

*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
AUGUST 17, 2021 – 7:00 pm

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF AGENDA
Any additions, deletions, modifications to the agenda will be done at this time.
- D. COUNCIL MEETING MINUTES
 - a. Consider Approving Minutes from the July 20, 2021 Meeting.
- E. CITIZEN INPUT
- F. COUNCIL/COMMITTEE REPORT
- G. DEPARTMENT REPORTS
 - a. Howard Lake Municipal Liquor Financials
- H. CONSENT AGENDA
 - a. Consider Accepting all Reports & Payment of Claims.
 - b. Consider Approving Various Personnel Appointments.
 - c. Consider Approving 2021 Fall Clean Up Dates and Rates.
 - d. Consider Setting 2022 Truth in Taxation Hearing Date: Tuesday, December 7, 2021.
- I. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS
 - a. Chief's Pinning Ceremony for Hunter Williams.
- J. NEW BUSINESS
 - a. Consider Selecting Construction Manager for Library Project.
 - b. Consider Approving Scope and Fee for Service for a Water Resource Study.
 - c. Consider Approving Personnel Policy Modification to Maternity Leave.
 - d. Consider Personnel Appointments & Recruiting Plans.
 - e. Consider Resolution 21-14 Accepting ARPA Funds.
 - f. Consider Resolution Accepting CSAH 7 Recondition & Trail Project Bid and Awarding Contract.
- K. OLD BUSINESS
- L. ADMINISTRATOR'S REPORT
- M. ADJOURN



CITY OF HOWARD LAKE

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HOWARD LAKE CITY COUNCIL

Howard Lake City Hall -
July 20, 2021

MEETING MINUTES

COUNCIL PRESENT

Mayor Zimmerman
Tom Kutz
Allan Munson
Gene Gilbert
Jason Deiter

COUNCIL ABSENT

STAFF PRESENT

Nick Haggemiller, City Administrator
Meagan Theisen, Assistant City Administrator
Dave Thompson, Police Chief
Darek Szczepanik, Police Sergeant

ALSO PRESENT

Dean Birkeland, Carlson SV
Susan Morgan, BKV
Josh Halvorson, Bolton & Menk, Inc.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Council Member Kutz moved to approve all of the Council Meeting Minutes from the June 15, 2021 regular Council Meeting. The motion was seconded by Council Member Deiter and passed unanimously.

CITIZEN INPUT

No residents addressed the Council.

COUNCIL/COMMITTEE REPORT

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

DEPARTMENT REPORTS

Receive and file the Howard Lake Municipal Liquor Financials.

CONSENT AGENDA

a. CONSIDER ACCEPTING ALL REPORTS AND PAYMENT OF CLAIMS

GENERAL FUND	58043-58183	\$872,521.46
PAYROLL	26879-26914, 501476-501545	\$72,445.30
ELECTRONIC	980-1003	\$57,421.05
TOTAL		\$1,002,387.81
AMBULANCE CLAIMS	5763-5769	\$4,634.99
ELECTRONIC	014-016	\$37.74
TOTAL		\$4,672.73

- b. Consider Various Personnel Appointments.**
- c. Consider Approving Liquor License & Special Event License for the Wright County Fair Grounds.**
- d. Consider Approving use of Public Property for Vintage Exchange Flea Market.**
- e. Consider Assessing Property Owner for Expenses Associated with Nuisance Abatement.**
- f. Consider Change Order #1 for Water Meter Replacement Project.**

Mayor Zimmerman noted a donation from the American Legion to the Police Department for the purchase of an AED machine.

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

PUBLIC HEARING/PRESENTATION

a. Consider Pinning of Sergeant Darek Szczepanik.

Chief David Thompson presented the pinning of Darek Szczepanik.

b. Consider Presentation & Acceptance of Financial Statements for FY2020.

Dean Birkeland, of Carlson SV, provided an overview of the 2020 Audit Report.

Council Member Gilbert moved to accept the financial statements/2020 audit report. The motion was seconded by Council Member Kutz and passed unanimously.

***New Business J-I & J-j (moved up) Consider Repeal of Ordinance 11.03 Regulation of Mailboxes & Consider Approving Resolution 21-14 Authorizing Summary Publication of Ordinance 11.03 Regulation of Mailboxes**

Haggenmiller presented the staff report regarding the mailbox regulation ordinance, highlighting staffs attempts to work with the Howard Lake Post Office on a resolution to ongoing issues.

Council discussed the history of the mailbox ordinance and determined the City is not interested in being in the middle of the regulations at this time.

Two new Howard Lake residents attended the meeting for this discussion and shared their frustrations with the Howard Lake Post Office.

Council Member Munson moved to repeal Ordinance 11.03 Regulation of Mailboxes. The motion was seconded by Council Member Deiter and passed unanimously.

Council Member Munson moved to approve Resolution 21-14 Authorizing Summary Publication of Repealing Ordinance 11.03 Regulation of Mailboxes.

c. Public Hearing Presentation for the proposed Howard Lake Library Project.

Mayor Zimmerman Opened the Public Hearing at 7:52.

Haggenmiller explained why the presentation is held during a public hearing & financing options for the library project.

Susan Morgan, of BKV, presented Design Development of the Library.

Council Closed the Public Hearing at 8:53.

d. Public Hearing Presentation for the Adoption for EDA Enabling Resolution.

Mayor Zimmerman Opened the Public Hearing at 8:54.

Council requested an update on the Central Park Splash Pad

**Halvorson provided an update on the splash pad, noting it should be operational end of August/early September.

Haggenmiller reviewed the staff report for the Adoption of the EDA.

Mayor Zimmerman Closed the Public Hearing at 8:56.

NEW BUSINESS

a. CONSIDER APPROVING RESOLUTION 21-09 Adopting EDA.

Council Member Deiter moved to approved Resolution 21-09 Adopting the EDA. The Motion was seconded by Council Member Munson and passed unanimously.

b. CONSIDER APPROVING RESOLUTION 21-10 APPROVING PLANS & SPECS & AUTHORIZING THE ADVERTISEMENT OF BIDS FOR CSAH 7 PROJECT.

Haggenmiller reviewed the staff report, highlighting comments from residents at the open house.

Council Member Gilbert moved to approved Resolution 21-10 Approving Plans and Specs & Authorizing the advertisement of bids for CSAH 7 project.

c. CONSIDER APPROVING ORDINANCE 21-01 MODIFICATION TO ORDINANCE 12.02 PARKING

Theisen reviewed the staff report, noting as part of the CSAH 7 project the County is requesting the parking modifications.

Council Member Deiter moved to approve Ordinance 21-01 Modification to Ordinance 12.02 Parking. The Motion was seconded by Council Member Munson and passed unanimously.

d. CONSIDER APPROVING RESOLUTION 21-11 AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 12.02 PARKING

Council Member Kutz moved to approve Resolution 21-11 Authorizing Summary Publication of Ordinance 12.02 Parking. The motion was seconded by Council Member Gilbert and passed unanimously.

- e. **CONSIDER APPROVING RESOLUTION 21-12 PROHIBITING PARKING ON CSAH 7.**
Council Member Munson moved to Approve Resolution 21-12 Prohibiting Parking on CSAH 7. The motion was seconded by Council Member Gilbert and passed unanimously.

f. **CONSIDER SELECTION OF DEVELOPER & ACCEPTANCE OF TERMS FOR TERNIGN TRAILS PLAT 2.**

Haggenmiller presented the staff report for terms for Terning Trails Plat 2, reviewing the required work by the developer.

Council Member Deiter moved to approve GB Land LLC and the general terms presented and directed the city administrator to engage consultants to prepare necessary legal and financial documents. The motion was seconded by Council Member Gilbert and passed unanimously.

g. **CONSIDER APPROVING ORDINANCE 21-02 MODIFICATION TO ORDINANCE 10.02 WATER USE.**

Theisen provided a review of the staff report, with the upcoming water meter replacement project there will be some residents who do not respond to scheduling the replacement of their water meter or refuse to comply. Staff is suggesting to move forward with disconnecting water service to residents who are not in compliance.

Council Member Kutz moved to approve Ordinance 21-02 Modification to Ordinance 10.02 Water Use. The motion was seconded by Council Member Deiter and passed unanimously.

h. **CONSIDER APPROVING RESOLUTION 21-13 AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 10.02 WATER USE.**

Council Member Munson moved to approve Resolution 21-13 Authorizing Summary Publication of Ordinance 10.02 Water Use. The motion was seconded by Council Member Kutz and passed unanimously.

- i. **[MOVED UP ON AGENDA]**
j. **[MOVED UP ON AGENDA]**

OLD BUSINESS

None.

ADMINISTRATORS REPORT

- Haggenmiller shared upcoming workshop items to be discussed.

ADJOURN

Council Member Munson motioned to adjourn the meeting at 9:33 PM. The motion was seconded by Council Member Munson and passed unanimously.

