



## **CITY COUNCIL AGENDA November 20, 2023 ~ 7:00 PM**

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

### **CALL THE MEETING TO ORDER**

### **PUBLIC HEARING**

#### **FOR COMMENT ON THE SMALL CITIES DEVELOPMENT PROGRAM GRANT**

### **PLEDGE OF ALLEGIANCE**

### **APPROVAL OF AGENDA/CHANGES**

### **APPROVAL OF MINUTES – November 6, 2023**

### **DEPARTMENT REPORTS**

### **SCHEDULED/UNSCHEDULED GUESTS (limit 5 minutes each)**

### **AGENDA ITEMS:**

- 1. Consider Adoption of Resolution 23-35 - Resolution Designating Polling Site for 2024 Elections**
- 2. Consider Recommendation of EDA for Lakefield Industrial Park Design – Option # 3**
- 3. Consider City Owned Property on Mill Road and Milwaukee for Potential Business**

### **OLD BUSINESS**

### **INFORMATIONAL ITEMS**

- 1. Other Board and Committee Reports**
  - a. PeopleService Report**
  - b. Building Committee Meeting on November 21, 2023 at 1:00 pm**
  - c. EDA Update –**
    - i. Next meeting December 7<sup>th</sup> at 12:00 pm**
  - d. LPU Update**
    - i. Next meeting on December 18<sup>th</sup> at 4:00 pm**
  - e. Park Update –**
    - i. Next meeting on November 13<sup>th</sup> at 4:00 pm**
  - f. Planning & Zoning Update -**
    - i. Next Meeting on November 27<sup>th</sup> at 4:30 pm**
  - g. Golf Course Board Update**
    - i. Next Meeting on December 21<sup>st</sup> at 4:00 pm**

### **ANNOUNCEMENTS**

- 1. Next council meeting, Monday, December 4, 2023, at 7:00 p.m. in City Hall**

### **ADJOURN**

**NOTICE OF PUBLIC HEARING FOR THE CITY OF LAKEFIELD FOR COMMENT ON THE SMALL CITIES DEVELOPMENT PROGRAM GRANT:**

You are hereby notified that the City of Lakefield, Minnesota is open for comment on the housing assistance grant monies from the Department of Housing and Community Development, administered by the Minnesota Department of Employment and Economic Development. These funds are made available under Title I of the 1974 Housing and Community Development Act (as amended). This act requires all eligible grantees to hold a public hearing and disseminate information on the overall goals and objectives of the program. This notice also allows all attendees to give written or verbal comments on the proposed project and offer their own assessments of needs as governed under this Act. The meeting will be held on Monday, the 20<sup>th</sup> day of November 2023 at 7:00 PM at the Lakefield City Hall.

Signed by

Stephen A. Condon

Mayor of Lakefield



## CITY COUNCIL MINUTES November 6, 2023, ~ 7:00 PM

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

**Others Present:** Stacy J. Anderson – City Clerk, Roger Pohlman – Police Chief, Brent Kavitz – SEH City Engineer, Carol Schultz, Mike Chepa, Richard Doescher, Mike Hendricksen, David Voehl, Janice Reyes, Tim Rossow, Vicky Rossow, and Justin Farmer.

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

### PLEDGE OF ALLEGIANCE

**AGENDA CHANGES/APPROVE AGENDA-** A motion to approve the agenda with the addition of Golf Course chemicals for the 2024 season, made by **Monson/Hussong Reasoner**. All in favor. Motion carried.

**APPROVAL OF MINUTES-** A motion to approve minutes from October 16, 2023, as presented, made by **Monson/Pavelko**. All in favor. Motion carried.

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

**DEPARTMENT REPORTS** – Department Reports were presented to Council with no questions.

**SCHEDULED/UNSCHEDULED GUESTS** (limit 5 minutes each) –

1. Justin Farmer addressed the council regarding the present due date of November 15, 2023, for the assessments. Farmer requested that the council consider delaying the assessment due date to November 2024 as he would like to continue his work with MN DOT for his property on Highway 86.
2. Mike Hendricksen – Requested a delay in the assessment due date to be held off until 2024.

### AGENDA ITEMS

1. **Consider Adoption of Proposed Assessments for Lakefield infrastructure Improvement Project and TH 86 Reconstruction Project – Resolution 23-33** – SEH Engineer Bent Kavitz provided an amended proposed assessment for council to review. Three options were provided;

**Option # 1 No Adjustment to Front Footage Method**

- Number of properties where the Assessment Increased based on the new method = 142 (65%)
- Number of properties where the Assessment Decreased based on the new method = 68 (32%)
- Number of properties where the Assessment Stayed the Same based on the new method = 6 (3%)

**Option # 2 Max \$14,000 to Front Footage Method**

- Number of properties where the Assessment Increased based on the new method = 65 (30%)
- Number of properties where the Assessment Decreased based on the new method = 68 (32%)
- Number of properties where the Assessment Stayed the Same based on the new method = 83 (38%)

**Option # 3 Front Footage Method Adjusted down to the Unit Assessment Total if Needed**

- Number of properties where the Assessment Increased based on the new method = 1 (0%) (Missed Property on Broadway due to recent lot split)
- Number of properties where the Assessment Decreased based on the new method = 68 (32%)
- Number of properties where the Assessment Stayed the Same based on the new method = 147 (68%)

Council discussion resulted in: Motion to approve Resolution 23-33, adopting the proposed assessments as amended in Option # 3 Front Footage Method Adjusted down to the Unit Assessment Total if Needed, payable by November 15, 2024, made by **Pavelko/Husson Reasoner**. Roll call vote; All in favor. Motion carried.

