

**LAMBERTON CITY COUNCIL
REGULAR MEETING MINUTES
June 12, 2023 • 6:30 P.M. • City Hall**

1. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

- Meeting called to order at 6:30 PM June 12, 2023.
- Present: Mayor L. Sik, D. Knutson, D. Irlbeck, L Bittner
- Staff in Attendance: J. Thram, V.Halter
- Others in Attendance: Tony Sauer, Nick Anderson, Sharon Maki, Chad Stavnes, Lee Schaffran, Lynn Pfarr,
- A. Additions/Deletions to Agenda
 - 1. Add Resolution 2023-22 – Resolution to Rescind Resolution 2023-05
 - 2. Information for Council – add #5 – Dept. of Health Letter – Plan Review Approval – Dollar General
 - 3. Additional information given to council for Public Hearing and Ordinance Codification services

Motion/Second/Pass (Irlbeck/Knutson/unanimous 4/0) to approve the agenda as amended.

2. CONSENT AGENDA

- A. Approval of Minutes (can all be done in one motion)
 - 1. 4-17-2023 – EDA Regular Meeting Minutes
 - 2. 5-8-2023 - Regular CC Meeting Minutes
 - 3. 5-30-2023 – Special CC Meeting Minutes
 - 4. 6-6-2023 – CC Work Session Minutes

Motion/Second/Pass (Bittner/Knutson/unanimous 4/0) to approve the minutes as listed.

3. GENERAL BUSINESS

- A. Petitions, Request, Communications
 - 1. Citizen Complaints & Concerns
 - a. Perry Snyder – 506 S Birch Street – Asked to be put on the agenda but is not present. Halter was unsure what he needed. Thram felt it had to do with the water line being hooked during construction.
 - b. Property at 206 2nd Ave E – Mayor Sik feels it is being handled correctly.
 - 2. Building Permits –
 - a. 2023-08 - Thomas Lammers – 801 Douglas Street – Fence Installation. Variance already in place for existing fence.
Motion/Second/Pass (Knutson/Irlbeck/unanimous 4/0) to approve building application 2023-08 for Thomas Lammers.
 - b. 2023-09 - Lydell Sik – 200 4th Ave E – Change Roof Pitch
Motion/Second/Pass (Irlbeck/Knutson/Sik abstained 3/0) to approve building application 2023-09 for Lydell Sik.
 - c. 2023- 10 - Clayton Sens – 808 S. Birch – Garage – Variance in place to go within 3 feet of the property line. Thram stated the biggest thing will be to have the proper setback from the platted alley.
Motion/Second/Pass (Knutson/Bittner/unanimous 4/0) to approve building application 2023-10 for Clayton Sens.
- 3. Request for Council Action
 - a. RCA – Kuhar Park Administration Fees – Seasonal residents at Kuhar have complained about the online system and the fees associated with it. They were allowed to pay directly the first year and were told we would push them to the online payment and reservation system going forward. They also are not happy with the rates being raised and the old rate being on the door in the park. Discussion was held and no changes were made by the council.
 - b. RCA – Lamberton Meats Building – Sammy Jo Miller contacted the City and asked if they could give the building back to the city. The purchase order stated they have a business up and running in two years. The amount of work that needs to be done, it will not be feasible for them. The City Attorney advised to have a lien search completed on the property before taking it back. Discussion was held.
Motion/Second/Pass (Knutson/Irlbeck/unanimous 4/0) to approve having a lien search completed on the Lamberton Meats building.
 - c. RCA – 601 Second Ave Clean-Up – The people that were living there have moved out and have left a mess behind. Halter contacted the county regarding the property and getting it cleaned up. The property is currently on the properties that will be up for tax forfeiture sale this fall. Halter has attempted to contact the owners of the property in Oklahoma with no success. Discussion was held. Halter will do what she can to have the city reimbursed for the expense.
Motion/Second/Pass (Knutson/Irlbeck/unanimous 4/0) to have the property at 601 Second Ave W cleaned up.
 - d. RCA – Resignation of Rosie Schultz
Rosie has decided to retire from the City after 25+ years of service. The council thanked Rosie for her service. Discussion held on starting wage.

Motion/Second/Pass (Irlbeck/Bittner/unanimous 4/0) to accept the resignation of Rosie Schultz as custodian and to advertise for the open position.

- e. RCA – Hiring Part-Time Assistant Clerk

Halter requested to hire someone for 10-15 hours a week to help with the accounts receivables and payables, and eventually utility billing.

Motion/Second/Pass (Bittner/Knutson/unanimous 4/0) to advertise for a part-time assistant clerk.

- f. RCA – Ordinance Codification Services

Ordinances were discussed at the council's work session on 6/6/23. The ordinances we have need work to bring them to date and follow current laws. The City can go ahead and adopt the League of Minnesota City's Basic Code and make changes to them if needed.

