



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

June 20, 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 May 15, 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 Equipment Purchases for Utilities Department.

I. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS

- a. Public Hearing: Amendment of EDA Redevelopment Plan.
 - Consider Approval Resolution 23-15 Adopting the Modification to the Redevelopment Plan.
- b. Public Hearing: Delinquent Utility & City Charges Property Tax Certification.
 - Consider Approval of Resolution 23-16 Certifying Delinquent Charges.

J. NEW BUSINESS

- a. Consider Gate Valve and Manhole Repairs.
- b. Consider Automatic Aid Agreement Between Cokato and Howard Lake Fire Departments.
- c. Consider Service Agreement for Asset Mapping.
- d. Consider Resolution 23-17 Authorizing Creation of Bank Account & Fund Transfer.

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 -

May 15, 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

Dave Thompson, Howard Lake Police Chief

Myra Laway, Howard Lake Wine and Spirits Manager

ALSO PRESENT

Shannon Sweeney, David Drown Associates

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Council Member Kutz moved to approve the minutes from the April 17, 2023 regular Council meeting. The motion was seconded by Council Member Gilbert and passed unanimously.

CITIZEN INPUT

Mike Kaczmarek, County Commissioner, addressed the City Council. He provided an update on upcoming County meeting topics and invited everyone to attend the County EDA meeting in June. He also provided an update on various ongoing County projects.

Wright County Public Health representatives addressed the City Council about their SHIP (Statewide Health Improvement Partnership) program.

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	60817-60924	\$244,641.26
PAYROLL	27275-27291, 502681-502731	\$60,027.45
ELECTRONIC	1422-1429	\$36,735.97
TOTAL		\$341,404.68

AMBULANCE CLAIMS	5955-5964	\$6,215.11
ELECTRONIC	40	\$113.06
TOTAL		\$6,328.17

b. Consider Various Personnel Appointments.

c. Consider Various Approvals for Wright County Fair 2023

d. Consider Resolution 23-14 Adopting Wright County All Hazard Mitigation Plan

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

PUBLIC HEARING/PRESENTATION

N/A

NEW BUSINESS

a. Consider Selection Interim Construction Financer for Library Project

Shannon Sweeney addressed the Council and shared the info on the construction loan for the library project. He noted that they received three proposals for the project. He requested Council to approve David Drown Associates to engage bond council.

Council Member Munson moved to approve interim construction financer for the library project. The motion was seconded by Council Member Gilbert and passed unanimously.

b. Consider Approval of Agreement for School Resource Officer for HLWW Schools

Chief Thompson addressed the Council, sharing that he and Sargent Szczepanik attended the School Board meeting to present a new contract for a School Resource Officer and HLWW Schools. They agreed to the presented \$40,000 per year plus a 2.5% increase each year. The school will also work to pay off the remaining \$10,000 in back pay.

Council Member Kutz moved to approve the SRO Agreement. The motion was seconded by Council Member Deiter and approved unanimously.

c. Consider Approval of Bartending Services Agreement for Reeds and Rushes Event Center

Haggenmiller presented the staff report to Council. Theisen and Laway reviewed terms in the agreement and the research they did to determine specific terms.

Council Member Kutz moved to approve the Bartending Services Agreement for Reeds and Rushes Event Center. The motion was seconded by Council Member Munson and passed unanimously.

d. Consider Approval of Street Maintenance Quote

Haggenmiller presented the staff report, highlighting the street repairs in this quote are areas outside of the bigger project area that is starting this fall.

Council Member Deiter moved to approve the quote from Mid Minnesota Hot Mix as presented. The motion was seconded by Council Member Kutz and passed unanimously.

e. Consider Various Approvals for Good Neighbor Days 2023.

Theisen presented the staff report to Council of Good Neighbor Days Events, highlighting specific roads and parking lots that will be closed for the 2023 event.

Council Member Gilbert moved to approve the road and parking lot closures. The motion was seconded by Council Member Munson and passed unanimously.

OLD BUSINESS

None.

ADMINISTRATORS REPORT

ADJOURN

Council Member Kutz moved to adjourn the meeting at 8:21 pm. The motion was seconded by Council Member Deiter and passed unanimously.

Attest – City Administrator/Clerk

Mayor

HOWARD LAKE CITY COUNCIL
WORK SESSION
May 15, 2023

8:28 pm

Refuse Hauling Contract – Annual Check In

Haggenmiller presented the staff report. Noting that service has improved since last years check in.

Glen and Karen Mumford shared recent business updates, changes in office staff and miscellaneous organization changes.

User Fees for City Facilities & Grounds

Haggenmiller presented the staff report.

Council agreed to not charge the school for use of Memorial Park, as long as they fully clean up after each use.

Strategic Initiatives/Real-Estate

Haggenmiller presented the staff report about a parcel that was offered for the City to purchase.

Council agreed to move forward with the purchase of PID 109-010-019021.

Meeting closed at 10:20 pm.

Howard Lake Wine & Spirits

Profit & Loss Statement

for the period 5/1/2023 to 5/31/2023

SALES	Mnthly Amnt	YTD Amount	Budget to be updated	% of Budget	2022 Mnthly Amnt	2022 YTD1Amt	+/- Pr Yr
Liquor	\$ 31,761	\$ 137,386	\$ 397,000	35%	\$ 30,471	\$ 137,895	\$ (509)
Beer	\$ 53,927	\$ 197,389	\$ 675,000	29%	\$ 53,392	\$ 220,334	\$ (22,945)
Wine	\$ 7,026	\$ 33,423	\$ 102,000	33%	\$ 6,582	\$ 38,614	\$ (5,191)
Discounts	\$ (798)	\$ (3,804)	\$ (18,000)	21%	\$ (1,000)	\$ (6,687)	\$ 2,883
Misc(Pop/Mixes/Tobaco)	\$ 2,217	\$ 7,633	\$ 33,600	23%	\$ 1,919	\$ 6,758	\$ 875
Non Tax	\$ -	\$ 1,437	\$ 14,400	10%	\$ 1,235	\$ 3,114	\$ (1,676)
Loyalty Program	\$ -	\$ -	\$ (3,000)	0%	\$ (53)	\$ (170)	\$ 170
On Sale Revenue - SSEC	\$ 2,034	\$ 4,870			\$ 1,340	\$ 1,999	
Other Revenue	\$ 21	\$ 90			\$ 8	\$ 86	
TOTAL SALES	\$ 96,188	\$ 378,425	\$ 1,201,000	32%	\$ 93,895	\$ 401,943	\$ (26,393)
COST OF SALES							
Liquor	\$ 23,810	\$ 98,200	\$ 228,000	43%	\$ 19,545	\$ 94,195	\$ 4,005
Beer	\$ 44,552	\$ 155,976	\$ 532,000	29%	\$ 39,277	\$ 168,992	\$ (13,016)
Wine	\$ 5,073	\$ 23,865	\$ 66,000	36%	\$ 4,358	\$ 25,346	\$ (1,481)
Misc Tax	\$ 2,404	\$ 5,884	\$ 17,500	34%	\$ 1,114	\$ 5,073	\$ 811
Misc Non Tax	\$ -	\$ -	\$ 8,500	0%	\$ -	\$ 179	\$ (179)
Freight	\$ 564	\$ 3,095	\$ 8,000	39%	\$ 327	\$ 2,793	\$ 303
TOTAL COST OF SALES	\$ 76,403	\$ 287,021	\$ 860,000	33%	\$ 64,621	\$ 296,578	\$ (9,557)
GROSS PROFIT	\$ 19,785	\$ 91,405					
EXPENSES							
Wages/Benefits	\$ 13,618	\$ 66,198	\$ 171,825	39%	\$ 11,858	\$ 62,459	\$ 3,739
Consulting	\$ -	\$ -	\$ 12,000	0%	\$ 1,000	\$ 4,100	\$ (4,100)
Training & Seminars	\$ 147	\$ 1,269	\$ 1,000	127%	\$ -	\$ 60	\$ 1,209
Travel	\$ -	\$ -	\$ 1,000	0%	\$ 169	\$ 362	\$ (362)
Dues & Subscriptions	\$ -	\$ -	\$ 1,000	0%	\$ -	\$ 20	\$ (20)
Cash Short/Over	\$ (134)	\$ (314)	\$ -		\$ (0)	\$ 73	\$ (387)
Credit Card Expense	\$ 1,489	\$ 7,086	\$ 18,000	39%	\$ 1,275	\$ 7,236	\$ (151)
Insurance	\$ -	\$ 9,370	\$ 9,300	101%	\$ -	\$ 9,152	\$ 218
Repair & Maintenance	\$ 2,239	\$ 5,461	\$ 8,000	68%	\$ 361	\$ 2,618	\$ 2,843
Computer Supplies/Technology	\$ -	\$ 1,891	\$ 4,500	42%	\$ -	\$ 3,526	\$ (1,635)
Utilities	\$ 1,041	\$ 5,100	\$ 12,000	43%	\$ 664	\$ 4,506	\$ 594
Advertising	\$ -	\$ -	\$ 2,500	0%	\$ -	\$ 1,976	\$ (1,976)
Misc	\$ 227	\$ 1,466	\$ 5,000	29%	\$ 44	\$ 1,392	\$ 75
Depreciation	\$ 625	\$ 3,125	\$ 7,500	42%	\$ 625	\$ 3,125	\$ -
TOTAL EXPENSES	\$ 19,252	\$ 100,652	\$ 253,625	40%	\$ 15,996	\$ 100,606	\$ 46
PROFIT/(LOSS)	\$ 533	\$ (9,248)			\$ 13,279	\$ 4,759	



