

**LAMBERTON CITY COUNCIL
SPECIAL MEETING • CITY HALL
March 31, 2025 • 6:30 P.M.**

1. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

A. Additions/Deletions to Agenda

2. GENERAL BUSINESS

A. Requests for Council Action

1. RCA – Ambulance Sign-On Bonus
2. RCA – Emergency Services and City Support Staff
3. RCA – Employment and Volunteer Agreement

3. MAYOR & COUNCIL REPORTS & COMMUNICATIONS

4. NEXT MEETING DATES

A. Special Council Meeting April 7, 2025 at 5:30 PM

5. ADJOURNMENT

3-31-2025	REQUEST FOR COUNCIL ACTION
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Valerie Halter
SUBJECT:	Ambulance Bonus
ISSUE/REQUEST/ BACKGROUND:	<p>The ambulance held an informational meeting for those interested in joining the ambulance. There was one person that showed up. During the meeting, there was great group discussion and brainstorming on how to attract people.</p> <p>One of the ideas was to offer a sign-up bonus.</p> <p>The bonus would be paid out in three installments. 1) After passing EMR/EMT Test, 2) After first year of service 3) after second year of service.</p> <p>EMRs & EMTs would be separate amounts.</p> <p>EMRs – \$750 or \$900</p> <p>EMTs - \$1200 or \$1500</p> <p>Currently we have 4 people that are seriously thinking about joining. This money could mean the difference between changing them to yeses.</p> <p>I have also enclosed an updated agreement that talks about tuition reimbursement to the city if they do not complete the class or serve on the service. I also added the terms of the sign-on bonus so there is no questions there on pay-out.</p> <p>I need council to vote on whether to offer a sign-on bonus and the amount to offer or not.</p> <p>The motion should include the fact that this is not a budgeted expense.</p>



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

EMT/EMR Initial Course Reimbursement Agreement

Upon completion of the EMT/EMR Initial Course, of which the City of Lamberton has agreed to pay 100% of the cost, and becoming a Nationally Registered EMT or licensed EMR, I _____ agree to serve on the Lamberton Ambulance. I will remain an active member on the Lamberton Ambulance for a period of no less than two years, and complete continuing education requirements to maintain my license.

I also agree that if I am unable to complete the EMT/EMR Initial Course and fulfill two year commitment described above, I _____ will reimburse, the City of Lamberton, the costs of the course and course materials originally paid for by the City of Lamberton for my education. Reimbursement will be prorated based on time served.

EMT/EMR Sign-On Ambulance Bonus

I understand that the City of Lamberton will out the sign-on bonus based on the license I obtain and that the payment will be made in three installments as follows: First installment after the passage of licensing test, Second Installment after the completion of my first full year of service, Third installment after the completion of my second year of service.

