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

TENTATIVE AGENDA
DECEMBER 8, 2020 – 7:00pm

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. APPROVAL OF MINUTES
   a. Minutes of the November 17, 2020 Regular Council Meeting.
E. CITIZEN INPUT
F. COUNCIL/COMMITTEE REPORT
G. CONSENT AGENDA
   a. Consider Accepting all Reports & Payment of Claims.
   b. Consider Resolution 20-19 Establishing Polling Location for 2021
H. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS
   a. Howard Lake Wine & Spirits – Liquor Continuation Hearing.
I. DEPARTMENT REPORTS
J. NEW BUSINESS
   a. Consider Approving Various 2021 Business Licenses.
   b. Consider Approving Cooperative Agreement for CSAH 7 Project.
   c. Consider Ordering Plans and Specifications for the CSAH 7 Pedestrian Improvement Project.
   d. Consider Resolution 20-20 Approving Amended Development Agreement for Terning Trails Plat 4.
   e. Consider Various 2021 Levy & General Fund Budget Approvals.
      § Resolutions Adopting Final 2021 Tax [20-21] & Debt Service Levy. [20-22]

      § Consider Adopting 2021 General Fund Budget.
   f. Consider Closed Session Pursuant to MS13.D05 to Conduct Annual Performance Review of the Administrator.
D. OLD BUSINESS
E. ADMINISTRATOR'S REPORT
F. ADJOURN

Howard Lake City Council Meeting
Tue, Dec 8, 2020 7:00 PM - 8:30 PM (CST)

Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/344629061

You can also dial in using your phone.
United States: +1 (646) 749-3122

Access Code: 344-629-061

CITY OF HOWARD LAKE

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

HOWARD LAKE CITY COUNCIL
HOWARD LAKE CITY HALL- 625 8th AVENUE
November 17, 2020

MEETING MINUTES

COUNCIL PRESENT	**COUNCIL ABSENT**
Mayor Zimmerman	
Tom Kutz	
Allan Munson	
Gene Gilbert	
Jason Deiter	

STAFF PRESENT
Nick Haggenmiller, City Administrator
Meagan Theisen, Assistant City Administrator

ALSO PRESENT
Herald Journal
Robyn Hoerr, MN Rural Water Association

A. CALL TO ORDER
Mayor Zimmerman called the meeting to order at 7:03 p.m.

B. PLEDGE OF ALLEGIANCE
All present recited the Pledge of Allegiance.

C. APPROVAL OF AGENDA
Haggenmiller noted the addition of New Business B, Discuss – Current & Ongoing Covid19 Pandemic Response.
Kutz moved to approve the agenda with the addition of New Business B. The motion was seconded by Gilbert and passed unanimously.

D. APPROVAL OF MINUTES
Deiter noted his name was missed as present at the October 20th meeting.

Deiter moved to revise the minutes to add his name. The motion was seconded by Gilbert and passed unanimously.

E. CITIZEN INPUT
No residents addressed the Council.

F. COUNCIL/COMMITTEE REPORT

Mayor Zimmerman reported that the COVID Advisory Committee for Howard Lake Waverly Winsted Schools made the decision to go full distance learning from November 30th to November 15. There will also not be school the week of November 23rd.

G. DEPARTMENT REPORTS

Council acknowledge the receipt of the Howard Lake Wine & Spirits Financial Report.

H. CONSENT AGENDA

a. CONSIDER ACCEPTING ALL REPORTS AND PAYMENT OF CLAIMS

GENERAL FUND	57050-57182	$517,603.28
PAYROLL	26705-26713, 501090-501128	$44,562.74
ELECTRONIC	814-832	$42,536.09
TOTAL		**$604,702.11**

AMBULANCE CLAIMS	5690-5698	$11,439.43
ELECTRONIC	----	$0.00
TOTAL		**$11,439.43**

b. CONSIDER APPROVING VARIOUS PERSONNEL APPOINTMENTS

c. CONSIDER APPROVING RESOLUTION 20-17 INCREASE TO THE HOWARD LAKE FIRE RELIEF ASSOCIATION

d. CONSIDER APPROVING RESOLUTION 20-18 CERTIFYING DELINQUENT UTILITY FEES AND CHARGES TO PROPERTY TAXES

Gilbert moved to approve the consent agenda as presented. The motion was seconded by Munson and passed unanimously.

I. PRESENTATIONS

a. CONSIDER POLICE OATH FOR OFFICER JOSH CASSIDY

Police Chief Thompson recited the Police Oath for Officer Josh Cassidy, swearing him into the Howard Lake Police Department.

b. PART 1 OF CITY OF HOWARD LAKE'S WELL HEAD PROTECTION PLAN, ROBYN HOERR MN RURAL WATER

Hoerr presented information on the Well Head Protection Plan that is currently being created for the City of Howard Lake

J. NEW BUSINESS

a. CONSIDER APPROVING PART 1 OF THE CITY OF HOWARD LAKE WELL HEAD PROTECTION PLAN

Kutz moved to approve Part 1 of the Well Head Protection Plan. The motion was seconded by Gilbert and passed unanimously.

b. DISCUSS - CURRENT & ONGOING COVID19 PANDEMIC RESPONSE

Haggenmiller reviewed the COVID19 memo provided to Council, noting that the doors to City Hall will be locked for the time being and visitors will be by appointment only and plans to maintain distance between employees.

K. OLD BUSINESS

None.

L. ADMINISTRATORS REPORT

No Report.

M. ADJOURN

Kutz motioned to adjourn the meeting at 7:50 pm. The motion was seconded by Gilbert and passed unanimously.

______________________________ ______________________________

Attest – City Administrator/Clerk Mayor

CITY OF HOWARD LAKE CLAIMS
& DONATIONS APPROVED DATE -
December 8, 2020

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

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CITY OF HOWARD LAKE

*Check Summary Register©

Cks 11/16/2020 - 12/8/2020

	Name	Check Date	Check Amt	
1010 CITIZEN ALLIANCE				
Paid Chk# 000833E	INTERNAL REVENUE SERVICE	11/18/2020	$24,057.54	
Paid Chk# 000834E	MN DEPT OF REVENUE	11/18/2020	$4,560.01	
Paid Chk# 000835E	PERA	11/18/2020	$5,542.69	
Paid Chk# 000836E	FURTHER	11/18/2020	$665.04	
Paid Chk# 000837E	MN DEPT OF REVENUE	12/4/2020	$1,287.38	
Paid Chk# 000838E	PERA	12/4/2020	$5,695.06	
Paid Chk# 000839E	INTERNAL REVENUE SERVICE	12/4/2020	$7,253.87	
Paid Chk# 000840E	FURTHER	12/2/2020	$665.04	
Paid Chk# 000841E	MN DEPT OF REVENUE	12/2/2020	$1,451.00	UB Nov 2020 Sales Tax
Paid Chk# 000842E	MN DEPT OF REVENUE	12/2/2020	$8,098.00	LS Nov 2020 Sales Tax
Paid Chk# 026714	BOBROWSKE, KURT	11/20/2020	$332.71	
Paid Chk# 026715	CLEASBY, ERIK	11/20/2020	$77.57	
Paid Chk# 026716	DIERS, CHRISTOPHER	11/20/2020	$729.70	
Paid Chk# 026717	BONNICK, STEVEN	11/20/2020	$534.80	
Paid Chk# 026718	HAGLIN, SERENA P	11/20/2020	$103.84	
Paid Chk# 026719	GOEPFERT, THOMAS	11/20/2020	$440.25	
Paid Chk# 026720	DRUSCH, DARYL	11/20/2020	$66.50	
Paid Chk# 026721	DRUSCH, JACOB D	11/20/2020	$2,009.89	
Paid Chk# 026722	DRUSCH, JOEY	11/20/2020	$517.01	
Paid Chk# 026723	DRUSCH, KAREN	11/20/2020	$15,095.73	
Paid Chk# 026724	MAGES, ALEX	11/20/2020	$832.45	
Paid Chk# 026725	OLSON, DAMIEN	11/20/2020	$227.07	
Paid Chk# 026726	PETERSON, JEREMY	11/20/2020	$144.86	
Paid Chk# 026727	SHEROD, JOSEPH L.	11/20/2020	$2,386.19	
Paid Chk# 026728	STOLL, ERIC	11/20/2020	$1,409.37	
Paid Chk# 026729	STRUB, KURT	11/20/2020	$246.03	
Paid Chk# 026730	WIECH, KYLE	11/20/2020	$808.45	
Paid Chk# 026731	MILLER, EDWARD M	11/20/2020	$157.12	
Paid Chk# 026732	ZEBRO, ALISON	11/20/2020	$271.00	
Paid Chk# 026733	KLEVE, VERN	12/4/2020	$92.35	
Paid Chk# 026734	ROLLINS, KENNETH	12/4/2020	$208.36	
Paid Chk# 026735	SCHMIDT, JEAN	12/4/2020	$92.35	
Paid Chk# 026736	BONNICK, STEVEN	12/4/2020	$558.60	
Paid Chk# 026737	DEBNER, APRIL	12/4/2020	$92.35	
Paid Chk# 026738	DEITER, JASON	12/4/2020	$1,350.61	
Paid Chk# 026739	HAGLIN, SERENA P	12/4/2020	$167.69	
Paid Chk# 026740	HUFF, KATIE	12/4/2020	$69.26	
Paid Chk# 026741	KUTZ, TOM	12/4/2020	$1,073.56	
Paid Chk# 026742	ZIMMERMAN, PETER A	12/4/2020	$1,154.37	
Paid Chk# 026743	GOEPFERT, THOMAS	12/4/2020	$81.54	
Paid Chk# 026744	MAGES, ALEX	12/4/2020	$275.77	
Paid Chk# 026745	ALLERSON, NICHOLAS	12/4/2020	$32.96	
Paid Chk# 026746	MILLER, EDWARD M	12/4/2020	$0.13	
Paid Chk# 026747	ZEBRO, ALISON	12/4/2020	$296.33	
Paid Chk# 057183	GERTKEN BROS., INC	11/16/2020	$61,966.12	Central Park Phase 1 - Pay App
Paid Chk# 057191	HOWARD LAKE POSTMASTER	11/23/2020	$277.20	
Paid Chk# 057192	BOLTON & MENK, INC	11/25/2020	$12,422.50	HL Villas
Paid Chk# 057193	BUILDERS FIRST SOURCE	11/25/2020	$26.17	
Paid Chk# 057194	C & C EMBROIDERY	11/25/2020	$66.00	MASKS
Paid Chk# 057195	CENTERPOINT ENERGY	11/25/2020	$680.47	
Paid Chk# 057196	CROSSROADS ANIMAL SHELTE	11/25/2020	$127.38	
Paid Chk# 057197	EARTHLINK INC	11/25/2020	$12.95	
Paid Chk# 057198	GALLS INC	11/25/2020	$5,735.19	
Paid Chk# 057199	JOES SPORT SHOP	11/25/2020	$874.27	
Paid Chk# 057200	LITTLE FALLS MACHINE, INC	11/25/2020	$1,217.52	

CITY OF HOWARD LAKE

*Check Summary Register©

Cks 11/16/2020 - 12/8/2020

	Name	Check Date	Check Amt	
Paid Chk# 057201	MENARDS-BUFFALO	11/25/2020	$168.65	
Paid Chk# 057202	MHSRC/RANGE	11/25/2020	$445.00	
Paid Chk# 057203	MIDWEST MACHINERY CO	11/25/2020	$1,221.73	
Paid Chk# 057204	MINN DEPARTMENT OF HEALTH	11/25/2020	$1,793.00	
Paid Chk# 057205	MN VALLEY TESTING LAB	11/25/2020	$89.00	
Paid Chk# 057206	MRWA	11/25/2020	$767.70	
Paid Chk# 057207	MUMFORD SANITATION-MONTH	11/25/2020	$10,299.20	COMPOST LEASE
Paid Chk# 057208	MUNSON LAKES NUTRITION	11/25/2020	$7.99	
Paid Chk# 057209	NCPERS GROUP LIFE INS	11/25/2020	$48.00	
Paid Chk# 057210	PAUMEN COMPUTER SERVICES	11/25/2020	$680.00	
Paid Chk# 057211	R HOME	11/25/2020	$23.94	UTILITY BILLING REIMBURSEMENT
Paid Chk# 057212	RUFFENACH, ROXANNE	11/25/2020	$35.06	UTILITY BILLING REIMBURSEMENT
Paid Chk# 057213	SPRINT - CELL	11/25/2020	$312.79	
Paid Chk# 057214	STREICHERS	11/25/2020	$27.98	
Paid Chk# 057215	VERIZON	11/25/2020	$80.02	
Paid Chk# 057216	VERIZON CONNECT, NWF INC	11/25/2020	$48.57	
Paid Chk# 057217	VISA	11/25/2020	$4,703.29	
Paid Chk# 057218	WASTEWATER COMMISSION	11/25/2020	$7,000.00	401 Terning Way
Paid Chk# 057219	WRIGHT COUNTY E.D. PARTNE	11/25/2020	$849.00	2021 Membership Dues
Paid Chk# 057220	WRIGHT COUNTY HIGHWAY DE	11/25/2020	$5,935.81	SALT
Paid Chk# 057221	WRIGHT HENNEPIN ELECTRIC	11/25/2020	$737.00	
Paid Chk# 057222	ALLERSON, NICK	12/1/2020	$6.90	DELIVERY REIMBURSEMENT
Paid Chk# 057223	BELLBOY CORPORATION	12/1/2020	$1,873.87	
Paid Chk# 057224	BREAKTHRU BEVERAGE	12/1/2020	$3,887.61	
Paid Chk# 057225	CAPITOL BEVERAGE SALES	12/1/2020	$6,026.05	
Paid Chk# 057226	DAHLHEIMER BEVERAGE LLC	12/1/2020	$5,563.04	
Paid Chk# 057227	FIE, KYLEE	12/1/2020	$8.63	DELIVERY REIMBURSEMENT
Paid Chk# 057228	JOHNSON BROTHERS LIQUOR C	12/1/2020	$4,379.14	
Paid Chk# 057229	LOCHER BROS, INC	12/1/2020	$6,840.42	
Paid Chk# 057230	MCALPINE, DEBRA	12/1/2020	$9.20	DELIVERY REIMBURSEMENT
Paid Chk# 057231	MILLNER HERITAGE	12/1/2020	$518.40	
Paid Chk# 057232	PHILLIPS WINE & SPIRITS	12/1/2020	$1,073.04	
Paid Chk# 057233	RED BULL DISTRIBUTION CO, IN	12/1/2020	$193.00	
Paid Chk# 057234	SOUTHERN GLAZERS OF MN	12/1/2020	$1,371.45	
Paid Chk# 057235	VINOCOPIA, INC	12/1/2020	$166.00	
Paid Chk# 057236	ZEBRO, ALISON	12/1/2020	$8.05	DELIVERY REIMBURSEMENT
Paid Chk# 057237	DONAHUE, MEAGAN	12/2/2020	$215.00	CELL
Paid Chk# 057238	HAGGENMILLER, NICK	12/2/2020	$365.00	CELL PHONE
Paid Chk# 057239	LAWAY, MYRA	12/2/2020	$65.00	CELL PHONE
Paid Chk# 057240	MN DEPT OF REVENUE	12/2/2020	$0.00	UB Nov 2020 Sales Tax
Paid Chk# 057241	PRESTIDGE, CLAYTON	12/2/2020	$65.00	CELL PHONE
Paid Chk# 057242	STANLEY, BRIDGET	12/2/2020	$65.00	CELL ALLOWANCE
Paid Chk# 057243	ZWILLING, TROY	12/2/2020	$65.00	CELL ALLOWANCE
Paid Chk# 057244	HAGGENMILLER, NICK	12/2/2020	$125.00	Was Ck#57054
Paid Chk# 057245	BUILDERS FIRST SOURCE	12/4/2020	$167.90	Christmas Tree
Paid Chk# 057246	CENTURYLINK	12/4/2020	$620.46	
Paid Chk# 057247	CINTAS	12/4/2020	$907.15	
Paid Chk# 057248	CITY OF BUFFALO	12/4/2020	$60.00	ACCT# 26-022950-00
Paid Chk# 057249	COURI & RUPPE, P.L.L.P.	12/4/2020	$6,109.12	
Paid Chk# 057250	CUSTER, MARK	12/4/2020	$4,500.00	4th Qtr 2020 Payment
Paid Chk# 057251	FERRELL, JUSTINA	12/4/2020	$8.59	Reimbursement
Paid Chk# 057252	FORSMAN FARMS	12/4/2020	$126,346.47	2nd Half Pay 2020
Paid Chk# 057253	FROOGLE, LLC	12/4/2020	$50.00	
Paid Chk# 057254	GOPHER STATE ONE-CALL, INC	12/4/2020	$64.80	
Paid Chk# 057255	H.H.H. INCORPORATED	12/4/2020	$194.00	
Paid Chk# 057256	HAWKINS, INC	12/4/2020	$35.00	

CITY OF HOWARD LAKE

*Check Summary Register©

Cks 11/16/2020 - 12/8/2020

	Name	Check Date	Check Amt	
Paid Chk# 057257	JOES SPORT SHOP	12/4/2020	$550.61	
Paid Chk# 057258	MARCO TECHNOLOGIES LLC-PH	12/4/2020	$554.24	
Paid Chk# 057259	MEDIACOM LLC	12/4/2020	$176.90	
Paid Chk# 057260	MENARDS-BUFFALO	12/4/2020	$170.63	
Paid Chk# 057261	MHSRC/RANGE	12/4/2020	$890.00	Anderson/Szczepanik
Paid Chk# 057262	MIDWEST MACHINERY CO	12/4/2020	$786.64	
Paid Chk# 057263	MN CHIEFS OF POLICE ASSN	12/4/2020	$305.00	2021 Dues
Paid Chk# 057264	MUMFORD SANITATION-1	12/4/2020	$4,435.00	
Paid Chk# 057265	NELSON ELECTRIC MOTOR REP	12/4/2020	$135.00	
Paid Chk# 057266	O.K. TIRE STORE - MOTLEY	12/4/2020	$601.52	
Paid Chk# 057267	PRECISION UTILITIES	12/4/2020	$3,422.00	
Paid Chk# 057268	R HOME	12/4/2020	$98.78	Utility Reimbursement - 3035 T
Paid Chk# 057269	STREICHERS	12/4/2020	$18.99	
Paid Chk# 057270	T & T SERVICES	12/4/2020	$581.50	
Paid Chk# 057271	VERIZON CONNECT, NWF INC	12/4/2020	$9.57	
Paid Chk# 057272	WRIGHT COUNTY AUDITOR TRE	12/4/2020	$377.50	Election Equipment Maint.
Paid Chk# 057273	WRIGHT COUNTY JOURNAL PR	12/4/2020	$78.65	
Paid Chk# 501129E	BOBROWSKE, KEITH	11/20/2020	$3,400.16	
Paid Chk# 501130E	BOVERHUIS, ANTHONY	11/20/2020	$343.48	
Paid Chk# 501131E	HAGGENMILLER, NICHOLAS A	11/20/2020	$2,923.21	
Paid Chk# 501132E	LAWAY, MYRA	11/20/2020	$1,719.80	
Paid Chk# 501133E	SZCZEPANIK, DARIUSZ J	11/20/2020	$1,738.33	
Paid Chk# 501134E	THOMPSON, DAVID G	11/20/2020	$2,079.37	
Paid Chk# 501135E	THOMPSON, KYLE	11/20/2020	$438.57	
Paid Chk# 501136E	ZANDER, SHARI	11/20/2020	$1,168.19	
Paid Chk# 501137E	ANDERSON, ERIC J.	11/20/2020	$2,003.75	
Paid Chk# 501138E	CASSIDY, JOSHUA J	11/20/2020	$392.96	
Paid Chk# 501139E	THEISEN, MEAGAN	11/20/2020	$1,754.77	
Paid Chk# 501140E	YUNKER, JEAN	11/20/2020	$420.52	
Paid Chk# 501141E	PRESTIDGE, CLAYTON P	11/20/2020	$1,424.20	
Paid Chk# 501142E	STANLEY, BRIDGET	11/20/2020	$1,223.71	
Paid Chk# 501143E	ZWILLING, TROY	11/20/2020	$1,814.08	
Paid Chk# 501144E	BERG, TIMOTHY W	11/20/2020	$159.76	
Paid Chk# 501145E	BRAVINDER, SETH Z	11/20/2020	$534.70	
Paid Chk# 501146E	HETRICK, MICHAEL	11/20/2020	$55.41	
Paid Chk# 501147E	KITTOCK, BRIAN	11/20/2020	$1,481.65	
Paid Chk# 501148E	KITTOCK, NICOLE D	11/20/2020	$193.17	
Paid Chk# 501149E	LOEBERTMANN, AMANDA G	11/20/2020	$145.91	
Paid Chk# 501150E	LOEBERTMANN, CRAIG	11/20/2020	$1,270.49	
Paid Chk# 501151E	PETERSON, DAVID T	11/20/2020	$1,228.25	
Paid Chk# 501152E	SPYRA, MICHAL	11/20/2020	$201.32	
Paid Chk# 501153E	STUEVEN, MARK J	11/20/2020	$640.91	
Paid Chk# 501154E	YOKIEL, ANDREW J	11/20/2020	$903.71	
Paid Chk# 501155E	DOLL, SARAH	11/20/2020	$46.25	
Paid Chk# 501156E	FERRELL, JUSTINA LYNN	11/20/2020	$232.85	
Paid Chk# 501157E	FIE, KYLEE	11/20/2020	$159.71	
Paid Chk# 501158E	LINDER, ELISE	11/20/2020	$169.68	
Paid Chk# 501159E	MCALPINE, DEBRA-ANN	11/20/2020	$287.25	
Paid Chk# 501160E	SIMPSON, MATTHEW L	11/20/2020	$37.87	
Paid Chk# 501161E	HAGGENMILLER, NICHOLAS A	12/4/2020	$2,923.21	
Paid Chk# 501162E	KUTZ, KENNETH	12/4/2020	$187.56	
Paid Chk# 501163E	LAWAY, MYRA	12/4/2020	$1,957.79	
Paid Chk# 501164E	SZCZEPANIK, DARIUSZ J	12/4/2020	$1,820.09	
Paid Chk# 501165E	THOMPSON, DAVID G	12/4/2020	$1,939.85	
Paid Chk# 501166E	ZANDER, SHARI	12/4/2020	$1,164.51	
Paid Chk# 501167E	ANDERSON, ERIC J.	12/4/2020	$2,651.12	

CITY OF HOWARD LAKE

*Check Summary Register©

Cks 11/16/2020 - 12/8/2020

Name	Check Date	Check Amt
Paid Chk# 501168E CASSIDY, JOSHUA J	12/4/2020	$646.10
Paid Chk# 501169E GILBERT, EMMAGENE	12/4/2020	$1,323.72
Paid Chk# 501170E MUNSON, ALLAN W.	12/4/2020	$865.79
Paid Chk# 501171E THEISEN, MEAGAN	12/4/2020	$1,754.77
Paid Chk# 501172E YUNKER, JEAN	12/4/2020	$82.13
Paid Chk# 501173E PRESTIDGE, CLAYTON P	12/4/2020	$1,424.20
Paid Chk# 501174E STANLEY, BRIDGET	12/4/2020	$1,176.02
Paid Chk# 501175E ZWILLING, TROY	12/4/2020	$1,744.75
Paid Chk# 501176E FERRELL, JUSTINA LYNN	12/4/2020	$581.43
Paid Chk# 501177E FIE, KYLEE	12/4/2020	$173.42
Paid Chk# 501178E LINDER, ELISE	12/4/2020	$58.86
Paid Chk# 501179E MCALPINE, DEBRA-ANN	12/4/2020	$266.06
	Total Checks	$448,373.09

HOWARD LAKE CITY COUNCIL MEETING

December 8, 2020

AGENDA ITEM: Consider Resolution Designating a Polling Place

SECTION: Consent

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: In 2017, the State Legislature amended Minnesota Statute § 204B.16 Subd. 1 requiring all municipalities to designate a polling place annually by December 31 of each year. The City has historically held elections in City Hall. The proposed resolution would not change any election operations as it maintains City Hall as the designated polling place. It simply ensures the City remains in compliance with the new requirements in state statute.

DECISION MAKING METRICS:

FINANCIAL: N/A

LEGAL: This action follows state statute concerning polling places.

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

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COUNCIL ACTION REQUESTED: Adopt Resolution 20-19 Designating a Polling Place.

ATTACHMENTS:

1. Resolution 20-19

CITY OF HOWARD LAKE
RESOLUTION 20-19

RESOLUTION DESIGNATING A POLLING PLACE

WHEREAS, Minnesota Statute § 204B.16 Subd. 1 was amended by the Minnesota State Legislature during it 2017 regular session to require all municipalities to annually designate a polling place by December 31 of each year for the following calendar year;

WHEREAS, the City of Howard Lake designates City Hall at 625 8th Avenue, Howard Lake as the polling place for Precinct 1;

THEREFORE BE IT RESOLVED, that the City of Howard Lake designates City Hall at 625 8th Avenue, Howard Lake as the polling place for Precinct 1 for the 2020 calendar year.

PASSED AND ADOPTED this 19th day of November 2019.

____
Peter Zimmerman, Mayor

ATTEST:

____
Nicholas Haggenmiller, City Administrator-Clerk

Howard Lake Wine & Spirits

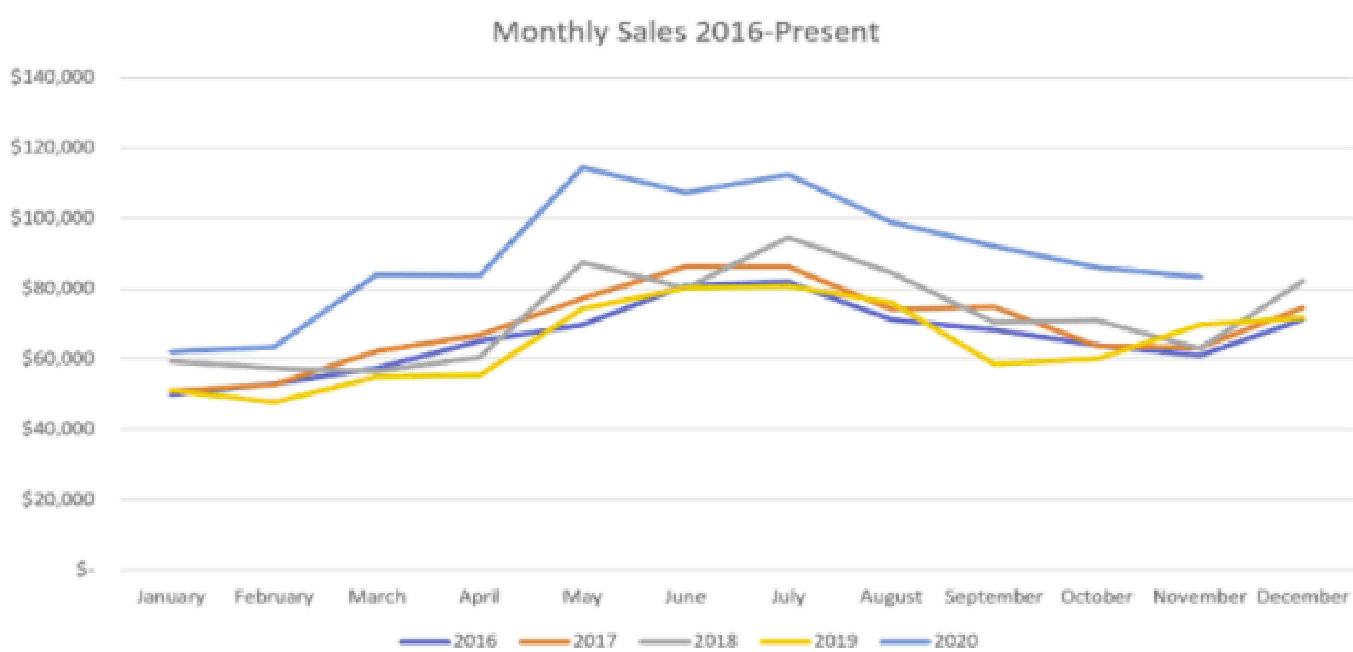
Profit & Loss Statement

for the period 11/1/2020 to 11/30/2020

SALES	Mnthly Amnt	YTD Amount	Budget	% of Budget	2019 Mnthly Amt	2019 YTD Amt	+/- Pr Yr
Liquor	$ 29,989	$ 322,782	$ 345,000	94%	$ 22,335	$ 132,454	$ 190,328
Beer	$ 42,479	$ 562,801	$ 645,000	87%	$ 52,007	$ 281,861	$ 280,940
Wine	$ 10,783	$ 89,905	$ 95,000	95%	$ 6,032	$ 33,133	$ 56,772
Discounts	$ (1,619)	$ (14,792)			$ (1,260)	$ (10,755)	$ (4,037)
Misc(Pop/Mixes/Tobaco)	$ 1,437	$ 24,023	$ 50,000	48%	$ 2,350	$ 17,377	$ 6,646
Non Tax	$ 929	$ 16,597			$ 1,845	$ 7,272	$ 9,325
Loyalty Program	$ (700)	$ (14,739)	$ (18,500)	80%	$ (2,560)	$ (7,590.00)	$ (7,149)
On Sale Revenue - SSEC	$ -	$ 928					
Other Revenue	$ 14	$ 167					
TOTAL SALES	$ 83,311	$ 987,672	$ 1,116,500	88%	$ 80,749	$ 453,751	$ 532,825
COST OF SALES							
Liquor	$ 20,352	$ 221,397	$ 226,548	98%	$ 17,586	$ 114,412	$ 106,985
Beer	$ 32,422	$ 439,566	$ 522,391	84%	$ 38,257	$ 212,077	$ 227,489
Wine	$ 7,310	$ 61,567	$ 58,694	105%	$ 1,942	$ 28,876	$ 32,691
Pop/Mixes/Ice	$ 1,455	$ 15,762	$ 22,400	70%	$ 846	$ 4,649	$ 11,113
Tobacco	$ -	$ 7,594	$ 15,519	49%	$ 1,110	$ 11,479	$ (3,885)
Freight	$ 377	$ 6,990	$ 7,000	100%	$ 361	$ 2,979	$ 4,012
TOTAL COST OF SALES	$ 61,916	$ 752,877	$ 852,552		$ 60,102	$ 374,473	$ 378,405
GROSS PROFIT	$ 21,395	$ 234,794					
EXPENSES							
Wages/Benefits	$ 10,683	$ 131,266	$ 127,000	103%	$ 11,667	$ 78,513	$ 52,752
Consulting	$ 700	$ 6,300	$ 7,000	90%	$ -	$ 2,030	$ 4,270
Training & Seminars	$ -	$ 240	$ 1,000	24%	$ -	$ 785	$ (545)
Travel	$ 72	$ 837	$ 1,710	49%	$ 162	$ 893	$ (56)
Dues & Subscriptions	$ -	$ 800	$ 1,000	80%	$ -	$ 130	$ 670
Cash Short/Over	$ (74)	$ 52	$ -		$ (50)	$ 207	$ (155)
Credit Card Expense	$ 1,564	$ 16,299	$ 14,400	113%	$ 828	$ 9,431	$ 6,868
Insurance	$ -	$ 7,739	$ 7,500	103%	$ -	$ 7,442	$ 297
Repair & Maintenance	$ -	$ 1,251	$ 5,000	25%	$ -	$ 1,949	$ (698)
Computer Supplies/Technology	$ 1,678	$ 11,002	$ 5,000	220%	$ 270	$ 8,734	$ 2,268
Utilities	$ 583	$ 7,578	$ 10,000	76%	$ 672	$ 5,469	$ 2,110
Advertising	$ -	$ 2,039	$ 5,000	41%	$ -	$ 551	$ 1,489
Misc	$ 615	$ 12,571	$ 10,000	126%	$ 761	$ 7,269	$ 5,302
Depreciation	$ 625	$ 6,875	$ 7,500	92%	$ 625	$ 6,875	$ -
TOTAL EXPENSES	$ 16,445	$ 204,852	$ 202,110	101%	$ 14,935	$ 130,279	$ 74,573
PROFIT/(LOSS)	$ 4,949	$ 29,943					

Howard Lake Wine & Spirits KPI Dashboard

Sales thru November 2020



November Sales by Department

Select all
Order by (Item) Item category
Ranking value is shaded.
Store: 3

Period A: From 11/1/2020 thru 11/30/2020

Quantities are rounded to the nearest integer.

Item category Description	Rank	Period	Sales	Profit $	Profit %	# of tickets	Average ticket
BEER BEER	1	A	42,196.15	9,285.28	22.0	2,126	19.85
LIQUOR LIQUOR	2	A	29,146.05	8,518.05	29.2	1,428	20.41
LOYALTY Loyalty	3	A	-700.08	-700.08	100.0	126	-5.56
MISC ITEM MISC ITEM	4	A	1,431.61	406.14	28.4	210	6.82
NONTAX NONTAX	5	A	928.77	340.08	36.6	154	6.03
WINE WINE	6	A	10,294.31	3,196.23	31.0	499	20.63
Report totals 6 groups		A	83,296.81	21,045.68	25.3		

Sales Analysis

YTD Sales

	2019	2020	
January	$ 51,199	$ 62,108	121.31%
February	$ 47,848	$ 63,414	132.53%
March	$ 54,892	$ 84,093	153.20%
April	$ 55,437	$ 83,935	151.41%
May	$ 74,309	$ 114,434	154.00%
June	$ 80,224	$ 107,457	133.95%
July	$ 80,749	$ 112,516	139.34%
August	$ 76,187	$ 98,979	129.92%
Septembe	$ 58,588	$ 91,988	157.01%
October	$ 60,010	$ 86,089	143.46%
November	$ 69,833	$ 83,311	**119.30%**
December	$ 71,783	*$ 91,000*	126.77%
	$783,078	$ 990,344	126.47%
		$1,079,324	137.83%
	estimate	*forecast*	

Any year is difficult to forecast... 2020 has been extraordinary

- We knew it would be busier than 2019
  - Remodeled stores usually gain business post-remodel
  - How much?
- We did +21% - +54%, per month in Q1, Q2 and into Q3
  - Knew in Jan our 2019 estimates would be wrong
- COVID
  - Several municipals closed for weeks in March/April 2019
  - Installed and provided PPE for customers and staff
  - Added delivery/curbside revenue streams
- Record setting busy/summer season!
- Autumn (Oct & Nov) did not follow the spring and summer trends
  - Oct is historically slow but I still expected sales over $90k
  - Nov '19 was a historical high... Expected to ride that wave...
  - Elimination of Loyalty Program
- Customer Count thru 12/7/20, 40,844
  - 35,524 in 2019
  - 13% increase in customers but 39.47% increase in sales!

