



CITY OF HOWARD LAKE

City Council Meeting

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

TENTATIVE AGENDA September 18, 2023 – 7:00 pm

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

Any additions, deletions, modifications to the agenda will be done at this time.

D. COUNCIL MEETING MINUTES

- a. Consider Approving Council Meeting Minutes for August 21, 2023 Council Meeting and Work Session.

E. CITIZEN INPUT

F. COUNCIL/COMMITTEE REPORT

G. DEPARTMENT REPORTS

- a. Howard Lake Wine and Spirits P & L

H. CONSENT AGENDA

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

I. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS

J. NEW BUSINESS

- a. Operating Levy Presentation from HLWW Superintendent & Board Members
- b. Consider Resolution 23-26 Approving Egress Closures on US Highway 12.
- c. Consider Resolution 23-27 Approving Preliminary Tax Levy for 2024.
- d. Consider Resolution 23-28 Approving Preliminary Debt Service Levy for 2024.
- e. Consider Approving Preliminary General Fund Budget for 2024.
- f. Consider Resolution 23-29 directing staff to abate the identified issues at 1017 7th Ave.

K. OLD BUSINESS

L. ADMINISTRATOR'S REPORT

M. ADJOURN



CITY OF HOWARD LAKE

Nicholas A. Haggenmiller, City Administrator

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HOWARD LAKE CITY COUNCIL

Howard Lake City Hall -

August 21, 2023

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

Jennifer Swendsen, Finance Coordinator

Myra Laway, Liquor Store Manager and Event Coordinator

ALSO PRESENT

Dean Birkeland, Carlson SV

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

APPROVAL OF AGENDA

Haggenmiller requested to move New Business Item G to the beginning of New Business.

Council Member Kutz moved to move New Business Item G and approve the agenda. The motion was seconded by Council Member Deiter and passed unanimously.

APPROVAL OF MINUTES

Council Member Kutz moved to approve the minutes from the July 17, 2023 regular Council meeting. The motion was seconded by Council Member Deiter and passed unanimously.

CITIZEN INPUT

None.

COUNCIL/COMMITTEE REPORT

None.

DEPARTMENT REPORTS

Myra Laway, the HLWS manager, presented sale figures for the first half of 2023 and buying plans moving forward.

CONSENT AGENDA

a. CONSIDER ACCEPTING ALL REPORTS AND PAYMENT OF CLAIMS

GENERAL FUND	61201-61392	\$1,073,265.78
PAYROLL	27339-27355, 502847-502897	\$61,303.52
ELECTRONIC	1476-1500	\$76,274.11
TOTAL		\$1,210,843.41

AMBULANCE CLAIMS	5986-6002	\$15,512.09
ELECTRONIC	42, 1501-1502	\$200,253.74
TOTAL		\$7,879.04

b. Consider Various Personnel Appointments.

c. Consider Approving Rates and Dates for the 2023 Fall Clean Up.

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

PUBLIC HEARING/PRESENTATION

a. Set 2024 TNT Hearing for December 4, 2023, 6 pm.

Council Member Kutz moved to approve setting the TNT Hearing for December 4, 2023 at 6 pm. The motion was seconded by Council Member Deiter and passed unanimously.

b. Presentation: 2022 Fiscal Year Audit

Dean Birkeland, Carlson SV, reviewed a presentation of the 2022 audit.

NEW BUSINESS

g. Consider Various Approvals for the Terning Trails Apartment Project

Haggenmiller presented the staff report. Highlighting each of the approvals requested from the Council.

Council Member Deiter expressed concerns with the quality of the building and requested additional information on the materials & craftsmanship of the project.

Haggenmiller shared that this project will likely put pressure on the existing apartments in town to some improvements to retain tenants.

Don Krause shared that the building/materials will be very similar to the project they are working on next to Coborns in Buffalo. They will also try to use local supplies as much as they can. They plan for move in about 11 months after groundbreaking.

1) Authorize the Mayor and City Administrator to approve any final (non-substantive) modifications to the various agreements or materials and execute on behalf of the City.

Council Member Munson moved to approve the Mayor and City Administrator to approve any final (non-substantive) modifications to the various agreements or materials and execute on behalf of the City. The motion was seconded by Council Member Kutz and passed unanimously.

2) Resolution 23-23 Approving Final Plat for Terning Trails Plat 5

Council Member Deiter moved to approve Resolution 23-23 Approving Final Plat for Terning Trails Plat 5. The motion was seconded by Council Member Kutz passed unanimously.

3) Ordinance 23-05 Amending PUD for Terning Trails Plat 5

Council Member Kutz moved to approve Ordinance 23-05 Amending PUD for Terning Trails Plat 5. Council Member Deiter seconded the motion and passed unanimously.

4) Resolution 23-24 Summary Publication of Ordinance 23-05

Council Member Kutz moved to approve Resolution 23-24 Summary Publication of Ordinance 23-05. The motion was seconded by Council Member Munson and passed unanimously.

5) Resolution 23-25 Approving Final Site Plan

Council Member Deiter moved to approve Resolution 23-25 Approving Final Site Plan for the Terning Trails Apartment Project. The motion was seconded by Council Member Kutz and passed unanimously.

6) Motion Approving Development Plan

Council Member Kutz moved to approve the Development Plan for the Terning Trails Apartment Project. The motion was seconded by Council Member Munson and passed unanimously.

7) Motion Approving TIF Agreement

Council Member Kutz moved to approve the TIF Agreement with Buffalo Lake Partners. The motion was seconded by Council Member Deiter and passed unanimously.

a. CONSIDER PURCHASE AGREEMENT FOR 608 6TH STREET

Haggenmiller reviewed the staff report, stating that obtaining this property now would be very beneficial to future redevelopment of this lot and the existing library building.

Council Member Deiter asked if there are other house lots that the City will be watching for future redevelopment.

Haggenmiller stated that anything along HWY 12 could be beneficial in the future.

Council Member Deiter moved to approve the purchase agreement for 608 6th Street. The motion was seconded by Council Member Munson and passed unanimously.

b. CONSIDER APPROVING QUOTE FOR INSTALLATION OF PRIVACY FENCE AT 700 8TH AVE

Haggenmiller presented the staff report. He mentioned that a fence was suggested in this location in 2020 and the Council did not move forward with it at that time. He presented the options for the fence materials and color for Council consideration. Council discussed and agreed they would like to have a neutral colored vinyl fence.

Council Member Kutz moved to approve a vinyl fence to be installed at 700 8th Ave. The motion was seconded by Council Member Deiter and passed unanimously.

c. CONSIDER QUOTE TO REPAIR LIFT STATION

Theisen reviewed the staff report & explained the effects the storm on June 10th had on lift station #6 near the entrance to Lake Ridge. A claim has been submitted to have the City insurance through the League of Minnesota Cities cover the cost of the control panel for the lift station.

