

LAMBERTON CITY COUNCIL
REGULAR MEETING • CITY HALL
April 8, 2024 • 6:30 P.M.

1. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

A. Additions/Deletions to Agenda

2. CONSENT AGENDA

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

1. 2-28-24 Regular EDA Meeting
2. 3-11-24 Regular CC Meeting Minutes
3. 4-1-24 CC Work Session

3. GENERAL BUSINESS

A. Petitions, Request, Communications

1. Citizen Complaints & Concerns
2. Building/Zoning Permit Requests –
 - a. 2024-02 – 705 S Birch Street – Bill Schaffran – Ramp and Deck
3. Notice of Truth in Taxation Hearing in Redwood Falls
 - a. Reminder of meeting on April 19, 2024, at 10:30-11:00 AM at the Government Center in Redwood Falls
4. Request for Council Action
 - a. RCA – Animal Ordinance
 - b. RCA – Pool Manager
 - c. RCA - Ambulance Personnel
 - d. RCA – Lambertton Meats Return Purchase
 - e. RCA – Sick and Safe Time Personnel Policy
 - f. RCA – Fixed Asset Policy

B. Department Reports

1. Library –
2. Ambulance Department –
3. Fire Department –
4. Police Department –
 - a. Personnel Discussion
5. Maintenance Department -
6. Administration/EDA Department – Report Submitted

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

1. 2024-05 – Resolution Accepting Donations

D. Financial Report & Approval of Claims

1. March 2024 Financial Report
2. Approval of Claims

4. MAYOR & COUNCIL REPORTS & COMMUNICATIONS

A. Information for Council

1. Safe Routes to School Planning Grant Awarded
2. The Public Works Department was recognized again for excellent compliance with its MN Pollution Control wastewater permit.

5. NEXT MEETING DATES

A. May 13, 2024

6. ADJOURNMENT

LAMBERTON EDA
REGULAR MEETING MINUTES • CITY HALL
February 28, 2024 • 5:15 PM

1. CALL TO ORDER/ADOPT AGENDA

- Meeting called to order at 5:15 PM on February 28, 2024
- Present: R. Arkell, P. Mattison, E. Blomgren, C. Stavnes, L. Bittner, L. Sik
- Staff Present: V. Halter

A. Additions/Deletions to Agenda

Motion/Second/Pass (Stavnes/Mattison/unanimous 6/0) to approve the agenda presented.

2. CONSENT AGENDA *(if multiple, can all be done in one motion)*

A. Approval of Minutes of the:

- January 31, 2024

Motion/Second/Pass (Stavnes/Blomgren/unanimous 6/0) to approve the minutes.

B. Treasurer's Report

- January 2024
- Loan Balances

Motion/Second/Pass (Mattison/Blomgren/unanimous 6/0) to approve the treasurer's report.

3. OLD BUSINESS – Updates

A. Day Care –

- Halter will be meeting with Debbie Vollmer & Lexi Benedict to talk about childcare options. Will discuss the POD model and possible locations.

B. Assisted Living –

- Nursing Home inquiry – No update given.

C. Current School Campus

- ISG report came in with numbers in the \$16M range to keep the gym portion and the one-story portion of the building as two stand-alone buildings. Halter is looking into grants and funding for building demolition. Halter needs to find out any potentially harmful environmental areas. This may help in funding efforts. Discussion was held. Halter will set up a work session with the RRC school board and invite the city council members as well. Sik asked Halter to reach out the Tyler school to see who paid for demolition of their old school sites.

D. Southside Addition Lots – No update given.

E. Twin Home Development

- Halter has a meeting set with Jeremy Whipple a developer that built the ones in Tracy.

F. Housing Study – No update given.

G. Business Inquiry – No update given.

H. Dollar General – The contractor will be breaking ground on Monday, March 4th.

4. NEW BUSINESS

- A. Bartholomaus EDA Resignation – Brett Bartholomaus has given his EDA board resignation. He will be moving to Jackson, MN.

Motion/Second/Pass (Arkel/Mattison/unanimous 6/0) to approve the resignation of Brett Bartholomaus from the EDA Board.

5. EDA BOARD REPORTS & COMMUNICATIONS

- A. Halter did the KNUJ Town Days Interview highlighting the businesses in town.

6. NEXT MEETING –

- Wednesday, March 27, 2024 at 5:15PM

7. ADJOURNMENT

Motion/Second/Pass (Stavnes/Mattison/unanimous 5/0) to adjourn the meeting.

Respectfully Submitted,

Valerie Halter
Clerk

Lydell Sik
Mayor

LAMBERTON CITY COUNCIL
REGULAR MEETING MINUTES • CITY HALL
March 11, 2024 • 6:30 P.M.

1. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

- Meeting called to order at 6:30 PM March 11, 2024.
- Present: Mayor L. Sik, D. Knutson, L. Pfarr, L. Bittner, D. Irlbeck
- Staff in Attendance: V. Halter, J. Thram, A. Vogel
- Others in Attendance: Jadell Morales, Ricky Busch

A. Additions/Deletions to Agenda

1. Add RCA Lambertton Meats Building

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

2. CONSENT AGENDA

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

1. 1-31-24 EDA Meeting
2. 2-12-24 Regular CC Meeting

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

3. GENERAL BUSINESS

A. Petitions, Request, Communications

1. Citizen Complaints & Concerns –

- a. Letter from Kathy Foss regarding Co2 Pipeline/City Well.
- b. Jadell Morales was present. Morales asked for clarification from Council member Bittner on what she meant at the 2-12-24 council meeting and her emphasis on the word Deputy. Mayor Sik asked who Morales has spoke with. Morales asked Halter about her statement of Morales taking things out of context. Halter responded. Discussion held. Morales then questioned when and how new forms show up on the web site. Discussion was held. Morales asked the council if they were under the impression she spoke to a Deputy or the Sheriff. Mayor Sik asked which it was. Morales responded that she stands by her statement. Mayor Sik stated he did not understand that if the Sheriff has questions, why he is not contacting the council directly. Morales then questions Halter if she did anything about B. Keairnes not getting a building permit for the deck he installed last year. Thram stated because it was replacing an existing structure a permit was not needed. Morales questioned the need for a permit to replace an existing fence. Discussion was held.
- c. Ricky Busch was present to ask for help in getting the high school drivers to slow down. Mayor Sik said we can ask the police to patrol. Busch also complained about the cars that are sitting on the road and on neighbor's lawn. Busch asked for the council's help by his house. Busch went on to state if the council were to go up and down the alleys they would see all the cars, trailers and junk that is out there. Busch again asked for the council's help for those who care about their properties. Mayor Sik reminded that the City holds an annual spring clean up.

2. Building/Zoning Permit Requests –

- a. 2024-01 – Randy & Kathy Tordsen – 607 First Ave W – Building Construction

Motion/Second/Pass (Bittner/Irlbeck/unanimous 5/0) to approve building permit 2024-01 – Randy & Kathy Tordsen – 607 First Ave W for a Building Construction.

3. Notice of Truth in Taxation Hearing in Redwood Falls

- a. Official Notice – Mayor Sik explained that this is where you go if you do not believe the valuation of your property is correct. The Truth and Taxation meeting in Redwood Falls on April 19, 2024 at 10:30AM in the Meeting Room of the Government Center in Redwood Falls.

4. 2023 Audit Presentation from ABDO

- a. ABDO sent a recorded presentation going over the draft 2023 Audit – the presentation was played for the council. ABDO is recommending an increase to the Capital Asset Threshold from \$1,000 to \$5,000. Account balances were reviewed. The Sanitary Sewer Fund balance is lower than the targeted balance. The audit cannot be adopted until after the audit is finalized. ABDO is waiting on information that is needed from GASB68 for pensions before they can finalize the budget.

5. Request for Council Action

- a. RCA - Current Building Site – The report from ISG came in regarding what it would cost to make the two stand alone buildings at the current school site. Keeping the “elementary” one-story and the Gym/Shop South area will cost approximately \$16million dollars. This would not include remodeling the insides as needed. Council member Pfarr would like to be a part of the ISG meeting.
- b. RCA – EDA Works Session with School Board – Halter explained that now that we have this information the EDA needs to start meeting with the school board and discussing what is going to happen to the current school site once the district moves into the new

building. The City Council will be invited to attend those meetings as well so they have knowledge of the discussions. Halter has a meeting set up with the school board for Monday, March 18, 2024 at 5PM at the school board room.

Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to approve the EDA meeting with the RRC School Board 3-18-24 at 5PM.

- c. RCA - Council Work Session – Halter would like to do a work session with the council. Dates were presented. Work Session will look at ordinances, ordinance enforcement, police and development changes.

Motion/Second/Pass (Irlbeck/Knutson/unanimous 5/0) to approve a City Council Work Session on April 1, 2024 at 5PM.

- d. RCA – Lamberton Meats Building – Halter received an email from the current owners stating they would like to give the building back to the city. Halter asked for direction. Mayor Sik suggested the EDA make a recommendation to the council.

B. Department Reports

1. Library – A report was submitted to the council. A. Vogel was present. Council Bittner and Mayor Sik commented on the success of Taylor Swift event. Also complimented Vogel on having movies on planned early out days at the school. Vogel would like to get circulation numbers up.

Motion/Second/Pass (Irlbeck/Pfarr/unanimous 5/0) to accept the Library report as given.

2. Ambulance Department – No report submitted, but Halter stated they are changing the billing company and we would be having a Medicare site visit with the ambulance.
3. Fire Department – No report submitted.
4. Police Department - No report submitted.
5. Maintenance Department – J. Thram was present and reported that they had a breakdown with the plow truck and they have repaired it. They have built the Christmas Decorations for the light poles and are working on the lights and garland. They have begun leveling dirt in Kuhar Park. They will start working on sweeping the streets if the weather stays good. Council member Pfarr asked about getting the dock put in at Kuhar. Thram explained that since they put the ripples in there is no water by the landing. Thram explained the back of Kuhar Park is closed off because it is wet and there is no open season for fishing right now.

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

6. Administration/EDA Department – A report was submitted to the council. Halter has been working on Presidential Primary, ambulance billing change, brownfields webinar for possible school demo help, childcare options, and attended the Day on the Hill put on by the League of MN Cities. While at the Day on the Hill Halter met with Representative Torkelson and thanked him for his support in introducing a bill on Lamberton’s behalf for infrastructure improvements and highlighted EMS and property tax concerns. The bill for infrastructure improvements has also been introduced on the Senate level as well by Senator Dahms. Halter is also working to have things ready for when the congressional window opens to ask for funding.

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

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

1. 2024-04 – Resolution Accepting Donations

D. Financial Report & Approval of Claims

1. February 2023 Financial Report
2. Approval of Claims

Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to accept resolution 2024-04, the February 2024 Financial Report and the February 2024 Claims.

4. MAYOR & COUNCIL REPORTS & COMMUNICATIONS

A. Information for Council

Halter included the Street Aid for 2024. The City will receive approximately \$3,200. Lamberton has not received road funds in the past because of the population. This is a new program by the State giving funding to smaller cities.

5. NEXT MEETING DATES

- A. March 18, 2024 – EDA/Council Work Session with the school district.
- B. April 1, 2024 – Work Session
- C. April 8, 2024 - Regular Council Meeting

6. ADJOURNMENT

Motion/Second/Pass (Irlbeck/Bittner/unanimous 5/0) to adjourn the meeting at 7:37 PM.

Respectfully Submitted,

Valerie Halter
Clerk

Lydell Sik
Mayor

**LAMBERTON CITY COUNCIL
WORK SESSION MINUTES • CITY HALL
April 1, 2024 • 5:00 P.M.**

1. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

- Meeting called to order at 5:00 PM April 1, 2024.
- Present: Mayor L. Sik, L. Bittner, D. Irlbeck, L. Pfarr, D. Knutson
- Staff in Attendance: V. Halter, J. Thram
- A. Additions/Deletions to Agenda
 - Add Swimming Pool Interview
 - Add Wage Study
- ***Motion/Second/Pass (Bittner/Irlbeck/unanimous 3/0) to approve the agenda as amended.***

2. GENERAL BUSINESS

- A. Existing School Campus - Discussion was held regarding the City's position of taking ownership of the current school campus. Discussion was held around concerns, maintenances, liability, and possibilities.
- B. Police - Discussion was held on possibly offering tuition reimbursement to attract a new officer.
- C. Ordinances - Animals – The group reviewed the changes suggested by the City Attorney to the new Animal Ordinance. The new Animal Ordinance will be presented at the next council meeting. Liquor Licensing Ordinance – The group reviewed the first draft of the new Liquor Licensing Ordinance. Discussion was held. Parking Ordinance – Updated – The group reviewed the first draft of the new Parking Ordinance. Discussion was held.

