Minutes for a Regular Meeting of the

Lamberton City Council

November 13, 2018 – 7:00 PM

I. CALL TO ORDER

 Present: Mayor T. Neperman, L. Sik, D. Knutson, L. Bittner, D. Irlbeck

 Others in Attendance: Clerk M. Peterson, J. Thram, N. Hacker, N. Anderson, Allison Rue, Tony Riley.

II. ADOPT AGENDA

III. APPROVAL OF MINUTES

A) Bittner moved, Knutson seconded for unanimous approval of the October 9, 2018 City Council Minutes.

B) Sik moved, Irlbeck seconded for unanimous approval of the September 10, 2018 EDA Board Minutes.

C) Bittner moved, Sik seconded for unanimous approval of October 9, 2018 EDA Board Minutes.

IV. APPROVAL OF CLAIMS

A) Knutson moved, Bittner seconded for unanimous approval of checks #43441-#43509, #130E-#145E, and #500219-#500271 and in the amount of $324,341.81.

V. REPORTS

A) Irlbeck moved, Sik seconded for unanimous approval of the Maintenance Department report as discussed by Thram. Activities include:

-Thram reported many seasonal activities are complete in preparation for winter. Activities include street sweeping, hydrant flushing, verification of hydrants being operational, parks and shelters winterized and closed for winter, street patch work, tree trimming, equipment serviced and ready for winter, and Christmas lights put up.

-Thram stated he has been shopping around to purchase an equipment trailer. There is $18,000 budgeted; however, the trailer he is looking at carries a cost of $6,250. The trailer will have multiple uses and will benefit the department.

-When asked about the Kuhar Park Project, Thram said he has spoken with both Anderson Electric and Leon and they are both on board with continuance of getting this project completed. Once the roof is on, Lamberton Heating and Plumbing will be able to install the bathroom fixtures that have arrived.

-When asked about a couple of street light complaints that have surfaced, Justin informed the council the street lights in question are the city owned lights on First Avenue. When the lines were buried in May 2018, Justin requested new standards to be installed in these street lights when the electrician reconnect the lines. He has continued to inquire about the status of the job for several months now. It was suggested to try again.

B) Bittner moved, Sik seconded for unanimous approval of the Ambulance Department report as presented by Anderson. Activities include:

-Call log volume information was stated.

-Anderson reported the receipt of $3,200 in training reimbursements from SW EMS and has submitted paperwork for additional training reimbursements from MN EMSRB. He also reported the receipt of $9,300 from the Ambulance Association.

-All of the bigger partners have been contacted regarding the possibility of contracting EMS services and no one is interested.

-Anderson stated the service voted at the October meeting to request Allison Rue be named the new Ambulance Director. He has spoken with Allison who agreed to fill the position with the stipulation that she expects members of the service to help her carry the load. If approved, the transition would need to occur slowly over the next few months until her maternity leave is over. Anderson stated he would agree to continue as director until the maternity leave is over. Knutson moved, Irlbeck seconded to appoint Allison Rue as Ambulance Director effective December 1, 2018.

-Questions were posed regarding the need for the 3rd maintenance worker now that Anderson has resigned as director. Anderson stated he was hired as a FT city employee with the understanding he would be allowed time to conduct ambulance director duties during his shift; however, there was not anything arranged that states the job would include being the ambulance director, only that the position must obtain EMT certification.

C) Irlbeck moved, Bittner seconded for unanimous approval of the Administration Department report as discussed by Peterson. Activities include:

-Turnout of the Fall Cleanup Day was not very good. Peterson stated she would recommend trying it the same way next spring to remove the liability and cost from the entire city and put it on those who wish to participate. All bills have not been received so the final cost of the cleanup day has not been calculated.

-Peterson attended an Ambulance meeting in October to collaborate with the Cottonwood, MN Ambulance Director regarding operations to compare if there may be any cost saving measures for the Lamberton Ambulance Service. Peterson said she suspects there may be a fiscal impact regarding collections as no one has been reviewing reports sent by the billing company and following up on uncollectible or incorrect billing information. Once the analysis is complete, she will share her findings.

