

**LAMBERTON CITY COUNCIL  
SPECIAL MEETING MINUTES • CITY HALL  
January 6, 2023 • 5:00 P.M.**

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

- Meeting called to order at 5:00 PM January 6, 2023.
- Present: Mayor L. Sik, L. Bittner, D. Knutson, D. Irlbeck, T. Beermann
- Staff in Attendance: V. Halter
- Others in Attendance: Joshua Walker
- A. Oath of Offices were recited and signed for:
  - 1. Lydell Sik, Mayor
  - 2. David Irlbeck & Leah Bittner, Council people
- B. Additions/Deletions to Agenda

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

**2. GENERAL BUSINESS**

- A. Joshua Walker Interview
  - Interview was conducted.
- B. Police Department Discussion
  - Discussion was held.

**3. NEXT MEETING DATE**

- A. January 9, 2023 at 6:30 PM

**4. ADJOURNMENT**

***Motion/Second/Pass (Beermann/Irlbeck/unanimous 5/0) to adjourn the meeting at 6:30 PM.***

Respectfully Submitted,



Valerie Halter  
Clerk



Lydell Sik  
Mayor

**LAMBERTON CITY COUNCIL  
REGULAR MEETING MINUTES • CITY HALL  
January 9, 2023 • 6:30 P.M.**

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

- Meeting called to order at 6:30 PM January 9, 2023.
- Present: Mayor L. Sik, L Bittner, D. Knutson, D. Irlbeck
- Absent: T. Beermann
- Staff in Attendance: V. Halter, J. Thram
- Others in Attendance: Bruce Hanson
- A. Additions/Deletions to Agenda
  - RCA – Ambulance Contract with Wabasso
  - RCA – Police Chief
  - Carbon Capture Education Meeting Invite to Council Communications
  - Police Report added to packet.

***Motion/Second/Pass (Irlbeck/Bittner/unanimous 4/0) to approve the agenda as amended.***

**2. CONSENT AGENDA**

- A. Approval of Minutes (can all be done in one motion)
  - 12-12-2022 – Regular City Council

***Motion/Second/Pass (Knutson/Irlbeck/unanimous 4/0) to approve the minutes as listed.***

**3. GENERAL BUSINESS**

- A. Hanson Communications – Bruce Hanson
  - Bruce Hanson was present to talk about Hanson Communications and their project to install fiber to the homes of Lamberton. They have applied for grants in the past and this year they were awarded funding to install fiber in the city of Lamberton. The plan is to install fiber drop to each home/business in Lamberton. This would be at no cost to the property owner. June is the intended start time. They have the materials needed to begin construction. Speeds of 1gig up and down will be offered. They will be tearing down all their overhead coax cable tv lines. They will be able to offer both internet and cable tv through the fiber drop installed. Estimated cost of the project is \$2.3 million with the state providing about \$1 million. Their system will be redundant with Nuvera and Arvig. Each property owner has the choice to have the fiber drop installed. Property owners can have the fiber drop installed even if the property owner does not intend to sign up for any services through Hanson. Depths of the drops is 18-24 inches. Main lines are 30-36 inches deep. There will not be an installation charge for services into the home. Basic service starts at \$49.95/month. When they are getting ready to start fiber drop installations, they will be coming door to door to get permission. Hanson is a family business with 70 years of experience.
- B. Petitions, Request, Communications
  - Citizen Complaints & Concerns
    - a. Barking Dog – complaint was given to the police when it was received.
  - Zoning Permits/Variance Requests - None
  - Request for Council Action
    - a. RCA – 2023 Official Meeting Dates
      - A schedule of meeting dates was given to council. EDA start times are 5:15 PM.***Motion/Second/Pass (Irlbeck/Knutson/unanimous 4/0) to accept the meeting dates and times as amended.***
    - b. RCA – Mayor & Council Appointments
      - Bittner filled in the seats vacated by Senst. Discussion was held on Planning Commission. The EDA board will also serve as the Planning Commission as well. They will need to have separate meetings, agendas, and minutes. The Board of Adjustment was briefly discussed. More information is needed on that before the council will make a decision.***Motion/Second/Pass (Knutson/Irlbeck/unanimous 4/0) to accept the Mayor & Council Appointments as amended.***
    - c. RCA – Use of Polling Pads

- The City of Lambertton uses polling pads to conduct elections. The current polling pads need to be upgraded. Redwood County has agreed to pay for the upgrade, but it is up to each council/board to decide to use them or not.

***Motion/Second/Pass (Bittner/Irlbeck/unanimous 4/0) to continue using the polling pads for elections.***

- d. RCA – Personnel Policy Language Change for Insurance Opt Out
  - Language needs to be added to the Personnel Policy regarding the Insurance Opt Out offering. Halter made the suggested changes by attorney Novak.

***Motion/Second/Pass (Bittner/Sik/unanimous 4/0) to add the Insurance Opt Out language to the personnel policy as given.***

- e. RCA – Ambulance Contract with Wabasso
  - Contract between the Wabasso Ambulance service and the City of Lambertton to provide Ambulance coverage during the day when Lambertton is unable to cover.

***Motion/Second/Pass (Irlbeck/Knutson/unanimous 4/0) to accept the Ambulance Service Agreement with Wabasso Ambulance Service.***

- f. RCA – Police Chief
  - The candidate that was interviewed 1/6/2023, Joshua Walker responded to the questions the council had about his schedule. Halter put together what the cost will be for full and part-time options. Halter reached out to the Sheriff's office and asked about conducting a background check. Discussion held. Starting wage discussed.

***Motion/Second/Pass (Knutson/Bittner/unanimous 4/0) to extend an offer to Joshua Walker for the part-time position starting at Grade 8 Step 3 of \$27.69/hour pending acceptable background check and psych evaluation.***

#### **4. PUBLIC MEETING - Regarding Annexation will be held at 7:00PM. Regular meeting will break for this.**

##### **A. Mayor Sik announced Public Meeting regarding the annexation of the two properties.**

- Mayor Sik called the meeting to order at 7:00 PM.
- Bruce Hanson of Fort Randal Communications was present.
- Brief discussion held. No questions from the public.
- Public Meeting Closed at 7:04 PM.

##### **B. Department Reports**

- Library – No report submitted/given.
- Ambulance Department - Report enclosed in board packet.

***Motion/Second/Pass (Irlbeck/Bittner/unanimous 4/0) to accept the Ambulance report as given.***

- Police Department – Written report handed out.

***Motion/Second/Pass (Knutson/Bittner/unanimous 4/0) to accept the Police report.***

- Maintenance Department

a. The speed of plowing in the alleys was discussed. They need to go fast to get throw the snow back – to try and keep the streets and alleys wide.

b. The new tractor under lease (\$1,500 for all 10 months) is working well. It has made jobs go faster and more efficiently.

***Motion/Second/Pass (Irlbeck/Knutson/unanimous 4/0) to accept the Maintenance report as given***

- Administration/EDA Department - Report enclosed in board packet.

a. Halter received a call from Bollig regarding the lead water line information we will be collecting from people. Bollig wanted to know if the council would be willing to offer an incentive to return the survey/information. If we do not receive the information someone will have to go to each house and get the information. The more information collected the better. Because of all the Infrastructure money passed by the federal government, this data is being collected for possible funding to be able to replace the pipes needed. The council discussed and didn't feel an incentive is needed.

***Motion/Second/Pass (Knutson/Bittner/unanimous 4/0) to accept the Administration/EDA report as given.***

- Fire Department

- a. Tom Neperman updated the council on the AFG grant that is being applied for. The grant has 11 area fire/ambulance departments included to upgrade the radios. The grant is in the process of being written and submitted. The total grant is around \$900,000. Lambertton will be the fiscal host. Lambertton paid for the grant writing and each department will reimburse Lambertton.
- b. Neperman informed the board he is working on stepping down as chief but will stay on while finding his replacement and training. Understanding that his replacement will have to be interviewed by the council and hired through that process.

***Motion/Second/Pass (Knutson/Bittner/unanimous 4/0) to accept the Fire report as given.***

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

- 2023-01 – Resolution to Accept Grant Navigation Dollars from the LMC
- 2023-02 – Resolution Adopting Restrictive Covenants
- 2023-03 – Resolution Accepting Donations

***Motion/Second/Pass (Irlbeck/Knutson/unanimous 4/0) to accept Resolution 2023-01, 2023-02, 2023-03 resolutions as presented.***

D. Financial Report & Approval of Claims

***Motion/Second/Pass (Irlbeck/Bittner/unanimous 4/0) to accept the Financial Report & Approval of Claims as given.***

**5. MAYOR & COUNCIL REPORTS & COMMUNICATIONS**

A. Information for Council

- The council was given the 2023 Employee Roster & Contact Information, the UCAP Summary.
- Council Member needed Wednesday, January 11<sup>th</sup> to have a brief discussion with the Auditors – Mayor Sik volunteered to come in.
- The group that want to educate reasons not to have the carbon capture pipeline have invited the council to attend the meeting they are having Monday, January 23<sup>rd</sup> at the legion.
- Bittner requested the council look at the sidewalk ordinances and enforcing getting them cleared for kids to walk on to get to school safely. Discussion was held.

**6. NEXT MEETING DATE**

A. February 13, 2023 at 6:30 PM

**7. ADJOURNMENT**

***Motion/Second/Pass (Irlbeck/Knutson/unanimous 4/0) to adjourn the meeting at 8:00 PM.***

Respectfully Submitted,



Valerie Halter  
Clerk



Lydell Sik  
Mayor

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

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

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

**A. Additions/Deletions to Agenda**

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

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

**2. CONSENT AGENDA**

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

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

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

**3. GENERAL BUSINESS**

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

2023-04 Resolution for Legislative Funding

2023-10 Resolution for USDA Rural Development Application and Funding

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

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

2023-05 Resolution Approving Lead Service Inventory Work

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

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

C. Petitions, Request, Communications

1. Citizen Complaints & Concerns

a. Employee Complaint - Confidential

2. Zoning Permits/Variance Requests - None

3. Request for Council Action

- a. RCA – Blight Houses – there are three houses that were tagged as nuisance properties that need to be demolished. The owner of two of the houses had hired L&S Construction to do the work. Halter called L&S for an update. When L&S called the owner to set up a date to the work, he was told they had to clean them out yet. Halter has left a message for the owner and has not gotten a response. The third house located on Juniper; Halter has never gotten a response from the owner. Halter is looking for council. Matt Novak reviewed the different processes the City can take to have the house demolished. There is a civil process, a criminal process and eminent domain. Discussion was held. Mayor Sik would like there to be communication from the owners. Novak recommended a hand in hand violation and civil remediation plan so that there is weight on that deadline to respond. The first notice will have the violation as of a determined date. If nothing is done the citation is issued. They would then have to show up at court. If they do not show up at court, there is a warrant issued. Halter will issue notices to the owners.
- b. RCA – Officially Hire Part-Time Police Chief Joshua Walker – Novak stated the full background check came back with nothing to report. His current employer would hire him again and are aware he will be doing both positions. Discussion was held.  
***Motion/Second/Pass (Irlbeck/Knutson/unanimous 5/0) to hire Joshua Walker as Part-Time Police Chief at \$27.69/hour.***
- c. RCA – Maintenance Worker Job Description – Changes were made to the Maintenance Worker job description. There are three Maintenance Worker levels, changes made so the pay grade or level is based on the licenses held. Also added is a clause stating you must live within a reasonable distance of Lamberton.  
***Motion/Second/Pass (Bittner/Beermann/unanimous 5/0) to accept the Maintenance Worker Job Description.***
- d. RCA – Assistant Clerk Job Description – This was a job description that has not been used in the past. Changes were made to it. It was made to be a part-time position at pay grade 5.  
***Motion/Second/Pass (Irlbeck/Knutson/unanimous 5/0) to accept the Assistant Clerk job Description.***
- e. RCA – Open Maintenance Worker Position - Transition Plan for Open Position – The HR Committee met and discussed the positions needed by the City. It was determined that we need to replace the one full-time position in the Maintenance Department and to make a part-time 20 hour a week Assistant Clerk position in the office. The City needs to have a transition plan to work towards filling the positions and transition the office position. Open position(s) to advertise for will be dependent on the decision made by current employee.  
***Motion/Second/Pass (Bittner/Beermann/unanimous 5/0) to approve the RCA for the Transitional Plan and Advertising for open position after February 2023.***

D. Department Reports

1. Library – Report submitted.

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

2. Ambulance Department – Report submitted.

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

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

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

4. Police Department – Report submitted.

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

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

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

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

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

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

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

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

F. Financial Report & Approval of Claims

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

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

4. MAYOR & COUNCIL REPORTS & COMMUNICATIONS

A. Information for Council

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

5. NEXT MEETING DATE

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

6. ADJOURNMENT

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

Respectfully Submitted,



Valerie Halter  
Clerk



Lyden Sik  
Mayor





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

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

- Meeting called to order at 6:30 PM March 13, 2023
- Present: Mayor L. Sik, D. Knutson, D. Irlbeck, T. Beermann, L. Bittner (arrived after meeting started)
- Staff in Attendance: V. Halter, J. Thram
- Others in Attendance: Scott Kuhlman, Bollig; Bryce Pack, Perry Snyder
- A. Additions/Deletions to Agenda
  - Add to RCA – Accept Employee Resignation & Advertise for Positions – Adding Ambulance Director
  - Add RCA – Accept Resignation of Part-Time Police Officer
  - Add Information for Council – Police Squad and Body Camera Information
  - Add Information for Council – Chief Walker's Schedule

***Motion/Second/Pass (Irlbeck/Beermann/unanimous 4/0) to approve the agenda as amended.***

**2. CONSENT AGENDA**

- A. Approval of Minutes
  - 1. 2-13-2023 – Regular City Council Meeting

***Motion/Second/Pass (Knutson/Beermann/unanimous 4/0) to approve the minutes as listed.***

**3. GENERAL BUSINESS**

- A. Bollig Engineering
  - 1. Scott Kuhlman will be present to discuss the Industrial Park & Grove Street
    - Kuhlman updated the council on the Industrial Park and Grove Street. They are working on three funding sources USDA Rural Development, MN Legislation (Torkelson HF2654 & Dahms SF2637 have introduced bills), and Congressional Direct Spending (to both Klobuchar and Smith).
    - SHIPO (State Historical) has asked that an archaeology study be done. Kuhlman provide three proposals and recommended Nienow Cultural Consultants.
    - Kuhlman presented the maps of the Industrial Park plat.
    - Kuhlman presented Task Order #4 for approval. This would be for the final design of the Industrial Park & Grove Street project. This would put Lamberton in the position to move to construction quicker when the funding options have been secured. Construction would likely be in 2024 but could be Fall of 2023. This amount would be considered towards the city's portion of matching funding.

***Motion/Second/Pass (Irlbeck/Bittner/unanimous 5/0) to approve Nienow Cultural Consultants to do the archaeology study and approve Task Study #4 to complete the final design of the Industrial Park and the Grove Street project.***

- Kuhlman updated the council on the Lead Service Line project and funding with DHS.

**B. Petitions, Request, Communications**

- 1. Citizen Complaints & Concerns
  - a. Bryce Pack was present to ask when his front lawn will be repaired. Halter had spoken to the engineers. Pack stated he will not wait all summer for the repair. Bryce requested a deadline. Mayor Sik explained that we cannot give a date.
  - b. Dog Complaint – Given to the Police Department.
  - c. Park – Tree Complaint / Business Complaint – Thram explained that Emerald Ash Borer disease is in the Ash trees in town. You will not see the canopy loss for 3-5 years after the tree has ben infected. All Ash trees are affected by the EAB and the fatality rate of the Ash Trees is 99.9%.
- 2. Zoning Permits/Variance Requests –
  - a. 2023-01 – Brian Keairnes – Dog Kennel

***Motion/Second/Pass (Irlbeck/Knutson/unanimous 5/0) to approve Building Permit 2023-01 to Brian Keairnes for a dog kennel.***

- b. 2023-02 – Red Rock Central – New School Campus

***Motion/Second/Pass (Irlbeck/Bittner/unanimous 5/0) to approve Building Permit 2023-02 to Red Rock Central for the building of the new school campus.***

**3. Request for Council Action**

- a. RCA – Library Board Request

***Motion/Second/Pass (Bittner/Beermann/unanimous 5/0) to approve Jodie Geske to the Library Board.***

- b. RCA – SRDC Redwood County Municipalities Representative Vacancy – Halter urged if any of the elected officials could be on this board it would be beneficial to Lamberton. The meeting times does not work for most.

**No action taken.**

- c. RCA – Accept Employee Resignation & Advertise for Positions

- Nick Anderson has submitted his resignation from the City of Lamberton and as the Ambulance Director as of March 21, 2023.

**Motion/Second/Pass (Irlbeck/Bittner/unanimous 5/0) to accept the resignation of Nick Anderson from the City of Lamberton and as Ambulance Director; and to approve advertising for a Maintenance Worker position and the Ambulance Director position.**

- d. RCA – Accept Resignation of Part-Time Police officer Kyle Hubert effective immediately.

