

*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 19, 2021 – 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 the September 28, 2021 Meeting.
- E. CITIZEN INPUT
- F. COUNCIL/COMMITTEE REPORT
- G. DEPARTMENT REPORTS
 - a. Howard Lake Municipal Liquor Financials
 - b. South Shore Event Center Financials
- H. CONSENT AGENDA
 - a. Consider Accepting all Reports & Payment of Claims.
 - b. Consider Approving Various Personnel Appointments.
 - c. Consider Closing Dutch Lake Woods to Vehicle Traffic on Halloween.
 - d. Consider Approval of Various Policies Necessary to Support a USDA Community Facilities Application
- I. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS
- J. NEW BUSINESS
 - a. Consider Ordering the Abatement of Conditions Creating a Building Code Violation.
 - b. Consider Resolution Supporting Wright County Local Option Sales Tax for Transportation Funding.
 - c. Consider Approval of Facility Maintenance Items at the Fire Hall. [attachment]
 - d. Consider Outdoor Furnishings for Central Park.
 - e. Consider Approval of Personnel Policy Update
- E. OLD BUSINESS
- F. ADMINISTRATOR'S REPORT
- G. ADJOURN



CITY OF HOWARD LAKE

625 8TH Avenue - PO Box 736 - Howard Lake, MN 55349
Phone: 320-543-3670 | cityadmin@howard-lake.mn.us | www.howard-lake.mn.us

HOWARD LAKE CITY COUNCIL

Howard Lake City Hall -
September 28, 2021

MEETING MINUTES

COUNCIL PRESENT

Mayor Zimmerman
Tom Kutz [electronic]
Allan Munson
Jason Deiter [electronic]
Gene Gilbert

COUNCIL ABSENT

None

STAFF PRESENT

Nick Haggenmiller, City Administrator
Dave Thompson, Police Chief
Jacob Johnson, Police Department
Mitchell Preusse, Police Department

ALSO PRESENT

Various family and friends of Officers Johnson & Preusse
Neil Weber, Concerned Resident 421 14th Street

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

APPROVAL OF AGENDA

Haggenmiller requested the addition of E.e “Consider Various Concrete Repairs & Replacements.”

Council Member Deiter/Kutz MSP to approve the agenda.

APPROVAL OF MINUTES

The minutes of the August 17, 2021 Regular Meeting were reviewed and approved unanimously MSP Kutz/Deiter.

CITIZEN INPUT

No residents addressed the Council.

COUNCIL/COMMITTEE REPORT

Mayor Zimmerman updated the council on a meeting attended by himself and the city administrator the week prior to receive approval by the GRRL Executive Board to relocate the library from its current location to Central Park in 2022.

DEPARTMENT REPORTS

Receive and file the Howard Lake Municipal Liquor Financials.

CONSENT AGENDA

a. CONSIDER ACCEPTING ALL REPORTS AND PAYMENT OF CLAIMS

GENERAL FUND	58291-58439	\$531,868.62
PAYROLL	26939-26966,501593-501656	\$84,380.62
ELECTRONIC	1023-1047	\$63,382.83
TOTAL		\$679,632.07
AMBULANCE CLAIMS	5778-5786	\$7,666.82
ELECTRONIC		
TOTAL		\$7,666.82

b. Consider Various Personnel Appointments.

c. Consider Approving 2021 Fall Clean Up Dates and Rates.

The consent agenda was approved unanimously as presented MSP Kutz/Gilbert.

PUBLIC HEARING/PRESENTATION

a. Chief's Pinning Ceremony for Police Officers

Chief David Thompson presented the pinning of Officers Jacob Johnson & Mitchel Preusse.

NEW BUSINESS

a. CONSIDER RESOLUTION SETTING PUBLIC HEARING FOR CREATION OF TIF 1-21, TERNING TRAILS.

Haggenmiller presented Resolution 21-20 Setting the Public Hearing for TIF 1-21 for November 16, 2021 at 7pm. The purpose of the proposed TIF district to offset developer incurred costs associated with the completion of street & utility improvements.

The Resolution was approved unanimously MSP Gilbert/Deiter.

b. CONSIDER RESOLUTION ORDERING THE ABATEMENT OF CONDITIONS CREATING A BUILDING CODE VIOLATION.

Haggenmiller presented the staff report indicating that a boulder wall had been constructed at 1340 4th Avenue without the necessary building permit. Repeated attempts and notifications to compel the property owner into compliance have failed. The resolution provided 20 days after council passage for compliance. After such time, the city administrator and city attorney would begin legal proceedings with Wright County District Court.

Mayor Zimmerman questioned the specific legal process to follow. Haggenmiller responded the city would file for a motion of summary judgement which may or may not include a hearing. If a hearing is held, it is likely the property owner would be given additional time for compliance.

After discussion, the resolution was approved unanimously MSP Munson/Kutz.

c. CONSIDER RESOLUTION ORDERING THE ABATEMENT OF A NUISANCE AT 601 9TH STREET.

Haggenmiller reviewed the staff report, noting the city generally sends an average of 200 total code enforcement letters annually to about 100 unique property owners. In the case of the specific property over a dozen letters have been sent in 2021 alone and the same or similar issues date back to 2007 when the code enforcement program started. Haggenmiller further noted the property is minimally compliant at his latest drive-by earlier the same day. He proposed to pass the resolution which gives the property owner 20 days for compliance. If necessary, Haggenmiller would take additional legal action after reviewing in 20 days.

Council briefly discussed the city's ordinance and noted that there is no longer a "Wright County Fair" provision that permits demolition cars surrounding the annual Wright County Fair. Haggenmiller noted that staff still uses discretion during those times, however, the present issue is nearly year-round.

After discussion, council unanimously passed the resolution MSP Deiter/Kutz.

d. CONSIDER TERMS, PLACEMENT AND PAYMENT OF HIGHWAY MEMORIAL SIGNS FOR TADDY DRUSCH.

The HLFD have sought permit approval from MNDOT to place Taddy Drusch Memorial signs on US12 at the entrances of city limits. The signs and related permitting and installation expense is \$2,234. Haggenmiller noted this is brought forward for council approval as the expense does not fully meet "public expenditure" requirements and to also be mindful of additional or similar requests in the future and to have a policy position.

The agreement and related terms were approved unanimously MSP Kutz/Munson.

e. CONSIDER VARIOUS CONCRETE REPAIRS

Haggenmiller presented concrete repairs needed at Historic City Hall and around the city for sidewalk repairs and maintenance. The following were discussed:

HCH West Steps: Replacement \$5,950
HCH SW Steps: Replacement \$4,990
HCH SE Steps: Replacement \$6,875
Sidewalk Repair 9th Ave & 7th Street: \$3,300
Sidewalk Repair CSAH 6 South: \$2,900

Council discussed repair vs replacement of HCH steps and advocated to replace in full due to the age and unknown length of useful life received from repairing. Haggenmiller noted that several quotes were sought, but ultimately only one responded and is able to perform the work before Fall 2022.

After discussion, council unanimously approved MSP Munson/Kutz the full replacements as presented by Ashwill Companies/Cokato totaling \$24,015.

f. CONSIDER APPROVING MODIFIED PURCHASE AGREEMENT AND CONSTRUCTION AGREEMENT FOR TERNING TRAILS.

Haggenmiller reviewed the terms of the purchase agreement previously agreed to by the city council in July. He noted the proposed modification would replace the cash park dedication fee for the developer purchasing and installing the playground equipment directly. The City would be able to review and approve prior to construction of the playground equipment. In turn, the playground equipment would be placed on Outlot B rather than a buildable parcel. Additionally, the developer is requesting permission to commence earth moving on site immediately and prior to officially closing on the property.

The council noted that construction equipment appeared to have already been mobilized. Haggenmiller confirmed crews were mobilized earlier in the same day. Council was supportive of the modification and request to begin earth movement but reasserted the need for the park to be built to similar finishing level of other neighborhood parks.

After discussion, the modification to the purchase agreement and temporary agreement were approved unanimously MSP Deiter/Munson.

g. Consider Various Approvals for the 2022 Budget & Levy

Preliminary Tax Levy & Preliminary Debt Service Levy

Staff reviewed the report that suggested an estimated total tax and debt service levy totaling \$1,258,281 or an 8% increase from 2021 total of \$1,167,257. Haggenmiller noted the overall tax capacity including valuation and new construction estimated about 16% year over year. Therefore, the proposed levy increase would result in a decrease to the tax rate to an estimated 66% down from 72%. It was further noted that residential values have been and are anticipated to increase dramatically. Therefore, establishing estimates for the Truth in Taxation Hearing would be difficult.

Preliminary General Fund Budget

Haggenmiller updated the council to the overall formation of the 2022 Budget. The following significant deviations are noted:

- Increasing officer pay for HLFDD appointed personnel.
- 10% Health Insurance Increase.
- Allocating a total of \$600,000 to the CIP in 2021.
- 10% increase in LMCIT Insurance.
- 3% COLA and Step Increases

The tax levy was approved unanimously MSP Gilbert/Kutz,

The debt service levy was approved unanimously MSP Munson/Gilbert.

The preliminary general fund budget was approved unanimously MSP Deiter/Kutz.

OLD BUSINESS

None.

ADMINISTRATORS REPORT

None.

ADJOURN

The meeting was adjourned unanimously at 8:33pm.

