



CITY COUNCIL AGENDA

March 21, 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)

APPROVE ACCOUNTS PAYABLE & INVESTMENT AND TRANSFER ACTIVITY (pg 3-5) **Total \$146,986.58**

DEPARTMENT REPORTS (pg 6-9)

SCHEDULED/UNSCHEDULED GUESTS (limit 5 minutes each)

- 1. Luke Ewald – SHIP Mini-Grants (pg 10-14)**

AGENDA ITEMS:

- 1. Resolution 22-16 Accepting Donation (pg 15)**
- 2. USDA-RD Funding Approvals (pg 16-26)**
 - a. Letter of Conditions**
 - b. Request for Obligation of Funds**
 - c. Letter of Intent to Meet Conditions**
 - d. Operating Budget**
 - e. Loan Resolution 22-17**
- 3. Award WWTF Rehabilitation Bid (pg 27-28)**
- 4. SLA for Engineering Services (pg 29-40)**
- 5. Lot Bid Consideration (pg 41-44)**

OLD BUSINESS

INFORMATIONAL ITEMS

- 1. Other Board and Committee Reports**
- 2. PeopleService Report (pg 45-48)**

ANNOUNCEMENTS

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

ADJOURN



CITY COUNCIL MINUTES
March 7, 2022 ~ 7:00 PM

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

Others Present: Brian Rossow – Clerk, Lance Frerichs, Joshua Schuetz - Media, Chad Janssen, Richard Doescher, Carol Schulz (virtual), Chief Roger Pohlman, DTJ (virtual)

CALL THE MEETING TO ORDER – Meeting was called to order at 7:00pm by Mayor Busch.

PLEDGE OF ALLEGIANCE

AGENDA CHANGES/APPROVE AGENDA – Motion to approve the agenda made by Bakalyar/Hall. All in favor. Approved.

APPROVAL OF MINUTES – Motion to approve the minutes from February 22, 2022, made by Pavelko/Hall. All in favor. Approved.

APPROVE ACCOUNTS PAYABLE & INVESTMENT AND TRANSFER ACTIVITY – Motion to approve the accounts payable in the amount of \$43,161.81 made by Hall/Bakalyar. All in favor. Approved.

DEPARTMENT REPORTS – Department reports are in the packet. Council noted the savings on the police car by buying a gasoline engine and not a hybrid.

SCHEDULED/UNSCHEDULED GUESTS – There were no scheduled or unscheduled guests.

AGENDA ITEMS:

1. **Resolution 22-14 Silverbacks LLC Liquor License Approval** – Motion to approve made by Bakalyar/Pavelko. All in favor. Approved.
2. **Resolution 22-15 Close 2014A Bond Fund** – Motion to approve made by Hall/Monson. All in favor. Approved.
3. **Appliance Pick-up** – Council asked about the location of business and if they have the correct licensing to do this type of work. Council feels this will be good for the community. Motion to approve made by Hall/Monson. All in favor. Approved.
4. **Farm Ground Rent Agreement** – Pavelko and Busch met with Ackermann to discuss a rent agreement. Ackermann agreed to the terms presented and the increase in rent. Motion to approve the terms of the agreement made by Bakalyar/Pavelko. All in favor. Approved.
5. **EDA Appointment – Kelly Schnittger (GiGi Design Co.)** – Mayor has appointed Kelly Schnittger to fill the vacant spot on the EDA. Motion to approve the appointment made by Pavelko/Hall. All in favor. Approved.

OLD BUSINESS - None

INFORMATIONAL ITEMS

1. **Other Board and Committee Reports** - None

ANNOUNCEMENTS

1. **Next council meeting, Monday, March 21st at 7:00 p.m. in City Hall**

ADJOURN – Motion to adjourn at 7:07pm made by Bakalyar/Monson. All in favor. Approved.

Attest:

Brian Rossow, City Clerk

City of Lakefield

Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
	Revenue Bonds Payable	08-Mar-22	Farmers National of Prophetstown	Bond Payment Series 2021A Bonds	\$22,000.00
	Hospitalization/Medical Ins	17-Mar-22	FURTHER	3.17.22 payroll	\$637.32
	FICA Tax Withholding	17-Mar-22	IRS	3.17.22 payroll	\$2,822.00
	Federal Withholding	17-Mar-22	IRS	3.17.22 payroll	\$2,026.90
	Medicare	17-Mar-22	IRS	3.17.22 payroll	\$1,017.66
	State Withholding	17-Mar-22	MINNESOTA REVENUE	3.17.22 payroll	\$1,154.71
	Sales Tax Payable	21-Jan-22	MN DEPT OF REVENUE	Sales tax from Dec 2021	\$6,048.00
	Due From Other Funds	21-Jan-22	MN DEPT OF REVENUE	Sales tax from Dec 2021	\$6,935.00
	PERA	17-Mar-22	P.E.R.A.	3.17.22 payroll	\$5,259.90
	Deferred Comp (ING)	17-Mar-22	VOYA INSTITUTIONAL TRUST CO	3.17.22 payroll	\$320.39
General Government	Repairs & Maintenance	08-Mar-22	A & B BUSINESS	printing	\$332.82
General Government	Building Janitorial	08-Mar-22	JACKSON COUNTY DAC	cleaning at city hall	\$81.38
General Government	Utilities	08-Mar-22	LPU	utilities	\$299.51
General Government	Pest Control	08-Mar-22	PLUNKETT S	pest control March 2022 - February	\$218.31
General Government	General Supplies	08-Mar-22	SHRED-N-GO INC	shredding	\$37.37
Financial Manager	Contracted services	08-Mar-22	ABDO FINANCIAL SOLUTIONS, LLC	financial services	\$5,650.00
Police Department	Education/Training/Travel	08-Mar-22	EMS CUSTOM EDUCATION LLC	EMR Training	\$1,530.00
Police Department	Education/Training/Travel	08-Mar-22	LEAGUE OF MINNESOTA CITIES	Safety workshop	\$20.00
Police Department	Utilities	08-Mar-22	LPU	utilities	\$28.28
Police Department	General Supplies	08-Mar-22	SHRED-N-GO INC	shredding	\$37.38
Fire Department	Vehicle Expense	08-Mar-22	AUTO VALUE JACKSON	fuel tank cap FD Rescue 2	\$11.99
Fire Department	Tools and Small Equipment	08-Mar-22	HEIMAN INC	Hood for new fireman	\$110.00
Fire Department	Education/Training/Travel	08-Mar-22	MINNESOTA WEST-JACKSON	NFPA w/ certifications	\$4,110.00
Fire/Ambulance Bldg	Utilities	08-Mar-22	LPU	utilities	\$529.98
Fire/Ambulance Bldg	Garbage Service	08-Mar-22	SCHAAP SANITATION	trash	\$9.45
Street Department	Locate Fees (Gopher)	08-Mar-22	GOPHER STATE ONE CALL	tickets	\$5.40
Street Department	Equipment Maintenance	08-Mar-22	JACKSON CO PUBLIC WORKS	4' Joma Edges	\$1,980.00
Street Department	Utilities	08-Mar-22	LPU	utilities	\$115.74
Street Department	Street Light & Elect Main	08-Mar-22	LPU	utilities	\$82.64
Street Department	Street Light & Elect Main	08-Mar-22	LPU	utilities	\$1,254.67
Street Department	Utilities	08-Mar-22	LPU	utilities	\$160.97
Street Department	Garbage Service	08-Mar-22	SCHAAP SANITATION	trash	\$9.45
Street Department	Engineering Fees	08-Mar-22	SEH INC	engineering services	\$135.75
Street Department	Building Repairs &	08-Mar-22	TRUE VALUE	light bulbs, fluo tubes	\$73.92
Street Department	General Supplies	08-Mar-22	TRUE VALUE	FG Eye	\$6.58
Street Department	General Supplies	08-Mar-22	TRUE VALUE	fastener hardware	\$1.58

City of Lakefield

Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
Street Department	Building Improvements	08-Mar-22	TRUE VALUE	shop light	\$28.49
Street Department	Building Improvements	08-Mar-22	TRUE VALUE	connector	\$8.99
Street Department	Equipment Maintenance	08-Mar-22	TRUE VALUE	clamps, hose	\$9.34
Street Department	General Supplies	08-Mar-22	TRUE VALUE	fastener hardward	\$1.74
Street Department	Flex Administration	24-Jan-22	VOYA INSTITUTIONAL TRUST CO	Flex administrative fees	\$8.00
Swimming Pools	Insurance	08-Mar-22	LEAGUE OF MN CITIES INS TRUST	deductible billing	\$116.60
Swimming Pools	Utilities	08-Mar-22	LPU	utilities	\$138.52
Multi-Purpose Building	Utilities	08-Mar-22	LPU	utilities	\$484.24
Multi-Purpose Building	Pest Control	08-Mar-22	PLUNKETT S	pest control March 2022 - February	\$209.27
Multi-Purpose Building	Garbage Service	08-Mar-22	SCHAAP SANITATION	trash	\$107.26
Parks Department	Utilities	08-Mar-22	LPU	utilities	\$207.74
Library	Utilities	08-Mar-22	LPU	utilities	\$152.71
Library	Garbage Service	08-Mar-22	SCHAAP SANITATION	trash	\$34.40
RD STREET PROJECT	Capital Outlay	08-Mar-22	MKC, INC.	contractor services	\$260.00
RD STREET PROJECT	Capital Outlay	08-Mar-22	SEH INC	USDA project	\$3,246.00
2021A REFUNDING ST	Debt Srv Bond Principal	08-Mar-22	Farmers National of Prophetstown	Bond Payment Series 2021A Bonds	\$47,000.00
2021A REFUNDING ST	Bond Interest	08-Mar-22	Farmers National of Prophetstown	Bond Payment Series 2021A Bonds	\$2,625.00
2021A REFUNDING ST	Bond Interest	08-Mar-22	Farmers National of Prophetstown	Bond Payment Series 2021A Bonds	\$3,375.00
Sewer Fund	Bond Interest	08-Mar-22	Farmers National of Prophetstown	Bond Payment Series 2021A Bonds	\$1,230.83
Sewer Fund	Bond Interest	08-Mar-22	Farmers National of Prophetstown	Bond Payment Series 2021A Bonds	\$1,582.50
Sewer Fund	Utilities	08-Mar-22	LPU	utilities	\$21.18
Sewer Fund	Utilities	08-Mar-22	LPU	utilities	\$50.74
Sewer Fund	Utilities	08-Mar-22	LPU	utilities	\$1,957.94
Sewer Fund	Utilities	08-Mar-22	LPU	utilities	\$32.10
Sewer Fund	Garbage Service	08-Mar-22	SCHAAP SANITATION	trash	\$98.11
Sewer Fund	General Supplies	08-Mar-22	TRUE VALUE	tape	\$23.97
Sewer Fund	Postage	28-Feb-22	US POSTAL SERVICE	Feb utility bills	\$139.81
Liquor Store Fund	Beer Purchases	08-Mar-22	BEVERAGE WHOLESALERS	liquor store	\$1,443.75
Liquor Store Fund	Beer Purchases	08-Mar-22	BEVERAGE WHOLESALERS	liquor store	\$0.02
Liquor Store Fund	Beer Purchases	08-Mar-22	BEVERAGE WHOLESALERS	liquor store	\$1,554.03
Liquor Store Fund	Misc Purchases Resale	08-Mar-22	BREAKTHRU BEVERAGE	liquor store	\$81.97
Liquor Store Fund	Liquor Purchases	08-Mar-22	BREAKTHRU BEVERAGE	liquor store	\$260.30
Liquor Store Fund	Beer Purchases	08-Mar-22	DOLL DISTRIBUTING LLC	liquor store	\$4,927.75
Liquor Store Fund	Liquor Purchases	08-Mar-22	DOLL DISTRIBUTING LLC	liquor store	\$2,137.15
Liquor Store Fund	Liquor Purchases	08-Mar-22	DOLL DISTRIBUTING LLC	liquor store	(\$12.24)
Liquor Store Fund	Beer Purchases	08-Mar-22	DOLL DISTRIBUTING LLC	liquor store	\$62.80

