



CITY COUNCIL AGENDA January 5, 2026, ~ 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 22, 2025-pg.2-5

APPROVAL OF FINANCIAL REPORT-pg.6-13

DEPARTMENT REPORTS-pg.14-16

SCHEDULED/UNSCHEDULED GUESTS (limit 5 minutes each)

AGENDA ITEMS:

1. Annual Resolutions-

- a. 26-01 Financial Institutions Signers-pg.17
- b. 26-02 Offset of Accounts-pg.18
- c. 26-03 Allowing Wiring of Funds-pg.19
- d. 26-04 Allowing Prepayments of Accounts Payable-pg.20
- e. 26-05 Designation of Official Newspaper-pg.21
- f. 26-06 Fees for 2026-pg.22
- g. 26-07 Authorizing 457 Plan Signers-pg.23
- h. 26-08 Appointing a Responsible Authority-pg.24

2. 2026 Board and Committee Appointments and appoint a Mayor Pro Tem-pg.25

3. Consider aid for grant application at Milwaukee Street-pg.26-45

4. Approval Request of Four Police Department Policy's-pg.46-73

5. Invoice for hauling Biosolids-pg.74

6. 2026 LMC Membership Due Invoice-pg.75

OLD BUSINESS

1. Hanson Enterprises Invoice-

INFORMATIONAL ITEMS

1. Other Board and Committee Reports

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

ANNOUNCEMENTS

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

ADJOURN



CITY COUNCIL MINUTES December 22, 2025, ~ 7:00 PM

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

Council Absent:

Others Present: Holly Rademacher – City Clerk, Matt Aden- Public Works Foreman, Roger Pohlman –Chief of police, Mike Chepa, Derek Schultz-online, Shelley Pohlman-online, Bruce Bakaylar-online, TC-online, Carol Schultz- online, and three other callers online.

CALL THE MEETING TO ORDER – The meeting was called to order at 7:02 pm by Mayor Stephen A. Condon.

PLEDGE OF ALLEGIANCE

AGENDA CHANGES/APPROVE AGENDA- A motion to approve the agenda with the additions of unscheduled guest Mike Chepa made by **Hussong-Reasoner/Monson**, all in favor, motion carried.

APPROVAL OF MINUTES- A motion to approve minutes from December 8th, 2025, as presented, made by **Monson/Hussong-Reasoner**, all in favor, motion carried.

APPROVAL OF FINANCIAL REPORT – Nothing new at this time, preparing for end of year.

DEPARTMENT REPORTS – Department Reports were presented; Chief Pohlman added Brynlea Kraft was chosen for this years Kindness Award Chief Pohlman thanked Brynlea for spreading cheer and kindness! no additional questions or concerns were noted.

SCHEDULED/UNSCHEDULED GUESTS (limit 5 minutes each) –

Mike Chepa- *Chepa asked if the city provided two signatures on checks. The response was no because accounts payable have a system for accountability in place and the auditors have not addressed the requirement for two signatures. Department heads are allowed to spend up to \$1,500 without council approval. The department head has to sign off on invoices before payment is considered, if the amount is over the limit City clerk places the invoice or estimate on agenda for consideration. All accounts payable are in the financial report that is provided at each meeting for council approval. Chepa stated he was unsure if that was a requirement for cities or just for nonprofits, he just wanted the accountability to be valid. Mayor Condon stated the employees do a great job at making sure the council is aware of higher invoices and giving a reason for the request. Rademacher stated that when the auditors do the in-house audit they pull random invoices with higher dollar amounts to make sure the correct avenues where approved and accountability is there.*

AGENDA ITEMS:

- 1. Resolution 25-27 Acceptance of grant funding for Lakefield ambulance-** Kruger (ambulance director) stated she filled out the OEMS Ground Ambulance Cost Collection survey and was awarded \$19,628.20 for reimbursement for future expenses based on the budget and work plan. Resolution 25-27 states the acceptance of OEMS Ground Ambulance Cost Collection in the amount of \$19,628.20 to the Lakefield Ambulance Service. A motion to approve Resolution 25-27 in the amount of \$19,628.20 to the Lakefield Ambulance from the OEMS Ground Ambulance Cost Collection made by **Hussong-Reasoner/Monson**, Paplow-Yes, Pavelko-Yes, Hussong-Reasoner-Yes, Monson-Yes, Condon-Yes, motion carried.
- 2. Resolution 25-28 Acceptance of grant 2025 Greater Minnesota Small Cities Housing Aid Grant Program-** Rademacher received a letter stating the Minnesota Housing board of directors has approved the citys request for funding under the Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program 2025 Request for Proposals. The City of Lakefield has been awarded a grant in the amount of \$95,000. The award is one of 33, totaling \$4.09 million, selected from a competitive review of 48 requests totaling \$11.3 million. The letter is not a funding commitment by Minnesota Housing. Funding is contingent on receipt of required due diligence items and execution of a grant contract agreement. Resolution 25-28 states the acceptance of grant funding to be used with the execution of grant contract agreement with Southwest Minnesota Housing Partnership in the amount of \$95,000. A motion to approve resolution 25-28 in accepting Greater Minnesota Small Cities (Tier II Cities)

Housing Aid Grant Program 2025 Request for Proposals in the amount of \$95,000 made by **Hussong-Reasoner/Paplow**, Condon-Yes, Paplow-Yes, Hussong-Reasoner-Yes, Monson-Yes, Pavelko-Yes, motion carried.

3. **Windom Fire & Safety Invoice-** Rademacher provided invoice in the amount of \$1,701.65 for the annual fire extinguisher inspection for all city buildings including Wild Compass. A motion to approve invoice from Windom Fire & Safety in the amount of \$1,701.65 made by **Monson/Hussong-Reasoner** all in favor, motion carried.
4. **Hanson Enterprises-** An invoice in the amount of \$3,792.44 for repairs to air conditioning units at the multipurpose center from Hanson Enterprises was submitted for consideration. Rademacher stated in September the multipurpose called stating the air conditioning was not functioning, Rademacher reached out to Hanson with his schedule he was unable to get there for a couple days. In the meanwhile, there was a windstorm that blew the air conditioning units over and the resident next door disconnected the electrical to the units to prevent fire hazards. Hanson found units tipped on side and blown off equipment pads. On 9-7-25 he removed cement blocks equipment pads were on set on and reset condensing units on equipment pads(Units have to sit for oil to drain back into compressors) On 9-10-25 He turned units on to check operation after they had blown over and found one unit -West unit- would blow breaker immediately, found disconnect box needs to be replaced. Found compressor was burnt out in West Unit. On 9-26-25 East unit not cooling and Found unit off a high pressure cut out due to condenser fan motor being bad. Ordered new motor 10-30-25 installed new condenser fan motor in East unit. 10-20-25 Recovered unit Removed old compressor Installed new compressor, pressure tested system with nitrogen, pulled vacuum and recharged system. Chepa asked why this invoice was not sent to insurance since it was wind damage. A motion to table agenda item until information from insurance agent is provided made by **Pavelko/Hussong-Reasoner** all in favor, motion carried.
5. **2026 Meeting Schedule-** The 2026 meeting schedule was provided for the council to review. A motion to approve 2026 meeting schedule with the additional meeting on January 20th at 7 pm a Tuesday due to the 19th being a holiday made by **Hussong-Reasoner/Paplow** all in favor, motion carried.
6. **Consider closing city hall at noon on Christmas Eve and New Year's Eve-** Rademacher asked the council to consider closing city hall Christmas Eve and New Year's Eve at noon due to staff having prior plans and employees having time to use benefit hours before the year is over. A motion to approve closing city hall at noon on December 24th and 31st 2025 made by **Pavelko/Paplow** all in favor, motion carried.

OLD BUSINESS

1. **Personal Policy Revisions-** Kruger provided a five-year assessment on sick payout. In 2022 \$5,980.15, 2023 \$3,283.06, 2024 \$9,517.44 and in 2025 \$6,617.95 for an average of \$7,062.11. She provided data which includes a couple different options of structure for longevity pay. The graded structure rewards the longest tenured employees the most and tops out at 3% or \$1,500 every five years beginning at 15 years. With the scales she provided, the top scale calculates the future payouts at today's wages, the changes exclusively due to the change in benefit structure. The likely payout increase as employees' longevity increases because it takes 4 years to build up enough sick hours to have potential payout. There are currently 3 employees who started in 2021, 2 in 2023 and 4 who started in 2024, it would have increased over time. In the top data with 3% every 5 years the payout would look like in 2026 \$7,350.72, 2027 \$4,472.21, 2028 \$3,536.21, 2029 \$8,951.28, 2030 \$5,306.50 with an average of \$5,923.38. Another option would be to have a 1% at 5 years, 2% at 10 years and 3% at 15 and every 5 years thereafter which would have payout of 2026 \$2,450.24, 2027 \$3,674.53, 2028 \$1,178.74, 2029 \$2,983.76, 2030 \$3,741.09 with an average of \$2,805.67. The third option is \$500 at 5 years, \$1,000 at 10 years and \$1,500 at 15 years and every 5 years thereafter, the data shows in 2026 \$1,500, 2027 \$2,500, 2028 \$1,000, 2029 \$2,000, 2030 \$3,000 for an average of \$2,000. The other data that was provided is a forecasted look, in which Kruger applied employee's step increase as well as summed a 3% COLA each year. It is the same structure but showed expected dollar amounts rather than a look exclusively at the changes due to benefit structure. Which shows having a 3% longevity pay would be higher overall average of \$1,019.78. Mayor Condon and Hussong-Reasoner thanked Kruger for her time and effort in the five-year assessment. Pavelko stated there will be a cost to the city it is just how to weigh out the payout. He stated sick payout was not intended for bonus but to incentive employees to stay healthy. He would recommend tiered incentive/longevity pay option due to as the employee grows in the position, they receive an incentive at a higher rate the longer the employee is employed. He doesn't want to lose an employee and believes the tier will be a benefit for the taxpayers and the employee. City attorney stated longevity pay causes pay equity issues; most cities are modernizing their systems to get away from longevity pay and rather updating base pay structure which more or less "bakes in" recognition for service length. Hussong - Reasoner stated the personnel committee listened to department heads and employees and the longevity pay was a

middle of the road agreement. With PTO going into place on the 2nd of January the personnel committee strives to keep employees and appreciates the employees the city has employed, they would like to see one of the options of longevity be approved. She would like to see a solid number to budget verse a forecasted unknown number. PTO is meant to be used and not stored up for the what ifs; it is healthy for employees to use time for themselves. Paplow stated with the sick payout being unknown it would be beneficial to have a solid number to budget. Chief Pohlman brought to the council's attention that in the police budget there is also an unknown payout that is present with the payout for holidays. Under the current policy the police officers have the option to payout unused holiday hours at the end of the year, and it is unknown each year how many hours will be getting paid out. He added that with PTO going into effect this will help keep the budget. A motion to set longevity compensation with 1% pay of annual wage at 5 years, 2% of annual wage at 10 years and 3% of annual wage at 15 years and every 5 years thereafter made by **Paplow/Monson** all in favor motion carried.

The city attorney recommended that the disclaimer should be conspicuous. Disclaimer should read NOTHING IN THIS HANDBOOK OR ANY OTHER WRITTEN OR UNWRITTEN POLICIES, COURSE OF CONDUCT, OR PRACTICES OF THE CITY CREATES, OR IS INTENDED TO CREATE, AN EXPRESS OR IMPLIED CONTRACT, COVENANT, PROMISE OR REPRESENTATION BETWEEN THE CITY AND OUR EMPLOYEES. THE CITY MAY CHANGE OR ELIMINATE POLICIES, OR PORTIONS THEREOF, CONTAINED IN THIS HANDBOOK AT ITS DISCRETION AT ANY TIME, AND WITHOUT NOTICE. THIS HANDBOOK DOES NOT VEST IN ANY EMPLOYEE A RIGHT, BENEFIT, OR PRIVILEGE WHICH CANNOT BE CHANGED OR ELIMINATED BY THE CITY COUNCIL, IN ITS EXCLUSIVE DISCRETION, AT ANY TIME WITHOUT NOTICE TO EMPLOYEES. EMPLOYMENT WITH THE CITY IS AT-WILL, EXCEPT AS OTHERWISE PROVIDED BY LAW OR CONTRACT. THIS MEANS THAT EMPLOYMENT MAY BE TERMINATED WITH OR WITHOUT CAUSE AT ANY TIME AT THE OPTION OF EITHER THE EMPLOYEE OR THE CITY. NO SUPERVISOR OR OTHER REPRESENTATIVE OF THE CITY HAS AUTHORITY TO ENTER INTO ANY AGREEMENT TO THE CONTRARY UNLESS APPROVED BY THE CITY COUNCIL. Removal of benefit-earning employees for it is not used in the policy. Under the definitions to remove Minnesota Paid Leave program benefits for seasonal and temporary employees because it is not a city provided benefit. Change the meal breaks to state 6 hours or more of consecutive hours of work an employee will get unpaid 30- or 60-minute lunch. Can remove how to apply, entitlement and usage, benefit amount, and intermitting leave of the Minnesota Paid Leave section due to it is not necessary to include. It is posted in the required notice. Suggested to remove Employees that can demonstrate identical job duties with their previous employers to their Lakefield employment may earn PTO at an accrual rate equal to years in that career/profession, due to this should take place at hiring or negotiations. Paplow recommends negotiation due there is flexibility for if the city would keep the demonstration by years would bond the city in writing. Paplow questioned under earnings and use if it is lawful to state after six months of service, PTO can be used, in his experience with ESST if it built into the PTO there cannot be a limit on when to use the hours and the hours have to readily available first day of employment. Rademacher will reach out to attorney to see if it was an oversight. Also request for PTO if the need is foreseeable there needs to be at least 48-hour in advance request. Under discipline consider simply listing the types, as shown below, rather than specify each one, so it does not limit the city. The following are descriptions of the types of disciplinary actions: Oral Reprimand, Written Reprimand, Suspension with or Without Pay, Demotion and/or Transfer, Salary Change and Termination. Pavelko asked the department head present if there were any concerns or pit falls that they see and did not mention. Chief Pohlman had one inconsistency he addressed the council with. Pohlman explained when the police officers are on call and get called out there is a minimum of one hour straight paid weather the call takes an hour or less. He stated the street and utility call out policy is a minimum of two hours; he would like to see consistency in the on-call policy with all departments. Hussong-Reasoner questioned on average how many times the officers are called out in a year? Pohlman did not have the numbers to provide for the council, he did state the union has a minimum of three hours. Pohlman stated typically when he gets called out he does a check around town before clocking out. He recommended that stipulations could be placed after the call is cleared, i.e. drive around town, check business and the like. Pavelko questioned why have inconsistency? And it seems fair to have two hours minimum on call outs to keep all departments consistent with each other. Paplow agreed two hours is fair for there maybe times the call takes less time and other calls that may take more time, also when getting called out it typically means getting up and ready at all hours of the night and all types of weather, this change will benefit the employees and city. A motion to approve minimum call out of two (2) hours of regular pay when called out for all departments (police, street and utilities) made by **Monson/Pavelko** all in favor, motion carried. Rademacher will send revision of policy to city attorney for final recommendation and approval. A motion to approve personnel policy with the

listed amendments and contingent on city attorney approval made by **Hussong-Reasoner/Pavelko** all in favor, motion carried.

INFORMATIONAL ITEMS

1. **BS&A Update**-Rademacher provided a schedule of conversion and timeline for the new programing to go live which is set for April 2026.
2. **Stigma Free Flags**- Jannett with DVHHS received grant funding for the City of Lakefield to hang stigma free flags and flag poles on Main Street during mental health awareness month and other awareness days. Rademacher showed the council what the flag looks like.
3. **Other Board and Committee Reports**
 - a. **EDA Update –**
 - i. **Lakefield Revitalization Project**- The Lakefield EDA approved a revitalization program to help the growing business, Main Street business and hopes to bring in new businesses to Lakefield. Funding Type: Forgivable Loan with match amounts up to \$10,000 (dollar-for-dollar match required), forgiveness Term: Forgiven at 10% per year over 10 years and program Duration: Applications accepted year-round for up to three (3) years or until allocated funds are exhausted. The purpose of the Lakefield Business Growth & Improvement program is to support business investment, modernization, and expansion throughout the City of Lakefield. This program encourages local businesses to reinvest in their facilities, strengthen operations, and contribute to a strong, sustainable local economy. Eligible improvements include equipment upgrades, facility expansion or remodeling, interior or exterior building improvements, energy efficiency improvements, code compliance and safety upgrades and site improvements including signage, parking, or landscaping The Lakefield Main Street Revitalization Program is designed to encourage reinvestment in Lakefield’s downtown district by supporting visible, long-term improvements to commercial properties. This program focuses on strengthening the character, appearance, and economic vitality of Main Street while preserving its role as the heart of the community. This program focuses on existing downtown businesses, new businesses located within the downtown district and commercial property owners making improvements for business use. The improvements that will be considered façade and exterior upgrades, roof, structural, or building repairs, accessibility and code compliance improvements, interior renovations necessary for business operation, energy efficiency improvements, signage, lighting, and streetscape enhancements and restoration of historical architectural features. Hussong-Reasoner stated the EDA is excited to get this program going to help Lakefield businesses, the EDA took many of the term and conditions from the small city grant application and guidelines.
 - ii. Next meeting on January 9th at 12:00 pm
 - b. **LPU Update**
 - i. Next meeting on January 20th at 4:00 pm
 - c. **Park Update –**
 - i. Next meeting on January 12th at 4:30 pm
 - d. **Planning & Zoning Update -**
 - i. Next meeting on December 29th at 4:30 pm

ANNOUNCEMENTS

1. **City Hall will be CLOSED at noon on the 24th and CLOSED December 25th, 2025, Merry Christmas!**
2. **City Hall will be CLOSED at noon on the 31st and CLOSED January 1st, 2026, Happy New Year!**
3. **Next Council Meeting, Monday, January 5th, 2026, at 7:00 p.m. in City Hall**

ADJOURNMENT- Motion to adjourn made by **Hussong-Reasoner/Paplow** to adjourn at 8:31 p.m., all in favor, motion carried.

