

*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
July 21, 2025 – 7:00 pm

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF AGENDA
Any additions, deletions, modifications to the agenda will be done at this time.
- D. COUNCIL MEETING MINUTES
 - a. [Consider Approving Council Meeting Minutes from the Regular Council Meeting on June 16, 2025.](#)
- E. CITIZEN INPUT
- F. COUNCIL/COMMITTEE REPORT
- G. DEPARTMENT REPORTS
 - a. Engineering Update: 2025 Street Reconstruction Project, City Engineer Halvorson
 - b. [Howard Lake Wine and Spirits YTD Financials](#)
- H. CONSENT AGENDA
 - a. [Consider Accepting all Reports & Payment of Claims.](#)
 - b. [Consider Various Personnel Appointments](#)
 - c. [Consider Approving USDA Phase 1 Infrastructure Improvement Project - Pay Application #2.](#)
 - d. [Consider Purchase of Backflow Preventer Fire Hydrant Meter Setup.](#)
 - e. [Consider Downtown Revitalization Grants](#)
 - Encourage Counseling
 - Broken Bolt Auto Repair
 - Posey Patch Flowers
 - f. [Consider Approving City Website Migration and Redesign.](#)
- I. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS
 - a. Swearing in of Officer Thomas Helgren.
 - b. Nuvera Communications – City Wide Fiber Installation – Kathy Lund
 - c. [Good Neighbor Days Recap, Gina Thesing](#)
- J. NEW BUSINESS
 - a. [Consider Resolution 25-19 Approving Short Term Rental for 5800 CR 7.](#)
 - b. [Consider Ordinance 25-05 Modifying Sign Ordinance in B2 Business District.](#)
 - c. Consider Resolution 25-20 Approving Summary Publication of Sign Ordinance Modification.
 - d. [Consider Approving Concept Plans & Order Creation of Plans & Specifications for Historic City Hall Parking Lot Reconstruction Project.](#)
 - e. [Consider Resolution 25-21 Setting Public Hearing for Abatement Bond.](#)
 - f. Consider Authorizing Administrator to Apply to MRWA Loan Program for US12 Project.
 - g. [Consider Approving Quotes and Repairs at Water Treatment Plant.](#)
 - h. Consider Setting Date for 2025 National Night Out: August 5, 2025 | 5pm – 6:30pm
 - i. Consider Setting Date for 2026 Budget Workshop: August 6, 2025 5:30pm | Library

- K. OLD BUSINESS
- L. ADMINISTRATOR'S REPORT
- M. ADJOURN

The City Council will adjourn to a Workshop following the regular meeting.



CITY OF HOWARD LAKE

Nicholas A. Haggemiller, 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

Howard Lake City Hall -

June 16, 2025

MEETING MINUTES

COUNCIL PRESENT

Mayor Zimmerman
Jason Deiter
Gene Gilbert
Tom Kutz
Allan Munson

COUNCIL ABSENT

STAFF PRESENT

Nick Haggemiller, City Administrator
Meagan Theisen, Assistant City Administrator

ALSO PRESENT

Josh Halvorson, City Engineer - Bolton and Menk Inc.

CALL TO ORDER

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

APPROVAL OF AGENDA

Haggemiller noted the late addition of Wright County Fair Approvals, Street Project Pay Application #1 and Good Neighbor Days Event updates.

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

APPROVAL OF MINUTES

Council Member Kutz moved to approve the minutes from the Regular Council Meeting on May 19, 2025. The motion was seconded by Council Member Gilbert and passed unanimously.

CITIZEN INPUT

None.

COUNCIL/COMMITTEE REPORT

Council Member Deiter shared that he performed at The Vintage Flea Market and it was an overall well attended event.

DEPARTMENT REPORTS

- a. 2025 Street & Utility Reconstruction Project
Halvorson provided an update of the road project.

CONSENT

- a. Consider Accepting all Reports & Payments of Claims
- b. Consider Approving Store Front Grant for Maria's Mexican Restaurant
- c. Consider Approving Updated Good Neighbor Days Event Location
- d. Consider Approving Temporary On-Sale Liquor License for the Wright County Fair
- e. Consider Approving Closure of 1st Street for the Wright County Fair
- f. Consider Approving USDA Phase 1 Infrastructure Improvement Project – Pay Application #1

Theisen provided a summary of the updated for the upcoming Good Neighbor Days Events.

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

PUBLIC HEARING/PRESENTATION

- a. **None.**

NEW BUSINESS

- a. **Consider Resolution 25-17 Related to 2025A Note for AMLHL Wastewater Plant Filtration Project.**

Haggenmiller reviewed the staff report.

Council Member Deiter moved to approve Resolution 25-17 Related to 2025A Note for AMLHL Wastewater Plant Filtration Project. The motion was seconded by Council Member Gilbert and passed unanimously.

- b. **Consider Approving Purchase of New Computer Server and Computers for City Hall.**

Theisen reviewed the staff report.

Council Member Kutz moved to approve the Purchase of the New Computer Server and Computers for City Hall with a do not exceed amount of \$25,000. The motion was seconded by Council Member Munson and passed unanimously.

- c. **Consider Resolution 25-18 Approving Various Fund Transfers and Closures.**

Haggenmiller reviewed the staff report and provided detailed examples of the process.

Council Member Deiter moved to approve Resolution 25-18 Approving Various Fund Transfers and Closures. The motion was seconded by Council Member Kutz and passed unanimously.

- d. **Consider Closed Session Pursuant to Chapter 13.D.04 to Determine Price and Terms of Real Estate to be Sold by the City.**

Mayor Zimmerman closed the regular meeting at 7:30 and the Council moved into closed session.

Mayor Zimmerman closed the closed session and reopened the regular meeting at 7:42 pm.

Haggenmiller provided a summary of the closed session.

- e. **Consider Listing Agreement for 603 8th Avenue/former Howard Lake Foods Building.**

Haggenmiller reviewed the staff report.

Council Member Kutz moved to approve the listing of the former Howard Lake Foods Building for \$499,000. The motion was seconded by Council Member Gilbert and passed unanimously.

OLD BUSINESS

None.

ADMINISTRATORS REPORT

None.

ADJOURN

Council Member Kutz moved to adjourn the meeting at 7:45 pm. The motion was seconded by Council Member Gilbert and passed unanimously.

Attest – City Administrator/Clerk

Mayor

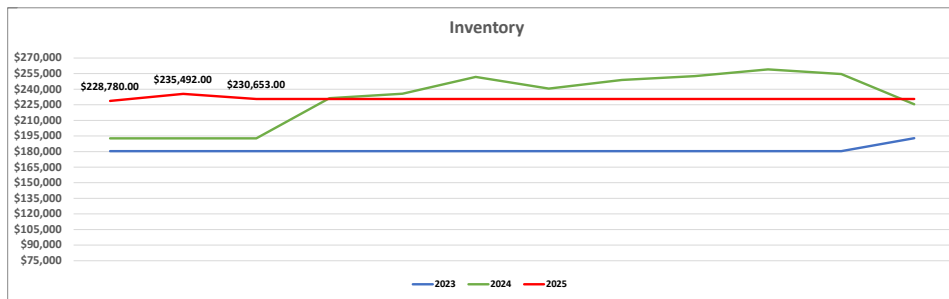
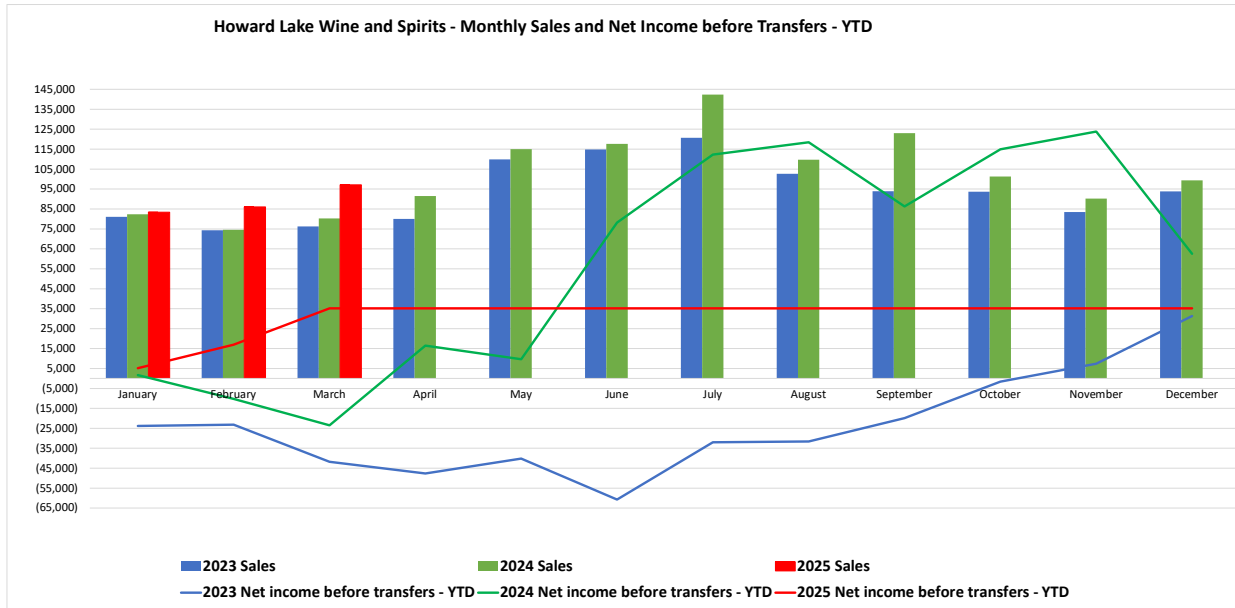
Wine and Spirits

2025

	January	February	March	Total
Revenue				
Sales - Liquor Store	75,539	76,286	80,660	232,485
Sales - SSEC	4,367	8,031	110	12,508
Sales - R&R	3,532	1,778	16,369	21,679
Total Sales	\$ 83,437	\$ 86,095	\$ 97,139	\$ 266,672
Cost of Sales - (COS)				
COS - Liquor Store	(40,687)	(39,981)	(62,985)	(143,653)
COS - SSEC	-	-	-	-
COS - R&R	-	(162)	(744)	(906)
Total COS	\$ (40,687)	\$ (40,143)	\$ (63,729)	\$ (144,559)
Gross Profit	42,750	45,952	33,410	122,113
Operating expense				
Personnel Services	18,203	18,794	4,277	41,274
Supplies	1,486	752	2,031	4,268
Depreciation	306	306	306	918
Other services and charges	16,897	14,882	8,777	40,556
Repair and Maintenance	988	-	700	1,687
Total operating expense	37,879	34,734	16,091	88,704
Operating income	4,871	11,219	17,320	33,409
Other income/expense				
Bond principal	-	-	-	-
Bond interest	-	-	-	-
Bond Issuance Cost	-	-	-	-
Interest income	-	-	-	-
Other income - SSEC	-	-	-	-
Other income - R&R	-	-	895	895
Other income	311	525	27	863
Total other income/expense	311	525	922	1,758
Net income before transfers	5,182	11,744	18,242	35,167
<i>2025 Net income before transfers - YTD</i>	<i>5,182</i>	<i>16,926</i>	<i>35,167</i>	
Operating transfer out	-	-	-	-
2025 Net income after transfers	\$ 5,182	11,744	18,242	35,167
2024 Net income after transfers	1,705	(11,931)	(13,235)	62,516
2025 Increase/(Decrease) vs 2024 Net Income	3,476	23,675	31,477	(27,348)

Howard Lake Wine and Spirits Scorecard

Key Performance Indicators	Comparative Month End			Comparative YTD			Target	Comments
	3/31/2023	3/31/2024	3/31/2025	3/31/2023	3/31/2024	3/31/2025		
Sales revenue	\$ 76,299	80,216	\$ 97,139	\$ 231,729	\$ 237,072	↑ \$ 266,672	\$ 244,184	
Gross profit percentage	↓ 18.05%	↓ 14.31%	↑ 34.39%	↓ 16.91%	↓ 21.63%	↑ 45.79%	27.00%	
Net income before transfers	↓ -24.37%	↓ -16.50%	↑ 18.78%	↓ -18.03%	↓ -9.90%	↑ 13.19%	9.00%	
Net income after transfers	↓ -24.37%	↓ -16.50%	↑ 18.78%	↓ -18.03%	↓ -9.90%	↑ 13.19%	5.00%	



Key Performance Indicators Definitions		
Sales Revenue		Basic measure of how much money the enterprise is bringing in. It can be broken down by period or product category to identify areas of strength or weakness.
Gross Profit Percentage		The percent difference between the cost of goods sold and the selling price. A higher percentage means that the business is making more profit on each sale.
Net Income Before Transfers		The percentage of revenue that remains after subtracting all operating expenses, including wages, rent, utilities, marketing expenses and interest. It can help identify how well the store is managing its expenses and its overall profitability.



CITY OF HOWARD LAKE

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*Budget YTD Rev-Exp©

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Current Period: MARCH 2025

			2025	2025	MARCH	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
MUNICIPAL LIQUOR							
	Revenues		\$1,269,750.00	\$268,430.02	\$98,061.41	\$1,001,319.98	21.14%
	Expenditures		\$1,217,585.00	\$233,262.72	\$79,819.87	\$984,322.28	19.16%
	Gain/(Loss)		\$52,165.00	\$35,167.30	\$18,241.54	\$16,997.70	67.42%
Revenue							
Active	R 610-314-3850	MUNICIPAL LIQU	\$100,000.00	\$22,378.87	\$8,092.98	\$77,621.13	22.38%
Active	R 610-341-3400	CHARGES FOR S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-349-3860	MUNICIPAL LIQU	\$0.00	\$800.00	\$200.00	(\$800.00)	0.00%
Active	R 610-361-3600	MISCELLANEOUS	\$250.00	\$94.00	\$27.00	\$156.00	37.60%
Active	R 610-362-3600	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-363-3600	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-364-3600	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-369-3600	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-375-3870	MUNICIPAL LIQU	\$0.00	(\$1,130.98)	(\$378.26)	\$1,130.98	0.00%
Active	R 610-376-3870	MUNICIPAL LIQU	\$0.00	(\$2.00)	(\$2.00)	\$2.00	0.00%
Active	R 610-377-3870	MUNICIPAL LIQU	\$0.00	(\$1,474.44)	(\$73.36)	\$1,474.44	0.00%
Active	R 610-378-3870	MUNICIPAL LIQU	\$0.00	(\$56.60)	(\$8.80)	\$56.60	0.00%
Active	R 610-379-3870	MUNICIPAL LIQU	\$90,000.00	\$19,993.47	\$5,462.54	\$70,006.53	22.21%
Active	R 610-382-3860	MUNICIPAL LIQU	\$100,000.00	\$11,697.14	\$66.11	\$88,302.86	11.70%
Active	R 610-382-3861	MUNICIPAL BEER	\$0.00	\$557.34	\$25.05	(\$557.34)	0.00%
Active	R 610-382-3862	MUNICIPAL WINE	\$0.00	\$55.11	\$0.00	(\$55.11)	0.00%
Active	R 610-382-3863	BEVERAGE	\$0.00	\$198.08	\$18.52	(\$198.08)	0.00%
Active	R 610-382-3864	LIABILITY INSUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-382-3865	STAFF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-382-3866	SECURITY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-383-3870	MUNICIPAL LIQU	\$350,000.00	\$74,266.04	\$26,015.35	\$275,733.96	21.22%
Active	R 610-384-3860	MUNICIPAL LIQU	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
Active	R 610-385-3870	MUNICIPAL LIQU	\$550,000.00	\$97,357.79	\$34,907.47	\$452,642.21	17.70%
Active	R 610-386-3860	MUNICIPAL LIQU	\$20,000.00	\$3,035.10	\$0.00	\$16,964.90	15.18%
Active	R 610-387-3870	MUNICIPAL LIQU	\$20,000.00	\$3,760.95	\$1,177.91	\$16,239.05	18.80%
Active	R 610-388-3850	MUNICIPAL LIQU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-389-3400	CHARGES FOR S	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
Active	R 610-389-3600	MISCELLANEOUS	\$5,000.00	\$769.15	\$0.00	\$4,230.85	15.38%
Active	R 610-389-3850	MUNICIPAL LIQU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-390-3900	OTHER FINANCIN	\$0.00	\$5,603.95	\$2,798.85	(\$5,603.95)	0.00%
Active	R 610-400-3870	MUNICIPAL LIQU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-401-3870	MUNICIPAL LIQU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-402-3870	MUNICIPAL LIQU	\$0.00	\$2,657.79	\$1,027.22	(\$2,657.79)	0.00%
Active	R 610-403-3860	MUNICIPAL LIQU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-403-3870	MUNICIPAL LIQU	\$12,000.00	\$1,432.42	\$260.43	\$10,567.58	11.94%
Active	R 610-404-3870	MUNICIPAL LIQU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-405-3860	MUNICIPAL LIQU	\$10,000.00	\$4,050.00	\$1,200.00	\$5,950.00	40.50%
Active	R 610-406-3860	MUNICIPAL LIQU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-494-3860	MUNICIPAL LIQU	\$0.00	\$8,046.62	\$4,404.76	(\$8,046.62)	0.00%
Active	R 610-494-3861	MUNICIPAL BEER	\$0.00	\$7,427.78	\$5,899.20	(\$7,427.78)	0.00%
Active	R 610-494-3862	MUNICIPAL WINE	\$0.00	\$2,868.53	\$2,765.94	(\$2,868.53)	0.00%
Active	R 610-494-3863	BEVERAGE	\$0.00	\$3,336.06	\$3,299.50	(\$3,336.06)	0.00%
Active	R 610-494-3864	LIABILITY INSUR	\$0.00	\$300.00	\$300.00	(\$300.00)	0.00%



CITY OF HOWARD LAKE

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***Budget YTD Rev-Exp©**

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Current Period: MARCH 2025

			2025	2025	MARCH	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	R 610-494-3865	STAFF	\$0.00	\$595.00	\$595.00	(\$595.00)	0.00%
Active	R 610-494-3866	SECURITY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-614-3870	MUNICIPAL LIQU	\$0.00	(\$187.15)	(\$20.00)	\$187.15	0.00%
Total Revenue			\$1,269,750.00	\$268,430.02	\$98,061.41	\$1,001,319.98	21.14%
Expenditure							
Active	E 610-4600-461-302	ARCHITECTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4600-461-308	CONSTRUCTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4700-471-601	DEBT PRINCI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4700-471-611	DEBT INTER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4700-471-613	BOND ISSUA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4800-482-420	DEPRECIATI	\$3,750.00	\$918.00	\$306.00	\$2,832.00	24.48%
Active	E 610-4850-416-301	ACCOUNTIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-101	WAGES - DE	\$64,751.00	\$6,023.58	(\$4,208.74)	\$58,727.42	9.30%
Active	E 610-4850-485-103	WAGES - OT	\$55,821.00	\$6,548.94	\$948.58	\$49,272.06	11.73%
Active	E 610-4850-485-104	WAGES - TE	\$99,642.00	\$12,523.30	\$1,678.18	\$87,118.70	12.57%
Active	E 610-4850-485-121	EMPLOYER P	\$16,516.00	\$2,728.34	\$614.70	\$13,787.66	16.52%
Active	E 610-4850-485-122	EMPLOYER F	\$13,653.00	\$1,590.27	(\$108.95)	\$12,062.73	11.65%
Active	E 610-4850-485-123	EMPLOYER	\$3,193.00	\$371.87	(\$25.49)	\$2,821.13	11.65%
Active	E 610-4850-485-131	HEALTH INS	\$19,224.00	\$5,155.55	\$1,678.48	\$14,068.45	26.82%
Active	E 610-4850-485-132	LIFE INSURA	\$58.00	\$10.63	\$3.26	\$47.37	18.33%
Active	E 610-4850-485-141	UNEMPLOYM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-151	WORKERS C	\$5,557.00	\$4,209.63	\$4,209.63	\$1,347.37	75.75%
Active	E 610-4850-485-201	GENERAL SU	\$4,000.00	\$2,369.51	\$132.03	\$1,630.49	59.24%
Active	E 610-4850-485-203	COMPUTER	\$4,000.00	\$1,898.50	\$1,898.50	\$2,101.50	47.46%
Active	E 610-4850-485-211	CLEANING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-213	UNIFORMS	\$1,000.00	\$439.00	\$0.00	\$561.00	43.90%
Active	E 610-4850-485-251	LIQUOR	\$250,000.00	\$54,529.38	\$29,864.22	\$195,470.62	21.81%
Active	E 610-4850-485-252	BEER	\$400,000.00	\$69,724.12	\$24,977.15	\$330,275.88	17.43%
Active	E 610-4850-485-253	WINE	\$60,000.00	\$14,471.64	\$5,803.36	\$45,528.36	24.12%
Active	E 610-4850-485-254	POP/MIXES	\$12,000.00	\$1,624.66	\$1,118.53	\$10,375.34	13.54%
Active	E 610-4850-485-255	DRINK GARNI	\$1,500.00	\$143.09	\$136.66	\$1,356.91	9.54%
Active	E 610-4850-485-256	THC PRODU	\$1,200.00	\$1,582.43	\$781.01	(\$382.43)	131.87%
Active	E 610-4850-485-257	ICE	\$5,000.00	\$257.61	(\$313.00)	\$4,742.39	5.15%
Active	E 610-4850-485-258	FREIGHT	\$6,000.00	\$1,320.01	\$617.09	\$4,679.99	22.00%
Active	E 610-4850-485-259	OTHER	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	E 610-4850-485-260	CREDIT CAR	\$20,000.00	\$9,644.52	\$2,679.14	\$10,355.48	48.22%
Active	E 610-4850-485-301	ACCOUNTIN	\$10,450.00	\$5,960.49	\$1,741.66	\$4,489.51	57.04%
Active	E 610-4850-485-302	ARCHITECTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-304	LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-305	CONFERENC	\$1,200.00	\$1,538.00	\$1,538.00	(\$338.00)	128.17%
Active	E 610-4850-485-308	CONSTRUCTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-309	CONSULTING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-321	TELEPHONE	\$2,000.00	\$604.68	\$245.74	\$1,395.32	30.23%
Active	E 610-4850-485-322	POSTAGE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-331	TRAVEL	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 610-4850-485-341	ADVERTISIN	\$0.00	\$300.00	\$0.00	(\$300.00)	0.00%
Active	E 610-4850-485-342	MARKETING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-361	INSURANCE	\$0.00	\$3,313.00	\$3,313.00	(\$3,313.00)	0.00%
Active	E 610-4850-485-364	DRAM INSUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



CITY OF HOWARD LAKE
***Budget YTD Rev-Exp©**

Current Period: MARCH 2025

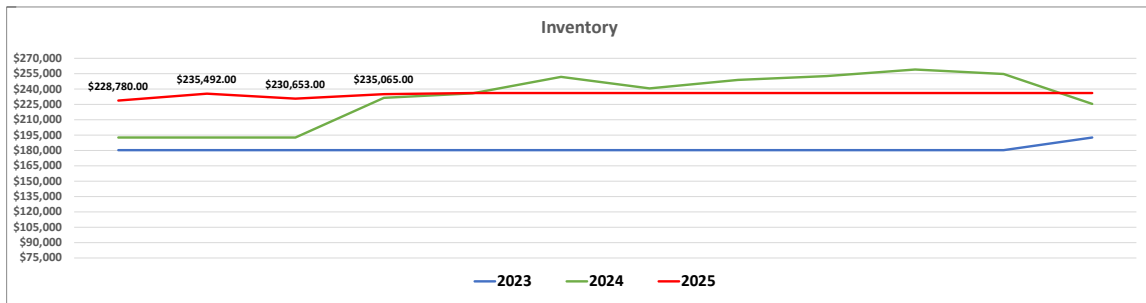
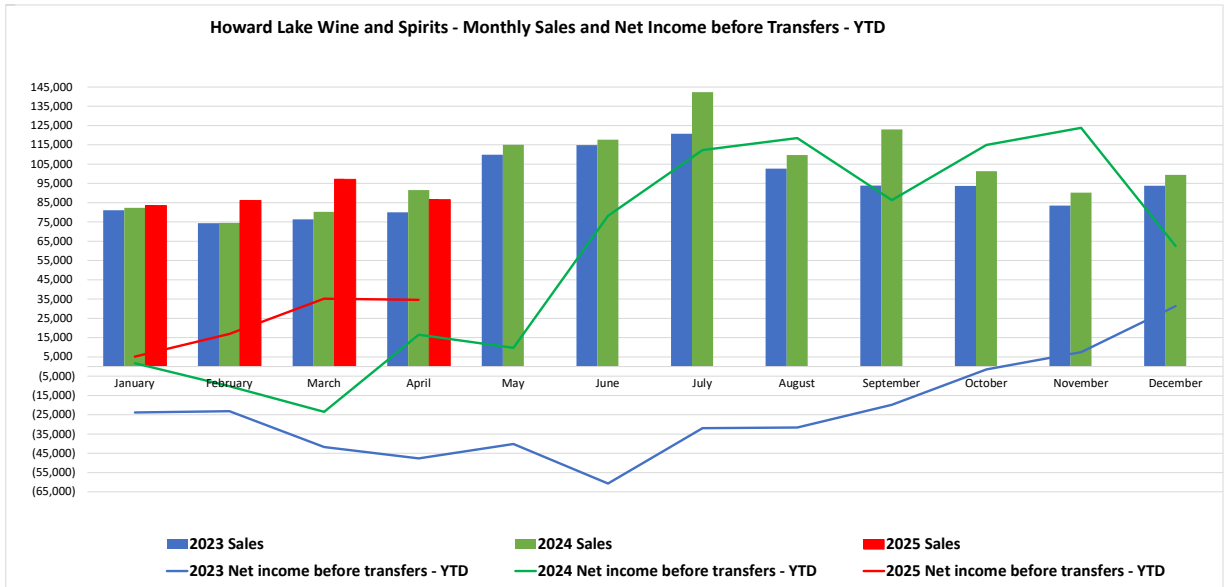
			2025	2025	MARCH	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 610-4850-485-380	UTILITY - MIS	\$2,000.00	\$634.05	\$388.25	\$1,365.95	31.70%
Active	E 610-4850-485-381	UTILITY-ELE	\$5,000.00	\$914.83	\$326.43	\$4,085.17	18.30%
Active	E 610-4850-485-382	UTILITY - GA	\$4,000.00	\$2,133.10	\$760.62	\$1,866.90	53.33%
Active	E 610-4850-485-384	REFUSE DIS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-396	REEDS & RU	\$1,000.00	\$83.48	\$0.00	\$916.52	8.35%
Active	E 610-4850-485-401	R&M BUILDIN	\$5,000.00	\$1,687.37	\$699.84	\$3,312.63	33.75%
Active	E 610-4850-485-405	R&M- EQUIP,	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 610-4850-485-411	RENTAL EXP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-415	TIPS-SSEC	\$1,200.00	\$1,396.74	\$668.78	(\$196.74)	116.40%
Active	E 610-4850-485-416	Gratuity	\$5,000.00	\$715.32	(\$1,181.04)	\$4,284.68	14.31%
Active	E 610-4850-485-420	DEPRECIATI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-430	CASH SHORT	\$0.00	(\$36.02)	(\$20.88)	\$36.02	0.00%
Active	E 610-4850-485-432	UNCOLLECTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-433	DUES AND S	\$2,000.00	\$321.98	\$310.99	\$1,678.02	16.10%
Active	E 610-4850-485-436	MINN. SALES	\$95,000.00	\$14,705.00	(\$2,506.00)	\$80,295.00	15.48%
Active	E 610-4850-485-437	MISCELLANE	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	E 610-4850-485-438	LICENSE & F	\$120.00	\$0.00	\$0.00	\$120.00	0.00%
Active	E 610-4850-485-439	REIMBURSE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-501	OFFSET ON-	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-502	OFFSET OFF-	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-510	CAPITAL EXP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-514	LAND PURCH	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-720	OPERATING	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.00%
Active	E 610-4850-485-727	LOYALTY PR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-494-251	LIQUOR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-494-252	BEER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-494-253	WINE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-494-254	POP/MIXES	\$0.00	\$342.75	\$307.50	(\$342.75)	0.00%
Active	E 610-4850-494-255	DRINK GARNI	\$0.00	\$6.73	\$0.00	(\$6.73)	0.00%
Active	E 610-4850-494-256	THC PRODU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-494-257	ICE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-494-258	FREIGHT	\$0.00	\$3.64	\$3.64	(\$3.64)	0.00%
Active	E 610-4850-494-259	OTHER	\$0.00	\$553.00	\$433.00	(\$553.00)	0.00%
Active	E 610-4900-491-720	OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4900-491-721	LOSS ON SA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4900-491-726	PRIOR PERIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Expenditure			(\$1,217,585.00)	(\$233,262.72)	(\$79,819.87)	(\$984,322.28)	19.16%
Total MUNICIPAL LIQUOR			\$52,165.00	\$35,167.30	\$18,241.54	\$16,997.70	67.42%
Report Total			\$52,165.00	\$35,167.30	\$18,241.54	\$16,997.70	67.42%

Wine and Spirits

	2025				
	January	February	March	April	Total
Revenue					
Sales - Liquor Store	75,539	76,286	80,660	76,097	308,582
Sales - SSEC	4,367	8,031	110	210	12,718
Sales - R&R	3,532	1,778	16,369	10,263	31,942
Total Sales	\$ 83,437	\$ 86,095	\$ 97,139	\$ 86,570	\$ 353,242
Cost of Sales - (COS)					
COS - Liquor Store	(40,687)	(39,981)	(62,985)	(48,543)	(192,196)
COS - SSEC	-	-	-	-	-
COS - R&R	-	(162)	(744)	(3,631)	(4,537)
Total COS	\$ (40,687)	\$ (40,143)	\$ (63,729)	\$ (52,174)	\$ (196,733)
Gross Profit	42,750	45,952	33,410	34,396	156,509
Operating expense					
Personnel Services	18,203	18,794	4,277	16,498	57,772
Supplies	1,486	752	2,031	876	5,144
Depreciation	306	306	306	306	1,224
Other services and charges	16,897	14,882	8,777	17,591	58,147
Repair and Maintenance	988	-	700	430	2,117
Total operating expense	37,879	34,734	16,091	35,701	124,404
Operating income	4,871	11,219	17,320	(1,305)	32,105
Other income/expense					
Bond principal	-	-	-	-	-
Bond interest	-	-	-	-	-
Bond Issuance Cost	-	-	-	-	-
Interest income	-	-	-	-	-
Other income - Liquor Store	311	525	27	10	873
Other income - SSEC	-	-	-	400	400
Other income - R&R	-	-	895	300	1,195
Total other income/expense	311	525	922	710	2,468
Net income before transfers	5,182	11,744	18,242	(595)	34,573
<i>2025 Net income before transfers - YTD</i>	<i>5,182</i>	<i>16,926</i>	<i>35,167</i>	<i>34,573</i>	
Operating transfer out	-	-	-	-	-
2025 Net income after transfers	\$ 5,182	11,744	18,242	(595)	34,573
2024 Net income after transfers	1,705	(11,931)	(13,235)	39,935	62,516
2025 Increase/(Decrease) vs 2024 Net Income	3,476	23,675	31,477	(40,530)	(27,943)

Howard Lake Wine and Spirits Scorecard

Key Performance Indicators	Comparative Month End			Comparative YTD			Target	Comments
	4/30/2023	4/30/2024	4/30/2025	4/30/2023	4/30/2024	4/30/2025		
Sales revenue	\$ 80,030	91,507	\$ 86,570	\$ 311,759	\$ 328,579	↑ \$ 353,242	\$ 338,436	
Gross profit percentage	↓ 24.01%	↑ 65.39%	↑ 39.73%	↓ 18.73%	↑ 33.82%	↑ 44.31%	27.00%	
Net income before transfers	↓ -7.37%	↑ 43.64%	↓ -0.69%	↓ -15.29%	↓ 5.01%	↑ 9.79%	9.00%	
Net income after transfers	↓ -7.37%	↑ 43.64%	↓ -0.69%	↓ -15.29%	↑ 5.01%	↑ 9.79%	5.00%	



Key Performance Indicators Definitions		
Sales Revenue		Basic measure of how much money the enterprise is bringing in. It can be broken down by period or product category to identify areas of strength or weakness.
Gross Profit Percentage		The percent difference between the cost of goods sold and the selling price. A higher percentage means that the business is making more profit on each sale.
Net Income Before Transfers		The percentage of revenue that remains after subtracting all operating expenses, including wages, rent, utilities, marketing expenses and interest. It can help identify how well the store is managing its expenses and its overall profitability.