HOWARD LAKE CITY COUNCIL MEETING

June 20, 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:

Hired – Andrew Aguilar – Howard Lake PD CSO

Hired – Carrie Dickenson – HLFD

Hired – Sophia Imholte – HLFD

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

June 20, 2023

AGENDA ITEM: Consider Purchase of Utilities Equipment

SECTION: New Business

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: Public works is requesting the purchase of a gas detection monitor to be used for confined spaces with a quoted price of \$1,860. Additionally, a new utility locator with a quoted \$5,455 for a total of \$7,315.

DECISION MAKING METRICS:

FINANCIAL: Up to \$7,315 from utility funds.

LEGAL: Open

COUNCIL ACTION REQUESTED:

ATTACHMENTS:

1. Gas Detection Quote/Specs
2. Utility Locate Quote/Specs



Quote

PO Box 783, Rogers, MN 55374
Ph 877-544-2700 Fax 612-930-0930

Date	Quote #
5/10/23	12899

Name / Address
City of Howard Lake Jared Merges 625 8th Ave Howard Lake, MN 55349

Ship To

		Terms	FOB	
		Net 30	Warehouse	
Item	Description	Qty	Price Each	Total
V3A01-J01-CN-US	Vivax-Metrotech vLoc3Pro 5-Watt Kit - Includes: vLoc3Pro receiver with, 5 watt transmitter, LI-ION battery and charger, connection leads, ground stake, 5-inch signal clamp, manual and soft kit bag.	1	5,345.00	5,345.00
SHIPPING02	Shipping, Insurance & Configurations - Vloc3 ***Training and technical support provided for the life of the product with this purchase.	1	110.00	110.00



Quote

PO Box 783, Rogers, MN 55374
Ph 877-544-2700 Fax 612-930-0930

Date	Quote #
5/10/23	12900

Name / Address
City of Howard Lake Jared Merges 625 8th Ave Howard Lake, MN 55349

Ship To

		Terms	FOB	
		Net 30	Warehouse	
Item	Description	Qty	Price Each	Total
G450-11410K	GFG G450 Value Kit - Alkaline, Includes: G450 Alkaline Gas Detector, 4 Sensors (LEL, O2, CO, H2S); Calibration Gas; Fixed Flow Regulator; ABS Carry Case The G450 has a limited lifetime warranty on instrument & electronics including three-years on all sensors - LEL, O2, CO, H2S - from date of purchase. Additional extended warranty is available to extend the original three year warranty to six full years (see below) optional pricing as follows:	1	1,480.00	1,480.00
1450-EXT6	GFG G450 Extended 6-year sensor warranty (LEL, O2, CO, H2S)	1	380.00	380.00
SHIPPING05	Hazardous Materials - Shipping, Handling & Insurance - Item shipped in accordance with HAZMAT regulations. TBD Prepay & Add To Final Invoice		0.00	0.00

		Subtotal		\$1,860.00
		Sales Tax (0.0%)		\$0.00
		Total		\$1,860.00

Thank you for your business. Quote pricing is valid for 30 days.

ATTENTION: Our mailing address has recently changed to PO Box 783, Rogers MN 55374. Please update your records

G450

Advanced Confined Space Gas Detection

Joe Rubbelke

612-817-6521 (c)

j.rubbelke@utility-logic.com

Paul Teicher

763-276-3577 (c)

p.teicher@utility-logic.com

877-544-2700

utility-logic.com



UtilityLogic®



Ideal Confined Space gas monitoring

Continuously measures up to four gas hazards

The G450 Confined Space Gas Detector continuously measures up to four hazards (CO, H₂S, O₂ and percent LEL combustible gas) in air.

Water resistant design

The G450 is compact, robust and very easy-to-use. The dust proof and highly water resistant (IP-67) housing is designed to survive the toughest environmental conditions. The housing even includes a built-in rubberized boot to withstand the hard knocks of confined space entry.

Three year warranty on all sensors

Dependable and accurate G450 sensors keep the cost of ownership down. All sensors – including O₂, LEL combustible, CO and H₂S sensors – carry a full three year warranty from the date of purchase.

Easy operation

The G450 keeps gas detection simple. Most day-to-day functions are controlled with a single button, and calibration is fully automatic. Simply attach the adapter and flow gas to the sensors. GfG AutoCal® programming automatically makes the adjustments and updates the information in the instrument's on-board memory.

Datalogging standard

All G450 instruments are equipped with datalogging. The datalogger records gas concentrations and alarms on a moment-to-moment basis. Monitoring results can be downloaded to a PC for viewing, storage and evaluation.

Top-mounted display easy to read even in the dark

Whether it's worn on your belt or held by hand, the G450 is easy to read. The top-mounted, full graphics LCD includes a built-in backlight for use in the dark. Readings can be "zoomed" or "flipped" at the push of a button to make it even easier to see your monitoring results.

Up to 24 hours continuous operation

G450 battery packs deliver up to 24 hours of continuous operation. Alkaline packs are powered by two "AA" batteries. Rechargeable battery packs can even be equipped with optional "flash light" LEDs.



Loud audible and bright visual alarms warn users of dangerous conditions

The G450 includes an extremely loud audible alarm (103 dB at 12 inches), built-in vibrator and bright wrap-around LED alarm lights visible from every direction. The top-mounted display changes color from green, to orange to red just like a traffic signal to help communicate the severity of the hazardous condition.