Council Member Deiter moved to approve the quote and replacement of the control panel at lift station #6. The motion was seconded by Council Member Kutz and passed unanimously.

d. CONSIDER WATER CONSERVATION ORDINANCE 23-02 & RESOLUTION 23-20.

Theisen reviewed the staff report. Sharing that the last few years Wright County and the whole state of Minnesota have experience extreme drought conditions. The City of Howard Lake also recently approved a Well Head Protection Plan, which requires the City to implement water conservation requirements.

Council Member Munson moved to approve Ordinance 23-02 Water Conservation. The motion was seconded by Council Member Deiter and passed unanimously.

Council Member Munson moved to approve Resolution 23-20 the summary publication of Ordinance 23-02. The motion as seconded by Council Member Deiter and passed unanimously.

e. CONSIDER ORDINANCE 23-03 IMPOSING INTERIM MORATORIUM ON OPERATION OF CANNABIS BUSINESSES & RESOLUTION 23-21

Haggenmiller presented the staff report. Staff will continue to watch the League of Minnesota Cities for direction related to Cannabis businesses.

Council Member Kutz move to approve Ordinance 23-03 imposing an interim moratorium on operation of cannabis businesses. The motion was second by Council Member Munson and passed unanimously.

Council Member Munson moved to approve Resolution 23-21 a summary publication of Ordinance 23-03. The motion was seconded by Council Member Kutz and passed unanimously.

f. CONSIDER ORDINANCE 23-04 PROHIBITING THE PUBLIC USE OF HEMP AND CANNABIS PRODUCTS & RESOLUTION 23-22

Haggenmiller presented the staff report. The use of hemp and cannabis products is prohibited through state law, but having it as an ordinance is also advised.

Council Member Kutz moved to approve Ordinance 23-04 Prohibiting the public use of hemp and cannabis products. The motion was seconded by Council Member Munson and passed unanimously.

Council Member Kutz moved to approve Resolution 23-22 summary publication of Ordinance 23-04. The motion was seconded by Council Member Munson and passed unanimously.

OLD BUSINESS

None.

ADMINISTRATORS REPORT

None.

ADJOURN

Council Member Kutz moved to adjourn the meeting at 8:42 pm. The motion was seconded by Council Member Munson and passed unanimously.

Attest – City Administrator/Clerk

Mayor

Howard Lake Wine & Spirits

Profit & Loss Statement

for the period 8/1/2023 to 8/31/2023

SALES	Mnthly Amnt	YTD Amount	Budget Amended 7.26.23	% of Budget	2022 Mnthly Amt	2022 YTD1Amt	+/- Pr Yr
Liquor	\$ 31,265	\$ 239,019	\$ 294,915	81%	\$ 29,019	\$ 223,896	\$ 15,123
Beer	\$ 51,322	\$ 368,204	\$ 544,689	68%	\$ 50,048	\$ 369,265	\$ (1,061)
Wine	\$ 6,753	\$ 57,176	\$ 86,534	66%	\$ 5,896	\$ 57,508	\$ (332)
THC Products	\$ 15	\$ 15	\$ -	N/A	\$ -	\$ -	\$ 15
Discounts	\$ (757)	\$ (8,600)	\$ (2,000)	430%	\$ (863)	\$ (11,565)	\$ 2,965
Misc(Pop/Mixes)	\$ 2,026	\$ 14,928	\$ 16,040	93%	\$ 1,916	\$ 13,087	\$ 1,841
Non Tax	\$ 808	\$ 4,156	\$ 13,268	31%	\$ 1,553	\$ 7,850	\$ (3,694)
Loyalty Program	\$ -	\$ (6)	\$ 1	-608%	\$ -	\$ (23)	\$ 17
On Sale Revenue - SSEC	\$ 1,010	\$ 13,201	\$ 9,838	134%	\$ 749	\$ 12,834	
Other Revenue	\$ 33	\$ 158	\$ 23,208	1%	\$ 17	\$ 158	
TOTAL SALES	\$ 92,474	\$ 688,252	\$ 986,493	70%	\$ 88,335	\$ 673,010	\$ 14,874
COST OF SALES							
Liquor	\$ 18,982	\$ 167,323	\$ 215,510	78%	\$ 20,961	\$ 153,776	\$ 13,547
Beer	\$ 38,374	\$ 286,079	\$ 425,588	67%	\$ 40,998	\$ 288,206	\$ (2,127)
Wine	\$ 3,967	\$ 39,902	\$ 59,566	67%	\$ 5,825	\$ 42,797	\$ (2,895)
THC Products	\$ 55	\$ 55	\$ -	N/A	\$ -	\$ -	\$ 55
Misc Tax	\$ 1,603	\$ 13,008	\$ 14,525	90%	\$ 1,730	\$ 9,801	\$ 3,207
Misc Non Tax	\$ -	\$ -	\$ 500	0%	\$ -	\$ -	\$ -
Freight	\$ 449	\$ 4,578	\$ 6,052	76%	\$ 522	\$ 4,840	\$ (262)
TOTAL COST OF SALES	\$ 63,431	\$ 510,945	\$ 721,741	71%	\$ 70,036	\$ 499,420	\$ 11,525
GROSS PROFIT	\$ 29,043	\$ 177,307					
EXPENSES							
Wages/Benefits	\$ 13,061	\$ 113,877	\$ 174,000	65%	\$ 14,908	\$ 118,139	\$ (4,262)
Consulting	\$ -	\$ -	\$ 0	0%	\$ -	\$ 5,000	\$ (5,000)
Training & Seminars	\$ -	\$ 1,269	\$ 1,269	100%	\$ -	\$ -	\$ 1,269
Travel	\$ (13)	\$ (13)	\$ 1	-1288%	\$ -	\$ 78	\$ (91)
Dues & Subscriptions	\$ -	\$ -	\$ 1	0%	\$ -	\$ 1,200	\$ (1,200)
Cash Short/Over	\$ 107	\$ (192)	\$ -		\$ 20	\$ 339	\$ (531)
Credit Card Expense	\$ 2,228	\$ 13,612	\$ 19,000	72%	\$ 1,951	\$ 12,385	\$ 1,227
Insurance	\$ -	\$ 9,370	\$ 9,370	100%	\$ -	\$ 6,294	\$ 3,076
Repair & Maintenance	\$ 712	\$ 7,080	\$ 8,000	89%	\$ 350	\$ 4,811	\$ 2,269
Computer Supplies/Technology	\$ -	\$ 2,131	\$ 4,500	47%	\$ -	\$ 912	\$ 1,219
Utilities	\$ 673	\$ 9,532	\$ 13,000	73%	\$ 1,365	\$ 10,716	\$ (1,184)
Advertising	\$ -	\$ -	\$ 1	0%	\$ -	\$ 143	\$ (143)
Misc	\$ 181	\$ 2,185	\$ 7,500	29%	\$ 1,088	\$ 8,256	\$ (6,071)
Depreciation	\$ -	\$ 3,125	\$ 3,125	100%	\$ 625	\$ 5,000	\$ (1,875)
TOTAL EXPENSES	\$ 16,949	\$ 161,976	\$ 239,767	68%	\$ 20,307	\$ 173,273	\$ (11,297)
PROFIT/(LOSS)	\$ 12,094	\$ 15,330	\$ 24,985		\$ (2,008)	\$ 317	

