

*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.*

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TENTATIVE AGENDA  
MAY 19, 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 April 21, 2020.](#)
  - b. [Minutes for Council Work Session April 21, 2020.](#)
  - c. [Minutes for Closed Session April 21, 2020](#)
  - d. [Minutes for LBAE Hearing April 21, 2020.](#)
  - e. [Minutes for Special Council Meeting April 28, 2020.](#)
- E. CITIZEN INPUT
- F. COUNCIL/COMMITTEE REPORT
- G. DEPARTMENT REPORTS
- H. CONSENT AGENDA
  - a. [Consider Accepting all Reports & Payment of Claims.](#)
  - b. [Consider Approving Lions Park Signage.](#)
  - c. [Consider Approving Historic City Hall Signage.](#)
- I. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS
- J. NEW BUSINESS
  - a. [Consider Resolution 20-06 Extending the Local Emergency Declaration.](#)
  - b. [Consider Approving Plans and Specifications, Authorize the Advertisement of Bids for Central Park Phase 1 Park Improvements.](#)
  - c. [Consider Approving Fence Installation at 700 8<sup>th</sup> Avenue.](#)
  - d. [Consider Approving Exterior Site Finishing at Historic City Hall.](#)
  - e. [Consider Approving Letter of Understanding for Liquor Operations Consultant.](#)
- K. OLD BUSINESS
- L. ADJOURN



# CITY OF HOWARD LAKE

625 8<sup>TH</sup> Avenue - PO Box 736 - Howard Lake, MN 55349  
Phone: 320-543-3670 | [cityadmin@howard-lake.mn.us](mailto:cityadmin@howard-lake.mn.us) | [www.howard-lake.mn.us](http://www.howard-lake.mn.us)

**HOWARD LAKE CITY COUNCIL**  
**HOWARD LAKE CITY HALL- 625 8<sup>th</sup> AVENUE**  
**April 21, 2020**

## MEETING MINUTES

### **COUNCIL PRESENT**

Mayor Zimmerman  
Jason Deiter  
Gene Gilbert  
Tom Kutz  
Allan Munson

### **COUNCIL ABSENT**

### **STAFF PRESENT**

Nick Haggenmiller, City Administrator  
Meagan Donahue, Assistant City Administrator

### **ALSO PRESENT**

Josh Halvorson – City Engineer, Bolton & Menk  
Herald Journal  
Jay Weatherford – WCCA

### **A. CALL TO ORDER**

Mayor Zimmerman called the meeting to order at 7:09 p.m.

### **B. PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance.

### **C. APPROVAL OF AGENDA**

Haggenmiller stated that two items had been added to the agenda. One is New Business Item F, Consider Approval of Lighting at Historic City Hall. The second is to continue the meeting to Tuesday, April 28<sup>th</sup> to discuss a personnel matter.

The Agenda, including the added items, was approved on a motion by Deiter, seconded by Kutz, and passed unanimously.

**D. APPROVAL OF MINUTES**

Kutz moved to approve the Regular Council Meetings from March 17<sup>th</sup>, the Work Session Minutes from March 17<sup>th</sup>, and the Special Council Meeting Minutes from March 26<sup>th</sup>. Munson 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
- b. General Fund YTD Budget to Actual

**H. CONSENT AGENDA**

**a. Consider Accepting All Reports and Payment of Claims**

|                  |                            |                     |
|------------------|----------------------------|---------------------|
| GENERAL FUND     | 56111-56260                | \$292,629.37        |
| PAYROLL          | 26569-26587, 500774-500816 | \$50,746.16         |
| ELECTRONIC       | 662-677                    | \$40,285.33         |
| <b>TOTAL</b>     |                            | <b>\$383,660.86</b> |
| AMBULANCE CLAIMS | 5626-5638                  | \$6,052.67          |
| ELECTRONIC       |                            |                     |
| <b>TOTAL</b>     |                            | <b>\$6,052.67</b>   |

**b. Consider Approving Various Personnel Appointments**

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

Mayor Zimmerman stated that the Consent Agenda included the appointments of two new Fire Department members, both of which are females, and thanked them for joining the Howard Lake Fire Department.

**I. NEW BUSINESS**

**a. Consider Approving of Financial Contribution to Wright County Community Action Agency**

Haggenmiller invited Jay Weatherford to present his proposal to the Council.

Weatherford introduced himself & his history working for the Wright County Food Shelf. He stated they currently have over 900 applications from seniors who need food assistance. Last year they had 341 clients in Howard Lake.

He stated that the total cost of the project is about \$17,000 and is asking the City of Howard Lake to make a donation.

Haggenmiller provided information on what the City can donate tax dollars to and stated he believes the City will receive many more requests similar to this with COVID going on right now. The funds would have to be approved through the Howard Lake EDA.

Gilbert expressed she would like to see the City contribute something.

Mayor Zimmerman agreed.

Gilbert motioned to support the WCCA freeze project in the amount of \$2,000. Munson seconded the motion and it passed unanimously.

Haggenmiller stated that the Council will set an EDA meeting at the end of this meeting.

**b. Consider Resolution 20-06 Extending the Local Emergency Declaration**

Haggenmiller provided a report of what the City is currently doing in the wake of COVID & that Resolution 20-06 is an extension of the previously passed Resolution.

Deiter motioned to approve Resolution 20-06. The motion was seconded by Kutz and passed unanimously.

Haggenmiller provided information on how other communities are helping residents and the requests the City has received. He stated the City is not charging late fees or no read fees, as well as pushing back property assessments.

**c. Consider Approval of LED Lighting Retrofit at Howard Lake Foods**

Donahue presented the staff report for lighting conversion at the City owned building being leased by Howard Lake Foods. The City would pay for the conversion to LED and receive the rebate from Xcel Energy. The grocery store would benefit from lower energy bills.

Kutz motioned to approve the quote from CR Electric for the LED Lighting Retrofit at the Howard Lake Foods building. The motion was seconded by Gilbert and passed unanimously.

**d. Consider Approval of Fabrication and Installation of Railing at Historic City Hall  
ADDED – and Lighting Installation at Historic City Hall**

Haggenmiller added New Business Item F – Lighting at Historic City Hall to this discussion. The funds included in the memo for the railing installation have to be allocated to the Historic City Hall Project.

Deiter questioned if the lighting will have any guarantees with it this time and wants to make sure it is going to light up the building like it is intended to do. He also expressed concerns about having banner inserted on the railing.

Gilbert and Mayor Zimmerman agreed with Deiter and they believe the banners would take away from the historic look of the building.

Deiter motioned to approve the lighting improvements to Historic City Hall. The motion was seconded by Kutz and passed unanimously.

Gilbert motioned to approve the railing installation at Historic City Hall without the banner inserts. The motion was seconded by Munson and passed unanimously.

**e. Consider Approval of 2020 Pavement Preservation Project and Advertisement of Bids**

Donahue presented the staff report. Josh Halvorson, City Engineer, recommended to do a full reconstruction of Haywood due to the extent of the damage to the road already, the mill an overlay would break down rapidly.

Haggenmiller provided additional financial information and stated both Haywood and Dutch Lake were planned to be bonded for in 2023.

Mayor Zimmerman agrees that a full reconstruction should be done on Haywood.

Halvorson stated that he is unsure if a mill and overlay can even be on Haywood due to the current condition of the street.

Munson motioned to approve complete a full reconstruction on Haywood and a Mill & Overlay for Dutch Lake and patch work done on 11<sup>th</sup> Street. The motion was seconded by Gilbert and passed unanimously.

**f. Consider Continuing the Council Meeting to April 28<sup>th</sup>**

Gilbert motioned to continue the Council Meeting to Tuesday, April 28<sup>th</sup> at 7 pm to discuss a personnel issue. The motion was seconded by Kutz and passed unanimously.

