

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 April 20th, 2026 Meeting.
- c. Consider Downtown Revitalization Grant for Wright Way Cleaning.
- d. Consider Resolution 26-06 Approving Various Fund Transfers and Closures.
- e. Consider Resolution 26-07 Removing Parcel TIF 1-20.

F. Presentations, Public Hearings & Related Approvals

- a. Set Public Hearing Date for Body Worn Camera Policy for HLPD for June 15, 2026.

G. New Business

- a. Consider Approval of MOU between Wright Soil and Water Conservation District and City of Howard Lake for Total Lake Treatment Plan.
- b. Consider Resolution 26-08 Approving Plans and Specs and Ordering Advertisement for Bids for Howard Lake USDA Phase 2 – Water Treatment Plant.
- c. Consider Various Approvals Related to the 2026 Howard Lake Good Neighbor Days Celebration.
- d. Consider Approval of Project Terms for Property Sale to Revive Data Inc.

H. Old Business

I. Department Reports

- a. Howard Lake Wine & Spirits – March Profit and Loss Statement
- b. Engineers Update - Josh Halvorson, Bolton & Menk Inc.

J. Administrator's Report

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 - May 18, 2026

GENERAL FUND	CHECKS: 65799-65911	\$309,033.07
PAYROLL	27812-27818, 504965-505025	\$75,227.59
ELECTRONIC	2190-2221	\$170,326.79
TOTAL		\$554,587.45

AMBULANCE CLMS	CHECKS: 6305-6315	\$34,893.53
ELECTRONIC	82	\$248.01
TOTAL		\$35,141.54

Text26

Text27 Text28

Comments

INTERNAL REVENUE SERVICE	04/15/26	\$10,062.27	
MN DEPT OF REVENUE	04/15/26	\$2,059.92	
PERA	04/15/26	\$9,306.13	
LEAP-WEX	04/15/26	\$1,262.57	
INTERNAL REVENUE SERVICE	04/15/26	\$10,262.80	
MN DEPT OF REVENUE	04/15/26	\$2,117.97	
PERA	04/15/26	\$9,667.90	
LEAP-WEX	04/15/26	\$1,262.57	
US POSTAL SERVICE	04/15/26	\$552.66	March utility bills
NCR SECURE PAY	04/15/26	\$122.38	Credit Card Terminal 2/15/26-3/15/26
FINKEN WATER CENTERS, INC	04/15/26	\$41.40	Drinkng water at City Hall
CITIZENS ALLIANCE BANK	04/15/26	\$30.00	ACH Monthly Fee
INTERNAL REVENUE SERVICE	04/16/26	\$583.82	
MINNESOTA UI FUND	04/20/26	\$418.02	
BONNICK, STEVEN	04/17/26	\$384.48	
BALDWIN, ALIC	04/17/26	\$69.26	
DICKENS, CHRISTENA M	04/17/26	\$55.41	
DRUSCH, JACOB D	04/17/26	\$138.52	
ABDO LLP	04/16/26	\$395.00	
ARTISAN BEER COMPANY	04/16/26	\$812.00	Daizy's Variety Packs
AUTOMATIC SYSTEMS CO	04/16/26	\$24,604.00	WTP Panel Upgrades
BRANDEL ELECTRIC, LLC	04/16/26	\$6,120.77	Repairs on lines & poles at Memorial Park
CAPITOL BEVERAGE SALES	04/16/26	\$5,679.70	Cutwater Cocktails
CROW RIVER WINERY	04/16/26	\$512.40	Misc Wines
DAHLHEIMER BEVERAGE GREEN ISLE	04/16/26	\$5,083.35	Misc Liquor Products
DIERS, RALPH	04/16/26	\$29.25	Overpayment on Utility Bill
GALLUS, JOSEPH	04/16/26	\$135.05	Overpayment on Utility Bill
GREYSTONE CONSTRUCTION COMPANY	04/16/26	\$4,460.86	Building Materials
HAWKINS, INC	04/16/26	\$3,080.39	Water Testing Materials
HOWARD LAKE CEMETERY ASSN	04/16/26	\$10,000.00	Annual Cemetary Maintenance Fee
INTL UNION OF OPERATING ENGINE	04/16/26	\$140.00	May Dues
IUOE LOCAL 49 FRINGE BENEFIT F	04/16/26	\$64.00	

JOHNSON BROTHERS LIQUOR CO.	04/16/26	\$2,830.47	Black Box Wines
KWIK TRIP INC.	04/16/26	\$307.86	Fuel for PD
MADDEN GALANTER HANSEN	04/16/26	\$250.60	Legal Services March 2026
MAGNEY CONSTRUCTION	04/16/26	\$11,900.00	Filter Media Installation at Treatment Plant
MEDIACOM LLC	04/16/26	\$294.90	Service at HL City Hall
MIDWEST MACHINERY CO	04/16/26	\$175.30	Filters and Oil
MN VALLEY TESTING LAB, INC	04/16/26	\$59.00	Water Testing
NAPA AUTO PARTS COKATO	04/16/26	\$112.93	Materials for 2015 Chev Silverado
NELSON ELECTRIC MOTOR REPAIR	04/16/26	\$150.00	Motor Bearing Repairs
PHILLIPS WINE & SPIRITS	04/16/26	\$754.60	Misc Liquors
PRECISION UTILITIES	04/16/26	\$11,778.00	Repairs at 1010 2nd Ave
ROERS AND SONS WELDING AND REP	04/16/26	\$400.00	Custom Tool Tray
SOUTHERN GLAZER WINE & SPIRITS	04/16/26	\$1,845.36	Misc Liquors
VICTOR TOWNSHIP	04/16/26	\$1,500.00	2025 70th Street Maintenance
VINOCOPIA, INC	04/16/26	\$92.50	EruptCinn Cinnamon Rum
WILLIAMSON, LYNETTE	04/16/26	\$250.00	SSEC Damage Deposit Reimbursement
XCEL ENERGY	04/16/26	\$7,445.34	Acct 51-6197060-3
HAGGENMILLER, NICHOLAS A	04/17/26	\$4,652.28	
HAKALA, CURTIS L	04/17/26	\$580.03	
KOOSMAN, ANDREW	04/17/26	\$1,552.81	
MERGES, JARED M	04/17/26	\$2,617.23	
REMER, TANYA M	04/17/26	\$1,919.80	
THEISEN, MEAGAN	04/17/26	\$2,670.32	
ZANDER, SHARI	04/17/26	\$436.00	
OTTENSTROER, JAMES D	04/17/26	\$1,783.44	
PRESTIDGE, CLAYTON P	04/17/26	\$1,876.11	
DAHL, LORI	04/17/26	\$144.22	
HORSTMANN, REBECCA A	04/17/26	\$206.21	
JENSEN, LUCAS	04/17/26	\$270.28	
LAWAY, MYRA	04/17/26	\$2,585.60	
MCALPINE, DEBRA-ANN	04/17/26	\$1,380.33	
MILLER, EDWARD M	04/17/26	\$180.60	
SOTHAN, LAURIN B	04/17/26	\$352.38	
VIRNALA, TASIA, R	04/17/26	\$265.71	

HARTNECK, SEAN M.	04/17/26	\$592.64	
JOHNSON, JACOB D	04/17/26	\$2,366.11	
PREUSSE, MITCHELL D	04/17/26	\$1,683.95	
SZCZEPANIK, DARIUSZ J	04/17/26	\$2,837.17	
THOMPSON, DAVID G	04/17/26	\$3,205.96	
BRAVINDER, SETH Z	04/17/26	\$27.70	
DRUSCH, ZACHARY R.	04/17/26	\$332.46	
ELMER, DANIEL J	04/17/26	\$83.11	
KING, ELLIOTT	04/17/26	\$401.72	
KITTOCK, BRIAN	04/17/26	\$83.11	
KITTOCK, NICOLE D	04/17/26	\$211.64	
LOEBERTMANN, AMANDA G	04/17/26	\$498.69	
LOEBERTMANN, CRAIG	04/17/26	\$470.98	
MAGES, ALEX	04/17/26	\$249.34	
SCHUELKE, ANDREW L	04/17/26	\$443.28	
STOLL, ERIC	04/17/26	\$332.46	
WIECH, KYLE	04/17/26	\$55.41	
		\$187,010.79	

Text26

Text27 Text28

Comments

CUSTOMERS-AMBULANCE	05/13/26	\$248.01	Gateway Services
ALLINA HEALTH EMS	04/23/26	\$200.00	D. Linsten Transport
CITY OF HOWARD LAKE	04/23/26	\$3,780.00	March Ambulance Pay
CM2 SUPPLY	04/23/26	\$41.71	Cylinder Rental
JERRY'S TRANSMISSIONS SERVICE	04/23/26	\$131.25	Repair Power Lift
JOE'S SPORT SHOP	04/23/26	\$396.73	Fuel for Ambulance
KEAVENY PHARMACY	04/23/26	\$1,541.42	Rx for Ambulance
MSR	04/23/26	\$450.00	EMT Training
RIDGEVIEW MEDICAL CENTER	04/23/26	\$800.00	Ambulance Community Assist O. Kusler
STRYKER SALES, LLC	04/23/26	\$26,995.78	Ambulance Cot
T-MOBILE	04/30/26	\$49.19	Acct #973663744
VISA	05/07/26	\$507.45	Fuel for Amb

\$35,141.54

CITY COUNCIL
MEETING MINUTES
CITY OF
HOWARD LAKE
— Est. 1878 —
APRIL 20, 2026

Call to Order

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

Pledge of Allegiance

Approval of Agenda

Council Member Kutz moved to approve the agenda as presented. The motion was seconded by Council Member Munson and Passed unanimously.

Citizen Input

Karen Erickson address the Council as a representative of the Howard Lake Lions. She would like to have a sign placed at Memorial Park to share the history of the Mitchel Family and History of Memorial Park. She is requesting the City to help with the costs.

Council and Staff would like to bring the request to the Parks meeting in May.

Consent Agenda

Mayor Zimmerman reviewed the staff report.

Noted and recognized Debbie McAlpine's resignation from the Liquor store, the City thanks you for all your years of work with us.

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

- a. **Consider approving Minutes from the March 16, 2026 Meeting.**
- b. **Consider Various Personnel Appointments.**
- c. **Consider Approval of Service Contract for Hauling for Compost.**
- d. **Consider Downtown Revitalization Grant for The Coffee Shop.**
- e. **Consider Accepting all Reports & Payment of Claims.**

Presentations, Public Hearings & Related Approvals

- a. **Total Lake Treatment, Howard Lake Watershed Alliance Curt Forst.**
Curt Forst thanked the Council for their support on the total lake treatment project. He shared the general health report of the lake and the plan/timeline of the

total lake treatment. Forst also shared the issue of wake boats and the destruction they are causing to the shoreline.