Respectfully submitted: Holly Rademacher

Attest:

Holly Rademacher- City Clerk

City of Lakefield

Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
	Fortis Disability Withholding	18-Dec-25	Assurity Life Insurance Company	supplemental benefits	\$66.09
	Fortis Disability Withholding	12-Dec-25	Assurity Life Insurance Company	supplemental benefits	\$121.63
	Construction in Progress	22-Dec-25	CARDMEMBER SERVICE	shelving for PW building	\$2,996.66
	AFLAC	02-Dec-25	Companion Life	supplemental benefits	\$659.51
	FICA Tax Withholding	31-Dec-25	IRS	12.31.25 payroll	\$6,037.38
	Federal Withholding	31-Dec-25	IRS	12.31.25 payroll	\$6,096.64
	Medicare	31-Dec-25	IRS	12.31.25 payroll	\$1,811.48
	FICA Tax Withholding	04-Dec-25	IRS	12.4.25 payroll	\$4,228.04
	Federal Withholding	04-Dec-25	IRS	12.4.25 payroll	\$3,632.36
	Medicare	04-Dec-25	IRS	12.4.25 payroll	\$1,256.38
	FICA Tax Withholding	18-Dec-25	IRS	12.18.25 payroll	\$4,572.80
	Federal Withholding	18-Dec-25	IRS	12.18.25 payroll	\$3,975.86
	Medicare	18-Dec-25	IRS	12.18.25 payroll	\$1,662.22
	State Withholding	31-Dec-25	MINNESOTA REVENUE	12.31.25 payroll	\$2,806.73
	State Withholding	04-Dec-25	MINNESOTA REVENUE	12.4.25 payroll	\$1,974.15
	State Withholding	18-Dec-25	MINNESOTA REVENUE	12.18.25 payroll	\$2,131.92
	Prepaid Items	22-Dec-25	MMUA	2026 member dues	\$1,071.00
	Sales Tax Payable	11-Dec-25	MN DEPT OF REVENUE	sales tax	\$122.00
	Sales Tax Payable	11-Dec-25	MN DEPT OF REVENUE	sales tax	\$8,659.00
	PERA	31-Dec-25	P.E.R.A.	12.31.25 payroll	\$9,982.65
	PERA	04-Dec-25	P.E.R.A.	12.4.25 payroll	\$7,470.58
	PERA	18-Dec-25	P.E.R.A.	12.18.25 payroll	\$9,095.61
	Prepaid Items	22-Dec-25	PEOPLESERVICE INC	wastewater monthly service-	\$16,135.00
	Construction in Progress	03-Dec-25	SMBS	phones, internet equipment	\$1,908.47
	Construction in Progress	22-Dec-25	STAN MORGAN AND	liquor store shelving	\$6,670.00
	Hospitalization/Medical Ins	02-Dec-25	SW/WC SERVICE COOP HEALTH		\$11,678.16
	Notes Rec - Jorgenson	12-Dec-25	UNITED COMMUNITY	AJ loan	\$13,799.00
	Other Receivables	05-Dec-25	VILLAGE GREEN	Christmas garland	\$380.00
	Deferred Comp (ING)	31-Dec-25	VOYA INSTITUTIONAL TRUST CO	12.31.25 payroll	\$422.58
	Deferred Comp (ING)	04-Dec-25	VOYA INSTITUTIONAL TRUST CO	12.4.25 payroll	\$447.31
	Deferred Comp (ING)	18-Dec-25	VOYA INSTITUTIONAL TRUST CO	12.18.25 payroll	\$440.08
	Construction in Progress	31-Dec-25	WELP CONSTRUCTION	final pay app	\$88,356.50
	Hospitalization/Medical Ins	31-Dec-25	WEX BANK	12.31.25 payroll	\$370.00
	Hospitalization/Medical Ins	04-Dec-25	WEX BANK	12.4.25 payroll	\$630.00
	Hospitalization/Medical Ins	18-Dec-25	WEX BANK	12.18.25 payroll	\$670.00
Property	Current Property Tax	05-Dec-25	TP HOLDINGS LLC	tax abatement	\$3,000.00

City of Lakefield

Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
General	Dues and Subscriptions	05-Dec-25	A & B BUSINESS	printing	\$123.71
General	Postage	22-Dec-25	CARDMEMBER SERVICE	postage	\$23.80
General	Miscellaneous	22-Dec-25	CARDMEMBER SERVICE	funeral flowers	\$87.93
General	Computer Support Fees	31-Dec-25	Catalis LLC	website mgmt	\$3,995.00
General	Building Janitorial	12-Dec-25	JACKSON COUNTY DAC	cleaning	\$40.26
General	Advertising	12-Dec-25	LIVEWIRE PRINTING COMPANY	legal notice	\$220.50
General	Utilities	31-Dec-25	LPU	utilities	\$375.52
General	Utilities	05-Dec-25	LPU	utilities	\$317.19
General	Utilities	23-Dec-25	MN ENERGY RESOURCES CORP	gas	\$75.59
General	Dues and Subscriptions	05-Dec-25	PSN	annual security compliance fee	\$89.00
General	Repairs & Maintenance	31-Dec-25	Schwalbach- Worthington	city hall water heater	\$650.00
General	Telephone	03-Dec-25	SMBS	phones	\$157.17
General	Telephone	05-Jan-26	SMBS	phone service	\$157.17
General	Building Janitorial	31-Dec-25	Vestis	mats	\$84.63
General	Building Janitorial	05-Dec-25	Vestis	mats	\$108.31
General	Repairs & Maintenance	22-Dec-25	WINDOM FIRE & SAFETY	fire extinguisher annual	\$20.00
City Clerk	Office Supplies	05-Dec-25	INDOFF INCORPORATED	name plate	\$35.75
Police	Dues and Subscriptions	22-Dec-25	CARDMEMBER SERVICE	IACP membership	\$270.00
Police	Permits/Fees/License	22-Dec-25	CARDMEMBER SERVICE	Mail Chimp	\$20.00
Police	Postage	22-Dec-25	CARDMEMBER SERVICE	postage	\$46.80
Police	Vehicle Expense	22-Dec-25	COOPERATIVE ENERGY COOP	vehicle exp	\$586.41
Police	Legal Fees	31-Dec-25	FLAHERTY & HOOD PA	legal services	\$430.00
Police	Legal Fees	12-Dec-25	FLAHERTY & HOOD PA	legal services	\$205.00
Police	General Supplies	22-Dec-25	JACKSON CO PUBLIC WORKS	signs by school	\$272.00
Police	Utilities	31-Dec-25	LPU	utilities	\$32.66
Police	Utilities	05-Dec-25	LPU	utilities	\$32.03
Police	General Supplies	05-Dec-25	Schwalbach- Jackson	keys	\$24.95
Police	Telephone	03-Dec-25	SMBS	phones	\$31.11
Police	Telephone	05-Jan-26	SMBS	phone service	\$31.11
Police	Vehicle Expense	12-Dec-25	STAPLES OIL	car wash	\$11.00
Police	Vehicle Expense	05-Dec-25	THE CORNER STATION	gas	\$22.10
Police	Vehicle Expense	05-Dec-25	THE CORNER STATION	gas	\$11.00
Police	Vehicle Expense	05-Dec-25	THE CORNER STATION	gas	\$21.60
Police	Vehicle Expense	05-Dec-25	THE CORNER STATION	gas	\$5.00
Police	Vehicle Expense	05-Dec-25	THE CORNER STATION	gas	\$13.00
Police	Telephone	12-Dec-25	VERIZON WIRELESS	phones	\$80.02

City of Lakefield

Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
Police	Telephone	22-Dec-25	VERIZON WIRELESS	phones	\$76.82
Police	Repairs & Maintenance	22-Dec-25	WINDOM FIRE & SAFETY	fire extinguisher annual	\$120.00
Fire	Miscellaneous	22-Dec-25	CARDMEMBER SERVICE	funeral flowers	\$82.97
Fire	Miscellaneous	22-Dec-25	CARDMEMBER SERVICE	funeral flowers	\$82.97
Fire	General Supplies	22-Dec-25	CARDMEMBER SERVICE	chair leg caps	\$27.46
Fire	General Supplies	22-Dec-25	CARDMEMBER SERVICE	kitchen supplies	\$28.59
Fire	General Supplies	22-Dec-25	CARDMEMBER SERVICE	chair leg caps	\$109.98
Fire	Vehicle Expense	22-Dec-25	COOPERATIVE ENERGY COOP	vehicle exp	\$74.98
Fire	Vehicle Expense	12-Dec-25	CRYSTAL VALLEY COOP	cardtrol	\$60.45
Fire	Equipment Maintenance	22-Dec-25	EMERGENCY APPARATUS	pump test	\$843.91
Fire	Equipment Maintenance	22-Dec-25	EMERGENCY APPARATUS	pump test	\$862.55
Fire	General Supplies	22-Dec-25	FASTENAL COMPANY	batteries	\$66.74
Fire	Telephone	03-Dec-25	SMBS	phones	\$136.01
Fire	Telephone	05-Jan-26	SMBS	phone service	\$136.01
Fire	General Supplies	22-Dec-25	WINDOM FIRE & SAFETY	fire extinguisher annual	\$120.00
Fire/Ambu	Tools and Small Equipment	22-Dec-25	CARDMEMBER SERVICE	Z flag store	\$806.58
Fire/Ambu	Utilities	31-Dec-25	LPU	utilities	\$619.16
Fire/Ambu	Utilities	05-Dec-25	LPU	utilities	\$573.24
Fire/Ambu	Utilities	23-Dec-25	MN ENERGY RESOURCES CORP	gas	\$194.53
Fire/Ambu	Garbage Service	18-Dec-25	SCHAAP SANITATION	garbage service	\$9.45
Street	Repairs & Maintenance	22-Dec-25	AUTO VALUE JACKSON	parts	\$15.19
Street	Repairs & Maintenance	22-Dec-25	AUTO VALUE JACKSON	HD Air construction	\$181.00
Street	Repairs & Maintenance	22-Dec-25	AUTO VALUE JACKSON	Male O ring	\$18.49
Street	Vehicle Expense	22-Dec-25	AUTO VALUE JACKSON	1/2 gal anti gel	\$161.61
Street	Tools and Small Equipment	31-Dec-25	BOB S FLEET SUPPLY INC	parts	\$192.78
Street	Repairs & Maintenance	22-Dec-25	BOB S FLEET SUPPLY INC	hydraulic hose end	\$8.49
Street	Vehicle Expense	22-Dec-25	COOPERATIVE ENERGY COOP	vehicle exp	\$1,020.77
Street	Vehicle Expense	12-Dec-25	CRYSTAL VALLEY COOP	cardtrol	\$1,169.00
Street	Locate Fees (Gopher)	05-Dec-25	GOPHER STATE ONE CALL	locate tickets	\$12.15
Street	Street Sign Expense	05-Dec-25	JACKSON CO PUBLIC WORKS	signs for school zone	\$335.54
Street	Street Sign Expense	22-Dec-25	JACKSON CO PUBLIC WORKS	signs	\$127.12
Street	General Supplies	12-Dec-25	LAKEFIELD LUMBER	parts	\$30.35
Street	Utilities	31-Dec-25	LPU	utilities	\$181.81
Street	Street Light & Elect Main	31-Dec-25	LPU	utilities	\$502.67
Street	Street Light & Elect Main	31-Dec-25	LPU	utilities	\$407.00
Street	Utilities	31-Dec-25	LPU	utilities	\$280.85

City of Lakefield

Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
Street	Utilities	05-Dec-25	LPU	utilities	\$164.74
Street	Street Light & Elect Main	05-Dec-25	LPU	utilities	\$453.49
Street	Street Light & Elect Main	05-Dec-25	LPU	utilities	\$301.71
Street	Utilities	05-Dec-25	LPU	utilities	\$282.91
Street	General Supplies	05-Dec-25	MAYNARD S FOOD CENTER	paper towels	\$8.79
Street	General Supplies	05-Dec-25	MAYNARD S FOOD CENTER	water	\$12.58
Street	General Supplies	05-Dec-25	MAYNARD S FOOD CENTER	water	\$13.77
Street	General Supplies	05-Dec-25	MAYNARD S FOOD CENTER	batteries	\$11.99
Street	General Supplies	05-Dec-25	MAYNARD S FOOD CENTER	batteries	\$8.99
Street	General Supplies	05-Dec-25	MAYNARD S FOOD CENTER	clr	\$5.99
Street	Utilities	23-Dec-25	MN ENERGY RESOURCES CORP	gas	\$153.99
Street	Utilities	23-Dec-25	MN ENERGY RESOURCES CORP	gas	\$50.70
Street	Tools and Small Equipment	05-Dec-25	RUNNINGS SUPPLY INC	socket set, 24' uhmw pusher	\$360.87
Street	Garbage Service	18-Dec-25	SCHAAP SANITATION	garbage service	\$9.45
Street	Repairs & Maintenance	31-Dec-25	Schwalbach- Jackson	nuts & bolts	\$34.68
Street	Repairs & Maintenance	31-Dec-25	Schwalbach- Jackson	furnace filters	\$41.94
Street	Repairs & Maintenance	31-Dec-25	Schwalbach- Jackson	tool part	\$15.99
Street	Repairs & Maintenance	05-Dec-25	SCHWALBACH- WINDOM	R&M	\$16.54
Street	Street CIP	12-Dec-25	SEH INC	engineering	\$29,940.00
Street	Street CIP	12-Dec-25	SEH INC	engineering	\$26,671.81
Street	Street CIP	12-Dec-25	SEH INC	engineering	\$1,350.00
Street	Repairs & Maintenance	31-Dec-25	SMITH AUTOMOTIVE SUPPLY	electrical tape	\$28.05
Street	Repairs & Maintenance	12-Dec-25	SMITH AUTOMOTIVE SUPPLY	loader wiper	\$9.56
Street	Tools and Small Equipment	12-Dec-25	WILLIAMSON SUPPLY	oxygen regulator	\$95.00
Street	Repairs & Maintenance	22-Dec-25	WINDOM FIRE & SAFETY	fire extinguisher annual	\$397.90
Swimming	Utilities	23-Dec-25	MN ENERGY RESOURCES CORP	gas	\$61.35
Swimming	Repairs & Maintenance	22-Dec-25	WINDOM FIRE & SAFETY	fire extinguisher annual	\$10.00
Multi-	General Supplies	22-Dec-25	CARDMEMBER SERVICE	paper towels	\$113.12
Multi-	Building Janitorial	31-Dec-25	Gisselle & Lipa Cleaning	MPC cleaning	\$1,365.00
Multi-	Building Janitorial	05-Dec-25	Gisselle & Lipa Cleaning	MPC cleaning	\$1,170.00
Multi-	Repairs & Maintenance	22-Dec-25	HANSON ENTERPRISES LLC	repairs to AC on MPC	\$3,792.44
Multi-	Utilities	31-Dec-25	LPU	utilities	\$282.69
Multi-	Utilities	05-Dec-25	LPU	utilities	\$261.79
Multi-	Utilities	23-Dec-25	MN ENERGY RESOURCES CORP	gas	\$59.47
Multi-	Garbage Service	18-Dec-25	SCHAAP SANITATION	garbage service	\$94.62
Multi-	Telephone	03-Dec-25	SMBS	phones	\$41.06

City of Lakefield

Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
Multi-	Telephone	05-Jan-26	SMBS	phone service	\$41.06
Multi-	Repairs & Maintenance	22-Dec-25	WINDOM FIRE & SAFETY	fire extinguisher annual	\$167.95
Parks	General Supplies	22-Dec-25	CARDMEMBER SERVICE	dog waste bags	\$43.49
Parks	Utilities	31-Dec-25	LPU	utilities	\$171.28
Parks	Utilities	05-Dec-25	LPU	utilities	\$170.60
Parks	Repairs & Maintenance	12-Dec-25	MIKE SCHULZ CONSTRUCTION	165' roll of 5" perforated field	\$198.00
Parks	Repairs & Maintenance	22-Dec-25	WINDOM FIRE & SAFETY	fire extinguisher annual	\$149.95
Library	General Supplies	22-Dec-25	CARDMEMBER SERVICE	cleaning supplies	\$50.95
Library	General Supplies	22-Dec-25	CARDMEMBER SERVICE	paper towels	\$113.12
Library	Building Janitorial	12-Dec-25	JACKSON COUNTY DAC	cleaning	\$235.78
Library	Utilities	31-Dec-25	LPU	utilities	\$177.25
Library	Utilities	05-Dec-25	LPU	utilities	\$162.50
Library	General Supplies	05-Dec-25	MAYNARD S FOOD CENTER	cleaning supplies	\$17.99
Library	Utilities	23-Dec-25	MN ENERGY RESOURCES CORP	gas	\$85.24
Library	Garbage Service	03-Dec-25	SCHAAP SANITATION	garbage service	\$13.63
Library	Building Janitorial	31-Dec-25	Vestis	mats	\$73.03
Library	Building Janitorial	31-Dec-25	Vestis	mats	\$73.03
Library	Building Janitorial	12-Dec-25	Vestis	mats	\$73.03
Library	Repairs & Maintenance	22-Dec-25	WINDOM FIRE & SAFETY	fire extinguisher annual	\$127.95
E D A	Contracted services	31-Dec-25	UNITED COMMUNITY	deed grant	\$7,590.00
E D A	Miscellaneous	05-Dec-25	VILLAGE GREEN	Christmas garland	\$380.00
Sewer	Vehicle Expense	22-Dec-25	COOPERATIVE ENERGY COOP	vehicle exp	\$118.29
Sewer	Chemicals and Chem Products	22-Dec-25	HAWKINS WATER TREATMENT	chemicals	\$2,934.03
Sewer	Chemicals and Chem Products	22-Dec-25	HAWKINS WATER TREATMENT	chemicals	\$30.00
Sewer	Utilities	31-Dec-25	LPU	utilities	\$36.01
Sewer	Utilities	31-Dec-25	LPU	utilities	\$1,893.59
Sewer	Utilities	31-Dec-25	LPU	utilities	\$52.49
Sewer	Utilities	31-Dec-25	LPU	utilities	\$28.37
Sewer	Utilities	31-Dec-25	LPU	utilities	\$30.95
Sewer	Utilities	05-Dec-25	LPU	utilities	\$34.34
Sewer	Utilities	05-Dec-25	LPU	utilities	\$1,680.75
Sewer	Utilities	05-Dec-25	LPU	utilities	\$52.44
Sewer	Utilities	05-Dec-25	LPU	utilities	\$26.28
Sewer	Utilities	05-Dec-25	LPU	utilities	\$29.89
Sewer	Utilities	23-Dec-25	MN ENERGY RESOURCES CORP	gas	\$70.55
Sewer	General Supplies	05-Dec-25	RUNNINGS SUPPLY INC	garage door seal, tape	\$31.94

City of Lakefield

Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
Sewer	Repairs & Maintenance	31-Dec-25	SCHWALBACH- WINDOM	filter	\$14.99
Sewer	Repairs & Maintenance	31-Dec-25	SCHWALBACH- WINDOM	plug recessed abs	\$11.98
Sewer	Repairs & Maintenance	31-Dec-25	SCHWALBACH- WINDOM	plumbing service at WWTP	\$1,373.74
Sewer	General Supplies	05-Dec-25	SCHWALBACH- WINDOM	batteries	\$30.58
Sewer	Postage	30-Dec-25	US POSTAL SERVICE	Dec bills	\$179.89
Sewer	Postage	28-Nov-25	US POSTAL SERVICE	utility bills postage	\$179.46
Liquor	Beer Purchases	05-Dec-25	BEVERAGE WHOLESALERS	beer	\$3,103.85
Liquor	Beer Purchases	12-Dec-25	BEVERAGE WHOLESALERS	beer	\$2,411.90
Liquor	Beer Purchases	22-Dec-25	BEVERAGE WHOLESALERS	beer	\$2,913.65
Liquor	Beer Purchases	22-Dec-25	BEVERAGE WHOLESALERS	beer	\$873.48
Liquor	Beer Purchases	31-Dec-25	BREAKTHRU BEVERAGE	beer	\$30.80
Liquor	Liquor Purchases	31-Dec-25	BREAKTHRU BEVERAGE	liquor	\$1,346.22
Liquor	Liquor Purchases	05-Dec-25	BREAKTHRU BEVERAGE	liquor	\$872.40
Liquor	Beer Purchases	05-Dec-25	BREAKTHRU BEVERAGE	liquor	\$75.00
Liquor	Beer Purchases	05-Dec-25	BREAKTHRU BEVERAGE	liquor	\$61.60
Liquor	Beer Purchases	22-Dec-25	BREAKTHRU BEVERAGE	liquor	(\$113.85)
Liquor	Beer Purchases	22-Dec-25	BREAKTHRU BEVERAGE	liquor	(\$50.00)
Liquor	Liquor Purchases	22-Dec-25	BREAKTHRU BEVERAGE	liquor	\$1,014.25
Liquor	Beer Purchases	22-Dec-25	BREAKTHRU BEVERAGE	liquor	\$125.00
Liquor	General Supplies	22-Dec-25	CARDMEMBER SERVICE	return	(\$143.43)
Liquor	General Supplies	22-Dec-25	CARDMEMBER SERVICE	door chime, smart plug	\$60.71
Liquor	General Supplies	22-Dec-25	CARDMEMBER SERVICE	smart plug	\$21.98
Liquor	Beer Purchases	31-Dec-25	DOLL DISTRIBUTING LLC	beer	\$3,782.44
Liquor	Beer Purchases	05-Dec-25	DOLL DISTRIBUTING LLC	beer	\$365.55
Liquor	Beer Purchases	12-Dec-25	DOLL DISTRIBUTING LLC	beer	\$3,519.35
Liquor	Beer Purchases	22-Dec-25	DOLL DISTRIBUTING LLC	beer	\$2,190.90
Liquor	Beer Purchases	22-Dec-25	DOLL DISTRIBUTING LLC	beer	\$112.00
Liquor	Beer Purchases	22-Dec-25	DOLL DISTRIBUTING LLC	beer	\$2,851.59
Liquor	Liquor Purchases	31-Dec-25	JOHNSON BROTHERS LIQUOR	liquor store	\$784.30
Liquor	Beer Purchases	31-Dec-25	JOHNSON BROTHERS LIQUOR	liquor store	\$94.75
Liquor	Liquor Purchases	31-Dec-25	JOHNSON BROTHERS LIQUOR	liquor store	\$2,007.05
Liquor	Beer Purchases	31-Dec-25	JOHNSON BROTHERS LIQUOR	liquor store	(\$40.09)
Liquor	Beer Purchases	31-Dec-25	JOHNSON BROTHERS LIQUOR	liquor store	(\$136.81)
Liquor	Beer Purchases	31-Dec-25	JOHNSON BROTHERS LIQUOR	liquor store	(\$86.40)
Liquor	Liquor Purchases	05-Dec-25	JOHNSON BROTHERS LIQUOR	liquor store	\$841.66
Liquor	Beer Purchases	05-Dec-25	JOHNSON BROTHERS LIQUOR	liquor store	\$32.60

