

LAMBERTON CITY COUNCIL
REGULAR MEETING • CITY HALL
October 14, 2025 • 6:30 P.M.

1. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

- A. Additions/Deletions to Agenda

2. CONSENT AGENDA

- A. Approval of Minutes (can all be done in one motion)
 - 1. 10-14-2025 - Regular Council Meeting Minutes
 - 2. 10-27-2025 – Council Work Session
 - 3. 10-30-2025 – Emergency Council Meeting

3. PUBLIC HEARINGS 7:00PM

- A. Wille Variance Application
- B. R1 Prohibited Structures (Published as new Ordinance 162, but should be 163)

4. GENERAL BUSINESS

- A. Council Member Cairns Comment
- B. Bollig Engineering – Scott Kuhlman
- C. Department Reports
 - 1. Library – Written report submitted
 - 2. Ambulance Department – Written report submitted
 - 3. Fire Department –
 - 4. Police Department – Written report submitted
 - 5. Maintenance Department – Written report submitted
 - a. RCA – Water Coverage
 - b. RCA – Expectations & Wages for Public Works Employee
 - 6. Administration/EDA Department – Written Report Submitted
 - a. RCA – Halter Leave
- D. Petitions, Request, Communications
 - 1. Citizen Complaints & Concerns
 - 2. Building/Zoning Permit Requests –
 - a. Wille Variance
 - 3. Request for Council Action
 - a. RCA – Accept Resignation of Kelsi Holman
 - b. RCA – Family Health Benefit
 - c. RCA – Interview Dates and Budget Work Session Dates
 - d. RCA – Liquor Licenses
 - e. RCA – Proposed EDA By-Law Changes
 - f. RCA – HR & Novak Recommendations
- E. Ordinances and Resolutions (can all be done in one motion)
 - 1. 2025-19 Resolution Certifying Unpaid Charges to Taxes
 - 2. 2025-20 – Resolution Accepting Donations
 - 3. Ordinance 163 – An Ordinance Amending Section 305.4 of the City Code Relating to Prohibited Structures in R1 District
- F. Financial Report & Approval of Claims
 - 1. November 2025 Financial Report
 - 2. Approval of Claims

5. CITIZEN COMPLAINTS AND CONCERNS

6. MAYOR & COUNCIL REPORTS & COMMUNICATIONS

- A. Information for Council
 - 1. Performance Review Sheets for Halter are in your packet and should be returned to the HR Committee as soon as possible.

7. NEXT MEETING DATES

- A. Regular Council Meeting December 8, 2025 at 6:30 PM

8. ADJOURNMENT

LAMBERTON CITY COUNCIL
REGULAR MEETING • CITY HALL
October 14, 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, A. Vogel, T. Neperman
- Others in Attendance: Scott Kuhlman (Bollig), Marc Wiedeman, Marcheale Walz, Julie Senst, Thomas Anderson, Gwen Batalden, Piper Bundy, Jadell Gorman, Kyle Hubert, Deb Thram

A. Additions/Deletions to Agenda

1. 2025-18 - Resolution Council Support for EDA Grant Application
2. Email from Amanda Cairns to Halter
3. Complaint on Halter

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

2. CONSENT AGENDA

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

1. 9-8-2025 City Council Minutes
2. 9-8-2025 CLOSED City Council Minutes (Confidential)

Cairns question if Chief Neperman was present at the last council meeting as she doesn't recall it.

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

3. GENERAL BUSINESS

- A. Bollig Engineering –** Scott Kuhlman was present. Kuhlman stated that Lamberton was awarded the Small Cities Development grant of \$600,000. This is considered a gap funding source the USDA RD generally will pair up with. The MPFA Intended use plan – projects have been submitted and will await their decision. Federal funding still on the table, but they need to pass appropriation budget. Kuhlman asked the council if they would like Bollig to apply for the LRIP grant funding. This would be used for the east and west ends of 1st Ave. It has been applied for in the past, submitting a new application should be relatively low in cost approximately \$500. Lamberton had scored well but it is a competitive grant process. Discussion was held. Council gave the verbal approval to submit an application.

Kuhlman would like a motion to execute the Owner-Engineer Agreement for the Grove Street project that was not acted upon last month because of questions and review by the city attorney.

Motion/Second/Pass (Cairns/Pfarr/ unanimous 5/0) to approve Owner-Engineer Agreement for the Grove Street project

Lead Service Line project. The inventory has been submitted and will be resubmitted at the end of the month with the update of the ones being replaced. The city will have to send out notices to residents with unknown portions, lead, galvanized once complete. Bollig continues to get unknowns identified when possible. Kuhlman asked the council for direction if they discover some lead private service lines during this process and there is money left in the replacement grant, can they go ahead and get those changed. Council gave the verbal approval to replace what's needed as long as in budget.

Motion/Second/Pass (Cairns/Bittner/ unanimous 5/0) to approve pay application #1 to TE Underground for \$61,298.75.

B. Petitions, Request, Communications

1. Citizen Complaints & Concerns

- a. Gwen Batalden – was present to ask the council for credit on their outside water meter bill. Batalden gave a history to the council of water usage and explained that they had their irrigation system checked for leaks and nothing was found. Because of the rain experienced, they have not been using their system. Thram ran a history report and the water

usage was the same everyday for a period of time. Thram changed out the meter head and the usage stopped. Discussion was held.

Motion/Second/Pass (Irlbeck/Cairns/unanimous 5/0) to approve giving a credit of \$388.66 to Craig & Gwen Batalden.

Two anonymous complaint were received on Halter. Cairns questioned Mayor Sik's comment of because they are not signed it doesn't carry much weight. Council took time to read the anonymous complaint brought in by Cairns. Cairns stated that she feels the way Halter speaks has created a hostile environment and people don't feel comfortable bringing complaints forward. Cairns stated that people that voice their complaints are shunned. Mayor Sik stated he does not agree with that. Halter asked Cairns when and Cairns replied no. Mayor Sik stated it would be nice if the people were here so they could discuss them. Cairns stated that the last time someone was here and stated complaints about employees they were thrown out. Mayor Sik stated he did not throw anyone out he said they were done discussing the topic because she was accusing city employees of doing damage and that we would go through our attorney and at no point did he tell her to get out. Cairns replied she would feel that way if she were in her shoes. Gorman then made comments. Bittner stated they need to get the information from the person not from someone else. Halter stated that anyone that has a complaint towards her can go to any council member or the HR Committee of Leah Bittner and Dave Irlbeck. Gorman brought up a conversation in March of 2024. Halter did not recall the conversation or what she was referring to. Bittner state she likes having people either sign their name or come to her so they can have a conversation about the problem, ask questions and get a better understanding. Gorman stated she felt she has been treated poorly at this meeting. Mayor Sik asked how has she been treated. Gorman sated she did not feel the need to defend herself. More discussion was held on the previous meetings and minutes Gorman feels false statements were made. Mayor Sik made the statement he does not agree with virtually any of either complaint.

2. Building/Zoning Permit Requests

- a. Small Cell Facility Update – Halter stated she has reached out to the county and the cell site reps and they have come to an agreement. Halter stated she is nervous because the statute states that the applications are automatically approved in 90 days if no action is taken by the council. Discussion held.
- b. 2025-05 – David Wille - 600 S Birch – Front Steps – Wille started the project before he applied for a building permit. Wille came in to fill out a building permit. Measurements were taken and he made the steps bigger than they were before. Thram denied the building permit because he was not compliant with the setback requirements. Because of that, he needs a variance. Halter explained that she asked Wille to fill out a variance request and he said no he wasn't going to do it. Halter is asking the council how they would like to proceed. The project is basically completed and the house is going up for sale. Discussion held. Council stated to reach out to the lawyer and to reach out to Wille's.

3. Request for Council Action

- a. RCA – Change of Meeting Order – Halter explained she would like to have department reports at the beginning of the meeting. If council would like to have department heads attend meetings, that takes that time out of them being on duty during the day or when needed. Halter asked Novak if a department head turns in a written report, do they have to attend the meeting and he said no. Novak stated that if the council has questions they can certainly request their presence and if they have requests for the council they should be there. Pfarr asked that the department reports be placed before citizen complaints and that the reports submitted be detailed enough so there wouldn't be questions. Mayor Sik stated that even if they submit a written report every month it would be nice to see them a couple times a year. RCAs will put with the department in question.

Motion/Second/Pass (Bittner/Irlbeck/unanimous 5/0) to change the meeting agenda order.

- b. RCA – Change Zoning Ordinance – Halter explained the council has talked about the Stavnes container. The problem is the city should change zoning so this doesn't happen again and you need to address the other container in a R-1 zone (old school site). Halter gave the proposed zoning change to Novak he is ok to proceed as written. Halter needs approval from the council to publish it and then have a public hearing.

Motion/Second/Pass (Cairns/Irlbeck/Bittner Objected 4/1) to move ahead with Ordinance 162 amending section 305.4 of city zoning code.

- c. RCA - Stavnes Shipping Container – Halter spoke with Stavnes he really doesn't have a number.
- d. RCA – Annual Liability Coverage Waiver Form (No RCA Cover Sheet)

Motion/Second/Pass (Cairns/Irlbeck/unanimous 5/0) to approve the Annual Liability Coverage Waiver.

- e. RCA – Library By-Laws and Policy – Mayor Sik clarified this is like what was done with the Ambulance service. Cairns questioned what was done with the ambulance. Halter listed what is in the Ambulance Policy book. Clarification was made to Bittner By-Laws are for the associations, where Policy is for the department. Discussion

held.

Motion/Second/Pass (Cairns/Pfarr/unanimous 5/0) to approve the library board develop policy book for the library and bring it to the council for further discussion.

- f. RCA – Library Board – Replace Board Member – There is an open slot on the Library Board. Halter has suggested that there be a council member on their board for representation just like EDA. This would be a voting member. Marc Weideman has been recommended to the board. Discussion was held. Bittner questioned Weidman's residency.

Motion/Second/Pass (Cairns/Pfarr/ Bittner Objected 4/1) to approve Marc Wiedeman to the Library Board.

- g. RCA – Tax Forfeited / Blighted Properties – Halter stated that the at the housing institute that she attends they talk about how to get housing established easily. Lots that have utilities already established to the lot are considered low hanging fruit and cheaper to develop than lots that need utilities installed to them. Halter then thought about the tax forfeited property for sale in Lamberton. Halter wants to know if the council wants to pursue the property for development. Discussion was held. No action taken.
- h. RCA – Work Session Topics – Halter presented a list of topics to be included for the work session.

Motion/Second/Pass (Pfarr/Irlbeck/ unanimous 5/0) to approve the topics for the work session set for October 27th.

- i. RCA – Halter Request for HR Meeting – Halter explained that everything that has happened over the last couple months, she would like the opportunity to sit down and air out what is actually going on. Halter has spoken to Novak and this would be with Cairns, Novak, a member of the HR committee, Halter and Thram. Cairns questioned how she has been targeting Halter. Cairns then apologized to Justin about a topic from last month. Cairns says she repeatedly asks things because Thrams has set an expectation and then when it isn't done she is questioned by residents and she looks as she walks the streets. Cairns explained that the reason she wants a written report because she has people saying to her that things aren't getting done. Cairns wants a list of daily duties along with special products and things that come up. Thram replied it is the way she goes about it and attacks his integrity. Discussion was held about employees using personal equipment that is rented to the city and keeping an arm's length because it can be considered unethical. Mayor Sik spoke up and stated Cairns sent an illegal email to the council members asking for Halter to be fired. More discussions were held. Cairns stated that Halter sent an email to the Vogel where she used capital letter stating she was frustrated by this. Cairns stated that using capital letters in an email is the same as being yelled at. Mayor Sik stated to Cairns that she was doing to Halter exactly what she is claiming Halter did to others but worse because you are asking her to be fired. Cairns stated she was also disappointed by Halter having the council listen to the phone message left last month. Halter explained that was requested by the person who left the message. Mayor Sik stated that Cairns is one person on the council. If she has issues she should bring it to the table to be handled by the five council members. Sik also stated he wasn't sure she should be doing her investigations like she is. More discussions were held. Bittner explained why yes she felt it would be good to sit down and discuss things in a manner that either side won't feel attacked and find a way to move forward. Halter was directed to set up the meeting.
- j. RCA – Department Report Request – Halter stated much of what Cairns is asking is on the employee time cards. Cairns stated she is asking for information from Mittelstadt so she can justify why the city is paying for a position we did not have before. Mayor Sik stated Mittelstadt does not have to justify anything. The whole reason she has that job is so that we have an ambulance service. The city had not covered day shift ambulance calls for two years and was dependent on Wabasso covering. Walnut Grove tried a position like this and the council decided to try it as well. Mayor Sik also stated that we have had a position like this in the past. At one time we had three full time street department people and one was allowed to be the ambulance director for 50% of his time. Thram stated Mittlestadt has been phenomenal in helping them. Cairns asked if there were duties Mittlestadt could be doing in the office because of our audit there should be more separation of duties. Cairns the adverse opinion in the audit is the worst opinion we can have so she is wondering if there are things she could be doing in the office for a better audit opinion. Mayor Sik explained that it is explained each year that is very common for small towns. Halter gave the second request from Cairns. Halter explained that Novak would like some of that information to go through him and then the HR Committee. Cairns stated she wants to know who is making what because wages are separated into different departments, she can't figure it out for budget purposes. Halter stated Cairns can look at the wage schedule and determine wages. Mayor Sik explained that wages are separated into different departments based on duties. Cairns wants to understand the wages more. Bittner explained that COLA is to stay in line each year and the steps are based on merit. Additional discussion was held. Halter asked how much time should she spend on these requests. Mayor Sik directed to work on it as she can. Cairns stated she is asking for detailed reports for