2. **Consider Reduction of Assessment Interest – Janice Reyes** – Reyes’ request for delay in interest was resolved the passing of the final assessment due date being changed to November 15, 2024, as explained in the agenda item #1. No action was taken.
3. **Consider Holtmeier Construction Invoice for Concrete Crushing** – City Clerk explained to council that Street Foreman Lance Frerichs had talked with Holtmeier regarding the increased cost of the concrete crushing was due to in an inaccurate estimate due to the concrete being more compacted than anticipated thus resulting in a greater volume of concrete to crush. The city will sell the crushed concrete in time and the cost of the crushing will be recouped. Motion to approve payment of \$104,645.15 to Holtmeier Construction, Inc. made by, **Pavelko/Monson**. All in favor. Motion carried.
4. **Consider Approval of Resolution 23-34 – Accepting Grant/Donations** – Motion to approve Resolution 23-34, accepting the donation of \$1,000 from Immanuel Octoberfest to Lakefield City Parks for new picnic tables at North City Park made by, **Pavelko/Hussong Reasoner**. Roll Call Vote; all in favor. Motion carried.
5. **Consider Multi-Purpose Center Kitchen Ceiling – MN Dept of Health** – Discussion regarding the ceiling kitchen at the Multi-Purpose Center resulted in the council directing staff to discuss the scraping of the ceiling with the Street Foreman.
6. **Consider Estimate for Lumber Expense to Repair Bridge at Golf Course** – Council reviewed an estimate for lumber to replace a bridge at the Golf Course. Estimate included pricing for dried lumber and green treated lumber. Discussion resulted in a motion to approve the estimate for 56 2 X 12 X 8’ at \$28.83 per board for a total of \$1,614.48 from Lakefield Lumber, made by **Pavelko/Hussong Reasoner**. All in favor. Motion carried.
7. **Consider PeopleService CPI-U Increase of 4.7%** - Motion to approve the 4.7% increase from PeopleService made by **Monson/Pavelko**. All in favor. Motion carried.
8. **Consider Parks Purchase Request – Play Mats** – Motion to approve recommendation from the Parks Department for playground mats costing \$4,997.74, made by **Hussong Reasoner/Monson**. All in favor. Motion carried.
9. **Consider Purchase Agreement – 903 Colonial Avenue** – Council reviewed a purchase offer for 903 Colonial for \$15,000. The current listed price on the lot is \$23,000 and includes the lot and assessments. Due to this development being so new, a motion to deny offer and counter at \$23,000 made by **Monson/Hussong Reasoner**. All in favor. Motion carried.
10. **Consider Estimate from Zimco for Chemicals for 2024 Golf Course Season** – Estimate from Zimco for the 2024 golf season was discussed. Motion to approve the estimate of \$9,223.74, payable in June of 2024, made by **Pavelko/Hussong reasoner**. All in favor. Motion carried.

## OLD BUSINESS

### INFORMATIONAL ITEMS

1. **Other Board and Committee Reports**
  - a. **PeopleService Report**
  - b. **EDA Update** –
    - i. Next meeting November 10<sup>th</sup> at 12:00 pm
  - c. **LPU Update**
    - i. Next meeting on November 20<sup>th</sup> at 4:00 pm
  - d. **Park Update** –
    - i. Next meeting on November 13<sup>th</sup> at 4:00 pm
  - e. **Planning & Zoning Update** -
    - i. Next Meeting on November 27<sup>th</sup> at 4:30 pm
  - f. **Golf Course Board Update**
    - i. Next Meeting on November 16<sup>th</sup> at 4:00 pm

### ANNOUNCEMENTS

1. **Next council meeting, Monday, November 20, 2023, at 7:00 p.m. in City Hall**

**ADJOURNMENT** – Motion to adjourn made by **Pavelko/Hussong Reasoner** to adjourn at 7:50 pm. All in favor. Motion carried.

**Attest:**

Stacy J. Anderson, City Clerk

## **Department Head Report**

**Date: November 20, 2023**

**Police** – Lakefield Police Department conducted a Tobacco Compliance check on November 6 of all tobacco vendors in the City of Lakefield, all stores refused to sell to our minor and also asked for ID. November 8 – Officer Behr and Chief Pohlman attended defensive tactics training with Jackson County Sheriff's Office. November 16 – LPD Community Conversation at the Lakefield Library, three residents attended, discussion consisted of Body Worn Camera Policy, Public Nuisance enforcement and Yard of the Week feedback. Calls for Service attached.

**Street** – Street sweeping continues to try to keep up with the falling leaves and the wind. Next week looks colder so I'm not sure how long we will be able to continue that, and the sweeper has water jets and we can't have then freezing and breaking lines. Patching season has come to an end. We did a lot of tree trimming over the streets to allow for clearance for plow trucks and other equipment. Prep work continues on snow equipment to be ready for the upcoming snow removal season. The outside boards have been assembled at the south park for the skating rink. When it gets colder we will put the liner in and begin flooding it.

And then we have the water plant. We had to pull a pump on the RO side because it had a seal go bad and the electrical pump got wet and burned out. We also had to work on a pump on the old side of the plant that failed. It is the original one from when the plant was built in 2003.

**Clerk** – We haven't seen any progress on the office remodeling project for a couple of months now, other than the painting that was completed by Holly. Rachel continues to work on the budget and has been meeting with department heads. Final assessment statements have been mailed by SEH, some residents have called or stopped in to verify the payment due date is November 15, 2024 – no complaints regarding the date change! The Golf Course Advisory Board held a workshop with the council. The council was given a tour of the full building with areas of concern pointed out.

