



**CITY COUNCIL AGENDA
August 21, 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

PUBLIC HEARINGS

ORDINANCE 152.021 – PARTICIPATION IN NFIP

ORDINANCE 130.02 – CANNIBIS USE PROHIBITED (PUBLIC PLACE/PROPERTY)

APPROVAL OF AGENDA/CHANGES

APPROVAL OF MINUTES – August 7, 2023

APPROVE FINANCIAL REPORT

DEPARTMENT REPORTS

SCHEDULED/UNSCHEDULED GUESTS (limit 5 minutes each)

AGENDA ITEMS:

- 1. Consider Appeal on Dangerous Dog Violation – Candance Morrison**
- 2. Consider Event Permit – Immanuel Octoberfest**
- 3. Consider Application for one Day Liquor License – Immanuel Octoberfest**
- 4. Consider Recommendation from Planning & Zoning for Variance at 113 Menage Ave**
- 5. Consider Recommendation from Fire Department – Approve Austin Haar and Braden Schuett as New Members**
- 6. Consider Approval for Fire Department - 15% (\$24,686) of the FEMA Award Grant Total \$164,571.42**
- 7. Consider Bonfire – Soccer Field (for Immanuel School)**
- 8. Consider Ordinance 152.021 for Participation in NFIP**
- 9. Consider Ordinance 152.021 Summary for Publication**
- 10. Consider Resolution 23-26 – Intent to Participate in NFIP**
- 11. Consider Ordinance 130.02 for Cannabis Use Prohibited**
- 12. Consider Ordinance 130.02 Summary for Publication**
- 13. Consider Recommendation from Golf Course Advisory Board – New Clubhouse Manager Nicole Bretzman**

OLD BUSINESS

INFORMATIONAL ITEMS

- 1. Other Board and Committee Reports**
 - a. PeopleService Report**
 - b. EDA Update –**
 - i. Next meeting September 8th at 12:00 pm**

- c. LPU Update**
 - i. Next meeting on September 18th at 4:00 pm
- d. Park Update –**
 - i. Next meeting on September 11th at 4:00 pm
- e. Planning & Zoning Update -**
 - i. Next Meeting on September 25th at 4:30 pm
- f. Golf Course Board Update**
 - i. Next Meeting on September 21st at 4:00 pm

ANNOUNCEMENTS

- 1. Next council meeting, Tuesday, September 5, 2023, at 7:00 p.m. in City Hall**

ADJOURN



CITY COUNCIL MINUTES August 7, 2023, ~ 7:00 PM

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

Council Absent: Nathan Hall

Others Present: Stacy J. Anderson – City Clerk, Roger Pohlman – Police Chief, Carol Schulz, Justin Lessman, Mike Chepa, and Richard Doescher.

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

PLEDGE OF ALLEGIANCE

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

APPROVAL OF MINUTES- A motion to approve minutes from July 24, 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 –

SCHEDULED/UNSCHEDULED GUESTS (limit 5 minutes each) –

AGENDA ITEMS

- 1. Event Permit – Trunk or Treat** – A motion to approve Trunk or Treat on October 28, 2023, at North City Park hosted by LBA and Ladies of Lakefield, made by **Monson/Pavelko**. All in favor. Motion carried.
- 2. Draft Ordinance 152.021 for Participation in NFIP** - Motion to approve the First Reading of Draft Ordinance 152.021 and to Set Public Hearing for Final Reading and Vote for August 21, 2023, made by **Monson/Hussong Reasoner**. All in favor. Motion carried.
- 3. Approve Application for Participation in NFIP** – Motion to approve the application for participation in NFIP, made by **Pavelko/Monson**. All in favor. Motion carried.
- 4. Draft Ordinance 130.02 for Cannabis Use Prohibited** – Motion to approve the First Reading of Draft Ordinance 130.02 and to Set Public Hearing for Final Reading and Vote for August 21, 2023, made by **Pavelko/Monson**. All in favor. Motion carried.
- 5. Recommendation from Police Chief Regarding Traffic Concerns – School/Park Zones** – Chief Pohlman reported that he will conduct a traffic analysis in the vicinity of Bush and Menage, and Milwaukee and 4th Avenue North.
- 6. Pay App # 12 - \$64,609.50 to Rice Lake construction for WWTF Improvements** – A motion to approve Pay App #12 in the amount of \$64,609.50, made by **Hussong Reasoner/Pavelko**. All in favor. Motion carried.
- 7. Recommendation for EDA Board Appointment – Mashauna Hansen** - A motion to approve appointing Mashauna Hansen to the EDA Board, made by **Monson/Hussong Reasoner**. All in favor. Motion carried.
- 8. Amendment to EDA By-Laws** - A motion to approve amending the EDA By-Laws to include “area” regarding location of Board Members, made by **Monson/Hussong Reasoner**. All in favor. Motion carried.
- 9. Quote from Hanson Enterprises LLC – Repair South Condensing Unit – City Hall** – Council directed staff to obtain a quote for replacement cost versus repair cost due to age of unit and law changes regarding R-22.

- 10. Repair for Fire Department - Engine 1 and Engine 2** – Motion to approve repairs for Engine 1 & 2, in the amount of \$4,828.57 with repairs being completed by Emergency Apparatus Maintenance, made by **Hussong Reasoner/Pavelko**. All in favor. Motion carried.

OLD BUSINESS

INFORMATIONAL ITEMS

1. Other Board and Committee Reports

- a. EDA Update** –
 - i.** Next meeting August 11th at 12:00 pm
- b. LPU Update**
 - i.** Next meeting on August 21st at 4:00 pm
- c. Park Update** –
 - i.** Next meeting on August 14th at 4:00 pm
- d. Planning & Zoning Update** -
 - i.** Next Meeting on July 31st at 4:40 pm (Variance Hearing at 4:30 pm)
- e. Golf Course Board Update** –
 - i.** Next Meeting on August 17th at 4:00 pm

ANNOUNCEMENTS

- 1. Next council meeting, Tuesday, September 5, 2023, at 7:00 p.m. in City Hall**

ADJOURNMENT – Motion made by **Monson/Hussong Reasoner** to adjourn at 7:41 pm. All in favor. Motion carried.

Attest:

Stacy J. Anderson, City Clerk

All General Fund

YTD Through 7/31/2023

	Budget 2023	YTD Budget	YTD Actual	Budget vs Actual YTD
Total Revenue	1,249,819	725,922	612,435	(113,488)
Total Expense	1,249,819	725,922	769,741	(43,818)
	0	0	(157,306)	

Revenue Category	Budget 2023	YTD Budget	YTD Actual	Budget vs Actual YTD
1 Taxes & Assessments	314,270	182,535	166,347	(16,188)
2 Gov't Aid & Grants	753,204	437,477	382,012	(55,465)
3 Charges for Services	100,580	58,419	58,118	(301)
4 Investments & Interest	2,000	1,162	679	(482)
6 Misc Other	3,000	1,742	5,278	3,536

Expense Category	Budget 2023	YTD Budget	YTD Actual	Budget vs Actual YTD
1 Total Compensation	789,107	458,331	443,718	14,612
2 Admin & Consulting	48,355	28,086	24,630	3,455
3 Supplies & Equipment	32,600	18,935	28,399	(9,464)
4 Repairs & Maintenance	68,379	39,716	46,385	(6,669)
5 Items for Resale	7,000	4,066	6,399	(2,333)
6 Utilities	94,787	55,054	57,254	(2,199)
7 Insurance	102,182	59,350	103,535	(44,185)
8 Permits, Fees, Dues, Interest	7,200	4,182	4,031	151
9 Training & Travel	21,400	12,430	9,409	3,021
10 Vehicle Expense	43,179	25,079	44,068	(18,989)
11 CIP	-	-	-	-
12 Depreciation	-	-	-	-
14 Misc Other	35,630	20,695	1,913	18,782

Details by account can be found on individual dept tabs of YTD Financials workbook

Main drivers of variances

- Taxes, Grants received later in the year
- FD Truck repair \$25K in Feb
- Compensation- timing 2 weeks behind
- Insurance- paid in lump sum in May

Department Head Report

Date: August 21, 2023

Police - Lakefield Police Department participated in the following meetings/trainings: 8/8 – Jackson County Trails meeting; 8-17 – meeting with principal of Immanuel Luther School on Emergency Response planning. Calls for service attached.