City of Lakefield

Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
Liquor Store Fund	Liquor Purchases	08-Mar-22	JOHNSON BROTHERS LIQUOR	liquor store	\$1,682.43
Liquor Store Fund	Beer Purchases	08-Mar-22	JOHNSON BROTHERS LIQUOR	liquor store	\$258.40
Liquor Store Fund	Liquor Purchases	08-Mar-22	JOHNSON BROTHERS LIQUOR	liquor store	\$934.98
Liquor Store Fund	Liquor Purchases	08-Mar-22	JOHNSON BROTHERS LIQUOR	liquor store	\$955.57
Liquor Store Fund	Beer Purchases	08-Mar-22	JOHNSON BROTHERS LIQUOR	liquor store	\$155.00
Liquor Store Fund	Liquor Purchases	08-Mar-22	JOHNSON BROTHERS LIQUOR	liquor store	\$894.39
Liquor Store Fund	Utilities	08-Mar-22	LPU	utilities	\$494.92
Liquor Store Fund	Liquor Purchases	08-Mar-22	PAUSTIS WINE COMPANY	liquor store	\$568.75
Liquor Store Fund	Misc Purchases Resale		PHILLIPS WINE & SPIRITS INC	liquor store	(\$8.00)
Liquor Store Fund	Garbage Service	08-Mar-22	SCHAAP SANITATION	trash	\$9.83
Liquor Store Fund	Liquor Purchases	08-Mar-22	SOUTHERN GLAZERS WINE &	liquor store	\$1,564.87
Liquor Store Fund	Misc Purchases Resale	08-Mar-22	Waterville Foods & Ice Inc	ice- liquor store	\$217.35
Ambulance Fund	Miscellaneous	08-Mar-22	TREASURER, STATE OF	Grant funds returned Applicant ID	\$597.03
Total					<u><u>\$146,986.58</u></u>

Summary by Department	
n/a	\$ 48,221.88
General Government	\$ 969.39
Financial Manager	\$ 5,650.00
Police Department	\$ 1,615.66
Fire Department	\$ 4,231.99
Ambulance Fund	\$ 597.03
Fire/Ambulance Bldg	\$ 539.43
Street Department	\$ 3,883.26
Swimming Pools	\$ 255.12
Parks Department	\$ 207.74
Multi-Purpose Building	\$ 800.77
Library	\$ 187.11
RD STREET PROJECT	\$ 3,506.00
2021A REFUNDING ST BOND	\$ 53,000.00
Sewer Fund	\$ 5,137.18
Liquor Store Fund	\$ 18,184.02
Total	<u><u>\$ 146,986.58</u></u>

Summary by Fund	
GENERAL FUND	\$ 38,514.35
2021A REFUNDING ST BOND	\$ 53,000.00
RD STREET PROJECT-SEWER	\$ 3,506.00
SEWER FUND	\$ 27,137.18
MUNICIPAL LIQUOR FUND	\$ 24,232.02
AMBULANCE FUND	\$ 597.03
Total	<u><u>\$ 146,986.58</u></u>

Department Head Report

Date: March 21, 2022

Fire Department report – Nothing to report.

Ambulance Service – Nothing to report.

Police Department – The Lakefield Police Department participated in the following meetings: March 8 – Jackson Trails Committee; and Treatment Court – March 8. Currently requesting updated quotes for portable and mobile radio systems, Minnesota State radio contract expires on March 31, 2022. Lakefield Police Department expresses our deepest condolences to Mary (Brick) Preston family over her passing. Mary served the City of Lakefield from August 1990 to April 22, 2002 as a Police Officer and Police Chief. Her funeral will be held on April 1, 2022 at 2:00 PM, Bethlehem Lutheran Church. CFS attached.

Liquor Store Report – Nothing to report.

Clerk – Spoke with Tim Stahl about a plan for the South Lakefield trail connection. Working with Costello to address needed easements for that trail. Working with USDA-RD on securing additional funding for the WWTF rehabilitation and Hwy 86 projects. Posted PT summer jobs on our Facebook page and website. Beginning preparations for elections (likely a May 24 Primary, August 9 Special, and November 8 General).

Public Works Department – Snow has melted for the most part so we are getting into spring mode. We did some temporary cold mix patches as the dreaded pot holes start to appear. So far the streets are holding together pretty well but I did see where the garbage trucks are starting to do some significant damage along the edges! That is the same reason I won't be getting the street sweeper out until the frost goes out and the base under the streets firms up a bit. We are waiting for the alleys to dry up some before we can cut them, it sounds strange but some rain would help that to get the frost out. We may not need it but I did get another set of rubber cutting edges for the second truck. Some park clean up has started. It won't be long and the parks will be open and then the pool work comes shortly after that.

Lakefield Police Department

LPD Bi-Weekly (3-3 to 3-16-2022) CFS Totals

Printed on March 16, 2022

CFS Date/Time	CFS #	Code : Description	Address	Primary
03/10/22 08:51:20	JSOCFS2022031556	ALRM : Alarm	309 N HWY 86, LAKEFIELD, MN 56150	40
03/04/22 23:16:17	JSOCFS2022031440	ALRM : Alarm	110 S HWY 86 S, LAKEFIELD, MN 56150	43, 382

ALRM : Alarm Total: 2

03/09/22 07:38:56	JSOCFS2022031533	ANIMAL-CALL : Animal Call	I-90 MM 63/64, LAKEFIELD	40
03/05/22 13:12:25	JSOCFS2022031443	ANIMAL-CALL : Animal Call	724 REID STo, LAKEFIELD	43

ANIMAL-CALL : Animal Call Total: 2

03/07/22 11:07:02	JSOCFS2022031484	ASSIST-AGENCY : Assist other agency	█ MILWAUKEE ST, LAKEFIELD, MN 56150	40
03/10/22 16:58:41	JSOCFS2022031568	ASSIST-AGENCY : Assist other agency	█ MILWAUKEE ST, LAKEFIELD, MN 56150	40

ASSIST-AGENCY : Assist other agency Total: 2

03/11/22 09:05:43	JSOCFS2022031585	BACKGROUND : Background Check	301 Main Street, LAKEFIELD, MN 56150	40
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BACKGROUND : Background Check Total: 1

03/15/22 08:37:45	JSOCFS2022031678	CEP REPORT : CEP Intake Report	301 Main Street, LAKEFIELD, MN 56150	40
03/07/22 13:24:30	JSOCFS2022031488	CEP REPORT : CEP Intake Report	█ MILWAUKEE ST, LAKEFIELD	40

CEP REPORT : CEP Intake Report Total: 2

03/11/22 17:27:14	JSOCFS2022031598	CITIZEN COMP : Citizen Complaint	301 SOUTH GRIFFIN ST, LAKEFIELD, MN 56150	44
03/13/22 18:40:40	JSOCFS2022031640	CITIZEN COMP : Citizen Complaint	206 WEST MENAGE AVE, LAKEFIELD, MN 56150	44, DISP

CITIZEN COMP : Citizen Complaint Total: 2

03/07/22 16:17:45	JSOCFS2022031496	DAM PROP : Damage to Property	SOUTH END PARK, LAKEFIELD	40
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DAM PROP : Damage to Property Total: 1

03/14/22 15:12:25	JSOCFS2022031659	DIRECTED PATROL : Directed Patrol	110 MILWAUKEE ST, LAKEFIELD, MN 56150	40
03/08/22 07:29:01	JSOCFS2022031501	DIRECTED PATROL : Directed Patrol	110 MILWAUKEE ST, LAKEFIELD, MN 56150	40

CFS Date/Time	CFS #	Code : Description	Address	Primary
03/15/22 07:35:06	JSOCFS2022031676	DIRECTED PATROL : Directed Patrol	110 MILWAUKEE ST, LAKEFIELD, MN 56150	40
03/08/22 10:31:06	JSOCFS2022031508	DIRECTED PATROL : Directed Patrol	110 MILWAUKEE ST, LAKEFIELD, MN 56150	40
03/07/22 15:00:49	JSOCFS2022031493	DIRECTED PATROL : Directed Patrol	110 MILWAUKEE ST, LAKEFIELD, MN 56150	40
03/15/22 14:52:19	JSOCFS2022031690	DIRECTED PATROL : Directed Patrol	110 MILWAUKEE ST, LAKEFIELD, MN 56150	40
03/08/22 14:03:05	JSOCFS2022031521	DIRECTED PATROL : Directed Patrol	205 4TH AVE NORTH, LAKEFIELD, MN 56150	40

DIRECTED PATROL : Directed Patrol Total: 7

03/11/22 06:48:00	JSOCFS2022031584	DOM-VERBAL : Verbal Domestic	████ MILWAUKEE ST, LAKEFIELD	40
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DOM-VERBAL : Verbal Domestic Total: 1

03/13/22 13:39:58	JSOCFS2022031633	DRIV-COMPL : Driving Complaint	501 2ND AVE NORTH, LAKEFIELD	44
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DRIV-COMPL : Driving Complaint Total: 1

03/15/22 09:58:33	JSOCFS2022031682	FOLLOW-UP : Follow-up/Report	████ MILWAUKEE ST, LAKEFIELD, MN 56150	40, 382
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FOLLOW-UP : Follow-up/Report Total: 1

03/09/22 11:16:55	JSOCFS2022031539	FRAUD : Fraud	905 REID ST, LAKEFIELD	40
03/16/22 11:26:00	JSOCFS2022031719	FRAUD : Fraud	801 Colonial Avenue, LAKEFIELD, MN 56150	40
03/11/22 15:48:13	JSOCFS2022031594	FRAUD : Fraud	301 MAIN ST, LAKEFIELD, MN 56150	40

