

## **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 Accepting all Reports & Payment of Claims.
  - b. Consider Approving Council Minutes from the February 17, 2026 Meeting.
  - c. Consider Approving Dates and Fees for the 2026 Spring Clean Up Event.
- F. Presentations, Public Hearings & Related Approvals**
  - a. Set Public Hearing for Local Board of Appeal and Equalization Meeting on April 20, 2026 at 6 pm.
- G. New Business**
  - a. Consider Various Approvals Related to the Howard Lake Farmers Market.
  - b. Consider Resolution 26-03 Regarding the Administration of the Minnesota Wetland Conservation Act.
  - c. Consider Resolution 26-04 Support for FY 2027 Congressionally Directed Spending Request Howard Lake Water Treatment Plant
  - d. Consider Acceptance of Grant and Approval of Quote Related to City Hall Accessibility Project
  - e. Consider Approval of Collective Bargaining Agreement for IOUE 49ers
- H. Old Business**
- I. Administrator's Report**
- J. Department Reports**
  - a. Howard Lake Wine and Spirits Financials
- K. Council/Committee Report**
- L. Adjourn**

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

# CITY OF HOWARD LAKE

## CLAIMS & DONATIONS APPROVED

DATE - MARCH 16, 2026

GENERAL FUND	CHECKS: 65548-65658	\$277,889.43
PAYROLL	27794-27805, 504817-504879	\$79,478.25
ELECTRONIC	2141-2172	\$85,622.30
TOTAL		\$442,989.98

AMBULANCE CLMS	CHECKS: 6283-6297	\$8,639.33
ELECTRONIC	80	\$83.15
TOTAL		\$8,722.48

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WEX HEALTH INC	02/23/26	\$24.75 Wex Health Admin.
FINKEN WATER CENTERS, INC	02/24/26	\$46.20
NCR SECURE PAY	02/24/26	\$415.55
CUSTOMERS	02/24/26	\$5.00 NSF chg Juneau, Cyrus
CITIZENS ALLIANCE BANK	02/24/26	\$30.00 ACH Monthly Fee - Janaury
CONSUMERS	02/24/26	\$23.50 Charge Per Statement from Merchant BankCD Deposit
CITY OF BUFFALO	02/24/26	\$1,000.00 Good Neighbor Days Stage
INTERNAL REVENUE SERVICE	02/20/26	\$10,258.28
MN DEPT OF REVENUE	02/20/26	\$1,551.61
PERA	02/20/26	\$9,346.67
LEAP-WEX	02/20/26	\$1,262.57
INTERNAL REVENUE SERVICE	03/04/26	\$11,982.62
MN DEPT OF REVENUE	03/04/26	\$2,089.33
PERA	03/04/26	\$9,506.61
LEAP-WEX	03/04/26	\$1,262.57
HEARTLAND PYMT SERVICES	03/10/26	\$1,919.54 Final CC Payment - Heartland.
CITIZENS ALLIANCE BANK	03/10/26	\$112.59 ACH Monthly Fee
AUTHNET GATEWAY BILLING	03/10/26	\$25.00
WEX HEALTH INC	03/10/26	\$27.50 Wex Health Admin
NCR SECURE PAY	03/10/26	\$288.65
US POSTAL SERVICE	03/10/26	\$552.66
CARDPOINTE CC	03/10/26	\$3,101.78 January CC Fees
MN DEPT OF REVENUE	03/10/26	\$9,553.00 Utility Billing Sales Tax - January
FINKEN WATER CENTERS, INC	03/10/26	\$30.70
MN DEPT OF LABOR AND INDUSTRY	03/10/26	\$311.50
THE LINCOLN NATIONAL LIFE INSURANCE	03/10/26	\$824.92 02/01/2026 - 02/28/2026
MN HEALTHCARE CONSORTIUM	03/10/26	\$20,069.20 February Premiums 01/01/2026 - 02/28/2026
KOOSMAN, ANDREW	02/20/26	\$1,559.39
BONNICK, STEVEN	02/20/26	\$1,078.49
CHRISTENSEN, THOMAS	02/20/26	\$94.65
DEITER, JASON	03/06/26	\$1,154.37
KOOSMAN, ANDREW	03/06/26	\$1,521.61
KUTZ, TOM	03/06/26	\$1,154.37
ZIMMERMAN, PETER A	03/06/26	\$1,616.12
BALDWIN, ALIC	03/06/26	\$83.11
DICKENS, CHRISTENA M	03/06/26	\$83.11
DRUSCH, JACOB D	03/06/26	\$55.41
PETERSON, JEREMY	03/06/26	\$55.41
BONNICK, STEVEN	03/06/26	\$948.62
JERRY'S TRANSMISSIONS SERVICE	02/18/26	\$559.12 Whelen Siren Speaker
AMAZON CAPITAL SERVICES	02/19/26	\$596.51 Calendars
BELLBOY CORPORATION	02/19/26	\$923.78 Misc Liquors
CR ELECTRIC	02/19/26	\$3,679.23 Repairs at HLWS
DISPLAY SALES	02/19/26	\$820.00 US Flags
JOE'S SPORT SHOP	02/19/26	\$1,233.96 Fuel Slip #16721
MADDEN GALANTER HANSEN	02/19/26	\$2,823.10 Legal Services Jan 2026
MEDIACOM LLC	02/19/26	\$294.90
MENARDS-BUFFALO	02/19/26	\$214.65 Floor Tiles for HLWS
MN VALLEY TESTING LAB, INC	02/19/26	\$54.00 Water Testing
NCBERS GROUP LIFE INS	02/19/26	\$48.00 March Dues
NORTH FORK CUSTOM MEATS LLC	02/19/26	\$75.00 Purse Bingo Meat and Cheese Tray
STREICHER'S	02/19/26	\$241.97 Uniform for C. Hakala

THE COUNTRY STORE-MUNSON LAKES	02/19/26	\$50.99 Hydraulic Fluid for plow truck
WRIGHT HENNEPIN ELECTRIC	02/19/26	\$147.53 STREET LIGHTS
AMERICAN SOLUTIONS FOR BUS.	02/25/26	\$1,047.46 Utility Billing Cards
AQUATENNIAL AMBASSADOR ORG	02/25/26	\$1,450.00 A. Kamrowski Aquatennial
AR ENGH HEATING & AIR	02/25/26	\$145.00 Shop heater on 9th Street
BREAKTHRU BEVERAGE	02/25/26	\$843.27 Buffalo Trace Bourbon
BURSCH, HEIDI JOY	02/25/26	\$0.00 Farmers Market Reimbursements
CAPITOL BEVERAGE SALES	02/25/26	\$6,709.00 Keg Deposit
CENTERPOINT ENERGY	02/25/26	\$4,578.87 817 7th Ave
DAHLHEIMER BEVERAGE GREEN ISLE	02/25/26	\$5,327.61 Credit on Products
EARTHLINK INC	02/25/26	\$19.34 Fire/Ambulance email
HAWKINS, INC	02/25/26	\$2,553.81 Chlorine cylinder return
JOHNSON BROTHERS LIQUOR CO.	02/25/26	\$1,092.76 Misc Wines
MAC QUEEN EQUIPMENT INC	02/25/26	\$320.16 LED Light for Truck
MINN DEPARTMENT OF HEALTH	02/25/26	\$4,474.00 Water Service Connection Fees 1st Qtr 2026
MN DNR ECO WATERS	02/25/26	\$600.00 Water Permit #1984-3227
PAUMEN COMPUTER SERVICES, LLC	02/25/26	\$7,217.10 Scheduled support and product
PHILLIPS WINE & SPIRITS	02/25/26	\$844.49 Misc Wines
SOUTHERN GLAZER WINE & SPIRITS	02/25/26	\$436.50 Misc Liquors
TEAM LABORTATORY CHEMICAL, LLC	02/25/26	\$383.50 Wash & Wax for Vehicles
VERIZON	02/25/26	\$120.03
VIKING COCA-COLA	02/25/26	\$532.00 Soda for HLWS
VINOCOPIA, INC	02/25/26	\$338.00 Misc Liquors
VISA	02/25/26	\$3,987.24 Supplies for Fire Dept
AIR-PRO HEATING & COOLING LLC	03/05/26	\$1,009.00 Maintenance Agreement
AMAZON CAPITAL SERVICES	03/05/26	\$61.17 MN State Flags
ARTISAN BEER COMPANY	03/05/26	\$156.88 Green Monkey Products
BANYON DATA SYSTEMS INC	03/05/26	\$2,985.00 Support on Platform
BELLBOY CORPORATION	03/05/26	\$524.71 Credit on Spooky Dill
BREAKTHRU BEVERAGE	03/05/26	\$771.98 Misc Liquors
C & C EMBROIDERY	03/05/26	\$137.00 M. Theisen Clothing
CAPITOL BEVERAGE SALES	03/05/26	\$264.87 Credit on Beer
CENTERPOINT ENERGY	03/05/26	\$1,800.56 603 8th Ave
CENTURYLINK	03/05/26	\$676.19 Acct 313493414
CHUBA, MEGAN	03/05/26	\$70.48 Overpayment on utility bill
CITY OF DASSEL	03/05/26	\$1,965.60 Hwy 12 Regional Safety Group
COKATO TRANSPORTATION, INC	03/05/26	\$300.00 Annual Drug/Alcohol & CDL
DAHLHEIMER BEVERAGE GREEN ISLE	03/05/26	\$6,885.30 Misc Liquors
NICK HAGGENMILLER	03/05/26	\$365.00 Cell Allowance
HOWARD LAKE ROYALTY	03/05/26	\$125.00 Reimbursement from AWI donaion
INTL UNION OF OPERATING ENGINE	03/05/26	\$6,700.00 April Insurance Premiums
IUOE LOCAL 49 FRINGE BENEFIT F	03/05/26	\$64.00 March Dues
JOE'S SPORT SHOP	03/05/26	\$932.23 Slip #16728 Fuel
JOHNSON BROTHERS LIQUOR CO.	03/05/26	\$3,511.12 Misc Liquors
KOOSMAN, ANDREW	03/05/26	\$65.00 Cell Phone Allowance
MYRA LAWAY	03/05/26	\$65.00 Cell Allowance
MARCO TECHNOLOGIES LLC	03/05/26	\$484.65 City Hall Phone
DEBRA MCALPINE	03/05/26	\$65.00 Car Allowance
MEDIACOM LLC	03/05/26	\$236.90 Acct #8384923160090330
JARED MERGES	03/05/26	\$65.00 Cell Allowance
MUMFORD SANITATION	03/05/26	\$12,349.56 COMPOST LEASE
JIM OTTENSTROER	03/05/26	\$73.50 Cell Allowance

