



## CITY COUNCIL MINUTES January 5, 2026, ~ 7:00 PM

**Council Present:** Stephen A. Condon, Andrea Monson, Heather Hussong Reasoner, Jeff Paplow and Brent Pavelko.

**Council Absent:** None

**Others Present:** Holly Rademacher – City Clerk, Roger Pohlman – Police Chief, Justin Lessman- online Media, Shelley Pohlman- online, Mike Chepa- online, DT-online, Sarah Dahl- online, Carol Schultz- online, and one other caller online.

**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 **Paplow/Hussong Reasoner**. All in favor. Motion carried.

**APPROVAL OF MINUTES-** A motion to approve minutes from December 22, 2025, as presented, made by **Monson/Paplow**. All in favor. Motion carried.

**APPROVAL OF FINANCIAL REPORT** – A motion to approve the financial report as presented in the amount of \$379,785.92 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) –

### AGENDA ITEMS

1. **Consider Annual Resolutions-** A motion to approve annual Resolutions 26-01 through 26-05, 26-07 and 26-08 made by **Hussong Reasoner/Paplow**. Roll call vote; all in favor. Motion carried.
  - a. 25-01 Financial Institutions Signers
  - b. 25-02 Offset of Accounts
  - c. 25-03 Allowing Wiring of Funds
  - d. 25-04 Allowing Prepayments of Accounts Payable
  - e. 25-05 Designation of Official Newspaper
  - f. 25-06 Fees for 2025
    - i. Chief Pohlman would like the council to consider increasing the dangerous dog fee, currently the annual fee is \$20. Pohlman feels this fee needs to increase due to the cost of wages increasing and supply cost increasing. The signs are \$7.50 each plus shipping and tags are \$2 each plus shipping. Pohlman stated the City of Lakefield ordinances follow MN state statute and with the state statute allowing up to no more than a \$500 licensing fee for dangerous dog. He would recommend \$250 license fee plus \$10 per sign and \$5 per tag. Council member Pavelko questioned the terms of the fee, is it annual, lifetime or other term. Pohlman was unsure what the terms would be, he thought that the terms would coincide with the city meaning when rabies records are expired. Rabies shots can vary with the dog, vet or owner, typically there are 1 year or 3-year shots. Rademacher stated currently with the city the dog license, it is an annual fee \$5 Jan. – March and \$15 April-Dec. and a new dog tag every year. She would recommend a one-time fee for sign(s) and tags unless they need to be replaced, this would keep records manageable and consistent if the council would like to charge \$250 every year for licensing that would be up to them. Paplow asked the criteria of dangerous dog. Chief Pohlman explained the difference between potential dangerous and dangerous dog. A motion to approve Resolution 26-06 with the change of dangerous dog license being \$250 annual, one-time fee of \$5 per tag and one-time \$10 per sign fee unless a replacement sign and/or tag is requested made by **Pavelko/Hussong-Reasoner**. Roll call vote; all in favor. Motion carried.
  - g. 25-07 Authorizing 457 Plan Signers
  - h. 25-08 Appointing a Responsible Authority
2. **Consider 2026 Board and Committee Appointments and Appoint a Mayor Pro Tem** – A motion made by **Paplow/Hussong-Reasoner**, to approve the board and committee appointments as listed with the additions of

Mark Steffen on utility commissions and Marlene Vos joining the EDA board in Council Packet by Mayor Condon, with Council Member Monson being appointed Mayor Pro Tem. All in favor. Motion carried.