Attest – City Administrator/Clerk

Mayor

Howard Lake Wine & Spirits

Profit & Loss Statement

for the period 7/1/2021 to 7/31/2021

SALES	Mnthly Amnt	YTD Amount	Budget	% of Budget	2020 Mnthly Amt	2020 YTD Amt	+/- Pr Yr
Liquor	\$ 31,819	\$ 199,312	\$ 397,000	50%	\$ 33,770	\$ 200,288	\$ (977)
Beer	\$ 60,196	\$ 336,650	\$ 675,000	50%	\$ 66,072	\$ 359,034	\$ (22,384)
Wine	\$ 8,172	\$ 52,321	\$ 102,000	51%	\$ 10,477	\$ 57,202	\$ (4,881)
Discounts	\$ (1,468)	\$ (9,062)	\$ (18,000)	50%	\$ (2,617)	\$ (10,133)	\$ 1,071
Misc(Pop/Mixes/Tobaco)	\$ 2,456	\$ 11,228	\$ 33,600	33%	\$ 3,254	\$ 16,463	\$ (5,235)
Non Tax	\$ 2,096	\$ 7,091	\$ 14,400	49%	\$ 2,627	\$ 10,706	\$ (3,615)
Loyalty Program	\$ (26)	\$ (211)	\$ (3,000)	7%	\$ (1,330)	\$ (7,650)	\$ 7,439
On Sale Revenue - SSEC	\$ -	\$ 4,540			\$ 245	\$ 1,272	
Other Revenue	\$ 24	\$ 121			\$ 18	\$ 122	
TOTAL SALES	\$ 103,269	\$ 601,988	\$ 1,201,000	50%	\$ 112,516	\$ 627,305	\$ (28,583)
COST OF SALES							
Liquor	\$ 22,900	\$ 136,105	\$ 228,000	60%	\$ 23,709	\$ 139,711	\$ (3,606)
Beer	\$ 58,637	\$ 270,057	\$ 532,000	51%	\$ 61,078	\$ 282,499	\$ (12,441)
Wine	\$ 5,919	\$ 35,474	\$ 66,000	54%	\$ 7,370	\$ 39,739	\$ (4,265)
Misc Tax	\$ 3,206	\$ 10,720	\$ 17,500	61%	\$ 2,583	\$ 10,364	\$ 356
Misc Non Tax	\$ -	\$ 179	\$ 8,500	2%	\$ 1,015	\$ 5,568	\$ (5,389)
Freight	\$ 434	\$ 3,732	\$ 8,000	47%	\$ 425	\$ 4,869	\$ (1,138)
TOTAL COST OF SALES	\$ 91,095	\$ 456,267	\$ 860,000	53%	\$ 96,180	\$ 482,750	\$ (26,483)
GROSS PROFIT	\$ 12,173	\$ 145,721					
EXPENSES							
Wages/Benefits	\$ 17,946	\$ 91,924	\$ 171,825	53%	\$ 16,790	\$ 87,127	\$ 4,797
Consulting	\$ 1,000	\$ 6,100	\$ 12,000	51%	\$ 700	\$ 3,500	\$ 2,600
Training & Seminars	\$ -	\$ 60	\$ 1,000	6%	\$ -	\$ 240	\$ (180)
Travel	\$ 4	\$ 367	\$ 1,000	37%	\$ 39	\$ 655	\$ (288)
Dues & Subscriptions	\$ -	\$ 20	\$ 1,000	2%	\$ 800	\$ 800	\$ (780)
Cash Short/Over	\$ 19	\$ 46	\$ -		\$ 73	\$ 105	\$ (58)
Credit Card Expense	\$ 1,684	\$ 10,685	\$ 18,000	59%	\$ 2,209	\$ 9,431	\$ 1,254
Insurance	\$ -	\$ 9,636	\$ 9,300	104%	\$ 1,800	\$ 7,739	\$ 1,896
Repair & Maintenance	\$ 1,596	\$ 4,610	\$ 8,000	58%	\$ 300	\$ 1,251	\$ 3,359
Computer Supplies/Technology	\$ -	\$ 3,526	\$ 4,500	78%	\$ 99	\$ 8,224	\$ (4,698)
Utilities	\$ 1,283	\$ 6,569	\$ 12,000	55%	\$ 776	\$ 4,719	\$ 1,850
Advertising	\$ 123	\$ 2,099	\$ 2,500	84%	\$ -	\$ 1,916	\$ 183
Misc	\$ 183	\$ 1,930	\$ 5,000	39%	\$ 976	\$ 9,154	\$ (7,224)
Depreciation	\$ 625	\$ 4,375	\$ 7,500	58%	\$ 625	\$ 4,375	\$ -
TOTAL EXPENSES	\$ 24,463	\$ 141,946	\$ 253,625	56%	\$ 25,187	\$ 139,236	\$ 2,710
PROFIT/(LOSS)	\$ (12,290)	\$ 3,775			\$ (8,852)	\$ 5,319	

