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 15, 2020 – 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. CONSIDER APPROVAL OF MINUTES
   a. Minutes for Auditors Report, Budget Work Session, Council Meeting, and Regular Work Session on August 18, 2020
E. CITIZEN INPUT
F. COUNCIL/COMMITTEE REPORT
   a. Public Safety Committee – Councilors Kutz & Deiter
G. DEPARTMENT REPORTS
   a. Howard Lake Wine & Spirits Financials
H. CONSENT AGENDA
   a. Consider Accepting all Reports & Payment of Claims.
   b. Consider Resolution Setting Annual Salary for Mayor & Council.
   c. Consider Approving Resolution 20-12 for CJDN Joint Powers Agreement.
   d. Consider Approving Election Judges for 2020.
   e. Consider Approving Resolution 20-13 Establishing an Absentee Ballot Board.
I. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS
   a. Consider Confirming Public Hearing for Issuance of Senior Housing Revenue Notes. September 29, 2020 at 6:00pm at Howard Lake City Hall
J. NEW BUSINESS
   a. Consider Approving Scope & Timeline for Nuisance Abatement at 816 7th Avenue.
   b. Consider Approving Preliminary Tax Levy for 2021.
   c. Consider Approving Resolution 20-15 Preliminary Debt Service Levy for 2021.
   d. Consider Approving Preliminary General Fund Budget for 2021.
J. OLD BUSINESS
K. ADMINISTRATOR'S REPORT
L. ADJOURN

HOWARD LAKE CITY COUNCIL
AUDITORS REPORT
August 18, 2020

@4:42

The City Auditor, Roger Schanus of CarlsonSV, presented notable findings of the 2019 audit.

Council reviewed the figures presented.

Adjourned at 5:09

HOWARD LAKE CITY COUNCIL
BUDGET WORK SESSION 2
August 18, 2020

@5:09

Council reviewed and discussed –

1) The Budget Strategy Overview
2) The Fund Balance Strategy
3) The General Fund Budget Assumptions
    a. Market Valuation Summary
    b. LGA/Property Tax projections
    c. Building Permits/Misc. Revenue
    d. Compensation
    e. Staffing
    f. Capital Improvement Plan

Adjourned at 6:40 PM

CITY OF HOWARD LAKE

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

HOWARD LAKE CITY COUNCIL
HOWARD LAKE CITY HALL- 625 8th AVENUE
August 18, 2020

MEETING MINUTES

COUNCIL PRESENT	**COUNCIL ABSENT**
Mayor Zimmerman	Gene Gilbert
Jason Deiter	
Tom Kutz	
Allan Munson	

STAFF PRESENT
Nick Haggenmiller, City Administrator
Meagan Theisen, Assistant City Administrator

ALSO PRESENT
Herald Journal

A. CALL TO ORDER
Mayor Zimmerman called the meeting to order at 7:00 p.m.

B. PLEDGE OF ALLEGIANCE
All present recited the Pledge of Allegiance.

C. APPROVAL OF AGENDA
Kutz moved to approve the agenda. Deiter seconded the motion and it passed unanimously.

D. APPROVAL OF MINUTES
Kutz move to approve the July 21, 2020 Council Minutes and the July 21, 2020 Work Session Minutes. Munson seconded the motion and it passed unanimously.

E. CITIZEN INPUT
None.

F. COUNCIL/COMMITTEE REPORT
No Council reports.

G. DEPARTMENT REPORTS

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

H. CONSENT AGENDA

a. Consider Accepting All Reports and Payment of Claims

GENERAL FUND	56640-56783	$285,561.34
PAYROLL	26647-26663, 500949-500991	$43,853.46
ELECTRONIC	754-777	$44,409.56
TOTAL		**$373,824.36**

AMBULANCE CLAIMS	5667-5675	$6,157.53
ELECTRONIC	----	$0.00
TOTAL		**$6,157.53**

b. Consider Approving Various Personnel Appointments

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

I. PRESENTATIONS

a. Consider Setting 2020 Truth in Taxation Public Hearing to December 8, 2020 6:30 pm

Munson motion to set the Truth in Taxation Public Hearing for December 7th, 2020 at 6:30 pm. The motion was seconded by Deiter and passed unanimously.

J. NEW BUSINESS

a. CODE ENFORCEMENT ABATEMENT

Theisen presented the staff report and reviewed on going issues at two properties in town. Theisen requested for the Council to direct staff on how to move forward with enforcement at these properties.

Council reviewed Resolution 20-10 and Resolution 20-11.

Munson motioned to approve Resolution 20-10. The Motion was seconded by Kutz and passed unanimously.

Deiter motioned to approve Resolution 20-11. The motion was seconded by Kutz and passed unanimously.

b. CONSIDER ELECTION JUDGE PAY INCREASES

Haggenmiller presented the staff report requesting to increase the pay rate for election judges from $8 to $15.

Kutz motioned to approve the pay increase to $15/hour for election judges. The motion was seconded by Munson and passed unanimously.

c. SET UP FALL CLEANUP DATES AND TERMS

Theisen presented the staff report about setting cleanup dates and terms for a COVID friendly fall clean up.

Kutz requested to have the cleanup dates and rates posted in the Herald Journal, along with a summary of the spring cleanup invoice.

Kutz motioned to set the fall cleanup dates for September 28th through October 10th, Monday through Friday 1pm – 7pm and Saturday from 8am – 12pm, as well as the presented fees. The motion was seconded by Munson and passed unanimously.

d. LIFT STATION REPAIR AND MAINTENANCE
Theisen presented the staff report, highlighting highly recommended repairs to lift station #4 and replacing control panels that had been budgeted for. The quotes were received from Nelson Electric Motor Repair for a total of $32,315.

Kutz motioned to approve the repairs to lift station #4 and #5 in the amount of $32,315. The motion was seconded by Deiter and passed unanimously.

e. CONSIDER QUOTE TO PAINT EXTERIOR OF CITY OFFICES
Haggenmiller presented the staff report for painting Howard Lake City Hall. Staff received a quote from Ron Schroeder Contracting in the amount $3,200 plus the cost of paint.

Munson motioned to approve the quote for painting City Hall. The motion was seconded by Kutz and passed unanimously.

f. CONSIDER APPROVING QUOTE FOR ROOF TOP UNIT AT CITY OFFICES
Haggenmiller presented the staff report requesting to approve a quote to replace the nearly 40 year old HVAC system at City Hall. The quote is from AirPro, of Kimball, in the amount of $29,000.

Deiter motioned to approve the quote from AirPro for replacing the HVAC system at City Hall. The motion was seconded by Munson and passed unanimously.

g. CONSIDER PURCHASE AGREEMENT FOR VILLAS OF HOWARD LAKE
Haggenmiller presented the staff report, requesting Council approve the purchase agreement for the Villas of Howard Lake with RBI Group LLC.

Council reviewed terms of the purchase agreement, including a reduction in parcel price in order to secure a buyer.

Deiter motioned to approve the Purchase Agreement for the Villas of Howard Lake with RBI Group LLC. The motion was seconded by Munson and passed unanimously.

K. OLD BUSINESS
None.

L. ADMINISTRATORS REPORT
No Report.

M. ADJOURN

Kutz motioned to adjourn the meeting at 7:43 pm. The motion was seconded by Deiter and passed unanimously.

______________________________ ______________________________
Attest – City Administrator/Clerk Mayor

HOWARD LAKE CITY COUNCIL
Worksession
August 18, 2020

Council and staff reviewed public works operations including –

1) Snow Removal – Should the City continue to clear all the City sidewalks?
2) Park Maintenance – Council agreed that the parks have been looking great.
3) Mosquito Spraying – Council agreed that it is not reasonable to skip random properties throughout town. They would like public works to spray all properties.
4) GPS devices on vehicles – GPS devices were installed on the public works pickup trucks.

Adjourned at 8:33 PM

Howard Lake Wine & Spirits

Profit & Loss Statement

for the period 8/1/2020 to 8/31/2020

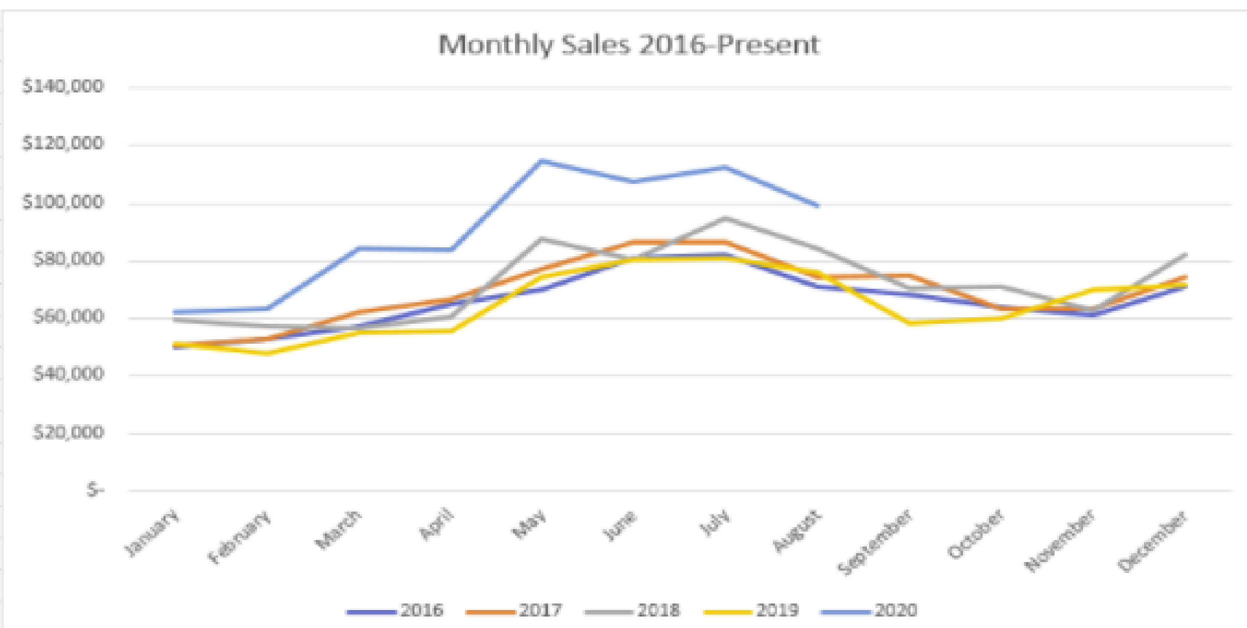
SALES	Mnthly Amnt	YTD Amount	Budget	% of Budget	2019 Mnthly Amt	2019 YTD Amt	+/- Pr Yr
Liquor	$ 31,889	$ 232,178	$ 345,000	67%	$ 22,335	$ 132,454	$ 99,724
Beer	$ 58,233	$ 417,268	$ 645,000	65%	$ 52,007	$ 281,861	$ 135,407
Wine	$ 6,824	$ 64,026	$ 95,000	67%	$ 6,032	$ 33,133	$ 30,892
Discounts	$ (988)	$ (11,121)			$ (1,260)	$ (10,755)	$ (366)
Misc(Pop/Mixes/Tobaco)	$ 2,316	$ 18,779	$ 50,000	38%	$ 2,350	$ 17,377	$ 1,402
Non Tax	$ 2,061	$ 12,767			$ 1,845	$ 7,272	$ 5,495
Loyalty Program	$ (1,330)	$ (8,980)	$ (18,500)	49%	$ (2,560)	$ (7,590.00)	$ (1,390)
On Sale Revenue - SSEC	$ (35)	$ 1,237					
Other Revenue	$ 9	$ 131					
TOTAL SALES	$ 98,979	$ 726,284	$ 1,116,500	65%	$ 80,749	$ 453,751	$ 271,164
COST OF SALES							
Liquor	$ 20,968	$ 160,679	$ 226,548	71%	$ 17,586	$ 114,412	$ 46,267
Beer	$ 43,681	$ 326,180	$ 522,391	62%	$ 38,257	$ 212,077	$ 114,103
Wine	$ 4,146	$ 43,885	$ 58,694	75%	$ 1,942	$ 28,876	$ 15,009
Pop/Mixes/Ice	$ 1,231	$ 11,595	$ 22,400	52%	$ 846	$ 4,649	$ 6,946
Tobacco	$ 902	$ 6,470	$ 15,519	42%	$ 1,110	$ 11,479	$ (5,009)
Freight	$ 552	$ 5,421	$ 7,000	77%	$ 361	$ 2,979	$ 2,443
TOTAL COST OF SALES	$ 71,481	$ 554,230	$ 852,552		$ 60,102	$ 374,473	$ 179,758
GROSS PROFIT	$ 27,498	$ 172,053					
EXPENSES							
Wages/Benefits	$ 11,544	$ 98,671	$ 127,000	78%	$ 11,667	$ 78,513	$ 20,158
Consulting	$ 700	$ 4,200	$ 7,000	60%	$ -	$ 2,030	$ 2,170
Training & Seminars	$ -	$ 240	$ 1,000	24%	$ -	$ 785	$ (545)
Travel	$ 89	$ 744	$ 1,710	44%	$ 162	$ 893	$ (149)
Dues & Subscriptions	$ -	$ 800	$ 1,000	80%	$ -	$ 130	$ 670
Cash Short/Over	$ 129	$ 234	$ -		$ (50)	$ 207	$ 27
Credit Card Expense	$ 1,916	$ 11,347	$ 14,400	79%	$ 1,216	$ 6,596	$ 4,750
Insurance	$ -	$ 7,739	$ 7,500	103%	$ -	$ 7,442	$ 297
Repair & Maintenance	$ -	$ 1,251	$ 5,000	25%	$ -	$ 1,949	$ (698)
Computer Supplies/Technology	$ 99	$ 8,323	$ 5,000	166%	$ 270	$ 8,734	$ (411)
Utilities	$ 947	$ 5,665	$ 10,000	57%	$ 672	$ 5,469	$ 197
Advertising	$ 123	$ 2,039	$ 5,000	41%	$ -	$ 551	$ 1,489
Misc	$ 785	$ 9,939	$ 10,000	99%	$ 761	$ 7,269	$ 2,670
Depreciation	$ 625	$ 5,000	$ 7,500	67%	$ 625	$ 5,000	$ -
TOTAL EXPENSES	$ 16,958	$ 156,194	$ 202,110	77%	$ 15,323	$ 125,569	$ 30,625
PROFIT/(LOSS)	$ 10,541	$ 15,859					