The Annual Public Meeting is on May 14th at Codgers Cove at 7 pm.

b. Water Treatment Plant Project Update, Bolton & Menk PE Jennifer Selchow.

Jen Selchow addressed the City Council. She reviewed some of the repairs we have had to do recently to the water plant to keep it operating. She shared what is happening moving forward with a new Water Treatment Plant.

c. Public Hearing on Adoption of TIF Plan for TIF District 1-26 Bayview Flats.

Shannon Sweeney, David Drown and Associates, shared how a TIF District impacts a project and a community. A public hearing is required for the consideration of a TIF. This TIF district is located off of 1st St. E, just east of The Lodge of Howard Lake.

The current project planned for this location is a 20-unit market rate apartment complex.

There were no comments during the public comment.

New Business

a. Consider Various Approvals Related to Bayview Flats Apartment Project.

- **Resolution 26-05 adopting TIF District 1-26 and authorizing execution of TIF Agreement.**
- **Purchase Agreement for Sale of Real Estate.**
- **Subordinate Mortgage Related to WHDP Funds.**
- **Subordinate Promissory Note Related to WHDP Funds.**
- **Subordinate Loan Agreement related to WHDP Funds.**

Haggenmiller reviewed the staff report and the approvals needed from the City Council. The developers plan to have final plans submitted in June.

Council Member Deiter moved to approve Resolution 26-05 adopting TIF District 1-26 and authorizing execution of TIF Agreement. The motion was seconded by Council Member Kutz and Passed unanimously.

Council Member Kutz moved to approve the subordinate mortgage related to WHDP funds. The motion was seconded by Council Member Gilbert and Passed unanimously.

Council Member Kutz moved to approve the subordinate promissory note related to the WHDP funds. The motion was seconded by Council Member Deiter and Passed unanimously.

Council Member Kutz moved to approve the loan agreement related to WHDP funds. The motion was seconded by Council Member Gilbert and Passed

unanimously.

b. **Consider HLFM Purchase and Installation of Generator for Fire Hall.**

Theisen reviewed the staff report.

Council Member Deiter moved to approve the purchase of a generator for the HLFM. The motion was seconded by Council Member Munson and Passed unanimously.

Old Business

Administrator's Report

Department Reports

Council/Committee Report

Mayor Zimmerman provided an update from the Waste Water Commission Meeting last month, Montrose and Waverly are still moving forward with joining.

Adjourn

Council Member Kutz moved to adjourn at 8:04 pm. The motion was seconded by Council Member Deiter and unanimously.

Attest - City Administrator/Clerk

Mayor



HOWARD LAKE CITY COUNCIL MEETING

MAY 18, 2026

AGENDA ITEM: Consider Downtown Revitalization Grant for Wright Way Cleaning

SECTION: New Business

FROM: Nick Haggemiller, City Administrator

BACKGROUND: Jonathon Weiers dba Wright Way Cleaning is requesting a Downtown Revitalization Grant in the amount of \$5,000 to assist with the exterior façade renovations of his new office location located at 1012 6th Street (formerly The Man Cave). Weiers intends to replace doors and windows and install new signage

FINANCIAL: \$5,000

LEGAL: Open

STRATEGIC PLAN:

Foster a Robust Business Community and Vibrant Downtown
➔ Support Vibrant Storefronts

COUNCIL ACTION REQUESTED: Approve as presented.

ATTACHMENTS:

1. Wright Way Cleaning Application



HOWARD LAKE CITY COUNCIL MEETING

MAY 18, 2026

AGENDA ITEM: Consider Resolution 26-06 Approving One Time Fund Transfers for FY2025

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: As part of the Fiscal Year 2025 Audit and overall fund clean up underway by our finance advisors the following resolution is proposed for adoption.

- The majority of the transfers represent closing out aged project funds.
- In other instances fund transfers are needed to eradicate negative fund balances.
- In some instances, there are transfers proposed between TIF and debt service funds to cover bond payments.
- Finally, some transfers are related to incorrect coding initially.

In all instances, the transfers have been reviewed by auditors, finance and administration and recommended as best practices. A similar, albeit with many more individualized transfers and closures. Collectively, our finance team is making tremendous strides in the overall

FINANCIAL: The transfers are impact fund balance, not cash position of the City. Cumulatively, the proposed transfers will result in a fund balance increase to the General Fund of about \$250,000 to a total of \$1.7Million at close out of 2025.

LEGAL: Some of these transfers involve council restricted funds therefore require a resolution for approvals.

STRATEGIC PLAN:

Deliver High Quality Reliable Public Services

- ➔ Maintain Fiscally Responsible City Management & Operations

COUNCIL ACTION REQUESTED: Adopt Resolution 26-06 Authorizing One Time Fund Transfers for FY2025

ATTACHMENTS:

1. Resolution 26-06 Approving One Time Fund Transfers for FY2025

City of Howard Lake
Resolution No. 26-06
Resolution approving one-time transfer for year-end 2025.

WHEREAS, The existence or anticipation of a deficit, or a surplus in the following funds shall be offset by transfers and closed;

- Hwy 12/Blk 18 Parking Lot Imp (Fund 465); and
- Assigned Fleet (Fund 526); and
- City Hall & Lions Park (Fund 553); and
- MN DOT TH12 City Improvements (Fund 557); and
- Bayview Apts (Fund 558); and
- DT Redevelopment Project (Fund 516); and
- 2010A GO Imp Bond (Fund 391); and
- Water Quality Planning (Fund 554); and
- 2021 Meter Project (Fund 542); and
- Ind Prk West Phase 1 (Fund 495); and
- Revolving Loan (Fund 250); and
- EDA Project – Grocery Store (Fund 508); and
- City Hall Restoration (Fund 480); and
- Terning Trails 2 (Fund 543); and
- HL Villas (Fund 537); and

WHEREAS, The following funds require a transfer to or from in order to cover deficits and upcoming expenditures, and shall remain open after the transfer;

- General (Fund 100); and
- Good Neighbor Days (Fund 203); and
- 2023A GO Certificate (Fund 300); and
- 2019A Villas Bond (Fund 393); and
- 2011A Bond Storm Sewer (Fund 398); and
- TIF #21 – Terning Trails 2 (Fund 484); and
- Capital Equipment (Fund 500); and
- Water (Fund 602); and

WHEREAS, The amount has not been transferred to cover existing deficits; and

WHEREAS, The remaining cash, or lack thereof in the documented funds be transferred accordingly;

NOW, THEREFORE, BE IT RESOLVED that the Howard Lake City Council hereby approves the following:

- A one-time transfer from the General Fund (100) and to Good Neighbor Days Fund (203) in the amount of \$1,400.44 to cover the existing deficit;
- A one-time transfer from the General Fund (100) and to Hwy 12/Blk 18 Parking Lot Imp Fund (465) in the amount of \$32,175.00 to cover the existing deficit and close fund (465);
- A one-time transfer from the General Fund (100) and to Assigned Fleet Fund (526) in the amount of \$3,215.90 to cover the existing deficit and close fund (526);

- A one-time transfer from the General Fund (100) and to City Hall & Lions Park Fund (553) in the amount of \$8,215.00 to cover the existing deficit and close fund (553);
- A one-time transfer from the General Fund (100) and to MN DOT TH12 City Improvements Fund (557) in the amount of \$792.00 to cover the existing deficit and close fund (557);
- A one-time transfer from the General Fund (100) and to Bayview Apts Fund (558) in the amount of \$41,231.50 to cover the existing deficit and close fund (558);
- A one-time transfer from the Capital Equipment Fund (500) and to DT Redevelopment Project Fund (516) in the amount of \$32,150.00 to cover the existing deficit and close fund (516);
- A one-time transfer from the 2010A GO Imp Bond Fund (391) and to 2023A GO Certificate Fund (300) in the amount of \$51,148.00 to cover the existing deficit and upcoming 2026 bond payments;
- A one-time transfer from the Water Fund (602) and to 2021 Meter Project Fund (542) in the amount of \$5,862.39 to cover the existing deficit and close fund (542);
- A one-time transfer from the Water Fund (602) and to Water Quality Planning Fund (554) in the amount of \$11,659.00 to cover the existing deficit and close fund (554);
- A one-time transfer from the Ind Prk West Phase 1 Fund (495) and to General Fund (541) in the amount of \$635,973.18 to transfer excess funds from completed project fund and close fund (495);
- A one-time payment of the interfund loan of \$157,269.08 from EDA Project – Grocery Store Fund (508) and to Revolving Loan Fund (250) to close this interfund loan since there has been no activity since 2011;
- A one-time transfer from the Revolving Loan Fund (250) and to EDA Project – Grocery Store Fund (508) in the amount of \$105,760.92 and to General Fund (100) in the amount of \$123,967.20 to cover the deficit in fund (508) and close fund (250) and (508);
- A one-time transfer from the Capital Equipment Fund (500) and to 2011A Bond Storm Sewer Fund (398) in the amount of \$32,000.00 to fund 2026 bond payments using stormwater revenue per bond documents;
- A one-time transfer from the City Hall Restoration Fund (480) and to General Fund (100) in the amount of \$1,936.94 to move cash balance and close fund (480) due to inactivity;
- A one-time transfer from the Terning Trails 2 Fund (543) and to TIF #21 – Terning Trails 2 Fund (484) in the amount of \$69,842.54 to combine funds and close fund (543);
- A one-time transfer from the 2010A GO Imp Bond Fund (391) and to Capital Equipment Fund (500) in the amount of \$212,202.33 to move cash balance and close fund (391) due to the debt service being completed;
- A one-time transfer from the HL Villas Fund (537) and to 2019A Villas Bond Fund (393) in the amount of \$23,093.53 to move excess bond proceeds to the debt service fund since construction is complete and close fund (537);

Adopted by the City Council of the City of Howard Lake, Wright County, Minnesota, this 18th day of May, 2026.

