

LAMBERTON CITY COUNCIL
REGULAR MEETING MINUTES • CITY HALL
June 10, 2024 • 6:30 P.M.

1. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

- Meeting called to order at 6:30 PM June 10, 2024.
- Present: Mayor L. Sik, L. Pfarr, L. Bittner, D. Irlbeck, D. Knutson
- Staff in Attendance: V. Halter, J. Thram

A. Additions/Deletions to Agenda

1. RCA – Library Board Appointment
2. RCA – Fire Association By-Laws
3. Citizen Complaint and Concern - Crosswalk

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

2. CONSENT AGENDA

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

1. 3-27-2024 Regular EDA Meeting
2. 5-13-2024 Regular CC Meeting Minutes
3. 5-28-2024 CC Work Session

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

3. GENERAL BUSINESS

- A. Bollig Engineering –** Scott Kuhlman was present to give an update work being done. No funding updates as no bonding bill passed at the state level. Income Survey is underway 40% have been returned. Kuhlman explained that Lambertton has several projects on the on the State's list for funding. Lead Service line inventory is getting completed and encouraged those who haven't contact them to get their house properly inventoried. The report is due to DHS by July 15, 2024. The results will be put online by DHS for the entire state.

Halter brought up the RCA for EDA Grant Application. Halter explained that Lambertton can still file for EDA funding for the well project under our per capita income. The requirements would be a 50% match of the proposed \$2 million dollar project. The Preliminary Engineering Report, pricing and letters from business would have to be updated. Robin Weis with SWRDC talked to the EDA people and they are encouraging us to apply by the end of July. Discussion was held. The council stated they would like to try for the funding. Halter will prepare a resolution for the July meeting.

B. Petitions, Request, Communications

1. Citizen Complaints & Concerns

Halter received a complaint today about removing a tree on the corner of Ilex & 2nd Street. Halter and Thram met with the county sign person about placing a crosswalk across Ilex Street at 2nd Street. Owners of 601 2nd Ave W were notified that a tree will have to be taken down that is in the boulevard so signs can be installed for a crosswalk. They are asking that the crosswalk be put the next block south so the tree can be spared. Discussion was held.

Motion/Second/Pass (Irlbeck/Knutson/unanimous 5/0) to approve the crosswalks for 2nd Ave. & Ilex and Douglas & 9th Ave.

2. Building/Zoning Permit Requests

- a. 2024-06 – 206 4th Ave E – Kim Robinson – Shed

Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to approve building permit 2024-06 – Kim Robinson for shed.

3. Request for Council Action

- a. RCA – Pool Staff

Motion/Second/Pass (Pfarr/Irlbeck/unanimous 5/0) to approve the list of pool employees for the 2024 season.

- b. RCA – Community Service Officer

Motion/Second/Pass (Pfarr/Irlbeck/unanimous 5/0) to advertising for a seasonal part-time Community Service Officer.

- c. RCA – School Site Community Meeting – Mayor Sik explained that the city and the school have been talking about what will happen with the current school site once RRC vacates it. It was decided there should be a community meeting to get public input.

Motion/Second/Pass (Irlbeck/Pfarr/unanimous 5/0) to hold a special meeting on Tuesday, June 18, 2024 at 7:00PM at the Community Center to seek public input on the current school site and city involvement.

- d. RCA – Fiscal Host – Halter explained that the Lamberton Cemetery Association applied for the Lamberton Foundation community grant. They need a fiscal host for the funds. It is \$750 that will come in and out for their project.

Motion/Second/Pass (Bittner/Irlbeck/unanimous 5/0) to be the fiscal host for the Lamberton Cemetery Association's grant funds from the Lamberton Foundation.

- e. RCA – EDA Position – Halter explained there is an opening on the EDA board that needs to be filled.

Motion/Second/Pass (Bittner/Knutson/unanimous 5/0) to approve advertising for the open EDA position.

- f. RCA - Portable Audio-Video (Body Cameras) Policy – Halter was wrong last month. The council needs to pass a motion approving the Portable Audio-Video (Body Cameras) Policy after last month's hearing on it.

Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to approve the Portable Audio-Video (Body Cameras) Policy .

- g. RCA – Library Board appointment. There is an open position on the Library Board and James Rains has applied for the position. Discussion was held.

Motion/Second/Pass (Knutson/Irlbeck/unanimous 5/0) to approve James Rains to the Library Board.

- h. RCA – Fire By-Laws - Halter explained the Fire Relief Association has to submit signed By-Laws up to the State each year. Halter could not find the by-laws that had the correct retirement amount in it. Halter did find in previous council minutes where the council passed the new amount. Halter needs a signed copy of the correct amount. Any additional changes would need to come to council for approval.

Motion/Second/Pass (Knutson/Bittner/unanimous 5/0) to approve the By-Laws of the Lamberton Fire Relief Association.

C. Department Reports

1. Library – Library report submitted.

Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to approve the Library report.

2. Ambulance Department – No report given. Halter did state the EMT billboard is up.

3. Fire Department – No report given. Thram was asked by Chief Neperman if the water department can pay for half of the cement needed for the new fill station at the water plant. Estimate is \$15,000. It will benefit the water department as well. Halter mentioned the one-time safety money from the state cannot be used on this type of project.

Motion/Second/Pass (Irlbeck/Knutson/unanimous 5/0) to approve the installation of cement at the water plant to be paid for by the Fire and water departments.

4. Police Department – No report.

5. Maintenance Department – Thram explained they will be coming to install the new board at the water plant June 24 & 25. This will remedy water overflows from the plant. The new sidewalk has been installed in the park. Thram received bids for the seal coating. Fuller is at \$479,067.75; Allied Blacktop is at \$95,306.60; and M&R is at \$100,256.30. M&R is using a higher oil and rock application rate compared to Allied. Work would be done this season. Discussion was held.

Motion/Second/Pass (Knutson/Irlbeck/unanimous 5/0) to approve M&R's bid of \$100,256.30 for seal coating and that it will put the city over budget in this area.

The pool is up and running. Thram and Halter have been working on getting information on a pool liner.

Motion/Second/Pass (Pfarr/Bittner/unanimous 5/0) to approve the maintenance report.

6. Administration/EDA Department – Report Submitted. Halter reviewed. The minutes and financials have been moved to the safe from the storage room along with some historical documents. The pool employees will be using an online time

clock and it worked well for payroll. Halter notified the council that she has changed the credit card bill to auto pay because the checks not reaching the company on-time.

Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to approve the Administration/EDA report.

- D. Ordinances and Resolutions (can all be done in one motion)
 - 1. 2024-07 – Resolution Accepting Donations
- E. Financial Report & Approval of Claims
 - 1. June 2024 Financial Report
 - 2. Approval of Claims
 - 3. YTD Account Balances

Motion/Second/Pass (Knutson/Bittner/unanimous 5/0) to approve the resolution 2024-07, May 2024 Financial Report and Approval of Claims.

4. MAYOR & COUNCIL REPORTS & COMMUNICATIONS

- A. Information for Council
 - 1. State Demographics Information – The City of Lambertton is estimated to have a population of 780 with 345 households.

5. NEXT MEETING DATES

- A. Community Meeting on School Site – June 18, 2024 at 7PM at the community center.
- B. Council Meeting July 8, 2024

6. ADJOURNMENT

Motion/Second/Pass (Bittner/Irlbeck/unanimous 5/0) to adjourn the meeting. Meeting adjourned at 7:38PM.

Respectfully Submitted,



Valerie Halter
Clerk



Lydell Sik
Mayor