Halter received pricing from one company but has questions. Council tabled any action on this item at this time.

Regular council meeting recessed at 6:59PM for the Public Meeting to be held. Those minutes can be found below.

Regular council meeting resumed at 7:43 PM.

Zoning Request: Tony Sauer - Rezoning Request 200 Third Ave W. from R1 to Downtown Commercial.

Motion/Second/Pass (Irlbeck/Knutson/unanimous 4/0) to approve the zoning change as requested.

- g. RCA – Name Industrial Park Frontage Road

Bollig is entering into final design of the Industrial Park. They have requested a name for the one road it will have for platting purposes. Names were discussed at the council's work session.

Motion/Second/Pass (Knutson/Bittner/unanimous 4/0) to name the road in the industrial park - Industrial Park Avenue.

B. Department Reports

1. Library – no report submitted.

2. Ambulance Department – Report Submitted

Motion/Second/Pass (Irlbeck/Knutson/unanimous 4/0) to accept the report as submitted.

3. Fire Department – no report submitted.

4. Police Department – no report submitted.

5. Maintenance Department

Thram explained the Bergen Street Maintenance Contract for \$36,300. This crack fill will protect the streets we have redone. Unfortunately, it takes up most of the \$50,000 budget for street repairs.

Motion/Second/Pass (Bittner/Irlbeck/unanimous 4/0) to accept the contract from Bergen for crack fill services.

Thram met with Bollig and went through the proposed Grove Street and Industrial Park project. Bollig is asking if the City would like to do a complete curb and gutter replacement on the entire Grove Street project or just where water services are. Mayor Sik asked about how this affects the assessment to each property. There is no storm sewer in this portion of town – so surface drainage is by curb and gutter to the south. Thram will have Bollig remove all Ash trees along the project route. Mayor Sik told Thram to get the stop signs up around the park.

Motion/Second/Pass (Bittner/Knutson/unanimous 4/0) to accept the report as given.

6. Administration/EDA Department – Written Report Submitted

Bittner asked about the US Bank building. Halter stated it has sold. Halter stated swimming pool start-up has gone well.

Motion/Second/Pass (Irlbeck/Bittner/unanimous 4/0) to accept the report as submitted.

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

1. 2023-20 – Resolution Supporting 2024 State Bonding Request

- a. Information on State Bonding Request – Bollig let us know that if we do not do this process, our projects will not be looked at for funding next year.

Motion/Second/Pass (Bittner/Irlbeck/unanimous 4/0) to approve Resolution 2023-20 Supporting 2024 State Bonding Request.

2. 2023-21 – Resolution Appointment Council Member

- a. Information on Council Vacancy – Marcheale Walz had to resign from the council.

Motion/Second/Pass (Irlbeck/Knutson/unanimous 4/0) to accept the resignation of Marcheale Walz from the Lamberton City Council.

- b. Halter checked with the others who had applied for the vacant seat to see if they were still interested. Brett Baumann and Lynn Pfarr are still interested in the council position.

Motion/Second/Pass (Irlbeck/Knutson/unanimous 4/0) to appoint Lynn Pfarr to the open city council position.

3. 2023-22 – Resolution to Rescind Resolution 2023-05

- a. Bollig advised us of changes made to the Lead Service Line Program that now requires us to rescind the Resolution we had previously passed to qualify for the program.

Motion/Second/Pass (Irlbeck/Knutson/unanimous 4/0) to accept the Resolution 2023-22 rescinding resolution 2023-05.

D. Financial Report & Approval of Claims

1. May 2023 Financial Report
2. Approval of claims

Motion/Second/Pass (Bittner/Irlbeck/unanimous 4/0) to approve the Financial Report and Approval of Claims.

4. MAYOR & COUNCIL REPORTS & COMMUNICATIONS

A. Information for Council

1. Juneteenth – Passed by Legislature to be observed this year. No resolution needed since it is law but will have to update Personnel Policy.
2. Reading Club History Scrap Books – The Reading Club wants the Council to be aware that their scrapbooks with 75 years of history have gone missing from the back room of the Community Center.
3. Increase in LGA – Legislation approved an increase in LGA funding. Lamberton will receive an additional \$20,000 next year.
4. USDA Notice of Eligibility – The City has received notice from USDA-Rural Development that the water, wastewater, storm sewer projects are eligible for federal funding based on our application. Now we wait for them to do a full formal review and see what they will fund and when.
5. Department of Health – Plan Review Approval – Dollar general must have submitted the request to extend the water main for their potential project. Halter still has not received a building permit.

5. NEXT MEETING DATE

- A. July 10, 2023 at 6:30 PM

6. ADJOURNMENT

Motion/Second/Pass (Bittner/Knutson/unanimous 4/0) to adjourn the meeting at 8:12 PM.

Respectfully Submitted,



Valerie Halter
Clerk



Lyden Sik
Mayor