



**CITY COUNCIL AGENDA  
July 24, 2023 ~ 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**

**AGENDA CHANGES/APPROVE AGENDA**

**APPROVAL OF MINUTES – July 10, 2023**

**APPROVE FINANCIAL REPORT**

**DEPARTMENT REPORTS**

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

**AGENDA ITEMS:**

- 1. Presentation of 2022 City of Lakefield Audit**
- 2. Consider Bid for City Hall Office Remodel**
- 3. Consider Main Street – Striping and Parking Lane**
- 4. Consider Family Dollar/Dollar Tree Platting**
- 5. Consider Resolution 23-25 – Accepting Donations**
- 6. Consider Cannabinoid/Cannabidiol Products License Application**
- 7. Consider License Fee Waiver**

**OLD BUSINESS**

**INFORMATIONAL ITEMS**

- 1. Other Board and Committee Reports**
  - a. PeopleService Report**
  - b. EDA Update –**
    - i. Next meeting August 11<sup>th</sup> at 12:00 pm**
  - c. LPU Update**
    - i. Next meeting on August 21<sup>st</sup> at 4:00 pm**
  - d. Park Update –**
    - i. Next meeting on August 14<sup>th</sup> at 4:00 pm**
  - e. Planning & Zoning Update -**
    - i. Next Meeting on August 28<sup>th</sup> at 4:30 pm**
  - f. Golf Course Board Update**
    - i. Next Meeting on August 17<sup>th</sup> at 4:00 pm**

**ANNOUNCEMENTS**

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

**ADJOURN**



## CITY COUNCIL MINUTES July 10, 2023, ~ 7:00 PM

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

**Others Present:** Stacy J. Anderson – City Clerk, Roger Pohlman – Police Chief, Lance Frerichs – Street Foreman, Carol Schulz, Tim & Victoria Rossow, Danielle Pavelko, Bruce & Jan Bakalyar, Suzanne Leopold, Andy Welp, Justin Lessman, Phil Kruger, Kortney Nesselth, Police Officer Stender, Stephanie Ingels and Andy Gabbert from RIC via 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 agenda with the addition of traffic control on Broadway/Milwaukee and guest Carol Schulz, made by **Hussong Reasoner/ Monson**. All in favor. Motion carried.

**APPROVAL OF MINUTES-** A motion to approve minutes from June 20, 2023, as presented, made by **Pavelko/Hall**. All in favor. Motion carried.

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

**DEPARTMENT REPORTS** – Mayor Condon stated that he enjoyed seeing in the report of the kids being ticketed for wearing their bicycle helmets and receiving a coupon for a free ice cream cone.

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

1. Carol Schulz addressed the council over her concerns about the city funding the golf course when the city still has not paid for the golf course. She stated that she did not feel that the golf course is a need, but a want in the city. The Finance Manager provided up to date financial information for the meeting and provided an explanation of her annualized projections, as well as explaining that the city cannot levy for the golf course as it is an enterprise fund. Schulz encouraged the council to wait to spend more money on the golf course until the purchase of the golf course is complete.

### AGENDA ITEMS:

1. **Proclamation - Designation of July as Park and Recreation Month** – Motion to approve declaring July as Park and Recreation month made by **Monson/Hussong/Reasoner**. All in favor. Motion carried.
2. **National Flood Insurance Program Participation-** Chief Pohlman presented information regarding NFIP, a flood insurance plan that is required should we have flooding and need FEMA assistance, recommending the city participate in the program, to allow residents to have the opportunity to participate in the NFIP if they so desired. Motion to approve participation in the NFIP made by **Monson/Pavelko**. All in favor. Motion carried.
3. **Lakefield Lumber – Cold Storage Building Agreement/Storm Sewer** – Information regarding the agreement that was drafted regarding the storm drain tile that runs under a building addition belonging to the Rossow's was presented. The agreement was not signed by the Rossow's, therefore no further action will be taken regarding the tile at this time as the tile has not presented any issues.
4. **Open Bids for Remodel of City Hall** – One bid was received for the council to review. Current funding available from the grant is just under \$50,000. The bid received was approximately \$74,000; the council declined to approve the bid. The council did request that the contractor meet with the building committee and revise his bid to be more in line with the funding available at this time.
5. **Golf Course Mower Quotes** – Bids for three mowers were reviewed. Lengthy discussion was held regarding this purchase that included the consideration of not purchasing a mower until next season and limiting expenses, importance of investing in equipment, being cautious of purchases with the public concern right

now, and the purchase of a new mower could be a timesaver at the golf course. The bid from MTI Distributing was \$14,500 for a 72 inch Toro Z Master 6000 Series with a 5 year warranty. Motion to approve the MTI Distributing bid due to the longer warranty was made by **Monson/Pavelko**. In favor: Monson, Hussong Reasoner, and Pavelko; Against: Hall. Motion Carried.

6. **Golf Course Cooler** – Mayor Condon explained that there was an additional walk-in cooler located in the basement of the golf course and that if the option of the cool bot/ac unit is still a possibility to try it would be welcomed, but if this option does not work, the clubhouse managers would appreciate the approval of 54” solid door reach-in cooler. Discussion resulted in a motion to attempt the walk-in cooler first as this is a much cheaper option, made by **Monson/Hussong Reasoner**. All in favor. Motion carried.
7. **Transferring Golf Course Advisory Board Duties to Parks Board** – Mayor Condon explained the Golf Course Advisory Board has done a wonderful job of getting the golf course up and running, and he felt that it was completed quickly. He recommended that the Golf Course be added to the Park/Rec board as there should not be as many issues to deal with. Discussion resulted in continuing the operation of the Golf Course Advisory Board through the end of 2023 and the reassessing at that time.
8. **Laptop Computer for Channel 70 for \$289.00** – Motion to approve the purchase of a laptop computer for \$289.00 to continue using the city public access channel made by **Hussong Reasoner/Hall**. All in favor. Motion carried.
9. **Recommendation from Planning & Zoning – Variance for 105 N Hwy 86** – Motion to approve the variance of Family Dollar/Dollar Tree, allowing the driveway 3 feet from the property line to allow for better drainage, made by **Hall/Pavelko**. All in favor. Motion carried.
10. **Pay App #11 – Rice Lake Construction \$337,104.65 for work on WWTF Improvements** - Motion to approve payment of \$337,104.65 to Rice Lake Construction made by **Pavelko/Hall**. All in favor. Motion carried.
11. **Middle School Property** – Mayor Condon reported that he spoke with City Attorney, Pat Costello regarding the purchase of the middle school property, and the possible sale of the property to an interested business and that prior to the sale of the property to the interested party there would need to be a public hearing as required by state statute. Discussion on the possibility of a Celebration of Life Center was discussed among council and residents in attendance at the meeting. No action was taken during the meeting as the school district still owns the property.
12. **Domain Rose Property – Building Donation** – Mayor Condon reported that he received an email with an offer for the city to obtain the old Doman Rose building. Discussion resulted in declining the offer of the property.
13. **New Hire for Pool Manager – Riley Curry** – Motion to approve hiring Riley Curry as the Aquatic Center Manager made by **Hall/Pavelko**. All in favor. Motion carried.
14. **Traffic Control on Broadway/Milwaukee** – Mayor Condon expressed concerns on traffic driving quickly in areas near the school and ballpark/pool. The council directed Chief Pohlman to check into pricing for signs; Chief Pohlman also stated her would look into grants for Safe Routes to School.

