

AGENDA

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. Citizen Input

E. Consent Agenda

- a. Consider Approving Minutes from the Truth in Taxation Meeting and the City Council Meeting on December 8th.
- b. Consider Accepting all Reports & Payment of Claims.
- c. Consider Approval of 2026 Fees and Charges Schedule
- d. Consider Resolution 26-01 Approving 2025 Utility Enterprise Fees & Charges
- e. Consider 2026 Committee Appointments & Designations
- f. Consider Various Personnel Appointments
- g. Consider Approval of 2026 Pay Equity Report

F. Presentations, Public Hearings & Related Approvals

G. New Business

- a. Consider Approval of Purchase of Public Works Pickup Truck
- b. Consider Approval of Purchase of Broom for Public Works Equipment.

H. Old Business

I. Department Reports

J. Administrator's Report

K. Council/Committee Report

L. Adjourn

The City Council will adjourn to a Workshop following the regular meeting.

CITY COUNCIL
MEETING MINUTES
CITY OF
HOWARD LAKE
— Est. 1878 —

DECEMBER 8, 2025

Call to Order

Opened Meeting at 6:00 pm.

Public Hearing: 2026 Truth in Taxation

a. **Truth in Taxation**

Ashley Feldewerd, with ABDO, reviewed a presentation on Truth in Taxation. Reviewing year-over-year changes and proposed and final budget numbers for 2026.

Council reviewed the presented materials and asked clarifying questions.

Adjourn

Council Member Kutz moved to Moved to adjourn at 6:18 pm. The motion was seconded by Council Member Deiter and Passed unanimously.

Attest - City Administrator/Clerk

Mayor

CITY COUNCIL
MEETING MINUTES
CITY OF
HOWARD LAKE
— Est. 1878 —
DECEMBER 8, 2025

Call to Order

Pledge of Allegiance

Approval of Agenda

Citizen Input

None.

Consent Agenda

Council Member Kutz moved to Approve Consent Agenda. The motion was seconded by Council Member Gilbert and Passed unanimously.

1. **Consider Approving Council Meeting Minutes from the November 17, 2025 Council Meeting.**
2. **Consider Accepting all Reports & Payment of Claims.**
3. **Consider Various Personnel Appointments**

Presentations, Public Hearings & Related Approvals

New Business

1. **Consider Various 2026 Levy & General Fund Budget Approvals**
 1. **Resolution 25-33 Approving the 2026 General Fund & Debt Service Levies**
 2. **Consider Adopting 2026 General Fund Budget**

Ashley Feldewerd, with Abdo, presented the Truth in Taxation presentation.

*Council Member Munson arrived at 7:02 pm.

Reviewing the changes from the preliminary levy in September to the proposed levy for 2026.

Council Member Deiter moved to Approve Resolution 25-33 Approving the 2026 General Fund & Debt Service Levies. The motion was seconded by Council Member Kutz and Passed unanimously.

Council Member Gilbert moved to Approve Adopting the 2026 General Fund Budget. The motion was seconded by Council Member Munson and Passed unanimously.

2. **Consider Resolution 25-34 Increasing the Howard Lake Fireman's Relief Association Benefit.**

Haggenmiller reviewed the staff report, noting a \$500 per year of service to \$3,400.

Council Member Kutz moved to Approve 25-34 Increasing the Howard Lake Fireman's Relief Association Benefit. The motion was seconded by Council Member Gilbert and Passed unanimously.

3. **Consider Resolution 25-35 Designating Library at 817 8th Avenue as Polling Location**

Haggenmiller stated that this is a yearly approval.

Council Member Kutz moved to Approve Resolution 25-35 Designating Library at 817 8th Ave as Polling Location. The motion was seconded by Council Member Gilbert and Passed unanimously.

Old Business

None.

Administrator's Report

None.

Department Reports

None.

Council/Committee Report

None.

Adjourn

Council Member Kutz moved to Adjourn meeting at 7:11 pm. The motion was seconded by Council Member Deiter and Passed unanimously.

Attest - City Administrator/Clerk

Mayor

CITY OF HOWARD LAKE

CLAIMS & DONATIONS APPROVED

DATE - January 20, 2026

GENERAL FUND	CHECKS: [REDACTED] 19-[REDACTED] 29	\$1,100,849.91
PAYROLL	[REDACTED] 68-[REDACTED] 87, [REDACTED] 57-[REDACTED] 59	\$175,177.73
ELECTRONIC	[REDACTED] 7-[REDACTED] 0	\$140,034.67
TOTAL		\$1,416,062.31

AMBULANCE CLMS	CHECKS: [REDACTED] 6-[REDACTED] 6	\$39,047.94
ELECTRONIC	[REDACTED]	\$252.40
TOTAL		\$39,113.72

INTERNAL REVENUE SERVICE	12/10/25	\$38,758.76
MN DEPT OF REVENUE	12/10/25	\$6,911.22
PERA	12/10/25	\$12,248.35
LEAP-WEX	12/10/25	\$835.08
FINKEN WATER CENTERS, INC	12/17/25	\$72.40
MN DEPT OF LABOR AND INDUSTRY	12/17/25	\$1,066.56
US POSTAL SERVICE	12/17/25	\$552.66
US POSTAL SERVICE	12/17/25	\$424.16
INTERNAL REVENUE SERVICE	12/24/25	\$9,449.06
MN DEPT OF REVENUE	12/24/25	\$1,907.64
PERA	12/24/25	\$8,728.69
LEAP-WEX	12/24/25	\$835.08
INTERNAL REVENUE SERVICE	01/07/26	\$10,286.68
MN DEPT OF REVENUE	01/07/26	\$1,545.39
PERA	01/07/26	\$8,504.18
LEAP-WEX	01/07/26	\$1,262.57
CITIZENS ALLIANCE BANK	12/31/25	\$30.00
WEX HEALTH INC	12/31/25	\$24.75
THE LINCOLN NATIONAL LIFE INSURANCE	12/31/25	\$1,402.00
MN DEPT OF REVENUE	12/31/25	\$10,129.00
AETNA HEALTH	12/31/25	\$14,345.29
AUTHNET GATEWAY BILLING	12/31/25	\$25.00
HEARTLAND PYMT SERVICES	12/31/25	\$10,092.77
FINKEN WATER CENTERS, INC	01/08/26	\$20.00
CUSTOMERS	01/08/26	\$23.50
US POSTAL SERVICE	01/08/26	\$553.88
DEITER, JASON	12/12/25	\$2,052.51
KUTZ, TOM	12/12/25	\$1,431.42
ZIMMERMAN, PETER A	12/12/25	\$2,100.96
GOEPFERT, THOMAS	12/12/25	\$159.06
MONSON, ANIKA	12/12/25	\$145.75
BALDWIN, ALIC	12/12/25	\$875.46
DICKENS, CHRISTENA M	12/12/25	\$492.89
DRUSCH, JACOB D	12/12/25	\$2,972.58
DRUSCH, KAREN	12/12/25	\$16,946.18
KOEPPE, ROMANA	12/12/25	\$155.14
PETERSON, JEREMY	12/12/25	\$1,186.62
ROKOLA, MARQUESE W	12/12/25	\$1,086.77
BONNICK, STEVEN	12/12/25	\$1,135.08
GOEPFERT, THOMAS	12/26/25	\$3.19
MONSON, ANIKA	12/26/25	\$96.80
GOEPFERT, THOMAS	01/09/26	\$74.10
DICKENS, CHRISTENA M	01/09/26	\$83.11
DRUSCH, JACOB D	01/09/26	\$83.11
PETERSON, JEREMY	01/09/26	\$83.11
BONNICK, STEVEN	01/09/26	\$375.32
AMAZON CAPITAL SERVICES	12/05/25	\$225.54

