

*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 16, 2020 – 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. CONSIDER APPROVAL OF MINUTES
 - a. [Minutes for Council Meeting May 18, 2020](#)
- E. CITIZEN INPUT
- F. COUNCIL/COMMITTEE REPORT
- G. DEPARTMENT REPORTS
- H. CONSENT AGENDA
 - a. [Consider Accepting all Reports & Payment of Claims.](#)
 - b. [Consider Various Personnel Appointments.](#)
 - c. [Approve Temporary 3.2 Liquor License, assign fee if appropriate.](#)
- I. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS
- J. NEW BUSINESS
 - a. [Consider Approving Covid-19 Preparedness Plan.](#)
 - b. [Consider Awarding Bids for Central Park Phase 1 Park Improvements.](#)
 - c. [Consider Awarding Bids for Historic City Hall Landscaping.](#)
 - d. [Consider Awarding Bids for 2020 Street Improvement Projects.](#)
- K. OLD BUSINESS
 - a. [Consider Approving Fence Installation at 700 8th Avenue.](#)
- L. ADJOURN



CITY OF HOWARD LAKE

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HOWARD LAKE CITY COUNCIL
HOWARD LAKE CITY HALL- 625 8th AVENUE
May 19, 2020

MEETING MINUTES

COUNCIL PRESENT

Mayor Zimmerman
Jason Deiter
Tom Kutz
Allan Munson

COUNCIL ABSENT

Gene Gilbert

STAFF PRESENT

Nick Haggenmiller, City Administrator
Meagan Donahue, Assistant City Administrator
Dave Thompson, Police Chief
Shari Zander, Accountant/Treasurer
Myra Laway, Liquor Store Manager
Jason Swanson, Liquor Store Consultant

ALSO PRESENT

Josh Halvorson – City Engineer, Bolton & Menk
Herald Journal

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

C. APPROVAL OF AGENDA

Haggenmiller requested to move New Business Item E to the top of the discussion list under New Business.

Kutz moved to approve the agenda with the recommended changes. Munson seconded the motion and it passed unanimously.

D. APPROVAL OF MINUTES

Munson moved to approve:

Minutes from the Council Meeting on April 21, 2020,
Minutes from the Council Work Session on April 21, 2020,
Minutes from the Closed Session Meeting on April 21, 2020,
Minutes from the LBAE Hearing on April 21, 2020, and
Minutes from the Special Council Meeting on April 28, 2020.

Kutz seconded the motion and it passed unanimously.

E. CITIZEN INPUT

No one came forward to address the Council.

F. COUNCIL/COMMITTEE REPORT

No Council reports.

G. DEPARTMENT REPORTS

a. Howard Lake Wine & Spirits

Swanson and Laway provided year to date financials for the Howard Lake Liquor Store, noting sales are up 40% from this time in 2019. Deliveries have also increase from April to May.

H. CONSENT AGENDA

a. Consider Accepting All Reports and Payment of Claims

GENERAL FUND	56261-56370	\$290,049.15
PAYROLL	26588-26600, 500817-500850	\$48,627.70
ELECTRONIC	668-696	\$44,071.60
TOTAL		\$382,748.45
AMBULANCE CLAIMS	5640-5649	\$7,639.62
ELECTRONIC		
TOTAL		\$7,639.62

b. Consider Approving Lions Park Signage

c. Consider Approving Historic City Hall Signage

Haggenmiller provided details about new signage at Lions Park.

Kutz motioned to approve the consent agenda. The motion was seconded by Munson and passed unanimously.

I. NEW BUSINESS

e. Consider Approving Letter of Understanding for Liquor Operations Consultant.

Haggenmiller presented the staff report for liquor store operations with Swanson and Laway. Swanson would be responsible for providing reports, product purchasing based off sales reports, and keeping inventory at proper levels for a flat fee of \$700/month.

Swanson stated that the City of Buffalo is happy to have him “helping out neighbors” and he looks forward to another successful year.

Deiter motioned to approve the Memorandum of Understanding between The City of Howard Lake and Jason Swanson. The motion was seconded by Kutz and passed unanimously.

a. Consider Resolution 20-07 Extending the Local Emergency Declaration

Donahue provided an overview of the Resolution, including: opening City Hall to the public, resuming use of facilities – both following State guidelines. There will not be summer recreation programs.

Mayor Zimmerman asked about allowing the use of ball fields at the risk of the users.

Haggenmiller provided further information about groups using the fields and stated the groups would have to have precautions in place and that use would be at their own risk – this would be difficult for the City to regulate.

Chief Thompson stated that Wright County wants to have uniform enforcement throughout the whole County, having everyone follow the same rules. The Police Department will continue to educate residents to help keep them safe.

Kutz motioned to approve Resolution 20-07. The motion was seconded by Deiter and passed unanimously.

b. Consider Approval of Plans & Authorize the Advertisement of Bids for Central Park Phase 1

Haggenmiller presented the staff report, noting significant changes including: removing the Splash Pad from Phase 1 of Central Park reconstruction and considering building a new library on the Central Park location. Including building the Library on the Park location would save the City about \$1 Million in construction costs.

Council agreed that removing the splash pad and including the Library at the Park location would make the most sense.

Deiter motioned to approve park plans and order the advertisement of bids. Kutz seconded the motion and it passed unanimously.

c. Consider Approval of Fence Installation at 700 8th Ave

Haggenmiller presented the staff report.

Council expressed that they would like to see additional items added to the parcel, such as benches and landscaping. Council continued to express other concerns about putting up a fence.

Council decided to table the discussion to a later Council meeting.

d. Consider Approving Landscaping Plan and Direct Staff to Seek Quotes for Exterior Site Finishing at Historic City Hall

Haggenmiller presented the staff report.

Halvorson provided further information on the options and the price difference between the two.

Mayor Zimmerman stated he thinks we should go with the cheaper option due to the fact it would be altered when Highway 12 is reconstructed.

Deiter would like it to look nice, but not be too much for public works to maintain.

Haggenmiller suggested to set a not to exceed amount of \$50,000.

Kutz motioned to approve the landscaping plan and directed staff to seek quotes for exterior of Historic City Hall with a not to exceed amount of \$50,000. The motion was seconded by Deiter and passed unanimously.

f. **ADMINISTRATORS REPORT**

No Report.

g. **ADJOURN**

Kutz motioned to adjourn the meeting at 8:32 pm. The motion was seconded by Munson and passed unanimously.

Attest – City Administrator/Clerk

Mayor

CITY OF HOWARD LAKE CLAIMS
& DONATIONS APPROVED DATE -
JUNE 16, 2020

GENERAL FUND	CHECKS:	56371– 56483	\$654,248.73
PAYROLL		26601-26610, 500851 – 500881	36,567.42
ELECTRONIC		697-713	<u>42,974.25</u>
TOTAL			736,215.28
AMBULANCE CLMS	CHECKS:	5650-5659	\$5,594.66
ELECTRONIC			
TOTAL			\$5,594.66