## OLD BUSINESS

## INFORMATIONAL ITEMS

1. **Other Board and Committee Reports**
  - a. **EDA Update** –
    - i. Next meeting July 14<sup>th</sup> at 12:00 pm
  - b. **LPU Update**
    - i. Next meeting on July 17<sup>th</sup> at 4:00 pm
    - ii. Strategic Planning July 17<sup>th</sup> & 18<sup>th</sup> – 5 pm – 8 pm
  - c. **Park Update** –
    - i. Next meeting on July 10<sup>th</sup> at 4:00 pm
  - d. **Planning & Zoning Update** -
    - i. Next Meeting on July 31<sup>st</sup> at 4:40 pm (Variance Hearing at 4:30 pm)

**ANNOUNCEMENTS**

- 1. Next council meeting, Monday, July 24, 2023, at 7:00 p.m. in City Hall**

**ADJOURNMENT – Motion made by Pavelko/Hussong Reasoner to adjourn at 9:06 pm. All in favor. Motion carried.**

**Attest:**

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**Stacy J. Anderson, City Clerk**

## **Department Head Report**

**Date: July 24, 2023**

**Police** - Lakefield Police Department: Chief Pohlman submitted the July 1 2022 to June 30, 2023 Annual Training Reimbursement Report to the Minnesota POST Board. This report is due annually by July 31, and only sworn officers that have been with the Department for 8 months during the reporting period can be reimbursed. This year LPD requested reimbursement for Chief Pohlman and Officer Stender in the amount of \$4,018.56. July 17 – Chief Pohlman met with the Principal of Immanuel Lutheran School regarding school cross-walk and school zone for the coming school year. July 20 – Chief Pohlman participated in the Monthly Co-Jack (Cottonwood-Jackson) Behavior Health Task Force meeting via Google Meet. Calls for Service attached.

**LPU** - Utilities commission has completed a 2 day strategic planning workshop. It was a great way to brain storm needs, wants, and desires for the utilities. MRES provides the service at a low cost to members to help achieve goals. The strategic planning process of 4 sections (Practical visioning, underlying contradictions, strategic directions and one-year timeline) that utilizes individual, small group and large group work using a “sticky wall” process of putting up ideas on the wall and organizing them. The commissioners had fantastic reviews and would recommend to the council. They intend to continue the process every 3-5 years depending on any significant changes in the community. The commissioners then would do an annual 2-hour planning session just reviewing the progress and then going into step 4 (establishing the next one-year timeline).

**Clerk** – We continue to be busy with various board meetings and day to day things at City Hall. I believe we are looking forward to fall when things may slow down just a bit... At least that is our hope. Budget season will soon be upon us and Rachel will be very busy with that. I was encouraged when talking with Holly about the Strategic Planning Workshop that LPU completed, and feel that it would be beneficial for City Council and employees to complete also. Rachel has been gone so I took over the role of completing payroll this week, for the first time since coming to Lakefield, thankfully everyone received their paychecks!

**Street** – The concrete pile has all been crushed and the finished product has been a hot commodity. We have delivered several loads throughout town. We have been sweeping streets and also did a complete service on the sweeper itself. Street patching continues. Pool season has been busy and we had our annual visit from the state inspector, she only found a few very little minor things as they always do. I don't think they get paid unless they put at least something in their report hah.

### **Golf Course -**

1. We continue to be very busy on the weekends! Upcoming events-

Club Tournament August 5 & 6.

Emerald Cup August 12 & 13.

2. Would love to use sponsorship money to replace bridges on holes 2,3,4,5,9(tee box).

3. Need mop sink installed in clubhouse.

4. Summer will be winding down, need to think ahead for plans to winterize clubhouse.

Otherwise, running smooth with our great staff!!!

Thanks, Bethany & Sam

# Lakefield Police Department

7-6-2023 to 07-20-2023 CFS Report

Printed on July 20, 2023

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CFS Date/Time	CFS #	Code : Description	Address	Primary
07/12/23 09:18:23	JSOCFS2023075203	ACC-NO INJ : Accident no injuries	Intersection of MENAGE AVE and PLUM ST, LAKEFIELD, MN 56150	40

## ACC-NO INJ : Accident no injuries Total: 1

07/17/23 12:19:54	JSOCFS2023075376	ANIMAL-CALL : Animal Call	304 5TH AVE W, LAKEFIELD, MN 56150	40
07/12/23 18:58:32	JSOCFS2023075222	ANIMAL-CALL : Animal Call	201 SNURE ST, LAKEFIELD, MN 56150	42
07/11/23 16:49:07	JSOCFS2023075187	ANIMAL-CALL : Animal Call	302 W 5TH AVE, LAKEFIELD, MN 56150	42

## ANIMAL-CALL : Animal Call Total: 3

07/11/23 16:36:30	JSOCFS2023075185	ASSIST-PUB : Public Assist	410 MAIN ST, LAKEFIELD, MN 56150	42
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## ASSIST-PUB : Public Assist Total: 1

07/16/23 19:26:20	JSOCFS2023075357	CITIZEN COMP : Citizen Complaint	620 BUSH STREET, LAKEFIELD, MN 56150	42
07/11/23 13:49:14	JSOCFS2023075180	CITIZEN COMP : Citizen Complaint	HWY 86, LAKEFIELD, MN 56150	42, DISP

## CITIZEN COMP : Citizen Complaint Total: 2

07/07/23 15:39:55	JSOCFS2023075092	CIVIL DISP : Civil Dispute	309 BUSH ST, LAKEFIELD, MN 56150	40
07/09/23 08:47:25	JSOCFS2023075132	CIVIL DISP : Civil Dispute	309 BUSH ST, LAKEFIELD, MN 56150	45

## CIVIL DISP : Civil Dispute Total: 2

07/06/23 10:53:58	JSOCFS2023075061	DAM PROP : Damage to Property	603 Hwy 86 South, LAKEFIELD, MN 56150	40
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## DAM PROP : Damage to Property Total: 1

07/12/23 22:25:31	JSOCFS2023075229	DIRECTED PATROL : Directed Patrol	NORTH CITY PARK	42
07/19/23 21:59:44	JSOCFS2023075493	DIRECTED PATROL : Directed Patrol	NORTH CITY PARK, LAKEFIELD	42
07/19/23 18:01:56	JSOCFS2023075481	DIRECTED PATROL : Directed Patrol	Intersection of MILWAUKEE ST and 4TH AVE N, LAKEFIELD, MN 56150	42

CFS Date/Time	CFS #	Code : Description	Address	Primary
07/16/23 22:43:50	JSOCFS2023075367	DIRECTED PATROL : Directed Patrol	NORTH CITY PARK, LAKEFIELD	42
07/15/23 22:04:55	JSOCFS2023075329	DIRECTED PATROL : Directed Patrol	NORTH CITY PARK, LAKEFIELD	42
07/15/23 00:29:57	JSOCFS2023075299	DIRECTED PATROL : Directed Patrol	NORTH CITY PARK, LAKEFIELD	42
07/14/23 18:15:06	JSOCFS2023075287	DIRECTED PATROL : Directed Patrol	Intersection of MILWAUKEE ST and 2ND AVE N, LAKEFIELD, MN 56150	42
07/11/23 22:23:50	JSOCFS2023075197	DIRECTED PATROL : Directed Patrol	NORTH CITY PARK, LAKEFIELD	42
07/13/23 23:02:12	JSOCFS2023075262	DIRECTED PATROL : Directed Patrol	NORTH CITY PARK	42
07/12/23 17:25:29	JSOCFS2023075215	DIRECTED PATROL : Directed Patrol	Intersection of MILWAUKEE ST and 4TH AVE N, LAKEFIELD, MN 56150	42
07/08/23 21:10:47	JSOCFS2023075127	DIRECTED PATROL : Directed Patrol	NORTH CITY PARK, LAKEFIELD	43
07/17/23 20:49:04	JSOCFS2023075393	DIRECTED PATROL : Directed Patrol	NORTH CITY PARK, LAKEFIELD	43
07/09/23 21:27:34	JSOCFS2023075146	DIRECTED PATROL : Directed Patrol	NORTH CITY PARK, LAKEFIELD	43
07/06/23 22:12:47	JSOCFS2023075078	DIRECTED PATROL : Directed Patrol	NORTH CITY PARK, LAKEFIELD	43
07/10/23 22:16:16	JSOCFS2023075169	DIRECTED PATROL : Directed Patrol	NORTH CITY PARK, LAKEFIELD	43
07/07/23 21:00:55	JSOCFS2023075102	DIRECTED PATROL : Directed Patrol	NORTH CITY PARK, LAKEFIELD	43
07/18/23 22:14:01	JSOCFS2023075458	DIRECTED PATROL : Directed Patrol	NORTH CITY PARK	45

