



CITY OF HOWARD LAKE

City Council Meeting

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

TENTATIVE AGENDA November 20, 2023 – 7:00 pm

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. COUNCIL MEETING MINUTES

- a. Consider Approving Council Meeting Minutes for the
 - October 16, 2023 Council Meeting and Work Session.
 - October 31, 2023 Special Council Meeting.

E. CITIZEN INPUT

F. COUNCIL/COMMITTEE REPORT

G. DEPARTMENT REPORTS

- a. Howard Lake Wine and Spirits Profit and Loss

H. CONSENT AGENDA

- a. Consider Accepting all Reports & Payment of Claims.
- b. Consider Various Personnel Appointments.
- c. Consider Approval of 2024 Liquor & Business Licenses.

I. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS

- a. Public Hearing: Assessing Delinquent Utility and Nuisance Charges

J. NEW BUSINESS

- a. Consider Approval of Assessing Delinquent Utility & Nuisance Charges.
- b. Consider Approval of Scope of Services and Fee for Utility Rate Creation.
- c. Discuss – 2024 Budget and Levy.

K. OLD BUSINESS

L. ADMINISTRATOR'S REPORT

M. ADJOURN



CITY OF HOWARD LAKE

Nicholas A. Haggemiller, City Administrator

625 8TH Avenue - PO Box 736 - Howard Lake, MN 55349

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HOWARD LAKE CITY COUNCIL

Howard Lake City Hall -

October 16, 2023

MEETING MINUTES

COUNCIL PRESENT

Mayor Zimmerman

Tom Kutz

Allan Munson

Jason Deiter

Gene Gilbert

COUNCIL ABSENT

STAFF PRESENT

Nick Haggemiller, City Administrator

Meagan Theisen, Assistant City Administrator

Dave Thompson, Chief of Police

Josh Halvorson, City Engineer

Mike Couri, City Attorney

ALSO PRESENT

Gavin Woodland, Wright County Health and Human Services

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Council Member Kutz moved to approve the minutes from the September 18, 2023 regular Council meeting and work session. The motion was seconded by Council Member Munson and passed unanimously.

CITIZEN INPUT

Betsy Farrier and Marty who reside at 717 6th Ave addressed the Council about water issues at their property. They shared that snow is melting and water is running off of the Lion's Parking Lot and into their yard. They also believe water is coming off of 6th Ave, which started happening after the 2011 street project.

Josh Halverson, of Bolton and Menk, addressed the Council and shared a map of the drainage patterns in the area of 717 6th Ave. He stated that the road drains as it should.

Mike Couri, the City Attorney, address the Council and reviewed the City's legal stance on the issue. The City street is draining as it should and the real issue is the water that is coming from the Lion's Parking Lot.

Mayor Zimmerman stated that this sounds and looks to be a civil issue between the Lion's Property and 717 6th Ave. This is not an issue that the City can correct, but that we are encouraging them to meet with the Lion's Club & see what can be done to help mitigate this issue.

COUNCIL/COMMITTEE REPORT

None.

DEPARTMENT REPORTS

None.

CONSENT AGENDA

a. CONSIDER ACCEPTING ALL REPORTS AND PAYMENT OF CLAIMS

GENERAL FUND	61504-61634	\$1,008,515.70
PAYROLL	27381-27399, 502947-502994	\$61,579.74
ELECTRONIC	1523-1541	\$56,623.63
TOTAL		\$1,126,719.07
AMBULANCE CLAIMS	6006-6015	\$5,526.73
ELECTRONIC	46	\$58.05
TOTAL		\$5,584.78

b. Consider Various Personnel Appointments.

Council Member Munson moved to approve the Consent Agenda. The motion was seconded by Council Member Deiter and passed unanimously.

PUBLIC HEARING/PRESENTATION

a. Wright County Public Health – Air Quality & Radon

Gavin & Patty, with Wright County Public Health, shared presented to the Council about indoor air quality and radon testing. Tests are available to purchase from WCPH.

NEW BUSINESS

a. Consider Approval of Police Radios

Chief Thompson presented the staff report. The City received funding to be spent on public safety. We are required by the state to approve a spending plan by the end of 2023. The Fire Department does not need radios at this time and they will determine what they need for the funds to be spent on.

Council Member Deiter moved to approve the purchase of Police Radios. The motion was seconded by Council Member Gilbert and passed unanimously.

OLD BUSINESS

a. Discuss – City Engineer Update on Various City Projects

Halvorson provide updates on current projects, including: CSAH 7 Trail Project, MNDOT Hwy 12, HL Water Resource Study, Wellhead Protection Plan, Historic City Hall Parking Lot, CSAH 6 & BNSF Bridge, and USDA Projects.

ADMINISTRATORS REPORT

None.

ADJOURN

Council Member Kutz moved to adjourn the meeting at 8:36 pm. The motion was seconded by Council Member Gilbert and passed unanimously.

Attest – City Administrator/Clerk

Mayor



CITY OF HOWARD LAKE

Nicholas A. Haggenmiller, City Administrator

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HOWARD LAKE CITY COUNCIL

Howard Lake City Hall -

October 31, 2023

SPECIAL MEETING MINUTES

COUNCIL PRESENT

Mayor Zimmerman

Tom Kutz

Allan Munson

Jason Deiter

COUNCIL ABSENT

Gene Gilbert

STAFF PRESENT

Nick Haggenmiller, City Administrator

Meagan Theisen, Assistant City Administrator

ALSO PRESENT

Jennifer Stratton, Flagship Insurance Services

CALL TO ORDER

Mayor Zimmerman called the meeting to order at 8:01 a.m.

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

APPROVAL OF AGENDA

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

CITIZEN INPUT

None.

COUNCIL/COMMITTEE REPORT

None.

DEPARTMENT REPORTS

None.

