

*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 15, 2024 – 7:00 pm

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

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

D. COUNCIL MEETING MINUTES

- a. Consider Approving Minutes from June 17, 2024 Regular Council Meeting and the work session meetings before and after the Council Meeting.

E. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS

F. CITIZEN INPUT

G. COUNCIL/COMMITTEE REPORT

H. DEPARTMENT REPORTS

I. CONSENT AGENDA

- a. Consider Accepting all Reports & Payment of Claims.
- b. Consider Approving Street Closure for Wright County Fair.
- c. Consider Approving Liquor & Special Event License for Wright County Fair.
- d. Consider Approving Street Closure for Lions Club parking Lot Party.
- e. Consider Approving Personnel Appointments
- f. Consider Approving Election Judges for the August Primary Election and the November General Election.
- g. Consider Approving store front grant for Encourage Counseling Services at 824 6th St.
- h. Consider Independent Contractor Agreement for Grant Writing Services for FEMA Grant.

J. NEW BUSINESS

- a. Consider Approval of Legal Services Agreement for USDA Street Reconstruction Projects.

D. OLD BUSINESS

E. ADMINISTRATOR'S REPORT

F. ADJOURN

A workshop of the full city council will follow the regular city council meeting.



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 17, 2024

WORK SESSION MEETING MINUTES

COUNCIL PRESENT

Mayor Zimmerman
Allan Munson
Jason Deiter
Gene Gilbert
Tom Kutz

COUNCIL ABSENT

STAFF PRESENT

Nick Haggenmiller, City Administrator
Meagan Theisen, Assistant City Administrator

ALSO PRESENT

Howard Lake Fire Members –
Chief Keith Bobrowske
Eric Stoll
Dave Peterson

CALL TO ORDER

Mayor Zimmerman called the meeting to order at 6:02 p.m.

Public Safety Meeting

Chief Bobrowske reviewed the Open House discussions that were had with township members in April. Stating that initial presented figures of \$170/unit in 2024 were worrisome for townships and they could not get the numbers to add up correctly. The final figures for 2024 came out to be \$145.

Now that a new fire hall is in the discussion, there has been discussion to raise the rate to \$170/unit in 2025, which was disclosed to the townships in the spring.

ADJOURN

Council moved to adjourn the meeting at 7:01 pm.

Attest – City Administrator/Clerk

Mayor



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MEETING MINUTES

COUNCIL PRESENT

Mayor Zimmerman

Allan Munson

Jason Deiter

Gene Gilbert

Tom Kutz

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 7:02 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 Deiter and passed unanimously.

APPROVAL OF MINUTES

Council Member Kutz moved to approve the minutes from the May 20, 2024 Council Meeting. The motion was seconded by Council Member Gilbert and passed unanimously.

PUBLIC HEARING/PRESENTATION

None.

CITIZEN INPUT

Kirby Moynagh, Mayor of Montrose, introduced himself to the Council and staff and shared his campaign of running for Wright County Commissioner.

COUNCIL/COMMITTEE REPORT

Council Member Deiter shared information from the Public Safety workshop held prior to the City Council Meeting.

Mayor Zimmerman shared that there is a Waste Water Commission meeting on Thursday, June 20.

DEPARTMENT REPORTS

None.

CONSENT AGENDA

a. CONSIDER ACCEPTING ALL REPORTS AND PAYMENT OF CLAIMS

GENERAL FUND	62692-62819	\$559,319.69
PAYROLL	27519-27537, 503392-503414	\$31,994.19
ELECTRONIC	1682-1697	\$36,398.39
TOTAL		\$627,712.27

AMBULANCE CLAIMS	6085-6097	\$8,004.48
TOTAL		\$8004.48

b. CONSIDER APPROVING PROSECUTION LEGAL SERVICES THROUGH BERGLUND, BAUMGARTNER & GLASER, LLC

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

NEW BUSINESS

a. Discuss/Update: Grade 8 Market Development

Paul and Belinda Bravinder provided an update to the Council on plans for the store. They are looking at potentially purchasing the store.

Council directed the Bravinder's to determine a purchase price and make a formal ask to the City for the Council to consider.

b. Consider Special Use Permit for Event at Central Park

Belinda Bravinder provided additional information on the request to use Central Park for the Howard Lake Waverly Winsted Theatre Arts Boosters (TAB).

Council discussed and agreed to waive a rental fee for the space for this event.

