



CITY OF HOWARD LAKE

City Council Meeting

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

TENTATIVE AGENDA JANUARY 19, 2021 – 7:00 pm

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

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

D. COUNCIL MEETING MINUTES

- a. Consider Approving Council Meeting Minutes from the December 8th Council Meeting.

E. CITIZEN INPUT

F. COUNCIL/COMMITTEE REPORT

G. DEPARTMENT REPORTS

- a. Howard Lake Municipal Liquor Financials

H. CONSENT AGENDA

- a. Consider Accepting all Reports & Payment of Claims.
- b. Consider Refusing to Waive the Statutory Tort Liability Limit
- c. Consider 2021 Committee Appointments and Designations.
- d. Consider 2021 Meeting Schedule.
- e. Consider Resolution 21-01 Approving 2021 Utility Enterprise Fees & Charges.
- f. Consider Approving Various Personnel Appointments.

I. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS

J. NEW BUSINESS

- a. Consider Approving 2021 Fees and Charges Schedule.
- b. Consider HVAC Repairs at Historic City Hall.
- c. Consider Approving 2021 Assessment Agreement with Wright County.
- d. Consider Resolution 21-02 Removing Parcel from TIF District 1-20.
- e. Consider Approving RFP for Architectural Services Related to new Library Facility.
- f. Consider Closed Session Pursuant to MS13.D05 to Complete Annual Performance Evaluation of City Administrator.

K. OLD BUSINESS

L. ADMINISTRATOR'S REPORT

M. ADJOURN

January 19 Council Meeting

Tue, Jan 19, 2021 7:00 PM - 8:30 PM (CST)

**Please join my meeting from your computer,
tablet or smartphone.**

<https://global.gotomeeting.com/join/111932101>

You can also dial in using your phone.

United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 111-932-101



CITY OF HOWARD LAKE

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HOWARD LAKE CITY COUNCIL
HOWARD LAKE CITY HALL- 625 8TH AVENUE
December 8, 2020

MEETING MINUTES

COUNCIL PRESENT

Mayor Zimmerman
Tom Kutz
Allan Munson
Gene Gilbert

COUNCIL ABSENT

Jason Deiter

STAFF PRESENT

Nick Haggemiller, City Administrator
Meagan Theisen, Assistant City Administrator
Josh Halvorson, Bolton & Menk
Myra Laway, Howard Lake Wine and Spirits
Jason Swanson, Howard Lake Wine and Spirits

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. APPROVAL OF AGENDA

Haggemiller noted the addition of New Business C, Consider Ordering Plans and Specifications for the CSAH 7 Pedestrian Improvement Project.

Council Member Kutz moved to approve the agenda with the addition of New Business Item C noted above. The motion was seconded by Council Member Gilbert and passed unanimously.

D. APPROVAL OF MINUTES

Council Member moved to approve the Council Meeting Minutes from the November 17, 2020 Regular Council Meeting. The motion was seconded by Council Member Gilbert and passed unanimously.

E. CITIZEN INPUT

No residents addressed the Council.

F. COUNCIL/COMMITTEE REPORT

No Council/Committee Reports.

G. DEPARTMENT REPORTS

No Department Reports.

H. CONSENT AGENDA

a. CONSIDER ACCEPTING ALL REPORTS AND PAYMENT OF CLAIMS

GENERAL FUND	57183-57273	\$303,825.32
PAYROLL	26714-26747, 501129-501179	\$85,272.14
ELECTRONIC	833-842	\$59,275.63
TOTAL		\$448,373.09
AMBULANCE CLAIMS	None	\$0
ELECTRONIC	----	\$0.00
TOTAL		\$0

b. CONSIDER RESOLUTION 20-19 DESIGNATING A POLLING PLACE

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

I. PUBLIC HEARING/PRESENTATION

a. HOWARD LAKE WINE & SPIRITS

Myra Laway, Howard Lake Wine and Spirits Manager, addressed the Council. She shared that HLWS surpassed \$1 Million in sales in 2020. Her plan for 2021 is to fine tune improvements made in 2020 and continue to increase store profits.

Jason Swanson addressed the Council and provided a presentation of liquor store sales and profit analysis.

Council closed the Public Hearing

J. NEW BUSINESS

a. CONSIDER VARIOUS 2021 BUSINESS LICENSE RENEWALS

Theisen presented the staff report. Staff is recommending to waive the licenses fees for on sale liquor and the license fee for bowling lanes due to COVID19 and these businesses being closed most of the year. Staff is recommending to continue to charge the tobacco license fees, since tobacco sales were not affected. The permit process will still be required, we will only be waiving the fees.

Council expressed that they liked this idea to alleviate some financial burdens on the businesses who have already endured so much over the past year.

Council Member Kutz moved to waive the license fees for on sale liquor for 2021. The motion was seconded by Council Member Munson and passed unanimously.

b. CONSIDER ENTERING COOPERATIVE AGREEMENT FOR CSAH 7 TRAIL/WIDENING PROJECT

Haggenmiller presented the staff report, noting the feasibility study has not changed since it was last reviewed by Council. The recommendation is to enter into an agreement with Wright County, but this does not bind us to the project if construction costs increase.

Council Member Munson moved to approve the funding participation and construction agreement with Wright County. The motion was seconded by Council Member Gilbert and passed unanimously.

c. CONSIDER ORDING PLANS AND SPECIFICATION FOR CSAH 7 PEDESTRIAN IMPROVEMENT PROJECT

Haggenmiller presented the staff report, recommending to engage Josh Halvorson with Bolton and Menk to prepare plans and specifications for the proposed CSAH 7 project. Halvorson will also prepare the bid packets for the seals bidding process.

Council Member Kutz moved to authorize Bolton and Menk to prepare plans and specifications for the proposed project. The motion was seconded by Council Member Gilbert and passed unanimously.

d. CONSIDER RESOLUTION 20-20 APPROVING AMENDED DEVELOPMENT AGREEMENT FOR TERNING TRAILS PLAT 4

Haggenmiller presented the staff report. He stated Resolution 20-20 was not yet completed in time for the meeting. Staff is requesting Council to authorize Mayor Zimmerman and Nick Haggenmiller to execute the resolution once it is complete. The purpose of the resolution is to remove the original development agreements.

Council Member Gilbert moved to authorize Mayor Zimmerman and Nick Haggenmiller to execute Resolution 20-20, once completed, to amend development agreements for Terning Trails subdivision.

e. CONSIDER VARIOUS 2021 LEVY & GENERAL FUND BUDGET APPROVALS

i. RESOLUTIONS ADOPTING FINAL 2021 TAX [20-21] & DEBT SERVICE LEVY [20-22]

ii. CONSIDER ADOPTING 2021 GENERAL FUND BUDGET

Haggenmiller provided a review of the 2021 Preliminary Levy figures, as presented at the 6PM TNT meeting earlier in the evening.

Mayor Zimmerman thanked Haggenmiller and all of City staff for maintaining a small increase year over year.

Council Member Gilbert moved to approve Resolution 20-21 Adopting Proposed Property Tax Levy, Collectible in 2021. The motion was seconded by Council Member Munson and passed unanimously.

Council Member Kutz moved to approve Resolution 20-22 Adopting Proposed Debt Service Levy, Collectible in 2021. The motion was seconded by Council Member Gilbert and passed unanimously.

Council Member Munson moved to approve the 2021 Budget. The motion was seconded by Council Member Kutz and passed unanimously.

f. CONSIDER CLOSED SESSION PURSUANT TO MS13.D05 TO CONDUCT ANNUAL PERFORMANCE REVIEW OF THE ADMINISTRATOR

Council opted to table the Performance Review to the January meeting when all Council Members can be present.

K. OLD BUSINESS

None.

L. ADMINISTRATORS REPORT

No Report.

M. ADJOURN

Council Member Kutz motioned to adjourn the meeting at 7:46 pm. The motion was seconded by Council Member Munson and passed unanimously.

Attest – City Administrator/Clerk

Mayor

Howard Lake Wine & Spirits

Profit & Loss Statement

for the period 12/1/2020 to 12/31/2020

SALES	Mnthly Amnt	YTD Amount	Budget	% of Budget	2019 Mnthly Amt	2019 YTD Amt	+/- Pr Yr
Liquor	\$ 37,984	\$ 360,766	\$ 345,000	105%	\$ 22,335	\$ 132,454	\$ 228,312
Beer	\$ 50,415	\$ 613,216	\$ 645,000	95%	\$ 52,007	\$ 281,861	\$ 331,356
Wine	\$ 12,507	\$ 102,412	\$ 95,000	108%	\$ 6,032	\$ 33,133	\$ 69,279
Discounts	\$ (1,484)	\$ (16,276)			\$ (1,260)	\$ (10,755)	\$ (5,521)
Misc(Pop/Mixes/Tobaco)	\$ 1,853	\$ 25,877	\$ 50,000	52%	\$ 2,350	\$ 17,377	\$ 8,500
Non Tax	\$ 809	\$ 17,406			\$ 1,845	\$ 7,272	\$ 10,135
Loyalty Program	\$ (402)	\$ (15,142)	\$ (18,500)	82%	\$ (2,560)	\$ (7,590.00)	\$ (7,552)
On Sale Revenue - SSEC	\$ -	\$ 1,001					
Other Revenue	\$ 23	\$ 190					
TOTAL SALES	\$ 101,706	\$ 1,089,451	\$ 1,116,500	98%	\$ 80,749	\$ 453,751	\$ 634,508
COST OF SALES							
Liquor	\$ (14,052)	\$ 207,345	\$ 226,548	92%	\$ 17,586	\$ 114,412	\$ 92,933
Beer	\$ 43,713	\$ 483,279	\$ 522,391	93%	\$ 38,257	\$ 212,077	\$ 271,202
Wine	\$ (1,638)	\$ 59,929	\$ 58,694	102%	\$ 1,942	\$ 28,876	\$ 31,052
Pop/Mixes/Ice	\$ (173)	\$ 15,589	\$ 22,400	70%	\$ 846	\$ 4,649	\$ 10,940
Tobacco	\$ -	\$ 7,594	\$ 15,519	49%	\$ 1,110	\$ 11,479	\$ (3,885)
Freight	\$ 250	\$ 7,241	\$ 7,000	103%	\$ 361	\$ 2,979	\$ 4,262
TOTAL COST OF SALES	\$ 28,100	\$ 780,978	\$ 852,552		\$ 60,102	\$ 374,473	\$ 406,505
GROSS PROFIT	\$ 73,605	\$ 308,473					
EXPENSES							
Wages/Benefits	\$ 9,035	\$ 140,300	\$ 127,000	110%	\$ 11,667	\$ 78,513	\$ 61,787
Consulting	\$ 700	\$ 7,000	\$ 7,000	100%	\$ -	\$ 2,030	\$ 4,970
Training & Seminars	\$ -	\$ 240	\$ 1,000	24%	\$ -	\$ 785	\$ (545)
Travel	\$ 116	\$ 954	\$ 1,710	56%	\$ 162	\$ 893	\$ 60
Dues & Subscriptions	\$ -	\$ 800	\$ 1,000	80%	\$ -	\$ 130	\$ 670
Cash Short/Over	\$ (27)	\$ 26	\$ -		\$ (50)	\$ 207	\$ (181)
Credit Card Expense	\$ 1,407	\$ 17,706	\$ 14,400	123%	\$ 972	\$ 10,403	\$ 7,303
Insurance	\$ -	\$ 7,739	\$ 7,500	103%	\$ -	\$ 7,442	\$ 297
Repair & Maintenance	\$ -	\$ 1,251	\$ 5,000	25%	\$ -	\$ 1,949	\$ (698)
Computer Supplies/Technology	\$ 1,699	\$ 12,701	\$ 5,000	254%	\$ 270	\$ 8,734	\$ 3,967
Utilities	\$ 689	\$ 8,267	\$ 10,000	83%	\$ 672	\$ 5,469	\$ 2,799
Advertising	\$ 79	\$ 2,118	\$ 5,000	42%	\$ -	\$ 551	\$ 1,567
Misc	\$ 963	\$ 13,602	\$ 10,000	136%	\$ 761	\$ 7,269	\$ 6,333
Depreciation	\$ 625	\$ 7,500	\$ 7,500	100%	\$ 625	\$ 7,500	\$ -
TOTAL EXPENSES	\$ 15,286	\$ 220,205	\$ 202,110	109%	\$ 15,079	\$ 131,876	\$ 88,329
PROFIT/(LOSS)	\$ 58,320	\$ 88,267					

