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
October 21, 2024 – 7:00 pm

A. CALL TO ORDER
B. PLEDGE OF ALLEGIANCE
C. APPROVAL OF AGENDA
Any additions, deletions, modifications to the agenda will be done at this time.
D. COUNCIL MEETING MINUTES
   a. Consider Approving Minutes from September 16, 2024 Regular Council Meeting and the work session meetings before and after the Council Meeting.
E. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS
F. CITIZEN INPUT
G. COUNCIL/COMMITTEE REPORT
H. DEPARTMENT REPORTS
   a. Howard Lake Wine and Spirits | South Shore Event Center
I. CONSENT AGENDA
   a. Consider Accepting all Reports & Payment of Claims.
   b. Consider Appointing Election Judges for General Election.
J. NEW BUSINESS
   a. Consider Appointment of Eric Stoll as Howard Lake Fire Chief.
   b. Consider Approval of MOU with Wright County for Engineering Study.
   c. Consider City Personnel Policy Modifications.
K. OLD BUSINESS
L. ADMINISTRATOR'S REPORT
M. ADJOURN

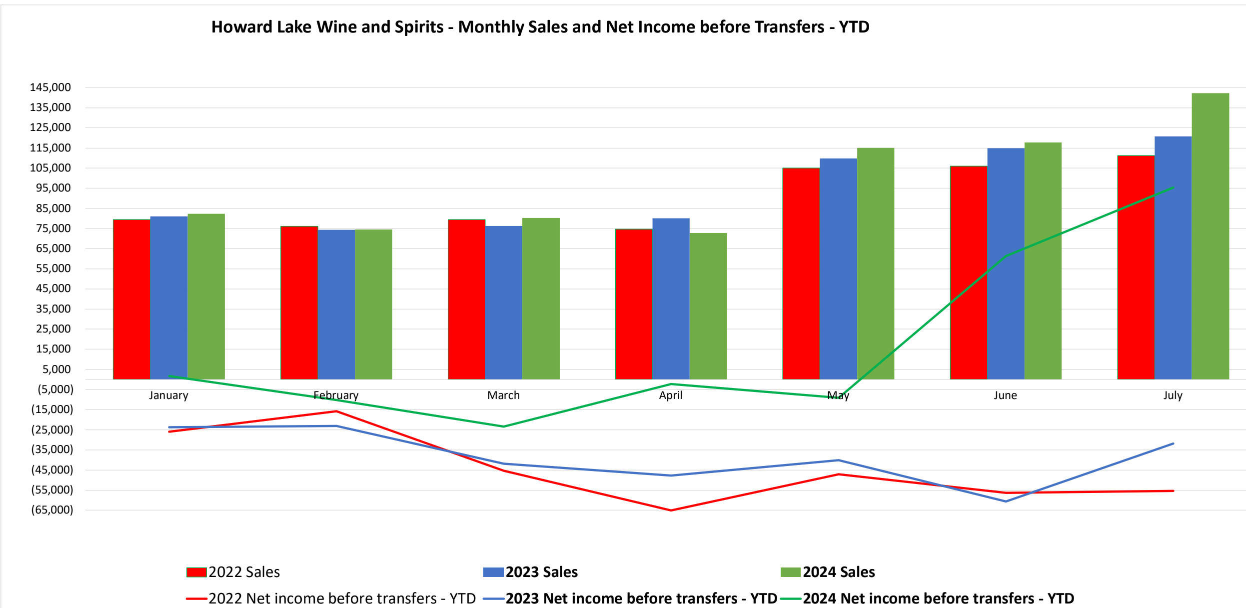
A workshop of the full city council will follow the regular city council meeting.

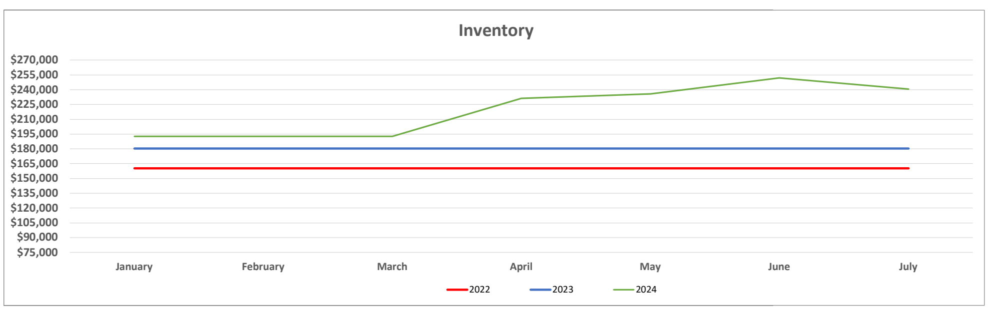
Wine and Spirits

	2024									
	January	February	March	April	May	June	July	August	September	Total
Sales	82,330	74,526	80,216	72,772	115,020	117,673	142,338	109,697	123,954	918,525
Cost of sales	(54,960)	(62,103)	(68,733)	(31,668)	(79,731)	(17,852)	(79,444)	(68,375)	(89,595)	(552,462)
Gross Profit	27,370	12,423	11,483	41,104	35,289	99,821	62,893	41,322	34,359	366,063
Operating expense										
Personnel Services	12,821	13,042	13,434	20,116	25,027	14,539	16,988	18,164	23,679	157,812
Supplies	1,688	1,971	959	702	1,214	340	49	986	447	8,357
Depreciation	-	-	-	-	-	-	-	-	-	-
Other services and charges	10,969	9,914	14,965	1,081	16,256	15,082	17,835	15,910	14,818	116,830
Repair and Maintenance	208	536	302	182	808	635	325	523	12,392	15,910
Total operating expense	25,687	25,463	29,660	22,081	43,306	30,597	35,197	35,583	51,335	298,909
Operating income	1,683	(13,040)	(18,177)	19,022	(8,017)	69,224	27,696	5,738	(16,977)	67,154
Other income/expense										
Bond pricipal	-	-	-	-	-	-	-	-	-	-
Bond interest	-	-	-	-	-	-	-	-	-	-
Bond Issuance Cost	-	-	-	-	-	-	-	-	-	-
Interest income	-	-	-	-	-	-	-	-	-	-
Other income	22	1,109	4,942	2,178	1,241	1,108	6,381	443	1,646	19,069
Total other income/expense	22	1,109	4,942	2,178	1,241	1,108	6,381	443	1,646	19,069
Net income before transfers	1,705	(11,931)	(13,235)	21,200	(6,776)	70,332	34,078	6,181	(15,331)	86,223
2024 Net income before transfers - YTD	*1,705*	*(10,226)*	*(23,461)*	*(2,261)*	*(9,037)*	*61,295*	*95,373*	*101,554*	*86,223*	
Operating transfer out	-	-	-	-	-	-	-	-	-	-
2024 Net income after transfers	1,705	(11,931)	(13,235)	21,200	(6,776)	70,332	34,078	6,181	(15,331)	86,223
2023 Net income after transfers	(23,828)	656	(18,597)	(5,902)	7,492	(20,516)	28,733	332	11,790	(19,841)
2024 Increase/(Decrease) vs 2023 Net Income	25,534	(12,587)	5,362	27,102	(14,268)	90,848	5,345	5,849	(27,121)	106,064