Howard Lake Wine & Spirits KPI Dashboard

Sales by Category, August 2020

Item category Description	Rank	Period	Sales	Profit $	Profit %	# of tickets	Average ticket
N/A N/A	1	A	38.62	38.62	100.0	13	2.97
BEER BEER	2	A	58,115.12	12,894.00	22.2	2,898	20.05
LIQUOR LIQUOR	3	A	31,059.62	8,365.08	26.9	1,564	19.86
LOYALTY Loyalty	4	A	-1,330.00	-1,330.00	100.0	130	-10.23
MISC ITEM MISC ITEM	5	A	2,313.41	836.75	36.2	321	7.21
NONTAX NONTAX	6	A	2,060.70	753.53	36.6	354	5.82
SSEC SSEC EVENT CENTER	7	A	400.00	400.00	100.0	1	400.00
WINE WINE	8	A	6,786.30	2,208.56	32.5	349	19.44
Report totals 8 groups		A	99,443.77	24,166.54	24.3		

YTD Sales



Nice, unremarkable month... Strong sales, good customer counts... Overall August GP "bounced back" 0.2%, to 24.3% after wine sale... Wine GP was 20.3% in July with great sales, now back to normal 32.5%

Purchasing Analysis-OTB

Department : Beer — **Description : Beer**

August Sales				Beginning Inventory		Turn Rates	
Projected	Actual	Diff	% Diff	Projected	Actual	Projected	Actual
50,665	45,002	-5,663	-11.2	45,599	35,164	13.3	15.4

Department : Liquor — **Description : Liquor**

August Sales				Beginning Inventory		Turn Rates	
Projected	Actual	Diff	% Diff	Projected	Actual	Projected	Actual
22,600	22,691	91	0.4	88,818	99,003	3.0	2.8

Department : Misc Item — **Description : Taxable**

August Sales				Beginning Inventory		Turn Rates	
Projected	Actual	Diff	% Diff	Projected	Actual	Projected	Actual
1,164	1,438	274	23.5	1,571	4,333	8.9	4.0

Department : NonTax — **Description : Misc not taxable**

August Sales				Beginning Inventory		Turn Rates	
Projected	Actual	Diff	% Diff	Projected	Actual	Projected	Actual
1,665	1,307	-358	-21.5	1,582	1,789	12.7	8.8

Department : Wine — **Description : Wine**

August Sales				Beginning Inventory		Turn Rates	
Projected	Actual	Diff	% Diff	Projected	Actual	Projected	Actual
5,371	4,560	-811	-15.1	22,773	30,307	2.8	1.8

Comments

Beer:
I'm not proud about being 11% short on my August sales projection, but in my defense it was an odd month. More out of stocks from distributors than I've seen in 20 years! COVID shutdowns in the spring for brewers and their supply chain manifested themselves in the summer. No ingredients/brewing + aluminum can shortage = empty shelves. The good news is that production has caught up, plus what we sold in August was more profitable than anticipated. Turns were up 2 points!

Non Tax and Misc:
These departments continue to be difficult for me to predict. Note that the +/- 20% swings are due to less than $500 in sales one way or the other. I'll continue to try to get better on projections, but this isn't a department I worry about getting blind sighted on later in the year. Turn ratios are solid, it's a higher-margin department and we don't park a lot of inventory dollars here...

Liquor:
I ended up guessing pretty close on August liquor sales performance. Turns were a bit lower than anticipated, but we've packed in some items recently to take us thru December. Higher the inventory, the more you have to sell to increase turn rate. We're operating exactly where I want to be going into the final quarter of 2020.

Wine:
I hoped the buying mood would continue after the sale, but alas it did not. However, Aug. sales were up 50% vs. 2019, bringing in $2200 in profit. Average wine ticket for August 2019 was $14.33, this year it was $19.44 (amount of wine purchased per wine customer, not bottle price). With all of these positive signs, we're poised for growth.

Analysis: Forecasting EoY 2020

THE OPEN TO BUY AS OF 9/1/20						
	WINE	BEER	LIQUOR	MISC	NONTAX	
Sept	$ 695	$ 35,947	$ 3,155	$ -	$ -	$ 39,797
Oct	$ 12,990	$ 38,508	$ 29,687	$ -	$ 663	$ 81,848
Nov	$ 11,282	$ 39,748	$ 26,564	$ 218	$ 685	$ 78,497
Dec	$ -	$ 30,331	$ -	$ 985	$ 493	$ 31,809
	$ 24,967	$ 144,534	$ 59,406	$ 1,203	$ 1,841	$ 231,951

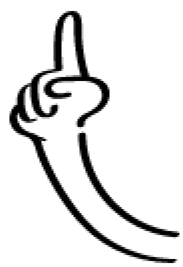
Purch. budget remaining for 2020--unlikely to spend it all

Best guess how the year will end...

	Aug-20	*EST 12/31/20*
TOTAL SALES	$ 726,285	*$1,116,500*
TOTAL COST OF SALES	$ 554,230	*$ (786,412)*
GROSS PROFIT	$ 172,055	*$ 330,088*
TOTAL EXPENSES	$ 156,192	*$ (197,710)*
PROFIT/LOSS	$ 15,863	*$ 132,378*

IMPORTANT POINT!

HLWS' est 2020 Net Profit as % of Sales = 11.8%
That would tie for 25th out of 190 munis in 2018!
(HL was 162nd in '18)



Buffalo is historically @ 12% Gives me confidence we're going in the right direction!

BUF 12.2%
HL -0.9%

Comparison of City Liquor Store Operations - 2018

Name of City	Type of Store	Footnotes	Population	Sales ($)	Cost of Sales ($)	Gross Profit Amount ($)	Gross Profit Percent of Sales	Operating Expenses ($)	Operating Income/(Loss) ($)	Nonoperating Revenues ($)	Nonoperating Expenses ($)	Net Profit/(Loss) Amount ($)	Net Profit/(Loss) Percent of Sales	Net Transfers* ($)
Buffalo	Off-Sale Only	—	16,479	5,371,774	3,865,918	1,505,856	28.0%	957,624	548,232	115,974	7,184	657,022	12.2%	425,000
Howard Lake	On- & Off-Sale	---	2,082	850,686	700,337	150,349	17.7%	160,508	(10,159)	2,524	—	(7,635)	-0.9%	—

CITY OF HOWARD LAKE CLAIMS
& DONATIONS APPROVED DATE -
September 15, 2020

GENERAL FUND	**CHECKS:**	**56784- 56901**	**$388,711.29**
PAYROLL		**26664-26685, 500992 – 501041**	**51,265.33**
ELECTRONIC		**778-798**	**43,409.86**
TOTAL			**483,386.48**
AMBULANCE CLMS	**CHECKS:**	**5676-5682**	**$7,010.64**
ELECTRONIC			**0.00**
TOTAL			**$7,010.64**

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CITY OF HOWARD LAKE

*Check Summary Register©

Cks 8/19/2020 - 9/15/2020

Name	Check Date	Check Amt	
1010 CITIZEN ALLIANCE			
Paid Chk# 000778E INTERNAL REVENUE SERVICE	8/26/2020	$5,831.78	
Paid Chk# 000779E MN DEPT OF REVENUE	8/26/2020	$1,126.93	
Paid Chk# 000780E PERA	8/26/2020	$5,391.80	
Paid Chk# 000781E FURTHER	8/26/2020	$665.04	
Paid Chk# 000782E MN DEPT OF REVENUE	9/1/2020	$1,501.00	UB Sales Tax August 2020
Paid Chk# 000783E MN DEPT OF REVENUE	9/1/2020	$9,509.00	LS Sales Tax August 2020
Paid Chk# 000784E RADIANT SYSTEMS	9/1/2020	$197.33	Credit Card Charges-LS
Paid Chk# 000785E EPS	9/1/2020	$49.00	
Paid Chk# 000786E TRANSFIRST	9/1/2020	$68.25	Credit Card Charges-LS
Paid Chk# 000787E WORLDPAY	9/1/2020	$362.81	CREDIT CARD CHARGES-LS
Paid Chk# 000788E AUTHNET GATEWAY BILLING	9/1/2020	$20.12	Credit Card Charges-LS
Paid Chk# 000789E HEARTLAND PYMT SERVICES	9/1/2020	$1,267.87	Credit Card Charges-LS
Paid Chk# 000790E LS WEEKEND CASH	9/1/2020	$2,000.00	
Paid Chk# 000791E HEARTLAND PYMT SERVICES	9/1/2020	$80.53	Mobile Credit Card Machine
Paid Chk# 000792E PSN	9/3/2020	$644.90	
Paid Chk# 000793E CUSTOMERS	9/3/2020	$139.91	Insufficient Funds
Paid Chk# 000794E CITIZENS ALLIANCE BANK	9/3/2020	$45.00	ACH Origination Fees - August
Paid Chk# 000795E INTERNAL REVENUE SERVICE	9/9/2020	$7,744.24	
Paid Chk# 000796E MN DEPT OF REVENUE	9/9/2020	$1,259.09	
Paid Chk# 000797E PERA	9/9/2020	$4,840.22	
Paid Chk# 000798E FURTHER	9/9/2020	$665.04	
Paid Chk# 026664 BONNICK, STEVEN	8/28/2020	$199.67	
Paid Chk# 026665 GOEPFERT, THOMAS	8/28/2020	$566.07	
Paid Chk# 026666 ALLERSON, NICHOLAS	8/28/2020	$186.01	
Paid Chk# 026667 ZEBRO, ALISON	8/28/2020	$60.79	
Paid Chk# 026668 BOBROWSKE, KURT	9/11/2020	$207.79	
Paid Chk# 026669 DIERS, CHRISTOPHER	9/11/2020	$78.50	
Paid Chk# 026670 BONNICK, STEVEN	9/11/2020	$237.69	
Paid Chk# 026671 DEITER, JASON	9/11/2020	$865.79	
Paid Chk# 026672 KUTZ, TOM	9/11/2020	$1,318.14	
Paid Chk# 026673 ZIMMERMAN, PETER A	9/11/2020	$1,154.37	
Paid Chk# 026674 GOEPFERT, THOMAS	9/11/2020	$638.91	
Paid Chk# 026675 DRUSCH, JACOB D	9/11/2020	$674.20	
Paid Chk# 026676 DRUSCH, JOEY	9/11/2020	$23.09	
Paid Chk# 026677 MAGES, ALEX	9/11/2020	$368.93	
Paid Chk# 026678 OLSON, DAMIEN	9/11/2020	$69.26	
Paid Chk# 026679 SHEROD, JOSEPH L.	9/11/2020	$92.35	
Paid Chk# 026680 STOLL, ERIC	9/11/2020	$232.85	
Paid Chk# 026681 STRUB, KURT	9/11/2020	$23.09	
Paid Chk# 026682 WIECH, KYLE	9/11/2020	$430.44	
Paid Chk# 026683 ALLERSON, NICHOLAS	9/11/2020	$280.19	
Paid Chk# 026684 MILLER, EDWARD M	9/11/2020	$88.78	
Paid Chk# 026685 ZEBRO, ALISON	9/11/2020	$60.79	
Paid Chk# 056784 ZITZLOFF SNOW PLOWING	8/19/2020	$858.06	Correction to UB due 08.15.20
Paid Chk# 056785 DONGOSKI, MARY	8/19/2020	$165.00	2020 Primary Election
Paid Chk# 056786 DRAKE, TRACI	8/19/2020	$150.00	2020 Primary Election
Paid Chk# 056787 GUENIGSMAN, BARBARA	8/19/2020	$145.50	2020 Primary Election
Paid Chk# 056788 SCHMIDT, JEAN	8/19/2020	$145.50	2020 Primary Election
Paid Chk# 056789 WERNER, WANDA	8/19/2020	$120.00	2020 Primary Election
Paid Chk# 056790 ZANDER, JAIME	8/19/2020	$15.00	2020 Primary Election - Traini
Paid Chk# 056791 CMG	8/20/2020	$3,000.00	CARES Business Grant
Paid Chk# 056792 POSEY PATCH FLOWERS	8/20/2020	$3,000.00	CARES Business Grant
Paid Chk# 056793 AIR-PRO HEATING & COOLING L	8/27/2020	$28,912.00	
Paid Chk# 056794 AV DESIGN	8/27/2020	$975.00	
Paid Chk# 056795 AVS INC	8/27/2020	$3,699.00	

