



CITY COUNCIL AGENDA January 8, 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 – December 18, 2023

APPROVAL OF FINANCIAL REPORT

DEPARTMENT REPORTS

SCHEDULED/UNSCHEDULED GUESTS (limit 5 minutes each)

- 1. Rodney Matteson – Requested to Address Council Regarding Assessments**

AGENDA ITEMS:

- 1. Consider Annual Resolutions**
 - a. 24-01 Financial Institutions Signers**
 - b. 24-02 Offset of Accounts**
 - c. 24-03 Allowing Wiring of Funds**
 - d. 24-04 Allowing Prepayments of Accounts Payable**
 - e. 24-05 Designation of Official Newspaper**
 - f. 24-06 Fees for 2022**
 - g. 24-07 Authorizing 457 Plan Signers**
 - h. 24-08 Appointing a Responsible Authority**
- 2. Consider 2024 Board and Committee Appointments and appoint a Mayor Pro Tem**
- 3. Fire Department 2024 Officers Recommendation**
 - a. Chief – Tim Baumann**
 - 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**
- 4. Consider Police Department Approval of Lexipol Policy Manual and On-line Training Services - \$3,300.30**
- 5. Consider Building Committee Discussion on Street Shop and Municipal Liquor Store & Bid for Architectural Design**
- 6. Consider Mainstreet Parking**
- 7. Consider Draft RFP for City Attorney**
- 8. Consider SEH General Engineering Services Agreement for 2024**
- 9. Consider Formal Approval of Stevens Construction Bid for Gravel Road – Verbal Permission Received by Street Foreman Prior to Work Being Completed**
- 10. Consider Approval of Invoice for Engineer Drawing for City Hall**

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 4:30 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**

ADJOURN



CITY COUNCIL MINUTES December 18, 2023, ~ 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, Pat Costello – City Attorney, Roger Pohlman – Police Chief, Edith Behr – Police Officer, Justin Lessman, Mike Chepa, Carol Schulz, Brynlea Kraft & April Kraft, and Richard Doescher.

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/Pavelko**. All in favor. Motion carried.

APPROVAL OF MINUTES- A motion to approve minutes from December 4, 2023, as presented, made by **Hall/Monson**. All in favor. Motion carried.

APPROVAL OF FINANCIAL REPORT – Year to date financial information was provided to council, no approval needed.

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

SCHEDULED/UNSCHEDULED GUESTS (limit 5 minutes each) –

1. **Kindness Award** – Brynlea Kraft was chosen for this year’s Kindness Award. Brynlea was randomly selected in a drawing where she answered questions regarding kindness. Her prize included a Paw Patrol Christmas ornament, Grinch balloon, bracelets, craft kit, games, and book autographed by Lakefield Police Department Officers.

AGENDA ITEMS

1. **Consider Position of City Attorney** – Pat Costello addressed the council explaining that he has been the City Attorney for over 30 years now, and he feels this would be the right time for the city to begin searching for a new City Attorney. Costello explained that he is interested in spending more time practicing law within his own law practice. The council expressed their understanding and gratitude to Costello.
2. **Consider Golf Course Purchase of Used Fairway Mower** – A quote and pictures were reviewed for a used fairway mower for the golf course. Mayor Condon stated that the current mower being used is hazardous and if purchased, this mower would be owned by the city versus using a borrowed mower. Discussion regarding the sale of the golf course was held, with Mayor Condon stating that we should be open to discussion of the sale should a serious offer be made on the golf course. Council Member Pavelko stated that he did not look at the golf course as a short-term purchase, and we should operate the course as though we will own it for long term. Profit and loss margins were discussed with Council Member Hall stating that we should refrain from purchasing the mower as the golf course did lose money in the 2023 season. A motion to approve the purchase of the used fairway mower from the Jackson Golf Course for \$5,000 was made by **Pavelko/Monson**. Pavelko, Hussong Reasoner, and Monson: yes; Hall: no. Motion carried.
3. **Consider Personnel Policy Change – Update Holidays** – Motion to approve adding Juneteenth as a legal holiday made by **Hall/Hussong Reasoner**. All in favor. Motion carried.
4. **Consider Personnel Policy Change – Comp Time** – Motion to approve setting the maximum amount of comp time to be banked at one time to 40 hours made by **Hall/Hussong Reasoner**. All in favor. Motion carried.

5. **Consider Personnel Policy Change – Earned Safe and Sick Time** – Motion to approve the Earned Safe and Sick Time, mandated by the State of Minnesota, made by **Hall/Monson**. All in favor. Motion carried.
6. **Consider Resolution 23-37 – Supporting Safe Routes to School** – Motion to approve Resolution 23-37, supporting the Park, Aquatic Center, and Recreation Board in submitting a grant application for the Safe Routes to School, made by **Hussong Reasoner/Hall**. Roll call vote; all in favor. Motion carried.
7. **Consider Library Building Maintenance** – Council reviewed a list of maintenance needs provided by library staff. Council directed Frerichs to review the list with library employees.
8. **Consider 2024 Council Meeting Schedule** – Council reviewed the schedule for 2024 Council Meeting Dates. Motion to approve the 2024 Council Meeting Schedule, with the first council meeting of 2024 scheduled for January 8, 2024 at 7pm, made by **Monson/Hussong Reasoner**. All in favor. Motion carried.
9. **Consider Resolution 23-38, Approving 2024 Liquor & Tobacco Licenses** – Motion to approve Resolution 23-38, approving the following licenses: Dudley’s Garage - Liquor and Sunday Liquor, Staples Enterprises Inc. dba Holiday - 3.2 Off Sale and Tobacco, Gordlu, llc dba The Shed - Liquor and Sunday Liquor, Hanson Ward VFW Post - Liquor and Sunday Liquor, Dollar General – Tobacco, Maynard’s – Tobacco, Lakefield Municipal - Off Sale, Junction 86 - 3.2 Off Sale and Tobacco
10. **Consider Quote for Office Furniture** – Council reviewed a quote for office furniture from Amazon. The quote included 3 desk, bookshelves, lateral file cabinets, and one reception desk. Motion to approve the quote from Amazon for \$4,202.86 made by **Hussong Reasoner/Monson**. 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 December 19th at 4:00 pm
 - c. **Park Update** –
 - i. Next meeting on January 8th at 4:00 pm
 - d. **Planning & Zoning Update** -
 - i. Next Meeting on December 26th at 4:30 pm

ANNOUNCEMENTS

1. **Next council meeting, Monday, January 8, 2024, at 7:00 p.m. in City Hall**

ADJOURNMENT – Motion to adjourn made by **Monson/Hussong Reasoner** to adjourn at 7:57 pm. All in favor. Motion carried.

Attest:

Stacy J. Anderson, City Clerk

City of Lakefield

Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
	AFLAC	29-Dec-23	Companion Life	supplemental benefits	\$245.62
	Prepaid Items	21-Dec-23	HUMANA	elective benefits	\$406.20
	FICA Tax Withholding	07-Dec-23	IRS	12.7.23 payroll	\$195.24
	Federal Withholding	07-Dec-23	IRS	12.7.23 payroll	\$4,032.51
	Medicare	07-Dec-23	IRS	12.7.23 payroll	\$1,167.84
	FICA Tax Withholding	21-Dec-23	IRS	12.21.23 payroll	\$3,670.12
	Federal Withholding	21-Dec-23	IRS	12.21.23 payroll	\$2,308.94
	Medicare	21-Dec-23	IRS	12.21.23 payroll	\$1,345.92
	SC- Jurries	08-Dec-23	JURRIES, ELIOT	plumbing materials	\$5,329.00
	Prepaid Items	21-Dec-23	LEAGUE OF MINNESOTA CITIES	membership dues- Sep-Dec 2023	\$748.33
	MN Mutual Withholding	08-Dec-23	MINNESOTA LIFE	life insurance	\$4.60
	MN Mutual Withholding	29-Dec-23	MINNESOTA LIFE	life ins	\$4.60
	State Withholding	06-Dec-23	MINNESOTA REVENUE	12.7.23 payroll	\$1,867.48
	State Withholding	21-Dec-23	MINNESOTA REVENUE	12.21.23 payroll	\$1,323.51
	PERA	07-Dec-23	P.E.R.A.	12.7.23 payroll	\$6,834.61
	PERA	06-Dec-23	P.E.R.A.	11.22.23 payroll	\$613.46
	PERA	21-Dec-23	P.E.R.A.	12.21.23 payroll	\$5,643.20
	Prepaid Items	21-Dec-23	PEOPLESERVICE INC	January wastewater service	\$15,499.00
	Other Receivables	08-Dec-23	VILLAGE GREEN	Christmas garland	\$320.00
	Deferred Comp (ING)	07-Dec-23	VOYA INSTITUTIONAL TRUST CO	12.7.23 payroll	\$328.26
	Deferred Comp (ING)	21-Dec-23	VOYA INSTITUTIONAL TRUST CO	12.21.23 payroll	\$328.26
	Hospitalization/Medical Ins	07-Dec-23	WEX BANK	12.7.23 payroll	\$366.00
	Hospitalization/Medical Ins	21-Dec-23	WEX BANK	12.21.23 payroll	\$341.00
General Government	Repairs & Maintenance	08-Dec-23	A & B BUSINESS	printing	\$293.05
General Government	Building Janitorial	29-Dec-23	ARAMARK	mats	\$68.75
General Government	Computer Support Fees	08-Dec-23	COMPUTER LODGE LLC	Microsoft 365 hosting	\$199.20
General Government	Building Janitorial	21-Dec-23	ELAN FINANCIAL SERVICES	city hall vacuum	\$169.99
General Government	Building Janitorial	08-Dec-23	JACKSON COUNTY DAC	cleaning	\$24.20
General Government	Repairs & Maintenance	08-Dec-23	LAKEFIELD LUMBER	R&M supplies	\$5.58
General Government	Dues and Subscriptions	21-Dec-23	LEAGUE OF MINNESOTA CITIES	membership dues- Jan-Aug 2024	\$1,496.67
General Government	Advertising	29-Dec-23	LIVEWIRE PRINTING COMPANY	veterans day page ad	\$31.00
General Government	Advertising	29-Dec-23	LIVEWIRE PRINTING COMPANY	veterans day page ad	\$31.00
General Government	Utilities	08-Dec-23	LPU	utilities	\$359.44
General Government	Utilities	29-Dec-23	LPU	utilities	\$316.70
General Government	General Supplies	21-Dec-23	MAYNARD S FOOD CENTER	drinking water	\$1.17
General Government	General Supplies	21-Dec-23	MAYNARD S FOOD CENTER	cleaning supplies	\$17.39
General Government	Telephone	21-Dec-23	SMBS	phones, internet	\$164.70
General Government	Repairs & Maintenance	21-Dec-23	WINDOM FIRE & SAFETY	fire ext inspection & maintenance	\$40.00