PHILLIPS WINE & SPIRITS	03/05/26	\$589.05 Misc Wines
PLUNKETT'S PEST CONTROL	03/05/26	\$164.56 Acct #2185207 Fire Barn
CLAYTON PRESTIDGE	03/05/26	\$65.00 Cell Allowance
REMER, TANYA	03/05/26	\$65.00 Monthly Phone Stipend
SOUTHERN GLAZER WINE & SPIRITS	03/05/26	\$313.94 Misc Liquors
ERIC STOLL	03/05/26	\$65.00 Monthly Phone Stipend
STREICHER'S	03/05/26	\$363.95 M. Preusse Uniform
THEISEN, MEAGAN	03/05/26	\$215.00 Cell Allowance
TIMMYS PUB CLUB, LLC	03/05/26	\$40.00 Tap Cleaning SSEC
T-MOBILE	03/05/26	\$387.83 Acct #973663744
URDAHL, DEAN	03/05/26	\$4,400.00 Stipend for Lobbying
VIKING COCA-COLA	03/05/26	\$195.65 Soda for HLWS
WASTEWATER COMMISSION	03/05/26	\$56,113.14 Total City WWTP Discharge
ABDO LLP	03/11/26	\$45,942.80
AIR-PRO HEATING & COOLING LLC	03/11/26	\$2,862.39 Repairs at City Hall
BBG LAW	03/11/26	\$1,793.70 Feb Prosecution & Tech Fees
BELLBOY CORPORATION	03/11/26	\$565.52 Freight Charges
BOBBING BOBBER BREWING COMPANY	03/11/26	\$69.22 Misc Beers
BREAKTHRU BEVERAGE	03/11/26	\$647.35 Misc Liquors
CAPITOL BEVERAGE SALES	03/11/26	\$1,956.85 Misc Beers
CENTRA SOTA COOP - COKATO	03/11/26	\$106.72 Home Heat Fuel
CINTAS	03/11/26	\$510.41 HL City Hall
DAHLHEIMER BEVERAGE GREEN ISLE	03/11/26	\$3,167.52 Misc Liquors
GOPHER STATE ONE-CALL, INC	03/11/26	\$20.25 Fax Tickets
HAWKINS, INC	03/11/26	\$1,046.50 Chemicals for Testing
HAYES PUBLIC HOUSE LLC	03/11/26	\$28.00 Misc Beers
HOWARD LAKE FIRE DEPARTMENT	03/11/26	\$44,735.47 2025 Unspent Budget
INTL UNION OF OPERATING ENGINE	03/11/26	\$140.00 Monthly Billing
IUOE LOCAL 49 FRINGE BENEFIT F	03/11/26	\$200.00 April HSA Premiums
JOHNSON BROTHERS LIQUOR CO.	03/11/26	\$2,994.68 Bogle Wines
KWIK TRIP INC.	03/11/26	\$386.34 Feb Fuel for PD
MADDEN GALANTER HANSEN	03/11/26	\$2,140.00 Legal Fees for Feb 2026
MARCO	03/11/26	\$426.72 Copier Agreement
METRO WEST INSPECTION SER INC	03/11/26	\$738.87 Finalized Permits Feb 2026
MIDWEST MACHINERY CO	03/11/26	\$728.44 Parts to repair John Deere
MINN DEPARTMENT OF HEALTH	03/11/26	\$23.00 Jim Water Operator Renewal
MN VALLEY TESTING LAB, INC	03/11/26	\$59.00 Water Testing
NELSON ELECTRIC MOTOR REPAIR	03/11/26	\$2,710.00 Repairs at Water Treatment Plant
PHILLIPS WINE & SPIRITS	03/11/26	\$630.38 Misc Liquors
PREMIUM WATERS- WILLMAR	03/11/26	\$48.09 Water@ HLWS
REEDS AND RUSHES	03/11/26	\$333.19 Revenue Share for Jan/Feb
ROSSCOS OUTDOORS LLC	03/11/26	\$255.00 Flag Pole Repairs
SOUTHERN GLAZER WINE & SPIRITS	03/11/26	\$372.04 Misc Liquors
VERIZON CONNECT NWF, INC	03/11/26	\$147.53
VINOCOPIA, INC	03/11/26	\$732.75 Misc Liquors
WRIGHT COUNTY ED PARTNERSHIP	03/11/26	\$899.00 2026 Membership Dues
CARGILL, ZACHARY C	02/20/26	\$331.91
HAGGENMILLER, NICHOLAS A	02/20/26	\$4,693.86
MERGES, JARED M	02/20/26	\$2,508.01
REMER, TANYA M	02/20/26	\$2,115.71
THEISEN, MEAGAN	02/20/26	\$2,668.34
OTTENSTROER, JAMES D	02/20/26	\$1,972.65

PRESTIDGE, CLAYTON P	02/20/26	\$1,684.91
DAHL, LORI	02/20/26	\$185.27
GROW, SAMANTHA L.	02/20/26	\$164.22
HORSTMANN, REBECCA A	02/20/26	\$151.12
JENSEN, EMMA	02/20/26	\$82.69
JENSEN, LUCAS	02/20/26	\$260.59
KOOSMAN, HOPE A	02/20/26	\$86.11
LAWAY, MYRA	02/20/26	\$2,627.18
MCALPINE, DEBRA-ANN	02/20/26	\$1,413.05
MILLER, EDWARD M	02/20/26	\$412.94
SOTHAN, LAURIN B	02/20/26	\$335.28
VIRNALA, TASIA, R	02/20/26	\$391.51
HARTNECK, SEAN M.	02/20/26	\$599.54
JOHNSON, JACOB D	02/20/26	\$2,393.84
PREUSSE, MITCHELL D	02/20/26	\$825.51
SZCZEPANIK, DARIUSZ J	02/20/26	\$2,864.89
THOMPSON, DAVID G	02/20/26	\$3,254.46
THOMPSON, KYLE	02/20/26	\$337.84
GILBERT, EMMAGENE	03/06/26	\$1,150.36
HAGGENMILLER, NICHOLAS A	03/06/26	\$4,652.28
HAKALA, CURTIS L	03/06/26	\$769.28
HALL, JUSTIN D	03/06/26	\$353.82
MERGES, JARED M	03/06/26	\$2,407.80
MUNSON, ALLAN W.	03/06/26	\$1,150.36
REMER, TANYA M	03/06/26	\$1,928.66
THEISEN, MEAGAN	03/06/26	\$2,789.10
ZANDER, SHARI	03/06/26	\$299.20
OTTENSTROER, JAMES D	03/06/26	\$1,931.46
PRESTIDGE, CLAYTON P	03/06/26	\$1,652.46
BRAVINDER, SETH Z	03/06/26	\$55.41
DRUSCH, ZACHARY R.	03/06/26	\$360.16
ELMER, DANIEL J	03/06/26	\$152.38
KING, ELLIOTT	03/06/26	\$318.61
KITTOCK, BRIAN	03/06/26	\$110.82
KITTOCK, NICOLE D	03/06/26	\$100.82
LOEBERTMANN, AMANDA G	03/06/26	\$110.82
MAGES, ALEX	03/06/26	\$221.64
SCHUELKE, ANDREW L	03/06/26	\$761.89
STOLL, ERIC	03/06/26	\$138.52
STUEVEN, MARK J	03/06/26	\$166.23
WIECH, KYLE	03/06/26	\$138.52
DAHL, LORI	03/06/26	\$200.70
GROW, SAMANTHA L.	03/06/26	\$269.31
HORSTMANN, REBECCA A	03/06/26	\$298.61
JENSEN, LUCAS	03/06/26	\$449.12
KOOSMAN, HOPE A	03/06/26	\$257.54
LAWAY, MYRA	03/06/26	\$2,705.39
MCALPINE, DEBRA-ANN	03/06/26	\$1,221.00
MILLER, EDWARD M	03/06/26	\$424.01
SOTHAN, LAURIN B	03/06/26	\$420.80
VIRNALA, TASIA, R	03/06/26	\$166.71
CHAFFINS, GORDON	03/06/26	\$141.99

HARTNECK, SEAN M.	03/06/26	\$270.42
JOHNSON, JACOB D	03/06/26	\$2,366.11
PREUSSE, MITCHELL D	03/06/26	\$756.72
SZCZEPANIK, DARIUSZ J	03/06/26	\$2,837.17
THOMPSON, DAVID G	03/06/26	\$3,205.96
		\$442,989.98

Text26	Text27	Text28	Comments
CUSTOMERS-AMBULANCE	02/28/26		\$83.15 Gateway Services
ACTIVE 911 INC	02/18/26		\$421.20 Active Alert Subscription Renewal
ALLINA HEALTH EMS	02/18/26		\$200.00 S. Cronin Transport
BOUNDTREE MEDICAL LLC	02/18/26		\$222.78 Restraint Straps
CITY OF HOWARD LAKE	02/18/26		\$1,350.00 January Ambulance Pay
CJ CLEANING & RESTORATION	02/18/26		\$2,178.88 Floor Coating
CM2 SUPPLY	02/18/26		\$44.79 Medical Supplies
JOE'S SPORT SHOP	02/18/26		\$102.03 Fuel for Amb
KEAVENY PHARMACY	02/18/26		\$27.81 Misc Medicines
MUMFORD SANITATION	02/18/26		\$411.56 10 Yard Roll Off (MSW)
RIDGEVIEW MEDICAL CENTER	02/18/26		\$1,200.00 Ambulance Comm. Assist
RIDGEWATER COLLEGE	02/18/26		\$1,895.00 EMT Initial A. Baldwin
ZOLL MEDICAL CORPORATION	02/18/26		\$241.59 Electrodes
VISA	02/25/26		\$145.55 Fuel for Ambulance
MSR	03/05/26		\$150.00 EMT Training x3
T-MOBILE	03/05/26		\$48.14 Acct 973663744
			\$8,722.48

ctiBank  
1012 CAB - AMBULANCE

**CITY COUNCIL**  
MEETING MINUTES  
**CITY OF**  
**HOWARD LAKE**  
— Est. 1878 —  
FEBRUARY 17, 2026

**Call to Order**

**Pledge of Allegiance**

**Approval of Agenda**

Mayor Zimmerman noted that due to the large crowd for the presentations, the Citizen's Input will be moved to after the presentations.

Council Member Gilbert moved to approve the agenda. The motion was seconded by Council Member Deiter and unanimously.

**Consent Agenda**

Mayor Zimmerman reviewed the consent agenda items.

Council Member Deiter moved to approve the consent agenda as presented. The motion was seconded by Council Member Gilbert and unanimously.

- a. **Consider Accepting all Reports & Payment of Claims.**
- b. **Consider approving Council Minutes from the January 20<sup>th</sup> 2026 Meeting.**
- c. **Consider Various Personnel Appointments.**
- d. **Consider Approving the Tobacco License for Dollar General Market.**

**Presentations, Public Hearings & Related Approvals**

- a. **Life Saving Award Presentation to Officer Jacob Johnson.**
- b. **Pinning Ceremony Curtis Hakala.**

**Citizen Input**

Kirby Moynagh addressed the City Council, providing many updates from the County related to employment probation, road projects, and various other topics.

**New Business**

- a. **Consider Resolution 26-01 Calling Public Hearing for TIF 1-26 Bayview Flats Apartments.**

Haggenmiller reviewed the staff report, noting that a public hearing must be set for this TIF district.

Council Member Gilbert moved to approve setting the public hearing for TIF 1-26 Bayview Flats Apartments. The motion was seconded by Council Member Deiter and unanimously.

**Old Business**

**Administrator's Report**

**Department Reports**

**Council/Committee Report**

Council Member Deiter provided an overview of the Parks and Planning Meeting on January 28th.

**Adjourn**

Council Member Deiter moved to adjourn the meeting at 7:35 pm. The motion was seconded by Council Member Gilbert and unanimously.

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Attest - City Administrator/Clerk

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Mayor



# HOWARD LAKE CITY COUNCIL MEETING

March 16, 2026

**AGENDA ITEM:** CONSIDER APPROVING SPRING CLEAN UP DATES AND FEES

**SECTION:** Consent

**FROM:** Megan Theisen, Assistant City Administrator

**BACKGROUND:**

Proposed 2026 Spring Clean-up guidelines –

- Friday, May 1<sup>st</sup> – Saturday, May 2<sup>nd</sup>
- Friday 1PM to 7PM & Saturday 8AM – 12PM.
- City of Howard Lake residents only, ID with proof of residency to be checked at the gate.

**Proposed fees:**

<u>Accepted:</u>	<u>Accepted:</u>	<u>PROHIBITED</u>
Trunk Load - \$20.00	Appliances - \$15.00	Paint
Truck Bed Load - \$25.00	Small Electronics - \$10.00	Hazardous Chemicals
Trailer Load - \$40.00	Monitors/Tube/ Console TV - \$60.00	Construction Materials
Large Trailer Load - \$50.00	Flat Screen TV - \$10 + \$1/Inch	Fluorescent Tubes
Small Upholstered Chair - \$10.00	Scrap Metal - FREE	Commercial/Contractors
Mattress - \$30.00		*Township Residents
Box Spring - \$30.00		
Tires without rim - \$5.00		
Tire with rim - \$10.00		
Couch/Upholstered - \$30.00		

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

**COUNCIL ACTION REQUESTED:** Set dates and time for the 2026 Spring Clean-up and approve fees.

**ATTACHMENTS:** N/A



# HOWARD LAKE CITY COUNCIL MEETING

March 16, 2026

**AGENDA ITEM:** Consider Approving Use of Central Park for the 2026 Farmers Market Season

**SECTION:** New Business

**FROM:** Meagan Theisen, Assistant City Administrator

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**BACKGROUND:** Heidi Joy and Shawna, with the Howard Lake Farmers Market, have submitted their yearly request to hold the Farmers Market event in Central Park every Thursday from June 11<sup>th</sup> to August 27<sup>th</sup> 3-6 pm. They have yearly vendors who offer a range of produce, baked goods, and products. This event qualifies as a Community Event under our fee schedule, which allows the group to use the park at no cost, after being approved by the City Council. In the past, they have had non-profits serving food and live music during their markets for people to come and enjoy!

