



CITY OF HOWARD LAKE

City Council Meeting

*The City of Howard Lake strives to build upon its good neighbor traditions –
A welcoming community for all, supported by vibrant and engaged businesses and community organizations, involved
citizens, and diverse amenities that provide a well-rounded quality of life.*

TENTATIVE AGENDA MARCH 16, 2021 – 7:00 pm

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

Any additions, deletions, modifications to the agenda will be done at this time.

D. COUNCIL MEETING MINUTES

- a. Consider Approving Council Meeting Minutes from the February 16, 2021 Council Meeting.
- b. Consider Approving Council Workshop Minutes from the February 16, 2021 meeting.

E. CITIZEN INPUT

F. COUNCIL/COMMITTEE REPORT

G. DEPARTMENT REPORTS

- a. Howard Lake Municipal Liquor Financials

H. CONSENT AGENDA

- a. Consider Accepting all Reports & Payment of Claims.
- b. Consider Approving Community Clean Up Terms & Rates.
- c. Consider Amendment #1 to State of Minnesota JPA for Human Trafficking Task Force.
- d. Consider Various Personnel Appointments.

I. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS

J. NEW BUSINESS

- a. Approve Scope & Fee for Services for Fire Hall Maintenance Study.
- b. Consider Approving Request for Proposals & Direct Staff to Advertise for Auto Read - Water Meter Conversion Project.
- c. Consider Pay Increase for PT Liquor Store Employees & Management Consultant.
- d. Consider Approving Liquor Enterprise Budget.
- e. Consider Approving Quotes for Installation of Carpet at City Hall.

K. OLD BUSINESS

L. ADMINISTRATOR'S REPORT

M. ADJOURN



CITY OF HOWARD LAKE

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HOWARD LAKE CITY COUNCIL
HOWARD LAKE CITY HALL- 625 8th AVENUE
VIA - GO TO MEETING
February 16, 2021

MEETING MINUTES

COUNCIL PRESENT

Mayor Zimmerman
Tom Kutz
Allan Munson
Gene Gilbert
Jason Deiter

COUNCIL ABSENT

STAFF PRESENT

Nick Haggenmiller, City Administrator
Meagan Theisen, Assistant City Administrator
Josh Halvorson, City Engineer
Shannon Sweeny, Financial Advisor

ALSO PRESENT

Herald Journal

CALL TO ORDER

Mayor Zimmerman called the meeting to order at 7:02 p.m.

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

APPROVAL OF AGENDA

Haggenmiller noted the addition more materials to the liquor store update, updated claims, and New Business Item for Phase 2 Central Park Splash Pad.

Council Member Gilbert moved to approve the agenda with the additions noted above. The motion was seconded by Council Member Kutz and passed unanimously.

APPROVAL OF MINUTES

Council Member Kutz moved to approve the Council Meeting Minutes from the January 19th Regular Council Meeting and the work session on January 19th. The motion was seconded by Council Member Deiter and passed unanimously.

CITIZEN INPUT

No residents addressed the Council.

COUNCIL/COMMITTEE REPORT

Council Member Deiter provided an overview of the Parks and Planning Commission Meeting on 2/10. The PPC received updates on the Lake from Curt Forst, of the Watershed Alliance. The commission also discussed updating the Comp Plan and approved to submit a grant for the trail project on CSAH 7.

DEPARTMENT REPORTS

None.

CONSENT AGENDA

a. CONSIDER ACCEPTING ALL REPORTS AND PAYMENT OF CLAIMS

GENERAL FUND	57448-57544	\$231,090.01
PAYROLL	26781-26799, 501255-501299	\$47,730.35
ELECTRONIC	881-899	\$54,583.12
TOTAL		\$333,403.48
AMBULANCE CLAIMS	5717-5723	\$12,824.62
ELECTRONIC		\$
TOTAL		\$12,824.62

Council Member Deiter moved to approve the Consent Agenda. The motioned was seconded by Council Member Gilbert and passed unanimously.

PUBLIC HEARING/PRESENTATION

No Public Hearings/Presentations

NEW BUSINESS

a. CONSIDER Resolution 21-03 Providing for the Issuance & Sale of GO TIF Bonds for Series 2012A Bond

Sweeny presented the staff report to refinance the bond to get a better interest rate.

Council Member Deiter moved to approve Resolution 21-03. The motion was seconded by Council Member Munson and passed unanimously.

b. WELLHEAD PROTECTION PLAN PROFESSIONAL SERVICES PROPOSAL

Theisen provided the staff report and outlined the proposal for professional services provided by Bolton & Menk for Phase 2 of the Wellhead Protection Plan project.

Halvorson provided further information on Phase 2 of the plan.

Council Member Kutz moved to approve the Professional Services proposal from Bolton & Menk for the WTP Phase 2. The motion was seconded by Council Member Gilbert and passed unanimously.

c. Consider Contract Modification for Engineering Services Related to Central Park Phase 1.

Haggenmiller presented the staff report, which is a modification to the Phase 1 Central Park Project. There were signification changes to the original Phase 1 plan, which required additional design and materials not included in the original contract.

Council Member Gilbert moved to approve the contract modifications for engineering services related to Central Park Phase 1. The motion was seconded by Council Member Deiter and passed unanimously.

d. CONSIDER AUTHORIZING THE CREATION OF PLANS & SPECS AND ADVERTISEMENT OF QUOTES FOR CENTRAL PARK PHASE 2: SPLASH PAD DEVELOPMENT

Haggenmiller presented the staff report, noting that the total cost of the Central Park project is up to about \$600,000, including the splash pad in phase 2 – due to material costs increasing during COVID. The splash pad design will include 1 large element, 2 small elements and 7 water jets.

Council Member Gilbert moved to approve the plans and specs of the splash pad project. The motion was seconded by Council member Kutz and passed unanimously.

e. CONSIDER SELECTION OF ARCHITECT AND FEE FOR DESIGN SERVICES FOR LIBRARY CONSTRUCTION PROJECT

Haggenmiller reviewed the staff report, recommending awarding BKV to be the architects on the library project with a contract amount not to exceed \$132,702.

Haggenmiller provided further clarification on the planning and construction of the Library at the same time as the second phase of the Central Park project.

Council Member Gilbert moved to approve BKV as the architects for the library construction project. The motion was seconded by Council Member Deiter and passed unanimously.

f. CONSIDER APPROVING THE SUBMISSION OF THE LOCAL TRAIL CONNECTIONS 2021 GRANT

Theisen provided the staff report, outlining the trail project along CSAH 7 and the grant process.

Council Member Gilbert moved to approve Resolution 21-04, directing staff to submit the grant application for the CSAH 7 trail project. The motion was seconded by Council Member Deiter and passed unanimously.

g. CONSIDER APPROVING THE HOWARD LAKE FIRE DEPARTMENT BYLAWS

Haggenmiller presented the staff report, outlining the process of updating the HLF D Bylaws. He stated that Council Member Kutz and Council Member Deiter were both on the committee along with the Fire Chief Interim, Keith Bobrowske, and firefighters David Peterson and Kyle Wiech. The committee also had assistance from Tate Mills, Fire Service Specialist with the Minnesota State Fire Marshal Division.

Council Member Deiter moved to approve the HLF D Bylaws as presented, subject to final approval and acknowledgement by the HLF D. The motion was seconded by Council Member Kutz and passed unanimously.

h. CONSIDER VARIOUS UPDATES TO THE PERSONNEL POLICY

Haggenmiller reviewed updates to the personnel policy. All employees, including part-time and the fire department will have to review the policy and sign the acknowledgement.

Council Member Gilbert moved to approve the updates to the personnel policy. The motion was seconded by Council Member Deiter and passed unanimously.

B. OLD BUSINESS

None.

C. ADMINISTRATORS REPORT

No Report.

D. ADJOURN

Council Member Gilbert motioned to adjourn the meeting at 7:59 PM. The motion was seconded by Council Member Kutz and passed unanimously.

Attest – City Administrator/Clerk

Mayor

HOWARD LAKE CITY COUNCIL
WORK SESSION
February 16, 2021

Start – 8:03 PM

Water Meter Conversion

Staff presented what the Water Meter Conversion project would look like. General Parameters include: a Turnkey Solution, Compatibility with Existing Software/Hardware, and Quality & Warranty of Project. Staff estimates costs to be \$250,000-\$400,000.

Council discussed to project, highlighting pros and cons. Pros include: no more manually reading meters and better accuracy in billing. Cons include: it is a big project to get new meters installed in every home and it is an expensive project.

Council would like to see staff go out for bid on the project.

Sidewalk Snow & Ice Clearing

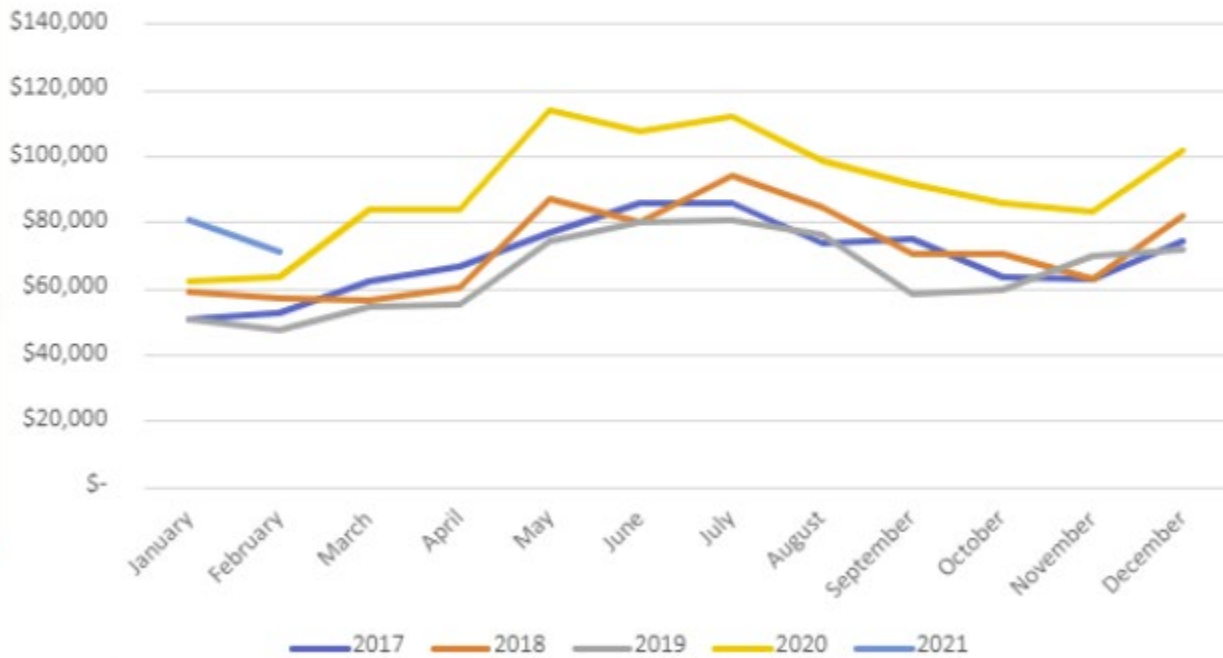
Staff reviewed the current snow clearing operations and the two ordinances the City has related to snow clearing, noting that these current expectations are not sustainable without amending current practice or staffing levels, or both.