Street – We finally got some much needed rain so we dug the dirt out and finally were able to put the cart path where it belongs from the cul de sac on North Ridge to the country club. We tried before the rain and the skid loader wouldn't even scratch the dirt. Pool season is coming to a close so we will be draining that. We have been doing some tree trimming around town. The brush pile has been burned not that the crushing crew has moved on. We spent a couple days at the water treatment plant doing a preventative maintenance cleaning of the RO membranes. If you notice any discolored water for a few days that was the cause. We helped Prairie Ecology Center with set up and tear down of their annual fund raiser at the north park. We graded many of the alleys in town. Patching continues. Mowing is never ending.

Clerk – Things continue to be busy in City Hall. Holly has been spending many hours working at the pool since Riley has ended his employment. We are starting to get a game plan figured out as the City Hall remodeling project should be starting soon, and there will be plenty of things to be moved.

Fire Department –

1. The parts are on order to fix both engine 1 and engine 2.
2. When we had Emergency apparatus do the pump tests 2 weeks ago, a compartment door on the truck came open and bent the door. A new door is already made and will be installed (no charge to the city of Lakefield) when they are fixing the engines. Also, a piece of door jamb tin got scratched and a piece of weather stripping got tore. Lance from emergency apparatus said to get it fixed and bill them directly. Is this something you want me to line up, or does Lance Frerichs' want to line it up?
3. **Some very exciting news that will not be made official until tomorrow, Friday the 18th. The Lakefield Fire Department was finally successful on receiving a FEMA grant in the amount of \$164,571.42. This is to be used for replacing all our air packs, masks, voice amplifiers and tanks. In our grant submission we agreed to pay up to 15% of the awarded amount. It could be less. We will know more in the following days. If the Council approved up to 15% of the awarded amount, we could move forward with paperwork.**

Lakefield Police Department

8-5-2023 to 08-18-2023 CFS Report

Printed on August 18, 2023

CFS Date/Time	CFS #	Code : Description	Address	Primary
08/13/23 09:49:25	JSOCFS2023086275	ACC-HR : Accident Hit and Run	409 MENAGE AVE, LAKEFIELD, MN 56150	43

ACC-HR : Accident Hit and Run Total: 1

08/09/23 19:02:56	JSOCFS2023086154	ANIMAL-BITE : Animal Bite	SPARKS PARK, LAKEFIELD	42
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ANIMAL-BITE : Animal Bite Total: 1

08/07/23 16:54:34	JSOCFS2023086102	ANIMAL-CALL : Animal Call	302 5TH AVE WEST, LAKEFIELD, MN 56150	40
07/14/23 15:30:00	JSOCFS2023086201	ANIMAL-CALL : Animal Call	935 N Hwy 86, LAKEFIELD, MN 56150	40

ANIMAL-CALL : Animal Call Total: 2

08/11/23 12:11:09	JSOCFS2023086202	BACKGROUND : Background Check	301 Main Street, LAKEFIELD, MN 56150	40
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BACKGROUND : Background Check Total: 1

08/11/23 12:34:03	JSOCFS2023086204	CEP REPORT : CEP Intake Report	████ NORTH GRIFFIN ST, LAKEFIELD, MN 56150	40
08/18/23 09:32:27	JSOCFS2023086393	CEP REPORT : CEP Intake Report	301 Main Street, LAKEFIELD, MN 56150	40

CEP REPORT : CEP Intake Report Total: 2

08/17/23 21:29:41	JSOCFS2023086383	CITIZEN COMP : Citizen Complaint	315 SUMMER LN, LAKEFIELD, MN 56150	42
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CITIZEN COMP : Citizen Complaint Total: 1

08/05/23 16:24:08	JSOCFS2023086062	DEBRIS : Debris in the roadway	703 MILL RD E, LAKEFIELD, MN 56150	45
08/05/23 08:16:01	JSOCFS2023086047	DEBRIS : Debris in the roadway	803 N GRIFFIN ST, LAKEFIELD, MN 56150	45

DEBRIS : Debris in the roadway Total: 2

08/16/23 22:02:09	JSOCFS2023086352	DIRECTED PATROL : Directed Patrol	NORTH CITY PARK, LAKEFIELD	42
08/08/23 17:40:04	JSOCFS2023086126	DIRECTED PATROL : Directed Patrol	Intersection of CHICAGO ST and 5TH AVE NORTH, LAKEFIELD, MN 56150	42
08/08/23 19:59:13	JSOCFS2023086134	DIRECTED PATROL : Directed Patrol	202 CHICAGO ST, LAKEFIELD, MN 56150	42

CFS Date/Time	CFS #	Code : Description	Address	Primary
08/08/23 20:09:23	JSOCFS2023086135	DIRECTED PATROL : Directed Patrol	Intersection of MILWAUKEE ST and 4TH AVE N, LAKEFIELD, MN 56150	42
08/08/23 23:13:18	JSOCFS2023086137	DIRECTED PATROL : Directed Patrol	NORTH CITY PARK, LAKEFIELD	42
08/09/23 21:54:11	JSOCFS2023086161	DIRECTED PATROL : Directed Patrol	NORTH CITY PARK, LAKEFIELD	42
08/10/23 21:54:42	JSOCFS2023086185	DIRECTED PATROL : Directed Patrol	NORTH CITY PARK, LAKEFIELD	42
08/11/23 18:20:00	JSOCFS2023086213	DIRECTED PATROL : Directed Patrol	Intersection of MILWAUKEE ST and MENAGE AVE, LAKEFIELD, MN 56150	42
08/12/23 00:04:32	JSOCFS2023086228	DIRECTED PATROL : Directed Patrol	NORH CITY PARK, LAKEFIELD	42
08/12/23 21:45:10	JSOCFS2023086265	DIRECTED PATROL : Directed Patrol	north city park, LAKEFIELD	42
08/13/23 21:08:05	JSOCFS2023086285	DIRECTED PATROL : Directed Patrol	NORTH CITY PARK, LAKEFIELD	42
08/16/23 15:44:49	JSOCFS2023086341	DIRECTED PATROL : Directed Patrol	Intersection of MILWAUKEE ST and 5TH AVE NORTH, LAKEFIELD, MN 56150	42
08/16/23 16:08:41	JSOCFS2023086342	DIRECTED PATROL : Directed Patrol	WEST MENAGE AVE, LAKEFIELD, MN 56150	42
08/17/23 22:36:47	JSOCFS2023086385	DIRECTED PATROL : Directed Patrol	NORTH CITY PARK, LAKEFIELD	42
08/07/23 00:40:38	JSOCFS2023086086	DIRECTED PATROL : Directed Patrol	NORTH CITY PARK, LAKEFIELD	43
08/07/23 21:22:44	JSOCFS2023086107	DIRECTED PATROL : Directed Patrol	NORTH CITY PARK, LAKEFIELD	43
08/05/23 20:44:59	JSOCFS2023086067	DIRECTED PATROL : Directed Patrol	NORTH CITY PARK, LAKEFIELD	43
08/14/23 21:11:33	JSOCFS2023086306	DIRECTED PATROL : Directed Patrol	NORTH CITY PARK, LAKEFIELD	43
08/05/23 16:15:24	JSOCFS2023086061	DIRECTED PATROL : Directed Patrol	202 CHICAGO ST, LAKEFIELD, MN 56150	45
08/15/23 23:08:47	JSOCFS2023086328	DIRECTED PATROL : Directed Patrol	315 3RD AVE WEST, LAKEFIELD, MN 56150	45
08/15/23 23:01:00	JSOCFS2023086327	DIRECTED PATROL : Directed Patrol	202 CHICAGO ST, LAKEFIELD, MN 56150	45
08/15/23 22:48:02	JSOCFS2023086326	DIRECTED PATROL : Directed Patrol	NORTHSIDE PARK, LAKEFIELD	45
08/05/23 10:47:33	JSOCFS2023086057	DIRECTED PATROL : Directed Patrol	311 3RD AVE W, LAKEFIELD	45