The City has purchased picnic tables to place at the park, now that most of the construction in that space is completed, which will allow people to come and hang out during these events.

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**COUNCIL ACTION REQUESTED:** Approve the use of Central Park for the 2026 Farmers Market Season.

**ATTACHMENTS:** 1. Application



# City Park, Facility and Property Rental Reservation & Policy Guidelines

Event Location Requested: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Organization: \_\_\_\_\_

User Category : Community Event (C1) Local Non-Profit (C2) Community Organization/Club (C2)  
HLWW Athletics/Clubs (C2) Howard Lake Resident (C3) Howard Lake Business (C3)  
Non Howard Lake Resident (C4) Non Howard Lake Business (C4)

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Event Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Public Events

Attach: Proof of Insurance, Event Site Plan

Alcohol Service  YES  NO

Is Security Needed?  YES  NO

Are Barricades Needed?  YES  NO

Event Partner(s): \_\_\_\_\_

Is Free Entertainment Provided?  YES  NO

Plan to Notify Public: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### **OFFICE ONLY**

Council Approval:  YES  NO If Yes, Council Date: \_\_\_\_\_

Reserve on City Event Calendar  DONE

Payment Amount/Type: \_\_\_\_\_



# HOWARD LAKE CITY COUNCIL MEETING

March 16, 2026

**AGENDA ITEM:** Consider Resolution 26-03 Regarding the Administration of the Minnesota Wetland Conservation Act.

**SECTION:** New Business

**FROM:** Nick Haggenmiller, City Administrator

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**BACKGROUND:** The Minnesota Wetland Conservation Act (WCA) requires Local Government Units (LGUs) to administer wetland regulations including wetland delineations, boundary determinations, and impact reviews. The City of Howard Lake is designated as the LGU for WCA administration within city limits.

In certain situations, wetland delineations or boundary/type applications span multiple jurisdictions, including cities and Wright County. Under current state rules, when a delineation crosses jurisdictional boundaries, each LGU must separately review the delineation and issue its own Notice of Decision (NOD) and Notice of Approval (NOA). In some cases this results in multiple decision documents for a single delineation project.

According to the City's consulting LGU administrator (Bolton & Menk), this process can require redundant review by multiple jurisdictions and can result in unnecessary administrative costs and staff time for cities.

Minnesota Rules Chapter 8420 allows an LGU to delegate implementation authority for certain WCA functions to another governmental entity through adoption of a resolution by both parties. The proposed resolution would allow Wright Soil and Water Conservation District (SWCD), acting as the county LGU, to assume decision-making authority specifically for wetland boundary and type applications that cross both city and county jurisdictional boundaries.

This delegation is limited in scope and applies only to boundary and type determinations where jurisdiction overlaps. All other WCA LGU responsibilities within the City of Howard Lake would remain unchanged.

Adopting this resolution would allow a single jurisdiction to issue the decision document for these cases, improving efficiency, reducing redundant reviews, and lowering administrative costs for the City and project applicants.

---

**COUNCIL ACTION REQUESTED:** Adopt a resolution delegating limited WCA wetland boundary and type decision authority to Wright SWCD for applications that cross both City and County jurisdictional boundaries.

**ATTACHMENTS:**

- Resolution 26-03 Delegating Limited WCA Boundary and Type Authority

RESOLUTION 26-03

RESOLUTION REGARDING THE ADMINISTRATION OF  
THE MINNESOTA WETLAND CONSERVATION ACT

WHEREAS, the Minnesota Wetland Conservation Act of 1991 (WCA) requires local government units (LGUs) to implement the rules and regulations promulgated by the Board of Water and Soil Resources (BWSR) pertaining to wetland draining, filling and excavation; and

WHEREAS, Minnesota Rules chapter 8420 have been adopted by BWSR in accordance with the rulemaking provisions of Minnesota Statutes, chapter 14, for the purpose of implementing WCA; and

WHEREAS, Minnesota Rules 8420.0200, Subpart 1, Item E allows a county, city, or town to delegate implementation of chapter 8420 and the act to another governmental entity by the passage of resolutions by both parties; and

WHEREAS, City of Howard Lake and Wright SWCD have accepted the authority and administrative responsibility to implement the Wetland Conservation Act (WCA) within the legal boundaries of city limits and unincorporated areas of Wright County in accordance with Minnesota Rules, Chapter 8420; and

WHEREAS, Minnesota Rules 8420.0200, Subpart 1, is silent as to delegation of decision making responsibility where there is no wetland impact and boundary/type applications span jurisdictional boundaries; and

WHEREAS, administrative process can be expedited by delegating decision making authority for boundary/type applications in some instances; and

WHEREAS, both parties must provide notice to BWSR, the Department of Natural Resources, and the Soil and Water Conservation District of the delegation, including a copy of the resolution and a description of the applicable geographic area, within 15 business days of adoption of the resolution; and

THEREFORE, BE IT RESOLVED by the City of Howard Lake, that decision-making authority for WCA wetland boundary and type applications that extend outside of the City of Howard Lake jurisdiction into SWCD jurisdiction, is placed with the Wright SWCD WCA LGU or their designee. The SWCD reserves the right to maintain separate LGU jurisdiction at their discretion.

Passed and adopted by the Howard Lake City Council this 16th day of March 2026.

\_\_\_\_\_  
Peter Zimmerman, Mayor

ATTEST: \_\_\_\_\_  
Nick Haggemiller, City Clerk



# HOWARD LAKE CITY COUNCIL MEETING

March 16, 2026

**AGENDA ITEM:** Consider Resolution 26-04 Support for FY 2027 Congressionally Directed Spending Request – Howard Lake Water Treatment Plant

**SECTION:** New Business

**FROM:** Nick Haggemiller, City Administrator

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**BACKGROUND:** The City of Howard Lake is requesting Congressional support for the construction of a new municipal water treatment plant. The City’s existing facility, constructed in 1988, has exceeded its useful life and is experiencing increasing mechanical failures, obsolete control systems, and treatment limitations that impact the City’s ability to reliably provide safe drinking water.

Engineering review of the existing facility identified numerous concerns including discontinued and unserviceable control systems, aging valves and pumps, corrosion in piping, failing HVAC systems, inaccurate flow meters, and deteriorating treatment equipment. Filter media deficiencies and treatment capacity limitations further impact the plant’s ability to meet summer demand and maintain optimal water quality standards.

Howard Lake is a small rural community with a population of approximately 2,200 residents located in Wright County, Minnesota. Despite its size, the City serves as an important employment hub for the surrounding region. Local manufacturing, agricultural processing, logistics operations, small businesses, and commercial employers rely on dependable municipal water service to support jobs and economic activity across the greater Howard Lake area.

The City’s water system supports not only residents but also regional employers, service businesses, schools, and community institutions that draw employees and visitors from surrounding communities. Reliable drinking water infrastructure is essential to sustaining these economic activities and supporting future development within the region.

Engineering analysis estimates the cost of a new water treatment plant at approximately \$25.6 million. For a community of Howard Lake’s size, this represents a significant financial burden on the local tax base and utility ratepayers. The City already faces nearly \$40 million in long-term infrastructure needs including water, wastewater, streets, and public facilities. Without federal assistance, the cost of this project would place substantial pressure on local utility rates and property taxes.

Construction of a modern treatment facility will improve water quality, ensure regulatory compliance, enhance system reliability, and support long-term economic stability for the community and surrounding region. Federal participation through Congressionally Directed Spending would significantly reduce the financial burden on local residents while helping ensure safe and reliable drinking water infrastructure for decades to come.

---

**COUNCIL ACTION REQUESTED:** Approve Resolution 26-04 Support for the City of Howard in Pursuit of 2027 Community Project Funding through Representative Tom Emmer’s Office.

**ATTACHMENTS:**

1. Resolution 26-04 of Support.

**RESOLUTION NO. 26-04**  
A RESOLUTION OF SUPPORT FOR A FY 2027 CONGRESSIONALLY  
DIRECTED SPENDING REQUEST FOR THE  
HOWARD LAKE WATER TREATMENT PLANT PROJECT

WHEREAS, the City of Howard Lake operates and maintains a municipal water treatment plant that was constructed in 1988 and is now nearing the end of its operational life; and

WHEREAS, the existing water treatment facility contains outdated and discontinued control systems, aging mechanical equipment, and treatment limitations that threaten the reliability of the City's drinking water system; and

WHEREAS, engineering analysis has identified significant infrastructure deficiencies including aging pumps, deteriorating piping, inaccurate flow meters, treatment capacity limitations, and mechanical systems that are increasingly difficult to maintain; and

WHEREAS, the City of Howard Lake serves approximately 2,200 residents and functions as an employment and service center for surrounding rural communities in Wright County; and

WHEREAS, reliable drinking water infrastructure is essential to supporting local employers including manufacturing operations, agricultural processing businesses, logistics providers, schools, and small businesses that contribute to the regional economy; and

WHEREAS, the estimated cost of constructing a new water treatment plant is approximately \$25.6 million, a significant investment for a small rural community; and

WHEREAS, federal support through Congressionally Directed Spending would reduce the financial burden on local residents and utility ratepayers while helping ensure the continued delivery of safe and reliable drinking water;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Howard Lake, Minnesota, hereby expresses its full support for the City's request to United States Representative Tom Emmer for FY 2027 Congressionally Directed Spending assistance for the Howard Lake Water Treatment Plant Project.

BE IT FURTHER RESOLVED that the City Council authorizes City staff to submit all required materials and documentation necessary to pursue federal funding assistance for this project.

Adopted by the Howard Lake City Council this 16th day of March, 2026.

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Pete Zimmerman  
Mayor

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Nick Haggemiller  
City Administrator



# HOWARD LAKE CITY COUNCIL MEETING

March 16, 2026

**AGENDA ITEM:** Consider Approving Polling Place Accessibility Grant – City Hall Door Openers

**SECTION:** New Business

**FROM:** Nick Haggemiller, City Administrator

**BACKGROUND:** Staff applied for and received funding through the State of Minnesota Office of the Secretary of State under the Polling Place Accessibility Grant Program. The purpose of this program is to improve accessibility at polling locations for voters with disabilities and ensure the same opportunity for access, participation, privacy, and independence in the voting process.

Howard Lake City Hall serves as the community's polling place. Through this grant program, the City proposes to install button-activated automatic door openers on two City Hall entrance doors. These improvements will enhance accessibility for voters and the public by allowing individuals with mobility limitations to independently enter and exit the facility.

The grant is a reimbursement program with an award of up to \$9,868.69. Eligible expenses must be incurred by October 31, 2026, and reimbursement requests must be submitted to the State within 60 days of completion of the project.

The quote also notes that electrical service must be run to the automatic operators. This work will be completed by a licensed electrician and will result in additional project costs beyond the quoted installation amount. Staff will coordinate this work as part of the overall installation.

Overall, the project will improve ADA accessibility at City Hall while leveraging state grant funding to offset a significant portion of the cost.

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**COUNCIL ACTION REQUESTED:** Approve the Polling Place Accessibility Grant Agreement with the State of Minnesota, approve the quote from Mid Central Door in the amount of \$16,408.60 for installation of automatic door operators at City Hall, and authorize staff to proceed with installation and any necessary electrical work to complete the project.

**FINANCIAL:** Staff obtained a quote from Mid Central Door for the purchase and installation of two automatic door operators and related components in the amount of \$16,408.60. The grant will reimburse up to \$9,868.69, resulting in an estimated local share of approximately \$6,539.91. NOTE: The grant agreement has the original quote. We have since received an updated quote which was about \$800 less than first submitted. We do not have an estimate for electrical.

**LEGAL:** The City is entering into a grant agreement with the stipulated terms as presented in the agreement.

**ATTACHMENTS:**

1. State of Minnesota Polling Place Accessibility Grant Agreement
2. Mid Central Door Sales Quote

STATE OF MINNESOTA  
2025 POLLING PLACE ACCESSIBILITY GRANT PROGRAM AGREEMENT

This Agreement (hereinafter "Agreement") is made between the State of Minnesota, (hereinafter, "State", or "Grantor") acting through its Secretary of State, Veterans Service Building, Suite 210, 20 W 12<sup>th</sup> Street, Saint Paul, MN 55155 ("State") and City of Howard Lake, 625 8th Ave. Howard Lake, MN 55349 ("Grantee").

