



## CITY COUNCIL AGENDA

January 4, 2022 ~ 7:00 PM

*Preliminary agenda; subject to change. The Council will set a final agenda at the meeting.*

### CALL THE MEETING TO ORDER

### PLEDGE OF ALLEGIANCE

### AGENDA CHANGES/APPROVE AGENDA

### APPROVAL OF MINUTES (pg 2-4)

### APPROVE ACCOUNTS PAYABLE & INVESTMENT AND TRANSFER ACTIVITY (pg 5-7) Total \$1,026,570.69

### DEPARTMENT REPORTS (pg 8-11)

- Lance Frerichs

### SCHEDULED/UNSCHEDULED GUESTS (limit 5 minutes each)

### AGENDA ITEMS:

1. Annual Resolutions (pg 12-19)
  - a. 22-01 Financial Institutions Signers
  - b. 22-02 Offset of Accounts
  - c. 22-03 Allowing Wiring of Funds
  - d. 22-04 Allowing Prepayments of Accounts Payable
  - e. 22-05 Designation of Official Newspaper
  - f. 22-06 Fees for 2022
  - g. 22-07 Authorizing 457 Plan Signers
  - h. 22-08 Appointing a Responsible Authority
2. Ambulance Service 2022 Officers Recommendation
  - a. Director – Jeremy Fricke
  - b. Training Officer – Chelsey Fricke
  - c. Scheduling/Secretary – Jan Hawkinson
  - d. Inventory/Inspection Specialist – Donna Thaemlitz
3. 2022 Board and Committee Appointments (pg 20-21)
  - a. Appoint a Mayor Pro Tem
4. Police – Nuisance Property Action Request – 305 2<sup>nd</sup> Ave N (pg 22-26)
5. Liquor Store Credit Card Servicer Change (pg 27)
6. Lutheran Social Service Meal Site Use Agreement (pg 28-31)

### OLD BUSINESS

### INFORMATIONAL ITEMS

1. Other Board and Committee Reports

### ANNOUNCEMENTS

1. Next council meeting, Tuesday, January 18th at 7:00 p.m. in City Hall

### ADJOURN



**CITY COUNCIL MINUTES**  
**December 20, 2021 ~ 7:00 PM**

**Council Present:** ☒ Doug Busch, ☒ Bruce Bakalyar, ☒ Andrea Monson, ☒ Brent Pavelko, ☒ Nathan Hall

**Others Present:** Brian Rossow – Clerk, Rachel Kruger, Lance Frerichs, Chief Roger Pohlman, Carol Schulz, Brent Kavitz – SEH, Joshua Schuetz - Media, Richard Doescher, Randon Johnson, Mike (virtual), Tawn Hall, Lakefield Ambulance Members (Jeremy, Jan, Chelsey, Ben, Donna, Desirae, Tracey, Katie, Ben), DTJ (virtual), Caller 02, Caller 03

**TRUTH IN TAXATION HEARING** – Kruger presented the 2022 budget and levy for review. Jeremy Fricke asked about Ambulance funds being transferred out of CIP to the General Fund to keep the levy low. No other members of the public wished to make public comment. Motion to close the hearing at 7:03pm made by Bakalyar/Monson. All in favor. Hearing is closed.

**CALL THE MEETING TO ORDER** – Meeting was called to order at 7:03pm by Mayor Busch.

**PLEDGE OF ALLEGIANCE**

**AGENDA CHANGES/APPROVE AGENDA** – Request from Monson to move Agenda item #8 behind agenda item 1. Motion to approve with change made by Monson/Hall. Favor: Bakalyar, Hall, Monson. Opposed: Pavelko, Busch. Motion carries.

**APPROVAL OF MINUTES** - Motion to approve the minutes made by Hall/Pavelko. All in favor. Approved.

**APPROVE ACCOUNTS PAYABLE & INVESTMENT AND TRANSFER ACTIVITY** – Motion to approve the accounts payable in the amount of \$294,697.64 made by Bakalyar/Hall. All in favor. Approved.

**DEPARTMENT REPORTS** – In packet. Chief Pohlman is requesting to approve the hire of Caleb Cihak as a part time police officer. Motion to approve made by Hall/Monson. All in favor. Approved.

**SCHEDULED/UNSCHEDULED GUESTS (limit 5 minutes each)**

1. **Chelsey Fricke and Katie Johnson** – Fricke and Johnson wanted to update the Council on things they think the Council may not be aware of. They feel the ambulance does not take tax dollars to support operations. They feel there has been a lack of communication on new process of budgeting. They think an increase in on-call pay will not cost the taxpayers. They feel it is unfair the city staff gets raises, but not ambulance staff. Staff feels underappreciated and underpaid. They feel that covid hazard pay and a \$0.50 increase is a small price to pay for what they do. Johnson stated that ambulance takes a lot of call and did not get a raise. They feel it is unfair that City employees that generate no revenue got over a 5% raise and the ambulance got none. They stated they are not EMTs for the money, they do it to help people. They miss out on a lot of family things and events because they are on call. Mayor Busch thanked them for their comments.

**AGENDA ITEMS:**

1. **Resolution 21-48 Accepting Donations** – Motion to approve made by Hall/Pavelko. All in favor. Approved.
2. **Resolution 21-49 Final 2022 Levy** – Motion to approve the final levy of \$757,178 made by Bakalyar/Pavelko. All in favor. Approved.
3. **Contractor Pay Requests** – Motion to approve both pay requests made by Bakalyar/Pavelko. All in favor. Approved.
  - a. **RD Street Project AFP #4** – Kavitz updated the council on what is included and what is being withheld (approx. \$80k being withheld for paving densities not passing according to spec). Paving contractor is requesting full payment but have not received a request from the general contractor. Kavitz recommends that we follow the spec and let the paving contractor and general contractor work it out between themselves.
  - b. **Grein Addition AFP #4** – Kavitz reported that seeding and mulch are done and most of the work is done. Waiting on control panel for lift station.