Attest: _____
City Clerk

Mayor



HOWARD LAKE CITY COUNCIL MEETING

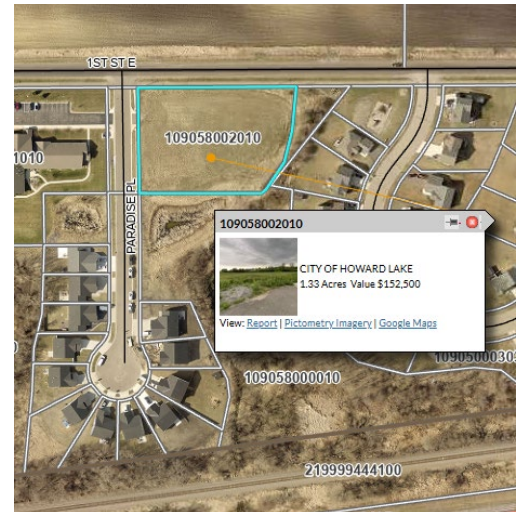
MAY 18, 2026

AGENDA ITEM: Consider Resolution 26-07 Removing Parcel from TIF 1-20

SECTION: New Business

FROM: Nick Haggemiller, City Administrator

BACKGROUND: In 2019 to accommodate the development of the Villas of Howard Lake, a TIF district was established. At this time PID 109058002010 was included in the district. This parcel has not been built upon and is currently under contract for the development of an apartment. We have established a new TIF district 1-26 for this purpose. Therefore, the parcel must be officially removed from the previous TIF district to be included in the new district. The resolution attached codifies such action.



FINANCIAL: There is no financial consequence to this action.

LEGAL: The resolution has been prepared by the city's municipal advisor, David Drown & Associates.

STRATEGIC PLAN:

Foster a Robust Business Community

- ➔ Expand Housing Opportunities to Support Business and Development

COUNCIL ACTION REQUESTED: Approve Resolution 26-07 Removing Parcel from TIF 1-20

ATTACHMENTS:

1. Resolution 26-07 Removing Parcel from TIF 1-20

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

HELD: _____, 2026

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Howard Lake, Wright County, Minnesota, was duly called and held on the _____ day of _____, 20__, at 7:00 p.m.

The following members of the Council were present:

and the following were absent;

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION 26-07 AMENDING THE BOUNDARIES OF
TAX INCREMENT FINANCING DISTRICT NO. 1-20

WHEREAS:

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

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

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

Parcel Identification Number: 109058002010

2. Agreement to limit tax capacity removed. The City agrees that the original net tax capacity of the TIF District will be reduced by no more than the current net tax capacity of the parcels removed.
3. Filing. The City Administrator is authorized and directed to file a copy of this resolution with the County Auditor.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

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

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

WITNESS my hand this _____ day of _____, 2026.

City Administrator

NOTICE OF PUBLIC HEARING

"Draft Policy on Body-worn Cameras"

NOTICE IS HEREBY GIVEN: The Howard Lake Police Department is looking to implement body-worn cameras beginning in early 2026. According to Minnesota Statute 626.8473 subd.2. Public Comment, all "local law enforcement must provide for public comment before it purchases OR implements a portable recording system. At a minimum, the agency must accept public comments submitted electronically or by mail, and the governing body with jurisdiction over the law enforcement agency's budget must provide for public comment at a regularly scheduled meeting."

Public Comment

The written draft policy will be available for public comment from May 19, 2026, to June 10, 2026. If you would like to make comments, please email them to the department email address: cityofhowardlake@howard-lake.mn.us

If you wish to submit your comments by mail, please send them to the following address:

Howard Lake Police Department

Attn: BWC Comment

625 8th Avenue | PO 736

Howard Lake MN 55349

The body-worn camera policy will be available for comment at the Howard Lake City Council Chambers Monday, June 15, 2026, at 5:00PM at the Howard Lake City Hall Council Chambers 625 8th Avenue, Howard Lake MN 55349.

The Draft BWC Policy will also be available on the City of Howard Lake Website www.howard-lake.mn.us The policy may also be viewed in-person at the Howard Lake Police Department, 625 8th Avenue, Howard Lake MN 55349.



HOWARD LAKE CITY COUNCIL MEETING

MAY 18, 2026

AGENDA ITEM: Consider Approval of MOU between Wright Soil and Water Conservation District and City of Howard Lake for Total Lake Treatment Plan.

SECTION: New Business
FROM: Nick Haggenmiller, City Administrator

BACKGROUND: The Howard Lake Watershed Alliance, City of Howard Lake and Wright Soil and Water Conservation District (SWCD) have been meeting regularly and seeking outside funding for several years with the intention of advancing a multi-year, comprehensive water quality improvement project on Howard Lake.

Through these discussions, the city council has been supportive but insistent on meeting various project and financial requirements, most recently at a workshop related to the City's Capital Improvement Plan, support totaling \$10,000 per year was proposed.

Project Purpose

- Two years of total lake treatment using fluoridone
- Years 3-10 spot treating using other methods following inventory/surveying of conditions
- Treatment intended to reduce population of curly-leaf pondweed
- Additional treatment and removal of carp is proposed
- There are additional related monitoring activities proposed throughout the duration of the project not specifically called out in the agreement as it does not hold a project or financial consequence to the City.

Anticipated Outcomes

Currently, Howard Lake is classified by the Minnesota Department of Natural Resources. There has been very slow but deliberate improvement in water quality over the last 10+ years. Much of this is a result of efforts previously completed and underway by both SWCD and Howard Lake Watershed Alliance. This project is expected to be a much faster, more significant improvement in various measures of water quality including vegetation and species, clarity and recreational enjoyment of the lake.

FINANCIAL: The agreement as presented calls on the City of Howard Lake to contribute \$25,000 in 2026 and \$10,000 per year in subsequent years through year five. There are no financial requirements of the City beyond year five.

The City Council previously indicated support at \$10,000 per year. However, more recently, SWCD was able to provide a grant reimbursement for a previous Stormwater Plan in the amount of nearly \$16,000 which was not anticipated revenue of the City. These funds are pledged back to the project. The Howard Lake Watershed Alliance has a stand alone agreement which calls upon it to contribute \$2,500 per year for 10 years. The SWCD has obtained significant state and federal grants for the estimated \$450,000 total project.

LEGAL: The agreement, drafted by Wright County Attorney puts SWCD in the driver's seat as the project owner and identifying the City as a partner. As such the implementation of the project itself as well as any related grant administration falls upon SWCD. Moreover, the agreement stipulates the maximum investment of the City with any shortfall to be covered and responsibility of SWCD.

STRATEGIC PLAN:

Provide Diverse Amenities that Enhance Quality of Life

- ➔ Maintain Places of Identity including Lake Howard
- ➔ Invest in and Maintain Parks and Natural Resources

COUNCIL ACTION REQUESTED: Approve Memorandum of Understanding with Wright Soil Water Conservation District

ATTACHMENTS:

1. Memorandum of Understanding & Cost/Project Scope Summary

**MEMORANDUM OF UNDERSTANDING
BETWEEN
WRIGHT SOIL AND WATER CONSERVATION DISTRICT
AND
CITY OF HOWARD LAKE**

This Memorandum of Understanding (“Agreement”) is made this 18th day of May, 2026, by and between Wright Soil and Water Conservation District (hereinafter “SWCD”) and City of Howard Lake (hereinafter “City”), hereinafter collectively referred to as “Party” or “Parties.”

WHEREAS, the water quality of Howard Lake is impaired; and

WHEREAS, curly-leaf pondweed and common carp have been identified as significant sources of nutrient loading to Howard Lake; and

WHEREAS, SWCD has secured grant funding to address problematic curly-leaf pondweed and common carp populations in an effort to improve the water quality of Howard Lake; and

WHEREAS, Wright SWCD, as the project manager, is responsible financially for full establishment, operation, and maintenance of the project to ensure the conservation objectives are met; and

WHEREAS, additional funding is necessary to adequately address the project purpose; and

WHEREAS, each Party represents it is duly qualified and authorized to enter into this Agreement and will comply with the respective obligations and responsibilities set forth within.

NOW, THEREFORE, the parties agree as follows:

1. **Project Purpose:** The primary objective of this collaboration is to attempt to reduce the populations of invasive vegetation and species that detrimentally affect lake quality.
 - a. **Curly-Leaf Pondweed:** Chemically treat and/or harvest to reduce invasive pondweed and conduct surveys of invasive and native plant communities.
 - b. **Common Carp:** Remove, tag, and track common carp, conduct population surveys, and stock fish that predate on the invasive fish.
2. **Term:** The Agreement is effective upon signature of both Parties and is effective until December 31, 2035.
3. **Project Management:** SWCD shall operate as the Manager of the Project for the life of the Agreement, administering all aspects of the Project. As Manager, SWCD has final authority pursuant to State regulations to secure necessary permits and variances, select contractors, determine treatment and removal methods, and select treatment areas.
4. **Collaboration:** The Parties agree to work in good faith. City will have reasonable opportunity to provide input on Project practices.
5. **Fiscal Responsibility:** City agrees to contribute to project expenses as follows:

PROJECT PARTNER	FINANCIAL OBLIGATION		
	Year 1	Years 2-5	Years 6-10
CITY	\$25,000	\$10,000	-
Howard Lake Watershed Alliance*	\$2,500	\$2,500	\$2,500

**Howard Lake Watershed Alliance and SWCD have entered into a separate agreement related to the Watershed Alliance's financial responsibility. Its financial obligation is included for reference purposes only.*

6. **SWCD Obligations:** SWCD agrees to:
 - a. Invoice annually for operating funds.
 - b. Hold and manage project funding account and manage current and future funding related to the project.
 - c. Share all reports from contractors with Parties.
 - d. Coordinate annual meeting of Parties.

7. **City Obligations:** City agrees to:
 - a. Promptly pay annual obligation. First year payment shall be paid 60 days after execution of this agreement; annual payments are due March 1 each subsequent year of the agreement.
 - b. Attend annual meetings.

8. **Hold Harmless and Indemnification:** In the performance of this agreement SWCD and City each agree to defend, indemnify and hold harmless the other, its board members, officers, employees and contractors, from any claims, losses, costs, expenses or damages to the extent resulting from the negligent or willful act or omission of the indemnifying party, or its board member, officer, employee or contractor, under this Agreement. Nothing herein is a waiver by either party of an immunity, defense or liability limit set forth in Minnesota Statutes, Chapter 466, or any other provision of law. Neither party intends to be responsible for the acts of the other within the meaning of Minnesota Statutes §471.59, subdivision 1a.

9. **Termination:** This Agreement shall terminate automatically upon the expiration of the term specified in Article 2, unless extended or terminated prematurely upon mutual agreement of the Parties.