**DIRECTED PATROL : Directed Patrol Total: 17**

07/07/23 00:08:43	JSOCFS2023075080	FIREWORKS : Fireworks	103 MENAGE AVE, LAKEFIELD	43
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**FIREWORKS : Fireworks Total: 1**

07/13/23 17:43:00	JSOCFS2023075240	FOLLOW-UP : Follow-up/Report	202 BELMONT ST, LAKEFIELD, MN 56150	42
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**FOLLOW-UP : Follow-up/Report Total: 1**

07/08/23 14:43:11	JSOCFS2023075118	FUNERAL ESCORT : Funeral Escort	IMMANUEL LUTHERAN CHURCH, LAKEFIELD	43
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**FUNERAL ESCORT : Funeral Escort Total: 1**

07/10/23 15:33:23	JSOCFS2023075160	INFORMATION : INFORMATION	301 Main Street, LAKEFIELD, MN 56150	40
07/12/23 12:28:12	JSOCFS2023075210	INFORMATION : INFORMATION	706 3RD AVE NORTH, LAKEFIELD	40

CFS Date/Time	CFS #	Code : Description	Address	Primary
<b>INFORMATION : INFORMATION Total: 2</b>				
07/16/23 20:06:57	JSOCFS2023075361	JUV REL : Juvenile Related	█ S GRIFFIN ST, LAKEFIELD, MN 56150	42, 385
07/09/23 16:30:00	JSOCFS2023075142	JUV REL : Juvenile Related	301 Main St., LAKEFIELD, MN 56150	45
<b>JUV REL : Juvenile Related Total: 2</b>				
07/15/23 22:46:43	JSOCFS2023075333	JUV-RUN : Juvenile Runaway	301 MAIN ST, LAKEFIELD, MN 56150	42
07/13/23 18:58:38	JSOCFS2023075250	JUV-RUN : Juvenile Runaway	301 Main St., LAKEFIELD, MN 56150	42
<b>JUV-RUN : Juvenile Runaway Total: 2</b>				
07/17/23 08:12:58	JSOCFS2023075372	MEDICAL : Ambulance Medical	102 2ND AVE N, LAKEFIELD, MN 56150	40, LA1
07/11/23 13:13:35	JSOCFS2023075179	MEDICAL : Ambulance Medical	80198 420TH AVE, LAKEFIELD, MN 56150	42, LA1
<b>MEDICAL : Ambulance Medical Total: 2</b>				
07/12/23 11:28:08	JSOCFS2023075207	OFFICER-MISC : Officer Miscellaneous	700 Block Milwaukee st, LAKEFIELD, MN 56150	40
07/12/23 12:24:18	JSOCFS2023075209	OFFICER-MISC : Officer Miscellaneous	301 Main Street, LAKEFIELD, MN 56150	40
<b>OFFICER-MISC : Officer Miscellaneous Total: 2</b>				
07/17/23 14:03:21	JSOCFS2023075380	OPEN - DR : Open door	220 MILWAUKEE ST, LAKEFIELD, MN 56150	40
<b>OPEN - DR : Open door Total: 1</b>				
07/06/23 10:26:29	JSOCFS2023075059	ORDINANCE VIOLATION : Ordinance Violation	212 MAIN ST, LAKEFIELD	40
07/16/23 17:36:49	JSOCFS2023075350	ORDINANCE VIOLATION : Ordinance Violation	609 N GRIFFIN ST, LAKEFIELD	42
07/16/23 20:03:36	JSOCFS2023075360	ORDINANCE VIOLATION : Ordinance Violation	205 FUNK AVE, LAKEFIELD, MN 56150	42
07/11/23 17:23:04	JSOCFS2023075188	ORDINANCE VIOLATION : Ordinance Violation	304 5TH AVE W, LAKEFIELD, MN 56150	42
07/16/23 19:53:18	JSOCFS2023075358	ORDINANCE VIOLATION : Ordinance Violation	701 NORTH GRIFFIN ST, LAKEFIELD, MN 56150	42
<b>ORDINANCE VIOLATION : Ordinance Violation Total: 5</b>				
07/17/23 09:35:12	JSOCFS2023075374	Public Assist : Public Assist	610 BUSH ST, LAKEFIELD, MN 56150	40

CFS Date/Time	CFS #	Code : Description	Address	Primary
07/10/23 12:49:45	JSOCFS2023075156	Public Assist : Public Assist	409 BROADWAY AVE, LAKEFIELD	40

**Public Assist : Public Assist Total: 2**

07/09/23 23:35:41	JSOCFS2023075148	SUSP - ACTIVITY : Suspicious Activity	410 S GRIFFIN ST, LAKEFIELD, MN 56150	43
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**SUSP - ACTIVITY : Suspicious Activity Total: 1**

07/17/23 12:48:38	JSOCFS2023075378	TEST : TEST	401 7TH AVE N, LAKEFIELD, MN 56150	40
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**TEST : TEST Total: 1**

07/19/23 13:01:01	JSOCFS2023075474	TRAFFIC STOP : Traffic Stop	Hw 86 and Menage Avenue, LAKEFIELD, MN 56150	40
07/14/23 08:04:23	JSOCFS2023075268	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and INDUSTRIAL ROAD, LAKEFIELD	40
07/13/23 12:25:19	JSOCFS2023075236	TRAFFIC STOP : Traffic Stop	Intersection of INDUSTRIAL ROAD and HWY 86, LAKEFIELD, MN 56150	40
07/19/23 22:42:20	JSOCFS2023075495	TRAFFIC STOP : Traffic Stop	402 N HWY 86, LAKEFIELD, MN 56150	42
07/14/23 18:42:08	JSOCFS2023075291	TRAFFIC STOP : Traffic Stop	Intersection of CHICAGO ST and 4TH AVE N, LAKEFIELD, MN 56150	42
07/11/23 14:53:31	JSOCFS2023075181	TRAFFIC STOP : Traffic Stop	Intersection of MAIN ST and 3RD AVE N, LAKEFIELD, MN 56150	42
07/07/23 22:28:59	JSOCFS2023075107	TRAFFIC STOP : Traffic Stop	48804 715TH ST, JACKSON, MN 56143	43, 382
07/09/23 13:55:49	JSOCFS2023075138	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and GOLF COURSE	45
07/18/23 18:16:00	JSOCFS2023075448	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and 3RD AVE, LAKEFIELD, MN 56150	45
07/18/23 19:47:12	JSOCFS2023075450	TRAFFIC STOP : Traffic Stop	BODY BALANCE	45
07/19/23 00:10:42	JSOCFS2023075459	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and 3RD AVE, LAKEFIELD, MN 56150	45