CITY OF HOWARD LAKE CLAIMS
& DONATIONS APPROVED DATE -
January 19, 2021

GENERAL FUND	CHECKS:	57274 - 57447	\$450,068.74
PAYROLL		26748-26780, 501180-501254	74,681.25
ELECTRONIC		843-880	<u>388,167.59</u>
TOTAL			\$912,917.58
AMBULANCE CLMS	CHECKS:	5699-5716	\$19,435.66
ELECTRONIC		9E-13E	\$37.50
TOTAL			\$19,473.16

The following checks were voided when
trying to implement electronic signatures
through Banyon.

57339-57346

57352-57353

57442

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	Name	Check Date	Check Amt	
1010	CITIZEN ALLIANCE			
843e	AUTHNET GATEWAY BILLING	12/8/2020	\$20.12	
844e	EPS	12/8/2020	\$49.00	
845e	HEARTLAND PYMT SERVICES	12/8/2020	\$1,333.10	
846e	RADIANT SYSTEMS	12/8/2020	\$157.28	
847e	TRANSFIRST	12/8/2020	\$53.25	
848e	LS WEEKEND CASH	12/8/2020	\$1,500.00	
849e	TRANSFIRST	12/9/2020	\$24.45	
850e	VAN IWAARDEN ASSOCIATES	12/9/2020	\$1,325.00	GASB 67-78 Pension Accting Report
851e	CITIZENS ALLIANCE BANK	12/9/2020	\$30.00	ACH Origination Fee October
852e	PSN	12/9/2020	\$703.76	
853e	CITIZENS ALLIANCE BANK	12/9/2020	\$50.00	Safe Deposit Annual Fee
854e	PSN	12/15/2020	\$766.25	
855e	CITIZENS ALLIANCE BANK	12/15/2020	\$30.00	ACH Origination Fee
856e	CUSTOMERS	12/15/2020	\$146.00	
857e	INTERNAL REVENUE SERVICE	12/16/2020	\$7,460.41	
858e	MN DEPT OF REVENUE	12/16/2020	\$1,264.60	
859e	PERA	12/16/2020	\$5,448.80	
860e	FURTHER	12/16/2020	\$665.04	
861e	INTERNAL REVENUE SERVICE	12/30/2020	\$5,680.86	
862e	MN DEPT OF REVENUE	12/30/2020	\$1,111.92	
863e	PERA	12/30/2020	\$5,253.04	
864e	FURTHER	12/30/2020	\$665.04	
865e	EPS	1/4/2021	\$49.00	
866e	RADIANT SYSTEMS	1/4/2021	\$151.13	
867e	TRANSFIRST	1/4/2021	\$24.45	
868e	AUTHNET GATEWAY BILLING	1/4/2021	\$20.24	
869e	HEARTLAND PYMT SERVICES	1/4/2021	\$1,264.50	
870e	MN DEPT OF REVENUE	1/4/2021	\$9,914.00	Dec 2020 Sales Tax
871e	MN DEPT OF REVENUE	1/4/2021	\$1,420.00	UB December 2020 SLS Tax
872e	NORTHLAND TRUST SERVICES,	1/5/2021	\$296,995.00	Principal - 2014A
873e	MN PUBLIC FACILITIES AUTHOR	1/5/2021	\$27,286.85	Interest PFA 2011 Water
874e	PSN	1/6/2021	\$874.56	
875e	LS WEEKEND CASH	1/6/2021	\$2,500.00	
876e	CITIZENS ALLIANCE BANK	1/6/2021	\$30.00	ACH Origination Fee
877e	INTERNAL REVENUE SERVICE	1/13/2021	\$6,848.53	
878e	MN DEPT OF REVENUE	1/13/2021	\$833.69	
879e	PERA	1/13/2021	\$5,552.68	
880e	FURTHER	1/13/2021	\$665.04	
26748	BOBROWSKE, KURT	12/18/2020	\$336.56	
26749	BONNICK, STEVEN	12/18/2020	\$385.05	
26750	DEITER, JASON	12/18/2020	\$831.15	
26751	HAGLIN, SERENA P	12/18/2020	\$215.40	
26752	KUTZ, TOM	12/18/2020	\$346.31	
26753	ZIMMERMAN, PETER A	12/18/2020	\$1,102.78	
26754	GOEPFERT, THOMAS	12/18/2020	\$57.08	
26755	DRUSCH, JACOB D	12/18/2020	\$311.19	
26756	DRUSCH, JOEY	12/18/2020	\$69.26	
26757	MAGES, ALEX	12/18/2020	\$311.19	
26758	PETERSON, JEREMY	12/18/2020	\$46.17	
26759	SHEROD, JOSEPH L.	12/18/2020	\$115.44	
26760	STOLL, ERIC	12/18/2020	\$220.49	
26761	WIECH, KYLE	12/18/2020	\$330.44	
26762	ZEBRO, ALISON	12/18/2020	\$248.21	
26763	ROLLINS, KENNETH	12/31/2020	\$314.55	

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	Name	Check Date	Check Amt	
26764	BONNICK, STEVEN	12/31/2020	\$623.26	
26765	HAGLIN, SERENA P	12/31/2020	\$172.17	
26766	ALLERSON, NICHOLAS	12/31/2020	\$51.81	
26767	ZEBRO, ALISON	12/31/2020	\$58.26	
26768	BOBROWSKE, KURT	1/15/2021	\$69.26	
26769	CLEASBY, ERIK	1/15/2021	\$23.09	
26770	ROLLINS, KENNETH	1/15/2021	\$156.30	
26771	BONNICK, STEVEN	1/15/2021	\$757.51	
26772	HAGLIN, SERENA P	1/15/2021	\$222.18	
26773	DRUSCH, JACOB D	1/15/2021	\$404.95	
26774	DRUSCH, JOEY	1/15/2021	\$92.35	
26775	MAGES, ALEX	1/15/2021	\$364.62	
26776	PETERSON, JEREMY	1/15/2021	\$138.15	
26777	SHEROD, JOSEPH L.	1/15/2021	\$46.17	
26778	STOLL, ERIC	1/15/2021	\$69.26	
26779	WIECH, KYLE	1/15/2021	\$518.25	
26780	ALLERSON, NICHOLAS	1/15/2021	\$48.03	
57274	WALMART	12/8/2020	\$1,300.00	Shop with a Cop
57275	AMERICAN SOLUTIONS FOR BU	12/10/2020	\$864.26	
57276	ARCTIC GLACIER ICE, INC	12/10/2020	\$95.29	
57277	AXON ENTERPRISE INC	12/10/2020	\$3,152.50	
57278	BREAKTHRU BEVERAGE	12/10/2020	\$740.45	
57279	C & L DISTRIBUTING	12/10/2020	\$463.00	Beer
57280	CAPITOL BEVERAGE SALES	12/10/2020	\$7,264.24	
57281	CENTERPOINT ENERGY	12/10/2020	\$129.91	
57282	COKATO TRANSPORTATION, IN	12/10/2020	\$118.50	
57283	DAHLHEIMER BEVERAGE LLC	12/10/2020	\$4,714.75	
57284	DAILEY DATA & ASSOCIATES, IN	12/10/2020	\$1,600.00	
57285	EZ DOCK & LIFT LLC	12/10/2020	\$150.00	
57286	FINKEN WATER SOLUTIONS	12/10/2020	\$38.60	
57287	FURTHER	12/10/2020	\$3.80	
57288	HL PIT STOP	12/10/2020	\$588.96	
57289	HOWARD LAKE FOODS	12/10/2020	\$480.94	
57290	JOHNSON BROTHERS LIQUOR C	12/10/2020	\$1,013.89	
57291	LAWAY, MYRA	12/10/2020	\$23.47	Reimbursement - Cooler - Giveaway
57292	LOCHER BROS, INC	12/10/2020	\$1,609.75	
57293	MARCO TECHNOLOGIES LLC-PH	12/10/2020	\$39.50	
57294	MENARDS-BUFFALO	12/10/2020	\$155.93	
57295	METRO WEST INSPECTION SER	12/10/2020	\$1,789.47	
57296	MINN DEPARTMENT OF HEALTH	12/10/2020	\$23.00	Clayton Prestidge #13774
57297	MN VALLEY TESTING LAB	12/10/2020	\$47.00	
57298	MPPOA	12/10/2020	\$1,564.00	Legal Defense Fund
57299	MUMFORD SANITATION-MONTH	12/10/2020	\$330.90	REFUGE - Remaining Balance Nov 2020
57300	NORTHWEST ASSOC CONSULT	12/10/2020	\$306.90	
57301	PHILLIPS WINE & SPIRITS	12/10/2020	\$1,671.50	
57302	STREICHERS	12/10/2020	\$527.64	
57303	SWANSON, JASON	12/10/2020	\$778.20	
57304	US BANK	12/10/2020	\$500.00	2018A Fiscal Agent Fee
57305	VERIZON CONNECT, NWF INC	12/10/2020	\$48.57	
57306	VINOCOPIA, INC	12/10/2020	\$115.50	
57307	XCEL ENERGY	12/10/2020	\$6,085.20	
57308	BELLBOY CORPORATION	12/18/2020	\$309.25	
57309	BENT BREWSTILLERY	12/18/2020	\$190.97	
57310	BREAKTHRU BEVERAGE	12/18/2020	\$667.10	
57311	BURSCH, HEIDI JOY	12/18/2020	\$30.00	Winter Farmers Market Refund