FRAUD : Fraud Total: 3

03/16/22 10:27:37	JSOCFS2022031717	FUNERAL ESCORT : Funeral Escort	800 block s hwy 86, LAKEFIELD	40
03/08/22 11:05:30	JSOCFS2022031512	FUNERAL ESCORT : Funeral Escort	610 BUSH ST, LAKEFIELD, MN 56150	40

FUNERAL ESCORT : Funeral Escort Total: 2

03/11/22 12:51:28	JSOCFS2022031590	HARASS : Harassment	709 MILWAUKEE ST, LAKEFIELD, MN 56150	40
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HARASS : Harassment Total: 1

03/13/22 14:46:05	JSOCFS2022031635	INFORMATION : INFORMATION	709 MILWAUKEE ST, LAKEFIELD	44
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INFORMATION : INFORMATION Total: 1

CFS Date/Time	CFS #	Code : Description	Address	Primary
03/11/22 11:46:20	JSOCFS2022031589	Public Assist : Public Assist	301 Main Street, LAKEFIELD, MN 56150	40
03/03/22 15:01:16	JSOCFS2022031408	Public Assist : Public Assist	110 MILWAUKEE ST, LAKEFIELD, MN 56150	40
03/14/22 14:13:06	JSOCFS2022031656	Public Assist : Public Assist	110 MILWAUKEE ST, LAKEFIELD, MN 56150	40, 32
03/12/22 22:07:53	JSOCFS2022031630	Public Assist : Public Assist	Intersection of HIGHWAY 86 and 1ST AVE, LAKEFIELD, MN 56150	44
03/13/22 18:36:28	JSOCFS2022031639	Public Assist : Public Assist	501 2ND AVE N, LAKEFIELD, MN 56150	44

Public Assist : Public Assist Total: 5

03/11/22 19:16:53	JSOCFS2022031599	STOP SIGN VIOLATION : STOP SIGN VIOLATION	Intersection of MAIN ST and 4TH AVE, LAKEFIELD, MN 56150	44
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STOP SIGN VIOLATION : STOP SIGN VIOLATION Total: 1

03/08/22 23:58:02	JSOCFS2022031530	SUSP-PERSON : Suspicious Person	508 2ND ST, JACKSON, MN 56143	44, 30
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SUSP-PERSON : Suspicious Person Total: 1

03/11/22 22:51:30	JSOCFS2022031605	TRAFFIC STOP : Traffic Stop	Intersection of HIGHWAY 86 and MILL ORAD, LAKEFIELD	44
03/12/22 01:07:46	JSOCFS2022031608	TRAFFIC STOP : Traffic Stop	Intersection of HIGHWAY 86 and 810TH ST, LAKEFIELD, MN 56150	44
03/10/22 17:48:45	JSOCFS2022031569	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and MILL ROAD, LAKEFIELD, MN 56150	44

TRAFFIC STOP : Traffic Stop Total: 3

03/04/22 16:23:52	JSOCFS2022031434	WELFARE : Concern for Welfare	607 3RD AVE N, LAKEFIELD, MN 56150	43
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WELFARE : Concern for Welfare Total: 1

Total Records: 40



315 10th Street | Worthington, MN 56187
Ph: 507-295-5360 | Fax: 507-372-8380



407 5th Street PO Box 67 | Jackson, MN 56143
Ph: 507-847-6930 | Fax: 507-831-1747

Statewide Health Improvement Partnership (SHIP) Mini-Grants

Des Moines Valley Health & Human Services-Nobles County Public Health (DVHHS-Nobles County) offers community partners funding through the Statewide Health Improvement Partnership (SHIP). Partners are required to submit project proposals that meet policy, system, and environmental changes as well as eligibility requirements. DVHHS-Nobles County Public Health goal is to bring sustainable opportunities for social connectedness through healthy eating, physical activity, well-being, and reducing commercial tobacco use directly to the communities where individuals who may not have access to these opportunities are living. DVHHS-Nobles County SHIP staff are available to assist with all steps of the application process, so please do not hesitate to DVHHS-Nobles County Public Health (Public Health) is pleased to offer an opportunity for neighborhoods and community organizations to submit project proposals for Statewide Health Improvement Partnership (SHIP) funding. Our goal is to bring sustainable opportunities for social connectedness through healthy eating, physical activity, well-being, and reducing commercial tobacco use directly to the communities where individuals who may not have access to these opportunities are living. SHIP staff are available to assist with all steps of the application process, so please do not hesitate to reach out to chenning@nobles.county.mn.us or luke.ewald@dvhhs.org with any questions or requests for support.

Active Living Allowable Expenses

Please note, this list is not exhaustive and additional ideas should be proposed to MDH. All expenses should support the increased growth of walking and bicycling to create an opportunity for all to be more physically activity.

Active Living Strategies of Comprehensive/Master Planning or Land Use Zoning & Regulations

- Contracting with Planners or other consultants to:
 - Provide existing or create new maps
 - Density maps
 - Maps of household income
 - Maps of car ownership
 - Heat maps
 - Priority Routes
 - GIS maps of locations people want to bike or walk to
 - Sidewalk or Bike inventory overlays with the aforementioned maps
 - Meeting facilitation
 - Walkability or Bikeability workshops
 - Advising or creating the community action plan
 - Assessment of existing policies, plans or programs
- Other expenses
 - Costs for authentic community engagement
 - Support for childcare, food, or interpretation services
 - Marketing of Community Engagement events

- Design Charrette facilitation
- Walk or Bike Audit facilitation
- Other: _____

Increased access to facilities that support Biking and Walking

Please note: A plan should be created before any of the following are funded. This is the implementation strategy for plans that may include Bicycle Master Plans, Pedestrian Plans, Comprehensive Plans, Safe Routes to School Plans, Park and Trail Master Plans, or other plans that support Active Living efforts for walking and biking specifically.

- Costs associated with a Bicycle Friendly Community/Business/University designation
 - Meeting space, facilitation, etc.
- Permanent or portable bicycle and pedestrian counters
- Bike or Trail maps
- Wayfinding signage
- Paint for crosswalks or bike lanes
- Signage (ex. Bikes May Use Full Lane, Pedestrian Crossing, etc.)
- Bike Racks (ideally paired with a Bicycle Friendly Business/Community assessment)
- Bike Fleets to assist with Walk! Bike! Fun! curriculum and access
- Open Streets event tied to a specific improvement
 - CWP cannot be a funder of ongoing events unless the direct purpose is different like highlighting different streets each year.
- Demonstration project or Prototyping bike/walk facilities expenses
- Community Engagement needs for street reconstruction
- Complete Streets Policy expense
 - Workshop, education materials, etc.
- Culturally-specific physical activity opportunities
- Other: _____

School Allowable Expenses

After completion of School Health Index (SHI), the following are allowable:

Please note, this list is not exhaustive and additional ideas should be proposed to MDH. All expenses should support new or enhanced opportunities for students to learn about and practice healthy behaviors that can continue throughout their lifespan.

Active Schools:

- Bicycles for use by low-income youth
- Bicycle accessories, racks and safety equipment, such as helmets (if other funding is not available), helmet lights, air pumps and wrenches
- Storage units for equipment
- Stability balls to use in lieu of desk chairs in the school setting
- Small portable exercise equipment that is clearly tied to a sustainable active school day activities
- Heart rate monitors or pedometers for use in Quality PE within the school setting
- Disc Golf Course materials at the school setting for use in Quality PE (should be preapproved).

School Healthy Eating:

- Hoop houses and greenhouses, including grow lights and heaters for plants
- Portable sheds – 8' x 12' or smaller
- Fencing
- Materials to construct garden beds
- Watering equipment, such as water hose, meters, pumps, troughs
- Rototiller or similar equipment
- Composter
- Picnic table
- Worm composting
- Small appliances - steamers, dehydrators, display carts, healthy vending, small refrigerators, canning equipment, pressure cooker and toaster ovens
- Large appliances - ovens and stove tops, refrigerator/freezer
- Snack carts and bins for school healthy eating activities (SHI required)
- Hydration Stations or Water Bottle Filling Stations (SHI required for schools)

Lactation Support:

- Chairs/rockers for a designated breastfeeding room or space
- Tables, bulletin boards, lamps, for a designated room or space
- Small refrigerator for breastmilk
- Breast pumps
- Signage

Other: _____

Workplace Wellness

After completion of CDC Scorecard, the following are allowable:

Please note, this list is not exhaustive and additional ideas should be proposed to MDH. All expenses should support development of policy, system, and environmental changes that support employee health and encourages positive lifestyle behaviors like adequate physical activity, healthful eating, tobacco-free environments, support for nursing moms and stress management.

- Small portable exercise equipment that is clearly tied to a sustainable workplace wellness initiative. Include education to use equipment effectively (apps, posters, demonstrates, handouts, etc. and track usage through sign in sheets).
- Sit/Stand workstations that are preapproved for the workplace setting
- Quiet room items like a comfortable chair, soft lighting, yoga or relaxation mats
- Bicycles for use for transportation to meetings or break time riding. Limit of 5 bicycles or 1 bike for every 200 employees based on the size of employer and demonstrated need from the worksite.
- Bicycle accessories, racks and safety equipment, such as helmets (if other funding is not available), helmet lights, air pumps and wrenches.

- Application fee for Bike Friendly Business designation.
- Fee for training employee to become a League cycling Instructor to support the worksite’s bicycling efforts.
- Materials for Bike to Work Week/Day or Bike Month.
- Dero Zap bicycle counter equipment – contribute toward initial purchase with employer match, and employer handles ongoing fees for service.
- Ergonomic training (If a train the trainer model is used and trained staff conducts assessments for employees.).
- Manager training (*If managers are required by the organization to attend management training. Prior approval needed by MDH. Check with organization’s EAP provider for possible free training.*)
- Organizational development consultant to work with leadership about workload, analyze sources of organizational stress, and offer solutions and policies around reducing stress. (SHIP will fund up to \$1,500)
- Quiet Room.
- Walking routes or labyrinth – allowable as an environmental change with policy or guidelines for use.
- Lactation Room material: Chairs/rockers for a designated breastfeeding room or space
 - Tables, bulletin boards, lamps, for a designated room or space
 - Small refrigerator for breastmilk
 - Breast pumps
 - Signage
- Other: _____

Community Healthy Eating

Please note, this list is not exhaustive and additional ideas should be proposed to MDH. All expenses should support the increased access to and consumption of fruits and vegetables, and diets low in sodium, saturated fats and added sugars

- Signage to advertise farmer’s market and food shelves.
- Hoop houses and greenhouses, including grow lights and heaters for plants
- Portable sheds – 8’ x 12’ or smaller
- Fencing
- Materials to construct garden beds
- Watering equipment, such as water hose, meters, pumps, troughs
- Rototiller or similar equipment
- Composter
- Picnic table
- Worm composting
- Fence posts for gardens.
- Support the start-up of a Community Supported Agriculture (CSA) drop-site or food pantry/shelf
- Expanding availability of culturally-specific foods.
- The following need MDH pre-approval:
 - Permanent (non-portable) sheds larger than 8’x12’
 - Installed, underground irrigation systems
- Other: _____

Tobacco-Free/Smoke-Free Living

- Create or update current tobacco policy to include vaping and updated Clean Indoor Air Act language
- Provide tobacco cessation resources and support
- Post tobacco-free/vaping-free signage
- Offer cessation support groups
- Other: _____

Mental Health/Well-Being

- Fostering partnerships with local behavioral health providers for referrals
- Communications campaign to reduce mental health stigma or to promote healthy stress management
- Host a Mental Health First Aid training or other program to reduce stigma and build support
- Attend a training on trauma-informed principles
- Other: _____

RESOLUTION NO. 22-16
A RESOLUTION ACCEPTING A DONATION TO THE CITY.