CITY OF HOWARD LAKE
CLAIMS & DONATIONS APPROVED
DATE - August 21, 2023 - September 18, 2023

GENERAL FUND	CHECKS: 61393-61503	\$469,230.45
PAYROLL	27356-27380, 502898-502946	66,832.26
ELECTRONIC	1503-1522	<u>55,899.65</u>
TOTAL		\$591,962.36

AMBULANCE CLAIMS	CHECKS: 6003-6005	\$301.24
ELECTRONIC		
TOTAL		\$301.24

Approved:

1010 CITIZEN ALLIANCE

1503e	INTERNAL REVENUE SERVICE	8/24/2023	\$8,689.94	PR 08-25-2023 WH
1504e	MN DEPT OF REVENUE	8/24/2023	\$1,669.22	PR 8-25-2023 WH
1505e	PERA	8/24/2023	\$7,747.71	PR 8-25-2023 WH
1506e	LEAP-WEX	8/24/2023	\$737.55	PR 8-25-2023 WH
1507e	INTERNAL REVENUE SERVICE	9/7/2023	\$9,175.35	PR 09-08-2023
1508e	MN DEPT OF REVENUE	9/7/2023	\$1,716.59	PR 09-08-2023
1509e	PERA	9/7/2023	\$7,752.95	PR 09-08-2023
1510e	LEAP-WEX	9/7/2023	\$737.55	PR 09-08-2023
1511e	HEARTLAND PYMT SERVICES	9/7/2023	\$2,021.45	Credit Card Charges
1512e	AUTHNET GATEWAY BILLING	9/7/2023	\$25.00	
1513e	PSN	9/7/2023	\$872.34	PSN fees
1514e	LS WEEKEND CASH	9/7/2023	\$2,000.00	LS weekend cash
1515e	CITY OF BUFFALO	9/7/2023	\$60.00	ACCT# 26-022950-00
1516e	NCR SECURE PAY	9/7/2023	\$181.73	
1517e	WEX HEALTH INC	9/7/2023	\$13.75	Monthly HSA fee
1518e	CITIZENS ALLIANCE BANK	9/7/2023	\$174.00	Monthly ACH fee
1519e	INTERNAL REVENUE SERVICE	9/11/2023	\$1,032.80	PR COUNCIL 09-08-23
1520e	MN DEPT OF REVENUE	9/11/2023	\$20.72	PR COUNCIL 08-09-23
1521e	MN DEPT OF REVENUE	9/11/2023	\$2,380.00	Sales tax due August 2023
1522e	MN DEPT OF REVENUE	9/11/2023	\$8,891.00	LS sales tax-August 2023
27356	GOEPFERT, THOMAS	8/25/2023	\$694.43	
27357	MANZ, KRISTINA J	8/25/2023	\$151.90	
27358	MILLER, EDWARD M	8/25/2023	\$207.10	
27359	SAVOIE, CAIN J	8/25/2023	\$160.49	
27360	CHAFFINS, GORDON	8/25/2023	\$113.75	
27361	HARTNECK, BEAU P.	8/25/2023	\$241.93	
27366	GOEPFERT, THOMAS	9/8/2023	\$586.34	
27367	ARNOLD, KAYLA	9/8/2023	\$46.17	
27368	DICKENS, CHRISTENA M	9/8/2023	\$69.26	
27369	DRUSCH, JACOB D	9/8/2023	\$221.38	
27370	MAGES, ALEX	9/8/2023	\$69.26	
27371	STOLL, ERIC	9/8/2023	\$161.61	
27372	WIECH, KYLE	9/8/2023	\$317.63	
27373	MILLER, EDWARD M	9/8/2023	\$204.37	
27374	SAVOIE, CAIN J	9/8/2023	\$76.03	
27375	AGUILAR, ANDREW R.	9/8/2023	\$21.88	
27376	BONNICK, STEVEN	9/8/2023	\$480.86	
27377	HARTNECK, SEAN M.	9/8/2023	\$472.34	
27378	DEITER, JASON	9/8/2023	\$1,154.37	
27379	KUTZ, TOM	9/8/2023	\$1,154.37	
27380	ZIMMERMAN, PETER A	9/8/2023	\$1,616.12	
61393	HOWARD LAKE POSTMASTER	8/21/2023	\$404.88	UB mailing 8-22
61394	AMAZON CAPITAL SERVICES	8/23/2023	\$275.02	
61395	BIG LAKE REFRIGERATION	8/23/2023	\$347.33	
61396	BREAKTHRU BEVERAGE	8/23/2023	\$1,747.96	
61397	CAPITOL BEVERAGE SALES	8/23/2023	\$30.00	Returning credit taken 2x
61398	CINTAS	8/23/2023	\$160.10	
61399	DAHLHEIMER BEVERAGE GREE	8/23/2023	\$5,519.57	
61400	EARTHLINK INC	8/23/2023	\$14.95	
61401	HAWKINS, INC	8/23/2023	\$2,273.66	
61402	LONDON FOG, INC	8/23/2023	\$1,056.99	
61403	MEDIACOM LLC	8/23/2023	\$274.90	
61404	MINN DEPARTMENT OF HEALTH	8/23/2023	\$1,793.00	3Q223 Water Connection Fee
61405	NELSON ELECTRIC MOTOR REP	8/23/2023	\$420.00	

