



CITY OF HOWARD LAKE

City Council Meeting

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

TENTATIVE AGENDA

July 17, 2023 – 7:00 pm

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

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

D. COUNCIL MEETING MINUTES

- a. Consider Approving Council Meeting Minutes for June 20, 2023 Council Meeting and Work Session.

E. CITIZEN INPUT

F. COUNCIL/COMMITTEE REPORT

G. DEPARTMENT REPORTS

- a. Howard Lake Wine and Spirits P & L

H. CONSENT AGENDA

- a. Consider Accepting all Reports & Payment of Claims.
- b. Consider Various Personnel Appointments.
- c. Consider Approving use of Public Property for the Vintage Flea Market in September.

I. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS

- a. American Legion Veterans Memorial Introduction
- b. Declare Open House for the 2023 Street and Utilities Project, July 26th from 5-7.

J. NEW BUSINESS

- a. Consider Authorizing Purchase of Squad for Police Department.
- b. Discuss – Good Neighbor Days 2023 Review
- c. Set August 1, 2023 for National Night Out at Memorial Park.
- d. Consider Resolution 23-18 Authorizing City Administrator & Mayor to Execute Change Orders for the Library Construction Project.
- e. Consider Resolution 23-19 Authorizing City Administrator & Mayor to Execute Documents Necessary for the 2023 Street & Utility Project Financing.

K. OLD BUSINESS

L. ADMINISTRATOR'S REPORT

M. ADJOURN



CITY OF HOWARD LAKE

Nicholas A. Haggenmiller, City Administrator

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

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

HOWARD LAKE CITY COUNCIL

Howard Lake City Hall -

June 20, 2023

MEETING MINUTES

COUNCIL PRESENT

Mayor Zimmerman

Tom Kutz

Allan Munson

Jason Deiter

Gene Gilbert

COUNCIL ABSENT

STAFF PRESENT

Nick Haggenmiller, City Administrator

Meagan Theisen, Assistant City Administrator

ALSO PRESENT

CALL TO ORDER

Mayor Zimmerman called the meeting to order at 7:04 p.m.

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Council Member Deiter moved to approve the minutes from the May 15, 2023 regular Council meeting. The motion was seconded by Council Member Munson and passed unanimously.

CITIZEN INPUT

None.

COUNCIL/COMMITTEE REPORT

None.

DEPARTMENT REPORTS

Receive and File Liquor Store Financials.

CONSENT AGENDA

a. CONSIDER ACCEPTING ALL REPORTS AND PAYMENT OF CLAIMS

GENERAL FUND	60925-61067	\$408,375.10
PAYROLL	27292-27316, 502732-502798	\$93,677.37
ELECTRONIC	1430-1461	\$86,743.96
TOTAL		\$588,743.96

AMBULANCE CLAIMS	5965-5976	\$17,460.41
ELECTRONIC		
TOTAL		\$17,460.41

b. Consider Various Personnel Appointments.

c. Consider Equipment Purchases for Utilities Department.

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

PUBLIC HEARING/PRESENTATION

Open Public Hearing at 7:05 pm.

a. Public Hearing: Amendment of EDA Redevelopment Plan.

- **Consider Approval Adopting the Modification to the Redevelopment Plan**

Haggenmiller presented the staff report, stating it is all the same information from the earlier EDA meeting.

Close Public Hearing at 7:06 pm

Open Public Hearing at 7:06 pm

b. Public Hearing: Delinquent Utility & City Charges Property Tax Certification.

- **Consider Approval of Resolution 23-15 Certifying Delinquent Charges**

Theisen presented the staff report. She noted that one of the residents on the delinquent charges list was one of the victims of a recent fire in town.

Council Member Kutz moved to remove 1008 7th Ave from the list and approve Resolution 23-15. The motion was seconded by Council Member Deiter and passed unanimously.

NEW BUSINESS

a. Consider Gate Valve and Manhole Repairs.

Haggenmiller presented the staff report. Staff opted to go with Klein Underground, as they do the utility repairs and street repairs.

Council Member Deiter moved to approve the quote for gate valve and manhole repairs. The motion was seconded by Council Member Munson and passed unanimously.

b. Consider Automatic Aid Agreement Between Cokato and Howard Lake Fire Departments

Haggenmiller presented the staff report, sharing that Howard Lake Fire Chief Bobrowski and the Cokato Fire Chief worked together on this agreement and it was reviewed by our City attorney.

Council Member Munson moved to approve the Automatic Aid Agreement between Cokato and Howard Lake. The motion was seconded by Council Member Kutz and passed unanimously.

c. Consider Service Agreement for Asset Mapping

Theisen presented the staff report to Council. She noted meeting with Ray Cook from Silversmith Data, who demoed the program during a meeting earlier in the month. Staff determined that this program could be beneficial for many tasks and departments in the City.

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

d. Consider Resolution 23-17 Authorizing Creation of Bank Account & Fund Transfer

Haggenmiller presented the staff report.

Council discussed future investing and what type of fund they would like to open at Security Bank.

Council Member Munson moved to establish a relationship with Security Bank in Winsted. The motion was seconded by Council Member Gilbert and passed unanimously.

Council Member Kutz moved to open the account with \$500,000 to start. The motion was seconded by Council Member Deiter and passed unanimously.

OLD BUSINESS

None.

ADMINISTRATORS REPORT

Theisen provided a final update on Good Neighbor Plans ahead of the events starting on Thursday this week.

Haggenmiller provided an update on the Child Care Center and the Grocery Store operations.

ADJOURN

Council Member Kutz moved to adjourn the meeting at 8:05 pm. The motion was seconded by Council Member Munson and passed unanimously.