Howard Lake Wine and Spirits Scorecard

	Comparative Month End			Comparative YTD				
Key Performance Indicators	7/31/2022	7/31/2023	7/31/2024	7/31/2022	7/31/2023	7/31/2024	Target	Comments
Sales revenue	$ 111,313	120,727	$ 142,338	$ 632,253	$ 657,272	$ 684,874	$ 676,990	
Gross profit percentage	36.76%	48.96%	44.19%	23.22%	25.36%	42.40%	27.00%	
Net income before transfers	0.79%	23.80%	23.94%	-8.77%	-4.86%	13.93%	9.00%	
Net income after transfers	0.79%	23.80%	23.94%	-8.77%	-4.86%	13.93%	5.00%	

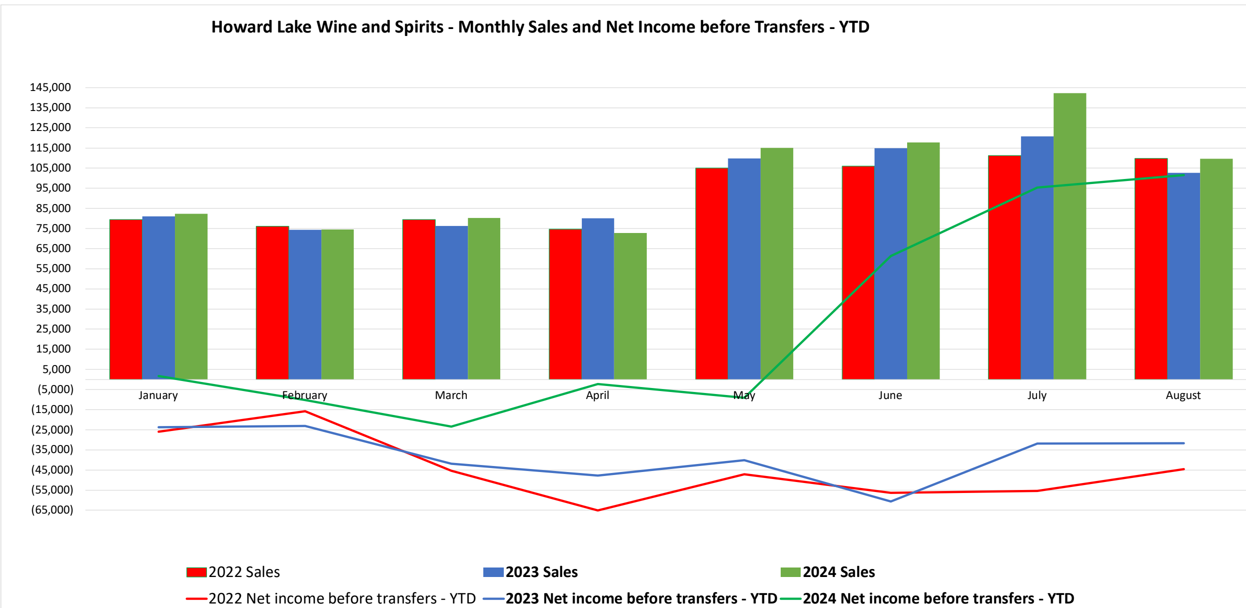


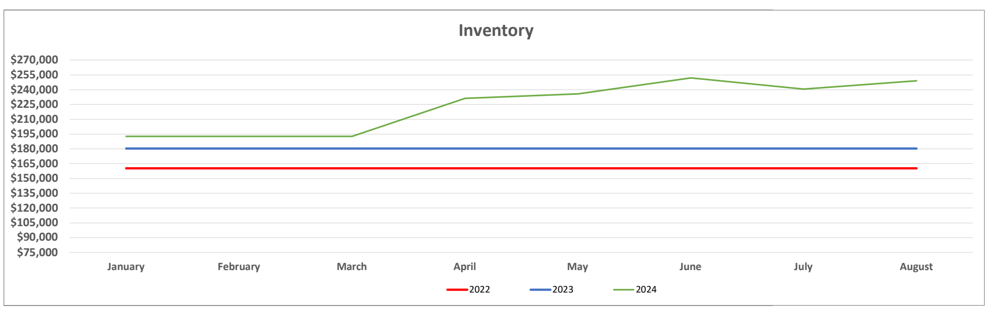


Key Performance Indicators Definitions		
Sales Revenue		Basic measure of how much money the enterprise is bringing in. It can be broken down by period or product category to identify areas of strength or weakness.
Gross Profit Percentage		The percent difference between the cost of goods sold and the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

Howard Lake Wine and Spirits Scorecard

	Comparative Month End			Comparative YTD				
Key Performance Indicators	8/31/2022	8/31/2023	8/31/2024	8/31/2022	8/31/2023	8/31/2024	Target	Comments
Sales revenue	$ 109,815	102,638	$ 109,697	$ 742,068	$ 759,910	$ 794,571	$ 782,707	
Gross profit percentage	37.13%	25.46%	37.67%	25.28%	25.37%	41.75%	27.00%	
Net income before transfers	9.90%	0.32%	5.63%	-6.01%	-4.16%	12.78%	9.00%	
Net income after transfers	9.90%	0.32%	5.63%	-6.01%	-4.16%	12.78%	5.00%	