Council discussed their expectations.

Adjourn at 8:55 PM

Revenue

Monthly Sales 2017 thru 2/28/21



Feb 2021 Sales

Item category Description	Rank Period		Sales	Profit \$	Profit %	# of tickets	Average ticket
N/A	1	A	0.00	0.00	0.0	1	0.00
N/A							
BEER	2	A	37,853.85	8,764.80	23.3	1,976	19.08
BEER							
LIQUOR	3	A	26,135.28	7,348.05	28.1	1,295	20.18
LIQUOR							
LOYALTY	4	A	-18.38	-18.38	100.0	3	-6.12
Loyalty							
MISC ITEM	5	A	982.82	309.70	32.2	174	5.53
MISC ITEM							
NONTAX	6	A	376.48	155.53	41.3	88	4.28
NONTAX							
OPEN LIQ	7	A	0.00	0.00	0.0	2	0.00
OPEN LIQ							
SSEC	8	A	1,150.00	1,150.00	100.0	1	1,150.00
SSEC EVENT CENTER							
WINE	9	A	6,151.95	2,236.49	36.4	352	17.48
WINE							
Report totals							
9 groups		A	72,412.00	19,944.21	27.5		

Vs. Feb 2020 Sales

+\$12,732

Vs. Feb 2020 Gross Profit

+\$4,353

Vs. Feb 2020 GP %

+1.4%

Vs. Feb 2020 Gross Turnover

**3.7 / 4.0
-7.5%**

HLWS Financial KPI Dashboard

What you need to know about Feb 2021

Feb '20 was 29 days vs. 28. Extra day fell on a Friday, the busiest day of the week. Best outcome for data in '20 but meant bigger hill to climb in '21.

HLWS Financial KPI Dashboard

Was our pandemic growth real?

Will sales slump post pandemic?

**We believe
the growth
was real.**

**A new
normal for
HLWS**

March 2021

+

Streak continues

14 straight months of record sales

+

Gross Profit

Could be better, but 27.5% is solid

-

Inventory Turns

- Annual average is 5.5
- Feb is historically a slow sales month
 - No sports, bad weather, etc.
- Purchasing according to OTB & budget

✓

Set for spring

- Despite month working against us, it was a solid month.
- March '21 revenue will not beat last year
 - Panic buying 3rd week 3/20 = \$28K
 - Average week YTD 2021 = \$18,342

March 2021

+

Campers Soon

- Typically start seeing them mid April
- Average sales per week in 2020, mid April thru August, were over \$20K

+

Strong YTD Sales

- Already up 20% for the year
- SSEC going online

-

No Glory Week

Definitely won't see a "gift" in the form of a \$28,000 panic buying week

✓

Growth continues

- Rest of season/year looks solid
 - Removing the \$28K week in March 2020, we've been matching panic buying levels
 - '20 avg week, late Mar & Apr, \$18,430
 - '21 avg weekly sale YTD \$18,342
 - Expect campers returning late April
 - '20 saw \$20K weeks April thru summer
- SSEC events will increase sales
- 20% growth YTD + campers & summer demand + SSEC bump + maintaining customer base = likelihood all of the growth we've experienced is real

CITY OF HOWARD LAKE
CLAIMS & DONATIONS APPROVED
DATE - MARCH 16, 2021

GENERAL FUND	CHECKS:	57544 – 57674	\$406,145.28
PAYROLL		26800-26820, 501300 – 501348	52,988.21
ELECTRONIC		900-917	<u>42,106.58</u>
TOTAL			501,240.07
AMBULANCE CLMS CHECKS:			5724-5737
			\$11,674.82
ELECTRONIC			
TOTAL			\$11,674.82

1010 CITIZEN ALLIANCE

900e	PSN	2/16/2021	\$703.22	
901e	CITIZENS ALLIANCE BANK	2/16/2021	\$70.00	ACH ORIGATION FEES - JANUARY 2021
902e	INTERNAL REVENUE SERVICE	2/16/2021	(\$0.02)	
903e	INTERNAL REVENUE SERVICE	2/24/2021	\$6,192.30	
904e	MN DEPT OF REVENUE	2/24/2021	\$1,213.84	
905e	FURTHER	2/24/2021	\$665.04	
906e	PERA	2/24/2021	\$5,845.45	
907e	LS WEEKEND CASH	3/2/2021	\$2,000.00	
908e	EPS	3/2/2021	\$49.00	
909e	AUTHNET GATEWAY BILLING	3/2/2021	\$20.12	
910e	HEARTLAND PYMT SERVICES	3/2/2021	\$1,187.62	
911e	RADIANT SYSTEMS	3/2/2021	\$143.40	
912e	MN DEPT OF REVENUE	3/2/2021	\$1,396.00	Sales Tax Feb 2021 UB
913e	MN DEPT OF REVENUE	3/2/2021	\$6,976.00	Sales Tax Feb 2021 LS
914e	INTERNAL REVENUE SERVICE	3/10/2021	\$7,865.32	
915e	MN DEPT OF REVENUE	3/10/2021	\$1,290.37	
916e	PERA	3/10/2021	\$5,763.88	
917e	FURTHER	3/10/2021	\$725.04	
26800	BONNICK, STEVEN	2/26/2021	\$426.90	
26801	HAGLIN, SERENA P	2/26/2021	\$212.02	
26802	GOEPFERT, THOMAS	2/26/2021	\$410.51	
26803	ANDERSON, LAURIN	2/26/2021	\$303.44	
26804	ZEBRO, ALISON	2/26/2021	\$126.59	
26805	BOBROWSKE, KURT	3/12/2021	\$161.61	
26806	VEADERKO, JAMES	3/12/2021	\$50.44	
26807	BONNICK, STEVEN	3/12/2021	\$603.11	
26808	DEITER, JASON	3/12/2021	\$1,154.37	
26809	HAGLIN, SERENA P	3/12/2021	\$204.72	
26810	KUTZ, TOM	3/12/2021	\$1,154.37	
26811	ZIMMERMAN, PETER A	3/12/2021	\$1,616.12	
26812	GOEPFERT, THOMAS	3/12/2021	\$54.05	
26813	DRUSCH, JACOB D	3/12/2021	\$445.00	
26814	DRUSCH, JOEY	3/12/2021	\$46.17	
26815	MAGES, ALEX	3/12/2021	\$195.46	
26816	PETERSON, JEREMY	3/12/2021	\$46.17	
26817	STOLL, ERIC	3/12/2021	\$69.26	
26818	WIECH, KYLE	3/12/2021	\$156.96	
26819	ANDERSON, LAURIN	3/12/2021	\$194.53	
26820	ZEBRO, ALISON	3/12/2021	\$198.93	
57544	MARIAS MEXICAN RESTURANT	2/16/2021	\$1,430.00	Reimbursement - Water Line Repair
57545	AIR-PRO HEATING & COOLING L	2/24/2021	\$12,984.00	HVAC
57546	ARCTIC GLACIER ICE, INC	2/24/2021	\$95.12	
57547	BELLBOY CORPORATION	2/24/2021	\$611.41	
57548	BRANDEL ELECTRIC, LLC	2/24/2021	\$233.29	
57549	BREAKTHRU BEVERAGE	2/24/2021	\$3,800.54	
57550	C & L DISTRIBUTING	2/24/2021	\$178.20	Beer
57551	CAPITOL BEVERAGE SALES	2/24/2021	\$6,931.80	
57552	CR ELECTRIC	2/24/2021	\$13,576.45	Light Pole Hwy 12 repair
57553	DAHLHEIMER BEVERAGE, LLC	2/24/2021	\$2,489.85	
57554	EARTHLINK INC	2/24/2021	\$12.95	
57555	EMERGENCY AUTOMOTIVE	2/24/2021	\$70.26	
57556	FASTENAL	2/24/2021	\$106.45	
57557	FURTHER	2/24/2021	\$6.40	
57558	GREATER MN COMMUNICATION	2/24/2021	\$160.00	Envelopes