**Recitals**

- 1 Under Minnesota Laws 2023, Chapter 62, Article 1, section 6, Grantor is authorized to distribute funds to counties and municipalities to improve access to polling places for individuals with disabilities and to provide the same opportunity for access and participation in the electoral process, including privacy and independence, to voters with disabilities as that which exists for voters with no disabilities. Funds may be used to purchase equipment or to make capital improvements to government-owned facilities. Grantee is a county or municipality in the State and thus empowered to apply for the funds requested in this Agreement. Grantee submitted a grant application and State is empowered to enter into this grant.
- 2 Grantee represents that it is duly qualified and agrees to perform all services described in this Agreement to the satisfaction of State and in accordance with all federal and state laws authorizing this grant. Pursuant to Minn.Stat. §16B.98, Subd.1, Grantee agrees to minimize administrative costs as a condition of this grant.
- 3 Grantee is responsible for the administration of elections in the area under their jurisdiction.

**Agreement**

**1 Effectiveness of Agreement**

**1.1 Effective date:** December 1, 2025, or the date all required signatures, including those required by Minnesota Statutes, § 16B.98, Subd. 5, have been affixed to the agreement by Grantee and State, whichever is later. Grantee agrees to apply for reimbursement of costs only for those costs identified in the grant application ("Approved Expenses"), attached here as Exhibit A. Per Minnesota Statutes §16B.98 Subd. 7, no payments will be made to Grantee until this Agreement is fully approved and executed; Grantee has been notified by State's Authorized Representative that they are in compliance with the terms of this Agreement; and Grantee submits appropriate documentation of the expenses incurred in furtherance of the Approved Expenses.

**1.2 Expiration date:** June 30, 2027, or until all funds have been expended, whichever is later.

**1.3 Survival of Terms.** The following clauses survive the fulfillment of this Agreement: 2.5. Reporting Requirements; 4. Consideration and Payment; 8. Liability; 9. Audits and Reports; 10. Government Data Practices; 12. Property and Casualty Insurance; 13. Governing Law, Jurisdiction, and Venue; and 14. Data Disclosure.

**2 Grantee's Duties**

**2.1 Activities.** Grantee, who is not a state employee, will comply with required grants management policies and procedures set forth through Minn.Stat. §16B.97, Subd. 4 (a) (1) and will apply for reimbursement of funds only for expenses in furtherance of the Approved Expenses, which are set forth in Exhibit A of this Agreement. The Chief Election Official of Grantee is responsible for fulfilling all requirements of Grantee under this agreement.

**2.2 Award.** Grantee is hereby allocated up to \$9,868.69 for reimbursement of expenses in furtherance of the Approved Expenses.

**2.3 Expenditures.** Grantee will apply for reimbursement only for expenses in furtherance of the Approved Expenses. Expenses must be incurred no later than October 31, 2026.

**2.5 Reporting Requirements.** Grantee shall report to the State's Authorized Representative as specified in this Agreement.

**2.5.1 Reimbursement.** Grantee shall submit receipts and invoices in the format determined by the State that show the amounts paid for the expenses for which they are requesting reimbursement and the specific goods and services purchased, which shall be in furtherance of the Approved Expenses. Grantee shall submit with those receipts and invoices a sworn statement attesting to the specific Approved Expenses to which the receipts and invoices relate. Reimbursement requests must be submitted within 60 days after the final project expenses are incurred, but no later than December 30, 2026.

**2.5.2 Other Requirements.** Grantee must maintain financial records for each grant as outlined in Section 2.6 and must transmit those records to the secretary of state within two business days upon request of the secretary of state.

**2.5.3 Evaluation.** State shall have the authority to conduct any evaluation of the performance of Grantee that the State deems necessary in its sole discretion, including, but not limited to, site visits, interviews with grantee program staff, and obtaining and reviewing all documentation related to the grant.

**2.5.4 Requirement Changes.** State may modify or change all reporting forms at their discretion.

**2.6 Accounting Requirements - Fiscal Control and Accounting Procedures.** Grantee's fiscal control and accounting procedures must be sufficient to:

- a) Permit preparation of reports required by this Agreement,
- b) Permit the tracing of funds to a level of expenditures adequate to determine that funds have not been used in violation of this agreement, and
- c) Support accounting records through source documents, such as: cancelled checks, invoices and paid bills, agreement and sub award documents, and records sufficient to detail history of procurements.

### **3 Time**

Grantee must comply with all the time requirements described in this Agreement.

### **4 Consideration and Payment**

**4.1 Consideration.** The State will make an award to Grantee under this Agreement as follows:

- (1) **Grant Award.** Grantee will be awarded the amount listed in paragraph 2.2 of this Agreement.
- (2) **Total Obligation.** The total obligation of State to Grantee under this Agreement will not exceed the amount listed in paragraph 2.2 of this Agreement.

**4.2 Fiscal Requirements.** Grantee shall report to the State as provided by paragraph 2.5 of this Agreement.

**4.2.1 Financial Guidelines.** Grantee's eligible expenditures under this Agreement must be specifically incurred by Grantee. Grantee will report on all expenditures pertaining to this Agreement as provided in paragraph 2.5.

**4.2.2 Records.** Grantee must retain all financial records for a minimum of six (6) years after all funds have been expended, or until completion of an audit which has commenced before the expiration of this six-year period, or until any audit findings and/or recommendations from prior audit(s) have been

resolved between the Grantee and State, whichever is later, and comply with all other retention and access requirements for records provided in the jurisdiction's retention schedules. In addition, Grantee must maintain records sufficient to report expenditures made during the term of this Agreement upon request of the State.

**4.3 Payment Invoices.** State will reimburse expenses that have been documented in accordance with Section 2 in furtherance of the Approved Expenses to an account of Grantee within 30 days after the state receives and approves the reimbursement.

**4.4 Conditions.** Grantee is responsible for compliance with all requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by Grantee's failure to comply with statutory or Agreement requirements.

## **5 Satisfaction**

All duties required of and agreements or assurances provided by Grantee in this Agreement must be performed to State's satisfaction, as determined at the sole discretion of State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations.

## **6 Authorized Representative**

State's Authorized Representative is Paul Linnell, Director of Elections, Veterans Service Building, Suite 210, 20 W 12th Street, Saint Paul, MN 55155, 651-556-0647, or his successor, and has the responsibility to monitor Grantee's performance and compliance with this Agreement.

Grantee's Authorized Representative is Nick Haggemiller, City Administrator, 625 8th Ave. Howard Lake, MN 55349, or their successor.

Grantee must be registered as a vendor in the SWIFT system, or must provide a W-9 form with this executed agreement, in order for State to register Grantee in the SWIFT system.

If Grantee's Authorized Representative changes at any time before the funds provided for in this Agreement are fully expended, Grantee must immediately notify the State.

## **7 Assignment Amendments, Waiver, and Agreement Complete**

**7.1 Assignment.** Grantee shall neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of State, approved by the same parties who executed and approved this Agreement, or their successors in office.

**7.2 Amendments.** Any amendments to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.

**7.3 Waiver.** If State fails to enforce any provision of this Agreement, that failure does not waive the provision or State's right to enforce it.

**7.4 Agreement Complete.** This Agreement contains all negotiations and agreements between State and Grantee. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

## **8 Liability**

Grantee must indemnify, save, and hold State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by State, arising from the expenditures of the funds provided by

this Agreement by Grantee or Grantee's agents or employees. Grantee agrees to hold State harmless and to pay any fines or penalties, should the expenditures of Grantee be found to be improper in an audit of any kind.

**9 *Audits and Reports***

Under Minnesota Statutes, § 16C.05, subd. 5, and 16B.98, subd. 8, Grantee's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the expenditure of all funds provided under this Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. In addition, Grantee must report expenditures made during the term of this Agreement upon request of the State, and must make the reports described in this agreement stating expenditures during the current or most recently ended periods as directed by State.

**10 *Government Data Practices***

Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Ch. 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Grantee under this Agreement. The civil remedies of Minnesota Statutes, § 13.08 apply to the release of the data referred to in this clause by either Grantee or State.

**11 *Workers' Compensation***

Grantee certifies that it is in compliance with Minnesota Statutes, § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

**12 *Property and Casualty Insurance***

Grantee is required to maintain a property and casualty insurance policy covering "All Risk" (or equivalent) of direct physical loss or damage, including, but not limited to, the perils of transit (if applicable), theft, and flood for devices or systems acquired using funds provided under the Agreement. The insurance limit shall be equal to the replacement cost of any equipment purchased with funds from this Agreement. Any deductible shall be the sole responsibility of Grantee.

**13 *Governing Law, Jurisdiction, and Venue***

Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**14 *Data Disclosure***

Under Minnesota Statutes, § 270.66, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring Grantee to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

**15 *Termination.***

State may immediately terminate this Agreement with or without cause, upon 30 days' written notice to Grantee. Grantee may terminate this agreement upon 30 days written notice to State. Reporting requirements will continue as necessary to complete reporting for the reimbursements requested or paid prior to the

termination of the Agreement.

**16 Grantee Procurement**

Grantee certifies that it will use the procurement processes applicable in Grantee's jurisdiction in purchasing items or equipment with funds subject to this Agreement.

**1. ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minnesota Statutes, §§ 16A.15 and 16C.05.*

Signed: Jennit King

Date: 11/5/2026

Agreement No. 281355/PO 5356

**3. STATE (Office of the Secretary of State)**

By: \_\_\_\_\_  
(with delegated authority)

Title: Director of Elections

Date: \_\_\_\_\_

**2. GRANTEE (Local Jurisdiction)**

*Grantee certifies that the appropriate person(s) have executed the Agreement on behalf of Grantee as required by applicable resolutions or ordinances.*

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution: Grantee  
State's Authorized Representative

Exhibit A – Approved Expenses

Amount Subject to Sales Tax 0  
 Amount Exempt from Sales Tax 16,408.60



**SALES QUOTE**

Page: 1  
 Sales Quote Number: SQ008328  
 Sales Quote Date: 10/22/2025  
 Quote Valid Till: 11/21/2025

Sell

To: City of Howard Lake c/o Contegrity  
 Nick Haggemiller  
 625 8th Ave  
 Howard Lake, MN 55349

Job Name: Howard Lake City Hall - Auto Operator

Ship

To: City of Howard Lake  
 Nick Haggemiller  
 625 8th Ave  
 Howard Lake, MN 55349

Ship Via	Our Truck	SalesPerson	JAKE OTTO
Terms	NET 30	Phone #	320-257-7996
Customer ID	CIT710CON	Email	JakeO@midcentraldoor.com

Item No.	Description	Prod. Group	Unit	Quantity	
NSAO	9542.REGARM.710.RH.36 Auto Operator	AUTOMATIC	EACH	2	
NSAO	9540-18.710 x 39.5"OA Auto Operator Mounting Plate	OPERATORS AUTOMATIC	EACH	2	
NSAO	8310-3857TW Surface Mount Wireless Actuator	OPERATORS AUTOMATIC	EACH	2	
FIELD INSTALL	Install & Program Auto Operator **ELECTRICIAN BY OTHERS TO RUN WIRES AND HOOK UP AUTO OPERATOR UNIT** **120V REQUIRED**	INSTALLATION -FIELD	EACH	2	
					<b>Subtotal: 16,408.60</b>
					Total Sales Tax: 0.00
					<b>Total: 16,408.60</b>

\*\*\*Mid Central Door, Co. shall not be held liable for any delay of material deliveries by acts of god, failure of third party freight suppliers, or other circumstances beyond Mid Central Door's control. Factory shipment or delivery dates are the best estimates of our suppliers. In no case, shall Mid Central Door, Co. be held liable for any consequential or special damages arising from any delay in shipment or delivery, regardless of any other signed contract for this project or wording in reference to late deliveries, back charges and liquidated damages.\*\*\*



# HOWARD LAKE CITY COUNCIL MEETING

March 16, 2026

**AGENDA ITEM:** Approval of Tentative Labor Agreement – International Union of Operating Engineers Local 49 (Public Works)

**SECTION:** New Business

**FROM:** Nick Haggemiller, City Administrator

**BACKGROUND:** Over the past several months the City of Howard Lake has engaged in negotiations with the International Union of Operating Engineers Local 49 representing employees in the Public Works bargaining unit. The City's negotiation committee consisted of Mayor Pete Zimmerman, City Administrator Nick Haggemiller, and Assistant City Administrator. The Union was represented by its Business Agent along with the Public Works Lead acting as steward for the bargaining unit.

