



**CITY COUNCIL AGENDA
January 22, 2024 ~ 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

APPROVAL OF AGENDA/CHANGES

APPROVAL OF MINUTES – January 8, 2024

APPROVAL OF FINANCIAL REPORT

DEPARTMENT REPORTS

SCHEDULED/UNSCHEDULED GUESTS (limit 5 minutes each)

AGENDA ITEMS:

1. **Consider Third Avenue West Street Department Map**
2. **Consider Resolution 24-09, Adoption of the Jackson County All-Hazard Mitigation Plan**
3. **Consider Letter of Engagement for Single Audit with Conway, Deuth, & Schmiesing, PLLP**
4. **Consider Pay App #15 from Rice Lake Construction**
5. **Consider MRWA Disbursement Requests**
6. **Consider Quotes for Side by Side for Street Department**
7. **Consider Resolution 24-10, Accepting Donation from Immanuel LWML to Lakefield Ambulance**
8. **Consider Payment Agroecopower LLC Invoice for Fire Department**

OLD BUSINESS

INFORMATIONAL ITEMS

1. **Other Board and Committee Reports**
 - a. **PeopleService Report**
 - b. **EDA Update –**
 - i. Next meeting February 9th at 12:00 pm
 - c. **LPU Update**
 - i. Next meeting on February 19th at 4:00 pm
 - d. **Park Update –**
 - i. Next meeting on February 26th at 4:30 pm
 - e. **Planning & Zoning Update -**
 - i. Next Meeting on February ___ at 4:30 pm

ANNOUNCEMENTS

1. **Next Council Meeting, Monday, February 5, 2024, at 7:00 p.m. in City Hall**

ADJOURN



CITY COUNCIL MINUTES January 8, 2024, ~ 7:00 PM

Council Present: Stephen A. Condon, Andrea Monson, Heather Hussong Reasoner, Nathan Hall, and Brent Pavelko.

Council Absent: None

Others Present: Stacy J. Anderson – City Clerk, Lance Frerichs – Street Foreman, Roger Pohlman – Police Chief, and Carol Schulz.

CALL THE MEETING TO ORDER – The meeting was called to order at 7:00 pm by Mayor Stephen A. Condon.

PLEDGE OF ALLEGIANCE

AGENDA CHANGES/APPROVE AGENDA- A motion to approve the agenda as presented made by **Hussong Reasoner/Monson**. All in favor. Motion carried.

APPROVAL OF MINUTES- A motion to approve minutes from December 18, 2023, as presented, made by **Hall/Pavelko**. All in favor. Motion carried.

APPROVAL OF FINANCIAL REPORT – A motion to approve the financial report as presented made by **Monson/Hussong Reasoner**. All in favor. Motion carried.

DEPARTMENT REPORTS – Department Reports were presented, no questions and/or concerns were noted.

SCHEDULED/UNSCHEDULED GUESTS (limit 5 minutes each) –

1. **Scheduled Guest did not attend the council meeting.**

AGENDA ITEMS

1. **Consider Annual Resolutions** –
 - a. **24-01 Financial Institutions**
 - b. **24-02 Offset of Accounts**
 - c. **24-03 Allowing of Wiring of Funds**
 - d. **24-04 Allowing Prepayments of Accounts Payable**
 - e. **24-05 Designation of Official Newspaper**
 - f. **24-07 Authorizing 457 Plan Signers**
 - g. **24-08 Appointing a Responsible Authority**

A motion to approve Resolutions 24-01 through 24-05, 24-07 and 24-08 made by **Hall/Hussong Reasoner**. Roll call vote; all in favor. Motion carried.

- h. **24-06 Fees for 2024** – Discussion was regarding the cost of license for Cannabis/Cannabidol, which was \$500.00 in 2023. Council Member Pavelko expressed concern that the \$500 fee is quite high as he understands that the CBD oils that are sold in town are medicinal. Chief Pohlman explained that State of Minnesota is still working on policies and licensing for cannabis set to begin in 2025. Motion to approve Resolution 24-06, with cannabis licensing set at \$500, cannabidol at \$50 made by **Pavelko/Hall**. Roll call vote; all in favor. Motion carried.
2. **Consider 2024 Board and Committee Appointments and Appoint a Mayor Pro Tem** - Motion made by **Hussong Reasoner/Pavelko**, to approve the board and committee appointments as listed in Council Packet by Mayor Condon, with Council Member Monson being appointed Mayor Pro Tem. All in favor. Motion carried.
 3. **Fire Department 2024 Officer Recommendations**
 - a. **Chief – Tim Bauman**

- b. **Assistant Chief – Tanner McClain**
- c. **Second Assistant Chief/Training Officer – Cody Poelart**
- d. **Secretary/Treasurer – Kyle Reasoner**
- e. **SCBA/Equipment Officer – Ryan Timko**
- f. **Safety Officer – Eric Kruger**

Motion to approve 2024 Fire Department Officers as listed made by **Pavelko/Monson**. All in favor. Motion carried.

4. **Consider Police Department Approval of Lexipol Policy Manual and On-line Training Services** – Chief Pohlman recommended to council approval of the on-line training services for officers of the Lakefield Police Department to enhance training already used from the League of Minnesota Cities, stating the policy manual and training services will enhance level of services provided by the department. Motion to approve the purchase of the policy manual and on-line training services for \$3,300.30 made by **Monson/Hussong Reasoner**. All in favor. Motion carried.
5. **Consider Building Committee Discussion on Street Shop and Municipal Liquor Store & bid for Architectural Design** – Mayor Condon explained that he the Building Committee, Lance Frerichs and Kristie Frerichs met with Andy Welp and discussed plans for a new street shop and liquor store. Lance Frerichs presented a plan for the liquor store that was generated and emailed Frerichs. Welp emailed a proposal for architectural design development for the liquor store. Motion to approve the proposal with a budget of \$5,000-\$7,000, contingent that this includes design development for the street shop also, made by **Hall/Hussong Reasoner**. All in favor. Motion carried.
6. **Consider Mainstreet Parking** – Mayor Condon explained that he had received a complaint regarding parking from a local business owner. The owner had stated that she has a business on Mainstreet, and a customer was unable to park in of the business which resulted in the customer leaving without being able to go into the business. The council declined to act on enforcing parking restrictions for the business and will encourage the business owner to speak with other business owners that they have concerns with.
7. **Consider Draft RFP for City Attorney** – City Clerk presented a Draft RFP for a new City Attorney for council review. Chief Pohlman stated that he spoke with Attorney Butzon regarding criminal matters for the City of Lakefield and Pohlman stated that Butzon is interested in continuing as the city’s criminal attorney. Motion to approve the draft RFP for publication made my **Hall/Monson**. All in favor. Motion carried.
8. **Consider SEH General Engineering Services Agreement for 2024** – Motion to approve SEH General Engineering Services Agreement for 2024 made by **Pavelko/Hussong Reasoner**. All in favor. Motion carried.
9. **Consider Formal Approval of Stevens Construction Bid for Gravel Road** – Verbal approval was received from the council by the Street Foreman prior to the work being completed. Motion to approve the bid for \$15,000 to complete a roadway to city property made by **Monson/Hussong Reasoner**. All in favor. Motion carried.
10. **Consider Approval of Invoice for Engineer Drawing for City Hall** – Motion to approve payment of the invoice from Denison Drywall Contracting Inc for \$2,145 for architectural drawings and design for the remodel of City Hall made by **Hussong Reasoner/Pavelko**. All in favor. Motion carried.