57559	HL PIT STOP	2/24/2021	\$493.33	
57560	HOLIDAY STATIONSTORES, LLC	2/24/2021	\$70.37	
57561	HOWARD LAKE POSTMASTER	2/24/2021	\$261.80	UB Billing February
57562	JOE'S SPORT SHOP	2/24/2021	\$686.87	
57563	JOHNSON BROTHERS LIQUOR C	2/24/2021	\$7,165.13	CREDIT
57564	LEAGUE OF MN CITIES INS TRU	2/24/2021	\$1,311.60	Claim# 108364 - Plow Truck
57565	LOCHER BROS, INC	2/24/2021	\$4,342.20	
57566	MAPLE LAKE CHAMBER OF COM	2/24/2021	\$50.00	Royalty - Maple Lake Parade
57567	MARCO	2/24/2021	\$261.61	
57568	MEDIACOM LLC	2/24/2021	\$256.17	
57569	MIDWEST MACHINERY CO	2/24/2021	\$119.23	
57570	MN VALLEY TESTING LAB	2/24/2021	\$48.00	
57571	MUMFORD SANITATION	2/24/2021	\$10,633.75	COMPOST LEASE - February
57572	MUNSON LAKES NUTRITION	2/24/2021	\$70.63	
57573	PAUMEN COMPUTER SERVICES	2/24/2021	\$6,053.37	
57574	PAUSTIS WINE COMPANY	2/24/2021	\$752.76	
57575	PHILLIPS WINE & SPIRITS	2/24/2021	\$5,831.47	
57576	PLUNKETT'S PEST CONTROL	2/24/2021	\$121.52	
57577	RED BULL DISTRIBUTION CO, IN	2/24/2021	\$213.02	
57578	SAFETY TRAIN, INC	2/24/2021	\$950.00	Safety Training Classes 2021
57579	SOUTHERN GLAZER WINE & SPI	2/24/2021	\$1,923.60	
57580	SPRINT	2/24/2021	\$312.25	
57581	STANLEY, BRIDGET	2/24/2021	\$55.68	Reimbursement
57582	THE BROKEN BOLT	2/24/2021	\$218.00	2012 Tahoe
57583	VERIZON	2/24/2021	\$80.02	
57584	VERIZON CONNECT NWF, INC	2/24/2021	\$97.14	
57585	VINOCOPIA, INC	2/24/2021	\$311.21	
57586	VISA	2/24/2021	\$2,476.53	
57587	WASTEWATER COMMISSION	2/24/2021	\$59,672.71	LESS FORSMAN DISCHARGE
57588	WINE MERCHANTS	2/24/2021	\$1,569.35	
57589	WRIGHT COUNTY AG SOCIETY	2/24/2021	\$80.00	WRIGHT COUNTY FAIR AD
57590	WRIGHT HENNEPIN ELECTRIC	2/24/2021	\$749.00	
57591	ARNOLDS OF KIMBALL, INC	2/25/2021	\$21,000.00	UTV
57592	BELLBOY CORPORATION	2/28/2021	\$3,067.31	
57593	BREAKTHRU BEVERAGE	2/28/2021	\$251.83	
57594	CAPITOL BEVERAGE SALES	2/28/2021	\$849.75	CREDIT
57595	DAHLHEIMER BEVERAGE, LLC	2/28/2021	\$1,051.20	
57596	JOHNSON BROTHERS LIQUOR C	2/28/2021	\$2,449.73	
57597	LOCHER BROS, INC	2/28/2021	\$2,311.16	
57598	PHILLIPS WINE & SPIRITS	2/28/2021	\$1,550.22	
57599	SOUTHERN GLAZER WINE & SPI	2/28/2021	\$1,922.85	
57600	WINE MERCHANTS	2/28/2021	\$139.18	
57601	RON SCHROEDER CONTRACTIN	3/2/2021	\$2,130.00	Painting City Hall
57602	BANYON DATA SYSTEMS INC	3/4/2021	\$2,775.00	Annual Support
57603	KEITH BOBROWSKE	3/4/2021	\$65.00	CELL ALLOWANCE - March
57604	BOLTON & MENK, INC	3/4/2021	\$2,032.50	
57605	CENTERPOINT ENERGY	3/4/2021	\$2,940.23	
57606	CENTURYLINK	3/4/2021	\$638.19	
57607	CINTAS	3/4/2021	\$635.28	
57608	CITY OF BUFFALO	3/4/2021	\$60.00	ACCT# 26-022950-00
57609	CR ELECTRIC	3/4/2021	\$14,220.00	Lighting
57610	MARK CUSTER	3/4/2021	\$4,500.00	2021 1st Quarter Payment
57611	GLASS DOCTOR	3/4/2021	\$345.00	
57612	GOPHER STATE ONE-CALL, INC	3/4/2021	\$13.50	
57613	NICK HAGGENMILLER	3/4/2021	\$365.00	CELL PHONE - March 2021

57614	HAWKINS, INC	3/4/2021	\$20.00	
57615	HL PIT STOP	3/4/2021	\$443.78	
57616	JOE'S SPORT SHOP	3/4/2021	\$933.46	
57617	MYRA LAWAY	3/4/2021	\$65.00	CELL PHONE - March 2021
57618	MARCO TECHNOLOGIES LLC	3/4/2021	\$620.31	
57619	MEDIACOM LLC	3/4/2021	\$176.90	
57620	METRO WEST INSPECTION SER	3/4/2021	\$3,821.34	
57621	MIDWEST MACHINERY CO	3/4/2021	\$2.58	
57622	MN VALLEY TESTING LAB	3/4/2021	\$43.00	
57623	536600-NCPERS GROUP LIFE IN	3/4/2021	\$48.00	
57624	CLAYTON PRESTIDGE	3/4/2021	\$65.00	CELL PHONE - March 2021
57625	STANLEY, BRIDGET	3/4/2021	(\$65.00)	CELL ALLOWANCE - March 2021
57625	STANLEY, BRIDGET	3/4/2021	\$65.00	CELL ALLOWANCE - March 2021
57626	STREICHER'S	3/4/2021	\$346.98	
57627	SWANSON, JASON	3/4/2021	\$700.00	
57628	T & T SERVICES	3/4/2021	\$581.50	
57629	THEISEN, MEAGAN	3/4/2021	\$215.00	CELL ALLOWANCE - March 2021
57630	WASTEWATER COMMISSION	3/4/2021	\$60,122.41	5077 Ingram Ave SW
57631	ZWILLING, TROY	3/4/2021	\$65.00	CELL ALLOWANCE - March 2021
57632	BOOM ISLAND BREWING CO LL	3/11/2021	\$123.50	
57633	BREAKTHRU BEVERAGE	3/11/2021	\$4,568.22	
57634	BUILDERS FIRST SOURCE	3/11/2021	\$115.19	
57635	CAPITOL BEVERAGE SALES	3/11/2021	\$1,199.00	
57636	CARLSON WHOLESALE GREEN	3/11/2021	\$492.00	
57637	CENTERPOINT ENERGY	3/11/2021	\$318.30	
57638	COKATO TRANSPORTATION, IN	3/11/2021	\$166.75	
57639	CROSSROADS ANIMAL SHELTE	3/11/2021	\$78.69	
57640	CUB FOODS	3/11/2021	\$102.06	
57641	DAHLHEIMER BEVERAGE, LLC	3/11/2021	\$6,881.42	
57642	FINKEN WATER CENTERS	3/11/2021	\$32.60	
57643	FURTHER	3/11/2021	\$3.20	
57644	GRANITE ELECTRONICS	3/11/2021	\$58.00	
57645	HEIMAN BROTHERS, INC	3/11/2021	\$5,837.85	
57646	HOLIDAY STATIONSTORES, LLC	3/11/2021	\$197.58	
57647	HOWARD LAKE FOODS	3/11/2021	\$1.89	
57648	HOWARD LAKE TIRE & AUTO	3/11/2021	\$21.30	
57649	JOHNSON BROTHERS LIQUOR C	3/11/2021	\$1,797.49	
57650	LACHERMEIER, BRENDA	3/11/2021	\$150.00	SSEC DAMAGE DEPOSIT
57651	LEAGUE OF MN CITIES INS TRU	3/11/2021	\$64,456.00	ACCT# 40002832
57652	LOCHER BROS, INC	3/11/2021	\$3,183.48	
57653	ALEX MAGES	3/11/2021	\$48.20	REIMBURSEMENT
57654	MENARDS-BUFFALO	3/11/2021	\$268.40	
57655	MIDWEST FIRE	3/11/2021	\$745.50	
57656	MIDWEST MACHINERY CO	3/11/2021	\$1,043.93	
57657	MN DEPT OF PUBLIC SAFETY	3/11/2021	\$100.00	8608500122019 M-107252
57658	MN PEIP	3/11/2021	\$14,484.14	
57659	MN VALLEY TESTING LAB	3/11/2021	\$48.00	
57660	MOTOROLA SOLUTIONS, INC	3/11/2021	\$715.00	
57661	NORTHWEST ASSOC CONSULT	3/11/2021	\$99.00	
57662	OFFICE DEPOT	3/11/2021	\$62.98	
57663	PHILLIPS WINE & SPIRITS	3/11/2021	\$504.62	
57664	PLUNKETT'S PEST CONTROL	3/11/2021	\$141.38	
57665	RIDGEVIEW CLINICS	3/11/2021	\$206.00	
57666	RON SCHROEDER CONTRACTIN	3/11/2021	\$555.00	
57667	SOUTHERN GLAZER WINE & SPI	3/11/2021	\$619.35	

57668	SWANSON, JASON	3/11/2021	\$60.00	Reimbursement - ServSafe classes
57669	TK ELEVATOR	3/11/2021	\$480.00	
57670	VINOCOPIA, INC	3/11/2021	\$66.49	
57671	WASTEWATER COMMISSION	3/11/2021	\$7,000.00	3018 Cedar Blvd
57672	WINE MERCHANTS	3/11/2021	\$85.59	
57673	XCEL ENERGY	3/11/2021	\$5,443.95	
57674	ZITZLOFF SNOW PLOWING	3/11/2021	\$75.00	
501300e	HAGGENMILLER, NICHOLAS A	2/26/2021	\$3,039.01	
501301e	KUTZ, KENNETH	2/26/2021	\$182.26	
501302e	LAWAY, MYRA	2/26/2021	\$1,706.42	
501303e	SZCZEPANIK, DARIUSZ J	2/26/2021	\$2,149.51	
501304e	THOMPSON, DAVID G	2/26/2021	\$1,973.84	
501305e	THOMPSON, KYLE	2/26/2021	\$426.83	
501306e	ZANDER, SHARI	2/26/2021	\$1,168.28	
501307e	ANDERSON, ERIC J.	2/26/2021	\$1,910.22	
501308e	CASSIDY, JOSHUA J	2/26/2021	\$382.30	
501309e	THEISEN, MEAGAN	2/26/2021	\$1,772.87	
501310e	YUNKER, JEAN	2/26/2021	\$413.59	
501311e	PRESTIDGE, CLAYTON P	2/26/2021	\$1,433.97	
501312e	STANLEY, BRIDGET	2/26/2021	\$1,084.68	
501313e	ZWILLING, TROY	2/26/2021	\$1,836.74	
501314e	FERRELL, JUSTINA LYNN	2/26/2021	\$252.41	
501315e	FIE, KYLEE	2/26/2021	\$129.69	
501316e	LINDER, ELISE	2/26/2021	\$76.85	
501317e	LINDER, EMILY	2/26/2021	\$226.98	
501318e	MCALPINE, DEBRA-ANN	2/26/2021	\$437.13	
501319e	BOBROWSKE, KEITH	3/12/2021	\$253.96	
501320e	HAGGENMILLER, NICHOLAS A	3/12/2021	\$3,039.01	
501321e	LAWAY, MYRA	3/12/2021	\$1,755.39	
501322e	SZCZEPANIK, DARIUSZ J	3/12/2021	\$2,172.36	
501323e	THOMPSON, DAVID G	3/12/2021	\$1,973.84	
501324e	THOMPSON, KYLE	3/12/2021	\$182.46	
501325e	ZANDER, SHARI	3/12/2021	\$1,274.92	
501326e	ANDERSON, ERIC J.	3/12/2021	\$1,910.22	
501327e	CASSIDY, JOSHUA J	3/12/2021	\$377.72	
501328e	GILBERT, EMMAGENE	3/12/2021	\$1,112.40	
501329e	MUNSON, ALLAN W.	3/12/2021	\$1,112.40	
501330e	THEISEN, MEAGAN	3/12/2021	\$1,734.74	
501331e	YUNKER, JEAN	3/12/2021	\$535.01	
501332e	PRESTIDGE, CLAYTON P	3/12/2021	\$1,447.72	
501333e	STANLEY, BRIDGET	3/12/2021	\$1,084.68	
501334e	ZWILLING, TROY	3/12/2021	\$1,925.98	
501335e	KITTOCK, BRIAN	3/12/2021	\$156.96	
501336e	KITTOCK, NICOLE D	3/12/2021	\$359.40	
501337e	LOEBERTMANN, AMANDA G	3/12/2021	\$184.70	
501338e	LOEBERTMANN, CRAIG	3/12/2021	\$115.44	
501339e	PETERSON, DAVID T	3/12/2021	\$369.40	
501340e	SPYRA, MICHAL	3/12/2021	\$46.17	
501341e	STUEVEN, MARK J	3/12/2021	\$92.35	
501342e	YOKIEL, ANDREW J	3/12/2021	\$233.96	
501343e	BENNIS, BRITTANY A	3/12/2021	\$160.21	
501344e	FERRELL, JUSTINA LYNN	3/12/2021	\$318.07	
501345e	FIE, KYLEE	3/12/2021	\$86.46	
501346e	LINDER, ELISE	3/12/2021	\$76.85	
501347e	LINDER, EMILY	3/12/2021	\$117.68	