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			2025	2025	APRIL	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
MUNICIPAL LIQUOR							
	Revenues		\$1,269,750.00	\$355,710.30	\$87,280.28	\$914,039.70	28.01%
	Expenditures		\$1,217,585.00	\$321,137.60	\$87,874.88	\$896,447.40	26.37%
	Gain/(Loss)		\$52,165.00	\$34,572.70	(\$594.60)	\$17,592.30	66.28%
Revenue							
Active	R 610-314-3850 MUNICIPAL LIQU		\$100,000.00	\$30,002.44	\$7,623.57	\$69,997.56	30.00%
Active	R 610-341-3400 CHARGES FOR S		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-349-3860 MUNICIPAL LIQU		\$0.00	\$800.00	\$0.00	(\$800.00)	0.00%
Active	R 610-361-3600 MISCELLANEOUS		\$250.00	\$104.00	\$10.00	\$146.00	41.60%
Active	R 610-362-3600 MISCELLANEOUS		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-363-3600 MISCELLANEOUS		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-364-3600 MISCELLANEOUS		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-369-3600 MISCELLANEOUS		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-375-3870 MUNICIPAL LIQU		\$0.00	(\$1,429.86)	(\$298.88)	\$1,429.86	0.00%
Active	R 610-376-3870 MUNICIPAL LIQU		\$0.00	(\$2.00)	\$0.00	\$2.00	0.00%
Active	R 610-377-3870 MUNICIPAL LIQU		\$0.00	(\$1,500.89)	(\$26.45)	\$1,500.89	0.00%
Active	R 610-378-3870 MUNICIPAL LIQU		\$0.00	(\$72.05)	(\$15.45)	\$72.05	0.00%
Active	R 610-379-3870 MUNICIPAL LIQU		\$90,000.00	\$25,629.91	\$5,636.44	\$64,370.09	28.48%
Active	R 610-382-3860 MUNICIPAL LIQU		\$100,000.00	\$11,697.14	\$0.00	\$88,302.86	11.70%
Active	R 610-382-3861 MUNICIPAL BEER		\$0.00	\$557.34	\$0.00	(\$557.34)	0.00%
Active	R 610-382-3862 MUNICIPAL WINE		\$0.00	\$55.11	\$0.00	(\$55.11)	0.00%
Active	R 610-382-3863 BEVERAGE		\$0.00	\$408.08	\$210.00	(\$408.08)	0.00%
Active	R 610-382-3864 LIABILITY INSUR		\$0.00	\$100.00	\$100.00	(\$100.00)	0.00%
Active	R 610-382-3865 STAFF		\$0.00	\$300.00	\$300.00	(\$300.00)	0.00%
Active	R 610-382-3866 SECURITY		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-383-3870 MUNICIPAL LIQU		\$350,000.00	\$99,651.77	\$25,385.73	\$250,348.23	28.47%
Active	R 610-384-3860 MUNICIPAL LIQU		\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
Active	R 610-385-3870 MUNICIPAL LIQU		\$550,000.00	\$131,477.49	\$34,119.70	\$418,522.51	23.91%
Active	R 610-386-3860 MUNICIPAL LIQU		\$20,000.00	\$3,035.10	\$0.00	\$16,964.90	15.18%
Active	R 610-387-3870 MUNICIPAL LIQU		\$20,000.00	\$5,287.58	\$1,526.63	\$14,712.42	26.44%
Active	R 610-388-3850 MUNICIPAL LIQU		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-389-3400 CHARGES FOR S		\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
Active	R 610-389-3600 MISCELLANEOUS		\$5,000.00	\$769.15	\$0.00	\$4,230.85	15.38%
Active	R 610-389-3850 MUNICIPAL LIQU		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-390-3900 OTHER FINANCIN		\$0.00	\$5,790.23	\$186.28	(\$5,790.23)	0.00%
Active	R 610-400-3870 MUNICIPAL LIQU		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-401-3870 MUNICIPAL LIQU		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-402-3870 MUNICIPAL LIQU		\$0.00	\$3,673.18	\$1,015.39	(\$3,673.18)	0.00%
Active	R 610-403-3860 MUNICIPAL LIQU		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-403-3870 MUNICIPAL LIQU		\$12,000.00	\$1,823.61	\$391.19	\$10,176.39	15.20%
Active	R 610-404-3870 MUNICIPAL LIQU		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-405-3860 MUNICIPAL LIQU		\$10,000.00	\$4,650.00	\$600.00	\$5,350.00	46.50%
Active	R 610-406-3860 MUNICIPAL LIQU		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-494-3860 MUNICIPAL LIQU		\$0.00	\$10,925.82	\$2,879.20	(\$10,925.82)	0.00%
Active	R 610-494-3861 MUNICIPAL BEER		\$0.00	\$12,655.75	\$5,227.97	(\$12,655.75)	0.00%
Active	R 610-494-3862 MUNICIPAL WINE		\$0.00	\$3,901.07	\$1,032.54	(\$3,901.07)	0.00%
Active	R 610-494-3863 BEVERAGE		\$0.00	\$4,459.70	\$1,123.64	(\$4,459.70)	0.00%
Active	R 610-494-3864 LIABILITY INSUR		\$0.00	\$600.00	\$300.00	(\$600.00)	0.00%



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			2025	2025	APRIL	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	R 610-494-3865	STAFF	\$0.00	\$595.00	\$0.00	(\$595.00)	0.00%
Active	R 610-494-3866	SECURITY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 610-614-3870	MUNICIPAL LIQU	\$0.00	(\$234.37)	(\$47.22)	\$234.37	0.00%
Total Revenue			\$1,269,750.00	\$355,710.30	\$87,280.28	\$914,039.70	28.01%
Expenditure							
Active	E 610-4600-461-302	ARCHITECTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4600-461-308	CONSTRUCTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4700-471-601	DEBT PRINCI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4700-471-611	DEBT INTER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4700-471-613	BOND ISSUA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4800-482-420	DEPRECIATI	\$3,750.00	\$1,224.00	\$306.00	\$2,526.00	32.64%
Active	E 610-4850-416-301	ACCOUNTIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-101	WAGES - DE	\$64,751.00	\$11,139.74	\$5,116.16	\$53,611.26	17.20%
Active	E 610-4850-485-103	WAGES - OT	\$55,821.00	\$9,447.37	\$2,898.43	\$46,373.63	16.92%
Active	E 610-4850-485-104	WAGES - TE	\$99,642.00	\$17,116.73	\$4,593.43	\$82,525.27	17.18%
Active	E 610-4850-485-121	EMPLOYER P	\$16,516.00	\$3,740.52	\$1,012.18	\$12,775.48	22.65%
Active	E 610-4850-485-122	EMPLOYER F	\$13,653.00	\$2,403.33	\$813.06	\$11,249.67	17.60%
Active	E 610-4850-485-123	EMPLOYER	\$3,193.00	\$562.02	\$190.15	\$2,630.98	17.60%
Active	E 610-4850-485-131	HEALTH INS	\$19,224.00	\$6,878.24	\$1,722.69	\$12,345.76	35.78%
Active	E 610-4850-485-132	LIFE INSURA	\$58.00	\$14.29	\$3.66	\$43.71	24.64%
Active	E 610-4850-485-141	UNEMPLOYM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-151	WORKERS C	\$5,557.00	\$4,209.63	\$0.00	\$1,347.37	75.75%
Active	E 610-4850-485-201	GENERAL SU	\$4,000.00	\$3,245.87	\$876.36	\$754.13	81.15%
Active	E 610-4850-485-203	COMPUTER	\$4,000.00	\$1,898.50	\$0.00	\$2,101.50	47.46%
Active	E 610-4850-485-211	CLEANING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-213	UNIFORMS	\$1,000.00	\$439.00	\$0.00	\$561.00	43.90%
Active	E 610-4850-485-251	LIQUOR	\$250,000.00	\$71,487.11	\$16,957.73	\$178,512.89	28.59%
Active	E 610-4850-485-252	BEER	\$400,000.00	\$95,159.60	\$25,435.48	\$304,840.40	23.79%
Active	E 610-4850-485-253	WINE	\$60,000.00	\$18,529.78	\$4,058.14	\$41,470.22	30.88%
Active	E 610-4850-485-254	POP/MIXES	\$12,000.00	\$2,228.16	\$603.50	\$9,771.84	18.57%
Active	E 610-4850-485-255	DRINK GARNI	\$1,500.00	\$316.30	\$173.21	\$1,183.70	21.09%
Active	E 610-4850-485-256	THC PRODU	\$1,200.00	\$1,995.33	\$412.90	(\$795.33)	166.28%
Active	E 610-4850-485-257	ICE	\$5,000.00	\$704.77	\$447.16	\$4,295.23	14.10%
Active	E 610-4850-485-258	FREIGHT	\$6,000.00	\$1,774.76	\$454.75	\$4,225.24	29.58%
Active	E 610-4850-485-259	OTHER	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	E 610-4850-485-260	CREDIT CAR	\$20,000.00	\$16,122.57	\$6,478.05	\$3,877.43	80.61%
Active	E 610-4850-485-301	ACCOUNTIN	\$10,450.00	\$7,702.15	\$1,741.66	\$2,747.85	73.70%
Active	E 610-4850-485-302	ARCHITECTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-304	LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-305	CONFERENC	\$1,200.00	\$1,538.00	\$0.00	(\$338.00)	128.17%
Active	E 610-4850-485-308	CONSTRUCTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-309	CONSULTING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-321	TELEPHONE	\$2,000.00	\$784.28	\$179.60	\$1,215.72	39.21%
Active	E 610-4850-485-322	POSTAGE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-331	TRAVEL	\$500.00	\$339.50	\$339.50	\$160.50	67.90%
Active	E 610-4850-485-341	ADVERTISIN	\$0.00	\$300.00	\$0.00	(\$300.00)	0.00%
Active	E 610-4850-485-342	MARKETING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-361	INSURANCE	\$0.00	\$3,313.00	\$0.00	(\$3,313.00)	0.00%
Active	E 610-4850-485-364	DRAM INSUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



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			2025	2025	APRIL	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 610-4850-485-380	UTILITY - MIS	\$2,000.00	\$845.40	\$211.35	\$1,154.60	42.27%
Active	E 610-4850-485-381	UTILITY-ELE	\$5,000.00	\$1,203.05	\$288.22	\$3,796.95	24.06%
Active	E 610-4850-485-382	UTILITY - GA	\$4,000.00	\$2,472.49	\$339.39	\$1,527.51	61.81%
Active	E 610-4850-485-384	REFUSE DIS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-396	REEDS & RU	\$1,000.00	\$83.48	\$0.00	\$916.52	8.35%
Active	E 610-4850-485-401	R&M BUILDIN	\$5,000.00	\$2,117.37	\$430.00	\$2,882.63	42.35%
Active	E 610-4850-485-405	R&M- EQUIP,	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 610-4850-485-411	RENTAL EXP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-415	TIPS-SSEC	\$1,200.00	\$1,544.72	\$147.98	(\$344.72)	128.73%
Active	E 610-4850-485-416	Gratuity	\$5,000.00	\$715.32	\$0.00	\$4,284.68	14.31%
Active	E 610-4850-485-420	DEPRECIATI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-430	CASH SHORT	\$0.00	(\$26.17)	\$9.85	\$26.17	0.00%
Active	E 610-4850-485-432	UNCOLLECTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-433	DUES AND S	\$2,000.00	\$333.97	\$11.99	\$1,666.03	16.70%
Active	E 610-4850-485-436	MINN. SALES	\$95,000.00	\$22,696.00	\$7,991.00	\$72,304.00	23.89%
Active	E 610-4850-485-437	MISCELLANE	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	E 610-4850-485-438	LICENSE & F	\$120.00	\$0.00	\$0.00	\$120.00	0.00%
Active	E 610-4850-485-439	REIMBURSE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-501	OFFSET ON-	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-502	OFFSET OFF-	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-510	CAPITAL EXP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-514	LAND PURCH	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-485-720	OPERATING	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.00%
Active	E 610-4850-485-727	LOYALTY PR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-494-251	LIQUOR	\$0.00	\$3,066.77	\$3,066.77	(\$3,066.77)	0.00%
Active	E 610-4850-494-252	BEER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-494-253	WINE	\$0.00	\$288.00	\$288.00	(\$288.00)	0.00%
Active	E 610-4850-494-254	POP/MIXES	\$0.00	\$554.25	\$211.50	(\$554.25)	0.00%
Active	E 610-4850-494-255	DRINK GARNI	\$0.00	\$20.83	\$14.10	(\$20.83)	0.00%
Active	E 610-4850-494-256	THC PRODU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-494-257	ICE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4850-494-258	FREIGHT	\$0.00	\$54.57	\$50.93	(\$54.57)	0.00%
Active	E 610-4850-494-259	OTHER	\$0.00	\$553.00	\$0.00	(\$553.00)	0.00%
Active	E 610-4900-491-720	OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4900-491-721	LOSS ON SA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 610-4900-491-726	PRIOR PERIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Expenditure			(\$1,217,585.00)	(\$321,137.60)	(\$87,874.88)	(\$896,447.40)	26.37%
Total MUNICIPAL LIQUOR			\$52,165.00	\$34,572.70	(\$594.60)	\$17,592.30	66.28%
Report Total			\$52,165.00	\$34,572.70	(\$594.60)	\$17,592.30	66.28%

CITY OF HOWARD LAKE

CLAIMS & DONATIONS APPROVED

DATE - July 21, 2025

GENERAL FUND	CHECKS: 64428-64636	\$1,454,630.70
PAYROLL	27698-27715, 504208-504323	\$113,798.01
ELECTRONIC	1971-1999	\$134,600.50
TOTAL		\$1,703,029.21

AMBULANCE CLMS	CHECKS: 6199-6213	\$13,711.03
ELECTRONIC	71-72	\$182.14
TOTAL		\$13,893.17

CITY OF HOWARD LAKE

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Checks 6/10/2025-7/18/2025

Name	Check Date	Check Amt	
1010 CITIZEN ALLIANCE			
1971e	MN DEPT OF REVENUE	6/11/2025	\$10,798.00 Liquor Store Sales Tax - April
1972e	THE LINCOLN NATIONAL LIFE IN	6/11/2025	\$1,321.06 May Premiums
1973e	AETNA HEALTH	6/16/2025	\$12,845.29 Aenta Health - May
1974e	WEX HEALTH INC	6/16/2025	\$24.75 Wex Health Admin
1975e	HEARTLAND PYMT SERVICES	6/16/2025	\$5,652.25
1976e	INTERNAL REVENUE SERVICE	6/18/2025	\$11,431.71
1977e	MN DEPT OF REVENUE	6/18/2025	\$1,966.52
1978e	PERA	6/18/2025	\$8,856.53
1979e	LEAP-WEX	6/18/2025	\$1,285.08
1980e	INTERNAL REVENUE SERVICE	6/30/2025	\$9,943.86
1981e	MN DEPT OF REVENUE	6/30/2025	\$1,977.60
1982e	PERA	6/30/2025	\$8,904.53
1983e	LEAP-WEX	6/30/2025	\$1,285.08
1984e	INTERNAL REVENUE SERVICE	7/9/2025	\$10,182.42
1985e	MN DEPT OF REVENUE	7/9/2025	\$1,990.60
1986e	PERA	7/9/2025	\$8,731.52
1987e	LEAP-WEX	7/9/2025	\$1,285.08
1988e	HEARTLAND PYMT SERVICES	6/30/2025	\$6,852.64
1989e	WEX HEALTH INC	6/30/2025	\$24.75 Wex Health Admin
1990e	AETNA HEALTH	6/30/2025	\$14,345.29 Aetna Health - June
1991e	THE LINCOLN NATIONAL LIFE IN	6/30/2025	\$1,321.06 June Premiums
1992e	MN DEPT OF REVENUE	6/30/2025	\$11,598.00 Utility Billing Sales Tax - May
1993e	FINKEN WATER CENTERS, INC	7/14/2025	\$20.00
1994e	HOWARD LAKE POSTMASTER	7/14/2025	\$512.40
1995e	CUSTOMERS	7/15/2025	\$1,189.00 Talent Show Prize Money
1996e	AUTHNET GATEWAY BILLING	7/15/2025	\$25.00
1997e	CITY OF BUFFALO	7/15/2025	\$60.00 ACCT# 26-022950-00
1998e	NCR SECURE PAY	7/15/2025	\$140.48
1999e	CITIZENS ALLIANCE BANK	7/15/2025	\$30.00 ACH Origination Fee
27698	DEITER, JASON	6/13/2025	\$1,154.37
27699	KUTZ, TOM	6/13/2025	\$1,154.37
27700	ZIMMERMAN, PETER A	6/13/2025	\$1,616.12
27701	GOEPFERT, THOMAS	6/13/2025	\$536.09
27702	DRUSCH, JACOB D	6/13/2025	\$332.46
27703	PETERSON, JEREMY	6/13/2025	\$55.41
27704	ROKOLA, MARQUESE W	6/13/2025	\$249.34
27705	KOTTKE, BRANDON F	6/13/2025	\$137.25
27706	GOEPFERT, THOMAS	6/27/2025	\$590.13
27707	ROKOLA, MARQUESE W	6/27/2025	\$504.29
27708	BONNICK, STEVEN	6/27/2025	\$553.68
27709	GOEPFERT, THOMAS	7/11/2025	\$585.62
27710	BALDWIN, ALIC	7/11/2025	\$27.70
27711	DICKENS, CHRISTENA M	7/11/2025	\$138.52
27712	DRUSCH, JACOB D	7/11/2025	\$138.52
27713	PETERSON, JEREMY	7/11/2025	\$110.82
27714	ROKOLA, MARQUESE W	7/11/2025	\$138.52
27715	BONNICK, STEVEN	7/11/2025	\$303.63
64428	ABDO LLP	6/13/2025	\$8,708.33
64429	AMAZON CAPITAL SERVICES	6/13/2025	\$158.51 Softsoap for library bathrooms
64430	BBG LAW	6/13/2025	\$1,666.67 Prosecution Services May 2025
64431	BELLBOY CORPORATION	6/13/2025	\$540.75 Admiral Nelson & Mcmasters
64432	BREAKTHRU BEVERAGE	6/13/2025	\$390.81 Buffalo Trace Bourbon
64433	BURSCH, HEIDI JOY	6/13/2025	\$50.00 Meta Posts for Farmers Market
64434	CAPITOL BEVERAGE SALES	6/13/2025	\$2,702.05 Misc Beers

CITY OF HOWARD LAKE

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Checks 6/10/2025-7/18/2025

Name	Check Date	Check Amt	
64435	CENTRA SOTA COOP - COKATO	6/13/2025	\$394.54 Weed Control Fieldmaster Diesel
64436	COMMERCIAL RECREATION SP	6/13/2025	\$356.80 Splash Pad
64437	CR ELECTRIC	6/13/2025	\$1,080.00 New Light Fixture at Lift Station
64438	DAHLHEIMER BEVERAGE GREE	6/13/2025	\$6,158.05 Misc Liquors
64439	FLASHING THUNDER FIREWOR	6/13/2025	\$8,568.00 GND 2025 Fireworks Display
64440	HAWKINS, INC	6/13/2025	\$2,362.14 Chlorine Cylinders & Freight
64441	HERALD JOURNAL PUBLISHING	6/13/2025	\$88.80 HJ PH May 14th 603 13th Ave
64442	HL PIT STOP	6/13/2025	\$351.39 Fuel for PD
64443	HOLMES, CODY	6/13/2025	\$225.00 Engineering for City of HL
64444	JOHNSON BROTHERS LIQUOR C	6/13/2025	\$568.30 Cuervo & Smirnoff
64445	KWIK TRIP INC.	6/13/2025	\$441.36 May Fuel for PD
64446	LEAGUE OF MN CITIES INS TRU	6/13/2025	\$500.00 Property/Casualty Coverage Premium Charges
64447	MIDWEST MACHINERY CO	6/13/2025	\$105.58 Parts for Lawn Mower
64448	MINN DEPARTMENT OF HEALTH	6/13/2025	\$1,882.00 2nd Qtr Water Connection Fee
64449	NAPA AUTO PARTS COKATO	6/13/2025	\$49.81 Acct #2500
64450	PHILLIPS WINE & SPIRITS	6/13/2025	\$819.72 Misc Liquors
64451	PREMIUM WATERS- WILLMAR	6/13/2025	\$47.09 5 Gallons & Service Charge
64452	SILVERSMITH DATA	6/13/2025	\$2,036.00 Data Plan and Hosting
64453	TK ELEVATOR	6/13/2025	\$583.44 Maintenance at Historic City Hall
64454	VERIZON CONNECT NWF, INC	6/13/2025	\$147.53
64455	WINSTED FARMERS COOP	6/13/2025	\$68.52 Weed Filler Activator
64456	WRIGHT COUNTY FINANCE DEP	6/13/2025	\$3,780.00 800 MHZ Radios for Fire Dept
64457	WRIGHT LUMBER & MILLWORK	6/13/2025	\$402.70 Lumber for Parcel
64458	WSB	6/13/2025	\$2,962.50 2025 Public Planning for April 2025
64459	XCEL ENERGY	6/13/2025	\$8,169.47
64460	TRACI DRAKE	6/17/2025	\$1.65 Was Ck#62164
64461	NCPERS GROUP LIFE INS	6/17/2025	\$48.00 Was Ck#62555
64462	DESIGN & FABRICATING INC	6/18/2025	\$250.00 SCBA Bottle Rack for Rescue Truck
64463	ELECTRONIC & APPLIANCE REC	6/18/2025	\$220.50 Fluorescent and LED lights and bulbs
64464	MIDWEST RESCUE TOOLS LLC	6/18/2025	\$550.00 TNT Rescue Service
64465	U.S. POSTAL SERVICE	6/18/2025	\$84.00 Fire Dept PO Box Yearly Fees
64466	AMAZON CAPITAL SERVICES	6/18/2025	\$1,223.62 Pickleball Nets & Fencing
64467	BELLBOY CORPORATION	6/18/2025	\$726.49 Makers Mark
64468	BREAKTHRU BEVERAGE	6/18/2025	\$1,079.96 Misc Liquors
64469	CAPITOL BEVERAGE SALES	6/18/2025	\$4,502.91 Credit on Beast Peach
64470	DAHLHEIMER BEVERAGE GREE	6/18/2025	\$3,756.32 Smirnoff Products
64471	INTL UNION OF OPERATING EN	6/18/2025	\$105.00 July Dues
64472	JOE'S SPORT SHOP	6/18/2025	\$1,025.88 Fuel Slips #7035, 7040 & 7041
64473	JOHNSON BROTHERS LIQUOR C	6/18/2025	\$517.96 THC Hi AF Products
64474	MARCO	6/18/2025	\$426.72 Copier Agreement
64475	MEDIACOM LLC	6/18/2025	\$306.17 Acct #8384923160090439 City Hall
64476	MENARDS-BUFFALO	6/18/2025	\$279.88 Red Mulch
64477	MN VALLEY TESTING LAB, INC	6/18/2025	\$54.00 Coliform and Pick Up Charge
64478	NCPERS GROUP LIFE INS	6/18/2025	\$48.00 July Premiums
64479	PHILLIPS WINE & SPIRITS	6/18/2025	\$236.57 PM Brandy VS
64480	SOUTHERN GLAZER WINE & SPI	6/18/2025	\$416.62 Svedka Vodka
64481	THE HOME CITY ICE COMPANY	6/18/2025	\$472.48 Ice for HLWS
64482	TREPTAU, ANDREA	6/18/2025	\$150.00 Refund for Memorial Park Rental
64483	WATER CONSERVATION SERVI	6/18/2025	\$476.45 Water Leak Locate 1090 Industries Circle
64484	WRIGHT HENNEPIN ELECTRIC	6/18/2025	\$1,211.00 WH SECURITY
64485	"CHOPPER" GREG LAMMERS	6/26/2025	\$300.00 GND DJ 2025
64486	AV FOR YOU	6/26/2025	\$1,635.00 Projection Screen & Set up for GND Movie Nig
64487	BANYON DATA SYSTEMS INC	6/26/2025	\$1,090.00 Fund Invoice Bill Module
64488	CAPITOL BEVERAGE SALES	6/26/2025	\$4,069.05 Misc Beer
64489	CENTERPOINT ENERGY	6/26/2025	\$571.95 Acct #8000016347-9-FD

CITY OF HOWARD LAKE

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Checks 6/10/2025-7/18/2025

Name	Check Date	Check Amt	
64490	COKATO MOTOR SALES, INC	6/26/2025	\$316.52 Relay for Squad
64491	CORE & MAIN	6/26/2025	\$2,935.21 Paint & Box Key
64492	CR ELECTRIC	6/26/2025	\$245.98 Repair at HLWS
64493	DAHLHEIMER BEVERAGE GREE	6/26/2025	\$5,618.20 Carbliss & Sun Cruiser
64494	EARL F ANDERSON, INC	6/26/2025	\$270.50 Custom Compost Sign and Posts
64495	EARTHLINK INC	6/26/2025	\$19.34 Fire Email Acct
64496	NICK HAGGENMILLER	6/26/2025	\$0.00 Reissued as Check #64598
64497	Steve Baer/In The Fields	6/26/2025	\$2,300.00 Remainder of balance due for GND Band 2025
64498	JOHNSON BROTHERS LIQUOR C	6/26/2025	\$1,363.23 Black Box, Peter Vella, Yes Way
64499	JP BROOKS	6/26/2025	\$37.92 Overpayment on utility bill 136 Terving Way
64500	KROELLS, DUSTY	6/26/2025	\$200.00 Beer Trailer for 2025 GND
64501	LACHERMEIER, ANGELA	6/26/2025	\$100.00 Face Painting for Movie Night GND 2025
64502	LATOUR CONSTRUCTION, INC	6/26/2025	\$228,636.47 USDA Phase 1 Infrastructure Project OW1.130
64503	MYRA LAWAY	6/26/2025	\$85.98 Reimbursement for Garnishes
64504	MENARDS-BUFFALO	6/26/2025	\$89.85 Salt Pellets for HL Library
64505	METRO WEST INSPECTION SER	6/26/2025	\$11,569.48 Finalized Permits May 2025
64506	MIDWEST MACHINERY CO	6/26/2025	\$399.32 Rim Part Number AT20521
64507	MN VALLEY TESTING LAB, INC	6/26/2025	\$54.00 Water Testing
64508	PAUMEN COMPUTER SERVICES	6/26/2025	\$3,218.36 Remote Support & Meagan's Computer
64509	PHILLIPS WINE & SPIRITS	6/26/2025	\$508.36 OKO & Sutter Wines
64510	PLUNKETT'S PEST CONTROL	6/26/2025	\$213.31 Acct 2185207 Fire Barn
64511	PRECISION UTILITIES	6/26/2025	\$14,965.00 8" Watermain Repair 709 6th Ave
64512	STREICHER'S	6/26/2025	\$163.96 New Hire TJ Helgren uniform
64513	THAO, DER & QUINCEY	6/26/2025	\$84.18 Overpayment on utility bill
64514	THE HOME CITY ICE COMPANY	6/26/2025	\$500.53 Bagged Ice and Box Rental
64515	VIKING COCA-COLA	6/26/2025	\$556.15 Misc Sodas
64516	VINOCOPIA, INC	6/26/2025	\$205.50 Doc Holliday Bottled in Bond
64517	VISA	6/26/2025	\$2,516.47 Kitchen Fire Demonstration
64518	WRIGHT COUNTY FINANCE &	6/26/2025	\$19,680.00 Assesment Fees for HL Parcels
64519	WSB	6/26/2025	\$3,052.00 Public Planning Projects May 2025
64520	JEREMY PETERSON	6/27/2025	\$505.00 GND Fishing Tournament
64521	ADVANCED POWER SERVICES,	7/2/2025	\$3,432.00 Inspection/service backup generators
64522	AMAZON CAPITAL SERVICES	7/2/2025	\$9.87 SD Memory Card for Drone
64523	BELLBOY CORPORATION	7/2/2025	\$571.11 Fuel & Shipping
64524	ALICIA BOLTZ	7/2/2025	\$17.50 Reimbursement for swimming
64525	BREAKTHRU BEVERAGE	7/2/2025	\$633.70 Misc Liquors
64526	CAPITOL BEVERAGE SALES	7/2/2025	\$2,535.35 Misc Beer
64527	CENTERPOINT ENERGY	7/2/2025	\$227.50 625 8th Ave Acct #5961454-5
64528	DAHLHEIMER BEVERAGE GREE	7/2/2025	\$5,831.65 Credit on products
64529	FLATOUT TIRE SERVICE LLC	7/2/2025	\$528.00 Service Call and parts
64530	FORSMAN PROPERTIES, LLC	7/2/2025	\$82,078.55 1st Half Pay 2025 FINAL
64531	GB LAND LLC	7/2/2025	\$30,341.35 1st Half TIF Pay 2025
64532	GREATER MN COMMUNICATION	7/2/2025	\$150.00 Sponsor Banner for GND
64533	NICK HAGGENMILLER	7/2/2025	\$0.00 Cell Allowance
64534	HLWW FFA	7/2/2025	\$837.81 20 planters
64535	ISD #2687	7/2/2025	\$12,049.48 Abatement for HL Taxes 2025
64536	JOHNSON BROTHERS LIQUOR C	7/2/2025	\$5,744.04 New Amst. Pink Whitney
64537	MYRA LAWAY	7/2/2025	\$65.00 Cell Allowance
64538	LEAGUE OF MN CITIES INS TRU	7/2/2025	\$1,643.55 WC Deductible claim #00101409
64539	DEBRA MCALPINE	7/2/2025	\$65.00 Car Allowance
64540	MEDIACOM LLC	7/2/2025	\$176.90 Acct #8384923160090330
64541	JARED MERGES	7/2/2025	\$65.00 Cell Allowance
64542	MIDWEST MACHINERY CO	7/2/2025	\$93.88 Parts for Mower
64543	MINNESOTA MUNICIPAL BEVER	7/2/2025	\$1,200.00 Annual Dues
64544	MUMFORD SANITATION	7/2/2025	\$12,266.53 COMPOST LEASE