3. NEXT MEETING DATE

- A. April 8, 2024 at 6:30 PM

4. ADJOURNMENT

Motion/Second/Pass (Knutson/Irlbeck/unanimous 5/0) to adjourn the meeting at 7:40 PM.

Respectfully Submitted,

Valerie Halter
Clerk

Lydell Sik
Mayor

BUILDING/ZONING PERMIT APPLICATION

City of
Lamberton

Office of Clerk/Treasurer • 112 2nd Ave West • PO Box 356 • Lamberton, MN 56152 • (507) 752-7601

Property Owner: Bill Schaffran

Mailing Address: 705 S Birch St

City, State Zip: Lamberton MN

Phone: 507-220-8425

Email: _____

PROPERTY INFORMATION

Property Address: 705 S Birch St

Parcel Number: _____

Property Type: Residential

Commercial

Industrial

PROJECT INFORMATION

Type of Project:

New Structure

Alteration/Repair

Addition

Ramp-~~deck~~

Dimensions of Project:

Length: 20 FT

Width: 6 FT

Height: _____

Area: _____

Project Description: Ramp to House 6x8
Deck at top 6x8 at largest. at top of Ramp.

Estimated Construction Cost (including materials and labor):

\$4000

All Building/Zoning Permit Applications must include a detailed site plan drawn to scale.

APPLICANT STATEMENT

I hereby apply for a building permit and I acknowledge that the information provided above and on the submitted site plan is complete and accurate and that all work will be in conformance with the approved plan and codes, covenants & ordinances of the City of Lamberton and with Minnesota State Building Codes.

I understand that this is a permit application and work is not to start without a permit.

Applicant Signature: Bill Schaffran

Date: 4-2-24

Permit Number: _____

Application Fee: \$400⁰⁰



This Application has been Reviewed and Approved by:

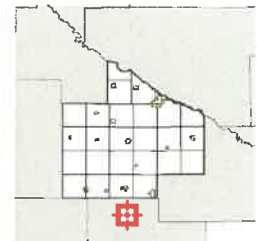
Public Works Supervisor

Building/Zoning Administrator

The City of Lamberton is an Equal Opportunity Provider and Employer



Overview



Legend

- Municipal Boundaries
- Surrounding Counties
- Townships
- Parcels
- Major Roads**
- State/Federal
- County
- County/Twp/City
- Minor Roads

Parcel ID	83-023-3350	Alternate ID	n/a	Owner Address	SCHAFFFRAN/WILLIAM E & SARA
Sec/Twp/Rng	23-109-37	Class	RESIDENTIAL\ SINGLE UNIT		705 S BIRCH ST
Property Address	705 BIRCH ST LAMB S	Acreage	n/a		LAMBERTON MN 56152-9688
	CITY OF LAMBERTON				
District	n/a				
Brief Tax Description	N1/2 CTR 1/3 OUTLOT N				
	<i>(Note: Not to be used on legal documents)</i>				

Date created: 4/2/2024
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Developed by  Schneider
 GEOSPATIAL

DATE: 4-4-2024	REQUEST FOR COUNCIL ACTION
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Valerie Halter
SUBJECT:	Animal Ordinance
ISSUE/REQUEST/ BACKGROUND:	<p>The Council has met and has updated the Animal Ordinance.</p> <p>This is the time to make any additional changes to the proposed ordinance.</p> <p>The process to adopt the animal ordinance is as follows:</p> <ol style="list-style-type: none"> 1. The proposed ordinance is presented at council meeting for any other changes. This is considered the first reading. 2. The proposed ordinance is posted at the City Hall for anyone to review. 3. A summary of the proposed ordinance will be published in the newspaper along with the public hearing date and time. 4. A Public Hearing will be set at the next regular city council meeting. Anyone can come and comment on the proposed ordinance. This is considered the second reading. 5. The council at that same regular council meeting or the next meeting, can vote to adopt the ordinance. This is considered the third reading. (If changes are made based on public comments, the ordinance does not have to be republished or posted.) 6. The ordinance is in effect immediately after adoption by the council.
RECOMMENDATION:	Make any changes and direct Halter to proceed in posting the proposed ordinance.
FISCAL IMPACT:	

CHAPTER 9 : ANIMAL REGULATION AND LICENSING

Section 1: Definitions

As used in this ordinance, the terms defined in this section shall have the following meanings ascribed to them:

Animal Control Officer - means any employee of the City of Lambertton who holds that employment position or member of law enforcement.

Cat - means both male and female of the Felidae species.

Dangerous Dog - means any dog that has:

1. without provocation, inflicted substantial bodily harm on a human being on public or private property; or
2. killed a domestic dog without provocation while off the owner's property; or
3. been found to be potentially dangerous, and after the owner has been sent notice that the dog is potentially dangerous, the dog aggressively bites, attacks, or endangers the safety of humans or other domestic dogs.

Dog - means both male and female of the canine species.

Domestic Animals - shall mean those animals commonly accepted as domesticated household pets. Unless otherwise defined, such animals shall include dogs, cats, caged birds, gerbils, hamsters, guinea pigs, domesticated rabbits, fish, non-poisonous, non-venomous and non-constricting reptiles or amphibians, and other similar animals.

Farm Animals – shall mean animals commonly kept on farms or raised for commercial food consumption such as cattle, horses, hogs, sheep, goats, donkeys, chickens, fowl, bison.

Kennel - The keeping of six or more dogs and or cats on the same premises, whether owned by the same person or not and for whatever purpose kept, shall constitute a "kennel;" except that a fresh litter of pups or kittens may be kept for a period of three months before such keeping shall be deemed to be a "kennel."

Non-Domesticated Animals - shall mean those animals commonly considered to be naturally wild and not naturally trained or domesticated, or which are commonly considered to be inherently dangerous to the health, safety, and welfare of people. Unless otherwise defined, such animals shall include:

1. Any member of the large cat family (family Felidae) including lions, tigers, cougars, bobcats, leopards and jaguars, but excluding commonly accepted domesticated house cat.
2. Any naturally wild member of the canine family (family Canidae) including wolves, foxes, coyotes, dingoes, and jackals, but excluding commonly accepted domesticated dogs.
3. Any crossbreeds such as the crossbreed between a wolf and a dog, unless the crossbreed is commonly accepted as a domesticated house pet.
4. Any member or relative of the rodent family including any skunk (whether or not de-scented), raccoon, squirrel, or ferret, but excluding those members otherwise defined or commonly accepted as domesticated pets.
5. Any poisonous, venomous, constricting, or inherently dangerous member of the reptile or amphibian families including rattlesnakes, boa constrictors, pit vipers, crocodiles and alligators.
6. Any other animal which is not explicitly listed above but which can be reasonable defined by the terms of this subpart, including but not limited to bears, deer, monkeys and game fish.

Owner - means any person owning, keeping, harboring or maintaining a domestic animal within the City. A domestic animal shall be deemed to be harbored if it is fed or sheltered for three days or more.

Potentially Dangerous Dog - means any dog that:

1. when unprovoked, inflicts bites on a human or domestic dog on public or private property; or
2. when unprovoked, chases or approaches a person upon the streets, sidewalks or any public or private property, other than the dog owner's property, in an apparent attitude of attack; or

3. has a known propensity, tendency or disposition to attack without provocation causing injury or otherwise threatening the safety of humans or other domestic dogs.

Premises – means any building, structure, or land wherein or whereon dogs or cats are kept confined.

Section 2: Dog & Cat Regulation & Licensing

A. Running at Large

It is unlawful for the owner of any dog or cat to permit such dog or cat to run at large. Any dog or cat shall be deemed to be running at large with the permission of the owner unless it is on a durable leash secured to an object which it cannot move and on the premises of the owner, or on a leash and under the control of an accompanying person of suitable age and discretion, or effectively confined within a motor vehicle, building, or enclosure.

B. Licensing

It is unlawful for the owner of any dog or cat, three months of age or more, to fail to obtain a license from the City.

All dog and cat licenses shall expire on April 30 of each year.

Licensing fee for dog and cat licenses shall be set by the council with the annual fee schedule.

To obtain a license for a dog or cat, owner must present a completed City Pet License Application, accompanied by a veterinarian's certificate showing expiration dates of required vaccinations. If the application is for an initial license for a spayed/neutered dog or cat, a statement from a licensed veterinarian shall accompany the application stating that such dog or cat has been spayed/neutered.

C. Number of Animals

It is unlawful to have more than 5 total cats and/or dogs on any premises.

D. Vaccinations

All dogs and cats kept, harbored, maintained, or transported within the City shall be vaccinated at least once every three years by a licensed veterinarian for rabies, with a live modified vaccine, and distemper.

A certificate of vaccination must be kept, on which is stated the date of vaccination, owner's name and address, the animal's name (if applicable), sex, description and weight, the type of vaccine, and the veterinarian's signature. Upon demand made by the Clerk-Treasurer or a police officer, the owner shall present for examination the required certificate(s) of vaccination for the animal(s). In cases where certificates are not presented, the owner or keeper of the animal(s) shall have seven days in which to present the certificate(s) to the Clerk-Treasurer or police officer. Failure to do so shall be deemed a violation of this Section, and any license issued for said animal shall not be valid.

E. Collar & Tag Requirement

All licensed dogs and cats shall wear a collar and have current license affixed thereto. A duplicate for a lost tag may be purchased at City Hall for a cost set in the annual FEE Schedule. Tags shall not be transferable, and no refund shall be made on any license fee because of leaving the City or death of the dog or cat before the expiration of the license. It is unlawful for the owner of any dog or cat to fail to have the license tag issued by the City firmly attached to a collar worn at all times by the licensed dog or cat.

A violation of this section shall be deemed a petty misdemeanor.

F. Proper Care

Owner Obligation for Proper Care. No owner shall fail to provide any domestic animal with sufficient good and wholesome food and water, proper shelter and protection from the weather, veterinary care when needed to prevent suffering and with

humane care and treatment. No person shall beat, treat cruelly, torment or otherwise abuse any domestic animal or cause or permit any dog or cat fight. No owner shall abandon any domestic animal.

The premises where cats and or dogs are kept must be maintained in a healthy and sanitary condition and in a manner to prevent noxious or offensive odors being carried to the adjacent property.

G. Barking Dogs

It shall constitute a nuisance and be unlawful if any dog barks, whines, howls, bays, cries, or makes other noise excessively so as to cause annoyance, disturbance or discomfort to any individual provided that such noise lasts for a period of more than five minutes continuously or intermittent barking that continues for more than one hour and is plainly audible from a distance of 100 feet or more from the premises where the dog is kept. It shall not be a violation of this section if the dog was barking, crying, or making other noise due to harassment or injury to the dog or a trespass upon the premises where the dog is located.

Seizure of Barking Dogs for Noise Abatement. Any police officer or animal control officer may enter onto private property and seize any barking dog, provided that the following conditions exist:

- a. There is an identified complainant other than the police or animal control officer making a contemporaneous complaint about the barking.
- b. The officer reasonably believes that the barking meets the criteria set forth above;
- c. The officer can demonstrate that there has been at least one previous complaint of a dog barking at this address on a prior date;
- d. The officer has made reasonable attempts to contact the owner of the dog(s) or the owner of the property and those attempts have either failed or have been ignored.
- e. The seizure will not involve forced entry into a private residence. Use of a passkey obtained from a property manager, landlord, innkeeper, or other person authorized to have such a key shall not be considered as a forced entry.
- f. No other less intrusive means to stop the barking is available; and,
- g. Written notice of the seizure is left in a conspicuous place if personal contact with the owner of the dog is not possible.

Any dog seized for noise abatement shall be taken to the animal pound and kept there to be reclaimed by the owner. No impound fee shall be charged unless the circumstances indicate that the owner failed to cooperate with or obstructed the animal control or police officer's attempts to abate the noise through other less intrusive means and the dog has a current City license. Any dog or cat seized under Subdivision B which is unclaimed may be disposed of according to the provisions of Section H of this ordinance.

