

**LAMBERTON CITY COUNCIL**  
**REGULAR MEETING • CITY HALL**  
**May 13, 2024 • 6:30 P.M.**

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

A. Additions/Deletions to Agenda

**2. CONSENT AGENDA**

A. Approval of Minutes

1. 4-8-24 Regular CC Meeting Minutes

**3. PUBLIC MEETINGS 7:00PM**

A. Animal Ordinance Changes

B. Portable Audio-Video (Body Cameras) Policy

**4. GENERAL BUSINESS**

A. Lambertton Pool Committee

B. Bollig Engineering – Scott Kuhlman

1. Water Service Line Inventory

2. Income Survey

a. RCA – Information on Income Survey

C. Petitions, Request, Communications

1. Citizen Complaints & Concerns

a. Stray Cats

b. Nuisance Property/Dresser on Blvd.

2. Building/Zoning Permit Requests –

a. 2024-04 – 200 3<sup>rd</sup> Ave W – Tony & Allison Sauer – Storage Units

b. 2024-05 – 409 6<sup>th</sup> Ave W – Brian & Lexi Benedict – Garage (NOT IN PACKET will have for meeting)

3. Request for Council Action

a. RCA – CORD 6 Bridge Letter and Response

b. RCA – Pay Equity Report

c. RCA – Community Service Officer – Reserve Officer

d. RCA – Froehlich Lot

e. RCA – Work Session

D. Department Reports

1. Library –

2. Ambulance Department –

a. Lunch & Learn meeting with business leaders May 16, 2024 at the Legion

b. RCA – Add Brad Gisch to the Lambertton Ambulance Service

3. Fire Department –

4. Police Department –

5. Maintenance Department -

6. Administration/EDA Department –

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

1. 2024-06 – Resolution Accepting Donations

F. Financial Report & Approval of Claims

1. April 2024 Financial Report

2. Approval of Claims

**5. MAYOR & COUNCIL REPORTS & COMMUNICATIONS**

A. Information for Council

1. Insurance on School Campus

2. REC Rates for Street Lights

**6. NEXT MEETING DATES**

A. June 10, 2024

**7. ADJOURNMENT**

**LAMBERTON CITY COUNCIL**  
**REGULAR MEETING MINUTES • CITY HALL**  
**April 8, 2024 • 6:30 P.M.**

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

- Meeting called to order at 6:30 PM April 8, 2024.
- Present: Mayor L. Sik, D. Knutson, L. Pfarr, L. Bittner, D. Irlbeck
- Staff in Attendance: V. Halter, J. Thram, J. Walker, C. Fenger

A. Additions/Deletions to Agenda

- Add RCA – Picnic Tables
- Council Report & Communications – Bittner Update on last SRDC Meeting.

***Motion/Second/Pass (Irlbeck/Pfarr/unanimous 5/0) to approve the agenda as amended.***

**2. CONSENT AGENDA**

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

1. 2-28-24 Regular EDA Meeting
2. 3-11-24 Regular CC Meeting Minutes
3. 4-1-24 CC Work Session

***Motion/Second/Pass (Bittner/Knutson/unanimous 5/0) to approve the minutes as listed.***

**3. GENERAL BUSINESS**

A. Police – Chief Josh Walker presented Officer Chuck Fenger with a Life Saving Award and Pins for the saving a person's life on June 21, 2023.

Chief Walker presented the council with his report. In 2023 the Lambertton PD fielded 274 calls for service. So far in 2024 we are at 59 calls for service. There is an increase of vulnerable adult calls. Chief Walker explained the body cam audit and steps he is taking to make sure Lambertton is in compliance. New computers have been ordered. Halter will look at getting the ambulance/police building it's own internet when Hanson has the fiber installed.

***Motion/Second/Pass (Pfarr/Irlbeck/unanimous 5/0) to accept the Police report as given.***

B. Petitions, Request, Communications

1. Citizen Complaints & Concerns - None
2. Building/Zoning Permit Requests –
  - a. 2024-02 – 705 S Birch Street – Bill Schaffran – Ramp and Deck

***Motion/Second/Pass (Irlbeck/Bittner/unanimous 5/0) to approve building permit 2024-02 for Bill Schaffran.***

3. Notice of Truth in Taxation Hearing in Redwood Falls

- a. Reminder of meeting on April 19, 2024, at 10:30-11:00 AM at the Government Center in Redwood Falls. Sik explained this is where you go if you feel your property valuation is too high.

4. Request for Council Action

- a. RCA – Animal Ordinance – Halter presented the updated Animal Ordinance. Halter explained that we will put it out to the public and then do a Public Hearing at the next council meeting. The council can then vote to adopt it after the public hearing.
- b. RCA – Pool Manager – The HR committee interviewed Mindi Hesse for pool manager for the 2024 pool season. Wage was discussed.

***Motion/Second/Pass (Knutson/Irlbeck 4/1 with Sik voting against) to approve hiring Mindi Hesse as pool manager for the 2024 season at Grade 4 Step 3.***

- c. RCA - Ambulance Personnel – Olivia Nielsen rendered her resignation from the Ambulance service.

***Motion/Second/Pass (Knutson/Irlbeck 4/1 with Sik voting against) to accept Olivia Nielsen's resignation from the ambulance service with the city invoicing her \$1,175 for class fees.***

- d. RCA – Lambertton Meats Return Purchase

**Motion/Second/Pass (Knutson/Irlbeck/unanimous 5/0) to allow Halter to take the steps needed to enter into a Purchase Agreement with Eric & SammyJo Miller to purchase the Lamberton Meats building back for \$1 contingent on no liens against the property and Millers pay the 2024 property taxes.**

- e. RCA – Sick and Safe Time Personnel Policy – This became law 1-1-2024. The City needs to update their personnel policy to include the Sick and Safe Time Policy. Halter explained the State is working on modifications to make it work for EMS employees.

**Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to adopt the Sick and Safe Time Policy to be placed in the personnel policy to retroactively begin on 1-1-2024.**

- f. RCA – Fixed Asset Policy – During our annual audit, ABDO suggested we raise our fixed asset limit to \$5,000 from \$1,000.

**Motion/Second/Pass (Irlbeck/Bittner/unanimous 5/0) to adopt the updated Fixed Asset Policy.**

- g. RCA – Picnic Tables – A person that does not live in the city limits has requested to rent picnic tables from the city. Halter questioned if the city wishes to rent to people outside the city. Discussion was held.

**Motion/Second/Pass (Irlbeck/Pfarr/unanimous 5/0) to rent picnic tables to city residents only.**

C. Department Reports

- 1. Library – No report submitted.
- 2. Ambulance Department – No report submitted.
- 3. Fire Department – No report submitted.
- 4. Maintenance Department – Thram was present. The first round of street sweeping is done and have started working on opening Kuhar Park. Thram questioned the thought of increasing street repair work. Discussion was held. Thram also stated he would like to work on alleys as well. Thram will work on pricing for road repairs. Halter talked about the Lead Service Line survey that will go out shortly. They will be here the week of May 6-10 to do the houses that do not submit their own information electronically. Fiber drops have begun being installed to the houses today. The splicing crew will need to come in after that to hook everything up.

**Motion/Second/Pass (Bittner/Knutson/unanimous 5/0) to accept the Maintenance report as given.**

- 5. Administration/EDA Department – Report Submitted. Halter stated the big thing for the month was the House hearing and preparation and follow up. Halter will be at Clerk School May 6-10. Council member Pfarr asked Halter to send a letter to the county requesting they include a walking lane be added to the bridge over the Cottonwood River with their next bridge project.

**Motion/Second/Pass (Knutson/Bittner/unanimous 5/0) to accept the Administration/EDA report as given.**

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

- 1. 2024-05 – Resolution Accepting Donations

E. Financial Report & Approval of Claims

- 1. March 2024 Financial Report
- 2. Approval of Claims

**Motion/Second/Pass (Bittner/Irlbeck/unanimous 5/0) to accept resolution 2024-05, March 2024 Financial Report and claims.**

4. MAYOR & COUNCIL REPORTS & COMMUNICATIONS

A. Information for Council

- 1. Safe Routes to School Planning Grant Awarded – The City has been awarded a \$19,000 grant that will pay for a transportation person from the SWRDC to plan out what is needed. This grant is the steppingstone to the next grant that funds getting what is needed done.
- 2. The Public Works Department was recognized again for excellent compliance with its MN Pollution Control wastewater permit.
- 3. Council member Bittner reviewed the SWRDC meeting. Discussion was held about the towns that have dissolved their police departments. Ivanhoe has disbanded theirs. Tyler is the only town in Lincoln County with their own police department. Bittner explained the PACE loan program offering loans at 3% under prime to assist property owners with

financing improvements that substantially increase their energy efficiency. The loan is paid back as a special assessment on their property taxes.

**5. NEXT MEETING DATES**

A. May 13, 2024

**6. ADJOURNMENT**

***Motion/Second/Pass (Irlbeck/Pfarr/unanimous 5/0) to adjourn the meeting. Meeting adjourned at 7:49.***

Respectfully Submitted,

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Valerie Halter  
Clerk

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Lydell Sik  
Mayor

## CHAPTER 9 : ANIMAL REGULATION AND LICENSING

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### Section 1: Definitions

As used in this ordinance, the terms defined in this section shall have the following meanings ascribed to them:

**Animal Control Officer** - means any employee of the City of Lambertton who holds that employment position or member of law enforcement.

**Cat** - means both male and female of the Felidae species.

**Dangerous Dog** - means any dog that has:

1. without provocation, inflicted substantial bodily harm on a human being on public or private property; or
2. killed a domestic dog without provocation while off the owner's property; or
3. been found to be potentially dangerous, and after the owner has been sent notice that the dog is potentially dangerous, the dog aggressively bites, attacks, or endangers the safety of humans or other domestic dogs.

**Dog** - means both male and female of the canine species.

**Domestic Animals** - shall mean those animals commonly accepted as domesticated household pets. Unless otherwise defined, such animals shall include dogs, cats, caged birds, gerbils, hamsters, guinea pigs, domesticated rabbits, fish, non-poisonous, non-venomous and non-constricting reptiles or amphibians, and other similar animals.

**Farm Animals** – shall mean animals commonly kept on farms or raised for commercial food consumption such as cattle, horses, hogs, sheep, goats, donkeys, chickens, fowl, bison.

**Kennel** - The keeping of six or more dogs and or cats on the same premises, whether owned by the same person or not and for whatever purpose kept, shall constitute a "kennel;" except that a fresh litter of pups or kittens may be kept for a period of three months before such keeping shall be deemed to be a "kennel."

**Non-Domesticated Animals** - shall mean those animals commonly considered to be naturally wild and not naturally trained or domesticated, or which are commonly considered to be inherently dangerous to the health, safety, and welfare of people. Unless otherwise defined, such animals shall include:

1. Any member of the large cat family (family Felidae) including lions, tigers, cougars, bobcats, leopards and jaguars, but excluding commonly accepted domesticated house cat.
2. Any naturally wild member of the canine family (family Canidae) including wolves, foxes, coyotes, dingoes, and jackals, but excluding commonly accepted domesticated dogs.
3. Any crossbreeds such as the crossbreed between a wolf and a dog, unless the crossbreed is commonly accepted as a domesticated house pet.
4. Any member or relative of the rodent family including any skunk (whether or not de-scented), raccoon, squirrel, or ferret, but excluding those members otherwise defined or commonly accepted as domesticated pets.
5. Any poisonous, venomous, constricting, or inherently dangerous member of the reptile or amphibian families including rattlesnakes, boa constrictors, pit vipers, crocodiles and alligators.
6. Any other animal which is not explicitly listed above but which can be reasonable defined by the terms of this subpart, including but not limited to bears, deer, monkeys and game fish.

**Owner** - means any person owning, keeping, harboring or maintaining a domestic animal within the City. A domestic animal shall be deemed to be harbored if it is fed or sheltered for three days or more.

**Potentially Dangerous Dog** - means any dog that:

1. when unprovoked, inflicts bites on a human or domestic dog on public or private property; or
2. when unprovoked, chases or approaches a person upon the streets, sidewalks or any public or private property, other than the dog owner's property, in an apparent attitude of attack; or

3. has a known propensity, tendency or disposition to attack without provocation causing injury or otherwise threatening the safety of humans or other domestic dogs.

**Premises** – means any building, structure, or land wherein or whereon dogs or cats are kept confined.

## **Section 2: Dog & Cat Regulation & Licensing**

### **A. Running at Large**

It is unlawful for the owner of any dog or cat to permit such dog or cat to run at large. Any dog or cat shall be deemed to be running at large with the permission of the owner unless it is on a durable leash secured to an object which it cannot move and on the premises of the owner, or on a leash and under the control of an accompanying person of suitable age and discretion, or effectively confined within a motor vehicle, building, or enclosure.

### **B. Licensing**

It is unlawful for the owner of any dog or cat, three months of age or more, to fail to obtain a license from the City.

All dog and cat licenses shall expire on April 30 of each year.

Licensing fee for dog and cat licenses shall be set by the council with the annual fee schedule.

To obtain a license for a dog or cat, owner must present a completed City Pet License Application, accompanied by a veterinarian's certificate showing expiration dates of required vaccinations. If the application is for an initial license for a spayed/neutered dog or cat, a statement from a licensed veterinarian shall accompany the application stating that such dog or cat has been spayed/neutered.

### **C. Number of Animals**

It is unlawful to have more than 5 total cats and/or dogs on any premises.

### **D. Vaccinations**

All dogs and cats kept, harbored, maintained, or transported within the City shall be vaccinated at least once every three years by a licensed veterinarian for rabies, with a live modified vaccine, and distemper.

A certificate of vaccination must be kept, on which is stated the date of vaccination, owner's name and address, the animal's name (if applicable), sex, description and weight, the type of vaccine, and the veterinarian's signature. Upon demand made by the Clerk-Treasurer or a police officer, the owner shall present for examination the required certificate(s) of vaccination for the animal(s). In cases where certificates are not presented, the owner or keeper of the animal(s) shall have seven days in which to present the certificate(s) to the Clerk-Treasurer or police officer. Failure to do so shall be deemed a violation of this Section, and any license issued for said animal shall not be valid.

### **E. Collar & Tag Requirement**

All licensed dogs and cats shall wear a collar and have current license affixed thereto. A duplicate for a lost tag may be purchased at City Hall for a cost set in the annual FEE Schedule. Tags shall not be transferable, and no refund shall be made on any license fee because of leaving the City or death of the dog or cat before the expiration of the license. It is unlawful for the owner of any dog or cat to fail to have the license tag issued by the City firmly attached to a collar worn at all times by the licensed dog or cat.

A violation of this section shall be deemed a petty misdemeanor.

### **F. Proper Care**

**Owner Obligation for Proper Care.** No owner shall fail to provide any domestic animal with sufficient good and wholesome food and water, proper shelter and protection from the weather, veterinary care when needed to prevent suffering and with

humane care and treatment. No person shall beat, treat cruelly, torment or otherwise abuse any domestic animal or cause or permit any dog or cat fight. No owner shall abandon any domestic animal.

The premises where cats and or dogs are kept must be maintained in a healthy and sanitary condition and in a manner to prevent noxious or offensive odors being carried to the adjacent property.

### **G. Barking Dogs**

It shall constitute a nuisance and be unlawful if any dog barks, whines, howls, bays, cries, or makes other noise excessively so as to cause annoyance, disturbance or discomfort to any individual provided that such noise lasts for a period of more than five minutes continuously or intermittent barking that continues for more than one hour and is plainly audible from a distance of 100 feet or more from the premises where the dog is kept. It shall not be a violation of this section if the dog was barking, crying, or making other noise due to harassment or injury to the dog or a trespass upon the premises where the dog is located.

Seizure of Barking Dogs for Noise Abatement. Any police officer or animal control officer may enter onto private property and seize any barking dog, provided that the following conditions exist:

- a. There is an identified complainant other than the police or animal control officer making a contemporaneous complaint about the barking.
- b. The officer reasonably believes that the barking meets the criteria set forth above;
- c. The officer can demonstrate that there has been at least one previous complaint of a dog barking at this address on a prior date;
- d. The officer has made reasonable attempts to contact the owner of the dog(s) or the owner of the property and those attempts have either failed or have been ignored.
- e. The seizure will not involve forced entry into a private residence. Use of a passkey obtained from a property manager, landlord, innkeeper, or other person authorized to have such a key shall not be considered as a forced entry.
- f. No other less intrusive means to stop the barking is available; and,
- g. Written notice of the seizure is left in a conspicuous place if personal contact with the owner of the dog is not possible.

Any dog seized for noise abatement shall be taken to the animal pound and kept there to be reclaimed by the owner. No impound fee shall be charged unless the circumstances indicate that the owner failed to cooperate with or obstructed the animal control or police officer's attempts to abate the noise through other less intrusive means and the dog has a current City license. Any dog or cat seized under Subdivision B which is unclaimed may be disposed of according to the provisions of Section H of this ordinance.

### **H. Animal Pound**

The City Animal Pound shall be established by resolution.

### **I. Impoundment**

Any dog or cat found in the City without a license tag, or any dog running at large, or any dog or cat otherwise in violation of this Ordinance, shall be placed in the Animal Pound, and a record of the time of such placement shall be kept on each dog and cat. Every dog or cat so placed in the Animal Pound shall be held for redemption by the owner for at least five business days.

Impoundment records shall be preserved for at least six months and shall show (1) the description of the dog or cat by specie, breed, sex, approximate age, and other distinguishing traits; (2) the location at which the dog or cat was seized; (3) the date of seizure, (4) the name and address of the person from whom any dog or cat three months of age or over was received; and, (5) the name and address of the person to whom any dog or cat three months of age or over was transferred. If unclaimed, such dog or cat shall be humanely destroyed and the carcass disposed of, unless it is requested by a licensed educational or scientific institution under authority of Minnesota

Statutes, Section 35.71. Provided, however, that if a tag affixed to the dog or cat, or a statement by the dog's or cat's owner after seizure specifies that the dog or cat should not be used for research, such dog or cat shall not be made available to any such institution but may be destroyed after the expiration of the five-day period.

Upon impounding of any dog or cat, the owner shall be notified, or if the owner is unknown, a written Notice of Impoundment shall be posted for 5 (five) days at the Police Station and the City Hall.

Notice of Impoundment shall include date of impoundment, sex, color, breed, approximate age, and name of owner if known, date and time the animal must be claimed before said animal will be disposed of.

Impounded dog or cat will be released to the owner if the owner is a resident of the City of Lambertton, has a current animal license. If unlicensed the owner will have to obtain a license and pay all fees associated with the impoundment before the animal is released to them.

If the owner of the impounded animal is not a resident of the City of Lambertton, the animal will be released to them after the dog or cat has been immunized for rabies, payment with all fees associated with the impoundment and vaccinations.

#### **J. Immobilization**

For the purpose of enforcement of this Ordinance, any peace officer, or person whose duty is animal control, may use a so-called tranquilizer gun or other instrument for the purpose of immobilizing and catching a dog or cat.

#### **K. Dangerous Dogs**

Dangerous Dogs. No person may own, possess, keep, harbor, maintain or otherwise have a dangerous dog in the City.

1. Notice of Potentially Dangerous or Dangerous Dogs. If after an investigation conducted by the animal control officer or a Lambertton Police Officer, it is determined that a dog is potentially dangerous or dangerous according to the criteria described in Section 1, the animal control officer or Lambertton Police Department will serve a notice of intent to declare the dog potentially dangerous or dangerous dog on the owner of the dog in question. This notice shall inform the owner of this designation, the basis for the determination, the procedures for contesting the designation as described in Subdivision 2 below, and the result of the failure to contest the designation as described in Subdivision H. below.
2. Contesting Declaration of Dangerous or Potentially Dangerous Dogs. If the owner of a dog has received a notice of intent to declare a dog as a potentially dangerous or dangerous dog, the owner may request that a hearing be conducted to determine whether or not such a designation is justified. This request must be made in writing and delivered to the animal control officer or Lambertton Police Department within fourteen (14) days of receipt of the notice of intent to declare a dog as potentially dangerous or dangerous.
3. Initial Review. Upon receipt of such request, the animal control officer or Lambertton Police Department will forward the request along with all necessary supporting documentation to the City Attorney. The City Attorney will make an initial review of the evidence supporting the notice designation to convene a hearing of the Animal Control Review Panel. If there is insufficient evidence supporting the designation, the City Attorney shall withdraw the designation and none of the requirements of this ordinance applying to dangerous or potentially dangerous dogs shall apply to the dog in question. If there is sufficient evidence that the Review Panel could uphold the designation, the City Attorney will cause this notice to be brought to the attention of the Review Panel that will conduct the hearing.
4. Hearing Procedure. This Review Panel will consist of two council members as appointed by the Mayor, and an elector who resides within the City. The panel will schedule a hearing and may call witnesses and review documents as needed to make a determination on the issue. Owners shall have the right to present evidence on their behalf and to cross-examine any witnesses. A simple



majority of the members of the panel is necessary for a finding that the dog is either dangerous or potentially dangerous. The burden of proof is on the animal control officer or Lambertton Police Department. A finding supporting a designation of dangerous or potentially dangerous dog must be proven by a preponderance of the evidence. The decision of the Panel shall be in writing and shall indicate the reasons for the findings. A copy of the findings shall be provided to the animal control officer, Lambertton Police Department, and the dog owner.