CONSENT AGENDA

a. Consider Various Personnel Appointments.

Council Member Kutz moved to approve the Consent Agenda. The motion was seconded by Council Member Deiter and passed unanimously.

NEW BUSINESS

a. CONSIDER PERSONNEL POLICY MODIFICATION

Jennifer Stratton addressed the Council and reviewed the process she went through to gather proposals. She shared who she contacted and who did or didn't submit proposals.

Council Discussed HAS funding, City coverage, and reviewed the actual figures collected.

Council member Munson moved to approve the Personnel Policy modifications. The motion as seconded by Council Member Deiter and passed unanimously.

b. CONSIDER RESOLUTION 23-30 SELECTING HEALTH INSURANCE CARRIER

Council Member Munson moved to approve Resolution 23-30 Selecting Alina Aetna to provide insurance for the full time employees for the City of Howard Lake. The motion was seconded by Council Member Deiter and passed unanimously.

OLD BUSINESS

None.

ADMINISTRATORS REPORT

None.

ADJOURN

Council Member Kutz moved to adjourn the meeting at 8:27 a.m. The motion was seconded by Council Member Munson and passed unanimously.

Attest – City Administrator/Clerk

Mayor

Howard Lake Wine & Spirits

Profit & Loss Statement

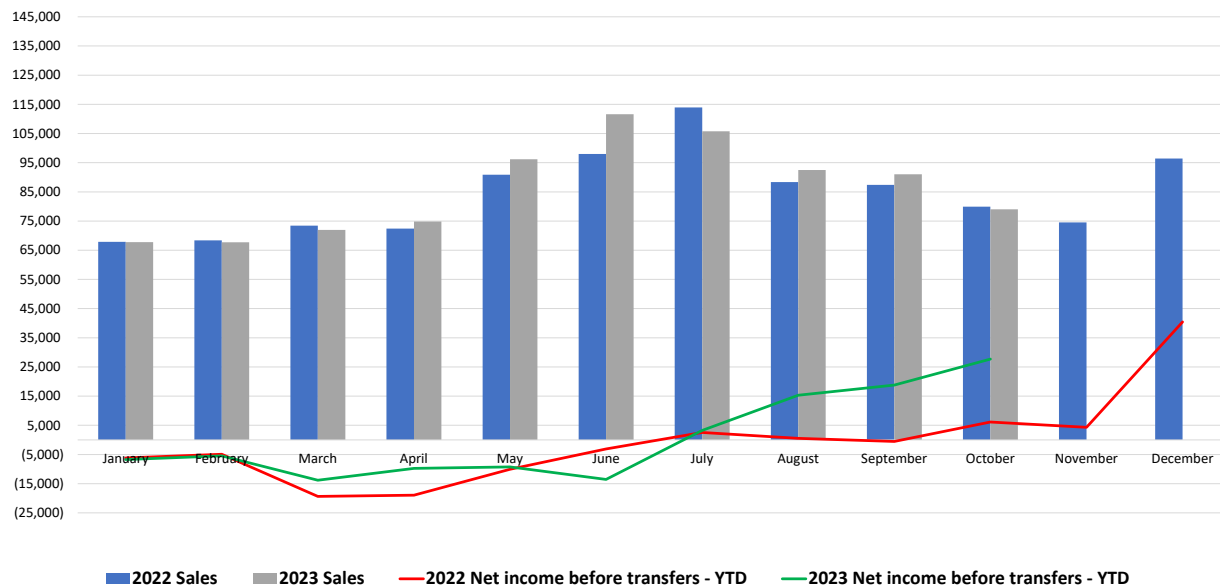
for the period 10/1/2023 to 10/31/2023

SALES	Mnthly Amnt	YTD Amount	Budget Amended 7.26.23	% of Budget	2022 Mnthly Amt	2022 YTD1Amt	+/- Pr Yr
Liquor	\$ 28,416	\$ 299,543	\$ 294,915	102%	\$ 27,894	\$ 282,525	\$ 17,018
Beer	\$ 39,073	\$ 455,855	\$ 544,689	84%	\$ 43,171	\$ 459,858	\$ (4,003)
Wine	\$ 5,989	\$ 69,965	\$ 86,534	81%	\$ 6,105	\$ 69,832	\$ 133
THC Products	\$ 269	\$ 477	\$ -	N/A	\$ -	\$ -	\$ 477
Discounts	\$ (541)	\$ (9,682)	\$ (2,000)	484%	\$ (863)	\$ (13,373)	\$ 3,691
Misc(Pop/Mixes)	\$ 1,760	\$ 19,055	\$ 16,040	119%	\$ 1,412	\$ 16,335	\$ 2,720
Non Tax	\$ 478	\$ 9,141	\$ 13,268	69%	\$ 755	\$ 9,862	\$ (721)
Loyalty Program	\$ -	\$ (6)	\$ 1	-608%	\$ -	\$ (27)	\$ 21
On Sale Revenue - SSEC	\$ 3,600	\$ 13,823	\$ 9,838	141%	\$ 1,455	\$ 15,331	
Other Revenue	\$ 3	\$ 180	\$ 23,208	1%	\$ 16	\$ 191	
TOTAL SALES	\$ 79,047	\$ 858,351	\$ 986,493	87%	\$ 79,945	\$ 840,534	\$ 19,336
COST OF SALES							
Liquor	\$ 21,316	\$ 213,310	\$ 215,510	99%	\$ 18,375	\$ 194,293	\$ 19,017
Beer	\$ 24,522	\$ 348,551	\$ 425,588	82%	\$ 28,058	\$ 356,846	\$ (8,295)
Wine	\$ 4,027	\$ 49,275	\$ 59,566	83%	\$ 3,211	\$ 51,162	\$ (1,887)
THC Products	\$ (47)	\$ 38	\$ -	N/A	\$ -	\$ -	\$ 38