H. Animal Pound

The City Animal Pound shall be established by resolution.

I. Impoundment

Any dog or cat found in the City without a license tag, or any dog running at large, or any dog or cat otherwise in violation of this Ordinance, shall be placed in the Animal Pound, and a record of the time of such placement shall be kept on each dog and cat. Every dog or cat so placed in the Animal Pound shall be held for redemption by the owner for at least five business days.

Impoundment records shall be preserved for at least six months and shall show (1) the description of the dog or cat by specie, breed, sex, approximate age, and other distinguishing traits; (2) the location at which the dog or cat was seized; (3) the date of seizure, (4) the name and address of the person from whom any dog or cat three months of age or over was received; and, (5) the name and address of the person to whom any dog or cat three months of age or over was transferred. If unclaimed, such dog or cat shall be humanely destroyed and the carcass disposed of, unless it is requested by a licensed educational or scientific institution under authority of Minnesota

Statutes, Section 35.71. Provided, however, that if a tag affixed to the dog or cat, or a statement by the dog's or cat's owner after seizure specifies that the dog or cat should not be used for research, such dog or cat shall not be made available to any such institution but may be destroyed after the expiration of the five-day period.

Upon impounding of any dog or cat, the owner shall be notified, or if the owner is unknown, a written Notice of Impoundment shall be posted for 5 (five) days at the Police Station and the City Hall.

Notice of Impoundment shall include date of impoundment, sex, color, breed, approximate age, and name of owner if known, date and time the animal must be claimed before said animal will be disposed of.

Impounded dog or cat will be released to the owner if the owner is a resident of the City of Lambertton, has a current animal license. If unlicensed the owner will have to obtain a license and pay all fees associated with the impoundment before the animal is released to them.

If the owner of the impounded animal is not a resident of the City of Lambertton, the animal will be released to them after the dog or cat has been immunized for rabies, payment with all fees associated with the impoundment and vaccinations.

J. Immobilization

For the purpose of enforcement of this Ordinance, any peace officer, or person whose duty is animal control, may use a so-called tranquilizer gun or other instrument for the purpose of immobilizing and catching a dog or cat.

K. Dangerous Dogs

Dangerous Dogs. No person may own, possess, keep, harbor, maintain or otherwise have a dangerous dog in the City.

1. Notice of Potentially Dangerous or Dangerous Dogs. If after an investigation conducted by the animal control officer or a Lambertton Police Officer, it is determined that a dog is potentially dangerous or dangerous according to the criteria described in Section 1, the animal control officer or Lambertton Police Department will serve a notice of intent to declare the dog potentially dangerous or dangerous dog on the owner of the dog in question. This notice shall inform the owner of this designation, the basis for the determination, the procedures for contesting the designation as described in Subdivision 2 below, and the result of the failure to contest the designation as described in Subdivision H. below.
2. Contesting Declaration of Dangerous or Potentially Dangerous Dogs. If the owner of a dog has received a notice of intent to declare a dog as a potentially dangerous or dangerous dog, the owner may request that a hearing be conducted to determine whether or not such a designation is justified. This request must be made in writing and delivered to the animal control officer or Lambertton Police Department within fourteen (14) days of receipt of the notice of intent to declare a dog as potentially dangerous or dangerous.
3. Initial Review. Upon receipt of such request, the animal control officer or Lambertton Police Department will forward the request along with all necessary supporting documentation to the City Attorney. The City Attorney will make an initial review of the evidence supporting the notice designation to convene a hearing of the Animal Control Review Panel. If there is insufficient evidence supporting the designation, the City Attorney shall withdraw the designation and none of the requirements of this ordinance applying to dangerous or potentially dangerous dogs shall apply to the dog in question. If there is sufficient evidence that the Review Panel could uphold the designation, the City Attorney will cause this notice to be brought to the attention of the Review Panel that will conduct the hearing.
4. Hearing Procedure. This Review Panel will consist of two council members as appointed by the Mayor, and an elector who resides within the City. The panel will schedule a hearing and may call witnesses and review documents as needed to make a determination on the issue. Owners shall have the right to present evidence on their behalf and to cross-examine any witnesses. A simple

majority of the members of the panel is necessary for a finding that the dog is either dangerous or potentially dangerous. The burden of proof is on the animal control officer or Lambertton Police Department. A finding supporting a designation of dangerous or potentially dangerous dog must be proven by a preponderance of the evidence. The decision of the Panel shall be in writing and shall indicate the reasons for the findings. A copy of the findings shall be provided to the animal control officer, Lambertton Police Department, and the dog owner.

5. Effect of Findings that Dog is Dangerous. If the panel finds there is sufficient basis to declare a dog as potentially dangerous or dangerous, that finding will serve as notice to the owner that the dog is in fact a potentially dangerous or dangerous dog. Within fourteen (14) days after the owner has received notice that the dog is dangerous, the owner or the owner must cause the dog to be humanely destroyed or removed from the City limits.
6. Appeal. If the owner of the dog disputes the decision of the Review Panel, the owner shall have the right to appeal the decision to the Lambertton City Council. The appeal must be filed with the City Clerk within fourteen (14) days of the panel's ruling. If the owner of the dog disputes the findings of the City Council, the owner may appeal to the Minnesota Court of Appeals as provided by state law.
7. Mayor to Appoint Veterinarian and Substitute Panel Members. The Mayor of the City of Lambertton may appoint a veterinarian to serve on the hearing panel on a voluntary basis in lieu of the elector. Such appointment shall continue in effect until the appointee resigns or is replaced by the Mayor. In the event the veterinarian is temporarily unavailable or has a personal interest in the outcome of the proceeding, the Mayor may appoint another veterinarian to replace the initial appointee on the Panel. In addition, in the event either of the city council members are temporarily unavailable or have a personal interest in the outcome of the proceeding, the Mayor may appoint other members of the city council or city staff to sit in their place.
8. Failure to Contest Notice of Intent to Declare. If the owner of a dog receives a notice from the animal control officer or Lambertton Police Department of the intent to declare the dog as potentially dangerous or dangerous, and the owner fails to contest that notice within fourteen (14) days, the owner shall be considered as having forfeited the right to the hearing described in Subdivision D and as having consented to the designation of the dog as potentially dangerous or dangerous by default. The animal control officer or Lambertton Police Department will then issue a declaration of dangerous or potentially dangerous dog to the owner. Within fourteen (14) days after the owner has received notice that the dog is dangerous, the owner must cause the dog to be humanely destroyed or removed from the City limits;
9. Seizure of Dangerous Dogs and Violations. The animal control officer shall or any police officer may immediately seize any dangerous dog and/or issue a citation to the owner of any dangerous dog if within fourteen (14) days after the owner has received notice that the dog is dangerous, the dog is not humanely destroyed or removed from the City limits.
10. Exemptions. Dogs may not be declared dangerous if the threat, injury or damage was sustained by a person;
 - a) who was at the time of injury committing or attempting to commit a willful trespass or other tort or crime upon the premises occupied by the dog; or
 - b) who was provoking, tormenting, teasing, abusing, or assaulting the dog or who can be shown to have repeatedly, in the past, provoked, tormented, teased, abused, or assaulted the dog;
 - c) who was committing or attempting to commit a crime.
 - d) Law Enforcement Exemption. The provisions of this section do not apply to trained dogs used by law enforcement personnel officials for police work.

L - Kennels

No person shall keep or maintain a kennel within the City of Lambertton. Because the keeping of six or more dogs or six or more cats on the same premises is subject to great abuse, causing discomfort to persons in the

area by way of smell, noise, hazard, and general aesthetic depreciation, the keeping of six or more dogs or six or more cats on the premises is hereby declared to be a nuisance.

The animal control officer or police officer may enter upon private land where there is reasonable cause to believe this section is being violated.

M – Summary Destruction

Notwithstanding the provisions set forth in this ordinance establishing the procedure to declare a dog dangerous, whenever the animal control officer or a police officer has reasonable cause to believe that a particular dog or cat presents a clear and immediate danger to residents of the City because it is infected with rabies or because of a clearly demonstrated vicious nature, said officer, after making reasonable attempts to impound such dog or cat, may summarily destroy said dog or cat.

Section 3: Non-Domestic Animals

It shall be illegal for any person to own, possess, harbor, or offer for sale, any non-domestic animal within the City limits. Any owner of such an animal at the time of adoption of this Code shall have thirty days in which to remove the animal from the City after which time the City may impound the animal as provided for in this Ordinance. An exception shall be made to this prohibition for animals specifically trained for and actually providing assistance to the handicapped or disabled, and for those animals brought into the City as part of an operating zoo, veterinarian clinic, scientific research laboratory, or a licensed show or exhibition.

Section 4: Farm Animals

It is unlawful for any person to keep any Farm Animals on premises within the City for more than 24 hours.

Exceptions are as follows:

1. Chickens (See Section 5 for Fowl Regulation)
2. Animals kept in an animal hospital or clinic for treatment by a licensed veterinarian.
3. Animals kept as part of a show.
4. Animals used in a parade.

Any person violating any provision of this Ordinance is guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$1,000.00 or imprisonment in the county jail for not more than 90 days, or both, plus the costs of prosecution in any case.

Section 5: Chickens & Fowl

The keeping of chickens and other fowl are allowed with the following provisions:

- a. No more than six (6) chickens, duck or other fowl are allowed on any premises.
- b. No roosters are allowed.
- c. All fowl must be confined at all times in a coop or run.
- d. Fowl are not allowed to roam freely.
- e. Fowl feed must be stored in a rodent and raccoon proof container.
- f. The premises where the fowl are kept must be maintained in a healthy and sanitary condition and in a manner to prevent noxious or offensive odors being carried to the adjacent property.

Coops and Runs: Coops and Runs must be constructed and maintained in a way that satisfies the minimum standards established in this section.

A separate coop is required to house the chickens. A coop may not be attached to or located inside of any other structure, such as a home or garage. No more than one coop is permitted per lot. The coop and any run must be located in the rear yard of the property and comply with all setback requirements established by the City for any structure. Coops and Runs must not be placed in a utility easement.

A coop must be fully enclosed. A coop's maximum height shall not exceed six feet. The maximum total square area of the coop shall not exceed 24 square feet and must have at least 4 square feet per chicken. A coop must be at least 24 inches off the ground or, alternatively, placed on a concrete pad. The coop must have sufficiently sized windows to permit natural light inside and windows must be able to be open for ventilation. Sufficient ventilation and insulation is required. Coop building materials and exterior colors shall be like or compatible with any primary structure on the premises. The coop must be kept well drained. The coop must be rodent and predator proof. Coop designs must meet basic humane needs of chickens, including heat, cooling, food, water, and protection from the elements.

Any Run must be attached to a coop. A run and coop together shall have a maximum area of 120 square feet. A run must be fenced in on all sides and include a roof. The height of the run fence shall not exceed six feet. The coop must be removed within 30 days if the permit is revoked or allowed to expire.

Fowl or animals kept contrary to the provisions of this Ordinance are hereby declared a public nuisance and may be abated according to law.

Section 6: Penalties

Unless otherwise provided, violation of this ordinance is a misdemeanor punishable by a fine of up to \$1000.00 or imprisonment for up to 90 days. Violation of Section 2A is a petty misdemeanor punishable by a fine up to \$300.00.

Section 7: Repealed Animal Ordinances

That Ordinance No. 131 is hereby repealed in its entirety.

That Ordinance No. 146 is hereby repealed in its entirety.

That Ordinance No. 153 is hereby repealed in its entirety.

That Ordinance No. 156 is hereby repealed in its entirety.

Section 8: Animal Ordinance History Adoption & Updates

This ordinance shall become effective upon its passage and publication as provided by law.