City of Lakefield

Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
City Clerk	Employer Paid Life	08-Dec-23	MINNESOTA LIFE	life insurance	\$46.80
City Clerk	Employer Paid Life	29-Dec-23	MINNESOTA LIFE	life ins	\$7.20
Financial Manager	Employer Paid Life	08-Dec-23	MINNESOTA LIFE	life insurance	\$3.60
Financial Manager	Employer Paid Life	29-Dec-23	MINNESOTA LIFE	life ins	\$3.60
Police Department	Dues and Subscriptions	21-Dec-23	ConfiTrek	training/licensing software	\$384.00
Police Department	Vehicle Expense	21-Dec-23	COOPERATIVE ENERGY COOP	gas	\$90.39
Police Department	Legal Fees	21-Dec-23	COSTELLO, CARLSON &	criminal matters	\$840.00
Police Department	Tools and Small Equipment	21-Dec-23	ELAN FINANCIAL SERVICES	earbud for radio	\$11.20
Police Department	Uniforms	21-Dec-23	ELAN FINANCIAL SERVICES	hat	\$8.99
Police Department	Office Supplies	21-Dec-23	ELAN FINANCIAL SERVICES	desk lamp	\$19.99
Police Department	Tools and Small Equipment	21-Dec-23	ELAN FINANCIAL SERVICES	ear buds	\$9.98
Police Department	Postage	21-Dec-23	ELAN FINANCIAL SERVICES	mailed flash drive	\$4.85
Police Department	Tools and Small Equipment	21-Dec-23	ELAN FINANCIAL SERVICES	earbuds, flash drive	\$50.22
Police Department	Uniforms	21-Dec-23	GALLS INC	hats	\$93.12
Police Department	Dues and Subscriptions	29-Dec-23	JACKSON COUNTY SHERIFF	mobile app for RMS command & control	\$120.00
Police Department	Utilities	08-Dec-23	LPU	utilities	\$29.03
Police Department	Utilities	29-Dec-23	LPU	utilities	\$28.03
Police Department	General Supplies	21-Dec-23	MAYNARD S FOOD CENTER	soap	\$10.76
Police Department	Employer Paid Life	08-Dec-23	MINNESOTA LIFE	life insurance	\$28.80
Police Department	Employer Paid Life	29-Dec-23	MINNESOTA LIFE	life ins	\$10.80
Police Department	Telephone	21-Dec-23	SMBS	phones, internet	\$38.53
Police Department	Vehicle Expense	08-Dec-23	THE CORNER STATION	gas	\$15.50
Police Department	Vehicle Expense	08-Dec-23	THE CORNER STATION	gas	\$22.00
Police Department	Vehicle Expense	08-Dec-23	THE CORNER STATION	gas	\$15.40
Police Department	Vehicle Expense	29-Dec-23	THE CORNER STATION	gas	\$21.20
Police Department	Vehicle Expense	29-Dec-23	THE CORNER STATION	gas	\$27.65
Police Department	Vehicle Expense	29-Dec-23	THE CORNER STATION	gas	\$11.00
Police Department	Vehicle Expense	29-Dec-23	THE CORNER STATION	gas	\$13.00
Police Department	Vehicle Expense	21-Dec-23	United Fuels Midwest	car wash	\$44.00
Police Department	Telephone	21-Dec-23	VERIZON WIRELESS	phones	\$82.46
Police Department	Telephone	21-Dec-23	VERIZON WIRELESS	phones	\$80.06
Police Department	Vehicle Expense	29-Dec-23	WEX Bank	gas	\$712.75
Police Department	Repairs & Maintenance	21-Dec-23	WINDOM FIRE & SAFETY	fire ext inspection & maintenance	\$60.00
Fire Department	Vehicle Expense	21-Dec-23	CRYSTAL VALLEY COOP	gas & diesel	\$278.07
Fire Department	General Supplies	21-Dec-23	HEIMAN INC	phos-chek 5 gallon pail	\$465.00
Fire Department	Preventative Health	21-Dec-23	SANFORD ND	pre-employment exam	\$105.00
Fire Department	Telephone	21-Dec-23	SMBS	phones, internet	\$134.83
Fire Department	Vehicle Expense	21-Dec-23	STURDEVANTS AUTO PARTS	filters	\$222.98

City of Lakefield

Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
Fire Department	Tools and Small Equipment	21-Dec-23	Two Way Solutions	minitor VI programming cradle	\$104.99
Fire Department	General Supplies	21-Dec-23	WINDOM FIRE & SAFETY	fire ext inspection & maintenance	\$100.00
Fire/Ambulance Bldg	Utilities	08-Dec-23	LPU	utilities	\$567.74
Fire/Ambulance Bldg	Utilities	29-Dec-23	LPU	utilities	\$507.92
Fire/Ambulance Bldg	Garbage Service		SCHAAP SANITATION	garbage	\$9.45
Fire/Ambulance Bldg	Garbage Service		SCHAAP SANITATION	garbage	\$67.79
Street Department	Equipment Maintenance	21-Dec-23	BOB S FLEET SUPPLY INC	hoses	\$43.22
Street Department	Vehicle Expense	21-Dec-23	COOPERATIVE ENERGY COOP	gas	\$100.30
Street Department	Vehicle Expense	21-Dec-23	CRYSTAL VALLEY COOP	gas & diesel	\$1,272.56
Street Department	Equipment Maintenance	21-Dec-23	DICKS WELDING INC	steel	\$32.02
Street Department	Equipment Maintenance	21-Dec-23	FASTENAL COMPANY	street equip maint	\$300.00
Street Department	General Supplies	21-Dec-23	FASTENAL COMPANY	street parts	\$258.05
Street Department	Uniforms	21-Dec-23	FASTENAL COMPANY	safety glasses	\$132.21
Street Department	Locate Fees (Gopher)	08-Dec-23	GOPHER STATE ONE CALL	billable tickets	\$9.45
Street Department	Equipment Maintenance	08-Dec-23	HENNING RENTAL	antifreeze propylene/glycol gallon	\$77.14
Street Department	Vehicle Expense	21-Dec-23	JACKSON CO PUBLIC WORKS	DOT inspections	\$652.34
Street Department	Utilities	08-Dec-23	LPU	utilities	\$163.53
Street Department	Street Light & Elect Main	08-Dec-23	LPU	utilities	\$947.16
Street Department	Street Light & Elect Main	08-Dec-23	LPU	utilities	\$338.88
Street Department	Utilities	08-Dec-23	LPU	utilities	\$95.44
Street Department	Utilities	29-Dec-23	LPU	utilities	\$151.80
Street Department	Street Light & Elect Main	29-Dec-23	LPU	utilities	\$887.32
Street Department	Street Light & Elect Main	29-Dec-23	LPU	utilities	\$368.28
Street Department	Utilities	29-Dec-23	LPU	utilities	\$144.78
Street Department	General Supplies	21-Dec-23	MAYNARD S FOOD CENTER	TP	\$10.98
Street Department	General Supplies	21-Dec-23	MAYNARD S FOOD CENTER	TP	\$10.98
Street Department	General Supplies	21-Dec-23	MAYNARD S FOOD CENTER	water	\$15.98
Street Department	General Supplies	21-Dec-23	MAYNARD S FOOD CENTER	peroxide	\$10.17
Street Department	General Supplies	21-Dec-23	MAYNARD S FOOD CENTER	drinking water	\$14.00
Street Department	Employer Paid Life	08-Dec-23	MINNESOTA LIFE	life insurance	\$36.00
Street Department	Employer Paid Life	29-Dec-23	MINNESOTA LIFE	life ins	\$14.40
Street Department	Street Sign Expense	21-Dec-23	NEWMAN SIGNS	signs	\$240.17
Street Department	Repairs & Maintenance	21-Dec-23	RUNNINGS SUPPLY INC	wiper blades, oil	\$84.27
Street Department	Uniforms	21-Dec-23	RUNNINGS SUPPLY INC	hoodie, jacket	\$154.98
Street Department	Garbage Service		SCHAAP SANITATION	garbage	\$48.97
Street Department	Garbage Service		SCHAAP SANITATION	garbage	\$41.14
Street Department	Garbage Service		SCHAAP SANITATION	garbage	\$91.49
Street Department	Street Maintenance	21-Dec-23	STEVENS CONSTRUCTION	blading gravel streets	\$500.00

City of Lakefield

Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
Street Department	Equipment Maintenance	21-Dec-23	WILLIAMSON SUPPLY	plug	\$24.00
Street Department	Repairs & Maintenance	21-Dec-23	WINDOM FIRE & SAFETY	fire ext inspection & maintenance	\$272.95
Swimming Pools	Utilities	21-Dec-23	MN ENERGY RESOURCES CORP	gas	\$27.69
Swimming Pools	Repairs & Maintenance	21-Dec-23	WINDOM FIRE & SAFETY	fire ext inspection & maintenance	\$30.00
Multi-Purpose Building	Building Janitorial	08-Dec-23	ARAMARK	mats	\$89.04
Multi-Purpose Building	Utilities	08-Dec-23	LPU	utilities	\$420.24
Multi-Purpose Building	Utilities	29-Dec-23	LPU	utilities	\$397.47
Multi-Purpose Building	Garbage Service		SCHAAP SANITATION	garbage	\$125.00
Multi-Purpose Building	Garbage Service		SCHAAP SANITATION	garbage	\$128.00
Multi-Purpose Building	Telephone	21-Dec-23	SMBS	phones, internet	\$38.24
Multi-Purpose Building	Repairs & Maintenance	21-Dec-23	WINDOM FIRE & SAFETY	fire ext inspection & maintenance	\$162.95
Parks Department	Utilities	08-Dec-23	LPU	utilities	\$209.74
Parks Department	Utilities	29-Dec-23	LPU	utilities	\$208.34
Library	Building Janitorial	08-Dec-23	ARAMARK	mats	\$54.26
Library	Building Janitorial	21-Dec-23	ARAMARK	mats	\$54.26
Library	Building Janitorial	08-Dec-23	DOLLAR GENERAL	cleaning supplies	\$26.05
Library	Building Janitorial	21-Dec-23	ELAN FINANCIAL SERVICES	cleaner	\$39.99
Library	Building Janitorial	21-Dec-23	ELAN FINANCIAL SERVICES	cleaner	\$27.99
Library	Building Janitorial	08-Dec-23	JACKSON COUNTY DAC	cleaning	\$338.95
Library	Utilities	08-Dec-23	LPU	utilities	\$156.05
Library	Utilities	29-Dec-23	LPU	utilities	\$161.81
Library	Garbage Service		SCHAAP SANITATION	garbage	\$46.74
Library	Garbage Service		SCHAAP SANITATION	garbage	\$49.74
Library	Repairs & Maintenance	21-Dec-23	WINDOM FIRE & SAFETY	fire ext inspection & maintenance	\$30.00
RD STREET PROJECT	Capital Outlay	08-Dec-23	MKC, INC.	independent contractor services	\$650.00
E D A	Miscellaneous	21-Dec-23	MAYNARD S FOOD CENTER	EDA meal	\$15.30
E D A	Contracted services	29-Dec-23	UNITED COMMUNITY	small cities deed grant payable to UCAP	\$22,034.00
E D A	Miscellaneous	08-Dec-23	VILLAGE GREEN	Christmas garland	\$320.00
Sewer Fund	Chemicals and Chem Products	21-Dec-23	HAWKINS WATER TREATMENT	cylinders	\$40.00
Sewer Fund	Repairs & Maintenance	08-Dec-23	LAKEFIELD LUMBER	R&M supplies	\$8.50
Sewer Fund	Utilities	08-Dec-23	LPU	utilities	\$32.91
Sewer Fund	Utilities	08-Dec-23	LPU	utilities	\$1,699.15
Sewer Fund	Utilities	08-Dec-23	LPU	utilities	\$51.64
Sewer Fund	Utilities	08-Dec-23	LPU	utilities	\$22.57
Sewer Fund	Utilities	08-Dec-23	LPU	utilities	\$27.91
Sewer Fund	Utilities	29-Dec-23	LPU	utilities	\$31.61
Sewer Fund	Utilities	29-Dec-23	LPU	utilities	\$1,649.19
Sewer Fund	Utilities	29-Dec-23	LPU	utilities	\$51.64