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	Name	Check Date	Check Amt	
57312	CAPITOL BEVERAGE SALES	12/18/2020	\$10,416.99	
57313	CORE & MAIN	12/18/2020	\$1,603.19	
57314	COURI & RUPPE, P.L.L.P.	12/18/2020	\$450.00	
57315	DAHLHEIMER BEVERAGE LLC	12/18/2020	\$3,752.95	
57316	DRUSCH PLUMBING AND HEATI	12/18/2020	\$2,450.00	
57317	HENNES-JOHNSON EQUIPMENT	12/18/2020	\$150.00	
57318	HOWARD LAKE TIRE & AUTO	12/18/2020	\$22.94	
57319	JOES SPORT SHOP	12/18/2020	\$364.79	
57320	JOHNSON BROTHERS LIQUOR C	12/18/2020	\$1,271.49	
57321	LOCHER BROS, INC	12/18/2020	\$2,339.85	
57322	M & T REPAIR LLC	12/18/2020	\$123.87	
57323	MARCO TECHNOLOGIES LLC-PR	12/18/2020	\$166.48	
57324	MEDIACOM LLC	12/18/2020	\$256.17	
57325	MN PEIP	12/18/2020	\$14,484.14	
57326	MN VALLEY TESTING LAB	12/18/2020	\$42.00	
57327	PAUMEN COMPUTER SERVICES	12/18/2020	\$1,475.00	
57328	PAUSTIS WINE COMPANY	12/18/2020	\$824.00	
57329	PHILLIPS WINE & SPIRITS	12/18/2020	\$1,073.59	
57330	PLUNKETT S PEST CONTROL	12/18/2020	\$141.38	
57331	R HOME	12/18/2020	\$950.00	3035 Tamarack Circle - Street Deposit
57332	RUX, JOY	12/18/2020	\$30.00	Winter Farmers Market Refund
57333	SCHWICH, ANGIE	12/18/2020	\$30.00	Winter Farmers Market Refund
57334	WASTEWATER COMMISSION	12/18/2020	\$72,077.75	Scheduled SAC Fee
57335	WINE MERCHANTS	12/18/2020	\$137.59	
57336	WRIGHT COUNTY AUDITOR TRE	12/18/2020	\$168.57	Truth in Taxation 2020
57337	HOWARD LAKE FIRE RELIEF AS	12/21/2020	\$500.00	
57338	HOWARD LAKE POSTMASTER	12/21/2020	\$278.25	UB - December
57347	BIRCHDALE FIRE & SECURITY, L	12/31/2020	\$570.00	
57348	KURT BOBROWSKE	12/31/2020	\$500.04	Reimbursement
57349	CENTERPOINT ENERGY	12/31/2020	\$1,209.29	
57350	CENTRAL FIRE PROTECTION, IN	12/31/2020	\$328.10	
57351	CROSSROADS ANIMAL SHELTE	12/31/2020	\$63.69	
57354	JACOB DRUSCH	12/31/2020	\$934.56	UB Reimbursement - 508 12th Street
57355	EARTHLINK INC	12/31/2020	\$12.95	
57356	ESTATE OF ANN HUMMELL	12/31/2020	\$91.82	UB Reimbursement - 5828 County Rd 6 SW
57357	GREATER MN COMMUNICATION	12/31/2020	\$632.85	RESTAURANT MAILER
57358	HALVORSON, LANGEMO & PASC	12/31/2020	\$1,788.00	
57359	HL PIT STOP	12/31/2020	\$884.14	2016 Chev Tahoe
57360	HOLIDAY STATIONSTORES, LLC	12/31/2020	\$39.22	ACCOUNT # 1400-003-809-153
57361	LAHR, RENEE	12/31/2020	\$163.05	UB Reimbursement - 5637 County Rd 7
57362	MEDIACOM LLC	12/31/2020	\$176.90	
57363	MENARDS-BUFFALO	12/31/2020	\$333.93	
57364	MUMFORD SANITATION	12/31/2020	\$10,695.20	COMPOST LEASE - December
57365	536600-NCPERS GROUP LIFE IN	12/31/2020	\$48.00	
57366	OFFICE DEPOT	12/31/2020	\$59.98	
57367	SPRINT	12/31/2020	\$312.45	
57368	STREICHER'S	12/31/2020	\$6.99	
57369	T & T SERVICES	12/31/2020	\$581.50	
57370	VERIZON	12/31/2020	\$80.02	
57371	VISA	12/31/2020	\$12,682.37	GALLS, Inc
57372	WRIGHT HENNEPIN ELECTRIC	12/31/2020	\$748.00	
57373	DEPARTMENT OF PUBLIC SAFE	1/4/2021	\$20.00	Buyers Card
57374	BREAKTHRU BEVERAGE	12/31/2020	\$278.20	
57375	CAPITOL BEVERAGE SALES	12/31/2020	\$1,393.20	
57376	DAHLHEIMER BEVERAGE, LLC	12/31/2020	\$4,972.81	

CITY OF HOWARD LAKE

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	Name	Check Date	Check Amt	
57377	FERRELL, JUSTINA	12/31/2020	\$6.33	Delivery Reimbursement
57378	FIE, KYLEE	12/31/2020	\$6.90	Delivery Reimbursement
57379	JOHNSON BROTHERS LIQUOR C	12/31/2020	\$1,154.76	
57380	MYRA LAWAY	12/31/2020	\$8.05	Delivery Reimbursement
57381	LINDER, ELISE	12/31/2020	\$2.30	Delivery Reimbursement
57382	LOCHER BROS, INC	12/31/2020	\$5,293.26	
57383	DEBRA MCALPINE	12/31/2020	\$14.38	Delivery Reimbursement
57384	PHILLIPS WINE & SPIRITS	12/31/2020	\$2,137.43	
57385	SOUTHERN GLAZER WINE & SPI	12/31/2020	\$761.60	
57386	VINOCOPIA, INC	12/31/2020	\$216.75	
57387	US BANK	1/6/2021	\$103,335.00	Interest - Series 2013A
57388	CENTERPOINT ENERGY	1/11/2021	\$204.12	
57389	CENTURYLINK	1/11/2021	\$624.23	
57390	CINTAS	1/11/2021	\$1,013.70	
57391	CITY OF BUFFALO	1/11/2021	\$60.00	ACCT# 26-022950-00
57392	FROOGLE, LLC	1/11/2021	\$50.00	
57393	GOPHER STATE ONE-CALL, INC	1/11/2021	\$22.95	
57394	JOE'S SPORT SHOP	1/11/2021	\$1,006.13	
57395	MARCO TECHNOLOGIES LLC	1/11/2021	\$559.81	
57396	SWANSON, JASON	1/11/2021	\$739.10	January 2021
57397	XCEL ENERGY	1/11/2021	\$6,566.06	
57398	ARCTIC GLACIER ICE, INC	1/14/2021	\$89.44	
57399	BELLBOY CORPORATION	1/14/2021	\$3,937.02	
57400	BOLTON & MENK, INC	1/14/2021	\$2,097.50	
57401	BREAKTHRU BEVERAGE	1/14/2021	\$2,385.32	
57402	CAPITOL BEVERAGE SALES	1/14/2021	\$467.80	
57403	CUB FOODS	1/14/2021	\$265.46	
57404	DAHLHEIMER BEVERAGE, LLC	1/14/2021	\$6,819.10	
57405	FINKEN WATER CENTERS	1/14/2021	\$5.00	
57406	GALLS INC	1/14/2021	\$6.59	
57407	GLASS DOCTOR	1/14/2021	\$695.66	
57408	GOPHER STATE ONE-CALL, INC	1/14/2021	\$50.00	
57409	GRANITE ELECTRONICS	1/14/2021	\$260.37	
57410	NICK HAGGENMILLER	1/14/2021	\$730.00	CELL PHONE - January 2021
57411	HAWKINS, INC	1/14/2021	\$35.00	
57412	HEIMAN FIRE EQUIPMENT, INC	1/14/2021	\$375.00	
57413	HL PIT STOP	1/14/2021	\$441.06	
57414	HOLIDAY STATIONSTORES, LLC	1/14/2021	\$145.83	
57415	HOWARD LAKE FOODS	1/14/2021	\$64.21	
57416	HOWARD LAKE TIRE & AUTO	1/14/2021	\$624.62	
57417	JOHNSON BROTHERS LIQUOR C	1/14/2021	\$1,821.73	
57418	MYRA LAWAY	1/14/2021	\$146.00	CELL PHONE - January 2021
57419	LOCHER BROS, INC	1/14/2021	\$3,169.50	
57420	CRAIG LOEBERTMANN	1/14/2021	\$250.00	Civil Defense Coordinator - 2021
57421	MARCO TECHNOLOGIES LLC	1/14/2021	\$39.50	
57422	MARCO TECHNOLOGIES LLC	1/14/2021	\$166.48	
57423	MEDIACOM LLC	1/14/2021	\$256.17	
57424	MIDWEST MACHINERY CO	1/14/2021	\$83.74	
57425	MN PEIP	1/14/2021	\$14,484.14	
57426	MN STATE FIRE CHIEF ASSN	1/14/2021	\$100.00	
57427	MN VALLEY TESTING LAB	1/14/2021	\$48.00	
57428	NAPA AUTO PARTS COKATO	1/14/2021	\$26.83	
57429	NORTHWEST ASSOC CONSULT	1/14/2021	\$220.30	
57430	OTB RETAIL SYSTEMS	1/14/2021	\$1,800.00	Annual Subscription 2021
57431	PAUSTIS WINE COMPANY	1/14/2021	\$188.50	