CITY OF HOWARD LAKE

*Check Summary Register©

Cks 8/19/2020 - 9/15/2020

	Name	Check Date	Check Amt	
Paid Chk# 056796	BENNETT, CHRIS	8/27/2020	$86.37	UTILITLY BILLING REIMBURSEMENT
Paid Chk# 056797	CENTERPOINT ENERGY	8/27/2020	$235.55	
Paid Chk# 056798	CR ELECTRIC	8/27/2020	$896.96	
Paid Chk# 056799	EARTHLINK INC	8/27/2020	$12.95	
Paid Chk# 056800	FURTHER	8/27/2020	$4.75	
Paid Chk# 056801	HOWARD LAKE POSTMASTER	8/27/2020	$240.00	BULK MAILING PERMIT
Paid Chk# 056802	JOES SPORT SHOP	8/27/2020	$623.95	
Paid Chk# 056803	MARCO TECHNOLOGIES LLC-PH	8/27/2020	$187.50	NEW PHONE
Paid Chk# 056804	MARCO TECHNOLOGIES LLC-PR	8/27/2020	$166.48	
Paid Chk# 056805	MEDIACOM LLC	8/27/2020	$11.27	
Paid Chk# 056806	MID-MINNESOTA HOT MIX, INC	8/27/2020	$143.29	
Paid Chk# 056807	MIDWEST MACHINERY CO	8/27/2020	$119.46	
Paid Chk# 056808	MINKKINEN IRON, LLC	8/27/2020	$8,000.00	HCH railing
Paid Chk# 056809	MINN DEPARTMENT OF HEALTH	8/27/2020	$1,793.00	
Paid Chk# 056810	MN VALLEY TESTING LAB	8/27/2020	$42.00	
Paid Chk# 056811	MUMFORD SANITATION-MONTH	8/27/2020	$10,536.20	COMPOST LEASE - AUGUST
Paid Chk# 056812	MUNSON LAKES NUTRITION	8/27/2020	$115.95	
Paid Chk# 056813	ONCALL TECHNICAL SERVICES	8/27/2020	$180.00	
Paid Chk# 056814	PAUMEN COMPUTER SERVICES	8/27/2020	$540.00	
Paid Chk# 056815	PLUNKETT S PEST CONTROL	8/27/2020	$162.02	
Paid Chk# 056816	SPRINT - CELL	8/27/2020	$311.80	
Paid Chk# 056817	SWEEPER SERVICES, LLC	8/27/2020	$285.21	
Paid Chk# 056818	THEIN WELL	8/27/2020	$365.00	
Paid Chk# 056819	USA BLUEBOOK	8/27/2020	$136.52	
Paid Chk# 056820	VISA	8/27/2020	$3,434.00	
Paid Chk# 056821	WASTEWATER COMMISSION	8/27/2020	$77,569.12	JULY 2020 - LESS FORSMANS PORT
Paid Chk# 056822	ZIEGLER INC	8/27/2020	$93.19	
Paid Chk# 056823	THE PIT STOP	8/31/2020	$3,000.00	CARES BUSINESS GRANT
Paid Chk# 056824	ALLERSON, NICK	8/31/2020	$15.53	Delivery Reimbursement
Paid Chk# 056825	ARCTIC GLACIER ICE, INC	8/31/2020	$369.16	
Paid Chk# 056826	BELLBOY CORPORATION	8/31/2020	$6,732.35	
Paid Chk# 056827	BOOM ISLAND BREWING CO LL	8/31/2020	$104.50	
Paid Chk# 056828	BREAKTHRU BEVERAGE	8/31/2020	$2,833.99	
Paid Chk# 056829	CAPITOL BEVERAGE SALES	8/31/2020	$14,629.59	Beer
Paid Chk# 056830	DAHLHEIMER BEVERAGE LLC	8/31/2020	$11,187.85	
Paid Chk# 056831	GRANITE CITY JOBBING CO	8/31/2020	$911.93	
Paid Chk# 056832	JOHNSON BROTHERS LIQUOR C	8/31/2020	$7,732.79	
Paid Chk# 056833	LOCHER BROS, INC	8/31/2020	$7,039.30	
Paid Chk# 056834	PAUSTIS WINE COMPANY	8/31/2020	$739.50	
Paid Chk# 056835	PHILLIPS WINE & SPIRITS	8/31/2020	$1,742.56	
Paid Chk# 056836	SOUTHERN GLAZERS OF MN	8/31/2020	$1,130.10	
Paid Chk# 056837	WINE MERCHANTS	8/31/2020	$94.32	
Paid Chk# 056838	AVS INC	9/3/2020	$2,199.00	TV Display - SSEC
Paid Chk# 056839	BOLTON & MENK, INC	9/3/2020	$22,350.50	Central Park Phase I
Paid Chk# 056840	CENTURYLINK	9/3/2020	$615.62	
Paid Chk# 056841	CINTAS	9/3/2020	$741.33	
Paid Chk# 056842	CITY OF BUFFALO	9/3/2020	$60.00	ACCT# 26-022950-00
Paid Chk# 056843	GOPHER STATE ONE-CALL, INC	9/3/2020	$76.90	
Paid Chk# 056844	GREAT RIVER REGIONAL LIBRA	9/3/2020	$436.43	CARES Act Purchases - Library
Paid Chk# 056845	HOWARD LAKE FOODS	9/3/2020	$86.00	
Paid Chk# 056846	HOWARD LAKE POSTMASTER	9/3/2020	$1,252.00	Envelopes
Paid Chk# 056847	JOES SPORT SHOP	9/3/2020	$635.05	
Paid Chk# 056848	MARCO TECHNOLOGIES LLC-PH	9/3/2020	$566.19	
Paid Chk# 056849	MEDIACOM LLC	9/3/2020	$156.90	
Paid Chk# 056850	NCPERS GROUP LIFE INS	9/3/2020	$48.00	
Paid Chk# 056851	T & T SERVICES	9/3/2020	$581.50	

CITY OF HOWARD LAKE

*Check Summary Register©

Cks 8/19/2020 - 9/15/2020

		Name	Check Date	Check Amt	
Paid Chk#	056852	THE MILL POND	9/3/2020	$510.00	
Paid Chk#	056853	THOMPSON, DAVE	9/3/2020	$20.00	Reimbursement
Paid Chk#	056854	CUSTER, MARK	9/3/2020	$4,500.00	3rd Qtr 2020 Payment
Paid Chk#	056855	DONAHUE, MEAGAN	9/3/2020	$215.00	CELL ALLOWANCE - September 202
Paid Chk#	056856	HAGGENMILLER, NICK	9/3/2020	$365.00	CELL PHONE - September 2020
Paid Chk#	056857	LAWAY, MYRA	9/3/2020	$65.00	CELL PHONE - September 2020
Paid Chk#	056858	PRESTIDGE, CLAYTON	9/3/2020	$65.00	CELL PHONE - September 2020
Paid Chk#	056859	STANLEY, BRIDGET	9/3/2020	$65.00	CELL ALLOWANCE - September 202
Paid Chk#	056860	ZWILLING, TROY	9/3/2020	$65.00	CELL PHONE - September 2020
Paid Chk#	056861	ARCTIC GLACIER ICE, INC	9/9/2020	$123.35	
Paid Chk#	056862	BREAKTHRU BEVERAGE	9/9/2020	$1,268.47	
Paid Chk#	056863	C & L DISTRIBUTING	9/9/2020	$383.60	Beer
Paid Chk#	056864	CAPITOL BEVERAGE SALES	9/9/2020	$2,674.63	
Paid Chk#	056865	CUB FOODS	9/9/2020	$419.05	
Paid Chk#	056866	DAHLHEIMER BEVERAGE LLC	9/9/2020	$3,484.35	
Paid Chk#	056867	JOHNSON BROTHERS LIQUOR C	9/9/2020	$704.86	
Paid Chk#	056868	LOCHER BROS, INC	9/9/2020	$3,094.80	
Paid Chk#	056869	PHILLIPS WINE & SPIRITS	9/9/2020	$958.11	
Paid Chk#	056870	SOUTHERN GLAZERS OF MN	9/9/2020	$1,436.42	
Paid Chk#	056871	CARLSONSV CPAS & ADVISORS	9/10/2020	$19,800.00	2019 Audit
Paid Chk#	056872	COKATO MOTOR SALES, INC	9/10/2020	$43.01	
Paid Chk#	056873	CORE & MAIN	9/10/2020	$1,675.01	
Paid Chk#	056874	COURI & RUPPE, P.L.L.P.	9/10/2020	$1,665.00	
Paid Chk#	056875	CRUZ, JESSICA	9/10/2020	$250.00	Damage Deposit - Refund
Paid Chk#	056876	EMERGENCY RESPONSE SOLU	9/10/2020	$452.49	
Paid Chk#	056877	FINKEN WATER SOLUTIONS	9/10/2020	$5.00	
Paid Chk#	056878	FORDHAM, PATRICK	9/10/2020	$8.98	Utility Billing Reimbursement
Paid Chk#	056879	FROOGLE, LLC	9/10/2020	$65.59	
Paid Chk#	056880	FURTHER	9/10/2020	$4.75	
Paid Chk#	056881	HAWKINS, INC	9/10/2020	$819.06	
Paid Chk#	056882	HL PIT STOP	9/10/2020	$635.09	
Paid Chk#	056883	HOWARD LAKE TIRE & AUTO	9/10/2020	$2,564.45	
Paid Chk#	056884	JERRY S TRANSMISSION SERVI	9/10/2020	$1,660.03	
Paid Chk#	056885	JONS LAWN CARE & SNOW REM	9/10/2020	$1,186.49	
Paid Chk#	056886	LEAGUE OF MN CITIES INS TRU	9/10/2020	$769.95	
Paid Chk#	056887	MARCO TECHNOLOGIES LLC-PH	9/10/2020	$39.50	
Paid Chk#	056888	METRO 7 PROPERTIES LLC	9/10/2020	$10.77	Utility Billing Reimbursement
Paid Chk#	056889	METRO WEST INSPECTION SER	9/10/2020	$708.79	
Paid Chk#	056890	MN FIRE SERVICE CERT BOARD	9/10/2020	$125.00	Tim Berg, Eric Stoll, Jake Dru
Paid Chk#	056891	MN PEIP	9/10/2020	$13,255.76	
Paid Chk#	056892	NAPA AUTO PARTS COKATO	9/10/2020	$199.90	
Paid Chk#	056893	NORTHWEST ASSOC CONSULT	9/10/2020	$267.30	
Paid Chk#	056894	PEARSON BROS, INC	9/10/2020	$27,492.00	
Paid Chk#	056895	PLUNKETT S PEST CONTROL	9/10/2020	$111.28	
Paid Chk#	056896	R HOME	9/10/2020	$3,800.00	3022 Pine Ave
Paid Chk#	056897	STANLEY, BRIDGET	9/10/2020	$25.97	Reimbursement
Paid Chk#	056898	STROUD, NICHOLAS	9/10/2020	$159.75	Utility Bill Reimbursement
Paid Chk#	056899	SWANSON, JASON	9/10/2020	$719.55	Consulting
Paid Chk#	056900	XCEL ENERGY	9/10/2020	$19,406.81	
Paid Chk#	056901	GERTKEN BROS., INC	9/11/2020	$34,819.88	Central Park Phase I - Pay App
Paid Chk#	500992E	HAGGENMILLER, NICHOLAS A	8/28/2020	$2,923.21	
Paid Chk#	500993E	KUTZ, KENNETH	8/28/2020	$178.61	
Paid Chk#	500994E	LAWAY, MYRA	8/28/2020	$1,639.73	
Paid Chk#	500995E	SZCZEPANIK, DARIUSZ J	8/28/2020	$1,666.12	
Paid Chk#	500996E	THOMPSON, DAVID G	8/28/2020	$1,870.09	
Paid Chk#	500997E	THOMPSON, KYLE	8/28/2020	$199.15	

CITY OF HOWARD LAKE

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Cks 8/19/2020 - 9/15/2020

Name	Check Date	Check Amt
Paid Chk# 500998E ZANDER, SHARI	8/28/2020	$1,163.59
Paid Chk# 500999E ANDERSON, ERIC J.	8/28/2020	$1,897.79
Paid Chk# 501000E CASSIDY, JOSHUA J	8/28/2020	$357.14
Paid Chk# 501001E THEISEN, MEAGAN	8/28/2020	$1,631.72
Paid Chk# 501002E YUNKER, JEAN	8/28/2020	$524.70
Paid Chk# 501003E PRESTIDGE, CLAYTON P	8/28/2020	$1,370.12
Paid Chk# 501004E STANLEY, BRIDGET	8/28/2020	$1,121.55
Paid Chk# 501005E ZWILLING, TROY	8/28/2020	$1,800.32
Paid Chk# 501006E FERRELL, JUSTINA LYNN	8/28/2020	$468.36
Paid Chk# 501007E FIE, KYLEE	8/28/2020	$424.41
Paid Chk# 501008E LINDER, ELISE	8/28/2020	$106.38
Paid Chk# 501009E MCALPINE, DEBRA-ANN	8/28/2020	$449.02
Paid Chk# 501010E RUOHO, EMILY	8/28/2020	$178.71
Paid Chk# 501011E BOBROWSKE, KEITH	9/11/2020	$138.52
Paid Chk# 501012E HAGGENMILLER, NICHOLAS A	9/11/2020	$2,923.21
Paid Chk# 501013E KUTZ, KENNETH	9/11/2020	$53.58
Paid Chk# 501014E LAWAY, MYRA	9/11/2020	$1,670.73
Paid Chk# 501015E SZCZEPANIK, DARIUSZ J	9/11/2020	$1,666.12
Paid Chk# 501016E THOMPSON, DAVID G	9/11/2020	$1,870.09
Paid Chk# 501017E THOMPSON, KYLE	9/11/2020	$195.13
Paid Chk# 501018E ZANDER, SHARI	9/11/2020	$1,264.74
Paid Chk# 501019E ANDERSON, ERIC J.	9/11/2020	$1,897.79
Paid Chk# 501020E CASSIDY, JOSHUA J	9/11/2020	$467.73
Paid Chk# 501021E GILBERT, EMMAGENE	9/11/2020	$865.79
Paid Chk# 501022E MUNSON, ALLAN W.	9/11/2020	$865.79
Paid Chk# 501023E THEISEN, MEAGAN	9/11/2020	$1,631.72
Paid Chk# 501024E YUNKER, JEAN	9/11/2020	$438.53
Paid Chk# 501025E PRESTIDGE, CLAYTON P	9/11/2020	$1,370.12
Paid Chk# 501026E STANLEY, BRIDGET	9/11/2020	$1,197.52
Paid Chk# 501027E ZWILLING, TROY	9/11/2020	$1,662.52
Paid Chk# 501028E BRAVINDER, SETH Z	9/11/2020	$36.94
Paid Chk# 501029E KITTOCK, BRIAN	9/11/2020	$211.09
Paid Chk# 501030E KITTOCK, NICOLE D	9/11/2020	$327.08
Paid Chk# 501031E LOEBERTMANN, AMANDA G	9/11/2020	$129.29
Paid Chk# 501032E LOEBERTMANN, CRAIG	9/11/2020	$138.52
Paid Chk# 501033E PETERSON, DAVID T	9/11/2020	$637.21
Paid Chk# 501034E STUEVEN, MARK J	9/11/2020	$23.09
Paid Chk# 501035E YOKIEL, ANDREW J	9/11/2020	$696.70
Paid Chk# 501036E DOLL, SARAH	9/11/2020	$23.12
Paid Chk# 501037E FERRELL, JUSTINA LYNN	9/11/2020	$337.59
Paid Chk# 501038E FIE, KYLEE	9/11/2020	$161.66
Paid Chk# 501039E LINDER, ELISE	9/11/2020	$149.72
Paid Chk# 501040E MCALPINE, DEBRA-ANN	9/11/2020	$160.11
Paid Chk# 501041E RUOHO, EMILY	9/11/2020	$225.16
	Total Checks	$483,386.48

