

**LAMBERTON CITY COUNCIL
REGULAR MEETING MINUTES
August 12, 2024 • 6:30 P.M.**

1. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

- Meeting called to order at 6:30 PM August 12, 2024.
- Present: Mayor L. Sik, L. Bittner, D. Irlbeck, D. Knutson
- Staff in Attendance: V. Halter, J. Thram, A. Vogel, J. Walker
- Others Present: J. Morales, S. Kuhlman

A. Additions/Deletions to Agenda

1. RCA – Library By-laws
2. RCA – Work Session
3. Building Permit 2024-11 – Jean Price

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

2. CONSENT AGENDA

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

1. 7-8-2024 CC Meeting Minutes

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

3. GENERAL BUSINESS

A. Bollig Engineering – Scott Kuhlman was present to give updates. There are new low-to moderate income numbers from HUD and it puts the City of Lambertton at 54.4% so we can stop the income survey process. Federal EDA grant PER has been updated. Congressional spending request has moved to the next step in a senate bill but has a long way from approval. Lead Service Line Inventory was submitted to the Department of Health. Kuhlman reviewed findings.

B. Petitions, Request, Communications

1. Citizen Complaints & Concerns

- a. Street – Pothole – Chuck Amsden Driveway – Thram said he will address it.
 - Regular City Council meeting recessed at 7:15PM for Public Hearing.

2. Building/Zoning Permit Requests

- Public Hearing for Variance Request 7:15PM – Public hearing called to order at 7:15PM for 308 S Main Street – Jess & Leah Bittner. Leah Bittner explained the project. The deck she would like to put a new deck on the front of the house and she would like to re-do the fence at the back of her property but move that to be on the property line. The proposed deck would be in the set-back zone, the fence on the property line, and her property is over the 30% coverage which the property already is but is adding it because coverage is being added. Discussion was held.
- Public hearing meeting closed at 7:23PM.

City Council meeting re-adjourned at 7:23 PM

2024-12 – Resolution for Zoning Variance 308 Main Street S

Motion/Second/Pass (Irlbeck/Knutson/Bittner Abstained/Pfarr Absent 3/0) to approve Resolution 2024-12 Zoning Variance request.

b. Building Permit

- 308 S Main Street – Jess & Leah Bittner – Front deck installation, back fence replacement

Motion/Second/Pass (Knutson/Irlbeck/Bittner Abstained/Pfarr Absent 3/0) to approve building permit 2024-10.

- 200 Juniper Street – Jean Price – Shed and fence installation

Motion/Second/Pass (Irlbeck/Bittner/ unanimous 4/0) to approve building permit 2024-11.

3. Request for Council Action

- a. RCA – County Police Coverage – Chief Walker attended via zoom. Walker will be out on medical leave for an extended period of time. Walker and Halter have been looking into options for the PD while he is gone. Walker contacted the county and they sent their 2024 contract based on population, Lambertton would need to pay just over

\$194,000 a year for coverage. There are also other instances where the city would be charged an additional \$93/hours. Discussion was held on coverage options. New business cards have been created for the PD. The cell phone number is no longer being printed on the cards. The Non-Emergency number for the county dispatch is listed. Calls for service are not being generated as they should – dispatch will document calls and pass along to PD.

Motion/Second/Pass (Irlbeck/Bittner/unanimous 4/0) to approve the police report.

- b. RCA – Clinic Building – Halter explained the sewer troubles that continue at the clinic. The sewer line has a hole in the line under the lab room. Allina has a company come in and tried to put a sleeve in the pipe instead of having to dig it up. Unfortunately they were unsuccessful at getting it to work. The only option now is to dig up the floor in the lab room and replace the pipe needed. Halter received a quote from Lamberton Plumbing and Heating. Allina was supposed to be getting a quote from Gag. The floor will need to be replaced. Allina has also requested the sidewalk be replaced because of the pitting. Discussion was held. Halter talked with Carissa from Allina about moving the handicapped parking to the north side of the clinic because the lip onto the sidewalk and the sidewalk is better from that side. Halter notified the contract with the clinic is up in February and she will be working with Allina on renewal terms. Halter asked Allina if there were other improvements they would like to see made to the building in the future. Allina stated they would like to see new windows. Halter explained what the cost is to having the clinic building with taxes. Halter would like the city to raise the rent slightly each year.