BREAKTHRU BEVERAGE	12/05/25	\$784.17
CAPITOL BEVERAGE SALES	12/05/25	\$3,023.55
CENTURYLINK	12/05/25	\$675.96
CERTIFIED APPRAISAL SERVICES I	12/05/25	\$1,500.00
CINTAS	12/05/25	\$393.34
DAHLHEIMER BEVERAGE GREEN ISLE	12/05/25	\$8,445.50
DAILEY DATA & ASSOCIATES, INC	12/05/25	\$2,000.00
GOPHER STATE ONE-CALL, INC	12/05/25	\$62.10
NICK HAGGENMILLER	12/05/25	\$365.00
HERALD JOURNAL PUBLISHING	12/05/25	\$157.25
HOWARD LAKE FIRE DEPARTMENT	12/05/25	\$44,674.94
HOWARD LAKE FIRE RELIEF ASSN.	12/05/25	\$48,500.00
ICMA	12/05/25	\$884.00
JOE'S SPORT SHOP	12/05/25	\$2,626.92
JOHNSON BROTHERS LIQUOR CO.	12/05/25	\$4,820.18
MYRA LAWAY	12/05/25	\$152.75
MARCO TECHNOLOGIES LLC	12/05/25	\$485.16
DEBRA MCALPINE	12/05/25	\$65.00
MEDIACOM LLC	12/05/25	\$176.90
JARED MERGES	12/05/25	\$65.00
METRO WEST INSPECTION SER INC	12/05/25	\$3,388.86
MIDWEST MACHINERY CO	12/05/25	\$562.36
MN CHIEFS OF POLICE ASSN_	12/05/25	\$380.00
JIM OTTENSTROER	12/05/25	\$65.00
PHILLIPS WINE & SPIRITS	12/05/25	\$1,041.24
CLAYTON PRESTIDGE	12/05/25	\$185.99
REEDS AND RUSHES	12/05/25	\$1,222.73
REMER, TANYA	12/05/25	\$65.00
ROERS AND SONS WELDING AND REP	12/05/25	\$4,750.00
RUSSELL SECURITY RESOURCE INC	12/05/25	\$38.00
ST. PAUL FESTIVAL	12/05/25	\$500.00
ERIC STOLL	12/05/25	\$65.00
STREICHER'S	12/05/25	\$123.98
THE HOME CITY ICE COMPANY	12/05/25	\$441.95
THEISEN, MEAGAN	12/05/25	\$215.00
T-MOBILE	12/05/25	\$435.97
VESSCO, INC	12/05/25	\$1,050.00
VIKING COCA-COLA	12/05/25	\$535.90
WASTEWATER COMMISSION	12/05/25	\$61,804.11
BURKSTRAND AGENCY	12/10/25	\$5,000.00
MES SERVICE COMPANY LLC	12/12/25	\$1,885.14
RIDGEVIEW MEDICAL CENTER	12/12/25	\$146.00
ABDO LLP	12/12/25	\$8,708.33
AMAZON CAPITAL SERVICES	12/12/25	\$87.86
ARCO BUSINESS SOLUTIONS	12/12/25	\$267.75
BBG LAW	12/12/25	\$1,717.70
BRANDEL ELECTRIC, LLC	12/12/25	\$873.05

C & C EMBROIDERY	12/12/25	\$120.00
CAPITOL BEVERAGE SALES	12/12/25	\$4,318.20
CENTERPOINT ENERGY	12/12/25	\$520.59
DAHLHEIMER BEVERAGE GREEN ISLE	12/12/25	\$3,231.77
APRIL DEBNER	12/12/25	\$75.00
BARBARA GUENIGSMAN	12/12/25	\$75.00
HIBBARD, MOLLY	12/12/25	\$125.00
INTL UNION OF OPERATING ENGINE	12/12/25	\$105.00
IUOE LOCAL 49 FRINGE BENEFIT F	12/12/25	\$48.00
VERN KLEVE	12/12/25	\$100.00
KWIK TRIP INC.	12/12/25	\$583.91
MYRA LAWAY	12/12/25	\$93.66
MADDEN GALANTER HANSEN	12/12/25	\$307.00
MARCO	12/12/25	\$426.72
JARED MERGES	12/12/25	\$181.43
MIDWEST MACHINERY CO	12/12/25	\$136.64
MN OFFICE OF CANNABIS MANAGEMENT	12/12/25	\$0.00
MN VALLEY TESTING LAB, INC	12/12/25	\$54.00
PREMIUM WATERS- WILLMAR	12/12/25	\$48.09
SOUTHERN GLAZER WINE & SPIRITS	12/12/25	\$3,159.92
SWEeper SERVICES	12/12/25	\$3,232.55
THEISEN, MEAGAN	12/12/25	\$83.31
US BANK	12/12/25	\$600.00
VINOCOPIA, INC	12/12/25	\$298.00
NEIL WEBER	12/12/25	\$100.00
WRIGHT COUNTY RECORDER	12/12/25	\$46.00
XCEL ENERGY	12/12/25	\$7,645.12
ADVANTAGE SIGNS	12/23/25	\$123.75
AIR-PRO HEATING & COOLING LLC	12/23/25	\$1,009.00
AMERICAN LEAK DETECTION	12/23/25	\$750.00
BELLBOY CORPORATION	12/23/25	\$1,751.32
BOLTON & MENK, INC	12/23/25	\$47,751.50
BRANDEL ELECTRIC, LLC	12/23/25	\$180.00
BREAKTHRU BEVERAGE	12/23/25	\$801.89
BROSE FARMS	12/23/25	\$145.00
TRACY BURLOW	12/23/25	\$40.50
CAPITOL BEVERAGE SALES	12/23/25	\$2,144.10
CENTERPOINT ENERGY	12/23/25	\$1,399.14
COURI, & RUPPE, P.L.L.P.	12/23/25	\$600.00
CR ELECTRIC	12/23/25	\$4,740.00
DAHLHEIMER BEVERAGE GREEN ISLE	12/23/25	\$5,368.50
DEHMER CENTRAL FIRE PROTECTION	12/23/25	\$1,022.50
EARTHLINK INC	12/23/25	\$19.34
GB LAND LLC	12/23/25	\$25,524.87
GRAHAM MOVING	12/23/25	\$260.00
IUOE LOCAL 49 FRINGE BENEFIT F	12/23/25	\$4,695.00
JLR GARAGE DOOR SERVICE, INC	12/23/25	\$480.00