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Cks 5/20/2020 - 6/16/2020

Name	Check Date	Check Amt	
1010 CITIZEN ALLIANCE			
Paid Chk# 000697E INTERNAL REVENUE SERVICE	5/22/2020	\$5,434.09	
Paid Chk# 000698E MN DEPT OF REVENUE	5/22/2020	\$1,092.93	
Paid Chk# 000699E PERA	5/22/2020	\$5,024.09	
Paid Chk# 000700E FURTHER	5/22/2020	\$665.04	
Paid Chk# 000701E WERNER AUCTION GROUP, INC	6/1/2020	\$2,063.78	Auction
Paid Chk# 000702E RADIANT SYSTEMS	6/1/2020	\$117.75	
Paid Chk# 000703E LS WEEKEND CASH	6/1/2020	\$2,000.00	
Paid Chk# 000704E EPS	6/1/2020	\$49.00	
Paid Chk# 000705E TRANSFIRST	6/1/2020	\$53.25	
Paid Chk# 000706E WORLDPAY	6/1/2020	\$1,078.93	CREDIT CARD CHARGES-LS
Paid Chk# 000707E MBF LEASING	6/1/2020	\$220.71	
Paid Chk# 000708E MN DEPT OF REVENUE	6/3/2020	\$11,023.00	LS MAY SALES TAX
Paid Chk# 000709E MN DEPT OF REVENUE	6/3/2020	\$1,322.00	UB MAY SALES TAX
Paid Chk# 000710E INTERNAL REVENUE SERVICE	6/3/2020	\$5,682.00	
Paid Chk# 000711E MN DEPT OF REVENUE	6/3/2020	\$1,115.23	
Paid Chk# 000712E PERA	6/3/2020	\$5,367.41	
Paid Chk# 000713E FURTHER	6/3/2020	\$665.04	
Paid Chk# 026601 GOEPFERT, THOMAS	5/22/2020	\$549.51	
Paid Chk# 026602 CHRISTENSEN, CODY	5/22/2020	\$35.46	
Paid Chk# 026603 ALLERSON, NICHOLAS	5/22/2020	\$225.48	
Paid Chk# 026604 ZEBRO, ALISON	5/22/2020	\$140.74	
Paid Chk# 026605 ROLLINS, KENNETH	6/5/2020	\$130.30	
Paid Chk# 026606 VEADERKO, JAMES	6/5/2020	\$11.14	
Paid Chk# 026607 BONNICK, STEVEN	6/5/2020	\$219.05	
Paid Chk# 026608 CHRISTENSEN, CODY	6/5/2020	\$144.92	
Paid Chk# 026609 GOEPFERT, THOMAS	6/5/2020	\$628.98	
Paid Chk# 026610 ALLERSON, NICHOLAS	6/5/2020	\$264.45	
Paid Chk# 026611 ZEBRO, ALISON	6/5/2020	\$74.85	
Paid Chk# 056371 HOWARD LAKE POSTMASTER	5/21/2020	\$269.15	May 2020 UB
Paid Chk# 056372 SWANSON, JASON	5/27/2020	\$2,100.00	Consulting - March, April, May
Paid Chk# 056373 ADVANCED POWER SERVICES,	5/29/2020	\$709.23	
Paid Chk# 056374 BOARMAN KROOS VOGEL GRO	5/29/2020	\$2,522.50	
Paid Chk# 056375 CARLSON WHOLESALE GREEN	5/29/2020	\$488.25	
Paid Chk# 056376 CENTERPOINT ENERGY	5/29/2020	\$1,029.04	
Paid Chk# 056377 COKATO LICENSING	5/29/2020	\$389.25	Clayton's truck
Paid Chk# 056378 COURI & RUPPE, P.L.L.P.	5/29/2020	\$2,070.00	
Paid Chk# 056379 EARTHLINK INC	5/29/2020	\$11.95	
Paid Chk# 056380 HAWKINS, INC	5/29/2020	\$20.00	
Paid Chk# 056381 JOES SPORT SHOP	5/29/2020	\$869.29	
Paid Chk# 056382 JUUL CONTRACTING COMPANY	5/29/2020	\$3,968.10	
Paid Chk# 056383 LEAGUE OF MINN CITIES	5/29/2020	\$277.92	Adobe Prof DC - Nick H
Paid Chk# 056384 MAIN, TOM	5/29/2020	\$350.74	Reimbursement Assessment overa
Paid Chk# 056385 MARCO TECHNOLOGIES LLC-PR	5/29/2020	\$166.48	
Paid Chk# 056386 MENARDS-BUFFALO	5/29/2020	\$272.83	
Paid Chk# 056387 METRO WEST IRRIGATION	5/29/2020	\$758.80	
Paid Chk# 056388 MIDWEST MACHINERY CO	5/29/2020	\$69.30	
Paid Chk# 056389 MINN DEPARTMENT OF HEALTH	5/29/2020	\$1,793.00	
Paid Chk# 056390 MN VALLEY TESTING LAB	5/29/2020	\$0.00	Assistance for HS Graduation
Paid Chk# 056391 MUMFORD SANITATION-1	5/29/2020	\$356.69	City Maintenance Blding/Office
Paid Chk# 056392 MUMFORD SANITATION-MONTH	5/29/2020	\$10,274.85	COMPOST LEASE - May 2020
Paid Chk# 056393 NCPERS GROUP LIFE INS	5/29/2020	\$64.00	Coverage 6/1/20 - 6/30/20
Paid Chk# 056394 NELSON ELECTRIC MOTOR REP	5/29/2020	\$250.00	
Paid Chk# 056395 PAUMEN COMPUTER SERVICES	5/29/2020	\$850.00	
Paid Chk# 056396 PLUNKETT S PEST CONTROL	5/29/2020	\$162.02	
Paid Chk# 056397 RON SCHROEDER CONTRACTIN	5/29/2020	\$1,120.00	Paint Shed-Weege Property

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Cks 5/20/2020 - 6/16/2020

	Name	Check Date	Check Amt	
Paid Chk# 056398	SPRINT - CELL	5/29/2020	\$309.47	
Paid Chk# 056399	VISA	5/29/2020	\$743.90	
Paid Chk# 056400	WASTEWATER COMMISSION	5/29/2020	\$13,867.54	2161 Maple Street
Paid Chk# 056401	WRIGHT HENNEPIN ELECTRIC	5/29/2020	\$3,570.00	
Paid Chk# 056402	YAGER, KENNETH	5/29/2020	\$7,275.00	
Paid Chk# 056403	ADVANCED POWER SERVICES,	5/29/2020	\$246.73	INV 2231
Paid Chk# 056404	MN VALLEY TESTING LAB	5/29/2020	\$42.00	INV 1032505
Paid Chk# 056405	A.H. HERMEL COMPANY	6/1/2020	\$665.06	
Paid Chk# 056406	ALLERSON, NICK	6/1/2020	\$10.35	Delivery Remimbursement
Paid Chk# 056407	ARCTIC GLACIER ICE, INC	6/1/2020	\$412.27	
Paid Chk# 056408	BELLBOY CORPORATION	6/1/2020	\$501.25	
Paid Chk# 056409	BRASS FOUNDRY BREWING CO	6/1/2020	\$46.16	
Paid Chk# 056410	BREAKTHRU BEVERAGE	6/1/2020	\$6,437.21	
Paid Chk# 056411	CAPITOL BEVERAGE SALES	6/1/2020	\$13,492.33	
Paid Chk# 056412	DAHLHEIMER BEVERAGE LLC	6/1/2020	\$12,857.97	
Paid Chk# 056413	FERRELL, JUSTINA	6/1/2020	\$16.10	Delivery Remimbursement
Paid Chk# 056414	FIE, KYLEE	6/1/2020	\$13.23	Delivery Remimbursement
Paid Chk# 056415	JOHNSON BROTHERS LIQUOR C	6/1/2020	\$3,644.35	
Paid Chk# 056416	LAWAY, MYRA	6/1/2020	\$123.05	Delivery Remimbursement
Paid Chk# 056417	LOCHER BROS, INC	6/1/2020	\$9,550.35	
Paid Chk# 056418	MCALPINE, DEBRA	6/1/2020	\$12.65	Delivery Remimbursement
Paid Chk# 056419	PAUSTIS WINE COMPANY	6/1/2020	\$496.75	
Paid Chk# 056420	PHILLIPS WINE & SPIRITS	6/1/2020	\$3,252.23	
Paid Chk# 056421	SOUTHERN GLAZERS OF MN	6/1/2020	\$1,243.32	
Paid Chk# 056422	VINOCOPIA, INC	6/1/2020	\$737.75	
Paid Chk# 056423	CUSTER, MARK	6/4/2020	\$4,500.00	2nd Qtr 2020 Pymt
Paid Chk# 056424	DONAHUE, MEAGAN	6/4/2020	\$215.00	June 2020 Cell phone Allowance
Paid Chk# 056425	HAGGENMILLER, NICK	6/4/2020	\$365.00	CELL PHONE - June 2020
Paid Chk# 056426	LAWAY, MYRA	6/4/2020	\$65.00	CELL PHONE - June 2020
Paid Chk# 056427	PRESTIDGE, CLAYTON	6/4/2020	\$65.00	CELL PHONE - June 2020
Paid Chk# 056428	STANLEY, BRIDGET	6/4/2020	\$65.00	Cell Phone Allowance - June 20
Paid Chk# 056429	ZWILLING, TROY	6/4/2020	\$65.00	CELL PHONE - June 2020
Paid Chk# 056430	A.H. HERMEL COMPANY	6/11/2020	\$826.38	
Paid Chk# 056431	ARCTIC GLACIER ICE, INC	6/11/2020	\$129.20	
Paid Chk# 056432	BELLBOY CORPORATION	6/11/2020	\$1,175.55	
Paid Chk# 056433	BREAKTHRU BEVERAGE	6/11/2020	\$1,986.44	
Paid Chk# 056434	CAPITOL BEVERAGE SALES	6/11/2020	\$6,905.09	
Paid Chk# 056435	CUB FOODS	6/11/2020	\$371.89	
Paid Chk# 056436	DAHLHEIMER BEVERAGE LLC	6/11/2020	\$4,295.30	
Paid Chk# 056437	JOHNSON BROTHERS LIQUOR C	6/11/2020	\$1,393.60	
Paid Chk# 056438	LOCHER BROS, INC	6/11/2020	\$2,804.65	
Paid Chk# 056439	PHILLIPS WINE & SPIRITS	6/11/2020	\$453.16	
Paid Chk# 056440	SOUTHERN GLAZERS OF MN	6/11/2020	\$7,810.27	
Paid Chk# 056441	ADVANCED POWER SERVICES,	6/11/2020	\$325.00	
Paid Chk# 056442	ALEX AIR APPARATUS, INC	6/11/2020	\$942.72	
Paid Chk# 056443	AMERICAN PRESSURE INC	6/11/2020	\$330.00	
Paid Chk# 056444	BOLTON & MENK, INC	6/11/2020	\$6,350.00	
Paid Chk# 056445	BRAUN INTERTEC CORP.	6/11/2020	\$1,061.25	
Paid Chk# 056446	CENTERPOINT ENERGY	6/11/2020	\$98.45	
Paid Chk# 056447	CENTRA SOTA COOP - COKATO	6/11/2020	\$303.47	
Paid Chk# 056448	CENTURYLINK	6/11/2020	\$599.82	
Paid Chk# 056449	CINTAS	6/11/2020	\$1,607.98	
Paid Chk# 056450	CORE & MAIN	6/11/2020	\$2,829.36	
Paid Chk# 056451	COURI & RUPPE, P.L.L.P.	6/11/2020	\$225.00	
Paid Chk# 056452	DEREK NIKKO EXCAVATING	6/11/2020	\$234.00	
Paid Chk# 056453	DISPLAY SALES	6/11/2020	\$7,656.00	