August 2021 HLWS KPI Overview



Month in Review

July 2019 vs July 2021

Sales

▲ 28.0 %

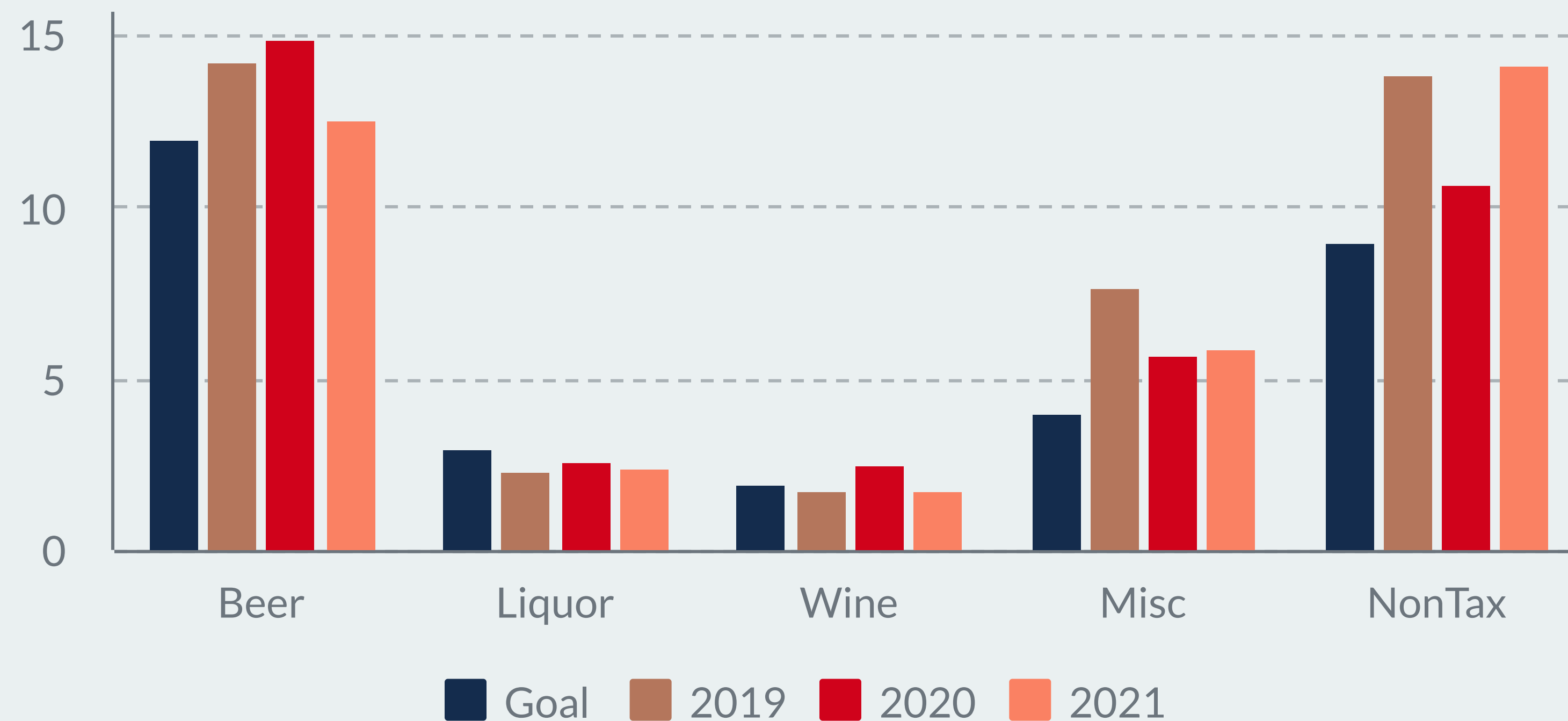
Customer Count

▲ 1.5%

Gross Profits

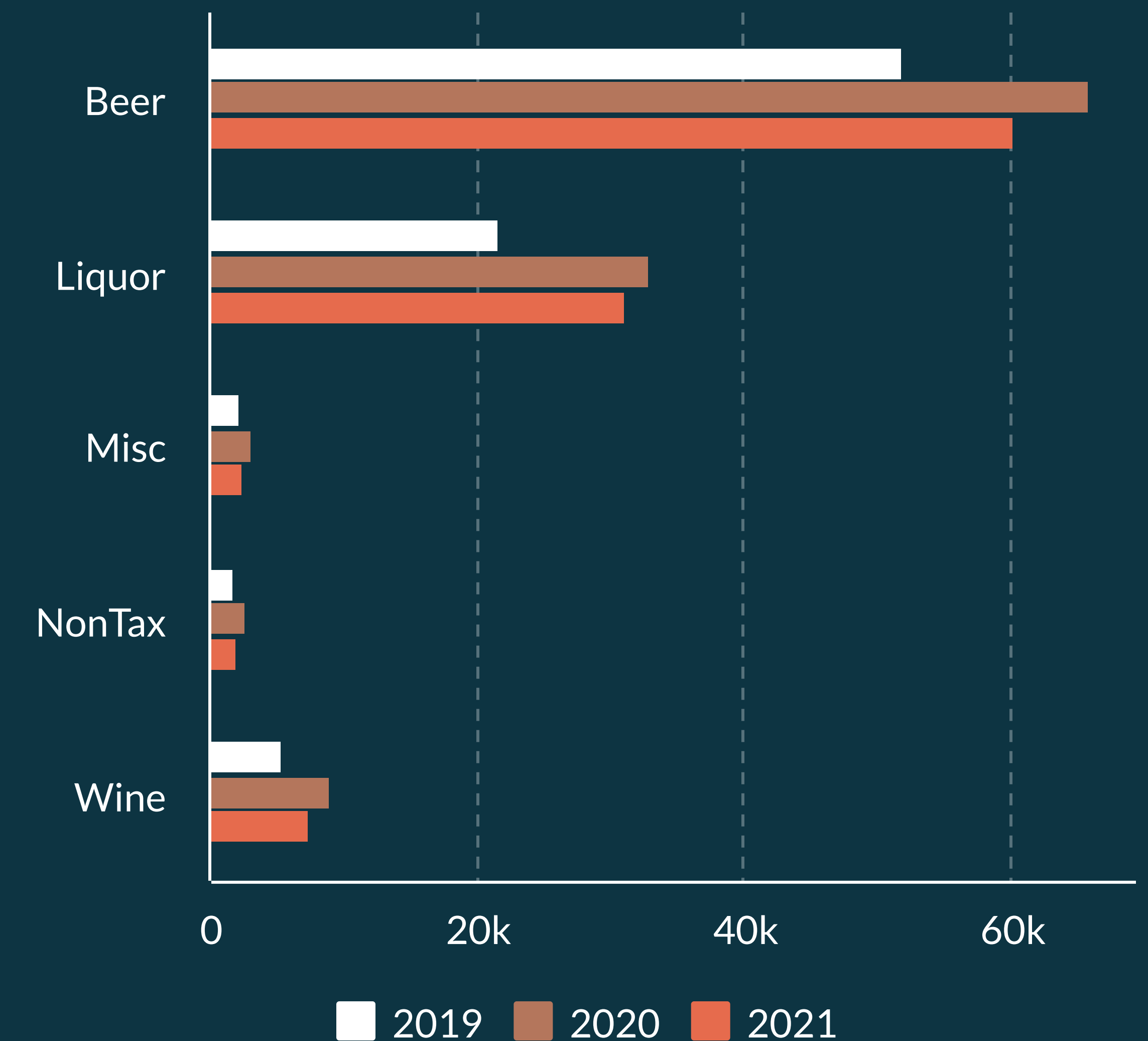
▲ 41.3 %

Inventory Turns July 2019-2021

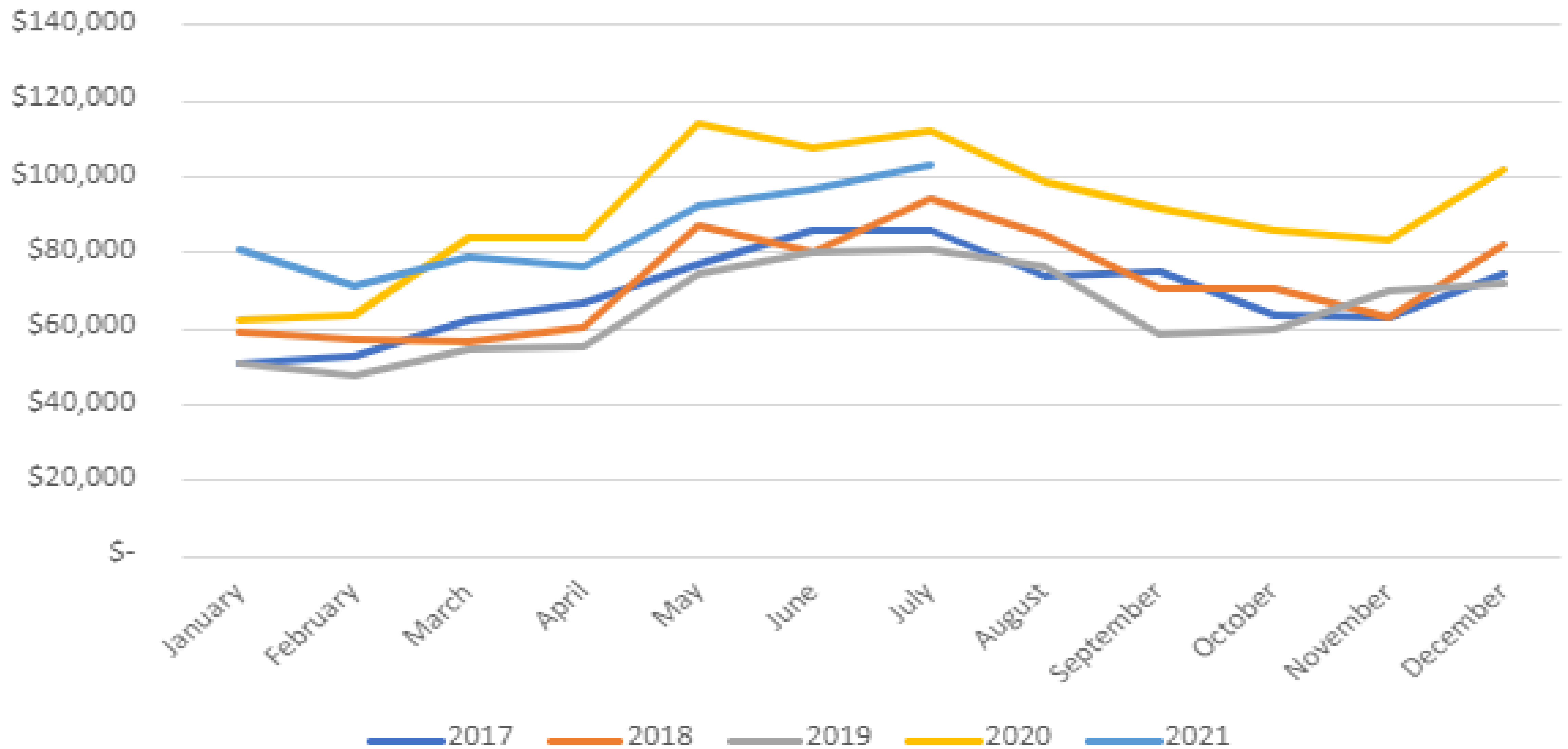


Sales by Category

July 2019 - 2021

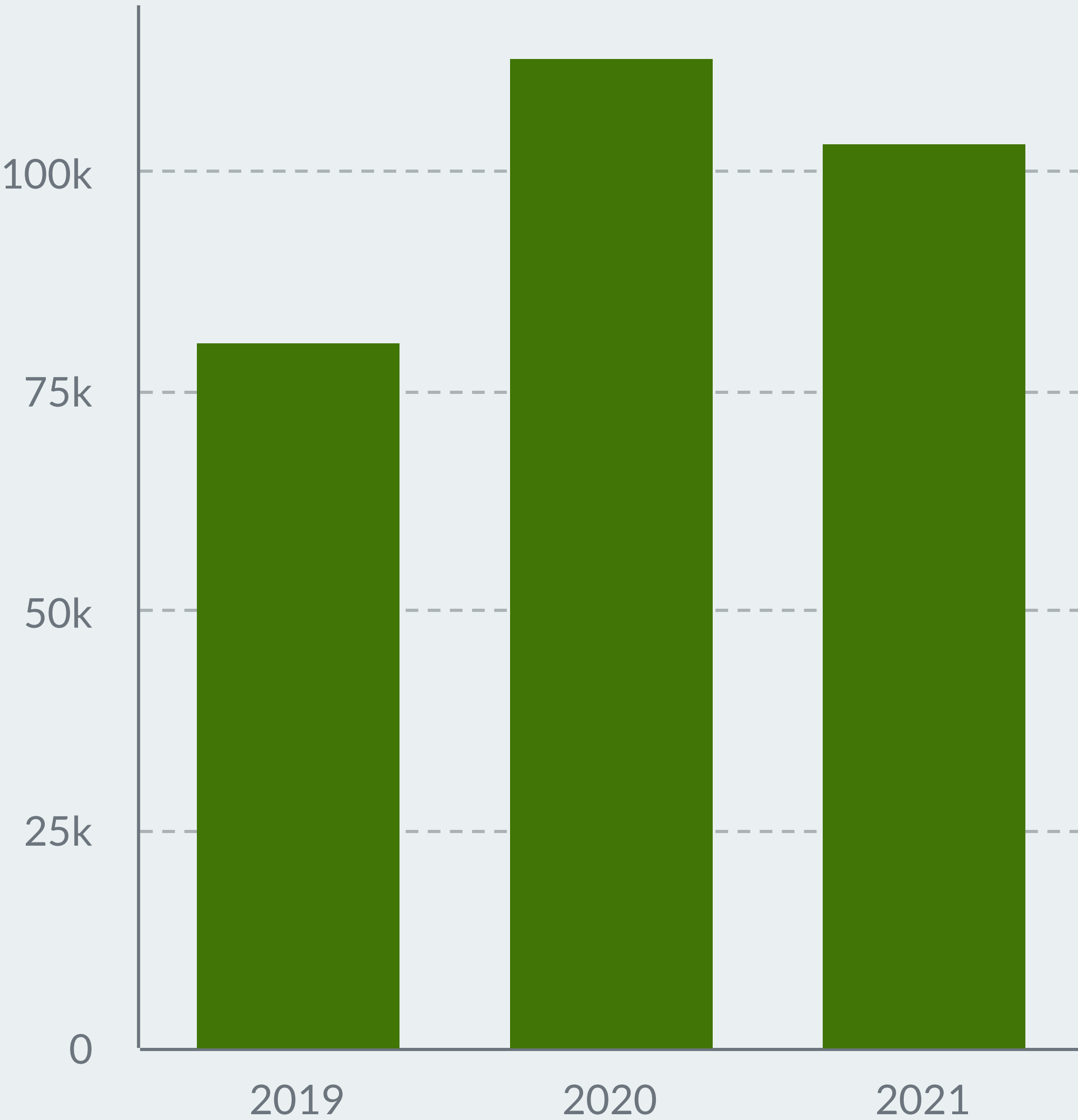


Monthly Sales 2017 to Present



Management's notes

July Sales 2019 & 2021



Reasonable performance

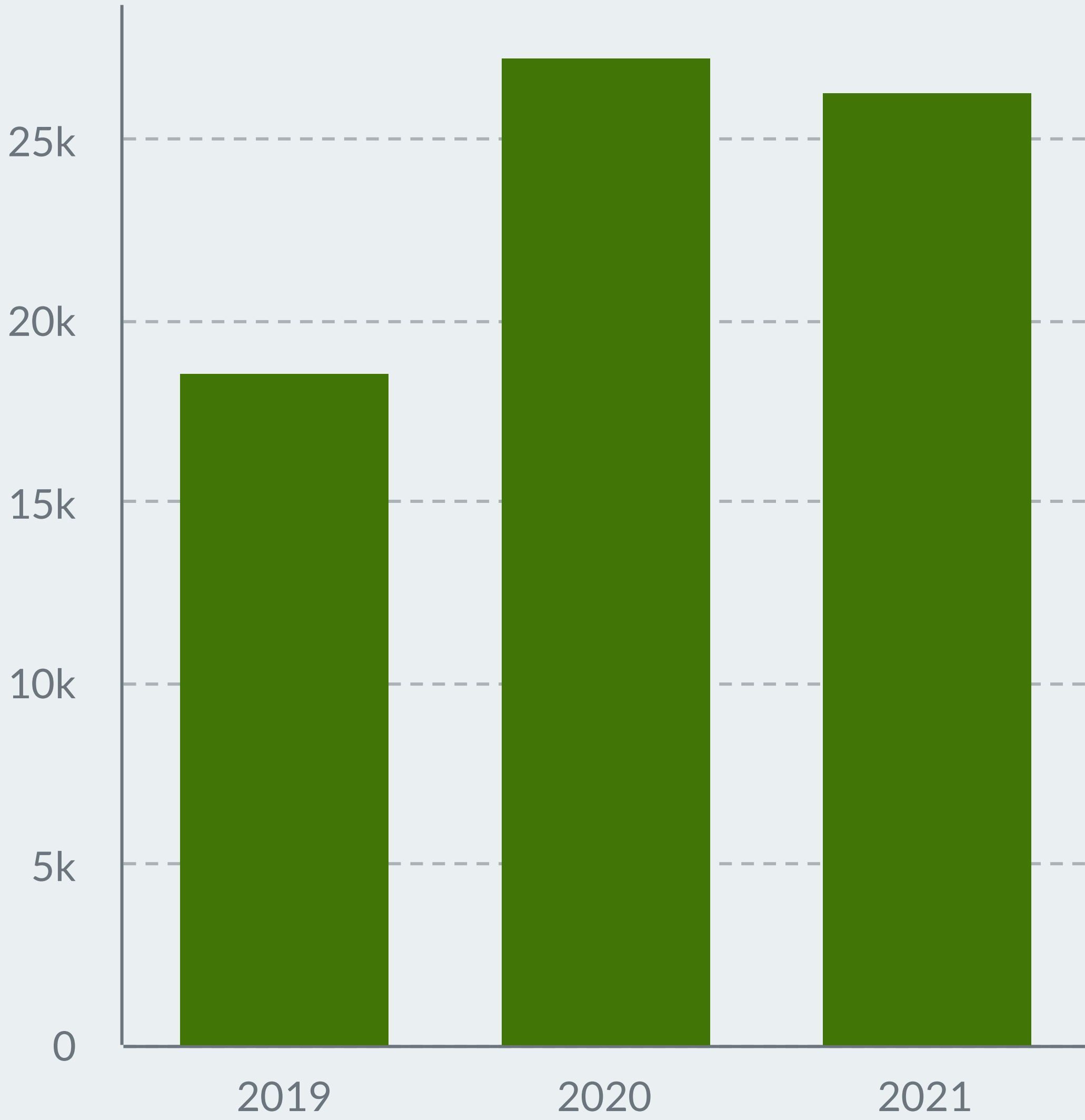
Almost a record July! Had the \$6500 bar tab for July 31 wedding been included, we only missed beating July 2020 sales by \$2800!