5. Effect of Findings that Dog is Dangerous. If the panel finds there is sufficient basis to declare a dog as potentially dangerous or dangerous, that finding will serve as notice to the owner that the dog is in fact a potentially dangerous or dangerous dog. Within fourteen (14) days after the owner has received notice that the dog is dangerous, the owner or the owner must cause the dog to be humanely destroyed or removed from the City limits.
6. Appeal. If the owner of the dog disputes the decision of the Review Panel, the owner shall have the right to appeal the decision to the Lambertton City Council. The appeal must be filed with the City Clerk within fourteen (14) days of the panel's ruling. If the owner of the dog disputes the findings of the City Council, the owner may appeal to the Minnesota Court of Appeals as provided by state law.
7. Mayor to Appoint Veterinarian and Substitute Panel Members. The Mayor of the City of Lambertton may appoint a veterinarian to serve on the hearing panel on a voluntary basis in lieu of the elector. Such appointment shall continue in effect until the appointee resigns or is replaced by the Mayor. In the event the veterinarian is temporarily unavailable or has a personal interest in the outcome of the proceeding, the Mayor may appoint another veterinarian to replace the initial appointee on the Panel. In addition, in the event either of the city council members are temporarily unavailable or have a personal interest in the outcome of the proceeding, the Mayor may appoint other members of the city council or city staff to sit in their place.
8. Failure to Contest Notice of Intent to Declare. If the owner of a dog receives a notice from the animal control officer or Lambertton Police Department of the intent to declare the dog as potentially dangerous or dangerous, and the owner fails to contest that notice within fourteen (14) days, the owner shall be considered as having forfeited the right to the hearing described in Subdivision D and as having consented to the designation of the dog as potentially dangerous or dangerous by default. The animal control officer or Lambertton Police Department will then issue a declaration of dangerous or potentially dangerous dog to the owner. Within fourteen (14) days after the owner has received notice that the dog is dangerous, the owner must cause the dog to be humanely destroyed or removed from the City limits;
9. Seizure of Dangerous Dogs and Violations. The animal control officer shall or any police officer may immediately seize any dangerous dog and/or issue a citation to the owner of any dangerous dog if within fourteen (14) days after the owner has received notice that the dog is dangerous, the dog is not humanely destroyed or removed from the City limits.
10. Exemptions. Dogs may not be declared dangerous if the threat, injury or damage was sustained by a person;
  - a) who was at the time of injury committing or attempting to commit a willful trespass or other tort or crime upon the premises occupied by the dog; or
  - b) who was provoking, tormenting, teasing, abusing, or assaulting the dog or who can be shown to have repeatedly, in the past, provoked, tormented, teased, abused, or assaulted the dog;
  - c) who was committing or attempting to commit a crime.
  - d) Law Enforcement Exemption. The provisions of this section do not apply to trained dogs used by law enforcement personnel officials for police work.

## **L - Kennels**

No person shall keep or maintain a kennel within the City of Lambertton. Because the keeping of six or more dogs or six or more cats on the same premises is subject to great abuse, causing discomfort to persons in the

area by way of smell, noise, hazard, and general aesthetic depreciation, the keeping of six or more dogs or six or more cats on the premises is hereby declared to be a nuisance.

The animal control officer or police officer may enter upon private land where there is reasonable cause to believe this section is being violated.

### **M – Summary Destruction**

Notwithstanding the provisions set forth in this ordinance establishing the procedure to declare a dog dangerous, whenever the animal control officer or a police officer has reasonable cause to believe that a particular dog or cat presents a clear and immediate danger to residents of the City because it is infected with rabies or because of a clearly demonstrated vicious nature, said officer, after making reasonable attempts to impound such dog or cat, may summarily destroy said dog or cat.

### **Section 3: Non-Domestic Animals**

It shall be illegal for any person to own, possess, harbor, or offer for sale, any non-domestic animal within the City limits. Any owner of such an animal at the time of adoption of this Code shall have thirty days in which to remove the animal from the City after which time the City may impound the animal as provided for in this Ordinance. An exception shall be made to this prohibition for animals specifically trained for and actually providing assistance to the handicapped or disabled, and for those animals brought into the City as part of an operating zoo, veterinarian clinic, scientific research laboratory, or a licensed show or exhibition.

### **Section 4: Farm Animals**

It is unlawful for any person to keep any Farm Animals on premises within the City for more than 24 hours.

Exceptions are as follows:

1. Chickens (See Section 5 for Fowl Regulation)
2. Animals kept in an animal hospital or clinic for treatment by a licensed veterinarian.
3. Animals kept as part of a show.
4. Animals used in a parade.

Any person violating any provision of this Ordinance is guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$1,000.00 or imprisonment in the county jail for not more than 90 days, or both, plus the costs of prosecution in any case.

### **Section 5: Chickens & Fowl**

The keeping of chickens and other fowl are allowed with the following provisions:

- a. No more than six (6) chickens, duck or other fowl are allowed on any premises.
- b. No roosters are allowed.
- c. All fowl must be confined at all times in a coop or run.
- d. Fowl are not allowed to roam freely.
- e. Fowl feed must be stored in a rodent and raccoon proof container.
- f. The premises where the fowl are kept must be maintained in a healthy and sanitary condition and in a manner to prevent noxious or offensive odors being carried to the adjacent property.

Coops and Runs: Coops and Runs must be constructed and maintained in a way that satisfies the minimum standards established in this section.

A separate coop is required to house the chickens. A coop may not be attached to or located inside of any other structure, such as a home or garage. No more than one coop is permitted per lot. The coop and any run must be located in the rear yard of the property and comply with all setback requirements established by the City for any structure. Coops and Runs must not be placed in a utility easement.

A coop must be fully enclosed. A coop's maximum height shall not exceed six feet. The maximum total square area of the coop shall not exceed 24 square feet and must have at least 4 square feet per chicken. A coop must be at least 24 inches off the ground or, alternatively, placed on a concrete pad. The coop must have sufficiently sized windows to permit natural light inside and windows must be able to be open for ventilation. Sufficient ventilation and insulation is required. Coop building materials and exterior colors shall be like or compatible with any primary structure on the premises. The coop must be kept well drained. The coop must be rodent and predator proof. Coop designs must meet basic humane needs of chickens, including heat, cooling, food, water, and protection from the elements.

Any Run must be attached to a coop. A run and coop together shall have a maximum area of 120 square feet. A run must be fenced in on all sides and include a roof. The height of the run fence shall not exceed six feet. The coop must be removed within 30 days if the permit is revoked or allowed to expire.

Fowl or animals kept contrary to the provisions of this Ordinance are hereby declared a public nuisance and may be abated according to law.

### **Section 6: Penalties**

Unless otherwise provided, violation of this ordinance is a misdemeanor punishable by a fine of up to \$1000.00 or imprisonment for up to 90 days. Violation of Section 2A is a petty misdemeanor punishable by a fine up to \$300.00.

### **Section 7: Repealed Animal Ordinances**

That Ordinance No. 131 is hereby repealed in its entirety.

That Ordinance No. 146 is hereby repealed in its entirety.

That Ordinance No. 153 is hereby repealed in its entirety.

That Ordinance No. 156 is hereby repealed in its entirety.

### **Section 8: Animal Ordinance History Adoption & Updates**

This ordinance shall become effective upon its passage and publication as provided by law.

Passed by the Lambertton City Council on this \_\_\_\_\_ day of \_\_\_\_\_, 2024

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Lydell Sik, Mayor

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Valerie Halter, Clerk

**PROPOSED**

Lamberton Police Department  
Policy

## Portable Audio/Video Recorders

### PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties (Minn. Stat. § 626.8473). Portable audio/video recording devices include all recording systems whether body-worn, hand-held, or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews, or interrogations conducted at any Lamberton Police Department facility, undercover operations, wiretaps, or eavesdropping (concealed listening devices).

### DEFINITIONS

Definitions related to this policy include:

Portable recording system - A device worn by a member that is capable of both video and audio recording of the member's activities and interactions with others or collecting digital multimedia evidence as part of an investigation and as provided in Minn. Stat. § 13.825.

### POLICY

The Lamberton Police Department provides members with access to portable recorders for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

### COORDINATOR

The Chief of Police or the authorized designee should designate a coordinator responsible for (Minn. Stat. § 626.8473; Minn. Stat. § 13.825):

- (a) Establishing procedures for the security, storage and maintenance of data and recordings.
  - (1) The coordinator should work with the Chief and the member assigned to coordinate the use, access, and release of protected information to ensure that procedures comply with requirements of the Minnesota Government Data Practices Act (MGDPA) and other applicable laws (Minn. Stat. § 13.01 et seq.) (See the Protected Information and the Records Maintenance and Release policies).
- (b) Establishing procedures for accessing data and recordings.
  - (1). These procedures should include the process to obtain written authorization for access to non-public data by LPD members and members of other governmental entities and agencies.

Lamberton Police Department  
Policy

- (c) Establishing procedures for logging or auditing access.
- (d) Establishing procedures for transferring, downloading, tagging or marking events.
- (e) Establishing an inventory of portable recorders including:
  - (1) The ability to provide the total number of devices owned or maintained by the Lamberton Police Department.
  - (2) The ability to determine the total amount of recorded audio and video data collected by the devices and maintained by the Lamberton Police Department.
- (f) Preparing the biennial audit required by Minn. Stat. § 13.825, Subd. 9.
- (g) Notifying the Bureau of Criminal Apprehension (BCA) in a timely manner when new equipment is obtained by the Lamberton Police Department that expands the type or scope of surveillance capabilities of the department's portable recorders.
- (h) Ensuring that this portable Audio/Video Recorders Policy is posted on the Department website.

**MEMBER PRIVACY EXPECTATION**

All recordings made by members on any department-issued device at any time or while acting in an official capacity of this department, regardless of ownership of the device, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

**MEMBER RESPONSIBILITIES**

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder issued by the Department, and that the recorder is in good working order (Minn. Stat. § 13.825). If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable (Minn. Stat. § 626.8473).

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

## Lamberton Police Department Policy

When using a portable recorder, the assigned member shall record his/her name, employee number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording (Minn. Stat. § 626.8473). Members should include the reason for deactivation.

### **ACTIVATION OF THE AUDIO/VIDEO RECORDER**

This policy is not intended to describe every possible situation in which the recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The recorder should be activated in any of the following situations:

- (1) All enforcement and investigative contacts including stops and field interview (FI) situations
- (2) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops
- (3) Self-initiated activity in which a member would normally notify Dispatch
- (4) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording. Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

### **CESSATION OF RECORDING**

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no

## Lamberton Police Department Policy

longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

### **SURREPTITIOUS RECORDINGS**

Minnesota law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (Minn. Stat. § 626A.02).

Members of the Department may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

### **EXPLOSIVE DEVICE**

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

### **PROHIBITED USE OF AUDIO/VIDEO RECORDERS**

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Chief of Police or designee. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

### **RETENTION OF RECORDINGS**

All recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 180 days.



## Lamberton Police Department Policy

If an individual captured in a recording submits a written request, the recording shall be retained for an additional time period. The coordinator should be responsible for notifying the individual prior to destruction of the recording (Minn. Stat. § 13.825).

### **RELEASE OF AUDIO/VIDEO RECORDINGS**

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

### **ACCESS TO RECORDINGS**

Except as provided by Minn. Stat. § 13.825, Subd. 2, audio/video recordings are considered private or nonpublic data.

Any person captured in a recording may have access to the recording. If the individual requests a copy of the recording and does not have the consent of other non-law enforcement individuals captured on the recording, the identity of those individuals must be blurred or obscured sufficiently to render the subject unidentifiable prior to release. The identity of on-duty peace officers may not be obscured unless their identity is protected under Minn. Stat. § 13.82, Subd. 17.

### **IDENTIFICATION AND PRESERVATION OF RECORDINGS**

To assist with identifying and preserving data and recordings, members should download, tag or mark the recordings in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

- (1) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (2) A complainant, victim or witness has requested non-disclosure.
- (3) A complainant, victim or witness has not requested non-disclosure, but the disclosure of the recording may endanger the person.
- (4) Disclosure may be an unreasonable violation of someone's privacy.
- (5) Medical or mental health information is contained.
- (6) Disclosure may compromise an under-cover officer or confidential informant.
- (7) The recording or portions of the recording may be protected under the Minnesota Data Practices Act.

## Lamberton Police Department Policy

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

### **REVIEW OF RECORDED MEDIA FILES**

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance.

Recorded files may also be reviewed:

- (1) By a supervisor as part of internal audits and reviews as required by Minn. Stat. § 626.8473.
- (2) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation, or criminal investigation.
- (3) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- (4) By media personnel with permission of the Chief of Police or the authorized designee.
- (5) In compliance with the Minnesota Data Practices Act request, if permitted or required by the Act, including pursuant to Minn. Stat. § 13.82, Subd. 15, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Chief or their designee prior to public release (see the Records Maintenance and Release Policy). Recordings that are clearly offensive to common sensibilities should not be publicly released unless disclosure is required by law or order of the court (Minn. Stat. § 13.82, Subd. 7; Minn. Stat. § 13.825, Subd. 2).

### **ACCOUNTABILITY**

Any member who accesses or releases recordings without authorization may be subject to discipline (See the Standards of Conduct and the Protected Information policies) (Minn. Stat. § 626.8473).

Lamberton Police Department  
Policy

## Portable Audio/Video Recorder Retention Requirements

1. **Evidence-criminal:** The information has evidentiary value with respect to an actual or suspected criminal incident or charging decision. **(Seven years, permanent for homicides)**
2. **Evidence-force:** Whether or not enforcement action was taken, or an arrest resulted, the event involved the application of force by a Law Enforcement Officer of this or another agency. **(Six years)**
3. **Evidence-property:** Whether or not enforcement action was taken, or an arrest resulted, an officer seized property from an individual or directed an individual to dispossess property. **(One year)**
4. **Evidence-administrative:** The incident involved an adversarial encounter or resulted in a complaint against the officer. **(6 years if involved in administrative complaint against officer, 180 days if no complaint.)**
5. **Evidence-other:** The recording has potential evidentiary value for reasons determined by the officer at the time of labeling. **(180 days)**
6. **Training:** The event was such that it may have value for training. **(180 days)**
7. **Not Evidence:** The recording does not contain any of the foregoing categories of information and has no apparent evidentiary value. Recordings of general citizen contacts and unintentionally recorded footage are not evidence. **(180 days)**

# Meeting Agenda

**Meeting Date:** May 13, 2024

**Meeting Subject:** Lambertton City Council Meeting

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**I. Pursuit of Leveraged Funding**

- A. Federal EDA grant – not awarded
- B. MnDOT LRIP – not awarded (scored in top 1/4 or submitted projects; top 1/8 received awards)
- C. Application is in to USDA Rural Development (Preliminary Engineering Report – PER)
- D. MN direct legislative appropriation (with lobbyist assistance) – session is still underway
- E. MN DEED Small Cities Development Program – income survey is required, in order to qualify for this funding source. At least 51.00% low to moderate income is required. DEED’s base data has the City at 50.63%.

**II. Industrial Park Platting**

- A. This work is waiting to be finalized in tandem with utilities. Nothing new to report.

**III. Industrial Park Utilities Final Design**

- A. MnDOT right turn lane and coordination with natural gas transmission mains are final items to conclude, when project is funded.

**IV. Grove Street Design**

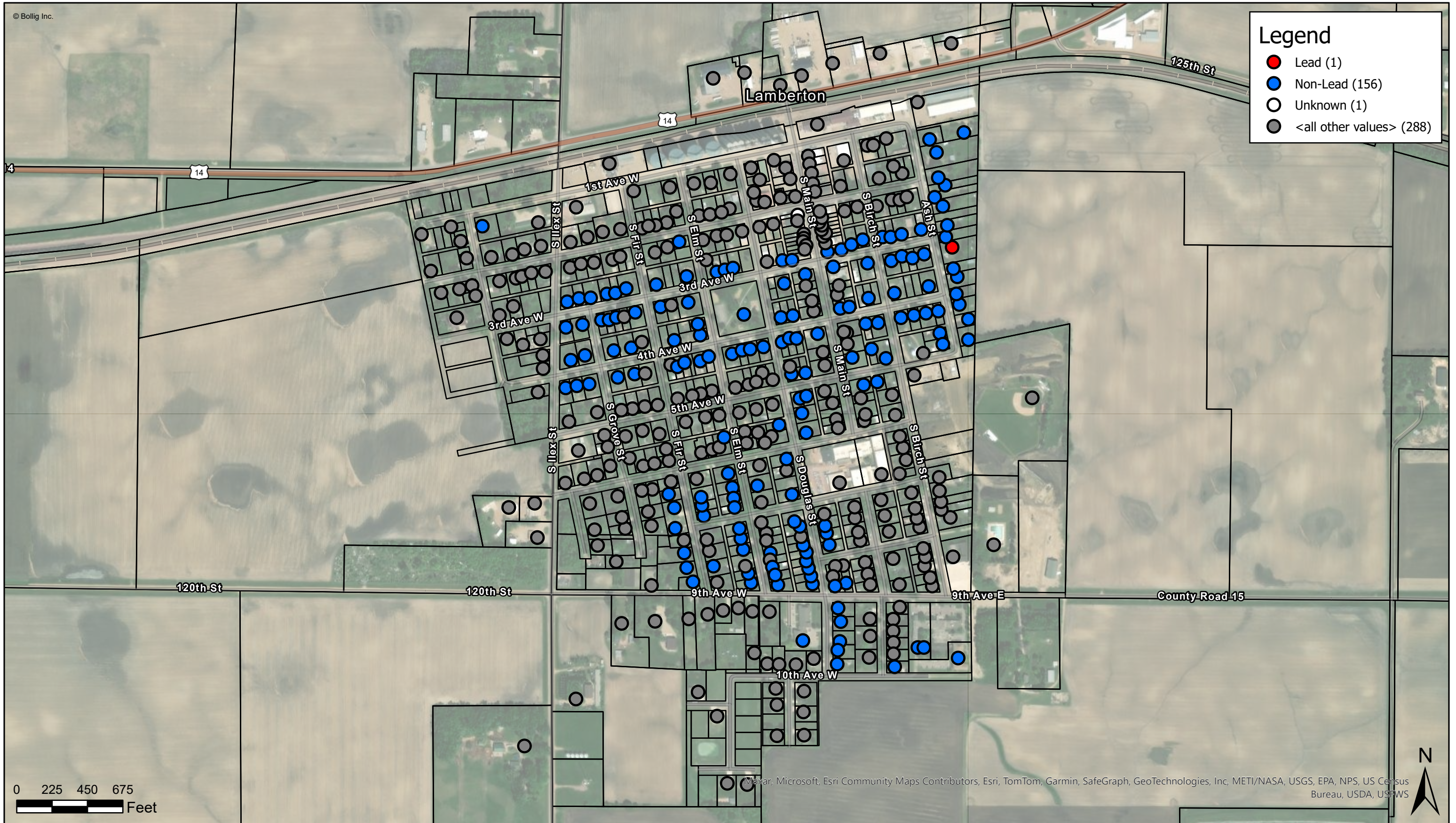
- A. Assessment process to be initiated once project is funded.