transparency and accountability. Cairns also stated that she wants this information so she can defend Thram when people complain to her. Cairns also questioned why Halter cannot give her schedule in advance. Halter stated she puts her schedule on the door each week and her cell phone number is on there is they need to call. Halter also explained that there use to be another full-time position in the office but the community was overwhelmingly opposed to that second position and Halter didn't feel they needed it as well. Halter stated that we could still have that second position so the door could be open at all times, but generally the only people that come in is to hand payments in and there is a drop box available for that. Halter questioned why she should be required to post her vacation and time off. Discussion was held about ESST time. Halter explained she is salaried and doesn't get paid for more than 40 hours and most weeks she is well over that but doesn't get paid any differently. Halter stated with all the stuff going on, she will not donate like she used to. Cairns stated she wants to see what has been worked on to see if there is progress. Halter stated most of the time there is no progress, or it can't be seen. Pfarr commented that she would like to see the details because it's not talked about unless they ask. Mayor Sik stated that in the past people would submit their report and then come in and read it. Sik stated he told them that it was pointless and said if you have questions, ask. Cairns stated she doesn't see what Halter is doing that is working towards growth for Lamberton. Halter stated that sometimes you have to trust that she is doing her job. Halter also stated if she only had one department to worry about it'd be different. Halter also stated that she is tired of being questioned about what she is doing for the town and if all you want is someone to keep the lights on, fine find that person. But it doesn't take long to be the next Sanborn, Revere or Walnut Grove – if that's what the council wants. Cairns question the council about Halter's tone. Bittner stated yes, she hears frustration just like she heard it from Cairns last month and that she hears passion. Mayor Sik asked if anyone had a motion.

C. Department Reports

1. Library – Written Report Submitted – Vogel asked for any comments or concerns. Bittner questioned the Libby program and aspen tracking. Pfarr asked what additional help Vogel needed. Bittner asked about the collection of money for the tour of tables.

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

2. Ambulance Department – Written Report Submitted - Mittelstadt stated they have not figured out the siren problem yet and they have been covering for Wabasso some.

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

RCA – Ambulance Personnel Approval - ***Motion/Second/Pass (Bittner/Cairns/unanimous 5/0) to approve Rob Stoppel and Amy Sonnek to the Ambulance service.***

3. Fire Department – Chief Neperman was present and said he was applying for grants. He has taken the truck up to school for fire prevention. The department is down three people on their roster.

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

4. Police Department – Chief Determan gave his report. He has been spending time with the school zone traffic and time at the school. Pfarr and Bittner stated they have heard good things.

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

5. Maintenance Department – written report submitted. Thram added the Maguire contracts are basically to lock in the pricing for wash outs. They will do a wash out when the tank is painted since it will have to be emptied out at that point. Thram contacted SW Glass and was told they will have it done this fall. Thram stated RDO should be delivering the payload soon.

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

a. Maguire Contracts for Services

Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to approve the McGuire contracts.

6. Administration/EDA Department – Written Report Submitted – Bittner asked is the new Family Leave should be added to the work session. Halter stated she has not seen any policy out on it yet, but she has budgeted that the city pays half and the employee pays half. Cairns questioned the Taylor Grant. Halter explained it is a grant opening up for expanding childcare. Cairns question what a POD owner is. Halter explained it is a home childcare provider in a space outside their home.

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

Motion/Second/Pass (Bittner/Irlbeck/unanimous 5/0) to adopt Resolution 2025-18 Supporting the EDA Application to the Taylor Family Farms grant application for childcare.

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

1. 2025-17 - Resolution Accepting Donations – Halter explained the changing table came from an event with the childcare initiative event where they brought in all the childcare providers they could from the county, had a meal,

and talked about things that could be done to support them. At the event they gave away door prizes. Stacey Ramthun that lives here in town won a changing table and does not need it, so she donated it to the city to be used for the childcare initiative her in Lamberton.

Motion/Second/Pass (Pfarr/Cairns/unanimous 5/0) to adopt Resolution 2025-17- accepting donations.

E. Financial Report & Approval of Claims

1. October 2025 Financial Report
2. Approval of Claims
 - a. MERC Property Tax Refund
3. Quarter 3 Account Balances

Refunds were questioned. Cairns questioned quarterly reports where there are items that are over budget. Halter looked up items and gave explanations.

Motion/Second/Pass (Cairns/Bittner/unanimous 5/0) to approve the October 2025 Financial Report and Approval of Claims.

4. MAYOR & COUNCIL REPORTS & COMMUNICATIONS

A. Information for Council

1. Award of SCDG \$600,000 – this is what Kuhlman was talking about. We will be eligible for this again next year.
2. Old School Site Zoning/Conditional Use – Halter explained that the school and Superior Bus are in talks. Halter wants the council to be thinking about what they will want to do with zoning and the impacts of those who live around it. Halter did contact Novak.
3. Police Thank You

5. NEXT MEETING DATES

- A. Work Session Monday, October 27, 2025 at 5:30 PM
- B. Regular Council Meeting November 10, 2025 at 6:30 PM

Cairns stated she wanted on the record that two other items she felt were in appropriate were when Halter called someone a keyboard warrior on Facebook when they were voicing their opinion on the ambulance position and the library. Cairns also stated that when a resident brought up about the weeds around town and Halter stated other towns have weeds as well. Cairns felt that it was insulting because people travel to other towns and she felt Halter was just trying to shut her up. Halter stated she will stand behind the keyboard warrior comment 100% when you have people snapping people saying snide remarks about not needing the Wabasso ambulance when our ambulance was out of service and we received two calls at the same time. Cairns stated it goes against our personnel policy and we can discuss at the meeting with the lawyer.

6. ADJOURNMENT

Motion/Second/Pass (Cairns/Bittner/unanimous 5/0) to adjourn the meeting. Meeting adjourned at 9:25 PM.

Respectfully Submitted,

Valerie Halter
Clerk

Lydell Sik

LAMBERTON CITY COUNCIL
WORK SESSION MINUTES • CITY HALL
October 27, 2025 • 5:30 P.M.

1. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

- Meeting called to order at 5:30 PM October 27, 2025.
- Present: Mayor L. Sik, L. Bittner, D. Irlbeck, A. Cairns, L. Pfarr
- Staff in Attendance: V. Halter, A. Vogel
- Others in Attendance: Susan Beranek, Library Board

A. Additions/Deletions to Agenda

Motion/Second/Pass (Pfarr/Cairns/unanimous 5/0) to approve the agenda as given.

2. WORK SESSION

Library Budget Presentation – Vogel handed out an updated budget request. She stated she is hoping that the \$12,000 she is requesting for new shelves could be done over 5 years so money can be set aside. The shelves needing to be replaced are wire ones that are damaging the books. The cost is \$4,000 a shelf and Vogel would like four total. Halter stated there is \$6,000 in the Capital Improvement Fund. \$1,000 is set aside yearly for the Library. Discussion was held. Library Fees on the Fee Schedule was discussed.

Discussion was held on the process of going through the budget. Halter's numbers were questioned salary amounts placed in the budget sheets. Other numbers questioned. Halter ran other reports and found the report used was not accurate.

Capital Improvement fund balances were presented to the council. Halter would like to allocate the \$70,000 a little differently to the accounts. \$70,000 comes from property taxes and \$55,000 comes from the enterprise funds for \$125,000 total.

Chief Determan was present and discussed his equipment needs. The camera system in the squad is out of date. The taser gun is no longer made and will be phased out. We do not have a back-up squad so if a new squad was purchased the old squad would be kept for back-up. If a new squad was purchased it would need additional equipment to outfit it. Chief Determan had pricing on several different squads. Discussion was held.

Halter went over what has been identified as possible capital expenditures in the near future. The white pickup has engine issues and will need to be replaced. There was talk of a side by side to be used for spraying. Thram has suggested to get something like a tool cat instead because it would have more uses. Halter is working on getting state bid pricing from the dealers.

Halter asked Mindi Hesse what things are needed for the pool. Hesse gave her a few items that include chairs and umbrellas for the lifeguards, a CPR sign and some life savers for roughly \$2,000 all together.

Discussion was held.

2026 budget questions. Halter answered questions. Bittner stated that in the HR Committee's meeting with Matt Novak, they talked about wages and outside wage studies. Cairns compared wages over the last few years and questioned increases. Cairns question employee's health benefit pay out.

Halter explained that Kelsi Holman has tendered her resignation. Halter stated the council needs to decide if we will replace this position or not. Mittelstadt will be responsible for the Ambulance/police building, Halter and Vollmer will be responsible for the City Hall building, and Vogel will be responsible for the Library/Community Center. Halter stated she did not think it was fair for Vogel to have to worry about the community center on weekends that there

are back to back events. Halter questioned if the city should look at an independent cleaner that we could call in as needed and then also be called in 1-2 times a year for a deep cleaning.

Going through the street budget Halter stated that Thram will be leaving the city and the street budget will go lopsided next year because Thram fixes so much on his own and we will now likely have to outsource.

Cairns questioned the legality of paying an EDA employee. Mayor Sik said that you cannot pay the board members, but you can have an employee. Cairns stated she will check with Matt to see if she is reading the statute correctly.

Bittner stated in the HR meeting with Matt, they discussed the library position. Questioning if we have a Library Director or a Library Technician based on qualifications. Matt stated what is being done here vs other places with Library Directors are we actually lining up duties actually being done to the job description. Matt will be drafting up suggested changes. Bittner and Irlbeck toured the Wabasso library after their meeting with Matt. Discussion was held.

Mayor Sik stated his stand on taxes and the levy. He stated that in general preliminary levy is set and the city cannot go above that. When the city did the last street project property taxes went up 49% because the city paid for it all through bonds. That meant Lamberton went from one of the lowest property taxed cities in the county to one of the highest. Sik's philosophy is to limit the levy growth and let other towns catch up to Lamberton. Sik feels comfortable doing this because we have such a healthy reserve and general fund. Halter stated that it's hard because the only way to lower property taxes is to cut expenses and or add to the tax base. But it's hard to add to the tax base when your property taxes are so high. Lamberton is stuck because of it.

The proposed fee schedule was discussed. Halter reached out to the ambulance billing company for what rates they are seeing for each service. Other fees discussed.

Halter questioned the council on the use of vacation after a resignation is submitted. Exempt employees are required to give a 30 day notice.

Proposed 2026 wage schedule presented. Performance review structure was developed and will be followed for this year and will be added to the Personnel Policy.

New Mn Family Leave – Halter has it budgeted that the city pays the required .44% and the employee pays the other .44%.

3. NEXT MEETING DATES

- A. Regular Council Meeting November 10, 2025 at 6:30 PM

4. ADJOURNMENT

Motion/Second/Pass (Bittner/Cairns/unanimous 5/0) to adjourn the meeting. Meeting adjourned at 8:40 PM.

Respectfully Submitted,

Valerie Halter
Clerk

Lydell Sik

LAMBERTON CITY COUNCIL
EMERGENCY MEETING MINUTES • CITY HALL
October 30, 2025 • 6:00 P.M.

1. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

- Meeting called to order at 6:00 PM October 30, 2025.
- Present: Mayor L. Sik, L. Bittner, D. Irlbeck, A. Cairns, L. Pfarr
- Staff in Attendance: V. Halter, Tom Neperman
- Others in Attendance: Matt Novak, Virginia Waldruff, Joyce Bittner, Pat Story, Deb Thram, Sara Schaffran, Colby Pack, Allison Sauer, Mindi Hesse, Shari Keeper, Deb Furth, Marcheale Walz, Thomas Anderson, Matt Lenning, Bill Schaffran, Deb Pack, and non-legible.

A. Additions/Deletions to Agenda

Motion/Second/Pass Pfarr/Cairns/unanimous 5/0) to approve the agenda as presented.

2. GENERAL BUSINESS

Resignation of Public Works Director – Justin Thram submitted his resignation as Maintenance Supervisor. Mayor Sik stated he did reach out to Thram as did others on council.

Motion/Second/Pass Pfarr/Cairns /unanimous 5/0) to accept the resignation of Justin Thram as the Maintenance Supervisor.

Matt Novak was present and advised the public present that this meeting is not open to public comment.

Job Description for the Maintenance Supervisor was presented. Mayor Sik asked Novak if the city can give an incentive for this position to be on the ambulance service. Novak stated if the city felt this was an important aspect to the position, the city should update the job description and then re-evaluate the pay structure. If it is just a bonus you'd like to have, then you treat it just as that. Halter questioned how you incentivize this when you have a position paid to be on it.

Motion/Second/Pass Pfarr/Cairns/unanimous 5/0) to approve the job description as presented..