**g. Consider Setting an EDA Meeting**

Deiter motioned to set an EDA Meeting for Tuesday, April 28<sup>th</sup> following the continued Council Meeting. The motion was seconded by Gilbert and passed unanimously.

**J. ADMINISTRATORS REPORT**

No Report.

**K. ADJOURN**

Gilbert motioned to continue the meeting to Tuesday, April 28<sup>th</sup> at 7pm. The motion was seconded by Kutz and passed unanimously.

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Attest – City Administrator/Clerk

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Mayor

**HOWARD LAKE CITY COUNCIL  
WORKSHOP  
April 21, 2020**

**Central Park Update**

Haggenmiller provided an update on the Central Park project and library to be consolidated onto one site. He provided financial changes of this options and explained this would be an option to provide bathrooms for park users.

Council discussed options for moving forward with both the Central Park and Library.

Adjourned at 9:34 PM



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**HOWARD LAKE CITY COUNCIL  
CLOSED SESSION  
HOWARD LAKE CITY HALL- 625 8<sup>th</sup> AVENUE  
April 21, 2020**

## **MEETING MINUTES**

### **COUNCIL PRESENT**

Mayor Zimmerman  
Jason Deiter  
Gene Gilbert  
Tom Kutz  
Allan Munson

### **COUNCIL ABSENT**

### **STAFF PRESENT**

Nick Haggemiller, City Administrator  
Meagan Donahue, Assistant City Administrator

### **ALSO PRESENT**

Tim Kosek  
Mike Couri

#### **A. CALL TO ORDER**

Mayor Zimmerman called the meeting to order at 5:15 p.m.

#### **B. APPROVAL OF AGENDA**

The Agenda was approved on a motion by Kutz, seconded by Deiter, and passed unanimously.

Mike Couri explained the procedure for the meeting, stating that pursuant to Minn. Stat. §13D.05 to Consider Allegations Against Employee Subject to Council Authority states this meeting must be closed unless the employee requests to have it open.

Employee opted to hold the meeting as a closed session at 5:17

\*\*Audio and Minutes will be kept in accordance with Minnesota records retention schedule.

#### **C. CLOSED MEETING**

Mayor Zimmerman closed the meeting at 5:17.

Mayor Zimmerman reopened the meeting at 6:33 pm.

Council directed staff to draft an employment separation agreement with Tim Kosek for review on Tuesday, April 28<sup>th</sup>.

**D. ADMINISTRATORS REPORT**

No Report.

**E. ADJOURN**

The Council meeting adjourned at 6:34 p.m. on a motion by Kutz, seconded by Gilbert, and passed unanimously.

\_\_\_\_\_  
Attest – City Administrator/Clerk

\_\_\_\_\_  
Mayor



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**HOWARD LAKE CITY COUNCIL**  
**Open Book Meeting**  
**HOWARD LAKE CITY HALL- 625 8<sup>th</sup> AVENUE**  
**March 21, 2020**

## MEETING MINUTES

### COUNCIL PRESENT

Mayor Zimmerman  
Jason Deiter  
Gene Gilbert  
Tom Kutz  
Allan Munson

### COUNCIL ABSENT

### STAFF PRESENT

Nick Haggemiller, City Administrator  
Meagan Donahue, Assistant City Administrator

### ALSO PRESENT

Dawn Nolte – Wright County  
Tammy Anderson – Wright County  
Ken Yager – City Assessor  
Mark Mitten – Herald Journal

### **A. CALL TO ORDER**

Mayor Zimmerman called the meeting to order at 6:39 p.m.

### **B. APPROVAL OF AGENDA**

The Agenda was approved on a motion by Kutz, seconded by Deiter, and passed unanimously.

### **C. NEW BUSINESS**

#### **H-B.**

Tammy Anderson read the opening statements from Wright County.

Ken Yager reviewed the home statistics from last year.

Warren and Amy Dell at PID 109-010-036030 reached out about their property assessments increasing to \$241,300. Yager is proposing to adjust the assessment to \$195,600.

Gilbert motioned to agree with Yager's recommendation and adjust the assessment amount of the Dell at PID 109-010-036030 to \$195,600. Munson seconded the motion and passed unanimously.

Haggenmiller stated he had a conversation with the owner at PID 109-500-041201, who stated they have had a significant increase to their property value over the past year.

Tammy Anderson stated that Wright County will review the property.

Deiter motioned to allow for PID 109-500-041201 to remain open for re-evaluation by Wright County. Kutz seconded the motion and it passed unanimously.

**D. ADJOURN**

The Council meeting adjourned at 7:00 p.m. on a motion by Kutz, seconded by Deiter, and passed unanimously.

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Attest – City Administrator/Clerk

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Mayor



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**HOWARD LAKE CITY COUNCIL**  
**Continued Meeting from April 21, 2020**  
**HOWARD LAKE CITY HALL- 625 8<sup>th</sup> AVENUE**  
**April 28, 2020**

## MEETING MINUTES

### COUNCIL PRESENT

Mayor Zimmerman  
Jason Deiter  
Gene Gilbert  
Tom Kutz  
Allan Munson

### COUNCIL ABSENT

### STAFF PRESENT

Nick Haggenmiller, City Administrator  
Meagan Donahue, Assistant City Administrator

### ALSO PRESENT

#### **A. CALL TO ORDER**

Mayor Zimmerman resumed the meeting, from April 21, 2020, at 7:00 p.m.

Mayor Zimmerman provided a summary of the closed meeting on April 21, 2020.

#### **B. NEW BUSINESS**

##### **a. Consider Approving of Resignation & Release of Claims**

Haggenmiller provided the staff report and reasoning for providing a letter of recommendation for the employee.

Kutz motioned to accept the resignation and release of claims. The motion was seconded by Deiter and passed unanimously.

##### **b. Consider Personnel Appointments within the Public Works Department**

Haggenmiller presented the staff report, recommending Clayton Prestige promotion to Public Works 1 and promoting Bridget Stanely to full time public works.

Council advised they would like City staff to seek out training opportunities to help both employees become proficient in their new roles.

Gilbert expressed concerns about the promotions and not advertising the positions.

Haggenmiller expressed this route would be the same as these employees moving up in their positions. Haggenmiller suggested that staff can sit down with Council members to come up with a standard hiring plan for future hires.

Haggenmiller stated that he and Donahue will come up with a detailed training and work plan for both Prestige and Stanely.

Deiter motioned to approve the personnel appointments recommended by Haggenmiller. The motion was seconded by Munson and passed unanimously.

**C. ADMINISTRATORS REPORT**

No Report.

**D. ADJOURN**

Kutz motioned to adjourn the meeting at 7:32 pm. The motion was seconded by Munson and passed unanimously.

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Attest – City Administrator/Clerk