CITY OF HOWARD LAKE

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Name	Check Date	Check Amt	
64545	NORTH FORK CUSTOM MEATS L	7/2/2025	\$69.95 Beef Sticks for GND
64546	JIM OTTENSTROER	7/2/2025	\$65.00 Cell Allowance
64547	PHILLIPS WINE & SPIRITS	7/2/2025	\$2,291.29 Crown Royal & Peppermint
64548	CLAYTON PRESTIDGE	7/2/2025	\$65.00 Cell Allowance
64549	REMER, TANYA	7/2/2025	\$65.00 Monthly Phone Stipend
64550	SELVIDGE, SARA	7/2/2025	\$160.51 Overpayment for utility bill
64551	SOUTHERN GLAZER WINE & SPI	7/2/2025	\$401.30 Misc Liquors
64552	ERIC STOLL	7/2/2025	\$65.00 Monthly Phone Stipend
64553	THE COUNTRY STORE-MUNSON	7/2/2025	\$102.88 Mulch
64554	THE LODGE OF HOWARD LAKE,	7/2/2025	\$11,315.35 1st Half TIF Pay 2025
64555	THEIN WELL	7/2/2025	\$13,343.68 Repair on Well 3
64556	THEISEN, MEAGAN	7/2/2025	\$215.00 Cell Allowance
64557	T-MOBILE	7/2/2025	\$387.73 Acct #973663744
64558	US BANK	7/2/2025	\$22,348.75 Interest on Series 2018A
64559	USA BLUEBOOK	7/2/2025	\$1,260.30 Water Treatment Chemicals
64560	VERIZON	7/2/2025	\$120.03
64561	VIA ACTUARIAL SERVICES	7/2/2025	\$1,100.00 April 2025 Actuarial Services
64562	WINNING EDGE INC.	7/2/2025	\$273.90 Royalty Photos
64563	WRIGHT COUNTY FINANCE DEP	7/2/2025	\$106.50 2025 Special Assessment Fees
64564	ZITZLOFF SNOW PLOWING LLC	7/2/2025	\$0.00 Battery for Vantage Mower
64565	ABDO LLP	7/11/2025	\$8,708.33 July 2025 Services
64566	AMAZON CAPITAL SERVICES	7/11/2025	\$42.61 Laminating Sheets
64567	BBG LAW	7/11/2025	\$1,666.67 Prosectution Services for June 2025
64568	BREAKTHRU BEVERAGE	7/11/2025	\$435.44 Misc Liquors
64569	CENTURYLINK	7/11/2025	\$666.44 Acct #313493414 Elevator
64570	CINTAS	7/11/2025	\$516.50 Acct #12854181 SSEC
64571	COKATO TRANSPORTATION, IN	7/11/2025	\$90.00 Drug Collection J. Merges
64572	DAHLHEIMER BEVERAGE GREE	7/11/2025	\$6,011.45 SunCruiser & Carbliss
64573	EMERGENCY AUTOMOTIVE	7/11/2025	\$412.89 Safe Stop Ignitions for 2016 & 2020 Tahoes
64574	FIRST INDEPENDENT BANK	7/11/2025	\$5,277.00 Interest Payment on 2023A
64575	FIRST SECURITY BANK HENDRI	7/11/2025	\$4,820.00 Dept Interest on 2021A GO TIF BOND
64576	GOPHER STATE ONE-CALL, INC	7/11/2025	\$81.60 Fax Tickets for Locates
64577	HAYES PUBLIC HOUSE LLC	7/11/2025	\$28.00 Misc Crowlers
64578	HERALD JOURNAL PUBLISHING	7/11/2025	\$171.14 Ordinance 25-04
64579	IUOE LOCAL 49 FRINGE BENEFI	7/11/2025	\$48.00 July Weekly Dues
64580	JOE'S SPORT SHOP	7/11/2025	\$898.00 Slip #7043
64581	JOHNSON BROTHERS LIQUOR C	7/11/2025	\$315.08 Casamigos & 1800
64582	MADDEN GALANTER HANSEN	7/11/2025	\$47.00 Services through 6/30/25
64583	MARCO TECHNOLOGIES LLC	7/11/2025	\$483.67 City Hall Phones
64584	METRO WEST INSPECTION SER	7/11/2025	\$3,438.28 Finalized Permits June 2025
64585	NAPA AUTO PARTS COKATO	7/11/2025	\$23.97 Parts
64586	PHILLIPS WINE & SPIRITS	7/11/2025	\$641.99 UV Vodka
64587	REEDS AND RUSHES	7/11/2025	\$744.35 Revenue Share for June 2025
64588	SOUTHERN GLAZER WINE & SPI	7/11/2025	\$926.77 Misc Liquors
64589	STREICHER'S	7/11/2025	\$84.99 Pants-TJ Helgren
64590	THE BROKEN BOLT	7/11/2025	\$480.00 Repair on 2019 Chev Pickup
64591	TIMMYS PUB CLUB, LLC	7/11/2025	\$119.00 HLWS Jockey Box/Tapper Cleaning
64592	VERIZON CONNECT NWF, INC	7/11/2025	\$147.53
64593	VESSCO, INC	7/11/2025	\$7,830.52 Repair and install pumps
64594	WASTEWATER COMMISSION	7/11/2025	\$63,501.64 Total City WWTP Discharge
64595	WORKMANS RELIEF	7/11/2025	\$185.09 THC Products
64596	WRIGHT COUNTY FINANCE DEP	7/11/2025	\$1,260.00 12 800mHz PD Radios
64597	ZITZLOFF AUTO REPAIR	7/11/2025	\$187.91 Battery for Vantage Mower
64598	NICK HAGGENMILLER	7/11/2025	\$132.23 Was Ck#64496
64599	NICK HAGGENMILLER	7/11/2025	\$365.00 Cell Allowance

CITY OF HOWARD LAKE

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	Name	Check Date	Check Amt	
1012	CAB - AMBULANCE			
71e	CUSTOMERS-AMBULANCE	6/10/2025	\$83.67	Gateway Services
72e	CUSTOMERS-AMBULANCE	6/30/2025	\$98.47	Gateway Services
6199	BOUNDTREE MEDICAL	6/18/2025	\$625.79	Medical Supplies
6200	CITY OF HOWARD LAKE	6/18/2025	\$4,155.00	May Ambulance Pay
6201	JOE'S SPORT SHOP	6/18/2025	\$293.81	Fuel for ambulance slip #007028
6202	SCHUELKE, ANDREW	6/18/2025	\$245.70	Mileage Reimbursement
6203	VISA	6/26/2025	\$254.59	Fuel for Ambulance
6204	RIDGEVIEW CLINICS	7/2/2025	\$0.00	Ambulance Community Assist
6205	T-MOBILE	7/2/2025	\$48.12	Acct #973663744
6206	BOUNDTREE MEDICAL	7/11/2025	\$894.23	Misc Ambulance Equipment
6207	CENTRAL MCGOWAN, INC	7/11/2025	\$44.79	Medical Cylinder Rental
6208	CITY OF HOWARD LAKE	7/11/2025	\$3,960.00	June 2025 Ambulance Pay
6209	JOE'S SPORT SHOP	7/11/2025	\$515.82	Fuel for Ambulance
6210	MAGES RENTAL & REPAIR LLC	7/11/2025	\$223.18	Parts & Labor for 1450
6211	MSR	7/11/2025	\$450.00	EMT3 Training 5/20/25
6212	RIDGEVIEW MEDICAL CENTER	7/11/2025	\$1,600.00	Ambulance Community Assist
6213	RIDGEVIEW MEDICAL CENTER	7/14/2025	\$400.00	Ambulance Community Assist
	Total Checks		\$13,893.17	

FILTER: [Check Date] between #6/10/2025# and #7/18/2025# and [Check Nbr]>0 and [Cash Act]='1012'

CITY OF HOWARD LAKE

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***Check Summary Register©**

Checks 6/10/2025-7/18/2025

Name	Check Date	Check Amt	
64600	HOWARD LAKE FIRE DEPARTM	7/11/2025	\$102,782.36 Capital Expenditures
64601	HOWARD LAKE FIRE RELIEF AS	7/11/2025	\$48,500.00 Fire Relief
64602	BREAKTHRU BEVERAGE	7/11/2025	\$5,423.00 Was Ck#64394
64603	AMAZON CAPITAL SERVICES	7/18/2025	\$202.94 Mailbox stickers for Lift Stations
64604	BELLBOY CORPORATION	7/18/2025	\$491.50 Misc Liquors
64605	BOBBING BOBBER BREWING C	7/18/2025	\$64.60 Capsize Kolsch & Sandbar Sampler
64606	BOLTON & MENK, INC	7/18/2025	\$119,729.24 Review of Wetland Conservation Act
64607	BREAKTHRU BEVERAGE	7/18/2025	\$323.88 Monaco Cocktails
64608	CAPITOL BEVERAGE SALES	7/18/2025	\$6,011.27 Surfside Cocktails
64609	COKATO MOTOR SALES, INC	7/18/2025	\$883.11 Repairs on 2016 Tahoe
64610	COKATO TRANSPORTATION, IN	7/18/2025	\$90.00 Drug Collection C. Prestidge
64611	COURI, & RUPPE, P.L.L.P.	7/18/2025	\$6,635.00 General Professional Services
64612	CROW RIVER WINERY	7/18/2025	\$216.00 Belle Lake & South Fork Hard Ciders
64613	DAHLHEIMER BEVERAGE GREE	7/18/2025	\$4,995.95 Misc Liquors
64614	EMERGENCY AUTOMOTIVE	7/18/2025	\$735.30 Tiger Tough Tachtical Seat Covers
64615	HOWARD LAKE FIRE RELIEF AS	7/18/2025	\$43,586.15 2025 Fire Relief Payment
64616	INTL UNION OF OPERATING EN	7/18/2025	\$105.00 July Union Dues
64617	JOHNSON BROTHERS LIQUOR C	7/18/2025	\$501.77 Limoncello
64618	KWIK TRIP INC.	7/18/2025	\$283.68 Fuel for PD
64619	MYRA LAWAY	7/18/2025	\$26.72 Reimbursement for GND Supplies
64620	MARCO	7/18/2025	\$426.72 Copier Agreement
64621	MEDIACOM LLC	7/18/2025	\$306.17 Acct #8383923160002500
64622	MIDWEST MACHINERY CO	7/18/2025	\$99.09 Blade for Mower
64623	MINNESOTA UI FUND	7/18/2025	\$7.86 QTR 2 S. Imholte Acct #07972946
64624	MN PUBLIC FACILITIES AUTHOR	7/18/2025	\$384,592.58 Interest on PFA 2011 Water
64625	MN RURAL WATER ASSN	7/18/2025	\$876.85 Membership for Sept 2025-Aug 2026
64626	MN VALLEY TESTING LAB, INC	7/18/2025	\$54.00 Water Testing
64627	OFFICE DEPOT LLC	7/18/2025	\$233.94 Paper
64628	PHILLIPS WINE & SPIRITS	7/18/2025	\$982.24 Misc Liquors
64629	PRECISION UTILITIES	7/18/2025	\$9,569.50 Watermain Break on 5th Street
64630	PREMIUM WATERS- WILLMAR	7/18/2025	\$47.09 Water & Service at HLWS
64631	SOUTHERN GLAZER WINE & SPI	7/18/2025	\$305.24 Reposado
64632	TACTICAL SOLUTIONS	7/18/2025	\$215.00 Radar Certification
64633	THE COUNTRY STORE-MUNSON	7/18/2025	\$5.99 Potting Soil 8 Quart
64634	THE HOME CITY ICE COMPANY	7/18/2025	\$289.36 Bagged Ice
64635	XCEL ENERGY	7/18/2025	\$9,258.71 Acct #51-6197060-3
64636	ZITZLOFF AUTO REPAIR	7/18/2025	\$50.00 Gift Certificates for Business Passport
504208e	CARGILL, ZACHARY C	6/13/2025	\$317.95
504209e	GILBERT, EMMAGENE	6/13/2025	\$1,148.35
504210e	HAGGENMILLER, NICHOLAS A	6/13/2025	\$4,366.71
504211e	HALL, JUSTIN D	6/13/2025	\$256.36
504212e	HOLMES, CODY	6/13/2025	\$386.32
504213e	MERGES, JARED M	6/13/2025	\$2,348.71
504214e	MUNSON, ALLAN W.	6/13/2025	\$1,148.35
504215e	REMER, TANYA M	6/13/2025	\$1,814.26
504216e	THEISEN, MEAGAN	6/13/2025	\$2,227.94
504217e	ZANDER, SHARI	6/13/2025	\$584.45
504218e	DEITER, CHASE	6/13/2025	\$649.56
504219e	OTTENSTROER, JAMES D	6/13/2025	\$2,001.73
504220e	PRESTIDGE, CLAYTON P	6/13/2025	\$1,599.20
504221e	BRAVINDER, SETH Z	6/13/2025	\$55.41
504222e	DRUSCH, ZACHARY R.	6/13/2025	\$775.74
504223e	ELMER, DANIEL J	6/13/2025	\$387.87
504224e	KING, ELLIOTT	6/13/2025	\$166.23
504225e	KITTOCK, BRIAN	6/13/2025	\$249.34

CITY OF HOWARD LAKE

***Check Summary Register©**

Checks 6/10/2025-7/18/2025

Name	Check Date	Check Amt	
504226e	KITTOCK, NICOLE D	6/13/2025	\$221.79
504227e	LOEBERTMANN, AMANDA G	6/13/2025	\$83.11
504228e	LOEBERTMANN, CRAIG	6/13/2025	\$55.41
504229e	MAGES, ALEX	6/13/2025	\$304.75
504230e	PETERSON, DAVID T	6/13/2025	\$304.75
504231e	SCHUELKE, ANDREW L	6/13/2025	\$235.49
504232e	STOLL, ERIC	6/13/2025	\$249.34
504233e	WIECH, KYLE	6/13/2025	\$83.11
504234e	BORRELL, JENNIFER M	6/13/2025	\$246.60
504235e	BORRELL, JOSHUA K	6/13/2025	\$246.60
504236e	DAHL, LORI	6/13/2025	\$432.45
504237e	HORSTMANN, REBECCA A	6/13/2025	\$125.53
504238e	JENSEN, LUCAS	6/13/2025	\$313.07
504239e	KOOSMAN, HOPE A	6/13/2025	\$141.98
504240e	LAWAY, MYRA	6/13/2025	\$2,541.77
504241e	MAGES, LAURA A	6/13/2025	\$142.32
504242e	MCALPINE, DEBRA-ANN	6/13/2025	\$1,287.47
504243e	MILLER, EDWARD M	6/13/2025	\$394.09
504244e	MONSON, ALYSHA	6/13/2025	\$156.95
504245e	MONSON, BRENNAN	6/13/2025	\$156.95
504246e	SOTHAN, LAURIN B	6/13/2025	\$279.67
504247e	VIRNALA, TASIA, R	6/13/2025	\$257.20
504248e	CHAFFINS, GORDON	6/13/2025	\$279.25
504249e	HARTNECK, SEAN M.	6/13/2025	\$574.81
504250e	JOHNSON, JACOB D	6/13/2025	\$2,178.15
504251e	PREUSSE, MITCHELL D	6/13/2025	\$268.44
504252e	SZCZEPANIK, DARIUSZ J	6/13/2025	\$3,147.00
504253e	THOMPSON, DAVID G	6/13/2025	\$2,971.55
504254e	HAGGENMILLER, NICHOLAS A	6/27/2025	\$4,366.71
504255e	HALL, JUSTIN D	6/27/2025	\$272.39
504256e	HELGREN, THOMAS J	6/27/2025	\$680.97
504257e	MERGES, JARED M	6/27/2025	\$2,286.92
504258e	REMER, TANYA M	6/27/2025	\$1,814.26
504259e	THEISEN, MEAGAN	6/27/2025	\$2,408.48
504260e	ZANDER, SHARI	6/27/2025	\$614.88
504261e	DEITER, CHASE	6/27/2025	\$741.19
504262e	OTTENSTROER, JAMES D	6/27/2025	\$2,024.69
504263e	PRESTIDGE, CLAYTON P	6/27/2025	\$1,619.69
504264e	DAHL, LORI	6/27/2025	\$231.04
504265e	HORSTMANN, REBECCA A	6/27/2025	\$125.03
504266e	JENSEN, EMMA	6/27/2025	\$170.31
504267e	JENSEN, LUCAS	6/27/2025	\$395.66
504268e	KOOSMAN, BRADLY S	6/27/2025	\$136.04
504269e	KOOSMAN, HOPE A	6/27/2025	\$136.04
504270e	LAWAY, MYRA	6/27/2025	\$2,481.22
504271e	MCALPINE, DEBRA-ANN	6/27/2025	\$1,289.80
504272e	MILLER, EDWARD M	6/27/2025	\$340.38
504273e	MONSON, ALYSHA	6/27/2025	\$234.68
504274e	MONSON, BRENNAN	6/27/2025	\$234.68
504275e	SOTHAN, LAURIN B	6/27/2025	\$590.23
504276e	VIRNALA, TASIA, R	6/27/2025	\$26.61
504277e	CHAFFINS, GORDON	6/27/2025	\$288.72
504278e	HARTNECK, SEAN M.	6/27/2025	\$253.08
504279e	JOHNSON, JACOB D	6/27/2025	\$2,835.01
504280e	PREUSSE, MITCHELL D	6/27/2025	\$562.05

CITY OF HOWARD LAKE

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***Check Summary Register©**

Checks 6/10/2025-7/18/2025

Name	Check Date	Check Amt	
504281e	SZCZEPANIK, DARIUSZ J	6/27/2025	\$2,608.01
504282e	THOMPSON, DAVID G	6/27/2025	\$2,971.55
504283e	HAGGENMILLER, NICHOLAS A	7/11/2025	\$4,366.71
504284e	HELGREN, THOMAS J	7/11/2025	\$680.97
504285e	MERGES, JARED M	7/11/2025	\$2,313.52
504286e	REMER, TANYA M	7/11/2025	\$1,968.65
504287e	THEISEN, MEAGAN	7/11/2025	\$2,408.48
504288e	ZANDER, SHARI	7/11/2025	\$316.17
504289e	DEITER, CHASE	7/11/2025	\$734.65
504290e	OTTENSTROER, JAMES D	7/11/2025	\$1,971.18
504291e	PRESTIDGE, CLAYTON P	7/11/2025	\$1,701.93
504292e	BRAVINDER, SETH Z	7/11/2025	\$55.41
504293e	DRUSCH, ZACHARY R.	7/11/2025	\$221.64
504294e	ELMER, DANIEL J	7/11/2025	\$235.49
504295e	KING, ELLIOTT	7/11/2025	\$124.67
504296e	KITTOCK, BRIAN	7/11/2025	\$27.70
504297e	KITTOCK, NICOLE D	7/11/2025	\$376.32
504298e	LOEBERTMANN, AMANDA G	7/11/2025	\$360.16
504299e	LOEBERTMANN, CRAIG	7/11/2025	\$443.28
504300e	MAGES, ALEX	7/11/2025	\$221.64
504301e	PETERSON, DAVID T	7/11/2025	\$360.16
504302e	SCHUELKE, ANDREW L	7/11/2025	\$304.75
504303e	STOLL, ERIC	7/11/2025	\$83.11
504304e	STUEVEN, MARK J	7/11/2025	\$55.41
504305e	WIECH, KYLE	7/11/2025	\$166.23
504306e	BORRELL, JENNIFER M	7/11/2025	\$29.61
504307e	BORRELL, JOSHUA K	7/11/2025	\$29.61
504308e	DAHL, LORI	7/11/2025	\$22.77
504309e	HORSTMANN, REBECCA A	7/11/2025	\$382.14
504310e	JENSEN, LUCAS	7/11/2025	\$613.00
504311e	KOOSMAN, HOPE A	7/11/2025	\$141.05
504312e	LAWAY, MYRA	7/11/2025	\$2,357.03
504313e	MAGES, LAURA A	7/11/2025	\$43.78
504314e	MCALPINE, DEBRA-ANN	7/11/2025	\$1,287.47
504315e	MILLER, EDWARD M	7/11/2025	\$420.11
504316e	SOTHAN, LAURIN B	7/11/2025	\$500.10
504317e	VIRNALA, TASIA, R	7/11/2025	\$118.51
504318e	HARTNECK, BEAU P.	7/11/2025	\$214.38
504319e	HARTNECK, SEAN M.	7/11/2025	\$245.07
504320e	JOHNSON, JACOB D	7/11/2025	\$2,555.86
504321e	PREUSSE, MITCHELL D	7/11/2025	\$528.49
504322e	SZCZEPANIK, DARIUSZ J	7/11/2025	\$2,608.01
504323e	THOMPSON, DAVID G	7/11/2025	\$2,971.55
Total Checks			\$1,705,029.21

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HOWARD LAKE CITY COUNCIL MEETING

July 21, 2025

AGENDA ITEM: Consider Various Personnel Appointments

SECTION: New Business

FROM: City Administrator, Nick Haggemiller

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 - Sarah Mielke | Cleaner

DECISION MAKING METRICS:

FINANCIAL: This position is budgeted as part of the 2025 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

June 16, 2025

AGENDA ITEM: Consider Approving USDA Phase 1 Infrastructure Improvement Project - Pay Application #2.

SECTION: Consent

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: The City has received the first Pay Application for our Phase 1 Infrastructure Improvements Project. The quantities are completed through June 27, 2025 and they have been reviewed and found to be acceptable by Bolton and Menk per the contract.

FINANCIAL: This pay application amount is \$797,210.86 for work completed between 5/24/2025-6/27/2025.

COUNCIL ACTION REQUESTED: Approving USDA Phase 1 Infrastructure Improvement Project - Pay Application #2.

ATTACHMENTS: 1. USDA Phase 1 Infrastructure Improvement Project - Pay Application #2



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

Ph: (320) 231-3956
Fax: (320) 231-9710
Bolton-Menk.com

July 11, 2025

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

RE: USDA Phase 1 – Infrastructure Improvement Project
Contractor Pay Application #2
BMI Project No. 0W1.130734

Dear Mr. Haggemiller:

Please find Contractor's Pay Request No. 2 for the above referenced project attached. We have reviewed quantities completed through June 27th, 2025 per the partial pay estimate attached and have found them to be acceptable and conforming to the contract. I recommend payment be approved as shown in the Pay Request. Upon execution, please sign and date three copies and return one signed electronic copy to me for our files and one copy to LaTour Construction Inc.

If you have any questions about the project or payment as I recommend, please call me at 320-231-3956 or email me at joshua.halvorson@bolton-menk.com.

Sincerely,

Bolton & Menk, Inc.

Joshua Halvorson, P.E.
City Engineer

Attachments:
Contractor's Application for Payment
Progress Estimate – Unit Price Work

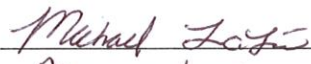
Contractor's Application for Payment

Owner: <u>City of Howard Lake</u>	Owner's Project No.: _____
Engineer: <u>Bolton & Menk, Inc.</u>	Engineer's Project No.: <u>0W1.130734</u>
Contractor: <u>LaTour Construction, Inc.</u>	Agency's Project No.: _____
Project: <u>USDA Phase 1 Infrastructure Improvement Project</u>	
Contract: <u>USDA Phase 1 Infrastructure Improvement Project</u>	
Application No.: <u>02</u>	Application Date: <u>7/3/2025</u>
Application Period: From <u>5/24/2025</u> to <u>6/27/2025</u>	

1. Original Contract Price	\$	6,817,938.56
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	6,817,938.56
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	1,079,839.29
5. Retainage		
a. <u>5.0%</u> X \$ <u>1,079,839.29</u> Work Completed	\$	53,991.96
b. _____ X \$ _____ Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	53,991.96
6. Amount eligible to date (Line 4 - Line 5.c)	\$	1,025,847.33
7. Less previous payments	\$	228,636.47
8. Amount due this application	\$	797,210.86
9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5c.)	\$	5,792,091.23

Contractor's Certification
 The undersigned Contractor certifies, to the best of its knowledge, the following:
 (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
 (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
 (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: LaTour Construction, Inc.

