

*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 17, 2020 – 7:00 pm

GO TO MEETING –

November City Council Meeting

Tue, Nov 17, 2020 7:00 PM - 9:30 PM (CST)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/775059229>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 775-059-229

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. CONSIDER APPROVAL OF MINUTES

- a. [Regular Council Meeting on October 20, 2020.](#)

E. CITIZEN INPUT

F. COUNCIL/COMMITTEE REPORT

G. DEPARTMENT REPORTS

- a. [Howard Lake Wine & Spirits Financials](#)

H. CONSENT AGENDA

- a. [Consider Accepting all Reports & Payment of Claims.](#)
- b. [Consider Approving Various Personnel Appointments.](#)
- c. [Consider Resolution Increasing the Fire Relief Association Benefit.](#)
- d. [Consider Certifying Delinquent Utility Charges & City Fees.](#)

I. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS

- a. [Consider Police Oath for Officer Josh Cassidy.](#)
- b. [Part 1 of City of Howard Lake's Well Head Protection Plan, Robyn Hoerr MN Rural Water.](#)

J. NEW BUSINESS

- a. [Consider Approving Part 1 of the City of Howard Lake Well Head Protection Plan.](#)
- b. [Discuss - Current & Ongoing Covid19 Pandemic Response](#)

K. OLD BUSINESS

L. ADMINISTRATOR'S REPORT

M. ADJOURN

Work Shop immediately following Council Meeting



CITY OF HOWARD LAKE

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HOWARD LAKE CITY COUNCIL
HOWARD LAKE CITY HALL- 625 8th AVENUE
October 20, 2020

MEETING MINUTES

COUNCIL PRESENT

Mayor Zimmerman
Tom Kutz
Allan Munson
Gene Gilbert
Tom Kutz

COUNCIL ABSENT

STAFF PRESENT

Nick Haggenmiller, City Administrator
Meagan Theisen, Assistant City Administrator
Nate Sparks, City Planner

ALSO PRESENT

Herald Journal

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

C. APPROVAL OF AGENDA

Haggenmiller noted that the Claims were updated and the addition of New Business Item G. Kutz moved to approve the agenda with the noted changes. The motion was seconded by Munson and passed unanimously.

D. APPROVAL OF MINUTES

Kutz moved to approve the minutes the regular Council Meeting on September 15, 2020 and the Special Meeting on September 29, 2020. The motion was seconded by Deiter and passed unanimously.

E. CITIZEN INPUT

No residents addressed the Council.

F. COUNCIL/COMMITTEE REPORT

Kutz provided an overview of the Public Safety Committee meeting on October 6, 2020.

G. DEPARTMENT REPORTS

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

H. CONSENT AGENDA

a. CONSIDER ACCEPTING ALL REPORTS AND PAYMENT OF CLAIMS

GENERAL FUND	56902-57048	\$1,038,128.05
PAYROLL	26686-26704, 50142-501089	\$46,403.70
ELECTRONIC	799-813	\$41,406.76
TOTAL		\$483,386.48

AMBULANCE CLAIMS	5683-5689	\$5,955.55
ELECTRONIC	----	\$0.00
TOTAL		\$5,955.55

b. CONSIDER APPROVING VARIOUS PERSONNEL APPOINTMENTS

c. CONSIDER APPROVING USE OF CITY PROPERTY & POLICE FOR HALLOWEEN EVENTS

d. CONSIDER USE OF PUBLIC STREETS & POLICE ASSISTANCE FOR 12TH ANNUAL TURKEY TAG-ALONG 5K

e. CONSIDER APPROVING REVITALIZATION GRANT TO PIT STOP

f. CONSIDER DECLARING PROPERTY SURPLUS AND AUTHORIZING THE SALE OF GENERATOR

Zimmerman addressed the Halloween activities in Howard Lake this year and encouraged residents to mind COVID guidelines if they choose to attend.

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

I. PRESENTATIONS

~~a. CONSIDER POLICE OATH FOR OFFICER JOSH CASSIDY~~

Rescheduled due to snow event.

J. NEW BUSINESS

a. CONSIDER RESOLUTION 20-16 SITE PLAN, CUP AND VARIANCE FOR THE PIT STOP AT 620 DUTCH LAKE DRIVE

Haggenmiller provided an overview of the Public Hearing that was held at the Parks and Planning Commission earlier in the evening and mentioned that the PPC approved the site plan, conditional use permit and the variance, as presented, after their review.

Gilbert moved to approve Resolution 20-16 RESOLUTION APPROVING SITE PLAN, CONDITIONAL USE PERMIT, AND VARIANCE FOR SITE AMENDMENT AT 620 DUTCH LAKE DRIVE. The motion was seconded by Munson and passed unanimously.

b. CONSIDER APPROVING CSAH 7 FEASIBILITY STUDY

Haggenmiller presented the staff report & the findings of the feasibility study.

Council discussed the need for walking space along CSAH 7.

Munson motioned to accept the feasibility study and requested staff to continue to move forward with negotiating a cost share agreement and begin a public engagement effort. The motion was seconded by Deiter and passed unanimously.

c. CONSIDER AUTHORIZING PURCHASE OF PUMPER TRUCK FOR THE FIRE DEPARTMENT

Haggenmiller presented the staff report and indicated that the pumper truck would be purchased using SourceWell, which is a membership that provides discounts on purchases.

Kutz motioned to approve the pumper truck for the fire department. The motion was seconded by Munson and passed unanimously.

d. CONSIDER APPROVING PURCHASE OF PERSONAL LIFT

Haggenmiller presented the staff report and stated the city is eligible for a grant up to 50% of the cost of the lift. The personal lift will be used for assisting in cleaning the light globes at Historic City Hall, as well as, various other building maintenance projects.

Kutz motioned to approve the purchase of the personal lift. The motion was seconded by Munson and passed unanimously.

e. CONSIDER APPROVING JOB DESCRIPTION AND DIRECT STAFF TO RECRUIT FOR GENERAL MAINTENANCE

Haggenmiller presented the staff report and expressed the need for a reliable building maintenance staff member. He explained that the City would be able to cancel many services that are currently hired out to help fund part of the newly created position.

Council reviewed and discussed tasks included in the job description.

Deiter motioned to approve the request to hire a part time general maintenance employee. The motion was seconded by Mayor Zimmerman and passed unanimously.

f. CONSIDER APPROVING ATV PURCHASE

Theisen presented the staff report, highlighting what the UTV would be used for and that the City would be able to use CARES funding to purchase it. The City will also be receiving a 22% discount by purchasing the UTV through SourceWell.

Kutz motioned to approve the purchase of the UTV. The motion was seconded by Deiter and passed unanimously.

g. CONSIDER 2021 MAINTENANCE AGREEMENT WITH WRIGHT COUNTY

Haggenmiller presented the staff report for the 2021 Maintenance agreement with Wright County for snow removal on County Road 6. City staff will no longer be maintaining CSAH 7. The City will receive \$5,442 in revenue for the maintenance of County Road 6.

Gilbert motioned to approve the 2021 Maintenance Agreement with Wright County. The motion was seconded by Deiter and passed unanimously.

K. OLD BUSINESS

None.

L. ADMINISTRATORS REPORT

No Report.

M. ADJOURN

Kutz motioned to adjourn the meeting at 7:58 pm. The motion was seconded by Munson and passed unanimously.

Attest – City Administrator/Clerk

Mayor

Howard Lake Wine & Spirits

Profit & Loss Statement

for the period 10/1/2020 to 10/31/2020

SALES	Mnthly Amnt	YTD Amount	Budget	% of Budget	2019 Mnthly Amt	2019 YTD Amt	+/- Pr Yr
Liquor	\$ 29,719	\$ 292,793	\$ 345,000	85%	\$ 22,335	\$ 132,454	\$ 160,339
Beer	\$ 50,646	\$ 520,322	\$ 645,000	81%	\$ 52,007	\$ 281,861	\$ 238,462
Wine	\$ 7,841	\$ 79,122	\$ 95,000	83%	\$ 6,032	\$ 33,133	\$ 45,989
Discounts	\$ (1,099)	\$ (13,173)			\$ (1,260)	\$ (10,755)	\$ (2,418)
Misc(Pop/Mixes/Tobaco)	\$ 1,926	\$ 22,587	\$ 50,000	45%	\$ 2,350	\$ 17,377	\$ 5,210
Non Tax	\$ 1,160	\$ 15,668			\$ 1,845	\$ 7,272	\$ 8,396
Loyalty Program	\$ (3,819)	\$ (14,039)	\$ (18,500)	76%	\$ (2,560)	\$ (7,590.00)	\$ (6,449)
On Sale Revenue - SSEC	\$ (292)	\$ 928					
Other Revenue	\$ 7	\$ 153					
TOTAL SALES	\$ 86,089	\$ 904,361	\$ 1,116,500	81%	\$ 80,749	\$ 453,751	\$ 449,528
COST OF SALES							
Liquor	\$ 18,673	\$ 201,045	\$ 226,548	89%	\$ 17,586	\$ 114,412	\$ 86,633
Beer	\$ 39,737	\$ 407,144	\$ 522,391	78%	\$ 38,257	\$ 212,077	\$ 195,067
Wine	\$ 5,682	\$ 54,257	\$ 58,694	92%	\$ 1,942	\$ 28,876	\$ 25,380
Pop/Mixes/Ice	\$ 1,850	\$ 14,308	\$ 22,400	64%	\$ 846	\$ 4,649	\$ 9,658
Tobacco	\$ -	\$ 7,594	\$ 15,519	49%	\$ 1,110	\$ 11,479	\$ (3,885)
Freight	\$ 461	\$ 6,614	\$ 7,000	94%	\$ 361	\$ 2,979	\$ 3,635
TOTAL COST OF SALES	\$ 66,404	\$ 690,961	\$ 852,552		\$ 60,102	\$ 374,473	\$ 316,489
GROSS PROFIT	\$ 19,686	\$ 213,400					
EXPENSES							
Wages/Benefits	\$ 10,975	\$ 120,583	\$ 127,000	95%	\$ 11,667	\$ 78,513	\$ 42,070
Consulting	\$ 700	\$ 5,600	\$ 7,000	80%	\$ -	\$ 2,030	\$ 3,570
Training & Seminars	\$ -	\$ 240	\$ 1,000	24%	\$ -	\$ 785	\$ (545)
Travel	\$ 83	\$ 766	\$ 1,710	45%	\$ 162	\$ 893	\$ (128)
Dues & Subscriptions	\$ -	\$ 800	\$ 1,000	80%	\$ -	\$ 130	\$ 670
Cash Short/Over	\$ 76	\$ 126	\$ -		\$ (50)	\$ 207	\$ (81)
Credit Card Expense	\$ 1,806	\$ 14,736	\$ 14,400	102%	\$ 953	\$ 8,603	\$ 6,132
Insurance	\$ -	\$ 7,739	\$ 7,500	103%	\$ -	\$ 7,442	\$ 297
Repair & Maintenance	\$ -	\$ 1,251	\$ 5,000	25%	\$ -	\$ 1,949	\$ (698)
Computer Supplies/Technology	\$ 607	\$ 9,324	\$ 5,000	186%	\$ 270	\$ 8,734	\$ 590
Utilities	\$ 638	\$ 7,009	\$ 10,000	70%	\$ 672	\$ 5,469	\$ 1,540
Advertising	\$ -	\$ 2,039	\$ 5,000	41%	\$ -	\$ 551	\$ 1,489
Misc	\$ 1,624	\$ 12,055	\$ 10,000	121%	\$ 761	\$ 7,269	\$ 4,786
Depreciation	\$ 625	\$ 6,250	\$ 7,500	83%	\$ 625	\$ 6,250	\$ -
TOTAL EXPENSES	\$ 17,133	\$ 188,518	\$ 202,110	93%	\$ 15,060	\$ 128,826	\$ 59,692
PROFIT/(LOSS)	\$ 2,553	\$ 24,881					

Sales by Category, October 2020

Date 11/12/2020 Time 7:43:19PM

Page 1

Buffalo Wine & Spirits Sales Analysis by Item category

Select all

Period A: From 10/1/2020 thru 10/31/2020

Order by (Item) Item category

Ranking value is shaded.

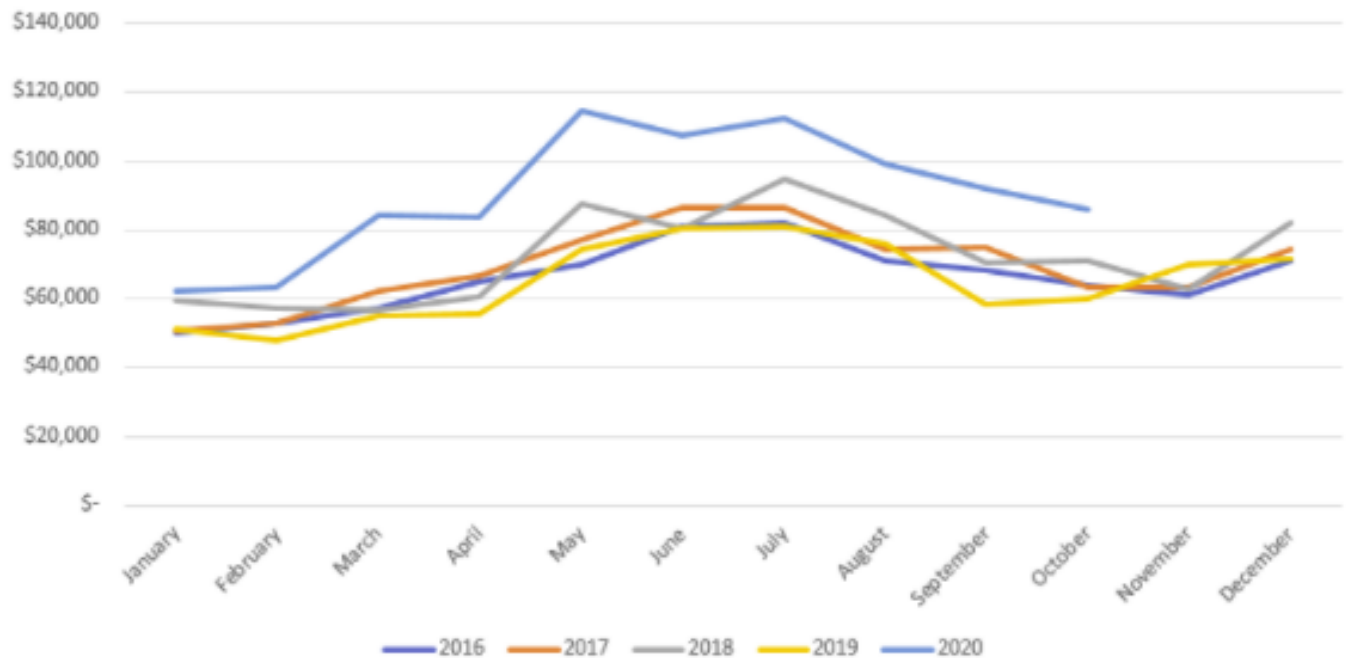
Store: 3

Quantities are rounded to the nearest integer.

Item category Description	Rank	Period	Sales	Profit \$	Profit %	# of tickets	Average ticket
N/A	1	A	0.00	0.00	0.0	1	0.00
N/A							
BEER	2	A	50,440.98	11,162.76	22.2	2,488	20.27
BEER							
LIQUOR	3	A	28,864.18	7,883.28	27.3	1,488	19.40
LIQUOR							
LOYALTY	4	A	-3,819.31	-3,819.31	100.0	536	-7.13
Loyalty							
MISC ITEM	5	A	1,914.81	489.26	25.6	269	7.12
MISC ITEM							
NONTAX	6	A	1,109.66	398.69	34.4	194	6.98
NONTAX							
WINE	7	A	7,813.64	2,483.00	31.5	432	18.09
WINE							
Report totals							
7 groups		A	86,373.96	18,597.70	21.5		

YTD Sales

Monthly Sales 2016-Present



Purchasing Analysis-OTB

Department : Beer				Description : Beer			
October Sales				Beginning Inventory		Turn Rates	
Projected	Actual	Diff	% Diff	Projected	Actual	Projected	Actual
40,000	38,977	-1,023	-2.6	44,000	43,519	10.9	10.7

Department : Liquor				Description : Liquor			
October Sales				Beginning Inventory		Turn Rates	
Projected	Actual	Diff	% Diff	Projected	Actual	Projected	Actual
21,000	20,981	-19	-0.1	85,260	112,009	3.0	2.2

Department : Misc Item				Description : Taxable			
October Sales				Beginning Inventory		Turn Rates	
Projected	Actual	Diff	% Diff	Projected	Actual	Projected	Actual
1,100	1,426	326	29.6	3,487	4,410	3.8	3.9

Department : NonTax				Description : Misc not taxable			
October Sales				Beginning Inventory		Turn Rates	
Projected	Actual	Diff	% Diff	Projected	Actual	Projected	Actual
600	761	161	26.8	1,980	2,106	3.6	4.3

Department : Wine				Description : Wine			
October Sales				Beginning Inventory		Turn Rates	
Projected	Actual	Diff	% Diff	Projected	Actual	Projected	Actual
6,000	5,351	-649	-10.8	29,640	34,162	2.4	1.9

Comments

Another good month in the books.. Hoped it would be a bit busier, but it wasn't bad. Still maintaining our 40% YID growth rate. Profits are reasonable. We knew we'd take a hit rolling back the loyalty program. About half of the \$7100 customers were due in point refunds have been returned. We expect the refund rate to be far less this month and continue to decrease thru 2021. Might see a spike in the spring as it is likely there are seasonal customers that won't return until then.

The inventory is in great shape. Turn ratios are acceptable. Myra & crew have been diligently cycle counting, making sure inventory counts are correct. Purchasing is also on schedule with remaining inventory largely to be delivered by end of November.

Analysis: Forecasting EoY 2020

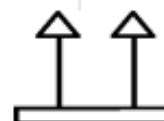
THE OPEN TO BUY AS OF 11/12/20						
	WINE	BEER	LIQUOR	MISC	NONTAX	
Nov	\$ 12,817	\$ 49,551	\$ 11,480	\$ 1,175	\$ -	\$ 75,023
Dec	\$ -	\$ 30,292	\$ -	\$ 610	\$ 495	\$ 31,397
	\$ 12,817	\$ 79,843	\$ 11,480	\$ 1,785	\$ 495	\$106,420
Hybrid	\$ 2,500	\$ 75,000	\$ 14,500	\$ 2,000	\$ 1,000	\$ 95,000

Forecasted inventory purchases for remainder of 2020

Two Models.
Trying to follow Scenario 2.

Not expecting wine & liquor needs to be as much as purchasing forecasts suggest.