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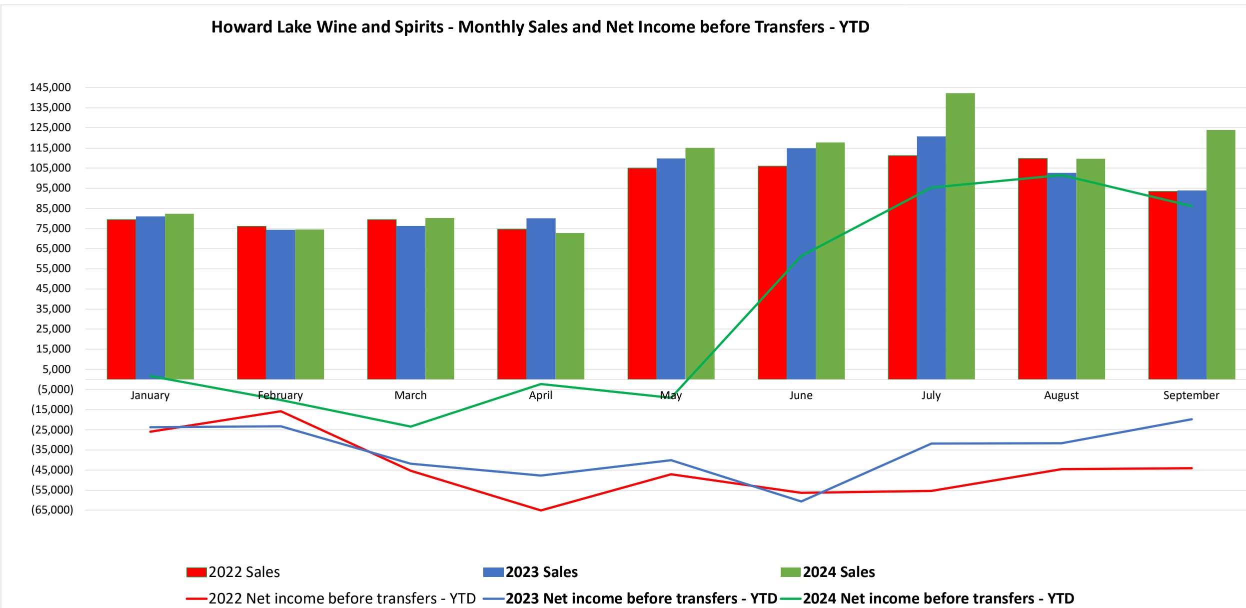
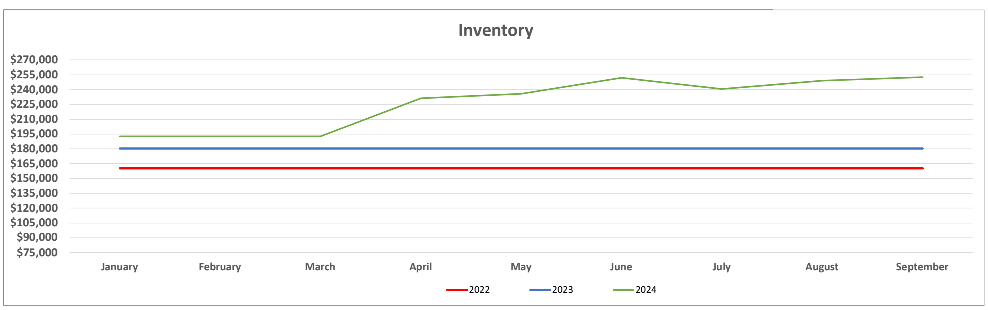
Howard Lake Wine and Spirits Scorecard

	Comparative Month End			Comparative YTD				
Key Performance Indicators	9/30/2022	9/30/2023	9/30/2024	9/30/2022	9/30/2023	9/30/2024	Target	Comments
Sales revenue	$ 93,487	93,863	$ 123,954	$ 835,554	$ 853,773	$ 918,525	$ 879,386	
Gross profit percentage	28.15%	41.21%	27.72%	25.60%	27.11%	39.85%	27.00%	
Net income before transfers	0.58%	12.56%	-12.37%	-5.27%	-2.32%	9.39%	9.00%	
Net income after transfers	0.58%	12.56%	-12.37%	-5.27%	-2.32%	9.39%	5.00%	





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CITY OF HOWARD LAKE

CLAIMS & DONATIONS APPROVED

DATE - OCTOBER 21, 2024

GENERAL FUND	CHECKS: 63268 - 63415	$700,230.55
PAYROLL	27613-27625, 503616-503716	$98,933.49
ELECTRONIC	1771-1810	$97,961.62
TOTAL		$897,125.66

AMBULANCE CLMS	CHECKS: 6123-6132	$9,138.90
ELECTRONIC	57 - 59	$41.99
TOTAL		$9,180.89

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CITY OF HOWARD LAKE

*Check Summary Register©

Checks 09/16/2024-10/21/2024

	Name	Check Date	Check Amt	
1010 CITIZEN ALLIANCE				
1771e	INTERNAL REVENUE SERVICE	9/18/2024	$9,091.88	
1772e	MN DEPT OF REVENUE	9/18/2024	$1,895.40	
1773e	PERA	9/18/2024	$8,768.64	
1774e	LEAP-WEX	9/18/2024	$1,135.08	
1775e	NCR SECURE PAY	9/26/2024	$171.15	August Fees
1776e	U.S. POSTAL SERVICE	9/26/2024	$487.20	August Utility Billing
1777e	CITY OF BUFFALO	9/26/2024	$60.00	ACCT# 26-022950-00
1778e	U.S. POSTAL SERVICE	9/26/2024	$491.12	September Utility Billing Postage
1779e	CITIZENS ALLIANCE BANK	9/26/2024	$50.00	Safe Deposit Box Rent
1780e	XCEL ENERGY	9/26/2024	$95.59	Acct # 51-0013221205-1
1782e	INTERNAL REVENUE SERVICE	10/2/2024	$9,583.48	
1784e	MN DEPT OF REVENUE	10/2/2024	$1,855.84	
1785e	PERA	10/2/2024	$8,299.33	
1787e	LEAP-WEX	10/2/2024	$1,135.08	
1796e	WEX HEALTH INC	9/30/2024	$24.75	WH ADMIN
1797e	AUTHNET GATEWAY BILLING	9/30/2024	$25.00	
1798e	CITIZENS ALLIANCE BANK	9/30/2024	$30.00	ACH Origination Fee
1799e	NCR SECURE PAY	9/30/2024	$159.15	
1800e	THE LINCOLN NATIONAL LIFE IN	9/30/2024	$1,298.76	
1801e	PSN	9/30/2024	$342.62	
1803e	AETNA HEALTH	9/30/2024	$13,064.62	
1804e	MN DEPT OF REVENUE	9/30/2024	$11,289.00	Water/Garbage Sales Tax
1805e	HEARTLAND PAYMENT SYSTEM	9/30/2024	$4,338.80	September Bank Statement
1806e	MN DEPT OF LABOR AND INDUS	10/14/2024	$2,475.84	2nd Qtr Building Permit Surcharge
1807e	INTERNAL REVENUE SERVICE	10/16/2024	$8,900.43	
1808e	MN DEPT OF REVENUE	10/16/2024	$1,852.74	
1809e	PERA	10/16/2024	$8,546.28	
1810e	LEAP-WEX	10/16/2024	$1,135.08	
1811e	CITY OF BUFFALO	10/18/2024	$60.00	ACCT# 26-022950-00
1812e	THE LINCOLN NATIONAL LIFE IN	10/18/2024	$1,298.76	
6133	U.S. POSTAL SERVICE	10/17/2024	$146.00	Stamps for Ambulance Billing
27613	GOEPFERT, THOMAS	9/20/2024	$402.40	
27614	BONNICK, STEVEN	9/20/2024	$352.04	
27615	HARTNECK, SEAN M.	9/20/2024	$200.29	
27616	GOEPFERT, THOMAS	10/4/2024	$351.56	
27617	DICKENS, CHRISTENA M	10/4/2024	$138.52	
27618	DRUSCH, JACOB D	10/4/2024	$244.04	
27619	MAGES, ALEX	10/4/2024	$138.52	
27620	PETERSON, JEREMY	10/4/2024	$183.21	
27621	ROKOLA, MARQUESE W	10/4/2024	$23.09	
27622	STOLL, ERIC	10/4/2024	$249.54	
27623	WIECH, KYLE	10/4/2024	$161.46	
27624	BONNICK, STEVEN	10/4/2024	$403.55	
27625	GOEPFERT, THOMAS	10/18/2024	$129.61	
63268	WASTEWATER COMMISSION	9/17/2024	$49,000.00	SAC FEES - 144 Terning Way
63269	AMAZON CAPITAL SERVICES	9/19/2024	$249.65	Office Supplies, Coffee cups, Computer monito
63270	BELLBOY CORPORATION	9/19/2024	$784.96	Assortment of Liquors
63271	BREAKTHRU BEVERAGE	9/19/2024	$508.59	Assorted Liquors
63272	CAPITOL BEVERAGE SALES	9/19/2024	$1,723.65	Assorted Beers
63273	COKATO TRANSPORTATION, IN	9/19/2024	$90.00	J. Merges Drug Collection and Analysis
63274	DAHLHEIMER BEVERAGE GREE	9/19/2024	$3,492.62	Credit for products
63275	DAMA METAL PRODUCTS INC	9/19/2024	$1,017.00	Surface mounts with tamper switches, mountin
63276	GREATER MN COMMUNICATION	9/19/2024	$80.00	Printed envelopes with return addresses
63277	HAWKINS, INC	9/19/2024	$3,418.76	Chlorine cylinders, LPC-5

