



CITY COUNCIL AGENDA

April 18, 2022 ~ 6:00 PM

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

BOARD OF APPEAL AND EQUALIZATION – 6:00PM

CALL THE MEETING TO ORDER – 7:00PM

PLEDGE OF ALLEGIANCE

AGENDA CHANGES/APPROVE AGENDA

APPROVAL OF MINUTES (pg 2-3)

APPROVE ACCOUNTS PAYABLE & INVESTMENT AND TRANSFER ACTIVITY (pg 4-7)

Total \$1,225,673.54

DEPARTMENT REPORTS (pg 8-11)

SCHEDULED/UNSCHEDULED GUESTS (limit 5 minutes each)

AGENDA ITEMS:

- 1. Quarter 1 Financial Report (pg 12)**
- 2. Resolution 22-21 ARPA Standard Allowance Revenue Loss Resolution (pg 13-14)**
- 3. Resolution 22-22 Appointing Special Primary Election Judges (pg 15)**
- 4. WWTF Engineering Supplemental Letter Agreement (pg 16-21)**
- 5. West Park Bathroom Roof Repair Quote (pg 22)**
- 6. Ambulance Pagers Purchase Request (pg 23)**
- 7. Pool Manager Proposal (pg 24)**
- 8. Schnittger Resignation from EDA (pg 25)**
- 9. Police Department Policy Approvals (pg 26-37)**

OLD BUSINESS

INFORMATIONAL ITEMS

- 1. PeopleService Report (pg 38-42)**
- 2. Other Board and Committee Reports**
- 3. Construction Meetings will take place Tuesday mornings at 9:00am at City Hall**

ANNOUNCEMENTS

- 1. Next council meeting, Monday, May 2nd at 7:00 p.m. in City Hall**

ADJOURN



CITY COUNCIL MINUTES

April 4, 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, Richard Doescher, Chad Janssen, Carol Schulz, Chief Roger Pohlman, Shelly Pohlman (virtual), Mike (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 Hall/Monson. All in favor. Approved.

APPROVAL OF MINUTES – Motion to approve the minutes made by Bakalyar/Pavelko. All in favor. Approved.

APPROVE ACCOUNTS PAYABLE & INVESTMENT AND TRANSFER ACTIVITY – Motion to approve the accounts payable in the amount of \$235,944.79 made by Bakalyar/Hall. All in favor. Approved.

DEPARTMENT REPORTS – In packet

SCHEDULED/UNSCHEDULED GUESTS (limit 5 minutes each) - None

AGENDA ITEMS:

1. Resolution 22-18 Liquor License Approval – Motion to approve Resolution 22-18 and prorate the amount due to \$450 made by Hall/Bakalyar. All in favor. Approved.
2. Resolution 22-19 Loan Resolution – Bakalyar/Pavelko. All in favor. Approved.
3. Resolution 22-20 Accepting Donations – Pavelko/Monson. All in favor. Approved.
4. Purchase Approvals
 - a. Street Department – Crack Fill Mastic – Motion to approve purchase of 1 pallet of mastic from Barga Inc./Midstates Equipment & Supply made by Hall/Monson. All in favor. Approved.
 - b. Street Department – Asphalt Roller – Frerichs briefed the Council on the issues with our current machine and recommends replacement. Council would prefer a new unit instead of a used unit to have a warranty on it. Motion to approve purchase of 2021 Wacker by Monson/Bakalyar for \$20,499.00. All in favor. Approved.
 - c. Street Department – Pickup – Frerichs expressed the need for replacement of one of our pickups. He received 3 quotes from 3 different dealers. The lowest quote is from ASA in Jackson at \$35,295.00. Council wanted to know if this is just what's available or if it's what we actually need. Frerichs confirmed this is what's needed. Motion to approve made by Bakalyar/Monson. All in favor. Approved.
 - d. Parks – ADA Picnic Tables (will be reimbursed by SHIP grant) – Motion to approve the quoted tables made by Bakalyar/Monson. All in favor. Approved.
5. Police Department Approvals – Chief Pohlman updated the Council on the proposed policy changes. Motion to approve all made by Pavelko/Hall. All in favor. Approved.
 - a. #307 Vehicle Pursuit Policy
 - b. #314 Response to Reports of Missing & Endangered Persons
 - c. #318 Professional Conduct of Peace Officers
 - d. #319 Domestic Abuse Response & Arrests
 - e. #326 Predatory Offender Registration & Community Notification
 - f. #409 Criminal Conduct on School Buses
 - g. #601 Property Seized for Forfeiture
 - h. #602 Eyewitness Identification Policy
 - i. #702 Lighting Exemptions of Law Enforcement
 - j. #1022 Uniforms & Personal Appearance Policy

- 6. Request to Attend Minnesota Municipal Clerks Institute (May 9-13, 2022) – Motion to approve made by Bakalyar/Hall. All in favor. Approved.**

OLD BUSINESS

INFORMATIONAL ITEMS

- 1. Other Board and Committee Reports – EDA met with the School Board and will meet with County Commissioners tomorrow to discuss tax abatement.**

ANNOUNCEMENTS

- 1. Board of Appeal and Equalization, Monday, April 18th at 6:00 p.m. in City Hall**
- 2. Next council meeting, Monday, April 18th at 7:00 p.m. in City Hall**
- 3. Preconstruction Meetings and Open House April 12th**

ADJOURN – Motion to adjourn at 7:45 by Pavelko/Hall. All in favor. Approved.

Attest:

Brian Rossow, City Clerk

City of Lakefield

Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
	Hospitalization/Medical Ins	14-Apr-22	FURTHER	4.14.22 payroll	\$637.32
	FICA Tax Withholding	14-Apr-22	IRS	4.14.22 payroll	\$2,242.64
	Federal Withholding	14-Apr-22	IRS	4.14.22 payroll	\$2,019.78
	Medicare	14-Apr-22	IRS	4.14.22 payroll	\$884.98
	State Withholding	14-Apr-22	MINNESOTA REVENUE	4.14.22 payroll	\$1,190.34
	Other Receivables	06-Apr-22	MMUA	2nd quarter safety program	\$1,506.25
	Sales Tax Payable	19-Apr-22	MN DEPT OF REVENUE	March Sales & Use Tax	\$3,380.00
	PERA	14-Apr-22	P.E.R.A.	4.14.22 payroll	\$5,170.33
	Hospitalization/Medical Ins	01-Mar-22	SW/WC SERVICE COOP HEALTH	March Health Insurance	\$5,229.51
	Hospitalization/Medical Ins	01-Apr-22	SW/WC SERVICE COOP HEALTH	April Health Insurance	\$5,229.51
	Deferred Comp (ING)	14-Apr-22	VOYA INSTITUTIONAL TRUST CO	4.14.22 payroll	\$320.39
General Government	Repairs & Maintenance	06-Apr-22	A & B BUSINESS	printing charges	\$64.42
General Government	General Supplies	14-Apr-22	ARAMARK	mats	\$102.14
General Government	Auditing and Acctg Services	08-Apr-22	CONWAY DEUTH & SCHMIESING	2021 Audit progress bil	\$9,000.00
General Government	Miscellaneous	14-Apr-22	ELAN FINANCIAL SERVICES	Gigi's- plant for Prestin funeral	\$36.86
General Government	Building Janitorial	06-Apr-22	JACKSON COUNTY DAC	cleaning at hall	\$52.50
General Government	Advertising	06-Apr-22	LIVEWIRE PRINTING COMPANY	Property for sale advertisement	\$71.60
General Government	Advertising	06-Apr-22	LIVEWIRE PRINTING COMPANY	Property for sale advertisement	\$71.60
General Government	Utilities	06-Apr-22	LPU		\$305.73
General Government	Education/Training/Travel	06-Apr-22	MMUA	2nd quarter safety program	\$753.13
Council	Insurance	06-Apr-22	LEAGUE OF MN CITIES INS TRUST	Workers Comp Insurance	\$61.42
City Clerk	Insurance	06-Apr-22	LEAGUE OF MN CITIES INS TRUST	Workers Comp Insurance	\$415.42
Financial Manager	Contracted services	06-Apr-22	ABDO FINANCIAL SOLUTIONS, LLC	Audit prep services	\$5,650.00
Financial Manager	Miscellaneous	14-Apr-22	ELAN FINANCIAL SERVICES	Zbakery- donuts for auditor visit	\$18.00
Financial Manager	Office Supplies	06-Apr-22	INDOFF INCORPORATED	document holder	\$23.41
Financial Manager	Insurance	06-Apr-22	LEAGUE OF MN CITIES INS TRUST	Workers Comp Insurance	\$207.71
Police Department	Dues and Subscriptions	08-Apr-22	Bureau of Criminal Apprehension	CJDN Access Fee	\$150.00
Police Department	Office Supplies	06-Apr-22	DOLLAR GENERAL	cleaning supplies	\$47.50
Police Department	Miscellaneous	14-Apr-22	ELAN FINANCIAL SERVICES	Gigi's- plant for Prestin funeral	\$36.86
Police Department	General Supplies	14-Apr-22	ELAN FINANCIAL SERVICES	PD- intoximeters	\$59.75
Police Department	Repairs & Maintenance	06-Apr-22	HANSON ENTERPRISES LLC	furnace repair	\$91.38
Police Department	Repairs & Maintenance	14-Apr-22	HANSON ENTERPRISES LLC	PD furnace repair	\$84.40
Police Department	Office Supplies	14-Apr-22	INDOFF INCORPORATED	PD- toner cartridges	\$513.96
Police Department	Insurance	06-Apr-22	LEAGUE OF MN CITIES INS TRUST	Workers Comp Insurance	\$12,786.11
Police Department	Utilities	06-Apr-22	LPU		\$28.10
Police Department	Telephone	14-Apr-22	VERIZON WIRELESS	squad car computers	⁴ \$70.04