Passed by the Lambertton City Council on this _____ day of _____, 2024

Lydell Sik, Mayor

Valerie Halter, Clerk

PROPOSED



DATE: 4-4-2024	REQUEST FOR COUNCIL ACTION																																										
TO:	HONORABLE MAYOR & CITY COUNCIL																																										
FROM:	Valerie Halter																																										
SUBJECT:	2024 Pool Manager																																										
ISSUE/REQUEST/ BACKGROUND:	<p>Mindi Hesse was interviewed by the HR committee to be the Pool Manager for the 2024 Season.</p> <p>You need to decide on an hourly wage. At the end of 2022 season she was making \$16.96/hour.</p> <p>This is a grade 4 position.</p> <table border="1" data-bbox="391 695 1528 751"> <tr> <td></td> <td>16.96</td> <td>17.91</td> <td>18.86</td> <td>19.81</td> <td>20.76</td> <td>21.71</td> <td>22.66</td> <td>23.61</td> <td>24.56</td> <td>25.51</td> <td>26.46</td> <td>\$</td> <td>41.90</td> </tr> <tr> <td>4</td> <td>18.19</td> <td>18.79</td> <td>19.41</td> <td>20.05</td> <td>20.71</td> <td>21.39</td> <td>22.10</td> <td>22.83</td> <td>23.58</td> <td>24.36</td> <td>25.16</td> <td>\$</td> <td>37.82</td> </tr> <tr> <td>5</td> <td>19.45</td> <td>20.00</td> <td>20.76</td> <td>21.44</td> <td>22.15</td> <td>22.89</td> <td>23.66</td> <td>24.44</td> <td>25.23</td> <td>26.05</td> <td>26.91</td> <td>\$</td> <td>40.45</td> </tr> </table>		16.96	17.91	18.86	19.81	20.76	21.71	22.66	23.61	24.56	25.51	26.46	\$	41.90	4	18.19	18.79	19.41	20.05	20.71	21.39	22.10	22.83	23.58	24.36	25.16	\$	37.82	5	19.45	20.00	20.76	21.44	22.15	22.89	23.66	24.44	25.23	26.05	26.91	\$	40.45
	16.96	17.91	18.86	19.81	20.76	21.71	22.66	23.61	24.56	25.51	26.46	\$	41.90																														
4	18.19	18.79	19.41	20.05	20.71	21.39	22.10	22.83	23.58	24.36	25.16	\$	37.82																														
5	19.45	20.00	20.76	21.44	22.15	22.89	23.66	24.44	25.23	26.05	26.91	\$	40.45																														
RECOMMENDATION:	Make any changes and direct Halter to proceed in posting the proposed ordinance.																																										
FISCAL IMPACT:																																											



DATE: 4-4-2024	REQUEST FOR COUNCIL ACTION
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Valerie Halter
SUBJECT:	Ambulance Personnel
ISSUE/REQUEST/ BACKGROUND:	<p>Olivia Nielsen has rendered her resignation from the Ambulance service.</p> <p>Nielsen will owe \$525 for the EMR class since she did not make the one-year commitment. Nielsen owes \$650 from not completing the EMT class previous. Total of \$1,175.</p>
RECOMMENDATION:	Motion to accept the resignation of Olivia Nielsen from the Lambertton Ambulance Service and the City will invoice her the \$1,175 for class fees.
FISCAL IMPACT:	



DATE: 4-5-2024	REQUEST FOR COUNCIL ACTION
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Valerie Halter
SUBJECT:	Lamberton Meat's Building
ISSUE/REQUEST/ BACKGROUND:	<p>SammyJo Miller has expressed she would like to return ownership of the building to the City of Lambertton. The council asked for a recommendation from the EDA.</p> <p>The EDA toured the Lambertton Meats building with Eric & SammyJo Miller. Then had discussion.</p> <p>The EDA is recommending the City of Lambertton purchase the Lambertton Meat's building back from Eric & SammyJo Miller for \$1 contingent on no liens against the property and Eric & SammyJo Miller pay the 2024 taxes.</p> <p>I have reached out to Matt Novak because of some terminology in the original purchase agreement that I don't understand. I am waiting on that.</p>
RECOMMENDATION:	Motion to allow Halter to take the steps needed to enter into a Purchase Agreement with Eric & SammyJo Miller to purchase the Lambertton Meat's building back for \$1 contingent on no liens against the property and Eric & SammyJo Miller pay the 2024 taxes.
FISCAL IMPACT:	Estimated \$1,000 for legal fees and lien search – to be taken from EDA funding.



DATE: 4-5-2024	REQUEST FOR COUNCIL ACTION
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Valerie Halter
SUBJECT:	Earned Sick and Safe Time
ISSUE/REQUEST/ BACKGROUND:	<p>Earned Sick and safe Time has become law by the state.</p> <p>I forgot to get the policy in place. This is to remedy this.</p> <p>It will begin as of 1-1-2024.</p> <p>The State is looking into changes and how this works with the volunteer service members.</p>
RECOMMENDATION:	Motion to adopt the Sick and Safe Time Policy to be placed in the Personnel Policy to retroactively begin on 1-1-2024.
FISCAL IMPACT:	

Earned Sick and Safe Leave (ESSL)

"Earned Sick and Safe Leave" is paid time off earned at one hour of Earned Sick and Safe for every 30 hours worked by an employee, up to a maximum of 48 hours of sick and safe leave per year. This specific leave applies to all employees (including part-time, seasonal and temporary employees) performing work for at least 80 hours in a year for the City. Earned Sick and Safe Leave policy is in accordance with Minn. Stat. § 181.9445-181.9448.

ESSL Eligibility/Accrual

All Employees, except Paid on Call Firefighters or Council Members, are entitled to earn sick and safe leave at the rate of one (1) hour for every thirty (30) hours worked, up to a maximum of forty-eight (48) hours accrued yearly. Accrued and unused hours carry over into future years, up to a maximum of eighty (80) hours accrued overall. When the 80-hour overall limit is reached, accrual immediately stops until usage occurs, at which time accrual restarts (until either the yearly or overall limit is reached). When the 48-hour yearly limit is reached, accrual does not restart until the following year. The year starts on January 1 and ends on December 31. All employees begin accruing hours on the first day of work, regardless of whether they are full-time, part-time, seasonal or temporary workers.

An employee who is exempt from the overtime provisions of the Fair Labor Standards Act is assumed to work 40 hours per week.

ESSL Use/Purpose

All employees are permitted to use the leave in increments of not less than fifteen (15) minutes. Earned Sick and Safe Leave can be used as it is accrued.

Paid Earned Sick and Safe Leave hours will be compensated at the employee's regular rate of pay.

Employees may only use sick and safe leave for one of the authorized reasons listed below.
Illness

- The employee or family members:
- Mental or physical illness, injury or other health condition
- Need for medical diagnosis, care or treatment, of a mental or physical illness
- injury or health condition.

ESSL - Need for preventative care

When it has been determined by health authority or a health care professional that the employee or family member is at risk of infecting others with a communicable disease. Whether or not the employee or family member has actually contracted the communicable disease.

The employee's inability to work or telework because the employee is:

Prohibited from working by the City due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or
Seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the City has requested a test or diagnosis;

ESSL - Safety

The employee or family members:

- Absence due to domestic abuse, sexual assault, or stalking of the employee or family member provided the absence is to:
- Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking.
- Obtain services from a victim service organization.
- Obtain psychological or other counseling.
- Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking.
- Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.

ESSL - Closure

Closure of the employee's workplace due to weather or other public emergency

A family member's school or place of care has been closed due to weather or other public emergency.

ESSL - Family member includes an employee's:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis.
- Sibling, step sibling or foster sibling
- Biological, adoptive, or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child.
- Grandchild, foster grandchild, or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner

Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.

Up to one individual annually designated by the employee.

Advance Notice for use of Earned Sick and Safe Leave

If the need for sick and safe leave is foreseeable, the city requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practicable.

When an employee uses Earned Sick and Safe time for more than three consecutive days, the city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose. The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition.

In accordance with state law, the city will not require an employee using Earned Sick and Safe leave to find a replacement worker to cover the hours the employee will be absent.

The City must maintain the confidentiality of Earned Sick and Safe records, medical certifications, histories and documents information pertaining to domestic abuse, sexual assault or stalking, and any statement from the employee about the need for leave. Medical records will be maintained confidentially and apart from personnel files. Per the statute, employees may request the city to destroy or return records under Earned Sick and Safe Leave that are older than three years prior to the current calendar year.

Carry Over of Earned Sick and Safe Leave

Employees are eligible for carry over accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Leave carry over hours shall not exceed 80 hours.

ESSL Retaliation Prohibited

The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system the city may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

ESSL - Benefits and Return to Work Protections

During an employee's use of Earned Sick and Safe Leave, an employee will continue to receive the city's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

ESSL - Separation of Employment

Employees will not be paid for any accrued but unused sick and safe leave upon termination of employment. If an employee separates from employment and is rehired within 180 days, any earned and unused sick and safe leave that the employee had at the time of separation will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.

Effective January 1, 2024



DATE: 4-5-2024	REQUEST FOR COUNCIL ACTION
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Valerie Halter
SUBJECT:	Fixed Asset Policy
ISSUE/REQUEST/ BACKGROUND:	<p>During the audit this year, ABDO suggested that we raise our fixed asset limit to \$5,000 from \$1,000.</p> <p>I have updated our policy with the necessary changes.</p>
RECOMMENDATION:	Motion to adopt the updated Fixed Asset Policy.
FISCAL IMPACT:	

**CITY OF LAMBERTON
FIXED ASSET POLICY
GASB #34**

SECTION 1. PURPOSE

Subd. 1. The following procedures and guidelines are to account for the fixed assets of the City of Lambertton. This policy is for accounting purposes only and does not supersede any other policies, which address assessments.

SECTION 2. DEFINITIONS

Asset Life	This is the standard estimated useful life of an item. To be considered a fixed asset, an item must have a useful life greater than one (1) year.
Asset Value	This is the value of an item. The value will be based on the invoice plus additional costs of preparing the asset for use. To be considered a fixed asset, an item must have a value of greater than \$5,000.00
Buildings & Structures	A building or structure is a roofed and/or walled structure that is City owned. For example, a picnic pavilion would be considered a structure although it may have no walls.
Computers	A separate class of asset set up to specifically account for all computer equipment owned by the City. This category includes personal computers, printers, modems and any other computer related item.
Fire Arms	A weapon from which a shot is discharged using gunpowder. This category is used to account for all fire arms belonging to the Police Department.
Fixed Asset	An item obtained by the City with a value of greater than \$5,000.00 and an estimated useful life of greater than one (1) year.
Forfeited Property	Property seized by the Police Department that will be used by the City. The City policy on forfeited property should be followed.
Furniture & Fixtures	Assets that are used by people in any City facility that are considered furniture or fixtures. This category includes desks, chairs, credenzas, modular work stations, drinking fountains, etc.
Investing Source	Fund type originally payable for general fixed asset or

donation. Assets acquired before January 1, 2004 will not have a designated investing source.

Infrastructure	Permanent installations such as water mains and sewer mains.
Land	Any parcel of land that is City of Lambertton owned, whether developed or undeveloped.
Land Equipment	Grading, roads and parking lots on City owned property that will be capitalized.
Machinery & Equipment	Includes motorized and non-motorized equipment that has a primary function of the City of Lambertton street, park or utility maintenance. It includes items such as tractors, mowers, snow blowers, etc.
Office Equipment	An item used by employees to perform a mechanized task in an office environment. For example, typewriters, telephones and adding machines. However, cameras, VCR's, cellular phones, refrigerators, microwaves, etc. are also included in this category. This category does not include computer equipment as there is a separate distinct category for computer equipment.
Park Improvements	Improvements made to a City park that will be capitalized. This category would include items such as playground equipment, back stops, bleachers, flagpoles, etc.
Tools & Other Equipment	This category includes all small tools and equipment such as chain saws, battery chargers, post drives and so on. Vehicle equipment as defined below is excluded from this category.
Vehicles	Motorized vehicles owned by the City of Lambertton such as squad cars and trucks.
Vehicle Equipment	Equipment that is installed in/on a motor vehicle such as radios, wing plows, sanders, lighting packages, radar units and toolboxes.

SECTION 3. IDENTIFICATION TAGS

Subd. 1. Identification tags will be affixed to almost all assets currently owned and subsequently acquired. Land, sewer, storm sewer and water mains, lift stations, wells and towers will not be tagged. Shotguns in the Police Department will not be tagged. All other assets should be tagged.

Subd. 2. Upon receipt of an asset, the department head will request an asset number and identification tag from the Administration Department. Each department is responsible for affixing the tag in a conspicuous and readily accessible place.

Subd. 3. Assets under the capitalization amount will not be tagged unless they are items that are considered easily portable and there is a significant threat of theft.

SECTION 4. ACQUISITIONS AND RETIREMENTS

Subd. 1. When a department acquires a new asset, the Department Head is responsible for completing an "Asset Acquisition Form" and requesting an identification tag from the Administration Department.

