



**CITY COUNCIL AGENDA  
March 16, 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 – March 2, 2026- pg.2-3**

**APPROVAL OF FINANCIAL REPORT –pg.4**

**DEPARTMENT REPORTS – pg.5-7**

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

**AGENDA ITEMS:**

- 1. Jackson County Assessors Invoice- pg.8**
- 2. 2026 Seasonal Pay and Rates for Lakefield Aquatic Center- pg.9**
- 3. 2026 General Engineering Service Proposal-pg.10-13**

**OLD BUSINESS**

**INFORMATIONAL ITEMS**

- 1. Other Board and Committee Reports**
  - a. EDA Update –**
    - i. Next meeting April 10<sup>th</sup> at 12:00 pm**
  - b. LPU Update**
    - i. Next meeting March 17<sup>th</sup> at 4:00 pm**
  - c. Park Update –**
    - i. Next meeting April 13<sup>th</sup> at 4:30 pm**
  - d. Planning & Zoning Update -**
    - i. Next meeting March 23<sup>rd</sup> at 4:30 pm**

**ANNOUNCEMENTS**

- 1. Board of Appeal and Equalization Monday, April 6th, 2026, 7p.m. in City Hall**
- 2. Next Council Meeting, Monday, April 6, 2026, at 7:00 p.m. in City Hall**
- 3. April is Child Safety Month in Lakefield!**

**ADJOURN**



## CITY COUNCIL MINUTES March 02, 2026, ~ 7:00 PM

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

**Council Absent:**

**Others Present:** Holly Rademacher – City Clerk and Shelley Pohlman – online.

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

### PLEDGE OF ALLEGIANCE

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

**APPROVAL OF MINUTES-** A motion to approve minutes from February 17, 2026, as presented, made by **Hussong-Reasoner/Paplow**. All in favor. Motion carried.

**APPROVAL OF FINANCIAL REPORT** – A motion to approve the financial report totaling \$290,934.38 made by **Hussong-Reasoner/Monson**. All in favor. Motion carried.

**DEPARTMENT REPORTS** – Department Reports were presented, Paplow questioned if one of the calls for service (open door) was at the multipurpose. The address is the multipurpose, Rademacher explained that she and Schensted have made contact with all key holds and LSS to state if the doors continue to be unlocked at night the building will have to be either re-keyed, have a card to access or striker. Rademacher is waiting on quotes for the various options. No questions and/or concerns were noted.

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

### AGENDA

**1. Letter of Support for electric system upgrades-** Rademacher has applied for community project funding grant through commissioner Finstad’s office. With the application it was recommended to provide letters of support to back up the project. Rademacher, with the revisions from Pavelko, provided the letter of support from the council, stated how crucial the upgrades are for the substation and powerplant. The current infrastructure at the Lakefield substation and powerplant is outdated and is quickly becoming unable to meet the modern energy demands of the city. Upgrading these systems, including needed overhead to underground conversions to our distribution system, is a critical need. As part of these vital conversions, modern dual voltage transformers will also need to be installed.

The project proposal also includes the replacement of a failing emergency generator for the city, which is past its reliable service lifespan. The generator is currently not in use due to needed repairs, and the city is reliant upon a second generator, only able to supply power to approximately half of the city. The replacement of this generator will also include installation of new 15 kV cable and switch gear necessary for operation.

Rademacher stated the project in total will cost 20 million dollars and she has requested the full amount.

Mayor Condon thanked Pavelko for the suggested revisions to the letter and hopes for a letter of reward for the grant funding. A motion to approve the support letter for LPU electric system upgrade and for the 2026 street and utility improvements for request of funding from community project fund through Finsted office made by **Hussong-Reasoner**. All in favor. Motion carried. Pavelko suggested sending the letter to Klobuchar and Smith also to MRES and DGR. He stated the more support the LPU can get for the project the better.

Hussong-Reasoner would also recommend sending letters to local representatives, because it doesn’t hurt to try. Rademacher will revise the letter to address the representatives and get sent out. Pavelko would like to amend his motion. The amended motion to approve the support letter for LPU electric system upgrade and for the 2026 street and utility improvements for request of funding from community project fund through Finsted

office and to send letter of request to local representatives Smith and Klobuchar made by **Pavelko/Hussong-Reasoner**. All in favor. Motion carried.