JOE'S SPORT SHOP	12/23/25	\$1,679.07
JOHNSON BROTHERS LIQUOR CO.	12/23/25	\$5,494.55
LATOUR CONSTRUCTION, INC	12/23/25	\$338,260.17
MCDOWALL COMPANY	12/23/25	\$1,552.00
MEDIACOM LLC	12/23/25	\$294.90
JARED MERGES	12/23/25	\$46.88
MIDWEST MACHINERY CO	12/23/25	\$243.94
MN DEPT OF LABOR AND INDUSTRY	12/23/25	\$2,700.00
MN VALLEY TESTING LAB, INC	12/23/25	\$54.00
NCPERS GROUP LIFE INS	12/23/25	\$48.00
NELSON ELECTRIC MOTOR REPAIR	12/23/25	\$262.50
PAUMEN COMPUTER SERVICES, LLC	12/23/25	\$4,580.00
PAUSTIS WINE COMPANY	12/23/25	\$128.16
PETTY CASH -MEAGAN THEISEN	12/23/25	\$249.00
PHILLIPS WINE & SPIRITS	12/23/25	\$482.74
REMER, TANYA	12/23/25	\$574.37
ROERS AND SONS WELDING AND REP	12/23/25	\$1,000.00
SOUTHERN GLAZER WINE & SPIRITS	12/23/25	\$4,226.75
THE LODGE OF HOWARD LAKE, LLC	12/23/25	\$11,315.35
THEISEN, MEAGAN	12/23/25	\$67.63
DAVE THOMPSON	12/23/25	\$1,500.00
VERIZON CONNECT NWF, INC	12/23/25	\$295.06
VINOCOPIA, INC	12/23/25	\$213.00
WRIGHT HENNEPIN ELECTRIC	12/23/25	\$1,318.00
ZIEGLER INC	12/23/25	\$1,322.50
BREAKTHRU BEVERAGE	12/31/25	\$818.93
C & C EMBROIDERY	12/31/25	\$31.00
CAPITOL BEVERAGE SALES	12/31/25	\$3,675.20
DAHLHEIMER BEVERAGE GREEN ISLE	12/31/25	\$7,279.75
GREATER MN COMMUNICATIONS	12/31/25	\$341.20
HAWKINS, INC	12/31/25	\$20.00
JOHNSON BROTHERS LIQUOR CO.	12/31/25	\$758.85
MUMFORD SANITATION	12/31/25	\$12,371.82
NELSON ELECTRIC MOTOR REPAIR	12/31/25	\$65,700.00
PHILLIPS WINE & SPIRITS	12/31/25	\$686.53
PLUNKETT'S PEST CONTROL	12/31/25	\$164.56
ROERS AND SONS WELDING AND REP	12/31/25	\$250.00
T-MOBILE	12/31/25	\$387.83
VERIZON	12/31/25	\$120.03
VIKING COCA-COLA	12/31/25	\$499.50
WASTEWATER COMMISSION	12/31/25	\$50,316.27
AMAZON CAPITAL SERVICES	01/08/26	\$421.90
AMERICAN SOLUTIONS FOR BUS.	01/08/26	\$81.10
ARCO BUSINESS SOLUTIONS	01/08/26	\$394.30
CAPITOL BEVERAGE SALES	01/08/26	\$3,922.65
CENTERPOINT ENERGY	01/08/26	\$1,604.26
CENTURYLINK	01/08/26	\$675.96

CINTAS	01/08/26	\$491.42
COMPASS PEER GROUPS LLC	01/08/26	\$1,800.00
DAHLHEIMER BEVERAGE GREEN ISLE	01/08/26	\$1,516.90
ESS BROTHERS & SONS, INC	01/08/26	\$222.00
FIRST INDEPENDENT BANK	01/08/26	\$44,277.00
FIRST SECURITY BANK HENDRICKS	01/08/26	\$33,820.00
GRAHAM MOVING	01/08/26	\$400.00
NICK HAGGENMILLER	01/08/26	\$365.00
IUOE LOCAL 49 FRINGE BENEFIT F	01/08/26	\$48.00
JOE'S SPORT SHOP	01/08/26	\$1,501.88
JOHNSON BROTHERS LIQUOR CO.	01/08/26	\$679.04
MYRA LAWAY	01/08/26	\$65.00
LEAGUE OF MINN CITIES	01/08/26	\$30.00
MARCO TECHNOLOGIES LLC	01/08/26	\$485.16
DEBRA MCALPINE	01/08/26	\$65.00
MEDIACOM LLC	01/08/26	\$198.16
MENARDS-BUFFALO	01/08/26	\$302.16
JARED MERGES	01/08/26	\$65.00
METRO WEST INSPECTION SER INC	01/08/26	\$1,100.58
MIDWEST MACHINERY CO	01/08/26	\$1,421.75
OFFICE DEPOT LLC	01/08/26	\$311.92
JIM OTTENSTROER	01/08/26	\$65.00
PHILLIPS WINE & SPIRITS	01/08/26	\$1,550.05
CLAYTON PRESTIDGE	01/08/26	\$65.00
REEDS AND RUSHES	01/08/26	\$448.75
REMER, TANYA	01/08/26	\$65.00
SNOWPLOWS PLUS	01/08/26	\$259.71
ERIC STOLL	01/08/26	\$65.00
STREICHER'S	01/08/26	\$338.99
THEISEN, MEAGAN	01/08/26	\$215.00
URDAHL, DEAN	01/08/26	\$4,400.00
US BANK	01/08/26	\$87,348.75
VISA	01/08/26	\$6,137.62
ZIEGLER INC	01/08/26	\$2,489.46
ADVANCED POWER SERVICES, INC	01/16/26	\$8,949.00
AMAZON CAPITAL SERVICES	01/16/26	\$338.53
BBG LAW	01/16/26	\$1,717.70
BREAKTHRU BEVERAGE	01/16/26	\$779.56
BURSCH, HEIDI JOY	01/16/26	\$36.04
CAPITOL BEVERAGE SALES	01/16/26	\$1,087.25
CROW RIVER WINERY	01/16/26	\$560.00
DAHLHEIMER BEVERAGE GREEN ISLE	01/16/26	\$4,279.82
GOPHER STATE ONE-CALL, INC	01/16/26	\$13.50
HAWKINS, INC	01/16/26	\$3,091.01
KWIK TRIP INC.	01/16/26	\$335.64
MADDEN GALANTER HANSEN	01/16/26	\$493.50
MAGES RENTAL & REPAIR LLC	01/16/26	\$500.00