Council Member Deiter moved to approve the request for a Special Use Permit for the TAB event at Central Park with no rental fee. The motion was seconded by Council Member Gilbert and passed unanimously.

c. Consider Loan Resolution 24-08 for Authorizing and Providing for Incurrence and Indebtedness for USDA Street & Utility Project

Haggenmiller presented the staff report. This is a Resolution following up a previous council action of obligating funds for the project. Approving this resolution does not incur the issuance of debt.

Council Member Munson moved to approve Resolution 24-08 for Authorizing and Providing for Incurrence and Indebtedness for USDA Street & Utility Project. The motion was seconded by Council Member Dieter and passed unanimously.

OLD BUSINESS

None.

ADMINISTRATORS REPORT

Theisen reminded Council and viewers about the Good Neighbor Days events coming up for the weekend.

ADJOURN

Council Member Kutz moved to adjourn the meeting at 7:36 pm. The motion was seconded by Council Gilbert and passed unanimously.

Attest – City Administrator/Clerk

Mayor



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Howard Lake City Hall -

June 17, 2024

WORK SESSION MEETING MINUTES

COUNCIL PRESENT

Mayor Zimmerman

Allan Munson

Jason Deiter

Gene Gilbert

Tom Kutz

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 7:38 p.m.

Vehicle Maintenance Contracts

A local business owner approached a couple of the Council Members about the City not using his business for vehicle maintenance. Staff shared information about the vehicle fleet and where vehicles are taken for repairs and maintenance. He noted, the suggested language required in legal agreements would likely exclude most or all local vendors and place additional administrative responsibilities on staff. Council did not see the need to go out for bid on vehicle maintenance contracts at this time.

ADJOURN

Council moved to adjourn the meeting at 8:13 pm.

Attest – City Administrator/Clerk

Mayor



HOWARD LAKE CITY COUNCIL MEETING

July 15, 2024

AGENDA ITEM: Consider Approving Closure of 1st Street for Wright County Fair

SECTION: Consent Agenda

FROM: Wright County Fair Board

BACKGROUND: The Wright County Fair will be held July 24-28, 2024 at the Wright County Fair Grounds in Howard Lake. Similar to previous years, the Fair Board is requesting 1st street to be closed for Fair activities from July 22-28, 2024.

DECISION MAKING METRICS:

FINANCIAL: N/A

LEGAL: N/A

STRATEGIC PLAN: Sustain and Enhance Community Traditions

COUNCIL ACTION REQUESTED: Approve closure of 1st Street for the Wright County Fair from July 22-28, 2024.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

July 15, 2024

AGENDA ITEM: Consider Approving Temporary On-Sale Liquor License

SECTION: Consent Agenda

FROM: Megan Theisen, Assistant City Administrator
Wright County Fair Board

BACKGROUND: Annually, the Wright County Agricultural Society applies for a temporary on-sale license for the Wright County Fair. This allows for strong beer sales to take place for the majority of the Fair and be within the applicable statutes and ordinances.

DECISION MAKING METRICS:

FINANCIAL: Traditionally, the Wright County Fair has not been charged for the temporary liquor license or full temporary liquor license. Per city code, the fee is to be determined by the City Council.

LEGAL: Approval of the Temporary Liquor License is contingent upon completed application and insurance information.

STRATEGIC PLAN: Sustain and Enhance Community Traditions

COUNCIL ACTION REQUESTED:

Approve a temporary 3.2 on-sale license and a temporary on-sale liquor license for July 24– July 28, 2024 for the Wright County Fair, under the conditions we receive completed paperwork from the Fair Board before the event.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

July 15, 2024

AGENDA ITEM: Consider Approving Closure of 1st Street for Wright County Fair

SECTION: Consent Agenda

FROM: Lions Club

BACKGROUND: The Lions Club is hosting their annual parking lot party August 16, 2024. This would include the closure of 8th Street immediately adjacent to their club.

DECISION MAKING METRICS:

FINANCIAL: N/A

LEGAL: N/A

STRATEGIC PLAN: Sustain and Enhance Community Traditions

COUNCIL ACTION REQUESTED: Approve closure of 8th Street for the parking lot party.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

July 15, 2024

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:

Hired – Lori Dahl – Howard Lake Wine and Spirits

DECISION MAKING METRICS:

FINANCIAL: This position is budgeted as part of the 2024 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 15, 2024

AGENDA ITEM: Consider the Approval of Election Judges for 2024

SECTION: Consent

FROM: Meagan Theisen, Assistant City Administrator

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

COMMENTS: The following individuals have been identified as proposed election judges for the Primary Election on August 13, 2024 and the General Election on November 5, 2024.