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Cks 5/20/2020 - 6/16/2020

Name		Check Date	Check Amt	
Paid Chk#	056454	FINKEN WATER SOLUTIONS	6/11/2020	\$32.60
Paid Chk#	056455	FROOGLE, LLC	6/11/2020	\$95.03
Paid Chk#	056456	GOPHER STATE ONE-CALL, INC	6/11/2020	\$138.00
Paid Chk#	056457	HAWKINS, INC	6/11/2020	\$1,094.59
Paid Chk#	056458	HEIMAN FIRE EQUIPMENT, INC	6/11/2020	\$283.20
Paid Chk#	056459	HERALD JOURNAL PUBLISHING	6/11/2020	\$1,055.60
Paid Chk#	056460	HL PIT STOP	6/11/2020	\$372.24
Paid Chk#	056461	HOWARD LAKE FOODS	6/11/2020	\$20.26
Paid Chk#	056462	JOES SPORT SHOP	6/11/2020	\$562.32
Paid Chk#	056463	MARCO TECHNOLOGIES LLC-PH	6/11/2020	\$435.49
Paid Chk#	056464	MCFOA	6/11/2020	\$45.00 July 2020 - June 2021 Renewal
Paid Chk#	056465	MEDIACOM LLC	6/11/2020	\$156.90
Paid Chk#	056466	METRO WEST INSPECTION SER	6/11/2020	\$4,645.74
Paid Chk#	056467	MN PEIP	6/11/2020	\$14,781.30
Paid Chk#	056468	MN PUBLIC FACILITIES AUTHOR	6/11/2020	\$374,159.03 PFA2011 Water Interest
Paid Chk#	056469	MN STATE FIRE CHIEF ASSN	6/11/2020	\$100.00 MEMBERSHIP RENEWAL - KEITH BOB
Paid Chk#	056470	NELSON ELECTRIC MOTOR REP	6/11/2020	\$717.50
Paid Chk#	056471	NORTH STAR AWARDS & TROP	6/11/2020	\$45.00
Paid Chk#	056472	NORTHWEST ASSOC CONSULT	6/11/2020	\$59.40
Paid Chk#	056473	PLUNKETT S PEST CONTROL	6/11/2020	\$111.28
Paid Chk#	056474	ROSENBAUER SOUTH DAKATO,	6/11/2020	\$45.26
Paid Chk#	056475	SWANSON, JASON	6/11/2020	\$921.30 Consulting - June 2020
Paid Chk#	056476	T & T SERVICES	6/11/2020	\$510.00
Paid Chk#	056477	THE MILL POND	6/11/2020	\$266.00 Mulch-Red
Paid Chk#	056478	USA BLUEBOOK	6/11/2020	\$1,041.52
Paid Chk#	056479	VAN IWAARDEN ASSOCIATES	6/11/2020	\$2,974.00
Paid Chk#	056480	WASTEWATER COMMISSION	6/11/2020	\$75,732.38 April 2020 - less Forsmans por
Paid Chk#	056481	WAVERLY LOCK CO	6/11/2020	\$50.00
Paid Chk#	056482	WC SERVICES LLC	6/11/2020	\$875.00
Paid Chk#	056483	XCEL ENERGY	6/11/2020	\$6,087.80
Paid Chk#	500851E	HAGGENMILLER, NICHOLAS A	5/22/2020	\$2,919.06
Paid Chk#	500852E	LAWAY, MYRA	5/22/2020	\$1,788.44
Paid Chk#	500853E	SZCZEPANIK, DARIUSZ J	5/22/2020	\$1,764.29
Paid Chk#	500854E	THOMPSON, DAVID G	5/22/2020	\$1,968.32
Paid Chk#	500855E	THOMPSON, KYLE	5/22/2020	\$53.89
Paid Chk#	500856E	ZANDER, SHARI	5/22/2020	\$1,163.13
Paid Chk#	500857E	ANDERSON, ERIC J.	5/22/2020	\$1,975.07
Paid Chk#	500858E	DONAHUE, MEAGAN	5/22/2020	\$1,740.92
Paid Chk#	500859E	YUNKER, JEAN	5/22/2020	\$357.55
Paid Chk#	500860E	PRESTIDGE, CLAYTON P	5/22/2020	\$1,286.03
Paid Chk#	500861E	ZWILLING, TROY	5/22/2020	\$1,749.63
Paid Chk#	500862E	DOLL, SARAH	5/22/2020	\$57.80
Paid Chk#	500863E	FERRELL, JUSTINA LYNN	5/22/2020	\$435.69
Paid Chk#	500864E	FIE, KYLEE	5/22/2020	\$142.99
Paid Chk#	500865E	MCALPINE, DEBRA-ANN	5/22/2020	\$428.21
Paid Chk#	500866E	HAGGENMILLER, NICHOLAS A	6/5/2020	\$2,919.06
Paid Chk#	500867E	KUTZ, KENNETH	6/5/2020	\$151.87
Paid Chk#	500868E	LAWAY, MYRA	6/5/2020	\$1,747.12
Paid Chk#	500869E	SZCZEPANIK, DARIUSZ J	6/5/2020	\$1,859.01
Paid Chk#	500870E	THOMPSON, DAVID G	6/5/2020	\$1,968.32
Paid Chk#	500871E	THOMPSON, KYLE	6/5/2020	\$305.10
Paid Chk#	500872E	ZANDER, SHARI	6/5/2020	\$988.44
Paid Chk#	500873E	ANDERSON, ERIC J.	6/5/2020	\$1,975.07
Paid Chk#	500874E	THEISEN, MEAGAN	6/5/2020	\$1,631.72
Paid Chk#	500875E	YUNKER, JEAN	6/5/2020	\$396.70
Paid Chk#	500876E	PRESTIDGE, CLAYTON P	6/5/2020	\$1,538.37

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Name	Check Date	Check Amt
Paid Chk# 500877E STANLEY, BRIDGET	6/5/2020	\$421.87
Paid Chk# 500878E ZWILLING, TROY	6/5/2020	\$1,774.98
Paid Chk# 500879E FERRELL, JUSTINA LYNN	6/5/2020	\$412.04
Paid Chk# 500880E FIE, KYLEE	6/5/2020	\$284.40
Paid Chk# 500881E MCALPINE, DEBRA-ANN	6/5/2020	\$362.33
Total Checks		\$736,215.28

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Cks 5/20/2020 - 6/16/2020

Name		Check Date	Check Amt
1012 CAB - AMBULANCE			
Paid Chk# 005650	ALLINA HEALTH EMS	6/11/2020	\$200.00
Paid Chk# 005651	AVOCATION SOFTWARE	6/11/2020	\$250.00 Annual Support Fee
Paid Chk# 005652	BOUNDTREE MEDICAL	6/11/2020	\$1,089.94
Paid Chk# 005653	CENTRAL MCGOWAN, INC	6/11/2020	\$26.63
Paid Chk# 005654	CITY OF HOWARD LAKE	6/11/2020	\$2,650.00 Wages
Paid Chk# 005655	HOWARD LAKE POSTMASTER	6/11/2020	\$64.00 PO BOX FEE
Paid Chk# 005656	JOES SPORT SHOP	6/11/2020	\$117.68
Paid Chk# 005657	PROFESSIONAL CREDIT ANALY	6/11/2020	\$209.30
Paid Chk# 005658	RIDGEVIEW MEDICAL CENTER	6/11/2020	\$400.00
Paid Chk# 005659	ZOLL MEDICAL CORPORATION	6/11/2020	\$587.11
Total Checks			\$5,594.66



HOWARD LAKE CITY COUNCIL MEETING

June 16, 2020

AGENDA ITEM: Consider Accepting Various Personnel Appointments

SECTION: Consent Agenda

FROM: Megan Donahue, 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:

Kaitlyn Marschel	Part-Time Liquor Store Clerk
Emily Ruoho	Part-Time Liquor Store Clerk

DECISION MAKING METRICS:

FINANCIAL: This position is budgeted as part of the 2020 General Fund Budget.

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

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

COUNCIL ACTION REQUESTED: Approve appointments as presented.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

JUNE 16, 2020

AGENDA ITEM: Consider Approving Temporary 3.2 Onsale Liquor License for the Howard Lake Orphans 2020 Season

SECTION: Consent

FROM: Howard Lake Orphans
Nick Haggenmiller, City Administrator

BACKGROUND: The Orphans are seeking their annual 3/2 beer license for the 2020 baseball season. The license request is similar to previous years including anticipated gross sales and duration of the season which anticipates dates sales.

The Orphans provide quality amenities and offerings to Howard Lake. There have been no notable issues observed in terms of overserving, incidents or accidents related to their liquor license. Staff is suggesting that the council consider two new terms/conditions related to their liquor license renewal. First, ensure that concession staff receives AGE training related to proper serving, ID verifications etc. of concession staff responsible for serving. Second, the ordinance permits the city to charge a fee for the liquor license "as approved by city council." This fee was \$50 in 2019.

DECISION MAKING METRICS:

FINANCIAL: Discuss possible liquor license fee as noted above.

LEGAL: The City Council is the governing and granting authority for liquor licenses.