	Follow OTB	Hybrid	What if...
	Scenario 1	Scenario 2	No Loyalty Plan Scenario 3
TOTAL SALES	\$ 1,105,000	\$ 1,105,000	\$ 1,123,500
TOTAL COST OF SALES	\$ 798,268	\$ 786,848	\$ 786,848
GROSS PROFIT	\$ 306,732	\$ 318,152	\$ 336,652
TOTAL EXPENSES	\$ 203,340	\$ 203,340	\$ 203,340
PROFIT/LOSS	\$ 103,392	\$ 114,812	\$ 133,312
%	9.36%	10.39%	11.87%



Projected. Revenue

\$1,105,000



Projected Costs

@ \$1.1M



Projected Profit

\$100K-\$115K

CITY OF HOWARD LAKE CLAIMS
& DONATIONS APPROVED DATE -
NOVEMBER 17, 2020

GENERAL FUND	CHECKS:	57050- 57182	\$517,603.28
PAYROLL		26705-26713, 501090- 501128	44,562.74
ELECTRONIC		814-832	<u>42,536.09</u>
TOTAL			604,702.11
AMBULANCE CLMS	CHECKS:	5690-5698	\$11,439.43
ELECTRONIC			0.00
TOTAL			\$11,439.43

CITY OF HOWARD LAKE

11/16/20 1:59 PM

Page 1

***Check Summary Register©**

Cks 10/21/2020 - 11/17/2020

Name	Check Date	Check Amt
1010 CITIZEN ALLIANCE		
Paid Chk# 000814E INTERNAL REVENUE SERVICE	10/21/2020	\$6,292.62
Paid Chk# 000815E MN DEPT OF REVENUE	10/21/2020	\$1,240.66
Paid Chk# 000816E PERA	10/21/2020	\$5,543.67
Paid Chk# 000817E FURTHER	10/21/2020	\$665.04
Paid Chk# 000818E INTERNAL REVENUE SERVICE	11/6/2020	\$6,087.84
Paid Chk# 000819E MN DEPT OF REVENUE	11/6/2020	\$1,214.67
Paid Chk# 000820E PERA	11/6/2020	\$5,643.23
Paid Chk# 000821E FURTHER	11/6/2020	\$665.04
Paid Chk# 000822E MN DEPT OF REVENUE	11/4/2020	\$1,401.00 UB Sales Tax Oct 2020
Paid Chk# 000823E MN DEPT OF REVENUE	11/4/2020	\$8,336.00 LS Sales Tax Oct 2020
Paid Chk# 000824E HEARTLAND PYMT SERVICES	11/9/2020	\$1,405.73
Paid Chk# 000825E AUTHNET GATEWAY BILLING	11/9/2020	\$20.00
Paid Chk# 000826E EPS	11/9/2020	\$49.00
Paid Chk# 000827E LS WEEKEND CASH	11/9/2020	\$2,500.00
Paid Chk# 000828E RADIANT SYSTEMS	11/9/2020	\$355.58
Paid Chk# 000829E PSN	11/12/2020	\$663.60
Paid Chk# 000830E CUSTOMERS	11/12/2020	\$322.41 Insufficient Funds - 01-6180-6
Paid Chk# 000831E CITIZENS ALLIANCE BANK	11/12/2020	\$30.00 ACH Origination Fees - Septemb
Paid Chk# 000832E CUSTOMERS	11/12/2020	\$100.00 Fall Clean Up - COH
Paid Chk# 026705 BONNICK, STEVEN	10/23/2020	\$385.05
Paid Chk# 026706 GOEPFERT, THOMAS	10/23/2020	\$652.16
Paid Chk# 026707 MILLER, EDWARD M	10/23/2020	\$139.14
Paid Chk# 026708 ZEBRO, ALISON	10/23/2020	\$276.07
Paid Chk# 026709 ROLLINS, KENNETH	11/6/2020	\$180.62
Paid Chk# 026710 BONNICK, STEVEN	11/6/2020	\$642.62
Paid Chk# 026711 GOEPFERT, THOMAS	11/6/2020	\$199.22
Paid Chk# 026712 MILLER, EDWARD M	11/6/2020	\$145.48
Paid Chk# 026713 ZEBRO, ALISON	11/6/2020	\$364.71
Paid Chk# 057050 HOWARD LAKE POSTMASTER	10/21/2020	\$276.85
Paid Chk# 057051 C & C EMBROIDERY	10/22/2020	\$86.00 Inv 4554/4558
Paid Chk# 057052 CROSSROADS ANIMAL SHELTE	10/22/2020	\$63.69
Paid Chk# 057053 EARTHLINK INC	10/22/2020	\$12.95
Paid Chk# 057054 HAGGENMILLER, NICK	10/22/2020	\$125.00 Reimbursement
Paid Chk# 057055 HL PIT STOP	10/22/2020	\$5,000.00 Downtown Revitalization Grant
Paid Chk# 057056 KAISALAHTI, LEONARD	10/22/2020	\$97.94 UB Reimbursement - 1324 7th Av
Paid Chk# 057057 LEAGUE OF MINN CITIES	10/22/2020	\$2,446.00
Paid Chk# 057058 MEDIACOM LLC	10/22/2020	\$11.27
Paid Chk# 057059 MENARDS-BUFFALO	10/22/2020	\$206.65
Paid Chk# 057060 MN CITY/COUNTY MANAGEMEN	10/22/2020	\$130.00 Membership-Nick Haggenmiller
Paid Chk# 057061 MN FITNESS 24/7	10/22/2020	\$3,000.00 CARES Business Grant
Paid Chk# 057062 MN MAYOR ASSN	10/22/2020	\$30.00 Membership - Pete Zimmerman
Paid Chk# 057063 MUMFORD SANITATION-MONTH	10/22/2020	\$10,635.90 COMPOST LEASE - October 2020
Paid Chk# 057064 PAUMEN COMPUTER SERVICES	10/22/2020	\$1,254.98
Paid Chk# 057065 VERIZON CONNECT, NWF INC	10/22/2020	\$48.57
Paid Chk# 057066 WRIGHT HENNEPIN ELECTRIC	10/22/2020	\$731.00
Paid Chk# 057067 ZANDER, TIM	10/22/2020	\$335.00
Paid Chk# 057068 ADVANCED POWER SERVICES,	11/3/2020	\$315.00
Paid Chk# 057069 ANNANDALE ROCK PRODUCTS,	11/3/2020	\$1,068.50
Paid Chk# 057070 ARCTIC GLACIER ICE, INC	11/3/2020	\$50.40
Paid Chk# 057071 BELLBOY CORPORATION	11/3/2020	\$7,568.45
Paid Chk# 057072 BOOM ISLAND BREWING CO LL	11/3/2020	\$58.50
Paid Chk# 057073 BREAKTHRU BEVERAGE	11/3/2020	\$2,013.97
Paid Chk# 057074 BUILDERS FIRST SOURCE	11/3/2020	\$51.23
Paid Chk# 057075 C & C EMBROIDERY	11/3/2020	\$516.00
Paid Chk# 057076 CAPITOL BEVERAGE SALES	11/3/2020	\$6,610.74

CITY OF HOWARD LAKE

11/16/20 1:59 PM

Page 2

***Check Summary Register©**

Cks 10/21/2020 - 11/17/2020

	Name	Check Date	Check Amt	
Paid Chk# 057077	CENTERPOINT ENERGY	11/3/2020	\$310.17	
Paid Chk# 057078	CORE & MAIN	11/3/2020	\$391.87	
Paid Chk# 057079	DAHLHEIMER BEVERAGE LLC	11/3/2020	\$5,614.95	
Paid Chk# 057080	DAILEY DATA & ASSOCIATES, IN	11/3/2020	\$262.50	
Paid Chk# 057081	DOERING, THERESA	11/3/2020	\$18.56	Utility Billing Reimbursement
Paid Chk# 057082	FARM-RITE EQUIPMENT, INC	11/3/2020	\$136.43	
Paid Chk# 057083	FERRELL, JUSTINA	11/3/2020	\$12.65	Reimbursement - Delivery
Paid Chk# 057084	FROOGLE, LLC	11/3/2020	\$50.00	
Paid Chk# 057085	GALLS INC	11/3/2020	\$55.98	
Paid Chk# 057086	GOPHER STATE ONE-CALL, INC	11/3/2020	\$54.00	
Paid Chk# 057087	HAWKINS, INC	11/3/2020	\$20.00	
Paid Chk# 057088	HOWARD LAKE AMBULANCE SE	11/3/2020	\$2,077.47	Credit Card Reimbursement
Paid Chk# 057089	HOWARD LAKE TIRE & AUTO	11/3/2020	\$992.79	Fall Clean Up
Paid Chk# 057090	JOES SPORT SHOP	11/3/2020	\$1,001.29	
Paid Chk# 057091	JOHNSON BROTHERS LIQUOR C	11/3/2020	\$2,546.17	
Paid Chk# 057092	LAWAY, MYRA	11/3/2020	\$64.20	Reimbursement
Paid Chk# 057093	LOCHER BROS, INC	11/3/2020	\$8,672.30	
Paid Chk# 057094	M.S. FOSTER & ASSOCIATES, IN	11/3/2020	\$5,350.00	
Paid Chk# 057095	MARCO TECHNOLOGIES LLC-PH	11/3/2020	\$1,108.48	
Paid Chk# 057096	MEDIACOM LLC	11/3/2020	\$176.90	
Paid Chk# 057097	MENARDS-BUFFALO	11/3/2020	\$260.48	
Paid Chk# 057098	MID-MINNESOTA HOT MIX, INC	11/3/2020	\$90.78	
Paid Chk# 057099	MIDWEST MACHINERY CO	11/3/2020	\$37.51	
Paid Chk# 057100	MN DEPT OF AGRICULTURE	11/3/2020	\$25.00	Reg# 20106540
Paid Chk# 057101	MN VALLEY TESTING LAB	11/3/2020	\$42.00	
Paid Chk# 057102	MUNSON LAKES NUTRITION	11/3/2020	\$182.89	
Paid Chk# 057103	NCPERS GROUP LIFE INS	11/3/2020	\$48.00	
Paid Chk# 057104	NELSON ELECTRIC MOTOR REP	11/3/2020	\$270.00	
Paid Chk# 057105	PHILLIPS WINE & SPIRITS	11/3/2020	\$1,706.32	
Paid Chk# 057106	PLUNKETT S PEST CONTROL	11/3/2020	\$70.60	
Paid Chk# 057107	PRECISION WELDING LLC	11/3/2020	\$1,105.00	
Paid Chk# 057108	R & H PAINTING, LLC	11/3/2020	\$1,470.00	
Paid Chk# 057109	RL LARSON EXCAVATING, INC	11/3/2020	\$400.00	
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Paid Chk# 057132	CORE & MAIN	11/13/2020	\$397.87	

CITY OF HOWARD LAKE

11/16/20 1:59 PM

Page 3

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Cks 10/21/2020 - 11/17/2020

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Paid Chk# 057138	FINKEN WATER SOLUTIONS	11/13/2020	\$5.00	
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Paid Chk# 057142	FURTHER	11/13/2020	\$4.75	
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Paid Chk# 057150	HOWARD LAKE FIRE RELIEF AS	11/13/2020	\$51,690.82	SUPP FIRE AID
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Paid Chk# 057162	MIDWEST MACHINERY CO	11/13/2020	\$114.46	
Paid Chk# 057163	MN COMPUTER SYSTEMS INC	11/13/2020	\$122.40	
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Paid Chk# 057165	MN STATE FIRE DEPT ASSN	11/13/2020	\$225.00	2021 MSFDA MEMBERSHIP DUES-CIT
Paid Chk# 057166	NAPA AUTO PARTS COKATO	11/13/2020	\$18.07	
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Paid Chk# 057173	R HOME	11/13/2020	\$3,800.00	2036 Willow Ct - Driveway Escr
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Paid Chk# 501094E	THOMPSON, DAVID G	10/23/2020	\$1,870.09	

CITY OF HOWARD LAKE

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Page 4

***Check Summary Register©**

Cks 10/21/2020 - 11/17/2020

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Total Checks		\$604,702.11

CITY OF HOWARD LAKE

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Page 1

***Check Summary Register©**

Cks 10/21/2020 - 11/17/2020

Name		Check Date	Check Amt
1012 CAB - AMBULANCE			
Paid Chk# 005690	ALLINA HEALTH EMS	11/12/2020	\$600.00
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Paid Chk# 005694	CITY OF HOWARD LAKE	11/12/2020	\$4,500.00 WAGES
Paid Chk# 005695	EAC SUBMISSIONS	11/12/2020	\$41.40
Paid Chk# 005696	JOES SPORT SHOP	11/12/2020	\$308.35
Paid Chk# 005697	KEAVENY PHARMACY	11/12/2020	\$1,207.96 ACCT 33675
Paid Chk# 005698	MEDICS TRAINING, INC	11/12/2020	\$575.00
		Total Checks	\$11,439.43



HOWARD LAKE CITY COUNCIL MEETING

November 17, 2020

AGENDA ITEM: Consider Approving Various Personnel Appointments

SECTION: Consent Agenda

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 have submitted for approval:

Serena Haglin – Police Community Service Officer/City Intern

Ms. Haglin will serve as the official community service officer. In a slight variation from previous CSO positions, she will also deliberately have admin related responsibilities as well for a more rounded employment experience and benefit to the organization.

Molly Hibbard – Parks and Planning Commission Member

Ms. Hibbard has submitted an application for the PPC. Hibbard is a new resident with broad experience in city parks operations and is active in several state boards related to outdoor recreation. Hibbard fills the seat vacated by Katie Huff.

Jean Yunker – PT Finance/Utility Clerk

Yunker has rescinded her previous resignation and remains employed by the City of Howard Lake.

ALTERNATIVE OPTIONS: Council may approve, modify or reject the appointments.

STAFF RECOMMENDATION: Approve as Presented.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

NOVEMBER 17, 2020

AGENDA ITEM: Consider Resolution Approving Increase to the Howard Lake Fire Relief Association

SECTION: Consent

FROM: Howard Lake Fire Relief Association
Keith Bobrowske, Howard Lake Fire Chief

BACKGROUND: At the annual Howard Lake Fire Relief Association meeting, the membership reviewed investments, funding ratio and did a general census of similar sized pension funds. Currently, the fund is over 100% funded. The current funding level is \$1,800 per year of service payable after personnel is fully vested at 20 years and 50 years of age. The membership voted to increase the amount by \$200 per year of service \$2,000 per year of service.

This increase is \$100 higher than previous years. If funding ratios remain consistent, we will continue this level of increases in subsequent years. Currently, Howard Lake is the lowest retirement contribution in Wright County.

Per city ordinance and state statute, the city council must formally adopt the increase by resolution. If passed, the increase would go into effect on January 1, 2021.

DECISION MAKING METRICS:

FINANCIAL: The City budgets for relief contribution and has a financial obligation in the event the fund becomes underfunded. This does not appear to be likely.

LEGAL: The City must pass the resolution and submit to the state for execution before going into effect.

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

COUNCIL ACTION REQUESTED: Approve Resolution 20- Approving Increase to Fire Relief Pension Fund of the Howard Lake Fire Relief Association.

ATTACHMENTS:

1. Resolution 20-17 Approving Increase to Howard Lake Fire Relief Association

**CITY OF HOWARD LAKE
RESOLUTION 20-17**

**RESOLUTION INCREASING THE HOWARD LAKE
FIREMAN'S RELIEF ASSOCIATION BENEFIT**

WHEREAS, the Howard Lake Fireman's Relief Association has requested an increase in benefits of \$200 per year effective January 1, 2021

WHEREAS, the city contribution will not exceed budgeted payments in mandatory city contributions.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Howard Lake, Minnesota approves the following;

1. A revision to the Howard Lake Fireman's Association by-laws that reads as follows:
 - a) ARTICLE VII section 1: The association shall pay such member the sum of \$2000 for each year served as an active firefighter in the Howard Lake Fire Department.
 - b) ARTICLE VIII section 1: to the estate of such deceased member, the sum of \$2000 for each year that the deceased member served as an active firefighter in the Howard Lake Fire Department.
 - c) ARTICLE VIII section 2: The sum of \$2000 for each year served as an active firefighter in said fire department.

PASSED AND ADOPTED this 17th day of November 2020.

Peter Zimmerman, Mayor

ATTEST:

Nicholas Haggemiller, City Administrator-Clerk



HOWARD LAKE CITY COUNCIL MEETING

NOVEMBER 17, 2019

AGENDA ITEM: Consider Resolution Certifying Delinquent Utility Fees and Charges to Property Taxes

SECTION: Consent

FROM: Shari Zander, Accountant/Treasurer

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 November 17, 2020. 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 20-18 Certifying Delinquent Utility Fees and Charges to Property Taxes.

ATTACHMENTS:

1. Resolution 20-18

**CITY OF HOWARD LAKE
20-18**

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 2021 property taxes.

PASSED AND ADOPTED this 17th day of November 2020.

Peter Zimmerman, Mayor

ATTEST:

Nicholas Haggenmiller, City Administrator-Clerk



HOWARD LAKE CITY COUNCIL MEETING

November 17, 2020

AGENDA ITEM: Wellhead Protection Plan

SECTION: New Business

FROM: Meagan Theisen, City Administrator

BACKGROUND:

Staff is in the beginning stages of creating a Wellhead Protection Plan. Part 1 of the plan has been prepared by the State of Minnesota Department of Health and is attached for Council Approval. This part includes the wellhead protection area and drinking water supply management area for the City.

Met with MDH to introduce the concept of the WHP. Over the last year, staff with MDH has prepared the Part 1 Draft of our WHP. Moving forward, we will have more engagement at the staff level and with relevant stakeholders to finalize the WHP.

The City is also getting assistance from the Robyn Hoerr with the Minnesota Rural Water Association. She will be at the Council meeting to provide further information on Wellhead Protection.

COUNCIL ACTION REQUESTED: Approve Part 1 of the Wellhead Protection Plan.

FINANCIAL: We will have to engage the city engineer and related consultants to assist in the completion of this plan. Bolton and Menk completed WHP for the City of Cokato, which has a very similar scope to that of Howard Lake – at a cost of \$14,000. Following the next meeting we have scheduled on 11.30.20 a full scoping discussion will occur. Based on that discussion BMI will draft a services and fee agreement for future consideration by the council.

LEGAL: The Minnesota Department of Health requires all municipalities to adopt a Wellhead Protection Plan.

ATTACHMENTS:

1. Howard Lake Part 1 Final Draft
2. Howard Lake Wellhead Protection Program & Timeline

Hydrogeologic Assessment of the Drinking Water Source and Wells for the City of Howard Lake

DELINEATIONS – WELLHEAD PROTECTION AREA AND DRINKING WATER
SUPPLY MANAGEMENT AREA

VULNERABILITY ASSESSMENTS – WELLS AND DRINKING WATER SUPPLY
MANAGEMENT AREA

November 13, 2020

Hydrogeologic Assessment of the Drinking Water Source and Wells for Howard Lake

Public Water Supply ID: 1860010

Howard Lake Public Works
625 Eighth Avenue
Howard Lake, Minnesota 55349
320-583-2332
troy.zwilling@howard-lake.mn.us
<https://www.howard-lake.mn.us/>

Contents

Contact Information.....	I
Glossary of Terms	II
Acronyms	III
Summary	1
Technical Report	4
Discussion	4
Assessment of the Data Elements	4
General Descriptions.....	4
Delineation of the Wellhead Protection Area	6
Delineation of the Drinking Water Supply Management Area	11
Vulnerability Assessments	12
Recommendations	13
Selected References.....	13
Figures.....	14
Appendix A: Data Elements Assessment	20

List of Tables

Table 1 - Water Supply Well Information	1
Table 2 - Isotope and Water Quality Results	2
Table 3 - Description of the Local Hydrogeologic Setting.....	5
Table 4 - Description of WHPA Delineation Criteria	6
Table 5 - Annual Volume of Water Discharged from Water Supply Wells.....	8
Table 6 - Model Parameters Used in MLAEM Base Case and Uncertainty Runs.....	11
Table 7 - Ranges of Values Used for the Oneka Model	11

List of Figures

Figure 1: Drinking Water Supply Management Area and Vulnerability	3
Figure 2: Ambient Groundwater Flow Field.....	15
Figure 3: Trends of Geologic Cross-Sections.....	16
Figure 4: Geologic Cross-Section A - A'	17
Figure 5: Geologic Cross-Section B - B'	18
Figure 6: Groundwater Capture Zones MLAEM and ONEKA	19

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

Signature:  Date 10/23/2020

Printed Name: John Woodside

License Number: 55398

Contact Information

Wellhead Protection Manager

Meagan Thiesen, Assistant City Administrator
320-543-3670

State and Local Technical Assistance Planning Staff

Robyn Hoerr, Minnesota Rural Water Association Planner
218-821-5028
Robyn.Hoerr@mrwa.com

MDH Source Water Protection Hydrologist

Luke Pickman, Minnesota Department of Health Source Water Protection Hydrologist
651-2020-4678
luke.pickman@state.mn.us

Licensed Hydrologist

John Woodside, Minnesota Department of Health Source Water Protection Hydrologist
651-201-4658
John.Woodside@state.mn.us

Glossary of Terms

Data Element. A specific type of information required by the Minnesota Department of Health to prepare a wellhead protection plan.

