

AGENDA

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Approval of Agenda

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

E. Citizen Input

F. Consent Agenda

- a. Consider approving Council Minutes from the July 20, 2026 Meeting.
- b. Consider Appointing Election Judges for 2026 Primary Election.
- c. Consider Resolution 26-13 Approving the Decertification of TIF 1-10.

G. Presentations, Public Hearings & Related Approvals

- a. Public Hearing PUD & Preliminary and Final Plat for Lake Golf Estates.

H. New Business

- a. Consider Various Approvals Related to Lake Golf Estates.
 - 1. Consider Approving Resolution 26-14 Approving a Preliminary Plat for Lake Golf Estates Third Addition.
 - 2. Consider Approving Ordinance 26-02 Establishing a PUD, Planned Unit Development District for Lake Golf Estates Third Addition.
 - 3. Consider Approving Resolution 26-15 Approving a Final Plat for Lake Golf Estates Third Addition.
 - 4. Consider Motion Approving Development/TIF Agreement.
- b. Consider Resolution 26-16 Approving Modified Pay Application Process for WTP Project.
- c. Consider Approving Construction Quotes for Public Works Facility.

I. Old Business

J. Administrator's Report

K. Department Reports

L. Council/Committee Report

M. Adjourn

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

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

Call to Order

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

Roll Call - Gilbert, Kutz, Munson, Deiter, Mayor Zimmerman

Pledge of Allegiance

Approval of Agenda

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

Citizen Input

Consent Agenda

Mayor Zimmerman reviewed the consent agenda.
Thanked Jeremy Peterson for his years of service on the HLFD.

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

- a. **Consider approving Council Minutes from the June 15th, 2026 Meeting**
- b. **Consider MOU for Election Resources with Wright County**
- c. **Consider Approving Various Personnel Changes**
- d. **Consider Fee Schedule Modification for HLFD Services**
- e. **Consider Resolution 26-09 Approving Final Plat for Howard Lake Industrial Park Plat 4**
- f. **Consider Accepting all Reports & Payment of Claims**

Presentations, Public Hearings & Related Approvals

- a. **Presentation of FY2025 Audit, Greg Burkhardt**
Dean Birkeland, Carlson SV, reviewed the 2025 Audit and findings.
- b. **Good Neighbor Days 2026 Summary, Chairperson Gina Thesing**

Gina addressed the City Council and committee information, events, and financial information

c. **Public Hearing PUD & Preliminary Plat for Lake Golf Estates**

Mayor Zimmerman closed the regular meeting and opened the public hearing at 7:41 pm.

Sparks reviewed the staff report, development plan and shared feedback from the Parks and Planning meeting on July 15th.

Council asked for clarifications on various elements of the development.

Council Member Deiter read a statement from the City Assessor, Jeremy Haglin, related to property values.

Haggenmiller explained that this proposal meets City code for the development.

Mayor Zimmerman closed the public hearing and re-opened the regular meeting at 8:07 pm.

Update The posting for the public hearing indicated the wrong date, posted as July 21st. A new public hearing will be held.

New Business

a. **Consider Resolution 26-10 Accepting Bid and Awarding Contract for the Water Treatment Plant Project**

Jennifer Selchow, Bolton and Menk, addressed the Council and reviewed the staff report.

Haggenmiller reviewed the financial side of the project. The presented bid came in 22% under the initial estimated amount. The City has additionally received additional grant funds to go toward this project, resulting in minimal impact to utility bills.

Council Member Deiter moved to approve Resolution 26-10 Accepting Bid and Awarding Contract for the Water Treatment Plant Project. The motion was seconded by Council Member Kutz and Passed unanimously.

b. **Consider Resolution 26-11 for Preliminary Plat for Lake Golf Estates**

City Planner Sparks reviewed the approvals related to the Lake Golf Estates project. ~~Council Member Kutz moved to approve the PUD Ordinance 26-01. The motion was seconded by Council Member/Commissioner Gilbert and Passed unanimously.~~

UPDATE A second public hearing will be held on Monday, August 3rd due to a misprint on the City Council meeting date.

c. **Consider Amending Purchase Agreement for Terning Trails Parcel**

Haggenmiller reviewed the staff report. The are requesting to amend the purchase agreement from August 2026 to April 2027.

d. Consider Terning Trails Twin Homes Concept Plan

City Planner Sparks reviewed the staff report. Sharing that this "campus" has always been in the plans for the Terning Trails area. This area was always intended to have single family homes, assisted living, apartments and townhomes. They intend to have 32 twinhomes on this lot, allowing for all the homes to be highly sought-after end units. The house plans meet minimum standards. He shared comments from the Parks and Planning Commission, including that the trail is likely not needed.