MARCO	01/16/26	\$426.72
DEBRA MCALPINE	01/16/26	\$11.60
MEDIACOM LLC	01/16/26	\$294.90
MENARDS-BUFFALO	01/16/26	\$49.99
MN VALLEY TESTING LAB, INC	01/16/26	\$54.00
NCPERS GROUP LIFE INS	01/16/26	\$48.00
JIM OTTENSTROER	01/16/26	\$59.96
PAUSTIS WINE COMPANY	01/16/26	\$224.00
PREMIUM WATERS- WILLMAR	01/16/26	\$56.84
SOUTHERN GLAZER WINE & SPIRITS	01/16/26	\$1,148.04
TK ELEVATOR	01/16/26	\$612.62
USA BLUEBOOK	01/16/26	\$938.59
VERIZON CONNECT NWF, INC	01/16/26	\$147.53
VIKING COCA-COLA	01/16/26	\$242.10
WRIGHT LUMBER & MILLWORK	01/16/26	\$76.99
XCEL ENERGY	01/16/26	\$7,770.95
CUSTOMIZED FIRE RESCUE TRNG	01/16/26	\$2,600.00
EMERGENCY APPARATUS MAINT INC	01/16/26	\$1,675.09
GALLS INC	01/16/26	\$448.79
HOWARD LAKE TIRE & AUTO	01/16/26	\$55.19
JERRY'S TRANSMISSIONS SERVICE	01/16/26	\$452.42
ALEX MAGES	01/16/26	\$68.03
GILBERT, EMMAGENE	12/12/25	\$1,675.33
HAGGENMILLER, NICHOLAS A	12/12/25	\$6,556.46
HALL, JUSTIN D	12/12/25	\$504.72
MERGES, JARED M	12/12/25	\$2,853.48
MIELKE, SARAH B	12/12/25	\$113.11
MUNSON, ALLAN W.	12/12/25	\$1,148.35
REMER, TANYA M	12/12/25	\$2,821.71
THEISEN, MEAGAN	12/12/25	\$4,095.67
ZANDER, SHARI	12/12/25	\$614.88
OTTENSTROER, JAMES D	12/12/25	\$3,227.18
PRESTIDGE, CLAYTON P	12/12/25	\$1,640.17
BERG, TIMOTHY W	12/12/25	\$33.25
BOBROWSKE, KEITH	12/12/25	\$125.60
BRAVINDER, SETH Z	12/12/25	\$1,220.16
DRUSCH, ZACHARY R.	12/12/25	\$1,744.05
ELMER, DANIEL J	12/12/25	\$1,314.95
KING, ELLIOTT	12/12/25	\$1,570.74
KITTOCK, BRIAN	12/12/25	\$2,138.73
KITTOCK, NICOLE D	12/12/25	\$995.55
LOEBERTMANN, AMANDA G	12/12/25	\$3,597.13
LOEBERTMANN, CRAIG	12/12/25	\$1,082.13
MAGES, ALEX	12/12/25	\$4,895.05
PETERSON, DAVID T	12/12/25	\$2,788.89
SCHUELKE, ANDREW L	12/12/25	\$1,888.98
STOLL, ERIC	12/12/25	\$7,739.54

STUEVEN, MARK J	12/12/25	\$1,071.26
WIECH, KYLE	12/12/25	\$400.10
DAHL, LORI	12/12/25	\$221.75
HORSTMANN, REBECCA A	12/12/25	\$315.99
JENSEN, LUCAS	12/12/25	\$476.82
KOOSMAN, BRADLY S	12/12/25	\$120.12
KOOSMAN, HOPE A	12/12/25	\$120.12
LAWAY, MYRA	12/12/25	\$3,910.95
MCALPINE, DEBRA-ANN	12/12/25	\$1,287.47
MILLER, EDWARD M	12/12/25	\$352.00
MONSON, ALYSHA	12/12/25	\$6.42
MONSON, BRENNAN	12/12/25	\$6.42
SOTHAN, LAURIN B	12/12/25	\$375.08
VIRNALA, TASIA, R	12/12/25	\$459.05
CHAFFINS, GORDON	12/12/25	\$222.45
HARTNECK, SEAN M.	12/12/25	\$574.81
JOHNSON, JACOB D	12/12/25	\$2,725.71
PREUSSE, MITCHELL D	12/12/25	\$1,461.13
SZCZEPANIK, DARIUSZ J	12/12/25	\$3,962.65
THOMPSON, DAVID G	12/12/25	\$3,359.84
THOMPSON, KYLE	12/12/25	\$648.49
CARGILL, ZACHARY C	12/26/25	\$311.19
HAGGENMILLER, NICHOLAS A	12/26/25	\$4,366.71
MERGES, JARED M	12/26/25	\$2,380.53
MIELKE, SARAH B	12/26/25	\$149.59
REMER, TANYA M	12/26/25	\$1,814.26
THEISEN, MEAGAN	12/26/25	\$2,630.90
ZANDER, SHARI	12/26/25	\$687.92
OTTENSTROER, JAMES D	12/26/25	\$2,034.69
PRESTIDGE, CLAYTON P	12/26/25	\$1,731.85
DAHL, LORI	12/26/25	\$172.17
GROW, SAMANTHA L.	12/26/25	\$62.52
HORSTMANN, REBECCA A	12/26/25	\$247.72
JENSEN, LUCAS	12/26/25	\$371.79
LAWAY, MYRA	12/26/25	\$2,482.15
MCALPINE, DEBRA-ANN	12/26/25	\$1,378.01
MILLER, EDWARD M	12/26/25	\$407.15
SOTHAN, LAURIN B	12/26/25	\$203.99
VIRNALA, TASIA, R	12/26/25	\$128.97
CHAFFINS, GORDON	12/26/25	\$75.73
HARTNECK, SEAN M.	12/26/25	\$245.07
JOHNSON, JACOB D	12/26/25	\$2,266.00
PREUSSE, MITCHELL D	12/26/25	\$1,412.75
SZCZEPANIK, DARIUSZ J	12/26/25	\$2,677.76
THOMPSON, DAVID G	12/26/25	\$3,066.88
HAGGENMILLER, NICHOLAS A	01/09/26	\$4,693.86
MERGES, JARED M	01/09/26	\$2,906.27