WHEREAS, the City of Lakefield is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>
Southwest Minnesota Broadband Services	\$5,524.77

WHEREAS, the terms or conditions of the donations, if any, are as follows:

The donation is intended for the purchase of an ice rink for the Lakefield community.

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are graciously accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The donation will be used according to the terms and conditions defined above.

Passed by the City Council of Lakefield, Minnesota this 21st day of March, 2022.

Doug Busch, Mayor

Brian Rossow, City Clerk

M/ _____

B. Bakalyar Y/N

A. Monson Y/N

S/ _____

B. Pavelko Y/N

N. Hall Y/N

D. Busch Y/N



March 21, 2022

City of Lakefield
301 Main St.
Lakefield, MN 56150

SUBJECT: Amendment #1 to the Letter of Conditions
Lakefield Infrastructure Improvements

Dear Mayor,

This letter amends the Letter of Conditions dated July 25, 2018, to accommodate your subsequent funding request. Changes include updates to the project funding, project budget, repayment, and security sections of the Letter of Conditions. The environmental requirements section is also being updated to provide a detailed list of the mitigation requirements. All other conditions outlined in the Letter of Conditions dated July 25, 2018, remains unchanged and still apply.

SECTION I - PROJECT DETAIL

2. Project Funding – The Agency is offering the following funding for your project:

USDA WEP Loan 01:	\$8,452,000
USDA WEP Grant 02:	\$2,513,000
USDA WEP Loan 04:	\$1,466,000
USDA WEP Grant 05:	\$1,329,000

This offer is based upon the following additional funding being obtained.

Applicant Contribution:	\$1,888,000
MN PFA WIF Grant	\$4,095,000
MN PFA WIF Grant	\$ 905,000
USDA CF Loan 03:	\$1,150,000
USDA CF Loan 06:	\$1,450,000

Total Project Cost: \$23,248,000

Rural Development

1810 30th St NW, Suite 3 • Faribault, MN 55021
Voice (507) 332-7418 • Fax (855) 804-4099

USDA is an equal opportunity provider and employer.

This funding is offered based on the amounts stated above. Prior to loan closing, any increase in non-Agency funding will be applied first as a reduction to Agency grant funds, up to the total amount of the grant, and then as a reduction to Agency loan funds.

Any changes in funding sources following obligation of Agency funds must be reported to the processing official. Project feasibility and funding will be reassessed if there is a significant change in project costs after bids are received. If actual project costs exceed the project cost estimates, an additional contribution by the Owner may be necessary. Prior to advertisement for construction bids, you must provide evidence of applicant contributions and approval of other funding sources. This evidence should include a copy of the commitment letter. Agency funds will not be used to pre-finance funds committed to the project from other sources.

3. Project Budget – Funding from all sources has been budgeted for the estimated expenditures as follows:

Lakefield WEP Project Costs						
	Water	Waste Water		Storm	City Streets	Totals
		Treatment	Collection			
Development:						
Contract 1 - SUIP	\$ 3,598,362.22		\$ 5,101,226.91	\$ 841,537.80	\$ 1,908,081.79	\$ 11,449,208.72
Contract 2 - WW Treatment		\$ 5,417,200.00				\$ 5,417,200.00
Contract 3 - TH86 Cost Share					\$ 2,198,945.30	\$ 2,198,945.30
Contingency	\$ 76,328.78	\$ 70,890.00	\$ 126,137.09	\$ 19,073.20	\$ 37,969.91	\$ 330,398.98
Engineering:						
Pre Development	\$ 30,225	\$ 45,525	\$ 57,040	\$ 8,487	\$ 19,716	\$ 160,993
Design	\$ 197,543	\$ 271,338	\$ 372,798	\$ 55,450	\$ 128,629	\$ 1,025,758
Construction Admin	\$ 52,892	\$ 207,782	\$ 99,820	\$ 14,848	\$ 34,456	\$ 409,798
RPR	\$ 131,695	\$ 126,745	\$ 248,532	\$ 36,969	\$ 85,784	\$ 629,725
Additional Services	\$ 12,954	\$ 15,520	\$ 24,446	\$ 3,635	\$ 8,418	\$ 64,973
Subtotal	\$ 425,309	\$ 666,910	\$ 802,636	\$ 119,389	\$ 277,003	\$ 2,291,247
Other:						
Legal	\$ 35,000	\$ 50,000	\$ 50,000	\$ 10,000	\$ 48,000	\$ 193,000
Testing	\$ 30,000	\$ 30,000	\$ 30,000	\$ 10,000	\$ 18,000	\$ 118,000
Interest	\$ 130,000	\$ 77,500	\$ 77,500	\$ 35,000		\$ 320,000
Refi	\$ 480,000		\$ 450,000			\$ 930,000
Subtotal	\$ 675,000	\$ 157,500	\$ 607,500	\$ 55,000	\$ 66,000	\$ 1,561,000
Total	\$ 4,775,000.00	\$ 6,312,500.00	\$ 6,637,500.00	\$ 1,035,000.00	\$ 4,488,000.00	\$ 23,248,000.00

SECTION II – LOAN AND GRANT TERMS

4. Repayment – The interest rate will be the lower of the rate in effect at the time of loan approval or the time of loan closing unless you request otherwise. Should the interest rate be reduced, the payment will be recalculated to the lower amount.

Your USDA WEP Loan 01 will be scheduled for repayment over a period of 40 years. Payments will be equal 40 annual amortized installments, beginning one year after closing. For planning purposes, use a 2.375% interest rate, which provides for an annual payment of \$329,713. The precise payment amount will be based on the interest rate at which the loan is closed and may be different than the one above.

Your USDA WEP Loan 04 will be scheduled for repayment over a period of 40 years. Payments will be equal 40 annual amortized installments, beginning one year after closing. For planning purposes, use a 1.25% interest rate, which provides for an annual payment of \$46,810. The precise payment amount will be based on the interest rate at which the loan is closed and may be different than the one above.

The payment due date will be established as the day that the loan closes. Due dates falling on the 29th, 30th, and 31st day of the month will be avoided.

5. Security – USDA WEP Loan 01 will be secured by a General Obligation bond with first lien position in the amount of \$8,452,000. The bond will be fully registered as to both principal and interest in the name of the United States of America, Acting through the United States Department of Agriculture.

USDA WEP Loan 04 will be secured by a General Obligation bond with first lien position in the amount of \$1,466,000. The bond will be fully registered as to both principal and interest in the name of the United States of America, Acting through the United States Department of Agriculture.

Additional security requirements are contained in RUS Bulletin 1780-12, “Water and Waste System Grant Agreement,” and RUS Bulletin 1780-27, “Loan Resolution (Public Bodies).” A draft of all security instruments, including draft bond resolution, must be reviewed, and concurred in by the Agency prior to advertising for bids. The bond resolution and Loan Resolution must be duly adopted and executed prior to loan closing. The Grant Agreement must be fully executed prior to the first disbursement of grant funds.

SECTION III – REQUIREMENTS PRIOR TO ADVERTISING FOR BIDS

10. Environmental Requirements – At the conclusion of the proposal’s environmental review process, specific action(s) were determined necessary to avoid or minimize adverse environmental impacts. As outlined in the Environmental Report dated January 2017 noted actions required for successful completion of the project and must be adhered to during project design and construction:

Summary of Mitigation

The purpose of mitigation measures is to avoid or minimize adverse environmental impacts of the proposal. Properly applied mitigation measures will allow the proposal to have the least significant effect on the environment.

1) Farmland

No mitigation measures are necessary in regard to farmland as the project proposes no conversion of any farmland within the City of Lakefield. There are no other formally classified lands located within the project area. No land use changes are proposed.

2) Floodplains

No mitigation measures are necessary for floodplains, as the proposed treatment pond site lies within "Zone C" on the FEMA Floodplain Map, meaning minimal flood hazard potential.

3) Wetlands

The project will be designed and constructed in a way which avoids any and all wetland impacts in order to comply with the Federal Clean Water Act and Minnesota Wetland Conservation Act. No mitigation measures will be necessary in regard to wetlands.

4) Historical Properties

There are no historic properties within the project area, so no mitigation measures are necessary in regard to historic properties. If any human remains or a burial area is uncovered during the construction of this project, all construction activity shall cease, and the Jackson County Sheriff's office, the State Archaeologist, and the Minnesota Indian Affairs Council will be contacted.

5) Biological Resources

Based on the Section 7 consultation, the response from the USFWS, and the MnDNR NHIS database review, the determination has been made that rare features will not be impacted by the proposed project.

6) Water Quality Issues

Treatment of municipal wastewater will be to a higher standard post-project than under current conditions. BMPs will be utilized for sediment and erosion control during construction. No mitigation measures are necessary in regard to water quality issues, as this project will improve the water quality of any and all waters involved.

7) Coastal Resources

No mitigation measures are required for Coastal Resources as Lakefield is located inland of any coastal management boundaries.

8) Socio-Economic/Environmental Justice Issues

For this project, no mitigation measures are required for Socio-Economic/Environmental Justice Issues as all parties involved will experience an upgrade in standard of living. There will be no adversely affected minority groups or low-income populations.

9) Miscellaneous Issues

During the design and construction process for the project, measures will be designed and implemented to provide for mitigation of these miscellaneous issues.

- **Air Quality**

There will be no long-term adverse air quality impacts as a result of the proposed improvements.

- **Transportation**

During construction of the project, minor delays and/or detours may occur on certain streets and highways within the project area. These will be mitigated through the use of the proper temporary traffic controls as specified in the MMUTCD. The proper MnDOT and county permits permit will be acquired for work within the right of way.

- **Noise**

The noise generated by construction will be temporary and will pose no long-term adverse effects to the community.

- **Waste Management**

No toxic, hazardous, or radioactive substances will be utilized or produced as a result of this project.