4. **2022 Meeting Calendar** – Motion to approve the 2022 meeting calendar made by Monson/Hall. All in favor. Approved.
5. **2022 Employee Benefits Program** – Monson inquired about the change from benefit hours buckets to PTO and Kruger reported that the timing was not right to make the change now. Motion to approve the benefits as stated made by Pavelko/Bakalyar. All in favor. Approved.
6. **Fire Dept 2022 Officers Recommendation** – Motion to approve the officer appointments as stated below made by Monson/Bakalyar. All in favor. Approved.
  - a. Safety Officer– Eric Kruger
  - b. Special Equipment Officer– Derek Anderson
  - c. Secretary/Treasurer– Kyle Reasoner
  - d. Second Assistant Chief / Training Officer– Cody Poelaert
  - e. Assistant Chief – Tanner McClain
  - f. Chief--Tim Baumann
7. **Liquor Store Sunday Schedule** – Rossow reported that Kristie would like to have a consistent annual schedule for Sunday liquor sales. The requested schedule is to be closed Sundays from January 1<sup>st</sup> until two weeks prior to Memorial Day and then be open Sundays for the remainder of the year with the exception of also being open Super Bowl Sunday. Monson would like to consider a person for part or full time with benefits to cover for Kristie when she is on vacation. Rossow recommended that Holly be used to cover Kristie’s vacation time since the liquor store is only open 66 or 70 hours per week and there are not enough open hours to justify two full-time positions. Monson feels Holly may not be a good fit at the liquor store because she does not spend enough time there to stay familiar with the machines. Hall agrees that a second full time person is a good idea and should be investigated. Motion to set Sunday sale schedule made by Monson/Bakalyar. All in favor. Approved.
8. **Ambulance Pay Increase Consideration (moved to agenda item #2)** – Monson would like to address prior to passing the levy. Monson stated that Kruger was contacted about a pay increase in October and November, but the request was not considered in budget talks. Fricke stated the budget process was different this year and normally happens for the ambulance in October or later. Fricke thinks that the revenue numbers in the 2022 budget are incorrect, and we should realistically see more revenue in 2022. Fricke thinks that the County funding will be higher than projected as well. With those numbers adjusted, he feels there is plenty of money to support a raise. Pavelko stated that most ambulance requests have been approved, but this request should wait until it can be fully considered. Hall thinks that if request #1 is called an “appropriation,” it will not be considered a bonus and is legal and ok to do. Pavelko feels that these pay requests should be considered by the committee first and then a plan presented to Council. Hall doesn’t think this affects the levy at all. Hall thinks this can be done legally by calling it an “appropriation” like Rock and Nobles did. Bakalyar would like to table these requests until 2022. Monson thinks it’s deserved, and they are front line employees, and we should pass it. Monson thinks the verbiage may have been presented incorrectly to the attorney before he said no. Johnson thinks that the attorney is not in favor of the ambulance service and that’s why he said no. Pavelko stated that this is not the first time over 10 years that late requests have been brought forward by Fricke. Busch stated the process will be different in the future. Motion to approve request #2 for a \$0.50/hr raise to on-call made by Hall/Monson. Pavelko wants to consider backing off on the increase if the budget goes in the red to protect the ambulance service. Monson feels healthcare concerns will only increase and we need to pay our people to protect our ambulance service. Pavelko wants to be supportive, but we need to be mindful of budget. Motion goes to a vote. All in favor. Approved. Monson and Hall still want to pass request #1 this year if we can get the correct verbiage.
9. **Park Board Request – Jim Koep Nature Park** – Park board recommends honoring a long-time city employee by naming City-owned parcel #24.033.3300 the “Jim Koep Nature Park”. Motion to approve made by Bakalyar/Monson. All in favor. Approved.
10. **Nuisance Property Consideration – 1314 Northridge Drive** – Pohlman outlined the activities taking place at this property such as a bypass road, stolen signs, thru-traffic and additional traffic on a dead end, etc. Council wants to correct the issues and take the next step towards restoring order to the neighborhood. Motion to approve the declaration of nuisance made by Pavelko/Monson. All in favor. Approved.

**OLD BUSINESS** - None

**INFORMATIONAL ITEMS**

- 1. Other Board and Committee Reports – in packet**
- 2. PeopleService Report – in packet**

**ANNOUNCEMENTS**

- 1. Next council meeting, Tuesday, January 4th at 7:00 p.m. in City Hall**

**ADJOURN** – Motion to adjourn at 8:18pm made by Bakalyar/Hall. All in favor. Approved.

**Attest:**

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**Brian Rossow, City Clerk**

# City of Lakefield

## Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
	Hospitalization/Medical Ins	22-Dec-21	FURTHER	12.23.21 payroll	\$469.51
	FICA Tax Withholding	22-Dec-21	IRS	12.23.21 payroll	\$3,077.04
	Federal Withholding	22-Dec-21	IRS	12.23.21 payroll	\$1,034.44
	MN Mutual Withholding	29-Dec-21	MINNESOTA LIFE	January life insurance premium	\$4.60
	State Withholding	22-Dec-21	MINNESOTA REVENUE	12.23.21 payroll	\$1,137.50
	PERA	22-Dec-21	P.E.R.A.	12.23.21 payroll gen	\$4,465.64
	PERA	22-Dec-21	P.E.R.A.	12.23.21 payroll amb	\$497.56
	Deferred Comp (ING)	22-Dec-21	VOYA INSTITUTIONAL TRUST CO	12.23.21 payroll	\$306.13
General Government	General Supplies	29-Dec-21	ARAMARK	rugs	\$102.14
General Government	General Supplies	29-Dec-21	DACOTAH PAPER CO	paper towels	\$43.85
General Government	General Supplies	29-Dec-21	INDOFF INCORPORATED	envelopes, correction tape	\$49.16
General Government	Legal Fees	29-Dec-21	JACKSON CO	quit claim deed	\$412.50
General Government	Telephone	29-Dec-21	SMBS	city hall phone	\$197.77
City Clerk	Employer Paid Life	29-Dec-21	MINNESOTA LIFE	January life insurance premium	\$3.60
City Clerk	Employer Paid Life	29-Dec-21	MINNESOTA LIFE	January life insurance premium	\$3.60
Financial Manager	Contracted services	29-Dec-21	ABDO FINANCIAL SOLUTIONS, LLC	payroll prep	\$330.00
Financial Manager	Employer Paid Life	29-Dec-21	MINNESOTA LIFE	January life insurance premium	\$3.60
Police Department	Education/Training/Travel	29-Dec-21	BCA CJTE	targeted violence prevention	\$25.00
Police Department	Dues and Subscriptions	29-Dec-21	HEAT TACTICAL TEAM	dues	\$1,205.10
Police Department	Employer Paid Life	29-Dec-21	MINNESOTA LIFE	January life insurance premium	\$3.60
Police Department	Employer Paid Life	29-Dec-21	MINNESOTA LIFE	January life insurance premium	\$3.60
Police Department	Salaries & Wages	29-Dec-21	MINNESOTA LIFE	January life insurance premium	\$3.60
Police Department	Telephone	29-Dec-21	SMBS	police dept phone	\$35.11
Police Department	General Supplies	30-Dec-21	STREICHER S	ammo	\$71.98
Police Department	Telephone	29-Dec-21	VERIZON WIRELESS	PD phones	\$160.10
Fire Department	Tools and Small Equipment	29-Dec-21	FASTENAL COMPANY	FD equipment	(\$53.70)
Fire Department	Tools and Small Equipment	29-Dec-21	FASTENAL COMPANY	FD equipment	\$56.32
Fire Department	Tools and Small Equipment	29-Dec-21	FASTENAL COMPANY	battery	\$4.99
Fire Department	Tools and Small Equipment	29-Dec-21	FASTENAL COMPANY	equipment	\$53.70
Fire Department	Tools and Small Equipment	29-Dec-21	FASTENAL COMPANY	torch return	(\$56.32)
Fire Department	Telephone	29-Dec-21	SMBS	fire dept phone	\$126.96
Street Department	General Supplies	29-Dec-21	DACOTAH PAPER CO	paper towels	\$43.84
Street Department	Equipment Maintenance	29-Dec-21	ENVIRONMENTAL EQUIPMENT &	suction hose	\$595.32
Street Department	Repairs & Maintenance	29-Dec-21	Iowa Great Lakes Doors	repair garage doors	\$237.50

