

Minutes for a Regular Meeting of the
Lamberton City Council • City Office
January 13, 2020 – 7:00 PM
(UNOFFICIAL UNTIL COUNCIL APPROVED)

I. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

Present: Mayor L. Sik, J. Senst, D. Knutson, L. Bittner, D. Irlbeck

Others in Attendance: M. Peterson, J. Thram, C. Davis, N. Anderson, Nick Hacker, Robert Hillshiem, Owen Todd & Brandon Mattison-Bolton & Menk, Chris Larson-ISG, and Jeff Gladis-UCAP.

Motion/Second/Pass (Bittner/Senst/unanimous) to adopt the agenda as written.

II. CONSENT AGENDA

A) APPROVAL OF MINUTES

Motion/Second/Pass (Senst/Bittner/unanimous) to approve the December 9, 2019 Regular City Council Meeting Minutes; and the December 12, 2019 Emergency City Council Meeting Minutes.

B) PETITIONS, REQUESTS & COMMUNICATIONS

1. Owen Todd said there has been an ongoing grant application on file with USDA Rural Development regarding utility infrastructure improvements. USDA has requested confirmation of any planned 2020 improvements, therefore, Owen requested confirmation of any plans in 2020. There were none.

2. The 2020 Mayor and Council Appointments were presented. Senst addressed interest in an additional appointment. The change to use the same attorney for criminal and civil was stated. A full copy of the appointments is available upon request.

Motion/Second/Pass (Irlbeck/Knutson/unanimous) to approve the 2020 Mayor and Council Appointments.

Motion/Second/Pass (Bittner/Senst/unanimous) to appoint the 2020 election judges as presented.

Motion/Second/Pass (Senst/Irlbeck/unanimous) to approve the temporary liquor license application received from American Legion Post #41 for February 2, 2020.

3. Council acknowledged receiving the notice of fee increase for assessing services provided by Scott Hammerschmidt in the amount of \$.50 per parcel.

C) REPORTS

1. Maintenance report was given. Thram reported activities which included snow removal, an update on FEMA road repair funds, daily duties, year-end report and a water main break. He said there he has been working on a few repairs at the community center building. Thram reported the well was down for three (3) days but the water in the tower was enough for supply to the town. Their Well repaired the rotted pipes and installed a new motor. Thram stated a rehab on the well will be done this year and informed the council a secondary casing may be necessary. Thram said he attended a meeting regarding the dam projects in Lamberton and Sanborn. The construction on the Kuhar dam started today with the projected end date of March 1 for the three (3) locations in Lamberton and Sanborn.

Motion/Second/Pass (Irlbeck/Knutson/unanimous) accepting the Maintenance Report.

2. Ambulance report was reviewed.

Motion/Second/Pass (Senst/Bittner/unanimous) accepting the Ambulance Report.

3. Clerk Peterson stated much of the month was spent on daily duties and year-end statutory duties and preparation for the audit. She reported the audit started today. Nick Anderson has been on light duty since the beginning of December due to a worker's compensation claim and with the recent discussion of back-up in clerk Peterson's absence, she has been teaching Nick how to process many of the daily duties.

Motion/Second/Pass (Senst/Knutson/unanimous) accepting the Administration Report.

4. Chief Davis reported winter parking has not been an issue and asked for clarification of cement trucks using city street enforcement.

Motion/Second/Pass (Senst/Knutson/unanimous) accepting the Police Department Report.

5. Library report was reviewed.

Motion/Second/Pass (Senst/Bittner/unanimous) accepting the Library Report.

D) ORDINANCES & RESOLUTIONS

Resolutions were presented for approval.

Motion/Second/Pass (Senst/Knutson) to approve Resolution 2020-01 A Resolution Approving Local Government Small Cities Development Application. Sik and Bittner abstained.

Peterson and Thram reviewed the changes and/or updates being presented to the fee schedule for 2020.

Motion/Second/Pass (Bittner/Senst/unanimous) to adopt Resolution 2020-02 A Resolution Authorizing the Adoption of an Annual Fee Schedule for the 2020 Calendar Year.

Motion/Second/Pass (Senst/Bittner) to approve Resolution 2020-03 A Resolution Declaring Slum and Blight Area. Sik abstained.

As requested, Peterson re-introduced the EDA recommendation to write-off a loan as bad debt. As previously reported, council action is necessary to write-off the loan as bad debt and remove the amount from the financial report.