Advertising - Halter presented a long and short advertisement for the position. Halter stated she would place on the League of MN Cities' and with MN Rural Water Association's websites. Halter asked what newspapers that the council would like. Council stated Windom, Redwood Falls, Marshall, New Ulm, city website, and Indeed.

Water Operation and Waste Water operations are required to have a licensed person overseeing the operations. Council person Cairns question if the council should be discussion until applications are received to see if we get qualified applicants. Mayor Sik stated no because we need to have options in place. Novak explained it is a three year process to get the licenses that are needed. It is likely the city will hire someone that does not have those licenses. The city will likely have to pay someone with the proper licenses to operate the system for up to three years. Halter was directed to reach out and get a few quotes or options for licensed operators to cover water waste water operations. Date for applications was discussed. Applications will be taken until November 14th and also state open until filled. The entire council will conduct the interviews.

Covering Snow Plowing was not discussed. Certified Pool Operator was not discussed.

3. NEXT MEETING DATES

A. Regular Council Meeting November 10, 2025 at 6:30 PM

4. ADJOURNMENT

Motion/Second/Pass (Pfarr/Irlbeck/unanimous 5/0) to adjourn the meeting. Meeting adjourned at 6:20 PM.

Respectfully Submitted,

Valerie Halter
Clerk

Lydell Sik



112 2nd Ave W • PO Box 356 • Lamberton, MN 56152
Phone: (507) 752-7601 • Fax: (507) 752-7117 • Website: <https://lambertonmn.com>

You are receiving this notice because you own property within 350 feet of the property requesting a variance.

**PUBLIC NOTICE
FOR VARIANCE REQUEST**

An application for a variance to the zoning ordinance, as applied to the property located at 600 Birch St. in the City of Lamberton, has been submitted. David Wille has requested variances to the City of Lamberton Zoning Ordinance, Section 305.6 regarding setbacks from right of way for the following described property, situated in the County of Redwood, State of Minnesota:

Lots 1 and N ½ of Lot 2, Block 7, HW Lamberton's Second Addition to the Village (now City) of Lamberton, Redwood County, Minnesota

Notice is hereby given that a Public Hearing will be held on **Monday, November 10, 2025 at 7:00p.m.** at City Hall, Lamberton, Minnesota, regarding this application.

The hearing will be held to discuss the request for a variance to be less than thirty (30) feet from the front yard public right of way.

Those wanting to comment on these requests are encouraged to attend the hearing. Please contact City Hall at (507) 752-7601 with any questions.

Valerie Halter
City Clerk
Publish 10-28-2025 Lamberton News

Additional Information:

- **The front steps will not be outside the 30 feet setback requirement.**

APPLICATION FOR ZONING CHANGE

City of
Lamberton

Office of Clerk/Treasurer • 112 2nd Ave West • PO Box 356 • Lamberton, MN 56152 • (507) 752-7601

Property Owner: David Wille

Email: dawill613@gmail.com

Mailing Address: P.O. Box 254

Phone: 507-829-5718

City, State Zip: Lamberton, MN 56152

Fax: _____

PROPERTY INFORMATION

Property Address: 600 S. Birch St

Parcel Number: 83-434-0660

Legal Description: _____

Current Zoning: R-1

Type of Request: ☐ Conditional Use Permit

☒ Variance Permit

☐ Rezoning Permit

☐ Planned Unit Development (PUD)

☐ Other: _____

Description and Reason for Request: change in front steps. larger than what was there.

In your opinion, will the requested change diminish or impair property values within the immediate vicinity?

☐ Yes ☒ No Why or why not? _____

In your opinion, will the requested change impede the development of the surrounding property in the area?

☐ Yes ☒ No Why or why not? _____

In your opinion, will the requested change be detrimental to the health, safety, morals or welfare of the area?

☐ Yes ☒ No Why or why not? _____

Have measures been taken minimize the impact of the requested change to the area?



Yes



No

Please Explain: _____

Zoning Change Application

Zoning Change Applications shall be made to the City Clerk together with the required documentation and fees as set in the current fee schedule.

FILING INSTRUCTIONS

The application must be accompanied any pertinent documents related to the request. The property owners signature is required for all applications. Applications with incomplete or insufficient information will delay processing. Applications shall be submitted to:

City of Lamberton
112 Second Ave West
PO Box 356
Lamberton, MN 56152-0356

PROCESS DESCRIPTION

Completed applications will be examined for compliance with applicable ordinances and laws. A public hearing will be announced in the Lamberton News and will be mailed to all property owners within 350' of the parcel included in the request. The public hearing will allow for comments from nearby property owners and the public. After the public hearing the City Council will review the request. Approval of a zoning change request requires passage by a 4/5 vote of the full City Council. Once a change request is approved, any recording and/or filing fees will be charged to the property owner.

Elements of Application Included



Site Plan drawn to scale with dimensions



Location & Dimensions of all Buildings



Location of Curb Cuts, Driveways, Access Roads, Parking Spaces, Off-Street Loading Areas & Sidewalks



Landscaping & Screening Plans



Drainage Plan



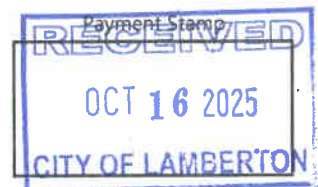
Sewer & Water Plan (with usage estimates)



Soil Type

APPLICANT STATEMENT

I affirm that the information submitted is true and accurate to the best of my knowledge and belief. I understand that if any portion of this application is false or materially misleading, any permit issues in reliance upon this information shall be come void at the discretion of the City of Lamberton.



License Fee: \$200

Applicant Signature

David J. White

Date:

10-16-25



Birch St

LAMBERTON

E 6th Ave

**CITY OF LAMBERTON
ORDINANCE NO. 163**

**AN ORDINANCE AMENDING SECTION 305.4 OF THE CITY CODE RELATING TO PROHIBITED STRUCTURES IN
RESIDENTIAL DISTRICT R-1**

Section 1. Amendment.

Section 305.4 of the Lamberton Development Code is hereby amended by adding the following:

1. Purpose

The purpose of this section is to promote the health, safety, and general welfare of the community by regulating the use of shipping containers, cargo trailers, semi-trailers and similar units as permanent storage structures within the City of Lamberton. Such structures are not designed for permanent storage use, may create safety hazards, and are inconsistent with the residential character of the community.

2. Definitions

For the purposes of this ordinance:

- a. Shipping Container means a standard, reusable steel box originally designed for the storage and movement of goods by ship, rail, or truck.
- b. Storage Trailer means a semi-trailer, cargo trailer, or similar wheeled container used for the storage of goods or materials.

3. Prohibited Structures in R-1 Residential District.

- a. Shipping containers, cargo trailers, semi-trailers, or similar units shall not be used as permanent storage structures, accessory buildings, or dwellings within the R-1 Residential District.
- b. Such structures may only be permitted on a temporary basis when directly associated with an active construction project. A valid building permit must be obtained prior to placement.
- c. For purposes of this ordinance, "temporary" shall mean a period of no more than nine (9) consecutive months.

4. Existing Structures.

Any shipping container, storage trailer, or similar unit used for storage and located within the City on the effective date of this ordinance shall be considered a nonconforming use. All such units must be removed no later than twelve (12) months from the effective date of this ordinance. After such date, continued use shall be considered a violation subject to enforcement.

5. Enforcement.

- a. Failure to comply with this ordinance shall constitute a violation of the zoning code and may be subject to fines, removal orders, or other remedies available under City Code and State law.
- b. If the City undertakes removal or corrective action due to noncompliance, all expenses incurred shall be billed to the property owner.
- c. If not paid within the time specified by the City, such expenses shall be assessed against the property and collected as a tax in the same manner as other special assessments.

Section 2. Effective Date.

This ordinance shall take effect and be enforced from and after its passage and publication according to law.

Adopted on this 10th day of November in the year 2025.

Mayor

Clerk

Meeting Agenda

Meeting Date: November 10, 2025

Meeting Subject: Lamberton City Council Meeting

I. Pursuit of Leveraged Funding

- A. USDA-RD: Grove Street Project; everything else
- B. MN direct legislative appropriation – 2026 session is right around the corner
- C. MN DEED Small Cities Development Program full application – awarded \$600K
- D. MN Public Facilities Authority (MPFA) Intended Use Plan (IUP) – Watermain Phase 2, LSLR Phase 2 (draft IUP expected to be published this week)
- E. CDSR (earmarks) – \$2M on the FY26 Senate Interior and Environment Appropriations Subcommittee bill, for infrastructure improvements; if awarded, grant would come through EPA, requires a 20% match; this still has a ways to go legislatively

II. Grove Street

- A. Waiting for USDA RD to get back to work
- B. Assessment process in progress.
 - 1. ~~Resolution ordering Feasibility Report~~, acceptance of Feasibility Report, Improvement Hearing and ordering Preparation of Plans, Preparation of Assessment Roll and Assessment Hearing

III. Lead Service Lines

- A. Service line replacements – Phase 1 (2025 construction)
 - 1. **Motion to Approve Change Order #1, adjustment to final contract quantities**
Were able to add two additional service lines.
 - 2. **Motion to issue Certificate of Substantial Completion**
 - 3. Receive Notice of Acceptability of Work
 - 4. **Motion to Approve Pay Application #2 from TE Underground, for \$178,026.25**
 - a. Next step in the process is requesting funds from MPFA (Val & Scott)
 - 5. ~~Notice of Award, Execute contract, Preconstruction meeting, Notice to Proceed, Construction~~, Substantial Completion, Final Completion/closeout
- B. Subsequent Phases (2, 3, 4 identified so far, to pair with watermain replacements)

CHANGE ORDER NO.: 1

Owner: City of Lambertton
Engineer: Bollig Engineering
Contractor: TE Underground
Project: Lead Service Line Replacement
Contract Name: Lead Service Line Replacement
Date Issued: 11/10/2025
Owner's Project No.:
Engineer's Project No.: 254013
Contractor's Project No.:
Effective Date of Change Order: 11/10/2025

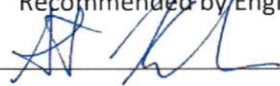
The Contract is modified as follows upon execution of this Change Order:

Description:

Adjust to final installed quantities, including addition of two more service line replacements (709 Elm St S, 211 W 1st St). Final quantities are reflected in Pay Application #2.

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 229,027.50	Original Contract Times: Substantial Completion: 10/12/2025 Ready for final payment: 12/5/2025
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. [Number of previous Change Order]: \$ N/A	[Increase] [Decrease] from previously approved Change Orders No.1 to No. [Number of previous Change Order]: Substantial Completion: N/A Ready for final payment: N/A
Contract Price prior to this Change Order: \$ 229,027.50	Contract Times prior to this Change Order: Substantial Completion: 10/12/2025 Ready for final payment: 12/5/2025
Increase this Change Order: \$ 10,297.50	Increase this Change Order: Substantial Completion: 10 days Ready for final payment: 0 days
Contract Price incorporating this Change Order: \$ 239,325.00	Contract Times with all approved Change Orders: Substantial Completion: 10/22/2025 Ready for final payment: 12/5/2025

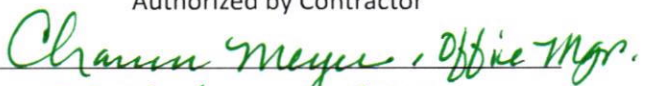
Recommended by Engineer (if required)

By: 
Title: Project Engineer
Date: 10/31/2025

Authorized by Owner

By: _____
Title: _____
Date: 11/10/2025

Authorized by Contractor


10/31/2025

Approved by Funding Agency (if applicable)

CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner: City of Lamberton Owner's Project No.:
Engineer: Bollig Engineering Engineer's Project No.: 254013
Contractor: TE Underground Contractor's Project No.:
Project: Lead Service Line Replacement (Phase 1)
Contract Name: Lead Service Line Replacement (Phase 1)

This ☐ Preliminary ☒ Final Certificate of Substantial Completion applies to:

☒ All Work ☐ The following specified portions of the Work:

Date of Substantial Completion: **10/22/2025**

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

Amendments of contractual responsibilities recorded in this Certificate should be the product of mutual agreement of Owner and Contractor; see Paragraph 15.03.D of the General Conditions.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work must be as provided in the Contract, except as amended as follows:

Amendments to Owner's Responsibilities: ☒ None ☐ As follows:

Amendments to Contractor's Responsibilities: ☒ None ☐ As follows:

The following documents are attached to and made a part of this Certificate:

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

Engineer

By (signature):



Name (printed): Scott Kuhlman

Title: Project Engineer

NOTICE OF ACCEPTABILITY OF WORK

Owner:	City of Lamberton	Owner's Project No.:	
Engineer:	Bollig Engineering	Engineer's Project No.:	254013
Contractor:	TE Underground	Contractor's Project No.:	
Project:	Lead Service Line Replacement (Phase 1)		
Contract Name:	Lead Service Line Replacement (Phase 1)		
Notice Date:	11/10/2025	Effective Date of the Construction Contract:	8/27/2025

The Engineer hereby gives notice to the Owner and Contractor that Engineer recommends final payment to Contractor, and that the Work furnished and performed by Contractor under the Construction Contract is acceptable, expressly subject to the provisions of the Construction Contract's Contract Documents ("Contract Documents") and of the Agreement between Owner and Engineer for Professional Services dated 3/10/2025 ("Owner-Engineer Agreement"). This Notice of Acceptability of Work (Notice) is made expressly subject to the following terms and conditions to which all who receive and rely on said Notice agree:

1. This Notice has been prepared with the skill and care ordinarily used by members of the engineering profession practicing under similar conditions at the same time and in the same locality.
2. This Notice reflects and is an expression of the Engineer's professional opinion.
3. This Notice has been prepared to the best of Engineer's knowledge, information, and belief as of the Notice Date.
4. This Notice is based entirely on and expressly limited by the scope of services Engineer has been employed by Owner to perform or furnish during construction of the Project (including observation of the Contractor's Work) under the Owner-Engineer Agreement, and applies only to facts that are within Engineer's knowledge or could reasonably have been ascertained by Engineer as a result of carrying out the responsibilities specifically assigned to Engineer under such Owner-Engineer Agreement.
5. This Notice is not a guarantee or warranty of Contractor's performance under the Construction Contract, an acceptance of Work that is not in accordance with the Contract Documents, including but not limited to defective Work discovered after final inspection, nor an assumption of responsibility for any failure of Contractor to furnish and perform the Work thereunder in accordance with the Contract Documents, or to otherwise comply with the Contract Documents or the terms of any special guarantees specified therein.
6. This Notice does not relieve Contractor of any surviving obligations under the Construction Contract, and is subject to Owner's reservations of rights with respect to completion and final payment.