10. **Assignment:** Neither the SWCD nor the City may assign its rights or obligations under this Agreement to any other person, corporation, or entity without the prior written consent of the other party.

11. **Entire Agreement and Amendments:** This Agreement contains the entire understanding between the parties and supersedes all prior negotiations, representations, or agreements. It may be amended only by a written instrument signed by authorized representatives of both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding as of the date first written above.

SWCD

WRIGHT SOIL AND WATER CONSERVATION DISTRICT

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

CITY

CITY OF HOWARD LAKE

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

Exhibit A



HOWARD LAKE CITY COUNCIL MEETING

MAY 18, 2026

AGENDA ITEM: Consider Resolution Approving Plans and Specs and Ordering Advertisement for Bids for Howard Lake USDA Phase 2 – Water Treatment Plant.

SECTION: New Business

FROM: Nick Haggemiller, City Administrator

BACKGROUND: The formation of this project dates back several years with numerous city council touch points. The timeline specific to the water treatment plant is as follows:

1989

- Water treatment plant is built with a design life of 30 years (2010)

2015

- Major renovation to extend usability by ten years

August 2021

- Water System Study ordered by City Council

March 2022

- Water System Study Submitted to funding partners

April 2022

- Submitted Preliminary Engineering Report #1 to the US Department of Agriculture – Rural Development (USDA)
Included street reconstruction, water tower/well and water treatment plant projects as one comprehensive project

March 2023

- ⚠ WTP issue #1: Major malfunction at plant

August 2023

- Submitted Preliminary Engineering Report #2 to the USDA

November 2023

- Kickoff meeting for water treatment plant project

May 2024

- ⚠ WTP issue #2: Major malfunction at plant and tower

July 2024

- City reviewed 60% plans

October 2024

- City reviewed 90% plans

February 2025

- Submitted plan to Minnesota Department of Health and Department of Labor and Industry
- 📁 City hired lobbyist to seek state bonding funding

March 2025

- 📁 City testified to State Capital Investment Committee
- City Staff and engineer team completed comprehensive assessment of existing water treatment plant, identifying \$6 million in needed repairs

May 2025

- Submitted plan to USDA

June 2025

- City Council hosted utilities workshop to discuss moving forward despite lack of state funding

July 2025

- ⚠ WTP issue #3: Malfunction left the City without water for several hours

August 2025

- Resubmitted plan to USDA

- ⚠ WTP issue #4: Chlorine pumps failed

October 2025

- Minnesota State House Capital Investment Committee visited Howard Lake's WTP

November 2025

- City Council approved short-term repairs for filter and electronic improvements to maintain the WTP until the new plant is built

December 2025

- ⚠ WTP issue #5: Electrical issues impacted exit signs and emergency lighting

February 2026

- 📄 Bill regarding new Howard Lake WTP introduced in the Minnesota State House of Representatives
- ⚠ WTP issue #6: Pumps experience an air lock

March 2026

- New electrical control system installed to improve reliability
- New filter material added to improve water quality

Public Works Facilities Considerations

The proposed water treatment plant will require the demolition of the existing office/storage for public works. The replacement facility will have roughly the same amount of general purpose storage as the existing building that will be demolished. However, both short term and long term space considerations will need to be determined. Short term, existing items will need to be shuffled to other facilities (that are already quite cramped) and fleet and equipment will need to be stored outside unless the council directs the lease of space. Long term, a new public works/police storage facility will need to be constructed. This has been proposed at the same site in an adjacent green space.



FINANCIAL:

TOTAL PROJECT

The total (estimated) project costs are detailed below. The total construction estimate is \$21,395,000 and subject to sealed bis. The City has expensed approximately \$1Million. Once the City commences the project we would reimburse ourselves using financing.



Division	Item	Cost
Div 0	Mobilization	\$1,800,000
Div 1	Allowances	\$425,000
Div 2	Demo	\$500,000
Div 3, 4	Concrete and Precast	\$7,830,000
Div 5	Misc Metals	\$270,000
Div 7	Roofing	\$635,000
Div 8, 12	Doors, Windows, and Casework	\$450,000
Div 9	Painting	\$1,000,000
Div 22	Plumbing	\$600,000
Div 23	HVAC	\$620,000
Div 26	Electrical and Integration	\$2,100,000
Div 31, 32, 33	Site Work	\$2,000,000
Div 40	Piping	\$2,000,000
Div 43, 46	Process Equipment	\$1,165,000
	Construction Subtotal	\$21,395,000
	10% Contingency	\$2,100,000
	Engineering/Legal/Admin	\$3,935,000
	Total	\$27,430,000***
	+/- 15%	\$23.3M - \$31.5M

FINANCING

The City is financing the facility under USDA Rural Development. Doing so packages various state and federal loans and grants under one funding package. In February of 2024, the City received its Letter of Conditions stipulating the funding mechanism proposed for all projects from Phase 1 – 3. The water treatment plant called for:

Rural Development Loan	\$4,289,000
Public Facilities Authority	
Clean Water State Revolving Loan Fund (SRF)	\$17,874,000
Emerging Contaminants Grant	\$3,000,000
Rural Development Grant	\$578,000
TOTAL	\$25,741,000***

The City’s approved Letter of Conditions currently has a potential funding gap depending on bids received and final soft costs. In anticipation of this, we have been told that the proposed SRF Loan is expandable if necessary.

ADDITIONAL GRANTS

Subsequently, in 2025 the Minnesota Legislature increased the emerging contaminants grant program state wide.

Emerging Contaminants Grant Revised	\$5,000,000
Additional Grant Funding Identified	\$2,000,000

**Congressionally Directed Spending Requests (CDS)
State and Federal Bonding Bills**

State of Minnesota

Howard Lake has an active bill in play SF11 requesting \$15Million for water treatment facility, well, trunk main and water tower improvements. At the time this was written (Thursday 5.14.26) a bonding bill was headed for passage. Local projects were not called out. However, leading up to this, our request was revised to \$2Million at the direction of Minnesota Senator Michael Holmstrom.

Federal Request

A Fiscal Year 2027 Request was put into Senator’s Smith and Klobuchar Office as well as to Representative Emmer for \$15Million. At this point, we have made all three of their funding priority lists that will move forward into various appropriation committees for reconciliation and passage. It is unclear if we will be awarded funds as the session has yet to begin. That said, funding does seem favorable considering we made the funding priorities list (not all do) and for both senators and our representative (not all do). It is our understanding that we will hear more about this through the fall.

RATE IMPACTS

The City will need to construct a new water treatment plant, new water tower and recondition our existing tower within the next 5 years. Rates will need to be raised significantly under our current funding scenario to manage debt service appropriately. Currently, one Equivalent Dwelling Unit (EDU) pays \$55 per month.

ESTIMATED UTILITY BILL	2025	2028	PROJECT	MONTHLY IMPACTS
Water	\$55	\$115	Water Treatment Plant	\$92
Sewer	\$55	\$55	Water Tower	\$15
Garbage	\$15	\$20	Well	\$5
Recycling	\$2.25	\$6.50	Tower Rehab	\$3
Storm Fee	\$8	\$10.50		
WWTP	\$20	\$20		
TOTAL	\$155	\$227		

DISCLAIMERS

The intention with providing the estimated utility bill is to show what is a likely but hopefully, worst case, scenario. There are numerous variables that come into play including:

- Additional grant funds or appropriations
 - o The estimates above do not include any state or federal appropriations.
- Actual bid prices received for the water treatment plant
- Future project costs
 - o The estimates shown above for the future phases and how they’re impacted by inflation
- Future reapplication for various funding
 - o Completing the water treatment plant first will put more debt onto the city which may make us eligible for more grant funding on future phases.
- Financing eligibility
 - o The rate impacts shown above for future phases assume funding under state programs which allow for longer terms and reduced interest. If we are forced to fund conventionally interest rates would be much higher.

LEGAL: The water treatment plant cost requires the city council to approve specifications as well as requires prescribed bidding requirements which will be handled through the city engineer. The advertisement shall be published for a minimum of 21 day, shall specify the work to be done, shall state that bids will be received thru Quest CDN until 2:00 p.m. on June 25, 2026, at which time they will be publicly opened in the council chambers of the city hall by the City Administrator and Engineer, will then be tabulated, and will be considered by the council at 7:00 p.m. on July 20, 2026, in the council chambers of the city hall.

STRATEGIC PLAN:

Deliver High Quality Reliable Infrastructure and Public Services

- ➔ Support, maintain and enhance public facilities and infrastructure.
- ➔ Maintain fiscally responsible city management and operations

COUNCIL ACTION REQUESTED: Approve Resolution approving plans and specifications for bids as part of the Howard Lake USDA Phase 2 – Water Treatment Plant Improvement Project.

ATTACHMENTS:

1. Bolton and Menk Memo
2. Plans and Specifications
3. Resolution



Real People. Real Solutions.

MEMORANDUM

Date: May 18, 2026
 To: Nick Haggemiller, City Administrator
 From: Joshua Halvorson, P.E.
 Jennifer Selchow, P.E.
 Subject: USDA Phase 2 – Water Treatment Plant Improvements Authorization to Bid
 Howard Lake, Minnesota
 BMI Project No.: OW1.130734

We are requesting council to approve the plans and specifications for the Phase 2 – Howard Lake Water Treatment Plant Improvements and authorize advertising and bidding the project.

It was March 20th, 2023, when a public hearing was held on the USDA preliminary engineering report (PER) and the Council acted by ordering the preparation of plans and specifications. Today, we have USDA concurrence on Phase 2 requiring bids to be opened within 120 days of April 14, 2026. See the attached email for more information.

We have had several scope and cost discussions throughout the past year. See the attached plan sheet 5.04 showing our building layout. Our anticipated construction costs are \$22,500,000 which includes a 5% contingency.

The following schedule is designed to achieve our 120-day deadline:

Water Treatment Plant Bid Schedule	
Bidding Process	Date
USDA Approval	April 14, 2026
Authorize Advertising and Bidding the WTP	May 18, 2026
Advertise	May 19, 2026
Open Bids	June 25, 2026
Council Award Project	July 20, 2026*
USDA Contract and Interim Financing Approvals	August 25, 2026
Contracts Complete, Commence Construction	September 2026
Finish Construction	November 2028

**Award date is contingent upon receiving USDA concurrence to award.*

At this time, we recommend that the City Council Execute the attached resolution approving the plans and specifications and authorize bidding as stated.