# City of Lakefield

## Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
Street Department	Employer Paid Life	29-Dec-21	MINNESOTA LIFE	January life insurance premium	\$3.60
Street Department	Employer Paid Life	29-Dec-21	MINNESOTA LIFE	January life insurance premium	\$3.60
Street Department	Employer Paid Life	29-Dec-21	MINNESOTA LIFE	January life insurance premium	\$3.60
Street Department	Employer Paid Life	29-Dec-21	MINNESOTA LIFE	January life insurance premium	\$3.60
Street Department	Equipment Maintenance	29-Dec-21	ROAD MACHINERY & SUPPLY CO	light bulb	\$194.51
Multi-Purpose Building	General Supplies	29-Dec-21	ARAMARK	rugs	\$73.23
Multi-Purpose Building	General Supplies	29-Dec-21	DACOTAH PAPER CO	paper towels	\$43.84
Multi-Purpose Building	Telephone	29-Dec-21	SMBS	MPC phone	\$27.03
Parks Department	General Supplies	29-Dec-21	INDOFF INCORPORATED	hand sanitizer dispensers	\$23.98
Library	General Supplies	29-Dec-21	DACOTAH PAPER CO	paper towels	\$43.85
RD STREET PROJECT	Capital Outlay	29-Dec-21	R & R EXCAVATING	infrastructure improvement project	\$979,841.56
E D A	Advertising	29-Dec-21	LIVEWIRE PRINTING COMPANY	drone photos	\$58.78
Sewer Fund	Sludge Hauling	29-Dec-21	MAJERUS, BRIAN	hauling biosolids	\$2,902.72
Sewer Fund	Contracted services	29-Dec-21	PEOPLESERVICE INC	January wastewater service	\$13,315.00
Sewer Fund	Postage	30-Dec-21	US POSTAL SERVICE	Dec bills	\$139.30
Liquor Store Fund	General Supplies	29-Dec-21	ARAMARK	rugs	\$32.62
Liquor Store Fund	Misc Purchases Resale	29-Dec-21	ARCTIC GLACIER	ice	\$33.96
Liquor Store Fund	Liquor Purchases	29-Dec-21	BELLBOY CORP	liquor store	\$750.00
Liquor Store Fund	Misc Purchases Resale	29-Dec-21	BELLBOY CORP	liquor store	\$86.39
Liquor Store Fund	Liquor Purchases	29-Dec-21	BELLBOY CORP	liquor store	(\$165.00)
Liquor Store Fund	Beer Purchases	29-Dec-21	BEVERAGE WHOLESALERS	liquor store	\$798.57
Liquor Store Fund	Beer Purchases	29-Dec-21	BEVERAGE WHOLESALERS	liquor store	\$1,800.70
Liquor Store Fund	Liquor Purchases	29-Dec-21	BREAKTHRU BEVERAGE	liquor store	\$474.87
Liquor Store Fund	Liquor Purchases	29-Dec-21	BREAKTHRU BEVERAGE	liquor store	\$127.76
Liquor Store Fund	Beer Purchases	29-Dec-21	DOLL DISTRIBUTING LLC	liquor store	\$1,315.20
Liquor Store Fund	Beer Purchases	29-Dec-21	DOLL DISTRIBUTING LLC	liquor store	\$2,887.90
Liquor Store Fund	Liquor Purchases	29-Dec-21	JOHNSON BROTHERS LIQUOR	liquor store	\$1,327.29
Liquor Store Fund	Beer Purchases	29-Dec-21	JOHNSON BROTHERS LIQUOR	liquor store	\$196.10
Liquor Store Fund	Liquor Purchases	29-Dec-21	JOHNSON BROTHERS LIQUOR	liquor store	\$664.62
Liquor Store Fund	Liquor Purchases	29-Dec-21	JOHNSON BROTHERS LIQUOR	liquor store	\$555.76
Liquor Store Fund	Beer Purchases	29-Dec-21	JOHNSON BROTHERS LIQUOR	liquor store	\$212.55
Liquor Store Fund	Liquor Purchases	29-Dec-21	JOHNSON BROTHERS LIQUOR	liquor store	\$1,409.68
Liquor Store Fund	Liquor Purchases	29-Dec-21	JOHNSON BROTHERS LIQUOR	liquor store	\$171.58
Liquor Store Fund	Employer Paid Life	29-Dec-21	MINNESOTA LIFE	January life insurance premium	\$3.60

# City of Lakefield

## Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
Liquor Store Fund	Liquor Purchases	29-Dec-21	MORGAN CREEK VINEYARDS	liquor store	\$93.00
Liquor Store Fund	Telephone	29-Dec-21	SMBS	liquor store phone	\$183.36
Liquor Store Fund	Beer Purchases	29-Dec-21	SOUTHERN GLAZERS WINE &	liquor store	\$1,133.15
Liquor Store Fund	Liquor Purchases	29-Dec-21	SOUTHERN GLAZERS WINE &	liquor store	(\$7.83)
Liquor Store Fund	Beer Purchases	29-Dec-21	SOUTHERN GLAZERS WINE &	liquor store	(\$12.00)
Liquor Store Fund	Liquor Purchases	29-Dec-21	SOUTHERN GLAZERS WINE &	liquor store	(\$8.00)
Ambulance Fund	General Supplies	29-Dec-21	BOUND TREE MEDICAL	medical supplies	\$334.32
Ambulance Fund	Contracted services	29-Dec-21	Expert Billing, LLC	runs billed	\$310.00
Ambulance Fund	Contracted services	29-Dec-21	Expert Billing, LLC	runs billed	\$527.00
<b>Total</b>					<b><u><u>\$1,026,570.69</u></u></b>

Summary by Department	
n/a	\$ 10,992.42
General Government	\$ 805.42
City Clerk	\$ 7.20
Financial Manager	\$ 333.60
Police Department	\$ 1,508.09
Fire Department	\$ 131.95
Ambulance Fund	\$ 1,171.32
Street Department	\$ 1,085.57
Parks Department	\$ 23.98
Multi-Purpose Building	\$ 144.10
Library	\$ 43.85
RD STREET PROJECT	\$ 979,841.56
E D A	\$ 58.78
Sewer Fund	\$ 16,357.02
Liquor Store Fund	\$ 14,065.83
<b>Total</b>	<b><u><u>\$ 1,026,570.69</u></u></b>

Summary by Fund	
GENERAL FUND	\$ 15,076.18
RD STREET PROJECT-SEWER	\$ 979,841.56
EDA	\$ 58.78
SEWER FUND	\$ 16,357.02
MUNICIPAL LIQUOR FUND	\$ 14,065.83
AMBULANCE FUND	\$ 1,171.32
<b>Total</b>	<b><u><u>\$ 1,026,570.69</u></u></b>

## **Department Head Report**

**Date: January 4, 2022**

**Fire Department report** – Nothing to report.

**Ambulance Service** – It has been another very busy year for the ambulance. We still are seeing a record number of Covid 19 cases in the area. We have also had interfacility transfers from several area hospitals this past year (Jackson, Worthington, Windom, Spirit Lake and St. James). The furthest transfer was to Fargo, ND. We also provided races standby at Dimond Park and Worthington Speedway. As of December 29, 2021 we had 228 calls for service.

The new ambulance is anticipated to be delivered around January 7th. It is currently being lettered and then will have the radio system installed before delivery.

Two new batteries for the Lucas machines were ordered as they were no longer functional. Cost was about \$750 a piece. The previous batteries were 5 years old and have surpassed the 3 to 4 year life expectancy.

The ambulance crew will be completing it's EMT refresher on 2 Sunday's this month.

The new ambulance on call pay will begin 1/1/2022 as approved by the council:

\$2.25 – Days

\$2.50 – Nights

\$4.00 – Weekends

\$4.50 – Holidays

I would like to thank the family members of the staff of the Lakefield Ambulance for the sacrifices that they made/make so that there loved ones are able to provide this vital community service.

**Police Department** – Info in packet.

**Liquor Store Report** – Nothing submitted.

**Clerk** –I was on vacation December 27<sup>th</sup> – 31<sup>st</sup> but did come in to ensure our NPDES Permit Schedule of Compliance was submitted, and Council packets were done.