Engineer

By (signature):



Name (printed):

Scott Kuhlman

Title:

Project Engineer

Contractor's Application for Payment

Owner: <u>City of Lamberton</u> Engineer: <u>Bollig Engineering</u> Contractor: <u>TE Underground</u> Project: <u>Lead Service Line Replacement</u> Contract: <u>Lead Service Line Replacement</u>	Owner's Project No.: _____ Engineer's Project No.: <u>254013</u> Contractor's Project No.: _____																								
Application No.: <u>2</u> Application Date: <u>10/31/2025</u> Application Period: From <u>10/4/2025</u> to <u>10/31/2025</u>																									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">1. Original Contract Price</td> <td style="width: 30%; text-align: right;">\$ 229,027.50</td> </tr> <tr> <td>2. Net change by Change Orders</td> <td style="text-align: right;">\$ 10,297.50</td> </tr> <tr> <td>3. Current Contract Price (Line 1 + Line 2)</td> <td style="text-align: right;">\$ 239,325.00</td> </tr> <tr> <td>4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)</td> <td style="text-align: right;">\$ 239,325.00</td> </tr> <tr> <td>5. Retainage</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">a. <u>0%</u> X \$ 239,325.00 Work Completed =</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td style="padding-left: 20px;">b. _____ X \$ - Stored Materials =</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td style="padding-left: 20px;">c. Total Retainage (Line 5.a + Line 5.b)</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>6. Amount eligible to date (Line 4 - Line 5.c)</td> <td style="text-align: right;">\$ 239,325.00</td> </tr> <tr> <td>7. Less previous payments (Line 6 from prior application)</td> <td style="text-align: right;">\$ 61,298.75</td> </tr> <tr> <td>8. Amount due this application</td> <td style="text-align: right;">\$ 178,026.25</td> </tr> <tr> <td>9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5.c)</td> <td style="text-align: right;">\$ -</td> </tr> </table>		1. Original Contract Price	\$ 229,027.50	2. Net change by Change Orders	\$ 10,297.50	3. Current Contract Price (Line 1 + Line 2)	\$ 239,325.00	4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 239,325.00	5. Retainage		a. <u>0%</u> X \$ 239,325.00 Work Completed =	\$ -	b. _____ X \$ - Stored Materials =	\$ -	c. Total Retainage (Line 5.a + Line 5.b)	\$ -	6. Amount eligible to date (Line 4 - Line 5.c)	\$ 239,325.00	7. Less previous payments (Line 6 from prior application)	\$ 61,298.75	8. Amount due this application	\$ 178,026.25	9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5.c)	\$ -
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Contractor's Certification The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.																									
Contractor: <u>TE Underground LLC</u> Signature: <u>Chandler Meyer</u> Date: <u>10/24/25</u>																									
Recommended by Engineer By: <u>AKL</u> Title: <u>Project Engineer</u> Date: <u>10/27/2025</u>	Approved by Owner By: _____ Title: _____ Date: _____																								
Approved by Funding Agency By: _____ Title: _____ Date: _____	By: _____ Title: _____ Date: _____																								

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Lambertton	Owner's Project No.:	
Engineer:	Bollig Engineering	Engineer's Project No.:	254013
Contractor:	TE Underground	Contractor's Project No.:	
Project:	Lead Service Line Replacement		
Contract:	Lead Service Line Replacement		

Application No.:		2	Application Period:			From	10/04/25	to	10/31/25	Application Date:				10/31/25
A	B	C	D	E	F	Contract Information		G	H	I	J	K	L	
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Work Completed		Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)	
1	MOBILIZATION	1	LS	30,000.00	Original Contract	30,000.00		1.00	30,000.00		30,000.00	100%	-	
2	REMOVE CONCRETE SIDEWALK	910	SF	3.25		2,957.50		-	-		-	0%	2,957.50	
3	REMOVE DRIVEWAY PAVEMENT	44	SY	30.00		1,320.00		5	150.00		150.00	11%	1,170.00	
4	ELECTRICAL GROUNDING SYSTEM INVESTIGATION	25	EA	150.00		3,750.00		27	4,050.00		4,050.00	108%	(300.00)	
5	INSTALL ELECTRICAL GROUNDING SYSTEM	25	EA	300.00		7,500.00		-	-		-	0%	7,500.00	
6	PITCHER FILTER (W/6-MONTH FILTER)	25	EA	90.00		2,250.00		27	2,430.00		2,430.00	108%	(180.00)	
7	CONNECT TO EXISTING WATER SERVICE	26	EA	500.00		13,000.00		27	13,500.00		13,500.00	104%	(500.00)	
8	CONNECT TO EXISTING BUILDING PLUMBING	25	EA	800.00		20,000.00		27	21,600.00		21,600.00	108%	(1,600.00)	
9	1" CURB STOP & BOX	5	EA	2,000.00		10,000.00		6	12,000.00		12,000.00	120%	(2,000.00)	
10	1" CURB BOX REMOVE & REPLACE	2	EA	2,000.00		4,000.00		3	6,000.00		6,000.00	150%	(2,000.00)	
11	1" WATER SERVICE (DIRECTIONAL DRILL)	1,110	LF	95.00		105,450.00		1,469	139,555.00		139,555.00	132%	(34,105.00)	
12	4" CONCRETE SIDEWALK	885	SF	16.00		14,160.00		-	-		-	0%	14,160.00	
13	6" CONCRETE SIDEWALK	25	SF	20.00		500.00		-	-		-	0%	500.00	
14	7" CONCRETE DRIVEWAY PAVEMENT	44	SY	100.00		4,400.00		5	500.00		500.00	11%	3,900.00	
15	12" CLASS 5 AGGREGATE SURFACING (CV)	12	SY	20.00		240.00		2	40.00		40.00	17%	200.00	
16	TRAFFIC CONTROL	1	LS	2,000.00		2,000.00		1.00	2,000.00		2,000.00	100%	-	
17	TURF ESTABLISHMENT AND RESTORATION	1	LS	7,500.00		7,500.00		1.00	7,500.00		7,500.00	100%	-	
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Contractor's Application for Payment

Owner's Project No.:	
Engineer's Project No.:	254013
Contractor's Project No.:	

Application Date: 10/31/25

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information			Value of Bid Item (C X E) (\$)	Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)		Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
	Change Order 1 - adjust to final quantities				10,297.50	-	-	-	-	0%	10,297.50
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					Change Order Totals \$	\$	-	\$	-	0%	10,297.50
Total Contract Change Orders						\$	239,325.00	\$	-	100%	\$

Library Report
November 2025

- Kim is trained in; I think she will be a great addition to the team! I have signs printed for her for the door, that way if she gets an ambulance call she has already forewarned people that she may have to close abruptly for an ambulance call.
- We have gotten rid of all of the puzzles. There is a group that is doing a puzzle exchange in the hall, all of our puzzles have been donated to that. We are getting rid of them because they take up space, are not checked out, and are frequently returned missing pieces
- Plum Creek is discontinuing cake pans. They are sending all of the original pans to anyone who would like to keep them for their collection. However with limited space and now that I have heard that there is cross contamination issues we will not be taking any. Pans are still available to order through Plum Creek!

- Policy Review. I have been looking at libraries throughout the system to compare policies, so we can adapt policies to fit Lamberton. The board will be hosting a special meeting to go over all of the policies before requesting council action for a meeting to go over all of the policies with the council.

AC Meeting Updates: Meeting November 12th

Events/Programs

Costume Exchange: unfortunately this did not go over as well as last year. We will talk about trying again next year however this may no longer happen.

- Creepy Crafting on Wednesday
 - Ornament making (13)
 - Pumpkin Painting (26)
 - Building Mini Haunted Houses (32)
 - Trick or Treat Bags (31)

At our next board meeting we will be discussing Dance Night Hours changing. We changed the hours for Dance last year on Wednesdays 10:30-1;-2-7:00 which has worked really well. Many of those families are here late on Thursdays as well so we will discuss changing Thursdays to be open later during dance season.

- Movies:
 - KPop Demon Hunters Sing Along (20)

Circulation Report

- **September**
 - Total Books:412
 - Audio Books:7
 - Total DVDs: 50
 - Non-Print (cake pans, Computers, Hotspots, Chromebooks):50
 - Wireless Stats: 32
 - Online Materials(overdrive, RB Digital):107
 - ILL (Inter Library Loan): 52

Respectfully Submitted
Alicia Vogel

Department Report- Ambulance Service

October Activity:

- **Total Emergency Incidents: 12**
 - 1 Air Ambulance
 - 1 No Transport
 - 3 Fire Standby
- 2 Football Game Standby

Ambulance Maintenance:

- The ambulance siren is currently working. Investigation has found a faulty amplifier. The part was ordered to be replaced. Cost \$480. Currently awaiting part to arrival and be installed.
- Stryker cot malfunctioned and would not lower with patients on it. Stryker tech came out on October 16th and reset the sensors. No further problems. Cot is still under warranty.

Training & Education:

- **EMR Class:** Class beginning on December 2nd in Tracy. The sign-up deadline is November 17th. We have been recruiting and advertising for this. There have been flyers handed out to businesses around town and hung on information boards, 1 social media post made with another one coming, I have spoken to 3 people with interest.
- **EMT Class:** Training centers are still working on finalizing class dates and details.
- October's monthly meeting plans changed after last council meeting. The plan to have our annual skills tests with our medical director was rescheduled to December 1st. Instead, we held our usual monthly meeting with skill training. This took place at RRC. The Fire Department joined us. Training was on the use of the new Stryker Cot, stair chair and air splinting devices.

Crew Updates:

- All 3 new crew members are on schedule and on-call.

October Follow up & November's Developments & Updates:

- Upcoming webinar opportunities, I hope to attend (each 1 hour long). Topics include:
 - Pediatric Prehospital Care
 - Obstetric for EMS
 - More upcoming EMS budget changes
 - More grant opportunities
- Completed and submitted the OEMS 2025 Cost Collection Survey.
- Ambulance license renewal has been completed and submitted.
- In November, we will be taking part in Tastes of the Seasons celebration. No monthly meeting planned at this time.

- I have learned how to obtain and am working on preparing the end of the year payroll reports. I will have all needed reports turned in by December 3rd.

Not Ambulance Related:

- Library training: I feel it has gone well. I have been able to help a bit between ambulance, calls, street department and other responsibilities.



Lamberton Police Department

201 2nd Ave West P.O. Box 356 Lamberton, MN 56152 Phone: 507-828-9707

October- 36 calls for service:

- Information/ Other- 2
- Assist other agency- 4
- Property- 1
- Harassment- 1
- Teft- 4
- Traffic- 7
- Animal- 3
- Parking- 2
- Noise Complaints- 1
- Child Protection- 2
- Damage to property- 1
- Domestic Assault- 2
- Welfare Check- 1
- Vehicle Unlock- 1
- Community Policing- 2
- Suspicious- 2

Notes-

- School walk through, calls, footballs games
- School zone enforcement
- Few meetings and trainings

Chief Derick Determan, #342

Lamberton Police Department

Maintenance Dept Report

November 2025

Pool- Winterized pool

Street- Sweeping leaves when we have time, we put down roughly 50 tons of asphalt in patches. Needs more but mother nature is saying no the way it looks.

Parks- winterized both parks

Sewer- daily checks

Water- We have been dealing with a communication issues with the well all month. We tried switching radios, antennas, and coaxial cable. If this doesn't work there are going to try to write a code where it calls numerous times before it goes into a locked out fail.

11-6-25	REQUEST FOR COUNCIL ACTION
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Valerie Halter
SUBJECT:	Water Coverage
ISSUE/REQUEST/ BACKGROUND:	At the time this was done attached is what I have for the following options to cover the water operation after Justin leaves. Two of them will visit next week to check out our system. Matt Buntjer sent a contract and that is also attached. These quotes are based on Tyler taking care of the daily readings and operation. Let me know what you would like done.