Attachments:

- USDA Concurrence Email
- Resolution
- Water Treatment Plant Building Layout
- Construction Plan – Signed Title Sheet
- Project Manual – Certification Sheet

Josh Halvorson

From: Sanford, Jonathan - RD, MN <Jonathan.Sanford@usda.gov>
Sent: Monday, April 20, 2026 1:12 PM
To: Josh Halvorson; Dylan Idso; Jonas Svavarsson
Cc: Nick Haggemiller; Meagan Theisen (mtheisen@howard-lake.mn.us); Balata, Laurie - RD, MN; Rieckman, Ryan - RD, MN
Subject: RD Concurrence on Final Plans & Specs — Next Steps (Howard Lake WTP Improvements)
Attachments: MN 1780 Guide 15 - Bid Authorization Letter.docx; MN 1780 Guide 05 - Affirmative Steps April 2012.doc

***** WARNING: This email is from outside the company. Proceed with Caution*****

Good afternoon,

USDA Rural Development (RD) concurs with the City's Final Design Documents (dated July 31, 2025) for the Howard Lake Water Treatment Plant Improvements. This concurrence is conditional on adequate funding and receipt of all required state and federal permits and will lapse if bids are not opened within 120 days of the concurrence date (April 14, 2026).

Please coordinate the bid opening with our office (RD attendance is required), and provide one paper copy of the Bidding Documents for our use. Also, send any draft addenda affecting RD-funded improvements to us for review before issuance.

Post-bid submittals and compliance items are detailed in the attached MN 1780 Guide 15 Bid Authorization Letter. In addition, please transmit the proposed Resident Project Representative (RPR) résumé for RD review (highlighting full-time, on-site experience and formal training). No modifications to the Bidding or Contract Documents may be issued without prior RD review and concurrence.

Administrative items to keep us aligned:

- Please cc the RD specialists on all correspondence with the State Office engineer.
- Confirm whether the Engineering Services Agreement amendment for Phase 2 fees has been submitted for State Office engineer approval (our records suggest it has not yet been provided).
- The Mayor-signed MN 1780 Guide 5 "Affirmative Steps" form should accompany the bid authorization package.

Please ensure BABAA compliance is reflected in procurement/manufacture certifications and that bidders are aware of applicable submission requirements (e.g., bid security and responsible contractor verification).

Please let us know if you have any questions.

Best regards,

Jonathan O. Sanford

Business Loan Specialist and Technician
Rural Business-Cooperative Services | Minnesota

CP Loan Specialist
Community Programs | Minnesota



U.S. DEPARTMENT OF AGRICULTURE

Rural Development
375 Jackson Street, Suite 410, Saint Paul, MN 55101
p: (651) 602-7808

CERTIFICATIONS PAGE

PROJECT MANUAL

FOR

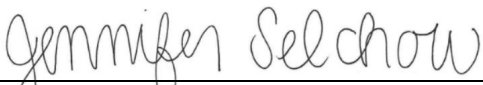
WATER TREATMENT FACILITY

OW1.130734

CITY OF HOWARD LAKE

HOWARD LAKE, MN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Signature: 
Typed or Printed Name: Jennifer M. Selchow
Date: 07/31/2025 License Number: 59177

HOWARD LAKE, MINNESOTA

CONSTRUCTION PLANS FOR

WATER TREATMENT PLANT IMPROVEMENTS

2025

RESOURCE LIST

CITY OF HOWARD LAKE

City Hall
625 8th Avenue
P O Box 736
Howard Lake, MN 55349
Phone: 320-543-3670

City Administrator:
Nick Haggemiller
City of Howard Lake
625 8th Avenue
P O Box 736
Howard Lake, MN 55349
Office: 320-543-3670
Fax: 320-543-3306
cityadmin@howard-lake.mn.us

Mayor: Peter Zimmerman
City of Howard Lake
625 8th Avenue
P O Box 736
Howard Lake, MN 55349
Office: 320-543-3670
Fax: 320-543-3306

Public Works Lead:
Jared Merges
City of Howard Lake
625 8th Avenue
P O Box 736
Howard Lake, MN 55349
Office: 320-543-3670
Fax: 320-543-3306
jaredmerges@howard-lake.mn.us

City Council Members:
Jason Delter
Gene Gilbert
Tom Kutz
Al Munson

Project Engineer:
(Consultant)
Josh Halvorson, P.E.
Bolton & Menk, Inc.
2040 Highway 12 East
Willmar, MN 56201-5818
Office: (320)231-3956
Fax: (320)231-9710

Project Engineer:
(Consultant)
Jennifer Selchow, P.E.
Bolton & Menk, Inc.
7533 Sunwood Dr. NW #206
Ramsey, MN 55303
Office: (763)433-2851 ext. 3266
Mobile: (763)614-7232

UTILITIES

GAS

CenterPoint Energy
Austin Sowers
700 West Linden Avenue
P O Box 1165
Minneapolis, MN 55440
Phone: 612-321-5421
austin.sowers@CenterPointEnergy.com

CenterPoint Energy

Daniel Gibson
700 West Linden Avenue
P O Box 1165
Minneapolis, MN 55440
Phone: 612-321-5279
Daniel.Gibson@CenterPointEnergy.com

TELEPHONE

Windstream Communications
Mike Althoff
63 Maple Ave N
Maple Lake, MN 55358
Phone: 612-282-2331
Mike.Alothoff@windstream.com

Mediacom

Bob Frazer
1240 Highway 52 South
Chatfield, MN 55923
Cell: 612-812-5116
Office: 507-564-1134
bfrazer@mediacomcc.com

CenturyLink/Lumen

Daniel Cobenais
2050 4th Street
White Bear Lake, MN
Cell: 612-500-6766
daniel.cobenais@lumen.com

Lauren Schmidt

Cell: 612-432-7626
lschmidt@congruex.com

Nuvera

Todd Anderson
Phone: 952-226-9902
ToddAnderson@nuvera.net

TDS Telecom

Brad Carlson
316 Pine Street
Monticello, MN 55362
Phone: 320-485-2701

ELECTRIC

Xcel Energy
Sean Lawler
414 Nicollet Mall
Minneapolis, MN 55401
Phone: 612-216-5695
sean.w.lawler@xcelenergy.com

BID LOCATION
(HOWARD LAKE
CITY HALL)



HAUL ROUTE

PROJECT LOCATION

MAP LEGEND

-  HAUL ROUTE
-  BID LOCATION
-  PROJECT LOCATION

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

© Bolton & Menk, Inc. 2025. All Rights Reserved. Willmar (01/13/24) CAD (REV) 130734 - 01 (Title) Date: 7/28/2025 1:53 PM

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

SIGNATURE: *Jennifer Selchow* TYPED OR PRINTED NAME: Jennifer Selchow
DATE: 7/31/2025 LIC. NO.: 59177



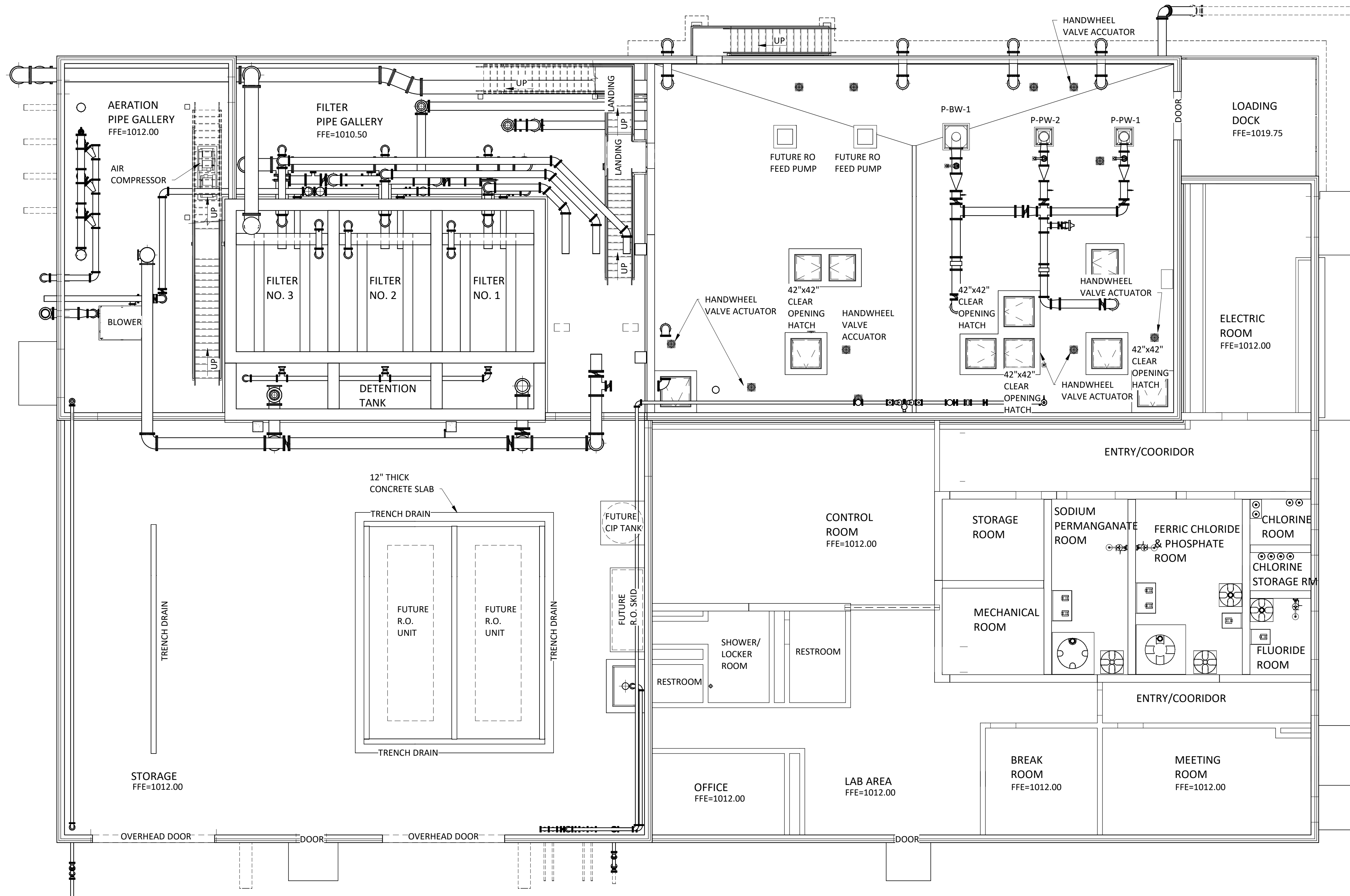
2040 HIGHWAY 12 EAST
WILLMAR, MINNESOTA 56201
Phone: (320) 231-3956
Email: Willmar@bolton-menk.com
www.bolton-menk.com