**V. MDH Lead Service Line Inventory Technical Assistance Grant Program**

- A. In-person investigations were last week.
- B. Any assistance you can provide in encouraging participation is much appreciated
- C. Records review for public portion of services is underway
- D. See maps of current status as of the last week Friday morning
- E. We will compile the information and submit to MDH by the July 15 deadline

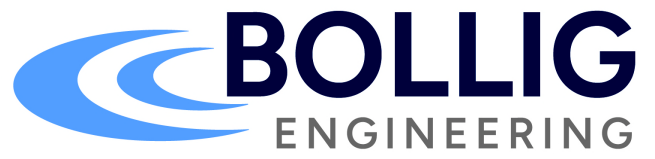
**Legend**

- Lead (1)
- Non-Lead (156)
- Unknown (1)
- <all other values> (288)



0 225 450 675  
Feet

Maxar, Microsoft, Esri Community Maps Contributors, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

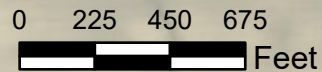
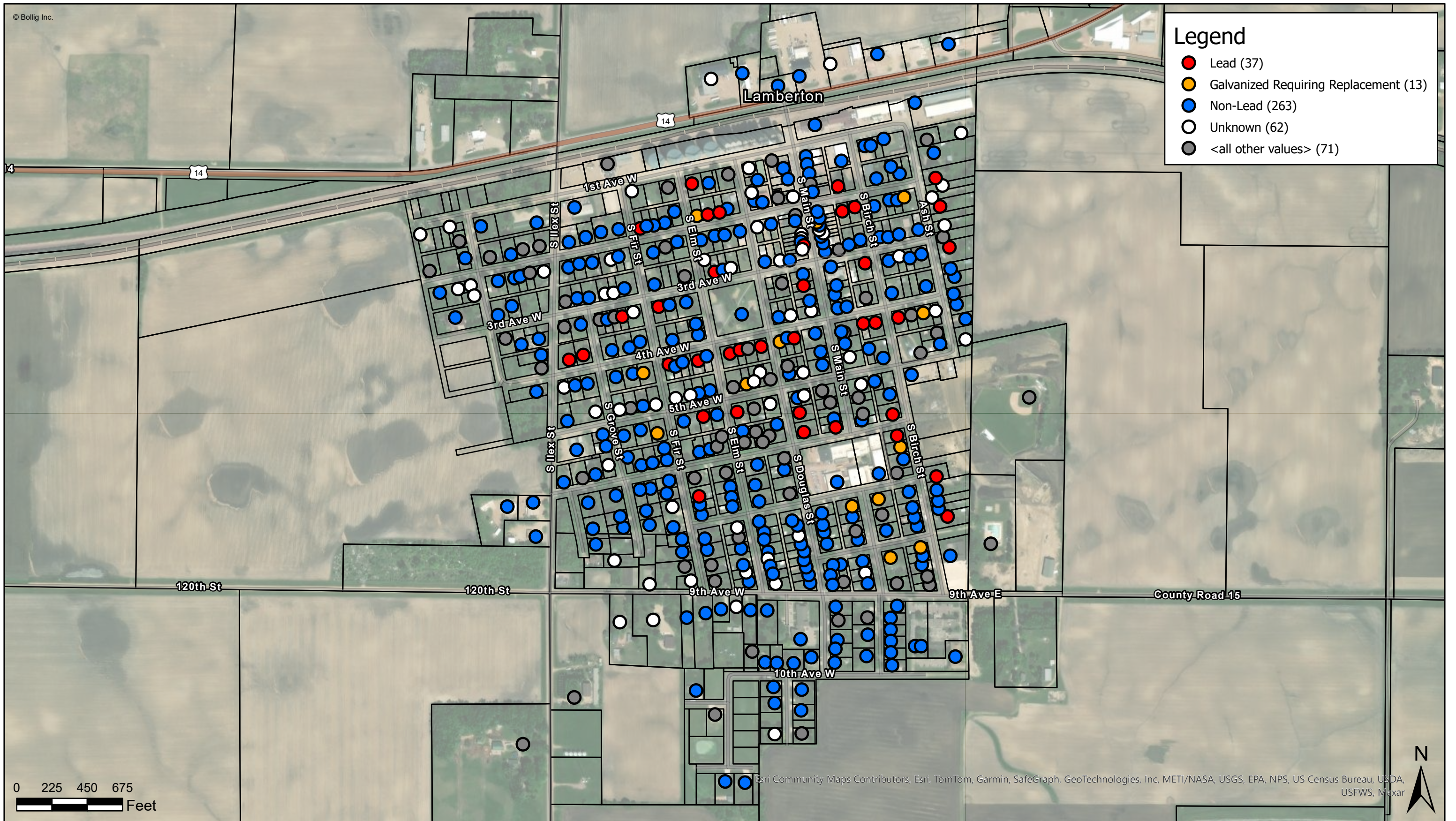


City of Lamberton

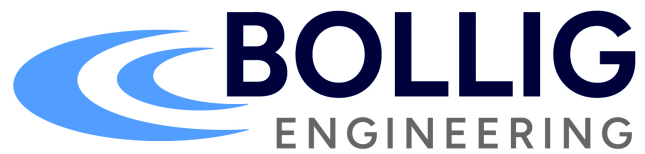
LSL Inventory  
System-Owned Portion  
Classification

Figure 2

Date



Esri Community Maps Contributors, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS, Maxar



City of Lamberton

LSL Inventory  
Customer-Owned Portion  
Classification

Figure 3

Date



<b>DATE:</b> 5-11-24	<b>REQUEST FOR COUNCIL ACTION</b>
<b>TO:</b>	HONORABLE MAYOR & CITY COUNCIL
<b>FROM:</b>	Valerie Halter
<b>SUBJECT:</b>	Income Survey
<b>ISSUE/REQUEST/ BACKGROUND:</b>	<p>Laura Ostile from Bollig called. They are looking at a funding option through the Small Business Development DEED Grant. This grant requires that 51% of the residents have a medium income of a certain amount. We currently are at 50.65%.</p> <p>So in order to apply for this grant we have to do a Income Survey of the community. Bollig would send out a survey and hopefully with the survey results we come in at 51%.</p> <p>Laura asked me what I thought. I told her that I can see the council approving of paying for more when we have not seen any return on what we have invested so far. She understood that and said it would not cost us anything for Bollig to do this portion of the application.</p> <p>Scott will talk about this when he speaks at the council meeting and will be able to give you more insight and information on this.</p> <p>If you decide to do this, we just need a motion to allow Bollig to conduct a income survey for the purpose of a funding option requirement.</p>
<b>RECOMMENDATION:</b>	
<b>FISCAL IMPACT:</b>	

# ORDINANCE VIOLATION COMPLAINT FORM

City of  
*Lamberton*

Office of Clerk/Treasurer • 112 2nd Ave West • PO Box 356 • Lamberton, MN 56152 • (507) 752-7601

Complainant: Painter, Jessica Phone: 507-304-3191  
Address: 609 2nd Ave West, Lamberton, MN 56152

Pursuant to Minn. Stat. 13.44: all reporters' names are confidential and cannot be disclosed.

### Type of Complaint:

- Weeds/Overgrowth       Junk/Rubbish       Vehicle       Animal  
 Snow/Ice       Other: \_\_\_\_\_

Location of Complaint: Home

Description of Complaint: Cats. There were five cats across the street. They come over and used our yard as their litter box. Cats have pooped in our yard many times. People need to stop feeding the cats and throwing their food out in their yard.

Signature of Complainant: Jessica Painter Date: 5-1-24

### OFFICE USE ONLY

Date Received: 5/1/24 Employee Handling Complaint: Dao H.

Action Taken: put in board packets.  
social media post.

Signature: [Signature] Date: 5/1/24



# ORDINANCE VIOLATION COMPLAINT FORM



Office of Clerk/Treasurer • 112 2nd Ave West • PO Box 356 • Lambertton, MN 56152 • (507) 752-7601

Complainant (optional): Todd Lee Phone: 651-295-6540  
Address (optional): 408 W 5th Ave

Pursuant to Minn. Stat. 13.44: Reporters' names may be confidential, and if so, will not be disclosed.

Type of Complaint:

- Weeds/Overgrowth       Junk/Rubbish       Vehicle       Animal  
 Snow/Ice       Other: \_\_\_\_\_

Location of Complaint: 410 Fir St & 407 5th Ave W

Description of Complaint: 410 Fir St, he has moved to South Carolina and the lawn has become overgrown. That will be an ongoing issue all summer.  
407 5th W has had a chest of drawers in their front lawn since last  
September. It originally had a free sign on it, I think it's safe to say nobody is going to claim it at this point.

Signature of Complainant (optional): \_\_\_\_\_ Date: 05/06/2024

## OFFICE USE ONLY

Date Received: 5-7-2024 Employee Handling Complaint: Valerie Halter

Action Taken: \_\_\_\_\_  
Contacted property owner with dresser. Will work on the other property again.

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

# BUILDING/ZONING PERMIT APPLICATION

City of  
**Lamberton**

Office of Clerk/Treasurer • 112 2nd Ave West • PO Box 356 • Lamberton, MN 56152 • (507) 752-7601

Property Owner: Tony & Allison Sauer

Mailing Address: P.O. Box 331

City, State Zip: Lamberton MN

Phone: 507-360-3399

Email: tony\_sauer@hotmail.com

### PROPERTY INFORMATION

Property Address: _____	Parcel Number: _____
Property Type: <input type="radio"/> Residential <input type="radio"/> Commercial <input type="radio"/> Industrial	

### PROJECT INFORMATION

Type of Project: <input checked="" type="radio"/> New Structure <input type="radio"/> Alteration/Repair <input type="radio"/> Addition <input type="radio"/> _____	Dimensions of Project: Length: <u>110</u> Width: <u>20</u> Height: <u>9-10</u> Area: <u>2200</u>
Project Description: <u>build storage unit</u>	
Estimated Construction Cost (including materials and labor): <u>\$ 50,000</u>	

**All Building/Zoning Permit Applications must include a detailed site plan drawn to scale.**

### APPLICANT STATEMENT

I hereby apply for a building permit and I acknowledge that the information provided above and on the submitted site plan is complete and accurate and that all work will be in conformance with the approved plan and codes, covenants & ordinances of the City of Lamberton and with Minnesota State Building Codes.

I understand that this is a permit application and work is not to start without a permit.

Application Fee: 410-



Applicant Signature: Tony Sauer

Date: 4-24-24

Permit Number: 2024-04

[Signature]  
Public Works Supervisor

\_\_\_\_\_  
Building/Zoning Administrator

This Application has been Reviewed and Approved by:



width 20' x 110' length  
height 9'-10'  
Concrete, steel building



PERMIT#: 2024-04

FEE: \$40

## BUILDING / ZONING PERMIT

IN CONSIDERATION OF THE statements made by **TONY AND ALLISON SAUER** in application therefor duly filed in this office, which application is hereby made a part hereof, PERMISSION IS HEREBY GRANTED to said applicant as owner,

### CONSTRUCTION OF STORAGE UNITS

Upon the tract of land described as follows:

**PARCEL #83-200-1320 ; E 1/2 LOT 11 AND ALL LOT 12 OF THE ORIGINAL PLAT  
200 THIRD AVE W**

This permit is granted upon the express condition that said owner and his contractors, agents or workers, shall comply in all respects with the ordinances of the City of Lambertton; that it does not cover the use of public property, such as streets, alleys, sidewalks, etc., for which special permits must be secured; and that it does not cover the following: The storage of construction material on site.

**WITNESS THE GOVERNING BODY of the City of Lambertton as of May 13, 2024**

Attest:

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

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

*This permit is valid for one year from issued date.*



DATE: 4-29-24	<b>REQUEST FOR COUNCIL ACTION</b>
<b>TO:</b>	HONORABLE MAYOR & CITY COUNCIL
<b>FROM:</b>	Valerie Halter
<b>SUBJECT:</b>	CORD 6 Bridge Letter
<b>ISSUE/REQUEST/ BACKGROUND:</b>	<p>As requested, I sent a letter to Redwood County Highway Dept &amp; Commissioners regarding bridge replacement over the Cottonwood River by Kuhar Park.</p> <p>I did receive a response by Anthony Sellner of the High Dept. I have attached that as well.</p> <p>I sent some questions off to Chris Webb at SRDC.</p> <ul style="list-style-type: none"><li>• He agreed – the city would not pay for these types of improvements.</li><li>• He looked for a county Trail Plan and found a link on the RADC website to a page that is no longer supported by the U of M.</li><li>• The Regional Trail Plan is not what is needed because it does not get down to the nitty gritty planning. That’s what a master plan does.</li><li>• If this was on a master plan some place – it would open up different funding avenues.</li></ul>
<b>RECOMMENDATION:</b>	
<b>FISCAL IMPACT:</b>	

**Redwood County Highway Department**  
1820 East Bridge Street /P.O. Box 6  
Redwood Falls, MN 56283  
Phone: (507) 637-4056 Fax: (507) 637-4068



April 26, 2024

City of Lamberton  
C/O Valerie Halter, City Clerk  
112 2<sup>nd</sup> Ave W  
PO Box 356  
Lamberton, MN 56152

RE: County State Aid Highway (CSAH) 6 Bridge 5745 Over Cottonwood River  
State Aid Project Number 064-606-039

Dear Mrs. Halter,

We have received the City's request for a wider bridge and dedicated shared use path on CSAH 6 Bridge 5745 over the Cottonwood River. We appreciate your timely request, as we will soon begin preliminary design.

Bridge 5745 is on the County's Bridge Replacement Priority List, dated December 26, 2023. The bridge is currently scheduled for reconstruction in 2029. Widseth will be completing the bridge design. Assuming a 168' long and 36' wide new bridge, the current anticipated cost of the replacement structure and associated grading and paving is \$1.8M, of which \$751k will be funded with State Bridge Bonds, which cover 50% of eligible bridge costs. The grading and paving costs are entirely the local agency's responsibility, along with 50% of the bridge related costs. This remaining amount will be funded with the County's State Aid Highway Construction Funds.

Based on the traffic counts on CSAH 6 (1,300 vehicles per day), the bridge would be eligible for State Bridge Bond funds up to a 32' width, per the attached Minimum Bridge Width Summary. The existing bridge is 28.4' wide. Ideally the new bridge width will be 36', which the Highway Department will make special requests for this width to be an eligible expense. In the case a special exception is not allowed, it is expected that local agencies would be responsible for an additional \$184k in funding to widen the structure from 32' to 36'. The bridge bonds would decrease from \$751k to \$567k, and local agency costs would increase proportionally.

Regarding the shared use path, MnDOT may cover up to 50% of eligible bridge costs for up to 12' of dedicated shared use path, or 6' on each side of the bridge; however an existing shared use path must already be in place, or it must be in a master plan. Please ensure the City's planned shared use path is on the Southwest Regional Development Commission's master trail plan, or the City's trail/sidewalk plan, and send over a copy of that map/document. Without it, the cost of the widening would not be eligible for bridge bonds and would be entirely the City's cost. The expected cost of the widened bridge is \$646k for the additional bridge structure (of which 50% is eligible for bridge bonds), and an additional \$150k of site grading and approach paving.

**Jacqueline Reck**  
Accountant  
Jacqueline\_r@co.redwood.mn.us

**Robin Kokesch**  
Administrative Assistant  
Robin\_k@co.redwood.mn.us

Assuming the following:

- 1) The City has a master trail plan including this route;
- 2) Bridge bonds cover 50% of the added width for the shared use path (bridge bonds pay \$323k, or half of structure, City pays \$323k for half of additional structure and \$150k for additional grading and paving);
- 3) That a 36' wide bridge is preferred over a 32' wide bridge, however the special request to widen is not granted, and that the City is willing to pay for the additional 4' width (\$184k cost);

The City would need to budget for **\$657k** in construction cost share on this project, along with approximately **\$45k** in additional engineering and inspection fees. The County can begin preparing the cost share agreement upon receipt of the master trail plan. Please note the above listed expenses are the worst case scenario, assuming no other funding opportunities are secured prior to construction.

Lastly, as an additional note, we are currently scheduling \$1.4M in mill and overlays on the asphalt County Roads in Lambertton in 2028, which includes CSAH 106, CSAH 6 and CSAH 15. If the scope of this work increases to include any full reconstruction, without additional funds, there would not likely be any remaining County State Aid Highway funds available for Bridge 5745 replacement in 2029, and the project would have to be deferred longer.

If you have questions or would like to discuss, please call our office.

Sincerely,



Anthony J. Sellner, P.E.

Copy:

County Commissioners  
County Administrator  
Assistant County Engineer  
Widseth

Enclosures:

Minimum Bridge Width Summary  
Minnesota Structure Inventory Report

City of  
*Lamberton*

112 2nd Ave W • PO Box 356 • Lamberton, MN 56152

Phone: (507) 752-7601 • Fax: (507) 752-7117 • Website: <https://lambertonmn.com>

4-23-2024

Anthony Sellner  
Redwood County Highway Department  
1820 E. Bridge Street  
Redwood Falls, MN 56283

Redwood County Commissioners  
PO Box 130  
Redwood Falls, MN 56283

Subject: Request for Inclusion of Walking and Biking Lane in Bridge Replacement on County Road 6

Dear Mr. Sellner and Commissioners:

On behalf of the Lamberton City Council, I am writing to express our collective concern regarding the future replacement of the bridge on County Road 6 that crosses the Cottonwood River approximately 1.5 miles north of Lamberton.

As representatives of our community, we have been attentive to the challenges posed by the current bridge's limitations. The bridge's narrow structure presents difficulties for the passage of increasingly large agricultural equipment, which is essential to our regional economy. Additionally, the absence of pedestrian and cyclist accommodations on this thoroughfare poses significant safety risks, especially considering the high volume of traffic and the proximity of Kuhar Park, a popular recreational area for our residents.

Given these concerns, we urge you to prioritize the inclusion of a designated walking and biking lane as an integral component of a bridge replacement project. Such infrastructure improvements are vital for ensuring the safety and well-being of all road users and promoting active transportation within our community.

By incorporating a walking and biking lane into the new bridge design, we can enhance connectivity, facilitate healthy lifestyles, and bolster the attractiveness of Lamberton and its surroundings. Moreover, this investment aligns with our shared commitment to fostering a safe, accessible, and vibrant community for residents and visitors alike.

We understand the complexities involved in infrastructure projects and the need for careful consideration of various factors. However, we firmly believe that the inclusion of a walking and biking lane is a prudent investment. Furthermore, by creating this lane that encourages active living and is inclusive of all residents, we believe there may be grant opportunities available to help defray the additional costs associated with this enhancement.

In conclusion, we respectfully request your full support in ensuring that the new bridge on County Road 6 incorporates a designated walking and biking lane. Your attention to this matter is greatly appreciated, and we look forward to collaborating with you to create a safer and more inclusive transportation network for Lamberton and Redwood County as a whole.

Thank you for your time and consideration.

Sincerely,

  
Valerie Halter  
City Clerk



2021 - NO CHANGE  
 2022 - NO CHANGE

893	GUARDRAIL	11-15-2022	1 EA	0	0	1	0
		10-14-2021	1 EA	0	0	1	0
Notes: MINOR IMPACT DAMAGE 2005 - RAIL POSTS HAVE GREEN ROT AND MINOR CRACKS. 2018 - WASHING OUT AROUND POSTS ON NE CORNER 2019-2020 - MISSING SPACER BLOCK NW GUARDRAIL. TWISTED BLOCK AT SW. DETERIORATION OF POST BASE AT NE. 2021 - NO CHANGE 2022 - NO CHANGE							
894	DECK & APPROACH DRAINAGE	11-15-2022	1 EA	1	0	0	0
		10-14-2021	1 EA	1	0	0	0
Notes: 2019 - NO ISSUES NOTED. 2020 - SOME RUST/DETERIORATION OF DECK DRAINS. 2021 - NO CHANGE 2022 - NO CHANGE							
895	SIDEWALK, CURB, & MEDIAN	11-15-2022	1 EA	0	1	0	0
		10-14-2021	1 EA	0	1	0	0
Notes: MINOR SPALLING AND CRACKING 2007 - MINOR SECTION LOSS E. CURB 2019-2020 - NO CHANGE. 2021 - NO CHANGE 2022 - NO CHANGE							
900	PROTECTED SPECIES	11-15-2022	1 EA	0	0	1	0
		10-14-2021	1 EA	0	0	1	0
Notes: 2017 - NESTS 2019-2020 - SWALLOW NESTS PRESENT. 2021 - NO CHANGE 2022 - NO CHANGE							

General RECOMMENDED MAINTENANCE:

Notes: 2019-2020 - NW GUARDRAIL REQUIRES REPAIRS. REPAIR EMBANKMENT/ADD RIPRAP AT SW WING.