Signature:  **Date:** 7/19/25

Name: Michael LaTour **Title:** Project Manager

<p>Recommended by Engineer</p> <p>By: <u></u></p> <p>Name: <u>Joshua J. Halvorson, P.E.</u></p> <p>Title: <u>City Engineer</u></p> <p>Date: <u>7/3/2025</u></p>	<p>Approved by Owner</p> <p>By: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>
---	--

Approved by Funding Agency

By: _____

Name: _____

Title: _____

Date: _____

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Howard Lake	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	OW1.130734
Contractor:	LaTour Construction, Inc.	Contractor's Project No.:	
Project:	USDA Phase 1 Infrastructure Improvement Project	Agency's Project No.:	
Contract:	USDA Phase 1 Infrastructure Improvement Project		

Application No.:	02	Application Period:	From	05/24/25	to	06/27/25	Application Date:	07/03/25
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A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
						Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Original Contract													
1	MOBILIZATION	1.00	LUMP SUM	300,000.00	300,000.00	0.25	75,000.00	0.25	75,000.00		75,000.00	25%	225,000.00
2	TRAFFIC CONTROL	1.00	LUMP SUM	24,150.00	24,150.00	0.25	6,037.50	0.25	6,037.50		6,037.50	25%	18,112.50
3	CLEARING	19.00	EACH	525.00	9,975.00	20.00	10,500.00	20.00	10,500.00		10,500.00	105%	(525.00)
4	GRUBBING	19.00	EACH	121.00	2,299.00	19.00	2,299.00	19.00	2,299.00		2,299.00	100%	-
5	CLEARING & GRUBBING	1,000.00	SQ YD	5.25	5,250.00	614.00	3,223.50	977.00	5,129.25		5,129.25	98%	120.75
6	REMOVE SEWER PIPE (STORM)	2,918.00	LIN FT	10.50	30,639.00	-	-	989.00	10,384.50		10,384.50	34%	20,254.50
7	REMOVE SEWER PIPE (SANITARY, ANY SIZE)	6,597.00	LIN FT	0.01	65.97	657.00	6.57	3,003.00	30.03		30.03	46%	35.94
8	REMOVE WATERMAIN (ANY SIZE)	10,693.00	LIN FT	6.30	67,365.90	-	-	2,624.00	16,531.20		16,531.20	25%	50,834.70
9	REMOVE CONCRETE CURB & GUTTER	17,876.00	LIN FT	2.40	42,902.40	3,097.00	7,432.80	8,907.00	21,376.80		21,376.80	50%	21,525.60
10	REMOVE CONCRETE (WALK & DRIVEWAY)	3,570.00	SQ YD	4.70	16,779.00	345.00	1,621.50	2,439.00	11,463.30		11,463.30	68%	5,315.70
11	REMOVE BITUMINOUS PAVEMENT (STREET)	37,959.00	SQ YD	2.60	98,693.40	6,956.00	18,085.60	19,673.00	51,149.80		51,149.80	52%	47,543.60
12	REMOVE BITUMINOUS PAVEMENT (DRIVEWAY)	1,358.00	SQ YD	5.25	7,129.50	374.00	1,963.50	598.00	3,139.50		3,139.50	44%	3,990.00
13	REMOVE HYDRANT	13.00	EACH	370.00	4,810.00	-	-	3.00	1,110.00		1,110.00	23%	3,700.00
14	REMOVE DRAINAGE STRUCTURE	35.00	EACH	370.00	12,950.00	-	-	11.00	4,070.00		4,070.00	31%	8,880.00
15	REMOVE MANHOLE (SANITARY)	18.00	EACH	470.00	8,460.00	1.00	470.00	7.00	3,290.00		3,290.00	39%	5,170.00
16	REMOVE SIGN	46.00	EACH	42.00	1,932.00	-	-	-	-		-	-	1,932.00
17	SALVAGE SIGN	7.00	EACH	42.00	294.00	-	-	-	-		-	-	294.00
18	SALVAGE MAILBOX	2.00	EACH	158.00	316.00	-	-	-	-		-	-	316.00
19	SALVAGE GATE VALVE	4.00	EACH	79.00	316.00	-	-	-	-		-	-	316.00
20	REINSTALL SIGN	5.00	EACH	315.00	1,575.00	-	-	-	-		-	-	1,575.00
21	REINSTALL MAILBOX	2.00	EACH	260.00	520.00	-	-	-	-		-	-	520.00
22	SPLIT RAIL WOOD FENCE	180.00	LIN FT	23.00	4,140.00	-	-	-	-		-	-	4,140.00
23	FURNISH & INSTALL SIGN (STREET NAME)	20.00	EACH	525.00	10,500.00	-	-	-	-		-	-	10,500.00
24	FURNISH & INSTALL SIGN PANEL, TYPE C	221.00	SQ FT	73.50	16,243.50	-	-	-	-		-	-	16,243.50
25	SELECT GRANULAR BORROW	10,822.00	CU YD	27.80	300,851.60	-	-	-	-		-	-	300,851.60
26	COMMON BORROW	1,900.00	CU YD	8.40	15,960.00	-	-	-	-		-	-	15,960.00
27	COMMON EXCAVATION	28,389.00	CU YD	17.30	491,129.70	1,200.00	20,760.00	2,955.00	51,121.50		51,121.50	10%	440,008.20
28	SUBGRADE EXCAVATION	3,380.00	CU YD	12.60	42,588.00	-	-	-	-		-	-	42,588.00
29	GEOTEXTILE FABRIC TYPE V	46,060.00	SQ YD	1.60	73,696.00	-	-	-	-		-	-	73,696.00
30	TRIAXIAL GEOGRID	11,520.00	SQ YD	4.70	54,144.00	-	-	-	-		-	-	54,144.00
31	AGGREGATE SURFACING (CV), CLASS 5 (DRIVEWAY / ALLEYS)	249.00	CU YD	33.60	8,366.40	-	-	-	-		-	-	8,366.40
32	AGGREGATE BASE, CLASS 5	9,939.00	CU YD	29.40	292,206.60	-	-	-	-		-	-	292,206.60
33	BITUMINOUS PATCH (DRIVEWAY)	1,247.00	SQ YD	42.00	52,374.00	-	-	-	-		-	-	52,374.00
34	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	3,617.00	TON	84.00	303,828.00	-	-	-	-		-	-	303,828.00
35	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	6,025.00	TON	83.00	500,075.00	-	-	-	-		-	-	500,075.00
36	CONSTRUCT SANITARY MANHOLE, DES 4007C	219.60	LIN FT	444.00	97,502.40	22.40	9,945.60	96.80	42,979.20		42,979.20	44%	54,523.20
37	CONSTRUCT SANITARY MANHOLE, DES SPECIAL	9.00	LIN FT	1,162.00	10,458.00	-	-	-	-		-	-	10,458.00
38	CONSTRUCT 6" INSIDE DROP	3.90	LIN FT	564.00	2,199.60	-	-	-	-		-	-	2,199.60
39	CONSTRUCT 8" OUTSIDE DROP	4.00	LIN FT	1,500.00	6,000.00	4.00	6,000.00	4.00	6,000.00		6,000.00	100%	-
40	FURNISH & INSTALL CHIMNEY SEAL	22.00	EACH	244.00	5,368.00	-	-	-	-		-	-	5,368.00
41	4" FORCEMAIN	80.00	LIN FT	51.10	4,088.00	-	-	-	-		-	-	4,088.00

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Howard Lake	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	OW1.130734
Contractor:	LaTour Construction, Inc.	Contractor's Project No.:	
Project:	USDA Phase 1 Infrastructure Improvement Project	Agency's Project No.:	
Contract:	USDA Phase 1 Infrastructure Improvement Project		

Application No.:	02	Application Period:	From	05/24/25	to	06/27/25	Application Date:	07/03/25
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A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
						Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
42	6" FORCEMAIN	20.00	LIN FT	61.00	1,220.00	-	-	-	-		-		1,220.00
43	8" SANITARY SEWER PIPE	4,751.00	LIN FT	58.20	276,508.20	-	-	1,972.00	114,770.40		114,770.40	42%	161,737.80
44	10" SANITARY SEWER PIPE	1,939.00	LIN FT	68.60	133,015.40	657.00	45,070.20	1,320.00	90,552.00		90,552.00	68%	42,463.40
45	6" SANITARY SEWER SERVICE PIPE	4,466.00	LIN FT	30.60	136,659.60	-	-	1,329.00	40,667.40		40,667.40	30%	95,992.20
46	8" x 6" WYE	88.00	EACH	703.00	61,864.00	-	-	31.00	21,793.00		21,793.00	35%	40,071.00
47	10" x 6" WYE	29.00	EACH	1,050.00	30,450.00	5.00	5,250.00	20.00	21,000.00		21,000.00	69%	9,450.00
48	SANITARY SEWER CLEANOUT	117.00	EACH	530.00	62,010.00	-	-	32.00	16,960.00		16,960.00	27%	45,050.00
49	CONNECT TO EXISTING SANITARY FORCEMAIN	2.00	EACH	2,024.00	4,048.00	-	-	-	-		-		4,048.00
50	CONNECT TO EXISTING SANITARY MAIN	5.00	EACH	1,880.00	9,400.00	-	-	2.00	3,760.00		3,760.00	40%	5,640.00
51	CONNECT TO EXISTING SANITARY MANHOLE	3.00	EACH	2,417.00	7,251.00	1.00	2,417.00	1.00	2,417.00		2,417.00	33%	4,834.00
52	4" WATERMAIN	33.00	LIN FT	43.30	1,428.90	-	-	-	-		-		1,428.90
53	6" WATERMAIN	8,774.00	LIN FT	42.70	374,649.80	-	-	3,214.00	137,237.80		137,237.80	37%	237,412.00
54	8" WATERMAIN	60.00	LIN FT	61.40	3,684.00	-	-	57.00	3,499.80		3,499.80	95%	184.20
55	10" WATERMAIN	5.00	LIN FT	93.00	465.00	-	-	-	-		-		465.00
56	6" GATE VALVE AND BOX	51.00	EACH	2,900.00	147,900.00	1.00	2,900.00	20.00	58,000.00		58,000.00	39%	89,900.00
57	8" GATE VALVE AND BOX	1.00	EACH	3,900.00	3,900.00	-	-	1.00	3,900.00		3,900.00	100%	-
58	WATERMAIN FITTINGS	2,520.00	POUND	15.90	40,068.00	36.00	572.40	929.00	14,771.10		14,771.10	37%	25,296.90
59	HYDRANT	15.00	EACH	7,409.00	111,135.00	-	-	4.00	29,636.00		29,636.00	27%	81,499.00
60	1" WATER SERVICE PIPE	2,998.00	LIN FT	24.20	72,551.60	-	-	629.00	15,221.80		15,221.80	21%	57,329.80
61	1" CORPORATION STOP & SADDLE	95.00	EACH	619.00	58,805.00	-	-	22.00	13,618.00		13,618.00	23%	45,187.00
62	1" CURB STOP & BOX	95.00	EACH	655.00	62,225.00	-	-	22.00	14,410.00		14,410.00	23%	47,815.00
63	TEMPORARY WATER SERVICE	1.00	LUMP SUM	56,000.00	56,000.00	0.18	10,080.00	0.47	26,320.00		26,320.00	47%	29,680.00
64	CONNECT TO EXISTING WATERMAIN	18.00	EACH	1,855.00	33,390.00	1.00	1,855.00	5.00	9,275.00		9,275.00	28%	24,115.00
65	4" POLYSTYRENE INSULATION	77.00	SQ YD	71.00	5,467.00	-	-	-	-		-		5,467.00
66	FUNISH AND INSTALL RAIN GARDEN INLET	1.00	EACH	2,200.00	2,200.00	-	-	-	-		-		2,200.00
67	CONSTRUCT DRAINAGE STRUCTURE, DES R-1	98.00	LIN FT	497.00	48,706.00	-	-	22.95	11,406.15		11,406.15	23%	37,299.85
68	CONSTRUCT DRAINAGE STRUCTURE, DES H	14.50	LIN FT	510.00	7,395.00	-	-	-	-		-		7,395.00
69	CONSTRUCT DRAINAGE STRUCTURE, DES 48-4020	60.60	LIN FT	536.00	32,481.60	-	-	-	-		-		32,481.60
70	CONSTRUCT DRAINAGE STRUCTURE, DES 60-4020	4.50	LIN FT	950.00	4,275.00	-	-	-	-		-		4,275.00
71	CONSTRUCT DRAINAGE STRUCTURE, DES 84-4020	4.70	LIN FT	1,500.00	7,050.00	-	-	4.18	6,270.00		6,270.00	89%	780.00
72	CONSTRUCT DRAINAGE STRUCTURE, DES 48-4022	55.90	LIN FT	526.00	29,403.40	-	-	20.61	10,840.86		10,840.86	37%	18,562.54
73	6" PERFORATED DRAINTILE	17,570.00	LIN FT	14.70	258,279.00	-	-	-	-		-		258,279.00
74	SUMP PUMP DRAIN LINE SERVICE	112.00	EACH	551.00	61,712.00	-	-	-	-		-		61,712.00
75	DRAINTILE CLEANOUT (ANY TYPE)	63.00	EACH	682.00	42,966.00	-	-	-	-		-		42,966.00
76	12" RC PIPE APRON W/TRASH GUARD	1.00	EACH	1,600.00	1,600.00	-	-	-	-		-		1,600.00
77	18" RC PIPE APRON W/TRASH GUARD	1.00	EACH	2,000.00	2,000.00	-	-	-	-		-		2,000.00
78	8" x 8" WYE	2.00	EACH	415.00	830.00	-	-	-	-		-		830.00
79	8" PVC PIPE SEWER, SDR 26 (STORM)	530.00	LIN FT	43.20	22,896.00	-	-	-	-		-		22,896.00
80	10" PVC PIPE SEWER, SDR 26 (STORM)	25.00	LIN FT	68.30	1,707.50	-	-	-	-		-		1,707.50
81	12" RC PIPE SEWER, CLASS V	1,302.00	LIN FT	54.40	70,828.80	-	-	216.00	11,750.40		11,750.40	17%	59,078.40
82	15" RC PIPE SEWER, CLASS V	1,361.00	LIN FT	59.80	81,387.80	-	-	714.00	42,697.20		42,697.20	52%	38,690.60
83	18" RC PIPE SEWER, CLASS III	741.00	LIN FT	65.10	48,239.10	-	-	126.00	8,202.60		8,202.60	17%	40,036.50

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Howard Lake	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	OW1.130734
Contractor:	LaTour Construction, Inc.	Contractor's Project No.:	
Project:	USDA Phase 1 Infrastructure Improvement Project	Agency's Project No.:	
Contract:	USDA Phase 1 Infrastructure Improvement Project		

Application No.: 02 **Application Period:** From 05/24/25 to 06/27/25 **Application Date:** 07/03/25

A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
						Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
84	21" RC PIPE SEWER, CLASS III	114.00	LIN FT	76.00	8,664.00	-	-	-	-		-		8,664.00
85	24" RC PIPE SEWER, CLASS III	1,086.00	LIN FT	81.60	88,617.60	-	-	-	-		-		88,617.60
86	CONNECT TO EXISTING STORM STRUCTURE	5.00	EACH	2,160.00	10,800.00	-	-	1.00	2,160.00		2,160.00	20%	8,640.00
87	CONNECT TO EXISTING STORM PIPE	7.00	EACH	1,790.00	12,530.00	-	-	1.00	1,790.00		1,790.00	14%	10,740.00
88	CONNECT TO EXISTING ROOF DRAIN	2.00	EACH	560.00	1,120.00	-	-	-	-		-		1,120.00
89	CONCRETE CURB & GUTTER DESIGN B618	18,830.00	LIN FT	19.40	365,302.00	-	-	-	-		-		365,302.00
90	7" CONCRETE VALLEY GUTTER	175.00	SQ YD	89.25	15,618.75	-	-	-	-		-		15,618.75
91	4" CONCRETE WALK	32,882.00	SQ FT	6.80	223,597.60	-	-	-	-		-		223,597.60
92	6" CONCRETE WALK	2,771.00	SQ FT	13.70	37,962.70	-	-	-	-		-		37,962.70
93	CONCRETE STEPS	8.00	EACH	1,050.00	8,400.00	-	-	-	-		-		8,400.00
94	6" REINFORCED DRIVEWAY PAVEMENT	1,736.00	SQ YD	90.30	156,760.80	-	-	-	-		-		156,760.80
95	8" REINFORCED CONCRETE DRIVEWAY PAVEMENT	788.00	SQ YD	101.00	79,588.00	-	-	-	-		-		79,588.00
96	TRUNCATED DOMES	365.00	SQ FT	68.25	24,911.25	-	-	-	-		-		24,911.25
97	ADJUST CASTING	39.00	EACH	0.01	0.39	-	-	-	-		-		0.39
98	ADJUST VALVE BOX	52.00	EACH	95.00	4,940.00	-	-	-	-		-		4,940.00
99	CASTING ASSEMBLY SPECIAL	38.00	EACH	198.00	7,524.00	-	-	-	-		-		7,524.00
100	CASTING ASSEMBLY (SANITARY)	21.00	EACH	872.00	18,312.00	-	-	-	-		-		18,312.00
101	CASTING ASSEMBLY (STORM MANHOLE)	17.00	EACH	872.00	14,824.00	-	-	-	-		-		14,824.00
102	CASTING ASSEMBLY (STORM CATCH BASIN)	37.00	EACH	819.00	30,303.00	-	-	-	-		-		30,303.00
103	RIPRAP, CLASS II	12.00	CU YD	121.00	1,452.00	-	-	-	-		-		1,452.00
104	STORM DRAIN INLET PROTECTION	114.00	EACH	147.00	16,758.00	22.00	3,234.00	80.00	11,760.00		11,760.00	70%	4,998.00
105	SILT FENCE, MACHINE SLICED	2,150.00	LIN FT	2.40	5,160.00	1,096.00	2,630.40	2,082.00	4,996.80		4,996.80	97%	163.20
106	SEDIMENT CONTROL LOG, TYPE MULCH	2,060.00	LIN FT	3.15	6,489.00	836.00	2,633.40	2,496.00	7,862.40		7,862.40	121%	(1,373.40)
107	SEDIMENT CONTROL LOG, TYPE ROCK	200.00	LIN FT	10.50	2,100.00	-	-	-	-		-		2,100.00
108	STABILIZED CONSTRUCTION EXIT	12.00	EACH	682.00	8,184.00	1.00	682.00	1.00	682.00		682.00	8%	7,502.00
109	DECIDUOUS TREE - 1" CAL B&B	20.00	EACH	320.00	6,400.00	-	-	-	-		-		6,400.00
110	TOPSOIL BORROW	4,199.00	CU YD	37.80	158,722.20	-	-	-	-		-		158,722.20
111	EROSION CONTROL BLANKET, CATEGORY 3N	1,100.00	SQ YD	2.10	2,310.00	-	-	-	-		-		2,310.00
112	TEMPORARY MULCH, HYDROMULCH	22,150.00	SQ YD	0.40	8,860.00	-	-	-	-		-		8,860.00
113	TURF ESTABLISHMENT	22,150.00	SQ YD	1.20	26,580.00	-	-	-	-		-		26,580.00
114	LIGHTING STSTEM	1.00	LUMP SUM	68,400.00	68,400.00	-	-	-	-		-		68,400.00
115	4" SOLID LINE MULTI COMP (WHITE)	560.00	LIN FT	2.60	1,456.00	-	-	-	-		-		1,456.00
116	CURB MARKING MULTI COMP (YELLOW)	4,170.00	LIN FT	5.80	24,186.00	-	-	-	-		-		24,186.00
117	CROSSWALK MULTI COMP (WHITE)	702.00	SQ FT	5.80	4,071.60	-	-	-	-		-		4,071.60
118	RAILROAD CROSSING MESSAGE MULTI COMP (WHITE)	1.00	EACH	840.00	840.00	-	-	-	-		-		840.00
119	LANDSCAPING ALLOWANCE	20,000.00	DOLLARS	1.00	20,000.00	-	-	-	-		-		20,000.00
		-	-	-	-						-		-
Original Contract Totals					\$ 6,817,938.56		\$ 240,669.97		\$ 1,079,839.29	\$ -	\$ 1,079,839.29	16%	\$ 5,738,099.27



HOWARD LAKE CITY COUNCIL MEETING

July 21, 2025

AGENDA ITEM: Consider Approving the Purchase of a Backflow Preventer and Meter for Fire Hydrants

SECTION: Consent

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: Earlier this spring, the Minnesota Department of Health (MDH) conducted a Sanitary Survey of the Howard Lake Public Water System. As part of their final report, MDH included a recommendation to ensure that proper backflow prevention measures are in place when hoses are connected to city fire hydrants for bulk water use.

Current Practice:

The City of Howard Lake regularly uses hydrant meters to track and bill water usage for both internal operations and contractor activities. These meters are attached directly to fire hydrants when bulk water is needed.

Recommendation:

To meet the MDH recommendation and enhance water system safety, staff have determined that the most effective solution is to equip each hydrant meter with a backflow preventer or air break. This measure will prevent any potential contamination from reverse flow into the public water supply.

FINANCIAL: Core & Main provided a quote for \$4,503.48 for a meter that is equipped with a backflow preventer.

COUNCIL ACTION REQUESTED: Approving the purchase of a backflow equipped meter from Core & Main.

ATTACHMENTS: 1. Core & Main Quote



Bid Proposal for Howard Lake- Hydrant meter

All Bidders

Job Location: Bayport, MN, MN

Bid Date: 07/08/2025

Core & Main Bid #: 4313385

Core & Main

5145 211th Street West

Farmington, MN 55024

Phone: 6514636090

Fax: 6514634554

Seq#	Qty	Description	Units	Price	Ext Price
10	1	H31-A1-A03-A-1 3 FH MTR USG	EA	1,171.04	1,171.04
20	2	WILKINS 2" 375XL RP BACKFLOW	EA	1,546.16	3,092.32
30	1	2-1/2X2 MNSTXMIPT HOSE ADPT	EA	101.56	101.56
40	1	2-1/2 FNST X 2 MIP SWIVEL END	EA	138.56	138.56
				Sub Total	4,503.48
				Tax	0.00
				Total	4,503.48

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/terms-of-sale/>

THIS BID MAY INCLUDE GLOBALLY SOURCED (IMPORTED) MATERIALS THAT ARE SUBJECT TO CHANGING TARIFFS. PRICES ARE SUBJECT TO CHANGE DUE TO POTENTIAL ADDITIONAL TARIFFS IMPOSED BY THE U.S. GOVERNMENT. IF IMPOSED, PRICES WILL INCREASE BY THE SAME PERCENTAGE AND WILL BE EFFECTIVE ON THE DATE THAT THE NEW TARIFFS ARE IMPLEMENTED. THESE ITEMS SHOULD BE PURCHASED WITH HASTE TO AVOID ANY ADDITIONAL RISING TARIFF COSTS.



HOWARD LAKE CITY COUNCIL MEETING

July 21, 2025

AGENDA ITEM: Consider Awarding Downtown Revitalization Grants

SECTION: Consent

FROM: Nick Haggemiller, City Administrator

BACKGROUND: The City has had an established Downtown Revitalization Grant program since 2016. The program was intended to spur façade improvements coinciding with the renovation of the Historic City Hall. The program has been used by a handful of property owners per year. This program was further expanded and touted in 2025 as means to assist business owners who are experiencing hardship related to the US12 MNDOT Project.

The following businesses have submitted applications for review/approval:

- **Encourage Counseling – Signage and Landscaping**
- **Broken Bolt Auto Repair – Roof Replacement and Painting**
- **Posey Patch Flowers – Painting and Tuck Pointing**

The businesses have submitted applications that are deemed complete and fit the guidelines of the program.

FINANCIAL: Each grant is \$5,000 for \$15,000 to be paid from the general fund.

STRATEGIC INITIATIVE → Foster Robust Business Community and Vibrant Downtown
Strategic Objective → Vibrant Storefronts and Preserved Historic Buildings

LEGAL: The City is able to fund programs such as this under the economic development provision.

COUNCIL ACTION REQUESTED: Approve Downtown Revitalization Grants as presented.

ATTACHMENTS: Open



HOWARD LAKE CITY COUNCIL MEETING

July 21, 2025

AGENDA ITEM: Consider Approving City Website Migration and Redesign

SECTION: Consent

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: In May 2022, the City Council approved a website redesign, resulting in the current look and functionality of the City's website hosted by CivicPlus.

CivicPlus has since announced a transition to a new operating platform designed to modernize website functionality and improve overall compliance, accessibility, and security.

Current Situation

As part of this transition, CivicPlus is offering clients the option to migrate to its updated platform. While the City may choose not to migrate, doing so would result in a loss of functionality and limited support on the current website platform.

Migrating to the new CivicPlus platform would include:

- Continuation of full website functionality
- Platform modernization and performance enhancements
- Improved ADA accessibility and cybersecurity features
- A refreshed website redesign included with the migration

The cost of migrating to the new platform is an additional \$600 per year added to the City's existing annual CivicPlus contract.

Recommendation

Staff recommends approving the platform migration with CivicPlus to ensure continued functionality, compliance, and security of the City's website. This will also provide a timely and cost-effective opportunity for a new website redesign.

FINANCIAL: The 2025 rate for the current website contract would have been \$4430, and this has not been paid yet. The new contract would be \$5028.38.

COUNCIL ACTION REQUESTED: Approve the website migration and redesign with CivicPlus.

ATTACHMENTS: 1. Proposal



CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Expires On:

Statement of Work
Q-94858-1
3/10/2025 10:08 AM
7/31/2025

Client:
City of Howard Lake, MN

Bill To:
HOWARD LAKE CITY, MINNESOTA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Corey Abbate		corey.abbate@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Meeting Migration	All publicly available word / pdf formatted meetings and agendas migrated
1.00	Group Training	3 seats of pre-scheduled joint training sessions up-to 3-hours per session
1.00	Content Migration	All publicly available non-time sensitive published content migrated while maintaining formatting. Spelling & Links check completed.
1.00	Migration Standard Implementation	System Modification Implementation

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	SSL Management CivicPlus Provided	SSL Management CivicPlus Provided: https://www.howard-lake.mn.us/
1.00	Municipal Websites Central: Starter Hosting and Security Annual Fee	Municipal Websites Central: Module Based Hosting and Security Annual Fee
1.00	DNS and Domain Hosting Annual Fee	DNS and Domain Hosting Annual Fee: https://www.howard-lake.mn.us/
1.00	Municipal Websites Central : Starter Standard Annual Fee	Municipal Websites Central : Starter Standard Annual Fee

QTY	PRODUCT NAME	DESCRIPTION
1.00	Guardian Security (Cloudflare WAF/CDN)	Cloudflare Tier 1 WAF/CDN security protection

Total Investment - Initial Term	USD 5,028.38
Annual Recurring Services (Subject to Uplift)	USD 5,028.38

Initial Term	5/19/2025 - 5/18/2026, Renewal Term 5/19 each calendar year
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Acceptance of Quote # Q-94858-1

The undersigned has read and agrees to the Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



Proposal

Valid for 60 days from date of receipt

Company Overview

CivicPlus started back in June of 1998 with a simple yet powerful vision: to develop technology solutions that empower local government staff to manage daily operations efficiently without depending on paper-based processes or complex systems.

Today, CivicPlus provides public sector technology that provides intelligent automation for staff and a unified experience for residents. CivicPlus solutions help increase process efficiency by up to 40%, freeing staff to improve community engagement. Our wide range of government software solutions are designed to be flexible, scalable, and customizable, ensuring a singular experience for residents and staff.

OUR PORTFOLIO INCLUDES:

- Municipal Websites
- Web Accessibility
- Agenda and Meeting Management
- Mass Notification
- Social Media Archiving
- NextRequest
- Recreation Management
- SeeClickFix 311 CRM
- Municode Codification
- Process Automation and Digital Services
- Community Development
- Asset Management
- Utility Billing
- Resident Portal

Company Contact Information

302 S. 4th Street, Suite 500
Manhattan, KS 66502
Toll Free: 888.228.2233
Fax: 785.587.8951
civicplus.com



Experience & Recognition

25+ Years

10,000+ Customers

950+ Employees

With public service in our DNA, our 25-year heritage of success is fueled by the expertise of our product innovators—many of whom served in local government. Our commitment to deliver impactful solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government technology. We are proud to have earned the trust of our over 10,000 customers and their over 100,000 administrative users. In addition, over 340 million residents engage with our solutions daily. With such experience, we are confident that we can provide the best solution for you.

We're proud to be recognized in various ways for our dedication and service to our customers.

- Winner of multiple Stevie® Awards, the world's top honors for customer service, sales professionals, and more.
- Designated a top-100 U.S. company by Government Technology magazine for making a difference in the public sector.
- Selected by Inc. Magazine as "One of the Fastest Growing Privately-Held Companies in the U.S." each year since 2011.
- Certified™ by Great Place To Work®, which is a prestigious award is based entirely on what current employees say about their working experience.



The Best-Run Local Governments Run on CivicPlus Technology

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services. However, they struggle with budget cutbacks and technology constraints. With CivicPlus, leaders can finally overcome the perpetual trade-off between the demand for better services and the realities of operational resources, by leveraging the unique Civic Impact Platform to deliver both unmatched end-to-end automated efficiency and truly unified, delightful resident experiences.

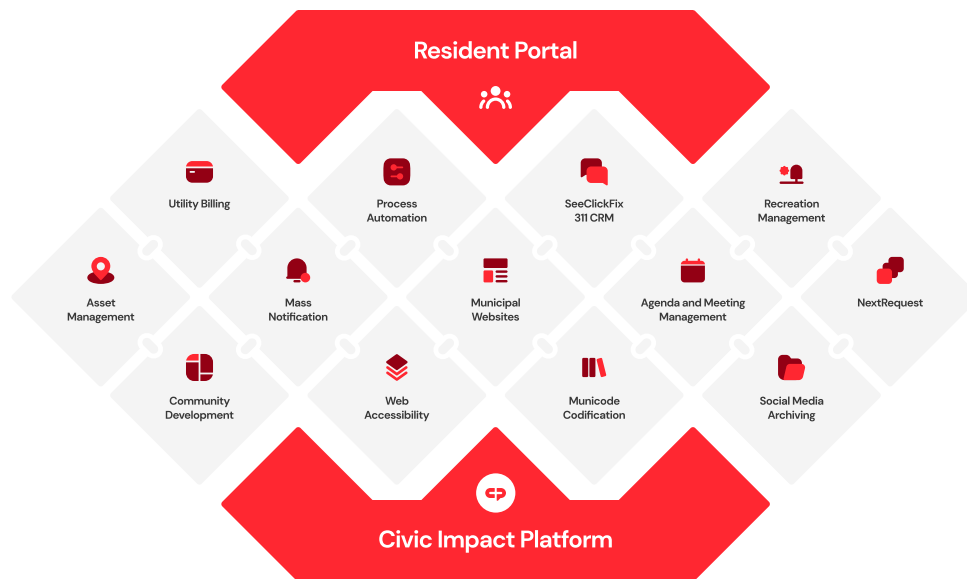
CivicPlus is the only government technology company exclusively committed to being a trusted partner for impact-led government, enabling our customers to efficiently keep our communities informed, involved, and connected using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, our customers increase revenue and operate more efficiently while nurturing trust among residents.



The Civic Impact Platform

The comprehensive Civic Impact Platform delivers unmatched end-to-end efficiency, supercharging staff impact through intelligent automation, and unlocking collaboration in and across departments. At the same time, this unique platform delivers a truly unified residence experience, delighting residents with a singular profile and single sign on for friction-free, no-hassle services.

With CivicPlus your team is always change-ready, staying a step ahead of disruption, whether evolving compliance and accessibility requirements, civil emergencies, and more.



IMPACT-LED GOVERNMENT

Impact-led government goes beyond transactional services to create lasting change in communities. By modernizing processes, it uses automation, collaboration, and data-driven insights to help staff work more efficiently and make services more accessible—anticipating needs and addressing challenges before they arise for residents and staff.

The CivicPlus Civic Impact Platform Enables Impact-Led Government Through Five Key Principles:

1. Modernize and connect every function: Work better together through intelligent automation, efficiency, and stronger collaboration.
2. Deliver a singular, personalized resident experience: Replace hassle with friction-free delight, delivering a unified profile and intuitive, consistent experiences.
3. Supercharge staff impact: Boost staff performance with automated tasks, data-driven decisions, and aligned priorities and processes.
4. Strengthen compliance, accessibility, and readiness: Forward-thinking best practices and continuous adaptation to change.
5. Consolidate on a comprehensive, purpose-built platform: Choose solution breadth, eliminate multiple vendors, and gain compounding value over time.



CivicPlus Resident Portal

THE NEXT EVOLUTION IN DIGITAL RESIDENT ENGAGEMENT

CivicPlus Portal is a mobile-friendly, personalized online hub from which residents can quickly, easily, and securely obtain information, access resources, discover services, complete transactions, and interact with their local government administration. It is the public gateway to the Civic Impact Platform, empowering resident self-service from one central location for everything from submitting forms, referencing recent legislation, and engaging with public meetings to managing individual alert and notification preferences.



Personalized Resident Benefits:

- One username, password, or popular platform-enabled single sign-on (via Facebook, Google, Microsoft, or Apple) to securely manage their user profile and interact with all their government resources and information.
- A personalized, customizable dashboard that serves as the launchpad to save frequently accessed digital services, view past interactions, bookmark frequent payment options, and stay up to date with featured, meaningful content.
- Anytime, anywhere access from any device.
- Enabling self-service form viewing, submission, and payments to support a variety of digital transactions from parking permits and business licenses to pet adoptions.
- Easy management of individual communication preferences related to routine and emergency alerts, website newsletters, and agenda & meeting notifications from one single view.
- A centralized hub to submit and track requests, such as public records requests, non-emergency issues, and code enforcement complaints and violations.

Staff and Administrator Benefits:

- A low-maintenance tool for administrators to easily spotlight information, share content, and link to services to further promote local government initiatives while improving public transparency and trust.
- Ability to consolidate digital services from multiple CivicPlus and third-party solutions into one intuitive, accessible, and responsive interface.
- Consolidation of siloed alerts and notifications from the variety of solutions you control into a single view residents to sign up for and manage.
- Localization of cross-department payments and forms in one place, including those from CivicPlus and third-party solutions, enhancing residents' convenience for increased payments and engagement.
- Multi-factor authentication options and optimized for security and accessibility.