City of Lakefield

Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
Sewer Fund	Utilities	29-Dec-23	LPU	utilities	\$22.17
Sewer Fund	Utilities	29-Dec-23	LPU	utilities	\$27.35
Sewer Fund	Sludge Hauling	21-Dec-23	MAJERUS, BRIAN	hauling biosolids	\$3,153.96
Sewer Fund	General Supplies	21-Dec-23	MAYNARD S FOOD CENTER	TP, cleaning supplies	\$32.55
Sewer Fund	Garbage Service		SCHAAP SANITATION	garbage	\$114.32
Sewer Fund	Garbage Service		SCHAAP SANITATION	garbage	\$117.32
Sewer Fund	General Supplies	08-Dec-23	SCHWALBACH- WINDOM	Filtrete, spray paint, trash bags	\$67.16
Sewer Fund	Repairs & Maintenance	29-Dec-23	SCHWALBACH- WINDOM	batteries	\$32.98
Sewer Fund	Dues and Subscriptions	21-Dec-23	Silversmith Data	data plan, annual information hosting	\$896.67
Sewer Fund	Repairs & Maintenance	21-Dec-23	SMITH AUTOMOTIVE SUPPLY	belt	\$22.42
Sewer Fund	Repairs & Maintenance	21-Dec-23	SMITH AUTOMOTIVE SUPPLY	hydraulic fluid	\$68.07
Sewer Fund	Postage	30-Nov-23	US POSTAL SERVICE	Nov bills	\$157.44
Sewer Fund	Dues and Subscriptions	08-Dec-23	US POSTAL SERVICE	first class presort fee	\$103.34
Sewer Fund	Postage	28-Dec-23	US POSTAL SERVICE	December bills	\$158.40
Sewer Fund	Repairs & Maintenance	21-Dec-23	WINDOM FIRE & SAFETY	fire ext inspection & maintenance	\$50.00
Liquor Store Fund	Misc Purchases Resale	29-Dec-23	BELLBOY CORP	liquor store	\$356.88
Liquor Store Fund	Liquor Purchases	29-Dec-23	BELLBOY CORP	liquor store	\$936.50
Liquor Store Fund	Beer Purchases	08-Dec-23	BEVERAGE WHOLESALERS	beer	\$288.00
Liquor Store Fund	Beer Purchases	08-Dec-23	BEVERAGE WHOLESALERS	beer	\$2,921.31
Liquor Store Fund	Beer Purchases	21-Dec-23	BEVERAGE WHOLESALERS	beer	\$2,238.81
Liquor Store Fund	Beer Purchases	21-Dec-23	BEVERAGE WHOLESALERS	beer	\$1,824.57
Liquor Store Fund	Beer Purchases	29-Dec-23	BEVERAGE WHOLESALERS	beer	\$1,628.20
Liquor Store Fund	Liquor Purchases	08-Dec-23	BREAKTHRU BEVERAGE	liquor	\$726.41
Liquor Store Fund	Liquor Purchases	08-Dec-23	BREAKTHRU BEVERAGE	liquor	\$113.85
Liquor Store Fund	Misc Purchases Resale	08-Dec-23	BREAKTHRU BEVERAGE	liquor	\$34.85
Liquor Store Fund	Liquor Purchases	21-Dec-23	BREAKTHRU BEVERAGE	liquor	\$113.85
Liquor Store Fund	Liquor Purchases	21-Dec-23	BREAKTHRU BEVERAGE	liquor	\$441.90
Liquor Store Fund	Beer Purchases	08-Dec-23	DOLL DISTRIBUTING LLC	beer	(\$29.70)
Liquor Store Fund	Beer Purchases	08-Dec-23	DOLL DISTRIBUTING LLC	beer	\$3,097.28
Liquor Store Fund	Beer Purchases	21-Dec-23	DOLL DISTRIBUTING LLC	beer	\$5,174.55
Liquor Store Fund	Beer Purchases	21-Dec-23	DOLL DISTRIBUTING LLC	beer	\$2,703.49
Liquor Store Fund	Beer Purchases	21-Dec-23	DOLL DISTRIBUTING LLC	beer	\$195.30
Liquor Store Fund	Beer Purchases	29-Dec-23	DOLL DISTRIBUTING LLC	beer	\$3,821.40
Liquor Store Fund	Permits/Fees/License	08-Dec-23	HEARTLAND SECURITY SERVICES	security system monitoring	\$281.51
Liquor Store Fund	Misc Purchases Resale	29-Dec-23	Home City Ice Company	ice	\$414.75
Liquor Store Fund	Liquor Purchases	08-Dec-23	JOHNSON BROTHERS LIQUOR	liquor	\$1,468.45
Liquor Store Fund	Liquor Purchases	21-Dec-23	JOHNSON BROTHERS LIQUOR	liquor & beer	\$1,108.96
Liquor Store Fund	Beer Purchases	21-Dec-23	JOHNSON BROTHERS LIQUOR	liquor & beer	\$231.00

City of Lakefield

Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
Liquor Store Fund	Liquor Purchases	21-Dec-23	JOHNSON BROTHERS LIQUOR	liquor & beer	\$1,366.68
Liquor Store Fund	Liquor Purchases	21-Dec-23	JOHNSON BROTHERS LIQUOR	liquor & beer	\$1,401.41
Liquor Store Fund	Beer Purchases	21-Dec-23	JOHNSON BROTHERS LIQUOR	liquor & beer	\$141.55
Liquor Store Fund	Liquor Purchases	21-Dec-23	JOHNSON BROTHERS LIQUOR	liquor & beer	\$378.68
Liquor Store Fund	Liquor Purchases	21-Dec-23	JOHNSON BROTHERS LIQUOR	liquor & beer	(\$90.08)
Liquor Store Fund	Liquor Purchases	21-Dec-23	JOHNSON BROTHERS LIQUOR	liquor & beer	(\$164.16)
Liquor Store Fund	Liquor Purchases	29-Dec-23	JOHNSON BROTHERS LIQUOR	liquor & beer	\$1,566.39
Liquor Store Fund	Beer Purchases	29-Dec-23	JOHNSON BROTHERS LIQUOR	liquor & beer	\$269.30
Liquor Store Fund	Liquor Purchases	29-Dec-23	JOHNSON BROTHERS LIQUOR	liquor & beer	\$1,694.27
Liquor Store Fund	Repairs & Maintenance	08-Dec-23	LAKEFIELD LUMBER	R&M supplies	\$18.18
Liquor Store Fund	Utilities	08-Dec-23	LPU	utilities	\$581.75
Liquor Store Fund	Utilities	29-Dec-23	LPU	utilities	\$497.57
Liquor Store Fund	Misc Purchases Resale	21-Dec-23	MAYNARD S FOOD CENTER	pop	\$141.23
Liquor Store Fund	Misc Purchases Resale	21-Dec-23	MAYNARD S FOOD CENTER	pop	\$70.46
Liquor Store Fund	Misc Purchases Resale	21-Dec-23	MAYNARD S FOOD CENTER	pop	\$84.99
Liquor Store Fund	Misc Purchases Resale	21-Dec-23	MAYNARD S FOOD CENTER	paper towels	\$6.65
Liquor Store Fund	Misc Purchases Resale	21-Dec-23	MAYNARD S FOOD CENTER	pop	\$79.28
Liquor Store Fund	Misc Purchases Resale	21-Dec-23	MAYNARD S FOOD CENTER	pop	(\$11.96)
Liquor Store Fund	Employer Paid Life	08-Dec-23	MINNESOTA LIFE	life insurance	\$3.60
Liquor Store Fund	Employer Paid Life	29-Dec-23	MINNESOTA LIFE	life ins	\$3.60
Liquor Store Fund	Liquor Purchases	21-Dec-23	MORGAN CREEK VINEYARDS	wine	\$100.80
Liquor Store Fund	Liquor Purchases	21-Dec-23	PAUSTIS WINE COMPANY	wine	\$342.50
Liquor Store Fund	Liquor Purchases	29-Dec-23	PAUSTIS WINE COMPANY	wine	\$232.00
Liquor Store Fund	Garbage Service		SCHAAP SANITATION	miskeyed Oct invoice- enter credit to adj	(\$1,133.55)
Liquor Store Fund	Telephone	21-Dec-23	SMBS	phones, internet	\$133.50
Liquor Store Fund	Liquor Purchases	08-Dec-23	SOUTHERN GLAZERS WINE &	liquor	\$957.55
Liquor Store Fund	Liquor Purchases	21-Dec-23	SOUTHERN GLAZERS WINE &	liquor	\$734.77
Liquor Store Fund	Liquor Purchases	29-Dec-23	SOUTHERN GLAZERS WINE &	liquor	\$1,233.08
Liquor Store Fund	Repairs & Maintenance	21-Dec-23	WINDOM FIRE & SAFETY	fire ext inspection & maintenance	\$10.00
Golf Course	Repairs & Maintenance	08-Dec-23	BOB S FLEET SUPPLY INC	saw chain sharpen	\$12.00
Golf Course	Repairs & Maintenance	08-Dec-23	BOB S FLEET SUPPLY INC	mower blade sharpen	\$6.00
Golf Course	Vehicle Expense	21-Dec-23	COOPERATIVE ENERGY COOP	gas	\$411.69
Golf Course	Repairs & Maintenance	08-Dec-23	HENNING RENTAL	skid loader repair	\$503.07
Golf Course	Repairs & Maintenance	08-Dec-23	HENNING RENTAL	air compressor rental	\$370.08
Golf Course	Utilities	08-Dec-23	LPU	utilities	\$263.94
Golf Course	Utilities	08-Dec-23	LPU	utilities	\$171.60
Golf Course	Utilities	29-Dec-23	LPU	utilities	\$32.06
Golf Course	Utilities	29-Dec-23	LPU	utilities	\$137.50

