

*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
FEBRUARY 18, 2020 – 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. CONSIDER APPROVAL OF MINUTES
 - a. [Minutes for Council Meeting January 21, 2020](#)
- 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 Revitalization Grant for Swanson Peterson Funeral Home.](#)
- I. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS
- J. NEW BUSINESS
 - a. [Consider Approving Various Personnel Appointments.](#)
 - b. [Consider Approving Architectural Services for a Library Study.](#)
 - c. [Discuss Central Park Project Phase 1 Plan Revisions.](#)
 - d. Consider Approving Contract Modification for Design Services for Central Park Project.
 - e. Consider Closed Session Pursuant to MS13.D05 to Conduct Annual Performance Review of the Administrator.
- 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
January 21, 2020

MEETING MINUTES

COUNCIL PRESENT

Mayor Zimmerman
Jason Deiter
Gene Gilbert
Allan Munson

COUNCIL ABSENT

Tom Kutz

STAFF PRESENT

Nick Haggemiller, City Administrator
Meagan Donahue, Assistant City Administrator
Josh Halvorson, City Engineer

ALSO PRESENT

Herald Journal

A. CALL TO ORDER

Mayor Zimmerman called the meeting to order at 7:00 p.m.

B. PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

C. ACKNOWLEDGEMENTS

Council welcomed new Assistant City Administrator Meagan Donahue.

D. APPROVAL OF AGENDA

The Agenda was approved on a motion by Deiter, seconded by Munson, and passed unanimously.

E. APPROVAL OF MINUTES

Gilbert moved to approve the September 17, City Council Minutes and the October 3, 2019 Special Council Meeting Minutes. Deiter seconded the motion and it passed unanimously.

F. CITIZEN INPUT

No one came forward to address the Council.

G. COUNCIL/COMMITTEE REPORT

No Council reports.

H. DEPARTMENT REPORTS

a. Howard Lake Municipal Liquor Financials.

Council reviewed the municipal liquor store financials.

Haggenmiller stated that he will be meeting with the liquor store manager, the Buffalo municipal liquor store manager Jason Swanson and the new City auditors later this week to go over methods of improvement.

Myra Laway, the liquor store manager, will be doing a 2019 report and share plans for 2020 at the Council meeting on February 18th.

Mayor Zimmerman requested to see each summary reports from each month in 2019.

Haggenmiller stated that the City is working hard to get the liquor store to make a profit.

I. CONSENT AGENDA

a. Consider Accepting All Reports and Payment of Claims

GENERAL FUND	55633-55776	\$ 839,259.81
PAYROLL	26458-26497, 500622-500657	\$103,179.99
ELECTRONIC	588-626	<u>\$804,044.30</u>
TOTAL		\$ 1,746,484.10

AMBULANCE CLAIMS	5558-5565, 5600-5610	\$14,398.36
ELECTRONIC		<u>\$776.45</u>
TOTAL		\$14,398.36

b. Consider Refusing to Waive the Statutory Tort Liability Limit

c. Consider the 2020 Meeting Schedule

d. Consider Approving Election Judges for March 3, 2020 Presidential Primary.

Gilbert moved to approve the consent agenda. Dieter seconded the motion and it passed unanimously.

J. NEW BUSINESS

a. Consider 2020 Committee Appointments and Designations

Council reviewed committee assignments and there were no proposed changes.

Dieter moved to approve the 2020 Committee Appointments and Designations. Munson seconded and it passed unanimously.

b. Consider Approving 2020 Fees and Charges Schedule

Council reviewed and discussed proposed changes to the fee schedule.

Haggenmiller stated there will be additional changes to the fee schedule in upcoming months that need to be changed through ordinance.

Deiter moved to approve the 2020 Fees and Charges Schedule. Gilbert seconded the motion and it passed unanimously.

c. Consider Resolution 20-01 Approving 2020 Utility Enterprise Fees & Charges

Haggenmiller presented the staff report. He stated that the Utility Rates will remain the same for the 5th year in a row.

Gilbert moved to approve Resolution 20-01 “Resolution Setting 2020 Sewer and Water Rates.” Munson seconded the motion and it passed unanimously.

d. Consider Approving 2020 Pay Equity Report and Submission

Donahue reviewed the staff report.

Gilbert moved to approve the 2020 Pay Equity Report and authorized its submission. Munson seconded the motion and it passed unanimously.

e. Consider Approving Holiday/Decoration Purchases

Donahue reviewed the staff report and stated that staff is looking for approve to use up to \$25,000 for the purchase of new holiday decorations.

Haggenmiller stated that maintaining the current lights has cost the City \$250-\$1000 a year and is not worth doing anymore.

Council discussed potential options for new lights.

Deiter moved to approve the purchase of new holiday decorations not to exceed \$21,000 and to not cut down the existing pine tree at this time. Munson seconded the motion and it passed unanimously.

f. Consider Closed Session Pursuant to MS13.D05 to Discuss Proposal Real Estate Transaction

Council went into Executive Session at 7:48 PM.

Council closed the Executive Session at 8:30 PM.

Zimmerman moved to direct staff to:

1. Send termination letter to DDK and Community Asset Foundation.
2. Authorize payment for unpaid claims and invoices and to try to recoup costs from DDK and Community Asset Foundation
3. Directed staff to begin project formation and related negotiation with Central Minnesota Homes.

Gilbert seconded the motion and it passed unanimously.

K. ADMINISTRATORS REPORT

No Report.

L. ADJOURN

The Council meeting adjourned at 8:34 p.m. on a motion by Deiter, seconded by Munson, and passed unanimously.

Attest – City Administrator/Clerk

Mayor

Howard Lake Wine & Spirits

Profit & Loss Statement

for the period 12/1/2019 to 12/31/2019

INCOME	Mnthly Amnt	YTD Amount	Budget	% of Budget
Liquor	\$ 24,392	\$ 231,550	\$ 231,268	100%
Beer	\$ 38,708	\$ 477,045	\$ 496,218	96%
Wine	\$ 8,821	\$ 60,857	\$ 71,340	85%
Misc(Pop/Mixes/Tobaco)	\$ 2,655	\$ 38,484	\$ 32,667	118%
Other Revenue	\$ 41	\$ 536		
TOTAL INCOME	\$ 74,616	\$ 808,473	\$ 831,492	97%
EXPENSES				
Wages/Benefits	\$ 10,681	\$ 137,027	\$ 129,724	106%
Consulting	\$ -	\$ 105	\$ 500	21%
Training & Seminars	\$ -	\$ 785	\$ 1,000	79%
Travel	\$ -	\$ 1,583	\$ 1,710	93%
Dues & Subscriptions	\$ -	\$ 950	\$ 1,000	95%
Liquor	\$ 7,058	\$ 161,919	\$ 154,456	105%
Beer	\$ 31,274	\$ 357,254	\$ 354,974	101%
Wine	\$ 3,720	\$ 41,255	\$ 46,323	89%
Pop/Mixes/Ice	\$ 909	\$ 8,033	\$ 6,590	122%
Tobacco	\$ 533	\$ 16,941	\$ 20,772.00	82%
Freight	\$ 229	\$ 4,800	\$ 4,500	107%
Loyalty Program	\$ 2,810	\$ 20,260	\$ 41,574.00	49%
Cash Short/Over	\$ (22)	\$ 232	\$ -	
Credit Card Expense	\$ 972	\$ 10,403	\$ -	
Insurance	\$ -	\$ 7,442	\$ 7,508	99%
Repair & Maintenance	\$ -	\$ 2,632	\$ 2,500	105%
Computer Supplies/Technology	\$ 720	\$ 5,238	\$ 5,000	105%
Utilities	\$ 643	\$ 9,125	\$ 11,400	80%
Advertising	\$ 78	\$ 629	\$ 1,000	63%
Misc	\$ 688	\$ 11,584	\$ 8,000	145%
Depreciation	\$ 625	\$ 7,500	\$ 7,500	100%
TOTAL EXPENSES	\$ 60,919	\$ 805,697	\$ 806,031	100%
PROFIT/(LOSS)	\$ 13,697	\$ 2,776		

Prepared by:

Shari Zander

Date

January 2, 2020

CITY OF HOWARD LAKE
CLAIMS & DONATIONS APPROVED
FEBRUARY 2020

GENERAL FUND	CHECKS:	55846 – 55974	\$ 401,678.35
PAYROLL		26519 - 26543, 500692 – 500728	43,748.62
ELECTRONIC		627-636	<u>33,063.10</u>
TOTAL			\$478,490.07
AMBULANCE CLMS	CHECKS:	5611 – 5617	\$ 5,222.89
ELECTRONIC			
TOTAL			\$ 5,222.89



CITY OF HOWARD LAKE

02/14/20 10:32 AM

Page 1

*Check Summary Register©

Cks 1/22/2020 - 2/18/2020

Name	Check Date	Check Amt	
1010 CITIZEN ALLIANCE			
Paid Chk# 000627E MN DEPT OF REVENUE	2/10/2020	\$2,027.00	UB JAN SALES TAX
Paid Chk# 000628E MN DEPT OF REVENUE	2/10/2020	\$6,028.00	LS JANUARY SALES TAX
Paid Chk# 000629E INTERNAL REVENUE SERVICE	2/11/2020	\$5,695.01	
Paid Chk# 000630E MN DEPT OF REVENUE	2/11/2020	\$1,065.90	
Paid Chk# 000631E PERA	2/11/2020	\$5,069.87	
Paid Chk# 000632E FURTHER	2/11/2020	\$275.00	
Paid Chk# 000633E INTERNAL REVENUE SERVICE	2/13/2020	\$6,038.33	
Paid Chk# 000634E MN DEPT OF REVENUE	2/13/2020	\$1,142.78	
Paid Chk# 000635E PERA	2/13/2020	\$5,056.17	
Paid Chk# 000636E FURTHER	2/13/2020	\$665.04	
Paid Chk# 026519 ROLLINS, KENNETH	1/31/2020	\$220.29	
Paid Chk# 026520 BONNICK, STEVEN	1/31/2020	\$759.08	
Paid Chk# 026521 CHRISTENSEN, CODY	1/31/2020	\$227.29	
Paid Chk# 026522 ALLERSON, NICHOLAS	1/31/2020	\$129.17	
Paid Chk# 026523 DOLL, SARAH	1/31/2020	\$159.86	
Paid Chk# 026524 FERRELL, JUSTINA LYNN	1/31/2020	\$174.48	
Paid Chk# 026525 MILLER, EDWARD M	1/31/2020	\$222.60	
Paid Chk# 026526 ZEBRO, ALISON	1/31/2020	\$126.64	
Paid Chk# 026527 BOBROWSKE, KURT	2/14/2020	\$161.61	
Paid Chk# 026528 DIERS, CHRISTOPHER	2/14/2020	\$115.44	
Paid Chk# 026529 DRUSCH, DARYL	2/14/2020	\$115.44	
Paid Chk# 026530 DRUSCH, JACOB D	2/14/2020	\$407.44	
Paid Chk# 026531 MAGES, ALEX	2/14/2020	\$195.69	
Paid Chk# 026532 OLSON, DAMIEN	2/14/2020	\$23.09	
Paid Chk# 026533 PETERSON, JEREMY	2/14/2020	\$46.17	
Paid Chk# 026534 ROLLINS, KENNETH	2/14/2020	\$303.48	
Paid Chk# 026535 SHEROD, JOSEPH L.	2/14/2020	\$46.17	
Paid Chk# 026536 STOLL, ERIC	2/14/2020	\$184.70	
Paid Chk# 026537 WIECH, KYLE	2/14/2020	\$253.44	
Paid Chk# 026538 BONNICK, STEVEN	2/14/2020	\$617.75	
Paid Chk# 026539 CHRISTENSEN, CODY	2/14/2020	\$174.48	
Paid Chk# 026540 ALLERSON, NICHOLAS	2/14/2020	\$263.40	
Paid Chk# 026541 DOLL, SARAH	2/14/2020	\$238.74	
Paid Chk# 026542 FERRELL, JUSTINA LYNN	2/14/2020	\$219.75	
Paid Chk# 026543 ZEBRO, ALISON	2/14/2020	\$63.32	
Paid Chk# 055846 ALL WAYS RENTALS, INC	1/27/2020	\$320.63	porta pot rental playground 20
Paid Chk# 055847 BOLTON & MENK, INC	1/27/2020	\$350.00	TRAILER PARK SANITARY SEWER
Paid Chk# 055848 CINTAS	1/27/2020	\$437.28	H.L. LIQUOR STORE
Paid Chk# 055849 CR ELECTRIC	1/27/2020	\$1,427.18	
Paid Chk# 055850 CRYSTEEL TRUCK EQUIPMENT I	1/27/2020	\$372.08	
Paid Chk# 055851 EARTHLINK INC	1/27/2020	\$11.95	
Paid Chk# 055852 GOPHER STATE ONE-CALL, INC	1/27/2020	\$50.00	
Paid Chk# 055853 GREATER MN COMMUNICATION	1/27/2020	\$160.00	
Paid Chk# 055854 HOWARD LAKE POSTMASTER	1/27/2020	\$15.05	UTILITY BILLING - OWNERS Jan 2
Paid Chk# 055855 JOE'S SPORT SHOP	1/27/2020	\$984.60	
Paid Chk# 055856 KRIS ENGINEERING, INC	1/27/2020	\$2,219.52	
Paid Chk# 055857 MINN POLLUTION CONTROL AG	1/27/2020	\$62.50	
Paid Chk# 055858 MN VALLEY TESTING LAB	1/27/2020	\$42.00	
Paid Chk# 055859 536600-NCPERS GROUP LIFE IN	1/27/2020	\$64.00	
Paid Chk# 055860 NELSON ELECTRIC MOTOR REP	1/27/2020	\$250.00	
Paid Chk# 055861 OTTO ASSOCIATES	1/27/2020	\$8,585.97	
Paid Chk# 055862 PAUMEN COMPUTER SERVICES	1/27/2020	\$3,555.98	
Paid Chk# 055863 PLUNKETT'S PEST CONTROL	1/27/2020	\$30.10	
Paid Chk# 055864 QUALITY WELDING SERVICES, I	1/27/2020	\$895.00	
Paid Chk# 055865 SPRINT	1/27/2020	\$310.95	