**Public Works Department** – Ice skating rink is going over well I hear and is getting plenty of use. We put another load of water on it to create a smoother surface for the skaters. The technicians were hear and repaired the SnoGo blower under warranty so it should be in good shape for the next round of snow. We have been doing some shop cleanup. Also been working on cleaning the stuck on asphalt out of one of our dump trucks because the snow hangs up in it when we haul snow off of main street.



# Lakefield Police Department

LPD Bi-Weekly (12-16 - 12-30-2021) CFS Totals

Printed on December 30, 2021

CFS Date/Time	CFS #	Code : Description	Address	Primary
12/20/21 13:28:07	JSOCFS2021128919	ACC-NO INJ : Accident no injuries	POST OFFICE LAKEFIELD, LAKEFIELD	40
<b>ACC-NO INJ : Accident no injuries Total: 1</b>				
12/20/21 08:01:21	JSOCFS2021128912	ALRM : Alarm	205 4TH AVE N, LAKEFIELD, MN 56150	40
12/25/21 12:04:16	JSOCFS2021129047	ALRM : Alarm	405 N HWY 86, LAKEFIELD, MN 56150	44
<b>ALRM : Alarm Total: 2</b>				
12/21/21 08:11:52	JSOCFS2021128942	ANIMAL-CALL : Animal Call	820TH ST, LAKEFIELD, MN 56150	40, 389
<b>ANIMAL-CALL : Animal Call Total: 1</b>				
12/29/21 14:23:57	JSOCFS2021129104	CEP REPORT : CEP Intake Report	301 MAIN ST, LAKEFIELD, MN 56150	40
<b>CEP REPORT : CEP Intake Report Total: 1</b>				
12/29/21 20:50:21	JSOCFS2021129111	CITIZEN COMP : Citizen Complaint	411 N HWY 86, LAKEFIELD, MN 56150	43
12/29/21 21:27:02	JSOCFS2021129114	CITIZEN COMP : Citizen Complaint	411 N HWY 86, LAKEFIELD, MN 56150	43
12/27/21 21:02:10	JSOCFS2021129087	CITIZEN COMP : Citizen Complaint	101 VALLEYBROOK RD, LAKEFIELD	44
<b>CITIZEN COMP : Citizen Complaint Total: 3</b>				
12/17/21 14:00:26	JSOCFS2021128849	DIRECTED PATROL : Directed Patrol	205 4TH AVE N, LAKEFIELD, MN 56150	44
12/17/21 14:20:39	JSOCFS2021128851	DIRECTED PATROL : Directed Patrol	110 MILWAUKEE ST, LAKEFIELD, MN 56150	44
<b>DIRECTED PATROL : Directed Patrol Total: 2</b>				
12/23/21 21:49:08	JSOCFS2021129028	DRUG : Drug Complaint	101 VALLEYBROOK RD, LAKEFIELD	44
12/18/21 11:08:56	JSOCFS2021128883	DRUG : Drug Complaint	73039 HWY 71, JACKSON	44, 389
<b>DRUG : Drug Complaint Total: 2</b>				
12/20/21 23:39:30	JSOCFS2021128936	FIRE-MISC : Fire Miscellaneous	45930 820TH ST, LAKEFIELD, MN 56150	43, DISP, LFD
<b>FIRE-MISC : Fire Miscellaneous Total: 1</b>				

CFS Date/Time	CFS #	Code : Description	Address	Primary
12/23/21 07:49:19	JSOCFS2021128996	MEDICAL : Ambulance Medical	80184 460th AVE, LAKEFIELD, MN 56150	40, LA1, 385

**MEDICAL : Ambulance Medical Total: 1**

12/21/21 05:40:12	JSOCFS2021128939	MOTR ASST : Motorist Assist	101 MENAGE AVE, LAKEFIELD, MN 56150	40
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**MOTR ASST : Motorist Assist Total: 1**

12/23/21 10:10:28	JSOCFS2021128998	OFFICER-MISC : Officer Miscellaneous	507 2ND AVE N, LAKEFIELD, MN 56150	40
12/23/21 10:19:47	JSOCFS2021128999	OFFICER-MISC : Officer Miscellaneous	912 MILWAUKEE ST, LAKEFIELD, MN 56150	40
12/23/21 10:27:00	JSOCFS2021129000	OFFICER-MISC : Officer Miscellaneous	507 S GRIFFIN ST, LAKEFIELD, MN 56150	40

**OFFICER-MISC : Officer Miscellaneous Total: 3**

12/21/21 10:12:29	JSOCFS2021128946	ORDINANCE VIOLATION : Ordinance Violation	704 WALTERS ST, LAKEFIELD, MN 56150	40
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**ORDINANCE VIOLATION : Ordinance Violation Total: 1**

12/21/21 09:15:50	JSOCFS2021128944	Public Assist : Public Assist	301 Main Street, LAKEFIELD, MN 56150	40
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**Public Assist : Public Assist Total: 1**

12/29/21 21:58:20	JSOCFS2021129115	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and MILL ROAD, LAKEFIELD	43
12/27/21 19:21:25	JSOCFS2021129085	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and 800TH ST, LAKEFIELD, MN 56150	44
12/19/21 22:37:20	JSOCFS2021128907	TRAFFIC STOP : Traffic Stop	Intersection of HIGHWAY 86 and I 90, LAKEFIELD	44
12/19/21 22:12:59	JSOCFS2021128906	TRAFFIC STOP : Traffic Stop	Intersection of HIGHWAY 86 and 3RD AVE, LAKEFIELD	44

**TRAFFIC STOP : Traffic Stop Total: 4**

12/26/21 19:34:33	JSOCFS2021129064	VOR : Vehicle Off Road	Intersection of HIGHWAY 60 and 880TH ST, HERON LAKE, MN 56137	44, JA, 382, HLFD, HLA
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**VOR : Vehicle Off Road Total: 1**

12/27/21 10:55:33	JSOCFS2021129079	WELFARE : Concern for Welfare	603 COLONIAL AVE, LAKEFIELD, MN 56150	40
12/20/21 18:36:11	JSOCFS2021128929	WELFARE : Concern for Welfare	403 COLONIAL AVE, LAKEFIELD, MN 56150	40

<b>CFS Date/Time</b>	<b>CFS #</b>	<b>Code : Description</b>	<b>Address</b>	<b>Primary</b>
12/22/21 22:50:40	JSOCFS2021128991	WELFARE : Concern for Welfare	709 MILWAUKEE ST, LAKEFIELD, MN 56150	43, 30

**WELFARE : Concern for Welfare Total: 3**

**Total Records: 28**

**RESOLUTION 22-01  
DESIGNATION OF OFFICIAL DEPOSITORIES AND SIGNEES**

**BE IT RESOLVED**, that First National Bank, Lakefield, Minnesota, and Bank of the West, Lakefield, Minnesota, be designated as official depositories of the City of Lakefield. They are hereby requested, authorized, and directed to honor checks, drafts, and other orders for the payment of money drawn in the City’s name when bearing the manual or facsimile signatures of the following:

\_\_\_\_\_  
Douglas Busch, Mayor

\_\_\_\_\_  
Brian Rossow, City Clerk

**AND**, that the following financial institutions be designated as official depositories of the City of Lakefield for investment purposes:

- Bank of the West – BNP Paribas
- Bank Midwest
- First National Bank
- Curry State Bank Okabena branch
- Fulda Credit Union
- Jackson Federal Savings and Loan Association
- Worthington Federal Savings Bank (Lakefield Savings Bank)
- Security State Bank (Heron Lake)
- Multi Bank Securities Inc clearing Pershing, LLC, Bank of New York Mellon  
And eConnectDirect
- United Prairie Bank
- ICD Securities Inc clearinghouse StoneX
- 4M Fund, US Bank NA
  - RBC Wealth Management
  - PMA Financial Network/ PMA Securities Inc
  - Voyager Asset Management
- US Bank
- RBC ICS Depositor Control Panel
- Bank Midwest Wealth Management/SII Investments, Inc.

