

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

1. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

- Meeting called to order at 6:30 PM July 8, 2024.
- Present: Mayor L. Sik, L. Pfarr, D. Irlbeck, D. Knutson
- Others Present: Scott Kuhlman, Clayton Hubert, Peter Furth, Brenda Derickson
- Staff in Attendance: V. Halter

A. Additions/Deletions to Agenda

1. Add 2024-09 Building Permit request for Lydell Sik
2. Add RCA – Current School Site
3. Add RCA – Police Coverage
4. Add RCA – Custodial Resignation

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

2. CONSENT AGENDA

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

1. 5-29-2024 EDA Meeting Minutes
2. 6-10-2024 Regular CC Minutes
3. 6-18-2024 Special CC Minutes

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

3. GENERAL BUSINESS

A. Bollig Engineering – Scott Kuhlman was present from Bollig Engineering to update the lead service Line inventory project and the Income Survey. Bollig is also working on the information needed for the EDA grant request as well.

B. Petitions, Request, Communications

1. Citizen Complaints & Concerns

- a. Clayton Hubert representing the Historical Society and the Hot Iron Days event in September. Hubert is requesting the city pay for advertising, garbage, porta-potties as they have in the past. Hubert went over the other events happening that weekend. The council agreed to continue the same support as it has in the past. Hubert thanked the council for their support.
- b. Parking on Birch St. & 9th Ave. – complaint forwarded to the police department. Discussion was held.

2. Building/Zoning Permit Requests

- a. 2024-07 – 800 S. Cherry Street – Addition on Garage

Motion/Second/Pass (Irlbeck/Pfarr/unanimous 4/0) to approve building permit 2024-07.

- b. 2024-08 – 204 2nd Ave W – Fence

Motion/Second/Pass (Pfarr/Knutson/unanimous 4/0) to approve building permit 2024-08.

- c. 2024-09 – 200 4th Ave W – Addition and Deck

Motion/Second/Pass (Knutson/Pfarr/Sik abstained 3/0) to approve building permit 2024-09 pending J. Thram's approval.

3. Request for Council Action

- a. RCA – Ambulance Billing – Halter explained that ambulance contracts with cities and townships for coverage have been billed retroactively and based on per capita in the past. Halter and Birkemeyer would like to change the billing to bill in January for the year to be served. Because we just billed at the end of 2023, Halter would like to bill for 2024 now to spread out billings since they will receive one again in January for 2025. While making this change they would also like to change the way townships are billed and bill them based on the number of sections covered, not per capita. Cities will still be billed per capita. Halter is also asking for a slight increase in rates billed for coverage. Rates have not increased in the last three years. Council member Pfarr question call coverage. Discussion was held.

Motion/Second/Pass (Sik/Knutson/Pfarr opposed 3/1) to approve as presented.

- b. RCA – CSO Hire Recommendation – Halter explained there were two applicants. Both were interviewed and it is being recommended that Kelly Birkemeyer be hired at Grade 4 starting step for 10-15 hours a week seasonally. Pfarr question seeing the applications of the applicants. Discussion was held.

Motion/Second/Pass (Pfarr/Irlbeck/unanimous 4/0) to approve Kelly Birkemeyer for the seasonal part-time CSO Position at Grade 4 start step.

- c. RCA – Full-Time Police Chief Position Advertisement and RCA for Police Coverage discussed together. Chief Walker has expressed he would like to not cover Lamberton sooner rather than later. Halter explained Chief Walker will be going out on an extended medical leave in probably mid-September. As Halter and Walker started discussing coverage while he is gone, we talked about how we have advertised for the position in the past. Chief Walker would like the city to advertise for a full-time chief at a good starting wage. Coverage options for when Chief Walker is gone would be to have the county cover or have an agreement with a neighboring police department to provide coverage. Halter presented wages for police chief position wages in southern MN in towns under 1,000. Discussion was held.
Motion/Second/Pass (Irlbeck/Pfarr/unanimous 4/0) to advertise for a full-time police chief at a wage range of 65,000 to 80,000.
Halter will get contract from the county for coverage while Chief Walker is out. Halter will reach out to Westbrook as well.
- d. Add RCA – Current School Site - Mayor Sik summarized the community meeting. His impression was the general consensus is it will cost too much to take on. Derickson spoke on her experience and ideas for the school site. She encouraged thinking out of the box and using alumni resources. Discussion was held.
Motion/Second/Pass (Knutson/Irlbeck/unanimous 4/0) to not take on the school property.
- e. Add RCA – Custodial Resignation – Erica Matter has submitted her resignation as custodian. Halter has advertised for the position.
Motion/Second/Pass (Irlbeck/Pfarr/unanimous 4/0) to accept the resignation of Erica Matter.

C. Department Reports

- 1. Library – Halter included the bylaws that were questioned at the last meeting. A Vogel will have the Library Board review advertising requirements for open positions.
- 2. Ambulance Department – No report. Halter updated that they are doing a mailer and social media push for the EMS scholarship for the class coming up.
- 3. Fire Department – No report.
- 4. Police Department – No report.
- 5. Maintenance Department – J Thram on vacation, but wanted Halter to let the council know the water main break on Main St was fixed and M&R will patch the street. There is a problem out at the ponds. The pipe that feeds waste water from town into the ponds is plugged. Thram had the jetter people out. They feel it is being caused by “flushable” wipes that have built up. Birkemeyer has been filling in for Thram. The new panel has been installed at the water tower. Crack filling is done and sealing coating will be done next.
Motion/Second/Pass (Irlbeck/Knutson/unanimous 4/0) to accept the Maintenance report as given.
- 6. Administration/EDA Department – Halter went over some of her activities for the month. Ferguson water meter reading conversion, election judge, EDA application for grant, RFP for twin homes and the daily activities.
Motion/Second/Pass (Knutson/Pfarr/unanimous 4/0) to accept the Administration/EDA report as given.

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

- 1. 2024-08 – Resolution Declaring Seats for Election
- 2. 2024-09 – Resolution for EDA Grant Application – Halter presented where the 50/50 match funding would come from if the city received the EDA grant.
- 3. 2024-10 – Resolution for Joint Powers Agreement with the BCA
- 4. 2024-11 - Resolution Accepting Donations
Motion/Second/Pass (Pfarr/Irlbeck/unanimous 4/0) to accept the resolutions as listed.

E. Financial Report & Approval of Claims

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

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

4. MAYOR & COUNCIL REPORTS & COMMUNICATIONS

A. Information for Council

- 1. Lion's Club Walking Path – The Lion's are funding a walking path that will go from the school and loop around to CORD 15 and then come back to the front of the school.
- 2. DOT Information – Halter gave the council MNDOT info to look at DOT projects. Thram and Halter did have a call with the DOT about them resurfacing Hwy 14 in 2028-29.
- 3. Redwood Housing Recommendations – the full study is not available yet, these are just recommendations made from information they have received so far.

5. NEXT MEETING DATES

- A. Council Meeting August 12, 2024

6. ADJOURNMENT

Motion/Second/Pass (Irlbeck/Pfarr/unanimous 4/0) to adjourn the meeting. Meeting adjourned at 8:03PM.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'V. Halter', written over a horizontal line.

Valerie Halter
Clerk

A handwritten signature in blue ink, appearing to read 'L. Sik', written over a horizontal line.

Lydell Sik
Mayor