Profit Analysis, YTD

Item category Description	Rank	Period	Sales	Profit $	Profit %	# of tickets	Average ticket
N/A N/A	1	A	206.25	135.63	65.8	57	3.62
BEER BEER	2	A	561,449.58	124,841.41	22.2	27,592	20.35
LIQUOR LIQUOR	3	A	313,618.14	89,186.74	28.4	15,785	19.87
LOYALTY Loyalty	4	A	-14,739.39	-14,739.39	100.0	1,656	-8.90
MISC ITEM MISC ITEM	5	A	23,939.80	7,886.33	32.9	3,020	7.93
NONTAX NONTAX	6	A	17,581.94	7,127.45	40.5	2,678	6.57
OPEN LIQ OPEN LIQ	7	A	5.00	5.00	100.0	1	5.00
SSEC SSEC EVENT CENTER	8	A	2,394.25	2,394.25	100.0	7	342.04
WINE WINE	9	A	85,578.64	25,431.68	29.7	4,424	19.34
Report totals 9 groups		A	990,034.21	242,269.10	24.5		

Profit Analysis, YTD

Lessons learned:

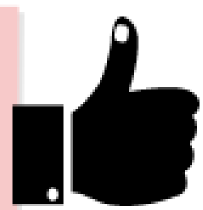
- Liquor, Wine and Miscellaneous profits are meeting expectations--can always improve!
- Wanted to see Beer exceed 25%
  - Tough... domestic cases only fetch 18%-20%, over 1/3 of our beer sales are in the category
  - Game of inches... 10% disc on 10cs Busch Lt 12C is a 9.5% vs. 17.8% profit ($189.90 vs $170.90)

Rank	Item number	Description	Qty sld	Qty on hnd	Wks-on-hnd	Profit	Profit%	Sales
1	01820086167	BUSCH LIGHT 24/12C	2,858	117	2.0	9,249	17.4	53,144
2	01820096867	MICH GLD DRF LT 24/12C	1,804	118	3.2	7,182	19.0	37,828
3	07199031600	COORS LIGHT 24/12C	1,404	146	5.0	5,738	19.5	29,441
4	07199048006	KEYSTONE LIGHT 24/12C	931	149	7.8	2,904	19.3	15,012
5	07199030128	COORS LT 24/16CSS	891	96	5.2	4,036	19.8	20,389

These 5 SKUs account for nearly 27% of our beer revenue

13,618 of the 40,163 (34%) beer items sold YTD are 24pk and larger.

HLWS actually outsold DWS on Busch Lt $53,144 to $45,355



OTB Analysis

Department	Description	Annual Sales	Dec 1 Inventory	Current Turn	Suggested Turn	Turn to be Used
Beer	Beer	512,762	43,268	11.9	4.0	10.0
Liquor	Liquor	262,896	104,721	2.5	3.0	3.0
Misc Item	Taxable	16,773	3,801	4.4	4.0	4.0
NonTax	Misc not taxable	11,408	1,524	7.5	4.0	4.0
Wine	Wine	77,531	32,598	2.4	3.0	2.5

Current Turn is the column to focus on

- Beer continues to be right on track at 11.9 turns YTD
- 12/1/20 Inventory is a bit higher than typical month--mid holiday season
- 2021 goals are to get Liquor & Wine inventory at fighting weight
  - Liquor: $75,000 by 12/1/21
  - Wine: $25,000 by 12/1/21

Forecasting EoY 2020

EoY 2020 Forecast		No Loyalty 2020#	^GP%+NoLP 2020#	21 est ^GP ^5% sales
INCOME				
Revenue	$ 1,095,000	$ 1,095,000	$ 1,095,000	$ 1,150,000
Discounts	$ (16,292)	$ (16,292)	$ (16,292)	$ (17,250)
Loyalty Program	$ (15,739)	$ -	$ -	
TOTAL SALES	$ 1,062,969	$ 1,078,708	$ 1,078,708	$ 1,132,750
COST OF SALES				
Liquor	$ 223,897	$ 223,897	$ 223,897	$ 225,000
Beer	$ 479,566	$ 479,566	$ 479,566	$ 500,000
Wine	$ 63,067	$ 63,067	$ 63,067	$ 50,000
Misc Tax	$ 16,012	$ 16,012	$ 16,012	$ 16,000
Misc No Tax	$ 8,594	$ 8,594	$ 8,594	*$ 4,000*
Freight	$ 7,250	$ 7,250	$ 7,250	$ 7,500
TOTAL COST OF SALES	$ 798,386	$ 798,386	$ 798,386	$ 802,500
GROSS PROFIT	$ 264,583	*$ 280,322*	*$ 315,000*	*$ 330,250*
	24.89%	*25.60%*	**28.77%**	**28.72%**
EXPENSES				
Wages/Benefits	$ 142,016	$ 142,016	$ 142,016	$ 150,000
Consulting	$ 7,000	$ 7,000	$ 7,000	$ 8,400
Training & Seminars	$ 240	$ 240	$ 240	$ 300
Travel	$ 900	$ 900	$ 900	$ -
Dues & Subscriptions	$ 800	$ 800	$ 800	$ 800
Cash Short/Over	$ 150	$ 150	$ 150	$ 150
Credit Card Expense	$ 18,000	$ 18,000	$ 18,000	$ 19,000
Insurance	$ 8,000	$ 8,000	$ 8,000	$ 8,100
Repair & Maintenance	$ 1,400	$ 1,400	$ 1,400	$ 1,500
Computer Supplies / Te	$ 11,500	$ 11,500	$ 11,500	$ 5,000
Utilities	$ 8,000	$ 8,000	$ 8,000	$ 8,100
Advertisiing	$ 2,250	$ 2,250	$ 2,250	$ 2,500
Misc	$ 13,000	$ 13,000	$ 13,000	$ 10,000
Depreciation	$ 7,500	$ 7,500	$ 7,500	$ 7,500
NET PROFIT	$ 43,827	$ 59,566	$ 94,244	$ 108,900
	4.12%	5.52%	8.74%	9.61%

Comments

A PROFIT WILL BE MADE IN 2020!

- Unlikely to meet goal of 10% NP
  - Hopefully we can squeak out 5%?!

- Where we came up short
  - Beer profitability
  - Loyalty Program
  - Softer sales in Q4, especially November
  - Expenses higher than budgeted
    - Wages (extra COVID premium)
    - Insurance
    - Computer Supplies
    - Misc

- Looking ahead to 2021
  - Very conservative 5% sales growth estimate
    - Red = over budget in 2020
    - Will scour reports and data looking for opportunities
    - Continue to follow OTB philosophy

HOWARD LAKE CITY COUNCIL MEETING

DECEMBER 8, 2020

AGENDA ITEM: Consider Various 2021 Business License Renewals

SECTION: New Business

FROM: Staff

BACKGROUND: The City requires permits for various business operations including tobacco, liquor, electronic games, and bowling alleys. The following business licenses expire 12/31/2020 and need approval for renewed licenses for 2021.

Business	License Type
American Legion Post #145	On Sale Intoxicating & Sunday Liquor Sales, Electronic Games - ~~$2,220~~
Trouble's	On Sale Intoxicating & Sunday Liquor Sales - ~~$2,200~~
Maria's Mexican Restaurant	On Sale Intoxicating & Sunday Liquor Sales - ~~$2,200~~
Lake Bowl	On Sale 3.2 Malt Liquor, Bowling Lanes - ~~$260~~
Howard Lake Wine & Spirits	On Sale Intoxicating Liquor, Off Sale Liquor, Tobacco
Celine Stop Inc	Tobacco - $50
Joe's Sport Shop	Tobacco - $50
HL Pit Stop	Tobacco - $50
Howard Lake Foods	Tobacco - $50

City staff is proposing to waive the liquor licensing fees due to the hardships these businesses have already faced during the COVID19 Pandemic. Staff believes waiving these fees would provide some relief to these businesses. The total received by the city for the liquor licenses is $6,800, which is revenue for the general fund.

DECISION MAKING METRICS:

FINANCIAL: The proposed business license renewals would generate $7,080 in revenue for the general fund. City Staff is proposing to waive the liquor license licensing fees upon receiving license application due to the COVID19 Pandemic. The City would collect $280 in tobacco, electronic games and bowling licenses.

LEGAL: The license renewal periods are aligned with city ordinances.

STRATEGIC PLAN: Foster a Robust Business Community and Vibrant Downtown

COUNCIL ACTION REQUESTED: Approve licenses as presented contingent on final application and waiving license fees for 2021.

ATTACHMENTS: N/A

HOWARD LAKE CITY COUNCIL MEETING

December 8, 2020

AGENDA ITEM: **Consider Entering Cooperative Agreement for CSAH 7 Trail/Widening Project**

SECTION: New Business

FROM: Meagan Theisen, City Administrator
Josh Halverson, City Engineer

BACKGROUND: The Howard Lake City Council directed staff to move forward with a cost share agreement with Wright County on October 20, 2020 to include widening the shoulder on CSAH 7 to create a trail from Lions Park to Imhoff Ave. The County has included the CSAH 7 Trail Project and intends to complete the construction in 2021.

The City will administer a contract for the whole CSAH 7 project and will be reimbursed by the County for the road portion. According to the feasibility study completed by Bolton & Menk, the total cost of the project would be approximately $678,942 with the City being responsible for about $363,000 of it. These figures are subject to final bid prices.

DECISION MAKING METRICS: The City believes the addition of this trail would be extremely beneficial, in that it would connect the north side of the lake and the Terning Trails development to downtown Howard Lake, nearly 300 households.

FINANCIAL: The City would be responsible for approximately $363,000 of the total project. This would be subject to final bid prices received for the total project.

Staff is currently investigating various financing mechanisms for this project including bonding, use of reserves and grant sources.

- Unless significant reductions are made to proposed FY21 projects, the full use of reserves is not advisable.
- Bonding for the City's portion of the project would be about $30,000/year for 15 years.
- Staff is exploring a DNR Trail Grant. It is highly competitive. However, in quick review of the application and discussion with DNR staff, we may have at least some circumstances that make funding more favorable.

LEGAL: The agreement is legally binding to the terms of the agreement and has been drafted by the Wright County Attorney. By signing we are not guaranteeing the delivery of the project, but rather the terms of the project. If bid prices were unfavorable or some other outside factor occurred, the County would revert to a simple pavement preservation project.

STRATEGIC PLAN:
- Delivery Highway Quality Services & Reliable Infrastructure
- Provide Diverse Amenities that Enhance Quality of Life
- Ensure a Safe & Healthy Community
- Develop a Livable Community for All

COUNCIL ACTION REQUESTED: Approve the Funding Participation and Construction Agreement with Wright County.

ATTACHMENTS:
1. Feasibility Study
2. Funding Participation and Construction Agreement NO 20-59
3. 2021 Proposed Construction and Right of Way
4. Wright County 2021-2025 5-Year Plan

Real People. Real Solutions.

City of Howard Lake

CSAH 7 Trail Project

Feasibility Report

BMI Project No. W14.122467

Submitted by:
Bolton & Menk, Inc.
2040 Highway 12 East
Willmar, MN 56201
P: 320-231-3956
F: 320-231-9710

Certification

Feasibility Report

For

CSAH 7 Trail Project

City of Howard Lake, Minnesota

W14.122467

9-11-2020

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.

By: ______________________________

Joshua J. Halvorson, P.E.
License No. 46291

Date: 10-02-2020

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Figures

Tables

Appendix

I. PROJECT INTRODUCTION

A. PURPOSE

The purpose of this Feasibility Report is to evaluate the addition of a trail along CSAH 7 to connect the existing trail segments of the Lions Park, Terning Trails, and Imhoff Avenue that are currently not continuous. This is for bicycle and pedestrian safety along the County Highway 7 roadway that has seen an increase in such recreational use.

The City would intend to complete this project in coordination with Wright County's 2022 Pavement Preservation project along CSAH 7 from US 12 to Maple Lake. This Feasibility Report includes the existing conditions evaluation, preliminary design review, and anticipated total project costs to construct a trail along CSAH 7 in 2022.

B. SCOPE

The proposed trail will be located adjacent to CSAH 7 on the east side of Howard Lake and extends from BNSF Railroad's north Right-Of-Way line near Lions Park to Imhoff Ave SW. The construction in conjunction with Wright County's 2022 Pavement Preservation project along CSAH 7 would isolate the trail along the Lake's shoreline with widening of the road. A map of the proposed project location is shown in ***Figure 1***.

Figure 1: CSAH 7 Trail Project Location Map

II. EXISTING CONDITIONS

A. TRAIL

There is currently no trail that exists along CSAH 7 from US 12 to Imhoff Ave SW. However, there are existing trails located at the limits of the proposed project near Lions Park, 1st St E (Terning Trails), and Imhoff Ave SW (Lake Ridge). There is an 8-foot wide paved trail along the west side of CSAH 7 that crosses the BNSF Railroad tracks and connects to the parking lot at Lions Park as shown in ***Figure 2*** below. This existing trail segment runs from Lions Park and along the north side of US 12 and connects to downtown Howard Lake.

Figure 2: Lions Park Trail

There is a 10-foot wide paved shoulder trail along the south side of 1st St E that ends at the intersection of CSAH 7 and 1st St. E and is shown in ***Figure 3***. This trail extends to the Terning Trail Development trail system. This trail transitions from a paved shoulder trail to a separated shared-use bituminous trail approximately 1000 feet east of CSAH 7.

Figure 3: 1st St. E Trail

There is an existing 6-foot wide separated shared-use bituminous trail along the north side Imhoff Ave SW and is shown in ***Figure 4***. This trail extends north to the intersection of Ash Ave.

Figure 4: Imhoff Ave SW Trail

B. STREETS

The bituminous pavement on CSAH 7 was reconditioned and repaved by Wright County in 2006. The existing typical section is shown in ***Appendix B*** on ***Figure A1***. The pavement section is 3.5-inches of bituminous pavement, 10-inches reclaimed bituminous aggregate base, and 3-inches of aggregate base. The existing width of CSAH 7 is approximately 24 feet wide of bituminous pavement for two 12-foot driving lanes. The shoulders along CSAH 7 between US 12 and 1st St E are 2-foot wide gravel shoulders on both sides, and from 1st St E to Imhoff Ave there are gravel shoulders that vary in width from 0 feet to 2 feet wide. On both sides of the road, the slopes are steep and are between a 1:4 to 1:2 slope. The existing Right-Of-Way along CSAH 7 varies in width between 66 feet wide to approximately 100 feet wide. There is also a 10-foot wide Permanent Utility Easement along the east side CSAH 7 where the Right-Of-Way is only 66 feet wide. The posted speed limit for CSAH 7 is 40 MPH. The existing pavement is in fair condition and has been maintained by crack sealing and minor patching as shown in.

Figure 5: CSAH 7 Existing Road Condition

C. WATERMAIN

The existing watermain along CSAH 7 is 8-inch PVC and was constructed in 1994 and is in good condition. The location of the existing watermain is shown in ***Appendix B*** on ***Figure A3***. The watermain is on the east side of CSAH 7 with the hydrants installed approximately 8 feet from the edge of the road. Water services that are 1-inch copper pipe were also installed for all properties along CSAH 7.

D. SANITARY SEWER

The existing sanitary sewer along CSAH 7 is 10-inch PVC and was constructed in 1994 and is in good condition. The location of the existing sanitary sewer is shown in ***Appendix B*** on ***Figure A3***. The sanitary sewer flows from Imhoff Ave along the east side of CSAH 7 to a lift station located at the intersection of CSAH 7 and 1st St E. The lift station pumps the collected sewage through a 4-inch PVC forcemain and then through a 6-inch PVC forcemain along the west side of CSAH 7 to a manhole in the parking lot at Lions Park. This forcemain is also in good condition. Sanitary services that are 4-inch PVC pipe were also installed for all properties along CSAH 7.

E. STORM SEWER

There is currently a drainage ditch as well as culverts that cross driveways of private properties. These pipes are of various sizes and material. Drainage along the west side of CSAH 7 flows toward Howard Lake, and drainage along the east side of CSAH 7 flows either south along an existing drainage ditch, or through an existing drainage easement in yards until it reaches a wetland south of 1st St E. This wetland drains to the east and ultimately to Dutch Lake. Additionally, record drawings from 1940 indicate the presence of 18-inch and 24-inch culverts crossing CSAH 7 in the areas of Stations 21+00 and 28+50 in ***Appendix B*** on ***Figure A3***. It is unknown if these culverts are present and in-use.

F. PRIVATE UTILITIES

Along both sides of CSAH 7 there are existing underground gas mains, electric, fiber optic, and telecommunication cables, manholes, and access pedestals/cabinets as well as overhead electric lines near Imhoff Ave SW. ***Figure 6*** shows the proximity of some of these private utility structures to the edge of the existing road.

Figure 1: Existing Private Utilities at 1st St. E Intersections

III. PROPOSED CONDITIONS

A. TRAIL IMPROVEMENTS

The proposed typical section for CSAH 7 and the trail is shown in ***Appendix B*** on ***Figure A1***. The MnDOT Road Design Manual requires all paved shoulders to have a minimum bituminous thickness of 3-inches. The proposed trail along CSAH 7 will be on the west side of CSAH 7 and will extend from the northern extents of the parking lot at Lions Park to the intersection of Imhoff Ave SW and CSAH 7 as shown in ***Appendix B*** on ***Figure A3***. According to the MnDOT Bicycle Facility Design Manual, based on current and future traffic volume data, posted speed limit, available Right-Of-Way and Easements, and topography, the proposed trail will be an 8-foot wide paved shoulder. Separated trail options are not a viable option specifically due to the existing Right-Of-Way widths, environmental conditions, and topography. Within the 8-foot paved shoulder, there will be a 2-foot wide buffer zone between the outer edge of the driving lane and the edge of the intended 6-foot wide travel path of bicycles and pedestrians along the trail. There will be trail crossings at both 1st St E and Imhoff Ave SW where the proposed trail will connect with existing trails. According to the Wright County Marked Crosswalk Policy, the proposed CSAH 7 crossing and signage at 1st St E will need to permitted and approved by Wright County using the forms in ***Appendix C***. Additionally, a Rectangular Rapid Flash Beacon (RRFB) system will be installed at the intersection of 1st St. E. in order to enhance pedestrian visibility and safety while crossing CSAH 7.

B. STREET IMPROVEMENTS

Wright County had intended their 2022 Pavement Reservation project to reclaim the existing bituminous surface and repave to meet a 10-ton design road consistent with Minnesota State Aid standards. Design forms included in ***Appendix D*** were used to determine future traffic volumes and a required pavement section to meet a 10-ton design road. For purposes of pavement design, an assumed common soil type for the area of a silty clay loam was used. Existing traffic counts for pavement design from 2016 were estimated at 2,100 average daily traffic (ADT). The proposed pavement section and typical section for CSAH 7 and the trail is shown in ***Appendix B*** on ***Figure A1***. To meet the requirements of a 10-Ton road design, the bituminous pavement will have a total thickness of 4-inches with 16-inches of aggregate base. The CSAH 7 driving lanes will be narrowed to 11-feet wide per lane, and a 2-foot wide gravel shoulder on the east side of CSAH 7 will be maintained. This width change is consistent with Minnesota State Aid standards.

Due to the proximity of the existing west edge of CSAH 7 and the existing slope towards the shoreline of Howard Lake, the centerline alignment of CSAH 7 will be shifted to the east in order to accommodate the proposed 8-foot wide paved shoulder/path along the west side of CSAH 7. The existing slope west of CSAH 7 will be minimally impacted near the existing edge of the road, and the shoreline of Howard Lake will not be disturbed. ***Figure A2*** and ***Figure A3*** in ***Appendix B*** illustrate the proposed construction typical details, road realignment and trail improvements. There will be "No Parking" signs along the west side of CSAH 7 to ensure the trail is not obstructed by parked vehicles. Additionally, there will be warning signs for the trail crossing at 1st St E. The posted speed limit for CSAH 7 will remain 40 MPH within the path corridor. All improvements will be within the existing Right-Of-Way or Utility Easements and there will be no need to acquire additional Right-Of-Way.

C. WATERMAIN IMPROVEMENTS

There are no proposed watermain improvements related to the 8-inch PVC watermain.

However, due to their proximity to the edge the proposed road, existing hydrants will need to be relocated farther to the east of CSAH 7 as shown in ***Appendix B*** on ***Figure A3***. This will allow CSAH 7 to be widened to accommodate the paved trail while maintaining a safe distance between the edge of the road and the hydrants. There will be scheduled watermain shut-downs that will need to occur in order for the hydrants to be relocated.

D. SANITARY SEWER IMPROVEMENTS

There are no planned improvements to the existing sanitary sewer. Due to CSAH 7 becoming wider and the alignment changing, the manholes may need to be adjusted to meet the new road or ditch grades and elevations.

E. STORM SEWER IMPROVEMENTS

The proposed storm sewer improvements include installing new culverts through driveways into private properties as well as regrading the drainage ditch along the east side of CSAH 7 between 1st St E and Imhoff Ave SW. If centerline culverts are identified and in-use, the eastern ends will need to be extended to match the new ditch slope. Drainage patterns will ultimately remain unchanged.

F. PRIVATE UTILITIES

Private utility owners will be notified of the proposed improvements as well as proposed utility and grade changes. Conflicts with the proposed road or utility improvements will result in the private utility owner relocating their facility to accommodate the proposed improvements.

IV. ESTIMATED COSTS

A. FINANCING

Wright County is intending on utilizing Municipal State Aid Funds to assist in financing the County's portion of the proposed project costs. Financing options for costs that the City will be responsible for are still being investigated. Funding considerations that could be utilized to assist financing the City's portion of the project costs include MNDNR Trail Grant Program, MNDOT ATP Grant Program, and Sidewalk Improvement District.

B. PROJECT COSTS BREAKDOWN

Since portions of the project would be accomplished under a Cooperative Agreement with Wright County, the project costs for realigning CSAH 7 and adding a trail would be shared between the two jurisdictions. The County's level of cost participation along CSAH 7 would generally be based on Wright County's Cost Participation Policy as shown in ***Table 1.***

TABLE 1: COST PARTICIPATION		
ITEM	WRIGHT COUNTY PARTICIPATION	CITY PARTICIPATION
Clearing & Grubbing	0%	100%
Excavation/Grading	0%	100%
Engineered Borrow	0%	100%
Class 5 Aggregate Base	0%	100%
Culverts	0%	100%
Bituminous Base Course	100%	0%
Bituminous Wear Course	100%	0%
Municipal Utility Adjustment	0%	100%
Bituminous Trail	0%	100%
Rectangular Rapid Flash Beacon (RRFB)	0%	100%
Mobilization	Pro-Rated	Pro-Rated
Traffic Control	Pro-Rated	Pro-Rated
Erosion Control	Pro-Rated	Pro-Rated

The estimated costs identified are based on projects similar in nature and do not represent actual costs. ***Table 2*** below summarizes the estimated project cost.

TABLE 2: COST SUMMARY			
ITEM	WRIGHT COUNTY	CITY	TOTAL
Construction Cost	$238,774.00	$275,576.00	$514,350.00
Contingency (10%)	$23,877.40	$27,557.60	$51,435.00
Legal, Engineering, Administration Fees (20%)	$53,183.79	$59,973.21	$113,157.00
Total Project Cost	**$315,835.19**	**$363,106.81**	**$678,942.00**

A contingency factor has been included to account for unaccounted design and construction items not included, or variances in unit prices due to market fluctuations. Estimated legal, engineering, and administration costs are similarly represented. Actual costs would be determined through the competitive bid process with Engineered construction documents for the proposed work. A detailed preliminary quantity and cost estimate for the project is included in ***Appendix A***.

V. SCHEDULE

Discussions with Wright County and the City have resulted in a mutual understanding of a schedule to construct the trail. ***Table 3*** below summarizes a schedule for to facilitate the proposed improvements completed by both identities.

TABLE 3: PROPOSED IMPLEMENTATION SCHEDULE	
Item	**Completion Date**
Council Review of Engineering Report	September, 2020
Council Requests Expanding Scope to Wright County	October, 2020
Wright County Approves CIP Modification	November, 2020
City / County Enter into Cost Share Agreement	Winter 2021
Begin Design	Winter 2021
Approve of Plans and Specifications & Authorize Advertisement for Bid	Fall 2021
Bid Opening	Feb. - April 2022
Accept Bids & Award Contract	Winter 2022
Construction	Spring - Fall 2022

VI. CONCLUSION

Timing is a very crucial element in this proposed project. There are several steps that will need to be completed per the schedule for this project to move forward. First, the City must formally request Wright County to expand the original scope of the 2022 CSAH 7 Pavement Preservation project to include the addition of a trail. Following the formal request, Wright County will revise their Five-Year Construction Plan to include the trail project (the Five-Year Plan is currently in DRAFT form and are subject to public comments until October 6th). The City will be responsible for design, bidding, and project administration per the proposed implementation schedule.

A "Do Nothing" alternative is not a favorable option considering how many people make use of and the safety of pedestrian and bicycle use along the proposed project route. The timing of this trail project must coincide with County Improvements to share the costs to make this project financially viable. Another opportunity will not arise for this project for another 20 years with the Typical County's road maintenance program. From an engineering perspective, the proposed improvements are necessary, cost-effective, and feasible.

Appendix A: Preliminary Cost Estimate

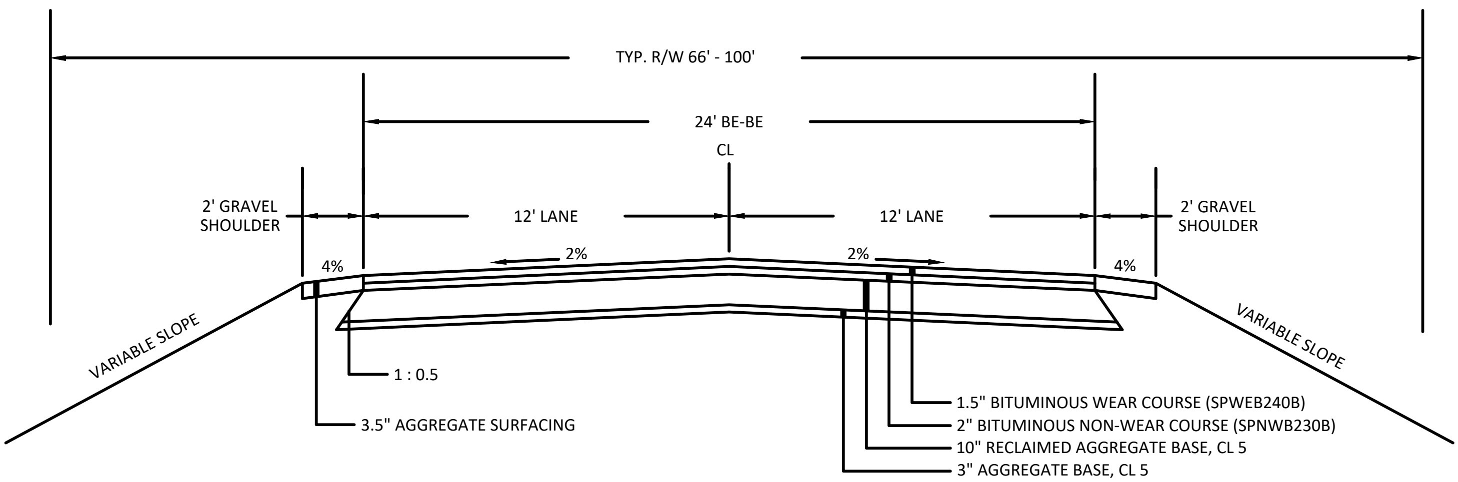
PRELIMINARY COST ESTIMATE
CSAH 7 TRAIL PROJECT
CITY OF HOWARD LAKE, MINNESOTA
BMI Project #W14.112467
9/11/2020

ITEM NO.	ITEM	UNIT	ESTIMATED UNIT PRICE	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST	COST PARTICIPATION POLICY (COUNTY/CITY)	COST PARTICIPATION BREAKDOWN			
							COUNTY		CITY	
							QUANTITY	COST	QUANTITY	COST
1	MOBILIZATION	LUMP SUM	$55,000.00	1	$55,000.00	Pro-rated Share	0.47	$25,850.00	0.53	$29,150.00
2	CLEARING	TREE	$265.00	5	$1,325.00	0/100		$0.00	5	$1,325.00
3	GRUBBING	TREE	$315.00	5	$1,575.00	0/100		$0.00	5	$1,575.00
4	RECLAIM BITUMINOUS PAVEMENT	SQ YD	$2.25	8,580	$19,305.00	100/0	8580	$19,305.00		$0.00
5	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	$5.00	165	$825.00	0/100		$0.00	165	$825.00
6	SALVAGE SIGN	EACH	$60.00	8	$480.00	0/100		$0.00	8	$480.00
7	SALVAGE MAILBOX	EACH	$60.00	7	$420.00	0/100		$0.00	7	$420.00
8	COMMON EXCAVATION (P)	CU YD	$12.00	710	$8,520.00	0/100		$0.00	710	$8,520.00
9	SUBGRADE EXCAVATION (P) (EV)	CU YD	$15.00	1,500	$22,500.00	0/100		$0.00	1,500	$22,500.00
10	ENGINEERED BORROW - CLAY (P) (CV)	CU YD	$26.00	1,000	$26,000.00	0/100		$0.00	1,000	$26,000.00
11	COMMON BORROW (P) (CV)	CU YD	$12.00	2,210	$26,520.00	0/100		$0.00	2,210	$26,520.00
12	SALVAGE & REINSTALL RECLAIMED AGGREGATE BASE (P)	CU YD	$8.00	710	$5,680.00	0/100		$0.00	710	$5,680.00
13	SHOULDERING AGGREGATE (P)	CU YD	$28.00	85	$2,380.00	100/0	85	$2,380.00		$0.00
14	GEOGRID	SQ YD	$4.50	1,450	$6,525.00	0/100		$0.00	1,450	$6,525.00
15	AGGREGATE BASE (CV) CLASS 5	CU YD	$28.00	700	$19,600.00	0/100		$0.00	700	$19,600.00
16	TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	$83.00	1,020	$84,660.00	100/0	1020	$84,660.00		$0.00
17	TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	TON	$81.00	1,020	$82,620.00	100/0	1020	$82,620.00		$0.00
18	TYPE SP 12.5 WEARING COURSE MIX (2,B) - BITUMINOUS TRAIL	TON	$84.00	400	$33,600.00	0/100		$0.00	400	$33,600.00
19	BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	$60.00	130	$7,800.00	0/100		$0.00	130	$7,800.00
19	RELOCATE EXISTING HYDRANT	EACH	$1,700.00	4	$6,800.00	0/100		$0.00	4	$6,800.00
20	6" GATE VALVE AND BOX	EACH	$2,400.00	4	$9,600.00	0/100		$0.00	4	$9,600.00
21	6" PVC WATERMAIN, C900	LIN FT	$50.00	50	$2,500.00	0/100		$0.00	50	$2,500.00
22	12" CMP PIPE CULVERTS	LIN FT	$35.00	130	$4,550.00	0/100		$0.00	130	$4,550.00
23	12" CMP PIPE APRONS	EACH	$500.00	12	$6,000.00	0/100		$0.00	12	$6,000.00
24	ADJUST EXISTING GATE VALVE	EACH	$130.00	3	$390.00	0/100		$0.00	3	$390.00
25	ADJUST EXISTING SANITARY CASTING	EACH	$325.00	4	$1,300.00	0/100		$0.00	4	$1,300.00
26	TRAFFIC CONTROL	LUMP SUM	$10,000.00	1	$10,000.00	Pro-rated Share	0.47	$4,700.00	0.53	$5,300.00
27	REINSTALL SIGN	EACH	$225.00	8	$1,800.00	0/100		$0.00	8	$1,800.00
28	FURNISH & INSTALL SIGN	EACH	$375.00	2	$750.00	0/100		$0.00	2	$750.00
29	RECTANGULAR RAPID FLASH BEACON (RRFB)	LUMP SUM	$16,000.00	1	$16,000.00	0/100		$0.00	1	$16,000.00
30	REINSTALL MAILBOX	EACH	$150.00	7	$1,050.00	0/100		$0.00	7	$1,050.00
29	EROSION CONTROL	LUMP SUM	$17,000.00	1	$17,000.00	Pro-rated Share	0.47	$7,990.00	0.53	$9,010.00
30	4" DOUBLE SOLID YELLOW, MULTICOMP	LIN FT	$0.50	2,950	$1,475.00	100/0	2950	$1,475.00		$0.00
31	6" SOLID WHITE, MULTICOMP	LIN FT	$0.50	8,500	$4,250.00	100/0	8500	$4,250.00		$0.00
32	CROSSWALK, MULTICOMP	SQ FT	$4.00	385	$1,540.00	0/100		$0.00	385	$1,540.00
30	SALVAGE & REINSTALL COMMON TOPSOIL BORROW (P)	CU YD	$14.00	875	$12,250.00	0/100		$0.00	875	$12,250.00
31	TURF ESTABLISHMENT	ACRE	$8,400.00	1.4	$11,760.00	Pro-rated Share	0.66	$5,544.00	0.74	$6,216.00
CONSTRUCTION COST					$514,350.00			$238,774.00		$275,576.00
CONTINGENCIES (10%)					$51,435.00			$23,877.40		$27,557.60
TOTAL CONSTRUCTION COST					**$565,785.00**			**$262,651.40**		**$303,133.60**
LEGAL, ENGINEERING, ADMINISTRATION (20%)					$113,157.00	Pro-rated Share	0.47	$53,183.79	0.53	$59,973.21
TOTAL PROJECT COST					**$678,942.00**			**$315,835.19**		**$363,106.81**