**AND**, that the City of Lakefield’s Finance Manager—Rachel Kruger and/or Lakefield’s City Clerk – Brian Rossow shall have the authority to transfer funds from one official depository to another as necessary for money management and for the purpose of investing City of Lakefield funds.

Adopted this 4<sup>th</sup> day of January 2022

\_\_\_\_\_  
Brian Rossow, City Clerk

I the above signed Brian Rossow, City Clerk, hereby Certify that the above resolution is a true copy of the Resolution duly passed and adopted by the City Council of the City of Lakefield, Minnesota, on this 4<sup>th</sup> day of January 2022.

\_\_\_\_\_  
Douglas Busch, Mayor

M/\_\_\_\_\_

B. Bakalyar-

N. Hall -

A. Monson-

D. Busch

S/\_\_\_\_\_

B. Pavelko-

**Resolution 22-02**  
**City of Lakefield**  
**Authorizing the Assignment of Accounts for Purpose of Set-Off**

**Whereas,** the City of Lakefield (City) and Lakefield Public Utilities (Utilities) each have accounts receivable and payable that represent amounts owed and owing to various individuals and entities.

**Whereas,** the City and Utilities desire to exercise the rights of set-off against amounts owed them by making assignments between the City and Utilities.

**Now Therefore Be it Resolved:** The City Clerk is authorized to assign accounts payable or accounts receivable, as the case may be, between the City and Utilities in such a manner so as to permit either the City or the Utilities to fully avail themselves of the right of set-off against individuals and entities that are owed money by the City or Utilities while owing money to the City or Utilities.

Adopted this 4<sup>th</sup> day of January 2022

\_\_\_\_\_  
Brian Rossow, City Clerk

I the above signed Brian Rossow, City Clerk, hereby Certify that the above resolution is a true copy of the Resolution duly passed and adopted by the City Council of the City of Lakefield, Minnesota, on this 4<sup>th</sup> day of January 2022.

\_\_\_\_\_  
Douglas Busch, Mayor

M/ \_\_\_\_\_

B. Bakalyar- Y/N

N. Hall – Y/N

A. Monson- Y/N

D.Busch - Y/N

S/ \_\_\_\_\_

B. Pavelko- Y/N

**CITY OF LAKEFIELD**  
**RESOLUTION 22-03**  
**Resolution Allowing Wire/Automated Bank Payments.**

**WHEREAS**, the City Council acknowledges the need for wire and automated bank payments for such things as bond payment, investments, payroll withholdings and sales tax payable, vendor payments and other required payments.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LAKEFIELD, MINNESOTA THAT:** The City shall allow the Financial Manager and/or the City Clerk to make such payments by wire/automation instead of paper checks. These payments will be approved at the appropriate council meeting.

Adopted this 4th day of January 2022

\_\_\_\_\_  
Brian Rossow, City Clerk

I the above signed Brian Rossow, City Clerk, hereby Certify that the above resolution is a true copy of the Resolution duly passed and adopted by the City Council of the City of Lakefield, Minnesota, on this 4th day of January 2022.

\_\_\_\_\_  
Douglas Busch, Mayor

M/\_\_\_\_\_

B. Bakalyar- Y/N

N. Hall- Y/N

A. Monson- Y/N

D.Busch- Y/N

S/\_\_\_\_\_

B. Pavelko- Y/N

**CITY OF LAKEFIELD**  
**RESOLUTION 22-04**  
**Resolution Allowing Prepayment of Accounts Payables**

**WHEREAS**, the City Council acknowledges the need for payments of usual and routine accounts payable between council meetings. These payments shall be made for the purpose of avoiding late charges and unnecessary fees.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LAKEFIELD, MINNESOTA THAT:** The City shall allow the Financial Manager and/or the City Clerk to make such payments. These payments will be approved at the appropriate council meeting.

Adopted this 4<sup>th</sup> day of January 2022

\_\_\_\_\_  
Brian Rossow, City Clerk

I the above signed Brian Rossow, City Clerk, hereby Certify that the above resolution is a true copy of the Resolution duly passed and adopted by the City Council of the City of Lakefield, Minnesota, on this 4<sup>th</sup> day of January 2022.

\_\_\_\_\_  
Douglas Busch, Mayor

M/\_\_\_\_\_

B. Bakalyar- Y/N

N. Hall- Y/N

A. Monson- Y/N

D.Busch- Y/N

S/\_\_\_\_\_

B. Pavelko- Y/N

**RESOLUTION 22-05**

**DESIGNATION OF OFFICIAL NEWSPAPER**

**BE IT RESOLVED**, that the Lakefield Standard, Lakefield, Minnesota, be designated as the official publication of the City of Lakefield.

Adopted this 4<sup>th</sup> day of January 2022

\_\_\_\_\_  
Brian Rossow, City Clerk

I the above signed Brian Rossow, City Clerk, hereby Certify that the above resolution is a true copy of the Resolution duly passed and adopted by the City Council of the City of Lakefield, Minnesota, on this 4<sup>th</sup> day of January 2022.

\_\_\_\_\_  
Douglas Busch, Mayor

M/ \_\_\_\_\_

B. Bakalyar- Y/N

N. Hall- Y/N

A. Monson- Y/N

D.Busch- Y/N

S/ \_\_\_\_\_

B. Pavelko- Y/N



**2022 FEES – CITY OF LAKEFIELD**

**RESOLUTION 22-06**

(\*\*\$100 deposits required for rental of these items)

<b>Liquor:</b>	On-Sale	\$500.00	<b>Park Shelter Kitchen Rental</b>	\$40.00
	Sunday	\$100.00	\$100 key & clean-up <i>refundable</i> deposit	
	Club	\$200.00	<b>**Sound System</b>	\$25.00
	Off-Sale 3.2 Malt Liquor	\$50.00		
	On-Sale 3.2 Malt Liquor	\$75.00	<b>Records Searches</b>	\$20/hour (<15 min.)
	Temporary	\$75.00/day		
<b>Cigarette</b>		\$40.00	<b>Peddler &amp; Transient Merchant Permit</b>	\$40.00/ 2 weeks
<b>Golf Cart/ATV</b>	Plate	\$15.00	<b>Assessment Search</b>	\$15.00
	Renewal	\$ 0.00	<b>Sidewalk Sales (\$91.03)</b>	\$20.00
<b>Dog License</b>	\$5.00 (Jan.-Feb.) or new puppy		<b>Install Drains, Ditches, Bridges (\$91.04)</b>	\$20.00
	\$15.00 (Mar.-Dec.)		<b>Excavations (\$91.05)</b>	\$25.00
<b>Lost Dog Boarding Fee</b>	\$20.00 per day		Deposit for Blacktop/Concrete	\$300.00
<b>Zoning Permits</b>	\$20.00 - \$50.00 (project value)		Deposit for Gravel/Boulevard	\$100.00
	\$100 penalty if no permit obtained			
	\$50 permit expedite fee		<b>Tattoo or Body Piercing License (\$116.23)</b>	\$100.00
<b>Variance Hearing</b>	\$175.00 +		<b>Special Event Permit Fee (\$116.23)</b>	\$0
	cost of zoning permit		<b>Special Event Permit Fee non-profit</b>	\$0
<b>Conditional &amp; Interim Use Permit</b>	\$50.00		<b>Adult Business License Fee (\$114.36)</b>	\$500
<b>Burning Permits</b>	\$5.00		<b>Outside Alcohol Consumption Permit (\$111.38)</b>	\$75 per day
<b>**Multi-Purpose Rental:</b>			<b>Public Dance Permit (\$ 116.03)</b>	\$50.00
	<b>Family/Social</b>	<b>Commercial/Selling</b>	<b>Texas Hold'em Permit</b>	\$50.00
Seating Area	\$45.00	\$60.00	<b>**Picnic Table Rental (wooden)</b>	\$10/table
Kitchen	\$30.00	\$30.00	<b>Mileage reimbursement @ IRS Rate</b>	\$0.56/mile
ALL	\$75.00	\$90.00	<b>Council &amp; LPU Commission Out of Town Mtg Attendance Stipend</b>	
<b>Copies</b>	Black	10¢ each	Less Than 4 hours	\$50.00
	Color	25¢ each	More than 4 hours	\$75/day
<b>Fax</b>	\$1.00 first page	10¢ add'l pages		

