A Regular Meeting of the

Lamberton City Council

February 12, 2018

The regular meeting of the City Council of the City of Lamberton was held on February 12, 2018, in the City Office.

Members present for all or part of the meeting were Councilmembers Terry Neperman, Lydell Sik, Dave Irlbeck, Darrell Knutson, Leah Bittner and Clerk Peterson.

Mayor Neperman called the meeting to order at 7:00 pm.

On a motion by Sik, seconded by Irlbeck, the council voted unanimously to approve the agenda as presented.

On a motion by Irlbeck, seconded by Sik, the council voted unanimously to approve the consent agenda minutes which included the January 8 and January 29, 2018 city council meetings; the November 9, 2017 and January 11, 2018 library board meetings and the December 11, 2017 EDA meeting.

After some discussion, Mayor Neperman appointed Leah Bittner to fill the open council position. The council voted unanimously to approve Mayor Neperman’s appointment. Mrs. Bittner was welcomed to the council after Oath of Office was given to her by Clerk Peterson.

Two invoices totaling $1,178.96 for sewer repair work was presented for consideration of payment on behalf of John Valentin. On a motion by Knutson, seconded by Irlbeck to approve paying half the cost to fix the sewer connection error at the main affecting the John Valentin property.

The Plum Creek Library System Agency Agreement was presented for renewal consideration. The council requested the library board to review the agreement for recommendation.

On a motion by Sik, seconded by Knutson, the council voted unanimously to approve the recommended $.25 increase for the Library Director. Discussion was held regarding why the Library Board is giving a city employee a raise.

Peterson notified the council of correspondence received regarding Redwood County performing assessing services. The council asked Peterson to research the cost of assessing services with Redwood County. Peterson also asked the council of their interest of receiving certification to retain its power for a Board of Appeal and Equalization meeting. Currently, the council chooses to continue to transfer its’ powers to Redwood County to hold an Open Book Meeting instead.

On motion by Sik, seconded by Bittner, the council voted unanimously to accept the library board recommendations to appoint Linda Imker and Jane Zimmerman to the board; accept the resignation of Melody Altermatt and appoint Amy Sonneck to the board. All three of the appointments will be for a three-year term that expires December 31, 2020.

On a motion by Sik, seconded by Knutson, the council voted unanimously to call for the public hearing on February 15, 1018 at 7:00 p.m. at the Community Center to discuss proposed improvements to the sanitary sewer collection, streets and water treatment systems.

Nick Anderson gave his ambulance report. There have been a couple of times where someone took a day shift. He has not been able to schedule anyone for it but if someone had time to cover all or part of a day, they called to offer time off for either he or Tony. Anderson reported North Memorial has been hesitant in offering a proposal for coverage. They have asked for an official request before they put the time into figuring the proposal. On a motion by Knutson, seconded by Irlbeck, the council voted unanimously to prepare and advertise a Request for Proposal for day shift coverage two days a week. Discussion was held on the increase letter that was sent to the townships for ambulance coverage. Preparation will be made to further support the need for an increase and future discussion.

On a motion by Knutson, seconded by Bittner, the council unanimously clarified the $10 per hour ambulance coverage pertains to anyone on the call.

Clerk Peterson requested Personnel Policy updates to modify when the ambulance personnel are paid and also to eliminate Valley View Manor personnel that is listed in the Employment Scope Category. On a motion by Sik, seconded by Bittner, the council unanimously voted to adopt the following changes to the Personnel Policy:

1. On page 6 – ~~Ambulance and~~ Fire Department members shall be paid once a year in December based on meetings, ~~runs~~ and training classes that are submitted to the City Clerk/Administrator by the ~~Ambulance Director and~~ Fire Chief for each department member.

On page 6 – Ambulance Department members shall be paid monthly based on meetings, runs and training classes that are submitted to the City Clerk/Administrator by the Ambulance Director for each department member.

2. On page 1 – 6. ~~Valley View Manor personnel.~~

Discussion was held regarding other updates to the Personnel Policy. Library personnel are city employees and should not be excluded from the employment scope and receiving different benefits than the other city employees. Clerk Peterson will be attending the next Library Board Meeting and will be outlining the functions of the Library versus that of the governing board. The topic of overtime was also discussed as an update to the Personnel Policy. On page 7 of the policy, it states overtime shall apply to only non-supervisory personnel; however both the Maintenance Supervisor and the Police Chief are paid for overtime hours. She contacted the City Attorney and was told the job descriptions may be in need of updating. Further clarification is needed from the City Attorney to protect the liability of the city regarding overtime laws especially when volunteering for the ambulance is involved. Clerk Peterson will request the attendance of the City Attorney for the next council meeting. On a motion by Sik, seconded by Bittner, the council unanimously tabled the overtime and library personnel changes to the Personnel Policy until further understanding is achieved.