CITY OF HOWARD LAKE

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Cks 8/19/2020 - 9/15/2020

	Name	Check Date	Check Amt	
1012 CAB - AMBULANCE				
Paid Chk# 005676	ALLINA HEALTH EMS	9/9/2020	$200.00	
Paid Chk# 005677	BOUNDTREE MEDICAL	9/9/2020	$365.06	
Paid Chk# 005678	CENTRAL MCGOWAN, INC	9/9/2020	$198.47	
Paid Chk# 005679	CITY OF HOWARD LAKE	9/9/2020	$5,325.00	Wages July correction and Augu
Paid Chk# 005680	JOES SPORT SHOP	9/9/2020	$232.03	
Paid Chk# 005681	RIDGEVIEW MEDICAL CENTER	9/9/2020	$600.00	
Paid Chk# 005682	ZOLL MEDICAL CORPORATION	9/9/2020	$90.08	
		Total Checks	$7,010.64	

HOWARD LAKE CITY COUNCIL MEETING

SEPTEMBER 15, 2020

AGENDA ITEM: Consider City Ordinance 20-04 Council and Mayor Salary Increase

SECTION: New Business

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: Currently the Howard Lake City Council salary is $3,750 and the Mayor's salary is $5,000, which was set in 2009.

We are recommending a salary increase for the City Council from $3,750 to $6,000 and the Mayor's Salary from $5,000 to $7,000.

DECISION MAKING METRICS: Council salaries have not changed in over 10 years.

FINANCIAL: This change would cause an increase from $20,000/year to $31,000/year for council salaries.

LEGAL: Amending City Ordinance must be done through passing an Ordinance.

COUNCIL ACTION REQUESTED: Approve Resolution 20-12 to increase the salary for the Mayor and City Council.

ATTACHMENTS: Ordinance 20-04

ORDINANCE 20-04

AN ORDINANCE AMENDING SECTION 2.02 OF THE CITY CODE
REGARDING COMPENSATION OF MAYOR AND CITY COUNCIL MEMBERS

THE CITY OF HOWARD LAKE ORDAINS:

Section 1. Compensation. The mayor shall be paid $7,000 annually for the regularly scheduled monthly council meetings. Council members shall be paid $5,000 annually for the regularly scheduled monthly council meetings. The mayor and council members shall be paid an additional $75 for each special meeting attended. The benefits provided in this subsection shall become effective January 1, 2020.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF HOWARD LAKE THIS 15TH DAY OF SEPTEMBER, 2020.

APPROVED:

____
Peter Zimmerman
Mayor of Howard Lake

ATTEST:

____
Nicholas Haggenmiller
City Administrator-Clerk

(seal)

HOWARD LAKE CITY COUNCIL MEETING

SEPTEMBER 15, 2020

AGENDA ITEM: **Consider Joint Powers Agreement with Bureau of Criminal Apprehension**

SECTION: Consent

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: By approving this Joint Powers Agreement with the Bureau of Criminal Apprehension (BCA) would allow the Howard Lake Police Department to access the Minnesota Criminal Justice Data Communications Network (CJDN) and the systems and tools within the network. The agreement will expire 5 years from the day it is approved.

FINANCIAL: Bills are sent quarterly in the amount of $150 or $600 annually.

LEGAL: Under Minn. Stat. § 471.59, the BCA and the Agency are empowered to engage in those agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46 the BCA must provide a criminal justice data communications network to benefit authorized agencies in Minnesota. The Agency is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized agencies in performing their duties. Agency wants to access these data in support of its official duties.

COUNCIL ACTION REQUESTED:
Approve the Joint Powers Agreement between the City of Howard Lake and the Bureau of Criminal Apprehension.

Approve Resolution 20-12 – RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF HOWARD LAKE ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT.

ATTACHMENTS:

1. **Master Joint Powers Agreement**
2. **Resolution 20-12**

STATE OF MINNESOTA
JOINT POWERS AGREEMENT
AUTHORIZED AGENCY

This agreement is between the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension ("BCA") and the City of Howard Lake on behalf of its Police Department ("Agency").

Recitals

Under Minn. Stat. § 471.59, the BCA and the Agency are empowered to engage in those agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46 the BCA must provide a criminal justice data communications network to benefit authorized agencies in Minnesota. The Agency is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized agencies in performing their duties. Agency wants to access these data in support of its official duties.

The purpose of this Agreement is to create a method by which the Agency has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

1.1 ***Effective date*:** This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.

1.2 ***Expiration date*:** This Agreement expires five years from the date it is effective.

2 Agreement between the Parties

2.1 General access. BCA agrees to provide Agency with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Agency is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.

2.2 Methods of access.
The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

A. **Direct access** occurs when individual users at the Agency use Agency's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.

B. **Indirect access** occurs when individual users at the Agency go to another Agency to obtain data and information from BCA's systems and tools. This method of access generally results in the Agency with indirect access obtaining the needed data and information in a physical format like a paper report.

C. **Computer-to-computer system interface** occurs when Agency's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Agency employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Agency will select a method of access and can change the methodology following the process in Clause 2.10.

2.3 Federal systems access. In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Agency with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.

2.4 Agency policies. Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Agency has created its own policies to ensure that Agency's employees and contractors comply with all applicable requirements. Agency ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at https://bcanextest.x.state.mn.us/launchpad/.

2.5 Agency resources. To assist Agency in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at https://dps.mn.gov/divisions/bca/bca-divisions/mnjis/Documents/BCA-Policy-on-Appropriate-Use-of-Systems-and-Data.pdf.

2.6 Access granted.

A. Agency is granted permission to use all current and future BCA systems and tools for which Agency is eligible. Eligibility is dependent on Agency (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Agency's written request for use of a specific system or tool.

B. To facilitate changes in systems and tools, Agency grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Agency needs to meet its criminal justice obligations and for which Agency is eligible.

2.7 Future access. On written request by Agency, BCA also may provide Agency with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Agency agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.

2.8 Limitations on access. BCA agrees that it will comply with applicable state and federal laws when making information accessible. Agency agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.

2**.9 Supersedes prior agreements.** This Agreement supersedes any and all prior agreements between the BCA and the Agency regarding access to and use of systems and tools provided by BCA.

2.10 Requirement to update information. The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving a city as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

2.11 Transaction record. The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Agency conducted a particular transaction.

If Agency uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Agency's method of access is a computer to computer interface as described in Clause 2.2C, the Agency must keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If an Agency accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Agency must have a transaction record of all subsequent access to the data that are kept by the Agency. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

2.12 Court information access. Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by Agency under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Agency's access to and/or submission of the Court Records delivered through the BCA systems and tools.

2.13 Vendor personnel screening. The BCA will conduct all vendor personnel screening on behalf of Agency as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Agency.

3 Payment

The Agency agrees to pay BCA for access to the criminal justice data communications network described in Minn. Stat. § 299C.46 as specified in this Agreement. The bills are sent quarterly for the amount of One Hundred Fifty Dollars ($150.00) or a total annual cost of Six Hundred Dollars ($600.00).

Agency will identify its contact person for billing purposes, and will provide updated information to BCA's Authorized Representative within ten business days when this information changes.

If Agency chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is Dana Gotz, Department of Public Safety, Bureau of Criminal Apprehension, Minnesota Justice Information Services, 1430 Maryland Avenue, St. Paul, MN 55106, 651-793-1007, or her successor.

The Agency's Authorized Representative is Chief David Thompson, 625 8th Ave, PO Box 736, Howard Lake, MN 55349, (320) 543-3670, or his/her successor.

5 Assignment, Amendments, Waiver, and Contract Complete

5.1 ***Assignment.*** Neither party may assign nor transfer any rights or obligations under this Agreement.

5.2 ***Amendments.*** Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.

5.3 ***Waiver.*** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.

5.4 ***Contract Complete.*** This Agreement contains all negotiations and agreements between the BCA and the Agency. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466, governs the Agency's liability.

7 Audits

7.1 Under Minn. Stat. § 16C.05, subd. 5, the Agency's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement. Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

7.2 Under applicable state and federal law, the Agency's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.

7.3 If Agency accesses federal databases, the Agency's records are subject to examination by the FBI and Agency will cooperate with FBI examiners and make any requested data available for review and audit.

7.4 To facilitate the audits required by state and federal law, Agency is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

8.1 BCA and Agency. The Agency and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Agency under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Agency or the BCA.

8.2 Court Records. If Agency chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Agency comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of alleged violations; sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Agency.

9.1 Investigation. Agency and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Agency and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Agency of the suspected violation, subject to any restrictions in applicable law. When Agency becomes aware that a violation has occurred, Agency will inform BCA subject to any restrictions in applicable law.

9.2 Sanctions Involving Only BCA Systems and Tools.

The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber

Amendment. None of these provisions alter the Agency's internal discipline processes, including those governed by a collective bargaining agreement.

9.2.1 For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Agency must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Agency must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Agency and BCA's determination controls.

9.2.2 If BCA determines that Agency has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Agency's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

9.3 Sanctions Involving Only Court Data Services
The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Agency. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Agency. The agreement further provides that only the Court has the authority to reinstate access and use.

9.3.1 Agency understands that if it has signed the Court Data Services Subscriber Amendment and if Agency's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Agency also understands that reinstatement is only at the direction of the Court.

9.3.2 Agency further agrees that if Agency believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue
Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination
11.1 ***Termination.*** The BCA or the Agency may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 ***Termination for Insufficient Funding***. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Agency is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing obligations
The following clauses survive the expiration or cancellation of this Agreement: 6. Liability; 7. Audits; 8. Government

Data Practices; 9. Investigation of alleged violations; sanctions; and 10.Venue.

The parties indicate their agreement and authority to execute this Agreement by signing below.

1. AGENCY

Name: ____
(PRINTED)

Signed: ____

Title: ____
(with delegated authority)

Date: ____

Name: ____
(PRINTED)

Signed: ____

Title: ____
(with delegated authority)

Date: ____

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: ____
(PRINTED)

Signed: ____

Title: ____
(with delegated authority)

Date: ____

3. COMMISSIONER OF ADMINISTRATION
delegated to Materials Management Division

By: ____

Date: ____

RESOLUTION NO. 20-12

RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF HOWARD LAKE ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT

WHEREAS, the City of Howard Lake on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

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

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Howard Lake, on behalf of its Prosecuting Attorney and Police Department, are hereby approved.

2. That the Police Chief, Dave Thompson, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

3. That the Attorney, Tory Langemo, or his or her successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

4. That Peter Zimmerman-, the Mayor for the City of Howard Lake and Nick Haggenmiller, the City Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

Passed and Adopted by the Council on this 15th day of September, 2020.

CITY OF HOWARD LAKE

____
By: Peter Zimmerman
Mayor

ATTEST:_____________________________________
By: Nick Haggenmiller
City Administrator-City Clerk

HOWARD LAKE CITY COUNCIL MEETING

September 15, 2020

AGENDA ITEM: Consider the Approval of Election Judges for 2020

SECTION: Consent

FROM: Meagan Donahue, Assistant City Administrator

BACKGROUND: The City Council appoints election judges. These appointments must be made and submitted to the State of Minnesota by July.

COMMENTS: The following individuals have been identified as proposed election judges for the General Election on November 3, 2020

Head Election Judge: Shari Zander
Assistant Election Judge: Meagan Donahue

Jean Schmidt
Traci Drake
Barb Guenigsman
Wanda Werner
Mary Dongoski

Back-up Judges
Jean Yunker
Rhonda Frey
Jaime Zander

OPTIONS: Council may approve, deny or modify in part.

FINANCIAL IMPACT: Election judges are compensated as well as provided meals and snacks during the Election Day itself. These are budgeted expenses.

LEGAL ISSUES: The list of election judges must be submitted to Wright County and the State of Minnesota.

STAFF RECOMMENDATION: Approve the individuals listed as presented as election judges for the year 2020.

ATTACHMENTS: N/A

RESOLUTION 20-13
CITY OF HOWARD LAKE, MINNESOTA
RESOLUTION ESTABLISHING AN ABSENTEE BALLOT BOARD

WHEREAS, the City of Howard Lake is required by Minnesota Statutes 203B.121, Subd. 1 to establish an Absentee Ballot Board effective September 15, 2020; and

WHEREAS, this board will bring uniformity in the processing of accepting or rejecting returned absentee ballots in the City of Howard Lake; and

WHEREAS, the Absentee Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy county auditors trained in the processing and counting of absentee ballots;

THEREFORE, BE IT RESOLVED THAT, the City of Howard Lake City Council hereby establishes an Absentee Ballot Board that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy auditors to perform the task.

