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
JANUARY 21, 2020 – 7:00 pm

A. CALL TO ORDER
B. PLEDGE OF ALLEGIANCE
C. ACKNOWLEDGEMENTS
   a. Welcome: Assistant City Administrator Meagan Donahue
D. APPROVAL OF AGENDA
   Any additions, deletions, modifications to the agenda will be done at this time.
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 Refusing to Waive the Statutory Tort Liability Limit
   c. Consider 2020 Meeting Schedule.
   d. Consider Approving Election Judges for March 3, 2020 Presidential Primary.
I. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS
J. NEW BUSINESS
   a. Consider 2020 Committee Appointments and Designations.
   b. Consider Approving 2020 Fees and Charges Schedule.
   c. Consider Resolution 20-01 Approving 2018 Utility Enterprise Fees & Charges.
   d. Consider Approving 2020 Pay Equity Report & Submission.
   e. Consider Approving Holiday/Street Decoration Purchases.
   f. Consider Closed Session Pursuant to MS13.D05 to Discuss Proposed Real Estate Transaction.

K. OLD BUSINESS
L. ADMINISTRATOR'S REPORT
M. ADJOURN

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	$ 171,235	$ 154,456	111%
Beer	$ 31,274	$ 372,275	$ 354,974	105%
Wine	$ 3,720	$ 51,576	$ 46,323	111%
Pop/Mixes/Ice	$ 909	$ 9,046	$ 6,590	137%
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	$ 841,368	$ 806,031	104%
PROFIT/(LOSS)	$ 13,697	$ (32,895)		

Prepared by: Shari Zander

Date January 2, 2020

CITY OF HOWARD LAKE

CLAIMS & DONATIONS APPROVED

JANUARY 2020

GENERAL FUND	CHECKS:	55633 – 55776	$ 839,259.81
PAYROLL		26458 - 26497, 500622 – 500657	103,179.99
ELECTRONIC		588-626	804,044.30
TOTAL			$1,746,484.10
AMBULANCE CLMS	CHECKS: 5558 – 5565, 5600 – 5610		$ 14,398.36
ELECTRONIC			
TOTAL			$ 14,398.36

Note: Effective 1/1/2020 all checks will be produced from our Fund Accounting system and check numbers from 5566 – 5599 have been voided as a result of ordering of new checks to work with the software.

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CITY OF HOWARD LAKE

*Check Summary Register©

Cks 12/4/2019 - 1/21/2020

Name	Check Date	Check Amt	
1010 CITIZEN ALLIANCE			
Paid Chk# 000588E INTERNAL REVENUE SERVICE	12/5/2019	$12,653.94	
Paid Chk# 000589E MN DEPT OF REVENUE	12/5/2019	$2,216.04	
Paid Chk# 000590E PERA	12/5/2019	$7,164.76	
Paid Chk# 000591E FURTHER	12/5/2019	$537.53	
Paid Chk# 000592E MN DEPT OF REVENUE	12/5/2019	$1,368.00	UB SLS TAX NOVEMBER
Paid Chk# 000593E MN DEPT OF REVENUE	12/5/2019	$6,504.00	SLS TAX NOVEMBER - LS
Paid Chk# 000594E PSN	12/10/2019	$734.83	
Paid Chk# 000595E CITIZENS ALLIANCE BANK	12/10/2019	$292.50	Safe Deposit Box
Paid Chk# 000596E PMA FINANCIAL NETWORK	12/10/2019	$720,300.00	WIRE TRANSFER TO 4M FUND
Paid Chk# 000597E RADIANT SYSTEMS	12/18/2019	$78.15	
Paid Chk# 000598E WORLDPAY	12/18/2019	$775.14	CREDIT CARD CHARGES-LS
Paid Chk# 000599E LS WEEKEND CASH	12/18/2019	$2,500.00	
Paid Chk# 000600E EPS	12/18/2019	$49.00	
Paid Chk# 000601E TRANSFIRST	12/18/2019	$53.25	
Paid Chk# 000602E MBF LEASING	12/18/2019	$220.71	
Paid Chk# 000603E PSN	12/18/2019	$623.91	
Paid Chk# 000604E CITIZENS ALLIANCE BANK	12/18/2019	$52.30	ACH Origination File Fee
Paid Chk# 000605E CUSTOMERS	12/18/2019	$112.53	Mendoza Charge back from PSN
Paid Chk# 000606E INTERNAL REVENUE SERVICE	12/19/2019	$5,130.78	
Paid Chk# 000607E MN DEPT OF REVENUE	12/19/2019	$921.74	
Paid Chk# 000608E PERA	12/19/2019	$4,756.26	
Paid Chk# 000609E FURTHER	12/19/2019	$537.53	
Paid Chk# 000610E LS WEEKEND CASH	1/2/2020	$2,000.00	
Paid Chk# 000611E MBF LEASING	1/2/2020	$220.71	
Paid Chk# 000612E EPS	1/2/2020	$49.00	
Paid Chk# 000613E RADIANT SYSTEMS	1/2/2020	$89.80	
Paid Chk# 000614E TRANSFIRST	1/2/2020	$24.45	
Paid Chk# 000615E WORLDPAY	1/2/2020	$857.78	CREDIT CARD CHARGES-LS
Paid Chk# 000616E MN DEPT OF REVENUE	1/6/2020	$1,358.00	UB SLS TX DECEMBER 2019
Paid Chk# 000617E MN DEPT OF REVENUE	1/6/2020	$6,964.00	LS SLS TX DECEMBER 2019
Paid Chk# 000618E INTERNAL REVENUE SERVICE	1/6/2020	$4,944.65	
Paid Chk# 000619E MN DEPT OF REVENUE	1/6/2020	$914.78	
Paid Chk# 000620E PERA	1/6/2020	$4,835.99	
Paid Chk# 000621E FURTHER	1/6/2020	$537.53	
Paid Chk# 000622E CUSTOMERS	1/9/2020	$74.40	
Paid Chk# 000623E INTERNAL REVENUE SERVICE	1/13/2020	$6,703.74	
Paid Chk# 000624E MN DEPT OF REVENUE	1/13/2020	$1,149.16	
Paid Chk# 000625E PERA	1/13/2020	$5,199.88	
Paid Chk# 000626E FURTHER	1/13/2020	$537.53	
Paid Chk# 026458 BOBROWSKE, KURT	12/6/2019	$115.44	
Paid Chk# 026459 DEITER, JASON	12/6/2019	$1,738.44	
Paid Chk# 026460 DRUSCH, DARYL	12/6/2019	$184.70	
Paid Chk# 026461 DRUSCH, JACOB D	12/6/2019	$576.37	
Paid Chk# 026462 DRUSCH, JOEY	12/6/2019	$46.17	
Paid Chk# 026463 KUTZ, TOM	12/6/2019	$1,259.50	
Paid Chk# 026464 MAGES, ALEX	12/6/2019	$272.49	
Paid Chk# 026465 OLSON, DAMIEN	12/6/2019	$69.26	
Paid Chk# 026466 ROLLINS, KENNETH	12/6/2019	$343.72	
Paid Chk# 026467 SHEROD, JOSEPH L.	12/6/2019	$115.44	
Paid Chk# 026468 STOLL, ERIC	12/6/2019	$346.31	
Paid Chk# 026469 STRUB, KURT	12/6/2019	$138.52	
Paid Chk# 026470 WIECH, KYLE	12/6/2019	$368.73	
Paid Chk# 026471 ZIMMERMAN, PETER A	12/6/2019	$1,223.64	
Paid Chk# 026472 BONNICK, STEVEN	12/6/2019	$787.17	
Paid Chk# 026473 CHRISTENSEN, CODY	12/6/2019	$169.14	