**TRAFFIC STOP : Traffic Stop Total: 11**

07/12/23 12:59:02	JSOCFS2023075212	VEH TAMPERING : Vehicle Tampering	402 N HWY 86, LAKEFIELD	40
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**VEH TAMPERING : Vehicle Tampering Total: 1**

<b>CFS Date/Time</b>	<b>CFS #</b>	<b>Code : Description</b>	<b>Address</b>	<b>Primary</b>
07/14/23 10:19:34	JSOCFS2023075275	WELFARE : Concern for Welfare	205 O'CONNOR ST, LAKEFIELD, MN 56150	40
07/10/23 08:30:44	JSOCFS2023075153	WELFARE : Concern for Welfare	206 CHICAGO ST, LAKEFIELD, MN 56150	40
07/14/23 20:55:50	JSOCFS2023075293	WELFARE : Concern for Welfare	201 MINNESOTA ST, LAKEFIELD, MN 56150	42

**WELFARE : Concern for Welfare Total: 3**

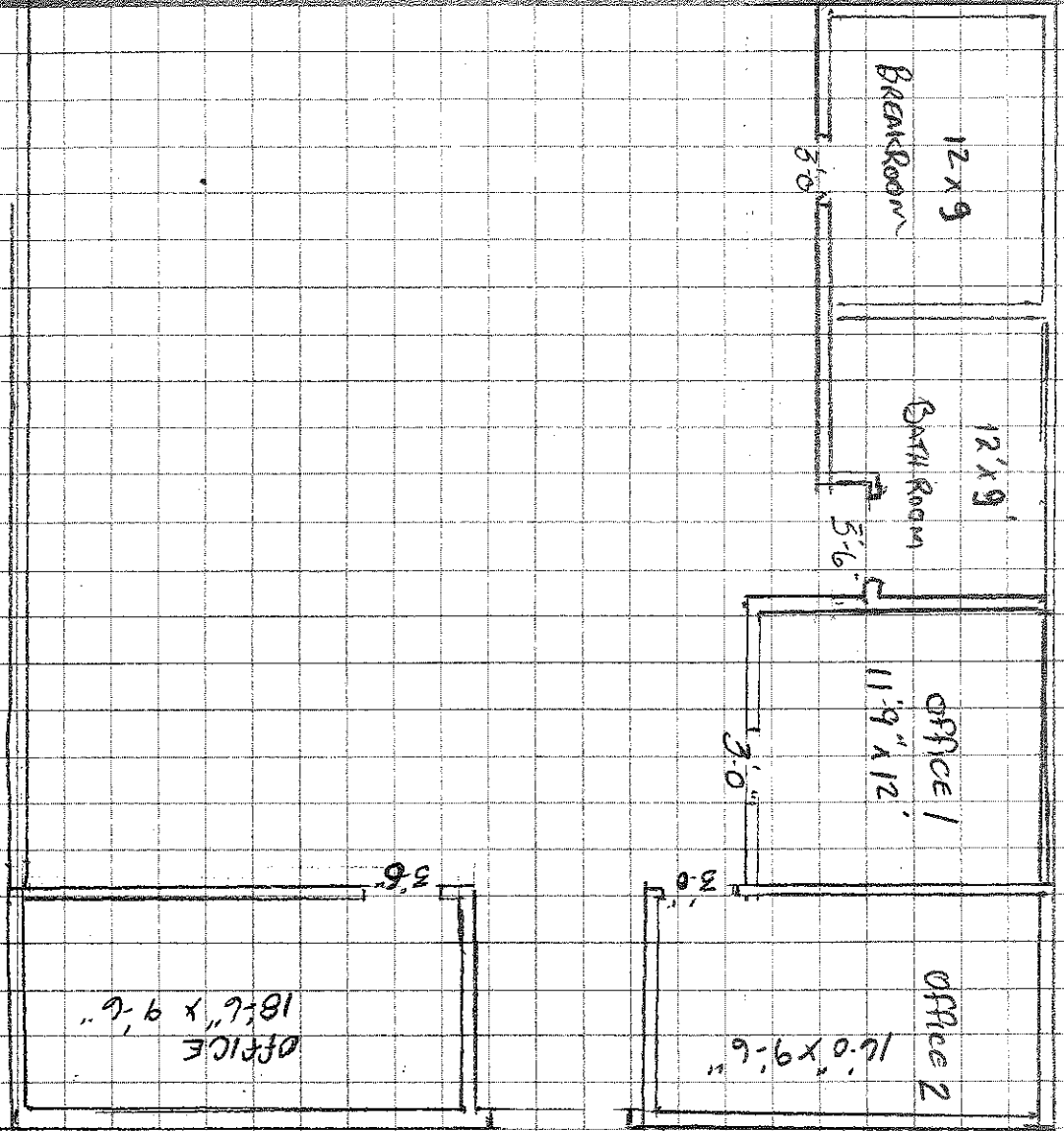
**Total Records: 65**



1706 Bellme Rd. E - Dyersville, Iowa 52041  
 Phone (563) 875-2858 • WATS (800) 228-0290  
 Customer Service and Sales Fax (563) 875-8326  
 Administration Fax (563) 875-2579  
<http://www.lbspec.com>

**SIMPSON**  
**Strong-Tie**

**BOISE**



Ceiling height for bath & break room to match office  
 New office wall go to existing ceiling to match other  
 corner office

JOB NAME: \_\_\_\_\_ JOB# \_\_\_\_\_  
 LOCATION: \_\_\_\_\_ SHEET \_\_\_\_\_ OF \_\_\_\_\_  
 SALESMAN: \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_

931881

CUSTOMER'S ORDER NO.	DEPARTMENT	DATE 7-24-23
NAME City of Lakefield		
ADDRESS		
CITY, STATE, ZIP		

SOLD BY Estimate	CASH	C.O.D.	CHARGE	ON. ACCT.	MOSE. RETD.	PAID OUT
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QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	Est. mat. to Remodel city hall as drawn on revised Plan		
2			
3			55796-
4			
5	Painting to be done by others		
6			
7			
8			
9			
10			
11	Phillip Kruger Construction, LLC 46400 820th St. Lakefield, MN 56150		
12			
13			
14			
15	Phillip Kruger		
16			
17			
18			

RECEIVED BY
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## Stacy Anderson, Lakefield City Clerk

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**From:** Stephanie Ingels <singels@ric-consult.com>  
**Sent:** Friday, July 21, 2023 9:29 AM  
**To:** Holly Rademacher; Stacy Anderson, Lakefield City Clerk  
**Cc:** Jared Baloun; Andy Gabbert  
**Subject:** Lakefield MN Family Dollar Plat  
**Attachments:** 21-0188-06 SURV-PRELIM-PLAT-01.pdf; 21-0188-06 SURV-FINAL-PLAT-01.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good morning,

Attached are the preliminary and final plat.  
Is there an application or fee that we need to fill out? How does the approval process work?  
Will we need to go to Planning commission and then City Council?

We are trying to close as soon as possible, so if there is anything we can do to push up the process please let me know.

Thanks.