APPROVED THIS 15th DAY OF SEPTEMBER, 2020

____________________________ ___________________
Peter Zimmerman, Mayor Date

ATTEST:

____________________________ ___________________
Nicholas Haggenmiller, Administrator/Clerk Date

HOWARD LAKE CITY COUNCIL MEETING

September 15, 2020

AGENDA ITEM: **Consider Approving Timeline for Code Enforcement Compliance – 816 7th Avenue**

SECTION: New Business

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: The property of 816 7th Avenue, currently owned by Tyler Halverson, has been under various renovations since 2017. The owner originally pulled permits in 2017, which expired in 2018. On June 4th, 2019 the property owner was sent a letter requesting that the building permit be renewed and required substantial completion of the overall project within 60 days. Throughout 2020 minimal progress has been made to complete the project.

A letter sent to the property owner dated August 31, 2020 indicated the circumstances, condition of the property and a timeline for completion would be considered at the September 15, 2020 council meeting. Following the receipt of that letter, work resumed on September 9, 2020.

With work resuming, there is not much the city can enforce. However, it is still recommended to consider adopting a reasonable timeline to complete the work needed to secure the structure.

COUNCIL ACTION REQUESTED:

1) Council is recommended to adopt a timeline for compliance of 11.31.20 to complete the following:
   a. Secure house wrap.
   b. Install windows.
   c. Install exterior siding.
   d. Clean site of misc. debris.
2) Direct staff to send compliance timeline to property owner.

ATTACHMENTS:

1) N/A

HOWARD LAKE CITY COUNCIL MEETING

SEPTEMBER 15, 2020

AGENDA ITEM: **Consider Resolution 20-14 Approving Preliminary Levy for 2021**

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, 2020. 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 8, 2020.

Scenarios
General Fund modifications – both increases and decreases resulted in about a net increase year over year of $6,000. The City is deliberately increasing capital contributions to account for current and future projects as identified in the 10-year CIP.

Option 1
General Fund expenditure increase only increase General Fund Debt Levy from $939,359 to $945,559 or 1% increase. Doing so does NOT take into account debt service increases (separate resolution) nor capital fund increases which is highly recommended.

Option 2
General fund expenditures included as well as a capital fund increase of $70,000 annually. This would result in a general fund increase from $939,359 to $1,010,573 or 8% overall levy increase.

Tax Capacity Growth
Estimates suggest a tax capacity growth of about 8% from Pay2020 to Pay2021. Valuation based increases would account for about 2-3% increase to the City's tax capacity. Therefore, the City's net tax rate would stay roughly flat year-over-year with an 10-11% levy increase. However, there is less certainty in estimates this year due the global pandemic. Currently, residential home sales remain steady with solid sales figures. Residential start ups remain steady as well. But both could shift quickly and greatly distort these figures.

Additional information will be brought to the meeting to show property tax consequences as exhibited to actual properties in Howard Lake.

DECISION MAKING METRICS:

LEGAL: The City must adopt a preliminary levy by September 30, 2020

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

RESOLUTION 20-14
ADOPTING PROPOSED PROPERTY TAX LEVY, COLLECTIBLE IN 2021

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, 2020.

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 2021, upon taxable property in the City of Howard Lake, for purposes as outlined in the annual budget.

Total Levy: $1,010,573

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 15th day of September, 2020.

ATTEST:

____
Peter Zimmerman, Mayor

____

Nick Haggenmiller/City Administrator/Clerk

RESOLUTION 20-15
ADOPTING PROPOSED DEBT SERVICE LEVY, COLLECTIBLE IN 2020

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, 2020.

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 2021, upon taxable property in the City of Howard Lake, for purposes as outlined in the annual budget.

Total Debt Service Levy: $156,684

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 15th day of September, 2020.

ATTEST:

_______________________ _______________________
Pete Zimmerman, Mayor

_______________________ _______________________
Nick Haggenmiller, City Administrator/Clerk

HOWARD LAKE CITY COUNCIL MEETING

SEPTEMBER 15, 2020

AGENDA ITEM: **Consider Approving Preliminary 2021 General Fund Budget**

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: The City Council completed a budget survey to prioritize funding requests and priorities. Two budget workshops were held over the summer as well as an overview of the previous years financial statements. Collectively, this information was used to create the draft line item budget for FY2021.

EXPENDITURES

Personnel

- Scheduled step increases and a 2% 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.

- Council has a separate resolution to provide for a pay increase. This is the first pay increase for the City Council since 2009. This would bring council pay to $6,000 annually and $7,000 annually for the mayor.

- 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.

- Police Department will receive an additional $5,000 for part time wages which will allow for backfilling for PTO associated with full time officers.

Part time Facilities/Custodian

- $20,000 for wages and increased line item expenditures are established for the creation of a part time facilities/custodian position. The job description and pay rate is not yet established. The assumption will be for an individual to work 15-20 hours per week, complete small maintenance items and general cleaning of city facilities. This will replace the current contract cleaners.

Professional Services

- Audit fees were reduced for 2020 to match year two terms with CarlsonSV auditing firm.

General Utilities

- Utility expenses are considerably lower than budgeted. Forecasts suggest these will remain moderate due to the economic consequences associated with Covid19.

Community Center

- Utilities were reduced (see above) and general maintenance and cleaning was also reduced. This was done in anticipation of beginning the full planning and ultimate buildout of a new replacement facility in 2021/22. If council feels the replacement facility will not occur or not be built as aggressively, these figures should be reconsidered for the final budget adoption.

Skating Rink

- A small reduction is accounted for by removing the ice rink. The winter of 2019/20 was so inconsistent we were not able to even start the rink. It did not appear to be missed by residents. In the future, we may flood the swimming beach at a lower expense.

Capital Improvement Fund

- The adopted 10 year CIP calls for annual increases of $20,000 each year for 10 years. In 2019 we were able to increase this $100,000 which greatly assisted with catching up on unplanned/unbudgeted street repairs. The 2021 Budget calls for a $70,000 increase to this fund.

REVENUE

- Revenues are forecasted to be relatively stable year to year.
- We show a levy increase to $1,167,257 which includes the general fund levy and debt service levy.
- Special assessments will be reduced to reflect the pay off of the downtown parking lot by the American Legion.
- Certified LGA is set at $612,000 – slightly higher than last year.

DECISION MAKING METRICS:

FINANCIAL:

General Fund Debt Service		
2014A - Industrial Park	$	33,945
Terning Trls/DLP Assessment	$	53,822
2018A Series (HCH)	$	68,917
Total	**$**	**156,684**
General Fund Revenues		
LGA	$	612,000
Other Revenues	$	682,780
Taxes	$	1,167,257
Total	**$**	**2,462,037**
TOTAL EXPENDITURES & REVENUES		
Total Expenditures	$	2,459,067.50
Total Revenues	$	2,462,037.00
CERTIFIED LEVY		
2020 GF LEVY	$	939,359.00
2020 DEBT SERVICE LEVY	$	126,227.00
2020 TOTAL	**$**	**1,065,585.00**
2021 GF LEVY	$	1,010,573.00
2021 DEBT SERVICE LEVY	$	156,684.00
2021 TOTAL	**$**	**1,167,257.00**
PERENTAGE CHANGE		*8.00%*

STRATEGIC PLAN: Maintain Fiscally Responsible City Management & Operations.

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

ATTACHMENTS:

1. Draft 2021 Budget

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

Howard Lake City Council
Budget Workshop #2
August 18, 2020 | 4:30pm

I. Introductions

II. Review FY2019 Financial Statements

a. Roger Schnaus/Carlson SV

III. Budget Strategy Overview

a. Maintenance Focused Operations
b. Capital/Planning Focused Future
c. Maintain/Lower Tax Rate

IV. Fund Balance Strategy

a. FY 2019 Audited Balance	$2,223,203
b. 35% - 50% Operating Reserve	$826,138 - $1,180,198
c. Target Reserve 90%	$2,124,356*
d. Due to Funds*	We have funding sources!

V. General Fund Budget Assumptions

a. Market Valuation Summary

Wright County estimates about $100,000 in tax capacity growth from new construction alone, NOT valuation-based increases. Including valuation-based increases this is closer to 9% city wide. Construction was certified on February 1, 2020. Valuation based increases/decreases change daily.

Fiscal Year	Pay Year	Tax Capacity	Market Value	$ Increase	Percent
FY 2015	PAY 2016	$ 1,207,589	$ 102,111,800	-	-
FY 2016	PAY 2017	$ 1,256,639	$ 106,388,000	$ 49,050	4.00%
FY 2017	PAY 2018	$ 1,356,383	$ 114,944,500	$ 99,744	7.50%
FY 2018	PAY 2019	$ 1,373,846	$ 134,546,100	$ 17,463	2.10%
FY2019	PAY 2020	$ 1,503,156	$ 156,000,400	$ 129,310	9%
FY 2020	**PAY 2021**	**$ 1,603,335**	**$ 166,397,200**	**$ 100,179**	**6.60%**

b. LGA/Property Tax Projections

-LGA 2020$599,000
-LGA 2021$612,000
-State budget forecasts do not look good for remaining biennium of the next. But no current threat of LGA Cut for 2021.

b. Building Permits/Misc. Revenue

2019	22 Homes	$7M Estimated Valuation
2020	22 Homes	$5M Estimated Valuation (8.12.20)

2021 Lot Inventory is LOW!!! Villas should be building out 2+ units per year. Active negotiations with Paxmar for Terning Trails Phase 2. Third developer is interested in developing a 40 unit multi-family complex. No commercial/industrial rumblings.

c. Compensation

- Consider Mayor/Council Raises (resolution must be passed in September/October)
- Staff suggests $600 - $1,200 annual increase.
- Following Compensation Study Model | 2% COLA for FY21

d. Staffing

- Fire Department Transition – pay for meetings/trainings (could be big!)
- School Resource Officer – Not clear for 2021 but should be cost neutral
- CSO → Management Analyst – not definite, but should be cost neutral
- General Maintenance Worker or Facilities Person in consideration (PT)
- Liquor Operations → Consultant, Management Structure – to be reviewed FY2021
- Admin Structure – PT Status of Accountant & Utility Clerk – to be reviewed FY2021

e. Capital Improvement Plan

- <u>2020 Status Review</u>

  -Refer to spreadsheet

- <u>2021 Draft Proposal</u>

  Allocates Planning, Engineering & Architectural Fees

  Public Works Facility

  -Estimate $200,000 planning GF Reserves, End Product GO Bond
  -Original CIP in 2022, then swapped with street maintenance in 2026
  -Now proposing to bring BACK to 2022 with recent maintenance projects complete

  2023 Street & Utility Improvements

  -Allocate $100,000 for Feasibility Study using GF Reserves
  -Securing USDA, PFA and traditional bonding and grants will take 1-2 years
  -In the event of a government stimulus, we will be better positioned
  -Smaller enterprise projects – new well, water tower maintenance included

  Library/Community Room/Bathroom-Concession

  - New Bond in 2021??
  - Allocates $250,000 to complete plans and specs for new facility at central park.
  - We set schedule, but likely 2021 information campaign, 2022 build out

- <u>2022 & Beyond</u>

  -Highway 12!
  -Street & Utility 2023!
  -ALL water related improvements moved to 2023!

CITY OF HOWARD LAKE 2021 PRELIMINARY LEVY CERTIFICATION		
General Fund Expenditures		
General Operational Budget	$	2,302,384
Total	**$**	**2,459,068**
General Fund Debt Service		
2014A - Industrial Park	$	33,945
Terning Trls/DLP Assessment	$	53,822
2018A Series (HCH)	$	68,917
Total	**$**	**156,684**
General Fund Revenues		
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2021 DEBT SERVICE LEVY	$	156,684.00
2021 TOTAL	**$**	**1,167,257.00**
PERENTAGE CHANGE		*8.00%*