Accessories

Each G450 comes complete with sensors and battery pack (as specified), calibration adapter, and a manual. Rechargeable instruments additionally include a drop-in cradle charger and wall power adapter. The DS400 Docking Station offers completely automatic functional testing, calibration, instrument charging and record keeping.



G450 ecoBump Kit

NFPA 350, "Guide to Safe Confined Space Entry and Work" makes it absolutely clear: Gas monitors used for atmospheric monitoring of confined spaces should be bump tested by the Gas Tester prior to each day's use." The G450 ecoBump kit makes this obligation easy and convenient. The kit includes a dependable G450 four gas, direct reading gas monitor for the detection of O₂, combustible gas (%LEL), CO and H₂S.

The foam lined, water-proof carrying case includes a push-button regulator and a compact cylinder that holds enough test gas for up to 250 (or more!) daily bump tests. Simply turn the instrument ON, attach the adapter, and push the regulator button for 2 seconds, and verify that the alarms are activated.



The G450 ecoBump Kit is available in either Alkaline or Rechargeable.

The G450 is a simple, compact and robust confined space gas detector which carries CSA, INMETRO and MSHA approvals at an affordable price!

Smart, user-friendly accessories



DS400 Docking Station

Easy operation

The operation of the DS400 docking station couldn't be any easier. Simply place the G450 or the G460 in the dock and the system will take over from there. The DS400 automatically performs a full functional test including fresh air calibration, bump test, extensive sensor tests, alarm tests and optionally performs an automatic AutoCal® calibration.

Extensive diagnostics

The DS400 is designed to go beyond the traditional basic docking station tests and includes sensor diagnostics tests such as T_{50} and T_{90} . After all, what good is a sensor that can respond to gas when it takes too long to get there? With the DS400 you can have confidence with this added level of safety.

Automatic charging

After all tests have been completed the DS400 will automatically start the charging process of the detector or you may remove and begin using it. In case the detectors battery condition is insufficient to complete a test the DS400 will charge the instrument before performing the test.

Reduced cost of ownership

The DS400 is designed to reduce the cost of ownership every step of the way. The built in pump has variable flow control to reduce the amount of gas consumed during the test. The DS400 is even smart enough take advantage of the gas remaining in the tubing after the previous test was completed.

Record keeping

A good instrument gas detection maintenance program is not complete without equally good records keeping. Whether you choose to download or maintain the records on a PC or network or your preference is to leave it to the docking station, the DS400 is the right choice.

The DS400 can retain as many as 2 million complete diagnostics in memory with maximum memory installed. That is over 50 years of data even if testing 100 detectors every single day!

PC communication

The DS400 comes complete with USB interface cable and download software. The SD card may also be downloaded using a standard SD card reader.

Maintenance certificates

The DS400 software includes a module to quickly print official calibration or bump test certificates. Simply download the records from the DS400 and start the "Certificate Generator" ... it takes only seconds!



DS404 Multi-inlet Docking Station

Same innovative features

The DS404 multi-inlet docking station has all the same great features as the DS400 with the additional advantage for the ability to connect up to four gas cylinders to the four test gas ports as shown above.



G400 MP-2 Smart Pump

Optimized alarm system

The new G400 MP-2 pump continuously communicates with the G450/G460 gas detector. This interaction allows fault indication on the detector display. Alarms such as low battery, blocked sampling line or interrupted power fault are shown on the display and activate a visual and audible alarm on the monitor.

Various applications

Gas samples can be taken from a distance of up to 100 meters (over 300 feet) at a typical draw rate of 0.5 liters per minute.

Superior flexibility

The G400 MP-2 is the only detachable pump on the market today which will allow for operation in both diffusion mode and remote sample-draw mode. Simply slide the shutter to turn the pump on or off. When the pump is on, the shutter covers the diffusion inlets and exposes them when the pump is switched off.

The G400 MP-2 features a high efficiency redundant filter system in addition to a standard external probe with dust and hydrophobic filters.

Independent power supply

The G400 MP-2 is operated by its own power supply, independent of the gas detector. The power supply of the pump allows for up to 10 hours of continuous operation.

Daily bump testing made simple

Convenient Kit Configurations

Value Kit

- All standard accessories*
- Calibration gas
- Fixed flow regulator
- ABS carrying case
- Hand aspirated pump or motorized smart pump (depending on configuration)



Confined Space Kit

- All value kit accessories
- Rugged aluminum case (instead of ABS)
- Spare alkaline battery
- Hand aspirated pump or motorized smart pump (as specified)
- Data download cable and software
- Spare pump filters



ecoBump Kit

- All standard accessories*
- 7 L Calibration gas (C 10 fitting)
- 1,200 psi
- Approx. 250 three second bumps
- Push button regulator
- ABS foam lined carrying case
- Considered non-hazardous when shipping ground within USA



* Standard accessories: G450 detector, specified sensors, charger (if specified), calibration adapter, manual and CD.

TECHNICAL DATA: G450

Ranges & Resolution for Sensors:

Carbon monoxide (CO)	0 - 500 ppm	1 ppm
Hydrogen sulfide (H ₂ S)	0 - 100 ppm	0.1 ppm
Oxygen (O ₂)	0 - 25% vol	0.1%/vol
Combustible	0 - 100% LEL	0.5% LEL
CH ₄	0 - 5 % vol	0.02%/vol

Expected Sensor Life:

Carbon monoxide (CO)	3 years or longer
Hydrogen sulfide (H ₂ S)	3 years or longer
Oxygen (O ₂)	3 years
Combustible LEL	3 years
Unfiltered LEL	2 years

Datalogging Included:

1,890 intervals (55 hours at 2 minutes).
Also stores events, calibration history and other information.

Other Specifications:

Dimensions:	2.95x4.33x2.17 in (75x110x55 mm)
Weight:	10 oz (280 g)
Power:	2 "AA" batteries or rechargeable NiMH battery pack
Operation time:	Up to 24 hours continuous operation
Charge time:	6 hours (to complete fast charging cycle)
Alarms:	Vibrating: Standard Audible: 103 db (30 cm) Visual: Bright, 360° wraparound LEDs, plus heterochromatic (green / orange / red) backlit display
Housing:	IP-67 (dust proof and highly water resistant)

Temperature range: -4 to +122°F (-20 to +50°C) ambient

Humidity range: 5 to 95% r.h. (non-condensing)

Pressure range: 700 to 1,300 hPa

Standard Accessories:

Charger (if specified)
Calibration adapter
Manual
Informational CD

Optional Accessories:

Motorized pump, 10 feet of tubing and probe
Datalogging kit
Docking station
Calibration gas, kits and regulators

Approvals:

Intrinsic safety: c-CSA-us
Class I, Division 1, Groups A, B, C, and D T3
Ex ia IIC T3
Class I, Zone 0 AEx ia IIC T3
Ex da ia IIC T3 Ga -20 ≤ Ta ≤ +50 °C T3
07.1934905

Standards: IEC 60079-0:2011 (Ed.6)
IEC 60079-1:2014 (Ed.7)
IEC 60079-11:2011 (Ed.6)
CSA C22.2 No. 152-M 1984
UL 913
ANSI / ISA-12.13.01-2000

EMI / RFI Resistance: EMC Directive 89 / 336 / EEC

INMETRO: Ex da ia IIC T3 Ga
(-20 °C ≤ Tamb ≤ +50 °C)

MSHA Approved version available

Warranty:

Limited lifetime on instrument and electronics. Three years on all sensors including standard LEL, O₂, CO and H₂S.