### Stephanie Ingels

Project Coordinator  
[singels@ric-consult.com](mailto:singels@ric-consult.com) | 816.521.0327 (c)

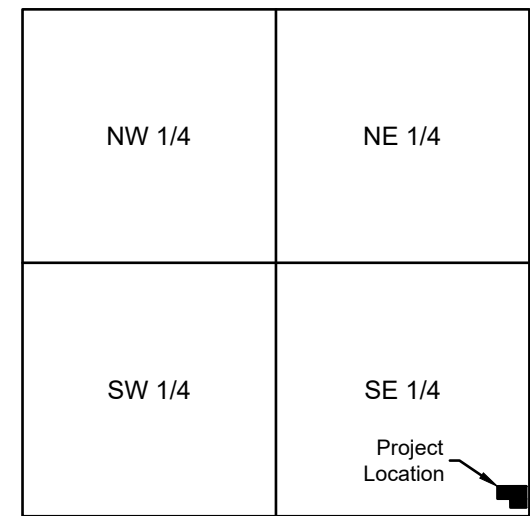


—— 100% EMPLOYEE OWNED ——

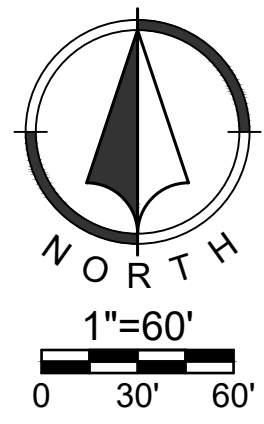
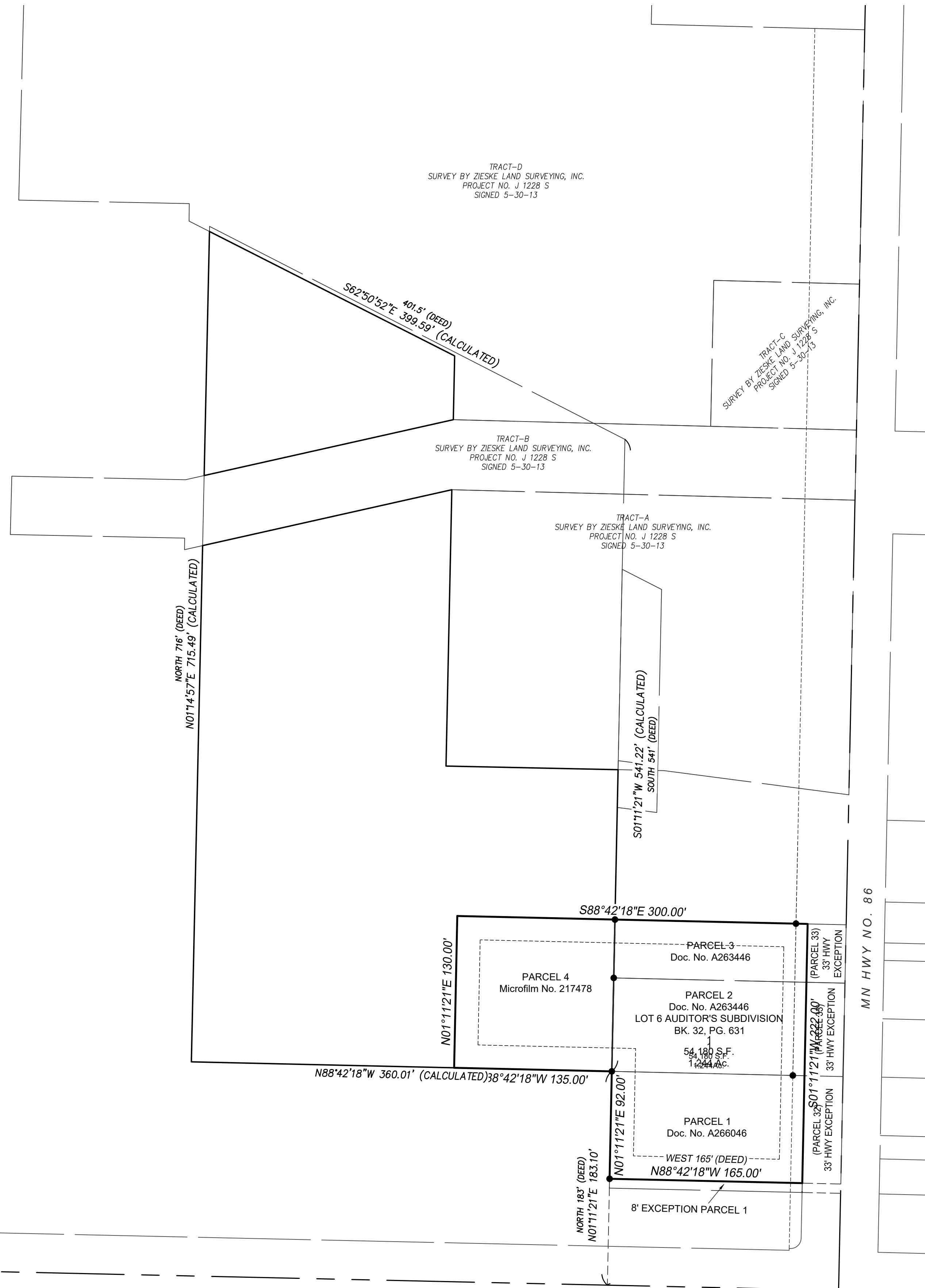
8653 Penrose Lane | Lenexa, KS 66219  
[ric-consult.com](http://ric-consult.com) | 913.317.9500 (o)



# PRELIMINARY PLAT HENDRICKSON ADDITION



SECTION 32-103-36  
Scale 1" = 2000'



**LEGEND:**

- ▲ FOUND SECTION CORNER AS NOTED
- FOUND MONUMENT AS NOTED
- T/C/E TEMPORARY CONSTRUCTION EASEMENT
- P/B POINT OF BEGINNING
- P/C POINT OF COMMENCEMENT

KNOW ALL PERSONS BY THESE PRESENTS: That Michael and Jean Hendrickson, Jason & All Son Hendrickson, fee owners, and contract purchaser, of the following described property:

**PARCEL 1**  
Commencing at the Southeast corner of Section 32, Township 103 North, Range 36, West of the Fifth Principal Meridian; thence North following the section line 83 feet; thence West 33 feet as the place of beginning; running thence West 165 feet; thence North 100 feet; thence East 165 feet; thence South 100 feet to the place of beginning.

EXCEPT a strip of land 8 feet wide on the South side of the above described tract of land sold to Chris Hendrickson described as follows:  
Commencing at the Southeast corner of Section 32, Township 103 North, Range 36; thence North following the section line for a distance of 83 feet; thence West 33 feet as place of beginning; running thence due West 165 feet; thence due North 8 feet; thence due East 165 feet; thence South 8 feet to the point of beginning

AND EXCEPT that part of the above described property depicted as Parcel 33 on Minnesota Department of Transportation Right of Way Plat 32-62, conveyed to the State of Minnesota in Warranty Deed dated August 18, 2021, recorded August 31, 2021, as Document No. A290317.

AND

**PARCEL 2**  
Commencing at a point at the Southeast corner of Section 32, Township 103 North, Range 36, West of the Fifth Principal Meridian; and running thence North along the Section line 183 feet, thence West 12 rods (198 feet); thence North 80 feet; thence East 12 rods (198 feet); thence South 80 feet, the same containing 58 square rods and a fraction, including 2 rods (33 feet) wide off the East end and reserved for and occupied as a public highway. Being also described as follows:  
Lot 6, in unplatted Auditor's Subdivision in the Village of Lakefield, Minnesota, further described in Book 32, page 631 on file in the County Auditor's Office at Jackson, Minnesota.

EXCEPT that part of the above described property depicted as Parcel 33 on Minnesota Department of Transportation Right of Way Plat 32-62, conveyed to the State of Minnesota in Warranty Deed dated August 18, 2021, recorded August 31, 2021, as Document No. A290317.

AND

**PARCEL 3**  
Commencing at a point 263 feet North of the Southeast corner of the Southeast Quarter of the Southeast Quarter of Section 32, Township 103 North, Range 36, West of the Fifth Principal Meridian; thence running West 198 feet, thence North 50 feet; thence running East 198 feet; thence running South 50 feet to the place of beginning.