CITY OF HOWARD LAKE

*Check Summary Register©

Cks 12/4/2019 - 1/21/2020

	Name	Check Date	Check Amt	
Paid Chk# 026474	ALLERSON, NICHOLAS	12/6/2019	$235.78	
Paid Chk# 026475	DOLL, SARAH	12/6/2019	$165.92	
Paid Chk# 026476	FERRELL, JUSTINA LYNN	12/6/2019	$524.79	
Paid Chk# 026477	ZEBRO, ALISON	12/6/2019	$116.65	
Paid Chk# 026478	KLEVE, VERN	12/20/2019	$184.70	
Paid Chk# 026479	ROLLINS, KENNETH	12/20/2019	$145.48	
Paid Chk# 026480	SCHMIDT, JEAN	12/20/2019	$138.52	
Paid Chk# 026481	BONNICK, STEVEN	12/20/2019	$963.56	
Paid Chk# 026482	CHRISTENSEN, CODY	12/20/2019	$214.68	
Paid Chk# 026483	DEBNER, APRIL	12/20/2019	$0.00	
Paid Chk# 026484	HUFF, KATIE	12/20/2019	$184.70	
Paid Chk# 026485	ALLERSON, NICHOLAS	12/20/2019	$206.00	
Paid Chk# 026486	DOLL, SARAH	12/20/2019	$51.76	
Paid Chk# 026487	FERRELL, JUSTINA LYNN	12/20/2019	$308.53	
Paid Chk# 026488	MILLER, EDWARD M	12/20/2019	$111.62	
Paid Chk# 026489	ZEBRO, ALISON	12/20/2019	$111.69	
Paid Chk# 026490	ROLLINS, KENNETH	1/3/2020	$398.02	
Paid Chk# 026491	BONNICK, STEVEN	1/3/2020	$706.69	
Paid Chk# 026492	CHRISTENSEN, CODY	1/3/2020	$216.50	
Paid Chk# 026493	ALLERSON, NICHOLAS	1/3/2020	$283.67	
Paid Chk# 026494	DOLL, SARAH	1/3/2020	$101.96	
Paid Chk# 026495	FERRELL, JUSTINA LYNN	1/3/2020	$298.17	
Paid Chk# 026496	MILLER, EDWARD M	1/3/2020	$138.93	
Paid Chk# 026497	ZEBRO, ALISON	1/3/2020	$119.04	
Paid Chk# 026498	DEBNER, APRIL	12/20/2019	$230.87	
Paid Chk# 026499	BOBROWSKE, KURT	1/17/2020	$555.96	
Paid Chk# 026500	CLEASBY, ERIK	1/17/2020	$181.82	
Paid Chk# 026501	DIERS, CHRISTOPHER	1/17/2020	$262.67	
Paid Chk# 026502	DRUSCH, DARYL	1/17/2020	$161.61	
Paid Chk# 026503	DRUSCH, JACOB D	1/17/2020	$471.49	
Paid Chk# 026504	DRUSCH, JOEY	1/17/2020	$46.17	
Paid Chk# 026505	MAGES, ALEX	1/17/2020	$301.16	
Paid Chk# 026506	OLSON, DAMIEN	1/17/2020	$69.26	
Paid Chk# 026507	PETERSON, JEREMY	1/17/2020	$46.17	
Paid Chk# 026508	ROLLINS, KENNETH	1/17/2020	$357.37	
Paid Chk# 026509	STOLL, ERIC	1/17/2020	$69.26	
Paid Chk# 026510	STRUB, KURT	1/17/2020	$46.17	
Paid Chk# 026511	WIECH, KYLE	1/17/2020	$546.49	
Paid Chk# 026512	BONNICK, STEVEN	1/17/2020	$1,348.52	
Paid Chk# 026513	CHRISTENSEN, CODY	1/17/2020	$208.24	
Paid Chk# 026514	ALLERSON, NICHOLAS	1/17/2020	$306.46	
Paid Chk# 026515	DOLL, SARAH	1/17/2020	$96.90	
Paid Chk# 026516	FERRELL, JUSTINA LYNN	1/17/2020	$343.80	
Paid Chk# 026517	MILLER, EDWARD M	1/17/2020	$150.52	
Paid Chk# 026518	ZEBRO, ALISON	1/17/2020	$53.18	
Paid Chk# 055633	A.H. HERMEL COMPANY	12/4/2019	$484.72	
Paid Chk# 055634	ADVANCED POWER SERVICES,	12/6/2019	$1,072.00	
Paid Chk# 055635	AMERICAN SOLUTIONS FOR BU	12/6/2019	$765.82	
Paid Chk# 055636	ASTRUP, MICHELE	12/6/2019	$3.07	
Paid Chk# 055637	BOLTON & MENK, INC	12/6/2019	$16,422.50	
Paid Chk# 055638	BRIGGS	12/6/2019	$7,500.00	GO Tax Increment Bond, 2019A
Paid Chk# 055639	CAPITOL BEVERAGE SALES	12/6/2019	$1,318.96	
Paid Chk# 055640	CENTERPOINT ENERGY	12/6/2019	$131.09	
Paid Chk# 055641	CENTURYLINK	12/6/2019	$610.87	
Paid Chk# 055642	CINTAS	12/6/2019	$545.52	
Paid Chk# 055643	CITY OF BUFFALO	12/6/2019	$75.00	ACCT# 26-022950-00

*Check Summary Register©

Cks 12/4/2019 - 1/21/2020

	Name	Check Date	Check Amt	
Paid Chk# 055644	COURI, & RUPPE, P.L.L.P.	12/6/2019	$477.50	
Paid Chk# 055645	CUB FOODS	12/6/2019	$231.87	
Paid Chk# 055646	MARK CUSTER	12/6/2019	$4,500.00	4TH QTR PAYMENT
Paid Chk# 055647	DAHLHEIMER BEVERAGE, LLC	12/6/2019	$1,772.40	
Paid Chk# 055648	DISPLAY SALES	12/6/2019	$303.00	
Paid Chk# 055649	FERRELL, JUSTINA	12/6/2019	$14.43	Reimbursement
Paid Chk# 055650	THOMAS GOEPFERT	12/6/2019	$260.49	SNOW REMOVAL (14.75 HRS)
Paid Chk# 055651	GOPHER STATE ONE-CALL, INC	12/6/2019	$39.15	
Paid Chk# 055652	NICK HAGGENMILLER	12/6/2019	$365.00	CELL PHONE - DECEMBER
Paid Chk# 055653	HAWKINS, INC	12/6/2019	$85.00	
Paid Chk# 055654	HENNING EXCAVATING	12/6/2019	$9,563.00	HAYWOOD VALVE REPAIR
Paid Chk# 055655	HERALD JOURNAL PUBLISHING	12/6/2019	$241.65	NOTICE OF ORDERLY ANNEXATION V
Paid Chk# 055656	ISD #2687	12/6/2019	$400.00	BROADCASTING CLUB
Paid Chk# 055657	JOE'S SPORT SHOP	12/6/2019	$788.01	
Paid Chk# 055658	JOHNSON BROTHERS LIQUOR C	12/6/2019	$383.00	
Paid Chk# 055659	TIMOTHY KOSEK	12/6/2019	$13.01	
Paid Chk# 055660	MYRA LAWAY	12/6/2019	$65.00	CELL PHONE - DECEMBER
Paid Chk# 055661	LOCHER BROS, INC	12/6/2019	$2,706.80	
Paid Chk# 055662	M & T REPAIR LLC	12/6/2019	$2,247.00	
Paid Chk# 055663	MARCO TECHNOLOGIES LLC	12/6/2019	$400.80	
Paid Chk# 055664	MEDIACOM LLC	12/6/2019	$156.90	
Paid Chk# 055665	MUMFORD SANITATION	12/6/2019	$400.00	Fall Clean Up 2019
Paid Chk# 055666	ALLAN MUNSON	12/6/2019	$57.42	TRAVEL REIMBURSEMENT/MEETINGS
Paid Chk# 055667	NAPA AUTO PARTS COKATO	12/6/2019	$243.71	
Paid Chk# 055668	NELSON ELECTRIC MOTOR REP	12/6/2019	$4,500.00	
Paid Chk# 055669	CLAYTON PRESTIDGE	12/6/2019	$65.00	CELL PHONE - DECEMBER
Paid Chk# 055670	RED BULL DISTRIBUTION CO, IN	12/6/2019	$49.00	
Paid Chk# 055671	US BANK	12/6/2019	$500.00	
Paid Chk# 055672	WASTEWATER COMMISSION	12/6/2019	$15,714.51	5432 IMHOFF AVE SW
Paid Chk# 055673	WRIGHT COUNTY JOURNAL PR	12/6/2019	$78.49	
Paid Chk# 055674	XCEL ENERGY	12/6/2019	$746.52	
Paid Chk# 055675	ZIEGLER INC	12/6/2019	$1,959.07	
Paid Chk# 055676	ZWILLING, TROY	12/6/2019	$65.00	CELL PHONE - DECEMBER
Paid Chk# 055677	BELLBOY CORPORATION	12/12/2019	$1,227.00	
Paid Chk# 055678	BRASS FOUNDRY BREWING CO	12/12/2019	$138.48	
Paid Chk# 055679	CAPITOL BEVERAGE SALES	12/12/2019	$7,001.69	
Paid Chk# 055680	FORSMAN PROPERTIES, LLC	12/12/2019	$125,851.75	2nd Half Pay 2019
Paid Chk# 055681	JOHNSON BROTHERS LIQUOR C	12/12/2019	$339.92	
Paid Chk# 055682	PHILLIPS WINE & SPIRITS	12/12/2019	$964.46	
Paid Chk# 055683	THE LODGE OF HOWARD LAKE,	12/12/2019	$11,467.16	2nd Half Pay 2019
Paid Chk# 055684	VINOCOPIA, INC	12/12/2019	$1,156.00	
Paid Chk# 055685	PLUNKETT'S PEST CONTROL	12/12/2019	$141.38	
Paid Chk# 055686	ST. PAUL FESTIVAL	12/12/2019	$475.00	HL Royalty
Paid Chk# 055687	WRIGHT COUNTY AUDITOR TRE	12/12/2019	$1,411.17	Decertification of 15- Casting
Paid Chk# 055688	ADVANCED POWER SERVICES,	12/13/2019	$235.00	
Paid Chk# 055689	CONNIE BROKER	12/13/2019	$32.49	
Paid Chk# 055690	EMERGENCY RESPONSE SOLU	12/13/2019	$10.80	
Paid Chk# 055691	FARM-RITE EQUIPMENT, INC	12/13/2019	$347.98	
Paid Chk# 055692	FINKEN WATER CENTERS	12/13/2019	$5.00	
Paid Chk# 055693	FURTHER	12/13/2019	$4.75	
Paid Chk# 055694	GRANITE ELECTRONICS	12/13/2019	$127.00	
Paid Chk# 055695	HL PIT STOP	12/13/2019	$813.79	
Paid Chk# 055696	BRIAN KITTOCK	12/13/2019	$45.00	Reimbursement
Paid Chk# 055697	LEAGUE OF MINN CITIES	12/13/2019	$2,384.00	LMC Membership Dues
Paid Chk# 055698	MEDIACOM LLC	12/13/2019	$234.90	
Paid Chk# 055699	MENARDS-BUFFALO	12/13/2019	$114.30	