Council didn't have any concerns or suggestions to add to the concept plan.

e. Consider Purchase Agreement for 513 10th Avenue

Haggenmiller reviewed the staff report. Sharing that the current public works building will be eliminated in the next couple weeks with the start of the new Water Treatment Plant. We needed to find staff another space to use in the meantime. Staff looked at options including lease spaces or purchasing existing buildings. The purchase agreement notes that the purchase of the building is "as is".

Council Member Deiter moved to approve purchase agreement for 513 10th Ave. The motion was seconded by Council Member Munson and unanimously.

f. Consider Fee and Scope of Services for BDPI Grant

Haggenmiller reviewed the staff report. Highlighting the various options

Old Business

Administrator's Report

National Night Out will be on Tuesday, August 4th at Memorial Park.

Department Reports

Council/Committee Report

Council Member Deiter asked for staff to pay close attention to the developments that were approved tonight relating to the space being kept clean and water control issues.

Adjourn

Council Member Kutz moved to adjourn at 8:52 pm. The motion was seconded by Council Member Gilbert and Passed unanimously.

Attest - City Administrator/Clerk

Mayor



HOWARD LAKE CITY COUNCIL MEETING

August 3, 2026

AGENDA ITEM: Consider the Approval of Election Judges for 2026

SECTION: Consent

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: The City Council appoints election judges. These appointments must be made and submitted to the State of Minnesota.

COMMENTS: The following individuals have been identified as proposed election judges for the Primary Election on August 11, 2026 and the General Election on November 3, 2026.

Head Election Judge: Barb Guenigsman and Heather Miller
Assistant Head Election Judge: Nick Haggenmiller, Meagan Theisen

Rhonda Frey
Wanda Werner
David Marks
Susan Jude
Kylee Fie
Michelle Donahue
Mary Dongoski
Kelly Eastman
Dennis Paulson
AJ Fie

Note – All judges must complete their election judge training by July 31st.

OPTIONS: Council may approve, deny or modify in part.

FINANCIAL IMPACT: Election judges are compensated as well as provided meals and snacks during the Election Day itself. These are budgeted expenses.

LEGAL ISSUES: The list of election judges must be submitted to Wright County and the State of Minnesota.

STAFF RECOMMENDATION: Approve the individuals listed as presented as election judges for the year 2026.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

August 3, 2026

AGENDA ITEM: Consider Resolution 26-13 Approving the Decertification of TIF

SECTION: 1-10 New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: TIF 1-10 was established in 2001 to aid in the redevelopment associated with the development of what is now Citizens Alliance Bank and what is now the Chesney Building on the corner of 8th Avenue and Highway 12.

TIF District No. 10 has successfully fulfilled its redevelopment purpose and all financial obligations have been satisfied. Since its establishment in 2001, the district generated approximately **\$1.45 million** in tax increment, which was used to finance eligible redevelopment costs and fully repay the City's interfund loan. Total eligible project costs funded through the district were approximately **\$853,874**.

The City's TIF administrator has recommended decertification, as the district is no longer needed and all obligations have been met. Upon decertification, the district's remaining fund balance of approximately **\$42,888** will be returned to Wright County for redistribution to the underlying taxing jurisdictions in accordance with Minnesota TIF law. This action returns the property to the regular tax rolls, allowing all future property tax revenues to be distributed among the City, County, School District, and other local taxing authorities.

FINANCIAL: TIF10 has a fund balance of \$42,888 which will be refunded to Wright County to be redistributed to the taxing entities.

LEGAL: Shannon Sweeney/Municipal Advisor has prepared the resolution and related TIF10 close out materials.

COUNCIL ACTION REQUESTED: Approve Resolution 26-13 Decertifying TIF10

ATTACHMENTS:

1. Resolution 26-13 Decertifying TIF10

**CITY COUNCIL
OF THE
CITY OF HOWARD LAKE, MINNESOTA**

RESOLUTION NO. 26-13

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

**RESOLUTION APPROVING THE DECERTIFICATION OF
TAX INCREMENT FINANCING DISTRICT NO. 1-10**

WHEREAS, on February 20, 2001, the City Council in and for the City of Howard Lake created its Tax Increment Financing District No. 1-10 (the "District") to assist with downtown redevelopment projects; and

WHEREAS, the goals of the development contract have been fulfilled, and it has been determined to be appropriate to decertify the district as all obligations have been fulfilled; and

WHEREAS, statute requires the decertification of TIF Districts when there are no remaining obligations.