AND EXCEPT that part of the above described property depicted as Parcel 33 on Minnesota Department of Transportation Right of Way Plat 32-62, conveyed to the State of Minnesota in Warranty Deed dated August 18, 2021, recorded August 31, 2021, as Document No. A290317.

AND

**PARCEL 4**  
A part of a parcel of land described and recorded on Microfilm No. 217478 of the Records of Jackson County, Minnesota, said parcel of land being described as: "Commencing at a point 198' West and 183' North of the Southeast corner of Section Thirty-two (32); thence West 360', North 716' to the South side of the former railroad R.O.W., thence in a Southeast direction along the South side of said railroad R.O.W. 401.5', thence South 541' to the place of beginning; in the City of Lakefield, Section Thirty-two (32), Township One Hundred Three (103), Range Thirty-six (36), City of Lakefield, County of Jackson, State of Minnesota"; said part of the above described parcel being more particularly described as follows:

The South 130.00 feet of the East 135.00 feet of the aforementioned description and containing 17,550 square feet or 0.403 acres, more or less.

Have caused the same to be surveyed and platted as "HENDRICKSON ADDITION" and to hereby dedicate to the public for the public use the public way(s) and/or the drainage and utility easement(s) as created by this plat.

- NOTES:**
1. Basis of Bearings: South xx'xx' West, along the xxx line of xxx as determined by GPS observations, referenced to the xxx State Plane Coordinate System, xxx Zone (NAD 83).
  2. Error of Closure: 1 part in: XXX.XXX'
  3. All bearings and distances shown on this plat are platted and measured unless otherwise noted.
  4. Flood Plain Note: According to the F.E.M.A. Flood Insurance Community Panel Number 270632 0100 B, revised January 2, 1981, this tract graphically lies in ZONE C, defined as areas of minimal flooding. (No shading)
  5. At the time of this survey, the monument at the Southeast Corner of Section 32-T103N-R36W, was not in place due to a street improvement project. The corner references were also not accessible. The position of the corner was determined utilizing a Minnesota Department of Transportation survey that was recorded as Document No. 289409, May 18, 2021, in the records of Jackson County, Minnesota. The survey included ties to the South Quarter corner of Section 32, the South Quarter corner of Section 33, and the East Quarter corner of Section 32. These corners and record monuments were located and utilized to determine the location of said Southeast corner of Section 32.

HENDRICKSON ADDITION

Prepared For:  
CBC Real Estate Group, LLC  
4706 Broadway, Suite 240  
Kansas City, MO 64112  
816-645-8963

Date of Preparation:  
July 19, 2023

**Renaissance  
Infrastructure  
Consulting**

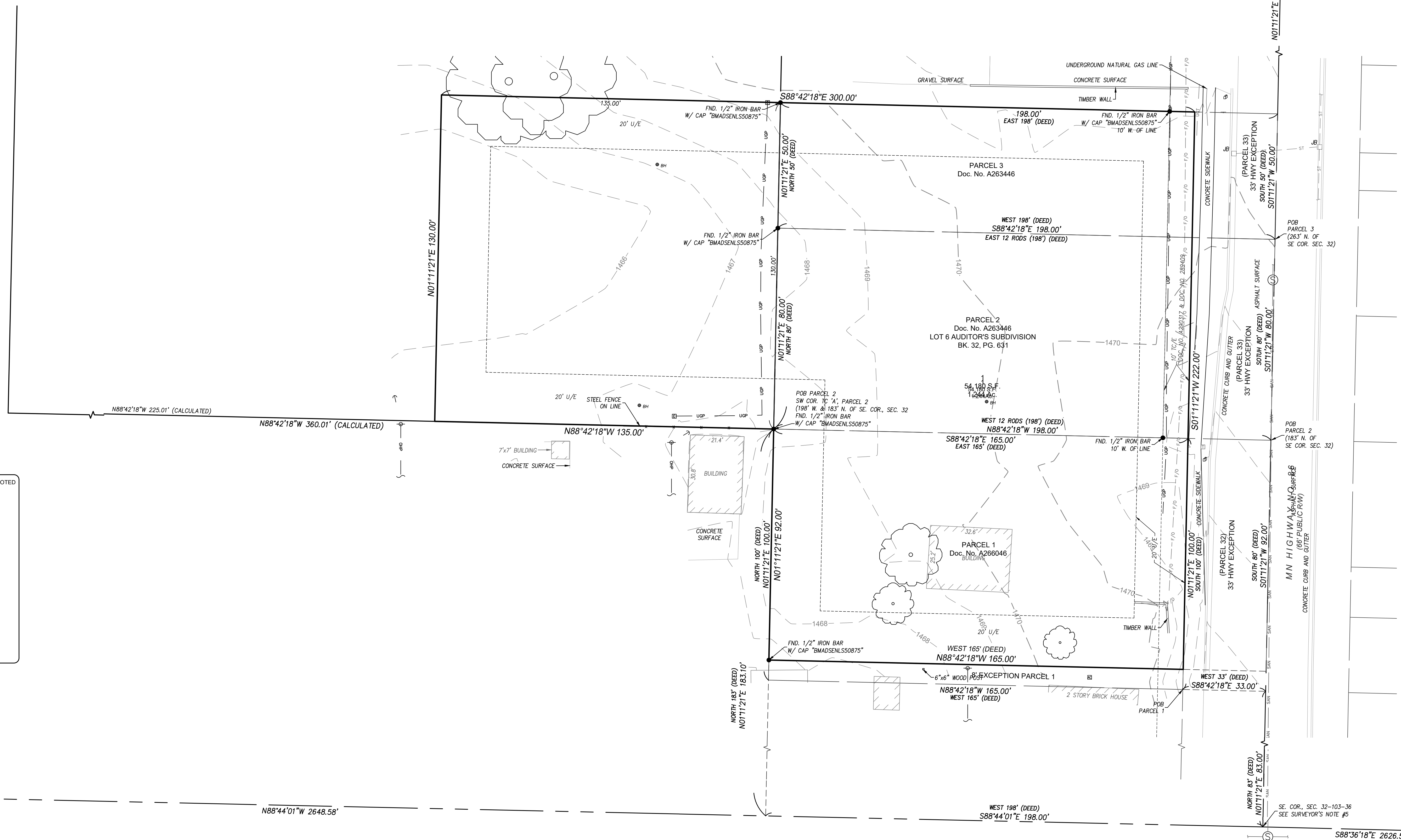
132 Abbie Avenue  
Kansas City, Kansas 66103

913.317.9500  
www.ri-consult.com



# PRELIMINARY PLAT HENDRICKSON ADDITION

E. 1/4 COR.,  
SEC. 32-103-36  
FND. CENTER OF MANHOLE



**LEGEND:**

- ▲ FOUND SECTION CORNER AS NOTED
- FOUND MONUMENT AS NOTED
- TC/E TEMPORARY CONSTRUCTION EASEMENT
- POB POINT OF BEGINNING
- POC POINT OF COMMENCEMENT
- ELECTRICAL BOX
- ⊙ GUY ANCHOR
- ⊕ POWER POLE
- ⊕/HP OVERHEAD POWER
- ⊕/GP UNDERGROUND POWER
- ⊕ GAS LINE
- ⊕ AC UNIT
- ⊕ BOREHOLE
- ⊕ MAILBOX
- ⊕ SIGNS
- TREE, DECIDUOUS
- ⊕ SANITARY MANHOLE
- ⊕ SANITARY SEWER LINE
- ⊕ SAN STORM JUNCTION BOX
- ⊕ ST STORM SEWER LINE
- ⊕ TELEPHONE BOX
- F/O FIBER OPTIC LINE
- UGT UNDERGROUND TELEPHONE