Support Services

TECHNICAL SUPPORT

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available to assist with any questions or concerns regarding the technical functionality and usage of your new solution.

CivicPlus Technical Support hours typically span between 7 a.m. to 7 p.m. CST, but vary by product. You can access a Technical Support Team via a toll-free number as well as an online email support system for users to submit technical issues or questions.

Our current initial response time is 4-hours for email tickets during normal hours. Further, emergency technical support for urgent requests is available 24/7 for designated, named points-of-contact for most products.



Award-Winning Support

CivicPlus has been honored with four Gold Stevie® Awards, eight Silver Stevie® Awards, and eleven Bronze Stevie® Awards. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. The Help Center also provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to engage your residents most effectively.

Proposal Disclaimer

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.



Municipal Websites Central Starter



Standard Implementation

CMS Features & Functionality



Central Starter is a comprehensive content management system (CMS) designed to help local governments build websites that connect with residents effectively. With configurable layouts, simplified content management, and integrated tools for communication and resident self-service, CivicPlus websites streamline the timely delivery of essential information and services. This empowers local governments to consistently provide positive civic experiences for residents and peace of mind for staff with streamlined communication processes.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

Modules & Widgets

RESIDENT ENGAGEMENT

Central Starter offers many effective and easy-to-use resident engagement features. These tools easily integrate with the other key features.

Notices and Alerts – Post emergency or important information on your website and notify residents through email and SMS, via Alert Center.

Calendar – Create multiple calendars and events to inform residents of upcoming activities that are viewable by list, week, or month.

Form Center – Create custom, online forms via simple drag-and-drop functionality. Track form submissions within the CMS and route email notifications to the appropriate individual(s).

News – Post news items and keep your residents up to date on important information via News Flash.

Notifications – Allow your residents to subscribe to receive text and email notifications on topics that are important to them via Notify Me® (includes up to 500 SMS users).

Pop-up Modal – Use a pop-up modal to call attention to important information and notices, sitewide or on specific pages.

CONTENT MANAGEMENT

Central Starter comes fully equipped with a robust set of document and image management tools that work with other key features of our CMS, making it easy to build dynamic content that is easy for residents to navigate and access.



Agenda Center – Create and display meetings and agendas on the website utilizing our built-in Agenda Center module. For advanced functionality, including live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

Document Center – Organize and manage documents in one central repository.

Public Images – Store all your images in one central location, to utilize individually or create slideshows on your site. Use the built-in editor to crop and resize photos, as needed. Images are optimized for performance, mobile responsiveness, and contain alt text for accessibility compliance.

INFORMATION & NAVIGATION

Organize your content and pages to make it easy to locate the information you and your residents need most with modules that help you update information quickly.

Easy for Residents to Navigate – An intuitive design, mega menu options, prominent buttons, and dynamic breadcrumbs throughout your site, all allow residents to easily find what they're looking for.

Frequently Asked Questions (FAQs) – Provide answers to the most frequently asked questions to reduce phone and foot traffic for staff.

Graphic Links – Create visually appealing buttons to direct users to important information.

Info Advanced – Use Info Advanced to create engaging displays of information for reuse throughout the website.

Quick Links – Provide links to highly requested services and information. These are commonly displayed in website footers and right-hand navigation.

Staff Directory – Provide contact information for departments and individual staff members. Use the information throughout the site and keep updated in one location. The Staff Directory widget allows you to quickly place specific persons or departments on relevant pages.



COMMONLY USED WIDGETS

An extensive widget library is available for ease of placing dynamic and visually appealing information on specific pages. Each widget is easy to use with drag-and-drop functionality and is configurable with individual styling options.

Custom HTML Widget – Embed videos or other HTML features in your page.

Editor Widget – Edit text with word processing tools, plus web tools like code view and the Accessibility Checker.

Form Center Widget – Embed simple forms on a page.

Image Widget – Add images to a page.

Related Documents Widget – Create a dynamic list of documents referenced in the Document Center.

Slideshow Widget – Add a slideshow of images.

Tabbed Widget – Organize larger pages of information in horizontal, vertical, or stacked vertical or accordion style tabs.



Administrative Features

The administration of your Central Starter website is browser-based, with no installation of software needed. You'll be able to update your website from an internet connection on any platform (Mac or PC). Administrators can control the access to pages and manipulation of content as well as use automated features to streamline processes.



Administrative Dashboard – A home base for messages and quick access to your recent activities and time-sensitive action items such as pending approvals and expiring items.

Content Scheduling & Versioning – Set your content to auto-publish and auto-expire, with an archive of all published content and previous versions.

Dynamic Page Components – Modules such as Calendar, FAQs, and News Flash, may be included as dynamic page components on any page.

History Log – Track changes made to your website.

Intranet – Use permissions to set a secure location on your website that allows employees to login and access non-public resources and information.

Levels of Permissions – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS.

Pending Approval Items – Administrators have access to a queue of pending items to be published or reviewed.

Website Statistics – Provided website analytics for analysis.

USER-FRIENDLY FEATURES

Not only is Central Starter easy for your staff to use, various administrative features help make a more attractive, engaging, and intuitive website for your community.

Automatic Alt Tags – Built-in features assist with ongoing ADA compliance of your website.

Credit Card Processing – Central Starter is integrated with select external payment processors to accept payments on your website (separate agreement must be made directly between you and the supported external processor of your choice). Additional fees apply.

Preset Styling Standards and Ongoing Styling Flexibility – Site changes automatically inherit design standards and styles that you've set up for your homepage, interior layouts, and simple layouts. This keeps your website looking clean and always matching. We also offer large amounts of flexibility with placement and styles on an ongoing basis. As you edit your website, you can easily adjust the location and style of widgets, content, carousels, lists, calendars, etc. to meet the look and feel you need for that area.

Link Redirects – Instead of sending your users to <https://www.civicplus.com/blog/ce/government-website-awards-city-county-municipal>, you can send them to <http://civicplus.com/awards>.

Live Edit – See where your information will be posted on a page before you make any changes with our WYSIWYG editor and drag-and-drop tools.



Maps – Easily embed maps from Google, ESRI, and more using the HTML widget.

Mega Menu – A main navigation menu makes it easy to get to any page on your website quickly.

Predictive Site Search – Our powerful site search functionality automatically indexes all content making it easy for visitors to find information across pages, documents, and images.

Site Search Log – All search words are kept in a log.

Real Simple Syndication (RSS) Feeds – Administrators and website visitors can use RSS feeds to display content or be notified of content updates.

Responsive Design – With responsive design, your website adjusts to the screen size regardless of what device is being used, providing a seamless user experience.

Social Media – Set various modules to automatically post to your Facebook and/or X (formerly Twitter) feeds and incorporate compatible social media feeds and widgets into your website.

Supported Browsers – View your website in the latest versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome.

Third-Party Access – Utilize iframes, embeds, and/or links to most of your third-party services. Or use our growing list of APIs to build applications right from your website.

Translation – Integration with Google Translate translates web pages into over 100 languages.

ACCESSIBILITY COMPLIANCE

With more than 1 in 4 (~28.7%) adults in the United States live with a disability, CivicPlus helps governments ensure that critical resources are available to all residents. Our commitment to accessibility is visible through VPATs and third-party audits that can confirm you're working with a trusted and experienced partner. Our multi-faceted approach sets you up for success:

- CivicPlus Municipal Websites are delivered inclusive by design meeting WCAG 2.1 accessibility standards at time of launch.
- Our trainers will teach your staff best practices to keep your content and design elements accessible and up to date with the latest ADA/WCAG standards.
- Your staff can use the Accessibility Checker included within the CMS to scan content created in the editor for accessibility issues so you can correct them before publishing.
- Any new regulations that require code changes are reviewed by our product team at least quarterly. Depending on the regulation, our product team plans and executes necessary changes with no additional effort required from you.
- Our product team updates our best practices and provides regular updates to customers via the CivicPlus website, blog articles, webinars, and other publications.



Additionally, CivicPlus offers an extensive suite of accessibility tools, including industry-leading integrations to help customers maintain compliance and prepare for the transition to WCAG 2.2. Due to the dynamic nature of website content updates, ongoing accessibility solutions can be incredibly beneficial in ensuring sustained accessibility compliance. CivicPlus provides three long-term web accessibility solutions offering varying approaches to help with your compliance maintenance challenges:

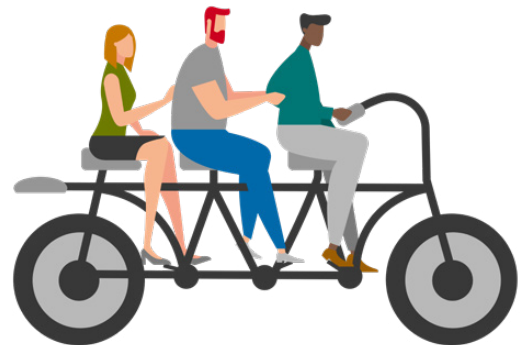
- AudioEye Managed: Accessibility tools and services for WCAG 2.2 compliance
- Acquia Optimize: Website Governance & Compliance Tools
- CommonLook Document Remediation

Additional details and/or a quote can be provided upon request.

The Civic Impact Platform

For governments to operate smoothly, departments, staff, and residents need to be able to find answers, complete their tasks, and communicate without hassle. CivicPlus connects all of your teams and functions, so they work better together for your community. With the Civic Impact Platform, you can:

- Modernize and connect every function.
- Strengthen compliance, accessibility, and readiness.
- Consolidate onto a comprehensive, purpose-built platform.
- Deliver a singular, personalized residents experience.
- Empower staff effectiveness.



CMS Maintenance

CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Testing
- Development
- Operating system patches



Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' websites seriously. Redundant power sources and internet access ensure consistent and stable connections. You'll find that our extensive, industry-leading process and procedures for protecting and hosting your website are unparalleled. We offer secure data center facilities, constant and vigilant monitoring, and updating of your system, including 99.9% guaranteed up-time (excluding maintenance).

If you experience a DDoS attack or threat, CivicPlus has mitigation and DDoS Advanced Security options available to you at the time of an event. Whatever your needs are we have an option that will be a fit for your community.

Data Center	<ul style="list-style-type: none"> • Highly reliable data center & secure facility • Managed network infrastructure • On-site power backup & generators • Multiple telecom/network providers • Fully redundant network • System monitoring – 24/7/365
Bandwidth	<ul style="list-style-type: none"> • Multiple network providers in place • Burst bandwidth – 22 Gb/s • Unlimited bandwidth usage for normal business operations (does not apply in the event of a cyber attack)
Hosting	<ul style="list-style-type: none"> • Central Starter software updates • Server management & monitoring • Multi-tiered software architecture • Server software updates & security patches • Database server updates & security patches • Antivirus management & updates • Server-class hardware from nationally recognized provider • Redundant firewall solutions • High performance SAN with N+2 reliability
Disaster Recovery	<ul style="list-style-type: none"> • Emergency after-hours support, live agent (24/7) • On-line status monitor by Data Center • 8-hour guaranteed recovery TIME objective (RTO) • 24-hour guaranteed recovery POINT objective (RPO) • Pre-emptive monitoring for disaster situations • Multiple, geographically diverse data centers
DDoS Mitigation	<ul style="list-style-type: none"> • Defined DDoS Attack Process • Identify attack source and type • Monitor attack for threshold* engagement
DDoS Advanced Security Coverage	<ul style="list-style-type: none"> • Not Included - additional coverage available at time of event (fees will apply)

*Thresholds: Traffic exceeds 25 Mb/s sustained for 2+ hours. Traffic over 1 Gb/s at any point during attack



Implementation

Standard Project Timeline

Design creation, content development, professional consulting, configuration for usability and accessibility, dedicated training—CivicPlus delivers all of this and more during the development of your new website.

A typical standard project ranges from 8-10 weeks. Your exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors. Your project timeline, tasks, due dates, and communication will be managed and available in real-time via our project management software, Cloud Coach.

PHASE 1: INITIATE & ANALYZE	~2 Weeks	<ul style="list-style-type: none">• Project Kickoff Email• Planning & Scheduling• Customer Deliverable Submission
PHASE 2: CONTENT IMPLEMENTATION & DESIGN CREATION	~5 Weeks	<ul style="list-style-type: none">• Site Map Creation• Content Implementation• Design Creation• Google Analytics Account Creation• Quality Control
PHASE 3: EDUCATE	~1 Week	<ul style="list-style-type: none">• Group Training
PHASE 4: LAUNCH	~1 Week	<ul style="list-style-type: none">• Project Scope Completion• Website Launch

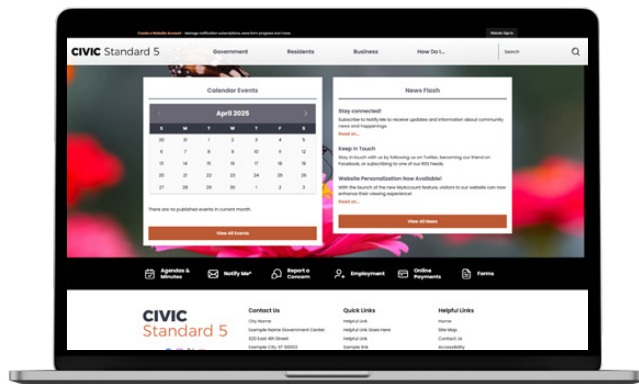
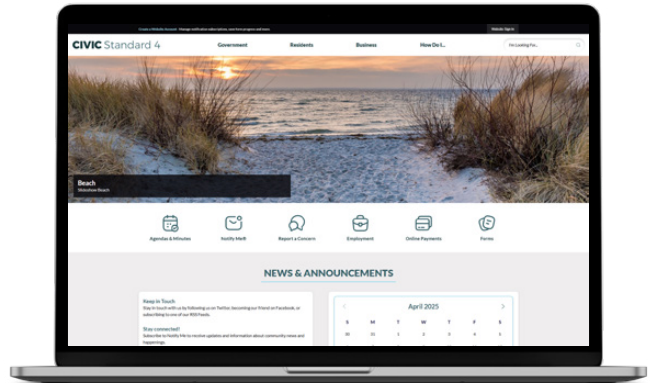


Standard Package Designs

You will choose one of our fixed layout options as the base of your website. You will then be given the opportunity to submit personalized information, like imagery, branding, graphic button preferences, and more to be taken into design consideration. This finalized design will not only represent your unique community, but—combined with the functionality of the Central Starter CMS—will help you provide an attractive and convenient online resource for your community.

LAYOUT OPTIONS

Choose one of five government website design options with the idea that design can be customized with brand colors, logos and images unique to your community.



Approaching Your Project Implementation

Communication between you and your CivicPlus team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed. Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan.



- Centralized project communication and task management tools are located in a cloud-based project workspace
- Tasks, deliverables, and milestones are aligned to your specific scope of work

The tools available through Cloud Coach combined with regular communication with your project manager provide you ample opportunities to quickly and efficiently review your project, check deliverables, and communicate feedback.

Phased Approach

PHASE 1: INITIATE & ANALYZE

Project Kickoff Email – Your project manager will kick off your project via email, introducing your CivicPlus team, detailing deliverables needed, providing a high-level overview of the development process, and introducing tools and resources used to manage your project.

Planning & Scheduling – Your project manager will create a comprehensive project timeline based on the project scope and your specific needs.

Customer Deliverable Submission – You will be responsible for submitting deliverables as outlined.

PHASE 2: CONTENT IMPLEMENTATION & DESIGN CREATION

Site Map Creation – Our content development team will generate a site map of your existing website in preparation for the content implementation.

Content Implementation – Our Content Development team will migrate up to 150 pages of content (including their text, documents, and images) from your current website to your new, Central Starter website. Additional pages of content can be added for an additional fee. Content will be enhanced for accessibility, and we will organize your website pages to make them easy to navigate. They will also migrate the current year and the previous two years of simple meeting agendas and minutes to the Agenda Center module. Additional years can be added for an additional fee.



Design Creation – You'll have the chance to review the responsive design prototype and provide feedback and/or approval.

Google Analytics Account Creation – Your website will be set up with a Google Analytics account.

Quality Control – Our Content Development team will complete a quality control check to ensure proper content migration.

PHASE 3: EDUCATE

Group Training – Throughout the development and after launch, you and your team can access on-demand training, resources, and educational opportunities. Our initial training is offered online to administrators and content contributors. Individuals can attend group training sessions in the weeks prior to going live.

PHASE 4: LAUNCH

Project Scope Completion – Your Central Starter project team confirms all the details that are necessary to take your website live and explain what you can expect on launch day.

Website Launch – After final confirmation, your website will be made live and available to the public.

Your Role During Implementation

To help create the strongest possible website, we will need you to:

- Gather photos and logos that will be used in the overall branding and design of your new website
- Complete the Design Form to communicate design preferences
- Choose your desired layout
- Provide technical information in the DNS form for the set-up of your website domain name(s)
- Perform reviews and provide official approvals throughout the project
- Update the content on your current website and delete any pages you no longer need
- Track website updates to be completed during your training session
- Ensure you have the most up-to-date web browsers installed on your organization's computers
- Compile a list of your website users and desired permission levels
- Reserve training location and necessary resources (computers, conference phone, etc.)



Optional Enhancements

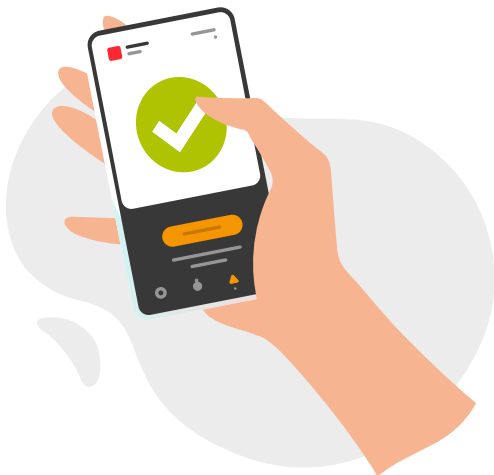
CivicPlus Chatbot

AI-POWERED CUSTOMER SERVICE TO DELIGHT YOUR RESIDENTS

You want to give your residents the highest quality, most responsive, and personalized customer service experiences. However, with less staff, fewer resources than ever before, and building pressure to enable contactless government, how can you continue to delight your community members? With smart customer service automation.

CivicPlus Chatbot is designed to convincingly simulate the way a human would behave during a customer service interaction. Our advanced technology combines the power of site search and artificial intelligence (AI), to deliver exceptional customer experiences to people using your CivicPlus website.

Our Chatbot crawls your website and other linked databases to create a continually, automatically updated AI-powered knowledgebase. The result is less time spent on common, transactional inquiries and happier residents who know they can quickly and effortlessly receive what they need from their municipality.



Automated Customer Service

Chatbot simulates the quality service experiences your staff has with residents; saving you time from answering common questions by email, phone, and walk-in.

Answers from Multiple Sources

Chatbot crawls your website and other linked databases to create a continually updated AI-powered knowledgebase.

No Content Silos

Our smart Chatbot scans your content and routinely refines its responses for improved results.

Insightful Analytics

Use Chatbot's reports to identify content gaps on your website and add the information, tools, and resources that people are searching for most frequently.

An Experience Designed for the Public Sector

Unlike chatbots intended to facilitate retail sales, the CivicPlus Chatbot is designed to simulate government-resident interactions.

AudioEye for Websites

CivicPlus is the exclusive local government provider of AudioEye's full service accessibility offering. AudioEye's industry-defining digital accessibility hybrid offering helps deliver website remediations efficiently and affordably for organizations of all sizes. The AudioEye platform leverages a decade of investment in advanced technology supported and informed by a team of dedicated IAAP-certified professionals to help deliver improved access to the web conforming to Web Content Accessibility Guidelines (WCAG) 2.2 has never been easier.

AudioEye

- AudioEye Managed
- Proprietary automated testing suite
- Detect Section 508 and WCAG 2.2 Success Criteria violations
- AudioEye engineers remediate accessibility issues
- Compliance monitoring
- Manual technical analysis and usability testing
- AudioEye Accessibility Help Desk with Personalization Tools

AudioEye Managed

- Provides complete digital accessibility compliance auditing and resolution
- End-to-end digital accessibility compliance testing, resolution, validation, and monitoring
- Combines subject matter experts with technology—a team of engineers and manual testers to ensure issues of accessibility are fixed and stay fixed

AudioEye Accessibility Help Desk with Personalization Tools

- Fully customizable user experience
- Tailored to individual needs regardless of device type, language preference, or preferred method of access
- Users can customize the visual display of the website, the toolkit provides instant personalization
- 24 Hour Help Desk provides accessibility answers from accessibility experts

Digital Accessibility Platform

- Software as a Services (SaaS), API-first technology
- Offers end-to-end compliance auditing
- Ability to spider, scan, and diagnose entire websites, single blocks of code, and content delivered via API
- Offers flexible resources for proper identification and remediation of the detected issues

AudioEye Trusted Certification



The AudioEye Trusted Certification represents a commitment to accessibility and digital inclusion.

www.fcc.gov is AudioEye Trusted.

The AudioEye web accessibility certification process involves automatic and manual testing with the goal of identifying and resolving access barriers, conforming with the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.2 Level AA Success Criteria, and ensuring an optimal user experience for all users, regardless of their individual abilities.

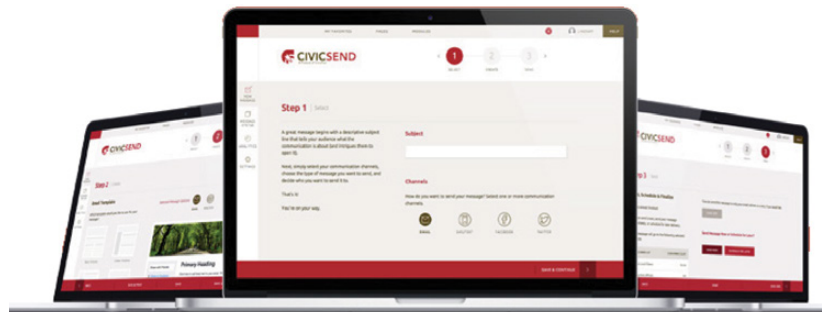


CivicSend

CivicSend is a visually rich communication module for government, used to efficiently distribute general (non-emergency) communication to residents. CivicSend is more than a simple email newsletter tool—it provides CivicPlus customers with a single point of access, via integration with Web Central, to multiple communication channels, including email, SMS/text, Facebook, and X (formerly Twitter). CivicSend centralizes communication, saves administrative users time, and improves overall productivity.

Additional benefits of the CivicSend module include:

- Content auto-posts to your website
- Unlimited communication—there is no limit to the number of emails you can send (text messaging rates do apply)
- Template options to make customizing your message quick and easy
- Access to all subscriber lists in your Web Central website, including the ability to select multiple lists



Platform Identity Provider (IdP) Integration

More often, local government IT teams are looking to implement single sign-on (SSO) functionality to simplify user access to all web and cloud-based applications without requiring individual authentication. The CivicPlus' Platform IdP Integration capabilities provide local governments with the following conveniences:

- Faster and easier access to vital third-party solutions that integrate with your CivicPlus unified applications, such as CivicPlus' Municipal Websites, Recreation Management, and Agenda and Meeting Management Select
- Reduced password and account maintenance
- The ability to log into your CivicPlus software accounts from any device with an Active Directory username and password
- Auto-account generation
- Group syncing
- Customization of the design of your active directory login page

We offer integration with Microsoft's Entra ID (formerly Azure AD), Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

Standard Department Header Package

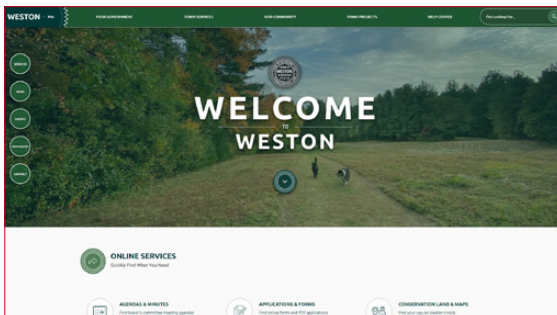
A Department Header Package is a cost-effective way for a department or division to informatively and graphically differentiate themselves from the look of the main website while leveraging consistent CMS administration. The Standard Department Header Package shares CMS login and modules with the main website. Further, it inherits the structural layout, widgets, and design styles from the main website.

A Standard Department Header Package includes department specific:

- Site URL (if applicable)
- SSL Certificate / DNS & Hosting (if applicable)
- Site Identifier / Logo
- Global Navigation and Menus
- Banner Image(s) and/or Slideshow Image(s) (if applicable)
- Graphic Links
- Widget Content

Design Examples

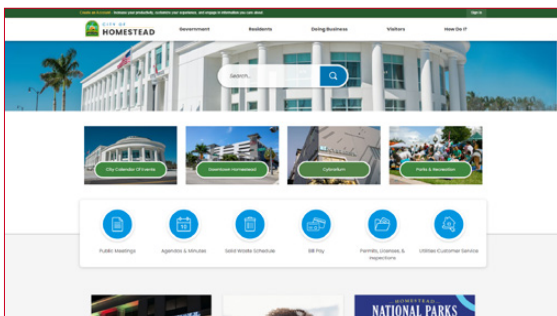
The examples provided below are representative of attributes found in a Standard Department Header Package, but may not expressly reflect the design package of your main website.



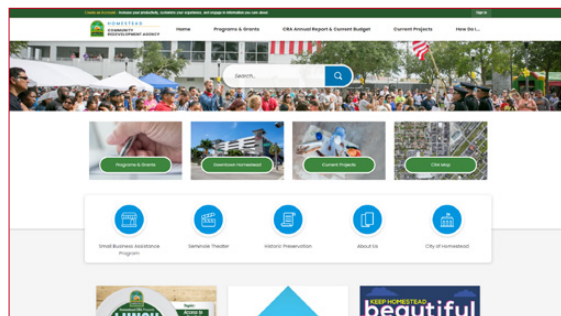
Weston, MA - Main Website



Police Department Header



Homestead, FL- Main Website



Community Redevelopment Department Header



Interior Banners

A cost-effective way to bring a different look to specific pages or departments is by placing a unique banner image on those pages. Each banner can rotate through as a slide show.

Recurring Redesign

At CivicPlus, we understand trends change daily and we continually analyze different ways to design our websites—making it easier and more user friendly for your residents to navigate. One of our best practices to help keep up with these new trends is by adding a redesign to your project. A recurring redesign can be occur every three, four, or five years - depending on the timeframe purchased. Unlike other vendors, our redesigns aren't just changes in the colors or some of the buttons as your staff can do that independently. With a CivicPlus recurring redesign, you can receive a completely brand-new website design and layout after a set number years (as purchased) of continuous service during our partnership. During the redesign, you'll also receive a quality control review to ensure content is as expected with the new design application (although no changes will be made to the content itself). With this new design, you'll stay up to date with current trends and best practices, providing a welcoming yet familiar virtual hub to engage your community.

Credit Card Processing

To enhance your customer experience, CivicPlus integrates with a limited number of external payment processors to provide secure, PCI-compliant payment processing. If utilizing a partnered external processor, CivicPlus can assist you with the facilitation, set-up, support, and troubleshooting services. In addition to our partner network, CivicPlus maintains integrations with additional external processors, in a more limited fashion, to assist you in implementing a successful system. Additional details on our supported external processor network is available upon request.

To utilize any of the integrated external processor, an agreement will need to be executed directly between you and the vendor that will assess separate merchant account and transaction fees. Use of an external processor may be subject to additional CivicPlus fees to maintain these solutions. Additional information can be provided upon request.

Because EMV devices are encrypted specifically for individual payment processors, you'll need to procure any required devices directly from your selected external processor for either purchase or rent. We are happy to assist in your procurement of such devices.

Consulting Engagement

CivicPlus consulting helps your organization do the heavy lifting, starting with data-driven research and ending with service-level process optimization. We'll help you facilitate the tough conversations that happen when you put a microscope to your current processes, solutions, and website presence. We will also guide you to set realistic timelines and tasks for implementation as well as assist you in setting goals and sustainment plans for your launch and beyond.



Upgrade to Guardian Hosting & Security

In today's digital era, local governments require a hosting solution that not only meets their needs but exceeds their expectations. Our Enterprise Level Hosting Solution is designed with local governments in mind, offering unparalleled DDoS protection to safeguard your digital infrastructure from the most aggressive cyber threats. With our state-of-the-art security measures, you can ensure the continuity of critical services, even in the face of sophisticated attacks.

Moreover, we understand the importance of building resident trust through consistent and reliable service availability. That's why we guarantee a high availability of ****99.9% uptime****, ensuring your services are accessible when your residents need them the most. This commitment to uptime translates to less than 8.76 hours of potential downtime annually, demonstrating our dedication to maintaining your operations without interruption.

Data Center	<ul style="list-style-type: none"> • Redundant Power Supply • Uninterruptible Power Supply (UPS) Systems • Enhanced Cooling Infrastructure • Diesel Engine Generators • Energy Storage 	<ul style="list-style-type: none"> • Redundant HVAC Systems • N+1 Redundancy • Fully Redundant Network • System Monitoring – 24/7/365
Security	<ul style="list-style-type: none"> • Web Application Firewall (WAF) Protects Against SQL Injection, Cross-Site Scripting, & Other Threats • OWASP Modsecurity Core Rule Set Guards Against OWASP Top 10 Vulnerabilities • Server Management Services Ensure Smooth Operation & Optimal Performance • Regular Software Updates & Security Patches • Antivirus Management & Updates Protect Against Malware • Continuous System Monitoring for Health & Performance 	
Performance	<ul style="list-style-type: none"> • Regional Content Delivery Network (CDN) Distributes Cached Content to Minimize Latency & Enhance Reliability • Server-Side Caching with Regional CDN Improves Page Load Times & Content Delivery • Unparalleled Browsing Experience for Users on Your Website or Application 	
Hosting	<ul style="list-style-type: none"> • Enhanced Security and Compliance • CMS software updates • Server management & monitoring • Multi-tiered software architecture • Server software updates & security patches • Database server updates & security patches 	<ul style="list-style-type: none"> • Antivirus management & updates • Server-class hardware from nationally recognized provider • Redundant firewall solutions • High performance SAN with N+2 reliability
Disaster Recovery	<ul style="list-style-type: none"> • Emergency After-Hours Support, Live Agent (24/7) • Online Status Monitor by Data Center • 8-Hour Guaranteed Recovery Time Objective (RTO) • 24-Hour Guaranteed Recovery Point Objective (RPO) • Pre-Emptive Monitoring for Disaster Situations • Multiple, Geographically Diverse Data Centers 	
DDoS Protection & Mitigation	<ul style="list-style-type: none"> • Cloudflare's Reverse Proxy to Protect Your Network • Access to Advanced Tools that Defend Against DDoS Attacks • Utilize Cloudflare's Massive Network Capacity of 30 Tbps • A Skilled Team is Always Ready, 24/7, to Stop Any Attacks on Your Digital Assets 	



Upgrade to Platinum Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' websites seriously.