OLD BUSINESS

INFORMATIONAL ITEMS

1. **Other Board and Committee Reports**
 - a. **EDA Update** –
 - i. Next meeting January 12th at 12:00 pm
 - b. **LPU Update**
 - i. Next meeting on January 16th at 4:00 pm
 - c. **Park Update** –
 - i. Next meeting on January 22nd at 4:00 pm
 - d. **Planning & Zoning Update** -
 - i. Next Meeting on January 29th at 4:30 pm

ANNOUNCEMENTS

1. Next council meeting, Monday, January 22, 2024, at 7:00 p.m. in City Hall
2. Closed on January 15, 2024, in Observance of Martin Luther King Day

ADJOURNMENT – Motion to adjourn made by Monson/Pavelko to adjourn at 7:45 pm. All in favor. Motion carried.

Attest:

Stacy J. Anderson, City Clerk

All General Fund

YTD Through 12/31/2023

	Budget 2023	YTD Budget	YTD Actual	Budget vs Actual YTD
Total Revenue	1,249,819	1,249,819	1,300,946	51,127
Total Expense	1,249,819	1,249,819	1,277,237	(27,418)
	0	0	23,708	

Revenue Category	Budget 2023	YTD Budget	YTD Actual	Budget vs Actual YTD
1 Taxes & Assessments	314,270	314,270	303,909	(10,361)
2 Gov't Aid & Grants	753,204	753,204	870,859	117,655
3 Charges for Services	100,580	100,580	94,675	(5,905)
4 Investments & Interest	2,000	2,000	17,630	15,630
6 Misc Other	3,000	3,000	13,873	10,873

Expense Category	Budget 2023	YTD Budget	YTD Actual	Budget vs Actual YTD
1 Total Compensation	789,107	789,107	801,517	(12,410)
2 Admin & Consulting	48,355	48,355	47,318	1,037
3 Supplies & Equipment	32,600	32,600	45,818	(13,218)
4 Repairs & Maintenance	68,379	68,379	80,596	(12,216)
5 Items for Resale	7,000	7,000	8,093	(1,093)
6 Utilities	94,787	94,787	93,353	1,434
7 Insurance	102,182	102,182	107,957	(5,775)
8 Permits, Fees, Dues, Interest	7,200	7,200	8,887	(1,687)
9 Training & Travel	21,400	21,400	14,216	7,184
10 Vehicle Expense	43,179	43,179	60,882	(17,703)
11 CIP	-	-	-	-
12 Depreciation	-	-	-	-
14 Misc Other	35,630	35,630	8,600	27,030

NOTE: These are not final 2023 numbers. Accruals and recons will be completed as the year-end process continues.

Main drivers of variances

- FD Truck repair \$25K in Feb
- Compensation- Comp time (OT) paid out
- Insurance- paid in lump sum in May; will accrue Jan - April 2024
- R&M- \$4K for PEBC building repairs
- R&M- Pool \$3K over on tree removal and RPZ rebuild
- R&M- \$8500 replace doors on fire/amb building
- Supplies- \$2K pool purchases offset by grant revenue
- Supplies- \$2K Pool Square system hardware
- Supplies- \$6K PD uniforms/equipment for new officers

Department Head Report

Date: January 22, 2024

Police – Lakefield Police Department continues to work on the Lexipol policies which includes weekly “check-in” virtual meetings with Lexipol customer success representative for LPD. 1/18 – Chief Pohlman virtually attended the Jackson/Cottonwood County Behavioral Health meeting. 1/19 – Chief Pohlman participated in Prairie Ecology Center – Youth Camp, explaining and demonstrating fingerprints to attending youth. Calls for service attached.

Street – After a very slow start to winter we have had to deal with 3 rounds of snow in a short amount of time. That has kept us fairly busy for the last couple of weeks. Conversation on the new Liquor Store/Public Works building continue. All the information has been passed on to the architect who is working on a plan to put out for the bid process. We also had our first water main break of the cold season we had to remain on one of those frigid days.

Clerk – We are still seeing significant progress with the remodel at City Hall. Some days it is very loud and messy working with all the construction happening. We are all looking forward to having the restroom back. We are nearing the time when we will be asking the guys to put some furniture together for at least one of the offices. There will need to be a considerable amount of cleaning done also with the remodel.

Lakefield Police Department

1-5 to 1-19-2024 CFS Report

Printed on January 19, 2024

CFS Date/Time	CFS #	Code : Description	Address	Primary
01/17/24 09:25:07	JSOCFS2024010323	:	703 MILL RD EAST, LAKEFIELD, MN 56150	40
01/05/24 22:56:31	JSOCFS2024010107	:	709 MILWAUKEE ST, LAKEFIELD, MN 56150	42

: Total: 2

01/12/24 10:33:23	JSOCFS2024010226	ACC-NO INJ : Accident no injuries	207 MAIN ST, LAKEFIELD, MN 56150	40
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ACC-NO INJ : Accident no injuries Total: 1

01/16/24 12:22:03	JSOCFS2024010301	ANIMAL-CALL : Animal Call	HWY 86 BY JUNCTION 86 GAS STATION, LAKEFIELD	42
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ANIMAL-CALL : Animal Call Total: 1

01/10/24 10:04:09	JSOCFS2024010180	CEP REPORT : CEP Intake Report	301 MAIN ST, LAKEFIELD	40
01/11/24 14:00:30	JSOCFS2024010202	CEP REPORT : CEP Intake Report	301 Main Street, LAKEFIELD, MN 56150	40

CEP REPORT : CEP Intake Report Total: 2

01/18/24 13:25:24	JSOCFS2024010362	CIVIL DISP : Civil Dispute	101 MILL RD EAST, LAKEFIELD	40
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CIVIL DISP : Civil Dispute Total: 1

01/10/24 07:54:55	JSOCFS2024010172	DIRECTED PATROL : Directed Patrol	703 MILL RD E, LAKEFIELD, MN 56150	40
01/17/24 07:46:24	JSOCFS2024010318	DIRECTED PATROL : Directed Patrol	703 MILL RD E, LAKEFIELD, MN 56150	40
01/11/24 15:05:25	JSOCFS2024010207	DIRECTED PATROL : Directed Patrol	703 MILL RD E, LAKEFIELD, MN 56150	40
01/05/24 21:54:28	JSOCFS2024010105	DIRECTED PATROL : Directed Patrol	GOLF COURSE, LAKEFIELD	42
01/16/24 15:13:53	JSOCFS2024010308	DIRECTED PATROL : Directed Patrol	Intersection of MILWAUKEE ST and BROADWAY AVE, LAKEFIELD, MN 56150	42
01/18/24 18:41:22	JSOCFS2024010372	DIRECTED PATROL : Directed Patrol	112 MAIN ST, LAKEFIELD, MN 56150	43
01/09/24 20:18:07	JSOCFS2024010167	DIRECTED PATROL : Directed Patrol	112 MAIN ST, LAKEFIELD, MN 56150	43