S. 1/4 COR.,  
SEC. 32-103-36  
FND. 1/2" IRON REBAR

N88°44'01"W 2648.58'

WEST 198' (DEED)  
S88°44'01"E 198.00'

SE. COR., SEC. 32-103-36  
SEE SURVEYOR'S NOTE #5

S. 1/4 COR.,  
SEC. 33-103-36  
FND. 1" IRON PIN

S88°36'18"E 2626.57'

21-0188-06

## HENDRICKSON ADDITION

Prepared For:  
CBC Real Estate Group, LLC  
4706 Broadway, Suite 240  
Kansas City, MO 64112  
816-645-8963

Date of Preparation:  
July 19, 2023

SHEET 2 OF 2



132 Abbie Avenue  
Kansas City, Kansas 66103

913.317.9500  
www.ri-consult.com





**RESOLUTION NO. 23-25**  
**A RESOLUTION ACCEPTING A DONATION TO THE CITY.**

**WHEREAS**, the City of Lakefield is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

**WHEREAS**, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>
The Lions Club – Lakefield Intended for the Lakefield Aquatic Center	5 Life Jackets
Class of 1966 - Ruth Roth Intended for Lakefield Parks	\$40

**WHEREAS**, the terms or conditions of the donations, if any, are as follows:

The donations are intended for the Lakefield Aquatic Center and Lakefield Parks

**WHEREAS**, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

**WHEREAS**, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are graciously accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The donation will be used according to the terms and conditions defined above.

Passed by the City Council of Lakefield, Minnesota this 24<sup>th</sup> day of July, 2023.

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

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

\_\_\_\_\_  
H. Hussong-Reasoner

\_\_\_\_\_  
A. Monson

\_\_\_\_\_  
B. Pavelko

\_\_\_\_\_  
N. Hall

\_\_\_\_\_  
S. Condon



507.662.4848  
gigidesignco.com

July 17, 2023

City of Lakefield  
PO Box 900  
Lakefield, MN 56150

RE: Cannabinoid/Cannabidiol Products License Application – Fee Waiver Request

Enclosed please find an application for Cannabinoid/Cannabidiol Products License. I am requesting a license fee waiver through December 31, 2024 due to the financial hardship Lakefield's CBD Moratorium of 2022 and lack of license application availability (not available until July, 2023) has caused my established CBD business.

If further discussion is needed, please request my presence at a city council meeting for conversation.

Thank you for your consideration.

Kelly Schnittger, Owner  
GiGi Design Co.  
229 3<sup>rd</sup> Ave N  
PO Box 35  
Lakefield, MN 56150  
(507)420-3666

**CITY OF LAKEFIELD**  
**CANNABINOID/CANNABIDIOL PRODUCTS**  
**LICENSE APPLICATION**

Fee: \$500.00

**Applicant Information**

Kelly A Schnittger  
Applicant's Name (First, Middle, Last)

507.420.3666  
Applicant's Home Phone Number

229 3rd Ave N  
Applicant's Address

507.420.3666  
Applicant's Cell Phone Number

Lakefield MN 56150  
City State Zip

KellySchnittger@gmail.com  
Applicant's Email Address

10.24.1968  
Applicant's Birthdate

**Business Information**

Mankato Realty LLC  
Business Name

507 420 3666  
Business Phone Number

GiGi Design Co.  
Doing Business As

229 3rd Ave N PO Box 35  
Business Address

Lakefield MN 56150  
City State Zip

Name and address of ALL persons with ten percent (10%) or more ownership interest in the business.

Kelly Schnittger 100%

**Product Manufacturer Information**

Joy Organics - Primary  
Manufacturer Name

833-569-7223  
Business Phone Number

N/A  
Doing Business As

119 W. Oak St  
Manufacturer Address

Fort Collins CO 80524  
City State Zip

**Type of entity** – See Details

If the responsible Party is listed as the Registered Agent or Chief Executive Officer of the Entity on the Minnesota Secretary of State's website, no further documentation is necessary. However, if not so identified, the following information for specific types of Entities is necessary.

State where created: MN

Registered with MN Secretary of State:  Yes  No

**Sole Proprietorship**

- Certificate of Assumed Name (if any)

**Partnerships (all Types)**

- Partnership Agreement and subsequent Amendments and/or
- Additional Documentation\*\*

General Partnership

Limited Partnership

Limited Liability Partnership

Limited Liability Limited Partnership

**Limited Liability**

- Operating Agreement and subsequent Amendments and/or
- Additional Documentation\*\*

Limited Liability Company

**Corporations (all Types)**

- Articles of Incorporations and/or
- Bylaws of the Corporation and subsequent Amendments and/or
- Additional Documentation

Business Corporation

Nonprofit Corporation

**Trusts**

- Trust title page with name of Trust, date of Trust, and name of Trustee and
- Trust Signature page and
- Any Amendments affecting Trusteeship

\*\* Additional documentation showing that the Responsible Party is authorized to act on behalf of the Partnership/LLC/Corp. Such documentation may include a signed and notarized written document authorizing the responsible Party to act executed by a Registered Agent or Chief Executive Officer so identified on the Minnesota secretary of State's website.

**The failure to provide the above requested information will result in your application being rejected as incomplete.**

Send Future Renewals To:

Kelly Schmittger  
PO Box 35  
Lakefield, MN 56150

**Affidavit by Responsible Party**

I, the above-named individual, do hereby state that all information contained in this document is complete, true, and accurate, and that I am authorized to act on behalf of any entity herein named according to the organizational rules, regulations, and applicable laws. I understand that any incomplete, incorrect, or misleading information contained within this document may make me liable in a criminal proceeding under Minnesota law or the City of Lakefield criminal ordinances.

Kelly Schmitz  
Responsible Party Signature

July 17, 2023  
Date

---

**Office Use Only: Fees payable to the City of Lakefield**

\_\_\_\_\_ Application Fee

Payment:     Cash             Check # \_\_\_\_\_             Credit Card             Other \_\_\_\_\_