**Motion/Second/Pass (Irlbeck/Beermann/unanimous 5/0) to accept the resignation of Kyle Hubert a part-time police officer and to approve advertising for part-time police officers.**

- Mayor Sik thanked both Nick Anderson and Kyle Hubert for their services.

- e. RCA – Lawnmower Upgrade Payment Request – Halter explained the lawn mower was ordered because it was a planned upgrade. Now that the snow plow needs to be replaced, Thram/Halter would like to change how it is being paid for. Thram/Halter are requesting the funds come from the Capital Improvement funds.

**Motion/Second/Pass (Bittner/Knutson/unanimous 5/0) to approve purchase the lawn mower using Capital Improvement funds.**

- f. RCA – Snow-Plow Upgrade Request – Thram explained we use the plow truck in every department year round for snow removal, hauling dirt, branches and whatever else is needed. The current trucks are 29 & 35 years old and it is getting increasingly difficult to get parts.

**Motion/Second/Pass (Knutson/Bittner/unanimous 5/0) to approve purchase the 2010 Freightliner Plow Truck using Capital Improvement funds and a portion of the 2023 Street Department Equipment budget.**

- g. RCA – Skid Steer Upgrade Request – Thram explained that the current bobcat is out of warranty and he had wanted to upgrade, but the plow trucks went down and he no longer thought it was an option. C&B John Deere in Tracy will offer the City three years interest free with trade to purchase the skid steer now. It is a bigger machine with tracks. Thram explained he will use a portion of his annual equipment budget the next three years to pay for it. Discussion was held about the condition of the tractor.

**Motion/Second/Pass (Knutson/Irlbeck/unanimous 5/0) to approve purchase the 2023 JD3256 Skid Steer using a portion of the Street Department Equipment budget over the next three years.**

C. Department Reports

1. Library – no report submitted.
2. Ambulance Department – report submitted to the council.

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

3. Fire Department – no report submitted.
4. Police Department – report submitted to the council.

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

5. Maintenance Department

6. Thram will address the park as soon as he can where all the trees were removed, remove stumps, and fill in holes. Thram just wanted to let the council know that his busy time is coming up. It may take longer for things to get done. His priority is the water and sewer, then the parks, and lastly the pool. Bittner asked what needs to be repaired at the pool. Thram explained there are broken pipes in the deep that need to be repaired. Much of his work is dependent on the weather.

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

7. Administration/EDA Department a report was submitted to the council. Halter updated the council on attending the Day at the Hill last week. Halter met with Representative Torkelson and Senator Dahms about issues facing the area including ambulance service and the Homestead Exclusion portion of the property taxes. Bittner asked for an update on the Ambulance meeting in Wabasso. Halter explained the meeting was with the Wabasso Ambulance, Redwood Sheriff, Wabasso Care Center owner and administrator, Matt Novak City Attorney for both Wabasso and Lamberton and the City Clerks. The meeting talked about the amount of calls the Wabasso Ambulance is getting that are non-emergent calls. It brought light to the issue of not have on-call medivans to cover this need and the fact that when an ambulance is used for these calls – if an emergency call comes – they are out of service to cover it and are dependent on another service. Wabasso is averaging 1.2 calls a day. Wabasso is still covering Lamberton during the day. Lamberton really needs to find a way to get the days covered.

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

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

1. 2023-10 – Resolution to Transfer CIP Funds to General Account
2. 2023-11 – Resolution for Loan to Purchase Equipment – Skid Steer
3. 2023-12 – Resolution to Purchase Equipment – Plow Truck

***Motion/Second/Pass (Bittner/Beermann/unanimous 5/0) to accept Resolutions 2023-010, 2023-11 and 2023-12.***

E. Financial Report & Approval of Claims

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

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

4. **MAYOR & COUNCIL REPORTS & COMMUNICATIONS**

A. Information for Council

1. Capital Improvement (CIP) Balances – Halter answered questions from the council.
2. UCAP Summary reviewed by council.
3. Police Squad Camera and Body Camera Information – Chief Walker just wanted to give the information. He will be reaching out to larger agencies to see if there are some used options out there.
4. Chief Walker Schedule – for council information.

5. **NEXT MEETING DATE**

- A. April 10, 2023 at 6:30 PM

6. **ADJOURNMENT**

***Motion/Second/Pass (Irlbeck/Beermann/unanimous 5/0) to adjourn the meeting at 7:55 PM.***

Respectfully Submitted,



Valerie Halter

Clerk



Lydell Sik

Mayor

**LAMBERTON CITY COUNCIL  
SPECIAL COUNCIL MEETING MINUTES  
March 31, 2023 • 4:00 P.M. • City Hall**

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

- Meeting called to order at 4:00 PM March 31, 2023.
- Present: Mayor D. Irlbeck, D. Knutson, T. Beerman
- Staff in Attendance: V. Halter
- Others in Attendance: Tim Birkemeyer, Colby Davis

**2. GENERAL BUSINESS**

- A. Conduct Interviews for Ambulance Director  
Conducted interviews of the two candidates.
- B. Discussion held about the interviews.  
Appointment of the Ambulance will be done at the regular council meeting on Monday, April 10, 2023.

**3. NEXT MEETING DATE**

- A. April 10, 2023 at 6:30 PM.

**4. ADJOURNMENT**

***Motion/Second/Pass (Knutson/Irlbeck/unanimous 4/0) to adjourn the meeting at 6:00PM.***

Respectfully Submitted,



Valerie Halter  
Clerk



Lydell Sik  
Mayor

**LAMBERTON CITY COUNCIL  
REGULAR MEETING MINUTES  
April 10, 2023 • 6:30 P.M.**

---

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

- Meeting called to order at 6:30 PM April 10, 2023.
  - Present: Mayor L. Sik, D. Knutson, D. Irlbeck, T. Beermann, L Bittner
  - Staff in Attendance: V. Halter, J. Thram, T. Neperman
  - Others in Attendance: Scott Kuhlman, Bollig; Mindy Bittner, Marchelle Walz, Nick Anderson
- A. Additions/Deletions to Agenda
- Add Resolution 2023-15 – Resolution to Accept Resignation and Declare Vacancy
  - For Council Information #5 – Maynard's Email
  - For Council Information #6 – Water Sewer Request

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

**2. CONSENT AGENDA**

A. Approval of Minutes

1. 3-13-2023 – Regular City Council Meeting

***Motion/Second/Pass (Bittner/Knutson/unanimous 5/0) to approve the 3-13-2023 Regular Council Meeting Minutes.***

**3. GENERAL BUSINESS**

A. Bollig Engineering

Scott Kuhlman will be present to discuss the Industrial Park & Grove Street Updates. Archeologist will be doing some limited field exploration. Waiting for bonding decisions from the state. Industrial Park – they will be looking for a name for the street(s). Utility design is in progress and there are points to go over with Justin. Geo-technical proposals presented. American Engineer Testing (AET) were the lowest bidder.

***Motion/Second/Pass (Bittner/Irlbeck/unanimous 5/0) to accept the geo-technical proposal from American Engineering Testing for design and construction.***

B. Petitions, Request, Communications

1. Citizen Complaints & Concerns

- a. Nick Anderson was present to ask if the council has a plan for not only this year but long-term for the swimming pool. Anderson stated that the pool has cost the tax-payers for quite a few years and we keep put more money into than its worth. The fixes are band aids on band aids. Anderson requested the city look into it. Sik stated the City does not have a plan at this time. Anderson stated the pool costs the taxpayers \$60,000-\$100,000 each year.
- b. House Complaint – The house in the complaint is Mayor Sik's house. Sik stated there are no ordinance violations on the house and if there are, they are taken care of.
- c. Main Street Sidewalks not being shoveled. Chief Walker has talked to homeowners.
- d. Trailer on Street – Trailer has been moved.

2. Zoning Permits/Variance Requests –

- a. 2023-03 – Phillip Davis – 315 S Main Street – Garage Addition
  - Variance was granted in 2021 – supporting documents attached

***Motion/Second/Pass (Knutson/Irlbeck/unanimous 5/0) to approve building application 2023-03 for Phillip Davis garage addition.***

3. Request for Council Action

- a. RCA – Plum Creek Soccer Practice 3<sup>rd</sup> & Fir Lot – The soccer teams are looking for places to practice since the fields are off limits due to school construction. Southside Addition isn't an option because of the type of grass used. The council did not see an issue with it.

***Motion/Second/Pass (Irlbeck/Bittner/unanimous 5/0) to approve Plum Creek Soccer League to use City property for practices.***

- b. RCA – Clean Up Day May 13, 2023 – Hours will be 8:00-11:00AM with the same prices as last year. The City will provide one garbage truck and Ron's Recycling will be there.

***Motion/Second/Pass (Bittner/Knutson /unanimous 5/0) to approve City Wide Clean Up Day on May 13 2023 using the same pricing as last year.***

- c. RCA – Bill Schaffran and Racoons – Mayor Sik explained Bill called telling him he had racoons that he wanted to be paid for trapping on his property in town. Discussion was held on hiring someone to catch wildlife and if they catch cats or dogs – let them go. Discussion was held that if we pay him, we would have to pay others. The Ordinance needs to change to include cats, but the city would have to have a plan in place for cats and dogs that would be caught. No action taken – tabled for work session.

- d. RCA – Approve Nathan Knutson to Lamberton Fire Department

***Motion/Second/Pass (Bittner/Irlbeck/unanimous 5/0) to approve Nathan Knutson to the Fire Department.***

- e. RCA – Accept Employee Resignation & Advertise for Position

Lea Wigley has resigned her position as a Library Aid. Halter would like to advertise the job to include custodial help for Rosie. Discussion was held on the pay difference between the two positions.

***Motion/Second/Pass (Bittner/Knutson/unanimous 4/0) to accept Ilea Wigley's resignation and advertise for the Library Aid/Custodial position.***

- f. RCA – Assistant Clerk Position - Halter explained that there were 5 applicants with 3 being interviewed. The position was offered to one candidate with her having to turning it down. Halter expressed she would like to give it a month or so and see what the real workload is and what is needed, then open it up back.

- g. RCA – Ambulance Director – Interviews were held with Tim Birkemeyer and Colby Davis. Knutson expressed his concern about at both interviews the candidates talked about the division among the group. Bittner asked if we should give the group a say in who is hired. Bittner would like feedback from the group. Knutson concerned about making a decision that will affect the squad. Halter brought up using a financial incentive to try and retain members.

***Motion/Second/Pass (Knutson/Bittner/unanimous 5/0) to call a Special Council Meeting at 6:30PM on Monday, April 24, 2023 for the purpose of talking to the Ambulance members and appointing an Ambulance Director with the meeting being held at the Ambulance building.***

- h. RCA – Accept Employee Resignation & Advertise for Position

Debbie Vollmer has submitted her resignation as Assistant Ambulance Director.

***Motion/Second/Pass (Bittner/Beermann/unanimous 5/0) to accept Debbie Vollmer's resignation as Assistant Ambulance Director and advertise for the position.***

- i. RCA – Maintenance Worker – There were four applicants, all were interviewed. The HR Committee Justin is recommending we hire Tyler Beermann at Grade 4 Step 5 at \$20.75/hour.

***Motion/Second/Pass (Irlbeck/Bittner/Beermann abstaining 4/0) to approve hiring Tyler Beermann as Maintenance Worker at Grade 4 Step 5.***

C. Department Reports

1. Library – No report submitted.
2. Ambulance Department – No report submitted.
3. Fire Department – The South Siren did not work during the last drill. The roster is full now. Chief Neperman is looking for grants for turnout gear.

***Motion/Second/ Pass (Irlbeck/Knutson/unanimous 5/0) to approve the fire report as given.***

4. Police Department – written report submitted. There have been 84 calls for service so far in 2023. Chief Walker is having some recall and other work done to the squad. Chief Walker has met with administration of RRC.

***Motion/Second/ Pass (Bittner/Irlbeck/unanimous 5/0) to approve the police report as given.***

5. Maintenance Department – Thram explained he has all the trees down. Thram is working with Redwood Nursery on developing a plan for replacement trees and laying it all out. Thram will share the plan with the public so they understand and see what will be

happening. 119 trees in Kuhar Park have been removed. Removals are done for this year. Trees will be planted with watering bags as part of the grant requirement. This will help the trees get established. The County Engineer was not going to allow the school contractors on the county roads to bring in the heavy equipment needed to start the school project. Thram explained that he allowed the two heaviest loads to come down Main Street and over on 5<sup>th</sup>. If we did not allow this, the contractor would have pulled out and not began the project for a month or more. There was no damage. M&R is beginning to install the new storm sewer line for the new school campus. Thram will start sweeping streets and start flushing hydrants. Sik questioned the stump removal. Thram will be pulling them out with the backhoe to avoid settling issues in the years to come. Compost Site will open the week of April 24<sup>th</sup>. Same hours as previous years. A service line was discovered when they took down the bus barn. The service at the Valentin house was capped off. Bittner asked about the pool repairs. Thram explained he is looking at a CIPP solution for the broken pipes. He is having trouble finding a company that can repair pipe that small in that manner. Thram explained they discovered the broken pipes because they had an extremely difficult time getting the pump to prime last season. By the end of the season they were barely using the skimmers because the pump would not keep prime.

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

6. Administration/EDA Department – Halter said the last month has been keeping up with the daily work and interview work. The EDA has a meeting with an assisted living company Monday the 17<sup>th</sup>. Halter took a potential business through a building on Main Street.

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

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

1. 2023-14 – Resolution Accepting Donations to the City of Lamberton

**Motion/Second/Pass (Bittner/Beermann/unanimous 5/0) to accept Resolutions 2023-14.**

2. 2023-15 – Resolution Accepting Resignation from Council and Declaring a Vacancy

**Motion/Second/Pass (Bittner/Irlbeck/Beermann abstaining 4/0) to accept Resolutions 2023-15.**

Halter explained the applications for the Council position will be due by Noon May 4<sup>th</sup> so she can have them included in the council pack for the May 8<sup>th</sup> regular council meeting.

E. Financial Report & Approval of Claims

1. March 2023 Financial Report

**Motion/Second/Pass (Bittner/Knutson/unanimous 5/0) to accept the Financial Report as given.**

2. Approval of claims.

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

Halter mentioned she will remove the Schaffran check and void it.

**4. MAYOR & COUNCIL REPORTS & COMMUNICATIONS**

A. Information for Council

1. Ash Street Project Repairs Update – Engineer emailed with an update. The contractor was here and looked things over and will now wait for the snow to melt and conditions to be better.
2. UCAP Summary list giving with account statuses.
3. Dollar General Contact – A Dollar Developer has contacted the City about putting a store next to the old lumber yard. Halter answered their questions and it sounds like they will be attending the May 8, 2023 Regular Council Meeting. No building permit has been submitted. Thram and Halter did have questions and have sent them to Bollig.
4. Age-Friendly Grant – This is the planning grant for the current school site. Halter requested \$96,000 and was awarded \$30,000. Halter explained she has the study from the company that did the site evaluation in 2017-18 and will be contacting that company to see if that are able to help us with conducting community meetings and planning out the site to be what we would like to see.
5. Maynard Email – Halter emailed Maynard's to make them aware of the contact with Dollar General.
6. Water/Sewer Request – Renville Coop asked what it would take to get water and sewer to their location on Hwy 14. Halter told them they would have to be annexed into city limits. Halter did send the request to Bollig to have them give us an estimate on what it will take to get facilities over there. Halter did also suggest that they build new on the corner of CORD 14 & Hwy 14 because it's in the City limits already. They will be making changes to their existing building and possibly adding a car wash. Thram and Kuhlman (Bollig) discussed the ROW being congested at the corner and the possibility of needing a grinder or lift station.

Bittner asked if Mindi Hesse is not going to reapply for the pool manager position, do we need to post it or what needs to be done. Hesse stated she's not being told what's going on and being accused of doing things. Halter explained she did not accuse Hesse, she just told Hesse what she had been told by a parent. Hesse has requested dates and has been told we do not have dates. Hesse said she has to inform people. Thram stated he has always giving it his best effort to get the pool open. Hesse texted Thram asking for a date and stating she had a company coming for training. Thram explained he didn't have anything to answer with because it was February. Hesse has told the guards to

reapply. She has received 3 applications with 2 being new. Halter then asked is this the time to pull the plug now on the pool if we are not going to have employees – saving the time and effort on repairing the pool. Mayor Sik stated we still need to work on getting the pool fixed even if it doesn't open this season. Halter asked if that is the fiscally responsible thing to do. Mayor Sik stated its like the park, it is an amenity that people want. Hesse asked why Kuhar Park would take priority over the pool. Halter explained that Kuhar Park is a revenue source for the City. What the city makes off the camping covers the expenses for all the parks. Thram stated he still has no idea of what the status of the pool is. Mayor Sik stated we should not advertise for a manager until we know if it will open or not. Bittner asked if we should still peruse lifeguards and training. Halter has told the parents that have called that the City will pay for training and certification. Irlbeck thanked Hesse for her years of service. Thram stated that he has done everything he can to keep the pool going and when people come to him about the pool, he tells them to contact the council or attend a meeting. Bittner asked about community involvement for funding and looking at a new pool. Thram urged to get the financials together along with information about new pool or splash pad and have a community meeting.