STRATEGIC PLAN:

- Sustain & Enhance Community Traditions
 - Ensure a Safe & Healthy Community
-

COUNCIL ACTION REQUESTED: Approve Temporary 3.2 Liquor License, assign fee if appropriate.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

JUNE 16, 2020

AGENDA ITEM: Consider Approval of Covid19 Preparedness Plan

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: Governor Walz issued Executive Order 20-74 on June released by Gov. Tim Walz on June 5, critical sector businesses — including government entities like cities — are now required to adopt a COVID-19 Preparedness Plan. Previously, only non-critical businesses were required to have a Preparedness Plan prior to reopening. Cities do not have to stop operations while creating a plan, but they must adopt a plan by June 29.

The City has drafted the attached Covid19 Preparedness Plan. The plan is modeled through the Department of Employment & Economic Development's template that provides general areas that must be addressed. The areas are included for review with local and relevant additions made specific to Howard Lake.

We anticipate that this document will be actively reviewed and revised throughout the duration of active Covid19 response. Unless matters require specific council approval, these updates will be completed and implemented at the staff level.

ALTERNATIVE OPTIONS: Council may offer additional sections, questions and revisions subject to their authority.

FINANCIAL: The single biggest expense related to Covid19 (hazard pay) has expired with the local emergency declaration. The City Council should be aware of this and discuss if renewing/extending is warranted.

LEGAL: The plan was drafted through the state provided template. It is not clear what consequences would be if the City did not adopt a plan or failed to follow their adopted plan.

STAFF RECOMMENDATION: Approve Howard Lake's Covid19 Preparedness Plan.

ATTACHMENTS:

1. Covid19 Emergency Preparedness Plan



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

COVID-19 PREPAREDNESS PLAN

CITY OF HOWARD LAKE

MAY 19, 2020 v1

Introduction

The City of Howard Lake is committed to providing a safe and healthy workplace for our employees, residents, visitors, customers and vendors who interact and do business with the City and enjoy city facilities. To ensure appropriate measures are in place, we have developed the following Covid-19 Preparedness Plan. The intention of this plan is to strike a balance between safety, known efficacy of measures as well as restore access and use of city facilities.

People, whether that is employees, residents in city hall, customers at Howard Lake Wine & Spirits or visitors, are our most important assets. Consideration of all these people have been taken into consideration in the development of this plan. As new ideas, vulnerabilities and best practices are identified this plan will be modified and updated. Our Covid-19 Preparedness Plan attempts to follow Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH) guidelines, OSHA standards and Executive Order 20-48. Specifically, the plan addresses:

- Hygiene and respiratory etiquette
- Social Distancing
- Cleaning, disinfecting, decontamination of facilities
- Identification and response to sick persons
- Communication and training provided to staff
- Management and oversight of the implementation of the plan
- Protection controls for counter/outward facing businesses and departments
- Protections and controls for in-house interaction business and shopping

Health Screening and Reporting Protocols

The City of Howard Lake offers full time employees a robust paid time off allowance. Part time and seasonal employees not eligible for benefits are still able to address work disturbances without fear of reprimand or job loss consistent with the Family Medical Leave Act.

- Employees are encouraged to take temperature daily. If exhibiting symptoms, employees are encouraged to contact supervisor and to remove themselves from duty until cleared by a medical doctor. If employee can work remotely, they will be encouraged to do so.
- If an employee tests positive for Covid19, they will be required to quarantine consistent with CDC guidelines and inform supervisor of the positive result.
- If an employee comes in direct contact with an individual who has tested positive, the employee is required to self-quarantine out of the workplace consistent with the CDC guidelines.

Hygiene & Respiratory Etiquette

Workers, customers, and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.

Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, customers, and visitors. Staff and visitors will be encouraged to follow 20-second hand washing protocol. All employees will be given personal size hand sanitizer. Hand sanitization stations will be at sales counters and primary entrances for public use. Signs will be posted at key entrances and counters.

Social Distancing

The City of Howard Lake will continue to follow social distancing guidelines that limit overall occupancy.

- Employees are still encouraged to telework and use electronic means of meeting.
- Appointments and advanced arrangements are encouraged to better facilitate business safely.
- Markings have been installed staggering six-foot intervals and signage has been placed.
- Employees in office are encouraged to stay in their offices; employees without a physical office will be further encouraged to adapt schedules to minimize interaction and exposure.
- Plexi-glass guards are in place at outward facing counters.
- Signage and website have been updated to encourage electronic sales of product (liquor) and electronic transactions for most city business.
- When and where feasible individual equipment and devices will be dedicated to each employee.
- When and where it is not feasible for individual equipment & devices, said areas will be disinfected regularly.
- Masks, tissues, gloves and hand sanitizer is available at all locations.
- Field staff including public works, fire, EMS and police are encouraged to work solo or in groups of two.

Cleaning, Disinfection & Ventilation

The City of Howard Lake will increase cleaning and disinfection of city facilities and specifically high-touch areas and points of contact.

LOCATION	METHOD	FREQUENCY
Sales Counters	Bleach Mix	Twice Daily
Door handles	Bleach Mix	Twice Daily
Bathrooms	Bleach Mix	Once Daily
South Shore Event Center	Bleach Mix	After each scheduled use
Community Room	Bleach Mix	After each scheduled use
Senior Center	Bleach Mix	Thursday nights
Shared Office Equipment	Disinfectant Spray	Twice Daily
Shared Public Works Equipment	Disinfectant Wipes	After each shift
Shared Police Vehicles	Disinfectant Wipes	After each shift
Shared Fire Vehicles	Disinfectant Wipes	After each call for service
Playground Structures	Bleach Mix	Once Weekly
Keyboards	Disinfectant Spray	Twice Daily
Phones	Disinfectant Spray	Twice Daily

City Sponsored Events | Events Using City Facilities

The City has various facilities available for use for events, gatherings, and activities. Specific items that have direct guidance under CDC guidelines or executive orders must adhere accordingly.

Memorial Park Baseball Field

The Minnesota Baseball Association has adopted their own covid19 preparedness plan.

- 1.) Encourage social distancing by spectators inside the park.
- 2.) Social distancing of players in dugouts, bullpens and outside the dugout to the outfield side if needed.
- 3.) Hand sanitizer available in both dugouts and at concession stand.
- 4.) No handshakes, high fives or unneeded contact of any kind.
- 5.) Players should avoid sharing gear.
- 6.) Players will label and bring their own water or sports drink. No water fountains may be used.
- 7.) No spitting of any kind this includes sunflower seeds, chewing tobacco, etc.
- 8.) Facemasks and gloves may be worn by players, fans and umpires.
- 9.) Facemasks and gloves must be worn by all concession workers.

- 10.) Umpires can choose to stand behind the catcher or pitcher.
- 11.) All users must provide a schedule and proof of insurance to the City.

South Shore Event Center/Community Room

These facilities are available for rent provided users follow current covid19 guidelines and executive orders related to hygiene, sanitation, and assembly size. Kitchen utensils will be removed. The space is presumed clean but not sanitized.

Pickup/Delivery | Payments | Transactions

The City frequently receives shipment of products from various delivery services. These vendors have been encouraged to call ahead and/or knock on exterior windows for staff to pick up items in the front entry.

The City has most permits and forms needed for day-to-day transactions on the City website and encourages residents to submit electronically or through utility payment boxes that prevent direct face-to-face contact.

The City has identified credit card processing for all city fees and charges to be a goal and to be implemented as soon as feasible. Once implemented, residents will further be encouraged to use electronic payment methods to reduce face-to-face contact and reduce frequency of money handling.

For the City,



Nick Haggmiller
City Administrator



HOWARD LAKE CITY COUNCIL MEETING

JUNE 16, 2020

AGENDA ITEM: Award Bid for Central Park Reconstruction Project – Phase 1

SECTION: New Business

FROM: Megan Donahue, Assistant City Administrator

BACKGROUND: At the direction of the Council, at the May 21, 2020 Council meeting, City Staff went out for bid for Phase 1 of the Central Park reconstruction project. This phase of the project includes:

- Parking lot reconfiguration.
- Mass grading of the site.
- Installation of concrete and electrical support for amphitheater.
- Sidewalk connections.
- Pedestrian level lighting.

The City received bids from 8 contractors and the bids were opened on Wednesday, June 10th at 10 am. The bids ranged from \$241,272.50 to \$301,039.90. The lowest bid received was from Gertken Bros, out of Richmond, Minnesota, for \$241,272.50.

In addition to the bids, the design, administrator and construction engineering costs from Bolton & Menk are projected to be \$76,500, which was approved that the Council meeting on February 18, 2020.

ALTERNATIVE OPTIONS:

FINANCIAL: City Engineer, Josh Halvorson of Bolton & Menk, prepared and engineers estimate in the amount of \$221,035.00. The lowest bid received was \$241,272.50 from Gertken Bros.

Design, Administrator and Construction Services from Bolton & Menk are set to not exceed \$76,500

Total projected cost for Phase 1 of the park project = \$317,772.50

The City currently has \$330,000 in park dedication funds available for this project.

LEGAL: According to the City's purchasing policy, projects over \$100,000 sealed bids must be submitted – the City received 8 sealed bids and on Wednesday, June 10th City staff and Bolton & Menk had an electronic opening of the bids. Records of bids will be retained in accordance to State Statute.