**Ambulance** - For the month of October we had 17 service calls. For 2023 we have had a total of 169 calls.

# Lakefield Police Department

11-01-2023 to 11-17-2023 CFS Report

Printed on November 17, 2023

CFS Date/Time	CFS #	Code : Description	Address	CoPrimary
11/09/23 07:34:58	JSOCFS2023118749	ACC-INJ : Accident with injuries	716 MILL RD E, LAKEFIELD, MN 56150	AMB 40, LFD, LA1, 38

## ACC-INJ : Accident with injuries Total: 1

11/05/23 15:21:51	JSOCFS2023118661	ALRM : Alarm	84503 STATE HWY 86, LAKEFIELD, MN 56150	DISP 42, 33
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## ALRM : Alarm Total: 1

11/08/23 11:17:54	JSOCFS2023118732	ANIMAL-CALL : Animal Call	617 CHERRY ST, LAKEFIELD	UTL 40
11/11/23 15:26:31	JSOCFS2023118826	ANIMAL-CALL : Animal Call	201 FUNK AVE, LAKEFIELD, MN 56150	O 42

## ANIMAL-CALL : Animal Call Total: 2

11/04/23 20:21:26	JSOCFS2023118645	ASSIST-AGENCY : Assist other agency	87957 420TH AVE, LAKEFIELD, MN 56150	O 42
11/14/23 12:13:19	JSOCFS2023118912	ASSIST-AGENCY : Assist other agency	401 PLUM ST, LAKEFIELD	O 43

## ASSIST-AGENCY : Assist other agency Total: 2

11/16/23 16:54:24	JSOCFS2023118975	ASSIST-PUB : Public Assist	207 MAIN ST, LAKEFIELD, MN 56150	O 43
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## ASSIST-PUB : Public Assist Total: 1

10/27/23 10:00:00	JSOCFS2023118542	CEP REPORT : CEP Intake Report	301 Main Street, LAKEFIELD, MN 56150	NR 40
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## CEP REPORT : CEP Intake Report Total: 1

11/05/23 16:31:14	JSOCFS2023118664	CITIZEN COMP : Citizen Complaint	704 DOUGLAS STREET, LAKEFIELD, MN 56150	O 42, 33
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## CITIZEN COMP : Citizen Complaint Total: 1

11/05/23 13:51:48	JSOCFS2023118659	DEBRIS : Debris in the roadway	Intersection of PLUM ST and 4TH AVE N, LAKEFIELD, MN 56150	O 42
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## DEBRIS : Debris in the roadway Total: 1

11/09/23 15:06:08	JSOCFS2023118761	DIRECTED PATROL : Directed Patrol	703 MILL RD EAST, LAKEFIELD, MN 56150	O 40
11/13/23 18:10:42	JSOCFS2023118894	DIRECTED PATROL : Directed Patrol	112 MAIN ST, LAKEFIELD, MN 56150	O 40

CFS Date/Time	CFS #	Code : Description	Address	CoPrimary
11/06/23 15:08:56	JSOCFS2023118685	DIRECTED PATROL : Directed Patrol	703 MILL RD EAST, LAKEFIELD, MN 56150	O 40
11/13/23 15:11:01	JSOCFS2023118886	DIRECTED PATROL : Directed Patrol	703 MILL RD EAST, LAKEFIELD, MN 56150	O 40
11/01/23 21:52:03	JSOCFS2023118561	DIRECTED PATROL : Directed Patrol	112 MAIN ST, LAKEFIELD, MN 56150	O 42
11/10/23 00:50:50	JSOCFS2023118784	DIRECTED PATROL : Directed Patrol	112 MAIN ST, LAKEFIELD, MN 56150	O 42
11/10/23 00:10:20	JSOCFS2023118783	DIRECTED PATROL : Directed Patrol	LAKEFIELD GOLF COURSE, LAKEFIELD	O 42
11/04/23 14:53:34	JSOCFS2023118639	DIRECTED PATROL : Directed Patrol	LAKEFIELD GOLF COURSE	O 42
11/05/23 21:44:15	JSOCFS2023118671	DIRECTED PATROL : Directed Patrol	112 MAIN ST, LAKEFIELD, MN 56150	O 42
11/07/23 23:17:36	JSOCFS2023118725	DIRECTED PATROL : Directed Patrol	NORTHSIDE PARK, LAKEFIELD	O 45

### DIRECTED PATROL : Directed Patrol Total: 10

11/12/23 21:27:56	JSOCFS2023118856	DRIV-COMPL : Driving Complaint	76251 410TH AVE, LAKEFIELD, MN 56150	DISP 40
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### DRIV-COMPL : Driving Complaint Total: 1

11/01/23 18:39:55	JSOCFS2023118553	INFORMATION : INFORMATION	4TH AVE WEST, LAKEFIELD, MN 56150	O 42
11/07/23 11:54:32	JSOCFS2023118709	INFORMATION : INFORMATION	406 MAIN ST, LAKEFIELD, MN 56150	O 43

### INFORMATION : INFORMATION Total: 2

11/10/23 16:44:10	JSOCFS2023118806	ORDINANCE VIOLATION : Ordinance Violation	612 CHERRY ST, LAKEFIELD, MN 56150	O 42
11/10/23 16:50:32	JSOCFS2023118807	ORDINANCE VIOLATION : Ordinance Violation	720 NORTH GRIFFIN ST, LAKEFIELD	O 42
11/10/23 16:57:24	JSOCFS2023118808	ORDINANCE VIOLATION : Ordinance Violation	523 MENAGE AVE, LAKEFIELD, MN 56150	O 42