Our Platinum package solution comes with enterprise-level Cloudflare software and adds the peace of mind of comprehensive and continuous DDoS protection. From Azure's geographically distributed regions and Cloudflare's Content Delivery Network (CDN) to constant and vigilant monitoring and updating of your system, including 99.9% guaranteed up-time (excluding maintenance), we've got you covered.

<p>Hosting & Security</p>	<ul style="list-style-type: none"> • Azure hosting • Web application firewall • OWASP ModSecurity core rule set • FedRAMP, PCI, DSS, NIST, and FIPS compliant Virtual Machines and Databases • Reverse Proxy Server • Wildcard SSL (TLS) • Server management • Software updates & security patches • Antivirus management & updates • System monitoring – 24/7/365
<p>Disaster Recovery</p>	<ul style="list-style-type: none"> • Emergency after-hours support, live agent (24/7) • On-line status monitor by Data Center • 2-hour guaranteed recovery TIME objective (RTO) • 1-hour guaranteed recovery POINT objective (RPO) • Pre-emptive monitoring for disaster situations • Multiple, geographically diverse data centers
<p>Performance & Bandwidth</p>	<ul style="list-style-type: none"> • Server-side Caching • Regional Content Delivery Network • Unlimited bandwidth • Burst bandwidth – Azure (variable)
<p>Insights</p>	<ul style="list-style-type: none"> • Security Analytics Dashboard (shown above) • Information on traffic, threat types mitigated, top threat countries, and number of requests received through Cloudflare • Analytics shown in graphs and pie charts
<p>DDoS Mitigation</p>	<ul style="list-style-type: none"> • Defined DDoS Attack Process • Identify attack source and type • Monitor attack for threshold engagement
<p>DDoS Advanced Security Coverage</p>	<ul style="list-style-type: none"> • Continuous DDoS mitigation coverage • Content Distribution Network support • Proxy server support • Live User Detection service





HOWARD LAKE CITY COUNCIL MEETING

July 18, 2025

AGENDA ITEM: Howard Lake Good Neighbor Days Recap

SECTION: Consent

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: Overview

Good Neighbor Days 2025 faced several challenges due to ongoing road construction and severe weather. Despite these hurdles, the event was a success, drawing strong attendance and community participation across multiple days. The total raised through donations and fundraising was **\$20,030**, and rough total expenses came to approximately **\$22,082**. The City has an account from the prior Good Neighbor Days committee with additional funds to cover the additional expenses.

Event Highlights

Donations & Fundraising

- Total raised: **\$20,030**

Medallion Hunt

- Medallion found shortly after Clue #2
- Winner: Alexis Boonstra
- Prize: \$150
- Medallion Cost: \$54
- Total Cost: \$204

Thursday – Touch a Truck & Movie Night

- **Location Change:** Due to road construction, the movie was moved from South Shore Event Center to HLWW Activity Center
- **Sponsors:** Kelli Burau Home Team, Timmy's Pub Club, City of Howard Lake
- **Movie:** *Inside Out 2*
- **Expenses:**
 - Face Painting: \$100
 - AV for You: \$1,635
 - Movie License: \$510
 - **Total:** \$2,245
- **Attendance:** Approx. 30 kids + parents (significantly lower than in past years)

Friday – Ice Cream Social, Baseball, Chopper & Fireworks

- **Events:** Citizens Alliance Bank Ice Cream Social, Orphans Baseball Game, Chopper, Fireworks
- **Turnout:** Strong community attendance, especially for the Orphans game
- **Expenses:**
 - Chopper: \$1,900
 - Fireworks: \$8,568
 - **Total:** \$10,468

Saturday – Full Day of Events

- **Fishing Tournament:** 46 boats, 105 anglers – coordinated by Jeremy Peterson
- **5K Race:**
 - Organized by Officer Jacob Johnson & resident John Kubes
 - 13 runners participated.
 - Costs: \$655.42 | Registration: \$200 | Net Loss: \$455.42

- **Pickleball Tournament:**
 - 24 teams (max capacity)
 - Entry Fees: \$480 (used for prizes)
 - Great turnout for a first-year event
- **Friends of the Library Book Sale:**
 - Nearly \$1,000 raised – enough to fully fund programming for the rest of the year
- **Yoga at the Shore:** 6 participants, free event
- **Vendor Market:**
 - 45 booths | Revenue: \$450
- **Kids Games:**
 - Low participation due to rain. Low volunteer turnout to help with running the games.
 - Prizes: \$100 | Games borrowed from St. Mary's
- **Turtle Time Shell-A-Bration & Turtle Races:**
 - Sponsored by Kelli Burau Home Team and Chuck Drusch Plumbing
 - Fun, well-attended event with trivia and races
- **Howard Lake's Got Talent:**
 - 3 participants | Prize money: \$350
- **All Wheels Show:**
 - 27 entries | Organized by Ted Brown
- **HLFD Pork Chop Feed:**
 - Approx. 800 pork chops sold – highly successful
- **Evening Entertainment:**
 - *In the Fields* band moved to South Shore Event Center due to weather
 - Band cost: \$3,500
 - Low attendance due to severe weather and location change.

Sunday – Ninja Course

- **Cost:** \$3,543.38
- **Attendance:** 60–75 kids
- **Wristband Sales:** \$590
- **Sponsors:** Howard Lake & Maple Lake Lions - \$2,000
- **Impact:** Parade was canceled due to complications with the delay in road construction projects and youth baseball was canceled due to flooding; otherwise, attendance likely would've been higher

Additional Costs

- Porta Potties: \$1,155
- Beer Trailer Rental: \$200
- State Rental: \$1,800
- T-Shirts: \$803 (sales still being finalized)
- Newspaper & Banners: \$400
- Henna Artist: \$335

Financial Summary

- **Total Event Revenue:** \$20,030
- **Estimated Total Costs:** \$22,082
- **Estimated Deficit:** -\$2,052

Conclusion

Despite unexpected obstacles including inclement weather and construction, Good Neighbor Days 2025 was a vibrant and well-attended celebration. Many events saw excellent participation, and new activities like the pickleball tournament and All Wheels Show were well received. Future recommendations include improved volunteer coordination for kids' events and continued diversification of entertainment offerings.

COUNCIL ACTION REQUESTED: None.



HOWARD LAKE CITY COUNCIL MEETING

July 21, 2025

AGENDA ITEM: Consider Approving Resolution 25-19 Approving an Interim Use Permit for Short-Term Rental at 5800 County Road 7

SECTION: Consent

FROM: Nate Sparks, City Planner

BACKGROUND: The Howard Lake Parks and Planning Commission held a Public Hearing at the July 9th meeting to review a Short-Term Rental Application from Molly Hibbard, on behalf of MC Holdings Land Trust, at 5800 County Road 7, which includes two homes on the property. No public comments have been received. The Planning Commission recommends approval, and staff support the application with conditions related to licensing, inspections, occupancy, parking, noise, and enforcement.

COUNCIL ACTION REQUESTED: Approve Resolution 25-19 Approving an Interim Use Permit for Short-Term Rental at 5800 County Road 7.

ATTACHMENTS:

1. Memo from City Planner Nate Sparks
2. Resolution 25-19



City of
Howard Lake
MINNESOTA

To: Howard Lake City Council
Nicholas Haggemiller, City Administrator

From: Nate Sparks, City Planner

Date: July 21, 2025

Re: Interim Use Permit – Short Term Rental – 5800 County Road 7

BACKGROUND

Molly Hibbard (MC Holdings Land Trust) has made an application for an interim use permit to operate a short-term rental at 5800 County Road 7. The site has two houses and intends to use both as a short-term rental.

Zoning

The property is located in a R-1A, Single Family District and surrounded by single family housing both in city limits and outside of corporate city limits. For this reason an Interim Use Permit is required.

Authorized Agent

The ordinance dictates that a responsible manager must be within 30 miles of the unit and be available 24 hours a day to respond to issues that arise at the property. The applicant states that she will be the authorized agent and she lives in the vicinity of the property.

Occupancy & Guests

The applicant provided floor plans of the dwellings on the property. In the main house, there are two bedrooms, which allows for an occupancy of up to six. In the secondary house, there is one bedroom, which allows for up to four guests.

Parking

The proposed use requires one parking space per bedroom, at minimum. This would require three parking spaces at this site. The applicant states that the garage will be accommodating the required parking, as it has three stalls.

Accessory Structures/Uses

Rustic camping (tents) or occupied RVs are prohibited from use for additional guests or sleeping quarters. The applicant states that the large accessory structure on site will not be available for use by the guests.

Nuisances

All properties are subject to all city ordinances. However, due to the conflicting uses including owner occupied housing and short-term rental within one property, the IUP will explicitly note No excessive noise, specifically during quiet hours from 10pm to 8am. Parking of trailers and other such equipment will need to meet City Code requirements.

Public Comment Received

No public comment has been received, as of today.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission recommended approval of the request.

STAFF COMMENTS

At this time, the application appears to be consistent with Code requirements for zoning approval and Staff recommends approval with the following conditions:

1. No license shall be granted for the renting of this Property as a short-term rental until all conditions of this approval have been satisfied.
2. Renting of the Property as a short-term rental without a license shall be considered a violation of the City's Ordinance.
3. The Applicant shall allow for inspections of the Property to confirm the conditions presented on the application and compliance with all City Ordinances.
4. All fees associated with licensure shall be paid by the Applicants.
5. The garage on site shall be available for renters to meet the minimum required parking of three stalls.
6. The maximum occupancy on the site is 10 guests.
7. All parking on the site shall conform to the City's Parking Ordinance.
8. Tents or occupied RVs are prohibited from use for additional guests or sleeping quarters.
9. There shall be no excessive noise from the use, specifically during quiet hours from 10pm to 8am.
10. Violations of the City's Ordinances may result in the revocation of this permit, administrative penalties, or any other remedy identified in City Code.

**CITY OF HOWARD LAKE
RESOLUTION 25-19**

**APPROVING AN INTERIM USE PERMIT FOR A SHORT-TERM RENTAL AT
5800 COUNTY ROAD 7**

WHEREAS, MC Holdings Land Trust (the “Applicant”) has made an application for an interim use permit to operate short term rentals at 5800 County Road 7 (the “Property”); and

WHEREAS, the Property is identified in Wright County records with the identification number of 109800344401; and

WHEREAS, the Property is zoned R-1A, Contemporary Existing Lot Single-Family Residential and short-term rentals are permitted within this zoning district as an interim use permit; and

WHEREAS, the Applicant is seeking to use two of the units in a three-unit townhome building as short-term rentals; and

WHEREAS, the site contains a house with two bedrooms, a secondary dwelling unit, and a garage that are associated with this approval;

WHEREAS, the City of Howard Lake Planning Commission held a duly noticed public hearing on July 9, 2025 and recommended approval; and

WHEREAS, the City of Howard Lake City Council reviewed the request and the recommendation of the Planning Commission on July 21, 2025; and

WHEREAS, the City Council found that the request was generally compatible with the review criteria for interim use permits and the ordinance regulating short term rentals; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Howard Lake that the interim use permit for short term rentals at 5800 County Road 7 is approved with the following conditions:

1. No license shall be granted for the renting of this Property as a short-term rental until all conditions of this approval have been satisfied.
2. Renting of the Property as a short-term rental without a license shall be considered a violation of the City’s Ordinance.
3. The Applicant shall allow for inspections of the Property to confirm the conditions presented on the application and compliance with all City Ordinances.
4. All fees associated with licensure shall be paid by the Applicants.
5. The garage on site shall be available for renters to meet the minimum required parking of three stalls.

6. The maximum occupancy on the site is 10 guests.
7. All parking on the site shall conform to the City's Parking Ordinance.
8. Tents or occupied RVs are prohibited from use for additional guests or sleeping quarters.
9. There shall be no excessive noise from the use, specifically during quiet hours from 10pm to 8am.
10. Violations of the City's Ordinances may result in the revocation of this permit, administrative penalties, or any other remedy identified in City Code.

PASSED AND ADOPTED this 21st day of July, 2025.

Pete Zimmerman, Mayor

ATTEST:

Nicholas Haggemiller, City Administrator-Clerk



HOWARD LAKE CITY COUNCIL MEETING

July 21, 2025

AGENDA ITEM: Consider Sign Ordinance Amendment in B2 Business District

SECTION: New Business

FROM: Nick Haggemiller, City Administrator
Nate Sparks, City Planner

BACKGROUND: Recent projects have unearthed a restrictive sign ordinance that is difficult to adhere to for both planning/zoning but also our business community. Reviewing older versions of our ordinances, it seems reasonable to believe that at one time the business and industrial zoning sign standards were one, but were then separated. The consequence to this is currently, if implemented to the letter of the code language businesses would be prohibited from having signage in excess of 40 square feet in the business district. Most existing commercial districts signage is already in excess of this size limit.

Proposed is an ordinance modification that permits business signage up to 125 square feet.

The following resolution allows for summary publication of the ordinance in the Herald Journal.

FINANCIAL: Open

LEGAL: The proposed ordinance was duly published in the Herald Journal. The attached ordinance and summary publication resolution were drafted by the city planner.

STRATEGIC INITIATIVE: Foster a Robust Business Community

COUNCIL ACTION REQUESTED:

1. Approve Sign Ordinance 25-05 Amendment.
2. Adopt Resolution 25-20 Approving Summary Publication of Sign Ordinance Modification.

ATTACHMENTS:

1. City Planner Memo
2. Ordinance 25-05 Modification
3. Resolution 25-20 for Summary Publication
4. Business Examples



To: Howard Lake City Council
Nicholas Haggemiller, City Administrator

From: Nate Sparks, City Planner

Date: July 21, 2025

Re: Commercial & Industrial Signs Ordinance Amendment

BACKGROUND

Various projects have identified inconsistencies and overly restrictive adherences with our sign ordinance. Specifically, the A&W at the Pit Stop and reskinning at Marathon that the City's Sign Ordinance has frequently been implemented slightly different than what the text of the code states. And overall, if implemented verbatim, many existing and proposed signs in the business district would be non-conforming. Therefore, Staff is recommending that this section of code be modified.

PREVIOUS ZONING STRUCTURE

The City's Zoning Structure prior to 2004 was that there was a "Highway Business District" and a "City Center District." Then there was a "Light Industrial" District. Then there was also a "Residential-Commercial-Recreation" District. The Light Industrial District was located in areas intermingled with the Highway Commercial District on the east side of town along Highway 12.

At this time, in the sign ordinance, it stated that non-conforming uses and used with a conditional use permit that are located in a Residential District could have free standing and wall signs up to 80 square feet in size based on the size of the lot. It also stated that Light Industrial uses could have free standing signs up to 150 square feet. For regular commercial uses, the maximum free standing and wall sign size was 40 feet.

CURRENT ZONING STRUCTURE

When the City's Zoning Ordinance was updated in 2004, much of this structure was altered. The Highway Commercial District became a "General Commercial" District and was not necessarily limited to areas fronting on Highway 12. The Light Industrial District became I-1, Warehousing Industrial and a new I-2 District, General Industrial, which allowed more intense uses come into being. This District was placed along Highway 12 west of commercial areas.

The sign ordinance section that allowed some commercial businesses to have 80 square foot signs was moved into a section about the Urban Reserve District. The Industrial Districts still allow up to 150 square foot signs.

STAFF COMMENT

There are numerous businesses within the commercial districts that have free standing and wall signs that appear to be greater than what the code limits require. It appears that the performance

standards that were developed for the old version of the zoning ordinance were intended to be applied to the former City Center District. This was then carried over to the current sign ordinance. It also appears that perhaps the original intent, due to the intermingling of Highway Commercial and Industrial areas that the standards for the Highway Commercial area was intended to be the same as the Light Industrial District. Otherwise, properties immediately adjacent to one another that would both be business uses would have wildly different sign sizes. One property could have a 150 square foot sign while the next could only have 40.

Staff notes that there are also businesses along Highway 12 that are currently zoned Downtown Business that were not in the former code. The former code was focused on the traditional Downtown area while the current ordinance includes areas further to the west in the Downtown that were not developed in a traditional “downtown” style.

STAFF RECOMMENDATION

A simple fix for this issue would be that the “General Business” uses could use the same sign regulations as the Industrial Districts while the “Downtown Commercial” areas use the existing “Business District” standards. Then the City could keep applying the code in the same manner as previously.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission held a public hearing and recommended approval of the ordinance as attached. The Planning Commission also reviewed the size allowance in the ordinance and recommended it being adjusted from 150 square feet to 125 square feet, which is more inline with other area communities.

01-24-5 . : SIGNS IN THE B-2, DOWNTOWN BUSINESS DISTRICTS:

- A. Development Complexes: All development complexes shall require a master signage plan pursuant to the requirements of this section, prior to the installation of any signage.
- B. Business Signs: Each enterprise, institution or business shall be permitted wall signs, one (1) under canopy sign per street frontage and one (1) freestanding sign each, subject to the following maximum size requirements. (Note: Multiple businesses in the same building shall apportion facade length, building wall and street frontage such that any maximum is not exceeded for a particular property.)
 - 1. Maximum Wall Sign Area: Total area of wall signage shall not exceed two (2) square feet for each lineal foot of the building wall from which the signage is attached, not to exceed forty (40) square feet.
 - 2. Maximum Freestanding Sign Area: One (1) square foot for each five (5) lineal feet of street frontage, not to exceed forty (40) square feet.
 - 3. Under Canopy Sign Area and Dimensions:
 - a. The maximum allowable sign area shall be one (1) square foot for each lineal foot of width of the canopy, awning, marquee or similar structure from which the sign is suspended, as measured perpendicular to the building wall.
 - b. The maximum allowable horizontal length of an under canopy sign shall be equal to the width of the canopy, awning, marquee or similar structure from which the sign is suspended, as measured perpendicular to the building wall.

- c. The minimum vertical clearance between the lower edge of an under canopy sign and the ground shall be eight feet (8').

01-24-6 : SIGNS IN THE B-1, GENERAL BUSINESS & INDUSTRIAL DISTRICTS:

- A. Development Complexes: All development complexes shall require a master signage plan pursuant to the requirements of this section prior to the installation of any signage.
- B. Building Identification Signs: One (1) building identification sign for each building shall be permitted provided that no such sign shall exceed twenty-five (25) square feet in area.
- C. Business Signs: Each enterprise, institution, franchise or business shall be permitted walls signs, one (1) under canopy sign per street frontage, and one (1) projecting or freestanding sign per street frontage each subject to the following maximum size requirements. (Note: Multiple businesses in the same building shall apportion facade length, building wall, and street frontage such that any maximum is not exceed for a particular property.)
 1. Maximum Wall Sign Area: The total area of facade signage shall not exceed three (3) square feet for each lineal foot of the building wall from which the sign is attached.
 2. Maximum Projecting Sign Area: One (1) square foot for each two (2) lineal feet of the building wall from which the sign projects, not to exceed sixty-four (64) square feet. The total area of projecting signs shall be subtracted from the permitted total area of facade signs.
 3. Maximum Freestanding Sign Area: One (1) square foot for each lineal foot of street frontage, not to exceed one hundred ~~forty~~ twenty-five (~~150~~ 125) square feet per sign.
 4. Under Canopy Sign Area and Dimensions:
 - a. The maximum allowable sign area shall be one (1) square foot for each lineal foot of width of the canopy, awning, marquee or similar structure from which the sign is suspended, as measured perpendicular to the building wall.
 - b. The maximum allowable horizontal length of an under canopy sign shall be equal to the width of the canopy, awning, marquee or similar structure from which the sign is suspended, as measured perpendicular to the building wall.

The minimum vertical clearance between the lower edge of

an under canopy sign and the ground shall be eight feet (8').

~~D. Off Premises Signs: Off premises signs shall be permitted pursuant to the requirements of this section.~~

CITY SIGN EXAMPLES



Sign appears to be about 80 square feet.



Sign appears to be about 90 square feet.



Sign appears to be about 50 square feet.



Sign appears to be about 60 square feet.



Sign appears to be about 120 square feet

Ordinance No. 25-05

CITY OF HOWARD LAKE
COUNTY OF WRIGHT
STATE OF MINNESOTA

AMENDING THE SIGN ORDINANCE RELATED TO BUSINESS SIGNS

THE CITY COUNCIL OF HOWARD LAKE ORDAINS:

Section 1. Code Amended. That Section 17.01-24-5 is hereby retitled to “Signs in the B-2, Downtown Business District”

Section 2. Code Amended. That Section 17.01-24-6 is hereby retitled to “Signs in the B-1, General Business District and Industrial Districts”

Section 3. Code Amended. That Section 17.01-24-6-C-3 is hereby amended to read as follows:

3. Maximum Freestanding Sign Area: One (1) square foot for each lineal foot of street frontage, not to exceed one hundred twenty-five (125) square feet per sign.

Section 4. Code Deleted. That Section 17.01-24-6-D is hereby deleted.

Section 5. Effective Date. This ordinance is effective after its passage and publication.

Approved by the City Council of Howard Lake this 21st day of July, 2025.

Peter Zimmerman, Mayor

ATTEST:

Nicholas Haggemiller, City Administrator-Clerk

**CITY OF HOWARD LAKE
RESOLUTION 25-20**

**AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 25-05
AMENDING THE SIGN ORDINANCE RELATED TO BUSINESS SIGNS**

WHEREAS, the following is a summary of Ordinance 25-05 adopted by the Howard Lake City Council at the July 21, 2025 meeting; and

WHEREAS, the City is publishing this notice as a summary publication; and

WHEREAS, the following serves as the summary of the ordinance for publication purposes:

**CITY OF HOWARD LAKE
SUMMARY OF ORDINANCE NO. 25-05
AMENDING THE SIGN ORDINANCE RELATED TO BUSINESS SIGNS**

The City of Howard Lake adopted Ordinance 25-05 amending the City's Zoning Ordinance to allow for signs in the B-1 District to follow standards established for Industrial Districts and to cap the size of free standing signs at 125 square feet in area.

The complete ordinance is available for examination at the Howard Lake City Hall.

PASSED AND ADOPTED this 21st day of July, 2025

Pete Zimmerman, Mayor

Attest: Nicholas Haggemiller, City Administrator-Clerk

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Howard Lake that Ordinance 25-05 is hereby adopted July 21, 2025 and effective upon this publication.

PASSED AND ADOPTED this 21st day of July, 2025.

Pete Zimmerman, Mayor

ATTEST:

Nicholas Haggemiller, City Administrator-Clerk



HOWARD LAKE CITY COUNCIL MEETING

July 21, 2025

AGENDA ITEM: Consider Approving Concept Plans & Order Creation of Plans & Specifications for Historic City Hall Parking Lot Reconstruction Project.

SECTION: New Business

FROM: Nick Haggemiller, City Administrator

BACKGROUND: The east parking lot that provides off street parking to the Historic City Hall property was initially constructed in or around the 1940s. Over the last 80 years, very little substantive improvements have been made to the parking lot. In 2019, when the City renovated the building, the city briefly considered reconstructing the parking lot as well. The estimated cost was \$200,000. With bids in hand for the renovation of the project that exceeded the architect's estimates, the parking lot reconstruction was removed from consideration.

In advance of the US12 MnDOT, in January 2023, the City Council directed Bolton and Menk to create three concept plans for the parking lot. These concept plans were reviewed with council during workshops held in mid 2023 and once again in August of 2024. The concept plans ranged in estimated cost and scope from squaring off the existing footprint to dramatically increasing and including a north egress. ***At the August 2024 Workshop, Council preference was for the \$1.6Million, full reconstruction project.***

The intention was to complete the parking lot reconstruction in conjunction with the MNDOT project to minimize disruptions to the liquor store/event center. However, the highway project experienced significant schedule slide (several years) followed by escalation at the end towards bidding. This made design development of the city's parking lot difficult due to unknown conditions tying the two projects together physically.

The City anticipates completing substantial capital improvements over the next 3-5 years totaling \$30Million. For this reason, at a recent CIP workshop, the council expressed some hesitancy to move forward with this project. ***In response to this, staff and consultants have refocused efforts aimed at the most modest concept design as well as established a phasing strategy for the project that would minimize bonding and allow the city to complete over multiple years using cash for an estimated \$675,000 base with an additional \$172,000 if phase 3 (monument sign + streetscaping) is completed for a total project cost of \$850,000.*** This includes construction, engineering and construction administration.

Included within the total scope of the project is the mill/overlay of the existing parking lot which would be reconstructed for this project as well as the Park and Ride to the west. This area is in need of work, and would otherwise be programmed into the City's proposed CIP.

Phase 1
 \$51,500 - Design & Engineering
 \$319,160 - Construction
 \$29,000 - Construction Administration (Part-time)

Anticipated effort:
 Full design of project to ensure coordination with Highway 12 amenities and full build-out of expanded parking lot. Excavation and install of retaining wall for expanded parking lot. Partial backfill of retaining wall to ensure free-standing ability while removing need for fencing until Phase 2.



Phase 2
 \$6,400 - Design & Engineering
 \$198,600 - Construction*
 \$21,900 - Construction Administration (Part-time)

*\$52,000 - (Alt. Action) Mill & Overlay Park & Ride Lot

Anticipated effort:
 Slight adjustment to design based on construction of Phase 1 to develop Phase 2 plans. Assist with bidding and award. Existing parking lot removal, place remaining structural backfill for retaining wall, pour curb and gutter and perimeter sidewalk, place bituminous surfacing on expanded lot, add striping and symbols, install decorative fencing and kiosk.



Phase 3
 \$6,400 - Design & Engineering
 \$134,000 - Construction*
 \$13,400 - Construction Administration (Part-time)

*\$120,000 - (Alt. Action) LED Monument Sign

Anticipated effort:
 Design revisions based on Phase 2 construction to develop plan set. Assist with bidding and award. Conclusion to construction: installation of conduit, electrical wiring and LED monument sign base, set LED monument sign, final seeding and landscaping.



FINANCIAL:

If council elects to move forward with the project, the total cost is estimated at \$846,500 which includes construction, design and construction administration:

Anticipated Project Fees		Subtotal
Task 1: Phase 1 (2025) – Design & Const. Admin.	\$80,500	\$400,000
Phase 1 (2025) – Estimated Construction	\$319,200	
Task 2: Phase 2 (2026) – Design & Const. Admin.	\$28,300	\$227,300
Phase 2 (2026) – Estimated Construction	\$199,000	
Phase 2 (Alt) – Mill+Overlay Park & Ride Lot	\$52,000	\$52,000
Task 3: Phase 3 (2027) – Design & Const. Admin.	\$19,800	\$47,200
Phase 3 (2027) – Estimated Construction	\$27,400	
Phase 3 (Alt) – LED Monument Sign	\$120,000	\$120,000
Base Design+ Construction Subtotal:		\$674,500
Alt Construction Subtotal:		\$172,000
Potential Total:		\$846,500

Funding Sources

- \$400,000 Abatement Bond**
- \$100,000 Liquor Fund (610)
- \$346,500 General Fund (CIP split between 2 fiscal years)

Abatement Bond**

Included within financing required for the US12 MnDot project, \$400,000 would be pledged towards the construction of the parking lot in the form of 20 year abatement bond. This equates to annual debt service for the parking lot related improvements of \$31,000.

LEGAL: The City’s municipal advisor is assisting the city with the financing arrangements for this project. If directed to move forward, the City Engineering firm, Bolton and Menk would manage the sealed bid process.

STRATEGIC INITIATIVES

- ➔ Foster a Vibrant Downton
 - Historic City Hall serves as the cornerstone

COUNCIL ACTION REQUESTED: Discuss. If deemed appropriate, direct staff and consultants to prepare plans and specifications. Further, direct staff and consultants to seek financing with the city administrator and mayor acting as signatories on behalf of the City.

Alternative Actions

1. Complete mill/overlay of existing parking areas only (estimated at \$55,000)
2. Do nothing.

ATTACHMENTS:

1. Bolton and Menk Proposal for Parking Lot Reconstruction Project



**BOLTON
& MENK**

Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

Ph: (320) 231-3956
Fax: (320) 231-9710
Bolton-Menk.com

21 July 2025

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

RE: Proposal for Historic City Hall Site Improvement Design

Dear Mr. Haggemiller:

We appreciate the opportunity to prepare construction documents and provide part-time construction administration for parking lot improvements identified in Concept A of the 2024 Historic City Hall Schematic Design Recommendations Study. That study identified three (3) concepts for parking expansion at the Historic City Hall site along with associated estimates of development costs. All concepts were developed with consideration of planned improvements along Highway 12. Since completion of that study, the city has mapped topography and prepared a boundary survey for this property.

The attached scope has been developed to allow for installation of improvements over a three-year period to keep costs fiscally responsible with the end goal of providing an expanding parking lot and overlook in character with adjacent streetscape amenities. Our proposed scope, anticipated schedule and proposed fees are included as part of this letter. If the proposal and the attached Terms of Proposal are acceptable, please return one signed copy to verify your acceptance. When signed, this proposal and the attached terms shall constitute the agreement between the City of Howard Lake and Bolton & Menk, Inc.

Thank you for considering and working with Bolton & Menk, Inc., for your engineering needs! Please review the attached documents and contact me at 320-905-3520 or email me at joshua.halvorson@bolton-menk.com if you have questions or concerns.