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

City staff shall take such action as is necessary to cause the County Auditor of Wright County to decertify TIF District 1-10 as a tax increment district and to no longer remit tax increment from the District to the City, and that prior to year end, excess increments in the Tax Increment Financing District No. 1-10 Fund shall be remitted to Wright County for redistribution.

Adopted by the City Council of the City of Howard Lake, Wright County, Minnesota, this 3rd day of August, 2026.

Mayor

ATTEST:

City Administrator

CITY OF HOWARD LAKE PUBLIC HEARING NOTICE

July 24, 2026



NOTICE IS HEREBY GIVEN that the Howard Lake City Council will be holding a rescheduled public hearing on August 3, 2026 at 6:00 pm at City Hall at 625 8th Avenue.

The purpose of the public hearing is to consider a planned unit development and preliminary plat south of Ingram Avenue South and at the northern terminus of Fairway Boulevard. The proposal is to place 25 single family lots on the 8 acre property which is Outlot C of Lake Golf Estates. The planned unit development will allow for reduced lot widths.

All interested parties are encouraged to attend the public hearing. Additional information regarding the hearing may be obtained by contacting the City of Howard Lake at 625 8th Avenue, Howard Lake, MN 55349 or (320) 543-3670.

Published in the Herald Journal,

July 24, 2026. |



The overall flexibilities being sought are in exchange for exceeding the minimum required lot depth, exceeding minimum landscaping requirements, exceeding housing façade standards, and then also modifying the original approved plan to include stormwater management.

Development/TIF Agreement. As a condition of final plat approval, the applicant will be required to enter into a development agreement with the City and post all the necessary securities required by it. The proposed Development Agreement between the City of Howard Lake and Cavaliera Homes, LLC establishes the terms and conditions governing the development of Lake Golf Estates 3rd Addition

- E. That the design of the subdivision or the type of improvements will conflict with easements of record or with easements established by judgment of a court;
- F. That the proposed subdivision is inconsistent with the policies and standards of the State defined Shoreland Districts and Wetland Districts.
- G. That the proposed subdivision adversely affects the flood-carrying capacity of the floodway, increases flood stages and velocities, or increases flood hazards within the City.
- H. That any lot or block in the proposed subdivision is exceptionally narrow or shallow, or is otherwise of any irregular or unusual shape.
- I. That the subdivision is deemed premature by the conditions outlined in Section 05-04-2 of this Ordinance (lack of adequate utilities or roads to serve the site).
- J. That the subdivision is inconsistent with the provisions of this Ordinance.

None of the above conditions are present provided the applicant meets all the requirements of the City Engineer. The applicant has made revised plans to address the City Engineer's comments. The City Engineer has generally approved these plans. Therefore the Council may view the final plat as being consistent with the preliminary plat approval.

STAFF RECOMMENDATION

Staff recommends confirmation on the approval of the preliminary plat and planned unit development. Then the final plat supplied is generally consistent with the preliminary plat approval and can be approved.

If the final plat is viewed as being acceptable by the City Council, there should also be a motion to approve the development agreement.

COUNCIL ACTION

Council should consider the following items for approval:

- 1. Consider Approving Resolution 26-14 confirming preliminary plat for Lake Golf Estates Third Addition.
- 2. Consider Approving Ordinance 26-02 confirming a PUD, planned unit development district for Lake Golf Estates Third Addition.
- 3. Consider Approving Resolution 26-15 approving a final plat for Lake Golf Estates Third Addition.
- 4. Consider Motion Approving Development/TIF Agreement.