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Mayor

# Howard Lake Wine & Spirits

PRELIMINARY THROUGH 05/17/2020

## Profit & Loss Statement

for the period 5/1/2020 to 5/31/2020

| INCOME                       | Mnthly Amnt      | YTD Amount        | Budget            | % of Budget |
|------------------------------|------------------|-------------------|-------------------|-------------|
| Liquor                       | \$ 19,449        | \$ 115,372        | \$ 273,133        | 42%         |
| Beer                         | \$ 35,534        | \$ 194,133        | \$ 553,950        | 35%         |
| Wine                         | \$ 5,378         | \$ 35,247         | \$ 28,264         | 125%        |
| Misc(Pop/Mixes/Tobaco)       | \$ 2,809         | \$ 14,074         | \$ 45,776         | 31%         |
| On Sale Revenue - SSEC       | \$ -             | \$ 815            |                   |             |
| Other Revenue                | \$ -             | \$ 11             |                   |             |
| <b>TOTAL INCOME</b>          | <b>\$ 63,169</b> | <b>\$ 359,651</b> | <b>\$ 901,123</b> | <b>40%</b>  |
| <b>EXPENSES</b>              |                  |                   |                   |             |
| Wages/Benefits               | \$ 4,558         | \$ 52,607         | \$ 127,000        | 41%         |
| Consulting                   | \$ -             | \$ -              | \$ 1,000          | 0%          |
| Training & Seminars          | \$ 240           | \$ 240            | \$ 1,000          | 24%         |
| Travel                       | \$ -             | \$ 354            | \$ 1,710          | 21%         |
| Dues & Subscriptions         | \$ -             | \$ -              | \$ 1,000          | 0%          |
| Liquor                       | \$ 9,569         | \$ 80,034         | \$ 189,250        | 42%         |
| Beer                         | \$ 29,693        | \$ 157,291        | \$ 415,500        | 38%         |
| Wine                         | \$ 3,766         | \$ 24,384         | \$ 47,500         | 51%         |
| Pop/Mixes/Ice                | \$ 2,227         | \$ 6,347          | \$ 10,790         | 59%         |
| Tobacco                      | \$ -             | \$ 3,195          | \$ 20,210         | 16%         |
| Freight                      | \$ 243           | \$ 3,472          | \$ 5,850          | 59%         |
| Loyalty Program              | \$ 770           | \$ 4,660          | \$ 18,500.00      | 25%         |
| Cash Short/Over              | \$ (6)           | \$ (16)           | \$ -              |             |
| Credit Card Expense          | \$ 1,132         | \$ 5,348          | \$ 10,000         | 53%         |
| Insurance                    | \$ 11            | \$ 3,976          | \$ 7,500          | 53%         |
| Repair & Maintenance         | \$ -             | \$ 952            | \$ 5,000          | 19%         |
| Computer Supplies/Technology | \$ 2,334         | \$ 5,986          | \$ 5,000          | 120%        |
| Utilities                    | \$ 622           | \$ 3,283          | \$ 10,000         | 33%         |
| Advertising                  | \$ 10            | \$ 1,916          | \$ 5,000          | 38%         |
| Misc                         | \$ 1,548         | \$ 5,808          | \$ 10,000         | 58%         |
| Depreciation                 | \$ 625           | \$ 3,125          | \$ 7,500          | 42%         |
| <b>TOTAL EXPENSES</b>        | <b>\$ 57,344</b> | <b>\$ 362,962</b> | <b>\$ 899,310</b> | <b>40%</b>  |
| <b>PROFIT/(LOSS)</b>         | <b>\$ 5,825</b>  | <b>\$ (3,311)</b> |                   |             |

Prepared by:

Shari Zander

Date

May 19, 2020

**CITY OF HOWARD LAKE**

**CLAIMS & DONATIONS**

**APPROVED DATE - MAY 19, 2020**

|                |         |                              |                  |
|----------------|---------|------------------------------|------------------|
| GENERAL FUND   | CHECKS: | 56261– 56370                 | \$290,049.15     |
| PAYROLL        |         | 26588-26600, 500817 – 500850 | 48,627.70        |
| ELECTRONIC     |         | 668-696                      | <u>44,071.60</u> |
| TOTAL          |         |                              | 382,748.45       |
|                |         |                              |                  |
| AMBULANCE CLMS | CHECKS: | 5640-5649                    | \$7,639.62       |
| ELECTRONIC     |         |                              |                  |
| TOTAL          |         |                              | \$7,639.62       |

\*Last month Ambulance CLMS Checks were 5626-5638.  
Check #5639 was accidentally misprinted & shredded.

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## CITY OF HOWARD LAKE

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**\*Check Summary Register©**

Cks 4/21/2020 - 5/18/2020

| Name                                       | Check Date | Check Amt   |                               |
|--------------------------------------------|------------|-------------|-------------------------------|
| <b>1010 CITIZEN ALLIANCE</b>               |            |             |                               |
| Paid Chk# 000678E INTERNAL REVENUE SERVICE | 4/23/2020  | \$5,969.59  |                               |
| Paid Chk# 000679E MN DEPT OF REVENUE       | 4/23/2020  | \$1,162.75  |                               |
| Paid Chk# 000680E PERA                     | 4/23/2020  | \$5,416.57  |                               |
| Paid Chk# 000681E FURTHER                  | 4/23/2020  | \$665.04    |                               |
| Paid Chk# 000682E EPS                      | 5/5/2020   | \$49.00     |                               |
| Paid Chk# 000683E RADIANT SYSTEMS          | 5/5/2020   | \$88.40     |                               |
| Paid Chk# 000684E LS WEEKEND CASH          | 5/5/2020   | \$2,000.00  |                               |
| Paid Chk# 000685E TRANSFIRST               | 5/5/2020   | \$24.45     |                               |
| Paid Chk# 000686E WORLDPAY                 | 5/5/2020   | \$1,093.03  | CREDIT CARD CHARGES-LS        |
| Paid Chk# 000687E MBF LEASING              | 5/5/2020   | \$220.71    |                               |
| Paid Chk# 000688E INTERNAL REVENUE SERVICE | 5/6/2020   | \$9,082.96  |                               |
| Paid Chk# 000689E MN DEPT OF REVENUE       | 5/6/2020   | \$1,741.76  |                               |
| Paid Chk# 000690E PERA                     | 5/6/2020   | \$5,435.93  |                               |
| Paid Chk# 000691E FURTHER                  | 5/6/2020   | \$665.04    |                               |
| Paid Chk# 000692E MN DEPT OF REVENUE       | 5/6/2020   | \$8,108.00  | Sales Tax - April 2020        |
| Paid Chk# 000693E MN DEPT OF REVENUE       | 5/6/2020   | \$1,346.00  | UB April Sales Tax            |
| Paid Chk# 000694E PSN                      | 5/13/2020  | \$945.68    |                               |
| Paid Chk# 000695E CITIZENS ALLIANCE BANK   | 5/13/2020  | \$30.00     | ACH Origination Fee - January |
| Paid Chk# 000696E PERA                     | 5/14/2020  | \$26.69     |                               |
| Paid Chk# 026588 CHRISTENSEN, CODY         | 4/24/2020  | \$330.75    |                               |
| Paid Chk# 026589 ALLERSON, NICHOLAS        | 4/24/2020  | \$219.92    |                               |
| Paid Chk# 026590 ZEBRO, ALISON             | 4/24/2020  | \$134.74    |                               |
| Paid Chk# 026591 BOBROWSKE, KURT           | 5/8/2020   | \$133.91    |                               |
| Paid Chk# 026592 DRUSCH, JACOB D           | 5/8/2020   | \$422.84    |                               |
| Paid Chk# 026593 DRUSCH, JOEY              | 5/8/2020   | \$87.73     |                               |
| Paid Chk# 026594 GOEPFERT, THOMAS          | 5/8/2020   | \$685.28    |                               |
| Paid Chk# 026595 MAGES, ALEX               | 5/8/2020   | \$129.29    |                               |
| Paid Chk# 026596 OLSON, DAMIEN             | 5/8/2020   | \$316.67    |                               |
| Paid Chk# 026597 STOLL, ERIC               | 5/8/2020   | \$129.29    |                               |
| Paid Chk# 026598 WIECH, KYLE               | 5/8/2020   | \$257.29    |                               |
| Paid Chk# 026599 CHRISTENSEN, CODY         | 5/8/2020   | \$391.98    |                               |
| Paid Chk# 026600 ALLERSON, NICHOLAS        | 5/8/2020   | \$264.45    |                               |
| Paid Chk# 056261 HOWARD LAKE POSTMASTER    | 4/21/2020  | \$267.40    | April 2020 UB                 |
| Paid Chk# 056262 BOARMAN KROOS VOGEL GRO   | 5/1/2020   | \$9,466.25  | Howard Lake Library           |
| Paid Chk# 056263 BUTCHER, GWEN             | 5/1/2020   | \$100.00    | Reimbursement                 |
| Paid Chk# 056264 CENTERPOINT ENERGY        | 5/1/2020   | \$1,406.40  |                               |
| Paid Chk# 056265 CR ELECTRIC               | 5/1/2020   | \$1,855.00  | HCH Project                   |
| Paid Chk# 056266 DRAIN PROS, INC           | 5/1/2020   | \$208.00    |                               |
| Paid Chk# 056267 EARL F ANDERSON, INC      | 5/1/2020   | \$73.85     |                               |
| Paid Chk# 056268 EARTHLINK INC             | 5/1/2020   | \$11.95     |                               |
| Paid Chk# 056269 FERRELL, JUSTINA          | 5/1/2020   | \$8.35      | Reimbursement                 |
| Paid Chk# 056270 FIRST SYSTEMS TECHNOLOGY, | 5/1/2020   | \$900.00    |                               |
| Paid Chk# 056271 FROOGLE, LLC              | 5/1/2020   | \$533.19    |                               |
| Paid Chk# 056272 GILMER, PRESTON           | 5/1/2020   | \$19.19     | UTILITY BILLING REIMBURSEMENT |
| Paid Chk# 056273 HALVORSON, LANGEMO & PASC | 5/1/2020   | \$1,116.00  |                               |
| Paid Chk# 056274 JOES SPORT SHOP           | 5/1/2020   | \$633.33    |                               |
| Paid Chk# 056275 MEDIACOM LLC              | 5/1/2020   | \$156.90    |                               |
| Paid Chk# 056276 METRO WEST INSPECTION SER | 5/1/2020   | \$1,609.79  |                               |
| Paid Chk# 056277 MIDWEST LOCK & SAFE, INC  | 5/1/2020   | \$2,268.75  |                               |
| Paid Chk# 056278 MIDWEST MACHINERY CO      | 5/1/2020   | \$36.39     |                               |
| Paid Chk# 056279 MINN POLLUTION CONTROL AG | 5/1/2020   | \$312.50    |                               |
| Paid Chk# 056280 MN UI FUND                | 5/1/2020   | \$327.20    | CLEASBY, WIECH, SPYRA         |
| Paid Chk# 056281 MUMFORD SANITATION-MONTH  | 5/1/2020   | \$10,089.65 | COMPOST LEASE - MARCH         |
| Paid Chk# 056282 ROBERTSON, JACQUILINE     | 5/1/2020   | \$91.77     | UTILITY BILLING REIMBURSEMENT |
| Paid Chk# 056283 RON SCHROEDER CONTRACTIN  | 5/1/2020   | \$3,080.00  | HCH                           |