CFS Date/Time	CFS #	Code : Description	Address	Primary
01/11/24 19:57:55	JSOCFS2024010212	DIRECTED PATROL : Directed Patrol	112 MAIN ST, LAKEFIELD, MN 56150	43

DIRECTED PATROL : Directed Patrol Total: 8

01/18/24 17:26:32	JSOCFS2024010371	DISABLED_VEH : Disabled Vehicle	Intersection of HWY 86 and 800TH ST, LAKEFIELD, MN 56150	40
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DISABLED_VEH : Disabled Vehicle Total: 1

01/16/24 11:09:36	JSOCFS2024010300	FUNERAL ESCORT : Funeral Escort	520 CHERRY ST, LAKEFIELD, MN 56150	42
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FUNERAL ESCORT : Funeral Escort Total: 1

01/12/24 15:32:22	JSOCFS2024010232	MISS-ANIMAL : Missing Animal	111 4TH AVE WEST, LAKEFIELD, MN 56150	40
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MISS-ANIMAL : Missing Animal Total: 1

01/08/24 18:30:44	JSOCFS2024010149	NOISE COMPL : Noise Complaint	501 2ND AVE N, LAKEFIELD, MN 56150	42
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NOISE COMPL : Noise Complaint Total: 1

01/15/24 08:29:38	JSOCFS2024010275	PARK-VIOL : Parking Violation	600 CHERRY ST, LAKEFIELD, MN 56150	40
01/12/24 08:18:22	JSOCFS2024010219	PARK-VIOL : Parking Violation	709 REID ST, LAKEFIELD, MN 56150	40
01/08/24 13:11:04	JSOCFS2024010140	PARK-VIOL : Parking Violation	609 NORTH GRIFFIN ST, LAKEFIELD, MN 56150	40
01/08/24 08:21:45	JSOCFS2024010131	PARK-VIOL : Parking Violation	200 CHICAGO ST, LAKEFIELD, MN 56150	40
01/09/24 14:59:40	JSOCFS2024010160	PARK-VIOL : Parking Violation	CITY OF LAKEFIELD, LAKEFIELD	43

PARK-VIOL : Parking Violation Total: 5

01/14/24 14:07:12	JSOCFS2024010266	THEFT : Theft	403 COLONIAL AVE, LAKEFIELD, MN 56150	42
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THEFT : Theft Total: 1

01/18/24 07:47:42	JSOCFS2024010345	TRAFFIC STOP : Traffic Stop	MILL RD EAST, LAKEFIELD, MN 56150	40
01/05/24 17:05:46	JSOCFS2024010099	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and MILL RD, LAKEFIELD, MN 56150	42
01/06/24 22:27:22	JSOCFS2024010121	TRAFFIC STOP : Traffic Stop	402 N HWY 86, LAKEFIELD, MN 56150	42

CFS Date/Time	CFS #	Code : Description	Address	Primary
01/09/24 17:38:04	JSOCFS2024010164	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and 3RD AVE SOUTH, LAKEFIELD, MN 56150	43

TRAFFIC STOP : Traffic Stop Total: 4

01/16/24 12:46:18	JSOCFS2024010302	VAC HOME : Vacation Home	██████████, LAKEFIELD	42
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VAC HOME : Vacation Home Total: 1

01/08/24 16:03:38	JSOCFS2024010145	WELFARE : Concern for Welfare	206 CHICAGO ST, LAKEFIELD, MN 56150	42
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WELFARE : Concern for Welfare Total: 1

Total Records: 31



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

January 22, 2024

TO: Honorable Mayor and City Council Members
FROM: Roger D. Pohlman, Chief of Police
RE: Informational 3rd Avenue West Street Department Map

Agenda Item: Informational 3rd Avenue West Street Department Map

Discussion: Jared Baloun/Jackson County GIS and Chief Pohlman will update Council on 3rd Avenue West Street Department Property.

Funding: N/A

Attachments: Area Map

Options: N/A

Recommendation: Informational only.

HOLLISTER'S THIRD ADD.

JACKSON CO. HISTORICAL SOCIETY TRACT



RESOLUTION 24-09
RESOLUTION OF THE CITY OF LAKEFIELD

ADOPTION OF THE
JACKSON COUNTY ALL-HAZARD MITIGATION PLAN

WHEREAS, the City of Lakefield has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

WHEREAS, the Act establishes a framework for the development of a multi-jurisdictional County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Jackson County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Jackson County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Jackson County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Jackson County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Jackson County All-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE BE IT RESOLVED that the City of Lakefield supports the hazard mitigation planning effort and wishes to adopt the Jackson County All-Hazard Mitigation Plan.

This Resolution was declared duly passed and adopted and was signed by the _____ and attested to by the _____ this _____ day of _____, 2024.

Attest:



January 3, 2024

To Honorable Mayor and Members of the City Council

City of Lakefield

Lakefield, Minnesota

We are pleased to confirm our understanding of the services we are to provide for City of Lakefield, Minnesota (the City) for the year ended December 31, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, discretely presented component unit, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of the City as of and for the year ended December 31, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedule of Proportionate Share of the Net Pension Liability.
- 3) Schedule of Employer Contributions.

We have also been engaged to report on supplementary information other than RSI that accompanies City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

- 1) Schedule of expenditures of federal awards.
- 2) Combining and Individual Fund Statements.
- 3) Financial Schedules.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Willmar Office 331 Third St SW, Ste 2 PO Box 570 Willmar, MN 56201 (320) 235-3311 (888) 388-1040	Benson Office 1209 Pacific Ave, Ste 3 Benson, MN 56215 (320) 843-2302	Morris Office 401 Atlantic Ave Morris, MN 56267 (320) 589-2602	Litchfield Office 820 Sibley Ave N Litchfield, MN 55355 (320) 693-7975	Sartell Office Ste 110 2351 Connecticut Ave Sartell, MN 56377 (320) 252-7565 (800) 862-1337
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1) Elected Officials and Administration.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the *Minnesota Legal Compliance Audit Guide for Cities*; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also

request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Risk that management has the ability to override controls.
- Risk that valuation techniques used by client are not in accordance with GASB Statement No. 72, Fair Value Measurement and Application, resulting in incorrect investment values being reported in the financial statements.
- Risk that inventory recorded are not accurate or updated and balances are overstated/understated and corresponding expense or expenditure balances are understated/overstated.
- Risk that all capital expenditures that meet the criteria for capitalization are not captured for capitalization and depreciated over the useful life of the asset.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures

described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of City's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them. Other nonaudit services include:

- 1) We may propose standard, adjusting, or correcting journal entries to your financial statements.
- 2) We will assist in converting the modified accrual financial statements to the government-wide financial statements.
- 3) We will assist in the preparation and submission of the OSA Annual Reporting Form.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal

awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on March 4, 2024.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may

issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Conway, Deuth & Schmiesing, PLLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to certain oversight agencies or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Conway, Deuth & Schmiesing, PLLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by certain oversight agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Kari Steinbeisser is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately March 4, 2024.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed \$34,000. This fee does not include the cost of the Single Audit. The Single Audit will be \$3,500 which covers the testing of one major program plus an additional \$1,500 for each additional major program required to be tested. The fee for any additional accounting services, including accounting and auditing fees for the implementation of any related new GASB standards will be billed separately and billed at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to management and those charged with governance of the City. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the

audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Conway, Deuth & Schmiesing, PLLP

CONWAY, DEUTH & SCHMIESING, PLLP
CPAS & ADVISORS

RESPONSE:

This letter correctly sets forth the understanding of City of Lakefield, Minnesota.

Management signature: _____

Title: _____

Date: _____

Pay App # 15

Please see the attached Rice Lake Construction Group's pay application #15 for the Lakefield WWTF project.

This application for payment is for work on the WWTF Improvements from September 30, 2023 to January 2, 2024.

The application for payment includes requested funds for:

- Stored materials - Electrical for site, 01 pretreatment building, 04 service building

With this payment, the total work completed and stored to date is approximately 59%, with 5% being held as retainage.

Contractor's Application for Payment No. 15

Application Period: 9/30/2023-1/2/2024		Application Date: 1/2/2024
To (Owner): City of Lakefield	From (Contractor): Rice Lake Construction	Via (Engineer): Short Elliott Hendrickson Inc.
Project: Lakefield Infrastructure Improvement Project	Contract: Wastewater Treatment Facility Improvements-ReBid	
Owner's Contract No.:	Contractor's Project No.: 2208	Engineer's Project No.: LAKEF 147818

**Application For Payment
Change Order Summary**

Approved Change Orders			
Number	Additions	Deductions	
CO1	\$64,664.00		1. ORIGINAL CONTRACT PRICE..... \$ \$5,417,200.00
CO2	\$23,067.00		2. Net change by Change Orders..... \$ \$110,210.00
CO3	\$22,479.00		3. Current Contract Price (Line 1 ± 2)..... \$ \$5,527,410.00
			4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)..... \$ \$3,270,628.00
			5. RETAINAGE:
			a. 5% X \$3,218,368.00 Work Completed..... \$ \$160,918.40
			b. 5% X \$52,260.00 Stored Material..... \$ \$2,613.00
			c. Total Retainage (Line 5.a + Line 5.b)..... \$ \$163,531.40
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ \$3,107,096.60
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ \$3,057,449.60
			8. AMOUNT DUE THIS APPLICATION..... \$ \$49,647.00
			9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)..... \$ \$2,420,313.40
TOTALS	\$110,210.00		
NET CHANGE BY CHANGE ORDERS	\$110,210.00		

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: *[Signature]* Date: **1/2/2024**

Payment of: \$ **49,647.00**
(Line 8 or other - attach explanation of the other amount)

is recommended by: *[Signature]* **1/12/2024**
(Engineer) (Date)

Payment of: \$ _____
(Line 8 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

Approved by: _____
Funding or Financing Entity (if applicable) (Date)

Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract): Wastewater Treatment Facility Improvements-ReBid			Application Number: 15					
Application Period: 9/30/2023-1/2/2024			Application Date: 1/2/2024					
			Work Completed		E	F		G
Specification Section No.	Description	B Scheduled Value (\$)	C From Previous Application (C+D)	D This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
Div. 01	General Requirements							
	Mobilization	\$263,470.00	\$250,295.00			\$250,295.00	95.0%	\$13,175.00
	Insurance/Bond	\$73,640.00	\$73,640.00			\$73,640.00	100.0%	
Div. 02	Demolition							
	Demo Site	\$24,370.00	\$2,810.00			\$2,810.00	11.5%	\$21,560.00
	Demo 01 Pretreatment Building	\$13,790.00						\$13,790.00
	Demo 02 Ox Ditch	\$40,300.00						\$40,300.00
	Demo 03 Final Clarifiers	\$43,720.00						\$43,720.00
	Demo 04 Service Building	\$43,380.00	\$26,890.00			\$26,890.00	62.0%	\$16,490.00
	Demo 05 ATAD Building	\$6,390.00	\$6,390.00			\$6,390.00	100.0%	
	Demo 06 Sludge Storage Building	\$2,190.00	\$2,190.00			\$2,190.00	100.0%	
	Demo 07 Sludge Building	\$120,785.00	\$120,785.00			\$120,785.00	100.0%	
	Demo 08 Administration Building	\$13,120.00						\$13,120.00
	Demo 09 Emerald Valley Lift Station	\$3,230.00	\$3,230.00			\$3,230.00	100.0%	
Div. 03	Concrete	\$63,810.00	\$15,730.00			\$15,730.00	24.7%	\$48,080.00
Div. 04	Masonry	\$12,390.00						\$12,390.00
Div. 05	Metals	\$11,020.00	\$2,780.00			\$2,780.00	25.2%	\$8,240.00
Div.06	Carpentry	\$9,230.00	\$9,230.00			\$9,230.00	100.0%	
Div. 07	Thermal and Moisture Protection							
	Waterproofing	\$34,930.00						\$34,930.00
	Metal Panels	\$242,540.00	\$150,000.00			\$150,000.00	61.8%	\$92,540.00
	Roofing	\$102,830.00	\$98,080.00			\$98,080.00	95.4%	\$4,750.00
	Caulking and Sealants	\$5,110.00						\$5,110.00

Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract): Wastewater Treatment Facility Improvements-ReBid				Application Number: 15				
Application Period: 9/30/2023-1/2/2024				Application Date: 1/2/2024				
		B	Work Completed		E	F		G
Specification Section No.	A Description	Scheduled Value (\$)	C From Previous Application (C+D)	D This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
Div. 08	Openings							
	Doors and Frames	\$23,550.00	\$15,290.00			\$15,290.00	64.9%	\$8,260.00
	Overhead Doors	\$30,900.00						\$30,900.00
Div. 09	Paintings and Coatings							
	02 Oxidation Ditch	\$80,000.00						\$80,000.00
	03 Final Clarifier	\$76,000.00						\$76,000.00
	04 Service Building	\$33,090.00						\$33,090.00
	06 Sludge Storage Tank	\$85,750.00	\$85,750.00			\$85,750.00	100.0%	
Div. 23	Heating, Ventilating, and Air Conditioning							
	HVAC	\$56,790.00	\$29,200.00			\$29,200.00	51.4%	\$27,590.00
	Plumbing	\$27,120.00	\$23,730.00			\$23,730.00	87.5%	\$3,390.00
Div. 26	Electrical							
	Site Electrical	\$194,080.00	\$52,750.00		\$5,000.00	\$57,750.00	29.8%	\$136,330.00
	01 Pretreatment Building Electrical	\$153,170.00	\$77,580.00		\$20,910.00	\$98,490.00	64.3%	\$54,680.00
	02 Oxidation Ditch Electrical	\$44,240.00						\$44,240.00
	03 Final Clarifiers Electrical	\$65,840.00	\$5,260.00			\$5,260.00	8.0%	\$60,580.00
	04 Service Building Electrical	\$588,560.00	\$208,910.00		\$26,350.00	\$235,260.00	40.0%	\$353,300.00
	05 ATAD Building Electrical/06 Sludge Storage Building/Lift Stations	\$251,810.00	\$41,340.00			\$41,340.00	16.4%	\$210,470.00
	08 Administration Building Electrical	\$77,860.00						\$77,860.00
Div. 31	Earthwork	\$71,910.00	\$7,080.00			\$7,080.00	9.8%	\$64,830.00
Div. 32	Exterior Improvements							
	Landscaping and Erosion Control	\$7,280.00	\$2,420.00			\$2,420.00	33.2%	\$4,860.00
	Bituminous	\$35,750.00						\$35,750.00
Div. 33	Site Pipe	\$132,560.00	\$106,300.00			\$106,300.00	80.2%	\$26,260.00

Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract): Wastewater Treatment Facility Improvements-ReBid			Application Number: 15					
Application Period: 9/30/2023-1/2/2024			Application Date: 1/2/2024					
			Work Completed		E	F		G
Specification Section No.	Description	B Scheduled Value (\$)	C From Previous Application (C+D)	D This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
Div. 35	Slide Gates	\$50,440.00	\$37,410.00			\$37,410.00	74.2%	\$13,030.00
Div. 40	Process Piping							
	01 Pretreatment Building	\$115,530.00	\$36,070.00			\$36,070.00	31.2%	\$79,460.00
	02 Ox Ditch	\$111,870.00	\$46,480.00			\$46,480.00	41.5%	\$65,390.00
	03 Final Clarifiers	\$56,090.00	\$9,200.00			\$9,200.00	16.4%	\$46,890.00
	04 Service Building	\$80,430.00	\$41,540.00			\$41,540.00	51.6%	\$38,890.00
	05 ATAD Building	\$91,780.00	\$54,470.00			\$54,470.00	59.3%	\$37,310.00
	06 Sludge Storage	\$34,270.00	\$24,920.00			\$24,920.00	72.7%	\$9,350.00
	09 Emerald Valley LS	\$13,760.00	\$13,760.00			\$13,760.00	100.0%	
Div. 41	Davit Cranes	\$18,230.00	\$16,550.00			\$16,550.00	90.8%	\$1,680.00
Div. 43	Gas, Liquid, Purification and Storage Equipment							
	Blower	\$157,670.00	\$156,320.00			\$156,320.00	99.1%	\$1,350.00
	Submersible Pumps	\$241,560.00	\$231,170.00			\$231,170.00	95.7%	\$10,390.00
	Automatic Samplers	\$24,020.00	\$20,665.00			\$20,665.00	86.0%	\$3,355.00
	Vertical Centrifugal Pumps	\$83,120.00	\$80,410.00			\$80,410.00	96.7%	\$2,710.00
	Aluminum Dome Covers	\$182,935.00	\$151,360.00			\$151,360.00	82.7%	\$31,575.00
Div. 46	Water and Wastewater Equipment							
	Vortex Grit Removal Equipment	\$93,200.00	\$48,440.00			\$48,440.00	52.0%	\$44,760.00
	Grit Classifying and Washing Equipment	\$68,030.00	\$48,120.00			\$48,120.00	70.7%	\$19,910.00
	Open Channel Grinder	\$52,070.00	\$48,560.00			\$48,560.00	93.3%	\$3,510.00
	Circular Clarifier Equipment	\$394,010.00	\$312,280.00			\$312,280.00	79.3%	\$81,730.00
	Coarse Bubble Diffused Aeration Equipment	\$85,840.00	\$85,840.00			\$85,840.00	100.0%	
	Oxidation Ditch Equipment	\$295,840.00	\$262,630.00			\$262,630.00	88.8%	\$33,210.00

Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract): Wastewater Treatment Facility Improvements-ReBid				Application Number: 15			
Application Period: 9/30/2023-1/2/2024				Application Date: 1/2/2024			
		Work Completed		E	F		G
A	B	C	D	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
Specification Section No.	Description	Scheduled Value (\$)	From Previous Application (C+D) This Period				
	Change Orders						
	CO1 - RFP-001 RFP-001 Sludge Loadout Pump Modifications	\$48,733.00	\$48,733.00		\$48,733.00	100.0%	
	CO1 - RFP-002 RFP-002 RAS Pump Revisions	\$15,931.00	\$15,931.00		\$15,931.00	100.0%	
	CO2 - RFP-003 Egress Lighting	\$23,067.00					\$23,067.00
	CO3 - RFP-004.2 Narrow Lite Door	\$2,662.00	\$1,440.00		\$1,440.00	54.1%	\$1,222.00
	CO3 - COP-008 Zone One Locating	\$1,621.00	\$1,621.00		\$1,621.00	100.0%	
	CO3 - RFP-007.2 Relocate Transducer	\$11,408.00					\$11,408.00
	CO3 - COP-009 Sludge Tank Vents	\$6,788.00	\$6,788.00		\$6,788.00	100.0%	
Totals		\$5,527,410.00	\$3,218,368.00		\$52,260.00	59.17%	\$2,256,782.00

Please include the attached disbursement requests in your next city council meeting for approval and signature. This will reimburse Lakefield for engineering invoices through October 2023 on both the street and utility and wastewater treatment contracts. I will send a detailed letter listing the approved invoices (129 in total) once I complete the request. This draw will utilize the remaining MN Rural Water funds from both the initial and subsequent loans. Next we can start working on closing the permanent RD loans to pay off the Rural Waters funding and hopefully have that complete by the end of March.

EXHIBIT B

**REQUISITION FOR FUNDS WITH RESPECT TO
MINNESOTA RURAL WATER FINANCE AUTHORITY
(PUBLIC PROJECTS CONSTRUCTION FINANCING PROGRAM)**

Request No. 15

Dated 01/22/24

To: Regions Bank
Attn: Inna Culp
150 Fourth Avenue North, Suite 900
Nashville, TN 37219
Fax Number:

Minnesota Rural Water
Water Finance Authority

From: City of Lakefield, Minnesota (“Governmental Unit”)
Contact Person: Brian Rossow, Lakefield City Clerk <clerk@lakefieldmn.com>
Address: 301 Main Street; PO Box 900; Lakefield, MN 56150

Ladies and Gentlemen:

The above identified Governmental Unit has entered into an Advance Agreement with the Minnesota Rural Water Finance Authority (the “Authority”) for the financing of the acquisition and construction of facilities by a Governmental Unit described in the Advance Agreement as the “Project.”