### ORDINANCE VIOLATION : Ordinance Violation Total: 3

11/16/23 08:45:10	JSOCFS2023118966	PARK-VIOL : Parking Violation	100 Block 2nd Avenue North, LAKEFIELD, MN 56150	WAR 40
11/08/23 09:47:46	JSOCFS2023118729	PARK-VIOL : Parking Violation	700 4TH AVE NORTH, LAKEFIELD, MN 56150	WAR 40
11/10/23 13:10:01	JSOCFS2023118799	PARK-VIOL : Parking Violation	319 MAIN ST, LAKEFIELD, MN 56150	VERB 40

CFS Date/Time	CFS #	Code : Description	Address	Code	Primary
11/06/23 11:07:23	JSOCFS2023118680	PARK-VIOL : Parking Violation	319 Main Street, LAKEFIELD, MN 56150	VERB	40

**PARK-VIOL : Parking Violation Total: 4**

11/15/23 14:03:39	JSOCFS2023118943	Public Assist : Public Assist	403 COLONIAL AVE, LAKEFIELD, MN 56150	REP	40
11/13/23 08:07:44	JSOCFS2023118867	Public Assist : Public Assist	306 5TH AVE W, LAKEFIELD, MN 56150	O	40
11/13/23 22:00:16	JSOCFS2023118900	Public Assist : Public Assist	615 N GRIFFIN ST, LAKEFIELD, MN 56150	O	40
11/14/23 10:48:00	JSOCFS2023118909	Public Assist : Public Assist	824 N GRIFFIN ST, LAKEFIELD	O	43
11/14/23 09:56:00	JSOCFS2023118908	Public Assist : Public Assist	409 BROADWAY AVE, LAKEFIELD	O	43

**Public Assist : Public Assist Total: 5**

11/09/23 12:00:00	JSOCFS2023118873	SCAM : Computer or Phone Scam	606 3RD AVE NORTH, LAKEFIELD, MN 56150	NR	40
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**SCAM : Computer or Phone Scam Total: 1**

11/01/23 19:54:03	JSOCFS2023118556	SUSP - ACTIVITY : Suspicious Activity	304 2ND AVE NORTH, LAKEFIELD	O	42
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**SUSP - ACTIVITY : Suspicious Activity Total: 1**

11/10/23 11:02:00	JSOCFS2023118876	SUSP-PERSON : Suspicious Person	200 MAIN ST, LAKEFIELD	I	40
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**SUSP-PERSON : Suspicious Person Total: 1**

11/10/23 10:27:07	JSOCFS2023118797	THEFT : Theft	301 MAIN ST, LAKEFIELD	REP	40
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**THEFT : Theft Total: 1**

11/06/23 21:04:03	JSOCFS2023118701	TOBACCO COMPLIANCE : Tobacco Compliance	CITY OF LAKEFIELD	O	40
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**TOBACCO COMPLIANCE : Tobacco Compliance Total: 1**

11/04/23 21:32:07	JSOCFS2023118649	TRAFFIC STOP : Traffic Stop	EXIT 73, LAKEFIELD	O	42, 30
11/02/23 16:59:11	JSOCFS2023118583	TRAFFIC STOP : Traffic Stop	Intersection of MILL ROAD and 460TH AVE, LAKEFIELD	O	45
11/02/23 20:01:06	JSOCFS2023118587	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and INDUSTRIAL ROAD, LAKEFIELD	WAR	45
11/07/23 18:27:15	JSOCFS2023118719	TRAFFIC STOP : Traffic Stop	Intersection of MILL RD and MILWAUKEE ST, LAKEFIELD	O	45
11/02/23 14:39:48	JSOCFS2023118574	TRAFFIC STOP : Traffic Stop	Intersection of MILL RD EAST and MILWAUKEE ST, LAKEFIELD	VERB	45

CFS Date/Time	CFS #	Code : Description	Address	Co	Primary
<b>TRAFFIC STOP : Traffic Stop Total: 5</b>					
11/16/23 09:29:30	JSOCFS2023118968	WELFARE : Concern for Welfare	403 COLONIAL AVE, LAKEFIELD, MN 56150	O	40
11/15/23 22:55:25	JSOCFS2023118957	WELFARE : Concern for Welfare	403 COLONIAL AVE, LAKEFIELD, MN 56150	O	43

**WELFARE : Concern for Welfare Total: 2**

**Total Records: 47**

**Resolution 23-35**

**City of Lakefield**

**Resolution Designating Polling Site for 2024 Elections**

**Whereas**, Minnesota Statutes 204B.16, subd 1 requires the City Council, by ordinance or resolution, to designate polling places for the upcoming year; and

**Whereas**, changes to the polling place location may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting; it is important that citizens exercise their right to vote at their local polling place; and,

**Whereas**, Minnesota Statute 204B.16 requires all polling locations for the 2023 elections be established no later than December 31, 2022.

**Now, Therefore, Be It Resolved**, that the City Council of the City of Lakefield, Minnesota, Jackson County, in compliance with the terms and provision of Minnesota Statutes Section 204B.16, establishes the polling location for Precincts 1 and 2 at **Bethlehem Lutheran Church, 401 7<sup>th</sup> Ave N., for the 2024 elections.**