The project as proposed has been evaluated to be consistent with the National Environmental Policy Act. Other Federal, State, tribal, and local laws, regulations and/or permits may apply or be required. If the project or any project element deviates from or is modified from the originally approved project, additional environmental review may be required.

We look forward to working with you to complete this project. If you have any questions, please contact Edward Gilmore at 507-332-7418 Ext. 115 or by e-mail at edward.gilmore@usda.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Edward Gilmore". The signature is written in a cursive style with a large initial "E".

Edward Gilmore
Area Specialist

LETTER OF INTENT TO MEET CONDITIONS

Date 03-21-2022

TO: United States Department of Agriculture

Rural Development

(Name of USDA Agency)

1810 30th St NW
Faribault, MN 55021

(USDA Agency Office Address)

We have reviewed and understand the conditions set forth in your letter dated 03-21-2022 . It is our intent to meet all of them not later than 03-21-2023 .

City of Lakefield

(Name of Association)

BY _____

Mayor

(Title)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a persons is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015 and 0570-0062. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data. needed, and completing and reviewing the collection of information.

OPERATING BUDGET

Name City of Lakefield		Address 301 Main St			
Applicant Fiscal Year From 1/1/2024 To 12/31/2024		County Jackson		State (Including ZIP Code) Lakefield, MN 56150	
	20	20	20	20	First Full Year
	(1)	(2)	(3)	(4)	(5)
OPERATING INCOME					
1. Water Rev.					\$595,474
2. Sewer Rev.					\$595,474
3. Storm Rev.					\$35,617
4.					
5. Miscellaneous					
6. Less: Allowances and Deductions	()	()	()	()	()
7. Total Operating Income (Add Lines 1 through 6)	\$0.00	\$0.00	\$0.00	\$0.00	\$1,226,565
OPERATING EXPENSES					
8. Water O&M					\$128,008
9. Sewer O&M					\$228,680
10. Water SLA					\$20,400
11. Sewer SLA					\$17,600
12. PFA Reserve					\$19,528
13.					
14.					
15. Interest (RD)					
16. Depreciation					
17. Total Operating Expense (Add lines 8 through 16)	\$0.00	\$0.00	\$0.00	\$0.00	\$414,216
18. NET OPERATING INCOME (LOSS) (Line 7 less 17)	\$0.00	\$0.00	\$0.00	\$0.00	\$812,349
NONOPERATING INCOME					
19. Non RD Debt Service					(\$435,814)
20. RD Debt Service					(\$376,523)
21. Total Nonoperating Income (Add Lines 19 and 20)	\$0.00	\$0.00	\$0.00	\$0.00	(\$812,337)
22. NET INCOME (LOSS) (Add Lines 18 and 21) (Transfer to Line A Schedule 2)	\$0.00	\$0.00	\$0.00	\$0.00	\$12.00

Budget and Projected Cash Flow Approved by Governing Body

Attest: _____ 3/21/22
Clerk Date

Mayor Date

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015 and 0572-0137. The time required to complete this information collection is estimated to average 5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

REQUEST FOR OBLIGATION OF FUNDS

INSTRUCTIONS-TYPE IN CAPITALIZED ELITE TYPE IN SPACES MARKED ()			
Complete Items 1 through 29 and applicable Items 30 through 34. See FMI.			
1. CASE NUMBER ST CO BORROWER ID 27-032-*****5300		LOAN NUMBER 04	FISCAL YEAR 2022
2. BORROWER NAME City of Lakefield		3. NUMBER NAME FIELDS (1, 2, or 3 from Item 2)	
301 Main St.		4. STATE NAME Minnesota	
Lakefield, MN 56150		5. COUNTY NAME Jackson	
GENERAL BORROWER/LOAN INFORMATION			
6. RACE/ETHNIC CLASSIFICATION 1 - WHITE 2 - BLACK 3 - AI/AN 4 - HISPANIC 5 - A/PI	7. TYPE OF APPLICANT 1 - INDIVIDUAL 2 - PARTNERSHIP 3 - CORPORATION 4 - PUBLIC BODY 5 - ASSOC. OF FARMERS 6 - ORG. OF FARMERS 7 - NONPROFIT-SECULAR 8 - NONPROFIT-FAITH BASED 9 - INDIAN TRIBE 10 - PUBLIC COLLEGE/UNIVERSITY 11 - OTHER	8. COLLATERAL CODE 1 - REAL ESTATE SECURED 2 - REAL ESTATE AND CHATTEL 3 - NOTE ONLY OR CHATTEL ONLY 4 - MACHINERY ONLY 5 - LIVESTOCK ONLY 6 - CROPS ONLY 7 - SECURED BY BONDS 8 - RLF ACCT	9. EMPLOYEE RELATIONSHIP CODE 1 - EMPLOYEE 2 - MEMBER OF FAMILY 3 - CLOSE RELATIVE 4 - ASSOC.
10. SEX CODE 1 - MALE 2 - FEMALE 3 - FAMILY UNIT 4 - ORGAN MALE OWNED 5 - ORGAN FEMALE OWNED 6 - PUBLIC BODY	11. MARITAL STATUS 1 - MARRIED 2 - SEPARATED 3 - UNMARRIED (INCLUDES WIDOWED/DIVORCED)	12. VETERAN CODE 1 - YES 2 - NO	13. CREDIT REPORT 1 - YES 2 - NO
14. DIRECT PAYMENT 2 (See FMI)	15. TYPE OF PAYMENT 2 1 - MONTHLY 2 - ANNUALLY 3 - SEMI-ANNUALLY 4 - QUARTERLY	16. FEE INSPECTION 2 1 - YES 2 - NO	
17. COMMUNITY SIZE 1 - 10,000 OR LESS (FOR SFH AND HPG ONLY) 2 - OVER 10,000		18. USE OF FUNDS CODE (See FMI)	
COMPLETE FOR OBLIGATION OF FUNDS			
19. TYPE OF ASSISTANCE 069 (See FMI)	20. PURPOSE CODE	21. SOURCE OF FUNDS	22. TYPE OF ACTION 1 - OBLIGATION ONLY 2 - OBLIGATION/CHECK REQUEST 3 - CORRECTION OF OBLIGATION
23. TYPE OF SUBMISSION 2 1 - INITIAL 2 - SUBSEQUENT	24. AMOUNT OF LOAN \$1,466,000.00		25. AMOUNT OF GRANT \$1,329,000.00
26. AMOUNT OF IMMEDIATE ADVANCE		27. DATE OF APPROVAL MO DAY YR	28. INTEREST RATE 1.2500 %
			29. REPAYMENT TERMS 40
COMPLETE FOR COMMUNITY PROGRAM AND CERTAIN MULTIPLE-FAMILY HOUSING LOANS			
30. PROFIT TYPE 1 - FULL PROFIT 2 - LIMITED PROFIT 3 - NONPROFIT			
COMPLETE FOR EM LOANS ONLY		COMPLETE FOR CREDIT SALE-ASSUMPTION	
31. DISASTER DESIGNATION NUMBER (See FMI)		32. TYPE OF SALE 1 - CREDIT SALE ONLY 2 - ASSUMPTION ONLY 3 - CREDIT SALE WITH SUBSEQUENT LOAN 4 - ASSUMPTION WITH SUBSEQUENT LOAN	
FINANCE OFFICE USE ONLY		COMPLETE FOR FP LOANS ONLY	
33. OBLIGATION DATE MO DA YR		34. BEGINNING FARMER/RANCHER (See FMI)	

If the decision contained above in this form results in denial, reduction or cancellation of USDA assistance, you may appeal this decision and have a hearing or you may request a review in lieu of a hearing. Please use the form we have included for this purpose.

Position 2

ORIGINAL - Borrower's Case Folder

COPY 1 - Finance Office

COPY 2 - Applicant/Lender

COPY 3 - State Office

CERTIFICATION APPROVAL

For All Farmers Programs

EM, OL, FO, and SW Loans

This loan is approved subject to the availability of funds. If this loan does not close for any reason within 90 days from the date of approval on this document, the approval official will request updated eligibility information. The undersigned loan applicant agrees that the approval official will have 14 working days to review any updated information prior to submitting this document for obligation of funds. If there have been significant changes that may affect eligibility, a decision as to eligibility and feasibility will be made within 30 days from the time the applicant provides the necessary information.

If this is a loan approval for which a lien and/or title search is necessary, the undersigned applicant agrees that the 15-working-day loan closing requirement may be exceeded for the purposes of the applicant's legal representative completing title work and completing loan closing.

35. COMMENTS AND REQUIREMENTS OF CERTIFYING OFFICIAL

Approval of financial assistance is subject to the Letter of Conditions dated 7/25/2018, Letter of Conditions Amendment #1 dated 3/21/2022, and the availability of funds. The purpose of the funding is to improve Lakefield's water, wastewater, and storm systems.

36. I HEREBY CERTIFY that I am unable to obtain sufficient credit elsewhere to finance my actual needs at reasonable rates and terms, taking into consideration prevailing private and cooperative rates and terms in or near my community for loans for similar purposes and periods of time. I agree to use the sum specified herein, subject to and in accordance with regulations applicable to the type of assistance indicated above, and request payment of such sum. I agree to report to USDA any material adverse changes, financial or otherwise, that occur prior to loan closing. I certify that no part of the sum specified herein has been received. I have reviewed the loan approval requirements and comments associated with this loan request and agree to comply with these provisions.

(For FP loans at eligible terms only) If this loan is approved, I elect the interest rate to be charged on my loan to be the lower of the interest rate in effect at the time of loan approval or loan closing. If I check "NO", the interest rate charged on my loan will be the rate specified in Item 28 of this form. _____ YES _____ NO

WARNING: Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."

Date March 21 , 20 22 _____

(Signature of Applicant)

Date _____ , 20 _____

(Signature of Co-Applicant)

37. I HEREBY CERTIFY that all of the committee and administrative determinations and certifications required by regulations prerequisite to providing assistance of the type indicated above have been made and that evidence thereof is in the docket, and that all requirements of pertinent regulations have been complied with. I hereby approve the above-described assistance in the amount set forth above, and by this document, subject to the availability of funds, the Government agrees to advance such amount to the applicant for the purpose of and subject to the availability prescribed by regulations applicable to this type of assistance.

(Signature of Approving Official)

Typed or Printed Name: Terry Louwagie

Date Approved: _____ Title: Community Programs Director

38. TO THE APPLICANT: As of this date _____ , this is notice that your application for financial assistance from the USDA has been approved, as indicated above, subject to the availability of funds and other conditions required by the USDA. If you have any questions contact the appropriate USDA Servicing Office.

