Agenda
Lake City City Council
Regular Meeting January 12, 2026
6:00 PM
City Hall Council Chambers

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1. Pledge of Allegiance/Call to Order/Introductions
2. Review and adopt/amend agenda
   a. Disclose conflicts related to agenda items
3. Public Forum
   a. Public Forum Guidelines
4. Consent Agenda
   a. City Council meeting minutes, December 8, 2025.
   b. City Council Workshop meeting minutes December 8, 2025
   c. Review and approve expense claims December 1, 2025- December 31, 2025
   d. Approve out of state travel for Planning & Community Development Director
   e. Adopt Resolution 26-001 designating the city's official newspaper and listing of depositories
   f. Approve 1-4 Day Temporary On-sale Liquor License for Lake City Area Arts event February 13-14, 2026.
   g. Approve 1-4 Day Temporary On-sale Liquor License for Lake City Area Arts event March 20-21, 2026.
   h. Adopt Resolution 26-002 accepting donations for the fourth quarter 2025
5. New Business
   a. Approve years of service step adjustment for Paramedics.
   b. Approve 2026-2028 LELS labor agreement
   c. Approval of Task Order No. 22 with Bolton & Menk, Inc. – 2026 Mill & Overlay Projects.
   d. Approve Task Order No. 23 – Bolton & Menk Professional Services Agreement: High Street Lead Service Line Replacement Project
   e. North Garden Street Reconstruction Project – Approval of Plans and Specifications and Authorization to Advertise for Bids
   f. Appoint 2026 President pro tem
   g. Approve the hire of Keeley Roach as Ambulance Department Administrative Assistant.
   h. Adopt resolution 26-003 approving execution of grant agreement with the MN Office of EMS
   i. Revolving Loan Fund request - Dilly Dallies

j. Revolving Loan Fund request - River Crossings Counseling

k. Approve Ordinance 649 Planned Unit Development Amendment #PD25.002 by Scott & Carma Willers

l. Approve renewal of agreement with Visit Lake City

m. Approve the 2026 Board and Commission liaison appointments.

6. Informational Reports

a. 2025 Planning Department Annual Report

b. Marina Board Minutes December 9, 2025

c. Utility Board Meeting Minutes from December 17th, 2025.

d. Board of Adjustments Meeting Minutes- December 4, 2025

e. Planning Commission Meeting Minutes- December 4, 2025

f. Heritage Preservation Commission Meeting Minutes- December 11, 2025

g. Personnel Committee meeting minutes, August 11, 2025.

h. Personnel Committee meeting minutes, November 24, 2025.

i. Fire Department Meeting Minutes, December 18, 2025

7. Future Meeting Dates

a. January 2026 Calendar

b. February 2026 Draft Calendar

8. Adjourn

January 12, 2026

Agenda Item Description: Disclose conflicts related to agenda items

Originating Department: Port Authority

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Doug Grout, Port Authority Executive Director

Preparer: Douglas Grout

ATTACHMENTS:

January 12, 2026

Agenda Item Description: Public Forum Guidelines

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Public Forum Guidelines:

The Public Forum provides an opportunity for the public to address the Council. Questions from the Council will be for clarification only. Council members will not enter into a dialogue with citizens. Public Forum will not be used as a time for problem solving or reacting to the comments made, but rather for the purpose of allowing citizens to address the City Council on a topic of their choice. The following procedures will be used at Lake City Council meetings in order to control the flow of the meetings: Those persons wishing to speak must identify themselves for the record and must sign in at the table in the back of the chambers. At the beginning of the Public Forum, it will be determined how many speakers there will be. Public speakers or presenters will be required to use the lectern to speak from. Speakers must speak to the microphone to be heard clearly. Those persons wishing to speak must wait for their turn to speak so as to eliminate many conversations going on at one time. Individuals should limit their comments to three minutes. If the speaker has handouts, the Mayor, or president pro tem in the absence of the Mayor, will decide whether or not the handouts will be allowed to be distributed. All handouts go to the City Clerk for distribution. Public Forum will be limited to 15 minutes, and it may not be used to make personal attacks, to air personality grievances, to make political endorsements or for political campaign purposes. Time at the lectern will be halted immediately if this occurs. Council may by majority vote waive any provision therein.

Budgetary/Fiscal Impact:

Reviewed By: Michelle Seydel, City Clerk

Preparer: Michelle Seydel

ATTACHMENTS:

January 12, 2026

Agenda Item Description: City Council meeting minutes, December 8, 2025.

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** Yes

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:
NA

Budgetary/Fiscal Impact:
NA

Reviewed By: Michelle Seydel, City Clerk

Preparer: Michelle Seydel

ATTACHMENTS:
Council Meeting Minutes Draft 12.08.2025

Lake City City Council
Regular Meeting December 8, 2025
6:00 PM
City Hall Council Chambers
Meeting Minutes

Members Present: **Mayor Brian Quinn, Russell Boe, Faye Brown, Amy Alkire, Megan Kramer, Cindy McGrath, Robert Newsome**
Members Absent: **None**
Staff Present: **City Administrator Rob Keehn, Finance Director Jerome Illg, Public Works Director Mitch Rigelman, City Clerk Michelle Seydel, City Attorney Joe Sathe**

Mayor Quinn called the meeting to order at 6:00 p.m. with a quorum present.

Pledge of Allegiance/Call to Order/Introductions

Review and adopt/amend agenda

Motion by Brown, second Alkire to adopt the agenda. All ayes 7-0-0. Motion carried.

Public Forum

Truth & Taxation Public Hearing to Discuss 2026 Budget and Property Tax Levy

Finance Director Jerome Illg shared a presentation of Proposed Property Tax Levy for Taxes payable in 2026 and the proposed budget for 2026. Under Minnesota Statute 275.065, subd. 3, the county auditor shall prepare and deliver a Notice of Proposed Property Taxes after November 10 and before November 24 each year. The notice contains property tax amounts by each taxing authority as estimated for the following year's tax bill. The notice also provides the time and place of a meeting in which the budget and levy will be discussed and public input allowed, prior to final budget and levy determination. Tonight's meeting is the public's final opportunity to provide input prior to the city adopting next year's levy and budget. There are a number of factors that impact property taxes, one of which is the city's tax levy. The City of Lake City has proposed a 7.0% increase to next year's property taxes. Although the amount proposed is an increase, it results in a minimal increase in the city's tax rate due to increase in market value within the city. Due to the size of 2026 Budget Book and the City's 10-year Capital Plan (2026-2035), those documents have been posted to the city's website with the following link: https://www.ci.lake-city.mn.us/index.asp?SEC=D3207B23-8F40-4DED-BB0A-00305008FF99&DE=43AB3F25-C767-46D6-B151-2582B787FEBC

Motion by McGrath, second Brown to open Truth and Taxation public hearing. Receive comments and questions. All ayes 7-0-0. Motion carried.

Rick Berdahl – 205 North Garden Street, spoke to council about concerns for his property assessment. During the Finance Directors presentation, directions were given to residents on how to appeal the assessment with the county.
Mr. Berdahl also spoke to concerns he has regarding the North Garden Street project.

Motion by Brown, second McGrath to close the Truth and Taxation public hearing. All ayes 7-0-0. Motion carried.

DRAFT

Consent Agenda

Review Council minutes from November 10, 2025

Review Council Workshop minutes from November 10, 2025

Review and approve expense claims November 1, 2025- November 30, 2025

Approve 3% COLA for all non-union employees

Approve Planning Budget Adjustment

Approve 2026 license applications for City issued licenses.

Approve request for the Wabasha County Pheasants Forever #41 to host a raffle event on April 4, 2026 at the Lake City Sportsman's Club.

Approve 2026 Council Meeting Schedule

Motion by Kramer, second Alkire to approve the consent agenda. All ayes 7-0-0. Motion carried.

New Business

Adopt Resolution 25-056 Certifying 2025 Levy for payable 2026

The City of Lake City is required by Minnesota Statute 275.07 to certify their levy to the county auditor on or before five working days after December 20th in each year. The levy is one component of setting annual budgets and is the amount directly funded by property owners. Certifying the 2025 levy will provide the revenue necessary to support ongoing services provided to the public in 2026. The total levy is $5,267,106.

Motion by McGrath, second Alkire to adopt Resolution 25-056 certifying the 2025 Property Tax Levy for Payable in 2026. All ayes 7-0-0. Motion carried.

Adopt Resolution 25-057 approving City's 2026 budgets by category

Lake City is required by Minnesota Statute 412.711 to adopt an annual budget for the following year with segregation as to objects and purposes of expenditures as the council deems necessary for purposes of budget control. In 2015, the City Council directed staff that they wished to maintain budgetary control at a category level, meaning they would approve each fund's annual budget by account groupings, or categories (Personnel, Supplies, Capital Outlay, etc.). Council has given Department Heads the authority to manage their budget at an account level and to approve budget transfers when they fall within the same category. Budget transfers that occur outside of these categories require City Council approval. The 2026 Budget Book provides the account level detail for the 2026 budget. Adopting Resolution 25-057 will establish category budgets for the city's various funds.

Motion by Brown, second McGrath to adopt Resolution 25-057 approving the City's 2026 Budgets by Category. All ayes 7-0-0. Motion carried.

Approve reclassification of the Marina Administrator position

The recent pay study did not provide comparable data for the Marina Administrator position, and the Marina Administrator appealed his classification. The appeal was denied. The Personnel Committee reviewed the position in light of comparable wage data from regional marinas, as well as internal consistency with positions that carry similar financial oversight and scope. The committee voted 3-0 to recommend reclassifying the position to Grade 12, Step 7, $58.94/hr. The Marina Administrator is currently paid $56.39/hr. and falls outside the grade assigned by the consultant (Grade 10). Personnel Committee, 11/24/25 Voted 3-0 to recommend approval.

Motion by Kramer, second Alkire, to approve reclassifying the Marina Administrator to Grade 12, Step 7. All ayes 7-0-0. Motion carried.

DRAFT

Informational Reports

Update on Ambulance Department staffing
Police Department staffing update - Position title change
Civil Service Commission Minutes November 17 2025
Personnel Committee Minutes November 24, 2025
Ambulance Commission Minutes November 24, 2025
Fire Department Meeting Minutes November 20, 2025
Charter Commission Minutes, April 23, 2024

Future Meeting Dates

December 2025 Calendar
January 2026 Draft Calendar

Motion by McGrath, second Kramer to adjourn the meeting at 6:36 p.m. All ayes 7-0-0. Motion carried.

Attest:

_____

Brian Quinn, Mayor

_____

Michelle Seydel, City Clerk

DRAFT

January 12, 2026

Agenda Item Description: City Council Workshop meeting minutes December 8, 2025

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** Yes

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:
NA

Budgetary/Fiscal Impact:
NA

Reviewed By: Michelle Seydel, City Clerk

Preparer: Michelle Seydel

ATTACHMENTS:
Council Workshop Minutes Draft 12.08.2025

Lake City Common Council
Council Workshop December 8, 2025
5:00 PM
City Hall 2nd Floor Conference Room
Meeting Minutes

Members Present:	**Mayor Brian Quinn, Cindy McGrath, Megan Kramer, Faye Brown, Amy Alkire, Robert Newsome**
Members Absent:	**Russell Boe – Arrived at 5:19 p.m.**
Staff Present:	**City Administrator Rob Keehn, City Clerk Michelle Seydel, Finance Director Jerome Illg, Public Works Director Mitch Rigelman, Police Chief Cory Kubista**

Mayor Quinn called the meeting to order at 5:00 p.m. with a quorum present.

Review, Adopt, or Amend Agenda
Motion by Brown, second Alkire to adopt the agenda. All ayes 6-0-0. Motion carried.

New Business

Closed meeting pursuant to Minnesota Statute 13D.03, subdivision 1(b), to consider strategy for labor negotiations or discussion and review of labor negotiation proposals.
Motion by Kramer, second Brown to close the meeting at 5:02 p.m. pursuant to Minnesota Statute 13D.03, subdivision 1(b), to consider strategy for labor negotiations or discussion and review of labor negotiation proposals. 5 ayes, 1 opposed, 5-1-0. Motion carried.

Motion by McGrath, second by Brown to open the closed meeting at 5:52 p.m. All ayes 7-0-0. Motion carried.

Motion by Newsome, second Alkire to adjourn the meeting at 5:53 p.m. All ayes 7-0-0. Motion carried.

_____
Brian R. Quinn, Mayor

ATTEST:

_____
Michelle Seydel, City Clerk

DRAFT

January 12, 2026

Agenda Item Description: Review and approve expense claims December 1, 2025- December 31, 2025

Originating Department: Finance

Board/Commission/Committee Action: **Consent Agenda?:** Yes

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By:

Preparer: Jerome Illg

ATTACHMENTS:
Claims 12.1.25-12.31.25

Account Description	Total Invoice Amounts
Total 101-44011-340 Council Printing/Publishing:	580.90
Total 101-44011-360 Council Food Shelf Utilities:	55.88
Total 101-44011-361 Council Old PS Building:	465.87
Total 101-44022-210 City Admin Operating Supplies:	105.81
Total 101-44051-210 Clerk/Finance Operating Suppli:	633.13
Total 101-44051-300 Clerk/Finance Professional Svc:	18,479.70
Total 101-44051-310 Clerk/Finance Communication:	240.57
Total 101-44051-390 Clerk/Finance Contractual:	85.44
Total 101-44060-390 Legal Contractual-Prosecutions:	2,650.00
Total 101-44060-391 Legal Contractual-Civil:	3,006.50
Total 101-44091-210 Planning Operating Supplies:	211.62
Total 101-44091-301 Planning Bld Permit Inspection:	12,933.36
Total 101-44091-310 Planning Communication:	20.11
Total 101-44091-320 Planning Travel, Conf, School:	187.84
Total 101-44091-340 Planning Printing/Publishing:	126.60
Total 101-44091-400 Planning Miscellaneous:	30.00
Total 101-44110-210 Police Operating Supplies:	4,031.25
Total 101-44110-220 Police Maint/Repair:	1,781.31
Total 101-44110-270 Police Uniform:	1,995.95
Total 101-44110-310 Police Communication:	846.89
Total 101-44110-390 Police Contractual:	428.83
Total 101-44120-210 Fire Operating Supplies:	167.63
Total 101-44120-220 Fire Maint/Repair:	1,001.17
Total 101-44120-300 Fire Professional Services:	295.85
Total 101-44120-310 Fire Communication:	231.22
Total 101-44140-210 Ambulance Operating Supplies:	3,017.20
Total 101-44140-220 Ambulance Maint/Repair:	68.43
Total 101-44140-310 Ambulance Communication:	489.68
Total 101-44140-320 Ambulance Travel, Conf, School:	450.00

Account Description	Total Invoice Amounts
Total 101-44140-390 Ambulance Contractual:	4,843.35
Total 101-44191-210 EOC Operating Supplies:	401.71
Total 101-44191-220 EOC Maint/Repair:	691.74
Total 101-44191-310 EOC Communication:	47.17
Total 101-44191-320 EOC Travel, Conf, School:	200.00
Total 101-44212-210 Streets Operating Supplies:	2,874.88
Total 101-44212-220 Streets Maint/Repair:	542.02
Total 101-44212-230 Streets Tools/Equip:	132.81
Total 101-44212-310 Streets Communication:	181.12
Total 101-44212-390 Streets Contractual:	369.73
Total 101-44212-450 Streets Trees:	2,925.00
Total 101-44250-210 Snow Removal Operating Supplie:	352.69
Total 101-44510-210 Parks Operating Supplies:	40.63
Total 101-44510-220 Parks Maint/Repair:	218.50
Total 101-44510-230 Parks Tools/Equip:	96.82
Total 101-44510-390 Parks Contractual:	500.28
Total 101-44524-310 Pool Communication:	62.54
Total 101-44543-210 HSL Operating Supplies:	803.10
Total 101-44543-220 HSL Maint/Repair:	97.96
Total 101-44543-310 HSL Communication:	209.43
Total 101-44543-320 HSL Travel, Conf, School:	175.00
Total 101-44543-390 HSL Contractual:	23.77
Total 210-45210-210 Library Operating Supplies:	945.34
Total 210-45210-240 Library Books & Materials:	4,492.16
Total 210-45210-390 Library Contractual:	1,715.86
Total 210-45210-391 Library Programs:	250.00
Total 210-45210-401 Donation Expenses:	156.00
Total 270-45270-300 CDBG Professional Services:	726.00
Total 270-45270-402 CDBG Loan Disbursement:	12,146.00

Account Description	Total Invoice Amounts
Total 400-44510-500 Cap Project Parks-Land:	631.00
Total 400-44543-500 Cap Project HSL-Land:	394,488.90
Total 408-44080-500 2026 N Garden Reconstruct-Land:	90,312.00
Total 501-45575-300 Port Auth Professional Service:	142.00
Total 602-44602-210 City Hall-Operating Supplies:	302.23
Total 602-44602-220 City Hall-Maint/Repair:	588.46
Total 602-44602-310 City Hall-Communication:	352.48
Total 602-44602-360 City Hall-Utilities:	1,828.68
Total 602-44602-390 City Hall Building-Contractual:	10,066.96
Total 602-44603-310 Library Building-Communication:	157.23
Total 602-44603-360 Library Building-Utilities:	620.70
Total 602-44603-390 Library Building-Contractual:	1,204.85
Total 602-44604-310 PS Building-Communication:	616.08
Total 602-44604-360 PS Building-Utilities:	505.10
Total 602-44604-390 PS Building-Contractual:	1,181.25
Total 602-44605-220 Fire Hall-Maint/Repair:	1,874.98
Total 602-44605-310 Fire Hall-Communication:	142.44
Total 602-44605-360 Fire Hall-Utilities:	851.06
Total 602-44605-390 Fire Hall-Contractual:	55.00
Total 701-37010-33506 Renewable Energy:	955.50
Total 701-41920-210 Electric Operating Supplies:	1,818.46
Total 701-41920-230 Electric Tools/Equip:	6,626.01
Total 701-41920-300 Electric Professional Svcs:	5,290.00
Total 701-41920-310 Electric Communication:	641.42
Total 701-41920-360 Electric Utilities:	3,039.16
Total 701-41920-370 Electric Maint/Repair:	1,605.91
Total 701-41920-390 Electric Contractual:	14,089.16
Total 701-41920-410 Electric Workers Comp Ins:	509.89
Total 701-41920-830 Electric Rebate Payments:	4,400.00

Account Description	Total Invoice Amounts
Total 702-42920-210 Water Admin Operating Supplies:	380.82
Total 702-42920-230 Water Admin Tools/Equip:	406.79
Total 702-42920-300 Water Admin Professional Svcs:	3,344.00
Total 702-42920-310 Water Admin Communication:	368.31
Total 702-42920-370 Water Admin Maint/Repair:	771.56
Total 702-42920-371 Water Admin Service Lines:	122.25
Total 702-42920-390 Water Admin Contractual:	4,202.65
Total 702-42920-530 Water Capital-Machin/Equip:	59,131.33
Total 703-43500-210 Treatment Operating Supplies:	27.21
Total 703-43500-230 Treatment Tools/Equip:	302.88
Total 703-43500-300 Treatment Professional Svcs:	2,401.27
Total 703-43500-310 Treatment Communication:	196.75
Total 703-43500-360 Treatment Utilities:	2,879.07
Total 703-43500-370 Treatment Maint/Repair:	15,310.63
Total 703-43500-390 Treatment Contractual:	19,610.60
Total 703-43920-210 Sewer Admin Operating Supplies:	93.51
Total 703-43920-230 Sewer Admin Tools/Equip:	96.83
Total 703-43920-300 Sewer Admin Professional Svcs:	200.00
Total 703-43920-310 Sewer Admin Communication:	368.31
Total 703-43920-360 Sewer Admin Utilities:	34.23
Total 703-43920-370 Sewer Admin Maint/Repair:	8,068.17
Total 703-43920-390 Sewer Admin Contractual:	4,175.23
Total 703-43920-530 Sewer Capital-Machin/Equip:	34,778.40
Total 706-37060-33180 Miscellaneous Refund/Reimb:	2,000.00
Total 706-47706-210 Storm Water Operating Supplies:	235.38
Total 706-47706-220 Storm Water Maint/Repair:	1,076.76
Total 706-47706-230 Storm Water Tools/Equip:	96.83
Total 706-47706-390 Storm Water Contractual:	199.74
Total 710-40746-360 Marina Beach Utilities:	108.15

Account Description	Total Invoice Amounts
Total 710-40760-390 Marina Trailer Contractual:	6,520.00
Total 710-40771-210 Marina Lift Operating Supplies:	47.80
Total 710-40771-220 Marina Lift Maint/Repair:	390.91
Total 710-40773-200 Marina Harbor Office Supplies:	405.30
Total 710-40773-210 Marina Harbor Operating Suppli:	600.43
Total 710-40773-220 Marina Harbor Maint/Repair:	3,940.48
Total 710-40773-310 Marina Harbor Communications:	492.21
Total 710-40773-360 Marina Harbor Utilities:	1,344.12
Total 710-40773-390 Marina Harbor Contractual:	197.50
Total 720-47720-210 Compost/Leaf Vac Operating Sup:	2,000.00
Total 720-47720-220 Compost/Leaf Vac Maint/Repair:	773.79
Total 720-47720-360 Compost/Leaf Vac Utilities:	28.12
Grand Totals:	813,465.58

January 12, 2026

Agenda Item Description: Approve out of state travel for Planning & Community Development Director

Originating Department: Planning & Community Development

Board/Commission/Committee Action: **Consent Agenda?:** Yes

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:
Kristi Gross, Planning & Community Development director is requesting to attend the National Planning Conference April 24-29 in Detroit Michigan. The National Planning Conference is an excellent opportunity to learn from other similar size towns throughout the nation. The national conference offers more educational tracks than the state with more opportunities for training that will meet our needs. This conference has been worked into the Planning Budget for 2026 and Kristi plans to attend the National Conference every 2-3 years.