City of Lakefield

Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
Golf Course	General Supplies	08-Dec-23	Schwalbach- Jackson	keys	\$12.36
Golf Course	General Supplies	08-Dec-23	Schwalbach- Jackson	keys	\$7.77
Golf Course	Utilities	21-Dec-23	SMBS	phones, internet	\$109.68
Golf Course Clubhouse	General Supplies	08-Dec-23	HEARTLAND SECURITY SERVICES	security system purchase	\$1,695.00
Golf Course Clubhouse	Permits/Fees/License	08-Dec-23	HEARTLAND SECURITY SERVICES	security system monitoring	\$47.43
Ambulance Fund	General Supplies	21-Dec-23	BOUND TREE MEDICAL	ambulance supplies	\$103.89
Ambulance Fund	Vehicle Expense	21-Dec-23	COOPERATIVE ENERGY COOP	gas	\$14.10
Ambulance Fund	Vehicle Expense	21-Dec-23	CRYSTAL VALLEY COOP	gas & diesel	\$297.25
Ambulance Fund	Education/Training/Travel	21-Dec-23	ELAN FINANCIAL SERVICES	continuing ed	\$839.88
Ambulance Fund	Dues and Subscriptions	21-Dec-23	ELAN FINANCIAL SERVICES	MN EMS reg board	\$157.27
Ambulance Fund	Dues and Subscriptions	21-Dec-23	ELAN FINANCIAL SERVICES	MN EMS reg board	\$192.00
Ambulance Fund	Dues and Subscriptions	21-Dec-23	ELAN FINANCIAL SERVICES	antivirus subscription	\$112.21
Ambulance Fund	Telephone	21-Dec-23	VERIZON WIRELESS	phones	\$82.46
Ambulance Fund	Repairs & Maintenance	21-Dec-23	WINDOM FIRE & SAFETY	fire ext inspection & maintenance	\$112.95
					\$150,111.65

Summary by Department	
n/a	\$ 52,923.70
General Government	\$ 3,218.84
Transfers	\$ -
Financial Manager	\$ 7.20
Police Department	\$ 2,883.71
Fire Department	\$ 1,410.87
Ambulance Fund	\$ 1,912.01
Fire/Ambulance Bldg	\$ 1,152.90
Street Department	\$ 7,544.96
Swimming Pools	\$ 57.69
Golf Course	\$ 2,037.75
Golf Course Clubhouse	\$ 1,742.43
Parks Department	\$ 418.08
Multi-Purpose Building	\$ 1,360.94
Library	\$ 985.84
RD STREET PROJECT	\$ 650.00
E D A	\$ 22,369.30
Sewer Fund	\$ 8,639.27
Liquor Store Fund	\$ 40,742.16
Total	\$ 150,111.65

Summary by Fund	
GENERAL FUND	\$ 51,190.73
EDA	\$ 27,698.30
CAPITAL IMPROVEMENTS	\$ -
STREET PROJECT	\$ -
RD STREET PROJECT-SEWER	\$ 650.00
SEWER FUND	\$ 24,138.27
MUNICIPAL LIQUOR FUND	\$ 40,742.16
AMBULANCE FUND	\$ 1,912.01
GOLF COURSE	\$ 3,780.18
2021A REFUNDING ST BOND	\$ -
2016A ST BOND EAST LKFD	\$ -
2018A STREET BOND BDWY	\$ -
2023 GO Revenue Bonds	\$ -
Total	\$ 150,111.65

Department Head Report

Date: January 8, 2024

Police – Lakefield Police Department is working with Lexipol on the process and timelines for implementing Department Policy's and the process for review of policy's by the Police Advisory Committee and then forwarding to the City Council for Formal approval. This is projected to occur over the next six months as policy's are prioritized and edited to include local best practices and wording. Calls for Service Attached.

Street – We continue to use the dry weather to trim trees along with the MRES linemen. We changed the RO membranes at the water treatment plant which is quite the task. We have two sets of membranes now so one can get sent off to be cleaned when we need to switch them out. This should result in better water quality. We also drained the retention tank at the water plant and cleaned the sludge out of it as routine maintenance. Design and planning work continues on a new Public Works/Liquor Store building. The work on the gravel extension of Broadway Ave has been completed. This spring I will have some grading work done to aid in drainage after things have a freeze and thaw cycle to help firm up the new road.

Clerk – We are seeing significant progress with the remodel at City Hall. Some days it is very loud and messy working with all the construction happening but have only worked from home one day due to the construction. There is plenty to be done yet, but we are thrilled to see the changes. New desks, cabinets, bookshelves and reception desk have arrived. The auditors were here this past week to complete their inventory counts and conducted interviews with myself, Holly, and Stephen.

Lakefield Police Department

12-15-2023 to 1-5-2024 CFS Report

Printed on January 5, 2024

CFS Date/Time	CFS #	Code : Description	Address	Primary
12/15/23 23:53:54	JSOCFS2023129673	ACC-INJ : Accident with injuries	Intersection of STATE HWY 86 and 760TH ST, LAKEFIELD, MN 56150	43, LFD, LA1, 382

ACC-INJ : Accident with injuries Total: 1

01/04/24 10:59:55	JSOCFS2024010070	ALRM : Alarm	110 MILWAUKEE ST, LAKEFIELD, MN 56150	40
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ALRM : Alarm Total: 1

12/30/23 12:57:56	JSOCFS20231210050	ANIMAL-CALL : Animal Call	GOLF COURSE AREA, LAKEFIELD	45
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ANIMAL-CALL : Animal Call Total: 1

12/15/23 12:58:02	JSOCFS2023129660	ASSIST-AGENCY : Assist other agency	403 BUSH ST, LAKEFIELD, MN 56150	40
12/28/23 23:03:32	JSOCFS20231210003	ASSIST-AGENCY : Assist other agency	309 1/2 MAIN ST, LAKEFIELD, MN 56150	42

ASSIST-AGENCY : Assist other agency Total: 2

12/27/23 12:41:49	JSOCFS2023129955	BACKGROUND : Background Check	301 MAIN ST, LAKEFIELD	40
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BACKGROUND : Background Check Total: 1

12/18/23 17:59:58	JSOCFS2023129724	CEP REPORT : CEP Intake Report	■ BUSH ST, LAKEFIELD, MN 56150	40
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CEP REPORT : CEP Intake Report Total: 1

12/25/23 20:11:48	JSOCFS2023129921	CITIZEN COMP : Citizen Complaint	312 MILWAUKEE ST, LAKEFIELD	43
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CITIZEN COMP : Citizen Complaint Total: 1

12/27/23 15:30:02	JSOCFS2023129958	DAM PROP : Damage to Property	202 CHICAGO ST, LAKEFIELD	40
01/03/24 12:29:40	JSOCFS2024010047	DAM PROP : Damage to Property	301 N HWY 86, LAKEFIELD, MN 56150	40

DAM PROP : Damage to Property Total: 2

01/04/24 00:59:17	JSOCFS2024010065	DIRECTED PATROL : Directed Patrol	112 MAIN ST, LAKEFIELD, MN 56150	42
12/26/23 15:09:52	JSOCFS2023129939	DIRECTED PATROL : Directed Patrol	MILWAUKEE ST, LAKEFIELD, MN 56150	42
12/17/23 10:15:59	JSOCFS2023129699	DIRECTED PATROL : Directed Patrol	GOLF COURSE, LAKEFIELD	42

CFS Date/Time	CFS #	Code : Description	Address	Primary
01/03/24 21:10:23	JSOCFS2024010060	DIRECTED PATROL : Directed Patrol	Intersection of MENAGE AVE and DOUGLAS ST, LAKEFIELD, MN 56150	42
12/29/23 23:23:51	JSOCFS20231210038	DIRECTED PATROL : Directed Patrol	GOLF COURSE, LAKEFIELD	42
01/02/24 21:02:17	JSOCFS2024010036	DIRECTED PATROL : Directed Patrol	112 MAIN ST, LAKEFIELD, MN 56150	43
12/22/23 21:55:40	JSOCFS2023129845	DIRECTED PATROL : Directed Patrol	112 MAIN ST, LAKEFIELD, MN 56150	43

DIRECTED PATROL : Directed Patrol Total: 7

12/23/23 10:18:37	JSOCFS2023129864	DRIV-COMPL : Driving Complaint	I-90 MM 69	45
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DRIV-COMPL : Driving Complaint Total: 1

12/28/23 17:30:27	JSOCFS2023129993	INFORMATION : Exchange Information	507 CHICAGO ST, LAKEFIELD, MN 56150	42
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INFORMATION : Exchange Information Total: 1

12/22/23 17:53:32	JSOCFS2023129839	JUV REL : Juvenile Related	████ SHERMAN ST, JACKSON, MN 56143	43
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JUV REL : Juvenile Related Total: 1

12/31/23 17:14:34	JSOCFS20231210104	MEDICAL : Ambulance Medical	████ MILWAUKEE ST, LAKEFIELD, MN 56150	42, LA1
12/15/23 18:35:01	JSOCFS2023129670	MEDICAL : Ambulance Medical	████ Milwaukee St., LAKEFIELD, MN 56150	43, DISP, LA1
12/15/23 00:36:24	JSOCFS2023129651	MEDICAL : Ambulance Medical	████ SIOUX AVE, LAKEFIELD, MN 56150	43, LA1

MEDICAL : Ambulance Medical Total: 3

12/23/23 10:54:18	JSOCFS2023129866	MOTR ASST : Motorist Assist	Intersection of I-90 and HWY 86, LAKEFIELD, MN 56150	45
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MOTR ASST : Motorist Assist Total: 1

12/27/23 09:48:34	JSOCFS2023129949	OFP/HRO VIOL : OFP/HRO Violation	████ COLONIAL AVE, LAKEFIELD, MN 56150	40
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OFP/HRO VIOL : OFP/HRO Violation Total: 1

12/30/23 13:23:25	JSOCFS20231210053	PARK-VIOL : Parking Violation	205 S HWY 86 S, LAKEFIELD, MN 56150	45
12/22/23 16:51:31	JSOCFS2023129837	PARK-VIOL : Parking Violation	309 S GRIFFIN ST, LAKEFIELD, MN 56150	45

PARK-VIOL : Parking Violation Total: 2

CFS Date/Time	CFS #	Code : Description	Address	Primary
01/01/24 14:36:16	JSOCFS2024010010	PROP-FOUND : Found Property	501 S HWY 86, LAKEFIELD, MN 56150	45

PROP-FOUND : Found Property Total: 1

12/17/23 12:27:10	JSOCFS2023129703	Public Assist : Public Assist	████ SHERMAN ST, JACKSON, MN 56143	42, 385
12/20/23 05:13:00	JSOCFS2023129765	Public Assist : Public Assist	████ BUSH ST, LAKEFIELD, MN 56150	43
12/20/23 04:59:03	JSOCFS2023129764	Public Assist : Public Assist	████ BUSH ST, LAKEFIELD, MN 56150	43

Public Assist : Public Assist Total: 3

12/26/23 13:29:33	JSOCFS2023129933	SCAM : Computer or Phone Scam	129 BUSH ST, LAKEFIELD, MN 56150	42
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SCAM : Computer or Phone Scam Total: 1

12/30/23 11:36:31	JSOCFS20231210048	SUSP-PERSON : Suspicious Person	620 BUSH STREET, LAKEFIELD, MN 56150	45
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SUSP-PERSON : Suspicious Person Total: 1

12/22/23 13:48:59	JSOCFS2023129835	SUSP-VEH : Suspicious Vehicle	Intersection of MAIN ST and BROADWAY AVE, LAKEFIELD, MN 56150	45
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SUSP-VEH : Suspicious Vehicle Total: 1