CITY OF HOWARD LAKE

*Check Summary Register©

Cks 12/4/2019 - 1/21/2020

	Name	Check Date	Check Amt	
Paid Chk# 055700	MID-MINNESOTA HOT MIX, INC	12/13/2019	$127.82	
Paid Chk# 055701	MIDWEST FIRE	12/13/2019	$630.00	
Paid Chk# 055702	MIDWEST MACHINERY CO	12/13/2019	$77.49	
Paid Chk# 055703	MN RUSCO	12/13/2019	$61.00	Reimbursement-Blding Permit 19
Paid Chk# 055704	MN VALLEY TESTING LAB	12/13/2019	$27.00	
Paid Chk# 055705	NORTHWEST ASSOC CONSULT	12/13/2019	$472.50	
Paid Chk# 055706	OSBORNE, NICK	12/13/2019	$138.04	Reimbursement Travel
Paid Chk# 055707	POPE DOUGLAS SOLID WASTE	12/13/2019	$245.70	
Paid Chk# 055708	SHORT ELLIOTT HENDRICKSON,	12/13/2019	$139.20	
Paid Chk# 055709	SPANIER GROUP LLC	12/13/2019	$1,867.48	Granite Coasters
Paid Chk# 055710	WESTWOOD PROESSIONAL SE	12/13/2019	$1,680.00	
Paid Chk# 055711	WRIGHT COUNTY MAYOR'S ASS	12/13/2019	$200.00	City of Howard Lake
Paid Chk# 055712	XCEL ENERGY	12/13/2019	$4,052.82	
Paid Chk# 055713	A.H. HERMEL COMPANY	12/18/2019	$143.97	
Paid Chk# 055714	AMERICAN SOLUTIONS FOR BU	12/18/2019	$65.14	
Paid Chk# 055715	ARCTIC GLACIER ICE, INC	12/18/2019	$49.51	
Paid Chk# 055716	BOLTON & MENK, INC	12/18/2019	$350.00	
Paid Chk# 055717	BREAKTHRU BEVERAGE	12/18/2019	$3,185.65	
Paid Chk# 055718	DAHLHEIMER BEVERAGE, LLC	12/18/2019	$7,034.10	
Paid Chk# 055719	THOMAS GOEPFERT	12/18/2019	$52.98	3 HRS SNOW REMOVAL
Paid Chk# 055720	BARBARA GUENIGSMAN	12/18/2019	$50.00	2018 Meetings (P&Z/Parks)
Paid Chk# 055721	HOWARD LAKE FIRE EQUIP FUN	12/18/2019	$47,734.99	Howard Lake Fire Equip Fund
Paid Chk# 055722	HOWARD LAKE TIRE & AUTO	12/18/2019	$1,767.03	PARADE FLOAT
Paid Chk# 055723	JOE'S SPORT SHOP	12/18/2019	$1,337.32	
Paid Chk# 055724	JOHNSON BROTHERS LIQUOR C	12/18/2019	$812.24	
Paid Chk# 055725	JOSEPH MULLIN TRUCKING, INC	12/18/2019	$486.00	TICKET#40587
Paid Chk# 055726	MYRA LAWAY	12/18/2019	$10.36	REIMBURSEMENT
Paid Chk# 055727	LOCHER BROS, INC	12/18/2019	$3,797.50	
Paid Chk# 055728	LONG, EMILY	12/18/2019	$25.00	2018 Meetings (P&Z/Parks)
Paid Chk# 055729	MARCO TECHNOLOGIES LLC	12/18/2019	$188.27	
Paid Chk# 055730	MEDIACOM LLC	12/18/2019	$11.27	
Paid Chk# 055731	MIDWEST MACHINERY CO	12/18/2019	$676.15	
Paid Chk# 055732	MN PEIP	12/18/2019	$11,565.43	
Paid Chk# 055733	MULLIN TRUCKING, INC	12/18/2019	$513.00	TICKET# 118407
Paid Chk# 055734	MUMFORD SANITATION	12/18/2019	$4,466.83	FALL CLEAN UP 2019
Paid Chk# 055735	PHILLIPS WINE & SPIRITS	12/18/2019	$571.43	
Paid Chk# 055736	SOUTHERN GLAZER WINE & SPI	12/18/2019	$1,284.92	
Paid Chk# 055737	WRIGHT HENNEPIN ELECTRIC	12/18/2019	$712.00	
Paid Chk# 055738	ZANDER, SHARI	12/18/2019	$55.88	REIMBURSEMENT
Paid Chk# 055739	HOWARD LAKE POSTMASTER	12/23/2019	$265.30	Utility Billing -December
Paid Chk# 055740	A.H. HERMEL COMPANY	12/31/2019	$418.28	
Paid Chk# 055741	BELLBOY CORPORATION	12/31/2019	$200.46	
Paid Chk# 055742	BOLTON & MENK, INC	12/31/2019	$6,865.00	
Paid Chk# 055743	BRASS FOUNDRY BREWING CO	12/31/2019	$138.48	
Paid Chk# 055744	C & L DISTRIBUTING	12/31/2019	$399.80	Beer
Paid Chk# 055745	CAPITOL BEVERAGE SALES	12/31/2019	$4,960.90	Credit
Paid Chk# 055746	CENTERPOINT ENERGY	12/31/2019	$1,306.58	
Paid Chk# 055747	CENTRAL FIRE PROTECTION, IN	12/31/2019	$453.00	
Paid Chk# 055748	CUB FOODS	12/31/2019	$214.55	City of Howard Lake
Paid Chk# 055749	DAHLHEIMER BEVERAGE, LLC	12/31/2019	$845.62	
Paid Chk# 055750	DAILEY DATA & ASSOCIATES, IN	12/31/2019	$450.00	Inventory Scanner
Paid Chk# 055751	EARTHLINK INC	12/31/2019	$11.95	
Paid Chk# 055752	HOWARD LAKE FOODS	12/31/2019	$9.29	
Paid Chk# 055753	JOHNSON BROTHERS LIQUOR C	12/31/2019	$210.38	
Paid Chk# 055754	JOSEPH MULLIN TRUCKING, INC	12/31/2019	$432.00	Ticket #40588
Paid Chk# 055755	LARSON, DOUG AND JULIE	12/31/2019	$33.62	Reimbursement Utilities-270 Or