City of Lakefield

Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
Liquor	Liquor Purchases	05-Dec-25	JOHNSON BROTHERS LIQUOR	liquor store	\$1,499.89
Liquor	Liquor Purchases	05-Dec-25	JOHNSON BROTHERS LIQUOR	liquor store	(\$2.10)
Liquor	Beer Purchases	05-Dec-25	JOHNSON BROTHERS LIQUOR	liquor store	(\$145.02)
Liquor	Liquor Purchases	22-Dec-25	JOHNSON BROTHERS LIQUOR	beer & liquor	\$736.63
Liquor	Beer Purchases	22-Dec-25	JOHNSON BROTHERS LIQUOR	beer & liquor	\$89.25
Liquor	Liquor Purchases	22-Dec-25	JOHNSON BROTHERS LIQUOR	beer & liquor	\$2,828.14
Liquor	Liquor Purchases	22-Dec-25	JOHNSON BROTHERS LIQUOR	beer & liquor	\$906.68
Liquor	Beer Purchases	22-Dec-25	JOHNSON BROTHERS LIQUOR	beer & liquor	\$60.00
Liquor	Liquor Purchases	22-Dec-25	JOHNSON BROTHERS LIQUOR	beer & liquor	\$1,910.16
Liquor	Liquor Purchases	22-Dec-25	JOHNSON BROTHERS LIQUOR	beer & liquor	\$504.60
Liquor	Liquor Purchases	22-Dec-25	JOHNSON BROTHERS LIQUOR	beer & liquor	\$2,836.64
Liquor	Beer Purchases	22-Dec-25	JOHNSON BROTHERS LIQUOR	beer & liquor	\$362.25
Liquor	Liquor Purchases	22-Dec-25	JOHNSON BROTHERS LIQUOR	beer & liquor	(\$488.40)
Liquor	Liquor Purchases	22-Dec-25	JOHNSON BROTHERS LIQUOR	beer & liquor	(\$614.90)
Liquor	Liquor Purchases	22-Dec-25	JOHNSON BROTHERS LIQUOR	beer & liquor	(\$583.00)
Liquor	Liquor Purchases	22-Dec-25	JOHNSON BROTHERS LIQUOR	beer & liquor	(\$128.10)
Liquor	Advertising	22-Dec-25	KUOO	advertising	\$147.00
Liquor	Advertising	22-Dec-25	KUOO	advertising	\$157.50
Liquor	Advertising	12-Dec-25	LIVEWIRE PRINTING COMPANY	advertising	\$35.00
Liquor	Utilities	31-Dec-25	LPU	utilities	\$412.26
Liquor	Utilities	05-Dec-25	LPU	utilities	\$319.82
Liquor	Misc Purchases Resale	05-Dec-25	MAYNARD S FOOD CENTER	pop	\$209.26
Liquor	General Supplies	05-Dec-25	MAYNARD S FOOD CENTER	paper towels	\$10.79
Liquor	General Supplies	05-Dec-25	MAYNARD S FOOD CENTER	cleaning supplies	\$26.26
Liquor	Misc Purchases Resale	05-Dec-25	MAYNARD S FOOD CENTER	pop	\$154.88
Liquor	General Supplies	05-Dec-25	MAYNARD S FOOD CENTER	water	\$31.97
Liquor	Utilities	23-Dec-25	MN ENERGY RESOURCES CORP	gas	\$70.31
Liquor	Liquor Purchases	12-Dec-25	PAUSTIS WINE COMPANY	wine	\$612.50
Liquor	Garbage Service	03-Dec-25	SCHAAP SANITATION	garbage service	\$11.85
Liquor	Telephone	03-Dec-25	SMBS	phones	\$155.71
Liquor	Telephone	05-Jan-26	SMBS	phone service	\$155.71
Liquor	Liquor Purchases	31-Dec-25	SOUTHERN GLAZERS WINE &	liquor	\$1,069.17
Liquor	Liquor Purchases	05-Dec-25	SOUTHERN GLAZERS WINE &	liquor	\$346.88
Liquor	Liquor Purchases	22-Dec-25	SOUTHERN GLAZERS WINE &	liquor	\$1,227.89
Liquor	Repairs & Maintenance	22-Dec-25	WINDOM FIRE & SAFETY	fire extinguisher annual	\$10.00
Ambulanc	General Supplies	05-Dec-25	AMERICAN WELDING & GAS,	oxygen	\$105.47

City of Lakefield

Council Payables Report

Dept	Account	Check Date	Vendor Name	Comments	Amount
Ambulanc	General Supplies	05-Dec-25	BOUND TREE MEDICAL	ambulance supplies	\$276.35
Ambulanc	Uniforms	22-Dec-25	CARDMEMBER SERVICE	hi-vis parkas	\$652.00
Ambulanc	General Supplies	22-Dec-25	CARDMEMBER SERVICE	medical supplies	\$348.92
Ambulanc	Postage	22-Dec-25	CARDMEMBER SERVICE	postage	\$31.20
Ambulanc	Permits/Fees/License	22-Dec-25	CARDMEMBER SERVICE	ambulance service license	\$349.35
Ambulanc	Permits/Fees/License	22-Dec-25	CARDMEMBER SERVICE	Active 911 subscription	\$243.00
Ambulanc	Permits/Fees/License	03-Dec-25	CARDPOINTE	CC fees	\$2,055.42
Ambulanc	Vehicle Expense	22-Dec-25	COOPERATIVE ENERGY COOP	vehicle exp	\$110.50
Ambulanc	Vehicle Expense	12-Dec-25	CRYSTAL VALLEY COOP	cardtrol	\$367.93
Ambulanc	Contracted services	12-Dec-25	ECP Services, LLC	ambulance billing service	\$819.38
Ambulanc	Telephone	22-Dec-25	VERIZON WIRELESS	phones	\$76.82
Ambulanc	Repairs & Maintenance	22-Dec-25	WINDOM FIRE & SAFETY	fire extinguisher annual	\$117.95
					<u><u>\$379,785.92</u></u>

Summary by Department	
n/a	\$ 222,337.79
Ambulance Fund	\$ 5,554.29
City Clerk	\$ 35.75
Council	\$ -
E D A	\$ 7,970.00
Elections	\$ -
Fire Department	\$ 2,632.62
Fire/Ambulance Bldg	\$ 2,202.96
General Government	\$ 6,525.78
Fire Dept Equipment	\$ -
Library	\$ 1,203.50
Liquor Store Fund	\$ 43,859.93
Multi-Purpose Building	\$ 7,389.20
Parks Department	\$ 733.32
Police Department	\$ 2,342.61
Special Assessments	\$ -
Property Taxes	\$ 3,000.00
Sewer Fund	\$ 8,840.56
Street Department	\$ 65,086.26
Swimming Pools	\$ 71.35
Total	\$ 379,785.92

Summary by Fund	
GENERAL FUND	\$ 117,074.70
AMBULANCE FUND	\$ 5,554.29
BONDS	\$ -
CAPITAL IMPROVEMENTS	\$ 57,961.81
EDA	\$ 21,769.00
FIRE DEPT EQUIPMENT	\$ -
FIXED ASSETS FUND	\$ -
GOLF COURSE	\$ -
MUNICIPAL LIQUOR FUND	\$ 152,450.56
RD STREET PROJECT-SEWER	\$ -
SEWER FUND	\$ 24,975.56
STREET PROJECT	\$ -
Total	\$ 379,785.92

Department Head Report

Date: January 5, 2026

Police – Lakefield Police Department wrote eight (8) snow emergency parking violation tickets during the last snow event on 12-28/29. Calls for Service attached.

Ambulance- Lakefield Ambulance had 15 calls for service in December. 260 calls for service in the year 2025. Our 2025 calls include 24 transfers for Sanford Jackson Hospital and 12 transfers for Sanford Worthington Hospital.

Fire- Nothing new to report.

Liquor- Nothing new to report.

Street – Maintenance on all equipment. Snow removal. Attended 30% design review for the 2026 street project.

Clerk – Attended 30% design review for the 2026 street project. Auditor conducted inventory for utilities and liquor store. Sent personnel policy back to attorney for final review. Working with insurance agent on renewals. Sent assessments over to county for unpaid past due invoices and utilities. Assisting with conversion to PTO.

Finance- Completed W-2's, working on year-end items, and preparing for audit.

Lakefield Police Department

12-19 to 12-29-2025 CFS Report

Printed on December 29, 2025

CFS Date/Time	CFS #	Code : Description	Address	Primary Units
12/24/25 09:42:23	JSOCFS2025128623	ACC-NO INJ : Accident no injuries	44005 870TH ST, LAKEFIELD, MN 56150	40, 30
ACC-NO INJ : Accident no injuries Total: 1				
12/22/25 11:05:02	JSOCFS2025128583	BACKGROUND : Background Check	301 MAIN ST, LAKEFIELD, MN 56150	40
12/22/25 11:10:02	JSOCFS2025128584	BACKGROUND : Background Check	301 MAIN ST, LAKEFIELD, MN 56150	40
BACKGROUND : Background Check Total: 2				
12/19/25 10:32:32	JSOCFS2025128514	CEP REPORT : CEP Intake Report	301 MAIN ST, LAKEFIELD, MN 56150	40
12/19/25 15:14:44	JSOCFS2025128524	CEP REPORT : CEP Intake Report	301 MAIN ST, LAKEFIELD, MN 56150	40
CEP REPORT : CEP Intake Report Total: 2				
12/24/25 20:49:35	JSOCFS2025128637	CIVIL STANDBY : CIVIL STANDBY	720 N GRIFFIN ST, LAKEFIELD, MN 56150	42
CIVIL STANDBY : CIVIL STANDBY Total: 1				
12/25/25 20:55:53	JSOCFS2025128647	DIRECTED PATROL : Directed Patrol	112 MAIN ST, LAKEFIELD, MN 56150	42
12/22/25 21:11:34	JSOCFS2025128598	DIRECTED PATROL : Directed Patrol	112 MAIN ST, LAKEFIELD, MN 56150	43
12/19/25 21:51:50	JSOCFS2025128540	DIRECTED PATROL : Directed Patrol	112 MAIN ST, LAKEFIELD, MN 56150	43
DIRECTED PATROL : Directed Patrol Total: 3				
12/19/25 12:53:27	JSOCFS2025128518	FOLLOW-UP : Follow-up/Report	501 1ST ST W, LAKEFIELD, MN 56150	40
FOLLOW-UP : Follow-up/Report Total: 1				
12/26/25 15:53:18	JSOCFS2025128665	OPEN - DR : Open door	203 BUSH ST, LAKEFIELD, MN 56150	40
12/26/25 15:59:11	JSOCFS2025128666	OPEN - DR : Open door	112 MAIN ST, LAKEFIELD, MN 56150	40
OPEN - DR : Open door Total: 2				
12/19/25 13:46:17	JSOCFS2025128520	PARK-VIOL : Parking Violation	315 3RD AVE W, LAKEFIELD, MN 56150	40
12/29/25 08:44:35	JSOCFS2025128714	PARK-VIOL : Parking Violation	City Wide, Lakefield	40

CFS Date/Time	CFS #	Code : Description	Address	Primary Units
PARK-VIOL : Parking Violation Total: 2				
12/19/25 16:38:25	JSOCFS2025128528	POR : Predatory Offender Check	301 MAIN ST, LAKEFIELD, MN 56150	40
POR : Predatory Offender Check Total: 1				
12/22/25 13:06:15	JSOCFS2025128585	Public Assist : Public Assist	509 SUMMER LN, LAKEFIELD	40
12/19/25 15:21:54	JSOCFS2025128525	Public Assist : Public Assist	305 FUNK AVE, LAKEFIELD, MN 56150	40
12/23/25 10:47:54	JSOCFS2025128609	Public Assist : Public Assist	509 Summer Lane, LAKEFIELD, MN 56150	40
Public Assist : Public Assist Total: 3				
12/23/25 10:52:50	JSOCFS2025128610	SUSP - ACTIVITY : Suspicious Activity	408 SNURE ST, LAKEFIELD, MN 56150	40
SUSP - ACTIVITY : Suspicious Activity Total: 1				
12/19/25 17:34:22	JSOCFS2025128531	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and 5TH AVE W, LAKEFIELD, MN 56150	43
12/20/25 22:16:23	JSOCFS2025128568	TRAFFIC STOP : Traffic Stop	Intersection of 1ST AVE S and HWY 86, LAKEFIELD, MN 56150	43
12/20/25 21:57:48	JSOCFS2025128567	TRAFFIC STOP : Traffic Stop	Intersection of 3RD AVE and HWY 86	45
12/20/25 22:53:58	JSOCFS2025128569	TRAFFIC STOP : Traffic Stop	Intersection of CHICAGO ST and 4TH AVE N, LAKEFIELD, MN 56150	45
TRAFFIC STOP : Traffic Stop Total: 4				
12/19/25 19:28:44	JSOCFS2025128533	WARRANT : Warrant	719 N HWY 86, LAKEFIELD, MN 56150	43
WARRANT : Warrant Total: 1				
12/25/25 09:18:02	JSOCFS2025128642	WELFARE : Concern for Welfare	■ MENAGE AVE, LAKEFIELD, MN 56150	42, 36
12/21/25 10:55:13	JSOCFS2025128572	WELFARE : Concern for Welfare	LAKEFIELD, LAKEFIELD	43, 30
WELFARE : Concern for Welfare Total: 2				
Total Records: 26				

RESOLUTION 26-01

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

Holly Rademacher, City Clerk

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

- First National Bank
- Leading Edge 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 – Holly Rademacher 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 5th day of January 2026

Holly Rademacher, City Clerk

I the above signed Holly Rademacher, 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 5th day of January 2026.

Stephen Condon, Mayor

M:/_____

H. Hussong-Reasoner -

J.Paplow-

A. Monson -

S. Condon -

S:/_____

B. Pavelko -

Resolution 26-02

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 5th day of January 2026

Holly Rademacher, City Clerk

I the above signed Holly Rademacher, 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 5th day of January 2026.

Stephen Condon, Mayor

M:/_____

H. Hussong-Reasoner -

J. Paplow-

A. Monson -

S. Condon -

S:/_____

B. Pavelko -

CITY OF LAKEFIELD

RESOLUTION 26-03

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 5th day of January 2026

Holly Rademacher, City Clerk

I the above signed Holly Rademacher, 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 5th day of January 2026.

Stephen A. Condon, Mayor

M/_____

H. Hussong-Reasoner -

J. Paplow-

A. Monson -

S. Condon -

S/_____

B. Pavelko -

CITY OF LAKEFIELD

RESOLUTION 26-04

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 5th day of January 2026

Holly Rademacher, City Clerk

I the above signed Holly Rademacher, 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 5th day of January 2026.

Stephen A. Condon, Mayor

M/ _____

H. Hussong-Reasoner -

J. Paplow-

A. Monson -

S. Condon -

S/ _____

B. Pavelko -

RESOLUTION 26-05

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 5th day of January 2026

Holly Rademacher, City Clerk

I the above signed Holly Rademacher, 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 5th day of January 2026.

Stephen A. Condon, Mayor

M/ _____

H. Hussong-Reasoner -

J. Paplow-

A. Monson -

S. Condon -

S/ _____

B. Pavelko -

2026 FEES – CITY OF LAKEFIELD

RESOLUTION 26-06

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

Liquor:	On-Sale/Sunday	\$600.00	Records Searches	\$20/hour (<15 min.)
	Cannabidiol	\$50.00	CD	\$5
	Cannabis	\$500.00	USB	\$10
	Club	\$200.00		
	Off-Sale 3.2 Malt Liquor	\$50.00	Peddler & Transient Merchant Permit	\$50.00/ 2 weeks
	On-Sale 3.2 Malt Liquor	\$75.00		
	Temporary	\$75.00/day	Assessment Search	\$15.00
Cigarette		\$40.00	Sidewalk Sales (\$91.03)	\$20.00
Golf Cart/ATV	Plate	\$15.00	Install Drains, Ditches, Bridges (\$91.04)	\$20.00
	Renewal	\$ 0.00	Excavations (\$91.05)	\$25.00
Dog License	\$5.00 (Jan.-Feb.) or new puppy		Deposit for Blacktop/Concrete	\$500.00
	\$15.00 (Mar.-Dec.)		Deposit for Gravel/Boulevard	\$200.00
Dangerous Dog License		\$20	Tattoo or Body Piercing License (\$116.23)	\$100.00
Zoning Permits	\$20.00 - \$50.00 (project value)		Special Event Permit Fee (\$116.23)	\$20
	\$100 penalty if no permit obtained		Special Event Permit Fee non-profit	\$0
	\$50 permit expedite fee		Adult Business License Fee (\$114.36)	\$500
Variance Hearing	\$175.00 +		Outside Alcohol Consumption Permit (\$111.38)	\$75 per day
	cost of zoning permit		Public Dance Permit (\$ 116.03)	\$50.00
Conditional & Interim Use Permit	\$50.00		Texas Hold'em Permit	\$50.00
Burning Permits	\$5.00		**Picnic Table Rental (wooden)	\$10/table
**Multi-Purpose Rental:			Mileage reimbursement @ IRS Rate	\$0.71/mile
	Family/Social	Commercial/Selling	Council & LPU Commission Out of Town Mtg	
Seating Area	\$50.00	\$75.00	Attendance Stipend	
Kitchen	\$40.00	\$40.00	Less Than 4 hours	\$50.00
ALL	\$80.00	\$100.00	More than 4 hours	\$75/day
Copies	Black 10¢ each			
	Color 25¢ each			
Park Shelter Kitchen Rental	\$50.00			
	\$100 key & clean-up <i>refundable</i> deposit			
**Sound System	\$25.00			

Adopted this 5th day of January 2026

Holly Rademacher, City Clerk

Stephen A. Condon, Mayor

M/_____

H. Hussong-Reasoner -

J. Paplow -

A. Monson -

S. Condon -

S/_____

B. Pavelko -

RESOLUTION 26-07

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

Holly Rademacher, City Clerk

Adopted this 5th day of January 2026

Holly Rademacher, City Clerk

I the above signed Holly Rademacher, 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 5th day of January 2026.