-Loss control representative from the League of MN Cities Insurance Trust (our insurance company) conducted the annual review on October 25. Peterson will review his suggestions and meet with our agent to review the policies before year end.

-The city joined Redwood County and other area cities in a Hazardous Mitigation plan in 2012. The plan is required to be eligible for FEMA funding. Peterson and Thram attended a meeting with area representatives in Wabasso to provide input for plan updates.

-Peterson said she has been updating all job descriptions as suggested by the League of MN Cities when a wage compensation study is conducted. She presented the completed descriptions to the council, so they have sufficient time to review them before adopting the changes. Her suggestion is to roll out the wage compensation study, any updated policies (personal, internal control, etc.) and updated job descriptions in the new year.

-Peterson presented different wage options for the 2019 budget. By reducing the wages, she has reduced the proposed levy increase from 7.59% to 2.91%. She presented budget options that include different cost of living adjustments to the wages.

-General election was conducted on November 6 with the election results presented.

-Peterson reported there was no overtime in the last pay period. She also indicated the communication with Chief Hacker has greatly improved.

D) Bittner moved, Sik seconded for unanimous approval of the Police Department report as presented by Chief Hacker. Activities include:

-The activity report and out-of-town mileage log for the month of October was presented.

-Keith Streff was in town and verified compliance of the dogs at the Kim Robinson residence. His email notification was presented for information.

-Chief Hacker said he attended some useful trainings in both Marshall and Sleepy Eye. One regarding sex trafficking and the other regarding drugs and alcohol amongst kids.

-In January 2019 the MSCIC Winter Law Enforcement Conference will be held in Mankato. This conference provides the needed continuing education credits for both Nick and Colby.

-Officer Hacker requested permission to take the squad car home when he is on duty. He was reminded he knew why complaints were being received and to refrain from that. Peterson said the insurance company’s position on this is to clarify what the use to be and will check into it further.

VI. PETITIONS, REQUESTS & COMMUNICATIONS

A) Sik moved, Knutson seconded for approval to waive half of the excess charges on a residential water bill request. Sik, Knutson, Neperman, Irlbeck voted to approve the reduction request, Bittner voted against. Motion carried.

B) Irlbeck moved, Bittner seconded for approval to renew Liquor Licenses for 2019 as follows:

On Sale Liquor $1,050 – LJ’s on Main, LLC and American Legion

Off Sale Liquor $100 – LJ’s on Main, LLC

Sunday Liquor $200 – LJ’s on Main, LLC

On Sale 3.2 $75 – Lamberton Lanes

 Sik abstained. Motion carried.

C) Sik moved, Bittner seconded for unanimous approval of acknowledging the exempt gambling permit application by Pheasants Forever.

D) Irlbeck moved, Sik seconded for unanimous approval of a Zoning Permit for a deck at 901 S. Douglas Street.

E) Sik moved, Irlbeck seconded for unanimous approval to appoint the following members to the Library Board effective January 1, 2019 for a 3-year term each:

Catherine Goetstouwers and Sharon Furth

VII. ORDINANCES & RESOLUTIONS

A) Sik moved, Irlbeck seconded for unanimous approval of Resolution 2018-17 A Resolution Certifying Unpaid Charges. These charges are for past due, unpaid utility bills and can collect by certifying the charges to property tax.

B) Knutson moved, Sik seconded for unanimous approval of Resolution 2018-18 A Resolution Establishing a Fire Escrow Account Pursuant to Minn. Stat. § 65A.50. The City of Lamberton is not listed on the fire debris removal list kept by the MN Department of Commerce. This resolution is necessary to be placed on the list. In the past a similar resolution had been passed.

C) Sik moved, Knutson seconded for unanimous approval (upon correction of a date) of Resolution 2018-19 A Resolution Canvassing Municipal Election Returns. The election results to be canvassed are as follows:

Mayor – Lydell Sik – 238 votes

City Council – Julie Senst – 241 votes

 David Irlbeck – 170 votes

City Council Special Term – Leah Bittner – 28 votes

VIII. FINANCIAL REPORTS

A) Sik moved, Bittner seconded for unanimous approval of the November 2018 Financial and Cash Balance Reports. Donations were accepted in the amount of $9,400. There was three (3) new vendors and budgeted transfers in the amount of $110,391. A full report is available upon request.