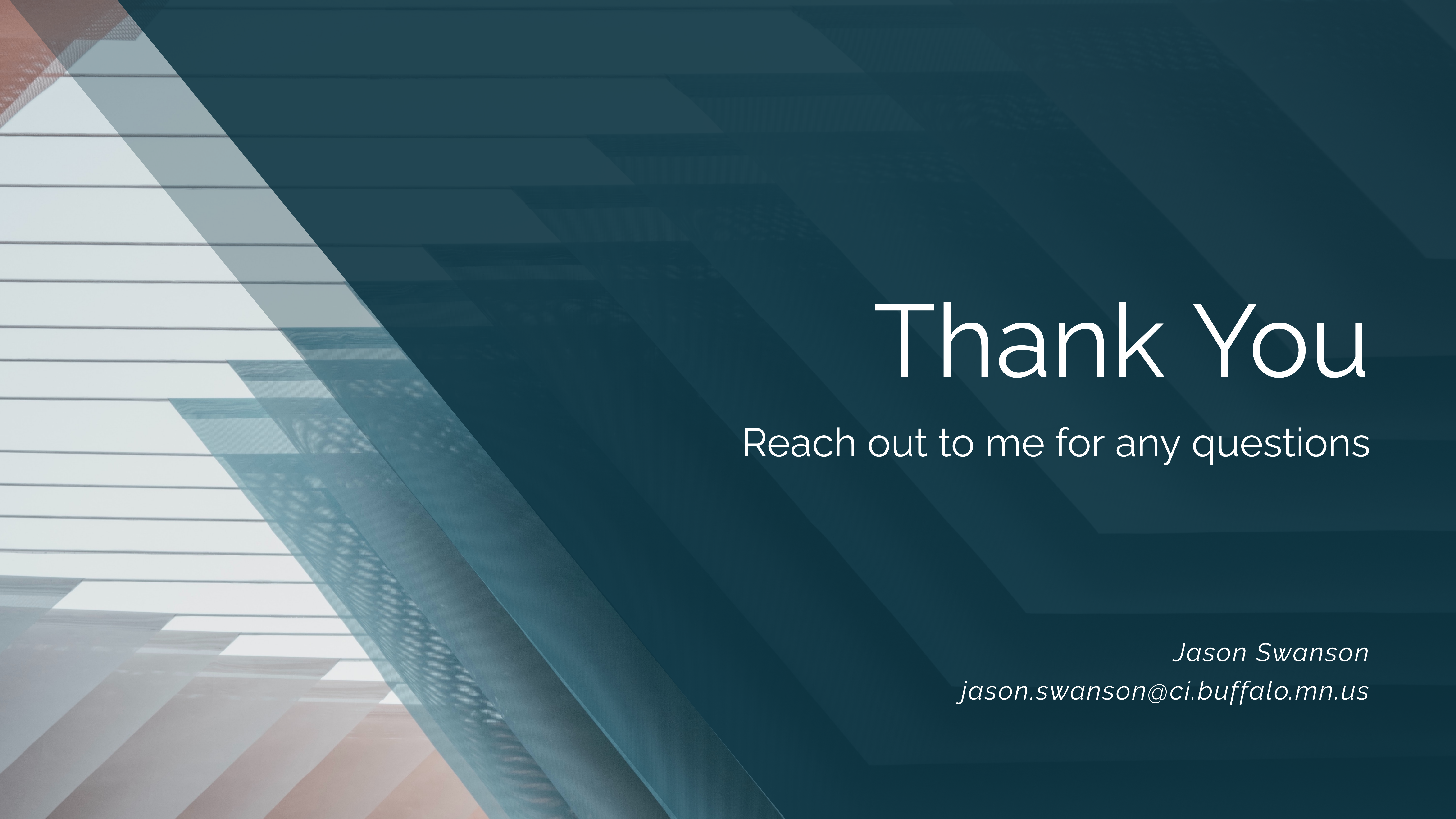
No June sales slump like we've seen the past couple of years. Unknown reasons???

For a second year July gross profits exceeded \$25,000.



July Gross Profits 2019 - 2021





Thank You

Reach out to me for any questions

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

CITY OF HOWARD LAKE
CLAIMS & DONATIONS APPROVED
DATE - August 17, 2021

GENERAL FUND	CHECKS:	58184 – 58290	\$368,390.96
PAYROLL		26915-26938, 501546 – 501592	51,082.12
ELECTRONIC		1004-1022	<u>46,258.92</u>
TOTAL			\$465,732.00
AMBULANCE CLMS CHECKS:			5770-5777
			\$6,844.83
ELECTRONIC			
TOTAL			\$6,844.83

1010 CITIZEN ALLIANCE

1004e	INTERNAL REVENUE SERVICE	7/28/2021	\$6,816.82	
1005e	MN DEPT OF REVENUE	7/28/2021	\$1,287.02	
1006e	PERA	7/28/2021	\$5,728.18	
1007e	FURTHER	7/28/2021	\$375.00	
1008e	MN DEPT OF REVENUE	8/3/2021	\$9,927.00	HLWS Sales Tax July 2021
1009e	MN DEPT OF REVENUE	8/3/2021	\$1,667.00	UB TAX July 2021
1010e	PSN	7/30/2021	\$724.11	
1011e	CITY OF BUFFALO	7/30/2021	\$60.00	ACCT# 26-022950-00
1012e	RADIANT SYSTEMS	7/30/2021	\$170.40	
1013e	LS WEEKEND CASH	7/30/2021	\$2,500.00	
1014e	CITIZENS ALLIANCE BANK	7/30/2021	\$30.00	ACH Origination July
1015e	HEARTLAND PYMT SERVICES	7/30/2021	\$1,493.77	
1016e	AUTHNET GATEWAY BILLING	7/30/2021	\$20.00	
1017e	CUSTOMERS	7/30/2021	\$200.00	SSEC Start Cash - Event
1018e	CUSTOMERS	8/10/2021	\$69.69	
1019e	INTERNAL REVENUE SERVICE	8/11/2021	\$7,454.23	
1020e	MN DEPT OF REVENUE	8/11/2021	\$1,307.00	
1021e	PERA	8/11/2021	\$5,703.66	
1022e	FURTHER	8/11/2021	\$725.04	
26915	GOEPFERT, THOMAS	7/30/2021	\$663.98	
26916	GUNDERSON, KATHRYN M	7/30/2021	\$103.22	
26917	MILLER, EDWARD M	7/30/2021	\$184.53	
26918	ZEBRO, ALISON	7/30/2021	\$219.00	
26919	BONNICK, STEVEN	7/30/2021	\$595.02	
26920	HAGLIN, SERENA P	7/30/2021	\$302.07	
26921	ROLLINS, KENNETH	7/30/2021	\$152.08	
26922	MEYER, CHRISTIAN A	8/13/2021	\$125.42	
26923	GOEPFERT, THOMAS	8/13/2021	\$680.87	
26924	BOBROWSKE, KURT	8/13/2021	\$184.70	
26925	DRUSCH, JACOB D	8/13/2021	\$426.26	
26926	MAGES, ALEX	8/13/2021	\$349.46	
26927	STOLL, ERIC	8/13/2021	\$323.44	
26928	WIECH, KYLE	8/13/2021	\$233.96	
26929	ANDERSON, LAURIN	8/13/2021	\$74.56	
26930	GUNDERSON, KATHRYN M	8/13/2021	\$111.82	
26931	MILLER, EDWARD M	8/13/2021	\$217.95	
26932	ZEBRO, ALISON	8/13/2021	\$126.46	
26933	BONNICK, STEVEN	8/13/2021	\$1,068.22	
26934	CHAFFINS, GORDON	8/13/2021	\$110.82	
26935	HAGLIN, SERENA P	8/13/2021	\$292.34	
26936	KOTTKE, BRANDON F	8/13/2021	\$207.01	
26937	ROLLINS, KENNETH	8/13/2021	\$152.08	
26938	ZELLMAN, JACK	8/13/2021	\$207.79	
58184	HOWARD LAKE POSTMASTER	7/21/2021	\$293.04	UB Billing July 2021
58185	BOARMAN KROOS VOGEL GRO	7/29/2021	\$2,590.00	
58186	CENTERPOINT ENERGY	7/29/2021	\$204.45	
58187	DAVID DROWN ASSOCIATES	7/29/2021	\$4,000.00	2020 TIF Reports
58188	DELANO RENTAL, INC	7/29/2021	\$52.37	
58189	EARL F ANDERSON, INC	7/29/2021	\$126.30	
58190	EARTHLINK INC	7/29/2021	\$12.95	
58191	GLASS DOCTOR	7/29/2021	\$476.80	
58192	THOMAS GOEPFERT	7/29/2021	\$237.06	Reimbursement-Hose Reel
58193	JOE'S SPORT SHOP	7/29/2021	\$676.93	
58194	LAKE REGION COOP	7/29/2021	\$35.84	

58195	MYRA LAWAY	7/29/2021	\$19.33	Reimbursement
58196	LGI HOMES, INC	7/29/2021	\$1,900.00	3018 Cedar Blvd - Street Deposit
58197	JESSICA MORRISSETTE	7/29/2021	\$35.00	Nora Swim Lessons
58198	MUMFORD SANITATION	7/29/2021	\$11,110.50	COMPOST LEASE - July
58199	MUNSON LAKES NUTRITION	7/29/2021	\$322.90	
58200	536600-NCPERS GROUP LIFE IN	7/29/2021	\$32.00	
58201	OFFICE DEPOT	7/29/2021	\$73.98	
58202	PEARSON BROS, INC	7/29/2021	\$32,415.76	
58203	SPRINT	7/29/2021	\$309.05	
58204	STREICHER'S	7/29/2021	\$1,592.65	
58205	SYMBOLARTS	7/29/2021	\$270.00	
58206	VERIZON	7/29/2021	\$80.02	
58207	VISA	7/29/2021	\$975.20	
58208	WASTEWATER COMMISSION	7/29/2021	\$33,332.91	April Forsman Discharge & Sonstegards NonC
58209	WEIDNER PLUMBING & HEATIN	7/29/2021	\$393.61	
58210	WRIGHT HENNEPIN ELECTRIC	7/29/2021	\$761.00	
58211	ARCTIC GLACIER ICE, INC	8/3/2021	\$609.90	
58212	BELLBOY CORPORATION	8/3/2021	\$2,032.15	
58213	BREAKTHRU BEVERAGE	8/3/2021	\$5,933.06	
58214	C & L DISTRIBUTING	8/3/2021	\$600.80	Beer
58215	CAPITOL BEVERAGE SALES	8/3/2021	\$12,566.54	
58216	DAHLHEIMER BEVERAGE, LLC	8/3/2021	\$10,551.84	
58217	JOHNSON BROTHERS LIQUOR C	8/3/2021	\$2,829.25	
58218	LOCHER BROS, INC	8/3/2021	\$8,654.85	
58219	MILLNER HERITAGE	8/3/2021	\$315.00	
58220	PAUSTIS WINE COMPANY	8/3/2021	\$387.00	
58221	PHILLIPS WINE & SPIRITS	8/3/2021	\$2,621.26	
58222	SOUTHERN GLAZER WINE & SPI	8/3/2021	\$1,258.40	
58223	WRIGHT COUNTY JOURNAL PR	8/3/2021	\$123.00	
58224	AQUA CARE	8/5/2021	\$785.45	
58225	BARWICK MANUFACTURING	8/5/2021	\$4,326.72	
58226	BRANDEL ELECTRIC, LLC	8/5/2021	\$3,852.79	
58227	CENTERPOINT ENERGY	8/5/2021	\$14.31	
58228	CENTURYLINK	8/5/2021	\$624.67	
58229	CINTAS	8/5/2021	\$891.48	
58230	COKATO MOTOR SALES, INC	8/5/2021	\$159.95	
58231	DAVID DROWN ASSOCIATES	8/5/2021	\$1,250.00	Bus Garage tax abatement project
58232	EARL F ANDERSON, INC	8/5/2021	\$127.30	
58233	FINKEN WATER CENTERS	8/5/2021	\$5.00	
58234	GOPHER STATE ONE-CALL, INC	8/5/2021	\$59.40	
58235	NICK HAGGENMILLER	8/5/2021	\$37.93	Reimbursment - NNO 2021
58236	HAWKINS, INC	8/5/2021	\$20.00	
58237	HENNES-JOHNSON EQUIPMENT	8/5/2021	\$130.44	
58238	HERALD JOURNAL PUBLISHING	8/5/2021	\$533.60	
58239	HL PIT STOP	8/5/2021	\$980.39	
58240	HOWARD LAKE FOODS	8/5/2021	\$228.95	
58241	JOE'S SPORT SHOP	8/5/2021	\$1,011.04	
58242	JOHN KLAUSTERMEIER	8/5/2021	\$96.05	Reimbursement Utilities
58243	MARCO TECHNOLOGIES LLC	8/5/2021	\$420.91	
58244	MEDIACOM LLC	8/5/2021	\$176.90	
58245	NELSON ELECTRIC MOTOR REP	8/5/2021	\$1,585.17	
58246	NORTH FORK CUSTOM MEATS L	8/5/2021	\$377.40	NNO 2021
58247	STREICHER'S	8/5/2021	\$256.92	
58248	THE BROKEN BOLT	8/5/2021	\$1,310.00	
58249	THE MILL POND	8/5/2021	\$554.00	

