

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 (2<sup>nd</sup>) 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

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Minutes for a Regular Meeting of the  
Lamberton City Council • City Office  
February 10, 2020 – 7:00 PM  
(UNOFFICIAL UNTIL COUNCIL APPROVED)

I. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

Present: Mayor L. Sik, J. Senst and D. Irlbeck. L. Bittner arrived at 7:25 p.m. D. Knutson arrived at 7:40 p.m.

Others in Attendance: M. Peterson, J. Thram, N. Anderson, R. Hilleshiem and Erin Enstad, ABDO, Eick & Meyers, LLP. Community members in Attendance: S. DeCock, M. Sarne and M. Vollmer.

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

II. CONSENT AGENDA

A) APPROVAL OF MINUTES

*Motion/Second/Pass (Senst/Irlbeck/unanimous) to approve the January 13, 2020 Regular City Council Meeting Minutes.*

B) PETITIONS, REQUESTS & COMMUNICATIONS

1. A code enforcement complaint at 410 S Fir St was acknowledged. A citation has been issued.
2. A water quality suggestion via the website was acknowledged.
3. A citizen suggested the use of signs for truck routes, the city park and no outlet. The citizen feels the city park needs to be spruced up.
4. A citizen proposed placing a surcharge on water and sewer bills to generate income. The citizen asked if the generated income could be refunded to the higher assessed properties.
5. A citizen inquired about a storm sewer that appears to be sinking. Thram stated he is aware of this and noted he will inspect this come spring.
6. Erin Enstad, ABDO, Eick & Meyers, LLC presented the overview of the 2019 Audit/Annual Financial Report. Erin said it was a pleasure to see the implementation of the capital improvement fund.
7. A revised version of the 2020 Mayor and Council Appointments was presented to include appointments to an Animal Review Panel.

*Motion/Second/Pass (Irlbeck/Bittner/unanimous) to approve the mayoral appointments of Darrell Knutson, Julie Senst and a Brockway Brown Vet Employee to the Animal Review Panel.*

8. The Human Resource Committee and Chief Davis recommended the hire of Robert Hilleshiem to share Lamberton Police Department coverage and response with Chief Davis.

*Motion/Second/Pass (Senst/Irlbeck/unanimous) to hire Robert Hillesheim as a part-time salaried Police Officer effective immediately for an annual salary of \$20,000. The salary will be pro-rated for 2020.*

C) REPORTS

1. Maintenance report was given. Thram stated much of the month snow removal operations have taken precedence. Last fall FEMA was out and measured the areas to repair the frost boils after the state declared disaster relief for roads. Thram relayed FEMA has not approved the disaster grant yet and has requested additional information.

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

2. Ambulance report was reviewed. The need to take the ambulance out of service due to lack of day shift coverage was discussed. It is anticipated the graduating EMT students in class now will be able to help with coverage of the day shift.

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

3. Clerk Peterson asked for any questions on the administration report which included January activities. There were no questions presented.

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

4. Officer Robert Hillesheim introduced himself and presented the police department report. Hillesheim informed the council with the outcome of the court action regarding seizing animals from a residence in Lambertton last summer. The council was told of the cost-saving internal procedural changes made to the licensing of animals and ATV's. Hillesheim said Chief Davis requested use of the ambulance meeting room and the city compost site for a permit to carry course presented by River Valley Arms and Ammo. Discussion was held regarding the ambulance meeting room as it is not available for public use.

***Motion/Second/Pass (Irlbeck/Senst/unanimous) to make a one-time exception allowing the rental of the ambulance meeting room to River Valley Arms and Ammo if the community center is not available.***

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

5. Library report was reviewed.

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

#### D) ORDINANCES & RESOLUTIONS

Thram requested permission to sell the snow blower no longer needed for public use. He said the blower is in great shape and asked that a reserve price of \$4,000 be set and to allow sale in an open market. A properly sized blower for the skid steer has been purchased to replace this snow blower.

***Motion/Second/Pass (Knutson/Irlbeck) to approve Resolution 2020-05 A Resolution to Deem Property Surplus.***

***Motion/Second/Pass (Senst/Bittner/unanimous) to adopt Resolution 2020-06 A Resolution Regarding Coverage in PERA Police and Fire Plan.***

#### E) APPROVAL OF CLAIMS

1. The February 2020 Financial Report and Claims for payment and the January 2020 Investment statement were presented for approval.

***Motion/Second/Pass (Senst/Irlbeck/unanimous) to approve the February 2020 Financial report and authorize payment for checks #44352 - #44397, #349E - #361E and #500804 - #500816 in the amount of \$105,591.59. Donations were accepted in the amount of \$10.00. There was no new vendors and no transfers. A full report is available upon request.***

### III. PUBLIC HEARING

### IV. OLD BUSINESS

### V. NEW BUSINESS

A) Notice of Meeting of Board of Appeal and Equalization was acknowledged. Peterson asked the council to share this throughout the community because this is the meeting the property owners need to attend to appeal any changes of the valuation of their properties.

## VI. MAYOR & COUNCIL COMMUNICATIONS

A) A councilor shared a complaint regarding garbage. The complaint will again be forwarded to the service provider.

B) A councilor shared an advertisement regarding a housing development initiative program in Springfield and said she would like Lambertton to develop some type of initiative or abatement program to entice development here in town.

## VII. ADJOURNMENT

***Motion/Second/Pass (Senst/Knutson/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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Minutes for an Emergency Meeting of the  
Lamberton City Council • City Office  
February 27, 2020 – 6:00 PM  
(UNOFFICIAL UNTIL COUNCIL APPROVED)

I. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

Present: Mayor L. Sik, J. Senst, D. Knutson and D. Irlbeck. Absent: L. Bittner.  
Others in Attendance: M. Peterson.

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

II. CONSENT AGENDA & GENERAL BUSINESS

1. A lease agreement between City of Lamberton and Allina Health System, d/b/a New Ulm Medical Center was discussed.

*Motion/Second/Pass (Senst/Irlbeck/unanimous) to approve the lease agreement dated March 1, 2020 for a period of three (3) years.*

III. MAYOR & COUNCIL COMMUNICATIONS

IV. 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

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Minutes for a Regular Meeting of the  
Lamberton City Council • City Office  
March 9, 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, and C. Davis. Others in Attendance: W. Meyer, R. Swenson-West Central Sanitation.

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

II. CONSENT AGENDA

A) APPROVAL OF MINUTES

***Motion/Second/Pass (Irlbeck/Bittner/unanimous) to approve the February 10, 2020 Regular and February 27, 2020 Emergency City Council Meeting Minutes; the September 12 and November 14, 2019 and January 9, 2020 Library Board Meeting Minutes and the November 12 and December 9, 2019 EDA Board Meeting Minutes.***

B) PETITIONS, REQUESTS & COMMUNICATIONS

1. A citizen was present to share concern regarding the garbage trucks operating on city streets. Thram stated the garbage is a service we need to have in town. He said the edge drains on the new streets will help with removing the water from the side of the street. Discussion was held regarding the garbage truck driving with its tag axle down (all wheels down). This additional axle helps distribute the weight of the truck. If residents see the truck operating without "the tag" down, they need to notify city officials. The drivers are instructed they must use this "tag" but occasionally they forget to put it back down after it automatically lifts upon turning. Ray Swenson from West Central Sanitation said it is hard on the roads when the garbage truck needs to turn. During this time when frost is coming out of the ground and thaw is occurring, the public can help the garbage collection process by placing their trash bins in the "parking" lane of the road *if conditions are warranted*. The trucks could still reach the bins while using the "driving" lane of the road where the road is stronger. Conditions would not be warranted if the use of snowplows is necessary.

C) REPORTS

1. Maintenance report was given. Thram said the plan for the pool will be to repair the location of where it did not properly adhere and then paint the shallow end. New ADA compliance picnic tables are being made to place in the various parks this spring. The new picnic tables will be a little higher and will have an overhang on one end to accommodate a wheelchair. Thram said the riffles at Kuhar Park are installed and the contractor will return for final grading and cleanup. There is no update on the FEMA disaster relief grant. Thram said Lamberton is still operating under the MPCA permit issued several years ago but MPCA is aware of this. Justin said he purchased a used utility box with a boom lift and is currently in the process of modifying the old tanker truck with this utility box. The road condition on the Fifth and Sixth Street intersections with Ilex Street was discussed. Thram will talk with Redwood County regarding this. When Thram reported he sent the street sweeper off for maintenance, discussion ensued regarding the grain dryer dust and its effects to businesses and residents and is harmful on the sewer collection system. This topic is discussed annually. Thram will talk with Meadowland to assist with remediating cleanup assistance.

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

Thram said the mowing season will be upon us soon. He indicated additional help for mowing would be necessary if the workers compensation restrictions on an employee continues.

***Motion/Second/Pass (Senst/Knutson/unanimous) to advertise for a seasonal maintenance position at minimum wage with hours to be determined by the Maintenance Supervisor.***

2. Councilman Senst reported the fire department has been assisting with day shift coverage for the ambulance; skills training with the medical director was completed in February and the delivery of the new ambulance is anticipated to be delivered in April.