LOAN RESOLUTION 22-17
(Public Bodies)A RESOLUTION OF THE City CouncilOF THE City of Lakefield

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS

Municipal Government

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the City of Lakefield*(Public Body)*

(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of

One Million Four Hundred Sixty-Six Thousand & 00 100pursuant to the provisions of MN Statutes 444.075 & 115.46; and**WHEREAS**, the Association intends to obtain assistance from the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:**NOW THEREFORE**, in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U.S.C. 1983(c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal ly permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so, without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contractor agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by USDA. No free service or use of the facility will be permitted.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0121. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.



Building a Better World
for All of Us®

March 9, 2022

RE: City of Lakefield, Minnesota
Wastewater Treatment Facility
Improvements-ReBid
SEH No. LAKEF 147818

Honorable Mayor
and Members of the City Council
PO Box 900
Lakefield, MN 56150

Dear Mayor and Council Members:

At 2:00 p.m., Thursday, March 3, 2022, two bids were received for the above-referenced project. The low bid was submitted by Rice Lake Construction Group in the amount of \$5,417,200.00. The Engineer's Estimate was \$5,200,000. A bid tabulation is attached for your review.

We have reviewed the Contractor's requirements in the Instructions to Bidders and have determined that the Contractor has provided a responsive bid. We find no reason to deny awarding the contract to Rice Lake Construction Group. If the council agrees, it is recommended that you make the award to this contractor.

Sincerely,

A handwritten signature in black ink, appearing to read "Maria McCarty".

Maria McCarty, PE
Project Engineer
(Lic. MN)

mm

Enclosure

\\sp3020-1\projects\KOLL\LAKEF\147818\6-bid-const\Bidding Documents\Rebid\Lakefield WWTP ReBid - RecAwdLtr.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 11 Civic Center Plaza, Suite 200, Mankato, MN 56001-7710

507.388.1989 | 877.316.7636 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer



TABULATION OF BIDS

Wastewater Treatment Facility Improvements-ReBid Lakefield, Minnesota SEH No.: LAKEF 147818 Bid Date: 2:00 p.m., Thursday, March 3, 2022				Engineer's Estimate \$5,100,000.00		Rice Lake Construction Group 22360 County Road 12 Deerwood, MN 56444 \$5,417,200.00		Magney Construction, Inc. 1401 Park Rd Chanhassen, MN 55317 \$5,446,750.00	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
TOTAL LUMP SUM BID AMOUNT					\$5,100,000.00		\$5,417,200.00		\$5,446,750.00

I hereby certify that this is a true and correct tabulation of bids received on March 3, 2022, for the Wastewater Treatment Facility Improvements-ReBid.


 John Friel, PE (Lic. MN, WI, IL, SD, AK)
 License No. 42130

March 3, 2022
 Date

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Lakefield ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 18, 2017, this Supplemental Letter Agreement dated March 18, 2022 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: USDA Rural Development Construction Phase Engineering Services for Improvements to the Existing Lakefield WWTF .

Client's Authorized Representative: Brian Rossow

Address: 301 Main Street
Lakefield, MN 56150

Telephone: 507.662.5457 **email:** clerk@lakefieldmn.com

Project Manager: John Friel

Address: 3535 Vadnais Center Drive
St. Paul, MN

Telephone: 651.238.8114 **email:** jfriel@sehinc.com

Scope: The Basic Services to be provided by Consultant:

Scope includes services for Construction Administration, Construction Observation (Resident Project Representative (RPR)), Post Construction services, and Miscellaneous Additional Services for the proposed USDA-Rural Development WWTF project.as described in the attached letter dated March 18, 2022 and attached Task Hour Budget dated March 18, 2022.

Resident Project Representative Services: RPR services will be provided in accordance with attached Exhibit B.

Schedule: We will begin our services upon receiving a signed copy of this Agreement.

Payment: The estimated fee is subject to a not-to-exceed amount of \$299,866.00 including expense and equipment. The estimated fee for each Task is as indicated in the attached Task Hour Budget dated March 18, 2022.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1 and Exhibit A-2.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None

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Short Elliott Hendrickson Inc.

City of Lakefield

By: 

By: _____

Title: Brent Kavitz
Client Service Manager

Title: _____

Exhibit A-1
to Supplemental Letter Agreement
Between City of Lakefield, MN (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated March 18, 2022

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

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Exhibit A-2
to Supplemental Letter Agreement
Between City of Lakefield, Minnesota (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated March 18, 2022

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

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Exhibit B
to Supplemental Letter Agreement
Between City of Lakefield, Minnesota (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated March 18, 2022

A Listing of the Duties, Responsibilities and
Limitations of Authority of the Resident Project Representative

Through more extensive on site observations of the construction work in progress and field checks of materials and equipment by the Resident Project Representative (RPR), Consultant shall endeavor to provide further protection for Client against defects and deficiencies in the work of contractor (Work); but, the furnishing of such services will not make Consultant responsible for or give Consultant control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for contractor's failure to perform the Work in accordance with the Contract Documents. Contract Documents are the documents that govern or are pertinent to contractor's Work including but not limited to the agreement between Client and contractor, the contractor's bid, the bonds, specs, drawings, field orders, addenda, clarifications, interpretations, approved shop drawings and reports collectively called the Contract Documents. The duties and responsibilities of the RPR are further defined as follows:

A. General

RPR is an agent of Consultant at the site, will act as directed by and under the supervision of Consultant, and will confer with Consultant regarding RPR's actions. RPR's dealings in matters pertaining to the on site work shall in general be with Consultant and contractor keeping the Client advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of contractor. RPR shall generally communicate with Client with the knowledge of and under the direction of Consultant.

B. Duties and Responsibilities of RPR

1. Schedules: Review the progress schedule, schedule of shop drawing submittals and schedule of values prepared by Contractor and consult with Consultant concerning acceptability.
2. Conferences and Meetings: Attend meetings with contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison:
 - (a) Serve as Consultant's liaison with contractor, working principally through contractor's superintendent and assist in understanding the intent of the Contract Documents; and assist Consultant in serving as Client's liaison with contractor when contractor's operations affect Client's on-site operations.
 - (b) Assist in obtaining from Client additional information, when required for proper execution of the Work.
4. Shop Drawings and Samples*:
 - (a) Record date of receipt of shop drawings and samples.
 - (b) Receive samples furnished at the site by contractor, and notify Consultant of availability of samples.
 - (c) Advise Consultant and contractor of the commencement of any Work requiring a shop drawing or sample if the submittal has not been approved by Consultant.
5. Review of Work, Observations and Tests:
 - (a) Conduct on-site observations of the Work in progress to assist Consultant in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - (b) Report to Consultant whenever RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Consultant of

- Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
- (c) Determine if tests, equipment and systems start-ups and operating and maintenance training are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to Consultant appropriate details relative to the test procedures and start-ups.
 - (d) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to Consultant.
6. Interpretation of Contract Documents: Report to Consultant when clarification and interpretations of the Contract Documents are requested by contractor and transmit to contractor clarifications and interpretations as issued by Consultant.
 7. Modifications: Consider and evaluate contractor's suggestions for modifications in drawings or specifications and report with RPR's recommendations to Consultant. Transmit to contractor decisions as issued by Consultant.
 8. Records:
 - (a) Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents including all addenda, change orders, field orders, additional drawings issued subsequent to the execution of the construction contract, Consultant's clarifications and interpretations of the Contract Documents, progress reports, and other related documents.
 - (b) Keep a diary or log book, recording contractor hours on the job site, weather conditions, data relative to questions of change orders, or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Consultant.
 - (c) Record names, addresses and telephone numbers of all contractors, subcontractors and major suppliers of materials and equipment.
 9. Reports:
 - (a) Furnish Consultant periodic reports as required of progress of the Work and of contractor's compliance with the progress schedule and schedule of shop drawing and sample submittals.
 - (b) Consult with Consultant in advance of scheduled major tests, inspections or start of important phases of the Work.
 - (c) Draft proposed change orders and Work, obtaining backup material from contractor and recommend to Consultant change orders, and field orders.
 - (d) Report immediately to Consultant and Client upon the occurrence of any accident.
 10. Payment Requests: Review applications for payment with contractor for compliance with the established procedure for their submission and forward with recommendations to Consultant, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.
 11. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to Consultant for review and forwarding to Client prior to final payment for the Work.
 12. Completion:
 - (a) Before Consultant issues a certificate of substantial completion, submit to contractor a list of observed items requiring completion or correction.
 - (b) Conduct final inspection in the company of Consultant, Client, and contractor and prepare a final list of items to be completed or corrected.
 - (c) Observe that all items on final list have been completed or corrected and make recommendations to Consultant concerning acceptance.

C. Limitations of Authority

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by Client.
2. Shall not exceed limitations of Consultant's authority as set forth in the Agreement for Professional Services.
3. Shall not undertake any of the responsibilities of contractor, subcontractors or contractor's superintendent.
4. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
5. Shall not accept shop drawing or sample submittals from anyone other than contractor.
6. Shall not authorize Client to occupy the Project in whole or in part.
7. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by Consultant.

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Building a Better World
for All of Us®

March 18, 2022

RE: City of Lakefield, Minnesota
USDA Rural Development - Construction
Phase Engineering Services for
Improvements to the Existing WWTF
SEH No. LAKEF 147818 14.00

Honorable Mayor and
Members of the City Council
City of Lakefield
301 Main Street
P.O. Box 900
Lakefield, MN 56150

Dear Brian:

SEH is submitting the following proposal for the construction phase engineering services following the rebidding of the Lakefield WWTF improvements project. These services include construction administration, construction observation (RPR services), post construction services and miscellaneous additional services as described below.

Project Description – Existing WWTF Improvements

The project includes construction improvements to the existing Lakefield wastewater treatment facility (WWTF) as originally recommended in the PER. The various improvements were detailed in PER Appendix J and then updated and included in the bidding documents. The improvements include removal and replacement of equipment and modifications to the existing Headworks, Service, and Admin buildings and oxidation ditches, final clarifiers and ATAD building/solids handling.

Work Plan

The work plan is broken down into the following tasks and broken down further in the attached detailed task hour budget/cost analysis:

- Task 5.1: Construction Administration
- Task 50: Construction Observation
- Task 6.0: Post Construction Services
- Task 7.3: Miscellaneous Additional Services

Schedule

The following construction schedule for the project includes the anticipated USDA RD bid award concurrence and then bid award by the City to occur in March or April. Then a preconstruction meeting would follow the award. The construction would be anticipated to start in April or May. The construction Milestone 1 and the Substantial and Final completion dates are the same as listed in the contract agreement.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1390 Highway 15 South, Suite 200, P.O. Box 308, Hutchinson, MN 55350-0308

SEH is 100% employee-owned | sehinc.com | 320.587.7341 | 800.838.8666 | 888.908.8166 fax

Schedule	Date
Rebidding Bid Opening	March 3, 2022
Anticipated Bid Award following USDA RD Concurrence	March/April 2022
Preconstruction Meeting	April 2022
Construction Start	April/May 2022
Milestone 1 – Aerobic Digester work	December 31, 2022
Substantial Completion	September 22, 2023
Final Completion	December 22, 2023

Compensation

The proposed lump sum fee is \$299,866 for the following Tasks, including reimbursable expenses as outlined within this letter and as shown in the table below.