Misc Tax	\$ 1,099	\$ 15,339	\$ 14,525	106%	\$ 945	\$ 12,800	\$ 2,539
Misc Non Tax	\$ -	\$ -	\$ 500	0%	\$ -	\$ -	\$ -
Freight	\$ 359	\$ 5,433	\$ 6,052	90%	\$ 383	\$ 5,754	\$ (321)
TOTAL COST OF SALES	\$ 51,276	\$ 631,945	\$ 721,741	88%	\$ 50,972	\$ 620,855	\$ 11,090
GROSS PROFIT	\$ 27,771	\$ 226,405					
EXPENSES							
Wages/Benefits	\$ 13,285	\$ 140,555	\$ 174,000	81%	\$ 17,839	\$ 149,834	\$ (9,279)
Consulting	\$ -	\$ -	\$ 0	0%	\$ -	\$ 5,000	\$ (5,000)
Training & Seminars	\$ -	\$ 1,269	\$ 1,269	100%	\$ -	\$ -	\$ 1,269
Travel	\$ -	\$ (13)	\$ 1	-1288%	\$ -	\$ 132	\$ (145)
Dues & Subscriptions	\$ 100	\$ 100	\$ 1	10000%	\$ 100	\$ 1,300	\$ (1,200)
Cash Short/Over	\$ 0	\$ (196)	\$ -		\$ 11	\$ 328	\$ (524)
Credit Card Expense	\$ 1,807	\$ 17,345	\$ 19,000	91%	\$ 1,805	\$ 15,802	\$ 1,543
Insurance	\$ -	\$ 9,370	\$ 9,370	100%	\$ -	\$ 6,294	\$ 3,076
Repair & Maintenance	\$ 800	\$ 8,548	\$ 8,000	107%	\$ 307	\$ 5,501	\$ 3,047
Computer Supplies/Technology	\$ -	\$ 2,131	\$ 4,500	47%	\$ -	\$ 912	\$ 1,219
Utilities	\$ 1,265	\$ 12,463	\$ 13,000	96%	\$ 1,227	\$ 13,198	\$ (735)
Advertising	\$ 250	\$ 250	\$ 1	25000%	\$ -	\$ 143	\$ 107
Misc	\$ 1,451	\$ 3,860	\$ 7,500	51%	\$ 359	\$ 8,838	\$ (4,978)
Depreciation	\$ -	\$ 3,125	\$ 3,125	100%	\$ 625	\$ 6,250	\$ (3,125)
TOTAL EXPENSES	\$ 18,958	\$ 198,808	\$ 239,767	83%	\$ 22,273	\$ 213,532	\$ (14,724)
PROFIT/(LOSS)	\$ 8,814	\$ 27,597	\$ 24,985		\$ 6,700	\$ 6,147	

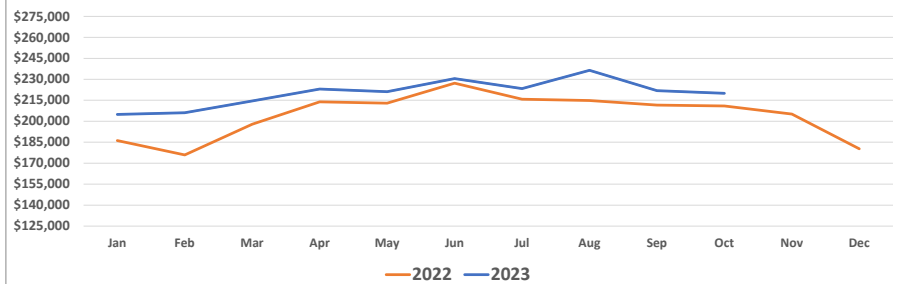
Howard Lake Wine and Spirits Scorecard-October 2023

Key Performance Indicators	Comparative Month End		Comparative YTD		Target	Comments
	10/31/2022	10/31/2023	10/31/2022	10/31/2023		
Sales revenue	\$ 79,946	\$ 79,045	\$ 840,538	↓ \$ 858,350	\$ 865,754	
Gross profit percentage	↑ 36.24%	↑ 35.13%	→ 26.14%	→ 26.38%	27.00%	
Net income before transfers	→ 8.38%	↑ 11.27%	↓ 0.73%	↓ 3.23%	9.00%	
Net income after transfers	↑ 8.38%	↑ 11.27%	↓ 0.73%	↓ 3.23%	5.00%	

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



Inventory



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

CITY OF HOWARD LAKE
CLAIMS & DONATIONS APPROVED
DATE - October 16, 2023-November 20, 2023

GENERAL FUND	CHECKS: 61635-61803	\$926,076.54
PAYROLL	27400-27425, 502995-503055	90,177.68
ELECTRONIC	1542-1562	<u>56,623.63</u>
TOTAL		\$1,072,877.85

AMBULANCE CLAIMS	CHECKS: 6016-6023	\$9,459.13
ELECTRONIC	44	\$84.74
TOTAL		\$9,543.87

Approved:

CITY OF HOWARD LAKE

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***Check Summary Register©**