Attest – City Administrator/Clerk

Mayor

Howard Lake Wine & Spirits

Profit & Loss Statement

for the period 9/1/2021 to 9/30/2021

SALES	Mnthly Amnt	YTD Amount	Budget	% of Budget	2020 Mnthly Amt	2020 YTD Amt	+/- Pr Yr
Liquor	\$ 26,769	\$ 255,927	\$ 397,000	64%	\$ 30,896	\$ 263,074	\$ (7,147)
Beer	\$ 43,022	\$ 429,224	\$ 675,000	64%	\$ 52,408	\$ 469,676	\$ (40,451)
Wine	\$ 6,405	\$ 64,894	\$ 102,000	64%	\$ 7,255	\$ 71,281	\$ (6,387)
Discounts	\$ (896)	\$ (11,135)	\$ (18,000)	62%	\$ (953)	\$ (12,074)	\$ 939
Misc(Pop/Mixes/Tobaco)	\$ 1,538	\$ 14,576	\$ 33,600	43%	\$ 1,881	\$ 20,661	\$ (6,084)
Non Tax	\$ 1,062	\$ 9,600	\$ 14,400	67%	\$ 1,742	\$ 14,509	\$ (4,909)
Loyalty Program	\$ (14)	\$ (237)	\$ (3,000)	8%	\$ (1,240)	\$ (10,220)	\$ 9,983
On Sale Revenue - SSEC	\$ 2,665	\$ 7,716			\$ (17)	\$ 1,220	
Other Revenue	\$ 29	\$ 176			\$ 15	\$ 146	
TOTAL SALES	\$ 80,581	\$ 770,741	\$ 1,201,000	64%	\$ 91,988	\$ 818,271	\$ (54,057)
COST OF SALES							
Liquor	\$ 20,992	\$ 176,587	\$ 228,000	77%	\$ 21,693	\$ 182,372	\$ (5,785)
Beer	\$ 34,477	\$ 330,712	\$ 532,000	62%	\$ 41,226	\$ 367,407	\$ (36,695)
Wine	\$ 4,541	\$ 43,464	\$ 66,000	66%	\$ 4,690	\$ 48,574	\$ (5,110)
Misc Tax	\$ 1,450	\$ 13,093	\$ 17,500	75%	\$ 863	\$ 12,458	\$ 636
Misc Non Tax	\$ -	\$ 179	\$ 8,500	2%	\$ 1,124	\$ 7,594	\$ (7,416)
Freight	\$ 623	\$ 4,808	\$ 8,000	60%	\$ 731	\$ 6,153	\$ (1,345)
TOTAL COST OF SALES	\$ 62,083	\$ 568,843	\$ 860,000	66%	\$ 70,327	\$ 624,558	\$ (55,715)
GROSS PROFIT	\$ 18,498	\$ 201,898					
EXPENSES							
Wages/Benefits	\$ 13,032	\$ 117,434	\$ 171,825	68%	\$ 10,936	\$ 109,608	\$ 7,826
Consulting	\$ 1,000	\$ 8,100	\$ 12,000	68%	\$ 700	\$ 4,900	\$ 3,200
Training & Seminars	\$ -	\$ 60	\$ 1,000	6%	\$ -	\$ 240	\$ (180)
Travel	\$ 100	\$ 466	\$ 1,000	47%	\$ (62)	\$ 682	\$ (216)
Dues & Subscriptions	\$ -	\$ 820	\$ 1,000	82%	\$ -	\$ 800	\$ 20
Cash Short/Over	\$ (3)	\$ 56	\$ -		\$ (184)	\$ 50	\$ 6
Credit Card Expense	\$ 1,539	\$ 13,968	\$ 18,000	78%	\$ 1,583	\$ 12,930	\$ 1,039
Insurance	\$ -	\$ 9,636	\$ 9,300	104%	\$ -	\$ 7,739	\$ 1,896
Repair & Maintenance	\$ 890	\$ 9,435	\$ 8,000	118%	\$ -	\$ 1,251	\$ 8,184
Computer Supplies/Technology	\$ -	\$ 3,526	\$ 4,500	78%	\$ 395	\$ 8,718	\$ (5,192)
Utilities	\$ 1,383	\$ 9,068	\$ 12,000	76%	\$ 706	\$ 6,371	\$ 2,697
Advertising	\$ -	\$ 2,099	\$ 2,500	84%	\$ -	\$ 2,039	\$ 60
Misc	\$ 141	\$ 2,251	\$ 5,000	45%	\$ 492	\$ 10,432	\$ (8,181)
Depreciation	\$ 625	\$ 5,625	\$ 7,500	75%	\$ 625	\$ 5,625	\$ -
TOTAL EXPENSES	\$ 18,707	\$ 182,545	\$ 253,625	72%	\$ 15,191	\$ 171,385	\$ 11,159
PROFIT/(LOSS)	\$ (209)	\$ 19,353			\$ 6,469	\$ 22,329	

Oct 2021
HLWS
KPI
Overview



Month in Review

September 2019 vs September 2021

Sales

▲ 37.4 %

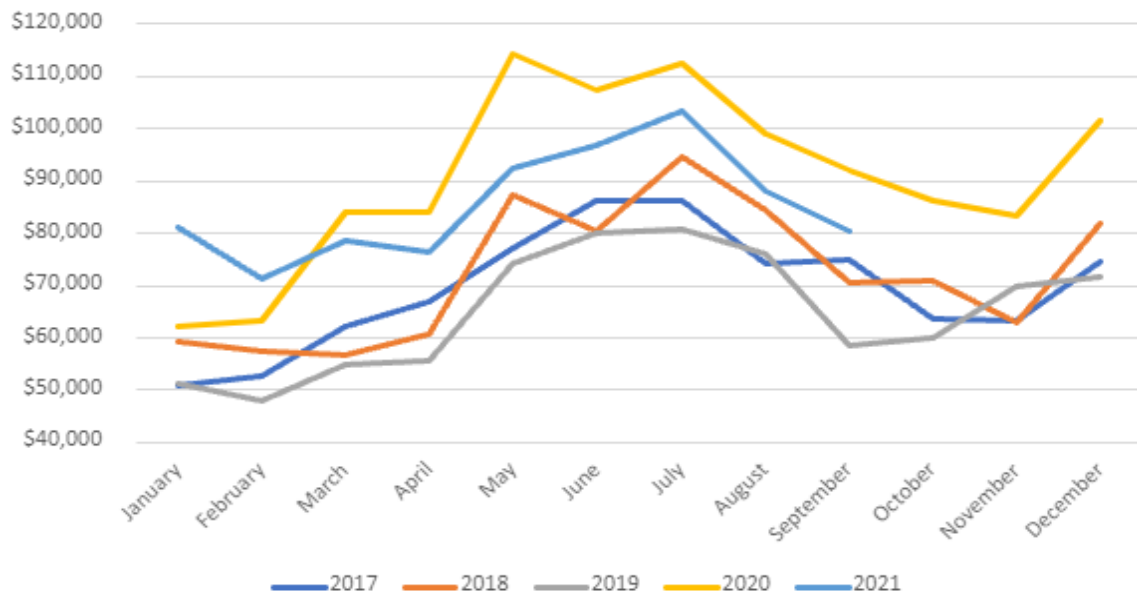
Customer Count

▲ 8.1%

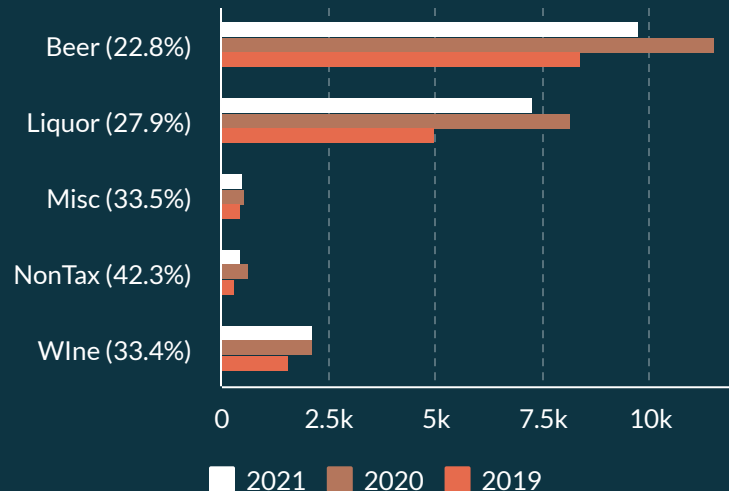
Gross Profits

▲ 64.1 %

Monthly Sales 2017 to Present



Gross Profit \$ per Category
Sept 2019 - 2021 (9/21 percentage)

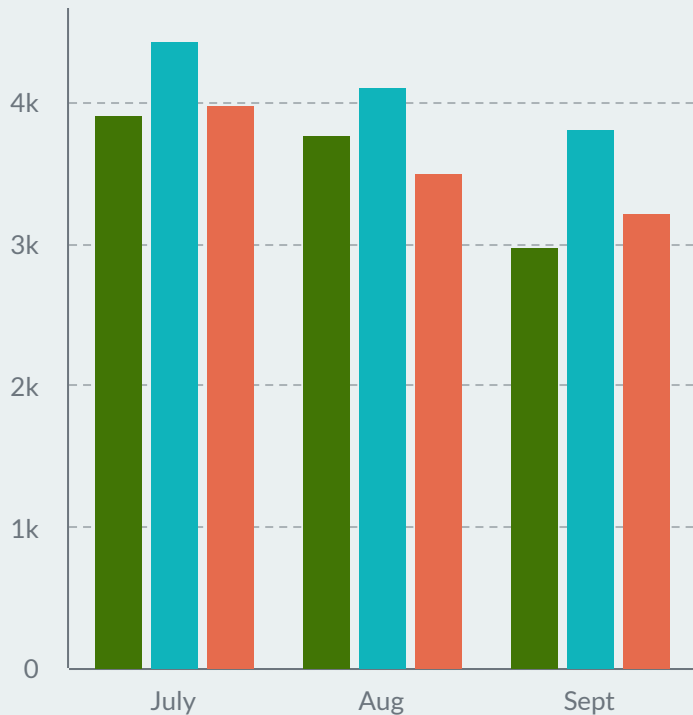


Net profits of \$19K for Sept, -\$209 year to date...

Running virtually even is good news going into the last 1/4 of the year. Labor and Inventory costs are tracking below budget-good when sales are below expectations. Est '21 net profit near \$100,000.

Management's Notes

July-Sep Cust 2019 - 2021



Big month "upstairs"

SSEC booked every weekend in October!