01/04/24 16:58:21	JSOCFS2024010077	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and 3RD AVE N, LAKEFIELD, MN 56150	42
01/01/24 00:03:15	JSOCFS2024010001	TRAFFIC STOP : Traffic Stop	402 MN-86, Lakefield, MN 56150, LAKEFIELD	42
01/03/24 21:58:05	JSOCFS2024010063	TRAFFIC STOP : Traffic Stop	Intersection of hwy 86 and 1ST AVE SOUTH, LAKEFIELD	42
12/23/23 13:37:37	JSOCFS2023129875	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and 3RD AVE SOUTH, LAKEFIELD	45
12/23/23 12:00:26	JSOCFS2023129874	TRAFFIC STOP : Traffic Stop	HWY 86/1ST AVE, LAKEFIELD	45
12/23/23 11:51:15	JSOCFS2023129872	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and INDUSTRIAL PKWY	45
12/30/23 09:39:46	JSOCFS20231210046	TRAFFIC STOP : Traffic Stop	Intersection of MILL RD and MAIN ST, LAKEFIELD, MN 56150	45
12/23/23 10:12:25	JSOCFS2023129863	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and INDUSTRIAL ROAD, LAKEFIELD	45
12/23/23 09:56:17	JSOCFS2023129860	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and INDUSTRIAL, LAKEFIELD	45

CFS Date/Time	CFS #	Code : Description	Address	Primary
12/23/23 08:40:02	JSOCFS2023129857	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and 4TH AVE NORTH, LAKEFIELD	45
12/30/23 13:39:17	JSOCFS20231210054	TRAFFIC STOP : Traffic Stop	Intersection of BROADWAY AVE and HIGHWAY 86, LAKEFIELD	45
12/30/23 13:59:19	JSOCFS20231210056	TRAFFIC STOP : Traffic Stop	Intersection of INDUSTRIAL ROAD and HWY 86, LAKEFIELD, MN 56150	45
12/30/23 14:23:01	JSOCFS20231210058	TRAFFIC STOP : Traffic Stop	Intersection of INDUSTRIAL ROAD and HWY 86, LAKEFIELD, MN 56150	45
12/30/23 14:53:02	JSOCFS20231210060	TRAFFIC STOP : Traffic Stop	Intersection of INDUSTRIAL ROAD and HWY 86, LAKEFIELD, MN 56150	45
12/30/23 16:06:04	JSOCFS20231210066	TRAFFIC STOP : Traffic Stop	Intersection of INDUSTRIAL ROAD and HWY 86, LAKEFIELD, MN 56150	45
12/30/23 16:29:45	JSOCFS20231210068	TRAFFIC STOP : Traffic Stop	80626 STATE HWY 86, LAKEFIELD	45
12/23/23 16:02:52	JSOCFS2023129883	TRAFFIC STOP : Traffic Stop	Intersection of 5TH AVE and HWY 86, LAKEFIELD	45
01/01/24 08:14:02	JSOCFS2024010002	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and INDUSTRIAL ROAD, LAKEFIELD	45
01/01/24 08:56:58	JSOCFS2024010003	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and INDUSTRIAL ROAD, LAKEFIELD	45
01/01/24 09:28:35	JSOCFS2024010004	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and INDUSTRIAL ROAD, LAKEFIELD	45
01/01/24 10:46:35	JSOCFS2024010006	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and INDUSTRIAL ROAD, LAKEFIELD	45
01/01/24 11:49:34	JSOCFS2024010007	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and 810TH ST, LAKEFIELD	45
01/01/24 14:08:12	JSOCFS2024010008	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and INDUSTRIAL ROAD, LAKEFIELD	45
01/01/24 14:28:52	JSOCFS2024010009	TRAFFIC STOP : Traffic Stop	Intersection of MILL ROAD and HWY 86, LAKEFIELD	45
01/01/24 15:36:50	JSOCFS2024010012	TRAFFIC STOP : Traffic Stop	Intersection of 3RD AVE and HWY 86, LAKEFIELD, MN 56150	45
12/22/23 13:28:00	JSOCFS2023129832	TRAFFIC STOP : Traffic Stop	Intersection of HWY 71 and I-90, JACKSON, MN 56143	45

CFS Date/Time	CFS #	Code : Description	Address	Primary
12/22/23 11:21:57	JSOCFS2023129829	TRAFFIC STOP : Traffic Stop	Intersection of MAIN ST and MILL RD EAST, LAKEFIELD, MN 56150	45
12/22/23 10:46:59	JSOCFS2023129827	TRAFFIC STOP : Traffic Stop	Intersection of MILL RD E and 460TH AVE, LAKEFIELD, MN 56150	45
12/23/23 08:22:19	JSOCFS2023129855	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and 1ST AVE SOUTH, LAKEFIELD	45
12/23/23 15:39:04	JSOCFS2023129881	TRAFFIC STOP : Traffic Stop	Intersection of SUMMER and CITCO, LAKEFIELD	45
12/23/23 15:13:50	JSOCFS2023129879	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and 1ST AVE, LAKEFIELD	45
12/23/23 14:20:46	JSOCFS2023129877	TRAFFIC STOP : Traffic Stop	Intersection of hwy 86 and industrial, lakefield	45

TRAFFIC STOP : Traffic Stop Total: 32

12/17/23 11:14:21	JSOCFS2023129700	VAC HOME : Vacation Home	██████████, LAKEFIELD, MN 56150	42
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VAC HOME : Vacation Home Total: 1

12/15/23 10:49:01	JSOCFS2023129655	VEH TAMPERING : Vehicle Tampering	304 2ND AVE NORTH, LAKEFIELD	40
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VEH TAMPERING : Vehicle Tampering Total: 1

12/28/23 17:21:43	JSOCFS2023129991	WARRANT : Warrant	██████ N HWY 86, LAKEFIELD	42
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WARRANT : Warrant Total: 1

Total Records: 69

RESOLUTION 24-01

DESIGNATION OF OFFICIAL DEPOSITORIES AND SIGNEES

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

Stephen Condon, Mayor

Stacy J. Anderson, City Clerk

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

- First National Bank
- Fulda Credit Union
- 4M Fund, US Bank NA
 - RBC Wealth Management
 - PMA Financial Network/ PMA Securities Inc
 - Voyager Asset Management
- US Bank
- Bank Midwest Wealth Management/SII Investments, Inc.

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

Adopted this 8th day of January 2024

Stacy J. Anderson, City Clerk

I the above signed Stacy J. Anderson, City Clerk, hereby Certify that the above resolution is a true copy of the Resolution duly passed and adopted by the City Council of the City of Lakefield, Minnesota, on this 8th day of January 2024.

Stephen Condon, Mayor

H. Hussong-Reasoner -

N. Hall -

A. Monson -

S. Condon -

B. Pavelko -

Resolution 24-02

City of Lakefield

Authorizing the Assignment of Accounts for Purpose of Set-Off

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

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

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

Adopted this 8th day of January 2024

Stacy J. Anderson, City Clerk

I the above signed Stacy J. Anderson, City Clerk, hereby Certify that the above resolution is a true copy of the Resolution duly passed and adopted by the City Council of the City of Lakefield, Minnesota, on this 8th day of January 2024.

Stephen Condon, Mayor

H. Hussong-Reasoner -

N. Hall -

A. Monson -

S. Condon -

B. Pavelko -

CITY OF LAKEFIELD

RESOLUTION 24-03

Resolution Allowing Wire/Automated Bank Payments.

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

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

Adopted this 8th day of January 2024

Stacy J. Anderson, City Clerk

I the above signed Stacy J. Anderson, City Clerk, hereby Certify that the above resolution is a true copy of the Resolution duly passed and adopted by the City Council of the City of Lakefield, Minnesota, on this 8th day of January 2024.

Stephen A. Condon, Mayor

M/_____

H. Hussong-Reasoner -

N. Hall -

A. Monson -

S. Condon -

S/_____

B. Pavelko -

CITY OF LAKEFIELD

RESOLUTION 24-04

Resolution Allowing Prepayment of Accounts Payables

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

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

Adopted this 8th day of January 2024

Stacy J. Anderson, City Clerk

I the above signed Stacy J. Anderson, City Clerk, hereby Certify that the above resolution is a true copy of the Resolution duly passed and adopted by the City Council of the City of Lakefield, Minnesota, on this 8th day of January 2024.

Stephen A. Condon, Mayor

M/ _____

H. Hussong-Reasoner -

N. Hall -

A. Monson -

S. Condon -

S/ _____

B. Pavelko -

RESOLUTION 24-05

DESIGNATION OF OFFICIAL NEWSPAPER

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

Adopted this 8th day of January 2024

Stacy J. Anderson, City Clerk

I the above signed Stacy J. Anderson, City Clerk, hereby Certify that the above resolution is a true copy of the Resolution duly passed and adopted by the City Council of the City of Lakefield, Minnesota, on this 8th day of January 2024.

Stephen A. Condon, Mayor

M/ _____

H. Hussong-Reasoner -

N. Hall -

A. Monson -

S. Condon -

S/ _____

B. Pavelko -

2024 FEES – CITY OF LAKEFIELD

RESOLUTION 24-06

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

Liquor:	On-Sale/Sunday	\$600.00	Park Shelter Kitchen Rental	\$50.00
	Cannabis/Cannabidiol	\$500.00 -	\$100 key & clean-up <i>refundable</i> deposit	
	Club	\$200.00	**Sound System	\$25.00
	Off-Sale 3.2 Malt Liquor	\$50.00		
	On-Sale 3.2 Malt Liquor	\$75.00	Records Searches	\$20/hour (<15 min.)
	Temporary	\$75.00/day		
Cigarette		\$40.00	Peddler & Transient Merchant Permit	\$50.00/ 2 weeks
Golf Cart/ATV	Plate	\$15.00	Assessment Search	\$15.00
	Renewal	\$ 0.00	Sidewalk Sales (\$91.03)	\$20.00
Dog License	\$5.00 (Jan.-Feb.) or new puppy		Install Drains, Ditches, Bridges (\$91.04)	\$20.00
	\$15.00 (Mar.-Dec.)		Excavations (\$91.05)	\$25.00
Lost Dog Boarding Fee	\$20.00 per day		Deposit for Blacktop/Concrete	\$300.00
Zoning Permits	\$20.00 - \$50.00 (project value)		Deposit for Gravel/Boulevard	\$100.00
	\$100 penalty if no permit obtained		Tattoo or Body Piercing License (\$116.23)	\$100.00
	\$50 permit expedite fee		Special Event Permit Fee (\$116.23)	\$0
Variance Hearing	\$175.00 +		Special Event Permit Fee non-profit	\$0
	cost of zoning permit		Adult Business License Fee (\$114.36)	\$500
Conditional & Interim Use Permit	\$50.00		Outside Alcohol Consumption Permit (\$111.38)	\$75 per day
Burning Permits	\$5.00		Public Dance Permit (\$ 116.03)	\$50.00
**Multi-Purpose Rental:			Texas Hold'em Permit	\$50.00
	Family/Social	Commercial/Selling	**Picnic Table Rental (wooden)	\$10/table
Seating Area	\$45.00	\$60.00	Mileage reimbursement @ IRS Rate	\$0.67/mile
Kitchen	\$30.00	\$30.00	Council & LPU Commission Out of Town Mtg	
ALL	\$75.00	\$90.00	Attendance Stipend	
Copies	Black	10¢ each	Less Than 4 hours	\$50.00
	Color	25¢ each	More than 4 hours	\$75/day
Fax	\$1.00 first page	10¢ add'l pages		

Adopted this 8th day of January 2024

Stacy J. Anderson, City Clerk

Stephen A. Condon, Mayor

M/_____

H. Hussong-Reasoner -

N. Hall -

A. Monson -

S. Condon -

S/_____

B. Pavelko -

RESOLUTION 24-07

DESIGNATION OF 457 PLAN CONTACTS AND SIGNERS

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

Rachel Kruger, Finance Manager

Stacy J. Anderson, City Clerk

Adopted this 8th day of January 2024

Stacy J. Anderson, City Clerk

I the above signed Stacy J. Anderson, City Clerk, hereby Certify that the above resolution is a true copy of the Resolution duly passed and adopted by the City Council of the City of Lakefield, Minnesota, on this 8th day of January 2024.