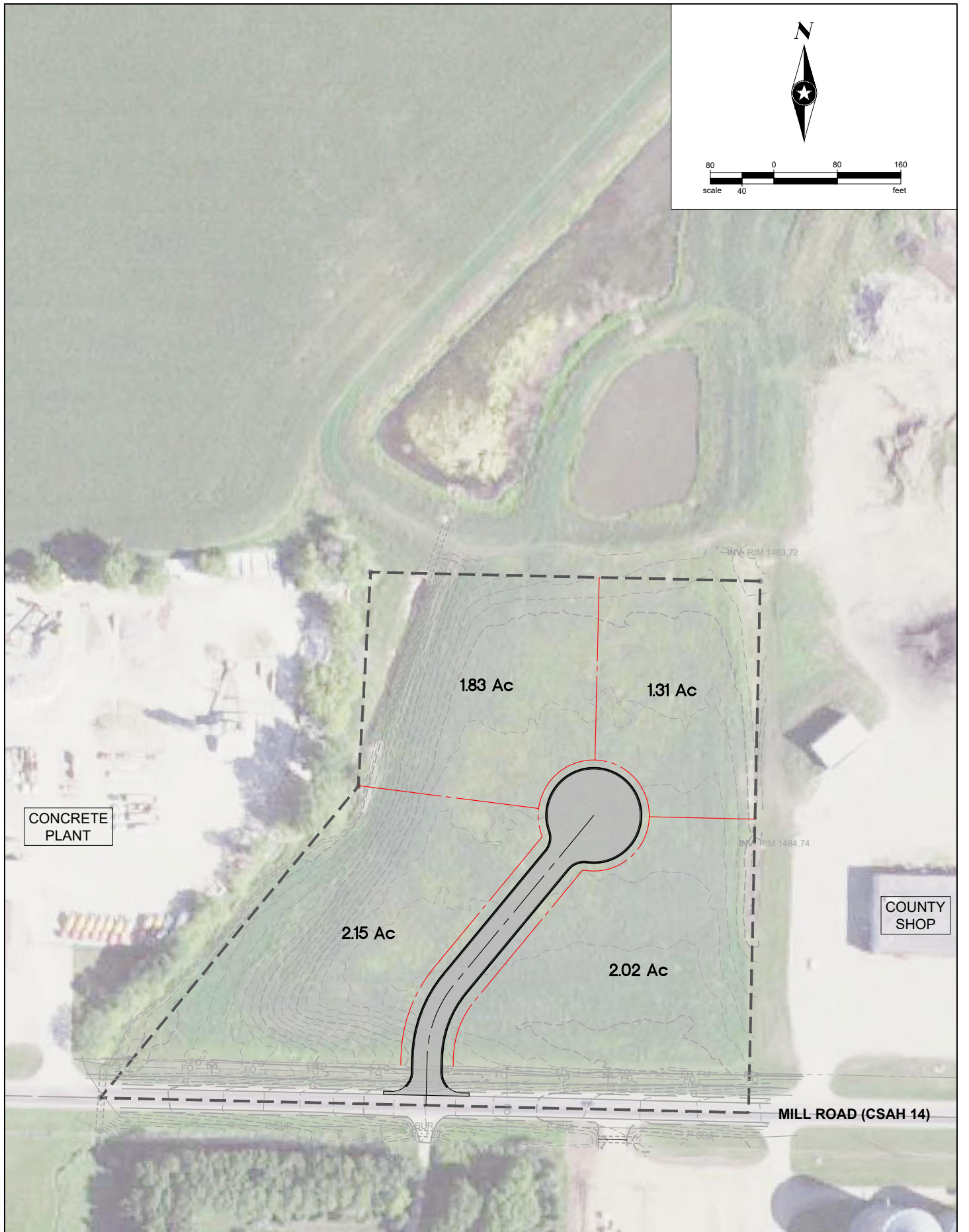
**Be It Finally Resolved** that the city notify residents of this designation by following the requirements of Minn Stat. 205.16.

Adopted this 20<sup>th</sup> day of November, 2023

\_\_\_\_\_  
Stacy J. Anderson, City Clerk

\_\_\_\_\_  
Stephen A. Condon, Mayor

\_\_\_\_\_ H. Hussong Reasoner -  
\_\_\_\_\_ A. Monson -  
\_\_\_\_\_ B. Pavelko -  
\_\_\_\_\_ N. Hall -  
\_\_\_\_\_ S. Condon -