Attest – City Administrator/Clerk

Mayor

Howard Lake Wine & Spirits

Profit & Loss Statement

for the period 6/1/2023 to 6/30/2023

SALES	Mnthly Amnt	YTD Amount	Budget to be reviewed	% of Budget	2022 Mnthly Amt	2022 YTD1Amt	+/- Pr Yr
Liquor	\$ 35,703	\$ 173,089	\$ 360,000	48%	\$ 29,597	\$ 167,492	\$ 5,596
Beer	\$ 60,394	\$ 257,783	\$ 555,100	46%	\$ 56,120	\$ 276,454	\$ (18,671)
Wine	\$ 6,411	\$ 39,834	\$ 92,850	43%	\$ 5,535	\$ 44,149	\$ (4,314)
Discounts	\$ (702)	\$ (4,506)	\$ (8,000)	56%	\$ (908)	\$ (7,594)	\$ 3,088
Misc(Pop/Mixes/Tobaco)	\$ 2,537	\$ 10,170	\$ 20,000	51%	\$ 2,014	\$ 8,772	\$ 1,398
Non Tax	\$ 1,910	\$ 3,348	\$ 12,000	28%	\$ 1,881	\$ 4,995	\$ (1,647)
Loyalty Program	\$ (6)	\$ (6)	\$ (50)	12%	\$ (15)	\$ (185)	\$ 179
On Sale Revenue - SSEC	\$ 5,323	\$ 10,193			\$ 2,541	\$ 4,540	
Other Revenue	\$ 17	\$ 107			\$ 11	\$ 97	
TOTAL SALES	\$ 111,587	\$ 490,012	\$ 1,031,900	47%	\$ 96,776	\$ 498,720	\$ (14,370)
COST OF SALES							
Liquor	\$ 34,345	\$ 132,545	\$ 220,000	60%	\$ 19,011	\$ 113,205	\$ 19,340
Beer	\$ 48,442	\$ 204,418	\$ 410,000	50%	\$ 42,428	\$ 211,420	\$ (7,002)
Wine	\$ 5,398	\$ 29,264	\$ 55,000	53%	\$ 4,209	\$ 29,555	\$ (291)
Misc Tax	\$ 2,947	\$ 8,831	\$ 17,500	50%	\$ 2,441	\$ 7,514	\$ 1,317
Misc Non Tax	\$ -	\$ -	\$ 500	0%	\$ -	\$ 179	\$ (179)
Freight	\$ 629	\$ 3,724	\$ 8,000	47%	\$ 505	\$ 3,298	\$ 426
TOTAL COST OF SALES	\$ 91,761	\$ 378,782	\$ 711,000	53%	\$ 68,594	\$ 365,172	\$ 13,611
GROSS PROFIT	\$ 19,825	\$ 111,230					
EXPENSES							
Wages/Benefits	\$ 20,692	\$ 86,890	\$ 174,000	50%	\$ 11,518	\$ 73,977	\$ 12,912
Consulting	\$ -	\$ -	\$ 0	0%	\$ 1,000	\$ 5,100	\$ (5,100)
Training & Seminars	\$ -	\$ 1,269	\$ 1,000	127%	\$ -	\$ 60	\$ 1,209
Travel	\$ -	\$ -	\$ 1,000	0%	\$ -	\$ 362	\$ (362)
Dues & Subscriptions	\$ -	\$ -	\$ 1,500	0%	\$ -	\$ 20	\$ (20)
Cash Short/Over	\$ 17	\$ (297)	\$ -		\$ (46)	\$ 27	\$ (324)
Credit Card Expense	\$ 2,385	\$ 9,471	\$ 19,000	50%	\$ 1,764	\$ 9,000	\$ 470
Insurance	\$ -	\$ 9,370	\$ 8,000	117%	\$ 484	\$ 9,636	\$ (266)
Repair & Maintenance	\$ 362	\$ 5,823	\$ 8,000	73%	\$ 396	\$ 3,015	\$ 2,808
Computer Supplies/Technology	\$ 240	\$ 2,131	\$ 4,500	47%	\$ -	\$ 3,526	\$ (1,395)
Utilities	\$ 291	\$ 5,391	\$ 16,500	33%	\$ 780	\$ 5,286	\$ 105
Advertising	\$ -	\$ -	\$ 1,000	0%	\$ -	\$ 1,976	\$ (1,976)
Misc	\$ 132	\$ 1,598	\$ 7,500	21%	\$ 356	\$ 1,748	\$ (149)
Depreciation	\$ -	\$ 3,125	\$ 3,125	100%	\$ 625	\$ 3,750	\$ (625)
TOTAL EXPENSES	\$ 24,118	\$ 124,770	\$ 245,125	51%	\$ 16,877	\$ 117,483	\$ 7,287
PROFIT/(LOSS)	\$ (4,293)	\$ (13,541)	\$ 75,775		\$ 11,306	\$ 16,065	

CITY OF HOWARD LAKE
CLAIMS & DONATIONS APPROVED
DATE - June 21, 2023 - July 17, 2023

GENERAL FUND	CHECKS: 61068-61200	\$1,030,426.92
PAYROLL	27317-27338, 502799-502846	65,023.01
ELECTRONIC	1462-1475	<u>41,067.87</u>
TOTAL		\$1,136,517.80

AMBULANCE CLAIMS	CHECKS: 5977-5985	\$7,879.04
ELECTRONIC		
TOTAL		\$7,879.04

Approved:

1010 CITIZEN ALLIANCE

1462e	INTERNAL REVENUE SERVICE	6/29/2023	\$9,843.14	PR 06-30-2023 PR #13
1463e	MN DEPT OF REVENUE	6/29/2023	\$1,968.80	PR 06-30-2023 #13
1464e	PERA	6/29/2023	\$8,428.27	PR 06-30-2023 #13
1465e	LEAP-WEX	6/29/2023	\$300.00	PR 06-30-2023 #13
1466e	HEARTLAND PYMT SERVICES	7/6/2023	\$1,890.20	
1467e	LS WEEKEND CASH	7/6/2023	\$4,500.00	
1468e	AUTHNET GATEWAY BILLING	7/6/2023	\$25.00	
1469e	PSN	7/6/2023	\$990.73	
1470e	NCR SECURE PAY	7/6/2023	\$469.73	
1471e	CITY OF BUFFALO	7/6/2023	\$60.00	ACCT# 26-022950-00
1472e	WEX HEALTH INC	7/6/2023	\$11.00	
1473e	CITIZENS ALLIANCE BANK	7/6/2023	\$45.00	
1474e	STATE OF MINNESOTA	7/7/2023	\$2,304.00	June sales tax
1475e	STATE OF MINNESOTA	7/7/2023	\$10,232.00	June sales tax
27317	GOEPFERT, THOMAS	6/30/2023	\$577.34	
27318	MANZ, KRISTINA J	6/30/2023	\$177.67	
27319	MILLER, EDWARD M	6/30/2023	\$52.16	
27320	SAVOIE, CAIN J	6/30/2023	\$189.12	
27321	CHRISTENSEN, THOMAS	6/30/2023	\$175.00	
27322	HARTNECK, BEAU P.	6/30/2023	\$63.36	
27323	HARTNECK, SEAN M.	6/30/2023	\$533.83	
27324e	AGUILAR, ANDREW R.	6/30/2023	\$317.07	
27325	GOEPFERT, THOMAS	7/14/2023	\$454.29	
27326	ARNOLD, KAYLA	7/14/2023	\$69.26	
27327	DICKENS, CHRISTENA M	7/14/2023	\$23.09	
27328	DRUSCH, JACOB D	7/14/2023	\$182.69	
27329	IMHOLTE, SOPHIA C	7/14/2023	\$46.17	
27330	MAGES, ALEX	7/14/2023	\$115.44	
27331	STOLL, ERIC	7/14/2023	\$161.61	
27332	WIECH, KYLE	7/14/2023	\$92.35	
27333	MANZ, KRISTINA J	7/14/2023	\$76.03	
27334	MILLER, EDWARD M	7/14/2023	\$104.50	
27335	SAVOIE, CAIN J	7/14/2023	\$263.59	
27336	CHAFFINS, GORDON	7/14/2023	\$105.00	
27337	HARTNECK, BEAU P.	7/14/2023	\$120.97	
27338	HARTNECK, SEAN M.	7/14/2023	\$241.93	
61068	HOWARD LAKE POSTMASTER	6/21/2023	\$0.00	June Utility Bills Postage
61069	THE SCENE	6/21/2023	\$0.00	GND DJ
61070	CRAYLS, DUSTY	6/21/2023	\$0.00	GND Beer Trailer
61072	THE SCENE	6/22/2023	\$345.00	GND DJ
61073	CRAYLS, DUSTY	6/22/2023	\$150.00	GND Beer Trailer
61074	HOWARD LAKE POSTMASTER	6/22/2023	\$410.88	
61075	CONTEGRITYGROUP	6/22/2023	\$21,897.46	Library Project 5.25.23
61076	ELITE FENCE & DECK	6/22/2023	\$6,682.00	Library Project 5.25.23
61077	SHAW BROTHERS	6/22/2023	\$1,800.00	GND band 2023
61078	ULTRA CONCRETE	6/22/2023	\$1,425.00	Library Project 5.25.23
61079	A & E OUTDOORS LLC	6/28/2023	\$3,051.00	
61080	ARTISAN BEER COMPANY	6/28/2023	\$153.75	
61081	BELLBOY CORPORATION	6/28/2023	\$2,703.65	
61082	BRANDEL ELECTRIC, LLC	6/28/2023	\$358.18	
61083	BREAKTHRU BEVERAGE	6/28/2023	\$4,603.10	
61084	CAPITOL BEVERAGE SALES	6/28/2023	\$13,481.27	
61085	CENTERPOINT ENERGY	6/28/2023	\$610.79	CENTERPOINT
61086	CINTAS	6/28/2023	\$160.10	