CITY OF HOWARD LAKE

02/14/20 10:32 AM

Page 2

*Check Summary Register©

Cks 1/22/2020 - 2/18/2020

Name		Check Date	Check Amt	
Paid Chk# 055866	STREICHER'S	1/27/2020	\$102.85	
Paid Chk# 055867	VICTOR TOWNSHIP	1/27/2020	\$1,500.00	2020 70TH ST MAINT. COST SHARE
Paid Chk# 055868	BOLTON & MENK, INC	2/5/2020	\$2,362.50	
Paid Chk# 055869	BUFFALO FLORAL	2/5/2020	\$150.00	BRIDAL EXPO
Paid Chk# 055870	CENTERPOINT ENERGY	2/5/2020	\$2,109.48	
Paid Chk# 055871	CITIZENS ALLIANCE BANK	2/5/2020	\$3,837.88	INTERMERDIA.NET
Paid Chk# 055872	COURI, & RUPPE, P.L.L.P.	2/5/2020	\$350.00	SONSTEGARD DEVELOPMENT
Paid Chk# 055873	FAMILY COUNSELING CENTER	2/5/2020	\$150.00	
Paid Chk# 055874	GLASS DOCTOR	2/5/2020	\$150.00	
Paid Chk# 055875	GOPHER STATE CONTRACTOR	2/5/2020	\$72,496.99	
Paid Chk# 055876	GOVOFFICE LLC	2/5/2020	\$550.00	
Paid Chk# 055877	JOE'S SPORT SHOP	2/5/2020	\$1,121.89	
Paid Chk# 055878	KRIS ENGINEERING, INC	2/5/2020	\$182.16	CK FOR REM PER M.DONAHUE
Paid Chk# 055879	LEAGUE OF MINN CITIES	2/5/2020	\$630.00	
Paid Chk# 055880	STREICHER'S	2/5/2020	\$226.93	
Paid Chk# 055881	WRIGHT HENNEPIN ELECTRIC	2/5/2020	\$722.00	
Paid Chk# 055882	ARCTIC GLACIER ICE, INC	2/5/2020	\$68.50	
Paid Chk# 055883	BREAKTHRU BEVERAGE	2/5/2020	\$47.68	SHORT PAY FROM INV 2080260019
Paid Chk# 055884	CAPITOL BEVERAGE SALES	2/5/2020	\$6,353.05	
Paid Chk# 055885	CINTAS	2/5/2020	\$86.92	
Paid Chk# 055886	DAHLHEIMER BEVERAGE, LLC	2/5/2020	\$1,301.65	
Paid Chk# 055887	MEDIACOM LLC	2/5/2020	\$156.90	
Paid Chk# 055888	A.H. HERMEL COMPANY	2/10/2020	\$440.51	
Paid Chk# 055889	ARCTIC GLACIER ICE, INC	2/10/2020	\$34.88	
Paid Chk# 055890	BELLBOY CORPORATION	2/10/2020	\$1,669.31	BAGS
Paid Chk# 055891	BRASS FOUNDRY BREWING CO	2/10/2020	\$138.48	
Paid Chk# 055892	BREAKTHRU BEVERAGE	2/10/2020	\$4,760.42	
Paid Chk# 055893	CAPITOL BEVERAGE SALES	2/10/2020	\$4,119.70	
Paid Chk# 055894	CUB FOODS	2/10/2020	\$243.52	
Paid Chk# 055895	DAHLHEIMER BEVERAGE, LLC	2/10/2020	\$4,534.90	
Paid Chk# 055896	JOHNSON BROTHERS LIQUOR C	2/10/2020	\$3,046.00	
Paid Chk# 055897	LOCHER BROS, INC	2/10/2020	\$5,327.80	
Paid Chk# 055898	PHILLIPS WINE & SPIRITS	2/10/2020	\$5,174.66	
Paid Chk# 055899	RED BULL DISTRIBUTION CO, IN	2/10/2020	\$150.60	
Paid Chk# 055900	SOUTHERN GLAZER WINE & SPI	2/10/2020	\$491.10	
Paid Chk# 055901	A.H. HERMEL COMPANY	2/11/2020	\$318.64	
Paid Chk# 055902	BELLBOY CORPORATION	2/11/2020	\$4,305.45	
Paid Chk# 055903	BREAKTHRU BEVERAGE	2/11/2020	\$3,895.16	
Paid Chk# 055904	C & L DISTRIBUTING	2/11/2020	\$422.50	Beer
Paid Chk# 055905	CAPITOL BEVERAGE SALES	2/11/2020	\$2,767.64	Keg Return
Paid Chk# 055906	DAHLHEIMER BEVERAGE, LLC	2/11/2020	\$855.65	
Paid Chk# 055907	JOHNSON BROTHERS LIQUOR C	2/11/2020	\$1,642.42	
Paid Chk# 055908	LOCHER BROS, INC	2/11/2020	\$933.15	CREDIT
Paid Chk# 055909	PHILLIPS WINE & SPIRITS	2/11/2020	\$933.22	
Paid Chk# 055910	SOUTHERN GLAZER WINE & SPI	2/11/2020	\$445.46	
Paid Chk# 055911	VINOCOPIA, INC	2/11/2020	\$243.75	
Paid Chk# 055912	WINE MERCHANTS	2/11/2020	\$576.22	
Paid Chk# 055913	AMERICAN SOLUTIONS FOR BU	2/13/2020	\$13.40	
Paid Chk# 055914	ASPEN MILLS	2/13/2020	\$309.85	
Paid Chk# 055915	BIRCHDALE FIRE & SECURITY, L	2/13/2020	\$144.96	
Paid Chk# 055916	C & C EMBROIDERY	2/13/2020	\$420.00	
Paid Chk# 055917	CENTERPOINT ENERGY	2/13/2020	\$278.33	
Paid Chk# 055918	CENTURYLINK	2/13/2020	\$608.03	
Paid Chk# 055919	CINTAS	2/13/2020	\$75.00	
Paid Chk# 055920	CITY OF BUFFALO	2/13/2020	\$75.00	ACCT# 26-022950-00
Paid Chk# 055921	CORE & MAIN	2/13/2020	\$534.00	



CITY OF HOWARD LAKE

02/14/20 10:32 AM

Page 3

*Check Summary Register©

Cks 1/22/2020 - 2/18/2020

Name	Check Date	Check Amt	
Paid Chk# 055922	COURI, & RUPPE, P.L.L.P.	2/13/2020	\$95.00
Paid Chk# 055923	DONAHUE, MEAGAN	2/13/2020	\$215.00 CELL PHONE - FEBRUARY
Paid Chk# 055924	EDUCATION & TRAINING SERVI	2/13/2020	\$499.00 ZWILLING, TROY
Paid Chk# 055925	EMERGENCY AUTOMOTIVE	2/13/2020	\$1,213.63
Paid Chk# 055926	EMERGENCY RESPONSE SOLU	2/13/2020	\$65.68
Paid Chk# 055927	FARM-RITE EQUIPMENT, INC	2/13/2020	\$1,860.59
Paid Chk# 055928	FINKEN WATER CENTERS	2/13/2020	\$39.50
Paid Chk# 055929	FURTHER	2/13/2020	\$7.60 COV 01/01/2020 - 02/29/2020
Paid Chk# 055930	GALLS INC	2/13/2020	\$230.99
Paid Chk# 055931	THOMAS GOEPFERT	2/13/2020	\$273.73 SNOW REMOVAL - 15.5 HRS
Paid Chk# 055932	GOPHER STATE ONE-CALL, INC	2/13/2020	\$9.45
Paid Chk# 055933	H.H.H. INCORPORATED	2/13/2020	\$195.00
Paid Chk# 055934	NICK HAGGENMILLER	2/13/2020	\$365.00 CAR ALLOWANCE - FEBRUARY
Paid Chk# 055935	HAWKINS, INC	2/13/2020	\$110.00
Paid Chk# 055936	HERALD JOURNAL PUBLISHING	2/13/2020	\$354.00 WEDDING SECTION AD - INSIDE LA
Paid Chk# 055937	HL AREA CHAMBER OF COMME	2/13/2020	\$140.00 PD
Paid Chk# 055938	HL PIT STOP	2/13/2020	\$933.39
Paid Chk# 055939	HYDRO-KLEAN, LLC	2/13/2020	\$12,800.00
Paid Chk# 055940	JOSEPH MULLIN TRUCKING, INC	2/13/2020	\$972.00 TICKET 43011
Paid Chk# 055941	MYRA LAWAY	2/13/2020	\$160.20 CELL PHONE - FEBRUARY
Paid Chk# 055942	LEAGUE OF MN CITIES-W/C	2/13/2020	\$36,048.00 ACCT# 40002720
Paid Chk# 055943	MAC QUEEN EQUIPMENT INC	2/13/2020	\$6,233.26
Paid Chk# 055944	MARCO TECHNOLOGIES LLC	2/13/2020	\$482.44
Paid Chk# 055945	MARCO TECHNOLOGIES LLC	2/13/2020	\$153.27
Paid Chk# 055946	MEDIACOM LLC	2/13/2020	\$234.90
Paid Chk# 055947	MEI TOTAL ELEVATOR SOLUTIO	2/13/2020	\$855.20
Paid Chk# 055948	METRO WEST INSPECTION SER	2/13/2020	\$1,268.61
Paid Chk# 055949	MIDWEST MACHINERY CO	2/13/2020	\$1,584.24
Paid Chk# 055950	MN DEPT OF PUBLIC SAFETY	2/13/2020	\$100.00 INV# 8608500122019 M-107252
Paid Chk# 055951	MN DEPT OF REVENUE	2/13/2020	\$1,593.52
Paid Chk# 055952	MN DNR ECO WATERS	2/13/2020	\$346.34 PERMIT# 1984-3227
Paid Chk# 055953	MN PEIP	2/13/2020	\$12,585.06
Paid Chk# 055954	MN RURAL WATER ASSN	2/13/2020	\$250.00 KOSEK, TIM
Paid Chk# 055955	MN STATE PATROL	2/13/2020	\$600.00
Paid Chk# 055956	MN UI FUND	2/13/2020	\$860.73 ACCT# 07972946
Paid Chk# 055957	MN VALLEY TESTING LAB	2/13/2020	\$47.00
Paid Chk# 055958	MULLIN TRUCKING, INC	2/13/2020	\$972.00 TICKET # 120299
Paid Chk# 055959	MUMFORD SANITATION	2/13/2020	\$10,063.05 RECYCLING - JANUARY 2020
Paid Chk# 055960	NAPA AUTO PARTS COKATO	2/13/2020	\$77.92
Paid Chk# 055961	NORTHERN LINES CONTRACTIN	2/13/2020	\$16,817.85 PAY REQUEST # 4
Paid Chk# 055962	NORTHWEST ASSOC CONSULT	2/13/2020	\$1,081.35
Paid Chk# 055963	PLUNKETT'S PEST CONTROL	2/13/2020	\$312.55
Paid Chk# 055964	CLAYTON PRESTIDGE	2/13/2020	\$65.00 CELL PHONE - FEBRUARY
Paid Chk# 055965	RANGER CHEVROLET	2/13/2020	\$36,127.82 2020 CHEVROLET TAHOE
Paid Chk# 055966	KURT STRUB	2/13/2020	\$178.11 REIMBURSEMENT
Paid Chk# 055967	T & T SERVICES	2/13/2020	\$581.50
Paid Chk# 055968	TOWMASTER	2/13/2020	\$152.33
Paid Chk# 055969	WASTEWATER COMMISSION	2/13/2020	\$72,622.69 3017 PINE AVE
Paid Chk# 055970	WESTWOOD PROESSIONAL SE	2/13/2020	\$480.00
Paid Chk# 055971	WRIGHT COUNTY JOURNAL PR	2/13/2020	\$175.50
Paid Chk# 055972	XCEL ENERGY	2/13/2020	\$6,091.47
Paid Chk# 055973	KENNETH YAGER	2/13/2020	\$7,300.00 1ST HALF 2020
Paid Chk# 055974	ZWILLING, TROY	2/13/2020	\$65.00 CELL PHONE - FEBRUARY
Paid Chk# 500692E	HAGGENMILLER, NICHOLAS A	1/31/2020	\$2,938.71
Paid Chk# 500693E	KOSEK, TIMOTHY M	1/31/2020	\$1,806.58
Paid Chk# 500694E	KUTZ, KENNETH	1/31/2020	\$200.95