City of Lakefield

Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
Fire Department	General Supplies	14-Apr-22	ELAN FINANCIAL SERVICES	FD- Microsoft 365	\$74.80
Fire Department	Insurance	06-Apr-22	LEAGUE OF MN CITIES INS TRUST	Workers Comp Insurance	\$4,323.24
Fire/Ambulance Bldg	Building Repairs &	14-Apr-22	ELAN FINANCIAL SERVICES	fire hall- metal card reader	\$379.99
Fire/Ambulance Bldg	Utilities	06-Apr-22	LPU		\$568.19
Fire/Ambulance Bldg	Garbage Service	08-Apr-22	SCHAAP SANITATION	trash service	\$9.45
Street Department	Street CIP	08-Apr-22	ASA AUTO PLAZA	Street Dept truck	\$37,669.68
Street Department	Tools and Small Equipment	14-Apr-22	AUTO VALUE JACKSON	battery tester	\$13.29
Street Department	Vehicle Expense	14-Apr-22	CRYSTAL VALLEY COOP	fuel	\$1,028.24
Street Department	Repairs & Maintenance	14-Apr-22	ELAN FINANCIAL SERVICES	Street dept- ferguson equipment	\$63.52
Street Department	Vehicle Expense	14-Apr-22	FASTENAL COMPANY	street dept equipment	\$86.90
Street Department	Flex Administration	23-Mar-22	FURTHER	flex administration	\$8.00
Street Department	Locate Fees (Gopher)	06-Apr-22	GOPHER STATE ONE CALL	tickets	\$27.00
Street Department	Insurance	06-Apr-22	LEAGUE OF MN CITIES INS TRUST	Workers Comp Insurance	\$10,035.38
Street Department	Utilities	06-Apr-22	LPU		\$105.51
Street Department	Street Light & Elect Main	06-Apr-22	LPU		\$86.16
Street Department	Street Light & Elect Main	06-Apr-22	LPU		\$1,313.96
Street Department	Utilities	06-Apr-22	LPU		\$224.58
Street Department	Street CIP	12-Apr-22	ROAD MACHINERY & SUPPLY CO	2021 Wacker Roller	\$20,499.00
Street Department	General Supplies	14-Apr-22	RUNNINGS SUPPLY INC	street- ratchet strap	\$29.98
Street Department	Garbage Service	08-Apr-22	SCHAAP SANITATION	trash service	\$46.31
Swimming Pools	Insurance	06-Apr-22	LEAGUE OF MN CITIES INS TRUST	Workers Comp Insurance	\$2,175.48
Swimming Pools	Advertising	06-Apr-22	LIVEWIRE PRINTING COMPANY	ad in Jackson County Visitor's Guide	\$169.75
Swimming Pools	Utilities	06-Apr-22	LPU		\$134.15
Multi-Purpose Building	General Supplies	14-Apr-22	ARAMARK	mats	\$73.23
Multi-Purpose Building	Insurance	06-Apr-22	LEAGUE OF MN CITIES INS TRUST	Workers Comp Insurance	\$120.86
Multi-Purpose Building	Utilities	06-Apr-22	LPU		\$504.08
Multi-Purpose Building	Building Janitorial	06-Apr-22	MAYNARD S FOOD CENTER	cleaning supplies	\$29.83
Multi-Purpose Building	Garbage Service	08-Apr-22	SCHAAP SANITATION	trash service	\$107.26
Parks Department	Utilities	06-Apr-22	LPU		\$211.56
Parks Department	General Supplies	14-Apr-22	RUNNINGS SUPPLY INC	street- big foot wagon	\$69.69
Library	Insurance	06-Apr-22	LEAGUE OF MN CITIES INS TRUST	Workers Comp Insurance	\$120.86
Library	Utilities	06-Apr-22	LPU		\$156.21
Library	Garbage Service	08-Apr-22	SCHAAP SANITATION	trash service	\$11.30
Hwy 86 Project	Capital Outlay	14-Apr-22	IRBY TOOL AND SAFETY	Hwy 86 project- electric supplies	\$46,724.68
Hwy 86 Project	Capital Outlay	06-May-22	MN DOT	Hwy 86 project	\$1,000,000.00
E D A	Advertising	06-Apr-22	LIVEWIRE PRINTING COMPANY	ad in Jackson County Visitor's Guide	⁵ \$339.50

City of Lakefield

Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
Sewer Fund	Repairs & Maintenance	14-Apr-22	ELECTRIC PUMP	wastewater- service call @ lift	\$1,704.50
Sewer Fund	Chemicals and Chem Products	06-Apr-22	HAWKINS WATER TREATMENT	chemicals	\$4,571.02
Sewer Fund	Utilities	06-Apr-22	LPU		\$22.18
Sewer Fund	Utilities	06-Apr-22	LPU		\$33.92
Sewer Fund	Utilities	06-Apr-22	LPU		\$2,023.14
Sewer Fund	Utilities	06-Apr-22	LPU		\$51.84
Sewer Fund	Permits/Fees/License	14-Apr-22	MINNESOTA POLLUTION	wastewater individual annual	\$1,450.00
Sewer Fund	Repairs & Maintenance	14-Apr-22	RUNNINGS SUPPLY INC	WW- discharge kit, vinyl tubing	\$27.91
Sewer Fund	Garbage Service	08-Apr-22	SCHAAP SANITATION	trash service	\$98.11
Sewer Fund	Repairs & Maintenance	06-Apr-22	SCHWALBACH	oil dry, duct tape, paint	\$72.44
Sewer Fund	Postage	10-Apr-22	US POSTAL SERVICE	March bills	\$139.62
Sewer Fund	Chemicals and Chem Products	14-Apr-22	USA BLUE BOOK	DPD 4 dispenser	\$67.21
Liquor Store Fund	General Supplies	14-Apr-22	ARAMARK	mats	\$32.62
Liquor Store Fund	Beer Purchases	06-Apr-22	BEVERAGE WHOLESALERS	liquor store	\$1,409.70
Liquor Store Fund	Beer Purchases	14-Apr-22	BEVERAGE WHOLESALERS	liquor store	\$1,451.65
Liquor Store Fund	Liquor Purchases	14-Apr-22	BREAKTHRU BEVERAGE	liquor store	\$704.94
Liquor Store Fund	Liquor Purchases	14-Apr-22	BREAKTHRU BEVERAGE	liquor store	\$105.85
Liquor Store Fund	Misc Purchases Resale	14-Apr-22	BREAKTHRU BEVERAGE	liquor store	\$27.78
Liquor Store Fund	Permits/Fees/License	04-Apr-22	CARDPOINTE	Liq CC fee	\$38.00
Liquor Store Fund	Liquor Purchases	06-Apr-22	DOLL DISTRIBUTING LLC	liquor store	\$196.00
Liquor Store Fund	Liquor Purchases	06-Apr-22	DOLL DISTRIBUTING LLC	liquor store	\$906.55
Liquor Store Fund	Beer Purchases	14-Apr-22	DOLL DISTRIBUTING LLC	liquor store	\$4,217.55
Liquor Store Fund	Repairs & Maintenance	14-Apr-22	ELAN FINANCIAL SERVICES	refrigeration fan	\$100.00
Liquor Store Fund	Liquor Purchases	06-Apr-22	JOHNSON BROTHERS LIQUOR	liquor store	\$800.38
Liquor Store Fund	Beer Purchases	06-Apr-22	JOHNSON BROTHERS LIQUOR	liquor store	\$36.90
Liquor Store Fund	Liquor Purchases	06-Apr-22	JOHNSON BROTHERS LIQUOR	liquor store	\$3,190.89
Liquor Store Fund	Liquor Purchases	06-Apr-22	JOHNSON BROTHERS LIQUOR	liquor store	\$811.87
Liquor Store Fund	Liquor Purchases	06-Apr-22	JOHNSON BROTHERS LIQUOR	liquor store	\$1,751.51
Liquor Store Fund	Liquor Purchases	06-Apr-22	JOHNSON BROTHERS LIQUOR	liquor store	(\$36.00)
Liquor Store Fund	Liquor Purchases	06-Apr-22	JOHNSON BROTHERS LIQUOR	liquor store	(\$38.00)
Liquor Store Fund	Liquor Purchases	14-Apr-22	JOHNSON BROTHERS LIQUOR	liquor store	\$683.82
Liquor Store Fund	Liquor Purchases	14-Apr-22	JOHNSON BROTHERS LIQUOR	liquor store	\$826.71
Liquor Store Fund	Advertising	14-Apr-22	KUXX	liq- state wrestling radio ad	\$78.75
Liquor Store Fund	Insurance	06-Apr-22	LEAGUE OF MN CITIES INS TRUST	Workers Comp Insurance	\$2,171.52
Liquor Store Fund	Advertising	06-Apr-22	LIVEWIRE PRINTING COMPANY	ad in Jackson County Visitor's Guide	\$169.75
Liquor Store Fund	Utilities	14-Apr-22	LPU	utilities	⁶ \$571.16

City of Lakefield

Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
Liquor Store Fund	Misc Purchases Resale	06-Apr-22	MAYNARD S FOOD CENTER	pop for liquor store	\$120.14
Liquor Store Fund	Misc Purchases Resale	06-Apr-22	MAYNARD S FOOD CENTER	pop for liquor store	\$117.46
Liquor Store Fund	Misc Purchases Resale	06-Apr-22	MAYNARD S FOOD CENTER	pop for liquor store	\$80.58
Liquor Store Fund	Garbage Service	08-Apr-22	SCHAAP SANITATION	trash service	\$9.83
Liquor Store Fund	Liquor Purchases	06-Apr-22	SOUTHERN GLAZERS WINE &	liquor store	(\$108.00)
Liquor Store Fund	Liquor Purchases	06-Apr-22	SOUTHERN GLAZERS WINE &	liquor store	\$3,451.11
Liquor Store Fund	Permits/Fees/License	04-Apr-22	STERLING DEALER	liq CC fee	\$1,172.74
Liquor Store Fund	Misc Purchases Resale	06-Apr-22	Waterville Foods & Ice Inc	liquor store	\$51.25
Ambulance Fund	Dues and Subscriptions	08-Apr-22	CLIA LABORATORY PROGRAM	certificate fee	\$180.00
Ambulance Fund	Vehicle Expense	14-Apr-22	CRYSTAL VALLEY COOP	fuel	\$117.63
Ambulance Fund	Tools and Small Equipment	14-Apr-22	ELAN FINANCIAL SERVICES	Ambulance garage- full size fridge	\$699.99
Ambulance Fund	General Supplies	06-Apr-22	HENRY SCHEIN INC	cleaning supplies	\$149.58
Ambulance Fund	Insurance	06-Apr-22	LEAGUE OF MN CITIES INS TRUST	Workers Comp Insurance	\$3,104.73
Total					<u><u>\$1,225,673.54</u></u>