**5. NEXT MEETING DATE**

A. Special meeting to be held April 24, 2023 at 6:30 PM at the Lamberton Ambulance building. May 8, 2023 at 6:30 PM is the next regular council meeting.

**6. ADJOURNMENT**

***Motion/Second/Pass (Irlbeck/Bittner/unanimous 5/0) to adjourn the meeting at 8:10 PM.***

Respectfully Submitted,



Valerie Halter  
Clerk

  
Lydell Sik  
Mayor



**LAMBERTON CITY COUNCIL  
SPECIAL COUNCIL MEETING MINUTES  
April 24, 2023 • 6:30 P.M. • Ambulance Building**

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

- Meeting called to order at 6:30 PM April 24, 2023.
- Present: Mayor L. Sik, L. Bittner, D. Irlbeck, D. Knutson
- Staff in Attendance: V. Halter
- Others in Attendance: Tim Birkemeyer, Debbie Vollmer, Jill Irlbeck, Stacy Stoppel, Stacey Osland, Heidi Conyers, Cobly Davis, Amber Wolmutt, Mindi Bittner, Nicole Churchill, Marissa Brown, Derek Stevenson

A. Additions/Deletions to Agenda

***Motion/Second/Pass (Irlbeck/Bittner/unanimous 4/0) to approve the agenda.***

**2. GENERAL BUSINESS**

A. Questions/Comments Regarding Ambulance Director

Ambulance members asked questions and talked about what they would like to see in a Director. The two applicants were asked by the ambulance members to tell them why they would like to be the director and what they would do for the service. More constructive discussion was held among the group and council. The council also encouraged the members to come talk to them at any time.

B. Appointing Ambulance Director

***Motion/Second/Pass (Irlbeck/Knutson/unanimous 4/0) to appoint Tim Birkemeyer as the Ambulance Director.***

**3. NEXT MEETING DATE**

A. May 8, 2023 at 6:30 PM – Valerie will be at Clerk School will attend via Zoom.

**4. ADJOURNMENT**

***Motion/Second/Pass (Knutson/Irlbeck/unanimous 4/0) to adjourn the meeting at 7:45PM.***

Respectfully Submitted,



Valerie Halter  
Clerk



Lydell Sik  
Mayor

**LAMBERTON CITY COUNCIL  
REGULAR MEETING MINUTES  
May 8, 2023 • 6:30 P.M. • City Hall**

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

- Meeting called to order at 6:30 PM May 8, 2023.
- Present: Mayor L. Sik, D. Knutson, D. Irlbeck, L Bittner
- Staff in Attendance: J. Thram, T. Bikemeyer, A. Vogel, V.Halter (via Zoom)
- Others in Attendance: Barb Lagrue, Ron Kelsey, Richard Weedman, Carol Wetter, Eric Satterlee, Roger Sackett, Noel Wetter, Pete Furth, Tony Sauer, Sandy Anderson, Nick Anderson, Edie Coulter, Matt Lenning, Tim Helmer

**A. Additions/Deletions to Agenda**

1. FCI – Kuhar Park Tree Layout Plan
2. Delete RCA – 6b Traps for Citizen
3. Citizen Complaints and Concerns: Dollar General

***Motion/Second/Pass (Irlbeck/Bittner/unanimous 4/0) to approve the agenda as amended.***

4. RCA – 6f – Advertise for Library & Custodial Help

***Motion/Second/Pass (Irlbeck/Bittner/unanimous 4/0) to add the additional item to the agenda.***

**2. CONSENT AGENDA**

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

1. 3-29-2023 – EDA Meeting Minutes
2. 3-31-2023 - Special City Council Meeting Minutes
3. 4-10-2023 – Regular City Council Meeting
4. 4-24-2023 – Special City Council Meeting Minutes

***Motion/Second/Pass (Bittner/Irlbeck/unanimous 4/0) to approve the minutes as listed.***

**3. GENERAL BUSINESS**

**A. Petitions, Request, Communications**

**1. Citizen Complaints & Concerns**

Halter updated communication with the Dollar General developers. The developers are looking for site plan approval. Halter explained to the developers that the City Engineer would have to give approval for the plans. The developers would like approval by the end of the month. Several community members were present to express their concerns about Dollar General's interest in building in Lamberton. The citizens don't want to do anything to hurt the grocery store or put the grocery store at risk. Comments were made about the ability of the town of Lamberton's size to be able to support both businesses. Citizens expressed their gratefulness for Maynard's coming into Lamberton. A citizen asked if anyone was for the Dollar General. Mayor Sik expressed that he is not against the project because you are asking to pick between corporations. Sik also expressed that being on the council and EDA, you try to bring new business to Lamberton. Sik used the example of storage sheds. Lamberton has a request for a new storage shed building. Does the Council deny it because we already have a storage shed facility across the street? Dollar General has not asked for any tax abatement. Sik also expressed that the City does not have a way to stop them from building. Sik also explained one way to alleviate higher property taxes, is to increase the tax base of the community – the Dollar General building would do this. The City can deny permits, but Dollar General can appeal it and the City would need justifiable legal reasons for the denial. The statement was made that the best way to make sure Maynard's survives, is to support Maynard's by shopping there. Council member Bittner expressed that she has people approach here that are for and against the project. Mayor Sik explained that the Dollar General people have not applied for a building permit or anything at this time.

**2. Building Permits –**

- a. 2023-04 – James DeWire – 209 4<sup>th</sup> Ave – Move Fence & Install Cement Patio

***Motion/Second/Pass (Bittner/Knutson/unanimous 4/0) to approve building application 2023-04 for James Dewire.***

- b. 2023-05 – Elizabeth & Lee Schaffran – 208 3<sup>rd</sup> Ave W – Front Steps

***Motion/Second/Pass (Irlbeck/Bittner/unanimous 4/0) to approve building application 2023-05 for Elizabeth & Lee Schaffran.***

- c. 2023-06 – Rebecca Christensen – 701 S Cherry St – Install Fence

***Motion/Second/Pass (Irlbeck/Bittner/unanimous 4/0) to approve building application 2023-06 for Rebecca Christensen.***

3. Zoning Change Request –

- a. Tony Sauer – 200 Third Ave W – Would like zoned for Storage Shed Business (Downtown Commercial or General Commercial)  
Sauer is looking at purchasing the lot at Douglas and Third to build a storage building to rent out to people. Before he goes through the work on purchasing the lot and getting plans for the building, Sauer was wanting to get a feel for if the council would be willing to re-zone the property. Bittner questioned the setbacks for a business vs residential. The council expressed they did not feel they would deny the zoning but would need to go through the rezoning process and vote on the subject at that time.

4. Vacant City Council Seat

- a. Applications for vacant City Council Seat

Applications were received from Matt Lenning, Brett Baumann, Marchelle Walz, Lynn Pfarr. Mayor Sik expressed that B Baumann is his brother in law.

**Motion/Second/Pass (Bittner/Knutson/unanimous 4/0) to appoint Marcelle Walz to fill the vacant City Council seat.**

- b. 2023-16 Resolution Appointing Candidate to City Council

**Motion/Second/Pass (Bittner/Knutson/unanimous 4/0) to approve Resolution 2023-16 Appointing Marchelle Walz to the Lamberton City Council seat.**

5. Sale of Surplus City Owned Lot

- a. Bid for empty lot purchase – 3<sup>rd</sup> & Fir

City owns the vacant lot at the corner of Fir & 3<sup>rd</sup> Street. The City has received a bid of \$2,500 for the vacant. There will be a house moved onto the lot.

**Motion/Second/Pass (Knutson/Irlbeck/unanimous 4/0) to approve sale of the lot on 3<sup>rd</sup> & Fir for \$2,500.**

- b. 2023-17 - Resolution Approving Sale of Property

**Motion/Second/Pass (Irlbeck/Bittner/unanimous 4/0) to approve Resolution 2023-17 approving the sale of the vacant lot on 3<sup>rd</sup> & Fir.**

- c. Building Permit for 3<sup>rd</sup> & Fir Property

- 2023-07 – Russel Derickson – 3<sup>rd</sup> & Fir – Construction of basement and to move a house in.

**Motion/Second/Pass (Bittner/Irlbeck/unanimous 4/0) to approve 2023-07 building permit for Russell Derickson.**

6. Request for Council Action

- a. RCA – Pay for Nick Anderson

Halter requested being able to call in and pay Nick Anderson when and if needed.

**Motion/Second/Pass (Knutson/Bittner/unanimous 4/0) to hiring Nick Anderson on a as needed basis for \$25/hour.**

- b. RCA – Rescind Resignation

Debbie Vollmer would like to rescind her resignation as Assistant Ambulance Director.

**Motion/Second/Pass (Irlbeck/Knutson/unanimous 4/0) to rescind the resignation of Debbie Vollmer as Assistant Ambulance Director.**

- c. RCA – Set Work Session Date/Time/Topics

The City Council is due to have a work session. Topics needing to be discussed are ordinances, tax forfeit properties, existing school campus, Name for Industrial Park Street, wild animals/traps, and the pool.

**Motion/Second/Pass (Irlbeck/Knutson/unanimous 4/0) to hold a council work session on June 6, 2023 at 5:30PM.**

- d. RCA – Advertise for Pool Manager, Lifeguards & WSI Instructors

Halter would like to advertise for Pool Manager, Lifeguards/WSI for the pool. She would like the clause added – position open until filled.

**Motion/Second/Pass (Irlbeck/Bittner/unanimous 4/0) to approve advertising for a Pool Director and Lifeguards/WSI for the swimming pool.**

- e. RCA – Advertise for Library & Custodial Help

Halter did not receive any applications for the Library Aide/Custodial position. She would like to advertise them as separate positions. Halter will also encourage students to apply.

**Motion/Second/Pass (Bittner/Knutson/unanimous 4/0) to approve advertising for the Library Aid and Custodial position.**

B. Department Reports

1. Library – Written Report Submitted

A. Vogel was present to answer any questions. Bittner asked how events are advertised. Vogel stated they are sent to the paper, on Facebook and flyers are hung. Summer Reading program is sent home with the students and it is on the community calendar as well.

**Motion/Second/Pass (Bittner/Knutson/unanimous 4/0) to approve the Library report.**

2. Ambulance Department

T. Birkemeyer handed out a written report. Lamberton covered 9 out of the 10 calls for service this last month. All transports were billable. Birkemeyer presented at the school about EMS careers. He will be working with the school to hopefully offer an EMR class at the school. Birkemeyer, D. Vollmer and H. Conyers have identified goals they would like to work towards and achieve.

**Motion/Second/ Pass (Irlbeck/Bittner/unanimous 4/0) to approve the ambulance report as given.**

3. Fire Department – no report given.
4. Police Department – no report given.
5. Maintenance Department

Thram stated Beermann began May 1<sup>st</sup>. Thram received a layout plan for the trees in Kuhar Park. Thram asked permission to plan slightly larger trees by each camp site. Thram gave a pool update. He feels there is only one skimmer broken. So they are working on that repair and getting the cement poured. Thram did fill some potholes in town. Storm Sewer is being installed for the new school. Dunnick was in town and re-did the dirt work needed. The concrete guy will be in the next couple weeks. Thram has began the discharge process on the ponds.

**Motion/Second/ Pass (Irlbeck/Bittner/unanimous 4/0) to approve the maintenance report as given.**

6. Administration/EDA Department – Written Report Submitted

Halter added people are not getting animal licenses like they should. Halter has been posting her schedule on the door so if she is not there when someone comes – they have an idea when she will return.

**Motion/Second/ Pass (Bittner/Irlbeck/unanimous 4/0) to approve the Administration/EDA report as given.**

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

1. 2023-18 – Resolution of Annexation of Certain Property

**Motion/Second/ Pass (Bittner/Irlbeck/unanimous 4/0) to approve Resolution 2023-18 Annexation of Certain Property.**

D. Financial Report & Approval of Claims

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

**Motion/Second/ Pass (Bittner/Knutson/unanimous 4/0) to approve the April 2023 Financial Report & Approval of Claims.**

**4. MAYOR & COUNCIL REPORTS & COMMUNICATIONS**

A. Information for Council

1. Location Change for City Wide Clean Up Day – Will now be in the alley between the City Office and the shop.
2. Ash Street Project Repairs Update – Thram addressed during his report.
3. Assessment Values & Sales -
4. Peddler License for Food Truck – Halter explained they contacted us for a license.
5. Wastewater Treatment Facility Operational Award (248 operations awarded this out of the 1600 operations in the state.) Council congratulated Thram. Information has been submitted to the paper.
6. UCAP Summary – There is one slot still available for a house.
7. Ambulance Appreciation Week Burger Feed – May 23<sup>rd</sup> at the Legion.
8. Kuhar Park Tree Plan – Thram addressed during his report.

**5. NEXT MEETING DATE**

- A. June 6, 2023 at 5:30 PM for a Work Session
- B. June 12, 2023 at 6:30 PM Regular Council Meeting.

**6. ADJOURNMENT**

**Motion/Second/Pass (Irlbeck/Knutson/unanimous 4/0) to adjourn the meeting at 8:15 PM.**

Respectfully Submitted,



Valerie Halter  
Clerk

  
Lydell Sik  
Mayor

**Lamberton City Council**  
**Meeting Date: 5-8-2023**  
**Official Record of Attendees**

Name - Printed	
21	Barbara J. Laguer
22	Tim Birkemeyer
23	Ron Kelsey
24	Richard Weedman Richard Weedman
25	<del>Carol Wetter</del> Carol Wetter
26	Eric Satterlee Eric Satterlee
27	Roger Sackett Roger Sackett
28	Noel Wetter Noel Wetter
29	Pete Furrth Pete Furrth
30	Tony Sauer Tony Sauer
31	Sandy Anderson
32	Nick Anderson
33	
34	Edie Coulter
35	Matt Lennings
36	Alicia Vogel
37	Tim Helmer
38	
39	
40	

**LAMBERTON CITY COUNCIL  
SPECIAL MEETING • CITY HALL  
May 30, 2023 • 6:00 P.M.**

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

- Meeting called to order at 6:00 PM May 30, 2023.
- Present: Mayor L. Sik, D. Knutson, D. Irlbeck, L Bittner
- Staff in Attendance: V. Halter

**A. Adopt Agenda**

Removed swearing in of new council member Marchelle Walz who was unable to attend.

***Motion/Second/Pass (Irlbeck/Bittner/unanimous 4/0) to approve the agenda as amended.***

**2. GENERAL BUSINESS**

**A. Hire Swimming Pool Manager**

1. The HR committee interviewed two candidates and is recommending hiring Misty Green to the seasonal position of Swimming Pool Manager at a starting wage of \$17.64/hour.

***Motion/Second/ Pass (Knutson/Bittner/unanimous 4/0) to hire Misty Green as the Swimming Pool Manager at a starting wage of \$17.64/hour.***

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

1. 2023-19 – A Resolution Approving the Execution of a Satisfaction of Mortgage in Relation to Property at 605 S Elm Street

***Motion/Second/ Pass (Irlbeck/Knutson/unanimous 4/0) to approve Resolution 2023-19 Resolution Approving the Execution of a Satisfaction of Mortgage.***

**3. NEXT MEETING DATE**

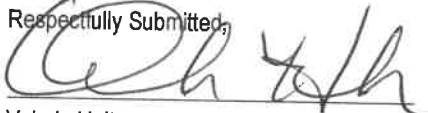
A. Work Session June 6, 2023 at 5:30 PM

B. June 12, 2023 at 6:30 PM

**4. ADJOURNMENT**

***Motion/Second/Pass (Bittner/Irlbeck/unanimous 4/0) to adjourn the meeting at 6:15 PM.***

Respectfully Submitted,



Valerie Halter  
Clerk



Lydell Sik  
Mayor

**LAMBERTON CITY COUNCIL  
WORK SESSION • CITY HALL  
June 6, 2023 • 5:30 P.M.**

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

- Meeting called to order at 5:30 PM June 6, 2023.
- Present: Mayor L. Sik, L. Bittner, D. Irlbeck, D. Knutson, M. Walz
- Staff in Attendance: V. Halter, J. Thram

A. Adopt Agenda

No vote taken because of work session.

B. Swear in Newly Appointed Council Member

1. Marcheale Walz was appointed to the vacant council seat at the May 8, 2023 regular council meeting was sworn in.

**2. GENERAL BUSINESS**

A. The Swimming Pool

Discussion about the swimming pool was held. Halter presented financial information regarding the pool. Halter also provided financials on what was spent on general street maintenance over the past 5 years. The average loss on the pool over the past three years is roughly \$75,000. The City has spent a rough average of \$30,000 on basic street repairs each of the past three years. Thram talked about the amount of time that is spent on the pool to get it ready. This year it was approximately 200 hours. Discussion was held on what is the threshold of loss the City is willing to continue to take on the pool, how the money on the pool could be used elsewhere in the community and how to bring public input into the decision.