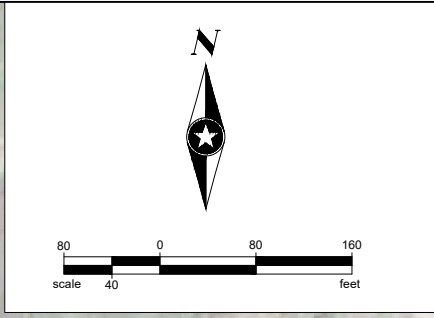
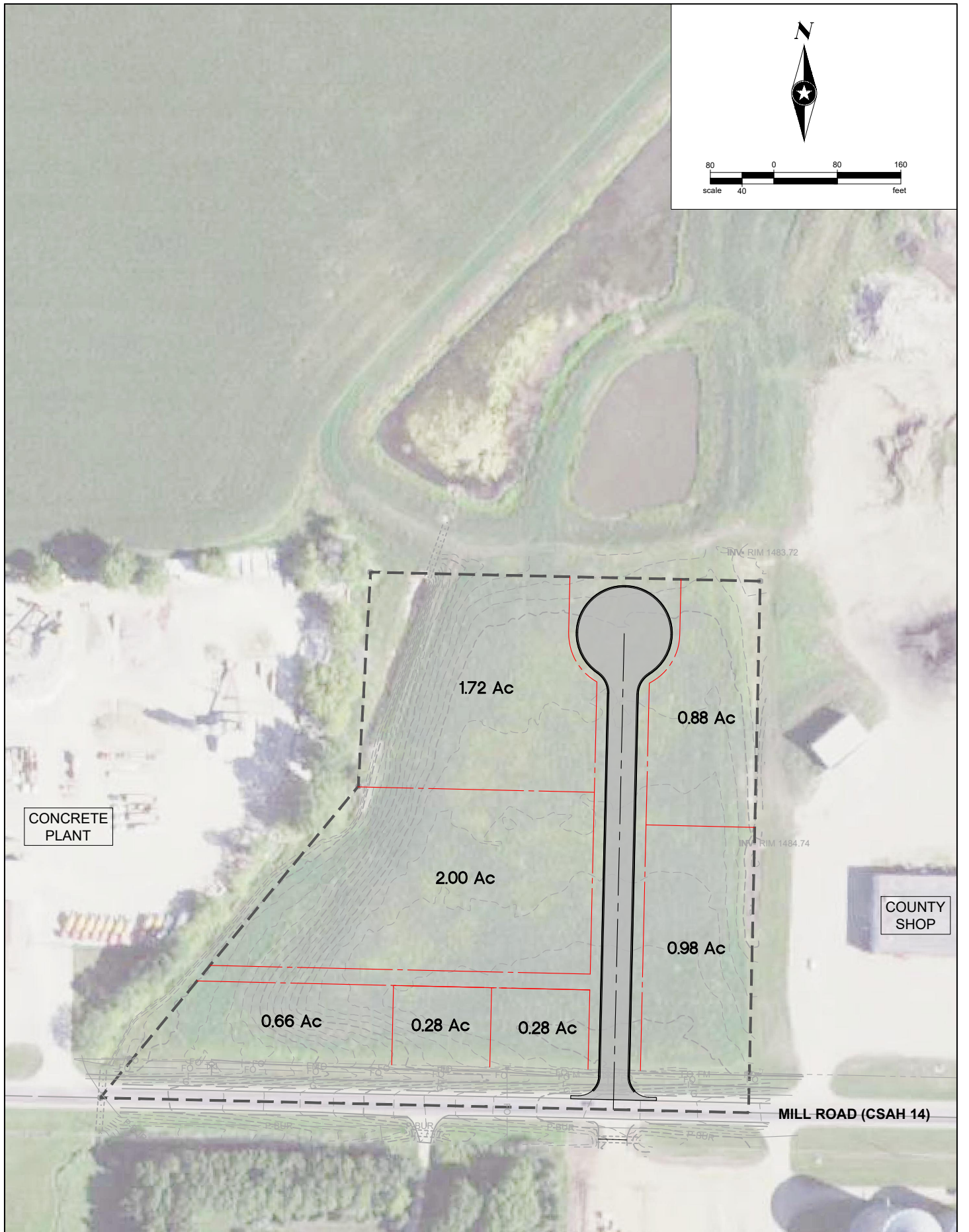