Company	Contact	Number	Email	Cost	Description
People's Service	Chris McMillen	402-960-5700	CMcmillen@peopleservice.com	\$1,723.00	Monthly Charge - cover certification and do the required testing and paperwork. This is a 1x week visit up to 2 hrs per visit.
Justin Thram		507-220-9961	jthram82@gmail.com	\$1,500.00	Monthly Charge - cover certification and do the required testing and paperwork. This is a 1x week visit up to 2 hrs per visit.
Matt Buntjer		507-360-1263		\$ 750.00	contract attached - if Tyler leaves would need to re-negotiate.
Advanced Utility Systems	Mike	320-630-2611			Would like to come tour
Paul Plaetz		507-828-4273			Cannot do it
Brent Brown		507-822-8306			Would like to come tour

**WASTEWATER TREATMENT AGREEMENT
BETWEEN
MATT BUNTJER AND THE CITY OF LAMBERTON**

This agreement between the **CITY OF LAMBERTON, MINNESOTA**, Minnesota Municipal Corporation, and **Matt Buntjer** of Rock Rapids, IA, hereinafter referred to as “Matt” WITNESSETH:

WHEREAS, Lamberton has constructed and operates a **water treatment system** (hereinafter “SYSTEM”), which consists of a water production and water distribution system. Also, a wastewater collection and wastewater treatment system along with necessary and appurtenant piping, and other facilities used in connection with the operation of said System, and

WHEREAS, The rules, regulations, statues and/or laws of the State of Minnesota, acting through the Minnesota Department of Health, Minnesota Pollution Control Agency, and/or the Environmental Protection Agency relating to the operation and maintenance of said System require that certain services, functions and other activities, including but not limited to testing, sampling, inspections and other activities must be conducted and/or **supervised** by an individual holding certain license(s) issued by the State of Minnesota evidencing sufficient training and expertise in the operation of a water treatment facility treatment facility, and

WHEREAS, Matt Buntjer, Minnesota Certification **B-13590**, holds such necessary licenses, training and experience so as to provide the services required by City of Lamberton and the State of Minnesota for the operation of the said Systems, and

WHEREAS, Matt is willing to provide such services requested by Lamberton to **supervise** in the operation, conduct and carrying on of the System, subject to the provisions herein:

NOW THEREFORE, It is agreed by and between the parties hereto as follows:

1. That Matt will provide to City of Lamberton, **SUPERVISORY SERVICES** for the operation of the System consisting of testing, inspection, sampling, routine maintenance and upkeep inspections and such other services as may be necessary for the operation of the wastewater treatment system. Said services shall include, testing, completion and filing of reports as may be necessary and required by the Minnesota Department of Health, Minnesota Pollution Control Agency, Environmental Protection Agency, or any other regulatory or governmental authority.

Supervisory Duties provided by Matt.

WATER:

1. Monitoring water samples at the water plant.
2. Supervise sampling required by state
3. Fill out monthly reports required by the MN. Dept. of Health
4. Supervise and monitor the water system as required by the state to stay in compliance.

Matt shall provide training to all applicable City of Lamberton employees to equip them with the skills necessary to operate Lamberton's water facilities and related distribution systems. Matt will also monitor available classes and seminars for Lamberton employees to attend. Matt will make regular site visits and phone contact as needed for training and oversight of system operations.

RESPONSIBILITIES OF THE CITY OF LAMBERTON:

Water

3. Water System:
 - a. Any maintenance or repair to the system
 - b. Tower maintenance
 - c. Meter readings
 - d. Water shut offs
 - e. Hydrant flushing
 - f. Gopher One locates
 - g. Customer complaints

2. The parties shall annually or at such times as necessary review the supervisory services to be provided by Matt to City of Lamberton and shall determine the rates to be charged therefore.

3. **This contract is in force for six months.** nothing herein contained shall in any way be deemed to obligate Matt to provide anything other than the services specifically agreed to by the parties. Nothing contained herein shall in any way obligate Matt to be responsible for the cost of any repair, maintenance, equipment, supplies, or other capital expenditures related to the operation, conduct, maintenance and upkeep of the City of Lamberton Water System.

6. Lamberton shall periodically make payment to Matt for services provided pursuant to this agreement, provided that said periodic payments shall be on a monthly basis. All payments shall be directed to Matt Buntjer and delivered to 602 S 6th Ave Rock Rapids, IA 51246.

7. Matt will be operating under his own general liability insurance as an independent contractor.

8. In the event of a Court of competent jurisdiction determines that any part of the Agreement is unenforceable, the enforceability of the remainder of the Agreement shall not be affected, and the remainder shall remain in full force and effect.

9. This Agreement shall be in force and effective until terminated by mutual consent of the parties, or with a 30 day written notice by either of the parties.

10. Terms and conditions of contract are as follows: **MONTHLY FEE OF \$750 CONTRACTED FOR CLASS CLASS C WATER LICENSE PLUS HOURLY RATE OF \$60 PER HOUR APPLIED FOR EMERGENCY CALLS ONLY.**
*****EMERGENCY CALLS WOULD CONSIST OF EVENTS THAT REQUIRE A SITE VISIT OUTSIDE NORMAL WORKING HOURS OR NOT SCHEDULED 48HRS IN ADVANCE.**

12. This contract would go into effect December 1, 2025.

IN WITNESS WHEREOF, the parties have hereunto executed this Agreement.

CITY OF SACRED HEART

BY _____ Date: _____
Mayor

BY _____ Date: _____
Administrator

BY _____ Date: _____
Operator

11-6-25	REQUEST FOR COUNCIL ACTION
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Valerie Halter
SUBJECT:	Public Works/Maintenance Worker Expectations & Wages
ISSUE/REQUEST/ BACKGROUND:	Once Justin is done with the City, Tyler will be the only true Maintenance worker we have. He will be responsible for all water and waste water operations along with the streets department and snow plowing. I would like the council to set clear expectations for Tyler. Do you want Tyler to attend council meetings? I would also like the council to have some sort of a plan for back-up help as needed for snow removal, water main breaks, or any other event that comes up that will require more than him. When Madonna left and Nick was left to pick up the slack, the council paid him extra for his efforts. Keep in mind Tyler will be required to available 24x7 for water emergencies and will have to check the water system 7 days a week. Since I am not here and part of this conversation, I would like someone from the council to meet with Tyler and myself and go over plans and questions.



112 2nd Ave W • PO Box 356 • Lamberton, MN 56152
Phone: (507) 752-7601 • Fax: (507) 752-7117 • Website: <https://lambertonmn.com>

November 2025 City Clerk Report

- Kris and I had a call with Banyon to go over some billing questions. Val also worked with Banyon to make changes required by the bank for new file uploading requirements.
- Redwood County Childcare Initiative Meeting – talked about the town hall event and not enough signed up. Changed to a virtual event.
- Met with ISG architect to go over the space we will be using for the childcare PODs at VVM.
- Attended Lion's Club meeting to ask for funding support for the childcare POD project.
- Submitted Taylor grant for childcare PODs
- Prepared for Work Session and Emergency Meeting
- Budget work and council requests
- Calling around for pricing for water licensing coverage
- Work with the street department patching streets
- Met with the lawyer, Amanda, and HR
- Sent out water line notification letters as required by the health dept.
- Missed deadline for Safe Routes to School Grant
- Contact papers - advertisement for Justin's job.
- EDA Meeting – redid by-laws to propose
- Fielding questions on Justin's resignation and the council member who wants to "stir things up"

11-6-25	REQUEST FOR COUNCIL ACTION
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Valerie Halter
SUBJECT:	Halter Leave
ISSUE/REQUEST/ BACKGROUND:	I will be out on medical leave starting December 11, 2025, and expect to return to partial days starting December 30, 2025. I have spoken to Leah Bittner, HR Committee, regarding this. I will come in and do payroll the week of December 15th and work from home as needed. The 2025 Audit is set for January 5-7, 2026. No action needed, just letting you know.

11-6-25	REQUEST FOR COUNCIL ACTION
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Valerie Halter
SUBJECT:	Holman Resignation
ISSUE/REQUEST/ BACKGROUND:	Kelsi Holman has given her resignation and was done on 11-2-2025. As of now Kim is covering the ambulance/police building; Kris and I are covering City Hall, and Alicia is covering the library/community center. We talked briefly at the work session about this and our options: 1. We hire for the position again. 2. We leave it as is and hire someone to come in after big events, and a couple times a year for deep cleaning. I need direction on what you want done. Do you want to advertise, do you want me to seek out independent cleaners?

10/19/2025

Dear City of Lamberton,

This letter is to give you two weeks' notice of my resignation from the Custodian position. My final day for the City will be 11/2/ 2025.

I appreciate the opportunity you've given during my time working for the City of Lamberton.

I will return keys and Dollar General card on my last day. If there is anything else I need to get you please let me know.

Thank you,

 10/19/2025

Kelsi Holman

11-4-25	REQUEST FOR COUNCIL ACTION
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Valerie Halter
SUBJECT:	Family Insurance
ISSUE/REQUEST/ BACKGROUND:	I had a question come in on Family Insurance and what we cover. I know in the past we covered \$500, but I do not see it in our policy book. Our book states: BENEFITS Employees are encouraged to look closely at this contribution as part of their overall compensation package with the city. Health, Dental, Vision, & Life Insurance, Health Savings Account In accordance with federal health care reform laws and regulations, while avoiding penalties, the city will offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 40 or more hours per week. Employees who work less than 37.5 hours per week but are still considered “full-time” will be offered all benefits. The amount to be contributed and the type of coverage will be determined annually by the City Council. Health Savings Account contributions made by the city will be paid in June for the months of January – June and in December for the months of July – December. I’m wondering if you would like to stick to \$500 towards family coverage or if you would like to change it. We should maybe have a motion so it is on record what we are covering. I did talk with Leah and I think we will develop a benefits schedule that can be reviewed annually. I ALSO WANT TO MENTION IF YOU WILL NO LONGER BE PAYING OUT HEALTH INSURANCE PREMIUMS TO THOSE WHO DO NOT TAKE IT, I NEED TO KNOW BEFORE OPEN SEASON IS CLOSED. (Also Just because it is in all caps - I’m not yelling just emphasizing the importance.)

11-5-25	REQUEST FOR COUNCIL ACTION
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Valerie Halter
SUBJECT:	Interview and Work Session Dates
ISSUE/REQUEST/ BACKGROUND:	I would like to have some dates set for interviews. The first deadline is Nov. 14th I'd like to set dates for the week of the 17th & 24th if needed. November 17, 19, 20, 21 November 24, 25 Work Session on Budget Nov 24, 25 December 1, 2, 3



DATE: 11-6-2025	REQUEST FOR COUNCIL ACTION																																						
TO:	HONORABLE MAYOR & CITY COUNCIL																																						
FROM:	Valerie Halter																																						
SUBJECT:	2026 Liquor License Approvals																																						
ISSUE/REQUEST/ BACKGROUND:	A local unit of government must approve liquor licenses applications and submit them to MNDPS AGE (Alcohol & Gambling Enforcement). The following are up for renewal: <table border="1"><thead><tr><th>Location</th><th>License Type</th><th>Cost/License</th><th>Total Per Location</th></tr></thead><tbody><tr><td>LJ's on Main</td><td>On-Sale Liquor</td><td>\$1,200.00</td><td></td></tr><tr><td></td><td>Off-Sale Liquor</td><td>\$125.00</td><td></td></tr><tr><td></td><td>Sunday Liquor</td><td>\$200.00</td><td>\$1,525.00</td></tr><tr><td>American Legion 41</td><td>On-Sale Liquor</td><td>\$1,200.00</td><td></td></tr><tr><td></td><td>Off-Sale Liquor</td><td>\$125.00</td><td>\$1,325.00</td></tr><tr><td>Lamberton Lanes</td><td>On-Sale Liquor</td><td>\$1,200.00</td><td></td></tr><tr><td></td><td>Off-Sale Liquor</td><td>\$125.00</td><td>\$1,325.00</td></tr><tr><td>Revenue Total</td><td></td><td></td><td>\$4,175.00</td></tr></tbody></table> All forms, insurance and fees will be collected before licenses are issued AND Chief Determan will be notified to make sure no infractions have occurred.			Location	License Type	Cost/License	Total Per Location	LJ's on Main	On-Sale Liquor	\$1,200.00			Off-Sale Liquor	\$125.00			Sunday Liquor	\$200.00	\$1,525.00	American Legion 41	On-Sale Liquor	\$1,200.00			Off-Sale Liquor	\$125.00	\$1,325.00	Lamberton Lanes	On-Sale Liquor	\$1,200.00			Off-Sale Liquor	\$125.00	\$1,325.00	Revenue Total			\$4,175.00
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Lamberton Lanes	On-Sale Liquor	\$1,200.00																																					
	Off-Sale Liquor	\$125.00	\$1,325.00																																				
Revenue Total			\$4,175.00																																				
RECOMMENDATION:	Motion to approve listed renewal applications for 2026.																																						
FISCAL IMPACT:																																							

11-6-25	REQUEST FOR COUNCIL ACTION
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Valerie Halter
SUBJECT:	EDA By Laws
ISSUE/REQUEST/ BACKGROUND:	The EDA met 11-4-2025 and are recommending the attached By-Laws be adopted. The two major changes are: • Change meeting to quarterly instead of monthly • Changed the board from 7 members to 5 I just noticed – maybe we should change in the Removal portion since we will only have 4 meetings a year. Maybe it should say 2 meetings in a 12 month period?