Stephen A. Condon, Mayor

M/_____

H. Hussong-Reasoner -

J. Paplow -

A. Monson -

S. Condon -

S/_____

B. Pavelko -

RESOLUTION NO. 26-08

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 Lakefield Police Department and,

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

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 Holly Rademacher, 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.

The City appoints Roger Pohlman, Chief of Police, as the Responsible Authority for Lakefield Police Department, 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 on this 5th day of January 2026.

Attest:

Stephen A. Condon, Mayor

Holly Rademacher, City Clerk

M/ _____

H. Hussong-Reasoner -

J. Paplow-

A. Monson -

S. Condon -

S/ _____

B. Pavelko -

2026 Board Appointments

LPU Committees

Committee	Member(s)
Chair	Janssen
Vice Chair	
Water	Anderson/Janssen
Electric	Anderson/Janssen
Equipment	Condon/Busch
Personnel	Condon/Busch
SMBS	Busch/Jeske
Building	Janssen/

Park, Aquatic & Recreation

Members
Stephen Condon
Bethany Lewis
Gail Reints
Alyssa Anderson
Vanessa Cother
Christie Anderson
Kathy Rademacher

Planning & Zoning

Members
Todd Post
Eric Kruger
Heather Hussong-Reasoner
Joel Poppe
Dick Doescher

Fire Relief

Stephen Condon
Holly Rademacher

Southwest Broadband

Doug Busch
Timothy Jeske

Police Advisory Board

Members
Andrea Monson
Sherill Fransten
Jay Stammer
Lloyd Bettin
Steve VanHal
Steve Condon

Emergency Management

Police Chief Pohlman

EDA

Members
Jesse Ackerman
Mushunna Hansen
Josh Swanson
Stephen Condon
Heather Hussong-Reasoner
Rachel Kruger

Wastewater Advisory

Members
Brent Pavelko
Andrea Monson
Jason Rossow
Holly Rademacher

Library

David Voehl
Ruth Beardsley

Council Committee Appointments

Street & Sidewalks	Pavelko/Monson	Buildings	Condon/Hussong-Reasoner
Tools & Equipment	Pavelko/Paplow	Personnel	Condon/Hussong-Reasoner
Sewage & Drainage	Pavelko/Monson	Utilities	Condon
Liquor	Paplow/Condon	Ambulance & Fire	Paplow/Monson
Publicity	Hussong-Reasoner	Mayor Pro Tem	Monson



Council Agenda Request

Name: Sarah Dahl

Address: 301 Pleasant St. Apt U

Phone: 507.370.2053

Email: MILWAUKEEMANOR@YAHOO.COM

Council Meeting Date: 1/5/2025

Subject: Grant application for aid of funds to go towards the asbestos abatement & demolition of the old Doran Rose nursing home.

Phone call w/ Holly on 12/16/2025 @ 10:18 AM confirmed meeting details.

Do you require access to a projector. Yes No

If you have any information to be included in the Council packet, please submit it to the City Clerk by the end of the day on the Thursday before the Council meeting. If handouts are presented to the Council at the meeting, 6 copies will be required: 5 for the Council members and 1 for the Clerk to enter into the record. This is a request to be included on the agenda only. The Council may or may not take action on your request or subject matter. You will be granted up to 3 minutes to address the Council and the Council may grant you more time at their discretion.

Signature: Sarah Dahl

Date Submitted: 12/14/2025

Submit Request

Redevelopment Grant Application Submittal Checklist

Logistics

- Two complete paper copies (complete copies include all attachments)
- One complete electronic copy (i.e., one flash drive, emailed applications will not be accepted)
- All the above submitted to DEED by 4:00 p.m. on February 1 or August 1

Application Form Content

- Applicant Information Cover Page
- I. Site Identification and History
- II. Cost Analysis: Redevelopment Sources and Uses (Budget Table) and Construction Sources and Uses
- III. Tax Increment Financing (TIF) Analysis
- IV. Analysis of Redevelopment Potential
- V. Project Schedule
- VI. Payment Information (Applicant’s State SWIFT Vendor Number, Location Code, and Address)
- VII. Resolutions (Statutory Cities must authorize Mayor and Clerk)
- VIII. Applicant Conflict of Interest Disclosure Form

Application Attachments

- Project Summary
- Appraisal or Assessor’s Valuation (all parcels must have a current value which cannot be zero)
- Site maps illustrating ALL features requested in Question 4, site photographs
- Geotechnical Soil Evaluation Report (if applicable)
- Construction financing commitments, terms sheets, or letters of interest
- HUD ‘Invitation to Apply’ letter (if applicable)
- Resolution establishing Redevelopment TIF district and/or documentation of Redevelopment TIF qualifications (slum and blight analysis, building inspection, etc.)
- TIF Cash Flow Analysis (if using TIF)
- Site crime data
- Council action/minutes or other documentation demonstrating local approvals/entitlements
- Current property tax statements for each parcel
- Joint agreements (if project is multi-jurisdictional)
- Local transit schedules
- Developer letter of commitment and/or development agreement
- End-user or business tenant letter(s) of commitment (if applicable)
- Resolution from applicant agency (Statutory Cities **MUST** authorize Mayor and Clerk)
MUST BE SUBMITTED AT TIME OF APPLICATION
- Resolution from municipality in which the site is located (if different from applicant agency)
- Conflict of Interest form signed by the applicant

MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT

651-259-7451 or toll free at 1-800-657-3858

Brownfields and Redevelopment Unit
Great Northern Building
180 East Fifth Street, Suite 1200
St. Paul, MN 55101

INSTRUCTIONS

PURPOSE/BACKGROUND:

The Redevelopment Grant Program was established by the 1998 legislature to incentivize the redevelopment of old industrial, residential, or commercial properties; and assist private sector development with the challenges/costs these sites contain. Minnesota Statutes §§ 116J.571 – 116J.575 gives the Minnesota Department of Employment and Economic Development (DEED) authority to award grants to assist development authorities with eligible redevelopment costs as defined below.

The Redevelopment Grant Program is for currently or previously developed sites where significant barriers exist to redevelop the land into a different and/or more productive use. This program is not intended for parties that have operated on the site long-term, but rather to assist new parties with site redevelopment.

GRANT FUNDING AVAILABILITY:

Funding amounts have typically varied depending on legislative appropriation; however, DEED anticipates the availability of at least \$2 million per grant round. According to legislative requirement, if sufficient eligible applications are received, at least 50 percent of the grant money will be awarded to projects outside of the seven-county metropolitan area.

APPLICATION DEADLINES:

The Redevelopment Grant Program operates on a semi-annual grant cycle. Deadlines for submitting applications are **February 1** and **August 1 by 4:00 p.m.** each year. If these days fall on a weekend, the deadline will be the following business day. **Three complete sets of application documents are required for each project: 2 paper copies and 1 electronic copy on a flash drive.** An applicant may apply for more than one project, but a separate application must be completed and submitted for each site.

NOTE: Emailed applications will not be accepted. Please fill out the entire application. All applications must be complete upon submission to qualify for a grant. This includes the fully signed, required resolutions.

Applications should be in a binder or bound with attachments clearly marked and tabbed. **ELIGIBLE GRANT APPLICANTS:**

Eligible applicants for this program are statutory or home rule charter cities, economic development authorities, housing and redevelopment authorities, counties, or port authorities. While these are the eligible applicants, the site can be either privately or publicly owned.

GRANT ELIGIBLE SITES:

Only sites that have been previously developed, and the need to redevelop the land into a different and/or more productive use exists, qualify for a Redevelopment Grant. Sites which were never historically developed with buildings or infrastructure (i.e., cornfield) do not qualify. This program is not intended for parties that have operated on the site long-term, but rather to assist new parties with site redevelopment.

GRANT ELIGIBLE COSTS:

The Redevelopment Grant Program can pay up to 50 percent of the redevelopment costs for a qualifying site. "Redevelopment costs" or "costs" mean the costs of land acquisition, stabilizing unstable soils when infill is required, infrastructure improvements and ponding or other environmental infrastructure, demolition costs and costs necessary for adaptive re-use of buildings, including remedial activities. For purposes of this program adaptive reuse means interior environmental abatement and does not include building rehabilitation or construction. **Costs incurred before the grant agreement is fully executed are not eligible for reimbursement.**

The redevelopment challenges/costs should be related to the site's current or previously developed use.

Examples of eligible and ineligible costs include:

Eligible Costs

- Public acquisition*
- Demolition costs (as defined by [Minn. Stat. § 116J.572](#))
- Interior environmental abatement (e.g., asbestos abatement, lead paint abatement)
- Public infrastructure improvements** (e.g., water, sanitary, and storm connections, public sidewalks, public street or sidewalk lighting, public roads, etc.)
- Environmental infrastructure (e.g., stormwater ponding or system, etc.)
- Geotechnical soil correction (must submit a geotechnical soil evaluation)

**Although the statute recognizes acquisition as an eligible expense, DEED will only consider public acquisition, and these costs are only eligible as matching costs.*

***Although these costs are eligible, they should not be the sole costs of the grant request.*

Ineligible Costs

- Construction costs
- Building rehabilitation costs (including interior demolition)
- Environmental remediation (i.e., soil, groundwater, and/or vapor contamination)
- Project/grant administration
- Work performed or fees charged by the grantee or another public entity
- Costs of appraisals or other application costs
- Streetscaping/landscaping (including rain gardens)
- Soft costs (e.g., performance bonds, insurance, etc.)
- Contingencies

GRANT LOCAL MATCH REQUIREMENT:

It is required that the applicant pay for at least 50% of the eligible redevelopment costs as a local match to obtain a redevelopment grant. The match can come from any source available to the applicant. Eligible redevelopment costs incurred up to 12 months prior to the application due date may be included as local match but cannot be reimbursed by DEED. See "Grant Eligible Costs" above. Prior costs should be identified in the Cost Analysis section of the application.

The applicant must complete and adopt the attached resolution authorizing this application and committing the

local match from the applicant (see Section VII, Resolutions).

REQUIRED APPRAISALS OR ASSESSMENTS FOR GRANTS:

Current (as-is) and projected (pre-construction) assessed values as determined by the local assessor are required. In lieu of the assessed value, appraisals done by an independent appraiser using accepted appraisal methodology, may be submitted. Values cannot be determined in any other manner. For tax exempt properties without an assessed value, a current market value must be provided.

The value of the property after the proposed development is completed is also required. This estimate is generally based on similar development projects in the city or a tax capacity estimate from the local assessor.

GRANT AWARD CRITERIA:

DEED will award grants to projects that provide the highest return in public benefits for the public costs incurred and meet all the statutory requirements. To evaluate the applications for public benefits with respect to the costs incurred, the law specifies priorities that DEED must consider.

To fulfill this requirement of reviewing applications in an objective and fair manner, the following criteria have been assigned maximum point values to systematically award grants. All assigned scores will be relative to scores awarded to other applications during the same grant round. **An application must receive a minimum of 50 points to be eligible for funding.**

1. Need for redevelopment in conjunction with contamination remediation needs. *Maximum = 15 points.*
2. Redevelopment project meets current tax increment financing requirements for a redevelopment district and tax increments will contribute to the project. *Maximum = 25 points.*
3. Redevelopment potential within the municipality. *Maximum = 85 points.*
4. Proximity to public transit if located in the metropolitan area. *Maximum = 5 points.*
5. Multi-jurisdictional projects that consider the need for affordable housing, transportation, and environmental impact. *Maximum = 15 points.*

Note: application review is a closed process. DEED reviewers may request clarification, but unanswered questions will not receive a score. Additional materials and required attachments will not be accepted after the application deadline without prior request or approval.

DEED has Redevelopment Grant rounds every six months. It is expected that projects are ready to begin grant activities as soon as grant funds are available. If there are one or more grant rounds before grant activities are scheduled to begin, DEED strongly recommends applying in a future grant round that is closer to commencement of the project. Be advised that if awarded, the application will be incorporated into the grant contract. The schedule provided in the application should be as accurate and realistic as possible. **Significant changes to the project and its schedule may result in grant termination.**



Brownfields and Redevelopment Unit

Redevelopment Grant Application

Applicant (Public Entity) *	North Prairie Properties LLC	
Head of Applicant Agency (e.g., Mayor) <i>Name and Title</i>	Sarah Dahl, Owner & Developer	
Address	220 Milwaukee Street	
City	Lakefield, MN	Zip Code: 56150
Email of Agency Head	MilwaukeeManor@yahoo.com	
If the applicant is a city, what form of government?	<input type="checkbox"/> Home Rule	<input type="checkbox"/> Statutory City
Project Contact for the Public Entity	Sarah Dahl	
Phone	(507) 370-2853	
Email	MilwaukeeManor@Yahoo.com	
Address	301 Pleasant Street	
City	Lakefield, MN	Zip Code: 56150
Project Manager for this project from the Public Entity, in the event of an award*	Sarah Dahl	
Phone	See above	
Email	See above	
Application Author	Sarah Dahl	
Phone	See above	
Email	See above	

*If awarded, please note that the applicant is responsible for administering the grant and ensuring all grant terms and conditions are met.

I, Sarah Dahl, grew up local to the area on a family farm 13 miles west of Lakefield, Minnesota. My siblings and I attended Immanuel Lutheran School (Pre-K through 8th grade) located in Lakefield and then a public high school in a neighboring town. My family's church is Immanuel Lutheran in Lakefield. While attending parochial school, there were multiple trips that students made walking to Doman Rose nursing home (the grant application subject property) where we would play Bingo with the residents, sing Christmas carols to them at Christmas time, do Easter Egg hunts in the spring, or do coloring activities. Multiple family members of mine lived at Doman Rose for some period of time.

I am a commercial and agriculture real estate Appraiser now, by profession, in Kansas and have appraised multiple

redevelopment projects like the project I am pursuing in Lakefield. I was captivated by the opportunity this site presents, and in a location that I can claim as my 'hometown.' I am motivated by the opportunity to fulfill a housing need in a town that I care about, as well as salvage a site and building that have been abandoned and left to expire beyond their useful life. My original hope was to save and repurpose the nursing home building, but the costs are too great given the current condition of the building from the previous owner's mismanagement and abandonment.

PROJECT SUMMARY

ATTACH a summary of the project including the applicant's capacity to manage the grant in the event one is awarded.

I. SITE IDENTIFICATION AND HISTORY

SITE INFORMATION

1. **Name of site/project:** Milwaukee Manor

Site address: 220 Milwaukee Street

City: Lakefield, MN

Zip code: 56150

Site acreage: 1.4 acres

Property Identification Number(s): 240331200

Minnesota Legislative District* in which **the site** is located:

A: 21B

B: Jackson County

*The Minnesota Legislature has an online tool to look up legislative district numbers: [Legislative Website](#)

SITE OWNERSHIP

2. A. **Current property owner(s):** North Prairie Properties, LLC

When was the property purchased? December 16, 2024

For what amount? \$55,000 (acquisition cost for what is now three legally separate parcels including the subject, 222 Milwaukee Street, and 301 Pleasant Street. The purchase price included two legally separate parcels at the time of purchase.)

From whom was the property purchased? National Mentor Services LLC, located in Edina, MN

- B. **Who will develop the site?** Sarah Dahl, owner of North Prairie Properties, LLC (sole proprietorship)

Will the developer/affiliate own the property at any time? Yes No

When was/will the property be purchased? December 16, 2025 original purchase date. July 2025 the property was Quit Claim deeded from Sarah Dahl, individual, to North Prairie Properties LLC, sole proprietorship owned and operated by Sarah Dahl

For what amount? See above

- C. **Who will own the site after development?** North Prairie Properties will retain ownership and operations

When was/will the property be purchased? See above

For what amount? See above

D. **What is the relationship (if any) between the current owner, the developer, and/or the future owner(s)?** The developer is the owner/purchaser and will retain ownership as a long-term investment property following the redevelopment of the site.

SITE VALUATION: ASSESSMENT OR APPRAISAL

3. **DEED requires an appraisal or current assessed value as shown below. For tax-exempt properties without an assessed value, a current market value must be provided.**

ATTACH an appraisal completed by a qualified independent appraiser licensed under chapter 82B using accepted appraisal methodology which shows the current market value of the property. This value should include both the value of the land and, if applicable, any buildings on the Site. Along with the appraisal, please include the projected value after redevelopment activities and development have been completed.

Current Appraised Value	See paragraph below*
Projected Value	\$43,578

**Given my plans for demolition and in-fill development, no appraisal has been performed for the subject vacant nursing home building, for which this grant is applicable to. The building and property has general liability coverage, but not full-coverage, so I cannot supply an insurable value either. After the demolition of the nursing home building and site in-fill, the appraised value will decrease to just the land value, which the County has assessed at \$43,758 for the 2025 Tax Assessment year.*

Or **ATTACH** documentation showing the assessed value of the property for the most recent year, as determined by the local assessor, shown on the most recent valuation notice used under Minn. Stat. § 273.121. Along with the assessed value, please include the projected value after redevelopment activities and development have been completed.

	Phase 1 – Demolition of nursing home	Phase 2 – Construction of Townhomes (not applicable to this grant)
Current Assessed Value	\$275,800**	\$275,800**
Projected Value	\$43,578	\$1,200,000***

***Please note that this assessment includes the 5-unit multi-unit residential building, with \$0.00 attributed to the subject vacant nursing home building, as the two buildings were on the same legal parcel at time of purchase, but have since been separated into individual legal parcels. Therefore, the 2025 assessed valuation for taxes payable in 2026, based on the property’s condition on January 2nd, 2025, included both buildings on one single parcel. However, moving forward the buildings are on legally separate parcels. I have no documentation for the value of the nursing home building, but the Jackson County Assessor toured the building in spring 2025 and decided that there is no contributory value for that building.*

**** The long-term plan after demolition and site preparation including filing in the basement includes the construction of at minimum 8 row townhome units, which will also be market-rate residential rental units. This will result in a future assessment value of a minimum of \$1,200,000.*

MAPS AND SITE FEATURES

4. **ATTACH** accurate and legible site and location maps, showing locations of prominent and relevant site features such as buildings, retaining walls, etc. Maps must include site boundaries, a north arrow and bar scale, and show the following:
 - Current condition of the site including labeled structures.
 - Specifically, where and for what activities DEED money will apply
 - If requesting, geotechnical soil correction location and depth
 - Proposed development of the site including labeled structures.
5. **ATTACH** current (and historic, if available) photographs of the site.

HISTORY

6. **Provide the timeline and history of the site. This includes, but is not limited to, when the site was first developed, former and current uses, as well as former and current occupants, etc., and describe what led to the site's current dilapidated condition.**

The property acquisition consisted of two legal parcels – one addressed 220 Milwaukee Street which includes a 2-story, 23-bed nursing home and a 4-unit independent living quarters as two detached buildings; and one addressed 222 Milwaukee Street which includes a detached garage with full bathroom and some finished office space. The nursing home and detached garage were originally constructed in the 1940s as the local hospital and ancillary ambulance garage. In the 1960s, the use was changed to a nursing home and the 4-unit independent living building was added in 2004. The detached garage was used for storage. The nursing home went vacant in January 2021, after a decline in residents following the Covid-19 pandemic. The property remained vacant and was listed for sale in 2022/2023.