501348e

MCALPINE, DEBRA-ANN

3/12/2021

\$343.44

Total Checks

\$501,240.07

CITY OF HOWARD LAKE

03/12/21 11:02 AM

Page 1

***Check Summary Register©**

Name		Check Date	Check Amt
1012	CAB - AMBULANCE		
5724	VISA	2/24/2021	\$206.51
5730	ALLINA HEALTH EMS	3/10/2021	\$400.00
5731	BOUNDTREE MEDICAL	3/10/2021	\$793.16
5732	CENTRAL MCGOWAN, INC	3/10/2021	\$179.14
5733	CITY OF HOWARD LAKE	3/10/2021	\$9,384.43 WAGES
5734	JOE'S SPORT SHOP	3/10/2021	\$381.63
5735	KEAVENY PHARMACY	3/10/2021	\$39.40 ACCT# 33675
5736	RIDGEVIEW MEDICAL CENTER	3/10/2021	\$200.00
5737	JOE SHEROD	3/10/2021	\$90.55 REIMBURSEMENT
		Total Checks	\$11,674.82



HOWARD LAKE CITY COUNCIL MEETING

March 16, 2021

AGENDA ITEM: SET UP SPRING CLEAN UP DATES AND TERMS

SECTION: New Business

FROM: Megan Theisen, Assistant City Administrator

BACKGROUND: Due to COVID19, the 2020 spring and fall city wide clean-up looked a little different last year. City Staff set up dumpsters at Memorial Park for people to bring various items for an extended amount of time, rather than one day. We had a staff member there Monday through Saturday to monitor what was being dumped and to collect payments.

Proposed 2021 Spring Clean-up guidelines –

- May 1st – May 8th 2021
- Monday – Friday 1PM to 7PM & Saturdays 8AM – 12PM
- City of Howard Lake residents only, ID with proof of residency to be checked at the gate.

Proposed fees:

<u>Accepted:</u>	<u>Accepted:</u>	<u>PROHIBITED</u>
Small Load - \$10.00	Appliances - \$10.00	Paint
Medium Load - \$15.00	Small Electronics - \$10.00	Hazardous Chemicals
Oversized Load - \$20.00	Monitors/Tube/	Construction Materials
Couch/Upholstered - \$25.00	Console TV - \$50.00	Fluorescent Tubes
Small Upholstered Chair - \$10.00	Flat Screen TV - \$10 + \$1/Inch	Commercial/Contractors
Mattress - \$30.00	Scrap Metal - FREE	*Township Residents
Box Spring - \$30.00		
Tires without rim - \$5.00		
Tire with rim - \$10.00		

RECOMMENDATION:

Staff is recommending to hold the 2021 Spring clean-up for one week, including two Saturday mornings, May 1st – May 8th.

Staff will advertise the clean-up dates on the City website, Facebook, and the Herald Journal.

COUNCIL ACTION REQUESTED: Set dates and time for the 2021 Spring clean up and approve fees.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

MARCH 16, 2021

AGENDA ITEM: Consider Amendment #1 to State of Minnesota JPA for Human Trafficking Task Force.

SECTION: CONSENT

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: The previous JPA for Human Trafficking was signed in 2018.

14. Special Provisions for Line 3 Pipeline Replacement Project

14.1 The Governmental Unit:

14.1.1 Acknowledges the Minnesota Public Utilities Commission ("PUC") has issued a permit to Enbridge, Incorporated ("Enbridge") for the Line 3 pipeline replacement project ("Project") and as a requirement for issuance of the permit, Enbridge created a Public Safety Escrow Account whereby Enbridge will make funding available to public safety service providers involved in human trafficking enforcement activities having a nexus to the Project.

14.1.2 Wishes to participate in human trafficking investigations and operations related to the Project and receive reimbursement for funds expended by the Governmental Unit.

14.1.3 Enters into this Amendment with the purpose of receiving funding reimbursement for human trafficking investigations and operations related to the Project.

14.2 Project Reimbursement Requests and Payments. The following reimbursement and payment provisions supplement and are independent of Clause 5, Payment, and become effective upon execution of this Amendment.

14.2.1 Governmental Unit will submit in advance a written request explaining any fund reimbursement and must receive written pre-approval from the MNHITF Commander or his/her designee for the reimbursement before proceeding.

14.2.2 The Governmental Unit will only be reimbursed for the following pre-approved expenses: 1) overtime salary including fringe benefits; 2) equipment and supplies; 3) training and training-related expenses. All reimbursable expenses must directly correspond to human trafficking services pursuant to this Agreement.

14.2.3 Governmental Unit will submit all pre-approved reimbursement requests to the MNHITF Commander or his/her designee, such requests made using the Minnesota Human Trafficking Investigators Task Force Outside Agency Reimbursement form which will be provided to the Governmental Unit by the BCA.

14.2.4 Governmental Unit shall supply original receipt(s) or other expenditure documents acceptable to the BCA in order to be reimbursed for pre-approved reimbursement requests.

14.2.5 Reimbursement requests properly pre-approved and submitted by the Governmental Unit will be reviewed by the MNHITF Commander or his/her designee. Upon approval by BCA, the reimbursement request will be forwarded to the Department of Public Safety's designated Line 3 public safety liaison for additional review and approval. Upon approval by the liaison, the reimbursement request will be forwarded to the Public Utilities Commission's Executive Secretary for processing and payment by Enbridge. Reimbursement to the Governmental Unit will be made directly by Enbridge to the Governmental Unit using its Public Safety Escrow Account until all Escrow Account funds have been expended.

14.2.6 Reimbursements to the Governmental Unit will be paid to:

Howard Lake Police Department
625 8th Avenue, P.O. Box 736
Howard Lake, MN 55349

FINANCIAL: Signing this amendment would allow for the Howard Lake Police Department to be reimbursed for: Overtime salary including fringe benefits, equipment and supplies, and training and training-related expenses – related to Human Trafficking.

LEGAL: To be eligible for these reimbursements, the Council must approve the amendments and the Howard Lake Police Department must receive pre-approval prior to submitting an invoice.

COUNCIL ACTION REQUESTED: Approve Amendment #1 to the State of Minnesota JPA for Human Trafficking Task Force.

ATTACHMENTS: Contract Amendment from the State of Minnesota.



State of Minnesota

Joint Powers Agreement

Human Trafficking Investigators Task Force

Amendment 1

SWIFT Contract Number: 171898

Agreement Start Date:	<u>3/18/2020</u>	Total Agreement Amount:	<u>\$0.00</u>
Original Agreement Expiration Date:	<u>3/17/2025</u>	Original Agreement:	<u>\$0.00</u>
Current Agreement Expiration Date:	<u>3/17/2025</u>	Previous Amendment(s) Total:	<u>\$0.00</u>
Requested Agreement Expiration Date:	<u>NA</u>	This Amendment:	<u>\$0.00</u>

This Amendment is by and between the **State of Minnesota**, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the City of Howard Lake acting on behalf of its Police Department ("Governmental Unit").

Recitals

1. The BCA has a Joint Powers Agreement with the Governmental Unit identified as SWIFT Contract Number 171898 ("Original Agreement") providing for the Governmental Unit's coordination with the Minnesota Human Trafficking Investigators Task Force ("MNHITF") in human trafficking investigations and prosecution.
2. The BCA and the Governmental Unit wish to include human trafficking investigations directly associated with and corresponding to the Line 3 pipeline replacement project under construction by Enbridge, Incorporated.
3. The BCA and the Governmental Unit are willing to amend the Original Agreement as stated below.

Agreement Amendment

In this Amendment, changes to pre-existing Contract language will use ~~strike through~~ for deletions and underlining for insertions.

REVISION 1. Clause 14, "Special Provisions for Line 3 Pipeline Replacement Project" is added to the Original Agreement as follows:

14. Special Provisions for Line 3 Pipeline Replacement Project

14.1 The Governmental Unit:

14.1.1 Acknowledges the Minnesota Public Utilities Commission ("PUC") has issued a permit to Enbridge, Incorporated ("Enbridge") for the Line 3 pipeline replacement project ("Project") and as a requirement for issuance of the permit, Enbridge created a Public Safety Escrow Account whereby Enbridge will make funding available to public safety service providers involved in human trafficking enforcement activities having a nexus to the Project.

14.1.2 Wishes to participate in human trafficking investigations and operations related to the Project and receive reimbursement for funds expended by the Governmental Unit.

14.1.3 Enters into this Amendment with the purpose of receiving funding reimbursement for human trafficking investigations and operations related to the Project.