3. **Consider aid for grant application at Milwaukee Street-** Dahl with North Prairie Properties is requesting the council to consider acting as the applicant for redevelopment grant through the MN Employment and Economic Development. Dahl attempted to apply in August 2025 but was told that an individual like herself is ineligible. However, if it came from the City of Lakefield or EDA, it can be accepted and considered. Dahl has the application completed and filled out, it just needs to be signed by and come from the City and not Dahl as an individual. Dahl explained that the funds if received can only be used for demolition, interior environmental abatement, public infrastructure, environmental infrastructure, and geotechnical soil correction. Dahls intent with the application would be for it to help cover the cost of demolition of the vacant nursing home building. This grant application is due February 1st, and Dahl will need to mail a physical copy along with a flash drive before then. The project area is demolition 220 Milwaukee street (old hospital building), with plans of building eight row homes. Dahl stated she has a waiting list of 5 for the row homes. Rademacher stated that this application is similar to the grant and application process the City assisted with for Southwest MN Housing Partnership and received grant funding. The city would act as the liaison to North Prairie Properties in the grant application process, if the grant is awarded to the City, the City would transfer the funds as a grant to North Prairie Properties under the grant restrictions. Hussong-Reasoner recommends the City supporting this application and what a great addition to the community it would be. Pavelko supports the city helping with the application processes as acting applicant. He would like a final copy of the grant application for review, and stated this is a great way for the city to support new development in town. A motion to approve submitting grant application for redevelopment grant through the MN Employment and Economic Development under North Prairie Properties entity made by **Hussong-Reasoner/Pavelko**. All in favor. Motion carried.
4. **Approval Request of Four Police Department Policy's-** Chief Pohlman stated the Lakefield Police Department does not recommend renewal of Lexipol Policy Management program due to the grant funding diminished and cost of renewal from Lexipol being \$3,184. Chief Pohlman explained he felt there was no time saving and felt going back to own policies with the POST board models is cost effective. Therefore, LPD is in the process of implementing POST Board Model Policies and other relevant policies. The following policies are provided for council's approval/review: #300 Resistance Response Policy, #306 Vehicle Pursuit Policy, #601 Sexual Assault Investigation Policy and #1029 Performance History Audit Policy. He noted 300, 306 and 601 are POST Board Model Policies that were updated in October 2025. Chief added policy 1029 performance history audit from the Lexipol policy, he felt this policy is beneficial to help identify commendable performance as well as early recognition of training needs and other potential issues. A motion to approve LPD policies 300,306,601 and 1029 as presented made by **Monson/Hussong-Reasoner**. All in favor. Motion carried.
5. **Invoice for hauling Biosolids-** Invoice from Brian Majerus was submitted for hauling biosolids from the wastewater plant in the amount of \$2,008.28. Rademacher stated that the hauling of biosolids happens bi-annually. A motion to approve the invoice in the amount of \$2,008.28 to Brian Majerus made by **Hussong-Reasoner/Paplow**. All in favor. Motion carried.
6. **2026 LMC Membership Due Invoice-** Invoice in the amount of \$2,454 for membership dues in the League of Minnesota Cities for the year beginning January 1, 2026. Annual dues for membership in the League of Minnesota Cities include subscriptions to Minnesota Cities magazine. Pursuant to the disclosure requirements of Minnesota Statutes, Section 6.76, the proportionate amount of dues spent for lobbying purposes is 10.6%. This percentage is reported to the State Auditor as required by statute. Population: 1,729, population represents the 2024 State Demographer and Metropolitan Council Estimates, dues are based on cities population. Monson would like the city to continue to be a member to LMC, they are a great resource to the city. A motion to approve invoice in the amount of \$2,454 for LMC membership dues made by **Hussong-Reasoner/Monson**. All in favor. Motion carried.

#### OLD BUSINESS

1. **Hanson Enterprises Invoice-** Rademacher informed the council that the insurance adjuster responded back stating back the multipurpose air conditioning units are eligible for insurance claim. The city would be responsible for \$500 deductible. Rademacher has requested council approval to submit claim and pay \$500 deductible. A motion to approve submitting air conditioners damage on multipurpose building to insurance and paying the \$500 deductible made by **Pavelko/Hussong-Reasoner** all in favor. Motion carried.

## **INFORMATIONAL ITEMS**

### **1. Other Board and Committee Reports**

- a. EDA Update –**
  - i.** Next meeting January 9<sup>th</sup> at 12:00 pm
- b. LPU Update**
  - i.** Next meeting on January 20<sup>th</sup> at 4:00 pm
- c. Park Update –**
  - i.** Next meeting on January 12<sup>th</sup> at 4:30 pm
- d. Planning & Zoning Update -**
  - i.** Next Meeting on January 26<sup>th</sup> at 4:30 pm

## **ANNOUNCEMENTS**

- 1. Closed on January 19, 2026, in Observance of Martin Luther King Day**
- 2. Next council meeting, TUESDAY, January 20, 2025, at 7:00 p.m. in City Hall**

**ADJOURNMENT** – Motion to adjourn made by **Monson/Hussong-Reasoner** to adjourn at 7:28 pm. All in favor. Motion carried.

**Attest:**

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**Holly Rademacher, City Clerk**