Deck: [5] 2019-2020 - MODERATE SPALLING ON EDGES OF DECK.  
 2021 - NO CHANGE  
 2022 - NO CHANGE

Appr Guardrail [0] TWIST-DOWN  
 Terminal :

Superstructure: [5] MODERATE DETERIORATION ON ENDS OF BEAMS, SECTION LOSS ON ENDS OF BEAMS  
 2019 - EXTENSIVE CORROSION.  
 2020 - TOP FLANGE OF EXPOSED FASCIA EXTENSIVE CORROSION / SEPERATION.  
 2021 - NO CHANGE  
 2022 - NO CHANGE

Substructure: [6] Slight spalling.  
 2020 - MODERATE DETERIORATION. ISOLATED NON-STRUCTURAL CRACKS.  
 2021 - NO CHANGE  
 2022 - NO CHANGE

Channel: [6] (2020) Underwater Inspection: Local scour depressions were observed at Piers 1 and 2. Both shorelines downstream of the bridge exhibited up to 5 ft. high vertical cut banks. Based on the previous underwater inspection soundings there has been up to 3 ft of aggradation in the vicinity of Spans 2 and 3 at both the upstream and downstream fascia, and surrounding Pier 2.  
 2019 - MODERATE EROSION AND DETERIORATION. MINOR AGGREDATION.  
 2022 - NO CHANGE

Waterway [7] 2019 - SLIGHT CHANCE OVERTOPPING OF DECK & ROADWAY APPROACHES. APPARENT HIGHWATER ABOVE BOTTOM  
 Adeq: OF BEAMS (TRAPPED DEBRIS).  
 2022 - NO CHANGE

Appr Roadway [7] 2019 - MINOR SIGHT DISTANCE ISSUES; NO SPEED REDUCTION REQ'D DUE TO ALIGNMENT (WIDTH NOT  
 Alignment: CONSIDERED IN THIS RATING).  
 2021 - NO CHANGE  
 2022 - NO CHANGE

Notes: ALL BEAMS HAVE SOME SURFACE RUST, AND SOME PITTING AT ENDS & ON OUTSIDE BEAMS. FLAKING RUST @ ENDS OF BEAMS  
 2013 - OUTER BEAMS DEVELOPING SECTION LOSS ON TOP FLANGE CAUSING SPALLING IN CONCRETE ATTACHED  
 2019-2020 - NO CHANGE.  
 2021 - NO CHANGE  
 2022 - NO CHANGE

515 STEEL PROTECTIVE COATING	11-15-2022	3,072 SF	0	0	0	3,072
	10-14-2021	3,072 SF	0	0	0	3,072

Notes: 2017 - SEE ABOVE  
 2019 - NO CHANGE.  
 2020 - 100% PAINT FAILURE  
 2021 - NO CHANGE  
 2022 - NO CHANGE

210 REINFORCED CONCRETE PIER WALL	11-15-2022	56 LF	0	46	10	0
	10-14-2021	56 LF	0	46	10	0

Notes: LONG. CRACKS VERT CRACK IN SOUTH - MINOR SPALLS - VERTICAL CRACKS IN NORTH PIER.  
 2019 -5LF LARGE CRACKS IN BOTH PIERS (CS3).  
 2020 - NO CHANGE  
 [2020] Underwater Inspection: Concrete was smooth and sound beneath the waterline (56lf CS 1, qty from routine inspection controls).  
 2021 - NO CHANGE  
 2022 - NO CHANGE

215 REINFORCED CONCRETE ABUTMENT	11-15-2022	96 LF	0	86	10	0
	10-14-2021	96 LF	0	86	10	0

Notes: MINOR SPALLS & LONG. CRACKS, VERTICAL CRACKS UNDER BEAMS ON SOUTH. - VERTICAL CRACKS UNDERSIDE OF BEAMS ON NORTH CAP. BOTH ABUTMENTS.  
 Wingwall notes: 2004 - MINOR CRACKS AND SPALLS  
 2019 - EROSION AROUND NW AND NE WINGS, SIGNIFICANT EROSION AROUND SW WING.  
 2020 - NO CHANGE  
 2021 - CS3 FOR VARIOUS SPALLS  
 2022 - NO CHANGE

234 REINFORCED CONCRETE PIER CAP	11-15-2022	56 LF	0	56	0	0
	10-14-2021	56 LF	0	56	0	0

Notes: MINOR SPALLING & CRACKING  
 2019-2020 - NO CHANGE.  
 2021 - NO CHANGE  
 2022 - NO CHANGE

881 STEEL SECTION LOSS	11-15-2022	1 EA	0	1	0	0
	10-14-2021	1 EA	0	1	0	0

Notes: 2019 - PITTING ON BOTTOM FLANGES & WEBS THROUGHOUT (2% TO 5% SECTION LOSS).  
 2020 - CORROSION ALONG TOP FLANGES AND AT BEAM ENDS AS WELL (2% TO 5% LOSS).  
 2021 - NO CHANGE  
 2022 - NO CHANGE

883 CONCRETE SHEAR CRACKING	11-15-2022	1 EA	1	0	0	0
	10-14-2021	1 EA	1	0	0	0

Notes: 2019-2020 - NO SHEAR CRACKING NOTED AT TIME OF INSPECTION.  
 2021 - NO CHANGE  
 2022 - NO CHANGE

885 SCOUR	11-15-2022	1 EA	1	0	0	0
	10-14-2021	1 EA	1	0	0	0

Notes: 2022 - NO ISSUES NOTED

891 OTHER BRIDGE SIGNING	11-15-2022	1 EA	0	1	0	0
	10-14-2021	1 EA	0	1	0	0

Notes: 2017- SURFACE DAMAGE  
 2019-2020 - NO CHANGE.  
 2021 - NO CHANGE  
 2022 - NO CHANGE

892 SLOPES & SLOPE PROTECTION	11-15-2022	1 EA	0	1	0	0
	10-14-2021	1 EA	0	1	0	0

Notes: 2018 - COULD USE ADDITIONAL RIPRAP.  
 2019-2020 - MODERATE EROSION AROUND WINGS.

04/26/2024

Crew:

**MINNESOTA BRIDGE INSPECTION REPORT**

Insp Responsibility: REDWOOD COUNTY

**BRIDGE 5745 CSAH 6 OVER COTTONWOOD RIVER****INSP. DATE: 11-15-2022**

County: REDWOOD	Location: 0.8 MI N OF JCT TH 14	Length: 128.0 ft
City:	Facility: CSAH 6 Mile Pt: 3.405	Deck Width: 28.4 ft
Township: LAMBERTON	Control Section: Maint. Area:	Rdwy. Area 3,477 sq ft
Section: 14 Township: 109N Range: 37W	Local Agency Bridge Nbr:	Paint Area
Main Span Type: STEEL BM SPAN	Open, Posted, Closed: OPEN	Culvert: N/A
NBI Deck: 5 Super: 5 Sub: 6 Chan: 6 Culv: N		
Appraisal Ratings - Approach: 7 Waterway: 7	MN Scour Code: R-CRIT;MONITOR	Local Plan. Index 60
Required Bridge Signs - Load Posting: NOT REQUIRED	Traffic: NOT REQUIRED	Overall Condition: Fair
Horizontal: OBJECT MARKERS	Vertical: NOT APPLICABLE	

ELEM NBR	ELEMENT NAME	INSP. DATE	QUANTITY	QTY			
				CS 1	CS 2	CS 3	CS 4
800	CRITICAL DEFS OR SAFETY HAZARDS	11-15-2022	1 EA	1	0	0	0
		10-14-2021	1 EA	1	0	0	0
Notes: 2020 - NONE 2021 - NO CHANGE 2022 - NO CHANGE							
12	REINFORCED CONCRETE DECK	11-15-2022	3,635 SF	0	3,271	364	0
		10-14-2021	3,635 SF	0	3,271	364	0
Notes: 2004 - CRACKING AND EFFLORESCENCE. 2008 - SECTION LOSS ON FASCIA SIDE OF DECK. 2013 - LESS THEN 10% SECTION LOSS 2019-2020 - 10% DEEP SPALLS (CS3); REMAINDER OF DECK MODERATE CRACKS WITH LEACHING (CS2). 2021 - NO CHANGE 2022 - NO CHANGE							
510	WEARING SURFACE	11-15-2022	3,477 SF	2,000	1,477	0	0
		10-14-2021	3,477 SF	2,000	1,477	0	0
Notes: 2017 - NEW O/L IN '16, SEAL COATED IN '17 2019-2020 - MINOR CRACKS. 2021 - NO CHANGE 2022 - NO CHANGE							
330	METAL BRIDGE RAILING	11-15-2022	256 LF	0	230	26	0
		10-14-2021	256 LF	0	230	26	0
Notes: MINOR SECTION LOSS & SPALLING TO CONCRETE POSTS, STEEL RAILING HAS SURFACE RUST & PAINT LOSS 2019 - NO CHANGE. 2020 - 10% FLAKING RUST 2021 - NO CHANGE 2022 - NO CHANGE							
515	STEEL PROTECTIVE COATING	11-15-2022	768 SF	0	0	400	368
		10-14-2021	768 SF	0	0	400	368
Notes: 2017 - SEE ABOVE 2019-2020 - NO CHANGE. 2021 - NO CHANGE 2022 - NO CHANGE							
331	REINFORCED CONC BRIDGE RAILING	11-15-2022	256 LF	0	226	30	0
		10-14-2021	256 LF	0	226	30	0
Notes: MINOR SECTION LOSS & SPALLING TO CONCRETE POSTS, STEEL RAILING HAS SURFACE RUST & PAINT LOSS 2019 - NO CHANGE. 2020 - SOME CS3 FOR SPALLING 2021 - NO CHANGE 2022 - NO CHANGE							
822	BITUMINOUS APPROACH ROADWAY	11-15-2022	2 EA	2	0	0	0
		10-14-2021	2 EA	2	0	0	0
Notes: 2019-2020 - MINOR CRACKING 2021 - NO CHANGE 2022 - NO CHANGE							
107	STEEL GIRDER OR BEAM	11-15-2022	512 LF	0	312	200	0
		10-14-2021	512 LF	0	312	200	0

# MINNESOTA STRUCTURE INVENTORY REPORT

Bridge ID: 5745

CSAH 6 over COTTONWOOD RIVER

Date: 04/26/2024

+ GENERAL +		+ ROADWAY ON BRIDGE +		+ INSPECTION +	
Agency Br. No.	Crew	Facility	CSAH 6	Local Plan. Index	60
District 8	Maint. Area	LRS Mile Point	3.405	Overall Condition	FAIR
County	64 - REDWOOD	Ref Post	003+00.400	Last Routine Insp Date	11-15-2022
City		Functional Class	MAJOR COLLECTOR	Routine Insp Frequency	24
Township	LAMBERTON	Urban Code	99999 - RURAL	Inspector Name	REDWOOD COUNTY
Desc. Loc.	0.8 MI N OF JCT TH 14	ADT (YEAR)	1,300 (2019)	Status	A-OPEN
Sect., Twp., Range	14 - 109N - 37W	HCADT		+ NBI CONDITION RATINGS +	
Latitude	44.244514	Speed Limit		Deck	5
Longitude	-95.269675	National Highway System	N	Superstructure	5
Custodian	COUNTY	Detour Length	3 mi.	Substructure	6
Owner	COUNTY	Lanes	2 Lanes ON Bridge	Channel	6
Insp Responsibility	REDWOOD COUNTY	Control Section (TH Only)		Culvert	N
Year Built	1938	Function	MAINLINE	+ NBI APPRAISAL RATINGS +	
Date Opened to Traffic		Type	2 WAY TRAF	Structure Evaluation	5
MN Year Remodeled		Bridge Match ID	1	Deck Geometry	4
FHWA Year Reconstructed		Roadway Key	1-ON	Underclearances	N
Bridge Plan Location	COUNTY	+ RDWY DIMENSIONS ON BRIDGE +		Waterway Adequacy	7
Potential ABC	N.A.	If Divided	NB-EB SB-WB	Approach Alignment	7
+ STRUCTURE +		Roadway Width	27.2 ft	+ SAFETY FEATURES +	
Service On	HIGHWAY	Vertical Clearance		Bridge Railing	0-SUBSTANDARD
Service Under	STREAM	Max. Vert. Clear.		GR Transition	0-SUBSTANDARD
Main Span Type	STEEL BM SPAN	Horizontal Clear.		Appr. Guardrail	0-SUBSTANDARD
Main Span Detail		Appr. Surface Width	36.0 ft	GR Termini	0-SUBSTANDARD
Appr. Span Type		Bridge Roadway Width	27.2 ft	+ SPECIAL INSPECTIONS +	
Appr. Span Detail		Median Width on Bridge	NA	NSTM	N
Skew		+ MISC. BRIDGE DATA +		Underwater	Y 60 mo 07/2020
Culvert Type		Structure Flared	NO	Pinned Asbly.	N
Barrel Length		Parallel Structure	NONE	+ WATERWAY +	
No of Spans	Main: 3 Appr: 0 Total: 3	Field Conn. ID		Drainage Area	443.0 sq mi
Main Span Length	42.0 ft	Cantilever ID		Waterway Opening	2022 sq ft
Structure Length	128.0 ft	+ FOUNDATIONS +		Navigation Control	NO PRMT REQD
Deck Width	28.4 ft	Abut.	CONC - FTG PILE	Pier Protection	
Deck Material	C-I-P CONCRETE	Pier	CONC - FTG PILE	Nav. Vert./Horz. Clr.	
Deck Install Year		Historic Status	NOT ELIGIBLE	Nav. Vert. Lift Bridge Clear.	
Deck Rebar Layers	UNKN	On - Off System	ON	MN Scour Code	R-CRIT;MONITOR
Deck Rebar (NBI)	0-NONE	+ PAINT +		Scour Evaluation Year	2010
Wear Surf Type	BITUMINOUS	Year Painted	1972	+ CAPACITY RATINGS +	
Wear Surf Install Year		Painted Area		Design Load	H 15
Wear Course/Fill Depth	0.29 ft	Primer Type	OTHER	Operating Rating	HS 32.00
Structure Area	3,635 sq ft	Finish Type	OTHER (UNKNOWN)	Inventory Rating	HS 19.20
Roadway Area	3,477 sq ft	+ BRIDGE SIGNS +		Posting	
Sidewalk Width - L/R		Posted Load	NOT REQUIRED	Rating Date	04-09-2014
Curb Height - L/R		Traffic	NOT REQUIRED	Overweight Permit Codes	
Rail Codes - L/R	02 02	Horizontal	OBJECT MARKERS	A: 1	B: 1 C: 1
		Vertical	NOT APPLICABLE		

Minimum Bridge Width Summary						
Average Daily Traffic (ADT)	Minimum Required Lane Width (ft)	Minimum Required Shoulder Width (ft)	Curb-to-Curb Bridge Widths			Maximum Width Eligible for Bridge Bond or Township Bridge Funds (ft)
			Minimum Required Lanes + Shoulders (ft)	Minimum Required Lanes + 4' (ft)	In no case less than (c) (ft)	
<b>8820.9922 Off-System Rural and Suburban Bridges (a)</b>						
0-49 (d)	11	1	24	26*	20	32**
50-149	11	3	28*	26	20	32**
150-400 (e)	12	4	32*	28	20	36**
<b>8820.9920 On-System Rural and Suburban Bridges (b)</b>						
0-49 (d)	11	1	24	26*	24	32**
50-149	11	3	28*	26	24	32**
150-299	12	4	32*	28	24	36**
300-749	12	4	32*	28	24	36**
750-1499	12	4	32*	28	24	36**
1500+	12	6	36*	28	24	40**
1500+ Arterial	12	8	40*	28	24	44**

\* 'Red Number Widths' shown are the recommended State Aid (SA) Operations Chapter 8820 bridge widths (curb-to-curb) for the various ADT levels.

\*\* State Transportation Funds (aka "Bridge Bonds") or Township Bridge Fund (aka "Town Bridge") funding requests greater than these widths must be justified and approved by the District State Aid Engineer (DSAE) and the State Programs Engineer.

**General Notes:**

Most bridge funding sources [State Transportation Funds aka "Bridge Bonds", Township Bridge Fund aka "Town Bridge", and the Motor Vehicle Lease Sales Tax (MVLST)] will fund the low cost bridge type, the appropriate length for the bridge site, and bridge width per the Bridge Width Summary Table. If the bridge owner requests a bridge structure beyond the low cost alternative and/or maximum eligible bridge width, they can use their State Aid Funds if the bridge resides on a state aid route and/or local funds to cover these additional costs.

To calculate the local cost participation of extra bridge width (structure width beyond what was approved by the DSAE and State Programs Engineer) take the total cost of all bridge pay items and divide by the total bridge deck area. Apply that area cost (\$ per s.f.) to the extra bridge width area. This calculation method is valid for both the Engineers Estimate and the final contract cost.

Off-System routes have functional classifications of Rural Local Roads, Rural Minor Collectors, and Urban Local Streets. On-System routes have functional classifications of Rural Principal Arterial, Rural Minor Arterial, Rural Major Collector, Urban Principal Arterial, Urban Minor Arterial, and Urban Collector.

**Lettered Notes:**

- (a) See SA Operations Chapter 8820.9922 chart for additional information such as: guardrail requirements, approach roadway requirements, bridge load rating factors, etc. ADT's shown are existing ADT levels.
- (b) See SA Operations Chapter 8820.9920 chart for additional information such as: guardrail requirements, approach roadway requirements, lane widths, bridge load rating factors, etc. ADT's shown are projected ADT levels.
- (c) Minnesota State Statute 165.04 requires Off-System bridges to be 20' curb-to-curb minimum width and On-System bridges to be 24' curb-to-curb minimum width.
- (d) Note that bridge shoulders need to be 2' minimum, which affects the 0-49 ADT level widths.
- (e) For existing ADT's > 400, use the SA Operations Chapter 8820.9920 On-System chart.



<b>DATE:</b> 4-29-24	<b>REQUEST FOR COUNCIL ACTION</b>
<b>TO:</b>	HONORABLE MAYOR & CITY COUNCIL
<b>FROM:</b>	Valerie Halter
<b>SUBJECT:</b>	Pay Equity
<b>ISSUE/REQUEST/ BACKGROUND:</b>	<p>Attached is the Pay Equity information. This is a required process every three years.</p> <p>We are in compliance as it stands.</p> <p>The Council needs to approve the report then Valerie can submit it.</p>
<b>RECOMMENDATION:</b>	Motion to approve the 2024 Pay Equity Compliance Report for the City of Lambertton.
<b>FISCAL IMPACT:</b>	

**From:** [MN\\_MMB\\_Pay\\_Equity](#)  
**To:** [Valerie Halter](#)  
**Subject:** RE: Pay Equity Questions  
**Date:** Wednesday, April 10, 2024 11:05:25 AM  
**Attachments:** [image002.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[JobEntryList \(68\).pdf](#)

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Hi Valerie,

Thank you for your patience.

The job points are determined by the job evaluation system. Based on the report that was submitted in 2021 it looks like your entity is using a job evaluation system that they created on their own. I recommend hiring someone to come in and do a classification and compensation study if you believe there are positions that do not have the correct job point rating. To change the job evaluation system that the city is using -this would need to be brought to your city council and they would need to approve of this.

Also, I am reviewing the shared pay equity report that was entered in the system and I can see that the city would be in compliance with pay equity based on state law. Since the city would be considered as being in compliance the state would not be able to enforce any corrective action to require the city to increase salaries because the inequity is not determined to be significant based on pay equity law.

However, I do still recommend that the city reviews predicted pay information and take this into consideration to get ahead of any potential issues now. There is still an underpayment which does cause an inequity for female employees. Even though legally the state cannot enforce corrective action it is still a good idea to consider possibly making some changes to potentially avoid compliance issues in the future.

Listed below is some information that you might find helpful about predicted pay- this information was taken from our [Guide to Understanding Pay Equity Compliance](#) – this resource is located on the local government pay equity webpage. I recommend bringing it to your city council or to the individual who has authority to make these decisions and letting them read through it to get a better understanding, there is a good example on page 8.

### **What is predicted pay?**

The most simplistic definition of predicted pay is that it is the average pay of male classes at any given point value. Predicted pay is calculated by averaging the maximum monthly salaries

for male classes in the jurisdiction. It is the standard for comparing how males and females are compensated. Predicted pay is a mirror, or reflection, of the current compensation practice within a jurisdiction for male classes but is not necessarily the salary that "should" be paid at any particular point level. Specific details of the method used to calculate predicted pay is explained in pages eight through 13. The graph on page seven shows a "predicted pay line" and how male and female classes scatter around that line. Predicted pay amounts are determined only from the jurisdiction itself, not from any external factors or salaries.