EMT Sign-On Bonus Amount –

EMR Sign-On Bonus Amount -

EMT Applicant Signature: _____ Date: _____

EMS Director Signature: _____ Date: _____

Clerk City Clerk: _____ Date: _____

3-31-2025	REQUEST FOR COUNCIL ACTION																																																																																			
TO:	HONORABLE MAYOR & CITY COUNCIL																																																																																			
FROM:	Valerie Halter																																																																																			
SUBJECT:	Ambulance City Support Worker																																																																																			
ISSUE/REQUEST/ BACKGROUND:	<p>One application was received for the position. The HR Committee along with the Ambulance Director Tim Birkemeyer and Public Works Supervisor, Justin Thram conducted the interview on Friday, March 28, 2025.</p> <p>This packet was completed prior to the interview. Resume is attached.</p> <p>If position is to be offered, a wage will have to be established. We advertised Grade 5 Start Step \$20.36 to \$23.18 (Step 4)</p> <p>About 1664 hours left for 2025 (I just took 3 of the steps for a generally idea)</p> <ul style="list-style-type: none">• 20.36 = \$33,879.04• 21.72 = \$36,142.08• 23.18 = \$38,571.52 <table><tr><td>4</td><td>19.03</td><td>19.66</td><td>20.31</td><td>20.98</td><td>21.67</td><td>22.39</td><td>23.13</td><td>23.89</td><td>24.68</td><td>25.49</td><td>26.33</td><td>\$</td><td>39,590</td></tr><tr><td>5</td><td>20.36</td><td>21.03</td><td>21.72</td><td>22.44</td><td>23.18</td><td>23.95</td><td>24.74</td><td>25.55</td><td>26.40</td><td>27.27</td><td>28.17</td><td>\$</td><td>42,346</td></tr><tr><td>6</td><td>21.08</td><td>21.78</td><td>22.50</td><td>23.24</td><td>24.01</td><td>24.80</td><td>25.62</td><td>26.46</td><td>27.33</td><td>28.24</td><td>29.17</td><td>\$</td><td>43,850</td></tr><tr><td>7</td><td>21.91</td><td>22.66</td><td>23.45</td><td>24.26</td><td>25.11</td><td>25.98</td><td>26.88</td><td>27.81</td><td>28.77</td><td>29.76</td><td>30.78</td><td>\$</td><td>45,435</td></tr></table> <p>If she accepts it and wants full-time work, this would be what the est cost would be for the remainder of 2025:</p> <table><tr><td></td><td>2025 (9 months)</td><td>2080 hours – full year</td></tr><tr><td>Wage \$20.36</td><td>33,879</td><td>42,349</td></tr><tr><td>HSA</td><td>1,125</td><td>1,500</td></tr><tr><td>Estimated Insurance</td><td>4,500</td><td>6,000</td></tr><tr><td>PERA (6.5%)</td><td>2,202</td><td>2,753</td></tr><tr><td>Life Ins</td><td>108</td><td>144</td></tr><tr><td>Federal Ins (12%)</td><td>4,730</td><td>5,081</td></tr><tr><td>State Ins (6.8%)</td><td>2,304</td><td>2,880</td></tr><tr><td>Estimated Total</td><td>\$48,848</td><td>\$60,707</td></tr></table> <p>How position would be paid for in 2025:</p> <ul style="list-style-type: none">• State Aid – one time – we received \$65,418.52 - \$26,000 used for new cot = \$39,418.52 remains• Parks – Mowing 2025 Budgeted about \$3,600 – Sewer can pay some for mowing ponds.• Brush Pile – Cut a couple years ago - \$2,500• Library has \$3,500 budgeted for 2025 part-time help, but the intent is to use existing part-timers, but if need be this person could fill in here.• General Fund @\$6,000 <p>This may change as we see where most the time is spent. If she does work more for streets – then some of her wages can come from there. It’s one where it may change, but this is what I am thinking at this point.</p> <p>Council will need to discuss the HR committee’s recommendation and if moving forward – set a wage. Motion should include that one-time state aid will be used and that this was not a budgeted item.</p>	4	19.03	19.66	20.31	20.98	21.67	22.39	23.13	23.89	24.68	25.49	26.33	\$	39,590	5	20.36	21.03	21.72	22.44	23.18	23.95	24.74	25.55	26.40	27.27	28.17	\$	42,346	6	21.08	21.78	22.50	23.24	24.01	24.80	25.62	26.46	27.33	28.24	29.17	\$	43,850	7	21.91	22.66	23.45	24.26	25.11	25.98	26.88	27.81	28.77	29.76	30.78	\$	45,435		2025 (9 months)	2080 hours – full year	Wage \$20.36	33,879	42,349	HSA	1,125	1,500	Estimated Insurance	4,500	6,000	PERA (6.5%)	2,202	2,753	Life Ins	108	144	Federal Ins (12%)	4,730	5,081	State Ins (6.8%)	2,304	2,880	Estimated Total	\$48,848	\$60,707
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KIMBERLY MITTELSTADT

200 10TH AVE E, 301 LAMBERON, MN 56152 · 269-267-1822

MITTELSTADTKIMBERLY@GMAIL.COM

To

City of Lamberton

PO Box 356

112 2nd Ave W

Lamberton, MN 56152

Dear City of Lamberton Hiring Official,

I am excited to apply for the Emergency Services & City Support Staff position with the City of Lamberton. With my background in emergency medical services, medical assisting, park ranger interpreting, public services and safety, I am confident that my abilities would be a positive contribution to your team and the community.

As a certified Emergency Medical Technician (EMT), I have been able to provide emergency medical care with the Lamberton Ambulance Service, responding to both critical and non-critical incidents. Additionally, I have an extensive history with administrative assistance, equipment operations and more. I thrive to ensure smooth daily operations by lending my assistance with the skills that I currently obtain, and I am always looking to gain more abilities, training and knowledge. I believe my skills will align well with the needs for this role.

Beyond emergency services, I have a diverse background in public services, including some facility maintenance, public engagement and administrative assistance. My time as a Park Ranger within the National Park Service has allowed me to develop strong communication, organizational, and problem-solving skills- essential for a diverse position such as this.

I am enthusiastic for this opportunity to serve my community in such a versatile and important role. I am welcome to the opportunity to discuss my skills and experiences with you. I have attached my civilian resume for your review. I also have a federal resume that would be available upon your request. Currently, my federal resume is sitting at around 18 pages, as they require very detailed information. Thank you for your time and consideration. I look forward to the possibility of contributing more to your team and the community.

Sincerely,


Kimberly Mittelstadt 3/18/2025

KIMBERLY MITTELSTADT

200 10TH AVE E, 301 LAMBERON, MN 56152 · 269-267-1822
MITTELSTADTKIMBERLY@GMAIL.COM

Dedicated and versatile Emergency Medical Technician (EMT) with experience in emergency services, public safety, and municipal operations. Strong ability to work both independently and within a group setting, manage multiple tasks, and support community operations. Multitude of diverse skills including operating equipment, scheduling, and supply management. Passionate about serving the local community through emergency response and city support.

EXPERIENCE

FEBRUARY 2024 – PRESENT

EMERGENCY MEDICAL TECHNICIAN, LAMBERTON AMBULANCE (VOLUNTEER)

- PROVIDE EMERGENCY MEDICAL CARE IN A RURAL SETTING, RESPONDING TO A VARIETY OF TRAUMA AND MEDICAL INCIDENTS.
- OPERATE AND MAINTAIN AMBULANCE EQUIPMENT, ENSURING PROPER READINESS FOR EMERGENCY CALLS.
- DOCUMENT PATIENT CARE AND ELECTRONIC MEDICAL RECORDS (EMR) PER STATE AND FEDERAL PROTOCOLS.