CITY OF HOWARD LAKE

*Check Summary Register©

Checks 09/16/2024-10/21/2024

	Name	Check Date	Check Amt	
63278	JOE'S SPORT SHOP	9/19/2024	$487.38	Vehicle Gas/Oil Slip #968601
63279	JOHNSON BROTHERS LIQUOR C	9/19/2024	$1,149.34	Cuervo, Brandy, Kinky Liqueur, Rumchata
63280	MEDIACOM LLC	9/19/2024	$11.27	HL TV Service at City Hall Acct #83839231600
63281	MID AMERICAN RESEARCH CHE	9/19/2024	$436.22	Silicone Release Agent for Snow Removal
63282	MINNESOTA DARE INC	9/19/2024	$1,450.00	Officer Johnson DARE Training
63283	MN VALLEY TESTING LAB, INC	9/19/2024	$52.75	Coliform, MF-Water and Pick up charge
63284	PHILLIPS WINE & SPIRITS	9/19/2024	$1,699.20	Bota Box Wines
63285	THE HOME CITY ICE COMPANY	9/19/2024	$455.20	7 and 20lb bags of ice
63286	TIMMYS PUB CLUB, LLC	9/19/2024	$96.00	Tap Cleaning at SSEC
63287	VIKING COCA-COLA	9/19/2024	$209.85	Coke Zero and Tonic for HLWS
63288	VISA	9/19/2024	$931.59	Blink Camera Subscription
63289	WRIGHT HENNEPIN ELECTRIC	9/19/2024	$1,194.00	ELECTRIC
63290	BKV GROUP	9/23/2024	$1,081.74	New Library Professional Services Through 9-1
63291	CONTEGRITYGROUP	9/23/2024	$7,688.57	On Site Supervision & Reimbursables
63292	DESIGN ELECTRICAL CONTRAC	9/23/2024	$37,034.08	Final Application
63293	ELITE FENCE & DECK	9/23/2024	$647.25	Five damaged temp fence panels
63294	GRAZZINI BROTHERS AND COM	9/23/2024	$2,575.80	Final Application
63295	HALLBERG ENGINEERING	9/23/2024	$3,840.00	HL Library
63296	PARAMETERS, LTD	9/23/2024	$70,459.30	Remaining balance on library furniture
63297	PROGRESSIVE BUILDING SYST	9/23/2024	$41,505.85	Final Application
63298	ULTRA CONCRETE	9/23/2024	$7,740.00	Final Application
63299	WENZEL-PLYMOUTH PLUMBING	9/23/2024	$9,257.15	Final Application
63300	AMAZON CAPITAL SERVICES	9/26/2024	$157.10	Paper towels, hand soap, bags
63301	BREAKTHRU BEVERAGE	9/26/2024	$838.93	Buzzbox, Ballotin, Canada House
63302	CAPITOL BEVERAGE SALES	9/26/2024	$5,230.60	Credit on Products
63303	CASTING CREATIONS	9/26/2024	$759.54	Metal Plaque for New Library
63304	CENTERPOINT ENERGY	9/26/2024	$262.69	Fire Dept Acct # 8000016347-9
63305	CINTAS	9/26/2024	$352.75	Acct 12850116 City Hall
63306	DAHLHEIMER BEVERAGE GREE	9/26/2024	$5,371.52	Credits on Misc Beers
63307	EARTHLINK INC	9/26/2024	$18.26	HL Fire Dept
63308	JOHNSON BROTHERS LIQUOR C	9/26/2024	$1,687.99	Cuervo, New Amsterdam, Pendleton
63309	MENARDS-BUFFALO	9/26/2024	$154.84	Paint for Hydrants
63310	METRO WEST IRRIGATION	9/26/2024	$160.00	Locate Main and Heads
63311	MN VALLEY TESTING LAB, INC	9/26/2024	$52.75	Coliform MF-Water
63312	MUMFORD SANITATION	9/26/2024	$12,035.39	COMPOST LEASE
63313	NCPERS GROUP LIFE INS	9/26/2024	$48.00	
63314	NORTH COUNTRY CHEVROLET/	9/26/2024	$50,693.46	2024 Chevrolet Tahoe Police
63315	PAUMEN COMPUTER SERVICES	9/26/2024	$1,710.36	Microsoft 365, Network Configuration, Netgear,
63316	PHILLIPS WINE & SPIRITS	9/26/2024	$785.56	Captain Morgan, Phillips Brandy, Vodka, Black
63317	SECURITY BANK & TRUST	9/26/2024	$14,493.82	Loan Interest on Loan 407241
63318	SOUTHERN GLAZER WINE & SPI	9/26/2024	$971.83	Makers Mark, Jim Beam, Hornitos
63319	VERIZON	9/26/2024	$120.03	
63320	WURM, JOSEPH	9/26/2024	$51.58	Overpayment on water/utility bill
63321	BOBROWSKE KEITH	10/3/2024	$65.00	October Cell Allowance
63322	CAPITOL BEVERAGE SALES	10/3/2024	$5,137.25	Beer Varieties
63323	CARLSONSV CPAS & ADVISORS	10/3/2024	$24,600.00	Professional audit services for 2023
63324	CENTURYLINK	10/3/2024	$642.62	Acct 313493414 Elevator
63325	CINTAS	10/3/2024	$105.48	Acct 12854181
63326	DAHLHEIMER BEVERAGE GREE	10/3/2024	$6,353.35	Grain Belt Nordeast Kegs
63327	EMERGENCY AUTOMOTIVE	10/3/2024	$832.85	Siren bracket, lights for new police squad
63328	GB LAND LLC	10/3/2024	$125.25	Overpayment on water bill 144 Terning Way
63329	GOPHER STATE ONE-CALL, INC	10/3/2024	$83.95	Fax Tickets for Locates
63330	NICK HAGGENMILLER	10/3/2024	$365.00	Cell Allowance
63331	HAWKINS, INC	10/3/2024	$2,815.55	Chemicals and freight charge
63332	HOMOLA, TOMMY	10/3/2024	$900.00	Driveway Escrow Reimbursement