61087	DAHLHEIMER BEVERAGE GREE	6/28/2023	\$19,550.95	
61088	EARTHLINK INC	6/28/2023	\$14.95	EARTHLINK
61089	EMERGENCY AUTOMOTIVE	6/28/2023	\$571.30	WHELEN LIGHTS
61090	FIRST SECURITY BANK HENDRI	6/28/2023	\$5,380.00	BOND 2021A GO TIF
61091	HALVORSON LEGAL	6/28/2023	\$2,325.00	HALVORSON LEGAL FEES
61092	HLWW FFA	6/28/2023	\$677.78	REIMBURSE MAPLE LAKE LUMBER
61093	JOE'S SPORT SHOP	6/28/2023	\$1,672.02	GAS
61094	JOHNSON BROTHERS LIQUOR C	6/28/2023	\$2,298.96	
61095	KING OF PORTABLES CORPORA	6/28/2023	\$1,415.00	PORTAPOTTIES
61096	MYRA LAWAY	6/28/2023	\$12.74	BAR SUPPLIES
61097	LEAGUE OF MN CITIES INS TRU	6/28/2023	\$2,791.00	INSURANCE
61098	MCPA LEGAL ASSITANCE PROG	6/28/2023	\$150.00	MEMBERSHIP LEGAL ASSISTANCE PROGR
61099	MEDIACOM LLC	6/28/2023	\$411.80	
61100	MIDWEST MACHINERY CO	6/28/2023	\$1,002.51	
61101	MN VALLEY TESTING LAB, INC	6/28/2023	\$37.40	
61102	536600-NCPERS GROUP LIFE IN	6/28/2023	\$48.00	
61103	NORTHLAND TRUST SERVICES,	6/28/2023	\$2,200.00	BOND 2014A GO REFUNDING
61104	PHILLIPS WINE & SPIRITS	6/28/2023	\$6,638.91	
61105	PIT STOP TIRE & AUTO	6/28/2023	\$758.88	GAS
61106	PREMIUM WATERS, INC	6/28/2023	\$64.32	
61107	RED BULL DISTRIBUTION CO, IN	6/28/2023	\$77.76	
61108	SECURITY BANK & TRUST CO.	6/28/2023	\$250,000.00	CITY CONTRIBUTION TO LIBRARY PROJEC
61109	SOUTHERN GLAZER WINE & SPI	6/28/2023	\$1,604.84	
61110	STREICHER'S	6/28/2023	\$189.97	SHIRT PATCHES
61111	SWENDSEN, JENNIFER	6/28/2023	\$308.95	FLOWERS GND
61112	TIMMYS PUB CLUB, LLC	6/28/2023	\$86.00	
61113	US BANK	6/28/2023	\$23,988.75	2019A BOND GO TAX INCREMENT
61114	VERIZON	6/28/2023	\$80.02	
61115	VINOCOPIA, INC	6/28/2023	\$1,261.00	
61116	VISA	6/28/2023	\$3,379.15	FIRE-MISC
61117	WINNING EDGE INC.	6/28/2023	\$507.36	FRAMES
61118	WINSTED FARMERS COOP	6/28/2023	\$102.78	
61119	WRIGHT HENNEPIN ELECTRIC	6/28/2023	\$1,037.00	
61120	A PLUS PERFORMANCE	6/30/2023	\$404.92	FIRE TRUCK DOOR LETTERING
61121	AV FOR YOU	6/30/2023	\$1,160.00	GND MOVIE
61122	BOLTON & MENK, INC	6/30/2023	\$42,125.50	
61123	BRASS FOUNDRY BREWING CO	6/30/2023	\$131.88	
61124	BREAKTHRU BEVERAGE	6/30/2023	\$380.07	
61125	CAPITOL BEVERAGE SALES	6/30/2023	\$5,575.55	
61126	CINTAS	6/30/2023	\$80.05	
61127	CR ELECTRIC	6/30/2023	\$595.00	
61128	DAHLHEIMER BEVERAGE GREE	6/30/2023	\$6,800.00	
61129	DIGITAL LAKE INC	6/30/2023	\$159.73	DIGITAL LAKE
61130	GRANITE ELECTRONICS	6/30/2023	\$194.50	MINITOR V SINGLE
61131	HEIMAN FIRE EQUIPMENT, INC	6/30/2023	\$239.00	TWISTER FOG TIP/VALVE
61132	JOHNSON BROTHERS LIQUOR C	6/30/2023	\$63.82	
61133	LGI HOMES, INC	6/30/2023	\$2,700.00	REFUND ESCROW 1149 WOODLAND 22-29
61134	MENARDS-BUFFALO	6/30/2023	\$709.21	MISC
61135	MILLER, EDWARD	6/30/2023	\$25.97	REFUND UB 00 6229 00
61136	MUNICIPAL EMERGENCY SERVI	6/30/2023	\$4,943.81	LEATHER BOOTS
61137	MUNSON LAKES NUTRITION	6/30/2023	\$31.92	POSTS
61138	PAUSTIS WINE COMPANY	6/30/2023	\$717.00	
61139	PHILLIPS WINE & SPIRITS	6/30/2023	\$2,537.46	
61140	REMER, TANYA	6/30/2023	\$49.13	
61141	RIDGEVIEW MEDICAL CENTER	6/30/2023	\$552.00	RIDGEVIEW MEDICAL CENTER