DESIGNED	NO.	ISSUED FOR	DATE
NG	A	REVIEW	8-16-24
	B	REVIEW	10-4-24
TMJ	C	REVIEW	11-22-24
	D	SUBMITTAL	2-7-25
JS	O		5-29-25
CLIENT PROJ. NO.:	OW1.130734	QA	7-31-25

HOWARD LAKE, MINNESOTA
WATER TREATMENT PLANT IMPROVEMENTS
TITLE AND LOCATION MAP

SHEET

1.01

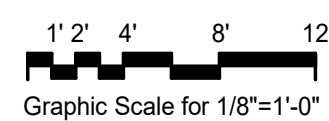


- NOTES:
1. ALL BURIED PIPING BENEATH BUILDING FLOOR, THROUGH AND UNDER BUILDING FOUNDATION SHALL BE ENCASED IN A MINIMUM OF 8" OF CONCRETE
 2. ALL BURIED PIPING TO BE MECHANICAL JOINT DUCTILE IRON PIPE UNLESS NOTED OTHERWISE.
 3. ROUTE CHEMICAL FEED TUBING FOR ALL CHEMICAL FEED SYSTEMS INSIDE COLOR CODED 2" PVC CARRIER PIPING KEEPING BENDS OPEN FOR MAINTENANCE.
 4. FIELD ROUTE ALL CHEMICAL FEED CARRIER PIPING AND TUBING UP THROUGH CHEMICAL ROOM CEILINGS AND ALONG OUTSIDE WALLS TO INJECTION PORTS AS REQUIRED. SEAL ALL PENETRATIONS. CONSULT ENGINEER WITH ANY ROUTING QUESTIONS.
 5. PROVIDE FLEXIBLE JOINTS AT ALL CHEMICAL TANK CONNECTIONS UNLESS OTHERWISE SPECIFIED OR INDICATED.
 6. CONTRACTOR REQUIRED TO MAKE ALL CONNECTIONS TO TANKS AND FILTERS AS RECOMMENDED AND REQUIRED BY TANKS AND FILTER SUPPLIERS.
 7. PIPE SUPPORTS TO BE INSTALLED PER SPECIFICATIONS. 90 DEGREE BASE ELBOWS WITH CONCRETE BASES SHOWN FOR CLARITY.



OVERALL INTERMEDIATE
LEVEL - PLAN

SCALE: 1/8" = 1'-0"



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

SIGNATURE: *Jennifer Selchow* TYPED OR PRINTED NAME: Jennifer Selchow
DATE: 7/31/2025 LIC. NO.: 59177



2040 HIGHWAY 12 EAST
WILLMAR, MINNESOTA 56201
Phone: (320) 231-3956
Email: Willmar@bolton-menk.com
www.bolton-menk.com

DESIGNED	NO.	ISSUED FOR	DATE
NG	A	REVIEW	8-16-24
	B	REVIEW	10-4-24
	C	REVIEW	11-22-24
	D	SUBMITTAL	2-7-25
	O		5-29-25
	OA		7-31-25

HOWARD LAKE, MINNESOTA
WATER TREATMENT PLANT IMPROVEMENTS
OVERALL INTERMEDIATE LEVEL - PLAN

SHEET

5.04

RESOLUTION 26-08

**A RESOLUTION OF THE CITY OF HOWARD LAKE
APPROVING PLANS & SPECIFICATION
AND ORDERING ADVERTISEMENT FOR BIDS
AS PART OF THE HOWARD LAKE USDA PHASE 2 – WATER TREATMENT PLANT
IMPROVEMENT PROJECT**

WHEREAS, pursuant to a resolution passed by the council March 20, 2023 the city engineer (consulting engineer retained for the purpose) has prepared plans and specifications for the improvement of the Howard Lake USDA Phase 2 – Water Treatment Plant Improvement Project and has presented such plans and specifications to the council for approval with concurrence to bid from the United States Department of Agriculture (USDA) Rural Development;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HOWARD LAKE, WRIGHT COUNTY, MINNESOTA THAT:

1. Such plans and specifications prepared for the project as referenced by the title sheets attached here to and is made entirely a part hereof, are hereby approved.
2. The City Engineer shall prepare and cause to be inserted in the official paper (and electronically thru Quest CDN) an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for a minimum of 21 day, shall specify the work to be done, shall state that bids will be received thru Quest CDN until 2:00 p.m. on June 25, 2026, at which time they will be publicly opened in the council chambers of the city hall by the City Administrator and Engineer, will then be tabulated, and will be considered by the council at 7:00 p.m. on July 20, 2026, in the council chambers of the city hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless submitted according to the instruction to bidders within the contract.

Adopted by the Council on this 18th day of May, 2026.

SIGNED:

WITNESSED:

Peter Zimmerman, Mayor

Nick Haggemiller, City Administrator



HOWARD LAKE CITY COUNCIL MEETING

MAY 18, 2026

AGENDA ITEM: Consider Various Approvals for Howard Lake Good Neighbor Days Celebration

SECTION: New Business

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: The Good Neighbor Days Celebration will take place from June 25th to June 28th this year. The anticipated schedule is below.

Thursday, June 25th

Event	Location	Time
Touch-A-Truck	HLWW Parking Lot	4 pm to 6 pm
Movie at South Shore	South Shore Event Center	7 pm

Friday, June 26th

Event	Location	Time
Love Inc Basement Sale	Love Inc.	9 am to 1 pm
Citizens Alliance Bank Ice Cream Social	Citizens Alliance Bank	12 pm to 3 pm
HL Orphans Baseball Game	Memorial Park	7 pm
DJ - Chopper	Memorial Park	Until Midnight
Royalty Root Beer Floats & HL Lions Burger Stand	Memorial Park	
Fireworks!	Memorial Park	~10 pm

Saturday, June 27th

Event	Location	Time
Youth Baseball Tournament	Yager Field	All Day
Fishing Contest	Lions Park	6 am
GND 5K	MAWSECO Parking Lot	8:30 am
Pickleball Tournament	Pickleball Court on 9th Street	9:00 am
Volleyball Tournament	Memorial Park	9:00 am
The Friends of the Library Book Sale	Howard Lake City Hall	9 am - 1 pm
Love Inc Basement Sale	Love Inc	9 am - 1 pm
The Vintage Exchange Flea and Vendor Market	7th Street/8th Ave	10 am - 4 pm
Yoga	Central Park (Backup South Shore Event Center)	10:00 am

Event	Location	Time
Country Store Petting Zoo	Country Store	10:00 am
Posey Patch Flower Bar	Sidewalk in front of Posey Patch	10 am - 4 pm
Henna Tattoos	7th Street/8th Ave	10 am - 1 pm
Make & Take Paper "Plains"	Howard Lake Library	10 am - 1 pm
Beer Garden Opens	7th Street/8th Ave	Noon
DOJO Bounce House	7th Street/8th Ave	TBD
Turtle Races	7th Street/8th Ave	Noon
Fishing Contest Weigh In	Lions Park	Noon
Junior Legion Baseball Game	Memorial Park	1:00 pm
One Block Run	7th Street/8th Ave	1:00 pm
Caricature Artist & Face Painting	7th Street/8th Ave	1 pm - 4 pm
Escape Room	7th Street/8th Ave	1 pm - 5 pm
BazookaBall	Central Park	1 pm - 5 pm
Senior Legion Baseball Game	Memorial Park	3:00 pm
All the Wheels Show	MAWSECO Parking Lot	4 pm - 7 pm
HLFD Pork Chop Feed/Royalty Bake Sale	Howard Lake Fire Department	4:30 pm to 6:30 pm
Howard Lake Orphans vs. Cannon Falls (Bears)	Memorial Park	5:00 pm
In the Fields Street Dance	7th Street/8th Ave	8 pm to 11 pm
HLWS Beer Garden Closes	7th Street/8th Ave	10:50 pm

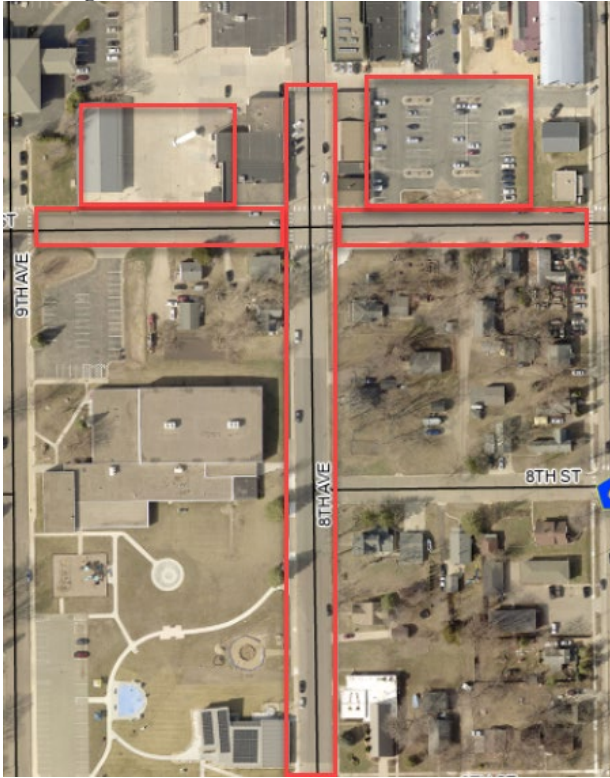
***Various Food Trucks starting at 8 am and rotating throughout the day. The HLWW Burger Stand opens at 11 am**

Sunday, June 28th

Event	Location	Time
Youth Baseball Tournament	Yager Field	All Day
Lions Breakfast Buffet	Lions Club - 625 8th Street	8 am - 12:30 pm
Ninja Experience	MAWSECO Parking Lot	11 am - 2 pm
Grande Day Parade	See Route at Link above	2:00 pm
Royalty Coronation	South Shore Event Center	4:00 pm

The Committee is seeking the following approvals –

- Waiving the rental fee of the South Shore Event Center.
- Waiving the rental fee for the use of Block 18 for the Market.
- Waiving the rental fee for the use of the Community Room
- Closing the areas below to traffic.



- Approve City Donation Contribution amount of \$5,000

FINANCIAL: The City budgets a \$5,000 donation for the Good Neighbors Day Events.