IX. OLD BUSINESS

A) Peterson stated the original list from the first nuisance inspection still has seven (7) locations that have not abated. Warning citations were issued to these properties. The allowed time-frame has now expired. Chief Hacker stated he can now issue a citation which moves the violation to the court system. It is believed five (5) of violation locations are beyond repair and likely need to be razed. Discussion was held on the steps needed to deem these properties hazardous. When asked how they would like to proceed on all the identified properties, the council requested invitation letters be sent to the property owners inviting them to the next council meeting.

B) Discussion was held briefly regarding ambulance day shift wage. Peterson will be attending a conference put on by our auditing firm regarding FMLA wage laws which she believes play a key role on this topic.

C) Peterson presented a memo regarding the 2019 Budget & Levy. She informed the council after the public hearing on December 10, 2019, the council will need to adopt the 2019 Final Levy. Peterson identified the transfer to the Library Fund could be reduced because the Library Fund already carries a positive fund balance. Peterson has reduced the proposed budget to a 2.91% increase. Peterson said she still has a $30,000 contingency built into the budget because she does not believe the City of Lamberton is at the fund balance percentage suggested by the State of Minnesota. She believes the auditing firm will tell us we need to build this balance to be at the state suggested financial level.

D) Updates to the personnel policy was briefly discussed. Council member Bittner and Peterson worked together to merge the League of MN Cities suggested personnel policy with the current City of Lamberton policy. Both suggested increasing the amount of vacation carryover from one year of accrual to one and a half years of accrual.

X. NEW BUSINESS

A) Discussion was held regarding the swimming pool. After the city submitted an insurance claim, our insurance company requested their engineer to inspect the pool wall and settlement issues occurring to determines what would cause this distress and provide repair recommendations. Thram has been working with the insurance company regarding this inspection and the insurance claim. The insurance company has stated our insurance will cover the repair of the pool wall, replacement of the sinking deck, the excavation and replacement of the saturated subgrade under the deck and inject a sealant on the large crack in the floor of the pool or the money can be used towards a new pool. Thram is in the process of requesting bids for the repair work but questions if the repair is the way to proceed. Is it economically feasible to repair the pool knowing this would be a temporary fix due to the age of the pool? He stated the necessity to bring the bathhouse to ADA Compliance too. When asked what his anticipation of the cost would be, Thram stated the insurance company would pay the repair bill minus the deductible and 10% of the repair estimate for the oversight in coverage. He further stated the lack of interest in people wanting to work on old pools as every company he has called has declined interest in submitting a bid and provides only vague answers to his questions. The council requested Justin to gather as much information as possible (including the cost to replace the existing pool) and future discussion would ensue.

B) Peterson presented information to a *Newly Elected Official Leadership Conference* which is an informational conference put on by the League of MN Cities to assist council members to understand what their role is in city government. Peterson encouraged the council members to take interest in this conference. It is a budgeted expenditure and pre-registration is required.

XI. MAYOR & COUNCIL COMMUNICATIONS

A) Councilman Sik stated the police sharing discussions with Walnut Grove have stopped for now.

B) A complaint regarding road conditions was acknowledged.

C) Peterson informed the council of a new law that went into effect in August. If someone misrepresents a service animal, they are guilty of a misdemeanor.

D) Commercial Club requested street closure for the first two blocks of Main Street during the Taste of Season parade; however, the council felt if there was not traffic moving during the parade, parking would not be an issue. Chief Hacker will request Officer Davis to patrol and lead the parade.

E) Peterson informed the council she has purchased a professional version of Microsoft Office that will allow all departments to use it versus the home version that has been used in the past. The professional version will provide secure and encrypted email too. The cost for the year will be approximately $2,400. The ability to use the city’s domain for email addresses is allowable with this software too; therefore, each council member will now have a city email. The City of Lamberton will now be in compliance with MN Government Data Practice Laws regarding public data.

XII. ADJOURNMENT

There being no additional business, Bittner moved, seconded by Knutson for unanimous approval to adjourn the meeting.

Respectfully submitted, Approved,

Madonna Peterson, Clerk Terry Neperman, Mayor

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