STAFF RECOMMENDATION: Approve awarding the project to Gertken Bros, Inc. in the amount of \$241,272.50.
Approve the remaining

ATTACHMENTS: 1. Bolton & Menk Memorandum
2. Engineer's Asbid Budget



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MEMORANDUM

Date: June 11, 2020
To: Honorable Mayor Zimmerman and Members of the City Council
City of Howard Lake, Minnesota
From: Joshua Halvorson, P.E.
City Engineer
Subject: Central Park Development – Phase I
City of Howard Lake, Minnesota
Project No.: W14.7114913

On June 10, 2020 we received eight (8) bids for the Central Park Development – Phase I. The low bid for the project came in at \$241,272.50. The low bidder for the project is Gertken Bros. Inc. of Richmond, Minnesota. A bid tabulation and abstract is attached for your review.

The low bidder submitted a bid with a signed responsible contractor form and an effective bid bond. This contractor is an excavation and landscaping contractor geared for the job. Their proposed subs are common within the industry. My research of references to the company concludes they have done satisfactory work under other Bolton & Menk construction contracts.

Considering a conforming bid and the contractors checked ability to complete the job, I recommend that the City Council award the bid for the Central Park Development – Phase I project to Gertken Bros., Inc. of Richmond, Minnesota in the amount of \$241,272.50.

Please feel free to contact me if you have any questions.

JJH/kg

Attachments

BID TABULATION

PROJECT: CENTRAL PARK DEVELOPMENT - PHASE I
CITY OF HOWARD LAKE, MN

DATE: June 10, 2020
TIME: 10:00 a.m.

PROJECT NO.: W14.119617

QUEST NO.: 7114913

BIDDERS	BASE BID
1. Gertken Bros. Inc. Richmond, MN	\$241,272.50
2. Sunram Construction, Inc. Corcoran, MN	\$247,746.00
3. Landwehr Construction, Inc. St. Cloud, MN	\$249,810.75
4. Schneider Excavating and Grading, Inc. Young America, MN	\$256,780.91
5. Blackstone Contractors LLC Loretto, MN	\$261,284.00
6. Ram General Contracting, Inc. Winsted, MN	\$278,735.00
7. R & R Excavating, Inc. Hutchinson, MN	\$288,876.76
8. Fehn Companies, Inc. Albertville, MN	\$301,039.90



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ENGINEER'S ASBID BUDGET

CENTRAL PARK DEVELOPMENT - PHASE 1

CITY OF HOWARD LAKE, MINNESOTA

BMI PROJECT NO.: W14.119617

6/11/2020

ITEM NO.	ITEM	NOTES	QTY	UNIT	UNIT PRICE	TOTAL
1	MOBILIZATION		1	LUMP SUM	\$18,000.00	\$18,000.00
2	TRAFFIC CONTROL		1	LUMP SUM	\$1,000.00	\$1,000.00
3	CLEARING AND GRUBBING		14	EACH	\$50.00	\$700.00
4	REMOVE BITUMINOUS PAVEMENT		1018	SQ YD	\$3.50	\$3,563.00
5	REMOVE CONCRETE (WALK & DRIVEWAY)		47	SQ YD	\$10.00	\$470.00
6	REMOVE CONCRETE CURB & GUTTER		88	LIN FT	\$4.00	\$352.00
7	SALVAGE CASTING		2	EACH	\$75.00	\$150.00
8	SALVAGE SIGN		1	EACH	\$50.00	\$50.00
9	SALVAGE & REINSTALL SIGN		3	EACH	\$150.00	\$450.00
10	BITUMINOUS PAVEMENT MILLING		230	SQ YD	\$32.00	\$7,360.00
11	ELECTRICAL		1	LUMP SUM	\$68,000.00	\$68,000.00
12	SITE GRADING		1	LUMP SUM	\$28,000.00	\$28,000.00
13	COMMON EXCAVATION (P)		455	CU YD	\$15.00	\$6,825.00
14	AGGREGATE BASE CL5 (CV)		95	CU YD	\$20.00	\$1,900.00
15	SALVAGE & REINSTALL AGGREGATE BASE (EV) (P)		212	CU YD	\$6.50	\$1,378.00
16	GEOTEXTILE FABRIC TYPE V		575	SQ YD	\$1.50	\$862.50
17	TYPE SP 4.75 WEARING COURSE MIXTURE (2,B)		117	TONS	\$150.00	\$17,550.00
18	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)		92	TONS	\$120.00	\$11,040.00
19	CONCRETE CURB & GUTTER DESIGN B618		88	LIN FT	\$49.00	\$4,312.00
20	4" CONCRETE WALK		6580	SQ FT	\$6.90	\$45,402.00
21	CONCRETE STAINING		716	SQ FT	\$8.00	\$5,728.00
22	CASTING ASSEMBLY (STORM CATCH BASINS)		2	EACH	\$800.00	\$1,600.00
23	ADJUST CASTING (STORM)		6	EACH	\$300.00	\$1,800.00
24	4" SOLID LINE PAINT (WHITE)		2100	LIN FT	\$0.80	\$1,680.00
25	PAVEMENT MESSAGE		3	EACH	\$150.00	\$450.00
26	STABILIZED CONSTRUCTION EXIT		1	EACH	\$450.00	\$450.00
27	CONCRETE WASHOUT		1	EACH	\$500.00	\$500.00
28	INLET PROTECTION		11	EACH	\$80.00	\$880.00
29	SEDIMENT CONTROL LOG TYPE WOOD CHIP (BIOROLL)		150	LIN FT	\$4.00	\$600.00
30	COMMON TOPSOIL BORROW (LV)		50	CU YD	\$35.00	\$1,750.00
31	TEMPORARY MULCH		1210	SQ YD	\$1.00	\$1,210.00
32	TURF ESTABLISHMENT	(1)	4840	SQ YD	\$1.50	\$7,260.00

CENTRAL PARK PH. 1 TOTAL CONSTRUCTION: \$241,272.50

DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING: 76,500

TOTAL CENTRAL PARK PH. 1 PROJECT COST: \$317,772.50

NOTES:

(1) INCLUDES SEED MIX 25-151, TYPE 1 FERTILIZER, AND HYDRAULIC MULCH



HOWARD LAKE CITY COUNCIL MEETING

JUNE 16, 2020

AGENDA ITEM: Consider Awarding Quote for Exterior Site Finishing at Historic City Hall.

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator
Josh Halvorson, Bolton and Menk

BACKGROUND: In May, council directed staff to seek quotes for two possible landscaping alternatives at Historic City Hall. Staff posted information on the city website, Facebook and sent directly to about a dozen contractors. Following the posting period, the city received three quotes. Two of which are considered incomplete. The recommended quote from JK Landscape is included for review and approval.

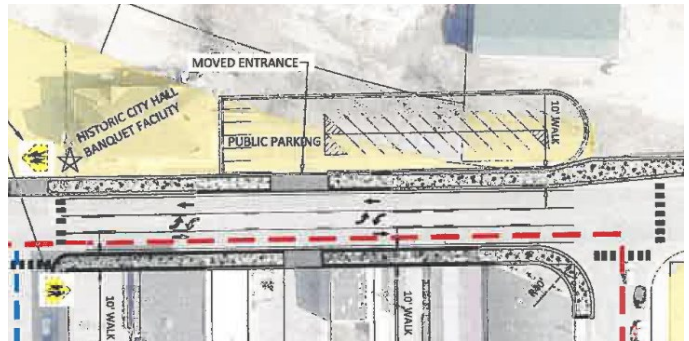
The City did request additional information from the two quotes considered incomplete. As they made the initial deadline, if they provide subsequently, they will be brought back for consideration.

Recommended Approval

The quote from JK Landscape includes all equipment, labor and material relating to filling in low spots, covering with top soil and planting per alternatives provided. The initial bid specs included reference to City staff completing grading. This is no longer considered feasible given our equipment and anticipated degree of difficulty of the job. JK Landscaping further impressed staff by meeting on site to discuss plan specifics and providing alternatives that could be implemented to save on project costs and/or enhance the outcome.

Long Term Improvements

In November of 2019, the city council agreed to a preliminary cost share and preliminary plans for the Highway 12 Project slated for 2023. Within this scope, the City has indicated intention to close the eastern entrance and expand the parking lot to serve the event center. If constructed, the improvements proposed presently would be eliminated. With that in mind, the proposed planting and treatments are minimal but address soil erosion and minimal aesthetics.



ALTERNATIVE OPTIONS: Council has the authority to accept a different bid. Doing so, will require to seek quotes/contractor for earth moving. Bolton and Menk have reviewed the bids and caution awarding to others as their proposed costs appear to be incomplete, do not provide warranties or propose unrealistic costs to meet.

FINANCIAL: The bid from JK Landscaping is \$53,070

Historic City Hall Renovation Budget

Historic City Hall Project Fund:	\$1,490,500 + \$18,500 (RLF payments) = \$1,505,500
Project Expenses to Date:	\$1,406,065
<u>Remaining:</u>	<u>\$102,953</u>

STAFF RECOMMENDATION: Consider Approving Bid from JK Landscape for Exterior Site Finishing at Historic City Hall.