B. Properties probable up for Tax Forfeiture Sale

Halter presented a list of properties that are up for Tax Forfeiture Sale in the fall. Halter wants the properties to be on the council radar as properties the City should potentially purchase. Discussion was held on the properties.

C. Existing School Campus

Halter discussed the up-coming Community Meeting on June 21<sup>st</sup> at 7:00PM being held at the Community Center. She is hoping some ideas come from that meeting regarding what people would like to see in that space if the City were to acquire it. The grant work will begin in July. Discussion was held on possible uses and ideas for the space.

D. Name Industrial Park Street

The council needs to decide on a name for the frontage road that will be in the Industrial Park. They need the name now for platting purposes. The name should be an Avenue because it will run east-west. Ideas were given that will be placed in the council pack for the June 12, 2023 regular council meeting to be voted on.

E. Ordinances

Discussion was held on the existing ordinances that need updating and changes. Discussion was held on combining ordinances to make them easier to follow and find. Discussion was held on whether the council should make changes to the existing ordinances or use a service that has the ordinances they can change for the city's needs. Discussion was held on other ordinances the city does not have, but maybe should consider adopting. Halter will get quotes from codification companies that do this type of ordinance work.

**3. NEXT MEETING DATE**


- A. June 12, 2023 at 6:30 PM

**4. ADJOURNMENT**

Meeting Adjourned at 8:30.

Respectfully Submitted,

  
Valerie Halter  
Clerk

  
Lydell Sik  
Mayor

**LAMBERTON CITY COUNCIL  
REGULAR MEETING MINUTES  
June 12, 2023 • 6:30 P.M. • City Hall**

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

- Meeting called to order at 6:30 PM June 12, 2023.
  - Present: Mayor L. Sik, D. Knutson, D. Irlbeck, L Bittner
  - Staff in Attendance: J. Thram, V.Halter
  - Others in Attendance: Tony Sauer, Nick Anderson, Sharon Maki, Chad Stavnes, Lee Schaffran, Lynn Pfarr,
- A. Additions/Deletions to Agenda
1. Add Resolution 2023-22 – Resolution to Rescind Resolution 2023-05
  2. Information for Council – add #5 – Dept. of Health Letter – Plan Review Approval – Dollar General
  3. Additional information given to council for Public Hearing and Ordinance Codification services

***Motion/Second/Pass (Irlbeck/Knutson/unanimous 4/0) to approve the agenda as amended.***

**2. CONSENT AGENDA**

- A. Approval of Minutes (can all be done in one motion)
1. 4-17-2023 – EDA Regular Meeting Minutes
  2. 5-8-2023 - Regular CC Meeting Minutes
  3. 5-30-2023 – Special CC Meeting Minutes
  4. 6-6-2023 – CC Work Session Minutes

***Motion/Second/Pass (Bittner/Knutson/unanimous 4/0) to approve the minutes as listed.***

**3. GENERAL BUSINESS**

A. Petitions, Request, Communications

1. Citizen Complaints & Concerns

- a. Perry Snyder – 506 S Birch Street – Asked to be put on the agenda but is not present. Halter was unsure what he needed. Thram felt it had to do with the water line being hooked during construction.
- b. Property at 206 2<sup>nd</sup> Ave E – Mayor Sik feels it is being handled correctly.

2. Building Permits –

- a. 2023-08 - Thomas Lammers – 801 Douglas Street – Fence Installation. Variance already in place for existing fence.

***Motion/Second/Pass (Knutson/Irlbeck/unanimous 4/0) to approve building application 2023-08 for Thomas Lammers.***

- b. 2023-09 - Lydell Sik – 200 4<sup>th</sup> Ave E – Change Roof Pitch

***Motion/Second/Pass (Irlbeck/Knutson/Sik abstained 3/0) to approve building application 2023-09 for Lydell Sik.***

- c. 2023- 10 - Clayton Sens – 808 S. Birch – Garage – Variance in place to go within 3 feet of the property line. Thram stated the biggest thing will be to have the proper setback from the platted alley.

***Motion/Second/Pass (Knutson/Bittner/unanimous 4/0) to approve building application 2023-10 for Clayton Sens.***

3. Request for Council Action

- a. RCA – Kuhar Park Administration Fees – Seasonal residents at Kuhar have complained about the online system and the fees associated with it. They were allowed to pay directly the first year and were told we would push them to the online payment and reservation system going forward. They also are not happy with the rates being raised and the old rate being on the door in the park. Discussion was held and no changes were made by the council.
- b. RCA – Lamberton Meats Building – Sammy Jo Miller contacted the City and asked if they could give the building back to the city. The purchase order stated they have a business up and running in two years. The amount of work that needs to be done, it will not be feasible for them. The City Attorney advised to have a lien search completed on the property before taking it back. Discussion was held.  
***Motion/Second/Pass (Knutson/Irlbeck/unanimous 4/0) to approve having a lien search completed on the Lamberton Meats building.***
- c. RCA – 601 Second Ave Clean-Up – The people that were living there have moved out and have left a mess behind. Halter contacted the county regarding the property and getting it cleaned up. The property is currently on the properties that will be up for tax forfeiture sale this fall. Halter has attempted to contact the owners of the property in Oklahoma with no success. Discussion was held. Halter will do what she can to have the city reimbursed for the expense.  
***Motion/Second/Pass (Knutson/Irlbeck/unanimous 4/0) to have the property at 601 Second Ave W cleaned up.***
- d. RCA – Resignation of Rosie Schultz  
Rosie has decided to retire from the City after 25+ years of service. The council thanked Rosie for her service. Discussion held on starting wage.



**Motion/Second/Pass (Irlbeck/Bittner/unanimous 4/0) to accept the resignation of Rosie Schultz as custodian and to advertise for the open position.**

- e. RCA – Hiring Part-Time Assistant Clerk

Halter requested to hire someone for 10-15 hours a week to help with the accounts receivables and payables, and eventually utility billing.

**Motion/Second/Pass (Bittner/Knutson/unanimous 4/0) to advertise for a part-time assistant clerk.**

- f. RCA – Ordinance Codification Services

Ordinances were discussed at the council's work session on 6/6/23. The ordinances we have need work to bring them to date and follow current laws. The City can go ahead and adopt the League of Minnesota City's Basic Code and make changes to them if needed.

Halter received pricing from one company but has questions. Council tabled any action on this item at this time.

**Regular council meeting recessed at 6:59PM for the Public Meeting to be held. Those minutes can be found below.**

**Regular council meeting resumed at 7:43 PM.**

Zoning Request: Tony Sauer - Rezoning Request 200 Third Ave W. from R1 to Downtown Commercial.

**Motion/Second/Pass (Irlbeck/Knutson/unanimous 4/0) to approve the zoning change as requested.**

- g. RCA – Name Industrial Park Frontage Road

Bollig is entering into final design of the Industrial Park. They have requested a name for the one road it will have for platting purposes. Names were discussed at the council's work session.

**Motion/Second/Pass (Knutson/Bittner/unanimous 4/0) to name the road in the industrial park - Industrial Park Avenue.**

**B. Department Reports**

1. Library – no report submitted.

2. Ambulance Department – Report Submitted

**Motion/Second/Pass (Irlbeck/Knutson/unanimous 4/0) to accept the report as submitted.**

3. Fire Department – no report submitted.

4. Police Department – no report submitted.

5. Maintenance Department

Thram explained the Bergen Street Maintenance Contract for \$36,300. This crack fill will protect the streets we have redone. Unfortunately, it takes up most of the \$50,000 budget for street repairs.

**Motion/Second/Pass (Bittner/Irlbeck/unanimous 4/0) to accept the contract from Bergen for crack fill services.**

Thram met with Bollig and went through the proposed Grove Street and Industrial Park project. Bollig is asking if the City would like to do a complete curb and gutter replacement on the entire Grove Street project or just where water services are. Mayor Sik asked about how this affects the assessment to each property. There is no storm sewer in this portion of town – so surface drainage is by curb and gutter to the south. Thram will have Bollig remove all Ash trees along the project route. Mayor Sik told Thram to get the stop signs up around the park.

**Motion/Second/Pass (Bittner/Knutson/unanimous 4/0) to accept the report as given.**

6. Administration/EDA Department – Written Report Submitted

Bittner asked about the US Bank building. Halter stated it has sold. Halter stated swimming pool start-up has gone well.

**Motion/Second/Pass (Irlbeck/Bittner/unanimous 4/0) to accept the report as submitted.**

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

1. 2023-20 – Resolution Supporting 2024 State Bonding Request

- a. Information on State Bonding Request – Bollig let us know that if we do not do this process, our projects will not be looked at for funding next year.

**Motion/Second/Pass (Bittner/Irlbeck/unanimous 4/0) to approve Resolution 2023-20 Supporting 2024 State Bonding Request.**

2. 2023-21 – Resolution Appointment Council Member

- a. Information on Council Vacancy – Marcheale Walz had to resign from the council.

**Motion/Second/Pass (Irlbeck/Knutson/unanimous 4/0) to accept the resignation of Marcheale Walz from the Lamberton City Council.**

- b. Halter checked with the others who had applied for the vacant seat to see if they were still interested. Brett Baumann and Lynn Pfarr are still interested in the council position.

**Motion/Second/Pass (Irlbeck/Knutson/unanimous 4/0) to appoint Lynn Pfarr to the open city council position.**

3. 2023-22 – Resolution to Rescind Resolution 2023-05

- a. Bollig advised us of changes made to the Lead Service Line Program that now requires us to rescind the Resolution we had previously passed to qualify for the program.

***Motion/Second/Pass (Irlbeck/Knutson/unanimous 4/0) to accept the Resolution 2023-22 rescinding resolution 2023-05.***

D. Financial Report & Approval of Claims

1. May 2023 Financial Report
2. Approval of claims

***Motion/Second/Pass (Bittner/Irlbeck/unanimous 4/0) to approve the Financial Report and Approval of Claims.***

4. MAYOR & COUNCIL REPORTS & COMMUNICATIONS

A. Information for Council

1. Juneteenth – Passed by Legislature to be observed this year. No resolution needed since it is law but will have to update Personnel Policy.
2. Reading Club History Scrap Books – The Reading Club wants the Council to be aware that their scrapbooks with 75 years of history have gone missing from the back room of the Community Center.
3. Increase in LGA – Legislation approved an increase in LGA funding. Lamberton will receive an additional \$20,000 next year.
4. USDA Notice of Eligibility – The City has received notice from USDA-Rural Development that the water, wastewater, storm sewer projects are eligible for federal funding based on our application. Now we wait for them to do a full formal review and see what they will fund and when.
5. Department of Health – Plan Review Approval – Dollar general must have submitted the request to extend the water main for their potential project. Halter still has not received a building permit.

5. NEXT MEETING DATE

- A. July 10, 2023 at 6:30 PM

6. ADJOURNMENT

***Motion/Second/Pass (Bittner/Knutson/unanimous 4/0) to adjourn the meeting at 8:12 PM.***

Respectfully Submitted,



Valerie Halter  
Clerk



Lyden Sik  
Mayor

**LAMBERTON CITY COUNCIL**  
**PUBLIC HEARING – REZONING REQUEST MINUTES**  
**June 12, 2023 • 7:30 P.M. • City Hall**

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**PUBLIC HEARING – REZONING REQUEST MINUTES**

- Mayor Sik called the Public Meeting to order at 7:00 PM June 12, 2023 at City Hall.
- Present: Mayor L. Sik, D. Knutson, D. Irlbeck, L Bittner
- Staff in Attendance: J. Thram, V.Halter
- Others in Attendance: Tony Sauer, Nick Anderson, Sharon Maki, Chad Stavnes, Lee Schaffran, Lynn Pfarr

Zoning Request: Tony Sauer - Rezoning Request 200 Third Ave W. from R1 to Downtown Commercial.


Halter gave the council additional information of an e-mail from a resident, building plans from Sauer and the City Zoning Map. Halter explained she is the one that chose Downtown Commercial as the zoning type because that is what has been used in the area before.


Mayor Sik asked if anyone was present to speak about the request. Nick Anderson commented that although he would like to see business come to town, but he does not agree with the location and the zoning type. Chad Stavnes also stated he is opposed to the location. Sharon Maki stated she did not think the location was good because of the children and the park. Maki also stated that she is concerned about visibility at the corner with a large building and the effects on property values of those around it. Maki stated would like the property to remain zoned R1. Questions were asked about lighting and door placement. Discussion was held. Zoning type was discussed further. Lee Schaffran stated he does not feel there should be a commercial building placed around the park. Sauer was asked if there was any other place in town he would be willing to build. Sauer stated he likes this location because it is close to his home and shop and keep an eye on it. The lot has not been developed in all the years it has been empty and there is no guarantee someone would ever build a house there.

Mayor Sik asked for any further questions or comments.

Public meeting adjourned at 7:42PM.

Respectfully Submitted,

  
Valerie Halter  
Clerk

  
Lydell Sik  
Mayor

**LAMBERTON CITY COUNCIL  
REGULAR MEETING MINUTES  
July 10, 2023 • 6:30 P.M.**

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

**A. Additions/Deletions to Agenda**

- Swearing in of Lynn Pfarr to fill vacant City Council Seat.
- RCA – Request Permission for Mural at Community Center
- RCA – Classification Property #83-565-0160

***Motion/Second/Pass (Irlbeck/Bittner/unanimous 4/0) to approve the agenda as amended.***

**B. Swearing in of Lynn Pfarr to fill vacant City Council Seat – Lynn Pfarr recited the oath of office.**

**2. CONSENT AGENDA**

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

1. 6-12-2023 Regular CC Minutes & Public Hearing Minutes

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

**3. GENERAL BUSINESS**

**A. Petitions, Request, Communications**

1. SammyJo Miller – Lamberton Meats Building

- Miller was present to explain further explain where they are at with the Lamberton Meats building. Miller explained that there is more to be done with the building than they can put into at this time. Miller stated they have ideas for the building and that if the City does not want it back, they will pursue those avenues. She brought it to the council early so that it could be discussed. Miller stated they will need more time to pursue the different avenues. Miller also stated they have put work and effort into the building. Mayor Sik mentioned the sidewalk up front that needs repair and the hole in the side of the building that should be covered. Mayor Sik stated the City is not in a hurry to get the building back. Miller stated the lead paint and asbestos inside of the building are the larger items they need to deal with. Miller does not know how much more time they will need. The contract is not up until April of 2024. Mayor Sik stated we do not have to do anything at this time.

2. Citizen Complaints & Concerns

- Mayor Sik said he was approached about trucks hauling on Ash Street. Halter explained that Thram has talked to them each time we have gotten a complaint.

3. Request for Council Action

- RCA – Approve Hiring

- Swimming Pool Alyssa Bittner – Assistant Manager \$12.84/hr.; Addison Irlbeck – WSI/Lifeguard \$12.21/hour; Elizabeth Lenning – WSI/Lifeguard \$12.21/hour; Khloe Reiner – WSI/Lifeguard \$12.21/hour; Eva Redman – WSI/Lifeguard \$12.21/hour; Courtney Bedner – WSI/Lifeguard \$12.21/hour
- Library Help – Delaney Willhite, Grade 1 Start Step \$10.90/hour
- Part-Time Custodial – Erica Matter, Grade 2 Start Step & 12.14/hour
- Part-Time Clerk/Office Help – Kris Vollmer Grade 5 Start Step \$18.87/hour

***Motion/Second/Pass (Knutson/Pfarr/Bittner and Irlbeck abstained 3/0) to approve hiring the list as presented.***

- RCA – Southside Second Addition Lots

- Halter explained the covenants have been signed off on and are being recorded with the county. Halter is asking permission to sell the lots for \$1. Halter explained the Tax Abatement route is more cumbersome. We would need a public meeting each time a lot was sold. The county and the school would also have to have public meetings if they wanted to abate those taxes. Halter has told the other residents the plan to sell the lots for \$1.

**Bittner motioned to sell the Southside Second Addition lots for \$1.**

- Discussion was then held on holding the lots. Halter asked about holding lots for people. The covenants state the house needs to build in eighteen months. Halter asked if we should have a purchase agreement that holds the lot for the person until they get their financing and plans in place before the clock on the eighteen months begins. Sik suggested the property owners pay \$500 up-front and when the house is built to a certain point, the \$500 would be refunded. More discussion held.