CITY OF HOWARD LAKE	2019	2019	2020	2020	2021	
Expenditures	BUDGET	ACTUAL	YTD	BUDGET	PROPOSED BUDGET	+/- PREVIOUS YR
DEPT 411 MAYOR AND COUNCIL						
E 100-4100-411-101 WAGES - DEPARTMENT HEAD	$ 24,000.00	$ 22,925.00	$ 10,000.00	$ 24,000.00	$31,000	$ 7,000.00
E 100-4100-411-122 EMPLOYER FICA	$ 1,488.00	$ 1,421.29	$ 619.96	$ 1,488.00	$ 1,922.00	$ 434.00
E 100-4100-411-123 EMPLOYER MEDICARE	$ 348.00	$ 332.38	$ 144.98	$ 348.00	$ 449.50	$ 101.50
E 100-4100-411-305 CONFERENCES AND TRAINING	$ 1,000.00	$ -	$ -	$ 1,000.00	$1,000	$ -
E 100-4100-411-331 TRAVEL	$ 500.00	$ 57.42	$ -	$ 500.00	$500	$ -
E 100-4100-411-433 DUES AND SUBSCRIPTIONS	$ 250.00	$ 400.00	$ -	$ 250.00	$250.00	$ -
E 100-4100-411-437 MISCELLANEOUS	$ -	$ 81.05	$ 2,259.25		$ -	$ -
E 100-4100-411-439 REIMBURSED EXPENSES	$ 250.00	$ -	$ -	$ 250.00	$250	$ -
DEPT 411 MAYOR AND COUNCIL	**$ 27,836.00**	**$ 25,217.14**	**$ 13,024.19**	**$ 27,836.00**	**$ 35,371.50**	**$ 7,535.50**
DEPT 412 ACCOUNTANT						
E 100-4100-412-103 WAGES - OTHER	$ 28,443.00	$ 27,971.32	$ 19,230.15	$ 33,000.00	$ 32,606.00	($394.00)
E 100-4100-412-121 EMPLOYER PERA	$ 1,848.00	$ 2,089.27	$ 1,442.45	$ 2,200.00	$1,629	($571.00)
E 100-4100-412-122 EMPLOYER FICA	$ 412.42	$ 1,734.29	$ 1,192.34	$ 2,100.00	$ 1,346.00	($754.00)
E 100-4100-412-123 EMPLOYER MEDICARE	$ 271.00	$ 405.69	$ 278.94	$ 500.00	$ 314.00	($186.00)
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	$ -	$ -	$ 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	$ -	$ 250.00	$ 250.00	$ -
E 100-4100-412-512 EQUIPMENT PURCHASE	$ -	$ -	$ -	$ -	$ -	$ -
DEPT 412 ACCOUNTANT	**$ 33,224.42**	**$ 32,320.57**	**$ 22,143.88**	**$ 40,800.00**	**$ 38,895.00**	**($1,905.00)**
DEPT 413 GENERAL GOVT. BUILDINGS						
E 100-4100-413-103 WAGES & OTHER	$ -	$ -	$ -	$ -	$ 20,000.00	$ 20,000.00
E 100-4100-413-121 EMPLOYER PERA	$ -	$ -	$ -	$ -	$ 1,275.00	$ 1,275.00
E 100-4100-413-122 EMPLOYER FICA	$ -	$ -	$ -	$ -	$ 1,054.00	$ 1,054.00
E 100-4100-413-123 EMPLOYER MEDICARE	$ -	$ -	$ -	$ -	$ 246.00	$ 246.00
E 100-4100-413-201 GENERAL SUPPLIES	$ -	$ 831.12	$ 824.72	$ -	$ 5,000.00	$ 5,000.00
E 100-4100-413-211 CLEANING	$ 6,000.00	$ 4,548.60	$ 2,806.70	$ 5,000.00	$ -	($5,000.00)
E 100-4100-413-321 TELEPHONE	$ -	$ -	$ -	$ -	$ -	$ -
E 100-4100-413-381 UTILITY-ELECTRIC	$ 8,500.00	$ 6,708.69	$ 4,916.07	$ 8,500.00	$ 8,500.00	$ -
E 100-4100-413-382 UTILITY - GAS	$ 3,000.00	$ 1,245.85	$ 1,095.38	$ 3,000.00	$ 3,000.00	$ -
E 100-4100-413-384 REFUSE DISPOSAL	$ 400.00	$ 157.96	$ -	$ 250.00	$ 250.00	$ -
E 100-4100-413-401 R&M BUILDINGS	$ 15,000.00	$ 6,982.87	$ 1,530.20	$ 10,000.00	$ 10,000.00	$ -
E 100-4100-413-437 MISCELLANEOUS	$ 2,500.00	$ 77.53	$ -	$ 2,000.00	$ -	($2,000.00)
E 100-4100-413-438 LICENSE & FEES TO OTHER GOVTS	$ 200.00	$ 185.10	$ -	$ 200.00	$ -	($200.00)
E 100-4100-413-512 EQUIPMENT PURCHASE	$ -	$ -	$ -	$ -	$ -	$ -
DEPT 413 GENERAL GOVT. BUILDINGS	**$ 35,600.00**	**$ 21,817.68**	**$ 11,173.07**	**$ 28,950.00**	**$ 49,325.00**	**$ 20,375.00**
DEPT 414 ASSISTANT CITY ADMINISTRATOR						
E 100-4100-414-101 WAGES - DEPARTMENT HEAD	$66,200	$ 72,761.89	$ 39,631.19	$ 71,000.00	$ 66,194.00	($4,806.00)
E 100-4100-414-121 EMPLOYER PERA	$ 5,197.00	$ 5,457.14	$ 2,936.29	$ 4,600.00	$ 1,964.00	($2,636.00)
E 100-4100-414-122 EMPLOYER FICA	$ 4,957.00	$ 4,511.31	$ 2,348.31	$ 4,400.00	$ 4,103.00	($297.00)
E 100-4100-414-123 EMPLOYER MEDICARE	$ 1,159.00	$ 1,055.13	$ 549.30	$ 1,100.00	$ 959.00	($141.00)
E 100-4100-414-131 HEALTH INSURANCE	$ 5,364.00	$ 6,595.00	$ 6,187.22	$ 15,700.00	$ 15,500.00	($200.00)
E 100-4100-414-132 LIFE INSURANCE	$ 25.00	$ 16.83	$ 17.28	$ 26.00	$ 30.00	$ 4.00
E 100-4100-414-201 GENERAL SUPPLIES	$ 100.00	$ -	$ -	$ 100.00	$ 250.00	$ 150.00
E 100-4100-414-305 CONFERENCES AND TRAINING	$ 1,500.00	$ 1,116.60	$ -	$ 1,500.00	$ 1,500.00	$ -
E 100-4100-414-321 TELEPHONE	$ 780.00	$ 715.00	$ 520.00	$ 780.00	$ 780.00	$ -
E 100-4100-414-331 TRAVEL	$ 3,600.00	$ 727.07	$ -	$ 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**	**$ 53,389.59**	**$ 103,806.00**	**$ 92,280.00**	**($11,526.00)**
DEPT 415 CITY ADMINISTRATOR						
E 100-4100-415-101 WAGES - DEPARTMENT HEAD	$ 95,081.00	$ 94,745.13	$ 71,618.76	$ 103,500.00	$ 98,055.00	($5,445.00)
E 100-4100-415-104 WAGES - TEMPORARY	$ 8,500.00	$ -	$ -	$ -	$ -	$ -
E 100-4100-415-121 EMPLOYER PERA	$ 6,180.00	$ 7,105.90	$ 5,371.39	$ 6,800.00	$ 7,354.00	$ 554.00
E 100-4100-415-122 EMPLOYER FICA	$ 5,895.00	$ 5,530.55	$ 4,202.01	$ 6,500.00	$ 6,275.00	($225.00)
E 100-4100-415-123 EMPLOYER MEDICARE	$ 1,378.00	$ 1,293.39	$ 982.74	$ 1,500.00	$ 1,421.00	($79.00)
E 100-4100-415-131 HEALTH INSURANCE	$ 15,732.00	$ 16,648.92	$ 11,535.28	$ 17,500.00	$ 18,167.00	$ 667.00
E-100-4100-415-132 LIFE INSURANCE	$ 25.00	$ 20.40	$ 19.20	$ 29.00	$ 30.00	$ 1.00
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	$ -	$ 2,500.00	$ 2,500.00	$ -
E 100-4100-415-321 TELEPHONE	$ 780.00	$ 780.00	$ 520.00	$ 780.00	$ 780.00	$ -
E 100-4100-415-331 TRAVEL	$ 3,600.00	$ 3,600.00	$ 2,400.00	$ 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	$ 124.14	$ 1,500.00	$ 1,500.00	$ -
E 100-4100-415-437 MISCELLANEOUS	$ -	$ 788.95	$ 131.60	$ 1,000.00	$ 1,000.00	$ -
DEPT 415 CITY ADMINISTRATOR	**$ 143,001.00**	**$ 132,032.32**	**$ 96,905.12**	**$ 145,459.00**	**$ 140,932.00**	**($4,527.00)**
DEPT 416 PROFESSIONAL SERVICES						
E 100-4100-416-301 ACCOUNTING FEES	$ 23,050.00	$ 26,250.00	$ 421.58	$ 28,000.00	$21,000	($7,000.00)
E 100-4100-416-302 ARCHITECTS FEES	$ 5,000.00	$ -	$ -	$ -		$ -
E 100-4100-416-303 ENGINEERING FEES	$ 20,000.00	$ 41,936.62	$ 32,728.00	$ 20,000.00	$ 20,000.00	$ -
E 100-4100-416-304 LEGAL FEES	$ 15,000.00	$ 4,729.00	$ 3,010.00	$ 15,000.00	$ 15,000.00	$ -
E 100-4100-416-307 ASSESSING	$ 14,184.00	$ 14,016.00	$ 14,575.00	$ 14,600.00	$16,000	$ 1,400.00
E 100-4100-416-308 CONSTRUCTION	$ -	$ -	$ -	$ -	$ -	$ -
E 100-4100-416-309 CONSULTING FEES	$ 20,000.00	$ 14,220.90	$ 6,728.93	$ 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	2020	2021	
Expenditures	**BUDGET**	**ACTUAL**	**YTD**	**BUDGET**	**PROPOSED**	**+/-**
DEPT 416 PROFESSIONAL SERVICES	**$ 110,234.00**	**$ 101,152.52**	**$ 57,463.51**	**$ 99,600.00**	**$ 94,000.00**	**($5,600.00)**
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	$ 22,362.39	$ 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**	**$ 22,362.39**	**$ 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	$ 25,000.00	$ 25,000.00	$ -
E 100-4100-419-201 GENERAL SUPPLIES	$ 2,000.00	$ 5,463.18	$ 2,116.99	$ 4,500.00	$ 4,500.00	$ -
E 100-4100-419-202 DUPLICATING SUPPLIES	$ 2,500.00	$ 2,810.78	$ 879.49	$ -	$ -	$ -
E 100-4100-419-203 COMPUTER SUPPLIES/TECHNOLOGY	$ 10,000.00	$ 7,503.86	$ 15,263.64	$ -	$ -	$ -
E 100-4100-419-321 TELEPHONE	$ 7,500.00	$ 5,643.94	$ 4,279.25	$ -	$ -	$ -
E 100-4100-419-322 POSTAGE	$ 1,500.00	$ 2,084.38	$ 1,544.85	$ 2,200.00	$ 2,500.00	$ 300.00
E 100-4100-419-342 MARKETING AND PROMOTIONS	$ 7,500.00	$ 5,093.51	$ -	$ 1,000.00	$ -	($1,000.00)
E 100-4100-419-351 PUBLISHING LEGAL NOTICES	$ 2,000.00	$ 1,342.72	$ 596.16	$ 2,000.00	$ 2,000.00	$ -
E 100-4100-419-354 ELECTION EXPENDITURES	$ -	($350.27)	$ 1,035.21	$ 10,000.00	$ -	($10,000.00)
E 100-4100-419-361 INSURANCE	$ 58,500.00	$ 57,117.55	$ 60,552.00	$ 60,000.00	$ 62,250.00	$ 2,250.00
E 100-4100-419-409 R&M PROPERTY	$ 500.00	$ -	$ -	$ -	$ -	$ -
E 100-4100-419-433 DUES AND SUBSCRIPTIONS	$ 4,000.00	$ 3,397.88	$ 750.38	$ 4,000.00	$ 4,000.00	$ -
E 100-4100-419-437 MISCELLANEOUS	$ 11,000.00	$ 10,023.50	$ 4,208.24	$ 11,000.00	$ 11,000.00	$ -
E 100-4100-419-438 LICENSE & FEES TO OTHER GOVTS	$ 1,000.00	$ 120.00	$ 46.00	$ 1,000.00	$ 1,000.00	$ -
E 100-4100-419-514 LAND PURCHASE	$ -	$ -	$ -			$ -
DEPT 419 OTHER UNALLOCATED	**$ 130,000.00**	**$ 132,235.23**	**$ 122,288.25**	**$ 120,700.00**	**$ 112,250.00**	**($8,450.00)**
DEPT 421 POLICE						
E 100-4200-421-101 WAGES - DEPARTMENT HEAD	$ 77,726.00	$ 77,388.59	$ 57,198.57	$ 84,500.00	$ 89,170.00	$ 4,670.00
E 100-4200-421-103 WAGES - OTHER	$ 127,064.00	$ 129,288.66	$ 94,320.76	$ 137,500.00	$ 144,922.00	$ 7,422.00
E 100-4200-421-104 WAGES - TEMPORARY	$ 42,500.00	$ 48,956.02	$ 24,042.81	$ 45,300.00	$ 46,389.00	$ 1,089.00
E 100-4200-421-121 EMPLOYER PERA	$ 40,802.85	$ 40,557.53	$ 28,107.14	$ 47,300.00	$ 50,283.00	$ 2,983.00
E 100-4200-421-122 EMPLOYER FICA	$ 3,700.00	$ 894.92	$ 662.58	$ 3,000.00	$ 1,500.00	($1,500.00)
E 100-4200-421-123 EMPLOYER MEDICARE	$ 2,200.00	$ 3,665.81	$ 2,463.61	$ 4,000.00	$ 3,500.00	($500.00)
E 100-4200-421-131 HEALTH INSURANCE	$ 19,476.00	$ 26,963.62	$ 21,967.78	$ 33,800.00	$ 35,490.00	$ 1,690.00
E-100-4100-421-132 LIFE INSURANCE	$ -	$ 61.20	$ 57.60	$ 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	$ 1,326.32	$ 2,000.00	$ 2,000.00	$ -
E 100-4200-421-203 COMPUTER	$ 7,000.00	$ 7,991.62	$ 4,547.78	$ 9,000.00	$ 7,500.00	($1,500.00)
E 100-4200-421-212 VEHICLES - OIL/GAS	$ 10,000.00	$ 8,342.47	$ 6,094.14	$ 10,000.00	$ 9,000.00	($1,000.00)
E 100-4200-421-213 UNIFORMS	$ 1,000.00	$ 1,785.97	$ 1,104.63	$ 1,300.00	$ 3,000.00	$ 1,700.00
E 100-4200-421-304 LEGAL FEES	$ 30,000.00	$ 5,706.00	$ 7,902.00	$ 15,000.00	$ 15,000.00	$ -
E 100-4200-421-305 CONFERENCES AND TRAINING	$ 2,500.00	($5,728.29)	$ 830.59	$ 2,500.00	$ 2,500.00	$ -
E 100-4200-421-321 TELEPHONE	$ 1,000.00	$ 1,445.17	$ 797.34	$ 1,500.00	$ 1,500.00	$ -
E 100-4200-421-322 POSTAGE	$ -	$ 21.98	$ 57.25	$ -	$ -	$ -
E 100-4200-421-323 RADIO/PAGER UNITS	$ 1,000.00	$ 2,165.50	$ 1,165.50	$ 1,000.00	$ 1,500.00	$ 500.00
E 100-4200-421-405 R&M- EQUIP,VEH	$ 4,500.00	$ 4,559.26	$ 3,361.58	$ 5,500.00	$ 5,500.00	$ -
E 100-4200-421-433 DUES AND SUBSCRIPTIONS	$ 1,000.00	$ 2,664.00	$ 80.00	$ 1,000.00	$ 1,000.00	$ -
E 100-4200-421-437 MISCELLANEOUS	$ 2,000.00	$ 1,210.64	$ 316.99	$ 2,000.00	$ 2,000.00	$ -
E 100-4200-421-438 LICENSE & FEES TO OTHER GOVTS	$ 500.00	$ 180.00	$ 130.74	$ 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	$ 3,000.00	$ 3,000.00	$ -
E 100-4200-421-521 SPECIAL VEHICLE PERMIT	$ -	$ -	$ -	$ 200.00	$ -	($200.00)
DEPT 421 POLICE	**$ 378,468.85**	**$ 362,714.57**	**$ 256,579.89**	**$ 410,000.00**	**$ 425,354.00**	**$ 15,354.00**