58250	VAN IWAARDEN ASSOCIATES	8/5/2021	\$1,300.00	GASB 75 Dec 31, 2021
58251	ZARNOTH BRUSH WORKS, INC	8/5/2021	\$385.50	
58252	ARCTIC GLACIER ICE, INC	8/12/2021	\$131.40	
58253	ASHWILL COMPANIES	8/12/2021	\$126,494.88	Splash Pad - Central Park
58254	BIRCHDALE FIRE & SECURITY, L	8/12/2021	\$144.96	
58255	KEITH BOBROWSKE	8/12/2021	\$65.00	Cell Allowance - August
58256	BOLTON & MENK, INC	8/12/2021	\$17,135.00	
58257	BREAKTHRU BEVERAGE	8/12/2021	\$508.29	
58258	CAPITOL BEVERAGE SALES	8/12/2021	\$3,126.80	
58259	CARLSONSV CPAS & ADVISORS	8/12/2021	\$7,275.00	2020 Audit
58260	DAHLHEIMER BEVERAGE, LLC	8/12/2021	\$3,591.16	
58261	DAKOTA SUPPLY GROUP	8/12/2021	\$1,803.03	
58262	FURTHER	8/12/2021	\$4.15	
58263	GRANITE ELECTRONICS	8/12/2021	\$130.10	
58264	GREATER MN COMMUNICATION	8/12/2021	\$263.00	
58265	NICK HAGGENMILLER	8/12/2021	\$365.00	CELL PHONE - AUGUST
58266	HEIMAN FIRE EQUIPMENT, INC	8/12/2021	\$2,939.95	
58267	HOWARD LAKE FOODS	8/12/2021	\$21.51	
58268	JLR GARAGE DOOR SERVICE, I	8/12/2021	\$381.25	
58269	JOHNSON BROTHERS LIQUOR C	8/12/2021	\$3,170.34	
58270	NICOLE KITTOCK	8/12/2021	\$53.03	Reimbursement
58271	MYRA LAWAY	8/12/2021	\$65.00	CELL PHONE - AUGUST
58272	LOCHER BROS, INC	8/12/2021	\$1,490.30	
58273	DEBRA MCALPINE	8/12/2021	\$16.26	Reimbursement
58274	MEDIACOM LLC	8/12/2021	\$254.90	
58275	METRO WEST INSPECTION SER	8/12/2021	\$4,635.91	
58276	MINN DEPARTMENT OF HEALTH	8/12/2021	\$1,793.00	
58277	MN PEIP	8/12/2021	\$12,581.49	
58278	MN VALLEY TESTING LAB	8/12/2021	\$28.00	
58279	NORTHWEST ASSOC CONSULT	8/12/2021	\$823.70	
58280	PHILLIPS WINE & SPIRITS	8/12/2021	\$1,318.29	
58281	CLAYTON PRESTIDGE	8/12/2021	\$65.00	CELL PHONE - AUGUST
58282	SOUTHERN GLAZER WINE & SPI	8/12/2021	\$285.55	
58283	STANLEY, BRIDGET	8/12/2021	\$65.00	CELL ALLOWANCE - AUGUST
58284	JASON SWANSON	8/12/2021	\$1,000.00	
58285	TEAM LABORTATORY CHEMICA	8/12/2021	\$180.75	
58286	THE MARKETPLACE	8/12/2021	\$13.74	
58287	THEISEN, MEAGAN	8/12/2021	\$215.00	CELL - AUGUST
58288	WRIGHT COUNTY FINANCE &	8/12/2021	\$4,305.00	Howard Lake PD
58289	XCEL ENERGY	8/12/2021	\$9,270.25	
58290	ZWILLING, TROY	8/12/2021	\$65.00	CELL ALLOWANCE - AUGUST
501546e	HAGGENMILLER, NICHOLAS A	7/30/2021	\$3,252.04	
501547e	KUTZ, KENNETH	7/30/2021	\$223.27	
501548e	LAWAY, MYRA	7/30/2021	\$2,147.17	
501549e	THOMPSON, DAVID G	7/30/2021	\$2,008.19	
501550e	THOMPSON, KYLE	7/30/2021	\$383.03	
501551e	ZANDER, SHARI	7/30/2021	\$1,197.36	
501552e	STANLEY, ERIC TYSON	7/30/2021	\$108.92	
501553e	THEISEN, MEAGAN	7/30/2021	\$1,879.36	
501554e	WILLIAMS, HUNTER L	7/30/2021	\$515.51	
501555e	PRESTIDGE, CLAYTON P	7/30/2021	\$1,655.28	
501556e	STANLEY, BRIDGET	7/30/2021	\$1,263.05	
501557e	ZWILLING, TROY	7/30/2021	\$2,036.02	
501558e	DLUGOPOLSKI, TONI M	7/30/2021	\$347.50	
501559e	LINDER, EMILY	7/30/2021	\$134.50	

501560e	MCALPINE, DEBRA-ANN	7/30/2021	\$798.48
501561e	JOHNSON, JACOB D	7/30/2021	\$1,629.49
501562e	PREUSSE, MITCHELL D	7/30/2021	\$145.53
501563e	SZCZEPANIK, DARIUSZ J	7/30/2021	\$1,834.57
501564e	HAGGENMILLER, NICHOLAS A	8/13/2021	\$3,039.01
501565e	STANLEY, ERIC TYSON	8/13/2021	\$86.39
501566e	THEISEN, MEAGAN	8/13/2021	\$1,734.74
501567e	ZANDER, SHARI	8/13/2021	\$1,095.55
501568e	PRESTIDGE, CLAYTON P	8/13/2021	\$1,433.97
501569e	STANLEY, BRIDGET	8/13/2021	\$1,084.68
501570e	ZWILLING, TROY	8/13/2021	\$1,845.66
501571e	BERG, TIMOTHY W	8/13/2021	\$92.35
501572e	BOBROWSKE, KEITH	8/13/2021	\$277.05
501573e	BRAVINDER, SETH Z	8/13/2021	\$115.44
501574e	DALBEC, JOSHUA S	8/13/2021	\$349.46
501575e	KITTOCK, BRIAN	8/13/2021	\$195.46
501576e	KITTOCK, NICOLE D	8/13/2021	\$464.51
501577e	LOEBERTMANN, AMANDA G	8/13/2021	\$115.44
501578e	LOEBERTMANN, CRAIG	8/13/2021	\$23.09
501579e	PETERSON, DAVID T	8/13/2021	\$230.87
501580e	SPYRA, MICHAL	8/13/2021	\$69.26
501581e	STUEVEN, MARK J	8/13/2021	\$46.17
501582e	YOKIEL, ANDREW J	8/13/2021	\$349.46
501583e	DLUGOPOLSKI, TONI M	8/13/2021	\$180.64
501584e	LAWAY, MYRA	8/13/2021	\$1,706.42
501585e	LINDER, EMILY	8/13/2021	\$139.89
501586e	MCALPINE, DEBRA-ANN	8/13/2021	\$911.17
501587e	MCALPINE, LEXI	8/13/2021	\$132.54
501588e	JOHNSON, JACOB D	8/13/2021	\$1,630.97
501589e	PREUSSE, MITCHELL D	8/13/2021	\$959.81
501590e	SZCZEPANIK, DARIUSZ J	8/13/2021	\$1,800.23
501591e	THOMPSON, DAVID G	8/13/2021	\$1,973.84
501592e	THOMPSON, KYLE	8/13/2021	\$325.72

Total Checks	\$465,732.00
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CITY OF HOWARD LAKE

08/13/21 8:40 AM

Page 1

*Check Summary Register©

Checks 07/21/21-08/17/21

	Name	Check Date	Check Amt	
1012	CAB - AMBULANCE			
5770	VISA	7/29/2021	\$98.68	
5771	AVOCATION SOFTWARE	8/11/2021	\$250.00	
5772	BOUNDTREE MEDICAL	8/11/2021	\$872.96	
5773	CENTRAL MCGOWAN, INC	8/11/2021	\$26.63	
5774	CITY OF HOWARD LAKE	8/11/2021	\$4,450.00	Wages
5775	HOWARD LAKE TIRE & AUTO	8/11/2021	\$59.43	
5776	JOE'S SPORT SHOP	8/11/2021	\$687.13	
5777	RIDGEVIEW MEDICAL CENTER	8/11/2021	\$400.00	
		Total Checks	\$6,844.83	



HOWARD LAKE CITY COUNCIL MEETING

August 17, 2021

AGENDA ITEM: Consider Accepting Various Personnel Appointments

SECTION: Consent

FROM: Megan Theisen, Assistant City Administrator

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

Appointed – Eric Stoll – Assistant Fire Chief
Appointed – David Peterson – Assistant Fire Chief
Appointed – Alex Mages – Fire Captain
Appointed – Brian Kittock – Fire Captain
Appointed – Craig Loebertmann – Fire Captain
Appointed – Jacob Drusch – Ambulance Director
Appointed – Joe Sherod – Fire/Ambulance Secretary
Hired – Deb McAlpine – Liquor Store Shift Lead/Event Center/General Cleaning
Hired – Lexi McAlpine – South Shore Event Center On-Call Bartender
Hired – Christian Meyer – Administrative Intern
Resigned – Troy Zwilling – Public Works Lead
Resigned – Tyson Stanley – Part-time Facility & Groundskeeper

DECISION MAKING METRICS:

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

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

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

COUNCIL ACTION REQUESTED: Approve appointments as presented.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

August 17, 2021

AGENDA ITEM: SET UP SPRING CLEAN UP DATES AND TERMS

SECTION: Consent

FROM: Megan Theisen, Assistant City Administrator

BACKGROUND: Due to COVID19, the 2020 spring/fall/2021 spring city wide clean-up looked a little different last year. City Staff set up dumpsters at Memorial Park for people to bring various items for an extended amount of time, rather than one day. We had a staff member there Monday through Saturday to monitor what was being dumped and to collect payments.