Checks 10/16/2023-11/20/2023

Name	Check Date	Check Amt	
1010 CITIZEN ALLIANCE			
1542e	INTERNAL REVENUE SERVICE	11/2/2023	\$8,764.30 PR 10-20-2023
1543e	MN DEPT OF REVENUE	11/2/2023	\$1,693.07 PR 10-20-2023
1544e	PERA	11/2/2023	\$7,881.87 PR 10-20-2023
1545e	LEAP-WEX	11/2/2023	\$637.55 PR 10-20-2023
1546e	MN DEPT OF LABOR AND INDUS	11/2/2023	\$1,629.60 3Q2023 BLDG SURCHARGES
1546e	MN DEPT OF LABOR AND INDUS	11/2/2023	\$0.00 3Q2023 BLDG SURCHARGES
1547e	INTERNAL REVENUE SERVICE	11/6/2023	\$8,726.56 PR 11-03-2023
1548e	MN DEPT OF REVENUE	11/6/2023	\$1,706.34 PR 11-03-2023
1549e	PERA	11/6/2023	\$7,662.49 PR 11-03-2023
1550e	LEAP-WEX	11/6/2023	\$649.84 PR 11-03-2023
1551e	INTERNAL REVENUE SERVICE	11/6/2023	\$18.88 PR SUPPLEMENTAL 11-3-23
1552e	PERA	11/6/2023	\$191.96 PR SUPPLEMENTAL 11-3-23
1553e	CITIZENS ALLIANCE BANK	11/6/2023	\$184.80 Safe Deposit Box fee
1554e	AUTHNET GATEWAY BILLING	11/6/2023	\$25.00
1555e	PSN	11/6/2023	\$881.18
1556e	LS WEEKEND CASH	11/6/2023	\$2,000.00 weekend cash-Oct
1557e	NCR SECURE PAY	11/6/2023	\$161.25
1558e	WEX HEALTH INC	11/6/2023	\$13.75 Admin fee
1559e	HEARTLAND PYMT SERVICES	11/6/2023	\$1,645.35 Credit card fees
1560e	MN DEPT OF REVENUE	11/13/2023	\$7,359.00 LS Oct sales tax
1561e	MN DEPT OF REVENUE	11/13/2023	\$2,322.00 Oct sales tax
1562e	CITY OF BUFFALO	11/15/2023	\$60.00 ACCT# 26-022950-00
27400	GOEPFERT, THOMAS	10/20/2023	\$707.94
27401	MANZ, KRISTINA J	10/20/2023	\$206.31
27402	MILLER, EDWARD M	10/20/2023	\$250.73
27403	BONNICK, STEVEN	10/20/2023	\$44.89
27404	CHAFFINS, GORDON	10/20/2023	\$205.63
27405	CHRISTENSEN, THOMAS	10/20/2023	\$219.16
27406	HARTNECK, BEAU P.	10/20/2023	\$305.29
27407	HARTNECK, SEAN M.	10/20/2023	\$288.01
27408	GOEPFERT, THOMAS	11/3/2023	\$613.37
27409	MANZ, KRISTINA J	11/3/2023	\$217.77
27410	MILLER, EDWARD M	11/3/2023	\$152.80
27411	CHAFFINS, GORDON	11/3/2023	\$157.51
27412	HARTNECK, BEAU P.	11/3/2023	\$328.33
27413	HARTNECK, SEAN M.	11/3/2023	\$566.51
27414	PREUSSE, MITCHELL D	11/3/2023	\$564.50
27415	GOEPFERT, THOMAS	11/17/2023	\$278.59
27416	ARNOLD, KAYLA	11/17/2023	\$46.17
27417	DICKENS, CHRISTENA M	11/17/2023	\$115.44
27418	DRUSCH, JACOB D	11/17/2023	\$240.63
27419	MAGES, ALEX	11/17/2023	\$92.35
27420	PETERSON, JEREMY	11/17/2023	\$46.17
27421	STOLL, ERIC	11/17/2023	\$184.70
27422	WIECH, KYLE	11/17/2023	\$202.14
27423	MANZ, KRISTINA J	11/17/2023	\$118.61
27424	MILLER, EDWARD M	11/17/2023	\$267.12
27425	BONNICK, STEVEN	11/17/2023	\$519.33
61635	AMAZON CAPITAL SERVICES	10/18/2023	\$960.29
61636	TIM BERG	10/18/2023	\$112.00 Mileage
61637	BREAKTHRU BEVERAGE	10/18/2023	\$583.82
61638	C & C EMBROIDERY	10/18/2023	\$132.00
61639	CAPITOL BEVERAGE SALES	10/18/2023	\$2,673.19
61640	CEDAR CREEK SPRINKLERS	10/18/2023	\$253.35

CITY OF HOWARD LAKE

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***Check Summary Register©**