**Bittner rescinded her motion.**

***Motion/Second/Pass (Bittner/Knutson/unanimous) to sell the Southside second Addition lots for \$1 with the purchaser paying the \$500 closing costs that will be refundable upon satisfactory build; and to allow the Purchase Agreement to have closing within in 90 days of signing if needed.***

- RCA – Lamberton Township
  - Lamberton Township has requested to place a shed someplace in town to store their tractor and other items. They inquired about the lots that the City stores their extra equipment and whatnot. Halter stated that there really isn't a benefit to the City, because they won't be paying taxes. Discussion held. It was ultimately decided that more information is needed. Item tabled – no action taken.
- RCA – Lions Club Donation – Play Equipment for Park
  - Halter stated the Lion's Club graciously donated \$15,000 earmarked for playground equipment in the park. The Age Friendly group (AFG) applied for a grant for playground equipment focused on the 18 months to 5-year age group but did not receive it. Halter stated the \$15,000 will get us a good chunk of what the AFG was wanting to do, but not all of it. Halter has been in contact with a Lamberton Foundation representative about creating a project fund with the foundation to raise an additional \$10,000 to \$15,000 to do the project. Halter asked the council to allow the AFG along with Thram and herself to be the ones to come up with the plan to present to the foundation if they choose to do a project fund. This was also a "want" item that was identified at the community meeting.

***Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to allow the Age Friendly Group, Justin Thram and Valerie Halter to create a plan for the City Park play equipment and placement.***

- RCA – Request Permission for Mural at Community Center
  - SammyJo Miller was present to request permission to paint a mural on the west wall of the hall outside of the library. The project has been funded by the Lamberton Foundation, but permission is needed to move forward.

***Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to SammyJo Miller to paint a mural in the Community Center hall.***

- RCA – Classification Property #83-565-0160
  - Halter explained the council needs to approve the classification of the property so that it can be sold by the county at the tax forfeited property sale in the fall.

***Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to classify the property parcel #83-565-0160 as non-conservation land.***

#### B. Department Reports

##### 1. Library – Report Submitted

- Vogel was present and stated the kids of the community are doing great with their reading.

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

2. Ambulance Department - No report given. Halter stated that there is an EMR class that will be beginning if anyone is interested to reach out. EMR is the step below an EMT and is a good place to start if anyone is interested in joining the ambulance service.
3. Fire Department – no report submitted.
4. Police Department – no report submitted.
5. Maintenance Department – no report submitted.
6. Administration/EDA Department – Report Submitted

- Halter also stated part-time help will start around August 1, 2023.

***Motion/Second/Pass (Irlbeck/Bittner/unanimous 5/0) to accept the Administration/EDA report as submitted.***

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

1. 2023-23 – Resolution of Declaration of Part-Time Police Chief Josh Walker for PERA
  - Halter explained that it is required to pass a resolution to include Josh Walker for PERA benefits.

2. 2023-24 – Resolution Accepting Donations

***Motion/Second/Pass (Knutson/Bittner/unanimous 5/0) to accept Resolutions 2023-23 and 2023-24.***

D. Financial Report & Approval of Claims

1. June 2023 Financial Report
2. Approval of Claims

- Halter stated that she will request change in the budget at the next meeting. Halter would like to use the money saved by not having a full-time second person in the office and the month there was only one person in the street department to be used on street repairs. Halter will present the numbers and request at the August meeting.

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

**4. MAYOR & COUNCIL REPORTS & COMMUNICATIONS**

A. Information for Council

1. Hanson Communications Update – Open House

- Halter explained Dominick Hanson with Hanson Communications/Clara City Telephone stopped in and explained they will begin digging in fiber lines in August. Then the crews will work on connecting lines in the pedestals and creating the network serviceable. They are looking to being able to provide service after the first of the year. They will be able to provide cable tv, internet and telephone service. An open house will be held Wednesday, July 19 from 4:30-7:30 at the Community Center.

2. Emerald Ash Borer Management Plan

- Halter asked the Council to review the Emerald Ash Borer Management Plan draft that was created with the EAB grant to make sure it is how they would like it. Halter also stated we will need to start budgeting for ash tree removal on boulevards each year.
- Council stated they felt the plan was clear and no changes need to be made.

3. Tax Forfeited Property – Fall Auction

- Parcel # 83-565-0160 will be the only property in Lamberton on the Tax Forfeit sale in the fall. All others have paid the taxes owed.

4. Pool Attendance and Revenue Tracking, Expenses

- Halter stated all has gone well with the pool.

5. Budget Review Balances

- Balances were presented in the council packet. All departments on track and doing fine.

**5. NEXT MEETING DATE**

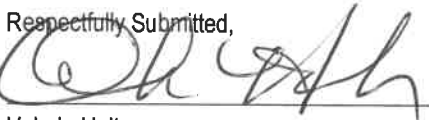
A. August 14, 2023 at 6:30 PM

- Mayor Sik asked when the next Work Session would be. Halter stated it would be in September.

**6. ADJOURNMENT**

***Motion/Second/Pass (Bittner/Knutson/unanimous 5/0) to adjourn at 7:26PM.***

Respectfully Submitted,



Valerie Halter  
Clerk



Lydel Sik  
Mayor

**LAMBERTON CITY COUNCIL  
REGULAR MEETING • CITY HALL  
August 14, 2023 • 6:30 P.M.**

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

- Meeting called to order at 6:30 PM August 14, 2023.
- Present: Mayor L. Sik, D. Knutson, D. Irlbeck, I. Pfarr, L. Bittner (arrived 7:15PM)
- Staff in Attendance: V. Halter, J. Thram, T. Birkemeyer, T. Neperman
- Others in Attendance: Scott Kuhlman, Bollig; Jadell Morales, Bill Schaffran, M. Novak

**A. Additions/Deletions to Agenda**

1. Remove RCA 5a
2. Add Closed Meeting at the end of the meeting for Human Resource issue.
3. Add RCA 5f – Library Aid Position

***Motion/Second/Pass (Irlbeck/Pfarr/unanimous 4/0) to approve the agenda as amended.***

**2. CONSENT AGENDA**

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

1. June 28, 2023 EDA Meeting Minutes
2. July 10, 2023 CC Meeting Minutes

***Motion/Second/Pass (Knutson/Irlbeck/unanimous 4/0) to approve the June 28, 2023 EDA Minutes and the July 10, 2023 Regular Council Meeting Minutes.***

**3. GENERAL BUSINESS**

**A. Petitions, Request, Communications**

1. Dan Coulter – Lambertton Township (Dan was not present at the meeting.) The Lambertton Township is requesting to place a 16x30 building in the City limits for storage. Thram suggested behind the Veteran's Park. Discussion was held.

***Motion/Second/Pass (Knutson/Irlbeck /unanimous 5/0) to approve Lambertton Township place a building on the back side of Veteran's Park with the understanding that the Township is responsible for lot maintenance including mowing and snow removal; and if the City needs that lot for any reason the Township will be responsible to move the building off the lot.***

2. Bollig Engineering – Scott Kuhlman with Bollig Engineering was present to update the council on activity. The Preliminary Engineering Report and the Environmental Report have been submitted to the USDA Rural Development (RD). Bollig has received comments back from RD and are addressing them. After these are addressed it moves to the next step of does it qualify for the programs offered. Then the projects are ready for them to be able to fund. The Industrial Park application into the DEED BDPI Grant is underway. This one is for utilities in the Industrial Park. Platting in the Industrial Park is waiting for the rest of the project to be finalized and for possible tenants to be able to plat for their needs. Electrical design needs to be completed yet. There are two large natural gas lines that they will need to get depths on once crops are removed. Grove Street is almost completely engineered. Kuhlman questioned the extent of curb and gutter replacement. Can go partial or full replacement. Discussion was held.

MN Department of Health Lead Service Line Grant – application was submitted and are awaiting award. The federal government is mandating all municipalities to take an inventory of all their water service lines. The goal is to identify all lead service lines. There will be programs in the future to replace the lead service lines. It will all be a part of a process.

**3. Citizen Complaints & Concerns**

- a. Kyle Hubert – Dangerous Dog & Other Nuisance Violations – Hubert was unable to attend. The complaints have been submitted to the police department.

**4. Building/Zoning Permit Requests**

- a. Claire Olson submitted an application to build a garage.

***Motion/Second/Pass (Knutson/Pfarr/unanimous 4/0) to approve the garage building permit for Claire Olson.***

**5. Request for Council Action**

- a. RCA – Char Pham – is asking for forgiveness on her utility bill. Thram and Beermann have worked with her and she has been very attentive in addressing the issue. Mayor Sik explained past practices.

***Motion/Second/Pass (Knutson/Irlbeck/unanimous 5/0) to approve a one-time credit of \$498.31 to Char Pham's utility bill.***

- b. RCA – Clayton Senst is wanting to build a garage at the back of his property. He is asking the council if he can use his platted undeveloped alley for him to use as access to this garage. Senst is asking if the council will pay for the installation of the curb cut to the alley. Halter asked if the council would allow Senst to use the alley. Discussion was held. Senst's original building permit had the garage opening to the County Road. Halter did reach out to the county. They require a permit and the homeowner is responsible for the cost. Senst would have to abide by all setback and alley ordinances that are in place. The neighbors have stated in the past that they do not want a developed alley. After further discussion the council tabled the request for further information.
- c. RCA – Liquor Licensing Request – Lydell Sik of Lamberton Lanes is requesting a full liquor license; he currently holds a 3.2 license. It has become increasingly difficult to get what his patrons like. Sik looked at getting a Wine License which would allow him to sell strong beer, but the City's current ordinances and fee schedule does not support this at this time. Sik is requesting the council vote on an off-sale and on-sale liquor license pending insurance, fees are paid, and state approval. Sik is also asking for the rate to be pro-rated for the year. Pro-rated rate for the licenses would be \$110.42/month.  
***Motion/Second/Pass (Irlbeck/Knutson/unanimous 4/0/Sik abstaining) to approve an on-sale and an off-sale pro-rated liquor licenses for Lydell Sik of Lamberton Lanes pending all paperwork, insurance, paid fees and state approval.***
- d. RCA – Share the Spirit has requested the Lamberton Library purchase the books for the Share the Spirit and they would reimburse the library for the purchase.  
***Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to approve the Library purchasing books for Share the Spirit with Share the Spirit reimbursing the cost.***
- e. RCA – Library Aid position. The summer help we had for the Library Aid position has left for college. We need to fill the position.  
***Motion/Second/Pass (Pfarr/Knutson/unanimous 5/0) to approve advertising for a part-time Library Aid.***

6. Matt Novak, City Attorney was present to discuss a variety of topics.

Cannabis and Employment Policy – Novak discussed some of the things needing to be addressed with the new cannabis laws. Novak is looking for guidance from the council on the changes needing to be made to the Employment Policy. Council voiced they would be for a “No Impairment” stand on use and to add a “For Cause” testing clause. Discussion held.

Cannabis and Public Smoking Policy – Novak stated that as of now, you can smoke cannabis in public spaces. Novak discussed the options. The campground was discussed. Further discussion was held. Mayor Sik suggested the council take time and figure out what is wanted and make sure we address all issues.

Novak talked about addressing Smoke Shops and if the council would want to restrict. Discussion was held.

Changes in Employment Law – The Legislation pass into law the requirement to offer Sick & Safe Time to any employee that works over 80 hours a year after January 1, 2024. This includes any part-time or temporary employees. In 2026 there will be a state FMLA system. Employers will pay into the system like they do unemployment. Then if an employee has a qualifying event, they apply to the state agency and the state agency would pay them if they qualify. The employer would just be required to allow the time off needed.

Ordinance Codification – Many of the City's ordinances are outdated and need to be updated. Halter looked into using the Minnesota Basic Code vs. going through each of our ordinances and updating them. There are pros and cons to each way. Novak would rather we do not use the Basic Code because it is overkill for what we need. The Basic Code names several positions that are needed and the procedures needed for enforcement can be a problem. Discussion was held. Organization and ease of finding the information is a concern. It was decided that the council will hold a work session and start working on ordinances that we have and updating them. Council will continue working through all the ordinances. The three that were identified as ones that need to be addressed first are animals, liquor, and nuisance.

B. Department Reports

- 1. Library – report was submitted.

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

- 2. Ambulance Department – Tim Birkemeyer was present and reviewed call volume. Discussion is being held about developing a County-wide transportation system for non-emergent transportation that is needed for residents of nursing homes and others in the



county. It is a way to relieve some pressure off of ambulance services around the county that are being called out for non-emergent calls that they are unable to turn down. Novak also addressed this subject and asked the council for their support and presenting it to the county commissioners.

**Motion/Second/ Pass (Knutson/Bittner/unanimous 5/0) to support the effort to develop a countywide non-emergent transportation system.**

Birkemeyer also talked about the Ambulance Policies that are needing to be developed. The service received a Pedia-Mate through a grant the D Vollmer applied for. This allows them to safely transport a pediatric patient up to 80 pounds. Birkemeyer is also wanting to update the Toughbook used in transmitting patient information in the ambulance.

**Motion/Second/ Pass (Bittner/Irlbeck/unanimous 5/0) to approve the purchase of a Toughbook or tablet.**

The alarm system at the Ambulance garage that goes off if there is carbon monoxide – goes off, but the fans do not kick in to remedy the problem like it should. To fix it will cost approximately \$1,200.

**Motion/Second/ Pass (Irlbeck/Bittner/unanimous 5/0) to approve the ambulance report as given.**

3. Fire Department – No report given.

4. Police Department - Report Submitted

**Motion/Second/ Pass (Irlbeck/Pfarr/unanimous 5/0) to approve the police report as submitted.**

5. Maintenance Department

Thram reported all the trees were planted at the City Park. There are eight different varieties planted. Thram has been working with the Douglas Apartments with their usage. They feel we have a problem, but we have changed out meters and do not feel there is an issue. The swimming pool is closed for the season. The water tower was hit by lightening during a storm. Now the panel is experiencing problems, and everything is needing to be ran manually now. We have put in an insurance claim. Problem now is getting parts for the panel we have because it's old. If we have to upgrade the panel, we will have to see what insurance covers. There is a problem with the skid loader. Thram has been working with John Deere to get it resolved. Thram also asked the council to think about regrading the park next year.

**Motion/Second/ Pass (Irlbeck/Knutson/unanimous 5/0) to approve the maintenance report as given.**

6. Administration/EDA Department

Halter reported that Kris Vollmer has started part-time in the office and it is going well. The Lamberton Foundation has approved doing a Fund Drive for improvements in the park. We need to work out details yet, but that will be coming. Halter has joined the League of Minnesota Cities Improving Local Economies Committee. Halter met with the school regarding childcare. Halter has reached out to the owners of VVM to discuss childcare and assisted living needs of the community. The fiber open house was held with 112 locations signing up.

**Motion/Second/ Pass (Bittner/Pfarr/unanimous 5/0) to approve the Administration/EDA report as given.**

Bill Schaffran was present for Hot Iron Days. Asked if the City would be willing to cover the costs of bathrooms and advertising. Halter stated Bollig gave a \$300 donation to be used towards Hot Iron Days expenses.

**Motion/Second/ Pass (Irlbeck/Knutson/unanimous 5/0) to pay for the bathrooms for Hot Iron Days.**

Schaffran made comments about police coverage.

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

1. 2023-25 – Resolution Accepting Donations to the City of Lamberton

**Motion/Second/ Pass (Bittner/Pfarr/unanimous 5/0) to accept Resolution 2023-25 Accepting Donations to the City of Lamberton**

2. 2023-26 – Resolution Reallocating Budgeted Funds

Halter presented the financial savings by not having a second full-time position in the office and the time that the street department was down a full-time person. Halter is requesting the savings of \$54,108 be reallocated to the street maintenance budget. Halter presented estimates for chip sealing. Thram explained the two different types quoted. Thram also talked about First Ave by Meadowland. Halter would like to explore using LFIP funds for that project.

**Motion/Second/ Pass (Bittner/Pfarr/unanimous 5/0) to accept Resolution 2023-26 Reallocating \$54,108 Budgeted Funds to the Street Maintenance Budget.**

3. 2023-27 – Resolution Approving V.O.T.E.R. Funds Usage – State funds were given to the county. The City needs to approve usage of the funds.

**Motion/Second/ Pass (Bittner/Pfarr/unanimous 5/0) to accept Resolution 2023-27 Approving V.O.T.E.R. Funds Usage.**

D. Financial Report & Approval of Claims

1. July 2023 Financial Report
2. Approval of Claims

***Motion/Second/ Pass (Knutson/Bittner/unanimous 5/0) to approve the Financial Report & Approval of Claims.***

4. **MAYOR & COUNCIL REPORTS & COMMUNICATIONS**

A. Information for Council

1. UCAP Overview – all slots are being used and projects need to be completed soon.
2. Pool Attendance and Revenue Tracking, Expenses for July were presented.
3. Dollar General – Halter did get a call asking for pending assessments on the land.
4. One-Time Public Safety Aide – The State of Minnesota is giving a one-time payment of \$34,351 to be used for public safety. There are strict requirements for its use. The countywide non-emergent transportation idea was suggested.
5. Industrial Park Funding Opportunity – Halter will be working with Bollig on the funding opportunity.

5. **NEXT MEETING DATE**

- A. September 11, 2023 at 6:30 PM

The meeting went into closed session at 9:45 PM to discuss a personnel matter.