61142	SOUTHERN GLAZER WINE & SPI	6/30/2023	\$1,301.01	
61143	U.S. POSTAL SERVICE	6/30/2023	\$80.00	PO BOX FEE
61144	ULINE	6/30/2023	\$1,508.57	45 GAL YLW STANDARD
61145	ZIEGLER INC	6/30/2023	\$864.52	
61146	DAILEY DATA & ASSOCIATES, IN	7/11/2023	\$240.00	
61147	JOHNSON BROTHERS LIQUOR C	7/11/2023	\$2,428.00	
61148	PHILLIPS WINE & SPIRITS	7/11/2023	\$6,548.28	
61149	PLUNKETT'S PEST CONTROL	7/11/2023	\$78.32	
61150	THE HOME CITY ICE COMPANY	7/11/2023	\$428.38	
61151	VIKING BEVERAGES.	7/11/2023	\$1,807.30	
61152	VINOCOPIA, INC	7/11/2023	\$122.50	
61153	ADVANCED POWER SERVICES,	7/11/2023	\$3,547.23	
61154	AMAZON CAPITAL SERVICES	7/11/2023	\$292.51	
61155	AMERICAN SOLUTIONS FOR BU	7/11/2023	\$438.16	A/P CHECKS
61156	KEITH BOBROWSKE	7/11/2023	\$65.00	Cell Allowance
61157	CENTERPOINT ENERGY	7/11/2023	\$5,203.94	
61158	CENTURYLINK	7/11/2023	\$618.80	
61159	CINTAS	7/11/2023	\$186.00	
61160	COKATO TRANSPORTATION, IN	7/11/2023	\$90.00	
61161	CONTEGRITYGROUP	7/11/2023	\$27,855.99	
61162	DAHLHEIMER BEVERAGE GREE	7/11/2023	\$11,716.70	
61163	DONAHUE, JOHN	7/11/2023	\$193.79	
61164	FINKEN WATER CENTERS	7/11/2023	\$20.00	
61165	GOPHER STATE ONE-CALL, INC	7/11/2023	\$100.40	
61166	GREATER MN COMMUNICATION	7/11/2023	\$319.01	BANNERS/SIGNS
61167	NICK HAGGENMILLER	7/11/2023	\$365.00	Cell Allowance
61168	HALVORSON LEGAL	7/11/2023	\$3,300.00	
61169	HERALD JOURNAL PUBLISHING	7/11/2023	\$62.56	PUBLIC HEARING PUBLISHED NOTICE
61170	IUOE LOCAL 49 FRINGE BENEFI	7/11/2023	\$48.00	JUNE 2023
61171	JOE'S SPORT SHOP	7/11/2023	\$1,175.76	
61172	MYRA LAWAY	7/11/2023	\$65.00	Cell Allowance
61173	MARCO TECHNOLOGIES LLC	7/11/2023	\$511.97	
61174	DEBRA MCALPINE	7/11/2023	\$65.00	Car Allowance
61175	MENARDS-BUFFALO	7/11/2023	\$250.88	
61176	JARED MERGES	7/11/2023	\$65.00	Cell Allowance
61177	METRO WEST INSPECTION SER	7/11/2023	\$917.37	
61178	MID-MINNESOTA HOT MIX, INC	7/11/2023	\$146,675.00	BITUMINOUS
61179	MIDWEST MACHINERY CO	7/11/2023	\$306.17	
61180	MN PEIP	7/11/2023	\$20,867.44	
61181	MN VALLEY TESTING LAB, INC	7/11/2023	\$37.40	
61182	MRWA	7/11/2023	\$150.00	JARED MERGES
61183	MUMFORD SANITATION	7/11/2023	\$11,728.70	COMPOST LEASE
61184	NORTH FORK CUSTOM MEATS L	7/11/2023	\$32.74	SNACK STICKS
61185	JIM OTTENSTROER	7/11/2023	\$65.00	Cell Allowance
61186	PIT STOP TIRE & AUTO	7/11/2023	\$635.60	
61187	PLUNKETT'S PEST CONTROL	7/11/2023	\$123.83	
61188	CLAYTON PRESTIDGE	7/11/2023	\$65.00	Cell Allowance
61189	RICE LAKE CONSTRUCTION GR	7/11/2023	\$152,902.50	PAY EST #1 RICE LAKE CONST
61190	SCHEER, TIM	7/11/2023	\$50.00	MUSIC FM-PARK
61191	THEISEN, MEAGAN	7/11/2023	\$215.00	Cell Allowance
61192	TK ELEVATOR	7/11/2023	\$1,103.65	
61193	T-MOBILE	7/11/2023	\$339.34	
61194	ULTRA CONCRETE	7/11/2023	\$62,890.00	PAY EST #2 ULTRA CONCRETE
61195	UTILITY LOGIC	7/11/2023	\$7,400.00	
61196	VERIZON CONNECT NWF, INC	7/11/2023	\$97.14	

61197	WASTEWATER COMMISSION	7/11/2023	\$77,538.00	May 2023
61198	WENZEL-PLYMOUTH PLUMBING	7/11/2023	\$14,250.00	PAY EST #1 WENZEL-PLYMOUTH
61199	WEX BANK	7/11/2023	\$147.84	GAS
61200	ZIEGLER INC	7/11/2023	\$1,271.82	
502799e	CARGILL, ZACHARY C	6/30/2023	\$1,004.45	
502800e	HAGGENMILLER, NICHOLAS A	6/30/2023	\$4,008.75	
502801e	MERGES, JARED M	6/30/2023	\$2,653.80	
502802e	REMER, TANYA M	6/30/2023	\$1,651.72	
502803e	THEISEN, MEAGAN	6/30/2023	\$2,313.00	
502804e	OTTENSTROER, JAMES D	6/30/2023	\$1,862.52	
502805e	PRESTIDGE, CLAYTON P	6/30/2023	\$1,696.96	
502806e	SWENDSEN, JENNIFER	6/30/2023	\$2,169.10	
502807e	DE'ENGUARDE, ASPEN K.	6/30/2023	\$610.16	
502808e	GROW, SAMANTHA L.	6/30/2023	\$142.95	
502809e	LAWAY, MYRA	6/30/2023	\$3,016.58	
502810e	MCALPINE, DEBRA-ANN	6/30/2023	\$1,292.22	
502811e	VIRNALA, TASIA, R	6/30/2023	\$475.01	
502812e	AGUILAR, ANDREW R.	6/30/2023	\$0.00	
502813e	HAGLIN, SERENA P	6/30/2023	\$529.08	
502814e	JOHNSON, JACOB D	6/30/2023	\$1,959.94	
502815e	PREUSSE, MITCHELL D	6/30/2023	\$1,264.76	
502816e	SZCZEPANIK, DARIUSZ J	6/30/2023	\$2,392.75	
502817e	THOMPSON, DAVID G	6/30/2023	\$2,501.11	
502818e	THOMPSON, KYLE	6/30/2023	\$54.20	
502819e	CARGILL, ZACHARY C	7/14/2023	\$624.91	
502820e	HAGGENMILLER, NICHOLAS A	7/14/2023	\$3,717.85	
502821e	MERGES, JARED M	7/14/2023	\$2,158.44	
502822e	REMER, TANYA M	7/14/2023	\$1,437.75	
502823e	THEISEN, MEAGAN	7/14/2023	\$2,121.08	
502824e	OTTENSTROER, JAMES D	7/14/2023	\$1,997.10	
502825e	PRESTIDGE, CLAYTON P	7/14/2023	\$1,517.13	
502826e	SWENDSEN, JENNIFER	7/14/2023	\$2,169.10	
502827e	BERG, TIMOTHY W	7/14/2023	\$138.52	
502828e	BOBROWSKE, KEITH	7/14/2023	\$46.17	
502829e	DRUSCH, ZACHARY R.	7/14/2023	\$433.14	
502830e	KITTOCK, BRIAN	7/14/2023	\$46.17	
502831e	KITTOCK, NICOLE D	7/14/2023	\$267.05	
502832e	LOEBERTMANN, AMANDA G	7/14/2023	\$184.70	
502833e	LOEBERTMANN, CRAIG	7/14/2023	\$184.70	
502834e	PETERSON, DAVID T	7/14/2023	\$138.52	
502835e	STUEVEN, MARK J	7/14/2023	\$46.17	
502836e	DE'ENGUARDE, ASPEN K.	7/14/2023	\$550.03	
502837e	GROW, SAMANTHA L.	7/14/2023	\$82.11	
502838e	LAWAY, MYRA	7/14/2023	\$2,034.64	
502839e	MCALPINE, DEBRA-ANN	7/14/2023	\$1,256.85	
502840e	VIRNALA, TASIA, R	7/14/2023	\$320.87	
502841e	AGUILAR, ANDREW R.	7/14/2023	\$157.08	
502842e	JOHNSON, JACOB D	7/14/2023	\$1,934.74	
502843e	PREUSSE, MITCHELL D	7/14/2023	\$518.41	
502844e	SZCZEPANIK, DARIUSZ J	7/14/2023	\$2,219.47	
502845e	THOMPSON, DAVID G	7/14/2023	\$2,466.21	
502846e	THOMPSON, KYLE	7/14/2023	\$512.57	
Total Checks			\$1,136,517.80	

CITY OF HOWARD LAKE

07/14/23 10:05 AM

Page 1

*Check Summary Register©

Checks 6/21/23-7/17/23

Name		Check Date	Check Amt	
1012	CAB - AMBULANCE			
5977	BOUNDTREE MEDICAL	6/29/2023	\$1,658.97	BOUNDTREE SUPPLIES
5978	CENTRAL MCGOWAN, INC	6/29/2023	\$210.66	CYLINDERS
5979	CITY OF HOWARD LAKE	6/29/2023	\$2,100.00	MAY WAGES
5980	JERRY'S TRANSMISSIONS SERV	6/29/2023	\$1,585.00	TECHNIMOUNT
5981	JOE'S SPORT SHOP	6/29/2023	\$413.91	GAS
5982	KEAVENY PHARMACY	6/29/2023	\$506.07	KEAVENY-MEDICAL SUPPLIES
5983	VISA	6/29/2023	\$447.84	MN EMS REG BOARD FEES
5984	ZOLL MEDICAL CORPORATION	6/29/2023	\$909.92	REUSABLE CABLE
5985	T-MOBILE	7/11/2023	\$46.67	T-MOBILE
		Total Checks	\$7,879.04	



HOWARD LAKE CITY COUNCIL MEETING

July 17, 2023

AGENDA ITEM: Consider Accepting Various Personnel Appointments

SECTION: Consent

FROM: Meagan Theisen, Assistant City Administrator

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

Retired – Joe Sherod – HLFD

*Joe served on the Howard Lake Fire Department for 20 years! We commend him for his dedication to the Howard Lake Fire Department and our community!