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

3. Clerk Peterson updated the council on activity during February. The Presidential Primary Election had a total of 71 voters. She reported the Spring Clean-Up date will be held May 16, 2020.

A clinic lease has been signed with Allina Health. The planned opening day at the Lamberton Clinic is March 16. Statutory reporting is complete for the month. Peterson says she continues to instruct Nick Anderson on city hall tasks.

Madonna updated on the research she has been conducting on behalf of the EDA and the status of EDA loans.

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

4. Chief Davis reported the Chief's training conference at Camp Ripley was phenomenal.

Coverage being shared between Davis and Hillesheim has been working out very good and Davis praised having the experience of Officer Hillesheim on the department.

Davis said he would like to complete code violation (nuisance) inspections before spring clean-up and asked the council for guidance. Davis mentioned our nuisance code ordinance is written well but several of our ordinances are out of date and codification needs to be researched. Without up-to-date ordinances, it is difficult for police to enforce them.

An update was given on the complaint received of 410 S Fir St.

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

5. Library report was reviewed.

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

D) ORDINANCES & RESOLUTIONS

E) APPROVAL OF CLAIMS

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

***Motion/Second/Pass (Knutson/Senst/unanimous) to approve the March 2020 Financial report and authorize payment for checks #44398 - #44445, #362E – #372E and #500820 - #500845 in the amount of \$250,740.69. Donations were accepted in the amount of \$25.00. There were four (4) new vendors. A full report is available upon request.***

III. PUBLIC HEARING

IV. OLD BUSINESS

V. NEW BUSINESS

A) A website submission suggestion regarding a roller park was acknowledged.

VI. MAYOR & COUNCIL COMMUNICATIONS

A) Mayor Sik stated the community is planning a Bob Gebhard Day for July 19, 2020.

VII. ADJOURNMENT

***Motion/Second/Pass (Knutson/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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Minutes for an Emergency Meeting of the  
Lamberton City Council • City Office  
March 16, 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, A. Rue, T. Neperman, A. Vogel and C. Davis. Others in Attendance: Matt Novak, Novak Law.

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

II. CONSENT AGENDA & GENERAL BUSINESS

A) CORONAVIRUS PANDEMIC

1. City Attorney, Matt Novak, reviewed the phases of the LMC (League of Minnesota Cities) Pandemic Planning Guidance document regarding COVID-19. Phase One is the preparation phase where the city should identify what critical services must continue and which services can be temporarily suspended; identify lists of back-up staff, telephone numbers and essential job duties; and identify policy changes that may be necessary. Phase Two is the intermediate response phase where the city will likely “stand ready” to implement measures and Phase Three will be the full response phase where the city may need to implement the measures. Lamberton is in the process of all three phases and each department head was given the opportunity to share important information regarding their department along with any plan they anticipate having to implement.

B) ORDINANCES & RESOLUTIONS

***Motion/Second/Pass (Senst/Irlbeck/unanimous) to adopt Resolution 2020-07 a plan for any potential emergency due to the COVID-19 Corona Virus.***

-The City shall follow the guidance of the Minnesota Department of Health with regard to public gatherings. The Community Center shall be closed until further notice.

-The Department Heads are authorized to suspend non-essential services until the April regular council meeting.

-Each Department Head is required to submit designation of back-up staff and essential duties list to the City Clerk by the adopted time.

-In the event the Department Head and back-up staff are unable to perform their essential tasks, the Mayor shall have the ability to declare a local emergency and appoint a temporary department head with such designation to last for no more than three (3) days, unless the City Council approves a longer term.

III. MAYOR & COUNCIL COMMUNICATIONS

IV. ADJOURNMENT

***Motion/Second/Pass (Senst/Bittner/unanimous) to adjourn the meeting at 8:01 p.m. Mayor Sik declared the council meeting adjourned.***

Respectfully submitted,  
Madonna Peterson, Clerk

Approved,  
Lydell Sik, Mayor

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Minutes for an Emergency Meeting of the  
Lamberton City Council • Telephone and Electronic  
March 27, 2020 – 4:00 PM  
(UNOFFICIAL UNTIL COUNCIL APPROVED)

I. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

Present: Mayor L. Sik, J. Senst, D. Knutson and D. Irlbeck. Absent: L. Bittner  
Others in Attendance: M. Peterson, N. Anderson, M. Novak

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

II. CONSENT AGENDA & GENERAL BUSINESS

A) ORDINANCES & RESOLUTIONS

1. Clerk Peterson read Mayor Sik's Determination Regarding Conducting Meetings by Telephone or Other Electronic Means. Until further notice, or until such time as the State of Minnesota determines to no longer be in a state of emergency, all Lamberton City Council meetings will be conducted by telephone or other electronic means and all meetings of City Commissions shall be suspended until such time as the State of Minnesota determines to no longer be in a state of emergency.

***Motion/Second/Pass (Knutson/Irlbeck/unanimous) to accept Mayor Sik's Determination.***

2. Clerk Peterson read City of Lamberton Proclamation and Declaration of Emergency. To support the COVID-19 pandemic, the state of emergency was declared by Mayor Sik as an emergency that is sudden and could not have been anticipated and poses the risk of and may cause catastrophic loss of public health, safety, and welfare if not immediately addressed. Staff is directed to review operations and implement new processes to ensure that public services are maintained if essential.

***Motion/Second/Pass (Irlbeck/Senst/unanimous) to accept Mayor Sik's Declaration of Emergency.***

3. Resolution 2020-08 was presented for consideration. This resolution would extend the Declaration of Emergency beyond the period of three (3) days. The Declaration of Emergency is continued in effect until further action of the City Council or as long as the State of Minnesota Peacetime Emergency Declaration remains in effect.

***Motion/Second/Pass (Irlbeck/Senst/unanimous) to approve Resolution 2020-08 A Resolution Enacted Pursuant to Minnesota Statutes Section 12.29 Extending the Period of a Mayor-Declared Local Emergency.***

4. Resolution 2020-09 was presented for consideration. This resolution would enact to declare personnel necessary to maintain government operations and authorize the continuance of pay during the Stay at Home Order. The City Council declared all personnel necessary to maintain government operation; however, the maintenance, city hall and library department personnel will only utilize one person at a time (no overlap) to maintain operations. The other departmental personnel (subject to the overlap) is encouraged to work from home if possible. City buildings will be locked to the public and essential services will be conducted by appointment only.

***Motion/Second/Pass (Senst/Irlbeck) to approve Resolution 2020-09 A Resolution Enacted to Declare Personnel Necessary to Maintain Government Operations and Authorize the Continuance of Pay During the Stay at Home Order contingent on discussed changes.***

VI. MAYOR & COUNCIL COMMUNICATIONS

VII. ADJOURNMENT

***Motion/Second/Pass (Senst/Knutson/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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Minutes for a Regular Meeting of the  
Lamberton City Council • Electronic/Telephone  
April 13, 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, C. Davis, A. Rue, A. Vogel, and N. Anderson.

A) ADDITIONS/DELETIONS TO AGENDA

1. Clerk Peterson noted a revision to agenda item 2B3, Utility Bill Penalty Request.
2. Clerk Peterson noted a revision to the March 27, 2020 Emergency City Council Meeting minutes.

***Motion/Second/Pass (Senst/Knutson/unanimous) to adopt the agenda with two noted additions to the agenda.***

II. CONSENT AGENDA & GENERAL BUSINESS

A) APPROVAL OF MINUTES

***Motion/Second/Pass (Irlbeck/Senst/unanimous) to approve the March 9, 2020 Regular and March 27, 2020 Emergency City Council Meeting Minutes.***

B) PETITIONS, REQUESTS & COMMUNICATIONS

1. A written citizen complaint was acknowledged regarding the condition of the property at 410 S Fir St. An independent contractor will be hired to clean up the property and the cost will be assessed to the property.
2. Due to COVID-19, the continuation of the May 16, 2020 Spring Clean-up day discussed. It will continue as planned.
3. Clerk Peterson stated many utility companies are waiving penalties during the COVID-19 pandemic and has requested waiving future penalty calculation generation on utility bills until 30 days after the stay at home order is lifted in Minnesota. It is anticipated the generation of penalty calculation will be waived during the months of April and May.

***Motion/Second/Pass (Bittner/Knutson/unanimous) to waive generation of penalties until 30 days after the COVID-19 stay at home order is lifted.***

4. Clerk Peterson stated the MN Department of Commerce and the MN Public Utilities Commission are requesting utility companies to commit to Minnesotans will not have to worry about their utility services during the COVID-19 pandemic as it is crucial to the health and well-being of Minnesotans. Statistical data was presented on thirteen (13) utility accounts currently subject to disconnection for non-payment. Discussion ensued. Peterson has requested the suspension of disconnection services until 30 days after the COVID-19 pandemic stay at home order is lifted in Minnesota. She said she would continue to send the disconnection notices for preparation when the order is lifted. It is anticipated disconnection services will be suspended for April and May.