Discussion was held on the matter. No action taken by the council.

6. **ADJOURNMENT**

***Motion/Second/Pass (Irlbeck/Knutson/unanimous 5/0) to adjourn the meeting at 10:03 PM.***

Respectfully Submitted,



Valerie Halter  
Clerk



Lydell Sik  
Mayor

**LAMBERTON CITY COUNCIL  
REGULAR MEETING MINUTES  
September 11, 2023 • 6:30 P.M.**

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

- Meeting called to order at 6:30 PM September 11, 2023.
- Present: Mayor L. Sik, D. Knutson, D. Irlbeck, I. Pfarr, L. Bittner
- Staff in Attendance: V. Halter, J. Thram
- Others in Attendance: Ray Sweetman, Dominic Sweetman, Taylor Williamson, Matt Novak

A. Additions/Deletions to Agenda

1. Remove Citizen's Complaint
2. Add Sweetman Sanitation to RCA 3a
3. Add Clayton Senst alley garage to Building and Zoning
4. Add Closed Session for HR item.

***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. 8-14-2023 Regular CC Minutes
  2. 7-25-2023 Regular EDA Minutes

***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 - none
2. Building/Zoning Permit Requests
  - a. Clayton Senst – Alley Garage Access – After previous council meeting C. Senst contacted Mayor Sik regarding his request for use of the undeveloped alley for garage access. Mayor Sik advised C Senst to have all the people that lived on his block to sign off that they are ok with his plan. Senst received all but one person's signature. Council was given a drawing Senst submitted of his current plans and garage location. Discussion was held about the future owners, other undeveloped alleys in Lambertton, maintenance. Senst will have to follow all setbacks and the ordinances regarding the alley and parking. The City will not pay for the curb cut.

***Motion/Second/Pass (Knutson/Pfarr/Irlbeck/Sik For and Bittner Against 4/1) to approve Clayton Senst's request to use and maintain the undeveloped alley at the rear of his property.***

3. Request for Council Action

- a. RCA – Garbage Contract - West Central Sanitation (WCS) & Sweetman Sanitation – The current service provider is West Central Sanitation. Sweetman sanitation had contacted the City for the opportunity to bid when the opportunity came about. Both WCS and Sweetman presented proposals. Rates, services, and billing were review and questions were asked. Thram discussed the trucks used and the impact on the streets. Council members stated they would like more time to review the contracts. Council will discuss at the upcoming Work Session and vote on it at the October 10<sup>th</sup> work session.
- b. RCA – Contract with Redwood County Assessor's Office for Assessing Services 2023-2024 – Rates stayed the same at \$12 per parcel.

***Motion/Second/Pass (Bittner/Irlbeck/unanimous 5/0) to approve the Redwood County Assessor's Office contract for 2023-2024 Assessing services.***

- c. RCA – Tax Forfeited Property Sale – The property located at 601 2<sup>nd</sup> Ave W. is up for sale 9-13-2023 at a public auction for tax forfeiture. Halter asked the council if they want to purchase the property if no one were to bid on it and if so, what is the max amount to bid.

***Motion/Second/Pass (Pfarr/Bittner/unanimous 5/0) to approve Halter to bid the minimum bid of \$1,000 on the 601 2<sup>nd</sup> Ave W property if no one bids on the property.***

- d. RCA – Camping Rates for 2024 Season – Halter has been contacted by people wanting to reserve spots for the 2024 camping season because of the 50<sup>th</sup> Anniversary of Little House on the Prairie. Generally, the City opens reservations after the first of the year after the new Fee Schedule has been approved. Halter is asking to approve the rates for 2024 so she can open reservations before the end of the year. Halter also asked the council if they would like to include the fees in the rates or leave it as is where the fees are added onto the rates. Council likes having the fees included in the price charges, so the price is the price. A fee for primitive camping fee will be added for those with no hook-ups but want to tent there. A charge will be added for picnic table delivery for those who rent picnic tables and need them delivered and picked up. Pfarr question maintenance in the parks and it was discussed.

***Motion/Second/Pass (Bittner/Irlbeck/unanimous 5/0) to approve the 2024 Park Rates with no add on fees as presented.***

- e. RCA – Ruth Churchill Utility Bill – Ruth had a running toilet and in turn had a large utility bill. Churchill is asking for credit on her utility bill like we have done for others.

***Motion/Second/Pass (Knutson/Irlbeck/unanimous 5/0) to approve a one-time credit of \$126.27 on Ruth Churchill's utility bill.***

- f. RCA – Library Aide – The help we had for the summer has left for college. We need coverage for when Alicia needs time off. Kris Vollmer has said she would be interested in covering the Library and she would be interested. The question would become what we pay her per hour. Discussion was held. Council advised the Library to be charged for the hours spent there.

***Motion/Second/Pass (Pfarr/Bittner/unanimous 5/0) to approve Kris Vollmer to work at the Library at her assistant clerk wage.***

- g. RCA – Police Department – Halter explained that Chief Walker has stated he would like to be done with serving Lamberton. He realizes we do not have anyone with the proper license so he will hang on. Halter has contacted Walnut Grove regarding to sharing a police force. Knudsen asked that Halter contact the county to see where they are at in offering coverage. Wages were discussed. With the current shortages for law enforcement across the state, our wages will need to increase.

***Motion/Second/Pass (Irlbeck/Knutson/unanimous 5/0) to approve advertising for part-time Police Chief and officers with POST.***

- h. RCA – Set Work Session Date, Time, Content – Dates were discussed for the work session. Monday, September 18, 2023 at 5:15 was chosen with the agenda items being the 2024 Budget, Swimming Pool Public Meeting, Garbage Contracts, set meeting date for Special Meeting to adopt the 2024 preliminary Budget.

***Motion/Second/Pass (Irlbeck/Pfarr/unanimous 5/0) to approve have a Council Work Session September 18, 2023 at 5:15 PM.***

B. Department Reports

1. Library – No report submitted.
2. Ambulance Department - None Submitted. Matt Novak commented on meetings he has had with Tim Birkemeyer and John Krohn regarding a county wide solution for ambulance coverage. They plan to present to the Redwood County Commissioners at a coming meeting.
3. Fire Department – No report submitted.
4. Police Department – No report submitted.
5. Maintenance Department – Thram updated the council on the water tower and the insurance claim. Thram is confident it will get straightened out, but it's going to take time. Thram and Beermann have been doing locates for the fiber installation and trimming boulevards. Council question the fiber progress. Currently they are concentrating on the Main Street businesses. Thram informed the council that after the last council meeting, he called to get seal coating booked, but the companies cannot get the oil needed for this construction season. Thram would like that money to be carried over for the seal coating to be done next year. Radtke property and tree branches was discussed.

***Motion/Second/ Pass Knutson/Pfarr/unanimous 5/0) to approve the maintenance report as given.***

6. Administration/EDA Department - Halter noted conversations she had with potential for assisted living and senior housing. Safe Routes to School Walk Audit will be done on the 20<sup>th</sup>. Talked to a potential new potential business in town. Vollmer's training has been going well. An architect will be coming on the 25<sup>th</sup> to look at the current school building to answer questions they have. This will help in their determination of what options there are for the building and costs.

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

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

1. 2023-28 - Resolution Accepting Donations to the City of Lamberton

***Motion/Second/ Pass (Bittner/Irlbeck/unanimous 5/0) to accept Resolution 2023-28 Accepting Donations to the City of Lamberton***

D. Financial Report & Approval of Claims

1. August 2023 Financial Report
2. Approval of Claims

***Motion/Second/ Pass (Bittner/Knutson/unanimous 5/0) to approve the Financial Report & Approval of Claims.***

4. MAYOR & COUNCIL REPORTS & COMMUNICATIONS

A. Information for Council

Bittner has been appointment as a Commissioner of the Southwest Development Corp. as a representative of Redwood County.

Matt Novak, City Attorney explained that there were some property description errors in the Resolution to Annex certain property passed earlier this year. He does not feel we need a new resolution, but we do need to fix the legal property descriptions.

***Motion/Second/Pass (Pfarr/Bittner/unanimous 5/0) to fixed the legal descriptions on the resolution.***

5. NEXT MEETING DATES

- A. Work Session September 24, 2023
- B. October 10, 2023 at 6:30 PM
- C. Special Meeting to adopt 2024 Preliminary Budget TBD.

Council went into closed session at 8:00 PM to discuss the HR issue.

**6. ADJOURNMENT**

***Motion/Second/Pass (Irlbeck/Knutson/unanimous 5/0) to adjourn the meeting at 8:20 PM.***

Respectfully Submitted,



Valerie Halter  
Clerk



Lydell Sik  
Mayor

**LAMBERTON CITY COUNCIL**  
**WORK SESSION • CITY HALL**  
**September 18, 2023 • 5:15 P.M.**

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

- Meeting called to order at 5:20 PM September 18, 2023 by D. Irlbeck.
- Present: D. Knutson (left before the end), D. Irlbeck, I. Pfarr, L. Bittner, Mayor L. Sik (arrived 5:45)
- Staff in Attendance: V. Halter, J. Thram
- Others in Attendance: Jadell Morales

**A. Additions/Deletions to Agenda**

1. Boulevard Ash Trees

***Motion/Second/Pass (Knutson/Bittner/unanimous 4/0) to approve the agenda as amended.***

**2. GENERAL BUSINESS**

- A. Garbage Contracts** – Discussion was held on the garbage contracts submitted by West Central Sanitation and Sweetman Sanitation. Questions were raised and Halter was advised to get clarification for the October Council meeting.
- B. Swimming Pool Public Meeting** – Discussion was held on the swimming pool and having a public meeting to discuss the swimming pool, its future, and the cost to the residents of Lambertton. A meeting will be held in November. Halter was advised as to the information the council would like presented to give the full picture.
- C. 2024 Budget** – Halter presented the 2024 Preliminary Budget. Halter discussed areas that increased and what she based them on. Halter presented information on the Library comparing the Lambertton location to other libraries in the state that are like in size of population served. Halter asked for guidance on where the council would like to see reductions to balance the budget without a jump in the levy. Halter explained there needs to be an increase in the levy because we cannot continue to cut to keep ahead of the rise in costs.
- D. Set Meeting to adopt preliminary 2024 Budget** – Discussion was held on what dates would work for council members. By law the preliminary budget needs to be adopted by the end of September. Mayor Sik will call the meeting after the work session.
- E. Animal Ordinance** – Halter presented the format she would like to use going forward on all ordinances. Halter would use a Chapter system for each topic. It can be changed as the council moves forward in updating ordinances, but this will be the starting point. Halter presented the current ordinances that deal with animals and a draft of the new proposed ordinance. Council then went through the proposed ordinance and made changes. Halter will make the changes to the draft and present it at the October council meeting. If the council approves of the draft at that point, it will be given to the City Attorney for final review and then the council will proceed in the process to adopt it.

**3. ADJOURNMENT**

***Motion/Second/Pass (Irlbeck/Bittner/unanimous 4/0) to adjourn the meeting.***

Meeting Adjourned at 8:25PM.

Respectfully Submitted,



Valerie Halter  
Clerk



Lydell Sik  
Mayor

**LAMBERTON CITY COUNCIL  
REGULAR MEETING MINUTES • CITY HALL  
October 10, 2023 • 6:30 P.M.**

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

- Meeting called to order at 6:30 PM October 10, 2023.
- Present: Mayor L. Sik, D. Knutson, D. Irlbeck, L. Pfarr, L. Bittner
- Staff in Attendance: V. Halter, J. Thram, A. Vogel
- Others in Attendance: Jadell Morales, Jodie Geske, Thomas Anderson, Julie Senst, Randy Hammerschmidt, Marchele Walz, Robert Stoppel, Taylor Williamson, Dominic Sweetman, Shannon Sweetman, Don Williamson, Kathleen Foss, Alicia Vogel, Ilea Wegley, Dianna Busch

**A. Additions/Deletions to Agenda**

**1. Amended Agenda**

- a. Add Bollig Engineering under General Business
- b. Add Jodie Geske under Citizen Complaints
- c. Add Sue Imker – Citizen Complaints
- d. Add Kathy Foss – Citizen Complaints
- e. Add RCA - ISG – Contract for existing school site under Request for council action
- f. Council Information – UCAP Summary

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

**2. CONSENT AGENDA**

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

- 1. 8-30-2023 EDA Meeting Minutes
- 2. 9-11-2023 Regular CC Minutes
- 3. 9-18-2023 CC Work Session Minutes

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

**3. GENERAL BUSINESS**

- A.** Bollig Engineering – Scott Kuhlman was present to update the council. The USDA-RD application review comments were received and Bollig has responded to those comments. Scott asked if the City would be interested in Bollig helping the City advertise the Industrial Park lots and try to help find interested developers. Federal EDA Disaster grant opportunity for drinking water supply is being worked on. This would be 80/20 money – meaning the city would be responsible for 20% of the cost. There is some survey work that needs to be done with the natural gas lines that run along the industrial park. The railroad requires an independent geotechnical engineering review for a permit to cross under the railroad tracks. Kuhlman included the proposal from CHA for \$7,000. Grove Street plans are complete. Kuhlman will do the final review and waiting for a funding source. Local Road Improvement Program grant application is being submitted for work on 1<sup>st</sup> Ave E & W. This funding is specific for roads that connect to a county road system, connects to a 10-ton road, and part of Lamberton's local economic system. The work would check all those boxes. It is a competitive grant. The county would be the administer the funding so the City would have to pass a resolution to apply for the funding.

***Motion/Second/Pass (Bittner/Pfarr/unanimous 5/0) to approve Resolution 2023-32 for the 2023 LRIP funding from MnDOT for Construction of City Street Improvement Project.***

***Motion/Second/Pass (Bittner/Knutson/unanimous 5/0) to approve the proposal from CHA for a geotechnical review.***

**B. Petitions, Request, Communications**

**1. Citizen Complaints & Concerns**

- a. Jodie Geske was present regarding the corner by her house. There was construction on that corner in May and the grass was never seeded in. Geske made several attempts with the City to have the issue resolved. Geske is frustrated with the lack of response and the work not getting done.
- b. Matt Lenning – Truck Parking on 9<sup>th</sup> & Birch – Not present.
- c. Elaine Frank –written complaint submitted about the cutting of library hours.
- d. Edie Coulter –written complaint submitted about the cutting of library hours.
- e. Sue Imker –written complaint submitted about the cutting of library hours.
- f. Kathy Foss -submitted a written complaint on a variety of topics. Kathy questioned the council on the industrial park, library, swimming pool and CO emissions from the ethanol plant.

Tom Anderson questioned the council about the proposed cut in library hours. Mayor Sik explained to save money the Levy for the Library has almost doubled in the last 10 years. Anderson stated he does not feel it is about money.



Anderson complained about snow removal and placement of snow. Anderson expressed he does not feel the police car should not be accosting residents. Anderson questioned why the police would be in town at different hours of the day and night. Halter explained she does not know when the police is called to town. Mayor Sik proceeded to instruct Anderson to submit his complaints in writing and that the meeting was going to proceed.

Julie Senst stated that Alicia does nothing but good for the library and feels the hours should be expanded not cut. Senst commented that the Library and the pool are the only things to attract a young family. Senst commented on the money that has been spent on the industrial park. Senst feels there is plenty of money that is being spent.

Diana Busch commented the library is the only lifeline in the community and does not feel cuts should be made with the library.

Mayor Sik stated that he was glad to have people at the meeting. Mayor Sik stated no one has said Alicia is doing a bad job. Cuts to the library hours was discussed at the work session. The council asked the Library Board to come up with some other ideas. The Library isn't the only place that there has been cuts.

Jadell Morales stated she agreed with those in support of the library.

2. Building/Zoning Permit Requests

- a. 2023-13 – Robert Serreyn – 204 2<sup>nd</sup> Ave W - Carport Construction

***Motion/Second/Pass (Bittner/Knutson/unanimous 5/0) to approve building permit 2023-13.***

3. Request for Council Action

- a. RCA – Chad Stavnes Water Main Repair Bill – Chad Stavnes' rental house had a water leak. When they dug it up the line is shared with the house next to it. They repaired their line and fixed the shared line so they are each on their own line like it should be. The bill from Dray Line does not split out the repair per property. Halter has left a message with Dray Line to see if we can get a bill for the part that fixed the problem but has not received anything. Council discussion would like to see an itemized bill and find out if it can be placed on that property owner's taxes for payment. No action taken until further information is obtained.

