

**LAMBERTON CITY COUNCIL  
REGULAR MEETING • CITY HALL  
February 13, 2023 • 6:30 P.M.**

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**1. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES**

- Meeting called to order at 6:30 PM February 13, 2023.
- Present: Mayor L. Sik, L. Bittner, D. Knutson, D. Irlbeck, T. Beermann
- Staff in Attendance: V. Halter, J. Thram, N. Anderson, C. Fenger
- Others in Attendance: Scott Kuhlman, Bollig; Kelsey Larson of ABDO via Zoom

**A. Additions/Deletions to Agenda**

- Add - 2023-10 – Resolution for USDA Rural Development Application and Funding

***Motion/Second/Pass (Irlbeck/Bittner/unanimous 5/0) to approve the agenda as amended.***

**2. CONSENT AGENDA**

**A. Approval of Minutes (can all be done in one motion)**

1. 1-09-2023 – Regular City Council Meeting
2. 1-30-2023 – Special City Council Meeting

***Motion/Second/Pass (Bittner/Beermann/unanimous 5/0) to approve the minutes as listed.***

**3. GENERAL BUSINESS**

- A.** Bollig Engineering – Scott Kuhlman from Bollig Engineering was present to talk about the task order they have been working on that centers around the Industrial Park (IP) and Grove Street and obtaining funding. The Industrial Park Storm Sewer outlet was researched and Bollig is proposing to go north across Highway 14 with a 24-inch pipe. There would be two dry ponds installed in the IP that would provide water “treatment” for storm water. A utility layout was proposed as to where they would connect into existing city services and cross under the railroad tracks to the north side of the IP. Bollig has spoken with DOT, and they are suggesting a righthand turn lane on the eastbound side of traffic. Frontage roads were also proposed. Kuhlman talked about phasing the project, what would be the most important to get done first and what makes sense for funding opportunities. Platting of lots will happen once the utility placement is finalized. There is a proposed lift station to get sewer into the existing city system. Estimated cost of phase one of the IP is \$4,628,000. There are areas of the proposal that can be cut back on if they are not able to secure the funding needed. Funding sources that are being pursued are DEED, MNDOT, and USDA Rural Development. Grove Street was discussed. There are portions of Grove Street that have utilities underneath and other parts that do not. Estimated cost at replacing the underground utilities and street is \$1,774,000. Pairing this project with the IP project will help the City get the most funding available. Timing of the projects will be dependent on funding.

2023-04 Resolution for Legislative Funding

2023-10 Resolution for USDA Rural Development Application and Funding

***Motion/Second/Pass (Bittner/Irlbeck/unanimous 5/0) to accept Resolutions 2023-04 and 2023-10.***

Lead Service Lines – The MN Department of Health will be releasing funding for financial assistance for technical assistance in gathering information on the service lines in the City. There is a law that is requiring the City to take inventory of all water service lines and what the service lines are made of. Bollig would like to be ready for when the funding applications open because the amount of funding available will not cover everyone who is going to be asking for it.

2023-05 Resolution Approving Lead Service Inventory Work

***Motion/Second/Pass (Bittner/Beermann/unanimous 5/0) to accept Resolutions 2023-05.***

- B.** ADBO - 2022 Audit Review – Kelsey Larson with ABDO joined via ZOOM to go through the 2022 Audit. General Fund balance is above the 50% fund balance required by our Fund Policy. Receipts were over budget from grants received for the Fire Department. The General Fund Revenue and Expenditures are in line with prior years. The City has a healthy cash reserve. Special Revenue Fund balances are stable. Debt Service looks at the next years of debt payments. These will decrease slightly in 2027 when one project drops off. The Water Fund has a healthy reserve. Sanitary Sewer Fund is below the target balance. The Storm Sewer Fund has been steadily increasing but is below the target balance. The Refuse Fund has a healthy reserve. Debt per capita is decreasing. Expenditures per capita increased slightly, caused by ARPA and other grant spending. Kelsey stated overall the audit went well and there was nothing out of the ordinary.

C. Petitions, Request, Communications

1. Citizen Complaints & Concerns

a. Employee Complaint - Confidential

2. Zoning Permits/Variance Requests - None

3. Request for Council Action

a. RCA – Blight Houses – there are three houses that were tagged as nuisance properties that need to be demolished. The owner of two of the houses had hired L&S Construction to do the work. Halter called L&S for an update. When L&S called the owner to set up a date to the work, he was told they had to clean them out yet. Halter has left a message for the owner and has not gotten a response. The third house located on Juniper; Halter has never gotten a response from the owner. Halter is looking for council. Matt Novak reviewed the different processes the City can take to have the house demolished. There is a civil process, a criminal process and eminent domain. Discussion was held. Mayor Sik would like there to be communication from the owners. Novak recommended a hand in hand violation and civil remediation plan so that there is weight on that deadline to respond. The first notice will have the violation as of a determined date. If nothing is done the citation is issued. They would then have to show up at court. If they do not show up at court, there is a warrant issued. Halter will issue notices to the owners.

b. RCA – Officially Hire Part-Time Police Chief Joshua Walker – Novak stated the full background check came back with nothing to report. His current employer would hire him again and are aware he will be doing both positions. Discussion was held.