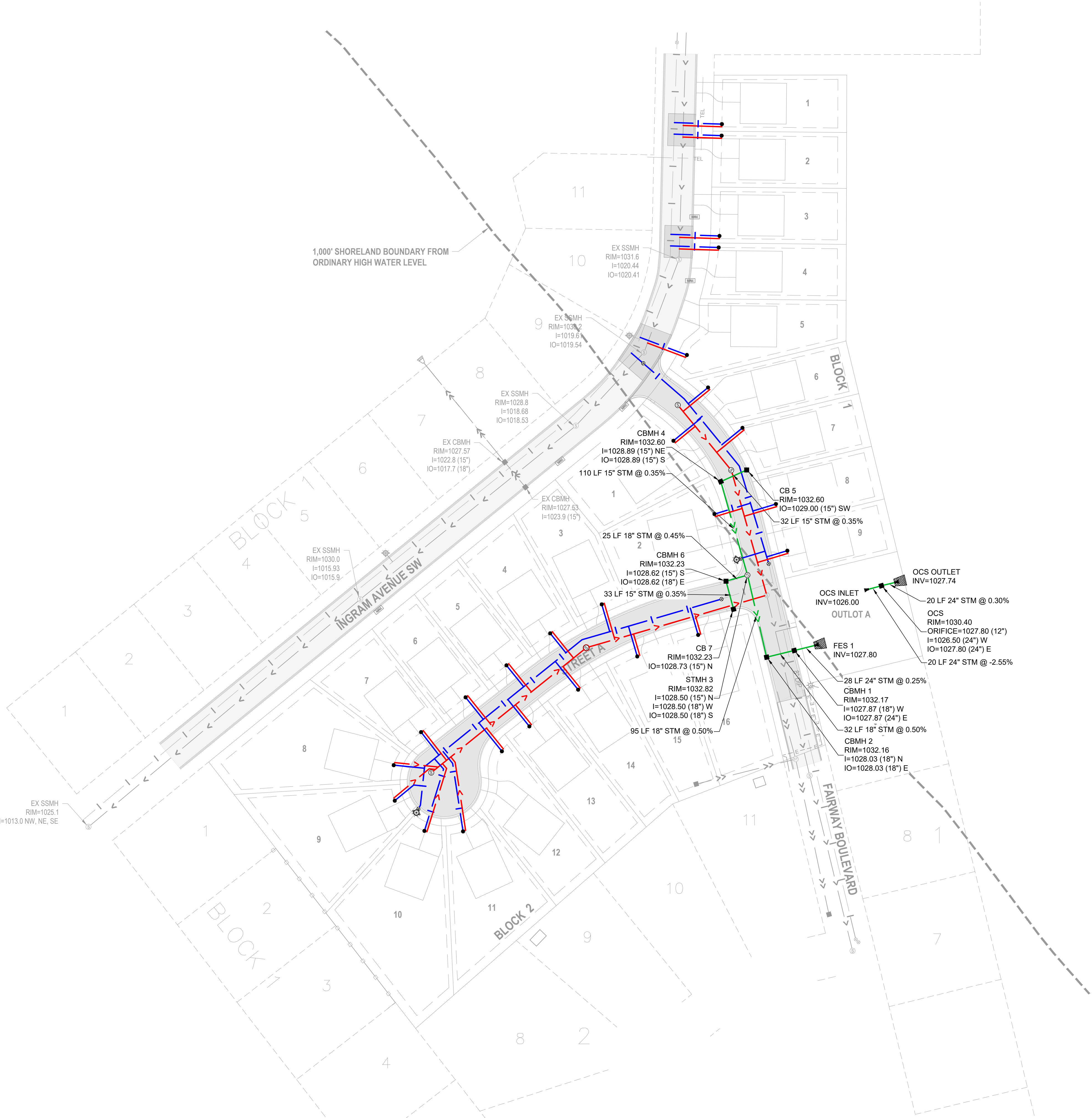
ATTACHMENTS:

- 1. **Preliminary Plat Plan Set**
- 2. **PUD**
- 3. **Final Plat**
- 4. **Development/TIF Agreement**

into the site and will serve 14 of the new lots. Both proposed roadways will be dedicated as public right-of-way and constructed to city standards.

The property is currently zoned R1A Contemporary, Existing Lot Single-Family Residential and guided for