CITY OF HOWARD LAKE

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Page 4

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Cks 1/22/2020 - 2/18/2020

Name	Check Date	Check Amt
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Paid Chk# 500701E DONAHUE, MEAGAN	1/31/2020	\$1,791.54
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Paid Chk# 500707E BOBROWSKE, KEITH	2/14/2020	\$92.35
Paid Chk# 500708E HAGGENMILLER, NICHOLAS A	2/14/2020	\$2,739.20
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Paid Chk# 500714E PETERSON, DAVID T	2/14/2020	\$323.22
Paid Chk# 500715E SPYRA, MICHAL	2/14/2020	\$23.09
Paid Chk# 500716E STUEVEN, MARK J	2/14/2020	\$92.35
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Paid Chk# 500719E THOMPSON, KYLE	2/14/2020	\$183.11
Paid Chk# 500720E YOKIEL, ANDREW J	2/14/2020	\$426.69
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Paid Chk# 500727E FIE, KYLEE	2/14/2020	\$80.06
Paid Chk# 500728E MCALPINE, DEBRA-ANN	2/14/2020	\$286.20
Total Checks		\$478,490.07



CITY OF HOWARD LAKE

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Page 1

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Cks 1/22/2020 - 2/18/2020

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1012 CAB - AMBULANCE				
Paid Chk# 005611	ANDREW YOKIEL	2/14/2020	\$68.77	Reimbursement
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Paid Chk# 005613	CENTRAL MCGOWAN, INC	2/14/2020	\$26.63	ACCT# 24685
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Paid Chk# 005615	JOE'S SPORT SHOP	2/14/2020	\$909.92	
Paid Chk# 005616	MAYO CLINIC AMBULANCE	2/14/2020	\$185.79	
Paid Chk# 005617	ZOLL MEDICAL CORPORATION	2/14/2020	\$248.86	
		Total Checks	\$5,222.89	



HOWARD LAKE CITY COUNCIL MEETING

JANUARY 21, 2020

AGENDA ITEM: Consider Approving Revitalization Grant

SECTION: Consent Agenda

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: In 2017, the City established a Revitalization Grant Program to assist business owners with façade renovations. A grant application has been received submitted by Swanson Peterson Funeral Home requesting \$5,000 to assist with concrete, doors and windows at their location at 1224 6th Street.

It's noted that this grant application is outside of the previously approved downtown district. However, staff recommends approval as we have funds allocated but not requested by downtown business owners. Further, the goals and intentions of the property owner match that of the grant program.

Swanson Peterson have provided a grant application and quote for work to be performed totaling \$8,000.

ALTERNATIVE OPTIONS: Council may choose to not approve the grant as presented.

FINANCIAL: \$5,000 payable from the Downtown Enhancement Fund.

STAFF RECOMMENDATION: Approve As Presented

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

FEBRUARY 18, 2020

AGENDA ITEM: Consider Approving Various Personnel Appointments

SECTION: Consent Agenda

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: The HLFD has received the following applications for volunteer positions. The two individuals have been subject to background and are deemed suitable for approval:

- Seth Bravinder
- Mathew Simpson

Appointment Notes

The HLFD is in transition in regards to its hiring practices overall. In the coming months, we will begin working with the State Fire Marshal's Office on a comprehensive review of the Howard Lake Fire/Ambulance/Rescue Service bylaws and policies. This will likely amend how we handle hiring practices.

In the meantime, the current slate of officers, including the Interim Chief Keith Bobrowske, have agreed to stay in their current capacities. The members have requested affirmation that years of service will continue to accrue under existing terms to prevent issues with pension and qualifying for higher level positions. By approving these appointments, the council will also be agreeing to these provisions.

ALTERNATIVE OPTIONS: Council may approve, modify or reject the appointments.

FINANCIAL: These are filling vacant, budgeted positions within the department.

STAFF RECOMMENDATION: Approve as Presented.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

FEBRUARY 18, 2020

AGENDA ITEM: Consider Approving Architectural Services for a Library Study

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: The facility that currently houses the library and community room was constructed in 1979. The building has served the community well over the last 40 years. However, as our community has grown, as library services have evolved and most directly, as the facility has aged more and more issues have been identified to be addressed.

Previous Efforts

In 2018 the City commissioned BKV Group to complete an organization wide assessment of our facilities. This high level study considered immediate code compliance items, deferred maintenance of the facility. The estimate provided for these items totals about \$325,000.

What's Missing?

This figure does NOT include larger capital needs for overall function of the building such as an elevator to connect the two floors. The figure also fails to incorporate current needs of the library as identified in the Great River Regional Library Branch Assessment. Examples include express check out, dedicated meeting and assembly space, separate areas for technology and children's areas.

Previously Approved Plans

In 2019, the City spent considerable time, talent and financial resources to identify and ultimately dismiss air quality concerns with the facility. However, water intrusion was an identified issue to address. With that in mind as well as using the previous facility report, the city council approved a construction contract to complete various work at the location including replacing the roof, landscaping the exterior for better drainage and tuck-pointing totaling \$60,000. However, as one project manager departed from the awarded company and a new was assigned the project scope was re-reviewed with city staff. It was determined the need to install a perimeter drain (not included) would likely be needed to address the drainage issue in full. Doing so (and if approved by council) would add considerable expense to this project.

Great River Regional Library

The City and GRRL function similar to a landlord/tenant relationship. However, GRRL is governed by a multi-county board of directors that assigns service levels based on various measures. Specific examples include circulation numbers and facility amenities that allow them to provide full function of library services. A previous 2018 Library Branch Assessment has been updated in early 2020. Given the water intrusion issues in 2019, GRRL has agreed NOT to alter service levels due to construed circulation numbers of the past year. However, as they plan in the future, this may change.

A Different Approach(?)

Ongoing discussions with GRRL staff are cordial and fruitful. There have been NO outright threat or assertions of reducing service hours or shuttering the library. However, in the past to balance their budget, Howard Lake has seen service reductions in hours as well as consolidating staff with Cokato. To date, GRRL will reconsider service levels at Howard Lake once again in 2022.

Collectively for the reasons stated above – it may be wise to consider larger/long term solutions sooner rather than later in the name of fiscal stewardship and preserving/enhancing the place the library has in our community.

Library Study

The purpose of the proposed library study will be to determine whether a renovation and addition to the existing building will best serve the library and community or whether a new construction alternative on the same site offers more opportunities within a similar budget.

To do so, efforts will build upon past research completed by the City with its facilities study, incorporate tangible quotes for work to be performed relating to maintenance of the facility as well as planning of GRRL. We anticipate at least two touch points with city and GRRL library staff as well as interaction with the council and users of the Library.

Tangible outcomes include probable cost estimates, “space-fit” plans and basic elevation drawings for each of the two options presented above.

ALTERNATIVE OPTIONS:

1. Council may modify the scope to have a different focus. (Renovate only, new build only etc)
We have a fair amount of information on code and deferred maintenance already. If council believes that is enough information to focus on one track or the other this could be considered.
2. Council has an active construction contract with a company for maintenance items to be completed. An option may be to stay the course on that scope of work.

FINANCIAL: The contract for services as presented has a cost of \$12,000 plus an estimated \$500 in reimbursable. The 2020 CIP includes about \$80,000 for facility related expenditures. Currently, these funds are earmarked for the Library and city offices (HVAC).

LEGAL: Open

2020 WORKPLAN:

1. Preserve and enhance opportunities for lifelong learning – early & K-12 Education, Community Education Programs and the Library.

STAFF RECOMMENDATION:

1. Staff recommends approving the Library Study with BKV Group for \$12,500.
2. Further recommends discussing council’s role in this current engagement.

ATTACHMENTS:

1. BKV Group 2020 Proposal
2. BKV Group 2018 Facilities Study Notes (Library)



ARCHITECTURE INTERIOR DESIGN LANDSCAPE ARCHITECTURE ENGINEERING

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

RE: Howard Lake Library Study

February 14th, 2020

Dear Nick,

We appreciate the opportunity to continue working with the City of Howard Lake on a more focused Library Study to provide detailed recommendations and a cost estimate to establish valuable momentum for the project. BKV Group has worked with smaller city libraries across Minnesota, and is familiar with Minnesota's Regional Library system; we understand the nuances of a rich local identity tied to valuable regional resources. This letter serves as an outline of our proposed scope of services, including an anticipated timeline and proposed fees for this work. We welcome a dialogue with you to clarify any assumptions made herein to best align your goals and needs with our proposed approach.

Based on our phone call with you January 24th, 2020, we understand your primary goals and objectives as:

- Determining the best value option for investing in the Library to address critical space and operational needs.
 - The intent of this process is to identify whether a renovation and addition to the existing building will best serve the library and community, or whether a new construction alternative on the same site offers more opportunities within a similar budget.
- A positive planning and design outcome that suggests improvements to the Library's facilities in a way that best supports its mission and vision, supports community programming and engagement, and which reinforces the value of the branch within the Great River Regional Library system.

To meet these goals, we propose the following scope of work:

1. Review of work previously completed:
 - a. Revisit our evaluation of the existing Library/Community Center building from the 2018 BKV Group Facility Assessment/Space Needs Analysis.
 - i. Work will include another site visit and review of any new maintenance or operational issues that have arisen since 2018.
 - b. Confirmation of planning and programming goals with the City Administrator and the Howard Lake Library Branch Manager.
 - i. This confirmation exercise will allow us to verify project space needs, critical workflow, and programming goals in a library program matrix.
2. Development of conceptual test-fit plans, at site scale as well as building floor plans:
 - a. Approach 1: Building re-use and expansion.
 - i. Identify how renovations within the building will work with an addition to provide connection between both floors and improve overall functionality.

BKV Group

222 N 2nd Street, Suite 101 | Minneapolis, MN 55401 | 612.339.3752 | www.bkvgroup.com

- ii. Work will include an evaluation of the opportunities and challenges inherent in building re-use including impacts to function, adaptability for future change, and investment value when committing to retaining an existing structure.
 - b. Approach 2: Replace existing facility with new construction.
 - i. Identify how demolition of the existing facility and replacement with an entirely new building fulfills project goals for function and use.
 - ii. Work will include an evaluation of the opportunities and challenges of new construction, including impacts to function, adaptability for future change, and investment value of working with an entirely new structure and building systems.
- 3. Prepare conceptual cost estimates for each option. Will include:
 - a. Construction Costs (Hard Costs):
 - i. Site Development costs, Demolition, and Building Construction Costs.
 - 1. Renovation of the existing facility will include costs for critical deferred maintenance items and code-non-compliances to be included within the project.
 - b. Project Costs (Soft Costs):
 - i. Professional Services Fees, Furniture, Technology, Permitting & Insurance.
 - c. Commentary on Life-Cycle Impacts for Renovation/Addition versus New Construction. For example: Impacts to operating costs re: building energy efficiency.
- 4. Preparation of conceptual exterior elevations:
 - a. Two-dimensional drawings of the exterior façade(s) of the building, with suggestions about materiality. These are intended to convey a sense of the potential character of the proposed design approach, but is not indicative of a final, fully detailed design. Will be provided alongside existing building elevations for reference.
 - b. If desired, for an additional cost, the team can prepare conceptual three-dimensional visualizations, which would be more detailed and could be used for fundraising.
- 5. Define next steps for project implementation including:
 - a. Narrative summary of next steps.
 - b. Draft project schedule including proposed design phase durations including documentation, bidding, and construction, with information about key milestones for engagement, approvals, and regular progress touchpoints.
- 6. Compile work for the study into a Final Report, for issuance and presentation to the City.

Similar to our work with you during the Feasibility Assessment/Space Needs Analysis, we recommend a project process that includes collaborative workshops with you and other key stakeholders, to allow us to share project process, and to facilitate a dynamic dialogue about project goals, objectives, and our emerging recommendations. This process integrates into a proposed project timeline of approximately six weeks as follows:

- A. Kickoff Meeting:** Meet with the City and the Library to discuss project goals and space requirements.
 - Follow-up: Site visit, preliminary project program, initial site strategies.
- B. Workshop #1 (Digital Conference):** Review project program and initial design approaches (renovation vs. new construction).

- Program development and review of initial site strategies. Confirmation of projected space needs and operational goals for Howard Lake Library and Community Center, and review of site strategy attributes.
- Follow-up: Preliminary program matrix including existing and proposed information for collections, administrative, and support spaces. Draft concept plans.

C. Workshop #2 (Digital Conference): Review proposed conceptual plan options (site and building)

- Follow-up: Refinement of conceptual plans, development of conceptual massing, development of conceptual cost estimates.

D. Workshop #3: Review final proposed test-fit schemes and accompanying cost estimates

- Follow-up: Preparation of report study and refinement of drawings and cost estimates, as required.

E. Presentation to the City Council (optional): If desired, we can share a summary of our work and our recommendations with the City Council.

To accomplish this work, we propose the following team:

- Bruce Schwartzman: Principal-in-charge
- Susan Morgan: Library planner
- Michael Healy: Project manager

Our proposed fee for this work is \$12,000, to be billed hourly, not-to-exceed. We would also have industry standard reimbursable expenses for travel and printing: \$500.

