

## **AGENDA**

**A. Call to Order**

**B. Pledge of Allegiance**

**C. Approval of Agenda**

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

**D. Citizen Input**

**E. Consent Agenda**

- a. Consider approving Council Minutes from the May 18, 2026 Meeting and Minutes from the Special Council Meeting on May 27, 2026.
- b. Consider Accepting all Reports & Payment of Claims.
- c. Consider Downtown Revitalization Grant for Mr. Tire.
- d. Consider Various Personnel Appointments.
- e. Consider Approving Temporary On-Sale Liquor License and Road Closures.
- f. Consider Approval of Community Event Hosted by The Vintage Exchange.

**F. Presentations, Public Hearings & Related Approvals**

- a. Public Hearing: HLPD Body Worn Camera Policy.

**G. New Business**

- a. Consider Approving Body Worn Camera Policy for HLPD.
- b. Consider Fee and Scope of Services with Development Services Inc. for Small Cities Development Program.
- c. Consider Approving Maintenance Project at Memorial Park Baseball Field.
- d. Consider Approving Street Maintenance Quotes.
- e. Consider Closed Session Pursuant to Minn. Stat. §13D.05, Subd. 2 to Consider the Sale of Real Estate.

**H. Old Business**

**I. Administrator's Report**

**J. Department Reports**

**K. Council/Committee Report**

**L. Adjourn**

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

**CITY COUNCIL**  
MEETING MINUTES  
**CITY OF**  
**HOWARD LAKE**  
— Est. 1878 —  
MAY 18, 2026

**Call to Order**

**Pledge of Allegiance**

**Approval of Agenda**

**Citizen Input**

Dani Main - 709 6th Ave - Addressed the Council about the progress the community of Howard Lake and the hot topic of City Hall flying the new flag. Provided a description of the former flag and the description of the new flag. She would like the City to continue to fly the new Minnesota State flag.

Monica Bogema - 9146 Huber Ave SW - Member of an indigenous tribe. The old flag reminds her of genocide and division in communities. The new flag gives hope and the sense of moving forward.

Steve Virnala - Asked if the Council if this is something that the City is actually considering. He thanked the Council for allowing people to share their thoughts.

Mayor Zimmerman stated this is not a topic that has been discussed on a City level. He thinks the City has bigger things on the agenda than the flag.

Council Member Deiter agreed with Mayor Zimmerman and doesn't think it needs to be further discussed.

**Consent Agenda**

Mayor Zimmerman reviewed the items on the consent agenda.

- a. **Consider Accepting all Reports & Payment of Claims.**
- b. **Consider approving Council Minutes from the April 20<sup>th</sup>, 2026 Meeting.**
- c. **Consider Downtown Revitalization Grant for Wright Way Cleaning.**
- d. **Consider Resolution 26-06 Approving Various Fund Transfers and Closures.**
- e. **Consider Resolution 26-07 Removing Parcel TIF 1-20.**

## **Presentations, Public Hearings & Related Approvals**

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

## **New Business**

- a. **Consider Approval of MOU between Wright Soil and Water Conservation District and City of Howard Lake for Total Lake Treatment Plan.**

Alicia O'hare, Water Resource Specialist with Wright County Soil and Water, provided a rundown of the MOU between the City and WSWC. She reviewed cost share from the City of Howard Lake. Review the application process.

- b. **Consider Resolution 26-08 Approving Plans and Specs and Ordering Advertisement for Bids for Howard Lake USDA Phase 2 – Water Treatment Plant.**

Haggenmiller reviewed the staff report.

Josh Halvorson, Bolton & Menk Inc, reviewed the timeline of the bidding process.

Haggenmiller reviewed the project costs and funding opportunities available. Every day, we sit on this project, it gets more expensive. He also reviewed State and Federal funding we are currently seeking.

Staff responded to various questions from Council.

- c. **Consider Various Approvals Related to the 2026 Howard Lake Good Neighbor Days Celebration.**

Theisen reviewed the staff report related to this year's Good Neighbor Days Events. She highlighted the various events happening what is being asked of the City.

- d. **Consider Approval of Project Terms for Property Sale to Revive Data Inc.**

Haggenmiller reviewed the staff report.

## **Old Business**

### **Department Reports**

- a. **Howard Lake Wine & Spirits – March Profit and Loss Statement**

Receive and File.

- b. **Engineers Update - Josh Halvorson, Bolton & Menk Inc.**

Josh Halvorson shared that the website is updated weekly. Phase A will be completed mid-June. Phase B has also started on 8th Ave and the streets branching off 8th Ave. He anticipates the construction in town wrapping up mid-August.

**Administrator's Report**

**Council/Committee Report**

**Adjourn**

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Attest - City Administrator/Clerk

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Mayor

# CITY OF HOWARD LAKE

## CLAIMS & DONATIONS APPROVED

DATE - June 15, 2026

GENERAL FUND	CHECKS: 65912-66011	\$247,823.15
PAYROLL	27819-27828, 505026-505088	\$78,121.87
ELECTRONIC	2222-2236	\$47,454.17
TOTAL		\$373,399.19

AMBULANCE CLMS	CHECKS: 6316-6333	\$45,745.98
ELECTRONIC		\$0.00
TOTAL		\$45,745.98

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## General Fund

INTERNAL REVENUE SERVICE	05/27/26	\$9,986.64
MN DEPT OF REVENUE	05/27/26	\$2,108.60
PERA	05/27/26	\$9,257.99
LEAP-WEX	05/27/26	\$650.00
AUTHNET GATEWAY BILLING	06/02/26	\$25.00
FINKEN WATER CENTERS, INC	06/02/26	\$106.85
NCR SECURE PAY	06/02/26	\$151.10
US POSTAL SERVICE	06/02/26	\$557.54 UB Bills June
CITIZENS ALLIANCE BANK	06/02/26	\$30.00 ACH Monthly Fee
CARDPOINTE CC	06/02/26	\$32.16
CUSTOMERS	06/02/26	\$113.00 Petty Cash
INTERNAL REVENUE SERVICE	06/10/26	\$11,754.73
MN DEPT OF REVENUE	06/10/26	\$2,142.14
PERA	06/10/26	\$9,363.36
LEAP-WEX	06/10/26	\$1,175.06
HUGGETT, NOEL LEE	05/29/26	\$61.58
DEITER, JASON	06/12/26	\$1,154.37
KUTZ, TOM	06/12/26	\$1,154.37
ZIMMERMAN, PETER A	06/12/26	\$1,616.12
BALDWIN, ALIC	06/12/26	\$166.23
DICKENS, CHRISTENA M	06/12/26	\$110.82
DRUSCH, JACOB D	06/12/26	\$304.75
PETERSON, JEREMY	06/12/26	\$83.11
HUGGETT, NOEL LEE	06/12/26	\$123.16
BONNICK, STEVEN	06/12/26	\$384.48
4815 EXCELSIOR LLC	05/21/26	\$310.00 Crested River THC Products
ADVANCED POWER SERVICES, INC	05/21/26	\$1,475.00 Service Call and Labor on HS Lift Generator
AMAZON CAPITAL SERVICES	05/21/26	\$1,462.27 White Out
BELLBOY CORPORATION	05/21/26	\$816.95 Misc Wine
BREAKTHRU BEVERAGE	05/21/26	\$3,212.80 Monaco Cocktails
CAPITOL BEVERAGE SALES	05/21/26	\$1,355.60 Credit on Keg Deposit
CONNECTED ROOTS LLC	05/21/26	\$450.98 Hanging Baskets
EARTHLINK INC	05/21/26	\$25.34 Fire/Ambulance Email
HOWARD LAKE TIRE & AUTO	05/21/26	\$384.20 Repairs on 2018 GMC Sierra
JOE'S SPORT SHOP	05/21/26	\$1,544.65 Slip #16908-PW Fuel
MADDEN GALANTER HANSEN	05/21/26	\$164.50 Services April 2026
METRO WEST INSPECTION SER INC	05/21/26	\$112.50 Finalized Permits April 2026
MID CENTRAL DOOR	05/21/26	\$260.00 Repairs on Library Door
WRIGHT HENNEPIN ELECTRIC	05/21/26	\$1,519.00 STREET LIGHTS
XCEL ENERGY	05/21/26	\$326.80 817 8th Ave-Library
ZARNOTH BRUSH WORKS, INC	05/21/26	\$708.00 Repairs for Street Sweeper
ZIEGLER INC	05/21/26	\$2,191.03 Repairs on Payloader
C & C EMBROIDERY	05/29/26	\$24.00 Logo Embroidery
CENTERPOINT ENERGY	05/29/26	\$1,282.22 Acct #8000016347-9
DAHLHEIMER BEVERAGE GREEN ISLE	05/29/26	\$9,437.35 Credit on Products

HAWKINS, INC	05/29/26	\$20.00 Chlorine Cylinders
JOHNSON BROTHERS LIQUOR CO.	05/29/26	\$2,615.00 Misc Liquors
MINN DEPARTMENT OF HEALTH	05/29/26	\$4,048.00 2nd Qtr Water Connection Fee
MN VALLEY TESTING LAB, INC	05/29/26	\$59.00 Water Testing
PAUMEN COMPUTER SERVICES, LLC	05/29/26	\$3,992.50 Network Support and QUEST Software
SOUTHERN GLAZER WINE & SPIRITS	05/29/26	\$214.47 Dekuyper Crème de Cocoa
STERNBERG LANTERNS INC	05/29/26	\$120.00 Light Shield
THE HOME CITY ICE COMPANY	05/29/26	\$246.70 Ice for HLWS
THESING, GINA	05/29/26	\$381.72 Reimbursement for GND Banner & Signs
USA BLUEBOOK	05/29/26	\$838.60 Water Testing Materials
VERIZON	05/29/26	\$120.03 Acct #342365904-00001
WRIGHT COUNTY FINANCE	05/29/26	\$19,135.00 Parcels Payment
ABDO LLP	06/04/26	\$5,942.80 Financial Services for June 2026
AMAZON CAPITAL SERVICES	06/04/26	\$433.04 Projector Screen for GND 2026
ARTISAN BEER COMPANY	06/04/26	\$955.00 Daizy's and Wyld THC Products
BOBBING BOBBER BREWING COMPANY	06/04/26	\$159.19 Misc Beers
C & C EMBROIDERY	06/04/26	\$154.00 PW Clothing
CAPITOL BEVERAGE SALES	06/04/26	\$1,982.75 Misc Beer
CENTERPOINT ENERGY	06/04/26	\$205.55 603 8th Ave
CENTURYLINK	06/04/26	\$680.40 City Hall Elevator
CINTAS	06/04/26	\$418.66 HL City Hall
CR ELECTRIC	06/04/26	\$1,255.00 City Hall Automatic Doors
DAHLHEIMER BEVERAGE GREEN ISLE	06/04/26	\$9,701.72 Dillion's Cocktails
GREENGAGEN PROPERTIES	06/04/26	\$134.92 Overpayment on utility bill
NICK HAGGENMILLER	06/04/26	\$365.00 Cell Allowance
HAWKINS, INC	06/04/26	\$3,063.20 Chemicals for Water Dept
HERALD JOURNAL PUBLISHING	06/04/26	\$1,367.10 PH Notice on Apartments
HOWARD LAKE AMBULANCE	06/04/26	\$31,632.25 Ucomp Small Cities Grant Compensation
HOWARD LAKE TIRE & AUTO	06/04/26	\$2,195.61 Repairs on 2015 GMS Sierra
IUOE LOCAL 49 FRINGE BENEFIT F	06/04/26	\$6,900.00 July HRA Dues
JOE'S SPORT SHOP	06/04/26	\$1,378.71 Slip#16913 Fuel for PW
JOHNSON BROTHERS LIQUOR CO.	06/04/26	\$1,210.05 Misc Liquors
KOOSMAN, ANDREW	06/04/26	\$65.00 Monthly Cell Phone Allowance
MYRA LAWAY	06/04/26	\$65.00 Cell Allowance
MCFOA	06/04/26	\$50.00 Membership Renewal for T. Remer
MEDIACOM LLC	06/04/26	\$236.90 HLWS Acct #8384923160090330
MENARDS-BUFFALO	06/04/26	\$49.88 Fabric and Garden Stakes
JARED MERGES	06/04/26	\$65.00 Cell Allowance
METRO WEST INSPECTION SER INC	06/04/26	\$395.59 Finalized Permits May 2026
MSB EXCAVATING & TILING	06/04/26	\$2,650.00 Storm Sewer Repair 5th ave & 13th st
NELSON ELECTRIC MOTOR REPAIR	06/04/26	\$551.00 Repairs on Lift #4
NINJA ANYWHERE	06/04/26	\$2,310.00 Remaining Balance for GND 2026
JIM OTTENSTROER	06/04/26	\$207.95 Cell Allowance
PHILLIPS WINE & SPIRITS	06/04/26	\$1,249.77 Leroux Blackberry Brandy
CLAYTON PRESTIDGE	06/04/26	\$65.00 Cell Allowance
RED BULL DISTRIBUTION CO, INC	06/04/26	\$290.10 Red Bull Products
REMER, TANYA	06/04/26	\$165.00 Monthly Phone Stipend

ERIC STOLL	06/04/26	\$65.00 Monthly Phone Stipend
TACTICAL SOLUTIONS	06/04/26	\$192.00 Radar Certification
THEISEN, MEAGAN	06/04/26	\$215.00 Cell Allowance
T-MOBILE	06/04/26	\$393.54 Acct # 973663744
VIKING COCA-COLA	06/04/26	\$169.95 Misc Products
VISA	06/04/26	\$4,431.65 General Supplies
WRIGHT LUMBER & MILLWORK	06/04/26	\$1,003.99 Treated Lumber& Delivery Charge
AMAZON CAPITAL SERVICES	06/12/26	\$456.61 Screen for GND Movie Night
BELLBOY CORPORATION	06/12/26	\$854.51 Misc Liquors
BREAKTHRU BEVERAGE	06/12/26	\$845.26 Misc Liquors
CAPITOL BEVERAGE SALES	06/12/26	\$3,355.22 Misc Beers
DRUSCH PLUMBING AND HEATING	06/12/26	\$146.29 Repairs at Park Bathroom
GOPHER STATE ONE-CALL, INC	06/12/26	\$149.75 Fax Tickets
INTL UNION OF OPERATING ENGINE	06/12/26	\$140.00 July Dues
IUOE LOCAL 49 FRINGE BENEFIT F	06/12/26	\$64.00 July dues
KWIK TRIP INC.	06/12/26	\$541.81 Fuel for PD
LESTER PRAIRIE VETERINARY CLIN	06/12/26	\$375.96 Gertie Boarding
MARCO	06/12/26	\$458.70 Copier Agreement
MARCO TECHNOLOGIES LLC	06/12/26	\$530.38 City Hall Phone
MES SERVICE COMPANY LLC	06/12/26	\$7,470.00 Aeroflex Coat & Paint
MN VALLEY TESTING LAB, INC	06/12/26	\$59.00 Water Testing
MUMFORD SANITATION	06/12/26	\$12,487.15 COMPOST LEASE
PAUSTIS WINE COMPANY	06/12/26	\$54.00 Pandora's Box Cab
RIGHT WAY CLEANING	06/12/26	\$5,000.00 Downtown Revitalization Grant
RITOLA, DREW & JANELLA	06/12/26	\$87.71 Overpayment on Utility Bill
SOUTHERN GLAZER WINE & SPIRITS	06/12/26	\$1,361.47 Misc Liquors
STEPHENS, BENJAMIN	06/12/26	\$28.62 Overpayment on utility bill
TELCOM CONSTRUCTION	06/12/26	\$1,772.00 Escrow Payment
THE COFFEE SHOP	06/12/26	\$5,000.00 Downtown Revitalization Grant
TK ELEVATOR	06/12/26	\$612.62 Elevator at Historic City Hall Maintenance
VERIZON CONNECT NWF, INC	06/12/26	\$147.53
WASTEWATER COMMISSION	06/12/26	\$61,755.08 Total City WWTP Discharge
WICKERT, SCOTT	06/12/26	\$193.00 Overpayment on Utility Bill
HAGGENMILLER, NICHOLAS A	05/29/26	\$4,861.28
HAKALA, CURTIS L	05/29/26	\$604.71
KOOSMAN, ANDREW	05/29/26	\$1,997.71
MERGES, JARED M	05/29/26	\$2,723.28
REMER, TANYA M	05/29/26	\$2,267.19
THEISEN, MEAGAN	05/29/26	\$2,792.27
ZANDER, SHARI	05/29/26	\$367.59
OTTENSTROER, JAMES D	05/29/26	\$2,190.74
PRESTIDGE, CLAYTON P	05/29/26	\$1,869.85
DAHL, LORI	05/29/26	\$92.90
HORSTMANN, REBECCA A	05/29/26	\$337.68
JENSEN, LUCAS	05/29/26	\$236.06
LAWAY, MYRA	05/29/26	\$2,745.61
MILLER, EDWARD M	05/29/26	\$285.14

SOTHAN, LAURIN B	05/29/26	\$542.51
VIRNALA, TASIA, R	05/29/26	\$354.47
CHAFFINS, GORDON	05/29/26	\$123.06
HARTNECK, SEAN M.	05/29/26	\$253.96
JOHNSON, JACOB D	05/29/26	\$2,401.81
PREUSSE, MITCHELL D	05/29/26	\$1,443.16
SZCZEPANIK, DARIUSZ J	05/29/26	\$2,871.34
THOMPSON, DAVID G	05/29/26	\$3,242.28
CARGILL, ZACHARY C	06/12/26	\$274.21
EASTMAN, KELLY L	06/12/26	\$151.79
GILBERT, EMMAGENE	06/12/26	\$1,150.36
HAGGENMILLER, NICHOLAS A	06/12/26	\$4,652.28
HAKALA, CURTIS L	06/12/26	\$267.36
KOOSMAN, ANDREW	06/12/26	\$1,530.08
MERGES, JARED M	06/12/26	\$2,546.52
MUNSON, ALLAN W.	06/12/26	\$1,150.36
REMER, TANYA M	06/12/26	\$2,005.00
THEISEN, MEAGAN	06/12/26	\$2,620.32
ZANDER, SHARI	06/12/26	\$565.87
DEITER, CHASE	06/12/26	\$220.43
OTTENSTROER, JAMES D	06/12/26	\$2,104.43
PRESTIDGE, CLAYTON P	06/12/26	\$1,876.11
BRAVINDER, SETH Z	06/12/26	\$110.82
DRUSCH, ZACHARY R.	06/12/26	\$304.75
ELMER, DANIEL J	06/12/26	\$152.38
HOLMQUIST, JORDAN R	06/12/26	\$13.85
KING, ELLIOTT	06/12/26	\$207.79
KITTOCK, BRIAN	06/12/26	\$138.52
KITTOCK, NICOLE D	06/12/26	\$156.23
LOEBERTMANN, AMANDA G	06/12/26	\$193.93
LOEBERTMANN, CRAIG	06/12/26	\$83.11
MAGES, ALEX	06/12/26	\$415.57
PETERSON, DAVID T	06/12/26	\$27.70
SCHUELKE, ANDREW L	06/12/26	\$360.16
STOLL, ERIC	06/12/26	\$221.64
WIECH, KYLE	06/12/26	\$166.23
DAHL, LORI	06/12/26	\$263.53
HORSTMANN, REBECCA A	06/12/26	\$140.27
JENSEN, LUCAS	06/12/26	\$174.48
LAWAY, MYRA	06/12/26	\$2,585.60
MILLER, EDWARD M	06/12/26	\$347.02
SOTHAN, LAURIN B	06/12/26	\$362.64
VIRNALA, TASIA, R	06/12/26	\$497.84
CHAFFINS, GORDON	06/12/26	\$241.38
HARTNECK, SEAN M.	06/12/26	\$253.96
JOHNSON, JACOB D	06/12/26	\$2,366.11
PREUSSE, MITCHELL D	06/12/26	\$1,026.28

SZCZEPANIK, DARIUSZ J	06/12/26	\$3,225.41
THOMPSON, DAVID G	06/12/26	\$3,205.96
		\$373,399.19

## Ambulance

CITY OF HOWARD LAKE	05/18/26	\$4,425.00	April Ambulance Pay
HEALTH PARTNERS	05/18/26	\$607.27	Request ID Number 333571
JOE'S SPORT SHOP	05/18/26	\$378.57	Fuel for Ambulance
RIDGEVIEW MEDICAL CENTER	05/18/26	\$1,600.00	Ambulance Comm. Asssist
STRATEGIC BILLING ENTERPRISE	05/18/26	\$380.55	Q1 Software & Clearinghouse Fees
STRYKER SALES, LLC	05/18/26	\$1,203.70	Smart Power Kit-120V
ADVANCED POWER SERVICES, INC	06/04/26	\$27,999.00	New Generator for Fire Dept
T-MOBILE	06/04/26	\$49.19	Ambulance Phone
VISA	06/04/26	\$292.97	Fuel for Ambulance
BOUNDTREE MEDICAL LLC	06/12/26	\$1,449.01	Medical Supplies
CITY OF HOWARD LAKE	06/12/26	\$3,495.00	May Ambulance Pay
CM2 SUPPLY	06/12/26	\$315.40	Med Oxygen
HOWARD LAKE TIRE & AUTO	06/12/26	\$1,356.55	Repairs on 2017 Ford E-450
JOE'S SPORT SHOP	06/12/26	\$323.52	Fuel for Ambulance
KEAVENY PHARMACY	06/12/26	\$147.98	Medical Supplies
RIDGEVIEW MEDICAL CENTER	06/12/26	\$1,200.00	Ambulance Community Assist
US POSTAL SERVICE	06/12/26	\$90.00	Post Office Box Service Fee
ZOLL MEDICAL CORPORATION	06/12/26	\$432.27	Medical Supplies
		\$45,745.98	



# HOWARD LAKE CITY COUNCIL MEETING

June 18, 2026

**AGENDA ITEM:** Consider Downtown Revitalization Grant for Mr. Tire.

**SECTION:** New Business

**FROM:** Nick Haggemiller, City Administrator

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**BACKGROUND:** New Owners of Mr. Tire, Shawn Hendrickson, is requesting a Downtown Revitalization Grant in the amount of \$5,000 to assist with parking lot repairs at 1111 6<sup>th</sup> Street.

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**FINANCIAL:** \$5,000

**LEGAL:** Open

**STRATEGIC PLAN:**

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

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**COUNCIL ACTION REQUESTED:** Approve as presented.

**ATTACHMENTS:**



# HOWARD LAKE CITY COUNCIL MEETING

June 15, 2026

**AGENDA ITEM:** Consider Various Personnel Appointments

**SECTION:** New Business

**FROM:** City Administrator, Nick Haggemiller

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

**Confirm Appointments**

Hired – Kelly Eastman – Building Custodian

Hired – Noel Huggett – Howard Lake Wine and Spirits Cashier

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**DECISION MAKING METRICS:**

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

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

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

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**COUNCIL ACTION REQUESTED:** Approve appointments as presented.

**ATTACHMENTS:** N/A



# HOWARD LAKE CITY COUNCIL MEETING

June 15, 2026

**AGENDA ITEM:** Consider Approving Temporary On-Sale Liquor License and Road Closures

**SECTION:** Consent Agenda

**FROM:** Meagan Theisen, Assistant City Administrator  
Wright County Fair Board

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**BACKGROUND:** Annually, the Wright County Agricultural Society applies for a temporary on-sale license for the Wright County Fair. This allows for strong beer sales to take place for the majority of the Fair and be within the applicable statutes and ordinances.

The Wright County Fair will be held July 22-26, 2026 at the Wright County Fair Grounds in Howard Lake. Similar to previous years, the Fair Board is requesting 1<sup>st</sup> street to be closed for Fair activities from July 21-27, 2026.

**DECISION MAKING METRICS:**

**FINANCIAL:** Traditionally, the Wright County Fair has not been charged for the temporary liquor license or full temporary liquor license. Per city code, the fee is to be determined by the City Council.

**LEGAL:** Approval of the Temporary Liquor License is contingent upon completed application and insurance information.

**STRATEGIC PLAN:** Sustain and Enhance Community Traditions

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**COUNCIL ACTION REQUESTED:**

Approve a temporary 3.2 on-sale license and a temporary on-sale liquor license for July 22– July 26, 2026 for the Wright County Fair, contingent on receiving completed paperwork from the Wright County Fair Board.

**ATTACHMENTS:** N/A



# HOWARD LAKE CITY COUNCIL MEETING

June 15, 2026

**AGENDA ITEM:** Approve Vintage Exchange for Use of Block 18 Municipal Parking Lot for Community Event.

**SECTION:** Consent

**FROM:** Nick Haggemiller City Administrator

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**BACKGROUND:** The City has recently revised and approved facility use and user terms for properties. The Vintage Exchange is seeking approval for their event to be held September 26, 2026. There would be no fee to the business provided they meet the definition of a community event. Their event will be held with Maria's Mexican Restaurant.

Staff will work with them to obtain the following:

- Insurance certificate
- Site plan of their event

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**FINANCIAL:** There will be no fee collected provided they meet the requirements of 'community event.'

**LEGAL:** Vintage Exchange is required to provide insurance coverage for the event. This has not yet been submitted.

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**COUNCIL ACTION REQUESTED:** Approve community event to be held by Vintage Exchange on June 14 following receipt of needed submittals.

**ATTACHMENTS:**

1. Vintage Exchange Application



# CITY PARK AND FACILITY RENTAL RESERVATION POLICY GUIDELINES

COMMUNITY ROOM  
817 8th AVE

LIONS PARK  
455 6<sup>TH</sup> ST

MEMORIAL PARK  
104 10<sup>TH</sup> AVE

*Reservations & Maintenance Requests*  
Howard Lake City Hall  
(320-) 543-3670

*Emergencies*  
Health/Safety - 911  
Police Dispatch (763) 682-1162

Name

Phone#:  Email

Address:

Facility:

Event Date:

Event Description:

We will be working with Marias during this event for cross marketing. Insurance is in place like all past events and will provide copies if requested. We will have live music as normal.

## GENERAL RULES, GUIDELINES & PROCEDURES

- Howard Lake has made available public spaces for private uses under certain guidelines. These facilities and parks are generally available to citizens of Howard Lake, Wright County and non-profit organizations having their principal offices in Howard Lake. The parks and facilities are generally intended for recreational uses such as birthday parties, baby showers, receptions, meetings, and nonprofit fund raising. Non-Profit organizations may be asked to furnish a copy of their certification upon request. Private individuals and businesses may also make use of the parks and facilities for noncommercial purposes such as corporate meetings and social events.
- Historic City Hall & Community Room hours of operation are Monday – Sunday, 8am – 9pm unless explicitly approved by the City of Howard Lake.
- Memorial Park and Lions Park hours of operation are seasonal, sunrise to sunset unless explicitly approved by the City of Howard Lake.
- Users are responsible for setting up and taking down tables, chairs, and equipment.
- Decorations may be hung using “Sticky Tack” reusable adhesive or a similar product. Absolutely no tape, tacks, nails, command strips or staples may be used.
- Remove all decorations from the walls, tables, chairs and ceiling.
- Floors must be swept, mopped or vacuumed as needed to restore the room to its original condition.
- Tables and/or countertops must be wiped down after use.
- Trash must be properly bagged.
- Windows closed and locked.
- Check bathrooms for running faucets and toilets.
- Turn off all lights.

**\*\*The City of Howard Lake does not rent out the concession stand at Memorial Park for public use. That area is not included in your pavilion rental.**

- Close and lock exterior doors.
- Groups must comply with maximum capacity of assigned room. Any group using the facility must accept responsibility for the supervision of all the people in their group at all times.
- Applicant will be held responsible for any damaged or stolen property. Immediately report any damages or issues to City of Howard Lake staff.

**PROHIBITED USES:**

- No person or organization shall be permitted to carry or conduct any business, trade, occupation or profession in any community center except in support of permitted uses.
- Illegal use of alcoholic beverages, non-prescription drugs, disorderly conduct or willful destruction of property is prohibited. Violators will be prosecuted in accordance with the law.
- No bands, live music or DJs are allowed unless explicitly permitted by the City.
- All City facilities are designated as nonsmoking.

**PAYMENT & FEES**

- Community Room, Lions Park Pavilion & Memorial Park Pavilion: We rent these spaces for 6 hours or a full day. Check with City Hall for rates
- The City reserves the right to exempt organizations from the fee based on non-profit status or for community-oriented events.
- Payment must be made in advance of the scheduled event.
- Fees will be assessed based on real damage, lost or stolen keys, etc.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*I have read the rules, guidelines and procedures and understand I am responsible for the items listed above.*

**Return form to one of the following:**

Email: [cityofhowardlake@howard-lake.mn.us](mailto:cityofhowardlake@howard-lake.mn.us) | 625 8<sup>th</sup> Ave between 8:00 AM – 4:30 PM



# HOWARD LAKE CITY COUNCIL MEETING

June 15, 2026

**AGENDA ITEM:** Consider Adoption of Body Worn Camera Policy

**SECTION:** New Business

**FROM:** Chief Thompson

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**BACKGROUND:** The Howard Lake Police Department (HLPD) currently utilizes in-squad camera systems that record law enforcement activities and incident responses. Data collected through these systems is retained in accordance with applicable Minnesota records retention requirements.

HLPD does not currently utilize body-worn cameras (BWCs). Several years ago, the Wright County Sheriff's Office (WCSO) implemented a new records management system through Oracle Public Safety. As part of that transition, it was anticipated that the three municipal police departments within Wright County would ultimately receive body-worn camera technology through the Oracle platform. While WCSO currently utilizes Oracle body-worn cameras, the anticipated software and integration necessary for the participating city police departments has not been fully delivered or implemented.

As a result, local law enforcement agencies have begun pursuing alternative body-worn camera solutions. The Buffalo Police Department is currently evaluating both Motorola and Axon body-worn camera systems and anticipates selecting a vendor in the near future. The Annandale Police Department has indicated its intent to implement a Motorola body-worn camera system. With these developments, Howard Lake would soon be the only law enforcement agency in Wright County without body-worn camera capabilities.

Given the increasing adoption of body-worn cameras by neighboring agencies and the demonstrated benefits of the technology for officer accountability, evidence collection, transparency, and public trust, staff believes it is appropriate to begin the process of implementing a body-worn camera program for the Howard Lake Police Department.

Minnesota Statute 626.8473 requires law enforcement agencies to establish and enforce a written policy governing the use of portable recording systems, including body-worn cameras. Prior to purchasing or implementing a portable recording system, the agency must provide an opportunity for public comment. At a minimum, public comments must be accepted electronically or by mail, and the governing body responsible for the agency's budget must provide an opportunity for public comment at a regularly scheduled public meeting.

To comply with these requirements, the Howard Lake Police Department has developed a draft Body-Worn Camera Policy based upon policies currently utilized by the Wright County Sheriff's Office and the Buffalo Police Department. The draft policy has been posted on the City's website and made available for public review and comment.

The Howard Lake Police Department currently operates three primary patrol vehicles equipped with Motorola-compatible WatchGuard in-squad camera systems. The existing camera infrastructure provides an opportunity to integrate body-worn camera technology with the department's current video management system, potentially reducing implementation costs and improving operational efficiency.

## Key Elements of the Proposed Body-Worn Camera Policy

- Officers assigned body-worn cameras are required to activate the camera during enforcement actions, investigative contacts, calls for service, traffic stops, arrests, use-of-force incidents, and other law enforcement interactions.
- Cameras are generally required to remain activated until the incident concludes, with limited exceptions to protect privacy, confidential informants, sensitive discussions, or medical situations.
- The policy prohibits the use of body-worn cameras for personal purposes, unauthorized surveillance, or recording in areas where there is a heightened expectation of privacy, such as locker rooms and restrooms.
- All recordings remain the property of the Howard Lake Police Department and are managed in accordance with the Minnesota Government Data Practices Act and applicable records retention requirements.

- Recordings may be used for criminal investigations, evidence collection, administrative reviews, training, officer safety, and accountability purposes.
- Supervisors are responsible for ensuring compliance with policy requirements, reviewing recordings when appropriate, and overseeing the management of critical incident recordings.
- The policy establishes procedures for public data requests, retention schedules, redaction of protected information, biennial audits, and accountability measures for unauthorized access or release of recordings.
- All officers and supervisors utilizing body-worn cameras must complete initial and ongoing training on the operation of the equipment and applicable legal requirements.

### **Implementation**

At this time the consideration is of adoption of the policy only. We foresee implementation of the cameras themselves to occur in late 2026, if not 2027.

### **Public Hearing Notes**

At the time this agenda item was drafted, no comments have been received during the public comment period.

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**FINANCIAL:** The Police Department has received a quote from Motorola for 5 BWC. Awaiting quote from Axon. A very high level estimate of \$40,000 for a 5 year contract.

**LEGAL:** Public Hearing and opportunity for input on policy is required by statute.

### **STRATEGIC INITIATIVE:**

1. Ensure a Safe and Healthy Community
    - a. Engaged Public Safety Services
- 

**COUNCIL ACTION REQUESTED:** Request approval of BWC policy.

### **ATTACHMENTS:**

1. Body Worn Camera Policy

This policy will provide the department's licensed personnel, in an enforcement role, with procedures for the use and management of Body Worn Camera (BWC) equipment, and the access, retention, storage, and retrieval of recorded media captured by BWC equipment pursuant to MN Statute S13.825. The purpose of BWC equipment used by licensed officers, in an enforcement role is to accomplish the following:

- (a) Enhance accountability and public trust by preserving evidence of officer interaction with citizens.
- (b) Capture digital audio-video evidence for criminal, civil and traffic-related court cases.
- (c) Serve as a training tool for officer safety and best practices in the department.
- (d) To enhance officer safety.

## **DEFINITIONS**

Definitions related to this policy include:

**Activation:** Any process that causes the BWC system to record audio or video data.

**Authorized Personnel:** Personnel designated by the Chief or designee, to manage data recorded by the BWC. Such management includes duplication, redaction and lawful destruction of data as required by law and the department's Records Retention Schedule.

**Body Worn Camera (BWC):** A portable recording system, designed to be worn by a member, capable of both video and audio recording of the member's activities, interactions with others and collecting digital multimedia evidence as part of an investigation.

**BWC Equipment Check:** An audio-video test to ensure that the BWC equipment is in working order. This check shall include a test of the video and microphone recording components, and a date and time check.

**BWC Operational Guide:** Training manual that outlines the protocol for operating the BWC system/equipment.

**BWC Uploading:** The act of transferring recorded data from the BWC to the storage server.

**Classify:** To categorize an event that has been recorded and for which a predetermined retention period has been set.

**Critical Incident:** An incident involving any of the following situations occurring in the line of duty:

- (a) The use of deadly force by or against an officer.
- (b) Any incident that has caused or is likely to have caused great bodily harm or death

to any person to include department employees.

(c) Any incident deemed critical by the Chief or designee.

**Deadly Force:** As defined by MN Statute 609.066, which states that: "Force Which the actor uses with the purpose of causing, or which the actor should reasonably know creates a substantial risk of causing death or great bodily harm. The intentional discharge of a firearm other than a firearm loaded with less-lethal munitions and used by a peace officer within the scope of official duties, in the direction of another person, or at a vehicle in which another person is believed to be, constitutes deadly force."

**Deactivation:** Any process that causes the BWC system to stop recording. Deactivation will be done manually.

**Designated Upload Site:** Location where officers complete the task of uploading BWC recordings to a storage server through a PC or docking station.

**Great Bodily Harm:** Bodily injury which creates a high probability of death, or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ, or other serious bodily harm.

**Portable Recording System Data:** Means audio or video data collected by a BWC system.

**Pre-Event Recording:** Video stored by the BWC system prior to manual activation. This is a configurable feature for the digital BWC system and is preset to record video prior to manual activation. The pre-event recording is included as part of the incident and is viewable during playback.

**Record Mode:** Any time BWC equipment is recording audio or video as indicated on the LCD monitor, wireless microphone or DVR.

**Recorded Media:** Audio-video signals recorded on any of several storage devices, including but not limited to, portable digital storage devices (e.g. CD, DVD, hard drive, flash drive)

**Redact:** Means to blur/distort video and or audio so that the identity of the subject in a recording is obscured sufficiently to render the subject unidentifiable.

## **POLICY**

The Howard Lake Police Department may provide officers and members in an enforcement role with access to Body Worn Cameras (BWC) for use during the performance of their duties. The use of recorders is intended to enhance the mission of the department by accurately capturing contacts between members of the department and the public. This policy shall remain in compliance with all applicable laws and statutes including but not limited to MN Statute 626.8473.

Body worn cameras provide documentary evidence for criminal investigations, internal or administrative investigations and civil litigation. Officers, and members working in an enforcement role for the remainder of this policy, assigned this equipment, shall utilize this device in accordance with the provisions in this policy to maximize the effectiveness of the audio/video documentation to achieve operational objectives and to ensure evidence integrity.

Body Worn Cameras may be assigned to any uniformed officer or member of the department working in an enforcement role to include school resource officers and reserve officers while engaged in an enforcement action.

### **MEMBER PRIVACY EXPECTATION**

All recordings made by members acting in an official capacity shall remain the property of the department regardless of whether those recordings were made with department-issued or personally owned recorders. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

### **MEMBER RESPONSIBILITIES**

(a) Members assigned to a BWC shall use it in accordance with department training, department policies, and the manufacturer's recommendations.

(b) Members shall wear the BWC in accordance with department training, using mounting equipment provided by the department. BWC must be worn at or above the mid-line of the waist in a position that maximizes the recording system's capacity to record video footage according to MN Statute 626.8473.

Any alterations to the prescribed use of this equipment must be approved by the Chief or his designee.

(c) Members shall complete department authorized training in the use and operation of the BWCs prior to being assigned a BWC.

(d) Prior to going into service, each member assigned to a BWC will be responsible for testing the unit and making sure that they are equipped with a portable recorder issued by the department and the recorder is in good working order (MN Statute 13.825). Testing should be conducted in a manner that avoids inadvertent activation of other BWCs in the area. Testing includes:

1. The BWC is functional and has an adequate power source.
2. The BWC is connected to the recording equipment.

3. The view of the camera is free of obstruction.
4. The camera lens is operational.
5. The camera is facing the intended direction.
6. The recording mechanism is capturing both the audio and video information.
7. The System plays back both audio and video tracks.
8. The date and time are accurate.

(e) Members shall notify their immediate supervisor as soon as practical of any missing, damaged, or malfunctioning BWC equipment.

(f) If a BWC is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as practicable.

(g) Members shall notify their immediate supervisor of any recorded event to be of value for administrative review.

(h) Members shall upload all BWC digital data at the conclusion of their shift, or as soon as practical, utilizing department approved uploading procedures.

(i) Members are encouraged but not required to inform members of the public that they are being recorded. If asked, members should inform those inquiring that audio-video recording equipment is in use. unless doing so would be unsafe for the department member or members of the public.

## **SUPERVISOR RESPONSIBILITIES**

(a) Supervisors shall ensure that members follow established procedures for the use and maintenance of BWC equipment and the completion of BWC documentation. This includes periodic review of BWC recordings to ensure proper procedures are being followed.

(b) Supervisors shall ensure that appropriate measures are taken when informed of any missing, damaged or malfunctioning BWC equipment.

(c) Supervisors shall respond to the scene of an incident that requires immediate retrieval of recordings and ensure appropriate uploading procedures are followed.

1. If an incident occurs that involves substantial or great bodily harm or death, the supervisor shall ensure that members upload the video as soon as practical following any necessary duties as part of the incident.

2. The same requirements shall apply to any incident the supervisor deems may be a high-profile incident.

(d) When conducting use of force reviews, supervisors shall view any pertinent BWC video as part of the review.

### **ACTIVATION OF THE BODY WORN CAMERA (BWC)**

This policy is not intended to describe every possible situation in which the BWC should be used, although there are many situations where its use is appropriate. Members assigned a BWC shall activate the BWC in any of the following situations:

- (a) All enforcement and investigative contacts including stops and field interview situations.
- (b) Calls for service
- (c) When self-initiating a call, as soon as possible but prior to contacting a person or exiting the squad.
- (d) Prior to taking any law enforcement action.
- (e) When any situation becomes adversarial.
- (f) When ordered to do so by a supervisor.
- (g) Prior to any response to resistance. If a BWC is not activated prior to a use of force, it shall be activated as soon as it is safe to do so.
- (h) Within a health care facility, while performing law enforcement activities.

Anytime a member feels it is appropriate to preserve audio/visual data when taking a statement from a victim, suspect or witness. Members are encouraged but not required to notify a victim or witness of the use of the BWC. If asked, members should inform those inquiring that audio-video recording equipment is in use unless doing so would be unsafe for the department member or members of the public.

Recognizing the unique privacy and security concerns within the jail, courtrooms, and school settings. The BWC should not be activated while conducting routine, non-confrontational business to include but not limited to routine escorts, presence in courtrooms, routine school presence and business, until or unless the situation changes and one of the other situations occurs requiring activation.

The BWC shall not be activated solely for the purpose of surveillance of, or identification of individuals engaged in constitutionally protected activities conducted in a lawful manner.

If there is failure to activate the BWC in any of the above situations, the member shall document the reasons for the failure in their report.

At no time is a member of this department expected to jeopardize their safety in order to activate a BWC.

## **DEACTIVATION OF BODY WORN CAMERA**

Once activated, the BWC shall be left in the record mode until the conclusion of the event or as directed by a supervisor.

Notwithstanding the above, once an event has been stabilized and if the member or supervisor reasonably believes there is no longer necessary audio or visual evidence to capture, and that none of the circumstances requiring activation will likely occur, the BWC may be deactivated:

- (a) To protect the identity of a member in an undercover capacity.
- (b) To protect the identity of a confidential reliable informant.
- (c) The incident or event is of such duration that it is necessary to deactivate the BWC to conserve power or storage.
- (d) To discuss issues surrounding the incident/investigation with a supervisor or another member in private.
- (e) When ordered to do so by a supervisor.
- (f) Within a health care facility, to preserve the privacy and dignity of a patient.

If a request is made for a BWC to be turned off by a party being contacted, the member should consider the overall circumstances. For example, a member may choose to turn off the BWC if its operation is inhibiting a victim or witness from giving a statement. Factors to consider may include the type of call and the vulnerability of the victim.

Prior to deactivating a BWC, members shall provide an audible narration prior to deactivation. If a report is prepared, the deactivation and the reason shall also be documented in the report or supplement. If a report is not prepared, the reason for the deactivation shall be documented via added remarks in the Call for Service (CFS) in the Computer Aided Dispatch (CAD).

When employees are inside of the Howard Lake Police Department building and the likelihood of contact with the public does not exist, employees may turn their BWC off.

## **SURREPTITIOUS USE OF THE AUDIO RECORDER**

Minnesota law permits an individual to surreptitiously record any conversation in which one party to the conversation has given their permission (MN Statute S 626A.02).

Members of the department may surreptitiously record any conversation during the course of a criminal investigation in which the officer reasonably believes that such a recording will be beneficial to the investigation.

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief or designee.

### **RESTRICTIONS FOR USE OF BODY WORN CAMERAS (BWC)**

- (a) Members shall not use the BWC for personal use or for any other reason inconsistent with this policy
- (b) Disabling BWC equipment, intentionally interfering with audio or video recording capabilities, and altering, duplicating, deleting or destroying BWC recordings are prohibited, except by Authorized Personnel in the course and scope of their lawful job duties and in accordance with record retention laws and policies and the provisions of this policy. Only the Chief or designee can designate such authorized personnel.
- (c) Members shall not use department issued BWCs while working for another law enforcement agency or while off-duty.
- (d) Members shall not use the BWC outside of department business unless authorized by the Chief or designee.
- (e) Members will try to avoid recording videos of persons who are nude or when bare human body areas are exposed.
- (f) The BWC shall not be activated in places such as squad rooms, locker rooms, dressing rooms or restrooms unless the incident is occurring in that location.

### **EXPLOSIVE DEVICE**

Many portable recorders, including BWCs emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

### **REVIEW OF RECORDINGS**

When preparing written reports, members should review their recordings as a resource. However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance.

Recorded files may also be reviewed:

- (a) upon approval by a supervisor, by any member of the department who is participating in an official investigation, such as a personnel complaint, administrative investigation, or criminal investigation.
- (b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- (c) By media personnel with permission of the Chief or the authorized designee.
- (d) In compliance with the Minnesota Data Practices Act request, if permitted or required by the Act, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Chief or the authorized designee. Recordings that unreasonably violate a person's Privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

### **RETENTION OF RECORDINGS**

Any time a member records any portion of a contact that the member reasonably believes constitutes evidence in a criminal case, the member shall record the related case number and transfer the file in accordance with current procedure for storing digital files and document the existence of the recording in the related case report. Transfers should occur at the end of the member's shift, or any time the storage capacity is nearing its limit.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

### **RETENTION REQUIREMENTS**

Portable recordings may be considered criminal investigative data subject to public disclosure (MN Statute S 13.825, Subd.7). All recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 90 days.

### **BWC SYSTEM DATA CLASSIFICATION AND REQUESTS FOR RECORDINGS**

Data collected by a portable recording system are governed by MN Statute 13.825, subd. 2, other applicable state law and provisions of this policy:

All BWC recordings are the property of the department and original BWC system recordings shall remain in the sole custody of the department, unless necessary for the preparation of civil, criminal or administrative matters, used in court as evidence, provided to an expert for analysis, provided to another law enforcement agency in the scope of their investigation, if required to be provided to another by lawful order or as may otherwise be required by the Minnesota Government Data Practices Act or other applicable state law.

(a) All BWC system recordings shall be handled in accordance with the Minnesota Government Data Practices Act, MN Statute 13.825 and Department Policy.

(b) In no event shall any recording be used or shown for the purpose of ridiculing, embarrassing or intimidating any person.

(c) Recorded data may only be replayed or displayed for training purposes with the approval of the Chief or the authorized designee. Nothing herein prohibits the Training Unit from having access to BWC recordings for the purpose of training.

(d) Data captured by the BWC may be accessed by authorized Department personnel, provided the access is in the course and scope of the employee's lawful job duties, or used as evidence relating to:

1. Pending administrative, criminal, civil or traffic matters.
2. A complaint of misconduct made against a member.
3. In situations where evidence of officer misconduct is discovered during the course of authorized access (including force reviews).
4. A random or uniform review of BWC data regarding equipment functionality and policy compliance.
5. Any other purpose authorized under this policy and consistent with State and Federal law.

(e) Requests by department personnel for duplication of BWC data for purposes of official department business shall be directed to their unit supervisor.

(f) Employees are prohibited from using recording devices to duplicate BWC video or audio in any form, including cell phones or video cameras.

(g) All requests for BWC recordings shall be referred to the Howard Lake Police Department Chief or the authorized designee and will be considered in accordance with the Minnesota Government Data Practices Act, MN Statute 13.825 or other applicable state law.

(h) Members shall not share BWC recordings with any member of the public or any department employee, unless it is required in the performance of their official duties and consistent with State and Federal law.

- (i) All accesses of the BWC data are documented automatically as part Of the BWC equipment technology. Data relating to access will be retained in accordance with the retention schedule for the BWC data that was accessed.
- (j) Any necessary and lawful redaction or other editing of BWC recordings shall only be completed by designated trained staff in the course and scope of their lawful job duties and in accordance with MN Statute 13.825, other applicable state law and the provisions of this policy. The original recording shall remain intact and stored within the authorized storage system in accordance with Department policies, record management, retention schedules and pursuant to MN Statute 13.825.

### **CRITICAL INCIDENTS INVOLVING BWC**

- (a) Involved or witness members shall maintain custody of their BWC equipment until collected by a supervisor.
  - 1. In the event that any members will be photographed as part of the Critical Incident protocol, members shall leave BWC equipment on their uniform until photographs are completed.
  - 2 Chief or the authorized designee will be responsible for ensuring any BWC recordings are properly uploaded.
  - 3. Once all uploads are completed, the assigned investigator(s) will be responsible for authorizing release of the BWC equipment to the member or other appropriate personnel.
  - 4. When investigation of the incident is transferred to another law enforcement agency, members will provide their BWC to the investigating agency, as directed by their supervisor.
- (b) In any Critical Incident or use of deadly force, the attorney or legal counsel representing an involved member may view and/or listen to BWC data of the incident only after:
  - 1. The member has met with legal counsel, if those entities are requested by the member.
  - 2. The member and selected legal counsel have met with the investigating entity or designee regarding the process for a critical incident.
- (c) Notwithstanding section 13.825 subdivision 7, when an individual dies as a result of a use of force by a peace officer, an involved officer's law enforcement agency must allow the following individuals, upon their request, to inspect all portable recording system data, redacted no more than what is required by law.
  - 1. The deceased individual's next of kin.

2. The legal representative of the deceased individual's next of kin.
3. The other parent of the deceased individual's child.

A law enforcement agency may deny a request to inspect portable recording system data under paragraph (b) if the agency determines that there is a compelling reason that inspection would interfere with an active investigation. If the agency denies access under this paragraph, the chief law enforcement officer must provide a prompt, written denial to the individual in paragraph (b) who requested the data with a short description of the compelling reason access was denied and must provide notice that relief may be sought from the district court pursuant to section 13.825 subdivision 7.

### **ACCOUNTABILITY**

Any employee who accesses or releases recordings without authorization may be subject to discipline, including and up to discharge (MN Statute S 626.8473).

### **INVENTORY OF PORTABLE RECORDING SYSTEM TECHNOLOGY**

Pursuant to MN Statute 13.825, subd. 5, an agency that uses a portable recording system must maintain the following public data:

- (a) The total number of recording devices owned or maintained by the department.
- (b) A daily record of the total number of BWC recording devices actually deployed and used by members.
- (c) The policies and procedures for use of BWC systems required by section 626.8473.
- (d) The total amount of recorded audio and video data collected by the BWC system and maintained by the department, the Department's retention schedule for the data, and the procedures for destruction of the data.

### **BIENNIAL AUDIT**

Pursuant to MN Statute 13.825, subd. 9, the Howard Lake Police Department must:

- (a) Maintain records showing the date and time BWC system data were collected and the applicable classification of the data.
- (b) Arrange for the biennial audit of the data.
- (c) A report summarizing the results of each audit must be provided to the governing body with jurisdiction over the budget of the law enforcement agency, to the Legislative Commission on Data Practices and Personal Data Privacy, and to the chairs and ranking minority members of the committees of The House of Representatives and the Senate with jurisdiction over data practices and public safety issues no later than 60 days following completion of the audit.

The results of the audit are public, except for data that are otherwise classified under law.

## **TRAINING**

Supervisors and members that use the BWC shall successfully complete an instruction and training session on this policy and the use and care of the equipment and media prior to being able to deploy the BWC. There shall also be periodic training to ensure continued and effective use of the equipment and established procedures.



# HOWARD LAKE CITY COUNCIL MEETING

June 15, 2026

**AGENDA ITEM:** Consider Fee and Scope of Services for Small Cities Development Application

**SECTION:** New Business

**FROM:** Nick Haggenmiller, City Administrator

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**BACKGROUND:** The Small Cities Development Program (SCDP) is a Department of Employment & Economic Development (DEED) competitive grant program available to small cities to assist with the commercial and residential rehabilitation projects. Depending on the scope of the application submitted by the City, this may include single family homes (both owner and rental occupied), multi-family developments and commercial properties. Broadly speaking, this provides deferred, forgivable loans to property owners for rehabilitation projects.

The City is a previous recipient of funding in 2016 in the amount of roughly \$750,000. The majority of the funds were used to offset expenses on the Historic City Hall renovation project. Additional funds assisted with about a half a dozen commercial rehabilitation projects in the downtown business district.

### Challenges and Opportunities

Approximately two-thirds of Howard Lake's housing stock is more than 40 years old, substantially increasing the likelihood of deferred maintenance, energy inefficiencies, and rehabilitation needs. Approximately 28% of occupied housing units are renter-occupied, demonstrating a need for both owner-occupied and rental housing reinvestment strategies. Howard Lake anticipates its first new apartment build in over 30 years to break ground in the summer. Therefore, the rest of the multi-family properties are in excess of 30 years of age and known to be in need of rehabilitation. Finally, our downtown business district, while seen significant investment over the last 10 years, struggles to fill storefronts and many properties are in need of investment, which is difficult given market conditions.

*Collectively, the age of the housing stock, coupled with limited new housing production, supports the need for housing rehabilitation assistance through the Small Cities Development Program.*

### Three Step Approach

Due to complexity with the SCDP grant application and if successful, grant administration, the City will need assistance from a third party consultant to secure funding and oversee implementation of funds and projects. Staff has identified Development Services Inc of Ivanhoe, Minnesota for this purpose. The same consultant has provided similar services for many Minnesota communities, including nearby Annandale. They have professional staff and capacity to oversee this program to the City's benefit.

If the council sees value in exploring funding under this program, a graduated approach to secure funding would be followed.

First, a community interest survey would be sent to all property owners in Howard Lake. This survey would gauge interest in the various types of funding and projects most sought. In early discussions with Development Services, it is not unreasonable to put forth a combination application that includes a small number of many types of programs including single family owner/rental occupied, multi-family and commercial properties. The survey would help determine this scope. The proposed fee for this is \$1,950 + expenses.

Next, if the surveys support interest to submit a pre-application to DEED at a cost of \$3,100. At that point, DEED scores the application based on a number of criteria and ranks our application from "Non Competitive" to "Marginally Competitive" to "Competitive." At that time, we would once again have the opportunity to cease efforts or submit a full application.

A full application is an extensive undertaking and would come at an expense of \$3,900. Finally, if successful in obtaining funding, the ongoing grant and project administration activities necessary for the program would be covered using grant proceeds from DEED.

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**FINANCIAL:** \$1,900 for Community Interest Survey

**LEGAL:** The City is able to hire DSI under the professional services provision.

**STRATEGIC PLAN:**

1. Foster a Robust Business Community & Vibrant Downtown
  - a. Vibrant Storefronts & Preserved Historic Buildings
  - b. Downtown is walkable, clean and quaint
2. Develop a Livable Community for All
  - a. Preserve Diverse Housing Stock for All Ages

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**COUNCIL ACTION REQUESTED:** Approve Scope and Fee for Services for DSI Inc in the amount of \$1,900 to move forward with a community interest survey in support of the Small Cities Development Program.

**ATTACHMENTS:**

1. DSI Proposal
2. Small Cities Development Program Information

# Meet Our Team



**Vince Robinson**  
President

Vince is the owner of Development Services, Inc. (DSI) and has worked closely with rural communities, businesses, entrepreneurs, funding sources, and economic development projects in southwest Minnesota for over 32 years.

Vince is knowledgeable in business finance, loan packaging, assistance to start-up and existing businesses, financial analysis, business retention, budgeting, grant and loan programs, local and regional economic development and renewable energy.



**Lisa Graphenteen**  
Director of Housing and Economic Development

Lisa assists rural communities in planning and resource development services supporting community development, economic development, housing, and art and cultural initiatives.

With over 25 years of experience, Lisa is passionate about assisting rural communities through community development consulting, grant writing and administration, business and housing development consulting, and housing management services.



**Jessica Foley**  
Director of Community Development

Jessica Foley is the Director of Community Development for DSI and is the Junior Achievement Program Coordinator in Lincoln County. Jessica is responsible for our Small Cities Development Program implementation: from meeting with City Councils/County Boards to assisting in the grant-writing process and environmental coordination.

Jessica is passionate about team building with 17 years of leadership experience within the business industry.



**Gretchen Tommeraasen**  
Director of Housing Services

Gretchen Tommeraasen is the Director of Housing Services at DSI and for the Lincoln County HRA. Gretchen manages and administers 28 units of Rural Development housing, 45 units of HUD low-income housing, and 5 units of market-rate rent throughout Lincoln County.

Gretchen handles all tenant approvals, leases, rent collection, reporting to HUD and Rural Development, project improvements, administration of capital funding for public housing, and supervising maintenance and housekeeping staff.



**Kristie Johnson**  
Financial Manager

Kristie is responsible for bookkeeping for the small cities' grants, housing projects, renewable energy projects, and DSI's internal finance.

Kristie has been employed by Development Services on a part-time basis since 2000. She truly enjoys working with all our cities, clients, and projects.

# Serving Communities Since 1982

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**Dan Popowski**  
Project Manager



Through his work with the Small Cities Development Program (SCDP), Dan determines the feasibility of repairs to homes, rental properties, and commercial buildings. He prepares work write-ups for owners to seek bids, and prepares and monitors rehabilitation contracts between the owner and contractor. Dan works closely with the contractors, homeowners, business owners, and lead/asbestos assessment agencies to ensure all parties are working together.

In addition to his SCDP responsibilities, Dan assists our housing administration team with inspections, bid packets, construction contracts, and construction oversight associated with repairs of the rental housing units we manage for various owners.

**Renee Petersen**  
Housekeeping



Renee provides housekeeping for the 20 units at the Benton Valley Apartments and some unit turnover at other facilities we manage throughout Lincoln County.

Renee has her own housekeeping business and previously worked in nursing home settings.

**Travis Sanderson**  
Maintenance Supervisor



Travis provides regular daily maintenance service for all Lincoln County HRA apartments, duplexes, single-family homes, Westview Apartments in Hendricks, Tyler Twin Homes, New Vista Apartment in Tyler, and Rotherwood Townhomes in Ivanhoe.

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**Our mission is to enhance  
the lives of others by  
ensuring economic  
opportunities, safe  
housing, vibrant  
communities and a healthy  
environment.**

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## Program Fundamentals

### Who funds the Small Cities Development Grant Program?

The U.S. Department of Housing & Urban Development (HUD) provides federal funding assistance through Community Development Block Grants (CDBG) to local units of government on a competitive basis for various community development projects.

In Minnesota, these programs are delivered through the Minnesota Department of Employment and Economic Development (DEED)

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### What is the purpose of an SCDP grant?

The Small Cities Development Program helps cities with funding for housing, public infrastructure, and commercial rehabilitation projects.

Projects must meet one of three federal objectives:

- \* Benefit people of low and moderate-income
- \* Eliminate slum and blight conditions
- \* Eliminate an urgent threat to public health or safety

In addition, **need**, **impact**, and **cost-effectiveness** must be documented.

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### What are eligible SCDP Funding Categories?

- \* Owner-Occupied Housing Rehab
- \* Rental Housing Rehab
- \* Commercial Building Rehab

Other categories include (as part of a Comprehensive application) requiring an urgent community development need and benefits to Low-to-Moderate Income residents:

- \* *Public Facilities (Utilities and Infrastructure)*
- \* *Street Scope (Utilities and Infrastructure)*
- \* *Community Center/Facility*

## Benefits of an SCDP Rehab Program

**Housing Rehab**, such as new shingles, siding, installing an energy-efficient furnace, etc., and mitigating code violations and addressing other health and safety issues:

- *Improves visual appearance in the community*
- *Maintains overall housing stock for future generations*
- *Provides an opportunity to build a Revolving Loan Fund for continued rehab improvements*
  - *Strengthens tax base*



**Commercial Rehab**, such as facade and structural improvements, installing energy-efficient furnaces, etc., and mitigating code violations:

- *Improves the visual appearance of Main Street*
- *Maintains overall commercial property for future economic development*
- *Provides an opportunity to build a Revolving Loan Fund for continued rehab improvements*
  - *Strengthens tax base and the general economy in the community*



**Public Infrastructure** and **Streetscape** improvements, such as wastewater treatment projects, water towers, collection systems, and beautification measures:

- *Eliminates urgent threats to health or safety (contaminated water supply, etc.)*
  - *Improves visual appearance in the community*
    - *Maintains overall public infrastructure*



## Housing and Commercial – Eligible and Non-Eligible Projects



### Typical Eligible Projects:

#### General Construction / Carpentry

- Shingling and rain gutters.
- Siding and insulation.
- Roof repair or re-shingling.
- Energy-efficient windows and doors.
- Structural reinforcement.

#### Electrical

- Convert fuse box to breaker box.
- Ground fault (GFI) in kitchen, laundry, and bathroom.
- Additional outlets.

#### Plumbing & Heating

- Remove cast iron drain and vent lines / Install PVC.
  - Remove galvanized water lines / Install copper.
  - Replace old, inefficient, unsafe furnaces and Install high-efficiency heating system.
  - New water closets, sinks, shower, and tub replacement.
- 



### Typical Non-Eligible Projects:

- Additions or new construction.
- Improvements that have no basis in an existing building defect or problem.
- Central air conditioning, appliances, or non-structural improvements.



## Deferred & Low Interest Repayable Loans - Owner-Occupied

SCDP Program allows for Deferred and Low-Interest Repayable Loans.  
 Owner-Occupied assistance is based on the applicant's income eligibility.

Income Brackets	Rehab Costs Paid By Home-Owner (or other leverage)	Rehab Costs Paid By SCDP	
		SCDP Deferred	SCDP Loan Payable to the City
Under 50% Area Median Income	0%	100%	0%
51-80% Area Median Income	0%	80%	20%

The amount of program assistance per project will be limited to the maximum amount established in the program application.

### Deferred Loans

- 0% interest with a 10-year lien on the property
- Repayable only if the property is sold within ten years.
- Amount repayable declines by 1/10th each year.

### Repayable Loans

- Repaid funds stay with the city to build a revolving fund.
- Reduced rate of 2.0% low-interest loans with 10-year maximum amortization

↓ *THIS IS AN EXAMPLE ONLY* ↓

In the example that Rehab Costs for a project is \$20,000

	Rehab Costs Paid by Home-Owner	Rehab Costs Paid By SCDP	
		SCDP Deferred	SCDP Loan Payable to the City
50% or Under Area Median Income (100%/0%)	\$0	\$20,000	\$0
51-80% Area Median Income (80%/20%)	\$0	\$16,000	\$4,000



## Hud Income Limits

***Given the 2026 HUD income guidelines, the income thresholds for the LMI homeowners residing in Wright County will be as follows:***

Household Size	Annual Gross Income
1 Person	\$73,650
2 Persons	\$84,200
3 Persons	\$94,700
4 Persons	\$105,200
5 Persons	\$113,650
6 Persons	\$122,050
7 Persons	\$130,450
8+ Persons	\$138,900



## Deferred Loans – Rental Rehabilitation

- SCDP Program allows for Deferred and Low Interest Repayable Loans.
- Renter-Occupied assistance is based on the tenant’s income eligibility, not the owner’s. For single-family homes, the family must income qualify. For a duplex unit, at least 50% of the units must income qualify (if the property owner occupies the other unit, both units must income qualify), and for 3 or more units, at least 51% of units must meet income qualifications.
- To qualify, the landlord must agree to control rents during the rehab loan term. The rents may not exceed the local Fair Market Rent (FMR), which includes utilities paid by the tenants.
- Cost breakdown for Rental Rehab assistance is established by HUD:
  - 70% of Rehab Costs - Deferred Loan (SCDP)
  - 30% of Rehab Costs - Owner / Other Leverage
- SCDP assistance is a maximum of \$25,000 for a single-family unit and \$12,500 per unit for rental properties with 2 ore more units.

### Deferred Loans

- 0% interest with a 5-year lien on the property
- The deferred loan is forgiven after the 5-year term is met. There is no loan forgiveness in time increments.
- Repayable only if the property is sold within five years.

↓ <i>THIS IS AN EXAMPLE ONLY</i> ↓	
In this example, the rehab cost is \$20,000 (single-family rental)	
SCDP Deferred Loan (70%)	\$14,000
Owner Responsibility/Other Leverage (30%)	\$6,000
In this example the rehab cost is \$60,000 (5-unit building)	
SCDP Deferred Loan (70%)	\$42,000
Owner Responsibility/Other Leverage (30%)	\$18,000



## Fair Market Rent

*Affordable rents are defined as HUD's Section 8 Fair Market Rents or other allowable standards. To be eligible for funding, the rent charged to tenants plus utility allowances for tenant-paid utilities must not exceed fair market rent limits and 30% of the tenant's income.*

*2026 HUD Section 8 Fair Market Rents are as follows:*

<u># Bedrooms</u>	Fair Market Rate
Efficiency	\$1,242
1 Bedroom	\$1,405
2 Bedroom	\$1,709
3 Bedroom	\$2,262
4 Bedroom	\$2,531

*At least 51% of tenants must meet the 2026 income guidelines for Wright County, noted above in the 2026 HUD income guidelines.*

*Property owners must maintain affordable rents during the SCDP financing term.*

## Deferred & Low Interest Repayable Loans - Commercial

- The type of assistance for Commercial Building repair is not tied to income of the owner nor the business.
- Davis- Bacon Wage Standards must be used by contractors.
- Cost breakdown for Commercial Rehab assistance is established by HUD:



60% of Rehab Costs - Deferred Loan (SCDP)  
 20% of Rehab Costs - Low-Interest Repayable Loan (Paid to City)  
 20% of Rehab Costs - Owner / Other Leverage

### Deferred Loans

- 0% interest with 5-year lien on the property
- Repayable only if property is sold within five years.
- The deferred loan is forgiven after the 5-year term is met. There is no loan forgiveness in time increments.

### Repayable Loans

- Repaid funds stay with city to build a revolving fund.
- Reduced rate of 2.0% low-interest loans with 10-year maximum amortization

↓ <b>THIS IS AN EXAMPLE ONLY</b> ↓	
In the example that Rehab Costs for a project would be \$25,000	
	<b>Amount</b>
SCDP Deferred Loan (60%)	\$15,000
Repayable (to City) Loan (20%)	\$5,000
Owner Responsibility / Other Leverage (20%)	\$5,000

## Streetscape

### Program Objectives

- Federal objective is met through slum and blight designation for commercial area or low to moderate income area if targeting a housing area.
- Davis Bacon wage rates will apply
- Plans must conform to any necessary ADA standards.



### Project

- Activity must be part of a larger community planning effort with other improvements planned. It is most likely in downtown or other gathering areas.
- The Streetscape activity must be included in a renewal plan adopted by the City, either as a newly created plan or as a reference within the City's comprehensive plan.

### Use of Funds

- Maintenance and repairs are generally ineligible (filling potholes, replacing bulbs, etc.)
- Project can include, but is not limited to:  
Parking design
  - Improved sidewalk
  - Street lighting
  - Streetlights
  - Trees and landscaping
  - Street furniture

## Small Cities Development Grant Program 2027 Timeline

<b>Time Frame</b>	<b>Responsible Party</b>	<b>Task</b>
<b>May/June 2026</b>	Grant Writing Consultant/ City Council	Presentation of a Proposal for Services & SCDP Grant Description.
<b>June/ August 2026</b>	City	Community Interest Survey Engagement: The city provides a mailing list for the City and discusses the process for mailing interest statements.
<b>August/ September 2026</b>	Grant Writing Consultant	Windshield survey of the City.
<b>August/ September 2026</b>	Grant Writing Consultant	Tabulation of returned Community Interest Surveys.
<b>September 2026</b>	City Council/ Grant Writing Consultant	Presentation of Results, Discussion & Preliminary Application Approval: Authorize to move forward with the Preliminary Application. Approve the Citizen Participation Plan, authorize the match, and authorize a Public Hearing if invited to submit a Final Application.
<b>September- November 2026</b>	Grant Writing Consultant	Preparation of Preliminary Application
<b>December 2026- February 2027</b>	DEED	DEED Preliminary Application Review & Notifications of Preliminary Application Results
<b>January-February 2027</b>	Grant Writing Consultant/ City Council	Final Application: Public hearing, Local Grant Resolution, request for Procurement Grant Administrator, and other grant document approvals.
<b>March 2027</b>	City Council	Approval of Administrative Proposal for Grant Administration Services.
<b>April 2027</b>	Grant Writing Consultant	Submission of Final Application
<b>Summer/ Fall 2027</b>	Grant Writing Consultant	Grant Award Announcements
<b>Fall/ Winter 2027</b>	Grant Writing Consultant	Federal requirements and grant clearances.
<b>Spring/ Summer 2028</b>	Grant Writing Consultant	Begin processing applications.

(Dates are estimated based on the previous year's funding round. Dates are subject to change once DEED announces the 2027 timeline.)



## **FY'2027 Small Cities Development Grant Application Service Agreement City of Howard Lake**

*DEVELOPMENT SERVICES, INC.* (DSI) welcomes the opportunity to offer our services in seeking a 2027 Small Cities Development Program (SCDP) grant for your community.

We anticipate that the scope of the 2027 SCDP application will focus on owner-occupied housing rehab and, potentially, commercial rehab. The final grant budget and proposed number of repair projects will be determined as part of the application process and will depend heavily on the extent of interest found in the community and the feasible size of an SCDP grant. If your community decides to add additional components, such as a community center, streetscape, and/or infrastructure, we would be happy to include those items in the application, subject to additional service fees as highlighted in the Costs section.

### ***PROJECT SERVICES***

DSI will provide services for completing and submitting an SCDP Preliminary Proposal and a Full Application if the Preliminary Proposal is favorably reviewed by DEED. Tasks to be performed by DSI will include:

1. Complete such forms, narratives, and attachments as are required for the Preliminary Proposal and Full Application.
2. Collect information about the community and the project as needed to support the application.
3. Conduct public information meetings or take other steps to evaluate the extent of interest and commitment to participate on the part of home/building owners.
4. Attend City Council and other committee meetings as may be necessary and coordinate with City staff.
5. Coordinate the participation of additional consultants whose assistance may be necessary, such as engineers, architects, contractors, or others. The expense of such additional consultants, if any, shall not be a part of DSI's fees outlined in this proposal.
6. Submit a Preliminary Proposal to the Minnesota Department of Employment & Economic Development (DEED) by their deadline in the Fall of 2026.
7. Submit a Full Application, if feasible, to DEED by their deadline in early 2027.
8. Deliver to the City one copy of the completed Preliminary Proposal and, if submitted, one copy of the completed Full Application.

## COSTS

1. Community Interest Assessment: \$1,950

\*If the community decides to undertake a comprehensive application with commercial rehabilitation and/or streetscape, the Community Interest Assessment increases by \$450 per community per additional activity.

DSI will implement community outreach (mailings to residents, providing promotional material for social media platforms and flyers, if needed, etc.) and compile results for the council.

2. Preliminary Proposal and Building Condition Assessment: \$3,100

\* If multiple community application: \$2,400 per community

\*\* If the community decides to undertake a comprehensive application with commercial rehabilitation and/or streetscape, the Preliminary Proposal increases by \$450 per community per additional activity.

Moving to a Preliminary Proposal is contingent upon the city's decision on whether or not to proceed with a Preliminary Proposal after reviewing the analysis from the community interest assessment and determining whether there is enough need and interest observed to warrant moving forward with a grant application.

3. Full Application: \$3,900

\* If multiple community application: \$2,600 per community

\*\* If the community decides to undertake a comprehensive application with commercial rehabilitation and/or streetscape the Full Application increases by \$450 per community per additional activity.

Moving to a Final Application is contingent upon the city's decision on whether or not to proceed with a Final Application after receiving DEED's analysis of the Preliminary Proposal.

4. Expenses for mileage, copies, postage, telephone, legal notices, etc., incurred in preparing the Community Assessment, Preliminary Proposal and Full Application will be billed in addition to the personnel fee listed above and, if a multi-community application, will be split evenly between the participating communities. Costs associated with preliminary community surveys of interest will be billed separately to each community based on specific costs associated with copying and mailing the individual surveys.

Mileage (at the allowable IRS rate):                      Currently 72.5¢ per mile

Photocopies (black & white):                                      25¢ per copy

Photocopies (color):    35¢ per copy

Other:    At cost

5. Payment Schedule. DSI will submit invoices for payment following the completion of the Community Interest Assessment, submission of the Preliminary Proposal and, if approved for submission, the completion of the Full Application to DEED, at which time payment will be due.

**FUNDING CONSIDERATIONS**

- 1. It is understood that program income (if any) in the City’s Revolving Loan Fund(s) from past SCDP grants must be leveraged into the new application(s).
- 2. Given the competitive nature of the SCDP grant program, DSI makes no representations as to the success of a Preliminary Proposal or a Full Application.
- 3. DEED retains the right to reduce the goals, the dollar amount of grant funds, or activities proposed in the Preliminary Proposal and/or Full Application.

**ANTICIPATED TIMETABLE**

Mid-November 2026 – Preliminary Proposal deadline.

Mid-January 2027– DEED responds to Preliminary Proposal. Following the Proposal’s review, communities choosing to submit a Full Application will be permitted to do so.

Mid-April 2027 – Full Application deadline.

June-Sept 2027 – Successful applications announced by DEED.

**CONCLUSION**

Thank you very much for considering our firm. We look forward to the opportunity to serve you on this project.

**ACCEPTANCE**

DSI will regard the approval of this Agreement by both parties (indicated below) as authorization to proceed with work on the project under the terms and conditions contained herein.

Agreement Accepted: \_\_\_\_\_ Date: \_\_\_\_\_  
 City of Howard Lake  
*Signature of Authorized Official*

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

Agreement Accepted: \_\_\_\_\_ Date: \_\_\_\_\_  
 Vince Robinson  
 President, Development Services Inc.



# HOWARD LAKE CITY COUNCIL MEETING

June 15, 2026

**AGENDA ITEM:** Consider Approving Donation to the Howard Lake Orphans for Fence and Electrical Needs

**SECTION:** New Business

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

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**BACKGROUND:** Chad Burau and Shane Heber attended the Parks and Planning Commission meeting on June 9, 2026, to discuss current and future improvement needs at Memorial Park, specifically related to the baseball field. During their presentation, they shared photographs identifying several areas in need of repair, including the fencing, backstop, and grandstands. They also discussed a potential funding opportunity through a private donor who is willing to contribute up to \$100,000 toward baseball field improvements and the Howard Lake Orphans anticipate raising approximately \$50,000 through fundraising efforts, contingent upon a matching contribution from the City.

Chad and Shane provided preliminary quotes for fencing and electrical improvements that they hope to complete this fall. Additional improvements, including repairs and replacement of the backstop and grandstands, are anticipated to be included in future capital improvement budgets for 2027 and 2028.

After discussion, the Parks and Planning Commission acknowledged the significant maintenance needs at the facility and recommended that the City assist with the repairs through a contribution not to exceed \$50,000.

The Commission further recommended that Chad Burau and Shane Heber meet with City staff to develop a comprehensive improvement plan and obtain additional quotes for the backstop and grandstand repairs. This information will help establish project priorities and provide cost estimates for consideration during upcoming budget discussions.

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**FINANCIAL:** This is an unplanned project that would come from the general fund. The City budgeted for \$600,000 in capital projects for 2026.

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**COUNCIL ACTION REQUESTED:** Approve assisting with repairs to the fence and electrical, not to exceed \$50,000. If approved, this would come from the City's CIP allocation of \$650,000 total for 2026.

**ATTACHMENTS:**



# HOWARD LAKE CITY COUNCIL MEETING

June 15, 2026

**AGENDA ITEM:** Consider Approving Pavement Preservation Project

**SECTION:** New Business

**FROM:** Nick Haggemiller, City Administrator

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**BACKGROUND:** The City completes various maintenance projects annually. The CIP included Shoreline Drive to be completed. After completing a street assessment this spring, we feel that Shoreline Drive or 12<sup>th</sup> Street should be completed. Each of these streets would need a standard mill overlay, with some additional concrete curb work in a few areas. We have been given the option to do a 1.5” overlay or a 2” overlay.

**Mid Minnesota Hot Mix**

12<sup>th</sup> Street - 1.5 Inch Overlay – \$107,880.91  
Shoreline Drive - 1.5 Inch Overlay – \$125,248.38

Total - \$233,129.29

12<sup>th</sup> Street - 2 Inch Overlay - \$123,677.65  
Shoreline Drive - 2 Inch Overlay - \$143,415.15

Total - \$267,092.80

**Knife River**

12<sup>th</sup> Street - 2 Inch Overlay - \$73,152  
Shoreline Drive - 2 Inch Overlay - \$109,045

Total - \$182,197

\*\*The Quote from Knife River does not appear to include concrete curb work, so that would have to be added. Their quote does include \$8,500 mobilization in each quote, if we were to do both – the total quote should be reduced by \$8,500.

**Various Patching**

We also have a handful of areas where street pavement was removed for water main breaks. We will need to include this patching as part of this project.

Council should consider whether we should complete both streets in 2026 or just one of them and determine a do not exceed amount. Staff is working on obtaining another quote.

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**FINANCIAL:** The CIP has accounted for \$600,000 in capital projects for 2026. There are other projects to consider including, a Memorial Park Project and the Public Works Shop/Lumber Yard.

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**COUNCIL ACTION REQUESTED:** Approve a do not exceed amount for 2026 Pavement Preservation Project and determine which street options should be completed.

**ATTACHMENTS:**