***Motion/Second/Pass (Irlbeck/Knutson/unanimous 5/0) to hire Joshua Walker as Part-Time Police Chief at \$27.69/hour.***

c. RCA – Maintenance Worker Job Description – Changes were made to the Maintenance Worker job description. There are three Maintenance Worker levels, changes made so the pay grade or level is based on the licenses held. Also added is a clause stating you must live within a reasonable distance of Lamberton.

***Motion/Second/Pass (Bittner/Beermann/unanimous 5/0) to accept the Maintenance Worker Job Description.***

d. RCA – Assistant Clerk Job Description – This was a job description that has not been used in the past. Changes were made to it. It was made to be a part-time position at pay grade 5.

***Motion/Second/Pass (Irlbeck/Knutson/unanimous 5/0) to accept the Assistant Clerk job Description.***

e. RCA – Open Maintenance Worker Position - Transition Plan for Open Position – The HR Committee met and discussed the positions needed by the City. It was determined that we need to replace the one full-time position in the Maintenance Department and to make a part-time 20 hour a week Assistant Clerk position in the office. The City needs to have a transition plan to work towards filling the positions and transition the office position. Open position(s) to advertise for will be dependent on the decision made by current employee.

***Motion/Second/Pass (Bittner/Beermann/unanimous 5/0) to approve the RCA for the Transitional Plan and Advertising for open position after February 2023.***

D. Department Reports

1. Library – Report submitted.

***Motion/Second/Pass (Irlbeck/Beermann/unanimous 5/0) to accept the Library report as submitted.***

2. Ambulance Department – Report submitted.

***Motion/Second/Pass (Knutson/Beermann/unanimous 5/0) to accept the Ambulance report as submitted.***

3. Fire Department – Halter received a text from Chief Neperman requesting Colby Davis be approved to join the Fire Department.

***Motion/Second/Pass (Irlbeck/Bittner/unanimous 5/0) to approve Colby Davis to join the Fire Department.***

4. Police Department – Report submitted.

***Motion/Second/Pass (Knutson/Irlbeck/unanimous 5/0) to accept the Police report as submitted.***

5. Maintenance Department – Thram reported that the tractor is in the shop. A manhole cover was hit while moving snow and wrecked the loader. Sixteen Adult and two children's picnic table frames were ordered. The expense is being covered by the 150<sup>th</sup> Committee donation. The new tables will go in the City Park – with the old tables being moved down to Kuhar. Ash Trees will start being removed from the City Park. Thram has started removing the Ash Trees in Kuhar Park. Christmas Lights are being repaired and shortened so the snowplow doesn't clip them.

***Motion/Second/Pass (Bittner/Beermann/unanimous 5/0) to accept the Maintenance report as given.***

6. Administration/EDA Department – Report submitted. Halter stated the Age-Friendly group would like to see some playground equipment installed for the smaller pre-school and below aged children. The group will be submitting a grant with AARP. As trees come down and equipment is changed out, the council may want to think about how they would like the park to look and be set-up. Halter did submit a grant for planning out the current school site. We should know by the end of March if we will be awarded the grant. The City did receive a \$5,000 grant from the League of Minnesota Cities to be used towards grant navigation.

***Motion/Second/Pass (Beermann/Knutson/unanimous 5/0) to accept the Administration/EDA report as given.***

E. Ordinances and Resolutions (can all be done in one motion)

1. 2023-06 – Resolution to Accept Grant Navigation Funding from the LMC - The City did receive a \$5,000 grant from the League of Minnesota Cities to be used towards grant navigation. The League needs a Resolution accepting the funds.
2. 2023-07 – Resolution Declaring Certain Property Surplus – The Ambulance has a Panasonic Toughbook they are no longer using and would like it declared surplus property so it can be sold.
3. 2023-08 – Resolution to Rescind Resolution 2022-33 Resolution to Purchase Certain Property – An unfavorable Title Opinion came back on the property. Legal counsel has recommended not purchasing the property because of the findings.
4. 2023-09– Resolution Accepting Donations

***Motion/Second/Pass (Irlbeck/Beermann/unanimous 5/0) to accept Resolutions 2023-06, 2023-07, 2023-08, and 2023-09.***

F. Financial Report & Approval of Claims

1. January 2023 Financial Report
2. Approval of claims.

***Motion/Second/Pass (Bittner/Irlbeck/unanimous 5/0) to accept the Financial Report & Approval of Claims as given.***

4. MAYOR & COUNCIL REPORTS & COMMUNICATIONS

A. Information for Council

1. UCAP Summary – All the spots have been spoken for.
2. Long Term Plan Update – Halter has been in contact with ABDO to get the Long-Term Planning process underway. The council approved this in 2022, but it has not started yet. The process should begin in April/May.

5. NEXT MEETING DATE

- A. March 13, 2023 at 6:30 PM

6. ADJOURNMENT

***Motion/Second/Pass (Irlbeck/Beermann/unanimous 5/0) to adjourn the meeting at 8:03 PM.***

Respectfully Submitted,

  
Valerie Halter  
Clerk

  
Lyden Sik  
Mayor