Summary by Department	
n/a	\$ 27,811.05
General Government	\$ 10,519.40
City Clerk	\$ 415.42
Financial Manager	\$ 5,899.12
Police Department	\$ 13,868.10
Fire Department	\$ 4,398.04
Ambulance Fund	\$ 4,251.93
Fire/Ambulance Bldg	\$ 957.63
Street Department	\$ 71,237.51
Swimming Pools	\$ 2,479.38
Parks Department	\$ 281.25
Multi-Purpose Building	\$ 835.26
Library	\$ 288.37
Hwy 86 Project	\$ 1,046,724.68
E D A	\$ 339.50
Sewer Fund	\$ 10,261.89
Liquor Store Fund	\$ 25,105.01
Total	<u><u>\$ 1,225,673.54</u></u>

Summary by Fund	
GENERAL FUND	\$ 77,441.85
EDA	\$ 339.50
CAPITAL IMPROVEMENTS	\$ 58,168.68
Hwy 86 Project	\$ 1,046,724.68
SEWER FUND	\$ 10,261.89
MUNICIPAL LIQUOR FUND	\$ 28,485.01
AMBULANCE FUND	\$ 4,251.93
Total	<u><u>\$ 1,225,673.54</u></u>

Department Head Report

Date: April 18, 2022

Fire Department report – Nothing to report.

Ambulance Service – For March the ambulance had 16 calls for service. 62 calls as of 3/31/2022. The ambulance director secured a donation from Operation Round for \$800. The money is to be used to help defray some of the cost with updating much needed pagers. Request to approve four pages and programming station from Radio Depot in the amount of \$1,580. Thank you to the ambulance staff for covering Chelsey and my hours while I was out on funeral leave for my father. You are a great bunch and the citizens of Lakefield and surrounding area should be honored to have you as their local ambulance crew. Ems week is May 15th thru the 21st. Respectfully, Jeremy Fricke, Ambulance Director.

Police Department – The Lakefield Police Department participated in the following meeting and gatherings: April 7th – Jackson County Child Protection meeting; April 7th - Jackson County Trail Committee meeting; April 12th – Hwy 86 Open house at City Hall, and April 14th – Windom Southwest Crisis Center open house and staff meet and greet. Squad #19 completed installation of the new in-car camera system from Getac the week of April 11th. Getac personnel will be on-site to conduct final operational set-up and Officer/User training on April 20th. Thank you to the City Council for approving the upgrade and purchase of the Getac in-car camera system. The High-definition video and audio will greatly enhance officer safety and evidence collection during patrol and traffic stops. Calls for service attached.

Liquor Store Report – Nothing to report.

Clerk – It has been a busy couple of weeks with construction meetings, EDA, Park Board, and upcoming elections. I attended a LMC Safety & Loss Control Workshop in Mankato on April 6th. It was a good opportunity to learn some things and network with other city representatives. The past week has been mostly consumed with construction meeting and construction related questions at City Hall.

Public Works Department – Street sweeping continues when conditions are right. Blading of alleys also continues when conditions are right. We were able to take delivery of the new roller and the new pick up. We cleaned many storm catch basins out and jetted multiple main lines. We had a large tree come down during the wind storm Thursday we cleaned up. We got the crack sealing rubber in so we will start sealing soon. Parks and campground should be open next week if the temps come up a bit.

Lakefield Police Department

LPD Bi-Weekly (3-31 to 4-14-2022) CFS Totals

Printed on April 14, 2022

CFS Date/Time	CFS #	Code : Description	Address	Primary
04/07/22 13:23:37	JSOCFS2022042325	911 HANG UP : 911 Hang Up	1021 NORTHRIDGE DR, LAKEFIELD, MN 56150	40, DISP
911 HANG UP : 911 Hang Up Total: 1				
04/14/22 10:38:44	JSOCFS2022042512	911-MISDIAL : 911 Mis Dial	80884 STATE HWY 86, LAKEFIELD, MN 56150	40, DISP
04/09/22 16:26:33	JSOCFS2022042368	911-MISDIAL : 911 Mis Dial	906 REID ST, LAKEFIELD, MN 56150	44
911-MISDIAL : 911 Mis Dial Total: 2				
04/07/22 09:02:01	JSOCFS2022042318	ALRM : Alarm	307 N HWY 86, LAKEFIELD, MN 56150	40
ALRM : Alarm Total: 1				
04/08/22 16:40:03	JSOCFS2022042351	ANIMAL-CALL : Animal Call	1005 Milwaukee St., LAKEFIELD, MN 56150	44
ANIMAL-CALL : Animal Call Total: 1				
04/05/22 11:49:52	JSOCFS2022042268	ASSAULT-SEX : Sexual Assault	██████████ LAKEFIELD, MN 56150	40
ASSAULT-SEX : Sexual Assault Total: 1				
04/06/22 10:00:35	JSOCFS2022042300	ASSIST-AGENCY : Assist other agency	205 4TH AVE N, LAKEFIELD, MN 56150	40
ASSIST-AGENCY : Assist other agency Total: 1				
04/05/22 12:24:29	JSOCFS2022042269	CEP REPORT : CEP Intake Report	204 4TH AVE NORTH, LAKEFIELD, MN 56150	40
CEP REPORT : CEP Intake Report Total: 1				
04/07/22 15:17:07	JSOCFS2022042329	DIRECTED PATROL : Directed Patrol	110 MILWAUKEE ST, LAKEFIELD, MN 56150	40
DIRECTED PATROL : Directed Patrol Total: 1				
04/06/22 17:37:04	JSOCFS2022042311	FOLLOW-UP : Follow-up/Report	1018 6TH AVE, Worthington, MN 56187	44
FOLLOW-UP : Follow-up/Report Total: 1				
04/08/22 08:18:46	JSOCFS2022042343	GAS-DRVOFF : Gas Drive Off	501 N HWY 86, LAKEFIELD, MN 56150	42
04/01/22 15:39:30	JSOCFS2022042156	GAS-DRVOFF : Gas Drive Off	501 S HWY 86, LAKEFIELD, MN 56150	44

CFS Date/Time	CFS #	Code : Description	Address	Primary
GAS-DRVOFF : Gas Drive Off Total: 2				
04/05/22 15:14:48	JSOCFS2022042274	INFORMATION : INFORMATION	110 MILWAUKEE ST, LAKEFIELD, MN 56150	44
04/13/22 18:00:07	JSOCFS2022042490	INFORMATION : INFORMATION	112 MILL RD WEST, LAKEFIELD, MN 56150	45
INFORMATION : INFORMATION Total: 2				
04/02/22 21:10:33	JSOCFS2022042191	MEDICAL : Ambulance Medical	█ MILWAUKEE ST, LAKEFIELD, MN 56150	43, LA1
04/02/22 00:22:34	JSOCFS2022042171	MEDICAL : Ambulance Medical	█ MILWAUKEE ST, LAKEFIELD	43, LA1
MEDICAL : Ambulance Medical Total: 2				
04/10/22 16:25:52	JSOCFS2022042406	NOISE COMPL : Noise Complaint	301 CHICAGO ST, LAKEFIELD, MN 56150	43
NOISE COMPL : Noise Complaint Total: 1				
04/13/22 14:40:59	JSOCFS2022042485	ORDINANCE VIOLATION : Ordinance Violation	304 MAIN ST, LAKEFIELD, MN 56150	40
04/03/22 23:42:58	JSOCFS2022042212	ORDINANCE VIOLATION : Ordinance Violation	401 MAIN ST, LAKEFIELD, MN 56150	42
ORDINANCE VIOLATION : Ordinance Violation Total: 2				
04/04/22 11:56:43	JSOCFS2022042230	PARK-VIOL : Parking Violation	211 SOUTH GRIFFIN ST, LAKEFIELD, MN 56150	40
PARK-VIOL : Parking Violation Total: 1				
04/08/22 13:15:29	JSOCFS2022042350	SEARCH-WARR : Seach Warrant	█ █, LAKEFIELD, MN 56150	40, 384
SEARCH-WARR : Seach Warrant Total: 1				
04/09/22 20:00:12	JSOCFS2022042376	TRAFFIC STOP : Traffic Stop	Intersection of HIGHWAY 86 and 5TH AVE, LAKEFIELD, MN 56150	44
04/09/22 19:49:39	JSOCFS2022042374	TRAFFIC STOP : Traffic Stop	Intersection of HIGHWAY 86 and 790TH ST	44
04/11/22 00:07:37	JSOCFS2022042417	TRAFFIC STOP : Traffic Stop	190 MM 66, LAKEFIELD	44
04/13/22 21:43:31	JSOCFS2022042495	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and MILL ROAD, LAKEFIELD, MN 56150	45
04/14/22 01:03:33	JSOCFS2022042498	TRAFFIC STOP : Traffic Stop	Intersection of hwy 86 and 1st ave	45

CFS Date/Time	CFS #	Code : Description	Address	Primary
04/06/22 15:53:16	JSOCFS2022042307	TRAFFIC STOP : Traffic Stop	Intersection of MILL ROAD and MILWAUKEE ST, LAKEFIELD, MN 56150	45
04/12/22 01:03:56	JSOCFS2022042454	TRAFFIC STOP : Traffic Stop	402 HIGHWAY 86, LAKEFIELD, MN 56150	45
04/13/22 21:03:27	JSOCFS2022042493	TRAFFIC STOP : Traffic Stop	Intersection of MILL ROAD and HWY 86, LAKEFIELD, MN 56150	45