PROJECT NO.  
173171  
DATE:  
10/17/23

INDUSTRIAL PARK  
OPTION 1 - SHORT CUL-DE-SAC  
4 PARCELS

FIGURE

1  
OF 3



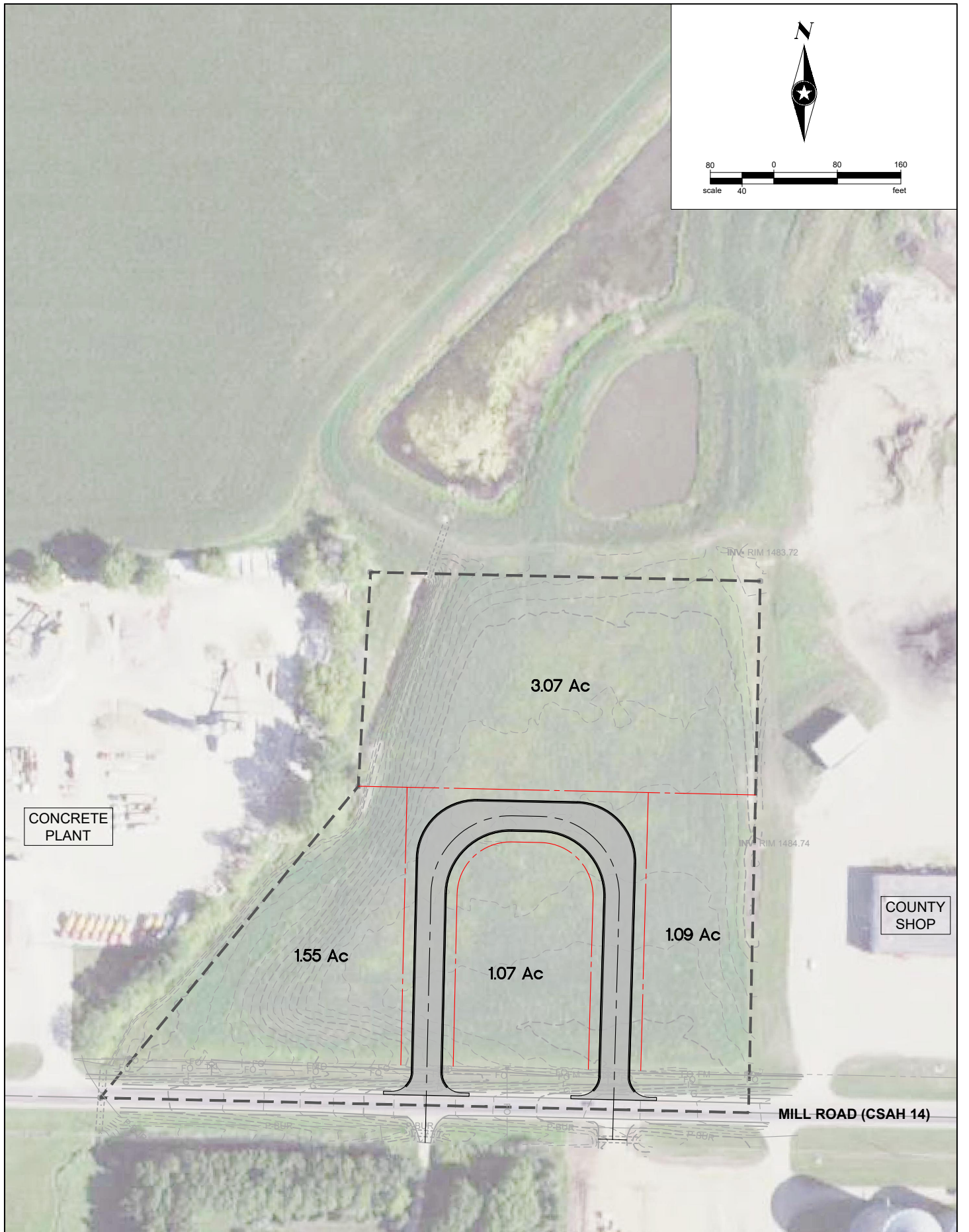
**SEH**

PROJECT NO.  
173171

DATE:  
10/17/23

INDUSTRIAL PARK  
OPTION 2 - LONG CUL-DE-SAC  
7 PARCELS

FIGURE  
**2**  
OF 3



PROJECT NO.  
173171  
DATE:  
10/17/23

INDUSTRIAL PARK  
OPTION 3 - LOOP  
4 PARCELS

FIGURE

3  
OF 3



Date: November 10, 2023

To: City of Lakefield

From: Jason Rossow, Operator

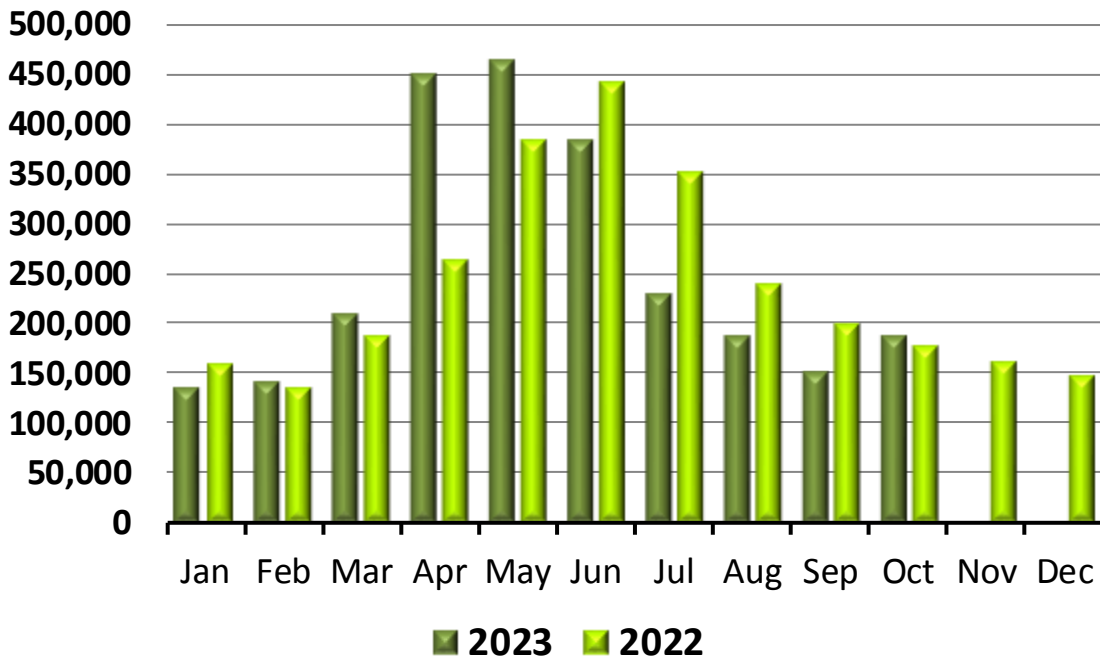
O & M Report: October 2023

## **Wastewater Operation & Maintenance**

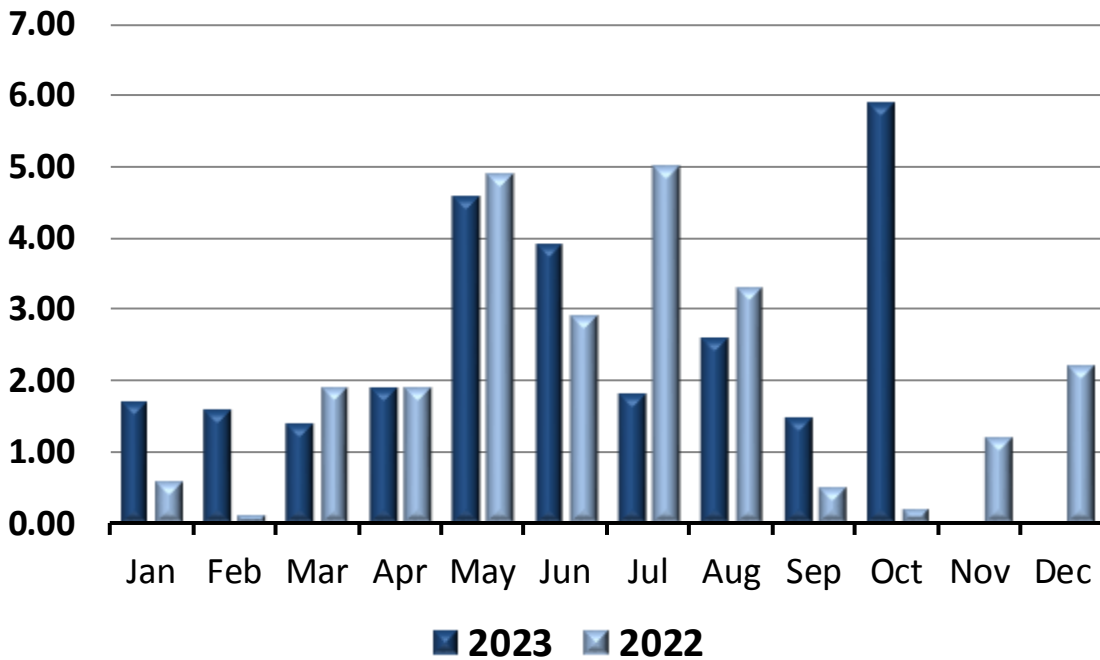
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- Completed the monthly Discharge Report and submitted to the Minnesota Pollution Control Agency.
- Collected all the wastewater samples required by the NPDES permit.
- Sampled salty discharge twice in the month of October.
- Added water to scum pits and pumped down pits. Cleaned clarifier weirs and scum troughs.
- Hauled bio-solids in the month of October. Electricians installed quick disconnect for bio-solids submersible pump. Inspected all the new diffusers in bio-solids storage tank.
- Cleaned excess grease out of bearings on the oxidation tank.
- Mow and trim as needed. Locates as needed. Checked lift stations twice a week.
- Treated 20,000 gallons of ground water from the gas station. Station is installing new diesel tanks underground.
- Switched labs for wastewater samples. Now using MVTL out of New Ulm, MN. MVTL now picks up wastewater samples at WWTP.
- Electricians working at the WWTP. Wiring heaters and moving electrical equipment at WWTP.
- Collaborating daily with engineers on the WWTP rehab project.
- Flushed some sanitary sewer mains around town.
- Calibrated both influent and effluent samplers.
- Attended monthly Rice Lake Construction meetings.

**Average Daily Wastewater Pumped - In Gallons**



**Total Monthly Precipitation**



		October-23	September-23	October-22
<b>Wastewater</b>				
<b>CBOD</b>				
CBOD Influent	mg/L	133.0	128.0	157.0
CBOD Effluent	mg/L	1.0	1.2	0.7
CBOD Effluent Permit Limit	mg/L	25	25	25
CBOD % Removal	%	99.0%	99.0%	100.0%
CBOD % Removal Permit Limit	%	85%	85%	85%
CBOD Effluent Loading	kg/day	0.66	0.66	0.46
CBOD Effluent Loading Permit Limit	kg/day	55	55	55
<b>TSS</b>				
TSS Influent	mg/L	281.0	179.0	183.0
TSS Effluent	mg/L	9.8	5.8	1.0
TSS Effluent Permit Limit	mg/L	30	30	30
TSS % Removal	%	97.0%	97.0%	98.0%
TSS % Removal Permit Limit	%	85%	85%	85%