On a motion by Sik, seconded by Knutson, the council voted unanimously to hire Debra Goblirsch two days a week at $16 an hour as the Economic Development Coordinator effective February 22, 2018. This is a part-time position without benefits. Debbie is expected to cover day shift ambulance on the days she works for the city.

Discussion was held on defined expectations of daytime ambulance coverage for Debbie Goblirsch. If Debbie is working for the City on Thursdays and Fridays, it is observed those will be the days she covers ambulance call to give Nick or Tony a day off. If she is needed for other days, she can be scheduled but it was noted to remain fiscally responsible by scheduling her on the days she is already working for the city and not occur additional costs unless necessary.

Clerk Peterson recommended the council terminate the Ascensus Agreement Plan. Retired Clerk, Steve Flaig was the only participating employee to this deferred compensation plan. The plan costs the city $500 annually for no participants or a $1,000 termination fee to end the contract. On a motion by Sik, seconded by Bittner, the council unanimously agreed to pay the termination fee and terminate the plan.

Nick Hacker was present to give the police department report. On a motion by Sik, seconded by Knutson, the council voted unanimously to pay for the tow of a vehicle impeding snow removal at 601 2nd Ave W. Clerk Peterson noted this expenditure could be considered a private expenditure. Chief Hacker requested permission for he and part-time officer Davis to attend the MN Chiefs of Police Association Executive Training Institute & Law Enforcement Expo for four (4 days) April 22-25 in Duluth, MN. Discussion was held regarding budgeted funds for training purposes. On a motion by Sik, seconded by Knutson, the council unanimously approved attendance for both officers. Chief Hacker will request cost sharing for Officer Davis from the other towns he is employed with.

Maintenance Supervisor Thram notified the council of a recent event that required contacting the insurance company. A customer requested to have the meter removed from his vacant house. Justin was waiting for the convenience of the customer to remove the meter since the customer requested to be present upon removal. Justin has tried on a couple different occasions to make this occur with no luck. The customer has since notified the city the pipes are burst and has indicated the fault is with the city for not removing the meter when requested. Clerk Peterson and Thram informed the council there was a loss of several thousand gallons of water and a very high water bill that will likely need to be addressed.

Thram said he received quotes to replace the meter in an attempt to reduce the fourteen million gallon water loss. This would be the main meter coming off of the raw water line. On a motion by Knutson, seconded by Sik, the council voted unanimously to purchase the less expensive meter from Core and Main for $2,797. Justin will be receiving a compliance certificate from the MPCA for following state regulations. The quote he received to rebuild the back end of the sweeper came in between $4,000 and $5,000. The maintenance department rebuilt it in-house saving the city several thousand dollars. Thram said the price for the Christmas lights had increased to $888 for two of them. He will order them and submit the bill to the Commercial Club for payment.

On a motion by Knutson, seconded by Sik, the council voted unanimously to pay for conference registration fees for Nick Anderson to attend North Memorial’s Long Hot Summer Trauma & Emergency Care Conference in the cities March 2nd & 3rd, 2018. Anderson said there would not be hospitality fees because he will stay with family.

Clerk Peterson received clarification the effective date for the $10 per hour day shift ambulance coverage to be January 12, 2018. The council declined attending the April 11, 2018 LMC 2018 Safety & Loss Control Workshop in Sleepy Eye. Peterson will be registering herself and Thram to attend. Discussion was held on past due bill collection. Peterson will pursue collection through tax certification with Redwood County by sending out notices. If collection is unsuccessful, the council will need to pass a resolution approving the certification to tax rolls this fall.

On motion by Sik, seconded by Bittner, the council voted unanimously to approve claims #15360 through #15400 in the amount of $48,918.91.

On a motion by Sik, seconded by Bittner, the council voted unanimously to approve the February 2018 financial report approving donations, transfers and payment of between meeting bills in the amount of $8,860.32.

On a motion by Sik, seconded by Knutson, the council voted unanimously to pay unused 2017 vacation hours to Nick Hacker and Nick Anderson with the understanding that every current employee now knows they will use or lose their time if they don’t use it.

There being no additional business, on a motion by Irlbeck, seconded by Knutson, the voted unanimously to adjourn the meeting.

Respectfully submitted, Approved,

Madonna Peterson, Clerk Terry Neperman, Mayor

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