Budgetary/Fiscal Impact:
The estimated cost is $2500 and has been budgeted for 2026.

Reviewed By: Kristi Gross, Planning & Community Development Director
Robert Keehn, City Administrator
Jerome Illg, Finance Director

Preparer: Kristi Gross

ATTACHMENTS:

January 12, 2026

Agenda Item Description: Adopt Resolution 26-001 designating the city's official newspaper and listing of depositories

Originating Department: Finance

Board/Commission/Committee Action: **Consent Agenda?:** Yes

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:
Minnesota Statute 331A.04 requires the City to designate a qualified newspaper for official publications.

Minnesota Statute 118A.02 requires the City to designate all depositories of its funds.

Budgetary/Fiscal Impact:
None

Reviewed By: Michelle Seydel, City Clerk
Rob Keehn, City Administrator

Preparer: Jerome Illg

ATTACHMENTS:
RES 26-001 Designating Official Newspaper and Depositories for 2026

RESOLUTION 26-001

CITY OF LAKE CITY, MINNESOTA

A RESOLUTION DESIGNATING THE OFFICIAL NEWSPAPER AND OFFICIAL DEPOSITORIES

WHEREAS, at the first council meeting certain designations are required to be made by the City Council;

NOW THEREFORE, BE IT RESOLVED, that the following designations shall be made for 2026:

1. The official newspaper of the City of Lake City shall be The Lake City Graphic.

2. The official depositories of the City of Lake City shall be as follows:

    Alliance Bank, Lake City, MN
    Forward Bank, Lake City, MN
    Wells Fargo Advisors, Wayzata, MN
    4M Fund, Naperville, IL
    Oppenheimer & Co. Inc., Minneapolis, MN

Resolution adopted this 12th day of January 2026.

_____
Brian R. Quinn, Mayor

ATTEST:

_____
Michelle Seydel, City Clerk

January 12, 2026

Agenda Item Description: Approve 1-4 Day Temporary On-sale Liquor License for Lake City Area Arts event February 13-14, 2026.

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** Yes

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:
Approve 1-4 Day Temporary On-Sale Liquor License for the Lake City Area Arts for the Valentine event held February 13 and 14, 2026 at 105 West Center Street.

Lake City Area Arts has requested a temporary liquor license for an event held at their building February 13-14, 2026. The Lake City Area Arts has submitted the required documentation and paid the temporary liquor license fee.

The event will be held at the Lake City Area Arts building located at 105 W Center Street. All alcohol being served will be confined to this area.

All liquor licenses require council approval.

Budgetary/Fiscal Impact:
Revenues are generated from permit and license fees. Temporary permit fees are $75.00.

Reviewed By: Administration

Preparer: Diane Johnson

ATTACHMENTS:

January 12, 2026

Agenda Item Description: Approve 1-4 Day Temporary On-sale Liquor License for Lake City Area Arts event March 20-21, 2026.

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** Yes

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:
Approve 1-4 Day Temporary On-Sale Liquor License for the Lake City Area Arts for the St. Patrick's Day event held March 20 and 21, 2026 at 105 West Center Street.

Lake City Area Arts has requested a temporary liquor license for an event held at their building March 20-21, 2026. The Lake City Area Arts has submitted the required documentation and paid the temporary liquor license fee.

The event will be held at the Lake City Area Arts building located at 105 W Center Street. All alcohol being served will be confined to this area.

All liquor licenses require council approval.

Budgetary/Fiscal Impact:
Revenues are generated from permit and license fees. Temporary permit fees are $75.00.

Reviewed By: Administration

Preparer: Diane Johnson

ATTACHMENTS:

January 12, 2026

Agenda Item Description: Adopt Resolution 26-002 accepting donations for the fourth quarter 2025

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** Yes

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:
Adopt Resolution 26-002 accepting 4th Quarter 2025 donations totaling $12,682.30.

All city donations are acknowledged by the respective Boards and Commissions and then accepted by Council on a quarterly basis.

Donations are tracked by the Clerk/Finance Department and detailed out in a worksheet listing by department, the purpose of the donation, and any budgets that may need to be amended.

Budgetary/Fiscal Impact:
2025 revenue and expenditure budgets will be increased accordingly.

Reviewed By: Administration

Preparer: Diane Johnson

ATTACHMENTS:
RES 26-002 - Quarterly Donations 4th Qtr 2025

RESOLUTION 26-002

RESOLUTION ACCEPTING DONATIONS TOTALING $12,682.30 FROM THE INDIVIDUALS LISTED BELOW FOR THE FOURTH QUARTER OF 2025.

WHEREAS, the following donations have been received from the listed individuals,

WHEREAS, the appropriate revenue and expense accounts will reflect such donations and/or purchases,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Lake City, Minnesota accepts the donations totaling $12,682.30 and the appropriate accounts will be amended to reflect the donations.

Department	Cash Receipted to Account	Account Description	Amount	Contributor	Account to Amend Budget	Account Name	Description
Library	210-32100-33162	Library Donations	157.46	Friends of the Library	210-45210-210	Library Operating Supplies	September corner bookstore
Library	210-32100-33162	Library Donations	4.00	Friends of the Library	210-45210-210	Library Operating Supplies	front desk donations
Library	210-32100-33162	Library Donations	135.23	Friends of the Library	210-45210-210	Library Operating Supplies	October Book shelf
Library	210-32100-33162	Library Donations	1,000.00	Peggy & Donald Calvin	210-45210-401	Library Donation Expenses	General Use
Library	210-32100-33162	Library Donations	450.00	Friends of the Library	210-45210-401	Library Donation Expenses	Mark Twain program
Library	210-32100-33162	Library Donations	307.80	Friends of the Library	210-45210-401	Library Donation Expenses	Lake City Reads books-Julia
Library	210-32100-33162	Library Donations	190.81	Friends of the Library	210-45210-210	Library Operating Supplies	Dec Book Shelf
Library	210-32100-33162	Library Donations	50.00	Kathleen Yungwirth	210-45210-210	Library Operating Supplies	General donation
Library	210-32100-33162	Library Donations	15.00	Debbie Eggenberger	210-45210-210	Library Operating Supplies	General donation
Hok-Si-La	101-34543-33162	HSL Donations	237.00	Donation Boxes	n/a	n/a	
Fire	101-34120-33162	Fire Donations	100.00	John & Erma Anderson	n/a	n/a	General donation
Fire	101-34120-33162	Fire Donations	35.00	DJ & TL Ender	n/a	n/a	General donation
Parks	400-34510-33162	Parks Capital Donations	10,000.00	Frontenac Sportsman Club	n/a	n/a	HSL & Roschen Park Fishing Docks
			$ 12,682.30				

Adopted this 12th day of January, 2026.

ATTEST:

_____
Brian R Quinn, Mayor

_____
Michelle Seydel, City Clerk

January 12, 2026

Agenda Item Description: Approve years of service step adjustment for Paramedics.

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:
Motion by _____, second _____ to approve a years of service step adjustment for Paramedics, placing the paramedics at the same step on the new pay grid that they were at on the old pay grid, effective January 4, 2026.

Introduction/Background/Justification/Key/Legal Issues:
At the Personnel Committee meeting on December 18, 2025, committee members motioned to bring a request from paramedics to adjust their pay in light of existing market conditions relating to years of service for council consideration. City Administrator and Ambulance Director met to discuss the request from paramedics and proposed placing the paramedics at the same step on the new pay grid that they were at on the old pay grid. The grade of pay would remain the same, and the new step would be reflective of their years of service and successful performance as a paramedic. The step adjustment would be effective January 4, 2026.

Budgetary/Fiscal Impact:
The overall cost to adjust the paramedics (full-time, part-time, and casual) would be approximately $32,000. As previously discussed, it is anticipated that there will be savings in the approved 2026 budget due to filling an administrative assistant position instead of the Assistant Director position, which will help cover this cost along with other anticipated ambulance staffing changes this year and benefit level changes.

Reviewed By: Rob Keehn, City Administrator
Jerome Illg, Finance Director
Sara Rybarczyk, Ambulance Director

Preparer: Michelle Seydel

ATTACHMENTS:

January 12, 2026

Agenda Item Description: Approve 2026-2028 LELS labor agreement

Originating Department: City Administrator

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:
Motion_____, second_____, to approve a three-year labor agreement with Law Enforcement Labor Services, Inc., Local #121

Introduction/Background/Justification/Key/Legal Issues:
The attached contract reflects agreement between the City and LELS Local #121 for the next three years. Substantive changes to the contract are:

- Establishment of stability pay for officers meeting performance criteria
- Establishment of a floating position to cover shifts at straight time
- Incorporation of new pay study into the contract
- Wage opener in 2028 if certain criteria are met
- General wage adjustment of 3% in 2026, 3% in 2027, and 3% in 2028

Budgetary/Fiscal Impact:
Staff has budgeted for both the pay study impacts and general wage adjustments for 2026. Stipends for the floating position and stability pay were not budgeted and may warrant a budget adjustment in 2026.

Reviewed By: Rob Keehn, City Administrator

Preparer: Robert Keehn

ATTACHMENTS:
LELS Redline Contract 26-28

LABOR AGREEMENT

BETWEEN

CITY OF LAKE CITY, MINNESOTA

AND

LAW ENFORCEMENT LABOR SERVICES, INC.

LOCAL NO. 121

Effective January 1, 2026 through December 31, 2028

TABLE OF CONTENTS

ARTICLE 1—PURPOSE OF AGREEMENT 3
ARTICLE 2—RECOGNITION 3
ARTICLE 3—DEFINITIONS 3
ARTICLE 4—EMPLOYEE SECURITY 4
ARTICLE 5—EMPLOYER AUTHORITY 5
ARTICLE 6—EMPLOYEE RIGHTS - GRIEVANCE PROCEDURE 5
ARTICLE 7—WORK SCHEDULES 8
ARTICLE 8—OVERTIME 9
ARTICLE 9—PAID TIME OFF 10
ARTICLE 10—HOLIDAYS 12
ARTICLE 11—BEREAVEMENT LEAVE 13
ARTICLE 12—OTHER LEAVES 13
ARTICLE 13—INSURANCE 13
ARTICLE 14—SENIORITY, PROBATION 14
ARTICLE 15—DISCIPLINE 14
ARTICLE 16—OUTSIDE EMPLOYMENT 15
ARTICLE 17—JOB SAFETY 16
ARTICLE 18—RESIGNATION 16
ARTICLE 19—LONGEVITY PAY 16
ARTICLE 20—PAY STABILITY 16
ARTICLE 21—WAGES 16
ARTICLE 22—UNIFORM ALLOWANCE 17
ARTICLE 23—POST-BOARD FEES 18
ARTICLE 24—INJURY ON DUTY 18
ARTICLE 25—WAIVER 18
ARTICLE 26—SAVINGS CLAUSE 19
ARTICLE 27—DURATION 19
Schedule A 21
Wage Progression Scales (2026–2028) 21
Schedule B 23

ARTICLE 1—PURPOSE OF AGREEMENT

THIS AGREEMENT is made the _____ day of _____, 2026, and is entered into Between the City of Lake City, a Municipal Corporation, hereinafter called ("EMPLOYER") and the Law Enforcement Labor Services, Inc., Loca1 No. 121, hereinafter called (LELS). The intent of this Agreement is to:

1.1 Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application;

1.2 Specify the full and complete understanding of the parties; and

1.3 Place in written form the parties' agreement upon terms and conditions of employment for the duration of the Agreement.

ARTICLE 2—RECOGNITION

2.1 The Employer recognizes LELS as a sole and exclusive bargaining agent under the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as P.E.L.R.A., Minnesota Statutes, for all essential employees in the Lake City Police Department excluding supervisory employees, confidential employees, and all other City employees.

2.2 In the event the Employer and LELS are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

2.3 The Employer will continue to recognize the LELS as the exclusive representative until such time as a majority of the members reject this Association in a legal selection process or until such time as the Bureau of Mediation Services issues a cease and desist order.

ARTICLE 3—DEFINITIONS

3.1 LELS: Law Enforcement Labor Services, Inc., the Exclusive Bargaining Agent.

3.2 EMPLOYER: City of Lake City or its representatives.

3.3 LELS MEMBER: A member of LELS.

3.4 EMPLOYEE: A member of the bargaining unit covered by this Agreement.

3.5 REGULAR EMPLOYEE: Employee who has completed the required probationary period.

3.6 PROBATIONARY EMPLOYEE: Employee who has not completed the probationary period.

3.7 SENIORITY: Length of continuous service with the Employer.

3.8 LELS OFFICER: Duly appointed or elected officer of LELS.

3.9 FULL TIME EMPLOYEE: A regular employee employed on a full-time basis by the Employer, meaning an average of forty (40) hours per week and Two Thousand Eighty (2,080) hours per year.

3.10 PART TIME EMPLOYEE: A regular employee employed on a basis of fifty percent (50%) or more of full-time employment by the Employer. A part-time employee shall receive pro-rated fringe benefits and salary on the basis of the salary schedule.

3.11 LESS THAN PART-TIME EMPLOYEE: A regular employee employed on the basis of less than fifty percent (50%) of full-time employment and is a member of the bargaining unit. Less than part-time employees shall not receive any fringe benefits and shall be paid on a pro-rated basis on the salary schedule.

3.12 FRINGE BENEFITS: Include, but are not limited to, insurance benefits, vacations, holidays, sick leave, bereavement leave and other leaves.

ARTICLE 4—EMPLOYEE SECURITY

4.1 There shall be no discrimination against any employee because of LELS membership or non-membership, or because of race, creed, sex, color or religious or political belief.

4.2 The LELS may designate employees from the bargaining unit to act as stewards and shall inform the Employer in writing of the names of such stewards.

4.3 The Employer shall deduct from the first pay of each month, for those employees who certify to it in writing, the regular monthly dues, and forward such monies to the designated office of the LELS.

4.4 When requested to do so by the LELS, the Employer shall deduct each month from the pay of those employees not members of the LELS, a fair share that shall not exceed that provided by P.E.L.R.A.

4.5 The LELS agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of Subsection 4.3 and 4.4 of this Article.

4.6 The Employer agrees not to enter into any agreement with employees individually or collectively, covered by this Agreement, which conflicts with the provisions of this Agreement, unless otherwise ordered by a Court, administrative agency of the State or Federal Government, or required by the laws of the State of Minnesota or the United States.

4.7 The Employer agrees to make space available on the Employer bulletin board for the posting of LELS notice(s) and announcements and to make space available on the employee bulletin board for meetings when it does not conflict with the operation of the department.

4.8 The Employer agrees to allow officers and representatives of the bargaining unit reasonable

time off, not to exceed a total of 30 hours per year, with prior approval on two (2) days notice and without pay, for the purpose of conducting LELS business when such time will not unduly interfere with the operations of the Department as determined by the Chief of Police.

ARTICLE 5—EMPLOYER AUTHORITY

5.1 The Employer retains the full and unrestricted right to operate and manage all manpower, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct, and determine the number of personnel; to establish work schedules, and to perform any inherent managerial function not specifically limited by this Agreement.

5.2 Any term and condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish, or eliminate.

ARTICLE 6—EMPLOYEE RIGHTS - GRIEVANCE PROCEDURE

6.1 DEFINITION OF A GRIEVANCE. A grievance is defined as a dispute or disagreement as to the interpretation or application of the terms and conditions of this Agreement.

6.2 ASSOCIATION REPRESENTATIVES. The Employer will recognize Representatives designated by LELS as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The LELS shall notify the Employer in writing of the names of such LELS Representatives and of their successors when so designated.

6.3 PROCESSING OF A GRIEVANCE. It is recognized and accepted by LELS and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and a representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours provided that the employee and the LELS representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work program of the Employer.

6.4 PROCEDURE: Grievances, as defined by Section 6.1, shall be resolved in conformance with the following procedure:

Step 1. An employee claiming violation concerning the interpretation or application of this Agreement shall within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the employee's supervisor as designated by the Employer. A grievance not presented within the twenty-one (21) days as herein required shall be considered waived. The Employer-designated representative shall discuss and give an answer to such

Step 1 grievance within ten (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing, setting forth the nature of the grievance, the facts on which it is based, the provisions of the Agreement allegedly violated, the remedy requested, and shall be appealed to Step 2 by LELS within ten (10) calendar days after receiving the answer to Step 1.

A grievance not appealed to Step 2 in ten (10) days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by LELS and discussed with the Employer-designated Step 2 representative. The Employer-representative shall give LELS the Employer's Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days after receiving the answer to Step 2. A grievance not appealed in ten (10) days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by LELS and discussed with the Employer-designated Step 3 representative. The Employer designated representative shall give LELS the Employer's answer in writing within ten (10) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the Employer-designated representative's final answer in Step 3. Any grievance not appealed in writing in Step 4 within ten (10) calendar days shall be considered waived.

Step 3A. A grievance unresolved in Step 3 and appealed to Step 4 by LELS may be submitted to the Minnesota Bureau of Mediation Services for mediation or to arbitration within ten (10) calendar days following the EMPLOYER-designated Representative's final Step 3 answer. If the grievance is submitted to mediation and is not resolved, it may be appealed to arbitration within ten (10) calendar days following the EMPLOYER-designated Representative's final Step 4 answer.

Step 4. A grievance unresolved in Step 3 and appealed to Step 4 by LELS shall be submitted to arbitration as defined herein.

6.5 REQUEST FOR ARBITRATION. A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, the Union or the City and such request must be filed with the Employer's designated representative within ten (10) calendar days following the decision in Step 3 of the grievance procedure.

6.6 PRIOR PROCEDURE REQUIRED. No grievance shall be considered by the Arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

6.7 SELECTION OF ARBITRATOR. Upon the proper submission of a grievance under the

terms of this procedure, the parties, shall within twenty-one (21) calendar days after the request to arbitrate, attempt to agree upon the selection of an arbitrator unless the parties mutually agree to waive the timelines in writing. If no agreement on an Arbitrator is reached, either party may request, from the Director of the Bureau of Mediation Services, State of Minnesota, a list of five (5) names. The list maintained by the Director of the Bureau of Mediation Services shall be made up of qualified Arbitrators who have submitted an application to the Bureau. The parties shall alternately strike names from the list of five (5) Arbitrators until only one (1) name remains. The remaining Arbitrator shall hear and decide the grievance. If the parties are unable to agree on who shall strike the first name, the question shall be decided by a flip of the coin. Failure to agree upon an Arbitrator or the failure to request an Arbitrator from the Bureau within the twenty-one (21) calendar days after the request to arbitrate is filed shall constitute a waiver of the grievance unless the parties mutually agree to waive timelines in writing. For grievance matters involving written disciplinary action, discharge, or termination, the assignment of an arbitrator shall be consistent with Minnesota Statute 626.892. For all other grievances the selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Bureau of Mediation Services.