***Motion/Second/Pass (Irlbeck/Bittner) to suspend utility disconnection services until 30 days after the COVID-19 stay at home order is lifted. Voting in favor of the motion: Irlbeck, Bittner, Sik. Voting against: Senst, Knutson. Motion carries.***

5. A Conflict of Interest Policy was presented for consideration. Clerk Peterson informed the council a Conflict of Interest Policy was essential to apply for a USDA Rural Development grant for the fire department.

***Motion/Second/Pass (Irlbeck/Bittner/unanimous) to adopt the City of Lambertton Conflict of Interest Policy.***

C) REPORTS

1. Maintenance report was reviewed. Thram said he did receive one employment application for the seasonal position but recommends not acting on it until stay at home restrictions are defined. Discussion was held regarding opening the campground. We will continue to follow legal guidance set forth regarding the parks, campground, public restrooms, playground equipment, and the swimming before opening these facilities. The city will plan to open these facilities contingent on state restrictions regarding COVID-19.

A sewer back-up issue has been identified in the 800 block of Birch Ave. Upon inspection of the main, wipes were found and likely the cause of the problem. Notification has gone out to the public asking to not flush items, other than toilet paper, down the toilet because they are causing sewer back-ups that raise public health concerns. Paper towels, facial tissue, baby wipes or disposable wipes do not break down like toilet paper does.

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

2. Rue stated the Ambulance Association has received \$4,300 in donations to put towards the purchase of a new stair chair. The quote she received for the stair chair is for \$6,512.58. EMS week will be the third week in May, and it is anticipated that more donations will be solicited.

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

3. Clerk Peterson updated the council on the two (2) delinquent EDA loans and was thanked for resending past due letters. The compost site would be unlocked during the day for residents to bring leaves and branches. Peterson informed the council N. Anderson has been working with the departments to ensure the requirements of the annual OSHA Safety Training program was being conducted and enforced. The Local Board of Appeal and Equalization was held on April 10<sup>th</sup>. Four property valuations were discussed.

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

4. Chief Davis reported a safety hazard concern with semi-trailers parked in front of the Meadowland Feed mill and asked for consideration of a no parking zone on the north side of First Avenue.

***Motion/Second/Pass (Irlbeck/Senst/unanimous) adopting Resolution 2020-14 A Resolution Designating a No Parking Zone contingent on creating the resolution.***

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

5. Library report was reviewed. Librarian Vogel has requested to resume scheduling appointments for library materials and has established an area in the community center entryway that reduces COVID-19 exposure. Implementation will begin immediately.

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

D) ORDINANCES & RESOLUTIONS

1. A mutual aid agreement with Minnesota Water Agency Response Network (MnWARN) was presented for consideration. The agreement would establish mutual aid with outside water, wastewater and storm water utility companies to recognize and utilize personnel, equipment and supplies to assist each other in the case of an emergency.

**Motion/Second/Pass (Senst/Knutson/unanimous) authorizing Resolution 2020-10: A Resolution Authorizing Governmental Unit to be a Party to MnWARN and adopt the Mutual Aid Agreement as presented.**

2. Resolution 2020-11 was presented for consideration. This resolution would extend Resolution 2020-09 regarding COVID-19 until further action of the City Council in conjunction with the State of Minnesota peacetime emergency declaration of the Governor's Executive Order 20-23. City buildings will remain locked to the public; however, some services will be conducted by appointment.

**Motion/Second/Pass (Senst/Irlbeck/unanimous) adopting Resolution 2020-11: 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.**

3. Donation #10447 was received in the amount of \$50.00. A full report is available upon request.

**Motion/Second/Pass (Knutson/Senst/unanimous) accepting Resolution 2020-12: A Resolution Accepting Donations to the City of Lamberton.**

E) APPROVAL OF CLAIMS

1. The April 2020 Financial Report, Approval of Claims, and Quarter 1 2020 Cash Balance Report for payment were presented for approval.

**Motion/Second/Pass (Senst/Irlbeck/unanimous) to approve the April 2020 Financial report and authorize payment for checks #44446 - #44500, #373E - #391E and #500846 - #500863 in the amount of \$102,179.79. Donations will now be accepted by resolution as required by law. There were seven (7) new vendors. A full report is available upon request.**

III. PUBLIC HEARING

IV. OLD BUSINESS

V. NEW BUSINESS

VI. MAYOR & COUNCIL COMMUNICATIONS

A) A memorandum from Bolton & Menk regarding COVID-19 guidance for field staff and construction sites 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

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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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Minutes for a Regular Meeting of the  
Lamberton City Council • Electronic/Telephone  
June 8, 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, A. Vogel, M. Hesse and N. Anderson.

Others in Attendance: Owen Todd

A) ADDITIONS/DELETIONS TO AGENDA

1. Clerk Peterson noted an addition to the agenda and a change as follows:

Revise 2E June 2020 Financial Report and Approval of Claims

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

II. CONSENT AGENDA & GENERAL BUSINESS

A) APPROVAL OF MINUTES

***Motion/Second/Pass (Senst/Knutson/unanimous) to approve the May 11, 2020 Regular City Council Meeting Minutes.***

B) PETITIONS, REQUESTS & COMMUNICATIONS

1. There were no citizen complaints to present.
2. Owen Todd, Bolton and Menk, gave an update on the 2019/2020 Infrastructure Project. He explained the active punch list being used to track completion or correction items prior to semi-final acceptance of the project. He addressed turf establishment in the rights-of-way stating there will be weeds and settling. The contractor is aware of this and will continue to address the turf. He did caution not everyone was going to be satisfied in the timeframe in which this may be done. He stated we are closer to the semi-final completion of the project and anticipates that stage around August of 2020. When the items on the punch list are complete and final payment to the contractor is made, the two (2) year warranty period will begin. During this warranty period, any major items will be addressed as they arise; otherwise, a list of items will be kept for the contractor to address before the warranty period expires.
3. Zoning Permits were presented for approval as follows:
  - a. 1<sup>st</sup> Ave W – Garage
  - b. 405 2<sup>nd</sup> Ave W – Gazebo
  - c. 706 S Birch St – Gazebo

***Motion/Second/Pass (Knutson/Irlbeck/unanimous) to approve Zoning Permits 2020-05 thru 2020-07 as presented.***

4. The 2020 swimming pool season was debated. Thram stated, with perfect weather, it will take 24-29 days to prepare the pool for opening. Support and concerns were shared.

***Motion/Second/Pass (Senst/Irlbeck) to open the pool at the earliest date possible, offer swim lessons and advertise for employment in Springfield newspaper.*** Further discussion ensued. ***Roll call was taken. Voting in favor of the motion were: Senst, Irlbeck and Knutson. Voting against were: Sik and Bittner. Motion passed.***

5. Peterson stated the city was required to adopt a Preparedness Plan before June 29, 2020 in reference to COVID-19. She said DEED created a model template plan for cities to use.

***Motion/Second/Pass (Irlbeck/Bittner/unanimous) adopt the City of Lambertton Preparedness Plan as presented.***

C) REPORTS

1. Maintenance report was presented. Thram said Derek Stevenson was hired for the seasonal position. Other activities included: west end of First Avenue road repair, building a berm at the ponds and meeting with the county engineer regarding the surface contrast on the Fifth and Sixth Avenue intersections. Thram stated he is obtaining bids for necessary blacktop repairs as it is no longer practical to wait for FEMA funding. Thram said the three (3) largest areas that are priority are the 600 and 700 blocks of Second Avenue and the 1000 block of Elm Street. Various types of base soil correction and surface repairs will be quoted. Overlay patches throughout the city were discussed. Without the FEMA funding, Thram asked for council priority preference. He will prepare a summary for consideration for the July meeting.

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

2. Rue reported on Ambulance activity. The three (3) new EMT's are being orientated and eased into the schedule and a new driver has started.

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

3. Clerk Peterson updated the council on administration and EDA activity. Activities included: Notification was received Lambertton was awarded \$2,500 from Bayer Fund to purchase vehicle stabilization braces/struts for the fire department. She stated two (2) more grant applications have been submitted to obtain funding for additional fire department needs. Peterson said city hall has remained closed but is open for appointments. Budget preparation has started, and performance evaluations will be conducted in June.

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

4. Officer Hillesheim reported on the police department activity. He informed the council he continues to research implementing the use of body cameras.

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

5. Alicia Vogel presented the library activity report and presented a recommendation from the Library Board to remain closed but begin accepting appointments to allow patrons limited browsing at the library and continue curbside pickup.

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

D) ORDINANCES & RESOLUTIONS

1. Resolutions were presented for consideration.

***Motion/Second/Pass (Irlbeck/Knutson) adopting Resolutions 2020-18 A Resolution Appointing Election Judges. Voting in favor of the motion were: Irlbeck, Knutson, Sik and Bittner. Senst abstained. Motion passed.***

***Motion/Second/Pass (Bittner/Sik/unanimous) adopting Resolution 2020-19 A Resolution Approving Payment to Duininck, Inc. – Pay Request #7 and Resolution 2020-20 A Resolution Enacted to Extend Declaration of Personnel Necessary to Maintain Government Operations and Authorize Continuance of Pay During the Peacetime Emergency.***

E) APPROVAL OF CLAIMS

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

***Motion/Second/Pass (Knutson/Senst/unanimous) to approve the May 2020 Financial report and authorize payment for checks #44531 - #44566, #405E - #442E and #500883 - #500902 in the amount of \$392,640.68. There were no new vendors. A full report is available upon request.***

III. PUBLIC HEARING

IV. MAYOR & COUNCIL COMMUNICATIONS

V. 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

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Minutes for a Regular Meeting of the  
Lamberton City Council • Electronic/Telephone  
July 13, 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, M. Hesse and N. Anderson.