Assets bought as a group (i.e. 50 chairs for the Council Chambers, etc.) with the intent of keeping them in the same location, will be treated as one (1) asset. They will be entered under one (1) identification number and the total cost will determine the capitalization value. If these assets are split at a later date, the same procedure for a new asset will apply.

Subd. 2. The "Asset Acquisition Form" Shall Contain the Following Information:

1. Description: The description should clearly describe the asset, keeping in mind that this description will be used to identify the asset in the future, without being too lengthy.
2. Expenditure Account: This is the expenditure account that the invoice for the asset was coded to.
3. Location: This is the intended location in which the asset will be stored.
4. Acquisition Code: This is the code which describes the funding source of the asset.
5. Activity Code: This is the code which describes which department purchased the assets.
6. Function Code: This is the code which describes the function of the department that owns the asset. Examples include general government, public safety, public works, etc.
7. Vendor: This is the name of the vendor from whom the asset was purchased.
8. Acquisition Date: This is the date the asset was acquired.
9. Manufacturer: This is the name of the manufacturer of the asset, if applicable.

10. Model Number: This is the model number assigned to the asset by the manufacturer, if applicable.
11. Serial Number: This the serial number assigned to the asset by the manufacturer, if applicable.
12. Invoice Number: This is the vendor's invoice number on the invoice of the asset.
13. Cost: This is the cost of the item. Cost will be based on the invoice plus additional cost of preparing the asset for use. Trade-in values will be used to reduce the carrying cost of the new asset.
14. Estimated Useful Life: This is the standard estimated useful life of the item based on the chart in Section 7.

Subd. 3. The "Asset Acquisition Form" should be signed by the Department Head.

Subd. 4. Administration should input "Asset Acquisition Form" information monthly.

Subd. 5. The Administration Department is responsible for recording completed construction projects in the completed year.

Subd. 6. When a department retires or transfers out an asset, the Department Head is responsible for completion of an "Asset Retirement/Transfer Form". Administration is to receive a copy.

Subd. 7. The fixed asset "Retirement/Transfer Form" shall include the following information:

1. Asset Number: This is the number that is assigned to the asset. There should be a tag on the asset with the number printed on it.
2. Asset Description: The description should be detailed and should include year, model, model number, color, make, type and other pertinent information relating to the asset.

3. Department: This line refers to the department retiring or otherwise changing the asset.
4. Date of Change: This is the date the change took place.
5. Type of Change: The Department Head should state whether the asset was sold, transferred, destroyed, or traded in.
6. If Sold, Amount of Sale: Amount received if asset was sold. A copy of the cash receipt should be attached in this case.
7. If Transferred, New Department: Department receiving the asset.
8. New Location: New location in which the asset will be stored or used.
9. If Traded In, Amount of Trade In: Amount of trade in allowance received if asset was traded in on a new item.
10. New Item: Description of new item that trade was applied towards.
11. If Destroyed, Insurance Compensation: Amount of compensation received from insurance, if the asset was destroyed as the result of an accident. A copy of the cash receipt should be attached in this case.
12. Description of Destruction: How the asset was destroyed, examples would include junked, totaled in accident, stolen.
13. The asset identification tag should be removed before selling, destroying or trading in an asset and should be placed on the "Retirement/Transfer Form".

Subd. 8. The asset "Retirement/Transfer Form" should be signed by the Department Head.

Subd. 9. Administration should input "Asset Retirement/Transfer Form" information monthly.

Subd. 10. An annual report will be provided, and a physical inventory taken of all fixed assets. The physical inventory will be a function of each department. Department Heads will be required to sign a form that the listing for their department has been verified and is complete and accurate.

SECTION 5. FIXED ASSET INVENTORY VALUATION AND CAPITALIZATION CRITERIA

Subd. A. It will be the responsibility of the Administration Department to value fixed assets based on generally accepted accounting principles.

- Subd. B. For fixed assets that are purchased, the cost will be based on the invoice plus additional costs of preparing the asset for use. Trade-in values will not be used to reduce the carrying cost of the new asset.
- Subd. C. Assets purchased under a lease or installment method should be valued at the discounted present value of total payments. Additional costs will include those necessary, so the asset is ready for use.
- Subd. D. For assets acquired by donation, cost will be fair value on date of gift and any costs of preparing assets for use.
- Subd. E. Property acquired under eminent domain will have a cost determined by the Court plus any additional attorney fees, costs associated with preparing land for intended use.
- Subd. F. The cost for assets acquired by forfeiture/seizure are based on the fair market value on date of forfeiture/seizure and additional cost associated with preparing the asset for intended use.
- Subd. G. For all fixed assets, the additional costs of preparing the asset for intended use includes, but is not limited to, the following:
1. Land: legal fees, appraisal and negotiation fees, surveying fees, site preparation costs, demolition of unwanted structures and damage payments;
 2. Buildings and Improvements: architect fees, legal fees, appraisers, costs of fixtures, damage claims, insurance premiums, interest and related construction costs;
 3. Machinery, Equipment and Furniture: transportation charges and installation costs;
 4. Motor Vehicles: transportation charges, painting and installation of additional equipment;
 5. Park Improvements: physical improvements to park land that are not removable or do not increase the value of the land will not be capitalized, including trails, parking areas, grading, aglimered surfaces, drainage pipes, etc. Removable, replaceable fixtures or buildings such as fencing, play equipment and picnic shelters will be capitalized.
- Subd. H. It will be the responsibility of the Department Head to inform the Administration Department of any additional cost associated with an asset.
- Subd. I. January 1, 2004 asset listings were compiled based on a physical inventory taken by the Administration and Department Heads, enterprise fixed assets listings were reconciled to audit work papers. Values were determined as follows:

1. If traceable to audit work papers, historical cost or for contributions, fair market value at the time received.
2. If not traceable to audit work papers:
 - a. Historical cost from City records
 - b. Land will be valued at County assessed value at January 1, 2004.

Subd. J. Assets acquired **April 8, 2024**, or earlier had a minimum valuation of \$1,000.00 to be considered a fixed asset.

SECTION 6. SALE OF ASSETS

Subd. A. No asset owned by the City shall be sold to an officer or employee of the City unless the sale conforms to Minnesota State Statute 15.054, as amended from time to time. Property, except real property, may be sold to an employee after reasonable public notice at a public auction or by sealed bid, if the employee is the highest bidder and is not directly involved in the auction sealed bid process.

SECTION 7. DEPRECIATION

Subd. A. Depreciation will be calculated using the straight-line method over the estimated useful life of assets. One half year depreciation will be taken for the year of acquisition and one-half year of depreciation will be taken in the year of disposition (unless the asset is fully depreciated). Standard estimated useful lives are as follows:

Lift Station	40 years
Sanitary Sewer Mains	30 years
Water Mains	30 years
Storm Sewer Mains	25 years
Sump Pump Lines	20 years
Buildings	10 years
Concrete Curb and Gutter	5 years
Sidewalks	5 years
Well and Pump houses	10 years
Water Meters	Not Depreciated
Office Equipment	50 years
Computer Equipment & Software	40 years
Vehicles	40 years
Machinery, equipment, radios, phones	40 years
Land	40 years



112 2nd Ave W • PO Box 356 • Lambertson, MN 56152
Phone: (507) 752-7601 • Fax: (507) 752-7117 • Website: <https://lambertsonmn.com>

City Clerk/EDA Report

- Met with Kathy Batalden-Smith
- Talked to property owners on possible childcare POD site.
- EDA/School Work Session
- Council Work Session
- Ordinance Work
- Regional Trails Meeting
- Regional DEED Zoom
- House Capital Investment Committee Testimony
- Municipal Dispensary Webinar
- Pool Prep

**CITY OF LAMBERTON
RESOLUTION 2024-05**

A Resolution Accepting Donations to the City of Lambertton

WHEREAS, the City of Lambertton, Minnesota is generally authorized to accept donations pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below with the terms and conditions to the City of Lambertton:

DONTAION #	NAME OF DONOR	TERMS,CONDITION OR USE	AMOUNT
POS82624	Lamberton Commercial Club	Christmas Decorations – Street Light Poles	800.00
LIB032224	Library Patron	Library	9.25

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LAMBERTON, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed and Adopted by the City Council this 8th day of April 2024.

CITY OF LAMBERTON, MINNESOTA

By: _____
Mayor

ATTEST:

By: _____
City Clerk



FINANCIAL REPORT
April 2024

NEW VENDORS

DeLaForest Consulting Lobbying Services St. Paul, MN

FINANCIALS

Claims for Approval:

	Start #	End#	Total
Checks	46489	46536	\$31,686.99
eChecks	1298e	1318e	\$16,231.79
Payroll	0502340	0502356	\$35,374.93
Claims Total			\$83,293.71

Voided Checks: 046457 – Invoice Paid by Credit Card; 0464479 – Wrong Vendor Chosen; 046491 – Wrong Vendor Chosen; 046537-046542 – Checks left in printer and printed on.

Approved: _____
Mayor

Date: _____

Approved: _____
Clerk

Date: _____



CITY OF LAMBERTON

*Check Detail Register©

Checks 46489-55555

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Checking					
46489	03/11/24	MN DEPARTMENT OF HEALTH			
	G 601-21002	Connection Fees Payable	\$959.00		QUARTERLY DRINKING WATER PROTECTION
		Total	\$959.00		
46490	03/11/24	LENNING, BARB			
	E 100-41960-103	PT Wages	\$71.25		PNP Election Judge 3-5-24
		Total	\$71.25		
46491	03/11/24	MN DEPARTMENT OF HEALTH			
	G 601-21002	Connection Fees Payable	\$959.00		BILLS 031124 DRINKING WATER PROTECTION
	G 601-21002	Connection Fees Payable	(\$959.00)		BILLS 031124 DRINKING WATER PROTECTION
		Total	\$0.00		
46492	03/11/24	OLIVIA NIELSEN			
	E 100-41960-103	PT Wages	\$101.25		PNP Election Judge 3-5-24
	E 100-41960-315	Travel Conference School	\$41.92		Training Miles to Rdwd
		Total	\$143.17		
46493	03/11/24	QUIRING, VICKI			
	E 100-41960-103	PT Wages	\$135.00		PNP Election Judge 3-5-24
		Total	\$135.00		
46494	03/11/24	RUNCK, ANITA			
	E 100-41960-103	PT Wages	\$75.00		PNP Election Judge 3-5-24
		Total	\$75.00		
46495	03/11/24	JULIE SENST			
	E 100-41960-103	PT Wages	\$82.50		PNP Election Judge 3-5-24
		Total	\$82.50		
46496	04/08/24	ABDO LLP			
	E 100-41530-305	Other Contractual Service	\$120.00	486728	BILLS 040824 ACCOUNTING
		Total	\$120.00		
46497	04/08/24	AMAZON CAPITAL SERVICES, INC.			
	E 211-45501-214	Library Books	\$380.35		BILLS 040824 BOOKS
	E 211-45501-216	DVD and Multimedia	\$231.06		BILLS 040824 DVDS
	E 211-45501-310	Reading Programs Fees	\$148.25		BILLS 040824 READING PROGRAM PRIZES
	E 100-42110-401	Rep & Maint-Bldg	\$654.99		BILLS 040824 DESK
		Total	\$1,414.65		
46498	04/08/24	BOLLIG, INC			
	E 100-41700-305	Other Contractual Service	\$1,162.50		BILLS 040824
		Total	\$1,162.50		
46499	04/08/24	CARDMEMBER SERVICE			
	E 100-42110-210	Operating Supplies & Post	\$3.69		BILLS ADOBE
	E 100-41425-210	Operating Supplies & Post	\$3.69		BILLS ADOBE
	E 100-42220-210	Operating Supplies & Post	\$3.69		BILLS ADOBE
	E 100-43120-210	Operating Supplies & Post	\$3.69		BILLS ADOBE