6.8 SUBMISSION OF GRIEVANCE INFORMATION

A. Upon appointment of the Arbitrator, the appealing party shall within ten (10) calendar days after notice of appointment forward to the Arbitrator, with a copy to the Employer's representative, the submission of the grievance which shall include the following:
   (1) The issues involved;
   (2) Statement of the facts;
   (3) Position of the grievant;
   (4) The written documents relating to the grievance procedure.

B. The Employer shall make a similar submission of information relating to the grievance either before or at the time of the hearing.

6.9 HEARING: The grievance shall be heard by a single Arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the Arbitrator. The proceeding before the Arbitrator shall be a hearing de novo.

6.10 DECISION: The decision by the Arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the Arbitrator in cases properly before him shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in the P.E.L.R.A. The Arbitrator shall issue a written decision and order including findings of fact which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the Arbitrator.

6.11 EXPENSES: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the

party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of the party. The parties shall share equally, fees and expenses of the Arbitrator, the cost of the transcript or recording if requested by both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such a copy.

6.12 JURISDICTION. The Arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the Arbitrator pursuant to the terms of the procedure. The Arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement; nor shall an Arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall any jurisdiction of the Arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the Employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.

6.13 ELECTION OF REMEDIES AND WAIVER. If, as a result of the Employer response in Step 3, the grievance remains unresolved, the grievance may be appealed to either Step 4 of this Article or other legal procedures such as, but not limited to, Civil Service, Veteran's Preference, or Fair Employment. If the grievant elects a remedy for settlement on the basis of the grievance other than is provided in Step 4 of this Article, the grievant shall thereafter, not be subject to the herein provided arbitration procedure.

ARTICLE 7—WORK SCHEDULES

7.1 The Employer shall be the sole authority in determining work schedules, hours of employment, and changes thereto. When and under what circumstances work schedules and hours of employment are determined or changes shall be within the sole discretion of the Employer.

7.2 The normal work week shall be an average of forty (40) hours in a five (5) day period.

7.3 The normal work year shall consist of Two Thousand Eighty (2,080) hours, accounted for by each employee through:

a. Hours worked on assigned shifts;
b. Assigned training by Employer;
c. Authorized leave time and paid time off;
d. Employees required to attend department meetings at a time other than during the employee's work shift, shall be paid at the rate of time & one-half (1 ½), computed on the employee's regular rate of pay for each hour part thereof, with a one (1) hour minimum at the time & one-half (1 ½) rate of pay. Nothing in this section shall be construed to limit the Employer's right to call department meetings at any time, to require attendance thereof or to limit the length of said meetings.

7.4 Voluntary shift switching by employees may be arranged between employees provided: a written request is submitted not less than 72 hours (three days) in advance of the schedule shift; it is approved by the police chief or designate; and such switching is not used as the basis for a claim for overtime.

7.5 Nothing contained in this or any other Article shall be interpreted to be a guarantee of a minimum or maximum number of hours the Employer may assign employees per day, per week or per year.

ARTICLE 8—OVERTIME

8.1 All hours worked by an employee in excess of a normally scheduled daily work shift shall be paid for at the rate of one and one-half (1 ½) times the employee's regular straight time rate of pay. In computing overtime compensation, overtime hours shall not be pyramided, compounded, or paid twice for the same hours worked. To receive compensation for overtime the overtime shall be approved in advance by the Employee's immediate supervisor except in case of an emergency.

8.2 A change of shift does not qualify an employee for overtime under the provisions of this Article.

8.3 Employees required to appear in Court during their off-duty hours shall receive a minimum of three (3) hours pay at one & one-half (1 ½) times their regular straight time hourly rate. Employees who receive less than 24 hrs notice that they are not required to appear at a scheduled Court appearance, shall receive the Court minimum pay provided by this Section.

Employees who work a shift in which the majority of hours fall between 11:00 p.m. and 7:00 a.m. and are required to appear in court during their off-duty time, shall receive a minimum of four (4) hours pay at one and one-half (1 ½) times their regular straight time hourly rate.

8.4 An employee called back to work after completion of a regular shift, or on a day off, shall receive a minimum of two (2) hours at one and one-half (1 ½) times his/her regular straight time hourly rate of pay. This Section shall not apply to any time contiguous with the beginning or ending of an employee's scheduled shift.

8.5 Overtime will be distributed as equally as practicably. Overtime refused by an employee shall, for record purposes, be considered unpaid overtime worked. For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded or paid twice for the same hours worked. Overtime will be calculated to the nearest fifteen (15) minutes.

8.6 An employee may elect to bank and carry over overtime earned (at the rate of one and one-half hours of compensatory time for each hour of overtime earned) and use it as compensatory time off provided:

(a) the accumulated overtime for this purpose does not exceed 60 hours;
(b) the scheduling of compensatory time off shall be approved by the

employer provided it does not interfere with the Employer's work schedule, as determined by and in the sole judgment of, the Employer.

ARTICLE 9—PAID TIME OFF

9.1 Employees who are regularly scheduled to work at least 1.0 FTE (40 hours per week) (Eligible Employees) will receive paid time off (PTO) hours in lieu of the traditional vacation and sick leave. Paid Time-Off (PTO) shall be distributed in lieu of traditional sick leave, personal days and vacation benefits.

9.2 Eligible Employees will be compensated at their regular rate of pay and are eligible to be compensated for PTO upon initial date of hire.

A. PTO hours must be used to maintain the Eligible Employee's normal work schedule.

B. The number of earned/available paid time off hours is recorded on the Eligible Employees statement of earnings.

C. Any accumulated PTO hours will be paid upon termination or resignation regardless of the length of employment at the rate of pay at termination or resignation.

PTO will be distributed by the following formula:

Years of Employment	**PTO**
0 to 2 full years (24 months)	132 hours
Beginning of year 3 to 6 years	156 hours
Beginning of year 7 to 10 years	180 hours
Beginning of year 11 to 14 years	204 hours
Beginning of year 15 to 18 years	234 hours
Beginning of year 19 to 22 years	252 hours
Beginning of year 23 to 26 years	264 hours
Beginning of year 27 +	270 hours

9.3 Maximum PTO Accrual is 800 hours.

9.4 Beginning the 3rd year of employment, an employee may choose to receive (if available in PTO bank) up to a maximum of (80) hours as cash out from banked PTO every calendar year. This benefit is only available if the employee has complied with the annual minimum 40 PTO hours required time off or retains (80) hours of banked PTO hours for the required time off per calendar year after the cash out is paid.

9.5 During the month of March each year, the Employer shall post a schedule for Eligible Employees to take PTO during the following calendar year. Eligible Employees, by seniority, may elect to have up to two blocks of five days or longer and no more than five single days

of available PTO scheduled for the following calendar year during the March posting period. Following the March posting period, Eligible Employees shall, on a first come as requested basis, make a written request to the Employer not less than fourteen (14) days prior to the posting of the schedule during which the PTO use is requested, for the scheduling of their PTO days, except for illness, emergency needs, or if it does not interfere with the Employer's work schedule as determined by, and in the sole judgment of, the Employer. The Employer shall evaluate each PTO request prior to the PTO
days being authorized or granted.

A. PTO days may be granted at any time during the year subject to the operating policies of the Employer.

B. Eligible Employees will not be permitted to work on scheduled PTO days unless requested by the Employer.

C. PTO may be used in one hour increments.

9.6 A spell of illness of an Eligible Employee not covered by the Employer's Disability Plans will be paid from the available PTO account.

A. Before paying any short term disability benefits pursuant to the Employer's Disability Plan, the Employer may require the Eligible Employee to furnish a written certificate of a physician who attended the Employee in connection with the illness or injury causing the absence, verifying the necessity of the absence for the period actually incurred.

9.7 In the event of an illness, injury or disability, the first normally scheduled forty (40) hours of such illness, injury or disability in a calendar year shall be taken from the Paid Time Off (PTO) bank or as unpaid time.

9.8 Unused sick leave hours are frozen at the time of conversion to Paid Time off. This amount must be used prior to receiving short-term or long-term disability benefits. At the time of an Employee's retirement or resignation, one-half of the unused sick leave hours shall be paid to the Employee at the then Employee's basic rate of pay. In the event an Employee is terminated for cause, there shall be not payment to such an Employee on the unused sick leave hours.

9.9 All regular full-time Employees under the PTO program are eligible to participate in the short-term disability leave program after successful completion of the Employee's probationary period. Banked and unused sick leave must be exhausted before an Employee is eligible for short-term or long-term disability benefits. The City self-funds the short-term disability program.

9.10 On implementation of PTO, existing sick leave will be "frozen" and kept for sick leave use in a separate account. In an employee requires sick leave, the employee must use 40 hours of PTO per calendar year prior to using the banked sick leave.

9.11 The City will pay 100% of the cost of a long-term disability plan for full time and eligible

part-time employees.

9.12 Eligible part-time employees shall have all benefits under PTO pro-rated by the amount of hours they work in comparison to full-time employment.

9.13 An employee who leaves the employment of the City shall be compensated for one-half of their remaining frozen sick leave bank within 60 days of separation of employment. An employee terminated for cause shall forfeit the sick leave bank.

9.14 The Employer's Public Employees Retirement Association (PERA) contribution shall be made while an Employee is on short-term disability provided the Employee continues the employee contribution.

9.15 Upon implementation of PTO, existing benefits due under the old plan shall be pro-rated based on the anniversary date of employee employment.

ARTICLE 10—HOLIDAYS

10.1 In lieu of scheduling holidays, regular employees will receive pay at their average per diem annual salary for eleven (11) eight (8) hour holidays by separate, electronic check deposit, payable on the first full pay period of November. The eleven (11) paid holidays are in lieu of the following named holidays:

New Years Day	Independence Day
Martin Luther King Day	Labor Day
President's Day	Veterans Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Juneteenth	Christmas Day

If an employee is required to work on any of the named holidays, the employee shall be compensated at time & one-half (1 ½) the regular hourly rate of pay for each hour worked on their shift.

10.2 In addition to the foregoing paid holidays, each Officer will be entitled to take in every calendar year, two (2) ten (ten) hour floating holidays. The floating holidays will not accumulate from one year to the next. The floating holidays will be taken at the discretion of the officer subject however to appropriate scheduling and approval by the Chief of Police. In case of a conflict regarding the choice for the floating holiday by more than one Officer, the decision will be based on the Officer's seniority. An Officer requesting a floating holiday must give the Chief of Police two (2) weeks' notice thereof. No more than one (1) employee may be on vacation, holiday, or leave at the same time unless approved by the Employer or their representative.

10.3 Employees in their first year of employment will have their holidays paid at a prorated rate from the employees starting date in accordance with Article 10.01, Employees that

separate from the city will have their holiday pay pro-rated in accordance Article 10.01 from their separation date and paid to the employee on the next available city payroll.

ARTICLE 11—BEREAVEMENT LEAVE

11.1 In the event of death in the immediate family of a regular employee, the employee shall be granted days of bereavement leave with pay according to the following schedule:

Six (6) days for spouse or child of the employee

Three (3) days for mother, father, grandchild, mother-in-law, father-in-law, sister, brother, stepmother, stepfather, sister-in-law, brother-in-law

One (1) day for grandparents of either employee or spouse

11.2 Pallbearers shall receive a 3-hour leave of absence with pay at straight time. Honor guards at military funerals shall receive a 3-hour leave of absence with pay at straight time.

11.3 Any employee my request an unpaid leave to attend the funeral of a relative or friend, subject to the approval to their supervisor/department head.

ARTICLE 12—OTHER LEAVES

12.1 Any military leave of absence shall be handled as provided by law. An employee who requests to take military leave shall notify the Employer in writing of the period requested and in advance of such dates as possible.

12.2 Any employee who is scheduled to work within 12 hours prior to the time the employee is required to report for military duty qualifying under MN Statutes 192.26 shall be allowed to take any part or portion of the shift off falling within said 12 hour period but not less than 5 hours, as vacation, or be allowed to switch with another employee provided notice thereof complies with the applicable provisions of this contract.

ARTICLE 13—INSURANCE

13.1 The Employer shall make available to the regular employees a group program of insurance. A representative of the LELS shall participate in the City Employee Insurance Committee for purposes of recommending to the Employer, a group insurance program covering the members of the employee's unit as well as other City employees.

13.2 The Employer agrees to contribute toward the cost of said insurance program per regular employee on a monthly basis: an amount equal to ninety percent (90%) for individual health coverage for the term of this contract; an amount equal to seventy percent (70%) for individual and dependent (family) average for the term of this contract; and an amount equal

to one hundred percent (100%) of the cost of life, AD&D and STP insurance during the term of this Contract. Any premium costs exceeding said amounts shall be paid by the employee by payroll deduction.

13.3 The Employer shall provide a liability insurance plan for the employees, the terms of which shall be determined by the Employer.

13.4 Either party may elect to re-open the Labor Agreement for the limited purpose of discussing health insurance terms for 2026, 2027 or 2028. Employees may elect to participate in the Public Employee Insurance Program (PEIP) beginning in calendar year 2026, 2027 or 2028 so long as the Union gives advance notice to the City of employees' intent to participate in the program. Advance notice shall be at least 30 days prior to the anticipated change.

ARTICLE 14—SENIORITY, PROBATION

14.1 All newly hired or rehired employees will serve a twelve (12) month probationary period. Probationary employees may be terminated at the sole discretion of the Employer. This section does not apply to employees on voluntary or in-voluntary lay-offs up to 3 years.

14.2 Upon completion of the probationary period, employees shall become regular employees within the meaning of this Agreement, and shall be credited with seniority dating from the first date of continuous employment with the Employer.

14.2.1 The principals of seniority shall apply in lay-offs, recalls, and transfers, provided however, no full time employee shall be laid off while probationary or part time employees are working and provided further the senior employee is qualified to perform the work available.

14.3 Job openings shall be posted on the employees' bulletin board, and employees shall have five (5) working days in which to apply, any such application shall be considered on the same basis as any outside applications.

14.3.1 Notices of openings will be mailed to employees absent from work under any authorized leave, at the time such openings are posted.

14.4 Prior to laying off an employee the Employer will offer a voluntary leave of absence to other Employees in the effected classification to prevent the involuntary layoff of an Employee. An Employee on such leave shall continue to accrue seniority as though the Employee was working, but said leave shall be without pay or fringe benefits. The leave shall be for a period not to exceed three (3) years from the effective date of the leave. An Employee returning from voluntary leave must meet peace officer requirements of a new hire.

ARTICLE 15—DISCIPLINE

15.1 Regular employees shall be disciplined for just cause only and discipline may take any of the following forms:

Oral reprimand
Written reprimand
Suspension with or without pay
Demotion
Termination

15.2 Except as provided in Section 14.1 prior to suspension, demotion or termination of an employee for disciplinary reasons, the Employer shall prepare and furnish a statement of the reasons therefore, and the proposed disciplinary action to the employee.

15.3 If the Employer, because of the serious nature of pending charges against an employee, causes the immediate suspension of said employee, the statement of reasons shall be served within forty-eight (48) hours after the suspension.

15.4 The statement of charges shall be in written form and shall contain the allegations that will be presented by the Employer at any hearing to justify the intended action. The charges shall be served upon the employee or in his/her absence by registered mail, with a copy by registered mail to LELS.

15.5 Employer actions under Subsection 15.2 shall be subject to the grievance procedure in Article 6, provided that in the case of discharge, the grievance, if any, may be advanced to Step 2.

15.6 If the Employer has reason to reprimand an employee, it should, when possible, be done in a manner that will not embarrass the employee before other employees or the public. Employees disciplined by written reprimand shall receive a copy of the reprimand, within forty-eight (48) hours of the reprimand.

ARTICLE 16—OUTSIDE EMPLOYMENT

16.1 Officers may engage in off-duty employment subject to the following limitations:

(1) Such employment shall not interfere with or be conducted during the Officer's hours of employment with the department;

(2) Officers shall not engage in any employment or business involving the sale or distribution of alcoholic beverages, bail bond agencies, investigative work for insurance agencies, or attorneys where there are or may exist matters involving their official capacity of Police Officers, collection agencies, or where the outside employment may reasonably:

(a) render the Officer unavailable during an emergency;

(b) physically or mentally exhaust the Officer to the point that his/her performance may be affected;

(c) require that any special consideration be given to the scheduling of the

Officer's regular duty hours; or

(d) bring the department disrepute or impair the operation or efficiency of the department or office.

ARTICLE 17—JOB SAFETY

17.1 It shall be the policy of the Employer that the safety of employees, the protection of work areas, the adequate training in necessary safety practices, and the prevention of accidents are a continuing and integral part of its responsibilities. The extent of the safety program shall be determined by the Employer.

17.2 It shall also be the responsibility of all employees to participate and cooperate in programs to promote safety to themselves and the public and to comply with rules promulgated to ensure safety. This employee responsibility shall include the proper use of all safety devices in accordance with recognized safety procedures.

ARTICLE 18—RESIGNATION

18.1 Employees wishing to resign shall provide the Employer with a ten (10) day written notice, which may be waived by the Employer, provided the employee is required to report for employment with the new Employer as a condition of employment.

ARTICLE 19—LONGEVITY PAY

19.1 After five (5) full years of employment, an employee will be paid longevity pay on the first pay period of the sixth year of his/her employment, longevity pay in the amount of $208.00. On the anniversary date, after each full year of employment thereafter, the longevity pay will be increased in the amount of $41.60. A full year of employment shall mean full-time employment status for the entire year between anniversary dates of employment.

ARTICLE 20—PAY STABILITY

20.1 Effective January 1, 2026, members in good standing and who are meeting expectations for performance shall receive an additional one dollar ($1.00) an hour to their base rate at the beginning of the employees' fifteenth year of employment. At the beginning of the employee's 20th year of employment the employee will receive an additional two dollars ($2.00) an hour to their base rate for a total of three ($3.00) additional dollars per hour to their base rate.

ARTICLE 21—WAGES

21.1 All employees shall be paid in accordance with Schedule "A" attached hereto and made a part

of this Agreement. Schedule "A" is based on an average of forty (40) hours per week and 2,080 hours per year. Any decrease in the average weekly or yearly hours will require a corresponding decrease in the salary schedule on a pro-rated basis.

21.2 The Employer reserves the exclusive right to place a new employee on any step of the attached salary Schedule "A" although the entry-level rate for new Police Officers shall begin at Step 3. Employees with additional years of service can be placed on the scale above step three. Thereafter step increases shall correspond to the employee's anniversary date. Nothing herein shall prohibit the Employer from advancing an employee more than one step within any given year of service if, within its sole judgment the Employer determines that such an advance is appropriate.

21.3 Promoted Employees to the position of Investigator will be placed on grade 8, step 6. Employees with additional years of service can be placed on the scale above step six. Thereafter step increases shall correspond to the employee's anniversary date. Nothing herein shall prohibit the Employer from advancing an employee more than one step within any given year of service if, within its sole judgement, the Employer determines that such an advance is appropriate.