Following multiple negotiation sessions and constructive discussions between the parties, a tentative two-year collective bargaining agreement has been reached covering the period January 1, 2026 through December 31, 2027. The proposed agreement maintains the overall structure of the current contract while incorporating several targeted adjustments intended to support operational needs, maintain competitive compensation, and address upcoming state regulatory requirements.

The principal provisions of the tentative agreement are summarized below:

## Compensation

The agreement provides a 4.0 percent general wage increase effective January 1, 2026. In 2027, bargaining unit employees will receive the same general wage increase provided to the City's non-union employees. Employees will continue to be eligible for annual step movement within the established pay grid based upon time in position and satisfactory performance.

## Operational and Scheduling Updates

The agreement clarifies the City's regular Public Works schedule, maintaining a 40-hour work week while specifying standard daily hours and an unpaid meal break. Additional language clarifies shift changes and operational flexibility required to maintain public services.

## Winter Maintenance Differential

Recognizing the operational demands associated with overnight winter maintenance, the agreement establishes an \$8.00 per hour shift differential for snow and ice control work performed between 10:00 p.m. and 6:00 a.m. during the winter maintenance season.

## Overtime Safety Provision

The agreement modifies the threshold for double-time compensation from fourteen hours of continuous work to twelve hours. This change promotes employee safety and helps limit excessive shift durations during emergency or weather-related operations.

## On-Call and Weekend Duty Compensation

On-call compensation will increase to \$50 per day and \$80 per day on holidays. Additional clarifications establish response expectations and refine weekend duty compensation depending on seasonal operational demands.

### Uniform Allowance

The annual clothing allowance will increase from \$300 to \$500 per employee. The agreement also clarifies expectations regarding City-branded work apparel.

### Minnesota Paid Family Medical Leave

A new article addresses Minnesota's forthcoming Paid Family and Medical Leave program. Beginning January 1, 2027, the City and employees will share program premiums on a 50/50 basis, consistent with state law. Employees may utilize accrued leave to supplement PFML benefits.

### Insurance

The agreement continues the City's practice of contributing the same amount toward health insurance premiums as is provided to non-union employees, maintaining consistency across employee groups.

### **Financial Impact**

The primary financial impacts include the negotiated wage adjustments, increased on-call compensation, and the revised clothing allowance. These changes were considered as part of the negotiation process and are consistent with the City's broader compensation framework and operational requirements.

The negotiating committee believes the tentative agreement represents a fair and balanced outcome that supports employees while maintaining responsible fiscal stewardship for the City.

---

**COUNCIL ACTION REQUESTED:** Approve the tentative Collective Bargaining Agreement between the City of Howard Lake and the International Union of Operating Engineers Local 49 for the period January 1, 2026 through December 31, 2027 and authorize the Mayor and City Administrator to execute the agreement.

### **ATTACHMENTS:**

- Proposed 2026–2027 Collective Bargaining Agreement

LABOR AGREEMENT

BETWEEN

THE CITY OF HOWARD LAKE

AND

INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL No. 49



Effective January 1, 2026 through December 31, 2027

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## **ARTICLE 1 – PURPOSE OF AGREEMENT**

This Agreement is entered into between the City of Howard Lake hereinafter called the Employer, and Local No. 49, International Union of Operating Engineers, hereinafter called the Union.

The intent and purpose of this Agreement is to:

- 1.1 Establish certain hours, wages and other conditions of employment;
- 1.2 Establish procedures for the resolution of disputes concerning the interpretation or application of the specific terms and conditions of this Agreement;
- 1.3 Specify the full and complete understanding of the parties; and
- 1.4 Place in written form the parties' agreement upon terms and conditions of employment for the duration of this Agreement.

The Employer and the Union, through this Agreement, continue their dedication to the highest quality of public service. Both parties recognize this Agreement as a pledge of this dedication.

## **ARTICLE 2 – RECOGNITION**

- 2.1 The Employer recognizes the Union as the exclusive representative for all employees employed by Public Works Department of the City of Howard Lake Minnesota, as certified by the Bureau of Mediation Services on September 20, 2022, BMS Case No 23PCE0117, and described as:

All Public Works employees employed by the City of Howard Lake, Minnesota, who are public employees within the meaning of Minn. Stat. 179A.03, subd. 14, excluding clerical, supervisory, confidential, and all other employees.

- 2.2 In the event that the Employer and the Union are unable to agree as to the inclusion or exclusion of a new or modified job classification the issue shall be submitted to the Bureau of Mediation Services for determination.

## **ARTICLE 3 – DEFINITIONS**

- 3.1 **Union:** The International Union of Operating Engineers, Local No. 49.
- 3.2 **Employer:** The City of Howard Lake.
- 3.3 **Union Members:** A member of the International Union of Operating Engineers, Local No. 49.
- 3.4 **Employee:** A bargaining unit member of the exclusively recognized bargaining unit.

- 3.5 **Base Pay Rate:** The employee's hourly pay rate exclusive of any other special allowance or payment.
- 3.6 **Seniority:** Length of continuous service in any of the job classifications covered by Article 2 – Recognition.
- 3.7 **Overtime:** Work performed at the express authorization of the Employer in excess of forty (40) hours in a seven day work period.
- 3.8 **Call Back:** Return of an employee to a specified work site to perform assigned duties at the express authorization of the Employer at a time other than an assigned shift. An extension of or early report to an assigned shift is not a call back.
- 3.9 **Days:** Unless otherwise indicated, mean the City's regular business days.
- 3.10 **Promotion:** A change of an employee from a position in one work classification to a position in another higher work classification within the bargaining unit.
- 3.11 **Probation Period:** Means twelve (12) months from the employee's date of hire. The probationary trial period for promoted employees will be six (6) months from date of promotion.
- 3.12 **Resignation in Good Standing:** An employee leaving service with the Employer after giving a two (2) week notice, providing the employee has not been discharged for misconduct.

**ARTICLE 4 – UNION SECURITY**

In recognition of the Union as the exclusive representative the Employer shall:

- 4.1 Effective upon 30 days notice from the Union, the employer shall deduct from the wages of Employees, upon receipt of written authorization from each individual employee who authorize such deduction in writing, an amount necessary to cover regular monthly union dues and a working dues assessment in the amount of \$0.10 per hour or \$4.00 per week, as established by the Union and remit such deduction and working dues assessment to the appropriate designated officer. The Union shall certify to the Employer, in writing, the current amount of regular dues to be withheld. All money deducted by the employer, as provided herein, shall be remitted, along with the reporting form which states the employee's name and amount of dues to the Union's office located at 2829 Anthony Lane South, Minneapolis, MN 55418 not later than the 15<sup>th</sup> day of the month following the month in which deductions were made.
- 4.2 The Union may designate one (1) Employee from the bargaining unit to act as a Steward and shall promptly inform the Employer in writing of the name of such Steward. The Steward will not lose salary when attending negotiations while meeting with the City or involved in a grievance meeting with the City if they are scheduled during a regular workday and if his/her presence is required for the particular purpose. The scheduling of

negotiations and grievance steps shall be mutually agreed upon by the Employer and the Union.

- 4.3 When new bargaining unit members are hired, the City shall, within approximately 1 month, inform the Business Agent of the name, job title and date of hire of said employee.
- 4.4 An updated seniority list shall be provided to the Union upon written request by the Union once per year either electronically or by mail, January first or July first.
- 4.5 The Union agrees to indemnify and hold harmless the Employer against any claims, suits, order, or judgments brought or issued against the Employer under the provisions of this article.

#### **ARTICLE 5 – EMPLOYER AUTHORITY**

- 5.1 The Employer retains the full and unrestricted right to operate and manage all staffing, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules; and to perform any inherent managerial function not specifically limited by this Agreement.
- 5.2 Any term and condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish or eliminate.

#### **ARTICLE 6 – EMPLOYER SECURITY**

- 6.1 Neither the Union, its officers or agents, nor any of the Employees covered by this Agreement will engage in, encourage, sanction, support or suggest any strike, slowdowns, mass resignations, mass absenteeism, the willful absence from one's position, the stoppage of work or the abstinence in whole or in part of the full, faithful and proper performance of the duties of employment for the purpose of inducing, influencing or coercing a change in the conditions or compensation of the rights, privileges or obligations of employment, during the life of this Agreement.
- 6.2 In the event that any Employee violates this article, the Union shall immediately notify any such Employee in writing to cease and desist from such action and shall instruct them to immediately return to their normal duties. Any or all Employees who violate any of the provisions of this article may be discharged.

#### **ARTICLE 7 – EMPLOYEE RIGHTS – GRIEVANCE PROCEDURE**

##### **7.1 Definition of a Grievance**

A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

7.2 **Union Representatives**

The Employer will recognize Representatives designated by the Union as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the Employer in writing of the names of such Union Representatives and of their successors when so designated.

7.3 **Processing of a Grievance**

It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and the Union Representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours provided the employee and the Union Representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.

7.4 **Procedure**

Grievances, as defined by Section 7.1, shall be resolved in conformance with the following procedure:

***Step 1.*** An employee claiming a violation concerning the interpretation or application of this Agreement shall, within ten (10) calendar days after such alleged violation has occurred, present such grievance to the employee's supervisor as designated by the Employer. The Employer-designated representative will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, the remedy requested and shall be appealed to Step 2 within ten (10) calendar days after the Employer-designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) calendar days shall be considered waived.

***Step 2.*** If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 2 representative. The Employer-designated representative shall give the Union the Employer's Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Employer-designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within ten (10) calendar days shall be considered waived.

***Step 3.*** A grievance unresolved in Step 2 and appealed to Step 3 shall be submitted to the Minnesota Bureau of Mediation Services (BMS) for mediation. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days

following the Employer's final answer at Step 3. Any grievance not appealed in writing to Step 4 by the Union within ten (10) calendar days shall be considered waived.

**Step 4.** A grievance unresolved in Step 3 and appealed to Step 4 shall be submitted to Arbitration. The Union shall request the Bureau of Mediation Services to submit a panel of seven (7) arbitrators within said ten (10) calendar day period to initiate a Step 4 appeal. The Employer, or its representative, and the Union shall have the right to alternately strike two names from the panel. The party striking the first name shall be the party initiating the arbitration. The remaining person shall be the arbitrator. Failure to select an arbitrator within ninety (90) days of the Employer's answer in Step 3, shall be considered a "waiver" of the grievance; unless the delay in selection is caused by the Employer, or the delay is mutually agreed upon by the parties in writing.

#### 7.5 **Arbitrator's Authority**

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of the Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union and shall have no authority to make a decision on any other issue not so submitted.
- B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.
- C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.

#### 7.6 **Waiver**

If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the grievance will be considered denied and the Union may immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written Agreement of the Employer and the Union.

## 7.7 **Choice of Remedy**

If, as a result of the EMPLOYER response in Step 2, the grievance remains unresolved, and if the grievance involves the demotion, or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 4 arbitration of Article 7 or a procedure such as: Veteran's Preference. If appealed to any procedure other than Step 4 of Article 7 the grievance is not subject to the arbitration procedure as provided in Step 4 of Article 7. The aggrieved employee shall indicate in writing which procedure is to be utilized – Step 4 of Article 7 or another appeal procedure – and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal through Step 4 of Article 7.

An employee pursuing a remedy pursuant to a statute under the jurisdiction of the United States Equal Employment Opportunity Commission is not precluded from also pursuing an appeal under the grievance procedure of this Agreement. If a court of competent jurisdiction rules contrary to the ruling in *EEOC v. Board of Governors of State Colleges and Universities*, 957 F.2d 424 (7<sup>th</sup> Cir.), cert denied, 506 U.S. 906, 113 S. Ct. 299 (1992), or if *Board of Governors* is judicially or legislatively overruled, this paragraph shall be immediately null and void and shall be deleted from this Agreement.