Drinking Water Supply Management Area (DWSMA). The area delineated using identifiable land marks that reflects the scientifically calculated wellhead protection area boundaries as closely as possible (Minnesota Rules, part 4720.5100, subpart 13).

Drinking Water Supply Management Area Vulnerability. An assessment of the likelihood that the aquifer within the DWSMA is subject to impact from land and water uses within the wellhead protection area. It is based upon criteria that are specified under Minnesota Rules, part 4720.5210, subpart 3.

Emergency Response Area (ERA). The part of the wellhead protection area that is defined by a one-year time of travel within the aquifer that is used by the public water supply well (Minnesota Rules, part 4720.5250, subpart 3). It is used to set priorities for managing potential contamination sources within the DWSMA.

Inner Wellhead Management Zone (IWMZ). The land that is within 200 feet of a public water supply well (Minnesota Rules, part 4720.5100, subpart 19). The public water supplier must manage the IWMZ to help protect it from sources of pathogen or chemical contamination that may cause an acute health effect.

Wellhead Protection (WHP). A method of preventing well contamination by effectively managing potential contamination sources in all or a portion of the well's recharge area.

Wellhead Protection Area (WHPA). The surface and subsurface area surrounding a well or well field that supplies a public water system, through which contaminants are likely to move toward and reach the well or well field (Minnesota Statutes, section 103I.005, subdivision 24).

Well Vulnerability. An assessment of the likelihood that a well is at risk to human-caused contamination, either due to its construction or indicated by criteria that are specified under Minnesota Rules, part 4720.5550, subpart 2.

Acronyms

CWI - County Well Index

DNR - Minnesota Department of Natural Resources

EPA - United States Environmental Protection Agency

FSA - Farm Security Administration

MDA - Minnesota Department of Agriculture

MDH - Minnesota Department of Health

MGS - Minnesota Geological Survey

MLAEM - Multi Layer Analytic Element Model

MnDOT - Minnesota Department of Transportation

MnGEO - Minnesota Geospatial Information Office

MPCA - Minnesota Pollution Control Agency

NRCS - Natural Resource Conservation Service

SWCD - Soil and Water Conservation District

UMN - University of Minnesota

USDA - United States Department of Agriculture

USGS - United States Geological Survey

Summary

Protection Areas - The recharge area for the wells is known as the wellhead protection area, or WHPA, and represents the area that contributes water to the city's wells within a 10-year time period. The area that contributes water within a one-year time period is known as the emergency response area, or ERA. Practical reasons require the designation of a management area that fully envelops the wellhead protection area, called the drinking water supply management area, or DWSMA. Each of these areas is shown in Figure 1.

Geology and Groundwater Flow – Howard Lake has two primary wells screened in a sand aquifer that is buried beneath a layer of clay-rich sediment. Such aquifers are known generically as Quaternary Buried Artesian Aquifers (QBAA). The depths of the wells are represented in Table 1. Regionally, groundwater flow is to the northeast.

Table 1 - Water Supply Well Information

Local Well ID	Unique Number	Use/ Status	Casing Diameter (inches)	Casing Depth (feet)	Well Depth (feet)	Date Constructed/ Reconstructed	Aquifer	Well Vulnerability
Well #3	215449	Primary	12	138	148	2/1/1970	QBAA	Not Vulnerable
Well #4	440421	Primary	12	93	131	6/9/1988	QBAA	Not Vulnerable

Well Vulnerability - The vulnerability of each well has been assessed based on 1) well construction details, especially conformance with standards required by the state well code, 2) the geologic sensitivity of the aquifer, and 3) past monitoring results. Well #4 (440421) meets current state well construction standards and draws water from an aquifer that is geologically protected. However, it is unknown if Well #3 (215449) meets these standards due to the lack of grouting information available. Water samples from the wells lacked detectable tritium (detection indicates the presence of young water); they are not considered vulnerable at this time (Table 2). This is reinforced by the low chloride/bromide ratios presented below.

Table 2 - Isotope and Water Quality Results

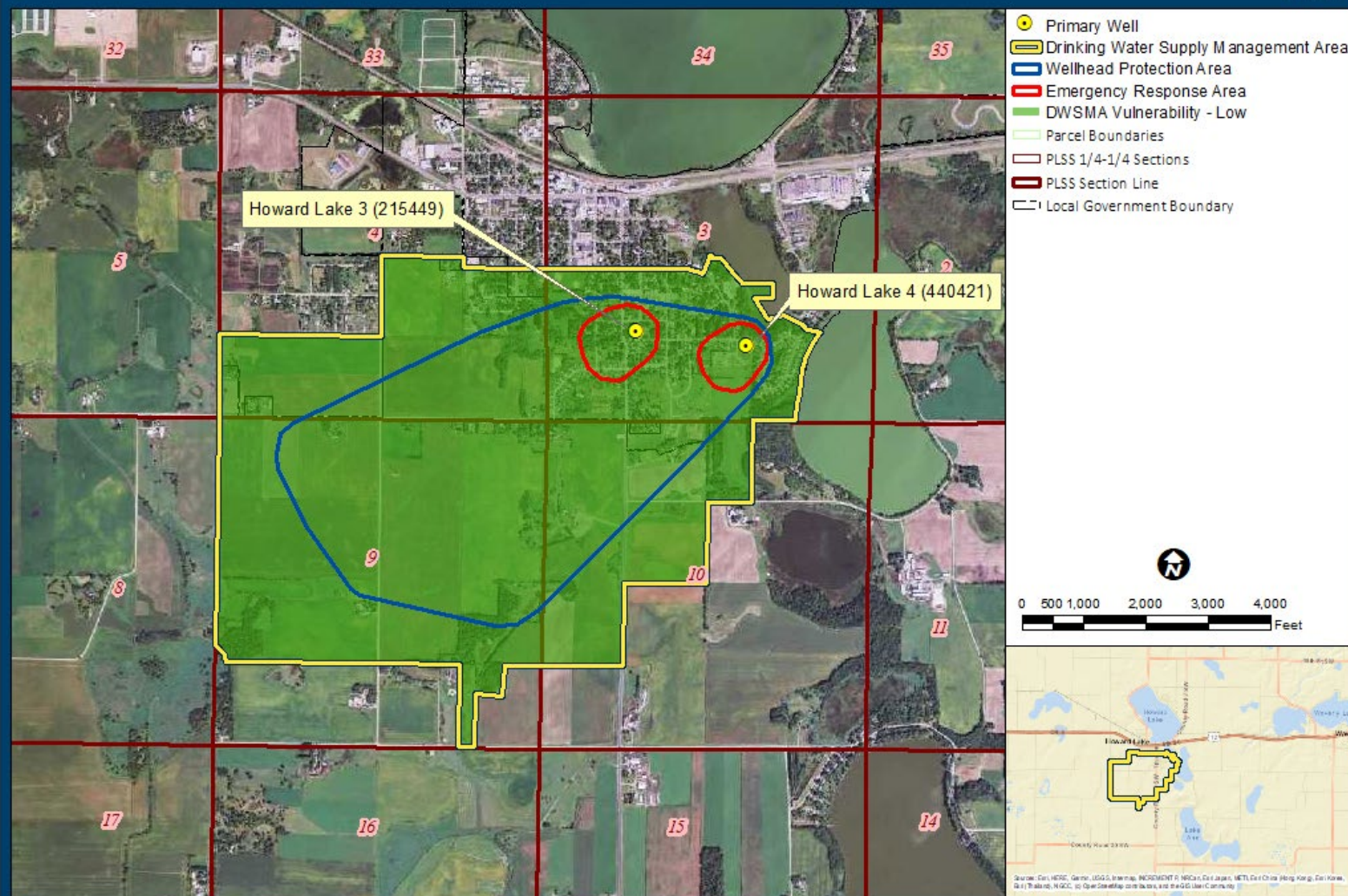
Well Name (Unique Number)	Tritium 11/16/2012	Nitrate (mg/L) 7/15/2014	Chloride (mg/L) 6/26/2013	Bromide (mg/L) 6/26/2013	Chloride/ Bromide Ratio	Arsenic (µg/L) 6/26/2013
Well #3 (215449)	< 0.8	< 0.05	1.62	0.0299	54	22.2
Well #4 (440421)	-	< 0.05	1.88	0.0321	59	16.4

DWSMA Vulnerability - The vulnerability of the city's aquifer throughout the DWSMA is based on the geologic sensitivity ratings of wells and their monitoring data. Based on this information MDH has assigned a low vulnerability to the DWSMA. This suggests that the clay-rich sediments that overlie the city's aquifer prevent water and contaminants from moving quickly from the land surface into the city's aquifer and implies a time of travel of decades or longer. The principal threats to this aquifer are unsealed abandoned wells that penetrate through this clay layer. Such wells are approximately 138 feet or greater in depth in the Howard Lake area.

Water Quality Concerns - At present, none of the contaminants for which the Safe Drinking Water Act has established health-based standards has been found above maximum allowable levels in the city's water supply, nor are any present at one-half of those levels. However, arsenic has been detected at low levels.

Recommendations - Recommendations have been generated to improve future delineations and vulnerability assessments and should be considered for inclusion as management strategies in the city's wellhead protection plan. These activities include: well locating, water quality monitoring, and aquifer testing. Further details can be found in the Recommendations section of this report.

Figure 1
Drinking Water Supply Management Area and Vulnerability
Howard Lake



Technical Report

Discussion

The Minnesota Department of Health (MDH) developed Part I of the wellhead protection (WHP) plan at the request of the city of Howard Lake (PWSID 1860010). The work was performed in accordance with the Minnesota Wellhead Protection Rule, parts 4720.5100 to 4720.5590.

This report presents delineations of the wellhead protection area (WHPA) and drinking water supply management area (DWSMA), and the vulnerability assessments for the public water supply wells and DWSMA. Figure 1 shows the boundaries for the WHPA and the DWSMA. The WHPA is defined by a 10-year time of travel. Figure 1 also shows the emergency response area (ERA), which is defined by a one-year time of travel. An inner wellhead management zone (IWMZ), which is the area within a 200-foot radius around the well, serves as the wellhead protection area for emergency wells and is not displayed in this report. Definitions of rule-specific terms used are provided in the “Glossary of Terms.”

In addition, this report documents the technical information required to prepare this portion of the WHP plan in accordance with the Minnesota Wellhead Protection Rule. Additional technical information is available from MDH.

Table 1 lists all the wells in the public water supply system. Only wells listed as primary are required to be included in the WHP plan.

Assessment of the Data Elements

MDH staff met with representatives of Howard Lake on November 14, 2019, for a scoping meeting that identified the data elements required to prepare Part I of the WHP plan. Appendix A presents the assessment of these data elements relative to the present and future implications of planning items specified in Minnesota Rules, part 4720.5210.

General Descriptions

Description of the Water Supply System

Howard Lake obtains its drinking water supply from two primary wells. Table 1 summarizes information regarding them.

Description of the Hydrogeologic Setting

Howard Lake draws groundwater from a glacial sand and gravel aquifer found approximately 90 feet below the land surface (identified as 'cg' in the Wright County Geologic Atlas). This aquifer is overlain by a thick portion of the Moland Member of the New Ulm Formation and further protected by a layer of clay-rich sediments resulting in a designation of Quaternary Buried Artesian Aquifer (QBAA) (Meyer et al, 2018). Its thickness is estimated to be approximately 41 feet near the city well field, with groundwater flowing to the northeast in this area.

A description of the hydrogeologic setting for the aquifer used to supply drinking water is presented in Table 3.

Table 3 - Description of the Local Hydrogeologic Setting

Attribute	Descriptor	Data Source
Aquifer Material	Unconsolidated Sand	CWI
Porosity Type and Value	20 percent	Fetter, 2001
Aquifer Thickness	Approximately 41 feet (12.5 meters)	CWI
Stratigraphic Top Elevation	Approximately 914 feet AMSL near city well field	CWI
Stratigraphic Bottom Elevation	Approximately 873 feet AMSL near city well field	CWI
Hydraulic Confinement	Confined	CWI
Transmissivity	Range of Values: 3,612 – 6,339 ft ² /day (336 – 589 m ² /day)	A range of transmissivity values was used to reflect changes in aquifer composition and thickness as well as uncertainties related to the quality of existing aquifer test data. See Table 4 for the reference value.

Attribute	Descriptor	Data Source
Hydraulic Conductivity	Range of Values: 88 – 155 ft/day (26.9 – 47 m/day)	The aquifer test plan was approved on July 29, 2020, and conductivity was determined using specific capacity calculations.
Groundwater Flow Field	Groundwater flow is to the northeast with an approximate compass direction of 58° and gradient of 0.003191 (Figure 2).	Defined by using static water level elevations from well records in the CWI database and documents listed in the “Selected References” section of this report.

The distribution of the aquifer and its stratigraphic relationships with adjacent geologic materials are shown in Figures 3, 4, and 5. They were prepared using well record data contained in the CWI database. The geological maps and studies used to further define local hydrogeologic conditions are provided in the “Selected References” section of this report.

Delineation of the Wellhead Protection Area

Delineation Criteria

The boundaries of the WHPA for Howard Lake are shown in Figure 1. Table 4 describes how the delineation criteria specified under Minnesota Rules, part 4720.5510, were addressed.

Table 4 - Description of WHPA Delineation Criteria

Criterion	Description	How the Criterion was Addressed
Flow Boundary	Other High-Capacity Wells	There are no nearby high capacity wells within two miles of the Howard Lake wells.
Daily Volume of Water Pumped	See Table 5	Pumping information was obtained from the DNR, Appropriations Permit Number 1984-3227, and was converted to a daily volume pumped by a well.

Criterion	Description	How the Criterion was Addressed
Groundwater Flow Field	See Figure 2	The groundwater flow field was determined from local well data and input explicitly into MLAEM and capture zones were calculated based on the flow field. Oneka was used to evaluate the uncertainty of the wells' capture areas based on the simplified conceptual model and regional flow, recharge and local well data.
Aquifer Transmissivity (T)	Reference Value: 3,694 ft ² /day (343.2 m ² /day)	T is based on hydraulic conductivity values derived from specific capacity data. Uncertainty regarding aquifer transmissivity was addressed as described in Section 2.4.6.
Time of Travel	10 years	The public water supplier selected a 10-year time of travel.

Pumping data was obtained from the DNR Permit and Reporting System (MPARS) for the public water supply's Appropriations Permit Number 1984-3227. These values, confirmed by the public water supplier, were used to identify the maximum volume of water pumped annually by each well over the previous five-year period, as shown in Table 5. An estimate of the pumping for the next five years is also shown. The maximum daily volume of discharge used as an input parameter in the model was calculated by dividing the greatest annual pumping volume by 365 days.

Table 5 - Annual Volume of Water Discharged from Water Supply Wells

Well Name	Unique Number	2014	2015	2016	2017	2018	2022 Pumping	Daily Volume (cubic meters)
Well #3	215449	29.771	29.713	26.120	30.782	40.625	40.625	421
Well #4	440421	21.144	22.079	22.624	29.869	31.923	31.923	331

(Expressed in millions of gallons. Bolding indicates greatest annual pumping volume.)

Method Used to Delineate the Wellhead Protection Area

The WHPA for Howard Lake's wells were determined using a combination of two methods. The first method involved calculating the groundwater capture zones deterministically using representative aquifer parameters that were input into MLAEM, a groundwater modeling code (Strack, 1989). The second method used the stochastic analytical groundwater flow method Oneka (Barnes and Soule, 2002). The resulting WHPA boundaries are a composite of the capture zones calculated using these two approaches (Figure 1). The input files and related information are available at MDH upon request.

MLAEM: The MLAEM Code was selected because it is a quantitative method capable of simulating both simple and complex groundwater flow processes, including the influence of vertical infiltration and the pumping influence of multiple high-capacity wells, if necessary. Here, it produces a conservative estimate because aquifer recharge is not used as an input parameter. It is appropriate to use MLAEM for this particular delineation because no flow boundaries were directly observed in drillers' logs in the area around the primary public water supply wells, at least in the areas defined by a one-year and a 10-year time of travel.

Oneka Model: Oneka was used to assess the probability of impacts that local variations in hydrogeologic conditions may have on a well capture zone. This model treats the aquifer properties and the available water level measurements as variable input parameters. The locations of wells, water levels, and the aquifer geometry were evaluated using information from the CWI database. For the solution, Oneka finds the flow field that best fits the network of water level elevations by varying the values of the aquifer thickness and transmissivity. Oneka then evaluates the probability of the capture of a given point based on the number of times it is included in the capture areas generated by the total number of solutions. The output from the model is a capture zone probability map for the specified time of travel (10 years).

The combined output from the MLAEM and Oneka models were composited to create the final WHPA (Figure 1).

Results of Model Calibration and Sensitivity Analysis

Model calibration is a procedure that compares the results of a model based on estimated input values to measured or known values. This procedure can be used to define model validity over a range of input values, or it helps determine the level of confidence with which model results may be used. As a matter of practice, groundwater flow models are usually calibrated using water elevation or flux.

There is nothing to calibrate for the MLAEM delineation because it is based on calculating flowpath lines using equations that reflect 1) a constant pumping rate, 2) direction of groundwater flow, 3) hydraulic gradient, 4) aquifer thickness, 5) aquifer permeability, and 6) aquifer porosity. As such, it is a simple calculation of the portion of the aquifer that contributes water, based on the width of the flow field that is affected by pumping.

The Oneka Model is used to support the MLAEM results by using an iterative process which provides the best fit for the ranges of values assigned to its input parameters. This helps to define the subset of values for which the delineation results are most likely to reflect local hydrogeologic conditions and, therefore, provide the best calibration results.