Pursuant to the Advance Agreement, we hereby certify that the Governmental Unit has incurred expenses or is obligated to pay temporary obligations for the Project totaling \$8,452,000 as set forth in Exhibit A attached hereto, which identifies (i) the item for which payment is to be made, (ii) the name of the person or party to which payment is to be made (iii) the amount to be paid and payment instructions. We further certify that such accounts are due and owing and have not been the subject of any previous requisition.

Respectfully submitted,

CITY OF LAKEFIELD, MINNESOTA

By _____
Title: City Clerk

Item(s) for which payment is to be made:

Payee: City of Lakefield

Amount of payment: \$161,154.43

Payment instructions (if other than Standing Instructions):

EXHIBIT E

**CERTIFICATE OF CONSULTING ENGINEERS
AS TO REQUISITION FOR FUNDS**

The undersigned, a duly qualified and licensed Engineer hereby certifies that he or she represents the Governmental Agency submitting this request and that all expenses represented in this request were duly incurred for the Construction of the "Project," and that such expenses have not been the subject of any request for disbursement previously submitted.

Disbursement #: 15
Date: 01/22/24
Amount: \$161,154.43

Engineer/Consultant

Firm Name _____

By _____
Title _____

CONCURRED IN:

Rural Development

By _____
Title _____

Exhibit A to Master Note

UNITED STATES OF AMERICA
STATE OF MINNESOTA
CITY OF LAKEFIELD

GENERAL OBLIGATION UTILITY REVENUE BOND ANTICIPATION NOTE OF 2021

DISBURSEMENT NOTE

No. 15

\$ 161,154.43

For value received, the City of Lakefield, Minnesota (the “Issuer”), acting by and through its City Council (the “Governing Body”), and pursuant to the Issuer’s General Obligation Utility Revenue Bond Anticipation Note of 2021, dated September 23, 2021, in the aggregate principal amount of \$8,452,000 (the “Master Note”), requests the disbursement of \$ 161,154.43, which when added to the previous disbursements made pursuant to the Master Note represents a total disbursement made as of the date of this Disbursement Note in the sum of \$ 8,452,000.00.

The Issuer hereby acknowledges itself indebted to and promises to pay to the order of Minnesota Rural Water Finance Authority the amount disbursed hereunder and any other amounts disbursed under the Master Note, on or before the date of maturity of the Master Note, with interest payable on the amount disbursed hereunder from the date of this Disbursement Note at the rate set forth in the Master Note.

This Disbursement Note shall be subject to the terms and provisions of the Master Note.

IN WITNESS WHEREOF, said Issuer, by its Governing Body, has caused this Note to be executed by the Issuer on the date of this Disbursement Note, which is 01/22/24.

CITY OF LAKEFIELD, MINNESOTA

By _____
Its Mayor

By _____
Its City Clerk

EXHIBIT B

**REQUISITION FOR FUNDS WITH RESPECT TO
MINNESOTA RURAL WATER FINANCE AUTHORITY
(PUBLIC PROJECTS CONSTRUCTION FINANCING PROGRAM)**

Request No. 1

Dated 01/22/24

To: Regions Bank
Attn: Daniel Olson
150 Fourth Ave North
Nashville, TN 37219
615-770-4357
Fax Number: _____

Minnesota Rural Water
Water Finance Authority

From: City of Lakefield, Minnesota (“Governmental Unit”)
Contact Person: Stacy J. Anderson, Lakefield City Clerk
Email: clerk@lakefieldmn.com
Address: 301 Main Street; PO Box 900; Lakefield, MN 56150

Ladies and Gentlemen:

The above identified Governmental Unit has entered into an Advance Agreement with the Minnesota Rural Water Finance Authority (the “Authority”) for the financing of the acquisition and construction of facilities by a Governmental Unit described in the Advance Agreement as the “Project.”

Pursuant to the Advance Agreement, we hereby certify that the Governmental Unit has incurred expenses or is obligated to pay temporary obligations for the Project totaling \$ 1,466,000 as set forth in Exhibit A attached hereto, which identifies (i) the item for which payment is to be made, (ii) the name of the person or party to which payment is to be made (iii) the amount to be paid and payment instructions. We further certify that such accounts are due and owing and have not been the subject of any previous requisition.

Respectfully submitted,

CITY OF LAKEFIELD, MINNESOTA

By _____
Stacy Anderson
Title: City Clerk

Exhibit A to Requisition
for Funds

Item(s) for which payment is to be made:

Payee: City of Lakefield

Amount of payment: \$1,466,000.00

Payment instructions (if other than Standing Instructions):

EXHIBIT F

**CERTIFICATE OF CONSULTING ENGINEERS
AS TO REQUISITION FOR FUNDS**

The undersigned, a duly qualified and licensed Engineer hereby certifies that he or she represents the Governmental Agency submitting this request and that all expenses represented in this request were duly incurred for the Construction of the "Project," and that such expenses have not been the subject of any request for disbursement previously submitted.

Disbursement #: 1
Date: 01/22/24
Amount: \$1,466,000.00

Engineer/Consultant

Firm Name _____

By _____
Title _____

CONCURRED IN:

Rural Development

By _____
Title _____

Exhibit A to Master Note

UNITED STATES OF AMERICA
STATE OF MINNESOTA
CITY OF LAKEFIELD

GENERAL OBLIGATION UTILITY REVENUE BOND ANTICIPATION NOTE OF 2023
DISBURSEMENT NOTE

No. 1

\$ 1,466,000.00

For value received, the City of Lakefield, Minnesota (the “Issuer”), acting by and through its City Council (the “Governing Body”), and pursuant to the Issuer’s General Obligation Utility Revenue Bond Anticipation Note of 2023, dated July 13, 2023, in the aggregate principal amount of \$1,466,000 (the “Master Note”), requests the disbursement of \$1,466,000.00, which when added to the previous disbursements made pursuant to the Master Note represents a total disbursement made as of the date of this Disbursement Note in the sum of \$ 1,466,000.00 .

The Issuer hereby acknowledges itself indebted to and promises to pay to the order of Minnesota Rural Water Finance Authority the amount disbursed hereunder and any other amounts disbursed under the Master Note, on or before the date of maturity of the Master Note, with interest payable on the amount disbursed hereunder from the date of this Disbursement Note at the rate set forth in the Master Note.

This Disbursement Note shall be subject to the terms and provisions of the Master Note.

IN WITNESS WHEREOF, said Issuer, by its Governing Body, has caused this Note to be executed by the Issuer on the date of this Disbursement Note, which is 01/22/24 .