14.2 Project Reimbursement Requests and Payments. The following reimbursement and payment provisions supplement and are independent of Clause 5, Payment, and become effective upon execution of this Amendment.

14.2.1 Governmental Unit will submit in advance a written request explaining any fund reimbursement and must receive written pre-approval from the MNHITF Commander or his/her designee for the reimbursement before proceeding.

- 14.2.2** The Governmental Unit will only be reimbursed for the following pre-approved expenses: 1) overtime salary including fringe benefits; 2) equipment and supplies; 3) training and training-related expenses. All reimbursable expenses must directly correspond to human trafficking services pursuant to this Agreement.
- 14.2.3** Governmental Unit will submit all pre-approved reimbursement requests to the MNHITF Commander or his/her designee, such requests made using the **Minnesota Human Trafficking Investigators Task Force Outside Agency Reimbursement** form which will be provided to the Governmental Unit by the BCA.
- 14.2.4** Governmental Unit shall supply original receipt(s) or other expenditure documents acceptable to the BCA in order to be reimbursed for pre-approved reimbursement requests.
- 14.2.5** Reimbursement requests properly pre-approved and submitted by the Governmental Unit will be reviewed by the MNHITF Commander or his/her designee. Upon approval by BCA, the reimbursement request will be forwarded to the Department of Public Safety's designated Line 3 public safety liaison for additional review and approval. Upon approval by the liaison, the reimbursement request will be forwarded to the Public Utilities Commission's Executive Secretary for processing and payment by Enbridge. Reimbursement to the Governmental Unit will be made directly by Enbridge to the Governmental Unit using its Public Safety Escrow Account until all Escrow Account funds have been expended.
- 14.2.6** Reimbursements to the Governmental Unit will be paid to:
Howard Lake Police Department
625 8th Avenue, P.O. Box 736
Howard Lake, MN 55349

The Original Agreement and any previous amendments are incorporated into this amendment by reference. Except as amended herein, the terms and conditions of the Original Agreement and all previous amendments remain in full force and effect.

- 1. GOVERNMENTAL UNIT**
Governmental Unit certifies that the appropriate person(s) has(have) executed this Amendment on behalf of the Governmental Unit and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

- 2. DEPT. OF PUBLIC SAFETY; BUREAU OF CRIMINAL APPREHENSION**
Individual certifies the applicable provisions of Minn. Stat. 16C.08, subdivisions 2 and 3, are reaffirmed.

By: _____
 (with delegated authority)

Title: _____

Date: _____

- 3. COMMISSIONER OF ADMINISTRATION**
As delegated to the Office of State Procurement

By: _____

Date: _____



HOWARD LAKE CITY COUNCIL MEETING

March 16, 2021

AGENDA ITEM: Consider Accepting Various Personnel Appointments

SECTION: Consent Agenda

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: Per statute, the City Administrator appoints and the City Council confirms employment classification as part of the official record. The following individuals are submitted for approval:

Brittany Bennis	Part-Time Liquor Store Clerk
Wesley Wilson	Part-Time Liquor Store Clerk
Josh Dalbech	Howard Lake Fire and Ambulance

DECISION MAKING METRICS:

FINANCIAL: This position is budgeted as part of the 2021 General Fund Budget.

LEGAL: All personnel appointments are contingent upon successful background check.

STRATEGIC PLAN: Deliver High Quality, Reliable Infrastructure and Public Services

COUNCIL ACTION REQUESTED: Approve appointments as presented.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

MARCH 16, 2021

AGENDA ITEM: Approve Scope & Fee for Services for Fire Hall Maintenance Study.

SECTION: New Business

FROM: Nick Haggemiller, City Administrator
Keith Bobrowske, Interim Fire Chief

BACKGROUND: The Fire Hall is now 28 years old. There is a growing and somewhat unknown list of maintenance items that must be addressed in the next several years. Examples include:

- Gutters
- Doors/Overhead Doors
- Flooring
- Brick façade
- HVAC

Additionally, as more findings related to long term exposure to carcinogens result in revised building safety regulations and requirements, improvements such as a Decontamination Room and related equipment become important.

The proposed scope of services uses BKV Architects who has assisted the City previously with facilities planning and more recently with the Library design and development, is proposed to complete a Maintenance Feasibility Study. The proposed scope is intentional to provide the City and the Fire Department with a current assessment of the building, a prioritized list with estimates for maintenance and improvements.

In conversations with the architect, the explicit goal of finding the most cost effective maintenance solution is the desired goal of the City. There will NOT be exploration into new facilities as part of this engagement.

DECISION MAKING METRICS:

FINANCIAL: There is a not to exceed amount of \$6,500 for this service payable out of the Facility CIP Fund.

LEGAL: Open

STRATEGIC PLAN: "Maintain and Enhance Public Facilities"

COUNCIL ACTION REQUESTED:

ATTACHMENTS:

1. BKV Proposal



ARCHITECTURE INTERIOR DESIGN LANDSCAPE ARCHITECTURE ENGINEERING

Nick Haggenmiller, City Administrator
City of Howard Lake
625 8th Avenue
Howard Lake, MN 55349

Emailed to: cityadmin@howard-lake.mn.us

**Re: Proposal for Architectural and Engineering Services
for the Howard Lake Fire Station Maintenance and Code Compliance Study**

March 11, 2021

Dear Nick,

On behalf of BKV Group, thank you for the opportunity to provide the City and Fire Department this proposal to study your current conditions, space needs, and fire station plan options. Below you will find a fee and scope of work proposal, as well as a statement of our qualifications for this work. We believe that BKV Group would make an excellent partner with the Howard Lake Fire Department for several reasons.

- BKV Group has the necessary expertise, both locally and nationwide; our portfolio shows 139 Fire Station projects and studies including Facility Condition Assessments, Space Programming, and Master Planning with phasing and cost estimates.
- BKV Group's reports yield actionable results. Our reports provide recommendations for repair timelines and outline the next steps required for project execution. In addition, our reports serve as a call-to-action by including narratives about risks and health issues for firefighters.
- BKV Group provides programming, planning and design solutions that are forward-thinking, operationally based, data-driven, and incorporate process improvements referencing national best practices with proven benchmarking results.

Thank you again for the opportunity to provide this proposal – please feel free to contact us if you have any questions.

SCOPE OF WORK

It is understood the scope of work and related recommendations will seek to find the most economical solution while addressing long term facility needs, code compliance and the health and safety of the membership. We understand that you are looking for a study that will detail the current opportunities and challenges with your Fire Station. The process we propose below will investigate current deficiencies, estimate the cost to correct them, determine the size of a truly functional facility, and propose ways to renovate or replace the building. Each answer will be supported by robust research and hard dollar values. The entire process will be documented, which will serve as evidence of the comprehensive and transparent process with data supporting every decision made.

SCOPE OF SERVICES

A. Discovery – Successful programming and schematic planning efforts must begin with an understanding of the existing facility. These efforts will begin with a general review and

analysis of existing buildings' ages, construction, and conditions to gain an insight into the building's physical characteristics. We will request the following, if available, for review prior to the first workshop:

- Construction drawings or plans so we can assess construction methodology and areas of particular interest before we survey the facility.
- Any previous reports conducted on the facility.
- List of current staff and apparatus so we have a point of departure for discussions of future expectations.

B. Physical Conditions Assessment – BKV Group's team will tour the existing building and site to understand the physical condition, deferred maintenance issues and remaining useful life of each element of the facility. We will also look for any building code, OSHA, or ADA compliance violations. We will document our tour with photographs of each element and a comprehensive narrative of our findings.

Our deliverable will be a narrative of the physical issues with the existing building, including sections on Site, Structural Frame, Exterior Enclosure (Walls, Windows/Doors, Roof), Interior Elements (Flooring, Walls, Ceilings, Windows/Doors, Casework, Equipment), Vertical Transportation, Fire Protection, Plumbing, HVAC, Power Distribution, Emergency Power Distribution, Lighting, Systems/Safety/Security, Building Code Issues, Accessibility Code Issues, and Energy Efficiency.

C. Functional Conditions Assessment – BKV Group realizes that your most important asset is your firefighters. We are committed to reversing the nationwide trend of high incidence of cancer, heart disease, sleep deprivation, depression, and other serious health concerns, each of which can be directly affected, positively or negatively, by the physical space of the fire station. We will make special note of all elements impacting health and safety issues. In addition, there are a number of NFPA Standards and national best practices that older stations might not meet but that are important if the firefighters are to effectively do their jobs. We will conduct a full functionality review, looking for NFPA compliance, response times, missing spaces, workflow support, etc. To highlight these issues and build the case for investment in the fire stations, we will separate Functional concerns and Health and Safety concerns into a dedicated section of the report. Again, we will document each with photographs and narrative, and we will provide important background information about the issue to educate laypeople about the risks firefighters face. BKV Group has found that laypeople, including many elected and appointed City officials, have not been made aware of the health risks, and it is critical to provide this background information to raise the issues to their urgent attention.

Our deliverable will be a narrative of the physical and functional characteristics of the building that have the potential to impact Firefighter Health and Safety and/or Functional Efficiency, and a primer on some of the significant health statistics that convey the importance of correcting the issues in a timely manner.

D. Capital Improvement Estimate – BKV Group will provide a high-level cost estimate to rectify each of the issues identified in the Existing Conditions and Functional Condition analyses, will recommend each fix as urgent, short-term, mid-term, or long-term, and will forecast construction costs out to the anticipated date of the fix. Using the results of these estimates,

BKV Group will calculate a Facility Condition Index which will provide guidance about the overall value of the building.

Our deliverable will be a spreadsheet of recommended repair work and associated expenses, and a Facility Condition Index calculation.

- E. Space Needs Analysis** – Our team will work with Department administration and collaborate with any department authorized employee groups/committees to identify, discuss, and closely define all the spaces required to function efficiently, in compliance with law and national standards, for the next 20+ years. We will specifically discuss the changes that are occurring in the fire service and how those will alter standard procedures and typical activities occurring within the stations, like sleeping, eating, training, or operating as an always available community resource. We will create a Space Needs Program spreadsheet that will list the required spaces, the number of each needed, a square footage for each type of space, total areas or programmed spaces, and total overall square footage. A separate spreadsheet will show the current space allocations for each Station so comparisons between Existing and Future Needs can easily be made.

Our deliverable will be a spreadsheet showing the Space Needs and existing space allocation, including space deficiencies.