I purchased the property on December 16, 2024, after a 5-month due diligence period where I explored the financial feasibility of renovating the nursing home building into multi-unit residential apartments, completed mold and asbestos inspections, received roof quotes, and consulted with architects and engineers. Due to its extended vacancy period, during which the previous owners had all utilities shut off, the costs to repair the deferred maintenance and renovate the building exceeded the costs of demolition and site in-fill. I also explored the financial feasibility of repurposing the nursing home building into self-storage units as an interim use instead of multi-unit residential use, which would mostly require a new roof and minimal to no interior renovations. I spent 4 months surveying and polling local interest to see if the return was worth the cost of replacing the roof, and looked into alternative roofing solutions that were adequate for coverage, but less cost than replacing the entire 10,000+ square foot flat roof; interest was not enough to cover expenses and make the property financially feasible. Thus, demolition is concluded as the best option with in-fill development.

The plan to remodel the four-unit independent living building into a 5-unit market-rate multi-unit housing project has remained in place since purchase, and those renovations will be completed by the end of July 2025, with leasing beginning mid-August 2025; I have 8 prospective tenants interested in the 5 units and three signed leases. The garage was renovated into a studio apartment and has been leased since May 2025. All three buildings have been separated into their own legal parcels. I am seeking this grant to assist with the asbestos abatement and demolition of the nursing home building, in order to prepare the site for in-fill development of row townhomes. The other two buildings are self-sufficient and paid for in cash, and not included in the remainder of this grant application; however, I will retain ownership of all three properties and operate all three under the 'Milwaukee Manor' nomenclature.

CURRENT AND FUTURE SITE USE

7. Zoning/Land Use:

- A. Current: Industrial Commercial Residential Mixed-use Other (Specify) Multi-Unit residential
- B. **After Redevelopment:** Industrial Commercial Residential Mixed-use Other (Specify) [Click or tap here to enter text.](#)

8. Current buildings on site:

	Number of buildings	How many are occupied?	If vacant, for how long?
Industrial			
Commercial			
Residential	1	0	Since January 2021

9. Year building(s) was/were constructed: 1940s

10. Describe the current condition of the buildings on site: Dilapidated with extensive deferred maintenance. Mold across the entire basement (~11,000 SF); three active holes and leaks in the flat roof; o water/sewer meter and no utilities have been turned on at the property since January 2021.

11. Describe plans for the existing buildings as redevelopment occurs:

Demolition and in-fill development of row townhomes. The plan is for a minimum of 8 units, but up to 12 depending on what density and access the City of Lakefield allows.

12. Describe IN DETAIL the proposed development plan for the site. Include information such as the number and size of buildings, number of housing units, square footage of commercial space, any known future tenants, etc.

The existing previous nursing home building will be demolished and the basement filled in for the development of single-level row townhomes with attached garages.

IMPORTANT NOTE: Per [Minn. Stat. § 116J.575, Subd. 4](#), if this redevelopment project fails to substantially provide the public benefits (jobs and taxes) listed in this application within five years of the grant award date, the Commissioner may require that 100 percent of the grant amount be repaid to DEED.

13. Is the proposed development related to the bioscience field? Yes No

If yes, describe: No.

14. Is the proposed development an expansion of an existing Minnesota bioscience business?

Yes No

II. COST ANALYSIS

15. Total redevelopment costs as defined on Page [iii](#): [Click or tap here to enter text.](#)

16. DEED request amount: \$242,828

Note: at least 50% of the total redevelopment costs must be paid with a match source.

17. Describe IN DETAIL the specific activities for which DEED funds are being requested:

The grant monies, if received, will go towards the asbestos abatement (bid attached for \$95,500 from Dulas Companies) and the building demolition and site in-fill (bid attached for \$390,155 from Stevens Construction). The grant amount requested is equal to 50% of the sum of these bids. A second demo bid was sought, which resulted in a \$500,000 bid; the lower bid was chosen which is a Lakefield-local contractor. A second asbestos abatement bid was not sought, because the Dulas Companies have completed other work in Lakefield in the last 2 years and are a satisfactory company. All three bids are included in this application.

18. If requesting assistance with geotechnical soil correction, explain how these costs are related to the site’s past use and ATTACH the site’s geotechnical soil evaluation report.

N/A

19. Complete the budget table below indicating the sources, uses, and amounts of all funds (including TIF, DEED requests, etc.) that will be used for eligible redevelopment costs as defined on Page iii. The table should list the total redevelopment costs, including any costs that have already been incurred.

The 50% local match can come from any source. Eligible redevelopment activities that have been completed up to 12 months prior to the application due date can count toward local match. If eligible costs have been incurred, attach the invoices. Public acquisition is only eligible as a match cost.

Redevelopment Sources and Uses of Funds for the Project (Budget Table)					
Use of Funds (Activity) (List individually)	Cost	Cost Incurred? Y/N	Date Incurred	Source of Funds	Date Funds Committed*
Asbestos Abatement	\$95,500	N			
Demolition	\$265,705	N			
Site In-Fill	\$124,450	N			
Public Utility Relocation	\$	N			
	\$				
	\$				
Total	\$485,655				

Use of Funds (Activity): See Page iii for a list of eligible redevelopment costs. Be specific. List activities individually rather than combining into one line item (e.g., city water connection upgrade, city sanitary connection upgrade, etc.)

Cost: Total cost of the budget line item.

Costs Incurred: Has work on this activity started?

Date Incurred: When was this work done? Give a time range if necessary.

Source of Funds: List the funding sources, including match sources, contributing to each activity.

Date Funds Committed: When were the funds secured from this source?

*ATTACH documentation of funding commitments.

20. Complete the table below indicating the sources, uses, and amounts of all funds that will be used for development construction.

Construction Sources and Uses of Funds for the Project			
Construction Activity	Cost	Sources of Funds (list individually)	Date Funds Committed*
Self-funded, individual investor	All	Self	
Total	\$		

Construction Activity: May include building construction or other costs ineligible for Redevelopment.

Commitment Date: If construction financing is pending, list the date closing is anticipated.

*ATTACH documentation of funding commitments.

21. What are the development’s construction costs? Note the tables in question 20 and 21 should have the same total.

Total	\$485,655
Public	\$0
Private	\$485,655

22. Is all the construction financing in place for the development of the site? Yes No

If yes, ATTACH documentation of funding commitments.

23. If construction financing is not in place, what is the process and timeline to secure the funds and when is closing anticipated?

In-place. The equity of the other two buildings/properties will be used to collateralize the demo of the nursing home and construction of the row townhomes. The renovations and leasing of the previous independent living building and apartment garage were Phase One. Depending on this grant, the nursing home project will occur in either Phase Two to encompass both the demolition and the construction of new buildings, or Phase Two will be the demolition and site in-fill, and Phase Three will be the construction of new row townhomes. Regardless, the plan is to have everything completed by the end of 2027. I already have a waiting list of 5 residents for the townhome construction.

ATTACH any letters of interest, term sheets from lenders or other funding sources, and include this information in Section V, Project Schedule.

24. Is the project seeking financial assistance from HUD and/or MHFA?

Yes No

If yes, where is the project in the HUD and or MHFA financing process?

N/A

25. Will the development plan proceed without a DEED Redevelopment Grant?

Yes No

Please explain.

I intend to complete this project regardless of alternative funding, it will just significantly impact the timing of the redevelopment. There is one other row townhome project in town (8 units) that has a waiting list of 35+ people, and there are three other 8-plex apartments which are rent-restricted/low-

income, and that is all the rental housing offered in Lakefield.

Lakefield has EDF Renewable Energies, which is a 138-tower windfarm and Kozy Heat Manufacturing which employs over 206 people, as well as a thriving downtown that includes two hair salons and one tanning salon, a chiropractor, a local grocery store, three sit-down restaurants, a golf course (which is presently being completely remodeled by a private, local owner into a new clubhouse and event venue), a private Pre-K-8th Grade school, a local middle and elementary school, two bakeries, a clothing boutique. Recreation opportunities in town include a City swimming pool, three city parks, soccer fields, baseball fields, and a football field. Although its population is only ~1600, it is a thriving small town that has more to offer than typical bedroom communities. It is also centrally located within a 20-30 minute drive between Windom, Worthington, and Jackson, MN and just 20 minutes north of Spirit Lake and Okoboji, IA.

There is no straight market-rate housing offered in Lakefield, and there is a strong need from both the retired demographic looking for low-maintenance or maintenance free housing which can afford market-rate or even high-end living, and the demographic just graduating high school and college who want to live in the area but don't want to purchase a home. All rental units in Lakefield offer low-income incentives, which crowds out the market-rate tenants. I did minimal-to-no advertising for the 5-unit renovation that is nearing completion, and had 8 people on my list for 5 units before construction even finished. Part of my 5-plex includes the promise that when the new townhomes get built (minimum 8 units) the five tenants of the apartment will get first choice to move into a townhome unit if they choose to, and three of my five tenants are on that list. Two others who decided to not rent one of the apartments asked to be on the list for the townhomes. It is a great need and desire in Lakefield, and I intend to fill that need.

III. TAX INCREMENT FINANCING (TIF) ANALYSIS

26. **Is this project included in a currently established Redevelopment TIF district?** Yes No

If yes, ATTACH the adopted resolution establishing the Redevelopment TIF district.

27. **If not, does the project currently meet TIF requirements for a Redevelopment TIF district?**

Yes No

This redevelopment project would meet the requirements for a TIF district; however, the City of Lakefield has already indicated that they are not interested in creating one because they do not understand how it works. I have asked twice at two separate city meetings, and they are not willing to entertain any discussion about it, which is disappointing. However, the City Council has verbally agreed to grant me some form of tax abatement program, but details have not been discussed or finalized.

28. **If yes, check the following TIF criteria that apply and ATTACH documentation (slum and blight analysis, building inspection, etc.) determining Redevelopment TIF qualifications:**

- A. Parcels consisting of 70% of the area of the TIF district must be occupied by buildings, streets, utilities, or other improvements, and more than 50% of the buildings (excluding outbuildings) must be structurally substandard to a degree requiring substantial renovation or clearance; or
- B. Parcels must consist of vacant, unused, under used, inappropriately used, or infrequently used rail yards, rail storage facilities or excessive or vacated railroad rights-of-way; or
- C. Tank facilities (see criteria in [Minn. Stat. § 469.174, Subd. 10\[a\]\[3\]](#)); or
- D. A qualifying disaster area.

29. How much TIF will be used for the project? \$0

ATTACH a cash flow analysis that indicates how much TIF will be used towards this project.

If another type of TIF is being used for this project, what type is it? (Housing, pooled, etc.)

N/A

30. What activities are being financed with TIF? None

31. What is the maximum amount of TIF that can be generated? \$0

32. If TIF is not being used fully, or at all, explain why:

I have attempted to have conversations with the city commissioners twice, to discuss TIF district options. Both concluded in that the city commissioners just did not grasp the concept, and would not entertain any further discussion. They believe TIF districts are things done only in large, metropolitan areas.

33. Is there a gap in financing after applying TIF? Yes No

If yes, how much is the gap? \$All will be covered by myself, if needed. It will just impact the timing of the project.

IV. ANALYSIS OF REDEVELOPMENT POTENTIAL

34. Describe how redevelopment of this site will spur future development of adjacent sites by identifying nearby properties with redevelopment potential.

Immediately adjacent properties to the subject are all single-family residential homes. However, one block to the southwest is a multi-unit townhome project and there are three other 8-plex apartment projects in Lakefield. The other apartment projects are run-down, dilapidated, and suffer from some deferred maintenance, as observed by me from the exterior of the building and through discussions with current tenants which are interested in relocating to my project. There is hope that my new units will encourage better upkeep and maintenance of existing projects, in order to stay relevant. In addition, there is the retired demographic of residents who are looking to downsize from a multi-story single-family residence to a single-level, maintenance-free rental housing options because they no longer can access their basement or upstairs, and they no longer want to self-manage their lawn, roof, HVAC, and other maintenance. Given the previously-discussed abundant amenities that Lakefield has to offer, I have a personal and professional opinion than providing a maintenance-free rental housing option for the retired demographic will allow young families or younger single persons to displace the older demographic in their single-family homes and be able to provide adequate care and maintenance to those homes, while the retired demographic enjoys their time and remains living independently in the rental units I intend to offer. It will bring a revitalization to the entire town. Lastly, the local middle school recently completed the relocation and new construction of a new middle school building one block south of my subject. My subject is now a prime location with great proximity to both the elementary school and middles school.

35. Describe the relative adequacy of the infrastructure at the site.

The subject site is presently improved with an approximately 22,000-square-foot, two-level building that was originally constructed as a hospital and later converted to a 23-bed nursing home. All resident units were on the grade level, while the basement level was utilized as office space. The building is still connected to three-phase power. Given the original construction and design as a 23-bed full-service nursing home, it is very reasonable that the site can support and supply 8-12 single-level residential

townhomes for both electricity and city water/sewer.

36. ATTACH the most recent data on criminal activity at the site. Describe how redevelopment of the site will reduce crime.

See attached report.

The building has been vacant since January 2021 and was listed for sale since 2022/2023. I had my first tour of the property in July 2024, to begin my research into the redevelopment of the site. At that time, there was not a single broken window on the building. Between July 2024 and when I purchased the building in December 2024, there were thirteen windows broken with rocks thrown through, and multiple break-in attempts by vandals. Since taking ownership, there have been even more break-in attempts and windows broken. The kids/teens in the neighborhood are beginning to get bold enough to ignore my cameras, floodlights, and various “no trespassing,” “keep out,” and “cameras in use” signage. Until the building is occupied or torn down, these attempts will only increase.

37. Has the site been found or suspected to be contaminated? Yes No

If yes, describe the type of contamination: An Asbestos test was completed in November 2024. The company took 247+ samples, at least one from each room of the building. Asbestos was only found to be in the boiler room of the nursing home – on the insulation of the pipes and the fireproofing of the glass windows. Test report and results are attached, along with a quote to abate.

Check all that have been completed:

- Phase I ESA
- Phase II ESA
- Response Action Plan (RAP)
- MPCA RAP Approval
- Hazardous Material Survey

What are the anticipated remediation costs? \$95,500

What are the sources of funding for contamination cleanup? None

38. Have all the required local approvals/entitlements necessary for this project to proceed been obtained (planning commission, zoning, etc.)? Yes No

If yes, ATTACH council action/minutes or other documentation to confirm.

If not, what approvals remain and what is the timeline for obtaining these approvals? Include this information in Section V, Project Schedule.

I have not yet sought building permits for the construction of the proposed townhomes following the demolition. It is not reasonable to do so until I have a finite timeline for the construction, which cannot happen until I have a finite timeline for the demolition of the existing building.

PROPERTY TAX INFORMATION

39. What are the current property taxes (as determined by the County or City Assessor) for the site:

\$9,726.00 was due in 2025 for the assessed 2024 valuation of \$582,100. I purchased the property in December 2025 for \$55,000 and the assessed valuation for 2025 (payable 2026) dropped to \$275,800. I appealed this assessment at three levels, and it was denied. Based on calculations from previous assessment years, the 2025 assessment of \$275,800 will result in next year’s tax expense of \$4,608.

When the building is demolished, the assessment value will decrease even more.

ATTACH a current property tax statement for each parcel.

40. **What are the projected property taxes after development is completed:** \$731 after demolition of the nursing home building.

How was this figure determined? The county’s 2025 assessed valuation of land (\$43,758) multiplied by the residential tax assessment ratio (11.5%) multiplied by the 2024 extract mill levy (145.291 mills).

JOB CREATION

41. **Project the number of new full-time equivalent (FTE) jobs to be created after redevelopment and development of the site is completed. These should include permanent jobs that did not exist in Minnesota prior to development and do not include temporary or construction jobs.**

Total New Jobs: 0 FTEs

New Jobs Table

Position Title	Total # of Full-Time Jobs (FTE)	Total # of Part-Time Jobs	Part-time Hours Per Week	Expected Hiring/Start Date

JOB RETENTION

42. **Project the number of retained FTE jobs after redevelopment and development of the site is completed. These should include permanent jobs that existed either on-site or elsewhere in Minnesota prior to development.**

Total Retained Jobs: 0 FTEs

Retained Jobs Table

Position Title	Total # of Full-Time Jobs (FTE)	Total # of Part-Time Jobs	Part-time Hours Per Week	Former Location of Retained Jobs

HOUSING DATA

43. **If the site will be redeveloped for residential use, provide the following data:**

NOTE: The following figures are applicable to Phase 2 – the construction of townhomes. That phase cannot and will not begin until the demolition has occurred. This grant is for the demolition of the existing structure, and not applicable to the construction of new town homes, Phase 2.

RENTAL:

Total number of units	8-12
Monthly rental cost per unit	\$1200
Number of affordable units*	0

Level of affordability	N/A
Construction cost per unit	\$150,000+

OWNER OCCUPIED:

Total number of units	0
Purchase price per unit	N/A
Number of affordable units/homes*	0
Level of affordability	N/A
Construction cost per unit	N/A

***For purposes of this program, DEED considers affordable housing to be at or below 60% area median income (AMI).**

OTHER PUBLIC BENEFITS

44. Is this a multi-jurisdictional project (a joint application, joint powers agreement, joint development agreement, etc.)? Yes No

If yes, describe how the project is multi-jurisdictional and ATTACH any joint agreements.

N/A

Note: projects with other state agencies and/or the Metropolitan Council are not considered multi-jurisdictional projects.

45. What positive environmental benefit does this project have to the state and region?

46. Does the project advance or promote the growth of the green economy as defined in [Minn. Stat. § 116J.437](#)? Yes No

If yes, describe how the project advances or promotes the growth of the green economy in Minnesota:

N/A

PROXIMITY TO PUBLIC TRANSIT

47. **ATTACH any local transit schedules and highlight the lines that serve the project site or nearby area. If a regularly scheduled route does not serve the area, please provide information about other forms of transit that serve the community.**

None. City population ~1600.

DEVELOPER/END-USER/TENANT COMMITMENT

48. If there is a developer, complete the following and ATTACH a letter of commitment.

Developer	N/A
Contact Person	N/A
Title	N/A
Phone Number / Email	N/A

49. If there is an end-user or third party, such as a business tenant, complete the following and ATTACH a letter(s) of commitment.

Third Party/Company Name	N/A
Contact Person	N/A

Title	N/A
Phone Number / Email	N/A

V. PROJECT SCHEDULE

50. Provide a detailed schedule outlining the individual tasks necessary to complete the project. This includes redevelopment and development tasks and activities such as, but not limited to, site acquisition, local approvals (entitlements, TIF, etc.), financing commitments, abatement, demolition, development construction start and end date, and any other project activities.

IMPORTANT NOTE: Per [Minn. Stat. § 116J.575, Subd.4](#), if this redevelopment project fails to substantially provide the public benefits (jobs and taxes) listed in this application within five years of the grant award date, the Commissioner may require that 100 percent of the grant amount be repaid to DEED.

DEED has redevelopment grant rounds every six months. It is expected that projects are ready to begin grant activities as soon as grant funds are available. If there are one or more grant rounds before grant activities are scheduled to begin, DEED strongly recommends applying in a future grant round that is closer to commencement of the project. Premature applications increase the likelihood that public benefits will not be achieved within five years thus requiring grant repayment.

If awarded, this schedule will be incorporated into the grant contract. Be as accurate and realistic as possible. Significant changes to this schedule may result in grant termination.

Scheduled Tasks: Schedule A – If Grant is Awarded

Task	2025												2026												2027											
	Jan	Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Asbestos Abatement											X	X																								
Demolition of Nursing Home															X	X																				
Construction of New Townhomes (beyond the scope of this grant application)																	X	X	X	X	X	X	X													
Leasing of new Townhome Units																																			X	X

Redevelopment activities start date: ASAP once funding is received. Speculative, October/November 2025

Redevelopment activities completion date: 7/1/2026

Construction completion date: 11/1/2026

Benefits achievement date: 1/1/2027

51. **Please list any factors which would change or delay this schedule.** Not receiving this grant would impact the timeline of which I could afford to self-fund this endeavor, pushing my timeline back by 2+ years while I secure my own funding or seek alternative resources.