Refer to GfG complete warranty for details

Specifications subject to change without notification



USA and Canada info@goodforgas.com
Latin America info@goodforgas.com
Germany info@gfg-mbh.com
South Africa gfgsa@icon.co.za
Asia Pacific info@gasdetection.asia
Europe info@gfgeurope.com
Switzerland info@gfg.ch



GfG Instrumentation

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Website: www.goodforgas.com • info@goodforgas.com

Worldwide Manufacturer of Gas Detection Solutions

Rev. 2 (08/14/19)



VIVAX
METROTECH

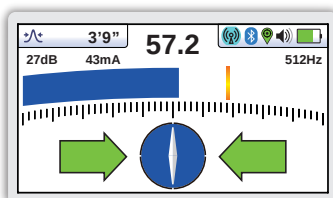
vLoc3-Pro

UTILITY LOCATOR

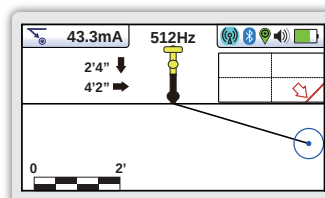
- Color-coded EM distortion warnings
- Offset locate modes - Vector and Plan View
- Optional receiver/transmitter link
- Cloud-based data warehousing
- Internal data logging
- Optional Bluetooth connectivity

The vLoc3-Pro utility locator introduces new innovative tools for locating buried utilities assuring damage prevention while gathering information for analysis. With two sets of screened 3D antennas signal distortion is easily detected and displayed on the bright full color display. Along with classic locate screens the vLoc3 series locators offer new locate perspective screens of Vector Locate for fully automatic non-walk over locating, Transverse Graph showing both peak and null simultaneously providing immediate measurement of signal distortion, Plan View showing the relative orientation of the cable at any angle, and a new graphical Sonde screen with guidance arrows leading to the sonde location even when it is vertical.

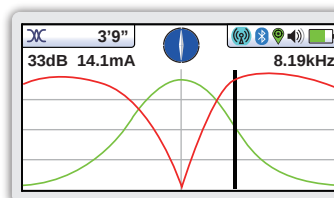
The highly user configurable vLoc3 series contains eight passive locate modes, fault-find mode, SD (showing direction of outgoing current), and a range of configurable frequencies from 16Hz to 200 kHz. Visual and mechanical vibration alerts can also be configured by the user providing warnings for shallow depth, overload, overhead cables, and excessive swinging. Plug-in-play options for the receiver include optional Bluetooth module usable with external GPS devices and MLA (marker locator adapter) to locate buried markers.



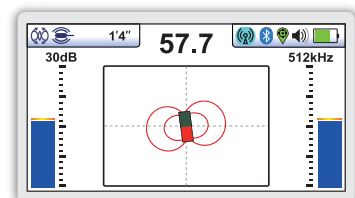
Classic Screen - as in previous vLoc locators, with the addition of three color-coded distortion levels



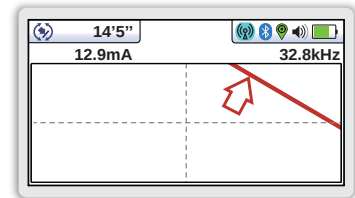
Vector Locate - shows orientation, line position, and distance relative to the locator in 3D



Transverse Plot Screen - is used to display the peak and null to compare distortion shape



Sonde Screen - arrow guidance showing direction to the sonde and depth of cover



Plan View Screen - displays the theoretical line in 2D from above ground in omnidirectional mode

Alkaline and Li-ion Batteries

- Alkaline = typically 12-hours intermittent use
- Li-ion = typically 27-hours intermittent use

USB Data Port

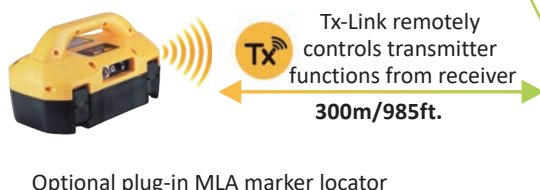
- Update the receiver's firmware
- Download datalogs

Accessory Port

- Remote Stethoscope Antenna
- A-Frame Fault locator
- Vehicle charging lead
- Charge Li-ion battery

Antenna Configuration

- Two sets of 3D Antennas
- Omnidirectional antenna array



Optional plug-in MLA marker locator



Ultra Bright LCD

- High visibility 4.3"/10cm LCD
- Auto backlight

Module Compartment

- Optional plug-and-play Bluetooth module

Data Logging

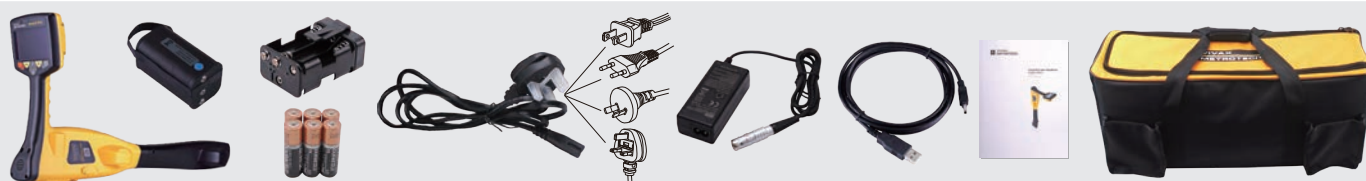
- 50 Million record internal storage
- GPS coordinates (if Bluetooth active)
- Download data with MyLocator app
- Access data VMMMap Cloud app

Construction

- High impact ABS plastic construction
- IP65 and NEMA 4 rating
- Lightweight at only 4.6lbs / 2.1kg

	vLoc3-Pro Receiver Specifications
Construction	High impact ABS injection molded housing
Weight & Dimensions	4.6lbs (2.1kg) / 12.6in(L) x 4.9in(W) x 26.6in(H) (321mm x 124mm x 676mm)
Display	Transmissive 480 x 272 Pixel, 16-bit Color, High Visibility 4.3"/10cm LCD
Battery options	Rechargeable custom Lithium-ion batteries with 100-240V AC mains charger Six x AA Alkaline batteries
Battery life	Lithium-ion – typically 27-hours intermittent use at 70°F (21°C) Alkaline – typically 12 hours intermittent use at 70°F (21°C)
Operating frequencies	Configurable frequencies from 16Hz to 200 kHz Power - 50Hz and 60Hz Radio - 10kHz - 22.7kHz bandwidth
Operating modes	Classic Locate (Bar graph), Transverse Graph Mode, Plan View (Omni Directional) Vector Locate (Lateral Position & Depth), Sonde Locate
Data logging and transfer	50 Million records - Records include depth, current, frequency, mode, gain setting, signal strength, GPS coordinate, date and time (if Bluetooth active) Download data from the receiver using the free MyLocator3 desktop app, save as xlsx, txt, shp and kml files
Environmental	IP65 and NEMA 4

What's in the box

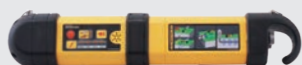


Popular Accessories



Compatible Transmitters

1- Watt Transmitters



VM-550FF

5-Watt Transmitter



Loc3-5Tx

10-Watt Transmitter



Loc3-10Tx

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763-276-3577 (c)

p.teicher@utility-logic.com

utility-logic.com

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HOWARD LAKE CITY COUNCIL MEETING

June 20, 2023

AGENDA ITEM: **PUBLIC HEARING: Consider Modification to EDA Redevelopment Plan
Consider Resolution Approving Modification to Redevelopment Plan**

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: In March of 2022, the EDA established a Redevelopment Plan and Project Area necessary to support the development of a new library facility at Central Park. Following rebidding the project which altered the project budget in the redevelopment plan initially adopted, bond counsel is requiring a modified plan to be approved by the EDA and City Council.