**2. Letter of Support for 2026 Street & Utility Improvement-** Rademacher stated this letter of support is for the 2026 street & utility improvements project, she is also preparing the grant application through community project funding from Finsted office. The letter stated the funding would support the street and underground infrastructure upgrades within our city, specifically within the areas of Snure Street from First Avenue South to Seventh Avenue South, Griffin Street from 820th Street (Mill Road) to Eighth Avenue South, Fifth Avenue South from Griffin Street to Belmont Street, Third Avenue South from Griffin Street to Belmont Street and First Avenue South from Griffin Street to Summer Lane (sidewalk only). These areas have experienced significant degradation due to aging and use, undersized water lines, deteriorated pavement and curbing, inadequate drainage, antiquated clay tile sanitary and stormwater sewer lines, and excess erosion. These conditions have led to traffic safety concerns, infrastructure failures, reduced property values, and frequent emergency repairs. Funding for a comprehensive project is desperately needed within these areas for road surface and curb/gutter replacement, potable water and sanitary/storm sewer utility upgrades, and other related subsurface system improvements. Completion of these necessary upgrades will enhance public safety, maintain reliable service, improve traffic flow, increase system efficiencies, and modernize a failing aged system. Motion was made to approve letter support on agenda item one.

**3. Resolution 26-10 Accepting donation-** Resolution 26-10 states acceptance of \$700 Remick Foundation Grant for Bicycle Safety. Chief Pohlman stated on November 17, 2025, the Lakefield City Council authorized him to apply for a Remick Foundation grant in the amount of \$700.00 for traffic signs, flags, cones, worksheets, pencils, bike voucher and four bicycle headlights for course materials (that can be used annual at the LPD Bike Rodeo), educational materials and door prizes. February 12, 2026, the Lakefield Police Department received a letter from the Remick Foundation along with a check for \$700.00 for bike safety education. LPD request that the Lakefield City Council accept the grant to be utilized by the Lakefield Police Department via the application. A motion to approve resolution 26-10 acceptance of \$700 from Remick Foundation to the Lakefield Police Department made by **Paplow/Hussong-Reasoner**, voice vote, all in favor. Motion carried.

## **OLD BUSINESS**

1. Mayor Condon asked if there was an update on the south side sidewalk for city hall and police station. Rademacher stated that funding is the hold up, SEH is looking for grants and Rademacher/Kruger have reached out to USDA Rural Development for finance guidance. Pavelko would like to see what funding or financial burden the city will have before planning for the city would be able to go a different route than concrete.

## **INFORMATIONAL ITEMS**

1. **Other Board and Committee Reports**
  - a. **EDA Update –**
    - i. Next meeting March 6<sup>th</sup> at 12:00 pm
  - b. **LPU Update**
    - i. Next meeting March 17<sup>th</sup> at 4:00 pm
  - c. **Park Update –**
    - i. Next meeting March 9<sup>th</sup> at 4:30 pm
  - d. **Planning & Zoning Update -**
    - i. Next meeting March 30<sup>th</sup> at 4:30 pm

## **ANNOUNCEMENTS**

1. **Next council meeting, Monday, March 16, 2026, at 7:00 p.m. in City Hall**

**ADJOURNMENT –** Motion to adjourn made by **Paplow/Pavelko** to adjourn at 7:24 pm, all in favor, motion carried.

**Respectfully submitted: Holly Rademacher**

**Attest:**

## All General Fund

YTD Through 2/28/2026

	Budget 2026	YTD Budget	YTD Actual	Budget vs Actual YTD
Total Revenue	1,383,277	223,598	10,162	(213,436)
Total Expense	1,447,916	234,047	1,383,415	(1,149,368)
	(64,639)	(10,448)	(1,373,253)	

Revenue Category	Budget 2026	YTD Budget	YTD Actual	Budget vs Actual YTD
1 Taxes & Assessments	342,196	55,314	-	(55,314)
2 Gov't Aid & Grants	804,036	129,967	-	(129,967)
3 Charges for Services	95,780	15,482	5,288	(10,194)
4 Investments & Interest	15,000	2,425	3,395	971
6 Misc Other	1,500	242	1,479	1,236

Expense Category	Budget 2026	YTD Budget	YTD Actual	Budget vs Actual YTD
1 Total Compensation	865,828	139,956	149,248	(9,293)
2 Admin & Consulting	59,835	9,672	9,506	166
3 Supplies & Equipment	63,057	10,193	3,478	6,715
4 Repairs & Maintenance	113,103	18,282	15,141	3,141
5 Items for Resale	8,575	1,386	-	1,386
6 Utilities	87,150	14,087	15,409	(1,321)
7 Insurance	77,112	12,465	100	12,365
8 Permits, Fees, Dues, Interest	14,062	2,273	3,802	(1,529)
9 Training & Travel	6,007	971	2,476	(1,505)
10 Vehicle Expense	45,647	7,379	10,685	(3,307)
11 CIP	-	-	-	-
12 Depreciation	-	-	-	-
13 Transfers	56,128	9,073	-	9,073
14 Misc Other	4,162	673	82	590

## **Department Head Report**

**Date: March 16, 2026**

**Police** –Lakefield Police Department participated in the following: 3/2, 5, & 26 – Emergency Medical Responder Recertification for Chief Pohlman, Officer Behr and Officer Stender at Lakefield Fire Department. 3/10 – MN Fusion Center Emerging Threats Monthly Briefing – Chief Pohlman. 3/11 – Jackson County Addiction Prevention Safety Coalition. 3/14 & 15 – Snow Emergency, Officer Stender wrote three snow emergency parking tickets for vehicles left on the street. Calls for Service Attached.