61406	SCHUE, ARBIE & BEN	8/23/2023	\$19.56	Refund UB overpmt 00-6122-00-9
61407	VERIZON	8/23/2023	\$80.02	
61408	VISA	8/23/2023	\$2,725.15	
61409	WASTEWATER COMMISSION	8/23/2023	\$58,201.33	July 2023
61410	WRIGHT COUNTY MAYOR'S ASS	8/23/2023	\$300.00	WCMA dues
61411	WRIGHT HENNEPIN ELECTRIC	8/23/2023	\$1,006.00	
61412	NUTRITION EXCELLENCE, LLC	8/25/2023	\$3,050.00	THC Products
61413	AMAZON CAPITAL SERVICES	8/30/2023	\$168.89	
61414	BANYON DATA SYSTEMS INC	8/30/2023	\$395.00	
61415	BOLTON & MENK, INC	8/30/2023	\$97,395.50	
61416	BREAKTHRU BEVERAGE	8/30/2023	\$844.35	
61417	CAPITOL BEVERAGE SALES	8/30/2023	\$1,431.87	
61418	CENTERPOINT ENERGY	8/30/2023	\$220.34	Centerpoint Energy
61419	CENTURYLINK	8/30/2023	\$625.14	CenturyLink
61420	CINTAS	8/30/2023	\$105.95	
61421	COKATO PARTS CITY	8/30/2023	\$29.99	
61422	DAHLHEIMER BEVERAGE GREE	8/30/2023	\$7,039.45	
61423	HOWARD LAKE-WAVERLY-WINS	8/30/2023	\$3,653.34	Summer 2023 Rec Program
61424	JOE'S SPORT SHOP	8/30/2023	\$847.53	
61425	JOHNSON BROTHERS LIQUOR C	8/30/2023	\$5,404.22	
61426	LGI HOMES, INC	8/30/2023	\$1.44	Refund overpmt UB 00-3391-00-6
61427	MEDIACOM LLC	8/30/2023	\$136.90	
61428	MIDWEST MACHINERY CO	8/30/2023	\$489.46	
61429	MN VALLEY TESTING LAB, INC	8/30/2023	\$37.40	
61430	PHILLIPS WINE & SPIRITS	8/30/2023	\$1,193.90	
61431	PLUNKETT'S PEST CONTROL	8/30/2023	\$304.61	
61432	REMER, TANYA	8/30/2023	\$51.09	Mileage UB
61433	SOUTHERN GLAZER WINE & SPI	8/30/2023	\$2,576.58	
61434	THE HOME CITY ICE COMPANY	8/30/2023	\$842.44	
61435	U.S. POSTAL SERVICE	8/30/2023	\$310.00	USPS Marketing Mail permit PI 2
61436	VIKING BEVERAGES.	8/30/2023	\$198.45	
61437	VINOCOPIA, INC	8/30/2023	\$98.50	
61438	VITAL SIGNS	8/30/2023	\$780.00	
61439	WSB	8/30/2023	\$8,335.00	
61440	ANDY SPIKE TREE SERVICE	8/31/2023	\$1,500.00	Remove tree from blocking street
61441	BELLBOY CORPORATION	9/6/2023	\$1,011.03	
61442	BREAKTHRU BEVERAGE	9/6/2023	\$395.39	
61443	CAPITOL BEVERAGE SALES	9/6/2023	\$11,026.40	
61444	CARLOS CREEK WINERY	9/6/2023	\$426.00	
61445	DAHLHEIMER BEVERAGE GREE	9/6/2023	\$7,046.72	
61446	PAUSTIS WINE COMPANY	9/6/2023	\$624.50	
61447	AIR-PRO HEATING & COOLING L	9/6/2023	\$839.07	
61448	AMAZON CAPITAL SERVICES	9/6/2023	\$238.61	
61449	KEITH BOBROWSKE	9/6/2023	\$65.00	Cell Allowance
61450	CENTERPOINT ENERGY	9/6/2023	\$134.28	
61451	CINTAS	9/6/2023	\$80.05	
61452	COURI, & RUPPE, P.L.L.P.	9/6/2023	\$2,150.00	
61453	CR ELECTRIC	9/6/2023	\$624.70	
61454	GOPHER STATE ONE-CALL, INC	9/6/2023	\$86.30	
61455	NICK HAGGENMILLER	9/6/2023	\$365.00	Cell Allowance
61456	HALVORSON LEGAL	9/6/2023	\$2,550.00	
61457	JOE'S SPORT SHOP	9/6/2023	\$956.50	Gass
61458	MYRA LAWAY	9/6/2023	\$76.25	Cell Allowance
61459	LEAGUE OF MINN CITIES	9/6/2023	\$2,762.00	League membrshp dues
61460	LGI HOMES, INC	9/6/2023	\$27.07	Refund UB overpmt 00-3121-00-1

61461	MARCO TECHNOLOGIES LLC	9/6/2023	\$512.24	
61462	DEBRA MCALPINE	9/6/2023	\$65.00	Car Allowance
61463	JARED MERGES	9/6/2023	\$65.00	Cell Allowance
61464	METRO WEST INSPECTION SER	9/6/2023	\$4,624.51	
61465	NELSON ELECTRIC MOTOR REP	9/6/2023	\$3,344.30	Claim
61466	JIM OTTENSTROER	9/6/2023	\$65.00	Cell Allowance
61467	PRECISION UTILITIES	9/6/2023	\$4,265.00	
61468	CLAYTON PRESTIDGE	9/6/2023	\$65.00	Cell Allowance
61469	THEISEN, MEAGAN	9/6/2023	\$215.00	Cell Allowance
61470	TK ELEVATOR	9/6/2023	\$529.20	
61471	T-MOBILE	9/6/2023	\$804.09	T-Mobile
61472	WEX BANK	9/6/2023	\$164.52	Gas
61473	CHOSEN VALLEY TESTING, INC	9/6/2023	\$2,601.00	Construction Materials Testing
61474	CONTEGRITYGROUP	9/6/2023	\$27,208.06	On Site Supervision
61475	CULLIGAN OF BUFFALO	9/6/2023	\$16.11	Bottled drinking water
61476	DESIGN ELECTRICAL CONTRAC	9/6/2023	\$42,477.35	Library Application 2- Design Electric
61477	KING OF PORTABLES CORPORA	9/6/2023	\$145.00	Portables rentals
61478	OLYMPIC COMPANIES, INC.	9/6/2023	\$49,035.20	Library Application 1 - Olympic Companies
61479	RICE LAKE CONSTRUCTION GR	9/6/2023	\$32,585.00	Library Application 2 - Rice Lake Construction
61480	VEIT & COMPANIES, INC	9/6/2023	\$550.00	Library Veit debris disposal
61481	WENZEL-PLYMOUTH PLUMBING	9/6/2023	\$6,650.00	Library - Application 3-Wenzel Plymouth
61482	XCEL ENERGY	9/6/2023	\$61.95	Library-Xcel energy
61483	AMAZON CAPITAL SERVICES	9/14/2023	\$56.98	
61484	C & L DISTRIBUTING	9/14/2023	\$644.95	Beer
61485	CAPITOL BEVERAGE SALES	9/14/2023	\$993.52	
61486	CINTAS	9/14/2023	\$160.10	
61487	FINKEN WATER CENTERS	9/14/2023	\$20.00	
61488	INTL UNION OF OPERATING EN	9/14/2023	\$105.00	August dues
61489	IUOE LOCAL 49 FRINGE BENEFI	9/14/2023	\$48.00	August dues
61490	JOE'S SPORT SHOP	9/14/2023	\$60.59	
61491	JOHNSON BROTHERS LIQUOR C	9/14/2023	\$1,727.50	
61492	MYRA LAWAY	9/14/2023	\$47.56	
61493	MADDEN GALANTER HANSEN	9/14/2023	\$3,422.92	
61494	MEDIACOM LLC	9/14/2023	\$11.27	
61495	MN PEIP	9/14/2023	\$20,867.44	
61496	MUMFORD SANITATION	9/14/2023	\$11,805.30	COMPOST LEASE
61497	PAUMEN COMPUTER SERVICES	9/14/2023	\$2,274.73	
61498	PETTY CASH -MEAGAN THEISE	9/14/2023	\$145.36	Compliance check cash
61499	PHILLIPS WINE & SPIRITS	9/14/2023	\$2,691.24	
61500	PIT STOP TIRE & AUTO	9/14/2023	\$895.62	Gas-Pit Stop
61501	PREMIUM WATERS, INC	9/14/2023	\$54.32	
61502	TIMMYS PUB CLUB, LLC	9/14/2023	\$40.00	
61503	XCEL ENERGY	9/14/2023	\$906.89	
502898e	CARGILL, ZACHARY C	8/25/2023	\$500.42	
502899e	HAGGENMILLER, NICHOLAS A	8/25/2023	\$3,717.85	
502900e	MERGES, JARED M	8/25/2023	\$2,307.03	
502901e	REMER, TANYA M	8/25/2023	\$1,437.75	
502902e	THEISEN, MEAGAN	8/25/2023	\$2,121.08	
502903e	OTTENSTROER, JAMES D	8/25/2023	\$1,873.80	
502904e	PRESTIDGE, CLAYTON P	8/25/2023	\$1,373.75	
502905e	SWENDSEN, JENNIFER	8/25/2023	\$2,169.10	
502906e	DE'ENGUARDE, ASPEN K.	8/25/2023	\$389.62	
502907e	GROW, SAMANTHA L.	8/25/2023	\$115.57	
502908e	LAWAY, MYRA	8/25/2023	\$2,034.64	
502909e	MCALPINE, DEBRA-ANN	8/25/2023	\$1,256.85	