DECISION MAKING METRICS:

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

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

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

COUNCIL ACTION REQUESTED: Approve appointments as presented.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

July 17, 2023

AGENDA ITEM: Consider Use of Public Space for Vintage Exchange Flea Market

SECTION: New Business

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND:

Vintage Exchange Flea Market

Neil & Jennifer Wikoff, the owner of Vintage Exchange, hosted their first Vintage Flea on June 26, 2021 in Block 18 behind their retail store. The event came with such success that they have now hosted four since then in Block 18 and the same surround area.

The owners have requested to host their semi annual event on Saturday, September 16, 2023

The area will be occupied from 6 AM to 5 PM (including set up and take down). The request is to block off areas of Block 18, a portion 7th Street adjacent to Block 18, and the east side of 8th Ave. There will be designated parking areas for local business patrons and for the local apartment dwellers. Vendors will be required to park in the designated vendor parking areas, MAWSECO and Central Park Parking Lot, to allow for consumer parking closer to the market itself.

At their own time and material expense, the owners will be required to work on the logistics of parking, signage and informing normal Block 18 users of the event. City Staff will request that Vintage Exchange notifies regular users of that lot well in advance to inform them of the event and parking regulations.

FINANCIAL: None.

LEGAL: Council must approve use of public property.

STRATEGIC PLAN: Foster a Robust Community and Support Community Events

COUNCIL ACTION REQUESTED: Approve the use of Block 18 and surrounding area for the Vintage Flea Market on Saturday, September 16, 2023.

ATTACHMENTS:

You're invited...

Street & Utility Improvements Project OPEN HOUSE

Howard Lake residents are invited to an informal Open House regarding **Phase 1** of the Utility Improvements Project. This open house will take place on **Wednesday, July 26** from **5-7 p.m.** at the **South Shore Event Center** (733 6th Street). Come anytime within this time slot!

This is an opportunity for the public to learn about the project, including overview, design, schedule and potential impacts to residents. Project representatives will be available to speak with you about any questions or concerns you may have.

Overview

Several streets and utilities in Howard Lake are at the end of their expected life cycle. The Utilities Improvements Project will address and mitigate the known deficiencies with the City's infrastructure system in three phases. The current phase, Phase 1, will focus on street and utility improvements, including sanitary sewer, water distribution and storm sewer systems.

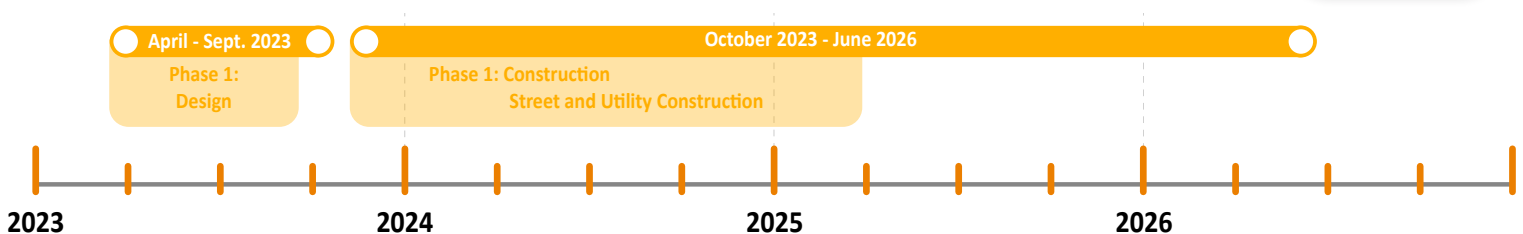
The **streets** within the project areas have briefly failed or are beyond reasonable repair, requiring complete reconstruction. The **sanitary sewer system** was installed 75 years ago and is experiencing pipe deteriorations such as cracks, failed pipes, infiltrations and root intrusion. The **water distribution system** is beyond its design life and some mains are undersized for current demands. The materials that compose the water mains are mostly cast iron pipe, approaching 60 years old. Similarly, most of the **storm sewer system** is at least 50 years old.

The design of the street and utility improvements will be completed near September 2023. Construction is anticipated to begin near October 2023, with final completion by Summer 2026. See the project map on the backside of this invitation for details and locations of street and utility construction.

Scan Me!



Street and Utility Improvements Schedule



Project Information

Project Website

For more information on the project and designs, or to sign up for project updates as they become available, please visit:

<https://clients.bolton-menk.com/howardlake>

Josh Halvorson, P.E., City Engineer
Phone: 320-231-3956 (Ext. 3060)
joshua.halvorson@bolton-menk.com

Dylan Idso, P.E., Project Engineer
Phone: 320-231-3956 (Ext. 3111)
dylan.idso@bolton-menk.com

Street and Utility Improvements Project Area



Scan Me!



City of Howard Lake Contacts

Visit: www.howard-lake.mn.us

Nick Haggemiller

Phone: 320-546-3670 (Ext. 2)
cityadmin@howard-lake.mn.us

Meagan Theisen

Phone: 320-546-3670 (Ext. 3)
mtheisen@howard-lake.mn.us



HOWARD LAKE CITY COUNCIL MEETING

June 20, 2023

AGENDA ITEM: Consider Authorizing Purchase of Police Squad

SECTION: New Business

FROM: David Thompson, Chief of Police

BACKGROUND: The police department currently has three squads. We have a 2012 Tahoe, a 2016 Tahoe, and a 2020 Tahoe. We previously were on a capital schedule to purchase a new squad every three years. With the extra service life of the Tahoe (150,000 miles expected vs 100,000 for a Ford Explorer) we have extended the purchase cycle to every four years.

Our 2016 Tahoe (squad #522) currently has 135,000 miles on it and we would like to transition that squad to a reserve/CSO squad. In the past we have ordered our squads in May for an expected fall/winter delivery. Due to production shortages this year we are not able to order a 2024 Tahoe until September 7th 2023. We do not expect to know an expected delivery date until that time.

If we are unable to take delivery of a 2024 Tahoe by mid-2024 the police department is seeking approval to purchase a used squad. Chicago Motors, a dealership that specializes in used government vehicles, sells used squad cars both equipped and unequipped. The equipped squads are generally equipped with control boxes (for lights/sirens), lights, push bumpers, back seat partitions (cages) and are pre-wired for radios and other equipment. We would add a computer, printer, radar, rifle rack, radio, and other miscellaneous equipment plus any graphics. All vehicles sold by Chicago Motors have maintenance records and a Carfax report. We could also inquire with other agencies in the state about buying a used squad. We would consider a 2020 or newer squad with reasonably low miles (less than 70,000). We would prefer a Tahoe but would also consider a Ford Explorer. This squad is projected to be the chief's squad and will not get as many miles on it as the primary patrol squad used by the night officers. Chicago Motors will not hold a squad for us awaiting council approval so we would need pre-approval.