VI. PAYMENT INFORMATION

52. To receive payment from DEED, a SWIFT Vendor Number (with Location Code) assigned by Minnesota Management and Budget is required. For prompt payment, ensure the Vendor Number and Location Code are set up to allow electronic funds transfer (EFT) or Automated Clearing House (ACH) payment. State Vendor information may be found at: [Supplier Portal](#)

Applicant’s Financial Contact	United Prairie Bank, Worthington, MN
Phone	(507) 376.9754
Email	rweber@unitedprairiebank.com
Applicant’s SWIFT <u>Remit To</u> Vendor Number and Location Code	TBD
Address Associated with SWIFT Vendor Number and Location Code	TBD



Date: January 5, 2025
TO: Honorable Mayor and Council Members
FROM: Roger D. Pohlman, Police Chief
RE: Agenda Report for Approval of Policies

Agenda Item: Approval Request of Four Police Department Policy's

Discussion: Lakefield Police Department does not recommend renewal of Lexipol Policy Management program. Therefore, LPD is in the process of implementing POST Board Model Policies and other relevant policies.

The following policies are provided for your approval/review:

- #300 Resistance Response Policy
- #306 Vehicle Pursuit Policy
- #601 Sexual Assault Investigation Policy
- #1029 Performance History Audit Policy

NOTE: 300, 306 and 601 are POST Board Model Policies that were updated in October 2025.


Funding: N/A

Attachments: #300 Resistance Response Policy
#306 Vehicle Pursuit Policy
#601 Sexual Assault Investigation Policy
#1029 Performance History Audit Policy

Options: Approve as presented
Approve with edits.
Deny.

Recommendation: Approve the LPD Policies as presented.

Lakefield Police Department Policy

	SUBJECT: <h2 style="margin: 0;">Response to Resistance</h2>		POLICY NUMBER 300
			EFFECTIVE DATE TBD
	Reference(s): POST Board Model Policy Revision Approved by POST Board: 10/23/2025	APPROVED BY: Lakefield City Council	ENACTED DATE: April 2011 Legislative Update: March 1, 2021

POLICY

It is the policy of this law enforcement agency to ensure Sworn Personnel respect the sanctity of human life when making decisions regarding responding to resistance. Peace officers have been granted the extraordinary authority to appropriate level of response when necessary to accomplish lawful ends. Sworn Personnel shall treat everyone with dignity and without prejudice and use only the response that is objectively reasonable to effectively bring an incident under control, while protecting the safety of others and the peace officer.

Sworn Personnel shall use only that amount of response that reasonably appears necessary given the facts and circumstances perceived by the peace officer at the time of the event to accomplish a legitimate law enforcement purpose.

Sworn Personnel should exercise special care when interacting with individuals with known physical, mental health, developmental, or intellectual disabilities as an individual's disability may affect the individual's ability to understand or comply with commands from peace officers.

The decision by peace officer to use an appropriate response shall be evaluated from the perspective of a reasonable peace officer in the same situation, based on the totality of the circumstances known to or perceived by the peace officer at the time, rather than with the benefit of hindsight, and that the totality of the circumstances shall account for occasions when sworn personnel may be forced to make quick judgments about using such a response.

This policy applies to all licensed peace officers and part-time peace officers engaged in the discharge of official duties. This policy is to be reviewed annually. Any questions or concerns should be addressed with the immediate supervisor for clarification.

DEFINITIONS

Authorized Device: a device a officer has received permission from the agency to carry in the performance of their duties, and for which the officer has:

- obtained training in the technical, mechanical and physical aspects of the device; and
- developed a knowledge and understanding of the law, rules and regulations regarding the use of such a device.

Bodily Harm: has the meaning given to it in [MN Statute 609.02](#), subdivision 7.

Choke Hold: has the meaning given to it in [MN Statute 609.06](#), subdivision 3(b).

Deadly Force: has the meaning given to it in [MN Statute 609.066](#), subdivision 1.

De-escalation: acting or communicating verbally or non-verbally during a potential force encounter in an attempt to stabilize the situation and reduce the immediacy of the threat so that more time, options, and resources can be called upon to resolve the situation without the response to resistance or with a reduction in the response necessary. De-escalation may include the use of such techniques as command presence, advisements, warnings, verbal persuasion, and tactical repositioning.

Exigent Circumstances: refers to circumstances that would lead a reasonable peace officer to believe that a particular action is immediately necessary to prevent physical harm to an individual, the destruction of relevant evidence, the escape of a suspect, or some other consequence to individuals or law enforcement's efforts.

Great Bodily Harm: has the same meaning given to it in [MN Statute 609.02](#), subdivision 8.

Imminent: means something is ready to take place or is impending. Imminent does not mean instantaneous.

Less-lethal Force: refers to any response to resistance other than that which is considered deadly force that involves the physical effort to control, restrain, or overcome the resistance of another person.

Objectively Reasonable: means the use and level of response used by a peace officer, given the totality of the circumstances and information known by the peace officer at the time the force was used, is in alignment with what any other reasonable and prudent peace officer would do in the same or similar situation. Objective reasonableness is not evaluated using hindsight.

Totality of the Circumstances: refers to all the facts and circumstances known to a peace officer at the time, taken as a whole, when a response to resistance determination is made. This includes the conduct of the peace officer and subject leading up to any response to resistance.

PROCEDURE

An officer shall use de-escalation techniques and other alternatives to physical response consistent with their training whenever possible and appropriate before resorting to

physical response. Whenever possible and when such delay will not compromise the safety of another or the peace officer and will not result in the destruction of evidence, escape of a suspect, or the commission of a crime, an officer shall allow an individual time and opportunity to submit to verbal commands before physical response is used.

In general, when using a physical response, officers should consider or ensure the following:

- Use of physical response should be discontinued when resistance ceases or when the incident is under control.
- Physical response shall not be used against individuals in restraints, except as objectively reasonable to prevent their escape or prevent imminent bodily injury to the individual, the officer, or another person. In these situations, only the amount of response necessary to control the situation shall be used.
- Once the scene is safe and as soon as practical, an officer shall provide appropriate medical care, consistent with his or her training, to any individual who has visible injuries, complains of being injured, or requests medical attention. This may include providing first aid, requesting emergency medical services, and/or arranging for transportation to an emergency medical facility.

Except in cases where deadly force is authorized as articulated in [MN Statute 609.066](#) to protect the peace officer or another from death or great bodily harm, officers are prohibited from:

- using chokeholds,
- tying all of a person's limbs together behind their back to render the person immobile (i.e., a hog tie), or
- securing a person in any way that results in transporting the person face down in a vehicle.

All physical response to resistance shall be documented and investigated pursuant to this agency's policies.

LESS-LETHAL RESPONSE

When de-escalation techniques are not effective or appropriate, an officer may consider a physical response to resistance to control a non-compliant or actively resistant individual. An officer is authorized to use agency-approved physical response techniques and equipment in the following circumstances:

- effecting a lawful arrest,
- executing a legal process,
- enforcing an order of the court,
- executing any other duty imposed upon the peace officer by law, and/or
- defending oneself or another.

DEADLY FORCE

An officer is authorized to use deadly force if an objectively reasonable officer would believe, based on the totality of the circumstances known to the officer at the time and without the benefit of hindsight, that such physical response is necessary. Use of deadly force is justified when one or both of the following apply:

- To protect the peace officer or another from death or great bodily harm, provided that the threat:
 - can be articulated with specificity,
 - is reasonably likely to occur absent action by the law enforcement officer, and
 - must be addressed through the use of deadly force without unreasonable delay; or
- To effect the arrest or capture, or prevent the escape, of a person whom the peace officer knows or has reasonable grounds to believe has committed or attempted to commit a felony and the peace officer reasonably believes that the person will cause death or great bodily harm to another person under the threat criteria listed above unless immediately apprehended.

An officer shall not use deadly force against a person based on the danger the person poses to themselves if an objectively reasonable officer would believe, based on the totality of the circumstances, that the person does not pose a threat of death or great bodily harm to the peace officer or another.

When feasible, the officer shall identify themselves as a law enforcement officer and warn of their intent to use deadly force.

DUTY TO INTERCEDE AND REPORT

Regardless of tenure or rank, a peace officer shall intercede when 1) they are present and observe another peace officer use force in violation of [MN Statute 609.066](#), subdivision 2, or otherwise beyond that which is objectively reasonable under the circumstances and 2) they are physically or verbally able.

A peace officer who observes another peace officer use force that exceeds the degree of force permitted by law has the duty to report the incident in writing within 24 hours to the chief law enforcement officer of the agency that employs the reporting officer. This report shall be made even if the peace officer observed using excessive force is not employed by this agency.

TRAINING

All sworn personnel shall receive training, at least annually, on this agency's response to resistance policy and related legal updates. Throughout the year, this agency will provide its officers de-escalation, simulation, and scenario-based trainings focused on response to resistance to aid officers in response to resistance situations and determinations.

Before being authorized to carry a firearm, all officers shall receive training and instruction with regard to the proper use of deadly force and to the agency's policies and state statutes with regard to such response. Such training and instruction shall continue on an annual basis.

Before carrying an authorized device, all officers shall receive training and instruction on the use of the device including training as it relates to response to resistance situations. Such training and instruction shall continue on an annual basis. Officers shall only carry and use authorized devices unless circumstances exist, which pose an immediate threat to the safety of the public or the officer that justify the use of a device or object, that has not been previously authorized, to counter such a threat. With agency approval, officers may modify, alter, or cause to be altered an authorized device in their possession or control.

The chief law enforcement officer shall maintain records of the agency's compliance with response to resistance training requirements.

STATUTORY REFERENCES

- [MN STATUTE 609.02](#) – Definitions
- [MN STATUTE 609.06](#) – Authorized Use of Force
- [MN STATUTE 609.065](#) – Justifiable Taking of Life
- [MN STATUTE 609.066](#) – Authorized Use of Force by Peace Officers
- [MN STATUTE 626.5534](#) – Use of Force Reporting; Independent Investigations Required
- [MN STATUTE 626.8452](#) – Deadly Force and Firearms Use; Policies and Instruction Required
- [MN STATUTE 626.8475](#) – Duty to Intercede and Report
- [ADMINISTRATIVE RULE 6700.1610](#) – Reporting Obligations and Cooperation
- [ADMINISTRATIVE RULE 6700.1615](#) – Required Agency Policies

LAKEFIELD POLICE DEPARTMENT

SUBJECT RESISTANCE/RESPONSE REPORT

INCIDENT #	DATE/TIME OCCURRED:	LOCATION OF INCIDENT:
REPORTING OFFICER/BADGE#	OTHER OFFICERS:	WITNESS:
SUBJECT LAST, FIRST NAME:	AGE:	SEX:
	RACE:	HEIGHT:
		BUILD: <input type="checkbox"/> X-LARGE <input type="checkbox"/> LARGE <input type="checkbox"/> MED <input type="checkbox"/> SMALL

REASON(S) FOR ACTION(S)

SELF DEFENSE HEALTH/WELFARE HOLD PREVENT ESCAPE EFFECT AN ARREST PROTECT CITIZEN PROTECT OFFICER DETOX OTHER

“OTHER” EXPLANATION / CLARIFYING INFORMATION (HIGH RISK TRAFFIC STOP INVOLVEMENT / ASSIGNMENT ETC.)

OFFICER INJURED: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> HOSPITAL <input type="checkbox"/> COMPLAINT OF PAIN <input type="checkbox"/> EMS OR ER EVALUATION <input type="checkbox"/> MINOR INJURY <input type="checkbox"/> SEVERE INJURY	SUBJECT INJURED: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> HOSPITAL <input type="checkbox"/> COMPLAINT OF PAIN <input type="checkbox"/> EMS OR ER EVALUATION <input type="checkbox"/> MINOR INJURY <input type="checkbox"/> SEVERE INJURY	OFFICER ASSESSMENT OF SUBJECT'S CONDITION: <input type="checkbox"/> ALCOHOL <input type="checkbox"/> MEDICAL CONDITION <input type="checkbox"/> DRUGS/NARCOTICS <input type="checkbox"/> UNKNOWN <input type="checkbox"/> EXCITED DELIRIUM <input type="checkbox"/> N/A <input type="checkbox"/> MENTAL HEALTH <input type="checkbox"/> OTHER	VIDEO OR AUDIO <input type="checkbox"/> YES <input type="checkbox"/> NO PHOTOS: <input type="checkbox"/> YES <input type="checkbox"/> NO
---	---	--	---

<p>TYPE OF FORCE USED:</p> <p><input type="checkbox"/> OFFICER PRESENCE FOLLOWING:</p> <p><input type="checkbox"/> VERBAL COMMANDS</p> <p><input type="checkbox"/> SOFT EMPTY HAND CONTROL</p> <p><input type="checkbox"/> O.C. SPRAY DISPLAY <input type="checkbox"/> USE</p> <p><input type="checkbox"/> HARD EMPTY HAND CONTROL</p> <p><input type="checkbox"/> TASER DISPLAYED</p> <p><input type="checkbox"/> TASER DRIVE STUN ONLY/NO PROBES</p> <p><input type="checkbox"/> TASER DEPLOYED W/PROBES</p> <p>PROBE(S) REMOVED: <input type="checkbox"/> OFFICERS <input type="checkbox"/> EMS <input type="checkbox"/> ER</p> <p><input type="checkbox"/> LESS LETHAL SHOTGUN</p> <p><input type="checkbox"/> DISPLAY <input type="checkbox"/> USE</p> <p><input type="checkbox"/> FIREARM DISPLAY ONLY</p> <p><input type="checkbox"/> HANDGUN <input type="checkbox"/> M4/RIFLE</p> <p>FIREARM USE REPORT)</p> <p><input type="checkbox"/> HANDGUN <input type="checkbox"/> M4/RIFLE</p>	<p>TYPE OF SUBJECT RESISTANCE:</p> <p><input type="checkbox"/> PASSIVE RESISTANCE/AGGRESSION</p> <p><input type="checkbox"/> ACTIVE RESISTANCE</p> <p><input type="checkbox"/> ACTIVE AGGRESSION</p> <p><input type="checkbox"/> LIFE THREATENING</p> <p>RESTRAINTS USED (NOT HANDCUFFS)</p> <p><input type="checkbox"/> LEG RESTRAINT <input type="checkbox"/> SPIT HOOD</p> <p><input type="checkbox"/> TRANSPORT BELT <input type="checkbox"/> OTHER</p> <p>SUBJECT ARRESTED: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>CHARGES:</p> <p>SUPERVISOR OR SENIOR OFFICER ON SCENE:</p> <p>TIME OF DAY:</p> <p><input type="checkbox"/> 0600-1200 <input type="checkbox"/> 1200-1800 <input type="checkbox"/> 1800-0000 <input type="checkbox"/> 0000-0600</p>
<p style="text-align: center;">IF TASER WAS USED, COMPLETE THE</p> <p>SERIAL NUMBER OF TASER:</p> <p># OF CARTRIDGES FIRED:</p> <p>SERIAL # OF CARTRIDGE(S):</p> <p>NUMBER OF CYCLES:</p> <p>DIAGRAM MARKED: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>PROBE(S) PENETRATE: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>PROBE(S) REMOVED ON SCENE: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p style="text-align: center;">IF K9 DEPLOYED, COMPLETE THE FOLLOWING:</p> <p><input type="checkbox"/> PRESENCE (NON-APPREHENSION)</p> <p><input type="checkbox"/> APPREHENSION</p> <p style="text-align: center;">SPECIAL KNOWLEDGE (EXPLAIN IN INCIDENT</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	

OFFICER COMPLETING REPORT: _____ BADGE#: _____ DATE: _____

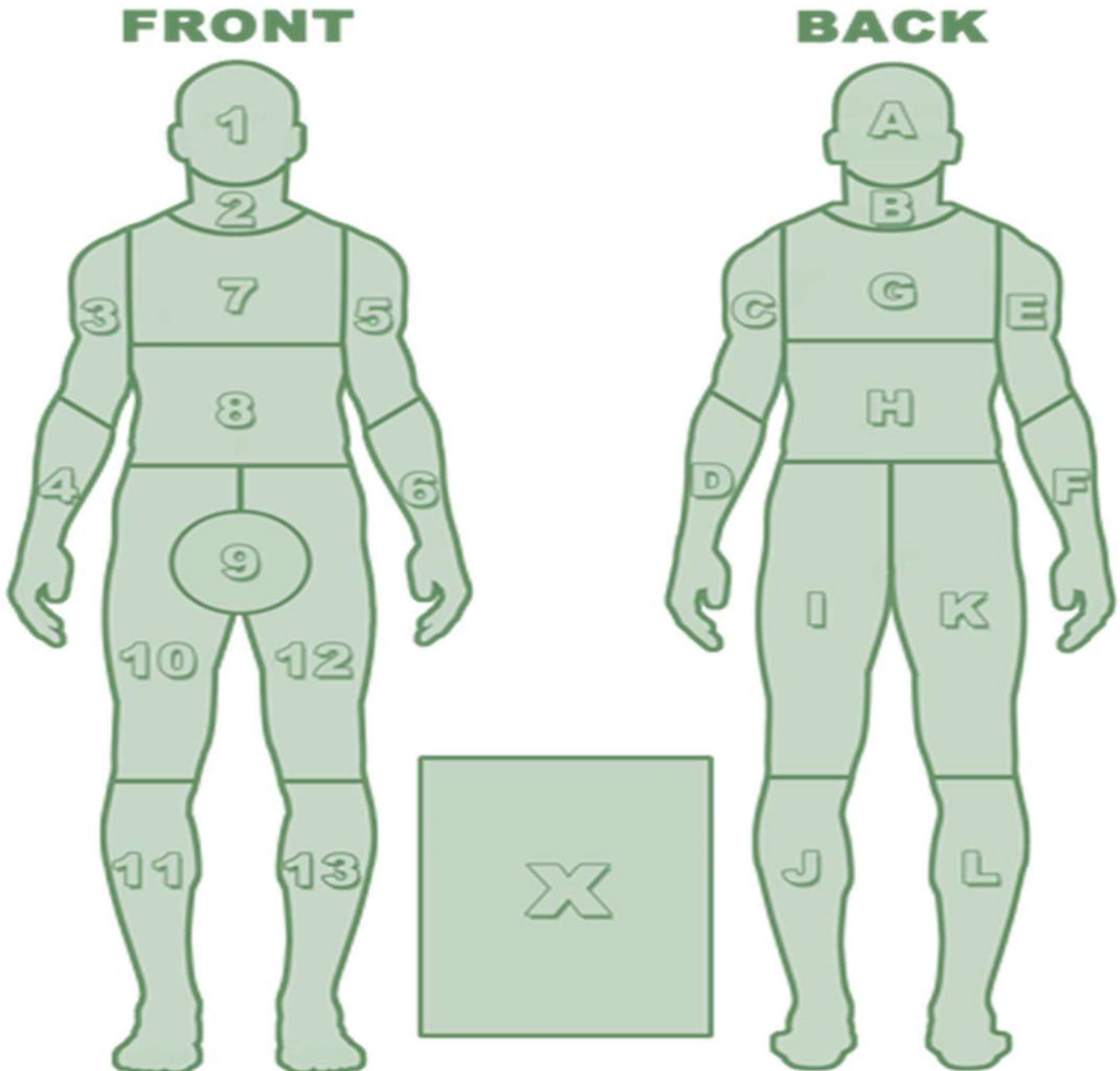
SUPERVISOR REVIEW: _____ BADGE#: _____ DATE: _____

CHIEF/DESIGNATED REP. REVIEW: _____ BADGE#: _____ DATE: _____

APPLICATION AREAS – POINTS OF CONTACT

- PLACE AN “O” WHERE OFFICER MADE IMPACT STRIKES
- PLACE AN “X” WHERE TASER PROBES MADE CONTACT WITH THE SUBJECT

YOU DO NOT NEED TO REFER TO THE CORRESPONDING LETTER/ NUMBER IN YOUR SUMMARY



SUPERVISOR: SUBJECT RESISTANCE/RESPONSE REPORT CHECKLIST

DATE:	TIME:	LOCATION OF INCIDENT:	ICR #	SUPERVISOR NAME:
-------	-------	-----------------------	-------	------------------

ON SCENE:

- Respond to the incident scene (if applicable)
- Request for medical attention
- Identify, separate, and interview involved and witness personnel
- Interview of the subject(s) upon who force was used
- Canvas for witnesses and take statements (if applicable)
- Ensure evidence is collected (if applicable) including but not limited to:
 - Hospital/EMS Reports
 - Diagrams/Photos
 - Taser tags, etc.