TRAFFIC STOP : Traffic Stop Total: 8

Total Records: 29

All General

YTD Through 3/31/2022

	Budget 2022	YTD Budget	YTD Actual	Budget vs Actual YTD
Total Revenue	4,103,088	1,011,720	382,806	(628,915)
Total Expense	14,736,850	3,633,744	827,973	2,805,771
	(10,633,762)	(2,622,024)	(445,168)	

Revenue Category	Budget 2022	YTD Budget	YTD Actual	Budget vs Actual YTD
1 Taxes & Assessments	501,932	123,764	26,727	(97,037)
2 Gov't Aid & Grants	751,619	185,331	12,251	(173,080)
3 Charges for Services	1,389,113	342,521	308,673	(33,848)
4 Investments & Interest	72,659	17,916	33,926	16,010
5 Transfers	1,380,765	340,463	-	(340,463)
6 Misc Other	7,000	1,726	1,229	(497)

Expense Category	Budget 2022	YTD Budget	YTD Actual	Budget vs Actual YTD
1 Total Compensation	953,394	235,083	193,002	42,081
2 Admin & Consulting	246,855	60,868	82,530	(21,661)
3 Supplies & Equipment	60,650	14,955	7,448	7,507
4 Repairs & Maintenance	81,500	20,096	13,070	7,026
5 Items for Resale	471,000	116,137	107,900	8,237
6 Utilities	154,710	38,148	20,375	17,773
7 Insurance	103,731	25,578	23,045	2,533
8 Permits, Fees, Dues, Interest	80,033	19,734	63,733	(43,999)
9 Training & Travel	29,100	7,175	9,053	(1,878)
10 Vehicle Expense	33,000	8,137	7,950	187
11 CIP	12,194,932	3,006,970	244,697	2,762,273
12 Depreciation	208,600	51,436	57,170	(5,734)
13 Transfers	76,765	18,928	(5,428)	24,356
14 Misc Other	42,580	10,499	3,428	7,071

**CITY OF LAKEFIELD
RESOLUTION NO. 22-21**

**A RESOLUTION TO ELECT THE STANDARD ALLOWANCE
AVAILABLE UNDER THE REVENUE LOSS PROVISION OF THE
CORONAVIRUS LOCAL FISCAL RECOVERY FUND
ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT**

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country.

WHEREAS, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses.

WHEREAS, The Fiscal Recovery Funds provides for \$19.53 billion in payments to be made to States and territories which will distribute the funds to nonentitlement units of local government (NEUs).

WHEREAS, The ARPA requires that States and territories allocate funding to NEUs in an amount that bears the same proportion as the population of the NEU bears to the total population of all NEUs in the State or territory.

WHEREAS, \$176,490.81 has been allocated to the City of Lakefield (“City”) pursuant to the ARPA.

WHEREAS, The Coronavirus State and Local Fiscal Recovery Funds ensures that governments have the resources needed to fight the pandemic and support families and businesses struggling with its public health and economic impacts, maintain vital public services, even amid declines in revenue, and build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

WHEREAS, In May 2021, the US Department of Treasury (“Treasury”) published the Interim Final Rule describing eligible and ineligible uses of funds as well as other program provisions, sought feedback from the public on these program rules, and began to distribute funds.

WHEREAS, on January 6, 2022, Treasury issued the final rule. The final rule delivers broader flexibility and greater simplicity in the program, responsive to feedback in the comment process.

WHEREAS, the final rule offers a standard allowance for revenue loss of up to \$10 million, allowing recipients to select between a standard amount of revenue loss or complete a full revenue loss calculation.

WHEREAS, recipients that select the standard allowance may use that amount, in many cases their full award, for government services, with streamlined reporting requirements.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKEFIELD, MINNESOTA, THE CITY ELECTS THE STANDARD ALLOWANCE AVAILABLE UNDER THE REVENUE LOSS PROVISION OF THE AMERICAN RESCUE PLAN ACT IN THE AMOUNT OF \$176,490.81 TO BE USED FOR THE GENERAL PROVISION OF GOVERNMENT SERVICES.

Adopted by the City Council of Lakefield, Minnesota this 18th day of April, 2022.

Attest:

Douglas 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

RESOLUTION 22-22
CITY OF LAKEFIELD

A RESOLUTION APPOINTING ELECTION JUDGES FOR THE
MAY 24, 2022, SPECIAL PRIMARY ELECTION

WHEREAS, a Special Primary Election will be held on May 24, 2022; and

WHEREAS, Minnesota Statute 204B.21, subd.2, requires election judges for precincts in a municipality be appointed by the governing body of the municipality; and

WHEREAS, the City of Lakefield has two precincts; and

WHEREAS, the following Minnesota residents have applied to serve as election judges and meet the qualifications established by the State of Minnesota.

NOW THEREFORE BE IT RESOLVED, that the City of Lakefield Council, in accordance with State Law, hereby appoints the following persons to serve as election judges for the Special Primary Election on May 24, 2022, upon the completion of required training and approves the payment of an hourly wage of \$10.50 per hour during election judge training and time served on Election Day.

Brenda Resch	Kortney Nesseth	Leanne Oelke
Lynda Rademacher	Darrell Nissen	Shelley Pohlman
Sue Jansma	Mary Stegemann	Jan Bakalyar
Sally Almodovar	Joyce Nissen	Shelly Gustin
Loretta Palmer	Holly Rademacher	Brian Rossow
Kathleen Rademacher		

Adopted by the City Council of the City of Lakefield this 18th day of April, 2022

Attest:

Douglas 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



Building a Better World
for All of Us®

April 11, 2022

RE: City of Lakefield, Minnesota
Lakefield WWTF Improvements Project
SEH No. LAKEF 147818 10.03

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

Dear Mayor and Council Members:

SEH is submitting the attached Supplemental Letter Agreement (SLA) and corresponding Amendment to Owner-Engineer Agreement – Amendment No. 3 for additional engineering services provided and related to the Lakefield WWTF Improvement Project. The Amendment has been reviewed by the USDA State Engineer and has been approved.

This amendment is requested based on additional services performed following the original bid opening and subsequent rejecting of bids and then rebidding of the project. The original bids for the Lakefield wastewater treatment facility improvements were received on August 26, 2021. Based on review and correspondence between SEH and the USDA RD area specialist and state engineer and the City of Lakefield, it was decided to rebid the project in February and March 2022. The rebidding documents were prepared and advertised.

The agreement for design and bidding engineering services for the USDA-Rural Development Lakefield WWTF Improvements Project was approved August 6, 2018, for an amount of \$321,519. We request that the City amend the design and bidding fee to a total amount of \$351,714. The additional estimated fee for each Task is as indicated in the Task Hour Budget. Note that all fees associated with this amendment will be the responsibility of the City as per RD's approval of the Amendment.

We want to thank the City of Lakefield for consideration of this fee amendment. Please contact John or I with any comments, concerns, or questions that you may have. If this proposal is acceptable to you, please sign the attached SLA and page 2 of the Exhibit K – Amendment to Owner-Engineer Agreement and return a scanned copy.

Sincerely,

Brent J. Kavitz, PE
Client Service Manager
(Lic. MN, ND)

John M. Friel, PE
Wastewater Project Manager
(Lic. MN, WI, IL, AK, SD)

Enclosures

s:\ko\lakef\147818\1-gen\10-setup-cont\03-proposal\amendment 3\cover letter to sla and ammendment 3 scope of services letter_addl fee_04.11.2022.docx

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 April 11, 2022 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: USDA Rural Development Design and Bidding 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 additional services following and for Original bid and funding additional review and correspondence and Rebidding additional services for the USDA-Rural Development WWTF project.as described in the attached letter dated April 11, 2022 and attached Exhibit K – Agreement between Owner and Engineer Amedment No. 3 and Task Hour Budget dated March 25, 2022.

Schedule: Refer to attached letter dated April 11, 2022. Additional services completed.

Payment: The estimated fee is subject to a not-to-exceed amount of \$30,195.00 including expense and equipment. The estimated fee for each Task is as indicated in the attached Task Hour Budget dated March 15, 2022.


The payment method, basis, frequency and other special conditions are set forth in attached 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

s:\kol\lakef\147818\1-gen\10-setup-cont\03-proposal\lakefield - improvements to ex wwtf - suppl letter agreement - construction phase services 31822.docx

Short Elliott Hendrickson Inc.

City of Lakefield

By: 

Brent Kavitz

Title: Client Service Manager

By: _____

Title: _____

Exhibit A-2
to Supplemental Letter Agreement
Between City of Lakefield, Minnesota (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated April 11, 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.

document1

This is **EXHIBIT K**, consisting of **2** pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated **October 9, 2018**.

**AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 3**

The Effective Date of this Amendment is: **March 25, 2022**.

Background Data

Effective Date of Owner-Engineer Agreement: **October 9, 2018**

Owner: **City of Lakefield, MN**

Engineer: **Short Elliott Hendrickson Inc.**

Project: **Lakefield Infrastructure Improvements**

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

- Additional Services to be performed by Engineer
- Modifications of payment to Engineer

Description of Modifications:

This amendment is requested based on additional services performed following the original bid opening and subsequent rejecting of bids and then rebidding of the project. The original bids for the Lakefield wastewater treatment facility improvements were received on August 26, 2021 and were much higher than the engineering estimate and the funding secured for the project. Higher general contractor construction bids were attributed to increased labor, material, and equipment pricing along with the COVID pandemic conditions and uncertainties, and other factors affecting the overall supply chain and related pricing.

Following the original bid opening there was additional internal and external correspondence with the multiple engineering disciplines and the general contractor related to reviewing the low bid submitted to determine if the project scope could be significantly decreased to lower the cost. The scope was determined to not have non-essential significant scope items that could be removed. Holding the original bids to see if additional funding could be secured, was also reviewed, and considered. There was correspondence with all parties involved including the Lakefield City Council, City Attorney, the general contractor, Magney, and the USDA RD area specialist to consider the alternatives related to extending the award period and awarding the project or rebidding the project.