JULY 2020 – SEPTEMBER 2024

PARK RANGER & GUIDE, NATIONAL PARK & FOREST SERVICES (SEASONAL & VOLUNTEER ROLES)

- MANAGED VISITOR SERVICES, PUBLIC SAFETY AND ASSISTED IN EMERGENCY RESPONSES IN NATIONAL PARKS.
- PROVIDED FIRST AID, SERVING AS INITIAL CONTACT FOR INCIDENTS.
- MAINTAINED AND OPERATED EQUIPMENT, ASSISTED WITH FACILITATING SCHEDULING AND INVENTORY CONTROL.
- CONDUCTED EDUCATIONAL PROGRAMS AND COMMUNITY OUTREACH TO ENHANCE PUBLIC ENGAGEMENT.
- TRAINING OF NEW TEAM MEMBERS.

JULY 2003 – JULY 2020

CLINICAL MEDICAL ASSISTANT, INTERNAL MEDICINE

- ASSISTED IN PATIENT CARE, MEDICAL PROCEDURES, AND ADMINISTRATIVE TASKS IN AMBULATORY HEALTHCARE SETTINGS.
- MANAGED MEDICAL SUPPLIES AND EQUIPMENT MAINTENANCE, ENSURING OPERATIONAL EFFICIENCY.
- ASSISTED WITH COORDINATING SCHEDULING, TRAINING, AND COMPLIANCE FOR HEALTHCARE TEAMS.

EDUCATION & CERTIFICATIONS

FEBRUARY 2024

EMERGENCY MEDICAL TECHNICIAN (EMT) CERTIFICATION, SOUTHERN MN EMS EDUCATION

Certified by National Registry of EMT's & Minnesota Emergency Medical Services Regulatory Board.

MAY 2003

ASSOCIATE'S DEGREE IN APPLIED SCIENCE- MEDICAL ASSISTING, BAKER COLLEGE OF MUSKEGON

Graduated with honor of Cum Laude. GPA 3.97.

CERTIFICATIONS & TRAINING:

- CPR, AED, FIRST AID (BLS PROVIDER)- ACTIVE THROUGH FEBRUARY 2027
- DEFENSIVE DRIVING & UTV TRAINING
- MUNICIPAL & PUBLIC SAFETY TRAINING (INTERPRETATION, PUBLIC COMMUNICATIONS)

ADDITIONAL EXPERIENCES, SKILLS & COMMUNITY INVOLVEMENT

- **GROUNDS & FACILITY MAINTENANCE-** MANAGED UPKEEP OF PARKS, CAMPGROUNDS, AND VISITOR CENTERS.
- **LIBRARY & ADMINISTRATIVE SUPPORT-** ASSISTED WITH SCHEDULING, ORGANIZING MATERIALS, AND PUBLIC ENGAGEMENT.
- **PUBLIC EDUCATOR-** DEVELOPED AND DELIVERED EDUCATIONAL PROGRAMS TO A WIDE VARIETY OF DIVERSE PEOPLE POPULATIONS. OFTEN TIMES WORK IS DONE IN HIGH STRESS AND UNCOMFORTABLE ENVIRONMENTS, WHILE ALWAYS FOLLOWING PROPER PROCEDURES.

ACTIVITIES

- **Lamberton Ambulance Services (Volunteer EMT)-** Providing emergency medical care.
- **Find Your Park Festival-** Assisted with organizing and supporting park outreach events.
- **SheJumps Wild Skills Day Camp-** Led outdoor skills education for youth, promoting safety and engagement.
- **Park Volunteer Work-** Assisted with trail maintenance, facility upkeep, and visitor services at multiple National parks and Forest Service sites.
- **Administrative Support-** Helped with public engagement, scheduling, training, resource management in visitor centers.
- **Library-** Learned how to effectively use the NPS library cataloging system to enter library books into the Library of Congress, print and attach the new labels.
- **Grounds & Facility Maintenance-** Experienced in maintaining campgrounds, parks and public spaces, including cleaning and repair tasks.
- **Public Safety & Emergency Response Training-** Participate in cave rescues, wilderness rescues, first aid training, and defensive driving courses for emergency response roles and park operations.

Application for Employment

We welcome you as an applicant for employment with the City of Lamberton. It is the City of Lamberton's policy to provide equal opportunity in employment. The City of Lamberton will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for guidance regarding how your application information will be used, the consequences of providing or not providing your information, and more.

The City of Lamberton accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact City Hall at 507-752-7601.