Role	Total Fee
Task 5.1 – Construction Administration – Lump Sum	\$146,220
Task 50 – Construction Observation – Hourly	\$126,745
Task 6.0 – Post Construction Services – Lump Sum	\$11,381
Task 7.3 – Miscellaneous Additional Services - Hourly	\$15,520
Total	\$299,866

We want to thank you for the opportunity to provide the City of Lakefield with this proposal. As always, it is very important to us our services continue to meet and surpass your needs and expectations. After you have had an opportunity to review this proposal, we would like to hear any comments, concerns or questions you may have. If this proposal is acceptable, please sign the attached Supplemental Letter Agreement and return a copy to us, authorizing us to proceed with the project.

Honorable Mayor and Members of the City Council
March 18, 2022
Page 3

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Brent Kavitz, PE
Client Service Manager



John Friel, PE
Project Manager

jmf

Attachments:

Supplemental Letter Agreement

Exhibit A-1

Exhibit A-2

Exhibit B

DETAILED TASK HOUR BUDGET / COST ANALYSIS



Project : Lakefield Wastewater Treatment Facility Improvements Project
 Location: Lakefield, Minnesota
 Date: Friday, March 18, 2022

	Labor										TOTALS
	Friel Sr. Engr PE	McCarty Design Engr PE	Weber Design Engr EIT	Brinkman Admin Tech	Structural Sr. Engr PE	Architectural Designer	Electrical Sr. Engr PE	Civil Design Engr PE	Mech Sr. Engr PE		
Task 5.1 - Construction Administration:											
<i>Project Coordination (Preconstruction Meeting) - Agenda, Meeting & Minutes</i>	10.0	10.0	2.0	2.0							26.0
<i>Construction Administration (review daily logs/follow up, track budget/work remaining, status report, coordination, assume construction 18 months)</i>		360.0									360.0
<i>Review Shop Drawings: Process (23 shop drawings (SD)), Structural (5 SD), Architectural (7 SD), Mechanical HVAC (4 SD), Electrical & I&C (23 SD), Civil (9SD)</i>		48.0	38.0		10.0	16.0	32.0	12.0	12.0		168.0
<i>Confirmed Plans and Specs</i>				6.0							6.0
<i>Change Order Recommendations (6) - 1 electrical, 1 architectural, 1 structural, 1 process, 1 mechanical, 1 civil</i>	6.0	28.0			2.0	2.0	4.0	2.0	2.0		46.0
<i>Monthly Progress Meetings (18)</i>	66.0	144.0					8.0				218.0
<i>Schedule and Pay App Review (18)</i>	18.0	18.0									36.0
<i>Requests for Information (RFIs) 16 - (4 process, 3 structural, 3 architectural, 3 mechanical, 3 electrical)</i>	4.0	22.0	6.0		4.0	4.0	6.0		4.0		50.0
<i>Requests for Proposals (RFPs) 8 - (2 process, 1 structural, 2 architectural, 1 mechanical, 2 electrical)</i>	2.0	16.0	8.0		2.0	4.0	4.0		2.0		38.0
SUBTOTAL HOURS	106.0	646.0	54.0	8.0	18.0	26.0	56.0	14.0	20.0		948.0
TOTAL TASK FEE	\$	146,220.00									

	Labor					TOTALS
	Friel Sr. Engr PE	McCarty Design Engr PE	Weber Grad Engr EIT	Brinkman Admin Tech		
Task 5.0 - Construction Observation:						
<i>Construction Observation (77 site visits)</i>	60.0	582.0	36.0			628.0
<i>Provide Technical Support to RPR</i>		12.0	2.0			14.0
<i>Materials Testing Coordination</i>		18.0	1.0			19.0
<i>Quantity Tabulation & Pay Requests</i>		40.0	3.0	24.0		67.0
<i>Project Documentation / Logs / Tailgate Forms</i>		16.0	1.0			17.0
<i>Progress Meetings (with contractor)</i>	4.0	16.0	1.0			21.0
<i>Project Closeout</i>						
SUBTOTAL HOURS	64.0	694.0	44.0	24.0		826.0
TOTAL TASK FEE	\$	126,745.00				

	Labor										TOTALS
	Friel Sr. Engr PE	McCarty Design Engr PE	Brinkman Admin Tech	Structural Sr. Engr PE	Architectural Designer	Electrical Sr. Engr PE	Civil Design Engr PE	Mech Sr. Engr PE			
Task 6.0 - Post Construction Services: Site Visits - Develop Punchlists (2 Trips) Maintain Punchlists and Follow Up	4.0	16.0	4.0	2.0	6.0	8.0	2.0	6.0			20.0
	2.0	20.0	4.0	2.0	6.0	8.0	2.0	6.0			50.0
SUBTOTAL HOURS	6.0	36.0	4.0	2.0	6.0	8.0	2.0	6.0			70.0
TOTAL TASK FEE \$											11,381.00

	Labor										TOTALS
	Friel Sr. Engr PE	McCarty Design Engr PE	Loven Lead Tech	Structural Sr. Engr PE	Architectural Designer	Electrical Sr. Engr PE	Civil Design Engr PE	Mech Sr. Engr PE			
Task 7.3 - Miscellaneous Additional Services: O&M Manual - (Aerobic Digester revision to exist O&M) Record Drawings Startup and Training (Aerobic Digester, 1 Trip)	2.0	20.0	16.0	4.0	8.0	2.0	4.0	8.0			24.0
	2.0	8.0	16.0	4.0	8.0	12.0	4.0	8.0			62.0
SUBTOTAL HOURS	4.0	36.0	16.0	4.0	8.0	18.0	4.0	8.0			96.0
TOTAL TASK FEE \$											15,520.00

SUMMARY OF PROPOSED FEES

Task Fee	LS Task Fee	Hourly Task Fee	
Task 5.1 - Construction Administration:	\$ 146,220.00	\$ 146,220.00	Current Proposal
Task 50 - Construction Observation:	\$ 126,745.00	\$ 126,745.00	Current Proposal
Task 6.0 - Post Construction Services:	\$ 11,381.00	\$ 11,381.00	Current Proposal
Task 7.3 - Miscellaneous Additional Services:	\$ 15,520.00	\$ 15,520.00	Current Proposal
TOTAL:	\$ 299,866.00	\$ 157,601.00	\$ 142,265.00



45744 820TH STREET
P.O. Box 987
LAKEFIELD, MN 56150
507-662-6606

March 18, 2022

City of Lakefield

To Whom This May Concern,

We are submitting a bid on the 9.12 acres of commercial/industrial property for a total amount of \$37,392.00. The site will be used to expand our business.

Sincerely,

A handwritten signature in black ink, appearing to read "Tara Hansen", written in a cursive style.

Tara Hansen
Co-Owner of Hansen Concrete Co.



Clay Salzwedel - Owner
48353 840th St
Lakefield, MN 56150
Phone: 507-841-3841

Proposal for Mill Road Lot

This property would be used to operate Lakefield Landscapes LLC which I purchased in December 2021. Lakefield Landscapes employs one full time, and up to four additional in season workers. I also plan to expand our snow removal business which was added this past season.

My plans are:

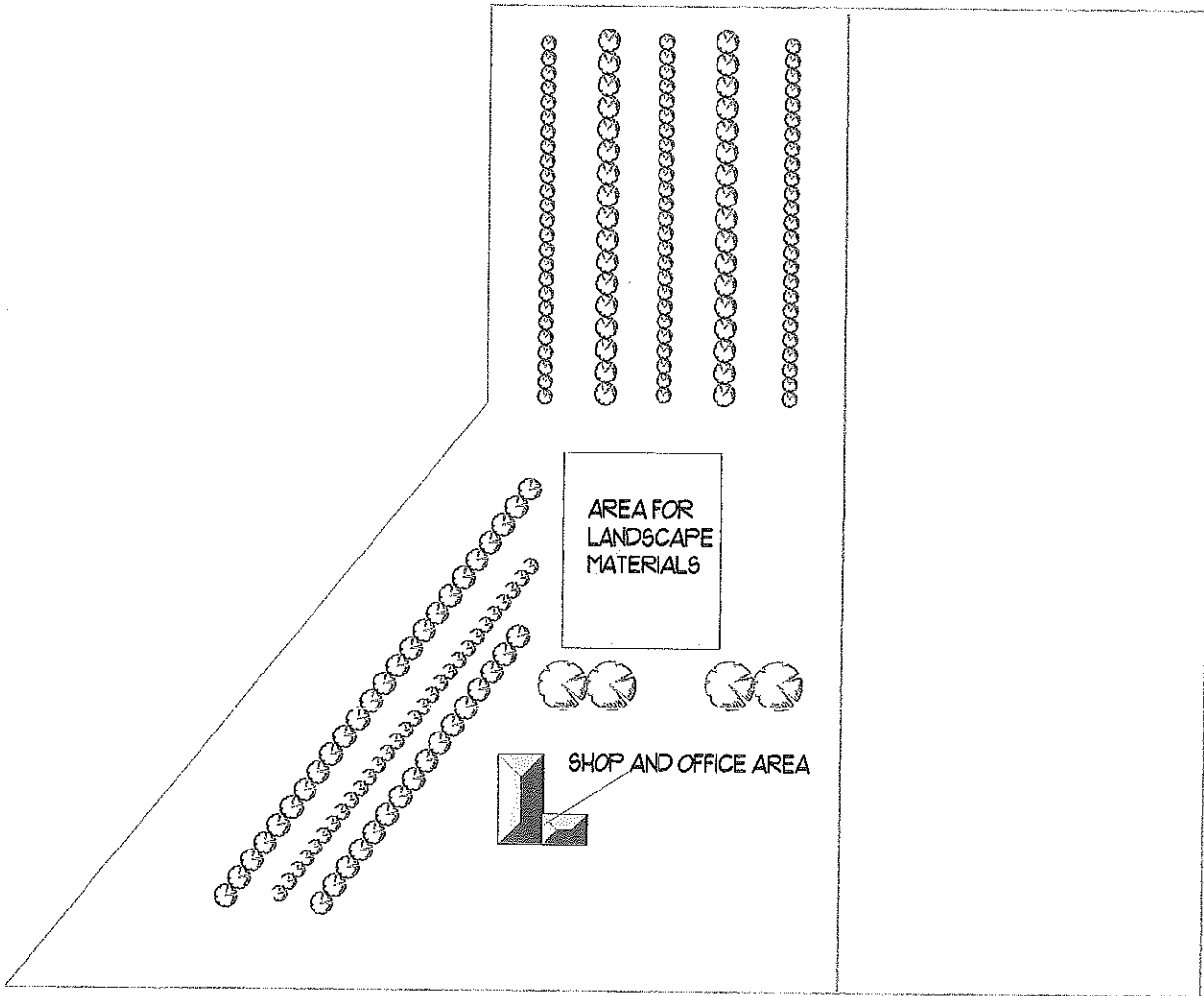
1. Build a shop to house all my equipment and supplies
2. Add an office to facilitate the day to day operations and meeting with clients
3. My intentions are to get a tree nursery started for future tree sales
4. Add a building for storage rental
5. Possibly dividing property in half for sale to an additional business

Lakefield Landscapes has been doing business in the lakefield area since 2005 and is looking to purchase a location in Lakefield.