502910e	VIRNALA, TASIA, R	8/25/2023	\$312.29
502911e	AGUILAR, ANDREW R.	8/25/2023	\$35.00
502912e	JOHNSON, JACOB D	8/25/2023	\$1,934.74
502913e	PREUSSE, MITCHELL D	8/25/2023	\$472.34
502914e	SZCZEPANIK, DARIUSZ J	8/25/2023	\$2,219.47
502915e	THOMPSON, DAVID G	8/25/2023	\$2,466.21
502916e	THOMPSON, KYLE	8/25/2023	\$620.46
502917e	CARGILL, ZACHARY C	9/8/2023	\$710.30
502918e	HAGGENMILLER, NICHOLAS A	9/8/2023	\$3,717.85
502919e	MERGES, JARED M	9/8/2023	\$2,075.32
502920e	REMER, TANYA M	9/8/2023	\$1,437.75
502921e	THEISEN, MEAGAN	9/8/2023	\$2,121.08
502922e	OTTENSTROER, JAMES D	9/8/2023	\$1,955.67
502923e	PRESTIDGE, CLAYTON P	9/8/2023	\$1,628.49
502924e	SWENDSEN, JENNIFER	9/8/2023	\$2,169.10
502925e	BERG, TIMOTHY W	9/8/2023	\$46.17
502926e	BOBROWSKE, KEITH	9/8/2023	\$92.35
502927e	DRUSCH, ZACHARY R.	9/8/2023	\$433.14
502928e	IMHOLTE, SOPHIA C	9/8/2023	\$172.25
502929e	KITTOCK, BRIAN	9/8/2023	\$160.94
502930e	KITTOCK, NICOLE D	9/8/2023	\$82.35
502931e	LOEBERTMANN, AMANDA G	9/8/2023	\$300.14
502932e	LOEBERTMANN, CRAIG	9/8/2023	\$161.61
502933e	PETERSON, DAVID T	9/8/2023	\$92.35
502934e	DE'ENGUARDE, ASPEN K.	9/8/2023	\$484.13
502935e	GROW, SAMANTHA L.	9/8/2023	\$66.91
502936e	LAWAY, MYRA	9/8/2023	\$2,034.64
502937e	MCALPINE, DEBRA-ANN	9/8/2023	\$1,256.85
502938e	VIRNALA, TASIA, R	9/8/2023	\$332.33
502939e	HAGLIN, SERENA P	9/8/2023	\$105.00
502940e	JOHNSON, JACOB D	9/8/2023	\$1,934.74
502941e	PREUSSE, MITCHELL D	9/8/2023	\$449.30
502942e	SZCZEPANIK, DARIUSZ J	9/8/2023	\$2,219.47
502943e	THOMPSON, DAVID G	9/8/2023	\$2,466.21
502944e	THOMPSON, KYLE	9/8/2023	\$258.24
502945e	GILBERT, EMMAGENE	9/8/2023	\$1,144.01
502946e	MUNSON, ALLAN W.	9/8/2023	\$1,144.01
Total Checks			\$591,962.36

FILTER: [Check Date] between #08/21/23# and #09/18/23# and [Check Nbr]>0 and [Cash Act]='1010'

CITY OF HOWARD LAKE

09/15/23 8:53 AM

Page 1

*Check Summary Register©

Checks 08/21/23-09/18/23

Name		Check Date	Check Amt	
1012	CAB - AMBULANCE			
6003	VISA	8/23/2023	\$121.96	Gas
6004	HOWARD LAKE POSTMASTER	9/6/2023	\$132.00	Stamps
6005	T-MOBILE	9/6/2023	\$47.28	T-Mobile
		Total Checks	\$301.24	

FILTER: [Check Date] between #08/21/23# and #09/18/23# and [Check Nbr]>0 and [Cash Act]='1012'



HOWARD LAKE CITY COUNCIL MEETING

September 18, 2023

AGENDA ITEM: Consider Accepting Various Personnel Appointments

SECTION: Consent

FROM: Meagan Theisen, Assistant City Administrator

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

Terminated – Andrew Aguilar – HLPD/City Hall CSO

Terminated – Cain Savoie – HLWS Sales Clerk

DECISION MAKING METRICS:

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

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

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

COUNCIL ACTION REQUESTED: Approve appointments as presented.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

September 18, 2023

AGENDA ITEM: Consider Approving US Highway 12 Access Closures

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

NOTE: This very same agenda item was approved via motion on December 7, 2021. Through the project formation, MNDOT has requested the approval be part of the public record via RESOLUTION. At the time this was acted upon, letters were sent to impacted property owners. No objections were made at that time. This is considered to be a simple clerical approval.

BACKGROUND: For nearly 10 years city staff and consultants have been discussing, negotiating and forming terms and design that will ultimately form the plans, specifications and cost share agreement for the US12 Preservation and ADA Access Project. The project has transitioned between several project managers and slipped several fiscal years with MNDOT. The current bid let and construction year is 2025.