DIRECTED PATROL : Directed Patrol Total: 23

CFS Date/Time	CFS #	Code : Description	Address	Primary
08/14/23 16:28:33	JSOCFS2023086302	DRIV-COMPL : Driving Complaint	Intersection of 820TH ST and 460TH AVE, LAKEFIELD, MN 56150	43

DRIV-COMPL : Driving Complaint Total: 1

08/16/23 00:41:16	JSOCFS2023086331	DUP : Duplicate Call	I 90 & MM62	45
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DUP : Duplicate Call Total: 1

08/16/23 14:42:46	JSOCFS2023086338	FUNERAL ESCORT : Funeral Escort	610 BUSH ST, LAKEFIELD, MN 56150	42
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FUNERAL ESCORT : Funeral Escort Total: 1

08/10/23 15:13:16	JSOCFS2023086176	INFORMATION : INFORMATION	310 BROADWAY AVE, LAKEFIELD	40
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INFORMATION : INFORMATION Total: 1

08/11/23 16:06:54	JSOCFS2023086210	JUV REL : Juvenile Related	[REDACTED] ST, LAKEFIELD, MN 56150	40
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JUV REL : Juvenile Related Total: 1

08/17/23 14:09:41	JSOCFS2023086367	JUV-RUN : Juvenile Runaway	[REDACTED] ST, LAKEFIELD, MN 56150	40
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08/16/23 21:06:35	JSOCFS2023086351	JUV-RUN : Juvenile Runaway	[REDACTED] ST, LAKEFIELD, MN 56150	42
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08/10/23 22:39:55	JSOCFS2023086187	JUV-RUN : Juvenile Runaway	[REDACTED] ST, LAKEFIELD, MN 56150	42
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JUV-RUN : Juvenile Runaway Total: 3

08/07/23 07:58:24	JSOCFS2023086089	ORDINANCE VIOLATION : Ordinance Violation	313 WEST MENAGE AVE, LAKEFIELD, MN 56150	40
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08/09/23 14:16:11	JSOCFS2023086148	ORDINANCE VIOLATION : Ordinance Violation	903 REID ST, LAKEFIELD, MN 56150	42
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08/05/23 09:01:17	JSOCFS2023086051	ORDINANCE VIOLATION : Ordinance Violation	802 MILWAUKEE ST, LAKEFIELD, MN 56150	45
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ORDINANCE VIOLATION : Ordinance Violation Total: 3

08/16/23 09:55:36	JSOCFS2023086335	PARK-VIOL : Parking Violation	319 MAIN ST, LAKEFIELD, MN 56150	40
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PARK-VIOL : Parking Violation Total: 1

08/17/23 16:55:05	JSOCFS2023086375	SCAM : Computer or Phone Scam	301 MAIN ST, LAKEFIELD, MN 56150	42
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SCAM : Computer or Phone Scam Total: 1

CFS Date/Time	CFS #	Code : Description	Address	Primary
08/18/23 01:32:57	JSOCFS2023086388	SUSP-VEH : Suspicious Vehicle	JUNCTION 86, LAKEFIELD, MN 56150	42

SUSP-VEH : Suspicious Vehicle Total: 1

08/18/23 08:58:41	JSOCFS2023086392	TRAFFIC STOP : Traffic Stop	highway 86 north, LAKEFIELD	40
08/10/23 21:06:45	JSOCFS2023086184	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and INDUSTRIAL ROAD, LAKEFIELD, MN 56150	42
08/12/23 00:54:15	JSOCFS2023086234	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and FUNK AVE, LAKEFIELD, MN 56150	42
08/13/23 21:37:47	JSOCFS2023086286	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and INDUSTRIAL ROAD, LAKEFIELD, MN 56150	42
08/14/23 00:15:06	JSOCFS2023086290	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and 7TH AVE NORTH, LAKEFIELD	42
08/16/23 19:16:34	JSOCFS2023086347	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and 4TH AVE NORTH, LAKEFIELD, MN 56150	42
08/15/23 23:51:49	JSOCFS2023086329	TRAFFIC STOP : Traffic Stop	HWY 86 AND 8TH AVENUE, LAKEFIELD	45
08/15/23 21:46:17	JSOCFS2023086325	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and 7TH AVE	45
08/05/23 09:52:31	JSOCFS2023086053	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and INDUSTRIAL ROAD, LAKEFIELD, MN 56150	45
08/15/23 18:09:51	JSOCFS2023086318	TRAFFIC STOP : Traffic Stop	Intersection of HIGHWAY 86 and 8TH AVE, LAKEFIELD, MN 56150	45
08/06/23 15:19:06	JSOCFS2023086073	TRAFFIC STOP : Traffic Stop	Intersection of 8TH AVE and HWY 86	45
08/05/23 10:05:35	JSOCFS2023086054	TRAFFIC STOP : Traffic Stop	Intersection of INDUSTRIAL ROAD and HWY 86, LAKEFIELD	45
08/05/23 09:39:34	JSOCFS2023086052	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and 8TH AVE, LAKEFIELD, MN 56150	45
08/06/23 15:39:27	JSOCFS2023086075	TRAFFIC STOP : Traffic Stop	Intersection of INDUSTRIAL ROAD and HWY 86, LAKEFIELD	45

TRAFFIC STOP : Traffic Stop Total: 14

Total Records: 61

Special Events Permit

Name of Business Immanuel Octoberfest

Contact Name (if different) Denayne Hage

Address 1002 Milwaukee St.
Lakefield

Business Phone Q

Event Contact Phone 507 230 2276

Type of Event Octoberfest Fee _____

Date of Event 9/30/23

Location of Event North City Park

Start Time of Event 11:00 AM End Time of Event 9:00 PM

Insurance Information _____

Special Requests of the City/Utilities for the event (example: police support - be specific, roads blocked, power connections, fencing)

Power Connects/Police (Liquor Service training)/Fencing

Denayne Hage Signature of responsible party Date 8/16/23

I understand additional costs incurred to the city by the event may be charged to my organization

City Use Only

Special Requirements of the Permittee for the event

Map Attached

Council Meeting Date

Fee Paid

Approved

Approved with Spec. Requirements

Denied

Fee Waived

Signature of City Date _____



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101
 651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization	Date of organization	Tax exempt number	
Immanuel Oktoberfest	9/30/23		
Organization Address (No PO Boxes)	City	State	Zip Code
604 Bush St.	Lakefield	MN	56150
Name of person making application	Business phone	Home phone	
Dewayne Hage		507 230 2276	
Date(s) of event	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer		
9/30/23	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input checked="" type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Doty Poppe	Lakefield	MN	56150
Organization officer's name	City	State	Zip Code
Dewayne Hage	Lakefield	MN	56150
Organization officer's name	City	State	Zip Code
		MN	

Location where permit will be used. If an outdoor area, describe.

Lakefield City Park (Shelter)

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival <input type="checkbox"/> Yes <input type="checkbox"/> No	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

Planning & Zoning

Planning & Zoning: Would like to recommend to the city council to approve variance permit located at 113 Menage Ave. The variance request is to construct a garage with a peak height of 20'-22' roof peak. This variance would allow property owner to the adequate off street parking for larger vehicles and to follow city ordinance 71.05 Parking time limit, 71.07 Truck parking restricted, 71.10 Snow removal; obstructions to be removed ,71.11 Snow emergency; parking prohibited.