Due to these unique circumstances and unknowns, the city council is asked to authorize purchase of a squad under certain parameters as follows:

- Purchase new Chevrolet Tahoe under state bid provisions.
- [OR] Purchase used fleet vehicle from approved source such as Chicago Motors.
- Not to exceed \$60,000 total for vehicle, equipment, delivery etc.

The difference with this particular council request is for budgetary approval under the terms presented above. Typically, for fleet purchases of this type the specific vehicle sought for purchase from the specific vendor is brought forward. That does not appear to be feasible for this purchase.

DECISION MAKING METRICS:

FINANCIAL: The price for a 2024 Tahoe is currently unknown but an estimate based on previous years is roughly \$42,000 plus another \$13,000 to equip the squad for an estimated cost of \$55,000 plus Sgt Szczepanik's time. Used and equipped Tahoe/Explorer squads are regularly available at Chicago Motors for under \$42,000. Chicago Motors provides free shipping to law enforcement agencies.

The City has obtained an equipment certificate which included \$60,000 for this purchase. The funds are held by the City and ready for this allocation. Funds should be encumbered in 2023.

LEGAL: open

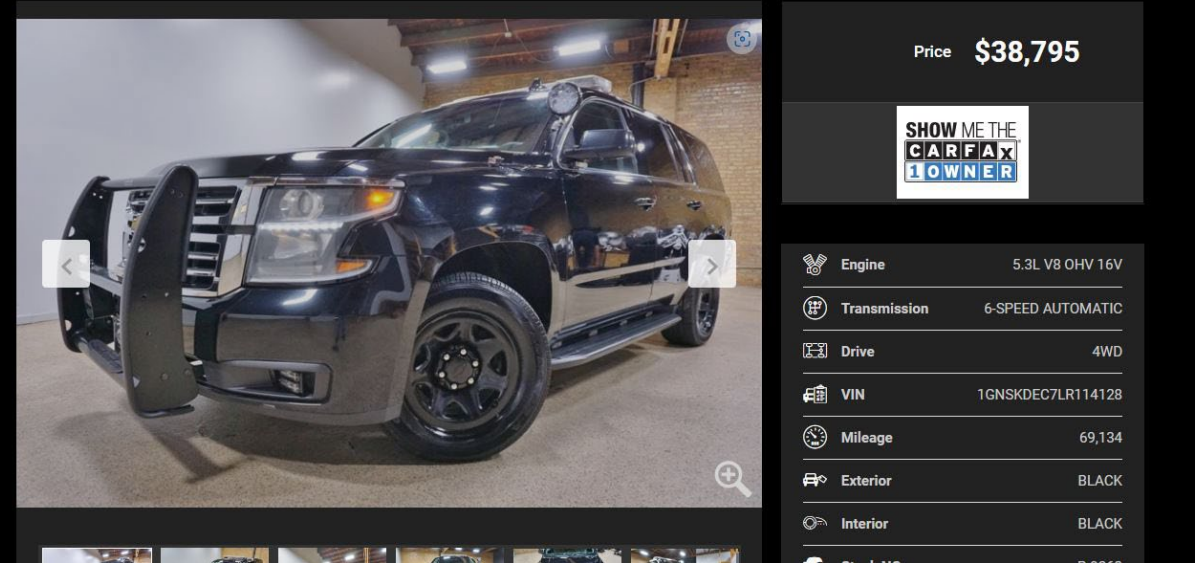
COUNCIL ACTION REQUESTED: Request that the council approve the purchase of a 2024 Chevrolet Tahoe for use as a HLPD squad if a Tahoe is available by mid-2024. If we are unable to get a 2024 Tahoe request approval for up to \$42,000 to purchase a used squad.

ATTACHMENTS: Example Chicago Motors Squad.

Example Chicago Motors Used Squad

- 2020 Tahoe
- 69,134 miles
- \$38,795
- Equipped
- We would need to add a computer, printer, our graphics, weapons rack, and some lights.
- Has light/siren controller, push bumper, light bar, other lights, rear seat partition, and wiring
- Would prefer lower miles
- This squad is from Missouri and has had minor damage from hitting an object and an animal

2020 Chevrolet Tahoe 4WD PPV Police Red/Blue/Amber Lightbar, LED Lights, Console, Dual Partition, Push Bumper Equipped





HOWARD LAKE CITY COUNCIL MEETING

July 17, 2023

AGENDA ITEM: Good Neighbor Days Wrap Up

SECTION: New Business

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: 2023 was the first year that the City of Howard Lake mainly took over the planning of the Good Neighbor Days Event. City Staff, (Nick, Meagan, Tanya and Myra) along with Kelli Burau and April Stueven made up the official committee that started planning and organizing this years events.

Thursday – June 22nd

Movie in the Park – This was the first year we hosted Movie in the Park as part of Good Neighbor Days. We held the event at Central Park, where people could enjoy various games, the splash pad and treats before the movie started. A drawing was held to have VIP seating created by Staged by Gatz Homes Renovations. The City's contribution to this was \$1,160 for AV equipment.

Friday – June 23rd

Citizens Alliance had their annual free ice cream, the Orphans played the Winsted Wild Cats, the Howard Lake Royalty sold root beer floats, DJ The Scene played from 7 to midnight, and the fireworks went off following the end of the baseball game. The fireworks were cut short due to wind and debris blowing over the railroad tracks. He was stopped before the grand finale, which he said he will save for our display next year. Staff also discussed moving the fireworks launching area to Lion's Park, where there is less of a concern of a structure fire, this is likely what we will do next year. The City's contribution to this was \$5,723.60 for the DJ and fireworks. Citizens Alliance donates each year specifically for the fireworks, this year they contributed \$3,000.

Saturday – June 24th

- The 39th Annual Fishing Tournament was organized and ran by Jeremy Peterson of Drain Pros. He had 46 boats registered with a total of 106 participants. Jeremy was very happy with how the event turned out this year and looks forward to expanding it even more next year.
- Vintage Flea Market also had another successful year. There were a lot of vendors and consumers in block 18 for the event. They also had a BBQ truck and a coffee truck.
- Myra had lined up Farmers Market vendors to set up on 8th Ave. Unfortunately, with the impending rain, many of the vendors cancelled. The two vendors that did still come had a very successful turn out and sold almost everything they brought with them.
- The Friends of the Library held their annual book sale. They reported that it was a successful day, making only about \$80 less of the 2022 book sale profits.
- Inflatables were a hit with kids of all ages. If we do these again, we need more volunteers to be at the entrance of each one. The City contributed \$2,333 and we recouped \$810 from the sale of wristbands.
- One Block Run, sponsored by Kelli Burau, had about 25 participants. With our own Jason Deiter taking first place in the Age 18-64 category.
- Howard Lake's Got Talent was a new event this year. We felt this was a successful event and had a lot of people enjoying the 6 acts put on by Howard Lake residents. The American Legion sponsored the cash prizes for this event.
- The Pork Chop Dinner Fire Department fundraiser went through more than 1,000 pork chops!
- The Shaw Brothers rounded out the evening by performing for a little over an hour before having to take down their equipment due to lightning and rain. The City contributed \$2,000 to the band.

Myra Laway had a wonderful crew of volunteers serving beer and drinks. She reported that it was a very successful day.

Sunday – June 25th

April Stueven organized and led the parade. She had about 55 floats participate, which was outstanding as she joined the committee about 5 weeks before GND and started looking for people to participate right away. Adam Birkholz, HLWW Head Varsity Football Coach, was selected as the Grand Marshal.