## CITY OF HOWARD LAKE

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**\*Check Summary Register©**

Cks 4/21/2020 - 5/18/2020

|                  | Name                         | Check Date | Check Amt   |                                |
|------------------|------------------------------|------------|-------------|--------------------------------|
| Paid Chk# 056284 | SPRINT - CELL                | 5/1/2020   | \$310.07    |                                |
| Paid Chk# 056285 | STREICHERS                   | 5/1/2020   | \$149.99    |                                |
| Paid Chk# 056286 | T & T SERVICES               | 5/1/2020   | \$436.50    |                                |
| Paid Chk# 056287 | TRILOGY PROPERTIES           | 5/1/2020   | \$197.46    | UTILITY BILLING REIMBURSEMENT  |
| Paid Chk# 056288 | TUCHTENHAGEN, HOLLY & KEVI   | 5/1/2020   | \$118.76    | UTILITY BILLING REIMBURSEMENT  |
| Paid Chk# 056289 | VISA                         | 5/1/2020   | \$1,511.54  |                                |
| Paid Chk# 056290 | WASTEWATER COMMISSION        | 5/1/2020   | \$19,770.60 | FEBRUARY 2020 - FORSMANS PORTI |
| Paid Chk# 056291 | WCCA                         | 5/1/2020   | \$2,000.00  |                                |
| Paid Chk# 056292 | ZARNOTH BRUSH WORKS, INC     | 5/1/2020   | \$1,044.00  |                                |
| Paid Chk# 056293 | ZWILLING, TROY               | 5/1/2020   | \$27.15     | POSTAGE REIMBURSEMENT          |
| Paid Chk# 056294 | A.H. HERMEL COMPANY          | 5/1/2020   | \$21.94     | Reference C71767               |
| Paid Chk# 056295 | ALLERSON, NICK               | 5/1/2020   | \$12.65     | Delivery Reimbursement         |
| Paid Chk# 056296 | ARCTIC GLACIER ICE, INC      | 5/1/2020   | \$119.79    |                                |
| Paid Chk# 056297 | BELLBOY CORPORATION          | 5/1/2020   | \$1,889.85  |                                |
| Paid Chk# 056298 | BREAKTHRU BEVERAGE           | 5/1/2020   | \$2,965.94  |                                |
| Paid Chk# 056299 | CAPITOL BEVERAGE SALES       | 5/1/2020   | \$11,736.57 |                                |
| Paid Chk# 056300 | DAHLHEIMER BEVERAGE LLC      | 5/1/2020   | \$9,647.93  |                                |
| Paid Chk# 056301 | FERRELL, JUSTINA             | 5/1/2020   | \$32.20     | Delivery Reimbursement         |
| Paid Chk# 056302 | FIE, KYLEE                   | 5/1/2020   | \$9.78      | Delivery Reimbursement         |
| Paid Chk# 056303 | JOHNSON BROTHERS LIQUOR C    | 5/1/2020   | \$12,331.81 |                                |
| Paid Chk# 056304 | LAWAY, MYRA                  | 5/1/2020   | \$8.05      | Delivery Reimbursement         |
| Paid Chk# 056305 | LOCHER BROS, INC             | 5/1/2020   | \$4,114.90  |                                |
| Paid Chk# 056306 | MCALPINE, DEBRA              | 5/1/2020   | \$21.85     | Delivery Reimbursement         |
| Paid Chk# 056307 | PAUSTIS WINE COMPANY         | 5/1/2020   | \$1,122.70  | Invoice # 84363                |
| Paid Chk# 056308 | PHILLIPS WINE & SPIRITS      | 5/1/2020   | \$3,878.53  |                                |
| Paid Chk# 056309 | SOUTHERN GLAZERS OF MN       | 5/1/2020   | \$2,150.53  |                                |
| Paid Chk# 056310 | ZEBRO, ALISON                | 5/1/2020   | \$4.60      | Delivery Reimbursement         |
| Paid Chk# 056311 | DONAHUE, MEAGAN              | 5/7/2020   | \$215.00    | Cell Allowance - May           |
| Paid Chk# 056312 | HAGGENMILLER, NICK           | 5/7/2020   | \$365.00    | CELL PHONE - May               |
| Paid Chk# 056313 | LAWAY, MYRA                  | 5/7/2020   | \$65.00     | CELL PHONE - May               |
| Paid Chk# 056314 | PRESTIDGE, CLAYTON           | 5/7/2020   | \$65.00     | CELL PHONE - May               |
| Paid Chk# 056315 | RON SCHROEDER CONTRACTIN     | 5/7/2020   | \$570.00    | Legion Sidewalk                |
| Paid Chk# 056316 | ZWILLING, TROY               | 5/7/2020   | \$65.00     | CELL PHONE - May               |
| Paid Chk# 056317 | A.H. HERMEL COMPANY          | 5/14/2020  | \$882.64    |                                |
| Paid Chk# 056318 | ARCTIC GLACIER ICE, INC      | 5/14/2020  | \$113.94    |                                |
| Paid Chk# 056319 | BELLBOY CORPORATION          | 5/14/2020  | \$4,734.50  |                                |
| Paid Chk# 056320 | BIRCHDALE FIRE & SECURITY, L | 5/14/2020  | \$144.96    |                                |
| Paid Chk# 056321 | BOLTON & MENK, INC           | 5/14/2020  | \$31,647.50 |                                |
| Paid Chk# 056322 | BREAKTHRU BEVERAGE           | 5/14/2020  | \$1,305.39  |                                |
| Paid Chk# 056323 | C & L DISTRIBUTING           | 5/14/2020  | \$718.80    | Beer                           |
| Paid Chk# 056324 | CANVAS WORKS                 | 5/14/2020  | \$2,900.00  |                                |
| Paid Chk# 056325 | CAPITOL BEVERAGE SALES       | 5/14/2020  | \$3,946.10  |                                |
| Paid Chk# 056326 | CENTERPOINT ENERGY           | 5/14/2020  | \$74.57     |                                |
| Paid Chk# 056327 | CENTURYLINK                  | 5/14/2020  | \$600.92    |                                |
| Paid Chk# 056328 | CINTAS                       | 5/14/2020  | \$635.97    |                                |
| Paid Chk# 056329 | CITY OF BUFFALO              | 5/14/2020  | \$75.00     | ACCT# 26-022950-00             |
| Paid Chk# 056330 | COKATO MOTOR SALES, INC      | 5/14/2020  | \$220.22    |                                |
| Paid Chk# 056331 | CORE & MAIN                  | 5/14/2020  | \$113.50    |                                |
| Paid Chk# 056332 | CROW RIVER GLASS             | 5/14/2020  | \$1,135.00  |                                |
| Paid Chk# 056333 | CUB FOODS                    | 5/14/2020  | \$277.78    |                                |
| Paid Chk# 056334 | DAHLHEIMER BEVERAGE LLC      | 5/14/2020  | \$4,253.45  |                                |
| Paid Chk# 056335 | DAILEY DATA & ASSOCIATES, IN | 5/14/2020  | \$1,727.00  | Addl POS License               |
| Paid Chk# 056336 | EZ DOCK & LIFT LLC           | 5/14/2020  | \$150.00    |                                |
| Paid Chk# 056337 | FINKEN WATER SOLUTIONS       | 5/14/2020  | \$5.00      |                                |
| Paid Chk# 056338 | FROOGLE, LLC                 | 5/14/2020  | \$74.24     |                                |
| Paid Chk# 056339 | FURTHER                      | 5/14/2020  | \$4.75      |                                |