Once again thank you for the opportunity: we are excited to continue this work with the City. If you have any additional questions, please do not hesitate to contact me.

Sincerely,



Bruce Schwartzman, AIA
Partner, BKV Group



Architecture
Interior Design
Landscape Architecture
Engineering

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Managing Partner
Direct: 612.373.9104
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bschwartzman@bkvgroup.com



FACILITY ASSESSMENT / SPACE NEEDS ANALYSIS CITY OF HOWARD LAKE, MN

Final Report - June 26, 2018

II. Facility Assessment

B.2 FACILITY ASSESSMENT

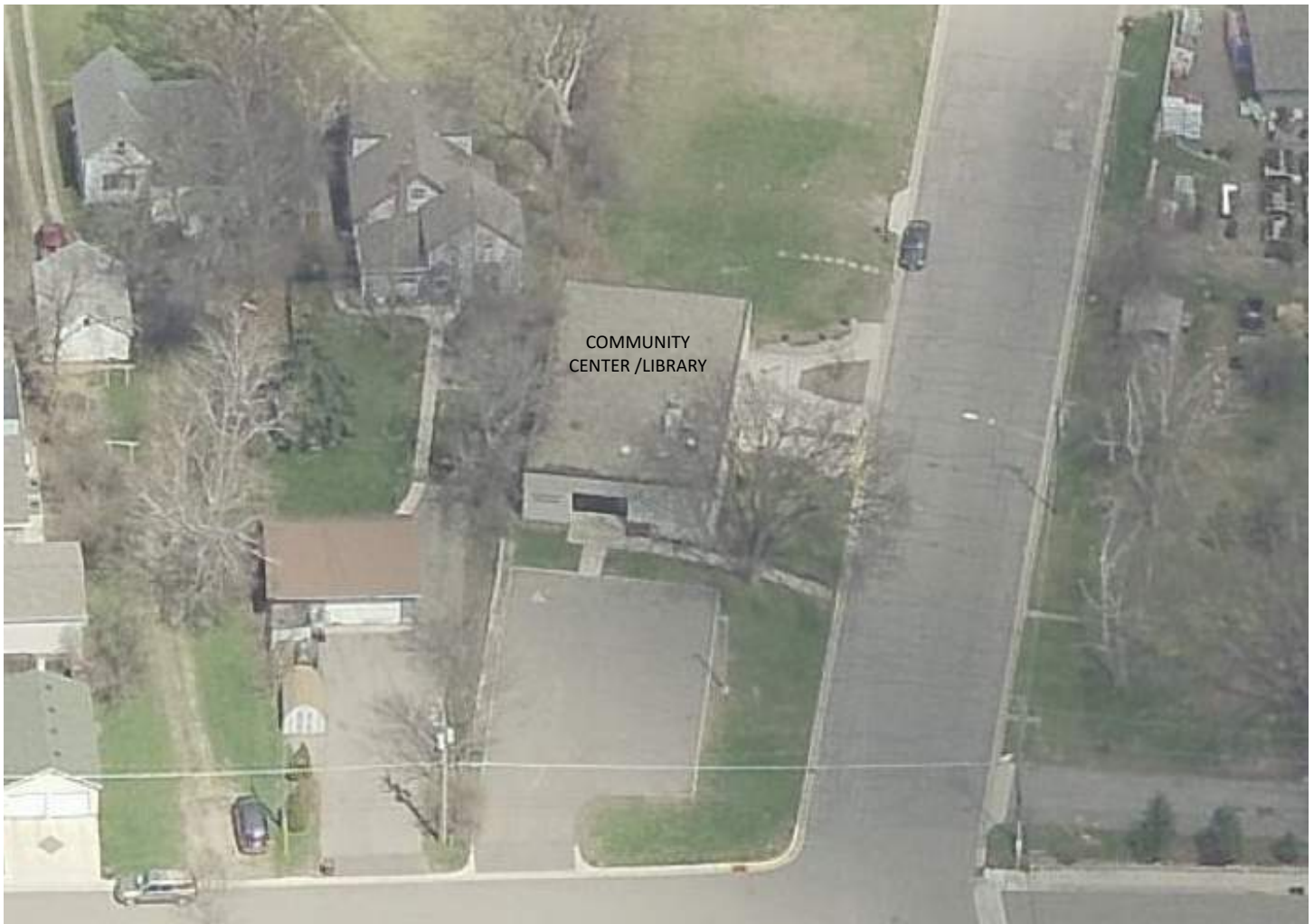
Facility: Howard Lake Community Center / Great River Regional Library

Address: 617 6th Avenue
Howard Lake, MN 55349

Year Built: 1979
Gross Area: 2,560 gsf Level 1 (Community Room)
2,560 gsf Lower Level (Library)



HOWARD LAKE COMMUNITY CENTER / GREAT RIVER REGIONAL LIBRARY



OVERALL SITE CONTEXT

II. Facility Assessment

Building Overview

The Community Center / Library building is situated on a sloping site with a partially exposed lower level on the East side. The building enclosure consists of ribbed-split face concrete masonry units, aluminum windows with insulated glazing, and a ballasted epdm roof. The Great River Regional library is located in the lower level of the building with the Community Center located upstairs. The two spaces are connected via an internal stair.

Summary of Findings

Operational Issues:

1. There is not an elevator connecting the library and community room. The two spaces can not efficiently be utilized together without an accessible connection.
2. The library is cramped and lacking appropriate operational space. The area for events and programming is oversized while the areas for collection, staff work areas, etc. are undersized.
3. A study completed in January 2018 reports the library is short in space by approximately 1,700 sf.
4. The January 2018 study states, " The current collection space is not adequate for the needs of the community: juvenile shelving is too tall to be accessible for many kids, the young adult section lacks privacy and its own personality, media is cramped, etc."
5. Patron seating and lounge space is lacking.
6. Library does not provide private quiet, study rooms.
7. The low ceiling in the library is less than ideal for the space and limits the possibility for indirect lighting which is ideal for reading.

Code Compliance Issues:

1. Interior egress stair is currently used for storage. No items should be stored in the stair enclosure or obstruct exit travel.

Recommendation: Items stored within the stair enclosure should be relocated.

2. Library restrooms are not accessible. Proper clearance into the restrooms is not provided, clear turning space inside the restrooms is not provided, and lavatory is not accessible.

Recommendation: It is recommended that the restrooms be made accessible.

3. Community Center restrooms are not accessible.

Recommendation: It is recommended that the restrooms be made accessible. If an elevator is added with a common lobby space, only one set of restrooms would

be required to be accessible.

4. Community Center kitchenette is not setup to be accessible.

Recommendation: It is recommended that the kitchenette be reconfigured to provide adequate clearances for accessibility.

5. Exterior exit door from community room does not comply as a second accessible means of egress.

Recommendation: An exterior landing flush with the interior floor elevation and a clear path connecting to the parking area should be provided.

Site:

1. The asphalt parking lot is worn and starting to crack and deteriorate.

Recommendation: The asphalt parking area should be repaired or replaced within 1-5 years.

2. Concrete sidewalk and stairs/metal railing are in good condition.
3. Concrete block retaining wall is in good condition.
4. Concrete stoops are cracked and worn at entry doors.

Recommendation: It is recommended that cracks be filled with sealant to prevent water/ice from further damaging the stoop.

5. Concrete retaining wall at library entrance is heavily chipped at outside corners. The structural stability of the wall appears to be in good condition. The concrete is also stained and dirty.

Recommendation: It is recommended that the concrete wall be cleaned to remove staining and organic growth to improve appearance.

6. Trees are encroaching on the building.

Recommendation: It is recommended that the trees adjacent to the building be pruned to reduce the amount of debris collecting on the roof.

Exterior Building Envelope:

1. The overall exterior finish of the building is in good condition. The concrete masonry units and mortar appear to be in good condition.

Recommendation: It is recommended that vines growing on the exterior walls be removed to prevent damage to the masonry.

2. Exposed steel lintels and hollow metal doors / frames are rusting.

Recommendation: It is recommended to extend the life of these items that they be cleaned, primed, and painted.

II. Facility Assessment

3. Aluminum windows and entrance frames are in okay condition and appear to be original. No windows were found to have broken seals or exhibit signs of leaks.

Recommendation: Replace windows and entrance frames within 5-10 years.

4. Overall weather stripping at the entry doors and egress door was minimal or missing entirely.

Recommendation: It is recommended that new weatherstripping be installed at all exterior doors at the jamb, head, and thresholds.

5. The roof appeared to be original and is in okay condition. Several areas had organic debris and moss growth. Roof drains were collecting debris.

Recommendation: Roof drains should be cleaned regularly and debris on roof be removed to prevent clogs. Replace roof in 1-5 years.

Interior:

1. The VCT floor finishes in the Community room were replaced in 2017 and are in very good condition.

2. Paint wall finish in Community room was in good condition.

3. Carpet floor finish in the library space is worn and transition strips are broken/missing.

Recommendation: New carpet is recommended in this space. Installing carpet tiles that can easily be removed and replaced if damaged is recommended.

4. Water damage at the South wall was present. The paint finish is bubbled and peeling from the wall.

Recommendation: It is recommended that the grading be improved to divert water away from this wall and that the interior finish be repaired and repainted.

5. Finishes in the library restrooms were recently replaced, no issues were observed with the finishes.

Plumbing:

A water heater for the domestic hot water supply is located in the lower level mechanical room. The plumbing system appears to be in good working condition with a few exceptions:

1. The water heater within the Library is in fair condition. The water heater appears to be 15-20 years and nearing the end of its useful .

Recommendation: The water heater is near the end of its useful life, replace within 1-5 years with an energy efficient model.

2. The piping insulation is not consistent throughout the facility.

Recommendation: Provide and install insulation on all exposed piping in order to fulfill the requirements of the energy code.

3. Fixtures in community center are in good condition.

Recommendation: Consider replacing fixtures with low-flow fixtures to reduce water usage.

HVAC Systems:

The Library/Community Center is served by furnaces and a roof top unit. Three furnaces are located in the lower level mechanical room.

1. The furnaces appear in good condition and are thought to be 10-15 years old.

Recommendation: Recommend replacement within the next 10 years.

2. Ceiling is discolored around some diffusers indicating ductwork is dirty.

Recommendation: Consider having ducts cleaned for better air flow and air quality from the system.

3. Thermostats are outdated, non-programmable.

Recommendation: Replace thermostats with programmable thermostats in 1-5 years to reduce energy costs.

4. Exhaust fan in janitor closet only ran when light was on.

Recommendation: Consider changing the exhaust fan to run constant to mitigate odors in the room and adjacent spaces.

5. Rooftop units are about 20 years old and near the end of their useful life.

Recommendation: Replace units within the next 1-5 years.

6. Louver on outside wall is obstructed by nearby tree.

Recommendation: Prune tree adjacent to louver to allow for better airflow.

Electrical Systems

The Community Center / Library power is supplied by a pole mounted transfer. Electrical panel in this building was installed in the 1970's and has a single electrical panel. It is recommended that the panel and all associated components be properly inspected, exercised, and maintained to ensure the working order and extend the life expectancy of the equipment.

1. 240/120V 200A unlabeled Federal Pacific Electrical panel installed in the 1970's. Panel is old but functional.

Recommendation: The life expectancy for electrical panels is approximately 30 years. We recommend

II. Facility Assessment

replacement of this panel.

Emergency/Stand-by Power Distribution:

1. Emergency remote head battery fixtures are used throughout the building to supply egress lighting.

Recommendation: Recommend testing fixtures every six months and replace non-working fixtures. Recommend replacement with LED fixtures in next 1-5 years.

2. Emergency lighting in the Library is blocked by tall shelving and storage.

Recommendation: Relocate fixtures for better coverage or reconfigure storage to provide clear sight-lines to fixture.

3. The building does not have an emergency stand-by power to support the building in the case of a power failure. Emergency stand-by power is not typically provided for this type of facility.

Lighting:

1. Fluorescent light fixtures with T8 bulbs are used throughout the building. Covers are dirty and discolored. No vacancy sensors are installed.

Recommendation: Recommend cleaning or replacement of fixture covers. Install fixture covers at locations where missing.

Replacing fixtures with LED fixtures would provide energy savings, along with installing occupancy/vacancy sensors as part of a lighting control system.

Installing in-direct fixtures in the library would be provide a more comfortable environment for reading and other activities.

Safety and Security Systems:

1. There is no security, video surveillance, or card access equipment installed at this facility.

Recommendation: Video surveillance is recommended at the exterior perimeter and doors of the building to provide a higher level of security.

Additionally, a card access system that is tied into a city-wide access management system would be beneficial to manage after-hours access to the facility for events.

II. Facility Assessment



FIGURE 1: Overall exterior view at Community Center entrance.



FIGURE 4: Overall exterior view at Library entrance.



FIGURE 2: Concrete stoop at Library entrance is cracked and shifting.



FIGURE 5: Steel lintel is rusting, structural integrity appears okay. Recommend repainting.



FIGURE 3: Roof drains are collecting debris and require cleaning. Recommend pruning adjacent trees to minimize debris accumulating on the roof.



FIGURE 6: Exterior egress door from Community room does not provide an accessible means of egress, does not meet code requirements.