### **Pay Difference**

Shows the dollar amount that maximum monthly salaries fall above or below predicted pay. If a jurisdiction does not pass the statistical test and needs to increase salaries for female classes, either to reach an underpayment ratio of 80% or eliminate the statistical significance of the t-test, this information is useful in calculating the cost. For example, the cost to increase the female class of "stage manager" to predicted pay would be \$6.20 per month.

Please feel free to contact me with any additional follow up questions or concerns.

Thank You!

**Dominique Murray**

Pay Equity Coordinator | Enterprise Human Resources

651-259-3805 (office)

**Minnesota Management and Budget**

658 Cedar Street, Saint Paul, MN 55155

[mn.gov/mmb](http://mn.gov/mmb)



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**From:** Valerie Halter <[vhalter@lambertonmn.com](mailto:vhalter@lambertonmn.com)>

**Sent:** Wednesday, March 20, 2024 12:53 PM

**To:** MN\_MMB\_Pay Equity <[Pay.Equity@state.mn.us](mailto:Pay.Equity@state.mn.us)>



**Subject:** Pay Equity Questions

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I am new at this and have a couple of questions.

We have one position that was given too many points when they started this, How do you go about reducing the points for that position and justifying the reductions?

I think our lower point positions are under paid – it shows on our predicted pay report. Is there a resource for more information I can give to my council to let them know these positions should be paid more?

Thank you for your help.

**Valerie Halter**

City Clerk

City of  
*Lamberton*

112 2<sup>nd</sup> Ave.

PO Box 356

Lamberton, MN 56152

Office: 507-752-7601

FAX: 507-752-7117

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

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# Compliance Report

Jurisdiction: Lamberton  
112 - 2nd Avenue West  
P.O. Box 356  
Lamberton, MN 56152

Report Year: 2024  
Case: 1 - 2024DATA (Shared (Jur and MMB))

Contact: Valerie Halter

Phone: (507) 752-7601

E-Mail: vhalter@lambertonmn.com

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

## I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	4	4	0	8
# Employees	4	4	0	8
Avg. Max Monthly Pay per employee	5201.73	4647.06		4924.40

## II. STATISTICAL ANALYSIS TEST

### A. Underpayment Ratio = 33.33334 \*

	Male Classes	Female Classes
a. # At or above Predicted Pay	3	1
b. # Below Predicted Pay	1	3
c. TOTAL	4	4
d. % Below Predicted Pay (b divided by c = d)	25.00	75.00

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

### B. T-test Results

Degrees of Freedom (DF) = 6	Value of T = 1.553
-----------------------------	--------------------

a. Avg. diff. in pay from predicted pay for male jobs = 2

b. Avg. diff. in pay from predicted pay for female jobs = -542

## III. SALARY RANGE TEST = 0.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 0.00

B. Avg. # of years to max salary for female jobs = 0.00

## IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 \*

B. % of female classes receiving ESP = 0.00

\*(If 20% or less, test result will be 0.00)

## Job Class Data Entry Verification List

Case: 2024DATA

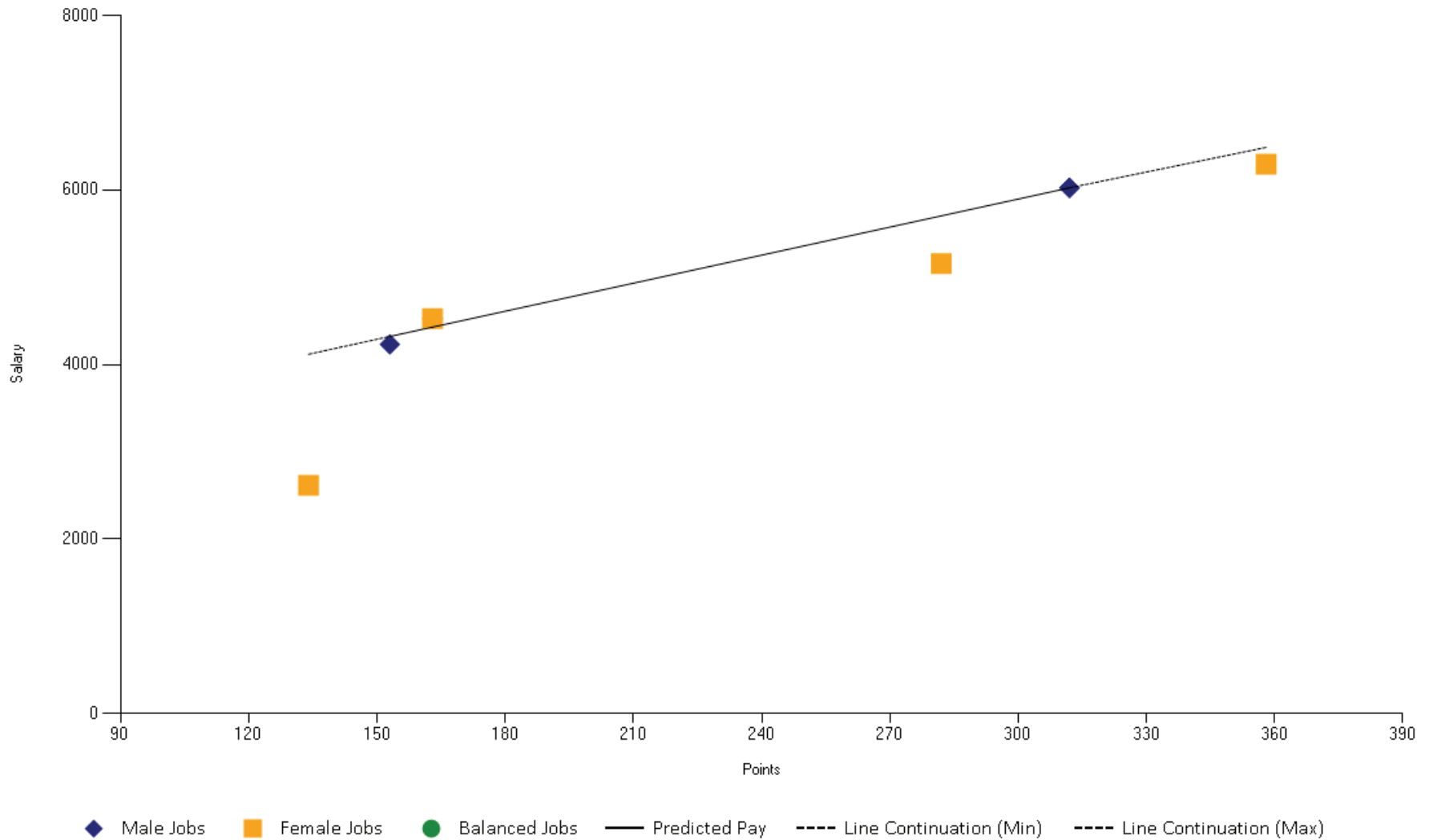
Lamberton

LGID: 631

Job Nbr	Class Title	Nbr Males	Nbr Females	Non-Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
8	Custodian	0	1	0	F	134	2104.27	2613.87	0.00	0.00	
4	Maintenance Worker 1	1	0	0	M	153	3057.60	4231.07	0.00	0.00	
2	Assistant Clerk	0	1	0	F	163	3270.80	4525.73	0.00	0.00	
7	Police Officer	1	0	0	M	163	3270.80	4525.73	0.00	0.00	
5	Library Director	0	1	0	F	282	3724.93	5154.93	0.00	0.00	
6	Police Chief	1	0	0	M	312	4354.13	6025.07	0.00	0.00	
3	Public Works Supervisor	1	0	0	M	312	4354.13	6025.07	0.00	0.00	
1	City Clerk	0	1	0	F	358	4548.27	6293.73	0.00	0.00	

**Job Number Count: 8**

### Predicted Pay Report for: Lambertton Case: 2024DATA



## Predicted Pay Report for: Lamberton

Case: 2024DATA

Job Nbr	Job Title	Nbr Males	Nbr Females	Non-Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
8	Custodian	0	1	0	1	Female	134	2613.8700	4117.8202	-1503.9502
4	Maintenance Worker 1	1	0	0	1	Male	153	4231.0700	4321.6872	-90.6172
2	Assistant Clerk	0	1	0	1	Female	163	4525.7300	4429.0299	96.7001
7	Police Officer	1	0	0	1	Male	163	4525.7300	4429.0299	96.7001
5	Library Director	0	1	0	1	Female	282	5154.9300	5723.2409	-568.3109
6	Police Chief	1	0	0	1	Male	312	6025.0700	6025.0700	0.0000
3	Public Works Supervisor	1	0	0	1	Male	312	6025.0700	6025.0700	0.0000
1	City Clerk	0	1	0	1	Female	358	6293.7300	6488.0700	-194.3400

**Job Number Count: 8**

# Pay Equity Implementation Report

## Part A: Jurisdiction Identification

Jurisdiction: Lamberton  
 112 - 2nd Avenue West  
 P.O. Box 356  
 Lamberton, MN 56152

Jurisdiction Type: City

Contact: Valerie Halter

Phone: (507) 752-7601

E-Mail: vhalter@lambertonmn.com

## Part B: Official Verification

- The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system was used: State Job Match

Description:

Same as last year.

- Health Insurance benefits for male and female classes of comparable value have been evaluated and:  
 There is no difference and female classes are not at a disadvantage.

- An official notice has been posted at:  
LOBBY OF THE CITY HALL OFFICE

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Council of the City of Lamberton

(governing body)

Lydell Sik

(chief elected official)

Mayor

(title)

## Part C: Total Payroll

\$410559.51

is the annual payroll for the calendar year just ended December 31.

- [ ] Checking this box indicates the following:
- signature of chief elected official
  - approval by governing body
  - all information is complete and accurate, and
  - all employees over which the jurisdiction has final budgetary authority are included
- Date Submitted: 3/20/2024

## Appendix C – Official Notice to Post

**\*Directions:** Enter the report year in the spaces provided below.

Posting date:

Jurisdiction Name:

### NOTICE: 2024 Pay Equity Report

This jurisdiction is submitting a pay equity implementation report to Minnesota Management & Budget as required by the Local Government Pay Equity Act, Minnesota Statutes 471.991 to 471.999. The report must be submitted to the department by January 31, 2024.

The report is public data under the Minnesota Government Data Practices Act, Minnesota Statutes, and Chapter 13. That means that the report is available to anyone requesting this information.

This notice is being sent to all union representatives (if any) in this jurisdiction. In addition, this notice must remain posted in a prominent location for at least 90 days from the date the report was submitted.

For more information about this jurisdiction's pay equity program, or to request a copy of the implementation report, please contact:

Valerie Halter, Clerk 507-752-7601

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112 2nd Ave W, PO Box 356

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Lamberton, MN 56152

(Local contact person's name, address, telephone)

For more information about the state pay equity law, you may contact the Pay Equity Office at:

Pay Equity Office  
Minnesota Management & Budget  
400 Centennial Office Building 658 Cedar Street  
Saint Paul, MN 55155

[pay.equity@state.mn.us](mailto:pay.equity@state.mn.us)



<b>DATE:</b> 5-2-24	<b>REQUEST FOR COUNCIL ACTION</b>
<b>TO:</b>	HONORABLE MAYOR & CITY COUNCIL
<b>FROM:</b>	Valerie Halter
<b>SUBJECT:</b>	Community Service Officer
<b>ISSUE/REQUEST/ BACKGROUND:</b>	<p>We have a gentleman in town that is working towards getting his police license. He came in and asked about being a “reserve deputy” for the PD. I brought the idea to Chief Walker. He is currently creating a Community Service Officer (CSO) position in Canby and suggests we look at doing the same here.</p> <p>He would be in charge of doing ordinance enforcement. This gives him experience while helping the city. We could set it up as a seasonal part-time position with X amount of hours each week or pay period. They would need to use one of the City pick-ups. This person would be responsible for writing the letters, following up, writing the reports so that if the problem is not taken care of, the case is already built for the PD.</p> <p>I have attached the information Chief Walker is using in Canby.</p> <p>We would have to open the position up for more applicants.</p> <p>I have also attached information on what a Police Reserve Officer is.</p> <p>I’m not looking for a decision tonight, but I think it’s something we need to consider.</p>
<b>RECOMMENDATION:</b>	
<b>FISCAL IMPACT:</b>	



**CITY OF CANBY  
POSITION DESCRIPTION**

**SEASONAL COMMUNITY SERVICE OFFICER (CSO)**

**DEPARTMENT:** Police  
**FLSA CLASSIFICATION:** Non-exempt  
**REPORTS TO:** Chief of Police  
**SUPERVISES:** None

**DEFINITION:**

Performs a variety of service involving education and enforcement of City Code such as ordinance enforcement, parking enforcement, and assisting in a support services role for police department officers and staff. The position is a civilian, non-sworn employee with the ability and responsibility to enforce city ordinances and provide public service and problem solving with a primary focus on ordinance enforcement.

*To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.*

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Proactively investigates violations of city ordinances and issues warnings or citations as required or appropriate; serves various criminal or civil notices or papers and appears in court to testify regarding cases.
- Assists in detecting, deterring and resolving problems and issues as they relate to the CSO position within the community.
- Provides support and assistance to licensed peace officers as required or directed.
- Recovers and transports abandoned or found property. Logs items into evidence.
- Responds to complaints concerning violations of various city ordinances, including but not limited to, wildlife, parking complaints, junk/garbage violations, long grass, and other ordinance violations. Takes appropriate actions as necessary and documents actions taken. Focuses on problem solving and service.
- Writes detailed and accurate reports of incidents handled.
- Works an assigned shift using own judgment in deciding course of action, being able to handle situations without assistance.
- The CSO is not authorized to operate an assigned squad car as an emergency vehicle but may be called upon to assist with traffic direction using the assigned squad car or on foot.
- Performs required reporting and records management on incidents handled and investigated.
- Provides support and assistance to licensed peace officers as required or directed.
- Performs other related duties and assignments as required or directed.

**EQUIPMENT USED:**

- Service Vehicle
- Portable radio
- First aid equipment
- Computer, including desk top, mobile computer, and applicable software
- Telephone/Mobile Device

**REQUIRED KNOWLEDGE AND ABILITIES:**

- Some general knowledge of objective law enforcement principles, procedures, techniques and equipment or the ability to learn and apply this knowledge effectively. High level of effective customer service.

- Ability to learn, as well as fairly and objectively apply the applicable laws, ordinances and department rules and regulations.
- Excellent verbal and written communication skills.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, professional contacts, and the public.
- Ability to exercise sound judgment in evaluating situations and in making decisions that may include enforcement actions including issuing citations.
- Ability to follow verbal and written instructions.
- Ability to learn and effectively navigate the city's geography.
- Ability to understand Minnesota Data Practices Laws and maintain confidentiality of the position and information within the department.
- Shall display self-confidence, integrity, and follow through with commitments.
- Excellent written and verbal communication skills.

**MINIMUM QUALIFICATIONS:**

- Must be at least 18 years old with a High School diploma or equivalent.
- General knowledge of Windows-based computer programs and ability to learn and utilize computer-based records management system.

**PREFERRED QUALIFICATIONS:**

- Associate Degree or equivalent in criminal justice or related field or currently enrolled in a criminal justice program.
- Previous experience in public service or customer service working with the general public.
- Understanding of objective ordinance enforcement and problem resolution.

**CONDITIONS OF EMPLOYMENT:**

- Possession of a Minnesota Class D Driver License and a good driving record.
- Must satisfactorily pass a criminal background examination.

**WORK SCHEDULE:**

This seasonal position works 10 – 15 hours a week with a flexible shift.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to work alone, with others and have contact with the public. Work may be performed indoors and outdoors, in loud and noisy locations, and have frequent exposure to fumes or airborne particles and outdoor weather conditions. This position will occasionally work near moving mechanical parts, in high, precarious places, and have exposure to toxic or caustic chemicals and the risk of electrical shock.

Activities that will **occur continuously**, talking, communicating, using hands and fingers, handling or feeling, seeing close and distant, ability to adjust focus, depth perception, color and peripheral vision, vocal communication, and hearing.

Activities that will **occur frequently**, exerting up to 25 pounds of force, walking, speaking and hearing.

Activities that **occur occasionally**, exerting up to 50 pounds of force, standing, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**ACKNOWLEDGEMENT:**

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Canby.

\_\_\_\_\_

Employee Signature                      Printed Name                      Date

# CANBY POLICE DEPARTMENT

110 Oscar Avenue North, Canby, MN 56220  
Phone (507) 223-7211 / Fax (507) 223-5005



## Job Opening

City of Canby Police Department

Seasonal Community Service Officer

Deadline: May 03, 2024.

The City of Canby (est. population 1,700) is currently accepting applications for a seasonal Community Service Officer. Salary for this position is \$20.00 per hour, with an anticipated 10-15 hours per week. This position will have a flexible schedule with the ability to set your own working days, with the requirement that the Chief of Police is in town and available during entirety of shift.

The applicant must meet minimum selection standards by time of hire. Minimum requirements for this position are as follows:

- Must be 18 years old with a High School diploma or equivalent.
- Must be a US citizen or authorized to work in the US.
- Must possess a valid Driver's License
- Must be able to pass an Oral Evaluation, Background Investigation, and be able to pass CJIS Security Awareness training.

General duties for the position include:

- Proactively investigates violations of city ordinances and issues warnings or citations as required or appropriate; serves various criminal or civil notices or papers and appears in court to testify regarding the cases.
- Provides support and assistance to licensed Peace Officers as required or directed.
- Recovers and transports abandoned or found property. Logs items into evidence.
- Writes detailed and accurate reports of incidents handled.

A full job description and application packet can be obtained on the City's website, [canbymn.gov](http://canbymn.gov), or mailed upon request.

Interested applicants should submit a completed application packet to: City of Canby  
Attn: Chief Josh Walker, 110 Oscar Ave. N. Canby, MN 56220. Applications may also be submitted by email to [PoliceChief@Canbymn.gov](mailto:PoliceChief@Canbymn.gov).

## Police Reserve Officer – (New Hope, MN)

### WHAT IS A POLICE RESERVE OFFICER?

Police Reserve Officers are non-sworn volunteers who assist the police department in various functions within the limitations set forth by state statutes, city ordinances, and department rules and regulations. Unlike sworn peace officers, Reserve Officers are not licensed by the Minnesota Board of Peace Officer Standards and Training (MN POST) to enforce the criminal laws of the State of Minnesota and are not compensated for their time. Reserve Officers wear uniforms slightly different from licensed police officers and cannot carry firearms. The Police Reserve unit provides various services such as patrolling the community, assisting at community functions and responding to natural disasters and other emergencies.

To become a Reserve Officer, having a background in law enforcement or any related training is unnecessary. Police Reserve Officers come from all walks of life. Some are pursuing careers in professional law enforcement, while others are just citizens wanting to give back to their community. While the individuals who serve as reservists come from a wide variety of backgrounds, they share a common desire to serve the public, doing one of the most challenging volunteer jobs in America. Please browse the information below for more information on New Hope's Police Reserve Unit.

### Reserve Officer Duties

Reserve Officers work regularly scheduled patrol shifts, generally taking place on Friday and Saturday nights. Reserves work in pairs and drive a squad car assigned just for the unit. The reserve squad is equipped exactly the same as a licensed officer's vehicle, with a few exceptions, such as the absence of a video camera and firearm. Each weekend shift runs from 7 p.m. until at least 2 a.m. Patrol shifts are generally not scheduled for weeknights. When on patrol, Reserve Officers drive through residential areas, parking lots, schools, malls and businesses looking for suspicious activity. Reserves may be asked to handle a low-priority call, back up a licensed officer, or respond to a medical call, fire or accident scene.

Reserve Officers also provide security, crowd control and traffic direction at special events such as New Hope city events, Cooper High School football games, school carnivals and other events which may draw large numbers of people. In addition, the Reserves assist other cities with special events taking place within their city.

Occasionally, the Reserves are asked to assist the police department or the SWAT team with training exercises. In this capacity, Reserves play the role of the "suspect" or help in other ways. Reserves are also asked to participate in mock disaster drills, playing various roles.