CITY OF HOWARD LAKE

*Check Summary Register©

Cks 12/4/2019 - 1/21/2020

	Name	Check Date	Check Amt	
Paid Chk# 055756	LOCHER BROS, INC	12/31/2019	$1,626.12	
Paid Chk# 055757	MARCO TECHNOLOGIES LLC	12/31/2019	$35.00	
Paid Chk# 055758	MENARDS-BUFFALO	12/31/2019	$70.07	
Paid Chk# 055759	MILLER, BARB	12/31/2019	$34.94	2019 Inventory LS
Paid Chk# 055760	MILLNER HERITAGE	12/31/2019	$132.00	
Paid Chk# 055761	MN VALLEY TESTING LAB	12/31/2019	$25.00	
Paid Chk# 055762	MPPOA	12/31/2019	$1,564.00	
Paid Chk# 055763	MULLIN TRUCKING, INC	12/31/2019	$432.00	Ticket# 120298
Paid Chk# 055764	MUMFORD SANITATION	12/31/2019	$10,088.85	REFUGE - December
Paid Chk# 055765	MUNSON LAKES NUTRITION	12/31/2019	$238.40	
Paid Chk# 055766	536600-NCPERS GROUP LIFE IN	12/31/2019	$64.00	
Paid Chk# 055767	OFFICE DEPOT	12/31/2019	$93.38	
Paid Chk# 055768	PHILLIPS WINE & SPIRITS	12/31/2019	$332.07	
Paid Chk# 055769	PROCARE	12/31/2019	$750.00	
Paid Chk# 055770	SAFETY TRAIN, INC	12/31/2019	$950.00	Safety Classes 2020
Paid Chk# 055771	SPRINT	12/31/2019	$310.73	
Paid Chk# 055772	T & T SERVICES	12/31/2019	$541.50	
Paid Chk# 055773	TWIN CITY ACOUSTOCS, INC	12/31/2019	$324.18	
Paid Chk# 055774	VINOCOPIA, INC	12/31/2019	$110.75	
Paid Chk# 055775	VISA	12/31/2019	$1,265.44	
Paid Chk# 055776	WASTEWATER COMMISSION	12/31/2019	$11,894.67	October 2019
Paid Chk# 055777	A.H. HERMEL COMPANY	1/9/2020	$188.59	FREIGHT/TAX
Paid Chk# 055778	BELLBOY CORPORATION	1/9/2020	$744.25	
Paid Chk# 055779	BREAKTHRU BEVERAGE	1/9/2020	$48.67	
Paid Chk# 055780	CAPITOL BEVERAGE SALES	1/9/2020	$919.75	
Paid Chk# 055781	CENTERPOINT ENERGY	1/9/2020	$231.50	
Paid Chk# 055782	CENTURYLINK	1/9/2020	$615.51	
Paid Chk# 055783	CINTAS	1/9/2020	$634.29	
Paid Chk# 055784	CITY OF BUFFALO	1/9/2020	$75.00	ACCT# 26-022950-00
Paid Chk# 055785	COKATO PARTS CITY	1/9/2020	$321.12	
Paid Chk# 055786	DAILEY DATA & ASSOCIATES, IN	1/9/2020	$1,600.00	Annual Service Agreement 2020
Paid Chk# 055787	DONAHUE, MEAGAN	1/9/2020	$215.00	TRAVEL JANUARY
Paid Chk# 055788	EASTLING WELDING	1/9/2020	$450.00	
Paid Chk# 055789	FINKEN WATER CENTERS	1/9/2020	$32.60	
Paid Chk# 055790	FLATOUT TIRE SERVICE LLC	1/9/2020	$252.00	
Paid Chk# 055791	GOPHER STATE ONE-CALL, INC	1/9/2020	$16.20	
Paid Chk# 055792	NICK HAGGENMILLER	1/9/2020	$365.00	CAR ALLOWANCE - JANUARY
Paid Chk# 055793	HALVORSON, LANGEMO & PASC	1/9/2020	$2,550.00	
Paid Chk# 055794	HAWKINS, INC	1/9/2020	$110.00	
Paid Chk# 055795	HL PIT STOP	1/9/2020	$739.89	
Paid Chk# 055796	HOWARD LAKE FOODS	1/9/2020	$27.63	
Paid Chk# 055797	HOWARD LAKE POSTMASTER	1/9/2020	$1,250.10	ENVELOPES - POSTAGE PAID
Paid Chk# 055798	JOE'S SPORT SHOP	1/9/2020	$693.70	
Paid Chk# 055799	MYRA LAWAY	1/9/2020	$146.58	CELL PHONE JANUARY
Paid Chk# 055800	LOCHER BROS, INC	1/9/2020	$1,569.90	
Paid Chk# 055801	CRAIG LOEBERTMANN	1/9/2020	$250.00	2020 CIVIL DEFENCE COORDINATOR
Paid Chk# 055802	MARCO TECHNOLOGIES LLC	1/9/2020	$432.40	
Paid Chk# 055803	MEDIACOM LLC	1/9/2020	$156.90	
Paid Chk# 055804	METRO WEST INSPECTION SER	1/9/2020	$1,973.39	
Paid Chk# 055805	MN PUBLIC FACILITIES AUTHOR	1/9/2020	$29,159.03	PFA 2011 BOND (SEWER)
Paid Chk# 055806	MN VALLEY TESTING LAB	1/9/2020	$27.00	
Paid Chk# 055807	NAPA AUTO PARTS COKATO	1/9/2020	$69.99	
Paid Chk# 055808	NELSON ELECTRIC MOTOR REP	1/9/2020	$250.00	
Paid Chk# 055809	NORTHLAND TRUST SERVICES,	1/9/2020	$285,475.00	Series 2014A
Paid Chk# 055810	OFFICE DEPOT	1/9/2020	$57.95	
Paid Chk# 055811	PHILLIPS WINE & SPIRITS	1/9/2020	$572.38	

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Cks 12/4/2019 - 1/21/2020

		Name	Check Date	Check Amt	
Paid Chk#	055812	CLAYTON PRESTIDGE	1/9/2020	$65.00	CELL PHONE - JANUARY
Paid Chk#	055813	SOUTHERN GLAZER WINE & SPI	1/9/2020	$5,149.20	
Paid Chk#	055814	US BANK	1/9/2020	$65,568.34	SERIES 2019A
Paid Chk#	055815	WRIGHT COUNTY AUDITOR TRE	1/9/2020	$163.41	2020 TNT NOTICES
Paid Chk#	055816	XCEL ENERGY	1/9/2020	$1,797.59	
Paid Chk#	055817	ZIEGLER INC	1/9/2020	$168.51	
Paid Chk#	055818	ZWILLING, TROY	1/9/2020	$65.00	CELL PHONE - JANUARY
Paid Chk#	055819	A.H. HERMEL COMPANY	1/13/2020	$62.10	
Paid Chk#	055820	ACTIVE 911 INC	1/13/2020	$54.75	
Paid Chk#	055821	ALEX AIR APPARATUS, INC	1/13/2020	$191.45	
Paid Chk#	055822	BREAKTHRU BEVERAGE	1/13/2020	$4,346.92	
Paid Chk#	055823	CAPITOL BEVERAGE SALES	1/13/2020	$1,709.14	
Paid Chk#	055824	DAHLHEIMER BEVERAGE, LLC	1/13/2020	$1,669.84	
Paid Chk#	055825	DIGITAL LAKE INC	1/13/2020	$391.13	
Paid Chk#	055826	JACOB DRUSCH	1/13/2020	$42.73	REIMBURSEMENT
Paid Chk#	055827	EMERGENCY RESPONSE SOLU	1/13/2020	$7,064.96	
Paid Chk#	055828	GRANITE ELECTRONICS	1/13/2020	$5,363.64	
Paid Chk#	055829	JOHNSON BROTHERS LIQUOR C	1/13/2020	$9,601.17	
Paid Chk#	055830	JOSEPH MULLIN TRUCKING, INC	1/13/2020	$432.00	TICKET 44276
Paid Chk#	055831	LOCHER BROS, INC	1/13/2020	$1,619.30	CREDIT
Paid Chk#	055832	MARCO TECHNOLOGIES LLC	1/13/2020	$153.27	
Paid Chk#	055833	MCDOWALL COMFORT MANAGE	1/13/2020	$951.71	
Paid Chk#	055834	MEDIACOM LLC	1/13/2020	$246.17	
Paid Chk#	055835	MIDWEST MACHINERY CO	1/13/2020	$44.10	
Paid Chk#	055836	MN PEIP	1/13/2020	$13,112.74	
Paid Chk#	055837	NORTHLAND TRUST SERVICES,	1/13/2020	$495.00	HOWA14A - SERIES 2014A
Paid Chk#	055838	NORTHWEST ASSOC CONSULT	1/13/2020	$453.60	
Paid Chk#	055839	PHILLIPS WINE & SPIRITS	1/13/2020	$2,563.47	
Paid Chk#	055840	RIDGEVIEW CLINICS	1/13/2020	$203.00	
Paid Chk#	055841	THE MARKETPLACE	1/13/2020	$36.14	
Paid Chk#	055842	TOWMASTER	1/13/2020	$306.69	REPLACE CHECK # 55610
Paid Chk#	055843	VINOCOPIA, INC	1/13/2020	$209.50	
Paid Chk#	055844	WINE MERCHANTS	1/13/2020	$573.13	
Paid Chk#	055845	XCEL ENERGY	1/13/2020	$4,548.16	
Paid Chk#	500622E	BOBROWSKE, KEITH	12/6/2019	$46.17	
Paid Chk#	500623E	BOVERHUIS, ANTHONY	12/6/2019	$169.92	
Paid Chk#	500624E	GILBERT, EMMAGENE	12/6/2019	$1,660.41	
Paid Chk#	500625E	HAGGENMILLER, NICHOLAS A	12/6/2019	$2,693.06	
Paid Chk#	500626E	KITTOCK, BRIAN	12/6/2019	$23.09	
Paid Chk#	500627E	KOSEK, TIMOTHY M	12/6/2019	$2,166.57	
Paid Chk#	500628E	KUTZ, KENNETH	12/6/2019	$229.00	
Paid Chk#	500629E	LAWAY, MYRA	12/6/2019	$1,989.26	
Paid Chk#	500630E	MUNSON, ALLAN W.	12/6/2019	$1,154.61	
Paid Chk#	500631E	PETERSON, DAVID T	12/6/2019	$277.05	
Paid Chk#	500632E	SZCZEPANIK, DARIUSZ J	12/6/2019	$1,991.27	
Paid Chk#	500633E	THOMPSON, DAVID G	12/6/2019	$1,840.04	
Paid Chk#	500634E	YAGER, AURORA	12/6/2019	$6,808.03	
Paid Chk#	500635E	YOKIEL, ANDREW J	12/6/2019	$387.98	
Paid Chk#	500636E	ZANDER, SHARI	12/6/2019	$1,136.43	
Paid Chk#	500637E	ANDERSON, ERIC J.	12/6/2019	$3,023.29	
Paid Chk#	500638E	YUNKER, JEAN	12/6/2019	$449.40	
Paid Chk#	500639E	PRESTIDGE, CLAYTON P	12/6/2019	$1,267.07	
Paid Chk#	500640E	ZWILLING, TROY	12/6/2019	$1,855.99	
Paid Chk#	500641E	BERG, TIMOTHY W	12/6/2019	$23.09	
Paid Chk#	500642E	FIE, KYLEE	12/6/2019	$34.61	
Paid Chk#	500643E	MCALPINE, DEBRA-ANN	12/6/2019	$183.67	