Appendix B: Typical Sections & Preliminary Design

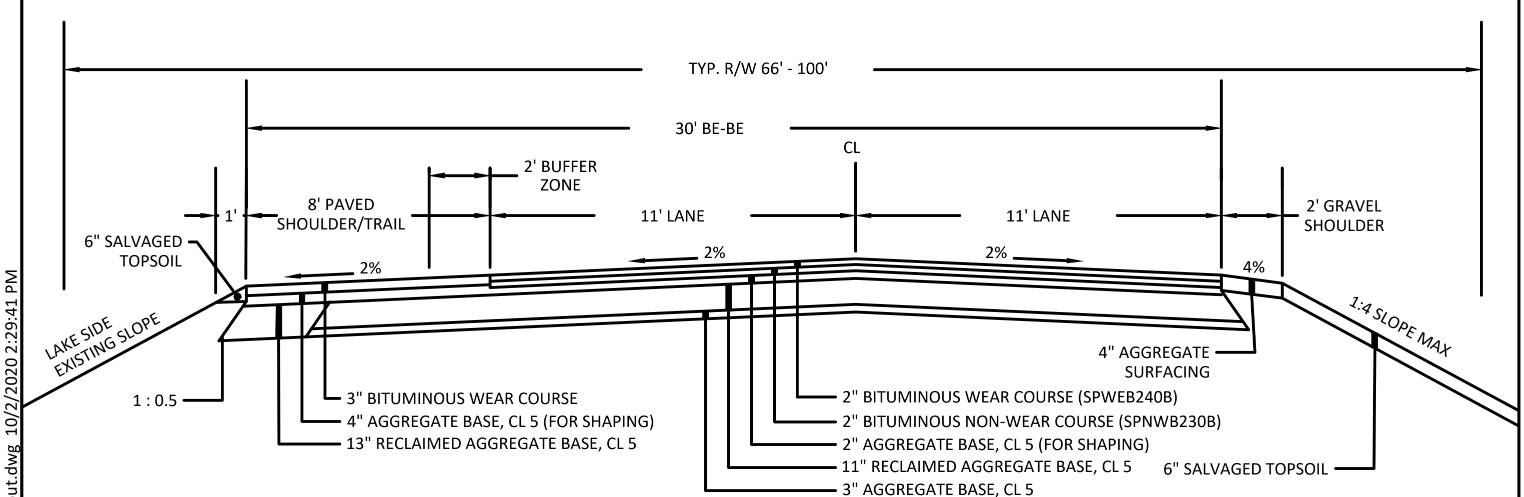
EXISTING TYPICAL

NOT TO SCALE



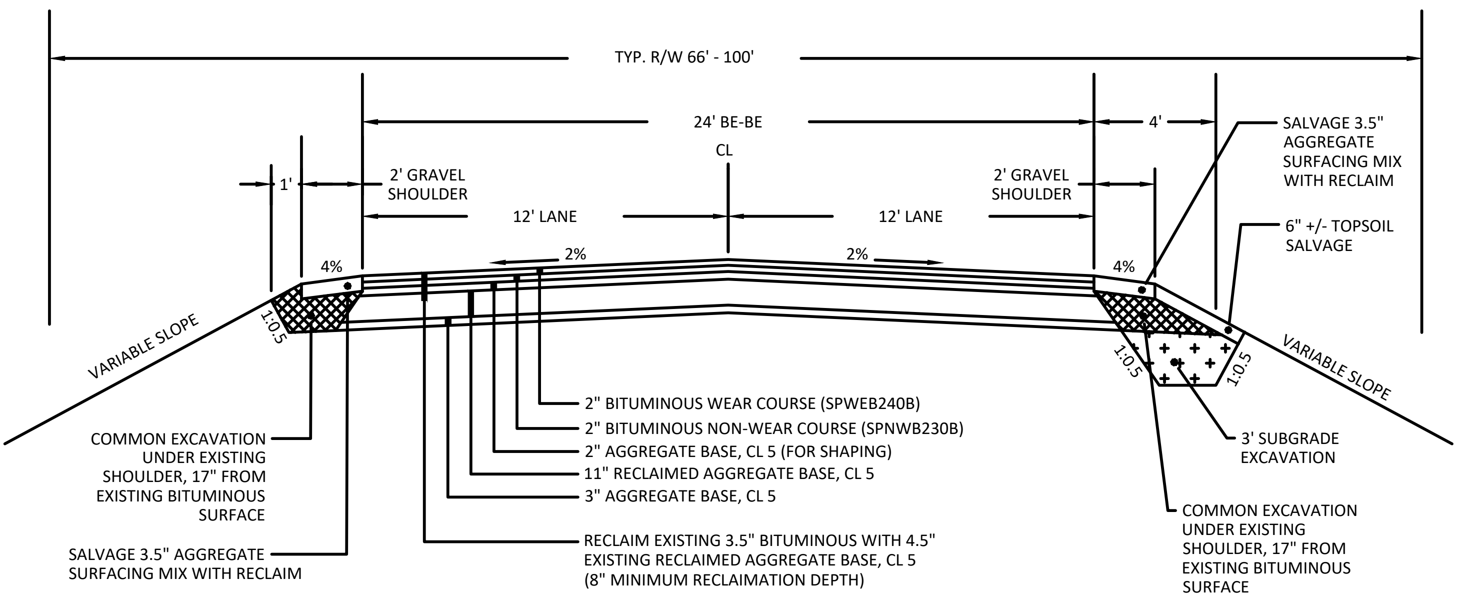
PROPOSED TYPICAL

NOT TO SCALE



EXISTING CONSTRUCTION TYPICAL DETAIL

NOT TO SCALE



PROPOSED CONSTRUCTION TYPICAL DETAIL

NOT TO SCALE

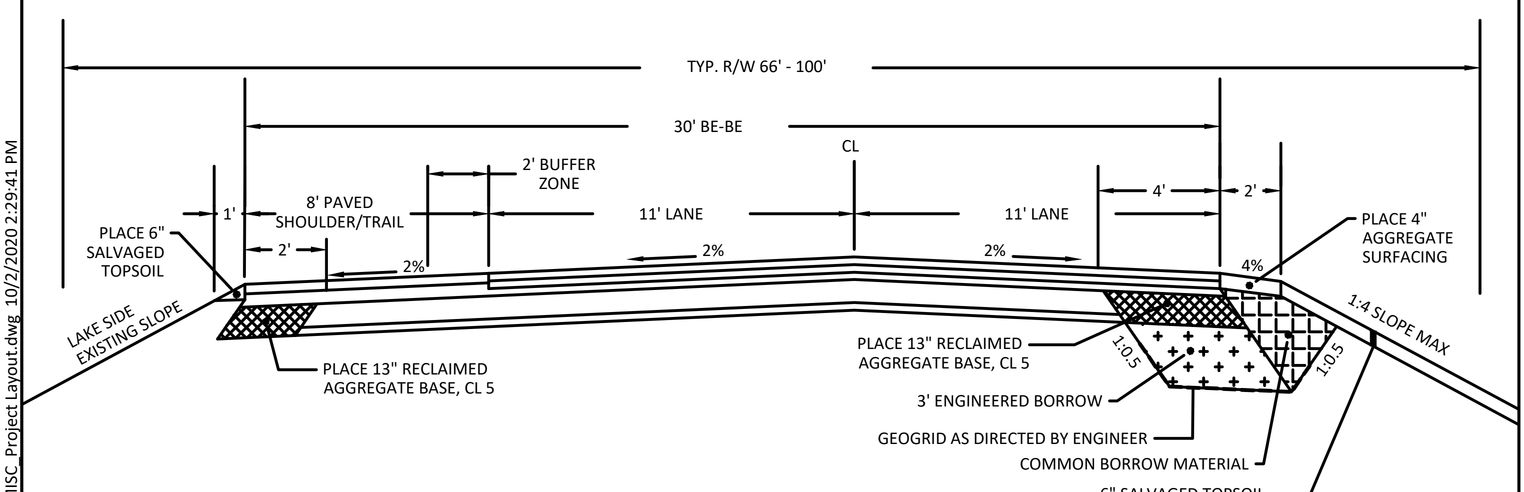
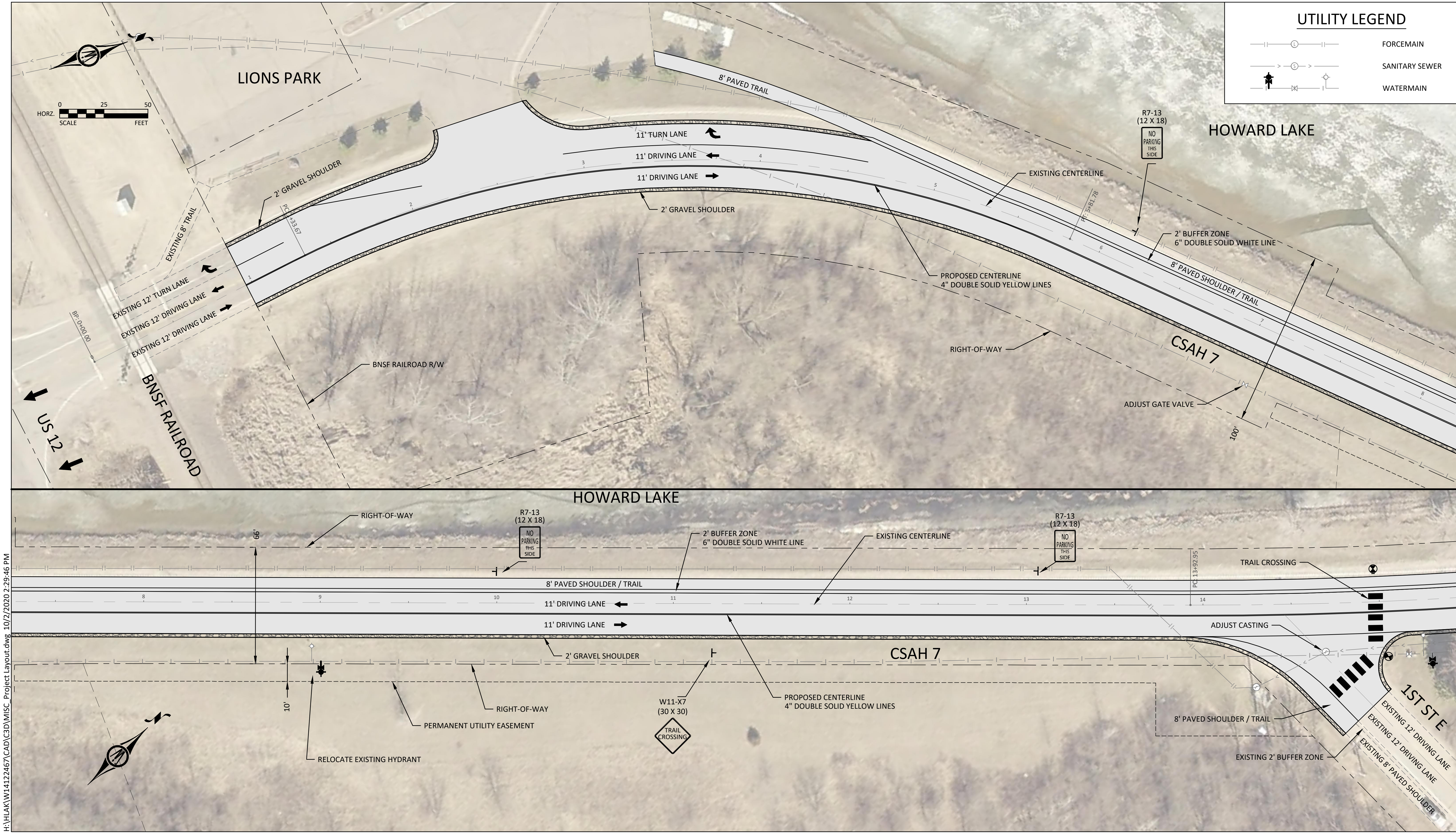


FIGURE A3: PROPOSED CSAH 7 LAYOUT (1 OF 2)

SEPTEMBER 2020

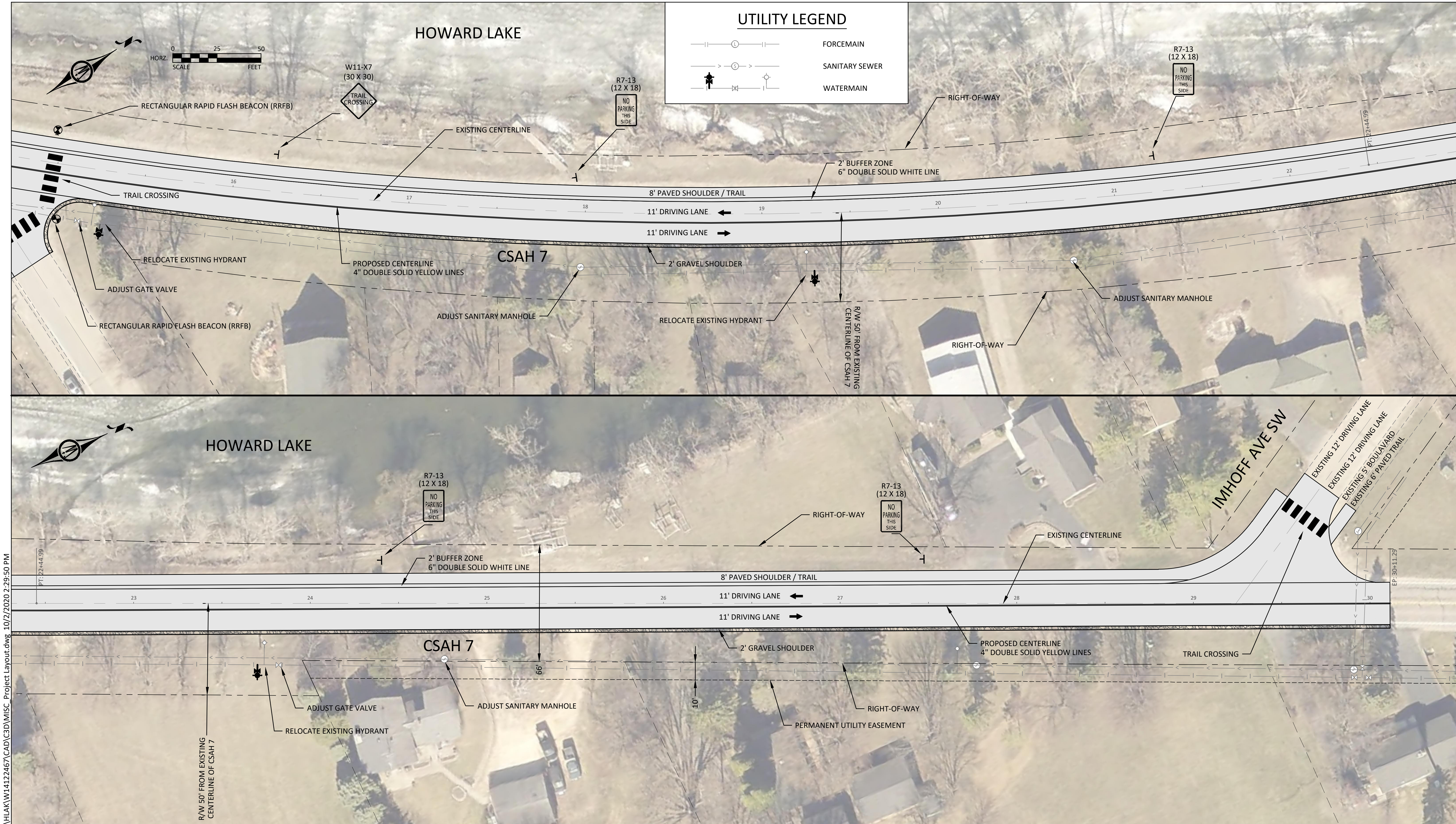
BOLTON & MENK



H:\HLAK\W14122467\CAD\C3D\MISC_Project Layout.dwg 10/2/2020 2:29:46 PM

FIGURE A3: PROPOSED CSAH 7 LAYOUT (2 OF 2)

SEPTEMBER 2020



Appendix C: Wright County Crosswalk Forms

Wright County
Highway Department
3600 Braddock Ave NE
Buffalo, MN 55313

Ph: (763)682-7383
Fax: (763)682-7313

VIRGIL HAWKINS, P.E.
Highway Engineer

CHAD HAUSMANN, P.E.
Assistant Highway Engr.

STEVE MEYER
Maintenance
Superintendent

JEREMY CARLSON, P.L.S.
Right-of-Way Agent

SARA BUERMANN, P.E.
Traffic Engineer

Application for Marked Crosswalk Authorization

School District, City, Township or Business: Howard Lake

Route: CSAH 7

Location: North side of intersection of CSAH 7 & 1st St E

Please include map(s)/sketch

(1) (We) hereby agree to pay all costs associated with the installation and maintenance of the above referenced crosswalk.
(2) (We) herby agree to properly train and staff all school crosswalks (when appropriate) during peak crossing periods as provided by Wright County's crosswalk policy (for school zone signing)
(3) (We) understand that failure to properly install, maintain or staff crosswalks as specified by Wright County's crosswalk policy will be just cause for Wright County to revoke the crosswalk's authorization.
(4) (We) shall indemnify the County and hold the County harmless from any and all claims related to the engineering, installation, maintenance or staffing of crosswalks currently existing or installed pursuant to this policy.

Return this form to: **Sara Buermann, PE**
Traffic Engineer
763-682-7391
sara.buermann@co.wright.mn.us

County Use Only

Authorized: ______________________ **Date:** ____________

Crosswalk Permit Authorization No: ____________

Wright County Highway Department
3600 Braddock Ave NE
Buffalo, MN 55313

Ph: (763)682-7383
Fax: (763)682-7313

VIRGIL HAWKINS, P.E.
Highway Engineer

CHAD HAUSMANN, P.E.
Assistant Highway Engr.

STEVE MEYER
Maintenance Superintendent

JEREMY CARLSON, P.L.S.
Right-of-Way Agent

SARA BUERMANN, P.E.
Traffic Engineer

Application for Installation of "Pedestrian Crossing" Signing on County Highway

City of: Howard Lake

Address: 625 8th Ave, Howard Lake, MN 55349

City Contact: Josh Halvorson Phone: 320-905-3520

Locations:

Signing Location: CSAH/CR 7

at/from US 12 to Imhoff Ave SW

Signing Location: CSAH/CR ________________

at/from ____

Signing Location: CSAH/CR ________________

at/from ____

Signing Location: CSAH/CR ________________

at/from ____

Please attach map(s) of sign locations.

Applicant must read, complete and sign the reverse side (Certifications of Compliance) prior to sign installation.

Return this form to: **Sara Buermann, PE**
Traffic Engineer
763-682-7391
sara.buermann@co.wright.mn.us

County Use Only

☐ **Sign Locations approved per attached maps**

☐ **Sign Locations Field Approved**

Authorized: ________________________________ **Date:** ______________

CERTIFICATION OF COMPLIANCE

PEDESTRIAN CROSSING SIGNS

☒ The City, at its cost and expense, shall fabricate/purchase and install the signs.

☒ The sign panel shall be fabricated with 36"x 36" sheet aluminum and use **Black on Fluorescent Yellow Green, DG3 reflective sheeting**, in accordance with current State/County standards. The sign structure shall meet FHWA breakaway standards.

☒ All signs shall be installed per the requirements of the most current Minnesota Manual on Uniform Traffic Control Devices.

☒ All sign locations shall be field approved by the County.

☒ All future maintenance of the signs (knockdowns, replacement, etc.,) shall be the responsibility of the City, at its cost and expense. Failure to properly maintain the signs per County standards shall be cause for removal.

I (we), the undersigned, herewith accept the terms and conditions for the installation of "PEDESTRIAN CROSSING" signs and agree to fully comply herewith to the satisfaction of the Wright County Highway Department.

I (we), shall indemnify and hold the County harmless from any and all claims related to the installation and maintenance of the Pedestrian Crossing Signs.

The Wright County Highway Department **shall remove** the sign(s) for failure to comply with these terms.

Applicants Signature____ **Date:** _______________

City: ____

Appendix D: Pavement Design

State Aid 10 Ton ESAL Traffic Forecast Calculator

This ESAL calculator is for use with default Heavy Commerical Traffic values; click "User Defined Traffic Values" sheet below if you wish to enter your own Heavy Commercial Traffic values.

Instructions: All yellow boxes require an input value.
Dropdown choices are provided for Base Year (C18), Number of Lanes (C19), and Urban or Rural (C21).
You must click on cells C18, C19, and C21 to access the dropdown choices.

General Information

Date	9-8-2020	
Forecast Performed by	Dylan Idso	
Name of County or City	Wright County / Howard Lake	
Project Number	W14.112467	
Project Description	CSAH 7 Trail Project	
Route Number	CSAH 7	
Base Year (i.e. opening to traffic)	2022	
Number of Lanes (total both directions)	2 = typical 2 lane	
Current AADT	2,100	
Urban or Rural	Rural	
Historical AADT (enter a minimum of two years)	**Year**	**AADT**
Enter oldest traffic data here	2007	1,954
Enter second oldest traffic data here	2009	2,102
Enter third oldest traffic data here	2010	2,084
Enter fourth oldest traffic data here	2012	1,950
Base Year AADT	2022	2,000
20-Year AADT	2042	2,200
35-Year AADT	2057	2,350
Growth Rate	0.50%	

Vehicle Type	Vehicle Class %	ESAL Factors Flexible	ESAL Factors Rigid
2AX-6TIRE SU	2.45%	0.25	0.24
3AX+SU	0.26%	0.58	0.85
3AX TST	0.10%	0.39	0.37
4AX TST	0.15%	0.51	0.53
5AX+TST	5.61%	1.13	1.89
TR TR, BUSES	0.62%	0.57	0.74
TWIN TRAILERS	0.00%	2.40	2.33
Total	**9.19%**	**NA**	**NA**

20-Year Flexible Forecast (10 Ton) = 682,000
20-Year Rigid Forecast (10 Ton) = 1,081,000
35-Year Flexible Forecast (10 Ton) = 1,212,000
35-Year Rigid Forecast (10 Ton) = 1,918,000

Note: This ESAL Calculator provides reasonable estimation of ESAL's based on accurate AADT values. It is limited to an AADT value of 20,0000. For roadways exceeding an AADT of 20,000, it is recommended to use the MnDOT ESAL Forecasting Tool found on MnDOT's Pavement Design web page at:
http://www.dot.state.mn.us/materials/pvmtdesign/software.html

For State Aid questions and information concerning this tool, please contact State Aid Pavement Engineer Joel Ulring at joel.ulring@state.mn.us or 651-366-3831.

Revised: 6/19/2018

Flexible Pavement Design, R-Value Method

Ver. 1.2

For Bituminous Pavement With Aggregate Base

Inputs

20 Yr Design Lane BESALs =	682,000	**Project Number**	CSAH 7 Trail Project
Design R-value =	20.0	**Designer**	Dylan Idso
		Date	9/8/2020

GE Values from R-Value Chart

Minimum Bit (GE) =	8.30
Min. Agg. Base (GE) =	6.00
Total Required GE =	23.76

DEPARTMENT OF TRANSPORTATION

Calculated Pavement Thickness to Meet GE Requirement

		Thickness (in)	GE	Layer GE
(2360) Wearing Course		3.69	2.25	8.30
(2360) Non-wearing Course		0.00	2.25	0.00
Bituminous Total		3.69	2.25	8.30
		Thickness (in)	GE	Layer GE
Aggregate Base	Class 5, 5Q or 6	6.00	1.00	6.00
Sub Base	Class 3 or 4	12.00	0.75	9.00
Select Granular		0.91	0.50	0.45
	Total	22.60	Total	23.76
	Required*	12.69	Required	23.76

Proposed Pavement Thickness

New Bituminous		Thickness (in)	GE	Layer GE
Wearing Course	Plant Mix HMA [2350(HV & MV)]	2.0	2.25	4.50
Non-wearing Course	Plant Mix HMA [2350(HV & MV)]	2.0	2.25	4.50
New Bituminous Total		4.0		9.00
Left In-place Bituminous *1		Thickness (in)	GE	Layer GE
In-Place Bituminous			0.00	0.00
Condition *2	New			
	Class	Thickness (in)	GE	Layer GE
Aggregate Layer 1	Aggregate Base (Cl. 5,5Q & 6)	16.0	1.00	16.00
Aggregate Layer 2			0.00	0.00
Aggregate Layer 3			0.00	0.00
Select Granular			0.50	0.00
Aggregate Total		16.0		16.00
	Total	20.00	Total	25.00
			Required	23.76

Messages

Total GE: GOOD
Bituminous Thickness: GOOD
Total Aggregate Base Thickness: GOOD

Last Edited 6/5/19

Appendix E: State Aid Requirements

Subp. 24. **Local highway or street department.** "Local highway or street department" means the highway or appropriate department of each county and each urban municipality.

Subp. 25. **Local road research board.** "Local road research board" means a board appointed in accordance with part 8820.3200 to recommend specific research projects to the commissioner.

Subp. 26. **Natural preservation route.** "Natural preservation route" means an existing or proposed roadway that has been designated as a natural preservation route in accordance with Minnesota Statutes, section 162.021, by the commissioner upon petition by a county board and that possesses sensitive or unique scenic, environmental, pastoral, or historical characteristics.

Subp. 27. **Needs report.** "Needs report" means a report of the estimated construction cost required to improve a state-aid system to standards adequate for future traffic on a uniform basis.

Subp. 28. **Paved shoulder.** "Paved shoulder" means a part of a highway which is contiguous to the regularly traveled portion of the highway and is on the same level as the highway.

Subp. 29. **Project development costs.** "Project development costs" are any costs (1) incurred before a contract is awarded and (2) attributable to the development of a project on a designated state-aid route. These costs include, but are not limited to, costs for preparation of environmental documentation, special studies or reports, historical or archaeological reviews, project design, costs of obtaining permits, and public involvement, but does not include costs for acquiring right-of-way.

Subp. 30. **Reconditioning.** "Reconditioning" includes resurfacing, replacement, or rehabilitation of the pavement structure to extend the life of the roadway and effectively address critical safety and operations needs through minor improvements to the existing facility. Reconditioning projects generally utilize the existing horizontal and vertical alignment, may entail minor widening or geometric improvement, and normally require little or no additional right-of-way. Reconditioning may include changes in vertical or horizontal alignment involving no more than 20 percent of the length of the project. Reconditioning may include curb replacement along no more than 20 percent of the length of the project, not including curb replacement for purposes of meeting the Americans with Disabilities Act requirements. Work does not normally extend beyond the existing ditch bottom.

Subp. 31. **Reconstruction.** "Reconstruction" means (1) the replacement of an existing roadway on a similar alignment or (2) the replacement of an existing bridge with a completely new bridge.

Subp. 31a. **Rural.** "Rural" means a roadway that includes ditches and is located in an area that is not presently, nor will it be in the foreseeable future, sufficiently developed to warrant use of an urban design.

Subp. 32. **Screening board.** "Screening board" means the county screening board or municipal screening board appointed in accordance with law and authorized to recommend to the commissioner the size and money needs for each of their state-aid systems.

Subp. 33. **Shared lane.** "Shared lane" means any roadway or travel lane upon which a separate bicycle lane is not designated and which bicycles may legally use, whether or not such facility is specifically designated as a bikeway or bicycle route.

Subp. 34. **Shared use path.** "Shared use path" means a bikeway that is physically separated from a roadway or shoulder by the use of an open space buffer or physical barrier. A shared use path can also be used by a variety of nonmotorized users such as pedestrians, joggers, skaters, and wheelchair users.

Subp. 35. [Repealed, 42 SR 485]

8820.9925 [Repealed, 20 SR 1041]

8820.9926 MINIMUM DESIGN STANDARDS: RURAL AND SUBURBAN UNDIVIDED; RECONDITIONING PROJECTS.

Subpart 1. **Minimum reconditioning standards.** Reconditioning projects for rural or suburban undivided roadways must meet or exceed the minimum dimensions indicated in the following design chart. See part 8820.0200, subpart 30, for the description of activities allowed.

Existing ADT	Statutory or Regulatory Posted Speed	Lane Width (Paved)	Combined Lane (Paved) and Shoulder Width
1-749	45 mph or less	10 feet	11 feet
1-749	50 mph or over	10 feet	12 feet
750 and over	45 mph or less	10 feet	12 feet
750 and over	50 mph and over	11 feet	14 feet

When the road authority has determined that the roadway will be specifically designed to include on-road bicycle facilities, and only if the roadway surface is paved, the appropriate design criteria in the current MnDOT Bikeway Facility Design Manual are recommended for design purposes.

Engineering judgment should be used to choose a lane-width, on-road bicycle facility, or shoulder width dimension other than the widths indicated in the chart. Factors to consider include safety, speed, population/land use, benefit/cost analysis, traffic mix, peak hourly traffic, farm equipment, environmental impacts, terrain limitations, bicycle traffic, pedestrian traffic, on-street parking, intersection and driveway spacing, rights-of-way constraints, vehicle turn lane configuration, sight distance, sight lines, bus routes, other nonmotorized uses, functional classification, or other factors. Dimensions less than those indicated in the chart require a variance in accordance with parts 8820.3300 and 8820.3400.

Widths of bridges to remain in place must equal roadway pavement width. Bridges narrower than these widths may remain in place provided that the bridge does not qualify for federal-aid bridge funds. Bridges to remain must have a load rating factor of at least 0.75 using the AASHTO Manual for Bridge Evaluation, LRFR (load and resistance factor rating) for inventory level.

Any highway that was previously built to state-aid or state standards, that was granted a variance to standards in effect at the time of construction or reconstruction, or that is a trunk highway turnback, may be reconditioned.

The proposed structural design strength must accommodate a minimum of seven tons per axle.

Subp. 2. [Repealed, 23 SR 1455]

Statutory Authority: *MS s 14.386; 162.02; 162.09; 162.155*

History: *20 SR 1041; 23 SR 1455; 24 SR 1885; 29 SR 449; 37 SR 697; 42 SR 485*

8820.9930 [Repealed, 20 SR 1041]

8820.9931 [Repealed, 23 SR 1455]

8820.9935 [Repealed, 20 SR 1041]

Number of Through Lanes	Present ADT	Total Width with No Parking (feet)	Total Width with Parking on One Side (feet)	Total Width with Parking on Both Sides (feet)	Proposed Structural Design Strength (tons)
2-Lane	< 5,000	21	29	37	7
	5,000-10,000	23	31	39	9
	10,000-15,000	23	31	39	9
	≥ 15,000	24	32	40	9
3-Lane	All	34	42	50	9

For ADT less than 150, the widths of bridges to remain must be at least the sum of the lanes. For ADT greater than or equal to 150, the widths of bridges to remain must be at least the sum of the lanes plus half the sum of the shoulders, parking lane, and curb reaction distance. Bridges to remain must have a load rating factor of at least 0.75 using the AASHTO Manual for Bridge Evaluation, LRFR (load and resistance factor rating) for inventory level.

Subp. 3. **Exception.** Any street that was previously built to state-aid or state standards, or that was granted a variance to standards in effect at the time of construction or reconstruction, or that is a trunk highway turnback, but does not meet current standards, may be reconditioned regardless of subparts 1 and 2.

Statutory Authority: *MS s 14.386; 14.389; 162.02; 162.09; 162.155*

History: *20 SR 1041; 23 SR 1455; 24 SR 1885; 29 SR 449; 36 SR 925; 37 SR 697; 42 SR 485*

8820.9950 [Repealed, 20 SR 1041]

8820.9951 MINIMUM DESIGN STANDARDS, ON-ROAD BICYCLE FACILITIES FOR URBAN; RECONDITIONING PROJECTS.

The bicycle facility design standard in this part applies when the road authority has determined that the roadway will be specifically designed to include an on-road bicycle facility.

Reconditioning projects for urban roadways must meet or exceed the minimum dimensions indicated in the following design chart.

Number of Through Lanes and Present Traffic Volume	Design Speed	Lane Width (a)	Parking Lane Width (d)	Proposed Structural Design Strength	Bikeway Design	
	(mph)	(feet)	(feet)	(tons)	(ADT)	(feet)
Two-Lane with ADT <10,000	25-30	10-11 (b)-(c)	7-8	9 (e)	<1,000	SL
					1,000-5,000	WOL 14-16 or BL 5-6
					5,000-10,000	BL 5-6
	35-45	10-11 (b)-(c)	7-8	9 (e)	<500	SL or BL 5-6
					500-10,000	BL 5-6 or PS 8
	50 or over	11-12	8-10	9 (e)	<10,000	BL 5-6 or PS 8 or SUP
Two-Lane With ADT >10,000 (a)	25-30	10-11 (b)-(c)	7-10	9	>10,000	BL 5-6
	35-45	10-11 (b)-(c)	7-10	9	>10,000	BL 5-6 or PS 8 or SUP
	50 or over	11-12	Not allowed	9	>10,000	BL 6 or PS 8-10 or SUP
Four-Lane with ADT <10,000	25-30	10-11 (b)-(c)	7-8	9 (e)	<10,000	WOL 14-16 or BL 5-6
	35-45	10-11 (b)-(c)	7-8	9 (e)	<10,000	BL 5-6
	50 or over	11-12	8-10	9 (e)	<10,000	BL 5-6 or PS 8 or SUP
Four-Lane with ADT >10,000	30-45	10-11 (c)	7-10	9	>10,000	BL 6 or PS 8-10 or SUP
	50 or over	11-12	Not allowed	9	>10,000	BL 6 or PS 8-10 or SUP
Six-Lane		11-12	Not allowed	9	Not allowed	SUP

(SL = shared lane; BL = bicycle lane; WOL = wide outside lane; PS = paved shoulder; SUP = shared use path)

Engineering judgment should be used to choose a lane-width, on-road bicycle facility, or shoulder width dimension other than the widths indicated in the chart. Factors to consider include safety, speed, population/land use, benefit/cost analysis, traffic mix, peak hourly traffic, farm equipment, environmental impacts, terrain limitations, bicycle traffic, pedestrian traffic, on-street parking, intersection and driveway spacing, rights-of-way constraints, vehicle turn lane configuration, sight distance, sight lines, bus routes, other nonmotorized uses, functional classification, or other factors. Dimensions less than those indicated in the chart require a variance in accordance with parts 8820.3300 and 8820.3400.

(a) Eleven feet minimum is required on four-lane, undivided facilities. Twelve feet should be considered in industrial areas.

(b) Ten feet may be considered where truck and bus volumes are relatively low, rights-of-way are constrained, and design speeds are 35 mph or less.

(c) A combination of all minimum widths for the driving lane, on-road bicycle lane, and parking lane is only permissible with a variance.

(d) In determining the parking lane width, the roadway ADT and the vehicle mix shall be taken into consideration. In commercial or industrial areas, the minimum parking lane width is eight feet.

(e) When ADT is less than 5,000, seven-ton axle load structural design strength is permissible.

A minimum curb reaction of one foot shall be provided unless on-street parking, a bicycle facility, or a wide outside lane are provided adjacent to the curb. The dimensions for wide outside lanes include the curb reaction distance. When a raised median is included in the design of the two-way roadway, a one-foot minimum curb reaction distance to the median is required on either side of the median. Minimum median width is four feet.

For ADT less than 150, the widths of bridges to remain must be at least the sum of the lanes. For ADT greater than or equal to 150, the widths of bridges to remain must be at least the sum of the lanes plus one-half the sum of the shoulders, parking lane, and curb reaction distance. Bridges to remain must have a load rating factor of at least 0.75 using the AASHTO Manual for Bridge Evaluation, LRFR (load and resistance factor rating) for inventory level.

Statutory Authority: *MS s 14.386; 162.02; 162.155*

History: *37 SR 697; 42 SR 485*

8820.9955 [Repealed, 20 SR 1041]

8820.9956 MINIMUM VERTICAL CLEARANCES FOR UNDERPASSES.

Underpass projects must meet or exceed the minimum dimensions indicated in the following design chart.

	Rural-Suburban Design, Vertical Clearance (feet-inches)	Urban Design, Vertical Clearance (feet-inches)
Highway under Roadway Bridge	16-4	14-6
Highway under Railroad Bridge	16-4	14-6
Highway under Pedestrian Bridge	17-4	15-6 (a)
Highway under Sign Structure	17-4	15-6 (a)
Railroad under Roadway Bridge (b)	22-0	22-0

(a) For replacement of skyway structures, the minimum clearance over traveled way is the existing structure clear height.

(b) Variances to the required minimum may be granted by the commissioner of transportation. That approval eliminates the need for a state-aid variance.

Statutory Authority: *MS s 162.02; 162.09*

History: *20 SR 1041; 23 SR 1455; L 1998 c 403 s 29; 24 SR 1885; 29 SR 449*

8820.9960 MR 1995 [Obsolete, MS s 14.47, subd. 6, paragraph (b)]

AGREEMENT NO. 20-59

WRIGHT COUNTY
DEPARTMENT OF HIGHWAYS

FUNDING PARTICIPATION AND CONSTRUCTION AGREEMENT

BETWEEN

THE COUNTY OF WRIGHT
and
THE CITY OF HOWARD LAKE

For

CONSTRUCTION OF IMPROVEMENTS FOR:
ROADWAY WIDENING FOR PEDESTRIAN TRAIL ON SHOULDER, PAVEMENT PRESERVATION, AND PAVEMENT MARKINGS
ON
County State Aid Highway (CSAH) 7 – From U.S. Highway 12 to Imhoff Avenue SW

December 3, 2020

COOPERATIVE AGREEMENT

THIS AGREEMENT made and entered into by and between the County of Wright, Minnesota, acting by and through its County Board of Commissioners hereinafter referred to as the "County" and the City of Howard Lake, Minnesota, acting by and through its City Council, hereinafter referred to as the "City".

WITNESSETH:

WHEREAS, The County is planning a pavement preservation project in 2022 along CSAH 7 (from U.S. Highway 12 in Howard Lake to Maple Lake); and

The City has completed a Feasibility Report, dated October 2, 2020 that has evaluated the construction of an on-road trail along CSAH 7 to connect the existing City trail segments of the Lions Park, Terning Trails, and Imhoff Avenue SW – for bicycle and pedestrian safety; and

The City council unanimously approved, at their October 20, 2020 council meeting, to accept the Feasibility Report and directed City staff to move forward with a cost share agreement with the County; and

The County has included the CSAH 7 Trail Project by the City in their updated Five-Year Plan & Map to be constructed in the year 2021; and

WHEREAS, it has been agreed that the proposed CSAH 7 Trail Project identified in the City's Feasibility Report will be included in one (1) contract to be administered by the City and any items not specifically addressed in this agreement, the City has agreed to participate in the cost in accordance with the County's Cost Participation Policy, and

NOW THEREFORE, IT IS MUTUALLY AGREED AND UNDERSTOOD THAT:

Article 1

The City's Engineer shall prepare construction plans meeting the appropriate County and State Aid standards, and the plans & specifications are subject to review and approval by the County Engineer's office. The City will be responsible for community/public engagement for the project and will notify the County of these efforts to allow the opportunity for County staff to participate.