- F. Master Planning, including costs and phasing** – BKV Group will use the information compiled in the previous phases to explore several options to renovate/expand the existing building, both through phased-occupied construction and through temporary relocation of staff. We will also explore options to tear-down and replace the existing facilities onsite or to build a replacement station off-site. The timing of the project will also be discussed. Total Project Costs for each option will be estimated. For each master planning option, we will use diagrams, floor plans, site plans, etc. to communicate the implications of the option to the City and will work with you to develop a list of pros and cons regarding phasing, operational impacts, firefighter health and safety, first costs, workflow efficiency, response times, safety and security, and long-term serviceability to the citizens.

Our deliverable will be conceptual site plans, floor plans, and phasing plans sufficient to validate the practicality of each master planning option, along with a rough project schedule and a Total Project Cost estimate for each option.

- G. Financial Planning** – One of the major concerns of any community is how the project would be funded and the ultimate impact on taxpayers. BKV Group will use our cost estimates and work with the City's bond counsel to develop projections of possible funding options.
- H. Final Report** –All of the study deliverables will be discussed with the City as the Study progresses, but at the completion of the work they will be combined into a final document. This document presents the options being considered and discusses their pros and cons with regards to firefighter health and safety, compliance with mission statement, short and long-term cost impacts, schedule, impacts to neighborhoods, sustainability, functionality, etc. To aid the City in moving forward with any projects that come out of the report, the last chapter will recommend action items. While drafts of each section of the report will be provide throughout the study project schedule, a draft of the complete report will also be provided for City review prior to finalizing everything.

- I. Presentations** – The process and the final report are designed to stand up to scrutiny, so BKV Group will be happy to present to City Council and/or the citizens to outline the process, explain how the original project goals were addressed, describe each schematic planning option and review its major pros and cons, and to recommend next steps.

Through the research-intensive process detailed above, BKV Group will have guided Howard Lake Fire Department through a wide variety of creative ideas and options, providing clear information to allow the client team to make informed decisions throughout the process.

COMPENSATION

The proposed total fee for the study as stated above is \$6,500.

We anticipate incurring nominal expenses for printing, postage, mileage, etc. These are included within the above number.

SCHEDULE AND MEETINGS

For our first workshop, BKV Group will meet with City and Fire Department to understand your project goals, then spend ~3 hours touring the station. In that meeting we will also review the proposed schedule for the study and required milestones. A workshop will be held with the fire department and all other stakeholders on each of the steps described in this proposal as part of our commitment to collaboration and thoroughness. We will present to Council after this step to apprise them of existing conditions and answer any initial questions. The second workshop with the Council will be devoted to Space Needs and possible building options. The third workshop with the Council would be an executive summary of the report findings and recommendations.

Studies like this typically take 4 to 5 months. Assuming we are approved to start in mid-March, we anticipate completing the study by mid-July with the final presentation to Council sometime that month.

PAYMENT TERMS AND CONDITIONS

Monthly Invoices – Services will be invoiced monthly as a percentage of work completed. Payments are to be made 30 days after receipt.

Additional Services – Work falling outside the outlined Scope of Services and agreed upon by the Owner and BKV Group will be considered "Additional Services", compensation for any additional work requested will be reviewed with the City and approved as a lump sum prior to beginning that work.

Use of the Architect's Instruments of Service – Drawings, specifications and other documents, including those in electronic form, prepared by the architect and the architect's consultants are Instruments of Service for use solely with respect to this project and are not transferable to others without the architect's written consent. The architect and the architect's consultants shall be deemed the authors and owners of their respective Instruments of Service and shall retain all common law, statutory and other reserved rights, including copyrights.

Dispute Resolution – Any claim, dispute or other matter in question arising out of or related to this agreement shall be subject to mediation as a condition precedent to the institution of legal or equitable proceedings by either party. If such matter relates to or is the subject of a lien arising out of the architect's services, the architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation.

Project Termination – Should the project be terminated at any time by the Owner prior to completion of any phase, the architect will be compensated for any work completed up to the date of project termination.

INDICATION OF APPROVAL

If the proposal is acceptable, please sign and date below as your approval to proceed with the work described above. Upon receiving an approved copy, we will make arrangements with you to immediately begin the process.

City of Howard Lake

Date

Thank you again for the opportunity to provide this proposal. We look forward to working with you. Please feel free to contact me at your convenience should you have any questions about this proposal. I can be reached at 612-790-7605, or email: bschwartzman@bkvgroup.com

Sincerely,

BKV Group



Bruce Schwartzman, AIA
Partner-in-Charge



HOWARD LAKE CITY COUNCIL MEETING

MARCH 16, 2021

COUNCIL ITEM: Consider Approving RFP Auto Read Water Meter Conversion Project

SECTION: New Business

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: The City of Howard Lake currently has an estimated 850 manual read water meters. City wide there is about four different branded water meters varying in age from a few months old to 40+ years old. Water meters have a long-anticipated life span of 40+ years. However, our current system requires occupants to manually read, transcribe accurately and submit meter readings. Likewise, it requires manual transcribing of readings by city staff.

This system is dated and vulnerable to human error or manipulation.

Frequently, we receive complaints and questioning from residents about the accuracy of their utility account. Reconciling erroneous accounts is time consuming and often contentious with the resident.

To rectify this, we have begun researching product and vendors to convert water meters city wide to an automated reading system. City staff has met with representatives from Ferguson Water Works and Core & Main to talk about installing new automatic water meters.

General Parameters & Goals Identified

1. Turnkey Solution

There would be cost savings realized upfront, but an increased burden placed on staff if we were to buy meters from a vendor and schedule installation and complete installation using city staff. Quotes sought to date seek to have one vendor be awarded the entire project.

2. Compatibility with Existing Software/Hardware

The City uses Banyon Accounting Software for utility billing. Due to high cost of purchase and conversion of alternatives, no changes are anticipated or scheduled. Meters and related software will have to be compatible with our existing system.

New homes constructed within the last 5 years or so (100+) may have meters that would be able to remain in service provided the auto-read mechanism is added. Doing so would be a cost savings to the City. We intend to structure proposed agreements to acknowledge this possible savings.

There are different means to collect meter readings including drive by and tower collection. Much more information about historical use and active consumption is available using tower collection. Drive by requires staff to drive by every property monthly.

- Due to our small size and perceived cost savings, we anticipate selecting a drive by system.

3. Perceived Quality & Warranty of Product

- Meter selection includes mechanical (moving parts to measure flow) and magnet (no parts) but come at different price points.
 - o Vendors are proposed to provide information on mechanical read. While accuracy and life expectancy is better with magnetic meters, neither appear to be worth the additional investment.
- Auto read meters transmit signals using either a dedicated frequency or public domain frequency.
 - o At least one vendor is boasting their meter uses a dedicated frequency to transmit readings. While we will vet all vendors on quality – it is worth noting as the City previously attempted an auto read meter program in newer developments which subsequently failed due to signal interference.

4. Operation & Maintenance

- It is assumed we will have new and additional software and data hosting expenses related to the conversion.
 - o Consideration will be given to ongoing annual expenses for software and hosting.
- Battery Life of meters appears to vary greatly based on vendor.
 - o Selecting a drive by system will mean a slower “pulse” of signals that prolongs battery life.
- Consulting with other cities who have converted we are encouraged to give stronger consideration to vendors with a local presence capable of answering questions about software and providing on site assistance with technical issues.

Additional Information & Considerations

1. Timing of Project

The Water Fund appears to have adequate reserves to facilitate this project in part or in full. That said, council is reminded that we have substantial capital projects that will also require use of this fund including the Water Treatment Plant and Street & Utility Projects. Water Meters are also able to be rolled into the general project admin and financing for those projects if council desires to wait.

2. Access and Project Delivery

We have previous experience with attempts to coordinate citywide access to properties relating to utility projects – sump pump and foundation drain inspections. This turned out to be a relatively drawn out and often contentious undertaking. It is noted we’re seeking to do the same during a pandemic.

3. Residents’ Expected Amenities

To quote the ever-wise Assistant City Administrator Meagan Theisen “It is 2021; and we need to act like it!”

Requests for Proposal (RFP)

We have attached the proposed RFP, including a projected project timeline, project scope and evaluation criteria. If approved, the RFP will be sent to the Herald Journal to be published in the paper on Friday, March 25th and the closing deadline to submit will be April 16th. Staff expects to have the selected vendor approved at the Council Meeting on May 18, 2021.

DECISION MAKING METRICS: Further delaying this project, will make the project more expensive every year it is delay.

FINANCIAL: The total project cost is not yet known. Proposals sought will determine that investment cost. We anticipate seeing total project costs somewhere in the range of \$250,000 - \$400,000.

Paying for the Project

- Micro-loans max out at \$250,000/7-year term. A 7-year micro-loan of \$250,000 including \$5,050 of issuance costs at 1.8% interest would have annual payments of approximately \$38,331.58.
- The Water Fund posted a net position increase in FY19 of \$370,000.
- Vendors also provide financing and lease options. To date we do not have terms associated. They are likely higher than the micro-loan shown above.

LEGAL: The total cost of this project falls under the threshold requiring sealed bids. However, multiple quotes are required by statute and the City’s Purchasing Policy.

STRATEGIC PLAN:

- Maintain fiscally-responsible City management & operations.
 - Expand services to meet changing community needs.
-

COUNCIL ACTION REQUESTED: Approve to advertise RFP for the Water Meter Replacement Project.

ATTACHMENTS:

1. Proposed Howard Lake RFP



City of Howard Lake

Request for Proposals City Water Meter Replacement March 2021



CITY OF HOWARD LAKE

625 8TH Avenue - PO Box 736 - Howard Lake, MN 55349

Phone: 320-543-3670 | Mdonahue@howard-lake.mn.us | www.howard-lake.mn.us

1. Instruction to Bidders

1.1. Request for Proposal

The City of Howard Lake is seeking proposals for an Automatic Water Meter Reading (AWMR) system for the City water system. The City of Howard Lake has designated Assistant City Administrator Meagan Theisen as project manager with overall project responsibility for administration of the project.

Meagan Theisen
Assistant City Administrator
City of Howard Lake
625 8th Ave
PO BOX 736
Howard Lake, MN 55349
320-286-5505/320-543-3670
mdonahue@howard-lake.mn.us

1.2. Submission of Proposal

Proposals shall be submitted labeled "Automatic Water Meter Reading System" with the bidder's name and address by **4:30 p.m. on April 16, 2021** to Meagan Theisen, Assistant City Administrator at the address above in the form of one electronic pdf copy or hard copy.