A) ADDITIONS/DELETIONS TO AGENDA

1. Clerk Peterson noted several amendments to the agenda as follows:

Revise 2A-1 from May 11, 2020 to June 8, 2020 Regular City Council Meeting

Revise 2B-9 Street Patching Project Update

Revise 2E from June to July

Add 2B-10 Swimming Pool Opening- COVID-19 Exposure

Add 2B-11 Acting Chief Appointment – Robert Hillesheim

Add 2B-12 Request to hold meetings at Community Center vs Electronic Meetings

Add 4B SCDG Award

Add 4C MN DOR Board of Appeal and Equalization training

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

II. CONSENT AGENDA & GENERAL BUSINESS

A) APPROVAL OF MINUTES

***Motion/Second/Pass (Senst/Sik/unanimous) to approve the June 8, 2020 Regular City Council Meeting Minutes, the March 12 and May 21, 2020 Library Board Meeting Minutes, and the March 9, 2020 EDA Board Meeting Minutes.***

B) PETITIONS, REQUESTS & COMMUNICATIONS

1. There were no citizen complaints to present.
2. Zoning Permits were presented for approval as follows:
  - a. 709 S Fir St – Shed
  - b. 612 Second Ave W – Shed
  - c. 113 Third Ave E – Fence

***Motion/Second/Pass (Senst/Irlbeck/unanimous) to approve Zoning Permits 2020-08 thru 2020-10.***

3. A request from Jane Moody, representing American Cancer Society Relay for Life Committee, to use the Main Street right-of-way for a Relay for Life event was considered.

***Motion/Second/Pass (Senst/Knutson/unanimous) to purchase a body camera for the police department as requested in the amount of \$1,045.***

***Motion/Second/Pass (Bittner/Knutson/unanimous) to approve the adjusted 2020 swimming pool fees as presented.***

***Motion/Second/Pass (Senst/Irlbeck/unanimous) to approve the hiring and wages of the 2020 swimming pool employees as presented.***

5. The 2020 Street Maintenance Project was presented for consideration. The request is to call for bids to repair the following:

- a. Soil correction, removal and replacement of approximately 15,000 square feet of asphalt on the 1000 block of Elm Street.
- b. Soil correction, removal and replacement of approximately 8,000 square feet of asphalt on the 600 block of Second Ave W.
- c. Removal and replacement of approximately 8,500 square feet of asphalt on the 700 block of Second Ave W.
- d. Removal of approximately 54,800 square feet of asphalt and apply patching to designated areas scattered throughout town.

When asked if funds were available, Peterson stated the funds are in savings and the fund balance. Thram stated some of the cost may still be recouped under FEMA mitigation as reported before; however, waiting for the funds is no longer an option.

***Motion/Second/Pass (Bittner/Knutson/unanimous) to approve advertising for bids for the 2020 Street Patching Project upon completion of a bid specification sheet.***

6. Deliberation was held regarding the delay in opening the swimming pool. Shortly before the scheduled opening, a pool employee found out they had recent contact with someone who tested COVID-19 positive.

***Motion/Second/Pass (Bittner/Sik) to postpone the swimming pool opening and reconvene after the employee receives COVID-19 test results. Roll call was taken. Voting in favor of the motion were: Bittner, Sik, Knutson, and Irlbeck. Voting against: Senst. Senst stated she would not be opposed to postpone the opening until negative test results were received. Motion passes.***

***Motion/Second/Pass (Irlbeck/Senst/unanimous) to appoint Robert Hillesheim as Acting Chief.***

7. A request to hold city council meetings at the Community Center was tabled.

#### C) REPORTS

1. Thram reported the baby pool will not open due to the inability to complete the necessary repairs in a timely manner. An MPC (MN Pollution Control Agency) inspection was conducted and minor infractions were cited. A letter of violation is expected to follow. This is due to the large flooding event of 2018.

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

2. Rue reported on Ambulance activity. The roster currently includes 14 EMT's, 1 EMR and 3 Drivers. She said the new stair chair is in use.

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

3. Peterson updated the council on administration and EDA activity. Lamberton was notified of being awarded \$2,250 from CenterPointe Energy to purchase and mount a radio in the fire department grass rig. Peterson stated the notice for Filing for Municipal Offices will be available on July 28, 2020 and will continue through August 11, 2020. Discussion was held on the opening of facilities.

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

4. Chief Hillesheim reported on the police department activity. He said services calls have doubled in the last month. He noted the department is aware and taking care of a large family of racoons that has moved into town.

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

5. The library report was acknowledged.

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

D) ORDINANCES & RESOLUTIONS

***Motion/Second/Pass (Irlbeck/Bittner/unanimous) adopting Resolution 2020-21 A Resolution Authorizing Closure of Fund 311 and Resolution 2020-22 A Resolution Providing for Budget Appropriation Changes for 2020 and Resolution 2020-23 A Resolution Accepting Donations to the City of Lambertton.***

E) APPROVAL OF CLAIMS

1. The July 2020 Financial Report, Approval of Claims, and Cash Balance Report were presented for approval.

***Motion/Second/Pass (Bittner/Senst/unanimous) to approve the July 2020 Financial report and authorize payment for checks #44558 - #44631, #422E - #444E and #500903 - #500938 in the amount of \$258,377.39. There were three (3) new vendors. A full report is available upon request.***

III. PUBLIC HEARING

IV. MAYOR & COUNCIL COMMUNICATIONS

A) The council was informed of the CARES Act Funding. Peterson stated the city is authorized to receive \$60,197 for qualifying expenses.

B) The city has been notified our 2020 Minnesota Small Cities Development Program Grant (SCDP) application has been approved for funding in the amount of \$782,000. Peterson said during the next couple of months, UCAPP will start implementing grant administration. A fall meeting is anticipated to communicate with the public on how to apply for funding.

C) Clerk Peterson said registration is open for Local Board of Appeal and Equalization training should a board member choose to take the training.

V. ADJOURNMENT

***Motion/Second/Pass (Bittner/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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Minutes for a Special Meeting of the  
Lamberton City Council • City Office  
July 23, 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 and R. Hillesheim.

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

II. CONSENT AGENDA & GENERAL BUSINESS

A) ORDINANCES & RESOLUTIONS

***Motion/Second/Pass (Senst/Irlbeck/unanimous) to adopt Resolution 2020-24 A Resolution Accepting Resignation of Employee.***

B) PETITIONS, REQUESTS & COMMUNICATIONS

1. Discussion was held with Acting Police Chief Robert Hillesheim regarding police department coverage now that Colby Davis has resigned. Topics included the co-chief concept, expectation of hours, administrative duties, patrol hours, wages, on-call time, etc.

***Motion/Second/Pass (Irlbeck/Senst/unanimous) to appoint Robert Hillesheim as Police Chief for an annual salary of \$30,000 pro-rated as of 7/23/2020.***

2. Adjusting the part-time officer wage was discussed. The wage scale will be reviewed for future discussion.

III. ADJOURNMENT

***Motion/Second/Pass (Senst/Bittner/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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Minutes for a Regular Meeting of the  
Lamberton City Council • Electronic/Telephone  
August 10, 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, A. Vogel and N. Anderson.

Oath of Office was administered to Chief Robert Hillesheim.

A) ADDITIONS/DELETIONS TO AGENDA

1. Clerk Peterson requested to add 4B-potential land sale to school.

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

II. CONSENT AGENDA & GENERAL BUSINESS

A) APPROVAL OF MINUTES

***Motion/Second/Pass (Senst/Irlbeck/unanimous) to approve the July 13, 2020 Regular City Council Meeting Minutes, the July 23, 2020 Special City Council Meeting Minutes, the July 16, 2020 Library Board Meeting Minutes, and the June 8, 2020 EDA Board Meeting Minutes.***

B) PETITIONS, REQUESTS & COMMUNICATIONS

1. There were no citizen complaints to present.
2. Zoning Permits were presented for approval as follows:
  - a. 701 S Fir St – Addition
  - b. 345 12<sup>th</sup> Ave – Garage/Shop
  - c. 602 Douglas St – Fence
  - d. 808 Birch St - Garage

***Motion/Second/Pass (Senst/Irlbeck/unanimous) to approve Zoning Permit 2020-11 (701 S Fir St.)***

***Motion/Second/Pass (Senst/Sik/unanimous) to approve Zoning Permit 2020-12 (345 12<sup>th</sup> Ave.)***

***Motion/Second/Pass (Irlbeck/Bittner/unanimous) to approve Zoning Permit 2020-13 (602 Douglas St.)***

***Motion/Second/Pass (Irlbeck/Bittner) to approve Zoning Permit 2020-14 (808 Birch St.). Roll call was taken. Voting in favor of the motion were: Irlbeck, Bittner, Sik and Knutson. Abstaining: Senst. Motion passed.***

3. Todd Knorr, representing the Lamberton Church of Christ, was present by virtual means to share options the church has been exploring to enable a ramp access. He stated one of the options would be to construct the ramp over the sidewalk and placed in the public right-of-way at 202 Second Ave W. Peterson will verify any liability the city may carry if a building permit and/or variance were granted, then coordinate with Knorr of the necessary requirements.