An EDA meeting is scheduled for June 20th with this listed for approval as well. This staff memo is written with the assumption of EDA passing as presented.

DECISION MAKING METRICS:

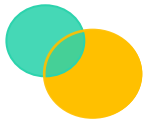
FINANCIAL: Open

LEGAL: The Redevelopment Plan is required to be in place and accurately presented due to the financing mechanisms used for the overall project. TAFT Law, the city's bond counsel and David Drown and Associates, the City's financial advisor drafted the pertinent materials for council approval.

COUNCIL ACTION REQUESTED: Pass resolution 23-15 modifying Redevelopment Plan

ATTACHMENTS:

1. Sweeney Memo
2. Resolution 23-15



DDA

David Drown Associates, Inc.
Public Finance Advisors

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

June 13, 2023

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

RE: Construction Financing – Howard Lake Library

Honorable Mayor, Council Members, Commissioners and Administrator Haggenmiller:

The purpose of this letter is to provide project financing recommendations for construction financing for the Library Project. As we have previously discussed, the two primary project funding sources will not provide funds for the project until construction is completed. Proposals for construction financing have been solicited from a number of banks with Security Bank & Trust Co. providing the most competitive proposal.

2023A Bond & Grant Anticipation Note – Howard Lake Economic Development Authority:

The total sources of long-term project funding (Sources) and project costs (Uses) are presently estimated as follows:

Sources of Funds:

USDA Community Facilities Loan	\$4,506,771
City Contribution	461,369
MN Dept. of Education Library Grant	729,102
Total Sources of Funds	\$5,697,242

Uses of Funds:

Construction	\$4,146,856
Professional Services	392,952
Permits & Fees	49,300
Equipment & Furnishings	315,269
Construction Interest	60,000
General Conditions	383,612
Contingency	321,788
Other	27,465
Total Uses of Funds:	\$5,697,242

Payment and Revenue Requirements:

USDA-RD has committed to providing the long-term project financing through two loans. The original loan award of \$3,582,000 will be provided over a 40-year term at an interest rate of 2.125%. Annual payments on that loan will be approximately \$133,860. A supplemental loan of up to \$925,000 has also been awarded at an interest rate of 3.25% and a 40-year term. Annual payments on the supplemental loan will total \$41,653. The Minnesota Department of Education Library Grant of \$729,102 does not have to be repaid so long as terms of the grant agreement are met.

\$5,235,873 Bond & Grant Anticipation Note – 2023A:

If the EDA chooses to pursue construction financing as proposed, David Drown Associates, Inc. recommends the issuance of a \$5,235,873 Bond & Grant Anticipation Note.

Key elements include:

- 3-year term
- Callable 6/1/2024 or any date thereafter at par
- Interest Rate of 4.35%
- Monthly Interest Payments
- Draw down structure allowing the EDA to draw funds as needed

Schedule and Issuance:

The proposed schedule for putting the construction financing in place is as follows:

June 20, 2023	EDA adopts award resolution and modified redevelopment plan
June 20, 2023	City Council holds public hearing on and adopts the modified Redevelopment Plan
June 29, 2023	Closing

If the EDA/Council determines that it is appropriate to proceed with the proposed project financing, it would be appropriate to act upon the enclosed resolutions prepared by the City's bond counsel. Required actions included the following:

EDA Actions:

Resolution Approving Amended Redevelopment Plan

Resolution Providing for the Issuance and Sale of a \$5,235,873 Bond & Grant Anticipation Note

Council Actions:

Hold a public hearing regarding the Amended Redevelopment Plan

Resolution Approving Amended Redevelopment Plan

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,



Shannon Sweeney, Associate
David Drown Associates, Inc.

CITY OF HOWARD LAKE
WRIGHT COUNTY
STATE OF MINNESOTA

HELD: JUNE 20, 2023

RESOLUTION NO. 23-15

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING THE MODIFICATION TO THE REDEVELOPMENT PLAN
FOR REDEVELOPMENT PROJECT AREA

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

Section 1. Recitals.

(a) On March 21, 2022, the City of Howard Lake Economic Development Authority (the "EDA") in and for the City of Howard Lake (the "City") established a Redevelopment Project Area (the "Redevelopment Project Area") in connection with the construction of a library to be located in the City (the "Project"), and adopted a Redevelopment Plan for the Redevelopment Project Area (the "Redevelopment Plan"); all pursuant to and in conformity with applicable law, including Minnesota Statutes, Sections 469.001 through 469.047.

(b) On March 21, 2022, the City adopted and approved the Redevelopment Project Area and the Redevelopment Plan.

(c) The EDA proposes to amend the Redevelopment Plan to reflect changes to the financing of the Project.

(d) The EDA has investigated the facts and has caused to be prepared a Modification to Redevelopment Plan for the Project Area (the "Redevelopment Plan Modification").

(e) The Council has investigated the facts relating to the Redevelopment Plan Modification.

(f) The City has performed all actions required by law to be performed prior to the adoption and approval of the Redevelopment Plan Modification, including, but not limited to, the holding of a public hearing thereon following at least 10 but not more than 30 days' prior published notice thereof, as required by law.

Section 2. Findings for the Adoption and Approval of the Redevelopment Plan Modification.

(a) The Council hereby finds that the Redevelopment Plan Modification conforms to the general plan for the development or redevelopment of the City as a whole; that the Redevelopment Plan Modification will afford maximum opportunity consistent with the sound needs of the City as a whole, for the development of the Redevelopment Project Area and adjacent areas by private enterprise; and the land in the Redevelopment Project Area would not be made available for redevelopment without the financial aid to be sought.

(b) The Council further finds that the Redevelopment Plan Modification is intended and, in the judgment of this Council, its effect will be, to promote the public purposes and accomplish the objectives specified in the Redevelopment Plan Modification for Redevelopment Project Area.

Section 3. Approval and Adoption of the Redevelopment Plan Modification. The Redevelopment Plan Modification, as presented to the Council on this date, including without limitation the findings and statements of objectives contained therein, are hereby approved, ratified, established, and adopted and shall be placed on file in the office of the City Administrator.

Adopted by the City Council on June 20, 2023.

Mayor

City Administrator

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

and the following voted against the same:

Whereupon the resolution was declared 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, duly called and held on the date therein indicated, insofar as such minutes relate to the Approval of the City of Howard Lake Economic Development Authority, Minnesota's Modified Redevelopment Plan.

Dated: June 20, 2023

City Administrator

REDEVELOPMENT PLAN

FOR

LIBRARY PROJECT

DATED: MARCH 21, 2022

MODIFIED: JUNE 20, 2023

CITY OF HOWARD LAKE ECONOMIC DEVELOPMENT AUTHORITY

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Exhibit A - Redevelopment Area Boundary Map

Exhibit B - Budget

I. INTRODUCTION AND LEGAL BASIS

A. Intent

The City of Howard Lake Economic Development Authority, Howard Lake, Minnesota (the “EDA”) proposes to establish a Redevelopment Project Area as described herein (the "Redevelopment Project Area"), in connection with the development of a new library in the City.

In the remainder of the Redevelopment Area the EDA proposes to facilitate, as appropriate, private development by acquiring land and preparing it for private development and by constructing public infrastructure improvements.

B. Statement

The City and EDA have determined that conditions exist within the Redevelopment Area which have prevented further development of land by private enterprise. It has been found that the Redevelopment Area is potentially more useful and valuable for contributing to the public health, safety and welfare than has been realized under existing development.

