

Minutes for a Regular Meeting of the  
Lamberton City Council • Electronic/Telephone  
Community Center  
March 8, 2021 – 7:00 PM  
(UNOFFICIAL UNTIL COUNCIL APPROVED)

I. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

Present: Mayor L. Sik, D. Irlbeck, J. Senst, T. Beermann, and D. Knutson.

Staff in Attendance: M. Peterson, N. Anderson, J. Thram, and A. Rue.

A) Peterson requested to add the following items to the agenda:

1. 2B-7 Eyewitness Identification Procedures Model Policy
2. 2B-8 Appointment of Library Board Member
3. Correction to date of meeting to March 8, 2021
4. Updated 2E March 2021 Financial Report and Approval of Claims
5. Written Police Department Report

***Motion/Second/Pass (Irlbeck/Beermann/unanimous) to adopt the agenda as amended with additions.***

II. CONSENT AGENDA & GENERAL BUSINESS

A) APPROVAL OF MINUTES

***Motion/Second/Pass (Senst/Knutson/unanimous) to approve February 8, 2021 Regular City Minutes and the January 7, 2020 Library Board Meeting Minutes.***

B) PETITIONS, REQUESTS & COMMUNICATIONS

1. There were no citizen complaints to present.
2. There were no Zoning Permit to present.
3. Erin Enstad, ABDO, Eick & Meyers, LLC manager, presented the overview of the 2020 Audit/Annual Financial Report. She explained an audit is required to ensure the financial statements of public funds are free of an material financial misstatements, to express an opinion on the financial statements and to ensure the city is following the required Minnesota Legal Compliance in areas such as contracting and bidding, payments, conflicts of interest, federally insured deposits and other state required tests. The three (3) common findings for a city the size of Lamberton were: Audit firm's preparation of the financial statement due to the fact of their complexity; Limited segregation of financial duties; and Year end audit adjustments. Erin stated it is a really good thing for the addition of another person in the office and definitely helped with the financial control cycle. To complete the presentation, she reviewed comparisons, overview and mapping of the Fund Balances, Revenues, Expenditures, Cash Balances by Fund, and Key City Ratios with Class 5 Cities and Cities in Redwood County. Erin pointed out it was important to take notice the Sewer and Storm Sewer Funds are meeting operating expenditures but are not generating a cash flow for future capital needs.
4. Personnel requests were presented for review.

***Motion/Second/Pass (Knutson/Irlbeck/unanimous) accepting the Resignation of PT Police Officer Mertens effective immediately.***

***Motion/Second/Pass (Beermann/Irlbeck/unanimous) authorizing the three (3) seasonal positions of Maintenance, Compost, and Pool Manager and hiring the returning 2020 personnel to those positions for the hourly wages presented and authorize the City Clerk to determine the hire date as the season progresses.***

5. A gambling permit application was presented for local approval. It was noted the application contained an incorrect address.

**Motion/Second/Pass (Senst/Knutson/unanimous) approving the Application for Exempt Gambling Permit for the Redwood County Pheasants Forever for March 27, 2021.**

6. Clerk Peterson presented the Board of Appeal and Equalization Notice that will be published at month end. She noted the meeting will be held at the Redwood County Government Center on April 16, 2021 at 10 a.m. The purpose of the meeting is to determine whether taxable property in Lamberton has been properly valued and classified by the assessor and to determine if corrections need to be made.

7. An Eyewitness Identification Procedure Policy is required by state statute to be adopted by local law enforcement agencies.

**Motion/Second/Pass (Senst/Knutson/unanimous) adopting the Lamberton Police Department Eyewitness Identification Procedure Model Policy.**

8. A Library Board Application has been received and was considered.

**Motion/Second/Pass (Senst/Beermann/unanimous) appointing Deb Fredrickson to the Library Board for the remainder of the term vacated by Linda Imker. The term is effective immediately and will expire year end 2021.**

### C) REPORTS

1. Thram reported they are currently performing maintenance on the street sweeper. The annual well inspection has been conducted. There has not been a large decrease in the well capacity, however, before we start losing too much of the capacity, Thram obtained a quote to rejuvenate the well for the 2022 budget. Thram was informed a section of downtown street lighting was not working that he will have fixed. Thram stated he is searching for replacement light pole Christmas decorations after Sik said the Commercial Club would be donating \$1,000 towards their purchase.

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

2. Rue reported Tim Birkemeyer will be receiving a Hometown Hero Award that allows him to donate \$100 to the service of his choice and he has chosen Lamberton. The cot charging system issues are being attended to. Alpha Wireless has been contacted to check on a pager issue. Rue said Active 911 system proved to be an important backup when the pager failed. Three (3) current members are in the process of taking their refresher courses which will be valid for two (2) years.

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

3. Peterson reported on Administration and EDA activities. She reported there have been recent inquiries about city owned lots for sale. Peterson said the recent discussion of reviewing the Southside Second Addition Covenants has stalled with both boards. Peterson said Ambulance Director Rue recently inquired about property address requirements after an emergency response incident. A mailer was designed and sent for printing to request property owners place a visible address on the property structure. If the request doesn't help to have properties identified, the city can pass an ordinance enforcing address identification. Peterson said the code compliance group met to discuss the process of public nuisances. An RFP has been prepared for services and will be published. Peterson informed the council the attorney notified her the probation for the past kennel operator was ending soon. Brief deliberation on animal licensing and enforcement was held. Peterson stated few people take the initiative to license their animals even though there is an ordinance requiring it. The community center rental policy and agreement are being reviewed and updated to better protect the investment of the new improvements. Peterson pointed out there is an accumulation of items that have either unknown ownership or ownership of a past user of the facility that will need to be eliminated in order to pass the mock OSHA inspection with the LMC Safety Group. Lack of quorum has prevented EDA board meetings for February and March.

**Motion/Second/Pass (Irlbeck/Beermann/unanimous) accepting the Administration/EDA Report.**

4. Chief Hillesheim submitted a written report as he was not able to attend the meeting. The report indicated there were 7 calls for service in February.

***Motion/Second/Pass (Senst/Beermann/unanimous) accepting the Police Report.***

D) ORDINANCES & RESOLUTIONS

E) APPROVAL OF CLAIMS

1. The March 2021 Financial Report and Approval of Claims were presented for approval.

***Motion/Second/Pass (Senst/Irlbeck/unanimous) to approve the March 2021 Financial Report and authorize payment for checks #44932 - #44966, #592E – #608E and #501195 - #501222 in the amount of \$66,912.33. There was one (1) new vendor. A full report is available upon request.***

III. PUBLIC HEARING

There was no public hearing.

IV. MAYOR & COUNCIL COMMUNICATIONS

A) Senst requested a quarterly wage and overtime report.

B) The compost site access and hours was deliberated. Peterson stated her and Thram have discussed multiple options to protect the site to be able to keep it open and offer the use of it to residents without fines and loss of permitted use which is state regulated.

V. ADJOURNMENT

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

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Lydell Sik, Mayor

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