## **ARTICLE 8 – DISCIPLINE**

- 8.1 The Employer will discipline employees only for just cause.
- 8.2 Written reprimands, notices of suspensions, notices of demotion, and notices of dismissal which are to become part of an Employee's personnel file shall be given to the employee.

## **ARTICLE 9 – WORK SCHEDULES**

- 9.1 The sole authority in work schedules is the Employer.
  - 9.1.1 Generally, the normal workday for a full-time employee may be eight (8) hours, 45 minutes on Monday through Thursday (6:45 am – 4:00 pm) and five (5) hours on Friday (7:00 am – 12:00 pm). The normal work week shall be 40 hours per week for full-time employees.
  - 9.1.2 Employees shall have a thirty (30) minute unpaid meal break, for work shifts greater than 6 hours, taken at mid shift during which the employee shall punch out.
- 9.2 Service to the public may require the establishment of regular shifts for some employees on a daily, weekly, seasonal, or annual basis other than the regular work shift, normal workday or regular work week. Notwithstanding section 9.1.1, the employer will give ten (10) days advance notice to the employees affected by a change in shifts, workdays or work week.

- 9.3 In the event that work is required because of unusual circumstances such as (but not limited to) pandemic, fire, flood, snow, sleet, or breakdown of municipal equipment or facilities, no advance notice need be given.

#### **ARTICLE 10- SNOW AND ICE CONTROL**

- 10.1 Effective October 1 through April 30, an employee who is required to perform work involving snow and ice control, between the hours of 10:00 p.m. and 6:00 a.m., shall be paid an additional shift differential of \$8.00 per hour. Said shift differential shall not be applied to hours that are overtime or compensated at one and one-half (1-1/2) times. Hours worked with this premium are considered time worked as part of the calculation of hours worked for purposes of determining eligibility for overtime.

#### **ARTICLE 11 – SENIORITY**

- 11.1 Seniority will be determined by an Employee’s length of continuous service with the Employer in a job classification and posted in an appropriate location. Seniority will be the determining criterion for lay-offs only when all job-relevant qualification factors are equal. The City will not be obligated to consider seniority for purposes of transfers or promotions, which will be determined in the City’s sole discretion.

#### **11.2 Layoff:**

- A. Job classification seniority shall govern the order in which Employees are laid off only when all job-relevant qualification factors are equal. The Employer shall give written notice to the Employee(s) to be laid off with a copy provided to the Union, at least fourteen (14) calendar days prior to the effective date of the layoff whenever practicable.
- B. In the event a position of a higher class is eliminated and layoffs become necessary, Employees may exercise their seniority to displace (“bump”) less senior Employees of a lower class in which the Employee is qualified.
- C. Seniority rights shall not control where it would result in the Employer not having the appropriate licensed Employees to conduct the work of the department.
- D. If employees who have been laid off are recalled at the City’s sole discretion, the employee shall be notified of recall by U.S. mail sent to the Employee’s last known address at least seven (7) calendar days prior to the reporting date. The Employee shall notify the Employer of their intent to return to work within 48 hours of receipt of notice and shall report to work on the reporting date specified by the Employer unless other arrangements have been agreed to by the Employer and Employee in writing. If the Employee does not return to work under the terms of recall mutually agreed to by the parties, the Employee shall be deemed to have resigned from employment with the Employer.

#### **ARTICLE 12 – PROBATIONARY PERIODS**

- 12.1 All newly hired or rehired employees will serve a twelve (12) months' probationary period.
- 12.2 At any time during the probationary period a newly hired or rehired employee may be terminated at the sole discretion of the Employer.
- 12.3 At any time during the probationary trial period a promoted or reassigned employee may be demoted or reassigned to the employee's previous position at the sole discretion of the Employer.
- 12.4 Employees who are promoted to a higher classification will serve a six (6) month probationary trial period. During this time, either the employer or the employee can request the employee be reassigned to their previous position or one of equivalent duties and pay.

### **ARTICLE 13 – OVERTIME PAY**

- 13.1 Hours worked in excess of forty (40) hours in a seven (7) day work period with the express authorization of the City will be compensated at one and one-half (1 ½) times the Employee's regular base pay rate. Overtime hours must be approved in advance by the City Administrator or Assistant City Administrator.
- 13.2 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.
- 13.3 When an employee exceeds twelve (12) hours continuous service, all hours in excess of twelve (12) will be paid at twice the base rate. The City and the Union agree that circumstances in which an employee may exceed twelve (12) hours of continuous service will be extremely rare, and would generally be due to an emergency situation. As with overtime generally, Employees must obtain the Department Head's prior approval before working a shift of more than twelve (12) continuous hours.

### **ARTICLE 14 – COMPENSATORY TIME**

- 14.1 An employee may elect to accumulate compensatory time off in lieu of overtime pay at the rate of one and one-half (1-½) times the employee's regular base pay.
  - A. The maximum compensatory time accumulation for any employee is a 120 hour cap. (This is not a rolling cap).
  - B. On an annual basis, employees may elect to carry over a maximum of 80 hours compensatory time from year to year. The election is irrevocable in nature and must be made in the previous calendar year.

### **ARTICLE 15 – ON CALL, WEEKEND DUTY and CALL BACK**

15.1 On Call: On call shall be for the course of one week. The start and end of the on-call week will be designated by the Department Head. The employee on call will be responsible for conducting routine weekend rounds and shall be compensated at \$50/day and \$80/day for the actual holiday.

15.1.1 Employees who are on call and receive a call or text on the on-call phone, must respond to the person who initiated the call or text, via the on-call phone promptly and no more than within 30 minutes. Employees who are on call and must physically report to a work site, must respond to the work site promptly and within no more than 1 hour of the call or text.

15.1.2 The employee who is on call shall be responsible for mosquito spraying at the direction of the City Administrator or Department Head. Mosquito spraying shall generally commence the Wednesday before Memorial Day through Labor Day. The employee who is on call shall spray for mosquitoes primarily on Wednesdays from 9:00 p.m. until 11:00 p.m. with Thursdays as a backup date in the event of inclement weather. The Employee shall then flex their hours off on Friday of that same week for the commensurate number of hours worked to perform mosquito spraying.

15.2 Weekend Duty: Employees conducting routine weekend rounds and rounds completed on actual holidays will be compensated at a minimum of one (1) hour pay effective October 1 through April 30 and a minimum of two (2) hours pay effective May 1 through September 30. Said work hours are eligible for overtime pay in accordance with Article 12.

15.3 Call Back – The City Administrator or Assistant City Administrator must pre-approve all call backs with the exception of emergencies including life stations and alarms. An employee called in for work to a specific work site with no advanced notice for an immediate response, at a time other than the employee’s normal scheduled shift or weekend duties, will be compensated for a minimum of two (2) hours pay at one and one-half (1 ½) times the employee’s base pay rate. This time must be separately documented on the Employee’s timecard by the employee. Call back on actual holidays shall also receive holiday pay pursuant to Section 17.2. Snow and ice control constitutes a call back on weekends and when an employee is called in for work with less than 1 hour of notice. An employee is not eligible for both the shift differential in 10.1 and call back premium pay at one and one-half times (1-1/2).

**ARTICLE 16 – PAID TIME OFF (PTO)**

16.1 Each full-time employee shall be eligible for paid time off (“PTO”) on the following basis. The City shall front load 48 hours of PTO for full-time employees in addition to the per pay period accrual rates resulting in the stated annual and maximum accruals:

Years of Service	Accrual Rates	Annual Accrual	Maximum Accrual
0-1	3.38 hours per pay period	136 hours	204 hours
2-4	4.15 hours per pay period	156 hours	234 hours
5-9	5.07 hours per pay period	180 hours	270 hours
10-14	6.46 hours per pay period	216 hours	324 hours

15-19	8.00 hours per pay period	256 hours	384 hours
20+	8.92 hours per pay period	280 hours	420 hours

- 16.2 PTO shall be granted for absence from employment with the City’s prior approval at least 24 hours in advance unless prior approval is not possible due to an emergency or illness. PTO must be pre- authorized by the City Administrator or Department Head. An employee’s secondary employment shall not constitute an emergency for purposes of PTO requests.
- 16.3 Leave will not be granted in less than one (1) hour increments. Priority will be given to leave scheduling based first on the earliest date of request and then on seniority if requests are submitted on the same date. PTO and compensatory time approval for employees is the responsibility of the Department Head. No more than two employees will be approved for scheduled PTO at a time. No employee will be permitted to waive leave for the purpose of receiving premium pay.
- 16.4 Accrual: Employees may accrue leave to a maximum of two hundred (200) hours. In the event an employee has been denied leave with proper notice and is thus unable to take advantage of leave as earned, the employee may be absent from work with notice to take leave and thus prevent the loss of leave beyond the maximum of two hundred (200) hours. Any accrued leave beyond the two hundred (200) hour limit must be taken as it is accrued, otherwise it is ineligible for accrual, subject to the following subsection.
- 16.5 Accrual Waiver: The maximum amount of leave that can be accrued by individual employees may be waived by the City Administrator.
- 16.6 Any employee leaving the service of the City in good standing will be compensated for leave accrued to the day of separation up to the maximum accrual provided said employee has served at least twelve (12) consecutive months prior to separation and has given the City at least two (2) weeks’ notice prior to the effective date of such separation. Such pay for accumulated leave will be at the same rate as the hourly rate of the employee’s base salary.
- 16.7 PTO accrual will be based upon “anniversary date” and years of service rather than a calendar year.
- 16.8 Employees may voluntarily donate a portion of their PTO to assist another employee who has eight (8) hours or less PTO time. The donation will be hour for hour at the lower rate of pay of the two employees. Both employees must be in good standing. All PTO donations must be approved by the City Administrator. This provision shall sunset December 31, 2025.

**ARTICLE 17 – BEREAVEMENT LEAVE**

- 17.1 Employees will be permitted to use up to three (3) working days, with pay, as bereavement leave upon the death of an immediate family. Immediate family includes: spouse, children (step), parents (step, in-law), siblings, grandparents and grandchildren.

**ARTICLE 18 – HOLIDAYS**

18.1 The following holidays will be paid holidays for full-time employees:

- New Year’s Day.....January 1<sup>st</sup>
- Martin Luther King Day.....3<sup>rd</sup> Monday in January
- President’s Day.....3<sup>rd</sup> Monday in February
- Memorial Day.....Last Monday in May
- Juneteenth.....June 19
- Independence Day.....July 4<sup>th</sup>
- Labor Day.....1<sup>st</sup> Monday in September
- Veteran’s Day.....November 11<sup>th</sup>
- Thanksgiving Day.....4<sup>th</sup> Thursday in November
- Day after Thanksgiving Day.....4<sup>th</sup> Friday in November
- Half day Christmas Eve Day.....December 24<sup>th</sup> (beginning at noon)
- Christmas Day.....December 25<sup>th</sup>

18.2 If an actual holiday falls on a Saturday, it will be observed on the preceding Friday. If an actual holiday falls on a Sunday, it will be observed on the following Monday. An employee will be compensated at one and one-half (1-1/2) times their regular hourly rate for any hours worked on the actual holiday. An employee will be compensated at two (2) times their regular hourly rate for any hours worked on the actual holiday of Christmas Day and Thanksgiving Day.

18.3 Full-time employees will receive pay for observed holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Employees are not eligible for premium pay on observed holidays unless said hours qualify for overtime compensation pursuant to Article 12.1

**ARTICLE 19 – RESIGNATIONS**

19.1 Any employee wishing to terminate his/her employment with the Employer in good standing shall file a written resignation with the Employer at least fourteen (14) calendar days prior to the termination date. Failure by the employee to file said resignation within the required fourteen (14) day period may be considered just cause for the Employer to deny future employment and deny severance pay to the employee.

**ARTICLE 20 – UNIFORMS**

20.1 The Employer will provide reimbursement up to Five Hundred Dollars (\$500) per year per employee for the purchase of work clothing/safety toe footwear upon presentation of a receipt. Employees must wear City of Howard Lake logoed jackets or vests and clean

work clothing during work hours. The City will provide for the City logo to be added to work clothing.