CITY OF HOWARD LAKE	2019	2019	2020	2020	2021	
Expenditures	**BUDGET**	**ACTUAL**	**YTD**	**BUDGET**	**PROPOSED**	**+/-**
DEPT 422 FIRE						
E 100-4200-422-101 WAGES - DEPARTMENT HEAD	$ 9,000.00	$ 5,048.00	$ -	$ 10,950.00	$ 8,500.00	($2,450.00)
E 100-4200-422-103 WAGES - OTHER	$ 14,000.00	$ 8,352.00	$ 400.00	$ 14,000.00	$ 20,000.00	$ 6,000.00
E 100-4200-422-122 EMPLOYER FICA	$ 900.00	$ 851.49	$ 24.80	$ 1,000.00	$ 1,000.00	$ -
E 100-4200-422-123 EMPLOYER MEDICARE	$ 250.00	$ 199.14	$ 5.81	$ 250.00	$ 250.00	$ -
E 100-4200-422-124 FIRE RELIEF CONTRIBUTION	$ 25,000.00	$ 25,000.00	$ -	$ 48,500.00	$ 48,500.00	$ -
E 100-4200-422-135 MEDICAL EXAMS/DRUG TESTING	$ 3,500.00	$ 1,928.00	$ 612.00	$ 3,500.00	$ 2,000.00	($1,500.00)
E 100-4200-422-141 UNEMPLOYMENT COMPENSATION	$ -	$ -	$ -	$ -	$ -	$ -
E 100-4200-422-201 GENERAL SUPPLIES	$ 5,000.00	$ 3,569.33	$ 2,262.44	$ 5,000.00	$ 4,000.00	($1,000.00)
E 100-4200-422-202 DUPLICATING SUPPLIES	$ 100.00	$ -	$ -	$ 100.00	$ -	($100.00)
E 100-4200-422-203 COMPUTER	$ 1,000.00	$ 391.13	$ 391.13	$ 1,000.00	$ 400.00	($600.00)
E 100-4200-422-212 VEHICLES - OIL/GAS	$ 3,000.00	$ 1,400.51	$ 985.76	$ 3,000.00	$ 2,000.00	($1,000.00)
E 100-4200-422-213 UNIFORMS	$ 2,500.00	$ 7,332.41	$ 7,889.96	$ 2,500.00	$ 2,500.00	$ -
E 100-4200-422-305 CONFERENCES AND TRAINING	$ 10,000.00	($1,638.21)	($526.23)	$ 7,500.00	$ 7,500.00	$ -
E 100-4200-422-308 CONSTRUCTION	$ -	$ -	$ -	$ -	$ -	$ -
E 100-4200-422-309 CONSULTING FEES		$ -	$ 1,487.00	$ -	$ -	$ -
E 100-4200-422-321 TELEPHONE	$ 2,500.00	$ 2,579.62	$ 1,844.70	$ 2,500.00	$ 2,500.00	$ -
E 100-4200-422-322 POSTAGE		$ 117.50	$ -	$ -	$ -	$ -
E 100-4200-422-323 RADIO/PAGER UNITS	$ 5,500.00	$ 6,728.62	$ 7,944.37	$ 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	$ 2,054.19	$ 4,000.00	$ 3,000.00	($1,000.00)
E 100-4200-422-382 UTILITY - GAS	$ 3,000.00	$ 1,776.91	$ 1,344.64	$ 3,000.00	$ 2,000.00	($1,000.00)
E 100-4200-422-401 R&M BUILDINGS	$ 2,500.00	$ -	$ -	$ 5,000.00	$ 5,000.00	$ -
E 100-4200-422-405 R&M- EQUIP,VEH	$ 7,500.00	$ 3,468.80	$ 3,180.54	$ 7,500.00	$ 7,500.00	$ -
E 100-4200-422-431 FIRE DEPARTMENT CONTRACTS	$ -	$ -	$ -	$ -	$ -	$ -
E 100-4200-422-433 DUES AND SUBSCRIPTIONS	$ 500.00	$ 633.00	$ 100.00	$ 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	$ -
E 100-4200-422-512 EQUIPMENT PURCHASE	$ 10,000.00	$ 409.93	$ 613.20	$ 10,000.00	$ 10,000.00	$ -
E 100-4200-422-720 OPERATING TRNSFR OUT		$ -	$ -	$ -		$ -
DEPT 422 FIRE	**$ 157,250.00**	**$ 116,414.02**	**$ 30,931.59**	**$ 192,300.00**	**$ 189,650.00**	**($2,650.00)**
DEPT 423 TZD						$ -
E 100-4200-423-101 WAGES - DEPARTMENT HEAD	$ -	$ 1,090.74	$ 723.56	$ 1,200.00	$ -	($1,200.00)
E 100-4200-423-121 EMPLOYER PERA	$ -	$ 184.89	$ 128.07	$ 200.00	$ -	($200.00)
E 100-4200-423-123 EMPLOYER MEDICARE	$ -	$ 15.15	$ 10.22	$ 20.00	$ -	($20.00)
E 100-4200-423-131 HEALTH INSURANCE	$ -	$ 123.54	$ 109.50	$ 150.00	$ -	($150.00)
DEPT 423 TZD	**$ -**	**$ 1,414.32**	**$ 971.35**	**$ 1,570.00**	**$ -**	**($1,570.00)**
DEPT 425 CIVIL DEFENSE						$ -
E 100-4200-425-101 WAGES - DEPARTMENT HEAD	$ 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	$ 1,500.00	$ -
E 100-4200-425-437 MISCELLANEOUS	$ -	$ -	$ -	$ -		$ -
DEPT 425 CIVIL DEFENSE	**$ 1,750.00**	**$ 250.00**	**$ 250.00**	**$ 1,750.00**	**$ 1,750.00**	**$ -**
DEPT 426 AMBULANCE						
E 100-4200-426-103 WAGES - OTHER	$ 40,000.00	$ 73,892.65	$ 28,205.00	$ 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	$ 1,748.71	$ 4,000.00	$ 4,000.00	$ -
E 100-4200-426-123 EMPLOYER MEDICARE	$ 580.00	$ 1,071.61	$ 409.14	$ 1,000.00	$ 1,000.00	$ -
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**	**$ 31,742.63**	**$ 55,000.00**	**$ 55,000.00**	**$ -**

CITY OF HOWARD LAKE	2019	2019	2020	2020	2021	
Expenditures	**BUDGET**	**ACTUAL**	**YTD**	**BUDGET**	**PROPOSED**	**+/-**
DEPT 431 STREETS AND HIGHWAYS						
E 100-4300-431-101 WAGES - DEPARTMENT HEAD	$ 45,121.00	$ 49,691.44	$ 33,579.85	$ 35,200.00	$ 45,231.00	$ 10,031.00
E 100-4300-431-103 WAGES - OTHER	$ 29,016.00	$ 30,433.42	$ 21,899.64	$ 33,300.00	$ 32,894.00	($406.00)
E 100-4300-431-121 EMPLOYER PERA	$ 4,818.00	$ 6,009.43	$ 3,851.32	$ 4,500.00	$ 5,859.00	$ 1,359.00
E 100-4300-431-122 EMPLOYER FICA	$ 1,074.00	$ 4,488.87	$ 3,178.78	$ 4,250.00	$ 4,843.00	$ 593.00
E 100-4300-431-123 EMPLOYER MEDICARE	$ 378.56	$ 1,049.92	$ 743.45	$ 1,000.00	$ 1,132.00	$ 132.00
E 100-4300-431-131 HEALTH INSURANCE	$ 11,799.00	$ 22,104.29	$ 14,032.84	$ 18,750.02	$ 19,687.00	$ 936.99
E-100-4300-431-132 LIFE INSURANCE	$ 50.00	$ 27.45	$ 24.03	$ 32.00	$ 30.00	($2.00)
E-100-4300-431-151 WORKERS COMPENSATION INS		$ -	($26.24)		$ -	$ -
E 100-4300-431-201 GENERAL SUPPLIES	$ 4,000.00	$ 3,442.15	$ 1,685.00	$ 3,500.00	$ 3,500.00	$ -
E 100-4300-431-203 COMPUTER SUPPLIES/TECHNOLOGY		$ -	$ 93.68		$ -	$ -
E 100-4300-431-212 VEHICLES - OIL/GAS	$ 8,000.00	$ 10,138.67	$ 3,630.09	$ 9,000.00	$ 5,000.00	($4,000.00)
E 100-4300-431-213 UNIFORMS	$ 1,000.00	$ 368.57	$ 75.97	$ 966.00	$ 1,000.00	$ 34.00
E 100-4300-431-224 STREET MATERIALS	$ 5,000.00	$ 73,032.37	$ 267,056.91	$ 5,500.00	$ 7,500.00	$ 2,000.00
E 100-4300-431-226 SIGNS	$ 5,000.00	$ 2,048.21	$ 1,390.32	$ 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	$ 300.00	$ 300.00	$ -
E 100-4300-431-321 TELEPHONE	$ 1,000.00	$ 609.69	$ 458.86	$ 1,300.00	$ 1,300.00	$ -
E 100-4300-431-323 RADIO/PAGER UNITS	$ -	$ -	$ -	$ -	$ -	$ -
E 100-4300-431-331 TRAVEL	$ 500.00	$ -	$ -	$ 500.00	$ 500.00	$ -
E 100-4300-431-381 UTILITY-ELECTRIC	$ 32,500.00	$ 28,735.04	$ 20,595.41	$ 32,500.00	$ 30,000.00	($2,500.00)
E 100-4300-431-382 UTILITY - GAS	$ 3,000.00	$ 2,044.54	$ 1,668.80	$ 3,500.00	$ 2,500.00	($1,000.00)
E 100-4300-431-384 REFUSE DISPOSAL	$ 500.00	$ 575.50	$ 713.38	$ 500.00	$ 1,000.00	$ 500.00
E 100-4300-431-387 WEED CONTROL/PROPERTY MAINT	$ 1,500.00	$ 2,571.22	$ 303.47	$ -	$ -	$ -
E 100-4300-431-389 SNOW REMOVAL	$ 7,500.00	$ 29,947.11	$ 7,970.10	$ 15,000.00	$ 15,000.00	$ -
E 100-4300-431-401 R&M BUILDINGS	$ 5,000.00	$ 2,195.56	$ 145.00	$ 4,000.00	$ 4,000.00	$ -
E 100-4300-431-402 R&M STRUCTURES	$ 7,000.00	$ 6,030.35	$ -	$ 6,000.00	$ 6,000.00	$ -
E 100-4300-431-405 R&M- EQUIP,VEH	$ 8,000.00	$ 29,850.61	$ 18,263.34	$ 15,000.00	$ 15,000.00	$ -
E 100-4300-431-406 R&M STREETS	$ 1,000.00	$ 1,627.07	$ 3,871.66	$ 2,500.00	$ 5,000.00	$ 2,500.00
E 100-4300-431-408 R&M SIDEWALKS	$ 2,500.00	$ -	$ 1,698.00	$ 4,000.00	$ 4,000.00	$ -
E 100-4300-431-437 MISCELLANEOUS	$ 2,500.00	$ 2,394.69	$ 24,160.47	$ 2,000.00	$ 2,000.00	$ -
E 100-4300-431-438 LICENSE & FEES TO OTHER GOVTS		$ -	$ 201.90		$ -	$ -
E 100-4300-431-512 EQUIPMENT PURCHASE	$ -	$ -	$ -	$ 2,000.00	$ -	($2,000.00)
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	$ -
DEPT 431 STREETS AND HIGHWAYS	**$ 187,756.56**	**$ 314,499.34**	**$ 432,766.03**	**$ 209,598.02**	**$ 217,776.00**	**$ 8,177.99**
DEPT 434 SANITATION & WASTE REMOVAL						
E 100-4300-434-322 POSTAGE	$ 1,000.00	$ 825.96	$ 556.19	$ 1,000.00	$ 1,000.00	$ -
E 100-4300-434-384 REFUSE DISPOSAL	$ 90,000.00	$ 100,759.70	$ 69,323.40	$ 90,000.00	$ 90,000.00	$ -
E 100-4300-434-386 RECYCLING	$ 25,000.00	$ 32,207.37	$ 18,962.83	$ 27,500.00	$ 27,500.00	$ -
E 100-4300-434-390 COMPOST SITE		$ 6,535.95	$ 8,176.00	$ 7,000.00	$ 9,000.00	$ 2,000.00
E 100-4300-434-436 MINN. SALES TAX	$ 10,000.00	$ 10,569.74	$ 8,775.84	$ 10,000.00	$ 10,000.00	$ -
DEPT 434 SANITATION & WASTE REMOVAL	**$ 126,000.00**	**$ 150,898.72**	**$ 105,794.26**	**$ 135,500.00**	**$ 137,500.00**	**$ 2,000.00**
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	$6,500.00	$ 6,500.00	$ -
E 100-4300-493-387 WEED CONTROL/PROPERTY MAINT		$ -	$2,000.00	$3,500.00	$ 3,500.00	$ -
E 100-4300-493-493 ANIMAL CONTROL		$ -	$63.69	$1,500.00	$ -	($1,500.00)
DEPT 493 GENERAL PUBLIC WORKS		**$ -**	**$ 2,063.69**	**$ 11,500.00**	**$ 10,000.00**	**($1,500.00)**
DEPT 451 PARKS						
E 100-4500-451-104 WAGES - TEMPORARY	$ 15,000.00	$ 9,752.09	$ 1,911.28	$ 18,250.00	$ 15,000.00	($3,250.00)
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	$ 153.75	$ 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	$ 472.51	$ 500.00	$ 500.00	$ -
E 100-4500-451-381 UTILITY-ELECTRIC	$ 2,500.00	$ 2,333.40	$ 1,775.74	$ 2,800.00	$ 2,500.00	($300.00)
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		$ -	$ 181.71	$ -	$ -	$ -
E 100-4500-451-401 R&M BUILDINGS	$ 4,000.00	$ 7,106.87	$ -	$ 6,000.00	$ 6,000.00	$ -
E 100-4500-451-402 R&M STRUCTURES	$ 10,000.00	$ 10,558.29	$ 1,750.00	$ 10,000.00	$ 10,000.00	$ -
E 100-4500-451-405 R&M- EQUIP,VEH	$ 2,500.00	$ 1,854.33	$ 1,539.48	$ 2,500.00	$ 2,500.00	$ -
E 100-4500-451-437 MISCELLANEOUS	$ 5,000.00	$ 5,324.38	$ 5,422.38	$ 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**	**$ 13,270.93**	**$ 53,935.00**	**$ 50,385.00**	**($3,550.00)**
DEPT 452 COMMUNITY CENTER						
E 100-4500-452-201 GENERAL SUPPLIES	$ 2,000.00	$ 2,206.13	$ 902.28	$ 2,000.00	$ 2,000.00	$ -
E 100-4500-452-211 CLEANING	$ 2,000.00	$ 7,139.13	$ 1,015.80	$ 2,500.00	$ -	($2,500.00)
E 100-4500-452-381 UTILITY-ELECTRIC	$ 7,500.00	$ 6,965.60	$ 4,993.39	$ 7,500.00	$ 6,000.00	($1,500.00)
E 100-4500-452-382 UTILITY - GAS	$ 3,500.00	$ 3,178.45	$ 2,593.56	$ 4,000.00	$ 3,500.00	($500.00)
E 100-4500-452-401 R&M BUILDINGS	$ 5,000.00	$ 2,582.75	$ 1,200.11	$ 5,000.00	$ 1,000.00	($4,000.00)
E 100-4500-452-437 MISCELLANEOUS	$ 1,000.00	$ 358.04	$ -	$ 1,000.00	$ -	($1,000.00)
DEPT 452 COMMUNITY CENTER	**$ 21,000.00**	**$ 22,430.10**	**$ 10,705.14**	**$ 22,000.00**	**$ 12,500.00**	**($9,500.00)**
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	$ 600.00	$ -
E 100-4500-453-123 EMPLOYER MEDICARE	$ 200.00	$ 101.16	$ -	$ 130.00	$ 130.00	$ -
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	$ -