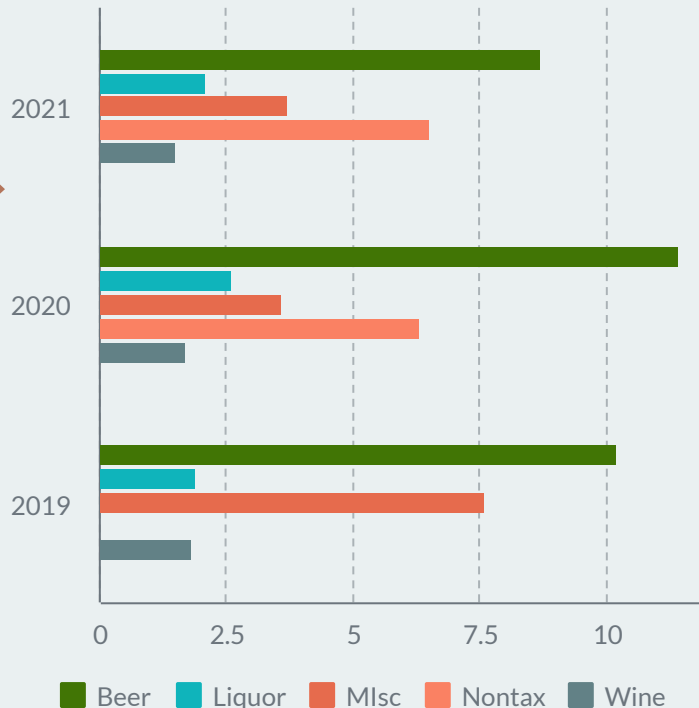
Wine turns increasing

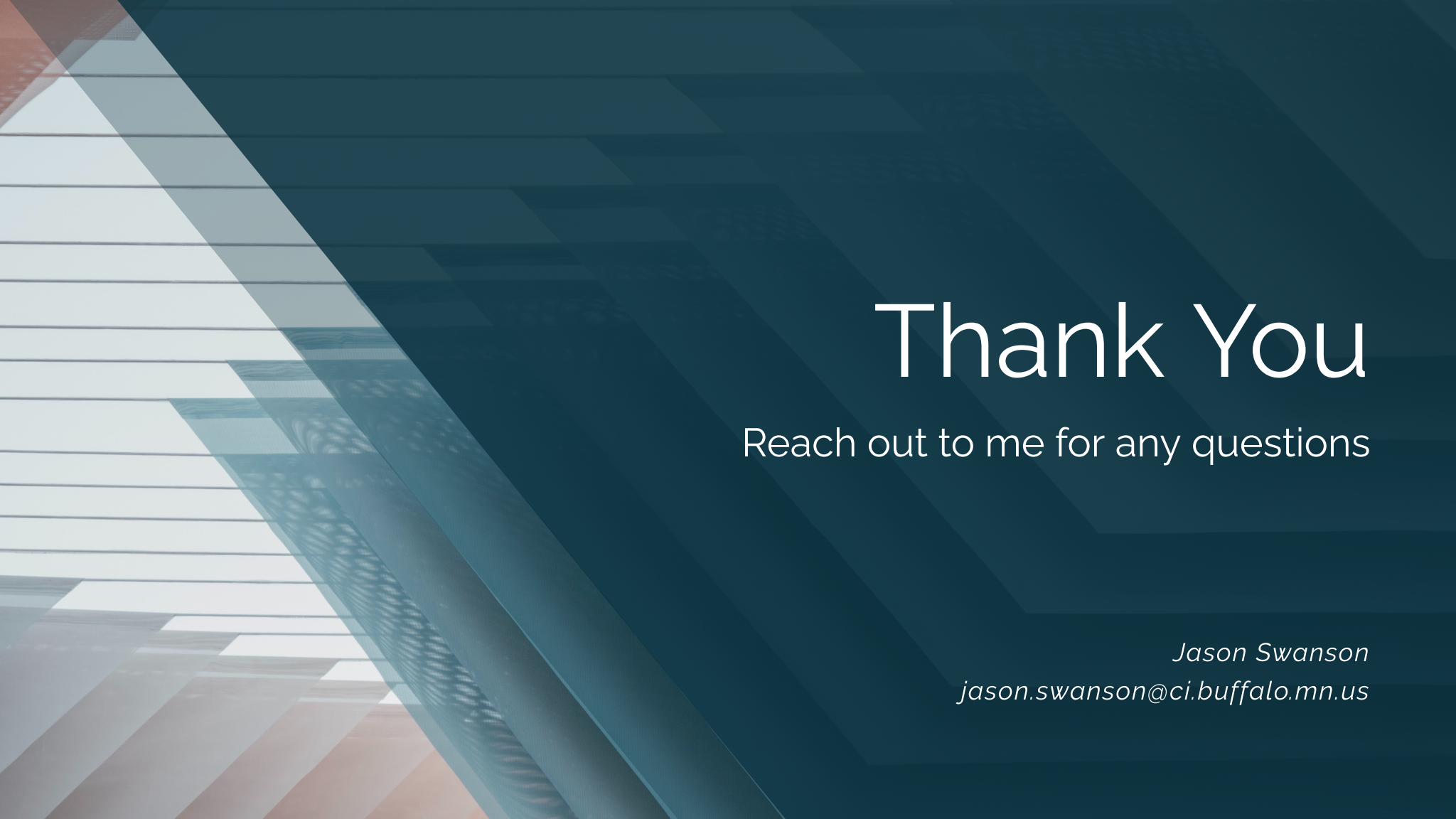
about 0.1 each of past 3 Septembers-**FINALLY!**

Slow time of year...

Not much going on until Thanksgiving. Hopeful for a strong holiday season and we will finish close to \$1.0M in Total Revenue.

Sept Turns 2019 - 2021





Thank You

Reach out to me for any questions

Jason Swanson
jason.swanson@ci.buffalo.mn.us

South Shore Event Center

Profit & Loss Statement

for the period 9/1/2021 to 9/30/2021

SALES

	Mnthly Amnt	YTD Amount	Budget	% of Budget
Rental	\$ 550	\$ 8,050		
Security	\$ 560	\$ 1,516		
Staff - On Sale	\$ 350	\$ 1,435		
Miscellaneous On Sale	\$ 326	\$ 668		
Liquor/Beer/Wine On Sale	\$ 1,989	\$ 5,419		
TOTAL SALES	\$ 3,774	\$ 17,087	\$ -	

EXPENSES

Wages	\$ 73	\$ 3,087		
Equipment	\$ -	\$ 1,862		
Dues & Subscriptions	\$ -	\$ -		
Insurance	\$ -	\$ -		
Repair & Maintenance	\$ 480	\$ 2,340		
Computer Supplies/Technology	\$ -	\$ -		
Utilities	\$ 73	\$ 670		
Advertising	\$ -	\$ 1,773		
Misc	\$ 923	\$ 6,807		
TOTAL EXPENSES	\$ 1,550	\$ 16,539	\$ -	

PROFIT/(LOSS)

\$ 2,225	\$ 549
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CITY OF HOWARD LAKE
CLAIMS & DONATIONS APPROVED
DATE - October 19, 2021

GENERAL FUND	CHECKS:	58440 – 58539	\$301,381.08
PAYROLL		26967-26977, 501657 – 501686	24,047.03
ELECTRONIC		1048-661	<u>27,297.61</u>
TOTAL			\$352,725.72
AMBULANCE CLMS CHECKS:			5787-5793
			\$6,105.79
ELECTRONIC			
TOTAL			\$6,105.79

CITY OF HOWARD LAKE

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***Check Summary Register©**

Checks 09/28/2021-10/19/2021

Name	Check Date	Check Amt	
1010 CITIZEN ALLIANCE			
1048e	INTERNAL REVENUE SERVICE	10/6/2021	\$6,626.42
1049e	MN DEPT OF REVENUE	10/6/2021	\$1,170.14
1050e	PERA	10/6/2021	\$5,459.02
1051e	FURTHER	10/6/2021	\$462.53
1052e	MN DEPT OF REVENUE	10/6/2021	\$1,644.00 UB Sales Tax Sept 2021
1053e	MN DEPT OF REVENUE	10/6/2021	\$7,480.00 HLWS Sales TX Sept 2021
1054e	HEARTLAND PYMT SERVICES	10/6/2021	\$1,366.02
1055e	PSN	10/6/2021	\$706.33
1056e	LS WEEKEND CASH	10/6/2021	\$2,000.00
1057e	CUSTOMERS	10/6/2021	\$120.00 COH Clean up day
1058e	CITY OF BUFFALO	10/6/2021	\$60.00 ACCT# 26-022950-00
1059e	AUTHNET GATEWAY BILLING	10/6/2021	\$20.00
1060e	CITIZENS ALLIANCE BANK	10/6/2021	\$30.00 ACH Origination Fee
1061e	RADIANT SYSTEMS	10/6/2021	\$153.15
26967	GOEPFERT, THOMAS	10/8/2021	\$626.81
26968	BOBROWSKE, KURT	10/8/2021	\$46.17
26969	DRUSCH, JACOB D	10/8/2021	\$272.46
26970	DRUSCH, JOEY	10/8/2021	\$23.09
26971	MAGES, ALEX	10/8/2021	\$310.96
26972	SHEROD, JOSEPH L.	10/8/2021	\$23.09
26973	STOLL, ERIC	10/8/2021	\$158.74
26974	WIECH, KYLE	10/8/2021	\$214.70
26975	MILLER, EDWARD M	10/8/2021	\$122.54
26976	BONNICK, STEVEN	10/8/2021	\$145.53
26977	CHAFFINS, GORDON	10/8/2021	\$62.34
58440	AVS INC	9/30/2021	\$5,995.00
58441	BANYON DATA SYSTEMS INC	9/30/2021	\$2,690.00 Banyon Setup New Meters
58442	BOLTON & MENK, INC	9/30/2021	\$12,577.00
58443	BUREAU OF CRIM APPREHENS	9/30/2021	\$740.00
58444	C & C EMBROIDERY	9/30/2021	\$54.00
58445	CENTERPOINT ENERGY	9/30/2021	\$198.33
58446	DRUSCH PLUMBING AND HEATI	9/30/2021	\$1,831.87 Lions Park
58447	HOWARD LAKE FIRE EQUIP FUN	9/30/2021	\$94,942.72 2021 Budget - Equip Fund
58448	MYRA LAWAY	9/30/2021	\$48.45 Reimbursement
58449	MEDIACOM LLC	9/30/2021	\$181.87
58450	METRO WEST IRRIGATION	9/30/2021	\$150.00
58451	COMMISSIONER OF TRANSPOR	9/30/2021	\$2,234.00
58452	536600-NCPERS GROUP LIFE IN	9/30/2021	\$32.00
58453	NELSON ELECTRIC MOTOR REP	9/30/2021	\$202.50
58454	OFFICE DEPOT	9/30/2021	\$102.67
58455	SPRINT	9/30/2021	\$308.80
58456	TEAM LABORTATORY CHEMICA	9/30/2021	\$480.75
58457	THEIN WELL	9/30/2021	\$4,838.88
58458	ARCTIC GLACIER ICE, INC	10/4/2021	\$258.60
58459	BELLBOY CORPORATION	10/4/2021	\$1,161.00
58460	BREAKTHRU BEVERAGE	10/4/2021	\$5,747.36
58461	CAPITOL BEVERAGE SALES	10/4/2021	\$6,192.78
58462	DAHLHEIMER BEVERAGE, LLC	10/4/2021	\$5,257.57
58463	JOHNSON BROTHERS LIQUOR C	10/4/2021	\$1,096.44
58464	LOCHER BROS, INC	10/4/2021	\$2,817.47
58465	PAUSTIS WINE COMPANY	10/4/2021	\$234.20
58466	PHILLIPS WINE & SPIRITS	10/4/2021	\$7,796.75
58467	SOUTHERN GLAZER WINE & SPI	10/4/2021	\$814.70
58468	VINOCOPIA, INC	10/4/2021	\$221.50