Personal Information

Name:	(Last)	(First)	(MI)
	MITTELSTADT	KIMBERLY	ANN
Street Address	200 10TH AVE E, 301		
City, State, Zip	LAMBERTON, MN 56152		
Phone Number	269-267-1822	Alternate Phone	
Email	MITTELSTADTKIMBERLY@GMAIL.COM		

Please print in INK or type when completing this application

Title of position applying for: EMERGENCY SERVICES & CITY SUPPORT STAFF

Are you legally eligible to work in the United States in the position for which you are applying? <i>Proof of citizenship or work eligibility will be required as a condition of employment.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will your continued employment require employer sponsorship?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are you at least 18 years old?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Educational Information

Circle the highest grade completed			
1 2 3 4 5 6 7 8 Grade School	9 10 11 12 GED High School	13 <u>14</u> 15 16 College/Technical	MA MS PHD JD Graduate
Did you graduate: (Please check)	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>High School</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>College/Technical</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Graduate JD</i>

School Name	Address	Course of study	Degree
High School:			
College: BAKER COLLEGE OF MUSKEGON	1903 MARQUETTE AVE MUSKEGON, MI 49442	MEDICAL ASSISTING	ASSOCIATES IN APPLIED SCIENCE
Graduate School:			
Technical/Vocational:			
Other: SOUTHERN MINNESOTA EMS EDUCATION		EMERGENCY MEDICAL TECHNICIAN	EMT CERTIFICATION
Other:			

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

TRAINING FOR PUBLIC COMMUNICATORS AND PARTNERS, COMMUNICATION TOOLS, POLICIES AND PROCEDURES, OPERATIONAL LEADERSHIP, UTV TRAINING COURSE, DEFENSIVE DRIVING, PADDLING SAFETY COURSE, CATALOGING FOR THE LIBRARY OF CONGRESS, QUICKBOOKS

List any current licenses, registrations, or certificates you possess which may be related to this position:

NREMT, EMT, BLS/CPR, AED, FIRST AID

Employment Experience

List present or most recent employer first. Please note "see resume" is not an acceptable response for any entries on this application. Resumes will only be considered in addition to, but not in lieu of, this application.

Company LAMBERTON AMBULANCE SERVICES	Name of last supervisor TIM BIRKEMEYER	Hrs./Week VOLUNTEER 40+
Address 200 S DOUGLAS ST	Start Date FEBRUARY 2024	
City, State, Zip LAMBERTON, MN 56152	End Date PRESENT	
Phone Number 507-430-8958	Last job title EMERGENCY MEDICAL TECHNICIAN (EMT)	
Reason for leaving (be specific): 		
Describe your work in this job: RESPONDING TO A VARIETY OF MEDICAL AND TRAUMATIC EVENTS, OPERATING AMBULANCE AND EQUIPMENT		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Company WIND CAVE NATIONAL PARK	Name of last supervisor TOM FERRELL	Hrs./Week 40
Address 26611 US HWY 385	Start Date FEBRUARY 2022	
City, State, Zip HOT SPRINGS, SD 57747	End Date SEPTEMBER 2024	
Phone Number 605-745-4600	Last job title PARK RANGER- INTERPRETATION	
Reason for leaving (be specific): SEASONAL POSITION		
Describe your work in this job: EDUCATION AND INTERPRETATION OF PARK'S NATURAL AND CULTURAL RESOURCES TO THE PUBLIC, DEVELOPING VISITOR PROGRAMS, PRESENTING PROGRAMS INDOORS & OUTDOORS AND IN EXTREME ENVIRONMENTS, VISITOR CENTER OPERATIONS, PROMOTING PUBLIC SAFETY, TRAINING NEW STAFF, CUSTOMER SERVICE, EMERGENCY RESPONSE AS NEEDED, AND MANY OTHER JOB DUTIES		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Company THREE RIVERS HEALTH CENTER FOR FAMILY MEDICINE	Name of last supervisor JULIE MCENROE	Hrs./Week 24
Address 805 S HEALTH PKWY	Start Date JUNE 2019	
City, State, Zip THREE RIVERS, MI 49093	End Date JULY 2020	
Phone Number 269-535-0565	Last job title CLINICAL MEDICAL ASSISTANT	
Reason for leaving (be specific): OFFICE CLOSED DUE TO COVID OUTBREAK		
Describe your work in this job: PATIENT CARE IN AN AMBULATORY SETTING FROM ROUTINE HEALTH CHECKS TO SMALL OFFICE MEDICAL PROCEDURES, VACCINATIONS, SCHEDULING, AND ELECTRONIC MEDICAL RECORD USE AND RECORD KEEPING		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Company	Name of last supervisor	Hrs./Week
Address	Start Date	
City, State, Zip	End Date	
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Unpaid Experience

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

VOLUNTEER CAMPGROUND HOST / PARK MAINTENANCE TO UPKEEP FACILITIES, GROUNDS MAINTENANCE, CUSTOMER SERVICE AND FEE COLLECTIONS

Military Experience

Did you serve in the U.S. Armed Forces? ☐ Yes ☒ No

Describe your duties:

Do you wish to apply for Veterans' Preference points: ☐ Yes ☒ No

If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to the City of Lambertton by the application deadline of the position for which you are applying.


Authorization

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Lambertton is "at will," and that employment may be terminated by either the City of Lambertton or me at any time, with or without notice.

With my signature below, I am providing the City of Lambertton authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?", contact with my current employer will not be made without my specific authorization.

I have read the included Applicant Data Practices Advisory, and I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Lambertton in writing of any changes to information reported in this application for employment.


Signature

03/18/2025

Date

Veterans' Preference

COMPLETE THIS FORM ONLY IF YOU ARE CLAIMING VETERANS' PREFERENCE

NOTE: VETERANS' PREFERENCE POINTS CANNOT BE CONSIDERED WITHOUT SUPPORTING DOCUMENTATION. ATTACH COPY OF "MEMBER COPY 4" VETERAN'S DD214, OR OTHER DOCUMENTATION VERIFYING SERVICE. DOCUMENTATION MUST BE RECEIVED WITH THE APPLICATION IN ORDER TO BE CONSIDERED. (VETERAN IS DEFINED BY MINN. STAT. § 197.447)

You must submit a PHOTOCOPY of your "Member Copy 4" of your DD214 or other documentation verifying service to substantiate the services information requested on the form. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your "member Copy 4" of your DD214, or other documentation verifying service, contact your County Veterans' Service Office.