CITY OF HOWARD LAKE	2019	2019	2020	2020	2021	
Expenditures	**BUDGET**	**ACTUAL**	**YTD**	**BUDGET**	**PROPOSED**	**+/-**
E 100-4500-453-411 RENTAL EXP	$ -	$ -	$ -	$ -	$ -	$ -
E 100-4500-453-437 MISCELLANEOUS	$ 2,000.00	$ 564.34	$ 96.00	$ 1,000.00	$ 500.00	($500.00)
E 100-4500-453-512 EQUIPMENT PURCHASE	$ 1,000.00	$ -	$ -	$ 1,000.00	$ 500.00	($500.00)
DEPT 453 SUMMER RECREATION	**$ 17,700.00**	**$ 8,841.51**	**$ 96.00**	**$ 14,430.00**	**$ 13,430.00**	**($1,000.00)**

CITY OF HOWARD LAKE	2019	2019	2020	2020	2021	
Expenditures	**BUDGET**	**ACTUAL**	**YTD**	**BUDGET**	**PROPOSED**	**+/-**
DEPT 454 SKATING RINK						
E 100-4500-454-201 GENERAL SUPPLIES	$ 150.00	$ -	$ -	$ 350.00		($350.00)
E 100-4500-454-240 TOOLS/MINOR EQUIP	$ -	$ -	$ -	$ -		$ -
E 100-4500-454-381 UTILITY-ELECTRIC	$ 300.00	$ 222.80	$ 166.36	$ 300.00		($300.00)
E 100-4500-454-382 UTILITY - GAS	$ 500.00	$ 275.99	$ 131.42	$ 300.00		($300.00)
E 100-4500-454-401 R&M BUILDINGS	$ 500.00	$ 1,279.00	$ -	$ 500.00		($500.00)
DEPT 454 SKATING RINK	**$ 1,450.00**	**$ 1,777.79**	**$ 297.78**	**$ 1,450.00**	**$ -**	**($1,450.00)**
DEPT 463 COMMUNITY EVENTS						
100-4500 -463-392 GOOD NEIGHBOR DAYS		$ -	$ -	$ 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)	$ 2,000.00	$ 1,000.00	($1,000.00)
100-4500-463-395 ROYALTY		$ 1,220.71	$ 3,000.00	$ 3,000.00	$ 2,000.00	($1,000.00)
DEPT 463 COMMUNITY EVENTS	**$ -**	**$ 1,220.71**	**$ 2,439.98**	**$ 8,500.00**	**$ 6,500.00**	**($2,000.00)**
DEPT 460 SOUTH SHORE EVENT CENTER						
E 100-4500-460-101 WAGES - DEPARTMENT HEAD		$ -	$ 370.70	$ -		$ -
E 100-4500-460-104 WAGES - TEMPORARY		$ -	$ -	$ -		$ -
E 100-4500-460-121 EMPLOYER PERA		$ -	$ 27.81	$ -		$ -
E 100-4500-460-122 EMPLOYER FICA		$ -	$ 21.74	$ -		$ -
E 100-4500-460-123 EMPLOYER MEDICARE		$ -	$ 5.09	$ -		$ -
E 100-4500-460-201 GENERAL SUPPLIES		$ -	$ 2,792.95	$ -		$ -
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	$ 567.37	$ -		$ -
E 100-4500-460-341 ADVERTISING		$ -	$ 3,246.27	$ -		$ -
E 100-4500-460-361 INSURANCE		$ 625.00	$ -	$ -		$ -
E 100-4500-460-409 R&M PROPERTY		$ 159.00	$ -	$ -		$ -
E 100-4500-460-433 DUES AND SUBSCRIPTIONS		$ -	$ 297.00	$ -		$ -
E 100-4500-460-437 MISCVELLANEOUS		$ 206.16	$ 7,293.96	$ -		$ -
E 100-4500-460-512 EQUIPMENT PURCHASE		$ 13,514.20	$ 3,838.50	$ -		$ -
DEPT 460 SOUTH SHORE EVENT CENTER		**$ 14,718.90**	**$ 19,937.16**			
DEPT 481 CABLE						
E 100-4800-481-101 WAGES - DEPARTMENT HEAD	$ -	$ -	$ -	$ -	$ -	$ -
E 100-4800-481-103 WAGES - OTHER	$ 5,000.00	$ -	$ -	$ 5,000.00		($5,000.00)
E 100-4800-481-201 GENERAL SUPPLIES		$ -	$ -	$ -	$ 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	$ 4,252.34	$ -	$ 500.00	$ 500.00
E 100-4800-481-512 EQUIPMENT PURCHASE	$ -	$ -	$ 1,849.50	$ -	$ -	$ -
DEPT 481 CABLE	**$ 6,000.00**	**$ 7,953.26**	**$ 6,101.84**	**$ 7,500.00**	**$ 5,500.00**	**($2,000.00)**
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	$ -
DEPT 483 CEMETERY	**$ 2,000.00**	**$ 5,500.00**	**$ 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**	**$ -**	**$ 475,000.00**	**$ 545,000.00**	$ 70,000.00
E 100-4900-491-726 PRIOR PERIOD ADJUSTMENT	$ -	$ -	$ -			$ -
	$ 1,987,862.83	**$ 2,081,357.24**	**$ 1,323,471.27**	**$ 2,236,169.02**	**$ 2,302,383.50**	**$ 66,214.48**

CITY OF HOWARD LAKE
Revenues

Account	DEPT Descr	2019 BUDGET	2019 ACTUAL	2020 YTD	2020 BUDGET	2021 PROPOSED BUDGET
R 100-311-3100	TAXES	$ 969,000.00	$ 892,804.55	$ 580,492.16	$ 1,065,459.00	$ 1,167,257.00
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
R 100-322-3200	ANIMAL LICENSES	$ 300.00	$ 380.00	$ 310.00	$ 250.00	$ 250.00
R 100-323-3200	LIQUOR LICENSES	$ 4,400.00	$ 6,850.00	$ 250.00	$ 6,000.00	$ 6,000.00
R 100-324-3200	BOWLING ALLEY LICENSES	$ 60.00	$ 2,673.25	$ 60.00	$ 60.00	$ 60.00
R 100-325-3200	ELECTRONIC GAMES LICENSES	$ 20.00	$ 20.00	$ -	$ 20.00	$ 20.00
R 100-326-3200	TOBACCO LICENSES	$ 200.00	$ 250.00	$ -	$ 250.00	$ 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
R 100-328-3200	PEDDLER S LICENSE	$ 500.00	$ 200.00	$ -	$ 200.00	$ 200.00
R 100-330-3300	FIRE CONTRACTS	$ 60,000.00	$ 76,489.26	$ 40,033.31	$ 80,000.00	$ 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
R 100-334-3300	POLICE AID	$ 20,000.00	$ 27,478.61	$ -	$ 25,000.00	$ 25,000.00
R 100-335-3300	FIRE RELIEF AID	$ 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
R 100-336-3600	INTERGOVERNMENTAL REVENUE - MISCELLANEOUS	$ 5,000.00	$ 2,921.29	$ 6,379.29	$ -	$ -
R 100-339-3300	OTHER - INTERGOVERNMENTAL REVENUE	$ 75,000.00	$ 14,238.47	$ -	$ -	$ -
R 100-340-3300	STATE AID - STREETS	$ -	$ -	$ -	$ -	$ -
R 100-342-3400	RECYCLING	$ 25,000.00	$ 29,706.70	$ 16,457.52	$ 25,000.00	$ 25,000.00
R 100-343-3400	REFUSE SERVICES	$ 105,000.00	$ 109,879.22	$ 74,592.69	$ 105,000.00	$ 105,000.00
R 100-344-3400	PARK FEES	$ 2,000.00	$ 2,700.50	$ 150.00	$ 3,200.00	$ 3,200.00
R 100-345-3400	COMMUNITY CENTER FEES	$ 1,000.00	$ 1,350.00	$ 250.00	$ 1,000.00	$ 1,000.00
R 100-346-3400	RECREATION FEES	$ 4,000.00	$ -	$ -	$ 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
R 100-348-3400	ASSESSMENT SEARCH FEES	$ 1,000.00	$ 2,395.00	$ 1,875.00	$ 1,400.00	$ 2,000.00
R 100-349-3400	OTHER - CHARGES FOR SERVICES	$ -	$ 1,104.50	$ 292.50	$ 5,000.00	$ 5,000.00
R 100-352-3500	FINES - CITY	$ 50.00	$ 50.00	$ -	$ 100.00	$ 100.00
R 100-353-3500	FORFEITURES	$ 1,000.00	$ -	$ -	$ 1,000.00	$ 1,000.00
R 100-355-3500	PUBLIC NUISANCE	$ 500.00	$ -	$ -	$ 250.00	$ 250.00
R 100-357-3400?	HISTORIC CITY HALL FEES		$ -	$ -	$ 2,500.00	$ -
R 100-361-3600	DONATIONS RECEIVED	$ 10,000.00	$ 27,194.11	$ 101,586.42	$ 24,000.00	$ 24,000.00
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
R 100-363-3600	INTEREST - CHECKING	$ 5,100.00	$ -	$ 354.64	$ -	$ -
R 100-364-3600	REIMBURSEMENTS - MISCELLANEOUS	$ 10,500.00	$ 11,518.42	$ 7,700.30	$ 10,000.00	$ 10,000.00
R 100-365-3600	CABLE	$ 11,000.00	$ -	$ 2,500.00	$ 20,000.00	$ 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
R 100-367-3600	AMBULANCE	$ 45,000.00	$ -	$ -	$ 35,000.00	$ 35,000.00
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
R 100-391-3900	SALE OF FIXED ASSESTS	$ 2,000.00	*$ 33,000.00*	*$ 26,260.00*	*$ 36,099.00*	$ 70,000.00
R 100-392-3900	OPERATING TRANSFERS IN	$ 36,118.00	$ -	$ -	$ -	$ -
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 100-604-3300	TZD	$ 1,500.00	$ 1,343.72	$ 460.35	$ 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
R 100-617-3200	SPECIAL VEHICLE PERMIT	$ 800.00	$ 740.00	$ 800.00	$ 700.00	$ 700.00
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
	LEVY	$ 1,065,585.00	$ 892,804.55			$ 1,167,257.00
	TOTAL REVENUE	**$2,283,259.00**	**$2,021,248.83**			**$ 2,462,037.00**