CITY OF HOWARD LAKE

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*Check Summary Register©

Checks 09/28/2021-10/19/2021

	Name	Check Date	Check Amt	
58469	WINE MERCHANTS	10/4/2021	\$254.18	
58470	KEITH BOBROWSKE	10/6/2021	\$162.58	Cell Allowance October 2021
58471	CENTERPOINT ENERGY	10/6/2021	\$21.00	
58472	CENTURYLINK	10/6/2021	\$638.50	
58473	CINTAS	10/6/2021	\$1,431.43	
58474	GOPHER STATE ONE-CALL, INC	10/6/2021	\$60.75	
58475	NICK HAGGENMILLER	10/6/2021	\$365.00	Cell Phone Allowance October 2021
58476	HAWKINS, INC	10/6/2021	\$25.00	
58477	HERALD JOURNAL PUBLISHING	10/6/2021	\$595.00	Howard Lake Community Guidebook
58478	HOWARD LAKE FOODS	10/6/2021	\$327.98	
58479	HOWARD LAKE POSTMASTER	10/6/2021	\$1,984.95	Envelopes
58480	JOE'S SPORT SHOP	10/6/2021	\$1,004.09	
58481	MYRA LAWAY	10/6/2021	\$162.97	Cell Phone October 2021
58482	MARCO TECHNOLOGIES LLC	10/6/2021	\$416.54	
58483	DEBRA MCALPINE	10/6/2021	\$109.11	Laundry Reimbursement October 2021
58484	MIDWEST MACHINERY CO	10/6/2021	\$84.80	
58485	MN DEPT OF LABOR AND INDUS	10/6/2021	\$200.00	Elevator-SSEC
58486	CLAYTON PRESTIDGE	10/6/2021	\$65.00	Cell Phone October 2021
58487	SORENSEN CONSULTING	10/6/2021	\$800.00	
58488	STANLEY, BRIDGET	10/6/2021	\$65.00	Cell Allowance October 2021
58489	STREICHER'S	10/6/2021	\$177.97	
58490	JASON SWANSON	10/6/2021	\$1,000.00	
58491	SWEEPER SERVICES	10/6/2021	\$678.26	
58492	TRI-COUNTY TREE SERVICE	10/6/2021	\$2,700.00	
58493	WASTEWATER COMMISSION	10/6/2021	\$70,714.32	July Less Forsmans
58494	XCEL ENERGY	10/6/2021	\$7,666.42	
58495	AMANDA LOEBERTMANN	10/12/2021	\$743.60	Travel Reimbursement - Craig
58496	ALDEN POOL & MUNICIPAL SUP	10/14/2021	\$329.00	
58497	BELLBOY CORPORATION	10/14/2021	\$847.13	
58498	KEITH BOBROWSKE	10/14/2021	\$196.80	Travel Reimbursement
58499	BUREAU OF CRIM APPREHENS	10/14/2021	\$150.00	
58500	C & C EMBROIDERY	10/14/2021	\$193.00	
58501	CAPITOL BEVERAGE SALES	10/14/2021	\$2,508.30	
58502	COKATO PARTS CITY	10/14/2021	\$87.96	
58503	COURI, & RUPPE, P.L.L.P.	10/14/2021	\$1,202.50	
58504	DAHLHEIMER BEVERAGE, LLC	10/14/2021	\$1,120.77	
58505	FINKEN WATER CENTERS	10/14/2021	\$5.00	
58506	FURTHER	10/14/2021	\$2.40	
58507	JODI GILYARD	10/14/2021	\$200.00	Adjust for returned10-08-2021 Payroll portion
58508	THOMAS GOEPFERT	10/14/2021	\$34.90	
58509	GRANITE ELECTRONICS	10/14/2021	\$127.92	
58510	HL PIT STOP	10/14/2021	\$771.14	
58511	HOLIDAY STATIONSTORES, LLC	10/14/2021	\$249.61	
58512	HOWARD LAKE FOODS	10/14/2021	\$24.60	
58513	HOWARD LAKE TIRE & AUTO	10/14/2021	\$828.79	
58514	JOHNSON BROTHERS LIQUOR C	10/14/2021	\$3,565.99	
58515	LOCHER BROS, INC	10/14/2021	\$2,891.25	
58516	AMANDA LOEBERTMANN	10/14/2021	\$64.00	Travel Reimbursement - Insurance
58517	MARCO	10/14/2021	\$314.71	
58518	MEDIACOM LLC	10/14/2021	\$266.17	
58519	MID-MINNESOTA HOT MIX, INC	10/14/2021	\$133.50	
58520	MIDWEST MACHINERY CO	10/14/2021	\$280.72	
58521	MN PEIP	10/14/2021	\$11,076.38	
58522	MN STATE FIRE CHIEF ASSN	10/14/2021	\$375.00	
58523	MN VALLEY TESTING LAB	10/14/2021	\$48.00	

CITY OF HOWARD LAKE

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***Check Summary Register©**

Checks 09/28/2021-10/19/2021

	Name	Check Date	Check Amt	
58524	NORTH FORK CUSTOM MEATS L	10/14/2021	\$20.85	
58525	NORTHWEST ASSOC CONSULT	10/14/2021	\$29.70	
58526	PAUSTIS WINE COMPANY	10/14/2021	\$570.35	
58527	PHILLIPS WINE & SPIRITS	10/14/2021	\$5,234.85	
58528	PLUNKETT'S PEST CONTROL	10/14/2021	\$201.27	
58529	PREMIUM WATERS, INC	10/14/2021	\$244.27	
58530	RED BULL DISTRIBUTION CO, IN	10/14/2021	\$147.00	
58531	SOUTHERN GLAZER WINE & SPI	10/14/2021	\$2,213.86	
58532	ERIC STOLL	10/14/2021	\$67.42	Reimbursement
58533	STREICHER'S	10/14/2021	\$59.99	
58534	TEAM LABORTATORY CHEMICA	10/14/2021	\$362.50	
58535	THEIN WELL	10/14/2021	\$655.00	
58536	USA BLUEBOOK	10/14/2021	\$103.15	
58537	VERIZON CONNECT NWF, INC	10/14/2021	\$97.14	
58538	WASTEWATER COMMISSION	10/14/2021	\$10,941.16	June Sonstegard Portion
58539	ZIEGLER INC	10/14/2021	\$875.37	
501657e	HAGGENMILLER, NICHOLAS A	10/8/2021	\$3,039.01	
501658e	THEISEN, MEAGAN	10/8/2021	\$1,734.74	
501659e	ZANDER, SHARI	10/8/2021	\$1,284.34	
501660e	PRESTIDGE, CLAYTON P	10/8/2021	\$1,433.97	
501661e	STANLEY, BRIDGET	10/8/2021	\$1,182.16	
501662e	BERG, TIMOTHY W	10/8/2021	\$138.52	
501663e	BOBROWSKE, KEITH	10/8/2021	\$335.51	
501664e	DALBEC, JOSHUA S	10/8/2021	\$233.96	
501665e	KITTOCK, BRIAN	10/8/2021	\$214.70	
501666e	KITTOCK, NICOLE D	10/8/2021	\$560.75	
501667e	LOEBERTMANN, AMANDA G	10/8/2021	\$277.05	
501668e	LOEBERTMANN, CRAIG	10/8/2021	\$92.35	
501669e	PETERSON, DAVID T	10/8/2021	\$346.31	
501670e	STUEVEN, MARK J	10/8/2021	\$161.61	
501671e	YOKIEL, ANDREW J	10/8/2021	\$195.46	
501672e	GILYARD, JODI	10/8/2021	\$330.52	
501673e	LAWAY, MYRA	10/8/2021	\$1,970.44	
501674e	LINDER, EMILY	10/8/2021	\$137.20	
501675e	MCALPINE, DEBRA-ANN	10/8/2021	\$1,059.87	
501676e	MCALPINE, LEXI	10/8/2021	\$132.93	
501677e	REMER, TANYA M	10/8/2021	\$191.51	
501678e	ZINCHINI, TIFFANI M	10/8/2021	\$37.35	
501679e	HAGLIN, SERENA P	10/8/2021	\$287.17	
501680e	JOHNSON, JACOB D	10/8/2021	\$1,630.97	
501681e	PREUSSE, MITCHELL D	10/8/2021	\$332.63	
501682e	STENDER, KOREY D	10/8/2021	\$9.71	
501683e	SZCZEPANIK, DARIUSZ J	10/8/2021	\$1,800.23	
501684e	THOMPSON, DAVID G	10/8/2021	\$1,973.84	
501685e	THOMPSON, KYLE	10/8/2021	\$350.28	
501686e	WILLIAMS, HUNTER L	10/8/2021	\$565.51	
Total Checks			\$352,725.72	

CITY OF HOWARD LAKE

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*Check Summary Register©

Checks 09/28/2021-10/19/2021

	Name	Check Date	Check Amt	
1012	CAB - AMBULANCE			
5787	ALLINA HEALTH EMS	10/14/2021	\$400.00	
5788	BAYCOM, INC	10/14/2021	\$233.00	
5789	CENTRAL MCGOWAN, INC	10/14/2021	\$218.60	
5790	CITY OF HOWARD LAKE	10/14/2021	\$4,100.00	Wages
5791	JOE'S SPORT SHOP	10/14/2021	\$546.99	
5792	MEDICS TRAINING, INC	10/14/2021	\$575.00	
5793	ERIC STOLL	10/14/2021	\$32.20	Reimbursement
	Total Checks		\$6,105.79	



HOWARD LAKE CITY COUNCIL MEETING

October 19, 2021

AGENDA ITEM: Consider Accepting Various Personnel Appointments

SECTION: Consent

FROM: Meagan Theisen, Assistant City Administrator

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

Hired – Kayla Arnold – Howard Lake Fire Department

DECISION MAKING METRICS:

FINANCIAL: This position is budgeted as part of the 2021 General Fund Budget.

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

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

COUNCIL ACTION REQUESTED: Approve appointments as presented.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

OCTOBER 19, 2021

AGENDA ITEM: Consider Approving Use of City Property & Police for Halloween Events

SECTION: Consent

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND:

Business Trick or Treat

The Howard Lake Chamber of Commerce is putting on a community Halloween event on Friday, October 29 from 4-6 at businesses along Highway 12 and along 8th Ave. Howard Lake Police Department will be directing cross traffic at 8th and HWY 12.

Dutch Lake Halloween

The City has closed the Dutch Lake Trail Subdivision to vehicle traffic on Halloween the last several years. The last couple years, Dutch Lake Trail Subdivision had barricades placed at the entrance of the development with a sign requesting vehicles park to solely permit pedestrian activity to increase safety within the development during Halloween. Exceptions were allowed for visitors with limited mobility or special needs and emergency services. To continue promoting pedestrian safety on Halloween, staff recommend closing the subdivision again this year.

Covid19

With all Halloween events going on this year, we are encouraging people to mind social guidelines, to wear masks and if you have any COVID symptoms to not attend. Businesses will be outside of their building to distribute candy and the candy handed out will be individually packaged. The Chamber has also included a map for participants to follow to encourage one way traffic.

DECISION MAKING METRICS:

FINANCIAL: N/A

LEGAL: Council has the authority to dictate special use of public property. It's noted that the mayor and a council member reside in this neighborhood. This does NOT present a defined conflict of interest and the full council is able to act on the matter.

STRATEGIC PLAN: Sustain and Enhance Community Traditions

COUNCIL ACTION REQUESTED: Approve the Howard Lake Chamber of Commerce Trick or Treat Main Street Event including use of public property and police assistance. Further, approve closure of Dutch Lake Trail Subdivision on Halloween with use of police assistance.

ATTACHMENTS: Chamber Flyer for Halloween Event

HOWARD LAKE ★ BUSINESS

TRICK OR TREAT



FRIDAY, OCT. 30 ★ 4-6PM

This year the business treat or treat will be a sidewalk event. Due to CDC Guidelines related COVID-19, we are asking businesses to hand out treats to children outside their business to practice safe social distancing.

Participating Businesses:

Better Homes & Gardens Real Estate All Seasons
(Alicia Boltz & Robin Fiecke)

City of Howard Lake

Emmy's Salon

Good Samaritan Assisted Living and Care Center

Howard Lake Ambassadors

Howard Lake Auxiliary

Howard Lake Chamber

Howard Lake Fire Department

Howard Lake Foods

Howard Lake Library

Howard Lake Lions

Howard Lake Wine & Spirits

Joe's Sport Shop

Keller Williams Integrity NW (Kelli Burau)

MN Fitness247

Mumford Sanitation

Munson Lakes Nutrition Country Store

St. John's Lutheran Church - Howard Lake

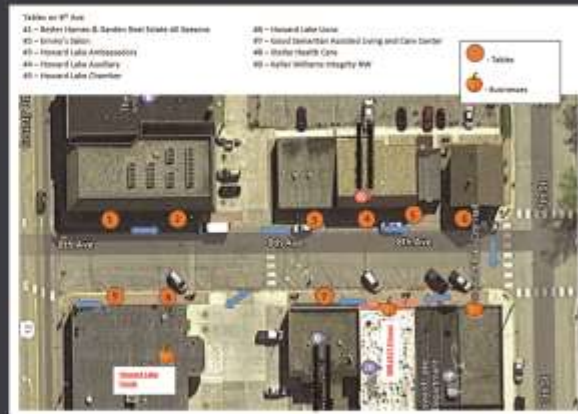
Stellar Health Care

That Chick with a Camera

The Vintage Exchange

Where to go?