DOCUMENTATION OF SUBJECT RESISTANCE/RESPONSE:

- Review officer's incident, supplemental, and subject resistance/response report for completeness, accuracy, and quality

Officer(s) report will include (if applicable):

- Detailed account of incident
- Original reason for police contact
- Circumstances or precipitating acts that lead to the response of resistance
- Statements of independent (not involved) witnesses if possible
- Description of the response to resistance
- Description of the resistance offered by offender
- Summary of evidence collected
- Detail injuries and/or medical treatment including statements from medical personnel if possible
- Document discrepancies

SUPERVISOR/SENIOR OFFICER ANALYSIS OF FORCE:

Was the original detention or subsequent arrest lawful? YES NO

Was the type and amount of response to resistance objectively reasonable and used proportional to the resistance encountered? YES NO


Was the type and amount of response to resistance related to a legitimate law enforcement objective the officer was attempting to achieve? YES NO

Was the response to resistance reasonably de-escalated when resistance subsided? YES NO

“NO” responses to any of the above questions require the supervisor to complete a response to resistance memorandum.

SUPERVISOR SIGNATURE: _____ DATE: _____

Lakefield Police Department Policy

	SUBJECT: VEHICLE PURSUIT POLICY		POLICY NUMBER 306
			EFFECTIVE DATE TBD
Reference(s): POST Board Model Policy Dated: 7/25/2024		APPROVED BY: Lakefield City Council	ENACTED DATE: June 2011

I. POLICY

The primary purpose of this policy is to ensure officers and any member of the Lakefield Police Department respects the sanctity of life when making decisions regarding vehicle pursuits. Vehicle pursuits expose innocent citizens, law enforcement officers and fleeing violators to the risk of serious injury or death. The intent of this policy is to provide officers with guidance in balancing the safety of the public, safety of other officers and themselves, and law enforcement's duty to apprehend violators of the law, while minimizing the potential for pursuit related crashes.

II. GUIDING PRINCIPLES

- A decision to pursue should be based upon the totality of information and circumstances reasonably known to the officer at the time the decision is made, recognizing that law enforcement must often make immediate decisions with partial information.
- The safety of all persons involved in or by a police pursuit is of primary importance. It also must balance the risks of the pursuit to the public and peace officers with the consequences of failing to pursue (Minn. Stat. § 626.8458 Sub. 2 (1)).
- No officer will be disciplined for terminating a pursuit.
- Officers, when responding to an emergency call or pursuing a fleeing vehicle shall, when approaching a stop sign or red light, slow down as necessary for safety, but may proceed cautiously if they sound a siren or display at least one red light to the front (Minn. Stat. §169.03(2)).
- The speed limitations do not apply to an authorized emergency vehicle responding to an emergency call or vehicle pursuit, although this does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of persons using the street, nor does it protect the driver of an authorized emergency vehicle from the consequence of a reckless disregard of the safety of others (Minn. Stat. §169. 177). Officer(s) should consider reducing their speeds and ensuring that the way is clear before proceeding thru an intersection or other locations where there is an increased likelihood of a collision with another vehicle or pedestrian. Evaluation of vehicle speeds should take into

consideration public safety, officer safety and the safety of the occupants of the fleeing vehicle.

- Involved officers should frequently re-evaluate factors and conditions to assess the continuation of the pursuit.

III. DEFINITIONS

- A. Pursuit:** An active attempt by a sworn member operating a patrol unit or specialty unmarked unit to apprehend a driver of a motor vehicle who, having been given a visual and audible signal by a peace officer directing said driver to bring their vehicle to a stop, increases speed, extinguishes motor vehicle headlights or taillights, refuses to stop the vehicle, or uses other means with intent to attempt to elude a peace officer (Minn. Stat. §609.487).
- B. Termination of a Pursuit:** A pursuit is terminated when the pursuing officer(s) notify dispatch, turn off their emergency lights and sirens, and reduce speed to the posted speed limit.
- C. Divided Highway:** Any highway that is separated into two or more roadways by:
1. A physical barrier, or
 2. A clearly indicated dividing section constructed so as to impede vehicular traffic.
- D. Channeling:** To direct vehicular traffic into a progressively narrowing passageway or lane location on the roadway.
- E. Compelling Path:** The use of channeling technique with a modified roadblock located at its narrowed end. The compelling path differs from a termination roadblock in that the driver or any vehicle traveling the path has an exit option at the narrowed end.
- F. Pursuit Intervention Technique (PIT):** A driving maneuver designed to stop a fleeing motorist by applying precision vehicle-to-vehicle-contact resulting in a predictable spin of the suspect's vehicle, bringing it to a stop.
- G. Flee:** The term "flee" means to increase speed, extinguish motor vehicle headlights or taillights, refuse to stop the vehicle, or use other means with intent to attempt to elude a peace officer following a signal given by any peace officer to the driver of a motor vehicle (Minn. Stat. § 609.487 Subd. 1).
- H. Primary Unit:** The law enforcement unit that initiates a pursuit or any other unit that assumes control of the pursuit.
- I. Support Units:** The primary responsibility is to remain in close proximity to the pursuing vehicle(s) so that officers are immediately available to render aid or assistance to anyone who may require it as a result of the pursuit. Support officers may also assume responsibility for radio traffic, and do not take over/assume control of the pursuit.

- J. Other Assisting Units:** Units not actively involved in the pursuit itself but assisting by deploying stop sticks, blocking intersections, compelling paths, or otherwise working to minimize risk.
- K. Ramming:** The deliberate act of impacting a fleeing offender's vehicle with another vehicle to functionally damage or otherwise force the violator to stop.
- L. Portable Tire Deflation Device:** A device that extends across the roadway and is designed to puncture the tires of the fleeing offender's pursued vehicle.
- M. Blocking or vehicle intercept:** A slow-speed coordinated maneuver where two or more law enforcement vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop, with the goal of containment and preventing a pursuit. Blocking is not a moving or stationary roadblock.
- N. Boxing-in:** A tactic designed to stop a violator's vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.
- O. Paralleling:** The practice of non-pursuing squad vehicles driving on streets nearby to the active pursuit, in a manner parallel to the pursuit route. Parallel driving does not exempt officers from obeying traffic laws. Minn. Stat. § 169.14, subd. 1.

IV. PROCEDURE

A. Pursuit Considerations – Minn. Stat §626.8458 Subd. 2 (2).

1. Pursuit is justified when the need for immediate apprehension or the risk to public safety outweighs the risk created as a result of the pursuit.
2. Factors to be considered when weighing risks:
 - Severity of the offense (in cases of non-violent offenses, officers should consider terminating the pursuit).
 - Speed of the pursuit
 - Area of the pursuit (including the geographical area, time of day, amount of vehicular and pedestrian traffic)
 - Divided highways and one-way roads (Minn. Stat. § 169.03 Subd. 3)
 - Approach to intersections that are controlled by traffic signals, signs, or other location where there is an increased likelihood of a collision (Minn. Stat. §169.03)
 - Environmental conditions (weather, visibility, road surface conditions)
 - Special hazards (school zones, road construction, parades, special events)
 - The ability to identify the offender at a later time
 - Age of the suspect and occupants
 - Other persons in or on the suspect vehicle

3. Standards applied to the ongoing evaluation of a pursuit, as well as the decision to continue a pursuit shall include the following considerations:
 - The immediate need to apprehend the offender outweighs the risk created by the pursuit.
 - The dangers created by the pursuit exceed the dangers posed by allowing the offender to escape.
 - Involved officers should frequently re-evaluate factors and conditions to assess the continuation of the pursuit.

B. Procedures & Tactics for an Officer Engaging in a Pursuit– Minn. Stat. § 626.8458 Subd. 2 (3)

1. Emergency vehicles shall be driven in a safe manner and with due regard for public safety.
2. Emergency vehicles operating in emergency mode are permitted to violate certain traffic regulations, when necessary, as long as the operator continues to exercise due care in vehicle operation.

C. Responsibilities of the Primary Unit – Minn. Stat. § 626.8458 Subd. 2 (4)

The driver of the primary unit shall notify dispatch of the pursuit and shall provide at least the following critical information to dispatch when possible:

- Travel direction/location/traffic and road conditions
 - Reason for initial contact (specific violations)
 - Identity of fleeing driver, if known
 - Plate number, if available, and/or vehicle description
 - Speed of fleeing vehicle
1. Provide relevant evolving information to dispatch
 2. No officer will intentionally make vehicle-to-vehicle contact unless this action is in conformance with agency policy on use of force (see agency policy on use of force)
 3. Roadblocks must conform to the agency's policy on use of force
 4. Only law enforcement vehicles with emergency lights and siren will be used as pursuit vehicles
 5. Unmarked and low-profile agency vehicles may engage in pursuits until a marked vehicle can take over as the primary vehicle. Officers shall not become engaged in pursuits while operating a non-departmental (private) motor vehicle or departmental vehicles not equipped with required emergency equipment.

D. Procedures & Tactics for support units

1. Officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public.
2. When possible, non-pursuing personnel needed at the termination of the pursuit should respond in a non-emergency manner, obeying all non-emergency traffic laws.
3. All participating units should operate under emergency conditions.

E. Supervision of Pursuit Activities

1. The use of a detached supervisor that is not directly involved in the pursuit, when available, should be considered.

Based on the known information the supervisor, when available, shall monitor the pursuit in order to take appropriate action to continue or terminate the pursuit (Minn. Stat. §626.8458 Subd. 2 (4)).

2. Procedures regarding control over pursuit activities should include:
 - Verbally acknowledge they are monitoring the pursuit.
 - Assess critical information necessary to evaluate the continuation of the pursuit. Evaluate and ensure pursuit is within policy.
 - Direct that the pursuit should be discontinued if it is not justified to continue under the guidelines of this policy or for any other reason.
 - Communicate to all involved units if the pursuit should be terminated
3. Options to keep in mind during a pursuit include, but are not limited to:
 - Parallel pursuits
 - Channeling techniques
 - Creating a compelling path
 - Air support
 - Spike strips or other tire deflation device
 - Pursuit Intervention Techniques (PIT)
 - Blocking or Vehicle Intercept
 - Boxing-in
 - Other apprehension or GPS tracking methods - Minn. Stat. §626.8458 Subd 2 (3)
4. ***Post-pursuit chain of command notifications are required and shall be identified in each agency's policy.***

F. Dispatch Responsibilities

Upon notification that a pursuit has been initiated, Dispatch will be responsible for the following (Minn. Stat. § 626.8458 Subd. 2 (4)):

- Coordinate pursuit communications of the involved units and personnel.
- Notify and coordinate with other involved or affected agencies as practicable.
- Ensure that a supervisor, if available, is notified of the pursuit.
- Assign an incident number and log all pursuit activities.
- Broadcast pursuit updates as well as other pertinent information as necessary.

G. Factors Influencing the Termination of a Pursuit:

The driver of the primary unit and the supervisor shall continually evaluate the risks and likelihood of a successful apprehension of the suspect and shall consider terminating the pursuit under the following conditions.

1. The officer deems the conditions of the pursuit too risky for the safe continuation of the pursuit.
2. A supervisor orders it terminated.
3. Information is communicated that indicates the pursuit is out of compliance with policy.
4. Communication is broken.
5. Visual contact is lost for a reasonable period of time or the direction of travel cannot be determined.
6. The suspect is known and could be apprehended later, and delaying apprehension does not create a substantial known risk of injury or death to another.

H. Interjurisdictional Pursuit – Minn. Stat. § 626.8458 Subd. 2 (5).

1. The primary unit shall update critical information to the dispatcher before leaving its jurisdiction.
2. The primary law enforcement vehicle shall remain the primary vehicle in other jurisdictions unless the controlling pursuit authority transfers its authority to another jurisdiction.
3. Upon receiving notification the pursuit is entering another agency's jurisdiction, the dispatcher shall forward all critical information possessed by the dispatcher to that agency.
4. When a pursuit enters this law enforcement agency's jurisdiction:
 - The dispatcher shall update the critical information to the shift supervisor or other

- authorized individual identified by the law enforcement agency.
 - The controlling pursuit authority shall determine if the pursuit is in conformance with policy and shall provide appropriate direction to their units.
5. When a pursuit enters another agency's jurisdiction, the primary officer or supervisor, taking into consideration distance traveled, unfamiliarity with the area and other pertinent facts, should determine whether to request the other agency to assume the pursuit. Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary officer or supervisor ensure that notification is provided to the dispatcher and to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether such jurisdiction is expected to assist (Minn. Stat. § 626.8458 Subd. 2 (5)).

If a pursuit from another agency enters the Department's jurisdiction, Dispatch should update the on-duty supervisor. No pursuit will continue into another state unless permission is received from a supervisor, if available and as soon as is practical. Prior to, or as soon as possible after crossing the state line, the dispatcher will notify the appropriate out of state authority to coordinate the pursuit and the channels to be used for communications.

I. Fresh pursuit outside state boundaries

Subject to the conditions identified under H.5. above the officer may continue the pursuit across state lines with those states, which grant reciprocity. This would include North Dakota, South Dakota, Iowa, and Wisconsin (Minn. Stat. §626.65, Uniform Law on Fresh Pursuit; Reciprocal.)

J. Air Support

1. When available, aircraft assistance should be requested. Once the air unit has established visual contact with the pursued vehicle, it should assume control over the pursuit. The primary and secondary ground units should consider whether the participation of an aircraft warrants their continued involvement in the pursuit (Minn. Stat. § 626.8458 Subd. 2 (4)). The air unit should coordinate the activities of resources on the ground, report progress of the pursuit and provide officers and supervisors with details of upcoming traffic congestion, road hazards or other pertinent information to evaluate whether to continue the pursuit. If ground units are not within visual contact and the air unit determines that it is unsafe to continue the pursuit, the air unit should recommend terminating the pursuit.

K. Pursuit Summary Report

1. The primary officer and the supervisor shall file a pursuit summary report.
2. To ensure compliance with Minn. Stat. § 626.5532, the chief law enforcement officer shall ensure the completion of the State pursuit report form and forward it to the

Commissioner of Public Safety within 30 days following the pursuit.

3. As required in Minn. Stat. §626.5532, the report must contain the following elements:
- a) the reason(s) for, and the circumstances surrounding the pursuit;
 - b) the alleged offense;
 - c) the length of the pursuit in distance and time;
 - d) the outcome of the pursuit;
 - e) any injuries or property damage resulting from the pursuit; and
 - f) any pending criminal charges against the driver.
 - g) other information deemed relevant by the Commissioner of Public Safety.

L. Care and Consideration of Victims

If during a pursuit an officer observes or is made aware of an injury to an individual, the officer shall immediately notify the dispatcher to have the appropriate emergency units respond. Rendering assistance includes, but is not limited to:

Minn. Stat. §626.8458 Subd. 2 (6)

- Calling an ambulance
- Rendering first aid until the officers are no longer needed at the injury scene
- Summoning additional units to the scene for assistance with the injured persons and/or traffic control

M. Use of Firearms

The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Officers should not discharge firearms during an ongoing pursuit unless the conditions and circumstances meet the requirements authorizing the use of deadly force. Nothing in this section shall be construed to prohibit any officer from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

N. Capture of Suspects

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects shall be consistent with the agency use of force policy and Minn. Stat. §609.06.

O. Evaluation and Critique

After each pursuit, the supervisor and law enforcement agency units involved with the pursuit will evaluate the pursuit and make recommendations to the chief law enforcement officer on ways to improve the agency's pursuit policy and tactics.

P. Training


In accordance with POST requirements, all sworn members shall be given initial and periodic updated training in the department's pursuit policy and safe emergency vehicle operation tactics.

In accordance with Minn. Stat. §626.8458, the chief law enforcement officer shall provide in-service training in emergency vehicle operations and in the conduct of police pursuits to every peace officer and part-time peace officer employed by the agency who the chief law enforcement officer determines may be involved in a police pursuit given the officer's responsibilities.

This training shall comply with learning objectives developed and approved by the board and shall minimally consist of at least eight hours of classroom and skills-based training every five years. Continual training should also be considered for those officers authorized to use the PIT maneuver, tire deflation device deployment, GPS tracking, and related pursuit intervention procedures, tactics, and technologies.

If the chief law enforcement officer determines an officer will not be involved in police pursuits, the CLEO must notify POST of the officer's exemption status.

Lakefield Police Department Policy

	SUBJECT: Sexual Assault Investigation		POLICY NUMBER 601
			EFFECTIVE DATE TBD
	Reference(s): POST Board Model Policy Revision Approved by POST Board: 10/23/2025	APPROVED BY: Lakefield City Council	ENACTED DATE: 1-24-2019

POLICY

It is the policy of the Lakefield Police Department to recognize sexual assault as a serious problem in society and to protect victims of sexual assault by ensuring its peace officers understand the laws governing this area. When investigating incidents of sexual assault, peace officers shall utilize investigative techniques that are victim centered. Sworn personnel should strive to protect the dignity and autonomy of victims by giving them choices, whenever possible, and by helping them to better understand the criminal justice system and its processes. Sworn personnel shall coordinate and work cooperatively with the prosecutor's office and assist in conducting any necessary follow-up investigations when directed to do so by the prosecuting attorney or a supervisor.

This agency will aggressively enforce the laws without bias and prejudice based on race, marital status, sexual orientation, economic status, age, disability, gender, religion, creed, immigration status, or national origin.

DEFINITIONS

Child or Minor: a person under the age of 18.

Consent: has the meaning given to it in [MN Statute 609.341](#).

Criminal Sexual Conduct: a person who engages in sexual contact or penetration with another person in a criminal manner as identified in [MN Statutes 609.342](#) to [609.3451](#).

Family or Household Member: has the same meaning given to it in [MN Statute 518B.01](#), subdivision 2(b).

Medical Forensic Examiner: the health care provider conducting a sexual assault medical forensic examination.

Mentally Incapacitated: has the meaning given to it in [MN Statute 609.341](#), subdivision 7.

Physically Helpless: has the meaning given to it in [MN Statute 609.341](#), subdivision 9.

Sexual Assault: refers to an act of sexual abuse in which an individual touches another in a sexual manner without consent or by coercion.

Sexual Assault Medical Forensic Examination: means an examination of a sexual

assault patient by a health care provider, ideally one who has specialized education and clinical experience in the collection of forensic evidence and treatment of these patients.