While the construction is not anticipated for another two years, certain decisions regarding the project need to be made now and soon in order to advance the project. Recently, an ADA field inspection was completed by city and MNDOT staff. Relevant conclusions to this agenda item include the need to resurface the multi-modal trail that connects downtown to Lions Park. Additionally, two egress points were identified for closure. The first at Eden Medical/Howard Lake Foods (824 6th Street) and the second Historic City Hall (733 6th Street)

Howard Lake Foods | 824 6th Street

A consistent issue throughout the US12 Corridor are points of egress that use the sidewalk for the driveway apron. Doing so, creates a cross slope on the sidewalk that fails to meet accessibility standards. A number of these will be corrected where there is enough right of way available; some will need to remain as-is until a future reconstruction project. This one in particular is proposed to be closed in full which would allow the sidewalk to be flat in this area. This is perceived as an added benefit to adjacent property owners who have had buildings hit by large commercial vehicles. A letter was sent to ALL property owners on the block and none have spoken against the closure.

Historic City Hall | 733 6th Street

The east parking lot that supports the liquor store and event center needs to be completely reconstructed. This is a private/city project outside of the scope of the MNDOT project. However, the entrances would be reconfigured by MNDOT during the project. Additionally, to minimize negative impacts to the liquor store and event center, coordinating the project should be considered.

Currently, there are two entrances to the east parking lot. Proposed is to close both and relocate the entrance towards the middle of the parking lot. Doing so would eliminate the traffic conflicts with the parking lot at County Road 6/US12 and provide for a wider sidewalk in front of the country store.

Trail

The trail from downtown to Lions Park needs to be resurfaced to meet ADA standards. Additionally, the trail needs to be reconfigured at the railroad crossing for safety purposes. Ownership records are not explicitly clear. MNDOT has agreed to bring the trail up to standard at their expense, provided it is then turned over to the City for future maintenance.

DECISION MAKING METRICS:

FINANCIAL: There is not a material expense associated with the closures and trail maintenance.

LEGAL: The City is asked to approve by resolution in order for the full contractual documents to be drafted for the project.

STRATEGIC PLAN: Foster a Robust Business Community and Vibrant Downtown

COUNCIL ACTION REQUESTED: Approve the closure of the entrances and agree to the turn back provision for the trail.

ATTACHMENTS:

1. Resolution 23-26
2. Exhibit
3. V Curb

RESOLUTION 23-26
THE CITY OF HOWARD LAKE, MINNESOTA

RESOLUTION APPROVING EGRESS CLOSURES ON US HIGHWAY 12

WHEREAS, US Highway 12 is scheduled for a resurfacing and ADA accessibility improvement project in 2025; and,

WHEREAS, the City of Howard Lake including the mayor and council, staff and consultants have been coordinating various project details with MNDOT staff and consultants; and,

WHEREAS, the City of Howard Lake has identified various necessary enhancements that will aid in the safe movement of vehicles and pedestrians along the US12 Highway Corridor through the City; and,

WHEREAS, the City understands that various approvals including the final design and cost share agreements are forthcoming and to support the advancement of the overall project various smaller approvals must be made; and,

WHEREAS, following the notification of adjacent property owners in the fall of 2021, and on December 7, 2021, the Howard Lake City Council approved the closure of egress at 733 6th Street (Historic City Hall) and 603 8th Avenue (Howard Lake Foods) via motion and unanimous vote consistent with EXHIBIT A.

NOW THEREFORE BE IT RESOLVED that the City of Howard Lake affirms the vote taken on December 7, 2021 to specifically acknowledge and support the following:

1. Closure of far east intersection from US12 to the parking lot supporting 733 6th Street dba Howard Lake Wine and Spirits.
2. Closure of the private intersection approach between 603 8th Avenue (Howard Lake Foods) and 824 6th Street (Eden Medical).

This Resolution was declared duly passed and adopted and was signed by the mayor and attested to by the city administrator this 18th day of September, 2023.

Pete Zimmerman, Mayor

Attest:

Nick Haggenmiller, City Administrator

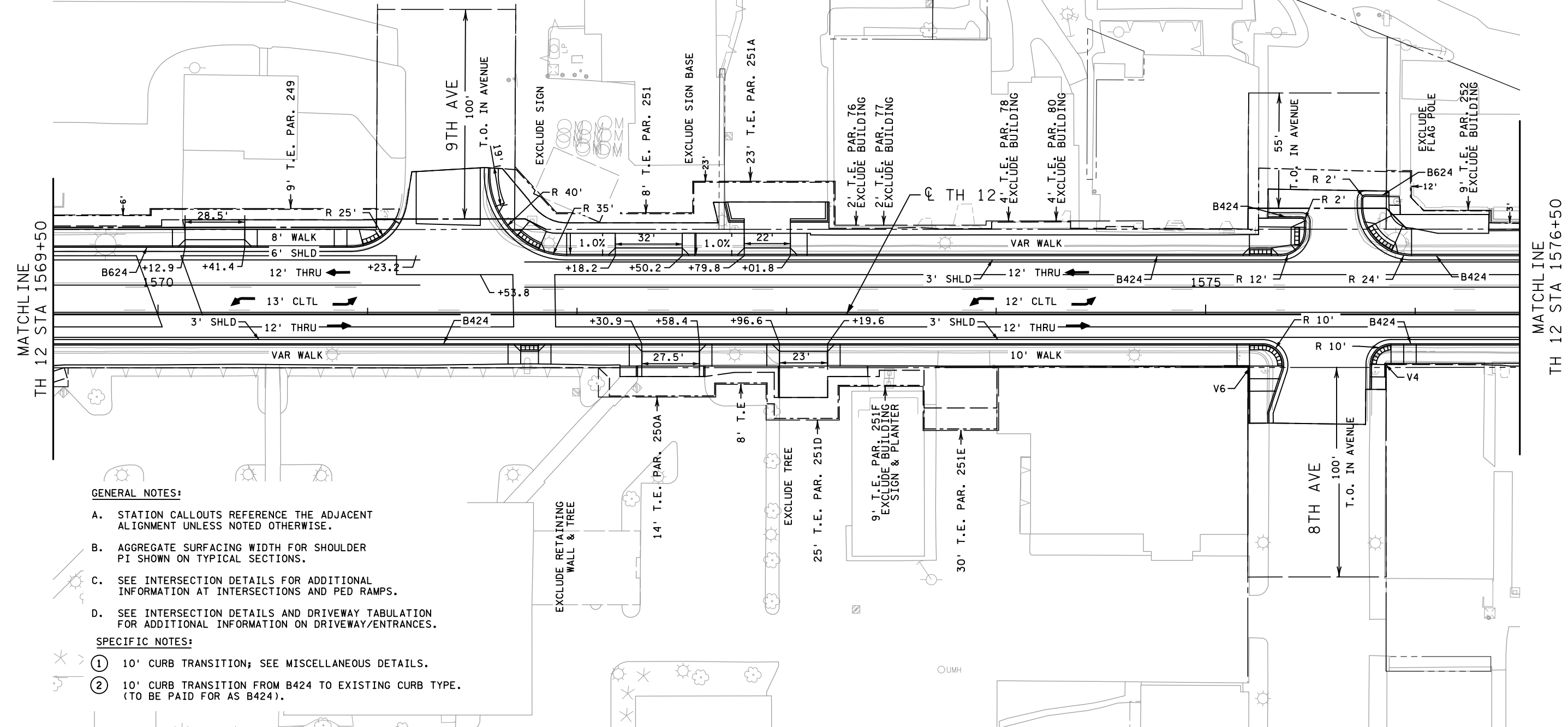


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SCALE IN FEET

LEGEND

- CONSTRUCTION LIMITS
- LIMITS OF DISTURBANCE
- EXISTING RIGHT-OF-WAY
- PROPOSED RIGHT-OF-WAY
- TEMPORARY EASEMENT/
TEMPORARY ORDER
- DELINEATED WETLAND/WET DITCH
- TRAFFIC DIRECTION