The development of these parcels are not attainable in the foreseeable future without the intervention of the EDA in the private development process. The EDA has prepared the Redevelopment Plan, which provides for the elimination of these conditions, thereby making the land useful and valuable for contributing to the public health, safety and welfare.

C. Redevelopment Area Boundaries

The boundaries of the Redevelopment Area are outlined on the Redevelopment Area Boundary Map, Exhibit A.

All land included in the Project Area is within the legal boundaries of the City.

D. Statement of Authority

Minnesota Statutes Section 469.001-469.047 (Housing and Redevelopment Authority Act) grants municipalities the authority to designate redevelopment areas within the boundaries of the municipalities. Within these areas, the municipality may adopt a redevelopment plan and establish a project consistent with the municipality's public purpose. The project as contemplated by this

plan consists of a redevelopment project as defined in Section 469.001, Subdivision 14.

E. Findings and Declaration

The City and the EDA make the following findings:

1. The certain parcels of land in the project area would not be made available for redevelopment without some public financial aid.
2. The redevelopment plans for the Redevelopment Area in the City will afford maximum opportunity consistent with the needs of the locality as a whole, for the redevelopment of the area by private enterprise.
3. The Redevelopment Plan conforms to the general plan for development of the locality as a whole.

II. REDEVELOPMENT PROGRAM

A. Redevelopment Plan Objectives

The EDA, through implementation of this plan, seeks to achieve the following objectives:

1. To promote and seek the orderly and harmonious development of the Redevelopment Area.
2. To provide logical and organized land use for the entire Redevelopment Area consistent with the Comprehensive Land Use Plan and the Zoning Ordinance of the City.
3. To promote the prompt development of property in the Redevelopment Area with a minimal adverse impact on the environment.
4. To provide general design guidance in conjunction with a suitable development contract in order to enhance the physical environment of the area.
5. To provide adequate utilities and other public improvements and facilities, to enhance the Redevelopment Area and the City for new and existing development.
6. To assist the financial feasibility of private projects to the extent necessary and where there is a corresponding level of public benefit.
7. To enhance the overall economy of the City and surrounding area by retaining current, and providing additional employment opportunities for the residents of the City and surrounding community.

8. To increase the City's tax base.
9. To stimulate development and investment within the Redevelopment Area by private interests.

B. Land Use

The proposed land use for the Redevelopment Area is public facilities including park area and library and private residential development.

C. Redevelopment Activities

1. Acquisition

The EDA proposes to acquire the property in the Redevelopment Area on which the library will be located. Other than that property, other property in the Redevelopment Area may be acquired by the EDA if and when required to facilitate development or redevelopment within the Redevelopment Area by private enterprise.

2. Relocation

It is not expected that any persons will be displaced as a result of this Redevelopment Plan.

3. Library and Other Public Improvements.

The EDA proposes to cause the library to be constructed and, as appropriate, other public improvements within the Redevelopment Area.

D. Financing Plan

1. Project Budget

Attached hereto as Exhibit B is a budget which details estimated development costs associated with constructing and equipping the Library as currently contemplated. The items of cost and the costs thereof shown in the budget are estimated to be necessary based upon information now available. It is anticipated that the items of cost and the costs thereof shown in each category in the budget may decrease or increase, but that the total project cost will not exceed the amount shown above.

2. Source of Funds and Public Assistance

The EDA is seeking a USDA-Rural Development Community Facilities Loan of approximately \$4,506,771 to fund that portion of the project cost not covered by a State Grant of \$729,102. Additionally the City is intending to contribute approximately \$461,369 to the project. It is anticipated that the total project cost will be approximately \$5,697,242.

3. Bond Issue Details

The EDA proposes to issue a Bond & Grant Anticipation Note – Series 2023A in the amount of approximately \$5,235,873 to finance a portion of the cost of construction. A USDA-RD Loan and a State of Minnesota Grant will provide the long-term project funding.

E. Development Standards

The EDA will consider among other things, the following factors when evaluating development proposals for projects within the Redevelopment Area seeking public assistance and support:

1. Degree to which redevelopment objectives are provided for or enhanced.
2. Consistency with this plan and the City's Comprehensive Plan.

F. Environmental Controls

It is presently anticipated that the proposed development in the Redevelopment Area will not present major environmental problems. All municipal actions and public improvements will be carried out in a manner that will comply with applicable environmental standards. The environmental controls to be applied within the area are contained within the codes and ordinances of the City.

G. Administration of Project

The City Council has authorized the EDA to be responsible for seeing that the contents of this Plan are promoted, implemented and enforced.

H. Modification of Plan

A Redevelopment Plan may be modified at any time. The modification must be adopted by the EDA and the City, upon

notice and after the public hearing required for the original adoption of the Redevelopment Plan.

Changes that do not alter or affect the exterior boundaries and do not substantially alter or affect the general land use established in the plan, shall not constitute a modification of the Redevelopment Plan, nor require approval by the City.

EXHIBIT A

Description of the Redevelopment Area and Boundary Map



Date created: 2/24/2022
Last Data Uploaded: 2/24/2022 10:37:53 AM
Developed by Schneider
GEOSPATIAL

EXHIBIT B – Budget

Sources of Funds:

USDA Community Facilities Loan	\$4,506,771
City Contribution	461,369
MN Dept. of Education Library Grant	729,102
Total Sources of Funds	\$5,697,242

Uses of Funds:

Construction	\$4,146,856
Professional Services	392,952
Permits & Fees	49,300
Equipment & Furnishings	315,269
Construction Interest	60,000
General Conditions	383,612
Contingency	321,788
Other	27,465
Total Uses of Funds:	\$5,697,242



HOWARD LAKE CITY COUNCIL MEETING

June 20, 2023

AGENDA ITEM: Consider Resolution 23-16 Certifying Delinquent Utility Fees and Charges to Property

Taxes **SECTION:** Consent

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: The resolution and attached list identify properties to be assessed for delinquent utilities as outlined in Chapter 10.01 of the City Code. Utility accounts are more than 60 days past due. All property owners included on the assessment roll were sent notices and given the opportunity to pay their bill by June 15, 2022. A current list of outstanding charges is included in Exhibit A of the resolution, which will be made available at the meeting.

DECISION MAKING METRICS:

FINANCIAL: Included on Exhibit A of the attached Resolution.

LEGAL: The assessment procedure is stipulated in Chapter 10.01 of City Code.

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

COUNCIL ACTION REQUESTED: Adopt Resolution 23-16 Certifying Delinquent Utility Fees and Charges to Property Taxes.

ATTACHMENTS:

1. Resolution 23-16

CITY OF HOWARD LAKE

23-16

RESOLUTION ADOPTING ASSESSMENT LIST FOR UNPAID CHARGES

WHEREAS, the City of Howard Lake has the ability to levy assessment for certain unpaid items; and

WHEREAS, notices were sent to property owners with delinquent utilities and/or unpaid invoices, and property owners were allowed to respond; and

WHEREAS, the properties listed in the attached Exhibit A have unpaid charges as noted.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Howard Lake hereby assesses unpaid charges against properties as listed in Exhibit A and made a part hereof, with an interest rate of 12% to be payable with 2024 property taxes.

PASSED AND ADOPTED this 20th day of June 2023.

Peter Zimmerman, Mayor

ATTEST:

Nicholas Haggemiller, City Administrator-Clerk



HOWARD LAKE CITY COUNCIL MEETING

June 20, 2023

AGENDA ITEM: Consider Gate Valve and Manhole Repairs

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: During annual city-wide inspections of streets, several gate valves and manhole repairs were identified as necessary by public works staff. Often times, in order to perform required repairs and maintenance, several contractors must be lined up to complete individual tasks.