- b. RCA – Call Swimming Pool Meeting – The Council has had many conversations in work sessions about the swimming pool, the cost, the value, the importance to the community. The Council would like to have a public meeting to get feedback from the community about the pool. Senst asked if the amount of money spent on the Industrial Park lots over the past two years could be presented at the meeting. Mayor Sik said those numbers can be found in the packets or can be requested. Halter explained that the money that is being spent on the Industrial Park is money left over from a street project. The City had to go through arbitration with those funds. The City must spend that money on other street projects in the community or would be penalized. All the expenses thus far are acceptable expenses for those funds. Mayor Sik stated at the Pool meeting they want to keep it just on the topic of the pool. The loss on the pool this year is in the range of \$55,000. Walz asked if there has ever been a public meeting about the Industrial Park. Mayor Sik said no, but there is a monthly EDA meeting that is open to the public. Halter stated that what gets lost in the discussion is what is going on with the property taxes and what we can do to lessen that burden. People complain about the southside addition lots not being sold. Halter stated it is hard for someone to build a house knowing their property taxes will be \$10,000 a year. Walz stated she doesn't believe there are companies that want to build here.

***Motion/Second/Pass (Bittner/Irlbeck/unanimous 5/0) to public hold a public meeting on the swimming pool on Monday, November 6, 2023 at 6:30 PM at the Community Center.***

- c. RCA – Lamberton Commercial Club has sent information about being members. We have been members in the past.

***Motion/Second/Pass (Bittner/Pfarr/Sik Abstained 4/0) to be a member of the Commercial Club.***

- d. RCA – Add a 4M Account Under the City of Lamberton for EDA Funds – The Lamberton EDA is reorganizing the funds they had in CDs. They would like to move part of that money over to a 4M account. The new account would be under the City of Lamberton because the EDA does not have their own Tax ID number.

***Motion/Second/Pass (Pfarr/Irlbeck/unanimous 5/0) to allow an EDA 4M account to be established under the City's accounts.***

- e. RCA – Fire Contracts – The current rate is \$275/section. Chief Neperman would like it raised to \$300/per section to start saving for a fire truck replacement.

***Motion/Second/Pass (Bittner/Knutson/unanimous 5/0) to set the 2024 Fire Rate at \$300/section.***

- f. RCA – Garbage Contracts – Representatives from both South-Central Sanitation and Sweetman Sanitation were present and spoke. Halter collected data requested by the council at the work session. Halter stated she felt that everything is working the way it is and doesn't see a need for change. Discussion was held on trucks, size of containers, billing, drive-by fee, and customer service.

**Motion/Second/Pass (Irlbeck/Bittner/unanimous 5/0) to sign a contract with West Central Sanitation for garbage pick-up service.**

- g. RCA – Animal Ordinance – During the last work session the council went through the ordinances that dealt with animals and updated the areas that needed to be. The next step will have the City Attorney review the ordinance and then the council can go through the process to adopt the ordinance. Halter did call the Redwood Falls Animal Shelter. They are moving to a monthly contract fee to take animals from cities. They do not accept feral cats. They are open to negotiating a monthly fee if we are interested. Geske asked if there are any major changes pet owners need to be aware of. Halter stated the cats will need to be on leashes if outdoors and the max number of dogs and or cats allowed will be 5. Otherwise it was more organization – putting all ordinances that deal with animals under one.

**Motion/Second/Pass (Irlbeck/Knutson/unanimous 5/0) to send the updated Animal Ordinance to Matt Novak for review.**

- h. RCA – Utility Charge for Future Improvements – Halter explained at the Senate Capital Improvement Tour it was suggested the City charge a fee on their monthly utility bills for future improvements. Halter stated that no decision needs to be made this evening, but the council needs to start thinking about it. Discussion was held. Council member Pfarr would like to hear the opinion of residents on the matter.
- i. RCA – ISG – Contract for Existing School Site – ISG has submitted a contract to do the work needed to give the city an idea of what it would cost to redevelop the current school campus – keeping the elementary wing and the gym wing. Halter stated the only thing missing from the contract that she wanted to see was for them to give the estimated costs to maintain the buildings. The contract cost is \$28,000 and would be covered by the planning grant that the City of Lamberton was awarded.

**Motion/Second/Pass (Bittner/Irlbeck/unanimous 5/0) to set accept the proposal from ISG.**

C. Department Reports

1. Library – Alicia Vogel was present and read a statement about her feelings of the proposed cutting of library hours. Vogel stated she would like the Council to fight as hard for the Library as it has to keep the pool and other departments. Vogel brought the subject to the Library Board and the Friends of the Library. They agreed to fundraise. Council member Bittner stated that the council looked at what libraries of our size do not have open service hours of 40. Council member Knutson stated it was nice to see all the support for the Library. Mayor Sik stated again no one is saying Vogel is doing a bad job. Council member Bittner went over the thoughts she had when reading the report submitted by Vogel for the council pack. Bittner encouraged Vogel to do more advertising and promotion of services available from or at the Library. Bittner also encouraged to alter things to serve more people – like shifted hours on dance nights.

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

2. Ambulance Department – No report submitted. Halter did state that we have been notified we have time to submit the reports needed so that we do not take a hit on our Medicare reimbursements.
3. Fire Department – No report submitted.
4. Police Department – No report submitted.
5. Maintenance Department – Thram was present. Council and Thram discussed a couple of the complaints from the evening. Thram did receive a quote for fixing the board at the water plant from the lightening hit. The quote is \$62,000 and has been given to insurance. Thram is waiting to hear from insurance to see what the next steps are. Thram let the council know that the water that comes out the side of the building is because of this problem. They have to turn the water on manually and sometimes it gets full before they are back to shut it off. They have been working on winterizing the pool. The City Park and Kuhar will get winterized in the next couple weeks. Thram plans to rip out the stumps and get the trees planted by the camp spots. Halter stated with the EDA Disaster grant, we will include the water board in that as well because it can be used towards our matching funds even though insurance pays for it.

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

6. Administration/EDA Department – Halter submitted a printout of activities. Bittner asked about feed back from the Senate Capital Investment visit. Halter stated no she has not but plans to send them thank yous and put something in the paper.

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

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

1. 2023-29 - Resolution Adopting the Fire Department Relief Association By-Laws  
a. Also attached for council information is the Fire Dept Rules & Procedures 10-2023
2. 2023-30 - Resolution Accepting Liability Coverage Limits from LMC

3. 2023-31 - Resolution Accepting Donations to the City of Lamberton

***Motion/Second/Pass (Knutson/Irlbeck/unanimous 5/0) to accept the Resolutions 2023-29, 2023-30, and 2023-31.***

E. Financial Report & Approval of Claims

1. September 2023 Financial Report

2. Approval of Claims

***Motion/Second/ Pass (Bittner/Knutson/unanimous 5/0) to approve the Financial Report & Approval of Claims.***

**4. MAYOR & COUNCIL REPORTS & COMMUNICATIONS**

A. Information for Council

1. UCAP project updates was submitted in the council pack.

**5. NEXT MEETING DATES**

A. Swimming Pool Meeting November 6, 2023 at 6:30 PM at the Community Center

B. November 13, 2023 \*\*Valerie will be out of the office ½ day on 11-9 and all day 11-10 – so packet information needs to be to her by 11-8-2023 possible.\*\*

**6. ADJOURNMENT**

***Motion/Second/Pass (Irlbeck/Pfarr/unanimous 5/0) to adjourn the meeting at 8:40 PM.***

Respectfully Submitted,



Valerie Halter  
Clerk



Lydell Sik  
Mayor

6

## Attendance at 10-10-23 City Council Meeting:

Jadell Morales

Jodie Gesty

Thomas Anderson

Julie Lenet

Randy Hammett

Michelle Way

Robert Stoppel

Taylor Williamson

Don Sand

Shannon Sweetman

Ray Sweetman

Jon Sweetman

Don Williamson

Kathleen Foss

Alicia Vogel

Ilea Wegley

Deanna Busch

Justin Thuan

**LAMBERTON CITY COUNCIL**  
**SPECIAL MEETING MINUTES • COMMUNITY CENTER**  
**November 6, 2023 • 6:30 P.M.**

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

- Meeting called to order at 6:30 PM November 6, 2023.
- Present: Mayor L. Sik, D. Knutson, D. Irlbeck, L. Pfarr, L. Bittner
- Staff in Attendance: V. Halter, J. Thram, K. Vollmer
- Others in Attendance: 39 People Signed in (see attached list)

A. Additions/Deletions to Agenda

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

**2. GENERAL BUSINESS**

- A. Opening Statements from Mayor Sik – Mayor Sik stated the council has not decided anything on the swimming pool. Each year the council looks at the budget for the coming year and looks at what has been spent the previous year to set the budget. The council asks themselves is this what the community wants. The council wants community input and direction with the swimming pool. Mayor Sik stated that after Clerk Halter's presentation, each person will have 3 minutes to make a statement. Mayor Sik also thanked the people for coming. Halter stated that part of the meeting is also discussing what the future plans should be because we know the pool will not last forever.
- B. Informational Power Point from Clerk Halter – Halter started with a brief history of the pool's beginning. The efforts to start the pool began in 1964. There was a board of 12 people made up of city residents and residents from each of the surrounding townships. The cost to build the pool was \$40,000. Halter then went to explain why we are talking about the pool now. The pool was built with a life expectancy of 30 years. We are 27 years past that now. Originally the City and the school split the cost of the school. The school no longer could justify the expense of the pool and gave it to the City. Rising costs of operating the pool.

The next topic explained is who pays for the pool. The pool is subsidized by those who live in the City of Lamberton and pay property taxes to the City of Lamberton. The City does not receive funds from surrounding townships or communities whose residents use the pool. People using the pool and paying admission and lesson fees and donations also help pay for the pool. Halter displayed the expenses and revenues of the pool since 2016. The yearly loss ranges from \$32,862.49 to \$66,166.24. The expenses do not include the wages for the street department personnel and the time they spend getting the pool ready, fixing and daily maintenance. It is estimated \$5,000-\$10,000 a year could be added for that expense. There is \$45,000 in a Capital Improvement Fund for the pool. Halter gave the estimated loss per day open and the estimated loss per admission.

Admission counts were reviewed from 2011 to 2023. Around 3,200 admissions can be considered and average year. The attendance the first year of the pool was 12,400 people. Halter received demographic information from the state for the pool aged children. Over the past 50 years children aged 0-14 has stayed relatively the same. Halter reviewed where users of the pool are coming from. There are more non-residents who use the pool for lessons. The non-residents are mainly from rural Lamberton, Sanborn, Wabasso and Revere.

A history of the repairs made on the pool was reviewed. Repairs are done as needed. The repairs needed were reviewed. This includes new media in the water filter and the decking in the pool area. Water usage indicates there is a leak. This year we used 914,512 gallons were used. Up 400,000 gallons from last year. It is felt that the leak is by the cold joint seem between the deep end and the rest of the pool.

Halter reached out to ISG for three pool projects they have worked on as examples. Those examples were shared. The splash pad example was \$475,000; the aquatic park was \$3.5 million and the zero-entry pool with no bathhouse was \$1.3 million at the time of construction.

Halter ended the presentation with things to think about. The City cannot fundraise. An outside group will need to spearhead the effort to develop a plan and raise funds for a new pool. Even with a new pool the city will lose money because of the operating and maintenance costs. The City continues to work on increasing the tax base to lessen the property tax burdens. The city has cut many department budgets over the years and is running out of options.

- C. Citizen Input and Questions – Mayor Sik invited each person to give a 3-minute statement. Statements included: it is an asset to the community, it employs youth, we need to invest in it, past fundraising asked neighboring communities, must have lesson dates ready to go even if you do not have an opening date, should encourage kids to go more often, if we lose it – we won't get it back, attendance decrease factor is people having their own pool and parents not around to bring them, fundraisers the last couple years have not generated much, it is a positive thing for the children, parks and the pool is a public service like water and sewer, we need places for the kids to go and play, need to focus on things for younger families, property taxes are high, a plan should be created, it is a service that babies to elderly can use, we need to look at the water usage – that water is gone.

Thram reiterated the fact that we will still lose money as a city because of the operating and maintenance costs. That will not go down with a new facility. Thram also stated that there are not any companies willing to work on older pools – especially outstate. The City knew there were problems when the pool closed the summer of 2022 that needed to be repaired the spring of 2023, the extent of the repairs and time needed to make them was unknown.

Mayor Sik stated the consensus is that the City will keep fixing the pool. Mayor Sik then asked the question, do we keep the old pool, and do we want to work on a new pool? Comments made included: we need to have a goal date for raising money and new pool, you can always fix the old pool, at what point do you stop putting money into the old pool, good idea to start a pool committee, a pool was a top three priority at the community meeting in June, the Lamberton Foundation may be of assistance, a plan needs to be established.

Mayor Sik talked about funding options like the local option sales tax. The state has put a moratorium on that option at this point. Sik mention selling bonds to cover the cost but raise taxes and asked how many would vote for that. Discussion was held. Mayor Sik again thanked the group for coming and for the good feedback.

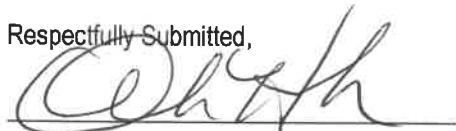
### 3. NEXT MEETING DATES

- A. November 13, 2023 – 6:30 PM Regular Council Meeting – City Hall

### 4. ADJOURNMENT

***Motion/Second/Pass (Bittner/Irlbeck/unanimous 5/0) to adjourn the meeting at 7:58 PM.***

Respectfully Submitted,



Valerie Halter  
Clerk



Lydell Sik  
Mayor

**City of Lambertton Special Countil Meeting  
November 6, 2023 6:30PM - Lambertton Community Center**

	Name
1	Kipper Kramin
2	Stephen Martenson
3	Alicia Vogel
4	Justin Thram
5	<del>Stephen</del>
6	Julie Smith
7	Julie Vollmer
8	Samuel H. H.
9	Chris Stencel
10	Jenny Haines
11	Megan Inker
12	Arber Bergemann
13	Trudi Finko
14	Christy Thram
15	Maude Way
16	Shari Keper
17	Matt Lennings
18	Heidi Sarne
19	Virginia Waldsiff
20	Jose Bittner

**City of Lambertton Special Countil Meeting**  
**November 6, 2023 6:30PM - Lambertton Community Center**

	Name
1	Greg Benedict
2	Perry Snyder
3	Brian Benedict
4	hym Pfarr
5	Barbara J. Laguer
6	Jennie Steen
7	Michelle Anderson
8	Dub Pack
9	Sue Inker
10	Ron Helsay
11	Guerr Batardo
12	Tessa Verniges
13	John John
14	Paul Miller
15	L. H. S.
16	Jonathan Stum
17	Eric Bortolotto
18	Gill Decker
19	Steve Stum
20	



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

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

- Meeting called to order at 6:30 PM November 13, 2023.
  - Present: Mayor L. Sik, D. Knutson, L. Pfarr, L. Bittner
  - Staff in Attendance: V. Halter, J. Thram
  - Others in Attendance: Deb Pack, Jane Moody, Kurt Moody, Gary Carlson, Tim Helmer, Jim Salfer, Julie Senst, Marchele Walz, Roger Sackett, Chad Stavnes, Jeff Olson, Perry Snyder, Gordy Wille, Greg Benedict, Brian Benedict, Colby Pack, Pete Furth, Lee Schaffran
- A. Additions/Deletions to Agenda
1. Amended Agenda
    - a. Add Request – Combat Vets Motorcycle Association
    - b. Add Building Permit Request 2023-15 Jadell Forman Morales – Fence
    - c. Add Building Permit Request 2023-16 Lee Schaffran - Garage Addition
    - d. Add RCA – Chad Stavnes Property – Dray Line Bill
    - e. Add RCA – 2024 Liquor Licenses

***Motion/Second/Pass (Bittner/Pfarr/unanimous 4/0) to approve the agenda as amended.***

**2. CONSENT AGENDA**

- A. Approval of Minutes (can all be done in one motion)
1. October 10, 2023 CC Regular Meeting
  2. October 25, 2023 EDA Regular Meeting
  3. November 6, 2023 CC Special Meeting

***Motion/Second/Pass (Bittner/Knutson/unanimous 4/0) to approve the minutes as listed.***

**3. GENERAL BUSINESS**

- A. Petitions, Request, Communications
1. Combat Vets Motorcycle Association – Jeff Olson a Veteran from Wabasso gave information about the groups Cabin Fever Reliever event being held on May 17-19, 2024. They like to have the event in a more central location to their group that is a campground with showers and is by a small town. 2023 event had 20 people but would like the event to grow each year. It is a group of Veterans for Veterans. They encourage vets that do not ride to attend the event. The council supported the effort to have the group use Kuhar if they so choose.
  2. Citizen Complaints & Concerns
    - a. Kyle Hubert – Dog at Large Complaint
    - b. Dave Irlbeck – Roofing Debris – Council directed Halter to send a nuisance letter.
  3. Building/Zoning Permit Requests
    - a. 2023-14 – Dollar General Building Construction – Mayor Sik asked if anyone wanted to comment on the request. Community members present voiced their opinions both for and against the request. The main complaint is the effect it may have on the grocery store. There was also support for the project citing keeping people in town may have a positive effect on the businesses in town including the grocery store. Adding to the tax base was also cited as a positive effect. Gary Carlson CEO of Maynards spoke. Jim Salfer of Salfer's grocery store in Wabasso spoke.  
***Motion/Second/Pass (Pfarr/Bittner/Knutson opposed 3/1) to approve Building permit 2023-14 The Overland Group - Dollar General building construction. Voting for Sik, Pfarr, Bittner; Voting Against, Knutson***
    - b. 2023-15 – Jadell Foreman Morales – Fence for her property across from her home.  
***Motion/Second/Pass (Bittner/Knutson/unanimous 4/0) to approve building permit 2023-15.***  
2023-16 – Lee Schaffran- Garage Addition – discussion was held about the required set-back. It would require Schaffran to build the addition back five feet from the front of the existing garage – so they would not be parallel in the front. Schaffran would have to go through the variance process to be able to build the garage at the set-back of his existing garage. ***Motion/Second (Knutson/Pfarr) to approve building permit 2023-15. Further discussion held -***

Schaffran decided to do the variance process instead of going ahead with the building permit at this time. Knutson rescinded his motion. No action taken by the council.