The City of Lamberton operates under a point preference system, which awards points to qualified veterans to supplement their application. Ten (10) points are granted to non-disabled veterans on open competitive examinations; Fifteen (15) points are awarded if the veteran has a service connected compensable disability as certified by the U.S. Department of Veterans Affairs (USDVA).

To qualify for preference for a **competitive exam**, you must have earned a passing score and been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, or by reason of disability incurred while serving on active duty, or after having served

the full period called or ordered for federal, active duty and be a United States citizen or resident alien. Veteran's preference may be used by the surviving spouse of a deceased veteran, who died on active duty or as a result of active duty, and by the spouse of a disabled veteran who is unable to qualify because of the disability.

To qualify for preference on a **promotional exam**, a veteran must have earned a passing exam score and received a USDVA active duty service connected disability rating of 50% or more. For a promotional exam, a qualified disabled veteran is entitled to be granted five (5) points. Disabled veterans eligible for such preference may use the five points preference only for the first promotion after securing employment with the City of Lamberton.

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If the "Member Copy 4" DD214, or other documentation verifying service, is submitted to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

Name (Last)	(First)	(MI)	Position For Which You Applied	
Address (Street)			(City)	(State) (Zip)
Closing Date:			Phone Number	Are you a US Citizen or Resident Alien?
				<input type="checkbox"/> YES <input type="checkbox"/> NO

VETERAN (10 points):

("Member Copy 4" of DD214 or DD215, or other documentation verifying service, must be submitted to receive points)
Honorably discharged veteran ☐ Yes ☐ No

DISABLED VETERAN (15 points):

("Member Copy 4" of DD214, or other documentation verifying service, and USDVA letter of disability rating decision of 10% or more must be submitted to receive points)

Percent of Disability: _____ %

Have you ever been promoted within the City of Lamberton employment? ☐ Yes ☐ No

SPOUSE OF DECEASED VETERAN (10 points or 15 if the veteran was disabled at time of death):

("Member Copy 4" of DD214 or DD215, or other documentation verifying service, photocopy of marriage certificate, spouse's death certificate and proof veteran died on or as a result of active duty must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran).

Date of Death: _____ Have you remarried? ☐ Yes ☐ No

SPOUSE OF DISABLED VETERAN (15 points):

("Member Copy 4" of DD214 or DD215, or other documentation verifying service, and USDVA letter of disability rating decision of 10% or more must be submitted to receive points).

[CITY OF LAMBERTON • PO BOX 356, 112 2ND AVE W • LAMBERTON, MINNESOTA 56152]

How does Veteran's disability prevent performance of a stated job "requirement?" Due to the veteran's service-connected disability the veteran is unable to qualify for this position because (be specific):

AFFIDAVIT: I hereby claim Veterans' Preference points for this examination and swear/affirm that the information given is true, complete and correct to the best of my knowledge. I hereby acknowledge that I am responsible to obtain the required Veterans' Preference verification documents and submit them to the City of Lamberton by the required application deadline.

Signature _____

Date _____

Information Regarding Claiming Veterans' Preference

Preference points are awarded to qualified veterans as defined by Minn. Stat. § 197.477, and to certain spouses of deceased or disabled veterans subject to the provision of Minn. Stat. §§ 197.447 and 197.455.

The veteran must:

- a) be a U.S. citizen or resident alien;
- b) have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either:
 - i. served on active duty for at least 181 consecutive days, or
 - ii. have been discharged by reason of service connected disability, or
 - iii. have completed the minimum active duty requirement of federal law, as defined by CFR title 38, section 3.12a, i.e., having fulfilled the full period for which a person was called or ordered to active duty by the United States President, or
 - iv. certified service and verification of "veteran status" granted under U.S. PL 95-202.

The information provided will be used to determine your eligibility for veterans' preference points. You are required to supply the following information:

- 1) Attach a copy of the "Member Copy 4" of your DD214 or DD215, or other documentation verifying service. This copy must state the nature of discharge; i.e., honorable, general, medical, under honorable conditions.
- 2) Disabled veterans must also supply a Military/United States Department of Veterans' Affairs Rating Decision that supports/verifies the fact that the injury was incurred while on, or as a result of, active duty service. Disability incurred while on, or as a result of, active duty for training purposes does not qualify for disabled veteran preference per Minn. Stat. §§ 197.455 and 197.447.
- 3) A spouse of a deceased veteran, applying for preference points must supply their marriage certificate, the veteran's "Member Copy 4" DD214 or DD215, or other documentation verifying service, USDVA verification that veteran died on or as a result of active duty, a death certificate, verification of their marriage at the time of veteran's death, and that the spouse has not remarried.

Thank you for your military service and for your interest in employment with the City of Lamberton. Please contact our office at (507)752-7601 or your local County Veterans' Service Office, if you have any questions regarding veterans' preference.