Checks 10/16/2023-11/20/2023

	Name	Check Date	Check Amt	
61641	CINTAS	10/18/2023	\$82.32	
61642	DAHLHEIMER BEVERAGE GREE	10/18/2023	\$4,146.57	
61643	DECKER, RITA	10/18/2023	\$42.88	Refund overpmt on UB acct 00 607 00 9
61644	FIRE CATT, LLC	10/18/2023	\$1,614.40	Fire hose testing
61645	GRANITE ELECTRONICS	10/18/2023	\$300.00	Charger Minitor VI Pagers
61646	HAWKINS, INC	10/18/2023	\$2,969.08	
61647	HERALD JOURNAL PUBLISHING	10/18/2023	\$704.50	
61648	HOWARD LAKE FIRE DEPARTM	10/18/2023	\$12.28	Donation
61649	JOE'S SPORT SHOP	10/18/2023	\$1,385.68	
61650	KING OF PORTABLES CORPORA	10/18/2023	\$380.00	
61651	BRIAN KITTOCK	10/18/2023	\$134.11	Wood for training house
61652	NICOLE KITTOCK	10/18/2023	\$378.76	Mileage/per diem, fire class N Kittock
61653	MARCO	10/18/2023	\$407.45	
61654	MEDIACOM LLC	10/18/2023	\$11.27	
61655	METRO WEST IRRIGATION	10/18/2023	\$180.00	
61656	MN VALLEY TESTING LAB, INC	10/18/2023	\$37.40	
61657	NORTHLAND TRUST SERVICES,	10/18/2023	\$534,128.75	Bond 2012A-principal
61658	OLSON, RHEANNA & ADAM	10/18/2023	\$300.00	Refund overpmt UB acct 00 2861 00 3
61659	PAUMEN COMPUTER SERVICES	10/18/2023	\$595.00	
61660	PREMIUM WATERS, INC	10/18/2023	\$49.22	
61661	REMER, TANYA	10/18/2023	\$22.27	UB Mileage
61662	SIMMS AUTO PARTS INC	10/18/2023	\$6.98	
61663	SOUTHERN GLAZER WINE & SPI	10/18/2023	\$1,229.00	
61664	THEIN WELL	10/18/2023	\$315.00	
61665	TIMMYS PUB CLUB, LLC	10/18/2023	\$100.00	
61666	VERIZON CONNECT NWF, INC	10/18/2023	\$97.14	
61667	WRIGHT HENNEPIN ELECTRIC	10/18/2023	\$999.00	
61668	WRIGHT LUMBER & MILLWORK	10/18/2023	\$200.00	
61669	XCEL ENERGY	10/18/2023	\$953.76	
61670	HOWARD LAKE POSTMASTER	10/20/2023	\$438.60	UB mailing
61671	HOWARD LAKE POSTMASTER	10/20/2023	\$1,134.60	Envelopes
61672	BELLBOY CORPORATION	10/26/2023	\$3,134.51	
61673	BREAKTHRU BEVERAGE	10/26/2023	\$560.30	
61674	CAPITOL BEVERAGE SALES	10/26/2023	\$1,140.73	
61675	CENTERPOINT ENERGY	10/26/2023	\$219.63	
61676	CINTAS	10/26/2023	\$188.27	
61677	COURI, & RUPPE, P.L.L.P.	10/26/2023	\$376.25	
61678	CR ELECTRIC	10/26/2023	\$190.88	
61679	D A DAVIDSON & CO	10/26/2023	\$25,000.00	Bond 2023A Private placement services
61680	DAHLHEIMER BEVERAGE GREE	10/26/2023	\$5,409.28	
61681	RUTH DALBEC	10/26/2023	\$313.74	Refund UB overpmt
61682	EARTHLINK INC	10/26/2023	\$15.26	Earthlink
61683	FOSS, MARIE	10/26/2023	\$60.00	Swim lesson reimbursement
61684	HARTUNG, VICKY	10/26/2023	\$250.00	Refund damage deposit SSEC
61685	HAWKINS, INC	10/26/2023	\$20.00	
61686	HENDRICKSON, CHARLES & ME	10/26/2023	\$0.00	Reissued as Check #61735
61687	ICMA	10/26/2023	\$780.00	ICMA renewal
61688	INNOVATIVE BASEMENT AUTHO	10/26/2023	\$105.95	Refund cancelled permit 23-147
61689	JOHNSON BROTHERS LIQUOR C	10/26/2023	\$3,146.73	
61690	JP BROOKS	10/26/2023	\$7,200.00	235 Terning Way-Refund driveway escrow
61691	MYRA LAWAY	10/26/2023	\$5.60	
61692	LGI HOMES, INC	10/26/2023	\$10,800.00	2148 Maple St.-refund driveway escrow
61693	MEDIACOM LLC	10/26/2023	\$274.90	
61694	MENARDS-BUFFALO	10/26/2023	\$309.76	
61695	JARED MERGES	10/26/2023	\$247.98	

CITY OF HOWARD LAKE

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***Check Summary Register©**