4. Request for Council Action

- a. RCA – Stavnes Property – His rental property had a water leak. He had Dray Line come in to fix the line. It was a shared line between his rental property and the property next to it. When the work was being done, it was decided to fix the problem and eliminate the shared line. This has been a continuous problem since reconstruction of the street. The other property owner does not return calls. When the digging happened this time, it was decided to fix the shared line issue. Stavnes is asking the City to help with the bill.

***Motion/Second/Pass (Knutson/Bittner/unanimous 4/0) to approve paying half of the Dray Line Bill to Chad Stavnes for repair/elimination of the shared line for \$996.40.***

Halter will look at assessing the amount to the other property's property taxes.

- b. RCA – Dog Park Request – There has been a request for a dog park. Discussion held. Further research needed for location and cost. No action taken at this time.
- c. RCA – Neptune Upgrade – Neptune is the software used to read water meters. They will no longer be supporting the system we currently use. Cost to upgrade the system is \$10,000. We will receive a new reading device and software. There will be improvements on what we can do, but there will also be an annual fee as well. We would like to upgrade after the first of the year and will be included in the 2024 budget.

***Motion/Second/Pass (Bittner/Pfarr/unanimous 4/0) to approve the Neptune upgrade.***

- d. RCA – PTA Meetings – Community Center Rental – The PTA has requested using the Community Center for their meetings and would like a reduced rate or for free. The council discussed. Failed to have a motion.
- e. RCA – Jeckell Water Bill – The Jeckell's used their Bank building and a toilet ran causing a high water bill. There is no previous use to take an average. The credit they are requesting is \$273.86.

***Motion/Second/Pass (Knutson/Pfarr/unanimous 4/0) to approve a utility credit of \$273.86 to the Jeckell's US Bank site.***

- f. RCA – EDA Disaster Grant Application – Halter, SWRDC, and Bollig has been working on the EDA Disaster grant application. The City needs to pass a resolution stating the City is for applying for the grant and that the City has the 20% required matching funds. Halter explained that there is potential to leverage this funding for other funding. The 20% can also be used on other funding sources as matching funds portion. The insurance money that we received for the lightning hit on the water tower is used in our 20%.

- 2023-39 – Resolution for EDA Disaster Grant Application for Water Well Source

***Motion/Second/Pass (Bittner/Knutson/unanimous 4/0) to approve Resolution 2023-39 – for EDA Disaster Grant application.***

- g. RCA – Land Lease with Lamberton Township – Halter and Novak created a land lease between Lamberton Township and the City of Lamberton for placement of their shed behind the Veterans Park. The City can get the land back at anytime if need be.

***Motion/Second/Pass (Pfarr/Bittner/unanimous 4/0) to approve the Land Lease with Lamberton Township.***

- h. RCA – 2024 COLA and Wages – Halter explained Social Security's Cost of Living Adjustment for 2024 is 3.2% so that is what she is asking for the City employees. Halter used 4% in the preliminary budget. This is not a raise. Raises are step based and are subject to a satisfactory job performance review. Step raises will be brought to the council at the December regular meeting.

***Motion/Second/Pass (Pfarr/Bittner/unanimous 4/0) to approve 3.2% COLA increase.***

- i. RCA – Work Session – Halter would like the council to have a work session to go over the budget one final time before approval and to work on another ordinance.

***Motion/Second/Pass (Pfarr/Bittner/unanimous 4/0) to have a Work Session December 4, 2023 at 5PM.***

- j. 2024 Liquor Licenses – Halter needs the liquor licenses approved for 2024 so she can send them into the state once she receives all the fees and paperwork from the establishments.

***Motion/Second/Pass (Pfarr/Knutson/Sik abstained 3/0) to have a approve all liquor license applicants pending fees paid, paperwork returned and police sign off.***

B. Department Reports

1. Library – Report Submitted

***Motion/Second/Pass (Bittner/Pfarr/unanimous 4/0) to approve the Library report as submitted.***

a. RCA – Approve Library Aid Hire – Vicki Quiring has applied to be the Library Aid.

***Motion/Second/Pass (Knutson/Bittner/unanimous 4/0) to have hire Vicki Quiring as a Library Aid at a rate of \$10.90/hour.***

2. Ambulance Department – Report Submitted

***Motion/Second/Pass (Bittner/Pfarr/unanimous 4/0) to approve the ambulance report as submitted.***

a. RCA – Approval of New Ambulance Personnel – Kim Mittlestadt lives in Lamberton and is taking the EMT class. She will be able to help cover days among other shifts.

***Motion/Second/Pass (Pfarr/Bittner/unanimous 4/0) to have hire Kim Mittlestadt for the Ambulance service.***

3. Fire Department – No report submitted.

4. Police Department – No report submitted. Halter did inform the council the Police Department is being audited by POST on December 6, 2023.

5. Maintenance Department

Clinic Sidewalks – complaint received about the sidewalk in front of the clinic. There is an uneven lip from the street onto the sidewalk. Thram will grind that off. The sidewalk is also very pitted and rough for wheeled things to roll over. Thram explained that doing cement now, will only get us in the same position because the use of salt will cause the new cement to pit just like it is. It will be addressed in the spring.

Mayor Sik stated he would like the big stump at 506 Main St. S. removed and the sidewalk fixed. Sik asked a letter be sent and the work be done and assessed to the taxes if there is no response.

Thram talked about the EDA Emergency Grant and the value. Trees are planted at Kuhar Park. The whole in front of the Drug Store will be repaired this week. MPCA inspection done.

***Motion/Second/Pass (Knutson/Bittner/unanimous 4/0) to approve the Maintenance report as given.***

6. Administration/EDA Department

a. RCA – Halter Property Tax Letter – Halter explained she is suppose to let the council know before she writes letters requesting changes in programs and get the support of the council before doing so.

***Motion/Second/Pass (Knutson/Bittner/unanimous 4/0) supporting Halter's letter to the League of MN Cities regarding property taxes and the Homestead Exclusion Credit.***

Halter (and Pfarr) went on a tour of the Grove City Assisted Living Complex. Grove City turned a portion of their old school into 15 assisted living apartments. They also kept the gym and a couple other rooms that house a business and a community museum. It was done about 20 years ago and has had some recent updates. They had used Rural Development loan to do the project originally.

Halter received an email from the county assessor and proposed property tax statements was sent out. Halter explained that there were several properties in Lamberton under-valued. Since the entire community was reassessed this year those issues were fixed.

***Motion/Second/Pass (Knutson/Pfarr/unanimous 4/0) to approve the Administration/EDA report as given.***

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

1. 2023-33 - Resolution to Certify Unpaid Charges
2. 2023-34 – Resolution Declaring Certain Property Surplus and Authorizing Sale and or Disposal
3. 2023-35 - Resolution Assigning Physical Addresses to Properties in Lamberton
4. 2023-36 – Resolution Approving 2023 Budget Interfund Transfers
5. 2023-37 – Resolution Approving 2023 Budget CIP Transfers & CIP Levy Funds to the 4M Fund
6. 2023-38 – Resolution Accepting Donations

**Motion/Second/Pass (Bittner/Pfarr/unanimous 4/0) to approve Resolutions as listed.**

D. Financial Report & Approval of Claims

1. October 2023 Financial Report
2. Approval of Claims

**Motion/Second/ Pass (Knutson/Pfarr/unanimous 4/0) to approve the Financial Report & Approval of Claims.**

**4. MAYOR & COUNCIL REPORTS & COMMUNICATIONS**

A. Information for Council

1. Salfer Housing Letter – Halter explained this is in response to the letter sent regarding housing funding that the county will be receiving.
2. VVM Apartments Sold – Dwell Management Group out of Rochester, MN purchased the apartments. This is the group Halter had talked to after they toured the complex.
3. Annexation Completion – the two parcels by the Southside Addition have officially been annexed.
4. Department Balances – Halter gave the council a print out of all balances for each department. Halter explained that all departments will be over in the Operating & Supplies code. Halter explained it is her fault because she had Computers and Beyond bill us for an entire year of Microsoft licenses and Backup instead of paying it monthly.
5. UCAP Completion – The rehab program for businesses and homes has been completed. The council received a report that gave a run down of the value added to the properties able to take advantage of the program. Halter checked into doing the program again and was told to wait until there are people asking for it.

**5. NEXT MEETING DATES**

- A. Work Session, Monday, December 4, 2023 at 5:00 PM.
- B. December 11, 2023 regular council meeting at 6:30 PM.

**6. ADJOURNMENT**

**Motion/Second/Pass (Bittner/Knutson/unanimous 4/0) to adjourn the meeting at 9:00 PM.**

Respectfully Submitted,



Valerie Halter  
Clerk



Lydell Sik  
Mayor

**Lamberton City Council**  
**Meeting Date: 11-13-2023**  
**Official Record of Attendees**

	Name - Printed
1	Dub Pack
2	Jane Moody Jane Moody
3	Kurt Moody
4	GARY CARLSON
5	Tim Helmer
6	Jan Sawyer
7	Jim Hill
8	Wendie Watz
9	Roger Sackett
10	Chad Starnes
11	Jeff Olson
12	Perry Snyder
13	Gary Wille
14	Greg Benedict
15	Brian Benedie
16	Colt Ball
17	Butt Furth
18	Lee Schaffner
19	
20	

**LAMBERTON CITY COUNCIL  
EMERGENCY MEETING MINUTES • CITY HALL  
November 15, 2023 • 5:00 P.M.**

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

- Meeting called to order at 5:00 PM November 15, 2023.
- Present: Mayor L. Sik, D. Knutson, L. Pfarr, D. Irlbeck, L. Bittner (arrived later)
- Staff in Attendance: V. Halter, J. Thram

A. Additions/Deletions to Agenda

***Motion/Second/Pass (Irlbeck/Pfarr/unanimous 4/0) to approve the agenda.***

**2. GENERAL BUSINESS**

- A. EDA Disaster Grant Application Land Needed for new Well Site – Halter explained that part of the EDA Disaster application is to find a location the new wells. Halter and Thram met with Bollig and a hydrologist about possible locations. The around the current site is the best site in the area for capacity and quantity we are going to need. What Halter and Thram are looking at is locating just to the south of our current location. Because we will not be asking to dig in miles of new line, we will be asking for multiple wells to meet the capacity we are wanting.

Thram and Halter met with Mark Coulter about the possible location of the new well site. Coulter understands the situation but has also worked hard with his boys to build what they have in that location. Discussion was held about other locations. None of which had the capacity needed. This location should also cut back on engineering expenses as well.

After talking with Robin Weis with the SRDC, the land purchase will not be placed in the grant. It would be a cost that the city would have to pay. This lessons EDA limitations and application requirements which helps with the timeline we are against right now.

Discussion was held on the current pipes. They have been in 30 years and should be good for 70 more years. Water quality was discussed. We probably will not gain better water quality, but there is no location in a reasonable distance that fits our needs.

The Coulter location will be easier to enter with well maintenance equipment. The grant will include a generator which we do not have at this time. The new site is close enough to not require a new environmental study. Halter has Novak reviewing the current agreement. Thram explained we just had that well rehabbed.

Coulter and Halter have been working on terms. Halter asked the council for guidance and a max number for the land. Halter needs the council to pass a resolution to allow the City to enter into an agreement with Mark Coulter for the land so it can be included in the grant application.

- B. Ordinances and Resolutions – 2023-40 Resolution to Enter into a Purchase Agreement with Mark Coulter  
***Motion/Second/Pass (Pfarr/Irlbeck/unanimous 5/0) to approve Halter to negotiate with Mark Coulter over the land that is needed for the new well site starting lower, but with a maximum price of \$60,000.***

**3. NEXT MEETING DATES**

- A. Work Session December 4, 2023 at 5:00 PM
- B. December 11, 2023 regular council meeting at 6:30 PM.

**4. ADJOURNMENT**

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

Respectfully Submitted,



Valerie Halter  
Clerk



Lydell Sik  
Mayor

**LAMBERTON CITY COUNCIL  
SPECIAL MEETING • CITY HALL  
November 27, 2023 • 7:00 P.M.**

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

- Meeting called to order at 7:00 PM November 27, 2023.
- Present: Mayor L. Sik, L. Pfarr, L. Bittner, D. Irlbeck
- Staff in Attendance: V. Halter, J. Walker
- Others in Attendance: Ryan Murphey, Jadell Forman-Morales

**A. Adopt Agenda**

***Motion/Second/Pass (Pfarr/Bittner/unanimous 4/0) to approve the agenda as amended.***

**2. GENERAL BUSINESS**

1. Interview Ryan Murphey – The council and Chief of Police Josh Walker interviewed Ryan Murphey.
2. Police Department Discussion – The council discussed the interview and the Lamberton Police Department.

***Motion/Second/Pass (Irlbeck/Pfarr/unanimous 4/0) to offer the Police Chief position to Ryan Murphey at Grade 8 Step 5 pending a satisfactory background check and psychological exam.***

***Motion/Second/Pass (Pfarr/Irlbeck/unanimous 4/0) to hire Chuck Fenger as an Independent Contractor to conduct the background investigation of Ryan Murphey at a rate of \$500.***

**3. NEXT MEETING DATES**

- A. December 4, 2023 at 5:00 PM**

**4. ADJOURNMENT**

***Motion/Second/Pass (Irlbeck/Pfarr/unanimous 4/0) to adjourn the meeting at 8:45 PM.***

Respectfully Submitted,



Valerie Halter  
Clerk



Lydell Sik  
Mayor



**LAMBERTON CITY COUNCIL  
WORK SESSION • CITY HALL  
December 4, 2023 • 5:00 P.M.**

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

- Meeting called to order at 5:00 PM December 4, 2023.
- Present: Mayor L. Sik, D. Knutson, L. Pfarr, L. Bittner, D. Irlbeck
- Staff in Attendance: V. Halter, J. Thram

A. Adopt Agenda

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

**2. GENERAL BUSINESS**

A. 2024 Budget

1. Fee Schedule – Halter presented the proposed 2024 Fee Schedule. Halter and the Council went through the items with proposed changes. The 2022 audit revealed the Sanitary and Storm Sewer account balances are lower than the regulators like to see. Halter is proposing a slight increase in base fees for both services to help raise those balances. The council discussed the Library Fines and are proposing raises on those fines. Halter is proposing a slight increase in the fee charged for black dirt and gravel. The Street Department delivers the dirt/gravel the process of the dirt/gravel does not include any cost of delivery. Halter is proposing something be added for delivery. Discussion was held on the proposed pool fee increases. Discussion was held on adding a Commercial Service connection fee for water and sewer. Currently the City only has one rate.
2. 2024 Budget – Levy – Halter presented the 2024 Budget. It is calling for a 2.94% increase. Halter presented a memo from the League of Minnesota Cities that states most cities are looking at an 8.4% increase. The council reviewed items in the budget. Council would like a reduction of Library hours. Halter will change the budget to reflect a 2.5 hour a week reduction in Library hours. Discussion was held on the Yard Waste Site.

- B. Utility Fee – Senator Pappas asked during the Capital Investment tour if the City of Lambertton charged a fee on the utility bills that is used to raise funds for future projects. The thought of doing so the City should have matching funds that maybe needed, or the amount the City needed to bond for would be lessened. Halter reached out to other clerks and received two responses. One City charges a fee based on the depreciation value of the water plant they had installed - \$10.76/month. The other city charged a base fee on each service ranging water \$49.78/month, Sewer \$43.02/month and Storm \$24/month. Discussion was held.

- C. Police Department – Police Chief Walk contacted Halter and would like a raise. Discussion was held.

- D. Parking Ordinance – Halter presented the council with the beginning of an updated Parking Ordinance. She has more that needs to be done with it.

**3. NEXT MEETING DATES**

- A. December 11, 2023

**4. ADJOURNMENT**

***Motion/Second/Pass (Irlbeck/Pfarr/unanimous 4/0) to adjourn the meeting at 6:35 PM.***

Respectfully Submitted,



Valerie Halter  
Clerk



Lydell Sik  
Mayor