*Municipally Owned Utilities • Liquor Store
Ambulance Service • Economic Development Authority*

301 Main Street • P.O. Box 900 • Lakefield, MN 56150-0900
Phone (507) 662-5457 • Fax (507) 662-5990

E-mail: clerk@lakefieldmn.com
www.lakefieldmn.com

July 20, 2023

To Whom It May Concern:

NOTICE IS HEREBY GIVEN that the City of Lakefield Board of Zoning Appeals will meet on Monday, July 31, 2023, at 4:30 p.m. at the City Hall in the City of Lakefield, for purposes of considering a petition for a variance to the Lakefield Zoning Code applied for by Jean Sabatka for the purposes of determining whether to grant a variance for the following purpose:

Construct a garage with a 20'-22' height at roof peak and 5' side yard clearance The address of the property involved is as follows: **113 Menage Ave**

You are being sent this information because you are a property owner located within 200' of the proposed area. If you are unable to attend and wish to comment on the variance request, written comments can be submitted to City Hall, Attn: Holly Rademacher at 301 Main St, PO Box 900, Lakefield, MN 56150.

By order of
The Board of Zoning Appeals

**CITY OF LAKEFIELD
APPLICATION FOR VARIANCE**

Fee \$175

(A) Applicant's Name Jean M. Sabatka Phone 651-245-3941

(B) Address 113 Menage Ave

(C) Legal Description of Property Funks Addition West 100' Lot 11, 12 Block 29

(D) Property Owner's Name (if different from above) _____

Address _____ Phone _____

(E) Description of Request To have the height of garage to 20 feet

(F) Reason(s) for Request I need the height to 20ft. so I am able to

park my semi in the garage and also have more storage space

(G) Present Zoning Classification R2

(H) Existing Use of Property _____

(I) Section of Ordinance in which a variance is sought: 152,176

(J) Please answer the following questions as they relate to your project:

1. In your opinion, is the variance in harmony with the purposes and intent of the ordinance?

Yes () No why or why not:

The ordinance is 15' tall I would like it to be 20'
tall

2. In your opinion, is the variance consistent with the comprehensive plan?

Yes () No why or why not:

Yes there are other buildings that tall or around
that height

3. In your opinion, does the proposal put the property to use in a reasonable manner?

Yes () No why or why not:

I need a place to park my semi inside for the
winter so I don't have problems like I did in the past.
I want more room for storage also.

4. In your opinion, are there circumstances unique to the property?

() Yes () No why or why not:

It is next to a allee for the drive

5. In your opinion, will the variance maintain the essential character of the locality?

Yes () No why or why not:

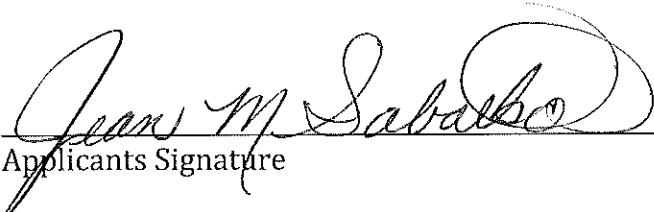
because it will get my semi off street parking

The City must make an affirmative finding on all five of the criteria listed above in order to grant a variance. The applicant for a variance has the burden of proof to show that all of the criteria listed above have been satisfied.

The City shall not consider as a variance any use that is not permitted for the property in the district where the affected person's land is located.

No application for a variance shall be considered by the Council within a 1-year period following a denial of the request unless, in the opinion of the Council, new evidence or changes in circumstances warrant it.

The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of the Lakefield City Code and other applicable City Ordinances. Submittal of the application, required information and fee does not guarantee the issuance of a variance. Additional information may be needed or conditions may exist that would prevent the actual granting of a variance.


Applicants Signature

6-29-2023
Date



CITY OF LAKEFIELD
APPLICATION FOR ZONING PERMIT

Office Use Only:
Permit #: _____
Exp. Date: _____
Permit fee: _____

Date: 6-21-23 Property Owner: Juan M. Labatba

Parcel # 24

Property Address: 113 Menage Ave

Mailing Address (if different): Po Box 883

Phone Number: _____

Valuation of Work: \$ 33,150

Type of Project: Garage

Valuation of Work	Permit Fee
\$0 - \$4,999	\$20.00
\$5,000 - \$9,999	\$25.00
\$10,000 - \$24,999	\$30.00
\$25,000 - \$49,999	\$35.00
\$50,000 - \$74,999	\$40.00
\$75,000 - \$99,999	\$45.00
\$100,000 and over	\$50.00
Approval needed before regular meeting day:	+ \$50.00

Work Classification: New Alteration Addition

Type of Construction: Frame Masonry Pole Other _____

Size: 36' x 36' x 20' Area: 1st Floor _____ sq ft 2nd Floor _____ sq ft

Type of Basement: N/A Type of Heat: _____

Central Air: Yes No Fireplace: Yes No

Type of Fence (for fence requests): N/A

Contractor Name: Pro Construction License #: 85-2678163

Plumber Name: _____ License #: _____

Electrician Name: _____ License #: _____

**Please draw a diagram on the attached paper that shows the distance of all construction from all neighboring property lines, electrical boxes and/or poles, and other structures on the property.

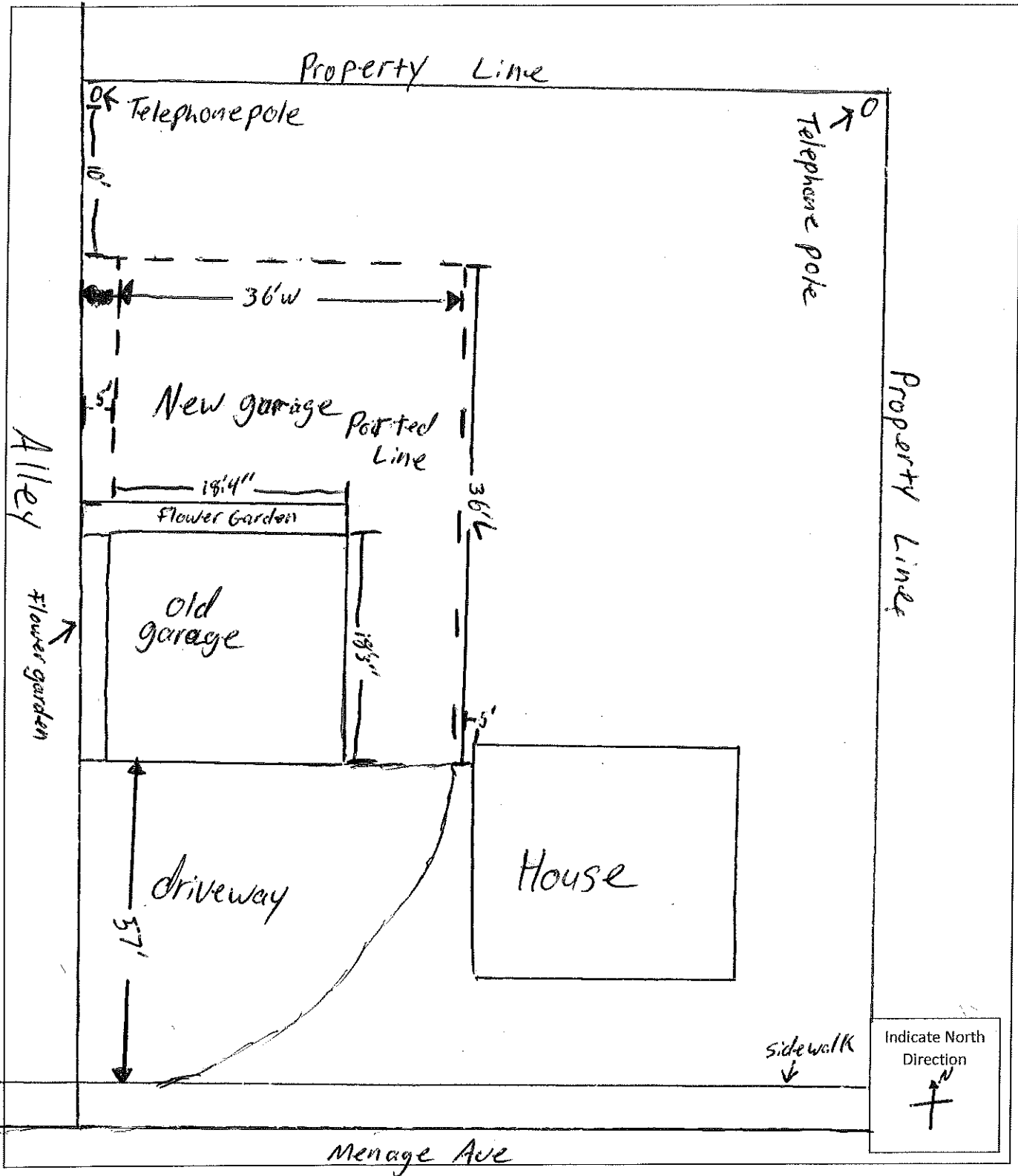
REMINDER: CALL GOPHER STATE ONE CALL BEFORE DIGGING. DIAL 811.