I propose a purchase price of \$25,080 for the 9.12 acres.

Thank you for considering my offer.

Clay Salzwedel



<p>Revision #:</p> <p>Date: 3/17/2022</p>	<p>Landscape Plan:</p>
<p>Scale:</p> <p>1:1000</p>	<p>Landscape Design by: Clay Salzwedel</p> <p>Lakefield Landscapes</p>



Date: March 9, 2022

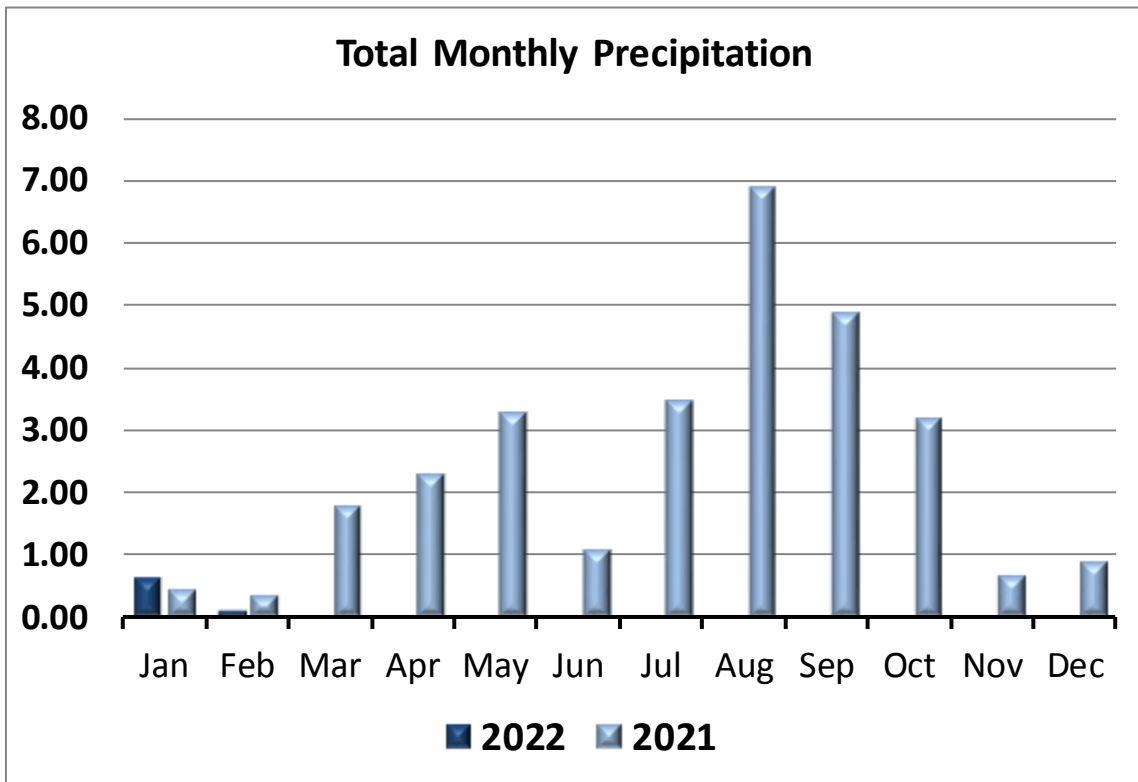
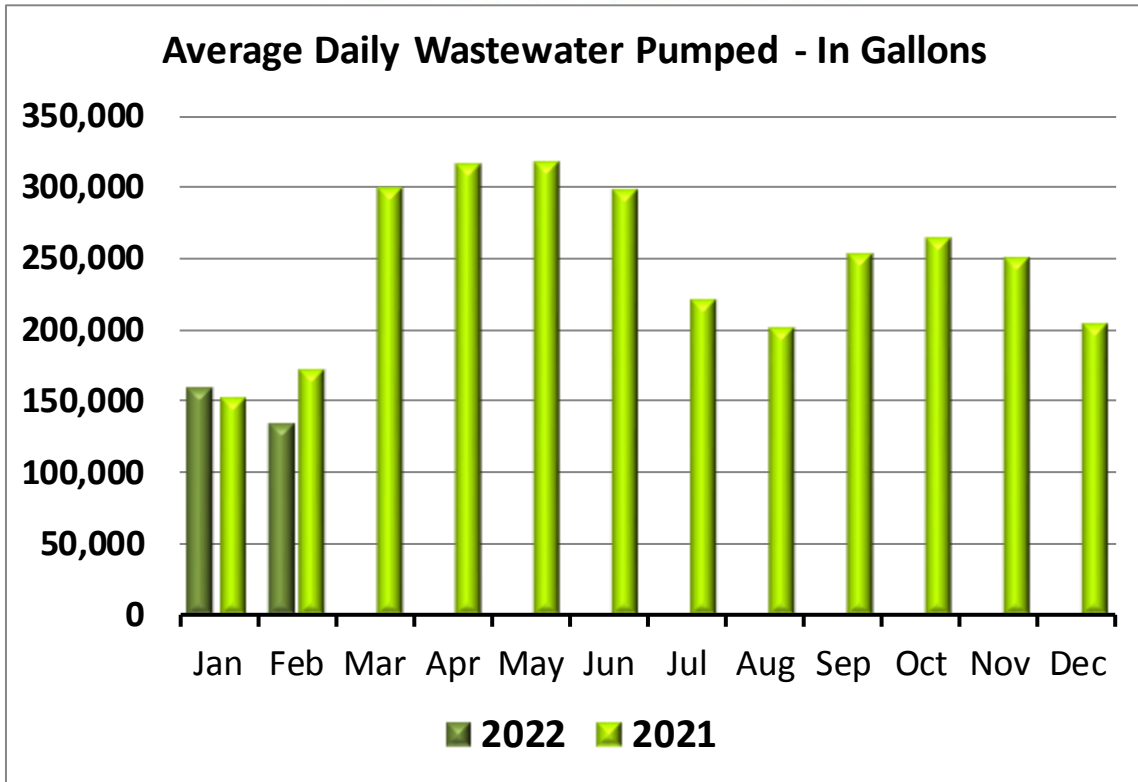
To: City of Lakefield

From: Jason Rossow, Operator

O & M Report: February 2022

Wastewater Operation & Maintenance

- Completed the Monthly Discharge Report and submitted to the Minnesota Pollution Control Agency.
- Collected all the wastewater samples required by the NPDES permit.
- Ordered four bags of activated carbon. Carbon pellets are replaced in air scrubber every three years. Carbon pellets take the odor out of the reactor.
- Electric Pump will be here in the month of April. Electric Pump will be installing loaner pumps and rebuilding five submersible pumps. Council approved \$ 17,000.
- Attended Wastewater Pre-Bid meeting on February 23rd.
- Thicken sludge and transferred twice a week.
- Locates as needed. Checked lift stations twice a week. Remove snow as needed.
- Cleaned clarifier weirs and washed down scum troughs. Oiled chains on both clarifiers.
- Cleaned wet well and cleaned pressure transducers.
- Flushed some sanitary sewers around town.
- Working with engineers on street projects and WWTP.
- Calibrated ATAD pressure transducers and replaced a ball valve on holding tank.
- Greased jet truck and checked all oil levels.



		February-22	January-22	February-21
Wastewater				
CBOD				
CBOD Influent	mg/L	135.0	131.0	84.0
CBOD Effluent	mg/L	1.2	0.3	1.1
CBOD Effluent Permit Limit	mg/L	25	25	25
CBOD % Removal	%	99.0%	100.0%	99.0%
CBOD % Removal Permit Limit	%	85%	85%	85%
CBOD Effluent Loading	kg/day	0.59	0.19	0.70
CBOD Effluent Loading Permit Limit	kg/day	55	55	55
TSS				
TSS Influent	mg/L	208.0	242.0	173.0
TSS Effluent	mg/L	5.0	2.3	4.5
TSS Effluent Permit Limit	mg/L	30	30	30
TSS % Removal	%	98.0%	99.0%	97.0%
TSS % Removal Permit Limit	%	85%	85%	85%
TSS Effluent Loading	kg/day	2.70	1.50	3.10
TSS Effluent Loading Permit Limit	kg/day	66	66	66
Phosphorus				
Phos Influent	mg/L	3.80	3.40	2.90
Phos Effluent	mg/L	0.40	0.40	0.30
Phos Effluent Permit Limit	mg/L	1 mg/l	1 mg/l	1 mg/l
Phos Effluent Loading	kg/day	0.21	0.25	0.16
Phos Effluent Loading Permit Limit	kg/day	2.20	2.20	2.20
Fecal Coliform				
Fecal Effluent	ml	0	0	0
Fecal Effluent Permit Limit	ml	N/A	N/A	N/A
Effluent Flow				
Average Daily	gallons	135,000	159,000	172,000
Maximum Daily	gallons	186,000	201,000	250,000
Total Monthly	gallons	3,791,000	4,939,000	4,811,000
Precipitation Monthly Total	Inches	0.10	0.60	0.35

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
2/1/2022	Odor Control Unit	5002 Lakefield, MN		Monthly PM	Grease bearings on blowers.
2/4/2022	Eye Wash Station	5002 Lakefield, MN		Monthly PM	Flush and make sure it is operable along with shower.
2/4/2022	Generator - Kohler	5002 Lakefield, MN		Monthly PM	Run and check unit.
2/7/2022	Lift Station #1 West	5002 Lakefield, MN		LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
2/7/2022	Lift Station #2-Emerald Valley	5002 Lakefield, MN		LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
2/9/2022	Alarms	5002 Lakefield, MN		Test alarm dialer	<ol style="list-style-type: none"> 1. Test alarm function and verify communications equipment can reach emergency contact personell for each well house, WW Plant and lift station at your project. 2. Inspect control floats and clean if necessary at each WWTP.
2/9/2022	Gas Detector	5002 Lakefield, MN		Monthly PM	Start and calibrate.
2/9/2022	Mixer- Submersible	5002 Lakefield, MN		Service Equipment	Change oil and grease.
2/9/2022	FIRE EXTINGUISHERS	5002 Lakefield, MN		Inspection	Check all extinguishers in plant and truck.