Payment Date: \_\_\_\_\_                      Received By: \_\_\_\_\_



Date: July 13, 2023

To: City of Lakefield

From: Jason Rossow, Operator

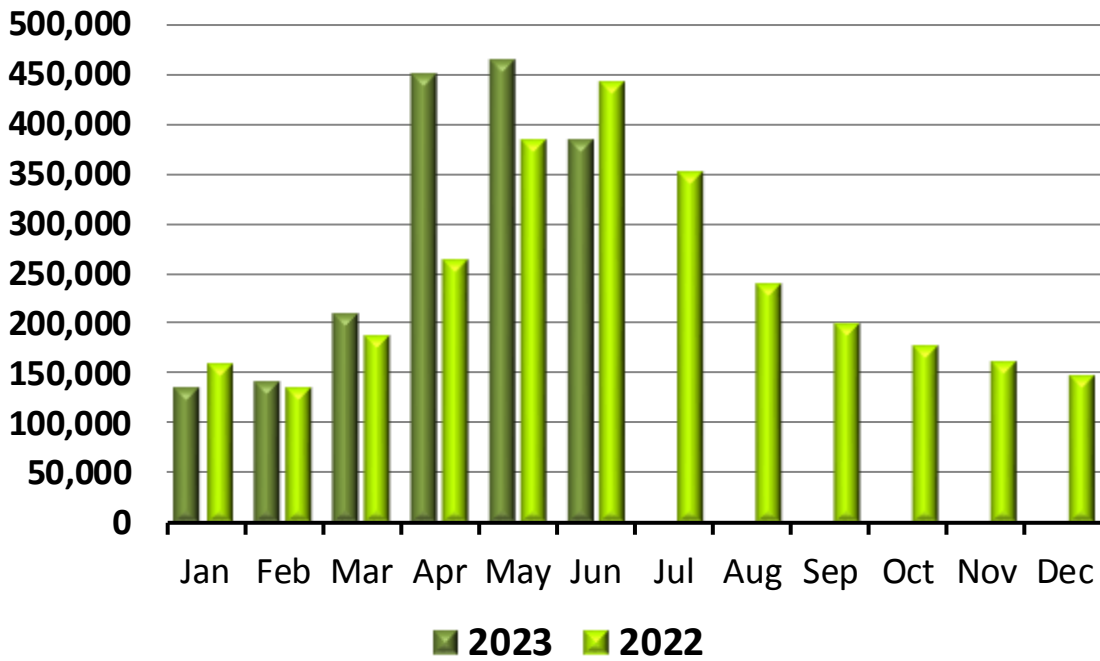
O & M Report: June 2023

## **Wastewater Operation & Maintenance**

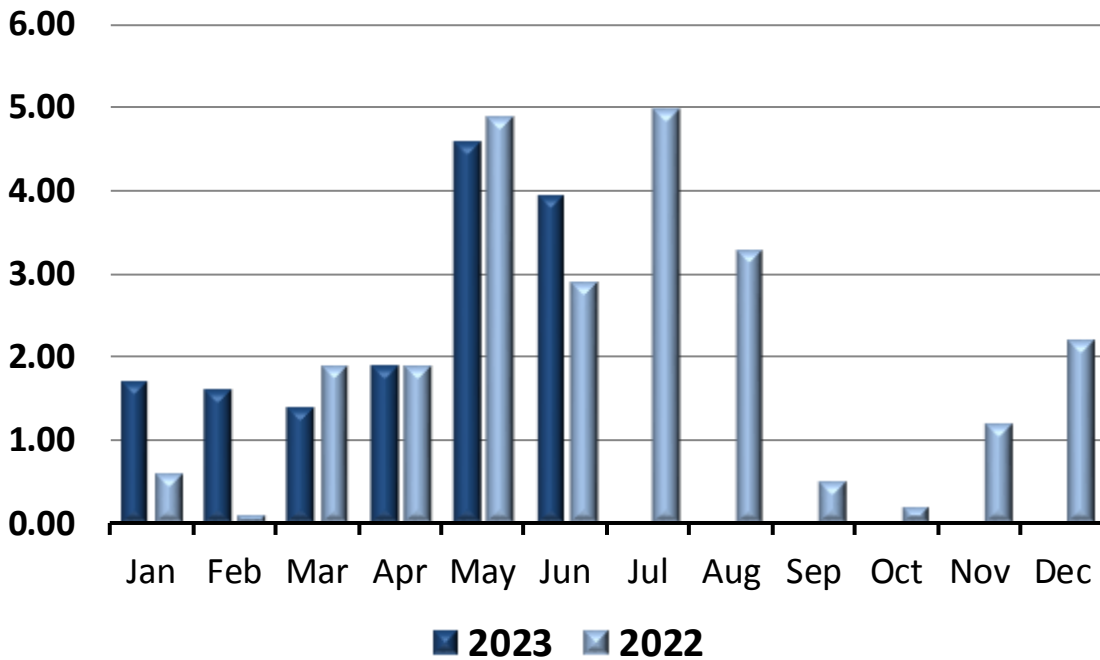
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- Completed the monthly Discharge Report and submitted to the Minnesota Pollution Control Agency.
- Collected all the wastewater samples required by the NPDES permit.
- Sampled quarterly nitrogen samples and sent to the lab.
- Washed down oxidation tank and removed excess grease from bearings.
- Attended monthly Rice Lake Construction meetings.
- Started summer jetting program. Jetting all sanitary sewer mains south of Mill Road.
- Mow and trim as needed. Locates as needed. Checked lift stations twice a week.
- Calibrated both samplers and replaced some hoses.
- Caulked around sewer vents on the roof at WWTP.
- Collaborating daily with engineers on the WWTP rehab project.
- Cleaned all filters on bio-solids blower. Checked all oil levels.
- Pumped down and cleaned Main lift station at WWTP.
- Cleaned clarifier weirs and inspected all oil levels on drive system.
- Located sanitary sewer services at the school. Contractor will dig up services and cement services shut in the month of July.
- Ordered influent charts for flow meter. Working with GM contractor on the Hi-Lo sanitary sewer line going into town.

**Average Daily Wastewater Pumped - In Gallons**



**Total Monthly Precipitation**



		June-23	May-23	June-22
<b>Wastewater</b>				
<b>CBOD</b>				
CBOD Influent	mg/L	68.0	62.0	50.0
CBOD Effluent	mg/L	0.2	0.2	0.6
CBOD Effluent Permit Limit	mg/L	25	25	25
CBOD % Removal	%	99.0%	99.0%	99.0%
CBOD % Removal Permit Limit	%	85%	85%	85%
CBOD Effluent Loading	kg/day	0.20	0.32	1.00
CBOD Effluent Loading Permit Limit	kg/day	55	55	55
<b>TSS</b>				
TSS Influent	mg/L	97.0	109.0	116.0
TSS Effluent	mg/L	1.8	1.2	5.5
TSS Effluent Permit Limit	mg/L	30	30	30
TSS % Removal	%	97.0%	97.0%	95.0%
TSS % Removal Permit Limit	%	85%	85%	85%
TSS Effluent Loading	kg/day	2.80	2.10	9.80
TSS Effluent Loading Permit Limit	kg/day	66	66	66
<b>Phosphorus</b>				
Phos Influent	mg/L	2.71	2.33	1.90
Phos Effluent	mg/L	0.40	0.30	0.20
Phos Effluent Permit Limit	mg/L	1 mg/l	1 mg/l	1 mg/l
Phos Effluent Loading	kg/day	0.55	0.54	0.26
Phos Effluent Loading Permit Limit	kg/day	2.20	2.20	2.20
<b>Fecal Coliform</b>				
Fecal Effluent	ml	16	6	6
Fecal Effluent Permit Limit	ml	200#/100ml	200#/100ml	200#/100ml
<b>Effluent Flow</b>				
Average Daily	gallons	385,000	464,000	443,000
Maximum Daily	gallons	599,000	795,000	647,000
Total Monthly	gallons	11,542,000	14,387,000	13,296,000
Precipitation Monthly Total	Inches	3.93	4.58	2.90

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
6/5/2023	Lift Station #1 West	5002 Lakefield, MN	N/A	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>
6/5/2023	Lift Station #2-Emerald Valley	5002 Lakefield, MN	N/A	LS Monthly PM	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>
6/6/2023	Annual Reports	5002 Lakefield, MN	N/A	Complete Documentation	Update and Revise Emergency Response Plan
6/7/2023	Alarms	5002 Lakefield, MN	N/A	Test alarm dialer	<ol style="list-style-type: none"> <li>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.</li> <li>2. Inspect control floats and clean if necessary at each WWTP.</li> </ol>
6/7/2023	Eye Wash Station	5002 Lakefield, MN	N/A	Monthly PM	Flush and make sure it is operable along wth shower.
6/7/2023	Generator - Kohler	5002 Lakefield, MN	N/A	Monthly PM	Run and check unit.
6/7/2023	FIRE EXTINGUISHERS	5002 Lakefield, MN	N/A	Inspection	Check all extinguishers in plant and truck.