Please, plan to start at the Howard Lake Library and follow the arrows around town to make all the stops.



This event is sponsored by the Howard Lake Area Chamber of Commerce





HOWARD LAKE CITY COUNCIL MEETING

October 19, 2021

AGENDA ITEM: Consider Approval of Various Policies Necessary to Support USDA Community Facilities Application.

SECTION: NEW BUSINESS

FROM: Nick Haggemiller, City Administrator

BACKGROUND: The City is intending to use the USDA Community Facilities program to finance the upcoming library project. Doing so provides the City with competitive financing over an extended term of 35-40 years. As this is federal funding source, the City must also follow various certificates, declarations, and policies. The following are sought for council approval:

1. Drug Free Workplace Certification
2. Conflict of Interest
3. Certification of Inability to Obtain Other Credit
4. Certificate of Support
5. Certificate of Equal Opportunity
6. Certificate of Federal Collection Policies on Debt

Discussing these documents with our USDA Funding Specialist, he indicated that some cities simply execute through the mayor and city administrator and others have record of full council approval. Considering some of the documents speak on behalf of the entire council, we are requesting council approval.

DECISION MAKING METRICS:

FINANCIAL: Open

LEGAL: The documents have been reviewed by our financial advisor. Per USDA approval by the city council is required prior to executing the documents.

STRATEGIC PLAN: Provide Diverse Amenities that Enhance Quality of Life.

COUNCIL ACTION REQUESTED: Approve Policies Necessary to Support USDA Community Facilities Application and direct city administrator and mayor to execute.

ATTACHMENTS:

- Drug Free Workplace Certification
- Conflict of Interest
- Certification of Inability to Obtain Other Credit
- Certificate of Support
- Certificate of Equal Opportunity
- Certificate of Federal Collection Policies on Debt



United States Department of Agriculture

AD-1049

Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I – For Grantees Other Than Individuals

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552(a), as amended). This certification is required by the regulations implementing §§ 5151-5160 of the Drug-Free Workplace Act of 1998 (Pub. L. 100-690, Title V, Subtitle D: 41 U.S.C. § 8101 et seq.), and 2 C.F.R. Parts 182 and 421. The regulations were amended and published on June 15, 2009, in 74 Fed. Reg. 28150-28154 and on December 8, 2011, in 76 Fed. Reg. 76610-76611. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal and civil fraud privacy, and other statutes may be applicable to the information provided.

(Read Instructions On Page Three Before Completing Certification)

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A.1.).
4. Notifying the employee in the statement required by paragraph (A.1.) that, as a condition of employment under grant, the employee will –
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (A.4.b.) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (A.4.b.), with respect to any employee who is so convicted –
- a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or, local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A.1. through A.6.).
- B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

PLACE OF PERFORMANCE (Street Address, City, County, State, Zip Code)

Check ☐ if there are workplaces on file that are not identified here.

ORGANIZATION NAME

PR/AWARD NUMBER OR PROJECT NAME

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

SIGNATURE(S)

DATE

The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs). Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.

Instructions for Certification

- (1) By signing and submitting this form, the grantee is providing the certification set out on pages one and two in accordance with these instructions.
- (2) The certification set out on pages one and two is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
- (3) Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
- (4) Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
- (5) If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s). If it previously identified the workplaces in question, see paragraph (3) above.
- (6) Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:
 - "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, and as further defined by 21 C.F.R. §§ 1308.11-1308.15.
 - "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
 - "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance.
 - "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement, consultants or independent contractors not on the grantee's payroll, or employees of subrecipients or subcontractors in covered workplaces).

Position 3

CERTIFICATE OF INABILITY TO OBTAIN OTHER CREDIT

We hereby certify that we are unable to finance the proposed project from our own resources or through commercial credit at reasonable rates and terms.

The agency, will periodically reviewed borrower accounts for graduation to commercial credit. Borrowers are to refinance their loans when commercial credit is available at reasonable rates and terms.

The Agency expects borrowers to comply with graduation requirements, evidenced by the legally binding graduation clauses in the promissory note, security instrument and the loan agreement.

The borrower will be required to provide financial information upon the request of the agency.

In certain cases, prepayment restrictions or other limiting conditions will be considered in the graduation process.

Requests for additional loan funds, subordination or consent to incur additional indebtedness will not normally be approved until an outstanding graduation request is resolved.

I have read and understand the “Other Credit” and “Graduation” requirements of our agreement with the Federal Government.

Mayor/Chairperson

Date

Attested to: _____
Clerk/Secretary

Date

USDA, Rural Development

MN 1942-A, Guide 8

(Rev. 1/06)

SAMPLE: Letter of Support

City of

.....

.....

Re: USDA – Rural Development Community Facilities Application

Dear:

The _____(organization name) has filed an application for financial assistance with the USDA – Rural Development. The specific purpose of this application is to provide _____

We are required to provide evidence to Rural Development of significant community support for our proposed project. All local government units within the proposed project service area are being contacted to provide a Certificate of Support. Providing the Certificate of Support does not require financial support. The Certificate of Support should include sufficient information to determine that a proposed community facility will provide needed services to the community and will have no adverse impact on other community facilities providing similar services. Please return this letter with the following “Certificate of Support” completed.

Sincerely;

Certificate of Support

The _____ supports the above described project. The proposed project will provide needed services and will have no adverse impact on other facilities providing similar services. Additional comments are as follows:

Mayor/Chairperson

Date

Clerk/Secretary

Applicant Conflict of Interest Policy Certification and Disclosure

Applicant Certification: This is to certify that _____ (applicant) currently has an up to date written policy on conflict of interest. At a minimum, the policy will include a requirement for those with a conflict or potential conflict to disclose the conflict/potential conflict. In addition, the policy will include a provision of prohibition of interested members of the applicant's governing body from voting on any matter in which there is a conflict and also contains a specific process defining how the governing body will manage identified or potential conflicts. A sample conflict of interest policy can be found in Appendix A, Page 25 at <http://www.irs.gov/pub/irs-pdf/i1023.pdf> or the League of MN Cities (www.lmc.org) has guidance and templates for use. A copy of the applicant's conflict of interest policy is to be provided as part of the applicant's certification.

Applicant Disclosure: To assure the high standards of honesty, integrity and impartiality are maintained on Federally Funded Projects, we ask you to identify any potential or planned transactions which may constitute or present the appearance of personal or organizational conflict of interest, which also includes any conflict of interest with an USDA Rural Development employees. If at any time there is change in a potential or planned transactions related to the use of Federal Funds that may constitute or present the appearance of a personal or organizational conflict of interest for this project the applicant will provide written disclosure to USDA Rural Development and identify these transactions for USDA Rural Development's concurrence.

(Complete one of the following)

☐

1. Potential or planned transactions related to the use of Federal Funds that may constitute or present the appearance of personal or organizational conflict of interest for this project include:

☐

2. There are no conflicts of interest either personal or organizational anticipated for the project.

Date _____ Signature: _____
(Mayor, Board President, Chairman)

Printed Name: _____

Title: _____

For USDA Rural Development use of applicant certification and disclosure:

Specialist Comments: _____

Specialist Recommendation for Concurrence _____ Date S/O or A/D Concurrence _____ Date

EQUAL OPPORTUNITY AGREEMENT

This agreement, dated _____ between _____

(herein called "Recipient" whether one or more) and United States Department of Agriculture (USDA), pursuant to the rules and regulations of the Secretary of Labor (herein called the 'Secretary') issued under the authority of Executive Order 11246 as amended, witnesseth:

In consideration of financial assistance (whether by a loan, grant, loan guaranty, or other form of financial assistance) made or to be made by the USDA to Recipient, Recipient hereby agrees, if the cash cost of construction work performed by Recipient or a construction contract financed with such financial assistance exceeds \$10,000 - unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965.

1. To incorporate or cause to be incorporated into any contract for construction work, or modification thereof, subject to the relevant rules, regulations, and orders of the Secretary or of any prior authority that remain in effect, which is paid for in whole or in part with the aid of such financial assistance, the following "Equal Opportunity Clause":

During the performance of this contract, the contractor agrees as follows:

- (a) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the USDA setting forth the provisions of this nondiscrimination clause.
- (b) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (c) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the USDA, advising the said labor union or workers' representative of the contractor's commitments under this agreement and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (d) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of all rules, regulations and relevant orders of the Secretary of Labor.
- (e) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, rules, regulations, and orders, or pursuant thereto, and will permit access to his books, records, and accounts by the USDA Civil Rights Office, and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (f) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by Law.
- (g) The contractor will include the provisions of paragraph 1 and paragraph (a) through (f) in every subcontract or purchase order, unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the USDA may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the USDA, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collections is 0575-0018. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

2. To be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the organization so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.
3. To notify all prospective contractors to file the required 'Compliance Statement', Form RD 400-6, with their bids.
4. Form AD-425, Instructions to Contractors, will accompany the notice of award of the contract. Bid conditions for all nonexempt federal and federally assisted construction contracts require inclusion of the appropriate "Hometown" or "Imposed" plan affirmative action and equal employment opportunity requirements. All bidders must comply with the bid conditions contained in the invitation to be considered responsible bidders and hence eligible for the award.
5. To assist and cooperate actively with USDA and the Secretary in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary, that will furnish USDA and the Secretary such information such as , but not limited to, Form AD-560, Certification of Nonsegregated Facilities, to submit the Monthly Employment Utilization Report, Form CC-257, as they may require for the supervision of such compliance, and that it will otherwise assist USDA in the discharge of USDA's primary responsibility for securing compliance.
6. To refrain from entering into any contract or contract modification subject to such Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and Federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by USDA or the Secretary of Labor pursuant to Part II, Subpart D, of the Executive Order.
7. That if the recipient fails or refuses to comply with these undertakings, the USDA may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the organization under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such organization; and refer the case to the Department of Justice for appropriate legal proceedings.

Signed by the Recipient on the date first written above.

Recipient

Recipient

(CORPORATE SEAL)

Name of Corporate Recipient

Attest:

Secretary

By _____
President

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT

APPLICANT CERTIFICATION
FEDERAL COLLECTION POLICIES FOR CONSUMER OR COMMERCIAL DEBTS

The Federal Government is authorized to check credit information about the applicant(s) including using the federal Credit Alert Interactive Voice Response System (CAIVRS) or its successors to check to see if the applicant(s) are delinquent or in default on a Federal debt.