Adopted this 4<sup>th</sup> day of January 2022

\_\_\_\_\_  
Brian Rossow, City Clerk

\_\_\_\_\_  
Douglas Busch, Mayor

M/\_\_\_\_\_ B. Bakalyar- Y/N  
A. Monson- Y/N  
S/\_\_\_\_\_ B. Pavelko- Y/N

N. Hall - Y/N  
D. Busch - Y/N

**RESOLUTION 22-07**  
**DESIGNATION OF 457 PLAN CONTACTS AND SIGNERS**

**BE IT RESOLVED**, that the City of Lakefield designates the Finance Manager and City Clerk as the primary and secondary, respectively, contacts for plan communications and changes for Voya Deferred Comp Plan account VFC102-0001. Voya is hereby requested, authorized, and directed to honor any updates, changes, and the like for the above-mentioned plan in the City's name when bearing the manual or facsimile signatures of the following:

\_\_\_\_\_  
Rachel Kruger, Finance Manager

\_\_\_\_\_  
Brian Rossow, City Clerk

Adopted this 4<sup>th</sup> day of January 2022

\_\_\_\_\_  
Brian Rossow, City Clerk

I the above signed Brian Rossow, City Clerk, hereby Certify that the above resolution is a true copy of the Resolution duly passed and adopted by the City Council of the City of Lakefield, Minnesota, on this 4<sup>th</sup> day of January 2022.

\_\_\_\_\_  
Douglas Busch, Mayor

M/\_\_\_\_\_

B. Bakalyar- Y/N

N. Hall - Y/N

A. Monson- Y/N

D. Busch- Y/N

S/\_\_\_\_\_

B. Pavelko- Y/N

**RESOLUTION NO. 22-08**

**A RESOLUTION APPOINTING A DATA PRACTICES RESPONSIBLE AUTHORITY  
AND ASSIGNING DUTIES.**

WHEREAS, Minnesota Statutes, section 13.02, subdivision 16, as amended, requires that the City of Lakefield appoint one person as the Responsible Authority to administer the requirements for collection, storage, use, and dissemination of data on individuals within the City and,

WHEREAS, the Lakefield City Council shares concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by immediately appointing an administratively qualified Responsible Authority as required under the statute

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

The City appoints Brian Rossow, City Clerk, as the Responsible Authority for the purposes of meeting all requirements of Minnesota Statutes, chapter 13 as amended, and with rules as lawfully promulgated by the commissioner of Administration.

FURTHER, BE IT RESOLVED, the Responsible Authority shall require the requesting party to pay the actual cost of making, certifying, and compiling copies and of preparing summary data, as allowed by Minnesota Statutes, chapter 13 and by Minnesota Rules, chapter 1205, as amended.

Passed by the City Council of Lakefield, Minnesota this 4<sup>th</sup> day of January, 2022.

\_\_\_\_\_  
Doug Busch, Mayor

Attest:

\_\_\_\_\_  
Brian Rossow, City Clerk

M/ \_\_\_\_\_

B. Bakalyar – Y/N

N. Hall - Y/N

A. Monson – Y/N

D. Busch – Y/N

S/ \_\_\_\_\_

B. Pavelko – Y/N

**2022 Board List**

City Council		Term End	Position	EDA		Term End
2021	Doug Busch	2022	Mayor		Bruce Bakalyar	Council Rep
2007	Bruce Bakalyar	2022			Doug Busch	Council Rep
2011	Andrea Monson	2022		2015	Heather Hussong-Re	2022
2013	Brent M. Pavelko	2024		2001	TBD	2021
2015	Nathan Hall (3-2-2015)	2024		2021	Josh Swanson (Alyss	2023
				2021	Kortney Nesseth (Eri	2024
	<b>Utility Commission</b>			2017	Jesse Ackermann**	2022
	Doug Busch		Council Rep	<i>** Loan committee members</i>		
2021	Doug Anderson	2023				
2020	Steve Condon	2022		<b>Planning and Zoning</b>		
2019	Chad Janssen	2024			Doug Busch	Council Rep
2020	Jeff Paplow	2022		2015	Carol Wilson	2022
				2018	Todd Post	2023
	<b>Police Advisory</b>			2021	Joel Poppe (Stan Sie	2024
	Andrea Monson		Council Rep	2018	Jack Beardsley	2023
2021	Sherrill Frantsen	2023				
2021	Jay Stammer	2024		<b>Wastewater Advisory</b>		
2017	Roger Hawkinson	2022			Doug Busch	Council Rep
2021	Lloyd Bottin	2023			Jason Rossow	PeopleService
					Brian Rossow	Clerk
	<b>EMERGENCY MANG.</b>				Brent Pavelko	Council Rep
2022	Chief Pohlman	2022				
					<b>Fire Relief Board</b>	
	<b>Park, Aquatic Center, &amp; Recreation</b>				Doug Busch	2021 Council Rep
	Bruce Bakalyar		Council Rep		Brian Rossow	2021 Staff
2021	Janele Untiedt	2023				
2021	Gail Rients	2023			<b>Library Board</b>	
2021	Alyssa Anderson	2022		2018	Shelly Gustin	2023
2021	Vanessa Cother	2022			Ruth Beardsley (Alt)	
2021	Christie Anderson	2024				
2021	Lisa Barkeim	2024				

**Southwest MN Broadband Board Representative**

2021	Doug Busch		
2021	Brian Rossow		Alternate

Appointed by the Utility Commission

Blue - Council reappointments needed

Orange - cannot be re-appointed

Green - Appointment needed

### 2022 Council Committees

Committee	Member(s)
Streets and Sidewalks	Pavelko/Bakalyar
Tools & Equipment	Pavelko/Hall
Sewage and Drainage	Busch/Monson
Park Board	Bakalyar
Liquor	Hall/Busch
Publicity	Busch
Zoning	Busch
Buildings	Busch/Bakalyar
Personnel	Busch/Pavelko
Utilities	Busch
Ambulance/Fire	Busch/Monson

### 2022 Council Committees

Committee	Member(s)
Streets and Sidewalks	Pavelko/Bakalyar
Tools & Equipment	Pavelko/Hall
Sewage and Drainage	Busch/Monson
Park Board	Bakalyar
Liquor	Hall/Busch
Publicity	Busch
Zoning	Busch
Buildings	Busch/Bakalyar
Personnel	Busch/Pavelko
Utilities	Busch
Ambulance/Fire	Busch/Monson