GENERAL FRAMING & CONSTRUCTION NOTES

- 8'-1 1/8' PLATE HEIGHT • ENTIRE FIRST FLOOR
(UNLESS NOTED OTHERWISE)
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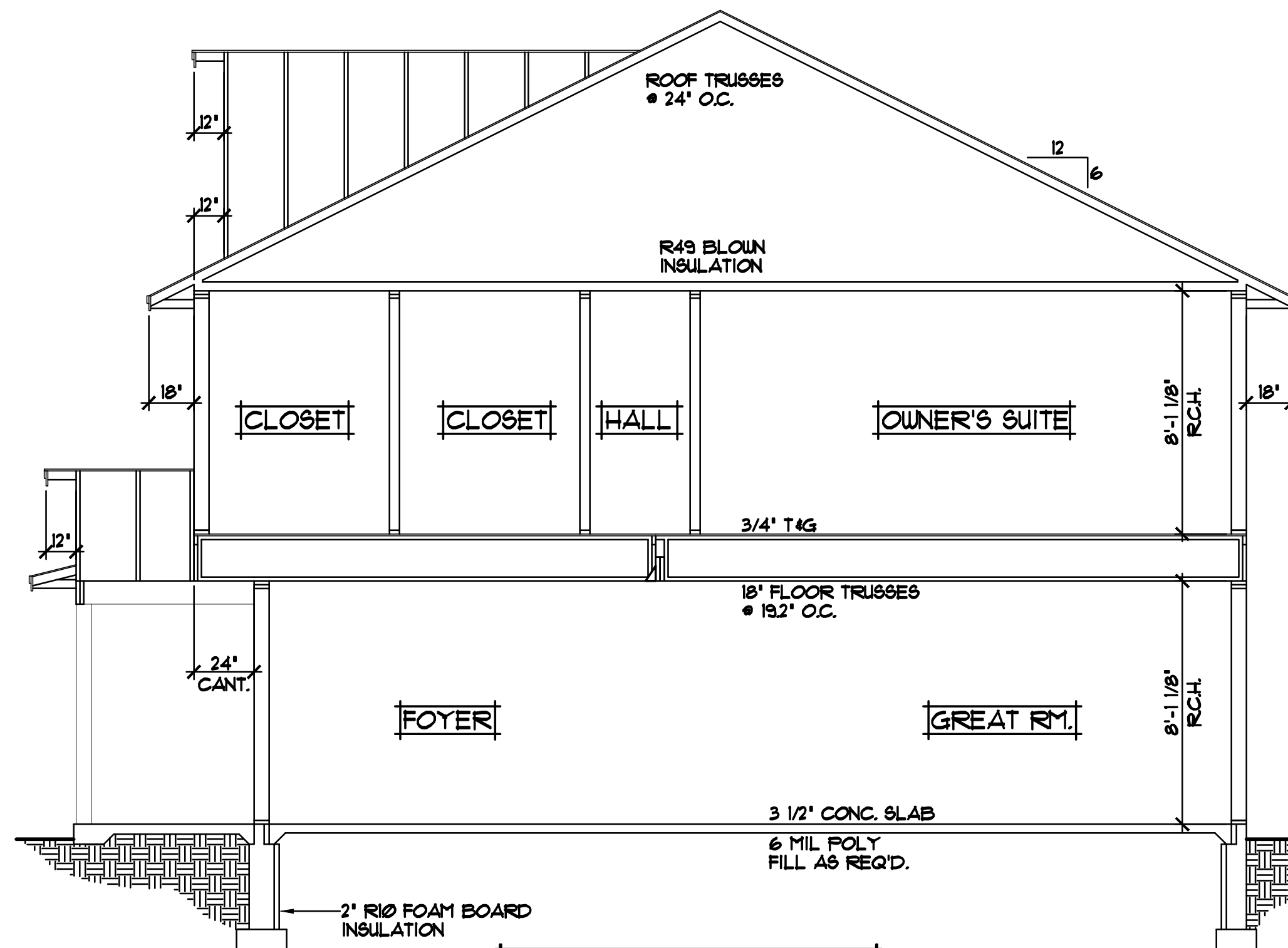
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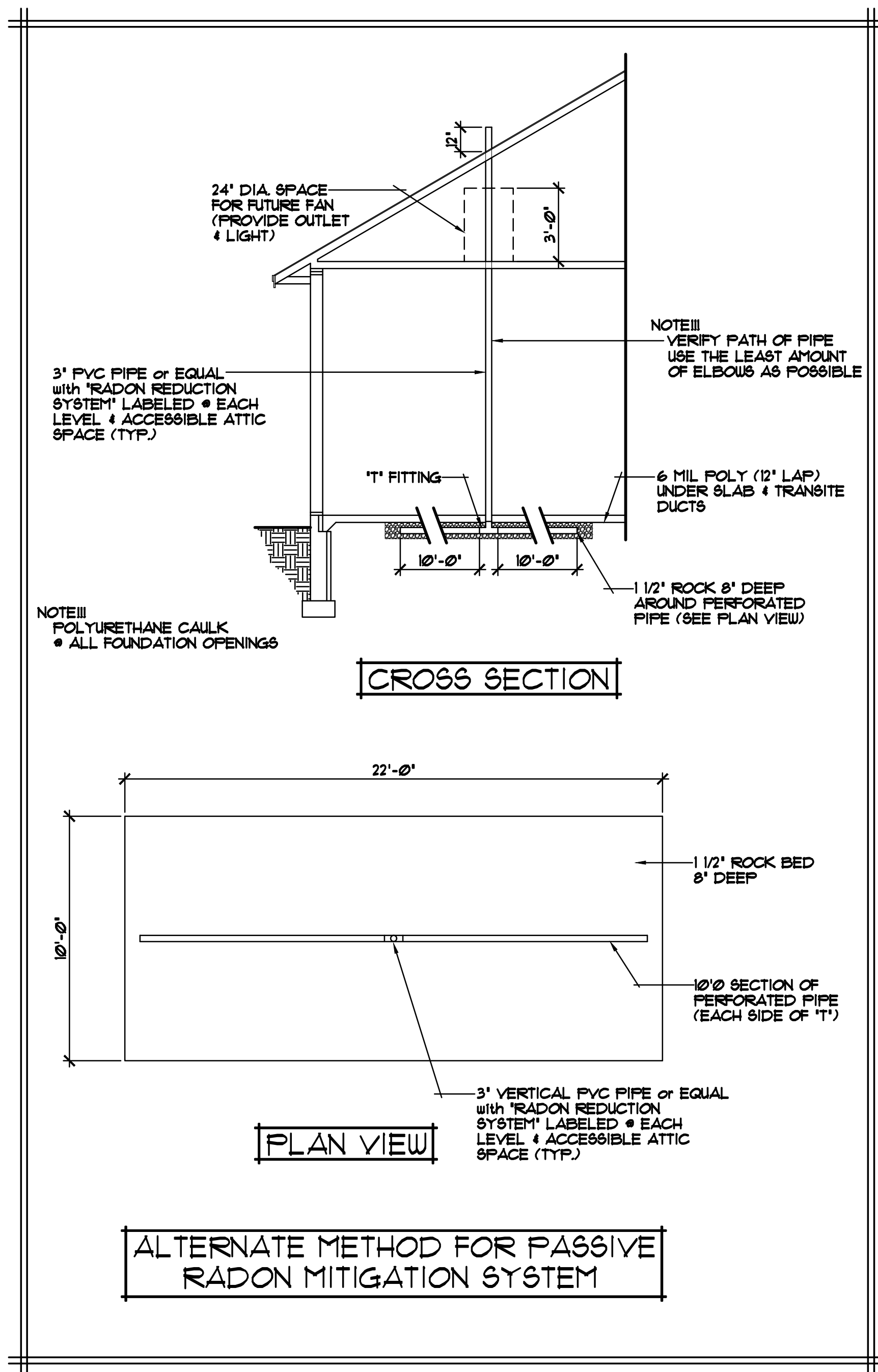
GENERAL FRAMING & CONSTRUCTION NOTES