GENERAL NOTES:

- A. STATION CALLOUTS REFERENCE THE ADJACENT ALIGNMENT UNLESS NOTED OTHERWISE.
- B. AGGREGATE SURFACING WIDTH FOR SHOULDER PI SHOWN ON TYPICAL SECTIONS.
- C. SEE INTERSECTION DETAILS FOR ADDITIONAL INFORMATION AT INTERSECTIONS AND PED RAMPS.
- D. SEE INTERSECTION DETAILS AND DRIVEWAY TABULATION FOR ADDITIONAL INFORMATION ON DRIVEWAY/ENTRANCES.

SPECIFIC NOTES:

- ① 10' CURB TRANSITION; SEE MISCELLANEOUS DETAILS.
- ② 10' CURB TRANSITION FROM B424 TO EXISTING CURB TYPE. (TO BE PAID FOR AS B424).



I HEREBY CERTIFY THAT THIS SHEET WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME:
SIGNATURE:
DATE:

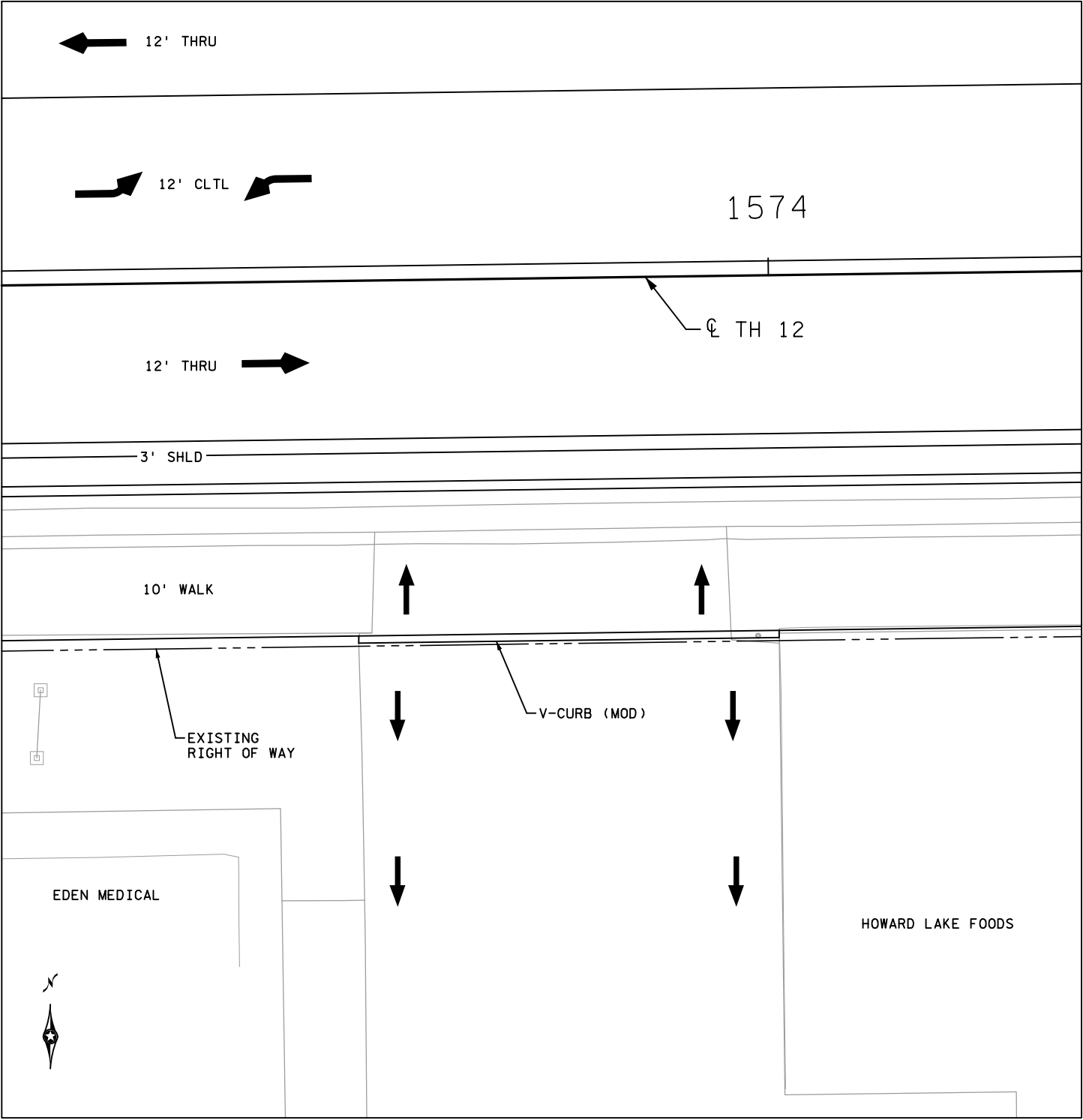
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CONSTRUCTION PLANS
HOWARD LAKE TH 12 STA 1569+50 TO STA 1576+50

SP 8601-62 (TH 12)/SAP 086-612-025
SHEET NO. 162 OF 448 SHEETS

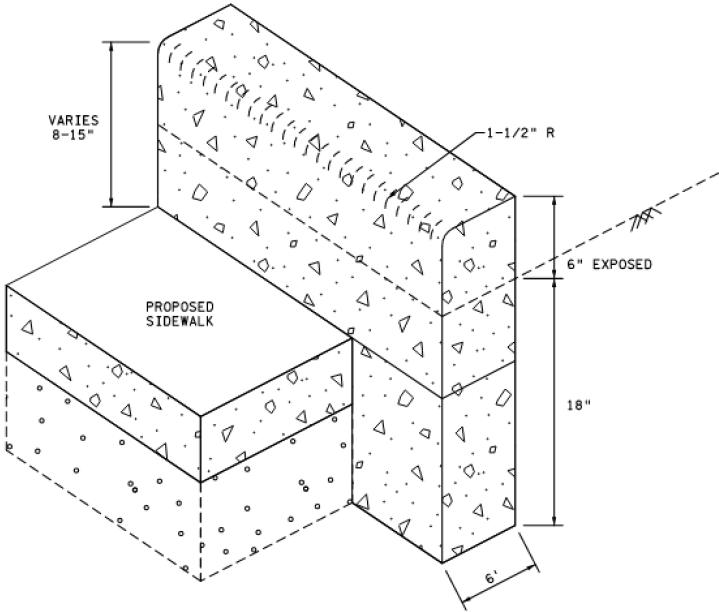
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TRAFFIC - DIRECTION OF TRAVEL

