A Regular Meeting of the

Lamberton City Council

June 11, 2018

The regular meeting of the City Council of the City of Lamberton was held on June 11, 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 Knutson, seconded by Irlbeck, the council voted unanimously to approve the May 14, 2018 City Council minutes. On a motion by Sik, seconded by Bitner, the council voted unanimously to approve the May 14, 2018 EDA Board minutes. On a motion by Bittner, seconded by Sik, the council voted unanimously to approve the May 10, 2018 Library Board minutes.

Bittner signed an Affidavit of Official Interest in a Claim and identified a conflict of interest for check #53154 to Bittner Flooring. On a motion by Sik, seconded by Irlbeck, the council voted unanimously to approve check #43078 through #43193 and #000053E through #000064E in the amount of $161,590.64. On a motion by Sik, seconded by Irlbeck, the council voted unanimously to approve the June 2018 financial report approving donations in the amount of $300.00 and no transfers.

David and Karen Irlbeck were present to share their frustration with the lack of communication regarding a boulevard tree. Receiving no communication, Mr. Irlbeck took the tree down himself. If the city considers a boulevard tree a safety issue and initiates the removal and stump grinding, the city will pay the bill; however, if the homeowner undertakes the removal, it is their expense. On a motion by Sik, seconded by Knutson, the council voted unanimously to approve reimbursing the Irlbeck’s for the stump grinding bill in the amount of $75 and thanked the Irlbeck’s for bringing this to their attention. When the city initiates the repair of the heaving sidewalk, the city and the Irlbeck’s will split the cost.

Kim Robinson informed the council her dog tags had been purchased and she believes everything to be squared away. Kim confirmed there are now 17 dogs in her residence and she is willing to let Chief Hacker in to count, document and photograph the animals. She warned he may be delayed dependent on what action is taking place at her residence upon his arrival. Kim was asked if she understood the ordinance and the need to reduce the number of animals at her residence. She informed the council the 18th dog (Penelope) that was listed on the most recent list belonged to Jeanette and Bob Edwards. She was told the city will not allow her fiancés’ dog to reside in her home as she had asked. Kim asked for consideration of the installation of handicap parking in front of her residence. The council agreed to check into the rules regarding residential handicap parking.

Discussion ensued regarding the Public Nuisance Committee. There has been calls to council members and comments in the public about what the goal is of this committee and what it is that the committee is looking for. Jim Eykyn asked the council for their support to the Public Nuisance Committee. Forrest Benz said the committee has put a lot of research into Ordinance #126, An Ordinance Defining and Prohibiting Nuisances and Providing a Penalty for Violation. On a motion by Sik, seconded by Irlbeck, the council unanimously called for a special meeting to discuss the finding of the Public Nuisance Committee on Monday, June 18, 2018 at 7:00 p.m. at city hall.

Teresa Schreurs, Development Services Inc. (DSI), presented a proposal to offer services in seeking a 2019 Small Cities Development Program (SCDP) grant. She introduced the company and outlined how DSI could assist the city. She told the council Sanborn would need to pair with another city if they were to seek any SCDP grant opportunities. After her presentation, the council tabled the proposal request agreeing to review the information presented.

Andy Kehren, Bolton & Menk, Inc. informed the council the bid opening was conducted on June 5, 2018 for the 2018-19 Infrastructure Improvement Project. Andy informed the council only one bid was received. The bid was 49% above the engineer’s estimate; therefore, Andy is recommending rejecting the bid because he does not feel it was competitive. We would then look at rebidding it in the spring of 2019, either the middle or end of April. On a motion by Irlbeck, seconded by Sik, the council voted unanimously to accept Andy’s recommendation and reject the bid. The engineering fees will need to be paid but will not be re-billed next year because the survey work and design is complete. There will be advertising costs next year again though.