ATTACHMENTS:

1. Current Site Condition Pictures
2. Bolton and Menk Concept Plan and Cost Estimates
3. JK Landscape



HOWARD LAKE CITY COUNCIL MEETING

June 16, 2020

AGENDA ITEM: Consider 2020 Street Repairs

SECTION: New Business

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

BACKGROUND:

Base Bid

General Repairs | 11th Street

There is an area on 11th Street that has failed and will require patching.

Haywood Drive | Full Bituminous Reconstruction

Haywood is set for a full pavement reconstruction. We anticipate that underground utilities have suitable useful life which aligns with POS sewer inspections that have been completed by adjacent property owners.

Dutch Lake | Edge Mill & Overlay

Dutch Lake will have an edge mill and overlay completed including areas previously addressed in 2019.

Bid Amount \$204,603

Bid Alternatives

Block 18 | Corrective Actions & Edge Mill [Bid Alt]

In anticipation of agreeable bids, staff requested bids for this parking lot as an optional bid alternative. The scope of the work would include a traditional edge mill and overlay. There is some corrective work that would be included to prevent current pooling and puddles in low laying areas.

Bid Amount \$54,868.

Post Office Loading Area [Private Bid Alt]

The owner of the post office has expressed interest in paving the rear loading/parking area. This would include edge mill & overlay and a 3.5" lift of asphalt.

Bid Amount \$12,508

Property Owner \$7,508

Grant \$5,000

FINANCIAL:

Total Base Bid \$204,603

Total All \$264,372

Engineering \$56,920

TOTAL PROJECT \$321,292

The City would reduce anticipated 2020 CIP transfers and expenditures in order to accommodate this contract price.

LEGAL: Sealed bids are required for projects over \$175,000. If council elects to proceed with the entire scope of work, sealed bids would be required. If Haywood Drive alone is approved, staff would seek multiple quotes.

Mid Minnesota Hot Mix was the contracted vendor for the 2018 Street Projects. The City Engineer will be working with MMHM to complete related warranty work on the Imhoff Trail as part of this project.

STAFF RECOMMENDATION: Approve the total project including alternates to Mid Minnesota Hot Mix.

ALTERNATIVE OPTIONS: Council has the authority to reject bid alternates or use a different vendor.

ATTACHMENTS:

1. Memo from BMI Engineer Josh Halverson
2. Bid Summary + Soft Costs
3. Aerial Map of Job Scope



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Bolton-Menk.com

MEMORANDUM

Date: June 10, 2020
To: Honorable Mayor Zimmerman and Members of the City Council
City of Howard Lake, Minnesota
From: Joshua Halvorson, P.E.
City Engineer
Subject: 2020 Street Maintenance
City of Howard Lake, Minnesota
Project No.: W14.121192

On June 5, 2020 we received six (6) bids for the 2020 Street Maintenance project. The low base bid was \$204,603.95. The low bidder for the project is Mid-Minnesota Hot Mix, Inc. of Annandale, Minnesota. The Engineer's Estimate for the base bid was \$277,609.85. A bid tabulation and unit price abstract are attached for your information.

In addition to the base bid, there were two alternates for this project. Alternate 1 is for the Post Office parking lot with the low bid at \$12,270.00. Alternate 2 is for Block 18 parking lot improvements with a the low bid of \$47,498.40.

The low bid received has submitted a valid bid per instructions to bidders for the construction contract. This includes submitting a bid with no ambiguities in calculations of their total bid, signed responsible contractor forms, and an effective bid bond.

The low bid appears to be aggressive considering market conditions revealed with the bids received. The low bidder has completed work for the City before. They have the equipment and resources to complete the job. The Contractor's base bid plus project alternates costs total are within the City's financial budget.

I recommend that the City Council award the base bid plus alternates 1 & 2 for the 2020 Street Maintenance project to Mid-Minnesota Hot Mix, Inc. of Annandale, Minnesota in the amount of \$264,372.35.

Please feel free to contact me if you have any questions.

JJH/kg

Attachments

BID TABULATION

PROJECT: 2020 STREET MAINTENANCE
CITY OF HOWARD LAKE, MN

DATE: June 5, 2020
TIME: 10:00 a.m.

PROJECT NO.: W14.121192

QUEST NO.: 7059861

BIDDERS	TOTAL BASE BID	ALTERNATE 1	ALTERNATE 2
1. Mid Minnesota Hot Mix Annandale, MN	\$204,603.95	\$12,270.00	\$47,498.40
2. OMG Midwest Inc. dba Minnesota Paving & Materials Rogers, MN	\$240,122.53	\$19,737.09	\$50,078.49
3. Molnau Trucking LLC Norwood, MN	\$242,924.70	\$24,114.00	\$60,725.00
4. Duininck, Inc. Prinsburg, MN	\$262,808.50	\$17,132.00	\$53,158.10
5. Wm. Mueller & Sons Hamburg, MN	\$272,782.50	\$20,635.00	\$72,669.80
6. Knife River Corporation Sauk Rapids, MN	\$278,606.15	\$21,053.00	\$49,745.34