ARTICLE 22—UNIFORM ALLOWANCE

22.1 The type and style of clothing and equipment shall be determined by the Employer. New employees shall be furnished with required uniforms, weapon, brass, leather, duty ammunition, and safety equipment as determined by the Employer. Original issue to each new employee shall be as follows:

Three (3) Long sleeve shirts
Three (3) Short sleeve shirts
Three (3) Pairs of medium weight trousers
One (1) Cool shirt
One (1) Garrison hat with strap and rain cover
One (1) Winter weight parka
One (1) Summer weight car. coat
One (1) Bullet proof safety vest
One (1) Leather equipment belt, black in color
One (1) Leather holster, black in color
One (1) Leather handcuff case, black in color
One (1) Leather mace holder, black in color
One (1) Leather flashlight/nightstick holder, black in color
One (1) Set of handcuffs and keys, can of mace and winter hat
One (1) Rain coat

Effective January 1, 2026, each employee shall receive an annual clothing allowance of $800.00, which shall be paid to the Officers, one-half in the first pay period of February, and one-half in the first pay period of August. In addition to the annual allowance, the Employer shall replace clothing damaged during the line of duty. All purchases and maintenance of Employer-required clothing and equipment by an Officer shall be directly related to the Officer's regular employment and shall be approved by the Chief of Police. All originally

issued equipment and clothing and replacements made by the Employer, shall remain the property of the City. The use of originally issued clothing and equipment and replacement thereto by the Employer shall be subject to City and Police policy. Nothing herein shall be construed to limit the Employer's right to require clothing and equipment of an employee that exceeds the annual clothing allowance as herein provided.

22.2 The City will provide a ballistic vest of the Officers choosing so long as the vest meets minimum standards as set by the Chief of Police. The City will pay an amount up to the amount reimbursed to the City as set by Federal and or State Statute. Any cost in excess of this amount reimbursed to the City will be paid by the Officer.

22.3 All clothing and equipment originally issued by the Employer and furnished to the employee pursuant to Section 21.1, shall be returned to the Employer at the time of the replacement thereof by the Officer or upon the termination of the employee's employment with the Employer, which ever shall occur first. All replacements of clothing and equipment by the employee shall belong to the employee.

22.4 For new Officers, no clothing allowance will be provided until the first January 1 or July 1 that immediately follows the end of the first year of employment.

ARTICLE 23—POST-BOARD FEES

23.1 The Employer shall pay the annual Post-Board fees for the renewal of Employee's license.

ARTICLE 24—INJURY ON DUTY

24.1 An employee injured during the performance of his or her duties and thereby rendered unable to work for the Employer will be paid the difference between the employee's regular rate of pay and Workers' Compensation insurance payments for a period not to exceed thirty (30) calendar days per injury from the date of the injury. After thirty (30) calendar days the employee may, at his or her option, have the difference between the employee's regular rate of pay and Workers' Compensation insurance payments deducted from the employee's accrued paid time off.

ARTICLE 25—WAIVER

25.1 Any and all agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement, are hereby superseded.

25.2 The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this Agreement for the stipulated duration of this Agreement. The Employer and the Union each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and

conditions of employment referred to or covered in this Agreement or with respect to any term or condition of employment not specifically referred to or covered by this Agreement, even though such terms or conditions may not have been within the knowledge or contemplation of either or both of the parties at the time this Contract was negotiated or executed.

ARTICLE 26—SAVINGS CLAUSE

26.1 This agreement is subject to the laws of the United States, and the State of Minnesota. In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provisions shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provisions may be renegotiated at the written request of either party.

ARTICLE 27—DURATION

27.1 Except as otherwise indicated this Agreement shall be effective January 1, 2026 and shall continue in full force and effect until December 31, 2028and shall continue thereafter until modified or amended by mutual agreement of the parties. Either party desiring to amend, modify, or terminate this Agreement shall notify the other in writing at least sixty (60) days prior to the termination date or any anniversary thereof.

27.2 THIS AGREEMENT is dated the day and year first above written.

EMPLOYER: CITY OF LAKE CITY
A Municipal Corporation

BY: _____
Mayor of Lake City

BY: _____
City Clerk

LELS: LAW ENFORCEMENT LABOR SERVICES INC., LOCAL NO. 121

BY: _____
Union Steward

BY: _____

Union Steward

BY: _____
Business Agent

Schedule A

Wages

Wage Progression Scales (2026–2028)

(*Each year reflects a 3% increase*)

2026	1	2	3	4	5	6	7	8	9
Grade 6 (Patrol Officer)	$36.52	$37.98	$39.50	$40.88	$42.11	$43.37	$44.46	$45.57	$46.48
Grade 8 (Investigator)	$40.26	$41.87	$43.55	$45.07	$46.42	$47.82	$49.01	$50.24	$51.24

2027	1	2	3	4	5	6	7	8	9
Grade 6 (Patrol Officer)	$37.61	$39.12	$40.68	$42.11	$43.37	$44.67	$45.79	$46.93	$47.87
Grade 8 (Investigator)	$41.47	$43.13	$44.85	$46.42	$47.82	$49.25	$50.48	$51.74	$52.78

2028	1	2	3	4	5	6	7	8	9
Grade 6 (Patrol Officer)	$38.74	$40.29	$41.90	$43.37	$44.67	$46.01	$47.16	$48.34	$49.31
Grade 8 (Investigator)	$42.71	$44.42	$46.20	$47.82	$49.25	$50.73	$52.00	$53.30	$54.36

Me Too Language: This group shall receive the annual percentage general wage increase for City employees: including bargaining groups and non-bargaining employees, that exceeds the agreed percentage in this contract.

Wage Reopener

If in 2028, if the average top patrol pay for Red Wing, Belle Plaine, Goodview, Kasson, Cannon Falls, Plainview, La Crescent, St. Charles and Wabasha Police is 4.5% or greater than top pay for City of Lake City Patrol Officer, negotiations can be re-opened by either party. If a comparable city police officers' contract is not settled, use the city's 2027 wage plus 3% to calculate the city's perspective wages.

FLOAT OFFICER

Effective January 1 ,2026, In addition to monthly salary, an additional $150.00 per month to Step/Wage as called for in Schedule A. Effective January 1, 2027, the amount of $200.00 per month to Step/Wage as called for in Schedule A.

JUVENILE OFFICER

An additional $200.00 per month to Step/Wage as called for in Schedule A

INVESTIGATOR

6.6% above current Step/Wage as called for in Schedule A

TRAINING OFFICER

In addition to monthly salary, $50.00 per month during the work assignment. The Training Officer position shall be appointed by the Chief of Police.

FIELD TRAINING OFFICER

An Officer assigned an employee for training during a full shift, shall receive additional compensation equal to one (1) hour of his/her regular overtime pay.

NIGHT SHIFT DIFFERENTIAL

Shift differential applies to Employees whose shift starts at or after 6 pm. If the Employee is eligible for the Night Shift differential, $.50 per hour shall be paid to all employees who are working an assigned shift between 9pm - 6am. If 50% or more of the shift falls between 9pm and 6am, the Employee shall receive night differential for their entire shift.

Schedule B

MSRS
Health Care Savings Plan

Beginning January 1, 2011Employees shall contribute to the Post Employment Health Care Savings Plan as provided by the Minnesota State Retirement System based on the following:

1) All employees with 0 to 12 years of service shall contribute $25.00 per pay period for 24 pay periods per year.

2) All employees with 13 years of service and over shall contribute $50.00 per pay period for 24 pay periods per year.

3) Employees who are eligible for a Public Employees Retirement Association pension shall contribute 100% of their Sick Leave and 50% of their Paid Time Off as provided for in Section 9.2, Section 9.3, and Section 9.9, in this agreement. The remaining Paid Time Off shall be paid to the Employee.

January 12, 2026

Agenda Item Description: Approval of Task Order No. 22 with Bolton & Menk, Inc. – 2026 Mill & Overlay Projects.

Originating Department: Public Works

Board/Commission/Committee Action: None **Consent Agenda?:** No

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Action Requested:
Motion, _____ Second, _____to Approve Task Order No. 22 with Bolton & Menk, Inc. - 2026 Mill & Overlay Projects.

Introduction/Background/Justification/Key/Legal Issues:

The City plans to carry out a mill and overlay project in 2026 on selected streets to address pavement conditions and improve overall roadway performance. The 2026 Street Improvements Project includes milling and overlaying **West Marion Street between South 8th Street and South High Street**, as well as **Cross Street from West Lyon Avenue to Pine Grove Lane**, along with ADA accessibility upgrades and minor infrastructure adjustments.

Task Order No. 22 with Bolton & Menk, Inc. provides the engineering services necessary to prepare final design plans, cost estimates, and bidding documents so the project can be competitively bid and constructed during the 2026 construction season.

Budgetary/Fiscal Impact:

Task Order No. 22 authorizes professional engineering services for the design and bidding of the 2026 Street Improvements Project in an amount not to exceed **$70,000**. These costs are included within the City's approved **$1,000,000 budget allocation** for the 2026 Street Improvements Project. No additional appropriation is required at this time.

Construction costs will be determined through the competitive bidding process and will be brought forward to the City Council for consideration at a later date.

Reviewed By: Mitchell Rigelman, Public Works Director.

Preparer: Mitch Rigelman

ATTACHMENTS:
Task Order 22

LAKE CITY AND BOLTON & MENK, INC.
TASK ORDER TO AGREEMENT FOR PROFESSIONAL SERVICES

PROJECT: 2026 STREET IMPROVEMENTS

TASK ORDER NO: 22

CLIENT: Lake City, MN

CONSULTANT: Bolton & Menk, Inc.

DATE OF THIS TASK ORDER: January 12, 2026

DATE OF MASTER AGREEMENT FOR PROFESSIONAL SERVICES: December 14, 2020

Whereas, CLIENT and CONSULTANT entered into a Master Agreement for Professional Services ("Master Agreement") as dated above; and CONSULTANT agrees to perform and complete the following Services for CLIENT in accordance with this Task Order and the terms and conditions of the Master Agreement. CLIENT and CONSULTANT agree as follows:

1.0 Scope of Services:
CONSULTANT shall perform the Services listed below. All terms and conditions of the Master Agreement are incorporated by reference in this Task Order, except as explicitly modified in writing herein.

Project Name: 2026 Street Improvements

Project Scope: The project generally consists of milling the existing bituminous surface and paving a 2" bituminous overlay on West Marion Street between South 8th Street and South High Street and Cross Street from West Lyon Avenue to Pine Grove Lane. The project scope includes approximately 13 blocks of bituminous milling and overlaying, including ADA intersection improvements, expanded drop-off parking at Bluff View Elementary, plus miscellaneous infrastructure repairs and adjustments.

The task order generally consists of the following components:

Task I – Topographic Survey

a. A Gopher State One Call (GSOC) will be made to identify public utilities in the project boundaries.
b. Obtain the following topographic survey data:
    - Existing conditions at all intersections with existing sidewalk, and
    - Existing conditions at parking drop off at Bluff View Elementary.
c. The project will use the previously located sanitary sewer manholes, storm sewer manholes, catch basins, and gate valves from the City's GIS to create the existing condition design file,
d. Create a CAD file for the basis of the design,
e. Visit the site, take pictures, and document existing conditions,
f. Send existing conditions map to all utilities on the GSOC ticket for review of the field collected data. Incorporate utility comments into the existing conditions drawings.

**The project will use available public aerial photography and existing GIS information to supplement the topographic survey.*

Task II – Planning and Final Design

a. Facilitate and lead the following in-person meetings, document meeting notes, and maintain design records and action item assignments:
    - Design kick-off meeting
    - Utility company design review meeting (held at 60% if needed)
b. Prepare cost feasibility estimates to evaluate improvement options that fit the budget.
c. GIS data will be used for overall site layout and mill and overlay plan sheets
d. Create final design plan set including:
    - Title sheet, legend, and location plan,
    - Statement of Estimated Quantities,
    - Existing conditions and Removal Plan,
    - General notes, details, and typical sections,
    - Proposed Conditions and Erosion Control Plan,
    - Detailed grading plans for ADA improvements and Drop-off parking addition, and
    - Traffic control plan.
e. Perform quantity take-off,
f. Perform internal quality review and address quality review comments,
g. Prepare final design cost estimate,
h. Prepare project specifications for bid advertisement,
i. Prepare the following permits:
    - Minnesota Work in the Right-of-Way Permit (US 63)

Task III – Bidding Services

a. Facilitate public bid advertisement,
b. Answer contractor calls,
c. Issue addenda (if needed),
d. Facilitate and attend (in-person) on-line Bid Opening, and
e. Prepare bid tabulation and letter of recommendation.

Provided / Performed by the City:

a. Mark all curb in the project area for removal and replacement,
b. Inventory all manholes and catch basins to review the conditions of each chimney and casting,
c. Coordinate with electric utility for overhead pole replacement and/or relocation, and
d. Inventory all gate valve boxes and electrical vaults to review the condition.

Not Included in this Task Order:

a. Geotechnical pavement cores,
b. Drone flight and aerial photography,
c. Construction administration scope and fee – to be provided post bid,
d. Construction observation scope and fee – to be provided post bid, and
e. Construction staking scope and fee – to be provided post bid.

2.0 Fees:

CLIENT shall pay CONSULTANT in accordance with Section III of the Master Agreement and as follows:

a. Complete Task I through III as described above for an Hourly Not-to-Exceed fee of **$70,000**.
b. The city will be responsible for permit fees as a Reimbursable Expense.

3.0 Schedule:

Schedule for performance of Services will be as follows:

a. The design will begin in January 2026.
b. The bid date is anticipated to be Spring 2026.
c. Construction is anticipated to begin Summer 2026.

4.0 Deliverables

Deliverables will be as follows:

a. Bid package with final fully executed plans and specifications,
b. Final design cost estimate, and
c. Post bid tabulation and letter of recommendation.

5.0 Term

In the event that the Schedule for this Task Order extends beyond the term of the Master Agreement, either intentionally or unintentionally by Task Order Scope or by Task Order extension, then this Task Order shall operate to extend the Master Agreement through the completion of CONSULTANT'S obligations under this Task Order or until a new Master Agreement is executed incorporating this Task Order.

6.0 Other Matters

None

7.0 Project Managers

Contact information for the CLIENT and CONSULTANT for this Task Order, if different than the Master Agreement, are as follows:

CLIENT:
Mitch Rigelman
205 West Center Street
Lake City, MN 55041
Office Phone: (651) 345-6851
Email: mrigelman@ci.lake-city.mn.us

BOLTON & MENK, INC.
Brian Malm, P.E.
2900 43rd Street NW, Suite 100
Rochester, MN 55901
Office Phone: (507) 208-4332
Email: brian.malm@bolton-menk.com

CITY OF LAKE CITY

By: _____

Printed Name: Mitch Rigelman

Title: Public Works Director

By: _____

Printed Name: Brian Quinn

Title: Mayor

By: _____

Printed Name: Rob Keehn

Title: City Administrator

BOLTON & MENK, INC.

By: _____

Printed Name: Brian Malm, P.E.

Title: Municipal Practice Leader - Principal

ATTACHMENTS TO THIS TASK ORDER: None

January 12, 2026

Agenda Item Description: Approve Task Order No. 23 – Bolton & Menk Professional Services Agreement: High Street Lead Service Line Replacement Project

Originating Department: Public Works

Board/Commission/Committee Action: None **Consent Agenda?:** No

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Action Requested:
Motion, _____ Second, _____ to Approve Task Order No. 23 – Bolton & Menk Professional Services Agreement: High Street Lead Service Line Replacement Project.

Introduction/Background/Justification/Key/Legal Issues:

The City of Lake City has been approved to participate in a Public Facilities Authority (PFA) funding program to replace lead and galvanized water service lines along High Street. The project includes up to **30 water services** and is eligible for up to **$750,000** in funding, which covers engineering, construction, and contingency costs.

Under this program, the City must administer the project as the public water system in order for residents to receive funding. Task Order No. 23 authorizes Bolton & Menk, Inc. to complete the **design and bidding services** necessary to prepare the project for construction and meet state and funding requirements.

Timely approval of this task order is required to allow plans and specifications to be submitted to the Minnesota Department of Health by **March 31, 2026**, which is necessary to maintain funding eligibility. Construction-phase services are not included with this action and will be brought forward to the City Council separately following the bidding process.

Budgetary/Fiscal Impact:

The not-to-exceed fee for Task Order No. 23 is $41,000 for design and bidding services. All project costs are eligible for reimbursement through the Public Facilities Authority (PFA) Lead Service Line Replacement funding program.

Following completion of design and receipt of bids, a detailed project cost breakdown will be submitted to the PFA for formal funding approval. At that time, staff will return to the City Council with a proposed budget adjustment to reflect the total project costs. While a budget adjustment will be required, the overall fiscal impact to the City is anticipated to be net zero due to full reimbursement through the PFA program.

Reviewed By: Mitchell Rigelman, Public Works Director.

Preparer: Mitch Rigelman

ATTACHMENTS:
Task Order 23

LAKE CITY AND BOLTON & MENK, INC.
TASK ORDER TO AGREEMENT FOR PROFESSIONAL SERVICES

PROJECT: HIGH STREET LEAD SERVICE LINE REPLACEMENT PROJECT (DESIGN & BIDDING)

TASK ORDER NO: 23

CLIENT: Lake City, MN

CONSULTANT: Bolton & Menk, Inc.

DATE OF THIS TASK ORDER: January 12, 2026

DATE OF MASTER AGREEMENT FOR PROFESSIONAL SERVICES: December 14, 2020

Project Background

The lead service line replacement funding is program offered though the Public Facilities Authority (PFA) to help provide financial assistance for replacement of identified lead and galvanized services on both the private and public side. While funds exist, the program offers 100% grant for the replacement of the private side, and a 0% loan which will turn into a grant for the replacement of the public side. Residents within the community cannot receive this funding individually. This program is only offered to projects administered by the Public Water System.

The City of Lake City is included on PFA's 2026 Part B Draft Drinking Water State Revolving Fund (DWSRF) Intended Use Plan (IUP) lead service line replacement (LSL-R) project list for High Street. The City has been approved for 30 services (lead or galvanized) to be included in this replacement project for an approved funding total of $750,000 (constructions costs + engineering costs + contingency). There are two (2) services along High Street identified as Unknown. Funding was not directly allocated for these services; however, funding may be available dependent on the bid results.

Funding Note: Funding disbursement is expected to be similar to that of other projects financed through PFA; however, we are still working to get clarification of this process, as it is a new program. This past summer, communities experienced delays in reimbursements. If these delays continue, there may be a period in which temporary financing would be needed prior to grant funds being available.

Below is a breakdown of the various tasks that are needed to complete this project.

Tasks:

- Task 1 – Design Services (Preparation of Plans and Specifications and Bidding)
- **Future Task 2** – Construction Services

Whereas, CLIENT and CONSULTANT entered into a Master Agreement for Professional Services ("Master Agreement") as dated above; and CONSULTANT agrees to perform and complete the following Services for CLIENT in accordance with this Task Order and the terms and conditions of the Master Agreement. CLIENT and CONSULTANT agree as follows:

1.0 Scope of Services:

CONSULTANT shall perform the Services listed below that are related to the lead service line replacement project. All terms and conditions of the Master Agreement are incorporated by reference in this Task Order, except as explicitly modified in writing herein.

Project Name: High Street Lead Service Line Replacement Project

The task order generally consists of the following components:

Task 1 – Design Services

a. Review and validate GIS records.
b. Meet with City Staff as needed.
c. Research utility records and plans.
d. Develop work site plans via GIS.
e. Prepare bid documents including construction plans, construction specifications, and construction contracts in accordance with the requirements of the City, MPCA, MDH, and PFA.
f. Finalize documents based on MDH feedback and field investigations.
g. Coordinate public notifications.
h. Answer contractor questions.
i. Facilitate pre-bid meeting.
j. Facilitate and attend (in-person) on-line Bid Opening.
k. Prepare bid tabulation and letter of recommendation.
l. Prepare project contracts.
m. Assist with pre-bid and post-bid PFA financing applications.

Plans and specifications must be submitted to the Minnesota Department of Health (MDH) by **March 31, 2026** for plan certification.

***Contractors will be required to obtain right-of-entry agreements before working on private property.**

City Assistance Requested

Since this project is on a short timeline to meet the submittal date of March 31, 2026, we are requesting assistance from the City of Lake City to keep the project on schedule as well as to reduce the total fees incurred. Here is a list of tasks that the City will need to complete for this project:

a. Coordinate with consultant GIS staff.
b. Help to locate missing curb stop (as needed) and photograph each site.
c. Work with homeowners to identify unknown private services.
d. Handle communications/notices to property owners.
e. Bolton & Menk will provide a draft Right of Entry agreement for the City of Lake City to use. It is the responsibility of the City to review the Right of Entry agreement with your attorney prior to authorizing the Contractor to proceed with the project.
f. Assist the Contractor with securing Right of Entry agreements from impacted homeowners.

