

Minutes for a Regular Meeting of the  
Lamberton City Council • Electronic/Telephone  
May 11, 2020 – 7:00 PM  
(UNOFFICIAL UNTIL COUNCIL APPROVED)

I. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

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

Staff in Attendance: M. Peterson, J. Thram, R. Hillesheim, A. Rue, T. Neperman, and N. Anderson.

A) ADDITIONS/DELETIONS TO AGENDA

1. Clerk Peterson noted an addition to the agenda and a change as follows:  
Add 2B-7 Request to send letter to Governor Walz  
Revise 2E May 2020 Financial Report and Approval of Claims

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

II. CONSENT AGENDA & GENERAL BUSINESS

A) APPROVAL OF MINUTES

***Motion/Second/Pass (Bittner/Knutson/unanimous) to approve the March 16, 2020 Emergency and April 13, 2020 Regular City Council Meeting Minutes.***

B) PETITIONS, REQUESTS & COMMUNICATIONS

1. There were no citizen complaints to present.
2. Zoning Permits were presented for approval as follows:
  - a. 602 S Douglas – Utility Shed
  - b. 411 Fifth Ave W – Fence
  - c. 806 S Douglas – Fence and block patio
  - d. 607 S Grove – Fence

***Motion/Second/Pass (Knutson/Senst/unanimous) to approve Zoning Permits 2020-01 thru 2020-04 as presented.***

3. Request to hire PT Police Officer to be placed on the roster and assist with patrol.

***Motion/Second/Pass (Knutson/Bittner/unanimous) to approve hiring of Jon Mertens at the starting hourly wage of \$17.10 contingent on receiving required employment paperwork.***

4. Request to not open the swimming pool for the 2020 season was deliberated.

***Motion/Second/Pass (Senst/Irlbeck/unanimous) to table the request to not open the swimming pool for the 2020 season and re-visit the request at the June meeting.***

5. Authorization to hire Mindi Hesse for the seasonal maintenance position at the pool manager wage was debated. Hesse did not apply for the seasonal maintenance position; however, her seasonal employment was discussed during a meeting with Thram and Peterson regarding the swimming pool season. Thram said it would be ideal to retain Mindi for the summer, even if it wasn't for the swimming pool manager position, to entice her to return to seasonal employment should the city not be able to open the pool this season. She could be used for other functions. He also stated Mindi works behind the scenes coordinating swimming lessons and assisting the employees with locating classes for certification without charging the city for doing so. Discussion followed with debate regarding the advertised seasonal maintenance position wage versus the pool manager wage.

**Motion (Bittner) to advertise for one additional week then close the position and review the applications at that time. Motion failed for lack of second.** Further deliberation ensued.

**Motion (Sik) to hire Mindi Hesse at her most recent wage of \$15.68 per hour as the Swimming Pool Manager and reassign her duties as necessary. Motion failed for lack of second.** Discussion ensued.

**Motion/Second/Pass (Knutson/Bittner) to advertise for a seasonal maintenance position at \$12.50/hour for one week and grant Thram the discretion on who he hires to fill the opening. Roll call was taken. Voting in favor of the motion were: Knutson, Bittner, Senst and Irlbeck. Voting against: Sik. Motion passed.**

6. Backup for the City Clerk position was placed on the agenda for discussion. Peterson stated she anticipated Nick Anderson would be released to regular duty soon. To accommodate the restrictions placed on Nick, he has worked in the office for about five (5) months and has been trained to perform the day-to-day activity at city hall among other duties. Before the COVID-19 pandemic, council discussed options regarding the vacated EDA position and the need to have someone trained for back-up clerk duties in her absence. Peterson said the necessary duties at city hall are too much for one person. She stated she would like the council to start discussing an additional position at city hall. Over the years, the number of people in the maintenance department has fluctuated. It was necessary to hire an additional maintenance position several years ago to help alleviate shortage of daytime coverage in the ambulance department in addition to an Ambulance Director. The intent for that FT position was to allocate time for both the ambulance and the maintenance departments. No action was taken to reduce hours from that position when the employee resigned as the Ambulance Director. Another position was added for economic development with the intent of that position assisting with daytime ambulance coverage as well. Debate followed how re-allocating duties for one position could fill the current need for multiple departments with little financial impact because most of the hours are currently budgeted in one of the departments.

**Motion/Second/Pass (Irlbeck/Sik) to allow Nick Anderson to continue duties in city hall and assist in the maintenance department as necessary.** Duties will be agreed upon by the City Clerk and Maintenance Supervisor together. A seasonal position will still be hired for the 2020 mowing season to allow for vacations and time off. The HR Committee and City Clerk will meet to arrange for an updated job description and re-assess departmental needs after a couple of months. **Roll call was taken. Voting in favor of the motion were: Knutson, Sik, Irlbeck and Bittner. Voting against: Senst. Motion passed.**

7. Mayor Sik said a citizen requested a letter be sent to the governor that a local community has a better understanding of its business and control of opening or closing businesses should be left to the control of the local government. It was stated the local government does not have control to override the state government nor would local government want to assume the liability; however, sending a letter expressing concern and support for the local businesses in the size of our community is different than a one-size fits all decision and we feel our business can open safer and more responsibly than a business in the size of a community that is more populous.

**Motion/Second/Pass (Senst/Irlbeck) to send a letter of support to Governor Walz encouraging the re-opening of business. Roll call was taken. Voting in favor of the motion were: Senst, Knutson, Bittner and Irlbeck. Voting against: Sik. Motion passed.**

8. Clerk Peterson asked for authorization to resume all commission and other meetings if they can be conducted by telephone or other electronic means.