CITY OF HOWARD LAKE

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Cks 12/4/2019 - 1/21/2020

Name	Check Date	Check Amt
Paid Chk# 500644E BOVERHUIS, ANTHONY	12/20/2019	$173.81
Paid Chk# 500645E HAGGENMILLER, NICHOLAS A	12/20/2019	$2,693.06
Paid Chk# 500646E KOSEK, TIMOTHY M	12/20/2019	$1,755.09
Paid Chk# 500647E LAWAY, MYRA	12/20/2019	$1,689.86
Paid Chk# 500648E SZCZEPANIK, DARIUSZ J	12/20/2019	$1,588.36
Paid Chk# 500649E THOMPSON, DAVID G	12/20/2019	$1,840.04
Paid Chk# 500650E THOMPSON, KYLE	12/20/2019	$495.12
Paid Chk# 500651E ZANDER, SHARI	12/20/2019	$1,325.72
Paid Chk# 500652E ANDERSON, ERIC J.	12/20/2019	$1,969.72
Paid Chk# 500653E YUNKER, JEAN	12/20/2019	$557.34
Paid Chk# 500654E PRESTIDGE, CLAYTON P	12/20/2019	$1,178.30
Paid Chk# 500655E ZWILLING, TROY	12/20/2019	$1,820.50
Paid Chk# 500656E FIE, KYLEE	12/20/2019	$78.44
Paid Chk# 500657E MCALPINE, DEBRA-ANN	12/20/2019	$238.26
Paid Chk# 500658E HAGGENMILLER, NICHOLAS A	1/3/2020	$2,737.03
Paid Chk# 500659E KOSEK, TIMOTHY M	1/3/2020	$1,750.89
Paid Chk# 500660E KUTZ, KENNETH	1/3/2020	$423.99
Paid Chk# 500661E LAWAY, MYRA	1/3/2020	$1,716.92
Paid Chk# 500662E SZCZEPANIK, DARIUSZ J	1/3/2020	$1,608.86
Paid Chk# 500663E THOMPSON, DAVID G	1/3/2020	$1,866.81
Paid Chk# 500664E ZANDER, SHARI	1/3/2020	$1,006.18
Paid Chk# 500665E ANDERSON, ERIC J.	1/3/2020	$1,989.45
Paid Chk# 500666E YUNKER, JEAN	1/3/2020	$542.21
Paid Chk# 500667E PRESTIDGE, CLAYTON P	1/3/2020	$1,284.78
Paid Chk# 500668E ZWILLING, TROY	1/3/2020	$1,747.89
Paid Chk# 500669E FIE, KYLEE	1/3/2020	$54.16
Paid Chk# 500670E MCALPINE, DEBRA-ANN	1/3/2020	$217.82
Paid Chk# 500671E HAGGENMILLER, NICHOLAS A	1/17/2020	$2,733.92
Paid Chk# 500672E KITTOCK, BRIAN	1/17/2020	$243.42
Paid Chk# 500673E KOSEK, TIMOTHY M	1/17/2020	$1,695.87
Paid Chk# 500674E KUTZ, KENNETH	1/17/2020	$187.56
Paid Chk# 500675E LAWAY, MYRA	1/17/2020	$1,720.70
Paid Chk# 500676E MCDONALD, MEGAN S	1/17/2020	$178.61
Paid Chk# 500677E PETERSON, DAVID T	1/17/2020	$554.10
Paid Chk# 500678E STUEVEN, MARK J	1/17/2020	$92.35
Paid Chk# 500679E SZCZEPANIK, DARIUSZ J	1/17/2020	$1,546.94
Paid Chk# 500680E THOMPSON, DAVID G	1/17/2020	$1,790.29
Paid Chk# 500681E THOMPSON, KYLE	1/17/2020	$360.81
Paid Chk# 500682E YOKIEL, ANDREW J	1/17/2020	$715.24
Paid Chk# 500683E ZANDER, SHARI	1/17/2020	$1,275.97
Paid Chk# 500684E ANDERSON, ERIC J.	1/17/2020	$2,096.86
Paid Chk# 500685E DONAHUE, MEAGAN	1/17/2020	$944.64
Paid Chk# 500686E YUNKER, JEAN	1/17/2020	$472.44
Paid Chk# 500687E PRESTIDGE, CLAYTON P	1/17/2020	$1,280.74
Paid Chk# 500688E ZWILLING, TROY	1/17/2020	$1,629.87
Paid Chk# 500689E BERG, TIMOTHY W	1/17/2020	$69.26
Paid Chk# 500690E FIE, KYLEE	1/17/2020	$40.02
Paid Chk# 500691E MCALPINE, DEBRA-ANN	1/17/2020	$253.27
	Total Checks	$1,746,484.10

CITY OF HOWARD LAKE

*Check Summary Register©

Cks 12/4/2019 - 1/21/2020

	Name	Check Date	Check Amt	
1012 CAB - AMBULANCE				
Paid Chk# 005558	CITY OF HOWARD LAKE	12/10/2019	$3,475.00	
Paid Chk# 005559	CENTRAL MCGOWAN, INC	12/10/2019	$25.77	
Paid Chk# 005560	MEDICS TRAINING, INC	12/10/2019	$575.00	
Paid Chk# 005561	KEAVENY PHARMACY	12/10/2019	$197.13	
Paid Chk# 005562	ALLINA HEALTH EMS	12/10/2019	$200.00	
Paid Chk# 005563	JOE'S SPORT SHOP	12/10/2019	$473.13	
Paid Chk# 005564	RIDGEVIEW CLINICS	12/10/2019	$361.00	
Paid Chk# 005565	BOUNDTREE MEDICAL	12/10/2019	$766.40	
Paid Chk# 005600	AMERICAN SOLUTIONS FOR BU	12/26/2019	$167.70	CHECK ORDER
Paid Chk# 005601	BOUNDTREE MEDICAL	1/13/2020	$154.38	
Paid Chk# 005602	CENTRAL MCGOWAN, INC	1/13/2020	$26.63	
Paid Chk# 005603	CITY OF HOWARD LAKE	1/13/2020	$5,175.00	WAGES
Paid Chk# 005604	GREATER MN COMMUNICATION	1/13/2020	$280.40	
Paid Chk# 005605	HOWARD LAKE TIRE & AUTO	1/13/2020	$392.32	
Paid Chk# 005606	JERRY'S TRANSMISSIONS SERV	1/13/2020	$67.24	
Paid Chk# 005607	KEAVENY PHARMACY	1/13/2020	$1,031.43	ACCT # 33675
Paid Chk# 005608	RIDGEVIEW MEDICAL CENTER	1/13/2020	$800.00	
Paid Chk# 005609	VIKING SIGNS, INC	1/13/2020	$161.06	
Paid Chk# 005610	ANDREW YOKIEL	1/13/2020	$68.77	Reimbursement
		Total Checks	$14,398.36	

HOWARD LAKE CITY COUNCIL MEETING

JANUARY 21, 2020

AGENDA ITEM: Consider Tort Liability Waiver for League of Minnesota Cities Insurance Trust Policy

SECTION: Consent

FROM: Nick Haggenmiller, City Administrator
Meagan Donahue, Assistant City Administrator

BACKGROUND: Annually, the council must decide if it wishes to not waive the city's salutatory tort limits for liability coverages.

COMMENTS: By <u>not</u> waiving our statutory tort limits, we are telling LMCIT that any claims where limits of liability apply will be governed by those limits. $500,000 per person | $1.5 Million of liability coverage.

FINANCIAL IMPACT: Open

LEGAL: This action is recommended by both legal counsel and insurance representation.

STAFF RECOMMENDATION: As in previous years, it is recommended that the city continues the practice of NOT waiving our statutory tort limits.

ATTACHMENTS:
1. LMC Form

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than $500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to $1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.

- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to $2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is $2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to $2,000,000, regardless of the number of claimants.

- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name:

____

Check one:

☐ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: ____

Signature:___________________________ Position: _____________________________

HOWARD LAKE CITY COUNCIL MEETING

January 21, 2020

AGENDA ITEM: Consider 2020 Meeting Schedule

SECTION: Consent

FROM: Nick Haggenmiller, City Administrator
Meagan Donahue, Assistant City Administrator

BACKGROUND: Annually, part of the regular organizational matters of the City, council approves the date and time of regularly scheduled council meetings. The attached meeting schedule maintains once per month council meetings to be held the third Tuesday at 7:00 pm at Howard Lake City Hall. In the event of special circumstances such as holidays, elections etc. adjustments have been made.

The Parks & Planning Commission will hold their next meeting on Wednesday, February 5th to discuss meeting dates for the remainder of 2020.

DECISION MAKING METRICS:
FINANCIAL: This has no direct financial impact. Council compensation would remain the same on an annual basis regardless of changes made to the meeting schedule.

LEGAL: Council is required to adopt proposed meeting dates. Any special meetings or deviations require special notice to be in compliance with Open Meeting Law.

STRATEGIC PLAN: Sustain and Enhance Community Traditions

STAFF RECOMMENTAION: Approve the 2020 Meeting Dates as presented.

ALTERNATIVE OPTIONS: Open

ATTACHMENTS:
1. Proposed 2020 Meeting Schedule

City of Howard Lake
2020 Meeting Dates

City Council

January 21, 2020

February 18, 2020

March 17, 2020

April 21, 2020

May 19, 2020

June 16, 2020

July 21, 2020

August 18, 2020

September 15, 2020

October 20, 2020

November 17, 2020

December 8, 2020

Unless otherwise noted, meetings are held at Howard Lake City Hall, 625 8th Ave, City Council at 7:00pm and Planning & Park Commission at 6:00pm in the Council Chambers

*All HRA or EDA meetings are held based on need.

**The Board of Review, Truth-in-taxation Hearing and all Special Meetings are scheduled separately by the City Council

***Parks and Planning Commission meetings may hold special meetings as needed to accommodate development applications. Parks and Planning Commission meetings may be cancelled due to lack of agenda items. Please contact the City Administrator to be on a Parks and Planning Commission agenda.

HOWARD LAKE CITY COUNCIL MEETING

JANUARY 21, 2020

AGENDA ITEM: Consider the Approval of Election Judges for 2020

SECTION: Consent

FROM: Nick Haggenmiller, City Administrator
Meagan Donahue, Assistant City Administrator

BACKGROUND: The City Council appoints election judges. These appointments must be made and submitted to the State of Minnesota by July.

COMMENTS: The following individuals have been identified as proposed election judges for the PNP Primary on March 3, 2020.

Jean Schmidt
Traci Drake
Barb Guenigsman
Wanda Werner
Mary Dongoski

OPTIONS: Council may approve, deny or modify in part.

FINANCIAL IMPACT: Election judges are compensated as well as provided meals and snacks during the Election Day itself. These are budgeted expenses.

LEGAL ISSUES: The list of election judges must be submitted to the State of Minnesota.

STAFF RECOMMENDATION: Approve the individuals listed as presented as election judges for the year 2020.

ATTACHMENTS: N/A

HOWARD LAKE CITY COUNCIL MEETING

JANUARY 21, 2020

AGENDA ITEM: Consider 2020 Appointments & Designations

SECTION: Consent

FROM: Nick Haggenmiller, City Administrator
Meagan Donahue, Assistant City Administrator

BACKGROUND: Annually, the City Council review various organizational matters and makes appointments and designations for the year. There should be discussion if there is any interest oi Committee reassignments.

ALTERNATIVE OPTIONS: Open

FINANCIAL: N/A

LEGAL: N/A

STAFF RECOMMENDATION: Discuss

ATTACHMENTS:

1. Proposed 2020 Assignments

CITY OF HOWARD LAKE
2020 BOARD, COMMISSION, COMMITTEE ASSIGNMENTS

Acting Mayor
P. Zimmerman

2nd ACTING MAYOR
G. Gilbert

ECONOMIC DEVELOPMENT AUTHORITY
Full Council

HOUSING REDEVELOPMENT AUTHORITY
Full Council

PARK & PLANNING COMMISSION
J. Schmidt, V. Kleve, G. Gilbert, J. Deiter, K. Huff, A. Debnar, E. Long

LIQUOR COMMISSION
T. Kutz, P. Zimmerman

CABLE/PUBLIC ACCESS COMMISSION
M. Marketon, K. Kubasch, T. Kutz

WASTEWATER COMMISSION
P. Zimmerman, J. Deiter

COMMUNITY DEVELOPMENT COMMITTEE
P. Zimmerman, A. Munson

PUBLIC SAFETY COMMITTEE
T. Kutz, J. Deiter

INTERGOVERNMENTAL COMMITTEE
P. Zimmerman, T. Kutz

FINANCE COMMITTEE
G. Gilbert, P. Zimmerman

PERSONNEL COMMITTEE
P. Zimmerman, A. Munson

CITY ADMINISTRATOR/CLERK
N. Haggenmiller

CITY TREASURER
S. Zander

ACTING CITY ADMINISTRATOR
M. Donahue

CITY ATTORNEY
Halverson, Langemo & Paschke (Criminal)
Couri & Ruppe (Civil)
Mary Ippel (Bond)

CITY ENGINEER
Bolton and Menk Incorporated

CITY PLANNER
Northwest Associated Consultant Planners

PUBLIC FINANCE ADVISOR
David Drown & Associates

BUILDING OFFICIAL
Metro West Inspection Services

HEALTH OFFICER
Ridgeview Medical Center

CIVIL DEFENSE DIRECTOR
Craig Loebertmann

OFFICIAL WEBSITE
www.howard-lake.mn.us

OFFICIAL PUBLIC ACCESS CHANNEL
PACT 10

OFFICIAL NEWSPAPER
Herald Journal Publishing

OFFICIAL DEPOSITORIES
Citizen's Alliance Bank
Citizen's Alliance Bank of Clara City
4M Fund

HOWARD LAKE CITY COUNCIL MEETING

JANUARY 21, 2020

AGENDA ITEM: Consider Adopting 2020 Fee Schedule

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: Many of fees and charges are proposed to remain unchanged for 2020.

Fee Additions Include:
Garbage Service Changes there will be a fee of $15.00.
Administrative citations – 1st offense $25, 2nd offense (and each after) $100.

Fee Changes Include:
City Wide Clean Up Rates – Major Appliances will now be $10.00/each; Monitors/tube TVs will now be $25.00/each; Couches will now be $20.00/each; tires will now be $5.00/each; Mattress or box spring will now be $30.00/each.

Business License Fees
Currently by ordinance, the City charges for various business licenses including bowling alley, licensing of billiard tables and has references to 3.2 Liquor Sales. These items are or soon will become outdated. Very likely, a change to license ALL businesses will be made under a generic business license. Additionally, liquor terms and prices will be updated to reflect current liquor sales and laws.

ALTERNATIVE OPTIONS: Discussion

FINANCIAL: Open.

STAFF RECOMMENDATION: Approve the 2020 Fees and Charges Schedule as presented.

ATTACHMENTS:
1. Proposed 2020 Fee Schedule

City of Howard Lake 2020 Fee Schedule

ADMINISTRATIVE	*FEE*	*DESCRIPTION AND/OR ESCROW*
Copies	$0.25	per page
Video/DVD Copy	$20.00	
Special Assessment Search	$25.00	
Police Reports	$0.25	per page
Special Meetings	$175.00	each for City Council or P & Z
Send or Receive Faxes- Any Number	$2.00	
Copy of Zoning Ordinance	$35.00	.25 per page for text only
Copy of Zoning Map	$2.00	color
Copy of Land Use Map	$2.00	color
Copy of Subdivision Ordinance	$35.00	$.25 per page for text only
Copy of Comprehensive Plan	$50.00	$.25 per page for text only
City Map	$5.00	color
Adult Use License Fee	$2,000.00	(See Adult Use Ordinance)
Background Check Fee	$500.00	(See Adult Use Ordinance)
Dog/Cat License	$5.00	
Chicken License	$25.00	Initial License Application
	$10.00	Annual Renewal
Cigarette (Tobacco) License	$50.00	
Licensing of Bowling Alley	$10.00	per lane
Licensing of Billiard Tables	$10.00	
Licensing of Public Dances		Determined by Council
Licensing of Electronic Machines	$5.00	
Lic. Of Mech. Music Machines	$5.00	
Licensing of Peddlers & Solicitors	$100.00	
Licensing of Transient Peddlers	$15.00	1 day
	$25.00	1 week
	$75.00	1 month
Data & FOIA Requests	$0.25	B&W Copies (Per Page)
	$1.00	Color (per page)
	$50.00	Staff Time (Per Hour)
Special Vehicle Permit	$10.00	per vehicle
Administrative Citation	$25.00	1st citation
	$100.00	2nd & additional citations
H.L. PROPERTY RENTAL	*FEE*	*DESCRIPTION AND/OR ESCROW*
Community Room	$50.00	6 hours or less
	$100.00	more than 6 hours
Memorial Park or Lions Park Pavilion	$50.00	6 hours or less
BUILDING INSPECTIONS	*FEE*	*DESCRIPTION AND/OR ESCROW*
Single Family Residential Rental Certification	$100.00	Initial Registration & Initial Inspection
	$50.00	Renewal (3 years)
Multi-Family Residential Rental Certification	$100.00	Initial Registration & Initial Inspection + $10/unit over 4
	$50.00	Renewal (3 years) +$10 /unit over 4 units
Commercial/Non Maintenance Residential	*FEE*	*DESCRIPTION AND/OR ESCROW*
Plumbing Permit	$5.00	Per fixture, minimum of $40
HVAC/General Mechanical	$61.00	Per Unit
Window Replacement	$61.00	Flat Fee regardless of number of windows installed
Siding Replacement	$61.00	
Roofing Permit	$61.00	
Misc./Unclassified Inspections	$61.00	
Curb & Gutter Permit	$60.00	
Driveway Permit	$1,000.00	