Head Election Judge: Traci Drake, Barb Guenigsman
Assistant Head Election Judge: Tanya Remer, Nick Haggemiller, Meagan Theisen

Rhonda Frey
Wanda Werner
Heather Miller
David Marks
Susan Jude
Kylee Fie
Michelle Donahue
Michele Berg
Mary Dogoski

Note – All judges must complete their election judge training by July 31st.

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

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

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

STAFF RECOMMENDATION: Approve the individuals listed as presented as election judges for the year 2024.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

July 15, 2024

AGENDA ITEM: Consider Approving store front grant for Encourage Counseling Services at 824 6th St.

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: Melanie Gerhardson, Encourage Counseling Services has purchased the former Eden Medical building downtown. They have intentions to fully renovate the interior and exterior of the building. They are requesting a \$5,000 Downtown Revitalization Grant from the City. While the grant requires no match, this is noted to be about 2% of the total project cost.

The exterior scope of the project includes a new roof/roof line, exterior façade, signage, windows, doors, sidewalks. Future projects include renovating the basement inside, as well as

DECISION MAKING METRICS:

FINANCIAL: \$5,000

COUNCIL ACTION REQUESTED: Approve the Downtown Revitalization Grant to Encourage Counseling Services.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

July 15, 2024

AGENDA ITEM: Consider Independent Contractor Agreement for Grant Writing Services for FEMA Grant.

SECTION: New Business

FROM: Nick Haggemiller, City Administrator

BACKGROUND: The HLFD is positioning for grant funding through FEMA. The department has used the services of an independent grant writer, Karin Anderson for the grant application. FEMA requires an independent contractor agreement to be approved as part of the application process. The City is able to do so under the legal services provision.

DECISION MAKING METRICS:

FINANCIAL: Anderson charges \$600 for the application. This has been paid.

COUNCIL ACTION REQUESTED:

ATTACHMENTS:

1. Agreement

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT is made between the City of Howard Lake, a Minnesota municipal corporation (the "city") and Karin Anderson (the "contractor"). The city is a municipality under the laws of the State of Minnesota. The contractor is educated and trained in providing AFG FEMA grant writing assistance. The city and contractor agree as follows:

1. The contractor agrees to provide the following services to the city:

Grant writing assistance for Howard Lake Fire Department's 2023 AFG FEMA grant.

2. The fire department agrees to pay the contractor a fee not to exceed \$ 600 for completion and submission of a FEMA grant including close out reports for Howard Lake Fire Department's 2023 AFG FEMA grant request.

3. The contractor shall provide all supplies or reports necessary or advisable to provide the services included herein. Any and all expenses in providing the services, other than indicated herein, shall be the sole responsibility of contractor.

4. The contractor acknowledges that information she may acquire or that is available to the public constitutes confidential information of the city and fire department. The contractor agrees not to disclose or use for contractor's own benefit any confidential information or any sensitive information of the city or fire department.

5. The contractor agrees to secure any and all necessary licenses for the operation of the contractor's business, and to provide the services described in paragraph 1 in full compliance with all applicable laws, codes and regulations.

6. This Agreement shall be in effect until December 31, 2025, or until AFG FEMA grant close out dates.

7. This Agreement shall be interpreted in accordance with the laws of the State of Minnesota.

IN WITNESS WHEREOF, each of the city and contractor has executed or caused this Agreement to be executed upon the day and year first above written.

Dated: Nov 6, 2023
FG-02244

Application #: EMW-2023-

A handwritten signature in blue ink that reads "Karin Anderson". The signature is written in a cursive style with a large initial "K" and a long, sweeping underline.

Karin Anderson, Contractor
Fire Chief

Mayor, City Clerk, or



HOWARD LAKE CITY COUNCIL MEETING

July 15, 2024

AGENDA ITEM: Consider Approval of Legal Services Agreement for USDA Street Reconstruction Projects.

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: The City has been actively planning and preparing for a large concurrence of street and utility related projects that will be financed primarily through USDA Rural Development. At the February 2024 Council Meeting, a series of actions and approvals were completed by council which included approving a legal services agreement which officially names a representing legal services representative. As a recent example, the Howard Lake EDA executed this same agreement naming City Attorney Mike Couri for these responsibilities. However, since the EDA is a separate entity to the City, an additional agreement executed by the city council is required.