II. Facility Assessment



FIGURE 7: Vines have potential to damage masonry and should be removed from exterior surface of building.



FIGURE 10: Evidence of water splashing/pooling along South face of building. Grading could be improved to minimize the standing water.



FIGURE 8: Damaged concrete retaining wall.



FIGURE 11: Corroding hollow metal frame at exterior door at Community Room; Frame should be repaired and painted.



FIGURE 9: Aluminum windows and frames are in okay condition and appear to be original.



FIGURE 12: Exterior concrete sidewalk/stair/metal railing appear to be in good condition.

II. Facility Assessment



FIGURE 13: Exterior door at Community Room is missing weather stripping at threshold.



FIGURE 14: Aluminum entry doors are missing weather seals.



FIGURE 15: Accessible turning radius not provided in kitchenette area



FIGURE 16: Women's restroom lavatory does not have pipe protection; toilet stall does not provide proper clearances for accessibility



FIGURE 17: Men's restroom lavatory does not have pipe protection; toilet stall does not provide proper clearances for accessibility



FIGURE 18: Hallway to restrooms does not provide proper clearances to access restrooms with protruding drinking fountain and current door swing

II. Facility Assessment



FIGURE 19: Library restrooms are not accessible, do not provide clearance for turning radius and clearance at door.



FIGURE 22: Flooring transition strips cracked and missing.



FIGURE 20: Items should not be stored within 3 feet of electrical panels and switched. Potential fire hazard.



FIGURE 23: Evidence of water intrusion at South wall of Library space.



FIGURE 21: Per code, egress stairs should not be used for storage of any materials.



FIGURE 24: Missing bulb protection at ceiling fixture in Library. Current fluorescent fixtures are not ideal for reading and other stationary activities.

II. Facility Assessment



FIGURE 25: Vinyl base finish is separating from wall.



FIGURE 28: Cable receptacle is not securely installed in wall at Community Center.



FIGURE 26: Overall view of library space.



FIGURE 29: Interior finishes at Community Room are in good condition, floor was installed in 2017.



FIGURE 27: Overall view of library space.



FIGURE 30: Acoustic ceiling tiles are in good condition.

II. Facility Assessment



FIGURE 31: Furnaces are in good condition, near the middle of their useful life. Consider replacing these in the next 10 years.



FIGURE 34: Supply ductwork is supplying air dirty enough to stain ceiling. Ductwork should be cleaned along with filter changes.



FIGURE 32: Obstructions near louver should be removed or reduced to allow adequate flow through louver.



FIGURE 35: Non-programmable thermostats, recommend updating to programmable units.



FIGURE 33: Rooftop and condensing unit appear to be about 20 years old, consider replacing in next 5 years.



FIGURE 36: Water heater is in fair condition, but nearing the end of its useful life, consider replacing in the next 5 years.

II. Facility Assessment



FIGURE 37: Emergency fixture needs to be relocated for better coverage and visibility.



FIGURE 40: Missing light cover. Install cover to protect bulbs.



FIGURE 38: Power panel and disconnect. Life expectancy 30yrs.



FIGURE 41: Utility meter, 200A service.



FIGURE 39: Fixtures not functioning at time of assessment. Verify if working and replace if not.



FIGURE 42: Fixture not functioning at time of assessment. Verify if working and replace if not.

II. Facility Assessment



FIGURE 43: Emergency fixture, recommend replacement with leds.

FIGURE 46: Not Used.



FIGURE 44: Recommend replacement of light with led bulb.

FIGURE 47: Not Used.



FIGURE 45: Existing ceiling mounted fluorescent fixtures, recommend led replacements

FIGURE 48: Not Used.



CITY COUNCIL MEETING

FEBRUARY 18, 2020

AGENDA ITEM: Discuss Central Park Status Plans & Next Steps

SECTION: New Business

FROM: Nick Haggemiller, City Administrator

BACKGROUND: The Parks and Planning Commission and City Council have approved project concept plans and ordered the creation of plans and specifications for Phase 1 of the Central Park Project. In late November, the PPC reviewed the preliminary scope and preliminary cost estimate. The PPC requested additional work of city staff and engineer to reconsider the scope of phase 1 to determine if there is feasibility to include a splash pad.

The notes below correspond to BMI Central Park Cost Estimate dated 11.26.19. The cost figures shown below are proposed COST savings from the project. Upon completion of the discussion, the PPC made a recommendation for a revised scope for Phase 1 and to make a request to council to allocate additional dollars in 2020 for said park improvements.

Summary of Plan Modifications

- Deduct Limestone \$24,000
- Deduct Benches \$11,500
- Deduct Trees \$9,310
- Add splash pad allocation \$250,000**

** Previous discussions indicated a splash pad figure of \$300,000 including soft costs. We compared regional splash pads and discovered the Cologne Splash Pad built in 2016 at a cost of \$185,000 was nearly identical size and projected features and included soft costs. PPC allocated \$250,000 to account for inflation and contingency.

The PPC did not propose additional plan modifications which would have further reduced anticipated expenses including maintaining the current parking lot configuration, delaying or reducing the park monument sign or reducing/eliminating electrical and lighting upgrades proposed.

Splash Pad 2020

The general consensus was to move forward with the inclusion of a splash pad in 2020. However, even by including in 2020 its noted that enjoyment of the splash pad may still not occur until 2021 depending on final plan design, bid let and construction of park improvements.

The PPC proposed a reduction in the splash pad from \$300,000 to \$250,000. This came after reviewing regional splash pads and noting their size, amenities and associated prices. Ultimately, the City of Cologne, a community of a similar population constructed a splash pad of a similar size 70' x 50' in 2016 at a cost of about \$200,000. This was used as a reference point to what we would anticipate in Howard Lake.

FINANCIAL CONSIDERATIONS

Approved to Date

- BMI Phase 1 Construction Estimates (11.25.19)	\$214,084
- BMI Design Services (8.20.19)	\$31,400

Proposed Revisions February 2020

- Plan Deductions (PPC Recommendations)	(\$45,000)
- Splash Pad Allocation	\$250,000
- Additional Design Services	\$45,000

TOTAL BUDGET CONSTRUCTION + SOFT COSTS \$450,000

General Fund/CIP Notes

- CIP New Park Dedication Fund Balance	\$267,000
- Park Dedication Funds Received 2019	\$65,000*
- General Park Fund Balance CIP	\$190,000**

***Park Dedication Fund Revenue**

The City entered into a development agreement for the Villas of Howard Lake. The original development agreement included the standard 10% dedication for park dedication fees as shown above. The original developer has abandoned the project. A new developer has been identified but terms have not been agreed to. The City may use these dollars for debt service, if necessary if a project does NOT come to fruition.

****General Park Funds**

The City budgets annually for maintenance and improvement of the existing park and trail system. Currently, there is \$190,000 in the park fund. If the PPC and city council so choose, funds could be re-allocated to the Central Park Project but it would come at the expense of other existing parks/park projects. Examples of projects that may not be completed if all funds are allocated to Central Park: Moving playground equipment at Memorial Park, setting funds aside for future bathroom remodels at Memorial Park; shower/wash station at Lions Park.

COUNCIL ACTION REQUESTED:

1. Discuss and Confirm PPC Recommendations for Revised Scope for Phase 1.
2. Approve Design Services Contract Modification with BMI.

ATTACHMENTS:

1. 60% Complete Concept Plans
2. Cost Estimate Sheet
3. Memo from City Engineer Josh Halvorson



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Fax: (320) 231-9710
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MEMORANDUM

Date: February 14, 2020
To: Nick Haggemiller - City Administrator
From: Joshua Halvorson, P.E. - City Engineer
Subject: Central Park Project
City of Howard Lake
BMI Project No.: W14.119617

Our Project Team has reviewed your notes and recommendations following the February Parks and Planning Commission Meeting. In order to accommodate the necessary design to include a splash pad for construction in 2020, I would like to see approved before council:

1. BMI Contract Amendment for not to exceed amount from \$31,500 to \$76,500.
2. Schedule:
 - a. Approve Plan & Specs Authorize Bids: April 21, 2020 Council
 - b. Award Contract: May 19, 2020 council
 - c. Start Construction by June 15, 2020
 - d. Substantial Completion August 15, 2020 (ready for use)
 - e. Final Completion October 1, 2020

BMI will meet with city officials/council/commission members to ensure the proposed splash pad amenities match your expectations while staying within your overall budget for construction and soft costs.

We are estimating a 2 month construction window. So, yes, I think we will get some use out of it considering a nice labor day and month of September. Let me know if you have additional questions. I apologize this is short and my inability to be present formally or answer questions.

Howard Lake Central Park: Phase 1
 Project No. W14.119617
 2019-11-26



PHASE 1 - COST ESTIMATE		UNITS			
ITEM NO.	ITEM	UNIT PRICE	QUANTITY		AMOUNT
1	Clear and Grub / Salvaged Trees	\$ 300.00	15	EA	\$ 4,500.00
2	Removal Curb & Gutter	\$ 10.00	175	LF	\$ 1,750.00
3	Removal Concrete	\$ 10.00	555	SY	\$ 5,550.00
4	Bituminous Pavement	\$ 40.00	715	SY	\$ 28,600.00
5	Curb and Gutter	\$ 35.00	125	LF	\$ 4,375.00
6	Concrete Walk, 4"	\$ 45.00	950	SY	\$ 42,750.00
7	Colored Concrete Walk, 4"	\$ 75.00	115	SY	\$ 8,625.00
8	Seeding W/ Hydromulch	\$ 4,000.00	1	LS	\$ 4,000.00
9	Tree Protection	\$ 250.00	3	EA	\$ 750.00
10	Perennial or Ornamental Grass, 1 Gal.	\$ 15.00	132	EA	\$ 1,980.00
11	Overstory Deciduous Tree	\$ 490.00	19	EA	\$ 9,310.00
12	Shrub	\$ 50.00	57	EA	\$ 2,850.00
13	Steel Landscape Edging	\$ 8.00	55	LF	\$ 440.00
14	Temporary RECP, Type 3.A (Mulch Blanket)	\$ 2.75	70	SY	\$ 192.50
15	Limestone Block Benches	\$ 1,000.00	24	EA	\$ 24,000.00
16	Bench	\$ 1,200.00	7	EA	\$ 8,400.00
17	Trash Receptacle	\$ 900.00	2	EA	\$ 1,800.00
18	Pedestrian Bollard Light	\$ 1,000.00	11	EA	\$ 11,000.00
19	Sign Uplight	\$ 750.00	2	EA	\$ 1,500.00
20	Park Identification Sign	\$ 10,000.00	1	EA	\$ 10,000.00
21	Grading	\$ 7,500.00	1	LS	\$ 7,500.00
22	Man Hole Adjustment	\$ 450.00	1	EA	\$ 450.00
23	Construction Administration & Staking	\$ 2,000.00	1	LS	\$ 2,000.00
24	Erosion Control	\$ 1,500.00	1	LS	\$ 1,500.00
25	Electrical Circuitry	\$ 10,000.00	1	LS	\$ 10,000.00
26	Parking Lot Striping	\$ 800.00	1	LS	\$ 800.00

IMPROVEMENTS SUBTOTAL \$ 194,622.50
 CONTINGENCY (10%) \$ 19,462.25
TOTAL: \$ 214,084.75

HOWARD LAKE, MINNESOTA

CONSTRUCTION PLANS FOR CENTRAL PARK

PHASE 1 OF 4 - DEMOLITION, GRADING, HARDSCAPE, ELECTRICAL, TURF ESTABLISHMENT & LANDSCAPE
NOVEMBER, 2019

SHEET INDEX

SHEET NO.	TITLE
G0.01	TITLE SHEET
C1.01	CONSTRUCTION REMOVALS
C2.01	CONCEPT PLAN
C2.02	LAYOUT PLAN
L1.01	LANDSCAPE PLAN
L2.01-L2.02	DETAILS

THIS PLAN SET CONTAINS 7 SHEETS



CONCEPT PLAN OF THE
CENTRAL PARK
HOWARD LAKE, MN



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SCALE FEET

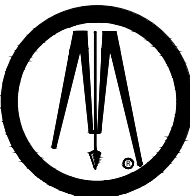
PROJECT LOCATION

60% PRELIMINARY
(NOT FOR CONSTRUCTION)

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JIM HARBAUGH
LANDSCAPE ARCHITECT'S NAME
LIC. NO. _____ DATE _____

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JOSH HALVORSON
ENGINEER NAME
LIC. NO. _____ DATE _____