*Right of Entry agreements will be required from all residents on the project.

Additional Services
Consulting services performed other than those identified in the Tasks above shall be considered not part of the Basic Services and may be authorized by the City of Lake City as Additional Services. Additional Services consist of those services that are not generally considered to be Basic Services, or exceed the requirements of the Basic Services, or are not definable prior to the bidding of the project, or vary depending on the technique, procedures, or schedule of the project contractor.

Additional services may include:

1. Professional services associated with preliminary site or subsurface exploration.
2. Professional services not identified above, including soil testing services of an independent testing laboratory.

Not Included in this Task Order:

a. Obtaining signed Right of Entry agreements from impacted property owners,

Not Included in this Task Order (Future Task 2):

b. Construction administration scope and fee – to be provided post bid,
c. Construction observation scope and fee – to be provided post bid, and
d. Construction staking scope and fee – to be provided post bid.

2.0 Fees:
CLIENT shall pay CONSULTANT in accordance with Section III of the Master Agreement and as follows:

a. Complete Task 1 as described above for an Hourly Not to Exceed fee of **$41,000**.
b. The city will be responsible for permit fees as a Reimbursable Expense.

3.0 Schedule:
Schedule for performance of Services will be as follows:

a. January 12, 2026 – Authorization to Proceed
b. March, 31 2026 – Submit Plans and Specifications to PFA for Certification
c. June 2026 – Authorize Advertisement for Bids
d. July through August 2026 – Bidding and Bid Award
e. August through September 2026 – Finalize Loan Application
f. September 2026 through June 2027 – Construction

4.0 Deliverables
Deliverables will be as follows:

a. Final Plans and Specifications,
b. Preliminary Cost Estimate,
c. Bid Summary, and
d. Recommendation Letter.

5.0 Term
In the event that the Schedule for this Task Order extends beyond the term of the Master Agreement, either intentionally or unintentionally by Task Order Scope or by Task Order extension, then this Task Order shall operate to extend the Master Agreement through the completion of CONSULTANT'S obligations under this Task Order or until a new Master Agreement is executed incorporating this Task Order.

6.0 Other Matters

The City of Bellechester will likely request to partner through a cooperative agreement with the City of Lake City for a combined LSL-R project. PFA has allowed partnerships on past projects.

7.0 Project Managers

Contact information for the CLIENT and CONSULTANT for this Task Order, if different than the Master Agreement, are as follows:

CLIENT:
Mitch Rigelman
205 West Center Street
Lake City, MN 55041
Office Phone: (651) 345-6851
Email: mrigelman@ci.lake-city.mn.us

BOLTON & MENK, INC.
Brian Malm, P.E.
2900 43rd Street NW, Suite 100
Rochester, MN 55901
Office Phone: (507) 208-4332
Email: brian.malm@bolton-menk.com

CITY OF LAKE CITY

By: _____

Printed Name: Mitch Rigelman

Title: Public Works Director

BOLTON & MENK, INC.

By: _____

Printed Name: Brian Malm, P.E.

Title: Municipal Practice Leader - Principal

By: _____

Printed Name: Brian Quinn

Title: Mayor

By: _____

Printed Name: Rob Keehn

Title: City Administrator

ATTACHMENTS TO THIS TASK ORDER: None

January 12, 2026

Agenda Item Description: North Garden Street Reconstruction Project – Approval of Plans and Specifications and Authorization to Advertise for Bids

Originating Department: Public Works

Board/Commission/Committee Action: None **Consent Agenda?:** No

---

Action Requested:
Motion, _____Second, _____to approve the Plans and Specifications and Authorization to Advertise for Bids.

Introduction/Background/Justification/Key/Legal Issues:

The City of Lake City has been advancing the North Garden Street Reconstruction Project in coordination with Bolton & Menk, Inc. under the previously approved **Task Order No. 18** to the City's Master Agreement for Professional Services. This task order authorized the planning, final design, and bidding services necessary to prepare the project for construction.

The City Engineer and City staff have completed final plans and specifications for the project, including roadway reconstruction, utility improvements, stormwater infrastructure, and associated public engagement and coordination efforts. The project is now construction-ready and prepared to move into the competitive bidding phase.

The project has been structured to allow contractors flexibility in scheduling. Contractors may bid the project as a single construction season or propose a two-phase approach over two construction seasons. While the City's preference is to complete all work in 2026, the bidding documents allow a second construction season if necessary, with all associated costs included in the contractor's bid. Regardless of the approach selected, the contract establishes firm milestone dates and requires the project to be substantially complete no later than the **Fall of 2027.**

Approval of the plans and specifications and authorization to advertise for bids will allow the City to solicit competitive bids and return to the City Council with a recommended construction contract award at a future meeting.

Budgetary/Fiscal Impact:
There is no additional fiscal impact associated with this action. The professional services required to prepare the plans and specifications and to facilitate the bidding process are included within the previously approved **Task Order No. 18** to the Bolton & Menk Professional Services Agreement. Construction costs will be determined through the competitive bidding process and will be brought forward for City Council consideration at the time of contract award. Project construction is anticipated to be financed through future debt issuance consistent with prior Council direction.

Reviewed By: Mitchell Rigelman, Public Works Director.

Preparer: Mitch Rigelman

ATTACHMENTS:
N Garden Street - Bid Authoriziation Memorandum

BOLTON & MENK
Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

Ph: (507) 208-4332
Bolton-Menk.com

ENGINEERING MEMORANDUM
for the 1/12/26 COUNCIL MEETING

Date: December 26, 2025

To: Mitch Rigelman, Public Works Director

From: Matt Mohs, P.E., City Engineer

Subject: North Garden Street Reconstruction Project – Bid Authorization

Project No.: 24X.136343.000

Staff has developed plans and specifications for the North Garden Street Reconstruction Project.

The proposed schedule is as follows:

1/12/2026	Plan Approval & Set Bid Date (Regular City Council Meeting)
1/12/2026	Submit Advertisement for Bid to the Lake City Graphic (due Mondays at 10:00 AM)
1/13/2026	Bid Advertisement Live on Quest CDN
1/15/2026	Bid Advertisement Published by the Lake City Graphic
2/5/2026	Bid Date (10:00 AM at City Hall 2nd Floor Conference Room)
2/5/2026 - 2/6/2026	Internal Bid Review
2/6/2026	Packet Submittal for Contract Award
2/9/2026	Award Contract (Regular City Council Meeting)
Spring 2026	Begin Construction (Phase 1 and/or Phase 2)
Spring 2027	Begin Construction (Phase 2 if needed)
Fall 2027	Final Completion

Recommendation: Approve the plans and specifications at the January 12, 2026 regular City Council meeting and set the bid date and time to be Thursday, February 5, 2026 at 10:00 AM.

January 12, 2026

Agenda Item Description: Appoint 2026 President pro tem

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:
Motion by _____,second_____to appoint_____ as 2026 President pro tem. Should the need arise, the president pro tem steps into the role of mayor. This includes presiding at Council meetings, attending ceremonial events and representing the City to the public. It may include public speaking and the writing of letters, memos and other documents. In accordance with the City Emergency Operations Plan, the mayor is responsible for some decision making and other specific tasks during emergencies. Prior president's pro tem include these: Russell Boe, 2016, Phil Gartner 2017, Greg Schreck 2018, Cindy McGrath 2019, Amy Alkire 2020, Amy Alkire 2021, Faye Brown 2022, Megan Kramer 2023, Russell Boe 2024, Cindy McGrath 2025.

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Michelle Seydel, City Clerk

Preparer: Michelle Seydel

ATTACHMENTS:

January 12, 2026

Agenda Item Description: Approve the hire of Keeley Roach as Ambulance Department Administrative Assistant.

Originating Department: City Administrator

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:
Motion by_____, second_____, to approve the hire of Keeley Roach as Ambulance Department Administrative Assistant.

Introduction/Background/Justification/Key/Legal Issues:
Staff selected 8 candidates to interview from the 60 applications received for this position. Keeley Roach was selected for the position based upon her experience as an administrative assistant, background in customer service, education, and experience with city platforms, policies, and procedures. Keeley will be hired at Grade 3, Step 2 $29.40/hr on the 2026 pay schedule and will have a start date of January 26, 2026.

Budgetary/Fiscal Impact:
2026 budgeted position

Reviewed By: Michelle Seydel, City Clerk

Preparer: Michelle Seydel

ATTACHMENTS:
Ambulance Administrative Assistant 2025

CITY OF LAKE CITY	***Job Description***
Title: Administrative Assistant	**FLSA Status:** Non-Exempt
Department: Ambulance	**Position Status:** Full-Time
Accountable To: Ambulance Director	**Salary Grade:** 3
Prepared By: David Drown Associates	**Revision Date:** November 2025

Job Summary:

Performs intermediate skilled technical work related to the overall operations of the Lake City Ambulance Service, assisting the Ambulance Director with responsible and professional administrative support, providing information and assistance to the public in accordance with the department policy and data privacy laws, and related work as apparent or assigned. Administrative work is performed under the limited supervision of the Ambulance Director.

Performance Expectations for All Employees:

1. Protects confidential information and understands responsibilities regarding confidential information.
2. Promotes a safe environment for patients, visitors, and staff; and demonstrates safe work practices.
3. Consistently meets the services' expectations for exemplary customer service.
4. Demonstrates understanding of and ability to carry out performance improvement principles in daily work.
5. Pursues learning opportunities to enhance personal and professional capabilities
6. Demonstrates competence regarding special needs and behaviors of specific patient populations.
7. Complies with all elements of the compliance for the service.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities:

1. Performs a variety of administrative and training duties.
   1.1 Maintains medical service records as requested or required by department policy.
   1.2 Monitors and orders supplies as needed including office supplies, equipment, and apparel.
   1.3 Ensures new employee orientation remains a priority as outlined in the orientation manual and provides orientation to new employees in conjunction with the Director, and other staff.
   1.4 Schedules, attends, and participates in departmental training drills and training sessions as directed.

1.5 Maintains employee records for training, education, assessment, performance, discipline, and other documentation as required.

1.6 Performs other duties as assigned

2. Provides general administrative support for the Ambulance Director and department.

2.1 Greets and screens visitors to the department and answers department telephone, providing information to callers and referring or connecting them to other sources.

2.2 Provides routine information and assistance to the public and other employees via telephone, mail, voicemail, and in person; makes referrals to appropriate person or agency when appropriate.

2.3 Distributes mail; prepares and sends out mail.

2.4 Drafts routine correspondence and creates and revises forms/templates.

2.5 Coordinates department files and records according to proper records retention policies; retires records in accordance with federal and state law and department policy; maintains and updates OEMS state book as needed

2.6 Attends departmental meetings and events as directed by the Ambulance Director, including the Ambulance Commission and assists with agendas and minutes.

2.7 Schedules EMT and Ambulance staff including on-call, approves shifts, trades, and ensures the schedule is filled according to state requirements and department policy.

3. Processes billing information and maintains records for the ambulance service.

3.1 Inputs EMS run information in report processor; researches database and run statistics and reports as needed.

3.2 Prepares ambulance runs to be submitted to billing company.

3.3 Works with billing company to assure proper billing and collection.

3.4 Prepares patient care reports for billing, attaches necessary paperwork to reports for billing, ensures all ambulance billing paperwork is submitted to billing agency, and is within compliance; works with field staff to gather any additional documentation missing or needed for appropriate billing.

3.5 Utilizes invoicing software to review and approve invoices

3.6 Assists in the preparation of the annual budget for the department

3.7 Prepares and executes invoices, service contracts, township contracts, and other financial and contractual documents as required.

3.8 Oversees service billing platform; communicates with billing agency; compiles and reconciles reports and data; submits reports and payments to billing agency; provides billing customer service; keeps accurate records of claims; assists with preparing and reconciling records for revenue recapture program

Knowledge, Skills and Abilities:

General knowledge of standard office practices, procedures, equipment, and office assistance techniques; Ability to understand and follow oral and written instructions; ability to keep records and prepare accurate reports; ability to perform and organize work independently; thorough skill in the operation of personal computer equipment and related office software and hardware; ability to establish and maintain effective working relationships with Board members, associates, physicians, patients and their families, other emergency service agencies, and the general public.

Minimum Qualifications:

High school diploma or GED and moderate experience in office administration or accounting or equivalent combination of education and experience.

Physical Demands & Working Conditions:

This work requires the occasional exertion of up to 25 pounds of force: work regularly requires sitting, speaking or hearing and using hands to handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, stopping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing and exchanging ideals by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, and observing general surroundings; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic.)

Special Requirements:

None

January 12, 2026

Agenda Item Description: Adopt resolution 26-003 approving execution of grant agreement with the MN Office of EMS

Originating Department: Ambulance

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:
Motion by_____, second _____approving execution of grant agreement with the MN Office of EMS.

Introduction/Background/Justification/Key/Legal Issues:
In 2025, the ambulance department submitted a required ground ambulance cost collection report to the MN Office of EMS. Based upon their review and available funds, the ambulance department will receive a grant award in the amount of $143,905.73 in 2026. The grant award is a reimbursement for anticipated future expenses. The city must submit required documentation and a resolution of support from the governing body in order to accept the grant and finalize a grant contract with the OEMS. These documents must be submitted by January 15, 2026.

Budgetary/Fiscal Impact:
Staff time to execute the grant; appropriate revenue and expense accounts will reflect the grant award and expenses once received.

Reviewed By: City Administration, Finance Director, Ambulance Director

Preparer: Sara Rybarczyk

ATTACHMENTS:
RES 26-003 Approving execution of Grant Award-MN Office of EMS

RESOLUTION NO. 26-003

CITY OF LAKE CITY, MINNESOTA

A RESOLUTION APPROVING EXECUTION OF GRANT AGREEMENT WITH THE MN OFFICE OF EMS

WHEREAS: *The ambulance department submitted a ground ambulance cost collection report to the Minnesota Office of EMS in November of 2025.*

WHEREAS: *Based upon their review of the financial data submitted in the report, the ambulance department will be awarded a grant to serve as a reimbursement for anticipated future expenses.*

WHEREAS: *A work plan, budget worksheet, and pre-award risk assessment questionnaire must be submitted along with any supporting documents to the MN Office of EMS by January 15, 2026.*

WHEREAS: *Governmental agencies must submit a resolution of support from their governing body to receive approval and disbursement of the grant award.*

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Lake City, Minnesota that it hereby authorizes the execution of a grant agreement with the Minnesota Office of EMS for the program entitled Operating Deficit Grant.

Sara Rybarczyk is hereby authorized to execute and sign such grant agreements and any amendments hereto as are necessary to implement the agreement on behalf of the City of Lake City.

Passed and adopted this 12th day of January, 2026.

CITY OF LAKE CITY, MINNESOTA

_____

Brian R. Quinn, Mayor

Attest:

_____

Michelle Seydel, City Clerk

January 12, 2026

Agenda Item Description: Revolving Loan Fund request - Dilly Dallies

Originating Department: Port Authority

Board/Commission/Committee Action: Revolving Loan Fund Committee approval **Consent Agenda?:** No

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Action Requested:
Motion by _____, second _____ to Approve the Revolving Loan Fund request for Dilly Dallies.

Introduction/Background/Justification/Key/Legal Issues:
Dilly Dallies is an antique, clothing and curio business operating by lease at 100 E. Lyon. The business owners and Brad and Michelle Austin. The building is currently owned by Richard Norlund, who is planning to sell 100 E. Lyon and the adjoining building (106 E. Lyon) to the Austins. The Austins will use their company ('Eagle Place Properties LLC') to purchase the building. The building acquisition will allow Dilly Dallies to continue operating; there are two apartments on the second floor, which will be renovated in 2026.

The loan request will be used for the down payment to purchase the building. The purchase price of the building at 100 E. Lyon ($192,500) is significantly lower than the property tax assessed value ($322,400). The $50,000 Revolving Loan Fund request will have a ten-year term, at 6.25 % interest (Prime Rate minus 0.5%), with a second mortgage securing the City's $50,000 loan.
The Austins plan to apply for the City's Facade Improvement Program this spring for exterior improvements to the building (paint, tuckpointing, awning, etc.). The owner of the buildings is requiring that this building and the adjoining building (106 E. Lyon) be purchased together. The owner is providing a Contract for Deed for each property.

Budgetary/Fiscal Impact:
The Revolving Loan Fund request of $50,000 will be used for the down payment to purchase the building. There is over $300,000 remaining in the Revolving Loan Fund account.
Note - A second RLF request is being applied for by the Austins for the adjoining building (106 E. Lyon).

Reviewed By: Doug Grout, Port Authority Executive Director; Jerome Illg, Finance Director

Preparer: Douglas Grout

ATTACHMENTS:
Dilly Dallies summary - RLF.pdf

Dilly Dallies

Revolving Loan Fund

January 2026

Borrower: Eagle Place Properties LLC (Brad and Michelle Austin)

Address: 100 E. Lyon, Lake City, MN

PID#: R22.00305.00

Contact: Brad and Michelle Austin

Use of funds: Down payment for building purchase

Primary business(es): Antiques, clothing; two apartments

Primary financing secured: Yes (Contract for Deed)

Total project cost: $192,500.00

Property tax valuation: $322,400.00

Revolving Loan Fund request: $50,000.00

Total repaid with interest (over ten years): $67,368.06

- Monthly payment amount: $561.40
- Total interest paid: $17,368.06

Interest rate: 6.25% (Prime Rate minus 0.5%)

Term: 10 years

Zoning: B1-Central Business District

Apartments/Commercial tenants: Two apartments on the second floor

Note: The Austins are currently leasing space in 100 E. Lyon and 106 E. Lyon. Business opened in late November 2025. Current building owner (Richard Norlund) requiring the sale of two adjoining buildings: 100 E. Lyon and 106 E. Lyon. Dilly Dallies will occupy 100 E. Lyon.

January 12, 2026

Agenda Item Description: Revolving Loan Fund request - River Crossings Counseling

Originating Department: Port Authority

Board/Commission/Committee Action: Revolving Loan Fund Committee approval **Consent Agenda?:** No

---

Action Requested:
Motion by _____, second _____ to Approve the Revolving Loan Fund request for River Crossings Counseling.

Introduction/Background/Justification/Key/Legal Issues:
River Crossings Counseling and Consulting is operating by lease at 106 E. Lyon. The business owner and licensed therapist is Michelle Austin. The building is currently owned by Richard Norlund, who is planning to sell 106 E. Lyon and the adjoining building (100 E. Lyon) to Brad and Michelle Austin. The Austins will use their company ('Eagle Place Properties LLC') to purchase the building at 106 E. Lyon. River Crossings Counseling and Consulting is currently operating out of 106 E. Lyon, with space leased to an insurance broker, two apartments on the second floor, and Dilly Dallies utilizing some of the space. River Crossings business office has recently moved into 106 E. Lyon.

The loan request will be used for the down payment to purchase the building. The purchase price of the building at 106 E. Lyon ($192,500) is significantly lower than the property tax assessed value ($278,400). The $50,000 Revolving Loan Fund request will have a ten-year term, at 6.25 % interest (Prime Rate minus 0.5%), with a second mortgage securing the City's $50,000 loan.

The Austins plan to apply for the City's Facade Improvement Program this spring for exterior improvements to the building (paint, tuckpointing, awning, etc.). The owner of the building (Richard Norlund) is requiring that this building and the adjoining building (100 E. Lyon) be purchased together. The owner is providing a Contract for Deed for each property. The Austins plan to get a commercial mortgage in 1-2 years to take out the Contract for Deed.