Additional funding was not anticipated to be secured in the bid award period or foreseeable extended period after the award period. During this same time, additional correspondence with the general contractor determined that the general contractor would also not hold their bid price for an extended period past the award period due to anticipated price increases from their subcontractors and suppliers for electrical material and labor and other wastewater equipment. It was then decided to reject the bids and plan on rebidding the project once indications of securing additional funding were received.

Based on correspondence between SEH and the USDA RD area specialist and state engineer and the City of Lakefield, it was decided to rebid the project in February and March 2022. The rebidding documents were prepared and advertised.

An Engineering Fee Amendment is being proposed to satisfy the requirements of USDA Rural Development for the additional bidding correspondence that resulted in rejecting the original bids and the resulting in rebidding services to rebid the project.

Please refer to the attached Task Hour Budget for a breakdown of the proposed fee amendment.

Agreement Summary:

Original agreement amount:	\$ 2,196,017
Net change for prior amendments:	\$ 95,230
This amendment amount:	\$ 30,195
Adjusted agreement amount:	\$ 2,321,442

Change in time for services (days or date, as applicable): **210**

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER: City of Lakefield, MN

ENGINEER: Short Elliott Hendrickson Inc. (SEH)

By: _____
Print
name: _____

By: 
Print
name: Brent Kavitz

Title: _____

Title: Client Service Manager

Date Signed: _____

Date Signed: March 25, 2022

DETAILED TASK HOUR BUDGET / COST ANALYSIS



Project : Lakefield Wastewater Treatment Facility Improvements Project
 Location: Lakefield, Minnesota
 Date: Friday, March 25, 2022

	Labor										TOTALS
	Friel Sr. Engr PE	McCarty Design Engr PE	Kavitz CSM PE	Brinkman Admin Tech	Structural Sr. Engr PE	Architectural Designer	Electrical Sr. Engr PE	Civil Design Engr PE	Mech Sr. Engr PE	Loven Lead Tech	
Task 4.1 - Original bid and funding additional review and correspondence:											
<i>Correspondence with General Contractor regarding Bid Pricing and extending award period</i>	4.0	4.0									8.0
<i>Internal multi-discipline review related to scope and construction cost reduction alternatives and considerations. Correspondence with equipment representatives regarding material pricing and market conditions.</i>	8.0	8.0			1.0	3.0	3.0		2.0		25.0
<i>Correspondence with USDA RD regarding additional funding and considerations related to extended award date. Correspondence with City and City Attorney regarding extended bid period</i>	6.0	6.0	1.0								13.0
SUBTOTAL HOURS	18.0	18.0	1.0	0.0	1.0	3.0	3.0	0.0	2.0	0.0	46.0
TOTAL TASK FEE	\$ 7,775.00										

	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	Kavitz CSM PE	Brinkman Admin Tech	
Task 4.2 - Rebidding:											
<i>Prepare rebid documents</i>	8.0	14.0	18.0	2.0	4.0	8.0	1.0	3.0	3.0	8.0	69.0
<i>Prebid meeting, agenda, minutes, attendance</i>	10.0	8.0								1.0	19.0
<i>Respond to contractor, supplier, subcontractor questions and requests</i>	6.0	12.0		1.0	2.0	4.0		2.0			27.0
<i>Prepare addendum</i>	2.0	4.0								1.0	7.0
<i>Correspondence with Lakefield, USAD RD</i>	6.0	10.0									16.0
SUBTOTAL HOURS	32.0	48.0	18.0	3.0	6.0	12.0	1.0	5.0	3.0	10.0	138.0
TOTAL TASK FEE	\$ 22,420.00										

SUMMARY OF PROPOSED FEES

	Task Fee	LS Task Fee	Hourly Task Fee	
<i>Task 4.1 - Original bid and funding additional review and correspondence</i>	\$ 7,775.00	\$ 7,775.00		Current Proposal
<i>Task 4.2 - Rebidding:</i>	\$ 22,420.00	\$ 22,420.00		Current Proposal
TOTAL:	\$ 30,195.00	\$ 30,195.00	\$ -	

ESTIMATE
LAKEFIELD LUMBER
 (YOUR BUILDING HEADQUARTERS)

Name Lakefield City Bathroom roof Date 4-13 2022
 Address West City Park Terms Prices may change at any time
 Location _____
 Project _____ Size Steel _____ Accepted _____
 Memorandum Remove old shingles _____
 Clerical Errors Are Subject To Correction Material Estimate only

Item	Date Delivered	Quantity	Description	Multiplier	Price	Amount
1						
2		1	Rolls Also use water	1	74.25	74.25
3		1/2	roll Synthetic felt	1/2	86.10	43.05
4		24	pc 1/4" x 12" #3	24	7.29	174.96
5		3	# 9 x 2 1/2 screws GRK	3	10.40	31.20
6		5	pc 10' brown gutter apron	5	15.56	77.80
7		16	pc bottom filler strip	16	1.91	30.56
8		16	pc 38" x 9" 8" brown Drip Edge	16	5.35	82.57
9		5	pc 10' vermic vent	5	21.76	108.80
10		4	pc 3 1/2" x 3 1/2" x 10' 6" rake	4	26.15	104.60
11		3	pc 14" x 10' 6" brown ridge	3	34.19	102.57
12		2	bag 1 1/2" screw	2	25.95	51.90
13		1	bag 2" screw	1	30.55	30.55
14		1	FL3 flosher	1	29.60	29.60
15			misc		100.00	100.00
16						
17						1787.08
18			if tax applies	tax		122.86
19						\$ 1909.94
20						
21						
22						
23						
24						
25						
26						
27						

if you don't
 remove shingles
 you can eliminate

Steel

Remove

Quotation



Quote # #D2212

Quote Date 04/11/2022

Shipping Flat Rate Ground

of items 5

Email lakee911@lakefieldmn.com

Customer Lakefield Ambulance
Lakefield Ambulance
, MN 56150
Phone:

Shipping To Lakefield Ambulance
Lakefield Ambulance
, MN 56150

Equipment	Quantity	Unit Price	Line Total
Motorola Minitor VI Pager - VHF (143-174 MHz) / 1 Channel / No UL Rating	× 4	\$365.00	\$1,460.00
Motorola RLN6527 Minitor VI Programming Cradle	× 1	\$85.00	\$85.00
Equipment Total			\$1,545.00
Shipping Cost			\$35.00
Quote Total			\$1,580.00

Thank you for your consideration! Please reach out with any questions or concerns.

Quote valid for 30 days. Terms - prepaid unless otherwise discussed

Phone (888) 733-7681

Email sales@radiodepot.com

Website www.radiodepot.com

Address 61 Industrial Park Drive, Suite 3, Hendersonville, TN 37075



Agenda Item #7

Memo

To: Lakefield City Council
From: Park, Aquatic Center, and Recreation Board
Date: 4/18/2022
Re: Aquatic Center Manager

Description: The Park, Aquatic Center, and Recreation (Park) Board would like to recommend to the Council that Holly Rademacher be appointed the Aquatic Center (Pool) manager for the 2022 season if there are no other qualified applicants. This request also comes with the request that Holly be allowed to flex her hours at City Hall to allow her to manage the pool without the need for overtime.

Benefits of the Proposal: The benefits of the proposal include the following:

1. Experience with running the pool
2. Leadership that can help develop the future managers of the pool
3. Ability to train concession employees how to give proper change
4. Ability to ensure we have adequate supplies of concessions to increase revenue
5. Ability to delegate cleaning tasks to pool staff resulting in reduced Public Works staff maintenance time
6. Adult leadership that can keep order when behavioral intervention is needed

Cost: Allowing Holly to flex hours should prevent additional expense. Cost of a manager wage would be saved, which would offset any overtime needed.

Brian Rossow, Lakefield City Clerk

From: Kelly Schnittger <kellyschnittger@gmail.com>
Sent: Wednesday, April 6, 2022 5:50 AM
To: Brian Rossow, Lakefield City Clerk; Bruce Bakalyar; dlbusch5368@gmail.com; finance@lakefieldmn.com; Heather Hussong; Jesse Ackermann; Josh Swanson; Kortney Nesseth
Subject: Kelly Schnittger - EDA Appointment

Good morning! 😊

I would like to thank everyone for the appointment to be seated at the EDA table.

After serious thought and consideration, I do not see this seat as a good fit for me at this time. Therefore, I will not be accepting further appointment to the Lakefield EDA.

Please accept this email as my resignation.

Kelly Schnittger
Small Business Owner
229 3rd Ave N
Lakefield, Minnesota 56150



507.662.4848
gigidesignco.com



April 18, 2022

TO: Honorable Mayor and City Council Members
FROM: Roger D. Pohlman, Chief of Police
RE: Approval of Police Department Policies

Agenda Item: Approval of Lakefield Police Department MN POST mandated Policies

Discussion: The Minnesota Peace Officer Standards and Training (POST) Board mandate that law enforcement agencies have 17 mandated policies, in which POST provides minimum wording for the policies as provided in “Model Policies”. Lakefield City Council previously approved four updated policies in 2021, nine mandated policies at the April 4, 2022 meeting, four mandated policies are not applicable to Lakefield (as we do not have license plate readers, body worn cameras, drones, or part-time officers). Attached are the final two policies that are mandated by the POST Board for approval:

1. #400 Biased Based Policing Policy
2. #600 Sexual Assault Investigations Policy

Minnesota POST Board has notified the Lakefield Police Department that they will conduct a audit of the Lakefield Police Department on May 11th, 2022 to ensure compliance with State requirements.

The Police Advisory Board met on March 29, 2022 regarding the above listed policies, which were listed on the Advisory Boards agenda and briefed at the March 29th meeting, however Policy 400 & 600 were missed in the packet. The Advisory Board has since received Policy 400 & 600 and were asked if any concerns to request a meeting to be scheduled for further discussion. Initial approval of the Policies to be forwarded to the City Council for approval consideration on April 4th, 2022 and the final two presented on the April 18th agenda.


