

**LAMBERTON CITY COUNCIL
REGULAR MEETING MINUTES • CITY HALL
September 8, 2025 • 6:30 P.M.**

1. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

- Meeting called to order at 6:30 PM September 8, 2025.
- Present: Mayor L. Sik, L. Bittner, D. Irlbeck, A. Cairns, L. Pfarr
- Staff in Attendance: V. Halter, J. Thram, K. Mittelstadt, D. Determan, T. Neperman
- Others in Attendance: Scott Kuhlman (Bollig), Marc Wiedeman, Matt Novak

A. Additions/Deletions to Agenda

1. RCA – Police Fee Schedule
2. RCA – Human Resources Disciplinary Action – CLOSED MEETING
3. 2025-06 – Building Permit Ricky Busch

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

2. CONSENT AGENDA

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

1. 8-11-2025 – CC Regular Meeting Minutes
2. 12-4-2025 – EDA Meeting Minutes

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

3. GENERAL BUSINESS

A. Bollig Engineering – Scott Kuhlman

1. Grove Street – Kuhlman went over what is left to be approved for the USDA RD loan agreement for Grove St. Kuhlman answered questions. Approval of the Owner-Engineering Agreement not acted upon and will be revisited next month.
2. Lead Service Line Replacement - Phase 2 of the LSLR will be determining the unknown service lines. Kuhlman updated on the next steps and asset management software system. Preconstruction meeting on the 18th for the 25 service lines that will be replaced this fall.

B. Matt Novak presented recommendations on public comments during meetings. Novak recommends limiting citizens to three minutes of comments and concerns each. Meetings are a place for some public comment, but people should be reaching out to council prior to the meetings. At the meetings there should be very little council response to public comments. If you have follow up questions, you can allow more time as needed. Novak also reminded the council that they act together. No individual council member has the authority to authorize anything. Official action needs to be taken. Multiple quotes need to be pursued for projects over \$25,000 and public bidding needs to happen for projects over \$175,000. Novak stated any council member can always call with questions.

C. Petitions, Request, Communications

1. Citizen Complaints & Concerns
 - a. Hubert Update – Hubert knocked the weeds down. Thram stated that he measured out what is the city's (approximately to the sign there). Cairns questioned the rocks. Thram explained it slows down water to not wash out into the field -the rock allows is to slow it down. Mayor Sik recognized that the city needs to be prepared to spray weeds next year as there have been so many complaints this year. Bittner expressed that personnel's personal equipment should not have to be used to do city business.
2. Building/Zoning Permit Requests
 - a. 2025-04 - Meadowland Farmers Coop – Fuel Tank at Lumber Yard Site – Thram stated he talked to Meadowland and they have been in contact with the MPCA.

Motion/Second/Pass (Irlbeck/Pfarr/ unanimous 5/0) to approve building permit 2025-04 to Meadowland Farmers Coop.

b. 2025-05 – Ricky & Dianna Busch for a deck/ramp at their home located at 705 S Douglas.
Motion/Second/Pass (Irlbeck/Bittner/ unanimous 5/0) to approve building permit 2025-04 to Ricky & Dianna Busch.

c. Small Cell Facility – Halter explained that an application for a Small Cell Facility has been received for Verizon to place one a pole in the boulevard in front of the school to improve 5G service. Halter sent the application to the county highway dept because of the location. The highway engineer was questioning the location of being just 1 foot off the curb. Halter has not seen a response from the Verizon rep. No action taken at this time.

3. Request for Council Action

a. RCA – Stavnes Shipping Container – Halter talked to Stavnes. He does not feel we have an agreement in place yet and he would like a reason for needing it moved beyond neighbor complaints. Stavnes keeps his properties looking nice. Discussion was held. Novak stated that he is likely not in compliance with the 30% permeable ground coverage. Halter asked for guidance. Novak in review of the ordinance states that moveable non-permanent structures do not need a permit. More discussion was held. Bittner made a motion to grandfather the container in and move on. (Motion dies for lack of second.) More discussion was held. Council directed Halter to get an amount from Stavnes of what it would take to move it and the council will address it again next month.

b. RCA – 2026 Preliminary Budget & Levy – Halter explained this is the preliminary levy that has to be set by the end of September. The number is used to notify residents of the proposed taxes for 2026. The final levy be set in December. This number is the max of what the levy could be, we cannot go above this number in December. Halter stated the proposed preliminary levy is 5%. Discussion was held.

- 2025-16 Resolution Adopting the 2026 Preliminary Levy of \$879,900 for 2025 collectable in 2026.

Motion/Second/Pass (Bittner/Irlbeck/ unanimous 5/0) to approve 2025-16 Resolution Adopting the 2026 Preliminary Levy of \$879,900 for 2025 collectable in 2026.

c. RCA – Police Fee Schedule – Halter explained now that we have a full-time police dept we are running into things we should have on the fee schedule. A list of proposed items fee of each. Discussion was held.