***Check Detail Register©**
Checks 46489-55555

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-45124-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 100-41110-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 100-45400-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 601-49400-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 602-49450-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 201-42153-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 603-49500-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 211-45501-210		Operating Supplies & Post	\$3.69		BILLS ADOBE
E 207-46501-210		Operating Supplies & Post	\$3.70		BILLS ADOBE
E 100-41940-381		Utilities	\$10.00		BILLS PREMIUM WATER
E 100-42110-210		Operating Supplies & Post	\$1.83		BILLS SR FAX
E 100-41425-210		Operating Supplies & Post	\$1.83		BILLS SR FAX
E 100-42220-210		Operating Supplies & Post	\$1.83		BILLS SR FAX
E 100-43120-210		Operating Supplies & Post	\$1.83		BILLS SR FAX
E 100-45124-210		Operating Supplies & Post	\$1.83		BILLS SR FAX
E 100-41110-210		Operating Supplies & Post	\$1.83		BILLS SR FAX
E 100-45400-210		Operating Supplies & Post	\$1.83		BILLS SR FAX
E 601-49400-210		Operating Supplies & Post	\$1.84		BILLS SR FAX
E 602-49450-210		Operating Supplies & Post	\$1.84		BILLS SR FAX
E 201-42153-210		Operating Supplies & Post	\$1.84		BILLS SR FAX
E 603-49500-210		Operating Supplies & Post	\$1.84		BILLS SR FAX
E 211-45501-210		Operating Supplies & Post	\$1.84		BILLS SR FAX
E 207-46501-210		Operating Supplies & Post	\$1.84		BILLS SR FAX
E 201-42153-210		Operating Supplies & Post	\$12.94		BILLS 040824
E 201-42153-210		Operating Supplies & Post	\$270.56		BILLS 040824 DEFIB PADS
E 201-42153-210		Operating Supplies & Post	\$84.92		BILLS 040824 OXYGEN REGULATORS
E 211-45501-210		Operating Supplies & Post	\$215.92		BILLS 040824 PRINTER INK
E 211-45501-210		Operating Supplies & Post	\$100.00		BILLS 040824 USPS BOX RENEWAL
E 601-49400-210		Operating Supplies & Post	\$5.80		BILLS 040824 POSTAGE WATER SAMPLES
E 100-45300-311		Other fees & Miscellaneou	\$530.98		BILLS 040824 CHRISTMAS LIGHTS
E 601-49400-315		Travel Conference School	\$36.09		BILLS 040824 WATER SCHOOL MEAL
E 601-49400-315		Travel Conference School	\$33.97		BILLS 040824 WATER SCHOOL MEAL
E 100-41425-315		Travel Conference School	\$571.05		BILLS 040824 WATER SCHOOL LODGING
E 100-41425-315		Travel Conference School	\$40.32		BILLS 040824 WATER SCHOOL MEAL
E 100-41425-315		Travel Conference School	\$24.03		BILLS 040824 WATER SCHOOL MEAL
E 601-49400-210		Operating Supplies & Post	\$61.46		BILLS 040824 POSTAGE WATER SAMPLES
E 100-42110-210		Operating Supplies & Post	\$13.81		BILLS 040824 ZOOM
E 100-41425-210		Operating Supplies & Post	\$13.84		BILLS 040824 ZOOM
E 100-42220-210		Operating Supplies & Post	\$13.81		BILLS 040824
E 100-43120-210		Operating Supplies & Post	\$13.81		BILLS 040824
E 100-45124-210		Operating Supplies & Post	\$13.81		BILLS 040824
E 100-41110-210		Operating Supplies & Post	\$13.81		BILLS 040824
E 100-45400-210		Operating Supplies & Post	\$13.81		BILLS 040824
E 601-49400-210		Operating Supplies & Post	\$13.81		BILLS 040824
E 602-49450-210		Operating Supplies & Post	\$13.81		BILLS 040824
E 201-42153-210		Operating Supplies & Post	\$13.81		BILLS 040824
E 603-49500-210		Operating Supplies & Post	\$13.81		BILLS 040824
E 211-45501-210		Operating Supplies & Post	\$13.81		BILLS 040824
E 207-46501-210		Operating Supplies & Post	\$13.81		BILLS 040824



CITY OF LAMBERTON

*Check Detail Register©

Checks 46489-55555

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-42110-210		Operating Supplies & Post	\$35.43		BILLS 040824 BADGE BAR
E 601-49400-315		Travel Conference School	\$571.05		BILLS 040824 WATER SCHOOL SANBORN LODGING
		Total	\$2,855.91		
46500	04/08/24	CENTER POINT LARGE PRINT			
E 211-45501-214		Library Books	\$46.74		BILLS 040824
		Total	\$46.74		
46501	04/08/24	CENTRACARE EMS			
E 201-42153-305		Other Contractual Service	\$200.00		BILLS 040824 LB
E 201-42153-305		Other Contractual Service	\$200.00		BILLS 040824 RN
		Total	\$400.00		
46502	04/08/24	COMPUTERS & BEYOND			
E 100-42110-210		Operating Supplies & Post	\$11.00		BILLS 040824 WORK WITH BANYON
E 100-41425-210		Operating Supplies & Post	\$11.00		BILLS 040824
E 100-42220-210		Operating Supplies & Post	\$11.00		BILLS 040824
E 100-43120-210		Operating Supplies & Post	\$11.00		BILLS 040824
E 100-45124-210		Operating Supplies & Post	\$11.00		BILLS 040824
E 100-41110-210		Operating Supplies & Post	\$11.00		BILLS 040824
E 100-45400-210		Operating Supplies & Post	\$11.00		BILLS 040824
E 601-49400-210		Operating Supplies & Post	\$11.00		BILLS 040824
E 602-49450-210		Operating Supplies & Post	\$11.00		BILLS 040824
E 201-42153-210		Operating Supplies & Post	\$11.00		BILLS 040824
E 603-49500-210		Operating Supplies & Post	\$11.00		BILLS 040824
E 211-45501-210		Operating Supplies & Post	\$11.00		BILLS 040824
E 207-46501-210		Operating Supplies & Post	\$11.10		BILLS 040824
E 100-41110-210		Operating Supplies & Post	\$7.20	23256	BILLS 040824 LYNN'S EMAIL
E 201-42153-210		Operating Supplies & Post	\$45.00	23363	BILLS 040824 WIPE AMBU TOUGHBOOK
		Total	\$195.30		
46503	04/08/24	DELAFOREST CONSULTING			
E 207-46501-305		Other Contractual Service	\$5,000.00	LA-2-2024	BILLS 040824 LEG & CONSULTING SERVICES
		Total	\$5,000.00		
46504	04/08/24	DESMET WELDERS & MACHINE CO			
E 100-43120-404		Rep & Maint-Equipment	\$330.26	4429	BILLS 040824 SNOWPLOW REPAIR
		Total	\$330.26		
46505	04/08/24	DISPLAY SALES			
E 100-45300-311		Other fees & Miscellaneou	\$571.25		BILLS 040824 CHRISTMAS LIGHTS
		Total	\$571.25		
46506	04/08/24	EXPERT BILLING, LLC			
E 201-42153-305		Other Contractual Service	\$142.50	12277	BILLS 040824 5 RUNS BILLED JAN
E 201-42153-305		Other Contractual Service	\$114.00	12297	BILLS 040824 4 RUNS BILLED FEB
		Total	\$256.50		
46507	04/08/24	FARMERS CO-OP OIL COMPANY			
E 201-42153-211		Motor Fuel & Lubricants	\$136.97		BILLS 040824



CITY OF LAMBERTON

*Check Detail Register©

Checks 46489-55555

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-42110-211		Motor Fuel & Lubricants	\$55.21		BILLS 040824
E 100-43120-211		Motor Fuel & Lubricants	\$1,073.50		BILLS 040824
		Total	\$1,265.68		
46508	04/08/24	FERGUSON WATERWORKS, INC #2516			
E 601-49400-510		Equip & Improvements	\$4,224.08	0485835	BILLS 040824 WATER METERS NEW SCHOOL
		Total	\$4,224.08		
46509	04/08/24	GALLS, LLC			
E 100-42110-210		Operating Supplies & Post	\$235.52	027337438	BILLS 040824 UNIFORM
E 100-42110-210		Operating Supplies & Post	\$66.38	027428514	BILLS 040824 UNIFORM
		Total	\$301.90		
46510	04/08/24	GLENS AUTO PARTS			
E 100-43120-210		Operating Supplies & Post	\$15.41	858949	BILLS 040824 PARTS
E 100-43120-210		Operating Supplies & Post	\$111.78	861365	BILLS 040824
		Total	\$127.19		
46511	04/08/24	GOPHER STATE ONE-CALL, INC.			
E 601-49400-305		Other Contractual Service	\$3.37	4030531	BILLS 040824
E 602-49450-305		Other Contractual Service	\$3.38	4030531	BILLS 040824
		Total	\$6.75		
46512	04/08/24	GRAMSTAD LUMBER COMPANY			
E 602-49450-210		Operating Supplies & Post	\$22.47		BILLS 040824 SAND
		Total	\$22.47		
46513	04/08/24	HALTER, VALERIE			
E 100-41960-315		Travel Conference School	\$125.76		BILLS 040824 ELECTIONS
E 100-41425-315		Travel Conference School	\$186.68		BILLS 040824 DAY AT THE HILL
		Total	\$312.44		
46514	04/08/24	HAWKINS, INC.			
E 601-49400-210		Operating Supplies & Post	\$40.00	6708945	BILLS 040824 CHLORINE CYLINDERS
		Total	\$40.00		
46515	04/08/24	HMS HEALTH LLC			
E 201-42153-404		Rep & Maint-Equipment	\$312.50	28935	BILLS 040824 ZOLL MAINTANANCE
		Total	\$312.50		
46516	04/08/24	HOMETOWN BILLING			
E 201-42153-305		Other Contractual Service	\$336.00		BILLS 040824 MARCH 12 PATIENTS
E 201-42153-305		Other Contractual Service	\$500.00		BILLS 040824 START UP FEE
		Total	\$836.00		
46517	04/08/24	JACK LARSON SEEDS			
E 100-45202-510		Equip & Improvements	\$5,235.00		BILLS 040824 SEED KU HAR
		Total	\$5,235.00		
46518	04/08/24	JOHN DEERE FINANCIAL			
E 100-45202-210		Operating Supplies & Post	\$58.53	12606134	BILLS 040824 MOWERS PARKS
E 100-45202-210		Operating Supplies & Post	\$43.04	12609579	BILLS 040824 MOWERS PARKS



CITY OF LAMBERTON

*Check Detail Register©
Checks 46489-55555

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-45202-210		Operating Supplies & Post	\$18.24	12611812	BILLS 040824 MOWERS PARKS
E 100-45202-210		Operating Supplies & Post	\$38.65	12611903	BILLS 040824 MOWERS PARKS
E 100-45202-210		Operating Supplies & Post	\$147.02	12616927	BILLS 040824 MOWERS PARKS
E 100-45202-210		Operating Supplies & Post	\$123.23	12634229	BILLS 040824 MOWERS PARKS
		Total	\$428.71		
46519	04/08/24	KIDS REFERENCE COMPANY, INC.			
E 211-45501-214		Library Books	\$268.25	KRC02-1299	BILLS 040824 BOOKS
		Total	\$268.25		
46520	04/08/24	LAMBERTON HANDI-MART			
E 601-49400-210		Operating Supplies & Post	\$2.59		BILLS 040824 ICE / SAMPLES
E 100-43120-211		Motor Fuel & Lubricants	\$270.05		BILLS 040824 GAS & DIESEL
		Total	\$272.64		
46521	04/08/24	LAMBERTON NEWS			
E 100-45124-340		Printing Publishing Adverti	\$130.00	32512	BILLS 040824 AD FOR POOL HELP
		Total	\$130.00		
46522	04/08/24	LEAGUE OF MINNESOTA CITIES			
E 100-42110-210		Operating Supplies & Post	\$85.67	401882	BILLS 040824 SAFETY GROUPS TRAINING
E 100-41425-210		Operating Supplies & Post	\$85.67	401882	BILLS 040824 SAFETY GROUPS TRAINING
E 100-42220-210		Operating Supplies & Post	\$85.67	401882	BILLS 040824 SAFETY GROUPS TRAINING
E 100-43120-210		Operating Supplies & Post	\$85.67	401882	BILLS 040824 SAFETY GROUPS TRAINING
E 100-45124-210		Operating Supplies & Post	\$85.67	401882	BILLS 040824 SAFETY GROUPS TRAINING
E 100-41110-210		Operating Supplies & Post	\$85.67	401882	BILLS 040824 SAFETY GROUPS TRAINING
E 100-45400-210		Operating Supplies & Post	\$85.67	401882	BILLS 040824 SAFETY GROUPS TRAINING
E 601-49400-210		Operating Supplies & Post	\$85.71	401882	BILLS 040824 SAFETY GROUPS TRAINING
E 602-49450-210		Operating Supplies & Post	\$85.67	401882	BILLS 040824 SAFETY GROUPS TRAINING
E 201-42153-210		Operating Supplies & Post	\$85.67	401882	BILLS 040824 SAFETY GROUPS TRAINING
E 603-49500-210		Operating Supplies & Post	\$85.67	401882	BILLS 040824 SAFETY GROUPS TRAINING
E 211-45501-210		Operating Supplies & Post	\$85.67	401882	BILLS 040824 SAFETY GROUPS TRAINING
E 207-46501-210		Operating Supplies & Post	\$85.67	401882	BILLS 040824 SAFETY GROUPS TRAINING
		Total	\$1,113.75		
46523	04/08/24	LG OF MN CITIES INS TRUST			
E 100-42220-361		Insurance: General Liabilit	\$31.33		BILLS 040824 CHANGES AT RENEWAL
E 100-45202-361		Insurance: General Liabilit	\$31.33		BILLS 040824 CHANGES AT RENEWAL
E 601-49400-361		Insurance: General Liabilit	\$31.34		BILLS 040824 CHANGES AT RENEWAL
		Total	\$94.00		
46524	04/08/24	LINDE GAS & EQUIPMENT, INC			
E 201-42153-210		Operating Supplies & Post	\$167.36	42088528	BILLS 04824 OXYGEN
		Total	\$167.36		
46525	04/08/24	MAYNARDS FOOD CENTER			
E 601-49400-210		Operating Supplies & Post	\$5.59		BILLS 040824
E 100-41940-210		Operating Supplies & Post	\$0.00		BILLS 040824
		Total	\$5.59		
46526	04/08/24	MN VALLEY TESTING LABS, INC			