## CITY OF HOWARD LAKE

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## \*Check Summary Register©

Cks 4/21/2020 - 5/18/2020

| Name      |         | Check Date                 | Check Amt |                                         |
|-----------|---------|----------------------------|-----------|-----------------------------------------|
| Paid Chk# | 056340  | GOPHER STATE ONE-CALL, INC | 5/14/2020 | \$63.45                                 |
| Paid Chk# | 056341  | HERALD JOURNAL PUBLISHING  | 5/14/2020 | \$49.68                                 |
| Paid Chk# | 056342  | HL PIT STOP                | 5/14/2020 | \$387.69                                |
| Paid Chk# | 056343  | HOWARD LAKE FOODS          | 5/14/2020 | \$15.25 Acct# 130                       |
| Paid Chk# | 056344  | JK LANDSCAPE CONSTRUCTION  | 5/14/2020 | \$6,650.00 Lions Park                   |
| Paid Chk# | 056345  | JOHNSON BROTHERS LIQUOR C  | 5/14/2020 | \$1,762.88                              |
| Paid Chk# | 056346  | KEG CONSULTING LLC         | 5/14/2020 | \$675.00                                |
| Paid Chk# | 056347  | KUECHLE UNDERGROUND, INC   | 5/14/2020 | \$9,120.00 MLN                          |
| Paid Chk# | 056348  | LASER ETCH TECHNOLOGIES L  | 5/14/2020 | \$360.00                                |
| Paid Chk# | 056349  | LOCHER BROS, INC           | 5/14/2020 | \$6,488.00                              |
| Paid Chk# | 056350  | MARCO TECHNOLOGIES LLC-PH  | 5/14/2020 | \$468.49                                |
| Paid Chk# | 056351  | MEDIACOM LLC               | 5/14/2020 | \$256.17                                |
| Paid Chk# | 056352  | MILLNER HERITAGE           | 5/14/2020 | \$446.40                                |
| Paid Chk# | 056353  | MN PEIP                    | 5/14/2020 | \$12,585.06                             |
| Paid Chk# | 056354  | MN VALLEY TESTING LAB      | 5/14/2020 | \$47.00                                 |
| Paid Chk# | 056355  | MUMFORD SANITATION-1       | 5/14/2020 | \$150.00 Continuous Clean Up Spring 202 |
| Paid Chk# | 056356  | NATIONAL RESTAURANT ASSO   | 5/14/2020 | \$240.00 SERVSAFE                       |
| Paid Chk# | 056357  | NORTHWEST ASSOC CONSULT    | 5/14/2020 | \$178.20                                |
| Paid Chk# | 056358  | OFFICE DEPOT               | 5/14/2020 | \$125.95                                |
| Paid Chk# | 056359  | PATTEN, MELONIE            | 5/14/2020 | \$250.00 REFUND - SSEC RENTAL FEE       |
| Paid Chk# | 056360  | PHILLIPS WINE & SPIRITS    | 5/14/2020 | \$1,913.26                              |
| Paid Chk# | 056361  | PLUNKETT S PEST CONTROL    | 5/14/2020 | \$111.28                                |
| Paid Chk# | 056362  | RIDGEVIEW CLINICS          | 5/14/2020 | \$359.00                                |
| Paid Chk# | 056363  | SOUTHERN GLAZERS OF MN     | 5/14/2020 | \$938.45                                |
| Paid Chk# | 056364  | VAN IWAARDEN ASSOCIATES    | 5/14/2020 | \$1,300.00 GASB 75 COMPLETION DEC 2019  |
| Paid Chk# | 056365  | WASTEWATER COMMISSION      | 5/14/2020 | \$71,240.37 MARCH 2020                  |
| Paid Chk# | 056366  | WAVERLY LOCK CO            | 5/14/2020 | \$429.00 MAINTENANCE SHOP               |
| Paid Chk# | 056367  | WINE MERCHANTS             | 5/14/2020 | \$86.49                                 |
| Paid Chk# | 056368  | WRIGHT COUNTY AUDITOR TRE  | 5/14/2020 | \$400.00 TIF 1-20                       |
| Paid Chk# | 056369  | WRIGHT COUNTY JOURNAL PR   | 5/14/2020 | \$10.00 COVID19                         |
| Paid Chk# | 056370  | XCEL ENERGY                | 5/14/2020 | \$5,648.30                              |
| Paid Chk# | 500817E | HAGGENMILLER, NICHOLAS A   | 4/24/2020 | \$2,919.06                              |
| Paid Chk# | 500818E | KOSEK, TIMOTHY M           | 4/24/2020 | \$1,611.81                              |
| Paid Chk# | 500819E | LAWAY, MYRA                | 4/24/2020 | \$1,747.12                              |
| Paid Chk# | 500820E | SZCZEPANIK, DARIUSZ J      | 4/24/2020 | \$1,764.29                              |
| Paid Chk# | 500821E | THOMPSON, DAVID G          | 4/24/2020 | \$1,968.32                              |
| Paid Chk# | 500822E | ZANDER, SHARI              | 4/24/2020 | \$1,420.58                              |
| Paid Chk# | 500823E | ANDERSON, ERIC J.          | 4/24/2020 | \$1,913.89                              |
| Paid Chk# | 500824E | DONAHUE, MEAGAN            | 4/24/2020 | \$1,740.92                              |
| Paid Chk# | 500825E | YUNKER, JEAN               | 4/24/2020 | \$649.71                                |
| Paid Chk# | 500826E | PRESTIDGE, CLAYTON P       | 4/24/2020 | \$1,286.03                              |
| Paid Chk# | 500827E | ZWILLING, TROY             | 4/24/2020 | \$1,749.63                              |
| Paid Chk# | 500828E | FERRELL, JUSTINA LYNN      | 4/24/2020 | \$516.95                                |
| Paid Chk# | 500829E | FIE, KYLEE                 | 4/24/2020 | \$27.84                                 |
| Paid Chk# | 500830E | MCALPINE, DEBRA-ANN        | 4/24/2020 | \$428.21                                |
| Paid Chk# | 500831E | BOBROWSKE, KEITH           | 5/8/2020  | \$374.69                                |
| Paid Chk# | 500832E | HAGGENMILLER, NICHOLAS A   | 5/8/2020  | \$2,919.06                              |
| Paid Chk# | 500833E | KITTOCK, BRIAN             | 5/8/2020  | \$184.13                                |
| Paid Chk# | 500834E | KOSEK, TIMOTHY M           | 5/8/2020  | \$5,992.47                              |
| Paid Chk# | 500835E | KUTZ, KENNETH              | 5/8/2020  | \$225.36                                |
| Paid Chk# | 500836E | LAWAY, MYRA                | 5/8/2020  | \$1,763.64                              |
| Paid Chk# | 500837E | SZCZEPANIK, DARIUSZ J      | 5/8/2020  | \$1,764.29                              |
| Paid Chk# | 500838E | THOMPSON, DAVID G          | 5/8/2020  | \$1,968.32                              |
| Paid Chk# | 500839E | YOKIEL, ANDREW J           | 5/8/2020  | \$707.95                                |
| Paid Chk# | 500840E | ZANDER, SHARI              | 5/8/2020  | \$1,204.51                              |
| Paid Chk# | 500841E | ANDERSON, ERIC J.          | 5/8/2020  | \$1,975.07                              |