Howard Lake Royalty held their Coronation in the South Shore Event Center. It was attended by more than 250 people. The new court includes – Miss Howard Lake Hannah Wilson, Howard Lake Princess Riley Hintz, Junior Miss Howard Lake Lauren Cardinal and Neve Kuznia, and Little Miss Howard Lake Audrey Ogle and Harper Zens.

We are happy and relieved to report that most of the event went smoothly and we received very few complaints! For this being the first event for this committee, we are thrilled with how the weekend went.

Council Discussions & Considerations

Complaints that we did receive this year were:

- Lack of volunteers and support staff
 - Specifically for inflatables, Saturday helpers.
 - Coordination and flexibility between individual events that make up the total GND. For example, events not willing to be flexible or accommodating to space dedications.
 - Lack of events and programming selection for more/different age groups
- Decentralized activities occurring outside of the Downtown Business District.
- Lack of designated and accessible parking, specifically Block 18.
 - This will be more prevalent in 2024 if the Flea Market is permitted to be held in the parking lot AND assuming the grocery store is reopened.
- Complaints from the neighbors directly south of the parcel, due to people walking in their yard.
 - Council should consider revisiting the installation of a fence if similar activities are held in the future at this location.

Recommendations

- As a formally recognized committee, council should solicit additional volunteers/committee members and formally assign them via council action.
- Consider this year's events in relation to cost and future budget allocations.
- Provide stricter parameters to staff and volunteers concerning space allocations that have been noted as concerns.
- Revisit a fence or other barrier at parcel used for most functions.
- Finally, it's noted that Central Park was designed in part with community celebrations in mind. Additional use or even exclusive use for GND 2024 should be considered.

We look forward to Good Neighbor Days 2024, June 20-23.

DECISION MAKING METRICS:

FINANCIAL:

- The City expensed about \$13,000 for this event. This amount is consistent, if not about \$5,000 less than typical years.
 - Private donations were received totaling \$7,850.
 - This brings the City's total contribution down to about \$5,650.
 - The City budgets \$5,000 annually for GND related activities, however, that includes some internal reimbursements and funds provided directly to the GND committee.
 - The City does NOT allocate funds tied to staff support which was considerably more involved in 2023 than previous years.
- The former Good Neighbor Days Committee also transferred to the City the leftover funds from their bank account in the amount of \$11,000.
- An additional \$5,000 +/- was expensed related to the site improvements on the vacant parcel handled through smaller existing budget line items. It's noted however, the funds saved by not renting a tent are roughly equal to the more permanent site improvements completed.

LEGAL: Good Neighbor Days has been officially recognized by the City as a committee in 2023. Additional oversight and direction will be sought from council moving forward on parameters of the event.

COUNCIL ACTION REQUESTED: Discuss

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

July 17, 2023

AGENDA ITEM: **RESOLUTION 23-18 AUTHORIZING THE CITY ADMINISTRATOR AND MAYOR TO APPROVE AND EXECUTE CHANGE ORDERS FOR LIBRARY CONSTRUCTION PROJECT.**

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: The City has commenced construction on a new library facility. In the course of construction projects, change orders are somewhat inevitable. Public projects require city council approval of contracts with related budgets and terms within. Due to the complicated financing of this project, the general approval for all contractor payments require a very prescriptive process. Our project team has established the attached flow chart for standard pay application approvals. The issue arises when change orders are identified and brought forward independent of this process. Change orders and the actions required for paying for said change orders are independent functions but generally follow the same approval process. Having two different processes, one that may take longer due to needing council approval may cause delays in construction schedule and/or increases in project expense. In order to keep the project moving forward efficiently, a resolution has been drafted for council consideration with the following terms:

1. Change orders are deemed necessary by the construction manager in the matter of procurement requests or clarifications within the existing project scope.
2. Owner requested change orders provided they have been reviewed and approved by the city administrator and mayor with council acknowledgement provided at the next regularly scheduled meeting.
3. Any and all change orders have been deemed reasonable and within the confines of the total project budget.
4. By failing to approve or acknowledge change orders, delays to construction schedule and/or increases in costs are likely to occur.
5. Any change orders approved administratively do not exceed \$25,000.

Council reserves the right to add/delete/modify terms as they see appropriate prior to adopting the resolution. It is noted that the current city purchasing policy affords the city administrator spending authority up to \$25,000 provided it is a budgeted expense and multiple quotes have been sought. In the case of this project-based resolution, the dollar amount is the same and the budget assigned is the overall project budget. Multiple quotes are not required as the entire project falls under the sealed bid statute with additional considerations applied through USDA financing. Therefore, if/when the total project budget has been met and/or the dollar amount exceeds \$25,000 pre-approval by council is still required.

EXAMPLE: Change Order # 1 – Anchor Bolts

A current, real example is Change Order #1. This change order is a clarification brought forward by the structural steel contractor that ultimately led to a different anchor bolt system for the project. This resulted in a design and contract change order of specifications with a cost consequence of \$391. Without the attached resolution adopted, this change order would require a special council meeting for approval.

DECISION MAKING METRICS:

FINANCIAL: Open

LEGAL: The following terms and conditions of the resolution have been reviewed by USDA and deemed appropriate for this project.

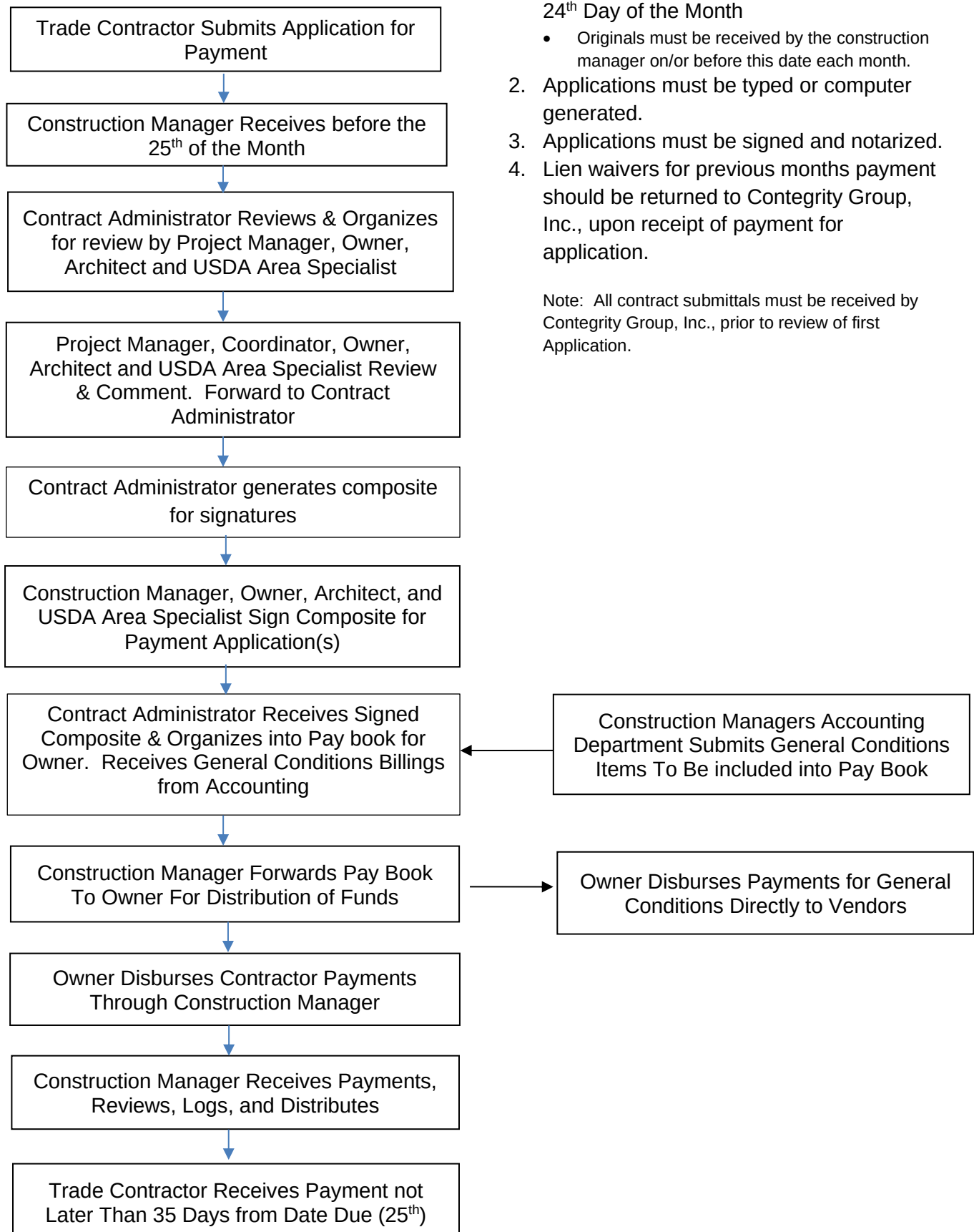
COUNCIL ACTION REQUESTED: Adopt Resolution 23-18 Authorizing City Administrator and Mayor to Approve Change Orders.