By signing below, I acknowledge that I am responsible for surveying my property and identifying property lines. I also acknowledge that it is my responsibility to request a locate of utilities prior to digging. I also acknowledge that although the City of Lakefield has not adopted the Minnesota State Building Code, all the regulations included in the Code must be adhered to for this project.

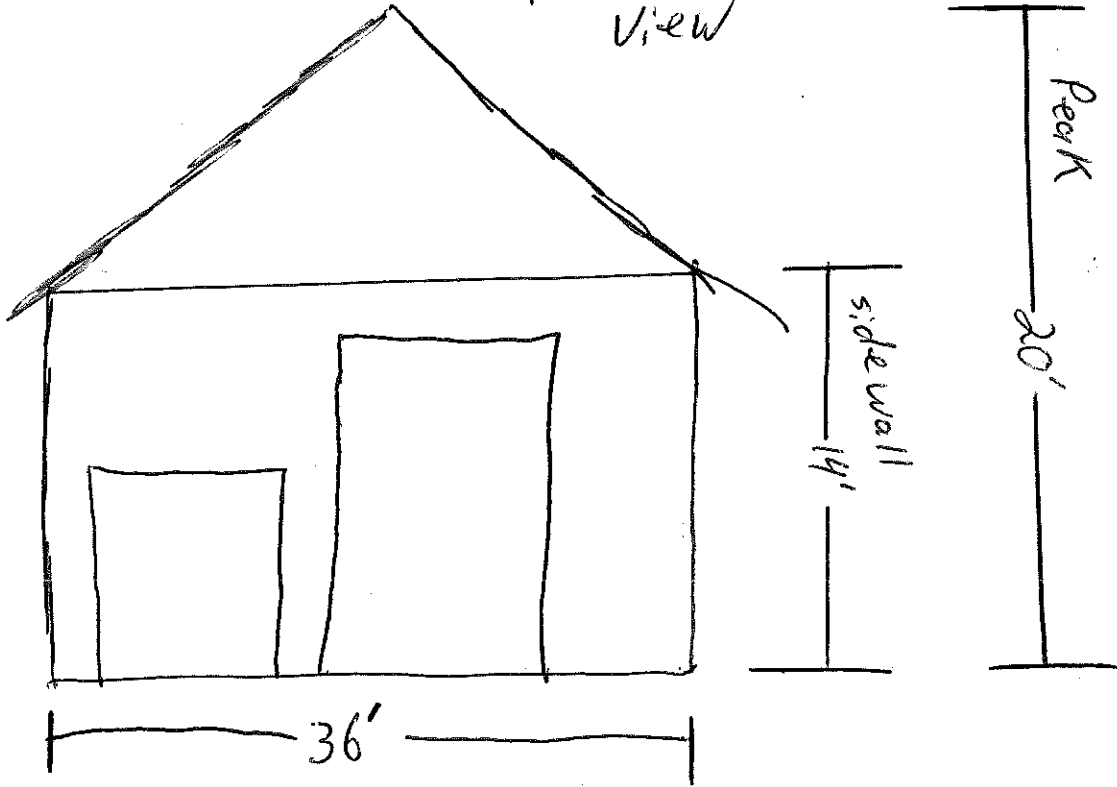
Signature of Applicant: Juan M. Labatba Date: 6-21-23

Name: Jean M. Stalbe Property Address: 113 Menage Ave

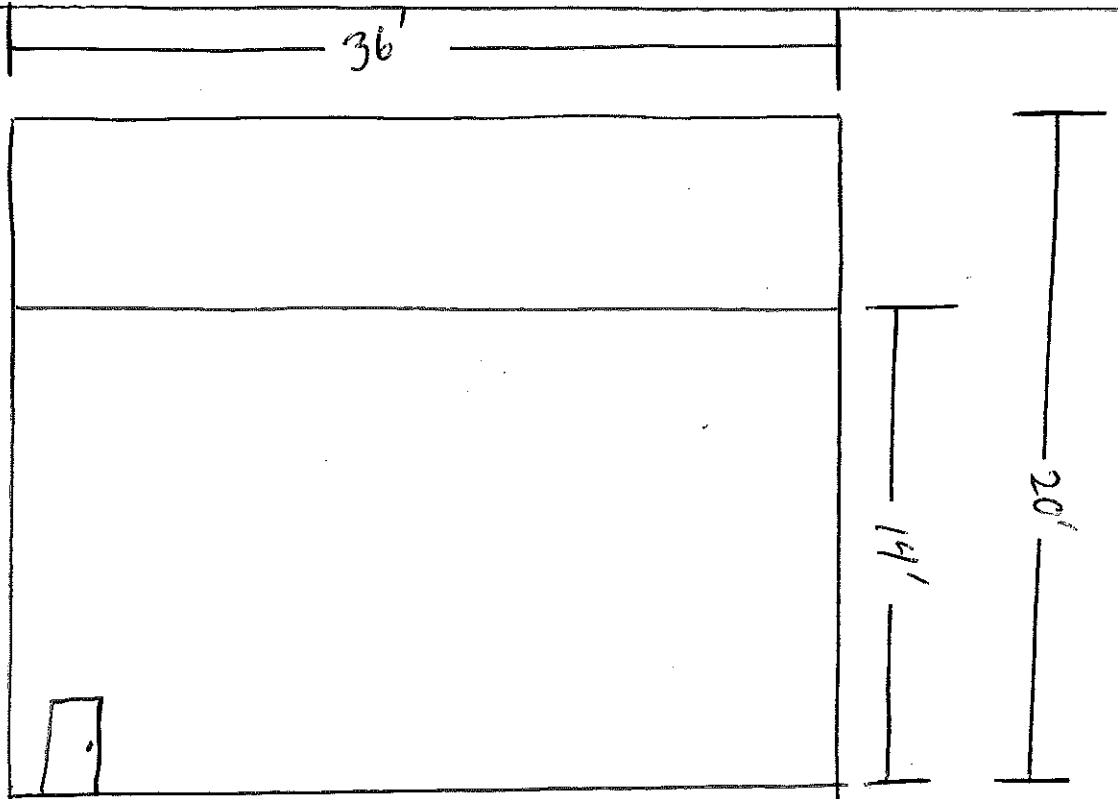
Please show lot lines, street names, distance from ALL lot lines to the structure. Distance from ANY utility structures (power poles or boxes, phone/internet boxes). Note: you must stay 10' away from power poles and power boxes. Include landscaping and location of access drives. New construction applications must include: 1. Site plan (drawn to scale). The plan must depict the location of all structures and buildings upon the lot. 2. Two building elevations drawn to scale. One elevation must include the front elevation of the structure. Attach additional pages as necessary.



Front View



Side View



FIRE DEPARTMENT FEMA GRANT

Some very exciting news that will not be made official until tomorrow, Friday the 18th. The Lakefield Fire Department was finally successful on receiving a FEMA grant in the amount of \$164,571.42. This is to be used for replacing all our air packs, masks, voice amplifiers and tanks. In our grant submission we agreed to pay up to 15% of the awarded amount. It could be less. We will know more in the following days. If the Council approved up to 15% of the awarded amount, we could move forward with paperwork.