CITY OF HOWARD LAKE

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	Name	Check Date	Check Amt	
57432	PHILLIPS WINE & SPIRITS	1/14/2021	\$2,029.81	
57433	PLUNKETT'S PEST CONTROL	1/14/2021	\$201.27	
57434	CLAYTON PRESTIDGE	1/14/2021	\$130.00	CELL PHONE - January 2021
57435	SOUTHERN GLAZER WINE & SPI	1/14/2021	\$10,366.55	
57436	STANLEY, BRIDGET	1/14/2021	\$130.00	CELL ALLOWANCE - January 2021
57437	STREICHER'S	1/14/2021	\$104.96	
57438	THEISEN, MEAGAN	1/14/2021	\$430.00	CELL - Janaury 2021
57439	THYSSENKRUPP ELEVATOR CO	1/14/2021	\$443.84	
57440	VERIZON CONNECT NWF, INC	1/14/2021	\$73.65	
57441	VICTOR TOWNSHIP	1/14/2021	\$1,500.00	70th Street Maintenance Cost Share
57442	WASTEWATER COMMISSION	1/14/2021	\$0.00	November 2020
57443	WEIDNER PLUMBING & HEATIN	1/14/2021	\$273.75	
57444	WINE MERCHANTS	1/14/2021	\$742.26	
57445	XCEL ENERGY	1/14/2021	\$67.33	
57446	ZWILLING, TROY	1/14/2021	\$130.00	CELL ALLOWANCE - January 2021
57447	WASTEWATER COMMISSION	1/15/2021	\$72,645.40	November 2020
501180e	BOBROWSKE, KEITH	12/18/2020	\$317.31	
501181e	HAGGENMILLER, NICHOLAS A	12/18/2020	\$2,923.21	
501182e	KUTZ, KENNETH	12/18/2020	\$196.48	
501183e	LAWAY, MYRA	12/18/2020	\$1,959.89	
501184e	SZCZEPANIK, DARIUSZ J	12/18/2020	\$1,666.12	
501185e	THOMPSON, DAVID G	12/18/2020	\$1,939.85	
501186e	THOMPSON, KYLE	12/18/2020	\$494.63	
501187e	ZANDER, SHARI	12/18/2020	\$1,219.90	
501188e	ANDERSON, ERIC J.	12/18/2020	\$1,897.79	
501189e	CASSIDY, JOSHUA J	12/18/2020	\$191.44	
501190e	GILBERT, EMMAGENE	12/18/2020	\$482.95	
501191e	MUNSON, ALLAN W.	12/18/2020	\$651.70	
501192e	THEISEN, MEAGAN	12/18/2020	\$1,754.77	
501193e	PRESTIDGE, CLAYTON P	12/18/2020	\$1,328.61	
501194e	STANLEY, BRIDGET	12/18/2020	\$1,181.39	
501195e	ZWILLING, TROY	12/18/2020	\$1,814.08	
501196e	BRAVINDER, SETH Z	12/18/2020	\$92.35	
501197e	KITTOCK, BRIAN	12/18/2020	\$539.20	
501198e	KITTOCK, NICOLE D	12/18/2020	\$581.92	
501199e	LOEBERTMANN, AMANDA G	12/18/2020	\$392.49	
501200e	LOEBERTMANN, CRAIG	12/18/2020	\$336.56	
501201e	PETERSON, DAVID T	12/18/2020	\$277.05	
501202e	YOKIEL, ANDREW J	12/18/2020	\$330.44	
501203e	FERRELL, JUSTINA LYNN	12/18/2020	\$379.96	
501204e	FIE, KYLEE	12/18/2020	\$165.58	
501205e	LINDER, ELISE	12/18/2020	\$120.08	
501206e	LINDER, EMILY	12/18/2020	\$42.36	
501207e	MCALPINE, DEBRA-ANN	12/18/2020	\$287.25	
501208e	HAGGENMILLER, NICHOLAS A	12/31/2020	\$2,807.69	
501209e	KUTZ, KENNETH	12/31/2020	\$58.05	
501210e	LAWAY, MYRA	12/31/2020	\$1,743.35	
501211e	SZCZEPANIK, DARIUSZ J	12/31/2020	\$1,657.59	
501212e	THOMPSON, DAVID G	12/31/2020	\$1,857.49	
501213e	THOMPSON, KYLE	12/31/2020	\$107.17	
501214e	ZANDER, SHARI	12/31/2020	\$1,031.92	
501215e	ANDERSON, ERIC J.	12/31/2020	\$2,022.24	
501216e	CASSIDY, JOSHUA J	12/31/2020	\$191.15	
501217e	THEISEN, MEAGAN	12/31/2020	\$1,683.85	
501218e	PRESTIDGE, CLAYTON P	12/31/2020	\$1,420.67	

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	Name	Check Date	Check Amt
501219e	STANLEY, BRIDGET	12/31/2020	\$1,225.59
501220e	ZWILLING, TROY	12/31/2020	\$1,940.78
501221e	FERRELL, JUSTINA LYNN	12/31/2020	\$290.50
501222e	FIE, KYLEE	12/31/2020	\$203.97
501223e	LINDER, ELISE	12/31/2020	\$58.86
501224e	LINDER, EMILY	12/31/2020	\$120.42
501225e	MARSCHER, KAITLYN J	12/31/2020	\$70.92
501226e	MCALPINE, DEBRA-ANN	12/31/2020	\$461.50
501227e	BOBROWSKE, KEITH	1/15/2021	\$318.78
501228e	HAGGENMILLER, NICHOLAS A	1/15/2021	\$3,079.23
501229e	KUTZ, KENNETH	1/15/2021	\$195.94
501230e	LAWAY, MYRA	1/15/2021	\$1,969.71
501231e	SZCZEPANIK, DARIUSZ J	1/15/2021	\$1,728.12
501232e	THOMPSON, DAVID G	1/15/2021	\$2,085.02
501233e	THOMPSON, KYLE	1/15/2021	\$182.46
501234e	ZANDER, SHARI	1/15/2021	\$1,183.93
501235e	ANDERSON, ERIC J.	1/15/2021	\$2,214.70
501236e	CASSIDY, JOSHUA J	1/15/2021	\$417.16
501237e	THEISEN, MEAGAN	1/15/2021	\$1,857.27
501238e	PRESTIDGE, CLAYTON P	1/15/2021	\$1,471.30
501239e	STANLEY, BRIDGET	1/15/2021	\$1,240.42
501240e	ZWILLING, TROY	1/15/2021	\$1,347.75
501241e	BRAVINDER, SETH Z	1/15/2021	\$92.35
501242e	KITTOCK, BRIAN	1/15/2021	\$158.74
501243e	KITTOCK, NICOLE D	1/15/2021	\$427.64
501244e	LOEBERTMANN, AMANDA G	1/15/2021	\$392.49
501245e	LOEBERTMANN, CRAIG	1/15/2021	\$421.72
501246e	PETERSON, DAVID T	1/15/2021	\$507.92
501247e	STUEVEN, MARK J	1/15/2021	\$346.31
501248e	YOKIEL, ANDREW J	1/15/2021	\$220.50
501249e	FERRELL, JUSTINA LYNN	1/15/2021	\$522.62
501250e	FIE, KYLEE	1/15/2021	\$162.97
501251e	LINDER, ELISE	1/15/2021	\$139.30
501252e	LINDER, EMILY	1/15/2021	\$124.88
501253e	MARSCHER, KAITLYN J	1/15/2021	\$77.51
501254e	MCALPINE, DEBRA-ANN	1/15/2021	\$218.55
Total Checks			\$912,917.58

CITY OF HOWARD LAKE

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	Name	Check Date	Check Amt	
1012	CAB - AMBULANCE			
9e	CITIZENS ALLIANCE BANK	12/23/2020	\$7.50	SERVICE CHARGE - CHECKING
10e	CITIZENS ALLIANCE BANK	12/23/2020	\$7.50	SERVICE CHARGE
11e	CITIZENS ALLIANCE BANK	12/23/2020	\$7.50	SERVICE CHARGE
12e	CITIZENS ALLIANCE BANK	12/23/2020	\$7.50	SERVICE CHARGE
13e	CITIZENS ALLIANCE BANK	12/23/2020	\$7.50	SERVICE CHARGE
5699	ALLINA HEALTH EMS	12/15/2020	\$600.00	
5700	BAYCOM, INC	12/15/2020	\$159.00	
5701	BOUNDTREE MEDICAL	12/15/2020	\$1,220.63	
5702	CENTRAL MCGOWAN, INC	12/15/2020	\$25.77	
5703	CITY OF HOWARD LAKE	12/15/2020	\$5,325.00	Wages
5704	JERRY S TRANSMISSION SERVI	12/15/2020	\$2,308.21	
5705	JOES SPORT SHOP	12/15/2020	\$799.35	
5706	PROFESSIONAL CREDIT ANALY	12/15/2020	\$173.38	
5707	RIDGEVIEW MEDICAL CENTER	12/15/2020	\$600.00	
5708	VISA	12/31/2020	\$80.00	
5710	BOUNDTREE MEDICAL	1/14/2021	\$420.87	
5711	CENTRAL MCGOWAN, INC	1/14/2021	\$26.63	
5712	CITY OF HOWARD LAKE	1/14/2021	\$5,175.00	Wages
5713	EMERGENCY MEDICAL TRAININ	1/14/2021	\$1,400.00	Kyle Wiech
5714	JOE'S SPORT SHOP	1/14/2021	\$376.09	
5715	ALEX MAGES	1/14/2021	\$170.73	Reimbursement
5716	MEDICS TRAINING, INC	1/14/2021	\$575.00	
	Total Checks		\$19,473.16	



HOWARD LAKE CITY COUNCIL MEETING

JANUARY 19, 2021

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 not 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 psstech@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 19, 2021

AGENDA ITEM: Consider 2021 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 to reassign individual appointments, establish, eradicate or modify existing council-committees.

ALTERNATIVE OPTIONS: Open

FINANCIAL: N/A

LEGAL: N/A

STAFF RECOMMENDATION: Discuss

ATTACHMENTS:

1. Proposed 2021 Assignments

CITY OF HOWARD LAKE

2021 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 19, 2021

AGENDA ITEM: Consider 2021 Meeting Schedule

SECTION: Consent

FROM: Nick Haggemiller, 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 approved the PPC meeting dates and time at the PPC meeting on January 13, 2021.

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 RECOMMENDATION: Approve the 2021 Meeting Dates as presented.

ALTERNATIVE OPTIONS: Open

ATTACHMENTS:

1. Proposed 2021 Meeting Schedule



CITY OF HOWARD LAKE

625 8TH Avenue - PO Box 736 - Howard Lake, MN 55349
Phone: 320-543-3670 | cityadmin@howard-lake.mn.us | www.howard-lake.mn.us

City Council 2021 Regular Meeting Schedule

3rd Tuesday of Every Month at 7 pm

January 19, 2021
February 16, 2021
March 16, 2021
April 20, 2021
May 18, 2021
June 15, 2021
July 20, 2021
August 17, 2021
September 21, 2021
October 19, 2021
November 16, 2021
**December 14, 2021

Parks & Planning Commission 2021 Regular Meeting Schedule

2nd Wednesday of Every Month at 5 pm

January 13, 2021
February 10, 2021
March 10, 2021
April 14, 2021
May 12, 2021
June 9, 2021
July 14, 2021
August 11, 2021
September 8, 2021
October 13, 2021
November 11, 2021
December 8, 2021

Unless otherwise noted, meetings are held at Howard Lake City Hall, 625 8th Ave, City Council at 7:00pm and Planning & Park Commission at 5:00pm 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 canceled 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 19, 2021

AGENDA ITEM: Consider Resolution 21-01 Approving 2021 Utility Fee & Charges

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: The city council must set utility rates by resolution, annually. For the sixth straight year, staff is recommending no changes to the stated fees and charges schedule.

Fund Performance

- The storm sewer fund is continuing to hold its own by generating slightly more than debt service associated with the fund.
- The water fund is performing well! However, its excess revenues are cautioned as they offset losses to the sewer fund. Additionally, there are substantial capital investments anticipated in this fund in the next 2-5 years including water meters, new well, water treatment plant and water tower coating.
- The sewer fund is reducing its annual operating deficit in a manner consistent with projections from our financial advisor.