- 20.2 Employer shall provide Public Works Employees with safety glasses, safety vests, gloves, and reflective clothing determined necessary by the Employer to perform job functions.

#### **ARTICLE 21 – COMPENSATION**

- 21.1 Rates of Pay: Employees covered by this Agreement shall be compensated in accordance with the Salary Schedule marked “Appendix A” attached hereto and made a part of this Agreement.

#### **ARTICLE 22 – SAFETY, TRAINING AND DEVELOPMENT**

- 22.1 The Employer and the Union agree to jointly promote safe and healthful working conditions, to cooperate in safety matters and to encourage employees to work in a safe manner.

#### **ARTICLE 23 PAID FAMILY MEDICAL LEAVE**

- 23.1 Effective January 1, 2027, the Employer and employee will split the premiums for Minnesota Paid Family Medical Leave, or an equivalent plan, on a 50/50 basis with the employee share payable through payroll deductions pursuant to Minn. Stat. 268B.14.
- 23.2 Employees may utilize accrued Paid Time Off to supplement PFML not to exceed 100% of the regular wage of the employee. In the event accrued Paid Time Off, if any, is exhausted, employees may utilize other accrued paid leave to supplement PFML not to exceed 100% of the regular wage of the employee.

#### **ARTICLE 24 OUTSIDE EMPLOYMENT**

- 24.1 Employees covered by this Agreement are not permitted to hold outside employment or self-employment which:
- a. Interferes with the performance of their work with the City of Howard Lake
  - b. Is offered by a contractor, subcontractor, or other employer who has a contract with the City during the time such contractor, subcontractor, or employer is performing work or services for the City.
  - c. Involves employment or self-employment which requires the use or in any way utilizes City-owned or leased equipment, facilities, or materials.

#### **ARTICLE 25 – INSURANCE**

25.1 The Employer shall contribute the same amount as that contributed for the City's non-union employees, toward the group health insurance family premium. The Employer shall contribute \$50 per month toward the employee's HRA.

**ARTICLE 26 – WAIVER**

26.1 Any and all prior Agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement, are hereby superseded.

26.2 The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any terms or conditions of employment not removed by law from bargaining. All Agreements and understandings arrived at by the parties are set forth in writing in this Agreement for the stipulated duration of this Agreement. The Employer and the Union each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this Agreement or with respect to any term or condition of employment not specifically referred to or covered by this Agreement, even though such terms or conditions may not have been within the knowledge or contemplation of either or both parties at the time this contract was negotiated or executed.

**ARTICLE 27 – SAVINGS CLAUSE**

27.1 This Agreement is subject to the laws of the United States, the State of Minnesota, and the City of Howard Lake. In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision shall be voided. All other provisions of this Agreement shall continue in full force and effect.

**ARTICLE 28 – DURATION**

This Agreement shall be effective January 1, 2026 and shall remain in full force and effect until December 31, 2027.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this \_\_\_\_ day of \_\_\_\_\_.

**FOR THE INT'L Union OF  
OPERATING ENGINEERS,  
LOCAL NO. 49:**

**FOR THE CITY OF  
HOWARD LAKE:**

---

Ryan Davies, Business Manager

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Title

---

Aaron Rasset, Area Business Rep.

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Title

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Steward

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**APPENDIX A**

4.0% general wage increase	Effective January 1, 2026
Same general wage increase as provided to non-union employees	Effective January 1, 2027

Movement within the pay grid is based on a combination of time in position and performance. Employees will be eligible for step movement once per year on the first full pay period following their anniversary date until they reach Step 8. If an employee receives a performance evaluation rating that is below satisfactory, their step movement will be delayed until such time as they have received a satisfactory performance review.

The Public Works 2 employee will be paid as a Public Works 1 Grade 4 employee until such time as he has met the minimum qualifications for the position of Public Works 2. He shall be moved to the step on Grade 6 that is equal to or provides a wage increase upon certification that he has met the minimum qualifications for the position of Public Works 2.

The City may start a new hire at any step in the pay grid at the City’s discretion when hiring an experienced employee. In no event will an employee’s wage exceed Step 8.

COLA 4%								
2026								
	1	2	3	4	5	6	7	8
4	\$29.02	\$30.32	\$31.69	\$33.12	\$34.60	\$36.17	\$37.79	\$39.49
6	\$35.43	\$37.03	\$38.69	\$40.44	\$42.25	\$44.15	\$46.14	\$48.22
8	\$40.17	\$41.98	\$43.86	\$45.84	\$47.90	\$50.05	\$52.31	\$54.67

## Wine and Spirits

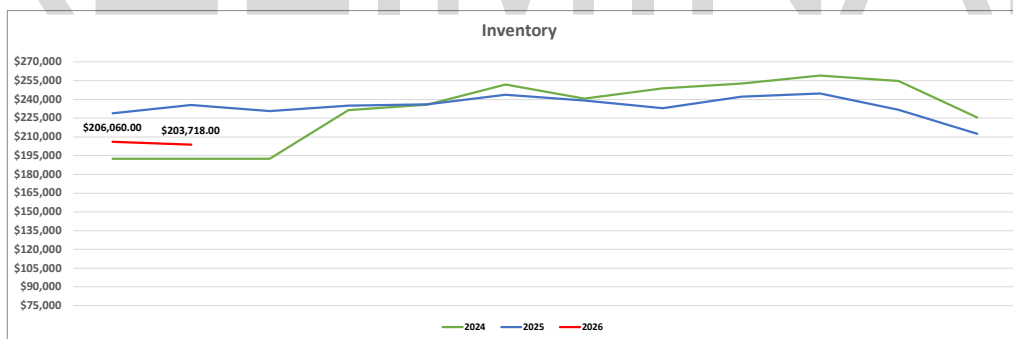
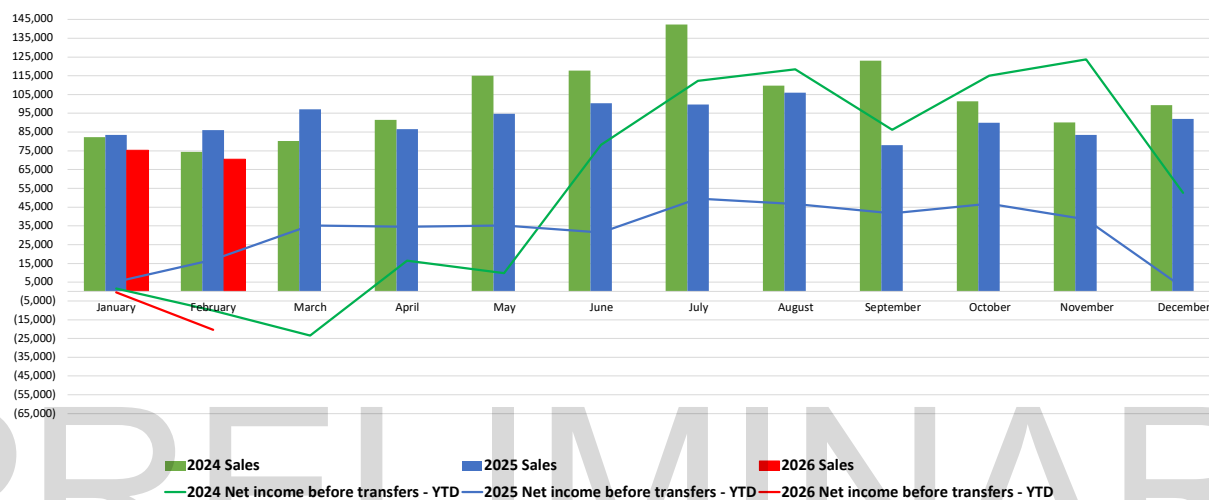
**2026**

	January	February	Total
Revenue			
Sales - Liquor Store	\$ 73,149	\$ 63,856	\$ 137,005
Sales - SSEC	-	1,499	1,499
Sales - R&R	2,180	5,170	7,350
Total Sales	<u>75,329</u>	<u>70,524</u>	<u>145,854</u>
Cost of Sales - (COS)			
COS - Liquor Store	(34,325)	(47,161)	(81,486)
COS - SSEC	-	-	-
COS - R&R	(1,355)	-	(1,355)
Total COS	<u>(35,680)</u>	<u>(47,161)</u>	<u>(82,841)</u>
Gross Profit	<u>39,649</u>	<u>23,364</u>	<u>63,013</u>
Operating expense			
Personnel Services	19,120	23,758	42,878
Supplies	511	352	863
Depreciation	305	305	611
Other services and charges	20,192	16,581	36,773
Repair and Maintenance	40	3,594	3,634
Total operating expense	<u>40,168</u>	<u>44,590</u>	<u>84,759</u>
Operating income	<u>(519)</u>	<u>(21,227)</u>	<u>(21,746)</u>
Other income/expense			
Bond principal	-	-	-
Bond interest	-	-	-
Bond Issuance Cost	-	-	-
Interest income	-	-	-
Other income - Liquor Store	8	14	22
Other income - SSEC	-	600	600
Other income - R&R	100	600	700
Total other income/expense	<u>108</u>	<u>1,214</u>	<u>1,322</u>
Net income before transfers	(411)	(20,013)	(20,424)
<i>2026 Net income before transfers - YTD</i>	<i>(411)</i>	<i>(20,424)</i>	
Operating transfer out	-	-	-
2026 Net income after transfers	<u>(411)</u>	<u>(20,013)</u>	<u>(20,424)</u>
2025 Net income after transfers	<u>5,182</u>	<u>11,744</u>	<u>16,926</u>
2026 Increase/(Decrease) vs 2025 Net Income	<u>\$ (5,593)</u>	<u>\$ (31,757)</u>	<u>\$ (37,350)</u>

## Howard Lake Wine and Spirits Scorecard

Key Performance Indicators	Comparative Month End			Comparative YTD			Target	Comments
	2/28/2024	2/28/2025	2/28/2026	2/28/2024	2/28/2025	2/28/2026		
Sales revenue	74,526	86,095	\$ 70,524	\$ 156,856	\$ 169,532	↓ \$ 145,854	\$ 168,090	
Gross profit percentage	↓ 16.67%	↑ 53.37%	↑ 33.13%	→ 25.37%	↑ 52.32%	↑ 43.20%	27.00%	
Net income before transfers	↓ -16.01%	↑ 13.64%	↓ -28.38%	↓ -6.52%	↑ 9.98%	↓ -14.00%	9.00%	
Net income after transfers	↓ -16.01%	↑ 13.64%	↓ -28.38%	↓ -6.52%	↑ 9.98%	↓ -14.00%	5.00%	

**Howard Lake Wine and Spirits - Monthly Sales and Net Income before Transfers - YTD**



### Key Performance Indicators Definitions

<b>Sales Revenue</b>	Basic measure of how much money the enterprise is bringing in. It can be broken down by period or product category to identify areas of strength or weakness.
<b>Gross Profit Percentage</b>	The percent difference between the cost of goods sold and the selling price. A higher percentage means that the business is making more profit on each sale.
<b>Net Income Before Transfers</b>	The percentage of revenue that remains after subtracting all operating expenses, including wages, rent, utilities, marketing expenses and interest. It can help identify how well the store is managing its expenses and its overall profitability.