Funding: N/A.

Attachments: LPD Policy 400 and 600.

Options: Approve policies as presented.
Approve the LPD as edited.
Do not approve the Policy.

Recommendation: Approve the LPD Policies as presented.

Lakefield Police Department Policy

	SUBJECT: Bias-Based Policing	POLICY NUMBER 400
		EFFECTIVE DATE
	Reference(s): M.S. 626.8471, subd 4	APPROVED BY: Lakefield City Council
		ENACTED DATE: October 2015

I. POLICY

It is the policy of the Lakefield Police Department to reaffirm our commitment to impartial policing and to reinforce procedures that serve to assure the public we are providing service and enforcing laws in a fair and equitable manner to all.

II. DEFINITION

Racial profiling has the meaning given to it in Minn. Stat. 626.8471, Subd. 2. which states: "Racial profiling" means any action initiated by law enforcement that relies upon the race, ethnicity, or national origin of an individual rather than:

- (1) the behavior of that individual; or
- (2) information that leads law enforcement to a particular individual who has been identified as being engaged in or having been engaged in criminal activity.

Racial profiling includes use of racial or ethnic stereotypes as factors in selecting whom to stop and search. Racial profiling does not include law enforcement's use of race or ethnicity to determine whether a person matches a specific description of a particular subject.

III. PROCEDURES

A. Policing impartially, not racial profiling, is standard procedure for this agency meaning:


1. investigative detentions, pedestrian and vehicle stops, arrests, searches and property seizures by peace officers will be based on a standard of reasonable suspicion or probable cause in accordance with the Fourth Amendment of the United States Constitution and peace officers must be able to articulate specific facts, circumstances and conclusions that support reasonable suspicion or probable cause for investigative detentions, pedestrian and vehicle stops, arrests, nonconsensual searches and property seizures;
2. except as provided in paragraph 3., peace officers shall not consider race, ethnicity, national origin, gender, sexual orientation and religion in establishing either reasonable suspicion or probable cause; and
3. peace officers may take into account the descriptors in paragraph 2. based on information that links specific, suspected, unlawful or suspicious activity to a particular

individual or group of individuals and this information may be used in the same manner officers use specific information regarding age, height, weight, etc. about specific suspects.

- B. In an effort to prevent the perception of biased law enforcement peace officers shall:
1. be respectful and professional;
 2. introduce or identify themselves to the citizen and state the reason for the contact as soon as practical unless providing this information will compromise officer or public safety;
 3. ensure the detention is no longer than necessary to take appropriate action for the known or suspected offense;
 4. attempt to answer any relevant questions the citizen may have regarding the citizen/officer contact including relevant referrals to other agencies when appropriate;
 5. provide their name and badge number when requested, preferably in writing or on a business card; and
 6. explain and/or apologize if it is determined the reasonable suspicion was unfounded (e.g. after an investigatory stop).
- C. Supervisors shall ensure all personnel in their command are familiar with the content of this policy and are in compliance.

PB Rev 10/2015

Lakefield Police Department Policy

	SUBJECT:		POLICY NUMBER
	Sexual Assault Investigation Policy		600
			EFFECTIVE DATE
	Reference(s): MN POST Rev 3/3/2021	APPROVED BY: Lakefield City Council	ENACTED DATE: 1-24-2019

I. PURPOSE

The purpose of this policy is to provide officers with guidelines for responding to reports of sexual assault. This agency will strive:

- a) To afford maximum protection and support to victims of sexual assault or abuse through a coordinated program of law enforcement and available victim services with an emphasis on a victim centered approach;
- b) To reaffirm peace officers' authority and responsibility to conducting thorough preliminary and follow up investigations and to make arrest decisions in accordance with established probable cause standards;
- c) To increase the opportunity for prosecution and victim services.

II. POLICY

It is the policy of the Lakefield Police Department to recognize sexual assault as a serious problem in society and to protect victims of sexual assault by ensuring its peace officers understand the laws governing this area. Sexual assault crimes are under-reported to law enforcement and the goal of this policy is in part to improve victim experience in reporting so that more people are encouraged to report.

All employees should take a professional, victim-centered approach to sexual assaults, protectively investigate these crimes, and coordinate with prosecution in a manner that helps restore the victim’s dignity and autonomy. While doing so, it shall be this agency’s goal to decrease the victim’s distress, increase the victim’s understanding of the criminal justice system and process, and promote public safety.

Peace officers will utilize this policy in response to sexual assault reported to this agency. This agency will aggressively enforce the laws without bias and prejudice based on race, marital status, sexual orientation, economic status, age, disability, gender, religion, creed, or national origin.

III. DEFINITIONS

For purpose of this policy, the words and phrases in this section have the following meaning given to them, unless another intention clearly appears.

- A. Consent:** As defined by Minn. Stat. 609.341, which states:
- (1) Words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and the complainant or that the complainant failed to resist a particular sexual act.
 - (2) A person who is mentally incapacitated or physically helpless as defined by Minnesota Statute 609.341 cannot consent to a sexual act.
 - (3) Corroboration of the victim's testimony is not required to show lack of consent.
- B. Child or Minor:** a person under the age of 18.
- C. Medical Forensic Examiner:** The health care provider conducting a sexual assault medical forensic examination.
- D. Sexual Assault:** A person who engages in sexual contact or penetration with another person in a criminal manner as identified in MN Statute 609.342 to 609.3451.
- E. Family and Household Member:** As defined in Minn. Stat. 518.B.01 Subd.2.b. to include:
- (1) spouses or former spouses;
 - (2) parents and children;
 - (3) persons related by blood;
 - (4) persons who are presently residing together or who have resided together in the past;
 - (5) persons who have a child in common regardless of whether they have been married or have lived together at any time;
 - (6) a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time; and
 - (7) persons involved in a significant romantic or sexual relationship
- F. Sexual Assault Medical Forensic Examination:** An examination of a sexual assault patient by a health care provider, ideally one who has specialized education and clinical experience in the collection of forensic evidence and treatment of these patients.
- G. Victim Advocate:** A Sexual Assault Counselor defined by Minn. Stat. 595.02, subd. 1(k) and/or Domestic Abuse Advocate as defined by Minn. Stat. 595.02, subd. 1(1) who provide confidential advocacy services to victims of sexual assault and domestic abuse. Victim advocates as defined provide coverage in all counties in Minnesota. Minnesota Office of Justice Programs (MN OJP) can assist departments in locating their local victim advocacy agency for the purposes outlined in this policy.
- H. Victim Centered:** A victim-centered approach prioritizes the safety, privacy and well-being of the victim and aims to create a supportive environment in which the victim's rights are respected and in which they are treated with dignity and respect. This approach acknowledges and respects a victims' input into the criminal justice response and recognizes victims are not responsible for the crimes committed against them.

- I. **Vulnerable Adult:** any person 18 years of age or older who:
- (1) is a resident inpatient of a facility as defined in Minn. Stat. 626.5572. Subd. 6;
 - (2) receives services at or from a facility required to be licensed to serve adults under sections [245A.01](#) to [245A.15](#), except that a person receiving outpatient services for treatment of chemical dependency or mental illness, or one who is committed as a sexual psychopathic personality or as a sexually dangerous person under chapter 253B, is not considered a vulnerable adult unless the person meets the requirements of clause (4);
 - (3) receives services from a home care provider required to be licensed under sections [144A.43](#) to [144A.482](#); or from a person or organization that exclusively offers, provides, or arranges for personal care assistance services under the medical assistance program as authorized under sections [256B.0625](#), [subdivision 19a](#), [256B.0651](#) to [256B.0654](#), and [256B.0659](#); or
 - (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction:
 - (i) that impairs the individual's ability to provide adequately for the individual's own care without assistance, including the provision of food, shelter, clothing, health care, or supervision; and
 - (ii) because of the dysfunction or infirmity and the need for assistance, the individual has an impaired ability to protect the individual from maltreatment.

IV. PROCEDURES

A. Communications Personnel Response/Additional Actions by Responding Officers

Communications personnel and/or law enforcement officers should inform the victim of ways to ensure critical evidence is not lost, to include the following:

- 1) Suggest that the victim not bathe, or clean him or herself if the assault took place recently.
- 2) Recommend that if a victim needs to relieve themselves, they should collect urine in a clean jar for testing, and should avoid wiping after urination.
- 3) Asking the victim to collect any clothing worn during or after the assault and if possible, place in a paper bag, instructing the victim not to wash the clothing and enter into evidence per the Evidence and Property Manual.
- 4) Reassure the victim that other evidence may still be identified and recovered even if they have bathed or made other physical changes.

B. Initial Officer Response

When responding to a scene involving a sexual assault, officers shall follow standard incident response procedures. In addition, when interacting with victims, officers shall do the following:

- 1) Recognize that the victim experienced a traumatic incident and may not be willing or able to immediately assist with the criminal investigation.
- 2) The officer shall attempt to determine the location/jurisdiction where the assault took place.
- 3) Explain the reporting process including the roles of the first responder, investigator, and anyone else with whom the victim will likely interact during the

course of the investigation.

- 4) Officers are encouraged to connect the victim with local victim advocates as soon as possible. Inform the victim that there are confidential victim advocates available to address any needs they might have and to support them through the criminal justice system process. Provide the victim with contact information for the local victim advocate. Upon victim request the officer can offer to contact local victim advocate on behalf of the victim.
- 5) Ask about and document signs and symptoms of injury, to include strangulation. Officers shall attempt to obtain a signed medical release from the victim.
- 6) Ensure that the victim knows they can go to a designated facility for a forensic medical exam. Offer to arrange for transportation for the victim.
- 7) Identify and attempt to interview potential witnesses to the sexual assault and/or anyone the victim told about the sexual assault.
- 8) Request preferred contact information for the victim for follow-up.