CITY OF LAMBERTON

*Check Detail Register©

Checks 46489-55555

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-49450-210		Operating Supplies & Post	\$130.25	124375	BILLS 040824 WATER TESTING
		Total	\$130.25		
46527	04/08/24	OSLAND, STACY			
E 201-42153-315		Travel Conference School	\$25.00		BILLS 040824 EMT REFRESHER
		Total	\$25.00		
46528	04/08/24	PLUM CREEK LIBRARY SYSTEM			
E 211-45501-210		Operating Supplies & Post	\$108.88		BILLS 040824 LIBRARY CARDS(200)
		Total	\$108.88		
46529	04/08/24	RAMTHUN, STACEY			
E 100-41700-305		Other Contractual Service	\$40.00		BILLS 040824 REIMBURSE BLDG PERMIT
		Total	\$40.00		
46530	04/08/24	REDWOOD COUNTY SHERIFFS OFFICE			
E 100-42110-305		Other Contractual Service	\$67.50		BILLS 040824 PHNOEFACTOR LIC X2 USERS
		Total	\$67.50		
46531	04/08/24	RUNNINGS SUPPLY, INC.			
E 100-43120-210		Operating Supplies & Post	\$23.99	3366124	BILLS 040824 TOOLS
E 100-43120-210		Operating Supplies & Post	\$4.38	3368411	BILLS 040824 SHOP SUPPLIES
		Total	\$28.37		
46532	04/08/24	SOUTHWEST PEST LLC			
E 602-49450-210		Operating Supplies & Post	\$15.83	11628	BILLS 040824 QUARTERLY SERVICE
E 601-49400-210		Operating Supplies & Post	\$15.83	11628	BILLS 040824 QUARTERLY SERVICE
E 100-43120-210		Operating Supplies & Post	\$15.83	11628	BILLS 040824 QUARTERLY SERVICE
E 100-42220-210		Operating Supplies & Post	\$15.83	11628	BILLS 040824 QUARTERLY SERVICE
E 100-41940-210		Operating Supplies & Post	\$15.83	11628	BILLS 040824 QUARTERLY SERVICE
E 100-45202-210		Operating Supplies & Post	\$15.85	11628	BILLS 040824 QUARTERLY SERVICE
		Total	\$95.00		
46533	04/08/24	DEREK STEVENSON			
E 201-42153-315		Travel Conference School	\$25.00		BILLS 040824 EMT REFRESHER
		Total	\$25.00		
46534	04/08/24	SW DUST TREATMENT, INC.			
E 100-45202-305		Other Contractual Service	\$800.00		BILLS 040824 DUST CONTROL KU HAR
		Total	\$800.00		
46535	04/08/24	THEIN WELL COMPANY, INC.			
E 601-49400-305		Other Contractual Service	\$215.00	8852	BILLS 040824 ANNUAL INSPECT PUMP&WELL
		Total	\$215.00		
46536	04/08/24	WEST CENTRAL SANITATION, INC.			
E 603-49500-305		Other Contractual Service	\$1,168.65	13044471	BILLS 040824 FEB
		Total	\$1,168.65		
		10100	\$31,686.99		



CITY OF LAMBERTON

***Check Detail Register©**
Checks 46489-55555

Check # Check Date Vendor Name Amount Invoice Comment

Fund Summary

10100 Checking	
100 General Fund	\$14,372.83
201 Ambulance	\$2,688.76
207 EDA	\$5,116.12
211 Library	\$1,615.46
601 Water	\$6,321.22
602 Sewer	\$287.94
603 Garbage Collection	\$1,284.66
	<hr/>
	\$31,686.99

Valerie Halter, Clerk

Date

Lydell Sik, Mayor

Date



CITY OF LAMBERTON

*Check Detail Register©

Checks 1298-1318

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Checking					
1298 e	03/04/24	FIRST DATA MERCHANT SVCS LLC			
	E 100-45202-305	Other Contractual Service	\$14.99		030424 CC FEES
	E 100-45202-305	Other Contractual Service	\$45.40		030424 CC FEES
		Total	\$60.39		
1299 e	03/05/24	USABLE LIFE			
	G 100-21713	Health Insurance Withhold	\$31.40		EPAY 030524
		Total	\$31.40		
1300 e	03/06/24	REDWOOD ELECTRIC COOPERATIVE			
	E 201-42153-381	Utilities	\$38.00		FEBRUARY 2024- ELECTRIC SVC
	E 100-42110-381	Utilities	\$38.00		FEBRUARY 2024- ELECTRIC SVC
	E 100-45400-381	Utilities	\$74.00		FEBRUARY 2024- ELECTRIC SVC
	E 211-45501-381	Utilities	\$74.00		FEBRUARY 2024- ELECTRIC SVC
	E 100-43160-381	Utilities	\$892.00		FEBRUARY 2024- ELECTRIC SVC
	E 601-49400-381	Utilities	\$1,177.36		FEBRUARY 2024- ELECTRIC SVC
	E 602-49450-381	Utilities	\$104.09		FEBRUARY 2024- ELECTRIC SVC
	E 100-45202-381	Utilities	\$108.72		FEBRUARY 2024- ELECTRIC SVC
	E 100-43120-381	Utilities	\$32.94		FEBRUARY 2024- ELECTRIC SVC
	E 100-45124-381	Utilities	\$45.00		FEBRUARY 2024- ELECTRIC SVC
	E 100-42501-381	Utilities	\$66.00		FEBRUARY 2024- ELECTRIC SVC
	E 100-42220-381	Utilities	\$70.86		FEBRUARY 2024- ELECTRIC SVC
	E 100-41940-381	Utilities	\$70.86		FEBRUARY 2024- ELECTRIC SVC
		Total	\$2,791.83		
1301 e	03/11/24	EFTPS			
	E 100-41425-122	Employer FICA Contributi	\$0.15		2023 Q4 Payment
		Total	\$0.15		
1302 e	03/15/24	EFTPS			
	G 100-21701	Federal Withholding	\$780.39		3-15-24 PAYROLL DEDUCTION
	G 100-21703	FICA Withholding	\$1,229.14		3-15-24 PAYROLL DEDUCTION
	G 100-21704	Medicare Withholding	\$351.12		3-15-24 PAYROLL DEDUCTION
		Total	\$2,360.65		
1303 e	03/15/24	PERA			
	G 100-21705	PERA Coord Withholding	\$1,287.58		3-15-24 PAYROLL DEDUCTION
	G 100-21706	PERA Police Withholding	\$647.47		3-15-24 PAYROLL DEDUCTION
		Total	\$1,935.05		
1304 e	03/15/24	MN DEPARTMENT OF REVENUE			
	G 100-21702	State Withholding	\$476.00		3-15-24 PAYROLL DEDUCTION
		Total	\$476.00		
1305 e	03/11/24	REZPLOT SYSTEMS, LLC			
	E 100-45202-305	Other Contractual Service	\$100.00	29756	WEB PAYMENT FEES 031124 MONTHLY FEE
	E 100-45202-305	Other Contractual Service	\$10.70	29756	WEB PAYMENT FEES 031124 BOOKING FEE
		Total	\$110.70		
1306 e	03/11/24	MN ENERGY RESOURCES CORP.			



CITY OF LAMBERTON

*Check Detail Register©

Checks 1298-1318

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49400-381		Utilities	\$420.81		UTILITY PAYMENT: WATER
E 100-43120-381		Utilities	\$165.45		UTILITY PAYMENT:STREET
E 100-42220-381		Utilities	\$213.95		UTILITY PAYMENT:FIRE
E 100-41940-381		Utilities	\$213.95		UTILITY PAYMENT:CITY HALL
E 201-42153-381		Utilities	\$69.43		UTILITY PAYMENT: AMBULANCE
E 100-42110-381		Utilities	\$69.43		UTILITY PAYMENT:POLICE
E 100-45400-381		Utilities	\$93.43		UTILITY PAYMENT:COMM CENTER
E 211-45501-381		Utilities	\$93.44		UTILITY PAYMENT:.LIBRARY
E 100-45124-381		Utilities	\$64.18		UTILITY PAYMENT:POOL
Total			\$1,404.07		

1307 e 03/15/24 MN DEPARTMENT OF REVENUE

G 601-21000	Sales Taxes Payable	\$261.08	Sales Tax Payment FEB 24
G 601-21001	Local Sales Tax Payable	\$18.92	Sales Tax Payment FEB 24
G 603-21000	Sales Taxes Payable	\$173.80	Sales Tax Payment FEB 24
E 100-45124-445	Licenses & Taxes	\$0.00	Sales Tax Payment FEB 24
E 100-42110-445	Licenses & Taxes	\$7.45	Sales Tax Payment FEB 24
E 100-42220-445	Licenses & Taxes	\$73.74	Sales Tax Payment FEB 24
E 100-41425-445	Licenses & Taxes	\$1.03	Sales Tax Payment FEB 24
E 100-45202-445	Licenses & Taxes	\$11.06	Sales Tax Payment FEB 24
E 100-45400-445	Licenses & Taxes	\$4.43	Sales Tax Payment FEB 24
E 100-43120-445	Licenses & Taxes	\$0.00	Sales Tax Payment FEB 24
E 211-45501-445	Licenses & Taxes	\$2.18	Sales Tax Payment FEB 24
E 603-49500-445	Licenses & Taxes	\$7.20	Sales Tax Payment FEB 24
E 601-49400-445	Licenses & Taxes	(\$209.00)	Sales Tax Payment FEB 24
E 601-49400-445	Licenses & Taxes	\$0.11	Sales Tax Payment FEB 24
Total		\$352.00	

1308 e 03/18/24 AFLAC

G 100-21712	AFLAC Withholding	\$328.40	031824 PREMIUM
Total		\$328.40	

1309 e 03/15/24 FIRST SECURITY BANK

E 100-42110-210	Operating Supplies & Post	\$5.35	031524 BANK FEES
E 100-41425-210	Operating Supplies & Post	\$5.35	031524 BANK FEES
E 100-42220-210	Operating Supplies & Post	\$5.35	031524 BANK FEES
E 100-43120-210	Operating Supplies & Post	\$5.35	031524 BANK FEES
E 100-45124-210	Operating Supplies & Post	\$5.35	031524 BANK FEES
E 100-41110-210	Operating Supplies & Post	\$5.35	031524 BANK FEES
E 100-45400-210	Operating Supplies & Post	\$5.35	031524 BANK FEES
E 601-49400-210	Operating Supplies & Post	\$5.35	031524 BANK FEES
E 602-49450-210	Operating Supplies & Post	\$5.36	031524 BANK FEES
E 201-42153-210	Operating Supplies & Post	\$5.36	031524 BANK FEES
E 603-49500-210	Operating Supplies & Post	\$5.36	031524 BANK FEES
E 211-45501-210	Operating Supplies & Post	\$5.36	031524 BANK FEES
E 207-46501-210	Operating Supplies & Post	\$5.36	031524 BANK FEES
Total		\$69.60	