Checks 10/16/2023-11/20/2023

	Name	Check Date	Check Amt	
61696	MUMFORD SANITATION	10/26/2023	\$11,624.61	COMPOST LEASE
61697	PHILLIPS WINE & SPIRITS	10/26/2023	\$573.12	
61698	STAR EXTERIORS LLC	10/26/2023	\$61.00	Refund cancelled permit
61699	VIKING BEVERAGES.	10/26/2023	\$27.85	
61700	VINOCOPIA, INC	10/26/2023	\$326.00	
61701	VISA	10/26/2023	\$2,261.58	Fire Misc-Visa
61702	WASTEWATER COMMISSION	10/26/2023	\$55,292.48	SIU September 2023
61703	WORKMAN, BARB	10/26/2023	\$75.00	Refund Community Room Rental
61704	AMAZON CAPITAL SERVICES	10/31/2023	\$255.16	
61705	ARNOLD, KAYLA	10/31/2023	\$0.00	Refund overpmt UB 00 244 00
61706	BOLTON & MENK, INC	10/31/2023	\$60,160.00	
61707	BREAKTHRU BEVERAGE	10/31/2023	\$298.03	
61708	CAPITOL BEVERAGE SALES	10/31/2023	\$5,566.40	
61709	CENTERPOINT ENERGY	10/31/2023	\$214.55	
61710	CENTURYLINK	10/31/2023	\$632.53	
61711	CINTAS	10/31/2023	\$80.05	
61712	CITY OF ANNANDALE	10/31/2023	\$360.00	HALO training 8/22/23
61713	DAHLHEIMER BEVERAGE GREE	10/31/2023	\$4,407.40	
61714	GASTA, DAVID	10/31/2023	\$284.27	Refund overpmt UB 00 1671 00
61715	HOWARD LAKE FIRE RELIEF AS	10/31/2023	\$500.00	Advertising FD calendar
61716	JOHNSON BROTHERS LIQUOR C	10/31/2023	\$2,772.93	
61717	JP BROOKS	10/31/2023	\$900.00	Driveway escrow 220 Tarning Way
61718	KING OF PORTABLES CORPORA	10/31/2023	\$580.00	
61719	MYRA LAWAY	10/31/2023	\$12.58	
61720	LEAGUE OF MINN CITIES	10/31/2023	\$436.76	Adobe Acrobat
61721	LGI HOMES, INC	10/31/2023	\$121.41	Refund overpmt UB 00 3371 00
61722	MEDIACOM LLC	10/31/2023	\$136.90	
61723	MID AMERICAN RESEARCH CHE	10/31/2023	\$433.38	
61724	MIDWEST MACHINERY CO	10/31/2023	\$1,712.67	
61725	MN DEPT OF AGRICULTURE	10/31/2023	\$25.00	2024 Tree Care Registry Renewal
61726	MN VALLEY TESTING LAB, INC	10/31/2023	\$37.40	
61727	MUNSON LAKES NUTRITION	10/31/2023	\$20.97	
61728	536600-NCBERS GROUP LIFE IN	10/31/2023	\$48.00	
61729	PAUSTIS WINE COMPANY	10/31/2023	\$108.00	
61730	PHILLIPS WINE & SPIRITS	10/31/2023	\$2,083.23	
61731	SOUTHERN GLAZER WINE & SPI	10/31/2023	\$1,603.97	
61732	T-MOBILE	10/31/2023	\$342.41	
61733	U.S. BANK	10/31/2023	\$550.00	
61734	VERIZON	10/31/2023	\$120.03	Verizon
61735	HENDRICKSON, CHARLES & ME	11/7/2023	\$900.00	Was Ck#61686
61736	BELLBOY CORPORATION	11/8/2023	\$803.62	
61737	BREAKTHRU BEVERAGE	11/8/2023	\$390.45	
61738	VIKING COCA-COLA	11/8/2023	\$328.05	
61739	ARNOLD, REBECCA	11/8/2023	\$108.74	Refund overpmt UB 00 244 00
61740	B & E RECYCLING	11/8/2023	\$792.00	Recycling-City clean up day
61741	BOARMAN KROOS VOGEL GRO	11/8/2023	\$34,225.00	
61742	KEITH BOBROWSKE	11/8/2023	\$65.00	Cell Allowance
61743	CAPITOL BEVERAGE SALES	11/8/2023	\$570.09	
61744	CENTERPOINT ENERGY	11/8/2023	\$19.46	
61745	CINTAS	11/8/2023	\$80.05	
61746	COKATO TRANSPORTATION, IN	11/8/2023	\$90.00	
61747	DAHLHEIMER BEVERAGE GREE	11/8/2023	\$4,044.46	
61748	DAVID DROWN ASSOCIATES	11/8/2023	\$25,000.00	
61749	DELANO RENTAL, INC	11/8/2023	\$203.66	
61750	EMERYS TRUCK & TRAILER REP	11/8/2023	\$787.01	

CITY OF HOWARD LAKE

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Checks 10/16/2023-11/20/2023

	Name	Check Date	Check Amt	
61751	FINKEN WATER CENTERS	11/8/2023	\$20.00	
61752	GOPHER STATE ONE-CALL, INC	11/8/2023	\$76.90	
61753	GREATER MN COMMUNICATION	11/8/2023	\$238.48	Envelopes
61754	NICK HAGGENMILLER	11/8/2023	\$365.00	Cell Allowance
61755	HALVORSON LEGAL	11/8/2023	\$1,950.00	
61756	HERALD JOURNAL PUBLISHING	11/8/2023	\$678.00	
61757	INTL UNION OF OPERATING EN	11/8/2023	\$105.00	October
61758	IUOE LOCAL 49 FRINGE BENEFI	11/8/2023	\$48.00	October
61759	JOE'S SPORT SHOP	11/8/2023	\$1,935.43	gas
61760	MYRA LAWAY	11/8/2023	\$65.00	Cell Allowance
61761	LEAGUE OF MN CITIES-W/C	11/8/2023	\$11,006.00	WC Premium
61762	MADDEN GALANTER HANSEN	11/8/2023	\$123.20	
61763	MARCO TECHNOLOGIES LLC	11/8/2023	\$518.62	
61764	DEBRA MCALPINE	11/8/2023	\$65.00	Car Allowance
61765	JARED MERGES	11/8/2023	\$65.00	Cell Allowance
61766	METRO WEST INSPECTION SER	11/8/2023	\$9,237.02	October
61767	MIDWEST MACHINERY CO	11/8/2023	\$548.90	
61768	MUMFORD SANITATION	11/8/2023	\$11,864.42	COMPOST LEASE
61769	JIM OTTENSTROER	11/8/2023	\$65.00	Cell Allowance
61770	PIT STOP TIRE & AUTO	11/8/2023	\$691.01	Gas
61771	PLUNKETT'S PEST CONTROL	11/8/2023	\$298.44	Plunketts
61772	CLAYTON PRESTIDGE	11/8/2023	\$65.00	Cell Allowance
61773	SCHMIEG, DALE	11/8/2023	\$7.27	smi
61774	SIMMS AUTO PARTS INC	11/8/2023	\$24.87	
61775	THEISEN, MEAGAN	11/8/2023	\$250.43	Cell Allowance
61776	WEX BANK	11/8/2023	\$187.63	Gas
61777	XCEL ENERGY	11/8/2023	\$13.39	
61778	BIRCHDALE FIRE & SECURITY, L	11/16/2023	\$149.01	
61779	BRANDEL ELECTRIC, LLC	11/16/2023	\$180.00	
61780	BREAKTHRU BEVERAGE	11/16/2023	\$489.59	
61781	CAPITOL BEVERAGE SALES	11/16/2023	\$797.58	
61782	CHORD HOLDINGS	11/16/2023	\$117.54	Refund overpmt UB 00 1812 00
61783	CINTAS	11/16/2023	\$80.05	
61784	COURI, & RUPPE, P.L.L.P.	11/16/2023	\$1,075.00	
61785	DAHLHEIMER BEVERAGE GREE	11/16/2023	\$5,693.55	
61786	ESS BROTHERS & SONS, INC	11/16/2023	\$250.80	
61787	HAWKINS, INC	11/16/2023	\$2,603.39	
61788	JOHNSON BROTHERS LIQUOR C	11/16/2023	\$370.92	
61789	MEDIACOM LLC	11/16/2023	\$286.17	
61790	MENARDS-BUFFALO	11/16/2023	\$137.90	
61791	MICHALICEK, KATHLEEN	11/16/2023	\$104.59	Refund overpmt UB 00 403 00
61792	MN DEPT OF PUBLIC SAFETY-1	11/16/2023	\$20.00	Buyers Card
61793	MN PEIP	11/16/2023	\$20,867.44	Dec 2023
61794	MN VALLEY TESTING LAB, INC	11/16/2023	\$37.40	
61795	PAUMEN COMPUTER SERVICES	11/16/2023	\$605.00	
61796	PHILLIPS WINE & SPIRITS	11/16/2023	\$408.74	
61797	RED BULL DISTRIBUTION CO, IN	11/16/2023	\$84.00	
61798	SOUTHERN GLAZER WINE & SPI	11/16/2023	\$952.78	
61799	SPF & HF	11/16/2023	\$475.00	2024 visiting ambassador reg
61800	TIMMYS PUB CLUB, LLC	11/16/2023	\$48.00	
61801	VERIZON CONNECT NWF, INC	11/16/2023	\$97.14	
61802	VINOCOPIA, INC	11/16/2023	\$364.50	
61803	XCEL ENERGY	11/16/2023	\$7,993.74	
502995e	CARGILL, ZACHARY C	10/20/2023	\$177.55	
502996e	HAGGENMILLER, NICHOLAS A	10/20/2023	\$3,717.85	