CITY OF LAKEFIELD
ORDINANCE NO. 152.021

AN ORDINANCE OF THE CITY OF LAKEFIELD, MINNESOTA, AMENDING CHAPTER 152 OF THE CITY CODE, ENTITLED "ZONING" BY ADDING SECTION 152.021 REGARDING FLOOD PLAIN ORDINANCE

The City Council of Lakefield ordains:

Section 2. Chapter 152.021 of the Lakefield City Code is hereby amended by adding Section 152.021 to read as follows:

152.021 FLOOD PLAIN ORDINANCE

Section 1: Permit Requirements

- A. No person may erect, construct, enlarge, alter, repair, improve, move, or demolish any building or structure without first obtaining a separate permit for each building or structure from the designated responsible person.
- B. No man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, fences, mining, dredging, filling, grading, paving, excavation or drilling operations, may be commenced until a separate permit has been obtained from the designated responsible person for each change.
- C. No manufactured home may be placed on improved or unimproved real estate without first obtaining a separate permit for each manufactured home from the designated responsible person.

Section 2: Permit Application

To obtain a permit, the applicant must first file a permit application on a form furnished for that purpose. The form must be completed and submitted to the designated responsible person *[optional - with a fee of \$_____]* before a permit will be issued.

Section 3: Duties of the City Clerk

- A. The City Clerk, hereinafter referred to as the responsible person, is appointed as the "person" responsible for receiving applications and examining the plans and specifications for the proposed construction or development.
- B. After reviewing the application, the responsible person may require any additional measures which are necessary to meet the minimum requirements of this ordinance.
- C. The responsible person must review proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.

- D. The responsible person must review and maintain all permit applications to ensure that any development activities are consistent with criteria set forth in Section 60.3 of the National Flood Insurance Program Regulations.

Section 4: Review of Permit Application

The responsible person must review all permit applications to determine whether proposed building sites will be reasonably safe from flooding. If a proposed building site is in a flood prone area, all new construction and substantial improvements (including the placement of manufactured homes) must be:

- A. Designed (or modified) and adequately anchored to prevent floatation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy,
- B. Constructed with materials and utility equipment resistant to flood damage,
- C. Constructed by methods and practices that minimize flood damage, and
- D. Constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

Section 5: Review of Subdivision Proposals

The responsible person must review subdivision proposals and other proposed new development to determine whether such proposals will be reasonably safe from flooding. If a subdivision proposal or other proposed new development is in a flood prone area, any such proposal must be reviewed to assure that:

- A. All such proposals are consistent with the need to minimize flood damage within the flood prone area,
- B. All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage, and
- C. Adequate drainage is provided to reduce exposure of flood hazard.

Section 6: Water Supply System

The responsible person must require within flood prone areas, new and replacement water supply systems to be designed to minimize or eliminate infiltration of flood waters into the systems.

Section 7: Sanitary Sewage and Waste Disposal Systems

The responsible person must require within flood prone areas:

- A. New and replacement sanitary sewage systems to be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, and
- B. On-site waste disposal systems to be located to avoid impairment to them or contamination from them during flooding.

Section 8: Annexations and Extraterritorial Jurisdiction

The City of Lakefield may not approve any development located in a Special Flood Hazard Area (SFHA) outside the corporate limits unless such development or plat is in accordance with the following:

- A. A floodplain ordinance legally adopted by the City of Lakefield that meets the minimum federal (44 CFR 60.3), state (Minnesota Regulation Parts 6120.5000 through 6120.6200), and local requirements for development within a Special Flood Hazard Area.
- B. The SFHA's of those parts of unincorporated Jackson County that are within the extraterritorial jurisdiction of the City of Lakefield or that may be annexed into the City of Lakefield are generally identified as such on Flood Insurance Rate Map (FIRM) panels 2706320075B and 2706320100B, both dated January 2, 1981 and prepared by the Federal Emergency Management Agency (FEMA);

Section 9: Definitions

"Development" Any man-made change to real estate, including but not limited to construction or reconstruction of buildings, installing manufactured homes or travel trailers, installing utilities, construction of roads or bridges, erection of levees, walls, or fences, drilling, mining, filling, dredging, and storage of materials.

"Flood" A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waves, or the unusual and rapid accumulation or runoff of surface waters from any source.

"Floodplain" or "Flood Prone Area" Any land area susceptible to being inundated by water from any source (see Flood).

"Floodproofing" Any combination of structural and non-structural additions, changes or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

"Manufactured Home" A structure, transportable in one or more sections, which is built on a permanent chassis and is designated for use with or without a permanent foundation when attached to the required utilities.

"New Construction" means, for the purposes of determining insurance rates, structures for which the "start of construction" commenced on or after the effective date of an initial FIRM or

after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, new construction means structures for which the start of construction commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

“Person” includes any individuals, corporation, partnership, association, or any other entity, including State and local governments and agencies

“Special Flood Hazard Area” is the land in the floodplain within a community subject to a 1 percent or greater chance of flooding in any given year. The area may be designated as Zone A on the FHBM. After detailed ratemaking has been completed in preparation for publication of the flood insurance rate map, Zone A usually is refined into Zones A, AO, AH, A1–30, AE, A99, AR, AR/A1–30, AR/AE, AR/AO, AR/AH, AR/A, VO, or V1–30, VE, or V. For purposes of these regulations, the term “special flood hazard area” is synonymous in meaning with the phrase “area of special flood hazard.”

"Structure" For floodplain management purposes, a walled and roofed building, including gas or liquid storage tanks, that is principally above ground. The term includes recreational vehicles and travel trailers on site for more than 180 days.

"Substantial Improvement" Any repair, reconstruction or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either, (a) before the improvement or repair is started, or (b) if the structure has been damaged, and is being restored, before the damage occurred. For the purposes of this definition "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure regardless of the actual work performed. The term does not, however, include either (1) any project for improvement of a structure to comply with existing state or local health, sanitary, or safety code specifications which are solely necessary to assure safe living conditions or (2) any alteration of a “historic structure”, provided that the alteration will not preclude the structure’s continued designation as a historic structure.

Section 10: Penalty

Any person who violates this ordinance shall upon conviction thereof be fined not less than twenty-five dollars (\$25.00) nor more than two-hundred dollars (\$200.00). A separate offense will be deemed committed upon each day during or on which a violation occurs or continues.

Section 11: Abrogation and Greater Restriction

- A. This ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants or deed restriction.
- B. Where this Ordinance and other ordinances, easements, covenants, or deed restrictions conflict or overlap, whichever imposes the more stringent restrictions will prevail.

Section 12: Warning and Disclaimer of Liability

This ordinance does not imply that land uses permitted within the City will be free from flooding or flood damages. This ordinance does not create liability on the part of the City of Lakefield or any officer or employee thereof for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.

Section 13: Severability

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of law, the remainder of this ordinance shall not be affected and shall remain in full force.

Section 14: Effective Date

This Ordinance shall be in full force and effect from and after its passage and approval and publication.

Adopted by the Lakefield City Council

This _____ of _____, _____

(Day) (Month) (Year)

Attest: _____, Mayor

(Name of Elected Official)

Attest: _____, City Clerk

SUMMARY OF LAKEFIELD FLOODPLAIN ORDINANCE

The Lakefield City Council adopted a newly revised floodplain ordinance at the **August 21, 2023 City Council** meeting. The ordinance was based off the Minnesota DNR model floodplain ordinance, to satisfy the state and federal standards detailed in Minnesota Statutes, Chapter 103F; Minnesota Rules, parts 6120.5000 – 6120.6200; the rules and regulations of the National Flood Insurance Program in 44 CFR 59 to 78. The ordinance provides the general regulations for development in floodplains, as well as procedures guiding administrative responsibilities.

A copy of the ordinance in its entirety is available for inspection at **Lakefield City Hall during normal business hours or on the City of Lakefield website at www.lakefieldmn.com**.