Model sensitivity is the amount of change in model results caused by the variation of a particular input parameter. Because of the simplicity of the MLAEM, the direction and extent of the modeled capture zone may be very sensitive to any of the input parameters:

- The pumping rate directly affects the volume of the aquifer that contributes water to the well. An increase in pumping rate leads to an equivalent increase in the volume of aquifer within the capture zone, proportional to the porosity of the aquifer materials. However, the pumping rate is based on the results presented in Table 5 and, therefore, is not a variable factor that will influence the delineation of the WHPA.
- The direction of groundwater flow determines the orientation of the capture area. Variations in the direction of groundwater flow will not affect the size of the capture zone but are important for defining the areas that are the source of water to the well. The ambient groundwater flow field defined in Figure 2 provides the basis for determining the extent to which each model run reflects the conceptual understanding of the orientation of the capture area for a well.
- A hydraulic gradient of zero produces a circular capture zone, centered on the well. As the hydraulic gradient increases, the capture zone changes into an elliptical shape, with the well centered on the down-gradient focal point. The hydraulic gradient was determined by using water level elevations that were taken from wells that have verified locations (Figure 2). Generally, the accuracy of the hydraulic gradient determination is directly proportional to the amount of available data that describes the distribution of hydraulic head in the aquifer.
- The aquifer thickness, hydraulic conductivity, and porosity influence the size and shape of the capture zone. A decrease in porosity causes a linear, proportional increase in the areal extent of the capture zone; whereas thickness and hydraulic conductivity each

factor into the transmissivity, which defines the relative proportions of the capture zone width to length. A decrease in thickness or hydraulic conductivity decreases the length of the capture zone and increases the distance to the stagnation point, making the capture zone more circular in shape and centered around the well.

Addressing Model Uncertainty

Using computer models to simulate groundwater flow involves representing a complicated natural system in a simplified manner. Local geologic conditions may vary within the capture areas of the public water supply wells, but the amount of existing information needed to accurately define this degree of variability is often not available for portions of the WHPA. In addition, the current capabilities of groundwater flow models may not be sufficient to represent the natural flow system exactly. However, the results are valid within a range defined by the reasonable variation of input parameters for this delineation setting.

The MLAEM Code, used as it was in this delineation, has limited capabilities in addressing these kinds of uncertainties, other than by using multiple runs in which the direction of ambient flow is varied. The uncertainty associated with the MLAEM results from 1) the model limitations mentioned above and 2) the fact that the model cannot be calibrated.

The steps employed for this delineation to address model uncertainty were:

1. Pumping Rate - For each well, a maximum historical (five-year) pumping rate or an engineering estimate of past/future pumping, whichever is greater (Minnesota Rules, part 4720.5510, subpart 4).
2. Ambient Flow Field – In the MLAEM, a composite of capture zones created from angles of flow that are 10 degrees greater and 10 degrees lesser than the representative angle of ambient flow (Minnesota Rules, part 4720.5510, subpart 5, B(2)).
3. Hydraulic Conductivity – The Oneka Model simulated the estimated range of hydraulic conductivity values for the city's aquifer based on available specific capacity data (Table 7).

Capture areas were developed for a range of groundwater flow directions, aquifer permeabilities, and times of travel of one and of 10 years (Figure 6). As the model code uses constant input values for each run, several runs were required to include all variations in input parameters. Table 6 documents the variables used to address MLAEM uncertainty.

Table 6 - Model Parameters Used in MLAEM Base Case and Uncertainty Runs

File Name	Well Name	Discharge (cubic meters per day)	Transmissivity (meters squared per day)	Gradient	Flow Angle	Porosity (%)	Aquifer Thickness (meters)
HowardLake.dat	Well #3 (215449)	421	343	0.003191	48	20	12.5
					58		
					68		
	Well #4 (440421)	331	343	0.003191	48	20	12.5
					58		
					68		

For the Oneka Model, uncertainty related to water levels reported on well records is based on the accuracy of the ground elevation assigned to the well using topographic maps and the transient variability of the water levels in the aquifer over time.

The Oneka Model helps to address uncertainties related to aquifer parameters as variations of the flow field. A 10-year capture zone probability map (Figure 6) was generated for the public water supply wells; the values used for the Oneka Model are shown in Table 7. The Oneka results fit well with the capture zones calculated by MLAEM. The probability map for the public water supply wells shows that uncertainty of the capture zone increases as the distances from the public water supply wells increase (Figure 6).

Table 7 - Ranges of Values Used for the Oneka Model

Well Number	File Name	Hydraulic Conductivity (meters/day)	Thickness (meters)	Porosity (%)
Well #3 (215449)	HowardLake.one	26.9 – 47.1	12.5	20
Well #4 (440421)	HowardLake.one	26.9 – 47.1	12.5	20

Delineation of the Drinking Water Supply Management Area

The boundaries of the Drinking Water Supply Management Area (DWSMA) were defined for Howard Lake using the following features (Figure 1):

- Center-lines of highways, streets, roads, or railroad rights-of-ways
- Public Land Survey coordinates
- Property or fence lines

Vulnerability Assessments

The Part I wellhead protection plan includes the vulnerability assessments for Howard Lake's wells and DWSMA. These vulnerability assessments are used to help define potential contamination sources within the DWSMA and select appropriate measures for reducing the risk that they present to the public water supply.

Assessment of Well Vulnerability

The vulnerabilities for each well used by Howard Lake are listed in Table 1 and are based upon the following conditions:

1. The construction of primary Well #4 (440421) meets current State Well Code specifications (Minnesota Rules, part 4725), meaning that it should not provide a pathway for contaminants to enter the aquifer used by the public water supplier. However, it is unknown if primary Well #3 (215449) meets these same construction standards due to lack of grouting information.
2. The geologic conditions at the well sites include a cover of clay-rich geologic materials over the aquifer that is sufficient to retard or prevent the vertical movement of contaminants.
3. None of the human-caused contaminants regulated under the federal Safe Drinking Water Act have been detected at regulatory levels.
4. Water samples were collected from Well #3 and Well #4 and were analyzed for a variety of constituents (Table 2). No tritium or nitrate was detected in the samples, confirming the non-vulnerable nature of the wells (Alexander and Alexander, 1989). In addition, the chloride and bromide results from Well #3 confirm that the wells have not been impacted by land-use activities (Mullaney et. al, 2009).

Assessment of Drinking Water Supply Management Area Vulnerability

The DWSMA vulnerability is shown in Figure 1 and is based upon the following information:

1. Water chemistry data from wells located within the DWSMA indicate that the aquifer contains water that has no detectable levels of tritium or human-caused contamination.
2. Review of the geologic logs contained in the CWI database, geological maps, and reports indicate the aquifer exhibits a low geologic sensitivity throughout the DWSMA and is isolated from the direct vertical recharge of surface water.
3. Arsenic, which is a naturally-occurring contaminant, has been detected in the water from public water supply Well #3 and Well #4. (Table 2). The presence of a naturally-occurring contaminant does not indicate that there is a direct pathway between the aquifer and potential contamination sources that occur at or near the land surface.

Therefore, given the information currently available, it is prudent to assign a low vulnerability rating to the DWSMA, in accordance with the Minnesota Wellhead Protection Rule (parts 4720.5100 to 4720.5590).

Recommendations

The following recommendations have been generated to inform the next amendment of Howard Lake Wellhead Protection Plan.

1. Well Locating: If wells are constructed within two-miles of the city or one mile of the DWSMA, their locations should be verified. This information may allow a better understanding of the extent and thickness of the city's aquifer and the overlying clay confining units and result in a more refined WHPA in the future.
2. Water Quality Monitoring: Sample Wells 3 and 4 (or whatever primary wells exist at that time) for vulnerability parameters in year six of plan development, determined in consultation with MDH (likely tritium, chloride, bromide, nitrate and ammonia) and dependent on available funding. The city may need to collect the samples and ship them to MDH. Information generated by this sampling will be used to refine vulnerability assessments for the next amendment.
3. Aquifer Testing: The aquifer properties used in this delineation are based on specific capacity data collected at the city wells and other nearby wells completed within the aquifer. To refine the delineation, aquifer test data should be collected from one, or both, of the primary city wells at some time between years five and seven of the Wellhead Protection Plan, with assistance from MDH and depending on any limitations that may exist for sustained well use, water storage or disposal.

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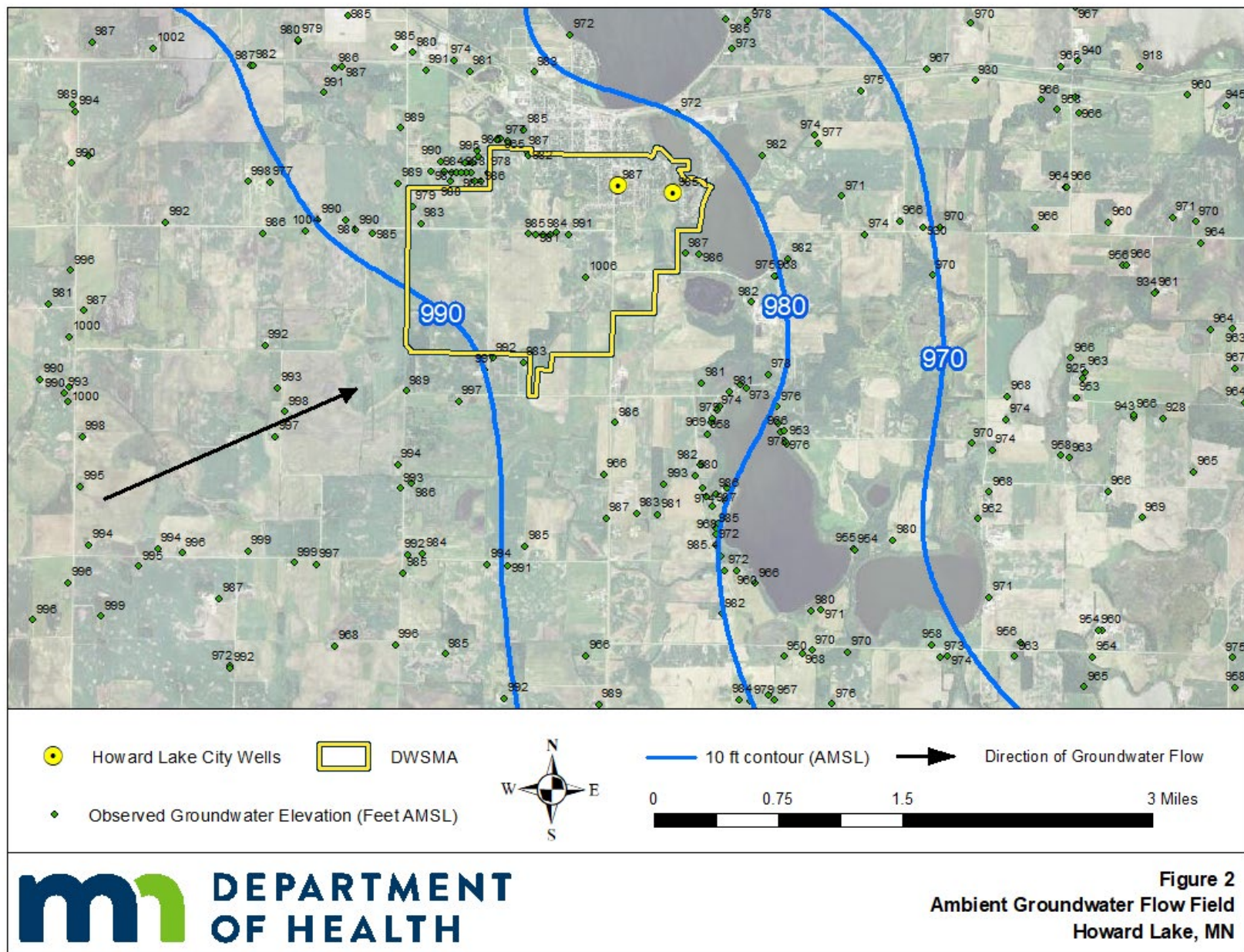
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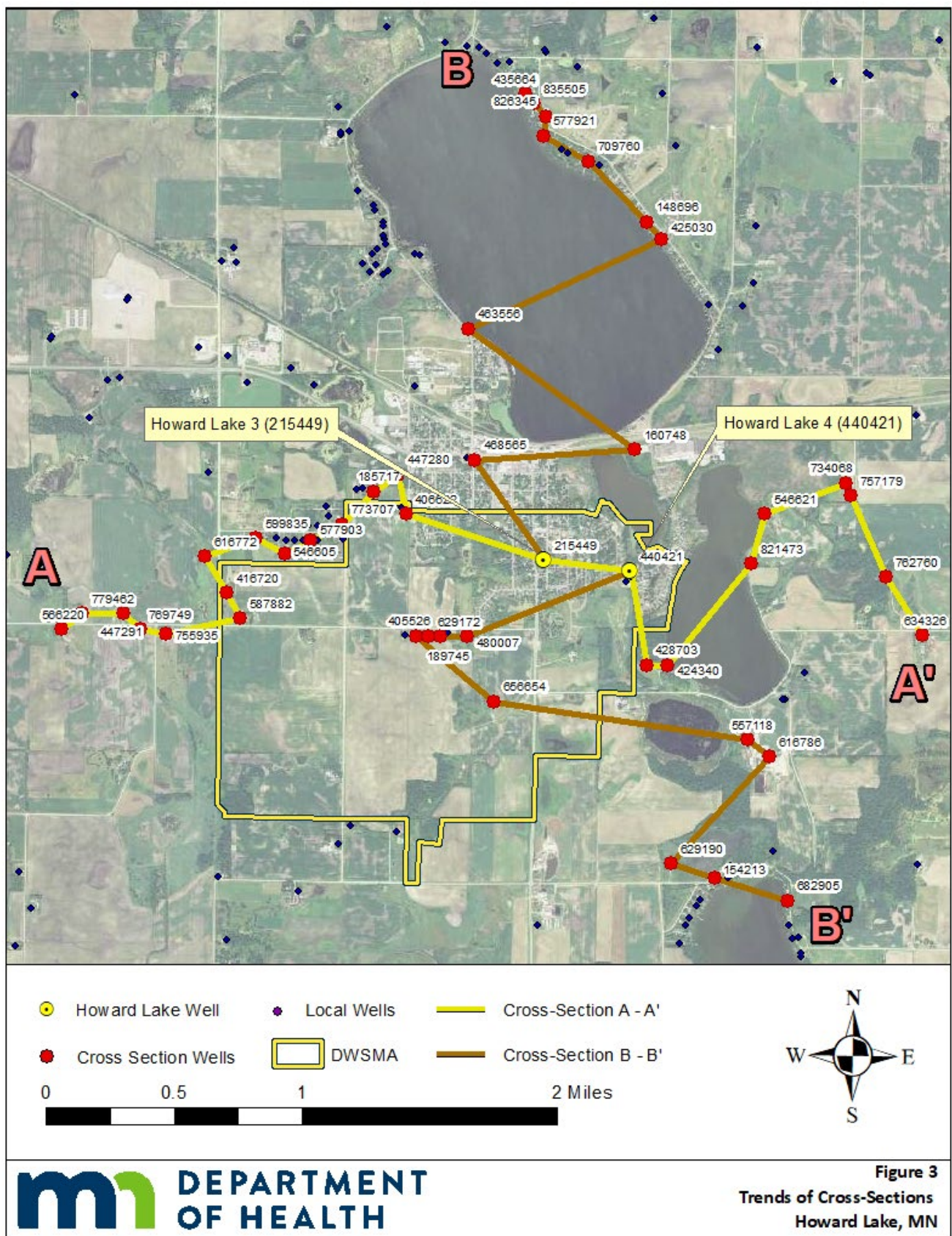
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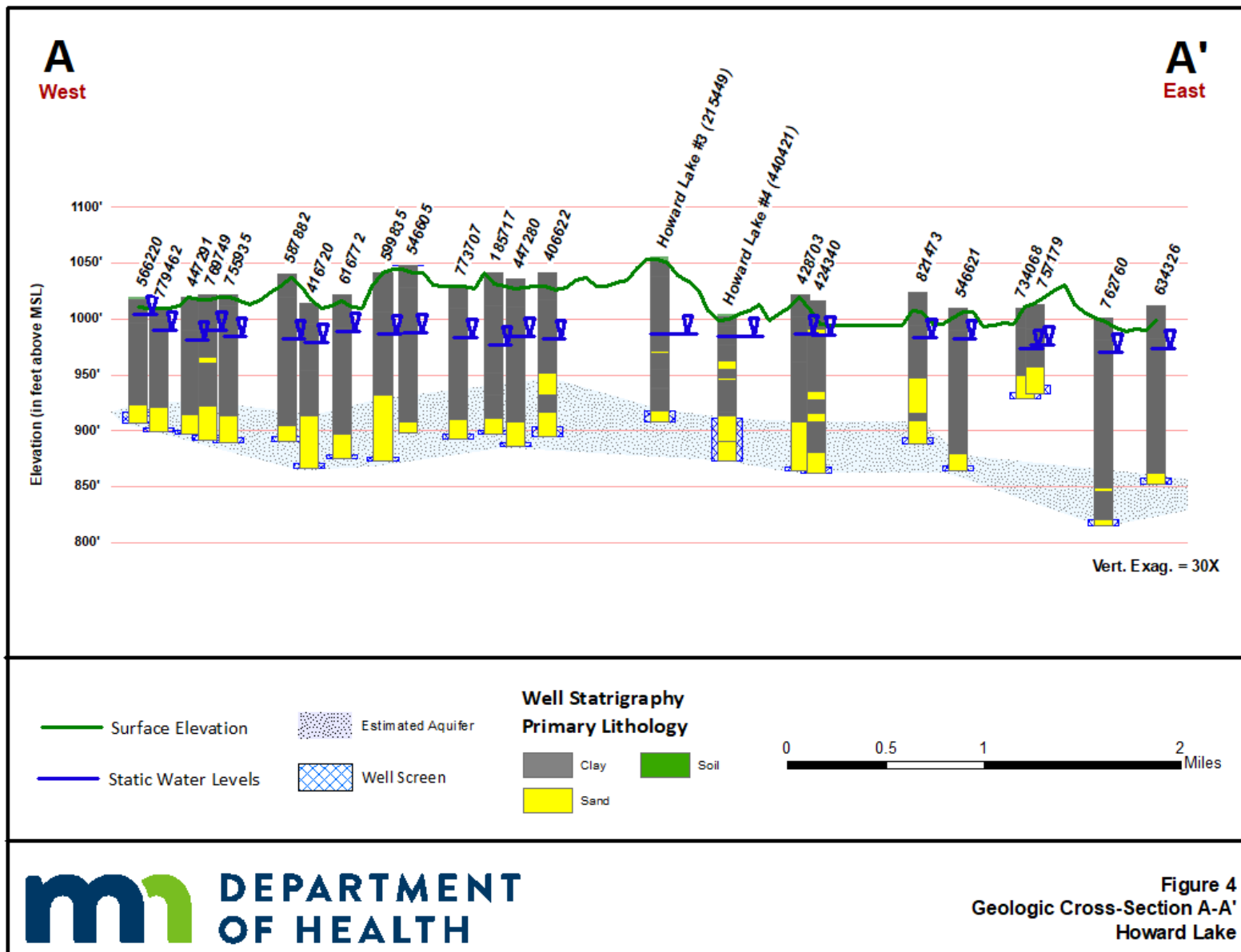
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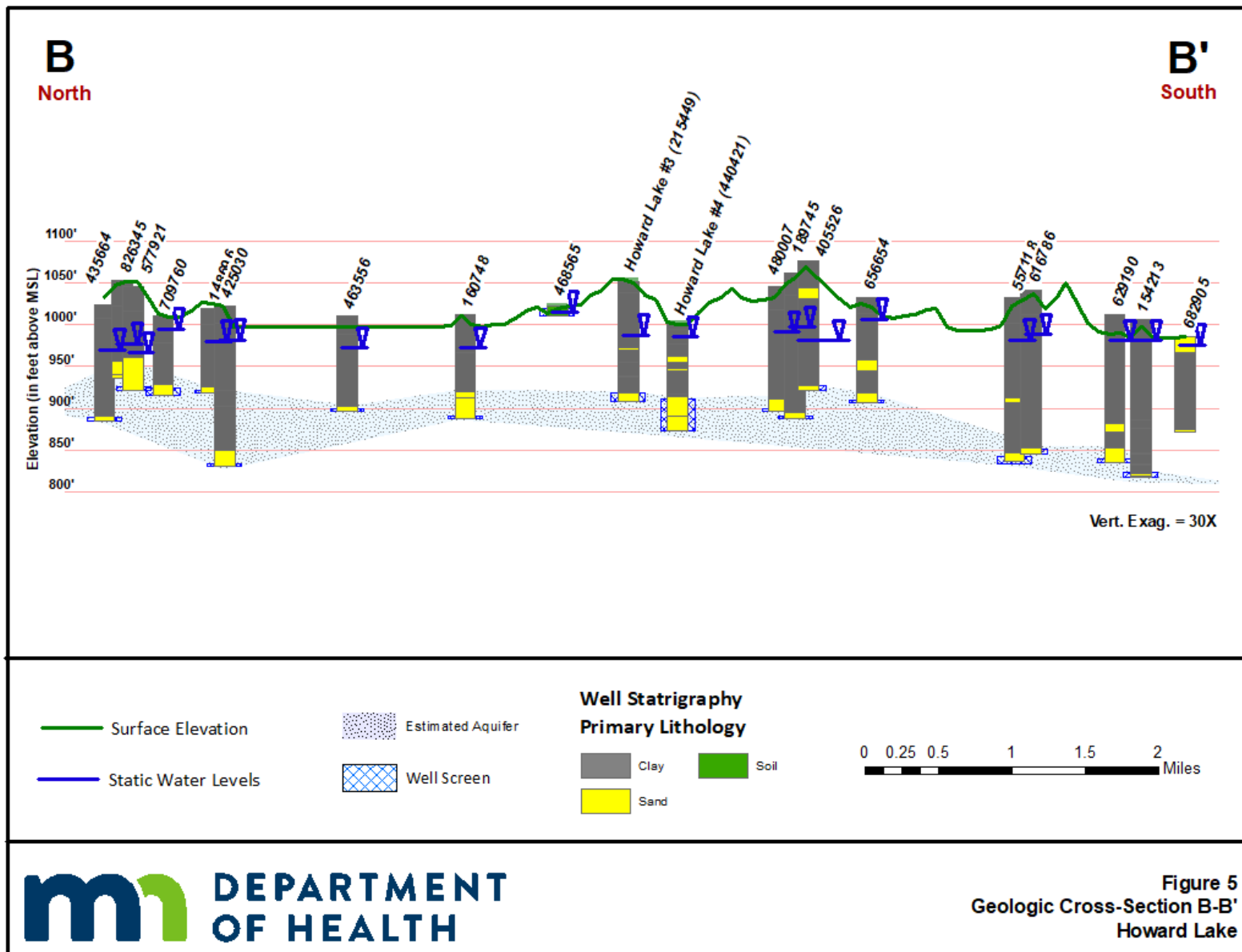
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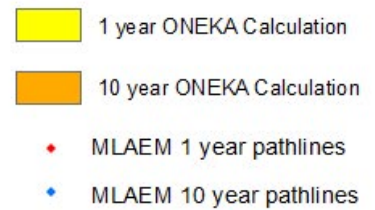
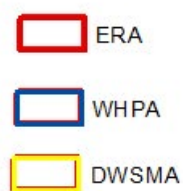
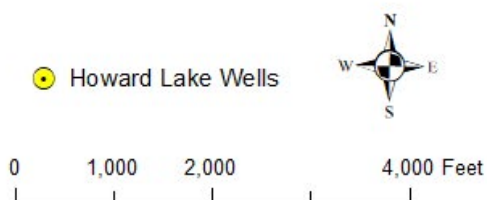
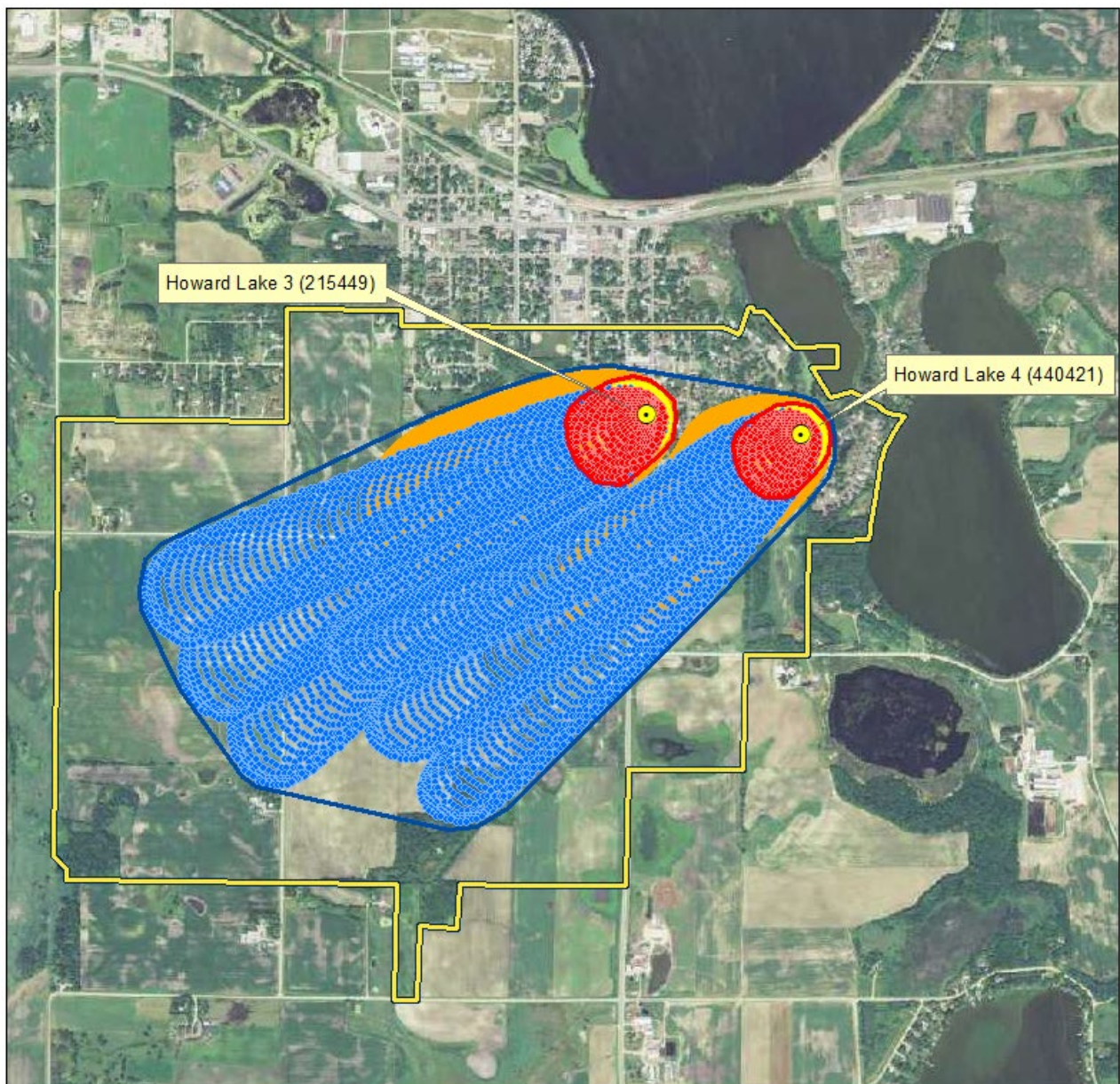
Figures