Contributing Factors

Recent residential and industrial growth in the community is the single biggest reason we are able to maintain rates. The City was obligated to lock in 5 years of SEWER related fees due to an agreement with Forsman Farms and extended community wide.

Staff completed a utility rate analysis of commercial and multi-family accounts at the end of 2019 and implemented the results in 2020. About 95% of our accounts were unimpacted after calculating to ensure they were being charged appropriate base rates. About 2.5% of commercial accounts did see net increases based on recalculated base units. This change provided a net result of about \$35,000 across all enterprise funds, which is nearly negligible.

Finally, we do have a payable of about \$90,000 from Forsman Farms payable over 5 years. This also helps fund balance.

Collectively, utility rate, revenue and expenses are continually monitored for performance. At this time, we do not advise rate increases.

Community Comparison

An informal survey of similar sized communities found Howard Lake tied at the top for cost of utility services. This did NOT bring into secondary factors such as communities that levy for portion of expenses/debt service or assess for street projects. While this is NOT ideal, it is progress as similar comparisons in the past have shown Howard Lake considerably above peer cities. It appears as if we have leveled off and others are now catching up after completing various improvements and projects.

DECISION MAKING METRICS:

FINANCIAL: Resolution 21-01 Establishes Rates for the City's Enterprise Funds

LEGAL: We are required to adopt fees and charges annually. This information is sent to various sources including PFA, auditors, and rating agencies.

STRATEGIC PLAN: Maintain Fiscally Responsible City Management & Operations.

COUNCIL ACTION REQUESTED: Adopt Resolution 21-01

ATTACHMENTS:

1. Resolution 21-01

**CITY OF HOWARD LAKE
RESOLUTION 21-01**

RESOLUTION SETTING 2021 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 19, 2021 set as follows:

2020 WATER RATES

Fixed Service Fee	\$26.88
Volume Charge	\$4.26

2020 SEWER RATES

Fixed Service Fee	\$30.87
Volume Charge	\$8.87

2020 WWTP FEE

Volume Charge	\$7.41
---------------	--------

2020 STORMWATER FEE

Fixed Service Fee	\$7.99
-------------------	--------

2021 WATER RATES

Fixed Service Fee	\$26.88
Volume Charge	\$4.26

2021 SEWER RATES

Fixed Service Fee	\$30.87
Volume Charge	\$8.87

2021 WWTP FEE

Volume Charge	\$7.41
---------------	--------

2021 STORMWATER FEE

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 19th DAY OF JANUARY 2021.

Mayor, Peter Zimmerman

ATTEST:

Administrator/Clerk Nick Haggemiller



HOWARD LAKE CITY COUNCIL MEETING

January 19, 2021

AGENDA ITEM: Consider Approving Various Personnel Appointments

SECTION: Consent Agenda

FROM: Meagan Theisen, Assistant City Administrator

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

Megan McDonald – Part-time Police Officer

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

STAFF RECOMMENDATION: Approve as Presented.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

JANUARY 21, 2020

AGENDA ITEM: Consider Adopting 2021 Fee Schedule

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

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

FEE	Current	Proposed	Unit
1. Water Access Charge	\$4,491	\$4,500	1 WAC
2. Sewer Access Charge	\$3,080	\$3,100	1 SAC
3. MN Testing Fee	\$0.53	\$0.81	Per Month
4. Bowling Alley	\$60	\$0	Per Business
5. Billiard Table	\$10	\$0	Per Table
6. Electronic Machines	\$5	\$0	Per Machine
7. Music Machines	\$5	\$0	Per Machine
8. Water Meter	\$90	\$130	Per Unit
9. New Residential Valuation	\$0	\$60	Per Home/Permit
10. New Commercial Valuation	\$0	\$175	Per Structure
11. Water Meter Conversion	\$0	\$2.75	Per Month/Per Meter
12. Special City Council Meeting	\$175	\$375	Per meeting

Notes

1. WAC rounded for clerical purposes. Will not impact pre-existing payment plans or development agreements.
2. SAC rounded for clerical purposes. Will not impact pre-existing payment plans or development agreements.
3. Testing fee is set by State of Minnesota, we have not kept up with previous increases.
4. Outdated and unnecessary business license fee.
5. Outdated and unnecessary business license fee.
6. Outdated and unnecessary business license fee.
7. Outdated and unnecessary business license fee.
8. Reflects actual cost incurred for new water meters.
9. NEW FEE FOR 2021 Per Wright County Assessment Agreement.
10. NEW FEE FOR 2021 Per Wright County Assessment Agreement.
11. NEW FEE FOR 2021 Estimates Utility Payers to pay for roughly 1/4 of anticipated cost of meter conversion fees to auto read meters.
12. Councilors receive stipend of \$75 per special meeting.

ALTERNATIVE OPTIONS: Discussion

FINANCIAL: Open.

STAFF RECOMMENDATION: Approve the 2021 Fees and Charges Schedule as presented.

ATTACHMENTS:

1. Proposed 2021 Fee Schedule

City of Howard Lake 2021 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	1 st citation
	\$100.00	2 nd & 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
<i>Valuation Based Building Permits</i>		
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
<i>APPLICATIONS</i>		
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
<i>PLANNED UNIT DEVELOPMENT</i>		
General Plan	\$300.00	\$1,000
Final Plan	\$300.00	\$1,000
Amendments	\$250.00	\$1,000
<i>SUBDIVISION</i>		
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
<i>VARIANCES</i>		
Residential	\$75.00	\$500
Commercial & Industrial	\$75.00	\$500

<i>UTILITY HOOK UP CHARGES</i>	<i>FEE</i>	<i>DESCRIPTION AND/OR ESCROW</i>
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 Offense
	TBD	As afforded by State Statute for Theft of Service
<i>WATER AND SEWER UTILITY RATES</i>	<i>FEE</i>	<i>DESCRIPTION AND/OR ESCROW</i>
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
<i>GARBAGE/RECYCLING RATES</i>	<i>FEE</i>	<i>DESCRIPTION AND/OR ESCROW</i>
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	
<i>CITY WIDE CLEAN UP RATES (subject to change)</i>	<i>FEE</i>	<i>DESCRIPTION AND/OR ESCROW</i>
Major Appliances	\$10.00	
Small Load	\$10.00	
Medium Load	\$15.00	
Large Load	\$20.00	
Appliances with Freon	\$10.00	
Electronics	\$10.00	
Monitors, Tube TVs	\$50.00	
Couches	\$20.00	
Small Upholstery/Cushioned Furniture	\$5.00	
Tires	\$5.00	
Mattress/Box Spring	\$30.00	\$30.00/each
<i>POLICE DEPARTMENT FEES</i>	<i>FEE</i>	<i>DESCRIPTION AND/OR ESCROW</i>
Off Duty Police Officer	\$50.00	per hour
Reserve Officer	\$20.00	per hour
<i>PUBLIC WORKS</i>	<i>FEE</i>	<i>DESCRIPTION AND/OR ESCROW</i>
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 19, 2021

AGENDA ITEM: Consider HVAC Repair/Replacement at Historic City Hall

SECTION: New Business

FROM: Nick Haggenmiller City Administrator

BACKGROUND: There are two HVAC units that provide heat and air conditioning to the main level of the Historic City Hall Building. The older of the two, placed in 2005 is in need of repair or replacement. Currently, the heat exchanger unit has failed and needs to be replaced. Staff sought multiple quotes, both indicate that repair is suitable, but caution a unit of this nature typically has a lifespan of 15-20 years.

Vendor	Repair	Replacement 7 Ton	Replacement 10 Ton
Weidner	\$3,467	\$13,907	\$15,500
AirPro	\$4,300	\$12,984	\$14,956

The building is currently served by 10 Ton unit. However, it was recommended by both vendors that a 7 Ton unit would suffice as bar operations – smoke, cooking etc. are no longer occurring in the building.

The City has worked with both vendors in the recent past. Weidner was the HVAC contractor for the historic city hall renovation project. Airpro replaced the RTU at City Hall in 2020. Both were professional and responsive for their assigned projects.

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

FINACIAL: \$3,467 to \$14,956 depending on extent of repair/replacement and selected vendor. Funding the repair would come from the repair & maintenance of city buildings (NOT liquor enterprise) or the capital fund for facilities repair if new selected.

STAFF RECOMMENDATION: Discuss and approve as merited.

ATTACHMENTS:

- Weidner Quote
- Airpro Quotes



www.weidnermech.com

PROPOSAL

29 Wilson Ave NE
St. Cloud, MN 56304

(MAILING ADDRESS)

P.O. Box 1087
St. Cloud, MN 56302

Phone: 320.252.3000

Fax: 320.252.3046

Page No. 1 of 2 Pages

PROPOSAL SUBMITTED TO: City of Howard Lake	PHONE: 320-229-000	DATE: 12/18/2020
STREET ADDRESS: 625 8th Ave	JOB NAME: Heat Exchanger replacement	
CITY, STATE, AND ZIP CODE: Howard Lake, MN 55349	JOB LOCATION: Historic City Hall/Wine and Spirits	
ARCHITECT:	DATE OF PLANS:	JOB PHONE:

We hereby submit specifications and estimates for:

Heat Exchanger Replacement

Demo a failed heat exchanger and combustion fan in RTU

\$3,467.00

Install new heat exchanger

Install new combustion fan

Install new ignitor and flame sensor

Start up and test

Drive time

RTU - Replacement

Demo RTU, ductwork and gas piping

10 ton

\$15,500.00

Install new Trane 10 RTU

Add for High Efficient option

\$2,000.00

Modify stand as needed

Estimated rebate on High Efficient RTU

\$1,480.00

Reconnect gas piping

Reconnect ductwork

Install new programable thermostat

7.5ton

\$13,907.00

Electrical

Start up and test

City permits

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

See Above

dollars

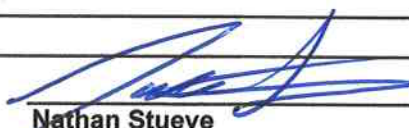
See Above

Payment to be made as follows:

Net 30 days.

Owner acknowledges and agrees to the Terms and Conditions on the reverse side of this Proposal and that they are incorporated into this Proposal by reference.

Authorized
Signature:


Nathan Stueve

Note: This proposal may be withdrawn
by us if not accepted within 30 days.

Acceptance of Proposal - The above prices,

specifications and conditions are satisfactory and are hereby accepted.