### 2022 Council Committees

Committee	Member(s)
Streets and Sidewalks	Pavelko/Bakalyar
Tools & Equipment	Pavelko/Hall
Sewage and Drainage	Busch/Monson
Park Board	Bakalyar
Liquor	Hall/Busch
Publicity	Busch
Zoning	Busch
Buildings	Busch/Bakalyar
Personnel	Busch/Pavelko
Utilities	Busch
Ambulance/Fire	Busch/Monson

### 2022 Council Committees

Committee	Member(s)
Streets and Sidewalks	Pavelko/Bakalyar
Tools & Equipment	Pavelko/Hall
Sewage and Drainage	Busch/Monson
Park Board	Bakalyar
Liquor	Hall/Busch
Publicity	Busch
Zoning	Busch
Buildings	Busch/Bakalyar
Personnel	Busch/Pavelko
Utilities	Busch
Ambulance/Fire	Busch/Monson



January 4, 2022

TO: Honorable Mayor and City Council Members  
FROM: Roger D. Pohlman, Chief of Police  
RE: Abatement of Nuisance Property at 305 2<sup>nd</sup> Avenue North

**Agenda Item:** Abatement of Nuisance Property at 305 2<sup>nd</sup> Avenue North

**Discussion:** During the week of November 15<sup>th</sup>, 2021 and on December 2, 2021 I (Chief Pohlman) talked with Andy (Allen) Welp about removing the pile of lumber from the sidewalk area of 305 2<sup>nd</sup> Avenue North (Bush Street side). On December 3<sup>rd</sup>, 2021 I drove past the location on Bush Street and observed a person covering the wood with a tarp, instead of moving the lumber from the side walk. On December 9, 2021 a Courtesy Notice was sent to Mr. Welp, advising him that the lumber blocking the sidewalk is a nuisance violation and he has ten days to correct the nuisance (refer to attachment #1). On December 22, 2021 the lumber was still on the side walk, resulting in a Notice of Violation, along with an Administrative citation (refer to Attachment #2 & #3) being sent to Mr. Welp. The notice of violation advised Mr. Welp that he has until January 4<sup>th</sup>, 2022 to remove the nuisance violation or the matter will be presented at the City Council meeting for abatement and will result in a citation for ordinance violation, nuisance property which will be a misdemeanor offense (City Ordinance 10.99 also states that for each day the nuisance exists is a separate offense).

**Funding:** Cost of abatement will be invoiced to the property owner or if not paid assessed to the property taxes.

**Attachments:** - Courtesy Notice  
- Notice of Violation  
- Administrative Citation

**Options:** Approve as presented.  
Amend the timeline to allow more time.  
Deny request for abatement of nuisance.

**Recommendation:** Order abatement of the nuisance at 305 2<sup>nd</sup> Avenue North.



## COURTESY NOTICE

Incident Report: LPD21120184

Date: December 9, 2021

Property Owner: Andy Welp  
702 Walters Street  
Lakefield, MN 56150

Address of Violation: 305 North 2<sup>nd</sup> Avenue. (Bush Street side)

A City of Lakefield Police Officer has inspected the property listed above.

It is your responsibility to correct the indicated violation(s) within ten calendar days of the date on this notice. The city will conduct a follow up inspection to determine whether the violation(s) have been corrected. Failure to correct the violation(s) will result in the issuance of a Notice of Violation and a \$50.00 fee.

Items in violation of City Code, Chapter 90:

- Section 90.17 Public Nuisance Affecting Peace and Safety.
  - Obstructions affecting the ordinary public use of sidewalks (Accumulation/pile of lumber being stored on sidewalk).

Your prompt cooperation in correcting the violation(s) will be greatly appreciated. If you have any questions, please call the Lakefield Police Department at 507-662-5353.

ROGER D. POHLMAN  
Chief of Police



## Notice of Violation

Incident Report: LPD21120184

To: Andy Welp  
702 Walters Street  
Lakefield, MN 56150

From: Chief Roger D. Pohlman

Re: Alleged violation of Section 90.17 of the City Code, relating to Public Nuisance Affecting Peace and Safety.

Date: December 22, 2021

I hereby allege that on December 9, 2021 you violated Section 90.17 of the City Code relating to Obstructions affecting the ordinary public use of sidewalks (Accumulation/pile of lumber being stored on sidewalk).

The City Council has by resolution established an administrative penalty in the amount of \$75 for this violation (*however in the Courtesy notice sent on December 9, 2021 I mis-quoted this amount as \$50, therefore an Administrative Citation is included in this letter for \$50*).

Payment of this administrative penalty is voluntary, but if you do not pay it the city may initiate criminal proceedings for this alleged violation (City Code states this offense is a misdemeanor criminal charge).

Payment is due within 14 days of the date of this notice. Before the due date, you may request an additional 14-day extension of the time to pay the administrative penalty.

As an alternative to the payment of this administrative penalty, if the situation that gave rise to this alleged violation is corrected by January 4<sup>th</sup>, 2022, then the payment of the administrative penalty will be waived.

Even if the administrative penalty is paid, the city reserves the right to institute appropriate proceedings at law or at equity to restrain, correct, or abate the violation.

Before the due date, you may request to appear before the City Council to contest the request for payment of the penalty. After a hearing before the Council, the Council may determine to withdraw the request for payment or to renew the request for payment. Because the payment of the administrative penalty is voluntary, there shall be no appeal from the decision of the Council.





301 Main Street • P.O. Box 900 • Lakefield, MN 56150-0900  
Phone (507) 662-5353 • Fax (507) 662-6744

If you pay the administrative penalty, the city will not initiate criminal proceedings for this alleged violation. However, the Council, or any city official designated by it, may institute appropriate proceedings at law or at equity to restrain, correct, or abate the violation. If the violation is not corrected by January 4<sup>th</sup>, 2022, a request to abate the violation will be placed on the January 4<sup>th</sup>, 2022 City Council meeting.

Payment of the administrative penalty may be made by check, cash, or money order to the City Clerk.

ROGER D. POHLMAN  
Chief of Police

DL Number SN: [REDACTED]		State	ICR# LPD21120184		
Name: Last, First Middle Welp, Allan F.					
Street Address: 702 Walters Street					
City, State, Zip Lakefield, MN 56150					
Date of Birth: [REDACTED]	Eyes:	Height:	Weight:	Sex: Male	
Vehicle License Plate:	State:	Year:	Make:	Model:	
Offense mm/dd/yy: 12-22-2021	Time: 10:00 AM	Location: 305 North 2 <sup>nd</sup> Avenue (Bush Street Side)			
Offense Description:  Public Nuisance Affecting Peace and Safety.  Obstruction affecting the ordinary public use of sidewalks (Accumulation of lumber being stored on sidewalk).					
Ordinance:  Chapter 90, Section 90.17		Fine Ammount:  \$50.00			

**Lakefield Police Department**  
**301 Main St. Po Box 900**  
**Lakefield, MN 56150**      **507-662-5353**

The undersigned being duly sworn, deposes and says that the person named on this complaint did commit the above listed offense(s)

Officer: R. Pohlman Badge #40

Date: 12/22/2021

Administrative fines payable within 14 business days of the citation date.

Pay or deliver administrative fines to:

Lakefield City Hall, City Clerk  
 301 Main St. P.O. Box 900  
 Lakefield, MN 56150

If you would like to contest the administrative citation, contact the police department during normal business hours (M-F 8 to 4) and request a criminal court citation.

Failure to pay the fine or request a criminal court citation within 14 business days will result in the issuance of a criminal court citation and the administrative citation will be VOID.