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Checks 10/16/2023-11/20/2023

	Name	Check Date	Check Amt
502997e	MERGES, JARED M	10/20/2023	\$2,124.05
502998e	REMER, TANYA M	10/20/2023	\$1,437.75
502999e	THEISEN, MEAGAN	10/20/2023	\$2,121.08
503000e	OTTENSTROER, JAMES D	10/20/2023	\$1,830.19
503001e	PRESTIDGE, CLAYTON P	10/20/2023	\$1,591.38
503002e	SWENDSEN, JENNIFER	10/20/2023	\$2,169.10
503003e	DE'ENGUARDE, ASPEN K.	10/20/2023	\$318.01
503004e	LAWAY, MYRA	10/20/2023	\$2,034.64
503005e	MCALPINE, DEBRA-ANN	10/20/2023	\$1,256.85
503006e	VIRNALA, TASIA, R	10/20/2023	\$401.06
503007e	JOHNSON, JACOB D	10/20/2023	\$1,934.74
503008e	PREUSSE, MITCHELL D	10/20/2023	\$311.05
503009e	SZCZEPANIK, DARIUSZ J	10/20/2023	\$2,219.47
503010e	THOMPSON, DAVID G	10/20/2023	\$2,578.11
503011e	THOMPSON, KYLE	10/20/2023	\$1,071.83
503012e	CARGILL, ZACHARY C	11/3/2023	\$432.37
503013e	HAGGENMILLER, NICHOLAS A	11/3/2023	\$3,717.85
503014e	MERGES, JARED M	11/3/2023	\$2,087.73
503015e	REMER, TANYA M	11/3/2023	\$1,437.75
503016e	THEISEN, MEAGAN	11/3/2023	\$2,121.08
503017e	OTTENSTROER, JAMES D	11/3/2023	\$1,747.51
503018e	PRESTIDGE, CLAYTON P	11/3/2023	\$1,435.20
503019e	SWENDSEN, JENNIFER	11/3/2023	\$2,169.10
503020e	DE'ENGUARDE, ASPEN K.	11/3/2023	\$322.72
503021e	GROW, SAMANTHA L.	11/3/2023	\$145.98
503022e	LAWAY, MYRA	11/3/2023	\$2,592.27
503023e	MCALPINE, DEBRA-ANN	11/3/2023	\$1,304.20
503024e	VIRNALA, TASIA, R	11/3/2023	\$432.57
503025e	JOHNSON, JACOB D	11/3/2023	\$1,934.74
503026e	SZCZEPANIK, DARIUSZ J	11/3/2023	\$2,350.40
503027e	THOMPSON, DAVID G	11/3/2023	\$2,578.11
503028e	CARGILL, ZACHARY C	11/17/2023	\$228.20
503029e	HAGGENMILLER, NICHOLAS A	11/17/2023	\$3,717.85
503030e	MERGES, JARED M	11/17/2023	\$2,045.53
503031e	REMER, TANYA M	11/17/2023	\$1,437.75
503032e	THEISEN, MEAGAN	11/17/2023	\$2,121.08
503033e	OTTENSTROER, JAMES D	11/17/2023	\$1,995.07
503034e	PRESTIDGE, CLAYTON P	11/17/2023	\$1,455.68
503035e	SWENDSEN, JENNIFER	11/17/2023	\$1,859.76
503036e	BOBROWSKE, KEITH	11/17/2023	\$115.44
503037e	BRAVINDER, SETH Z	11/17/2023	\$92.35
503038e	DALBEC, MATTHEW R	11/17/2023	\$46.17
503039e	DRUSCH, ZACHARY R.	11/17/2023	\$678.88
503040e	IMHOLTE, SOPHIA C	11/17/2023	\$58.18
503041e	KITTOCK, BRIAN	11/17/2023	\$92.35
503042e	KITTOCK, NICOLE D	11/17/2023	\$105.44
503043e	LOEBERTMANN, AMANDA G	11/17/2023	\$415.57
503044e	LOEBERTMANN, CRAIG	11/17/2023	\$253.96
503045e	PETERSON, DAVID T	11/17/2023	\$115.44
503046e	STUEVEN, MARK J	11/17/2023	\$161.61
503047e	DE'ENGUARDE, ASPEN K.	11/17/2023	\$455.52
503048e	GROW, SAMANTHA L.	11/17/2023	\$60.82
503049e	LAWAY, MYRA	11/17/2023	\$2,034.64
503050e	MCALPINE, DEBRA-ANN	11/17/2023	\$1,304.02
503051e	VIRNALA, TASIA, R	11/17/2023	\$306.55