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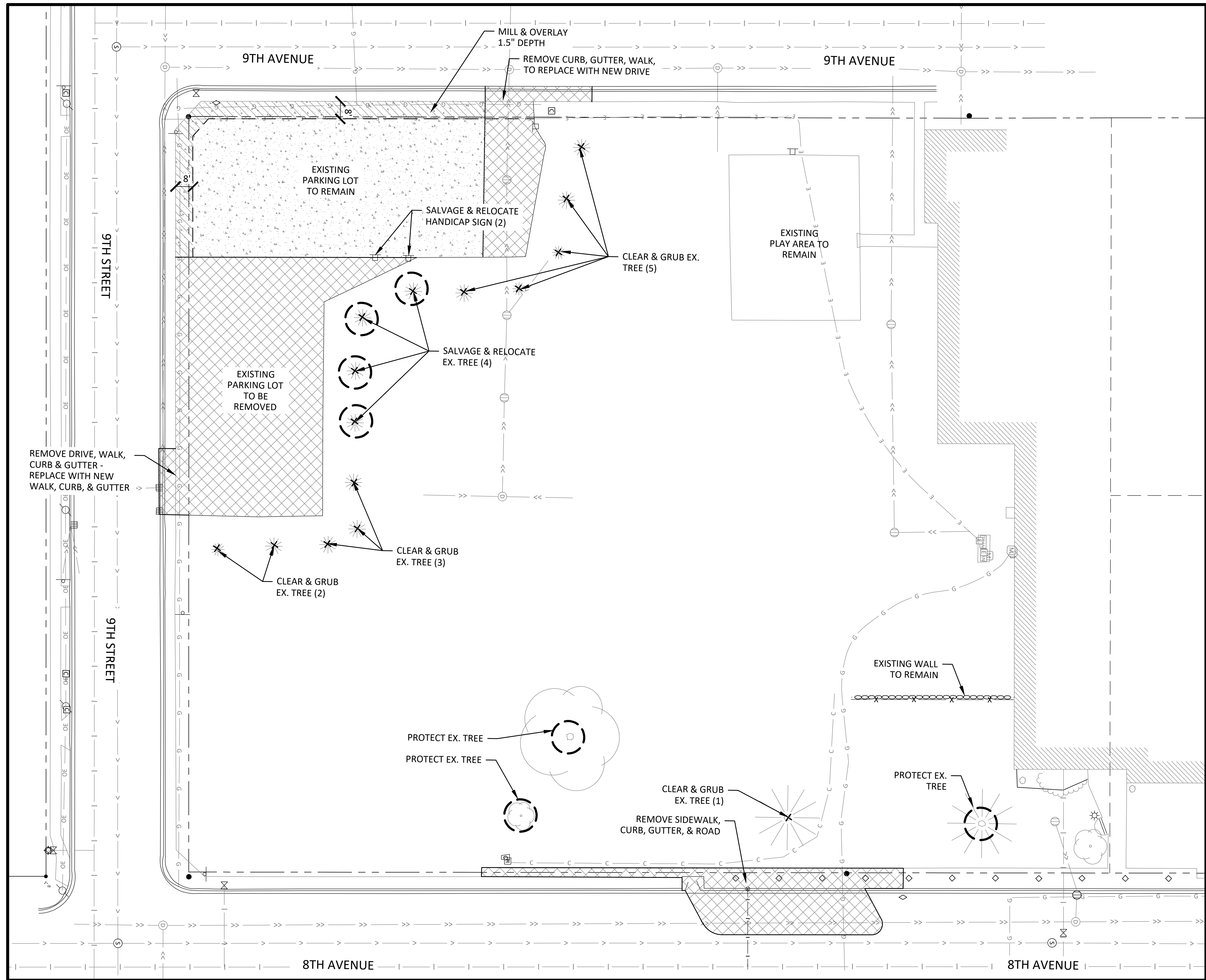
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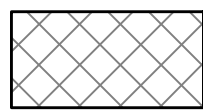
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CENTRAL PARK
TITLE SHEET

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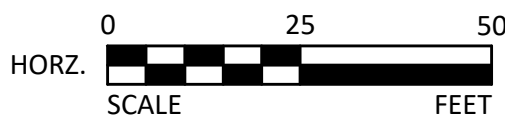


LEGEND

-  REMOVE HARDSCAPE
-  CLEAR & GRUB
-  SALVAGE & RELOCATE
-  PROTECT EXISTING TO REMAIN

CONSTRUCTION NOTES:

1. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE OR DISTURBANCE TO EXISTING PAVERS, CONCRETE WALKS, RETAINING WALLS, TREES OR OTHER ITEMS EITHER IDENTIFIED AS PROTECTED AS PART OF THE PARK PROJECT.
2. CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES, UNLESS IDENTIFIED ON THE REMOVAL PLANS.
3. AS AN INCIDENTAL ITEM TO THE CONTRACT, THE CONTRACTOR SHALL STRIP, SALVAGE, AND REINSTALL TOPSOIL AND/OR ORGANIC MATERIAL ENCOUNTERED DURING CONSTRUCTION THAT IS NEEDED TO SATISFY THE DESIGN AS SHOWN IN THE PLANS AND DETAILS. REMOVAL AND DISPOSAL OF ADDITIONAL SOIL AND ORGANIC MATERIALS NOT REQUIRED FOR COMPLETION OF THE PROJECT SHALL BE INCIDENTAL TO THE CONTRACT.
4. CONTRACTOR SHALL RESTORE ANY DISTURBED AREA TO IT'S ORIGINAL STATE/GRADES
7. REMOVALS SHALL NOT OCCUR WITHOUT AUTHORIZATION FROM ENGINEER. REMOVAL LIMITS AND ITEMS SHALL BE VERIFIED BY THE ENGINEER PRIOR TO REMOVAL.
8. ALL SALVAGED ITEMS SHALL BE THE PROPERTY OF THE CITY OF HOWARD LAKE UNLESS OTHERWISE DIRECTED. CONTRACTOR SHALL SALVAGE ITEMS FOR THE CITY AS AN INCIDENTAL ITEM TO THE CONTRACT.



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JIM HARBAUGH
LANDSCAPE ARCHITECT'S NAME

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JOSH HALVORSON
ENGINEER NAME

LIC. NO. _____ DATE _____



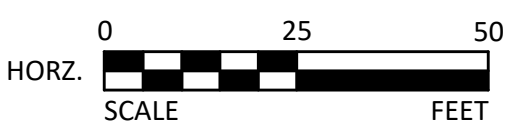
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HOWARD LAKE, MINNESOTA
CENTRAL PARK
CONSTRUCTION REMOVALS

SHEET

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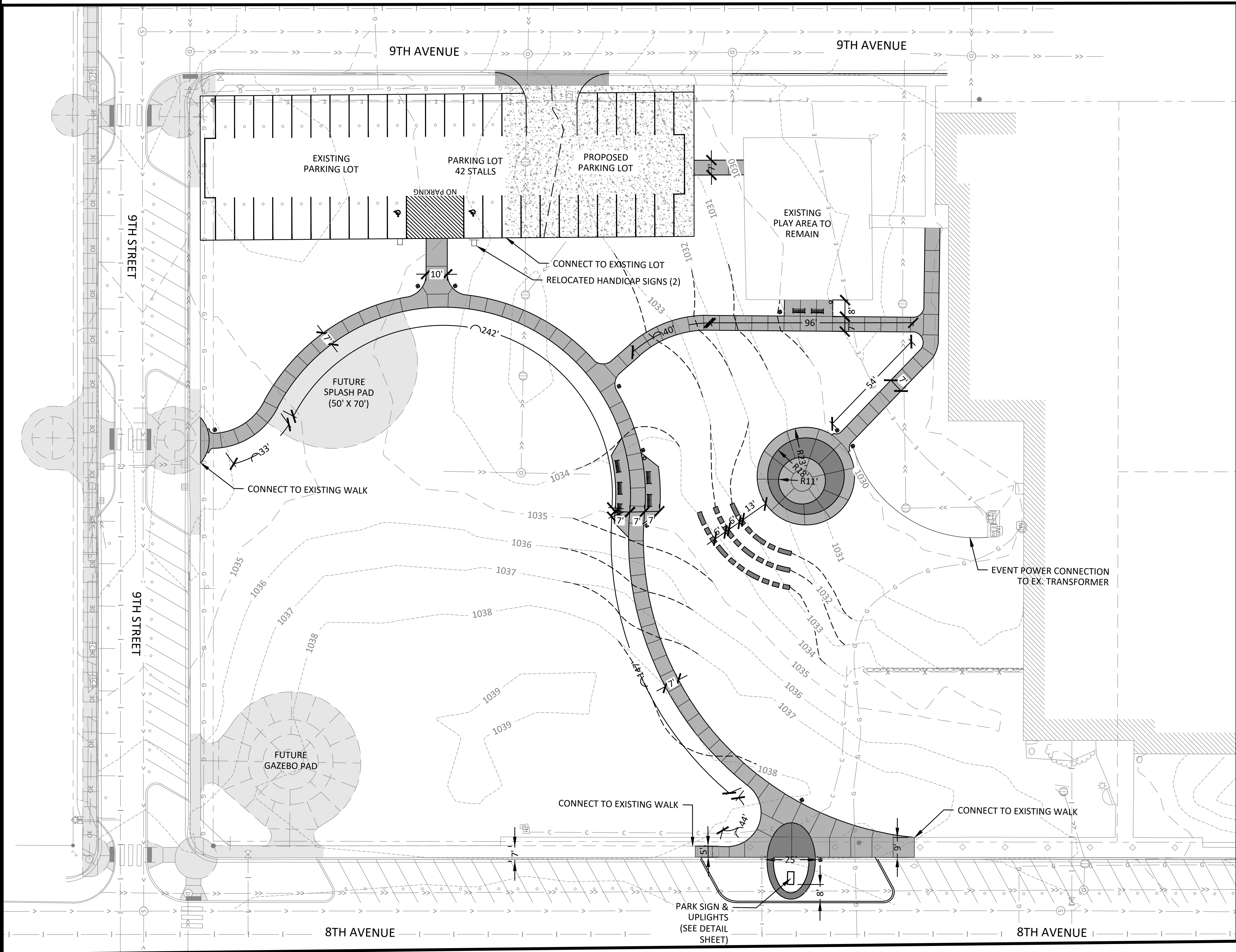
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HOWARD LAKE, MINNESOTA
CENTRAL PARK
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LEGEND

- BITUMINOUS PAVING
- PROPOSED CONC. WALK 4"
- PROPOSED COLORED CONC. 4"
- FUTURE PAVING
- STONE SEATING
- BENCH (TBD BY OWNER)
- LITTER RECEPTACLE (TBD BY OWNER)
- BOLLARD LIGHTING (TBD BY OWNER)

NOTE:

TOTAL DISTURBED AREA .93 ACRES (40530 SF)

ELECTRICAL NOTES:

- FIELD VERIFY LOCATIONS OF EXISTING CABLES, DUCTS, AND UTILITIES PRIOR TO CONSTRUCTION. PROTECT CIRCUITS WHICH ARE TO REMAIN IN OPERATION.
- ALL EXISTING UNDERGROUND CABLING WHICH MUST REMAIN IN OPERATION SHALL BE REPAIRED IN FULL ACCORD WITH NEC REQUIREMENTS IF DAMAGED BY CONTRACTOR DURING CONSTRUCTION.
- ALL CONDUIT SHALL INCLUDE GROUNDING CONDUCTORS.
- ALL FIXTURES MUST HAVE IN-LINE FUSES TO PROTECT FIXTURES.
- COORDINATE CONDUIT LOCATIONS WITH OTHER WORK.
- ALL LIGHT FIXTURE LOCATIONS SHALL BE STAKED AND APPROVED BY OWNER'S REPRESENTATIVE PRIOR TO INSTALLATION.
- RESTORE ALL SURFACES TO ORIGINAL CONDITION TO SATISFACTION OF OWNER.
- ALL WORK DESCRIBED IN THESE GENERAL NOTES SHALL BE INCIDENTAL TO RELATED BID ITEMS.
- CONTRACTOR RESPONSIBLE FOR WIRE SIZING, CONNECTIONS, FIELD VERIFICATION OF EXISTING CONDITIONS, AND COMPLIANCE WITH ALL APPLICABLE CODE REQUIREMENTS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING LIGHTING UNITS MEETING REQUIREMENTS BELOW:
 - EXTERIOR LED ACCENT FLOOD LIGHT (MATERIAL, BRASS).
 - MANUFACTURER: AURORA LIGHTING , HSL16-R (OR APPROVED EQUAL)
- ENGINEER RESERVES THE RIGHT TO REQUEST A WORKING SAMPLE OF FIXTURE PRIOR TO DRAWING RELEASE
- CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING ACCENT LIGHTS; INCLUDING CONDUIT, WIRING AND ALL MATERIALS AND EQUIPMENT NECESSARY TO PROVIDE A POWERED AND OPERATIONAL ACCENT LIGHT ASSEMBLY, COMPLETE.
- CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING CONDUIT AND WIRING TO THE POWER CONNECTION POINT AT SIGN LOCATION.
CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND PLACING HAND HOLES, AS NOTED ON PLANS