You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____

PLUMBING • HEATING • AIR CONDITIONING • VENTILATION



www.weidnermech.com

PROPOSAL

29 Wilson Ave NE
St. Cloud, MN 56304

(MAILING ADDRESS)

P.O. Box 1087
St. Cloud, MN 56302

Phone: 320.252.3000
Fax: 320.252.3046

Page No. 1 of 2 Pages

PROPOSAL SUBMITTED TO: City of Howard Lake	PHONE: 320-229-000	DATE: 12/18/2020
STREET ADDRESS: 625 8th Ave	JOB NAME: Heat Exchanger replacement	
CITY, STATE, AND ZIP CODE: Howard Lake, MN 55349	JOB LOCATION: Historic City Hall/Wine and Spirits	
ARCHITECT:	DATE OF PLANS:	JOB PHONE:

We hereby submit specifications and estimates for:

Heat Exchanger Replacement

Demo a failed heat exchanger and combustion fan in RTU
Install new heat exchanger
Install new combustion fan
Install new ignitor and flame sensor
Start up and test
Drive time

\$3,467.00

RTU - Replacement

Demo RTU, ductwork and gas piping
Install new Trane 10 RTU
Modify stand as needed
Reconnect gas piping
Reconnect ductwork
Install new programable thermostat
Electrical
Start up and test
City permits

\$15,500.00

Add for High Efficient option

\$2,000.00

Estimated rebate on High Efficient RTU

\$1,480.00

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

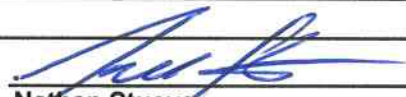
See Above _____ dollars See Above

Payment to be made as follows:

Net 30 days.

Owner acknowledges and agrees to the Terms and Conditions on the reverse side of this Proposal and that they are incorporated into this Proposal by reference.

Authorized
Signature:


Nathan Stueve

Note: This proposal may be withdrawn
by us if not accepted within 30 days.

Acceptance of Proposal - The above prices,

specifications and conditions are satisfactory and are hereby accepted.

You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____

PLUMBING • HEATING • AIR CONDITIONING • VENTILATION

TERMS AND CONDITIONS:

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

PRE-LIEN NOTICE

(A) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions;

(B) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvements unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

Owner agrees to pay a service charge of 8% per annum on all overdue balances and also agrees to pay for all collection costs, including employee time and expenses and all attorneys' fees and costs, that Weidner Plumbing and Heating Co. incurs in either collection of and/or protection of its interests in Owners' past due account or performance or enforcement of this Proposal.



Air-Pro Heating&Cooling
PO Box 614
Kimball, MN 55353
320-291-3994
www.airprocentralmn.com

WORK ORDER

Date: Dec 23, 2020
Reason for Call: (Site 7336th St Historic City Hall)Quote on fixing/replacing furnace-currently having issues
Work Order #: 01223080843
Assigned To: Shane G
Status: started

- City of Howard Lake
625 8th Ave, 625 8th Ave
Howard Lake, MN 55349
32054336702
cityadmin@howard-lake.mn.us

Repairs:

Howard Lake Store: (Repair) Trane RTU Direct replacement parts with labor. Heat Exchanger, burners, gaskets, exhaust assembly	\$4,381.00
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Subtotal \$4,381.00

Total \$4,381.00

Terms and Conditions

Payment Terms: Due on Receipt

*Wiring updates by others. (If needed)

*Gas service to house by others.

*We offer all local rebates available as a quality installer.

*Warranty: Trane, 10 year warranty on all parts, lifetime heat exchanger. 1 Year Air-Pro labor warranty.

*Financing Available.

*Permits and fees by others.

Notes:

Heat Exchanger Combustion Rebuild.

Replace Historical Building RTU**Estimate #** _____

Date: 12/29/20

Coolfront # _____

1223080843



PO Box 614
Kimball, MN 55353
P: (320) 291-3994
www.airprocentralmn.com
sales@airprocentralmn.com

Job Address: Site 733 6th St - Historic City Hall

Mailing Address(if different than Job Address)

City of Howard Lake
625 8th Ave
Howard Lake, MN 55349

Installation of 1 new rooftop change out.**Selections Estimate**

*Qty 1 Trane 7.5 ton standard efficiency rooftop 208-230/3/60.

*Standard economizer

*System smoke detector

\$ 11,481.00

*Ducting re-hook to existing

*Gas Line Re hook with manometer check

* Includes all material and labor

*Remove Existing Air Exchanger (Not Used)

*Removal and disposal of old equipment.

*All material and labor.

Electrical

\$ 948.00

*MN Permit

*RTU Re hook Wire low voltage and high voltage.

*Smoke Detector Wire.

Crane

\$ 555.00

Permit (By Others)

NA

Notes/Miscellaneous:**Total - Parts and Labor Included**

\$ 12,984.00

Options to be added to estimate total:

*High Efficient RTU in place of standard to qualify for rebates.

*Low Leak Economizer If Required Horizontal discharge per inspections.

(Should not be required)

\$3,477.00

Terms and Conditions

*Permit by others

*Wiring updates Included

*Offer all local rebates available as a quality installer

*Total rebates on high efficiency \$ (please confirm utility provider is Xcel)

*Warranty: equipment made by Trane 1-year parts, 5-year compressor, 5-year heat exchanger, 1 year Air-Pro labor warranty

*Permits and fees included

Thank you for the opportunity to bid this project!

**Terms – ½ down payment to order equipment. Final payment when project is complete
on start up of equipment.**

Estimate valid for 30 days

Replace Historical Building RTU 10Ton

Date: 12/29/20



Estimate # _____

Coolfront # _____ 1223080843

PO Box 614
Kimball, MN 55353
P: (320) 291-3994
www.airprocentralmn.com
sales@airprocentralmn.com

Job Address: Site 733 6th St - Historic City Hall

Mailing Address(if different than Job Address)

City of Howard Lake
625 8th Ave
Howard Lake, MN 55349

Installation of 1 new rooftop change out.

Selections Estimate

*Qty 1 Trane 10 ton standard efficiency rooftop 208-230/3/60.		
*Standard economizer		
*System smoke detector	\$	13,816.00
*Ducting re-hook to existing		
*Gas Line Re hook with manometer check		
*Includes all material and labor		
*Remove Existing Air Exchanger (Not Used)		
*Removal and disposal of old equipment.		
*All material and labor.		

Line Item Notes

HE Install Total \$16,546.00 Option Listed Below

<u>Electrical</u>	\$	790.00
*MN Permit		
*RTU Re hook Wire low voltage and high voltage.		
*Smoke Detector Wire.		

<u>Crane</u>	\$	350.00
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<u>Permit</u> (By Others)	NA	
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Notes/Miscellaneous:

<u>Total - Parts and Labor Included</u>	\$	14,956.00
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Options to be added to estimate total:

*High Efficient RTU in place of standard to qualify for rebates, total upgrade cost. .	\$	2,730.00
*Low Leak Economizer If Required Horizontal discharge per inspections. (Should not be required In this application)		\$3,477.00

Terms and Conditions

*Permit by others

*Wiring updates Included

*Offer all local rebates available as a quality installer

*Total rebates on high efficiency \$1,591.98. (please confirm utility provider is Xcel)

*Warranty: equipment made by Trane 1-year parts, 5-year compressor, 5-year heat exchanger, 1 year Air-Pro labor warranty

*Permits and fees included

Thank you for the opportunity to bid this project!

Terms – ½ down payment to order equipment. Final payment when project is complete on start up of equipment.

Estimate valid for 30 days



HOWARD LAKE CITY COUNCIL MEETING

JANUARY 19, 2021

AGENDA ITEM: Consider Approving 2022 & 23 Assessment Agreement with Wright County.

SECTION: New Business

FROM: City Administrator Haggemiller

BACKGROUND: In July of 2020, the City ended its contractual relationship with the long-time city assessor, Ken Yager. The City entered an agreement with Wright County Assessor's Office. The City is now entering its assessment year for PAY 2022 currently.

General Terms

- The per parcel assessment fee of \$14 will remain for 2022 and will be increased to \$15 in 2023.
- New residential valuations will have a one-time fee of \$50 in 2022 and will be increased to \$60 in 2023.
 - These fees will be applied to the building permit.
- New commercial/industrial valuations will have a one-time fee of \$150 in 2022 and will be increased to \$160 in 2023.
 - These fees will be applied to the building permit.

City Assessor Chase Philippi

Over the last 7 months the newly assigned City Assessor, Chase Philippi has assessed nearly 400 properties. Within this scope, he has mapped out the basic floor plan, confirmed title history and took over 3,100 pictures to document condition and improvements to property to obtain the most accurate estimated market valuation. Additionally, Philippi has digitized nearly 800 property records. Philippi has already begun work on the Local Board of Adjustment & Equalization hearing scheduled for April.

DECISION MAKING METRICS:

FINANCIAL: Financial terms of the agreement are presented above. Wright County is currently the same price per parcel as the previous assessor. Fee increases will need to be adjusted in future budget cycles.

LEGAL: The City is asked to enter into the contract as presented. Alternatively, the City would need to see a private entity to do the same service.

STRATEGIC PLAN: Maintain a fiscally responsible City.

COUNCIL ACTION REQUESTED: Approve Assessment Agreement.

ATTACHMENTS:

1. Wright County Assessment Agreement



WRIGHT COUNTY
MINNESOTA



MEMORANDUM REGARDING PROPERTY ASSESSMENT CONTRACTS

November 2, 2020

In October of 2020, the county board reviewed the costs associated with performing the property assessment and the revenue received by the jurisdictions that employ the services of the Wright County Assessor's Office. The Board ratified the contract rates at the October 20th meeting. I have enclosed a copy of the assessment contract for the 2022 and 2023 assessment years, feel free to contact me if you have any questions. If you plan to renew your contract with our office, please send a signed copy by January 15, 2021.

Findings by the Board included:

- Local assessors have been retiring, districts that were under contract with local assessors haven't been able to find replacements, requiring the County to hire appraisers to perform the assessment for those districts thereby increasing costs to the County.
- Legislation requires all assessor's to be accredited within four years of hire, resulting in higher up-front expenses for training. Additional continuing education for all assessors is also being mandated by law.

Items ratified by the County Board (changes to the previous contract):

- Our office will not be adjusting our rate for the 2022 assessment of \$14 per parcel from the previous assessment year.
- The fee is to be increased to \$15 per parcel for the 2023 assessment. This fee is to be charged on all parcels within each jurisdiction.

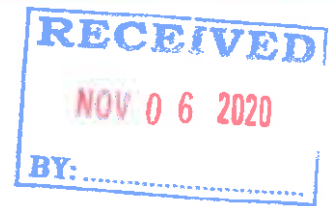
In addition, for districts that issue their own building permits:

- The fee for the assessment of any new construction or addition to a residential/commercial/industrial/apartment with a permit value of \$499,999 and under will be increased from \$50 to \$60 per new building/addition.
- The fee for the assessment of any new construction or addition to a commercial/industrial/apartment with a permit value of \$500,000 and greater will be increased from \$150 to \$160.
- Note that most jurisdictions pass these costs on to the property owner as part of the permitting process
- This fee change is in effect for both the 2022 and 2023 assessments.