The Federal Government is also authorized by law to take any or all of the following actions in the event your loan payments become delinquent or you default on your loan:

- Report your name and account information to a credit reporting agency, and the Credit Alert Interactive Voice Response System (CAIVRS).
- Assess interest and penalty charges for the period of time that payment is not made.
- Assess charges to cover additional administrative costs incurred by the government to service your account.
- Offset amounts to be paid to you from your Federal income tax refund.
- Offset amounts to be paid to you under other Federal Programs.
- Refer your account to a private collection agency to collect the amount due.
- Foreclose on any security you have given for the loan.
- Pursue legal action to collect through the courts.
- Report any written off debt to the Internal Revenue Service as taxable income.
- If you are a current or retired Federal employee, take action to offset your salary, or civil service retirement benefits.
- Debar or suspend you from doing business with the Federal Government either as a participant or principal throughout the executive branch of the Federal Government for the period of debarment or suspension.
- Refer any debt that is delinquent to the Treasury Offset Program (TOP) in accordance with the Debt Collection Improvement Act of 1996.
- Refer any eligible debt that is delinquent to the Treasury for cross servicing in accordance with the Debt Collection Improvement Act of 1996.
- Garnish your wages as allowed by the Debt Collection Improvement Act of 1996.

Any or all of these actions may be used to recover any debts owed when it is determined to be in the interest of the Government to do so.

CERTIFICATION: I/we have read and I/we understand the actions the Federal Government may take in the event that I/we fail to meet my/our scheduled payments in accordance with the terms and conditions of my/our agreement. I/we understand that the above list is not all inclusive and that the Federal Government may deem additional actions necessary to collect should I/we become delinquent.

(Signature-Individual(s))

(Date)

(Signature-Individual(s))

(Date)

(SEAL)

(Date)

(Name of Applicant)

(Signature of Authorized Entity Official)

(Title of Authorized Entity Official)

ATTEST:

(Signature of Attesting Official)

(Address)

(Title of Attesting Official)

(City, State, and Zip Code)



HOWARD LAKE CITY COUNCIL MEETING

October 19, 2021

AGENDA ITEM: Consider Declaring Conditions Creating a Building Code Violation.

SECTION: NEW BUSINESS

FROM: Nick Haggemiller, City Administrator

BACKGROUND: Howard Lake Estates, 924 11th Avenue has been moving in additional mobile home units to the manufactured home park. At issue is 6 units that have been moved into the park but lack necessary permits and passing inspections needed to obtain the certificate of occupancy. All units are believed to be occupied.

Council is asked to declare the units a building code violation and direct staff to commence legal activities through the city attorney's office.

DECISION MAKING METRICS:

FINANCIAL: There is not an immediate or material cost to this initial order. However, if/when the matter is brought forward to Wright County District Court, there will be legal fees including the city attorney's time and filing fees. The resolution is worded to assess any unpaid charges back to the property owner in the form of a special assessment.

LEGAL: City Ordinance 17.02 Adopted by the City Council recognizes that the City enforces the Minnesota State Building Code. Staff has followed graduated enforcement attempts. This order provides 20 days for compliance prior to bringing forward to District Court for Summary Judgement.

STRATEGIC PLAN: Ensure a Safe & Healthy Community

COUNCIL ACTION REQUESTED: Council is asked to declare the units a building code violation and direct staff to commence legal activities through the city attorney's office.

ATTACHMENTS:

1. Summary of building code violations from Metro West Inspection Services

Howard Lake Estates

924 11th Ave

Permit # Lot #	21-14 83	21-15 81	21-16 80	20-99 69	19-80 15	19-79 14
Heat tape	P	P	P	P	P	P
Anchoring	P	P	P	P	P	P
Ground Poly	P	P	P	P	P	P
Floodrim (Plumb)	P	F	P	P	P	F
Mechanical						
2 sets Steps						
Skirting		P			P	P
Electrical	P	P	P	P	P	P
Final CO						

P - Pass

F - Fail

Blank - no inspection

* Mechanical Permits issued for
Lots # 69, 80, 81, 83



HOWARD LAKE CITY COUNCIL MEETING

October 19, 2021

AGENDA ITEM: Consider Resolution Supporting Wright County Local Option Sales Tax

SECTION: NEW BUSINESS

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: Wright County first enacted a local option sales tax (LOST) in 2017. The half percent sales tax has generated nearly \$10Million annually for county highway roadway projects. The county wide tax has additional benefits from a standard tax levy as an estimated 30% of the funding comes from nonresidents.

The closest project using dedicated funds was CSAH 9 in Waverly in 2018. However, its noted that revenue under this program freed up additional state aid funds that will be used for CSAH 7 in Howard Lake. A requirement of the passage is establishing approved projects to use the anticipated funding. Within that plan CSAH 6 North is set for a full reconstruction as well.

Previously in 2017, most Wright County cities adopted resolutions of support for the creation of the LOST. Currently, the proposed resolution will also be considered and approved by the majority of Wright County cities.

DECISION MAKING METRICS:

FINANCIAL: N/A

LEGAL: The City Council has taken up various political policies previously. This resolution is in effect, lobbying Wright County Commissioners to extend the LOST.

STRATEGIC PLAN: Approve Resolution Supporting Wright County Local Option Sales Tax

COUNCIL ACTION REQUESTED: Approve Resolution Supporting Wright County Local Option Sales Tax

ATTACHMENTS:

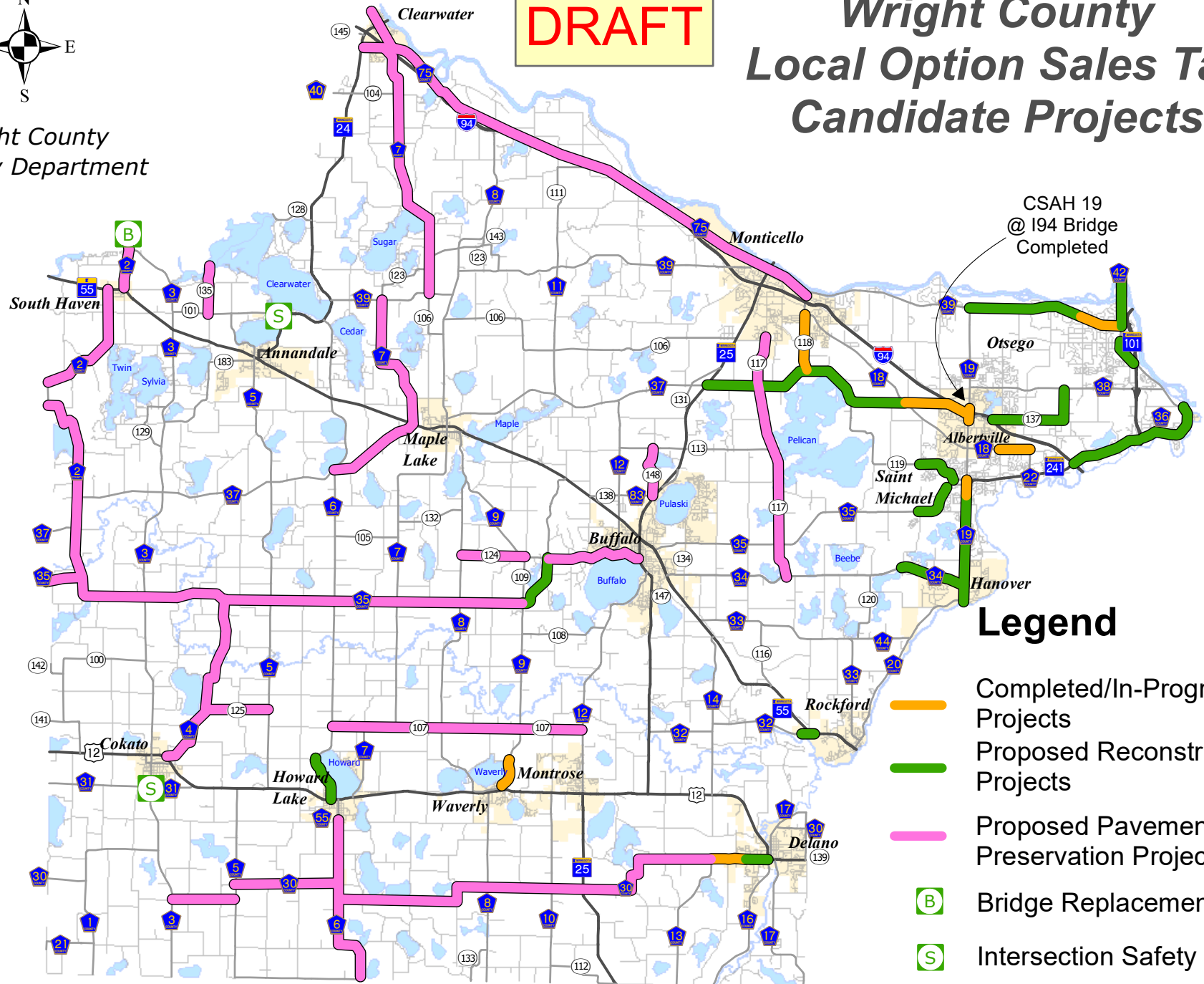
1. Resolution Supporting LOST.
2. Map & list of proposed projects.