Appendix A: Data Elements Assessment

Data Type	Data Element	Use of the Well(s)	Delineation Criteria	Quality and Quantity of Well Water	Land and Groundwater Use in DWSMA	Data Source
Climate	Precipitation					
Geology	Maps and geologic descriptions	M	H	H	H	MGS, USGS
Geology	Subsurface data	M	H	H	H	MGS, MDH
Geology	Borehole geophysics	M	H	H	H	Not Available
Geology	Surface geophysics	L	L	L	L	Not Available
Soils	Maps and soil descriptions					
Soils	Eroding lands					
Water Resources	Watershed units					
Water Resources	List of public waters					
Water Resources	Shoreland classifications					
Water Resources	Wetlands map					
Water Resources	Floodplain map					
Land Use	Parcel boundaries map	L	H	L	L	Wright County
Land Use	Political boundaries map	L	H	L	L	MnGEO
Land Use	Public Land Survey map	L	H	L	L	MnGEO
Land Use	Land use map and inventory					
Land Use	Comprehensive land use map					
Land Use	Zoning map					
Public Utility Services	Transportation routes and corridors	L	L	L	L	MnDOT, MnGEO
Public Utility Services	Storm/sanitary sewers and PWS system map					
Public Utility Services	Oil and gas pipelines map					
Public Utility Services	Public drainage systems map or list					
Public Utility Services	Records of well construction, maintenance, and use	H	H	H	H	Howard Lake, CWI, MDH
Surface Water Quantity	Stream flow data					
Surface Water Quantity	Ordinary high water mark data					
Surface Water Quantity	Permitted withdrawals					

Data Type	Data Element	Use of the Well(s)	Delineation Criteria	Quality and Quantity of Well Water	Land and Groundwater Use in DWSMA	Data Source
Surface Water Quantity	Protected levels/flows					
Surface Water Quantity	Water use conflicts					
Groundwater Quantity	Permitted withdrawals	H	H	H	H	DNR
Groundwater Quantity	Groundwater use conflicts	H	H	H	H	No relevant data found
Groundwater Quantity	Water Levels	H	H	H	H	No relevant data found
Surface Water Quality	Stream and lake water quality management classifications					
Surface Water Quality	Monitoring data summary					
Groundwater Quality	Monitoring data	H	H	H	H	MDH
Groundwater Quality	Isotopic data	H	H	H	H	MDH
Groundwater Quality	Tracer studies	H	H	H	H	No relevant data found
Groundwater Quality	Contamination site data	M	M	M	M	No relevant data found
Groundwater Quality	Property audit data from contamination sites					
Groundwater Quality	MPCA and MDA spills/release reports	M	M	M	M	No relevant data found

Definitions Used for Assessing Data Elements

- High (H): the data element has a direct impact
- Moderate (M): the data element has an indirect or marginal impact
- Low (L): the data element has little if any impact
- Shaded: the data element was not required by MDH for preparing this delineation

Acronyms used in this report are listed after the Glossary of Terms.



CITY OF HOWARD LAKE

Meagan Theisen, Assistant City Administrator

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

Phone: 320-543-3670 | Mdonahue@howard-lake.mn.us | www.howard-lake.mn.us

Date: 11/5/2020

To: Ms. Christine Husom, Chairperson, Wright County Board
Mr. Christopher Uecker, Chairperson, Wright Soil and Water Conservation District
John Clark, Ph.D., Sr. Environmental Scientist, Metropolitan Council Water Supply Planning
Mark Wettlaufer, Planning Supervisor, Minnesota Department of Health
Curt Forst, Howard Lake Watershed Alliance
Josh Halvorson, Bolton & Menk

From: Mr. Nick Haggenmiller, Administrator, City of Howard Lake

Re: City of Howard Lake Wellhead Protection Program

The City of Howard Lake is notifying neighboring and overlying units of government of its intent to develop a wellhead protection plan. The goal of the plan is to prevent human-caused contaminants from entering our water supply wells and to protect all who use our water supply from adverse health effects associated with groundwater contamination. This notice is required by the Minnesota Wellhead Protection Rule, part 4720.5300, subpart 3.

The entire project will take approximately 2 years to complete. Public informational meetings will be held throughout the process, with the first meeting will be November 17, 2020

In accordance with the wellhead protection rule, the following information must be included in this notice:

1. Wellhead Protection Manager: Meagan Theisen, Assistant City Administrator
City of Howard Lake
P.O. Box 736
Howard Lake, MN 55349
(320) 299-0001
2. Unique Well Numbers: 215449 (Well #3); 440421 (Well #4)
3. Date Wellhead Protection Plan Must Be Completed: November 15, 2022
4. General Project Work Plan: See attachment.
5. Missing Data Elements Needed for Wellhead Protection Plan: *(See attached list.)*
If your office is aware of or is in possession of the listed of these data items, please contact my office.

Also, if available, please submit: 1) any existing water and related land resource plans and official

controls; and 2) a description of conflicts, problems, or opportunities that you want examined and addressed in our wellhead protection plan. Thank you for your assistance in our wellhead protection efforts.

cc: Alicia O'Hard, Wright County Water Plan Coordinator, Wright Soil & Water Conservation District
Luke Johnson, Manager, Wright Soil and Water Conservation District
Trudi Witkowski, Minnesota Department of Health
Robyn Hoerr, Minnesota Rural Water Association
Sean Riley, Zoning Administrator, Wright County
Luke Steuwe, Minnesota Department of Agriculture

(9/30/2015)

Requested Data Items

1. Private well records, soil boring reports, geophysical studies, or water level measurements.
2. Reports that you have on-file relating to leaks/contamination sites that may be a concern to the Howard Lake drinking water supply.
3. Water chemistry data that would be relevant to the Howard Lake drinking water supply and wellhead protection planning effort, such as bacteria, virus, inorganic, organic, or isotopic results from wells or other groundwater sampling points, that is not currently available to MDH that MDH may review and copy.
4. Reports that you have in your files relating to groundwater tracer studies in the Howard Lake area that have been conducted.
5. Information about other high-capacity wells in the Howard Lake area that may not be permitted.

HOWARD LAKE--WELLHEAD PROTECTION (WHP) PLAN WORK PLAN

STEP	PROJECTED COMPLETION DATE (MONTH/YEAR)
PART I	
*Letter From MDH Initiating Plan Development	
Send Notice of Plan Development to Local Units of Government (LUGs)	October 2020
Appoint WHP Manager	October 15, 2020
Appoint WHP Team	October 15, 2020
Scoping 1 Meeting Held (MDH led)	November 30, 2019
*MDH Scoping 1 Decision (Letter)	November 6, 2020
Prepare Aquifer Test Plan and Submit to MDH	June 2020
*MDH Approval of Aquifer Test Plan	July 29, 2020
Delineate Wellhead Protection Area (WHPA)	November 2020
Delineate Drinking Water Supply Management Area (DWSMA)	January 2021
Conduct Vulnerability Assessment	March 2021
Submit Part I Plan: WHPA, DWSMA, and Vulnerability Assessment to MDH	April 2021
*MDH Approval of WHPA, DWSMA, and Vulnerability Assessment	April 2021
Submit Part I Plan: WHPA, DWSMA, and Vulnerability Assessment to LUGs	May 2021
Hold Public Informational/LUGs Meeting	June 2021
PART II	
Scoping 2 Meeting Held (MDH led)	July 2021
*MDH Scoping 2 Decision (Letter)	August 2021
Inventory Potential Contaminant Sources (PCSI)	September – December 2021
Prepare Management Portion of Plan ¹ (Part II Plan)	January – March 2022
Submit Draft Part II Plan and PCSI Data to MDH/MRWA for Review	April 2022
PCSI Endorsement by MDH	January 2022
Submit Draft Part II Plan to LUGs	June 2022
Consider Comments Received by LUGs ²	August 2022
Hold Public Hearing	September 2022
Submit Final Part II Plan to MDH	November 15, 2022
*MDH Review	January 2023
*MDH Approval	February 2023
Provide Notice to LUGs About Plan Approval	February 2023
Begin Plan Implementation	March 2023

¹ Prepare response to impact of changes on PWS well; issues, problems and opportunities; WHP goals; objectives and plan of action; evaluation program; alternate water supply; contingency strategy.

² Incorporate response to comments in plan.

* These steps are completed by MDH.

Highlighted text denotes deliverables, milestones, and submittal dates for the PWS.

Name of Person Completing This Form	Date
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HOWARD LAKE CITY COUNCIL MEETING

November 17, 2020

AGENDA ITEM: Discuss – Current & Ongoing Covid19 Pandemic Response

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND:

Covid19 exposure and infection rates are skyrocketing. The City Council is asked to review operations, services and terms related to pandemic response. The City is still operating under an emergency declaration from the early onset of the pandemic. However, most of the terms within the declaration have expired.

City Services

- City Offices will be open by appointment indefinitely. Residents will be encouraged to make payments online or by utility drop box. Most administrative functions are able to be completed online or by phone.
- Utility Clerk is furloughed until further notice.
- Training and redundancy in AP/AR is being completed this week.

Meetings & Events

- Council and Parks & Planning Commission will meet via GoToMeeting.
- Event Center & Community Room are open to use provided occupancy limits & CDC guidelines are followed.

Municipal Liquor Store

- The existing JPA has been recently discussed and the exchange of PT and management hours is available for use, if necessary. Currently, Laway is in quarantine awaiting test results.

Human Resources

- This City follows the attached incident response chain related to exhibiting symptoms, exposure, and actual contraction of Covid19.
- We are NOT suggesting bringing back hazard pay.
- We will continue to provide paid leave for eligible employees under qualifying circumstances.

Public Works

- Utilities have NOT been disconnected during Covid19. Special assessments have been certified twice annually in accordance with ordinance.
- The former public works director is available and will be called in if necessary due to other staff illness. Otherwise, will intentionally NOT be called in for seasonal work.
- We are in process of securing informal mutual aid agreements for water/sewer/plowing with area agencies.

Police, Fire & Ambulance

- Ridgeview and Alina Health have both given indication to cover ambulance runs, if requested in the event of a larger outbreak within the HLFD.
- The City is already member to a county and state wide mutual aid agreement for general fire/rescue response.
- The Howard Lake & Annandale Police Departments have formed an informal (soon formal) agreement to share part time employees.
- The HLPD and Wright County Sheriff's Office have informal arrangements to cover open shifts if necessary.

Miscellaneous Items

- Staff is generally prohibited to travel for offsite meetings, conferences, and trainings.
- GoToMeetings will be the preferred method for staff meetings.
- City staff (with the exception of HLPD) is NOT responsible for enforcement of non-compliance of residents/customers within our facilities and on city owned property.

DECISION MAKING METRICS:

FINANCIAL: The City continues to incur costs and expenses related to pandemic response. CARES Funding has greatly mitigated those out-of-pocket expenditures. One area we are closely monitoring is the December Tax Disbursement.