COUNCIL ACTION REQUESTED: Approve Various Approvals Related to Howard Lake Good Neighbor Days 2026.



HOWARD LAKE CITY COUNCIL MEETING

MAY 18, 2026

AGENDA ITEM: Consider Approval of Project Terms for Property Sale to Revive Inc.

SECTION: New Business

FROM: Nick Haggemiller, City Administrator

BACKGROUND: Mark Walter dba Revive Data has approached the City with the intention of developing a facility for his business. Walter intends to build an engineered steel structure roughly 60'x80' valued at an estimated \$500,000 on property owned by the City and marketed for commercial development. Revive Data is a privately owned business that specializes in decommissioning of various electronic components including data centers, servers and computers. They employ about a dozen FTEs.

In consideration of this request, City staff and consultants reviewed likely connections west to future phases of the industrial park. The sketch below shows a rough concept drawing of the street connection with his proposed development. City staff and consultants are currently investigating feasibility of street and utility extensions vs private lines/private (temporary) driveway.



The property is currently in a TIF District from a previous business venture that did not come to fruition. Therefore, no additional TIF or development agreements are required at this time.

In order to advance forward the following needs to occur:

- Replat the property to revise property line/dimensions as shown for the business development and city right of way.
- Direct the city administrator and mayor to sign agreements deemed appropriate for closing (likely only a simple purchase agreement for real estate).
- The project owner is responsible for the development of an engineered site plan and submission for building permit.

FINANCIAL: The City would transact on the property to Walter for \$1 consistent with similar developments in the business park. The City would retain the TIF increments in order to repay itself for the balance of the property over the next 7 years the TIF district is in effect.

LEGAL: The City Attorney has been engaged to draft a purchase agreement. At the time this was written it was not yet ready for distribution.

STRATEGIC PLAN:

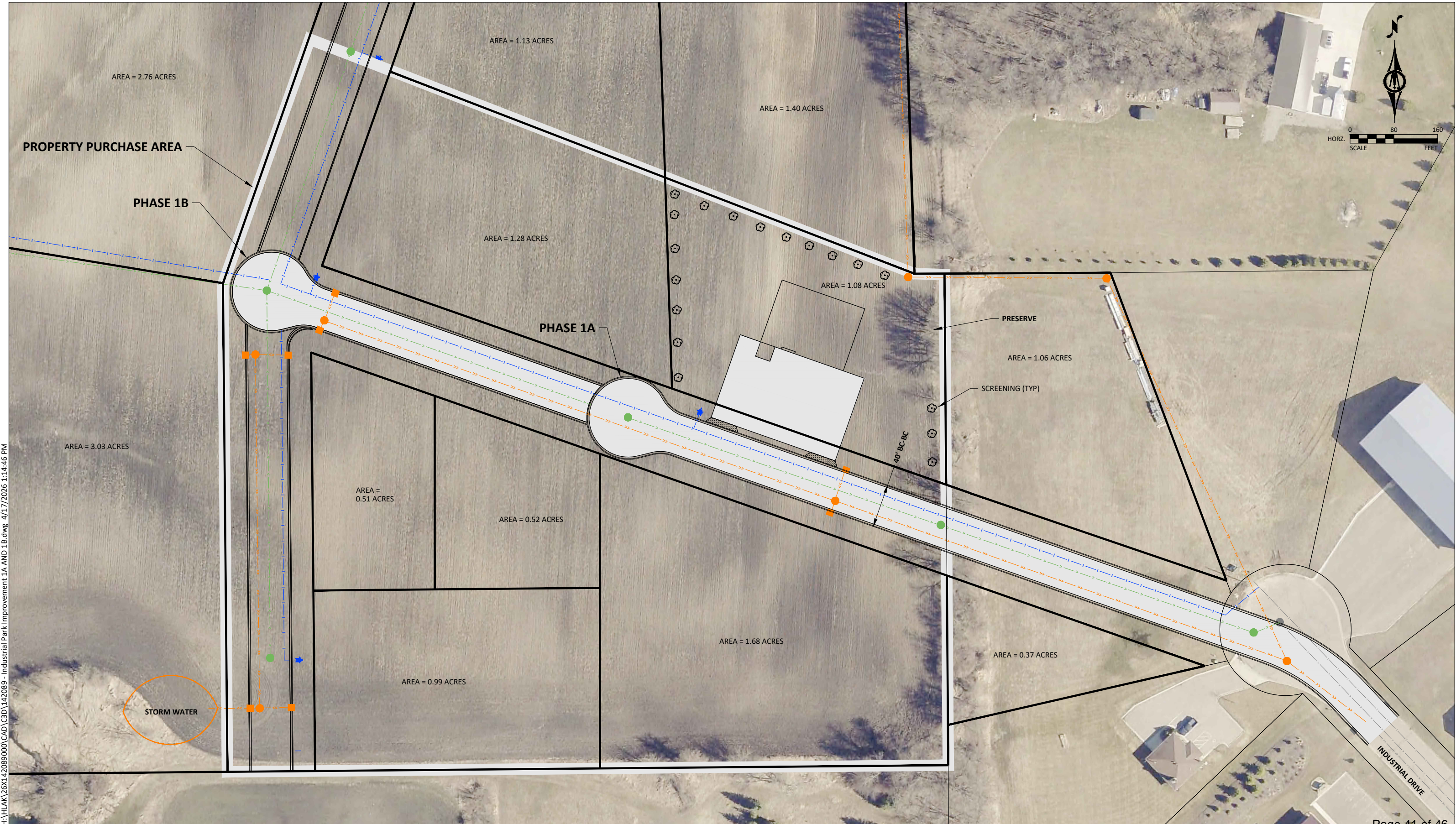
Foster a Robust Business Community

- ➔ Support and Incentivize a Thriving Mix of Commercial and Industrial Developments

COUNCIL ACTION REQUESTED: Direct the city administrator and mayor to sign agreements deemed appropriate for closing (likely only a simple purchase agreement for real estate).

ATTACHMENTS:

1. Additional Industrial Park Layout & Cost Estimates



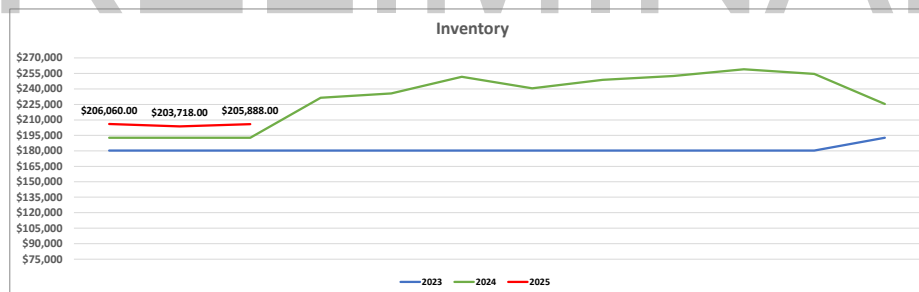
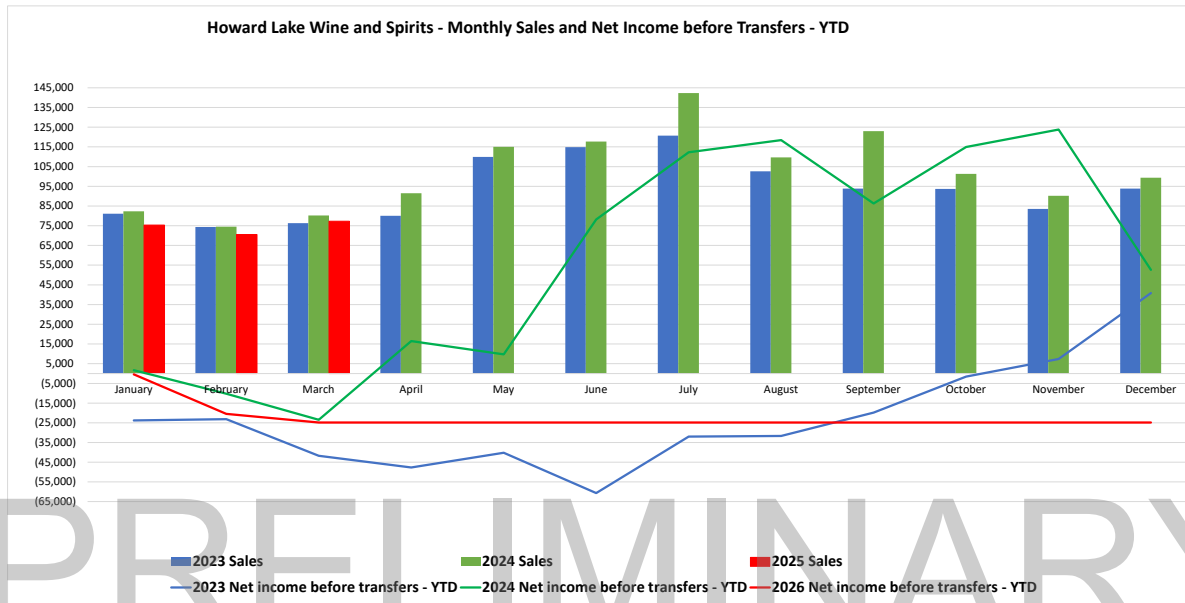
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Wine and Spirits

	2026			
	January	February	March	Total
Revenue				
Sales - Liquor Store	\$ 73,149	\$ 63,856	\$ 76,760	\$ 213,765
Sales - SSEC	-	1,499	456	1,955
Sales - R&R	2,180	5,170	85	7,435
Total Sales	<u>75,329</u>	<u>70,524</u>	<u>77,301</u>	<u>223,155</u>
Cost of Sales - (COS)				
COS - Liquor Store	(34,325)	(47,161)	(35,802)	(117,288)
COS - SSEC	-	-	-	-
COS - R&R	(1,355)	-	(16)	(1,371)
Total COS	<u>(35,680)</u>	<u>(47,161)</u>	<u>(35,818)</u>	<u>(118,659)</u>
Gross Profit	<u>39,649</u>	<u>23,364</u>	<u>41,483</u>	<u>104,496</u>
Operating expense				
Personnel Services	19,120	23,758	19,985	62,862
Supplies	511	352	1,369	2,231
Depreciation	305	305	305	916
Other services and charges	20,192	16,581	21,434	58,207
Repair and Maintenance	40	3,594	3,034	6,668
Total operating expense	<u>40,168</u>	<u>44,590</u>	<u>46,127</u>	<u>130,885</u>
Operating income	<u>(519)</u>	<u>(21,227)</u>	<u>(4,644)</u>	<u>(26,390)</u>
Other income/expense				
Bond principal	-	-	-	-
Bond interest	-	-	-	-
Bond Issuance Cost	-	-	-	-
Interest income	-	-	-	-
Other income - Liquor Store	8	14	19	41
Other income - SSEC	-	600	200	800
Other income - R&R	100	600	-	700
Total other income/expense	<u>108</u>	<u>1,214</u>	<u>219</u>	<u>1,541</u>
Net income before transfers	(411)	(20,013)	(4,425)	(24,849)
2026 Net income before transfers - YTD	(411)	(20,424)	(24,849)	
Operating transfer out	-	-	-	-
2026 Net income after transfers	<u>(411)</u>	<u>(20,013)</u>	<u>(4,425)</u>	<u>(24,849)</u>
2025 Net income after transfers	<u>5,182</u>	<u>11,744</u>	<u>18,242</u>	<u>35,167</u>
2026 Increase/(Decrease) vs 2025 Net Income	<u>\$ (5,593)</u>	<u>\$ (31,757)</u>	<u>\$ (22,666)</u>	<u>\$ (60,016)</u>