Budgetary/Fiscal Impact:
$50,000.00 Revolving Loan Fund request

Reviewed By: Doug Grout, Port Authority Executive Director
Jerome Illg, Finance Director

Preparer: Douglas Grout

ATTACHMENTS:
River Crossings summary - RLF.pdf

River Crossings Counseling

Revolving Loan Fund

January 2026

Borrower: Eagle Place Properties LLC (Brad and Michelle Austin)

Address: 106 E. Lyon, Lake City, MN

PID#: R22.00302.00

Contact: Brad and Michelle Austin

Use of funds: Down payment for building purchase

Primary business(es): Antiques, clothing; two apartments

Primary financing secured: Yes (Contract for Deed)

Total project cost: $192,500.00

Property tax valuation: $278,400.00

Revolving Loan Fund request: $50,000.00

Total repaid with interest (over ten years): $67,368.06

- Monthly payment amount: $561.40
- Total interest paid: $17,368.06

Interest rate: 6.25% (Prime Rate minus 0.5%)

Term: 10 years

Zoning: B1-Central Business District

Apartments/Commercial tenants: Two apartments on the second floor; insurance broker on main floor (RCC will also occupy separate space on the main floor).

Note: The Austins are currently leasing space in 100 E. Lyon and 106 E. Lyon. Business (Dilly Dallies) opened in late November 2025. Current building owner (Richard Norlund) requiring the sale of two adjoining buildings: 100 E. Lyon and 106 E. Lyon. Dilly Dallies will occupy 100 E. Lyon. River Crossings Counseling and the insurance office will occupy the building at 106 E. Lyon

January 12, 2026

Agenda Item Description: Approve Ordinance 649 Planned Unit Development Amendment #PD25.002 by Scott & Carma Willers

Originating Department: Planning & Community Development

Board/Commission/Committee Action: Planning Commission 12.4.25 approved **Consent Agenda?:** No

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Action Requested:
Motion by _____ Second by _____ to introduce and waive the first reading of Ordinance 649 for the request for a Planned Unit Development Amendment to allow Lot 4 and Lot 5 Block 1 to be combined.

Introduction/Background/Justification/Key/Legal Issues:

What is the request: The request is a Planned Unit Development Amendment to combine Lot 4 and Lot 5 Block 1 to allow the owner to build a detached accessory building.

Who makes the decision: The City Council makes the ultimate decision; the Planning Advisory Commission's role is to conduct the public hearing and make a recommendation to the City Council. The Planning Commission met on December 4 and unanimously voted to recommend approval for the request.

What are the next steps: If the application is approved, the applicant must file a lot combination form with Wabasha County to combine the property prior to applying for the building permit for the accessory building.

Budgetary/Fiscal Impact:
None

Reviewed By: Kristi Gross, Planning & Community Development Director
Sarah Sonsalla, City Attorney

Preparer: Kristi Gross

ATTACHMENTS:
PD 25.02 Staff Report-updated
Site Location Map
PD25-002 -Application_Redacted
Public Notice PD25.002
Ordinance 649 PUD Amendment

CITY OF LAKE CITY
Office of Planning & Community Development

November 26, 2025

To: Planning Advisory Commission

From: Kristi Gross, Planning and Community Development Director

Re: Oakhurst at the Jewel Planned Unit Development Amendment #25.02 by Scott Willers

What is the request:	The request is a Planned Unit Development Amendment to combine Lot 4 and Lot 5 Block 1 to allow the owner to build a detached accessory building.
Who makes the decision:	The City Council makes the ultimate decision; the Planning Advisory Commission's role is to conduct the public hearing and make a recommendation to the City Council.
What are the next steps	If the application is approved, the applicant must file a lot combination form with Wabasha County to combine the property prior to applying for the building permit for the accessory building.
What is staff recommendation:	Motion by _____ Second by _____ based on the findings of fact recommend approval of the request for a Planned Unit Development Amendment allow Lot 4 and Lot 5 Block 1 to be combined.

ATTACHMENTS:

1. Notice of Public Hearing
2. Application Information
3. Oakhurst at the Jewel PUD Plan/Site Plan

SUMMARY:

The City has received a request from Scott Willers to amend the final development plans for Oakhurst at the Jewel. The amendment would allow the owner to build a detached accessory building. This amendment would reduce the overall density in the development by one home, bringing the subdivision density down from 57 homes to 56 (the Subdivision was originally planned for 58 homes).

SITE HISTORY:

As originally approved, the Oakhurst at the Jewel final development plans included 58 detached single-family residential lots surrounded by larger outlots comprised of the bluff areas around the subdivision. Similar to other Jewel PUD plans, the site plans depict a building envelope for each lot that mirrors the setback requirements of the City's former

R-2 (and current MDR) zoning district. In addition to the building envelope the Oakhurst plans also included a specific building design for each Lot, which was required to better evaluate development in bluff areas. Two lots have been combined in the subdivision so there are currently 57 detached single family residential lots. Three lots have received building permits this year.

NEIGHBORHOOD MAP

Below is a map showing the site within the Oakhurst at the Jewel Subdivision. The parcel outlined in blue is the site in question.



Figure 1-Neighborhood Map

PLANNING REVIEW AND ANALYSIS:

Issues associated with the applicants' request that have been identified by Staff including the following:

- The Public Works Department have reviewed the request and had no comments.

This is the tenth request to combine lots in the Jewel since the subdivisions were platted. Five hundred sixteen (548) lots were platted within the Jewel subdivision. The current number of lots that have been lost (including this request) accounts for less than 2% reduction in number of buildable lots. The Jewel PUD is 38% built out at this time. Lot size desires change over time. The request is necessary to allow for a detached garage. The lots are not designed to accommodate a dwelling and a detached garage, if a detached accessory building is desired the only way to accommodate that is to acquire an adjacent property and amend the PUD. Accessory buildings are not allowed as primary structures on lots.

LAKE CITY COMPREHENSIVE PLAN REVIEW

Chapter 5 of the Lake City Comprehensive Plan is Housing. Goal 1 is to preserve and maintain Lake City's existing Housing stock and small community atmosphere. The request is to allow the reduction of a single-family dwelling lot to accommodate a detached accessory building. There are several lots throughout Lake City that have detached accessory buildings, the request is consistent with other property with similarly zoning.

FINDINGS OF FACT

1. The request is reasonable. The applicant is pursuing their best option for building a detached garage. There is no place to put additional storage on their existing property. The lots were not designed to accommodate two structures.
2. The request is consistent with the Jewel Design Standards. The future garage will be required to meet the Jewel design guidelines and standards. The additional structure will enhance the property and will not alter the character of the locality.

STAFF RECOMMENDATION:

Motion by _____ Second by _____ to recommend approval of the proposed amendment to the final development plans for Oakhurst at the Jewel to allow Lot 4 and Lot 5 Block 1 to be combined.

Site Location Map



11/14/2025, 4:05:17 PM

1:1,269

Lake City Address

Lake City Name

Lake City PIN

ParcelsAll

Cached2024

Red: Band_1

Green: Band_2

Blue: Band_3

0 0.01 0.02 0.04 mi

0 0.02 0.04 0.07 km

PLANNING APPLICATION FORM

Case No. PD25-002

City of Lake City • 205 West Center Street
Lake City, MN 55041
Phone: 651-345-5383 • Fax: 651-345-3208
www.ci.lake-city.mn.us

Receipt No. 8.00022865
Accepted By KR
Date 11/13/25

APPLICANT INFORMATION

Scott + Carma Willers	Scott + Carma Willers
Name of Applicant	Name of Property Owner
Name of Firm (if applicable)	Name of Firm (if applicable)
2760 Oakhurst Dr.	same
Street Address	Street Address
Lake City MN 55041	same
City, State, Zip	City, State, Zip
[redacted]	same / same
Phone	Email Address

PROPERTY INFORMATION

Property Address 2764 Oakhurst Trail
Lot Dimensions
Property ID No. 22.02364.00
Lot Size (SF) .25 acre
Current Land Use Vacant Lot
Zoning District Lake City
Legal Description (attach if necessary) Lot 4 & Lot 5 Block 1 to be combined

TYPE OF REQUEST

- ☐ Annexation Application
- ☐ Comprehensive Plan Amendment
- ☐ Conditional Use Permit
- ☐ Home Occupation (Conditional)
- ☐ Environmental Assessment
- ☐ Single Event License
- ☐ Preliminary Plat
- ☐ Final Plat
- ☐ Minor Subdivision
- ☐ PUD (Preliminary Plan)
- ☐ PUD (Final Plan)
- ☑ PUD Amendment
- ☐ Temporary Use Permit
- ☐ Variance
- ☐ Zoning Appeal
- ☐ Zoning Text Amendment
- ☐ Zoning Map Amendment
- ☐ Other

Multiple requests related to a single project may be processed with one application form. The review process will vary depending on the type of action(s) requested.

Description of Request

Description of request (attach separate sheet if necessary): Requesting to combine the lot to ours: Plan is to build a garage in the future utilizing the infrastructure (gas, water, electricity) there.

Please read the following before signing this application. The City of Lake City requires specific material to be submitted in conjunction with this form, and will not begin processing an incomplete application. Information explaining the application procedures and policies for specific zoning requests are available from the Planning and Community Development Department at City Hall. For complex applications, applicants should review the specific code requirements and detailed information on procedures found in the City Code. Copies of these ordinances may also be obtained at City Hall or on the City website.

The attached checklist may be used as a reference for determining submission requirements. Please review this checklist with Staff if you have questions about which items may be required with your application.

Acknowledgement and Signature

I hereby apply for the above consideration and declare that the information and materials submitted with this application are complete and accurate per City Code and Ordinance requirements. I understand that the City will process the application once the Planning and Community Development Department determines that it is complete. *Please note: If the property fee owner is not the applicant, the applicant must provide written authorization by the property owner in order to make an application.*

Scott Wallen Cam Win
Signature of Applicant

11/7/2025
Date

Scott Wallen Cam Win
Signature of Property Owner

11/7/2025
Date

[redacted]

Future Garage
Existing Home
2764 Oakhurst Trail
2760 Oakhurst Dr
Oakhurst Dr.
Oakhurst Trail

NOTICE OF PUBLIC HEARING

Notice is hereby given that the City of Lake City Planning Commission will conduct a public hearing on Thursday, December 4, 2025, at 6:00 p.m. in the Council Chambers of City Hall, 205 West Center Street, Lake City, Minnesota. The Commission will consider a request submitted by Scott & Carma Willers, for a planned unit development amendment for Oakhurst at the Jewel Lot 4 & 5 Block 1 to be combined into one lot for the purpose of building an accessory building.

People desiring to address the Commission are encouraged to do so during the public hearing. Additional information concerning this request is available at City Hall.

Kristi Gross, AICP, CFM
Director of Planning & Community Development

Published in the Lake City Graphic the 20th Day of November, 2025

ORDINANCE NO. 649

AN ORDINANCE AMENDING THE OAKHURST AT THE JEWEL PLANNED UNIT DEVELOPMENT TO ALLOW THE COMBINATION OF TWO LOTS INTO ONE LOT

THE CITY OF LAKE CITY ORDAINS:

Section 1. The final site plan for the Oakhurst at the Jewel Planned Unit Development ("PUD") is hereby amended to allow for the following parcels to be combined into one tax parcel:

Lot 4 in Block 1 of Oakhurst at the Jewel, CIC No. 28, Wabasha MN

Lot 5 in Block 1 of Oakhurst at the Jewel, CIC No. 28, Wabasha MN

Section 2. The Oakhurst at the Jewel PUD is also amended to reduce its overall density from 57 units to 56 units.

Section 3. Except as otherwise provided for in this Ordinance, all other provisions in the Oakhurst at the Jewel Planned Unit Development Ordinance remain in effect for Lots 4 and 5, Block 1, Oakhurst at the Jewel.

Section 4. This Ordinance shall take effect after its passage and publication in accordance with Section 3.09 of the Lake City Charter.

Introduced by the Lake City Common Council the 12th day of January, 2026.

Adopted by the Lake City Common Council the 9th day of February, 2026.

Attest:

_____
Brian Quinn, Mayor

_____
Michele Seydel, City Clerk

Published in *The Lake City Graphic* on _____.

January 12, 2026

Agenda Item Description: Approve renewal of agreement with Visit Lake City

Originating Department: City Administrator

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:
Motion_____, second_____, to approve a renewal of an agreement between Visit Lake City (VLC) and the City of Lake City designating VLC as the City's tourism bureau.

Introduction/Background/Justification/Key/Legal Issues:
Visit Lake City (VLC) has been the City's designated tourism bureau since 2023 and has shown a consistent and successful track record of promoting Lake City through the use of Lodging Tax dollars. Staff recommends the continuation of this partnership.

Budgetary/Fiscal Impact:
Under MN Statute 469.190, the City collects 3% from local lodging revenue. The City retains 5% of this amount for administrative costs and transfers the remaining 95% to the locally designated tourism bureau, in this case VLC.

Reviewed By: Rob Keehn, City Administrator

Preparer: Robert Keehn

ATTACHMENTS:
Visit Lake City - Letter to Council
Visit Lake City Agreement

LAKE CITY
CHAMBER OF COMMERCE

November 26, 2025

City Council
City of Lake City
205 West Center Street
Lake City, MN 55041

Re: Continued Partnership in Managing Lodging Tax Revenue & Destination Marketing

Dear Lake City Council and Staff,

I'm writing on behalf of the Lake City Chamber of Commerce to confirm our continued commitment to managing the City's lodging tax revenue and supporting Lake City's destination marketing efforts over the next three years.

We appreciate the City's trust in renewing this partnership. Over the past several years, we've seen how effective this collaborative approach can be. Lake City has experienced **record lodging tax revenue for three consecutive years, and have shattered previous records in 3 of the past 4 quarters,** reflecting a strong tourism market and the shared work of the City, the Chamber, and our local business community. In fact, we have just learned that in Q3, 2025, we bested our previous best quarter on record by an incredible 28%.

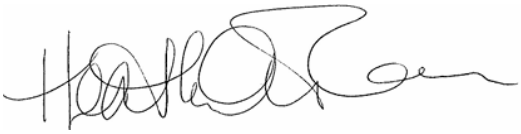
Over our time managing Lake City's destination marketing, we have won two statewide tourism marketing awards (and have been nominated for a third), launched two new websites, produced award winning videos, spearheaded and hosted the 2024 Governor's Fishing Opener, and have taken a seat on the Explore Minnesota Council on Tourism. In 2025 alone we have self-produced a new printed Lake City guidebook (coming soon), and completed the processes to be officially listed as a Minnesota "Film Ready Community". We have been thoughtful managers of the lodging tax dollars entrusted to us, always seeking the best value advertising opportunities that yield the highest results, while also successfully securing each grant opportunity presented to us.

Beyond the numbers, we frequently hear from businesses—both downtown and throughout the community—who report increased traffic from visitors who discovered Lake City through marketing efforts or regional exposure. Many specifically mention new customers from the Twin Cities and other metro areas who "came to check out Lake City" after seeing information online or in print. These stories reinforce the value of a consistent, coordinated marketing message that highlights the best of our community.

We remain committed to stewarding these funds responsibly and transparently, continuing the strategic direction we have established together. Our focus moving forward is to maintain momentum, support the visitor experience, and strengthen the economic benefits that tourism brings to Lake City.

Thank you again for the City's continued confidence and partnership. Please let me know if you would like any additional information or updates as we move into the next contract period.

Sincerely,



Heather Thomas
Executive Director
Lake City Chamber of Commerce

AGREEMENT FOR PROFESSIONAL SERVICES

BETWEEN: City of Lake City, Minnesota

AND: Lake City Chamber of Commerce, DBA: Visit Lake City

EFFECTIVE DATE: January 1, 2026

This Agreement, made this ____ day of _____, 2026, effective as set forth above, by and between the City of Lake City, a Minnesota municipal corporation, hereafter referred to as the "City", and the Lake City Chamber of Commerce (the "Chamber"), DBA: Visit Lake City, a Minnesota nonprofit corporation, hereafter referred to as "VLC."

RECITALS

A. Minnesota Statutes Section 469.190 and Title XI, Chapter 110, Sections 110.45-110.57 of the City Code authorizes the imposition of a tax of three percent on the gross receipts from the furnishing of lodging within the City to fund a local convention or tourism bureau for the purpose of marketing and promoting the City as a tourist or convention center.

B. The City desires to engage VLC to provide the marketing and promotion professional services described in this Agreement and the VLC is willing to provide such services on the terms and conditions set forth herein.

AGREEMENT

1. **Services to be Provided.** VLC agrees to provide the City with marketing and promotion professional services as set forth in this Agreement, and any obligations within this Agreement or supplemental letter agreements entered into between the City and VLC. VLC may also provide services not explicitly stated in this Agreement, but as it sees fit, provided, that the additional services fall within its designated scope of work. VLC shall be responsible for providing the following services:

    a. Prepare an annual operating budget for approval by the City Council, and submit the budget to the City by November 30th. The budget shall detail the uses to which the City's funds paid by the City to VLC pursuant to this Agreement will be used by VLC. Said uses must be consistent with the requirements of the City Code and policies established by the City;
    b. Prepare and submit copies of VLC's quarterly financial statements. Said financial statements must be itemized and verified by the Chamber's Executive Director;
    c. Prepare an annual report to be presented to the City Council;
    d. Prepare a tourism marketing strategy that utilizes a multi-faceted approach to attract visitors to the City; and
    e. Any other matters or obligations as determined by the Tourism Committee

(the "Services").

2. **Term.** The term of this Agreement shall be for three years, commencing on January 1, 2026 (the "Commencement Date") and ending on December 31, 2029 (the "Term"). Throughout the Term, this Agreement shall be subject to termination by either party pursuant to paragraph 3 below.

3. **Termination.** Notwithstanding any other provision hereof to the contrary, this Agreement may be terminated as follows:

   4.1 The parties, by mutual written agreement, may terminate this Agreement at any time.

   4.2 Either party may terminate this Agreement in the event of a breach by the other party, provided the breaching party has received 30 days' written notice of the breach and has not cured said breach within the 30-day period.

   In the event of a termination, the City shall pay VLC for Services performed to the date of termination and for all equipment costs or other expenses incurred, including contracts with outside agencies, prior to the date of termination.

4. **Records/Inspection.** This Agreement is subject to the requirements of Minnesota Statutes, Section 16C.05, subd. 5. VLC agrees that the City or any authorized representatives of the City may have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, or other materials during normal business hours and as often as deemed necessary for purposes of auditing revenue and expenditures. VLC agrees to maintain these materials, records, and documents for six years from the date of termination of this Agreement.

5. **City and VLC Liaisons**. The City Administrator or their designee shall serve as the liaison and primary contact to VLC and representative of the City with respect to notices and services rendered pursuant to this Agreement. The City's representative has the authority to instruct, interpret, and define the City's policies with respect to the Services. VLC shall designate a person as its designee to serve as the liaison and primary contact to the City and representative of VLC with respect to notices and services rendered pursuant to this Agreement. VLC's representative has the authority to instruct, interpret, and define the VLC's policies with respect to the Services.

   The liaisons for the City and VLC are identified below. Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to:

Chamber: Lake City Chamber of Commerce, DBA: Visit Lake City
122 N. Lakeshore Dr.
Lake City, MN 55041
Attn: Executive Director

City: City of Lake City
205 West Center Street
Lake City, MN 55041
Attn: City Administrator

6. **Tourism Committee**. There shall be established a committee consisting of Chamber board members, the Chamber Executive Director or their designee, and selected members of the public (the "Tourism Committee"). The Tourism Committee advises the City and VLC on matters arising from the City's collection and distribution of the lodging tax.

7. **Compensation**. The Services to be provided by VLC for the City pursuant to this Agreement shall be funded from the lodging tax proceeds collected pursuant to Minnesota Statutes Section 469.190 and Title XI, Chapter 110 of the City Code. Any revenues generated by VLC as a result of the contracted Services provided to the City pursuant to this Agreement must be spent by VLC to market and promote the City as a tourist and convention center.

8. **Indemnification.** To the fullest extent permitted by law, VLC, and VLC's successors or assigns, agrees to protect, defend, save, and hold harmless the City, its officials, agents, and employees from all claims, suits, or actions of any kind, nature, or character, and the costs, disbursements, and expenses of defending the same, including but not limited to, attorneys' fees, consulting marketing and promotion services, and other technical, administrative or professional assistance resulting from or arising out of the negligence, breach of contract or willful misconduct of VLC or its subcontractors, agents, or employees under this Agreement. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled

9. **Insurance.** VLC shall maintain a policy of commercial liability insurance with limits of at least $1,000,000. VLC shall provide the City with a current certificate of liability insurance. Such certificate of insurance shall name the City as an additional insured. In addition, VLC shall cause all vendors and participants to maintain insurance coverage for all vendors and participants at tourism-related events conducted by VLC pursuant to this Agreement.