Stephen A. Condon, Mayor

M/_____

H. Hussong-Reasoner -

N. Hall -

A. Monson -

S. Condon -

S/_____

B. Pavelko -

RESOLUTION NO. 24-08

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

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

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

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

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

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

Passed by the City Council of Lakefield, Minnesota this 8th day of January, 2024.

Stephen A. Condon, Mayor

Attest:

Stacy J. Anderson, City Clerk

M/_____

H. Hussong-Reasoner -

N. Hall -

A. Monson -

S. Condon -

S/_____

B. Pavelko -

Board Assignments 2024

Utility

*Stephen Condon (council)
*Doug Anderson
Chad Janssen
Jeff Paplow
Doug Busch

Police

*Andrea Monson (council)
*Sherill Frantsen
Jay Stammer
*Lloyd Bettin
Steve VanHal

Emergency Mang

Police Chief Roger Pohlman

Park, Aquatic, & Recreation

*Stephen Condon (council)
*Bethany Lewis
*Gail Rients
Alyssa Anderson
Vanessa Cother
Christie Anderson
Lisa Barkeim

Southwest Broadband (Utility Appointment)

Doug Busch
Tim Jeske

EDA

*Heather Reasoner (council)
*Stephen Condon (council)
Mashauna Hansen
*Josh Swanson
Kortney Nesseth
Jesse Ackerman (finance)
Scott Place

Planning and Zoning

*Heather Reasoner (Council)
Eric Kruger
*Todd Post
Joel Poppe
*Jack Beardsley

Wastewater Advisory

*Brent Pavelko (council)
*Andrea Monson (council)
Jason Rossow

Stacy Anderson

Fire Relief

*Stephen Condon
Stacy Anderson

Library

*David Voehl
Ruth Beardsley

*appoint or re-appoint

Council Positions on Various Boards 2024

Utility Commission

Stephen Condon

Police Advisory

Andrea Monson

Emergency Mang.

Police Chief Roger Pohlman

Park, Aquatic & Recreation

Stephen Condon

EDA

Stephen Condon
Heather Hussong Reasoner

Planning and Zoning

Heather Hussong Reasoner

Wastewater Advisory

Andrea Monson
Brent Pavelko

Fire Relief Board

Stephen Condon
Stacy Anderson

Library Board

David Voehl
Ruth Beardsley (alt)

Council Committee Assignments

Streets and Sidewalks

Brent Pavelko
Andrea Monson

Tools and Equipment

Brent Pavelko
Nathan Hall

Sewage and Drainage

Andrea Monson
Brent Pavelko

Park board

Stephen Condon

Liquor

Nathan Hall
Stephen Condon

Publicity

Heather Hussong Reasoner

Zoning

Heather Hussong Reasoner

Buildings

Stephen Condon
Heather Hussong Reasoner

Personnel

Stephen Condon
Nathan Hall

Utilities

Stephen Condon

Ambulance/Fire

Andrea Monson
Heather Hussong Reasoner

Golf Course

Heather Hussong Reasoner
Nathan Hall
Darold Voss
Samantha Flatgard

Mayor Pro Tem

Andrea Monson

Officers – Lakefield Fire Department

- **2024 Officers to Lakefield City Council**
 - **Safety Officer**
 - Current officer – **Eric Kruger**
 - Retained for 2024
 - Motion carries
 - **SCBA / Equipment Officer**
 - Current Officer – Derek Anderson
 - Derek wants to relinquish this position.
 - New Officer Nomination for 2024 – **Ryan Timko**
 - Motion carries
 - **Secretary / Treasurer**
 - Current officer – **Kyle Reasoner**
 - Retained for 2024
 - Motion carries
 - **Second Assistant Chief / Training Officer**
 - Current officer – **Cody Poelaert**
 - Retained for 2024
 - Motion carries
 - **Assistant Chief**
 - Current Officer – **Tanner McClain**
 - Retained for 2024
 - Motion carries
 - **Chief**
 - Current Officer – **Tim Baumann**
 - Retained for 2024
 - Motion carries



January 8, 2024

TO: Honorable Mayor and City Council Members
FROM: Roger D. Pohlman, Chief of Police
RE: Approval of Lexipol Policy Manual and On-line Training Services

Agenda Item: Approval of Lexipol Policy Manual and On-line Training Services

Discussion: The City of Lakefield received \$76,097.00 on December 26, 2023, for Public Safety Aid from the 2023 Minnesota legislature. On October 2, 2023, Chief Pohlman requested that funding be earmarked for programs/equipment that would meet the legislative intent of community engagement, violence prevention, community intervention programs, mental health crisis, victim services, training programs, first responder wellness, equipment related to fire, rescue and emergency services and other personnel or equipment costs.

Upon reviewing the Lexipol on-line training proposal, I (Chief Pohlman) recommend that the proposed Policy and Training package be approved at the cost of \$3,300.30. The on-line training program contains training in active shooter awareness and knowledge, along with patrol/traffic stop safety practices and awareness. This allows LPD to enhance the safety and training of it's officers within the local community. The Policy Manual will enhance the professional level of services offered, while providing for liability mitigation in our practices.

Funding: Public Safety Aid in the amount of \$3,300.30.

Attachments: Lexipol Invoice

Options: Approve as presented.
Approve the Lexipol Policy without the on-line training.
Do not approve the Services.

Recommendation: Approve the Lexipol Policy Manual and On-line Training as presented.



Invoice

#INVLEX1231973

12/31/2023

Bill To
Lakefield Police Department
301 Main St POB 900
Lakefield MN 56150
United States

End User
Lakefield Police Department

Terms	Due Date	PO #	Contract Term
Net 30	1/30/2024		12/1/2023 to 12/31/2024

Description	Qty	Rate	Amount
Annual Law Enforcement Policy Manual & Daily Training Bulletins	1	\$2,844.30	\$2,844.30
PoliceOne Academy Annual Rate	5	\$91.20	\$456.00
P1A Account Set-Up Fee	1	\$0.00	\$0.00

Your invoice includes a 5 % discount.
This invoice includes 13 months for the price of 12 months.

Subtotal	\$3,300.30
Tax Total (%)	\$0.00
Invoice Total	\$3,300.30
Amount Paid	\$0.00
Amount Due	\$3,300.30

[Click here to submit your accounting inquiry](#)

Lexipol now has an easier way for you to view/pay your invoices. Please set up/login to your account today at [LEXIPOL CUSTOMER PORTAL](#) If you have difficulty logging in, please click on the reset password link, reset your password, and attempt logging in again.

Please Make Checks Payable to:
Lexipol, LLC
2611 Internet Blvd, Suite 100
Frisco, Tx 75034-9085

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Lexipol, LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► **P**

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

2611 Internet Blvd., Ste 100

6 City, state, and ZIP code

Frisco, TX 75034

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type. See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					

OR

Employer identification number									
7	1	-	0	9	3	4	1	1	3

Part II Certification

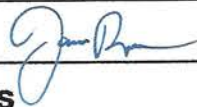
Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ►



Date ► **1/2/2024**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Proposal



Denison Drywall Contracting, Inc.
Keeping the Quality in the Craft since 1964

PO Box 453
Denison IA 51442
Office: 712.263.3981
FAX: 712.263.6367

2040 Highway 18 West
Spencer IA 51301
Office: 712.262.3925
FAX: 712.262.5128

Proposal Submitted to: Andy Welp		Attention: Andy	Date: 1-5-24
Address: 305 N 2nd St		Phone:	FAX / Email:
City: Lakefield	State: MN	Zip: 56150	Job Description: Lakefield Liquor Store
Architect:		Date of Plans:	Job Location: Lakefield, MN

We hereby submit specifications and estimates for:

- Architectural design services at \$110/hr
- includes: design development
floor plans,
roof plan,
exterior elevations,
sections & details as needed,
limited specifications as needed
codes as needed
1-set of printed plans at scale

Not Included:

- construction administration
- reimbursables (prints, State fees, etc.)
- site survey
- structural engineering
- mechanical, plumbing, and electrical engineering & design

We propose hereby to complete the above specifications as indicated, for the sum of:

dollars **\$5,000-7,000**
budget

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Note: This proposal may be withdrawn by us
if not accepted within 10 days.

Authorized Signature
Jennifer M. Palmer
Denison Drywall Contracting Estimator

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature

Date of Acceptance

The City of Lakefield is requesting proposals from experienced law firms for general municipal legal services rendered to the City. The firm requesting consideration should be aware that experience in the area of municipal law, including prosecution, is a requirement for consideration. The applicant shall have sufficient resources to ensure that all of the demands of the City's legal needs will be met on a timely basis.

The City Council will review all applicants, with work to begin as soon as possible. The term of appointment will be subject to ongoing review and evaluation by the City Council.

INSTRUCTIONS TO PROPOSERS

- A. All proposals must be sent as a PDF document via email to:
Stacy J. Anderson , City Clerk, clerk@lakefieldmn.com

The City is requesting all proposals be submitted via e-mail; thus, no paper copies of the proposal(s) need to be printed or mailed to the City. The City requests that proposals are limited to 25 pages.

- B. All proposals must be received no later than 3:00 p.m. on January 31, 2024

REQUIRED CONTENTS FOR PROPOSALS

- A. Firm background
1. Brief history
 - a. Areas of expertise and general services available.
 - b. The general qualifications of the firm to perform municipal legal services.
 - c. Knowledge of the following:
 1. Zoning Laws
 2. Platting, Land Development, Annexation
 3. TIF Financing and Reporting
 4. Economic Development
 5. General Municipal Financing
 6. Structuring Special Assessments/Public Improvements
 - d. Employment Law – Experience dealing with public sector employment practices is required.
 2. Office location(s)
 3. Statement of any malpractice claims and/or ethics complaints against your firm or the firm's attorney(s) over the last five years and the status or outcomes of such action. Indicate whether any action is pending or is currently under review by the State Ethics Board.
- B. Attorney Qualifications
1. Identify each attorney and support personnel who will be supplying services for which the City will be billed.