The City of Howard Lake will review and evaluate the written responses to this RFP. The City of Howard Lake may conduct additional interviews with selected bidders for the purpose of further exploring and clarifying the bidder's response. RFP responses will be evaluated to ascertain which proposal is most advantageous to the City of Howard Lake. Contracts will then be negotiated with the successful bidder for implementation of their AWMR solution. The City of Howard Lake reserves the right to reject any and all proposals.

1.3. RFP Schedule

RFP released	March 25, 2021
RFP written questions due	April 2, 2021
Written questions answered by City	April 9, 2021
RFP receipt deadline	April 16, 2021
Evaluation and selection complete	April 30, 2021
Council Selection	May 18, 2021
Expected deployment date	August 2021 (ASAP)

1.4 Project Scope and Background

2.1 Background

Currently the City of Howard Lake has approximately 850 water meters. Meters currently have a dial and customers report said meter readings to the City of Howard Lake. The City of Howard Lake covers approximately a 1.9 square mile service territory.

City of Howard Lake currently supports the following customers.

*Approximate numbers

Meter Type	Size	Quantity
Residential Meters	3/4"	575
Residential Meters	1"	225
Commercial and Industrial Meters**	1" to 4"	50

** This will be verified by the City of Howard Lake.

2.2 Project Scope

It is the purpose of the City to have a new system which includes new water meters, remote read system "drive by" system, and the option to have the meters installed with the project. The City expects those companies that score well with the parameters (Best Value Procurement) of this RFP will be interviewed by the City. The awarded company will enter into an agreement that details specific standards and timelines for the metering project.

New Meter System

- A. **Meter Design** - The City will requires a static (aka solid-state) water meter with no moving parts utilizing ultrasonic technology. Mechanical meters such as Positive Displacement, Oscillating Piston, Single Jet or Multi Jet will not be accepted.
1. The battery of the meter shall have a battery which can provide up to 20 years of operating life.
 2. Meter reading interface software shall be compatible with the Banyon utility billing software currently used by the Owner. Additional hardware or software necessary to transfer data from the data collection equipment to this utility billing software is incidental to the work.
- B. **Annual Fees** - The water meter reading program annual fees and maintenance as it pertains to data collection and software shall be listed. These annual fees should be indicated in the Schedule B.
- C. **Data Gathering Method** - The City wishes to gather data from meters with using a system that is a remote read system and that is accessible with using a "drive by" system in which the City can drive by properties with meters and obtain a reading using the system. The system shall collect water consumption for all water meters in the system.
- D. **Meter Installation** - The City wishes for a bid option to have the meters installed by a vendor or approved subcontractor. The City would provide a list of names and addresses and the vendor or approved subcontractor would be responsible for contacting the property owner and tenant to arrange a time to set meters. With the City of Howard Lake having 850 meters a timeline (number of days), shall be indicated for 95% completion of said project as the City realizes that some properties may not be accessible, etc.

Bid Sections

Section 1 - Executive Summary

Executive Summary shall contain a brief description of the following items. Do not include any pricing in this section.

- Bidder's scope of the proposed solution
- Technology overview
- Description of corporate qualifications, including prior projects
- Description of demonstrated deployment procedures, proposed project organization and key personnel

- Proposed deployment schedule

Section 2 - Technical Proposal

Bidder should describe the technical aspects of their product and/or service offering. Bidders should pay attention to describing clearly and concisely the functional and performance benefits of their offering.

Section 3 - Bidder Information

Bidder shall address the following:

- How long has bidder been an AWMR provider?
- How long has bidder's proposed solution been commercially available?
- Provide reference and contact information for at least three utilities that have deployed bidder's proposed AWMR solution. Consider utilities in the vicinity of City of Howard Lake, those with similar-sized systems and those with similar solution offerings.

Section 4 - Price Proposal & Evaluation Criteria

Include pricing information in this section. Bidders may also include pricing for alternate solutions. The City of Howard Lake will use Best Value Procurement method for acquiring and awarding bids. Proposed prices should be listed in provided Schedule A through C.

Evaluation Criteria

The bidder proposal is intended to help the City of Howard Lake select the technology and support services that provide the best AWMR solution for its endpoint information needs. The proposal(s) will be evaluated using a series of factors. The City of Howard Lake will use Best Value Procurement guidelines in evaluating the criteria. The criteria that will be evaluated include.

Criteria	% Scoring
Total Cost of Meters	35%
Bidder's experience in providing AWMR solutions similar in scope to that proposed for City of Howard Lake	20%
Availability and Delivery Schedule	15%
Annual Fees (including proposed lifespan of suggested technology)	15%
Simplicity, ease of installation and maintenance	10%
Training	5%
Total	100%

Section 5 - Appendix

Include relevant material needed to illuminate proposal content. This may include reports, project plans, deployment schedules, resumes of key personnel, references, product brochures and specifications

SCHEDULE A
FURNISH METERING EQUIPMENT
UNIT PRICE BID

Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Item No.	Description	Unit	Est Qty	Bid Unit Price	Bid Price
1	Furnish ¾" x 7½" Meter & Radio Transmitter	Each		\$	\$
2	Furnish 1" Meter & Radio Transmitter	Each		\$	\$
3	Furnish 1½" Meter & Radio Transmitter	Each		\$	\$
4	Furnish 2" Meter & Radio Transmitter	Each		\$	\$
5	Furnish 3" Meter & Radio Transmitter	Each		\$	\$
6	Furnish 4" Meter & Radio Transmitter	Each		\$	\$
7	Furnish AMR Drive-by Reading System (Include set-up & Training)	LS		\$	\$
8	Annual Hosting (Data) & Support for Year 1	LS		\$	\$
TOTAL SCHEDULE A BID PRICE					\$

**SCHEDULE B
FUTURE ANNUAL OPERATING
COST UNIT PRICE BID**

Please complete the following table. Estimated Annual Hosting & Support Costs provided shall be guaranteed future cost for the item listed in the bid.

Item No.	Description	Unit	Bid Price
1	Annual Hosting & Support for Year 1	LS	
2	Annual Hosting & Support for Year 2	LS	\$
3	Annual Hosting & Support for Year 3	LS	\$
4	Annual Hosting & Support for Year 4	LS	\$
5	Annual Hosting & Support for Year 5	LS	\$
SUBTOTAL SCHEDULE B BID PRICE			\$

Please complete the following table. Hardware Maintenance Costs provided shall be guaranteed future cost for the items listed in the bid.

Item No.	Description	Unit	Bid Price
1	Hardware Maintenance (Handheld, Antennas, etc.) for Year 1	LS	\$
2	Hardware Maintenance (Handheld, Antennas, etc.) for Year 2	LS	\$
3	Hardware Maintenance (Handheld, Antennas, etc.) for Year 3	LS	\$
4	Hardware Maintenance (Handheld, Antennas, etc.) for Year 4	LS	\$
5	Hardware Maintenance (Handheld, Antennas, etc.) for Year 5	LS	\$
SUBTOTAL SCHEDULE B BID PRICE			\$

SCHEDULE C INSTALLATION METERING EQUIPMENT
UNIT PRICE BID

Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Item No.	Description	Unit	Est Qty	Bid Unit Price	Bid Price
1	Mobilization	LS		\$	\$
2	Remove & Replace Existing $\frac{3}{4}$ " x $7\frac{1}{2}$ " Meter	Each		\$	\$
3	Remove & Replace Existing $\frac{3}{4}$ " x 9" Meter	Each		\$	\$
4	Remove & Replace Existing 1" Meter	Each		\$	\$
5	Remove & Replace Existing $1\frac{1}{2}$ " Meter	Each		\$	\$
6	Remove & Replace Existing 2" Meter	Each		\$	\$
7	Remove & Replace Existing 3" Meter	Each		\$	\$
8	Remove & Replace Existing 4" Meter	Each		\$	\$
TOTAL SCHEDULE C BID PRICE					\$



HOWARD LAKE CITY COUNCIL MEETING

MARCH 16, 2021

AGENDA ITEM: Consider Pay Increase for PT Liquor Store Employees & Management Consultant

SECTION: New Business

FROM: Nick Haggemiller, City Administrator
Liquor Management Dream Team

BACKGROUND: Liquor store employees were placed on the city's grade step scale in 2018. Previous to that they were on a pay freeze since 2012. The store is operated by a full time manager and about 7 part time employees. We receive additional management assistance through a consultant agreement with Buffalo Wine and Spirits Manager, Jason Swanson.

PT Wage

Currently part time employees earn \$11.19/hour regardless of longevity, hours worked or additional duties as assigned. Proposed is to increase this hourly wage to \$13.36 per hour. This would be an adjustment from GS1a-1 to GS1a-6.

Consultant

Currently, Swanson's consultant agreement provides a salary of \$700 per month. Proposed is an increase to \$1,000 per month. Under this agreement Swanson is subject to annual performance evaluations, similar to City Staff as well as either party opting out with a 30-day notification.

Collectively, we believe the liquor enterprise is capable of absorbing these additional expenditures while providing better compensation for our staff.

Shift Lead

Additional consideration – we have consistently experienced issues filling daytime shifts and having adequate redundancy for Laway to prevent the accumulation of overtime. This is not surprising as most of the part time staff also have full time positions elsewhere. The final proposal is to establish an additional classification of "Shift Lead" with added responsibilities and added compensation to \$14.66 per hour. This represents an adjustment to GS1a-9.

Administrator's Notes

Under the current provisions of the personnel policy and through the adoption of the 2018 Compensation Plan Policy, the city administrator has the authority to enact the increases as presented without council authority. Given the storied history of the liquor enterprise, this was opted to be a full council vote to ensure broad support for the actions.

Assuming approval of the recommended adjustments, employees would be eligible for increases effective with the payroll beginning March 22, 2021 and pending the outcome of successful performance evaluations.

With the proposed increases, part time liquor employees would likely be one of the highest paid retail positions in Howard Lake. However, in comparison to the Greater Minnesota Salary Survey for municipal liquor stores, we are in the mid-low range. The City of Buffalo (included in the metro pay survey) starts PT liquor clerks at \$15.50 per hour with most averaging \$17.00/hour.

DECISION MAKING METRICS:

FINANCIAL: The total cost consequence for the proposed adjustments are estimated at \$16,000. However, its noted that the assumptions will vary depending on over time expensed for the manager, speed of implementation (evaluations). Finally, for estimation purposes, we assumed \$14.00 per hour. In order to reconcile with the grade step scale, the actual increase was less at \$13.36 per hour.