MIELKE, SARAH B	01/09/26	\$98.66
REMER, TANYA M	01/09/26	\$1,952.81
THEISEN, MEAGAN	01/09/26	\$2,668.34
ZANDER, SHARI	01/09/26	\$451.19
OTTENSTROER, JAMES D	01/09/26	\$1,869.62
PRESTIDGE, CLAYTON P	01/09/26	\$1,783.73
BRAVINDER, SETH Z	01/09/26	\$27.70
DRUSCH, ZACHARY R.	01/09/26	\$249.34
ELMER, DANIEL J	01/09/26	\$193.93
KING, ELLIOTT	01/09/26	\$360.16
KITTOCK, BRIAN	01/09/26	\$55.41
KITTOCK, NICOLE D	01/09/26	\$45.41
LOEBERTMANN, AMANDA G	01/09/26	\$277.05
LOEBERTMANN, CRAIG	01/09/26	\$277.05
MAGES, ALEX	01/09/26	\$110.82
SCHUELKE, ANDREW L	01/09/26	\$637.21
STOLL, ERIC	01/09/26	\$166.23
STUEVEN, MARK J	01/09/26	\$304.75
WIECH, KYLE	01/09/26	\$110.82
DAHL, LORI	01/09/26	\$79.22
HORSTMANN, REBECCA A	01/09/26	\$201.85
JENSEN, LUCAS	01/09/26	\$164.22
LAWAY, MYRA	01/09/26	\$2,627.18
MCALPINE, DEBRA-ANN	01/09/26	\$1,413.05
MILLER, EDWARD M	01/09/26	\$367.72
SOTHAN, LAURIN B	01/09/26	\$366.06
VIRNALA, TASIA, R	01/09/26	\$424.11
JOHNSON, JACOB D	01/09/26	\$2,393.84
PREUSSE, MITCHELL D	01/09/26	\$584.74
SZCZEPANIK, DARIUSZ J	01/09/26	\$2,751.02
THOMPSON, DAVID G	01/09/26	\$3,254.46
		\$1,416,062.31

CUSTOMERS-AMBULANCE	12/10/25	\$159.09
CUSTOMERS-AMBULANCE	12/31/25	\$93.31
CITY OF HOWARD LAKE	12/05/25	\$2,280.00
DIGITAL LAKE INC	12/05/25	\$878.00
DRAIN PROS	12/05/25	\$1,614.67
HANEY FLOORING LLC	12/05/25	\$11,374.00
JERRY'S TRANSMISSIONS SERVICE	12/05/25	\$375.17
JOE'S SPORT SHOP	12/05/25	\$43.49
BRIAN KITTOCK	12/05/25	\$1,168.42
LAKESIDE DECORATING	12/05/25	\$2,975.00
MSR	12/05/25	\$450.00
RIDGEVIEW MEDICAL CENTER	12/05/25	\$400.00
ZOLL MEDICAL CORPORATION	12/05/25	\$622.95
T-MOBILE	12/31/25	\$48.14
VISA	01/08/26	\$208.76
ALLINA HEALTH EMS	01/16/26	\$200.00
BOUNDTREE MEDICAL LLC	01/16/26	\$1,381.87
CENTRAL MCGOWAN, INC	01/16/26	\$43.54
CITY OF HOWARD LAKE	01/16/26	\$3,330.00
CM2 SUPPLY	01/16/26	\$246.85
JACOB DRUSCH	01/16/26	\$203.48
JERRY'S TRANSMISSIONS SERVICE	01/16/26	\$6,776.90
JOE'S SPORT SHOP	01/16/26	\$265.19
MJM MEDICAL DIRECTION CONSORTI	01/16/26	\$3,600.00
RIDGEVIEW MEDICAL CENTER	01/16/26	\$260.00
ZOLL MEDICAL CORPORATION	01/16/26	\$301.51
		\$39,300.34



HOWARD LAKE CITY COUNCIL MEETING

JANUARY 20, 2026

AGENDA ITEM: Consider Adopting 2026 Fee Schedule

SECTION: New Business

FROM: Megan Theisen, Assistant City Administrator

BACKGROUND: Many of fees and charges are proposed to remain unchanged for 2024. Below is the list of the proposed changes.

FEE	Current	Proposed	Unit
1. Right of Way Permit - Boring	\$0	\$40	Per Hole
2. Water Meters	\$250/\$300	\$350/\$550	Meter & Couplings

Notes/Justification

Right of Way Permits

After many right of way projects in Howard Lake in 2025, we did research to see how other communities handle these permits. Adding this cost will help with engineering fees and ensuring proper clean up.

Water Meters

The cost of our water meters and the couplings increased significantly in 2025.

ALTERNATIVE OPTIONS: Discussion

FINANCIAL: Open.

STAFF RECOMMENDATION: Approve the 2026 Fees and Charges Schedule as presented.

ATTACHMENTS: Proposed 2026 Fee Schedule



CITY OF HOWARD LAKE 2026 MASTER FEE SCHEDULE

	Page
Room and Park Rental Fees.....	1
Building Inspection Fess.....	1
Commercial and Non Maintenance Residential.....	1
Building.....	2
Planning and Zoning.....	2
Planned Unit Development.....	2
Subdivision	2
Variances	2
Utility Hookup Charges.....	3
Water and Sewer Utility Rate.....	3
Garbage and Recycling Rates.....	3
City Wide Clean Up Rates.....	3
Police Department Fees.....	3
Public Works Rates.....	3
Parking Violations.....	4
Public Nuisances	4
Liquor License Fees.....	4
Fire Response Fees.....	4
Administrative Fees.....	5