Victim Advocate: refers to a Sexual Assault Counselor defined by [MN Statute 595.02](#), subd. 1(k) and/or Domestic Abuse Advocate as defined by [MN Statute 595.02](#), subdivision 1(l) who provide confidential advocacy services to victims of sexual assault and domestic abuse. Victim advocates provide coverage in all counties in Minnesota. Minnesota Office of Justice Programs (MN OJP) can assist with locating a local victim advocacy agency for the purposes outlined in this policy.

Victim Centered Approach: refers to an investigative approach which prioritizes the safety, privacy, and well-being of the victim and aims to create a supportive environment in which the victim's rights are respected and in which they are treated with dignity and respect. This approach acknowledges and respects a victim's input into the criminal justice response and recognizes victims are not responsible for the crimes committed against them.

Vulnerable Adult: has the meaning given to it in [MN Statute 626.5572](#), subdivision 21.

PURPOSE

This policy provides peace officers important guidelines and information for responding to reports of sexual assault and affirms the authority and responsibility peace officers have to conduct thorough investigations and to make arrest determinations in accordance with established probable cause standards.

PROCEDURE

RESPONDING TO A SEXUAL ASSAULT CALL

When responding to a sexual assault call, sworn personnel shall respond without delay and follow standard incident response procedures. Upon arrival, sworn personnel should determine whether the victim needs medical attention as well as the location/jurisdiction in which the assault took place. If the assault took place outside of the agency's jurisdiction, the responding sworn personnel should assist the victim in contacting the appropriate law enforcement agency and provide any services or assistance requested by the victim. If the victim is unsure of where the assault took place or another jurisdiction cannot be determined, the sworn personnel should take the report. Agency personnel shall treat victims of sexual assault with dignity and respect. Agency personnel should also recognize that victims of traumatic incidents may not be willing or able to immediately assist with the criminal investigation.

During initial contact, the responding sworn personnel should explain the investigative process to the victim. This explanation should include a description of the various tasks and roles the first responder, investigator, and anyone else with whom the victim will likely interact. Sworn personnel are encouraged to connect the victim with local victim advocates as soon as possible. Personnel should inform the victim that there are confidential victim advocates available to address any need they might have and to support them through the criminal justice process. These advocates may be present to support the victim during any interviews that take place. The victim should be provided with contact information for the local victim advocate and sworn personnel are encouraged to contact local victim advocates on the victim's behalf with their permission. Victim advocates are not, without the consent of the victim, allowed to disclose any opinion or information received from or about the victim.

INVESTIGATION

During a sexual assault investigation, peace officers shall ensure the following tasks are completed.

- The responding sworn personnel shall collect the victim's preferred contact information.
- Sworn personnel shall ask about and document any signs and/or symptoms of injury- including strangulation.
- Sworn personnel shall ensure the victim knows they can go to a designated facility for a forensic medical examination. Sworn personnel may arrange for transportation for the victim or transport the victim themselves.
- If the victim seeks medical attention or elects to have a forensic medical examination completed, sworn personnel shall attempt to obtain a signed medical release form from the victim.
- Sworn personnel shall identify and attempt to interview any potential witnesses to the sexual assault and/or anyone the victim may have told about the assault.
- Sworn personnel shall collect any evidence related to the assault, including, but not limited to, clothing, bedding, electronic data, and security footage.

This agency recognizes that victims of sexual assault due to their age or physical, mental or emotional distress, are better served by utilizing trauma informed interviewing techniques and strategies. Such interview techniques and strategies eliminate the duplication of interviews and use a question-and-answer interviewing format with questioning being as nondirective as possible to elicit spontaneous responses. In recognizing the need for non-traditional interviewing techniques for sexual assault victims, sworn personnel should consider the following points.

- Sworn personnel are encouraged to offer to have a confidential victim advocate present as additional support for the victim during the process.
- Sworn personnel should conduct the victim interviews in person in a comfortable and welcoming environment to the extent possible.
- Sworn personnel should let the victim share details of the event at their own pace.
- Sworn personnel should be mindful of the fact that victims may have difficulty remembering incidents in a linear fashion and may remember details in the days and weeks following the assault.

Depending on the victim, additional interviews may be needed to gather any additional necessary information. In some instances, the victim may not have wanted to provide an initial statement at all. Therefore, after the initial interview or interview attempt, the sworn personnel or investigator may need to reach out to the victim to conduct a follow-up interview. Personnel should consider reaching out to the victim within a few days of the incident, or minimally, after one sleep cycle to allow the victim to process the event. The details sworn personnel and/or investigators should attempt to discern through victim interviews includes the following:

- Does the victim know the suspect?
- How long has the victim known the suspect?
- What type of relationship does the victim have (past or present) with the suspect?
- Were drugs or alcohol involved in the incident?
- Were there any behaviors or actions that altered the encounter? (i.e., Did the encounter start off consensual and then change based on the behaviors of one or more of the individuals involved?)
- What, if any, specific statements, actions, and/or thoughts did the victim and/or

- suspect have prior, during, and after the assault?
- What, if any, digital communication exists between those involved? (i.e., Are there social media messages, text messages, or emails between the parties that may be of evidentiary value?)

Evidence Collection. Peace officers investigating a sexual assault shall follow standard evidence collection procedures and any other procedures mandated by this agency. When collecting evidence, sworn personnel should consider the following points.

- Sworn personnel should collect evidence or document information regarding the environment in which the assault took place, including indications of isolation and soundproofing.
- Sworn personnel should document any evidence of threats or any communications made by the suspect, or made on behalf of the suspect, to include those made to individuals other than the victim.
- In situations where it is suspected that drugs or alcohol may have facilitated the assault, sworn personnel should assess the scene for evidence such as drinking glasses, alcohol bottles or cans, drug paraphernalia, or other related items.
- If the victim has declined a medical examination or a medical forensic examination will not be conducted, the sworn personnel should obtain victim consent and take photographs of visible physical injuries, including any healing or old injuries. Victim should be instructed on how to document any bruising or injury that becomes apparent in the hours or days after the altercation. Sworn personnel are encouraged to follow-up with the victim a day or two after the reported event to take additional photos if the victim consents.

Sexual Assault Medical Forensic Examinations. Prior to a sexual assault medical forensic examination, the investigating sworn personnel should do the following:

- Ensure the victim understands the purpose of the sexual assault medical forensic examination and its importance to both their general health and wellness and to the investigation. Sworn personnel should inform the victim that forensic medical examinations are completed at zero cost to them.
- Provide the victim general information about the procedure and encourage them to seek further detail and guidance from the forensic examiner, health care professional, or victim advocate. Sworn personnel and investigators shall not deny a victim the opportunity to have an exam.
- Sworn personnel should be aware and, if necessary, relay to victims who do not want to undergo an exam that there may be additional treatments or medications they are entitled to even if they do not want to have an examination completed. Victims can get additional information on these other treatments from a health care provider or a victim advocate. If possible, law enforcement should transport or arrange transportation of the victim to the designated medical facility.
- Ask the victim to sign a medical release form to gain access to any medical records related to the examination.

Sworn personnel should not be present during any part of the examination, including during the medical history. Following the examination, the evidence collected shall be handled according to agency policy and [MN Statute 299C.106](#).

Minors and Vulnerable Adults. This agency recognizes that victims are better served by utilizing interview techniques and strategies that eliminate the need for multiple interviews. Members of this agency will be alert for victims who would be best served

by the use of specialized interview techniques. Sworn personnel, in making this determination, should consider the victim's age, level of maturity, communication skills, intellectual capacity, emotional state, and any other observable factors that would indicate specialized interview techniques would be appropriate for a particular victim. When an sworn personnel determines that a victim requires the use of these specialized interview techniques, the sworn personnel should limit their actions to the following:

- ensuring the safety of the victim,
- ensuring the scene is safe,
- safeguarding evidence where appropriate,
- collecting any information necessary to identify the suspect, and
- addressing the immediate medical needs of individuals at the scene.

Essentially, initial responding sworn personnel should not attempt to interview the victim in these situations. Instead, sworn personnel should attempt to obtain basic information and facts about the situation, including the jurisdiction where the incident occurred and what crime(s) may have occurred. Sworn personnel should seek to obtain this information from parents, caregivers, the reporting party, or other adult witnesses, unless those individuals are believed to be the perpetrators.

Sworn personnel responding to victims with special considerations must comply with the mandated reporting requirements of [MN Statutes 260E.06](#) and [626.557](#), as applicable. Sworn personnel investigating cases involving victims with special considerations are encouraged to coordinate these investigations with human services. Any victim or witness interviews conducted with individuals having special considerations must be audio and video recorded whenever possible. All other interviews must be audio recorded whenever possible.

Not all sexual assaults of minor victims require a mandatory report to human services. This policy recognizes that in certain cases, notifying and/or the involvement of a parent/guardian pursuant to [MN Statute 260E.22](#) can cause harm to the minor and/or impede the investigation. Sworn personnel responding to the sexual assault of a minor victim that does not trigger a mandated report under [MN Statute 260E.06](#) should assess the impact on the victim and the investigation if parents/guardians were notified before involving them.

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

Sworn personnel responding to a report of sexual assault committed against a family and/or household member must follow the requirements/guidelines of this policy as well as those in the agency's domestic abuse policy.

Suspect Contact and Interviews. When circumstances allow, sworn personnel should review the suspect's criminal history record before initiating contact. When reviewing the record, sworn personnel should pay special attention to qualified domestic abuse related offenses and other accusations or charges related to criminal sexual conduct. Initial and subsequent interviews with a suspect should, whenever possible, be conducted in person and recorded. If the suspect does not deny having sexual contact with the victim, but denies the encounter was non-consensual, sworn personnel should:

- collect evidence of past communication, including but not limited to all relevant interactions on social media, through text message, and through any other mediums between the suspect and victim, and
- gather additional details regarding the events that transpired prior to, during, and after the assault in an effort to identify additional potential witnesses, crime scene locations, and evidence.

As part of their investigation, sworn personnel should collect evidence from the suspect- either by consent or with a search warrant. Sexual assault medical forensic examinations may be completed on a suspect by a medical professional. If a forensic examination is not conducted, the investigating sworn personnel should ensure the following evidence is collected:

- DNA (that of the suspect and any obtainable that may be from the victim, possibly via fingernail scrapings),
- biological trace evidence (if applicable),
- the suspect's clothing worn during the assault, and
- injury photographs.

Sworn personnel should also document the suspect's appearance, the presence of any scars/tattoos, piercings, and any other identifiable marks, features, or attributes.

For sexual assaults involving strangers, sworn personnel should focus investigative efforts on the collection of video, DNA, and other trace evidence that may help identify the perpetrator.

VICTIM RIGHTS

Peace officers have a statutory obligation to inform domestic and sexual assault victims of their rights. Sworn personnel must provide victims of sexual assault, minimally, with the information included herein.

- [MN Statute 611A.02](#), subdivision 2(b)(1-6), requires peace officers to provide victims an initial notice of their rights as a victim of a crime.
- [MN Statute 629.341](#), subdivision 3 requires peace officers to inform victims whether a shelter or other services are available in their community. Under this provision, sworn personnel shall also inform the victim of their legal rights and the remedies available to them.
- [MN Statute 611A.27](#), subdivision 1, requires peace officers to release information regarding a sexual assault examination kit to the victim or their delegate upon request. Victims should be informed of their right to request this information.

As stated in [MN Statute 611A.26](#), subdivision 1, no law enforcement agency or prosecutor shall require a victim, or complainant, of sexual assault to submit to a polygraph examination as a condition of proceeding with the investigation or prosecution of the crime. A victim may submit to a polygraph examination if the conditions described in [MN Statute 611A.26](#), subdivisions 2-4 are met.

EVIDENCE PRESERVATION

When a victim calls to report a sexual assault and the assault was recent, dispatchers and/or peace officers should inform the victim of the following to ensure critical evidence is not lost:

- suggest to the victim that he or she not bathe or clean up,

- if the victim needs to urinate, suggest he or she collect the urine in a clean container for test and avoid wiping, and
- place any clothing, blankets, or linens worn or present during or after the assault in a paper bag unwashed.


If the assault happened more than 24 hours ago or the victim has already bathed or washed their clothing/bedding, sworn personnel should reassure the victim that other evidence may still be identified and recovered by other means.

STATUTORY REFERENCES

- [MN STATUTES CHAPTER 260E](#) – Reporting Maltreatment of Minors
- [MN STATUTE 260C.175](#) – Taking Child Into Custody
- [MN STATUTE 260E.22](#) – Interviews
- [MN STATUTE 299C.106](#) – Sexual Assault Examination Kit Handling
- [MN STATUTE 518B.01](#) – Domestic Abuse Act
- [MN STATUTE 595.02](#) – Testimony of Witnesses
- [MN STATUTE 609.341](#) – Definitions
- [MN STATUTE 609.342](#) – Criminal Sexual Conduct in the First Degree
- [MN STATUTE 609.343](#) – Criminal Sexual Conduct in the Second Degree
- [MN STATUTE 609.344](#) – Criminal Sexual Conduct in the Third Degree
- [MN STATUTE 609.345](#) – Criminal Sexual Conduct in the Fourth Degree
- [MN STATUTE 609.3451](#) – Criminal Sexual Conduct in the Fifth Degree
- [MN STATUTE 609.3453](#) – Criminal Sexual Predatory Conduct
- [MN STATUTE 609.3458](#) – Sexual Extortion
- [MN STATUTE 609.3459](#) – Law Enforcement; Reports of Sexual Assaults
- [MN STATUTE 609.347](#) – Evidence in Criminal Sexual Conduct Cases
- [MN STATUTE 609.35](#) – Costs of Medical Examination
- [MN STATUTE 611A.02](#) – Notification of Victim Services and Victims' Rights
- [MN STATUTE 611A.26](#) – Polygraph Examinations; Criminal Sexual Assault Conduct Complaints; Limitations
- [MN STATUTE 611A.27](#) – Victim Rights to Sexual Assault Evidence Information
- [MN STATUTE 626.5572](#) – Definitions
- [MN STATUTE 626.8442](#) – Policies on Sexual Assaults
- [MN STATUTE 629.341](#) – Allowing Probable Cause Arrests for Domestic Violence; Immunity from Liability
- [ADMINISTRATIVE RULE 6700.1615](#) – Required Agency Policies

Revision approved by the POST Board on October 23, 2025.

Lakefield Police Department Policy

	SUBJECT:		POLICY NUMBER
	PERFORMANCE HISTORY AUDIT		1029
			EFFECTIVE DATE
Reference(s): Lexipol Policy Dated: 12/27/2023		APPROVED BY: Lakefield City Council	ENACTED DATE:

Performance History Audits

1029.1 PURPOSE AND SCOPE

Performance History Audits are collections of data designed to assist supervisors in evaluating the performance of their employees. Performance History Audits can help identify commendable performance as well as early recognition of training needs and other potential issues. While it is understood that the statistical compilation of data may be helpful to supervisors, it cannot account for and must be carefully balanced with the many variables in law enforcement, such as:

- An officer's ability to detect crime.
- An officer's work ethic.
- An officer's work assignment and shift.
- An officer's physical abilities, stature.
- Randomness of events.

1029.2 RESPONSIBILITIES

The Chief of Police, is responsible for collecting performance indicators and other relevant data to generate and provide a quarterly Performance History Audit Report for each officer to the appropriate Chief of Police. Though generated quarterly, each Performance History Audit will contain data from a one-year time period.

1029.3 COMPONENTS OF PERFORMANCE HISTORY AUDITS

Performance History Audit will include the following components:

- Performance indicators
- Data analysis
- Employee review
- Follow-up monitoring

1029.4 PERFORMANCE INDICATORS

Performance indicators represent the categories of employee performance activity that the Chief of Police of Lakefield Police Department has determined may be relevant data for the generation and analysis of Performance History Audits. Performance indicators may include, but are not limited to:

- (a) The frequency and findings of use-of-force incidents.
- (b) Frequency of involvement and conduct during vehicle pursuits.
- (c) Frequency and findings of citizen complaints.
- (d) Number of commendations, compliments and awards (citizen and Department).
- (e) Claims and civil suits related to the employee's actions or alleged actions.
- (f) Canine bite incidents.
- (g) Internal affairs investigations.
- (h) Frequency and reasons for prosecutor case rejections.
- (i) Intentional or unintentional firearm discharges (regardless of injury).
- (j) Vehicle collisions.
- (k) Missed court appearances.
- (l) Documented counseling memos.

1029.5 COMPILATION OF DATA

The Office of Professional Standards will utilize secure systems and other methods to compile and track performance indicators for each officer during each quarter in order to prepare Performance History Audit Reports.

1029.6 EMPLOYEE NOTIFICATION AND RESPONSE

The Office of Professional Standards will notify each officer prior to retaining any performance indicator for entry into a Performance History Audit Report. The affected officer may submit a written comment regarding each performance indicator. Any such written comment will be attached to the related performance indicator in such a way as to be readily noticed by supervisors reviewing a Performance History Audit Report.

1029.7 DATA ANALYSIS AND ACTION

Upon receipt the Chief of Police will review each Performance History Audit Report and determine whether it should be provided to an officer's immediate supervisor for further consideration. The officer's immediate supervisor will carefully review the Performance History Audit Report with the officer to assess any potential trends or other issues that may warrant informal counseling, additional training or a recommendation for other action, including discipline. The officer shall date and sign the Performance History Audit Report and may be provided a copy of the report upon request.

If a supervisor determines that an officer's performance warrants action beyond informal counseling, the supervisor shall advise the Chief of Police of such recommendation. If the Chief of Police concurs with the recommendation of the supervisor, he/she shall take steps to initiate the appropriate action.

If discipline or other adverse action is initiated against an officer as a result of a Performance History Audit, the officer shall be entitled to all rights and process set forth in the Personnel Complaints Policy

1029.8 PRIVACY OF DATA

Information, data and copies of material compiled to develop Performance History Audits Reports shall be considered private as part of the employee's personnel file and will not be subject to discovery or release except as provided by law. Access to the data in the system will be governed under the same process as access to an officer's personnel file as outlined in the Personnel Records Policy.

1029.9 RETENTION AND PURGING

Except as incorporated in separate training or disciplinary records, all performance indicators and Performance History Audit Reports shall be purged from the Office of Professional Standards and all other locations within the Department consistent with the organization's records retention schedule.



Membership Dues Invoice

For the Period covering January 1 - December 31, 2026

City of Lakefield

Dues Amount: \$2,454

(Dues amount rounded to nearest dollar.)

Population: 1,729

(Population represents the 2024 State Demographer and Metropolitan Council Estimates.)

Dues are based on your population. See how we calculated your dues at: www.lmc.org/dues

For membership dues in the League of Minnesota Cities for the year beginning January 1, 2026. Annual dues for membership in the League of Minnesota Cities include subscriptions to Minnesota Cities magazine.* Pursuant to the disclosure requirements of Minnesota Statutes, Section 6.76, the proportionate amount of dues spent for lobbying purposes is 10.6%. This percentage is reported to the State Auditor as required by statute.

Payment from Public Funds Authorized by Minn. Stats, Sec. 465.58

I declare under the penalties of law that the foregoing account is just and correct and that no part of it has been paid.

Dated: January 1, 2026

A handwritten signature in black ink, appearing to read 'Luke Fischer', is written over a horizontal line.

Luke Fischer
Executive Director, League of Minnesota Cities

Please Remit To:

Finance Department
League of Minnesota Cities
145 University Ave W
St Paul, MN 55103-2044

Include this invoice or reference
invoice #441484 with your
payment.

Questions: billing@lmc.org
Phone: (651) 281-1200

*Annual dues include subscriptions to *Minnesota Cities* magazine at \$30 per subscription; the League reserves the right to limit the number of magazine subscriptions a member organization receives. This information is provided to meet USPS regulations; please do not factor in the value of the subscription when paying your dues invoice.