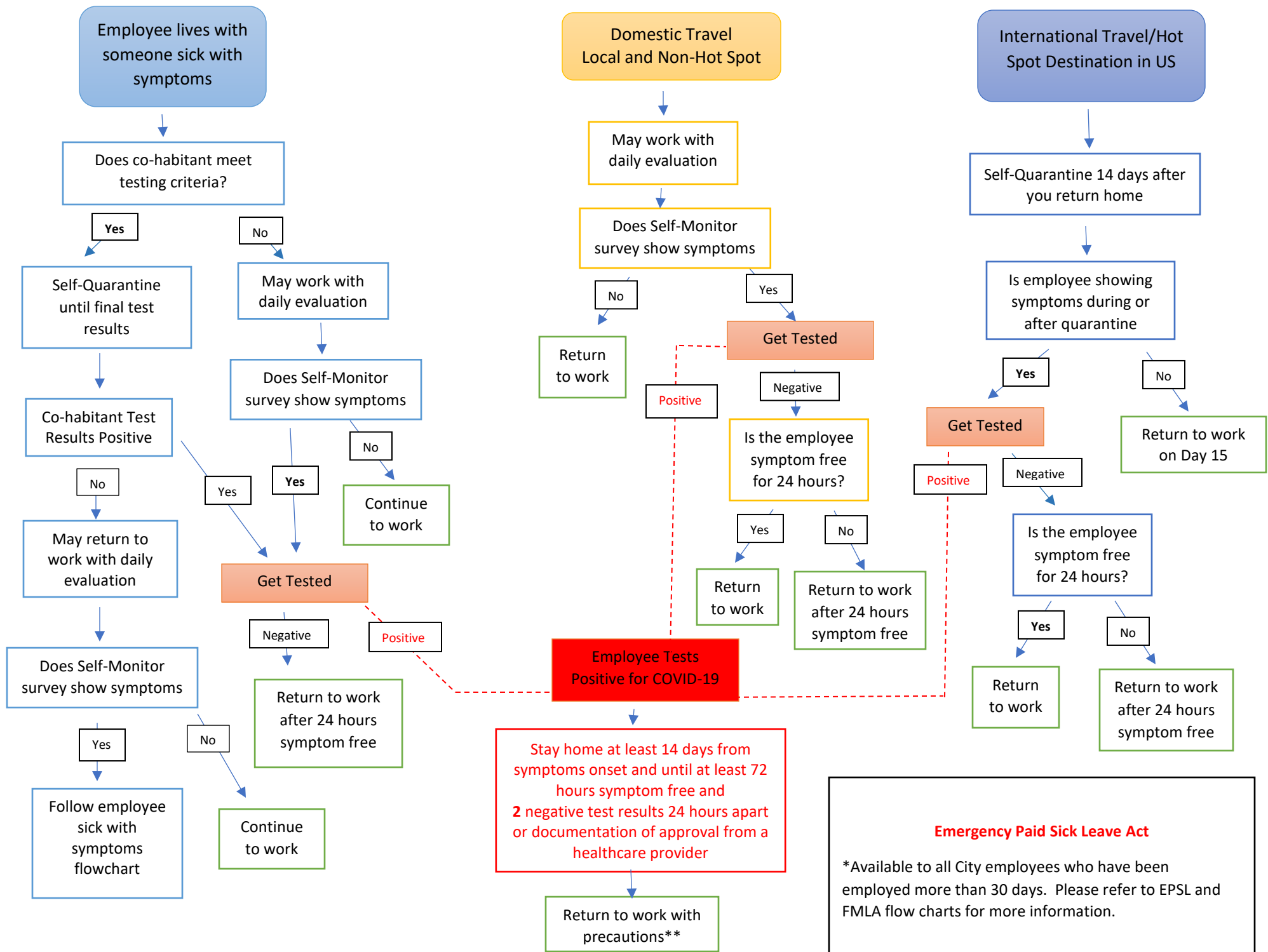
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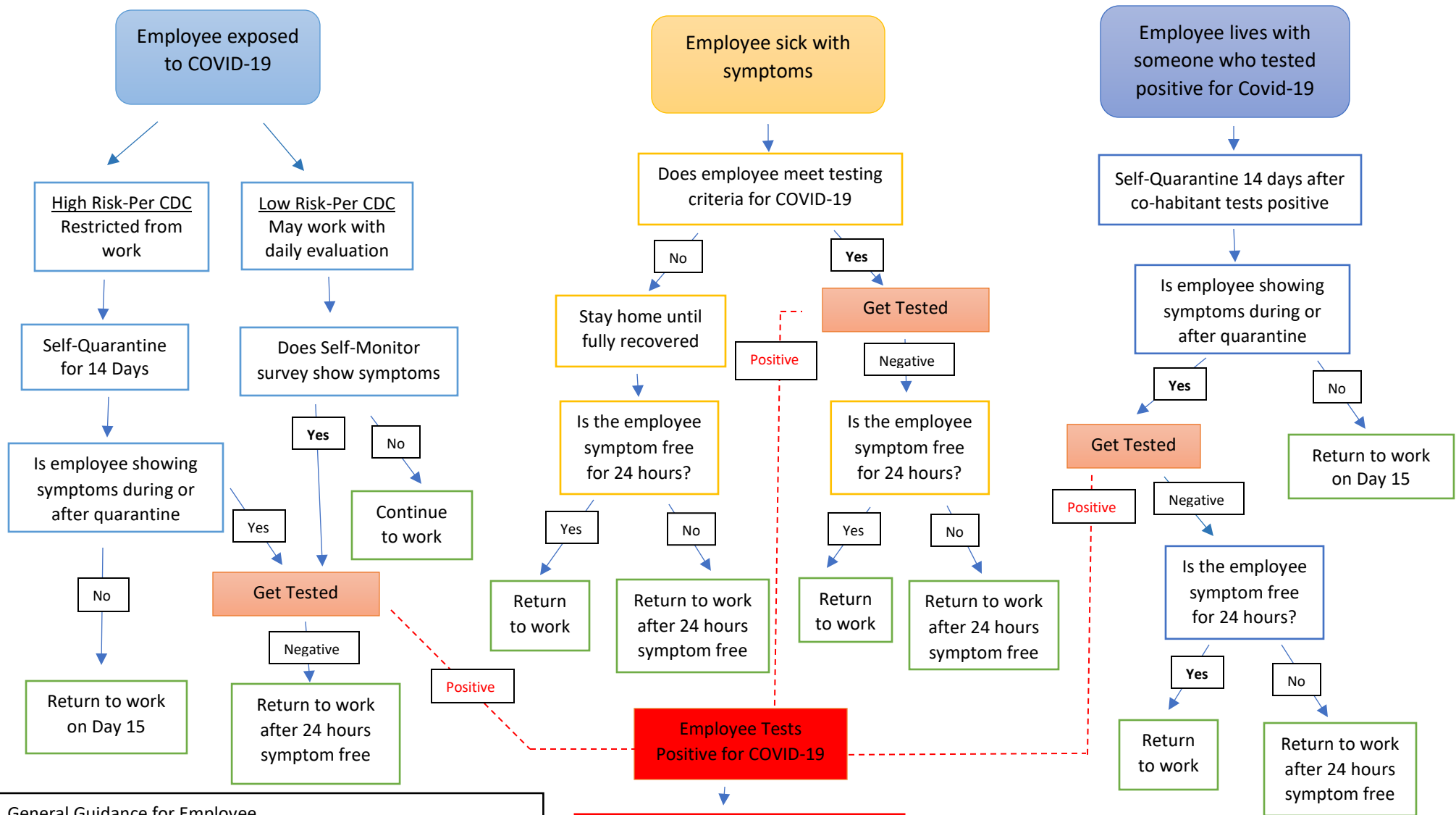
STRATEGIC PLAN: Ensure a Safe & Healthy Community.

COUNCIL ACTION REQUESTED: Discuss and provide additional feedback and direction concerning city service delivery and operations.

ATTACHMENTS:

1. Covid Chart
2. Leave Request Form





General Guidance for Employee

- **Symptoms of COVID-19 are:** Fever > 100.4, Chills, Muscle Aches, Runny Nose, Sore Throat, Cough, Shortness of Breath, Nausea, or Vomiting, Headache, Abdominal Pain, loss of taste, or Diarrhea. Employees are required to report these symptoms to their supervisor.
- **Exposure as defined by the CDC Guidelines:** an individual who has had close contact, (less than 6 feet) from a person with known or suspected COVID-19, for greater than 15 minutes

Stay home at least 14 days from symptoms onset and until at least 72 hours symptom free and 2 negative test results 24 hours apart or documentation of approval from a healthcare provider

Return to work with precautions**

Returning to work precautions:

Adhere to hand hygiene, respiratory hygiene, and cough etiquette.

Self-monitor for symptoms, and seek re-evaluations from medical provider if respiratory symptoms develop or worsen

Masks are recommended for all city employees

**Request for Emergency Paid Sick Leave (EPSL)**

To request emergency paid sick leave as provided under the Families First Coronavirus Response Act and City of Buffalo's Emergency Paid Sick Leave Policy, please complete the following request form and submit to the human resources department as soon as possible before leave commences. Verbal notice will be accepted until a form can be provided.

Employee Name (print clearly): _____

Requested Leave Start Date: _____

Estimated End Date: _____

The amount of emergency paid sick leave being requested is _____ hours (max 80 hours).

The reason for this emergency paid sick leave request is (check the appropriate reason below):

Reason for Paid Sick Leave	Rate Sick Leave Paid
☐ I am subject to a Federal, State, or local quarantine or isolation order related to COVID-19. Please provide the order.	Hourly rate not to exceed \$511 per day
☐ I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19. Please provide doctor's note.	Hourly rate not to exceed \$511 per day
☐ I am experiencing symptoms of COVID-19 and am seeking a medical diagnosis. Please provide doctor's note.	Hourly rate not to exceed \$511 per day
☐ I am caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. Please provide doctor's note or the notice.	2/3 hourly rate not to exceed \$200 per day
☐ I am caring for my son or daughter because the school or place of care of the son or daughter has been closed, or the childcare provider of my son or daughter is unavailable, due to COVID-19 precautions. Please provide proof.	2/3 hourly rate not to exceed \$200 per day
☐ I am experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.	2/3 hourly rate not to exceed \$200 per day

I certify I am unable to work (telework) due to the reason marked above. I understand that falsification of any information regarding this absence may be grounds for disciplinary action, including termination.

Employee Signature _____ Date _____

Dept Head Signature _____ Date _____

City Administrator _____ Date _____



HOWARD LAKE CITY COUNCIL MEETING

November 17, 2020

AGENDA ITEM: Discuss Project Facilitation of Proposed Library/Community Center Facility

SECTION: Workshop

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: The 2021 Capital Budget proposes funding for the design process for a new library/community center facility. This would be the first new city facility constructed since 1994 when the Fire Hall was constructed. Council will be prompted to give some feedback, project parameters and direction to staff to assist with early project formation details.

Covid19 Considerations

BKV Architects, the firm responsible for the City's Master Facility Plan and the 2020 Library Feasibility Study were consulted with some general questions relating to the ongoing pandemic.

Currently, competitive bids for bricks and mortar projects are coming in 3-15% underestimate due to uncertainty in the market and high unemployment rates. This has been and is anticipated to be volatile over the coming months/years. Similar assertions are known with supply chain interruptions for materials.

BKV also indicated that design modifications they are seeing in public projects are incorporating different CDC guidelines in a more permanent manner. Examples include, whole building/whole air purification and exchange systems, larger and separated entrances & assembly areas and more free format spaces to allow for movement and flexibility.

Council Task Force

- How involved does the whole city council want to be? And with what matters?
 - o Architect interview and selection
 - o Design process
 - o User group discussions/meetings
 - o Great River Regional Library meetings/discussions
 - o Financing/Fundraising
 - o Community Outreach/Education/Engagement
 - o Current/old library facility – disposal/future uses

Project Administration

- The City may select an architect based on professional services clause.
- Complete an RFP or RFQ process to identify an architect.
- Hire a construction manager/project manager.

Role of the Friends of the Library

- The FOL will need to have some sort of direct/enhanced involvement. This is both out of respect to their commitment to the library, but also strategic as they can help with advocacy.
 - o The Council should discuss if this is the entire group, a representative of the group on a larger task force etc.

Financing

- We will have to bond for some or all of this project. We will be watching tax collection rates and indications of LGA cuts before making a recommendation to use reserves.
- Traditional bonding currently has very attractive interest rates (less than 2%), however, we will also explore USDA Facilities Funds which offer nearly competitive rates, with a small grant option (\$35,000) and extended amortization schedules of 40 years.
- There are grant programs for libraries. We will explore these further. Anecdotally, increased design and construction costs along with grant administration likely makes this less attractive.
- The City unsuccessfully attempted to use Wright County CARES funding for the design portion of this project.
- It is widely speculated that additional CARES funding will be made available in future state and national legislative sessions. It is not known for what purpose. However, having completed plans and specifications and a plan to address a facility where current CDC restrictions are nearly impossible to comply with - may bode well for funding.

Outside Fundraising

- The council should think about and give direction to staff in terms of fundraising expectations. Community facilities like this are often subject to fundraising campaigns.
 - o Is it the right time to solicit donations?
 - o Is there community capacity for fundraising?
 - o What is appropriate for staff? Council? To do in regards to fundraising.
- In general, it is NOT advised to use this to fund the construction of the facility. Fundraising may be applicable for enhancements, additional amenities etc, but not the core functions or the building.
- Should we approach surrounding townships, Waverly, Wright County?

Timeline & Next Steps

- Council should discuss how soon and how aggressive they wish to begin project formation.
- If a task force is agreed upon, consider the make up of the group and general duties of the group.
- Is there interest and support in concept drawings showing the library and central park? Estimate \$5,000

DECISION MAKING METRICS:

FINANCIAL: Open

LEGAL: Open

STRATEGIC PLAN:

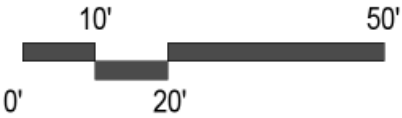
1. Foster a Robust Downtown
2. Provide Diverse Amenities & Enhance Quality of Life
3. Deliver High Quality Public Services

COUNCIL ACTION REQUESTED: Discuss

ATTACHMENTS:

1. Master Facility Plan
2. Library Feasibility Study
3. Kraus Anderson Construction Manager Notes

SITE PLAN - CENTRAL PARK





Architecture Interior Design Landscape Architecture Engineering
Phone: 612.339.3752 Fax: 612.339.6212 www.bkvgroup.com
Enriching Lives and Strengthening Communities

Howard Lake Library - Feasibility Study New Construction: Central Park

BKV Project No. 2193.01.02

April 14, 2020

Item	Total Cost	Work included/ Notes
SITEWORK		
Site Demolition	\$36,000	Site clearing for new work, incl. new foundations
New Site Work (Hard and Softscape)	\$20,000	Includes soil, plantings, pavers. Parking itemized under shared costs.
Utilities	\$9,750	
Subtotal:	\$65,750	

DEMOLITION		
See site development above	\$0	
Subtotal:	\$0	

ARCHITECTURAL		
New Construction: Library & Cmty Rm	\$1,736,000	Includes associated MEP scope
New Construction: Park Restrooms	\$148,000	(2) fixture restrooms per gender + (1) family room
Subtotal:	\$1,884,000	

Construction Subtotal: \$1,949,750

Design Contingency (15%) \$292,463

General Conditions / General Requirements (15%) \$292,463

Construction Contingency (10%) \$194,975

Subtotal Construction Cost: \$2,729,650

SOFT COSTS		
Design & Engineering Fees	\$235,000	Includes FF&E
Furniture	\$235,600	Assumes partial reuse of existing shelving
Equipment	\$1,426	<i>confirm if required</i>
AV/IT - New Work	\$52,700	
Exterior Signage	\$20,000	Building-mounted
	\$544,726	

Estimated Total Project Cost: \$3,274,376 2019 dollars

Escalation to Midpoint of Construction \$261,950 Projected to 2022 at 4% per year

Escalated Library Subtotal Project Cost: \$3,536,326

January 29, 2015

To: Northfield Public Library

Re: Outline of Proposed Construction Management Services

It has been exciting for Kraus-Anderson to be a part of the design phase team with RoehrSchmitt/Rothholz and to bring cost estimating analysis to the decision-making process. As this project now moves to City Council review and authorization for the next phase of Construction Documents and Bid/Award, KA would like to propose that Agency Construction Management (CMa) be considered as a viable and appropriate project delivery method.

Agency CM is a delivery method that KA has been successfully using on public-sector projects (cities, counties, school districts, etc.) for about three decades, and we have the expertise and experience to bring this proven service to the Northfield Public Library project. CMa is well-suited for any project where public (taxpayer) funding is used and where transparency, accountability, and competitive bidding is expected. As compared to the traditional "design-bid-build" procurement of construction services of a general contractor, CMa allows a construction professional to come on board during the design/pre-construction phase to essentially be an owner's advocate and manage the project – cost, schedule, quality – through final design, bid/award, construction, and the post-construction/occupancy phase. Obviously, successful completion of all of these project phases is essential to a successful project outcome for Northfield Public Library.

In practice, KA as CM would essentially replace the "General Contractor", and our fees and services compensation would as well, so there is no additional cost burden to the project. We would provide insight into bidding strategies and timing, as well as pursuing procurement of bids from local area trade contractors. All of the construction work would be competitively bid out "trade-by-trade", so any bid-day (and post-bid) savings would go to the owner (not a general contractor). After analysis of bids, we would recommend awards to the Council and prepare AIA contracts for each of the trades to execute with the owner (City).

As for the owner procuring CMa services, it is considered a "professional service" and not subject to bidding statutes or requirements – like the architectural/design services, the owner can select the most qualified firm, with or without a proposal process. We have been hired both ways.

The following is a summary outline of services that KA proposes for this Northfield Public Library project:

PRE-CONSTRUCTION PHASE

Kraus-Anderson understands the complexity of school projects – particularly at existing building sites - and the need for sequencing and phasing of these types of projects. Kraus-Anderson Construction Company also has extensive experience in working in partnerships between Cities, Schools or other community agencies to ensure a strong flow of communication, collaboration, and understanding, in order to ensure that the project requirements are achieved.

Following is a bullet point summary of tasks to be performed:

- Final design-phase estimating for Construction Documents update
- Budget and develop bidding alternates with Architect and Owner
- Develop system for overall budget tracking and multiple-source funding
- Project milestone schedule and phasing plan, including a cash flow analysis
- Meet with staff to ensure strong communication of construction events and schedule
- Attend team design meetings as needed
- Plan review for input on trade work coordination
- MEP review (In-house engineer review of mechanical and electrical systems)
- Quality review (In-house constructability review)
- Provide Library and City with updates and status reports
- Assist and participate in community presentations

BID PHASE

As Construction Manager for the Northfield Public Library project, Kraus-Anderson will competitively bid all categories of the work (multiple primes), review bids with the Library & City, and recommend Council acceptance of the bids of the lowest qualified bidders. We will also work closely with the City, State and other appropriate agencies to ensure a clear and precise set of documents is provided for regulatory review and approvals. In addition, KA will work to generate bidder interest and ensure that plan sets are distributed to the bidding contractors. Our on-site superintendent will also conduct a thorough review of the plans and documents as well.

The following is an additional breakdown of work to be performed in this bidding phase:

- Develop front end bidding requirements that meet Owner needs
- Develop clear scope descriptions for the multiple prime bidders
- Identify "long-lead" bid items and work scopes to ensure early procurement as possible
- Assist Owner & Architect in creating and publishing the required "Ads for Bid"
- Create detailed construction schedule to include in documents for bidders
- Conduct pre-bid walkthrough of the building site to provide bidders understanding of existing conditions
- Assist in permitting process
- Post any addendums as needed
- Plan review
- Organize bid day operations
- Review bids
- Meet with potential low bidders
- Write letter of recommendation of awards for Council consideration
- Write AIA contracts for execution by City
- Assist in meetings or staff updates as needed
- Collect front-end requirements prior to contractors starting work (insurances, bonds, etc.)
- Create shop drawing submittal logs and distribute
- Begin shop drawing review process – especially for critical long-lead items
- Conduct a construction kick-off construction meeting to lay out ground rules and procedures

CONSTRUCTION PHASE

Our construction phase CM services approach will provide a textbook delivery from start to finish. Our project superintendent, project assistant, and project manager have documented responsibilities to assure that your project is professionally represented. As part of our construction phase services, we will assist in monitoring owner purchase orders (outside the contractor work) and construction dollars spent each month to verify that the payment applications and invoices generated do not exceed the work completed to date. Kraus-Anderson will work closely with NPL and the Architects to promote strong team communication throughout the entire construction process.