**CITY OF HOWARD LAKE**

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**\*Check Summary Register©****Cks 4/21/2020 - 5/18/2020**

| <b>Name</b>                             | <b>Check Date</b> | <b>Check Amt</b>    |
|-----------------------------------------|-------------------|---------------------|
| Paid Chk# 500842E DONAHUE, MEAGAN       | 5/8/2020          | \$1,740.92          |
| Paid Chk# 500843E YUNKER, JEAN          | 5/8/2020          | \$414.56            |
| Paid Chk# 500844E PRESTIDGE, CLAYTON P  | 5/8/2020          | \$1,286.03          |
| Paid Chk# 500845E ZWILLING, TROY        | 5/8/2020          | \$1,749.63          |
| Paid Chk# 500846E BRAVINDER, SETH Z     | 5/8/2020          | \$64.64             |
| Paid Chk# 500847E FERRELL, JUSTINA LYNN | 5/8/2020          | \$378.63            |
| Paid Chk# 500848E FIE, KYLEE            | 5/8/2020          | \$159.22            |
| Paid Chk# 500849E MCALPINE, DEBRA-ANN   | 5/8/2020          | \$395.26            |
| Paid Chk# 500850E SIMPSON, MATTHEW L    | 5/8/2020          | \$110.82            |
| <b>Total Checks</b>                     |                   | <b>\$382,748.45</b> |

**CITY OF HOWARD LAKE**

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**\*Check Summary Register©**

Cks 4/21/2020 - 5/19/2020

| Name                        |                           | Check Date | Check Amt              |
|-----------------------------|---------------------------|------------|------------------------|
| <b>1012 CAB - AMBULANCE</b> |                           |            |                        |
| Paid Chk# 005640            | ALLINA HEALTH EMS         | 5/14/2020  | \$400.00               |
| Paid Chk# 005641            | BOUNDTREE MEDICAL         | 5/14/2020  | \$1,635.15             |
| Paid Chk# 005642            | CENTRAL MCGOWAN, INC      | 5/14/2020  | \$25.77                |
| Paid Chk# 005643            | CITY OF HOWARD LAKE       | 5/14/2020  | \$3,425.00 WAGES       |
| Paid Chk# 005644            | EAC SUBMISSIONS           | 5/14/2020  | \$52.50                |
| Paid Chk# 005645            | HOWARD LAKE TIRE & AUTO   | 5/14/2020  | \$62.12                |
| Paid Chk# 005646            | JOES SPORT SHOP           | 5/14/2020  | \$298.01               |
| Paid Chk# 005647            | KEAVENY PHARMACY          | 5/14/2020  | \$1,528.63 ACCT# 33675 |
| Paid Chk# 005648            | PROFESSIONAL CREDIT ANALY | 5/14/2020  | \$176.48               |
| Paid Chk# 005649            | ZOLL MEDICAL CORPORATION  | 5/14/2020  | \$35.96                |
| <b>Total Checks</b>         |                           |            | <b>\$7,639.62</b>      |

## ATTACHMENTS: Signage Mock Up and Pricing

36" X 48" CUSTOM ENGRAVED SIGN  
\$850

24" X 4" CUSTOM ENGRAVED SIGNS  
ORDER OF 4 OR MORE: \$56/EA  
ORDER OF 3 OR LESS: \$70/EA

QTY 4 - CUSTOM STEEL BRACKETS  
\$185



ALL IN COLOR SCHEME 2



# HOWARD LAKE CITY COUNCIL MEETING

MAY 19, 2020

**AGENDA ITEM:** Wayfinding Signage for Historic City Hall

**SECTION:** New Business

**FROM:** Meagan Donahue, Assistant City Administrator

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**BACKGROUND:** The primary construction contract has been closed out related to the historic city hall renovation project. There are several punch list items that remain to be addressed to complete the overall project as intended. One such example is wayfinding signs for South Shore Event Center users.

City Staff reached out to Vital Signs in Delano to receive quotes for signs for the east handicapped accessible entrance and the main South Shore Event Center entrance.

\*Memo to be updated with pricing once received from Vital Signs

---

**ALTERNATIVE OPTIONS:**

**FINANCIAL:** \*Memo to be updated with pricing once received from Vital Signs

---

**STAFF RECOMMENDATION:** Approve quote for wayfinding signage at Historic City Hall

**ATTACHMENTS:** Vital Signs Mock Up

QTY 1 - 24" X 10.4"  
TWO SIDED BLADE SIGN WITH CUSTOM FRAME  
MOUNTED PERPENDICULAR TO WALL  
WITH QTY 1 - 24" X 5" TWO SIDED RIDER



QTY 1 - 24" X 10.4"  
TWO SIDED BLADE SIGN WITH CUSTOM FRAME  
MOUNTED PERPENDICULAR TO WALL  
WITH QTY 1 - 24" X 5" TWO SIDED RIDER





# HOWARD LAKE CITY COUNCIL MEETING

MAY 19, 2020

**AGENDA ITEM:** COVID19 Response

**SECTION:** New Business

**FROM:** Meagan Donahue, Assistant City Administrator

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**BACKGROUND:** The City Council enacted a local emergency declaration on March 27, 2020 in response to the Covid19 pandemic. This was followed by an extension to the Resolution on April 21<sup>st</sup>. On Wednesday, May 13<sup>th</sup> Governor Walz declared to end the Stay in Place order, but stressed the continuation of the Peace Time Emergency.

#### City Operations

With that in mind, we intend to resume more normal operations and open city facilities including city hall, the community room and event center, but under the current social distancing guidelines in place. The local emergency declaration would remain in effect in order to be eligible to accept resources as made available and execute agreements/purchase supplies and generally respond appropriately in an efficient manner.

The City plans to reopen City Hall and install signs and markers to encourage social distancing inside of the building, and limit the amount of people in City Hall to 10 or less. The City will continue to encourage residents to use the drop box behind city hall and electronic means to contact staff/doing various business.

#### Community Wide Response/Implications

The most recent executive order will permit most retail and service establishments to open provided they follow guidelines set forth by the State of Minnesota and CDC. Businesses that must remain closed to the public include bars, restaurants, salons and bowling alleys.