Defendant Signature:
Fine amount and date collected
Receiving officer or city employee:



## Agenda Item #5

# Memo

**To:** Lakefield City Council  
**From:** Rachel Kruger, Finance Manager  
**Date:** 1/04/2022  
**Re:** Change Liquor Store Credit Card Processor

---

**Description:** Request approval to change liquor store credit card processor from Sterling to iCloud.

- iCloud approached us on Cheryl's recommendation. It is what they are using in Windom, and she has found it is a much more streamlined system than Sterling.
- iCloud is capable of same day transaction reporting, which helps match deposits much more easily.
- Processing fees on credit card sales are currently 3.8% and would drop to approximately 2.6%. This equates to nearly \$500 lower fees paid each month.
- The point-of-sale machine would need to be switched to a new one, a \$350 purchase.
- The interface with the system at the liquor store would not change and would not affect how employees perform transactions.

**Public Purpose:** Reduction in fees paid for processing

**Cost:** \$350 for new POS machine

**Attachments:** None

**Options:** 1. Change processors from Sterling to iCloud. 2. Make no change and keep Sterling

**Recommendation:** Change from Sterling to iCloud.

**LSS MEALS  
SITE USE AGREEMENT – 2022**

This site use agreement has been prepared for the purpose of defining the rules of the agencies involved in the development and operation of the Nutrition Program in Lakefield.

This agreement made this \_\_\_\_ day of \_\_\_\_\_ 2022, by and between City of Lakefield, hereafter referred to as the Company and LSS Meals, 3101 S Frontage Road, Suite 100, City of Moorhead and the State of Minnesota, hereafter called the Nutrition Program, in consideration of costs, covenants and agreements herein reserved and contained, do hereby agree each with the other as follows:

1. All correspondence regarding this agreement will be between the Senior Director or Assistant Directors and the City of Lakefield.
2. The Nutrition Program agrees and shall abide, conform to and comply with all the laws of the United States and the State of Minnesota, and all of the ordinances of the City of Lakefield, Minnesota, together with all the rules and requirements of the Police and Fire Department of the City of Lakefield, Minnesota. In addition, all rules and regulations by the Minnesota Department of Health will be complied with. A restaurant license, if required, will be procured annually by the Nutrition Program. The Company agrees to arrange for an annual fire inspection and notify the Nutrition Program of results. Fire inspecting must be completed by professionally trained personnel.
3. Subject to the terms and conditions hereof, the Company grants to the Nutrition Program the right to use the Facilities solely for the Permitted Use. Permitted Use shall mean any use or action necessary for, in connection with, incidental to, or convenient for the preparation, storage, and serving of meals through the LSS Meals program. The Nutrition Program shall be permitted to use the Facilities on the following days/times:  
  
\_\_\_\_\_.

4. The closing of sites on holidays will be determined by the Nutrition Program and the Company.
5. The Nutrition Program agrees to restore community facilities to ordinary cleanliness after use. Ordinary cleanliness is defined as leaving facilities in the same condition as they were prior to entering. Notwithstanding this undertaking, basic custodial services such as floor maintenance, window washing, cleaning of rest rooms, washing and/or painting of walls, snow and ice removal and all other general maintenance, reasonable inspection and repairs to the interior and exterior of the facilities are the responsibility of the building owner.

6. Insurance:

**The Company's responsibility:** During the term of the agreement, the Company shall maintain at its expense, specific insurance coverages with companies licensed to do business in the state of MN as follows:

- **General Liability** with respect to its use and occupancy of the premises with limits of liability of not less than \$1,000,000.00 per occurrence and \$3,000,000.00 aggregate.
- **Property Coverage** which protects against loss by fire, lightning, and other risk customarily covered by standard extended coverage endorsement in amounts of not less than the full replacement cost of the Building, without deduction for depreciation.
- **Professional and Sexual /Physical Misconduct Liability** for the Company's staff with limits of \$1,000,000 each occurrence and \$3,000,000 aggregate.

The Company shall annually furnish The Nutrition Program with Certificates of Insurance outlining these coverages.

**The Nutrition Program's responsibility:** During the term of the agreement, The Nutrition Program shall maintain at its expense, specific insurance coverages with companies licensed to do business in the state of MN as follows:

- **General Liability** with respect to its use and occupancy of the premises with limits of liability of not less than \$1,000,000.00 per occurrence and \$3,000,000.00 aggregate.
- **Worker's Compensation** limits at state required levels for all Nutrition Program staff serving at Lakefield.
- **Contents Insurance:** For any kitchen equipment owned by the Nutrition Program, coverage shall be in place in the amount of the full insurable replacement value.
- **Professional and Sexual Misconduct Liability** for the Nutrition Program's staff with limits of \$1,000,000 each occurrence and \$3,000,000 aggregate.

**7: Indemnification:** To the extent such waiver does not void or diminish the coverage under any policy, The Company and The Nutrition Program hereby waive any rights each may have against the other on account of any loss or damage sustained by either party, as the case may be, or their respective property, to the extent such loss or damage is covered by insurance carried by either party.

All personal property, equipment and fixtures kept, stored or maintained on the Premises shall be at the sole risk of The Nutrition Program. The Nutrition Program hereby forever waives and releases Company from any claims for loss or damage of any kind whatsoever to such personal property, equipment and fixtures, except to the extent such claims may arise or result from the negligence or wrongful acts of the Company or its employees, agents, invitees or contractors. Except for any negligent or intentional or reckless act or failure to act of The Company, its agents, employees, guests, invitees or contractors, or failure on the part of Company to perform its covenants or agreements under this agreement, The Nutrition Program shall indemnify and hold harmless The Company against all liabilities, damages, claims, costs and other expenses, including reasonable attorneys' fees, which may be imposed upon, incurred by, or asserted against The Company by reason of any damage or injury to person or property adjudicated to be the fault of The Nutrition Program or its agents or employees.

8. The Company agrees to maintain, inspect, and repair and to assume sole financial responsibility for the facility due to mechanical and electrical problems. The Company agrees to have all fire extinguishers inspected yearly by a licensed inspector at company expense. A dated and signed tag must be placed on each extinguisher.

9. In the event of a disaster, the Company agrees to allow the Nutrition Program to use facilities for the preparation, serving and distribution of meals/food and in an extreme disaster for housing of disaster victims.

10. The Company acknowledges and agrees that the Permitted Use benefits the Company's community population, that the Nutrition Program has undertaken this program at the Nutrition Program's expense. The Nutrition Program agrees to pay a yearly fee of \$3,656, to help offset the costs of operation. Payment will be made on a monthly basis.

11. In the event the Nutrition Program or the Company must cancel all or part of the terms of this agreement, the Company and the Nutrition Program will provide the other agency a 60 day notice in writing. Upon written receipt by the Company from LSS, this agreement is subject to immediate termination by the Nutrition Program should federal, state, or local dollars be reduced or withdrawn.

12. The Company agrees to allow the Nutrition Program use of the facility kitchen/dining areas for the term of January 1, 2022 to December 31, 2022, to be used as a nutrition site for seniors. **This agreement will renew annually unless notified by the Nutrition Program.** Any changes will be made with amendments agreeable to both parties.

13. Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. **For Housing Projects only:** Please provide your tenant ratio of under 60 years of age \_\_\_\_\_% and over 60 year of age \_\_\_\_\_%.

LSS MEALS

FACILITY OWNER/OPERATOR

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Senior Operations Director                      Date  
3101 South Frontage Road Suite 100  
Moorhead, MN 56560  
218.233.7521  
Daniel.Blakley@lssmn.org

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Signature    Date

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Print Name

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Address

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Phone

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Fax

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E-mail