City of Howard Lake 2026 Fee Schedule

<i>H.L. PROPERTY RENTAL</i>	<i>FEE</i>		<i>DESCRIPTION AND/OR ESCROW</i>			
City Hall Council Chambers	Unit	Hourly	C1 - \$0	C2 - \$0	C3 - \$30	C4 - \$40
City Hall Conference Room	Unit	Hourly	C1 - \$0	C2 - \$10	C3 - \$30	C4 - \$40
Laker Parklet	Unit	Hourly	C1 - \$0	C2 - \$10	C3 - \$30	C4 - \$40
Lions Park Pavilion	Unit	Hourly	C1 - \$0	C2 - \$20	C3 - \$25	C4 - \$30
Memorial Park Pavilion	Unit	Hourly	C1 - \$0	C2 - \$25	C3 - \$30	C4 - \$35
Memorial Park Concession Stand	Unit	Hourly	C1 - \$0	C2 - \$5	C3 - \$10	C4 - \$15
Memorial Park Baseball Field (Limited User)	Unit	Per Game	C1 - \$0	C2 - \$50	C3 - \$100	C4 - \$150
Memorial Park Baseball Field	Unit	Tournament /Day	C1 - \$0	C2 - \$100	C3 - \$200	C4 - \$300
Memorial Park Baseball Field Lights	Unit	Hourly	C1 - \$0	C2 - \$15	C3 - \$15	C4 - \$15
Memorial Park (Exclusive User)	Unit	Annual	C1 - \$0	Council Approval via Agreement		
Central Park Performance Place (Exclusive User)	Unit	TBD	C1 - \$0	Council Approval via Agreement		
Central Park at Yager Field	Unit	Season	C1 - \$0	Council Approval via Agreement		
Central Park Performance Place	Unit	League	C1 - \$0	C2 - \$100	C3 - \$150	C4 - \$200
Central Park Splash Pad	Unit	Hourly	C1 - \$0	C2 - \$10	C3 - \$20	C4 - \$30
Howard Lake Community Room (4 hour min)	Unit	Hourly	C1 - \$0	C2 - \$10	C3 - \$30	C4 - \$40
Library Teleconference Room	Unit	Hourly	C1 - \$0	C2 - \$0	C3 - \$5	C4 - \$10
Municipal Parking Lot 18 (Limited User)	Unit	Day	C1 - \$0	C2 - 25	C3 - \$50	C4 - \$100
Municipal Parking Lot 18 (Exclusive User)	Unit	Day	C1 - \$0	C2 - \$100	C3 - \$150	C4 - \$500
General Street Closure with Barricades	Unit	Day	C1 - \$0	C2 - \$25	C3 - \$50	C4 - \$100
Category 1	City of Howard Lake functions & programming, including: GRRL events, Summer Recreation, Farmers Market, and other council-authorized user groups. Institutions, agencies, and service providers offering services at no cost (e.g., Wright County, Senior Dining/Council of Aging). & Community events as defined in Section 2.2.*					
Category 2	Nonprofit organizations and community groups conducting the majority of their activities in Howard Lake, including HLWW-sanctioned clubs, organizations, athletic teams, and booster clubs.** Athletic tournaments outside officially sanctioned city events. All nonprofit organizations or community groups conducting a fundraising activity					
Category 3	Howard Lake residents for individual or private use. Howard Lake-based privately owned businesses, for-profit groups, and private agencies for private use.					
Category 4	Non-Howard Lake residents for individual or private use or private events. Non-Howard Lake-based businesses, for-profit groups, and private agencies for private					
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	\$76.00		Per Unit			
Window Replacement	\$75.00		Flat Fee regardless of number of windows installed			
Siding Replacement	\$76.00					
Roofing Permit	\$76.00					
Misc./Unclassified Inspections	\$76.00					
Curb & Gutter Permit	\$75.00					
Driveway Permit	\$1,000.00		Escrow (Up to \$900 Refunded)			

BUILDING	FEE	DESCRIPTION AND/OR ESCROW
Valuation Based Building Permits		
Assessment Fee (New Construction)	\$50	Under \$500,000
	\$100	Over \$500,000
New Residential Valuation	\$60	Per home/permit
New Commercial Valuation	\$60	Per Structure
New Construction/Additions/Remodels	TBD	1997 UBC Fee Schedule
Sheds (larger than 120 sq. ft.)	TBD	1997 UBC Fee Schedule
Decks	TBD	1997 UBC Fee Schedule
Garages	TBD	1997 UBC Fee Schedule
Basement Finishes	TBD	1997 UBC Fee Schedule
Fire Suppression Systems	TBD	1997 UBC Fee Schedule
Other Building Permits	TBD	1997 UBC Fee Schedule
PLANNING AND ZONING		
APPLICATIONS		
Sign Permits		
Insert Replacement	\$0	
Wall	\$75	
LED/Monument	TBD	1997 UBC Fee Schedule
Administrative Permit	\$75.00	\$500
Fence Permit	\$75.00	
Sheds (less than 120 square feet)	\$75.00	
Right of Way Permit	\$150.00	\$2,000 Escrow
	\$40.00	Per Hole Bored
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 \$5,000.00
		10-50 \$10,000.00
		51 plus \$15,000.00
VARIANCES		
Residential		\$200 + \$250 Escrow
Commercial & Industrial		\$200 + \$250 Escrow

UTILITY HOOK UP CHARGES	FEE	DESCRIPTION AND/OR ESCROW
Sewer Inspection Fee	\$100.00	
Water Inspection Fee	\$100.00	
Water Meter	¾" \$350.00 1" \$550.00	Meter and Couplings
Utility Ordinance Violations	\$100.00	(Per Month) Ie: Failure to comply with meter swap out, inspections, access etc.
Fire Hydrant Water Hook Up	\$75.00	+ water base rates & gallons used
Water Connection or Turn On Water	\$32.00	
Water Disconnection or Turn Off Water	\$32.00	
Sewer Access Charge (RES.)	\$4,500.00	
Water Access Charge (RES.)	\$3,100.00	
Sewer Access Charge (Comm./Ind.)	\$4,500.00	times residential equivalency
Water Access Charge (Comm./Ind.)	\$3,100.00	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	To Be Removed after total Conversion
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	\$0.81	per month
Storm Water	\$7.99	per month
Technology Fee	\$2.75	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
Appliances	\$15.00	
Small Load	\$15.00	
Medium Load	\$20.00	
Large Load	\$25.00	
Appliances with Freon	\$10.00	
Electronics	\$10.00	
Flat Screen TV	\$10 + \$1/Inch	
Monitors, Tube TVs	\$60.00	
Couches	\$30.00	
Small Upholstery/Cushioned Furniture	\$10.00	
Tires	\$5.00	\$10.00 w/ Rim
Mattress/Box Spring	\$30.00	\$30.00/each
POLICE DEPARTMENT FEES	FEE	DESCRIPTION AND/OR ESCROW
Off Duty Police Officer	\$60.00	per hour
Reserve Officer	\$40.00	per hour
PUBLIC WORKS	FEE	DESCRIPTION AND/OR ESCROW
City Staff	\$100.00	per person per hour
Small Truck	\$100.00	per truck per hour
Pay loader	\$100.00	per hour