RESOLUTION NO. 23-26

INTENT TO APPLY TO PARTICIPATE IN THE NATIONAL FLOOD INSURANCE PROGRAM

WHEREAS, certain areas of the City of Lakefield are subject to periodic flooding or flood-related erosion, causing serious damages to properties within these areas; and

WHEREAS, relief is available in the form of federally subsidized flood insurance as authorized by the National Flood Insurance Act of 1968; and

WHEREAS, it is the intent of the Lakefield City Council to require the recognition and evaluation of flood or flood-related erosion hazards in all official actions relating to land use in areas having these hazards; and

WHEREAS, this body has the legal authority to adopt land use and control measures to reduce future flood losses pursuant to Minnesota Statutes Chapters 103F and 462,

NOW, THEREFORE, BE IT RESOLVED, that this Lakefield City Council hereby:

1. Assures the Federal Emergency Management Agency that it will enact as necessary in those areas having flood or flood-related erosion hazards, adequate land use and control measures with effective enforcement provisions, including:
 - a. Require permits for all proposed development within the floodplain.
 - b. Review proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law.
 - c. Review and maintain all permit applications to determine whether proposed building sites will be reasonably safe from flooding.
 - d. Review and maintain all permit applications to ensure that any development activities are consistent with criteria set forth in Section 60.3 of the National Flood Insurance Program Regulations.
2. Vests the City of Lakefield Office of Emergency Management with the responsibility, authority, and means to:
 - a. Assist the FEMA Administrator, at his request, in his delineation of the limits of the area having special flood or flood-related erosion hazards.
 - b. Provide such information as the FEMA Administrator may request concerning present uses and occupancy of the floodplain or flood-related erosion areas.
 - c. Cooperate with federal, state and local agencies and private firms which undertake to study, survey, map and identify floodplain or flood-related

erosion areas, and cooperate with neighboring communities with respect to management of adjoining floodplain and/or flood-related erosion areas in order to prevent aggravation or existing hazards.

- d. Upon occurrence, notify the FEMA Administrator, in writing, whenever the boundaries of the community have been modified by annexation or the community has otherwise assumed or no longer has authority to adopt and enforce floodplain management regulations for a particular area. In order that all Flood Hazard Boundary Rate Maps accurately represent the community's boundaries, include within such notification a copy of a map of the community suitable for reproduction, clearly delineating the new corporate limits or new area for which the community has assumed or relinquished floodplain management regulatory authority.
 - e. Ensure that the community's Flood Insurance Rate Maps are maintained and kept current by providing the Federal Emergency Management Agency with any new or updated flood risk data or any modified data reflecting natural or man-made changes to the floodplain.
3. Appoints the City Clerk of the City of Lakefield to maintain for public inspection and to furnish upon request, for the determination of applicable flood insurance risk premium rates within all areas having special flood hazards identified on a Flood Hazard Boundary Map or Flood Insurance Rate Map, any certificates of flood-proofing, and information on the elevation (in relation to mean sea level) of the level of the lowest floor (including basement) of all new or substantially improved structures, and include whether or not such structures contain a basement, and if the structure has been flood proofed the elevation (in relation to mean sea level) to which the structure was floodproofed;
4. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the program.

Passed by the City Council of Lakefield, Minnesota this 21st day of August, 2023.

Stephen A. Condon, Mayor

Stacy J. Anderson, City Clerk

_____ Motion

___ H. Hussong-Reasoner

___ A. Monson

_____ Second

___ B. Pavelko

___ N. Hall

___ S. Condon

CITY OF LAKEFIELD
ORDINANCE NO. 130.02

AN ORDINANCE OF THE CITY OF LAKEFIELD, MINNESOTA, AMENDING CHAPTER 130 OF THE CITY CODE, ENTITLED "GENERAL OFFENSES" BY ADDING SECTION 130.02 REGARDING CANNABIS USE WITHIN PUBLIC PROPERTY AND PUBLIC PLACES

The City Council of Lakefield ordains:

Section 1. Chapter 130 of the Lakefield City Code is hereby amended by adding Section 130.02 to read as follows:

§ 130.02 CANNABIS USE PROHIBITED.

(A) *Definitions.* For purposes of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

PUBLIC PLACE. Property that is generally open to or accessible by the public, except on those premises licensed by the State of Minnesota to permit on-site consumption.

PUBLIC PROPERTY. Property, real and personal, that is owned, managed ,or controlled by the City, including, but not limited to: City buildings and all the land thereon, parking lots, parks, golf course, pathways and trails, and city rights-of-way consisting of both the traveled portion and the abutting boulevard, sidewalks and trails, and any City personal property, such as motor vehicles, city equipment, and the like.

CANNABIS FLOWER, CANNABIS PRODUCTS, LOWER-POTENCY HEMP EDIBLES, and **HEMP-DERIVED CONSUMER PRODUCTS** shall have the meanings as defined in Minn. Stat. §342.01 (enacted under Minnesota Laws 2023).

(B) *Prohibition.* No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products within public property or in a public place.

(C) *Penalty.* A violation of this Section is a petty misdemeanor.

Section 2. Effective Date. This ordinance shall take effect upon its passage and the publication.

Section 3. Filing. A copy of the ordinance shall be filed in the office of the City Clerk. This copy shall be available for inspection by any person during regular office hours.

SUMMARY OF LAKEFIELD GENERAL OFFENSES - CANNABIS USE PROHIBITED ORDINANCE

The Lakefield City Council adopted a newly revised general offenses ordinance at the **August 21, 2023, City Council** meeting. The ordinance was amended to prohibit the use of cannabis in public places and property as defined below:

§ 130.02 CANNABIS USE PROHIBITED.

(A) *Definitions.* For purposes of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

PUBLIC PLACE. Property that is generally open to or accessible by the public, except on those premises licensed by the State of Minnesota to permit on-site consumption.

PUBLIC PROPERTY. Property, real and personal, that is owned, managed, or controlled by the City, including, but not limited to: City buildings and all the land thereon, parking lots, parks, golf course, pathways and trails, and city rights-of-way consisting of both the traveled portion and the abutting boulevard, sidewalks and trails, and any City personal property, such as motor vehicles, city equipment, and the like.

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(C) *Penalty.* A violation of this Section is a petty misdemeanor.

Section 2. Effective Date. This ordinance shall take effect upon its passage and the publication.

Section 3. Filing. A copy of the ordinance shall be filed in the office of the City Clerk. This copy shall be available for inspection by any person during regular office hours.

A copy of the ordinance in its entirety is available for inspection at **Lakefield City Hall during normal business hours or on the City of Lakefield website at www.lakefieldmn.com.**