Proposed 2021 Fall Clean-up guidelines –

- Saturday, October 2 – Saturday, October 9
- Monday – Friday 1PM to 7PM & Saturdays 8AM – 12PM. Closed Sunday.
- City of Howard Lake residents only, ID with proof of residency to be checked at the gate.

Proposed fees:

<u>Accepted:</u>	<u>Accepted:</u>	<u>PROHIBITED</u>
Small Load - \$10.00	Appliances - \$10.00	Paint
Medium Load - \$15.00	Small Electronics - \$10.00	Hazardous Chemicals
Oversized Load - \$20.00	Monitors/Tube/ Console TV - \$50.00	Construction Materials
Couch/Upholstered - \$25.00	Flat Screen TV - \$10 + \$1/Inch	Fluorescent Tubes
Small Upholstered Chair - \$10.00	Scrap Metal - FREE	Commercial/Contractors
Mattress - \$30.00		*Township Residents
Box Spring - \$30.00		
Tires without rim - \$5.00		
Tire with rim - \$10.00		

RECOMMENDATION:

Staff is recommending to hold the 2021 Fall Clean-up for one week, including two Saturday mornings, October 2nd – October 9th.

Staff will advertise the clean-up dates on the City website, Facebook, and the Herald Journal.

COUNCIL ACTION REQUESTED: Set dates and time for the 2021 Fall Clean-up and approve fees.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

August 17, 2021

AGENDA ITEM: Consider Selection of Construction Manager for Library Project

SECTION: New Business

FROM: Nick Haggemiller, City Administrator
Susan Morgan, BKV Architects

BACKGROUND: The City Council directed staff to advertise for and bring forward a recommendation for construction managers. Five vendors submitted proposals. There was a very wide variety of submittals in terms of content, coverage and recommendation for the city to select CM-A vs the full CM-R.

DECISION MAKING METRICS:

FINANCIAL: Open

LEGAL: The city reviewed characteristics and supplementals to determine which vendor to select. The City is not bound by low bid, per the Professional Services Provision.

STRATEGIC PLAN: Deliver High Quality Infrastructure and Public Services

COUNCIL ACTION REQUESTED: A workshop is scheduled for 8.17.21 to interview vendors.

ATTACHMENTS:

1. N/A



HOWARD LAKE CITY COUNCIL MEETING

August 17, 2021

AGENDA ITEM: Consider Approving Fee & Scope of Services for Water Treatment System Study.

SECTION: New Business

FROM: Nick Haggemiller, City Administrator
Josh Halvorson, City Engineer

BACKGROUND: The City of Howard Lake's Water Treatment Plant was originally constructed in 1988. In 2015, the City performed significant maintenance to extend its useful life to 2025. In the 2020-2029 CIP, the City allocated funds for a new Public Works Facility for 2022.

The intent of the study is to complete the initial feasibility study required to ensure the overall water system that is designed and built meets our long term needs for the community. The study will consider:

- The existing condition of key infrastructure: water treatment plant, water tower(s) and wells.
- Review historical growth trends and projections for future growth.
- Provide necessary data for various State and Federal funding sources applications and submittals.

The timing for this study has been slotted for 2021/22 for nearly 3 years.

However, the 2021 Drought has certainly put increased demand and stress on our aging system. For nearly two months, our water treatment plant has been running between 70-100% daily capacity. In more traditional conditions, the plant runs between 50-70% daily capacity. So, while the drought has exacerbated and put additional spotlight on the issue, this really is a matter of planned infrastructure planning for the City. If council wishes to remain on schedule for substantial street & utility improvements in/around 2023, this study is the necessary first step.

Attached is a proposal from Bolton & Menk, Inc. to complete a Water System Study, which is meant to evaluate the existing infrastructure and identify the City's long-term capacity and treatment needs that will provide another 20+ years of high-quality drinking water to the community. The study will take approximately six months, with a final report to be presented to City staff and/or the City Council.

DECISION MAKING METRICS:

FINANCIAL: Total cost of \$31,760 of the 2022 CIP allocated amount of \$2,251,018. The study includes 215 total hours of engineering and technical time for evaluating the existing facility, developing options, preparing the plan and report, attending meetings, and presenting the findings to the City of Howard Lake. The proposal includes that BMI would make efforts to help the City secure loans and grants to make the project as cost effective as possible for the community.

STRATEGIC PLAN:

- Ensure a Safe & Healthy Community
- Maintain and Enhance Public Facilities

COUNCIL ACTION REQUESTED: Approve Fee & Scope of Services for Water Treatment System Study from Bolton & Menk, Inc.

ATTACHMENTS: Proposal for Water Treatment System Study



Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

Ph: (507) 625-4171
Fax: (507) 625-4177
Bolton-Menk.com

July 14, 2021

Nick Haggenmiller, City Administrator
City of Howard Lake
625 8th Ave
PO Box 736
Howard Lake, MN 55349

RE: Proposal for Water Treatment System Study
Howard Lake, Minnesota

Dear Mr. Haggenmiller:

Bolton & Menk, Inc. is pleased to submit this proposal for completing a Water System Study for the City of Howard Lake. This letter outlines our understanding of the project, proposed scope of services, and proposed fees for completing your Water Treatment System Study.

I. Project Understanding

The existing facilities consists of shallow wells, gravity filtration, chemical feed addition, and elevated tower storage. The facilities have been well-maintained over the years. The City of Howard Lake's water treatment plant was originally constructed in 1988. In 2015, significant maintenance was completed to extend its useful life to 2025.

The City is also experiencing consistent residential and industrial growth that has increased water demand. It is recommended that a long-term study be conducted to plan for future water system needs that will include an implementation schedule of improvements to meet future demand. The intent is proactively plan for significant infrastructure needs so rates remain predictable.

The goal of this study is to evaluate the existing infrastructure and identify the City's long-term capacity and treatment needs that will provide another 20+ years of high-quality drinking water to the community.

II. Scope of Services

Bolton & Menk will provide the following scope of work separated into major tasks. It is anticipated that this study will take approximately six (6) months to complete and will align with Public Facilities Authority funding cycles for water systems improvements.

Task 1 – Project Kick-Off Meeting and Data Request

A project meeting will be held with key members of our project team and City staff. The project meeting provides an opportunity for the project team members to exchange information and review scope of work items and overall objectives.

A summary of the major activities that will be requested and discussed during the project meeting are as follows:

- Review and summarize previous well construction and water supply data.
- Review and collect information on historical water usage and projected future demand.
- Review each water treatment facility.
- Review water storage.
- Review water quality data and treatment goals.
- Review project schedule.
- Data collection. Collect historical water usage, well records, pumping records, and water quality data.

Task 2 – Water Demand Projections

Projections of the future (20-year) water demand will be developed based on available planning documents and discussions with staff and officials. The projected demand will be used as the basis for analyzing the existing water supply and treatment facility capacity.

Task 3 – Evaluate Water Supply Adequacy

The adequacy of the existing well water supply source will be evaluated. The capacity of each well will be summarized based on available pumping data. Recommendations for water supply improvements will be developed.

Task 4 – Evaluate Water Quality and Treatment Facility Improvements

The existing data regarding raw and finished water quality will be reviewed. The existing treatment process will be evaluated for adequacy in meeting the projected water demand and treatment goals. The design team will review the physical condition of the existing water treatment plant and storage reservoirs. Recommendations and cost opinions for plant improvements, rehabilitation, and/or replacement items will be developed.

Task 5 – Draft Report

The results of the evaluations will be summarized in a draft report for review and discussion with City staff. The report will include the following major components:

- Population Projections
- Water Demand Analysis
- Finished Water Quality Goals
- Evaluation of Existing Facilities, Storage, and Water Supply
- Alternatives Analysis for Water Supply and Treatment Facility Improvements
- Preliminary Siting of the Facilities
- Cost Opinions and Implementation Schedule
- Recommendations and Funding Options

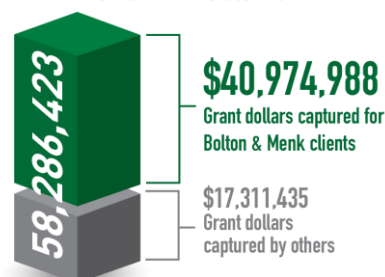
Task 6 – Final Report Presentation

The final report will be provided to the City. The report will be summarized in a presentation to the appropriate City staff and/or the City Council.

III. Funding

Bolton & Menk has a strong working relationship with the Minnesota Department of Health (MDH) and Public Facilities Authority (PFA). Our staff includes funding experts who specialize in securing loans and grants for our municipal clients. We understand what the MDH and PFA require for approval of the planning, design, construction, and funding of water treatment projects. This knowledge and relationship will be beneficial to the City of Howard Lake by helping to navigate the funding mechanisms and ensure that future water treatment improvements are completed in a cost-effective manner for the community.

Minnesota PFA FY2020 Grant Dollars



IV. Proposed Fees

Bolton & Menk has calculated the time and effort required to complete the Water System Study and proposes the following hourly not to exceed fee.

TASKS	DESCRIPTION	HOURS	TOTAL COST
1-6	Water Treatment System Study	215	\$31,760

The above fees represent approximately 215 total hours of engineering and technical time for evaluating the existing facility, developing options, preparing the plan and report, attending meetings, and presenting the findings to the City of Howard Lake.

Thank you for the opportunity to present this proposal. If you have any questions or comments, please contact me or Josh Halvorson. I can be reached at 612-840-6068 or by email at paul.saffert@bolton-menk.com.

Bolton & Menk, Inc.

Environmental Project Manager

cc: Josh Halvorson – Bolton & Menk, Inc., City Engineer
Jenny Olejar – Bolton & Menk, Inc.