CITY OF HOWARD LAKE

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Checks 10/16/2023-11/20/2023

	Name	Check Date	Check Amt
503052e	JOHNSON, JACOB D	11/17/2023	\$2,064.45
503053e	SZCZEPANIK, DARIUSZ J	11/17/2023	\$2,350.40
503054e	THOMPSON, DAVID G	11/17/2023	\$2,578.11
503055e	THOMPSON, KYLE	11/17/2023	\$982.57
	Total Checks		\$1,070,469.01

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CITY OF HOWARD LAKE

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Checks 10/16/2023-11/20/2023

Name		Check Date	Check Amt	
1012 CAB - AMBULANCE				
44e	CUSTOMERS-AMBULANCE	10/19/2023	\$84.74	Gateway Fee
6016	CITY OF HOWARD LAKE	10/18/2023	\$4,289.00	Sept ambulance wages
6017	EMERGENCY MEDICAL TRAININ	10/18/2023	\$450.00	EMT Training
6018	JOE'S SPORT SHOP	10/18/2023	\$257.67	Gas
6019	MAYO CLINIC AMBULANCE	10/18/2023	\$491.11	Medical supplies
6020	RIDGEVIEW MEDICAL CENTER	10/18/2023	\$600.00	Ridgeview
6021	ZOLL MEDICAL CORPORATION	10/18/2023	\$3,092.42	AED supplies
6022	VISA	10/26/2023	\$231.65	Gas
6023	T-MOBILE	10/31/2023	\$47.28	T-Mobile
Total Checks			\$9,543.87	

FILTER: [Check Date] between #10/16/2023# and #11/20/2023# and [Check Nbr]>0 and [Cash Act]='1012'



HOWARD LAKE CITY COUNCIL MEETING

November 20, 2023

AGENDA ITEM: Consider Accepting Various Personnel Appointments

SECTION: Consent

FROM: Meagan Theisen, Assistant City Administrator

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:

Retired – Tim Berg – HLFD – 20 years of service!!

DECISION MAKING METRICS:

FINANCIAL: This position is budgeted as part of the 2023 General Fund Budget.

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

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

COUNCIL ACTION REQUESTED: Approve appointments as presented.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

NOVEMBER 20, 2023

AGENDA ITEM: Consider Various 2024 Business License Renewals

SECTION: New Business

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: The City requires permits for business operations including tobacco and liquor. The following business licenses expire 12/31/2023 and need approval for renewed licenses for 2023.

<u>Business</u>	<u>License Type</u>
American Legion Post #145	On Sale Intoxicating & Sunday Liquor Sales - \$2,200
Maria's Mexican Restaurant	On Sale Intoxicating & Sunday Liquor Sales - \$2,200
Howard Lake Wine & Spirits	On Sale Intoxicating Liquor, Off Sale Liquor - \$0
Brewed Moose – HL Pit Stop	On Sale Intoxicating Liquor & Sunday Liquor Sales - \$2,200
Troubles	On-sale Intoxicating & Sunday Liquor Sales - \$2,200
Lake Bowl	3.2 Malt Liquor - \$200
Celine Stop Inc.	Tobacco - \$50
Joe's Sport Shop	Tobacco - \$50
HL Pit Stop	Tobacco - \$50

We have not received renewal forms/payments from the following –
Howard Lake Orphans 3.2 Malt Liquor - \$200

DECISION MAKING METRICS:

FINANCIAL: The proposed business license renewals would generate \$9,350 in revenue for the general fund.

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

STRATEGIC PLAN: Foster a Robust Business Community and Vibrant Downtown

COUNCIL ACTION REQUESTED: Approve licenses as presented.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

NOVEMBER 21, 2022

AGENDA ITEM: Consider Resolution 23-31 Certifying Delinquent Utility Fees and Charges to 2024 Property Taxes

SECTION: Consent

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: The resolution and attached list identify properties to be assessed for delinquent utilities as outlined in Chapter 10.01 of the City Code. Utility accounts are more than 60 days past due. All property owners included on the assessment roll were sent notices and given the opportunity to pay their bill by Noon on November 17, 2023. A current list of outstanding charges is included in Exhibit A of the resolution, which will be made available at the meeting.

DECISION MAKING METRICS:

FINANCIAL: Included on Exhibit A of the attached Resolution.

LEGAL: The assessment procedure is stipulated in Chapter 10.01 of City Code.

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

COUNCIL ACTION REQUESTED: Adopt Resolution 23-31 Certifying Delinquent Utility Fees and Charges to 2024 Property Taxes.

ATTACHMENTS:

1. Resolution 23-31

CITY OF HOWARD LAKE
23-31

RESOLUTION ADOPTING ASSESSMENT LIST FOR UNPAID CHARGES

WHEREAS, the City of Howard Lake has the ability to levy assessment for certain unpaid items;
and

WHEREAS, notices were sent to property owners with delinquent utilities and/or unpaid invoices,
and property owners were allowed to respond; and

WHEREAS, the properties listed in the attached Exhibit A have unpaid charges as noted.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Howard Lake hereby assesses unpaid charges against properties as listed in Exhibit A and made a part hereof, with an interest rate of 12% to be payable with 2024 property taxes.

PASSED AND ADOPTED this 20th day of November 2023.

Peter Zimmerman, Mayor

ATTEST:

Nicholas Haggemiller, City Administrator-Clerk