1310 e 03/20/24 BLUE CROSS BLUE SHIELD

G 100-21713	Health Insurance Withhold	\$1,122.70	032024BCBS
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*Check Detail Register©

Checks 1298-1318

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,122.70		
1311 e	03/25/24	CENTURYLINK			
E 201-42153-210		Operating Supplies & Post	\$8.57		032524- PHONE & INTERNET SVCS
E 100-42110-210		Operating Supplies & Post	\$8.57		032524- PHONE & INTERNET SVCS
E 100-41425-210		Operating Supplies & Post	\$39.00		032524- PHONE & INTERNET SVCS
E 100-42220-210		Operating Supplies & Post	\$8.57		032524- PHONE & INTERNET SVCS
E 601-49400-210		Operating Supplies & Post	\$8.57		032524- PHONE & INTERNET SVCS
E 602-49450-210		Operating Supplies & Post	\$8.57		032524- PHONE & INTERNET SVCS
E 100-43120-210		Operating Supplies & Post	\$8.57		032524- PHONE & INTERNET SVCS
E 207-46501-210		Operating Supplies & Post	\$8.57		032524- PHONE & INTERNET SVCS
E 603-49500-210		Operating Supplies & Post	\$8.57		032524- PHONE & INTERNET SVCS
E 211-45501-210		Operating Supplies & Post	\$72.57		032524- PHONE & INTERNET SVCS
E 100-45124-210		Operating Supplies & Post	\$69.81		032524- PHONE & INTERNET SVCS
E 100-45400-210		Operating Supplies & Post	\$8.57		032524- PHONE & INTERNET SVCS
E 617-49710-210		Operating Supplies & Post	\$8.57		032524- PHONE & INTERNET SVCS
E 100-41110-210		Operating Supplies & Post	\$8.58		032524- PHONE & INTERNET SVCS
Total			\$275.66		
1312 e	03/25/24	CITY OF LAMBERTON			
E 201-42153-381		Utilities	\$18.35		032524 Utility Bill
E 100-42110-381		Utilities	\$18.35		032524 Utility Bill
E 100-45400-381		Utilities	\$37.18		032524 Utility Bill
E 211-45501-381		Utilities	\$37.18		032524 Utility Bill
E 100-43160-381		Utilities	\$0.00		032524 Utility Bill
E 100-45124-381		Utilities	\$0.00		032524 Utility Bill
E 100-42220-381		Utilities	\$19.36		032524 Utility Bill
E 100-41940-381		Utilities	\$19.36		032524 Utility Bill
Total			\$149.78		
1313 e	03/29/24	EFTPS			
G 100-21701		Federal Withholding	\$683.67		PP 7 3-29-24 PAYROLL DEDUCTION
G 100-21703		FICA Withholding	\$1,230.98		PP 7 3-29-24 PAYROLL DEDUCTION
G 100-21704		Medicare Withholding	\$324.70		PP 7 3-29-24 PAYROLL DEDUCTION
Total			\$2,239.35		
1314 e	03/29/24	PERA			
G 100-21705		PERA Coord Withholding	\$1,267.09		PP 7 3-29-24 PAYROLL DEDUCTION
G 100-21706		PERA Police Withholding	\$374.23		PP 7 3-29-24 PAYROLL DEDUCTION
Total			\$1,641.32		
1315 e	03/29/24	MN DEPARTMENT OF REVENUE			
G 100-21702		State Withholding	\$429.00		PP 7 3-29-24 PAYROLL DEDUCTION
Total			\$429.00		
1316 e	03/27/24	VERIZON WIRELESS			
E 201-42153-210		Operating Supplies & Post	\$40.01		032724 WIRELESS
E 100-43120-210		Operating Supplies & Post	\$41.24		032724 WIRELESS
E 601-49400-210		Operating Supplies & Post	\$41.24		032724 WIRELESS
E 100-42110-210		Operating Supplies & Post	\$41.24		032724 WIRELESS



CITY OF LAMBERTON

***Check Detail Register©**

Checks 1298-1318

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-42110-210		Operating Supplies & Post		\$35.01	032724 WIRELESS
		Total		\$198.74	
1317 e	04/01/24	FIRST SECURITY BANK			
E 100-42110-210		Operating Supplies & Post		\$3.21	040124 SAFE DEP BOX BANK FEES
E 100-41425-210		Operating Supplies & Post		\$3.21	040124 SAFE DEP BOX BANK FEES
E 100-42220-210		Operating Supplies & Post		\$3.21	040124 SAFE DEP BOX BANK FEES
E 100-43120-210		Operating Supplies & Post		\$3.21	040124 SAFE DEP BOX BANK FEES
E 100-45124-210		Operating Supplies & Post		\$3.21	040124 SAFE DEP BOX BANK FEES
E 100-41110-210		Operating Supplies & Post		\$3.21	040124 SAFE DEP BOX BANK FEES
E 100-45400-210		Operating Supplies & Post		\$3.21	040124 SAFE DEP BOX BANK FEES
E 601-49400-210		Operating Supplies & Post		\$3.21	040124 SAFE DEP BOX BANK FEES
E 602-49450-210		Operating Supplies & Post		\$3.21	040124 SAFE DEP BOX BANK FEES
E 201-42153-210		Operating Supplies & Post		\$3.21	040124 SAFE DEP BOX BANK FEES
E 603-49500-210		Operating Supplies & Post		\$3.21	040124 SAFE DEP BOX BANK FEES
E 211-45501-210		Operating Supplies & Post		\$3.21	040124 SAFE DEP BOX BANK FEES
E 207-46501-210		Operating Supplies & Post		\$3.26	040124 SAFE DEP BOX BANK FEES
E 617-49710-210		Operating Supplies & Post		\$3.22	040124 SAFE DEP BOX BANK FEES
		Total		\$45.00	
1318 e	03/04/24	NUVEI			
E 601-49400-210		Operating Supplies & Post		\$70.00	FINES FOR CC COMPLIANCE
E 602-49450-210		Operating Supplies & Post		\$70.00	FINES FOR CC COMPLIANCE
E 617-49710-210		Operating Supplies & Post		\$70.00	FINES FOR CC COMPLIANCE
		Total		\$210.00	
		10100		\$16,231.79	

Fund Summary

10100 Checking

100 General Fund	\$13,474.92
201 Ambulance	\$182.93
207 EDA	\$17.19
211 Library	\$287.94
601 Water	\$1,797.65
602 Sewer	\$191.23
603 Garbage Collection	\$198.14
617 Storm Sewer	\$81.79
	\$16,231.79

Valerie Halter, Clerk

Date

Lydell Sik, Mayor

Date

CITY OF LAMBERTON

Check Register

Year	Pay Group	Pay Period	Check #	Employee #	Employee Name	Soc Sec #	Check Date	Check Amount	Check Gross
2024	01	5	0502340	000000007			3/1/2024	\$2,194.08	\$2,877.36
2024	01	5	0502341	000000008			3/1/2024	\$1,275.36	\$1,831.50
2024	01	5	0502344	000000019			3/1/2024	\$818.00	\$992.31
2024	01	5	0502345	000000025			3/1/2024	\$543.62	\$698.75
2024	01	5	0502343	000000012			3/1/2024	\$1,321.03	\$1,930.45
2024	01	5	0502346	000000026			3/1/2024	\$138.74	\$150.24
2024	01	5	0502342	000000010			3/1/2024	\$439.29	\$568.91
2024	01	5	0502347	000000027			3/1/2024	\$80.45	\$87.11
2024	01	5	0502339	000000004			3/1/2024	\$2,034.50	\$2,735.83
2024	01	6	0502349	000000007			3/15/2024	\$2,194.08	\$2,877.36
2024	01	6	0502350	000000008			3/15/2024	\$1,275.36	\$1,831.50
2024	01	6	0502353	000000019			3/15/2024	\$818.00	\$992.31
2024	01	6	0502354	000000025			3/15/2024	\$904.50	\$1,202.50
2024	01	6	0502352	000000012			3/15/2024	\$1,218.28	\$1,780.72
2024	01	6	0502355	000000026			3/15/2024	\$127.18	\$137.72
2024	01	6	0502351	000000010			3/15/2024	\$515.14	\$675.89
2024	01	6	0502348	000000004			3/15/2024	\$2,034.50	\$2,735.83
2024	01	7	0502357	000000007			3/29/2024	\$2,194.08	\$2,877.36
2024	01	7	0502358	000000008			3/29/2024	\$1,279.94	\$1,831.50
2024	01	7	0502361	000000019			3/29/2024	\$818.00	\$992.31
2024	01	7	0502362	000000025			3/29/2024	\$234.35	\$276.25
2024	01	7	0502360	000000012			3/29/2024	\$1,248.84	\$1,775.37
2024	01	7	0502363	000000026			3/29/2024	\$132.96	\$143.98
2024	01	7	0502359	000000010			3/29/2024	\$414.26	\$534.88
2024	01	7	0502364	000000027			3/29/2024	\$93.42	\$101.16
2024	01	7	0502356	000000004			3/29/2024	\$2,034.50	\$2,735.83
								\$26,382.46	\$35,374.93

Valerie Halter, Clerk

Date

Lydell Sik, Mayor

Date



March 26, 2024

Congratulations! We are pleased to inform you that your Safe Routes to School Planning Assistance grant application for City of Lamberton was selected for funding through the Minnesota Department of Transportation (MnDOT) 2024-25 solicitation.

We estimate the value of this award at ~\$19,000. As a reminder, these grant awards will be in the form of the planning assistance that will be provided by a MnDOT consultant beginning July, 2024.

The plans will be completed in partnership with your local Safe Routes to School team, which will be the point of contact for local input, information and creation of an implementation plan. This plan will identify both infrastructure needs and program to support children walking, biking and rolling for transportation or fun in your community.

Although the tasks and timeline may be subject to change, you can expect to be contacted by our consultant by July, 2024 and anticipate the planning process will take the full school year and conclude by June 2025.

MnDOT plans to issue a press release on these awards in the coming week or two, if you will be sharing within your community, please considering using the release as a part of your announcement. However, you are welcome to communicate with your partners or community as you'd like.

If you have any questions about the award, timeline or roles, please don't hesitate to contact me. Congratulations again on your success with the application, we look forward to supporting you in creating a more walkable and bikeable community.

Sincerely,

Kelly Corbin, Safe Routes to School Coordinator

From: [Corbin, Kelly \(She/Her/Hers\) \(DOT\)](#)
To: [Valerie Halter](#)
Cc: [Jason Walker](#)
Subject: SRTS Planning Assistance Grant award - Lambertton
Date: Tuesday, March 26, 2024 10:05:45 AM
Attachments: [image001.png](#)
[Lamberton SWRDC.pdf](#)

Valerie,

Congratulations! We are pleased to inform you that your Safe Routes to School Planning Assistance grant application for was selected for funding through the Minnesota Department of Transportation (MnDOT) 2024-25 solicitation.

As a reminder, these grant awards will be in the form of the planning assistance that will be provided by a MnDOT consultant beginning July, 2024. Although the tasks and timeline may be subject to change, you can expect to be contacted by our consultant by July, 2024 and anticipate the planning process will take the full school year and conclude by June 2025. The plans will be completed in partnership with your local Safe Routes to School team, which will be the point of contact for local input, information and creation of an implementation plan. This plan will identify both infrastructure needs and program to support children walking, biking and rolling for transportation or fun in your community. No further action is required of you at this time.

MnDOT plans to issue a press release on these awards in April, please considering using the release as a part of your announcement. However, you are welcome to communicate with your partners or community as you'd like.

Congratulations again on your success with the application, we look forward to supporting you in creating a more walkable and bikeable community.

If you have any questions about the award, timeline or roles, please don't hesitate to contact me.

Sincerely,

Kelly Corbin

Safe Routes to School Coordinator
MnDOT Office of Transit & Active Transportation