HOWARD LAKE CITY COUNCIL MEETING

August 17, 2021

AGENDA ITEM: Personnel Policy Update and Maternity Leave

SECTION: New Business

FROM: Nick Haggemiller, City Administrator
Meagan Theisen, Assistant City Administrator

BACKGROUND: Currently, the City of Howard Lake Personnel Policy states “An employee who works 20 or more hours per week and has been employed at least twelve (12) consecutive months is entitled to take an unpaid leave of absence in connection with the birth or adoption of a child. **Parenting leave may not exceed six weeks** and must begin not more than six (6) weeks after the birth or adoption of the child.” Since the City of Howard Lake employs more than 21 people, we must follow FMLA standards, which allows for up to 12 weeks of unpaid leave upon the birth or adoption of a child. The Personnel Policy must be amended to remove the verbiage above.

Minimum

The City’s Personnel Policy is contrary to the current standards and requirements of FMLA. In the very least, amending the policy to match FMLA needs to occur to permit up to 12 weeks unpaid leave.

Proposed Option 1 [Paid Leave]

Paid maternity leave is a big deal. We could find very few examples of paid leave in the government sector. Paid leave in the private sector varies greatly from very little to up to 16 weeks paid. The manner in which it is paid also varies from employer to some sort of insurance coverage. In the instance of employer paid, the length of employee paid is considerably shorter.

- Eligible for ma & paternity and adoption.
- Full time, benefited employees only.
- 6 weeks 100% paid by employer, no use of standard PTO [8 weeks if c-section].
 - Employee is not expected to do any work engagement, obligations, communications.
- 6 weeks 50% paid by employer, employee either not-paid or fills with PTO.
 - Employee is expected to be accessible electronically, work from home as possible.

Impact: Since 1999 had this policy been in place, it would have been used 6 times by employees.

Proposed Option 2 – Elective Coverage

More common is employee offered and even paid for elective coverage such as Aflac. Aflac provides stipends and reimbursements for a variety of circumstances from hospital stays, maternity leave, cancer etc.

Impact: This will vary based on employee and coverage but for estimation purposes, this would cost the city about \$3,000 per year.

Note: No policy should be made to meet the needs of one employee. Admittedly, this is being brought forward after the assistant city administrator, who is expecting and will be on leave next month, discovered our own policy was not legal nor keeping up with current employment standards. Still, it is noted that supplemental coverage like Aflac would not be feasible for this employee given underwriting requirements.

DECISION MAKING METRICS:

LEGAL: N/A

STRATEGIC PLAN:

1. Attract and retain talented public servants.
-

COUNCIL ACTION REQUESTED: Discuss recommend changes as deemed appropriate.

ATTACHMENTS:

1. Aflac Information
2. Email Kelly Hinnenkamp



Aflac Short-Term Disability

Coverage	Off-The-Job
Benefit Period	6 months
Elimination Period	14/14 (Your coverage starts after you've been out for 2 weeks. You can use PTO during that period)
Benefit Amount	\$300 to \$5,000
Benefits	Total Disability up to 60% of salary Partial Disability Waiver of Premium
Plan Features	Guaranteed-issue Portable

Sample Weekly Costs (this is only an example – your cost will be shown on your enrollment screen)

<u>Annual Salary</u>	<u>Monthly Benefit</u>	<u>Age 18-49 Cost</u>	<u>Age 50-59 Cost</u>	<u>Age 60-69 Cost</u>
\$40,000	\$2,000	\$11.80	\$14.60	\$20.60
\$60,000	\$3,000	\$17.70	\$21.90	\$30.90
\$80,000	\$4,000	\$23.60	\$29.20	\$41.20

=====

For any questions about enrolling, please call 1-888-888-4325

- **As a new hire, you are eligible to enroll during your first 30-days of employment. Your policy will be effective on the first day of the month following your enrollment.**
- If you plan to be out of work, you will need to contact the Employee Service Center at employee.services@yale.edu or 203-432-5552 to obtain and complete Yale's Leave of Absence application and medical certification.
- Failure to complete the Yale leave of absence packet may result in a postponement of your STD benefits.
- While earning STD payments, you will be able to supplement with accrued paid time off, but you must designate this on the Yale leave of absence application in order for your timecard to be updated.

To enroll, please go to www.aflac.com/yale

Your Employee ID is a unique number assigned to you by the University. To locate your Employee ID number in Workday, please follow these steps:

1. Visit the It's Your Yale website: <http://your.yale.edu/>
2. At upper right, click Login, and log in with your NetID and password.
3. At the top of the screen, click Workday.
4. On the Workday home page, click the Personal Information worklet.
5. Under View, click About Me.
6. Click the Job tab.

Your Employee ID number is listed right under Job Details.

Website Instructions

User ID: Employee ID Password: YU2020 (All Caps Needed)

- Personal Data (can be edited)
 - name, gender, dob, home address, phone, e-mail
- Job Information
- Group Disability Decision Page
 - Change Coverage = Enroll
 - Next = Waive Plan
- Apply For Coverage
 - Benefit Amount and Weekly Premium
 - Submit
 - Answer 2 Questions
 - Electronic Signature (employee id & year of birth)
- Election Summary

Total Disability - This affordable disability income plan will help provide needed income if you become Totally Disabled and are unable to work due to a non-work related covered injury or illness.

Partial Disability - The Partial Disability Benefit helps you transition back into full-time work after suffering a disability. If, after being Totally Disabled, you remain partially disabled and only able to work 4 hours per day, this plan will pay you 50% of your selected monthly benefit for up to 3 months.

Pre-Existing Condition - Pays 50% of your monthly benefit for up to 6 weeks if you're disabled during the first 12 months of coverage due to a pre-existing condition. (A sickness or physical condition which, within the 12 months prior to the effective date, resulted in you receiving medical advice or treatment)

Pregnancy is a Pre-Existing Condition if conception occurs before the effective date of coverage

Waiver of Premium - Premiums are waived after 90 days of Total Disability. After Total Disability benefits end, any premiums which become due must be paid in order to keep your insurance in force.

Portability - Coverage may be continued even if you change employers.

Standard Coverage Effective Date Business Guidelines- As a new hire, you are eligible to enroll during your first 30 days of employment. Your policy will be effective on the first day of the month following your enrollment.

From: [Kelly Hinnenkamp](#)
To: [Nick Haggemiller](#)
Subject: Maternity Leave
Date: Thursday, August 12, 2021 4:36:22 PM

Hey Nick- Regarding maternity leave, from my experience of having kids back to back, it's very difficult for those employees to have adequate accrual balances to cover maternity leave. Typically those employees who are having children, have less than 5 years of service with their employer. Most accrual policies for staff with less than five years would provide 180 hours (4.5 weeks) total between vacation and sick over the course of one year. Daycare facilities cannot take infants until they are 6 weeks old so even one full year of accruals is not enough time to cover the length of time to be home with a child before they can start daycare, let alone the time needed to be off for appointments, both pre- and post-natal or appointments/illnesses with other kids or for themselves throughout the year.

With Emily and Evan- they are 14 months apart, I don't remember the exact accrual balance I had, but I was able to take 6 weeks off with Emily (barely), but with the monthly/weekly dr appointments and then the time off needed with a newborn, by the time Evan was born I'm not sure I had 4 weeks of time off. We got creative and I came back to work after 4 weeks- Ben stayed home for two weeks before we sent Evan to daycare. We made it work, but it was less than ideal. I was fortunate HL was good to me and I did some work from home during my maternity leave. I was also lucky I could come back at 4 weeks- not everyone is able to do that.

I know this has been a topic of discussion for a while and it will be interesting to see how it plays out. Let me know what you decide to do. I'd be curious how many cities are going this route before they are required to.

Kelly Hinnenkamp | City Administrator
City of Annandale
Phone 320.274.3055 | Fax 320.274.5728
30 Cedar St E | Annandale | MN | 55302
www.annandale.mn.us





HOWARD LAKE CITY COUNCIL MEETING

July 20, 2021

AGENDA ITEM: Consider Personnel Appointments & Recruiting Plans.

SECTION: New Business

FROM: Nick Haggemiller, City Administrator

BACKGROUND: Recruiting and retaining employees at all skill levels is becoming increasingly difficult. This problem is not unique to the City of Howard Lake, our region or even state. Short of speculating or politicizing possible contributing factors – it is simply noted that recruiting and retaining quality employees is more and more difficult. Recent examples:

- Liquor Store wages have increased about \$4/hr over the last year; an additional increase is being considered by staff.
 - o Employee turnover has never been higher/faster.
- A part time facilities position recruitment yielded ONE applicant and quit after less than a month.
- The HLFDD is down to 20 members (full staff is 27-30).
- The HLPD has seen over 50% of active-duty officers change in the last 12 months.
- Administration has recruited/replaced a part time admin assistant three times in a three-year period and is currently vacant.

Lessons Learned

Again, we do NOT believe these issues or circumstances are unique to the City of Howard Lake. Nor do we believe we have explicit issues with workplace dissatisfaction. Finally, we do not believe pay or benefits are sole drivers to turnover, either.

We see much better recruitment and retention results with FULL TIME benefited employees. We also have had greater success with recruiting and retaining people with better soft skills: work ethic, commitment, strong people skills, etc. To that end, with several vacancies we are reviewing organizational structure.

Facilities/Cleaning

The initial hire for this position has resigned. The first recruitment resulted in only one application being received for the position. There was a number of people interested, but never applied.

Deb McAlpine is currently the assistant at the liquor store and event center. She is budgeted at 30 hours per week with no benefits. Proposed, is to transition her to a full-time, benefited position. The cleaning position was budgeted at 20 hours per week but included maintenance responsibilities. The previous contract cleaner was able to complete all city facilities in 5 hours per week. Transitioning McAlpine to full-time and would be budget neutral. Conversations with McAlpine have tentatively offered the position at GS 1-3 \$16.70/hour. We would fund this position between the general fund, liquor enterprise and event center enterprise budgets.

Recommendation: Promote McAlpine to a full-time position as described above.

Alternative: Post for Facility/Cleaning Position.

Public Works

The public works lead has resigned effective 8.20.21. From conversation with peer cities, People Serve (private water/sewer staffing agencies), employees and so forth – we have even greater fear that the labor pool for a water/sewer certified individual, with strong leadership experience.

Proposed:

- Transition former PW Director, Tom Geopfert to be solely responsible for utilities
- Recruit lower level Public Works Generalist (FT)
- Recruit lower level Public Works Generalist (PT)

Notes: We do not believe this to be a permanent or long-term solution. While in great health, Geopfert is 70 years old and retired. This is attempting to staff up with more labor hours, especially as we have an employee on indefinite medical restrictions.

*Recommendation: Transition Geopfert to Utilities Manager, recruit for one full time public works position and one part time position.
Alternative: Discuss*

DECISION MAKING METRICS:

FINANCIAL: Estimates for both use total compensation including wages, benefits, deductions etc. While it will depend on the hiring wage of the individuals, it is roughly cost neutral for both structures.

