Minutes for a Regular Meeting of the
Lamberton City Council ● Electronic/Telephone
December 14, 2020 – 7:00 PM
(UNOFFICIAL UNTIL COUNCIL APPROVED)

I. CALL TO ORDER/ADOPT AGENDA/CEREMONIAL DUTIES

Present: Mayor L. Sik, J. Senst, L. Bittner, D. Irlbeck and D. Knutson.
Staff in Attendance: M. Peterson, N. Anderson, J. Thram and R. Hillesheim.
Others in attendance: Jeff Gladis, UCAPP

A) ADDITIONS/DELETIONS TO AGENDA

1. Councilman Senst requested an addition to consider refunding 2020 Liquor License Fees. ***Motion/Second/Pass (Irlbeck/Senst/unanimous) to adopt the agenda with the addition 2B-14 On-Sale Liquor License Refund Request.***

II. CONSENT AGENDA & GENERAL BUSINESS

A) APPROVAL OF MINUTES

Motion/Second/Pass (Senst/Knutson/unanimous) to approve November 9, 2020 Regular City Council Meeting Minutes, the November 12 and 19, 2020 Special City Council Meeting Minutes, the September 14, 2020 EDA Board Minutes and the September 10, 2020 Library Board Meeting Minutes.

B) PETITIONS, REQUESTS & COMMUNICATIONS

1. There were no citizen complaints to present.
2. There were no Zoning Permit to present.
3. The owner-occupied Small Cities Development Grant Program enables qualifying participants to receive a loan that will be forgiven at a rate of 10% each year and will revert into a grant if the property does not change ownership within the ten (10) year period. This program from MN Department of Employment and Economic Development (DEED) awards grants to local units of government, which in turn, lends funds for the purpose of rehabilitating local housing stock to qualified participants. Jeff Gladis, representing United Community Action Partnership (who is administering the grant program on behalf of the City of Lamberton), stated he has received two (2) applications from property owners who are existing loan recipients from a prior grant award. These property owners currently have an existing mortgage from a previous SCDGP loan that has not yet reverted to grant; therefore, their application is disqualified under the program guidelines; however, they could appeal. Jeff Gladis asked the council to forgive the outstanding amount of the loans (which likely be reverted to grants) to allow these two (2) applicants to qualify for a new loan without having to go through the appeal process. The applicants would pay for the recording fees to release the current mortgage.
Motion/Second/Pass (Bittner/Senst) to approve forgiveness for the two (2) loans. The resolution authorizing the execution for satisfaction of a mortgage will be prepared for approval for the January 2021 meeting. Voting in favor were: Bittner, Senst, Irlbeck and Knutson. Sik abstained. Motion passes.
4. ***Motion/Second/Pass (Irlbeck/Senst/unanimous) to adopt the 2021 Schedules of Meetings for the City Council, EDA and Library Board meetings.***
5. ***Motion/Second/Pass (Irlbeck/Senst/unanimous) to appoint Alicia Swanke to her 1st term ending 12/31/2022 which was vacated by Catherine Goetstouwers and reappoint Pam Tellinghuisen to her 2nd term ending 12/31/2024.***
6. ***Motion/Second/Pass (Senst/Knutson/unanimous) to approve the 2021 Utility Rates as presented.***
7. ***Motion/Second/Pass (Knutson/Bittner/unanimous) to approve the 2021 Fee Schedule as presented. The resolution will be prepared for the next meeting.***

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

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

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

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

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

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

C) REPORTS

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

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

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

D) ORDINANCES & RESOLUTIONS

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

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

E) APPROVAL OF CLAIMS

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

III. PUBLIC HEARING

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

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

IV. MAYOR & COUNCIL COMMUNICATIONS

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

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

V. ADJOURNMENT

Motion/Second/Pass (Irlbeck/Senst/unanimous) to adjourn the meeting. Mayor Sik declared the council meeting adjourned.

Respectfully submitted,
Madonna Peterson, Clerk

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Approved,
Lydell Sik, Mayor

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