**Ambulance-** Ambulance had 18 calls for service in February, including 3 mutual aid transfers for Sanford Worthington. 4 calls for service so far in March. 22 calls for service so far for the year.

**Fire-** Nothing new to report

**Liquor-** Nothing new to report

**Street** – Grading alleys. Getting quotes for crack sealing. Gathering options for seal coating. Preparing for winter storm. Work on maintenance spring equipment. Fixed some pot holes in various area with cold mix will continue as weather allows.

**Clerk** –Submitted two grant applications for Community Project funding with Finsteds office. Requested letters of support for funding. Completed annual insurance renewal. Working on workers' compensation renewal. Survived audit week. Delt with a landlord on assessing past due utility balances, invited her to attend the LPU meeting. Researching easement vacation. Requesting quotes for gazebo, west park shelter house, mulch for south park and west park.

**Finance-** In-house audit is complete, continue to follow-up with emails and prepare for presentation.

# Lakefield Police Department

2-27 to 3-16-2026 CFS Report

Printed on March 16, 2026

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CFS Date/Time	CFS #	Code : Description	Address	Primary Units
02/22/26 19:09:25	JSOCFS2026020953	911-TRANSFER : 911 Transfer call other Agency	190 MM 51	42, 30
<b>911-TRANSFER : 911 Transfer call other Agency Total: 1</b>				
02/27/26 08:21:55	JSOCFS2026021035	BACKGROUND : Background Check	301 Main Street, LAKEFIELD, MN 56150	40
<b>BACKGROUND : Background Check Total: 1</b>				
02/21/26 10:18:10	JSOCFS2026020937	CITIZEN COMP : Citizen Complaint	310 BROADWAY AVE, LAKEFIELD, MN 56150	43
<b>CITIZEN COMP : Citizen Complaint Total: 1</b>				
02/19/26 17:26:33	JSOCFS2026020911	CIVIL DISP : Civil Dispute	304 BELMONT ST, LAKEFIELD, MN 56150	40
<b>CIVIL DISP : Civil Dispute Total: 1</b>				
02/19/26 18:25:52	JSOCFS2026020913	DIRECTED PATROL : Directed Patrol	112 MAIN ST, LAKEFIELD, MN 56150	40
02/17/26 15:14:58	JSOCFS2026020865	DIRECTED PATROL : Directed Patrol	Intersection of MILWAUKEE ST and BROADWAY AVE, LAKEFIELD, MN 56150	42
02/23/26 21:40:27	JSOCFS2026020978	DIRECTED PATROL : Directed Patrol	112 MAIN ST, LAKEFIELD, MN 56150	43
02/24/26 20:16:33	JSOCFS2026020991	DIRECTED PATROL : Directed Patrol	112 MAIN ST, LAKEFIELD, MN 56150	43
<b>DIRECTED PATROL : Directed Patrol Total: 4</b>				
02/25/26 11:40:15	JSOCFS2026020995	FOLLOW-UP : Follow-up/Report	703 MILL ROAD EAST, LAKEFIELD, MN 56150	40
02/22/26 17:02:58	JSOCFS2026020950	FOLLOW-UP : Follow-up/Report	301 MAIN ST, LAKEFIELD	42
<b>FOLLOW-UP : Follow-up/Report Total: 2</b>				
02/27/26 15:03:50	JSOCFS2026021043	INFORMATION : INFORMATION	LAKEFIELD CEMETERY, LAKEFIELD	42, DISP
02/24/26 20:12:32	JSOCFS2026020990	INFORMATION : INFORMATION	47313 840TH ST, LAKEFIELD, MN 56150	43, DISP
<b>INFORMATION : INFORMATION Total: 2</b>				
02/23/26 16:25:13	JSOCFS2026020966	JUV REL : Juvenile Related	703 MILL RD E, LAKEFIELD, MN 56150	40

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CFS Date/Time	CFS #	Code : Description	Address	Primary Units
02/20/26 18:24:26	JSOCFS2026020930	JUV REL : Juvenile Related	██████████, LAKEFIELD	42

**JUV REL : Juvenile Related Total: 2**

02/16/26 22:20:11	JSOCFS2026020853	OPEN - DR : Open door	112 MAIN ST, LAKEFIELD, MN 56150	43
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**OPEN - DR : Open door Total: 1**

02/23/26 10:47:27	JSOCFS2026020961	ORDINANCE VIOLATION : Ordinance Violation	206 5TH AVE W, LAKEFIELD, MN 56150	40
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**ORDINANCE VIOLATION : Ordinance Violation Total: 1**