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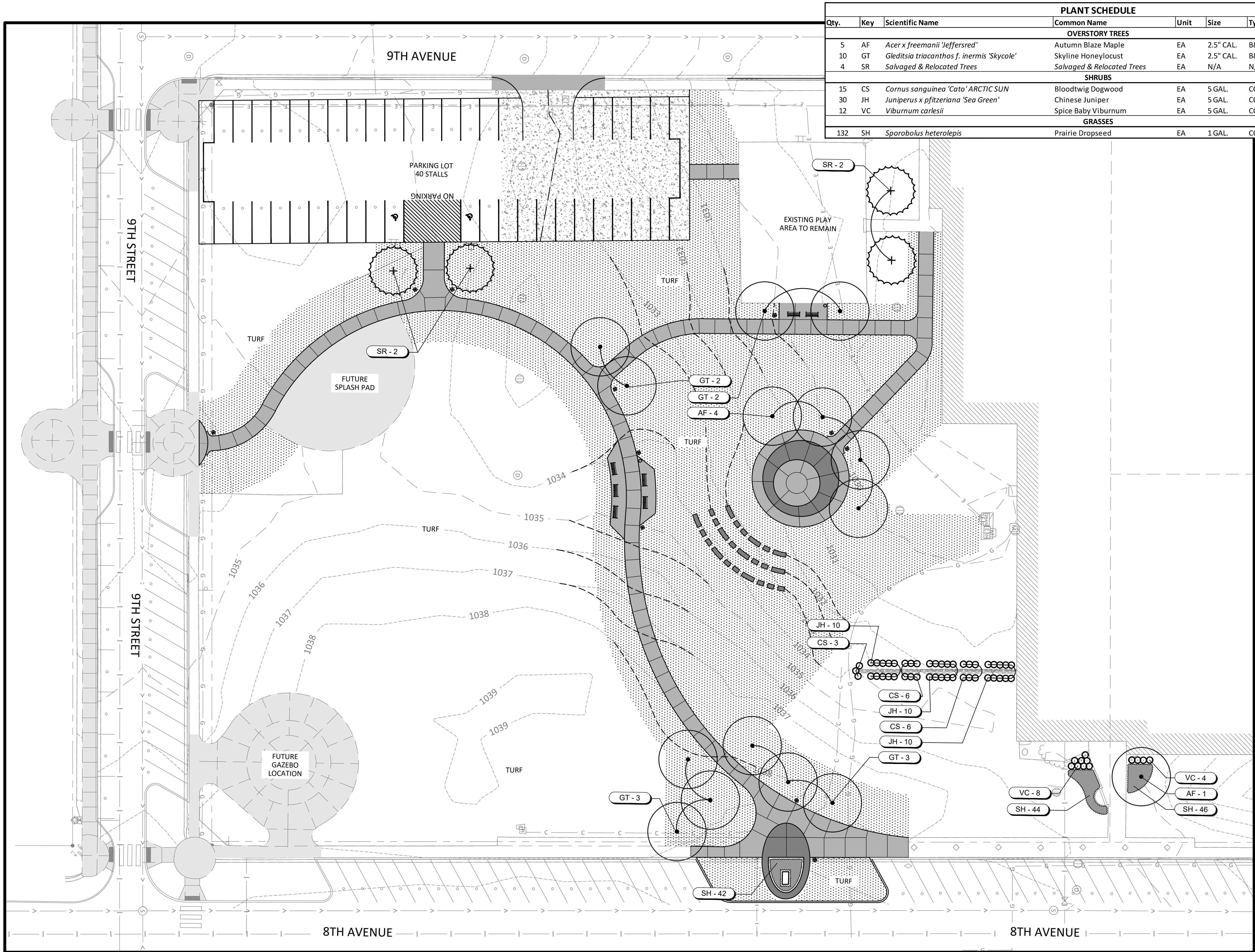
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CENTRAL PARK
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PLANT SCHEDULE							
Qty.	Key	Scientific Name	Common Name	Unit	Size	Type	Spacing & Remarks
OVERSTORY TREES							
5	AF	<i>Acer x freemanii</i> 'Jeffersred'	Autumn Blaze Maple	EA	2.5" CAL.	B&B	SEE PLAN
10	GT	<i>Gleditsia triacanthos</i> f. <i>inermis</i> 'Skycole'	Skyline Honeylocust	EA	2.5" CAL.	B&B	SEE PLAN; MULTI-STEM
4	SR	Salvaged & Relocated Trees	Salvaged & Relocated Trees	EA	N/A	N/A	N/A
SHRUBS							
15	CS	<i>Cornus sanguinea</i> 'Cato' ARCTIC SUN	Bloodtwig Dogwood	EA	5 GAL.	CONT.	SEE PLAN
30	JH	<i>Juniperus x pfitzeriana</i> 'Sea Green'	Chinese Juniper	EA	5 GAL.	CONT.	SEE PLAN
12	VC	<i>Viburnum carlesii</i>	Spice Baby Viburnum	EA	5 GAL.	CONT.	SEE PLAN
GRASSES							
132	SH	<i>Sporobolus heterolepis</i>	Prairie Dropseed	EA	1 GAL.	CONT.	SEE PLAN

LEGEND

BITUMINOUS PAVING

PROPOSED CONC. WALK 4"

PROPOSED COLORED CONC. 4"

FUTURE PAVING

STONE SEATING

BENCH (TBD BY OWNER)

LITTER RECEPTACLE (TBD BY OWNER)

BOLLARD LIGHTING (TBD BY OWNER)

PLANT MATERIAL NOTES

- MASTER PLANT SCHEDULE: ALL TREES, ARE LISTED IN THE MASTER PLANT SCHEDULE. IF THERE IS A CONFLICT BETWEEN THE QUANTITIES SHOWN ON THE DRAWING AND THE QUANTITIES SHOWN IN THE PLANT SCHEDULE, THE PLAN QUANTITIES SHALL PREVAIL.
- PLANTING LAYOUT: STAKE ALL TREE LOCATIONS, AND OBTAIN APPROVAL OF THE LANDSCAPE ARCHITECT PRIOR TO PLANTING.
- CONTRACTOR TO PRESERVE AND PROTECT EXISTING PLANT MATERIAL. PLANT MATERIAL THAT IS DAMAGED SHALL BE REPLACED AT CONTRACTOR'S EXPENSE.
- SEED ALL DISTURBED AREAS

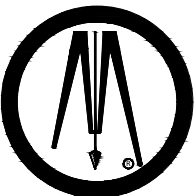
GENERAL LANDSCAPE

- UNDERGROUND UTILITIES: FIELD LOCATE UNDERGROUND UTILITIES PRIOR TO EXCAVATION FOR INSTALLATION OF SITE IMPROVEMENTS. IF A CONFLICT EXISTS BETWEEN PROPOSED SITE IMPROVEMENTS AND EXISTING OR PROPOSED UTILITIES, IMMEDIATELY ADVISE THE OWNERS REPRESENTATIVE.
- ISOLATION JOINTS IN SIDEWALK PAVING: GENERALLY, ISOLATION JOINTS WILL BE LOCATED ALONG THE BACK OF CURB BETWEEN SIDEWALK PAVEMENTS AND PERMANENT STRUCTURES, WALLS AND BUILDINGS. ISOLATION JOINTS WILL ALSO BE LOCATED WHERE THE SIDEWALK PAVEMENT TURNS OR CHANGES DIRECTION, AND AT EVERY 100 FOOT MARK OF LINEAR SIDEWALK.
- ALL SIDEWALKS AND CONCRETE SURFACES TO HAVE A LIGHT BROOM FINISH PERPENDICULAR TO DIRECTION OF TRAVEL UNLESS OTHERWISE NOTED, TYPICAL.
- SEE ELECTRICAL SHEETS FOR DETAILED INFO ON ELECTRICAL LAYOUT AND PRODUCT INFO.
- SAWCUTS TO BE MADE AS SHOWN ON PLANS UNLESS CONTRACTOR SUBMITTAL OTHERWISE APPROVED BY OWNERS REP.
- CONTRACTOR IS TO VERIFY THAT ALL SLOPES, CROSS SLOPES, LONGITUDINAL SLOPES, DROP CURB SLOPES, ECT. DO NOT EXCEED ADA MAXIMUMS. CONTRACTOR IS TO NOTIFY OWNER'S REPRESENTATIVE IF SLOPES EXCEED GUIDELINE RECOMMENDATIONS.

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JIM HARBAUGH
LANDSCAPE ARCHITECT'S NAME
LIC. NO. _____ DATE _____

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JOSH HALVORSON
ENGINEER NAME
LIC. NO. _____ DATE _____



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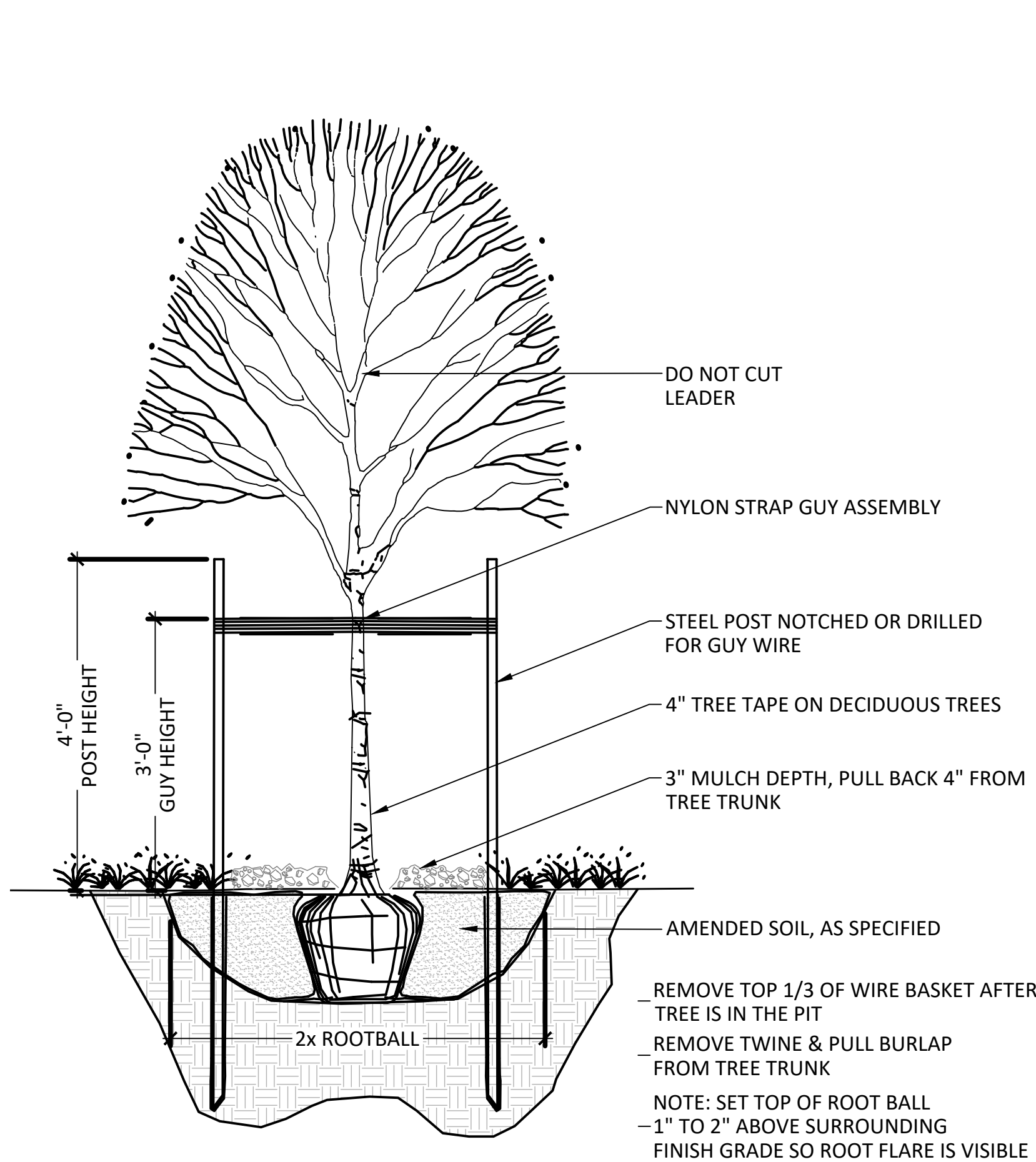
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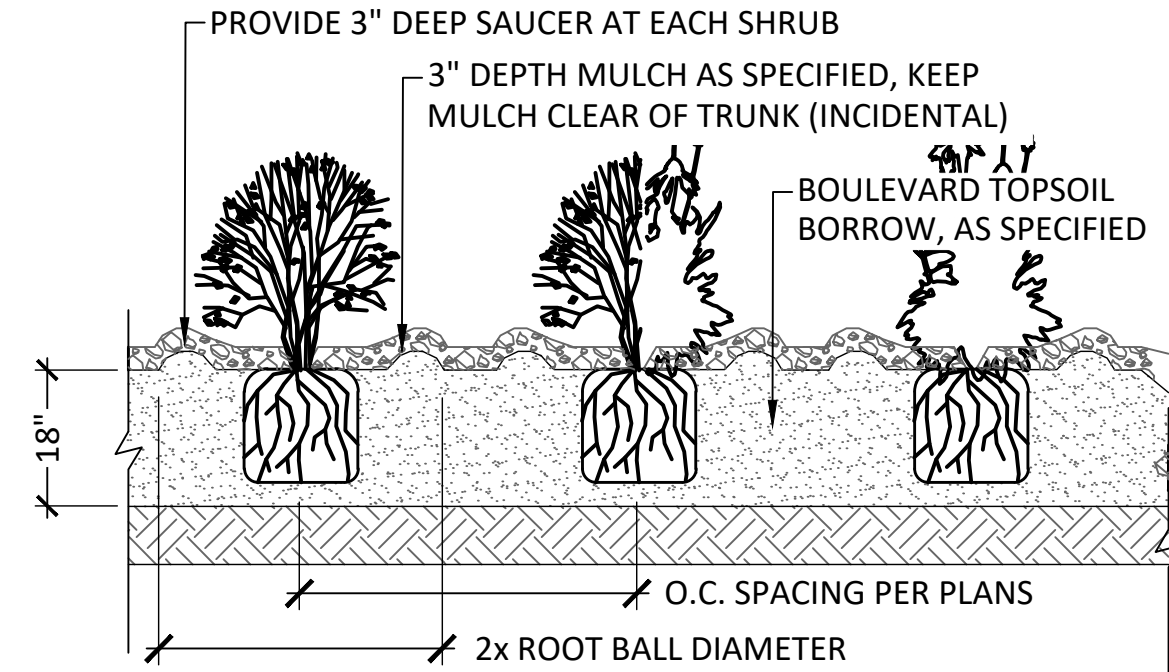
HOWARD LAKE, MINNESOTA
CENTRAL PARK
LANDSCAPE PLAN