**CITY OF HOWARD LAKE**  
**\*Budget YTD Rev-Exp©**

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Current Period: FEBRUARY 2026

			2026	2026	FEBRUARY	2026	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
<b>MUNICIPAL LIQUOR</b>							
	<b>Revenues</b>		\$1,252,250.00	\$147,175.71	\$71,738.32	\$1,105,074.29	11.75%
	<b>Expenditures</b>		\$1,093,760.00	\$167,599.62	\$91,751.12	\$926,160.38	15.32%
	<b>Gain/(Loss)</b>		<b>\$158,490.00</b>	<b>(\$20,423.91)</b>	<b>(\$20,012.80)</b>	<b>\$178,913.91</b>	<b>-12.89%</b>
<b>Revenue</b>							
Active	R 610-314-3850	MUNICIPAL LIQU	\$100,000.00	\$13,251.25	\$6,195.34	\$86,748.75	13.25%
Active	R 610-341-3400	CHARGES FOR S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-349-3860	MUNICIPAL LIQU	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	R 610-361-3600	MISCELLANEOUS	\$250.00	\$22.00	\$14.00	\$228.00	8.80%
Active	R 610-362-3600	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-363-3600	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-364-3600	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-369-3600	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-375-3870	MUNICIPAL LIQU	\$0.00	(\$1,132.84)	(\$532.97)	\$1,132.84	0.00%
Active	R 610-376-3870	MUNICIPAL LIQU	\$0.00	(\$12.78)	(\$2.40)	\$12.78	0.00%
Active	R 610-377-3870	MUNICIPAL LIQU	\$0.00	(\$1,664.19)	(\$11.60)	\$1,664.19	0.00%
Active	R 610-378-3870	MUNICIPAL LIQU	\$0.00	(\$47.55)	(\$9.60)	\$47.55	0.00%
Active	R 610-379-3870	MUNICIPAL LIQU	\$90,000.00	\$13,236.96	\$3,882.04	\$76,763.04	14.71%
Active	R 610-382-3860	MUNICIPAL LIQU	\$50,000.00	\$691.75	\$691.75	\$49,308.25	1.38%
Active	R 610-382-3861	MUNICIPAL BEER	\$2,000.00	\$535.15	\$535.15	\$1,464.85	26.76%
Active	R 610-382-3862	MUNICIPAL WINE	\$100.00	\$57.52	\$57.52	\$42.48	57.52%
Active	R 610-382-3863	BEVERAGE	\$1,500.00	\$214.19	\$214.19	\$1,285.81	14.28%
Active	R 610-382-3864	LIABILITY INSUR	\$200.00	\$100.00	\$100.00	\$100.00	50.00%
Active	R 610-382-3865	STAFF	\$2,000.00	\$500.00	\$500.00	\$1,500.00	25.00%
Active	R 610-382-3866	SECURITY	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
Active	R 610-383-3870	MUNICIPAL LIQU	\$325,000.00	\$47,307.27	\$22,296.92	\$277,692.73	14.56%
Active	R 610-384-3860	MUNICIPAL LIQU	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
Active	R 610-385-3870	MUNICIPAL LIQU	\$500,000.00	\$58,059.72	\$26,818.65	\$441,940.28	11.61%
Active	R 610-386-3860	MUNICIPAL LIQU	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
Active	R 610-387-3870	MUNICIPAL LIQU	\$20,000.00	\$3,347.79	\$1,606.59	\$16,652.21	16.74%
Active	R 610-388-3850	MUNICIPAL LIQU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-389-3400	CHARGES FOR S	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
Active	R 610-389-3600	MISCELLANEOUS	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	R 610-389-3850	MUNICIPAL LIQU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-390-3900	OTHER FINANCIN	\$5,000.00	(\$1,819.37)	\$1,015.68	\$6,819.37	-36.39%
Active	R 610-400-3870	MUNICIPAL LIQU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-401-3870	MUNICIPAL LIQU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-402-3870	MUNICIPAL LIQU	\$5,000.00	\$4,414.95	\$1,991.52	\$585.05	88.30%
Active	R 610-403-3860	MUNICIPAL LIQU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-403-3870	MUNICIPAL LIQU	\$12,000.00	\$513.76	\$235.41	\$11,486.24	4.28%
Active	R 610-404-3870	MUNICIPAL LIQU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-405-3860	MUNICIPAL LIQU	\$12,000.00	\$1,400.00	\$300.00	\$10,600.00	11.67%
Active	R 610-406-3860	MUNICIPAL LIQU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-494-3860	MUNICIPAL LIQU	\$30,000.00	\$3,631.22	\$2,611.22	\$26,368.78	12.10%
Active	R 610-494-3861	MUNICIPAL BEER	\$30,000.00	\$1,928.94	\$1,388.94	\$28,071.06	6.43%
Active	R 610-494-3862	MUNICIPAL WINE	\$10,000.00	\$247.76	\$247.76	\$9,752.24	2.48%
Active	R 610-494-3863	BEVERAGE	\$15,000.00	\$1,542.21	\$922.21	\$13,457.79	10.28%
Active	R 610-494-3864	LIABILITY INSUR	\$2,000.00	\$200.00	\$100.00	\$1,800.00	10.00%
Active	R 610-494-3865	STAFF	\$1,000.00	\$500.00	\$500.00	\$500.00	50.00%
Active	R 610-494-3866	SECURITY	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	R 610-614-3870	MUNICIPAL LIQU	\$0.00	\$150.00	\$70.00	(\$150.00)	0.00%

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Current Period: FEBRUARY 2026

		2026	2026	FEBRUARY	2026	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
<b>Total Revenue</b>		\$1,252,250.00	\$147,175.71	\$71,738.32	\$1,105,074.29	11.75%
<b>Expenditure</b>						
Active	E 610-4600-461-302 ARCHITECTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4600-461-308 CONSTRUCTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4700-471-601 DEBT PRINCI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4700-471-611 DEBT INTER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4700-471-613 BOND ISSUA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4800-482-420 DEPRECIATI	\$3,750.00	\$610.84	\$305.42	\$3,139.16	16.29%
Active	E 610-4850-382-401 R&M BUILDIN	\$0.00	\$40.00	\$0.00	(\$40.00)	0.00%
Active	E 610-4850-416-301 ACCOUNTIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-101 WAGES - DE	\$70,055.00	\$11,121.60	\$5,560.80	\$58,933.40	15.88%
Active	E 610-4850-485-103 WAGES - OT	\$60,274.00	\$6,221.04	\$3,114.16	\$54,052.96	10.32%
Active	E 610-4850-485-104 WAGES - TE	\$94,867.00	\$8,046.96	\$4,438.19	\$86,820.04	8.48%
Active	E 610-4850-485-121 EMPLOYER P	\$16,890.00	\$1,905.09	\$984.39	\$14,984.91	11.28%
Active	E 610-4850-485-122 EMPLOYER F	\$13,962.00	\$1,497.49	\$775.08	\$12,464.51	10.73%
Active	E 610-4850-485-123 EMPLOYER	\$3,265.00	\$350.19	\$181.25	\$2,914.81	10.73%
Active	E 610-4850-485-131 HEALTH INS	\$23,069.00	\$8,935.46	\$4,467.72	\$14,133.54	38.73%
Active	E 610-4850-485-132 LIFE INSURA	\$69.00	\$14.64	\$7.32	\$54.36	21.22%
Active	E 610-4850-485-136 MN PAID LEA	\$1,329.00	\$223.49	\$115.48	\$1,105.51	16.82%
Active	E 610-4850-485-141 UNEMPLOYM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-151 WORKERS C	\$5,001.00	\$4,113.23	\$4,113.23	\$887.77	82.25%
Active	E 610-4850-485-201 GENERAL SU	\$5,000.00	\$862.81	\$352.02	\$4,137.19	17.26%
Active	E 610-4850-485-203 COMPUTER	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	E 610-4850-485-211 CLEANING	\$0.00	\$88.20	\$0.00	(\$88.20)	0.00%
Active	E 610-4850-485-213 UNIFORMS	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
Active	E 610-4850-485-251 LIQUOR	\$175,000.00	\$27,246.04	\$14,666.59	\$147,753.96	15.57%
Active	E 610-4850-485-252 BEER	\$350,000.00	\$41,116.03	\$25,062.63	\$308,883.97	11.75%
Active	E 610-4850-485-253 WINE	\$40,000.00	\$8,287.27	\$2,940.68	\$31,712.73	20.72%
Active	E 610-4850-485-254 POP/MIXES	\$8,000.00	\$1,420.60	\$998.25	\$6,579.40	17.76%
Active	E 610-4850-485-255 DRINK GARNI	\$800.00	\$28.50	\$0.00	\$771.50	3.56%
Active	E 610-4850-485-256 THC PRODU	\$5,000.00	\$3,000.48	\$3,341.10	\$1,999.52	60.01%
Active	E 610-4850-485-257 ICE	\$5,000.00	(\$33.00)	(\$75.00)	\$5,033.00	-0.66%
Active	E 610-4850-485-258 FREIGHT	\$6,000.00	\$420.14	\$226.53	\$5,579.86	7.00%
Active	E 610-4850-485-259 OTHER	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	E 610-4850-485-260 CREDIT CAR	\$20,000.00	\$15,891.46	\$5,334.97	\$4,108.54	79.46%
Active	E 610-4850-485-301 ACCOUNTIN	\$10,500.00	\$0.00	\$0.00	\$10,500.00	0.00%
Active	E 610-4850-485-302 ARCHITECTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-304 LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-305 CONFERENC	\$1,500.00	\$1,598.00	\$1,598.00	(\$98.00)	106.53%
Active	E 610-4850-485-308 CONSTRUCTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-309 CONSULTING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-321 TELEPHONE	\$2,000.00	\$345.03	\$172.43	\$1,654.97	17.25%
Active	E 610-4850-485-322 POSTAGE	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 610-4850-485-331 TRAVEL	\$600.00	\$11.60	\$0.00	\$588.40	1.93%
Active	E 610-4850-485-341 ADVERTISIN	\$500.00	\$299.00	\$299.00	\$201.00	59.80%
Active	E 610-4850-485-342 MARKETING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-361 INSURANCE	\$3,479.00	\$0.00	\$0.00	\$3,479.00	0.00%
Active	E 610-4850-485-364 DRAM INSUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-380 UTILITY - MIS	\$2,000.00	\$469.51	\$236.90	\$1,530.49	23.48%
Active	E 610-4850-485-381 UTILITY-ELE	\$5,000.00	\$661.65	\$337.50	\$4,338.35	13.23%
Active	E 610-4850-485-382 UTILITY - GA	\$4,000.00	\$1,317.07	\$1,317.07	\$2,682.93	32.93%

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		2026	2026	FEBRUARY	2026	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 610-4850-485-384 REFUSE DIS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-396 REEDS & RU	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	E 610-4850-485-401 R&M BUILDIN	\$5,000.00	\$3,593.88	\$3,593.88	\$1,406.12	71.88%
Active	E 610-4850-485-405 R&M- EQUIP,	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 610-4850-485-411 RENTAL EXP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-415 TIPS-SSEC	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	E 610-4850-485-416 Gratuity	\$5,000.00	\$448.75	\$0.00	\$4,551.25	8.98%
Active	E 610-4850-485-420 DEPRECIATI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-430 CASH SHORT	\$0.00	(\$9.55)	\$17.54	\$9.55	0.00%
Active	E 610-4850-485-432 UNCOLLECTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-433 DUES AND S	\$2,000.00	\$68.17	\$11.99	\$1,931.83	3.41%
Active	E 610-4850-485-436 MINN. SALES	\$100,000.00	\$15,939.00	\$7,256.00	\$84,061.00	15.94%
Active	E 610-4850-485-437 MISCELLANE	\$1,000.00	\$93.95	\$0.00	\$906.05	9.40%
Active	E 610-4850-485-438 LICENSE & F	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 610-4850-485-439 REIMBURSE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-501 OFFSET ON-	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-502 OFFSET OFF-	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-510 CAPITAL EXP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-514 LAND PURCH	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-720 OPERATING	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.00%
Active	E 610-4850-485-727 LOYALTY PR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-494-251 LIQUOR	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 610-4850-494-252 BEER	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 610-4850-494-253 WINE	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 610-4850-494-254 POP/MIXES	\$500.00	\$915.00	\$0.00	(\$415.00)	183.00%
Active	E 610-4850-494-255 DRINK GARNI	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 610-4850-494-256 THC PRODU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-494-257 ICE	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 610-4850-494-258 FREIGHT	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 610-4850-494-259 OTHER	\$750.00	\$440.00	\$0.00	\$310.00	58.67%
Active	E 610-4900-491-720 OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4900-491-721 LOSS ON SA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4900-491-726 PRIOR PERIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total Expenditure</b>	<b>(\$1,093,760.00)</b>	<b>(\$167,599.62)</b>	<b>(\$91,751.12)</b>	<b>(\$926,160.38)</b>	<b>15.32%</b>
	<b>Total MUNICIPAL LIQUOR</b>	<b>\$158,490.00</b>	<b>(\$20,423.91)</b>	<b>(\$20,012.80)</b>	<b>\$178,913.91</b>	<b>-12.89%</b>
	<b>Report Total</b>	<b>\$158,490.00</b>	<b>(\$20,423.91)</b>	<b>(\$20,012.80)</b>	<b>\$178,913.91</b>	<b>-12.89%</b>