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ABSTRACT OF BIDS
2020 STREET MAINTENANCE
CITY OF HOWARD LAKE

BMI PROJECT NO. W14.121192

6/5/2020 10:00 AM					1		2		3		4		5		6			
ITEM NO.	ITEM	NOTES	APPROX. QUANT.	UNIT	Engineer's Estimate Bolton & Menk, Inc.		Mid Minnesota Hot Mix Annandale, MN		OMG Midwest Inc. dba Minnesota Paving & Materials Rogers, MN		Molnau Trucking LLC Norwood, MN		Duininck, Inc. Prinsburg, MN		Wm. Mueller & Sons Hamburg, MN		Knife River Corporation Sauk Rapids, MN	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID																		
SCHEDULE A - HAYWOOD AVENUE																		
1	MOBILIZATION		1	LUMP SUM	\$6,500.00	\$6,500.00	\$2,500.00	\$2,500.00	\$14,588.00	\$14,588.00	\$5,000.00	\$5,000.00	\$8,500.00	\$8,500.00	\$12,000.00	\$12,000.00	10,000.00	\$10,000.00
2	TRAFFIC CONTROL		1	LUMP SUM	\$2,400.00	\$2,400.00	\$1,200.00	\$1,200.00	\$1,000.00	\$1,000.00	\$750.00	\$750.00	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	4,000.00	\$4,000.00
3	REMOVE BITUMINOUS PAVEMENT		4450	SQ YD	\$3.75	\$16,687.50	\$3.00	\$13,350.00	\$2.98	\$13,261.00	\$3.50	\$15,575.00	\$3.25	\$14,462.50	\$3.35	\$14,907.50	4.20	\$18,690.00
4	SUBGRADE EXCAVATION (EV)		40	CU YD	\$25.00	\$1,000.00	\$25.00	\$1,000.00	\$41.93	\$1,677.20	\$48.00	\$1,920.00	\$40.00	\$1,600.00	\$46.00	\$1,840.00	50.00	\$2,000.00
5	SUBGRADE STABILIZATION MATERIAL (CV)		40	CU YD	\$40.00	\$1,600.00	\$40.00	\$1,600.00	\$64.96	\$2,598.40	\$48.00	\$1,920.00	\$70.00	\$2,800.00	\$52.00	\$2,080.00	75.00	\$3,000.00
6	AGGREGATE BASE CLASS 5 (CV)		402	CU YD	\$35.00	\$14,070.00	\$35.00	\$14,070.00	\$50.23	\$20,192.46	\$37.00	\$14,874.00	\$42.00	\$16,884.00	\$39.30	\$15,798.60	40.00	\$16,080.00
7	SUBGRADE PREPERATION		15.81	RD ST	\$410.00	\$6,482.10	\$245.00	\$3,873.45	\$297.04	\$4,696.20	\$500.00	\$7,905.00	\$300.00	\$4,743.00	\$825.00	\$13,043.25	275.00	\$4,347.75
8	GEOTEXTILE FABRIC TYPE V		45	SQ YD	\$5.00	\$225.00	\$2.00	\$90.00	\$7.06	\$317.70	\$10.00	\$450.00	\$5.00	\$225.00	\$6.00	\$270.00	4.00	\$180.00
9	TYPE 9.5 SP BITUMINOUS WEARING COURSE (2,B)		415	TON	\$95.00	\$39,425.00	\$73.15	\$30,357.25	\$73.52	\$30,510.80	\$78.00	\$32,370.00	\$85.00	\$35,275.00	\$75.80	\$31,457.00	78.00	\$32,370.00
10	TYPE 12.5 SP BITUMINOUS NON WEARING COURSE (2,B)		555	TON	\$91.00	\$50,505.00	\$70.85	\$39,321.75	\$68.55	\$38,045.25	\$71.00	\$39,405.00	\$82.00	\$45,510.00	\$74.55	\$41,375.25	75.00	\$41,625.00
11	ADJUST GATE VALVE AND BOX		1	EACH	\$135.00	\$135.00	\$100.00	\$100.00	\$100.25	\$100.25	\$125.00	\$125.00	\$275.00	\$275.00	\$245.00	\$245.00	700.00	\$700.00
12	ADJUST FRAME & RING CASTING		6	EACH	\$220.00	\$1,320.00	\$500.00	\$3,000.00	\$1,122.84	\$6,737.04	\$175.00	\$1,050.00	\$350.00	\$2,100.00	\$845.00	\$5,070.00	1,500.00	\$9,000.00
13	STORM INLET PROTECTION		6	EACH	\$210.00	\$1,260.00	\$175.00	\$1,050.00	\$146.21	\$877.26	\$55.00	\$330.00	\$150.00	\$900.00	\$135.00	\$810.00	275.00	\$1,650.00
SCHEDULE B - DUTCH LAKE TRAIL/MALLARD PASS																		
14	MOBILIZATION		1	LUMP SUM	\$7,500.00	\$7,500.00	\$3,500.00	\$3,500.00	\$10,292.30	\$10,292.30	\$5,000.00	\$5,000.00	\$8,500.00	\$8,500.00	\$8,000.00	\$8,000.00	7,500.00	\$7,500.00
15	TRAFFIC CONTROL		1	LUMP SUM	\$3,000.00	\$3,000.00	\$1,000.00	\$1,000.00	\$900.00	\$900.00	\$750.00	\$750.00	\$800.00	\$800.00	\$1,800.00	\$1,800.00	4,000.00	\$4,000.00
16	MILL BITUMINOUS PAVEMENT		5476	SQ YD	\$4.50	\$24,642.00	\$1.75	\$9,583.00	\$1.89	\$10,349.64	\$1.70	\$9,309.20	\$2.00	\$10,952.00	\$2.40	\$13,142.40	2.60	\$14,237.60
17	TYPE 9.5 SP BITUMINOUS WEARING COURSE (2,B)		850	TON	\$98.00	\$83,300.00	\$73.15	\$62,177.50	\$73.02	\$62,067.00	\$78.00	\$66,300.00	\$83.00	\$70,550.00	\$75.80	\$64,430.00	78.00	\$66,300.00
18	TACK COAT		5480	GAL	\$1.00	\$5,480.00	\$1.00	\$5,480.00	\$0.01	\$54.80	\$3.50	\$19,180.00	\$2.15	\$11,782.00	\$4.20	\$23,016.00	0.01	\$54.80
19	ADJUST GATE VALVE AND BOX		4	EACH	\$135.00	\$540.00	\$150.00	\$600.00	\$100.25	\$401.00	\$155.00	\$620.00	\$275.00	\$1,100.00	\$245.00	\$980.00	700.00	\$2,800.00
20	ADJUST FRAME & RING CASTING		16	EACH	\$220.00	\$3,520.00	\$200.00	\$3,200.00	\$260.66	\$4,170.56	\$175.00	\$2,800.00	\$350.00	\$5,600.00	\$295.00	\$4,720.00	1,500.00	\$24,000.00
21	STORM INLET PROTECTION		6	EACH	\$210.00	\$1,260.00	\$175.00	\$1,050.00	\$146.21	\$877.26	\$55.00	\$330.00	\$150.00	\$900.00	\$135.00	\$810.00	275.00	\$1,650.00
SCHEDULE C - 11TH STREET																		
22	MOBILIZATION		1	LUMP SUM	\$700.00	\$700.00	\$1,000.00	\$1,000.00	\$5,178.43	\$5,178.43	\$5,000.00	\$5,000.00	\$7,500.00	\$7,500.00	\$3,000.00	\$3,000.00	4,500.00	\$4,500.00
23	TRAFFIC CONTROL		1	LUMP SUM	\$400.00	\$400.00	\$500.00	\$500.00	\$500.00	\$500.00	\$750.00	\$750.00	\$400.00	\$400.00	\$400.00	\$400.00	650.00	\$650.00
24	REMOVE BITUMINOUS PAVEMENT		135	SQ YD	\$3.75	\$506.25	\$5.00	\$675.00	\$16.97	\$2,290.95	\$3.50	\$472.50	\$8.00	\$1,080.00	\$18.50	\$2,497.50	14.00	\$1,890.00
25	SUBGRADE EXCAVATION		10	CU YD	\$25.00	\$250.00	\$25.00	\$250.00	\$55.91	\$559.10	\$48.00	\$480.00	\$40.00	\$400.00	\$75.00	\$750.00	50.00	\$500.00
26	SUBGRADE STABILIZATION MATERIAL (CV)		10	CU YD	\$40.00	\$400.00	\$40.00	\$400.00	\$94.31	\$943.10	\$48.00	\$480.00	\$75.00	\$750.00	\$75.00	\$750.00	75.00	\$750.00
27	GEOTEXTILE FABRIC TYPE V		14	SQ YD	\$5.00	\$70.00	\$2.00	\$28.00	\$7.06	\$98.84	\$3.50	\$49.00	\$10.00	\$140.00	\$4.00	\$56.00	4.00	\$56.00
28	AGGREGATE BASE CLASS 5 (CV)		10	CU YD	\$35.00	\$350.00	\$35.00	\$350.00	\$123.66	\$1,236.60	\$37.00	\$370.00	\$65.00	\$650.00	\$50.00	\$500.00	40.00	\$400.00
29	SUBGRADE PREPERATION		1	LUMP SUM	\$500.00	\$500.00	\$500.00	\$500.00	\$1,174.06	\$1,174.06	\$5,000.00	\$5,000.00	\$500.00	\$500.00	\$1,800.00	\$1,800.00	1,300.00	\$1,300.00
30	TYPE 9.5 SP BITUMINOUS WEARING COURSE (2,B)		17	TON	\$95.00	\$1,615.00	\$73.15	\$1,243.55	\$129.67	\$2,204.39	\$125.00	\$2,125.00	\$195.00	\$3,315.00	\$146.00	\$2,482.00	115.00	\$1,955.00
31	TYPE 12.5 SP BITUMINOUS NON WEARING COURSE (2,B)		17	TON	\$91.00	\$1,547.00	\$70.85	\$1,204.45	\$113.56	\$1,930.52	\$125.00	\$2,125.00	\$195.00	\$3,315.00	\$146.00	\$2,482.00	110.00	\$1,870.00
32	STORM INLET PROTECTION		2	EACH	\$210.00	\$420.00	\$175.00	\$350.00	\$146.21	\$292.42	\$55.00	\$110.00	\$150.00	\$300.00	\$135.00	\$270.00	275.00	\$550.00
ESTIMATED CONSTRUCTION COSTS BASE BID (SCHEDULE A+ B+ C):						\$277,609.85		\$204,603.95		\$240,122.53		\$242,924.70		\$262,808.50		\$272,782.50		\$278,606.15
ADD ALTERNATE 1 - POST OFFICE PARKING LOT																		
A1.1	MOBILIZATION		1	LUMP SUM	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00	\$5,309.28	\$5,309.28	\$5,000.00	\$5,000.00	\$500.00	\$500.00	\$4,000.00	\$4,000.00	4,500.00	\$4,500.00
A1.2	TRAFFIC CONTROL		1	LUMP SUM	\$300.00	\$300.00	\$200.00	\$200.00	\$150.00	\$150.00	\$1,500.00	\$1,500.00	\$100.00	\$100.00	\$100.00	\$100.00	650.00	\$650.00
A1.3	REMOVE CONCRETE		240	SQ FT	\$5.00	\$1,200.00	\$3.00	\$720.00	\$1.66	\$398.40	\$6.50	\$1,560.00	\$5.00	\$1,200.00	\$6.00	\$1,440.00	8.60	\$2,064.00
A1.4	REMOVE BITUMINOUS PAVEMENT		282	SQ YD	\$5.00	\$1,410.00	\$12.00	\$3,384.00	\$6.21	\$1,751.22	\$6.50	\$1,833.00	\$8.50	\$2,397.00	\$9.00	\$2,538.00	10.00	\$2,820.00
A1.5	AGGREGATE BASE CLASS 5 (CV)		18	CU YD	\$38.00	\$684.00	\$50.00	\$900.00	\$125.35	\$2,256.30	\$37.00	\$666.00	\$65.00	\$1,170.00	\$50.00	\$900.00	40.00	\$720.00
A1.6	SUBGRADE PREPERATION		1	LUMP SUM	\$900.00	\$900.00	\$500.00	\$500.00	\$1,174.06	\$1,174.06	\$5,000.00	\$5,000.00	\$1,125.00	\$1,125.00	\$2,750.00	\$2,750.00	1,300.00	\$1,300.00
A1.7	TYPE 9.5 SP BITUMINOUS WEARING COURSE (2,B)		29	TON	\$95.00	\$2,755.00	\$81.00	\$2,349.00	\$132.24	\$3,834.96	\$125.00	\$3,625.00	\$160.00	\$4,640.00	\$129.00	\$3,741.00	126.00	\$3,654.00
A1.8	TYPE 12.5 SP BITUMINOUS NON WEARING COURSE (2,B)		39	TON	\$91.00	\$3,549.00	\$78.00	\$3,042.00	\$120.94	\$4,716.66	\$125.00	\$4,875.00	\$150.00	\$5,850.00	\$129.00	\$5,031.00	130.00	\$5,070.00
A1.9	STORM INLET PROTECTION		1	EACH	\$210.00	\$210.00	\$175.00	\$175.00	\$146.21	\$146.21	\$55.00	\$55.00	\$150.00	\$150.00	\$135.00	\$135.00	275.00	\$275.00
ESTIMATED ADD ALTERNATE 1 TOTAL:						\$12,508.00		\$12,270.00		\$19,737.09		\$24,						

ENGINEER'S ASBID BUDGET

2020 STREET MAINTENANCE



Real People. Real Solutions.