10. **Independent Contractor.** VLC shall be deemed an independent contractor and not an employee of the City for any purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts, and eligibility for employee benefits. VLC has no authority to make any binding commitments or obligations on behalf of the City except to the extent expressly provided herein.

11. **Compliance with Laws.** VLC shall exercise due professional care to comply with applicable federal, state, and local laws, rules, ordinances, and regulations

12. **Entire Agreement; Amendments.** This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire agreement between the City and VLC and supersedes any other written or oral agreements between the City and VLC. This Agreement can only be modified or amended in writing signed by the City and VLC.

13. **Conflict of Interest.** In the execution of services outlined in this Agreement, VLC shall equally promote and market all tourism sectors of the City; preferential treatment for certain tourism sectors or subsets is prohibited. In the event of a conflict of interest, VLC shall advise the City and either secure a waiver of the conflict or advise the City that it will be unable to provide requested marketing and promotion services.

14. **Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and both parties waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

15. **Work Products and Ownership of Documents, Web Pages, and Social Media.** The City shall remain the owner of intellectual property such as social media accounts and web pages created or operated by VLC for purposes of providing the Services under this Agreement, including, but not limited to, the "Visit Lake City" Facebook page and the visitlakecity.org web page. Upon termination of this Agreement, VLC shall provide the City with the user names and passwords for these social media accounts and web pages within 10 business days of the effective date of termination.

16. **Data Practices Act Compliance.** Any and all data provided to VLC, received from VLC, created, collected, received, stored, used, maintained, or disseminated by VLC pursuant to this Agreement shall be administered in accordance with, and is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and specifically Section 13.495. This paragraph does not create a duty on the part of VLC to provide access to public data to the public if the public data are available from the City.

17. **No Discrimination**. VLC agrees not to discriminate in providing Services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion. Violation of any part of this provision may lead to termination of this Agreement.

18. **Survivability**. All covenants, indemnities, guarantees, releases, representations, and warranties of either party or the parties and any undischarged obligations of the parties arising prior to the expiration or termination of this Agreement, shall survive such expiration or termination.

19. **Severability.** The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Agreement to the extent of its invalidity or unenforceability, and this Agreement shall be construed and enforced as if the Agreement did not contain that particular provision to the extent of its invalidity or unenforceability.

[The rest of this page was left blank intentionally.]

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement for Professional Services in duplicate on the respective dates indicated below.

CITY OF LAKE CITY

By: _____
Brian R. Quinn
Its: Mayor

By: _____
Michelle Seydel
Its: City Clerk

LAKE CITY CHAMBER OF COMMERCE, DBA: VISIT LAKE CITY

By: _____

Its: _____

January 12, 2026

Agenda Item Description: Approve the 2026 Board and Commission liaison appointments.

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:
Motion by _____, second _____ to approve the Board and Commission liaison appointments for 2026. At the 5:00 p.m. workshop meeting, the council discussed the 2026 appointment of liaisons.

Budgetary/Fiscal Impact:

Reviewed By: Michelle Seydel, City Clerk

Preparer: Michelle Seydel

ATTACHMENTS:
Boards and Commissions-2026 Liaisons- Council action- final

City of Lake City
205 West Center Street
Lake City, MN 55041

Board or Commission	2025 Liaison	2026 Liaison
Planning Commission & Board of Adjustments	McGrath	
Heritage Preservation Commission	Boe	
Library Board	Kramer	
Civil Service Commission	Brown	
Streets/Parks/Public Safety Board	Alkire	
Utility Board	Kramer	
Marina Board	Brown	
Ambulance Commission	Newsome	
Environmental Commission	Boe	
Port Authority	Quinn Yr 2 of 2 McGrath Yr 1 of 1	McGrath Yr 2 of 2
Personnel Committee	Quinn, Brown, Kramer	
Fire Department	Newsome	
High Speed Rail	Quinn	
Lake City Medical Center Board of Trustees	McGrath	
Revolving Loan	Alkire, Boe	

January 12, 2026

Agenda Item Description: 2025 Planning Department Annual Report

Originating Department: Planning & Community Development

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:
Attached is the Annual Report for the Planning Department for 2025.

Budgetary/Fiscal Impact:

Reviewed By: Kristi Gross, Planning & Community Development Director

Preparer: Kristi Gross

ATTACHMENTS:
2025 Annual Report.pdf

CITY OF LAKE CITY

2025 Annual Report
Planning and Community Development

2025 Annual Report

This report summarizes the major activities undertaken over the past calendar year by the City of Lake City's Planning and Community Development Department. It is broken down into the administrative functions of the department, and the functions and actions that were conducted by the Board of Adjustment, Planning and Heritage Preservation Commission, and the City Council.

Department Staff

Name	Position
Kristi Gross	Director of Planning and Community Development
Keeley Roach	Administrative Assistant

Consulting Staff

Name	Organization
Matt Mohs, City Engineer	Bolton & Menk
Michael Koop, Building Official	SAFEBuilt
Brent McNallan	SAFEBuilt-Inspector

Staff Attended Meetings

Governing Body	Meeting Dates
City Council	2nd Monday of the Month
Planning Commission	1st Thursday of the Month
Heritage Preservation Comm.	2nd Thursday of the Month
Board of Adjustment	As needed

Other

Downtown Design Review Committee

Core Department Duties

1. Zoning Administration - As stated in Article 3 of the Lake City Zoning Ord.

- ✓ *Permits.* Issue zoning permits pertaining to the zoning ordinance and make and maintain records thereof.
- ✓ *Inspections.* Conduct inspections of buildings and use of land to determine compliance with the terms of Lake City Municipal Code Chapter 155.
- ✓ *Records. Coordinate with the City Clerk to* maintain permanent and current records of this Lake City Municipal Code Chapter 155, including but not limited to: all maps, conditional uses, variances, appeals and applications.
- ✓ *Applications.* Receive, file and forward all applications for appeals, variances, conditional uses or other matters to the designated official bodies.
- ✓ *Interpretation.* Interpret the provisions of this chapter and related provisions of the City Code, including determinations of Zoning Use Types and Classifications as specified in Article 2, §155.24. A.
- ✓ *Enforcement.* Institute in the name of the city proceedings against a violator as provided for in this Lake City Municipal Code Chapter 155.
- ✓ *Work Program.* Recommend a program of work pursuant to Section 30.01 of the City Code to the Planning Commission prior to the beginning of each year and at such other times as the Planning Commission may request.
- ✓ *Reporting.* Submit a yearly report to the Planning Commission in January of each year summarizing the activities of the Planning Department, including information related to housing, public infrastructure, city facilities, industrial and commercial development, enforcement actions, etc.

2. Comprehensive Plan

It is the responsibility of the Director of Planning and Community Development to maintain, and update as needed, the City's Comprehensive Plan. The City Council adopted an update to the City's 2012 Comprehensive plan in November of 2018. This is the legal document that the City is required to follow when reviewing land use applications, to guide growth and redevelopment of the City. The plan should be reviewed and amended by 2028.

Applications

APPLICATION TYPE	2021	2022	2023	2024	2025
Minor Subdivision	2	3	2	0	1
Shoreland Projects	2	3	5	2	1
Design Review	0	2	6	1	3
Sign Permits	8	6	6	11	6
Conditional Use Permits	2	1	5	1	4
Variances	1	2	4	2	5
Plats	1	1	1	0	1
Temporary Use Permit	0	0	0	1	1
Building Moving	0	1	0	0	1
Annexation	0	0	0	0	1

Short Term Rentals

The Planning and Community Development Department administers the City's short-term rental registration program which started in 2018. Historically 51 properties registered. In 2024 the city initiated a yearly renewal process. This year 22 properties were registered for a total of 40 units. Of the 40 units, 19 were for the Great River Flats multi-family housing building on Lakeshore Dr. Once we have a couple years of data for the yearly renewal process, we will analyze the locations and concentrations of short-term rental units.

Zoning Enforcement

In 2023, the City Council hired a full-time police officer to focus on code enforcement across the city. The Planning and Community Development Department works with the code enforcement officer to identify complaints and send initial violation letters.

Total Building Permits Issued (all types)

Year	2021	2022	2023	2024	2025
Permits	474	380	345	267	317

Building Project Type or Classification Totals

Year	2024	2025
Flat Fee Permits	172	236
Residential Remodel/Addition	37	19
New Homes	12	15
Multi-Family Residential	0	0
Commercial/Industrial	36	33
Manufactured homes replacement	2	5
Other/Misc/Voided	8	9
Total Permits Issued	**267**	**317***

Flat Fee Permits are those that are issued by the City staff without going to plan review with the City's building official. They are for residential siding, residential asphalt roofs, replacement windows, and mechanical equipment such as replacement air conditioners, furnaces, and other items such as water heaters and fireplaces.

**As of December 11, 2025*

Subdivision Lot Tracking Chart

Subdivision	Total Lots	Developed Lots	Available Lots	% Built out
Jewel PUD	548	206	341	38%
Eaglewood 5th	22	20	2	95%
Eagle Vista Estates	22	21	1	95%
Ponderosa Estates	4	0	4	0%

Jewel PUD Density Changes – from original PUD Plan:

Approved Residential Density Reductions (*Lot Combinations, by subdivision)*
Oakhurst (loss of 2 homes)
Woodland Walk (loss of 1 home/lot split)
Grand Bluffs (loss of 1 home)
Champion Circle (loss of 1 home)
Golf Cottages (loss of 1 home/lot split)
The Lakes at the Jewel (loss of 2 homes)

Total Unit Reduction in PUD = 9 units

New Residential Activity - 15 New Homes Permits Issued in 2024
Jewel PUD
Oakhurst at the Jewel
- 2704 Oakhurst
- 2712 Oakhurst
- 2708 Oakhurst

Jewel Third Addition
- 524 Cottonwood
- 2563 Clubhouse
- 594 Cedar Dr

Woodland Walk at the Jewel
- 1422 Woodland

Crimson Courts at the Jewel
- 632 Crimson Way
- 636 Crimson Way

Champion Circle at the Jewel
- 208 Winged Foot Circle

Harvest Way Second Addition
- 1041 Harvest Way

Non-Jewel New Dwellings
1993 S Oak St
1993 S Oak St
120 S Oak St
37083 County 5 Blvd

The Planning Commission is a committee appointed by the City Council. The role of the Planning Commission is to make recommendations to City Council on various planning and zoning development permits and plans. The commission can have a maximum of seven citizens, appointed for staggered three-year terms by Lake City's Mayor with the concurrence of the City Council. The commission currently has five members. The Planning Commission meets the first Thursday of each month.

In 2025, the Commission met eight times. The planning commission had one member resign this year and two new appointments.

The Planning Commission has the following responsibilities:

1. Annually adopt a work program consistent with its responsibilities provided for in the City Charter, the City Code, Minnesota Statutes Chapter 462, and as otherwise directed by the City Council.

2. Prepare and recommend to the City Council for adoption a comprehensive plan and amendments as provided for by Minnesota Statutes Chapter 462. Such plan may be prepared in sections, each of which must relate to a major subject of the plan, as outlined in the Commission's work program. The comprehensive plan must include those official controls as defined by Minnesota Statutes Chapter 462 including, but not limited to, ordinances establishing zoning, subdivision controls, site plan regulations, sanitary codes, building codes, and official maps.

3. Review the acquisition or disposal of real property by the City as provided for by Minnesota Statutes Chapter 462 for the purpose of considering this action for consistency with the City's comprehensive plan. Upon the completion of its review, the Planning Commission shall forward to the City Council the following: i) its findings as to compliance of the proposed acquisition or disposal by the City of real property with the comprehensive plan; and ii) if any modifications or amendments to the comprehensive plan are necessary.

4. Review capital improvement programs for consistency with the comprehensive plan. Capital improvements may include, but are not limited to, plans for construction of major public works facilities; new public streets, thoroughfares, pathways and the like; reconstruction of streets, utility extensions; major utility reconstruction; and changes in the use of City-owned land. Upon the completion of its review, the Planning Commission shall forward to the City Council the following: i) its findings as to compliance with the comprehensive plan; and ii) if any modifications or amendments to the comprehensive plan are necessary.

5. Review proposed amendments to the City's zoning and subdivision regulations and submit its recommendations to the City Council.

6. Review all development proposals and hold public hearings according to the authority and procedures set forth in the City's zoning and subdivision regulations; and

7. Assist or provide input at the request of the City Council regarding the hiring of planning and community development personnel in accordance with the City's Administrative Staff Hiring Policy.

8. Serve as the Board of Adjustments.

Current Members
Stephanie Durand, Vice Chair (began 2024)
Dennis Probst, Chair (appointed 2024)
James Moechnig (appointed 2024)
Cheryl Key (appointed 2025)
Robbie Smith (appointed 2025)

*Carrie Cronin (resigned 2025)
*City Council Liaison Cindy McGrath

The Heritage Preservation Commission is advisory to the City Council. The HPC consists of seven members and meets the second Wednesday of each month. The Commission held seven meetings this past year.

Historic Preservation:
The City's HPC has the authority to recommend sites worthy of protection to the City Council through its local site program, although they have only previously recommended individual sites.

The City now has 6 individually designated sites, one historic district, and 3 properties on the National Register of Historic Places.

Commission Membership:
Katie Himanga (appointed in 2017)
Nancy Spooner-Walsh (appointed 2021)
Josh Tripp (appointed 2024)
John Albright (appointed 2025)

Georgene Arndt (2019-2025)
*City Council Liaison Russel Boe
Vacancies (2)

The Planning Commission acts as the Board of Appeals and Adjustment and are responsible to act upon all questions as they may arise in the administration of the Zoning Ordinance, including the interpretation of zoning maps, and will hear and decide appeals from and review any order, requirement, decision or determination made by staff charged with enforcing the Zoning and Flood Plain Ordinances.

In addition, the Board of Adjustment has the power to grant variances from the provisions of the Zoning Ordinance, Flood Plain Management Ordinance and Subdivision Regulations.

The Board of Adjustment met four times in 2025 and approved five variances.

Reason For Variance	Number (all approved)
Setbacks (front yard, side street side yard, rear yard)	3
Sign Variance	1
Bluff Setback	1

January 12, 2026

Agenda Item Description: Marina Board Minutes December 9, 2025

Originating Department: Marina

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Deb Kranz, Marina Office Manager

Preparer: Deb Kranz

ATTACHMENTS:
Marina Board Minutes 12.9.25 Draft

MARINA BOARD
STATED MEETING
DECEMBER 9, 2025

MEMBERS PRESENT: Mark Dieltz, Ann Nibbe, Catherine Langer, Dave Brustad Tim Schultz

MEMBERS ABSENT: Lee Kirchner, Josh Smith

OTHERS PRESENT: Jeff Brand, Matt Herzig, Faye Brown

The Marina Board meeting was called to order at 5:00 p.m., by Chairman Mark Dieltz.

APPROVAL OF AGENDA:
Motion by Catherine Langer, seconded by Dave Brustad to approve the agenda. All Aye.

APPROVAL OF MINUTES:
Motion by Dave Brustad to approve the minutes of August 12, 2025, seconded by Tim Schultz. All Aye.

APPROVAL OF EXPENSE CLAIMS:
Motion by Catherine Langer to approve expense claims July 30, 2025 to December 1, 2025, seconded by Ann Nibbe. All Aye.

END OF YEAR REPORT:
Jeff Brand explained to the Board that this year was a normal year with no high-water during Water Ski Days and also the Fourth of July, which shut down parts of the Marina operation last year.

Brand explained that launch fees were up 21%, slip demand was up, as well as overnight slip rentals. Slip tenants are moving into larger boats more on the sailboats than power boats. Brand explained that the 2026 slip demand is looking good already.

Fall Haul-out went well with no major problems.

PROPOSED PROJECTS FOR 2026:
Brand explained that the 900-dock project was scheduled for 2026, but will be pushed out until 2027. Brand explained that electrical will be the hardest part of the project in regards to getting the materials. Other projects scheduled for 2026 will be dredging especially in the gas dock area, and the replacement of the retaining wall by the launch ramp.

ROUGH DRAFT

Being no further discussion, a motion was made by Catherine Langer to adjourn the meeting At 5:40 p.m.

_____

Mark Dieltz, Marina Board Chairman

Respectfully submitted by M. Herzig

ROUGH DRAFT

January 12, 2026

Agenda Item Description: Utility Board Meeting Minutes from December 17th, 2025.

Originating Department: Public Works

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Mitchell Rigelman, Public Works Director.

Preparer: Mitch Rigelman

ATTACHMENTS:
12-17-2025 Utility Board Minutes

Agenda
Lake City Utility Board
Regular Meeting December 17, 2025
5:30 PM
1st Floor Conference Room

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1. **Call to Order/Introductions**

   Meeting called to order at 5:43 PM

   Members Present: Peter Coyle. Brent Blattner. Justin Hawryluk. William Stiene. Megan Kramer. Jerome Illg. Mitchell Rigelman. Amanda Jackson.

2. **Review and adopt/amend agenda**

   Motion, Justin Hawryluk, Second, William Stiene, to approve the agenda as presented.

3. **New Business**

   a. Utility Board Meeting minutes from October 15, 2025.

      Motion, Brent Blattner, Second, William Stiene, to approve the October minutes as presented. All ayes. Motion carried

   b. Approve the adoption of a Delinquent Utility Disconnection Policy

      Staff and the Finance Director presented information on the proposed Delinquent Utility Disconnection Policy, noting that the procedures outlined have been standard practice, but staff is seeking to formally adopt a written policy.

      Following board discussion, it was agreed that additional clarification should be included in the policy prior to adoption. The Board requested:

      A more detailed explanation of the disconnection timeline so customers clearly understand what to expect, including the month lag between billing and disconnection (e.g., a June bill for May usage being due at the end of June, with potential disconnection occurring in early August).

      Inclusion of the $50 general late fee in the written policy.

      The Board agreed to table the item to allow staff time to update and revise the policy based on these recommendations.

   c. Approve the adoption of a Delinquent Utility Account Write-Off Policy

      Staff presented information regarding the proposed Delinquent Utility Account Write-Off Policy, noting that the process outlined has been standard practice, but staff is seeking to formally adopt a written policy. It was noted that situations falling under this policy are minimal and typically occur when a customer passes away or vacates a property without

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paying their final utility bill. Staff explained that all reasonable efforts are made to collect outstanding balances, and only after exhausting all available resources would the policy be used to write off the remaining amount owed.

Following discussion, the Board determined that this item would be more appropriate as a consent item rather than an approval item, as there is limited Board action required and the policy should proceed to the City Council for consideration.

Motion**,** Justin Hawryluk**,** Second, William Stiene**,** to forward the item to the City Council as a consent item.
All ayes, Motion carried.

4. **Informational Reports**

a. Project Update - North Garden Street Electric Conversion – Primary Cable Defect Issue

Staff provided an update regarding a defect identified in the underground primary electric cable installed for the project. The defect was discovered prior to energizing the line and could have resulted in affecting the longevity of the cable and/or faulting issues. Based on coordination with the manufacturer and the City's electrical engineer, the issue appears to be related to a manufacturing defect rather than installation.

To keep the project on schedule, staff will use cable from existing City inventory to replace the defective line. The corrected cable from the manufacturer will be used to replenish City stock.

5. **Future Meeting Dates: Wednesday, January 21st**

6. **Adjourn**

Meeting adjourned at 6:38 PM.