If you have any questions regarding the contract or these changes, please contact me via email at Tony.Rasmuson@co.wright.mn.us or via phone at 763-682-7372.

Sincerely,

Tony Rasmuson, SAMA
Wright County Assessor



ASSESSMENT SERVICES AGREEMENT

THIS AGREEMENT, made and entered into by and between the County of Wright, a political subdivision of the State of Minnesota, hereinafter referred to as the "County" and the City of Howard Lake a political subdivision of the State of Minnesota, hereinafter referred to as "City/Township";

WHEREAS, said City/Township lies either wholly or partially within the County and constitutes a separate assessment district; and

WHEREAS, under such circumstances the provision of the Minnesota Statutes, Sections 273.072 and 471.59 permit the County Assessor to provide for the assessment of property; and

WHEREAS, said City/Township desires the County to perform certain assessments on behalf of said City/Township; and

WHEREAS, the County is willing to cooperate with said City/Township by completing the assessment in a proper manner;

NOW, THEREFORE, in consideration of the mutual covenants contained herein it is agreed as follows:

1. The County shall perform the 2022 and 2023 property assessment for the City/Township in accordance with the property assessment procedures and practices established and observed by the County, the validity and reasonableness of which are hereby acknowledged and approved by the City/Township. The property assessment by the County shall be composed of those assessment services which are set forth in Exhibit A, attached hereto and made a part hereof by reference.

2. All information, records, data, reports, and the like that are necessary to allow the County to carry out its responsibilities under this Agreement shall be furnished to the County without charge by the City/Township and the City/Township agrees to cooperate in good faith with the County in carrying out the work under this Agreement.

3. The City/Township agrees to furnish, without charge, work space, if needed, for an appraiser to perform such tasks as document review, with such tasks to be performed during normal business hours for the City/Township.

4. The County agrees to indemnify and hold harmless the City/Township and all of its agents and employees against any and all claims, demands, actions or causes of action arising out of or by reason of the performance of work provided for herein to be performed by the County. It is further agreed that any and all full time employees of the County engaged in the performance of any work or services required or provided for herein shall be considered employees of the County only and not of the City/Township and that any and all claims that may arise under the Workman's Compensation Act of the State of Minnesota and any and all claims made by any third parties as a consequence of any act or omission on the part of said County employees shall be the sole obligation and responsibility of the County.

5. This Agreement shall commence on January 2, 2021 and shall terminate on June 30, 2023. Either party may initiate an extension of this Agreement for a term of two years by giving the other party written notice of its intent to extend no less than 120 days prior to the termination of this Agreement. If the party who receives said notice of intent to extend gives written notice

to the other party of its desire not to extend the Agreement at least 60 days prior to the termination of this Agreement, this Agreement shall terminate on June 30, 2023.

6. In consideration of said assessment services, the City/Township agrees to pay the County a fee of \$14.00 per parcel for the 2022 and \$15.00 per parcel for the 2023 assessment. In addition, there will be an additional fee of \$60.00 for each new construction residential or commercial/industrial building permit with an estimated construction cost of \$499,999.00 or less. There will also be an additional fee of \$160.00 per parcel for each new construction residential or commercial/industrial building permit with an estimated construction cost of \$500,000.00 or more. These additional fees shall be only applicable in those cities or townships which issue their own building permits.

7. Any notice which may be given or made by a party hereto under the terms of this Agreement shall be in writing and shall be sent by United States Mail or personally delivered to the other party addressed as follows:

To City: City of Howard Lake
 625 8th Ave, PO Box 736
 Howard Lake, MN 55349

To County: Anthony P. Rasmuson, Wright County Assessor
 Wright County Government Center
 10 2nd Street NW, Room 100
 Buffalo, MN 55313

8. The Agreement may be amended or modified only by written agreement signed by authorized representatives of the parties hereto.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by its
duly authorized officers and delivered on its behalf, this 2nd day of Nov, 2020.

WRIGHT COUNTY

Dated: 11/2/2020

By 
Anthony P. Rasmuson
Wright County Assessor

City of Howard Lake

Dated: _____

By _____

Dated: _____

By _____

EXHIBIT A

During the term of this Agreement, the County shall:

1. Physically inspect and value and classify real property, in accordance with State statutes.
2. Physically inspect and value all new construction, additions and renovations.
3. Conduct valuation reviews prior to Board of Review or Open Book Meeting.
4. Attend Board of Review or Open Book Meetings either in person or virtually. Per Board request, make all necessary review appraisals.
5. Keep updated property records including physical characteristics, sales data, current values and classifications.
6. Administer all State mandated property tax programs and maintain proper documentation.
7. Print and mail valuation and classification notices.
8. Respond to taxpayers regarding assessment or appraisal inquiries and concerns.
9. Process all divisions, combinations, new plats, and annexations including revaluation and reclassification of affected parcels.
10. Administer the abatement process pursuant to Minn.Stat. § 375.192 and county abatement policy.
11. Make appraisals for, testify and/or negotiate all District Court and Tax Court filings.
12. Adjust estimated market values on all property annually based upon the market analysis of existing real estate market conditions.



HOWARD LAKE CITY COUNCIL MEETING

JANUARY 19, 2021

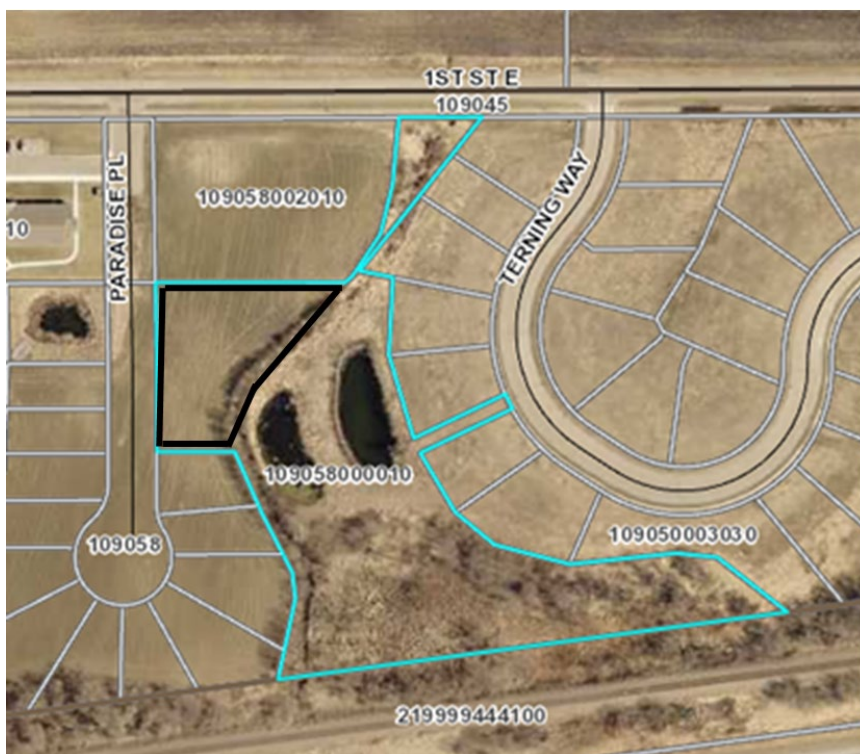
AGENDA ITEM: Consider Resolution 21-02 Removing Parcel from TIF District

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: The City recently established a TIF district to support the Villas Housing Development. The City simultaneously filed a new plat for the Villas Housing Development. At issue, Outlot D (shown in teal) had portions included in Tarning Trails Plat #3 AND in Tarning Trails Plat #4.

In order to ensure the plat for the Villas matches the intended TIF district, the city council is asked to pass a resolution removing a portion of the outlot from the TIF District. The map below indicates an area shown in black. This area will be removed from the TIF district.



DECISION MAKING METRICS:

FINANCIAL: There is not a fee associated with this modification. If the proposed resolution does not suffice requirements from Wright County, we may need to formally modify the TIF district in a manner similar to creating a district. If so, there would time and material expense associated with our financial advisor doing so.

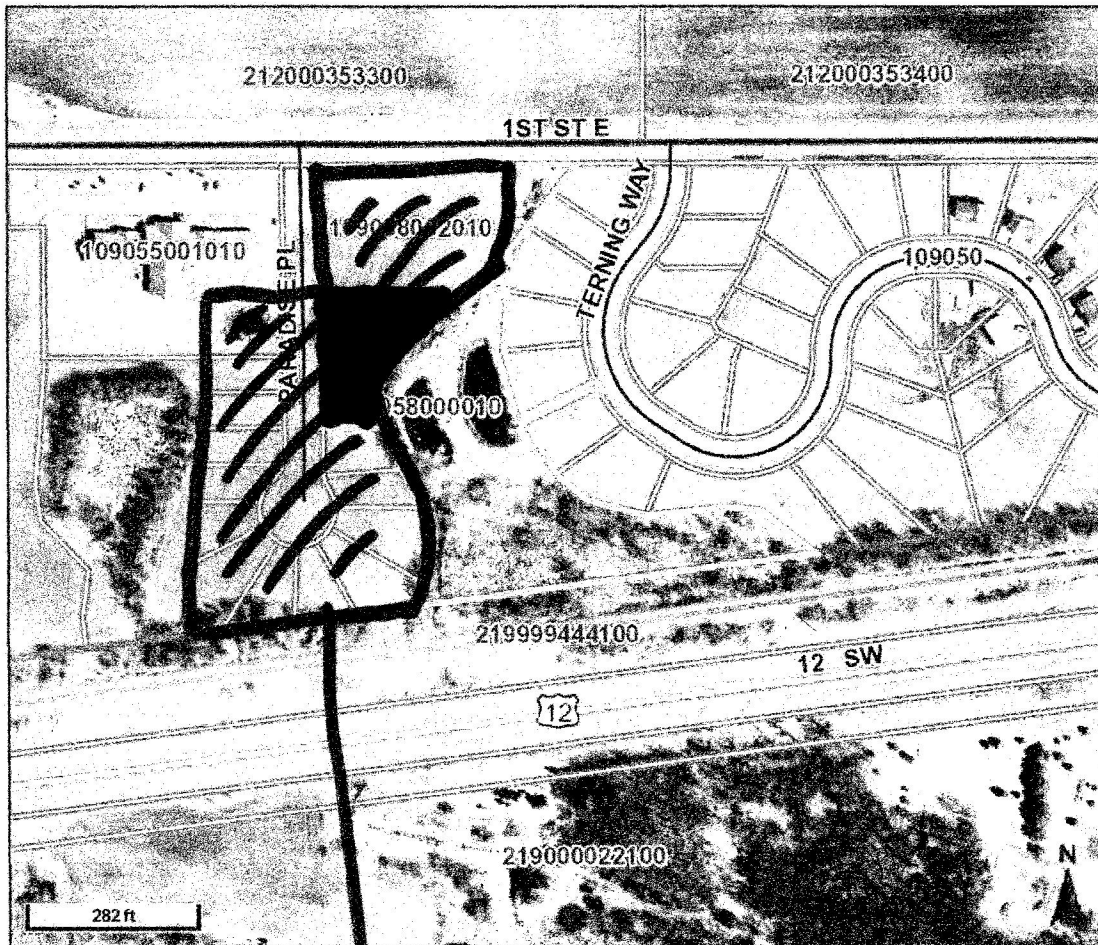
LEGAL: The resolution has been drafted by our financial advisor and is consistent with perceived requirements for the district.