CITY OF HOWARD LAKE

BMI PROJECT NO. W14.121192

Date: 6/11/2020

BASE BID (SCHEDULE A+B+C)

SCHEDULE A - HAYWOOD AVENUE

HAYWOOD AVENUE TOTAL CONSTRUCTION:	\$111,512.45
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:	\$23,370.00
TOTAL HAYWOOD AVENUE PROJECT COST:	\$134,882.45

SCHEDULE B - DUTCH LAKE TRAIL/MALLARD PASS

DUTCH LAKE TRAIL/MALLARD PASS TOTAL CONSTRUCTION:	\$86,590.50
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:	\$21,320.00
TOTAL DUTCH LAKE TRAIL/MALLARD PASS PROJECT COST:	\$107,910.50

SCHEDULE C - 11TH STREET

11TH STREET TOTAL CONSTRUCTION:	\$6,501.00
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:	\$1,120.00
TOTAL 11TH STREET PROJECT COST:	\$7,621.00

ADD ALTERNATE 1 - POST OFFICE PARKING LOT

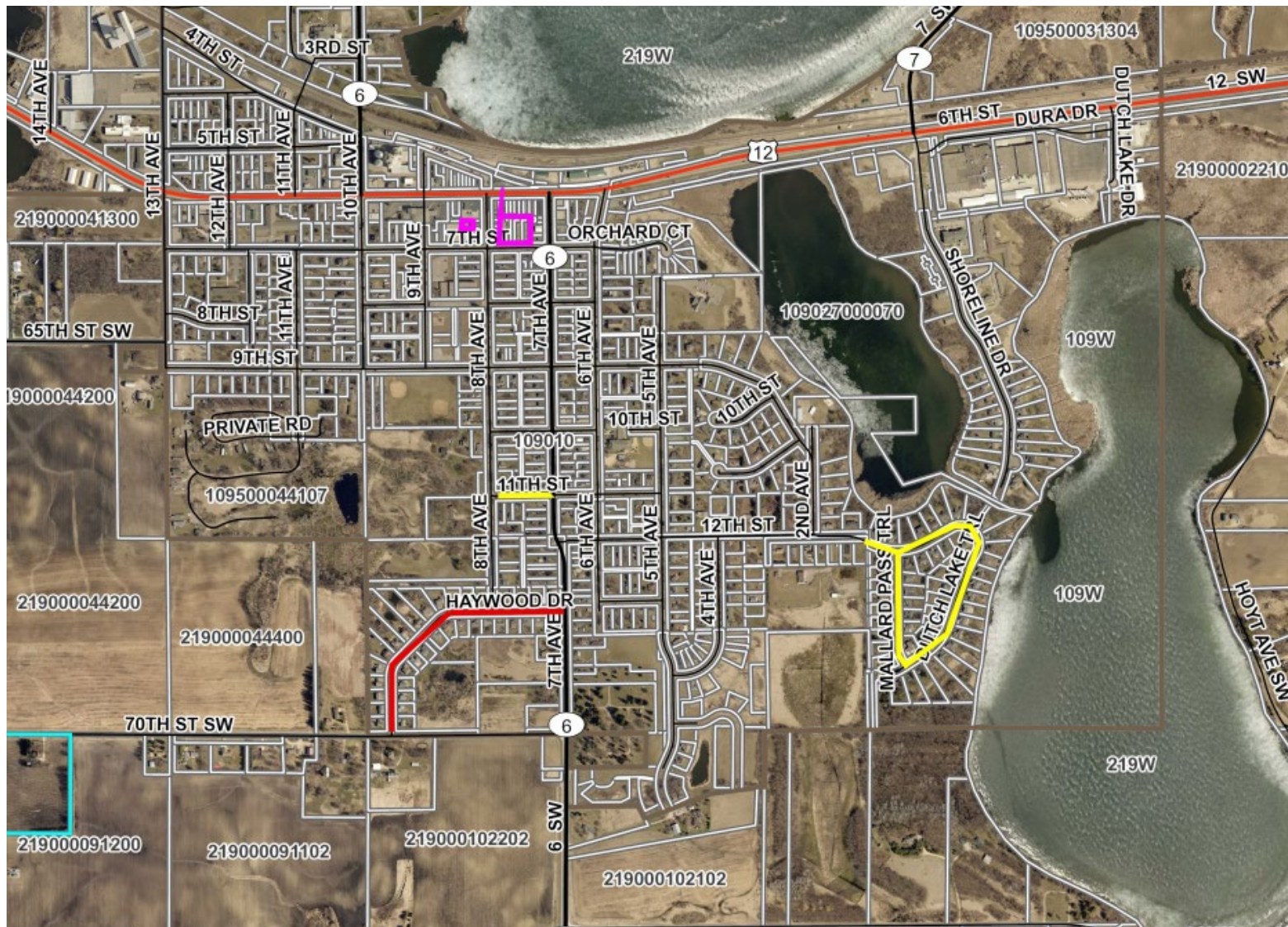
ADD ALTERNATE 1 TOTAL CONSTRUCTION:	\$12,270.00
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:	\$2,060.00
TOTAL POST OFFICE PARKING LOT PROJECT COST:	\$14,330.00

ADD ALTERNATE 2 - BLOCK 18

ADD ALTERNATE 2 TOTAL CONSTRUCTION:	\$47,498.40
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:	\$9,050.00
TOTAL BLOCK 18 PROJECT COST:	\$56,548.40

PROJECT TOTALS

PROJECT TOTAL BASE BID CONSTRUCTION(SCHEDULE A + B + C):	\$204,603.95
PROJECT TOTAL CONSTRUCTION(SCHEDULE A + B + C + ALTERNATE 1 + ALTERNATE 2):	\$264,372.35
PROJECT TOTAL DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:	\$56,920.00
TOTAL PROJECT ASBID BUDGET COSTS:	\$321,292.35



Legend

- Full Bituminous Reconstruction
- Edge Mill & Overlay
- Bid Alternatives



HOWARD LAKE CITY COUNCIL MEETING

JUNE 16, 2020

AGENDA ITEM: Consider Approving Fence Installation at 700 8th Avenue

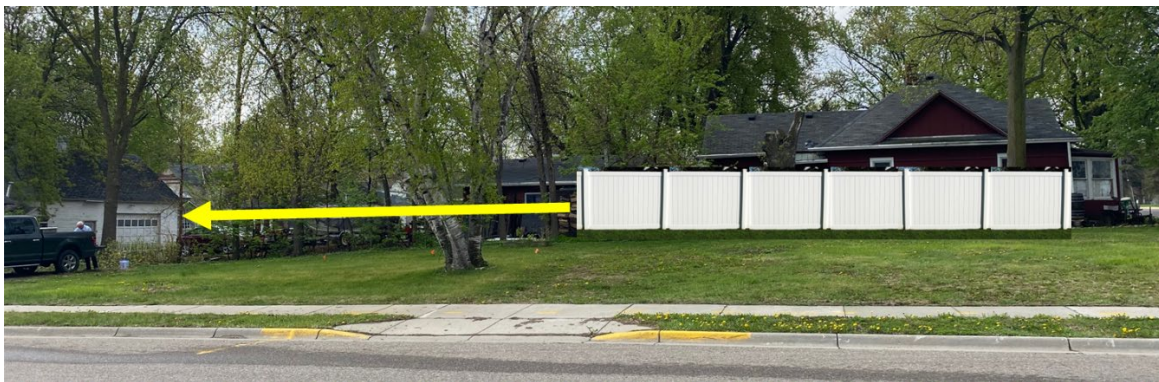
SECTION: New Business

FROM: Nick Haggemiller, City Administrator

BACKGROUND: The City purchased 700 8th Avenue, a bare ground parcel following a house fire in late 2018. Until long term development options are determined, the parcel will be cleaned up into a more functional green space. The following is underway and/or proposed:

- Level grade and seed the parcel for easier mowing and maintenance.
- Remove debris from the site and existing garage.
- Paint the garage and use for seasonal equipment.
- Trim trees and overgrowth.
- Install a privacy fence separating the site from the residential district.

Except for the fence installation, these items are able to be performed within the operational budget and/or by city staff. Staff sought quotes two quotes for the installation of a 6' vinyl privacy fence – both were \$6,500 installed. Staff is recommending the approval of JK Landscape as they are able to complete the fence in May/June instead of October.



JUNE UPDATE

- The initial site grading completed to date will cost about \$1,000 which is included in the total cost of the fence installation OR would be due separately if no fence is constructed.
- Not previously mentioned – screening of some sort (fence, vegetation, hillside) will be required at the time of future development. This fence will remain and be needed for any future development of the site.
- Conversations with the adjacent property owner indicate support and willingness to continue to clean up their property.
- Council inquired about a possible sitting area instead or in addition to improvements listed. We currently have excess paver bricks and sand that could be used for a small brick patio section. A request for assistance was put out to the HLWW FFA Organization.

ALTERNATIVE OPTIONS:

1. Do nothing.

FINANCIAL: The cost for the purchase and installation of the fence is \$6,500. This would be paid from the CIP Facilities Fund. The City also anticipates several operational funds to be underbudget in 2020 that could offset the expense as well.

STAFF RECOMMENDATION: Approve the quote of \$6,500 for JK Landscape to install 125' of vinyl fence at 700 8th Avenue.

ATTACHMENTS:

1. JK Landscape Quote