C. Victim Interviews

This agency recognizes that victims of sexual assault due to their age or physical, mental or emotional distress, are better served by utilizing trauma informed interviewing techniques and strategies. Such interview techniques and strategies eliminate the duplication of interviews and use a question and answer interviewing format with questioning nondirective as possible to elicit spontaneous responses.

In recognizing the need for non-traditional interviewing techniques for sexual assault victims, officers should consider the following:

- Offer to have a confidential victim advocate present (if possible) if the victim would benefit from additional support during the process
- Whenever possible, conduct victim interviews in person
- Make an effort to conduct the interview in a welcoming environment
- The Interview should be recorded with both audio and video if at all possible
- Let the victim share the details at their own pace
- Recognize victims of trauma may have difficulty remembering incidents in a linear fashion and may remember details in days and weeks following the assault
- After the initial interview, consider reaching out to the victim within a few days, after at least one sleep cycle to ask if they remember any additional details.
- Depending on the victim, additional interviews might be needed to gather additional information. Offer support from a victim advocate to the victim to help facilitate engagement with the investigative process and healing.
- Some victims do remember details vividly and might want to be interviewed immediately; efforts shall be made to accommodate such a request.
- During initial and subsequent victim interviews, officers should note the following information as victims share it, recognizing that a victim may not be able to recall all the details of the assault during a particular interview.
 - 1) Whether the suspect was known to the victim

- 2) How long the victim knew the suspect
- 3) The circumstances of their meeting and if there is any indication of the use of drugs or alcohol to facilitate the sexual assault
- 4) The extent of their previous or current relationship
- 5) Any behavioral changes that led the situation from one based on consent to one of submission, coercion, fear, or force
- 6) Specific actions, statements, and/or thoughts of both victim and suspect immediately prior, during, and after assault
- 7) Relevant communication through social media, email, text messages, or any other forms of communication

D. Special Considerations—Minors and Vulnerable Adults/Domestic Abuse Victims

1. Minors and Vulnerable Adults

This agency recognizes that certain victims, due to their age or a physical, mental, or emotional distress, are better served by utilizing interview techniques and strategies that eliminate the duplication of interviews and use a question and answer interviewing format with questioning as nondirective as possible to elicit spontaneous responses. Members of this agency will be alert for victims who would be best served by the use of these specialized interview techniques. Officers, in making this determination, should consider the victim's age, level of maturity, communication skills, intellectual capacity, emotional state, and any other observable factors that would indicate specialized interview techniques would be appropriate for a particular victim. When an officer determines that a victim requires the use of these specialized interview techniques, the officer should follow the guidance below.

- a. Officers responding to reports of sexual assaults involving these sensitive population groups shall limit their actions to the following:
 - (1) Ensuring the safety of the victim;
 - (2) Ensuring the scene is safe;
 - (3) Safeguarding evidence where appropriate;
 - (4) Collecting any information necessary to identify the suspect; and
 - (5) Addressing the immediate medical needs of individuals at the scene
- b. Initial responding officers should not attempt to interview the victim in these situations, but should instead attempt to obtain basic information and facts about the situation, including the jurisdiction where the incident occurred and that a crime most likely occurred. Officers should seek to obtain this information from parents, caregivers, the reporting party, or other adult witnesses, unless those individuals are believed to be the perpetrators.
- c. Officers responding to victims with special considerations must comply with the mandated reporting requirements of Minnesota Statute 626.556 and 626.557, as applicable. Officers investigating cases involving victims with special considerations should coordinate these investigations with the appropriate local human services agency where required. Any victim or witness interviews conducted with individuals having special considerations must be audio and video recorded whenever possible. All other interviews must be audio recorded whenever possible.

Not all sexual assaults of minor victims require a mandatory report to social services. This policy recognizes that in certain cases, notifying and/or the involvement of a parent/guardian can cause harm to the minor and/or impede the investigation. Officers responding to the sexual assault of a minor victim that does not trigger a mandated report under Minn. Stat. 626.556 should assess for the impact on the victim and the investigation if parents/guardians were notified before making a decision to involve them.

- d. Officers should obtain necessary contact information for the victim's caregiver, guardian or parents and where the victim may be located at a later time. Officers should advise the victim and/or any accompanying adult(s), guardians or caregivers that an investigating officer will follow up with information on a forensic interview.
- e. The officer should advise the victim's caregiver, guardian or parent that if the victim starts to talk about the incident they should listen to them but not question them as this may influence any future statements.

2. Victims of Domestic Abuse

Officers responding to a report of sexual assault committed against a family and household member must also follow the requirements and guidelines in this agency's domestic abuse policy and protocol, in addition to the guidelines in this policy.

E. Protecting Victim Rights

- 1) Confidentiality: Officers should explain to victims the limitations of confidentiality in a criminal investigation and that the victim's identifying information is not accessible to the public, as specified in Minn. Stat. section 13.82, subd. 17(b)
- 2) Crime Victim Rights: Officers must provide the following information to the victim:
 - a. Crime victim rights and resource information required to be provided to all victims as specified by Minn. Stat. section 611A.02, subd. 2(b)
 - b. If the suspect is a family or household member to the victim, crime victim rights and resource information required to be provided to domestic abuse victims, as specified by Minn. Stat. section 629.341, subd. 3.
 - c. The victim's right to be informed of the status of a sexual assault examination kit upon request as provided for under Minn. Stat. section 611A.27, subd. 1.
 - d. Pursuant to Minn. Stat. 611A.26, subd. 1, no law enforcement agency or prosecutor shall require that a complainant of a criminal sexual conduct or sex trafficking offense submit to a polygraph examination as part of or a condition to proceeding with the investigation, charging or prosecution of such offense.
- 3) Other information: Officers should provide to the victim the ICR number, and contact information for the reporting officer and/or investigator or person handling the follow up.
- 4) Language access: All officers shall follow agency policy regarding limited English proficiency.

F. Evidence Collection

- 1) Considerations for Evidence Collection
Officers shall follow this agency's policy on crime scene response. In addition, officers may do the following:

- a. Collect evidence regarding the environment in which the assault took place, including indications of isolation and soundproofing. The agency should consider utilizing their agency or county crime lab in obtaining or processing the scene where the assault took place. This should be in accordance to any/all other policies and procedures relating to evidence collections.
- b. Document any evidence of threats or any communications made by the suspect, or made on behalf of the suspect, to include those made to individuals other than the victim.
- c. In situations where it is suspected that drugs or alcohol may have facilitated the assault, officers should assess the scene for evidence such as drinking glasses, alcohol bottles or cans, or other related items.
- d. If the victim has declined or a medical forensic exam will not be conducted, the officer should obtain victim consent and attempt to take photographs of visible physical injuries, including any healing or old injuries. Victim should be given directions about how to document any bruising or injury that becomes evidence later after these photographs are taken.

G. Sexual Assault Medical Forensic Examinations

- 1) Prior to the sexual assault medical forensic examination the investigating officer should do the following:
 - a. Ensure the victim understands the purpose of the sexual assault medical forensic exam and its importance to both their general health and wellness and to the investigation. Offer assurance to the victim that they will not incur any out-of-pocket expenses for forensic medical exams and provide information about evidence collection, storage and preservation in sexual assault cases.
 - b. Provide the victim with general information about the procedure, and encourage them to seek further detail and guidance from the forensic examiner, health care professional, or a victim advocate. Officers and investigators cannot deny a victim the opportunity to have an exam.
 - c. Officers should be aware and if necessary, relay to victims who do not want to undergo an exam that there might be additional treatments or medications they are entitled to even if they do not want to have an exam done or have evidence collected. Victims can seek that information from a health care provider or a victim advocate. If possible, transport or arrange transportation for the victim to the designated medical facility.
 - d. Ask the victim for a signed release for access to medical records from the exam.
- 2) Officers should not be present during any part of the exam, including during the medical history.
- 3) Following the exam, evidence collected during the exam shall be handled according to the requirements of agency policy and Minnesota Statute 299C.106.

H. Contacting and Interviewing Suspects

Prior to contacting the suspect, officers should consider the following:

- 1) Conduct a background and criminal history check specifically looking for accusations, criminal charges, and convictions for interconnected crimes, especially crimes involving violence.
- 2) Consider conducting a pretext or confrontational call or messaging depending on jurisdictional statutes. Involvement of a victim should be based on strong consideration of the victim's emotional and physical state. A victim advocate should be present whenever possible to offer support.
- 3) When possible, an attempt would be made to interview the suspect in person.
- 4) In situations where suspects do not deny that a sexual act occurred, but rather assert that it was with the consent of the victim, officers should do the following:
 - a. Collect evidence of past communication, including but not limited to all relevant interaction (including social media) between the suspect and victim.
 - b. Identify events that transpired prior to, during, and after the assault in an effort to locate additional witnesses and physical locations that might lead to additional evidence.
- 5) For sexual assaults involving strangers, officers should focus investigative efforts on the collection of video, DNA, and other trace evidence used for analysis to identify the perpetrator (handle evidence collection per agency policy).

I. Forensic Examination and/or the Collection of Evidence from the Suspect

Note: A suspect's forensic examination and/or the collection of evidence from a suspect may be done by an investigating officer/investigator, Forensic Medical Examiner, or crime lab personnel.

- 1) Prior to or immediately after the preliminary suspect interview, photograph any injuries.
- 2) Determine whether a sexual assault medical forensic examination should be conducted.
- 3) Ask for the suspect's consent to collect evidence from their body and clothing. However, officers/investigators should consider obtaining a search warrant, with specific details about what evidence will be collected, and should be prepared in advance to eliminate the opportunity for the suspect to destroy or alter evidence if consent is denied.
- 4) During the suspect's sexual assault medical forensic examination, the investigator, evidence technician, or forensic examiner should do the following:
 - a. Strongly consider penile swabbing, pubic hair combings, and collection of other potential DNA evidence;
 - b. Collect biological and trace evidence from the suspect's body;
 - c. Document information about the suspect's clothing, appearance, scars, tattoos, piercings, and other identifiable marks;
 - d. Seize all clothing worn by the suspect during the assault, particularly any clothing touching the genital area;
 - e. Document the suspect's relevant medical condition and injuries.