Article 2

The CSAH 7 Trail Project limits will be generally in accordance with the scope identified in the Feasibility Report (copy attached to this Agreement), subject to adjustments as needed when detailed construction plans are prepared.

Article 3

The cost share for both the City and County will be generally as identified in the City's Feasibility Report, prepared by Bolton & Menk, Inc. and dated October 2, 2020. However, the County's Cost Participation Policy shall take precedence in any cases of items not properly identified and/or not addressed in the report.

Article 4

The City will provide engineering services for design and construction administration and inspection. The County will not participate in any engineering costs incurred by the City that are necessary for the City to assess their portion of the project costs (Feasibility Studies, community/public engagement, legal expenses, etc.). The County will reimburse the City for engineering services for the County's portion of the project based upon the following table. The final reimbursement will be computed using the appropriate % below times the County's portion only of the contract construction cost.

From	$ 0	thru $50,000	up to 18%	of County's Portion
Over	50,000	thru 100,000	up to 16%	of County's Portion
Over	100,000	thru 250,000	up to 13%	of County's Portion
Over	250,000	thru 500,000	up to 11%	of County's Portion
Over	500,000	thru Indefinite	up to 10%	of County's Portion

The City Engineer shall prepare a preliminary estimate of construction cost for the project. The preliminary cost estimate shall identify both the City's share and County's share of cost for the project based upon this funding agreement. This preliminary construction cost estimate is shown in Appendix B of this Agreement.

It is intended that the work for this project is to be done by a contractor on a unit price basis through a contract duly let by the City. When the City awards a contract, the City will prepare a new estimate of the County's share of the construction cost based on the unit prices bid by the City's contractor. A copy of such revised cost estimate will be forwarded to the County Engineer or his designee.

Article 5

It is agreed that the new on-road trail (highway shoulder) will be maintained by the County in a manner consistent with normal maintenance of a paved shoulder. If it is desired that additional maintenance is needed more than what the County would normally provide for a paved shoulder, then the City shall provide this maintenance with City staff at their own cost. The County agrees to maintain the signs and pavement markings installed for the on-road trail as part of the project.

Article 6

Upon award of the City contract the City will invoice the County for 95% of the amount of the County cost share. The County will forward this amount to the City within 60 calendar days from the date of the invoice. The remaining amount of the County's cost share of the work will be invoiced to the County upon completion of the work.

Upon signing the construction contract between the contractor and the City, a copy of the bid schedule breakdown of the County's portion of the project, & copy of the signed contract and performance bond, shall be forwarded to the County. Upon 100% completion of the work, the City shall forward to the County a copy of a cost breakdown identifying the County's cost participation, based on this agreement.

Whenever it appears the cost of the County participation construction covered under this Agreement is about to exceed the County's portion of the contract, the City shall notify the County Engineer for authorization prior to performance of the additional County cost participation construction. Notification shall include an estimate in the amount of additional funds necessary to complete the County cost participation construction including engineering costs and reason(s) why the current amount encumbered will be exceeded. The County shall, upon its approval of the additional County cost participation construction, agree that this action will have the effect of amending this Agreement to include the County's share of the costs of the additional construction.

Should the City cause the performance of additional contract construction which would otherwise qualify for County cost participation covered under this Agreement, but for which the County has not previously authorized, that additional contract construction is done at the City's expense.

The City shall provide to the County Engineer an as built plan of the roadway improvements. The as built plans shall be submitted to the County within three months of the completion of the project.

The City shall keep records and accounts that enable it to provide the County with the following prior to final payment to the City by the County:

1) Copies of the City contractor's invoice(s) covering all contract construction.

2) Copies of the endorsed and canceled City warrant(s) or check(s) paying for final contract construction, or computer documentation of the warrant(s) issued certified by an appropriate City official that final construction contract payment has been made.

3) Copies of all construction contract change orders and/or supplemental agreements.

4) A certification form signed by the City's Engineer in charge of the contract construction attesting to the following:

   a) Satisfactory performance and completion of all contract construction in accordance with County approved City plans, specifications and/or special provisions.

   b) Acceptance and approval of all materials furnished for the County cost participation construction covered under this Agreement relative to compliance of those materials to MnDOT's current edition of the "Standard Specifications for Construction".

   c) Full payment by the City to its contractor for all contract construction.

Article 7

The City shall be responsible for all construction inspection and testing of materials (Including required testing at intervals outlined in the latest MnDOT State Aid for Local Transportation Materials Control Schedule, which must be included in the project proposal), quantities, and contractor performance (Including submittal of Change in Construction Status forms, and all other required forms, to be submitted to the County for review and approval) for the road improvement project. Weekly Construction Diary forms should be submitted to the County.

Article 8

The City will complete an application for a Marked Crosswalk authorization from the County for the proposed crosswalk across CSAH 7 at 1st Street East.

Article 9

The City shall be responsible for any temporary right-of-way needed to accommodate the construction of the CSAH 7 Trail Project. It is not anticipated that any permanent right-of-way will be needed for the project.

Article 10

The City shall indemnify, save and hold harmless the County and all its agents and employees of any form against all claims, demands, actions or causes of action of whatever nature or character arising out of or because of the execution or performance of the work provided for herein to be performed by the City. The County shall indemnify, save and hold harmless the City and all its agents and employees of any form against all claims, demands, actions or causes of action of whatever nature or character arising out of or because of the execution of performance of the work provided for herein to be performed by the County.

Article 11

It is further agreed that any and all full-time employees of the County and all other employees of the County engaged in the performance by any work or services required or provided for herein to be performed by the County shall be considered employees of the County only and not of the City and that any and all claims that may or might arise under Workmen's Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act or omission on the part of said County employees while so engaged on any of the work or services provided to be rendered herein shall be the sole obligation and responsibility of the County.

It is further agreed that any and all full-time employees of the City and all other employees of the City engaged in the performance by any work or services required or provided for herein to be performed by the City shall be considered employees of the City only and not of the County and that any and all claims that may or might arise under Workmen's Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act or omission on the part of said City employees which so engaged on any of the work or services provided to be rendered herein shall be the sole obligation and responsibility of the City.

Article 12

Before this agreement shall become binding and effective it shall be approved by the City Council of Howard Lake and it shall also be approved by the County Board and such other officers as law may provide. IN TESTIMONY WHEREOF the parties have duly executed this agreement by their duly authorized officers and caused their respective seals to be hereunto affixed.

COUNTY OF WRIGHT	CITY OF HOWARD LAKE
Recommended for Approval:	Recommended for Approval:
______________________	______________________
County Engineer	City Engineer, Howard Lake
APPROVED:	APPROVED:
______________________	______________________
Chair, County Board	Mayor, City of Howard Lake
______________________	______________________
County Administrator	City Administrator, City of Howard Lake
______________________	______________________
County Attorney	City Attorney, City of Howard Lake
__________	____________
Date	Date

19-Nov-20

WRIGHT COUNTY 5 YEAR HIGHWAY CONSTRUCTION PROGRAM - YEAR 2021

ROUTE	TERMINI	PROJECT LENGTH (MILES)	CONSTRUCTION TYPE	FEDERAL FUNDS	STATE AID REGULAR	STATE AID MUNICIPAL	LOCAL	Local Optioin Sales Tax	ESTIMATED PROJECT COST
14	US 12 to TH 55	5.0	Pavement Preservation		$ 1,600,000				$ 1,600,000
13	So. Co. Line to 30	4.5	Pavement Preservation		$ 900,000				$ 900,000
37	M.L.city limits to TH 25	7.9	Pavement Preservation		$ 2,500,000				$ 2,500,000
120	44 to 34	2.3	Pavement Preservation				$ 460,000		$ 460,000
44	33 to 20	1.9	Pavement Preservation				$ 370,000		$ 370,000
									$ -
17	So.City limits to 30 E	1.7	Pavement Preservation		$ 500,000				$ 500,000
35	WB One-Way Pair	0.7	Pavement Preservation		$ 700,000				$ 700,000
19	38 to 39	2.4	Pavement Preservation		$ 760,000				$ 760,000
7	US Hwy.12 to Imhoff	0.6	Reconstruct/H.L.City Trail			$ 320,000			$ 320,000
39	Odean to 42	1.4	Reconstruct (Stage 2)					$ 3,000,000	$ 3,000,000
118	37 to 18	1.8	Reconstruction					$ 4,000,000	$ 4,000,000
60	Montrose	0.4	Reconstruction				$ 1,000,000		$ 1,000,000
5,6,30,30	Judicial Ditch 10 Proj.		Culvert Improvements				$ 500,000		$ 500,000
30	Tiger Dr. - Delano		Mini-Roundabout				$ 300,000		$ 300,000
TOTAL CONST. COST:				**$ -**	**$ 6,960,000**	**$ 320,000**	**$ 2,630,000**	**$ 7,000,000**	**$ 16,910,000**

18-Nov-20

WRIGHT COUNTY 5 YEAR HIGHWAY CONSTRUCTION PROGRAM - YEAR 2022

ROUTE	TERMINI	PROJECT LENGTH (MILES)	CONSTRUCTION TYPE	FEDERAL FUNDS	STATE AID REGULAR	STATE AID MUNICIPAL	LOCAL	Local Optioin Sales Tax	ESTIMATED PROJECT COST
5	South Co. line to 35	12.0	Pavement Preservation		$ 2,400,000				$ 2,400,000
7	Imhoff Ave (H.L.) to Maple Lake	12.9	Pavement Preservation		$ 2,675,000				$ 2,675,000
124	CSAH 8 to 109	2.0	Pavement Preservation				$ 450,000		$ 450,000
100	US 12 to CSAH 3	6.0	Pavement Preservation				$ 1,650,000		$ 1,650,000
141	W. Co. Line to CR 100	0.5	Pavement Preservation				$ 120,000		$ 120,000
142	W. Co. Line to CR 100	0.7	Pavement Preservation				$ 160,000		$ 160,000
37	18 to 19	2.2	Reconstruction					$ 6,000,000	$ 6,000,000
19	Btwn 1-way pairs		Reconstruct/Expansion	$ 1,500,000				$ 1,500,000	$ 3,000,000
19	TBD - St.Mich (Corr.Study)	TBD	3-Lane/Pave.Preserv.					$ 1,000,000	$ 1,000,000
35/117	Intersection		Safety Project	$ 225,000	$ 25,000				$ 250,000
37/117	Intersection		Safety Project	$ 225,000	$ 25,000				$ 250,000
75/8	Intersection		Safety Project	$ 225,000	$ 25,000				$ 250,000
35/Dague	Intersection (Buffalo)		Safety		$ 1,000,000				$ 1,000,000
TOTAL CONST. COST:				**$ 2,175,000**	**$ 6,150,000**	**$ -**	**$ 2,380,000**	**$ 8,500,000**	**$ 19,205,000**

NOTE: SUBJECT TO CHANGE BASED ON ACTUAL REVENUES APPROVED IN 2022 BUDGET, FUNDING AVAILABLE AND BID PRICES

18-Nov-20

WRIGHT COUNTY 5 YEAR HIGHWAY CONSTRUCTION PROGRAM - YEAR 2023

ROUTE	TERMINI	PROJECT LENGTH (MILES)	CONSTRUCTION TYPE	FEDERAL FUNDS	STATE AID REGULAR	STATE AID MUNICIPAL	LOCAL	Local Optioin Sales Tax	ESTIMATED PROJECT COST
3	35 to 129 So. Junction	5.0	Pavement Preservation		$ 1,500,000				$ 1,500,000
22	So. Co. Line to CSAH 18	1.0	Pavement Preservation		$ 400,000				$ 400,000
125	4 to 5	2.0	Pavement Preservation				$ 400,000		$ 400,000
35	Calder to Jamison	7.6	Pavement Preservation		$ 1,620,000		$ 1,900,000		$ 3,520,000
35	Jamison to 1-way pr.	1.6	Reconstruct/Expansion					$ 4,800,000	$ 4,800,000
75	Otter Cr. To 39E	2.8	Pavement Preservation		$ 2,100,000				$ 2,100,000
19	TBD-Hanover (19 Corr.Study)	TBD	Right of Way Acquisition					$ 1,500,000	$ 1,500,000
19	19 & 39 Intersection - Otsego		Intersection Safety				$ 500,000	$ 1,000,000	$ 1,500,000
									$ -
									$ -
									$ -
TOTAL CONST. COST:				**$ -**	**$ 5,620,000**	**$ -**	**$ 2,800,000**	**$ 7,300,000**	**$ 15,720,000**

NOTE: SUBJECT TO CHANGE BASED ON ACTUAL REVENUES APPROVED IN 2023 BUDGET, FUNDING AVAILABLE AND BID PRICES

18-Nov-20

WRIGHT COUNTY 5 YEAR HIGHWAY CONSTRUCTION PROGRAM - YEAR 2024

ROUTE	TERMINI	PROJECT LENGTH (MILES)	CONSTRUCTION TYPE	FEDERAL FUNDS	STATE AID REGULAR	STATE AID MUNICIPAL	LOCAL	Local Optioin Sales Tax	ESTIMATED PROJECT COST
32	CSAH 14 to TH 55	3.3	Preservation		$ 910,000				$ 910,000
37	CSAH 5 to CSAH 6	2.1	Preservation		$ 580,000				$ 580,000
8	Waverly to S. Co. Line	5.9	Preservation		$ 1,800,000				$ 1,800,000
135	CR 101 to N. Co. Line	1.5	Preservation				$ 350,000		$ 350,000
106	CSAH 11 to TH 25	5.9	Preservation				$ 1,500,000		$ 1,500,000
148	83 to 0.65 mi. north	0.7	Preservation				$ 200,000		$ 200,000
41	25 So. To 25 No.	0.8	Preservation				$ 300,000		$ 300,000
137*	94 to Marx Ave. NE	1.0	Reconstruction					$ 2,500,000	$ 2,500,000
19*	Hanover (20 to 5th)	0.5	Reconstruction					$ 4,500,000	$ 4,500,000
83	TH 25 RAB - LPP		Intersection	$ 1,000,000	$ 1,800,000		$ 500,000		$ 3,300,000
5	Bridge		Bridge Replacement	$ 1,280,000	$ 620,000				$ 1,900,000
TOTAL CONST. COST:				**$ 2,280,000**	**$ 5,710,000**	**$ -**	**$ 2,850,000**	**$ 7,000,000**	**$ 17,840,000**

NOTE: SUBJECT TO CHANGE BASED ON ACTUAL REVENUES APPROVED IN 2024 BUDGET, FUNDING AVAILABLE AND BID PRICES

*** = SUBJECT TO EXTENSTION OF THE LOCAL-OPTION SALES TAX FOR TRANSPORTATION, CURRENTLY SET TO EXPIRE DECEMBER 31, 2022**

18-Nov-20

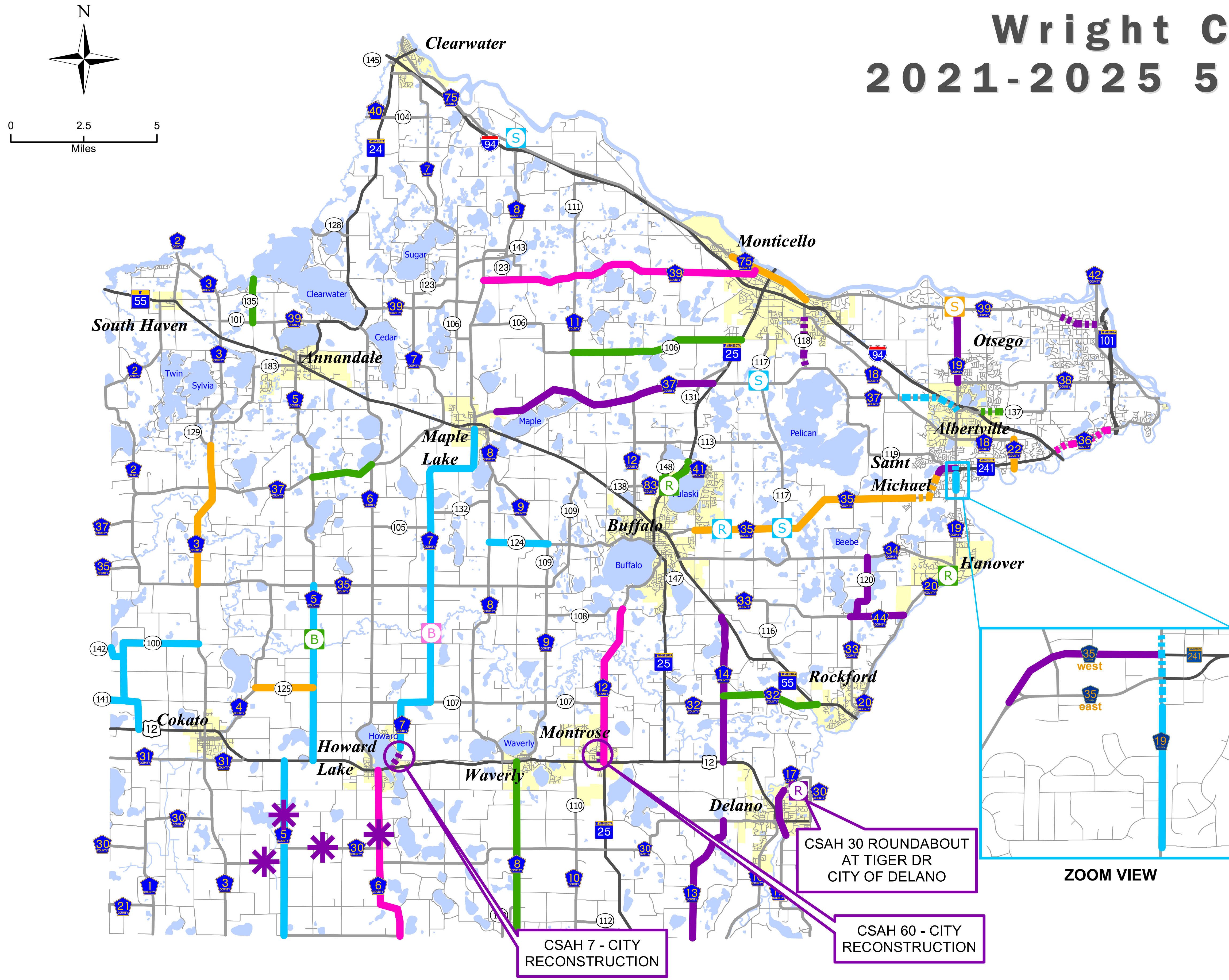
WRIGHT COUNTY 5 YEAR HIGHWAY CONSTRUCTION PROGRAM - YEAR 2025

ROUTE	TERMINI	PROJECT LENGTH (MILES)	CONSTRUCTION TYPE	FEDERAL FUNDS	STATE AID REGULAR	STATE AID MUNICIPAL	LOCAL	Local Optioin Sales Tax	ESTIMATED PROJECT COST
39	8 to 75	9.8	Pavement Preservation		$ 3,000,000				$ 3,000,000
									$ -
12	US12 to CR 108	5.4	Pavement Preservation		$ 2,200,000				$ 2,200,000
									$ -
6	So. Co. Line to US 12	6.2	Pavement Preservation		$ 480,000		$ 2,000,000		$ 2,480,000
7	Bridge		Bridge		$ 1,200,000		$ 500,000		$ 1,700,000
36*	94 to 101	2.2	Reconstruction					$ 9,000,000	$ 9,000,000
TOTAL CONST. COST:				**$ -**	**$ 6,880,000**	**$ -**	**$ 2,500,000**	**$ 9,000,000**	**$ 18,380,000**

NOTE: SUBJECT TO CHANGE BASED ON ACTUAL REVENUES APPROVED IN 2025 BUDGET, FUNDING AVAILABLE AND BID PRICES

*** = SUBJECT TO EXTENSTION OF THE LOCAL-OPTION SALES TAX FOR TRANSPORTATION, CURRENTLY SET TO EXPIRE DECEMBER 31, 2022**

Wright County
2021-2025 5-Year Plan



Legend

2021

- Pavement Preservation — 26 Miles
- Reconstruction
- Culvert
- Roundabout

2022

- Pavement Preservation — 34 Miles
- Reconstruction
- Safety/Spot Reconstruction Traffic Control
- Roundabout

2023

- Pavement Preservation — 18 Miles
- Reconstruction
- Safety/Spot Reconstruction Traffic Control
- ROUNDABOUT

2024

- Pavement Preservation — 20 Miles
- Reconstruction
- Safety/Spot Reconstruction Traffic Control
- ROUNDABOUT
- BRIDGE

2025

- Pavement Preservation — 21 Miles
- Reconstruction
- Safety/Spot Reconstruction Traffic Control

November 19, 2020

HOWARD LAKE CITY COUNCIL MEETING

DECEMBER 8, 2020

AGENDA ITEM: Consider Ordering Plans and Specifications for the CSAH 7 Pedestrian Improvement Project.

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator
Josh Halverson, City Engineer
Wright County Engineer's Office

BACKGROUND: The City has completed a feasibility study to expand the street section width of CSAH 7 to include an 8' trail to be constructed on the west (lake) side of the county road. To date, a feasibility study has been commissioned and approved by the city council. The feasibility study has further been approved by Wright County.

At the December 8, 2020 council meeting, the city council will be asked to pass a proposed joint cost share and cooperative for the agreement. Assuming passage, it is now prudent for the city council to order full plans and specifications for the project in anticipation of a Summer 2021 bid let.

FINANCIAL: The City would be responsible for approximately $363,000 of the total project. This would be subject to final bid prices received for the total project.

Staff is currently investigating various financing mechanisms for this project including bonding, use of reserves and grant sources.

- Unless significant reductions are made to proposed FY21 projects, the full use of reserves is not advisable.
- Bonding for the City's portion of the project would be about $30,000/year for 15 years.
- Staff is exploring a DNR Trail Grant. It is highly competitive. However, in quick review of the application and discussion with DNR staff, we may have at least some circumstances that make funding more favorable.

Engineering Costs specifically to create plans and specifications are estimated in the following chart provided by BMI.

TABLE 2: COST SUMMARY			
ITEM	WRIGHT COUNTY	CITY	TOTAL
Construction Cost	$238,774.00	$275,576.00	$514,350.00
Contingency (10%)	$23,877.40	$27,557.60	$51,435.00
Legal, Engineering, Administration Fees (20%)	$53,183.79	$59,973.21	$113,157.00
Total Project Cost	$315,835.19	$363,106.81	$678,942.00

LEGAL: A project of this size and anticipated dollar amount will require sealed bids. The LEAF fees included in the estimates below include design, project administration, and bid management.

STRATEGIC PLAN:
- Delivery Highway Quality Services & Reliable Infrastructure
- Provide Diverse Amenities that Enhance Quality of Life
- Ensure a Safe & Healthy Community
- Develop a Livable Community for All

COUNCIL ACTION REQUESTED: Authorize Bolton and Menk to prepare plans and specifications for the proposed project.

ATTACHMENTS:

1. Feasibility Study Bolton and Menk

BOLTON & MENK

Real People. Real Solutions.

City of Howard Lake

CSAH 7 Trail Project

Feasibility Report

BMI Project No. W14.122467

Submitted by:
Bolton & Menk, Inc.
2040 Highway 12 East
Willmar, MN 56201
P: 320-231-3956
F: 320-231-9710

CITY OF HOWARD LAKE, MINNESOTA • INCORPORATED 1878 •

Certification

Feasibility Report

For

CSAH 7 Trail Project

City of Howard Lake, Minnesota

W14.122467

9-11-2020

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.

By: ______________________________

Joshua J. Halvorson, P.E.
License No. 46291

Date: 10-02-2020

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Figures

Tables

Appendix

I. PROJECT INTRODUCTION

A. PURPOSE

The purpose of this Feasibility Report is to evaluate the addition of a trail along CSAH 7 to connect the existing trail segments of the Lions Park, Terning Trails, and Imhoff Avenue that are currently not continuous. This is for bicycle and pedestrian safety along the County Highway 7 roadway that has seen an increase in such recreational use.

The City would intend to complete this project in coordination with Wright County's 2022 Pavement Preservation project along CSAH 7 from US 12 to Maple Lake. This Feasibility Report includes the existing conditions evaluation, preliminary design review, and anticipated total project costs to construct a trail along CSAH 7 in 2022.

B. SCOPE

The proposed trail will be located adjacent to CSAH 7 on the east side of Howard Lake and extends from BNSF Railroad's north Right-Of-Way line near Lions Park to Imhoff Ave SW. The construction in conjunction with Wright County's 2022 Pavement Preservation project along CSAH 7 would isolate the trail along the Lake's shoreline with widening of the road. A map of the proposed project location is shown in ***Figure 1***.

Figure 1: CSAH 7 Trail Project Location Map

II. EXISTING CONDITIONS

A. TRAIL

There is currently no trail that exists along CSAH 7 from US 12 to Imhoff Ave SW. However, there are existing trails located at the limits of the proposed project near Lions Park, 1st St E (Terning Trails), and Imhoff Ave SW (Lake Ridge). There is an 8-foot wide paved trail along the west side of CSAH 7 that crosses the BNSF Railroad tracks and connects to the parking lot at Lions Park as shown in ***Figure 2*** below. This existing trail segment runs from Lions Park and along the north side of US 12 and connects to downtown Howard Lake.

Figure 2: Lions Park Trail

There is a 10-foot wide paved shoulder trail along the south side of 1st St E that ends at the intersection of CSAH 7 and 1st St. E and is shown in ***Figure 3***. This trail extends to the Terning Trail Development trail system. This trail transitions from a paved shoulder trail to a separated shared-use bituminous trail approximately 1000 feet east of CSAH 7.

Figure 3: 1st St. E Trail

There is an existing 6-foot wide separated shared-use bituminous trail along the north side Imhoff Ave SW and is shown in ***Figure 4***. This trail extends north to the intersection of Ash Ave.

Figure 4: Imhoff Ave SW Trail

B. STREETS

The bituminous pavement on CSAH 7 was reconditioned and repaved by Wright County in 2006. The existing typical section is shown in ***Appendix B*** on ***Figure A1***. The pavement section is 3.5-inches of bituminous pavement, 10-inches reclaimed bituminous aggregate base, and 3-inches of aggregate base. The existing width of CSAH 7 is approximately 24 feet wide of bituminous pavement for two 12-foot driving lanes. The shoulders along CSAH 7 between US 12 and 1st St E are 2-foot wide gravel shoulders on both sides, and from 1st St E to Imhoff Ave there are gravel shoulders that vary in width from 0 feet to 2 feet wide. On both sides of the road, the slopes are steep and are between a 1:4 to 1:2 slope. The existing Right-Of-Way along CSAH 7 varies in width between 66 feet wide to approximately 100 feet wide. There is also a 10-foot wide Permanent Utility Easement along the east side CSAH 7 where the Right-Of-Way is only 66 feet wide. The posted speed limit for CSAH 7 is 40 MPH. The existing pavement is in fair condition and has been maintained by crack sealing and minor patching as shown in.

Figure 5: CSAH 7 Existing Road Condition

C. WATERMAIN

The existing watermain along CSAH 7 is 8-inch PVC and was constructed in 1994 and is in good condition. The location of the existing watermain is shown in ***Appendix B*** on ***Figure A3***. The watermain is on the east side of CSAH 7 with the hydrants installed approximately 8 feet from the edge of the road. Water services that are 1-inch copper pipe were also installed for all properties along CSAH 7.

D. SANITARY SEWER

The existing sanitary sewer along CSAH 7 is 10-inch PVC and was constructed in 1994 and is in good condition. The location of the existing sanitary sewer is shown in ***Appendix B*** on ***Figure A3***. The sanitary sewer flows from Imhoff Ave along the east side of CSAH 7 to a lift station located at the intersection of CSAH 7 and 1st St E. The lift station pumps the collected sewage through a 4-inch PVC forcemain and then through a 6-inch PVC forcemain along the west side of CSAH 7 to a manhole in the parking lot at Lions Park. This forcemain is also in good condition. Sanitary services that are 4-inch PVC pipe were also installed for all properties along CSAH 7.

E. STORM SEWER

There is currently a drainage ditch as well as culverts that cross driveways of private properties. These pipes are of various sizes and material. Drainage along the west side of CSAH 7 flows toward Howard Lake, and drainage along the east side of CSAH 7 flows either south along an existing drainage ditch, or through an existing drainage easement in yards until it reaches a wetland south of 1st St E. This wetland drains to the east and ultimately to Dutch Lake. Additionally, record drawings from 1940 indicate the presence of 18-inch and 24-inch culverts crossing CSAH 7 in the areas of Stations 21+00 and 28+50 in ***Appendix B*** on ***Figure A3***. It is unknown if these culverts are present and in-use.

F. PRIVATE UTILITIES

Along both sides of CSAH 7 there are existing underground gas mains, electric, fiber optic, and telecommunication cables, manholes, and access pedestals/cabinets as well as overhead electric lines near Imhoff Ave SW. ***Figure 6*** shows the proximity of some of these private utility structures to the edge of the existing road.

Figure 1: Existing Private Utilities at 1st St. E Intersections

III. PROPOSED CONDITIONS

A. TRAIL IMPROVEMENTS

The proposed typical section for CSAH 7 and the trail is shown in ***Appendix B*** on ***Figure A1***. The MnDOT Road Design Manual requires all paved shoulders to have a minimum bituminous thickness of 3-inches. The proposed trail along CSAH 7 will be on the west side of CSAH 7 and will extend from the northern extents of the parking lot at Lions Park to the intersection of Imhoff Ave SW and CSAH 7 as shown in ***Appendix B*** on ***Figure A3***. According to the MnDOT Bicycle Facility Design Manual, based on current and future traffic volume data, posted speed limit, available Right-Of-Way and Easements, and topography, the proposed trail will be an 8-foot wide paved shoulder. Separated trail options are not a viable option specifically due to the existing Right-Of-Way widths, environmental conditions, and topography. Within the 8-foot paved shoulder, there will be a 2-foot wide buffer zone between the outer edge of the driving lane and the edge of the intended 6-foot wide travel path of bicycles and pedestrians along the trail. There will be trail crossings at both 1st St E and Imhoff Ave SW where the proposed trail will connect with existing trails. According to the Wright County Marked Crosswalk Policy, the proposed CSAH 7 crossing and signage at 1st St E will need to permitted and approved by Wright County using the forms in ***Appendix C***. Additionally, a Rectangular Rapid Flash Beacon (RRFB) system will be installed at the intersection of 1st St. E. in order to enhance pedestrian visibility and safety while crossing CSAH 7.

B. STREET IMPROVEMENTS

Wright County had intended their 2022 Pavement Reservation project to reclaim the existing bituminous surface and repave to meet a 10-ton design road consistent with Minnesota State Aid standards. Design forms included in ***Appendix D*** were used to determine future traffic volumes and a required pavement section to meet a 10-ton design road. For purposes of pavement design, an assumed common soil type for the area of a silty clay loam was used. Existing traffic counts for pavement design from 2016 were estimated at 2,100 average daily traffic (ADT). The proposed pavement section and typical section for CSAH 7 and the trail is shown in ***Appendix B*** on ***Figure A1***. To meet the requirements of a 10-Ton road design, the bituminous pavement will have a total thickness of 4-inches with 16-inches of aggregate base. The CSAH 7 driving lanes will be narrowed to 11-feet wide per lane, and a 2-foot wide gravel shoulder on the east side of CSAH 7 will be maintained. This width change is consistent with Minnesota State Aid standards.

Due to the proximity of the existing west edge of CSAH 7 and the existing slope towards the shoreline of Howard Lake, the centerline alignment of CSAH 7 will be shifted to the east in order to accommodate the proposed 8-foot wide paved shoulder/path along the west side of CSAH 7. The existing slope west of CSAH 7 will be minimally impacted near the existing edge of the road, and the shoreline of Howard Lake will not be disturbed. ***Figure A2*** and ***Figure A3*** in ***Appendix B*** illustrate the proposed construction typical details, road realignment and trail improvements. There will be "No Parking" signs along the west side of CSAH 7 to ensure the trail is not obstructed by parked vehicles. Additionally, there will be warning signs for the trail crossing at 1st St E. The posted speed limit for CSAH 7 will remain 40 MPH within the path corridor. All improvements will be within the existing Right-Of-Way or Utility Easements and there will be no need to acquire additional Right-Of-Way.

C. WATERMAIN IMPROVEMENTS

There are no proposed watermain improvements related to the 8-inch PVC watermain.

However, due to their proximity to the edge the proposed road, existing hydrants will need to be relocated farther to the east of CSAH 7 as shown in ***Appendix B*** on ***Figure A3***. This will allow CSAH 7 to be widened to accommodate the paved trail while maintaining a safe distance between the edge of the road and the hydrants. There will be scheduled watermain shut-downs that will need to occur in order for the hydrants to be relocated.

D. SANITARY SEWER IMPROVEMENTS

There are no planned improvements to the existing sanitary sewer. Due to CSAH 7 becoming wider and the alignment changing, the manholes may need to be adjusted to meet the new road or ditch grades and elevations.

E. STORM SEWER IMPROVEMENTS

The proposed storm sewer improvements include installing new culverts through driveways into private properties as well as regrading the drainage ditch along the east side of CSAH 7 between 1st St E and Imhoff Ave SW. If centerline culverts are identified and in-use, the eastern ends will need to be extended to match the new ditch slope. Drainage patterns will ultimately remain unchanged.

F. PRIVATE UTILITIES

Private utility owners will be notified of the proposed improvements as well as proposed utility and grade changes. Conflicts with the proposed road or utility improvements will result in the private utility owner relocating their facility to accommodate the proposed improvements.

IV. ESTIMATED COSTS

A. FINANCING

Wright County is intending on utilizing Municipal State Aid Funds to assist in financing the County's portion of the proposed project costs. Financing options for costs that the City will be responsible for are still being investigated. Funding considerations that could be utilized to assist financing the City's portion of the project costs include MNDNR Trail Grant Program, MNDOT ATP Grant Program, and Sidewalk Improvement District.

B. PROJECT COSTS BREAKDOWN

Since portions of the project would be accomplished under a Cooperative Agreement with Wright County, the project costs for realigning CSAH 7 and adding a trail would be shared between the two jurisdictions. The County's level of cost participation along CSAH 7 would generally be based on Wright County's Cost Participation Policy as shown in ***Table 1.***

TABLE 1: COST PARTICIPATION		
ITEM	WRIGHT COUNTY PARTICIPATION	CITY PARTICIPATION
Clearing & Grubbing	0%	100%
Excavation/Grading	0%	100%
Engineered Borrow	0%	100%
Class 5 Aggregate Base	0%	100%
Culverts	0%	100%
Bituminous Base Course	100%	0%
Bituminous Wear Course	100%	0%
Municipal Utility Adjustment	0%	100%
Bituminous Trail	0%	100%
Rectangular Rapid Flash Beacon (RRFB)	0%	100%
Mobilization	Pro-Rated	Pro-Rated
Traffic Control	Pro-Rated	Pro-Rated
Erosion Control	Pro-Rated	Pro-Rated

The estimated costs identified are based on projects similar in nature and do not represent actual costs. ***Table 2*** below summarizes the estimated project cost.

TABLE 2: COST SUMMARY			
ITEM	WRIGHT COUNTY	CITY	TOTAL
Construction Cost	$238,774.00	$275,576.00	$514,350.00
Contingency (10%)	$23,877.40	$27,557.60	$51,435.00
Legal, Engineering, Administration Fees (20%)	$53,183.79	$59,973.21	$113,157.00
Total Project Cost	**$315,835.19**	**$363,106.81**	**$678,942.00**

A contingency factor has been included to account for unaccounted design and construction items not included, or variances in unit prices due to market fluctuations. Estimated legal, engineering, and administration costs are similarly represented. Actual costs would be determined through the competitive bid process with Engineered construction documents for the proposed work. A detailed preliminary quantity and cost estimate for the project is included in ***Appendix A***.

V. SCHEDULE

Discussions with Wright County and the City have resulted in a mutual understanding of a schedule to construct the trail. ***Table 3*** below summarizes a schedule for to facilitate the proposed improvements completed by both identities.

TABLE 3: PROPOSED IMPLEMENTATION SCHEDULE	
Item	**Completion Date**
Council Review of Engineering Report	September, 2020
Council Requests Expanding Scope to Wright County	October, 2020
Wright County Approves CIP Modification	November, 2020
City / County Enter into Cost Share Agreement	Winter 2021
Begin Design	Winter 2021
Approve of Plans and Specifications & Authorize Advertisement for Bid	Fall 2021
Bid Opening	Feb. - April 2022
Accept Bids & Award Contract	Winter 2022
Construction	Spring - Fall 2022

VI. CONCLUSION

Timing is a very crucial element in this proposed project. There are several steps that will need to be completed per the schedule for this project to move forward. First, the City must formally request Wright County to expand the original scope of the 2022 CSAH 7 Pavement Preservation project to include the addition of a trail. Following the formal request, Wright County will revise their Five-Year Construction Plan to include the trail project (the Five-Year Plan is currently in DRAFT form and are subject to public comments until October 6th). The City will be responsible for design, bidding, and project administration per the proposed implementation schedule.

A "Do Nothing" alternative is not a favorable option considering how many people make use of and the safety of pedestrian and bicycle use along the proposed project route. The timing of this trail project must coincide with County Improvements to share the costs to make this project financially viable. Another opportunity will not arise for this project for another 20 years with the Typical County's road maintenance program. From an engineering perspective, the proposed improvements are necessary, cost-effective, and feasible.

Appendix A: Preliminary Cost Estimate

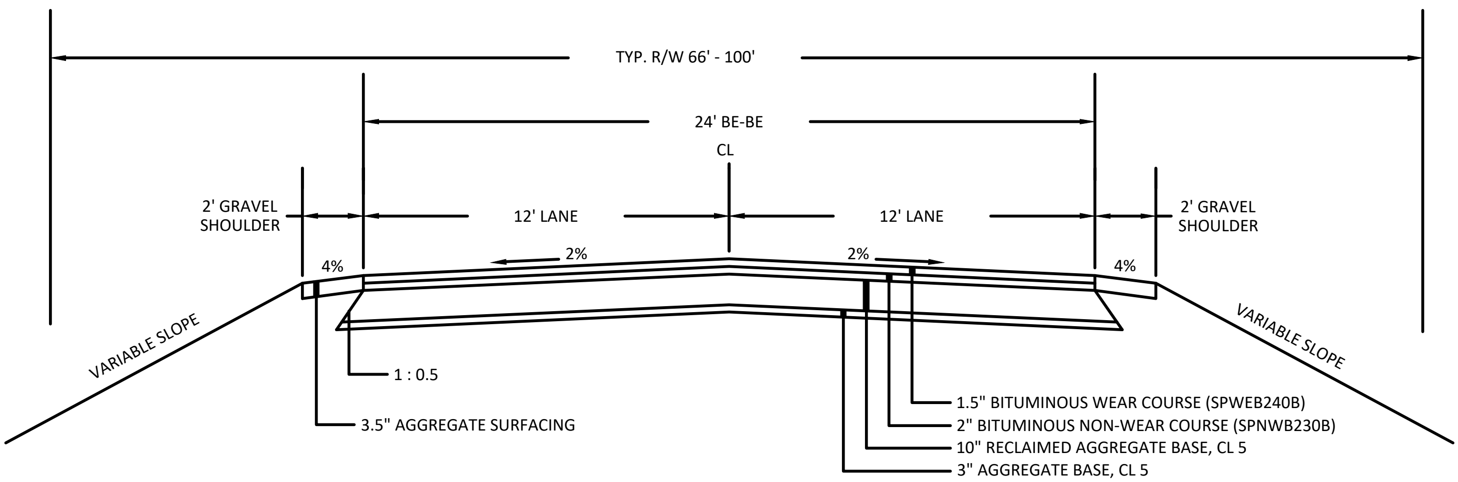
PRELIMINARY COST ESTIMATE
CSAH 7 TRAIL PROJECT
CITY OF HOWARD LAKE, MINNESOTA
BMI Project #W14.112467
9/11/2020

ITEM NO.	ITEM	UNIT	ESTIMATED UNIT PRICE	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST	COST PARTICIPATION POLICY (COUNTY/CITY)	COST PARTICIPATION BREAKDOWN			
							COUNTY		CITY	
							QUANTITY	COST	QUANTITY	COST
1	MOBILIZATION	LUMP SUM	$55,000.00	1	$55,000.00	Pro-rated Share	0.47	$25,850.00	0.53	$29,150.00
2	CLEARING	TREE	$265.00	5	$1,325.00	0/100		$0.00	5	$1,325.00
3	GRUBBING	TREE	$315.00	5	$1,575.00	0/100		$0.00	5	$1,575.00
4	RECLAIM BITUMINOUS PAVEMENT	SQ YD	$2.25	8,580	$19,305.00	100/0	8580	$19,305.00		$0.00
5	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	$5.00	165	$825.00	0/100		$0.00	165	$825.00
6	SALVAGE SIGN	EACH	$60.00	8	$480.00	0/100		$0.00	8	$480.00
7	SALVAGE MAILBOX	EACH	$60.00	7	$420.00	0/100		$0.00	7	$420.00
8	COMMON EXCAVATION (P)	CU YD	$12.00	710	$8,520.00	0/100		$0.00	710	$8,520.00
9	SUBGRADE EXCAVATION (P) (EV)	CU YD	$15.00	1,500	$22,500.00	0/100		$0.00	1,500	$22,500.00
10	ENGINEERED BORROW - CLAY (P) (CV)	CU YD	$26.00	1,000	$26,000.00	0/100		$0.00	1,000	$26,000.00
11	COMMON BORROW (P) (CV)	CU YD	$12.00	2,210	$26,520.00	0/100		$0.00	2,210	$26,520.00
12	SALVAGE & REINSTALL RECLAIMED AGGREGATE BASE (P)	CU YD	$8.00	710	$5,680.00	0/100		$0.00	710	$5,680.00
13	SHOULDERING AGGREGATE (P)	CU YD	$28.00	85	$2,380.00	100/0	85	$2,380.00		$0.00
14	GEOGRID	SQ YD	$4.50	1,450	$6,525.00	0/100		$0.00	1,450	$6,525.00
15	AGGREGATE BASE (CV) CLASS 5	CU YD	$28.00	700	$19,600.00	0/100		$0.00	700	$19,600.00
16	TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	$83.00	1,020	$84,660.00	100/0	1020	$84,660.00		$0.00
17	TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	TON	$81.00	1,020	$82,620.00	100/0	1020	$82,620.00		$0.00
18	TYPE SP 12.5 WEARING COURSE MIX (2,B) - BITUMINOUS TRAIL	TON	$84.00	400	$33,600.00	0/100		$0.00	400	$33,600.00
19	BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	$60.00	130	$7,800.00	0/100		$0.00	130	$7,800.00
19	RELOCATE EXISTING HYDRANT	EACH	$1,700.00	4	$6,800.00	0/100		$0.00	4	$6,800.00
20	6" GATE VALVE AND BOX	EACH	$2,400.00	4	$9,600.00	0/100		$0.00	4	$9,600.00
21	6" PVC WATERMAIN, C900	LIN FT	$50.00	50	$2,500.00	0/100		$0.00	50	$2,500.00
22	12" CMP PIPE CULVERTS	LIN FT	$35.00	130	$4,550.00	0/100		$0.00	130	$4,550.00
23	12" CMP PIPE APRONS	EACH	$500.00	12	$6,000.00	0/100		$0.00	12	$6,000.00
24	ADJUST EXISTING GATE VALVE	EACH	$130.00	3	$390.00	0/100		$0.00	3	$390.00
25	ADJUST EXISTING SANITARY CASTING	EACH	$325.00	4	$1,300.00	0/100		$0.00	4	$1,300.00
26	TRAFFIC CONTROL	LUMP SUM	$10,000.00	1	$10,000.00	Pro-rated Share	0.47	$4,700.00	0.53	$5,300.00
27	REINSTALL SIGN	EACH	$225.00	8	$1,800.00	0/100		$0.00	8	$1,800.00
28	FURNISH & INSTALL SIGN	EACH	$375.00	2	$750.00	0/100		$0.00	2	$750.00
29	RECTANGULAR RAPID FLASH BEACON (RRFB)	LUMP SUM	$16,000.00	1	$16,000.00	0/100		$0.00	1	$16,000.00
30	REINSTALL MAILBOX	EACH	$150.00	7	$1,050.00	0/100		$0.00	7	$1,050.00
29	EROSION CONTROL	LUMP SUM	$17,000.00	1	$17,000.00	Pro-rated Share	0.47	$7,990.00	0.53	$9,010.00
30	4" DOUBLE SOLID YELLOW, MULTICOMP	LIN FT	$0.50	2,950	$1,475.00	100/0	2950	$1,475.00		$0.00
31	6" SOLID WHITE, MULTICOMP	LIN FT	$0.50	8,500	$4,250.00	100/0	8500	$4,250.00		$0.00
32	CROSSWALK, MULTICOMP	SQ FT	$4.00	385	$1,540.00	0/100		$0.00	385	$1,540.00
30	SALVAGE & REINSTALL COMMON TOPSOIL BORROW (P)	CU YD	$14.00	875	$12,250.00	0/100		$0.00	875	$12,250.00
31	TURF ESTABLISHMENT	ACRE	$8,400.00	1.4	$11,760.00	Pro-rated Share	0.66	$5,544.00	0.74	$6,216.00
CONSTRUCTION COST					$514,350.00			$238,774.00		$275,576.00
CONTINGENCIES (10%)					$51,435.00			$23,877.40		$27,557.60
TOTAL CONSTRUCTION COST					**$565,785.00**			**$262,651.40**		**$303,133.60**
LEGAL, ENGINEERING, ADMINISTRATION (20%)					$113,157.00	Pro-rated Share	0.47	$53,183.79	0.53	$59,973.21
TOTAL PROJECT COST					**$678,942.00**			**$315,835.19**		**$363,106.81**

Appendix B: Typical Sections & Preliminary Design

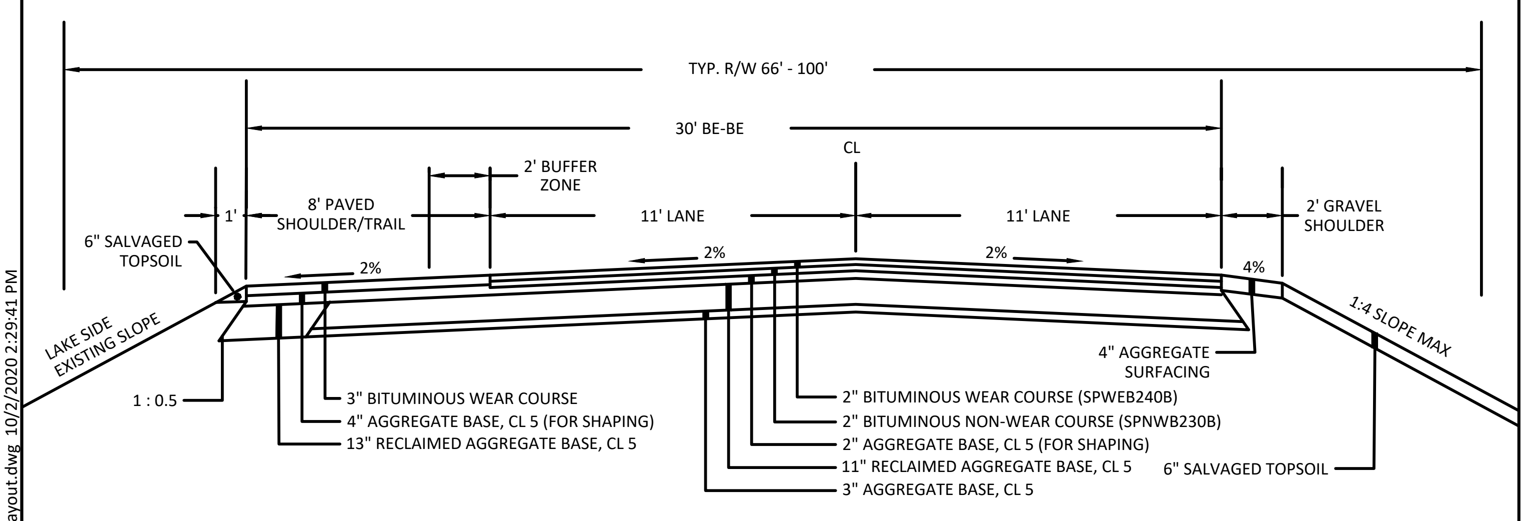
EXISTING TYPICAL

NOT TO SCALE



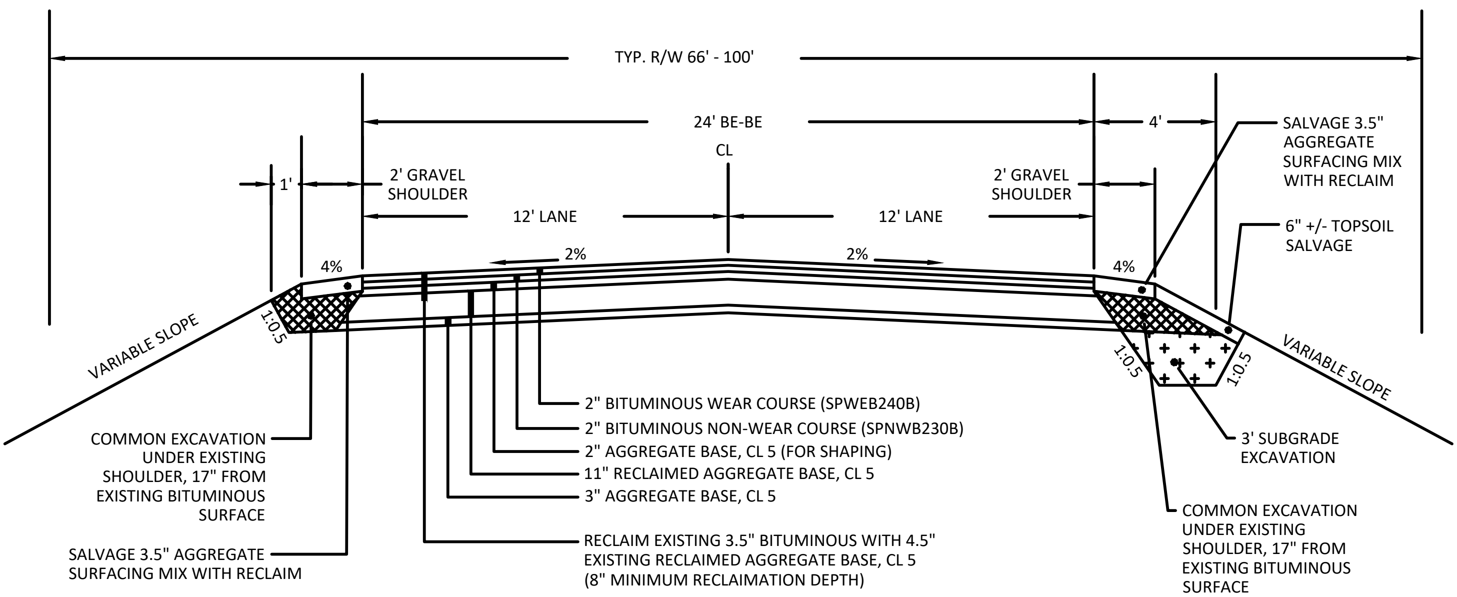
PROPOSED TYPICAL

NOT TO SCALE



EXISTING CONSTRUCTION TYPICAL DETAIL

NOT TO SCALE



PROPOSED CONSTRUCTION TYPICAL DETAIL

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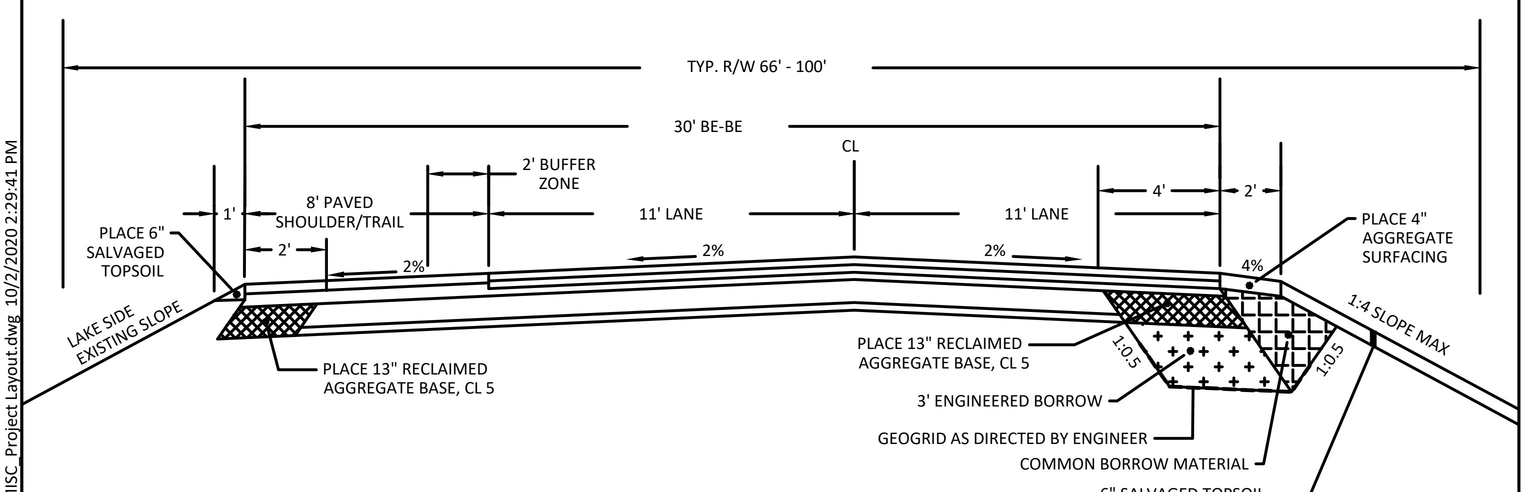


FIGURE A3: PROPOSED CSAH 7 LAYOUT (1 OF 2)

SEPTEMBER 2020

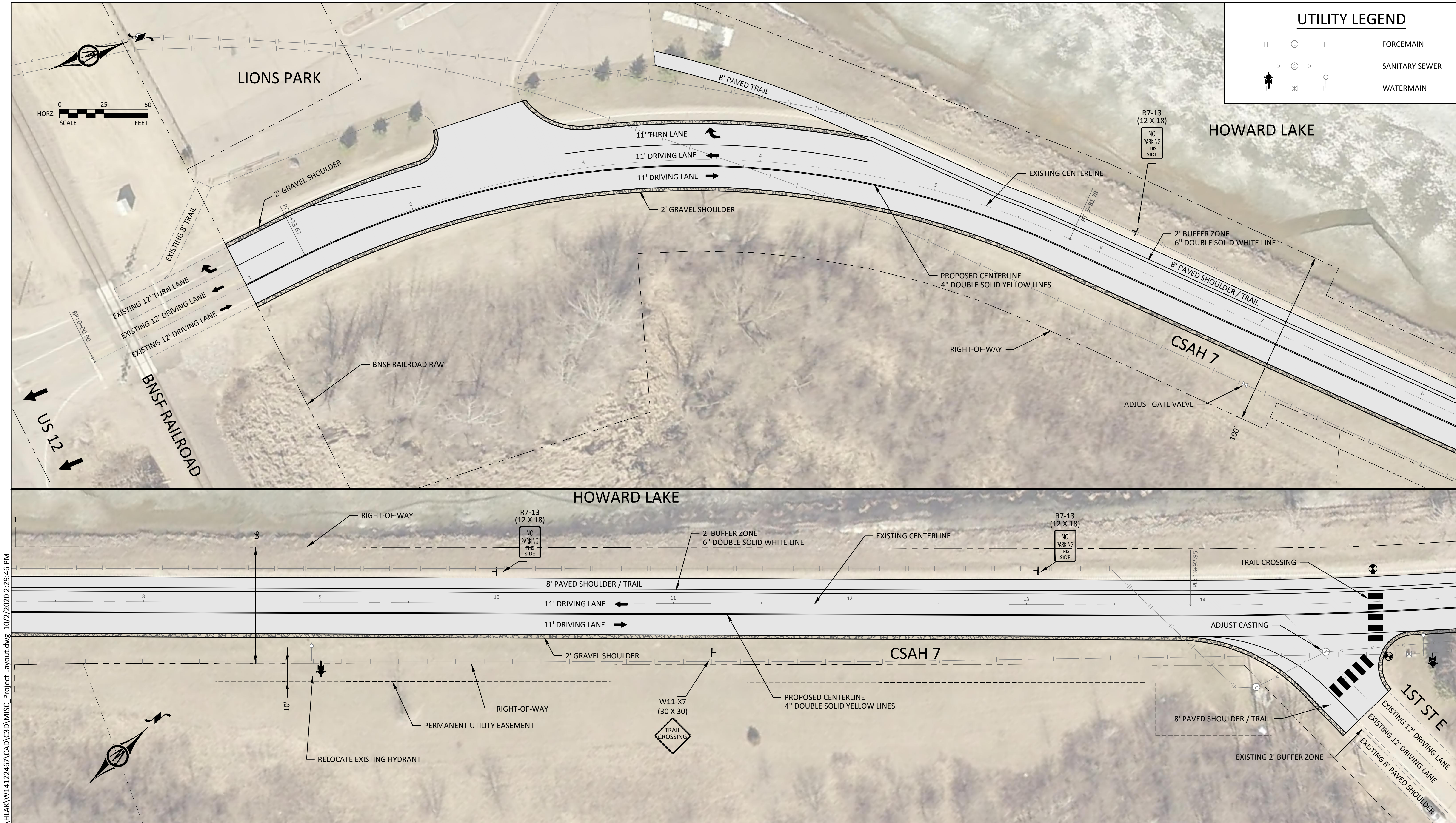
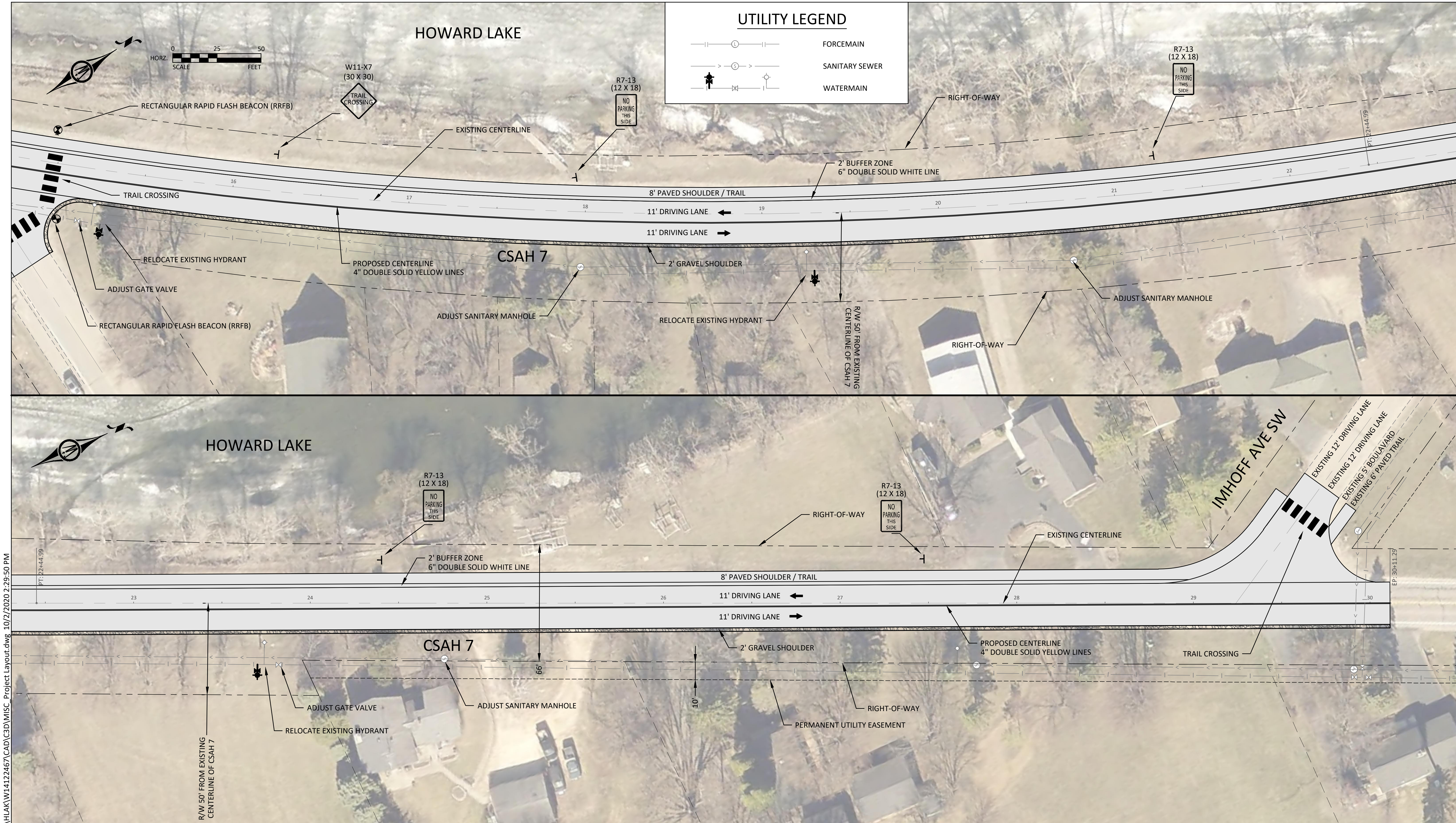


FIGURE A3: PROPOSED CSAH 7 LAYOUT (2 OF 2)

SEPTEMBER 2020

BOLTON & MENK



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Appendix C: Wright County Crosswalk Forms

Wright County
Highway Department
3600 Braddock Ave NE
Buffalo, MN 55313

Ph: (763)682-7383
Fax: (763)682-7313

VIRGIL HAWKINS, P.E.
Highway Engineer

CHAD HAUSMANN, P.E.
Assistant Highway Engr.

STEVE MEYER
Maintenance
Superintendent

JEREMY CARLSON, P.L.S.
Right-of-Way Agent

SARA BUERMANN, P.E.
Traffic Engineer

Application for Marked Crosswalk Authorization

School District, City, Township or Business: Howard Lake

Route: CSAH 7

Location: North side of intersection of CSAH 7 & 1st St E

Please include map(s)/sketch

(1) (We) hereby agree to pay all costs associated with the installation and maintenance of the above referenced crosswalk.
(2) (We) herby agree to properly train and staff all school crosswalks (when appropriate) during peak crossing periods as provided by Wright County's crosswalk policy (for school zone signing)
(3) (We) understand that failure to properly install, maintain or staff crosswalks as specified by Wright County's crosswalk policy will be just cause for Wright County to revoke the crosswalk's authorization.
(4) (We) shall indemnify the County and hold the County harmless from any and all claims related to the engineering, installation, maintenance or staffing of crosswalks currently existing or installed pursuant to this policy.

Return this form to: **Sara Buermann, PE**
Traffic Engineer
763-682-7391
sara.buermann@co.wright.mn.us

County Use Only

Authorized: ______________________ **Date:** ____________

Crosswalk Permit Authorization No: ____________

Wright County
Highway Department
3600 Braddock Ave NE
Buffalo, MN 55313

Ph: (763)682-7383
Fax: (763)682-7313

VIRGIL HAWKINS, P.E.
Highway Engineer

CHAD HAUSMANN, P.E.
Assistant Highway Engr.

STEVE MEYER
Maintenance
Superintendent

JEREMY CARLSON, P.L.S.
Right-of-Way Agent

SARA BUERMANN, P.E.
Traffic Engineer

Application for Installation of "Pedestrian Crossing" Signing on County Highway

City of: Howard Lake

Address: 625 8th Ave, Howard Lake, MN 55349

City Contact: Josh Halvorson Phone: 320-905-3520

Locations:

Signing Location: CSAH/CR 7

at/from US 12 to Imhoff Ave SW

Signing Location: CSAH/CR ________________

at/from ____

Signing Location: CSAH/CR ________________

at/from ____

Signing Location: CSAH/CR ________________

at/from ____

Please attach map(s) of sign locations.

Applicant must read, complete and sign the reverse side (Certifications of Compliance) prior to sign installation.

Return this form to: **Sara Buermann, PE**
Traffic Engineer
763-682-7391
sara.buermann@co.wright.mn.us

County Use Only

- ☐ **Sign Locations approved per attached maps**
- ☐ **Sign Locations Field Approved**

Authorized: ________________________________ **Date:** ______________

CERTIFICATION OF COMPLIANCE

PEDESTRIAN CROSSING SIGNS

☒ The City, at its cost and expense, shall fabricate/purchase and install the signs.

☒ The sign panel shall be fabricated with 36"x 36" sheet aluminum and use **Black on Fluorescent Yellow Green, DG3 reflective sheeting**, in accordance with current State/County standards. The sign structure shall meet FHWA breakaway standards.

☒ All signs shall be installed per the requirements of the most current Minnesota Manual on Uniform Traffic Control Devices.

☒ All sign locations shall be field approved by the County.

☒ All future maintenance of the signs (knockdowns, replacement, etc.,) shall be the responsibility of the City, at its cost and expense. Failure to properly maintain the signs per County standards shall be cause for removal.

I (we), the undersigned, herewith accept the terms and conditions for the installation of "PEDESTRIAN CROSSING" signs and agree to fully comply herewith to the satisfaction of the Wright County Highway Department.

I (we), shall indemnify and hold the County harmless from any and all claims related to the installation and maintenance of the Pedestrian Crossing Signs.

The Wright County Highway Department **shall remove** the sign(s) for failure to comply with these terms.

Applicants Signature____ Date: ________________

City: ____

Appendix D: Pavement Design

State Aid 10 Ton ESAL Traffic Forecast Calculator

This ESAL calculator is for use with default Heavy Commerical Traffic values; click "User Defined Traffic Values" sheet below if you wish to enter your own Heavy Commercial Traffic values.

Instructions: All yellow boxes require an input value.
Dropdown choices are provided for Base Year (C18), Number of Lanes (C19), and Urban or Rural (C21).
You must click on cells C18, C19, and C21 to access the dropdown choices.

General Information

Date	9-8-2020	
Forecast Performed by	Dylan Idso	
Name of County or City	Wright County / Howard Lake	
Project Number	W14.112467	
Project Description	CSAH 7 Trail Project	
Route Number	CSAH 7	
Base Year (i.e. opening to traffic)	2022	
Number of Lanes (total both directions)	2 = typical 2 lane	
Current AADT	2,100	
Urban or Rural	Rural	
Historical AADT (enter a minimum of two years)	**Year**	**AADT**
Enter oldest traffic data here	2007	1,954
Enter second oldest traffic data here	2009	2,102
Enter third oldest traffic data here	2010	2,084
Enter fourth oldest traffic data here	2012	1,950
Base Year AADT	2022	2,000
20-Year AADT	2042	2,200
35-Year AADT	2057	2,350
Growth Rate	0.50%	

Vehicle Type	**Vehicle Class %**	**ESAL Factors**	
		Flexible	**Rigid**
2AX-6TIRE SU	2.45%	0.25	0.24
3AX+SU	0.26%	0.58	0.85
3AX TST	0.10%	0.39	0.37
4AX TST	0.15%	0.51	0.53
5AX+TST	5.61%	1.13	1.89
TR TR, BUSES	0.62%	0.57	0.74
TWIN TRAILERS	0.00%	2.40	2.33
Total	**9.19%**	**NA**	**NA**

20-Year Flexible Forecast (10 Ton) = 682,000
20-Year Rigid Forecast (10 Ton) = 1,081,000
35-Year Flexible Forecast (10 Ton) = 1,212,000
35-Year Rigid Forecast (10 Ton) = 1,918,000

Note: This ESAL Calculator provides reasonable estimation of ESAL's based on accurate AADT values. It is limited to an AADT value of 20,0000. For roadways exceeding an AADT of 20,000, it is recommended to use the MnDOT ESAL Forecasting Tool found on MnDOT's Pavement Design web page at:
http://www.dot.state.mn.us/materials/pvmtdesign/software.html

For State Aid questions and information concerning this tool, please contact State Aid Pavement Engineer Joel Ulring at joel.ulring@state.mn.us or 651-366-3831.

Revised: 6/19/2018

Flexible Pavement Design, R-Value Method

Ver. 1.2 **For Bituminous Pavement With Aggregate Base**

Inputs

20 Yr Design Lane BESALs = 682,000

Design R-value = 20.0

Project Number

CSAH 7 Trail Project

Designer

Dylan Idso

Date

9/8/2020

GE Values from R-Value Chart

Minimum Bit (GE) = 8.30

Min. Agg. Base (GE) = 6.00

Total Required GE = 23.76

DEPARTMENT OF TRANSPORTATION

Calculated Pavement Thickness to Meet GE Requirement

		Thickness (in)	GE	Layer GE
(2360) Wearing Course		3.69	2.25	8.30
(2360) Non-wearing Course		0.00	2.25	0.00
Bituminous Total		3.69	2.25	8.30
		Thickness (in)	GE	Layer GE
Aggregate Base	Class 5, 5Q or 6	6.00	1.00	6.00
Sub Base	Class 3 or 4	12.00	0.75	9.00
Select Granular		0.91	0.50	0.45
	Total	22.60	Total	23.76
	Required*	12.69	Required	23.76

Proposed Pavement Thickness

New Bituminous		Thickness (in)	GE	Layer GE
Wearing Course	Plant Mix HMA [2350(HV & MV)]	2.0	2.25	4.50
Non-wearing Course	Plant Mix HMA [2350(HV & MV)]	2.0	2.25	4.50
New Bituminous Total		4.0		9.00
Left In-place Bituminous [*1]		Thickness (in)	GE	Layer GE
In-Place Bituminous			0.00	0.00
Condition [*2]	New			
	Class	Thickness (in)	GE	Layer GE
Aggregate Layer 1	Aggregate Base (Cl. 5,5Q & 6)	16.0	1.00	16.00
Aggregate Layer 2			0.00	0.00
Aggregate Layer 3			0.00	0.00
Select Granular			0.50	0.00
Aggregate Total		16.0		16.00
	Total	20.00	Total	25.00
			Required	23.76

Messages

Total GE: GOOD

Bituminous Thickness: GOOD

Total Aggregate Base Thickness: GOOD

Last Edited 6/5/19

Appendix E: State Aid Requirements

Subp. 24. **Local highway or street department.** "Local highway or street department" means the highway or appropriate department of each county and each urban municipality.

Subp. 25. **Local road research board.** "Local road research board" means a board appointed in accordance with part 8820.3200 to recommend specific research projects to the commissioner.

Subp. 26. **Natural preservation route.** "Natural preservation route" means an existing or proposed roadway that has been designated as a natural preservation route in accordance with Minnesota Statutes, section 162.021, by the commissioner upon petition by a county board and that possesses sensitive or unique scenic, environmental, pastoral, or historical characteristics.

Subp. 27. **Needs report.** "Needs report" means a report of the estimated construction cost required to improve a state-aid system to standards adequate for future traffic on a uniform basis.

Subp. 28. **Paved shoulder.** "Paved shoulder" means a part of a highway which is contiguous to the regularly traveled portion of the highway and is on the same level as the highway.

Subp. 29. **Project development costs.** "Project development costs" are any costs (1) incurred before a contract is awarded and (2) attributable to the development of a project on a designated state-aid route. These costs include, but are not limited to, costs for preparation of environmental documentation, special studies or reports, historical or archaeological reviews, project design, costs of obtaining permits, and public involvement, but does not include costs for acquiring right-of-way.

Subp. 30. **Reconditioning.** "Reconditioning" includes resurfacing, replacement, or rehabilitation of the pavement structure to extend the life of the roadway and effectively address critical safety and operations needs through minor improvements to the existing facility. Reconditioning projects generally utilize the existing horizontal and vertical alignment, may entail minor widening or geometric improvement, and normally require little or no additional right-of-way. Reconditioning may include changes in vertical or horizontal alignment involving no more than 20 percent of the length of the project. Reconditioning may include curb replacement along no more than 20 percent of the length of the project, not including curb replacement for purposes of meeting the Americans with Disabilities Act requirements. Work does not normally extend beyond the existing ditch bottom.

Subp. 31. **Reconstruction.** "Reconstruction" means (1) the replacement of an existing roadway on a similar alignment or (2) the replacement of an existing bridge with a completely new bridge.

Subp. 31a. **Rural.** "Rural" means a roadway that includes ditches and is located in an area that is not presently, nor will it be in the foreseeable future, sufficiently developed to warrant use of an urban design.

Subp. 32. **Screening board.** "Screening board" means the county screening board or municipal screening board appointed in accordance with law and authorized to recommend to the commissioner the size and money needs for each of their state-aid systems.

Subp. 33. **Shared lane.** "Shared lane" means any roadway or travel lane upon which a separate bicycle lane is not designated and which bicycles may legally use, whether or not such facility is specifically designated as a bikeway or bicycle route.

Subp. 34. **Shared use path.** "Shared use path" means a bikeway that is physically separated from a roadway or shoulder by the use of an open space buffer or physical barrier. A shared use path can also be used by a variety of nonmotorized users such as pedestrians, joggers, skaters, and wheelchair users.

Subp. 35. [Repealed, 42 SR 485]

8820.9925 [Repealed, 20 SR 1041]

8820.9926 MINIMUM DESIGN STANDARDS: RURAL AND SUBURBAN UNDIVIDED; RECONDITIONING PROJECTS.

Subpart 1. **Minimum reconditioning standards.** Reconditioning projects for rural or suburban undivided roadways must meet or exceed the minimum dimensions indicated in the following design chart. See part 8820.0200, subpart 30, for the description of activities allowed.

Existing ADT	Statutory or Regulatory Posted Speed	Lane Width (Paved)	Combined Lane (Paved) and Shoulder Width
1-749	45 mph or less	10 feet	11 feet
1-749	50 mph or over	10 feet	12 feet
750 and over	45 mph or less	10 feet	12 feet
750 and over	50 mph and over	11 feet	14 feet

When the road authority has determined that the roadway will be specifically designed to include on-road bicycle facilities, and only if the roadway surface is paved, the appropriate design criteria in the current MnDOT Bikeway Facility Design Manual are recommended for design purposes.

Engineering judgment should be used to choose a lane-width, on-road bicycle facility, or shoulder width dimension other than the widths indicated in the chart. Factors to consider include safety, speed, population/land use, benefit/cost analysis, traffic mix, peak hourly traffic, farm equipment, environmental impacts, terrain limitations, bicycle traffic, pedestrian traffic, on-street parking, intersection and driveway spacing, rights-of-way constraints, vehicle turn lane configuration, sight distance, sight lines, bus routes, other nonmotorized uses, functional classification, or other factors. Dimensions less than those indicated in the chart require a variance in accordance with parts 8820.3300 and 8820.3400.

Widths of bridges to remain in place must equal roadway pavement width. Bridges narrower than these widths may remain in place provided that the bridge does not qualify for federal-aid bridge funds. Bridges to remain must have a load rating factor of at least 0.75 using the AASHTO Manual for Bridge Evaluation, LRFR (load and resistance factor rating) for inventory level.

Any highway that was previously built to state-aid or state standards, that was granted a variance to standards in effect at the time of construction or reconstruction, or that is a trunk highway turnback, may be reconditioned.

The proposed structural design strength must accommodate a minimum of seven tons per axle.

Subp. 2. [Repealed, 23 SR 1455]

Statutory Authority: *MS s 14.386; 162.02; 162.09; 162.155*

History: *20 SR 1041; 23 SR 1455; 24 SR 1885; 29 SR 449; 37 SR 697; 42 SR 485*

8820.9930 [Repealed, 20 SR 1041]

8820.9931 [Repealed, 23 SR 1455]

8820.9935 [Repealed, 20 SR 1041]

Number of Through Lanes	Present ADT	Total Width with No Parking (feet)	Total Width with Parking on One Side (feet)	Total Width with Parking on Both Sides (feet)	Proposed Structural Design Strength (tons)
2-Lane	< 5,000	21	29	37	7
	5,000-10,000	23	31	39	9
	10,000-15,000	23	31	39	9
	≥ 15,000	24	32	40	9
3-Lane	All	34	42	50	9

For ADT less than 150, the widths of bridges to remain must be at least the sum of the lanes. For ADT greater than or equal to 150, the widths of bridges to remain must be at least the sum of the lanes plus half the sum of the shoulders, parking lane, and curb reaction distance. Bridges to remain must have a load rating factor of at least 0.75 using the AASHTO Manual for Bridge Evaluation, LRFR (load and resistance factor rating) for inventory level.

Subp. 3. **Exception.** Any street that was previously built to state-aid or state standards, or that was granted a variance to standards in effect at the time of construction or reconstruction, or that is a trunk highway turnback, but does not meet current standards, may be reconditioned regardless of subparts 1 and 2.

Statutory Authority: *MS s 14.386; 14.389; 162.02; 162.09; 162.155*

History: *20 SR 1041; 23 SR 1455; 24 SR 1885; 29 SR 449; 36 SR 925; 37 SR 697; 42 SR 485*

8820.9950 [Repealed, 20 SR 1041]

8820.9951 MINIMUM DESIGN STANDARDS, ON-ROAD BICYCLE FACILITIES FOR URBAN; RECONDITIONING PROJECTS.

The bicycle facility design standard in this part applies when the road authority has determined that the roadway will be specifically designed to include an on-road bicycle facility.

Reconditioning projects for urban roadways must meet or exceed the minimum dimensions indicated in the following design chart.

Number of Through Lanes and Present Traffic Volume	Design Speed	Lane Width (a)	Parking Lane Width (d)	Proposed Structural Design Strength	Bikeway Design	
	(mph)	(feet)	(feet)	(tons)	(ADT)	(feet)
Two-Lane with ADT <10,000	25-30	10-11 (b)-(c)	7-8	9 (e)	<1,000	SL
					1,000-5,000	WOL 14-16 or BL 5-6
					5,000-10,000	BL 5-6
	35-45	10-11 (b)-(c)	7-8	9 (e)	<500	SL or BL 5-6
					500-10,000	BL 5-6 or PS 8
	50 or over	11-12	8-10	9 (e)	<10,000	BL 5-6 or PS 8 or SUP
Two-Lane With ADT >10,000 (a)	25-30	10-11 (b)-(c)	7-10	9	>10,000	BL 5-6
	35-45	10-11 (b)-(c)	7-10	9	>10,000	BL 5-6 or PS 8 or SUP
	50 or over	11-12	Not allowed	9	>10,000	BL 6 or PS 8-10 or SUP
Four-Lane with ADT <10,000	25-30	10-11 (b)-(c)	7-8	9 (e)	<10,000	WOL 14-16 or BL 5-6
	35-45	10-11 (b)-(c)	7-8	9 (e)	<10,000	BL 5-6
	50 or over	11-12	8-10	9 (e)	<10,000	BL 5-6 or PS 8 or SUP
Four-Lane with ADT >10,000	30-45	10-11 (c)	7-10	9	>10,000	BL 6 or PS 8-10 or SUP
	50 or over	11-12	Not allowed	9	>10,000	BL 6 or PS 8-10 or SUP
Six-Lane		11-12	Not allowed	9	Not allowed	SUP

(SL = shared lane; BL = bicycle lane; WOL = wide outside lane; PS = paved shoulder; SUP = shared use path)

Engineering judgment should be used to choose a lane-width, on-road bicycle facility, or shoulder width dimension other than the widths indicated in the chart. Factors to consider include safety, speed, population/land use, benefit/cost analysis, traffic mix, peak hourly traffic, farm equipment, environmental impacts, terrain limitations, bicycle traffic, pedestrian traffic, on-street parking, intersection and driveway spacing, rights-of-way constraints, vehicle turn lane configuration, sight distance, sight lines, bus routes, other nonmotorized uses, functional classification, or other factors. Dimensions less than those indicated in the chart require a variance in accordance with parts 8820.3300 and 8820.3400.

(a) Eleven feet minimum is required on four-lane, undivided facilities. Twelve feet should be considered in industrial areas.

(b) Ten feet may be considered where truck and bus volumes are relatively low, rights-of-way are constrained, and design speeds are 35 mph or less.

(c) A combination of all minimum widths for the driving lane, on-road bicycle lane, and parking lane is only permissible with a variance.

(d) In determining the parking lane width, the roadway ADT and the vehicle mix shall be taken into consideration. In commercial or industrial areas, the minimum parking lane width is eight feet.

(e) When ADT is less than 5,000, seven-ton axle load structural design strength is permissible.

A minimum curb reaction of one foot shall be provided unless on-street parking, a bicycle facility, or a wide outside lane are provided adjacent to the curb. The dimensions for wide outside lanes include the curb reaction distance. When a raised median is included in the design of the two-way roadway, a one-foot minimum curb reaction distance to the median is required on either side of the median. Minimum median width is four feet.

For ADT less than 150, the widths of bridges to remain must be at least the sum of the lanes. For ADT greater than or equal to 150, the widths of bridges to remain must be at least the sum of the lanes plus one-half the sum of the shoulders, parking lane, and curb reaction distance. Bridges to remain must have a load rating factor of at least 0.75 using the AASHTO Manual for Bridge Evaluation, LRFR (load and resistance factor rating) for inventory level.

Statutory Authority: *MS s 14.386; 162.02; 162.155*

History: *37 SR 697; 42 SR 485*

8820.9955 [Repealed, 20 SR 1041]

8820.9956 MINIMUM VERTICAL CLEARANCES FOR UNDERPASSES.

Underpass projects must meet or exceed the minimum dimensions indicated in the following design chart.

	Rural-Suburban Design, Vertical Clearance (feet-inches)	Urban Design, Vertical Clearance (feet-inches)
Highway under Roadway Bridge	16-4	14-6
Highway under Railroad Bridge	16-4	14-6
Highway under Pedestrian Bridge	17-4	15-6 (a)
Highway under Sign Structure	17-4	15-6 (a)
Railroad under Roadway Bridge (b)	22-0	22-0

(a) For replacement of skyway structures, the minimum clearance over traveled way is the existing structure clear height.

(b) Variances to the required minimum may be granted by the commissioner of transportation. That approval eliminates the need for a state-aid variance.

Statutory Authority: *MS s 162.02; 162.09*

History: *20 SR 1041; 23 SR 1455; L 1998 c 403 s 29; 24 SR 1885; 29 SR 449*

8820.9960 MR 1995 [Obsolete, MS s 14.47, subd. 6, paragraph (b)]

HOWARD LAKE CITY COUNCIL MEETING

DECEMBER 8, 2020

AGENDA ITEM: Consider Resolution Approving Amended Development Agreement for Terning Trails Plat 4.

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator
Mike Couri, City Attorney

BACKGROUND: Title work completed for Terning Trails Plat 4 (the Villas of Howard Lake project) have yielded two outstanding development agreements dating back to the original platting of Terning Trails.

With more recent developments, including Paxmar/RHomes, the City Council passed a resolution which essentially nullifies previous development agreements. The same would be asked of the council in this current circumstance. The terms and conditions of the original development agreement have virtually no baring due to time lapsed, change of ownership and in this case, an entirely new plat being established.

The City Council is asked to approve the attached resolution which specifically amends the development agreement for Terning Trails Plat 4 (Villas of Howard Lake) and the current developer, RBI Homes.

DECISION MAKING METRICS:

FINANCIAL: Open

LEGAL: The attached resolution has been drafted by city attorney Mike Couri.

STRATEGIC PLAN:

COUNCIL ACTION REQUESTED: Approve Resolution 20- Amending Development Agreement for Terning Trails Subdivision.

ATTACHMENTS:

1. Resolution 20-20 – Amending Development Agreement for Terning Trails

HOWARD LAKE CITY COUNCIL MEETING

DECEMBER 8, 2020

AGENDA ITEM: Consider Resolution Setting the Preliminary Levy and Preliminary Budget for 2021

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: The City is required by state statute to submit a preliminary levy and preliminary budget to Wright County by September 30, 2020. The final budget and levy must be adopted by the end of the year. Council may maintain or lower but not increase after the preliminary levy is passed in September.

Budget Snapshot (Year-Over-Year)
The 2021 FY Budget shows an estimated 10% increase over FY2019. The increase is split between increasing annual allocation to the City's Capital Improvement Plan by $70,000 or 9% of the total increase. The remaining is increases in operation expenses due to inflation as well as considerable line item by line item verification of expenses and reclassification between the General Fund and Enterprise Funds.

EXPENDITURE ADJUSTMENT SUMMARY

Personnel

- Includes 2% COLA, consistent with 2018 Compensation Study Implementation
- Health Insurance Increase total increase of 10%
    - The Preliminary levy had an estimated 5% increase, the final increase received from PEIP was 10%.
- City Council wages were increased slightly to reflect resolution adopted in September to $7,000 annually for the mayor and $5,000 for councilors.

General Government Buildings

- Allocates additional funds for facilities person to be hired (approved by council November 2020)
    - This position will NOT be recruited for several months to recapture some budget overruns in public works department and to take advantage of slower time of the year for public works.
- Reduces cleaning wages (now part of facilities)
- Reduces maintenance expenses as it is expected to continue to divest in current library facility.

Professional Services

- Reduction in accounting to reflect 3 year engagement with CarlsonSV and allocation to Liquor Enterprise

Police Department

- Funds current staffing and operations.
- Includes funding for CSO at 12 hours per week, year-round.

Fire and Ambulance Services

- Provides increase in wages for FD officers for meeting per diem. This is estimated at $10/meeting with scheduled increases in FY22 and FY23.

Streets & Highways

- Status quo!
- Wage related increases related to step increases and readjustment between enterprise funds and general fund.

Parks

- Small increases for wages related to care/maintenance.
- Seasonal Wages has a small decrease. However, its noted that we currently pay most seasonal help out of enterprise funds.
- Increases for repair and maintenance related to increased expectations of parks and newly added Yager Field.
  - City staff will be expected to mow Yager Field in 2021 which should result in a savings over the current contractor.

Community Center

- Steep cuts are proposed for cleaning (proposed to be a new position) and maintenance which is eliminated in lieu of new facility underway.

Capital Improvement Plan

- There is a proposed $70,000 increase to the CIP. To fund the CIP in a manner consistent with initial adoption, a minimum increase of $20,000 is needed.
- In reality, items such as the CSAH 7 trail and library project are <u>not</u> in the plan. Additionally, large unscheduled street improvement plans have caused some delay in implementation overall.
- GOOD NEWS – Anticipated sewer transfers have been reduced and may be reduced further as growth has offset previous losses.
- GOOD NEWS (2) – Not included in the FY21 Budget, but Due to General Fund payment of $30,000+ will be made from the liquor fund which could be used at the council's discretion.

REVENUE ADJUSTMENT SUMMARY

Local Government Aid

- 2020 $599,000
- 2021 $612,000

Steep cuts are largely predicted in FY22 and beyond due to the ongoing Covid19 pandemic.

Operating Transfers In

- We propose transferring funds related to the Forsman Farms property sale to cover the industrial park payment. This is not revenue, but an annual transfer in to the general fund. This offsets debt service levy related to industrial park. This dollar amount is $36,000.

TAX CAPACITY AND ESTIMATED MARKET VALUE

Tax Capacity (Tax Base)

Howard Lake's Tax Capacity has grown significantly for Pay2021. This is the result of market valuation increases of existing properties as well as new development. Year-over-year, the tax capacity has increased $113,000 from Pay 2020 to Pay2021. This is less than $500 difference from estimates provided by staff in September.

Pay 2020 Capacity – $1,505,006
Pay 2021 Capacity - $1,616,146

Total Market Valuation

Tax Capacity growth is a reflection of total market valuation. Howard Lake's Total Market Valuation has grown significantly for Pay 2021. The total market valuation (new development + increases in existing valuation) has grown by $10,906,800 or 7% in one year!

Pay 2019 Valuation - $134,546,100
Pay 2020 Valuation - $146,643,100
Pay 2021 Valuation - $157,549,900

Fiscal Year	Pay Year	Tax Capacity	Market Value	$ Increase	Percent
FY 2015	PAY 2016	$ 1,207,589	$ 102,111,800	-	-
FY 2016	PAY 2017	$ 1,256,639	$ 106,388,000	$ 49,050	4.00%
FY 2017	PAY 2018	$ 1,356,383	$ 114,944,500	$ 99,744	7.50%
FY 2018	PAY 2019	$ 1,373,846	$ 134,546,100	$ 17,463	2.10%
FY2019	PAY 2020	$ 1,505,006	$ 146,643,100	$ 129,310	9%
FY 2020	**PAY 2021**	**$ 1,616,146**	**$ 157,549,900**	**$ 111,140**	**7.00%**

Historical & Projected Tax Rate

The city council has an adopted CIP and Debt Service Management Plan. The stated goal is to maintain a consistent tax rate without erratic swings up/down. While market valuation adjustments impact the tax rate, the council ultimately sets the budget, levy and determines appropriate levels of debt.

It is noted that the 2021 Tax Rate is about 1.2% higher than 2020. Therefore, properties that are valued the same year-over-year will pay roughly 1% more in taxes year over year.

In review of market valuation adjustments – we have learned since the preliminary budget that residential values have seen increases ranging from 3-15% total with new homes seeing the larger increases. Commercial properties are flat with some smaller increases noted. Industrial properties appear to have shown very little increase in valuation.

YEAR	TAX RATE
2011	78.0%
2012	76.0%
2013	75.5%
2014	73.5%
2015	71.6%
2016	71.6%
2017	66.0%
2018	68.5%
2019	70.5%
2020	70.8%
2021	**72%**

If the Council desires to LOWER the tax rate, an additional $25,000 would be required to be cut from the proposed general fund levy.

DECISION MAKING METRICS:
FINANCIAL:

CITY OF HOWARD LAKE 2021 PRELIMINARY LEVY CERTIFICATION		
General Fund Expenditures		
General Operational Budget	$	2,296,578
Total	**$**	**2,453,262**
General Fund Debt Service		
2014A - Industrial Park	$	33,945
Terning Trls/DLP Assessment	$	53,822
2018A Series (HCH)	$	68,917
Total	**$**	**156,684**
General Fund Revenues		
LGA	$	612,000
Other Revenues	$	682,780
Taxes	$	1,167,257
Total	**$**	**2,462,037**
TOTAL EXPENDITURES & REVENUES		
Total Expenditures	$	2,453,261.50
Total Revenues	$	2,462,037.00
CERTIFIED LEVY		
2020 GF LEVY	$	939,359.00
2020 DEBT SERVICE LEVY	$	126,227.00
2020 TOTAL	**$**	**1,065,585.00**
2021 GF LEVY	$	1,010,573.00
2021 DEBT SERVICE LEVY	$	156,684.00
2021 TOTAL	**$**	**1,167,257.00**
PERENTAGE CHANGE		*8.00%*

Property Tax Impacts

The following table has been updated with final, ACCURATE numbers for our debt service and general fund levies as well as market information. To show implications of the proposed tax rate, the values are flat year to year as each property and each property classification will experience unique changes whereas the tax rate is static.

Projected City Property Tax Impact for Taxes Payable 2021					
RESIDENTIAL	Tax Capacity:	Current 2020 Tax	Projected 2021 Tax	Increase or (Decrease)	% Increase
$ 80,000	$ 500	$ 354	$ 361	$ 7	2.07%
$ 179,000	$ 1,579	$ 1,118	$ 1,141	$ 23	2.07%
$ 290,000	$ 2,789	$ 1,974	$ 2,015	$ 41	2.07%
COMM/INDUST	Tax Capacity:	2020 Tax	2021 Tax	Increase	%
$ 91,000	$ 1,365	$ 966	$ 986	$ 20	2.07%
$ 359,200	$ 6,434	$ 4,555	$ 4,649	$ 94	2.07%
$ 903,200	$ 17,314	$ 12,257	$ 12,511	$ 254	2.07%
$ 2,349,200	$ 46,234	$ 32,731	$ 33,409	$ 678	2.07%

The table above includes 5% valuation increases and the proposed levy increase. Unique properties will have unique per dollar tax consequences based on valuation adjustments. A cross section of TNT notices is provided for review.

LEGAL ISSUES: The City is required to approve a final levy and budget by December 30, 2020 and submit to Wright Count/State of Minnesota.

The proposed Truth in Taxation hearing is scheduled for December 8, 2020 at Howard Lake City Hall.

STRATEGIC PLAN: Maintain fiscally-responsible City management & operations

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COUNCIL ACTION REQUESTED:

1. Review/Approve Preliminary 2021 Budget
2. Review/Approve Preliminary 2021 Levy
3. Review/Approve Preliminary 2021 Debt Service Levy

ATTACHMENTS:

1. 2021 General Fund Budget.
2. Resolution 20-20 Setting Property Tax for 2021.
3. Resolution 20-21 Setting Debt Service Levy for 2021.
4. TNT Notices

CITY OF HOWARD LAKE 2021 PRELIMINARY LEVY CERTIFICATION		
General Fund Expenditures		
General Operational Budget	$	2,296,578
Total	**$**	**2,453,262**
General Fund Debt Service		
2014A - Industrial Park	$	33,945
Terning Trls/DLP Assessment	$	53,822
2018A Series (HCH)	$	68,917
Total	**$**	**156,684**
General Fund Revenues		
LGA	$	612,000
Other Revenues	$	682,780
Taxes	$	1,167,257
Total	**$**	**2,462,037**
TOTAL EXPENDITURES & REVENUES		
Total Expenditures	$	2,453,261.50
Total Revenues	$	2,462,037.00
CERTIFIED LEVY		
2020 GF LEVY	$	939,359.00
2020 DEBT SERVICE LEVY	$	126,227.00
2020 TOTAL	**$**	**1,065,585.00**
2021 GF LEVY	$	1,010,573.00
2021 DEBT SERVICE LEVY	$	156,684.00
2021 TOTAL	**$**	**1,167,257.00**
PERENTAGE CHANGE		*8.00%*

CITY OF HOWARD LAKE Expenditures	2019 BUDGET	2019 ACTUAL	2020 YTD	2020 BUDGET	2021 PROPOSED BUDGET	+/- PREVIOUS YR
DEPT 411 MAYOR AND COUNCIL						
E 100-4100-411-101 WAGES - DEPARTMENT HEAD	$ 24,000.00	$ 22,925.00	$ 15,525.00	$ 24,000.00	$27,000	$ 3,000.00
E 100-4100-411-122 EMPLOYER FICA	$ 1,488.00	$ 1,421.29	$ 962.50	$ 1,488.00	$ 1,674.00	$ 186.00
E 100-4100-411-123 EMPLOYER MEDICARE	$ 348.00	$ 332.38	$ 225.09	$ 348.00	$ 391.50	$ 43.50
E 100-4100-411-305 CONFERENCES AND TRAINING	$ 1,000.00	$ -	$ -	$ 1,000.00	$1,000	$ -
E 100-4100-411-331 TRAVEL	$ 500.00	$ 57.42	$ -	$ 500.00	$500	$ -
E 100-4100-411-433 DUES AND SUBSCRIPTIONS	$ 250.00	$ 400.00	$ 30.00	$ 250.00	$250.00	$ -
E 100-4100-411-437 MISCELLANEOUS	$ -	$ 81.05	$ 2,259.25		$ -	$ -
E 100-4100-411-439 REIMBURSED EXPENSES	$ 250.00	$ -	$ -	$ 250.00	$250	$ -
DEPT 411 MAYOR AND COUNCIL	**$ 27,836.00**	**$ 25,217.14**	**$ 19,001.84**	**$ 27,836.00**	**$ 31,065.50**	**$ 3,229.50**
DEPT 412 ACCOUNTANT						
E 100-4100-412-103 WAGES - OTHER	$ 28,443.00	$ 27,971.32	$ 26,294.47	$ 33,000.00	$ 32,606.00	($394.00)
E 100-4100-412-121 EMPLOYER PERA	$ 1,848.00	$ 2,089.27	$ 1,972.34	$ 2,200.00	$1,629	($571.00)
E 100-4100-412-122 EMPLOYER FICA	$ 412.42	$ 1,734.29	$ 1,630.34	$ 2,100.00	$ 1,346.00	($754.00)
E 100-4100-412-123 EMPLOYER MEDICARE	$ 271.00	$ 405.69	$ 381.40	$ 500.00	$ 314.00	($186.00)
E 100-4100-412-131 HEALTH INSURANCE	$ -	$ -	$ -	$ -	$ -	$ -
E 100-4100-412-132 LIFE INSURANCE	$ -	$ -	$ -	$ -	$ -	$ -
E 100-4100-412-201 GENERAL SUPPLIES	$ 250.00	$ -	$ -	$ 250.00	$ 250.00	$ -
E 100-4100-412-305 CONFERENCES AND TRAINING	$ 1,500.00	$ -	$ -	$ 2,000.00	$ 2,000.00	$ -
E 100-4100-412-331 TRAVEL	$ 250.00	$ -	$ -	$ 500.00	$ 500.00	$ -
E 100-4100-412-433 DUES AND SUBSCRIPTIONS	$ 250.00	$ 120.00	$ -	$ 250.00	$ 250.00	$ -
E 100-4100-412-512 EQUIPMENT PURCHASE	$ -	$ -	$ -	$ -	$ -	$ -
DEPT 412 ACCOUNTANT	**$ 33,224.42**	**$ 32,320.57**	**$ 30,278.55**	**$ 40,800.00**	**$ 38,895.00**	**($1,905.00)**
DEPT 413 GENERAL GOVT. BUILDINGS						
E 100-4100-413-103 WAGES & OTHER	$ -	$ -	$ -	$ -	$ 20,000.00	$ 20,000.00
E 100-4100-413-121 EMPLOYER PERA	$ -	$ -	$ -	$ -	$ 1,275.00	$ 1,275.00
E 100-4100-413-122 EMPLOYER FICA	$ -	$ -	$ -	$ -	$ 1,054.00	$ 1,054.00
E 100-4100-413-123 EMPLOYER MEDICARE	$ -	$ -	$ -	$ -	$ 246.00	$ 246.00
E 100-4100-413-201 GENERAL SUPPLIES	$ -	$ 831.12	$ 1,049.91	$ -	$ 5,000.00	$ 5,000.00
E 100-4100-413-211 CLEANING	$ 6,000.00	$ 4,548.60	$ 4,027.85	$ 5,000.00	$ -	($5,000.00)
E 100-4100-413-321 TELEPHONE	$ -	$ -	$ -	$ -	$ -	$ -
E 100-4100-413-381 UTILITY-ELECTRIC	$ 8,500.00	$ 6,708.69	$ 7,106.25	$ 8,500.00	$ 8,500.00	$ -
E 100-4100-413-382 UTILITY - GAS	$ 3,000.00	$ 1,245.85	$ 1,130.32	$ 3,000.00	$ 3,000.00	$ -
E 100-4100-413-384 REFUSE DISPOSAL	$ 400.00	$ 157.96	$ -	$ 250.00	$ 250.00	$ -
E 100-4100-413-401 R&M BUILDINGS	$ 15,000.00	$ 6,982.87	$ 10,788.29	$ 10,000.00	$ 10,000.00	$ -
E 100-4100-413-437 MISCELLANEOUS	$ 2,500.00	$ 77.53	$ -	$ 2,000.00	$ -	($2,000.00)
E 100-4100-413-438 LICENSE & FEES TO OTHER GOVTS	$ 200.00	$ 185.10	$ -	$ 200.00	$ -	($200.00)
E 100-4100-413-512 EQUIPMENT PURCHASE	$ -	$ -	$ -	$ -	$ -	$ -
DEPT 413 GENERAL GOVT. BUILDINGS	**$ 35,600.00**	**$ 21,817.68**	**$ 24,102.62**	**$ 28,950.00**	**$ 49,325.00**	**$ 20,375.00**
DEPT 414 ASSISTANT CITY ADMINISTRATOR						
E 100-4100-414-101 WAGES - DEPARTMENT HEAD	$66,200	$ 72,761.89	$ 54,794.33	$ 71,000.00	$ 66,194.00	($4,806.00)
E 100-4100-414-121 EMPLOYER PERA	$ 5,197.00	$ 5,457.14	$ 4,073.53	$ 4,600.00	$ 1,964.00	($2,636.00)
E 100-4100-414-122 EMPLOYER FICA	$ 4,957.00	$ 4,511.31	$ 3,217.51	$ 4,400.00	$ 4,103.00	($297.00)
E 100-4100-414-123 EMPLOYER MEDICARE	$ 1,159.00	$ 1,055.13	$ 752.60	$ 1,100.00	$ 959.00	($141.00)
E 100-4100-414-131 HEALTH INSURANCE	$ 5,364.00	$ 6,595.00	$ 9,443.54	$ 15,700.00	$ 15,500.00	($200.00)
E 100-4100-414-132 LIFE INSURANCE	$ 25.00	$ 16.83	$ 23.76	$ 26.00	$ 30.00	$ 4.00
E 100-4100-414-201 GENERAL SUPPLIES	$ 100.00	$ -	$ -	$ 100.00	$ 250.00	$ 150.00
E 100-4100-414-305 CONFERENCES AND TRAINING	$ 1,500.00	$ 1,116.60	$ -	$ 1,500.00	$ 1,500.00	$ -
E 100-4100-414-321 TELEPHONE	$ 780.00	$ 715.00	$ 715.00	$ 780.00	$ 780.00	$ -
E 100-4100-414-331 TRAVEL	$ 3,600.00	$ 727.07	$ 1,650.00	$ 1,000.00	$ 1,000.00	$ -
E 100-4100-414-433 DUES AND SUBSCRIPTIONS	$ 1,000.00	$ -	$ -	$ -	$ -	$ -
E 100-4100-414-437 MISCELLANEOUS	$ -	$ -	$ -	$ -	$ -	$ -
DEPT 414 ASSISTANT CITY ADMINISTRATOR	**$ 89,882.00**	**$ 96,394.01**	**$ 74,670.27**	**$ 103,806.00**	**$ 92,280.00**	**($11,526.00)**
DEPT 415 CITY ADMINISTRATOR						
E 100-4100-415-101 WAGES - DEPARTMENT HEAD	$ 95,081.00	$ 94,745.13	$ 95,491.68	$ 103,500.00	$ 98,055.00	($5,445.00)
E 100-4100-415-104 WAGES - TEMPORARY	$ 8,500.00	$ -	$ -	$ -	$ -	$ -
E 100-4100-415-121 EMPLOYER PERA	$ 6,180.00	$ 7,105.90	$ 7,161.85	$ 6,800.00	$ 7,354.00	$ 554.00
E 100-4100-415-122 EMPLOYER FICA	$ 5,895.00	$ 5,530.55	$ 5,592.75	$ 6,500.00	$ 6,275.00	($225.00)
E 100-4100-415-123 EMPLOYER MEDICARE	$ 1,378.00	$ 1,293.39	$ 1,308.00	$ 1,500.00	$ 1,421.00	($79.00)
E 100-4100-415-131 HEALTH INSURANCE	$ 15,732.00	$ 16,648.92	$ 15,861.01	$ 17,500.00	$ 18,167.00	$ 667.00
E-100-4100-415-132 LIFE INSURANCE	$ 25.00	$ 20.40	$ 26.40	$ 29.00	$ 30.00	$ 1.00
E 100-4100-415-201 GENERAL SUPPLIES	$ 250.00	$ -	$ -	$ 250.00	$ 250.00	$ -
E 100-4100-415-305 CONFERENCES AND TRAINING	$ 2,500.00	$ 760.46	$ -	$ 2,500.00	$ 2,500.00	$ -
E 100-4100-415-321 TELEPHONE	$ 780.00	$ 780.00	$ 715.00	$ 780.00	$ 780.00	$ -
E 100-4100-415-331 TRAVEL	$ 3,600.00	$ 3,600.00	$ 3,300.00	$ 3,600.00	$ 3,600.00	$ -
E 100-4100-415-342 MARKETING AND PROMOTIONS	$ 1,580.00	$ -	$ -	$ -	$ -	$ -
E 100-4100-415-433 DUES AND SUBSCRIPTIONS	$ 1,500.00	$ 758.62	$ 1,118.14	$ 1,500.00	$ 1,500.00	$ -
E 100-4100-415-437 MISCELLANEOUS	$ -	$ 788.95	$ 230.30	$ 1,000.00	$ 1,000.00	$ -
DEPT 415 CITY ADMINISTRATOR	**$ 143,001.00**	**$ 132,032.32**	**$ 130,805.13**	**$ 145,459.00**	**$ 140,932.00**	**($4,527.00)**
DEPT 416 PROFESSIONAL SERVICES						
E 100-4100-416-301 ACCOUNTING FEES	$ 23,050.00	$ 26,250.00	$ 20,221.58	$ 28,000.00	$16,000	($12,000.00)
E 100-4100-416-302 ARCHITECTS FEES	$ 5,000.00	$ -	$ -	$ -		$ -
E 100-4100-416-303 ENGINEERING FEES	$ 20,000.00	$ 41,936.62	$ 69,161.68	$ 20,000.00	$ 20,000.00	$ -
E 100-4100-416-304 LEGAL FEES	$ 15,000.00	$ 4,729.00	$ 5,710.00	$ 15,000.00	$ 15,000.00	$ -
E 100-4100-416-307 ASSESSING	$ 14,184.00	$ 14,016.00	$ 14,575.00	$ 14,600.00	$16,000	$ 1,400.00
E 100-4100-416-308 CONSTRUCTION	$ -	$ -	$ -	$ -	$ -	$ -
E 100-4100-416-309 CONSULTING FEES	$ 20,000.00	$ 14,220.90	$ 10,727.23	$ 10,000.00	$ 10,000.00	$ -
E 100-4100-416-437 MISCELLANEOUS	$ 12,000.00	$ -	$ -	$ 12,000.00	$ 12,000.00	$ -
DEPT 416 PROFESSIONAL SERVICES	**$ 110,234.00**	**$ 101,152.52**	**$ 120,395.49**	**$ 99,600.00**	**$ 89,000.00**	**($10,600.00)**
DEPT 417 PLANNING AND BLDG INSPECTION						