**BYLAWS OF THE ECONOMIC DEVELOPMENT AUTHORITY (EDA)
OF THE CITY OF LAMBERTON, MINNESOTA**

ARTICLE I – BOARD OF DIRECTORS

Section 1.1 – Authority and Management

The business and affairs of the Economic Development Authority (EDA) of the City of Lamberton shall be managed by or under the direction of a Board of Directors, subject to the rights and powers of the Lamberton City Council as set forth in the enabling resolution creating the Authority and applicable Minnesota Statutes.

Section 1.2 – Composition

The Board of Directors shall consist of five (5) members, appointed by the Mayor and confirmed by the City Council. Of these, one or two (1-2) members shall be from the City Council and three or four (3-4) shall be appointed at-large from the community.

Section 1.3 – Terms of Office

Initial appointments shall be for staggered terms of one, two, three, four, and five years respectively. Thereafter, all directors shall be appointed to six-year terms. Members shall continue to serve until their successors are duly appointed and qualified.

Section 1.4 – Resignation

A director may resign at any time by providing written notice to the Mayor or City Hall. The resignation shall be effective upon delivery unless a later effective date is specified.

Section 1.5 – Removal

Any director may be removed, with or without cause, by a majority vote of the City Council. Four (4) unexcused absences from regular meetings within a twelve (12) month period shall constitute grounds for removal.

Section 1.6 – Vacancies

Vacancies on the Board caused by death, resignation, disqualification, or removal shall be filled in the same manner as original appointments—by mayoral selection and council confirmation.

Section 1.7 – Meetings

Regular meetings of the Board of Directors shall be held quarterly, on dates and times determined annually by the Board at its organizational meeting. Meetings shall be held at Lamberton City Hall or another location designated by the Board.

Special meetings may be called as provided in Section 1.8.

Section 1.8 – Notice of Meetings

Any director may call a meeting of the Board by giving at least twenty-four (24) hours' notice to all members, stating the date, time, and place of the meeting. If a meeting schedule is adopted or announced

at a prior meeting, no additional notice is required. The purpose of the meeting need not be included in the notice.

Section 1.9 – Waiver of Notice

A director may waive notice of any meeting, orally or in writing, before or after the meeting. Attendance at a meeting constitutes a waiver of notice unless the director objects at the beginning of the meeting to the transaction of business on the grounds that it was not lawfully called.

Section 1.10 – Quorum

A **majority of the currently appointed directors** constitutes a quorum for the transaction of business. If a quorum is present when a meeting is convened, the directors may continue to transact business until adjournment, even if the number present is reduced below a quorum.

Section 1.11 – Voting and Actions

Unless otherwise required by law, actions of the Board shall be approved by a majority vote of directors present at a meeting with a quorum.

Section 1.12 – Committees

The Board may, by majority vote, establish one or more committees to carry out assigned responsibilities. Each committee shall consist of one or more persons, who need not be directors. A majority of committee members shall constitute a quorum, and minutes shall be kept and made available upon request.

ARTICLE II – OFFICERS

Section 2.1 – Election and Terms

The Board shall elect from among its members a President, Vice-President, Secretary, and Treasurer at the first regular meeting following August 1 each year. Officers shall serve a one-year term or until their successors are elected. The same individual may hold more than one office, except that no person may serve as both President and Vice-President simultaneously.

Section 2.2 – Duties of Officers

- **President:** Presides at all meetings and provides general leadership and oversight of EDA activities.
- **Vice-President:** Performs the duties of the President during the President's absence or inability to act.
- **Secretary:** Keeps accurate records of all meetings and proceedings of the EDA.
- **Treasurer:** Oversees financial matters, reports on EDA finances, and works with City staff to maintain proper accounting.

Section 2.3 – Staff Support

The City Clerk, City Administrator, or other designated staff member may assist with administrative, financial, and record-keeping functions as directed by the Board.

ARTICLE III – GENERAL PROVISIONS

Section 3.1 – Fiscal Year

The fiscal year of the EDA shall coincide with the fiscal year of the City of Lamberton.

Section 3.2 – Amendments

These Bylaws may be amended by a majority vote of the EDA Board at any regular or special meeting, subject to approval by the Lamberton City Council.

Adopted by the Lamberton Economic Development Authority this ____ day of _____, 2025.

Approved by the Lamberton City Council this ____ day of _____, 2025.

Signatures:

EDA President _____

EDA Secretary _____

Mayor, City of Lamberton _____

City Clerk _____

11-6-25	REQUEST FOR COUNCIL ACTION
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Valerie Halter
SUBJECT:	HR Novak Recommendations
ISSUE/REQUEST/ BACKGROUND:	From Matt Novak: After discussion with the HR Committee, the following recommendations are made to the City Council for consideration: 1. Adopt a Performance Review Policy (attached). 2. Add the “Administrator” title to the Clerk’s position – formally designate the position as the Clerk/Treasurer/Administrator. This title change will reflect the actual duties described in the current position description. This position is currently graded out to be an Administrator position, so no adjustment would be needed in grade. 3. Consider creating an unstaffed “Assistant Clerk/Treasurer” position so that statutory duties can be temporarily assigned in the event that the Clerk/Treasurer/Administrator is unavailable. 4. Consider a review of all positions and paygrades. A work session may be appropriate to determine which positions the City wishes to staff, and what levels of staffing (hours, grades, etc.) the City wishes to prioritize. Alternatively, assign the HR Committee the task making full recommendations on staffing to be reviewed by the Council.

CITY OF LAMBERTON

RESOLUTION 2025-19

A Resolution Certifying Unpaid Charges

WHEREAS, pursuant to proper notice duly given as required by law, the City Council met, heard, and passed upon all objections to the proposed certifications of unpaid charges for municipal fees and utilities on November 10, 2025; and

WHEREAS, the amounts of bad debt have been minimized through diligent collection efforts by staff.

WHEREAS, the owner of the affected property may, at any time prior to certification of unpaid charges to the County Auditor, pay the whole of the certified unpaid charges to the city clerk; and

WHEREAS, such payment shall be paid by November 15th annually or a fifteen percent administrative charge will be added to the amount due as of that date with the costs, expenses and penalty thereupon to be certified to the County Auditor and entered by him on his tax books as tax upon said property; and

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF LAMBERTON, MINNESOTA, AS FOLLOWS:

Such proposed certification of unpaid charges, a copy of which is hereby attached and made a part hereof, is hereby accepted and shall constitute a lien against the lands named herein.

The clerk shall forthwith transmit a certified copy of this certification role to the County Auditor to be extended on the property tax lists of the county and such certified unpaid charges shall be collected and paid over in the same manner as property taxes.

Passed and Adopted by the City Council this 10th day of November 2025.

CITY OF LAMBERTON, MINNESOTA

By: _____
Mayor

ATTEST:

By: _____
City Clerk

New One Year Special Assessment**Taxes Payable****2026**

Parcel #	Property Owner	Special Assessment Description	Amount
83-565-0460	RICK HAMMERSCHMIDT	Unpaid Mowing	603.75
83-400-0560	KEITH KURKOWSKI / NANCY	Unpaid Mowing	86.25
83-200-1300	STATE OF MN IN TRUST	Unpaid Mowing	603.75
83-533-1360	ZACHARY JEWEL	Unpaid Mowing	603.75
83-200-1460	MICHAEL MICHUR	Unpaid Mowing	86.25
83-532-0100	ROBERT & KARLA PETERSON	Unpaid Mowing	86.25
83-400-0720	DALE & PAM TELLINGHUISEN	Unpaid Utility Bill	3699.16
		Total:	\$ 5,769.16

CERTIFICATION

The undersigned, being the duly qualified and acting Clerk of the City of Lambertton, hereby certifies the foregoing Resolution No. 2025-19 is a true and correct copy of the resolution presented to and adopted by the Council of the City of Lambertton at a duly authorized meeting thereof held on the 10th day of November 2025, as shown by the minutes of the aforesaid meeting in possession of the undersigned.

City Clerk

**CITY OF LAMBERTON
RESOLUTION 2025-20**

A Resolution Accepting Donations to the City of Lamberton

WHEREAS, the City of Lamberton, Minnesota is generally authorized to accept donations pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below with the terms and conditions to the City of Lamberton:

DONTAION #	NAME OF DONOR	TERMS,CONDITION OR USE	AMOUNT
POS182681	Lion's Club – Sheehan	Park Improvements	\$3,000.00

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LAMBERTON, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed and Adopted by the City Council this 10th day of November 2025.

CITY OF LAMBERTON, MINNESOTA

By: _____
Mayor

ATTEST:

By: _____
City Clerk

PUBLIC HEARING NOTICE R1 PROHIBITED STRUCTURES ORDINANCE CHANGES

LAMBERTON CITY COUNCIL

Posted **October 15, 2025**

Notice is hereby given the City Council of the City of Lamberton, Minnesota will hold a Public Hearing on **Monday, November 10, 2025 at 7:00 PM** in City Hall, 112 2nd Avenue West, in Lamberton, Minnesota. The purpose of this hearing is to consider the proposed Ordinance Amending Section 305.4 of the City Code relating to Prohibited Structures in Residential District R-1. The public is invited to attend to express their questions or concerns at the hearing. The ordinance can be viewed at City Hall or online at:

https://www.lambertonmn.com/documents/176/Shipping_Container_Ammended_Ordinance.pdf

Please contact City Hall to with questions @ 507-752-7601.

**CITY OF LAMBERTON
ORDINANCE NO. 163**

**AN ORDINANCE AMENDING SECTION 305.4 OF THE CITY CODE RELATING TO PROHIBITED STRUCTURES IN
RESIDENTIAL DISTRICT R-1**

Section 1. Amendment.

Section 305.4 of the Lamberton Development Code is hereby amended by adding the following:

1. Purpose

The purpose of this section is to promote the health, safety, and general welfare of the community by regulating the use of shipping containers, cargo trailers, semi-trailers and similar units as permanent storage structures within the City of Lamberton. Such structures are not designed for permanent storage use, may create safety hazards, and are inconsistent with the residential character of the community.

2. Definitions

For the purposes of this ordinance:

- a. Shipping Container means a standard, reusable steel box originally designed for the storage and movement of goods by ship, rail, or truck.
- b. Storage Trailer means a semi-trailer, cargo trailer, or similar wheeled container used for the storage of goods or materials.

3. Prohibited Structures in R-1 Residential District.

- a. Shipping containers, cargo trailers, semi-trailers, or similar units shall not be used as permanent storage structures, accessory buildings, or dwellings within the R-1 Residential District.
- b. Such structures may only be permitted on a temporary basis when directly associated with an active construction project. A valid building permit must be obtained prior to placement.
- c. For purposes of this ordinance, "temporary" shall mean a period of no more than nine (9) consecutive months.

4. Existing Structures.

Any shipping container, storage trailer, or similar unit used for storage and located within the City on the effective date of this ordinance shall be considered a nonconforming use. All such units must be removed no later than twelve (12) months from the effective date of this ordinance. After such date, continued use shall be considered a violation subject to enforcement.

5. Enforcement.

- a. Failure to comply with this ordinance shall constitute a violation of the zoning code and may be subject to fines, removal orders, or other remedies available under City Code and State law.
- b. If the City undertakes removal or corrective action due to noncompliance, all expenses incurred shall be billed to the property owner.
- c. If not paid within the time specified by the City, such expenses shall be assessed against the property and collected as a tax in the same manner as other special assessments.

Section 2. Effective Date.

This ordinance shall take effect and be enforced from and after its passage and publication according to law.

Adopted on this 10th day of November in the year 2025.