**Motion/Second/Pass (Senst/Bittner/unanimous) to authorize the amendment of Mayor Lydell Sik's Determination Regarding Conducting Meetings by Telephone or Other Electronic Means to state all**

***meetings of City Commissions can resume if conducted by telephone or other electronic means until such time as the State of Minnesota determines to no longer be in a state of emergency.***

C) REPORTS

1. Maintenance report was presented. Thram said the signs were on order for no parking by the feed mill.
  - Redwood County engineer has not responded regarding the road condition in the ROW connecting Ilex St to Fifth and Sixth Avenues.
  - There has been no update from FEMA regarding the disaster relief funding. Neither First nor Second Avenues can wait any longer for a funding decision before repairs can be made. Thram has contacted the vendors to perform the necessary repairs.
  - Thram said the old Milne house would be taken down as soon as L&S Construction had time.
  - Thram informed the council they may see some campers at Kuhar Park. People using campers for living quarters during the emergency order is allowed. The bathhouse will remain closed until further direction from the state.
  - A request to gravel a grass alley was discussed. Thram said the alley is highly used. He said there would be minimal financial impact to gravel the alley as he has the gravel on hand and the maintenance department could perform the work.

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

2. Rue reported the new ambulance arrived on May 4<sup>th</sup>. A few fire departments members along with the entire ambulance crew spent the day training in small groups on the new rig and cot system.
  - Rue requested to use the \$5,000 city donation from the Ambulance Association for the purchase of a new stair chair. She has been working with a vendor on a quote and would trade the old one in.
  - Rue said three (3) of the five (5) students have passed their test and have a conditional EMT license. The other two (2) students are working with the instructor to fulfill their requirements.

***Motion/Second/Pass (Knutson/Senst/unanimous) to use the \$5,000 donation towards the purchase of a new stair chair.***

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

3. Clerk Peterson updated the council on the two (2) delinquent EDA loans. No payment for April was received on either of them. She was asked how long these loans would be allowed delinquency until something was done. Peterson stated that is a board decision.
  - Interviews, financial assessments, search time and effort has been placed into pursuing grant funding for the fire department.
  - Performance evaluation program has been updated. The supervisors will be asked to complete the evaluations. Council members will receive forms to coordinate evaluations on City Clerk and Police Chief.
  - Peterson said weekly construction meetings had resumed. She gave the council the updated punch list for their review.

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

4. Officer Hillesheim reported on April police department activity. He informed the council he will be researching policies and quotes to implement the use of body cameras as the in-car camera does not have the range to cover activity when an officer must enter a premise.

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

5. No Library or Fire Department reports were available.

D) ORDINANCES & RESOLUTIONS

1. Resolutions were presented for consideration.

***Motion/Second/Pass (Senst/Bittner/unanimous) authorizing Resolutions 2020-13 and 2020-17 Resolutions Regarding Coverage in PERA Police and Fire Plan for Charles Fenger and Jon Mertens.***

***Motion/Second/Pass (Bittner/Sik) adopting Resolution 2020-15 A Resolution to Extend 2020-09 A Resolution Enacted to Extend Declaration of Personnel Necessary to Maintain Government Operations and Authorize the Continuance of Pay During the Stat at Home Order. Roll call was taken. Voting in favor of the motion were: Bittner, Sik, Irlbeck and Knutson. Voting against: Senst. Motion passed.***

2. Donations were received in the amount of \$5,362.60.

***Motion/Second/Pass (Irlbeck/Senst/unanimous) accepting Resolution 2020-12: A Resolution Accepting Donations to the City of Lambertton. A full report is available upon request.***

E) APPROVAL OF CLAIMS

1. The May 2020 Financial Report and Approval of Claims was presented for approval.

***Motion/Second/Pass (Irlbeck/Senst/unanimous) to approve the May 2020 Financial report and authorize payment for checks #44501 - #44530, #392E - #404E and #500864 - #500882 in the amount of \$53,844.06. There were three (3) new vendors. A full report is available upon request.***

III. PUBLIC HEARING

A) Mayor Sik opened the public hearing portion of the meeting at 7:15 p.m. stating the public hearing is to allow interested parties the opportunity to comment on the proposed application for a Fire Truck Loan or grant from USDA Rural Development to purchase a fire truck. Fire Chief Neperman stated grant money is being pursued to help cover the cost of a replacement rescue rig. There being no public comment, Mayor Sik closed the public hearing at 7:24 p.m.

IV. OLD BUSINESS

V. NEW BUSINESS

VI. MAYOR & COUNCIL COMMUNICATIONS

A) Clerk Peterson stated a memo regarding the seeding and topsoil has been posted on the website and on Facebook.

B) Clerk Peterson stated the city received a request from a parent of a senior class member to place banners on the Main St. light poles. Mayor Sik granted the request if the group took down and put the existing banners back up when done.

C) Discussion was held on the future possibility of having council meetings live-streamed or taped for future viewing. If an inexpensive option can be found, this would be reviewed in the future.

D) Senst asked if there were any updates on the Hubert properties. Peterson stated attempts to reach them in the past was unsuccessful, but she would try again.

E) Senst asked if the EDA had discussed multi-housing as locals had inquired about construction in the past. All meetings were put on hold during the state of emergency.

VII. ADJOURNMENT

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

Respectfully submitted,  
Madonna Peterson, Clerk

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Approved,  
Lydell Sik, Mayor

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