Meeting minutes compiled by Public Works Administrative Assistant, Amanda Jackson 12/19/2025

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January 12, 2026

Agenda Item Description: Board of Adjustments Meeting Minutes- December 4, 2025

Originating Department: Planning & Community Development

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Keeley Roach & Kristi Gross

Preparer: Keeley Roach

ATTACHMENTS:
Board of Adjustment Minutes 12.4.2025

BOARD OF ADJUSTMENT
DECEMBER 4, 2025 6:00 PM
CITY COUNCIL CHAMBERS AT CITY HALL

Members present: Dennis Probst, Stephanie Durand, James Moechnig, Cheryl Key, Robbie Smith

Others present: Kristi Gross-Planning & Community Development Director, Administrative Assistant Keeley Roach, Council Liaison Cindy McGrath

CALL TO ORDER/INTRODUCTIONS/DISCLOSE CONFLICTS
Chair Probst called the meeting to order at 6:00 p.m. with a quorum present.

REVIEW AND ADOPT/AMEND AGENDA
A MOTION WAS MADE BY KEY TO ADOPT THE AGENDA AS PRESENTED; MOECHNIG SECONDED THE MOTION. ALL AYES.

REVIEW AND APPROVE MEETING MINUTES
A MOTION TO APPROVE THE MINUTES FROM JULY 8, 2025, WAS MADE BY DURAND AND SECONDED BY SMITH AS AMENDED. ALL AYES.

NEW BUSINESS:
PUBLIC HEARING TO CONSIDER A REAR PROPERTY SETBACK VARIANCE 25-003 BY CRAIG AND CONNIE ATKINSON.

Director Gross explained that the applicant has revised their proposal by withdrawing the side street yard setback variance while maintaining the request for a rear yard setback variance. Staff have updated the findings and resolution accordingly, and the Planning Advisory Commission, acting as the Board of Adjustment, reviewed the request under the City's five required variance criteria.

All criteria were found to be met: the lot's irregular shape and topography create practical difficulties not caused by the applicant, the proposed home and attached garage are reasonable for the property's lakeside location, and the variance will not alter the neighborhood's character or conflict with ordinance intent. The request is also consistent with the City's comprehensive plan. Staff recommend approval of Resolution BA25-05 to allow a 15-foot rear yard setback (a 5-foot variance), contingent on the applicant submitting an updated site plan.

CHAIR PROBST OPENED THE PUBLIC HEARING AT 6:06PM.
No Public or Property Owners Spoke
CHAIR PROBST CLOSED THE PUBLIC HEARING AT 6:06PM.

MOTION BY KEY SECONDED BY DURAND TO APPROVE RESOLUTION BA25-04 AS PRESENTED TO THE BOARD OF ADJUSTMENTS. ALL AYES.

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ADJOURN

A MOTION WAS MADE BY KEY, SECOND FROM SMITH TO ADJOURN THE MEETING AT 6:08 PM. ALL AYES.

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Chairperson Dennis Probst

Minutes submitted by Keeley Roach, Planning and Community Development Department

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January 12, 2026

Agenda Item Description: Planning Commission Meeting Minutes- December 4, 2025

Originating Department: Planning & Community Development

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Keeley Roach & Kristi Gross

Preparer: Keeley Roach

ATTACHMENTS:
PC Minutes- 12.4.2025

PLANNING COMMISSION
DECEMBER 4, 2025 6:20 PM
CITY COUNCIL CHAMBERS AT CITY HALL

Members present: Stephanie Durand, Robbie Smith, Cheryl Key, Dennis Probst, James Moechnig

Others present: Planning and Community Development Director Kristi Gross, Planning and Community Development Administrative Assistant Keeley Roach, City Council Liaison Cindy McGrath

CALL TO ORDER /DISCLOSE CONFLICTS-Chair Probst called the meeting to order at 6:20PM

REVIEW & ADOPT AGENDA
MOTION BY MOECHNIG, SECONDED BY KEY TO ADOPT THE AGENDA. ALL AYES

APPROVAL OF MINUTES
MOTION BY SMITH, SECONDED BY DURAND TO APPROVE THE SEPTEMBER 4, 2025 MEETING MINUTES. ALL AYES

NEW BUSINESS

PUBLIC HEARING FOR CONDITIONAL USE PERMIT #PD25-02 BY SCOTT & CARMA WILLERS.

Director Gross introduced the request for a Planned Unit Development (PUD) Amendment to combine Lot 4 and Lot 5, Block 1, to allow the construction of a detached accessory building. The City Council is the final decision-making body, with the Planning Advisory Commission responsible for conducting the public hearing and providing a recommendation. When originally approved, Oakhurst at the Jewel included 58 detached single-family residential lots with designated building envelopes reflecting the City's former R-2 (now MDR) standards, along with specific building designs for each lot. Following a previous lot combination, the subdivision now contains 57 single-family lots, three of which have received building permits this year.

This request represents the tenth lot combination in the Jewel since its initial platting of 516 lots, resulting in a total reduction of less than 2% of buildable lots. Lot size preferences evolve over time, and the existing lots in this area were not designed to accommodate both a dwelling and a detached garage; therefore, combining lots and amending the PUD is the only feasible method to allow a detached accessory structure, which cannot serve as a primary building. The proposal aligns with Chapter 5 of the Lake City Comprehensive Plan, which emphasizes preserving existing housing stock and the community's small-town character. Detached accessory buildings exist throughout Lake City in similarly zoned areas, making the request consistent with established development patterns.

FINDINGS OF FACT

1. The request is reasonable. The applicant is pursuing their best option for building a detached garage. There is no place to put additional storage on their existing property. The lots were not designed to accommodate two structures.
2. The request is consistent with the Jewel Design Standards. The future garage will be required to meet the Jewel design guidelines and standards. The additional structure will enhance the property and will not alter the character of the locality.

Before applying for a building permit for the accessory building, the applicant must file a lot combination form with Wabasha County to officially combine the parcels.

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PUBLIC HEARING OPEN BY CHAIRMAN PROBST- 6:34 pm

Smith & Moechnig asked the applicants questions about setbacks and purpose of the accessory structure.

PUBLIC HEARING CLOSED BY CHAIRMAN PROBST- AT 6:35pm, AFTER CALLING THREE TIMES.

The commission discussed topics setback requirements and intended use of the accessory structure.

MOTION BY SMITH, SECONDED BY MOECHNIG BASED ON THE FINDINGS OF FACT RECOMMEND APPROVAL OF THE REQUEST FOR A PLANNED UNIT DEVELOPMENT AMENDAMENT ALLOWING LOT 4 AND LOT 5 OF BLOCK 1 TO BE COMBINED. ALL AYES MOTION CARRIES.

COMMUNICATION UPDATES:
Design Review Committee- Meeting recap attached

Workplan for 2026- Suggested items from Chairman Probst
Accessory Dwelling Units
Short Term Rental

FUTURE MEETING DATE:
January 8, 2026 at 6:00PM
Commissioner Key & Probst will be absent from the February 5, 2026 meeting

MOTION TO ACCEPT THE MEETING CALENDAR BY DURAND, SECONDED BY SMITH.

ADJOURN
A MOTION WAS MADE BY MOECHNIG, SECOND FROM DURAND TO ADJOURN THE MEETING AT 6:42 PM. ALL AYES.

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Chairperson, Dennis Probst

Minutes submitted by Keeley Roach, Planning and Community Development Department

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January 12, 2026

Agenda Item Description: Heritage Preservation Commission Meeting Minutes- December 11, 2025

Originating Department: Planning & Community Development

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Keeley Roach & Kristi Gross

Preparer: Keeley Roach

ATTACHMENTS:
HPC Minutes 12.11.2025

HERITAGE PRESERVATION COMMISSION
REGULAR MEETING
THURSDAY DECEMBER 11, 2025 at 5:00 P.M.
SECOND FLOOR CONFERENCE ROOM - CITY HALL
MEETING MINUTES

Commissioners Present:	Katie Himanga, Josh Tripp, John Albright, Nancy Spooner-Walsh
Others Present:	Planning Director, Kristi Gross, Planning and Community Development Administrative Assistant Keeley Roach

The meeting was called to order by Chair Tripp at 5:01 PM with a quorum present.

REVIEW AND ADOPT AGENDA
MOTION BY SPOONER-WALSH, SECOND BY ALBRIGHT; ALL AYES.

REVIEW AND APPROVE MEETING MINUTES
MOTION TO APPROVE NOVEMBER 13, 2025, MEETING MINUTES, BY HIMANGA, SECOND BY SPOONER-WALSH; ALL AYES.

NEW BUSINESS

2026 WORKPLAN
Discussion between staff and commissioners about 2026's goals for the Heritage Preservation Commission. Staff will work on an updated plan for review and approval at the next HPC meeting.

UNFINISHED BUSINESS
WAVE UPDATE & PLAN
Himanga reported that the Lake City's Woman's Club have donated to the Wave Sculpture restoration. The historical society and individuals are working on the total endowment and platform costs along with the cost of restoration.

PATTON PARK BANDSTAND UPDATE:
Alex Young of Collaborative Design Group toured the Bandstand. The written report has not been distributed; however, Director Gross was able to get a good estimate of the current condition of the Bandstand. After reviewing, Mr. Young stated the bandstand was structurally safe. More information will come when the written report is received.

FUTURE MEETING DATES:
January 8. 2026 at 5:00PM
If no applications are received by December 26, 2025; January 2026 meeting will be cancelled.

ADJOURNMENT
MOTION TO ADJOURN THE MEETING AT 5:53PM BY SPOONER-WALSH, SECOND BY HIMANGA. ALL AYES.

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Josh Tripp, Chairperson

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January 12, 2026

Agenda Item Description: Personnel Committee meeting minutes, August 11, 2025.

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Michelle Seydel, City Clerk

Preparer: Michelle Seydel

ATTACHMENTS:
August 11, 2025 Personnel Committee minutes

City of Lake City
Personnel Committee
August 11, 2025
2nd Floor conference room, City Hall
4:30 p.m.

The meeting was called to order by Brian Quinn at 4:30 p.m. with member Megan Kramer present.

Members Absent: Faye Brown

Others present: City Administrator Rob Keehn, Finance Director Jerome Illg, Council Member Robert Newsome

Approve/ amend agenda
Motion Kramer, second Quinn to adopt the agenda as presented. All ayes 2-0-0. Motion carried

Recommend appointment of Mitchell Rigelman to the position of Public Works Director

The City Administrator discussed the City's hiring policy, which allows for direct appointment of a current city employee to a position when unique circumstances exist. Mitchell Rigelman was hired as the Assistant Public Works Director on January 6, 2025. He began filling the Public Works Director position on an interim basis on February 16, 2025. In the past 6 months he has shown a high level of professionalism, aptitude, and ability to lead the department, consistent with the requirements of the Public Works Director position description. The City Administrator recommended that Mr. Rigelman be appointed to the full-time Public Works Director position based on these unique circumstances.
Motion Quinn, second Kramer, to recommend the appointment of Mitchell Rigelman to the position of Public Works Director to the City Council for their approval. All ayes 2-0-0. Motion carried.

Motion Kramer second Quinn to adjourn at 4:45 p.m. All ayes 2-0-0. Motion carried.

ATTEST:

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Brian R. Quinn, Mayor

_____
Robert Keehn, Deputy City Clerk

January 12, 2026

Agenda Item Description: Personnel Committee meeting minutes, November 24, 2025.

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Michelle Seydel, City Clerk

Preparer: Michelle Seydel

ATTACHMENTS:
November 24, 2025 Personnel Committee minutes draft

Lake City Personnel Committee
Regular Meeting November 24, 2025
4:30 PM
2nd floor conference room
City Hall
Meeting Minutes

The meeting was called to order by Brian Quinn at 4:30 p.m. with members Megan Kramer and Faye Brown present.

Members Absent: None

Others Present: City Administrator Rob Keehn, City Clerk Michelle Seydel, Ambulance Director Sara Rybarczyk, Marina Administrator Jeff Brand

Review and adopt/amend agenda
Motion by Brown, second Kramer to adopt the agenda as presented. All ayes. 3-0-0. Motion carried.

New Business

Review and approve new job description and determine hiring timeline for an Administrative Assistant for the Ambulance Department.

The responsibilities of the Ambulance Director have significantly expanded over time. The recent pay study confirmed that these duties—particularly in billing, insurance coordination, and patient/customer service—have increased, yet the pay grade remained unchanged following appeal. To ensure long-term sustainability and operational efficiency, it is essential to implement a staffing structure that provides meaningful support to the Director position.

The service is undergoing a transitional period marked by:

- A vacancy in the Assistant Director position
- The scheduled retirement of the Paramedic Training Officer at the end of 2025
- Increased requirements to liaise with the City's billing company, patients, and insurance providers to secure run-related revenue

We recommend creating an Administrative Assistant position to:

- Manage billing-related tasks
- Assist the incoming Training Officer with reporting responsibilities
- Provide general administrative support during standard business hours

This adjustment will allow the Ambulance Director to focus on operational priorities and strategic initiatives. Additionally, staff anticipate that this position will be easier to fill, as it does not require EMT or paramedic certification. Under this proposed model, the Assistant Ambulance Director position will remain vacant. The Ambulance Commission has discussed the merit of providing an administrative position for the service at their last two meetings. The administrative assistant position would be filled at a lower grade than the assistant ambulance director. The grade will need to be determined to establish the cost.

Motion by Brown, second Kramer to approve job description and posting for an Administrative Assistant position in the Ambulance Department. All ayes. 3-0-0. Motion carried.

Review Paramedic steps based on years of service

The compensation practices in the EMS field have been changing since COVID, specifically in pay being tied to years of experience/service in the field. Other EMS services incorporate this experience into their hiring by paying a higher wage at start based on the years of experience the employee brings with them. The recent pay study did not take years of experience into account when placing employees on the new pay grid, so employee steps did not coincide with where they were on the old pay grid. The City employs five full-time paramedics and four casual/part-time paramedics. The paramedics have requested that their years of experience be reflected in their step placement as is now common in the field. The input received from the department is that placing them at the same step they were on under the old pay grid would accomplish this.

Discussion at the committee level took place and the City Administrator and Ambulance Director will work on a proposal to bring back to the personnel committee at a future date.

Review EMT pay and consider hourly wage cap

The City employs 11 EMTs, four of whom are full-time. As part of the pay study, the EMTs were placed at Grade 4 of the new pay grid. In order to prevent overlap between the EMT wages and the paramedic wages, staff is recommending that EMTs be limited to a maximum hourly wage of $35.33 (Step 4, Grade 4) adjusted annually for COLA. This still provides a very competitive wage for the position based on its skillset, while preserving a separation between the two EMS positions.

Motion by Kramer, second Quinn to approve capping EMT wages at grade 4, step 4 to prevent overlap between paramedic and EMT wages. All ayes. 3-0-0. Motion carried.

Review Marina Administrator pay grade and comparable data

The recent pay study did not provide comparable data for the Marina Administrator position, and the Marina Administrator appealed his classification. The appeal was denied. Below are details for similar position at private marinas in our region.

-Bayport Marina, Bayport, MN: The general manager pay is currently $130,000.00 plus vehicle plus benefits. 230 slips.

-St. Croix Marina, Hudson, WI: The general manager pay is currently $125,000.00 plus benefits. 300 slips.

-Sunny Side Marina, Stillwater, MN: The general manager pay is currently $140,000.00 plus benefits. 250 slips.

-Afton Marina, Afton, MN: The general manager pay is $120,000.00 plus benefits. 184 slips.

-Lake City Marina: The Marina Administrator pay is $117,290 ($114,088 under new pay grid at top of Grade 10). 635 slips plus 71 seasonal mobile homes.

Grade 11, Step 9 on the new pay grid would equate to $122,075 per year.

Motion by Brown, second Kramer to recommend an adjustment to the Marina Administrator pay grade from grade 10, step 9, to grade 12, step 7. All ayes. 3-0-0. Motion carried.

Motion by Brown, second Kramer to adjourn at 5:58 p.m. All ayes. 3-0-0. Motion carried.

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Brian Quinn, Mayor

Respectfully submitted by Michelle Seydel, City Clerk

January 12, 2026

Agenda Item Description: Fire Department Meeting Minutes, December 18, 2025

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Michelle Seydel, City Clerk

Preparer: Michelle Seydel

ATTACHMENTS:
December 18 Meeting Minutes

Lake City Fire Department
Monthly Business Meeting Minutes
December 18th, 2025

Captain Matt Herzig called meeting to order at 7:00 P.M.

ROLL CALL

Active Members Present: Brandon Herzig, Jack Weyer***,*** Tom Reckmann, Derek Nibbe, Chris Tourney, Matt Herzig, Justin Cerwinske, Travis Coyle, Dan Cox, Tony Schultz, Baxter O'Reilly, Luke Hartzell, Aiden Leonard, Riley Borgschatz and Casey Henderson

Active members absent: Dave Glomski, Dan Patterson, Mike Lafferty, Jon Dose, Jake Schumacher and Brian Smith

Retired members present: None

City Officials present: None

SECRETARIES REPORT

1. MOTION TO APPROVE NOVEMBER MINUTES By – Jack Weyer SECOND – Brandon Herzig. VOTE TAKEN AND MOTION CARRIED.

TREASURERS REPORT

1. Reports were disbursed.

COMMITTEE REPORTS

EQUIPMENT:

1. Gear update
2. Ground ladders have all been inspected and cleared

TRAINING:

1. 2 January trainings – Preplans and response rotations

SAFETY:

1. Nothing at this time.

DANCE COMMITTEE:

1. Meeting in January.

FIRE PREVENTION:

1. Nothing at this time.

CORRESPONDENCE & COMMUNICATIONS

1. Nothing at this time.

OLD BUSINESS

1. Order supplies before end of year – safety vests, flashlights, pagers.

NEW BUSINESS

1. State School classes are posted on the wall in meeting room. Training officers need to know by first February training to get guys signed up.
   Moorhead – March 14&15
   Austin – March 28&29

OTHER BUSINESS FOR THE GOOD OF THE ORDER

1. None at this time.

MOTION TO ADJOURN BY Brandon Herzig SECOND BY Derek Nibbe. VOTE TAKEN AND MOTION CARRIED.

Meeting adjourned at 7:07
Minutes recorded and prepared by Tony Schultz

January 12, 2026

Agenda Item Description: January 2026 Calendar

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

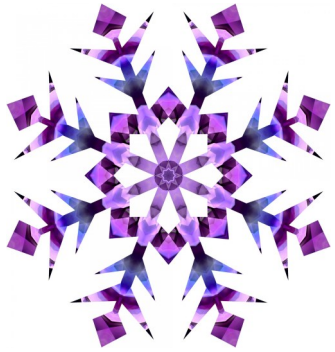
Reviewed By: Michelle Seydel, City Clerk

Preparer: Diane Johnson

ATTACHMENTS:
1. January 2026 Calendar

January 2026

MON	TUE	WED	THU	FRI	SAT/SUN
			1 **City Hall Closed** **New Year's Holiday** 	2	3/4
5	6	7	8 Planning Commission 6:00 PM	9	10/11
12 Council Workshop 5:00 PM Common Council 6:00 PM	13	14	15	16	17/18
19 ***City Hall Closed*** **Martin Luther King, Jr. Day**	20 Street/Parks/Pub Safety Commission 4:30 PM	21 Utility Board 5:30 PM	22	23	24/25
26 Civil Service Commission 4:30 PM Library Board 6:00 PM Ambulance Commission 6:00 PM	27	28	29 Fire Department 7:00 PM	30	31



January 12, 2026

Agenda Item Description: February 2026 Draft Calendar

Originating Department: Clerk

Board/Commission/Committee Action: **Consent Agenda?:** No

Action Requested:

Introduction/Background/Justification/Key/Legal Issues:

Budgetary/Fiscal Impact:

Reviewed By: Michelle Seydel, City Clerk

Preparer: Diane Johnson

ATTACHMENTS:
2. February 2026-Draft Calendar

February 2026

MON	TUE	WED	THU	FRI	SAT/SUN
					1
2	3	4	5 Planning Commission 6:00 PM	6	7/8
9 Council Workshop 5:00 PM Common Council 6:00 PM	10 Marina Board 5:00 PM	11	12 Heritage Preservation Commission 5:00 PM	13	14/15
16 **City Hall Closed Presidents' Day** 	17 Streets/Parks/Public Safety Commission 4:30 PM	18 Utility Board 5:30 PM	19 Port Authority 4:30 PM	20	21/22
23 Ambulance Commission 6:00 PM	24	25	26 Fire Department 7:00 PM	27	28