Reserves have the opportunity to assist the community in so many ways. Some of the duties of a New Hope Reserve Officer include, but are not limited to:

- Patrolling roadways, residential areas, parks, businesses and schools.
- Backing licensed officers on calls and traffic stops.
- Responding to medical calls, fire calls, and accident scenes.
- Answering low-priority calls for service, such as animal control and nuisance complaints, and keeping licensed officers free for high-priority calls.
- Transporting prisoners to jail.
- Providing security and a police presence at school functions.
- Providing traffic and crowd control at city events.
- Assisting stalled motorists.
- Handling found property.
- Searching and impounding seized vehicles.
- Securing crime scenes and protecting evidence.
- Patrolling with licensed career officers.
- Reserve Officer Training

### Reserve Officer Training

Previous experience isn't necessary to become a New Hope Reserve Officer. Members are provided training upon initial appointment and ongoing throughout their careers. Some of the training areas include:

#### Hennepin County Sheriff's School

- New Reserve Officers must attend the Hennepin County Sheriff's Police Reserve School one night a week for ten weeks. The school consists of several classes on topics such as how to behave at a crime scene, familiarization with police K-9, water patrol, officer safety, traffic direction, law enforcement organization and other pertinent subjects.

### **New Hope Reserve Cadet Training Program**

- New Reserve Officers must attend and pass this class provided by the New Hope Reserve Unit members. The class runs once a week for approximately 12 weeks and provides recruits with the policies and procedures specific to the City of New Hope. Topics include general patrol techniques, city familiarization, radio procedures, search and seizure, dealing with people, driving procedures, written communication, firearms training and more.

### **Medical Training (First Responder)**

- Each unit member must become first responder certified after one year of service. The course consists of 40 hours of classroom and hands-on training taught by North Memorial staff. Once acquired, the certification requires an 8-hour refresher course annually.

### **Defense Tactics**

- Reserves are required to complete this training annually, and the police department defensive tactics coordinator conducts it. The training consists of a refresher on the use of force continuum, handcuffing, restraint holds, baton, mace and taser usage.

### **Firearms Training and Qualification**

- Reserves are required twice a year to pass a firearms qualification course. An authorized Reserve range officer conducts this course. While Reserves are not allowed by the State of Minnesota to carry firearms, unit members must be familiar with the firearms used by licensed New Hope Police Officers.

### **Defensive Driving**

- After completing a year of service, each Reserve Officer can attend a pursuit driving course. This course teaches driving techniques, driver safety and provides an understanding of the performance and capabilities of a police vehicle.

The City of New Hope also requires all Reserve Officers to complete a classroom Defensive Driving course every three years.

### **Bloodborne Pathogens / Hazardous Materials**

- These classes are provided for all new members, and refreshers are required periodically. The courses generally are video presentations.

Each member must complete the initial training requirements and keep up-to-date on all certifications.

- While much training is required, only the New Hope Cadet Training Program must be completed with a passing status before new members are eligible (within specific guidelines) to patrol and participate in community functions. All other training must be completed within the required time frames specified in the New Hope Police Reserve Rules and Regulations Handbook.
- Occasionally, additional opportunities exist to attend voluntary training hosted by Hennepin County or other agencies. Some topics may include storm spotter training, traffic school or public safety bulletins.

## **Qualifications**

The following qualifications must be met to become a New Hope Police Reserve Officer:

- Minimum of 21 years of age
- High school graduate or GED
- United States citizen
- Possess a valid Minnesota driver's license with a good driving record
- Good physical condition
- Have a clear criminal record and background
- Complete an informational interview
- Live in the northwest suburbs
- Willing to serve a minimum of 10 hours per month
- Not be a member of another police/sheriff reserve unit, fire department or sworn law enforcement officer



<b>DATE:</b> 5-11-24	<b>REQUEST FOR COUNCIL ACTION</b>
<b>TO:</b>	HONORABLE MAYOR & CITY COUNCIL
<b>FROM:</b>	Valerie Halter
<b>SUBJECT:</b>	Froehlich Lot – 510 S FIR STREET
<b>ISSUE/REQUEST/ BACKGROUND:</b>	<p>I received the attached email from Tom Froehlich.</p> <p>In short – he would like to give the lot back to the City as he will not be building on it.</p> <p>I have attached the purchase agreement as well.</p> <p>I need to council approval to take the lot back.</p>
<b>RECOMMENDATION:</b>	
<b>FISCAL IMPACT:</b>	

## PURCHASE AGREEMENT and EARNEST MONEY CONTRACT

1. **PARTIES.** This purchase agreement is made by and between City of Lamberton, SELLER; and Thomas Froehlich and Paula Jean Froehlich, BUYERS, whose address is 510 South Fir St., Lamberton, MN.
  
2. **OFFER/ACCEPTANCE.** Buyer offers to purchase and Seller agrees to sell real property legally described as:

Lots Number Seven (7) and Eight (8), excepting the South 124 feet, as measured parallel to Sixth Street, of the East 20 feet, as measured parallel to A Street, of said Lot Eight (8), of Block Number Five (5), of H.W. Lamberton's Second Addition to the Village (now City) of Lamberton, according to the recorded plat thereof
  
3. **PRICE AND TERMS.** The Purchase Price for the Property One thousand one hundred and 00/100 Dollars (\$ 1,100.00) and shall be paid as follows:
  - A. **Amount Due at Closing.** Subject to the satisfaction of all conditions precedent, Buyer shall pay to Seller at Closing the sum of One thousand one hundred and 00100 Dollars (\$ 1,100.00) by a locally drawn bank or cashier's check, confirmed wire transfer or by third-party financing at closing, which shall be on or before February 28, 2022, subject to the contingencies noted herein.
  
4. **CLOSING.** Closing shall be scheduled on or before 5:00 p.m. February 28, 2022, and the earnest money deposit and any down payment shall be held by Seller's attorney in a non-interest bearing account until closing of property.
  
5. **CLOSING COSTS.** Buyer shall pay all closing costs, including Seller's closing costs.
  
6. **DEED/MARKETABLE TITLE.** Upon performance by the Buyer, Seller shall execute and deliver a Quit Claim Deed, conveying title, subject to:
  - 1) Building and zoning laws, ordinances, state and federal regulations;
  - 2) Restrictions relating to use or improvement of the property without effective forfeiture provisions;
  - 3) Reservation of any minerals or mineral rights to the State of Minnesota or others;
  - 4) Utility and drainage easements which do not interfere with existing improvements;
  - 5) Existing highways, easements, current and historic right of access to the property whether such has been or is recorded or recordable and right of way of record;
  - 6) Boundary lines established by existing fences, usage, or otherwise;
  - 7) Exceptions to title which constitute encumbrances, restrictions, or easements which have been disclosed to Buyer and accepted by Buyer in this purchase agreement;
  - 8) Others, NONE.
  
7. **REAL ESTATE TAXES AND SPECIAL ASSESSMENTS.** Real estate taxes for 2021 and installments of special assessments certified for payment with the real estate taxes due and payable in 2021 have been paid by Seller.



Buyer shall assume all other special assessments levied as of the date of this agreement. Buyer shall assume special assessments pending as of the date of this agreement for improvements that have been ordered by any governmental assessing authorities. As of the date of this agreement, Seller represents that Seller has not received a notice of hearing of a new public improvement project from any governmental assessing authority, the costs of which project may be assessed against the property.

Buyer shall assume any deferred real estate taxes or special assessments, the payment of which is required as a result of the closing of this sale. Buyer shall pay real estate taxes due and payable in the year of closing and thereafter and any unpaid special assessments payable therewith and thereafter, the payment of which is not otherwise provided for herein. Seller makes no representations concerning the amount of future real estate taxes or of future special assessments.

8. **DISCLOSURE NOTICES.** Seller has not received any notice from any governmental authority as to violation of any law, ordinance or regulation affecting the property. If the property is subject to restrictive covenants, Seller has not received any notice from any person as to a breach of the covenants.
9. **WELL AND INDIVIDUAL SEWAGE TREATMENT SYSTEM DISCLOSURES.** Seller certifies that Seller does not know of any wells on the described property; and there is no individual sewage treatment system on the described property.
10. **CONDITION OF THE PROPERTY.** THIS PROPERTY IS BEING SOLD "AS IS, WHERE IS" AND "WITH ALL FAULTS." THE SELLER HAS NOT MADE, DOES NOT MAKE AND WILL NOT MAKE, AND HEREBY DISCLAIMS, ANY REPRESENTATION OR WARRANTY, WHETHER EXPRESSED OR IMPLIED OR STATUTORY, WHETHER ORAL OR WRITTEN, WITH RESPECT TO THE PROPERTY, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY AS TO ITS VALUE, CONDITION, SUITABILITY, MERCHANTABILITY, MARKETABILITY, OPERABILITY, TENANTABILITY, HABITABILITY, ZONING OR SUBDIVISION REGULATIONS, MINERAL RIGHTS, ENVIRONMENTAL CONDITION, SOIL CONDITION OR PERCOLATION, COMPLIANCE WITH ANY BUILDING CODE, SAFETY AND HEALTH COES, OR OTHER GOVERNMENTAL AGENCY RULES OR REGULATIONS, OR FITNESS FOR A PARTICULAR USE OR PURPOSE. NO GUARANTEES ARE GIVEN AS TO THE AVAILABILITY OF UTILITIES OR ACCESS OR THE PERMITTED OR ALLOWABLE USES ON THE PROPERTY.

Neither the Seller nor the Seller's Attorney, shall be liable for any relief including damages, rescission, reformation, allowance or adjustments based on the failure of the property, including, but not limited to, amount of square feet, acreage, zoning, access, and environmental or hazardous conditions to conform to any specific standard or expectation, or any third party documents or information.

11. **VARIANCE IN ACREAGE.** Buyer will be responsible for the cost of having the Property surveyed if desired or required. If the number of acres or estimate of a square footage changes as a result of the final survey, no adjustment shall be made to the purchase price.

12. **CONDITION SUBSEQUENT.** This purchase agreement is subject to a Condition Subsequent that the parties shall enter into a suitable development agreement for the property. In the event that the parties fail to reach an agreement this agreement shall be terminated and the Seller shall have a right of reverter. Said condition subsequent/right of reverter shall terminate without further notice or recording if the City of Lambert has not filed a Notice of Lis Pendens to enforce said condition subsequent/right of reverter on or before July 1, 2023. Nothing in this section shall constitute a waiver of Seller's right to seek other or additional remedies in the event of a breach.

13. **RISK OF LOSS.** If there is any loss or damage to the property between the date hereof and the date of closing for any reason, including fire, vandalism, flood, earthquake, or act of God, the risk of loss shall be on Buyer.

14. **POSSESSION.** Seller shall deliver possession of the property at closing.

15. **TITLE AND EXAMINATION.** As quickly as reasonably possible after the signing of the Purchase Agreement:

- a. Buyer shall obtain the title services determined necessary or desirable by Buyer or Buyer's lender, including but not limited to title searches, title examinations, abstracting, a title insurance commitment or an attorney's title opinion at Buyer's selection and cost and provide a copy to Seller;  
And

- b. Buyer is responsible for the cost of obtaining a new Abstract of Title.

Seller shall use Seller's best efforts to provide marketable title by the date of closing. Seller agrees to pay all costs and fees necessary to convey marketable title including obtaining and recording all required documents, subject to the following:

In the event Seller has not provided marketable title by the date of closing, Seller shall have an additional 120 days to make title marketable, or in the alternative, Seller may escrow funds in an amount equal to 200% of the amount estimated to make title marketable. Alternatively, Purchase may waive title defects by written notice to Seller. In addition to the 120-day extension, Buyer and Seller may, by mutual agreement, further extend the closing date.

16. **ENTIRE AGREEMENT.** Except as provided in paragraph 12 and the subsequent development agreement, if any, this contract contains the entire agreement between the parties, and neither party has relied upon any verbal or written representations, agreements, or understandings not set forth herein, whether made by any agent or party hereto.

17. **DEFAULT.** If Buyer defaults in any of the agreements herein, Seller may terminate this purchase agreement, and payments made hereunder shall be retained by Seller as liquidated damages.

18. **MINNESOTA LAW.** This contract shall be governed by the laws of the State of Minnesota.

We agree to sell the property for the price and terms and conditions set forth above.

**IN WITNESS WHEREOF**, The parties hereto have executed this agreement the year and date first above written.

**CITY OF LAMBERTON, MINNESOTA**

By:   
Valerie Halter, Clerk

STATE OF MINNESOTA )

)ss.

COUNTY OF REDWOOD )

The foregoing instrument was acknowledged before me this 18<sup>th</sup> day of February, 2022, by Valerie Halter, Clerk, City of Lamberton, Minnesota, a Minnesota public body corporate and politic, on behalf of said body.



  
Notary Public

**Thomas Froehlich and Paula Jean Froehlich**

By:   
Thomas Froehlich

By:   
Paula Jean Froehlich


STATE OF MINNESOTA )

)ss.

COUNTY OF REDWOOD )

The foregoing instrument was acknowledged before me this 18<sup>th</sup> day of February, 2022.



  
Notary Public



<b>DATE:</b> 5-11-2024	<b>REQUEST FOR COUNCIL ACTION</b>
<b>TO:</b>	HONORABLE MAYOR & CITY COUNCIL
<b>FROM:</b>	Valerie Halter
<b>SUBJECT:</b>	Work Session
<b>ISSUE/REQUEST/ BACKGROUND:</b>	I think we need to get together look over streets and have a plan.  May 28?
<b>RECOMMENDATION:</b>	
<b>FISCAL IMPACT:</b>	



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

4-26-2024

## BUSINESS INFORMATION

As a valued business leader within our community, I would like to extend to you an invitation to a special event hosted by the Lambertton Community Ambulance Service.

We are organizing a "Lunch and Learn" session where we will delve into our ambulance service. This session will provide a comprehensive understanding of how our service operates, how it is staffed, and how it is funded. Additionally, we will review the current state of our service and engage in meaningful discussions regarding sustainable options to ensure its continued effectiveness.

The Lambertton Community Ambulance Service plays a pivotal role in safeguarding the health and well-being of our community members. Whether it's responding to medical emergencies or offering support in times of crisis, our dedicated team is committed to delivering prompt and compassionate service, 24/7. Ensuring the availability and sustainability of our ambulance service is not only a matter of public safety but also a strategic investment in the welfare of our employees and the broader community.

As employers, we must understand the inherent risks associated with various job roles within our community. Whether it's in construction, the grain industry or any other industry, our employees often face challenging and potentially hazardous work environments. It is our responsibility to always prioritize their safety and well-being. Ensuring access to a reliable ambulance service is not just a matter of compliance; it's a commitment to our employees' welfare. In the event of an accident or medical emergency, swift and efficient medical response can be the difference between life and death. As employers, we must be adamant about the availability of a responsive ambulance service to provide timely assistance whenever the need arises.

Your participation in this event is highly valued, as your perspectives are integral to our collective efforts in shaping the future of our ambulance service. We believe that by fostering open dialogue and collaboration among business leaders like yourself, we can identify innovative solutions and forge stronger partnerships to support our shared goals of community well-being.

The "Lunch and Learn" session will take place on May 16, 2024 at the Lambertton American Legion. Please RSVP by May 13, 2024 to confirm your attendance by emailing [yhalter@lambertonmn.com](mailto:yhalter@lambertonmn.com) or calling 507-752-7601. Should you have any questions or require further information, please do not hesitate to contact Tim Birkemeyer, Director at 507-430-8958.

Thank you for your ongoing support and commitment to the Lambertton Community Ambulance Service. Together, we can make a meaningful difference in the lives of those we serve.

Sincerely,  
Tim Birkemeyer & Debbie Vollmer  
Lamberton Community Ambulance Service



<b>DATE:</b> 5-11-24	<b>REQUEST FOR COUNCIL ACTION</b>
<b>TO:</b>	HONORABLE MAYOR & CITY COUNCIL
<b>FROM:</b>	Tim Birkemeyer
<b>SUBJECT:</b>	Ambulance Roster
<b>ISSUE/REQUEST/ BACKGROUND:</b>	<p>Brad Gisch has completed the EMT program. He attended in New Ulm.</p> <p>We are excited to add him to the roster.</p>
<b>RECOMMENDATION:</b>	Motion to approve add Brad Gisch to the Ambulance Roster.
<b>FISCAL IMPACT:</b>	



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

## City Clerk/EDA Report

- Meeting with Nursing Home Reps
- Municipal Dispensary Webinar
- Pool Prep
- Animal Licenses
- MBFC/SBA Funding Meeting
- 1 Week – Clerk’s School
- Current School Site work
- Bakery Building
- EDA Work
- Ambulance Lunch & Learn Meeting
- Lead Service Line work
- Congressional Apps
- School Site Grant Reimbursement
- Spring Clean Up

**CITY OF LAMBERTON  
RESOLUTION 2024-06**

**A Resolution Accepting Donations to the City of Lambertton**

**WHEREAS**, the City of Lambertton, Minnesota is generally authorized to accept donations pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and

**WHEREAS**, the following persons and entities have offered to contribute the cash amounts set forth below with the terms and conditions to the City of Lambertton:

<b>DONTAION #</b>	<b>NAME OF DONOR</b>	<b>TERMS,CONDITION OR USE</b>	<b>AMOUNT</b>
MISC 2024-01	Share Corp	Swimming Pool - Paint	\$1,400.00

**WHEREAS**, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

**WHEREAS**, the City Council finds that it is appropriate to accept the donations offered.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LAMBERTON, MINNESOTA AS FOLLOWS:**

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

**Passed and Adopted by the City Council this 13<sup>th</sup> day of May 2024.**

**CITY OF LAMBERTON, MINNESOTA**

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

**ATTEST:**

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





## FINANCIAL REPORT

May 2024

### NEW VENDORS

Hometown Billing  
GALLS, Inc.  
Jack Larson Seed

Ambulance Billing  
Police Clothing/Miscellaneous  
Lawn Seeding

Hibbing, MN  
St. Louis, MO  
Clements, MN

### FINANCIALS

#### Claims for Approval:

	Start #	End#	Total
<b>Checks</b>	<b>46544</b>	<b>46602</b>	<b>\$57,102.86</b>
<b>eChecks</b>	<b>1319e</b>	<b>1344e</b>	<b>\$24,919.69</b>
<b>Payroll</b>	<b>0502357</b>	<b>0502384</b>	<b>\$35,753.64</b>
<b>Claims Total</b>			<b>\$117,776.19</b>

**Voided Checks:** 046543 – Voided for UCAP; 46550-46551, 46554-46555, 46560, 46565-46566, 46568-46569, 46575-46576, 46580-46582, 46585-46586, 46595-46596, 46600

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

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

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

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



\*Check Detail Register©

May 2024

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 Checking</b>					
<b>46544</b>	05/13/24	<b>ABDO LLP</b>			
E 100-41530-305		Other Contractual Service	\$3,675.00		BILLS 051324 AUDITORS
		Total	\$3,675.00		
<b>46545</b>	05/13/24	<b>ALPHA WIRELESS</b>			
E 100-42220-404		Rep & Maint-Equipment	\$480.00	23732	BILLS 051324 FIRE WIRELESS
		Total	\$480.00		
<b>46546</b>	05/13/24	<b>AMAZON CAPITAL SERVICES, INC.</b>			
E 211-45501-210		Operating Supplies & Post	\$99.25		BILLS 051324 SUPPLIES LIB
E 211-45501-214		Library Books	\$25.19		BILLS 051324 LIB BOOKS
E 211-45501-216		DVD and Multimedia	\$119.11		BILLS 051324 LIB DVDS
E 211-45501-310		Reading Programs Fees	\$35.99		BILLS 051324 LIB READING PROG
E 100-43120-210		Operating Supplies & Post	\$38.86		BILLS 051324 ZIP TIES, SPRINKLER
E 100-41425-210		Operating Supplies & Post	\$12.77		BILLS 051324 OFFICE SUPPLIES
E 100-46102-210		Operating Supplies & Post	\$297.95		BILLS 051324 TRAIL CAMS COMPOST
		Total	\$629.12		
<b>46547</b>	05/13/24	<b>AMERICAN NATIONAL RED CROSS</b>			
E 100-45124-315		Travel Conference School	\$300.00		BILLS 051324 LIFEGUARD TRAINING
		Total	\$300.00		
<b>46548</b>	05/13/24	<b>BOLLIG, INC</b>			
E 100-41700-305		Other Contractual Service	\$1,237.50	7717	BILLS 051324 PURSUIT OF LEVERAGE FUNDING
		Total	\$1,237.50		
<b>46549</b>	05/13/24	<b>CENTER POINT LARGE PRINT</b>			
E 211-45501-214		Library Books	\$46.74		BILLS 051324 BOOKS
		Total	\$46.74		
<b>46552</b>	05/13/24	<b>CENTRACARE EMS</b>			
E 201-42153-305		Other Contractual Service	\$200.00		BILLS 051324 F.S.
		Total	\$200.00		
<b>46553</b>	05/13/24	<b>COMPUTERS &amp; BEYOND</b>			
E 100-42110-210		Operating Supplies & Post	\$75.37		BILLLS 051324 YEARLY ANTIVIRUS
E 100-41425-210		Operating Supplies & Post	\$75.37		BILLLS 051324 YEARLY ANTIVIRUS
E 100-42220-210		Operating Supplies & Post	\$75.37		BILLLS 051324 YEARLY ANTIVIRUS
E 100-43120-210		Operating Supplies & Post	\$75.37		BILLLS 051324 YEARLY ANTIVIRUS
E 100-45124-210		Operating Supplies & Post	\$75.37		BILLLS 051324 YEARLY ANTIVIRUS
E 100-41110-210		Operating Supplies & Post	\$75.37		BILLLS 051324 YEARLY ANTIVIRUS
E 100-45400-210		Operating Supplies & Post	\$75.37		BILLLS 051324 YEARLY ANTIVIRUS
E 601-49400-210		Operating Supplies & Post	\$75.37		BILLLS 051324 YEARLY ANTIVIRUS
E 602-49450-210		Operating Supplies & Post	\$75.37		BILLLS 051324 YEARLY ANTIVIRUS
E 201-42153-210		Operating Supplies & Post	\$75.37		BILLLS 051324 YEARLY ANTIVIRUS
E 603-49500-210		Operating Supplies & Post	\$75.37		BILLLS 051324 YEARLY ANTIVIRUS
E 211-45501-210		Operating Supplies & Post	\$75.37		BILLLS 051324 YEARLY ANTIVIRUS
E 207-46501-210		Operating Supplies & Post	\$75.42		BILLLS 051324 YEARLY ANTIVIRUS