02/27/26 14:59:50	JSOCFS2026021042	Presentation : Community/School Presentation	604 BUSH ST, LAKEFIELD, MN 56150	40
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**Presentation : Community/School Presentation Total: 1**

02/18/26 11:23:39	JSOCFS2026020888	PROP-FOUND : Found Property	332 MAIN ST, LAKEFIELD, MN 56150	42
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02/25/26 17:23:46	JSOCFS2026021000	PROP-FOUND : Found Property	701 MENAGE AVE, LAKEFIELD, MN 56150	42
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02/17/26 15:50:23	JSOCFS2026020867	PROP-FOUND : Found Property	CENEX CARDTROL, LAKEFIELD	42
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**PROP-FOUND : Found Property Total: 3**

02/16/26 13:26:47	JSOCFS2026020843	Public Assist : Public Assist	607 MILWAUKEE ST, LAKEFIELD	40, LA1
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**Public Assist : Public Assist Total: 1**

02/20/26 23:45:24	JSOCFS2026020936	SCAM : Computer or Phone Scam	301 MAIN ST., LAKEFIELD, MN 56150	42
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**SCAM : Computer or Phone Scam Total: 1**

02/26/26 13:53:30	JSOCFS2026021023	SUSP - ACTIVITY : Suspicious Activity	409 BROADWAY AVE, LAKEFIELD, MN 56150	40
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**SUSP - ACTIVITY : Suspicious Activity Total: 1**

02/17/26 15:27:02	JSOCFS2026020866	TRAFFIC STOP : Traffic Stop	402 MAIN ST, LAKEFIELD, MN 56150	42
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**TRAFFIC STOP : Traffic Stop Total: 1**

02/25/26 22:18:04	JSOCFS2026021008	VAC HOME : Vacation Home	██████████ LAKEFIELD, MN 56150	42
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02/25/26 22:17:11	JSOCFS2026021007	VAC HOME : Vacation Home	██████████ LAKEFIELD, MN 56150	42
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02/25/26 22:12:37	JSOCFS2026021006	VAC HOME : Vacation Home	██████████ LAKEFIELD, MN 56150	42
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Agenda Item #\_\_

# Memo

**To:** Lakefield City Council  
**From:** Recreation Board  
**Date:** March 9, 2026  
**Re:** 2026 Seasonal Pay and Rates

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**Description:** The Recreation board is requesting the council's approval of the 2026 Lakefield Aquatic wages as follows Manager \$20\hr., Assistant \$16\hr., Lifeguards \$13 \hr. + .25 \yr. and Concessions \$9 \hr. + .25 \ yr. The increase in wages is comparable to the surrounding area pools. Having a comparable wage for management will be more appealing to responsible adults. 2026 Rates as follows: family passes to \$160 for a family of 5 if there are additional members, they can be added for \$25, individual passes to \$95, senior \$80, punch card \$50, swimming lessons \$40, two-week family of five \$60 and general admission \$5.

## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Lakefield, MN (“Client”), and Short Elliott Hendrickson Inc. (“Consultant”), effective January 1, 2024, this Supplemental Letter Agreement dated March 13, 2026, authorizes and describes the scope, schedule, and payment conditions for Consultant’s work on the Project described as: **2026 General Engineering Services**.

**Client’s Authorized Representative:** Holly Rademacher  
**Address:** 301 Main St, PO Box 900, Lakefield, Minnesota 56150, United States  
**Telephone:** 507.662.5457 **Email:** clerk@lakefieldmn.com

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

**Scope:** The Services to be provided by Consultant:

Short Elliott Hendrickson Inc. (SEH®) is honored to serve as the City Engineer for the City of Lakefield. As a supplement to our Master Agreement dated January 1, 2024, we are submitting our yearly Supplemental Letter Agreement (SLA) to continue our services for calendar year 2026 to provide general engineering, architectural, and other consulting services to the City of Lakefield on an “as requested” basis.

This work may include items such as:

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

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

**Schedule:** Services to be provided in calendar year 2026.

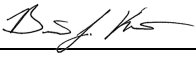
**Payment:** The fee is hourly not-to-exceed \$10,000 including expenses and equipment without written approval from Client.

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

**Other Terms and Conditions:** Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

**Short Elliott Hendrickson Inc.**

**City of Lakefield, MN**

By: 

By: \_\_\_\_\_

Full Name: Brent J. Kavitz

Full Name: Holly Rademacher

Title: Project Manager

Title: \_\_\_\_\_

## **Exhibit A-1**

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

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

#### **A. Hourly Basis Option**

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

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

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

#### **B. Expenses**

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

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

The Client shall pay Consultant monthly for expenses.

**C. Equipment Utilization**

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

The Client shall pay Consultant monthly for equipment utilization.