Date: August 10, 2023

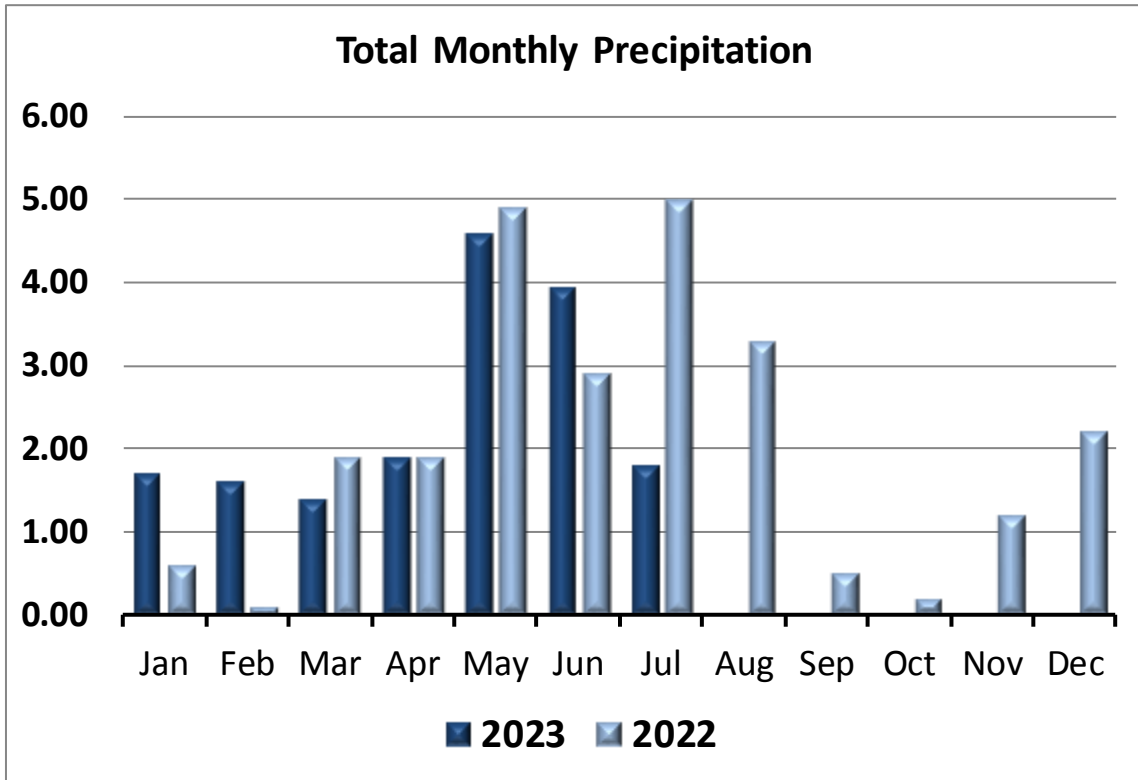
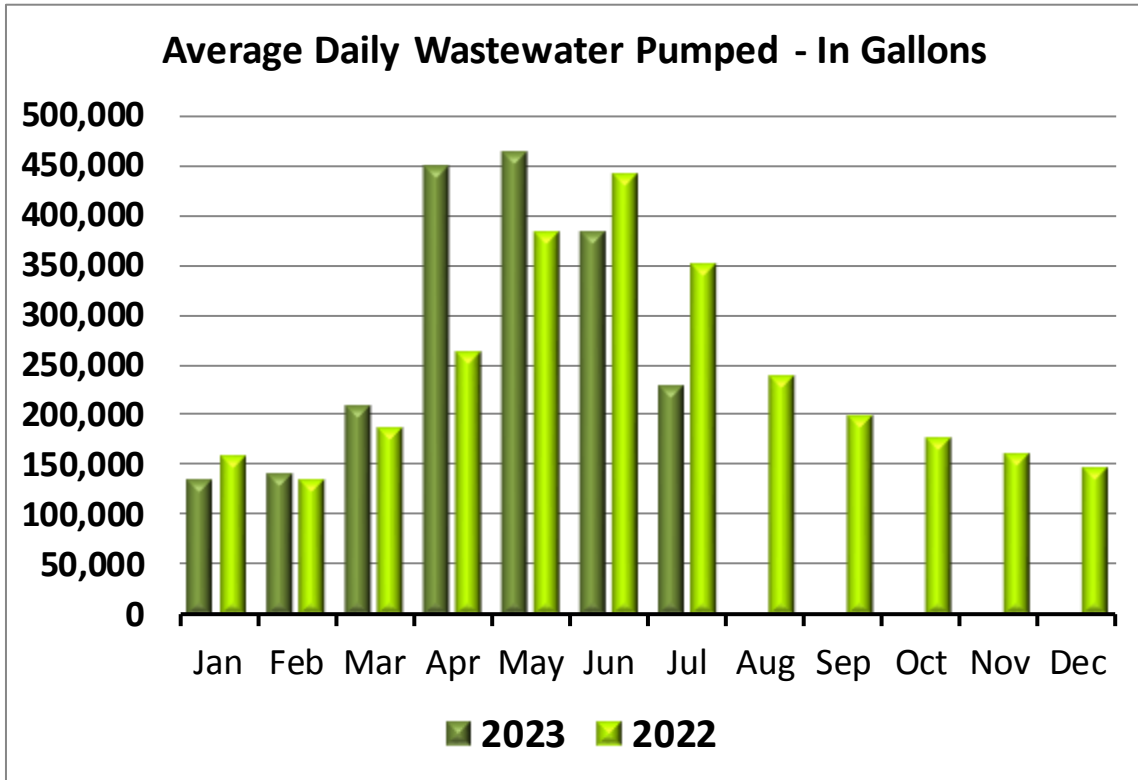
To: City of Lakefield

From: Jason Rossow, Operator

O & M Report: July 2023

Wastewater Operation & Maintenance

- Completed the monthly Discharge Report and submitted to the Minnesota Pollution Control Agency.
- Collected all the wastewater samples required by the NPDES permit.
- Cemented one sewer service shut at the school being torn down. Four more sewer services will be cemented shut by the construction company once the school is completely torn down.
- Sampled salty discharge twice in the month of July.
- Lining crew camera and measuring sewer services for lining services in the month of August.
- Mow and trim as needed. Locates as needed. Checked lift stations twice a week.
- Collaborating daily with engineers on WWTP rehab project.
- Sampled yearly mercury effluent samples. Attended monthly Rice Lake Construction meetings.
- Painted some doors at WWTP. Sprayed some weeds around WWTP.
- New generator here in the month of July. Start up on generator did not pass manufacture, sent the wrong power cord to charge the battery. Rep will bring the right cord in the month of August. Generator was tested at Grein lift station and golf course lift station and it ran great.
- Cleaned Main lift station at the WWTP. Calibrated both pressure transducers in the station.
- Ordered belts and oil for oxidation tank. Maintenance will be completed in the month of September.
- Locating some sewer clean outs for Lining company.
- Summer jetting program was completed. All sanitary sewer mains south of Mill Road were cleaned.



		July-23	June-23	July-22
Wastewater				
CBOD				
CBOD Influent	mg/L	123.0	68.0	97.0
CBOD Effluent	mg/L	0.9	0.2	0.5
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	0.72	0.20	0.51
CBOD Effluent Loading Permit Limit	kg/day	55	55	55
TSS				
TSS Influent	mg/L	195.0	97.0	200.0
TSS Effluent	mg/L	<.3	1.8	2.3
TSS Effluent Permit Limit	mg/L	30	30	30
TSS % Removal	%	98.0%	97.0%	99.0%
TSS % Removal Permit Limit	%	85%	85%	85%
TSS Effluent Loading	kg/day	<2.5	2.80	2.90
TSS Effluent Loading Permit Limit	kg/day	66	66	66
Phosphorus				
Phos Influent	mg/L	3.52	2.71	3.20
Phos Effluent	mg/L	0.30	0.40	0.20
Phos Effluent Permit Limit	mg/L	1 mg/l	1 mg/l	1 mg/l
Phos Effluent Loading	kg/day	0.22	0.55	0.27
Phos Effluent Loading Permit Limit	kg/day	2.20	2.20	2.20
Fecal Coliform				
Fecal Effluent	ml	2	16	5
Fecal Effluent Permit Limit	ml	200#/100ml	200#/100ml	200#/100ml
Effluent Flow				
Average Daily	gallons	230,000	385,000	353,000
Maximum Daily	gallons	293,000	599,000	641,000
Total Monthly	gallons	7,127,000	11,542,000	10,950,000
Precipitation Monthly Total	Inches	1.81	3.93	5.00

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
7/10/2023	Lift Station #1 West	5002 Lakefield, MN	N/A	LS Monthly PM	<ol style="list-style-type: none"> 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.
7/10/2023	Lift Station #1 West	5002 Lakefield, MN	N/A	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
7/10/2023	Lift Station #2-Emerald Valley	5002 Lakefield, MN	N/A	LS Monthly PM	<ol style="list-style-type: none"> 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.
7/10/2023	Lift Station #2-Emerald Valley	5002 Lakefield, MN	N/A	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
7/12/2023	Eye Wash Station	5002 Lakefield, MN	N/A	Monthly PM	Flush and make sure it is operable along with shower.
7/13/2023	Alarms	5002 Lakefield, MN	N/A	Test alarm dialer	<ol style="list-style-type: none"> 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.
7/13/2023	Generator - Kohler	5002 Lakefield, MN	N/A	Monthly PM	Run and check unit.
7/13/2023	FIRE EXTINGUISHERS	5002 Lakefield, MN	N/A	Inspection	Check all extinguishers in plant and truck.
7/13/2023	FIRE EXTINGUISHERS	5002 Lakefield, MN	N/A	Schedule Appointment	Have a qualified outside vendor check all extinguishers.