J. Role of the Supervisor

Supervisors may do the following:

- 1) Assist officers investigating incidents of sexual assault when possible or if requested by an officer.
- 2) Provide guidance and direction as needed.
- 3) Review sexual assault reports to ensure that necessary steps were taken during initial response and investigations.

K. Case Review/Case Summary

A supervisor should ensure cases are reviewed on an on-going basis. The review process should include an analysis of:

- 1) Case dispositions
- 2) Decisions to collect evidence
- 3) Submissions of evidence for lab testing
- 4) Interviewing decisions

DRAFT

Date: April 6, 2022

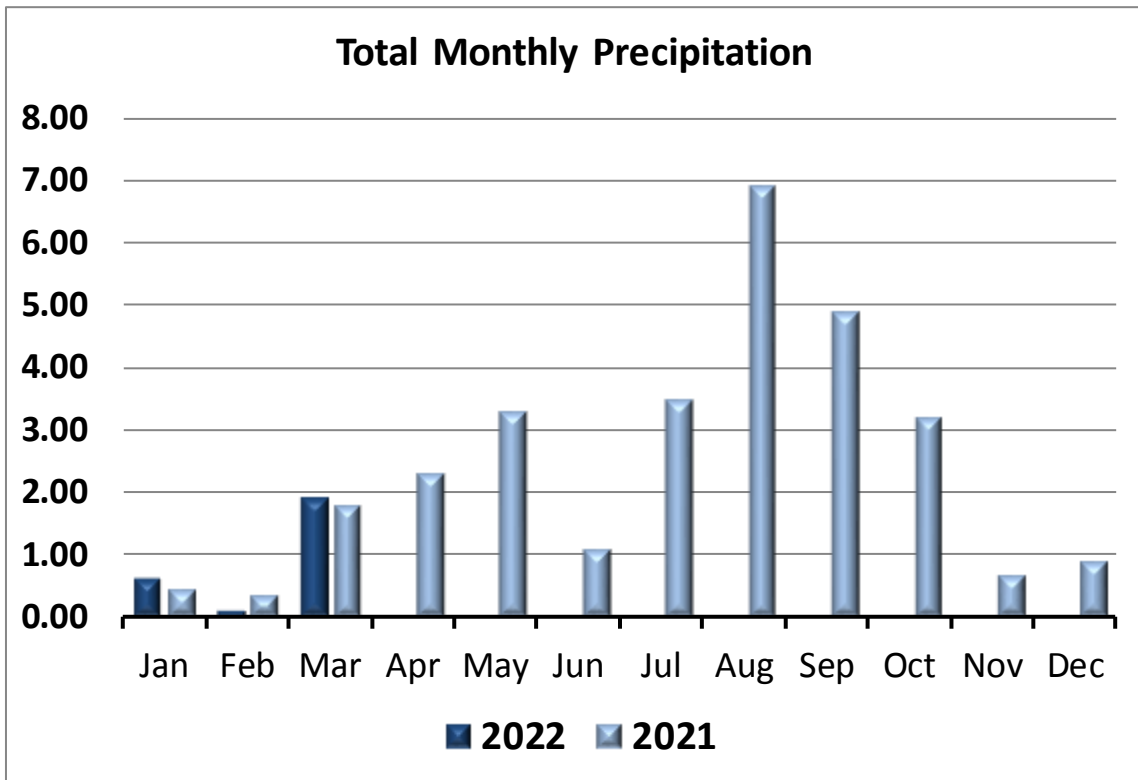
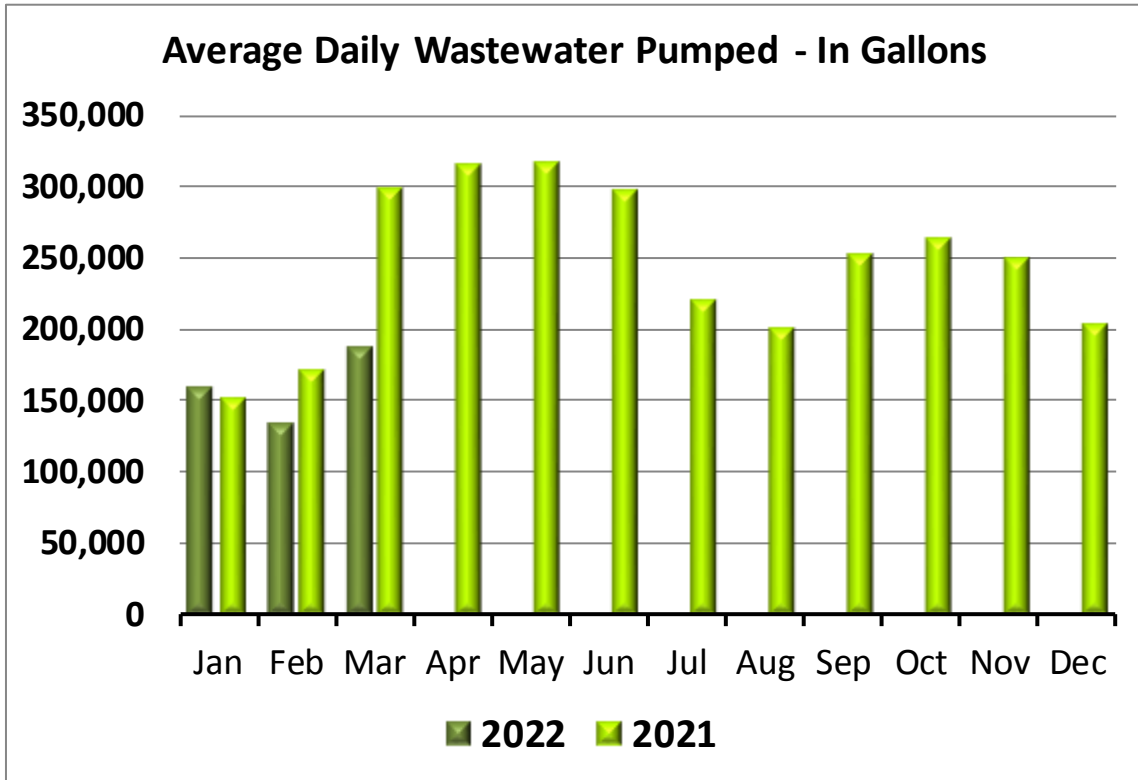
To: City of Lakefield

From: Jason Rossow, Operator

O & M Report: March 2022

Wastewater Operation & Maintenance

- Attended Rural water school in St. Cloud, MN in the month of March.
- Completed the Monthly Discharge Report and submitted to the Minnesota Pollution Control Agency.
- Collected all the wastewater samples required by the NPDES permit.
- Sampled quarterly nitrogen samples in the month of March.
- Attended bid opening on the Wastewater Plant. Rice Lake Construction had the lower bid.
- Rebuilt effluent sample stick and fecal coliform holder.
- Cleaned rotary drum thickener and inspected all water nozzles.
- Pumped fifty gallons of diesel fuel in generator fuel tank.
- Installed bio-solids pump in storage tank. Bio-solids will be land applied in the month of April.
- Installed foam sheets on top of chlorine contact tank and installed foot valve for chlorine and sulfur dioxide injectors.
- Attended meeting with R & R Construction and engineers on portable generator vendor.
- Sampled bio-solids and sent to UC Labs. Replaced stainless steel bolts on ferric chloride drip system.
- Locates as needed. Checked lift stations twice a week. Remove snow as needed.
- Started up chlorine and sulfur dioxide feed system the last week of March.
- Flushed some sanitary sewers around town. Cleaned lift stations with jet truck and cleaned all floats.
- Thicken sludge and transferred twice a week.



		March-22	February-22	March-21
Wastewater				
CBOD				
CBOD Influent	mg/L	106.0	135.0	74.0
CBOD Effluent	mg/L	1.4	1.2	0.7
CBOD Effluent Permit Limit	mg/L	25	25	25
CBOD % Removal	%	99.0%	99.0%	99.0%
CBOD % Removal Permit Limit	%	85%	85%	85%
CBOD Effluent Loading	kg/day	1.00	0.59	0.66
CBOD Effluent Loading Permit Limit	kg/day	55	55	55
TSS				
TSS Influent	mg/L	217.0	208.0	154.0
TSS Effluent	mg/L	3.0	5.0	2.0
TSS Effluent Permit Limit	mg/L	30	30	30
TSS % Removal	%	99.0%	98.0%	99.0%
TSS % Removal Permit Limit	%	85%	85%	85%
TSS Effluent Loading	kg/day	2.20	2.70	2.20
TSS Effluent Loading Permit Limit	kg/day	66	66	66
Phosphorus				
Phos Influent	mg/L	3.40	3.80	2.60
Phos Effluent	mg/L	0.40	0.40	0.20
Phos Effluent Permit Limit	mg/L	1 mg/l	1 mg/l	1 mg/l
Phos Effluent Loading	kg/day	0.25	0.21	0.23
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	188,000	135,000	300,000
Maximum Daily	gallons	255,000	186,000	408,000
Total Monthly	gallons	5,826,000	3,791,000	9,286,000
Precipitation Monthly Total	Inches	1.90	0.10	1.80

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
3/2/2022	Eye Wash Station	5002 Lakefield, MN		Monthly PM	Flush and make sure it is operable along with shower.
3/2/2022	Gas Detector	5002 Lakefield, MN		Monthly PM	Start and calibrate.
3/2/2022	FIRE EXTINGUISHERS	5002 Lakefield, MN		Inspection	Check all extinguishers in plant and truck.
3/3/2022	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.
3/3/2022	Odor Control Unit	5002 Lakefield, MN		Monthly PM	Grease bearings on blowers.
3/4/2022	Generator - Kohler	5002 Lakefield, MN		Monthly PM	Run and check unit.
3/7/2022	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.
3/7/2022	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.

3/10/2022	Mixer- Submersible	5002 Lakefield, MN		Service Equipment	Change oil and grease.
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