CITY OF HOWARD LAKE

*Check Summary Register©

Checks 09/16/2024-10/21/2024

	Name	Check Date	Check Amt	
63333	IUOE LOCAL 49 FRINGE BENEFI	10/3/2024	$48.00	Local #49 Dues
63334	JOE'S SPORT SHOP	10/3/2024	$698.02	Fire Dept Gas Slip #968606
63335	JOHNSON BROTHERS LIQUOR C	10/3/2024	$6,224.22	
63336	MYRA LAWAY	10/3/2024	$65.00	Cell Allowance
63337	LESAGE, SCOTT	10/3/2024	$218.17	Overpayment of utility bill 3017 Pine Ave
63338	MARCO TECHNOLOGIES LLC	10/3/2024	$580.72	Phones City Hall
63339	DEBRA MCALPINE	10/3/2024	$65.00	Car Allowance
63340	MEDIACOM LLC	10/3/2024	$156.90	Acct 8384923160090330
63341	JARED MERGES	10/3/2024	$65.00	Cell Allowance
63342	METRO WEST INSPECTION SER	10/3/2024	$3,405.76	Finalized Permits September 2024
63343	MN STATE PATROL	10/3/2024	$300.00	Used Radar
63344	JIM OTTENSTROER	10/3/2024	$65.00	Cell Allowance
63345	PHILLIPS WINE & SPIRITS	10/3/2024	$7,869.24	Crown Royal, Seagrams, UV, Windsor
63346	PLUNKETT'S PEST CONTROL	10/3/2024	$123.83	Pest Control Fire Barn
63347	REEDS AND RUSHES	10/3/2024	$1,137.00	September Gratuitities for Events
63348	SOUTHERN GLAZER WINE & SPI	10/3/2024	$500.36	Gin and Pina Coladas
63349	SPEEDTECH LIGHTS INC	10/3/2024	$1,684.23	Materials for new police squad
63350	T-MOBILE	10/3/2024	$343.01	Sept Bill
63351	UNITED STATES TREASURY	10/3/2024	$722.59	Penalties
63352	VERIZON CONNECT NWF, INC	10/3/2024	$274.71	
63353	VINOCOPIA, INC	10/3/2024	$288.00	Drink Wisconsibly
63354	WASTEWATER COMMISSION	10/3/2024	$60,102.09	Total City WWTP Discharge
63355	WSB	10/3/2024	$570.50	Professional public planning August
63356	ABDO FINANCIAL SOLUTIONS	10/11/2024	$7,916.67	Professional financial services October 2024
63357	ALTERNATE FORCE	10/11/2024	$840.00	Backpack Tactical kit and Freight
63358	BELLBOY CORPORATION	10/11/2024	$2,149.01	Misc Liquors
63359	CAPITOL BEVERAGE SALES	10/11/2024	$465.40	Beer
63360	CENTERPOINT ENERGY	10/11/2024	$189.32	625 8th Ave
63361	CINTAS	10/11/2024	$19.26	SSEC mats and rugs
63362	COURI, & RUPPE, P.L.L.P.	10/11/2024	$4,772.50	General Legal Services
63363	DAHLHEIMER BEVERAGE GREE	10/11/2024	$3,544.60	Keg Deposit Credit
63364	DAVID DROWN ASSOCIATES	10/11/2024	$2,400.00	Financial full disclosure (2012A,2018A,2019A
63365	DELANO RENTAL, INC	10/11/2024	$285.12	Rental of the Toro Brush Mower
63366	DONAHUE, MICHELLE	10/11/2024	$140.00	Working fall clean up
63367	EMERYS TRUCK & TRAILER REP	10/11/2024	$146.65	MN DOT and license plate installation
63368	FINKEN WATER CENTERS	10/11/2024	$20.00	625 8th Ave Customer Number 0401331
63369	HERALD JOURNAL PUBLISHING	10/11/2024	$49.95	Hydrant Flushing Notice
63370	HL PIT STOP	10/11/2024	$418.67	Fuel for PD
63371	INTL UNION OF OPERATING EN	10/11/2024	$105.00	Monthly Dues
63372	JOHNSON BROTHERS LIQUOR C	10/11/2024	$41.82	Carlo Rossi Peach Sangria
63373	LEAGUE OF MINN CITIES	10/11/2024	$968.00	LMC Membership Dues
63374	MAGRAS, ADELINE	10/11/2024	$24.62	Overpayment on final utility bill
63375	DEBRA MCALPINE	10/11/2024	$13.67	Reimbursement for lemons/limes
63376	MILLER, EDWARD	10/11/2024	$17.66	Reimbursement for peg hooks
63377	MN DEPT OF LABOR AND INDUS	10/11/2024	$200.00	Elevator License SSEC
63378	MN VALLEY TESTING LAB, INC	10/11/2024	$52.75	Coliform and pick up charge
63379	NAPA AUTO PARTS COKATO	10/11/2024	$65.46	Oil Changeon 2018 Chevy Silverado
63380	NORTHLAND TRUST SERVICES,	10/11/2024	$98,632.50	Debt Interest on Bond Series 2010A
63381	JIM OTTENSTROER	10/11/2024	$150.00	Hauling appliances & steel Fall Clean Up
63382	PAUSTIS WINE COMPANY	10/11/2024	$635.50	Misc Wines
63383	PHILLIPS WINE & SPIRITS	10/11/2024	$1,026.53	Crown Royal, Bulleit, Seagrams 7
63384	PLUNKETT'S PEST CONTROL	10/11/2024	$81.36	
63385	PREMIUM WATERS- WILLMAR	10/11/2024	$35.22	Water for HL Wine & Spirits
63386	SOUTHERN GLAZER WINE & SPI	10/11/2024	$1,279.27	Patron & Svedka
63387	VINOCOPIA, INC	10/11/2024	$1,202.25	Paul Sutton Bourbon Vikings