4. No contribution for 2021 is required from the city as indicated on Form SC-20 as certified by the Lamberton Fire Relief Association.

5. A request for council action to consider a step increase beyond the maximum base schedule failed for lack of a motion.

6. The need for a casual P/T library aid was discussed. A resignation has not been received but it is anticipated an aid will be submitting one.

***Motion/Second/Pass (Senst/Knutson/unanimous) to advertise for a casual P/T library aide.***

7. CARES Act Funding was discussed. Clerk Peterson stated a valid expenditure of the funding would be to purchase the necessary technology equipment for council and staff that would enable them to attend remote meetings that are necessary because of COVID-19. Peterson suggested other technology that would have the capability to conduct a meeting where social distancing is necessary could also be purchased. She informed the council that these purchases would not be taken from the levied, budgeted money; instead, from the federal government to aid local governments impacted by COVID-19.

8. A request to hold city council meetings at the Community Center failed for lack of a motion.

9. Clerk Peterson asked the council how they wished to proceed with the 2021 Budget. She stated the preliminary levy needs to be passed at the September meeting. Council requested Peterson to put the budget proposal together with the goal of a 0% levy increase. Peterson suggested a 10% increase for the preliminary levy because a levy cannot increase once certified. This would also buy the city additional time to achieve the 0% levy increase goal.

10. Mayor Sik called for the Truth-N-Taxation Hearing to be certified for December 14, 2020 at 7:30 p.m. at Lamberton Community Center, 101 2<sup>nd</sup> Ave E, Lamberton, Minnesota for those wishing to speak regarding the 2021 Budget and Levy.

### C) REPORTS

1. Thram reported he received an email from FEMA stating they are in the final stages of considering mitigation funding. Thram also reported Kuhar Park has been active, said the seasonal employee will be done the first week in September and hydrant flushing will begin soon. In response to the question posed about street sweeping, Thram stated the sweeper is further damaging the condition of the streets so he is trying to buy more time before commencing operation of the street sweeper.

Thram said M.R. Paving was the only company submitting a bid for the 2020 Street Maintenance Project. He recommended accepting the bid and awarding the contract as submitted. The bid documents call for a complete date of no later than October 19, 2020. Thram stated trees would be taken down and curb work complete throughout this project. The tree removal and curb work will be done to direct the way ground water flows in the attempt to prevent future pooling on the street.

Thram informed the council he met with the subcontractor who provided the turf restoration services for the 2019-20 Infrastructure Project. The subcontractor has agreed to re-seed the boulevards (with the exception to the areas that have been disturbed by a homeowner). The contractor will knife in the grass seed with a knife seeder, fertilize and then hydro mulch. The contractor and Thram did "spot sample" and the grass was sprouting; however, the type of seed used (blue grass seed) grows better when planted in the fall and takes longer to grow. Thram noted that once the seed established and grows, it should shade out the weeds. He further noted it may be necessary to spray the broad leaves next spring, but he cautioned not doing that until after the grass is established.

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

2. Rue reported on Ambulance activity. She praised the crew for picking up day shift coverage with the roll-out of the new schedule and said everything was operating smoothly.

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

3. With the restrictive use and reporting requirements linked to the CARES Act Funding money, Peterson asked staff and council to commit creating a plan and determine usage. Other activities include election organization, meetings and training for CARES Act Funding, budget preparation, policy updates and routine duties.

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

4. Chief Hillesheim reported on the police department activity. He said reporting on the new Police Reform Act is being implemented as having the new body camera will help assist with the reporting. The reporting is now required on a monthly basis where it was reportedly annually in the past. Chief Hillesheim is preparing a body camera policy to be implemented. He said about 25-30 hours weekly have been designated to patrol this past month.

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

5. The library report was acknowledged. Librarian Vogel said circulation was up. She is coordinating an event to have an outdoor movie. Discussion ensued regarding opening the library and the community center. The guidelines require a preparedness plan, cleaning protocol, use of masks, limited capacity and social distancing among other requirements and/or suggestions.

***Motion/Second/Pass (Senst/Knutson) to open all city facilities following the required guidelines. Roll call was taken. Voting in favor of the motion were: Senst, Knutson and Irlbeck. Voting against were: Sik and Bittner. Motion passed.***

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

#### D) ORDINANCES & RESOLUTIONS

***Motion/Second/Pass (Irlbeck/Senst/unanimous) adopting Resolution 2020-25 A Resolution Accepting Donations to the City of Lambertton and Resolution 2020-26 A Resolution Accepting Bids and Awarding a Contract for the 2020 Street Maintenance Project.***

#### E) APPROVAL OF CLAIMS

1. The August 2020 Financial Report and Approval of Claims were presented for approval.

***Motion/Second/Pass (Irlbeck/Senst/unanimous) to approve the August 2020 Financial report and authorize payment for checks #44632 - #44675, #445E - #465E and #500939 - #500985 in the amount of \$79,503.91. There were six (6) new vendors. A full report is available upon request.***

#### III. PUBLIC HEARING

A) Mayor Sik opened the Public Hearing at 7:30 p.m. to give the public the opportunity to speak regarding a request from Clayton Senst, 808 Birch St, for a variance to construct a garage. If approved, the following would vary from the Zoning Ordinance:

1. Section 305.7 - Maximum ground coverage would exceed allowed 30%.
2. Section 405. 3 - Structure would exceed allowed five (5') foot setback from an adjoining lot.
3. Section 305.4 – Structure would allow an accessory building within a front yard (as how a side street line of a corner lot is defined in Section 405.4).

Mayor Sik closed the public hearing at 7:35 p.m. with no one from the public taking the opportunity to speak.

#### IV. MAYOR & COUNCIL COMMUNICATIONS

A) The council was given the MPCA Compliance Evaluation Inspection and Letter of Warning as Thram informed them of at the July 2020 meeting.

B) The council was notified Thram and Peterson met with Red Rock Central Public School District #2884 Superintendent, Todd Lee, regarding an interest in city owned land.

C) A question was posed to consider moving Reports to the beginning of the meeting. Peterson noted action was formerly taken to have the agenda content organized as it is now.

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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Minutes for a Regular Meeting of the  
Lamberton City Council • Electronic/Telephone  
September 14, 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. Vogel and N. Anderson.

A) ADDITIONS/DELETIONS TO AGENDA

***Motion/Second/Pass (Irlbeck/Senst/unanimous) to adopt the agenda as presented.***

II. CONSENT AGENDA & GENERAL BUSINESS

A) APPROVAL OF MINUTES

***Motion/Second/Pass (Senst/Bittner/unanimous) to approve the August 10, 2020 Regular City Council Meeting Minutes and the July 13, 2020 EDA Board Meeting Minutes.***

B) PETITIONS, REQUESTS & COMMUNICATIONS

1. Four written and one verbal complaint has been received and was acknowledged regarding the turf restoration from the 2019-2020 Infrastructure Project. Discussion ensued. Final payment for the 2019-2020 Infrastructure Project has not been made.

2. Zoning Permits were presented for approval as follows:

a. 903 Cherry St – Fence

b. 208 Third Ave W – Cement Patio

***Motion/Second/Pass (Senst/Irlbeck/unanimous) to approve Zoning Permits 2020-15 and 2020-16 (903 Cherry St and 208 Third Ave W.).***

3. ***Motion/Second/Pass (Senst/Knutson/unanimous) to hire Kari Redman at the starting step, Grade 1 Position of Library Aide and authorize City Clerk to negotiate a starting date upon acceptance.***

4. Mayor Sik called for a special meeting to be held November 12, 2020 at 5:00 p.m. to canvass the General Election.

5. A request to end Lamberton peacetime emergency resolutions was considered. No action was taken to end these resolutions.

6. A request to resume utility billing penalty calculation and disconnection of services was considered. Peterson stated Minnesota did not enact law preventing utility companies from disconnecting services; however the MN Department of Commerce and the Minnesota Public Utility Commission requested consideration of suspending disconnections as it was crucial to the health and well-being of Minnesotans during the COVID-19 pandemic to not have to worry about their utility services.

***Motion/Second/Pass (Senst/Knutson) to resume utility penalty calculation and non-payment disconnections. Those voting in favor were: Senst, Knutson, Bittner and Irlbeck. Voting against were: Sik. Motion passed.***

7. Peterson updated CARES Act funding activity that was reported to Minnesota Management and Budget (MMB) as of August 31, 2020. The amount reported as eligible expenses as of August 31, 2020 is \$21,824.81.

8. Peterson presented the Preliminary Levy and Budget for 2020, collectible in 2021. The proposed levy is due to the county auditor by September 30, 2020 as required by state statute. The proposal includes a 5% increase to the levy or \$38,028 for a levy of \$798,586. The final levy, due five (5) working days after December 20 in each year, may be lower than but may not exceed the proposed or preliminary levy.