Mayor

Clerk



FINANCIAL REPORT

November 2025

NEW VENDORS

TE UNDERGROUND TYLER, MN LEAD SERVICE LINE REPLACEMENT
VALLEY ASPALT PRODUCTS NEW ULM, MN HOT MIX FOR ROADS
REDWOOD ANIMAL SHELTER REDWOOD FALLS, MN SURRENDER DOG

FINANCIALS

Claims for Approval:

	Start #	End#	Total
Checks	47240	47272	\$317,546.71
eChecks	1691e	1713e	\$30,323.81
Payroll	0502962	0502978	\$23,037.26
Claims Total			\$370,907.78

Voided Checks: None

Approved: _____
Mayor

Date: _____

Approved: _____
Clerk

Date: _____



CITY OF LAMBERTON

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***Check Detail Register©**

November 2025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Checking					
47240	11/10/25	AMAZON CAPITAL SERVICES, INC.			
E 211-45501-210		Operating Supplies & Post	\$14.16		LIB SUPPLY
E 211-45501-214		Library Books	\$148.54		LIB BOOKS
E 100-45300-311		Other fees & Miscellaneou	\$23.27		TOURISM WELCOME BAGS
		Total	\$185.97		
47241	11/10/25	ANDERSON ELECTRIC			
E 100-45202-210		Operating Supplies & Post	\$163.45	45006	PARKS FIXED RECEPTACLE KUHAR
E 100-45202-210		Operating Supplies & Post	\$90.00	45175	PARKS CHECK SITE POWER KUHAR
E 211-45501-210		Operating Supplies & Post	\$75.14	45202	LIB/COMM FIX BATHROOM LIGHT
E 211-45501-210		Operating Supplies & Post	\$50.62	45236	LIB SUPPLY
E 601-49400-404		Rep & Maint-Equipment	\$3,951.86	45352	WATER TREATMENT BLDG
E 100-45202-210		Operating Supplies & Post	\$340.57	45370	PARKS LT FIXTURE KUHAR
		Total	\$4,671.64		
47242	11/10/25	BOLLIG, INC			
E 100-41700-305		Other Contractual Service	\$4,500.00	8925	LSL ; REPLACES CK # 47132
		Total	\$4,500.00		
47243	11/10/25	BOUNDTREE MEDICAL, LLC			
E 201-42153-210		Operating Supplies & Post	\$41.75	85964653	AMBU SUPPLY
		Total	\$41.75		
47244	11/10/25	BUREAU OF CRIMINAL APPREHENSIO			
E 100-42110-305		Other Contractual Service	\$600.00	892565	CJDN ACCESS FEE
		Total	\$600.00		
47245	11/10/25	CENTER POINT LARGE PRINT			
E 211-45501-214		Library Books	\$49.14	2199360	LIB LG PRINT BOOKS
		Total	\$49.14		
47246	11/10/25	CENTRACARE EMS			
E 201-42153-305		Other Contractual Service	\$400.00		EMS INTERCEPT CK, BM
		Total	\$400.00		
47247	11/10/25	CLARA CITY TELEPHONE CO			
E 201-42153-210		Operating Supplies & Post	\$10.81		TELE & INTERNET
E 100-42110-210		Operating Supplies & Post	\$10.81		TELE & INTERNET
E 100-41425-210		Operating Supplies & Post	\$43.95		TELE & INTERNET
E 100-42220-210		Operating Supplies & Post	\$10.81		TELE & INTERNET
E 601-49400-210		Operating Supplies & Post	\$10.81		TELE & INTERNET
E 100-43120-210		Operating Supplies & Post	\$10.81		TELE & INTERNET
E 207-46501-210		Operating Supplies & Post	\$10.81		TELE & INTERNET
E 211-45501-210		Operating Supplies & Post	\$43.95		TELE & INTERNET
E 100-45124-210		Operating Supplies & Post	\$10.81		TELE & INTERNET
E 100-45400-210		Operating Supplies & Post	\$10.81		TELE & INTERNET
E 602-49450-210		Operating Supplies & Post	\$10.81		TELE & INTERNET
E 100-41110-210		Operating Supplies & Post	\$10.81		TELE & INTERNET
E 603-49500-210		Operating Supplies & Post	\$10.81		TELE & INTERNET



CITY OF LAMBERTON

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November 2025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$206.81		
47248	11/10/25	COMPUTERS & BEYOND			
E 100-42220-210		Operating Supplies & Post	\$331.87		
E 100-43120-210		Operating Supplies & Post	\$331.87		
E 100-45124-210		Operating Supplies & Post	\$331.87		
E 100-41110-210		Operating Supplies & Post	\$331.87		
E 100-45400-210		Operating Supplies & Post	\$331.87		
E 601-49400-210		Operating Supplies & Post	\$331.87		
E 602-49450-210		Operating Supplies & Post	\$331.87		
E 201-42153-210		Operating Supplies & Post	\$331.87		
E 603-49500-210		Operating Supplies & Post	\$331.87		
E 207-46501-210		Operating Supplies & Post	\$331.92		
E 211-45501-210		Operating Supplies & Post	\$331.87		
E 100-41425-210		Operating Supplies & Post	\$331.87	29060	
E 201-42153-210		Operating Supplies & Post	\$15.84	29151	AMBU SET UP KIM AS DIRECTOR
E 100-42110-210		Operating Supplies & Post	\$331.87	29284,29285,	MS 365, BACKUPS, REMOTE ACCESS YEARLY RENEWAL
Total			\$4,330.20		
47249	11/10/25	ECONO SIGNS LLC			
E 100-43120-210		Operating Supplies & Post	\$70.80	10-999233	PARKING SIGNS FIRE STATION
Total			\$70.80		
47250	11/10/25	FARMERS CO-OP OIL COMPANY			
E 201-42153-211		Motor Fuel & Lubricants	\$126.22		AMBU FUEL
E 100-42220-211		Motor Fuel & Lubricants	\$79.55		FIRE FUEL
E 100-42110-211		Motor Fuel & Lubricants	\$264.98		PD FUEL
E 100-43120-211		Motor Fuel & Lubricants	\$498.12		STREETS, PARKS, ETC FUEL
Total			\$968.87		
47251	11/10/25	MICHAEL FREDERICK			
E 211-45501-214		Library Books	\$50.00	590490	BOOKS
Total			\$50.00		
47252	11/10/25	GOPHER STATE ONE-CALL, INC.			
E 601-49400-305		Other Contractual Service	\$2.03	5011535	LOCATING
E 602-49450-305		Other Contractual Service	\$2.02	5011535	LOCATING
Total			\$4.05		
47253	11/10/25	GRAMSTAD LUMBER COMPANY			
E 100-43120-210		Operating Supplies & Post	\$58.12		STREETS SUPPLY
Total			\$58.12		
47254	11/10/25	HAWKINS, INC.			
E 601-49400-210		Operating Supplies & Post	\$30.00	7225806	CHLORINE
Total			\$30.00		
47255	11/10/25	HOMETOWN BILLING			
E 201-42153-305		Other Contractual Service	\$777.98		EMS BILLING
Total			\$777.98		



CITY OF LAMBERTON

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November 2025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
47256	11/10/25	IMAGETREND, INC.			
E 201-42153-305		Other Contractual Service	\$300.00		PS-INV11923 LICENSE FOR FIELD BRIDGE SUPPORT
		Total	\$300.00		
47257	11/10/25	KIDS REFERENCE COMPANY, INC.			
E 211-45501-214		Library Books	\$233.55		KRC06-1408 BOOKS
		Total	\$233.55		
47258	11/10/25	LAMBERTON FIREMENS RELIEF ASSN			
E 100-42220-125		City Contribution Fire Dep	\$2,000.00		CITY PORTION OF ANNUAL RETIREMENT FUND
		Total	\$2,000.00		
47259	11/10/25	LAMBERTON HTG & PLMBG, INC.			
E 601-49400-305		Other Contractual Service	\$70.65	222657	WATER DEPT FIX CUSTOMER EQUIP AFTER LSL
E 100-43120-210		Operating Supplies & Post	\$19.17	222701	STREETS SUPPLY
		Total	\$89.82		
47260	11/10/25	LAMBERTON NEWS			
E 100-41450-340		Printing Publishing Adverti	\$214.50	34337	PUBLISH ORDINANCES, VARIANCE REQUEST
		Total	\$214.50		
47261	11/10/25	LINDE GAS & EQUIPMENT, INC			
E 201-42153-210		Operating Supplies & Post	\$191.11	53051971	EMS OXYGEN
		Total	\$191.11		
47262	11/10/25	MAYNARDS FOOD CENTER			
E 100-41425-210		Operating Supplies & Post	\$14.55		CLEANING SUPPLY
E 100-42110-210		Operating Supplies & Post	\$14.54		CLEANING SUPPLY
E 100-45400-210		Operating Supplies & Post	\$17.44		CLEANING SUPPLY
E 211-45501-210		Operating Supplies & Post	\$17.44		CLEANING SUPPLY
		Total	\$63.97		
47263	11/10/25	MINNESOTA UI FUND			
E 100-45124-305		Other Contractual Service	\$283.43		UI MG 2025 Q3
E 201-42153-305		Other Contractual Service	\$94.49		UI NC 2025 Q3
		Total	\$377.92		
47264	11/10/25	MATTHEW NOVAK			
E 100-42110-305		Other Contractual Service	\$900.00		LEGALJULY-SEPT 2025 CRIMINAL MATTERS
E 100-41610-305		Other Contractual Service	\$1,212.00		LEGALJULY-SEPT 2025 LAMB. CIVIL MATTERS
E 207-46501-305		Other Contractual Service	\$96.00		LEGALJULY-SEPT 2025 LAMB. MEATS BLDG
E 201-42153-305		Other Contractual Service	\$60.00		LEGALJULY-SEPT 2025 LAMB. AMBU RECORDS
E 100-41610-305		Other Contractual Service	\$108.00		LEGALJULY-SEPT 2025 GROVE ST PROJECT
E 201-42153-305		Other Contractual Service	\$93.44		LEGALJULY-SEPT 2025 AMBU BACKGROUND CHECKS
		Total	\$2,469.44		
47265	11/10/25	REDWOOD AREA ANIMAL SHELTER			
E 100-42110-210		Operating Supplies & Post	\$300.00	6458	IMPOUND SERVICE
		Total	\$300.00		



CITY OF LAMBERTON

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November 2025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
47266	11/10/25	RUNNINGS SUPPLY, INC.			
E 100-43120-210		Operating Supplies & Post	\$65.98	3497238	STREETS SHOVEL
E 100-43120-210		Operating Supplies & Post	\$52.89	3497938	STREETS TARP, STRAP
E 100-43120-210		Operating Supplies & Post	\$182.98	3498795	STREETS PINTLE HOOK, MOUNTING PLATE
E 100-43120-210		Operating Supplies & Post	\$208.91	6126716	STREETS SUPPLIES
E 100-43120-112		Clothing Allowance	\$249.98	6129942	STREETTS KIM JACKET, HIKERS
		Total	\$760.74		
47267	11/10/25	TE UNDERGROUND. LLC			
E 601-49400-510		Equip & Improvements	\$167,728.75		LSL PROJECT
		Total	\$167,728.75		
47268	11/10/25	VALLEY ASPHALT PRODUCTS, INC			
E 100-43120-305		Other Contractual Service	\$607.50	47331-1	HOT MIX FOR STREET PATCHING
		Total	\$607.50		
47269	11/10/25	FIRST SECURITY BANK			
E 308-47001-601		Debt: Bond Principal	\$120,000.00		2019B REVENUE REFUND BOND
E 308-47001-611		Debt: Bond Interest	\$2,688.75		2019B REVENUE REFUND BOND
		Total	\$122,688.75		
47270	11/10/25	COMPUTERS & BEYOND			
E 100-41110-210		Operating Supplies & Post	\$28.33		FIX CAIRNS EMAIL
		Total	\$28.33		
47271	11/10/25	DANIEL KRONBACH			
E 100-43120-404		Rep & Maint-Equipment	\$624.00		ALTERNATOR AND BELT SNOW PLOW
E 100-42110-404		Rep & Maint-Equipment	\$227.54		POLICE OIL CHANGE, AC, HEADLIGHT
		Total	\$851.54		
47272	11/10/25	MN PUMP WORKS, INC			
E 602-49450-404		Rep & Maint-Equipment	\$1,695.46		LIFT STATION SERVICE CALL 7/8/25
		Total	\$1,695.46		
		10100	\$317,546.71		



CITY OF LAMBERTON

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November 2025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

10100 Checking

100 General Fund	\$16,452.50
201 Ambulance	\$2,443.51
207 EDA	\$438.73
211 Library	\$1,014.41
308 2019B GO Refunding Bond	\$122,688.75
601 Water	\$172,125.97
602 Sewer	\$2,040.16
603 Garbage Collection	\$342.68
	\$317,546.71

Valerie Halter, Clerk

Date

Lydell Sik, Mayor

Date



CITY OF LAMBERTON

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***Check Detail Register©**

2025 (October, November)