Motion/Second/Pass (Knutson/Bittner) Resolution 2020-04 A Resolution Authorizing Write-Off of Bad Debt. Sik abstained.

E) APPROVAL OF CLAIMS

1. The January 2020 Financial Report and Claims for payment were presented for approval.

Motion/Second/Pass (Senst/Irlbeck/unanimous) to approve the January 2020 Financial report and authorize payment for checks #44279 - #44351, #334E - #348E and #500759 - #500803 in the amount of \$434,426.31. Donations were accepted in the amount of \$1,585. There was four (4) new vendors and no transfers. A full report is available upon request.

III. PUBLIC HEARING

A) Mayor Sik opened the Wellhead Protection Plan Public Hearing at 7:15 p.m. stating the public will be given the opportunity to speak after Chris Larson, ISG, presents the overview of the plan. Chris stated ISG was hired to complete Part II of the plan. Part I was done by the MN Department of Health. The purpose of the plan is to protect the source water that the city wells draw from to make sure the water provided for public consumption is both of good quality and quantity. State statutes governs the requirements.

Mayor Sik closed the public hearing at 7:27 p.m. with no one from the public taking the opportunity to speak.

Motion/Second/Pass (Knutson/Bittner/unanimous) to proceed with submitting Part II of the Wellhead Protection Plan to the state.

B) Mayor Sik opened the Affordable Housing Assistance Grant Application Public Hearing at 7:30 p.m. stating the public will be given the opportunity to speak after Jeff Gladis, UCAP, reviews the process necessary to proceed.

Jeff stated the city of Lambertton made the second (2nd) round of the Small Cities Development Grant Program application. Jeff said there are two (2) components to the application. One is for the low to moderate income portion which is for twenty (20) qualifying owner-occupied houses at an average of \$24,000 each to receive grant funds used for allowable home upgrades. The grant application was rated in the top 1/3. The other component of the application is for six (6) commercial qualifying properties declaring a slum and blight area at an average of \$36,000 each. The total for the entire grant application is \$804,000.

The grant period would be for 2 ½ years. It is anticipated to receive notification of funding in May or June 2020. If funding is successful, the approximate timeline to start receiving individual applications would be about September 2020. The projected timeline for finishing updates would be about December 2022 and the grant closeout about February 2023.

Jeff reviewed all additional requirements that either are, were or will be necessary if funding is successful. Because Mayor Sik and Councilman Bittner are business owners, it is necessary for them to abstain from any voting regarding the SCDG application and process.

Mayor Sik closed the public hearing at 8:15 p.m. with no one from the public taking the opportunity to speak.

IV. OLD BUSINESS

A) The status of the police chief position was deliberated. An option discussed was having two (2) part-time salaried officers (Police Chief and part-time salaried officer) to share the call volume with the intent each has other employment that would cover benefits and required training expenses. The current hourly part-time officer would remain on the roster should coverage be necessary beyond salaried officers. This option would considerably decrease the police department wages; however, it would not cut the budget in half as first discussed because there would still be overhead expenses for the department. Davis pointed out there may be optional training expenses as well. Davis said he would be interested continuing as the current Police Chief for a salary of \$20,000, answering to the city council and no schedule.

Motion/Second/Pass (Senst/Irlbeck/unanimous) to employ Colby Davis to a Salaried PT Police Chief position effective immediately in the amount of \$20,000 annually and advertise on the city website for a Salaried PT Police Officer.

Senst, Bittner, Peterson and Davis will complete the hiring functions of the Salaried PT Police Officer position and bring the recommendation back to the council next month. The personnel policy and job descriptions will need updates.

V. NEW BUSINESS

A) The status of the EDA Coordinator position and Clerk back-up was deliberated. No decision has been made.

B) Clerk Peterson asked for a defined uniform allowance policy. Suggestions were discussed. Senst will bring a sample policy to the next meeting for deliberation.

VI. MAYOR & COUNCIL COMMUNICATIONS

A) A for-your-information email from Toby Freier, New Ulm Medical Center, was acknowledged.

VII. ADJOURNMENT

Motion/Second/Pass (Senst/Irlbeck/unanimous) to adjourn the meeting. Mayor Sik declared the council meeting adjourned.

Respectfully submitted,
Madonna Peterson, Clerk

Approved,
Lydell Sik, Mayor