For this particular set of tasks, we have identified four gate valve adjustments:

- 4th Ave/12th Street
- Haywood/8th Avenue
- 1009 7th Street
- Industrial Park (will likely pull due to related pavement maintenance planned in the area)

There are three manholes that will be adjusted and patched:

- Pine Ave/Maple
- Ash/Imhoff
- 1st Street East

The scope of the work includes gate valve sleeve replacement, labor, excavation, backfilling and paving for each location shown.

DECISION MAKING METRICS:

FINANCIAL: The total for the quote as presented is \$9,500. Adjustments to the quote have been requested and not received. It should not lead to an amount higher than listed currently as it involves a deduct in part and additional location.

LEGAL: The purchasing policy (not statute) requires multiple quotes. Staff is recommending to approve to this single source provider who handles all project needs negating the need for multiple vendors to be coordinated.

COUNCIL ACTION REQUESTED: Approve the quote as presented.

ATTACHMENTS:

1. Klein Underground Quote

Re: Gate Valves & manholes



Jared Merges

To  Nick Haggenmiller;  Meagan Theisen

 You replied to this message on 6/15/2023 1:20 PM.

From: Jeremy Klein <jeremyklein5@gmail.com>

Sent: Wednesday, May 17, 2023 7:08 AM

To: Jared Merges <JaredMerges@howard-lake.mn.us>

Subject: Gate Valves & manholes

Jared~ Here is a quote for the work we looked at together

Gate valve sleeves:

4th ave & 12th st:

excavation, backfilling, tamping, paving, Traffic Control 1500.00

Haywood Dr & Eighth Ave:

excavation, backfilling, tamping, paving Traffic Control 1500.00

1009 7th Street:

excavation, backfilling, tamping, paving Traffic Control 1500.00

Industries Circle & Commerce Blvd:

excavation, backfilling, tamping, paving Traffic Control 1500.00

Manholes:

Pine Ave SW & Maple St SW:

Excavation, backfilling, remove ring,

mud dog house, tamping, pave Traffic Control 1750.00

Ash St & Imhoff Ave SW:

Excavation, backfilling, remove ring,

mud dog house, tamping, pave Traffic Control 1750.00

***City to provide the sleeves for the Gate valves

*** KU would complete this within 1 1/2 days start to finish and have everything swept & cleaned up



HOWARD LAKE CITY COUNCIL MEETING

June 20, 2023

AGENDA ITEM: Consider Automatic Aid Agreement between Cokato and Howard Lake Fire Departments

SECTION: New Business

FROM: Nick Haggemiller, City Administrator
Keith Bobrowske, Fire Chief

BACKGROUND: Acknowledging ongoing issues with attracting and retaining fire fighters and limited budgets for new equipment and fleet purchases, as well as to provide the best possible incident response, the fire departments of Cokato and Howard Lake have drafted this Automatic Aid Agreement.

The agreement calls for personnel and equipment to be shared between the two departments. Previous agreements for Wright County Fire Departments as well as state statutes that regulate mutual aid are already in place and used regularly. This specific agreement is different inasmuch as the parties involved are explicitly Cokato and Howard Lake (rather than county wide). Additionally, it calls for both departments to be dispatched automatically and simultaneously by Wright County Dispatch.

The agreement details equipment and terms of incident response which match existing protocol available through mutual aid agreements already in place.

DECISION MAKING METRICS:

FINANCIAL: Consideration should be given to cost consequences to this proposal. Structure fires are somewhat rare vs ambulance calls or calls for assistance. Still, being first in line for response may have a cost consequence to track and consider to ensure we are budgeting appropriately.

LEGAL: The agreement was drafted by the City of Cokato. At the time this staff report was written, the Howard Lake City Attorney was reviewing the document, but comments were not received back.

COUNCIL ACTION REQUESTED: Approve Agreement contingent upon city attorney feedback/approval.

ATTACHMENTS:

1. Automatic Aid Agreement

Automatic Aid Agreement Between Cokato and Howard Lake Fire Departments

BACKGROUND:

In an effort to provide the best emergency services and quick response to incidents, the Cokato and Howard Lake Fire Departments request approval to enter into an agreement to make equipment, personnel and other resources available to both departments. Auto-aid agreements save valuable time in getting additional resources to fire and other incidents. A fire doubles in size every 30 seconds.

AGREEMENT:

This Automatic Aid Agreement is entered into on the 1st day of July 2023 by and between the City of Cokato, City of Howard Lake and the Wright County Sheriff's Office Dispatch Center. This is a voluntary Agreement for the Fire Departments to provide additional fire protection services, also provides a quicker and a more sufficient response to confirmed structure fires as well as motor vehicle accidents with confirmed injuries and/or entrapment in both primary service areas.

IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

1. Upon receiving a call for service to any confirmed or probable structure fire within one's primary service area, the dispatch center shall automatically dispatch both fire departments through the appropriate dispatch centers. Each department may alter their response area with the auto-aid department but will maintain auto aid to the entire service area with a minimum of two departments.
2. Upon receiving a call for service to any motor vehicle accidents with confirmed injuries and/or entrapment within one's primary service area, the dispatch center shall automatically dispatch both fire departments through the appropriate dispatch centers. Each department may alter their response area with the auto-aid department.
3. Automatic aid shall be effective 24 hours a day, 7 days a week.
4. The department whose fire protection area covers the incident address shall follow their standard operating procedures and/or response guidelines. The other department shall respond with appropriate apparatus and personnel. Response will be kept minimal unless additional assistance is requested by the Incident commander. The Initial response by an auto-aid department will be pre-determined by the department's apparatus response guidelines. This may include engines, towers, rescues, tankers, grass rigs and command vehicles.
5. The first arriving department officer will establish Incident command. Subsequently, command may be transferred as companies continue to arrive.
6. The incident commander from the primary service area fire department shall be responsible for determining which other fire departments may be needed for additional mutual aid response to locations within their primary service area and must provide this information to their respective dispatch centers. The incident commander may also cancel the responding automatic aid fire department.
7. We shall work under local, county and state mutual aid plans.
8. Workers' compensation from each department shall be responsible for injuries or death of its own personnel. Each department will maintain workers' compensation insurance or self-insurance

coverage, covering its own personnel while they are providing assistance pursuant to this agreement. Each department waives the right to sue the other department for any workers' compensation benefits paid to its own employees or their dependents, even if the injuries were caused wholly or partially by the negligence of the other Party or its officers or employees.

9. Each department shall be responsible for damages to or loss of its own equipment. Each department waives the right to sue the other department for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of the other department or its officers, employees or volunteers.

10. While providing auto aid and/or mutual aid, each department shall be responsible for any claims or actions filed against its own officers or employees, arising from the performance and provision of assistance pursuant to this agreement. Under no circumstances, shall a department be required to pay on behalf of itself and the other department, any amounts more than the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one department. The limits of liability for both departments may not be added together to determine the maximum amount of liability for one department.

11. No charges will be levied by a responding department to this agreement for assistance rendered to a requesting department under the terms of this agreement unless assistance continues for a period of more than 12 hours and/or is asked for by the requesting department. Rates will be according to the current rate schedule set by Minnesota DNR fee schedule. This is the fee schedule adopted by the Wright County Fire Chief's Association. If less than 12 hours all departments will be responsible for its own costs of responding to that incident.