Howard Lake Wine and Spirits Scorecard

Key Performance Indicators	Comparative Month End			Comparative YTD			Target	Comments
	3/31/2024	3/31/2025	3/31/2026	3/31/2024	3/31/2025	3/31/2026		
Sales revenue	\$ 76,299	80,216	\$ 77,301	\$ 231,729	\$ 237,072	↓ \$ 223,155	\$ 244,184	
Gross profit percentage	↓ 18.05%	↓ 14.31%	↑ 53.66%	↓ 16.91%	↓ 21.63%	↑ 46.83%	27.00%	
Net income before transfers	↓ -24.37%	↓ -16.50%	↓ -5.72%	↓ -18.03%	↓ -9.90%	↓ -11.14%	9.00%	
Net income after transfers	↓ -24.37%	↓ -16.50%	↓ -5.72%	↓ -18.03%	↓ -9.90%	↓ -11.14%	5.00%	



Key Performance Indicators Definitions		
Sales Revenue		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.
Gross Profit Percentage		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.
Net Income Before Transfers		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: MARCH 2026

			2026	2026	MARCH	2026	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
MUNICIPAL LIQUOR							
	Revenues		\$1,252,250.00	\$224,696.01	\$77,520.30	\$1,027,553.99	17.94%
	Expenditures		\$1,093,760.00	\$249,544.65	\$81,945.03	\$844,215.35	22.82%
	Gain/(Loss)		\$158,490.00	(\$24,848.64)	(\$4,424.73)	\$183,338.64	-15.68%
Revenue							
Active	R 610-314-3850	MUNICIPAL LIQU	\$100,000.00	\$19,731.18	\$6,479.93	\$80,268.82	19.73%
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	\$41.00	\$19.00	\$209.00	16.40%
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	(\$1,716.84)	(\$584.00)	\$1,716.84	0.00%
Active	R 610-376-3870	MUNICIPAL LIQU	\$0.00	(\$19.98)	(\$7.20)	\$19.98	0.00%
Active	R 610-377-3870	MUNICIPAL LIQU	\$0.00	(\$1,677.09)	(\$12.90)	\$1,677.09	0.00%
Active	R 610-378-3870	MUNICIPAL LIQU	\$0.00	(\$80.18)	(\$32.63)	\$80.18	0.00%
Active	R 610-379-3870	MUNICIPAL LIQU	\$90,000.00	\$17,655.83	\$4,418.87	\$72,344.17	19.62%
Active	R 610-382-3860	MUNICIPAL LIQU	\$50,000.00	\$1,049.65	\$357.90	\$48,950.35	2.10%
Active	R 610-382-3861	MUNICIPAL BEER	\$2,000.00	\$590.26	\$55.11	\$1,409.74	29.51%
Active	R 610-382-3862	MUNICIPAL WINE	\$100.00	\$77.56	\$20.04	\$22.44	77.56%
Active	R 610-382-3863	BEVERAGE	\$1,500.00	\$237.04	\$22.85	\$1,262.96	15.80%
Active	R 610-382-3864	LIABILITY INSUR	\$200.00	\$100.00	\$0.00	\$100.00	50.00%
Active	R 610-382-3865	STAFF	\$2,000.00	\$700.00	\$200.00	\$1,300.00	35.00%
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	\$72,044.67	\$24,737.40	\$252,955.33	22.17%
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	\$89,287.97	\$31,228.25	\$410,712.03	17.86%
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	\$4,988.05	\$1,640.26	\$15,011.95	24.94%
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	\$4,790.92	\$6,610.29	\$209.08	95.82%
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	\$6,279.62	\$1,864.67	(\$1,279.62)	125.59%
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	\$782.20	\$268.44	\$11,217.80	6.52%
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	\$0.00	\$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	\$0.00	\$26,368.78	12.10%
Active	R 610-494-3861	MUNICIPAL BEER	\$30,000.00	\$2,013.94	\$85.00	\$27,986.06	6.71%
Active	R 610-494-3862	MUNICIPAL WINE	\$10,000.00	\$247.76	\$0.00	\$9,752.24	2.48%
Active	R 610-494-3863	BEVERAGE	\$15,000.00	\$1,542.21	\$0.00	\$13,457.79	10.28%
Active	R 610-494-3864	LIABILITY INSUR	\$2,000.00	\$200.00	\$0.00	\$1,800.00	10.00%
Active	R 610-494-3865	STAFF	\$1,000.00	\$500.00	\$0.00	\$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	\$299.02	\$149.02	(\$299.02)	0.00%

CITY OF HOWARD LAKE
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Current Period: MARCH 2026

		2026	2026	MARCH	2026	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Total Revenue		\$1,252,250.00	\$224,696.01	\$77,520.30	\$1,027,553.99	17.94%
Expenditure						
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	\$916.26	\$305.42	\$2,833.74	24.43%
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	\$16,682.40	\$5,560.80	\$53,372.60	23.81%
Active	E 610-4850-485-103 WAGES - OT	\$60,274.00	\$9,167.72	\$2,946.68	\$51,106.28	15.21%
Active	E 610-4850-485-104 WAGES - TE	\$94,867.00	\$12,545.79	\$4,498.83	\$82,321.21	13.22%
Active	E 610-4850-485-121 EMPLOYER P	\$16,890.00	\$2,942.73	\$1,037.64	\$13,947.27	17.42%
Active	E 610-4850-485-122 EMPLOYER F	\$13,962.00	\$2,316.52	\$819.03	\$11,645.48	16.59%
Active	E 610-4850-485-123 EMPLOYER	\$3,265.00	\$541.74	\$191.55	\$2,723.26	16.59%
Active	E 610-4850-485-131 HEALTH INS	\$23,069.00	\$13,403.20	\$4,467.74	\$9,665.80	58.10%
Active	E 610-4850-485-132 LIFE INSURA	\$69.00	\$21.96	\$7.32	\$47.04	31.83%
Active	E 610-4850-485-136 MN PAID LEA	\$1,329.00	\$345.24	\$121.75	\$983.76	25.98%
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	\$0.00	\$887.77	82.25%
Active	E 610-4850-485-201 GENERAL SU	\$5,000.00	\$1,485.10	\$622.29	\$3,514.90	29.70%
Active	E 610-4850-485-203 COMPUTER	\$5,000.00	\$746.25	\$746.25	\$4,253.75	14.93%
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	\$31,406.76	\$4,160.72	\$143,593.24	17.95%
Active	E 610-4850-485-252 BEER	\$350,000.00	\$67,013.12	\$25,897.09	\$282,986.88	19.15%
Active	E 610-4850-485-253 WINE	\$40,000.00	\$10,991.84	\$2,704.57	\$29,008.16	27.48%
Active	E 610-4850-485-254 POP/MIXES	\$8,000.00	\$2,467.23	\$1,046.63	\$5,532.77	30.84%
Active	E 610-4850-485-255 DRINK GARNI	\$800.00	\$108.90	\$80.40	\$691.10	13.61%
Active	E 610-4850-485-256 THC PRODU	\$5,000.00	\$4,232.36	\$1,231.88	\$767.64	84.65%
Active	E 610-4850-485-257 ICE	\$5,000.00	\$129.00	\$162.00	\$4,871.00	2.58%
Active	E 610-4850-485-258 FREIGHT	\$6,000.00	\$719.29	\$299.15	\$5,280.71	11.99%
Active	E 610-4850-485-259 OTHER	\$250.00	\$219.83	\$219.83	\$30.17	87.93%
Active	E 610-4850-485-260 CREDIT CAR	\$20,000.00	\$17,826.73	\$1,935.27	\$2,173.27	89.13%
Active	E 610-4850-485-301 ACCOUNTIN	\$10,500.00	\$9,188.56	\$9,188.56	\$1,311.44	87.51%
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	\$0.00	(\$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	\$517.46	\$172.43	\$1,482.54	25.87%
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	\$60.90	\$49.30	\$539.10	10.15%
Active	E 610-4850-485-341 ADVERTISIN	\$500.00	\$299.00	\$0.00	\$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	\$2,401.00	\$2,401.00	\$1,078.00	69.01%
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	\$775.31	\$305.80	\$1,224.69	38.77%
Active	E 610-4850-485-381 UTILITY-ELE	\$5,000.00	\$952.46	\$290.81	\$4,047.54	19.05%
Active	E 610-4850-485-382 UTILITY - GA	\$4,000.00	\$1,909.34	\$592.27	\$2,090.66	47.73%

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

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Current Period: MARCH 2026

		2026	2026	MARCH	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	\$6,628.27	\$3,034.39	(\$1,628.27)	132.57%
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	\$781.94	\$333.19	\$4,218.06	15.64%
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	\$16.81	\$26.36	(\$16.81)	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	\$0.00	\$1,931.83	3.41%
Active	E 610-4850-485-436	MINN. SALES	\$100,000.00	\$22,411.00	\$6,472.00	\$77,589.00	22.41%
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	\$456.08	\$16.08	\$293.92	60.81%
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%
Total Expenditure		(\$1,093,760.00)	(\$249,544.65)	(\$81,945.03)	(\$844,215.35)	22.82%	
Total MUNICIPAL LIQUOR		\$158,490.00	(\$24,848.64)	(\$4,424.73)	\$183,338.64	-15.68%	
Report Total		\$158,490.00	(\$24,848.64)	(\$4,424.73)	\$183,338.64	-15.68%	