LEGAL: Open.

STRATEGIC PLAN: "Attract and Retain Talented Public Servants."

COUNCIL ACTION REQUESTED: Approve PT & Consultant Pay Increases as presented.

ATTACHMENTS: Open.



HOWARD LAKE CITY COUNCIL MEETING

FEBRUARY 16, 2021

AGENDA ITEM: Consider Approving Liquor Enterprise Budget

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator
Cool Cat Liquor Management Team – Myra Laway/Jason Swanson/Shari Zander

BACKGROUND: Historically, the city council adopts a Liquor Enterprise Budget annually. This has not occurred for several years due to extreme volatility in the business. As we continue efforts to restore and remain a viable business, we are better able to forecast sales, understand expenses and create a budget.

Included for review and approval is a proposed FY2021 budget. The budget forecasts an anticipated sales of \$1.2Million, Cost of Sales of \$860,000 for a gross profit of \$341,000. After the application of all expenses a net profit of \$99,200 is forecasted.

The intent of council approval is to inform and educate the council to business strategy of the liquor store. While this budget is subject to change, it is also intended to provide greater accountability for staff to have known benchmarks.

DECISION MAKING METRICS:

FINANCIAL: See Above

LEGAL: Open

STRATEGIC PLAN: Maintain Fiscally Responsible City Management & Operations

COUNCIL ACTION REQUESTED: Approve Budget As Presented

ATTACHMENTS: FY2021 Budget

Howard Lake Wine & Spirits

Profit & Loss Statement

for the period 2/1/2021 to 2/29/2021

SALES	Mnthly Amnt	YTD Amount	Budget	Budget t	2020 Mnthly Amnt	2020 YTD Amnt	+/- Pr Yr
Liquor	\$ 26,843	\$ 53,976	\$ 397,000	14%	\$ 21,408	\$ 42,315	\$11,661
Beer	\$ 37,898	\$ 80,579	\$ 675,000	12%	\$ 35,310	\$ 69,138	\$11,441
Wine	\$ 6,152	\$ 18,327	\$ 102,000	18%	\$ 5,060	\$ 14,670	\$ 3,657
Discounts	\$ (956)	\$ (3,810)	\$ (18,000.00)	21%	\$ (828)	\$ (2,868)	\$ (943)
Misc(Pop/Mixes/Tobaco)	\$ 966	\$ 2,286	\$ 33,600	7%	\$ 1,546	\$ 2,997	\$ (710)
Non Tax	\$ 376	\$ 937	\$ 14,400	7%	\$ 937	\$ 1,639	\$ (702)
Loyalty Program	\$ (18)	\$ (63)	\$ (3,000)	2%	\$ (270)	\$ (2,620)	\$ 2,557
On Sale Revenue - SSEC	\$ -	\$ -			\$ -	\$ -	
Other Revenue	\$ 29	\$ 47			\$ 18	\$ 29	
TOTAL SALES	\$ 71,291	\$ 152,279	\$ 1,201,000	13%	\$ 63,182	\$125,300	\$26,961
COST OF SALES							
Liquor	\$ 17,363	\$ 36,615	\$ 228,000	16%	\$ 10,812	\$ 25,452	\$11,164
Beer	\$ 28,418	\$ 61,340	\$ 532,000	12%	\$ 26,376	\$ 54,931	\$ 6,409
Wine	\$ 3,608	\$ 11,582	\$ 66,000	18%	\$ 2,978	\$ 9,153	\$ 2,429
Pop/Mixes/Ice	\$ 627	\$ 1,911	\$ 17,500	11%	\$ 530	\$ 1,439	\$ 471
Tobacco	\$ -	\$ 179	\$ 8,500	2%	\$ 677	\$ 1,320	\$(1,141)
Freight	\$ 764	\$ 1,429	\$ 8,000	18%	\$ 614	\$ 1,393	\$ 35
TOTAL COST OF SALES	\$ 50,780	\$ 113,054	\$ 860,000	13%	\$ 41,987	\$ 93,687	\$19,367
GROSS PROFIT	\$ 20,511	# \$ 39,225	\$ 341,000				
EXPENSES							
Wages/Benefits	\$ 11,546	\$ 28,186	\$ 160,000	66%	\$ 10,634	\$ 25,472	\$ 2,714
Consulting	\$ 700	\$ 1,400	\$ 12,000	5%	\$ -	\$ -	\$ 1,400
Training & Seminars	\$ -	\$ -	\$ 1,000	0%	\$ -	\$ -	\$ -
Travel	\$ -	\$ 39	\$ 1,000	0%	\$ 81	\$ 163	\$ (124)
Dues & Subscriptions	\$ -	\$ 20	\$ 1,000	0%	\$ -	\$ -	\$ 20
Cash Short/Over	\$ 48	\$ 93	\$ -	0%	\$ 20	\$ 16	\$ 78
Credit Card Expense	\$ 1,351	\$ 3,436	\$ 18,000	7%	\$ 996	\$ 2,048	\$ 1,388
Insurance	\$ 7,232	\$ 7,232	\$ 9,300	4%	\$ 3,965	\$ 3,965	\$ 3,267
Repair & Maintenance	\$ 531	\$ 1,395	\$ 8,000	3%	\$ -	\$ 952	\$ 444
Computer							
Supplies/Technology	\$ 364	\$ 2,263	\$ 4,500	2%	\$ 1,101	\$ 2,971	\$ (708)
Utilities	\$ 721	\$ 1,376	\$ 12,000	5%	\$ 722	\$ 1,468	\$ (92)
Advertising	\$ 203	\$ 1,976	\$ 2,500	1%	\$ 133	\$ 133	\$ 1,843
Misc	\$ 340	\$ 599	\$ 5,000	2%	\$ 261	\$ 1,615	\$(1,017)
Depreciation	\$ 625	\$ 1,250	\$ 7,500	3%	\$ 625	\$ 1,250	\$ -
TOTAL EXPENSES	\$ 23,660	\$ 49,266	\$ 241,800	100%	\$ 18,538	\$ 40,053	\$ 9,213
PROFIT/(LOSS)	\$ (3,149)	\$ (10,041)	\$ 99,200		\$ 2,656	\$ (8,440)	



HOWARD LAKE CITY COUNCIL MEETING

MARCH 16, 2021

AGENDA ITEM: Consider Approving Quote for Carpet Installation at City Hall

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: The 2021 CIP calls out new carpeting in city hall. The current carpet is showing wear and was a 'value' product with an anticipated lifespan of 10 years when installed in 2004. Staff solicited multiple quotes for both carpet tile and broadloom (similar to existing).

The low quote and recommended vendor is Floor Value of Howard Lake at \$16,757. The scope would include all existing carpeted surfaces: council chambers, offices, conference room and reception area. The police department would NOT be replaced at this time.

Council could save about \$2,000 if they elect to use broadloom carpeting over tile. Tile is recommended for overall durability and ease of future maintenance – replace with individual tiles vs entire rooms. Vendors prefer tile as well as it saves on labor expense associated with moving furniture.

Most short-term maintenance items have been addressed at city hall with the completion of this project. Currently, staff is researching means of rack consolidation in the conference/IT room. Doing so, would establish an additional work space needed by staff.

DECISION MAKING METRICS:

FINANCIAL: The anticipated expense for this project is \$16,757 payable with CIP Facilities Funds.

LEGAL: Staff sought and retained multiple quotes for this project consistent with the purchase policy.

STRATEGIC PLAN: "Support and maintain public facilities."

COUNCIL ACTION REQUESTED: Approve quote as presented.

ATTACHMENTS:

1. Floor Value Quote

Floor Value & Bartz Construction LLC

Business Office:

641 Maple Avenue North

Maple Lake, MN 55358 US

(763)300-1945

greg@floorvalue.com



Estimate

ADDRESS

2 The City of Howard Lake

625 8th Avenue

PO Box 736

Howard Lake, MN 55349

ESTIMATE # 53438B**DATE** 03/10/2021

DESCRIPTION	TOTAL
City Hall Carpet Project	
Moving personal property/ furniture as needed/ hr.	0.00
Remove carpeting and disposal/ sq. yd., 348.55 @ \$2.86	996.85
Scraping and floor prep allowance, 8 @ \$45.00	360.00
Reception Area and Council Meeting Room: Carpet Tile Allowance/ sq. ft., 978 @ \$2.92	2,855.76
Reception Area and Council Meeting Room: Carpet Tile Installation w/ adhesive/ sq. ft., 978 @ \$0.95	929.10
Reception Area and Council Meeting Room: Carpet Wall Base Installed/ lin. ft., 140 @ \$2.89	404.60
Reception Area and Council Meeting Room: Stair Nose Threshold/ lin. ft., 28 @ \$12.82	358.96
Reception Area and Council Meeting Room: threshold installed/ lin. ft., 31 @ \$4.70	145.70
Back Meeting Room and Server Area: Carpet Tile Allowance/ sq. ft., 630 @ \$2.92	1,839.60
Back Meeting Room and Server Area: Carpet Tile Installation w/ adhesive/ sq. ft., 630 @ \$0.95	598.50
Back Meeting Room and Server Area: Carpet Wall Base Installed/ lin. ft., 196 @ \$2.89	566.44
Back Meeting Room and Server Area: Stair Nose Threshold/ lin. ft., 16 @ \$12.82	205.12
Back Meeting Room and Server Area: threshold installed/ lin. ft.	0.00

DESCRIPTION	TOTAL
City Offices w/ File Vault and Hall: Carpet Tile Allowance/ sq. ft., 1,529 @ \$2.92	4,464.68
City Offices w/ File Vault and Hall: Carpet Tile Installation w/ adhesive/ sq. ft., 1,529 @ \$0.95	1,452.55
City Offices w/ File Vault and Hall: Carpet Wall Base Installed/ lin. ft., 465 @ \$2.89	1,343.85
City Offices w/ File Vault and Hall: Stair Nose Threshold/ lin. ft., 14 @ \$12.82	179.48
City Offices w/ File Vault and Hall: threshold installed/ lin. ft., 12 @ \$4.70	56.40
 Note: Discount if project is done with commercial broadloom(roll stock) instead of commercial carpet tiles	 0.00

Thank you for the opportunity to bid this project!

Terms: A Finance Charge equal to 1.5% per month, which is an annual percentage rate of 18%, shall be made on all past due accounts.

TOTAL

\$16,757.59

Accepted By

Accepted Date