CITY OF LAMBERTON

\*Check Detail Register©

May 2024

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
			Total	\$979.86	
<b>46556</b>	05/13/24	<b>DELAFOREST CONSULTING</b>			
E 207-46501-305		Other Contractual Service	\$5,000.00	LA-3-2024	BILLS 051324 CONSULTING 3RD INSTALLMENT
			Total	\$5,000.00	
<b>46557</b>	05/13/24	<b>EXPERT BILLING, LLC</b>			
E 201-42153-305		Other Contractual Service	\$28.50	12389	BILLS 051324 RUNS BILLED MAR
			Total	\$28.50	
<b>46558</b>	05/13/24	<b>FARMERS CO-OP OIL COMPANY</b>			
E 201-42153-211		Motor Fuel & Lubricants	\$90.95		BILLS 051324
E 100-42110-211		Motor Fuel & Lubricants	\$37.21		BILLS 051324
E 100-42220-211		Motor Fuel & Lubricants	\$119.30		BILLS 051324
E 100-43120-211		Motor Fuel & Lubricants	\$467.28		BILLS 051324
E 100-45202-211		Motor Fuel & Lubricants	\$23.83		BILLS 051324
			Total	\$738.57	
<b>46561</b>	05/13/24	<b>FARM-RITE EQUIPMENT OF WILLMAR</b>			
E 100-45202-510		Equip & Improvements	\$5,582.56	E03770	BILLS 051324 SWEEPER BUCKET
			Total	\$5,582.56	
<b>46562</b>	05/13/24	<b>FERGUSON WATERWORKS, INC #2516</b>			
E 601-49400-210		Operating Supplies & Post	\$214.08	0488316	BILLS 051324 METER PARTS
E 601-49400-510		Equip & Improvements	\$1,242.06	0489714	BILLS 051324 WATER METERS DOLLAR GENERAL
E 601-49400-510		Equip & Improvements	\$1,634.57	0490766	BILLS 051324 METERS
			Total	\$3,090.71	
<b>46563</b>	05/13/24	<b>GALLS, LLC</b>			
E 100-42110-210		Operating Supplies & Post	\$205.36		BILLS 051324 BADGE
			Total	\$205.36	
<b>46564</b>	05/13/24	<b>GOPHER STATE ONE-CALL, INC.</b>			
E 601-49400-305		Other Contractual Service	\$120.15		BILLS 051324 LOCATE FOR FIBER
E 602-49450-210		Operating Supplies & Post	\$120.15		BILLS 051324 LOCATE FOR FIBER
			Total	\$240.30	
<b>46567</b>	05/13/24	<b>HAWKINS, INC.</b>			
E 601-49400-210		Operating Supplies & Post	\$40.00	6731867	BILLS 051324 CHLORINE CYLINDERS
E 601-49400-210		Operating Supplies & Post	\$496.00	6737907	BILLS 051324 REMOTE METER
E 601-49400-210		Operating Supplies & Post	\$1,026.49	6747585	BILLS 051324 CHLORINE
			Total	\$1,562.49	
<b>46570</b>	05/13/24	<b>I&amp;S GROUP, INC.</b>			
E 100-41700-305		Other Contractual Service	\$7,578.75	102426	BILLS 051324
E 100-41700-305		Other Contractual Service	\$471.25	103315	BILLS 051324
			Total	\$8,050.00	
<b>46571</b>	05/13/24	<b>JOHN DEERE FINANCIAL</b>			
E 100-45202-210		Operating Supplies & Post	\$109.71	12635776	BILLS 051324 BLADE



CITY OF LAMBERTON

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May 2024

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$109.71		
<b>46572</b>	05/13/24	<b>KIDS REFERENCE COMPANY, INC.</b>			
E 211-45501-214		Library Books	\$181.60	KRC-13109	BILLS 051324 BOOKS
Total			\$181.60		
<b>46573</b>	05/13/24	<b>L &amp; S CONSTRUCTION, INC..</b>			
E 100-43120-210		Operating Supplies & Post	\$161.73	041724-k	BILLS 051324 GRAVEL MOTEL ROAD
E 100-43120-210		Operating Supplies & Post	\$162.21	041824-a	BILLS 051324 GRAVEL MOTEL ROAD
Total			\$323.94		
<b>46574</b>	05/13/24	<b>LAMBERTON HANDI-MART</b>			
E 601-49400-210		Operating Supplies & Post	\$2.79	65897	BILLS 051324 ICE WATER SAMPLES
Total			\$2.79		
<b>46577</b>	05/13/24	<b>LAMBERTON NEWS</b>			
E 100-41425-210		Operating Supplies & Post	\$15.00	32635	BILLS 051324 SURPLIS SALE AD
E 201-42153-210		Operating Supplies & Post	\$15.00	32635	BILLS 051324 SURPLIS SALE AD
E 211-45501-210		Operating Supplies & Post	\$15.00	32635	BILLS 051324 SURPLIS SALE AD
E 100-41450-340		Printing Publishing Adverti	\$630.00	32635	BILLS 051324 WATER REPORT
E 100-41450-340		Printing Publishing Adverti	\$135.00	32635	BILLS 051324 FINANCIAL REPORT
E 100-41450-340		Printing Publishing Adverti	\$260.00	32635	BILLS 051324 ORDINANCE CH 9
Total			\$1,070.00		
<b>46578</b>	05/13/24	<b>LINDE GAS &amp; EQUIPMENT, INC</b>			
E 201-42153-210		Operating Supplies & Post	\$743.03		BILLS 051324 OXYGEN
Total			\$743.03		
<b>46579</b>	05/13/24	<b>MARCO</b>			
E 100-42110-210		Operating Supplies & Post	\$14.63		BILLLS 051324
E 100-41425-210		Operating Supplies & Post	\$14.63		BILLLS 051324
E 100-42220-210		Operating Supplies & Post	\$14.63		BILLLS 051324
E 100-43120-210		Operating Supplies & Post	\$14.63		BILLLS 051324
E 100-45124-210		Operating Supplies & Post	\$14.63		BILLLS 051324
E 100-41110-210		Operating Supplies & Post	\$14.63		BILLLS 051324
E 100-45400-210		Operating Supplies & Post	\$14.63		BILLLS 051324
E 601-49400-210		Operating Supplies & Post	\$14.63		BILLLS 051324
E 602-49450-210		Operating Supplies & Post	\$14.63		BILLLS 051324
E 201-42153-210		Operating Supplies & Post	\$14.63		BILLLS 051324
E 603-49500-210		Operating Supplies & Post	\$14.63		BILLLS 051324
E 211-45501-210		Operating Supplies & Post	\$14.62		BILLLS 051324
E 207-46501-210		Operating Supplies & Post	\$14.60		BILLLS 051324
Total			\$190.15		
<b>46583</b>	05/13/24	<b>MARSHALL NORTHWEST PIPE FITTIN</b>			
E 601-49400-210		Operating Supplies & Post	\$329.13	482652	BILLS 051324 VALVE BOX, ADAPTORS
Total			\$329.13		
<b>46584</b>	05/13/24	<b>MAYNARDS FOOD CENTER</b>			
E 100-45202-210		Operating Supplies & Post	\$18.54		BILLS 051324 PREP PARKS
E 601-49400-210		Operating Supplies & Post	\$10.78		BILLS 051324 WATER SAMPLING



CITY OF LAMBERTON

\*Check Detail Register©

May 2024

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-43120-210		Operating Supplies & Post	\$37.98		BILLS 051324 PAPER PRODUCTS
E 100-46102-210		Operating Supplies & Post	\$31.98		BILLS 051324 COMPOST CAMERA BATTERIES
E 602-49450-210		Operating Supplies & Post	\$6.99		BILLS 051324 WATER SAMPLING
		Total	\$106.27		
<b>46587</b>	05/13/24	<b>MED-COMPASS</b>			
E 100-42220-305		Other Contractual Service	\$1,300.00	45232	BILLS 051324 BASIC PHYSICAL X15 + TRIP CHARG
		Total	\$1,300.00		
<b>46588</b>	05/13/24	<b>MUNICIPAL EMERGENCY SERVICES</b>			
E 100-42220-210		Operating Supplies & Post	\$201.20	202644	BILLS 051324 TURN OUT COAT
		Total	\$201.20		
<b>46589</b>	05/13/24	<b>MATTHEW NOVAK</b>			
E 100-41610-305		Other Contractual Service	\$745.50		BILLS 051324 COUNSEL
E 100-42110-305		Other Contractual Service	\$3,626.10		BILLS 051324 COUNSEL, COURT
		Total	\$4,371.60		
<b>46590</b>	05/13/24	<b>REDWOOD COUNTY AUDITOR-TREASUR</b>			
E 100-49201-445		Licenses & Taxes	\$4,250.22	41	BILLS 051324 SHARE REFUND TO MN ENERGY
		Total	\$4,250.22		
<b>46591</b>	05/13/24	<b>RUNNINGS SUPPLY, INC.</b>			
E 100-45202-210		Operating Supplies & Post	\$89.97	3375728	BILLS 051324 DEADBOLT PARK
		Total	\$89.97		
<b>46592</b>	05/13/24	<b>SHARE CORP</b>			
E 100-45124-210		Operating Supplies & Post	\$494.93	266317	BILLS 051324 POOL SUPPLIES
E 100-45202-210		Operating Supplies & Post	\$465.23	266317	BILLS 051324 PARK SUPPLIES
E 100-45124-210		Operating Supplies & Post	\$628.86	266505	BILLS 051324 ALGAECIDE
E 100-45124-210		Operating Supplies & Post	\$1,850.53	266674	BILLS 051324 CHLORINE POOL
		Total	\$3,439.55		
<b>46593</b>	05/13/24	<b>SOUTHERN MN EMS EDUCATION</b>			
E 100-42220-315		Travel Conference School	\$737.50	1320	BILLS 051324 EMR PLAN 44 X17; 1 RELICENSE
		Total	\$737.50		
<b>46594</b>	05/13/24	<b>TRACY AMB SERVICE EDUCATION</b>			
E 201-42153-305		Other Contractual Service	\$200.00		BILLS 051324 INTERCEPT J.S.
		Total	\$200.00		
<b>46597</b>	05/13/24	<b>VOLLMER, KRIS</b>			
E 100-41425-315		Travel Conference School	\$25.80		BILLS 051324 METER READING MILEAGE MAR, APR, MAY
		Total	\$25.80		
<b>46598</b>	05/13/24	<b>WEST CENTRAL SANITATION, INC.</b>			
E 603-49500-305		Other Contractual Service	\$2,337.30		BILLS 051324 MAR & APR SERVICE
		Total	\$2,337.30		
<b>46599</b>	05/13/24	<b>CARDMEMBER SERVICE</b>			



**\*Check Detail Register©**

May 2024

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-42110-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 100-41425-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 100-42220-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 100-43120-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 100-45124-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 100-41110-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 100-45400-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 601-49400-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 602-49450-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 201-42153-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 603-49500-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 211-45501-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 207-46501-210		Operating Supplies & Post	\$3.70		BILLS ADOBE
E 100-42110-210		Operating Supplies & Post	\$1.83		BILLS SR FAX
E 100-41425-210		Operating Supplies & Post	\$1.83		BILLS SR FAX
E 100-42220-210		Operating Supplies & Post	\$1.83		BILLS SR FAX
E 100-43120-210		Operating Supplies & Post	\$1.83		BILLS SR FAX
E 100-45124-210		Operating Supplies & Post	\$1.83		BILLS SR FAX
E 100-41110-210		Operating Supplies & Post	\$1.83		BILLS SR FAX
E 100-45400-210		Operating Supplies & Post	\$1.83		BILLS SR FAX
E 601-49400-210		Operating Supplies & Post	\$1.83		BILLS SR FAX
E 602-49450-210		Operating Supplies & Post	\$1.83		BILLS SR FAX
E 201-42153-210		Operating Supplies & Post	\$1.83		BILLS SR FAX
E 603-49500-210		Operating Supplies & Post	\$1.83		BILLS SR FAX
E 211-45501-210		Operating Supplies & Post	\$1.83		BILLS SR FAX
E 207-46501-210		Operating Supplies & Post	\$1.89		BILLS SR FAX
E 100-41425-210		Operating Supplies & Post	\$1.63		BILLS051324A POSTAGE CLERK
E 201-42153-210		Operating Supplies & Post	\$103.83		BILLS051324A HOT PACKS, MEGA MOVER
E 100-43120-210		Operating Supplies & Post	\$112.92		BILLS051324A HARBOR FREIGHT TOOLS
E 100-43120-210		Operating Supplies & Post	\$73.03		BILLS051324A MENARDS TOOLS
E 100-42110-315		Travel Conference School	(\$571.05)		BILLS051324A CREDIT WANDA PD
E 100-41425-315		Travel Conference School	\$76.88		BILLS051324A MEALS HOUSE HEARING
E 100-41425-210		Operating Supplies & Post	\$418.56		BILLS051324A OFFICE CHAIR
E 100-41425-315		Travel Conference School	\$260.00		BILLS051324A CLERK SCHOOL
E 601-49400-210		Operating Supplies & Post	\$8.73		BILLS051324A CERT LETTER WATER BILL
E 100-42110-210		Operating Supplies & Post	\$10.75		BILLS051324A PACKAGE
E 100-42110-210		Operating Supplies & Post	\$171.80		BILLS051324A FLASH DRIVES
E 100-42110-210		Operating Supplies & Post	\$62.36		BILLS051324A WEBCAM
E 100-42110-210		Operating Supplies & Post	\$71.15		BILLS051324A SPEAKER, ZIP TIES
E 100-42110-210		Operating Supplies & Post	\$26.98		BILLS051324A FLASH DRIVES
E 100-41940-381		Utilities	\$32.49	330585947,9	BILLS PREMIUM WATER
Total			\$931.89		

<b>46601</b>	05/13/24	<b>FIRST SECURITY BANK</b>			
E 308-47001-611		Debt: Bond Interest	\$3,937.50		2019B BOND REV REFUND INTEREST
Total			\$3,937.50		

<b>46602</b>	05/13/24	<b>RON'S RECYCLING</b>			
E 100-43210-305		Other Contractual Service	\$177.00		5-11-24 CITY SPRING CLEAN UP



CITY OF LAMBERTON

\*Check Detail Register©

May 2024

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total		\$177.00	
		<b>10100</b>		\$57,102.86	

Fund Summary

**10100 Checking**

100 General Fund	\$38,098.75
201 Ambulance	\$1,476.83
207 EDA	\$5,095.61
211 Library	\$618.39
308 2019B GO Refunding Bond	\$3,937.50
601 Water	\$5,220.30
602 Sewer	\$222.66
603 Garbage Collection	\$2,432.82
	\$57,102.86

Valerie Halter, Clerk

Date

Lydell Sik, Mayor

Date



\*Check Detail Register©

2024 (April, May)

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 Checking</b>					
<b>1317 e</b>	04/01/24	<b>FIRST SECURITY BANK</b>			
E 100-42110-210		Operating Supplies & Post	\$3.21		040124 SAFE DEP BOX BANK FEES
E 100-41425-210		Operating Supplies & Post	\$3.21		040124 SAFE DEP BOX BANK FEES
E 100-42220-210		Operating Supplies & Post	\$3.21		040124 SAFE DEP BOX BANK FEES
E 100-43120-210		Operating Supplies & Post	\$3.21		040124 SAFE DEP BOX BANK FEES
E 100-45124-210		Operating Supplies & Post	\$3.21		040124 SAFE DEP BOX BANK FEES
E 100-41110-210		Operating Supplies & Post	\$3.21		040124 SAFE DEP BOX BANK FEES
E 100-45400-210		Operating Supplies & Post	\$3.21		040124 SAFE DEP BOX BANK FEES
E 601-49400-210		Operating Supplies & Post	\$3.21		040124 SAFE DEP BOX BANK FEES
E 602-49450-210		Operating Supplies & Post	\$3.21		040124 SAFE DEP BOX BANK FEES
E 201-42153-210		Operating Supplies & Post	\$3.21		040124 SAFE DEP BOX BANK FEES
E 603-49500-210		Operating Supplies & Post	\$3.21		040124 SAFE DEP BOX BANK FEES
E 211-45501-210		Operating Supplies & Post	\$3.21		040124 SAFE DEP BOX BANK FEES
E 207-46501-210		Operating Supplies & Post	\$3.26		040124 SAFE DEP BOX BANK FEES
E 617-49710-210		Operating Supplies & Post	\$3.22		040124 SAFE DEP BOX BANK FEES
		Total	\$45.00		
<b>1319 e</b>	04/03/24	<b>FIRST DATA MERCHANT SVCS LLC</b>			
E 100-45202-305		Other Contractual Service	\$24.42		CC FEES 040324
E 100-45202-305		Other Contractual Service	\$46.00		CC FEES 040324
		Total	\$70.42		
<b>1320 e</b>	04/05/24	<b>USABLE LIFE</b>			
G 100-21713		Health Insurance Withhold	\$31.40		040524 ECHECK
		Total	\$31.40		
<b>1321 e</b>	04/08/24	<b>REDWOOD ELECTRIC COOPERATIVE</b>			
E 201-42153-381		Utilities	\$30.50		040824- ELECTRIC SVC MARCH USE
E 100-42110-381		Utilities	\$30.50		040824- ELECTRIC SVC MARCH USE
E 100-45400-381		Utilities	\$65.00		040824- ELECTRIC SVC MARCH USE
E 211-45501-381		Utilities	\$65.00		040824- ELECTRIC SVC MARCH USE
E 100-43160-381		Utilities	\$860.00		040824- ELECTRIC SVC MARCH USE
E 601-49400-381		Utilities	\$1,046.59		040824- ELECTRIC SVC MARCH USE
E 602-49450-381		Utilities	\$97.41		040824- ELECTRIC SVC MARCH USE
E 100-45202-381		Utilities	\$102.81		040824- ELECTRIC SVC MARCH USE
E 100-43120-381		Utilities	\$27.69		040824- ELECTRIC SVC MARCH USE
E 100-45124-381		Utilities	\$44.47		040824- ELECTRIC SVC MARCH USE
E 100-42501-381		Utilities	\$66.00		040824- ELECTRIC SVC MARCH USE
E 100-42220-381		Utilities	\$63.43		040824- ELECTRIC SVC MARCH USE
E 100-41940-381		Utilities	\$63.43		040824- ELECTRIC SVC MARCH USE
		Total	\$2,562.83		
<b>1322 e</b>	04/12/24	<b>EFTPS</b>			
G 100-21701		Federal Withholding	\$768.59		PP 8 4-12-24 PAYROLL DEDUCTION
G 100-21703		FICA Withholding	\$1,277.00		PP 8 4-12-24 PAYROLL DEDUCTION
G 100-21704		Medicare Withholding	\$356.16		PP 8 4-12-24 PAYROLL DEDUCTION
		Total	\$2,401.75		
<b>1323 e</b>	04/12/24	<b>PERA</b>			