12. This agreement will be in force from the date of execution until either department withdraws from this agreement upon thirty (30) days written notice to the other department to the agreement.

CITY OF COKATO

Carl Harju, Mayor Dated

Hutch Erickson, Fire Chief Dated

CITY OF HOWARD LAKE

Peter Zimmerman, Mayor Dated

Keith Brobrowske, Fire Chief Dated

Take a look and let me know.

Automatic Aid Information

Auto-aid received in the Cokato Fire Departments primary service area will be set by county road 3 which runs from our south county line up to county road 37 in French Lake Township. This will include the city limits of Cokato. East of co. rd. 3 will be Howard Lake FD and west will be the Dassel FD. In the event of a major incident the other department will be requested as mutual aid.

Auto-aid will also be utilized for motor vehicle accidents on US Highway 12 throughout our primary service area with co. rd. 3 being the dividing line.

Auto-aid given for a hydrant area incident will consist of,

- Command vehicle with a chief officer (G12)
- Tower 11 with a crew of 4 including an officer if possible (TWR11)
- Engine 11 with a crew of 6 including an officer if possible (E11)

Auto-aid given for a non-hydrant area incident will consist of,

- Command vehicle with a chief officer (G12)
- Tower 11 with a crew of 4 including an officer if possible (TWR11)
- Tanker 11 with a crew of 2 including an officer if possible (T11)

Auto-aid given for motor vehicle accidents will consist of,

- Command vehicle with a chief officer (G12)
- Rescue 11 with a crew of 6 including an officer if possible (R11)

These response guidelines may be altered by the chief officer if needed.

Additional resources shall be requested by the Incident Commander (IC) if it is deemed necessary.

If we are unable to provide the equipment and personnel as stated above, the chief officer will immediately update the primary departments IC so additional resources may be requested if needed.



HOWARD LAKE CITY COUNCIL MEETING

June 20, 2023

AGENDA ITEM: Consider Approval of Asset Status Tracker Software

SECTION: New Business

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: Over the last 4 years, staff at City Hall has worked hard to enforce our City Code by ramping up our property maintenance enforcement efforts. Meagan Theisen has worked closely with several different Community Service Officers to evaluate properties throughout town and generate letters to the properties who have various property nuisances.

Ray Cook, of Silversmith Data, presented to Theisen a program called Asset Status Tracker. This program takes GIS data and creates a property management system that can hold various information about every property in town, including code enforcement nuisances, pet licenses, fire hydrant locations, department vehicles/maintenance and almost anything else you can think of. While in our meeting, Theisen asked if they have an option to add elevator locations and monthly maintenance recording and he added that option immediately. He noted that they will add any items we may want or need at no additional cost.

This program can also be used by every department at the City. Public Works would be able to utilize the GPS unit to locate and record utilities, fire hydrants, park maintenance and record vehicle maintenance. The Fire Department could use it for tracking fire locations, checking fire hydrant status, and record vehicle maintenance. Police Officers could use it for checking pet licenses/rabies vaccinations after a dog attack/bit, tracking nuisance calls on properties, and record vehicle maintenance.

The software can be canceled at any time.

DECISION MAKING METRICS: We have been trying out different methods of tracking code enforcement issues for years now and everything we have tried has been very clunky, time consuming and a waste of resources. This software will be an all-in-one property management that can be accessed by everyone, in any department at any time.

FINANCIAL: Upfront costs of year one - \$7162, includes the software, GPS location device and a tablet. Recurring payments after year one - \$1436.

LEGAL:

COUNCIL ACTION REQUESTED: Approve the purchase of Asset Status Software.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

June 20, 2023

AGENDA ITEM: Consider Resolution Authorizing Creation of Bank Accounts & Related Fund Transfers

SECTION: New Business

FROM: Nick Haggemiller, City Administrator

BACKGROUND: Through the City's Financial Advisor and a Placement Agent, the City of Howard Lake solicited interest from various lending institutions to provide construction/interim financing for the library project. In total five institutions were approached which included local and regional entities. Of which, two solicited a response in the form of an offer for a bank placed note.

Ultimately, Security Bank and Trust Co of Winsted was selected for construction financing. Security Bank provided the lowest interest rate, agreeable security mechanisms for the note and were comfortable with the relatively complicated financing mechanisms to be put in place for permanent financing.

A requirement of the note itself is for the City to provide funds stated in the application materials to be the City's cash contribution to the project. The city's overall cash contribution to the project is stated at \$461,369 as represented in the term sheet with Security Bank as well as USDA. Of which, the amount includes funds expensed to the project to date. To that end, staff is recommending a transfer of \$250,000 for this purpose.

A general ask (not requirement) of Security Bank was for the City to establish a depository relationship with the bank as well for general city banking purposes. This is considered a reasonable and common request through this process. While the City is not required to do so, it has been requested. Recognizing that Security Bank was one of the only banks that was willing to participate in the project under terms agreeable to us and understands our market – establishing a more formal relationship appears to be a strategic decision and may assist in the future with similar projects and priorities. It was mutually agreed that \$500,000 would be proposed for this purpose.

The City generally confirms depositories through annual meeting approvals in January. The last newly established account was the Minnesota 4M Fund several years ago. Therefore, this is not an entirely new or different concept to the City.

The resolution included with this packet offers up the following:

- Transfer of \$250,000 to meet the lending requirements of Security Bank.
- Transfer of an additional \$500,000 to establish a depository relationship with the bank.
- Authorizes the mayor, finance coordinator, and city administrator to execute necessary documents.

DECISION MAKING METRICS:

FINANCIAL: The project fund for the library has been previously set. This is an acknowledgement of the use of project funds. The proposed \$500,000 is NOT expensing said funds, but transferring from an existing account.

LEGAL: GASB requires fund transfers and depositories of the city to be approved by council vote.

COUNCIL ACTION REQUESTED: Approve resolution authorizing creation of bank account and fund transfer.

ATTACHMENTS:

1. Resolution Authorizing Creation of Bank Account and Fund Transfer

**CITY OF HOWARD LAKE
COUNTY OF WRIGHT
STATE OF MINNESOTA**

RESOLUTION AUTHORIZING CREATION OF BANK ACCOUNT AND FUND TRANSFER

RESOLUTION 23-16

WHEREAS, The City of Howard Lake establishes and authorizes depositories annually and as needed that best serve the financial needs of the City; and,

WHEREAS, Security Bank & Trust Company of Winsted, Minnesota has provided a bank placement note to support the construction of a new library facility; and,

WHEREAS, Security Bank & Trust Company have placed certain funding requirements to the note including providing non-loan funds committed to the project in order to be tracked and expensed to the project as intended; and,

WHEREAS, Security Bank & Trust Company have further encouraged the establishment of a formal banking relationship in the form of a depository account; and

WHEREAS, upon recommendation of the city administrator and city financial advisor, the transfer of monies and establishment of accounts would meet funding requirements and further aid the City with future and general banking needs.

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

1. That in accordance with the City's Investment Policy and underwriting requirements associated with the bank placement note for the library, the establishment of a project construction account at Security State Bank & Trust in the amount of \$250,000.
2. That the transfer of an additional \$500,000 as a general deposit to establish checking and savings accounts consistent with general accounting standards of the City.
3. That the city administrator, finance coordinator and mayor are authorized to execute any necessary documents to support said transfers and activities.

ADOPTED BY THE HOWARD LAKE CITY COUNCIL THIS 20TH DAY OF JUNE, 2023.

CITY OF HOWARD LAKE

Mayor Pete Zimmerman

ATTEST

City Administrator