During the transition phase from a more comprehensive shelter in place order to 'normal' we should anticipate uncertainty and/or deliberate violations of the Governor's Order. The city council will be briefed on county-wide enforcement tactics of the Wright County police departments and Sheriff's Departments and provide feedback to staff on our local tactics.

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**ALTERNATIVE OPTIONS:** Open

**FINANCIAL:** Labor expenses related to Covid19 to date are about \$8,000. This is related mostly to overtime and hazard pay between liquor, fire and ambulance. There has been a material expense related to increased sanitation and sanitization of spaces. We do not have this figure available but it is generally minimal.

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**STAFF RECOMMENDATION:** Approve Resolution 20-07 Extending Local Emergency Declaration

#### **ATTACHMENTS:**

1. Resolution 20-7

**RESOLUTION 20-7**  
**CITY OF HOWARD LAKE, MINNESOTA**  
**RESOLUTION EXTENDING EMERGENCY RELATED TO COVID19**

**WHEREAS**, this emergency declaration is due to ongoing and expected response and recovery from the COVID19 pandemic, consistent with Governor Tim Walz's declaration of a Peacetime State of Emergency; and

**WHEREAS**, the city administrator and department heads are directed to coordinate such actions and request such local, state, and federal assistance as needed to protect public health, safety and welfare, along with public and private property in the City of Howard Lake; and

**WHEREAS**, the City of Howard Lake is committed to continuing to serve the residents of Howard Lake during emergency and expedite the recovery and mitigate the city from impacts of this situation to the extent practical by law and resources available.

**NOW, THEREFORE, MAYOR ZIMMERMAN AND THE HOWARD LAKE CITY COUNCIL DECLARES, REQUESTS AND DIRECTS AS FOLLOWS:**

1. **AUTHORITY.** Under the authority given by Minnesota Statutes Chapter 12, the City Council declares that a local emergency exists within the City of Howard Lake, effective March 27, 2020, with all the powers and responsibilities attending thereto as provided by Minnesota Statutes, Chapter 12. The emergency will last more than 72 hours and require immediate action to respond to the local emergency is needed in order to protect the health, safety and welfare of the City of Howard Lake and the community while also providing services deemed essential. The authority provided by this ordinance conditions will follow that of the State of Minnesota with an anticipated termination date of June 1, 2020 unless otherwise extended. The duration of this declaration will automatically renew, extend or cancel to match official executive orders of Governor Walz. The city council may duly revisit at any time they deem necessary.
2. **EMERGENCY CONTRACTS.** City staff is authorized to enter into agreements and contracts necessary for the procurement of materials, equipment, staffing, and services required to respond to the local emergency. The mayor and city administrator are authorized to execute any necessary agreements, contracts and related documents regarding the local emergency necessary to implement corrective action relative to the local emergency to protect the health, safety and welfare of the City of Howard Lake and its residents. City staff is authorized to take any appropriate action and to prepare any documents to facilitate the directives of the Council as set forth in this resolution.
3. **CITY SERVICES.** Essential public services, specifically police, fire, ambulance & rescue, public works, admin, finance and liquor functions will remain available and follow modified service delivery as recommended from the CDC, State of Minnesota and other public health agencies. Office personnel will be available by phone or email during normal working hours. The utility drop box located behind the USPS will remain open. Building inspections will continue, however, precautions and modifications will be made to follow proper social distancing guidelines. During this period utility disconnects will not occur. Planned special assessments will be delayed until July 21, 2020 or later if deemed necessary.
4. **CITY BUILDINGS.** All City of Howard Lake buildings will be reopened to the public starting Monday, May 18<sup>th</sup>, allowing no more than 10 people inside at a time. New bookings for meetings and events will not be made [for groups larger than 10?] until June 1, 2020 or later if extended. City buildings include city hall, South Shore Event Center and Howard Lake Community Room.

5. MEETINGS & EVENTS. All regular City Council, board and commission and EMS meetings may resume in person limited to 10 people in attendance. Meetings may be conducted by telephone, Go-to-Meeting or other electronic means if the number of attendees is larger than 10. The City will make every attempt to follow Open Meeting Law requirements.

6. MUNICIPAL LIQUOR STORE. The City of Howard Lake Municipal Liquor Store has temporarily adjusted hours to minimize public exposure and to provide ample time to stock and sanitize surfaces. Hours will be updated and posted at the store, website and Facebook.

7. NON-SANCTIONED-CITY-EVENTS. The City does not have the explicit authority to prohibit events and activities such as garage sales, community celebrations etc. However, the Howard Lake Police Department and City staff will seek to educate residents and groups to official executive orders and best practices concerning social distancing and the prevention of spread of the pandemic.

8. CITY PARKS & RECREATION. City playgrounds and public beaches are currently open and can be used at the discretion of the user. Open spaces, trails and activities that are feasible while obeying social distancing guidelines are permitted. The Summer Recreation Program (R.E.A.C.H.) has been cancelled for 2020.

9. CITY EMPLOYEES. City employees will continue to report to work as usual. Employees will continue to use precautions to avoid spreading illness during their day-to-day work. Sick employees and those who have been exposed directly to COVID19 are required to stay home and abide by quarantine guidelines. It is generally expected that employees will be able to make accommodations to work during this time. In the event they are not as deemed by the City Administrator, employees will be placed on paid administrative leave.

10. HAZARD PAY. Employees deemed essential and in positions where more frequent and direct exposure is identified will be afforded hazard pay. These positions specifically include police, ambulance/rescue and liquor. Their pay will be adjusted during the official emergency declaration period in the following manner: Police - \$2/hour | Liquor - \$2/hour | Ambulance/Rescue - \$5 no transport, \$20 transport.

APPROVED AND EXTENDED THIS 18TH DAY OF MAY, 2020

\_\_\_\_\_  
Peter Zimmerman, Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Nicholas Haggenmiller, Administrator/Clerk

\_\_\_\_\_  
Date



# HOWARD LAKE CITY COUNCIL MEETING

MAY 19, 2020

**AGENDA ITEM:** Approve Plans & Authorize the Advertisement of Bids for Central Park Phase 1

**SECTION:** New Business

**FROM:** Nick Haggenmiller, City Administrator

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## BACKGROUND:

The concept plans have gone through various community, commission, and council review. The scope of phase 1 of the park project has been revised to remove the splash pad from 2020 construction due to anticipated lead time of manufacturing and code compliance issues. The revised scope seeks to complete the following:

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

The scope and program goals for phase 1 of the park is to generally establish the look, feel and operation of a new park space. Future phases are slated to include enhanced signage, splash pad and gazebo. Recently, early stages of library facility planning has discovered potential savings on new construction at Central Park versus the existing site. If this were to proceed at a future date, other park amenities would be removed, specifically the gazebo.

### Future Phases & Future Considerations

In order to buildout Central Park to include a future splash pad addition, bathroom facilities will need to be included on site. Additionally, as the City explores feasibility options concerning the 1979 Library facility, efforts to quantify savings by co-locating these facilities have been completed.

The city council is being asked to approve Phase 1 Improvements at the 5.19.20 Council Meeting. However, being mindful of future phases and community wide considerations is important. A cost matrix is included that shows potential options that impact future phases of central park development. A snapshot summary is included below.

|                                                |                    |
|------------------------------------------------|--------------------|
| <b>CENTRAL PARK WITH LIBRARY</b>               | <b>\$4,392,362</b> |
| <b>(NEW) PARK (NEW) LIBRARY SEPARATE SITES</b> | <b>\$5,202,511</b> |
| <b>PARK + RENOVATED LIBRARY</b>                | <b>\$3,284,194</b> |

Assuming the City intends to include a splash, pad and construct a new library facility, the most cost effective option is a new library facility which includes supporting bathrooms for the splash pad at the site of central park. Coordinating the two projects, versus completing as standalone projects is an estimated savings of about \$1Million.