Wright County
Highway Department

DRAFT

Wright County Local Option Sales Tax Candidate Projects



September 14, 2021

**Wright County Local Option Sales Tax
Hwy Staff Recommended Projects**

= Completed/In-progress Projects

September 15, 2021

Roadway	Termini	Type of Improvement	Length (miles)	Construction Cost Estimate ^{1,2}	Right of Way & Engineering Cost Estimate ³	Project Cost Estimate
Highway Projects						
CSAH 30	CSAH 13 to Delano City Limits	Reconstruction	1.3	\$2,300,000	\$600,000	\$2,900,000
CSAH 37	CSAH 18 to CSAH 19 in Albertville & Otsego	Reconstruction/Intersection	2.0	\$6,700,000	\$700,000	\$7,400,000
CR 118	CSAH 37 to School Blvd. in Monticello	Reconstruction	2.0	\$3,900,000	\$600,000	\$4,500,000
CSAH 39	Odean Avenue to CSAH 42 in Otsego	Expansion	1.3	\$5,000,000	\$900,000	\$5,900,000
I94	Monticello to Albertville	Co. Hwy. 19 local share	0.1	\$2,000,000	\$100,000	\$2,100,000
CSAH 9	Waverly - Atlantic Ave to North Shore Drive	Reconstruction/Expansion	1.0	\$1,400,000	\$175,000	\$1,575,000
CSAH 18	Maciver to CSAH 22	Reconstruction	1.0	\$3,600,000	\$700,000	\$4,300,000
CSAH19	Chestnut to Ash in Saint Michael (One-way pairs area)	Right of Way	0.2	\$3,000,000	\$2,000,000	\$5,000,000
CSAH 39	CSAH 19 to O'Dean Ave.	Reconstruction/Safety	3.6	\$10,800,000	\$1,000,000	\$11,800,000
CSAH 35	Jamison Ave. to One-way Pairs in Saint Michael	Expansion	1.6	\$6,000,000	\$1,500,000	\$7,500,000
CSAH 6	U.S. Hwy. 12 to North City Limits in Howard Lake	Reconstruction	1.0	\$3,000,000	\$750,000	\$3,750,000
CSAH 19	South Co. Line to Chestnut St. in Hanover & St. Mich.	Expansion	3.5	\$14,000,000	\$3,500,000	\$17,500,000
CSAH 37	T.H. 25 to CSAH 18	Reconstruction	7.0	\$21,000,000	\$5,250,000	\$26,250,000
CSAH 36	I-94 to T.H. 101 in Saint Michael	Reconstruction/Expansion	2.3	\$8,000,000	\$2,000,000	\$10,000,000
CSAH 36	T.H. 101 to CSAH 42 in Otsego	Reconstruction	2.4	\$8,000,000	\$2,000,000	\$10,000,000
CR 137	I-94 to CSAH 38 (Albertville, St. Mich., Otsego)	Reconstruction	3.2	\$8,000,000	\$2,000,000	\$10,000,000
CR 119	CSAH 35 to Jamison Ave. in St. Michael	Reconstruction	1.4	\$2,000,000	\$250,000	\$2,250,000
CSAH 30	Davidson Ave to Hwy 12	Reconstruction	1.1	\$2,000,000	\$500,000	\$2,500,000
CSAH 32	T.H. 55 Intersection in Rockford	Reconstruction/Intersection	0.5	\$1,500,000	\$375,000	\$1,875,000
CSAH 42	CSAH 39 to North County Line	Reconstruction/Expansion	1.3	\$4,500,000	\$1,125,000	\$5,625,000
CSAH 42	85th Street in Otsego to T.H. 101	Reconstruction/Expansion	2.0	\$10,000,000	\$2,500,000	\$12,500,000
CSAH 34	Jamison Ave. to CSAH 19 in Hanover	Reconstruction/Expansion	2.5	\$9,000,000	\$2,250,000	\$11,250,000
CSAH 2	CSAH 35 to North County Line	Preservation/Safety	12.6	\$6,300,000	\$200,000	\$6,500,000
CSAH 35	West County Line to TH 25	Preservation/Safety/Recon	20.5	\$10,250,000	\$200,000	\$10,450,000
CSAH 4	US 12 to CSAH 35	Preservation/Safety/Recon	5.9	\$2,950,000	\$200,000	\$3,150,000
CSAH 6	South County Line to Howard Lake	Preservation/Safety	5.5	\$2,750,000	\$200,000	\$2,950,000
CSAH 30	CSAH 13 to CSAH 3	Preservation/Safety	18.1	\$9,050,000	\$400,000	\$9,450,000
CR 107	CSAH 6 to CSAH 12	Preservation/Safety	6.9	\$2,415,000	\$85,000	\$2,500,000
CSAH 37	CSAH 6 to TH 55	Preservation/Safety	3.0	\$1,050,000	\$50,000	\$1,100,000
CSAH 7	TH 55 to TH 24	Preservation/Safety	12.7	\$5,080,000	\$100,000	\$5,180,000
CSAH 75	Stearns Co. Line to CSAH39/18 in Monticello	Preservation/Safety/Recon	17.0	\$8,500,000	\$500,000	\$9,000,000
CR 117	CSAH 34 to Monticello	Preservatino/Safety	7.9	\$3,160,000	\$500,000	\$3,660,000
CSAH 39	TH 24 at CSAH 39	Intersection/Safety	0.3	\$2,000,000	\$500,000	\$2,500,000
CSAH 3	CSAH 3 at CSAH 31	Intersection/Safety	0.3	\$2,000,000	\$500,000	\$2,500,000
CR 124	CSAH 8 to CR 108	Preservation/Safety	2.0	\$500,000	\$0	\$500,000
CR 125	CSAH 4 to CSAH 5	Preservation/Safety	2.0	\$500,000	\$0	\$500,000
CR 135	CR 101 to North County Line	Preservation/Safety	1.5	\$350,000	\$0	\$350,000
CR 148	CSAH 83 to CR 113	Preservation/Safety/Recon	1.7	\$1,200,000	\$100,000	\$1,300,000

County Ditch Improvements

Various routes	County wide	Culvert improvements under Co. Highways	\$1,250,000	\$250,000	\$1,500,000
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Intersection Improvement Projects

Various routes	Along T.H. 25 between Buffalo and Monticello	Co. Hwy. Share of State corridor improvements	\$10,000,000	\$2,500,000	\$12,500,000
		Completed	\$27,900,000	\$5,775,000	\$33,675,000

Remaining \$177,105,000 \$31,285,000 \$208,390,000

Notes/Assumptions:

1. Estimated county share in accordance with the county's current Funding Participation Policy for Highway Projects (actual project costs may be higher due to city share for city funded items)
2. Estimated costs in 2021 dollars, Rural cost/mile estimated at \$1.5M; Suburban cost/mile estimated at \$3.5M; Urban expansion cost/mile estimated at \$5M
3. Estimated 25% construction cost for Right-of-Way and Engineering

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

RESOLUTION NUMBER 21-21

A Resolution Supporting the Extension of the Wright County Local Option Sales Tax (LOST)

WHEREAS, Minnesota Statute 297A.993 gives authority to county boards to impose sales tax up to ½ percent on retail sales for the purpose of funding the capital cost of specific transportation projects or improvements; and

WHEREAS, Wright County implemented a ½ percent sales tax county wide on June 13, 2017 and has collected nearly \$9Million in Fiscal Year 2020 which equates to an estimated \$38 per Wright County resident; and

WHEREAS, the funds captured from LOST have contributed to the successful completion of eight highway reconstruction projects in the last four years, within Wright County; and,

WHEREAS, the authorization for the current LOST is set to expire on December 31, 2022 if not reauthorized by Wright County and the State of Minnesota; and,

WHEREAS, without reauthorization of the LOST an estimated \$10 Million annual gap in transportation funding needs will emerge and 30 identified county highway projects will lose their funding source; and

WHEREAS, Wright County continues to be one of the top population growth counties in the state with heavy and diverse transportation needs including local, commuter, business and agricultural needs with increasing demand and need for quality transportation infrastructure.

NOW THEREFORE, BE IT RESOLVED

1. The City Council supports the extension of the Local Option Sales Tax as a proven, reliable and fair revenue source for transportation infrastructure projects.
2. The City Council further encourages the Wright County Board of Commissioners and Wright County Staff to make necessary approvals to continue the LOST.

ADOPTED by the City Council of the City of Howard Lake, Minnesota this 19th day of October, 2021.

CITY OF HOWARD LAKE

BY:

ATTEST:

Peter Zimmerman, Mayor

Nick Haggemiller, Clerk



HOWARD LAKE CITY COUNCIL MEETING

October 19, 2021

AGENDA ITEM: Consider Approval of Facility Maintenance Items at the Fire Hall

SECTION: NEW BUSINESS

FROM: Nick Haggemiller, City Administrator

BACKGROUND: Recently, carbon dioxide detectors started intermittently sounding alarm in the fire hall. Upon review of the facility, it was discovered that CO2 was leaking from three drop down heaters as well as the water heater. All of the existing units are original to the 1994 construction. At least one of them is believed to be repurposed.

Drusch Plumbing has provided a quote for the replacement of three units with electronic ignition and a new water heater with power vent.

DECISION MAKING METRICS:

FINANCIAL: The total estimated cost for the replacements is \$13,400.

LEGAL: Open

STRATEGIC PLAN: Maintain city facilities and infrastructure.

COUNCIL ACTION REQUESTED: Approve the quote for \$13,400 from Drusch Plumbing to complete the work as bid.

ATTACHMENTS:

1. Drusch Plumbing Bid

DRUSCH PLUMBING HEATING & AIR INC
812 12TH AVE
PO BOX 433
HOWARD LAKE, MN 55349-0433

Estimate

Date 10/14/2021
Estimate # 197

Name / Address

CITY OF HOWARD LAKE
PO BOX 736
HOWARD LAKE MN 55349

P.O. #

Terms

Due Date 10/14/2021
Other

Description	Qty	Rate	Total
FIRE DEPT BLDG		0.00	0.00
BID TO REPLACE 5 HANGING UNIT HEATERS, 4 IN MAIN TRUCK BAY AND 1 IN SOUTH BAY AND INSTALL NEW 50 GALLON POWER VENT WATER HEATER AND VENT THROUGH SIDE WALL OF BUILDING		0.00	0.00
MAIN TRUCK BAY 4- 60,000 BTU BEACON MORRIS MODEL BRT \$2250.00 EACH		0.00	0.00
SOUTH BAY 1- 75,000 BTU BEACON MORRIS MODEL BRT \$2300.00		0.00	0.00
WATER HEATER 50 GAL PV NAT GAS RHEEM \$2100.00		0.00	0.00
TOTAL INSTALLED		13,400.00	13,400.00
		Subtotal	\$13,400.00
		Sales Tax (6.875%)	\$0.00
		Total	\$13,400.00

DRUSCH PLUMBING HEATING & AIR INC
mddrusch@embarqmail.com

763-614-6819
320-543-3176



HOWARD LAKE CITY COUNCIL MEETING

October 19, 2021

AGENDA ITEM: Consider Outdoor Furnishings for Central Park.

SECTION: NEW BUSINESS

FROM: Nick Haggemiller, City Administrator

BACKGROUND: The project scope for Central Park project initially had about \$45,000 worth of furnishings cut from the project to maintain overall project budget. In addition to the limestone seating for the amphitheater, benches, refuse containers were also cut.

Now that we are wrapping up the project, we are able to reconsider some of these furnishings. Proposed to be purchased is the following:

- 2 Round ADA accessible picnic tables.
- 6 Flat benches
- 5 Traditional benches
- 5 Refuse Containers
- 2 Sunshades

Quotes were sought for all products from two different vendors. Upbeat Site Furnishings, Winona Minnesota had slightly higher priced items but charged far less for shipping making them the low quote overall. However, Barco Inc. had a considerably cheaper sunshade product.

Note about product selection – the proposed product line comes with an excellent warranty and replacement program and the company is highly recommended by several other cities. However, if the price point is a concern, there are other product lines of lesser quality that would be less money. Council may also amend the quantity of items as well. For example, the sunshades and picnic tables have not been previously discussed

DECISION MAKING METRICS:

FINANCIAL:

Upbeat Site Furnishings	\$18,555
<u>Barco Products</u>	<u>\$10,315</u>
	\$28,870

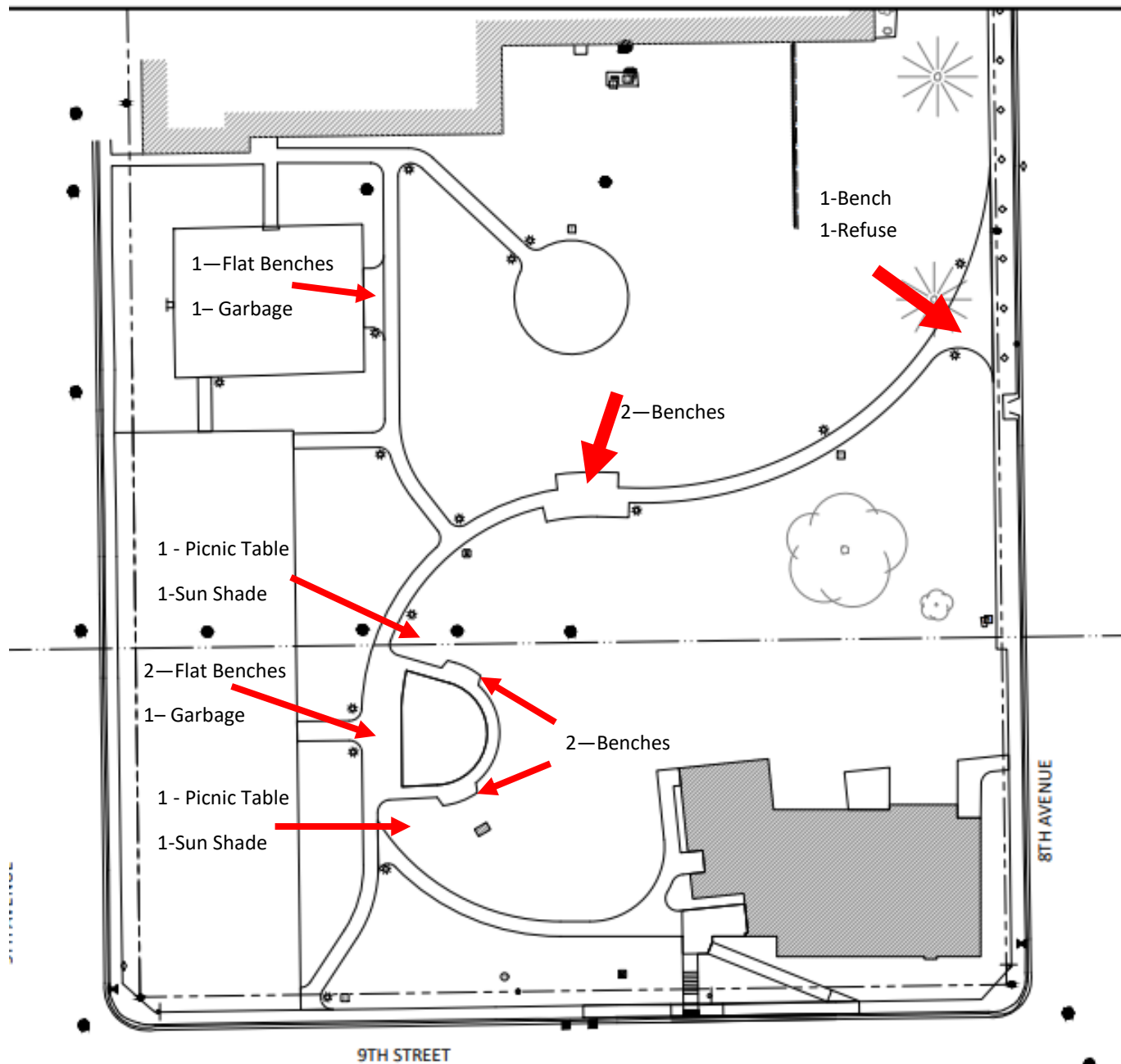
LEGAL: In accordance with the city's purchasing policy, two quotes were sought for this purchase.

STRATEGIC PLAN: Sustain & Enhance Community Traditions: Establish Central Park as a community park for all ages.

COUNCIL ACTION REQUESTED:

ATTACHMENTS:

1. Central Park furnishing layout & pics
2. Barco Quote
3. Upbeat Quote







Company Address 211 N Lindbergh Blvd
St. Louis, Missouri 63141
US

Created Date 10/11/2021
Expiration Date 11/4/2021
Quote Number SFQ-00053507

Prepared By Katie Walgren
Email katie.walgren@upbeat.com

Contact Name Nick HAGGENMILLER
Phone 320/543-3670 *2
Email cityadmin@howard-lake.mn.us

Bill To Name City of Howard lake
Bill To 625 8th Ave P O Box 736
Howard Lake, Minnesota 55349
US

Ship To Name City of Howard lake
Ship To 625 E Avenue
Howard Lake, Minnesota 55349
US

Product Image	Item	Description	Sales Price	Quantity	Total Price
 Not actual colors	D1193	46 INCH ROUND PERFORATED INGROUND 3 SEATS FRAME COLOR: TBD FRAME COLOR (2): TBD SEAT COLOR: TBD TABLE TOP COLOR: TBD	\$1,627.50	2.00	\$3,255.00
 Not actual colors	D6011	6' RALLY FLAT BENCH FRAME COLOR: TBD SEAT COLOR: TBD	\$655.65	3.00	\$1,966.95
 Not actual colors	L1360	Rendezvous 6' Contour Bench FRAME COLOR: TBD SEAT COLOR: TBD	\$1,432.20	5.00	\$7,161.00
 Not actual colors	L1383CT	40 GALLON RECEPTACLE WITH CONTOUR TOP AND LINER LID COLOR: TBD RECEPTACLE COLOR: TBD	\$1,134.60	5.00	\$5,673.00

Subtotal	\$18,055.95
Shipping and Handling	\$499.88
Subtotal before tax	\$18,555.83
Tax	\$0.00
Total	\$18,555.83

Terms and Conditions:

Sales tax may change at time of invoice due to changes in state, county, or local sales tax rates or laws.

Any sales tax exemption certificate must be on file and approved by Upbeat prior to shipment or sales tax will be charged.

Products are made to order. Any returns will be assessed a 30% restocking fee; custom orders cannot be returned.

Returns need to be in original packaging and cannot have been installed.

Initials _____



Lead times are an estimate and will be confirmed at time of order.

Orders may be expedited upon request but will be assessed a 25% expedite fee. Expedited lead time will need to be confirmed prior to an order being placed.

Prices are valid for 30 days.

Product prices are subject to raw material (steel, plastic, wood) surcharges. Surcharges in excess of 10% of the product price will be communicated in advance, all others will be finalized at time of order placement.

Orders may be placed up to 6 months in advance.

Some assembly may be required. Reference assembly instructions for assembly and maintenance information.

Products may ship from more than one location, resulting in multiple shipments.

If a delivery date is not specified orders are shipped as completed. An order may be held upon request for up to 5 business days, but storage fees may apply.

Shipping Contact & Additional Information

*Call Ahead Shipping Contact: The carrier will call this person 24 hours prior to delivery

Call 24 Hours
Before Delivery ☐

*Lift Gate: If you do not have a dock or forklift available to accept delivery this must be selected

Liftgate ☒

Accept and Place Order:

By signing I agree to all the terms and conditions above and am authorizing Upbeat to convert this quote to an order as described.
Please initial each page as well

Signature

Date

Printed Name

Initials _____



Barco Products
24 N Washington Ave
Batavia IL 60510
(800) 338-2697
keyaccounts@barcoproducts.com

Quote

Account Number - 280552

Estimate # QUORCO10281

10/11/2021

Customer

City of Howard Lake
625 8th Ave
Howard Lake MN 55349
(320) 543-3670

Ship To

City of Howard Lake
625 8th Ave
Howard Lake MN 55349
(320) 543-3670

Item	Qty	Rate	Amount	Estimated Lead Time
05GP13-BK/YL Quad Sail Shade/ 10x10/ 8' Height/ Black Post/ Yellow Fabric/ With Glides	1	\$4,518.85	\$4,518.85	Ships in 10 - 12 Weeks
05GP13-BK/TB Quad Sail Shade/ 10x10/ 8' Height/ Black Post/ True Blue Fabric/ With Glides	1	\$4,518.85	\$4,518.85	Ships in 10 - 12 Weeks

Subtotal \$9,037.70

Tax Total (%) \$760.68

Shipping \$1,276.66

Total \$11,075.04

*Estimated lead time is based on normal fulfillment time of an order at this moment. Orders with large quantities may require additional time. These estimates are subject to change based on the nationwide 2021 supply chain issue.

PRICING FOR THIS QUOTE IS LOCKED IN FOR 30 DAYS



HOWARD LAKE CITY COUNCIL MEETING

October 19, 2021

AGENDA ITEM: Consider Approval of Personnel Policy Update

SECTION: NEW BUSINESS

FROM: Nick Haggemiller, City Administrator

BACKGROUND: Previously, the City Council discussed and by motion made a modification to the personnel policy to provide for paid parental leave for full time employees. The following is a brief summary of the change:

At the employer's expense, the employee is eligible for the following:

- 6 weeks paid time off at 100% current rate of pay.
 - o 8 weeks in the event of c-section
 - Employee would only be compensated 100% for 6 weeks
- Insurance coverage under the agreed upon terms of general employment.
- Up to 6 additional weeks at 50% current rate of pay.

The final personnel policy language (attached) provides greater explanation of the "6 additional weeks at 50% pay" which require the employee to have a "Transition Back to Work" plan approved by their supervisor. This is different than previously discussed as we were incorrectly including this as part of the leave. If the employee is working hybrid, that is not a legally defined leave.

DECISION MAKING METRICS:

FINANCIAL: Positions are budgeted for annually so this would not have a direct financial impact. However, in the event of certain positions where there is not adequate redundancy, additional temporary wages may be needed for coverage.

LEGAL: Adopting this personnel policy change brings our policy into compliance with Family Medical Leave Act requirements AND establishes a new fringe benefit for staff.

STRATEGIC PLAN:

1. Attract and retain talented public servants.
2. Encourage creative and cooperative service delivery.

COUNCIL ACTION REQUESTED: Approve Personnel Policy modification to establish Paid Parental Leave.

ATTACHMENTS:

1. Personnel Policy

a) PARENTING LEAVE

~~An employee who works 20 or more hours per week and has been employed at least twelve (12) consecutive months is entitled to take an unpaid leave of absence in connection with the birth or adoption of a child. Parenting leave may not exceed six weeks and must begin not more than six (6) weeks after the birth or adoption of the child.~~

~~Employees are not required to use paid time off during parental leave but may use paid time off at their option for any period of this leave.~~

~~The Employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available during the unpaid leave, with the employee being responsible for his/her share of the costs.~~

Full time benefited employees are entitled to paid parental leave in connection with the birth or adoption of a child. Parenting leave may not exceed twelve consecutive weeks or 12 weeks total and must be expensed by the one-year birthdate or anniversary date of adoption. Expecting parents are required to notify supervisor of intentions to exercise the benefit a minimum of 30 days prior to anticipated use of leave. Once notified, the City will seek to run any State or Federal programs/laws and/or private coverage in concurrence with the City benefit.

At the employer's expense, the employee is eligible for the following:

- 6 weeks paid time off at 100% current rate of pay.
- Insurance coverage under the agreed upon terms of general employment.
- Up to 6 additional weeks at 50% current rate of pay.

The first 6 weeks will be considered short term leave. In the event of a cesarean section, or other medical or circumstantial complications, the employee will be afforded an additional 2 weeks leave but will not be compensated at 100% rate of pay. During the short-term leave period, the employee will have no obligation to work, respond to emails/phone calls/correspondence or attend meetings or functions. The leave must be used consecutively.

Transition Back to Work

To be eligible to transition back to work, employee must first provide medical clearance to do so. For the remainder of the following year period, the employee is eligible for increased accommodation for work scheduling as well as 50% rate of pay. At this time the employee is required to enter into an agreed upon "Transition Back to Work" plan with their supervisor. During this time, the employee is expected to be reasonably accessible, work with their supervisor to establish a hybrid schedule including work-from-home, attend agreed upon meetings/obligations and otherwise fulfill duties associated with their position while also tending to familial needs and receiving of the partial paid benefit. During this time, the employee may self-elect to return to work at full capacity and pay.

Fringe Benefit Accrual & Use while on Parental Leave

Employees will not accrue paid time off while they are on parental leave. Employees are not required to use paid time off during parental leave but may use paid time off at their discretion to cover any gap between the city benefit and coverage provided by employee elected gap insurance. In no instance, can the employee be compensated at a higher rate than their current rate of pay or extend or other be stacked beyond the 12 week maximum period. Additional benefits afforded to the employee under general terms of employment such as stipends will be prorated based on their leave status.