TSS Effluent Loading	kg/day	6.80	3.30	0.60
TSS Effluent Loading Permit Limit	kg/day	66	66	66
<b>Phosphorus</b>				
Phos Influent	mg/L	6.48	3.91	3.90
Phos Effluent	mg/L	0.30	0.30	0.10
Phos Effluent Permit Limit	mg/L	1 mg/l	1 mg/l	1 mg/l
Phos Effluent Loading	kg/day	0.81	0.15	0.08
Phos Effluent Loading Permit Limit	kg/day	2.20	2.20	2.20
<b>Fecal Coliform</b>				
Fecal Effluent	ml	17	6	1
Fecal Effluent Permit Limit	ml	200#/100ml	200#/100ml	200#/100ml
<b>Effluent Flow</b>				
Average Daily	gallons	188,000	152,000	178,000
Maximum Daily	gallons	348,000	206,000	217,000
Total Monthly	gallons	5,820,000	4,557,000	5,507,000
Precipitation Monthly Total	Inches	5.90	1.47	0.20

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
10/2/2023	Gear Box North	5002 Lakefield, MN	N/A	Winterization	1. Check belt tension. 2. Grease motor if needed. 3. Change oil to winter blend. Use 10W-30 oil
10/2/2023	Gear Box South	5002 Lakefield, MN	N/A	Winterization	1. Check belt tension. 2. Grease motor if needed. 3. Change oil to winter blend. Use 10W-30 oil
10/2/2023	Lift Station #1 West	5002 Lakefield, MN	N/A	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
10/2/2023	Lift Station #1 West	5002 Lakefield, MN	N/A	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
10/2/2023	Lift Station #2-Emerald Valley	5002 Lakefield, MN	N/A	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
10/2/2023	Lift Station #2-Emerald Valley	5002 Lakefield, MN	N/A	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
10/3/2023	Generator - Kohler	5002 Lakefield, MN	N/A	Monthly PM	Run and check unit.
10/4/2023	Alarms	5002 Lakefield, MN	N/A	Test alarm dialer	1. Test alarm function and verify communications equipment can reach emergency contact personell for each well house, WW Plant and lift station at your project. 2. Inspect control floats and clean if necessary at each WWTP.

10/5/2023	Equipment Safety Inspect/Safety Equipment Inspect	5002 Lakefield, MN	N/A	Inspection	Equipment Safety Inspection of all Items: Cranes and ladders Safety Equipment Inspection of all items: harnesses, tripods, hoists, life jackets, life rings and life hooks Go to The Line and print the correct forms that are needed to complete inspections. When completed, the finished form needs to be filed in the green safety box.
10/5/2023	Eye Wash Station	5002 Lakefield, MN	N/A	Monthly PM	Flush and make sure it is operable along with shower.
10/5/2023	FIRE EXTINGUISHERS	5002 Lakefield, MN	N/A	Inspection	Check all extinguishers in plant and truck.