9. A request was received for additional handicap parking spaces at the United Methodist Church. Disability parking in a residential zone is regulated by local ordinance and the Lamberton Zoning Ordinance does not allow for legal or enforceable designated spaces.

Furthermore, a public purpose expenditure is defined by law as an expenditure that does not have a primary objective to benefit a private interest.

**Motion (Senst) to allow the church to proceed on their own with placement and expense of a disability parking place knowing it cannot be enforced.**

Discussion ensued. **Motion on table rescinded (Senst).** This is not a matter for the city to become involved in; therefore, no action was taken.

#### C) REPORTS

1. Thram reported on the maintenance department activities. M.R. Paving has been patching throughout town for the 2020 Street Maintenance Project. Coordination with staff and residents will commence when reconstruction of the larger areas is planned. Lamberton Construction has been replacing low curbs in the locations of where the patching is being done. Fixing the curbs will eliminate the water problems that is causing the damage to the streets. Thram has been coordinating with the county regarding repairs of Ilex Street intersections with Fifth, Sixth and Ninth Avenues. The intersection of Ilex and Third Avenue has a sink hole that is due to CenturyLink boring through a structure when installing fiber optic line. Thram is working with CenturyLink to get this repaired.

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

2. Peterson reported on Administrative and EDA activities. Lydell Sik was the lone filer for Mayor. No one filed for city council. The primary election was held on August 11<sup>th</sup>. Peterson reported receiving favorable attorney authorization for the city to enter into an "Encroachment Agreement" with the Church of Christ if they choose to proceed with planned construction. The enforcement and status of delinquent EDA loans was discussed.

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

3. Chief Hillesheim reported on the police department activity. He said there was 33 calls for service in August. When conducting an inventory of the office, a radar for the squad found new in the box. Installation of the radar has been completed. Chief Hillesheim updated the council on the code compliance procedures agreed upon between the police and administration departments.

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

4. Vogel reported on Library activities. She said the outdoor movie night held was very successful. An additional outdoor movie night will be held in October thanks to the ability to grants obtained through the Plum Creek Library System. Storytime will resume in September.

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

#### D) ORDINANCES & RESOLUTIONS

**Motion/Second/Pass (Irlbeck/Senst/unanimous) adopting the following Resolutions: 2020-27 A Resolution Authorizing Acceptance of CARES Act Funds; 2020-28 A Resolution Allocating CARES Act Funds; 2020-29 A Resolution Accepting Donations to the City of Lamberton; 2020-30 A Resolution Adopting a Preliminary Levy for 2020, Collectible in 2021; 2020-31 A Resolution Approving 2020 Budget CIP Transfers to the 4M Fund; 2020-32 A Resolution Approving 2020 Budget Interfund Transfers; and 2020-34 A Resolution Authorizing Acceptance of State of Minnesota Grant Contract No. 182975.**

**Motion/Second/Pass (Knutson/Bittner) adopting Resolution 2020-33 A Resolution Approving a Variance Request from Clayton Senst. Those voting in favor were: Sik, Bittner, Knutson and Irlbeck. Senst abstained. Motion passed.**

#### E) APPROVAL OF CLAIMS

1. The September 2020 Financial Report and Approval of Claims were presented for approval. **Motion/Second/Pass (Senst/Bittner/unanimous) to approve the September 2020 Financial report and authorize payment for checks #44676 - #44719, #466E - #487E and #500986 - #501034 in the amount of \$81,032.78. There were no new vendors. A full report is available upon request.**

III. PUBLIC HEARING

There was no public hearing.

IV. MAYOR & COUNCIL COMMUNICATIONS

A) Peterson stated the ChromeBooks are ready for distribution. Arrangements should be made with Nick for equipment instruction and completion of receipt of company property form.

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

I. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

Present: Mayor L. Sik, J. Senst, L. Bittner and D. Knutson. D. Irlbeck joined the meeting at 7:10 p.m.  
Staff in Attendance: M. Peterson, J. Thram, R. Hillesheim and A. Rue.

A) ADDITIONS/DELETIONS TO AGENDA

***Motion/Second/Pass (Knutson/Senst/unanimous) to adopt the agenda with the addition of a Zoning Permit under 2B2b for a storage shed.***

II. CONSENT AGENDA & GENERAL BUSINESS

A) APPROVAL OF MINUTES

***Motion/Second/Pass (Senst/Bittner/unanimous) to approve the September 14, 2020 Regular City Council Meeting Minutes and the August 10, 2020 EDA Board Meeting Minutes.***

B) PETITIONS, REQUESTS & COMMUNICATIONS

1. There were no citizen complaints to present.
2. Zoning Permits were presented for approval as follows:
  - a. 106 Fourth Ave E – Car Port
  - b. 410 Second Ave W – Storage Shed

***Motion/Second/Pass (Senst/Bittner/unanimous) to approve Zoning Permits 2020-17 and 2020-18 (106 Fourth Ave E and 410 Second Ave W).***

3. The 2020 Swimming Pool Profit/Loss statement was acknowledged. Year to date expenditures as of October 2, 2020 booked at \$50,155.17 and revenues of \$10,899.35.
4. A Southside Second Addition Restrictive and Protective Covenant violation was taken under advisement. Clerk Peterson is to follow up with Attorney Novak regarding enforcement options.
5. A request to review Southside Second Addition Restrictive and Protective Covenants was discussed. The review is being considered to aid in marketing the sale of the available lots. Peterson is to follow up with Attorney Novak regarding options of repeal or amendment.
6. CARES Act Funding requests were presented. Peterson presented a quote for a programable lock system with a gateway to audit activity for the community center in the amount of \$1,541. Additional auditing of the activity is necessary to ensure proper sanitation of the center due to COVID-19. Hillesheim presented a quote for two (2) portable radios for the police department in the amount of \$8,954.56. These radios will allow the police officers to maintain communication while social distancing as required by the emergency pandemic orders. It is anticipated a request will be received from the Ambulance department for jumpsuits and a washer and dryer. The department heads will proceed with the purchases discussed providing the amount of the expenditures do not exceed the anticipated CARES Act grant allocation balance.
7. In response to the 2019/2020 Infrastructure boulevards complaints, Thram met with the engineer and the contractor. It was agreed upon that Thram would mark curb stops and sump castings that need to be adjusted to fit grade. Thram and the contractor will review sites where more topsoil or grading is needed to fill and grade low or settled areas with screened topsoil and place more seed in those areas yet this fall. In the spring of 2021, the contractor will work with their turf subcontractor to apply crabgrass preventer and re-seed/over-seed areas where needed.

8. **Motion/Second/Pass (Knutson/Senst/unanimous) to renew the 2021 Health Insurance Plan as presented.**

9. **Motion/Second/Pass (Knutson/Sik/unanimous) to contribute \$1,500 to eligible employee's HSA accounts annually. This is an increase of \$500 per eligible employee.**

10. Two (2) anticipated change orders to the 2020 Street Maintenance Project were discussed. M.R. Paving & Excavating, Inc. is has submitted two (2) change orders; however, the proposals submitted do not accurately describe the details of the change orders.

**Motion/Second/Pass (Bittner/Irlbeck/unanimous) to approve anticipated change orders to the 2020 Street Maintenance Project in an amount up to \$18,000.**

#### C) REPORTS

1. Thram reported that street sweeping has commenced. A sewer pond transfer is being done currently and another discharge should not be necessary. Redwood County completed the intersections of Ilex Street and 5<sup>th</sup> & 6<sup>th</sup> Avenues by patching the asphalt and installing new curb and gutter on the approaches. Redwood County also fixed the intersection of CAHS 6 and 9<sup>th</sup> Avenue by removing a culvert. The county does intent to get the ditches cleaned out either this fall or next spring to mitigate the flooding that occurs at this intersection. Thram is waiting for CenturyLink to proceed with the repair of Ilex Street and 3<sup>rd</sup> Avenue. Parks will be winterized, and equipment will be prepared for the upcoming season in the coming weeks.

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

2. Peterson reported on Administrative and EDA activities. She continues to review and learn of the CARES Act Funding changes and requirements. Annual leases, contracts and billing have all been initiated for renewal including the employee health insurance plan.

United Community Action Partnership has indicated they will not be having the public meeting to kick off the application process for the Small Cities Development Grant due to COVID-19. Instead, they are preparing advertisements and Peterson will assist in distribution and getting the word out that the application process will be starting soon. The residential portion of the grant is first come, first serve income based and is projected to fund 20 residential owner-occupied qualified rehabilitations. The commercial portion of the grant is to rehabilitate 5 qualifying commercial business in a slum or blight area.