BUILDING INSPECTIONS	*FEE*	*DESCRIPTION AND/OR ESCROW*
Valuation Based Building Permits		
New Construction/Additions/Remodels	TBD	1985 UBC Fee Schedule
Sheds (larger than 120 sq. ft.)	TBD	1985 UBC Fee Schedule
Decks	TBD	1985 UBC Fee Schedule
Garages	TBD	1985 UBC Fee Schedule
Basement Finishes	TBD	1985 UBC Fee Schedule
Fire Suppression Systems	TBD	1985 UBC Fee Schedule
Other Building Permits	TBD	1985 UBC Fee Schedule

PLANNING AND ZONING	*FEE*	*DESCRIPTION AND/OR ESCROW*
APPLICATIONS		
Sign Permit	$60.00	
Administrative Permit	$50.00	$250
Fence Permit	$60.00	
Sheds (less than 120 square feet)	$60.00	
Right of Way Permit	$60.00	$2,000 Escrow
Interim Use Fee	$75.00	$500
Annexation by Ordinance Fee	$200.00	Plus Legal Fees & State Filing Fees
Orderly Annexation Fee		To be determined by the City Council
Land Use Plan Amendment	$300.00	$2,000
Rezoning	$200.00	$1,000
Zoning Text Amendment	$200.00	$1,000
Site Plan Review	$200.00	$500
Conditional Use Permit	$150.00	$500
PLANNED UNIT DEVELOPMENT		
General Plan	$300.00	$1,000
Final Plan	$300.00	$1,000
Amendments	$250.00	$1,000
SUBDIVISION		
Minor (3 or less lots)	$100.00	
Preliminary Plat	$400.00	Plus $10/per lot 0 - 40 Acres
Final Plat	$400.00	Plus $10/per lot 41 - 80 Acres
Street/Alley Vacation	$100.00	Plus Legal Fees
Utility Feasibility Study		Determined by Engineer
Street Damage Deposit	$1,000.00	
Parkland Dedication		10% land or 10% land value
TIF District Modification	$6,000.00	
Grading Permit	$100.00	
		SUBDIVISION ESCROWS = 1-9 $1000.00
		10-50 $3000.00
		51 plus $5000.00
VARIANCES		
Residential	$75.00	$500
Commercial & Industrial	$75.00	$500

UTILITY HOOK UP CHARGES	*FEE*	*DESCRIPTION AND/OR ESCROW*
Sewer Inspection Fee	$30.00	
Water Inspection Fee	$30.00	
Water Meter (NEW)	$90.00	
Water Meter (REPLACEMENT)	$90.00	
Water Connection or Turn On Water	$32.00	
Water Disconnection or Turn Off Water	$32.00	
Sewer Access Charge (RES.)	$4,491.00	
Water Access Charge (RES.)	$3,080.00	
Sewer Access Charge (Comm./Ind.)	$4,491.00	times residential equivalency
Water Access Charge (Comm./Ind.)	$3,080.00	times residential equivalency
Sanitary Sewer Trunk Fee	$4,082.00	per Acre
Water Main Area Fee	$2,711.00	per Acre
Storm Sewer Area Fee	$500.00	per Acre
Meter Bypass Fine	$200.00	
Water Ban Violation	$100.00	
City Staff Meter or Utility Inspection	$25.00	
No Read Fee (Utility Meter)	$20.00	
Incorrect Meter Read Fine	$0.00	First Offense
	$25.00	Second Offence
	TBD	As afforded by State Statute for Theft of Service
WATER AND SEWER UTILITY RATES	*FEE*	*DESCRIPTION AND/OR ESCROW*
Water	$4.26	per 1000 gallons plus $26.88 base rate
Wastewater Treatment Plant	$7.41	per 1000 gallons
Sewer	$8.87	per 1000 gallons plus $30.87 base rate
MN Testing fee	$0.53	per month
Storm Water	$7.99	per month
GARBAGE/RECYCLING RATES	*FEE*	*DESCRIPTION AND/OR ESCROW*
30 Gallons/Weekly	$10.70	per month
60 Gallons/Weekly	$14.40	per month
90 Gallons/Weekly	$15.80	per month
Biweekly recycling	$2.25	per month
Service Changes	$15.00	
CITY WIDE CLEAN UP RATES (subject to change)	*FEE*	*DESCRIPTION AND/OR ESCROW*
Major Appliances	$10.00	
Appliances with Freon	$10.00	
Electronics	$10.00	
Monitors, Tube TVs	$25.00	
Couches	$20.00	
Small Upholstery/Cushioned Furniture	$5.00	
Tires	$5.00	
Lawnmowers, Bikes, Scrap Metal	Free	
Mattress/Box Spring	$30.00	$30.00/each
POLICE DEPARTMENT FEES	*FEE*	*DESCRIPTION AND/OR ESCROW*
Off Duty Police Officer	$50.00	per hour
Reserve Officer	$20.00	per hour
PUBLIC WORKS	*FEE*	*DESCRIPTION AND/OR ESCROW*
City Staff	$50.00	per person per hour
Small Truck	$50.00	per truck per hour
Pay loader	$100.00	per hour

COMPOST FEES	*FEE*	*DESCRIPTION AND/OR ESCROW*
Annual Permit (RESIDENT)	$0.00	
Annual Permit (NON-RESIDENT)	$20.00	
*******COMMERCIAL*******		
Dump Truck Load - Heavy Wood	$100.00	
Dump Truck Load - Light Wood	$50.00	
Pickup Load	$5.00	
Dumping Fee (BY APPOINTMENT)	$10.00	
PARKING VIOLATIONS	*FEE*	*DESCRIPTION AND/OR ESCROW*
Handicap Zone (MS 169.346.3)	$208.00	
Fire Lane	$35.00	
Snowbird	$35.00	
Blocking Fire Hydrant	$35.00	
No Parking 2AM to 6AM	$15.00	
Other Parking Violations	$35.00	
Vehicle Towing	$150.00	
Storage of Towed Vehicle	$10.00	per day
PUBLIC NUISANCES	*FEE*	*DESCRIPTION AND/OR ESCROW*
Weeds and Blight	$100.00	per hour/per person + any incurred costs to abate
Amplified Sound in Motor Vehicle	$72.00	
Loud Party	$96.00	
Curfew Violations (1st offense only)	$30.00	
Dumping Trash - Small	$68.00	
Dumping Trash - Large	$220.00	
Open Fire Violation	$50.00	
Snowmobile/ATV/Golf Cart Violations	$88.00	
Loose Dog/Cat Fine	$50.00	1st
	$100.00	2nd
	$150.00	3rd
LIQUOR LICENSE FEES	*FEE*	*DESCRIPTION AND/OR ESCROW*
Off Sale 3.2 Malt Liquor	$200.00	
On Sale 3.2 Malt Liquor	$200.00	
On Sale Wine	$200.00	
Off Sale Intoxicating	$200.00	
On Sale Intoxicating	$2,000.00	
License for Set Ups	$150.00	
Sunday Liquor	$200.00	
Temporary On Sale Event	$1,500.00	Unless waived by City Council
EMERGENCY RESPONSE FEES	*FEE*	*DESCRIPTION AND/OR ESCROW*
FIRE		
Engine	$275.00	per hour (up to 4 personnel)
Ladder/Aerial	$275.00	per hour (up to 4 personnel)
Water Tender	$200.00	per hour (up to 2 personnel)
Heavy Rescue/Rescue/Ambulance	$185.00	per hour (up to 2 personnel)
Command Vehicle/Utility Truck/ Grass Truck	$85.00	per hour (up to 2 personnel)
ATV/UTV with water tank	$50.00	per hour (up to 2 personnel)
Extra Personnel	$15.00	per hour/per person

COUNTY-WIDE RESPONSE TEAMS		
Special Response Unit	$500.00	
Fire Investigation Team	$300.00	
PUBLIC WORKS		
Street Sweeper	$100.00	per hour
Tipping Fees	Actual Incurred Costs	
Damages and Expenses	Actual Incurred Costs	

HOWARD LAKE CITY COUNCIL MEETING

JANUARY 21, 2020

AGENDA ITEM: **Consider Setting Enterprise Fund Related Fees & Charges**

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND:

Utility Rate Study/Community to Community Comparisons

Frequently, we hear that a certain community is cheaper for the same services. Comparing Howard Lake's utility rates to other communities is difficult. Cities pay for the same services through several revenue streams including utility rates, special assessments, general fund taxes and special taxing districts. Howard Lake has historically never assessed individual property owners for street projects and only used modest general fund tax dollars to manage expenses associated with utilities which has put most of the burden on monthly utility charges. If a more comprehensive analysis is desired by council, we should pick a standard set of comparable communities and a specified set of standards to measure for the best results. Still, this would be very difficult to provide a quality and consistent comparison.