- a. The name, experience, and qualifications of the person who will be responsible for fulfilling the obligations as City Attorney.
 - b. The qualifications and resumes of other professional staff that will be responsible for providing legal services.
 2. For each person identified, please state:
 - a. Relevant academic training and degrees
 - b. A description of their prior municipal experience in the areas covered by your proposal
 - c. Other background or experience that might be helpful in evaluating your proposal. Land use regulations, planning/zoning, general and public contracting, eminent domain, annexation, TIF and finance will be of special interest in evaluating proposals.
 - d. The availability of the City Attorney and professional staff.
- C. Firm Qualifications
1. The names and telephone numbers of three client references that the City may contact. Municipal references are preferred.
 2. List and describe any previous or current experience in municipal legal services, specify activities performed, and the name of the person who may be contacted at the municipality.
 3. Describe your legal library and research capabilities with specific emphasis on municipal law publications, computer links, and the firm's capability to maintain a proper response time for legal reports and memos.
- D. Fees
1. Provide a detailed description and explanation of all fees and/or charges that may arise for legal services.
 2. Identify the minimum increment of time billed for each service, e.g., phone calls, correspondence, personal conference. Also state separately the rate for any firm cost items to be billed such as photocopying, researching the law, etc.
 3. Please state the rate for Council Meeting attendance, whether hourly or otherwise.
 4. The City requests monthly billing statements which:
 - a. Itemize the date of services.
 - b. Identify the attorney and/or support personnel providing the services.
 - c. Lists time spent.
 - d. Provides a detail description of the services performed.
 - e. States the fees for those services.
 - f. Billing must list separately any fees which the City shall recoup from other sources. It is expected that the City Attorney will build in reimbursements whenever possible so the City may recoup Attorney fees, especially for projects such as TIF or development projects.

SCOPE of WORK: GENERAL MUNICIPAL LEGAL SERVICES DESCRIPTION

- A. Attendance at City Council meetings and other meetings as requested by the City Council or City Clerk/Treasurer.

- B. Drafting of ordinances, resolutions, and correspondence as requested.
- C. Review of agenda items and minutes for City Council, Planning Commission, etc...
- D. Interpret and advise on City Code of Ordinances.
- E. Meetings and/or telephone conversations with City Clerk/Treasurer, Mayor, and Council members on general legal matters.
- F. Prepare of review municipal contracts, including contracts for public improvements, joint powers agreements, construction, purchase of equipment, and the like.
- G. Representation of the City in the acquisition of properties for development, public improvements, easements, parks, etc. Including condemnation proceedings for public improvement project.
- H. Representation of the City in matters related to the enforcement of all city codes: city building, housing, zoning codes, etc.
- I. Representation of the City in employment related issues, arbitration, administrative hearings, and in litigation involving the same.
- J. Representation and advice with respect to municipal employment matters including, but not limited to: PERA, labor agreements, personnel policy, FLSA, veteran's preference, workers compensation, and unemployment compensation.
- K. Review of documents submitted by bond counsel involving the issuance of debt related instruments and provide opinions as required.
- L. Research and submission of legal opinions on municipal or other legal matters requested by City Council.
- M. Provide, on a periodic basis, a legal briefing as requested to the City staff and Council regarding new or proposed legislation affecting municipal operations and activities.
- N. Interpret and advise on new state or federal legislation or judicial holding impacting upon the City, and suggested action or changes in operations or procedures to assure compliance.
- O. Defend the City in all litigation, except in those cases where insurance companies are required to exclusively provide defense.
- P. Review bonds and insurance requirements required by or for City contracts or activities.
- Q. Initial response to City staff inquiries and return telephone calls within the same day of inquiry.
- R. Provide advice on open meeting law, data practices, records retention, and Council powers.
- S. Provide prosecution of petty misdemeanors, misdemeanors, and gross misdemeanors as well as providing related legal advice. This includes the ability to cite codes as necessary and assist in development of City policies and guidelines for managing different existing and potential future situations.

PROPOSAL EVALUATION AND APPOINTMENT

- A. The City intends to retain the legal services of the proposer evaluated to be the best qualified to perform the work for the City, cost and other factors considered.
- B. Based upon the evaluation, the City Council will review and pick three finalists who are judged to be the most responsive and responsible proposer for each service

- requested. Oral interviews will be conducted by the Council. The top firm will be chosen by the City Council for final approval.
- C. The City will not reimburse the proposer for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation and submission of the proposal, and attendance at interviews.
 - D. The City reserves the right to reject any and all proposals or to request additional information from any and all proposers.
 - E. Notwithstanding a contract award, the City reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the City and the proposer(s), to whom the contract(s) is recommended to be awarded, be unable to mutually agree upon the entire contract, the City reserves the right to discontinue negotiations, select another proposer or reject all of the proposals. Upon completion of negotiations agreeable to the City and proposer, a contract shall be executed.

CONFLICT OF INTEREST

- A. Indicate whether you or your law firm represent or have represented any client which representation may conflict with your ability to service as City Attorney.
- B. Do you currently represent any real estate developers?
- C. What procedures does your firm utilize to identify and resolve conflicts of interest?
- D. The firm shall not approach Council members or staff on an individual basis regarding this proposal. Any contact shall be officially made through the City Clerk who will in turn make all information available to all Council members for their final selection session.
- E. The City requires affirmative action, and therefore, the firm selected shall not discriminate under the contract against any person in accordance with federal, state, or local regulation, and shall certify such in their proposal.
- F. If appointed, the Attorney shall not accept any client or project which would knowingly place it in a conflict of interest with the services to be provided to the City. If a conflict of interest should develop, the Attorney shall be responsible for taking the necessary steps to comport its representation of the City with the Lawyers Code of Professional Responsibility. The Attorney shall be responsible for any additional costs incurred by the City in obtaining additional legal representation if such representation becomes necessary due to a conflict of interest.

RIGHT TO REJECT PROPOSALS

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the CITY OF LAKEFIELD and the firm selected. The CITY OF LAKEFIELD reserves the right without prejudice to reject any and all proposals.



Building a Better World
for All of Us®

January 1, 2024

RE: City of Lakefield, Minnesota
2024 Agreement for Professional
Services
SEH No. P-LAKEF 176601 10.03

Stacy Anderson, City Administrator
City of Lakefield
PO Box 900
Lakefield, MN 56150

Dear Stacy:

Short Elliott Hendrickson Inc. (SEH®) is honored to serve as the City Engineer for the City of Lakefield. Our current Master Agreement for Professional Services is dated January 18, 2017. I have attached a new Master Agreement dated January 1, 2024, for your consideration and approval. As a supplement to the Master Agreement, we are submitting our yearly Supplemental Letter Agreement (SLA) to continue our services for calendar year 2024 to provide general engineering, architectural, and other consulting services to the City of Lakefield on an “as requested” basis.

This work may include items such as:

- Site plan review.
- Structural review.
- Reviewing infrastructure needs or issues.
- Preparing cost estimates for various projects.
- Mapping or development of sketch plans.
- Agency coordination (MnDOT, Jackson County, MDH, and MPCA).
- Planning services.
- Assisting in grant applications.
- Other city engineering related tasks as requested.

It is understood that work under this agreement will be based on requests from the City Staff to Brent Kavitz or assigned representatives. In the past, the amount of city engineering work SEH completes for the City varies from year to year. We are proposing to keep the agreement amount the same as the past several years. The City would be provided a detailed invoice outlining the work that was completed. If there are larger projects that develop during the year, we would provide a separate proposal to the City for that specific project.

PROPOSED FEES

We propose to provide the services outlined above for the City of Lakefield on an Hourly basis, not-to-exceed a total of **\$10,000** in calendar year 2024.

Please contact me with any questions or comments concerning this proposal/agreement. If this proposal is acceptable to you, please sign the attached Supplemental Letter Agreement and return a scanned copy to me.

Engineers | Architects | Planners | Scientists

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

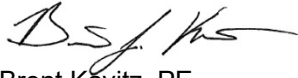
507.388.1989 | 877.316.7636 | 888.908.8166 fax | sehinc.com

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Stacy Anderson
January 1, 2024
Page 2

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

A handwritten signature in black ink, appearing to read "B. Kavitz".

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

jb

Enclosure

x:\ko\lakefield\171301\1-gen\10-setup-cont\03-proposal\2024 gen eng\lakefield 2024 gen services ltr.docx

Master Agreement for Professional Services

This Master Agreement for Professional Services is effective as of January 1, 2024, between City of Lakefield, MN ("Client") and Short Elliott Hendrickson Inc. ("Consultant").

By entering into this Agreement, Client agrees to utilize the professional services of Consultant and Consultant agrees to provide the professional services described in this Agreement, exhibits or attachments. The attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 05.15.22) shall apply to all work performed by Consultant on behalf of Client. Individual projects requested by Client on an as needed basis and accepted by Consultant will be described in Supplemental Letter Agreements ("SLA") with other optional exhibits and attachments cited. Nothing herein shall be deemed to require Client to retain Consultant or require Consultant to provide services beyond those specified in Supplemental Letter Agreements.

The following optional exhibits may be attached to an SLA: Exhibit A-1 for Hourly Payments, Exhibit A-2 or A-3 for Lump Sum Payments, and Exhibit B for Resident Project Representative Duties/Responsibilities.

This Master Agreement for Professional Services, General Conditions, Exhibits, and Attachments to Exhibits (collectively referred to as the "Agreement") represent the entire understanding between Client and Consultant and supersedes all prior contemporaneous oral or written agreements with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all Exhibits unless alternate terms have been specifically agreed to on the SLA under "Other Terms and Conditions". The SLA shall take precedence over Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

Short Elliott Hendrickson Inc.

City of Lakefield, MN

By: 

Brent Kavitz
Title: Associate/Client Service Manager

By: _____
Title: _____

General Conditions of the Agreement for Professional Services

SECTION I – SERVICES OF CONSULTANT

A. General

1. Consultant agrees to perform professional services as set forth in the Agreement for Professional Services or Supplemental Letter Agreement (“Services”). Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant’s services under this Agreement are being performed solely for the Client’s benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

B. Schedule

1. Unless specific periods of time or dates for providing services are specified, Consultant’s obligation to render Services hereunder will be for a period which may reasonably be required for the completion of said Services.
2. If Client has requested changes in the scope, extent, or character of the Project or the Services to be provided by Consultant, the time of performance and compensation for the Services shall be adjusted equitably. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from delays beyond Consultant’s control. If the delays resulting from such causes increase the cost or the time required by Consultant to perform the Services in accordance with professional skill and care, then Consultant shall be entitled to a equitable adjustment in schedule and compensation.

C. Additional Services

1. If Consultant determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, Consultant’s effort required to perform its services under this Agreement exceeds the stated fee for the Services, then Consultant shall promptly notify the Client regarding the need for additional Services. Upon notification and in the absence of a written objection, Consultant shall be entitled to additional compensation for the additional Services and to an extension of time for completion of additional Services absent written objection by Client.
2. Additional Services, including delivery of documents, CAD files, or information not expressly included as deliverables, shall be billed in accord with agreed upon rates, or if not addressed, then at Consultant’s standard rates.

D. Suspension and Termination

1. If Consultant’s services are delayed or suspended in whole or in part by Client, or if Consultant’s services are delayed by actions or inactions of others for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon seven days written notice or, at its option, accept an equitable adjustment of compensation provided for elsewhere in this Agreement to reflect costs incurred by Consultant.
2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
3. This Agreement may be terminated by either party upon thirty days’ written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the Services hereunder and/or the termination of this Agreement.
4. In the event of termination, Consultant shall be compensated for Services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

SECTION II – CLIENT RESPONSIBILITIES

A. General

1. The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to Consultant, provide full information as to Client’s requirements for the Services provided by Consultant and access to all public and private lands required for Consultant to perform its Services.