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

3. Chief Hillesheim reported on the police department activity. He said there was 18 calls for service in September.

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

#### D) ORDINANCES & RESOLUTIONS

**Motion/Second/Pass (Bittner/Irlbeck/unanimous) adopting Resolutions 2020-35 A Resolution Accepting Donations to the City of Lamberton and 2020-36 A Resolution Allocating CARES Act Funds.**

#### E) APPROVAL OF CLAIMS

1. The October 2020 Financial Report, Approval of Claims and Cash Balance Report were presented for approval.

**Motion/Second/Pass (Senst/Irlbeck/unanimous) to approve the October 2020 Cash Balance report, Financial report and authorize payment for checks #44720 - #44755, #488E - #508E and #501035 - #501055 in the amount of \$326,360.34. There were three (3) new vendors. A full report is available upon request.**

#### III. PUBLIC HEARING

There was no public hearing.

IV. MAYOR & COUNCIL COMMUNICATIONS

A) Discussion was held regarding the hours of operation of the compost site. Increased daytime hours were considered for the month of October.

V. ADJOURNMENT

***Motion/Second/Pass (Irlbeck/Knutson/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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Minutes for a Regular Meeting of the  
Lamberton City Council • Electronic/Telephone  
November 9, 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. Irlbeck and D. Knutson.

Staff in Attendance: M. Peterson, N. Anderson, A. Vogel, R. Hillesheim and A. Rue.

Others in attendance: Owen Todd and Greg Benedict.

A) ADDITIONS/DELETIONS TO AGENDA

***Motion/Second/Pass (Knutson/Senst/unanimous) to adopt the agenda with the addition of a supplemental November 2020 Financial Report.***

II. CONSENT AGENDA & GENERAL BUSINESS

A) APPROVAL OF MINUTES

***Motion/Second/Pass (Irlbeck/Senst/unanimous) to approve the October 13, 2020 Regular City Council Meeting Minutes.***

B) PETITIONS, REQUESTS & COMMUNICATIONS

1. There were no citizen complaints to present.

2. There were no Zoning Permit to present.

3. Owen Todd, Bolton & Menk was present discuss approval of Pay Request #8 and Change Order No. 1 for the 2019-2020 Infrastructure Improvement Project. Owen said the pay request represents all work completed to date except for retainage of 1.5% which is \$57,591.64. The retainage being held is more than three (3) times the value of work remaining and concerns of the turf establishment. Order No. 1 is a change to the contract. Paragraph 15.08F. in specification section 00800-Supplementary Conditions, shall be removed in it entirely and replaced with: 15.08F. The two-year correction period shall commence on December 1, 2020 and end on December 1, 2022, unless otherwise modified by the specification or by written agreement. The overall project cost is anticipated to be approximately \$150,000 less than bid. The bulk of this savings was due to swapping some materials around and being able to re-use materials on-site. The understanding is the project is complete with semi-final acceptance and the two-year warranty period starts.

4. Greg Benedict was present to discuss the recent questioning of completion of the siding on his house as referenced as a violation to the Southside Second Addition Restrictive and Protective Covenant. The covenant does not provide a remedy for enforcement of a violation. Mr. Benedict submitted covenant amendment suggestions and enforcement ideas that he and his neighbors have discussed for the council consideration.

5. COVID-19 quarantine procedure discussion was placed on the agenda to remind supervisors and employees of the adopted Lamberton Preparedness Plan and the exposure notification process. Peterson and the human resource committee have been doubted on how they are counting days to quarantine. Bittner acknowledged we know that not all employers are following the CDC and MDH recommendations on the quarantine period but the intent to keep the community and our employees safe was the reason Lamberton will follow both CDC and MDH guidelines. Peterson said she has attended trainings, meetings and webinars over the past seven (7) months regarding the various human resource functions relating to COVID-19 and respectfully requests support of the human resource decisions she makes with the support of the human resource committee.

6. **Motion/Second/Pass (Senst/Irlbeck/unanimous) to approve a gambling permit submitted by Redwood County Pheasants Forever for an event to be held on November 21, 2020 at the Lamberton American Legion.**

7. **Motion/Second/Pass (Senst/Knutson/unanimous) to accept the resignation of Craig Wetter as EDA Board Member effective December 31, 2020.** Mayor and Council thanked Craig for his 28 years of service.

8. Peterson presented the 2021 Wage Structure and 2% COLA increase.

**Motion/Second/Pass (Bittner/Knutson/unanimous) to adopt the 2021 Wage Structure which reflects a 2% COLA increase.**

9. Amended revision 11/20 of the Lamberton Police Department Use of Force and Deadly Force Model Policy was presented for approval. MN Legislature passed a Police Accountability Act in 2020 which mandated local law enforcement to update the agency's policy on use of force by December 15, 2020.

**Motion/Second/Pass (Senst/Irlbeck/unanimous) to adopt Rev. 11/20 Lamberton Police Department Use of Force and Deadly Force Model Policy effective immediately.**

10. Liquor License applications were presented for approval for 2021.

**Motion/Second/Pass (Senst/Bittner) to approve the following 2021 Liquor Licenses:**

1. **On Sale Liquor (LJ's on Main and American Legion #41)**
2. **Off Sale Liquor (LJ's on Main and American Legion #41)**
3. **Sunday Liquor (LJ's on Main)**
4. **On Sale 3.2 (Lamberton Lanes)**
5. **Off Sale 3.2 (Lamberton Lanes)**

**Voting in favor are: Senst, Irlbeck, Knutson and Bittner. Sik abstained.**

#### C) REPORTS

1. Chief Hillesheim reported on the police department activity. He said there was 30 calls for service in October.

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

2. Peterson reported on Administrative and EDA activities. The October EDA meeting was cancelled due to lack of a quorum. She said the CARES Act Funding was spent and the final report will be submitted in November. Peterson said she has unofficial preliminary tabulation of the election results but has not received the General Election Abstract from the county due to court action regarding absentee ballots. She will have the results for the special council meeting on Thursday to canvass the election.

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

3. Vogel reported on the library activities for September and October. The first October movie night had 72 attendees. The second October movie night had to be cancelled and Vogel said the company where the purchase of the license to play the movie was bought will honor the license if redeemed within the next year.

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

#### D) ORDINANCES & RESOLUTIONS

**Motion/Second/Pass (Irlbeck/Bittner/unanimous) adopting the following Resolutions:**

1. **2020-37 A Resolution Accepting Donations to the City of Lamberton**
2. **2020-38 A Resolution Allocating CARES Act Funds**
3. **2020-39 A Resolution Adopting Administrative Authorization for Use of Electronic Funds Wire and Automated Clearing House Transfers**
4. **2020-40 A Resolution Approving Payment to Duininck, Inc – Pay Request #8**
5. **2020-41 A Resolution accepting Change Order No. 1 for the 2019-2020 Infrastructure Improvements Project**
6. **2020-42 A Resolution Certifying Unpaid Charges**

#### E) APPROVAL OF CLAIMS

1. The November 2020 Financial Report, Approval of Claims and Supplemental November 2020 Financial Report were presented for approval.

**Motion/Second/Pass (Knutson/Irlbeck/unanimous) to approve the November 2020 Financial & Supplemental Financial reports and authorize payment for checks #44756 - #44797, #509E – #522E**

**and #501055 - #501075 in the amount of \$178,484.69. There were five (5) new vendors. A full report is available upon request.**

III. PUBLIC HEARING

There was no public hearing.

IV. MAYOR & COUNCIL COMMUNICATIONS

A) Peterson explained and presented the 2021 Expenditure Budget and two (2) options for the final 2020 levy. The first option was for a 0% final levy increase and the other for a 2.16% final levy increase. She reminded the council small, gradual increases help set goals and reach them without large spikes to the levy like the previous year and that if we do not take the small, gradual increases and set money aside for capital improvements, we will likely be in a similar situation in the future when aging infrastructure needs improvement. The 2.16% final levy increase puts money aside for capital improvements and assists with normal inflation of personnel and supplies. The 2.16% increase is equivalent to \$16,421. The public will be allowed to speak before the council approves the final budget and levy on December 14, 2020 at 7:30 p.m.

V. ADJOURNMENT

***Motion/Second/Pass (Senst/Knutson/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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Minutes for a Special Meeting of the  
Lamberton City Council • Electronic/Telephone  
November 12, 2020 – 5:00 PM  
(UNOFFICIAL UNTIL COUNCIL APPROVED)

I. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

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

Absent: L. Bittner

Staff in Attendance: M. Peterson

Mayor Sik called the meeting to order at 5:00 p.m. stating the meeting was noticed as a special meeting to canvass the election.

***Motion/Second/Pass (Sik/Senst/unanimous) to adopt the agenda.***

II. CONSENT AGENDA & GENERAL BUSINESS

A) ORDINANCES & RESOLUTIONS

The 2020 General Election results to be canvassed are as follows:

Mayor – Lydell Sik – 283 votes

City Council – Darrell Knutson – 83 votes

Tyler Beermann – 59 votes

***Motion/Second/Pass (Knutson/Senst/unanimous) adopting the Resolution 2020-44 A Resolution Canvassing Municipal Election Returns.***

III. 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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Minutes for a Special Meeting of the  
Lamberton City Council • Electronic/Telephone  
November 19, 2020 – 5:00 PM  
(UNOFFICIAL UNTIL COUNCIL APPROVED)

I. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

Present: Mayor L. Sik, J. Senst, L. Bittner and D. Knutson. D. Irlbeck arrived at 5:20 p.m.  
Staff in Attendance: M. Peterson and several Ambulance personnel.