SHEET

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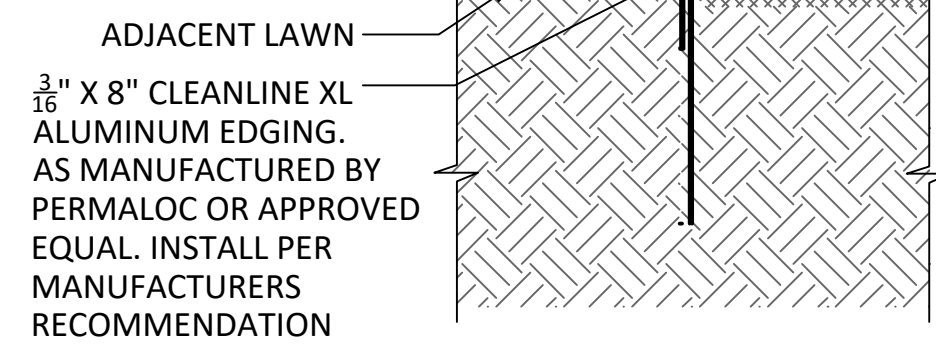


1 TREE PLANTING DETAIL
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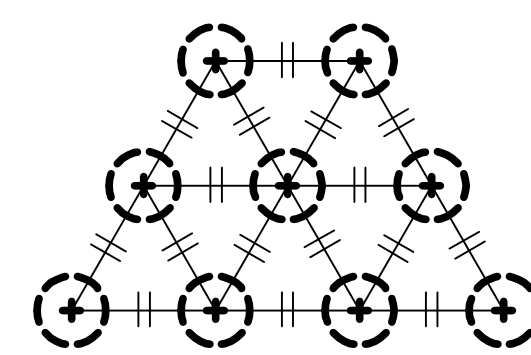


2 TYPICAL SECTION: SHRUB/PERENNIAL BED PLANTING
SCALE: N.T.S.

- NOTES:
- EDGING TO BE INCIDENTAL TO PLANT MATERIAL.
 - CONTRACTOR TO USE ON ALL LANDSCAPE BEDS UNLESS OTHERWISE NOTED ON PLANS.

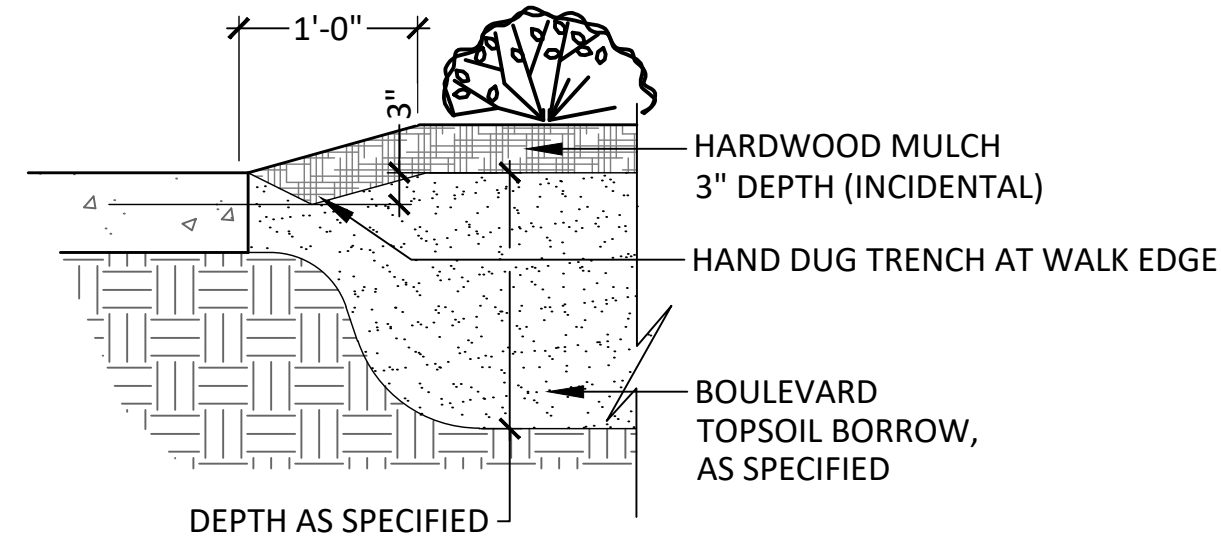


4 SECTION: ALUMINUM LANDSCAPE EDGING
SCALE: N.T.S.

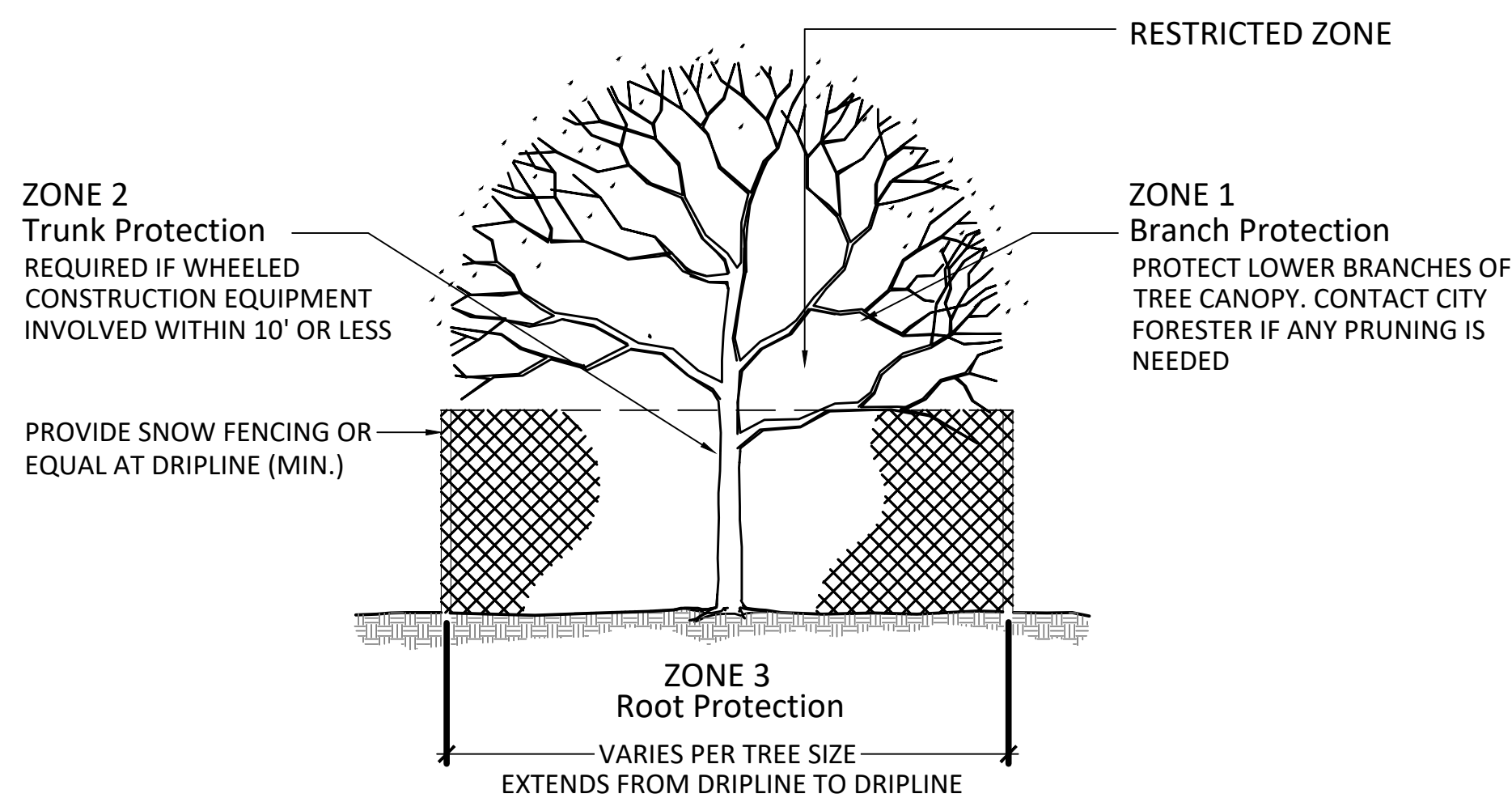


- NOTES:
- O.C. TRIANGULAR PLANT SPACING PER PLANS
 - AREAS IDENTIFIED ON PLANTING PLAN AS O.C. SHALL BE TRIANGULAR SPACED
 - SEE PLANTING PLAN FOR SPECIES

3 PERENNIAL PLANT SPACING
SCALE: N.T.S.



5 PLANTING EDGE AT EXISTING CONC. WALK
SCALE: N.T.S.

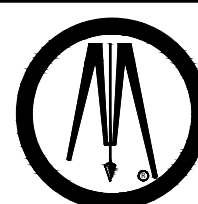


6 TYPICAL SECTION: EXISTING TREE PROTECTION
N.T.S.

TREE PROTECTION NOTES

- ALL TREES TO BE PROTECTED AND PRESERVED SHALL BE PER DETAIL. GROUPING OF MORE THAN ONE TREE MAY OCCUR.
- TO PREVENT TREE ROOT SMOTHERING, SOIL STOCKPILES, SUPPLIES, EQUIPMENT OR ANY OTHER MATERIAL SHALL NOT BE PLACED OR STORED WITHIN A TREE DRIP LINE OR WITHIN 15 FEET OF A TREE TRUNK, WHICHEVER IS GREATER.
- TREE ROOTS SHALL NOT BE CUT UNLESS CUTTING IS UNAVOIDABLE.
- TRENCHES SHALL BE HAND DUG WITHIN THE DRIP LINE IN AREAS WHERE ROOTS TWO INCHES IN DIAMETER AND GREATER ARE PRESENT, OR WHEN IN CLOSE PROXIMITY TO LOW BRANCHING TREES. WHENEVER POSSIBLE, ROOTS TWO INCHES OR GREATER IN DIAMETER SHALL BE TUNNELED OR BORED UNDER AND SHALL BE COVERED TO PREVENT DEHYDRATION.
- WHEN ROOT CUTTING IS UNAVOIDABLE, A CLEAN SHARP CUT SHALL BE MADE TO AVOID SHREDDING OR SMASHING. ROOT CUTS SHOULD BE MADE BACK TO A LATERAL ROOT. WHENEVER POSSIBLE, TREE ROOTS SHOULD BE CUT BETWEEN LATE FALL AND BUD OPENING, WHEN ROOT ENERGY SUPPLIES ARE HIGH AND CONDITIONS ARE LEAST FAVORABLE FOR DISEASE CAUSING AGENTS. EXPOSED ROOTS SHALL BE COVERED IMMEDIATELY TO PREVENT DEHYDRATION. ROOTS SHALL BE COVERED WITH SOIL OR BURLAP AND KEPT MOIST.
- WATERING OF PROTECTED TREES IN WHICH ROOTS WERE CUT SHALL BE PROVIDED BY THE CONTRACTOR.
- AUGER TUNNELING RATHER THAN TRENCHING SHOULD BE USED FOR UTILITY PLACEMENT WITHIN DRIP LINE OR TREE.
- FENCING MATERIAL SHALL ENCIRCLE ANY TREE WHOSE OUTER DRIP LINE EDGE IS WITHIN 20 FEET OF ANY CONSTRUCTION ACTIVITIES.
- FENCING MATERIAL SHALL BE BRIGHT, CONTRASTING COLOR, DURABLE, AND A MINIMUM OF FOUR FEET IN HEIGHT.
- FENCING MATERIAL SHALL BE SET AT THE DRIP LINE OR 15 FEET FROM TREE TRUNK, WHICHEVER IS GREATER, AND MAINTAINED IN AN UPRIGHT POSITION THROUGHOUT THE DURATION OF CONSTRUCTION ACTIVITIES.
- ANY GRADE CHANGES (SUCH AS THE REMOVAL OF TOPSOIL OR ADDITION OF FILL MATERIAL) WITHIN THE DRIP LINE SHOULD BE AVOIDED FOR EXISTING TREES TO REMAIN. RETAINING WALLS AND TREE WELLS ARE ACCEPTABLE ONLY WHEN CONSTRUCTED PRIOR TO GRADE CHANGE.

**60% PRELIMINARY
(NOT FOR CONSTRUCTION)**



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