DRAINAGE - DIRECTION OF FLOW



V-CURB (MOD)





HOWARD LAKE CITY COUNCIL MEETING

SEPTEMBER 18, 2023

AGENDA ITEM: Consider Resolution 23- Approving Preliminary Levy for 2024

SECTION: New Business

FROM: Nick Haggemiller, City Administrator

BACKGROUND: The City Council must adopt a preliminary levy and submit to Wright County by September 30, 2023. The preliminary levy is used to establish Truth in Taxation notices for property taxes payable in 2024. The preliminary levy may remain the same or lower at the time the council adopts the final levy and final budget on December 4, 2023.

Tax Capacity Growth

Estimates suggest a total tax capacity growth of about 15% from Pay2023 to Pay2024 for a total estimated tax capacity of \$2,581,879. 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 \$85,000 of the total proposed levy increase.

Debt Service

Debt service is increasing to reflect anticipated payments for existing bonds.

Levy Snapshot

The proposed general fund levy is \$1,413,415 with a proposed debt service levy of \$176,862 This marks a 14% increase year-over-year.

Due to tight time constraints, staff estimated on the high end when drafting the budget. Therefore, the stated intention of upcoming budget discussions and decisions will be to lower the levy prior to final adoption on December 4, 2023

CERTIFIED LEVY	
2023 GF LEVY	\$ 1,223,338
2023 DEBT SERVICE LEVY	\$ 159,512
2023 TOTAL	\$ 1,382,850
2024 GF LEVY	\$ 1,413,415
2024 DEBT SERVICE LEVY	\$ 176,862
2024 TOTAL	\$ 1,590,277
PERCENTAGE CHANGE	14.00%

Tax Rate Implications

Staff estimates the tax rate will remain steady, if not be reduced by 1-3% for an estimated tax rate of 61%. Therefore, properties valued the same year-over-year would not see a per dollar increase.

However, as it is well known, residential properties have increased an average of 15%. Therefore, deliberately setting the levy to eradicate any tax increase would require a substantial reduction in the levy. Finally noted, commercial and industrial property values are trending steady for valuations. Therefore, with the proposed levy and tax rate, commercial properties will see a notable reduction in tax obligation.

Market Considerations

Wright County Cities have preliminary levy increases ranging from 6.5% to 20.5% with an average increase of 12% from all cities. Cities that contract for police services through Wright County Sheriff's Office are seeing large increases which are also driving levy increases in addition to inflation related increases. Howard Lake's tax rate is higher than average when compared to all Wright County Cities and very comparable to cities similarly sized cities.

YEAR	TAX RATE
2011	78.0%
2012	76.0%
2013	75.5%
2014	73.5%
2015	71.6%
2016	71.6%
2017	66.0%
2018	68.5%
2019	70.5%
2020	70.8%
2021	72%
2022	67%
2023	63%
2024	61%

DECISION MAKING METRICS:

LEGAL: The City must adopt a preliminary levy by September 30, 2023

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 23-27
ADOPTING PROPOSED PROPERTY TAX LEVY, COLLECTIBLE IN 2024

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 29, 2023.

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 2024, upon taxable property in the City of Howard Lake, for purposes as outlined in the annual budget.

Total Levy: \$1,1413,415

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 18th day of September, 2023.

ATTEST:

Peter Zimmerman, Mayor

Nick Haggenmiller/City Administrator/Clerk

RESOLUTION 23-28
ADOPTING PROPOSED DEBT SERVICE LEVY, COLLECTIBLE IN 2024

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 29, 2023; and

WHEREAS, the resolution reflects anticipated bond payments as called out in the bond amortization schedule and may vary year to year; and,

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 2024, upon taxable property in the City of Howard Lake, for purposes as outlined in the annual budget.

Total Debt Service Levy: \$176,862

GO Refunding of 2006 - currently referred to as 2014A SERIES2010 A Bonds
2018 Series A Bonds – Historic City Hall Preservation & Accessibility
2019 Series A Bonds – Villas of Howard Lake

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 18th day of September, 2023.

ATTEST:

Pete Zimmerman, Mayor

Nick Haggemiller, City Administrator/Clerk



HOWARD LAKE CITY COUNCIL MEETING

September 18, 2023

AGENDA ITEM: Code Enforcement Abatement – 1017 7th Ave

SECTION: New Business

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: City staff is continuing to work on code enforcement efforts. Every year we have many complaints and send many letters to the resident at 1017 7th Ave for long grass, debris throughout the property and a broken/unsecured garage door. We hear from several of the neighbors on a regular basis, who share frustrations about the lack of maintenance at this property.

The resident has had 4 letters sent to the property since May of this year. The most recent letter was put in the mail on Friday, September 15, 2023. If he does not comply with this letter by September 22nd, we are requesting Council approval to abate the nuisance.

COUNCIL ACTION REQUESTED:

- 1) Consider approving Resolution 23-29, directing staff to abate the identified issues at 1017 7th Avenue.

ATTACHMENTS:

- 1) Resolution 23-29

**CITY OF HOWARD LAKE
RESOLUTION 23-29**

RESOLUTION APPROVING NUISANCE ABATEMENT AT 1017 7th AVE

WHEREAS, City staff has inspected property owned by Greg Lynch located at 1017 7th Avenue, legally described as follows:

Sect-03 Twp-118 Range-027 ORIGINAL PLAT HOWARD LK Block-030 LOT-005

WHEREAS, as a result of such inspection, staff found the property to be in violation of the City Nuisance Ordinance 6.01 and the property must be cleaned up and properly maintained; and,

WHEREAS, the property owner received notices dated June 5, August 4, September 1 and September 15 requesting corrective action; and,

WHEREAS, the following issues remains uncorrected:

1. Cut grass, tall weeds and voluntary trees throughout property.
2. Remove debris in the backyard.
3. Damaged garage door causing an unsecured property.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Howard Lake that City staff, in consultation with the City Attorney, shall be directed to take any necessary corrective actions to legally abate the nuisance violations or otherwise enforce the City's rights under Minnesota law including, but not limited to, retaining legal counsel to file any necessary court actions to secure abatement and/or arranging for the City to abate the nuisance violations.

BE IT FURTHER RESOLVED that the costs associated with abating the nuisance will be assessed against the property.

PASSED AND ADOPTED this 18th day of September 2023.

Peter Zimmerman, Mayor

ATTEST:

Nicholas Haggemiller, City Administrator-Clerk