The following is a bullet point review of our CM activities and services during this phase:

- Full time, on-site project supervision
- Project management and project assistant
- Conduct weekly jobsite progress meetings
- Conduct regular foreman meetings to cover jobsite safety, schedule, and other "toolbox" topics
- Three week look ahead schedules
- Create and distribute meeting minutes
- Track submittals and update logs
- Track contract information (contract status, insurances, submittals, etc)
- Monitor overall project budget
- Enforce overall quality of work-in-place to meet requirements and standards
- Monitor and update overall schedule
- Assist in owner-direct purchases for the project
- Collect and process all pay applications on behalf of the owner
- Assist in monitoring and procuring general condition items and site requirements (i.e. dumpsters, barricades, safety devices, general cleaning, trucking, temp utilities, office supplies, printing, etc.)
- Quality review of in-place work with Architect
- Progress photos
- Maintain daily logs of information
- Staff and administration updates
- Enforce site staging and access
- Monitor site safety and security

PROJECT CLOSE-OUT/OCCUPANCY PHASE

As construction manager we have developed a highly effective method of establishing expectations and getting an early start on the close-out and occupancy process. As-built drawings, operations and maintenance manuals, and other close out documents will be provided promptly and in an organized manner. Similarly, we will see to it that close-out and training activities will be scheduled and attended by the appropriate parties.

The following is a list of close-out requirements which KA will organize and facilitate:

- Collect as-built drawings
- Monitor punch-list completion
- Pursue agency requirements to receive Certificate of Occupancy
- Collect Consent of Sureties
- Collect warranty information

- Meet with your staff and administrators on project completion
- Organize substantial completion requirements
- Monitor and recommend release of contractors' retainage only when close-out documents are completed
- Coordinate with Test and Balancing contractor to finalize tests and reports
- Interface with owner's commissioning agent for completion of this required work and report document
- Organize close-out documents for owner

FEE/COMPENSATION BREAKDOWN

The following is an outline of our proposed fee and compensation in response to our current understanding of the project.

Pre-construction & Bid/Award Phase Services

- Included in overall fee, below.

Construction Phase Site Services – Full Time Supervision and Part Time Project Management

- Kraus-Anderson will develop a lump sum, guaranteed amount for these construction phase site services costs in conjunction with the Owner as the project scope and schedule becomes fully defined. Our site supervision, management, and site support costs are typically consistent with (or less than) a general contractor delivery model, and therefore do not result in an added amount to the construction cost of a project.

Close-Out Phase

- Included in overall fee, below.

Kraus-Anderson Basic CM Fee

Kraus-Anderson will develop a lump sum, guaranteed fee amount upon final scope determination with the Owner. Based on our current understanding of the Northfield Public Library project, we estimate this fee to be approximately 4% of the construction cost. KA will sit down with you to further define and establish our fee and compensation.

- This fee includes pre-construction/design phase services, as well as closeout services
- Includes home office support services throughout all project phases
- Includes KA compensation for Overhead & Profit

We hope you will find this information useful. We are confident that Kraus-Anderson will provide a successful project with a special focus which will bring a successful outcome to this project for the Library, the City of Northfield, and the community. If you have any questions regarding the enclosed information, please feel free to call me at (612)-865-0359

Very truly yours,

KRAUS-ANDERSON® CONSTRUCTION COMPANY

Gary D. Benson
Director of Project Planning & Development



STAFFING BY DISCIPLINE

CEO	1
CFO	1
COO	1*
SENIOR VICE PRESIDENTS	2
VICE PRESIDENTS	16*
CORPORATE SECRETARY	1
BUSINESS DEVELOPMENT REPS	4
HUMAN RESOURCES	3
DIRECTOR OF OPERATIONS	6*
DIRECTOR OF QUALITY	1
SAFETY	3
PRE-CON SERVICES MANAGERS	2
PROJECT ESTIMATOR	1*
PROJECT MANAGERS	60*
ASSISTANT PROJECT MGRS	13*
PROJECT ENGINEERS	9*
GENERAL SUPERINTENDENTS	4
PROJECT SUPERINTENDENTS	93*
CARPENTERS/LABORERS	110
YARD OPERATIONS	5
ADMINISTRATIVE	43*
ACCOUNTANTS	20
INSURANCE COMPLIANCE	2
MARKETING	7*
KAU - EDUCATION DIRECTOR	1*
IT	7
DIR OF COMM RELATIONS	1
BIM/VDC MANAGER	1
MEP COORDINATOR	1*

*27 - LEED Accredited Professionals and
30 LEED Green Associates

KRAUS-ANDERSON CONSTRUCTION COMPANY

Kraus-Anderson was established in 1897, originally as the J.L. Robinson Company. In 1927, the firm was purchased by partners, Mathew Kraus and Amos Anderson, whose renamed company quickly built a reputation for quality workmanship and reliability. In 1933, Lloyd Engelsma joined Kraus-Anderson and four years later purchased the firm. Mr. Engelsma led Kraus-Anderson for the next 60 years as its Chairman and CEO; growing the company into one of the nations largest diversified general construction firms. Lloyd Engelsma's son, Bruce Engelsma, assumed the role of Chairman and CEO in 1997, continuing to promote the company philosophy of delivering quality service with an unwavering focus on meeting our clients' goals.

Ranked as one of the top 50 construction management firms in the United States, by *Engineering News-Record*, Kraus-Anderson provides integrated project management services that ensure timely, successful execution of all types of construction projects. Kraus-Anderson serves a diversified commercial construction market, with a 2014 construction volume of \$553 million generated by over 300 projects.

Kraus-Anderson currently has 419 full-time employees throughout our eight offices.

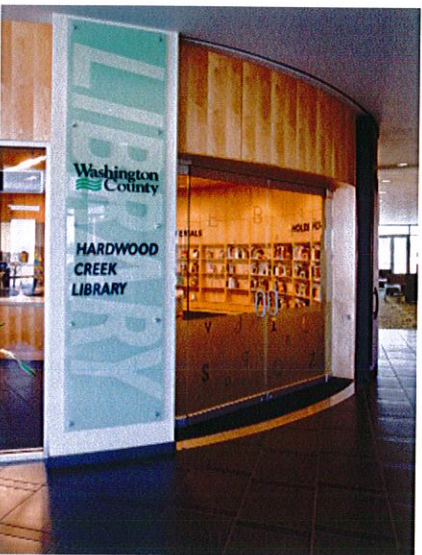
SAMPLING OF KRAUS-ANDERSON'S LIBRARY AND COUNTY EXPERIENCE:

Arlington Hills Community Center (Includes Library)	Saint Paul, MN
North St. Paul Community Center & Library Addition	North St. Paul, MN
Roseau City Center and Library	Roseau, MN
Arrowhead Library System	Virginia, MN
Campbell Library	East Grand Forks, MN
Milaca Community Library	Milaca, MN
Washington County - Hardwood Creek Library	Forest Lake, MN
Grand Rapids Area Library	Grand Rapids, MN
Rondo Outreach Library	Saint Paul, MN
Warroad Public Library & Heritage Center	Warroad, MN
Fond du Lac Tribal and Government Center (Includes Library System)	Cloquet, MN
Ramsey County Suburban Courts	Maplewood, MN
Ramsey County Records & Revenue Building	Saint Paul, MN
Ramsey County Public Health Department - Second Floor Remodel	Saint Paul, MN
Washington County Service Center in Cottage Grove	Cottage Grove, MN
Washington County Service Center in Forest Lake	Forest Lake, MN
Washington County Government Center	Stillwater, MN

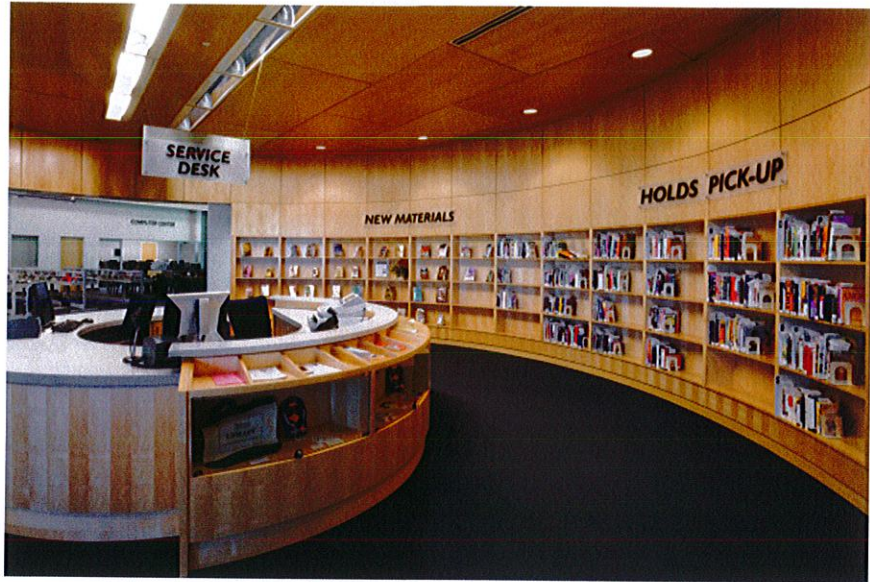


WASHINGTON COUNTY SERVICE CENTER AND LIBRARY IN FOREST LAKE

Forest Lake, MN



Washington County has adopted Minnesota Sustainable Building Guidelines (B3 - Building, Benchmarks & Beyond) as its standard. The designs of the Service Centers are the first county facilities in Minnesota to adhere to the guidelines.



The 25,000 SF Hardwood Creek Library is part of a new community services complex, among the latest advances applied is the roving reference service. Visitors will find no large reference desk; instead three portable, computer-equipped consultation desks that allow "roving" librarians to make personal connections with patrons and conduct one-on-one reference at high-traffic locations.

Other library features include:

- A circular entrance with a retail-oriented feel displays new materials and reserved items.
- A long sloped walkway leading to a day-lit reading loft overlooking an outdoor courtyard and pond area. In addition to the loft, adults have a quiet reading area with a fireplace and several study rooms.
- A teen area offers curved booths, comfortable seating, and computer stations.
- A computer lab with an operable glass wall provides space for both open, individual use and, when closed, a location for computer classes. In total, the new library has 30 internet stations and 18 computerized catalogs of books - almost four times what was in the old library.
- A children's area, with only one entrance, enables parents to easily keep an eye on their children. The space is highlighted by reading nooks tucked under the ramped walkway with bean-bag chairs and games. There is an inviting story-time room that doubles for quiet reading space and computers on tables that are lowered to the children's level.

The 25,200 SF Service Center is home base for 95 employees, working in areas providing such services as Community Services case management, Public Health's Women Infants and Children nutrition program, a license center offering county, state and federal permits, licenses, and passports. Also included is a transit center and Hardwood Creek bike trailhead with 250 vehicle parking lot.

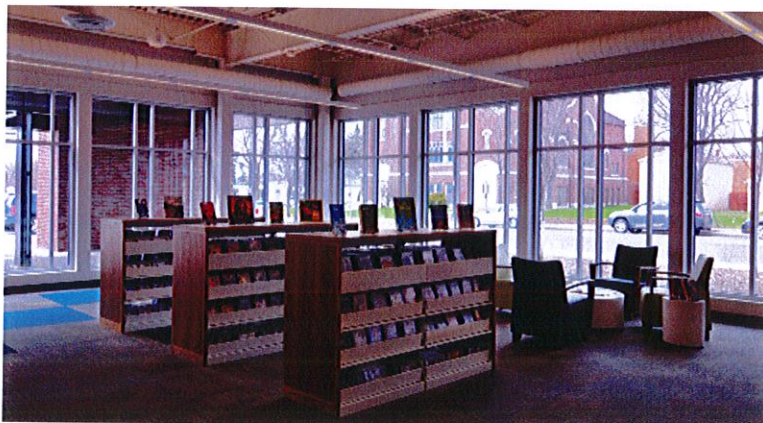
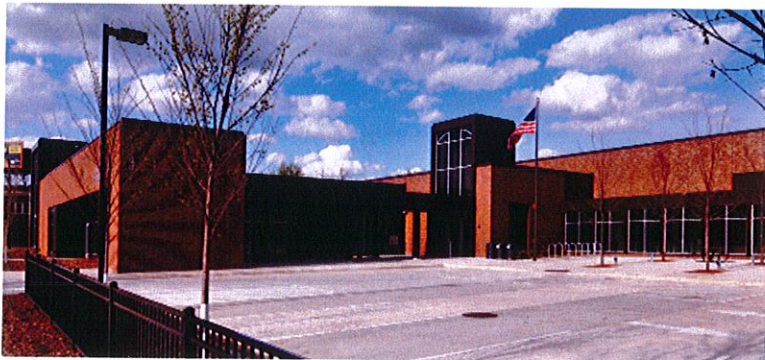
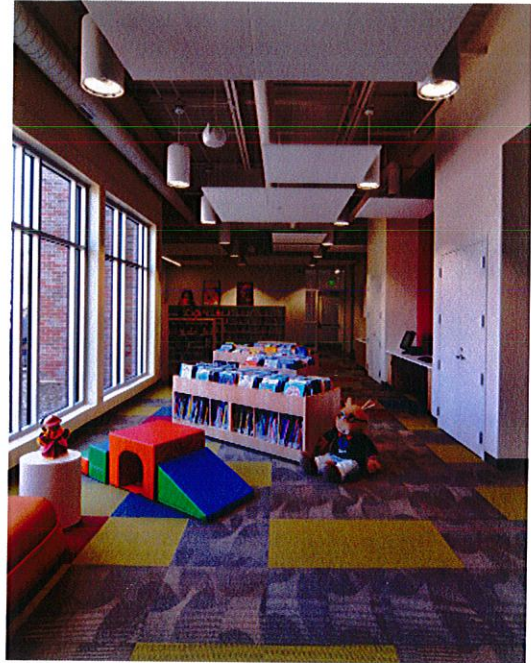
ARLINGTON HILLS COMMUNITY CENTER

Saint Paul, MN

The 40,000 SF project marks the first time the City's Parks and Recreation and Public Library have joined in offering public services in a joint facility. Recreation and library staff are cross-training to support shared programs.

The facility replaces a smaller recreation center and library with an innovative joint facility with resources for all ages to promote literacy, active lifestyles, lifelong learning, community dialog, teamwork, volunteerism, and intergenerational activities. Highlights include:

- 7,213 SF dedicated library space
- 9,600 SF dedicated recreation space with fitness center, gym, and an upper-level walking track
- Shared program spaces including 4,663 SF community rooms; as well as a 2,480 SF teen digital learning lab. The community learning center offers computer labs, assistance with resume writing and job-hunting, English conversation circles and computer classes in Spanish, Karen, and English.
- 17,199 SF common area space
- Town Square Plaza, in front of the building, provides a venue for hosting community events



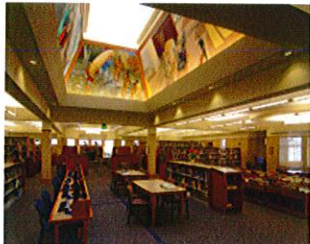
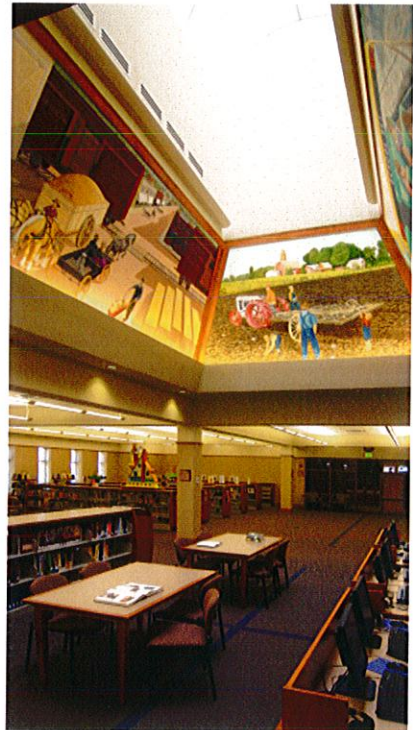
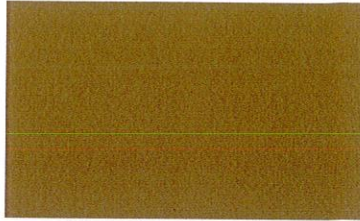
The building and site have been developed in conformance with St. Paul's Sustainable Buildings ordinance and Minnesota Buildings, Benchmarks and Beyond (B3) sustainability guidelines. Sustainable components include:

- A geothermal heating and cooling system which is projected to save over \$40,000 per year over traditional heating and cooling, with a payback of 2.9 years.
- High-efficiency lighting, energy management systems, and low water usage devices
- Reclaimed elm tree "Wood from the Hood" and materials containing recycled components
- Improved air quality, lighting management and heat island impact
- A total 78% of all construction waste was recycled.
- Stormwater management system including on-site infiltration of all stormwater from roofs and impervious surfaces for up to a five-year event.

MILACA COMMUNITY LIBRARY

Milaca, MN

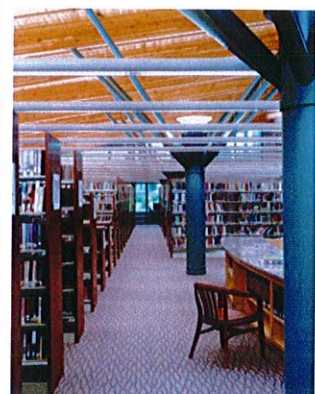
The new 9,000 SF Milaca Community Library was constructed following Minnesota Sustainable Building Guidelines, known as Building, Benchmark & Beyond (B3).