LEGAL: Open

STRATEGIC PLAN:

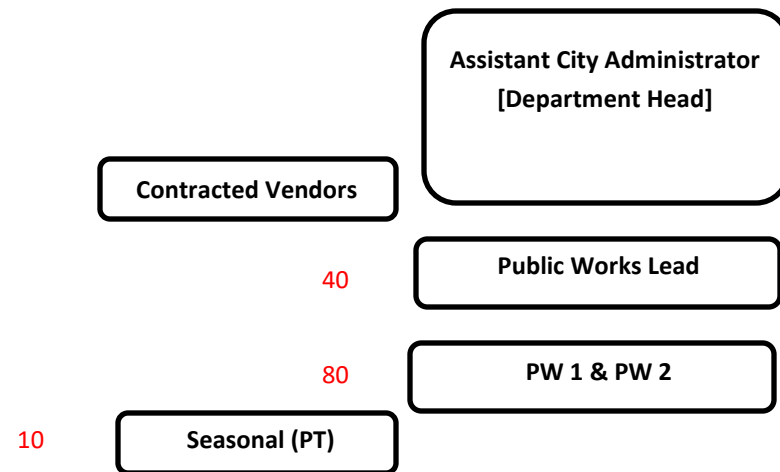
1. Recruit and Retain Top Quality Public Servants
-

COUNCIL ACTION REQUESTED:

ATTACHMENTS:

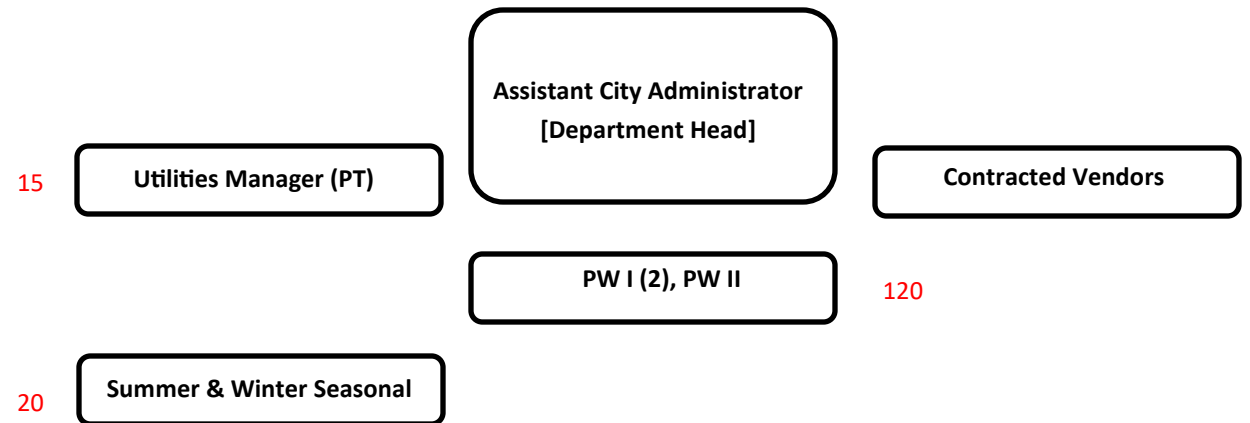
1. Public Works Current & Proposed Org Structure

Public Works Current Org Structure



- 130 Labor Hours Per Week
- All Public Works Divisions
- \$290,000/ year - Total Compensation (Estimate)
- 3 FT, 1 PT Employee

Public Works PROPOSED Org Structure



- 155 Labor Hours Per Week
 - 140 Hours for parks, streets, misc
 - 15 dedicated hours for utilities.
- \$290,000/ year - Total Compensation (Estimate)
- 3 FT | 1 PT | 1 Contract



HOWARD LAKE CITY COUNCIL MEETING

August 17, 2021

AGENDA ITEM: Consider Resolution 21-14 ACCEPTING THE CORONAVIRUS LOCAL FISCAL RECOVERY FUND

SECTION: New Business

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: Beginning May 2021, cities under 50,000 in population can request funds from Minnesota Management and Budget (MMB). Cities will receive \$105.81 per capita based on the city's 2019 Census data and the first half of funds would be distributed in 2021 and the second half in the summer of 2022.

The covered periods are from March 3, 2021 and the deadline for spending is December 31, 2024.

Eligible uses for these funds include:

1. Responding to the public health emergency.
2. Responding to the negative economic impacts of the pandemic.
3. Premium pay for essential workers.
4. Revenue replacement for the provision of government services to the extent the reduction in revenue is due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency.
5. Investments in water, sewer, and broadband infrastructure.

*The items listed are not exclusive. Other expenses may be eligible.

Allocation & Use

Council is encouraged to provide feedback on where the funds are to be directed based on the eligibility listed above. The amount provided to Howard Lake makes this a bit complicated. It is likely MORE than enough for any eligible expenses listed 1-3. We are currently working with our auditors on a Loss Revenue Calculation for #4. We have committed to water meter replacement projects which would be eligible for funding under #5. Additionally, Wright County has an additional ARPA fund made available to Wright County Cities for eligible water/sewer expenditures. This is estimated at about \$100,000. Therefore, if we bundled to the funds, about 85% of the total water meter project would be paid using non-local, non-enterprise funds.

FINANCIAL: The City will apply and received \$113,000 this week in funds and will receive the second round of funds in early summer of 2022 for a total of \$226,000.

LEGAL: The City will be required to submit an interim report, quarterly project and expenditure reports, and annual recovery plan performance reports as specified below, regarding their utilization of Coronavirus State and Local Fiscal Recovery Funds.

STRATEGIC PLAN: Maintain Fiscally Responsible City Operations.

COUNCIL ACTION REQUESTED: Approve Resolution 21-14 Accepting the Coronavirus Local Fiscal Recovery Fund Established under the American Rescue Plan Act.

ATTACHMENTS: Resolution 21-14

**CITY OF HOWARD LAKE
RESOLUTION 21-14**

**A Resolution to Accept the Coronavirus Local Fiscal Recovery Fund
Established under the American Rescue Plan Act**

WHEREAS, since the first case of coronavirus disease 2019 (COVID-19) was discovered in the United States in January 2020, the disease has infected over 32 million and killed over 575,000 Americans (“Pandemic”). The disease has impacted every part of life: as social distancing became a necessity, businesses closed, schools transitioned to remote education, travel was sharply reduced, and millions of Americans lost their jobs; and

WHEREAS, as a result of the Pandemic cities have been called on to respond to the needs of their communities through the prevention, treatment, and vaccination of COVID-19; and

WHEREAS, city revenues, businesses and nonprofits in the city have faced economic impacts due to the Pandemic; and

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country; and

WHEREAS, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses; and

WHEREAS, the City of Howard Lake (“City”) will be allocated funds in the Fall of 2021 pursuant to the ARPA (“Allocation”); and

WHEREAS, the United States Department of Treasury has adopted guidance regarding the use of ARPA funds; and

WHEREAS, the City in response to the Pandemic has had expenditures and anticipates future expenditures consistent with the Department of Treasury’s ARPA guidance; and

WHEREAS, the State of Minnesota will distribute ARPA funds to the City because its population is less than 50,000;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HOWARD LAKE, MINNESOTA AS FOLLOWS:

1. The City intends to collect its share of ARPA funds from the State of Minnesota to use in a manner consistent with the Department of Treasury’s guidance.
2. City staff, together with the Mayor and the City Attorney are hereby authorized to take any actions necessary to receive the City’s share of ARPA funds from the State of Minnesota for expenses incurred because of the Pandemic.

3. City staff, together with the Mayor and the City Attorney are hereby authorized to make recommendations to the City Council for future expenditures that may be reimbursed with ARPA funds.

ADOPTED by the City Council of Howard Lake, Minnesota this 17th day of August 2021.

CITY OF DUNDAS BY:

ATTEST:

Pete Zimmerman, Mayor

Nick Haggemiller, City Administrator/Clerk



HOWARD LAKE CITY COUNCIL MEETING

AUGUST 17, 2021

AGENDA ITEM: Consider Resolution Awarding Bid for CSAH 7 Project

SECTION: New Business

FROM: Nick Haggemiller, City Administrator
Josh Halverson, City Engineer

BACKGROUND: Over the last year, the City has worked steadily towards a pavement preservation and trail project on County Road 7 North. In July, the city council approved plans and specifications and ordered the advertisement of bids.

Sealed bids were sought, two firms submitted bid packages. There was a roughly \$50,000 difference between low and high bid. The low bid was Knife River at \$752,684.

Project Mobilization & Schedule

At the time this was written, Knife River had not responded to inquiries about mobilization. When we receive this, addendums will be made to the council packet.

Community Education and Engagement

With the project officially approved and timelines established we will attempt to educate residents on the project the following means will be used:

- City Website: Detailed project summary sheets.
- Facebook: Real-time updates to closures, construction progress.
- City Newsletter: The August Newsletter will feature the project, mailed to all residents and businesses.
- Farmer's Market: Information Booth



DECISION MAKING METRICS

FINANCIAL: The bids were nearly \$100,000 or about 15% over the engineer's estimate. Wright County Engineering has reviewed the bids and has agreed to award to the low bidder. The cost split is updated accordingly. The cost split gives percentages of cost share per category. The overruns were primarily found in categories responsible by the City.

- Wright County Cost Participation:	\$382,364
- City of Howard Lake Cost Participation:	\$370,319*
- *MN DNR Trail Connections Grant:	\$150,000 [Deduct from City Portion]
- TOTAL Bid Award:	\$752,684

LEGAL: This project required sealed bids to be approved by the City Council. The City Engineer assisted with the bidding process and related requirements. Previously, the City and Wright County entered into a formal Cost Share Agreement that also binds cost split of this project.

STRATEGIC PLAN:

- Delivery Highway Quality Services & Reliable Infrastructure
- Provide Diverse Amenities that Enhance Quality of Life
- Ensure a Safe & Healthy Community
- Develop a Livable Community for All

COUNCIL ACTION REQUESTED: Adopt Resolution Accepting CSAH 7 Recondition & Trail Project Bid and Awarding Contract.

ATTACHMENTS:

1. Resolution Approving Construction

RESOLUTION 21-15

RESOLUTION ACCEPTING CSAH 7 RECONDITIONING AND TRAIL PROJECT BID AND AWARDING CONTRACT

WHEREAS, pursuant to an advertisement for bids for the CSAH 7 Reconditioning and Trail Project – SAP 086-607-024, bids were received, opened, and tabulated according to the law, and the following bids were received complying with the advertisement:

<u>Company</u>	<u>Bid</u>
Knife River Corporation, Sauk Rapids, MN	\$752,684.65
Duininck, Inc., Prinsburg, MN	\$796,831.66

AND WHEREAS, it appears that Knife River Corporation of Sauk Rapids, Minnesota is the lowest responsible bidder,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HOWARD LAKE, WRIGHT COUNTY, MINNESOTA THAT:

1. The mayor and administrator are hereby authorized and directed to enter into the attached contract with Knife River Corporation of Sauk Rapids, Minnesota in the name of the City of Howard Lake for such construction, according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk for CSAH 7 Reconditioning and Trail Project – SAP 086-607-024, for a total contract amount of \$752,684.65.
2. The City Engineer is hereby authorized and directed to inform all bidders release of their deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

Adopted by the council this 17th day of August, 2021.

SIGNED:

WITNESSED:

Peter Zimmerman, Mayor

Nick Haggenmiller, City Administrator