CITY OF HOWARD LAKE

*Check Summary Register©

Checks 09/16/2024-10/21/2024

	Name	Check Date	Check Amt	
63388	WORKMANS RELIEF	10/11/2024	$1,188.00	Misc THC Gummies
63389	XCEL ENERGY	10/11/2024	$9,752.00	October Billing Acct 51-6197060-3
63390	GREATER MN COMMUNICATION	10/11/2024	$400.00	4X8 Banners
63391	MED COMPASS	10/11/2024	$2,420.00	Physicals, Fit Tests, Blood Analysis
63392	VISA	10/11/2024	$16.13	Supplies for Fire Dept
63393	ADVANCED POWER SERVICES,	10/16/2024	$3,290.00	Inspection of backup generators
63394	AIR-PRO HEATING & COOLING L	10/16/2024	$1,009.00	HL Maintenance Agreement
63395	AMAZON CAPITAL SERVICES	10/16/2024	$164.96	Storage Cabinet and Shipping Fees
63396	BELLBOY CORPORATION	10/16/2024	$1,467.86	Tres Corona Sherry
63397	BREAKTHRU BEVERAGE	10/16/2024	$1,138.04	Misc Liquors
63398	CAPITOL BEVERAGE SALES	10/16/2024	$674.10	Credit for Busch Lite
63399	CINTAS	10/16/2024	$153.93	Invoices 4208177078 and 4207467020
63400	DAHLHEIMER BEVERAGE GREE	10/16/2024	$3,293.65	Beer Varieties
63401	HOWARD LAKE TIRE & AUTO	10/16/2024	$2,422.08	Repairs on 2020 Chevrolet Tahoe
63402	JOE'S SPORT SHOP	10/16/2024	$953.14	Slip #968611
63403	JOHNSON BROTHERS LIQUOR C	10/16/2024	$1,332.32	Misc Wines
63404	KLEIN, JON & JENNIFER	10/16/2024	$27.04	Overpayment on Utility Bill
63405	KWIK TRIP INC.	10/16/2024	$402.96	Gas for Police Department
63406	MARCO	10/16/2024	$435.99	Copier Fees
63407	MEDIACOM LLC	10/16/2024	$611.07	
63408	MN VALLEY TESTING LAB, INC	10/16/2024	$52.75	Coliform and Pick up charge
63409	MOTOROLA SOLUTIONS, INC	10/16/2024	$19,963.00	Charger and Remote Speaker
63410	PHILLIPS WINE & SPIRITS	10/16/2024	$1,475.45	Crown Royal
63411	RED BULL DISTRIBUTION CO, IN	10/16/2024	$138.70	Red Bull
63412	USA BLUEBOOK	10/16/2024	$433.76	Reagent, Iron Hach Chlorine
63413	VERIZON CONNECT NWF, INC	10/16/2024	$147.53	
63414	VIKING COCA-COLA	10/16/2024	$492.00	Sodas for HLWS
63415	WASTEWATER COMMISSION	10/16/2024	$3,500.00	SAC FEES for 137 Terning Way
63416	BKV GROUP	10/17/2024	$1,617.00	Additional CA Services for HL Library
63417	PLUNKETT'S PEST CONTROL	10/17/2024	$81.36	Invoice #8690158 733 6th St
63418	ROERS AND SONS WELDING AN	10/17/2024	$950.00	Library Book Cart and Material
63419	WASTEWATER COMMISSION	10/17/2024	$26,000.00	SAC FEES for HL Library
63420	Z Systems	10/17/2024	$12,333.55	Cameras, microphone and system for library c
503616e	CARGILL, ZACHARY C	9/20/2024	$432.11	
503617e	GROTH, TRAVIS	9/20/2024	$175.69	
503618e	HAGGENMILLER, NICHOLAS A	9/20/2024	$4,160.15	
503619e	HALL, JUSTIN D	9/20/2024	$154.06	
503620e	MERGES, JARED M	9/20/2024	$2,513.26	
503621e	REMER, TANYA M	9/20/2024	$1,628.26	
503622e	THEISEN, MEAGAN	9/20/2024	$2,235.94	
503623e	ZANDER, SHARI	9/20/2024	$906.00	
503624e	OTTENSTROER, JAMES D	9/20/2024	$1,726.26	
503625e	PRESTIDGE, CLAYTON P	9/20/2024	$1,511.06	
503626e	KITTOCK, NICOLE D	9/20/2024	$172.11	
503627e	BORRELL, JENNIFER M	9/20/2024	$329.27	
503628e	BORRELL, JOSHUA K	9/20/2024	$103.07	
503629e	DAHL, LORI	9/20/2024	$361.62	
503630e	HORSTMANN, REBECCA A	9/20/2024	$41.52	
503631e	JENSEN, EMMA	9/20/2024	$182.11	
503632e	LAWAY, MYRA	9/20/2024	$2,271.92	
503633e	MAGES, LAURA A	9/20/2024	$223.63	
503634e	MCALPINE, DEBRA-ANN	9/20/2024	$1,356.31	
503635e	MILLER, EDWARD M	9/20/2024	$331.58	
503636e	SOTHAN, LAURIN B	9/20/2024	$291.04	
503637e	VIRNALA, TASIA, R	9/20/2024	$360.76	

CITY OF HOWARD LAKE

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Checks 09/16/2024-10/21/2024

	Name	Check Date	Check Amt
503638e	CHAFFINS, GORDON	9/20/2024	$236.62
503639e	HARTNECK, BEAU P.	9/20/2024	$273.54
503640e	JOHNSON, JACOB D	9/20/2024	$2,091.13
503641e	PREUSSE, MITCHELL D	9/20/2024	$1,534.15
503642e	SZCZEPANIK, DARIUSZ J	9/20/2024	$2,403.75
503643e	THOMPSON, DAVID G	9/20/2024	$2,700.83
503644e	THOMPSON, KYLE	9/20/2024	$902.42
503645e	CARGILL, ZACHARY C	10/4/2024	$266.32
503646e	GROTH, TRAVIS	10/4/2024	$183.40
503647e	HAGGENMILLER, NICHOLAS A	10/4/2024	$4,160.15
503648e	HALL, JUSTIN D	10/4/2024	$338.95
503649e	MERGES, JARED M	10/4/2024	$2,478.93
503650e	REMER, TANYA M	10/4/2024	$1,590.59
503651e	THEISEN, MEAGAN	10/4/2024	$2,235.94
503652e	ZANDER, SHARI	10/4/2024	$779.11
503653e	OTTENSTROER, JAMES D	10/4/2024	$1,763.21
503654e	PRESTIDGE, CLAYTON P	10/4/2024	$1,511.06
503655e	BOBROWSKE, KEITH	10/4/2024	$277.05
503656e	BRAVINDER, SETH Z	10/4/2024	$46.17
503657e	DRUSCH, ZACHARY R.	10/4/2024	$739.58
503658e	KITTOCK, BRIAN	10/4/2024	$69.26
503659e	KITTOCK, NICOLE D	10/4/2024	$257.55
503660e	LOEBERTMANN, AMANDA G	10/4/2024	$300.14
503661e	LOEBERTMANN, CRAIG	10/4/2024	$323.22
503662e	PETERSON, DAVID T	10/4/2024	$369.40
503663e	BORRELL, JENNIFER M	10/4/2024	$25.30
503664e	BORRELL, JOSHUA K	10/4/2024	$130.77
503665e	DAHL, LORI	10/4/2024	$173.93
503666e	GROW, SAMANTHA L.	10/4/2024	$321.01
503667e	HORSTMANN, REBECCA A	10/4/2024	$275.33
503668e	JENSEN, EMMA	10/4/2024	$25.30
503669e	JENSEN, LUCAS	10/4/2024	$156.07
503670e	KOOSMAN, BRADLY S	10/4/2024	$25.30
503671e	KOOSMAN, HOPE A	10/4/2024	$212.77
503672e	LAWAY, MYRA	10/4/2024	$2,242.80
503673e	MAGES, LAURA A	10/4/2024	$130.77
503674e	MCALPINE, DEBRA-ANN	10/4/2024	$1,356.31
503675e	MILLER, EDWARD M	10/4/2024	$306.03
503676e	SOTHAN, LAURIN B	10/4/2024	$496.55
503677e	VIRNALA, TASIA, R	10/4/2024	$488.88
503678e	CHAFFINS, GORDON	10/4/2024	$263.94
503679e	HARTNECK, BEAU P.	10/4/2024	$365.99
503680e	HARTNECK, SEAN M.	10/4/2024	$631.10
503681e	JOHNSON, JACOB D	10/4/2024	$2,091.13
503682e	PREUSSE, MITCHELL D	10/4/2024	$322.63
503683e	SZCZEPANIK, DARIUSZ J	10/4/2024	$2,403.75
503684e	THOMPSON, DAVID G	10/4/2024	$2,700.83
503685e	THOMPSON, KYLE	10/4/2024	$201.64
503686e	CARGILL, ZACHARY C	10/18/2024	$363.84
503687e	HAGGENMILLER, NICHOLAS A	10/18/2024	$4,160.15
503688e	MERGES, JARED M	10/18/2024	$2,249.09
503689e	REMER, TANYA M	10/18/2024	$1,598.12
503690e	THEISEN, MEAGAN	10/18/2024	$2,235.94
503691e	ZANDER, SHARI	10/18/2024	$820.08
503692e	OTTENSTROER, JAMES D	10/18/2024	$1,825.80