Fire Chief Tom Neperman requested permission to proceed with the purchase of replacement of the garage doors. Clerk Peterson interrupted to explain Lamberton’s Chart of Accounts. Peterson explained the budget book by fund, department and object codes for expenditures. When transferring the codes to the new accounting system, she combined object codes she felt could be better organized. For example, in the old accounting system, there was an object code for electricity, another for gas and yet another for water and sewer.

Peterson combined these three object codes to one code and renamed it Utilities. Resolution 2018-13 Providing for Budget Appropriation Changes for 2018 simply allocates the approved 2018 budgeted amounts to the combined object code. Peterson continued to explain how to read the new financial reports and informed the council she has been teaching the various departments how to read the financial reports, chart of accounts and their budgets. She has given the department leads their chart of account codes to enable them to code and authorize expenditures and told the council it is a measure of internal control to have someone other than her authorize the expenditure when she is paying the bills and reconciling the bank statements.

Together we looked at the fire department budget to see if there was money budgeted for Chief Neperman’s request of replacing the garage doors.

Peterson told the council she has been teaching the head of the departments how to interpret their departments chart of accounts, what money was budgeted and how they will need to code their invoices for payment processing. The department lead is the one with the knowledge of what is being spent and should be responsible for their department. Their ideas and input will be instrumental in the budget process as they are the ones with the knowledge of what they need to run their department. Peterson noted she has put a lot of time into organizing the chart of accounts and transferring everything to the new accounting system to make it easier for everyone to understand and so the council knows what they are approving and the financial health of the city. The revenue side of the accounting equation as well as the fund balance was explained. On a motion by Knutson, seconded by Irlbeck, the council unanimously approved the purchase of replacement of the fire department garage doors in the amount of approximately $8,000. On a motion by Bittner, seconded by Sik, the council unanimously voted to adopt Resolution 2018-13 Providing for Budget Appropriation Changes for 2018.

Maintenance Supervisor Thram informed the council hydrants have been flushed and is happy to report all the hydrants were operational. Thram said he had Bargen, Inc. repair some utility cuts that were sinking away with the infrared technology. He will periodically do this to enhance the life expectancy of the roads. Sanborn has approached him inquiring if the city would like to buy back a street light that was sold to them a couple of years ago. On a motion by Irlbeck, seconded by Sik, the council voted unanimously to buy back the street light for $1,500. Thram told the council he would be seeking cost estimates for replacement of the skid steer and tractor. Both pieces of equipment are outdating. Some suggestions were offered with the council acknowledging the need for equipment replacement. The heater for the pool has been ordered. Neperman reported the private swim pool committee will be assisting with the cost.

EDA Coordinator, Debbie Vollmer said the EDA Board has decided to switch companies for the website. We will now be using Municipal Impact which is a company from Texas that focuses on small cities. We will be able to offer more through the website for a cheaper price. On a motion by Irlbeck, seconded by Sik, the council voted unanimously to approve all department reports as presented. Peterson told the council she has asked all departments to start submitting monthly reports for the council agendas in the event there was a conflict with a department attending the meeting. She thinks is keeps the council informed and allows for a permanent record of council agendas.

Three zoning permits were presented for approval. On a motion by Knutson, seconded by Sik, the council voted unanimously to approve the following zoning permits:

1. Church of St. Joseph, 400 2nd Ave, storage shed.

2. Jake Wahl & Marissa Brown, 713 S. Elm St, deck.

3. Tom Vold, 405 2nd Ave W., privacy fence.

On a motion by Irlbeck, seconded by Sik, the council unanimously approved the volleyball league’s request to install a memorial bench in memory of Mark Arkell near the volleyball court in the park contingent on verification that there be no religious marking on the bench. The volleyball league will pay for the bench and the installation. Thram will contact the volleyball league representative, Susan Jeckell, to let her know it is approved if there is no religious marking.

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

Respectfully submitted, Approved,

Madonna Peterson, Clerk Terry Neperman, Mayor

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