Sincerely,

Bolton & Menk, Inc

Joshua J. Halvorson, P.E.
City Engineer

Joshua L. Shields, P.L.A.
Principal Landscape Architect

Attachments (3):

Scope of Services

Site Locations Maps (Concept A from 2024 Recommendations Study) + (Mill & Overlay Diagram)

Terms of Proposal

PROJECT UNDERSTANDING

The City of Howard Lake would like to realize phased construction for the parking lot improvements identified in Concept A of the 2024 Historic City Hall Schematic Design Recommendations Study. Bolton & Menk has been asked to prepare an approach that would allow phased construction of features over a three-year period yielding an expanded parking lot with streetscape character blending with similar features in the Downtown along CSAH 12. Part of this effort will include part-time construction administration to ensure implementation occurs per plans and is coordinated with adjacent projects occurring within the community.

SCOPE OF SERVICES

The scope of work in this proposal will include design of features identified as part of Concept A of the Recommendations Study in three identified phases of effort beginning late summer/fall of this year. This effort is expected to include project management, design and development of construction documents for three phases of proposed implementation. An estimate of probable construction cost will be developed as part of Phase 1 efforts to identify overall anticipated project costs along with probable costs for Phase 1 elements. This information will be updated ahead of each phase of construction to ensure alignment with market fluctuations. Each phase of construction includes part-time construction administration by staff familiar with the community.

Task 1 – Phase 1 Improvements (2025)

Bolton & Menk, Inc. will work with city staff and project stakeholders to develop construction documents for the parking lot improvements identified in Concept A of the 2024 Study using survey and boundary information all ready completed by Bolton & Menk. Design elements identified for Phase 2 and 3 implementations will be greyed out for reference of fully intended build-out. Only elements to be included in Phase 1 construction will be left full weight and will be included in the identified Phase 1 Opinion of Probable Costs (OPC). An opinion of probable costs for the entire project; broken out by planned phase implementation will be created as part of this task to confirm anticipated investment through full implementation and to allow for efficient updates of future phase costs based on fluctuations in bidding climate from one year to the next.

Phase 1 improvements will include removals and grading necessary to construct the retaining wall for the expanded parking lot and refined based on survey data and CSAH 12 construction. We are anticipating retaining wall construction to have limited impact on the existing parking lot, though we are aware that geogrid reinforcement will likely be required to support vehicular loading for the finished parking lot. We are anticipating the retaining walls required to support future parking lot expansion to be the costliest features of this project and will be looking at ways to reduce costs and delay final backfill of the walls to the extent possible for public safety while allowing installation of fencing with a future phase.

Bidding of the Phase 1 project will be included as part of this task along with coordination of contract execution with the successful bidder. Bolton & Menk will provide part-time construction administration during implementation and will prepare pay requests and change orders, as needed during Phase 1 construction.

Task 2 – Phase 2 Improvements (2026)

Phase 2 efforts will begin with incorporating changes made during construction into design files for Phase 2. This will include updating anticipated construction costs for remaining items to confirm features for inclusion in Phase 2 implementation. This scope is anticipating that removals of the existing parking lot, backfill for the retaining wall, installation of expanded parking lot paving, along with perimeter sidewalk and adding striping will occur as part of Phase 2 implementation. In addition, we are anticipating that installation of decorative fencing will need to be part of this package to ensure public safety along the perimeter sidewalk and retaining walls. Consideration of milling and overlaying the streets and parking surrounding the businesses west of the Historic City Hall would also occur as part of this phase (5th Street to 8th Avenue extended north).

Bidding of the Phase 2 project will be included as part of this task along with coordination of contract execution with the successful bidder. Bolton & Menk will provide part-time construction administration during implementation and will prepare pay requests and change orders, as needed during Phase 2 construction.

Task 3 – Phase 3 Improvements (2027)

Like initiation of Phase 2, the project team will update design files to incorporate any field changes made during construction of the prior phase of implementation. Phase 3 will comprise remaining features not previously implemented, including electrical conduit and wiring for a future monument sign, landscape plantings, an informational kiosk and any remaining decorative fencing not installed during Phase 2. Depending on overall project costs to date and projected costs for the remaining items to be implemented during Phase 3, Bolton & Menk will coordinate with the city on whether to add in the concrete sign base and back-to-back LED panel monument sign in the landscape area east of the expanded parking lot.

Bidding of the Phase 3 project will be included as part of this task along with coordination of contract execution with the successful bidder. Bolton & Menk will provide part-time construction administration during implementation and will prepare pay requests and change orders, as needed during Phase 3 construction.

Exclusions/Future Services

Consulting services performed other than those authorized under Tasks 1-3 shall not be considered part of Basic Services and may be authorized by Howard Lake as Additional Future Services. Future Services consist of those efforts that are not included as part of this scope’s Basic Services; or exceed the requirements of Basic Services; or are not definable prior to commencement of the project.

Future services:

- + Grant application assistance
- + Geotechnical

SCHEDULE

The effort identified with each task of this scope is split between design and construction and is expected to occur over a three (3) year period. Bolton & Menk, Inc. is proposing the following schedule. ***This schedule will be adjusted based on progression of task deliverables or decisions by the City that may require refined project development.***

Project Schedule		
Task	Finish	
Scope of Services Approval	July	2025
Project Kick-off Discussion	Late July/Early August	
Phase 1a Design and Bidding	August - September	
Phase 1b Construction	October – November	
Phase 2a Design and Bidding	March - May	2026
Phase 2b Construction	June - September	
Phase 3a Design and Bidding	March - May	2027
Phase 3b Construction	June - September	

FEES

Bolton & Menk, Inc. understands the importance of delivering project tasks on time and within budget. We closely monitor our time, budget, and efficiency of our staff to provide value and savings to our clients. We propose to provide the described work on an HOURLY NOT TO EXCEED contract up to a total fee of **\$128,600** split over three years as detailed below. Hours will be billed monthly only for work completed on the project. If the project takes less time, the City will be billed only for hours worked, unless given approval to proceed with additional work outside of this scope of services. Each task is broken down by anticipated hours and associated fee:

Task	Estimated Fees
Task 1: Phase 1a (2025) – Design	\$51,500
Phase 1b (2025) – Const. Admin.	\$29,000
Task 2: Phase 2a (2026) – Design	\$6,400
Phase 2b (2026) – Const. Admin.	\$21,900
Task 3: Phase 3a (2027) – Design	\$6,400
Phase 3b (2027) – Const. Admin.	\$13,400
Total	\$128,600

Bolton & Menk, Inc. understands the need for flexibility with the proposed scope of work. Our scope of services and estimated fee is open to further negotiation. Fees that are normal and customary expenses associated with operating a professional business will not be charged separately. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, and routine expendable supplies; and no separate charges will be made for these activities and materials.

Anticipated Project Fees		Subtotal
Task 1: Phase 1 (2025) – Design & Const. Admin.	\$80,500	\$400,000
Phase 1 (2025) – Estimated Construction	\$319,200	
Task 2: Phase 2 (2026) – Design & Const. Admin.	\$28,300	\$227,300
Phase 2 (2026) – Estimated Construction	\$199,000	
Phase 2 (Alt) – Mill+Overlay Park & Ride Lot	\$52,000	\$52,000
Task 3: Phase 3 (2027) – Design & Const. Admin.	\$19,800	\$47,200
Phase 3 (2027) – Estimated Construction	\$27,400	
Phase 3 (Alt) – LED Monument Sign	\$120,000	\$120,000
Base Design+ Construction Subtotal:		\$674,500
Alt Construction Subtotal:		\$172,000
Potential Total:		\$846,500

Name: Historic City Hall Site Improvements Design

Date: 21 July 2025

Page: 5

ACCEPTANCE

The undersigned represents that it is the City of Howard Lake or has been authorized to accept this Proposal on behalf of the City of Howard Lake. The City of Howard Lake agrees to the Terms and Conditions as stated above and as attached to this Proposal. Unless otherwise replaced or modified by a separately executed, written Agreement, this Proposal shall constitute the full and complete agreement between the City of Howard Lake and Bolton & Menk, Inc.

Accepted by:

Print Name/Title

Signature and Date

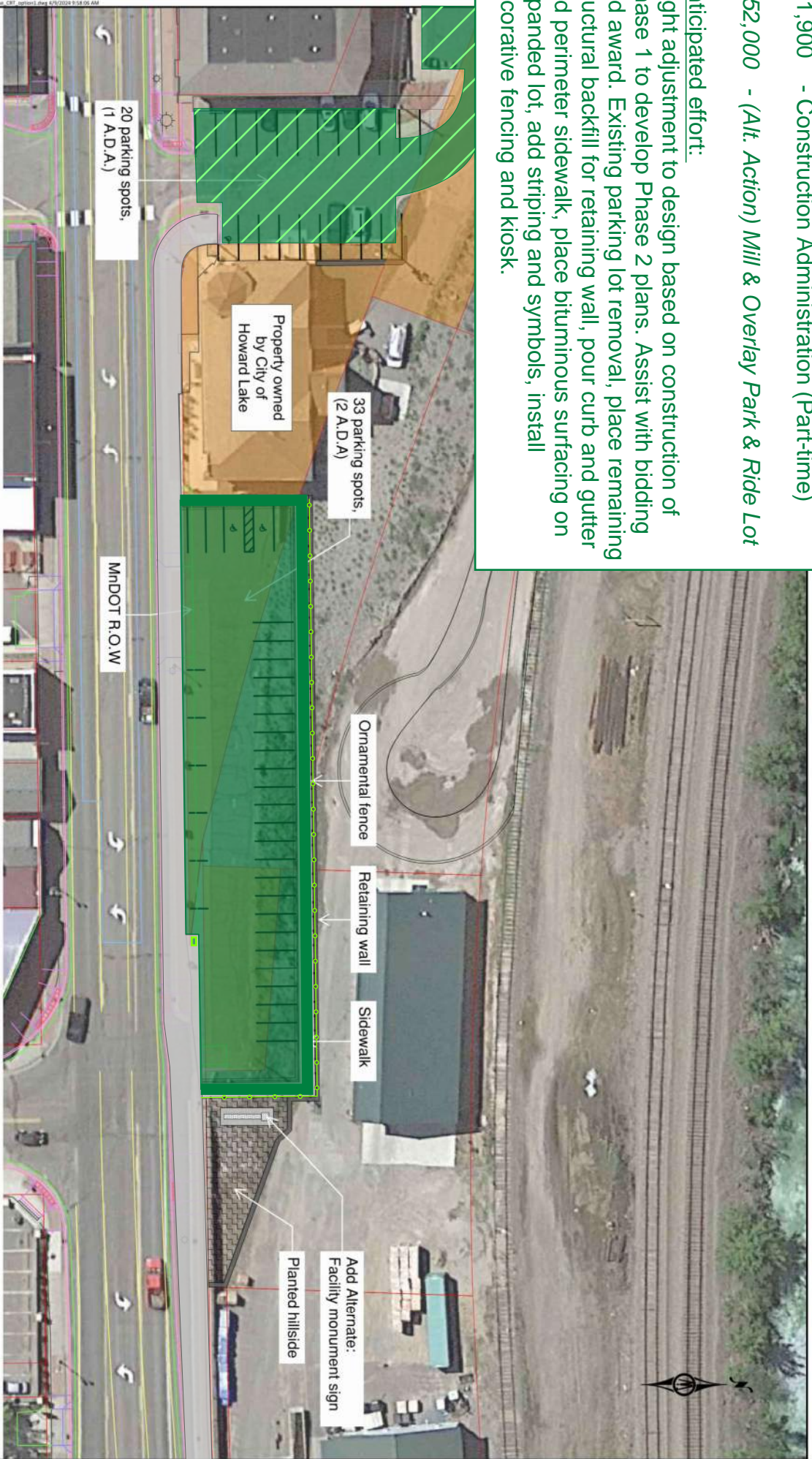
Phase 2

- Design & Engineering \$6,400
- Construction* \$198,600
- Construction Administration (Part-time) \$21,900

*\$52,000 - (Alt. Action) Mill & Overlay Park & Ride Lot

Anticipated effort:

Slight adjustment to design based on construction of Phase 1 to develop Phase 2 plans. Assist with bidding and award. Existing parking lot removal, place remaining structural backfill for retaining wall, pour curb and gutter and perimeter sidewalk, place bituminous surfacing on expanded lot, add striping and symbols, install decorative fencing and kiosk.



PROJECT: HISTORIC CITY HALL PARKING LOT, PHASE 2
 PROJECT LOCATION: 2010 HIGHWAY 17 EAST, HOWARD LAKE, MINNESOTA 55024
 PROJECT OWNER: CITY OF HOWARD LAKE
 PROJECT ARCHITECT: BOLTON & MENK
 PROJECT ENGINEER: JIMMY J. HANSEN
 PROJECT DATE: 04/11/2024

BOLTON & MENK

2010 HIGHWAY 17 EAST
 HOWARD LAKE, MINNESOTA 55024
 WWW.BOLTONMENK.COM

NO.	DATE	DESCRIPTION	BY	CHECKED
1	04/11/2024	CONCEPT A	JH	

CITY OF HOWARD LAKE, MINNESOTA
 HISTORIC CITY HALL PARKING LOT
 CONCEPT A

Phase 3

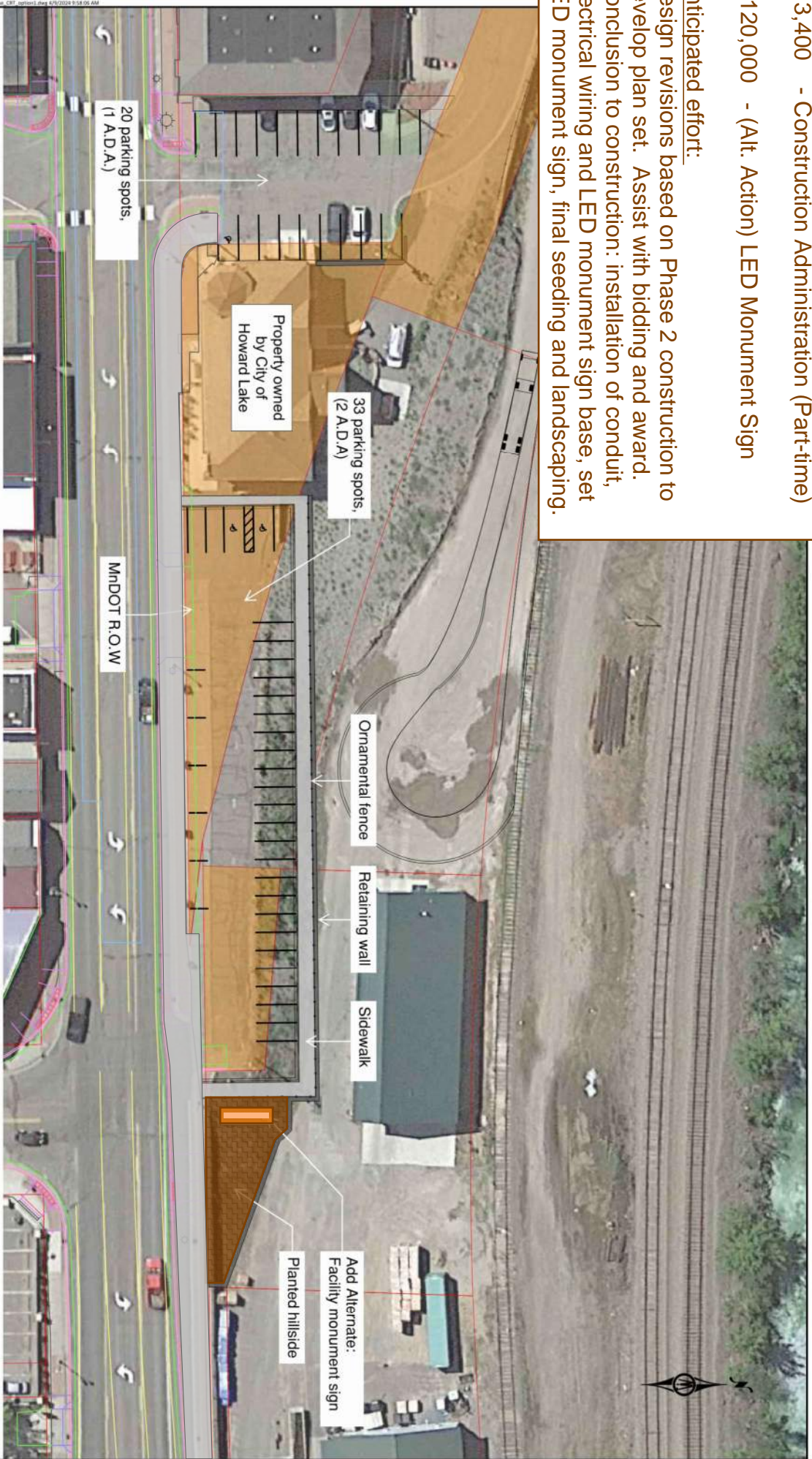
- Design & Engineering \$6,400
- Construction* \$134,000
- Construction Administration (Part-time) \$13,400

*\$120,000 - (Alt. Action) LED Monument Sign

Anticipated effort:

Design revisions based on Phase 2 construction to develop plan set. Assist with bidding and award.

Conclusion to construction: installation of conduit, electrical wiring and LED monument sign base, set LED monument sign, final seeding and landscaping.



PROJECT: HISTORIC CITY HALL PARKING LOT
 PROJECT LOCATION: 2304 HIGHWAY 17 EAST, WILLIAMS, MINNESOTA, 55201
 PROJECT DESCRIPTION: CONCEPT A FOR THE HISTORIC CITY HALL PARKING LOT
 PROJECT NUMBER: 11221635453320123763
 DATE: 04/16/2024
 DRAWN BY: MANDOT/RYM



2304 HIGHWAY 17 EAST
 WILLIAMS, MINNESOTA, 55201
 Email: williamr@bolton-menk.com
 www.bolton-menk.com

DATE	BY	REVISION
04/16/2024	JH	INITIAL DESIGN
04/16/2024	JH	CONCEPT A
04/16/2024	JH	CONCEPT A

CITY OF HOWARD LAKE, MINNESOTA
 HISTORIC CITY HALL PARKING LOT
 CONCEPT A



Hardware Hank
Hardware store

5th St

5th St

5th St

5th St

5th St

5th St

5th St

5th St

5th St

5th St

5th St

5th St

6th St

12

12

12

That Chick
with A Camera

8291

Love INC Heartland
Thrift Store

899

Howard Lake
Wine & Spirits
Liquor store

Eden Medical, Inc

Anderson's
Training School

Maria's Mexican
Restaurant
Mexican

**Terms of Proposal
Bolton & Menk, Inc.**

The accompanying Proposal (hereinafter referred to as "Proposal") is subject to the following terms and conditions. These Terms of Proposal (hereinafter referred to as "Terms") are an integral part of the accompanying Proposal as if stated directly therein. No change or deviation from these Terms will be binding without the written approval of Bolton & Menk, Inc. (BMI). Such changes may require an adjustment in the proposed fee, schedule, or scope of Proposal.

A. Services: BMI proposes to perform the services ("Services") outlined in the Proposal for the stated fee arrangement. Changes required by the CLIENT or other controlling entities (regulatory agencies, contractors, courts, etc.) from the scope or schedule described in the Proposal are "Additional Services" and will be invoiced on an hourly basis in addition to the stated fee arrangement.

B. Information from Client: The CLIENT shall place any and all previously acquired information in its custody at the disposal of BMI for its use. This information should include current site property descriptions (from abstract, title opinion or title commitment); other legal documents affecting the site; copies of previous surveys, maps, utility locates, engineering studies and plans; existing or required soils and geotechnical reports; governmental, regulatory and utility reviews and determinations; and all other pertinent information. BMI may rely on accuracy of CLIENT provided information. CLIENT shall promptly inform BMI of any alleged defects in the Services.

C. Access to Site: The CLIENT will guarantee access to and make all provisions for entry upon public portions of the project and reasonable efforts to provide access to private portions and pertinent adjoining properties as needed for the performance of Services

D. Client Provided Services. BMI's Services do not include legal, insurance counseling, accounting, independent cost estimating, financial advisory or municipal advisor services and the CLIENT shall provide such services as may be required for completion of the project. The CLIENT may hire, at its discretion, when requested by BMI, an independent test company to perform laboratory and material testing services, and soil investigation that can be justified for proper completion of BMI's Services. If CLIENT elects not to hire an independent test company, CLIENT shall provide BMI with guidance and direction on completing those aspects of BMI's Services that require additional testing data.

E. Permits. The CLIENT will obtain any and all regulatory permits required for the proper and legal execution of the Project. BMI will assist CLIENT with permit preparation and documentation to the extent described in the attached Proposal. BMI makes no representations as to acceptability or approvability of the project or permit applications. CLIENT's obligation for payment of fees owed BMI is not contingent upon project approval

F. Standard of Care: Professional services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of BMI's profession currently practicing under similar conditions. **BMI makes no warranties, expressed or implied, or otherwise with respect to any services performed or furnished.**

G. Utilities: Except as otherwise explicitly stated in the proposal, if utility surveys are included in scope of services, utilities will be located from available utility records, utility company locates and surface evidence of underground improvements. Some subsurface improvements may not be disclosed by such methods and CLIENT assumes responsibility for cost of exploratory excavations and other work to assure utility locations.

H. Opinions or Estimates of Project Costs: Where provided by the BMI as part of the Services or otherwise, opinions or estimates of construction cost will generally be based upon public construction cost information. Since BMI has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the CLIENT and BMI does not warrant or guarantee the accuracy of construction cost opinions or estimates.

I. Construction Phase Services: It is agreed that BMI and its representatives shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall BMI have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at any project site, nor for any failure of a contractor to comply with Laws and Regulations applicable to that contractor's furnishing and performing of its work. BMI shall not be responsible for the acts or omissions of any contractor. CLIENT acknowledges that the on-site contractor(s) are solely responsible for construction site safety programs and their enforcement.

J. Ownership of Documents: Drawings and Specifications and all other documents (including electronic and digital versions of any documents) prepared or furnished by BMI are instruments of service in respect to the Project and BMI shall retain an

ownership interest therein. Upon payment of all fees owed to the CONSULTANT, the CLIENT shall acquire a limited license in all identified deliverables (including Reports, Plans and Specifications) for any reasonable use relative to the Project and the general operations of the CLIENT.

K. Reuse of Documents: CLIENT may make and disseminate copies for information and reference in connection with the use and maintenance of the project by the CLIENT. However, such documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Project or on any other project. Any reuse by CLIENT or, any other entity acting under the request or direction of the CLIENT, without written verification or adaptation by BMI for such reuse will be at CLIENT'S sole risk and without liability or legal exposure to BMI and CLIENT shall indemnify and hold harmless BMI from all claims, damages, losses, and expenses including attorney's fees arising out of or resulting from such reuse.

L. Billings and Payments: Payment to BMI will be made by the CLIENT upon billing at intervals not more often than monthly. If CLIENT fails to make any payment for undisputed services and expenses within 45 days after date of the invoice, a service charge of one and one-half percent (1.5%) per month or the maximum rate permitted by law, whichever is less, will be charged on any unpaid balance. In addition, if the CLIENT fails to make payment for undisputed services and expenses within 60 days after the date of the invoice, BMI may, upon giving seven days' written notice to CLIENT, suspend services and withhold project deliverables due until BMI has been paid in full for all past due amounts for undisputed services, expenses and charges, without waiving any claim or right against the CLIENT and without incurring liability whatsoever to the CLIENT

M. Certificates of Insurance: BMI will maintain, at its expense, statutory worker's compensation insurance coverage, automobile liability insurance, commercial general liability insurance and professional liability coverage for claims arising from bodily injury, death or property damage which may arise from the negligent performance by BMI or its employees. BMI will, upon request, furnish Certificates of Insurance documenting terms of coverages. BMI will not be required to extend coverages beyond those which are usual and customary for similar firms practicing similar surveying and engineering services unless BMI is reimbursed for additional premium expenses.

N. INDEMNIFICATION OF CLIENT: BMI shall indemnify and hold harmless CLIENT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from claims or actions relating to the proposed services, provided that any such claim, action, loss, damages, or judgment is attributable

to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts and omissions of BMI or its employees, agents, or subconsultants.

O. INDEMNIFICATION OF BMI: CLIENT shall indemnify and hold harmless BMI from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from claims or actions relating to the proposed services, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts and omissions of the CLIENT or its employees, agents, or other consultants

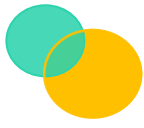
P. Waiver of Claims: To the fullest extent permitted by law, Client and BMI waive against each other, and the other's employees, partners, officers, agents, insurers, and subcontractors, claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or any way related to this Proposal and the Services, from any cause or causes. CLIENT waives claims against BMI individual employees and agrees any claim, demand or suit shall be asserted only against the BMI corporate entity.

Q. Jurisdiction and Dispute Resolution: All agreements executed for performance of the Services are to be governed by the law of the State of Minnesota. Any claims or disputes made during or after the performance of services between BMI and the CLIENT shall first be submitted to mediation for resolution prior to bringing an action in a court of competent jurisdiction.

R. Agreement: If the Proposal is accepted, the CLIENT and BMI will enter into an Agreement incorporating the accompanying Proposal, these Terms and such additional terms and conditions as may be mutually acceptable to BMI and CLIENT. In the absence of a separate, executed written agreement, the accompanying Proposal and these Terms of Proposal shall constitute the whole and complete agreement between BMI and the CLIENT.

S. Termination of Services: Any agreement created as provided herein may be terminated by the CLIENT or BMI should the other fail to perform its obligations hereunder; or, by BMI if the presence of an unknown or undisclosed federally, state or locally regulated hazardous material is encountered. In the event of termination, the CLIENT shall pay BMI for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

T. Withdrawal of Proposal: This Proposal constitutes a non-binding offer to perform services and BMI reserves the right to withdraw or modify this proposal, without liability to the CLIENT, at any time prior to execution of a signed agreement.



DDA

David Drown Associates, Inc.
Public Finance Advisors

Cologne Office:
10555 Orchard Road
Cologne, MN 55322
(952) 356-2992
shannon@daviddrown.com

July 17, 2025

City of Howard Lake
Nick Haggenmiller, City Administrator
P.O. Box 736
Howard Lake, MN 55349

RE: Highway 12 & Event Center Project Financing

Honorable Mayor, Council Members, and Administrator Haggenmiller:

MNDOT is in the process of implementing various street and utility improvements on Highway 12 for which the City has received an invoice for \$721,396.76 for its share of the project costs. Additionally, staff has reviewed various alternatives for a phased plan to implement parking lot improvements at the City's South Shore Event Center. The Council will be asked to consider two action items at the July 21 meeting related to funding for these two projects.

Highway 12 Project:

In 2024 the City Council adopted a Street Reconstruction Plan that provides for the financing of the Highway 12 improvements through the issuance of General Obligation Street Reconstruction Bonds. I have attached a preliminary bond cashflow with a conservative estimate of interest rate for Council review. I would recommend the use of the Minnesota Rural Water Loan programs for the project financing as they provide an opportunity to reduce issuance costs and implement project financing in an efficient manner to fund the payment request made by MNDOT. Based on the attached cashflow (Exhibit A), the average annual debt service levy (including statutory debt coverage) would be approximately \$63,500 per year starting with collection year 2026.

If the Council would like to proceed with implementing the project financing as recommended, I would request that staff be authorized to submit a funding application to Minnesota Rural Water. An interest rate would then be fixed by the program lender, and a resolution authorizing the sale of bonds would be prepared for consideration at the August city council meeting.

South Shore Event Center Parking Project:

Staff has been exploring a phased approach to improving parking at the South Shore Event Center. A Phase 1 cost estimate for an approximately \$400,000 project has been discussed for consideration by the City Council. If determined to be appropriate to proceed, and if we have a high level of confidence in the cost estimate in advance of bidding, it would be possible to include the \$400,000 in funding with the proposed Highway 12 Project financing.

The statutory authority for the issuance of debt would be tax abatement authority which would require a public hearing and the identification of benefited parcels as part of the notification process, which is the same process used for the event center renovation funding that was put in place in 2018.

I have attached a second bond cash flow (Exhibit B), which includes \$400,000 in project costs for the parking project (Phase 1). The average annual debt service for both projects is approximately \$99,500 per year (including statutory debt coverage). If determined to be

appropriate to proceed, the second action item would be to call for a public hearing on the proposed tax abatement pledge and issuance of bonds that would be held at the August meeting.

Thank you for your time and consideration of this material. Please feel free to contact me if you would like to discuss this information in additional detail.

Sincerely,

A handwritten signature in cursive script that reads "Shannon Sweeney". The signature is written in a light gray or blue ink.

Shannon Sweeney, Associate
David Drown Associates, Inc.