CITY OF HOWARD LAKE

*Check Summary Register©

Checks 09/16/2024-10/21/2024

	Name	Check Date	Check Amt
503693e	PRESTIDGE, CLAYTON P	10/18/2024	$1,654.44
503694e	KITTOCK, NICOLE D	10/18/2024	$170.41
503695e	BORRELL, JENNIFER M	10/18/2024	$32.53
503696e	DAHL, LORI	10/18/2024	$173.93
503697e	GROW, SAMANTHA L.	10/18/2024	$179.11
503698e	HORSTMANN, REBECCA A	10/18/2024	$229.66
503699e	JENSEN, EMMA	10/18/2024	$25.30
503700e	JENSEN, LUCAS	10/18/2024	$25.30
503701e	KOOSMAN, BRADLY S	10/18/2024	$109.56
503702e	KOOSMAN, HOPE A	10/18/2024	$153.85
503703e	LAWAY, MYRA	10/18/2024	$2,272.26
503704e	MAGES, LAURA A	10/18/2024	$212.94
503705e	MCALPINE, DEBRA-ANN	10/18/2024	$1,369.12
503706e	MILLER, EDWARD M	10/18/2024	$396.82
503707e	SOTHAN, LAURIN B	10/18/2024	$395.45
503708e	VIRNALA, TASIA, R	10/18/2024	$447.17
503709e	CHAFFINS, GORDON	10/18/2024	$273.03
503710e	HARTNECK, BEAU P.	10/18/2024	$273.54
503711e	HARTNECK, SEAN M.	10/18/2024	$897.64
503712e	JOHNSON, JACOB D	10/18/2024	$2,091.13
503713e	PREUSSE, MITCHELL D	10/18/2024	$322.63
503714e	SZCZEPANIK, DARIUSZ J	10/18/2024	$2,438.62
503715e	THOMPSON, DAVID G	10/18/2024	$2,848.02
503716e	THOMPSON, KYLE	10/18/2024	$1,061.85
		Total Checks	$897,125.66

FILTER: [Check Date] between #09/16/2024# and #10/21/2024# and [Check Nbr]>0 and [Cash Act]='1010'

CITY OF HOWARD LAKE

*Check Summary Register©

Checks 09/16/24-10/21/24

	Name	Check Date	Check Amt	
1012	**CAB - AMBULANCE**			
57e	CUSTOMERS-AMBULANCE	10/2/2024	$16.09	Merch BankCard
58e	CUSTOMERS-AMBULANCE	10/2/2024	$5.41	Gateway Serices
59e	CUSTOMERS-AMBULANCE	9/30/2024	$20.49	Gateway Services
6123	T-MOBILE	10/3/2024	$47.39	September Bill
6124	ALLINA HEALTH EMS	10/11/2024	$400.00	AmbulanceService
6125	CENTRAL MCGOWAN, INC	10/11/2024	$83.08	Cylinder Rentals
6126	CITY OF HOWARD LAKE	10/11/2024	$3,975.00	August Ambulance Pay
6127	CROWN COLLEGE	10/11/2024	$450.00	EMTI- EMT/EMR TRAINING 9-16-24
6128	JOE'S SPORT SHOP	10/11/2024	$569.41	Slip Number 968603 AMB Fuel
6129	KEAVENY PHARMACY	10/11/2024	$2,440.80	RX for Ambulance
6130	RIDGEVIEW MEDICAL CENTER	10/11/2024	$400.00	July Transport
6131	VISA	10/11/2024	$328.11	Adobe Subscription
6132	ZOLL MEDICAL CORPORATION	10/11/2024	$445.11	RESQPOD
		Total Checks	$9,180.89	

FILTER: [Check Date] between #09/16/24# and #10/21/24# and [Check Nbr]>0 and [Cash Act]='1012'

HOWARD LAKE CITY COUNCIL MEETING

October 21, 2024

AGENDA ITEM: **Consider Appointing Election Judges for General Election**

SECTION: **New Business**

FROM: City Administrator

BACKGROUND:

The City Council appoints election judges for elections. The following individuals are brought forward for appointment:

Traci Drake
David Marks
Barb Guenigsman
Heather Miller
Adam Fie
Michelle Berg
Tanya Remer
Jim Heuer
Traci Drake
Wanda Werner
Rhonda Frey
Susan Jude
Kylie Fie
Mary Dongoski
Nick Haggenmiller

DECISION MAKING METRICS:

FINANCIAL: Election judges are paid $20/hr – included in the 2024 Budget.