GRAND RAPIDS AREA LIBRARY

Grand Rapids, MN

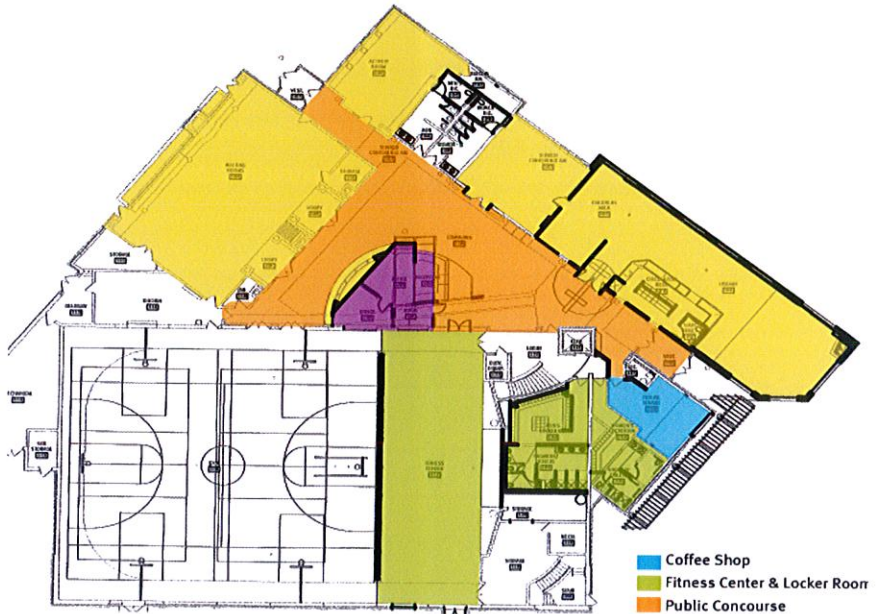
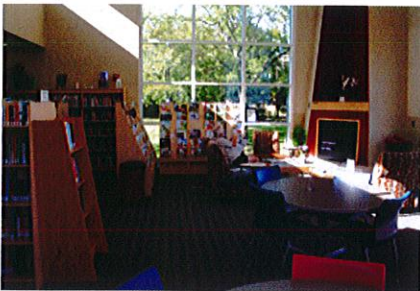
This project was a new 26,000 SF library comprised of common areas for shelving a library use, office space, storage space, and a conference room.





RAMSEY COUNTY - NORTH ST. PAUL LIBRARY

North St. Paul, Minnesota



The new library was intended to be more leisure oriented than it used to be as a resource. As a result of the reallocation of existing space within the community center to the library, the architect designed a new community center staff area, a new commons area, a free standing kiosk structure, which serves not only as work space for staff but also as a reception desk, and a new seating area oriented towards the major meeting rooms.

The 1,600 SF expansion and 5,000 SF remodel of the existing public toilets and locker rooms were also part of the redesign. Relocation and distribution of fitness and weight areas also took place with this project. The existing gym was reduced in size and fitness and weight equipment located within. A structural translucent separation wall was placed between the two main areas. A new entrance canopy/trellis was introduced to add additional character to the entrance and provided new signage, as well as eased the addition into the existing building.

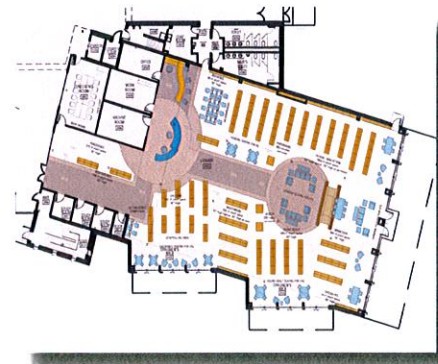


ROSEAU CITY CENTER AND LIBRARY

Roseau, Minnesota

In 2002, the Roseau River overflowed its banks and destroyed the City of Roseau city hall, police department, community center, library, and Roseau County Historical Museum. This project is a renaissance for the city. The city not only rebuilt these important civic buildings, it also combined them into one "City Center" facility located in downtown Roseau directly on the river.

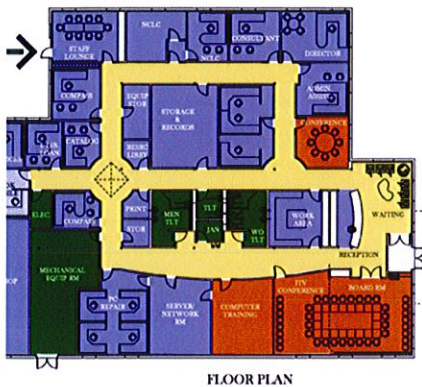
The building was designed to maximize the views and provide a "bridge" to the river, while creating a strong image of the community. The flood-proof facility is organized along a central spine that houses major functions on each side. The bridge analogy is reinforced through the round vaulted roof structure that connects each side of the building to the other. The 42,000 SF new City Center contains the police department, library (9,200 SF), historical museum, community center, city hall, and a satellite instructional area for Northland Community College. Because this building has multiple tenants, it required strong visual signage elements which are used for wayfinding by the general public.



PROJECT EXPERIENCE

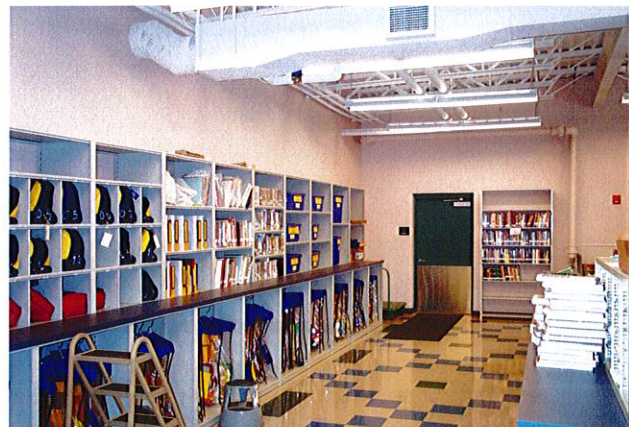
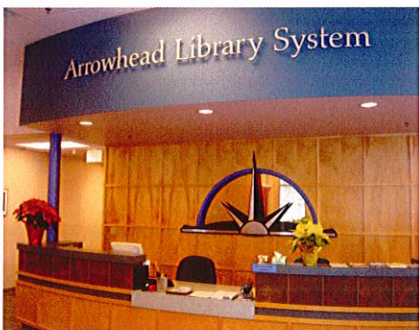


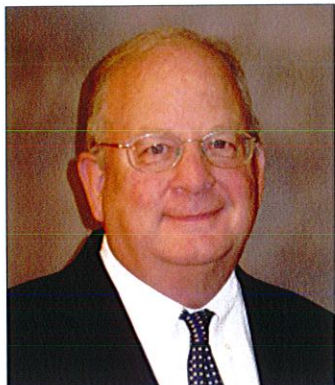
ARROWHEAD LIBRARY SYSTEM
Virginia, Minnesota



FLOOR PLAN

The new 17,000 SF Arrowhead Library System is a regional support system which provides important services such as book mobile, mail-a-book, internet based components, rotating collections, staff training, and automation to local libraries. This new masonry building provides space for office, conference, computer training, mail-a-book processing, print shop, book mobile storage, and other staff support spaces. Extensive, collaborative group design meetings led to a building organized around the services ALS provides. Employee areas and public areas are designed to work together as needed without interfering with each other.



Gary Benson**Director of Project Planning and Development****Education**

BA, Mathematics and Economics
Augsburg College, Minneapolis, MN

MS, Graduate Studies - Industrial
Engineering
University of Minnesota, Minneapolis, MN

Professional Associations

- Minnesota Association of School Administrators
- Minnesota Association of School Business Officials
- NorthEast Metro 916 Intermediate School District Education Foundation - Board Member
- MN Higher Education Facilities Authority (MHEFA) Board Member
- American Association of Cost Engineers (AACE)

Advanced Training/Certification

- Stormwater Pollution Prevention Program (SWPPP) Training

Kraus-Anderson Experience

Since 1989

Construction Industry Experience

Since 1974

Qualifications

Gary provides project owners with a wide range of planning, cost estimating, and project development. He had provided these services on many significant projects in the public sector.

In particular, Gary has extensive experience working in the planning and pre-construction phase to partner with the owner's project team in programming, planning, budgeting, and analyzing options for solution.

One of Gary's specialties is leading the critical pre-construction phase, developing information, and a process to communicate to county stakeholders the need and the solution.

Relevant Experience

Sun Ray Library*, St. Paul, MN
Planning, feasibility, and cost studies

Highland Library*, St. Paul, MN
Planning, feasibility, and cost studies

New Richmond Library*, New Richmond, WI
Planning, feasibility, and cost studies

St. Paul Central Library*, St. Paul, MN
Planning, feasibility, and cost studies

Northeast Minneapolis Public Library*, Minneapolis
Planning, feasibility, and cost studies

Washington County

- South Service Center, Cottage Grove, MN
40,000 SF new county service center
- North Service Center and Library, Forest Lake, MN
50,000 SF new county service center and library

City of Woodbury, Woodbury, MN

- Woodbury City Hall
13,850 SF addition and complete remodel to the existing City Hall
- Thames Road Fire Station
Tear down of existing fire station and build a 8,200 new fire station

City of East Grand Forks, East Grand Forks, MN

- East Grand Forks City Hall
36,000 SF new city government building
- Campbell Library
17,000 SF new library

City of St. Anthony, St. Anthony, MN

- St. Anthony Public Works
40,000 SF new public works facility, including office, storage and maintenance garages
- St. Anthony Fire Station
10,400 SF new fire station

* Denotes project with another employer.

Brian Hook
Senior Project Manager



Education

BS, Construction Management
North Dakota State University, Fargo, ND

Professional Associations

- North Dakota State University
Construction Industry Advisory Council

Advanced Training/Certification

- OSHA 10-Hour Construction Safety
- OSHA 30-Hour Construction Safety
- Stormwater Pollution Prevention Program (SWPPP) Training

Kraus-Anderson Experience

Since 1996

Construction Industry Experience

Since 1990

Qualifications

Brian will give support to the project team in the pre-construction, construction, and post construction phases. He will also be responsible for ensuring the project team satisfies all of the contractual agreements and Kraus-Anderson's commitment to deliver facilities within your project goals. Brian will support the analysis and development of all project estimates, value engineering, scheduling, and phasing during the pre-construction phase of the project.

Brian is very personable and approachable. He is always available to meet with you to answer any questions you may have or provide special assistance to you. He will see to it that the project meets your approval and is completed within the time schedule and budget expected.

Relevant Experience

Arlington Hills Community Center, St. Paul, MN

- 39,555 SF community center, library, athletic facility, and playground
- Implementation of B3 standards

City of North St. Paul, North St. Paul, MN

- North St. Paul Community Center and Library: Extensive remodel of existing locker rooms and gymnasium; 1,500 SF addition and 1,100 SF remodel for new Ramsey County Library space
- North St. Paul City Hall, Police and Fire Station: 45,535 SF new two-story city hall, police and fire station

Fireman's Park 1 & Schimelpfenig Park, Chaska, MN

42,497 SF new curling rink and park renovation

Forest Lake Public Safety/City Hall, Forest Lake, MN

70,000 SF two-story new public safety and city hall

St. Louis Park Fire Station #1 and #2, St. Louis Park, MN

44,000 SF, two new fire stations

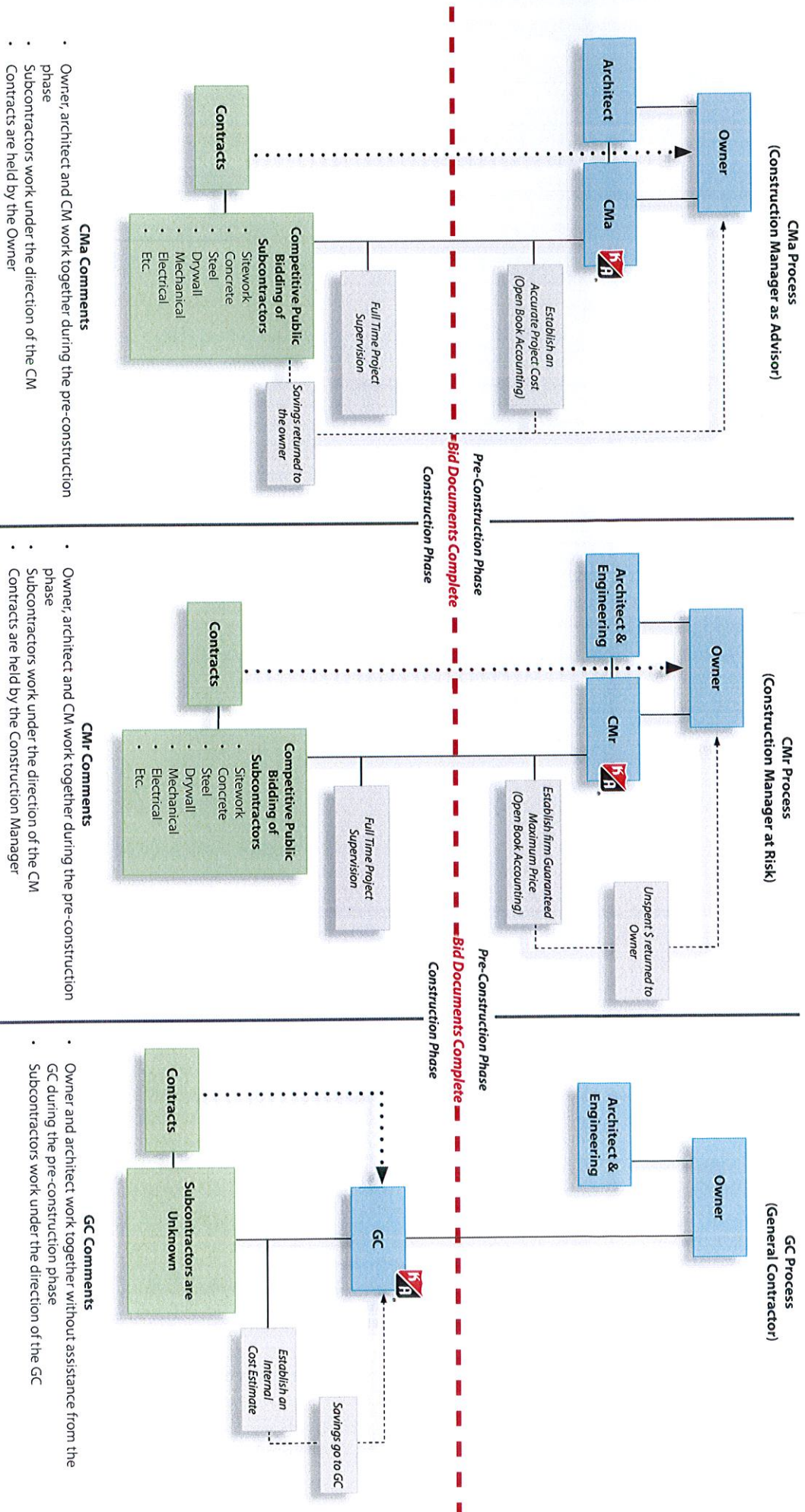
City of Cottage Grove, Cottage Grove, MN

- Cottage Grove Ice Arena
- 41,000 SF addition of a 3rd sheet of ice; new entry and existing miscellaneous building upgrades
- 1,200 SF locker room addition and 2nd floor observation area

City of Woodbury, Woodbury, MN

- Bielenberg Sports Center
- Demolition of existing turf, dome, and lobby building for a new 90,000 SF fieldhouse, two-story, 20,000 SF lobby concessions area, and reskin existing ice arenas
- Splash pad and playground
- Woodbury Public Safety Building: 32,295 SF demolition of part of the Police/Fire Office and rebuild with below grade parking garage with Administration Services above, and fire department apparatus bay addition and remodel
- Woodbury City Hall: 13,850 SF addition and complete remodel to the existing City Hall
- Thames Road Fire Station: Teardown of existing fire station and build a 8,200 SF new fire station

Comparison of Construction Management as Advisor, Construction Management at Risk, and General Contractor





KRAUS-ANDERSON®
CONSTRUCTION COMPANY

Building Enduring Relationships and Strong Communities

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February 25, 2015

Ms. Teresa Jensen, Library Director
210 Washington Street
Northfield, Minnesota 55057

Re: Comparison Analysis of Project Delivery Methods
Northfield Public Library Renewal

Dear Ms. Jensen:

On behalf of Kraus-Anderson Construction Company, Brian Hook and I would like to thank you for the opportunity to meet with you and other City of Northfield staff members last Friday. In that meeting, we were able to present construction management as a viable and appropriate delivery method for the proposed Northfield Public Library Renewal project currently in design.

It has been exciting for KA to be a part of the design phase team with RoehrSchmitt/Rothholz, bringing our expertise in cost estimating and construction analysis to the decision-making process. Now as the project moves through the construction documents phase, toward bidding and construction, we are proposing that the City considers engaging KA as construction manager for the project.

Construction Management, which can be either "Agency CM" (CMa) or "CM at Risk" (CMr), is a delivery method that KA has been successfully using on public-sector projects (cities, counties, school districts, etc.) for about three decades, and we have the expertise and experience to bring this proven service to the Northfield Public Library project. As we discussed in our meeting, CM is particularly well-suited for your project where transparency, accountability, and competitive bidding is expected. As compared to the traditional "design-bid-build" procurement of construction services of a general contractor, the CM method allows a construction professional to come on board during the design/pre-construction phase to essentially be an owner's advocate and manage the project – cost, schedule, quality – through final design, bid/award, construction, and the post-construction/occupancy phase.

To enable a comparison of delivery methods --- CMa, CMr and GC --- we have provided two attachments for your review: 1) a flow-chart organization of the project through design and construction phases, showing relationships and project structure; 2) a cost-savings chart comparison of the three delivery methods, in terms of project cost impacts for fees and services. For the cost comparison, we have assumed a project size relative to the Northfield Library Renewal project, and have provided both dollars and percentages for the fees and services.

If the City of Northfield wishes to pursue CM services, we propose the following fees:

Agency Construction Management	2.5% of Construction	\$167,430 Site Services
Construction Management at Risk	4.0% of Construction	\$167,430 Site Services

We hope you will find this information useful. We are confident that Kraus-Anderson will provide a successful outcome to this project for the Library, the City of Northfield, and the community. If you have any questions regarding the enclosed information, please feel free to call me at (612) 865-0359

Very truly yours,

KRAUS-ANDERSON® CONSTRUCTION COMPANY

Gary D. Benson
Director of Project Planning & Development

Cc: Brian Hook, KA
Chris Schmitt
Sara Rothholz Weiner

Encl.

Kraus-Anderson Construction Company has a strong background in providing construction management services. As such, our history has proven that the construction management method of project delivery results in significant dollar savings for owners on building projects. The main savings will result from not having to pay a General Contractor mark-up on each and every trade involved in the project, and furthermore there is no General Contractor mark-up applied to change order work. In addition, other large dollar savings are realized by the owner buying materials tax exempt on the project. This is made possible through the Construction Management delivery method by purchasing the materials only contracts directly. Finally, other savings are realized by having the Construction Manager involved throughout the design phases with the architect developing value engineering alternatives and other cost savings on systems and materials designed into the project.

COST SAVINGS COMPARISON
KRAUS-ANDERSON CONSTRUCTION MANAGEMENT (CMa & CMr)
vs.
GENERAL CONTRACTOR (GC)

Assumption: \$2,080,000 Construction Cost

	CMa (KA)	%	CMr (KA)	%	Traditional Hard Bic (GC)	%
Pre-Construction	\$0		\$0		N/A	
Prebid Value Engineering	\$0		\$0		N/A	
Fee	\$41,600	2%	\$83,200	4%	\$145,600	7%
Site Services	\$167,430	8%	\$167,430	8%	\$104,000	5%
Full Time Superintendent	Included		Included		Included	
Project Manager	Included		Included		Included	
Clerical	Included		Included		Included	
Accounting	Included		Included		Included	
Safety	Included		Included		Included	
Mark Up on Change Orders - Assume \$104,000	\$0	0%	\$4,160	4%	\$10,400	10%
Sales Tax Savings (Assume 0.5%)	(\$10,200)		(\$10,200)		\$0	
TOTAL	\$198,830		\$244,590		\$260,000	
Savings from Traditional Method	(\$61,170)		(\$15,410)			

Consistent in all three scopes, the above numbers do not include General Conditions such as dumpsters, temporary toilets, final cleaning, etc.