CITY OF LAKEFIELD, MINNESOTA

By _____
Its Mayor

By _____
Its City Clerk

ESTIMATE OF FUNDS NEEDED
FOR
30-Day Period Commencing
01-22-2024

Name of Borrower City of Lakefield

Items	Amount of Funds
Development	\$ 49,647.00
Contract or Job No. <u>WWTF</u>	
Contract or Job No. _____	
Contract or Job No. _____	
Land and Rights-of-Way	
Legal Services	
Engineering Fees	330,891.95
Interest	
Equipment	
Contingencies	
Refinancing	
Initial O&M	
Other	
TOTAL	\$ 380,538.95

Prepared by City of Lakefield

Name of Borrower

By _____

Date 01-22-2024

Approved by _____

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 0570-0021. 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.

Quotation



Jackson Sports LLC.

166 Industrial Park, Jackson MN.

507-847-3977 * 888-299-8151

www.jacksonsports.com.*

Date _____

Terms _____

Delivery _____

Price quoted are FOB Jackson, MN

FOR:

Quoted by:

Year	Description	Retail	Quote
2023	570 SP Ranger Pelaris Logistics Oct. Pelaris Rebate City disc. Roof 430" Glass fixed w/s 880"	13,900 +500 -500 <hr/> 13,900 9,200	\$14,800 ^{est}
2024	Ranger 1000 Pelaris Logistic Roof 450" fixed w/s 900"	16,500 +500 <hr/> 17,000 1200	\$17,800

If you have any questions, please call us at 507-847-3977
 Thank you!

Quote does not include tax, shipping, or license/registration unless noted



Jackson Cycle

412 Springfield Parkway, Jackson, MN 56143
Phone 507-847-3939 • Fax 507-847-4753

1-4-24

Quote for City of Lakefield.
Attn: Lance

2024 Kawasaki mx mule
Trade in 2007 mule 610

14899.00
2399.00
12500.00

Accessories

Hard top
w/shield

210.00
1030.00
13760.00

Government discount

1156.00
12604.00



 **Kawasaki**
Let the good times roll.

Scan 142

RESOLUTION NO. 24-10

A RESOLUTION ACCEPTING A DONATION/GRANT 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>
Immanuel LWML	\$50

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

The donation is intended for Lakefield Ambulance.

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 22nd day of January, 2024.

Stephen A. Condon, Mayor

Stacy J. Anderson, City Clerk

H. Hussong-Reasoner

A. Monson

B. Pavelko

N. Hall

S. Condon



AGROECOPOWER LLC.
CUSTOMER INVOICE



P.S. # 13950

SALESMAN: Todd Hakl

DATE: 12.13.2023

CUSTOMER NAME: CITY OF LAKFIELD FIRE DEPT

ADDRESS, CITY, ZIP: 301 Main St, Lakefield, 56150

PHONE #: (507) 830-0355

CITY OF LAKFIELD : Truck
FIRE DEPT

Rosenbauer
Fire Truck
54F2A8712GWM11538

Total \$ 2500,-

I AGREE AND ACKNOWLEDGE THAT I HAVE ORDERED THE ABOVE GOODS AND SERVICES. I WAS EXPLAINED AND UNDERSTAND THE PROCESS THAT AGROECOPOWER LLC. HAS PERFORMED TO MY EQUIPMENT AND ACCEPT FULL RESPONSIBILITY.

I AGREE THAT IN THE EVENT, I DECIDE AGAINST THE PRODUCT/SERVICE WITHIN THE FIRST 30 DAYS. I WILL IMMEDIATELY ALLOW THE SALESMAN/TECHNICIAN, ACCESS TO THE MACHINE IN ORDER TO REINSTATE THE SOFTWARE BACK TO ITS ORIGINAL STATE AND RECEIVE A FULL REFUND. I DECLARE THAT ALL THE ABOVE INFORMATION, AS THE OWNER AND PURCHASER, IS TRUE AND CORRECT.

XX I AM AWARE THAT MY EQUIPMENT IS STILL UNDER FACTORY WARRANTY. TO AVOID ANY CHANCE OF CANCELLATION OF WARRANTY, IT IS MY RESPONSIBILITY TO NOTIFY AGROECOPOWER LLC. AND ALLOW THEM TO INSTALL THE ORIGINAL ECU SOFTWARE TO MY EQUIPMENT BEFORE ANY DEALER SERVICES ARE PERFORMED.

XX AGROECOPOWER REPRESENTATIVE HAS INSTRUCTED ME, ON WHAT I NEED TO DO TO COMPLETE MECHANICAL PART OF SW REPAIR PROCESS.