<i>PARKING VIOLATIONS</i>	<i>FEE</i>	<i>DESCRIPTION AND/OR ESCROW</i>
Handicap Zone (MS 169.346.3)	\$208.00	
Fire Lane	\$50.00	
Snowbird	\$50.00	
Blocking Fire Hydrant	\$50.00	
No Parking 2AM to 6AM	\$50.00	
Other Parking Violations	\$50.00	
Vehicle Towing	\$150.00	
Storage of Towed Vehicle	\$10.00	per day
<i>PUBLIC NUISANCES</i>	<i>FEE</i>	<i>DESCRIPTION AND/OR ESCROW</i>
Weeds and Blight	\$100.00	per hour/per person + any incurred costs to abate
Sidewalk Snow Removal	\$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
<i>LIQUOR LICENSE FEES</i>	<i>FEE</i>	<i>DESCRIPTION AND/OR ESCROW</i>
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
<i>EMERGENCY RESPONSE FEES</i>	<i>FEE</i>	<i>DESCRIPTION AND/OR ESCROW</i>
<i>FIRE</i>		
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
<i>COUNTY-WIDE RESPONSE TEAMS</i>		
Special Response Unit	\$500.00	
Fire Investigation Team	\$300.00	
<i>PUBLIC WORKS</i>		
Street Sweeper	\$100.00	per hour
Tipping Fees	Actual Incurred Costs	
Damages and Expenses	Actual Incurred Costs	

<i>ADMINISTRATIVE</i>	<i>FEE</i>	<i>DESCRIPTION AND/OR ESCROW</i>
Copies	\$0.25	per page
Video/DVD Copy	\$20.00	
Special Assessment Search	\$25.00	
Police Reports	\$0.25	per page
Special Meetings	\$375.00	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	Per Year
Chicken License	\$25.00	Initial License Application
	\$10.00	Annual Renewal
Cigarette (Tobacco) License	\$50.00	
Licensing of Use of Public Property	\$100.00	
Peddlers & Solicitors Background Check	\$35.00	Per Person
Licensing of Peddlers & Solicitors	\$50.00	1 – 14 Days
	\$100.00	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
Short Term Rental License	\$150.00	Per Location Per Year
Short Term Rental Escrow	\$150.00	Per Application & Location
Administrative Citation	\$50.00	1 st citation
	\$100.00	2 nd & additional citations



HOWARD LAKE CITY COUNCIL MEETING

JANUARY 21, 2026

AGENDA ITEM: Consider Resolution 26-01 Approving 2026 Utility Fee & Charges

SECTION: New Business

FROM: Nick Haggemiller, City Administrator

BACKGROUND: The city council must set utility rates by resolution, annually. For the tenth straight year, staff is recommending no changes to the stated fees and charges schedule, however, this will be the final year of no utility rate changes. We are in the process of creating a storm water utility that will be based on parcel size.

Fund Performance

- The storm sewer fund is self sufficient to cover existing debt service. The fund is NOT able to cover any substantive repair or capital expenditures, however.
- The water fund is performing well! However, its excess revenues are cautioned as they offset losses to the sewer fund.
- The sewer fund is continuing to show improvement over prior year operating losses.

Collectively, utility rate, revenue and expenses are continually monitored for performance. At this time, we do not advise rate increases. Doing so marks the 11th fiscal year in a row we have not increased utility rates.

DECISION MAKING METRICS:

FINANCIAL: Resolution 26-01 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 26-01 Approving 2026 Utility Fees and Charges.

ATTACHMENTS:

1. Resolution 26-01

**CITY OF HOWARD LAKE RESOLUTION 26-01
RESOLUTION SETTING 2026 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 20, 2026 set as follows:

2025 WATER RATES		2026 WATER RATES	
Fixed Service Fee	\$26.88	Fixed Service Fee	\$26.88
Volume Charge	\$4.26	Volume Charge	\$4.26
2025 SEWER RATES		2026 SEWER RATES	
Fixed Service Fee	\$30.87	Fixed Service Fee	\$30.87
Volume Charge	\$8.87	Volume Charge	\$8.87
2025 WWTP FEE		2026 WWTP FEE	
Volume Charge	\$7.41	Volume Charge	\$7.41
2025 STORMWATER FEE		2026 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 20th DAY OF JANUARY 2026.

Mayor, Peter Zimmerman

ATTEST:

Administrator/Clerk Nick Haggenmiller



CITY OF HOWARD LAKE CITY COUNCIL MEETING JANUARY 20, 2026

AGENDA ITEM: Consider 2026 Appointments & Designations

SECTION: New Business

FROM: Nick Haggemiller, City Administrator
Meagan Theisen, 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 2026 Assignments

CITY OF HOWARD LAKE
2026 BOARD, COMMISSION, COMMITTEE ASSIGNMENTS

Acting Mayor

P. Zimmerman

2nd ACTING MAYOR

J. Deiter

ECONOMIC DEVELOPMENT AUTHORITY

Full Council

HOUSING REDEVELOPMENT AUTHORITY

Full Council

PARK & PLANNING COMMISSION

A. Debnar (Chair), V. Kleve, G. Gilbert, J. Deiter,
N. Weber, M. Hibbard, D. Marks

LIQUOR COMMISSION

T. Kutz, P. Zimmerman

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

GOOD NEIGHBORDAYS COMMITTEE

Kelli Burau, April Stueven, Gina Thesing, Kelli
Eastman, Stacey Sparkman, Jessica Cook
City Staff – Meagan Theisen, Tanya Remer, Myra
Laway

SENIOR CENTER ADVISORY COMMITTEE

Laura Opsal and Patty Krohn

CITY ADMINISTRATOR/CLERK

N. Haggemiller

CITY TREASURER

ABDO

ACTING CITY ADMINISTRATOR

M. Theisen

CITY ATTORNEY

Berglund, Baumgartner & Glaser (Criminal)
Couri & Ruppe (Civil)
Taft (Bond)

CITY ENGINEER

Bolton and Menk Incorporated

CITY PLANNER

WSB – Nate Sparks

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

<https://howardlakemn.portal.civicclerk.com/>

OFFICIAL NEWSPAPER

Herald Journal Publishing

OFFICIAL DEPOSITORIES

Citizen's Alliance Bank
4M Fund
Security Bank of Winsted

RISK MANAGER/LMICT

North Risk Partners

CITY ASSESSOR

Wright County Assessor Office



HOWARD LAKE CITY COUNCIL MEETING

January 20, 2026

AGENDA ITEM: Consider Various Personnel Appointments

SECTION: New Business

FROM: City Administrator, Nick Haggenmiller

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

Confirm Appointments

Hired – Andrew Koosman – Public Works 1

Voluntary Resignation – Sarah Mielke – Facility Cleaner

DECISION MAKING METRICS:

FINANCIAL: This position is budgeted as part of the 2026 General Fund Budget.