- POURED CONCRETE FOUNDATION, VERIFY ALL WALL DIMENSIONS w/ FOUNDATION CONTRACTOR
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GENERAL FRAMING & CONSTRUCTION NOTES

- 8'-1





ELECTRICAL and MECHANICAL SYMBOLS	
TELEPHONE JACK	

ELECTRICAL and MECHANICAL SYMBOLS			
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GENERAL FRAMING & CONSTRUCTION NOTES

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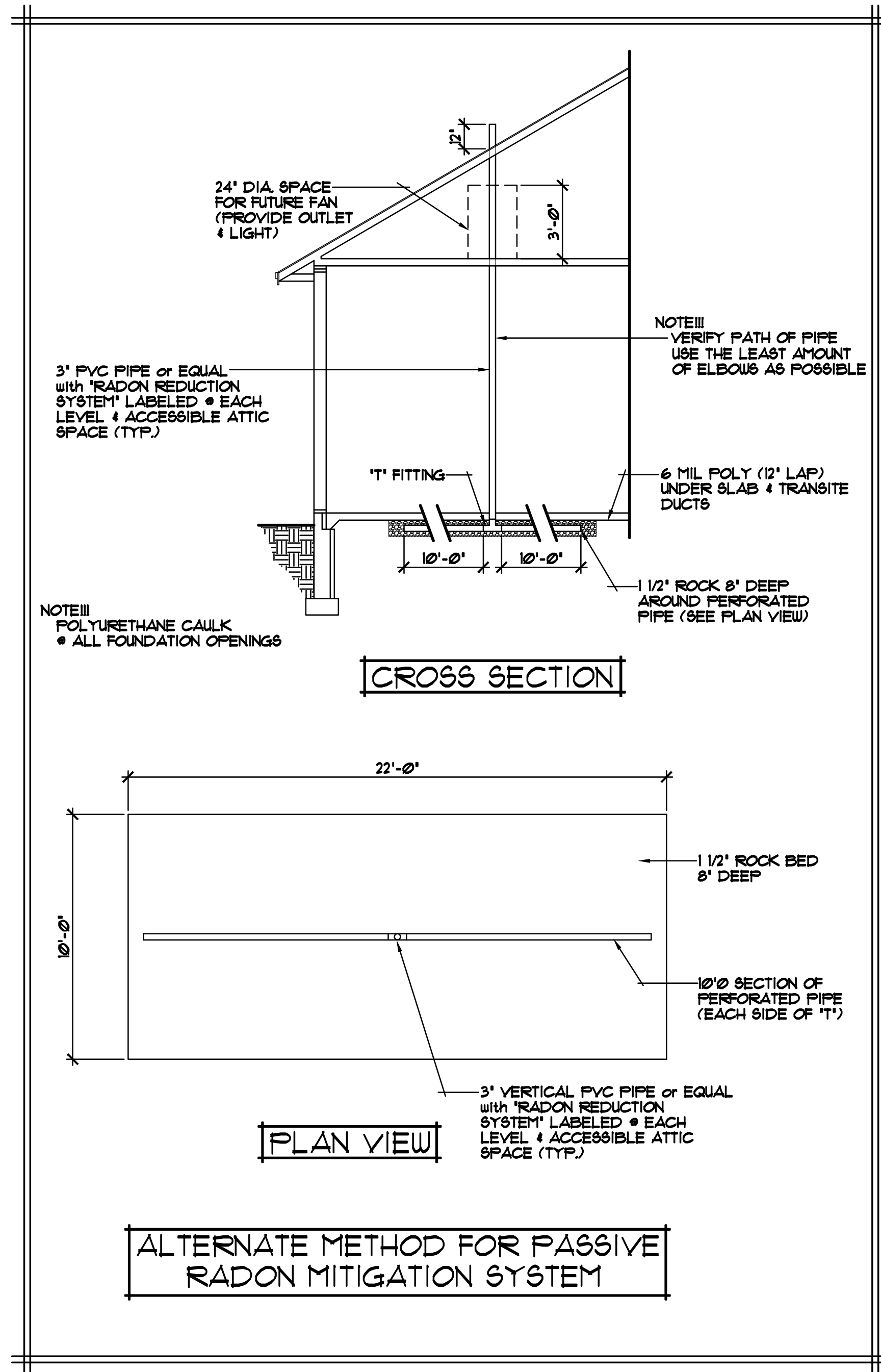
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GENERAL FRAMING & CONSTRUCTION NOTES

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GENERAL FRAMING & CONSTRUCTION NOTES

- 8'-1



- ROOF CONSTRUCTION:**
- PRE-MANUFACTURED ROOF TRUSSES ENGINEERED BY SUPPLIER
 - 1/16" ROOF VENT AT SO

**CITY OF HOWARD LAKE
RESOLUTION 26-14**

APPROVING A

ORDINANCE NO. : 26-02

**CITY OF HOWARD LAKE
WRIGHT COUNTY, MINNESOTA**

batten siding or similar in the manner depicted in the house plans approved as part of the development plans.

Section 9. Effective Date. This Ordinance shall be effective upon passage and publication and recording of the final plat for Lake Golf

**CITY OF HOWARD LAKE
RESOLUTION 26-15**

**APPROVING A FINAL PLAT FOR
LA**

PLANNED UNIT DEVELOPMENT AGREEMENT
Lake Golf Estates 3rd Addition

THIS AGREEMENT, entered into this ____

in the City Clerk's Office. Unless the City Engineer specifies a later date, said improvements shall be installed by October 31, 2027, except that the wear course of bituminous pavement must be installed between June 1st and July 3