\$740,000
General Obligation Street Reconstruction & Tax Abatement Bonds, Series 2025B

Uses of Funds

MNDOT Invoice Hwy 12 Project		721,396.79
Parking Lot Project		-
Total Project Costs		721,396.79
Underwriter's Discount Allowance	0.000%	-
Unused Underwriter's Discount Allowance		-
MN Rural Water Program Fee & Abatement		20,250.00
Bond Counsel		-
Pay Agent/Registrar		-
Printing & Misc		-
Rating Agency Fee		-
Capitalized Interest		-
Accrued Interest		-
Rounding		-
		<u>741,646.79</u>

Sources of Funds

Bond Issue	740,000.00
Construction Fund Earnings	1,646.79
Cash Contribution	-
	<u>741,646.79</u>

Payment Schedule & Cashflow

		<i>Payment Schedule</i>		Payment Total	plus 5% Coverage
12-Month Period ending	Principal	Interest Rate	Interest		
9/1/2025	-	-	-	-	-
2/1/2026	-	5.00%	-	-	-
2/1/2027	8,000	5.00%	52,417	60,416.67	63,438
2/1/2028	24,000	5.00%	36,600	60,600.00	63,630
2/1/2029	25,000	5.00%	35,400	60,400.00	63,420
2/1/2030	26,000	5.00%	34,150	60,150.00	63,158
2/1/2031	28,000	5.00%	32,850	60,850.00	63,893
2/1/2032	29,000	5.00%	31,450	60,450.00	63,473
2/1/2033	30,000	5.00%	30,000	60,000.00	63,000
2/1/2034	32,000	5.00%	28,500	60,500.00	63,525
2/1/2035	34,000	5.00%	26,900	60,900.00	63,945
2/1/2036	35,000	5.00%	25,200	60,200.00	63,210
2/1/2037	37,000	5.00%	23,450	60,450.00	63,473
2/1/2038	39,000	5.00%	21,600	60,600.00	63,630
2/1/2039	41,000	5.00%	19,650	60,650.00	63,683
2/1/2040	43,000	5.00%	17,600	60,600.00	63,630
2/1/2041	45,000	5.00%	15,450	60,450.00	63,473
2/1/2042	47,000	5.00%	13,200	60,200.00	63,210
2/1/2043	50,000	5.00%	10,850	60,850.00	63,893
2/1/2044	53,000	5.00%	8,350	61,350.00	64,418
2/1/2045	56,000	5.00%	5,700	61,700.00	64,785
2/1/2046	58,000	5.00%	2,900	60,900.00	63,945
	740,000		472,217	1,212,216.67	1,272,828

Bond Details

Set Sale Date	
Sale Date	TBD
Dated Date	9/1/2025
Closing Date	9/1/2025
1st Interest Payment	8/1/2026
Proceeds spent by:	12/31/2027
	<i>to Dated Date</i>
Purchase Price	740,000.00
Net Interest Cost	472,216.67
Net Effective Rate	5.0000%
Average Coupon	5.0000%
Yield	TBD
Average Life	12.7626
Call Option	2/1/2032
Purchaser	Preliminary - MN Rural Water Loan Program
Bond Counsel	Taft
Pay Agent	City of Howard Lake
Tax Status	Tax Exempt, Bank Qualified
Continuing Disclosure	Audits within 180 days
Rebate	Small Issuer Exemption
Statutory Authority	M.S. 469 & 475

		<i>Pledged Revenues</i>			<i>Account Balances</i>	
Collection Year	Tax Levy	Debt Coverage	Other Revenues	Surplus (deficit)	Account Balance	
			Capitalized & accrued interest >	-	-	
2025	-	-	-	-	-	
2026	63,438	-	-	-	-	
2027	63,630	-	-	-	-	
2028	63,420	-	-	-	-	
2029	63,158	-	-	-	-	
2030	63,893	-	-	-	-	
2031	63,473	-	-	-	-	
2032	63,000	-	-	-	-	
2033	63,525	-	-	-	-	
2034	63,945	-	-	-	-	
2035	63,210	-	-	-	-	
2036	63,473	-	-	-	-	
2037	63,630	-	-	-	-	
2038	63,683	-	-	-	-	
2039	63,630	-	-	-	-	
2040	63,473	-	-	-	-	
2041	63,210	-	-	-	-	
2042	63,893	-	-	-	-	
2043	64,418	-	-	-	-	
2044	64,785	-	-	-	-	
2045	63,945	-	-	-	-	
	1,272,828	-	-		-	

\$1,145,000
General Obligation Street Reconstruction & Tax Abatement Bonds, Series 2025B

Uses of Funds

MNDOT Invoice Hwy 12 Project		721,396.79
Parking Lot Project		400,000.00
Total Project Costs		1,121,396.79
Underwriter's Discount Allowance	0.000%	-
Unused Underwriter's Discount Allowance		-
MN Rural Water Program Fee & Abatement		24,600.00
Bond Counsel		-
Pay Agent/Registrar		-
Printing & Misc		-
Rating Agency Fee		-
Capitalized Interest		-
Accrued Interest		-
Rounding		-
		<u>1,145,996.79</u>

Sources of Funds

Bond Issue	1,145,000.00
Construction Fund Earnings	996.79
Cash Contribution	-
	<u>1,145,996.79</u>

Payment Schedule & Cashflow

		<i>Payment Schedule</i>		Payment Total	plus 5% Coverage
12-Month Period ending	Principal	Interest Rate	Interest		
9/1/2025	-	-	-	-	-
2/1/2026	-	5.00%	-	-	-
2/1/2027	10,000	5.00%	81,104	91,104.17	95,659
2/1/2028	37,000	5.00%	56,750	93,750.00	98,438
2/1/2029	39,000	5.00%	54,900	93,900.00	98,595
2/1/2030	41,000	5.00%	52,950	93,950.00	98,648
2/1/2031	43,000	5.00%	50,900	93,900.00	98,595
2/1/2032	45,000	5.00%	48,750	93,750.00	98,438
2/1/2033	47,000	5.00%	46,500	93,500.00	98,175
2/1/2034	49,000	5.00%	44,150	93,150.00	97,808
2/1/2035	52,000	5.00%	41,700	93,700.00	98,385
2/1/2036	55,000	5.00%	39,100	94,100.00	98,805
2/1/2037	57,000	5.00%	36,350	93,350.00	98,018
2/1/2038	60,000	5.00%	33,500	93,500.00	98,175
2/1/2039	64,000	5.00%	30,500	94,500.00	99,225
2/1/2040	67,000	5.00%	27,300	94,300.00	99,015
2/1/2041	70,000	5.00%	23,950	93,950.00	98,648
2/1/2042	74,000	5.00%	20,450	94,450.00	99,173
2/1/2043	78,000	5.00%	16,750	94,750.00	99,488
2/1/2044	82,000	5.00%	12,850	94,850.00	99,593
2/1/2045	85,000	5.00%	8,750	93,750.00	98,438
2/1/2046	90,000	5.00%	4,500	94,500.00	99,225
	<u>1,145,000</u>		<u>731,704</u>	<u>1,876,704.17</u>	<u>1,970,539</u>

Bond Details

Set Sale Date	
Sale Date	TBD
Dated Date	9/1/2025
Closing Date	9/1/2025
1st Interest Payment	8/1/2026
Proceeds spent by:	12/31/2027
	<i>to Dated Date</i>
Purchase Price	1,145,000.00
Net Interest Cost	731,704.17
Net Effective Rate	5.0000%
Average Coupon	5.0000%
Yield	TBD
Average Life	12.7809
Call Option	2/1/2032
Purchaser	Preliminary - MN Rural Water Loan Program
Bond Counsel	Taft
Pay Agent	City of Howard Lake
Tax Status	Tax Exempt, Bank Qualified
Continuing Disclosure	Audits within 180 days
Rebate	Small Issuer Exemption
Statutory Authority	M.S. 469 & 475

		<i>Pledged Revenues</i>			<i>Account Balances</i>	
Collection Year	Tax Levy	Debt Coverage	Other Revenues	Surplus (deficit)	Account Balance	
			Capitalized & accrued interest >	-	-	
2025	-	-	-	-	-	
2026	95,659	-	-	-	-	
2027	98,438	-	-	-	-	
2028	98,595	-	-	-	-	
2029	98,648	-	-	-	-	
2030	98,595	-	-	-	-	
2031	98,438	-	-	-	-	
2032	98,175	-	-	-	-	
2033	97,808	-	-	-	-	
2034	98,385	-	-	-	-	
2035	98,805	-	-	-	-	
2036	98,018	-	-	-	-	
2037	98,175	-	-	-	-	
2038	99,225	-	-	-	-	
2039	99,015	-	-	-	-	
2040	98,648	-	-	-	-	
2041	99,173	-	-	-	-	
2042	99,488	-	-	-	-	
2043	99,593	-	-	-	-	
2044	98,438	-	-	-	-	
2045	99,225	-	-	-	-	
	<u>1,970,539</u>	-	-		<u>-</u>	

Member _____ introduced the following resolution and moved its adoption:

CITY OF HOWARD LAKE, MINNESOTA

RESOLUTION NO. 25-21

**RESOLUTION CALLING FOR A PUBLIC HEARING REGARDING
TAX ABATEMENT IN CONNECTION WITH CERTAIN PUBLIC PROJECTS**

BE IT RESOLVED By the City Council (the “Council”) of the City of Howard Lake, Wright County, Minnesota (the “City”) as follows:

Section 1. Background.

1.01. The City intends to undertake certain improvements in the community to improve parking for the Historic City Hall structure that contains the municipal liquor store and meeting and event space (the “Project”) within the jurisdiction of the City.

1.02. In order to finance the costs of the Project, the City is considering authorizing a property tax abatement (the “Abatement”) and issuing general obligation tax abatement bonds, pursuant to Minnesota Statutes, Sections 469.1812 through 469.1815, as amended (the “Abatement Act”).

1.03. Under Section 469.1813, Subdivision 5 of the Abatement Act, the City must hold a public hearing prior to approval of the Abatement and issuance of bonds.

1.04. The Council has determined to hold the required public hearing and consider the terms of the Abatement and the issuance of bonds.

Section 2. Public Hearing.

2.01. The Council directs City staff and consultants to determine the terms of the Abatement and to prepare an Abatement resolution for consideration by the Council at a public hearing on August 18, 2025. The total estimated amount of the Abatement is \$410,000, to be collected over a term of up to 20 years.

2.02. The City Administrator is authorized and directed to publish a notice in a newspaper of general circulation in the City announcing a public hearing on the Abatement before the Council on August 18, 2025, at or after 7:00 p.m. at the Howard Lake City Hall. The notice shall be published at least once, more than 10 days but less than 30 days before the public hearing and shall be in substantially the form attached as Exhibit A to this Resolution.

Adopted by the City Council of the City of Howard Lake, Minnesota the 21st day of July
2025.

Mayor

ATTEST:

City Administrator

EXHIBIT A

**NOTICE OF PUBLIC HEARING ON TAX
ABATEMENT AND ISSUANCE OF BONDS**

NOTICE IS HEREBY GIVEN that the City Council of the City of Howard Lake, Minnesota (the “City”) will meet at or after 7:00 p.m. on Monday, August 18, 2025, in the City Council Chambers of Howard Lake City Hall, located at 625 8th Avenue, Howard Lake, Minnesota, to conduct a public hearing to consider granting a property tax abatement (the “Abatement”) under Minnesota Statutes, Sections 469.1812 through 469.1815, as amended, to finance the costs of the Historic City Hall Parking Project, which improvements will benefit certain property in the City (the “Property”). The Properties are described as follows:

INSERT PARCEL IDENTIFICATION NUMBERS HERE

The total amount of the proposed Abatement is estimated to be \$410,000, collected over a period of up to 20 years.

A draft copy of the Abatement resolution containing the terms of the Abatement will be on file at City Hall and available for public inspection on and after the date of this notice. Any person wishing to express an opinion on matters to be considered at the public hearing will be heard orally or in writing.

Dated: July 21, 2025.

CITY OF HOWARD LAKE, MINNESOTA

/s/ _____
City Administrator



HOWARD LAKE CITY COUNCIL MEETING

July 21, 2025

AGENDA ITEM: Consider Approving Quotes and Repairs at Water Treatment Plant.

SECTION: New Business

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

BACKGROUND: The City is in process of design development of a new water treatment plant. The current WTP has met its expected useful life and has limitations due to daily treatment capacity. A utilities workshop held in June by council provided an update to funding, financing and project development efforts. The general consensus was to continue moving forward with plan and project development for a new water treatment plant. However, staff and consultants were also encouraged to complete an assessment of the current water treatment plant ensure safe and continuous treatment of water until a new WTP is brought online.

Upon review or completion of the assessment, the electrical panel/control panel and filter media were identified as necessary replacements for this purpose. Separately, various repairs and replacements have been completed including replacing water and chemical feed pumps. Also noted, quotes are yet-to-be-received for media replacement. Therefore, the scope of work is proposed currently is for control panels. Multiple quotes were received. Automatic Systems Co is the recommended vendor with a quote of \$24,604.

At a future council meeting, quotes will be brought back for media replacement, estimated at \$25,000 - \$50,000.

FINANCIAL: The attached quote totals \$24,604 to be paid from Fund 602/Water Fund.

LEGAL: Consistent with Minnesota Statutes surrounding purchasing, multiple quotes (not sealed bids) were received for this project.

STRATEGIC INITIATIVE: → Deliver High Quality Reliable Public Services

COUNCIL ACTION REQUESTED: Approve replacement of control panels

ATTACHMENTS:

1. City Engineer Memo
2. Quote for Controllers



Real People. Real Solutions.

MEMORANDUM

Date: July 17th, 2025

To: Nick Haggemiller - City Administrator
Honorable Mayor Zimmerman & Council
625 8th Ave
Howard Lake, MN 55349

From: Josh Halvorson, P.E. - City Engineer
Jennifer Selchow, P.E. - Principal Engineer

Subject: Existing Water Treatment Plant Update
Howard Lake
BMI Project No.: OW1.130734

The Howard Lake Existing Water Treatment Plant is facing significant challenges due to aging infrastructure, outdated systems, and a lack of capacity to meet growing demand. To ensure the continued delivery of safe, high-quality water to the community, City Staff and Bolton & Menk have designed a new water treatment plant. Unfortunately, a new facility is expensive and takes years to construct and we need to keep our existing facility operating until then.

Following our June 10th Council workshop, we reviewed the existing water treatment plant with City Staff to identify needed improvements within the existing plant to sustain operations through this time. We are recommending the replacement of two critical components to be as cost effective as possible:

Electrical and Controls

Automatic Systems and In Control visited the site and gave their opinion on the system and proposed improvements. The existing controller, Square D SyMax 300 PLC, was discontinued in 2000 and it would be nearly impossible to service should there be a failure. Each integrator provided a proposal to replace the required equipment as shown in the table below.

Integrator	Total Cost
Automatic Systems Co.	\$24,604
In Control, Inc.	\$49,046

Filter Media

Bolton & Menk, in collaboration with City Staff, conducted an assessment to measure the approximate depth of the filter media. Due to difficulties in fully draining the system, precise measurements were challenging; however, estimates indicate that each cell is approximately 3–4 inches short compared to the design specifications, which call for 10 inches of anthracite. This suggests that up to 40% of the top layer of media may be missing, a critical issue that should be addressed promptly to prevent potential impacts on water quality.

We are currently seeking quotes from MN Mechanical and Gridor Construction to purchase, wash, disinfect, and install the new filter media. Unfortunately, we have not received these quotes for the council to review. BMI estimates a range of \$25,000 to \$50,000 for these improvements depending on total media needs in the filter beds. This will be brought forth at the next council meeting.

City Staff and Bolton & Menk are recommending moving forward with the correction of both these systems as presented for continued operation and reliability of the existing plant. Upon receiving the quotes per the attached, we recommend working with Automatic Systems Co. for the control improvements. We will consider the installation of the filter media at the existing water treatment plant at the next council meeting.

The timeline for the controls, due to the availability of certain electrical components, can be a timely matter and we recommend approving this item for consideration to complete the proposed improvements as presented by this fall. The filter media improvements we would also anticipate having completed yet this summer or early fall as well.

Attachments:

- Control Quotes

Mr. Jared Merges
City of Howard Lake
625 8th Ave PO Box 736
Howard Lake, MN 55349

July 1, 2025

SUBJECT: Howard Lake, MN – Water Treatment Plant SCADA Related Upgrades Rev. A.

Mr. Merges,

We are pleased to offer the following proposal to upgrade the existing and obsolete Programmable Logic Controller (PLC), and Operator Interface Terminal (OIT) currently in use at the Water Treatment Plant.

Water Plant Control Panel

A One (1) **MicroLogix Family PLC**, with ethernet and serial ports for installation in place of the existing and obsolete Symax PLC currently in use in the existing Water Plant Control Panel.

Please note, the function of the above PLC will also remove the existing SLC PLC.

B Four (4) **MicroLogix Family I/O Modules**, for installation with the above PLC and as necessary to migrate all existing I/O functions.

C One (1) **PanelView**, with 6.5" display, for installation in place of the existing and antiquated Operator Interface Terminal in the Water Plant Control Panel Door.

D One (1) **Professional Services**, to include but not limited to the following:

1. Field modifications, as necessary to remove the existing Symax & SLC series PLCs, including the OIT.
2. Field modifications as necessary to install the above PLC, and OIT in their place.
3. Programming services as necessary create PLC and PanelView programs enabling operation of the existing Water Treatment Plant with the above components. (please note this includes programming modifications to accommodate the removal of the existing SLC PLC)
4. Engineering services, as necessary to provide a complete bill of materials with PLC I/O drawings and copies provided for insertion in the existing O&M manuals.
5. Startup service, as necessary to verify the above installation is functioning as intended.
6. Onsite training, as necessary to train city staff on the functions of the new components.



Corporate Office
651.631.9005
2400 W County Rd. D
St. Paul, MN 55112



Branch Office
515.232.4770
2740 Ford St.
Ames, IA 50010

Please note, this does not include any modifications to the existing Tonka Control Panel. In addition, the above PLC and PanelView have the ability to be repurposed for use with a future project.

Your net price for Items A through D, FOB factory with **freight allowed** to jobsite including one (1) year warranty from date of startup (not to exceed 18 months from date of shipment)..... **\$24,604.00 PLUS TAX (or exempt with ST3 form).**

Magnetic Flow Meters

E Three (3) **Magnetic Flow Meter**, with integral electronics, 4-20mA output, including stainless steel grounding rings:

1. **Well No. 3 Influent**, 6" diameter for installation by others in place of the existing prop meter.
2. **Water Treatment Plant Effluent**, 6" diameter for installation by others in place of the existing prop meter.
3. **Well No. 3 & Well No. 4 / Combined Influent**, 8" diameter for installation by others in place of the existing prop meter.

Please note, this does not include installation, startup, or spool pieces.

Your net price for Items E, FOB factory with **freight allowed** to jobsite including one (1) year warranty from date of startup (not to exceed 18 months from date of shipment)..... **\$9,694.00 PLUS TAX (or exempt with ST3 form).**

Clamp-On Flow Meters

F Three (3) **Clamp-On Flow Meter**, complete with transmitter and mounting hardware:

1. **Well No. 3 Influent**, for use with a 6" diameter pipe.
2. **Water Treatment Plant Effluent**, for use with a 6" diameter pipe.
3. **Well No. 3 & Well No. 4 / Combined influent**, for use with an 8" diameter pipe.

Please note, this does not include installation, or startup.

Your net price for Items F, FOB factory with **freight allowed** to jobsite including one (1) year warranty from date of startup (not to exceed 18 months from date of shipment)..... **\$20,311.00 PLUS TAX (or exempt with ST3 form).**



Corporate Office
651.631.9005
2400 W County Rd. D
St. Paul, MN 55112



Branch Office
515.232.4770
2740 Ford St.
Ames, IA 50010

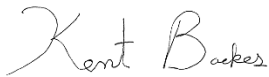
The above price for Items A through F **does not** include any:

1. Sales or use taxes.
2. Bond costs.
3. License fees or permits of any kind.
4. Hardware or software not outlined above.
5. Installation of any kind other than outlined above "D".
6. Installation or startup of flowmeters.
7. Tariff related escalation.

Thank you very much for the opportunity of providing you with the above proposal, should you wish to proceed with an order please sign on the space provided below and return a copy to this office.

We look forward to hearing from you, should you have any questions please don't hesitate to give me a call.

Sincerely,



Kent Backes
Automatic Systems Company

Accepted by: _____ Date: _____

Items Accepted: _____ Purchase Order No: _____

Purchase Order Amount: _____



Corporate Office
651.631.9005
2400 W County Rd. D
St. Paul, MN 55112



Branch Office
515.232.4770
2740 Ford St.
Ames, IA 50010



In Control, Inc.
5301 E River Rd, Suite 108
Fridley, MN 55421

PROPOSAL # QR25033101-02

To: Bolton & Menk Engineering

Date: June 26, 2025

From: Curt Kattleman

Valid: 30 days

Page: 1 of 4

Attn: Jennifer Selchow

Re: Howard Lake, MN Controls Upgrades

In Control, Inc. is pleased to provide our proposal for materials and services as part of the project referenced above.

This proposal is based upon documents received from and discussions with Jennifer Selchow of Bolton & Menk and our Site Visit on March 06, 2026.

The goal of this project is to reduce the Water Treatment Plant's risk of major failure while the city is planning for a larger system upgrade to the plant in the near future. The path to accomplishing this includes removal of old, discontinued, obsolete main processor equipment and installing brand new components. Reprogramming will be required as the existing program cannot be used with any updated equipment.

The System controls include the following services and critical components that should be replaced or added:

1. WTP Main Control Panel (MCP):
 - a. The existing Plant Controller (PLC) is a Square D SyMax 300 PLC, which was discontinued many years ago and would be difficult or impossible to service. Our proposal includes replacement with an Allen-Bradley CompactLogix 5000 system. The replacement will require field verification of all I/O by an In Control engineer or technician, and in-depth discussion with WTP personnel to document all operational details as the backbone for the new programming.
 - b. There is an existing Allen-Bradley model SLC5/03 PLC (discontinued in 2018) which communicates with the Radio linked to the Fairgrounds Tower. This PLC will be eliminated and the Radio connected directly to the new PLC via a serial connection module.
 - i. Note that the existing MDS 9810 Radios at the WTP and Fairgrounds Tower are obsolete. Due to the excellent lifespan reliability of these radios, we are not including replacement in this proposal. It would be prudent to carry a spare, which can be obtained from several online sources.
 - c. In conjunction with the PLC replacement, a new Operator Interface Terminal (OIT) is required. Our proposal includes an Allen-Bradley color touchscreen Terminal with system graphics, trending, alarming and remote access capability. The OIT will be mounted in an enclosure



- external to the MCP, due to insufficient room available on the MCP door. Coordination with and assistance from Plant Maintenance or other qualified electrical installer will be required.
- d. An Ethernet Switch will be added to the control panel to connect the PLC and OIT.
2. Fairgrounds Water Tower Control Panel:
 - a. The existing Allen-Bradley MicroLogix 1400 PLC program will be modified for communications with the new WTP Main Control Panel PLC.

Professional Engineering Services as the System Integrator

- A. One project manager will be assigned as a primary point of contact through project completion
- B. A project team consisting of up to (3) engineers will be assigned to the project
- C. Engineering review meetings will be conducted on a timely basis as required
- D. Industry best practices, proven control approaches and standardized objects will be implemented in the design, configuration, and development of the system
- E. PLC and OIT Programming is included and will be tested prior to start up
- F. Existing Drawings will be red-lined only, no new drawings will be provided
- G. Field installation of quoted components internal to existing Control Panels will be provided by In Control. Installation of new Panels and wired connections (OIT Panel, Ethernet connection between MCP and Filter panels) will require assistance from Plant Maintenance or other qualified installer

Proposal Summary

The price for all items above is \$ 49,046 USD net total excluding sales and use taxes (the “Net Total Pricing”). Freight is included, FOB shipping point. Submittal and Equipment delivery dates will be scheduled to meet project substantial completion date or project milestones when stated. Any taxes, where applicable, will be reimbursed and paid to In Control as they are incurred. Quoted pricing does not include any tariff estimates. If tariffs are implemented that affect the cost of the above quoted materials, the tariff cost will be communicated and reimbursement paid to In Control as they are incurred.

TERMS: 20% upon order, 70% upon delivery, and 10% upon onsite startup.

EXCLUSIONS:

Our proposal does not include the following:

- Bonding, Permits, Licenses, or Fees of any kind
- Field installation of equipment, enclosures, instrumentation, or other products furnished, except as specifically stated
- Fasteners or mounts, wire, raceway, or fittings required for field installed products
- Termination of any field wiring such as line power, control signals, instrumentation, etc.
- Normal and customary items furnished or provided by a general or electrical contractor
- Electrical Studies, Tests, or Inspections that are not detailed in this proposal
- Network Media or Testing that are not defined in the scope of work detailed in this proposal
- Any equipment or services that are not defined in the scope of work detailed in this proposal
- Shipping costs to locations other than the primary project site

Thank you in advance for the consideration of our offer and for the opportunity to work together. Should you have any questions regarding this proposal, please contact me directly at your convenience. I look forward to hearing from you soon to secure and coordinate this project. This proposal is valid for thirty (30) days.

Best Regards,

Curt Kattleman

Technical Sales Engineer

Mobile: 507.884.4190

Office: 763.783.9500

E-Mail: curt.kattleman@incontrol.net

Butch Schneider

Estimator

Mobile: 612.799.9017

Office: 763.783.9500 x2003

E-Mail: butch.schneider@incontrol.net

ACCEPTANCE: To accept this proposal please return a signed copy with purchase order. Thank you!

Signature: _____

Purchase Order: _____

Print Name: _____

Date: _____

Title: _____

Proposal Number: QR25033101-02

Standard Terms and Conditions of Sale

- 1. ENTIRE AGREEMENT** – These Standard Terms and Conditions of Sale (“Terms”) govern the goods and attendant services (“Work”) that In Control, Inc. (“In Control”) will provide to Purchaser pursuant to In Control’s Proposal attached hereto (“Proposal”). The Proposal, along with these Terms, constitute the sole and entire agreement between the parties with respect to the Work (the “Order”). This Order supersedes all prior understandings, discussions, representations, and warranties, both written and oral, regarding the Work. If Purchaser’s internal systems require it to issue a separate purchase order to accept this Order, then any additional or conflicting terms in Purchaser’s purchaser order are expressly rejected and will not in any way amend, alter, change, or negate these Terms. No change or modification to this Order is effective unless in writing and signed by each party.
- 2. TERMINATION** – Either party may terminate this Order for cause if the other party (i) materially breaches this Order; (ii) becomes insolvent or admits its inability to pay its bills as they become due; or (iii) files for or is forced into a bankruptcy, receivership, or liquidation. The party seeking to terminate this Order for cause will give the other party fourteen (14) days’ written notice and the other party will have 14 days to cure the stated default(s). If Purchaser desires to terminate this Order for its own convenience before final completion of the Work, Purchaser may do so, provided that Purchaser pays In Control (i) for all Work provided at In Control’s published rates before the termination date, (ii) all reimbursable expenses incurred before the termination date, (iii) for all equipment ordered before the termination date, and (iv) an early termination fee equal to ten percent (10%) of the remaining Work to be performed as of the termination date.
- 3. ATTORNEYS’ FEES** - If either party files a lawsuit to enforce this Order, the prevailing party in such lawsuit will be entitled to recover from the other party its reasonable attorneys’ fees, costs, and expenses incurred in connection with such lawsuit, as well as any appeal or enforcement of any judgment arising from the lawsuit.
- 4. INDEMNIFICATION / INSURANCE** - Purchaser will defend, indemnify, and hold harmless In Control from and against all claims, actions, proceedings, costs, expenses, losses and liability, including all reasonable attorneys’ fees, costs and expenses, arising out of or relating to goods or services not provided by In Control pursuant to this Order. These obligations include, but are not limited to, all product liability, personal injury, death, or property damage claims. These obligations will survive the termination or completion of the Work. Each party is responsible for obtaining and maintaining appropriate insurance coverages and endorsements necessary to ensure the provisions of this paragraph and other insurable obligations under this Agreement while the Work is being performed and for a reasonable time thereafter.
- 5. WAIVER OF CONSEQUENTIAL DAMAGES / LIMITATION OF LIABILITY** - In no event will In Control be liable in contract, tort, strict liability, warranty or otherwise, for any special, incidental or consequential damages, such as delay, disruption, loss of product, loss of anticipated profits or revenue, loss of use of the equipment or system, non-operation or increased expense of operation of other equipment or systems, cost of capital, or cost of purchase or replacement equipment systems or power incurred by Purchaser as a result of In Control’s Work. Unless otherwise agreed to in writing between the Purchaser and In Control, In Control will not accept liquidated damages. Furthermore, in no event will In Control’s total liability arising out of this Order exceed two (2) times the amount of the Net Total Pricing.
- 6. FORCE MAJEURE** – The parties agree that In Control will not be responsible or liable for any failure or delay in the performance of the Work arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitation, strikes, work stoppages, supply chain disruptions, accidents, acts of war or terrorism, civil or military disturbances, health crises, nuclear or natural catastrophes, acts of nature, and interruptions of utilities, communications or computer services, or other incidents shown to be outside of In Control’s control (each a “Force Majeure Event”). In Control agrees, however, to use all commercially reasonable efforts to mitigate a Force Majeure Event and resume performance of the Work as soon as practicable under the circumstances.
- 7. WARRANTY** – Unless other or more specific warranties are expressly set forth in the Proposal, In Control warrants that the Work will be of good quality, free from defects in material and workmanship, will conform to the specifications and drawings, and be suitable for their intended purpose. This standard warranty will be in force for eighteen (18) months after shipment or twelve (12) months from startup, whichever is shorter. Any remaining allotments for Purchaser or end owner/engineer-initiated changes and call-back expire with the warranty period and are not refundable. In Control reserves the right to terminate any warranty should Purchaser’s account be in arrears for more than thirty-one (31) days. Purchaser agrees that In Control’s warranties do not apply to any damages, delays, or interruptions caused by: (i) reasonable wear and tear; (ii) pre-existing conditions at site; (iii) accidental damage caused by Purchaser; (vi) intentional damage, misuse, or abuse caused by Purchaser or a third-party; or (v) any Force Majeure Event.
- 8. ESCALATION** – This Order is conditioned upon the ability of In Control to complete the Work at present prices for material and at the existing scale of wages for labor. If In Control is, at any time while the Work is being performed, unable to complete the Work at the present prices and wages, then the Net Total Pricing will be equitably adjusted by change order to compensate In Control for significant price increases. A significant price increase is defined as a change of ten percent (10%) or more for a Work item between the date of the Proposal and the date the applicable Work is performed.
- 9. PAYMENT TERMS** - The payment terms are net thirty (30) days upon invoice receipt. Any balance remaining over thirty-one (31) days beyond the invoice date will be subject to a 2.0% monthly service fee until paid. Should a payment default occur In Control reserves the right to stop all Work, including but not limited to startup of equipment, and terminate any existing warranty. All reasonable attempts will be made between both parties to resolve the disputed portions of any invoice within the payment terms. The entire Net Total Price will be invoiced in full upon shipment, unless specific terms are described in the Proposal. No retainage is allowed.
- 10. NONWAIVER** - The failure by In Control to enforce at any time, or for any period of time, any of the provisions hereof will not be a waiver of such provisions nor the right of In Control thereafter to enforce each and every such provision.
- 11. REMEDIES** - Remedies herein reserved to In Control will be cumulative and in addition to any other or further remedies provided in law or equity.
- 12. RELATIONSHIP OF PARTIES** – The relationship between the Parties is that of independent contractors. Nothing contained in this Order shall be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the Parties, and neither Party shall have authority to contract for or bind the other Party in any manner whatsoever.