Motion/Second/Pass (Bittner/Irlbeck/ unanimous 5/0) to approve the Police Fee Schedule as

presented.

d. RCA – Work Session Date – Halter would like a work session to review the budget. Cairns questioned how performance reviews are done. Discussion was held. A Vogel stated that according to the Library By-laws, the Library Board is to do her employee review. Cairns stated she has found nothing that states a change from Vogel reporting to the Library Board and the Library Board reports to council. Bittner stated the Library Board has never been to a council meeting. Discussion was held. Cairnes does not feel Halter should be doing Vogel's review. Vogel stated the board did her reviews back when Steve and Madonna were here. Bittner explained that the review process has been worked on. More Discussion was held.

Motion/Second/Pass (Irlbeck/Bittner/unanimous 5/0) to have a work session on October 27th at

5:30PM.

D. Department Reports

1. Library – Report Submitted – 58 kids signed up for the summer reading program with 1300 books read during the program. 40 kids attended the End of Summer Reading Program Party. Halter included in the packet the notice from the Dept. Of Ed. That states the minimum amount the City needs to provide to have a library. That amount is \$28,800. Vogel stated that the Library Board meeting is set for Thursday they will review the budget and Vogel's review.

Motion/Second/Pass (Cairns/Irlbeck/unanimous 5/0) to approve the Library report as submitted and given.

2. Ambulance Department – Director Mittlestadt presented the numbers for August having 26 calls. Three requiring ALS, 1 Air, 1 Fire Standby and 5 no loads/no transport. The sheriff will be longer be dual paging Wabasso with Lamberton. There are repairs needed for the ambulance and will happen on the 10th. Halter stated the repairs will put the Ambulance over the budgeted amount. Mittlestadt touched base on recruitment. There is also an EMT and EMR that have put in their applications. Discussion held on background checks.

Motion/Second/Pass (Pfarr/Irlbeck/unanimous 5/0) to approve Brian Goblirsch to the Ambulance service.

Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to approve accept the ambulance report as given.

3. Fire Department – No report given.

4. Maintenance Department - Thram was present. The County came in and restriped the county roads. They went across Main

St as you come into town. He is working with the county to find a solution to that. Thram checked on the widows for the clinic and has not received an answer. Thram questioned snow removal and timing – sticking with the 24 hours after your street is plowed curb to curb residents need to move vehicles so they can clean up those spots. Thram will be doing another discharge out to the ponds and hydro flushing. Cairns question street sweeping. Mayor Sik questioned street patching.

Motion/Second/Pass (Irlbeck/Pfarr/unanimous 5/0) to approve the Maintenance report as given.

5. Police Department – Chief Determan was present. There were 44 calls for service in the last month. Determan has been working on the school speed zone, attending football game, and weekend hours.

Motion/Second/Pass (Bittner/Irlbeck/unanimous 5/0) to approve the Police report as given.

6. Administration/EDA Department – Report Submitted. Cairns questioned the Ambulance billing meeting. Cairns questioned the housing institute. Halter explained the program and the project that the group would like to work on. The project that the group is working on is to be able to fill in empty lots in towns that are owned by the cities and possibly privately owned ones. Cairns question childcare. Halter stated she has answered the questions of the nursing home management. Halter went to St. John's in Springfield to see how they run their program and ask questions. Cairns questioned the EDA potential business. Halter did not want to comment on.

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

- E. Ordinances and Resolutions (can all be done in one motion) There were none.
- F. Financial Report & Approval of Claims – Halter explained the checks that have changed from the packet distributed Friday to the council were checks number 47198-47203 for a total of \$689.46. Because of the short turn around from the first of the month to this meeting, we did not get all our bills so these were added.
 1. September 2025 Financial Report
 2. Approval of Claims
 3. 2025 Pool Information

Motion/Second/Pass (Irlbeck/Bittner/unanimous 5/0) to approve the September 2025 Financial Report, Approval of Claims and 2025 Pool information.

4. MAYOR & COUNCIL REPORTS & COMMUNICATIONS

- A. Information for Council
 1. REC Rate Increases – Mayor Sik questioned the demand charge.

5. NEXT MEETING DATES

- A. Regular Council Meeting October 14, 2025 at 6:30 PM (Tuesday because Columbus Day.)

Council then moved to closed session to discuss an employee situation. (8:25 PM)

Council resumed regular session at 8:35 PM.

6. ADJOURNMENT

Motion/Second/Pass (Cairns/Bittner/unanimous 5/0) to adjourn the meeting. Meeting adjourned at 8:35 PM.

Respectfully Submitted,


Valerie Halter
Clerk


Lydell Sik