Extended History

Beginning in 2009 in response to additional treatment mandates and completing significant street and utility improvements, the City experienced about 6 years of dramatic and continuous utility rate increases ranging 2-10% annually.

More Recently

The City has been fortunate to experience modest industrial and residential growth. Over the last three years, we have increased per unit users by about 20% total. This growth has prevented the need to increase rates since 2016. Rates have NOT been changed since 2016. **Rates are NOT proposed to increase in 2020**. Therefore, rates have been stable and unchanged for five years. Any individual experiences with monthly utility increases are related to individual use not rates.

It is noted that while rates are not proposed to increase, at this time (and likely never) will a recommendation be made to lower rates, either. While progress has been made in terms of fund balance stabilization, we anticipate future significant street and utility projects in the next 10 years that will require various forms of financing, including utility rate revenue.

ALTERNATIVE OPTIONS: Discussion

FINANCIAL: Open.

LEGAL: The determination NOT to raise utility increases has been reviewed by the city's financial advisor and in distant part by our auditors and even rating agencies who review fund balances, revenue, expenditures etc.

STAFF RECOMMENDATION: Approve the 2020 Fees and Charges Schedule as presented.

ATTACHMENTS:

1. Resolution Establishing Rates for 2020.

CITY OF HOWARD LAKE
RESOLUTION 20-01

RESOLUTION SETTING 2018 SEWER AND WATER RATES

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Howard Lake, Minnesota, that sewer and water rates effective January 16, 2018 set as follows:

2019 WATER RATES		**2020 WATER RATES**	
Fixed Service Fee	$26.88	Fixed Service Fee	$26.88
Volume Charge	$4.26	Volume Charge	$4.26
2019 SEWER RATES		**2020 SEWER RATES**	
Fixed Service Fee	$30.87	Fixed Service Fee	$30.87
Volume Charge	$8.87	Volume Charge	$8.87
2019 WWTP FEE		**2020 WWTP FEE**	
Volume Charge	$7.41	Volume Charge	$7.41
2019 STORMWATER FEE		**2020 STORMWATER FEE**	
Fixed Service Fee	$7.99	Fixed Service Fee	$7.99

WHEREAS, the wastewater volume charge will be based directly on that month's water usage for all users except residential. The residential customer shall be billed according to Resolution No. 91.006, using the off-season designation.

WHEREAS, the sewer fixed service fee shall be billed to every property or building according to City Ordinance Chapter 10.02, Section 2, Subdivision 1 approved November 20, 2001.

WHEREAS, the water fixed service fee shall be billed to every property or building according to City Ordinance Chapter 10.02, Section 2, Subdivision 1 approved November 20, 2001.

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 21st DAY OF JANUARY 2020.

____
Mayor, Peter Zimmerman

ATTEST:

____
Administrator/Clerk Nick Haggenmiller

HOWARD LAKE CITY COUNCIL MEETING

JANUARY 21, 2020

AGENDA ITEM: Consider Approving 2020 Pay Equity Report

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: The City of Howard Lake is required to submit a pay equity report every three years to the Office of Management and Budget. The last report was in 2017. After reviewing the compliance report, the City of Howard Lake is in compliance with Minnesota regulations.

ALTERNATIVE OPTIONS:

FINANCIAL: N/A

STAFF RECOMMENDATION: Approve the 2020 Pay Equity Report, direct staff to submit to the OMB.

ATTACHMENTS:

1. **Submittal Form to be Executed**

Pay Equity Implementation Report Print Date: 1/17/2020

* DRAFT COPY *

Part A: Jurisdiction Identification

Jurisdiction: Howard Lake
625 - 8th Avenue
P.O. Box 736
Howard Lake MN 55349

Jurisdiction Type: City

Contact: Nick Haggenmiller Phone: (320) 543-3670 E-Mail: cityadmin@howard-lake.mn.us

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Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was: Consultant's System

Description:

The City consulted with David Drown Associated for comp & class in 2018 to create a modified grade step system.

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:

City Hall Bulletin Board
(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

____
(governing body)

____
(chief elected official)

____
(title)

Part C: Total Payroll

[ ]

is the annual payroll for the calendar year just ended December 31.

☐ Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: [ ]

HOWARD LAKE CITY COUNCIL MEETING

JANUARY 21, 2020

AGENDA ITEM: Consider approving holiday/street decoration purchases

SECTION: New Business

FROM: Meagan Donahue, Assistant City Administrator

BACKGROUND: The City has an inventory of holiday decorations dating back to the 1990's. The last significant purchase of decorations occurred in 2014 when the LED ornaments that line Highway 12 were purchased. The existing stock of decorations are showing signs of deterioration and age from heavy sand/salt/snow abuse as well as from general wear and tear associated with installing and off season storage.

Reviewing records, annually the City spends anywhere from $200 to $1,000 on parts and maintenance on our decorations. In 2018, public works staff ordered all new LED lights and repainted ornaments. Additionally, to simply illuminate the pine tree near the Welcome Sign, we expense about $250 annually buying additional lights (related to growth) and to replace old/malfunctioning lights. Despite these efforts, this past holiday season, staff noted more malfunctions. Additionally, we fielded numerous complaints from residents in regards to the general condition and appearance of decorations.

Given the condition and maintenance expense as well as noting that January is a good time to consider the purchase of decorations – staff is bringing forward a request to replace all existing decorations.

Proposed Scope: The City would be looking to purchase 36 pole mounted lights, which would be $11,610 in total. One 22' panel Christmas tree, to replace the pine tree behind the "Welcome to Howard Lake" sign, at $8100. The total cost would be $19,710, not including shipping.

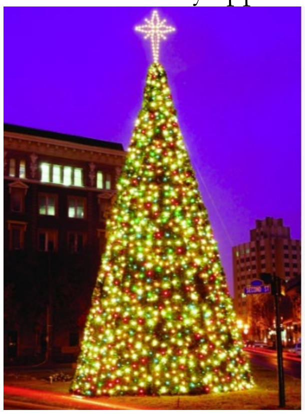
<u>Street Lights</u>
Purchase 36 ornaments which will outfit all decorative street lights on Highway 12 and 8th Avenue as well as provide a small number of extras.

8th Ave

*checking to see if these can be made in all white.

Cost Each: $350/over light tree each X6 **Total: $11,610**
$317/each zig zag poll mounted tree
*Waiting on price for zig zag light poll mounted trees

Welcome Sign/Christmas Tree
The existing pine tree was transplanted and is growing rapidly and at an angle. Decorating it is time consuming, dangerous and expensive. Cutting this tree down and replacing with a self-lit panel tree that is easier to maintain and be more visually appealing.



Cost Each: $5500/18' Tree or
$8100/22' Tree or

Product Selection
Unless otherwise requested or directed, it is not anticipated that council will be asked to make specific decoration selections. Instead, the general criteria will be followed:
- Meet MNDOT & Xcel's size, material and electrical rating.
- White or clear lights on metal fixtures (visibility & durability).
- Simple to identify and secular shapes/designs.
- LED or high efficiency or even non electric.

Additional Notes: The City currently has a large number ornaments in various state of condition that should be sold, donated or otherwise disposed of. We do NOT anticipate to that any revenue received from this to greatly offset the proposed purchase costs, but the greater value is in added storage and organization in already tight facilities.

ALTERNATIVE OPTIONS:

1. The purposed purchases are considered non-essential to core city function. Therefore, council has full discretion to add/delete/indefinitely table the request.

2. Vendors offer the opportunity to rehabilitate existing decorations for a cost slightly less than purchasing new. Staff notes this as an alternative action but does not propose doing so as we have done the same in-house and in a similar manner to limited success.

FINANCIAL: To date, staff has priced out from a couple vendors and sought quotes. The final pricing and terms will depend on quality, quantity purchased etc. Staff is proposing council establish a not-to-exceed amount and base purchase accordingly.

STAFF RECOMMENDATION: Staff recommends a not-to-exceed amount of $25,000.

ATTACHMENTS: N/A