Motion/Second/Pass (Irlbeck/Bittner/unanimous 4/0) to approve the repair of the sewer at the clinic building.

- c. RCA – On-Line Utility Payments – The city is being charge \$450 a year for offering the ability for paying utility bills on-line. The service charges from the credit card company are passed directly onto the person paying their bill on-line at that time. Halter is looking for direction from the council as to if this is worth it or not. Discussion was held. Halter will check on options suggested.
- d. RCA – Utility Credit Request – Kelly's School of Dance had a large water bill and is requesting a one-time credit of \$146.26.

Motion/Second/Pass (Knutson/Bittner/unanimous 4/0) to approve a one-time credit of \$146.26 on Kelly's School of Dance utility bill.

- e. RCA – Custodial Position – Kelsy Holman applied and was interviewed for the custodial position.
- Motion/Second/Pass (Irlbeck/Bittner/unanimous 4/0) to approve Kelsy Holman for the custodial position starting at Grade 2 Starting Step.**
- f. RCA – Temp Liquor License/Beer Garden – Lisa Jenniges would like to have a beer garden in the park during the Saturday of Iron Pour. Halter checked in with the State to see what would have to be done. The easiest way is for Lisa to be sponsored by a group and they would apply for the 1-day license otherwise she has to get a Caterer's License to sell liquor off her promises. Halter explained that Lisa is working on that portion, but we would like to have the council's approval in place since the event will be before the next meeting.

Motion/Second/Pass (Irlbeck/Knutson/unanimous 4/0) to approve a one-day liquor license for LJ's if she finds a charitable group to sponsor the license.

- g. RCA – Library By-Laws – Halter presented the Library by-law changes made by the Library Board. Halter question if the library board applicant should fill out an application for the position.

Motion/Second/Pass (Bittner/Irlbeck/unanimous 4/0) to approve the Library Board by-laws with the discussed and proposed changes.

- h. RCA – Work Session – Halter would like to hold a work session to work on the 2025 budget and police.

Motion/Second/Pass (Irlbeck/Bittner/unanimous 4/0) to approve a work session on Monday, August 26, 2024 at 6:00PM.

C. Department Reports

1. Library – written report submitted. 35 new patron cards. Numbers were up because of the summer reading program.
Motion/Second/Pass (Knutson/Bittner/unanimous 5/0) to approve the Administration/EDA report.
2. Ambulance Department – Birkemeyer wanted Halter to let the council know they have been covering more day hours. It is still spotty, but it is starting to get better. A couch, recliner and TV were installed at the ambulance based for anyone that needs to stay in town to be on call. Now we have options for those out of town that may want to be on the service.
3. Fire Department – No report given.

4. Maintenance Department – Thram explained there will be more expense in testing because of the sewer troubles last month that was caused by the non-flushable wipes being put into the system by residents. M&R will be coming to do seal coating. Siding replaced on 3 of the 4 sides of each park shelter and stained. Now working on the Age Friendly/Lion's Club park improvements.

Motion/Second/Pass (Irlbeck/Bittner/unanimous 4/0) to approve the maintenance report.

5. Administration/EDA Department – Report Submitted.

Motion/Second/Pass (Knutson/Bittner/unanimous 4/0) to approve the Administration/EDA report.

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

1. 2024-13 - Resolution Accepting Donations

Motion/Second/Pass (Bittner/Knutson/unanimous 4/0) to approve resolution 2024-13 accepting donations.

- E. Financial Report & Approval of Claims

1. August 2024 Financial Report

2. Approval of Claims

Motion/Second/Pass (Bittner/Irlbeck/unanimous 4/0) to approve the August 2024 Financial Report and Approval of Claims.

4. MAYOR & COUNCIL REPORTS & COMMUNICATIONS

- A. Information for Council

1. Lamberton Assessed Value – Halter presented what the overall values are in Lamberton.
2. Pool Information – Last two months of income/expenses and attendance for the pool.
3. LMC awards Dahms & Torkelson – informational.
4. Bollig Funding Bulletin – informational.

5. NEXT MEETING DATES

- A. Work Session August 26, 2024 at 6:00PM.
- B. Council Meeting September 9, 2024 at 6:30PM.

6. ADJOURNMENT

Motion/Second/Pass (Irlbeck/Bittner/unanimous 4/0) to adjourn the meeting. Meeting adjourned at 8:15PM.

Respectfully Submitted,



Valerie Halter
Clerk



Lydell Sik
Mayor