Equal Employment Opportunity Information

The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is VOLUNTARY and CONFIDENTIAL. This information is NOT A PART of the application file and is REMOVED from the application when received by our office. The City of Lambertton appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

Position(s) for which you are applying:

Gender: ☐ Male ☒ Female

With which racial/ethnic group do you identify?

☐ Black or African American

☐ Hispanic or Latino

☐ American Indian or Alaskan Native through Tribal affiliation or community recognition

☒ Caucasian/White

☐ Asian

☐ Native Hawaiian or other Pacific Islander

☐ Two or more races

Disability status, defined as:

- 1) Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing or learning);
- 2) Has a history of a disability (such as cancer that is in remission);
- 3) Is regarded as having such an impairment.

Do you claim disability status? ☐ Yes ☒ No

Applicant Data Practices Advisory

According to Minn. Stat. § 13.04, the City must advise you of the following.
Purpose and intended use of the data:

The city collects this information for purposes of selecting a candidate for hire. Your data will be used for this process. For public safety positions or in the event you are selected for hire, your data will be used to perform a criminal background check, including using the BCA's website.

Whether you may refuse or are legally required to supply this data: Application for employment as well as supplying any data in application for employment is voluntary.

Consequences arising from supplying or refusing to supply this data:

We take pride in hiring the best candidates, but we can't do this without a complete application. Filling out the application is voluntary, and the more complete the application, the better your chances of conveying to the city you are the best candidate for the job. Except for explicitly optional requested information, refusal to provide a complete application may result in immediate disqualification from consideration for a position.

3-31-2025	REQUEST FOR COUNCIL ACTION
TO:	HONORABLE MAYOR & CITY COUNCIL
FROM:	Valerie Halter
SUBJECT:	Employment and Volunteer Agreement
ISSUE/REQUEST/ BACKGROUND:	<p>I've reached out the LMC and Matt Novak for advice on this issue. Attached is an email and article I received from LMC. I went ahead and created an agreement and have sent it off to Matt (3-28-2025).</p> <p>I think this is how we approach it.</p> <p>I believe if the person is at 39 hours and a call comes in and they are out past her 40 hours – we pay her overtime. It's extending off her city work day.</p> <p>We need to have discussion on this and see what Matt has to say. We know it's been a problem in the past and should be able to find a way.</p> <p>I have been talking with Tim as to how we would have the person listed on the schedule so that for reporting at the end of the year, we know what was city employment time and what is volunteer time.</p>



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

EMPLOYMENT AND VOLUNTEER AGREEMENT

This Agreement is made and entered into on this ____ day of _____, 20, by and between the **City of Lamberton** (hereinafter referred to as "the City") and **[Employee's Name]** (hereinafter referred to as "Employee").

1. Employment Status

Employee shall be employed by the City as a full-time employee with the primary responsibility of covering ambulance calls while on duty. Employee's wages, benefits, and working conditions as a full-time employee shall be governed by the City's employment policies.

2. Voluntary Ambulance Service Participation

- a. Employee may elect to volunteer for the Lamberton Ambulance Service during their off-duty hours, at their sole discretion.
- b. Employee shall not be required to volunteer for ambulance service outside of their scheduled City employment hours.
- c. If Employee chooses to volunteer, they shall be compensated at the designated volunteer rate rather than their City employee rate.

3. Distinction Between Employment and Volunteer Roles

- a. While performing duties as a full-time City employee, Employee shall be subject to all City employment policies, including but not limited to work hours, compensation, and job responsibilities.
- b. When volunteering for the Lamberton Ambulance Service outside of scheduled City work hours, Employee shall be considered a volunteer and shall not receive any benefits, wages, or protections associated with their full-time City employment.
- c. Employee acknowledges and agrees that voluntary participation is separate from their full-time employment and does not constitute additional employment by the City.

4. Acknowledgment and Agreement

By signing this Agreement, Employee acknowledges that they have read, understood, and agreed to the terms herein. Employee further acknowledges that their decision to volunteer is completely voluntary and does not create an employment relationship for volunteer hours worked.

City of Lamberton

By: _____

Title: _____

Date: _____

Employee

By: _____

Name: _____

Date: _____

From: [Hottinger, Joyce](#)
To: [Valerie Halter](#)
Subject: RE: Ambulance Question
Date: Friday, March 07, 2025 11:16:36 AM
Attachments: [Minnesota Cities 2019 - Compensating Employee Working More than one Job.pdf](#)

Good Morning Valerie,

Thank you for reaching out. I tried to call you this morning, but I'm sorry I missed you. Until we connect, I wanted to share some information regarding employees working more than one job.

Additionally, here is some information that we share for paid on call firefighters – which essentially will have many of the same issues to address with an employee working part-time for the ambulance too. You will want to be sure to loop in your city attorney for this discussion, so hopefully this email will be helpful information for that discussion.

Hope this is helpful. Have a wonderful weekend!

Paid-on-call firefighters versus actual volunteer firefighters.

Even though most cities do not have paid, full-time firefighters, many of the departments designated “volunteer” are not – strictly speaking – volunteer. The Federal Fair Labor Standards Act (FLSA) allows volunteers who are paid “expenses, reasonable benefits or a minimal fee” to be exempt from the minimum wage laws. If firefighters are paid a small flat fee per call in addition to their pension they are probably volunteers under the FLSA. Volunteers paid on an hourly basis are probably paid-on-call workers and must be paid the minimum wage and overtime for hours worked over 40 in a workweek.