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

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

COUNCIL ACTION REQUESTED: Approve appointments as presented.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

January 20, 2026

AGENDA ITEM: Consider Approving 2026 Pay Equity Report

SECTION: Consent

FROM: Meagan Theisen, Assistant 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 2023.

In 2025, the City commissioned David Drown & Associates to complete a compensation and classification study. Part of the study included necessary revisions to ensure pay equity compliance. After reviewing the compliance report, the City of Howard Lake is in compliance with Minnesota regulations.

ALTERNATIVE OPTIONS: None.

FINANCIAL: The pay equity report and related submission does NOT have a material expense. It is noted however, that DDA Human Resources offers annual or updates to the compensation and classification study that correspond with the pay equity report. The council approved an agreement with David Drown & Associates to update our compensation and staff organization chart yearly over the next 3 years.

LEGAL: The City of Howard Lake must submit a report, approved by the city council, by January 31, 2026 to avoid fines and penalties from the State.

STAFF RECOMMENDATION: Approve the 2026 Pay Equity Report, direct staff to submit to the OMB.

ATTACHMENTS:

1. Submittal Form to be Executed

Results of Tests for Pay Equity Compliance

Date: January 13, 2026

Jurisdiction: Howard Lake

ID#: 495

1. Completeness and Accuracy Test

- Passed. Required information was submitted accurately and on time.
- Passed by Exception. Request for Reconsideration approved.

2. Statistical Analysis Test

- Passed. Jurisdiction had more than three male classes and an underpayment ratio of 80% or more.
- Passed. Jurisdiction had at least six male classes, at least one class with a salary range, an underpayment ratio below 80% but a t-test that was not statistically significant.
- Passed by Exception. Request to Reconsideration approved

3. Salary Range Test

- Passed. Too few classes had an established number of years to move through a salary range.
- Passed. Salary range test showed a score of 80% or more.
- Passed by Exception. Request for Reconsideration approved.

4. Exceptional Service Pay Test

- Passed. Too few classes received exceptional service pay.
- Passed. Exceptional service pay test showed a score of 80% or more.
- Passed by Exception. Request for Reconsideration approved.

If you have questions or need assistance, please contact Angela Garrity-Scharffbillig at (651) 259-3727, or by email: pay.equity@state.mn.us



HOWARD LAKE CITY COUNCIL MEETING

January 20, 2026

AGENDA ITEM: Consider Purchasing New Public Works Vehicle

SECTION: New Business

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: With the addition of a new Public Works Employee and aging vehicles in the public works fleet, we have included \$60,000 in the CIP for 2026 for a new public works pick up truck. After reviewing several options, staff have agreed that a crew cab pick up truck would be the most useful for the department and provide necessary towing/hauling capabilities and year-round versatility.

Staff is proposing to purchase the following vehicle:

2025 Chevrolet Silverado 1500 LT Crew Cab at Ryan Chevrolet Buffalo

This is a used 2025 Chevrolet Silverado 1500 LT with a crew cab body style and standard public works-friendly features such as 4WD, Bluetooth connectivity, Apple CarPlay/Android Auto, remote start, backup camera, and other modern conveniences appropriate for daily municipal use. The current listed price with Ryan Chevrolet Buffalo in Minnesota is approximately \$38,496. We also need to factor in tax and licensing and funds for necessary equipment outfitting (lights, signage, plow package, radio, safety equipment, etc.) without exceeding budget, estimating about \$12,000.

FINANCIAL IMPACT: The CIP for 2026 includes \$60,000 for the purchase of a new public works pick up truck.

COUNCIL ACTION REQUESTED: Approve the purchase of the 2025 Chevrolet Silverado 1500 LT Crew Cab and necessary equipment outfitting with a do not exceed amount of \$52,000.

ATTACHMENTS: 1. 2025 Chevrolet Silverado 1500 LT Crew Cab

\$38,299



VEHICLE HIGHLIGHTS

- * ONE PREVIOUS OWNER
- * CLEAN VEHICLE HISTORY
- * FOUR-WHEEL DRIVE
- * **OUR RECONDITIONING WORK INCLUDED**
- * MULTI-POINT VEHICLE INSPECTION WITH OIL CHANGE
- * COMPLETE EXTERIOR & INTERIOR DETAIL

VEHICLE IS AVAILABLE FROM-

Vehicle Information

VIN: 1GCUKDEDXSZ125326 Stock #: B0443 Model Code: CK10543

- CONDITION**
Used
- CITY/HIGHWAY**
16/19 MPG
- BODY STYLE**
Crew Cab
- ENGINE**
5.3L EcoTec3 V8 engine
- EXTERIOR COLOR**
Summit White
- TRANSMISSION**
Automatic / 4WD
- INTERIOR COLOR**
Jet Black, Cloth Seat Trim
- FUEL TYPE**
Gasoline Fuel
- MILEAGE**
29,317

Highlighted Features

Feature availability subject to final vehicle configuration. Please reference window sticker for more info.

- Bluetooth®**
- Heated Steering Wheel**
- Remote Start**
- 4WD/AWD**
- Android Auto**
- Apple CarPlay**
- Keyless Entry**
- Keyless Ignition System**
- Wi-Fi Hotspot**
- Emergency Brake Assist**
- Lane Departure Warning**
- Lane Keep Assist**
- Forward Collision Warning**
- Navigation System**
- Rear View Camera**
- Automatic Climate Control**
- Entertainment System**
- Cruise Control**

[Hide Highlights](#)



HOWARD LAKE CITY COUNCIL MEETING

January 20, 2026

AGENDA ITEM: Consider Purchase of a New Broom for Public Works

SECTION: New Business

FROM: Meagan Theise, Assistant City Administrator

BACKGROUND: The broom attachment for the John Deere lawn mower is in disrepair. We have had many issues with this broom since purchasing it 4 years ago. Michael Fiedler, of John Deere, has recommended not purchasing another John Deere branded broom due to the issues we have already been experiencing, they are recommending a Conterra branded broom.

We received the following quotes:

2025 MB - \$7100 (20 weeks out) This timeline will not work for us, we use this piece of equipment for every snowfall.

John Deere Broom - \$6900 (two weeks out) They are not recommended another one of these due to our past issues with it.

Conterra - \$11,939 (ships next week) This one is better designed for heavy use.

We are also waiting on a quote from Farm Rite for a broom that could potentially go on the front of the skid loader instead of on the John Deere.

ALTERNATIVE OPTIONS: We would like to consider a quote from Farm Rite.

FINANCIAL IMPACT: The 2026 CIP has budgeted \$10,000 for a new broom and the additional \$2,000 could be taken from the streets fund.

COUNCIL ACTION REQUESTED: Approve the purchase of a new broom with a do not exceed amount of \$12,000.

ATTACHMENTS: