
TENTATIVE AGENDA
SEPTEMBER 28, 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 August 17, 2021 Meeting.

E. CITIZEN INPUT

F. COUNCIL/COMMITTEE REPORT

G. DEPARTMENT REPORTS

- a. Howard Lake Municipal Liquor Financials

H. CONSENT AGENDA

- a. Consider Accepting all Reports & Payment of Claims.
- b. Consider Approving Various Personnel Appointments.

I. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS

D.

- a. Chief's Pinning Ceremony for Jacob Johnson & Mitchell Preusse.

E. NEW BUSINESS

- a. Consider Resolution Setting Public Hearing for Creation of TIF 1-21 Terning Trails
- a. Consider Resolution Ordering the Abatement of Conditions Creating a Building Code Violation.
- b. Consider Resolution Ordering the Abatement of Nuisance at 601 9th Street.
- c. Consider Approving Terms, Placement & Payment of Memorial Sign for Chief Drusch.
- d. Consider Approving Agreement Authorizing Construction Activities at Terning Trails.
- e. Consider Various Concrete Repairs.
- f. Consider Resolution Approving Preliminary Tax Levy for 2022.
- g. Consider Resolution Approving Preliminary Debt Service Levy for 2022.
- h. Consider Approving Preliminary General Fund Budget for 2022.

F. OLD BUSINESS

G. ADMINISTRATOR'S REPORT

H. ADJOURN



CITY OF HOWARD LAKE

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HOWARD LAKE CITY COUNCIL

Howard Lake City Hall -

August 17, 2021

MEETING MINUTES

COUNCIL PRESENT

Mayor Zimmerman
Tom Kutz
Allan Munson
Jason Deiter

COUNCIL ABSENT

Gene Gilbert

STAFF PRESENT

Nick Haggenmiller, City Administrator
Meagan Theisen, Assistant City Administrator
Dave Thompson, Police Chief
Hunter Williams, Police Officer

ALSO PRESENT

Josh Halvorson, Bolton & Menk, Inc.
Herold Journal

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 mentioned additions and adjustments to upcoming meetings needing to be discussed.

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

APPROVAL OF MINUTES

Council Member Kutz moved to approve all of the Council Meeting Minutes from the July 20, 2021 regular Council Meeting. The motion was seconded by Council Member Munson and passed unanimously.

CITIZEN INPUT

No residents addressed the Council.

COUNCIL/COMMITTEE REPORT

Council Member Deiter provided an overview of the Parks and Planning Commission meeting on Wednesday, July 14th. The PPC is still moving forward on updating the Comprehensive Plan.

Council Member Deiter also mentioned that the Public Safety Board completed interviews for various Fire Department positions at 5 pm this evening.

DEPARTMENT REPORTS

Receive and file the Howard Lake Municipal Liquor Financials.

CONSENT AGENDA

a. CONSIDER ACCEPTING ALL REPORTS AND PAYMENT OF CLAIMS

GENERAL FUND	58184-85290	\$368,390.96
PAYROLL	26915-26938, 501546-501592	\$51,082.12
ELECTRONIC	1004-1022	\$46,258.92
TOTAL		\$465,732.00
AMBULANCE CLAIMS	5770-5777	\$6,844.83
ELECTRONIC		
TOTAL		\$6,844.83

b. Consider Various Personnel Appointments.

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

d. Consider Setting 2022 Truth in Taxation Hearing Date: Tuesday, December 7, 2021.

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

PUBLIC HEARING/PRESENTATION

a. Chief's Pinning Ceremony for Police Officer Hunter Williams

Chief David Thompson presented the pinning of Officer Hunter Williams

NEW BUSINESS

a. CONSIDER SETTING UPCOMING BUDGET MEETING DATES AND ADJUSTING THE CITY COUNCIL MEETING DATE FOR SEPTEMBER.

Council Budget Workshop #2 for 8/31/2021 at 6 pm, Budget Workshop #3 for 9/28/2021 at 6 pm and moving the City Council Meeting from Tuesday, September 21st to Tuesday, September 28th at 7 pm.

Council Member Kutz moved to approve the meeting dates and times above. The motion was seconded by Council Member Munson and passed unanimously.

b. CONSIDER SELECTING CONSTRUCTION MANAGER FOR LIBRARY PROJECT.

Haggenmiller presented the staff report, provided information from the work session interview from earlier in the evening and recommended selecting Contegrity Group as the Construction Managers for the Library project.

Council Member Deiter moved to select Contegrity Group as the CMA for the Library Project. The motion was seconded by Council Member Kutz and passed unanimously.

c. CONSIDER APPROVING FEE & SCOPE OF SERVICES FOR WATER TREATMENT SYSTEM STUDY

Haggenmiller reviewed the staff report, noting this study is not in response to the current drought.

Halvorson provided the timeline that we are on to have a plan completed for PFA, about 6 months.

Haggenmiller stated this study is budgeted for in our 2021 CIP fund for utilities.

Council Member Kutz moved to approve the Fee & Scope of Services for Water Treatment System Study from Bolton & Menk, Inc. The motion was seconded by Council Member Deiter and passed unanimously.

d. CONSIDER PERSONNEL POLICY UPDATE AND MATERNITY LEAVE

Tabled maternity policy update.

e. CONSIDER PERSONNEL APPOINTMENTS & RECRUITING PLANS

Haggenmiller reviewed the staff report, recommending to hire Deb McAlpine full time – dividing her time between the liquor store and cleaning the City facilities (City Hall, Library/Community Room and SSEC).

Council Member Munson moved to approve hiring Deb McAlpine full time. The motion was seconded by Council Member Deiter and passed unanimously.

Haggenmiller reviewed recruiting plans for an additional Public Works 1 positions, rather than a Public Works Lead and a permanent part time position as well.

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

f. CONSIDER RESOLUTION 21-15 ACCEPTING THE CORONAVIRUS LOCAL FISCAL RECOVER FUND

Haggenmiller presented the staff report, noting that the City has already received the first half of the recovery fund in the amount of \$113,000 and will receive the second half in early summer 2022.

Council Member Kutz moved to approve Resolution 21-14 Accepting the Coronavirus Local Fiscal Recovery Fund. The motion was seconded by Council Member Munson and passed unanimously.

g. CONSIDER RESOLUTION 21-16 AWARDING BID FOR CSAH 7 PROJECT

Haggenmiller reviewed the staff report and recommended awarding the CSAH 7 project to the low bidder, Knife River, in the total project amount of \$752,684. The City would be responsible for \$370,319 minus the \$150,000 grant we received from the MNDNR.

Halvorson stated he is currently working on getting the City's portion lowered by adjusting a few items included on the project and that Knife River wants to start on the project in September. The majority of the project would be completed by November 15 and the final actions would be completed in spring 2022.

Council Member Deiter moved to approve Resolution 21-16 Award Bid for CSAH 7 Project. The motion was seconded by Council Member Kutz and passed unanimously.

OLD BUSINESS

None.

ADMINISTRATORS REPORT

- Haggenmiller stated that after interviewing for various officer positions for the Howard Lake Fire Department, we have heard many very positive responses about Keith Bobrowske stepping in as Chief, the updates to the Bylaws and the department as a whole.

ADJOURN

Council Member Kutz motioned to adjourn the meeting at 7:47 PM. The motion was seconded by Council Member Munson and passed unanimously.

Attest – City Administrator/Clerk

Mayor

HOWARD LAKE CITY COUNCIL
WORK SESSION
August 17, 2021

Start – 5:24 PM

Interview with Contegrity Group Inc.

Haggenmiller stated that RAM pulled their bid from the project on 8/17.

Council Interviewed Pete Filippi and Travis Fuechtmann of Contegrity Group, who sent in an RFP for Construction Management of the Howard Lake Library project.

Current Projects include the Wright County Government Center, Hutchinson Police Building and a Library remodel in Wadena.

Adjourn at 5:58 PM

HOWARD LAKE CITY COUNCIL
WORK SESSION
August 17, 2021

Start – 6:00 PM

Maternity Leave

Council Discussed Aflac/Short Term Disability and different avenues the City could take.

Haggenmiller will create a Personnel Policy update to be presented at the City Council Meeting in September.

Personnel Appointments

Council discussed hiring Deb McAlpine as full time and are all in favor of doing so. They also discussed her wage during the probation period and an increase once probation is completed.

Council reviewed Haggenmiller's plan for public works positions moving forward.

Upcoming Meetings

Council discussed dates for upcoming Budget Work Shop session #2 and #3, as well as rescheduling the September 21st Council Meeting.

Adjourn at 8:04 PM

Howard Lake Wine & Spirits

Profit & Loss Statement

for the period 8/1/2021 to 8/31/2021

SALES	Mnthly Amnt	YTD Amount	Budget	% of Budget	2020 Mnthly Amt	2020 YTD Amt	+/- Pr Yr
Liquor	\$ 29,846	\$ 229,158	\$ 397,000	58%	\$ 31,889	\$ 232,178	\$ (3,020)
Beer	\$ 49,553	\$ 386,202	\$ 675,000	57%	\$ 58,233	\$ 417,268	\$ (31,065)
Wine	\$ 6,167	\$ 58,488	\$ 102,000	57%	\$ 6,824	\$ 64,026	\$ (5,537)
Discounts	\$ (1,177)	\$ (10,239)	\$ (18,000)	57%	\$ (988)	\$ (11,121)	\$ 882
Misc(Pop/Mixes/Tobaco)	\$ 1,810	\$ 13,038	\$ 33,600	39%	\$ 2,316	\$ 18,779	\$ (5,741)
Non Tax	\$ 1,446	\$ 8,537	\$ 14,400	59%	\$ 2,061	\$ 12,767	\$ (4,230)
Loyalty Program	\$ (11)	\$ (223)	\$ (3,000)	7%	\$ (1,330)	\$ (8,980)	\$ 8,757
On Sale Revenue - SSEC	\$ 511	\$ 5,051			\$ (35)	\$ 1,237	
Other Revenue	\$ 26	\$ 147			\$ 9	\$ 131	
TOTAL SALES	\$ 88,172	\$ 690,160	\$ 1,201,000	57%	\$ 98,979	\$ 726,284	\$ (39,953)
COST OF SALES							
Liquor	\$ 19,310	\$ 155,595	\$ 228,000	68%	\$ 20,968	\$ 160,679	\$ (5,084)
Beer	\$ 26,177	\$ 296,235	\$ 532,000	56%	\$ 43,681	\$ 326,180	\$ (29,945)
Wine	\$ 3,636	\$ 38,923	\$ 66,000	59%	\$ 4,146	\$ 43,885	\$ (4,961)
Misc Tax	\$ 924	\$ 11,644	\$ 17,500	67%	\$ 1,231	\$ 11,595	\$ 49
Misc Non Tax	\$ -	\$ 179	\$ 8,500	2%	\$ 902	\$ 6,470	\$ (6,291)
Freight	\$ 446	\$ 4,184	\$ 8,000	52%	\$ 552	\$ 5,421	\$ (1,237)
TOTAL COST OF SALES	\$ 50,493	\$ 506,760	\$ 860,000	59%	\$ 71,481	\$ 554,230	\$ (47,470)
GROSS PROFIT	\$ 37,679	\$ 183,400					
EXPENSES							
Wages/Benefits	\$ 12,478	\$ 104,402	\$ 171,825	61%	\$ 11,544	\$ 98,671	\$ 5,730
Consulting	\$ 1,000	\$ 7,100	\$ 12,000	59%	\$ 700	\$ 4,200	\$ 2,900
Training & Seminars	\$ -	\$ 60	\$ 1,000	6%	\$ -	\$ 240	\$ (180)
Travel	\$ -	\$ 367	\$ 1,000	37%	\$ 89	\$ 744	\$ (377)
Dues & Subscriptions	\$ 800	\$ 820	\$ 1,000	82%	\$ -	\$ 800	\$ 20
Cash Short/Over	\$ 12	\$ 59	\$ -		\$ 129	\$ 234	\$ (176)
Credit Card Expense	\$ 1,745	\$ 12,429	\$ 18,000	69%	\$ 1,916	\$ 11,347	\$ 1,083
Insurance	\$ -	\$ 9,636	\$ 9,300	104%	\$ -	\$ 7,739	\$ 1,896
Repair & Maintenance	\$ 3,935	\$ 8,546	\$ 8,000	107%	\$ -	\$ 1,251	\$ 7,294
Computer Supplies/Technology	\$ -	\$ 3,526	\$ 4,500	78%	\$ 99	\$ 8,323	\$ (4,797)
Utilities	\$ 1,116	\$ 7,685	\$ 12,000	64%	\$ 947	\$ 5,665	\$ 2,020
Advertising	\$ -	\$ 2,099	\$ 2,500	84%	\$ 123	\$ 2,039	\$ 60
Misc	\$ 180	\$ 2,110	\$ 5,000	42%	\$ 785	\$ 9,939	\$ (7,829)
Depreciation	\$ 625	\$ 5,000	\$ 7,500	67%	\$ 625	\$ 5,000	\$ -
TOTAL EXPENSES	\$ 21,892	\$ 163,838	\$ 253,625	65%	\$ 16,958	\$ 156,194	\$ 7,644
PROFIT/(LOSS)	\$ 15,787	\$ 19,562			\$ 10,541	\$ 15,859	

Sept 2021 HLWS KPI Overview



Month in Review

August 2019 vs August 2021

Sales

▲ 19.5 %

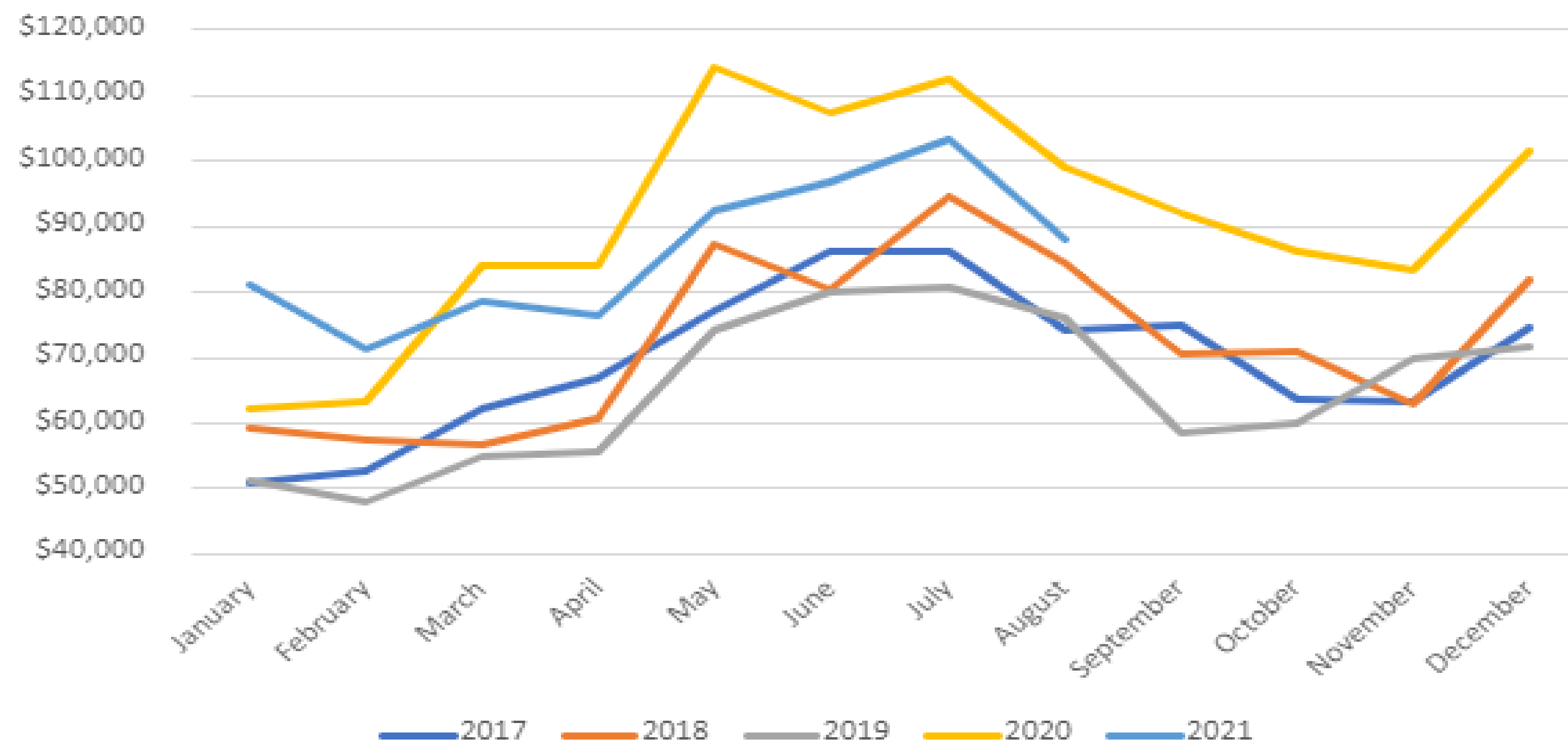
Customer Count

▼ 7.5%

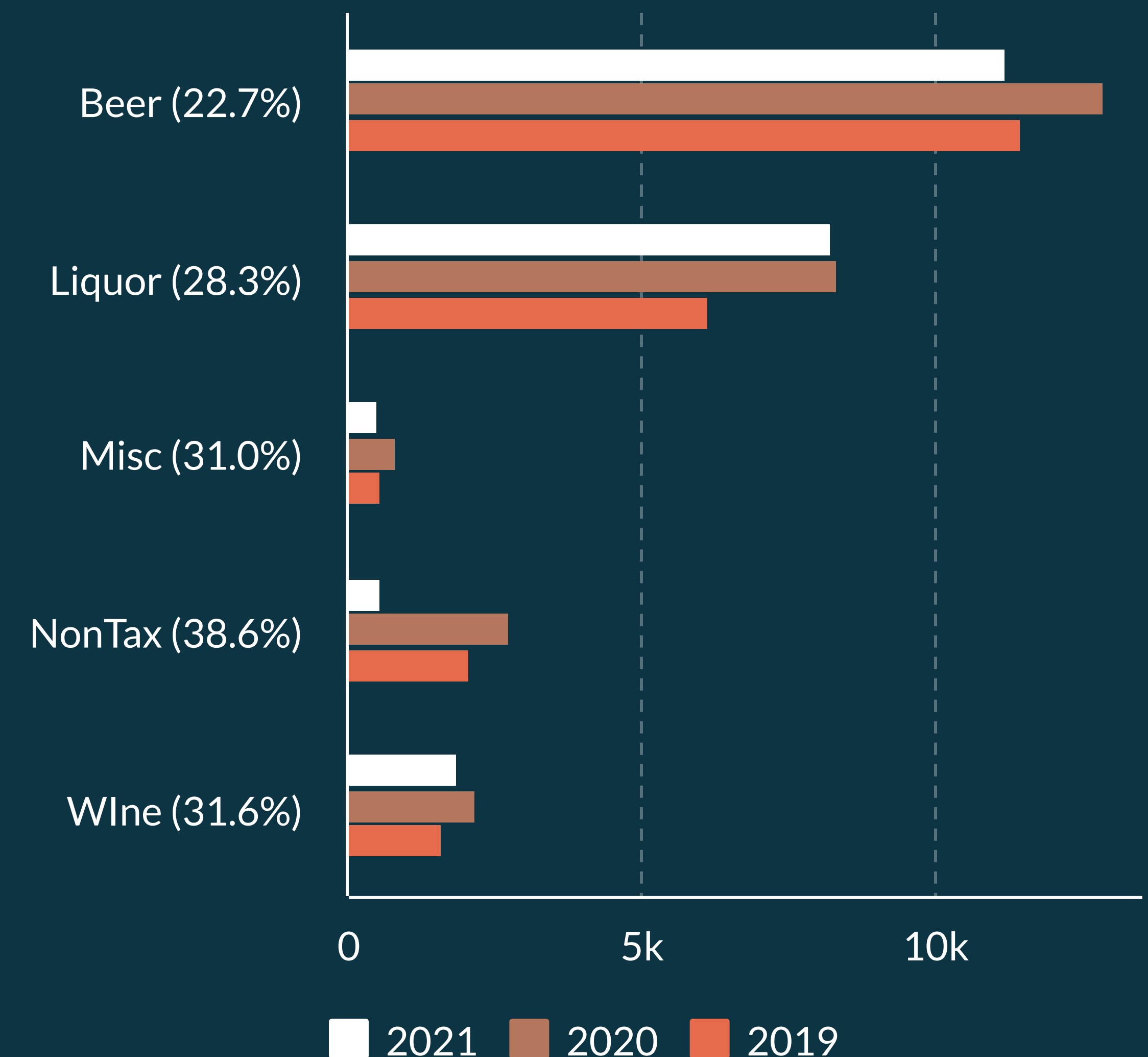
Gross Profits

▲ 45.5 %

Monthly Sales 2017 to Present

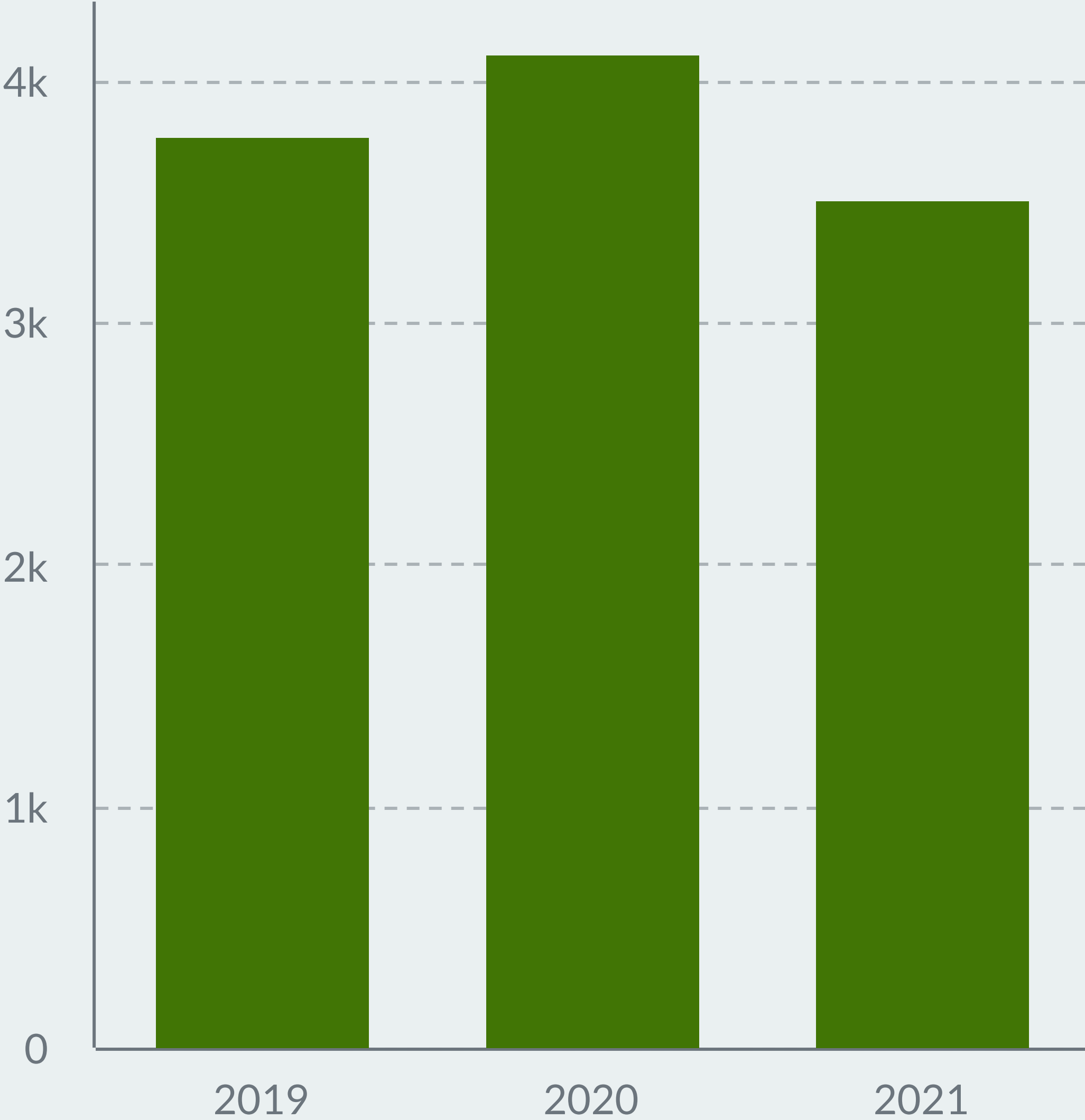


Gross Profit \$ per Category
August 2019 - 2021 (8/21 percentage)



Management's notes

Aug Cust 2018 - 2021



August 2021 met expectations...

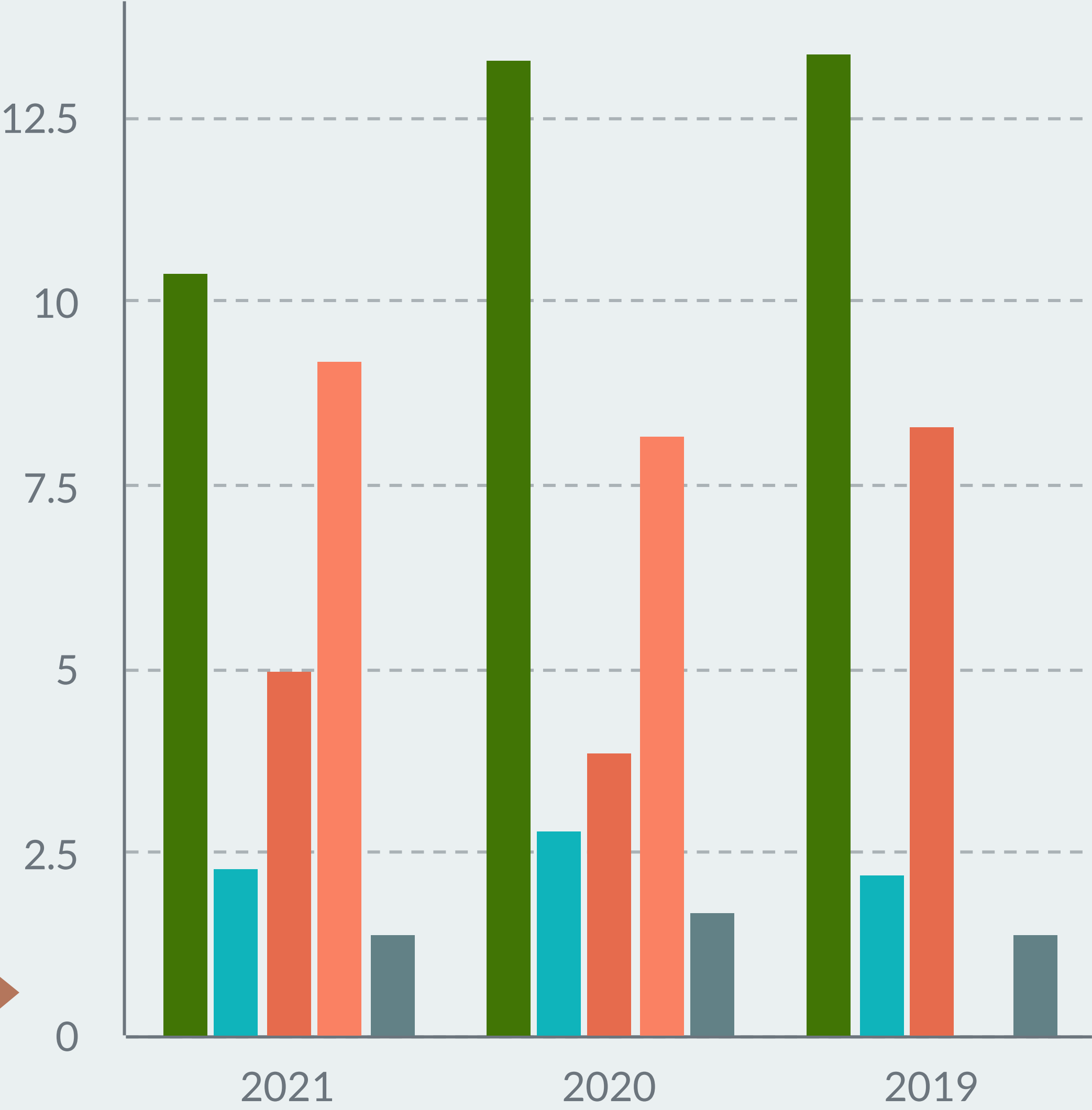
Customer counts are down a bit yet consistent with previous months.

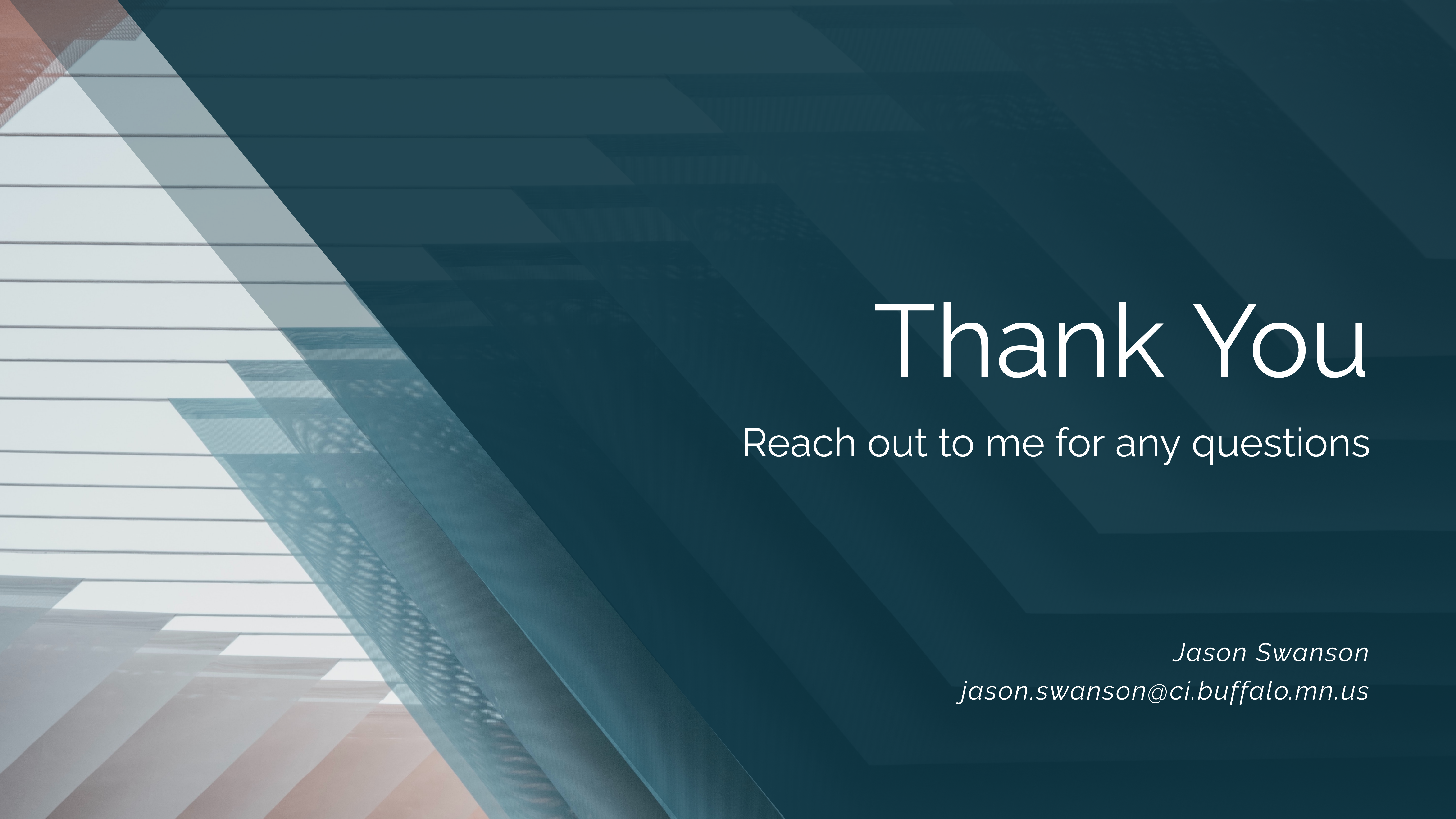
"Gains" in Cost of Sales

Spent \$47K (8.6%) less on product in '21 vs '20.

Inventory turns are in line with historical norms. Note beer turns went from stupendous to excellent.

Aug Turns 2019 - 2021





Thank You

Reach out to me for any questions

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

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

GENERAL FUND	CHECKS:	58291 – 58439	\$531,868.62
PAYROLL		26939-26966, 501593 – 501656	84,380.62
ELECTRONIC		1023-1047	<u>63,382.83</u>
TOTAL			\$679,632.07
AMBULANCE CLMS CHECKS:			5778-5786
			\$7,666.82
ELECTRONIC			
TOTAL			\$7,666.82

CITY OF HOWARD LAKE

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***Check Summary Register©**

Checks 08/17/21-09/24/21

Name	Check Date	Check Amt	
1010 CITIZEN ALLIANCE			
1023e	INTERNAL REVENUE SERVICE	8/25/2021	\$9,565.55
1024e	MN DEPT OF REVENUE	8/25/2021	\$1,835.96
1025e	PERA	8/25/2021	\$5,705.87
1026e	FURTHER	8/25/2021	\$725.04
1027e	MN DEPT OF REVENUE	9/1/2021	\$8,370.00 HLWS August 2021 Sasles Tax
1028e	MN DEPT OF REVENUE	9/1/2021	\$1,605.00 UB Sales Tax August 2021
1029e	INTERNAL REVENUE SERVICE	9/8/2021	\$9,328.76
1030e	MN DEPT OF REVENUE	9/8/2021	\$1,650.26
1031e	PERA	9/8/2021	\$5,369.64
1032e	FURTHER	9/8/2021	\$462.53
1033e	RADIANT SYSTEMS	9/13/2021	\$177.68
1034e	CUSTOMERS	9/13/2021	\$200.00 PSN Chargeback 01-3021-5
1035e	PSN	9/13/2021	\$834.93
1036e	CITY OF BUFFALO	9/13/2021	\$60.00 ACCT# 26-022950-00
1037e	LS WEEKEND CASH	9/13/2021	\$2,000.00
1038e	CONSUMERS	9/13/2021	\$1,189.09 Adjustment 08/13/2021 deposit
1039e	HEARTLAND PYMT SERVICES	9/13/2021	\$1,547.06
1040e	AUTHNET GATEWAY BILLING	9/13/2021	\$20.00
1041e	CITIZENS ALLIANCE BANK	9/13/2021	\$45.00 ACH Origination Fee
1042e	CONSUMERS	9/14/2021	(\$0.09) CASH SHORT/OVER (08/31/2021 Deposit)
1043e	CUSTOMERS	9/15/2021	\$17.30 Postage
1044e	INTERNAL REVENUE SERVICE	9/22/2021	\$5,810.49
1045e	MN DEPT OF REVENUE	9/22/2021	\$1,095.50
1046e	PERA	9/22/2021	\$5,304.73
1047e	FURTHER	9/22/2021	\$462.53
26939	GOEPFERT, THOMAS	8/27/2021	\$768.67
26940	MILLER, EDWARD M	8/27/2021	\$207.67
26941	ZEBRO, ALISON	8/27/2021	\$262.18
26942	BONNICK, STEVEN	8/27/2021	\$582.89
26943	CHRISTENSEN, CODY	8/27/2021	\$258.98
26944	CHRISTENSEN, THOMAS	8/27/2021	\$138.15
26945	HAGLIN, SERENA P	8/27/2021	\$392.86
26946	ROLLINS, KENNETH	8/27/2021	\$119.72
26947	ZELLMAN, JACK	8/27/2021	\$530.46
26948	DEITER, JASON	9/10/2021	\$1,154.37
26949	KUTZ, TOM	9/10/2021	\$1,154.37
26950	ZIMMERMAN, PETER A	9/10/2021	\$1,616.12
26951	GOEPFERT, THOMAS	9/10/2021	\$680.87
26952	DRUSCH, JACOB D	9/10/2021	\$387.96
26953	DRUSCH, JOEY	9/10/2021	\$92.35
26954	MAGES, ALEX	9/10/2021	\$272.46
26955	STOLL, ERIC	9/10/2021	\$404.16
26956	WIECH, KYLE	9/10/2021	\$445.00
26957	MILLER, EDWARD M	9/10/2021	\$223.10
26958	VEADERKO, JAMES	9/10/2021	\$14.34
26959	ZEBRO, ALISON	9/10/2021	\$271.44
26960	BONNICK, STEVEN	9/10/2021	\$552.99
26961	HAGLIN, SERENA P	9/10/2021	\$262.62
26962	GOEPFERT, THOMAS	9/24/2021	\$1,176.23
26963	MILLER, EDWARD M	9/24/2021	\$174.23
26964	ZEBRO, ALISON	9/24/2021	\$126.46
26965	BONNICK, STEVEN	9/24/2021	\$533.58
26966	CHAFFINS, GORDON	9/24/2021	\$110.82
58291	ALLINA HEALTH SYSTEM	8/19/2021	\$1,823.09

CITY OF HOWARD LAKE

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***Check Summary Register©**

Checks 08/17/21-09/24/21

	Name	Check Date	Check Amt	
58292	ARCTIC GLACIER ICE, INC	8/19/2021	\$155.10	
58293	BELLBOY CORPORATION	8/19/2021	\$460.05	
58294	BOOM ISLAND BREWING CO LL	8/19/2021	\$255.50	
58295	BREAKTHRU BEVERAGE	8/19/2021	\$3,665.75	
58296	CAPITOL BEVERAGE SALES	8/19/2021	\$2,396.40	
58297	COKATO PARTS CITY	8/19/2021	\$84.99	
58298	DAHLHEIMER BEVERAGE, LLC	8/19/2021	\$1,178.83	
58299	GOVERNMENT FINANCE OFFICE	8/19/2021	\$160.00	
58300	HOLIDAY STATIONSTORES, LLC	8/19/2021	\$255.84	
58301	JOE'S SPORT SHOP	8/19/2021	\$496.35	
58302	JOHNSON BROTHERS LIQUOR C	8/19/2021	\$3,533.37	
58303	MARCO	8/19/2021	\$314.71	
58304	MEDIACOM LLC	8/19/2021	\$11.27	
58305	MENARDS-BUFFALO	8/19/2021	\$308.35	
58306	MID-MINNESOTA HOT MIX, INC	8/19/2021	\$113,765.00	MISC STREET REPAIRS
58307	MN MUNICIPAL BEVERAGE ASS	8/19/2021	\$800.00	City of Howard Lake Annual Dues (HLWS)
58308	MUMFORD SANITATION	8/19/2021	\$6,076.91	
58309	PAUMEN COMPUTER SERVICES	8/19/2021	\$490.00	
58310	PHILLIPS WINE & SPIRITS	8/19/2021	\$1,340.64	
58311	PLUNKETT'S PEST CONTROL	8/19/2021	\$111.28	
58312	PREMIUM WATERS, INC	8/19/2021	\$42.50	
58313	STREICHER'S	8/19/2021	\$236.97	
58314	USA BLUEBOOK	8/19/2021	\$83.50	
58315	VERIZON CONNECT NWF, INC	8/19/2021	\$97.14	
58316	VINOCOPIA, INC	8/19/2021	\$169.00	
58317	VITAL SIGNS	8/19/2021	\$160.00	
58318	WINE MERCHANTS	8/19/2021	\$409.54	
58319	WRIGHT HENNEPIN ELECTRIC	8/19/2021	\$761.00	
58320	AXON ENTERPRISE INC	8/25/2021	\$721.00	
58321	CENTERPOINT ENERGY	8/25/2021	\$202.79	
58322	EARTHLINK INC	8/25/2021	\$12.95	
58323	DEBRA MCALPINE	8/25/2021	\$3.00	Reimbursement
58324	MEI TOTAL ELEVATOR Solutio	8/25/2021	\$12.89	
58325	MENARDS-BUFFALO	8/25/2021	\$77.14	
58326	MID-MINNESOTA HOT MIX, INC	8/25/2021	\$137.06	
58327	MN VALLEY TESTING LAB	8/25/2021	\$43.00	
58328	MUMFORD SANITATION	8/25/2021	\$11,160.15	COMPOST LEASE - August
58329	536600-NCPERS GROUP LIFE IN	8/25/2021	\$32.00	
58330	OFFICE DEPOT	8/25/2021	\$649.99	Conference Room TV
58331	PLUNKETT'S PEST CONTROL	8/25/2021	\$162.02	
58332	SPRINT	8/25/2021	\$309.05	
58333	VERIZON	8/25/2021	\$80.02	
58334	VISA	8/25/2021	\$5,592.93	
58335	WAVERLY LOCK CO	8/25/2021	\$60.00	
58336	NEIL WEBER	8/25/2021	\$900.00	Driveway Escrow
58337	ARCTIC GLACIER ICE, INC	9/1/2021	\$351.00	
58338	BELLBOY CORPORATION	9/1/2021	\$293.89	
58339	BREAKTHRU BEVERAGE	9/1/2021	\$2,221.83	
58340	C & L DISTRIBUTING	9/1/2021	\$623.30	Beer
58341	CAPITOL BEVERAGE SALES	9/1/2021	\$4,245.90	
58342	DAHLHEIMER BEVERAGE, LLC	9/1/2021	\$10,161.19	
58343	JOHNSON BROTHERS LIQUOR C	9/1/2021	\$4,301.38	
58344	LOCHER BROS, INC	9/1/2021	\$8,255.13	
58345	PAUSTIS WINE COMPANY	9/1/2021	\$211.50	
58346	PHILLIPS WINE & SPIRITS	9/1/2021	\$2,236.52	

CITY OF HOWARD LAKE

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***Check Summary Register©**

Checks 08/17/21-09/24/21

	Name	Check Date	Check Amt	
58347	ANOKA CONSERVATION DISTRI	9/9/2021	\$1,046.13	
58348	BOARMAN KROOS VOGEL GRO	9/9/2021	\$56,773.80	
58349	KEITH BOBROWSKE	9/9/2021	\$65.00	Cell Allowance - September 2021
58350	BOLTON & MENK, INC	9/9/2021	\$9,920.00	
58351	CENTERPOINT ENERGY	9/9/2021	\$21.00	
58352	CENTURYLINK	9/9/2021	\$629.94	
58353	CINTAS	9/9/2021	\$1,804.14	
58354	COKATO TRANSPORTATION, IN	9/9/2021	\$79.00	K. Stender
58355	COURI, & RUPPE, P.L.L.P.	9/9/2021	\$1,757.50	
58356	MARK CUSTER	9/9/2021	\$4,500.00	2021 3rd Quarter
58357	DAKOTA SUPPLY GROUP	9/9/2021	\$7,072.98	Dry Hydrant
58358	RICK & BETH DEINKEN	9/9/2021	\$200.00	FARMER'S MKT POP CLUB REIMBURSEME
58359	FAMILY COUNSELING CENTER	9/9/2021	\$150.00	Korey Stender
58360	FINKEN WATER CENTERS	9/9/2021	\$33.50	
58361	FURTHER	9/9/2021	\$2.40	
58362	GOPHER STATE ONE-CALL, INC	9/9/2021	\$102.75	
58363	NICK HAGGENMILLER	9/9/2021	\$365.00	CELL PHONE - September 2021
58364	HAWKINS, INC	9/9/2021	\$2,229.12	
58365	HERALD JOURNAL PUBLISHING	9/9/2021	\$264.96	Trail Project
58366	HL PIT STOP	9/9/2021	\$652.38	
58367	HOWARD LAKE FOODS	9/9/2021	\$454.84	
58368	J & R WASTEWATER, INC	9/9/2021	\$4,656.25	
58369	JOE'S SPORT SHOP	9/9/2021	\$596.77	
58370	MYRA LAWAY	9/9/2021	\$65.00	CELL PHONE - September 2021
58371	LITTLE FALLS MACHINE, INC	9/9/2021	\$637.24	
58372	MARCO TECHNOLOGIES LLC	9/9/2021	\$420.91	
58373	DEBRA MCALPINE	9/9/2021	\$158.38	September Miscellaneous Stipend
58374	MEDIACOM LLC	9/9/2021	\$176.90	
58375	MEI TOTAL ELEVATOR SOLUTIO	9/9/2021	\$427.05	
58376	METRO WEST INSPECTION SER	9/9/2021	\$4,319.30	
58377	MIDWEST MACHINERY CO	9/9/2021	\$29.06	
58378	NAPA AUTO PARTS COKATO	9/9/2021	\$50.45	
58379	NELSON ELECTRIC MOTOR REP	9/9/2021	\$202.50	
58380	PRECISION CONCRETE CUTTIN	9/9/2021	\$5,490.00	
58381	CLAYTON PRESTIDGE	9/9/2021	\$65.00	CELL PHONE - September 2021
58382	LISA SHAW	9/9/2021	\$250.00	SSEC Damage Deposit
58383	STANLEY, BRIDGET	9/9/2021	\$65.00	CELL ALLOWANCE - September 2021
58384	STREICHER'S	9/9/2021	\$265.97	
58385	JASON SWANSON	9/9/2021	\$1,000.00	
58386	TEAM LABORTATORY CHEMICA	9/9/2021	\$163.25	
58387	THEISEN, MEAGAN	9/9/2021	\$215.00	CELL - September 2021
58388	DAVE THOMPSON	9/9/2021	\$51.56	Reimbursement
58389	TK ELEVATOR	9/9/2021	\$480.00	
58390	ED WARN	9/9/2021	\$36.00	FARMER'S MKT POP CLUB REIMBURSEME
58391	WASTEWATER COMMISSION	9/9/2021	\$110,163.12	May Forsmans Portion
58392	XCEL ENERGY	9/9/2021	\$79.03	
58393	LEIGHTRONIX, INC	9/13/2021	\$8,157.91	PACT10
58394	ALL WAYS RENTALS, INC	9/16/2021	\$1,389.38	
58395	ARCTIC GLACIER ICE, INC	9/16/2021	\$277.50	
58396	BELLBOY CORPORATION	9/16/2021	\$1,410.71	
58397	BREAKTHRU BEVERAGE	9/16/2021	\$4,439.99	
58398	CAPITOL BEVERAGE SALES	9/16/2021	\$12,016.17	
58399	DAHLHEIMER BEVERAGE, LLC	9/16/2021	\$5,782.35	
58400	MICHELLE DLUGOPOLSKI	9/16/2021	\$21.28	Delivery Reimbursement
58401	HOLIDAY STATIONSTORES, LLC	9/16/2021	\$161.00	

CITY OF HOWARD LAKE

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Checks 08/17/21-09/24/21

	Name	Check Date	Check Amt	
58402	HOWARD LAKE TIRE & AUTO	9/16/2021	\$22.94	
58403	JOHNSON BROTHERS LIQUOR C	9/16/2021	\$3,561.48	
58404	LOCHER BROS, INC	9/16/2021	\$2,522.45	
58405	MARCO	9/16/2021	\$314.71	
58406	DEBRA MCALPINE	9/16/2021	\$66.08	Delivery Reimbursment
58407	MEDIACOM LLC	9/16/2021	\$266.17	
58408	MIDWEST MACHINERY CO	9/16/2021	\$172.34	
58409	MN FIRE SERVICE CERT BOARD	9/16/2021	\$100.00	
58410	MN PEIP	9/16/2021	\$9,571.27	
58411	MN VALLEY TESTING LAB	9/16/2021	\$91.00	
58412	NELSON ELECTRIC MOTOR REP	9/16/2021	\$202.50	
58413	NORTHWEST ASSOC CONSULT	9/16/2021	\$774.20	
58414	PAUMEN COMPUTER SERVICES	9/16/2021	\$450.00	
58415	PHILLIPS WINE & SPIRITS	9/16/2021	\$6,166.31	Invoice # 639569
58416	PLUNKETT'S PEST CONTROL	9/16/2021	\$181.88	
58417	PREMIUM WATERS, INC	9/16/2021	\$25.50	
58418	SOUTHERN GLAZER WINE & SPI	9/16/2021	\$1,073.70	
58419	VERIZON CONNECT NWF, INC	9/16/2021	\$97.14	
58420	VINOCOPIA, INC	9/16/2021	\$181.00	
58421	WRIGHT COUNTY FINANCE &	9/16/2021	\$377.50	
58422	XCEL ENERGY	9/16/2021	\$8,147.58	
58423	ZEBRO, ALISON	9/16/2021	\$12.32	Delivery Reimbursement
58424	HOWARD LAKE POSTMASTER	9/21/2021	\$299.16	UB Billing September 2021
58425	HOWARD LAKE POSTMASTER	9/21/2021	\$33.24	UB - RATE INCREASE - EXTRA DUE
58426	BETH BRAATZ PHOTOGRAPHY	9/23/2021	\$900.00	
58427	BOARMAN KROOS VOGEL GRO	9/23/2021	\$975.00	
58428	KEITH BOBROWSKE	9/23/2021	\$255.95	Reimbursement
58429	CR ELECTRIC	9/23/2021	\$632.67	
58430	EARTHLINK INC	9/23/2021	\$12.95	
58431	GREATER MN COMMUNICATION	9/23/2021	\$300.00	
58432	HOWARD LAKE FOODS	9/23/2021	\$21.51	Acct# 135
58433	JOE'S SPORT SHOP	9/23/2021	\$1,215.72	
58434	MUMFORD SANITATION	9/23/2021	\$11,199.85	COMPOST LEASE - September
58435	VERIZON	9/23/2021	\$80.02	
58436	VISA	9/23/2021	\$2,919.79	
58437	WASTEWATER COMMISSION	9/23/2021	\$30,869.86	243 Paradise Place
58438	WILLIAMS, LESLIE	9/23/2021	\$7.65	Reimbursement - Utility Bill
58439	WRIGHT HENNEPIN ELECTRIC	9/23/2021	\$3,222.00	
501593e	HAGGENMILLER, NICHOLAS A	8/27/2021	\$3,039.01	
501594e	MEYER, CHRISTIAN A	8/27/2021	\$48.77	
501595e	THEISEN, MEAGAN	8/27/2021	\$1,734.74	
501596e	ZANDER, SHARI	8/27/2021	\$1,182.81	
501597e	PRESTIDGE, CLAYTON P	8/27/2021	\$1,433.97	
501598e	STANLEY, BRIDGET	8/27/2021	\$1,084.68	
501599e	ZWILLING, TROY	8/27/2021	\$7,093.86	
501600e	DLUGOPOLSKI, TONI M	8/27/2021	\$225.09	
501601e	GILYARD, JODI	8/27/2021	\$223.60	
501602e	LAWAY, MYRA	8/27/2021	\$1,706.42	
501603e	LINDER, EMILY	8/27/2021	\$247.91	
501604e	MCALPINE, DEBRA-ANN	8/27/2021	\$671.75	
501605e	MCALPINE, LEXI	8/27/2021	\$95.62	
501606e	JOHNSON, JACOB D	8/27/2021	\$1,472.77	
501607e	PREUSSE, MITCHELL D	8/27/2021	\$752.99	
501608e	SZCZEPANIK, DARIUSZ J	8/27/2021	\$1,800.23	
501609e	THOMPSON, DAVID G	8/27/2021	\$1,973.84	

CITY OF HOWARD LAKE

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Checks 08/17/21-09/24/21

	Name	Check Date	Check Amt
501610e	THOMPSON, KYLE	8/27/2021	\$190.65
501611e	WILLIAMS, HUNTER L	8/27/2021	\$592.42
501612e	GILBERT, EMMAGENE	9/10/2021	\$1,112.40
501613e	HAGGENMILLER, NICHOLAS A	9/10/2021	\$3,039.01
501614e	MUNSON, ALLAN W.	9/10/2021	\$1,112.40
501615e	THEISEN, MEAGAN	9/10/2021	\$1,734.74
501616e	ZANDER, SHARI	9/10/2021	\$804.69
501617e	PRESTIDGE, CLAYTON P	9/10/2021	\$1,529.55
501618e	STANLEY, BRIDGET	9/10/2021	\$1,084.68
501619e	BOBROWSKE, KEITH	9/10/2021	\$230.87
501620e	BRAVINDER, SETH Z	9/10/2021	\$46.17
501621e	DALBEC, JOSHUA S	9/10/2021	\$538.76
501622e	KITTOCK, BRIAN	9/10/2021	\$176.21
501623e	KITTOCK, NICOLE D	9/10/2021	\$359.40
501624e	LOEBERTMANN, AMANDA G	9/10/2021	\$230.87
501625e	LOEBERTMANN, CRAIG	9/10/2021	\$46.17
501626e	PETERSON, DAVID T	9/10/2021	\$346.31
501627e	STUEVEN, MARK J	9/10/2021	\$115.44
501628e	YOKIEL, ANDREW J	9/10/2021	\$407.21
501629e	DLUGOPOLSKI, TONI M	9/10/2021	\$97.49
501630e	GILYARD, JODI	9/10/2021	\$268.40
501631e	LAWAY, MYRA	9/10/2021	\$1,739.07
501632e	MCALPINE, DEBRA-ANN	9/10/2021	\$1,293.44
501633e	MCALPINE, LEXI	9/10/2021	\$61.69
501634e	REMER, TANYA M	9/10/2021	\$292.48
501635e	JOHNSON, JACOB D	9/10/2021	\$1,630.97
501636e	PREUSSE, MITCHELL D	9/10/2021	\$809.00
501637e	SZCZEPANIK, DARIUSZ J	9/10/2021	\$3,443.20
501638e	THOMPSON, DAVID G	9/10/2021	\$4,216.00
501639e	WILLIAMS, HUNTER L	9/10/2021	\$519.36
501640e	HAGGENMILLER, NICHOLAS A	9/24/2021	\$3,039.01
501641e	MEYER, CHRISTIAN A	9/24/2021	\$34.84
501642e	THEISEN, MEAGAN	9/24/2021	\$1,734.74
501643e	ZANDER, SHARI	9/24/2021	\$1,189.20
501644e	PRESTIDGE, CLAYTON P	9/24/2021	\$1,338.39
501645e	STANLEY, BRIDGET	9/24/2021	\$1,182.16
501646e	GILYARD, JODI	9/24/2021	\$257.61
501647e	LAWAY, MYRA	9/24/2021	\$1,706.42
501648e	LINDER, EMILY	9/24/2021	\$196.59
501649e	MCALPINE, DEBRA-ANN	9/24/2021	\$871.16
501650e	REMER, TANYA M	9/24/2021	\$266.67
501651e	HAGLIN, SERENA P	9/24/2021	\$158.48
501652e	JOHNSON, JACOB D	9/24/2021	\$1,630.97
501653e	PREUSSE, MITCHELL D	9/24/2021	\$955.54
501654e	SZCZEPANIK, DARIUSZ J	9/24/2021	\$1,800.23
501655e	THOMPSON, DAVID G	9/24/2021	\$1,973.84
501656e	WILLIAMS, HUNTER L	9/24/2021	\$272.61
Total Checks			\$679,632.07

CITY OF HOWARD LAKE

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Checks 08/17/21-09/24/21

	Name	Check Date	Check Amt	
1012	CAB - AMBULANCE			
5778	ALLINA HEALTH SYSTEM	9/24/2021	\$200.00	
5779	BOUNDTREE MEDICAL	9/24/2021	\$485.67	
5780	CENTRAL MCGOWAN, INC	9/24/2021	\$171.79	
5781	CITY OF HOWARD LAKE	9/24/2021	\$4,800.00	Wages
5782	CROWN COLLEGE	9/24/2021	\$350.00	
5783	JERRY'S TRANSMISSIONS SERV	9/24/2021	\$488.10	
5784	JOE'S SPORT SHOP	9/24/2021	\$632.80	
5785	RIDGEVIEW MEDICAL CENTER	9/24/2021	\$400.00	
5786	VISA	9/24/2021	\$138.46	
		Total Checks	\$7,666.82	



HOWARD LAKE CITY COUNCIL MEETING

September 28, 2021

AGENDA ITEM: Consider Accepting Various Personnel Appointments

SECTION: Consent

FROM: Megan 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 – Tanya Remer – Liquor Store Clerk PT
- Hired – Jodi Gilyard – Liquor Store Clerk PT
- Hired - Hayden Christian - HLF
- Hired – Blake Bistodeau – Public Works PT
- Hired – Jared Merges – Public Works Lead FT
- Resigned – Alison Zebro – Liquor Store Clerk PT
- Resigned – Tony Boverhuis – PT Police Officer

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

**EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY OF
HOWARD LAKE, MINNESOTA**

HELD: September 28, 2021

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Howard Lake, Wright County, Minnesota, was duly held at the City Hall on Tuesday, the 28th day of September, 2021, at 7:00 o'clock p.m. for the purpose, in part, of calling a public hearing on the proposed establishment of Tax Increment Financing District No. 1-21 within Municipal Development District No. 1, and the Tax Increment Financing Plan relating thereto.

The following Councilmembers were present:

and the following were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. 21- _____

CALLING PUBLIC HEARING ON THE ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT
NO. 1-21 WITHIN MUNICIPAL DEVELOPMENT DISTRICT NO. 1,
AND THE ADOPTION OF A TAX INCREMENT FINANCING PLAN RELATING THERETO

BE IT RESOLVED by the City Council (the "Council") of the City of Howard Lake, Minnesota (the "City"), as follows:

1. Public Hearing. This Council shall meet on Tuesday, November 16, 2021, at approximately 7:00 p.m. to hold a public hearing on the following matters; (a) the proposed establishment of Tax Increment Financing District No. 1-21 within Municipal Development District No. 1, and (b) the adoption of the Tax Increment Financing Plan relating thereto, pursuant to and in accordance with Minnesota Statutes, Section 469.174 to 469.1794, inclusive, as amended (the "Act").

2. Notice of Hearing. Filing of Program and Plan. The City Administrator is hereby authorized to cause a notice of the hearing, substantially in the form attached hereto as Exhibit A, to be published as required by the Act and to place a copy of the proposed Tax Increment Financing Plan on file in City Administrator's Office at City Hall and to make such copies available for inspection by the public.

_____ The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
CITY OF HOWARD LAKE) SS.
COUNTY OF WRIGHT)

I, the undersigned, being the duly qualified and acting Administrator of the City of Howard Lake, Minnesota, DO HEREBY CERTIFY that the attached resolution is a true and correct copy of an extract of minutes of a meeting of the City Council of the City of Howard Lake, Minnesota duly called and held, as such minutes relate to the calling of a public hearing on Tax Increment financing District No. 1-21 within Municipal Development District No. 1, as proposed to be adopted.

City Administrator

Date

EXHIBIT A

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

**NOTICE OF PUBLIC HEARING
ON THE ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 1-21
WITHIN MUNICIPAL DEVELOPMENT DISTRICT NO. 1**

NOTICE IS HEREBY GIVEN that the City Council (the "Council") of the City of Howard Lake, Wright County, Minnesota, will hold a public hearing on Tuesday, November 16, 2021, at 7:00 p.m., at the Howard Lake City Hall, 625 8th Avenue, in the City of Howard Lake, Minnesota, relating to the (a) the proposed establishment of Tax Increment Financing District No.1-21 within Municipal Development District No. 1, and (b) the adoption of the Tax Increment Financing Plan relating thereto, all pursuant to and in accordance with Minnesota Statutes, Sections 469.174 to 469.1794, inclusive, as amended (the "Act"). Copies of the Tax Increment Financing Plan as proposed to be adopted will be on file and available for public inspection at the office of the City Administrator at City Hall.

The property included in Tax Increment Financing District No. 1-21 is described in the Tax Increment Financing Plan on file in the office of the City Administrator. A map of the proposed Tax Increment Financing District is set forth below:

(INSERT MAP of Tax Increment Financing District)

All interested persons may appear at the hearing and present their view orally or in writing.

BY ORDER OF THE CITY COUNCIL

/s/ Nick Haggemiller,
City Administrator



HOWARD LAKE CITY COUNCIL MEETING

September 28, 2021

AGENDA ITEM: Consider Resolution Ordering the Abatement of Conditions Creating a Building Code Violation.

SECTION: NEW BUSINESS

FROM: Nick Haggemiller, City Administrator

BACKGROUND: A boulder wall was constructed at 1340 4th Avenue. Upon review, the wall is in excess of four feet in height and requires a building permit to be issued. A complaint has been filed with the Department of Labor & Industry indicating that the City had not enforced local ordinance and state statute requiring the building permit.

Repeated attempts to compel the property owner to obtain a building permit have been unsuccessful.

The attached resolution identifies the party, property and issue present. Adoption will ultimately direct staff to work with the city attorney to file necessary orders with Wright County District Court.

Individuals and circumstances included additionally involve numerous civil matters that are outside of the City of Howard Lake's legal or statutory authority. The resolution and related actions simply address the lack of building permit and related submittals. The property owners involved may seek a remedy outside of seeking a building permit; the City would not be involved or responsible to lead, facilitate or otherwise compel such discussions.

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: Approve Resolution Ordering the Abatement of Conditions Creating a Building Code Violation.

ATTACHMENTS:

1. Resolution & Order
2. Aerial of Site
3. Metro West Stop Order
4. Letter Sent to Property Owner

109049003030

50c

Walc

main highway

outlot

out lot

Neil W.

109049004010

109049004010



CITY OF HOWARD LAKE

Nicholas A. Haggenmiller, City Administrator

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

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

September 13, 2021

SENT ELECTRONICALLY

Joe Wasmund
1340 4th Avenue
Howard Lake MN 55349

Mr. Wasmund,

By order of the Howard Lake Building Official, the boulder wall present on site is an improvement that requires a zoning and building permit in order to comply with City Ordinance and State Building Code.

Present Issues:

- Boulder wall appears to be built partially on neighboring property.
- Boulder wall appears to exceed 4' height to necessitate a building permit issuance.

Remedy:

- Provide site plan showing proposed location, including setbacks to property lines.
- Submit building permit application and complete necessary successful permits.

Metro West's Stop Order requires a building permit application received or removal of the wall by September 15, 2021. Failure to comply will result in council consideration of legal options at the September 28, 2021 Council Meeting.

If you have questions and/or to receive necessary paperwork and permit applications, please reach out.

For the City,

Nick Haggenmiller
City Administrator

CC: Pat Skei, Metro West Building Inspections | Neil Weber, Adjacent Property Owner | Mike Couri, City Attorney

INSPECTION NOTICE

CITY OF Howard Lake CALLED-IN 9-8-21 DATE 10:30 TIME

SCHEDULED

PERMIT NO. _____

COMPLETED

ADDRESS 1340 Fifth Ave

OWNER/CONTR. _____

- | | | |
|--|--|---|
| ☐ SITE INSPECTION | ☐ MECHANICAL RI | ☐ REINSPECTION |
| ☐ LATH | ☐ MECHANICAL FINAL | ☐ FOLLOW-UP |
| ☐ FOOTING | ☐ INSULATION | ☒ COMPLAINT |
| ☐ POURED WALL | ☐ RATED ASSEMBLY | ☐ FIREPLACE |
| ☐ FOUND. DRAINAGE | ☐ BUILDING FINAL | ☐ SPRINKLER SYSTEM |
| ☐ FRAMING | ☐ SEPTIC INSTALL | ☐ ROOFING |
| ☐ PLUMB. RI UNDERGROUND | ☐ SEPTIC FINAL | ☐ SIDING |
| ☐ PLUMBING RI | ☐ S & W HOOKUP | ☐ WINDOWS |
| ☐ PLUMBING FINAL | ☐ GAS LINE AIR TEST | ☐ DECK |

COMMENTS:

* Retaining wall built without permit
 * Walls over 4' require a permit and engineered design
 * Wall built over property line

* Wall must be removed or permit obtained by 9-15-21

* Please call inspector with any questions

FURTHER CORRECTIONS MAY BE REQUIRED

☐ PERMIT FINALED

- ☐ WORK SATISFACTORY: PROCEED ☐ PHOTO TAKEN
- ☐ CORRECT WORK & PROCEED
- ☐ CORRECT WORK. CALL FOR REINSPECTION BEFORE COVERING
- ☐ CORRECT UNSAFE CONDITION IMMEDIATELY.
- ☒ STOP ORDER POSTED. CALL INSPECTOR
- ☐ INSPECTION REQUIRED. CALL TO ARRANGE ACCESS.

TO SCHEDULE YOUR INSPECTIONS

PLEASE CALL: (763) 479-1720

Metro West Inspection Services Inc.

Owner/Contr. on site: _____

Inspector: Pat

CODE REQUIREMENTS ARE FOR YOUR PERSONAL HEALTH AND SAFETY!

CITY OF HOWARD LAKE
WRIGHT COUNTY, MINNESOTA

RESOLUTION 20-17

**A RESOLUTION ORDERING THE ABATEMENT OF CONDITIONS CREATING A
BUILDING CODE VIOLATION EXISTING AT
1340 4th AVENUE IN HOWARD LAKE, MINNESOTA**

WHEREAS, the property located at 1340 4TH Avenue, and legally described as

Sect-03 Twp-118 Range-027 DUTCH LAKE PRESERVE Lot-003 Block-003

contains a single family home, detached accessory building (garage) and retaining wall. Collectively referred to as (the “Subject Property”) which have created ongoing issues related to their condition; and

WHEREAS, City officials have been involved with ongoing matters concerning the construction and site finishing’s of the Subject Property since 2020; and

WHEREAS, a physical inspection by the City Building Official of the Subject Property on September 8, 2021 found that a retaining wall in excess of four feet in height was constructed without necessary submittals including site plan and building permit application; and

WHEREAS, due to the nature and extent of improvements made specifically to the boulder wall located on Subject Property, the Building Official was unable to opine as to the structural integrity of the boulder wall on the Subject Property; and

WHEREAS, the City has communicated its intent to the owner of the Subject Property on numerous occasions that if the owner failed to comply with the applicable City codes, the City would institute a nuisance and building code violation; and

WHEREAS, by notice dated September 13, 2021 the owner was directed by the City Administrator to submit a plan for addressing the issues on the Subject Property to the City; and

WHEREAS, the owner did not submit any plans to the City; and

WHEREAS, the City has determined that the boulder wall is a violation of the Minnesota Statutes, Sections 16B.62 Subdivision 1, Minnesota Administrative Rules 1300.0120 Subsection 4.4. and City Ordinance Number 17.02 Building Code; and,

WHEREAS, Joseph Wasmund is the owners of the Subject Property and the parties have taken any or only minimal steps to abate the conditions; and

WHEREAS, Minnesota Statutes, Section 16B.62 authorizes the governing body of any city or town to order the owners of the property within the municipality to compel compliance and/or correct or remove the condition; and

WHEREAS, Minnesota Statutes, Section 16B.62 authorizes a city to seek legal remedy correct or remove a hazardous condition of any hazardous property if the owner of record fails to do so after a reasonable time and the district court enters a judgment sustaining the city's order.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Howard lake as follows:

1. The retaining wall located on the Subject Property, specifically the lack of a site plan, building permit application including engineering submittals are a violation of Minnesota State 16B.62.
3. An Abatement Order substantially similar to that attached hereto as Exhibit A shall be served upon all parties with an interest in the Subject Property in order to effectuate this Resolution.
4. The City Attorney is authorized to take all necessary legal steps to secure compliance with the Order and to obtain authority to correct conditions on the Subject Property by court order or consent and assess the costs thereof against the Subject Property.

Passed and duly adopted this 28th day of September 2021, by the City Council of the Howard Lake, Minnesota.

Peter Zimmerman, Mayor

ATTEST:

Nick Haggemiller, City Administrator

EXHIBIT A

Abatement Order

STATE OF MINNESOTA
COUNTY OF WASHINGTON

DISTRICT COURT
TENTH JUDICIAL DISTRICT

Case Type: Other Civil

In the Matter of the
1340 4th Avenue
Howard Lake, Minnesota

**ORDER FOR BUILDING CODE
COMPLIANCE**

TO: All owners, occupants, and all lienholders of record.

The City Council of the City of Howard Lake orders that within 20 days of service of this Order that you abate conditions which exist on the property located at: 1340 4th Avenue, in the City of Howard Lake, which property is legally described as:

Sect-03 Twp-118 Range-027 DUTCH LAKE PRESERVE Lot-003 Block-003

The City of Howard Lake, pursuant to Minnesota Statutes Sections 16B.62, finds that the property located at the above-referenced property (the "Property"), specifically the existing retaining wall constitutes a building code violation within the meaning of Minnesota Statutes Section 16B.62.

Pursuant to the above-referenced statutes and ordinance, it is hereby ORDERED that you abate the property conditions within 20 days of the date of service of this Order by removing the buildings or repairing the Property by completing the following:

1. Remove existing retaining wall in full.
2. Submit a site plan, building permit application with appropriate submittals including engineering verification for the retaining wall.

3. Submit to an inspection by the City Building Official and any other person deemed necessary to assess the structural integrity of the boulder wall and compliance with this Order and all applicable laws or codes. Such inspection may only occur after substantial work has been done as stated in this Order to allow the City Building Official to adequately inspect the structural integrity of the buildings.

You must apply for and obtain the appropriate permit(s) for the work you intend to perform from the appropriate City offices before abating the conditions. This Order is not a permit.

You are further advised that unless such corrective action is taken or an Answer is served on the City and filed with the Wright County District Court Administrator within 20 days of the date of service of this Order upon you, a motion for summary enforcement of this Order will be made to the Wright County District Court.

You are further advised that if you do not comply with this Order and the City is compelled to take any corrective action, all necessary costs incurred by the City in taking the corrective action will be assessed against the Property pursuant to Minnesota Statutes Section 16B.62. In connection thereto, the City intends to recover all its expenses incurred in carrying out this Order, including specifically but not exclusively, filing fees, service fees, publication fees, attorneys' fees, appraisers' fees, witness fees, including expert witness fees and traveling expenses incurred by the City from the time this Order was originally made pursuant to Minnesota Statutes Section 16B.62

Dated: September 28, 2021



HOWARD LAKE CITY COUNCIL MEETING

September 28, 2021

AGENDA ITEM: Consider Resolution Finding Nuisance Violation & Abatement Order at 601 9th Street.

SECTION: NEW BUSINESS

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: The City has an active Community Code Enforcement program that is administered by the police department's community service officer with oversight from city administration. Throughout the course of a typical calendar year, a couple hundred letters tying back to about 100 properties are sent letters requiring corrective action. The vast majority do not require second letters. Of those receiving second letters or administrative fines, very few need additional enforcement measures overseen by the City Council.

601 9th Street has received at least 10 letters in 2021. Review of the property file, issues date back to at least 2007 with the same or similar issues present at the property. The issues present appear to have escalated and gotten significantly worse in 2021.

The primary issue is demolition derby cars and related car parts. Previously, staff has been lenient to accommodating weeks leading up to the Wright County Fair. However, over the last several years, the property owner has become involved with derby events throughout the year leading to a prolonged nuisance period. More recently, neighbors have vocalized concern and made threats of litigation for the city failing to enforce the nuisance ordinance.

The proposed resolution, if passed by council, directs city staff to abate the nuisance. In the case of debris and car parts this could be as direct as city staff literally cleaning the property. Vehicles are considerably more complicated and would require legal action in the courts.

City staff will monitor the property up to the council meeting to verify status prior to the council meeting and related action. A point of discussion will consider progress made at the property. Typically, if even partial progress has been made we permit additional time and call off council action. In this case, where the problem appears chronic and has been increasingly getting worse, and with more neighborhood complaints, council action is suggested regardless.

DECISION MAKING METRICS:

FINANCIAL: There is not a cost for the immediate action presented. In the event of time and material expense to clean up, the City Fees & Charges Schedule Applies. In the event of legal expenses, the property owner will be billed and ultimately assessed through property tax certification.

LEGAL: The city council adopted Chapter 6.01 Nuisance Code in late 2018 along with Nuisance Abatement Procedure Policy. Additionally, the city attorney is consulted regularly on specific matters that reach the city council for action.

STRATEGIC PLAN: Develop a Livable Community For All.

COUNCIL ACTION REQUESTED: Approve Resolution Finding Nuisance Violation and Directing Staff to Abate Violation.

ATTACHMENTS:

1. Resolution 21-18

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

RESOLUTION NUMBER 21-18

*A Resolution Finding a Nuisance Violation 601 9TH Street
and Ordering Abatement*

WHEREAS, the Howard Lake Police Department has previously sent letters and made personal contact with the occupants of the property located at 601 9th Street, PID 109010022081 in the City of Howard Lake notifying them that the property constitutes a nuisance violation with accumulations of exterior storage, throwing, dumping or depositing of waste, refuse, trash, demolition vehicles, car parts, garbage, junk or debris of any nature or description; and

WHEREAS, the property owner has failed to comply with the terms and conditions of the nuisance abatement letters in 2021 dated January 7, April 14, April 20, May 3, May 26, June 9, July 30, August 9 and September 21 and the property remains a nuisance; and

WHEREAS, pursuant to Chapter 6.01 Nuisance Code of the City Code, the Police Department mailed notice to the property notifying them that the City Council would be holding a hearing on September 28, 2021, at 7:00 p.m. at City Hall in the City of Howard Lake to determine if the property remained a nuisance property and offering the owner the opportunity to be heard on the issue.

NOW THEREFORE, BE IT RESOLVED, based upon the entire record, including photographs and notices to the property owner:

1. The conditions on the property located at 601 9th Street in the City of Howard Lake constitute a nuisance in violation of Chapter 6.01 Nuisance Ordinance of the City of Howard Lake Code of Ordinances.
2. City Staff is hereby authorized and directed to serve a copy of this Order on the record owner of the subject property either in person or by mail. If the owner refuses to accept service, this Order shall be served by posting it on the front door of the premises.
3. If said property owner does not comply with this Order, the City Attorney shall proceed with seeking injunctive relief or obtaining an administrative search and seizure warrant to allow the City of Howard Lake to abate the nuisance.

ADOPTED by the City Council of the City of Howard Lake, Minnesota this 28th day of September 2021.

CITY OF HOWARD LAKE BY:

ATTEST:

Peter Zimmerman, Mayor

Nick Haggemiller, Administrator/Clerk



HOWARD LAKE CITY COUNCIL MEETING

September 28, 2021

AGENDA ITEM: Consider Approving Terms, Placement & Payment of Highway Memorial Signs for Chief Drusch

SECTION: NEW BUSINESS

FROM: Howard Lake Fire Department
Nick Haggemiller, City Administrator

BACKGROUND: In memory and recognition of deceased Fire Chief, Darryl (Taddy) Drusch, a request has been brought forward through the HLFD to have the city limits portion of US Highway 12 named in his honor. To do so, the City must submit an application and pay for the permit and related material/labor expenses associated with the request.

Expenses of this amount and simple sign projects are both items that typically are administratively approved. However, council should consider this as it is a memorial for a fallen fire fighter. Therefore, there should be consideration given to if this is an appropriate memorial and the only one that will be paid for by the City.

DECISION MAKING METRICS:

FINANCIAL: The total cost for the two signs to be permitted, fabricated, and installed is \$2,234.

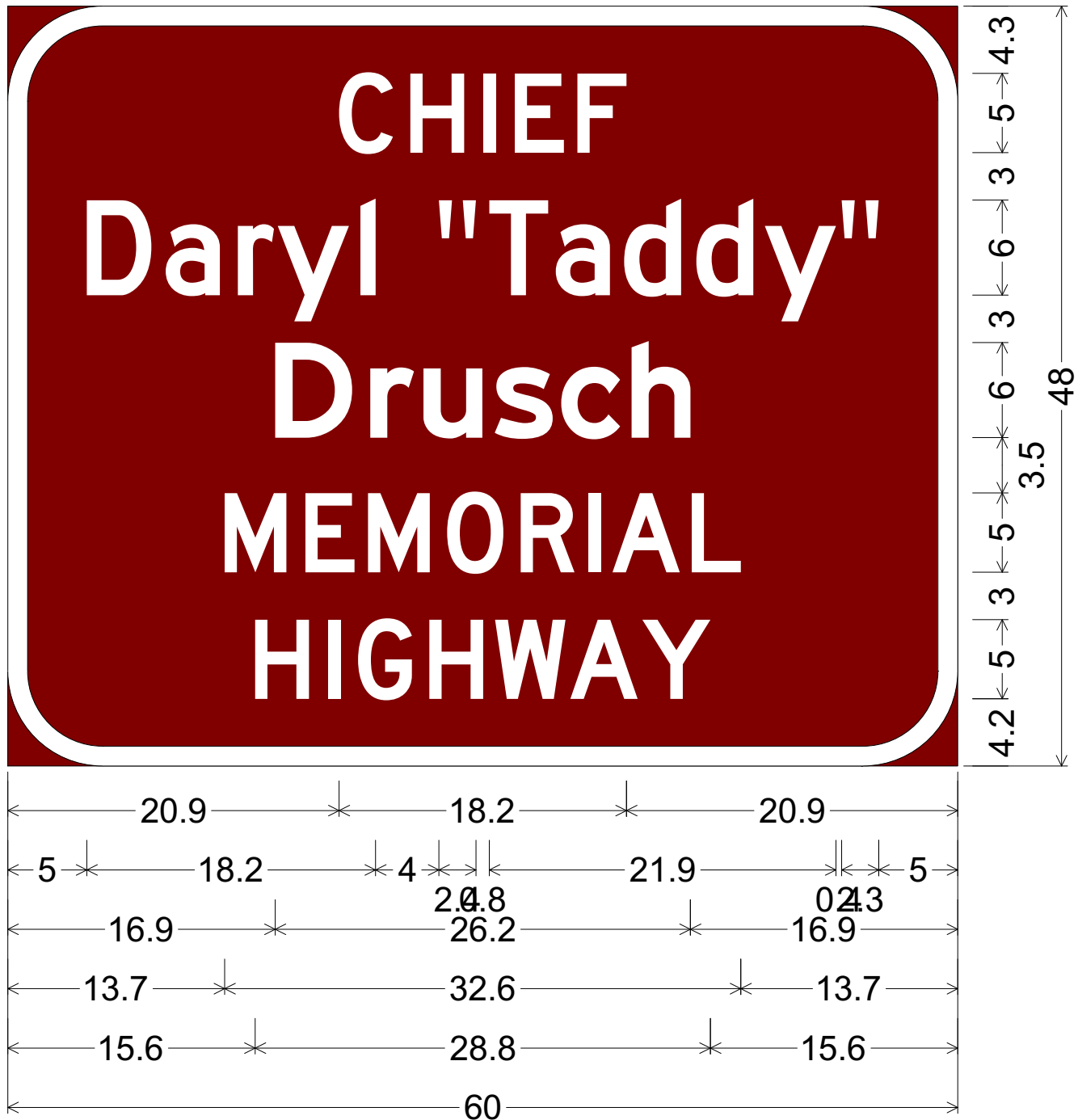
LEGAL: This purchase does not legally qualify as a public expenditure.

STRATEGIC PLAN: Enhance Community Traditions

COUNCIL ACTION REQUESTED: Approve terms, placement and expense associated with Highway 12 Memorial signs for Taddy Drusch.

ATTACHMENTS:

1. Application
2. Picture of sign to be placed



6.0" Radius, 1.3" Border, White on, Brown;

"CHIEF", D 2K;

"Daryl " D 2K "" B 2K "Taddy" D 2K """, B 2K;

"Drusch", E 2K; "MEMORIAL", D 2K;

"HIGHWAY", D 2K;

REQUESTER PAY SIGNING APPLICATION
For MEMORIAL SIGNS
MINNESOTA DEPARTMENT OF TRANSPORTATION (MnDOT)
Design, Location, and Cost of MEMORIAL Signs
(PLEASE PRINT)



Applicant's Name Brian Kittock
Address 82 Mallard Pass Trail
Phone 763-245-0220 Email Address brian.kittock@hotmail.com

Text to Be Displayed on the Memorial Signs (Example: Trooper Glen Skalman MEMORIAL HIGHWAY):
Chief Daryl Taddy Drusch MEMORIAL HIGHWAY

Requested Sign Locations: (Intersection of Highway and Street)
Westbound TH 12 about 1000ft west of Commerce Blvd, Eastbound TH 12 about 775ft east of Dutch Lake Dr

Direction of travel to be signed: (circle all that apply) Eastbound Westbound Northbound Southbound

Sign Type	Sign Size	Quantity	Cost per Sign	SUBTOTAL
Memorial Sign	60in x 48in	2	\$1,117.00	\$2,234.00
TOTAL COST				\$2,234.00

(NOTE: Total Cost reflects the number of signs, type of signs, fabrication, installation, and all related costs.)

Please Include your payment for the Total Cost with this application. Make your check or money order payable to: **COMMISSIONER OF TRANSPORTATION**

Please read, complete, and sign the *Certification of Compliance* before mailing it.

Return to: **Minnesota Department of Transportation**
7694 Industrial Park Road
Baxter, MN 56425
Attn: Ken Hansen

Questions:
218-828-5771
kenneth.hansen@state.mn.us

MnDOT Use Only

☐ Payment Received Dated _____ Authorized _____
Minnesota Department of Transportation

WO No. _____ Area _____ T.H. _____ R.P. _____ C.S. _____

****This application can be only completed after the Minnesota State Legislature has approved the designation of the highway or bridge route.**



HOWARD LAKE CITY COUNCIL MEETING

September 28, 2021

AGENDA ITEM: Consider Approving Purchase Agreement & Authorize Construction for Terning Trails Plat 2.

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: The City of Howard Lake assumed ownership of the Terning Trails subdivision in 2017 through a Deed in Lieu of Forfeiture process. In that assumption, the City took position of about 40 parcels that were fully served by street and utilities. Through a successful development agreement with a regional builder, these parcels are now nearly built out.

Terning Trails also includes an additional 38 parcels that have the following in place:

- Mass Grading with established building pads.
- Water/Sanitary Sewer
- Storm sewer and retention ponds
- Fully platted

GB Land LLC

In July, the council selected GB Land LLC to purchase the balance of the subdivision and directed staff to prepare and execute legal documents associated with the property sale.

Terms Previously Approved

- \$100,000 or \$2,700/parcel
- \$50,000 park dedication fee
- \$1 Million Letter of Credit

Required Work & the like of the Developer

- Clearing and grubbing of land.
- Public Street, Sidewalk & Trail Construction.
- Curb & Gutter.
- Utility Revitalization.
- Street Lights & signs
- Surveying (as needed)

As of 9-15-21 the purchase agreement has been drafted by the city attorney and executed by the City Administrator. It is included here to retain in the public record for official approval. Currently, we are in due diligence associated with the property including testing utilities, surveying, and completing necessary engineering work required to build out the development.

The developer has secured a contract with Northern Lines Contracting to complete necessary street and utility work needed for the development. The utilities have been tested and appear to be in good working order! City staff & the city engineer have met with their representing engineer (Stantec) and discussed necessary work to be completed and roles/expectations between the City and the private engineering firm.

Authorization to Begin Construction

In order to meet the aggressive buildout schedule which calls to mobilize crews as soon as 9.29.21, a bridge agreement which permits GB Land LLC to enter the site and commence construction activities is required to be approved by the city council. This agreement permits the developer and their assignees to enter the site and commence construction provided they have the letter of credit in place, necessary insurance filed with the City and otherwise at their own risk as the property will not officially be in their name until closing.

Additional Considerations

The purchase agreement calls out a park dedication in the form of \$50,000 cash to be used to offset expenses associated with establishing a playground/neighborhood park within the development. Through more recent conversations with the developer, this is set for revision. The developer is now proposing to work with the City to approve an approved playground structure to be placed on an outlot. Doing so, would provide one more parcel for development. This is likely a cost savings for BOTH the City and the developer. The developer will be able to sell an additional parcel and will have mobilized crews do much of the work. The City would also struggle to build out the park for less than \$50,000 as well.

DECISION MAKING METRICS:

FINANCIAL: Terning Trails currently shows land values varying by parcel averaging \$30,000+/- . Engineer's estimates suggest remaining street and utility work needed would average about \$20,000/parcel. Therefore, the proposed acquisition price of \$2,700 per parcel may be low. That said it is \$2,699 more per parcel than we accepted for the first phase of Terning Trails and an equal amount more than the competing proposal. Additionally, the council should consider its risk position. Under this proposal, unlike others, the City is not front end financing utility improvements nor is it being asked to complete utility restoration of underground utilities.

LEGAL: The purchase agreement and Agreement to Permit Construction were drafted by the City Attorney.

STRATEGIC PLAN: Maintain fiscally responsible City management and operations.

COUNCIL ACTION REQUESTED: Approve the agreements as presented. Further, direct staff to begin work with the parks and planning commission on a neighborhood park for Terning Trails.

ATTACHMENTS:

1. Purchase Agreement.
2. Agreement Authorizing Construction Prior to Closing.
3. Park Images



CONTRACT OF SALE

THIS CONTRACT OF SALE (the "***Agreement***"), is made and entered into by and between City of Howard Lake (herein referred to as "***Seller***") and GB Land LLC, (herein referred to as "***Purchaser***"), collectively the "***Parties***" effective as of the date of the last signature on the signature page hereof (herein referred to as the "***Effective Date***").

RECITALS

Seller owns 37 residential lots known as Phase 2 of Terning Trails in the City of Howard Lake, Minnesota, (the "***City***"), Wright County (the "***County***"), Minnesota, more fully described in **Exhibit A**. The Seller desires to sell and the Purchaser desires to purchase the 37 lots to be conveyed and shall herein be called the "***Land***" or "***Property***", as further described in Section 1 below.

NOW, THEREFORE, in consideration of the mutual agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. SALE AND PURCHASE OF PROPERTY.

1.01. Incorporation of Recitals. The recitals above are incorporated into the terms of this Agreement.

1.02. Agreement of Sale and Purchase. Subject to the terms and provisions hereof, Seller agrees to sell and convey to Purchaser, and Purchaser agrees to purchase from Seller, for the price and subject to the terms, covenants, and conditions herein set forth, the Property referred to as the "***Property***" or "***Lot***."

1.03. Legal Description of Property. The Property is legally described as Lots 1-11, Block 5; Lots 2-20, Block 6, and Lots 1-7, Block 7, all such property in the plat of Terning Trails, Plat 2.

1.04. Proposed Development. Purchaser's acceptance of the Property is contingent upon any City or County approvals to complete the street or any other necessary improvements on the Property and inspection of records of the Seller as to the condition of the existing installed utilities on the Property to their sole satisfaction. The Purchaser and Seller would hereby be mutually released without damages from this Agreement and the Purchaser's Earnest Money shall be refunded if the Purchaser determines at its sole discretion shall require a greater amount of revitalization than anticipated in this offer. Purchaser shall make such determination and shall communicate it in writing, delivered to Seller no later than October 15, 2021.

2. PURCHASE PRICE.

2.01 Purchase Price. The Purchase Price for the Property is One Hundred Thousand Dollars and 00/100's (\$100,000.00). In addition, at the closing, Purchaser shall pay the Seller \$50,000.00 in satisfaction of the City's park dedication requirement.

2.02 Payment. The Purchase Price shall be payable as follows:

2.02.1 Earnest Money. Within five (5) business days after the Effective Date of this Agreement, Purchaser shall deposit with Custom Homebuilders Title, 10850 Old County Road 15 #100, Plymouth, MN 55441 ("**Title Company**") the sum of Five Thousand Dollars and 00/100's (\$5,000.00) in cash (the "**Earnest Money**") upon execution of this Agreement.

2.02.2 Cash at Closing. At Closing, Purchaser shall pay in cash or certified funds or other readily available funds the balance of the Purchase Price for the Property.

2.02.3 Application of Earnest Money. The Earnest Money shall be applied toward the Purchase Price at the Closing and returned to Purchaser in the event Purchaser terminates this Agreement pursuant to its terms. Upon the Expiration of the Contingency Date, all Earnest Money shall become non-refundable and the Parties agree to execute a standard form escrow agreement which shall administer the Earnest Money consistent with the terms of this Agreement. Purchaser's failure to pay the Earnest Money on the dates specified shall be a default permitting Seller to terminate this Agreement pursuant to the terms of this Agreement.

3. TITLE COMMITMENT AND SURVEY.

3.01 Title Evidence. Within fifteen (15) days after the Effective Date of this Agreement, Purchaser will order from the Title Company a title commitment for a current ALTA Form B Owner's Policy of Title Insurance covering the Property issued by the Title Company in the amount equal to the Purchase Price (the "**Title Commitment**") together with copies of all instruments reflected as exceptions in the Title Commitment. Within fifteen (15) days of the Effective Date of this Agreement Seller will furnish to Purchaser any Abstract of Title, copy of any title insurance policy and Existing Survey in Seller's possession or control. The Title Commitment may contain the standard pre-printed general exceptions for any mechanics' liens for work performed or materials furnished prior to the date of the policy, questions of survey or the rights of existing parties in possession, and any state of facts that exist after the date of the Title Commitment and up to the date of recording of the documents establishing title in Purchaser; provided, however, that the Title Company shall cause such pre-printed exceptions be waived and removed prior to or at the Closing. The Title Commitment, UCC Searches (defined below), and Survey are collectively referred to herein as the "**Title Evidence.**" Any cost for providing the Title Commitment is solely Purchaser's expense.

3.02 UCC Searches. Purchaser may, at its own expense, obtain a report of searches made of the Uniform Commercial Code records of the Minnesota Secretary of State showing no UCC filings regarding the Seller ("**UCC Searches**").

3.03 Title Review. Purchaser shall have twenty (20) days after the later of the delivery of the Title Commitment in which to examine the Title Commitment and UCC Searches and notify Seller in writing of Purchaser's objection to any matters disclosed therein (the "**Objection(s)**"). Upon the expiration of said twenty (20) day period, Purchaser shall be deemed to have accepted all exceptions to title to the Property as shown on the Title Commitment and UCC Searches (except for matters for monetary liens and encumbrances of a definite or ascertainable amount, including mortgage liens, which Seller irrespective of Purchaser's objection agrees to satisfy at Closing, provided Purchaser was not the cause of such liens or encumbrances being placed on the Property), which Purchaser has not identified as an Objection within said twenty (20) day period.

3.04 Seller's Obligations. Seller may undertake to cure any Objections (but shall be under no obligation to do so other than for monetary liens or encumbrances of a definite or ascertainable amount as set forth in Section 3.03 above) which Seller shall satisfy at Closing with the sale proceeds. Any exceptions accepted by Purchaser or not timely objected to as aforesaid are, collectively, the "**Permitted Encumbrances**." The Permitted Encumbrances shall include, and Purchaser shall be deemed to have accepted, those items identified on the attached **Exhibit B** which is hereby incorporated by this reference.

3.05 Gap. Purchaser may at or prior to the Closing, notify Seller in writing (the "Gap Notice") of any title issues raised by the Title Company as a result of an updated UCC search, Title Commitment, or Survey after Purchaser's receipt of the Title Evidence; provided that Purchaser must notify Seller of such objection to title within ten (10) business days of being made aware of any such issue. If Purchaser sends a Gap Notice to Seller, then Purchaser and Seller shall have the same rights and obligations with respect to such notice as apply to Objections raised after disclosure of the Title Evidence.

3.06 Remedies in the Event of Failure to Cure. In the event Objections have been raised by Purchaser and Seller has not cured such Objections, or caused Title Company to commit to insure over such Objections, prior to the expiration of the Contingency Date, at that term is defined in Subsection 6.01 below, (other than liens, encumbrances, or mortgages of an ascertainable amount which Seller will satisfy by the payment of money at Closing), Purchaser may: (i) unconditionally waive all Objections (without reservation of rights) and proceed to the Closing; or (ii) as Purchaser's sole remedy, terminate this Agreement by written notice to Seller on or before the expiration of the Contingency Date, at which time the Earnest Money and shall be returned to Purchaser. Should Purchaser fail to give the written notice pursuant to clause (ii), above, on or prior to the expiration of the Contingency Date, then Purchaser's right to terminate this Agreement pursuant to this Paragraph shall end and Purchaser shall be deemed to have accepted the Permitted Exceptions.

3.07 Title Policy. As a condition to Purchaser's obligation to Close, the Title Company shall issue an Owner's Policy of Title Insurance (the "**Title Policy**") to Purchaser in the full amount of the Purchase Price. Purchaser agrees to pay the premium required for the issuance of the Title

Policy. At Purchaser's sole cost, the Title Policy shall have extended coverage over the general exceptions contained therein, and shall contain endorsements reasonably satisfactory to Purchaser (but not being a condition to Purchaser's obligation to close).

4. PROVISIONS WITH RESPECT TO CLOSING.

4.01 Closing. The Parties agree that the closing on the Property (the "**Closing**") shall be conducted by the Title Company at its offices located at 10850 Old County Road 15 #100, Plymouth, MN 55441 on or before September 15, 2021.

4.02 Purchaser's Deliveries. At Closing, Purchaser shall:

- (a) Purchase Price. Deliver cash or other immediately available funds in the amounts described in Subsection 2.02.2;
- (b) Pro-rations. Pay all pro-rations, fees, and costs required of Purchaser under this Agreement;
- (c) CRV. Deliver or file a Certificate of Real Estate Value; and
- (d) Developer's Agreement. Deliver an executed original of the Developer's Agreement attached hereto as Exhibit C.
- (e) Letter of Credit. Deliver a letter of credit from an FDIC insured bank located within 100 miles of the City of Howard Lake, naming Howard Lake as the beneficiary in the amount of \$1,198,312.20, the purpose of which is to ensure the performance by Purchaser of its obligations under the Developer's Agreement. The form of the letter of credit must meet the approval of the City Attorney.
- (d) Other. Deliver any other documents as may be reasonably required by the Title Company or by Seller, including but not limited to evidence that all authorized signatures required to bind Purchaser have been provided on all required Closing documents.

4.03 Seller's Deliveries. At Closing, Seller shall:

- (a) Deed. A general warranty deed conveying the Property to Purchaser subject solely to the Permitted Exceptions in recordable form duly executed and acknowledged by Seller and certifying that no wells are located upon the Property or accompanied by a well disclosure certificate;
- (b) Possession. Deliver possession of the Property;

- (c) Affidavit of Seller. Deliver a standard form Seller's Affidavit prepared on Minnesota Uniform Conveyancing Blank 50.1.2 or substantial equivalent as reasonably required by Title Company;
- (d) FIRPTA. Deliver an affidavit certifying that Seller is not a foreign person under § 1445 of the Internal Revenue Code;
- (e) Well & Septic Disclosures. Deliver certification of no well and septic on the property.
- (f) Pro-Rations. Pay all pro-rations, fees and costs required of Seller under this Agreement;
- (g) IRS Reporting Forms. Deliver the appropriate Federal Income Tax reporting form, if any is required;
- (h) Documents. Deliver any other documents as may be reasonably required by the Title Company or the Purchaser including, but not limited to, evidence that all authorized signatures required to bind Seller have been provided on all Closing documents; and
- (i) Other. Deliver all other documents as may be reasonably required by the Title Company to record Seller's Closing Documents and issue the Title Insurance Policy required by this Agreement and possession of the Property.

4.04 Closing Costs.

- (a) Seller's Costs. Seller shall pay the following costs and expenses in connection with Closing:
 - (i) recording fees on all documents necessary to convey marketable, insurable, and recordable title as required herein, not including the general warranty deed;
 - (ii) state deed tax;
 - (iii) expenses to correct any Objections to title necessary to convey marketable title;
 - (iv) Seller's own legal, accounting and other expenses associated with the transaction contemplated by this Agreement;
 - (v) Seller's portion of the prorated real estate taxes and assessments, as provided below;
 - (vi) one-half of any closing fee charged by the Title Company;

- (vii) one-half the escrow fee, if any, charged by Title Company;
 - (ix) "green acres" taxes, if any, due on the Property; and
 - (x) all other costs typically assessed against a seller in the County in a transaction of this nature.
- (b) Purchaser's Costs. Purchaser shall pay the following costs and expenses in connection with Closing:
- (i) Purchaser's portion of the prorated real estate taxes, as provided below;
 - (ii) The cost of recording the general warranty deed;
 - (iii) the premium for any Title Policy and endorsements purchased by Purchaser;
 - (iv) any mortgage registry tax with respect to Purchaser's financing;
 - (v) one-half of any closing fee charged by the Title Company;
 - (vi) one-half of the escrow fee, if any, charged by Title Company;
 - (vii) any costs associated with the preparation of the Survey, if necessary; and all costs for issuance of the Title Commitment; and
 - (v) all other costs typically assessed against a purchaser in the County in a transaction of this nature.

4.05 Taxes and Special Assessments. Seller shall pay all real estate taxes levied against the Property which are due and payable in all years prior to the year of Closing. Purchaser shall pay all real estate taxes levied against the Property which are due and payable in all years following the year of Closing. Real estate taxes for the Property due and payable in the year of the Closing shall be prorated on a calendar year basis as of the Date of Closing. All special assessments levied or pending as of the Effective Date of this Agreement shall be paid by Seller. Assessments certified for payment with the taxes due in the year of closing shall be prorated as of the Date of Closing. Purchaser shall assume any deferred special assessments and any assessments that are levied or become pending after Seller signs this Agreement, specifically including, but not limited to, any assessments related to Purchaser's development of the Property.

5. DEVELOPMENT AND REVIEW.

5.01 Document Review. Within ten (10) days of the Effective Date, Seller shall deliver to Purchaser any surveys, engineering plans, studies, wetland delineation report or test results

relating to the physical condition of the Property, but only to the extent any such items are in the possession of Seller.

5.02 Purchaser's Right to Enter Property. Seller hereby grants to Purchaser, and Purchaser's employees and agents, the right and permission from and after the Effective Date to enter upon the Property at all reasonable times for the purpose of completing its evaluation of the Property as described under Section 6 of this Agreement including, but not limited to, its feasibility review of the Property. Finally, it is specifically noted that any work to be conducted on site as ordered by the Purchaser such as soil tests, on-site survey work, etc. will be paid for by the Purchaser.

5.03 Indemnification of Seller. Purchaser shall promptly repair any damage to the Property caused to the Property by the inspection and other due diligence activities of Purchaser and/or Purchaser's representatives, agents, or employees. Purchaser shall immediately cause the Property to be restored to the condition that existed prior to such due diligence activities. Purchaser agrees to indemnify Seller for and does hereby hold Seller harmless from and against all liability, claims or damage suffered by Seller as a result of Purchaser's entry upon the Property and Purchaser's activities pursuant to this Agreement (and the entry and activities of Purchaser's representative, agents or employees), which obligation shall, notwithstanding any other language in this Agreement, survive any termination or expiration of this Agreement for a period of six (6) years and shall be in addition to any other remedies set forth herein.

6. CONTINGENCIES.

6.01 Conditions Precedent. Seller's and Purchaser's obligation to consummate the transaction contemplated by this Agreement shall be subject to satisfaction or waiver of each of the following conditions.

6.01.01 Due Diligence Period. Purchaser shall have sixty (60) days to evaluate the feasibility and costs of the revitalization of the utilities and costs to complete the street and any other remaining infrastructure on the Property after which the Earnest Money shall become non-refundable or the Purchaser shall have the option of cancelling this Agreement without penalty and all Earnest Money shall be refunded if cancelled at the Purchaser's sole option in this 60-day time period.

6.01.02 Engineering. Purchaser shall evaluate the Property at their own expense with respect to engineering or any other due diligence matter.

6.01.03 Governmental Approvals/TIF District. Purchaser shall have determined in its sole and absolute discretion that it will receive all requisite permits, consents, licenses, and approvals from the Governmental Entities necessary for Purchaser to proceed. This includes but not limited to the Seller establishing a tax increment financing district structured under a Pay-Go arrangement to offset qualified development expenses. Said determination shall be made and communicated in writing by Purchaser to Seller no later than 5 business days after the establishment of the tax increment financing district. If Seller establishes such tax increment

financing district and Purchaser determines that it will not obtain all necessary approvals from such Governmental Entities, Purchaser shall reimburse Seller for its costs of establishing said tax increment financing district.

6.01.04 Financing. Purchaser represents that this agreement is not contingent upon financing and failure to be able to close due to the Purchaser not securing financing from a lender shall not be a valid reason for cancellation of this agreement and for return of Earnest Money. If requested, Purchaser shall provide proof of funds to close or lender letter of intent within ten (10) business days or Seller may cancel this agreement at its sole discretion.

7. REMEDIES.

7.01 Seller's Remedies. In the event Purchaser breaches any term of this Agreement, Seller at its sole and exclusive remedies may terminate this Agreement, retain the Earnest Money, as liquidated damages, and seek reimbursement from Purchaser for tax increment financing costs incurred by the Seller related to establishing a tax increment financing district on the Property.

7.02 Purchaser's Remedies. In the event Seller breaches any term of this Agreement, Purchaser may, as Purchaser's sole and exclusive remedies, (i) waive the contractual obligations of Seller and proceed to Closing; (ii) seek specific performance from Seller within six (6) months of such default; or (iii) terminate this Agreement and receive as liquidated damages a return of the Earnest Money.

7.03 Notice of Cancellation. In the event either Purchaser or Seller, defaults in its performance of the terms of this Agreement, and Notice of Cancellation is served upon the defaulting party pursuant to Minn. Stat. § 559.217, the termination period shall be fifteen (15) days as permitted by Minn. Stat. § 559.217.

7.04 Notice and Right to Cure. Each Party, prior to seeking enforcement of remedies under Subsections 7.01, 7.02, or 7.03 herein, shall be entitled to written notice of any breach/default and shall have thirty (30) days from receipt of such notice to cure such breach/default.

8. Agency Disclosure. Purchaser and Seller warrant that they have not dealt with any brokers for this transaction.

9. [Reserved]

10. PROPERTY CONVEYED "AS IS." Except for the limited representations and warranties expressly set forth in Section 12, below, Purchaser acknowledges and agrees that upon Closing, Seller shall sell and convey to Purchaser and Purchaser shall accept the Property AS IS, WHERE IS, AND WITH ALL FAULTS and the Purchaser waives the written disclosure and inspection report required under Minnesota Statutes Sections 513.52 to 513.60. Seller makes no representations or warranties other than those representations and warranties specifically set forth in this Agreement. Seller is not liable or bound in any manner by any oral or written statements, representations, or information pertaining to the Property furnished by any real estate broker,

agent, employee, servant or other person, unless the same are specifically set forth or referred to herein. Purchaser further acknowledges and agrees that the provisions of this paragraph were a material factor in the determination of the Purchase Price for the Property. The terms and conditions of this paragraph shall expressly survive Closing, and shall not merge with the provisions of any closing documents.

11. REPRESENTATIONS AND WARRANTIES OF PURCHASER.

11.01 Specific Representations. Purchaser represents and warrants to Seller that, as of the date hereof and as of Date of Closing:

- (a) Purchaser has the full right, power, and authority to purchase the Property as provided in this Agreement and to carry out its obligations hereunder; and all action necessary to authorize Purchaser to enter into this Agreement and to carry out its obligations hereunder has been or will have been taken prior to Closing;
- (b) There are no attachments, executions, or assignments for the benefit of creditors, or voluntary or involuntary proceedings in bankruptcy or under any other debtor-relief laws pending or, to Purchaser's knowledge, threatened against Purchaser; and
- (c) Purchaser shall promptly repair any and all damage caused by Purchaser, its employees, agents, representatives, contractors and subcontractors to the Property or any portion thereof.

11.02 Survival. All representations, warranties, covenants, indemnities and undertakings made herein shall be deemed remade as of Closing and shall be true and correct as of Closing and shall be deemed to be material and to have been relied upon by the parties, notwithstanding any investigation or other act of Seller heretofore or hereafter made, and shall survive Closing for a period of six (6) months.

12. REPRESENTATIONS AND WARRANTIES OF SELLER.

12.01 Specific Representations. Seller represents and warrants to Purchaser that as of the date hereof and as of the Date of Closing:

- (a) To the best of its knowledge, and without inquiry, Seller has not received notice of any violation of any ordinance, regulation, law or statute of any governmental authority or agency pertaining to the Property.
- (b) Seller has the full right, power, and authority to sell the Property as provided in this Agreement and to carry out its obligations hereunder; and all action necessary to authorize Seller to enter into this Agreement and to carry out its obligations hereunder has been or will have been taken prior to Closing.

- (c) Except as described in this Agreement, there are no parties with any interest in the Property and no other signatures are required to make this Agreement fully enforceable by Purchaser.
- (d) Seller does not know of any septic system, drain field or underground storage tanks located on the Property.
- (e) Seller does not know of any wells located on the Property.
- (f) No litigation or proceedings are pending or, to the best of Seller's knowledge and without inquiry, contemplated, threatened or anticipated, relating to the Property, or any portion thereof.
- (g) There are no tenants, persons or entities occupying any portion of the Property and to the best of Seller's knowledge and without inquiry no claim exists against any portion of the Property by reason of adverse possession or prescription.
- (h) Seller has fully complied with all obligations relative to the Property.
- (i) Seller has received no notice with respect to any investigation, administrative order, consent order or agreement, litigation, or settlement with respect to hazardous materials or hazardous material contamination that may exist with respect to the Property. Seller has not manufactured, stored, generated, treated or disposed of any Hazardous Material on the Property. As used herein, "**Hazardous Material**" means any hazardous, toxic, or dangerous waste, substance, or material, as currently defined for purposes of the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, or any other federal, state, or local law, ordinance, rule, or regulation, applicable to the Property and establishing liability standards or required action as to reporting, discharge, spillage, storage, uncontrolled loss, seepage, filtration, disposal, removal, use or existence of a hazardous, toxic, or dangerous waste, substance or material.

12.02 General Conditions. If, prior to the Date of Closing, Seller obtains knowledge of a fact or circumstance the existence of which would constitute a breach by Seller of its representations and warranties hereunder or would render any such representations and warranties untrue or incorrect, Seller shall promptly notify Purchaser in writing of the same. Under said circumstances Purchaser may, in addition to the other remedies available under this Agreement, terminate this Agreement without further liability by giving written notice thereof to Seller, in which event the Earnest Money, if any, shall be returned to Purchaser and except for the provisions of Subsection 5.03, neither Seller nor Purchaser shall have any further rights, liabilities or obligations under this Agreement. As used herein, the term "best of its knowledge" means the actual knowledge (and not the implied or constructive knowledge) without any duty of investigation or inquiry of Seller.

12.03 Survival. All representations, warranties, covenants, indemnities and undertakings made herein shall be deemed remade as of Closing and shall be true and correct as of Closing and shall be deemed to be material and to have been relied upon by the parties, notwithstanding any investigation or other act of Purchaser heretofore or hereafter made, and, except as specifically provided otherwise herein, shall survive Closing for a period of six (6) months.

13. OPERATION PRIOR TO CLOSING. Between the Effective Date and Date of Closing, Seller shall operate and maintain the Property in the same manner as it is being operated on the date hereof and in accordance with prudent and reasonable standards.

14. [Reserved]

15. NOTICE. Any notice required or permitted hereunder shall be in writing and shall be given by United States registered or certified mail, postage prepaid; or transmitted by email; or deposited cost paid with a nationally recognized, reputable overnight courier, properly addressed and delivered in the manner preferred by each recipient listed below:

If to Seller: City of Howard Lake
 P.O. Box 736
 Howard Lake, MN 55349
 Email: cityadmin@howard-lake.mn

If to Purchaser: GB Land, LLC
 3301 Highway 169 North
 Plymouth, MN 55441

with a copy to: Cara Leo
 Custom Homebuilders Title
 10850 Old County Road 15 #100
 Plymouth, MN 55441 Monticello, MN 55362
 And copy by email to: Caral@chbtitle.com

Notices, demands, and requests by Seller or Purchaser in the manner aforesaid shall be deemed sufficiently served or given for all purposes hereunder two (2) days after the date such notice, demand, or request is postmarked if mailed, or on the date of delivery if sent by confirmed email transmission or overnight courier. Either Party may change the place to which notice is to be sent by serving a written notice thereof upon the other in accordance with the terms hereof.

16. MISCELLANEOUS PROVISIONS.

16.01 The term “date of this Agreement,” “Effective Date” or “date hereof,” as used herein, shall mean the date on which the last Party hereto signs this Agreement.

16.02 Purchaser shall have the right to assign its rights hereunder. Notwithstanding anything herein to the contrary, any assignment by Purchaser shall not relieve Purchaser of its obligation contained in this Agreement and Purchaser shall remain liable for the same. The terms, provisions, warranties, representations, covenants, and agreements contained in this Agreement shall apply to, be binding upon, and inure to the benefit of, the Parties hereto and their respective legal representatives, successors, and assigns.

16.03 In case of a dispute as to the form of any document required hereunder, the current form adopted by the Minnesota Commissioner of Commerce as a Uniform Conveyancing Blank or prepared by the Minnesota State Bar Association shall be conclusively deemed reasonable.

16.04 Should the date for the giving of any notice, the performance of any act, or the beginning or end of any period provided for herein fall on a Saturday, Sunday or other legal holiday, such date shall be extended to the next succeeding business day which is not a Saturday, Sunday or legal holiday.

16.05 Failure of Seller or Purchaser to insist in any one or more instances upon the performance of any of the covenants, agreements, and/or conditions of this Agreement, or to exercise any right or privilege herein conferred shall not be construed as a waiver of any such covenant or condition.

16.06 Nothing contained herein is intended to create, nor shall it ever be construed to make, Seller and Purchaser partners or joint venturers.

16.07 The provisions of this Agreement are severable, and if any provision or part hereof or the application thereof to any person or circumstances shall ever be held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Agreement and the application of such provisions or part hereof to other persons or circumstances shall not be affected thereby.

16.08 This Agreement shall be governed and interpreted under the laws of the State of Minnesota.

16.09 Time is of the essence in the performance of this Agreement.

16.10 Neither this Agreement nor any memorandum of this Agreement shall be filed in the public records.

16.11 Various sections of this Agreement provide for the termination of this Agreement under certain circumstances and the return of earnest money to the Purchaser. In any such case, prior to Purchaser receiving a return of the earnest money, Purchaser shall first deliver to the Title Company an executed cancellation of this Agreement and a quit claim deed in favor of Seller with respect to the Property.

16.12 If either Party shall be required to employ an attorney to enforce or defend the rights of such Party hereunder, the prevailing Party shall be entitled to recover reasonable attorneys' fees.

EXHIBIT LIST

Exhibit A –Description of the Property

Exhibit B – Permitted Encumbrances

Exhibit C—Developer’s Agreement

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement in multiple copies, each of which shall be deemed to be an original, on the dates set forth below.

PURCHASER: GB Land LLC

SELLER: City of Howard Lake

By: _____

Gary Brummer, President

Date: _____

Sept 15-21

Date: _____

9-15-21

EXHIBIT A

The property to which this purchase agreement applies is legally described as follows:

Lots 1-11, Block 5

Lots 2-20, Block 6

Lots 1-7, Block 7

All said property located in Terning Trails Plat 2 on file in the Wright County Recorder's Office,
Wright County, Minnesota.

EXHIBIT B

PERMITTED ENCUMBRANCES

1. Building, zoning and subdivision statutes, laws, ordinances and regulations.
2. Reservations of minerals or of minerals rights in favor of the State of Minnesota, if any.
3. The lien of real estate taxes not yet due and payable.



HOWARD LAKE CITY COUNCIL MEETING

September 28, 2021

AGENDA ITEM: Consider Various Concrete Repairs

SECTION: NEW BUSINESS

FROM: Nick Haggemiller, City Administrator

BACKGROUND: The City has an annual street and sidewalk repair policy and related repair plan. Additionally, some concrete work has been identified as necessary at the Historic City Hall facility.

Historic City Hall – West Steps

The stairs are badly damaged due to years of hand trucks and deliveries. The rise/run does not meet current code. The brick walls on the side do not meet code, nor do they have matching brick. Staff proposes a total remove and replacement of the stairs.

- Cost: \$5,950

Historic City Hall – Southwest Steps [Main entry]

The corners of the stairs are failing. Staff paints the stairs annually for aesthetic reasons.

- Option 1: Saw Cut Edges & Repour. Will require us to repaint the stairs. | Cost: \$1,000
- Option 2: Total Replacement: \$4,990

Historic City Hall – Southeast Steps

The corners supporting the handrails have chipped off. The surface of the stairs are heavily pitted due to sand & salt conditions from the highway.

- Option 1: Sawcut & Repour. Will require us to repaint the stairs | Cost \$1,000
- Option 2: Total Replacement | Cost \$6,875*

*Cost quoted was for an identical replacement. We may consider making the stairs smaller to match the doorway entry. It is unclear if this is a price reduction or not.

Sidewalk Repair 9th Ave & 7th Street

Settling of sidewalk is beyond addressing from scarifying or mud jacking. Total replacement including re-establishing of the base is needed.

- Cost: \$3,300

Sidewalk County Road 6 South

Concrete ripped up due to utility break in same location.

- Cost: \$2,900

DECISION MAKING METRICS:

FINANCIAL:

- Historic City Hall \$7,950 - \$17,815 [HCH Renovation Fund]
- Sidewalk Repairs: \$6,200 [Street Capital Fund]
- TOTAL FOR ALL – UPTO \$24,015

LEGAL: City's purchasing policy requires multiple quotes. To date, three vendors have been contacted several times. Only one has provided a quote.

STRATEGIC PLAN: Support, Maintain & Enhance Public Facilities, and Infrastructure

COUNCIL ACTION REQUESTED: Approve as deemed appropriate.

ATTACHMENTS:

1. Quote
2. Site Pictures











PO Box 507
Cokato, MN 55321
Kyle@ashwillcompanies.com
(612)247-5690

Estimate

Date	Estimate #
9/27/2021	3312

Name / Address

--

Project
Howard Lake Steps, ...

Description	Qty	Rate	Total
Howard Lake steps, Sidewalks			
West steps at liquor store: Remove existing steps and block walls Form and pour in new steps		5,950.00	5,950.00
Southwest steps at liquor store: Remove existing steps Form and pour steps		4,990.00	4,990.00
Option for: Sawcut and remove approx 1'x1' corner of chipped step Dowel into existing steps Form and pour corner \$750			
Southeast steps at liquor store: Remove existing steps Form and pour steps		6,875.00	6,875.00
Option for: Sawcut and remove approx 1'x1' corner of chipped step Dowel into existing steps Form and pour corner \$750			
Sidewalk replacement at the corner of 9th ave and 7th st: Remove existing sidewalk (5'x15') Form and pour new sidewalk		3,300.00	3,300.00
Sidewalk install at utility repair: Remove existing gravel (2 yards) Form an pour sidewalk		2,900.00	2,900.00
		Total	\$24,015.00

Customer Signature	
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HOWARD LAKE CITY COUNCIL MEETING

SEPTEMBER 28, 2021

AGENDA ITEM: Consider Resolution 20- Approving Preliminary Levy for 2022

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: The City Council must adopt a preliminary levy and submit to Wright County by September 30, 2021. The preliminary levy is used to establish Truth in Taxation notices for property taxes payable in 2021. The preliminary levy may remain the same or lower at the time the council adopts the final levy and final budget on December 7, 2021.

Tax Capacity Growth

Estimates suggest a total tax capacity growth of about 16% from Pay2021 to Pay2022 for a total estimated. The majority of this increase is due to dramatic increases to valuation of residential properties. During council budget work sessions, direction from council was to capture the tax revenue from new development only in order to REDUCE the overall city tax rate. New tax revenue is estimated at \$90,000 or about 6.5% of the total tax capacity growth.

Debt Service

There is a bond retiring in 2022. Debt service is estimated to be \$20,000 lower in 2022 as a result. In order to absorb larger debt service increases in the next 3-5 years with street & utility and library bonds coming online, staff suggests increasing the general fund levy in an equal amount to the reduction in the debt service levy.

CERTIFIED LEVY	
2020 GF LEVY	\$ 1,010,573.00
2020 DEBT SERVICE LEVY	\$ 156,684.00
2020 TOTAL	\$ 1,167,257.00
2021 GF LEVY	\$ 1,120,573.00
2021 DEBT SERVICE LEVY	\$ 137,708.00
2021 TOTAL	\$ 1,258,281.00
PERCENTAGE CHANGE	8.00%

Levy Snapshot

It is noted that this is about \$25,000 (about .7%) less than what was proposed at the previous budget workshop after receiving feedback from the mayor and council. Council will be able to reduce this further through additional budget workshops & related discussions. Most importantly, since these are ESTIMATES – following the publishing of Truth in Taxation notices, we may consider steeper cuts to the final levy.

Year	Tax Capacity	Levy	Tax Rate
2015	\$ 1,046,394	\$ 749,103	0.72
2016	\$ 1,076,784	\$ 771,511	0.72
2017	\$ 1,256,636	\$ 830,000	0.66
2018	\$ 1,290,000	\$ 884,000	0.69
2019	\$ 1,373,846	\$ 969,000	0.71
2020	\$ 1,505,006	\$ 1,065,459	0.71
2021 ACTUAL	\$ 1,615,335	\$ 1,167,257	0.72
2022 ESTIMATE	\$ 1,895,292	\$ 1,258,281	0.66

Tax Rate Implications

We estimate the tax rate will be reduced by 6% with the proposed levy assumptions. This means for properties maintaining the same value year-to-year, the net tax dollars due will be less. However, as residential values are anticipated to see an estimated 12% increase property owners will likely still increase, but based on their property value, not tax burden.

DECISION MAKING METRICS:

LEGAL: The City must adopt a preliminary levy by September 30, 2021

STRATEGIC PLAN: Deliver High Quality Services by Maintaining Fiscally Responsible Management of the City.

COUNCIL ACTION REQUESTED: Discuss, approve preliminary levy as merited.

ATTACHMENTS:

1. Resolution Approving Preliminary Levy
2. Resolution Approving Debt Service Levy

RESOLUTION 21-20
ADOPTING PROPOSED DEBT SERVICE LEVY, COLLECTIBLE IN 2022

WHEREAS, the City of Howard Lake adopts a levy each year to pay for costs of city services; and

WHEREAS, the city council is required by law to submit preliminary tax levy and debt service levy to Wright County by September 30, 2021.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Howard Lake, County of Wright, Minnesota, that the following sums of money be levied for the current year, collectible in 2022, upon taxable property in the City of Howard Lake, for purposes as outlined in the annual budget.

Total Debt Service Levy: \$137,708

GO Refunding of 2006 - currently referred to as 2014A SERIES2010 A Bonds
2018 Series A Bonds – Historic City Hall Preservation & Accessibility

The city administrator/clerk is hereby instructed to transmit a certified copy of this resolution to the county auditor of Wright County, Minnesota. Adopted by the Council this 28th day of September, 2021.

ATTEST:

Pete Zimmerman, Mayor

Nick Haggemiller, City Administrator/Clerk

RESOLUTION 21-19
ADOPTING PROPOSED PROPERTY TAX LEVY, COLLECTIBLE IN 2022

WHEREAS, the City of Howard Lake adopts a levy each year to pay for costs of city services; and

WHEREAS, the city council is required by law to submit preliminary tax levy by September 30, 2021.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Howard Lake, County of Wright, Minnesota, that the following sums of money be levied for the current year, collectible in 2022, upon taxable property in the City of Howard Lake, for purposes as outlined in the annual budget.

Total Levy: \$1,120,573

The city administrator/clerk is hereby instructed to transmit a certified copy of this resolution to the county auditor of Wright County, Minnesota. Adopted by the Council this 28th day of September, 2021.

ATTEST:

Peter Zimmerman, Mayor

Nick Haggenmiller/City Administrator/Clerk



HOWARD LAKE CITY COUNCIL MEETING

SEPTEMBER 28, 2021

AGENDA ITEM: Consider Approving Preliminary 2022 General Fund Budget

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND:

EXPENDITURES

Personnel

- Scheduled step increases and a 3% cost of living adjustment is included in the budget assumptions. Step increases are awarded annually, if eligible based on years and satisfactory performance. All of the full time staff is eligible for step increases. Increases are budgeted for the whole year, but awarded on anniversary date.
- Fire Department will receive increases for officer positions as well as a plug figure for providing a to-be-determined per diem for meetings and trainings.

FIRE DEPARTMENT			
Position	2021 Budget	21 Actual	Proposed 22
Chief 1	\$ 12,000	\$4,000	\$12,000
Chief 2		\$2,000	\$6,000
Chief 3		\$1,000	\$3,000
Secretary		\$3,000	\$3,000
Amb. Dir.		\$1,700	\$1,700
Asst. Dir.		\$1,000	\$1,000
Janitor		\$1,250	\$1,250
TOTAL	\$12,000	\$13,950	\$27,950

Meeting/Training Stipend				
Attendees	Meetings/Mnth	Months	Amount	Total Annual
20	2	12	\$20	\$9,600

Health Insurance

- At the direction of council, health insurance increases are not estimated at 20% year over year. We anticipate seeing renewal rates in November. The City is also seeking a quote through Citizens Alliance Agency, the City's new Risk Advisor.

Professional Services

- Most professional service line items have increases associated with contractually agreed upon fee increases, and preparing for additional street & utility and facilities projects.

Capital Improvement Fund

- The adopted 10 year CIP calls for annual increases of \$20,000 each year for 10 years. For the last several years, we have been able to increase at an expedited rate which will assist levy increases as additional debt service comes online over the next 5 years. This puts the yearly allocation to \$600,000.

Insurance

- A 10% premium increase for League of Minnesota Cities Insurance Trust has been built into the budget for 2022. LMCIT has indicated that the next several years will see large increases to prepare and respond to police and fire PTSD and cancer claims.

REVENUE

- Revenues are forecasted to be relatively stable year to year.
- We show a levy increase to \$1,251,258 which includes the general fund levy and debt service levy.
- Certified LGA is set at \$620,000 – slightly higher than last year.

WORK REMAINING

- The budget is currently not balanced. This is not concerning:
 - o First, if the increases for insurance are smaller than budgeted, the shortfall is erased.
 - o The budget assumes no revenue for the SSEC (a budget for the event center is in process and will be considered with final approval).

- We adopt an annual budget but we do not amend throughout the year. Certain line items such as professional services are intentionally inflated assuming all projects are greenlighted. This is not realistic.
 - TIF revenue was removed from revenue. A recent review determined our TIF districts are performing better than anticipated. However, opposed to simply backfilling the general fund unreserved, we will direct these funds to “Due to” funds moving forward.
 - No one-time funds or transfers are proposed. We anticipate a profitable year in the liquor store. We already know we will sell real-estate for development.
 - Finally, council has made it clear a better understanding and use of General Fund Balance is needed. More directly, use reserves rather than raise the levy.
- Establish a full budget for the South Shore Event Center. This is important, but difficult. Rental and overall usage are increasing. The event center revenue is more than offsetting expenses which is notable as we are still needing to purchase additional furniture, fixture and equipment as we learn the business.
 - The mayor and council have provided clear direction to the administrator to minimize levy increases. Currently, we are estimating an 8% levy increase. We believe this will capture the new tax revenue from new development. However, it is only an estimate. Once TNT notices are sent (November) and various estimates are refined, a realistic levy increase may be closer to 5-6%.

DECISION MAKING METRICS:

FINANCIAL:

CITY OF HOWARD LAKE 2022 PRELIMINARY LEVY CERTIFICATION		
General Fund Expenditures		
General Operational Budget	\$	2,296,578
Total	\$	2,480,253
General Fund Debt Service		
2014A - Industrial Park	\$	7,862
Terming Trls/DLP Assessment	\$	57,360
2018A Series (HCH)	\$	72,486
Total	\$	137,708
General Fund Revenues		
LGA	\$	620,000
Other Revenues	\$	539,486
Taxes	\$	1,258,281
Total	\$	2,417,767
TOTAL EXPENDITURES & REVENUES		
Total Expenditures	\$	2,480,253.00
Total Revenues	\$	2,417,767.00
CERTIFIED LEVY		
2021 GF LEVY	\$	1,010,573.00
2021 DEBT SERVICE LEVY	\$	156,684.00
2021 TOTAL	\$	1,167,257.00
2022 GF LEVY	\$	1,120,573.00
2022 DEBT SERVICE LEVY	\$	137,708.00
2022 TOTAL	\$	1,258,281.00
PERCENTAGE CHANGE		8.00%

STRATEGIC PLAN: Maintain Fiscally Responsible City Management & Operations.

COUNCIL ACTION REQUESTED: Discuss, approve Preliminary 2021 General Fund Budget.

ATTACHMENTS:

1. Draft 2022 Budget

CITY OF HOWARD LAKE 2022 PRELIMINARY LEVY CERTIFICATION	
General Fund Expenditures	
General Operational Budget	\$ 2,296,578
Total	\$ 2,480,253
General Fund Debt Service	
2014A - Industrial Park	\$ 7,862
Terning Trls/DLP Assessment	\$ 57,360
2018A Series (HCH)	\$ 72,486
Total	\$ 137,708
General Fund Revenues	
LGA	\$ 620,000
Other Revenues	\$ 539,486
Taxes	\$ 1,258,281
Total	\$ 2,417,767
TOTAL EXPENDITURES & REVENUES	
Total Expenditures	\$ 2,480,253.00
Total Revenues	\$ 2,417,767.00
CERTIFIED LEVY	
2021 GF LEVY	\$ 1,010,573.00
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2021 TOTAL	\$ 1,167,257.00
2022 GF LEVY	\$ 1,120,573.00
2022 DEBT SERVICE LEVY	\$ 137,708.00
2022 TOTAL	\$ 1,258,281.00
<i>PERCENTAGE CHANGE</i>	<i>8.00%</i>

CITY OF HOWARD LAKE	2019	2019	2020	2021	2021	2022	
Expenditures	BUDGET	ACTUAL	YTD	YTD 8/1/2021	BUDGET	PROPOSED BUDGET	+/- PREVIOUS YR
DEPT 411 MAYOR AND COUNCIL							
E 100-4100-411-101 WAGES - DEPARTMENT HEAD	\$ 24,000.00	\$ 22,925.00	\$ 15,525.00	\$ 13,500.00	\$27,000	\$27,000	\$0
E 100-4100-411-122 EMPLOYER FICA	\$ 1,488.00	\$ 1,421.29	\$ 962.50	\$ 837.00	\$ 1,674.00	\$ 1,674.00	\$0
E 100-4100-411-123 EMPLOYER MEDICARE	\$ 348.00	\$ 332.38	\$ 225.09	\$ 195.80	\$ 391.50	\$ 391.50	\$0
E 100-4100-411-305 CONFERENCES AND TRAINING	\$ 1,000.00	\$ -	\$ -	\$ -	\$1,000	\$1,000	\$0
E 100-4100-411-331 TRAVEL	\$ 500.00	\$ 57.42	\$ -	\$ -	\$500	\$500	\$0
E 100-4100-411-433 DUES AND SUBSCRIPTIONS	\$ 250.00	\$ 400.00	\$ 30.00	\$ -	\$250.00	\$250.00	\$0
E 100-4100-411-437 MISCELLANEOUS	\$ -	\$ 81.05	\$ 2,259.25	\$ -	\$ -	\$ -	\$0
E 100-4100-411-439 REIMBURSED EXPENSES	\$ 250.00	\$ -	\$ -	\$ -	\$250	\$250	\$0
DEPT 411 MAYOR AND COUNCIL	\$ 27,836.00	\$ 25,217.14	\$ 19,001.84	\$ 14,532.80	\$ 31,065.50	\$31,066	\$ -
DEPT 412 ACCOUNTANT							
E 100-4100-412-103 WAGES - OTHER	\$ 28,443.00	\$ 27,971.32	\$ 26,294.47	\$ 14,401.08	\$ 32,606.00	\$ 34,311.00	\$ 1,705.00
E 100-4100-412-121 EMPLOYER PERA	\$ 1,848.00	\$ 2,089.27	\$ 1,972.34	\$ 1,080.19	\$1,629	\$ 2,574.00	\$ 945.00
E 100-4100-412-122 EMPLOYER FICA	\$ 412.42	\$ 1,734.29	\$ 1,630.34	\$ 892.91	\$ 1,346.00	\$ 2,128.00	\$ 782.00
E 100-4100-412-123 EMPLOYER MEDICARE	\$ 271.00	\$ 405.69	\$ 381.40	\$ 208.87	\$ 314.00	\$ 498.00	\$ 184.00
E 100-4100-412-131 HEALTH INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4100-412-132 LIFE INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4100-412-201 GENERAL SUPPLIES	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ 250.00	\$ -
E 100-4100-412-305 CONFERENCES AND TRAINING	\$ 1,500.00	\$ -	\$ -	\$ 37.28	\$ 2,000.00	\$ 2,000.00	\$ -
E 100-4100-412-331 TRAVEL	\$ 250.00	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ -
E 100-4100-412-433 DUES AND SUBSCRIPTIONS	\$ 250.00	\$ 120.00	\$ -	\$ 45.00	\$ 250.00	\$ 250.00	\$ -
E 100-4100-412-512 EQUIPMENT PURCHASE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DEPT 412 ACCOUNTANT	\$ 33,224.42	\$ 32,320.57	\$ 30,278.55	\$ 16,665.33	\$ 38,895.00	\$ 42,511.00	\$ 3,616.00
DEPT 413 GENERAL GOVT. BUILDINGS							
E 100-4100-413-103 WAGES & OTHER	\$ -	\$ -	\$ -	\$ 2,918.13	\$ 20,000.00	\$ 20,000.00	\$ -
E 100-4100-413-121 EMPLOYER PERA	\$ -	\$ -	\$ -	\$ 218.89	\$ 1,275.00	\$ 1,275.00	\$ -
E 100-4100-413-122 EMPLOYER FICA	\$ -	\$ -	\$ -	\$ 180.93	\$ 1,054.00	\$ 1,054.00	\$ -
E 100-4100-413-123 EMPLOYER MEDICARE	\$ -	\$ -	\$ -	\$ 42.32	\$ 246.00	\$ 246.00	\$ -
E 100-4100-413-201 GENERAL SUPPLIES	\$ -	\$ 831.12	\$ 1,049.91	\$ 2,084.15	\$ 5,000.00	\$ 5,000.00	\$ -
E 100-4100-413-211 CLEANING	\$ 6,000.00	\$ 4,548.60	\$ 4,027.85	\$ 1,628.20	\$ -	\$ -	\$ -
E 100-4100-413-321 TELEPHONE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4100-413-331 TRAVEL	\$ -	\$ -	\$ -	\$ 20.72	\$ -	\$ -	\$ -
E 100-4100-413-381 UTILITY-ELECTRIC	\$ 8,500.00	\$ 6,708.69	\$ 7,106.25	\$ 2,317.09	\$ 8,500.00	\$ 8,500.00	\$ -
E 100-4100-413-382 UTILITY - GAS	\$ 3,000.00	\$ 1,245.85	\$ 1,130.32	\$ 1,011.50	\$ 3,000.00	\$ 3,000.00	\$ -
E 100-4100-413-384 REFUSE DISPOSAL	\$ 400.00	\$ 157.96	\$ -	\$ 471.93	\$ 250.00	\$ 250.00	\$ -
E 100-4100-413-401 R&M BUILDINGS	\$ 15,000.00	\$ 6,982.87	\$ 10,788.29	\$ 23,584.81	\$ 10,000.00	\$ 15,000.00	\$ 5,000.00
E 100-4100-413-437 MISCELLANEOUS	\$ 2,500.00	\$ 77.53	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4100-413-438 LICENSE & FEES TO OTHER GOVTS	\$ 200.00	\$ 185.10	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4100-413-512 EQUIPMENT PURCHASE	\$ -	\$ -	\$ -	\$ 2,418.52	\$ -	\$ -	\$ -
DEPT 413 GENERAL GOVT. BUILDINGS	\$ 35,600.00	\$ 21,817.68	\$ 24,102.62	\$ 36,897.19	\$ 49,325.00	\$ 54,325.00	\$ 5,000.00
DEPT 414 ASSISTANT CITY ADMINISTRATOR							
E 100-4100-414-101 WAGES - DEPARTMENT HEAD	\$ 66,200	\$ 72,761.89	\$ 54,794.33	\$ 42,204.24	\$ 66,194.00	\$ 73,289.00	\$ 7,095.00
E 100-4100-414-121 EMPLOYER PERA	\$ 5,197.00	\$ 5,457.14	\$ 4,073.53	\$ 3,165.43	\$ 1,964.00	\$ 5,497.00	\$ 3,533.00
E 100-4100-414-122 EMPLOYER FICA	\$ 4,957.00	\$ 4,511.31	\$ 3,217.51	\$ 2,398.18	\$ 4,103.00	\$ 4,544.00	\$ 441.00
E 100-4100-414-123 EMPLOYER MEDICARE	\$ 1,159.00	\$ 1,055.13	\$ 752.60	\$ 560.81	\$ 959.00	\$ 1,063.00	\$ 104.00
E 100-4100-414-131 HEALTH INSURANCE	\$ 5,364.00	\$ 6,595.00	\$ 9,443.54	\$ 8,205.75	\$ 15,500.00	\$ 21,600.00	\$ 6,100.00
E 100-4100-414-132 LIFE INSURANCE	\$ 25.00	\$ 16.83	\$ 23.76	\$ 11.34	\$ 30.00	\$ 30.00	\$ -
E 100-4100-414-201 GENERAL SUPPLIES	\$ 100.00	\$ -	\$ -	\$ -	\$ 250.00	\$ 250.00	\$ -
E 100-4100-414-305 CONFERENCES AND TRAINING	\$ 1,500.00	\$ 1,116.60	\$ -	\$ 37.28	\$ 1,500.00	\$ 1,500.00	\$ -
E 100-4100-414-321 TELEPHONE	\$ 780.00	\$ 715.00	\$ 715.00	\$ 455.00	\$ 780.00	\$ 780.00	\$ -
E 100-4100-414-331 TRAVEL	\$ 3,600.00	\$ 727.07	\$ 1,650.00	\$ 1,050.00	\$ 1,000.00	\$ 1,000.00	\$ -
E 100-4100-414-433 DUES AND SUBSCRIPTIONS	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4100-414-437 MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DEPT 414 ASSISTANT CITY ADMINISTRATOR	\$ 89,882.00	\$ 96,394.01	\$ 74,670.27	\$ 58,088.03	\$ 92,280.00	\$ 109,553.00	\$ 17,273.00
DEPT 415 CITY ADMINISTRATOR							
E 100-4100-415-101 WAGES - DEPARTMENT HEAD	\$ 95,081.00	\$ 94,745.13	\$ 95,491.68	\$ 67,178.40	\$ 98,055.00	\$ 104,195.00	\$ 6,140.00
E 100-4100-415-104 WAGES - TEMPORARY	\$ 8,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4100-415-121 EMPLOYER PERA	\$ 6,180.00	\$ 7,105.90	\$ 7,161.85	\$ 5,038.38	\$ 7,354.00	\$ 7,815.00	\$ 461.00
E 100-4100-415-122 EMPLOYER FICA	\$ 5,895.00	\$ 5,530.55	\$ 5,592.75	\$ 3,938.06	\$ 6,275.00	\$ 6,461.00	\$ 186.00
E 100-4100-415-123 EMPLOYER MEDICARE	\$ 1,378.00	\$ 1,293.39	\$ 1,308.00	\$ 921.06	\$ 1,421.00	\$ 1,511.00	\$ 90.00
E 100-4100-415-131 HEALTH INSURANCE	\$ 15,732.00	\$ 16,648.92	\$ 15,861.01	\$ 11,050.34	\$ 18,167.00	\$ 21,600.00	\$ 3,433.00
E 100-4100-415-132 LIFE INSURANCE	\$ 25.00	\$ 20.40	\$ 26.40	\$ 12.60	\$ 30.00	\$ 30.00	\$ -
E 100-4100-415-201 GENERAL SUPPLIES	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ 250.00	\$ -
E 100-4100-415-305 CONFERENCES AND TRAINING	\$ 2,500.00	\$ 760.46	\$ -	\$ 37.28	\$ 2,500.00	\$ 2,500.00	\$ -
E 100-4100-415-321 TELEPHONE	\$ 780.00	\$ 780.00	\$ 715.00	\$ 455.00	\$ 780.00	\$ 780.00	\$ -
E 100-4100-415-331 TRAVEL	\$ 3,600.00	\$ 3,600.00	\$ 3,300.00	\$ 2,100.00	\$ 3,600.00	\$ 3,600.00	\$ -
E 100-4100-415-342 MARKETING AND PROMOTIONS	\$ 1,580.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4100-415-433 DUES AND SUBSCRIPTIONS	\$ 1,500.00	\$ 758.62	\$ 1,118.14	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -
E 100-4100-415-437 MISCELLANEOUS	\$ -	\$ 788.95	\$ 230.30	\$ 230.30	\$ 1,000.00	\$ 1,000.00	\$ -
DEPT 415 CITY ADMINISTRATOR	\$ 143,001.00	\$ 132,032.32	\$ 130,805.13	\$ 90,961.42	\$ 140,932.00	\$ 151,242.00	\$ 10,310.00
DEPT 416 PROFESSIONAL SERVICES							
E 100-4100-416-301 ACCOUNTING FEES	\$ 23,050.00	\$ 26,250.00	\$ 20,221.58	\$ 13,350.00	\$16,000	\$17,000	\$ 1,000.00
E 100-4100-416-302 ARCHITECTS FEES	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00
E 100-4100-416-303 ENGINEERING FEES	\$ 20,000.00	\$ 41,936.62	\$ 69,161.68	\$ 7,753.00	\$ 20,000.00	\$ 25,000.00	\$ 5,000.00
E 100-4100-416-304 LEGAL FEES	\$ 15,000.00	\$ 4,729.00	\$ 5,710.00	\$ 9,931.25	\$ 15,000.00	\$ 15,000.00	\$ -
E 100-4100-416-307 ASSESSING	\$ 14,184.00	\$ 14,016.00	\$ 14,575.00	\$ 18,116.00	\$16,000	\$20,000	\$ 4,000.00
E 100-4100-416-308 CONSTRUCTION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4100-416-309 CONSULTING FEES	\$ 20,000.00	\$ 14,220.90	\$ 10,727.23	\$ 7,595.03	\$ 10,000.00	\$ 10,000.00	\$ -
E 100-4100-416-437 MISCELLANEOUS	\$ 12,000.00	\$ -	\$ -	\$ -	\$ 12,000.00	\$ 12,000.00	\$ -

CITY OF HOWARD LAKE	2019	2019	2020	2021	2021	2022	
Expenditures	BUDGET	ACTUAL	YTD	YTD	BUDGET	PROPOSED	+/-
DEPT 416 PROFESSIONAL SERVICES	\$ 110,234.00	\$ 101,152.52	\$ 120,395.49	\$ 56,745.28	\$ 89,000.00	\$104,000	\$ 15,000.00
DEPT 417 PLANNING AND BLDG INSPECTION							
E 100-4100-417-106 MEETINGS	\$ 2,400.00	\$ 875.00	\$ -	\$ -	\$ 2,400.00	\$ 2,400.00	\$ -
E 100-4100-417-122 EMPLOYER FICA	\$ -	\$ 49.60	\$ -	\$ -	\$ 150.00	\$ 150.00	\$ -
E 100-4100-417-123 EMPLOYER MEDICARE	\$ -	\$ 11.61	\$ -	\$ -	\$ 35.00	\$ 35.00	\$ -
E 100-4100-417-309 CONSULTING FEES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -
E 100-4100-417-310 INSPECTIONS	\$ 36,000.00	\$ 31,653.82	\$ 27,084.48	\$ 23,403.28	\$ 30,000.00	\$ 30,000.00	\$ -
E 100-4100-417-496 PLANNING AND ZONING SURCHARGE	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -
DEPT 417 PLANNING AND BLDG INSPECTION	\$ 41,900.00	\$ 32,590.03	\$ 27,084.48	\$ 23,403.28	\$ 36,085.00	\$ 36,085.00	\$ -
DEPT 419 OTHER UNALLOCATED							
E 100-4100-419-124 FIRE RELIEF CONTRIBUTION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4100-419-151 WORKERS COMPENSATION	\$ 22,000.00	\$ 31,984.20	\$ 31,016.04	\$ 49,800.82	\$ 25,000.00	\$ 25,000.00	\$ -
E 100-4100-419-201 GENERAL SUPPLIES	\$ 2,000.00	\$ 5,463.18	\$ 2,923.78	\$ 1,567.77	\$ 4,500.00	\$ 4,500.00	\$ -
E 100-4100-419-202 DUPLICATING SUPPLIES	\$ 2,500.00	\$ 2,810.78	\$ 1,716.74	\$ 2,206.23	\$ -	\$ -	\$ -
E 100-4100-419-203 COMPUTER SUPPLIES/TECHNOLOGY	\$ 10,000.00	\$ 7,503.86	\$ 18,499.00	\$ 11,076.42	\$ -	\$ -	\$ -
E 100-4100-419-321 TELEPHONE	\$ 7,500.00	\$ 5,643.94	\$ 6,296.72	\$ 3,999.50	\$ -	\$ -	\$ -
E 100-4100-419-322 POSTAGE	\$ 1,500.00	\$ 2,084.38	\$ 2,796.85	\$ 2,553.50	\$ 2,500.00	\$ 2,500.00	\$ -
E 100-4100-419-342 MARKETING AND PROMOTIONS	\$ 7,500.00	\$ 5,093.51	\$ 595.00	\$ -	\$ -	\$ -	\$ -
E 100-4100-419-351 PUBLISHING LEGAL NOTICES	\$ 2,000.00	\$ 1,342.72	\$ 880.33	\$ 1,681.48	\$ 2,000.00	\$ 2,000.00	\$ -
E 100-4100-419-354 ELECTION EXPENDITURES	\$ -	\$ (\$350.27)	\$ 3,194.35	\$ -	\$ -	\$ -	\$ -
E 100-4100-419-361 INSURANCE	\$ 58,500.00	\$ 57,117.55	\$ 60,552.00	\$ 65,247.60	\$ 62,250.00	\$ 71,500.00	\$ 9,250.00
E 100-4100-419-409 R&M PROPERTY	\$ 500.00	\$ -	\$ -	\$ 145.03	\$ -	\$ -	\$ -
E 100-4100-419-433 DUES AND SUBSCRIPTIONS	\$ 4,000.00	\$ 3,397.88	\$ 4,096.32	\$ 714.36	\$ 4,000.00	\$ 1,000.00	\$ (\$3,000.00)
E 100-4100-419-437 MISCELLANEOUS	\$ 11,000.00	\$ 10,023.50	\$ 4,680.91	\$ 3,745.45	\$ 11,000.00	\$ 11,000.00	\$ -
E 100-4100-419-438 LICENSE & FEES TO OTHER GOVTS	\$ 1,000.00	\$ 120.00	\$ 202.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -
E 100-4100-419-514 LAND PURCHASE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DEPT 419 OTHER UNALLOCATED	\$ 130,000.00	\$ 132,235.23	\$ 137,450.04	\$ 142,738.16	\$ 112,250.00	\$ 118,500.00	\$ 6,250.00
DEPT 421 POLICE							
E 100-4200-421-101 WAGES - DEPARTMENT HEAD	\$ 77,726.00	\$ 77,388.59	\$ 76,355.04	\$ 52,965.60	\$ 89,170.00	\$ 94,932.00	\$ 5,762.00
E 100-4200-421-103 WAGES - OTHER	\$ 127,064.00	\$ 129,288.66	\$ 125,811.06	\$ 91,677.21	\$ 144,922.00	\$ 141,979.00	\$ (\$2,943.00)
E 100-4200-421-104 WAGES - TEMPORARY	\$ 42,500.00	\$ 48,956.02	\$ 36,796.59	\$ 35,547.27	\$ 46,389.00	\$ 47,253.00	\$ 864.00
E 100-4200-421-121 EMPLOYER PERA	\$ 40,802.85	\$ 40,557.53	\$ 37,840.92	\$ 23,984.68	\$ 50,283.00	\$ 50,298.00	\$ 15.00
E 100-4200-421-122 EMPLOYER FICA	\$ 3,700.00	\$ 894.92	\$ 1,183.83	\$ 1,678.26	\$ 1,500.00	\$ 1,500.00	\$ -
E 100-4200-421-123 EMPLOYER MEDICARE	\$ 2,200.00	\$ 3,665.81	\$ 3,353.15	\$ 2,560.45	\$ 3,500.00	\$ 3,500.00	\$ -
E 100-4200-421-131 HEALTH INSURANCE	\$ 19,476.00	\$ 26,963.62	\$ 30,246.76	\$ 15,166.39	\$ 35,490.00	\$ 43,200.00	\$ 7,710.00
E 100-4100-421-132 LIFE INSURANCE	\$ -	\$ 61.20	\$ 79.20	\$ 32.40	\$ 100.00	\$ 100.00	\$ -
E 100-4200-421-141 UNEMPLOYMENT COMPENSATION	\$ -	\$ -	\$ 9.26	\$ -	\$ -	\$ -	\$ -
E 100-4200-421-201 GENERAL SUPPLIES	\$ 1,500.00	\$ 2,502.16	\$ 921.91	\$ 343.26	\$ 2,000.00	\$ 2,000.00	\$ -
E 100-4200-421-203 COMPUTER	\$ 7,000.00	\$ 7,991.62	\$ 5,630.76	\$ 3,345.57	\$ 7,500.00	\$ 9,000.00	\$ 1,500.00
E 100-4200-421-212 VEHICLES - OIL/GAS	\$ 10,000.00	\$ 8,342.47	\$ 7,906.73	\$ 5,484.72	\$ 9,000.00	\$ 9,000.00	\$ -
E 100-4200-421-213 UNIFORMS	\$ 1,000.00	\$ 1,785.97	\$ 1,447.41	\$ 2,351.07	\$ 3,000.00	\$ 3,000.00	\$ -
E 100-4200-421-304 LEGAL FEES	\$ 30,000.00	\$ 5,706.00	\$ 11,034.00	\$ 3,896.00	\$ 15,000.00	\$ 15,000.00	\$ -
E 100-4200-421-305 CONFERENCES AND TRAINING	\$ 2,500.00	\$ (\$5,728.29)	\$ 1,520.58	\$ 1,880.90	\$ 2,500.00	\$ 5,000.00	\$ 2,500.00
E 100-4200-421-321 TELEPHONE	\$ 1,000.00	\$ 1,445.17	\$ 1,096.83	\$ 862.83	\$ 1,500.00	\$ 1,500.00	\$ -
E 100-4200-421-322 POSTAGE	\$ -	\$ 21.98	\$ 57.25	\$ 37.20	\$ -	\$ -	\$ -
E 100-4200-421-323 RADIO/PAGER UNITS	\$ 1,000.00	\$ 2,165.50	\$ 1,165.50	\$ 58.00	\$ 1,500.00	\$ 1,500.00	\$ -
E 100-4200-421-405 R&M- EQUIP.VEH	\$ 4,500.00	\$ 4,559.26	\$ 3,365.37	\$ 1,274.92	\$ 5,500.00	\$ 5,500.00	\$ -
E 100-4200-421-433 DUES AND SUBSCRIPTIONS	\$ 1,000.00	\$ 2,664.00	\$ (\$130.00)	\$ 533.00	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00
E 100-4200-421-437 MISCELLANEOUS	\$ 2,000.00	\$ 1,210.64	\$ 418.55	\$ 2,172.87	\$ 2,000.00	\$ 2,000.00	\$ -
E 100-4200-421-438 LICENSE & FEES TO OTHER GOVTS	\$ 500.00	\$ 180.00	\$ 130.74	\$ 452.24	\$ 500.00	\$ 500.00	\$ -
E 100-4200-421-440 DRUG ENFORCEMENT	\$ -	\$ 20.00	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4200-421-512 EQUIPMENT PURCHASE	\$ 3,000.00	\$ 2,071.74	\$ 34.92	\$ 5,193.78	\$ 3,000.00	\$ 5,000.00	\$ 2,000.00
E 100-4200-421-521 SPECIAL VEHICLE PERMIT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DEPT 421 POLICE	\$ 378,468.85	\$ 362,714.57	\$ 346,276.36	\$ 251,498.62	\$ 425,354.00	\$ 443,762.00	\$ 18,408.00

CITY OF HOWARD LAKE	2019	2019	2020	2021	2021	2022	
Expenditures	BUDGET	ACTUAL	YTD	YTD	BUDGET	PROPOSED	+/-
DEPT 422 FIRE							
E 100-4200-422-101 WAGES - DEPARTMENT HEAD	\$ 9,000.00	\$ 5,048.00	\$ 7,125.00	\$ -	\$ 12,000.00	\$ 28,000.00	\$ 16,000.00
E 100-4200-422-103 WAGES - OTHER	\$ 14,000.00	\$ 8,352.00	\$ 9,717.00	\$ -	\$ 20,000.00	\$ 25,000.00	\$ 5,000.00
E 100-4200-422-122 EMPLOYER FICA	\$ 900.00	\$ 851.49	\$ 1,044.21	\$ -	\$ 1,000.00	\$ 3,286.00	\$ 2,286.00
E 100-4200-422-123 EMPLOYER MEDICARE	\$ 250.00	\$ 199.14	\$ 244.22	\$ -	\$ 250.00	\$ 768.50	\$ 518.50
E 100-4200-422-124 FIRE RELIEF CONTRIBUTION	\$ 25,000.00	\$ 25,000.00	\$ 51,690.82	\$ -	\$ 48,500.00	\$ 48,500.00	\$ -
E 100-4200-422-135 MEDICAL EXAMS/DRUG TESTING	\$ 3,500.00	\$ 1,928.00	\$ 2,832.00	\$ 206.00	\$ 2,000.00	\$ 2,000.00	\$ -
E 100-4200-422-141 UNEMPLOYMENT COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4200-422-201 GENERAL SUPPLIES	\$ 5,000.00	\$ 3,569.33	\$ 2,953.38	\$ 2,049.88	\$ 4,000.00	\$ 4,000.00	\$ -
E 100-4200-422-202 DUPLICATING SUPPLIES	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4200-422-203 COMPUTER	\$ 1,000.00	\$ 391.13	\$ 122.40	\$ 260.37	\$ 400.00	\$ 400.00	\$ -
E 100-4200-422-212 VEHICLES - OIL/GAS	\$ 3,000.00	\$ 1,400.51	\$ 1,418.07	\$ 747.78	\$ 2,000.00	\$ 2,000.00	\$ -
E 100-4200-422-213 UNIFORMS	\$ 2,500.00	\$ 7,332.41	\$ 6,010.01	\$ 1,156.92	\$ 2,500.00	\$ 2,500.00	\$ -
E 100-4200-422-305 CONFERENCES AND TRAINING	\$ 10,000.00	\$ (1,638.21)	\$ (5526.23)	\$ 49.04	\$ 7,500.00	\$ 7,500.00	\$ -
E 100-4200-422-308 CONSTRUCTION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4200-422-309 CONSULTING FEES	\$ -	\$ -	\$ 1,487.00	\$ 5,337.76	\$ -	\$ -	\$ -
E 100-4200-422-321 TELEPHONE	\$ 2,500.00	\$ 2,579.62	\$ 2,443.43	\$ 2,908.60	\$ 2,500.00	\$ 2,500.00	\$ -
E 100-4200-422-322 POSTAGE	\$ -	\$ 117.50	\$ -	\$ 66.00	\$ -	\$ -	\$ -
E 100-4200-422-323 RADIO/PAGER UNITS	\$ 5,500.00	\$ 6,728.62	\$ 7,944.37	\$ 437.96	\$ 5,500.00	\$ 5,500.00	\$ -
E 100-4200-422-331 TRAVEL	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -
E 100-4200-422-361 INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4200-422-381 UTILITY-ELECTRIC	\$ 4,000.00	\$ 2,467.66	\$ 2,827.75	\$ 1,633.58	\$ 3,000.00	\$ 3,000.00	\$ -
E 100-4200-422-382 UTILITY - GAS	\$ 3,000.00	\$ 1,776.91	\$ 1,506.12	\$ 1,363.72	\$ 2,000.00	\$ 2,000.00	\$ -
E 100-4200-422-401 R&M BUILDINGS	\$ 2,500.00	\$ -	\$ 20.98	\$ 1,045.05	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00
E 100-4200-422-405 R&M- EQUIP,VEH	\$ 7,500.00	\$ 3,468.80	\$ 7,059.62	\$ 8,429.02	\$ 7,500.00	\$ 10,000.00	\$ 2,500.00
E 100-4200-422-431 FIRE DEPARTMENT CONTRACTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4200-422-433 DUES AND SUBSCRIPTIONS	\$ 500.00	\$ 633.00	\$ 400.00	\$ 300.00	\$ 500.00	\$ 500.00	\$ -
E 100-4200-422-437 MISCELLANEOUS	\$ 1,000.00	\$ 798.18	\$ 317.28	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -
E 100-4200-422-439 REIMBURSED EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4200-422-510 CAPITAL EXPENDITURES	\$ 45,000.00	\$ 45,000.00	\$ 55,000.00	\$ -	\$ 55,000.00	\$ 55,000.00	\$ -
E 100-4200-422-512 EQUIPMENT PURCHASE	\$ 10,000.00	\$ 409.93	\$ 19,276.70	\$ 15,467.85	\$ 10,000.00	\$ 10,000.00	\$ -
E 100-4200-422-720 OPERATING TRNSFR OUT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DEPT 422 FIRE	\$ 157,250.00	\$ 116,414.02	\$ 180,914.13	\$ 41,459.53	\$ 193,150.00	\$ 224,454.50	\$ 31,304.50
DEPT 423 T2D							
E 100-4200-423-101 WAGES - DEPARTMENT HEAD	\$ -	\$ 1,090.74	\$ 723.56	\$ -	\$ -	\$ -	\$ -
E 100-4200-423-121 EMPLOYER PERA	\$ -	\$ 184.89	\$ 128.07	\$ -	\$ -	\$ -	\$ -
E 100-4200-423-123 EMPLOYER MEDICARE	\$ -	\$ 15.15	\$ 10.22	\$ -	\$ -	\$ -	\$ -
E 100-4200-423-131 HEALTH INSURANCE	\$ -	\$ 123.54	\$ 109.50	\$ -	\$ -	\$ -	\$ -
DEPT 423 T2D	\$ -	\$ 1,414.32	\$ 971.35	\$ -	\$ -	\$ -	\$ -
DEPT 425 CIVIL DEFENSE							
E 100-4200-425-101 WAGES - DEPARTMENT HEAD	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ -
E 100-4200-425-405 R&M- EQUIP,VEH	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 2,250.00	\$ 750.00
E 100-4200-425-437 MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DEPT 425 CIVIL DEFENSE	\$ 1,750.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 1,750.00	\$ 2,500.00	\$ 750.00
DEPT 426 AMBULANCE							
E 100-4200-426-103 WAGES - OTHER	\$ 40,000.00	\$ 73,892.65	\$ 73,878.41	\$ 29,525.00	\$ 50,000.00	\$ 50,000.00	\$ -
E 100-4200-426-121 EMPLOYER PERA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4200-426-122 EMPLOYER FICA	\$ 2,480.00	\$ 4,581.34	\$ 4,580.46	\$ 1,830.55	\$ 4,000.00	\$ 3,100.00	\$ (900.00)
E 100-4200-426-123 EMPLOYER MEDICARE	\$ 580.00	\$ 1,071.61	\$ 1,071.42	\$ 428.26	\$ 1,000.00	\$ 725.00	\$ (275.00)
E 100-4200-426-141 UNEMPLOYMENT COMPENSATION	\$ -	\$ 53.82	\$ 1,379.78	\$ -	\$ -	\$ -	\$ -
E 100-4200-426-201 GENERAL SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4200-426-212 VEHICLES - OIL/GAS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4200-426-305 CONFERENCES AND TRAINING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4200-426-405 R&M- EQUIP,VEH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4200-426-433 DUES AND SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4200-426-436 MINN. SALES TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4200-426-437 MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4200-426-439 REIMBURSED EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4200-426-510 CAPITAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DEPT 426 AMBULANCE	\$ 43,060.00	\$ 79,599.42	\$ 80,910.07	\$ 31,783.81	\$ 55,000.00	\$ 53,825.00	\$ (1,175.00)

CITY OF HOWARD LAKE	2019	2019	2020	2021	2021	2022	
Expenditures	BUDGET	ACTUAL	YTD	YTD	BUDGET	PROPOSED	+/-
DEPT 431 STREETS AND HIGHWAYS							
E 100-4300-431-101 WAGES - DEPARTMENT HEAD	\$ 45,121.00	\$ 49,691.44	\$ 43,058.65	\$ 24,828.56	\$ 45,231.00	\$ 50,004.00	\$ 4,773.00
E 100-4300-431-103 WAGES - OTHER	\$ 29,016.00	\$ 30,433.42	\$ 29,476.20	\$ 19,900.44	\$ 32,894.00	\$ 32,949.00	\$ 55.00
E 100-4300-431-121 EMPLOYER PERA	\$ 4,818.00	\$ 6,009.43	\$ 5,130.49	\$ 3,354.94	\$ 5,859.00	\$ 6,222.00	\$ 363.00
E 100-4300-431-122 EMPLOYER FICA	\$ 1,074.00	\$ 4,488.87	\$ 4,115.84	\$ 2,466.73	\$ 4,843.00	\$ 5,144.00	\$ 301.00
E 100-4300-431-123 EMPLOYER MEDICARE	\$ 378.56	\$ 1,049.92	\$ 962.64	\$ 576.91	\$ 1,132.00	\$ 1,203.00	\$ 71.00
E 100-4300-431-131 HEALTH INSURANCE	\$ 11,799.00	\$ 22,104.29	\$ 19,594.65	\$ 14,193.97	\$ 19,687.00	\$ 21,600.00	\$ 1,913.00
E 100-4300-431-132 LIFE INSURANCE	\$ 50.00	\$ 27.45	\$ 33.75	\$ 17.01	\$ 30.00	\$ 30.00	\$ -
E 100-4300-431-151 WORKERS COMPENSATION INS		\$ -	\$ 551.22	\$ (\$3,195.71)	\$ -	\$ -	\$ -
E 100-4300-431-201 GENERAL SUPPLIES	\$ 4,000.00	\$ 3,442.15	\$ 3,944.92	\$ 1,516.85	\$ 3,500.00	\$ 3,500.00	\$ -
E 100-4300-431-203 COMPUTER SUPPLIES/TECHNOLOGY		\$ -	\$ 436.85	\$ 140.07	\$ -	\$ -	\$ -
E 100-4300-431-212 VEHICLES - OIL/GAS	\$ 8,000.00	\$ 10,138.67	\$ 4,698.18	\$ 4,278.18	\$ 5,000.00	\$ 7,500.00	\$ 2,500.00
E 100-4300-431-213 UNIFORMS	\$ 1,000.00	\$ 368.57	\$ 315.55	\$ 190.35	\$ 1,000.00	\$ 1,000.00	\$ -
E 100-4300-431-224 STREET MATERIALS	\$ 5,000.00	\$ 73,032.37	\$ 263,492.11	\$ 950.07	\$ 7,500.00	\$ 7,500.00	\$ -
E 100-4300-431-226 SIGNS	\$ 5,000.00	\$ 2,048.21	\$ 1,611.30	\$ 830.59	\$ 3,000.00	\$ 3,000.00	\$ -
E 100-4300-431-303 ENGINEERING FEES	\$ -	\$ 3,478.17	\$ -	\$ -			\$ -
E 100-4300-431-305 CONFERENCES AND TRAINING	\$ 0.00	\$ 105.00	\$ 0.00	\$ 37.89	\$ 300.00	\$ 1,000.00	\$ 700.00
E 100-4300-431-321 TELEPHONE	\$ 1,000.00	\$ 609.69	\$ 634.36	\$ 279.50	\$ 1,300.00	\$ 500.00	\$ (\$800.00)
E 100-4300-431-323 RADIO/PAGER UNITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4300-431-331 TRAVEL	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ 1,000.00	\$ 500.00
E 100-4300-431-381 UTILITY-ELECTRIC	\$ 32,500.00	\$ 28,735.04	\$ 29,293.60	\$ 19,801.99	\$ 30,000.00	\$ 25,000.00	\$ (\$5,000.00)
E 100-4300-431-382 UTILITY - GAS	\$ 3,000.00	\$ 2,044.54	\$ 1,829.38	\$ 1,609.60	\$ 2,500.00	\$ 2,500.00	\$ -
E 100-4300-431-384 REFUSE DISPOSAL	\$ 500.00	\$ 575.50	\$ 713.38	\$ -	\$ 1,000.00	\$ -	\$ (\$1,000.00)
E 100-4300-431-387 WEED CONTROL/PROPERTY MAINT	\$ 1,500.00	\$ 2,571.22	\$ 303.47	\$ 271.42	\$ -	\$ 500.00	\$ 500.00
E 100-4300-431-389 SNOW REMOVAL	\$ 7,500.00	\$ 29,947.11	\$ 14,020.37	\$ 75.00	\$ 15,000.00	\$ 15,000.00	\$ -
E 100-4300-431-401 R&M BUILDINGS	\$ 5,000.00	\$ 2,195.56	\$ 277.30	\$ -	\$ 4,000.00	\$ 4,000.00	\$ -
E 100-4300-431-402 R&M STRUCTURES	\$ 7,000.00	\$ 6,030.35	\$ -	\$ 62.99	\$ 6,000.00	\$ 6,000.00	\$ -
E 100-4300-431-405 R&M- EQUIP, VEH	\$ 8,000.00	\$ 29,850.61	\$ 27,679.92	\$ 7,792.73	\$ 15,000.00	\$ 15,000.00	\$ -
E 100-4300-431-406 R&M STREETS	\$ 1,000.00	\$ 1,627.07	\$ 4,381.66	\$ 53,302.64	\$ 5,000.00	\$ 5,000.00	\$ -
E 100-4300-431-408 R&M SIDEWALKS	\$ 2,500.00	\$ -	\$ 1,698.00	\$ -	\$ 4,000.00	\$ 5,000.00	\$ 1,000.00
E 100-4300-431-437 MISCELLANEOUS	\$ 2,500.00	\$ 2,394.69	\$ 19,026.11	\$ 2,844.13	\$ 2,000.00	\$ 2,000.00	\$ -
E 100-4300-431-438 LICENSE & FEES TO OTHER GOVTS	\$ -	\$ -	\$ 226.90	\$ 596.50	\$ -	\$ -	\$ -
E 100-4300-431-512 EQUIPMENT PURCHASE	\$ -	\$ -	\$ 599.99	\$ -	\$ -	\$ -	\$ -
E 100-4300-431-516 LEASE PAYMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4300-431-800 INTER-GOVERNMENTAL EXPENSE		\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -
DEPT 431 STREETS AND HIGHWAYS	\$ 187,756.56	\$ 314,499.34	\$ 479,606.79	\$ 158,223.35	\$ 217,776.00	\$ 223,652.00	\$ 5,876.00
DEPT 434 SANITATION & WASTE REMOVAL							
E 100-4300-434-322 POSTAGE	\$ 1,000.00	\$ 825.96	\$ 833.05	\$ 572.53	\$ 1,000.00	\$ 1,000.00	\$ -
E 100-4300-434-384 REFUSE DISPOSAL	\$ 90,000.00	\$ 100,759.70	\$ 96,153.94	\$ 64,170.90	\$ 90,000.00	\$ 90,000.00	\$ -
E 100-4300-434-386 RECYCLING	\$ 25,000.00	\$ 32,207.37	\$ 25,768.87	\$ 13,022.70	\$ 27,500.00	\$ 27,500.00	\$ -
E 100-4300-434-390 COMPOST SITE		\$ 6,535.95	\$ 15,823.40	\$ 1,790.00	\$ 9,000.00	\$ 9,000.00	\$ -
E 100-4300-434-436 MINN. SALES TAX	\$ 10,000.00	\$ 10,569.74	\$ 11,618.84	\$ 6,727.50	\$ 10,000.00	\$ 10,000.00	\$ -
DEPT 434 SANITATION & WASTE REMOVAL	\$ 126,000.00	\$ 150,898.72	\$ 150,198.10	\$ 86,283.63	\$ 137,500.00	\$ 137,500.00	\$ -
DEPT 493 GENERAL PUBLIC WORKS							
E 100-4300-493-103 WAGES - OTHER		\$ -	\$ 0.00	\$ 0.00	\$ -	\$ -	\$ -
E 100-4300-493-385 MOSQUITO CONTROL		\$ -	\$ 0.00	\$ 225.53	\$ 6,500.00	\$ 6,500.00	\$ -
E 100-4300-493-387 WEED CONTROL/PROPERTY MAINT		\$ -	\$ 2,000.00	\$ 0.00	\$ 3,500.00	\$ 3,500.00	\$ -
E 100-4300-493-493 ANIMAL CONTROL		\$ -	\$ 63.69	\$ 0.00	\$ -	\$ -	\$ -
DEPT 493 GENERAL PUBLIC WORKS		\$ -	\$ 2,063.69	\$ 225.53	\$ 10,000.00	\$ 10,000.00	\$ -
DEPT 451 PARKS							
E 100-4500-451-104 WAGES - TEMPORARY	\$ 15,000.00	\$ 9,752.09	\$ 3,677.60	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -
E 100-4500-451-121 EMPLOYER PERA	\$ 500.00	\$ -	\$ -	\$ -	\$ 860.00	\$ 860.00	\$ -
E 100-4500-451-122 EMPLOYER FICA	\$ 250.00	\$ 266.88	\$ -	\$ -	\$ 825.00	\$ 825.00	\$ -
E 100-4500-451-123 EMPLOYER MEDICARE	\$ 100.00	\$ 62.41	\$ -	\$ -	\$ 200.00	\$ 200.00	\$ -
E 100-4500-451-201 GENERAL SUPPLIES	\$ 2,500.00	\$ 2,546.50	\$ 847.66	\$ 324.15	\$ 2,500.00	\$ 2,500.00	\$ -
E 100-4500-451-203 COMPUTER SUPPLIES/TECHNOLOGY		\$ -	\$ 64.08	\$ -	\$ -	\$ -	\$ -
E 100-4500-451-212 VEHICLES - OIL/GAS	\$ -	\$ 195.85	\$ 755.15	\$ 295.11	\$ 500.00	\$ 500.00	\$ -
E 100-4500-451-381 UTILITY-ELECTRIC	\$ 2,500.00	\$ 2,333.40	\$ 2,529.71	\$ 1,998.17	\$ 2,500.00	\$ 2,500.00	\$ -
E 100-4500-451-384 REFUSE DISPOSAL	\$ 1,000.00	\$ 762.84	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -
E 100-4500-451-387 WEED CONTROL/PROPERTY MAINT		\$ -	\$ 581.71	\$ 468.00	\$ -	\$ -	\$ -
E 100-4500-451-401 R&M BUILDINGS	\$ 4,000.00	\$ 7,106.87	\$ 132.30	\$ 131.98	\$ 6,000.00	\$ 6,000.00	\$ -
E 100-4500-451-402 R&M STRUCTURES	\$ 10,000.00	\$ 10,558.29	\$ 1,750.00	\$ 2,400.47	\$ 10,000.00	\$ 10,000.00	\$ -
E 100-4500-451-405 R&M- EQUIP, VEH	\$ 2,500.00	\$ 1,854.33	\$ 2,502.91	\$ 1,556.01	\$ 2,500.00	\$ 2,500.00	\$ -
E 100-4500-451-437 MISCELLANEOUS	\$ 5,000.00	\$ 5,324.38	\$ 5,792.59	\$ 438.33	\$ 7,500.00	\$ 7,500.00	\$ -
E 100-4500-451-512 EQUIPMENT PURCHASE		\$ 316.25	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ -
DEPT 451 PARKS	\$ 43,350.00	\$ 41,080.09	\$ 18,633.71	\$ 7,612.22	\$ 50,385.00	\$ 50,385.00	\$ -
DEPT 452 COMMUNITY CENTER							
E 100-4500-452-201 GENERAL SUPPLIES	\$ 2,000.00	\$ 2,206.13	\$ 1,310.09	\$ 663.65	\$ 2,000.00	\$ 2,000.00	\$ -
E 100-4500-452-211 CLEANING	\$ 2,000.00	\$ 7,139.13	\$ 1,539.15	\$ 697.80	\$ -	\$ -	\$ -
E 100-4500-452-381 UTILITY-ELECTRIC	\$ 7,500.00	\$ 6,965.60	\$ 7,186.32	\$ 4,899.92	\$ 6,000.00	\$ 6,000.00	\$ -
E 100-4500-452-382 UTILITY - GAS	\$ 3,500.00	\$ 3,178.45	\$ 2,862.30	\$ 2,906.91	\$ 3,500.00	\$ 3,500.00	\$ -
E 100-4500-452-401 R&M BUILDINGS	\$ 5,000.00	\$ 2,582.75	\$ 1,200.11	\$ 809.58	\$ 1,000.00	\$ 1,000.00	\$ -
E 100-4500-452-437 MISCELLANEOUS	\$ 1,000.00	\$ 358.04	\$ -	\$ -	\$ -	\$ -	\$ -
DEPT 452 COMMUNITY CENTER	\$ 21,000.00	\$ 22,430.10	\$ 14,097.97	\$ 9,977.86	\$ 12,500.00	\$ 12,500.00	\$ -
DEPT 453 SUMMER RECREATION							
E 100-4500-453-104 WAGES - TEMPORARY	\$ 11,000.00	\$ 6,976.00	\$ -	\$ -	\$ 8,800.00	\$ 8,800.00	\$ -
E 100-4500-453-122 EMPLOYER FICA	\$ 500.00	\$ 432.51	\$ -	\$ -	\$ 600.00	\$ 546.00	\$ (\$54.00)
E 100-4500-453-123 EMPLOYER MEDICARE	\$ 200.00	\$ 101.16	\$ -	\$ -	\$ 130.00	\$ 128.00	\$ (\$2.00)
E 100-4500-453-213 UNIFORMS	\$ 500.00	\$ 267.50	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ -
E 100-4500-453-331 TRAVEL	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ 900.00	\$ 900.00	\$ -
E 100-4500-453-410 R & M OF BALL FIELDS	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -
E 100-4500-453-411 RENTAL EXP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 100-4500-453-437 MISCELLANEOUS	\$ 2,000.00	\$ 564.34	\$ 96.00	\$ 105.00	\$ 500.00	\$ 500.00	\$ -
E 100-4500-453-512 EQUIPMENT PURCHASE	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ -
DEPT 453 SUMMER RECREATION	\$ 17,700.00	\$ 8,841.51	\$ 96.00	\$ 105.00	\$ 13,430.00	\$ 13,374.00	\$ (\$56.00)

CITY OF HOWARD LAKE	2019	2019	2020	2021	2021	2022	
Expenditures	BUDGET	ACTUAL	YTD	YTD	BUDGET	PROPOSED	+/-
DEPT 454 SKATING RINK							
E 100-4500-454-201 GENERAL SUPPLIES	\$ 150.00	\$ -	\$ -	\$ -			\$ -
E 100-4500-454-240 TOOLS/MINOR EQUIP	\$ -	\$ -	\$ -	\$ -			\$ -
E 100-4500-454-381 UTILITY-ELECTRIC	\$ 300.00	\$ 222.80	\$ 230.02	\$ 145.77			\$ -
E 100-4500-454-382 UTILITY - GAS	\$ 500.00	\$ 275.99	\$ 182.60	\$ 108.88			\$ -
E 100-4500-454-401 R&M BUILDINGS	\$ 500.00	\$ 1,279.00	\$ -	\$ -			\$ -
DEPT 454 SKATING RINK	\$ 1,450.00	\$ 1,777.79	\$ 412.62	\$ 254.65	\$ -	\$ -	\$ -
DEPT 463 COMMUNITY EVENTS							
100-4500 -463-392 GOOD NEIGHBOR DAYS		\$ -	\$ -	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00	\$ -
100-4500-463-393 NATIONAL NIGHT OUT		\$ -	(\$300.00)	\$ -	\$ 500.00	\$ 500.00	\$ -
100-4500-463-394 FARMERS MARKET		\$ -	(\$260.02)	(\$449.01)	\$ 1,000.00	\$ 1,000.00	\$ -
100-4500-463-395 ROYALTY		\$ 1,220.71	\$ 3,000.00	\$ 1,200.00	\$ 2,000.00	\$ 2,000.00	\$ -
DEPT 463 COMMUNITY EVENTS	\$ -	\$ 1,220.71	\$ 2,439.98	\$ 3,250.99	\$ 6,500.00	\$ 6,500.00	\$ -
DEPT 460 SOUTH SHORE EVENT CENTER							
E 100-4500-460-101 WAGES - DEPARTMENT HEAD		\$ -	\$ 703.56	\$ 2,327.24			\$ -
E 100-4500-460-103 WAGES - OTHER		\$ -	\$ -	\$ 147.13			\$ -
E 100-4500-460-121 EMPLOYER PERA		\$ -	\$ 52.79	\$ 185.57			\$ -
E 100-4500-460-122 EMPLOYER FICA		\$ -	\$ 40.34	\$ 139.50			\$ -
E 100-4500-460-123 EMPLOYER MEDICARE		\$ -	\$ 9.44	\$ 32.62			\$ -
E 100-4500-460-201 GENERAL SUPPLIES		\$ -	\$ 3,476.87	\$ 4,595.74			\$ -
E 100-4500-460-203 COMPUTER SUPPLIES/TECHNOLOGY		\$ -	\$ 1,475.77	\$ -			\$ -
E 100-4500-460-211 CLEANING		\$ -	\$ -	\$ -			\$ -
E 100-4500-460-321 TELEPHONE		\$ 214.54	\$ 715.65	\$ 523.25			\$ -
E 100-4500-460-341 ADVERTISING		\$ -	\$ 3,246.27	\$ 1,773.27			\$ -
E 100-4500-460-361 INSURANCE		\$ 625.00	\$ -	\$ -			\$ -
E 100-4500-460-409 R&M PROPERTY		\$ 159.00	\$ -	\$ 1,859.96			\$ -
E 100-4500-460-433 DUES AND SUBSCRIPTIONS		\$ -	\$ 297.00	\$ -			\$ -
E 100-4500-460-437 MISCELLANEOUS		\$ 206.16	\$ 7,835.49	\$ 757.05			\$ -
E 100-4500-460-438 LICENSE & FEES TO OTHER GOVT				\$ -			\$ -
E 100-4500-460-512 EQUIPMENT PURCHASE		\$ 13,514.20	\$ 3,838.50	\$ 1,861.85			\$ -
DEPT 460 SOUTH SHORE EVENT CENTER		\$ 14,718.90	\$ 21,691.68	\$ 14,203.18		\$ -	\$ -
DEPT 481 CABLE							
E 100-4800-481-101 WAGES - DEPARTMENT HEAD	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
E 100-4800-481-103 WAGES - OTHER	\$ 5,000.00	\$ -	\$ -	\$ -			\$ -
E 100-4800-481-201 GENERAL SUPPLIES		\$ -	\$ -	\$ 660.00	\$ 2,500.00	\$ 2,500.00	\$ -
E 100-4800-481-405 R&M- EQUIP.VEH	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -
E 100-4800-481-437 MISCELLANEOUS	\$ -	\$ 7,953.26	\$ 4,655.37	\$ 1,854.53	\$ 500.00	\$ 500.00	\$ -
E 100-4800-481-512 EQUIPMENT PURCHASE	\$ -	\$ -	\$ 1,849.50	\$ -	\$ -	\$ -	\$ -
DEPT 481 CABLE	\$ 6,000.00	\$ 7,953.26	\$ 6,504.87	\$ 2,514.53	\$ 5,500.00	\$ 5,500.00	\$ -
DEPT 483 CEMETERY							
E 100-4800-483-387 WEED CONTROL/PROPERTY MAINT	\$ 2,000.00	\$ 5,500.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
DEPT 483 CEMETERY	\$ 2,000.00	\$ 5,500.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
DEPT 484 INTERNET - Rename "INFORMATION TECHNOLOGY"							
E 100-4800-484-201 GENERAL SUPPLIES	\$ 500.00	\$ 550.00	\$ 773.00	\$ -	\$ 600.00	\$ 600.00	\$ -
E 100-4800-484-202 DUPLICATING SUPPLIES		\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -
E 100-4800-484-203 COMPUTER SUPPLIES/TECHNOLOGY		\$ -	\$ -	\$ -	\$ 8,000.00	\$ 8,000.00	\$ -
E 100-4800-484-309 CONSULTING FEES		\$ -	\$ -	\$ -	\$ 4,800.00	\$ 4,800.00	\$ -
E 100-4800-484-321 TELEPHONE	\$ -	\$ -	\$ -	\$ -	\$ 7,000.00	\$ 7,000.00	\$ -
E 100-4800-484-433 DUES AND SUBSCRIPTIONS	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DEPT 484 INTERNET	\$ 2,500.00	\$ 550.00	\$ 773.00	\$ -	\$ 22,900.00	\$ 22,900.00	\$ -
DEPT 491 OTHER FINANCING USES							
E 100-4900-491-720 OPERATING TRNSFR OUT	\$ 375,000.00	\$ 377,734.99	\$ -	\$ -	\$ 545,000.00	\$ 600,000.00	\$ 55,000.00
E 100-4900-491-726 PRIOR PERIOD ADJUSTMENT	\$ -	\$ -	\$ -	\$ -			\$ -
	\$ 1,987,862.83	\$ 2,081,357.24	\$ 1,879,628.74	\$ 1,057,674.39	\$ 2,296,577.50	\$ 2,464,134.00	\$ 167,556.50

CITY OF HOWARD LAKE
Revenues

Account	DEPT Descr	2019 BUDGET	2019 ACTUAL	2020 YTD	2020 BUDGET	2021 BUDGET	2021 YTD 8/1/2021	2022 PROPOSED BUDGET	+/- PREVIOUS YR
R 100-311-3100	TAXES	\$ 969,000.00	\$ 892,804.55	\$ 580,492.16	\$ 1,065,459.00	\$ 1,167,257.00	\$ 663,477.23	\$ 1,258,281.00	\$ 101,798.00
R 100-313-3100	TAX INCREMENTS	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	\$ -
R 100-321-3200	3.2 BEER LICENSE	\$ 400.00	\$ -	\$ -	\$ 250.00	\$ 250.00	\$ -	\$ 250.00	\$ -
R 100-322-3200	ANIMAL LICENSES	\$ 300.00	\$ 380.00	\$ 310.00	\$ 250.00	\$ 250.00	\$ 145.00	\$ 250.00	\$ -
R 100-323-3200	LIQUOR LICENSES	\$ 4,400.00	\$ 6,850.00	\$ 250.00	\$ 6,000.00	\$ 6,000.00	\$ 50.00	\$ 6,000.00	\$ -
R 100-324-3200	BOWLING ALLEY LICENSES	\$ 60.00	\$ 2,673.25	\$ 60.00	\$ 60.00	\$ 60.00	\$ -	\$ 60.00	\$ -
R 100-325-3200	ELECTRONIC GAMES LICENSES	\$ 20.00	\$ 20.00	\$ -	\$ 20.00	\$ 20.00	\$ -	\$ 20.00	\$ -
R 100-326-3200	TOBACCO LICENSES	\$ 200.00	\$ 250.00	\$ -	\$ 250.00	\$ 250.00	\$ 100.00	\$ 250.00	\$ -
R 100-327-3200	BUILDING PERMITS/P & Z FEES	\$ 56,000.00	\$ 53,813.12	\$ 49,339.43	\$ 40,000.00	\$ 50,000.00	\$ 27,798.68	\$ 50,000.00	\$ 10,000.00
R 100-328-3200	PEDDLER S LICENSE	\$ 500.00	\$ 200.00	\$ -	\$ 200.00	\$ 200.00	\$ 250.00	\$ 200.00	\$ -
R 100-330-3300	FIRE CONTRACTS	\$ 60,000.00	\$ 76,489.26	\$ 40,033.31	\$ 80,000.00	\$ 80,000.00	\$ 46,320.00	\$ 80,000.00	\$ -
R 100-331-3300	LOCAL GOVERNMENT AID	\$ 572,726.00	\$ 572,726.00	\$ 300,091.50	\$ 599,186.00	\$ 612,000.00	\$ 305,932.50	\$ 620,000.00	\$ 12,814.00
R 100-334-3300	POLICE AID	\$ 20,000.00	\$ 27,478.61	\$ -	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -
R 100-335-3300	FIRE RELIEF AID	\$ 23,500.00	\$ -	\$ -	\$ 23,500.00	\$ 23,500.00	\$ -	\$ 23,500.00	\$ -
R 100-336-3300	INTERGOVERNMENTAL REVENUE	\$ 10,000.00	\$ 5,989.06	\$ 4,994.47	\$ 15,000.00	\$ 15,000.00	\$ 2,865.00	\$ 15,000.00	\$ -
R 100-336-3600	INTERGOVERNMENTAL REVENUE - MISCELLANEOUS	\$ 5,000.00	\$ 2,921.29	\$ 6,379.29	\$ -	\$ -	\$ 1,410.48	\$ -	\$ -
R 100-339-3300	OTHER - INTERGOVERNMENTAL REVENUE	\$ 75,000.00	\$ 14,238.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R 100-340-3300	STATE AID - STREETS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,871.50	\$ 20,000.00	\$ -
R 100-342-3400	RECYCLING	\$ 25,000.00	\$ 29,706.70	\$ 16,457.52	\$ 25,000.00	\$ 25,000.00	\$ 18,408.22	\$ 25,000.00	\$ -
R 100-343-3400	REFUSE SERVICES	\$ 105,000.00	\$ 109,879.22	\$ 74,592.69	\$ 105,000.00	\$ 105,000.00	\$ 68,757.21	\$ 105,000.00	\$ -
R 100-344-3400	PARK FEES	\$ 2,000.00	\$ 2,700.50	\$ 150.00	\$ 3,200.00	\$ 3,200.00	\$ 450.00	\$ 3,200.00	\$ -
R 100-345-3400	COMMUNITY CENTER FEES	\$ 1,000.00	\$ 1,350.00	\$ 250.00	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ -
R 100-346-3400	RECREATION FEES	\$ 4,000.00	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -
R 100-347-3400	POLICE DEPT	\$ 40,000.00	\$ 8,946.03	\$ 12,616.07	\$ 40,000.00	\$ 40,000.00	\$ 13,281.72	\$ 40,000.00	\$ -
R 100-348-3400	ASSESSMENT SEARCH FEES	\$ 1,000.00	\$ 2,395.00	\$ 1,875.00	\$ 1,400.00	\$ 2,000.00	\$ 2,025.00	\$ 2,000.00	\$ 600.00
R 100-349-3400	OTHER - CHARGES FOR SERVICES	\$ -	\$ 1,104.50	\$ 292.50	\$ 5,000.00	\$ 5,000.00	\$ 52.75	\$ 5,000.00	\$ -
R 100-352-3500	FINES - CITY	\$ 50.00	\$ 50.00	\$ -	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	\$ -
R 100-353-3500	FORFEITURES	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -
R 100-355-3500	PUBLIC NUISANCE	\$ 500.00	\$ -	\$ -	\$ 250.00	\$ 250.00	\$ -	\$ 250.00	\$ -
R 100-357-3400?	HISTORIC CITY HALL FEES	\$ -	\$ -	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	\$ (\$2,500.00)
R 100-361-3600	DONATIONS RECEIVED	\$ 10,000.00	\$ 27,194.11	\$ 101,586.42	\$ 24,000.00	\$ 24,000.00	\$ 1,000.00	\$ -	\$ -
R 100-362-3600	INTEREST - INVESTMENTS - MISCELLANEOUS	\$ 24,000.00	\$ 3,526.72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R 100-362-3625	INTEREST - INVESTMENTS - INTEREST INCOME	\$ -	\$ 7,349.08	\$ 1,284.84	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -
R 100-363-3600	INTEREST - CHECKING	\$ 5,100.00	\$ -	\$ 354.64	\$ -	\$ -	\$ 525.34	\$ -	\$ -
R 100-364-3600	REIMBURSEMENTS - MISCELLANEOUS	\$ 10,500.00	\$ 11,518.42	\$ 7,700.30	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -
R 100-365-3600	CABLE	\$ 11,000.00	\$ -	\$ 2,500.00	\$ 20,000.00	\$ 10,000.00	\$ 7,686.40	\$ 10,000.00	\$ (\$10,000.00)
R 100-366-3600	INSURANCE CLAIMS/REIMB	\$ 10,000.00	\$ 78,468.61	\$ 34,199.81	\$ 60,000.00	\$ 60,000.00	\$ -	\$ 6.00	\$ -
R 100-367-3600	AMBULANCE	\$ 45,000.00	\$ -	\$ -	\$ 35,000.00	\$ 35,000.00	\$ 35,924.43	\$ 50,000.00	\$ -
R 100-370-3600	TIF FUND LOAN REIMB	\$ 16,000.00	\$ 43,442.61	\$ 2,870.97	\$ 24,000.00	\$ 24,000.00	\$ -	\$ -	\$ -
R 100-371-3700	SPECIAL ASSESSMENTS	\$ 15,000.00	\$ -	\$ -	\$ 75,000.00	\$ 15,000.00	\$ 11.20	\$ 15,000.00	\$ (\$60,000.00)
R 100-391-3900	SALE OF FIXED ASSETS	\$ 2,000.00	\$ 33,000.00	\$ 26,260.00	\$ 36,099.00	\$ 70,000.00	\$ -	\$ -	\$ 33,901.00
R 100-392-3900	OPERATING TRANSFERS IN	\$ 36,118.00	\$ -	\$ -	\$ -	\$ -	\$ 26,049.00	\$ 30,000.00	\$ -
R 100-395-3900	SALE OF INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R 100-396-9999	GAIN ON SALE OF FIXED ASSETS	\$ -	\$ -	\$ 1,300.00	\$ 19,500.00	\$ 19,500.00	\$ -	\$ -	\$ -
R 100-460-3400	CHARGES FOR SERVICE - SSEC						\$ 6,425.00		
R 100-465-3400	CHARGES FOR SERVICE - SSEC DAMAGE						\$ 100.00		
R 100-604-3300	TZD	\$ 1,500.00	\$ 1,343.72	\$ 460.35	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -
R 100-613-3600	FIRE DEPT REIMBURSEMENTS	\$ 8,000.00	\$ 1,700.00	\$ -	\$ 8,000.00	\$ 8,000.00	\$ 2,000.00	\$ 2,000.00	\$ -
R 100-617-3200	SPECIAL VEHICLE PERMIT	\$ 800.00	\$ 740.00	\$ 800.00	\$ 700.00	\$ 700.00	\$ 880.00	\$ 900.00	\$ -
r 100-618-3400	CHARGES FOR SERVICE - SSEC SECURITY						\$ 600.00		
R 100-999-9999	PRIOR PERIOD ADJUSTMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REVENUES		\$ 1,217,674.00	\$ 1,128,444.28	\$ 1,267,501.27	\$ 2,375,424.00	\$ 1,294,780.00	\$ 1,253,896.66	\$ 2,407,767.00	\$ 77,106.00
LEVY		\$ 1,065,585.00	\$ 892,804.55			\$ 1,167,257.00			\$ 101,672.00
TOTAL REVENUE		\$2,283,259.00	\$2,021,248.83			\$ 2,462,037.00			\$ 178,778.00