An employee may volunteer for the city in a different capacity from their paid employment without overtime accruing. However, if it is similar work, they may not volunteer and the hours must be paid. For example, a person employed as a Fire Marshall may not volunteer to be a firefighter.

These distinctions between paid-on-call and true volunteer are important when looking at compensation responsibilities for regular city employees who also volunteer or work on-call as a firefighter for the same city.

There are three issues:

- Overtime
- Double payment
- Double pension credit

	Firefighter:	Firefighter:
--	---------------------	---------------------

EMPLOYEE	Paid on call	Volunteer
Non-exempt from the FLSA. (paid hourly)	<p>When hours for one or both jobs exceed 40 hours per week city must pay overtime for hours worked over 40 in a workweek.</p> <p>Overtime may be paid at 1 ½ times the regular rate for the actual work that is being performed during the overtime hours <u>with the agreement of the employee</u>. Otherwise, the city must determine a weighted average hourly rate earned for that workweek and pay the overtime hours at 1 ½ times that rate.</p>	<p>No overtime incurred for firefighter hours that push total hours over 40</p> <p>Still pay overtime at 1 ½ times regular rate for regular city employment if those hours worked exceed 40 in a workweek.</p>

DOUBLE PAYMENT

A non-exempt employee, for reasons of public accountability, probably should not be paid their regular rate of pay and their firefighter fee for responding during work hours since it is difficult to explain; i.e., how can the employee be performing more than one job for the city at the same time?

The same public accountability/public purpose expenditure arguments can probably also be made for exempt employees. An exempt employee will, in effect, be paid double since their salary will not change and the volunteer fee or the paid-on-call amount will be additional compensation. While the FLSA allows additional compensation under 29 CFR 541.604, at the very least this situation may create an employee morale issue and a public perception of unfairness.

Some cities find that allowing double-payment to occur is a great benefit to the community due to the shortage of available paid-on-call or volunteer firefighters during “business hours” of 8 a.m. to 5 p.m. Ideally, the benefits to the city should be documented in some type of policy or council resolution to avoid problems with public accountability and public purpose expenditures.

PERA AND FIRE RELIEF PENSION CREDITS

- Minnesota law was amended in 1989 to exclude volunteer fire fighter services from PERA's Coordinated and Police and Fire plans. Applying this exclusion can be confusing at times, so League staff worked with PERA to provide an overview on how PERA and relief association

pensions governed by Minnesota Statutes Chapter 424A can work together.

While this is designed simply as an overview, it is always recommended to contact PERA's employer line directly to discuss your city's own unique situation.

Many cities recruit full-time employees for their volunteer or paid-on-call firefighter positions, which can bring into play the question of how the city will navigate through contributions towards PERA and a fire relief pension. Today, the legality of so called "double-dipping" on pension credits is very unclear, and this memo does not take a position on what approach is legally correct. Some cities find comfort in a conservative approach requiring contributions to be placed into either PERA or a fire relief pension, but not both. For cities wishing to follow this conservative approach, PERA has offered the following guidance to avoid "double dipping" on pension credits.

Full-time Non-Firefighters (for example a Public Works Employee) who also serves for the same employer as a volunteer Firefighter or Paid-On-Call Firefighter

In either situation A or B as outlined below, cities will want to review their Fire Relief Association bylaws for guidance on contributions. Some organizations may find they wish to consider amending their Fire Relief by-laws to avoid pension contribution double dipping issues.

- A. Some cities with full-time employees also serving as paid-on-call firefighters may require such employees to use vacation, compensatory time, or personal leave while responding to fire calls. In these situations, for PERA reporting purposes, any paid-on-call pay or volunteer stipend should not be reported as wages for PERA.

The vacation or other approved paid leave would be counted as hours worked for PERA reporting purposes. Since the paid-on-call or volunteer firefighting service is separate from the employer's regular service, then according to PERA, the employee can receive PERA credit *and* relief credit for those vacation or personal leave hours spent responding to the fire calls. But as described above, it would not be appropriate for the city to report to PERA any firefighter wages paid to the employee in this situation.

- B. In other cities, as a matter of policy, the city does not require a full time employee (for example, a public works employee), to take a paid leave for the firefighting absence. Again, in this arrangement cities need to track hours carefully in order to exclude any paid-on-call pay or volunteer stipends as wages reported to PERA. If this is done, there is no double-dipping issue according to PERA.

If you have questions about your city employees serving as both professional and volunteer fire fighters, call PERA's employer phone line (651-296-3636 or 1-888-892-7372) and select option '3' or '4.'

Joyce Hottinger, SPHR, SHRM-CP (she/her) | Assistant HR Director

Phone: (651) 281-1216 | Mobile: (651) 470-0217

jhottinger@lmc.org

League of Minnesota Cities | 145 University Ave. West | St. Paul, MN 55103
[lmc.org](#) | [Facebook](#) | [X](#) | [LinkedIn](#)

This response is intended to convey general information and should not be taken as legal advice or as a substitute for competent legal guidance. Consult your city attorney and/or city auditor for advice regarding specific situations.