CITY OF HOWARD LAKE	2019	2019	2020	2020	2021	
Expenditures	**BUDGET**	**ACTUAL**	**YTD**	**BUDGET**	**PROPOSED**	**+/-**
E 100-4100-417-106 MEETINGS	$ 2,400.00	$ 875.00	$ -	$ 2,400.00	$ 2,400.00	$ -
E 100-4100-417-122 EMPLOYER FICA	$ -	$ 49.60	$ -	$ 150.00	$ 150.00	$ -
E 100-4100-417-123 EMPLOYER MEDICARE	$ -	$ 11.61	$ -	$ 35.00	$ 35.00	$ -
E 100-4100-417-309 CONSULTING FEES	$ 1,000.00	$ -	$ -	$ 1,000.00	$ 1,000.00	$ -
E 100-4100-417-310 INSPECTIONS	$ 36,000.00	$ 31,653.82	$ 27,084.48	$ 30,000.00	$ 30,000.00	$ -
E 100-4100-417-496 PLANNING AND ZONING SURCHARGE	$ 2,500.00	$ -	$ -	$ 2,500.00	$ 2,500.00	$ -
DEPT 417 PLANNING AND BLDG INSPECTION	**$ 41,900.00**	**$ 32,590.03**	**$ 27,084.48**	**$ 36,085.00**	**$ 36,085.00**	**$ -**
DEPT 419 OTHER UNALLOCATED						
E 100-4100-419-124 FIRE RELIEF CONTRIBUTION	$ -	$ -	$ -	$ -	$ -	$ -
E 100-4100-419-151 WORKERS COMPENSATION	$ 22,000.00	$ 31,984.20	$ 31,016.04	$ 25,000.00	$ 25,000.00	$ -
E 100-4100-419-201 GENERAL SUPPLIES	$ 2,000.00	$ 5,463.18	$ 2,923.78	$ 4,500.00	$ 4,500.00	$ -
E 100-4100-419-202 DUPLICATING SUPPLIES	$ 2,500.00	$ 2,810.78	$ 1,716.74	$ -	$ -	$ -
E 100-4100-419-203 COMPUTER SUPPLIES/TECHNOLOGY	$ 10,000.00	$ 7,503.86	$ 18,499.00	$ -	$ -	$ -
E 100-4100-419-321 TELEPHONE	$ 7,500.00	$ 5,643.94	$ 6,296.72	$ -	$ -	$ -
E 100-4100-419-322 POSTAGE	$ 1,500.00	$ 2,084.38	$ 2,796.85	$ 2,200.00	$ 2,500.00	$ 300.00
E 100-4100-419-342 MARKETING AND PROMOTIONS	$ 7,500.00	$ 5,093.51	$ 595.00	$ 1,000.00	$ -	($1,000.00)
E 100-4100-419-351 PUBLISHING LEGAL NOTICES	$ 2,000.00	$ 1,342.72	$ 880.33	$ 2,000.00	$ 2,000.00	$ -
E 100-4100-419-354 ELECTION EXPENDITURES	$ -	($350.27)	$ 3,194.35	$ 10,000.00	$ -	($10,000.00)
E 100-4100-419-361 INSURANCE	$ 58,500.00	$ 57,117.55	$ 60,552.00	$ 60,000.00	$ 62,250.00	$ 2,250.00
E 100-4100-419-409 R&M PROPERTY	$ 500.00	$ -	$ -	$ -	$ -	$ -
E 100-4100-419-433 DUES AND SUBSCRIPTIONS	$ 4,000.00	$ 3,397.88	$ 4,096.32	$ 4,000.00	$ 4,000.00	$ -
E 100-4100-419-437 MISCELLANEOUS	$ 11,000.00	$ 10,023.50	$ 4,680.91	$ 11,000.00	$ 11,000.00	$ -
E 100-4100-419-438 LICENSE & FEES TO OTHER GOVTS	$ 1,000.00	$ 120.00	$ 202.00	$ 1,000.00	$ 1,000.00	$ -
E 100-4100-419-514 LAND PURCHASE	$ -	$ -	$ -			$ -
DEPT 419 OTHER UNALLOCATED	**$ 130,000.00**	**$ 132,235.23**	**$ 137,450.04**	**$ 120,700.00**	**$ 112,250.00**	**($8,450.00)**
DEPT 421 POLICE						
E 100-4200-421-101 WAGES - DEPARTMENT HEAD	$ 77,726.00	$ 77,388.59	$ 76,355.04	$ 84,500.00	$ 89,170.00	$ 4,670.00
E 100-4200-421-103 WAGES - OTHER	$ 127,064.00	$ 129,288.66	$ 125,811.06	$ 137,500.00	$ 144,922.00	$ 7,422.00
E 100-4200-421-104 WAGES - TEMPORARY	$ 42,500.00	$ 48,956.02	$ 36,796.59	$ 45,300.00	$ 46,389.00	$ 1,089.00
E 100-4200-421-121 EMPLOYER PERA	$ 40,802.85	$ 40,557.53	$ 37,840.92	$ 47,300.00	$ 50,283.00	$ 2,983.00
E 100-4200-421-122 EMPLOYER FICA	$ 3,700.00	$ 894.92	$ 1,183.83	$ 3,000.00	$ 1,500.00	($1,500.00)
E 100-4200-421-123 EMPLOYER MEDICARE	$ 2,200.00	$ 3,665.81	$ 3,353.15	$ 4,000.00	$ 3,500.00	($500.00)
E 100-4200-421-131 HEALTH INSURANCE	$ 19,476.00	$ 26,963.62	$ 30,246.76	$ 33,800.00	$ 35,490.00	$ 1,690.00
E-100-4100-421-132 LIFE INSURANCE	$ -	$ 61.20	$ 79.20	$ 100.00	$ 100.00	$ -
E 100-4200-421-141 UNEMPLOYMENT COMPENSATION	$ -	$ -	$ 9.26	$ -		$ -
E 100-4200-421-201 GENERAL SUPPLIES	$ 1,500.00	$ 2,502.16	$ 921.91	$ 2,000.00	$ 2,000.00	$ -
E 100-4200-421-203 COMPUTER	$ 7,000.00	$ 7,991.62	$ 5,630.76	$ 9,000.00	$ 7,500.00	($1,500.00)
E 100-4200-421-212 VEHICLES - OIL/GAS	$ 10,000.00	$ 8,342.47	$ 7,906.73	$ 10,000.00	$ 9,000.00	($1,000.00)
E 100-4200-421-213 UNIFORMS	$ 1,000.00	$ 1,785.97	$ 1,447.41	$ 1,300.00	$ 3,000.00	$ 1,700.00
E 100-4200-421-304 LEGAL FEES	$ 30,000.00	$ 5,706.00	$ 11,034.00	$ 15,000.00	$ 15,000.00	$ -
E 100-4200-421-305 CONFERENCES AND TRAINING	$ 2,500.00	($5,728.29)	$ 1,520.58	$ 2,500.00	$ 2,500.00	$ -
E 100-4200-421-321 TELEPHONE	$ 1,000.00	$ 1,445.17	$ 1,096.83	$ 1,500.00	$ 1,500.00	$ -
E 100-4200-421-322 POSTAGE	$ -	$ 21.98	$ 57.25	$ -	$ -	$ -
E 100-4200-421-323 RADIO/PAGER UNITS	$ 1,000.00	$ 2,165.50	$ 1,165.50	$ 1,000.00	$ 1,500.00	$ 500.00
E 100-4200-421-405 R&M- EQUIP,VEH	$ 4,500.00	$ 4,559.26	$ 3,365.37	$ 5,500.00	$ 5,500.00	$ -
E 100-4200-421-433 DUES AND SUBSCRIPTIONS	$ 1,000.00	$ 2,664.00	($130.00)	$ 1,000.00	$ 1,000.00	$ -
E 100-4200-421-437 MISCELLANEOUS	$ 2,000.00	$ 1,210.64	$ 418.55	$ 2,000.00	$ 2,000.00	$ -
E 100-4200-421-438 LICENSE & FEES TO OTHER GOVTS	$ 500.00	$ 180.00	$ 130.74	$ 500.00	$ 500.00	$ -
E 100-4200-421-440 DRUG ENFORCEMENT	$ -	$ 20.00	$ -	$ -	$ -	$ -
E 100-4200-421-512 EQUIPMENT PURCHASE	$ 3,000.00	$ 2,071.74	$ 34.92	$ 3,000.00	$ 3,000.00	$ -
E 100-4200-421-521 SPECIAL VEHICLE PERMIT	$ -	$ -	$ -	$ 200.00	$ -	($200.00)
DEPT 421 POLICE	**$ 378,468.85**	**$ 362,714.57**	**$ 346,276.36**	**$ 410,000.00**	**$ 425,354.00**	**$ 15,354.00**
DEPT 422 FIRE						
E 100-4200-422-101 WAGES - DEPARTMENT HEAD	$ 9,000.00	$ 5,048.00	$ 7,125.00	$ 10,950.00	$ 12,000.00	$ 1,050.00
E 100-4200-422-103 WAGES - OTHER	$ 14,000.00	$ 8,352.00	$ 9,717.00	$ 14,000.00	$ 20,000.00	$ 6,000.00
E 100-4200-422-122 EMPLOYER FICA	$ 900.00	$ 851.49	$ 1,044.21	$ 1,000.00	$ 1,000.00	$ -
E 100-4200-422-123 EMPLOYER MEDICARE	$ 250.00	$ 199.14	$ 244.22	$ 250.00	$ 250.00	$ -
E 100-4200-422-124 FIRE RELIEF CONTRIBUTION	$ 25,000.00	$ 25,000.00	$ 51,690.82	$ 48,500.00	$ 48,500.00	$ -
E 100-4200-422-135 MEDICAL EXAMS/DRUG TESTING	$ 3,500.00	$ 1,928.00	$ 2,832.00	$ 3,500.00	$ 2,000.00	($1,500.00)
E 100-4200-422-141 UNEMPLOYMENT COMPENSATION	$ -	$ -	$ -	$ -	$ -	$ -
E 100-4200-422-201 GENERAL SUPPLIES	$ 5,000.00	$ 3,569.33	$ 2,953.38	$ 5,000.00	$ 4,000.00	($1,000.00)
E 100-4200-422-202 DUPLICATING SUPPLIES	$ 100.00	$ -	$ -	$ 100.00	$ -	($100.00)
E 100-4200-422-203 COMPUTER	$ 1,000.00	$ 391.13	$ 122.40	$ 1,000.00	$ 400.00	($600.00)
E 100-4200-422-212 VEHICLES - OIL/GAS	$ 3,000.00	$ 1,400.51	$ 1,418.07	$ 3,000.00	$ 2,000.00	($1,000.00)
E 100-4200-422-213 UNIFORMS	$ 2,500.00	$ 7,332.41	$ 6,010.01	$ 2,500.00	$ 2,500.00	$ -
E 100-4200-422-305 CONFERENCES AND TRAINING	$ 10,000.00	($1,638.21)	($526.23)	$ 7,500.00	$ 7,500.00	$ -
E 100-4200-422-308 CONSTRUCTION	$ -	$ -	$ -	$ -	$ -	$ -
E 100-4200-422-309 CONSULTING FEES		$ -	$ 1,487.00	$ -	$ -	$ -
E 100-4200-422-321 TELEPHONE	$ 2,500.00	$ 2,579.62	$ 2,443.43	$ 2,500.00	$ 2,500.00	$ -
E 100-4200-422-322 POSTAGE		$ 117.50	$ -	$ -	$ -	$ -
E 100-4200-422-323 RADIO/PAGER UNITS	$ 5,500.00	$ 6,728.62	$ 7,944.37	$ 5,500.00	$ 5,500.00	$ -
E 100-4200-422-331 TRAVEL	$ 1,500.00	$ -	$ -	$ 1,000.00	$ 1,000.00	$ -
E 100-4200-422-361 INSURANCE	$ -	$ -	$ -	$ -	$ -	$ -
E 100-4200-422-381 UTILITY-ELECTRIC	$ 4,000.00	$ 2,467.66	$ 2,827.75	$ 4,000.00	$ 3,000.00	($1,000.00)
E 100-4200-422-382 UTILITY - GAS	$ 3,000.00	$ 1,776.91	$ 1,506.12	$ 3,000.00	$ 2,000.00	($1,000.00)
E 100-4200-422-401 R&M BUILDINGS	$ 2,500.00	$ -	$ 20.98	$ 5,000.00	$ 5,000.00	$ -
E 100-4200-422-405 R&M- EQUIP,VEH	$ 7,500.00	$ 3,468.80	$ 7,059.62	$ 7,500.00	$ 7,500.00	$ -
E 100-4200-422-431 FIRE DEPARTMENT CONTRACTS	$ -	$ -	$ -	$ -	$ -	$ -
E 100-4200-422-433 DUES AND SUBSCRIPTIONS	$ 500.00	$ 633.00	$ 400.00	$ 500.00	$ 500.00	$ -
E 100-4200-422-437 MISCELLANEOUS	$ 1,000.00	$ 798.18	$ 317.28	$ 1,000.00	$ 1,000.00	$ -
E 100-4200-422-439 REIMBURSED EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -
E 100-4200-422-510 CAPITAL EXPENDITURES	$ 45,000.00	$ 2 45,000.00	$ 55,000.00	$ 55,000.00	$ 55,000.00	$ -

CITY OF HOWARD LAKE Expenditures	2019 BUDGET	2019 ACTUAL	2020 YTD	2020 BUDGET	2021 PROPOSED	+/-
E 100-4200-422-512 EQUIPMENT PURCHASE	$ 10,000.00	$ 409.93	$ 19,276.70	$ 10,000.00	$ 10,000.00	$ -
E 100-4200-422-720 OPERATING TRNSFR OUT		$ -	$ -	$ -		$ -
DEPT 422 FIRE	**$ 157,250.00**	**$ 116,414.02**	**$ 180,914.13**	**$ 192,300.00**	**$ 193,150.00**	**$ 850.00**
DEPT 423 TZD						$ -
E 100-4200-423-101 WAGES - DEPARTMENT HEAD	$ -	$ 1,090.74	$ 723.56	$ 1,200.00	$ -	($1,200.00)
E 100-4200-423-121 EMPLOYER PERA	$ -	$ 184.89	$ 128.07	$ 200.00	$ -	($200.00)
E 100-4200-423-123 EMPLOYER MEDICARE	$ -	$ 15.15	$ 10.22	$ 20.00	$ -	($20.00)
E 100-4200-423-131 HEALTH INSURANCE	$ -	$ 123.54	$ 109.50	$ 150.00	$ -	($150.00)
DEPT 423 TZD	**$ -**	**$ 1,414.32**	**$ 971.35**	**$ 1,570.00**	**$ -**	**($1,570.00)**
DEPT 425 CIVIL DEFENSE						$ -
E 100-4200-425-101 WAGES - DEPARTMENT HEAD	$ 250.00	$ 250.00	$ 250.00	$ 250.00	$ 250.00	$ -
E 100-4200-425-405 R&M- EQUIP,VEH	$ 1,500.00	$ -	$ -	$ 1,500.00	$ 1,500.00	$ -
E 100-4200-425-437 MISCELLANEOUS	$ -	$ -	$ -	$ -		$ -
DEPT 425 CIVIL DEFENSE	**$ 1,750.00**	**$ 250.00**	**$ 250.00**	**$ 1,750.00**	**$ 1,750.00**	**$ -**
DEPT 426 AMBULANCE						
E 100-4200-426-103 WAGES - OTHER	$ 40,000.00	$ 73,892.65	$ 73,878.41	$ 50,000.00	$ 50,000.00	$ -
E 100-4200-426-121 EMPLOYER PERA	$ -	$ -	$ -		$ -	$ -
E 100-4200-426-122 EMPLOYER FICA	$ 2,480.00	$ 4,581.34	$ 4,580.46	$ 4,000.00	$ 4,000.00	$ -
E 100-4200-426-123 EMPLOYER MEDICARE	$ 580.00	$ 1,071.61	$ 1,071.42	$ 1,000.00	$ 1,000.00	$ -
E 100-4200-426-141 UNEMPLOYMENT COMPENSATION	$ -	$ 53.82	$ 1,379.78			$ -
E 100-4200-426-201 GENERAL SUPPLIES	$ -	$ -	$ -			$ -
E 100-4200-426-212 VEHICLES - OIL/GAS	$ -	$ -	$ -			$ -
E 100-4200-426-305 CONFERENCES AND TRAINING	$ -	$ -	$ -			$ -
E 100-4200-426-405 R&M- EQUIP,VEH	$ -	$ -	$ -			$ -
E 100-4200-426-433 DUES AND SUBSCRIPTIONS	$ -	$ -	$ -			$ -
E 100-4200-426-436 MINN. SALES TAX	$ -	$ -	$ -			$ -
E 100-4200-426-437 MISCELLANEOUS	$ -	$ -	$ -			$ -
E 100-4200-426-439 REIMBURSED EXPENSES	$ -	$ -	$ -			$ -
E 100-4200-426-510 CAPITAL EXPENDITURES	$ -	$ -	$ -			$ -
DEPT 426 AMBULANCE	**$ 43,060.00**	**$ 79,599.42**	**$ 80,910.07**	**$ 55,000.00**	**$ 55,000.00**	**$ -**
DEPT 431 STREETS AND HIGHWAYS						
E 100-4300-431-101 WAGES - DEPARTMENT HEAD	$ 45,121.00	$ 49,691.44	$ 43,058.65	$ 35,200.00	$ 45,231.00	$ 10,031.00
E 100-4300-431-103 WAGES - OTHER	$ 29,016.00	$ 30,433.42	$ 29,476.20	$ 33,300.00	$ 32,894.00	($406.00)
E 100-4300-431-121 EMPLOYER PERA	$ 4,818.00	$ 6,009.43	$ 5,130.49	$ 4,500.00	$ 5,859.00	$ 1,359.00
E 100-4300-431-122 EMPLOYER FICA	$ 1,074.00	$ 4,488.87	$ 4,115.84	$ 4,250.00	$ 4,843.00	$ 593.00
E 100-4300-431-123 EMPLOYER MEDICARE	$ 378.56	$ 1,049.92	$ 962.64	$ 1,000.00	$ 1,132.00	$ 132.00
E 100-4300-431-131 HEALTH INSURANCE	$ 11,799.00	$ 22,104.29	$ 19,594.65	$ 18,750.02	$ 19,687.00	$ 936.99
E-100-4300-431-132 LIFE INSURANCE	$ 50.00	$ 27.45	$ 33.75	$ 32.00	$ 30.00	($2.00)
E-100-4300-431-151 WORKERS COMPENSATION INS		$ -	$ 551.22		$ -	$ -
E 100-4300-431-201 GENERAL SUPPLIES	$ 4,000.00	$ 3,442.15	$ 3,944.92	$ 3,500.00	$ 3,500.00	$ -
E 100-4300-431-203 COMPUTER SUPPLIES/TECHNOLOGY		$ -	$ 436.85		$ -	$ -
E 100-4300-431-212 VEHICLES - OIL/GAS	$ 8,000.00	$ 10,138.67	$ 4,698.18	$ 9,000.00	$ 5,000.00	($4,000.00)
E 100-4300-431-213 UNIFORMS	$ 1,000.00	$ 368.57	$ 315.55	$ 966.00	$ 1,000.00	$ 34.00
E 100-4300-431-224 STREET MATERIALS	$ 5,000.00	$ 73,032.37	$ 263,492.11	$ 5,500.00	$ 7,500.00	$ 2,000.00
E 100-4300-431-226 SIGNS	$ 5,000.00	$ 2,048.21	$ 1,611.30	$ 3,000.00	$ 3,000.00	$ -
E 100-4300-431-303 ENGINEERING FEES	$ -	$ 3,478.17	$ -			$ -
E 100-4300-431-305 CONFERENCES AND TRAINING	$0.00	$105.00	$0.00	$ 300.00	$ 300.00	$ -
E 100-4300-431-321 TELEPHONE	$ 1,000.00	$ 609.69	$ 634.36	$ 1,300.00	$ 1,300.00	$ -
E 100-4300-431-323 RADIO/PAGER UNITS	$ -	$ -	$ -	$ -	$ -	$ -
E 100-4300-431-331 TRAVEL	$ 500.00	$ -	$ -	$ 500.00	$ 500.00	$ -
E 100-4300-431-381 UTILITY-ELECTRIC	$ 32,500.00	$ 28,735.04	$ 29,293.60	$ 32,500.00	$ 30,000.00	($2,500.00)
E 100-4300-431-382 UTILITY - GAS	$ 3,000.00	$ 2,044.54	$ 1,829.38	$ 3,500.00	$ 2,500.00	($1,000.00)
E 100-4300-431-384 REFUSE DISPOSAL	$ 500.00	$ 575.50	$ 713.38	$ 500.00	$ 1,000.00	$ 500.00
E 100-4300-431-387 WEED CONTROL/PROPERTY MAINT	$ 1,500.00	$ 2,571.22	$ 303.47	$ -	$ -	$ -
E 100-4300-431-389 SNOW REMOVAL	$ 7,500.00	$ 29,947.11	$ 14,020.37	$ 15,000.00	$ 15,000.00	$ -
E 100-4300-431-401 R&M BUILDINGS	$ 5,000.00	$ 2,195.56	$ 277.30	$ 4,000.00	$ 4,000.00	$ -
E 100-4300-431-402 R&M STRUCTURES	$ 7,000.00	$ 6,030.35	$ -	$ 6,000.00	$ 6,000.00	$ -
E 100-4300-431-405 R&M- EQUIP,VEH	$ 8,000.00	$ 29,850.61	$ 27,679.92	$ 15,000.00	$ 15,000.00	$ -
E 100-4300-431-406 R&M STREETS	$ 1,000.00	$ 1,627.07	$ 4,381.66	$ 2,500.00	$ 5,000.00	$ 2,500.00
E 100-4300-431-408 R&M SIDEWALKS	$ 2,500.00	$ -	$ 1,698.00	$ 4,000.00	$ 4,000.00	$ -
E 100-4300-431-437 MISCELLANEOUS	$ 2,500.00	$ 2,394.69	$ 19,026.11	$ 2,000.00	$ 2,000.00	$ -
E 100-4300-431-438 LICENSE & FEES TO OTHER GOVTS		$ -	$ 226.90		$ -	$ -
E 100-4300-431-512 EQUIPMENT PURCHASE	$ -	$ -	$ 599.99	$ 2,000.00	$ -	($2,000.00)
E 100-4300-431-516 LEASE PAYMENTS	$ -	$ -	$ -	$ -	$ -	$ -
E 100-4300-431-800 INTER-GOVERNMENTAL EXPENSE		$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ -
DEPT 431 STREETS AND HIGHWAYS	**$ 187,756.56**	**$ 314,499.34**	**$ 479,606.79**	**$ 209,598.02**	**$ 217,776.00**	**$ 8,177.99**
DEPT 434 SANITATION & WASTE REMOVAL						
E 100-4300-434-322 POSTAGE	$ 1,000.00	$ 825.96	$ 833.05	$ 1,000.00	$ 1,000.00	$ -
E 100-4300-434-384 REFUSE DISPOSAL	$ 90,000.00	$ 100,759.70	$ 96,153.94	$ 90,000.00	$ 90,000.00	$ -
E 100-4300-434-386 RECYCLING	$ 25,000.00	$ 32,207.37	$ 25,768.87	$ 27,500.00	$ 27,500.00	$ -
E 100-4300-434-390 COMPOST SITE		$ 6,535.95	$ 15,823.40	$ 7,000.00	$ 9,000.00	$ 2,000.00
E 100-4300-434-436 MINN. SALES TAX	$ 10,000.00	$ 10,569.74	$ 11,618.84	$ 10,000.00	$ 10,000.00	$ -
DEPT 434 SANITATION & WASTE REMOVAL	**$ 126,000.00**	**$ 150,898.72**	**$ 150,198.10**	**$ 135,500.00**	**$ 137,500.00**	**$ 2,000.00**
DEPT 493 GENERAL PUBLIC WORKS						
E 100-4300-493-103 WAGES - OTHER		$ -	$0.00	$0.00	$ -	$ -
E 100-4300-493-385 MOSQUITO CONTROL		$ -	$0.00	$6,500.00	$ 6,500.00	$ -
E 100-4300-493-387 WEED CONTROL/PROPERTY MAINT		$ -	$2,000.00	$3,500.00	$ 3,500.00	$ -
E 100-4300-493-493 ANIMAL CONTROL		$ -	$63.69	$1,500.00	$ -	($1,500.00)
DEPT 493 GENERAL PUBLIC WORKS		**$ -**	**$ 2,063.69**	**$ 11,500.00**	**$ 10,000.00**	**($1,500.00)**
DEPT 451 PARKS						
E 100-4500-451-104 WAGES - TEMPORARY	$ 15,000.00	$ 9,752.09	$ 3,677.60	$ 18,250.00	$ 15,000.00	($3,250.00)

CITY OF HOWARD LAKE Expenditures	2019 BUDGET	2019 ACTUAL	2020 YTD	2020 BUDGET	2021 PROPOSED	+/-
E 100-4500-451-121 EMPLOYER PERA	$ 500.00	$ -	$ -	$ 860.00	$ 860.00	$ -
E 100-4500-451-122 EMPLOYER FICA	$ 250.00	$ 266.88	$ -	$ 825.00	$ 825.00	$ -
E 100-4500-451-123 EMPLOYER MEDICARE	$ 100.00	$ 62.41	$ -	$ 200.00	$ 200.00	$ -
E 100-4500-451-201 GENERAL SUPPLIES	$ 2,500.00	$ 2,546.50	$ 847.66	$ 2,500.00	$ 2,500.00	$ -
E 100-4500-451-203 COMPUTER SUPPLIES/TECHNOLOGY		$ -	$ 64.08	$ -	$ -	$ -
E 100-4500-451-212 VEHICLES - OIL/GAS	$ -	$ 195.85	$ 755.15	$ 500.00	$ 500.00	$ -
E 100-4500-451-381 UTILITY-ELECTRIC	$ 2,500.00	$ 2,333.40	$ 2,529.71	$ 2,800.00	$ 2,500.00	($300.00)
E 100-4500-451-384 REFUSE DISPOSAL	$ 1,000.00	$ 762.84	$ -	$ 1,500.00	$ 1,500.00	$ -
E 100-4500-451-387 WEED CONTROL/PROPERTY MAINT		$ -	$ 581.71	$ -	$ -	$ -
E 100-4500-451-401 R&M BUILDINGS	$ 4,000.00	$ 7,106.87	$ 132.30	$ 6,000.00	$ 6,000.00	$ -
E 100-4500-451-402 R&M STRUCTURES	$ 10,000.00	$ 10,558.29	$ 1,750.00	$ 10,000.00	$ 10,000.00	$ -
E 100-4500-451-405 R&M- EQUIP,VEH	$ 2,500.00	$ 1,854.33	$ 2,502.91	$ 2,500.00	$ 2,500.00	$ -
E 100-4500-451-437 MISCELLANEOUS	$ 5,000.00	$ 5,324.38	$ 5,792.59	$ 7,500.00	$ 7,500.00	$ -
E 100-4500-451-512 EQUIPMENT PURCHASE		$ 316.25	$ -	$ 500.00	$ 500.00	$ -
DEPT 451 PARKS	**$ 43,350.00**	**$ 41,080.09**	**$ 18,633.71**	**$ 53,935.00**	**$ 50,385.00**	**($3,550.00)**
DEPT 452 COMMUNITY CENTER						
E 100-4500-452-201 GENERAL SUPPLIES	$ 2,000.00	$ 2,206.13	$ 1,310.09	$ 2,000.00	$ 2,000.00	$ -
E 100-4500-452-211 CLEANING	$ 2,000.00	$ 7,139.13	$ 1,539.15	$ 2,500.00	$ -	($2,500.00)
E 100-4500-452-381 UTILITY-ELECTRIC	$ 7,500.00	$ 6,965.60	$ 7,186.32	$ 7,500.00	$ 6,000.00	($1,500.00)
E 100-4500-452-382 UTILITY - GAS	$ 3,500.00	$ 3,178.45	$ 2,862.30	$ 4,000.00	$ 3,500.00	($500.00)
E 100-4500-452-401 R&M BUILDINGS	$ 5,000.00	$ 2,582.75	$ 1,200.11	$ 5,000.00	$ 1,000.00	($4,000.00)
E 100-4500-452-437 MISCELLANEOUS	$ 1,000.00	$ 358.04	$ -	$ 1,000.00	$ -	($1,000.00)
DEPT 452 COMMUNITY CENTER	**$ 21,000.00**	**$ 22,430.10**	**$ 14,097.97**	**$ 22,000.00**	**$ 12,500.00**	**($9,500.00)**
DEPT 453 SUMMER RECREATION						
E 100-4500-453-104 WAGES - TEMPORARY	$ 11,000.00	$ 6,976.00	$ -	$ 8,800.00	$ 8,800.00	$ -
E 100-4500-453-122 EMPLOYER FICA	$ 500.00	$ 432.51	$ -	$ 600.00	$ 600.00	$ -
E 100-4500-453-123 EMPLOYER MEDICARE	$ 200.00	$ 101.16	$ -	$ 130.00	$ 130.00	$ -
E 100-4500-453-213 UNIFORMS	$ 500.00	$ 267.50	$ -	$ 500.00	$ 500.00	$ -
E 100-4500-453-331 TRAVEL	$ 500.00	$ 500.00	$ -	$ 900.00	$ 900.00	$ -
E 100-4500-453-410 R & M OF BALL FIELDS	$ 2,000.00	$ -	$ -	$ 1,500.00	$ 1,500.00	$ -
E 100-4500-453-411 RENTAL EXP	$ -	$ -	$ -	$ -	$ -	$ -
E 100-4500-453-437 MISCELLANEOUS	$ 2,000.00	$ 564.34	$ 96.00	$ 1,000.00	$ 500.00	($500.00)
E 100-4500-453-512 EQUIPMENT PURCHASE	$ 1,000.00	$ -	$ -	$ 1,000.00	$ 500.00	($500.00)
DEPT 453 SUMMER RECREATION	**$ 17,700.00**	**$ 8,841.51**	**$ 96.00**	**$ 14,430.00**	**$ 13,430.00**	**($1,000.00)**
DEPT 454 SKATING RINK						
E 100-4500-454-201 GENERAL SUPPLIES	$ 150.00	$ -	$ -	$ 350.00		($350.00)
E 100-4500-454-240 TOOLS/MINOR EQUIP	$ -	$ -	$ -	$ -		$ -
E 100-4500-454-381 UTILITY-ELECTRIC	$ 300.00	$ 222.80	$ 230.02	$ 300.00		($300.00)
E 100-4500-454-382 UTILITY - GAS	$ 500.00	$ 275.99	$ 182.60	$ 300.00		($300.00)
E 100-4500-454-401 R&M BUILDINGS	$ 500.00	$ 1,279.00	$ -	$ 500.00		($500.00)
DEPT 454 SKATING RINK	**$ 1,450.00**	**$ 1,777.79**	**$ 412.62**	**$ 1,450.00**	**$ -**	**($1,450.00)**
DEPT 463 COMMUNITY EVENTS						
100-4500 -463-392 GOOD NEIGHBOR DAYS		$ -	$ -	$ 3,000.00	$ 3,000.00	$ -
100-4500-463-393 NATIONAL NIGHT OUT		$ -	($300.00)	$ 500.00	$ 500.00	$ -
100-4500-463-394 FARMERS MARKET		$ -	($260.02)	$ 2,000.00	$ 1,000.00	($1,000.00)
100-4500-463-395 ROYALTY		$ 1,220.71	$ 3,000.00	$ 3,000.00	$ 2,000.00	($1,000.00)
DEPT 463 COMMUNITY EVENTS	**$ -**	**$ 1,220.71**	**$ 2,439.98**	**$ 8,500.00**	**$ 6,500.00**	**($2,000.00)**
DEPT 460 SOUTH SHORE EVENT CENTER						
E 100-4500-460-101 WAGES - DEPARTMENT HEAD		$ -	$ 703.56	$ -		$ -
E 100-4500-460-104 WAGES - TEMPORARY		$ -	$ -	$ -		$ -
E 100-4500-460-121 EMPLOYER PERA		$ -	$ 52.79	$ -		$ -
E 100-4500-460-122 EMPLOYER FICA		$ -	$ 40.34	$ -		$ -
E 100-4500-460-123 EMPLOYER MEDICARE		$ -	$ 9.44	$ -		$ -
E 100-4500-460-201 GENERAL SUPPLIES		$ -	$ 3,476.87	$ -		$ -
E 100-4500-460-203 COMPUTER SUPPLIES/TECHNOLOGY		$ -	$ 1,475.77	$ -		$ -
E 100-4500-460-211 CLEANING		$ -	$ -	$ -		$ -
E 100-4500-460-321 TELEPHONE		$ 214.54	$ 715.65	$ -		$ -
E 100-4500-460-341 ADVERTISING		$ -	$ 3,246.27	$ -		$ -
E 100-4500-460-361 INSURANCE		$ 625.00	$ -	$ -		$ -
E 100-4500-460-409 R&M PROPERTY		$ 159.00	$ -	$ -		$ -
E 100-4500-460-433 DUES AND SUBSCRIPTIONS		$ -	$ 297.00	$ -		$ -
E 100-4500-460-437 MISCVELLANEOUS		$ 206.16	$ 7,835.49	$ -		$ -
E 100-4500-460-512 EQUIPMENT PURCHASE		$ 13,514.20	$ 3,838.50	$ -		$ -
DEPT 460 SOUTH SHORE EVENT CENTER		**$ 14,718.90**	**$ 21,691.68**			
DEPT 481 CABLE						
E 100-4800-481-101 WAGES - DEPARTMENT HEAD	$ -	$ -	$ -	$ -	$ -	$ -
E 100-4800-481-103 WAGES - OTHER	$ 5,000.00	$ -	$ -	$ 5,000.00		($5,000.00)
E 100-4800-481-201 GENERAL SUPPLIES		$ -	$ -	$ -	$ 2,500.00	$ 2,500.00
E 100-4800-481-405 R&M- EQUIP,VEH	$ 1,000.00	$ -	$ -	$ 2,500.00	$ 2,500.00	$ -
E 100-4800-481-437 MISCELLANEOUS	$ -	$ 7,953.26	$ 4,655.37	$ -	$ 500.00	$ 500.00
E 100-4800-481-512 EQUIPMENT PURCHASE	$ -	$ -	$ 1,849.50	$ -	$ -	$ -
DEPT 481 CABLE	**$ 6,000.00**	**$ 7,953.26**	**$ 6,504.87**	**$ 7,500.00**	**$ 5,500.00**	**($2,000.00)**
DEPT 483 CEMETERY						
E 100-4800-483-387 WEED CONTROL/PROPERTY MAINT	$ 2,000.00	$ 5,500.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ -
DEPT 483 CEMETERY	**$ 2,000.00**	**$ 5,500.00**	**$ 10,000.00**	**$ 10,000.00**	**$ 10,000.00**	**$ -**
DEPT 484 INTERNET - Rename "INFORMATION TECHNOLOGY"						
E 100-4800-484-201 GENERAL SUPPLIES	$ 500.00	$ 550.00	$ 773.00	$ 600.00	$ 600.00	$ -
E 100-4800-484-202 DUPLICATING SUPPLIES		$ -	$ -	$ 2,500.00	$ 2,500.00	$ -
E 100-4800-484-203 COMPUTER SUPPLIES/TECHNOLOGY		$ -	$ -	$ 8,000.00	$ 8,000.00	$ -
E 100-4800-484-309 CONSULTING FEES		$ -	$ -	$ 4,800.00	$ 4,800.00	$ -
E 100-4800-484-321 TELEPHONE	$ -	$ -	$ -	$ 7,000.00	$ 7,000.00	$ -

CITY OF HOWARD LAKE	2019	2019	2020	2020	2021	
Expenditures	**BUDGET**	**ACTUAL**	**YTD**	**BUDGET**	**PROPOSED**	**+/-**
E 100-4800-484-433 DUES AND SUBSCRIPTIONS	$ 2,000.00	$ -	$ -	$ -	$ -	$ -
DEPT 484 INTERNET	**$ 2,500.00**	**$ 550.00**	**$ 773.00**	**$ 22,900.00**	**$ 22,900.00**	**$ -**
DEPT 491 OTHER FINANCING USES						
E 100-4900-491-720 OPERATING TRNSFR OUT	**$ 375,000.00**	**$ 377,734.99**	**$ -**	**$ 475,000.00**	**$ 545,000.00**	$ 70,000.00
E 100-4900-491-726 PRIOR PERIOD ADJUSTMENT	$ -	$ -	$ -			$ -
	$ 1,987,862.83	**$ 2,081,357.24**	**$ 1,879,628.74**	**$ 2,236,169.02**	**$ 2,296,577.50**	**$ 60,408.48**

CITY OF HOWARD LAKE

Revenues

Account	DEPT Descr	2019 BUDGET	2019 ACTUAL	2020 YTD	2020 BUDGET	2021 PROPOSED BUDGET	+/- PREVIOUS YR
R 100-311-3100	TAXES	$ 969,000.00	$ 892,804.55	$ 580,492.16	$ 1,065,459.00	$ 1,167,257.00	$ 101,798.00
R 100-313-3100	TAX INCREMENTS	$ 15,000.00	$ -	$ -	$ 15,000.00	$ 15,000.00	$ -
R 100-321-3200	3.2 BEER LICENSE	$ 400.00	$ -	$ -	$ 250.00	$ 250.00	$ -
R 100-322-3200	ANIMAL LICENSES	$ 300.00	$ 380.00	$ 310.00	$ 250.00	$ 250.00	$ -
R 100-323-3200	LIQUOR LICENSES	$ 4,400.00	$ 6,850.00	$ 250.00	$ 6,000.00	$ 6,000.00	$ -
R 100-324-3200	BOWLING ALLEY LICENSES	$ 60.00	$ 2,673.25	$ 60.00	$ 60.00	$ 60.00	$ -
R 100-325-3200	ELECTRONIC GAMES LICENSES	$ 20.00	$ 20.00	$ -	$ 20.00	$ 20.00	$ -
R 100-326-3200	TOBACCO LICENSES	$ 200.00	$ 250.00	$ -	$ 250.00	$ 250.00	$ -
R 100-327-3200	BUILDING PERMITS/P & Z FEES	$ 56,000.00	$ 53,813.12	$ 49,339.43	$ 40,000.00	$ 50,000.00	$ 10,000.00
R 100-328-3200	PEDDLER S LICENSE	$ 500.00	$ 200.00	$ -	$ 200.00	$ 200.00	$ -
R 100-330-3300	FIRE CONTRACTS	$ 60,000.00	$ 76,489.26	$ 40,033.31	$ 80,000.00	$ 80,000.00	$ -
R 100-331-3300	LOCAL GOVERNMENT AID	$ 572,726.00	$ 572,726.00	$ 300,091.50	$ 599,186.00	$ 612,000.00	$ 12,814.00
R 100-334-3300	POLICE AID	$ 20,000.00	$ 27,478.61	$ -	$ 25,000.00	$ 25,000.00	$ -
R 100-335-3300	FIRE RELIEF AID	$ 23,500.00	$ -	$ -	$ 23,500.00	$ 23,500.00	$ -
R 100-336-3300	INTERGOVERNMENTAL REVENUE	$ 10,000.00	$ 5,989.06	$ 4,994.47	$ 15,000.00	$ 15,000.00	$ -
R 100-336-3600	INTERGOVERNMENTAL REVENUE - MISCELLANEOUS	$ 5,000.00	$ 2,921.29	$ 6,379.29	$ -	$ -	$ -
R 100-339-3300	OTHER - INTERGOVERNMENTAL REVENUE	$ 75,000.00	$ 14,238.47	$ -	$ -	$ -	$ -
R 100-340-3300	STATE AID - STREETS	$ -	$ -	$ -	$ -	$ -	$ -
R 100-342-3400	RECYCLING	$ 25,000.00	$ 29,706.70	$ 16,457.52	$ 25,000.00	$ 25,000.00	$ -
R 100-343-3400	REFUSE SERVICES	$ 105,000.00	$ 109,879.22	$ 74,592.69	$ 105,000.00	$ 105,000.00	$ -
R 100-344-3400	PARK FEES	$ 2,000.00	$ 2,700.50	$ 150.00	$ 3,200.00	$ 3,200.00	$ -
R 100-345-3400	COMMUNITY CENTER FEES	$ 1,000.00	$ 1,350.00	$ 250.00	$ 1,000.00	$ 1,000.00	$ -
R 100-346-3400	RECREATION FEES	$ 4,000.00	$ -	$ -	$ 2,000.00	$ 2,000.00	$ -
R 100-347-3400	POLICE DEPT	$ 40,000.00	$ 8,946.03	$ 12,616.07	$ 40,000.00	$ 40,000.00	$ -
R 100-348-3400	ASSESSMENT SEARCH FEES	$ 1,000.00	$ 2,395.00	$ 1,875.00	$ 1,400.00	$ 2,000.00	$ 600.00
R 100-349-3400	OTHER - CHARGES FOR SERVICES	$ -	$ 1,104.50	$ 292.50	$ 5,000.00	$ 5,000.00	$ -
R 100-352-3500	FINES - CITY	$ 50.00	$ 50.00	$ -	$ 100.00	$ 100.00	$ -
R 100-353-3500	FORFEITURES	$ 1,000.00	$ -	$ -	$ 1,000.00	$ 1,000.00	$ -
R 100-355-3500	PUBLIC NUISANCE	$ 500.00	$ -	$ -	$ 250.00	$ 250.00	$ -
R 100-357-3400?	HISTORIC CITY HALL FEES		$ -	$ -	$ 2,500.00	$ -	($2,500.00)
R 100-361-3600	DONATIONS RECEIVED	$ 10,000.00	$ 27,194.11	$ 101,586.42	$ 24,000.00	$ 24,000.00	$ -
R 100-362-3600	INTEREST - INVESTMENTS - MISCELLANEOUS	$ 24,000.00	$ 3,526.72	$ -	$ -	$ -	$ -
R 100-362-3625	INTEREST - INVESTMENTS - INTEREST INCOME	$ -	$ 7,349.08	$ 1,284.84	$ 5,000.00	$ 5,000.00	$ -
R 100-363-3600	INTEREST - CHECKING	$ 5,100.00	$ -	$ 354.64	$ -	$ -	$ -
R 100-364-3600	REIMBURSEMENTS - MISCELLANEOUS	$ 10,500.00	$ 11,518.42	$ 7,700.30	$ 10,000.00	$ 10,000.00	$ -
R 100-365-3600	CABLE	$ 11,000.00	$ -	$ 2,500.00	$ 20,000.00	$ 10,000.00	($10,000.00)
R 100-366-3600	INSURANCE CLAIMS/REIMB	$ 10,000.00	$ 78,468.61	$ 34,199.81	$ 60,000.00	$ 60,000.00	$ -
R 100-367-3600	AMBULANCE	$ 45,000.00	$ -	$ -	$ 35,000.00	$ 35,000.00	$ -
R 100-370-3600	TIF FUND LOAN REIMB	$ 16,000.00	*$ 43,442.61*	*$ 2,870.97*	*$ 24,000.00*	$ 24,000.00	$ -
R 100-371-3700	SPECIAL ASSESSMENTS	$ 15,000.00	$ -	$ -	$ 75,000.00	$ 15,000.00	($60,000.00)
R 100-391-3900	SALE OF FIXED ASSESTS	$ 2,000.00	*$ 33,000.00*	*$ 26,260.00*	*$ 36,099.00*	$ 70,000.00	$ 33,901.00
R 100-392-3900	OPERATING TRANSFERS IN	$ 36,118.00	$ -	$ -	$ -	$ -	$ -
R 100-395-3900	SALE OF INVESTMENTS	$ -	$ -	$ -	$ -	$ -	$ -
R 100-396-9999	GAIN ON SALE OF FIXED ASSETS	$ -	$ -	$ 1,300.00	$ 19,500.00	$ 19,500.00	$ -
R 100-604-3300	TZD	$ 1,500.00	$ 1,343.72	$ 460.35	$ 1,500.00	$ 1,500.00	$ -
R 100-613-3600	FIRE DEPT REIMBURSEMENTS	$ 8,000.00	$ 1,700.00	$ -	$ 8,000.00	$ 8,000.00	$ -
R 100-617-3200	SPECIAL VEHICLE PERMIT	$ 800.00	$ 740.00	$ 800.00	$ 700.00	$ 700.00	$ -
R 100-999-9999	PRIOR PERIOD ADJUSTMENT	$ -	$ -	$ -	$ -	$ -	$ -
	REVENUES	$ 1,217,674.00	$ 1,128,444.28	$ 1,267,501.27	$ 2,375,424.00	$ 1,294,780.00	$ 77,106.00
	LEVY	$ 1,065,585.00	$ 892,804.55			$ 1,167,257.00	$ 101,672.00
	TOTAL REVENUE	**$2,283,259.00**	**$2,021,248.83**			**$ 2,462,037.00**	**$ 178,778.00**

RESOLUTION 20-20
ADOPTING PROPOSED PROPERTY TAX LEVY, COLLECTIBLE IN 2021

WHEREAS, the City of Howard Lake adopts a levy each year to pay for costs of city services; and

WHEREAS, the city council is required by law to submit a final tax levy by December 30, 2020.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Howard Lake, County of Wright, Minnesota, that the following sums of money be levied for the current year, collectible in 2021, upon taxable property in the City of Howard Lake, for purposes as outlined in the annual budget.

Total Levy: $1,010,573

The city administrator/clerk is hereby instructed to transmit a certified copy of this resolution to the county auditor of Wright County, Minnesota. Adopted by the Council this 8th day of December, 2020.

ATTEST:

____
Peter Zimmerman, Mayor

____

Nick Haggenmiller/City Administrator/Clerk

RESOLUTION 20-21
ADOPTING PROPOSED DEBT SERVICE LEVY, COLLECTIBLE IN 2021

WHEREAS, the City of Howard Lake adopts a levy each year to pay for costs of city services; and

WHEREAS, the city council is required by law to submit a final debt service levy to Wright County by December 30, 2020.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Howard Lake, County of Wright, Minnesota, that the following sums of money be levied for the current year, collectible in 2021, upon taxable property in the City of Howard Lake, for purposes as outlined in the annual budget.

Total Debt Service Levy: $156,684

GO Refunding of 2006 - currently referred to as 2014A SERIES2010 A Bonds
2018 Series A Bonds – Historic City Hall Preservation & Accessibility

The city administrator/clerk is hereby instructed to transmit a certified copy of this resolution to the county auditor of Wright County, Minnesota. Adopted by the Council this 8th day of December, 2020.

ATTEST:

_______________________ _______________________
Pete Zimmerman, Mayor

_______________________ _______________________
Nick Haggenmiller, City Administrator/Clerk

ROBERT J. HIIVALA
Wright County Auditor/Treasurer
10 Second Street N.W. Room 230
Buffalo, MN 55313-1194
(763) 682-7572 or (763) 682-7584
www.co.wright.mn.us

PROPOSED TAXES 2021

THIS IS NOT A BILL. DO NOT PAY.

011831

HOWARD LAKE MN 55349-0266

Step 1 VALUES AND CLASSIFICATION

Taxes Payable Year	2020	2021
Estimated market value:	$41,500	$43,400
Homestead exclusion:		
Other exclusion:		
Taxable market value:	$41,500	$43,400
Class:	COMM	COMM

Step 2 PROPOSED TAX

Property Taxes before credits:	$1,042.00
School building bond credit:	$.00
Agriculture market value credit:	$.00
Other credits:	$.00
Property Taxes after credits:	$1,042.00

Step 3 PROPERTY TAX STATEMENT
Coming in 2021

The time to provide feedback on PROPOSED LEVIES is NOW
It is too late to appeal your value without going to Tax Court.

Property ID#:
109-010-018032

Property Address:
716 6TH ST
HOWARD LAKE MN

Property Description:
Sect-03 Twp-118 Range-027
ORIGINAL PLAT HOWARD LK
Lot-003 Block-018
W12FT OF LOT 3 & E18FT OF
LOT 4 EXC S10FT BLOCK 18

Proposed Property Taxes and Meetings by Jurisdiction for Your Property

Contact Information	Meeting Information	Actual 2020	Proposed 2021
County - WRIGHT COUNTY 10 2ND ST NW ROOM 230 BUFFALO MN 55313 PH:763-682-7572 / 763-682-7584	DEC 1 AT 6:00 PM COUNTY BOARD ROOM GOVERNMENT CENTER 10 2ND ST NW BUFFALO MN 55313	**$ 276.63**	**$ 284.66**
City or Township - CITY OF HOWARD LAKE 625 8TH AVE PO BOX 736 HOWARD LAKE MN 55349 PHONE: 320-543-3670	DEC 8 AT 6:00 PM HOWARD LAKE CITY HALL 625 8TH AVE HOWARD LAKE MN 55349	**441.64**	**471.26**
School District - HLWW ISD 2687			
Voter Approved Levies		**176.43**	**173.90**
Other Local Levies		**105.30**	**112.18**
HLWW ISD 2687 PO BOX 708 HOWARD LAKE MN 55349 PHONE: 320-543-4646	DEC 14 AT 6:00 PM HLWW HIGH SCHOOL MEDIA CENTER 8700 CO RD 6 SW HOWARD LAKE MN 55349		

IF THE REFERENDUM FOR YOUR SCHOOL DISTRICT WAS APPROVED AT THE NOVEMBER GENERAL ELECTION, THE VOTER APPROVED TAX FOR 2021 MAY BE HIGHER THAN THE PROPOSED AMOUNT SHOWN ON THIS NOTICE.

Special Taxing Districts	**NO MEETING**	**N/A**	**N/A**
Tax Increment Tax	**NO MEETING**	**.00**	**.00**

TOTAL ***excluding special assessments***	**$ 1,000.00**	**$ 1,042.00**	**4.2%**

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ROBERT J. HIIVALA
Wright County Auditor/Treasurer
10 Second Street N.W. Room 230
Buffalo, MN 55313-1194
(763) 682-7572 or (763) 682-7584
www.co.wright.mn.us

047407

HOWARD LAKE MN 55349-5208

Property ID#:
109-029-000210

Property Address:
5539 IMHOFF AVE SW
HOWARD LAKE MN

Property Description:
Sect-34 Twp-119 Range-027
LAKEVIEW TERRACE REVISED
Lot-021
LTS 21 & 22

PROPOSED TAXES 2021

THIS IS NOT A BILL. DO NOT PAY.

Step 1 — VALUES AND CLASSIFICATION

Taxes Payable Year	2020	2021
Estimated market value:	$286,300	$295,300
Homestead exclusion:	$4,800	$3,500
Other exclusion:		
Taxable market value:	$281,500	$291,800
Class:	RES HMSTD	RES HMSTD

Step 2 — PROPOSED TAX

Property Taxes before credits:	$4,798.00
School building bond credit:	$.00
Agriculture market value credit:	$.00
Other credits:	$.00
Property Taxes after credits:	$4,798.00

Step 3 — PROPERTY TAX STATEMENT

Coming in 2021

The time to provide feedback on PROPOSED LEVIES is NOW

It is too late to appeal your value without going to Tax Court.

Proposed Property Taxes and Meetings by Jurisdiction for Your Property

Contact Information	Meeting Information	Actual 2020	Proposed 2021
County - WRIGHT COUNTY 10 2ND ST NW ROOM 230 BUFFALO MN 55313 PH:763-682-7572 / 763-682-7584	DEC 1 AT 6:00 PM COUNTY BOARD ROOM GOVERNMENT CENTER 10 2ND ST NW BUFFALO MN 55313	**$ 1,250.58**	**$ 1,275.81**
City or Township - CITY OF HOWARD LAKE 625 8TH AVE PO BOX 736 HOWARD LAKE MN 55349 PHONE: 320-543-3670	DEC 8 AT 6:00 PM HOWARD LAKE CITY HALL 625 8TH AVE HOWARD LAKE MN 55349	**1,995.53**	**2,112.34**
School District - HLWW ISD 2687			
Voter Approved Levies		**807.42**	**784.83**
Other Local Levies		**604.47**	**625.02**
HLWW ISD 2687 PO BOX 708 HOWARD LAKE MN 55349 PHONE: 320-543-4646	DEC 14 AT 6:00 PM HLWW HIGH SCHOOL MEDIA CENTER 8700 CO RD 6 SW HOWARD LAKE MN 55349		

IF THE REFERENDUM FOR YOUR SCHOOL DISTRICT WAS APPROVED AT THE NOVEMBER GENERAL ELECTION, THE VOTER APPROVED TAX FOR 2021 MAY BE HIGHER THAN THE PROPOSED AMOUNT SHOWN ON THIS NOTICE.

Special Taxing Districts	**NO MEETING**	**N/A**	**N/A**
Tax Increment Tax	**NO MEETING**	**.00**	**.00**

TOTAL ***excluding special assessments***	**$ 4,658.00**	**$ 4,798.00**	**3.0%**

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ROBERT J. HIIVALA
Wright County Auditor/Treasurer
10 Second Street N.W. Room 230
Buffalo, MN 55313-1194
(763) 682-7572 or (763) 682-7584
www.co.wright.mn.us

HOPKINS MN 55343-4160

012232

Property ID#:
109-039-001010

Property Address:
1040 COMMERCE BLVD
HOWARD LAKE MN

Property Description:
Sect-04 Twp-118 Range-027
HOWARD LAKE IND PARK
Lot-001 Block-001

PROPOSED TAXES 2021

THIS IS NOT A BILL. DO NOT PAY.

Step 1

VALUES AND CLASSIFICATION

Taxes Payable Year	2020	2021
Estimated market value:	$386,400	$433,200
Homestead exclusion:		
Other exclusion:		
Taxable market value:	$386,400	$433,200
Class:	INDUSTR	INDUSTR

Step 2

PROPOSED TAX

Property Taxes before credits:	$14,854.00
School building bond credit:	$.00
Agriculture market value credit:	$.00
Other credits:	$.00
Property Taxes after credits:	$14,854.00

Step 3

PROPERTY TAX STATEMENT

Coming in 2021

The time to provide feedback on PROPOSED LEVIES is NOW

It is too late to appeal your value without going to Tax Court.

Proposed Property Taxes and Meetings by Jurisdiction for Your Property

Contact Information	Meeting Information	Actual 2020	Proposed 2021
State General Tax	**NO MEETING**	**$ 2,127.98**	**$ 2,309.04**
County - WRIGHT COUNTY 10 2ND ST NW ROOM 230 BUFFALO MN 55313 PH:763-682-7572 / 763-682-7584	DEC 1 AT 6:00 PM COUNTY BOARD ROOM GOVERNMENT CENTER 10 2ND ST NW BUFFALO MN 55313	**3,098.08**	**3,457.70**
City or Township - CITY OF HOWARD LAKE 625 8TH AVE PO BOX 736 HOWARD LAKE MN 55349 PHONE: 320-543-3670	DEC 8 AT 6:00 PM HOWARD LAKE CITY HALL 625 8TH AVE HOWARD LAKE MN 55349	**4,946.63**	**5,728.94**
School District - HLWW ISD 2687			
Voter Approved Levies		**1,968.11**	**2,109.09**
Other Local Levies HLWW ISD 2687 PO BOX 708 HOWARD LAKE MN 55349 PHONE: 320-543-4646	DEC 14 AT 6:00 PM HLWW HIGH SCHOOL MEDIA CENTER 8700 CO RD 6 SW HOWARD LAKE MN 55349	**1,077.20**	**1,249.23**

IF THE REFERENDUM FOR YOUR SCHOOL DISTRICT WAS APPROVED AT THE NOVEMBER GENERAL ELECTION, THE VOTER APPROVED TAX FOR 2021 MAY BE HIGHER THAN THE PROPOSED AMOUNT SHOWN ON THIS NOTICE.

Special Taxing Districts	**NO MEETING**	**N/A**	**N/A**
Tax Increment Tax	**NO MEETING**	**.00**	**.00**

TOTAL ***excluding special assessments***	**$ 13,218.00**	**$ 14,854.00**	**12.4%**

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ROBERT J. HIIVALA
Wright County Auditor/Treasurer
10 Second Street N.W. Room 230
Buffalo, MN 55313-1194
(763) 682-7572 or (763) 682-7584
www.co.wright.mn.us

012193

HOWARD LAKE MN 55349-5133

Property ID#:
109-038-002010

Property Address:
97 MALLARD PASS TRL
HOWARD LAKE MN

Property Description:
Sect-03 Twp-118 Range-027
DUTCH LAKE WOODS
Lot-001 Block-002

PROPOSED TAXES 2021

THIS IS NOT A BILL. DO NOT PAY.

Step 1

VALUES AND CLASSIFICATION

Taxes Payable Year	2020	2021
Estimated market value:	$206,600	$211,000
Homestead exclusion:	$18,600	$18,300
Other exclusion:		
Taxable market value:	$188,000	$192,700
Class:	RES HMSTD	RES HMSTD

Step 2

PROPOSED TAX

Property Taxes before credits:	$3,188.00
School building bond credit:	$.00
Agriculture market value credit:	$.00
Other credits:	$.00
Property Taxes after credits:	$3,188.00

Step 3

PROPERTY TAX STATEMENT

Coming in 2021

The time to provide feedback on PROPOSED LEVIES is NOW

It is too late to appeal your value without going to Tax Court.

Proposed Property Taxes and Meetings by Jurisdiction for Your Property

Contact Information	Meeting Information	Actual 2020	Proposed 2021
County - WRIGHT COUNTY 10 2ND ST NW ROOM 230 BUFFALO MN 55313 PH:763-682-7572 / 763-682-7584	DEC 1 AT 6:00 PM COUNTY BOARD ROOM GOVERNMENT CENTER 10 2ND ST NW BUFFALO MN 55313	$ 834.72	$ 841.76
City or Township - CITY OF HOWARD LAKE 625 8TH AVE PO BOX 736 HOWARD LAKE MN 55349 PHONE: 320-543-3670	DEC 8 AT 6:00 PM HOWARD LAKE CITY HALL 625 8TH AVE HOWARD LAKE MN 55349	1,332.71	1,394.96
School District - HLWW ISD 2687			
Voter Approved Levies		540.83	519.14
Other Local Levies		423.74	432.14
HLWW ISD 2687 PO BOX 708 HOWARD LAKE MN 55349 PHONE: 320-543-4646	DEC 14 AT 6:00 PM HLWW HIGH SCHOOL MEDIA CENTER 8700 CO RD 6 SW HOWARD LAKE MN 55349		

IF THE REFERENDUM FOR YOUR SCHOOL DISTRICT WAS APPROVED AT THE NOVEMBER GENERAL ELECTION, THE VOTER APPROVED TAX FOR 2021 MAY BE HIGHER THAN THE PROPOSED AMOUNT SHOWN ON THIS NOTICE.

Special Taxing Districts	**NO MEETING**	**N/A**	**N/A**	
Tax Increment Tax	**NO MEETING**	**.00**	**.00**	
TOTAL *excluding special assessments*		**$ 3,132.00**	**$ 3,188.00**	**1.8%**

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ROBERT J. HIIVALA
Wright County Auditor/Treasurer
10 Second Street N.W. Room 230
Buffalo, MN 55313-1194
(763) 682-7572 or (763) 682-7584
www.co.wright.mn.us

PROPOSED TAXES 2021

THIS IS NOT A BILL. DO NOT PAY.

012344

WATERTOWN MN
55388-8213

Property ID#:
109-053-001010

Property Address:
1000 INDUSTRIES CIR
HOWARD LAKE MN

Property Description:
Sect-04 Twp-118 Range-027
HOWARD LAKE IND PARK 2ND
Lot-001 Block-001
ALSO LT2

Step 1 — VALUES AND CLASSIFICATION

Taxes Payable Year	2020	2021
Estimated market value:	$484,000	$512,800
Homestead exclusion:		
Other exclusion:		
Taxable market value:	$484,000	$512,800
Class:	INDUSTR	INDUSTR

Step 2 — PROPOSED TAX

Property Taxes before credits:	$17,942.00
School building bond credit:	$.00
Agriculture market value credit:	$.00
Other credits:	$.00
Property Taxes after credits:	$17,942.00

Step 3 — PROPERTY TAX STATEMENT

Coming in 2021

The time to provide feedback on PROPOSED LEVIES is NOW

It is too late to appeal your value without going to Tax Court.

Proposed Property Taxes and Meetings by Jurisdiction for Your Property

Contact Information	Meeting Information	Actual 2020	Proposed 2021
State General Tax	**NO MEETING**	$ 2,886.26	$ 2,882.16
County - WRIGHT COUNTY 10 2ND ST NW ROOM 230 BUFFALO MN 55313 PH:763-682-7572 / 763-682-7584	DEC 1 AT 6:00 PM COUNTY BOARD ROOM GOVERNMENT CENTER 10 2ND ST NW BUFFALO MN 55313	217.60	213.06
City or Township - CITY OF HOWARD LAKE 625 8TH AVE PO BOX 736 HOWARD LAKE MN 55349 PHONE: 320-543-3670	DEC 8 AT 6:00 PM HOWARD LAKE CITY HALL 625 8TH AVE HOWARD LAKE MN 55349	348.77	353.26
School District - HLWW ISD 2687			
Voter Approved Levies		185.90	155.81
Other Local Levies		671.01	666.51
HLWW ISD 2687 PO BOX 708 HOWARD LAKE MN 55349 PHONE: 320-543-4646	DEC 14 AT 6:00 PM HLWW HIGH SCHOOL MEDIA CENTER 8700 CO RD 6 SW HOWARD LAKE MN 55349		

IF THE REFERENDUM FOR YOUR SCHOOL DISTRICT WAS APPROVED AT THE NOVEMBER GENERAL ELECTION, THE VOTER APPROVED TAX FOR 2021 MAY BE HIGHER THAN THE PROPOSED AMOUNT SHOWN ON THIS NOTICE.

Special Taxing Districts	**NO MEETING**	N/A	N/A
Tax Increment Tax	**NO MEETING**	12,754.46	13,671.20

TOTAL ***excluding special assessments***	$ 17,064.00	$ 17,942.00	5.1%

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ROBERT J. HIIVALA
Wright County Auditor/Treasurer
10 Second Street N.W. Room 230
Buffalo, MN 55313-1194
(763) 682-7572 or (763) 682-7584
www.co.wright.mn.us

049138

HOWARD LAKE MN 55349-0549

Property ID#:
109-057-001010

Property Address:
925 6TH ST
HOWARD LAKE MN

Property Description:
Sect-03 Twp-118 Range-027
MUNSON LAKES
Lot-001 Block-001

PROPOSED TAXES 2021

THIS IS NOT A BILL. DO NOT PAY.

Step 1 — VALUES AND CLASSIFICATION

Taxes Payable Year	2020	2021
Estimated market value:	$42,500	$684,700
Homestead exclusion:		
Other exclusion:		
Taxable market value:	$42,500	$684,700
Class:	COMM	COMM

Step 2 — PROPOSED TAX

Property Taxes before credits:	$24,610.00
School building bond credit:	$.00
Agriculture market value credit:	$.00
Other credits:	$.00
Property Taxes after credits:	$24,610.00

Step 3 — PROPERTY TAX STATEMENT

Coming in 2021

The time to provide feedback on PROPOSED LEVIES is NOW

It is too late to appeal your value without going to Tax Court.

Proposed Property Taxes and Meetings by Jurisdiction for Your Property

Contact Information	Meeting Information	Actual 2020	Proposed 2021
State General Tax	**NO MEETING**	$ .00	$ 4,119.84
County - WRIGHT COUNTY 10 2ND ST NW ROOM 230 BUFFALO MN 55313 PH:763-682-7572 / 763-682-7584	DEC 1 AT 6:00 PM COUNTY BOARD ROOM GOVERNMENT CENTER 10 2ND ST NW BUFFALO MN 55313	245.90	3,316.23
City or Township - CITY OF HOWARD LAKE 625 8TH AVE PO BOX 736 HOWARD LAKE MN 55349 PHONE: 320-543-3670	DEC 8 AT 6:00 PM HOWARD LAKE CITY HALL 625 8TH AVE HOWARD LAKE MN 55349	392.73	5,492.23
School District - HLWW ISD 2687			
Voter Approved Levies		157.48	2,036.22
Other Local Levies HLWW ISD 2687 PO BOX 708 HOWARD LAKE MN 55349 PHONE: 320-543-4646	DEC 14 AT 6:00 PM HLWW HIGH SCHOOL MEDIA CENTER 8700 CO RD 6 SW HOWARD LAKE MN 55349	100.92	1,524.32

IF THE REFERENDUM FOR YOUR SCHOOL DISTRICT WAS APPROVED AT THE NOVEMBER GENERAL ELECTION, THE VOTER APPROVED TAX FOR 2021 MAY BE HIGHER THAN THE PROPOSED AMOUNT SHOWN ON THIS NOTICE.

Special Taxing Districts	**NO MEETING**	N/A	N/A
Tax Increment Tax	**NO MEETING**	126.97	8,121.16

TOTAL ***excluding special assessments***	$ 1,024.00	$ 24,610.00	2303.3%

04 07

ROBERT J. HIIVALA
Wright County Auditor/Treasurer
10 Second Street N.W. Room 230
Buffalo, MN 55313-1194
(763) 682-7572 or (763) 682-7584
www.co.wright.mn.us

049067

PLYMOUTH MN 55447-1297

Property ID#:
109-500-041426

Property Address:
1009 7TH ST
HOWARD LAKE MN

Property Description:
Sect-04 Twp-118 Range-027
UNPLATTED LAND HOWARD LK1
W66FT OF E259FT OF S177FT OF
N693FT OF SE1/4 OF NE1/4

PROPOSED TAXES 2021

THIS IS NOT A BILL. DO NOT PAY.

Step 1

VALUES AND CLASSIFICATION

Taxes Payable Year	2020	2021
Estimated market value:	$89,100	$99,600
Homestead exclusion:		
Other exclusion:		
Taxable market value:	$89,100	$99,600
Class:	RES NON-H	RES NON-H

Step 2

PROPOSED TAX

Property Taxes before credits:	$1,636.00
School building bond credit:	$.00
Agriculture market value credit:	$.00
Other credits:	$.00
Property Taxes after credits:	$1,636.00

Step 3

PROPERTY TAX STATEMENT

Coming in 2021

The time to provide feedback on PROPOSED LEVIES is NOW

It is too late to appeal your value without going to Tax Court.

Proposed Property Taxes and Meetings by Jurisdiction for Your Property

Contact Information	Meeting Information	Actual 2020	Proposed 2021
County - WRIGHT COUNTY 10 2ND ST NW ROOM 230 BUFFALO MN 55313 PH:763-682-7572 / 763-682-7584	DEC 1 AT 6:00 PM COUNTY BOARD ROOM GOVERNMENT CENTER 10 2ND ST NW BUFFALO MN 55313	**$ 395.63**	**$ 435.29**
City or Township - CITY OF HOWARD LAKE 625 8TH AVE PO BOX 736 HOWARD LAKE MN 55349 PHONE: 320-543-3670	DEC 8 AT 6:00 PM HOWARD LAKE CITY HALL 625 8TH AVE HOWARD LAKE MN 55349	**631.62**	**721.00**
School District - HLWW ISD 2687			
Voter Approved Levies		**255.40**	**267.82**
Other Local Levies		**189.35**	**211.89**
HLWW ISD 2687 PO BOX 708 HOWARD LAKE MN 55349 PHONE: 320-543-4646	DEC 14 AT 6:00 PM HLWW HIGH SCHOOL MEDIA CENTER 8700 CO RD 6 SW HOWARD LAKE MN 55349		

IF THE REFERENDUM FOR YOUR SCHOOL DISTRICT WAS APPROVED AT THE NOVEMBER GENERAL ELECTION, THE VOTER APPROVED TAX FOR 2021 MAY BE HIGHER THAN THE PROPOSED AMOUNT SHOWN ON THIS NOTICE.

Special Taxing Districts	**NO MEETING**	**N/A**	**N/A**
Tax Increment Tax	**NO MEETING**	**.00**	**.00**

TOTAL ***excluding special assessments***	**$ 1,472.00**	**$ 1,636.00**	**11.1%**

ROBERT J. HIIVALA
Wright County Auditor/Treasurer
10 Second Street N.W. Room 230
Buffalo, MN 55313-1194
(763) 682-7572 or (763) 682-7584
www.co.wright.mn.us

PROPOSED TAXES 2021

THIS IS NOT A BILL. DO NOT PAY.

012405

HOWARD LAKE MN 55349

Step 1 VALUES AND CLASSIFICATION

Taxes Payable Year	2020	2021
Estimated market value:	$200,900	$199,800
Homestead exclusion:	$19,200	$19,300
Other exclusion:		
Taxable market value:	$181,700	$180,500
Class:	RES HMSTD	RES HMSTD

Step 2 PROPOSED TAX

Property Taxes before credits:	$2,990.00
School building bond credit:	$.00
Agriculture market value credit:	$.00
Other credits:	$.00
Property Taxes after credits:	$2,990.00

Step 3 PROPERTY TAX STATEMENT
Coming in 2021

The time to provide feedback on PROPOSED LEVIES is NOW
It is too late to appeal your value without going to Tax Court.

Property ID#:
109-500-041430

Property Address:
717 10TH AVE
HOWARD LAKE MN

Property Description:
Sect-04 Twp-118 Range-027
UNPLATTED LAND HOWARD LK1
BEGINNING AT A POINT OF
INTERSECTION OF THE NORTH LINE
OF MARY STREET AND THE WEST

Proposed Property Taxes and Meetings by Jurisdiction for Your Property

Contact Information	Meeting Information	Actual 2020	Proposed 2021
County - WRIGHT COUNTY 10 2ND ST NW ROOM 230 BUFFALO MN 55313 PH:763-682-7572 / 763-682-7584	DEC 1 AT 6:00 PM COUNTY BOARD ROOM GOVERNMENT CENTER 10 2ND ST NW BUFFALO MN 55313	**$ 805.98**	**$ 789.57**
City or Township - CITY OF HOWARD LAKE 625 8TH AVE PO BOX 736 HOWARD LAKE MN 55349 PHONE: 320-543-3670	DEC 8 AT 6:00 PM HOWARD LAKE CITY HALL 625 8TH AVE HOWARD LAKE MN 55349	**1,288.05**	**1,306.64**
School District - HLWW ISD 2687			
Voter Approved Levies		**522.81**	**486.39**
Other Local Levies		**411.16**	**407.40**
HLWW ISD 2687 PO BOX 708 HOWARD LAKE MN 55349 PHONE: 320-543-4646	DEC 14 AT 6:00 PM HLWW HIGH SCHOOL MEDIA CENTER 8700 CO RD 6 SW HOWARD LAKE MN 55349		

IF THE REFERENDUM FOR YOUR SCHOOL DISTRICT WAS APPROVED AT THE NOVEMBER GENERAL ELECTION, THE VOTER APPROVED TAX FOR 2021 MAY BE HIGHER THAN THE PROPOSED AMOUNT SHOWN ON THIS NOTICE.

Special Taxing Districts	**NO MEETING**	**N/A**	**N/A**
Tax Increment Tax	**NO MEETING**	**.00**	**.00**

TOTAL ***excluding special assessments***	**$ 3,028.00**	**$ 2,990.00**	**-1.3%**

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