2. The Consultant is not a municipal advisor and therefore Client shall provide its own legal, accounting, financial and insurance counseling, and other special services as may be required for the Project. Client shall provide to Consultant all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant’s Services, such as previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning; deed; and other land use restrictions; as-built drawings; and electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.
3. Client shall provide prompt written notice to Consultant whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in Consultant’s Services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements, and other documents presented by Consultant and render the necessary decisions and instructions so that Consultant may provide Services in a timely manner.
4. Client shall require all utilities with facilities within the Project site to locate and mark said utilities upon request, relocate and/or protect said utilities to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review, and comply with agreed upon schedule. Consultant shall not be liable for damages which arise out of Consultant’s reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.
6. Client agrees to reasonably cooperate, when requested, to assist Consultant with the investigation and addressing of any complaints made by Consultant’s employees related to inappropriate or unwelcomed actions by Client or Client’s employees or agents. This shall include, but not be limited to, providing access to Client’s employees for Consultant’s investigation, attendance at hearings, responding to inquiries and providing full access to Client files and information related to Consultant’s employees, if any. Client agrees that Consultant retains the absolute right to remove any of its employees from Client’s facilities if Consultant, in its sole discretion, determines such removal is advisable. Consultant, likewise, agrees to reasonably cooperate with Client with respect to the foregoing in connection with any complaints made by Client’s employees.
7. Client acknowledges that Consultant has expended significant effort and expense in training and developing Consultant’s employees. Therefore, during the term of this Agreement and for a period of two years after the termination of this Agreement or the completion of the Services under this Agreement, whichever is longer, Client shall not directly or indirectly: (1) hire, solicit or encourage any employee of Consultant to leave the employ of Consultant; (2) hire, solicit or encourage any consultant or independent contractor to cease work with Consultant; or (3) circumvent Consultant by conducting business directly with its employees. The two-year period set forth in this section shall be extended commensurately with any amount of time during which Client has violated its terms.

SECTION III – PAYMENTS

A. Invoices

1. Undisputed portions of invoices are due and payable within 30 days. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) for invoices 30 days past due. Consultant reserves the right to retain Services or deliverables until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding Services, deliverables, or Instruments of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable

- costs and disbursements, including reasonable attorney's fees, incurred in connection with collecting amounts owed by Client.
- Should taxes, fees or costs be imposed, they shall be in addition to Consultant's agreed upon compensation.
 - Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoices without the necessity of any mediation proceedings.

SECTION IV – GENERAL CONSIDERATIONS

A. Standards of Performance

- The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its Services.
- Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with its construction contract or the construction documents prepared by Consultant. Client acknowledges Consultant will not direct, supervise or control the work of construction contractors or their subcontractors at the site or otherwise. Consultant shall have no authority over or responsibility for the contractor's acts or omissions, nor for its means, methods, or procedures of construction. Consultant's Services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety or furnishing or performing any of the Contractor's work.
- Consultant's Opinions of Probable Construction Cost are provided if agreed upon in writing and made on the basis of Consultant's experience and qualifications. Consultant has no control over the cost of labor, materials, equipment or service furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions. Consultant cannot and does not guarantee that proposals, bids or actual construction cost will not vary from Opinions of Probable Construction Cost prepared by Consultant. If Client wishes greater assurance as to construction costs, Client shall employ an independent cost estimator.

B. Indemnity for Environmental Issues

- Consultant is not a user, generator, handler, operator, arranger, storer, transporter, or disposer of hazardous or toxic substances. Therefore the Client agrees to hold harmless, indemnify, and defend Consultant and Consultant's officers, directors, subconsultant(s), employees and agents from and against any and all claims; losses; damages; liability; and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind at the site.

C. Limitations on Liability

- The Client hereby agrees that to the fullest extent permitted by law, Consultant's total liability to the Client for all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not exceed five hundred thousand dollars (\$500,000). In the event Client desires limits of liability in excess of those provided in this paragraph, Client shall advise Consultant in writing and agree that Consultant's fee shall increase by 1% for each additional five hundred thousand dollars of liability limits, up to a maximum limit of liability of five million dollars (\$5,000,000).
- Neither Party shall be liable to the other for consequential damages, including without limitation lost rentals; increased rental expenses; loss of use; loss of income; lost profit, financing, business, or reputation; and loss of management or employee productivity, incurred by one another or their subsidiaries or successors, regardless of whether such damages are foreseeable and are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them. Consultant expressly disclaims any duty to defend Client for any alleged actions or damages.
- It is intended by the parties to this Agreement that Consultant's Services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. The Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or

asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors, and Client knowingly waives all such claims against Consultant individual employees, officers or directors.

- Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued, and the applicable statutes of limitations shall commence to run, not later than either the date of Substantial Completion for acts or failures to act occurring prior to substantial completion or the date of issuance of the final invoice for acts or failures to act occurring after Substantial Completion. In no event shall such statutes of limitations commence to run any later than the date when the Services are substantially completed.

D. Assignment

- Neither party to this Agreement shall transfer, sublet or assign any rights under, or interests in, this Agreement or claims based on this Agreement without the prior written consent of the other party. Any assignment in violation of this subsection shall be null and void.

E. Dispute Resolution

- Any dispute between Client and Consultant arising out of or relating to this Agreement or the Services (except for unpaid invoices which are governed by Section III) shall be submitted to mediation as a precondition to litigation unless the parties mutually agree otherwise. Mediation shall occur within 60 days of a written demand for mediation unless Consultant and Client mutually agree otherwise.
- Any dispute not settled through mediation shall be settled through litigation in the state and county where the Project at issue is located.

SECTION V – INTELLECTUAL PROPERTY

A. Proprietary Information

- All documents, including reports, drawings, calculations, specifications, CAD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service ("Instruments of Service"). Consultant retains all ownership interests in Instruments of Service, including all available copyrights.
- Notwithstanding anything to the contrary, Consultant shall retain all of its rights in its proprietary information including without limitation its methodologies and methods of analysis, ideas, concepts, expressions, inventions, know how, methods, techniques, skills, knowledge, and experience possessed by Consultant prior to, or acquired by Consultant during, the performance of this Agreement and the same shall not be deemed to be work product or work for hire and Consultant shall not be restricted in any way with respect thereto. Consultant shall retain full rights to electronic data and the drawings, specifications, including those in electronic form, prepared by Consultant and its subconsultants and the right to reuse component information contained in them in the normal course of Consultant's professional activities.

B. Client Use of Instruments of Service

- Provided that Consultant has been paid in full for its Services, Client shall have the right in the form of a nonexclusive license to use Instruments of Service delivered to Client exclusively for purposes of constructing, using, maintaining, altering and adding to the Project. Consultant shall be deemed to be the author of such Instruments of Service, electronic data or documents, and shall be given appropriate credit in any public display of such Instruments of Service.
- Records requests or requests for additional copies of Instruments of Services outside of the scope of Services, including subpoenas directed from or on behalf of Client are available to Client subject to Consultant's current rate schedule. Consultant shall not be required to provide CAD files or documents unless specifically agreed to in writing as part of this Agreement.

C. Reuse of Documents

- All Instruments of Service prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse of the Instruments of Service without written consent or adaptation by Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Consultant; and the Client shall release Consultant from all claims arising from such use. Client shall also defend, indemnify, and hold harmless Consultant from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting from reuse of Consultant documents without written consent.

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Lakefield, MN ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 1, 2024, this Supplemental Letter Agreement dated January 1, 2024, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2024 General Engineering Services.

Client's Authorized Representative: Stacy Anderson
Address: 301 Main St, PO Box 900, Lakefield, Minnesota, 56150, United States
Telephone: 507.662.5457 **email:** clerk@lakefieldmn.com

Project Manager: Brent Kavitz
Address: 11 Civic Center Plaza, Suite 200, Mankato, Minnesota 56001
Telephone: 507.299.5211 **email:** bkavitz@sehinc.com

Scope: The Services to be provided by Consultant:

General engineering, architectural, or other consulting services as indicated in the attached letter dated January 1, 2024.

Schedule: Services to be provided in calendar year 2024.

Payment: The fee is hourly not-to-exceed \$10,000 including expenses and equipment without written approval from Client.

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

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.

Short Elliott Hendrickson Inc.

City of Lakefield, MN

By: 
Full Name: Brent Kavitz
Title: Associate/Client Service Manager

By: _____
Full Name: _____
Title: _____

Exhibit A-1
to Supplemental Letter Agreement
Between City of Lakefield, MN (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated January 1, 2024

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

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

A. Hourly Basis Option

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

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

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

B. Expenses

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

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

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

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

The Client shall pay Consultant monthly for equipment utilization.

Stevens Construction

83662 State Hwy 86
Lakefield, MN 56150 US
(507) 920-7265
ss362y@gmail.com

INVOICE

BILL TO
City of Lakefield
301 Main Street
Lakefield Mn 56150

INVOICE 1439
DATE 12/07/2023
TERMS Due on receipt
DUE DATE 12/07/2023

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
12/07/2023	Miscellaneous Multiple Tasks	Quote for putting in short street going to city property by Justin Farmers lot.	1	0.00	0.00
12/07/2023	Miscellaneous Multiple Tasks	Loading up and moving sweepings pile from North to South side of lot and leveling off	1	0.00	0.00
12/07/2023	Miscellaneous Multiple Tasks	Haul in and Compact Clay to build street	1	0.00	0.00
12/07/2023	Miscellaneous Multiple Tasks	Leveling off surrounding area for proper water drainage from Cyrstal Valley	1	0.00	0.00
12/07/2023	Miscellaneous Multiple Tasks	Total for Quote	1	15,000.00	15,000.00

SUBTOTAL	15,000.00
TAX	0.00
TOTAL	15,000.00
BALANCE DUE	\$15,000.00



**DENISON
DRYWALL
CONTRACTING INC**

P.O. BOX 453 • 2307 HWY 30 EAST
DENISON, IA 51442-0453
PH: (712) 263-3981 • FAX: (712) 263-6367

INVOICE

Invoice Date	Customer ID	Invoice ID
09-26-2023	CITY011	23583
Draw ID	Work Order	
N/A		

To:
CITY OF LAKEFIELD, MN
301 MAIN ST.
PO BOX 900
LAKEFIELD, MN 56150

Job Location:
Lakefield City Hall
Drawings
301 Main St.
Lakefield, MN 56150
Job # 222-0567
Completion Date: 09/07/2023

Item	Description	Amount
1	Architectural Drawings & Design Services for Lakefield City Hall - 19.5 hrs @ \$110.00 per hour	2,145.00

* Due Net 10 days from invoice date. Past due amounts shall bear interest at the rate of one and one half per cent (1 1/2%) per month, 18% per annum until paid.

DATE DUE: 10-06-2023

Amount Billed	\$2,145.00
Total Tax	
Retainage Held	
Amount Due	\$2,145.00