Mayor Sik called the meeting to order at 5:04 p.m. stating the meeting was noticed as a special meeting to discuss COVID-19 quarantine for ambulance personnel.

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

II. CONSENT AGENDA & GENERAL BUSINESS

A) The process and procedure of calculating return to work authorization of COVID-19 quarantine for ambulance personnel was deliberated. A concern stated was that ambulance personnel were being quarantined for days extending past the MDH and CDC guidelines.

The meeting was open for public comments and concerns. Several identified and unidentified persons shared concerns regarding the reduced amount of ambulance personnel for coverage because of members being quarantined. Many concerns were misunderstandings of how each perceived the complex, confusing, impractical and constantly changing guidance for employers from the CDC and MDH. Many concerns were based on misconstrued facts and or lack of knowledge or acceptance of alternative methods currently allowed from the Emergency Medical Services Regulatory Board (EMSRB).

Acknowledging the stresses of not having enough personnel to respond to an emergency call might make it feasible for not following the guidelines if there is a defined process indicating what protocols will be followed to defend the city against any potential claim against reckless disregard for employee's safety. The City Clerk is to schedule a meeting with her, the human resource committee and the ambulance director to offer an opportunity to define and share a process of protocols to follow as well as how many personnel will be in quarantine at the same time before an alternative quarantine method is considered.

III. ADJOURNMENT

***Motion/Second/Pass (Irlbeck/Senst/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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Minutes for a Regular Meeting of the  
Lamberton City Council • Electronic/Telephone  
December 14, 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. Irlbeck and D. Knutson.

Staff in Attendance: M. Peterson, N. Anderson, J. Thram and R. Hillesheim.

Others in attendance: Jeff Gladis, UCAPP

A) ADDITIONS/DELETIONS TO AGENDA

1. Councilman Senst requested an addition to consider refunding 2020 Liquor License Fees.

***Motion/Second/Pass (Irlbeck/Senst/unanimous) to adopt the agenda with the addition 2B-14 On-Sale Liquor License Refund Request.***

II. CONSENT AGENDA & GENERAL BUSINESS

A) APPROVAL OF MINUTES

***Motion/Second/Pass (Senst/Knutson/unanimous) to approve November 9, 2020 Regular City Council Meeting Minutes, the November 12 and 19, 2020 Special City Council Meeting Minutes, the September 14, 2020 EDA Board Minutes and the September 10, 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. The owner-occupied Small Cities Development Grant Program enables qualifying participants to receive a loan that will be forgiven at a rate of 10% each year and will revert into a grant if the property does not change ownership within the ten (10) year period. This program from MN Department of Employment and Economic Development (DEED) awards grants to local units of government, which in turn, lends funds for the purpose of rehabilitating local housing stock to qualified participants. Jeff Gladis, representing United Community Action Partnership (who is administering the grant program on behalf of the City of Lamberton), stated he has received two (2) applications from property owners who are existing loan recipients from a prior grant award. These property owners currently have an existing mortgage from a previous SCDGP loan that has not yet reverted to grant; therefore, their application is disqualified under the program guidelines; however, they could appeal. Jeff Gladis asked the council to forgive the outstanding amount of the loans (which likely be reverted to grants) to allow these two (2) applicants to qualify for a new loan without having to go through the appeal process. The applicants would pay for the recording fees to release the current mortgage.

***Motion/Second/Pass (Bittner/Senst) to approve forgiveness for the two (2) loans. The resolution authorizing the execution for satisfaction of a mortgage will be prepared for approval for the January 2021 meeting. Voting in favor were: Bittner, Senst, Irlbeck and Knutson. Sik abstained. Motion passes.***

4. ***Motion/Second/Pass (Irlbeck/Senst/unanimous) to adopt the 2021 Schedules of Meetings for the City Council, EDA and Library Board meetings.***

5. ***Motion/Second/Pass (Irlbeck/Senst/unanimous) to appoint Alicia Swanke to her 1<sup>st</sup> term ending 12/31/2022 which was vacated by Catherine Goetstouwers and reappoint Pam Tellinghuisen to her 2<sup>nd</sup> term ending 12/31/2024.***

6. ***Motion/Second/Pass (Senst/Knutson/unanimous) to approve the 2021 Utility Rates as presented.***

7. ***Motion/Second/Pass (Knutson/Bittner/unanimous) to approve the 2021 Fee Schedule as presented. The resolution will be prepared for the next meeting.***

8 & 9. **Motion/Second/Pass (Senst/Irlbeck/unanimous) to offer the PT Salaried Police Officer position promotion to Chuck Fenger for an annual salary of \$20,000 (pro-rated for the remainder of 2020) and reduce the annual salary of PT Salaried Police Chief Robert Hillesheim to \$20,000 (pro-rated for the remainder of 2020).**

10. **Motion/Second/Pass (Irlbeck/Senst/unanimous) to not waive the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.**

11. Peterson requested payout of 2020 vacation accrual overage (overage above maximum accrual limit) due to the unusual year of COVID-19. She said she would not know the exact amount until December 31, 2020 but stated it would not exceed \$6,773.76 and noted this amount includes employer mandated contributions to FICA and PERA. Discussion ensued. **Motion/Second/Pass (Knutson/Irlbeck) to approve paying out vacation accrual overage (this year only). Voting in favor were: Sik, Irlbeck, Knutson and Bittner. Voting against: Senst. Motion passes.**

12. **Motion/Second/Pass (Bittner/Irlbeck/unanimous) to approve application for membership to Minnesota Municipal Utilities Association (MMUA) and join MMUA's Drug and Alcohol Testing Consortium.**

13. **Motion/Second/Pass (Knutson/Irlbeck/unanimous) to waive the \$50 Community Center rental fee for the local school district special election on February 9, 2021.**

14. Consideration to refund On-Sale Liquor License fees paid to the city for 2020 was given due to COVID-19 state mandated closures of bars. **Motion/Second/Pass (Senst/Knutson) to refund 2020 On-Sale Liquor License Fees to LJ's on Main, American Legion and Lamberton Lanes. Voting in favor were: Senst, Knutson, Irlbeck and Bittner. Sik abstained. Motion passes.**

#### C) REPORTS

1. Thram reported a crew was in town televising sewer lines looking for natural gas lines going through sewer lines. The crew did find some things they brought to Thram's attention. M.R. Paving is done for the season with the road patching but will return next spring for completion. The October snow caused packing of debris in the catch basins that has since been cleaned out. A sensor went bad on a monitoring station that may result in a demerit letter from MPCA. **Motion/Second/Pass (Irlbeck/Senst/unanimous) accepting the Maintenance Report.**

2. Peterson report included Administrative and EDA activities. It was noted the CARES Act Funding has closed. The work comp renewal is complete. Election retention, follow-up and certifications are complete. Special assessment certification to taxes is complete. COVID-19 meetings and updates continue regarding multiple functions within the city including reporting to various agencies for a variety of requirements. Final budget, levy, fee chart, wages, and utility rates reviewed and updated as necessary in preparation for budget. **Motion/Second/Pass (Knutson/Bittner/unanimous) accepting the Administration/EDA Report.**

3. Chief Hillesheim reported on the police department activity. He said there was 27 calls for service in November. Hillesheim reported the goal moving forward is to continue working with property owners and educate them for ordinance violations next spring so neighbors don't have eye sores all summer long.

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

#### D) ORDINANCES & RESOLUTIONS

**Motion/Second/Pass (Irlbeck/Senst/unanimous) adopting the following Resolutions:**

1. **2020-43 A Resolution Establishing the Precinct Polling Location for the City of Lamberton**
2. **2020-45 A Resolution Accepting Donations to the City of Lamberton**
3. **2020-47 A Resolution Approving Payment to M.R. Paving & Excavating, Inc. – Pay Request #1**
4. **2020-48 A Resolution Adopting the Final Budget for 2021 and the 2020 Tax Levy (Collectible in 2021)**

#### E) APPROVAL OF CLAIMS

1. The December 2020 Financial Report, Approval of Claims were presented for approval. **Motion/Second/Pass (Senst/Knutson/unanimous) to approve the December 2020 Financial Report and authorize payment for checks #44798 - #44843, #523E – #550E and #501076 - #501130 in the amount of \$582,722.14. There were no new vendors. A full report is available upon request.**

III. PUBLIC HEARING

A) Mayor Sik opened the public hearing at 7:30 p.m. Clerk Peterson offered handouts representing the figures used to calculate the 2021 budget and final 2020 Final Tax Levy. In September 2020, the council adopted a preliminary levy of \$798,586 for a 5.00% increase. Peterson presented two (2) options for the final levy. One option was for a final levy of \$760,558 for a 0% increase and a second option for a final levy of \$776,979 for a 2.16% increase. Mayor Sik asked for any public comment. There being none, Mayor Sik closed the public hearing.

Council discussion ensued. Peterson was directed to calculate the final levy to reflect a 1.25% increase.

IV. MAYOR & COUNCIL COMMUNICATIONS

A) Peterson presented information regarding online training for the Local Board of Appeal and Equalization training.

B) Councilman Bittner was thanked for her years of service.

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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