STRATEGIC PLAN:

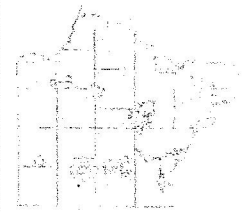
COUNCIL ACTION REQUESTED: Adopt Resolution 21-02 Removing Parcel from the TIF District.

ATTACHMENTS: Resolution Removing Parcel from TIF District

BeaconTM Wright County, MN



Overview



Legend

Roads

- CSAHCL
- CTYCL
- MUNICL
- PRIVATECL
- TWPCL

Highways

- Interstate
- State Hwy
- US Hwy

City/Township Limits

- ☐ c
- ☐ t
- ☐ Parcels
- Torrens

Parcel ID	109058000010	Alternate ID	n/a	Owner Address	CITY OF HOWARD LAKE
Sec/Twp/Rng	02-118-027	Class	958 - MUNICIPAL PUB-OTHER		625 8TH AVE
Property Address		Acreage	n/a		PO BOX 736
					HOWARD LAKE, MN 55349
District	0901 CITY OF HOWARD LAKE 2687				
Brief Tax Description	Sect-02 Twp-118 Range-027 TERNING TRAILS PLAT 4 OUTLOT A				
	(Note that this is used on legal documents)				

Date created: 12/17/2020
Last Data Uploaded: 12/17/2020 7:54:38 AM

Developed by Schneider

was 109-055-000040

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY
OF HOWARD LAKE, MINNESOTA

HELD: January 19, 2021

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Howard Lake, Wright County, Minnesota, was duly called and held on the 19th day of January, 2021, at 7:00 p.m.

The following members of the Council were present:

and the following were absent;

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION 21-02
AMENDING THE BOUNDARIES OF
TAX INCREMENT FINANCING DISTRICT NO. 1-20

WHEREAS:

- A. On July 16, 2019, the City of Howard Lake, Minnesota (the "City") created Housing Tax Increment Financing District No. 1-20 for the purpose of assisting in the development of housing in the City; and
- B. The City now proposes to remove a portion of the property included in TIF District No. 1-20; and
- C. Minnesota Statutes Chapter 469.175 subdivision 4(e) permits removal of parcels to occur without notification or a public hearing if the current net tax capacity of the parcels to be removed equals or exceeds the original net tax capacity of the parcels, or the authority agrees that the original net tax capacity of the TIF District will be reduced by no more than the current net tax capacity of the parcels removed.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Howard Lake:

1. Removal of parcels from TIF District No. 1-20. The City hereby removes the following parcels from TIF District No. 1-20:

That portion of original parcel 109-055-000040 currently identified as parcel 109-058-000010.
2. Agreement to limit tax capacity removed. The City agrees that the original net tax capacity of the TIF District will be reduced by no more than the current net tax capacity of the parcels removed.
3. Filing. The City Administrator is authorized and directed to file a copy of this resolution with the County Auditor.

_____ The motion for the adoption of the foregoing resolution was duly seconded by member _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
COUNTY OF WRIGHT)
CITY OF HOWARD LAKE)

I, the undersigned, being the duly qualified and acting City Administrator of the City of Howard Lake, Minnesota, DO HEREBY CERTIFY that, I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City insofar as such minutes relate to removal of area from Tax Increment Financing District No. 1-20 in the City.

WITNESS my hand this 19th day of January, 2021.

City Administrator



HOWARD LAKE CITY COUNCIL MEETING

JANUARY 19, 2021

AGENDA ITEM: Consider Approving RFQ Language and Directing Staff to Seek Proposals for Library Project.

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: The City Council has identified the construction of a library/senior center with exterior restrooms as a capital project priority for 2021. In order to advance this, the City must retain an architect to complete necessary design and plan formation for the facility.

Proposed is a request for qualifications that seeks to find a suitable partner for the City for the project. Proposals are reviewed based on qualifications, experience, value/cost to the City. The overall scope of services is intended to lead the City from concept plan, design, community, and consultation of various stakeholders, bid let and project administration. The bid let and project administration are held back as alternatives for the proposal. Doing so does not bind the city to retain the same design architect for the project administration (which is unlikely) and makes it clear that if the City opts to NOT proceed with the project, it could choose to do so.

Seeking council approval of this document is also intentional to be transparent between city administration/council and the council/greater community to keep everyone informed of forward moving progress on the proposed project.

Finally, its noted that the library project is slated to have exterior bathrooms to support the proposed splashpad. With that in mind, staff is working to formulate a coordinated project schedule between the two projects. At the time this was drafted, this was still in the works with the city engineer.

DECISION MAKING METRICS:

FINANCIAL: The RFQ itself does not have a material cost. However, it seeks to identify the best qualified consultant based on the City's stated requirements.

LEGAL: While the City is not required to select the lowest cost consultant under the Professional Services exemption, it is logical to seek proposals using consistent metrics. The RFQ seeks to accomplish that goal.

STRATEGIC PLAN: Support, maintain and enhance public facilities.

COUNCIL ACTION REQUESTED: Approve RFQ language and direct staff to seek proposals.

ATTACHMENTS:

1. Request for Qualifications Document



CITY OF HOWARD LAKE

Nicholas A. Haggenmiller, City Administrator

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

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

QUALIFICATION BASED SELECTION FOR THE PREPARATION OF PRELIMINARY DESIGN, DESIGN AND CONSTRUCTION SERVICES FOR HOWARD LAKE LIBRARY

Introduction of Project:

The City of Howard Lake is requesting proposals for the purpose of selecting a consultant to provide technical assistance in the planning of a new library facility. The Consultant will provide analysis, lead community engagement and ultimately establish estimated costs, preliminary design, full design and construction services necessary to seek sealed bids in order to construct a new library facility.

Background Information:

Howard Lake is a small, rural, and growing community located on the western edge of the Twin Cities metropolitan area. Howard Lake prides itself on offering a wide array of services and amenities and seeking unique and non-traditional partnerships to grow and improve our community. Howard Lake is currently served by the Great River Regional Library System. The current library facility has been deemed functionally obsolete. The selected architect will be pragmatic but forward thinking to ensure the finished product serves as a point of pride for the community.

Proposal Form and Content

- General Requirements - The proposal should not contain non-applicable promotional materials and should only include information that is intended to address the information requested in this document.
- Scope of Work Defined – The firm should present their understanding of the requirements of the project and present a task-by-task description of the work to be accomplished. Do not simply restate the scope of services.
- Timeline – The firm should include a timeline for completion of the project.
- Resumes – Identify the person(s) with the key responsibilities who will be assigned to work on the project. Resumes must not exceed two single-sided 8 1/2” x 11” pages for any one individual.
- Experience – Discuss demonstrated experience of the firm and responsible parties with projects of similar scope. Additional consideration will be given based on familiarity with various possible funding sources including the Minnesota Department of Education Library Grant Program and USDA Facilities Program.

Fees

A schedule of billing rates for personnel involved must be included. It is anticipated that clear, transparent, and comprehensive fees are listed and segregated by major category and purpose. The proposal shall contain a “not to exceed” cost for the project.

Scope of Services:

The City has completed a general space and feasibility study as well as identified a preferred site for the construction of an estimated 7,000 square foot facility. The selected consultant will be expected to refine this information through a successful stakeholder engagement process, establish an opinion of probable cost and the creation of plans and specifications necessary to bid a project.

I. Environmental Scan

- a. Consideration of recent space and feasibility studies completed pertinent to the project.
- b. Incorporation of ongoing city planning efforts and park projects adjacent to identified site.
 - i. Specifically, the readily free and accessible exchange of files and information needed for overall site development between a proposed park project and facility project.
- c. An understanding of the City's mission and vision and how it impacts design and project delivery.

II. Stakeholder Engagement

- a. Work with city council and staff to determine appropriate stakeholder education and engagement process including:
 - i. General Community/Residents
 - ii. Friends of the Library
 - iii. Great River Regional Library Staff & Administration

III. Formation of Plans & Specifications and Opinion of Probable Cost Estimate

- a. Concept Plan, 30% plan set completion /60% plan set completion/Bid Documents.
- b. Possible assistance with grant administration necessary to support state and federal grants and loan programs.

IV. ALT 1 Bidding and Negotiation

- a. Provide review of bidding results and provide recommendation for award of contractor.
- b. Development of the owner/contractor agreement (AIA Document A101-2020).

V. ALT Ia. Construction Administration

- a. Review all action submittals for approval.
- b. Review and certify applications for payment.
- c. Conduct monthly or as needed site visits.

Proposal Evaluation:

Proposals will be evaluated based on the following criteria:

- Cost and delivery schedule of the Plan
- Qualifications and experience with similar projects
- Understanding of funding sources and related requirements
 - Minnesota Department of Education Library Facilities Program [if awarded]
 - USDA Community Facilities Program [If awarded]
 - General Governmental Bonding/Financing of Public Projects.

Selection Process Schedule of Events

Proposed Chronology

Send out Request for Proposals
Questions on RFQ Due to City
Responses Issued by City
Deadline for receipt of proposals from firms
Interviews/Possible Decision by City Council

Timing

Wednesday, January 20, 2021
Wednesday, January 27, 2021
Monday, February 1, 2021
Friday, February 12, 2021
Tuesday, February 16, 2021

Terms and Conditions:

The City of Howard Lake reserves the right to reject any and/all proposals, to waive irregularities and informalities therein, and to award the contract in the best interest of the City or the intent of this project. All proposals become the property of the City of Howard Lake upon submission. By submitting a proposal, the responder agrees that the City of Howard Lake may copy the proposal for purposes of facilitating the evaluation or to respond to requests for public records. The responder warrants that such copying will not violate the rights of any third party, including copyrights.

Submitting Proposals:

Proposals for consultant service for the City of Howard Lake will be received by the City until Friday February 19, 2021. No public opening will be held. Proposals will be reviewed internally by staff and a recommendation is anticipated to be made to the city council at their February 16, 2021 meeting. This schedule is subject to modification.

City Contact:

Responders with questions or requests for information may contact the City at:

City of Howard Lake
Attn: Library Proposal
Nick Haggenmiller
cityadmin@howard-lake.mn.us

NOTE: Due to irregular office hours resulting from the covid-19 pandemic, email correspondence and prearranged electronic meetings/calls are required.

CLOSED SESSION PPRSUANT TO
MS13.D05 TO COMPLETE ANNUAL
PERFORMANCE EVALUATION OF
CITY ADMINISTRATOR