\*Check Detail Register©

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 100-21705		PERA Coord Withholding	\$1,298.61		PP 8 4-12-24 PAYROLL DEDUCTION
G 100-21706		PERA Police Withholding	\$585.15		PP 8 4-12-24 PAYROLL DEDUCTION
		Total	\$1,883.76		
<b>1324 e</b>	04/12/24	<b>MN DEPARTMENT OF REVENUE</b>			
G 100-21702		State Withholding	\$472.00		PAYROLL DEDUCTION
		Total	\$472.00		
<b>1325 e</b>	04/09/24	<b>MN DEPARTMENT OF REVENUE</b>			
G 601-21000		Sales Taxes Payable	\$686.06		Q1 2024 Sales Tax Payment
G 601-21001		Local Sales Tax Payable	\$49.85		Q1 2024 Sales Tax Payment
G 603-21000		Sales Taxes Payable	\$518.61		Q1 2024 Sales Tax Payment
E 100-45124-445		Licenses & Taxes	\$0.00		Q1 2024 Sales Tax Payment
E 100-42110-445		Licenses & Taxes	\$11.14		Q1 2024 Sales Tax Payment
E 100-42220-445		Licenses & Taxes	\$24.80		Q1 2024 Sales Tax Payment
E 100-41425-445		Licenses & Taxes	\$10.80		Q1 2024 Sales Tax Payment
E 100-45202-445		Licenses & Taxes	\$93.44		Q1 2024 Sales Tax Payment
E 100-45400-445		Licenses & Taxes	\$39.83		Q1 2024 Sales Tax Payment
E 100-43120-445		Licenses & Taxes	\$0.00		Q1 2024 Sales Tax Payment
E 211-45501-445		Licenses & Taxes	\$9.62		Q1 2024 Sales Tax Payment
E 603-49500-445		Licenses & Taxes	\$23.39		Q1 2024 Sales Tax Payment
E 601-49400-445		Licenses & Taxes	(\$187.91)		Q1 2024 Sales Tax Payment
E 601-49400-445		Licenses & Taxes	\$0.37		Q1 2024 Sales Tax Payment
		Total	\$1,280.00		
<b>1326 e</b>	04/10/24	<b>MN ENERGY RESOURCES CORP.</b>			
E 601-49400-381		Utilities	\$353.62		041024 UTILITY PAYMENT
E 100-43120-381		Utilities	\$106.55		041024 UTILITY PAYMENT
E 100-42220-381		Utilities	\$157.03		041024 UTILITY PAYMENT
E 100-41940-381		Utilities	\$157.04		041024 UTILITY PAYMENT
E 201-42153-381		Utilities	\$59.31		041024 UTILITY PAYMENT
E 100-42110-381		Utilities	\$59.31		041024 UTILITY PAYMENT
E 100-45400-381		Utilities	\$81.33		041024 UTILITY PAYMENT
E 211-45501-381		Utilities	\$81.33		041024 UTILITY PAYMENT
E 100-45124-381		Utilities	\$57.31		041024 UTILITY PAYMENT
		Total	\$1,112.83		
<b>1327 e</b>	04/12/24	<b>REZPLOT SYSTEMS, LLC</b>			
E 100-45202-305		Other Contractual Service	\$100.00		WEB PAYMENT FEES 041224
		Total	\$100.00		
<b>1328 e</b>	04/15/24	<b>FIRST SECURITY BANK</b>			
E 100-42110-210		Operating Supplies & Post	\$6.54		041524- ACH BANK FEES
E 100-41425-210		Operating Supplies & Post	\$6.54		041524- ACH BANK FEES
E 100-42220-210		Operating Supplies & Post	\$6.54		041524- ACH BANK FEES
E 100-43120-210		Operating Supplies & Post	\$6.54		041524- ACH BANK FEES
E 100-45124-210		Operating Supplies & Post	\$6.54		041524- ACH BANK FEES
E 100-41110-210		Operating Supplies & Post	\$6.54		041524- ACH BANK FEES
E 100-45400-210		Operating Supplies & Post	\$6.54		041524- ACH BANK FEES
E 601-49400-210		Operating Supplies & Post	\$6.54		041524- ACH BANK FEES



CITY OF LAMBERTON

\*Check Detail Register©

2024 (April, May)

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-49450-210		Operating Supplies & Post	\$6.54		041524- ACH BANK FEES
E 201-42153-210		Operating Supplies & Post	\$6.54		041524- ACH BANK FEES
E 603-49500-210		Operating Supplies & Post	\$6.54		041524- ACH BANK FEES
E 211-45501-210		Operating Supplies & Post	\$6.54		041524- ACH BANK FEES
E 207-46501-210		Operating Supplies & Post	\$6.57		041524- ACH BANK FEES
		Total	\$85.05		
<b>1329 e</b>	04/17/24	<b>AFLAC</b>			
G 100-21712		AFLAC Withholding	\$492.60		041724 PREMIUM
		Total	\$492.60		
<b>1330 e</b>	04/23/24	<b>CASH CUSTOMER</b>			
R 100-36240		Refunds & Reimbursemen	\$64.60		W KIRKPATRICK REFUND CAMPING
		Total	\$64.60		
<b>1331 e</b>	04/23/24	<b>BLUE CROSS BLUE SHIELD</b>			
G 100-21713		Health Insurance Withhold	\$1,122.70		042324BCBS
		Total	\$1,122.70		
<b>1332 e</b>	04/23/24	<b>CENTURYLINK</b>			
E 201-42153-210		Operating Supplies & Post	\$8.57		042324 - PHONE & INTERNET SVCS
E 100-42110-210		Operating Supplies & Post	\$8.57		042324 - PHONE & INTERNET SVCS
E 100-41425-210		Operating Supplies & Post	\$39.00		042324 - PHONE & INTERNET SVCS
E 100-42220-210		Operating Supplies & Post	\$8.57		042324 - PHONE & INTERNET SVCS
E 601-49400-210		Operating Supplies & Post	\$8.57		042324 - PHONE & INTERNET SVCS
E 602-49450-210		Operating Supplies & Post	\$8.57		042324 - PHONE & INTERNET SVCS
E 100-43120-210		Operating Supplies & Post	\$8.57		042324 - PHONE & INTERNET SVCS
E 207-46501-210		Operating Supplies & Post	\$8.57		042324 - PHONE & INTERNET SVCS
E 603-49500-210		Operating Supplies & Post	\$8.57		042324 - PHONE & INTERNET SVCS
E 211-45501-210		Operating Supplies & Post	\$75.68		042324 - PHONE & INTERNET SVCS
E 100-45124-210		Operating Supplies & Post	\$69.81		042324 - PHONE & INTERNET SVCS
E 100-45400-210		Operating Supplies & Post	\$8.57		042324 - PHONE & INTERNET SVCS
E 617-49710-210		Operating Supplies & Post	\$8.57		042324 - PHONE & INTERNET SVCS
E 100-41110-210		Operating Supplies & Post	\$8.58		042324 - PHONE & INTERNET SVCS
		Total	\$278.77		
<b>1333 e</b>	04/26/24	<b>EFTPS</b>			
G 100-21701		Federal Withholding	\$723.38		PP 9 - 4-26-24 PAYROLL DEDUCTION
G 100-21703		FICA Withholding	\$1,281.86		PP 9 - 4-26-24 PAYROLL DEDUCTION
G 100-21704		Medicare Withholding	\$346.46		PP 9 - 4-26-24 PAYROLL DEDUCTION
		Total	\$2,351.70		
<b>1334 e</b>	04/26/24	<b>PERA</b>			
G 100-21705		PERA Coord Withholding	\$1,287.55		PP 9 - 4-26-24 PAYROLL DEDUCTION
G 100-21706		PERA Police Withholding	\$474.90		PP 9 - 4-26-24 PAYROLL DEDUCTION
		Total	\$1,762.45		
<b>1335 e</b>	04/26/24	<b>MN DEPARTMENT OF REVENUE</b>			
G 100-21702		State Withholding	\$450.00		PP 9 - 4-26-24 PAYROLL DEDUCTION
		Total	\$450.00		



CITY OF LAMBERTON

\*Check Detail Register©

2024 (April, May)

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>1336 e</b>	04/24/24	<b>CITY OF LAMBERTON</b>			
E 201-42153-381		Utilities	\$18.39		042424Utility Bill
E 100-42110-381		Utilities	\$18.39		042424Utility Bill
E 100-45400-381		Utilities	\$65.77		042424Utility Bill
E 211-45501-381		Utilities	\$65.78		042424Utility Bill
E 100-43160-381		Utilities	\$0.00		042424Utility Bill
E 100-45124-381		Utilities	\$0.00		042424Utility Bill
E 100-42220-381		Utilities	\$16.42		042424Utility Bill
E 100-41940-381		Utilities	\$16.43		042424Utility Bill
		Total	\$201.18		
<b>1337 e</b>	04/24/24	<b>MN DEPARTMENT OF HEALTH</b>			
E 201-42153-305		Other Contractual Service	\$709.00		DHS HCFee for Ambulance Resertification
		Total	\$709.00		
<b>1338 e</b>	04/26/24	<b>VERIZON WIRELESS</b>			
E 201-42153-210		Operating Supplies & Post	\$40.01		042624- WIRELESS SVC
E 100-43120-210		Operating Supplies & Post	\$41.22		042624- WIRELESS SVC
E 601-49400-210		Operating Supplies & Post	\$41.22		042624- WIRELESS SVC
E 100-42110-210		Operating Supplies & Post	\$41.22		042624- WIRELESS SVC
E 100-42110-210		Operating Supplies & Post	\$35.01		042624- WIRELESS SVC
		Total	\$198.68		
<b>1339 e</b>	05/10/24	<b>EFTPS</b>			
G 100-21701		Federal Withholding	\$708.98		PP 10 - 5-10-24 PAYROLL DEDUCTION
G 100-21703		FICA Withholding	\$1,259.02		PP 10 - 5-10-24 PAYROLL DEDUCTION
G 100-21704		Medicare Withholding	\$343.04		PP 10 - 5-10-24 PAYROLL DEDUCTION
		Total	\$2,311.04		
<b>1340 e</b>	05/10/24	<b>PERA</b>			
G 100-21705		PERA Coord Withholding	\$1,260.61		PP 10 - 5-10-24 PAYROLL DEDUCTION
G 100-21706		PERA Police Withholding	\$494.07		PP 10 - 5-10-24 PAYROLL DEDUCTION
		Total	\$1,754.68		
<b>1341 e</b>	05/10/24	<b>MN DEPARTMENT OF REVENUE</b>			
G 100-21702		State Withholding	\$441.00		PP 10 - 5-10-24 PAYROLL DEDUCTION
		Total	\$441.00		
<b>1342 e</b>	05/03/24	<b>FIRST DATA MERCHANT SVCS LLC</b>			
E 100-45202-305		Other Contractual Service	\$31.20		FEES 050324 DISCOUNT
E 100-45202-305		Other Contractual Service	\$47.60		FEES 050324 FEE
		Total	\$78.80		
<b>1343 e</b>	05/06/24	<b>REDWOOD ELECTRIC COOPERATIVE</b>			
E 201-42153-381		Utilities	\$32.00		MARCH ELECTRIC SVC
E 100-42110-381		Utilities	\$32.00		MARCH ELECTRIC SVC
E 100-45400-381		Utilities	\$66.00		MARCH ELECTRIC SVC
E 211-45501-381		Utilities	\$66.00		MARCH ELECTRIC SVC
E 100-43160-381		Utilities	\$867.00		MARCH ELECTRIC SVC
E 601-49400-381		Utilities	\$1,051.42		MARCH ELECTRIC SVC



CITY OF LAMBERTON

\*Check Detail Register©

2024 (April, May)

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-49450-381		Utilities	\$113.75		MARCH ELECTRIC SVC
E 100-45202-381		Utilities	\$114.60		MARCH ELECTRIC SVC
E 100-43120-381		Utilities	\$44.80		MARCH ELECTRIC SVC
E 100-45124-381		Utilities	\$44.67		MARCH ELECTRIC SVC
E 100-42501-381		Utilities	\$66.00		MARCH ELECTRIC SVC
E 100-42220-381		Utilities	\$63.91		MARCH ELECTRIC SVC
E 100-41940-381		Utilities	\$63.90		MARCH ELECTRIC SVC
		Total	\$2,626.05		
<b>1344 e</b>	05/07/24	<b>USABLE LIFE</b>			
G 100-21713		Health Insurance Withhold	\$31.40		050724 ECHECK
		Total	\$31.40		
		<b>10100</b>	\$24,919.69		

Fund Summary

**10100 Checking**

100 General Fund	\$19,759.47
201 Ambulance	\$907.53
207 EDA	\$18.40
211 Library	\$373.16
601 Water	\$3,059.54
602 Sewer	\$229.48
603 Garbage Collection	\$560.32
617 Storm Sewer	\$11.79
	\$24,919.69

Valerie Halter, Clerk

Date

Lydell Sik, Mayor

Date

CITY OF LAMBERTON

Check Register

Year	Pay Group	Pay Period	Check #	Employee #	Employee Name	Soc Sec #	Check Date	Check Amount	Check Gross
2024	01	7	0502357	00000007	THRAM, JUSTIN R		3/29/2024		
2024	01	7	0502358	00000008	VOGEL, ALICIA M		3/29/2024		
2024	01	7	0502361	00000019	FENGER, CHARLES D		3/29/2024		
2024	01	7	0502362	00000025	WALKER, JOSH		3/29/2024		
2024	01	7	0502360	00000012	BEERMANN, TYLER		3/29/2024		
2024	01	7	0502363	00000026	MATTER, ERICA		3/29/2024		
2024	01	7	0502359	00000010	VOLLMER, KRISTI		3/29/2024		
2024	01	7	0502364	00000027	QUIRING, VICKI		3/29/2024		
2024	01	7	0502356	00000004	HALTER, VALERIE		3/29/2024		
2024	01	8	0502366	00000007	THRAM, JUSTIN R		4/12/2024		
2024	01	8	0502367	00000008	VOGEL, ALICIA M		4/12/2024		
2024	01	8	0502370	00000019	FENGER, CHARLES D		4/12/2024		
2024	01	8	0502371	00000025	WALKER, JOSH		4/12/2024		
2024	01	8	0502369	00000012	BEERMANN, TYLER		4/12/2024		
2024	01	8	0502372	00000026	MATTER, ERICA		4/12/2024		
2024	01	8	0502368	00000010	VOLLMER, KRISTI		4/12/2024		
2024	01	8	0502373	00000404	HESSE, MINDI E		4/12/2024		
2024	01	8	0502365	00000004	HALTER, VALERIE		4/12/2024		
2024	01	9	0502375	00000007	THRAM, JUSTIN R		4/26/2024		
2024	01	9	0502376	00000008	VOGEL, ALICIA M		4/26/2024		
2024	01	9	0502379	00000019	FENGER, CHARLES D		4/26/2024		
2024	01	9	0502380	00000025	WALKER, JOSH		4/26/2024		
2024	01	9	0502378	00000012	BEERMANN, TYLER		4/26/2024		
2024	01	9	0502381	00000026	MATTER, ERICA		4/26/2024		
2024	01	9	0502377	00000010	VOLLMER, KRISTI		4/26/2024		
2024	01	9	0502382	00000027	QUIRING, VICKI		4/26/2024		
2024	01	9	0502383	00000404	HESSE, MINDI E		4/26/2024		
2024	01	9	0502374	00000004	HALTER, VALERIE		4/26/2024		
2024	01	10	0502385	00000007	THRAM, JUSTIN R		5/10/2024		



**Based on this information, we are looking at a premium in the range of \$50,000/year. they will order a Loss Control study and we can sit down and pick and choose what type of insurance we want on each portion of the building.**

CONNECTING & INNOVATING  
SINCE 1913

## Vacant Property Questionnaire

<b>City Name:</b>	City of Lamberton
<b>Address (and Location Number if Applicable):</b>	100 6 <sup>th</sup> Ave E , Lamberton, MN 56152
Please provide supporting photos of the property with this Questionnaire.	

### General Information

Replacement Cost of Building	unknown
Estimated Fair Market Value of Building	\$3,106,700 (estimated market value according to county)
How Long has the property been vacant?	Will become vacant by 11/01/2024
<b>Proposed Future Plans</b> (sell, lease or renovate) please describe	See comments below

Building Services, Utilities and Conditions	Yes	No
Are all unnecessary gas, water, and other utilities disconnected at the mains or leading to specific pieces of equipment which could be taken out of service pipes drained, etc..		XXX
If the building plumbing and sprinkler systems are to remain active - is building heat being maintained and heat monitored to avoid freezing pipes?	XXX	
<b>Building Security</b> <i>This includes but is not limited to installing locks, repairing windows and doors, boarding windows and doors, posting "no-trespassing" signs, installing exterior lighting or motion-detecting lights, fencing the property, and possibly installing monitored alarm or other security system consistent with Minn. Stat. 463.251.</i>	XXX	
Are periodic exterior on site or "drive by" visits by police or public works etc. planned to check for vandalism or illegal entry in to the building?	XXX	
Are periodic internal walk-through of the building planned to check heating systems, evidence of possible vermin infestation, roof/water leaks, etc.?	XXX	
How often are walk-throughs/drive-by inspections done?		
Please circle answer that applies: <span style="border: 1px solid black; border-radius: 50%; padding: 2px 10px;">Daily</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 10px;">Weekly</span> Monthly      Less than Monthly		
Will storm water drainage systems be maintained as to function properly and kept free from obstructions, leaks and defects. Sewage systems should be similarly maintained or sealed as to prevent accumulation of sewage gases in buildings	XXX	
If there are interior roof drains, have these been inspected for obstructions or have any other internal inspections been completed (if building is going to be unheated and if these drains are accessible, consider using a heat wrap around these drains)	XXX	
Is exterior yard free of excessive debris, storage, etc.	XXX	
Is there appropriate signage on the property to keep intruders out?	XXX	

**Additional Comments**

The local school district is in the process of building a new school. The City of Lambertton is being proactive as to what will happen to this building site once they vacate it and move to the new location. The city does not have a concrete plan as to what we will do with this site.

The building is divided into three areas in my mind. The first being the north one-story elementary wing, the second is the original three-story portion and the third is the Gym/Auto shop south wing. They are physically connected.

As of now, the thoughts are:

- The city will assume ownership of the old school site. The district will be moving out of this building by 11-1-2024.
- The city will minimally heat the building for the first winter.
- All utilities will be kept in service as we will need them for heating.
- Portions of the building may be shut down to minimize heating needs and possible problems.
- We will take all steps necessary to keep people out.
- We will do daily checks for heat and security during the winter.
- Come Spring/Summer we will do a daily drive-by and weekly internal inspections.
- During this time the city will develop a plan for the site.
- There is a playground area that as of now will be staying on this site.

The city did have a study done to see the cost of keeping the north and south wings as standalone buildings with the three-story portion being demolished. That study came back with a price tag of \$16,000,000. Not a feasible number for the city. I have begun looking into the Brownfields program and the steps we need to take to secure funding for possible demolition.

My thought is we will end up demolishing the north elementary wing and the three-story portion of the building and redevelop that space into new housing of some sort. The newer Auto Shop/Wrestling area will be kept for possible city use. The gym portion that is connected to this – I would love to save and make it into a community rec-center.

All of this has been talked about by the council, but nothing has been formally decided. The city needs to know what the costs will be as we work through all of this. Insurance is a big portion of that “carrying” cost.

Because of the location of the old school site, the city wants to be in control of the narrative for the site. We do not want it to become an eyesore in the middle of our city. We also know the options outside of demolition are limited. We just need additional time to create a plan and find funding sources.

Picture of buildings attached.



# Redwood Electric Cooperative



60 Pine Street • Clements, Minnesota 56224-5000  
(888) 251-5100 • FAX (507) 692-2211

May 6, 2024

Lamberton Street Lights  
PO Box 356  
Lamberton MN 56152-0356

RE: Area Lights

Dear Consumer:

Effective April 1, 2024, Redwood Electric Cooperative is changing some of the electric rates which includes our area light charges. This increase is being made to meet the corresponding cost of changing the area lights to more efficient LED lighting. The short bracket credit and the street dedicated pole charges will no longer be in effect beginning April 1, 2024.

The new amounts will be reflected beginning with the April billing statement. If you have any questions regarding these changes, please contact our office between 7 AM and 3:30 PM at 888-251-5100.

We value our customers and look forward to serving you in the future.

Sincerely,

Redwood Electric Cooperative

April \$ 867  
March \$860 -  
Feb \$ 892  
Jan \$ 892