DECISION MAKING METRICS:

FINANCIAL: The City is charged a per hour fee of \$150/hour for Couri Ruppe Services, this is consistent for this purpose as well.

COUNCIL ACTION REQUESTED: Approve legal services agreement.

ATTACHMENTS:

1. Legal Services Agreement.

UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Utilities Service

LEGAL SERVICES AGREEMENT

This agreement made this _____ day of _____,
_____ between _____

(sponsors) (organizing committee) (Name of organization)

hereinafter referred to as "Owners," and _____,
attorney at law, of _____, hereinafter referred
to as "Attorney":

WHEREAS, Owners are intending to _____ ("have formed") ("public water supply
district,"

"public service district," "not for profit corporation," or

other official designation) _____ a
("body politic," "municipal

corporation," "nonprofit corporation," or other organization)

in _____ County _____

under the provisions of _____
(Cite statute(s) under which applicant will be

_____, and
organized)

WHEREAS, the Attorney agrees to perform all legal services necessary to organize and
incorporate said _____

_____ under the provisions of

said statutes and to perform all other customary legal services necessary to the organization, financing, construction, and initial operation of
a _____ system;

WITNESSETH:

That for and in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed:

SECTION A - LEGAL SERVICES

That the Attorney will perform such services as are necessary to accomplish the above recited objectives including, but not limited to, the following:

1. Preparation and filing of petition for incorporation and supervision and assistance in the taking of such other actions as may be necessary or incidental to cause the Owners to become duly organized and incorporated and to be authorized to undertake the proposed system.
2. Furnish advice and assistance to the governing body of the duly incorporated association in connection with (a) the notice for and conduct of meetings; (b) the preparation of minutes of meetings; (c) the preparation and enactment of such resolutions as may be necessary in connection with the authorization, financing, construction, and initial operation of the system; (d) the preparation of such affidavits, publication notices, ballots, reports, certifications, and other instruments and advice as may be needed in the conduct of such bond elections as may be necessary; (e) the preparation and completion of such bonds or other obligations as may be necessary to finance the system; (f) the completion and execution of documents for obtaining a loan made or insured or a grant made by the United States of America, acting through the Rural Utilities Service, U. S. Department of Agriculture; (g) entering into construction contracts; (h) preparation and adoption of By-Laws, Rules and Regulations, and rate schedules; (i) such other corporate action as may be necessary in connection with the financing, construction, and initial operation of the system.

3. Review of construction contracts, bid-letting procedure, and surety and contractual bonds in connection therewith.
4. Preparation, negotiation, or review of contract with a city or other source of water supply when necessary.
5. Preparation, where necessary, and review of deeds, easements and other rights-of-way documents, and other instruments for sites for source of water supply, pumping stations, treatment plants, and other facilities necessary to the system and to provide continuous rights-of-way therefor; rendering title opinions with reference thereto; and providing for the recordation thereof.
6. Obtain necessary permits and certificates from county and municipal bodies, from State regulatory agencies, and from other public or private sources with respect to the approval of the system, the construction and operation thereof, pipeline crossings, and the like.
7. Cooperate with the engineer employed by Owners in connection with preparation of tract sheets, easements, and other necessary title documents, construction contracts, water supply contracts, health permits, crossing permits, and other instruments.
8. When applicable, secure assistance of and cooperate with recognized bond counsel in the preparation of the documents necessary for the financing aspects of the system. The attorney shall pay all bond counsel in perfecting the financing aspects, e.g., assessment procedures and completion of documents. Where bond counsel is retained, the Attorney will not be responsible for the preparation and approval of those documents pertaining to the issuance of the Owner's obligations.

SECTION B - COMPENSATION

1. Owners will pay to the Attorney for professional services rendered in accordance herewith, fees as follows:

Said fees to be payable in the following manner and at the following times:

SECTION C - OTHER PROVISIONS

1. That upon organization and incorporation the association shall by appropriate resolution adopt and ratify this Agreement, that the association shall be substituted for the individual Owners as a party to this Agreement, and that the Owners as Individuals shall thereupon be relieved of all personal liability existing or arising from this Agreement.

2. That upon organization and incorporation should the association fail or refuse to adopt and ratify this Agreement by appropriate resolution within _____ days from the date of the commencement of its legal existence, this Agreement shall terminate and Owners shall be liable to the Attorney for payment of \$ _____, which sum represents payment in full for the organization and incorporation of the association and for all other legal services rendered to Owners under the terms of this Agreement to the date of said termination.

Attorney:

Owners:

oOo