From: Valerie Halter <vhalter@lambertonmn.com>

Sent: Friday, March 7, 2025 9:52 AM

To: HR BENEFITS <hrbenefits@lmc.org>

Subject: Ambulance Question

Good Day – I am reaching out with some questions about things we are thinking about for our volunteer ambulance service and needing direction on the laws and what we are able to do.

1. We are looking at hiring a full-time person to city staff. This staff person would be paid partially from the ambulance service budget and partially from the parks/public works budget. They would be required to be an EMT. Their duties would include:
 - a. Ambulance Duties, Rig Checks, Ordering, Scheduling Training, Billing, Licensing
 - b. Cover ambulance call Monday-Friday during the day. Our goal is to have enough people on the service that this person wouldn't have to cover call every day M-F, but they would be considered our main person to cover days with one other volunteer on-call person on their crew.
 - c. Mow grass
 - d. Help with odd jobs around the city. Paint, clean, fill in at the library, assist the public works.
2. Can they be an employee and a volunteer member? So if they choose to cover a weekend or after hours – we can pay them for call time, but not be worried about overtime? I'm wondering – if any other City employee wanted to be on the ambulance outside of work – how would we do this? Would we run into the same problems of overtime?
3. Anything we should be mindful of?

We want to be able to allow our people to help us out when they choose after hours.

Thanks so much!

Valerie Halter

City Clerk

City of
Lamberton

112 2nd Ave.

PO Box 356
Lamberton, MN 56152
Office: 507-752-7601
FAX: 507-752-7117
www.lambertonmn.com

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Compensating Employees Working More Than One Job

BY JOYCE HOTTINGER

There are many reasons cities sometimes choose to employ an individual in more than one position, ranging from difficulty in finding enough qualified applicants for seasonal jobs, to the desire to have employees you know you can count on to respond to fire and other emergency calls during weekday hours.

Keep in mind, though, that there may be important overtime calculations and pension issues for the city to consider. Specifically, if an employee works more than 40 hours in one workweek, the city is typically required to pay overtime at one-and-one-half times the regular rate of pay. Thus, generally the city will want to combine hours worked in different positions for the purposes of determining overtime.

'Volunteer' firefighters

While many cities do not have paid, full-time firefighters, commonly fire departments designated as "volunteer" are not, strictly speaking, true volunteers and are more aptly referred to as "paid on-call" firefighters. The federal Fair Labor Standards Act (FLSA) allows volunteers who are paid "expenses, reasonable benefits, or a nominal fee" to be exempt from minimum wage laws.

According to the U.S. Department of Labor, fees and stipends paid to volunteer firefighters that are less than 20 percent of what would be paid to a full-time firefighter are likely to be considered nominal. Distinctions between paid on-call and true volunteers are important when considering compensation responsibilities for regular city employees who also volunteer or work on-call as a firefighter for the same city. For additional information, see a table at www.lmc.org/overtime.

As with every rule, there are exceptions. Following are several FLSA exceptions that often apply to cities. Remember, even if an employee meets an exception under the federal FLSA, a city must still comply with the Minnesota

Fair Labor Standards Act, which requires overtime pay after working 48 hours in one workweek.



Occasional and sporadic employment

Hours worked in more than one position do not need to be added together for the purposes of calculating overtime if an employee works occasionally or sporadically on a part-time basis in a different capacity from his or her regular capacity. To qualify for this federal exemption, all of the following criteria must be met:

- The employee must freely choose to work in a different position without any coercion from the employer.
- The occasional or sporadic work must be substantially different from the employee's primary work. It is likely that a custodian could work occasionally taking registrations at the community center for classes, whereas an administrative assistant could not.
- The additional work must be "occasional or sporadic"—meaning infrequent, irregular, or occurring in scattered instances. Thus, a full-time city worker who also responds to fire calls would not likely meet this exception. If you are unsure that the work would meet these tests, the safest course of action is to pay overtime for more than 40 hours worked in both positions combined.

Police and fire

The federal FLSA allows cities to define longer workweeks for police and fire

personnel, and that can reduce overtime liability. The federal FLSA also has an overtime exemption for small police departments with fewer than five employees.

Police and fire personnel are also exempt from the overtime requirement of the Minnesota Fair Labor Standards Act. Therefore, police and fire departments with

less than five employees are not legally required to pay overtime.

Calculating overtime

With advance agreement of the employee, overtime wages can be paid at one-and-one-half time the regular rate of pay for the actual work performed during the overtime hours. It is recommended that this agreement be in writing. Otherwise, the city must determine a weighted average hourly rate for each workweek, and pay the overtime hours at one-and-one-half times that rate.

More information

The League of Minnesota Cities (LMC) has several FLSA memos available at www.lmc.org (search "FLSA"). If you have questions, contact LMC HR & Benefits staff at (651) 281-1200 or hrrbenefits@lmc.org.

Cities recruiting full-time employees for their volunteer or paid on-call firefighter positions can reach out directly to the Public Employees Retirement Association (PERA) at (651) 296-3636 or (888) 892-7372 to navigate through contributions toward PERA and a city's fire relief pension. **MC**

Joyce Hottinger is assistant human resources director with the League of Minnesota Cities. Contact: jhottinger@lmc.org or (651) 281-1216.