determined by the payroll schedule.

3. Knutson moved, Irlbeck seconded for unanimous approval of the Administration report as presented by Peterson. Activities include:

- Budget preparation, several meetings, daily duties and reception of the public. She stated seventeen (17) of the twenty-eight (28) code violations cited have been abated. Six (6) have been partially abated with the other five (5) in communication with the city. She said she has received overall positive feedback with many commenting of another place that needs to be looked at.
- Fire contracts and ambulance agreements have been billed with contracts sent for 2020 renewal.
- Quarterly payroll and unemployment responsibilities are complete.
- 2020 health insurance options were reviewed to present to council for recommendation.
- Peterson said the tax forfeit auction will be held at the Redwood County Government Center on October 22, 2019. She asked the council how they wanted her to proceed on the 310 W Sixth Avenue property as it has been previously discussed that the city desired purchase the property and raze the dilapidated structure. After deliberation, Knutson moved, Sik seconded to bid up to \$3,000 to obtain the property. Those in favor of the motion were: Sik, Knutson, Bittner and Irlbeck. Senst voted against the motion. Motion carried.

4. Senst moved, Bittner seconded for unanimous approval of the Police Department report. Chief Davis was unable to attend the meeting.

5. Senst moved, Bittner seconded for unanimous approval of the EDA report presented by D. Vollmer.

-Vollmer shared a couple of meeting opportunities with the council.  
6. Senst moved, Irlbeck seconded for unanimous approval of the Library report submitted by A. Vogel.

D) ORDINANCES & RESOLUTIONS

1. Irlbeck moved, Senst seconded for unanimous approval of the following resolutions:

1. Resolution 2019-24 A Resolution Establishing the Precinct Polling Location
2. Resolution 2019-25 A Resolution Regarding Coverage in PERA Police and Fire Plan
3. Resolution 2019-26 A Resolution Approving Closure of Fund 303 and Transferring the Remaining Fund Balance to Fund 601
4. Resolution 2019-27 A Resolution Approving Payment to Duininck, Inc. – Pay Request #4

E) APPROVAL OF CLAIMS

1. Senst moved, Knutson seconded for unanimous approval of checks #44101 - #44170, #285E - #302E, #500678 - #500698 in the amount of \$755,458.51.

F) FINANCIAL REPORTS

1. Bittner moved, Knutson seconded for unanimous approval of the October 2019 Financial Report. There were \$36,080 in donations and three (3) new vendors. A full report is available upon request.

IV. PUBLIC HEARING

V. OLD BUSINESS

VI. NEW BUSINESS

VII. MAYOR & COUNCIL COMMUNICATIONS

1. Knutson asked about temperature guidelines necessary for paving. Peterson will inquire and report back.

VII. ADJOURNMENT

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

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Lydell Sik, Mayor

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Minutes for a Special Meeting of the  
Lamberton City Council • City Office  
November 4, 2019 – 6:00 PM  
(UNOFFICIAL UNTIL COUNCIL APPROVED)

I. CALL TO ORDER/ADOPT AGENDA

Present: Mayor L. Sik, J. Senst, D. Knutson, L. Bittner, D. Irlbeck

Others in Attendance: M. Peterson, Jessica Green, Northland Securities, Inc.

***Motion/Second/Pass (Bittner/Irlbeck) to adopt the agenda as presented.***

II. CONSENT AGENDA/GENERAL BUSINESS

A) Jessica Green proposed refunding bond 2011A G.O Improvement bond and entering into an agreement with Northland Securities, Inc. to act as the municipal advisor and establish terms with First Security Bank.

***Action taken: Motion/Second/Pass (Bittner/Irlbeck) to enter into the Municipal Advisory Service Agreement with Northland Securities, Inc. for \$7,500 to act on behalf of the City of Lamberton in matters related to the issuance of the G.O. Refunding Bonds, Series 2019B.***

III. ADJOURNMENT

***Motion/Second/Pass (Senst/Knutson) to adjourn the meeting. Mayor Sik declared this council meeting to be adjourned.***

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Lydell Sik, Mayor

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

I. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

Present: Mayor L. Sik, J. Senst, D. Knutson, L. Bittner, D. Irlbeck

Others in Attendance: M. Peterson, J. Thram, C. Davis, D. Vollmer, T. Neperman, and Brandon Mattison.

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

Oath of Office was administered to Chief Colby Davis.

II. CONSENT AGENDA

A) APPROVAL OF MINUTES

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

B) PETITIONS, REQUESTS & COMMUNICATIONS

1. Citizen complaint.

A) A complaint received via the website was acknowledged. No action was taken.

B) Deliberation was held regarding a concern a citizen has regarding the newly installed concrete approaches not having reinforcement in them. The citizen is concerned that any of these approaches may break upon future work when it is necessary for a heavier weight vehicle to access a location from these approaches. Engineer Mattison stated all residential locations were designed for common residential traffic because of the cost of rebar. Instead, a 7" thick higher quality concrete is used that will handle occasional use of a heavier vehicle. When asked if a city can stop a heavy vehicle from making a delivery, Mattison stated the city cannot stop them but can restrict the size of their load. Discussion was held regarding enforcement of overweight vehicles on residential streets.

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

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

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

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

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

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

***Motion/Second/Pass (Senst/Irlbeck) to approve the following 2020 Liquor Licenses:***

***1. On Sale Liquor (LJ's on Main and American Legion #41)***

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

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

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

*Motion/Second/Pass (Sik/Bittner) to approve the employee step increases as discussed.*

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

#### C) REPORTS

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

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

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

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

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

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

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

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

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

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

6. Library report was reviewed.

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

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

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

#### D) ORDINANCES & RESOLUTIONS

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

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

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

#### E) APPROVAL OF CLAIMS

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

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

### III. PUBLIC HEARING

### IV. OLD BUSINESS

### V. NEW BUSINESS

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

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

### VI. MAYOR & COUNCIL COMMUNICATIONS

### VII. ADJOURNMENT

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

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Lydell Sik, Mayor

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Minutes for an Emergency Meeting of the  
Lamberton City Council • City Office  
December 12, 2019 – 6:00 PM  
(UNOFFICIAL UNTIL COUNCIL APPROVED)

I. CALL TO ORDER/ADOPT AGENDA

Present: Mayor L. Sik, J. Senst, D. Knutson and D. Irlbeck.

Absent: L. Bittner+

Others in Attendance: M. Peterson and D. Vollmer.

***Motion/Second/Pass (Senst/Irlbeck) to adopt the agenda as presented.***

II. CONSENT AGENDA/GENERAL BUSINESS

A) New Ulm Medical Center, a part of Allina Health, is interested in use of the clinic building and maintaining providers for primary care and lab services to the community of Lamberton. They have asked Lamberton to provide them a letter of intent for exclusiveness.

***Motion/Second/Pass (Senst/Knutson) to sign a letter of intent to negotiate with New Ulm Medical Center, a part of Allina Health, exclusively for a period of forty-five (45) days.***

III. ADJOURNMENT

***Motion/Second/Pass (Irlbeck/Senst) to adjourn the meeting. Mayor Sik declared this council meeting to be adjourned.***

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Lydell Sik, Mayor

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