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Checking					
1691 e	10/03/25	FIRST DATA MERCHANT SVCS LLC			
E 100-45202-305		Other Contractual Service	\$2.00		FEES CAMSPOT CC
E 100-45202-305		Other Contractual Service	\$49.91		SERVICE CHARGE CAMSPOT CC
		Total	\$51.91		
1692 e	10/03/25	REDWOOD ELECTRIC COOPERATIVE			
E 201-42153-381		Utilities	\$52.33		SEPT 2025 ELECTRIC SVC
E 100-42110-381		Utilities	\$52.33		SEPT 2025 ELECTRIC SVC
E 100-45400-381		Utilities	\$132.31		SEPT 2025 ELECTRIC SVC
E 211-45501-381		Utilities	\$132.30		SEPT 2025 ELECTRIC SVC
E 100-43160-381		Utilities	\$1,278.00		SEPT 2025 ELECTRIC SVC
E 601-49400-381		Utilities	\$1,643.37		SEPT 2025 ELECTRIC SVC
E 602-49450-381		Utilities	\$127.12		SEPT 2025 ELECTRIC SVC
E 100-45202-381		Utilities	\$478.00		SEPT 2025 ELECTRIC SVC
E 100-43120-381		Utilities	\$22.85		SEPT 2025 ELECTRIC SVC
E 100-45124-381		Utilities	\$1,304.41		SEPT 2025 ELECTRIC SVC
E 100-42501-381		Utilities	\$66.00		SEPT 2025 ELECTRIC SVC
E 100-42220-381		Utilities	\$97.33		SEPT 2025 ELECTRIC SVC
E 100-41940-381		Utilities	\$97.33		SEPT 2025 ELECTRIC SVC
		Total	\$5,483.68		
1693 e	10/10/25	EFTPS			
G 100-21701		Federal Withholding	\$1,224.71		PP 21 - PAYROLL DEDUCTION
G 100-21703		FICA Withholding	\$1,581.46		PP 21 - PAYROLL DEDUCTION
G 100-21704		Medicare Withholding	\$464.64		PP 21 - PAYROLL DEDUCTION
		Total	\$3,270.81		
1694 e	10/10/25	PERA			
G 100-21705		PERA Coord Withholding	\$1,654.99		PP 21 PAYROLL DEDUCTION
G 100-21706		PERA Police Withholding	\$964.42		PP 21 PAYROLL DEDUCTION
		Total	\$2,619.41		
1695 e	10/10/25	MN DEPARTMENT OF REVENUE			
G 100-21702		State Withholding	\$715.00		PP 21 - PAYROLL DEDUCTION
		Total	\$715.00		
1696 e	10/06/25	MN DEPARTMENT OF REVENUE			
G 601-21000		Sales Taxes Payable	\$235.97		9-2025 Sales Tax Payment
G 601-21001		Local Sales Tax Payable	\$17.14		9-2025 Sales Tax Payment
G 603-21000		Sales Taxes Payable	\$175.09		9-2025 Sales Tax Payment
E 100-45124-445		Licenses & Taxes	\$0.89		9-2025 Sales Tax Payment
E 100-42110-445		Licenses & Taxes	\$0.00		9-2025 Sales Tax Payment
E 100-42220-445		Licenses & Taxes	\$0.00		9-2025 Sales Tax Payment
E 100-41425-445		Licenses & Taxes	\$2.04		9-2025 Sales Tax Payment
E 100-45202-445		Licenses & Taxes	\$122.31		9-2025 Sales Tax Payment
E 100-45400-445		Licenses & Taxes	\$22.13		9-2025 Sales Tax Payment
E 100-43120-445		Licenses & Taxes	\$30.32		9-2025 Sales Tax Payment
E 211-45501-445		Licenses & Taxes	\$1.16		9-2025 Sales Tax Payment
E 603-49500-445		Licenses & Taxes	\$9.21		9-2025 Sales Tax Payment



CITY OF LAMBERTON

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2025 (October, November)

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49400-445		Licenses & Taxes	\$3.19		9-2025 Sales Tax Payment
E 601-49400-445		Licenses & Taxes	(\$0.45)		9-2025 Sales Tax Payment
		Total	\$619.00		
1697 e	10/07/25	USABLE LIFE			
G 100-21713		Health Insurance Withhold	\$48.30		100125_ ECHECK
		Total	\$48.30		
1698 e	10/10/25	MN ENERGY RESOURCES CORP.			
E 601-49400-381		Utilities	\$67.50		101025 UTILITY PAYMENT
E 100-43120-381		Utilities	\$22.50		101025 UTILITY PAYMENT
E 100-42220-381		Utilities	\$25.28		101025 UTILITY PAYMENT
E 100-41940-381		Utilities	\$25.27		101025 UTILITY PAYMENT
E 201-42153-381		Utilities	\$9.46		101025 UTILITY PAYMENT
E 100-42110-381		Utilities	\$9.45		101025 UTILITY PAYMENT
E 100-45400-381		Utilities	\$11.02		101025 UTILITY PAYMENT
E 211-45501-381		Utilities	\$11.01		101025 UTILITY PAYMENT
E 100-45124-381		Utilities	\$263.46		101025 UTILITY PAYMENT
		Total	\$444.95		
1699 e	10/14/25	REZPLOT SYSTEMS, LLC			
E 100-45202-305		Other Contractual Service	\$100.00	92254	WEB PAYMENT FEES 101425
E 100-45202-305		Other Contractual Service	\$1.20	92254	MARKET PLACE BOOKING FEES 101425
		Total	\$101.20		
1700 e	10/15/56	FIRST SECURITY BANK			
E 100-42110-210		Operating Supplies & Post	\$5.62		101525_ BANK FEES
E 100-41425-210		Operating Supplies & Post	\$5.62		101525_ BANK FEES
E 100-42220-210		Operating Supplies & Post	\$5.62		101525_ BANK FEES
E 100-43120-210		Operating Supplies & Post	\$5.62		101525_ BANK FEES
E 100-45124-210		Operating Supplies & Post	\$5.62		101525_ BANK FEES
E 100-41110-210		Operating Supplies & Post	\$5.62		101525_ BANK FEES
E 100-45400-210		Operating Supplies & Post	\$5.62		101525_ BANK FEES
E 601-49400-210		Operating Supplies & Post	\$5.62		101525_ BANK FEES
E 602-49450-210		Operating Supplies & Post	\$5.62		101525_ BANK FEES
E 201-42153-210		Operating Supplies & Post	\$5.62		101525_ BANK FEES
E 603-49500-210		Operating Supplies & Post	\$5.62		101525_ BANK FEES
E 211-45501-210		Operating Supplies & Post	\$5.62		101525_ BANK FEES
E 207-46501-210		Operating Supplies & Post	\$5.61		101525_ BANK FEES
E 617-49710-210		Operating Supplies & Post	\$0.00		101525_ BANK FEES
		Total	\$73.05		
1701 e	10/17/25	AFLAC			
G 100-21712		AFLAC Withholding	\$328.40	476885	SEPT 2025 PREMIUM
		Total	\$328.40		
1702 e	10/21/25	CARDMEMBER SERVICE			
E 100-42110-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 100-41425-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 100-42220-210		Operating Supplies & Post	\$3.69		BILLS ADOBE



CITY OF LAMBERTON

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2025 (October, November)

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-43120-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 100-45124-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 100-41110-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 100-45400-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 601-49400-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 602-49450-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 201-42153-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 603-49500-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 211-45501-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 207-46501-210		Operating Supplies & Post	\$3.70		BILLS ADOBE
E 100-41940-381		Utilities	\$15.74		BILLS PREMIUM WATER CITY HALL
E 100-43120-381		Utilities	\$22.00		BILLS PREMIUM WATER SHOP
E 211-45501-214		Library Books	\$10.38		BOOKS
E 100-42110-210		Operating Supplies & Post	\$12.50		DG DOG COLLAR/LEASH
E 201-42153-210		Operating Supplies & Post	\$15.50		DG AMBU OFFICE SUPPLY
E 201-42153-210		Operating Supplies & Post	\$9.29		AMBU AMAZON OFFICE SUPPLY
E 201-42153-210		Operating Supplies & Post	\$24.76		AMBU AMAZON PILLOWS
E 100-43120-210		Operating Supplies & Post	\$181.28	15269	CEI SUPPLY STUMP GRINDER TEETH
E 602-49450-210		Operating Supplies & Post	\$252.13	1995458	RADWELL INTL SEWER MONITORING STATION
E 100-45124-305		Other Contractual Service	\$30.00	A7CCF04E-0	HOME BASE SCHEDULING POOL
Total			\$621.56		
1703 e	10/21/25	BLUE CROSS BLUE SHIELD			
G 100-21713		Health Insurance Withhold	\$2,489.33	25100223645	NOV 2025_BCBS
Total			\$2,489.33		
1704 e	10/21/25	CENTURYLINK			
E 100-45124-210		Operating Supplies & Post	\$62.56		SEPT 2025 - POOL PHONE
Total			\$62.56		
1705 e	10/24/25	MN DEPARTMENT OF REVENUE			
G 100-21702		State Withholding	\$687.00		PP 22 102425 PYROLL DEDUCTION
Total			\$687.00		
1706 e	10/24/25	PERA			
G 100-21705		PERA Coord Withholding	\$1,598.61		PP 22 102425 PAYROLL DEDUCTION
G 100-21706		PERA Police Withholding	\$964.42		PP 22 102425 PAYROLL DEDUCTION
Total			\$2,563.03		
1707 e	10/24/25	EFTPS			
G 100-21701		Federal Withholding	\$1,178.76		PP 22 102425 PAYROLL DEDUCTION
G 100-21703		FICA Withholding	\$1,495.38		PP 22 102425 PAYROLL DEDUCTION
G 100-21704		Medicare Withholding	\$444.52		PP 22 102425 PAYROLL DEDUCTION
Total			\$3,118.66		
1708 e	10/24/25	CITY OF LAMBERTON			
E 201-42153-381		Utilities	\$33.21		102425 Utility Bill
E 100-42110-381		Utilities	\$33.21		102425 Utility Bill
E 100-45400-381		Utilities	\$48.75		102425 Utility Bill
E 211-45501-381		Utilities	\$48.74		102425 Utility Bill



CITY OF LAMBERTON

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***Check Detail Register©**

2025 (October, November)

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-43160-381		Utilities		\$0.00	102425 Utility Bill
E 100-45124-381		Utilities		\$121.45	102425 Utility Bill
E 100-42220-381		Utilities		\$17.73	102425 Utility Bill
E 100-41940-381		Utilities		\$17.73	102425 Utility Bill
		Total		\$320.82	
1709 e	10/27/25	VERIZON WIRELESS			
E 100-42110-210		Operating Supplies & Post		\$40.01	SEPT 2025- WIRELESS SVC
E 201-42153-210		Operating Supplies & Post		\$40.01	SEPT 2025- WIRELESS SVC
E 100-43120-210		Operating Supplies & Post		\$38.41	SEPT 2025- WIRELESS SVC
E 601-49400-210		Operating Supplies & Post		\$38.41	SEPT 2025- WIRELESS SVC
E 100-42110-210		Operating Supplies & Post		\$38.41	SEPT 2025- WIRELESS SVC
		Total		\$195.25	
1710 e	11/03/25	FIRST DATA MERCHANT SVCS LLC			
E 100-45202-305		Other Contractual Service		\$14.59	SERVICE CHARGE
E 100-45202-305		Other Contractual Service		\$0.80	FEES
		Total		\$15.39	
1711 e	11/07/25	EFTPS			
G 100-21701		Federal Withholding		\$1,206.07	PP 23 11-7-25 PAYROLL DEDUCTION
G 100-21703		FICA Withholding		\$1,532.68	PP 23 11-7-25 PAYROLL DEDUCTION
G 100-21704		Medicare Withholding		\$453.26	PP 23 11-7-25 PAYROLL DEDUCTION
		Total		\$3,192.01	
1712 e	11/07/25	PERA			
G 100-21705		PERA Coord Withholding		\$1,637.07	PP 23 11-7-25 PAYROLL DEDUCTION
G 100-21706		PERA Police Withholding		\$964.42	PP 23 11-7-25 PAYROLL DEDUCTION
		Total		\$2,601.49	
1713 e	11/07/25	MN DEPARTMENT OF REVENUE			
G 100-21702		State Withholding		\$701.00	PP 23 11-7-25 PAYROLL DEDUCTION
		Total		\$701.00	
		10100		\$30,323.81	



***Check Detail Register©**

2025 (October, November)

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

10100 Checking

100 General Fund	\$27,311.12
201 Ambulance	\$193.87
207 EDA	\$9.31
211 Library	\$212.90
601 Water	\$2,014.44
602 Sewer	\$388.56
603 Garbage Collection	\$193.61
617 Storm Sewer	\$0.00
	\$30,323.81

Valerie Halter, Clerk

Date

Lydell Sik, Mayor

Date

CITY OF LAMBERTON

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Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
0502964	000000007		21	Biweekly	\$2,359.80	10/10/2025	Outstanding
0502965	000000008		21	Biweekly	\$1,379.00	10/10/2025	Outstanding
0502967	000000012		21	Biweekly	\$1,558.53	10/10/2025	Outstanding
0502966	000000010		21	Biweekly	\$408.68	10/10/2025	Outstanding
0502969	000000027		21	Biweekly	\$255.88	10/10/2025	Outstanding
0502968	000000013		21	Biweekly	\$1,299.14	10/10/2025	Outstanding
0502963	000000004		21	Biweekly	\$2,200.22	10/10/2025	Outstanding
0502962	000000003		21	Biweekly	\$42.35	10/10/2025	Outstanding
0502970	000000029		21	Biweekly	\$2,285.47	10/10/2025	Outstanding
0502973	000000007		22	Biweekly	\$2,359.80	10/24/2025	Outstanding
0502974	000000008		22	Biweekly	\$1,379.01	10/24/2025	Outstanding
0502976	000000012		22	Biweekly	\$1,393.52	10/24/2025	Outstanding
0502975	000000010		22	Biweekly	\$277.51	10/24/2025	Outstanding
0502977	000000013		22	Biweekly	\$1,313.34	10/24/2025	Outstanding
0502972	000000004		22	Biweekly	\$2,200.22	10/24/2025	Outstanding
0502971	000000003		22	Biweekly	\$39.32	10/24/2025	Outstanding
0502978	000000029		22	Biweekly	\$2,285.47	10/24/2025	Outstanding
					\$23,037.26		

Explanation of Difference: _____

City Clerk_____
Date_____
Mayor_____
Date