CUSTOMER SIGNATURE

AGROECOPOWER LLC- REPRESENTATIVE

SIGN: _____

PRINT: _____

AGROECOPOWER LLC
18235 CHEYENNE Rd
OMAHA, NE 68136



Date: January 8, 2024

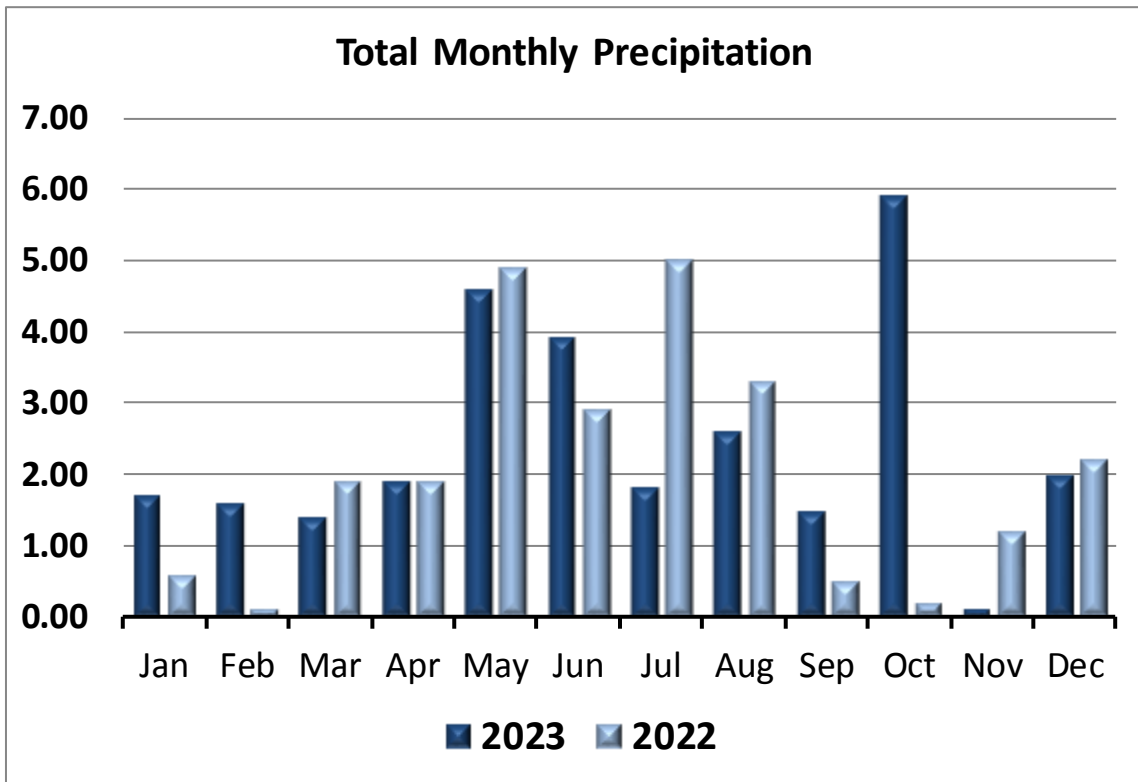
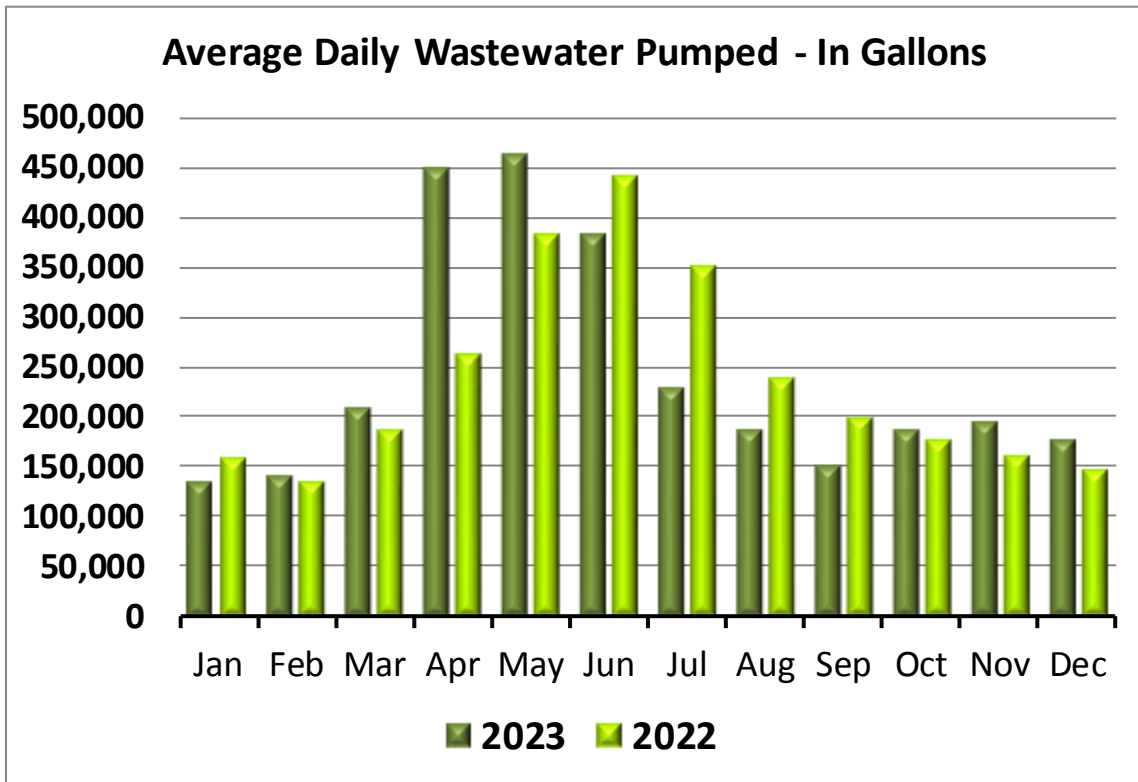
To: City of Lakefield

From: Jason Rossow, Operator

O & M Report: December 2023

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.
 - Lining crew here in the month of December, lining sewer services in the alley next to Broadway Ave.
 - Cleaned clarifier weirs and oiled chains on gear box drives.
 - Grit pump failed to run in the month of December. Took pump apart and discovered intake check valve is missing. Called manufacture and found out that this pump is discontinued. Pump is 35 years old. Septic truck pumped out pit and we will have to pump out again in the month of March. There is no grit removal at WWTP until the new grit pump is installed in the month of May.
 - Changed oil on snow blower and greased auger.
 - Collaborating daily with engineers on the WWTP rehab project.
 - Locates as needed. Remove snow as needed. Checked lift stations twice a week.
 - Rice Lake Co. installing air piping for new blowers. Start up on one blower is scheduled for late January. Blower #2 will be in February.
 - Cleaned Main lift station at WWTP. Used jetter truck to clean collection lift stations.
 - Flushed some sanitary sewer mains around town.
- Worked with Rice Lake Co. moving new equipment around in the ATAD building. Making it easier to install the two new blowers for bio-solids storage tank.



		December-23	November-23	December-22
Wastewater				
CBOD				
CBOD Influent	mg/L	146.0	185.0	178.0
CBOD Effluent	mg/L	1.9	1.8	0.8
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	1.29	1.33	0.43
CBOD Effluent Loading Permit Limit	kg/day	55	55	55
TSS				
TSS Influent	mg/L	197.0	211.0	207.0
TSS Effluent	mg/L	9.8	9.5	2.0
TSS Effluent Permit Limit	mg/L	30	30	30
TSS % Removal	%	95.0%	96.0%	98.0%
TSS % Removal Permit Limit	%	85%	85%	85%
TSS Effluent Loading	kg/day	6.60	7.20	1.10
TSS Effluent Loading Permit Limit	kg/day	66	66	66
Phosphorus				
Phos Influent	mg/L	4.49	4.56	5.10
Phos Effluent	mg/L	0.30	0.20	0.20
Phos Effluent Permit Limit	mg/L	1 mg/l	1 mg/l	1 mg/l
Phos Effluent Loading	kg/day	0.20	0.18	0.11
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	177,000	196,000	147,000
Maximum Daily	gallons	223,000	242,000	214,000
Total Monthly	gallons	5,490,000	5,887,000	4,564,000
Precipitation Monthly Total	Inches	1.99	0.10	2.20

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
12/1/2023	Alarms	30002 WW Lakefield, MN	N/A	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.
12/1/2023	Eye Wash Station	30002 WW Lakefield, MN	N/A	Monthly PM	Flush and make sure it is operable along wtih shower.
12/4/2023	Generator - Kohler	30002 WW Lakefield, MN	N/A	Monthly PM	Run and check unit.
12/7/2023	Lift Station #1 West	30002 WW Lakefield, MN	cleaned floats and did amp readings	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.
12/7/2023	FIRE EXTINGUISHERS	30002 WW Lakefield, MN	N/A	Inspection	Check all extinguishers in plant and truck.
12/11/2023	Flow Meter	30002 WW Lakefield, MN	N/A	Schedule Appointment	Have a qualified outside vendor calibrate flow meter.
12/14/2023	Lift Station #2-Emerald Valley	30002 WW Lakefield, MN	Cleaned all floats and amp draws on pumps	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.