ATTACHMENTS:

1. Payment Procedure for Library Project
2. Change Order #1
3. Resolution 23-18 Authorizing City Administrator & Mayor to Approve Change Orders



PAYMENT PROCEDURE FLOW DIAGRAM





CONSTRUCTION SYSTEMS, INC.

Your Construction Steel Specialist

Conteguty Const. Co.
Pete F

June

Project : Howard Lake Library
Howard Lake, MN.

RFI Changed A. BOLTS

Redetailing
Rechecking

\$355-

10%

36-

Total

\$391.-

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

HELD: July 17, 2023

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Howard Lake, Minnesota, was duly held on Monday, July 17, 2023 at 7:00 p.m.

The following Council members were present:

and the following were absent:_____ Council member _____ introduced the following resolution and moved its adoption:

**RESOLUTION 23-18 AUTHORIZING THE CITY ADMINISTRATOR AND MAYOR TO
APPROVE AND EXECUTE CHANGE ORDERS FOR LIBRARY CONSTRUCTION
PROJECT**

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

The project team inclusive of the construction manager, architect and USDA financier are all involved with various approvals needed related to change orders and such approvals take approximately three weeks to complete and doing so while waiting for official council action may extend said timeline; and

The City Council hereby finds and declares that it is necessary and expedient for the City to review and approve construction matters that result in contractual change orders outside of the standard City Claims Process; and

City staff is authorized to execute change orders for the library on the following conditions:

1. Change orders are deemed necessary by the construction manager in the matter of procurement requests or clarifications within the existing project scope.
2. Owner requested change orders provided they have been reviewed and approved by the city administrator and mayor with council acknowledgement provided at the next regularly scheduled meeting.
3. Any and all change orders have been deemed reasonable and within the confines of the total project budget.
4. By failing to approve or acknowledge change orders, delays to construction schedule and/or increases in costs are likely to occur.
5. Any change orders approved administratively do not exceed \$25,000.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
COUNTY OF WRIGHT
CITY OF HOWARD LAKE

I, the undersigned, being the duly qualified and acting City Administrator of the City of Howard Lake, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes related to change orders for the construction of the library project .

WITNESS my hand this _____ day of _____, 2023.

Nick Haggemiller
City Administrator



HOWARD LAKE CITY COUNCIL MEETING

July 17, 2023

AGENDA ITEM: **RESOLUTION 23-19 AUTHORIZING THE CITY ADMINISTRATOR AND MAYOR TO APPROVE AND EXECUTE DOCUMENTS NECESSARY FOR STREET AND UTILITY FINANCING.**

SECTION: New Business

FROM: City Administrator

BACKGROUND: The City intends to advance a substantial Street & Utility Reconstruction project in the fall of 2023. The City will seek financial assistance from various state and federal agencies including loans and grants to support the total project. Similar to the library project, the lead financing agency is likely to be USDA. The City completed a Preliminary Engineering Report (PER) and has submitted to USDA for review. Once reviewed, the financing application process was to begin, likely in late fall. However, several rapid-fire discoveries is pushing up this timeline considerably.

- First, in the fall of 2022, the City consented to voluntary manganese testing by the Minnesota Department of Health. This led to the discovery of elevated levels very slightly higher than advisable by MDH for formula fed infants less than 6 months old. City staff quickly made process modifications at the Water Treatment Plant to bring this level within recommended standard limits. However, notification was sent from MDH to USDA on this matter. Recent state and federal legislation has increased loan and grant funding related to infrastructure, specifically, clean drinking water.
- Next, in seeking financing, specifically grants, certain community information is used including population and median household income found within official US Census information. Howard Lake has grown considerably since the 2010 Census and the median household income has more than doubled. Once funding agencies transition to the 2020 Census, we are likely no longer eligible for grant funding.
- Finally, our assigned USDA representative that we have been working with for nearly three years and is very familiar with our collective community, needs and overall project - is set to retire in the next two months. He has expressed desire to ensure this financing package is fully approved prior to his retirement.

City staff and consultants are familiar with USDA and it's intensive application process. It is anticipated that various forms, documents will need to be filled out, executed and submitted to various agencies including USDA and others to form a total financing package. It is further anticipated that some of these will require council approval and be needed outside of normal meeting dates. To ensure an expedient application process, the attached resolution has been drafted to authorize the city administrator, and if necessary, the mayor to execute forms, documents and materials necessary for the financing of these projects.

DECISION MAKING METRICS:

FINANCIAL: Open

LEGAL: A resolution providing city administrator and mayor authority to execute documents will be needed for the application itself and further provides necessary autonomy to advance the project overall.

COUNCIL ACTION REQUESTED: RESOLUTION 23-19 AUTHORIZING THE CITY ADMINISTRATOR AND MAYOR TO APPROVE AND EXECUTE DOCUMENTS NECESSARY FOR STREET AND UTILITY FINANCING.

ATTACHMENTS:

1. Resolution 23-19

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

HELD: July 17, 2023

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Howard Lake, Minnesota, was duly held on Monday, July 17, 2023 at 7:00 p.m.

The following Council members were present:

and the following were absent: _____ Council member _____ introduced the following resolution and moved its adoption:

RESOLUTION 23-19
AUTHORIZING THE CITY ADMINISTRATOR AND MAYOR TO EXECUTE AND
SUBMIT DOCUMENTS
FOR STREET AND UTILITY FINANCING

WHEREAS, The City Council hereby finds and declares that is necessary to provide explicit and total authority to the City Administrator and Mayor to execute documents and applications necessary to fund proposed street and utility improvements; and,

WHEREAS, The city administrator and mayor do so with necessary communication and coordination in support of projects and priorities identified in the council adopted preliminary engineering report; and,

WHEREAS, Such action is considered necessary to advance the project within the timeframe and expectations of various funding sources including but not limited to USDA, Public Facilities Authority and other traditional financing sources available to municipalities; and,

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

1. The city administrator and mayor have authority to execute any and all supporting documents and applications needed to find the best sources of funding related to the 2023 Street and Utility Projects.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
COUNTY OF WRIGHT
CITY OF HOWARD LAKE

I, the undersigned, being the duly qualified and acting City Administrator of the City of Howard Lake, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes related to change orders for the construction of the library project .

WITNESS my hand this _____ day of _____, 2023.

Nick Haggenmiller
City Administrator