COUNCIL ACTION REQUESTED: Approve as presented

ATTACHMENTS: N/A

HOWARD LAKE CITY COUNCIL MEETING

October 21, 2024

AGENDA ITEM: **Consider Approval of MOU with Wright County for Engineering Study**

SECTION: **New Business**

FROM: City Administrator, Nick Haggenmiller
Wright County Engineer, Chad Hausmann

BACKGROUND: The BNSF Railroad Bridge over CSAH 6 North in Howard Lake is infamous for its low clearance leading to frequent strikes by tall/large vehicles and equipment. Identifying responsibility is difficult as the railroad owns/maintains the railroad bridge. The County owns/maintains the roadway and the City has infrastructure under the roadway itself. Additionally, identifying remedies is difficult due to immense expenses associated with raising rails or bridge replacement by BNSF, who is also quick to note that the bridge was in place prior to the county road. Further, the high water table due to the close proximity of the lake also makes lowering the roadway cost prohibitive. Finally noted, while many well intended residents and passersby have proposed many ideas and preventive measures, none of these have been deemed implementable for varying reasons. Collectively, these circumstances have led to overall paralysis.

In early 2024, BNSF announced they would be replacing one of the two bridges at this location. It is noted that while it appears to be ONE bridge, there are two tracks and technically two separate bridges as shown below. Wright County and the City of Howard Lake began regular and intentional meetings together and with BNSF to identify shared solutions.

Recently, progress appears to have been made collectively as some possible means to lower the roadway have been identified as well as obtain funding assistance from BNSF and MNDOT may be available. In order to explore this further, an engineering feasibility study is being proposed collaboratively between the City and the County.

Wright County is proposing to fund the study in full using the city engineer, Bolton and Menk (BMI). This would be managed under a simple memorandum of understanding. The general scope of services and fee is forth coming from BMI. In order to keep this process moving forward, the city council is asked to approve the MOU without the exhibit with the understanding that there is no cost or obligation to the City.

DECISION MAKING METRICS:

FINANCIAL: There is no cost to the City. However, the total feasibility study is estimated not to exceed $30,000.

LEGAL: The MOU is binding between the City and County and needs to be approved prior to engaging the engineer.

COUNCIL ACTION REQUESTED: Approve MOU as presented with Wright County to complete feasibility study.

ATTACHMENTS:

1. MOU between Wright County and City of Howard Lake.

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

Phone: (763)682-7383

Email:
HwyAdmin@co.wright.mn.us

CHAD HAUSMANN, P.E.
Highway Engineer

SARA BUERMANN, P.E.
Assistant Hwy. Engineer

CODY SEDBROOK, P.E.
Traffic Engineer

NATE HELGESON
Maintenance
Superintendent

BRIAN JANS
Shop Maintenance
Superintendent

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

JOHN JORDAHL
Design Engineer

VACANT
Construction Engineer

MEMO OF UNDERSTANDING

FOR THE FEASIBILITY STUDY OF
COUNTY STATE AID HIGHWAY (CSAH 6) UNDER THE BNSF RAILROAD BRIDE
IN THE CITY OF HOWARD LAKE, MN

Between: the City of Howard Lake, hereafter called the **"city"**, and

the County of Wright, hereafter called the **"county"**,

WHEREAS;

The City and County are collaborating on a study to determine the feasibility and cost of alternative roadway designs of CSAH 6 under the BNSF Railroad bridge.

IT IS HEREBY AGREED AND MUTUALLY UNDERSTOOD THAT;

1. The city will initiate the coordination of the study after this signed memo of understanding is fully executed.
2. The scope, alternative analysis, deliverables and cost of the study will be agreed upon by both the city and the county.
3. The County will pay 100% of the cost of the study.
4. The County will reimburse the City 95% of the cost of the study upon approval of the scope of services provided by the consulting engineer and the remaining 5% upon completion and approval of the study by both the City and County.
5. The county and city will review and approve the final report.
6. No work described herein will begin until this Memo of Understanding has been signed by all parties.
7. It is understood that agreeing to complete the feasibility study that neither the city nor county are obligated to implement or fund said improvements.

For the City: ____ ___________
Nick Haggenmiller, City of Howard Lake — Date

For the County: ____ ___________
Greg Kryzer, Interim Wright County Administrator — Date

For the County: ____ ___________
Chad Hausmann, Wright County Engineer — Date

HOWARD LAKE CITY COUNCIL MEETING

October 21, 2024

AGENDA ITEM: Consider City Personnel Policy Updates

SECTION: **New Business**

FROM: City Administrator

BACKGROUND: City of Howard Lake Employees are required to adhere to the adopted Personnel Policy. From time to time policy modifications are required due to the organization evolving, new laws being adopted and the like. Proposed here are two policy modifications that largely impact part time, liquor and events staff.

Part Time Pay Increases

We have several long time, dedicated employees within the liquor store that have been employed with the city for several years who earn the same hourly wage as new hires. In effort to retain these employees, wage increases that are currently prohibited by the personnel policy are proposed. The section below is existing in the personnel policy; modifications are shown in highlight.

a) STEP INCREASES (PART-TIME EMPLOYEES)

Department Heads complete performance reviews for part-time employees on an annual basis. Once a part-time employee has reached 2080 hours of service or every two years of service, and they have achieved positive performance, they may be eligible for a step increase effective the pay period in which their 2080 hours of service falls. If a step increase occurs at the two-year anniversary, hours worked calculation starts over at zero at the new step.

The city has reviewed local retail hourly rates as well as other county municipal liquor stores. Currently, we pay on par with local retailers and well below the other county municipal liquor stores. The proposed rate would place the HLWS slightly higher for local retailers and slightly below the other municipal liquor stores who responded to the inquiry.

If approved this would increase current wages for two employees from $14.74 to $15.60 per hour.

Anti-Nepotism

The personnel policy is silent to the subject of nepotism. Long considered a taboo for organizations, especially units of government, the competitive job market and lack of workforce has softened this hard stance considerably. Proposed is a new policy section that attempts to address the matter. Generally speaking, hiring of and working alongside immediate family members will be PERMITTED under this policy provision. However, it requires the acknowledgement of a conflict at the time of application. The policy generally discourages family members working within the same department or having a direct reporting structure. However, as there are existing instances of this already within the Fire Department exceptions are also provided. The HLFD has several dual spouses within the department. They have proven this to be acceptable provided one partner does not directly report to another as well as making safety provisions such as not entering a structure fire simultaneously. This lends itself to further permitting in other departments.

Nepotism (NEW SECTION)

To attract and fill various roles within the City, the organization permits the hiring of family members, including spouses, domestic partners, and other close relatives. This is allowed as long as family members do not directly report to or supervise an immediate relative and do not work within the same department. Exceptions include roles in fire/ambulance services, provided they adhere to reporting and safety protocols set by the Chief and City Administrator. Additional exceptions apply to casual employees, such as event tenders in the liquor department, as long as the reporting structure is maintained, and an extended probation period is implemented at the time of hire. All such relationships must be disclosed during the application process to ensure compliance. If a potential conflict of interest arises, the organization may address it through measures like reassignment. Any exceptions require written approval from the City Administrator, and violations may result in disciplinary action, up to and including termination.

DECISION MAKING METRICS:

FINANCIAL: The financial consequence of the pay increase is estimated at about $600.

COUNCIL ACTION REQUESTED: Approve personnel policy modifications as presented.

ATTACHMENTS: N/A