We anticipate moving forward with future phases of the park in early 2021 to let bids and construct the splash pad for enjoyment in 2021. At that time, a better understanding of long-term planning will be required. If the library option is selected, we would be able to seek a temporary waiver for the bathroom facilities through the Minnesota Department of Health.

---

**ALTERNATIVE OPTIONS:** Council reserves the right to modify the proposed plans or cease action altogether.

## FINANCIAL:

USES:

Construction: \$200,000

Soft Costs: \$12,000

SOURCES: Upto \$330,000 in park dedication funds available

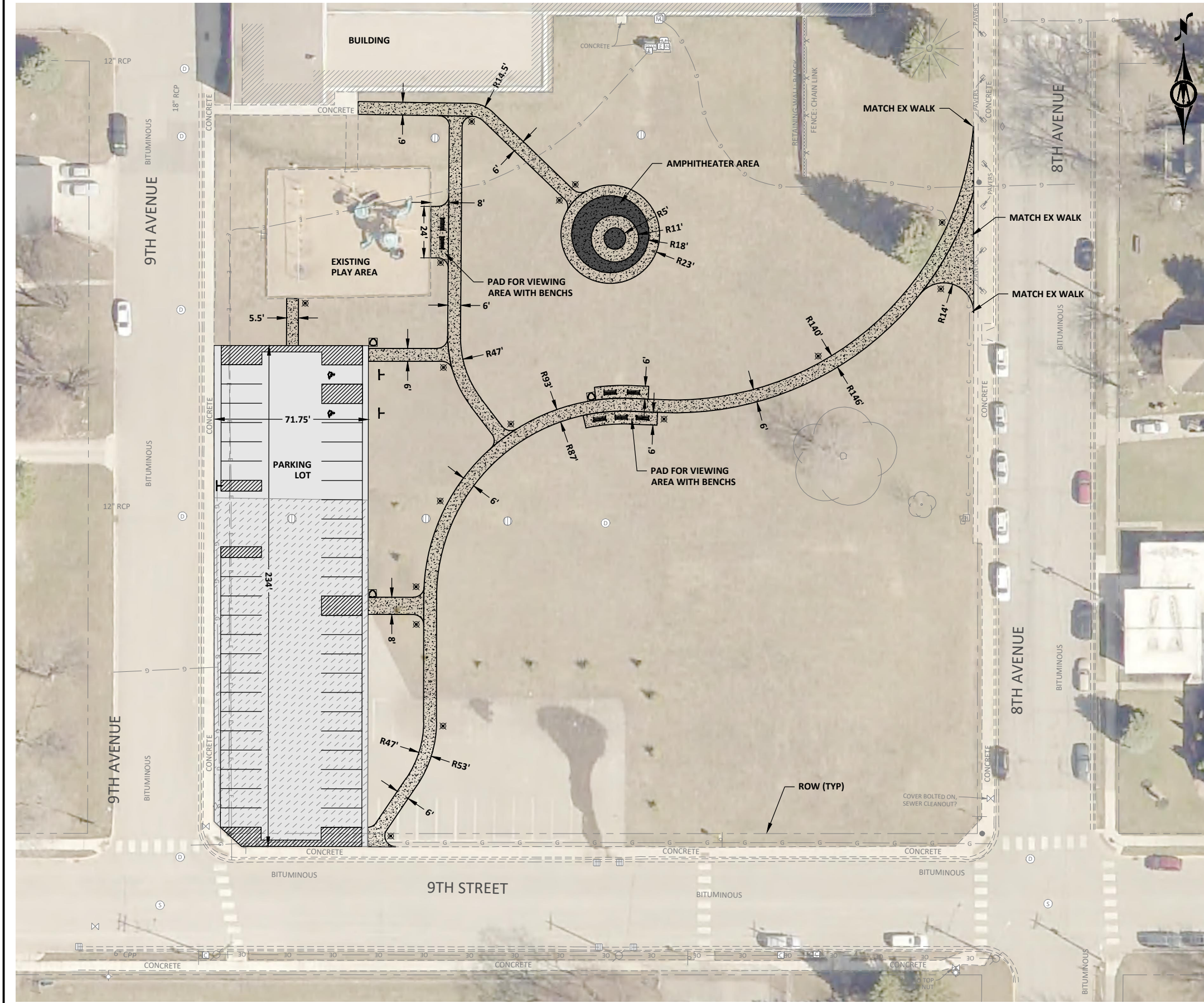
---

**STAFF RECOMMENDATION:** Approve plans and specifications and order the advertisement of bids.

## ATTACHMENTS:

1. Plans and Specification

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PLAN: W14.119617, C001, SITE 5-14, revision.dwg 5/14/2020 8:05:37 PM



#### LEGEND

- BITUMINOUS PAVEMENT (LOT ADDITION)
- BITUMINOUS PATCH (FULL DEPTH)
- BITUMINOUS PAVEMENT (1" OVERLAY)
- 4" CONCRETE WALK
- 4" STAINED CONCRETE WALK
- CURB & GUTTER
- BENCH (BY OTHERS)
- LITTER RECEPTACLE (BY OTHERS)
- BOLLARD LIGHTING (BY OTHERS)

#### NOTES:

- ALL RADIUS ARE 5' UNLESS OTHERWISE NOTED.
- SEE ELECTRICAL SHEETS FOR DETAILED INFO ON ELECTRICAL LAYOUT AND PRODUCT INFO.

HORZ. SCALE  
0 25 50  
FEET

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

**90%**

JOSHUA J HALVORSON  
LIC. NO. 46291 DATE XX/XX/XXXX



2040 HIGHWAY 12 EAST  
WILLMAR, MINNESOTA 56201  
Phone: (320) 231-3956  
Email: Willmar@bolton-menk.com  
www.bolton-menk.com

| DESIGNED         | NO. | ISSUED FOR | DATE |
|------------------|-----|------------|------|
| DTI              |     |            |      |
| DRAWN            |     |            |      |
| LRV              |     |            |      |
| CHECKED          |     |            |      |
| JJH              |     |            |      |
| CLIENT PROJ. NO. |     |            |      |
| W14.119617       |     |            |      |

HOWARD LAKE, MINNESOTA  
CENTRAL PARK DEVELOPMENT - PHASE 1  
CIVIL  
SITE PLAN

SHEET

C6.01

# ENGINEER'S ESTIMATE

CENTRAL PARK DEVELOPMENT - PHASE 1

CITY OF HOWARD LAKE, MINNESOTA

BMI PROJECT NO.: W14.119617

5/15/2020

| ITEM NO. | ITEM                                                 | NOTES | QTY  | UNIT     | UNIT PRICE  | TOTAL       |
|----------|------------------------------------------------------|-------|------|----------|-------------|-------------|
| 1        | MOBILIZATION, CONSTRUCTION ADMINISTRATION, & STAKING |       | 1    | LUMP SUM | \$11,000.00 | \$11,000.00 |
| 2        | Traffic Control                                      |       | 1    | LUMP SUM | \$2,300.00  | \$2,300.00  |
| 3        | CLEARING AND GRUBBING                                |       | 15   | TREE     | \$230.00    | \$3,450.00  |
| 4        | REMOVE BITUMINOUS PAVEMENT                           |       | 1300 | SQ YD    | \$4.50      | \$5,850.00  |
| 5        | REMOVE CONCRETE (WALK & DRIVEWAY)                    |       | 30   | SQ YD    | \$18.00     | \$540.00    |
| 6        | REMOVE CONCRETE CURB & GUTTER                        |       | 55   | LIN FT   | \$14.00     | \$770.00    |
| 7        | SALVAGE CASTING                                      |       | 2    | EACH     | \$190.00    | \$380.00    |
| 8        | SALVAGE & REINSTALL SIGN                             |       | 2    | EACH     | \$195.00    | \$390.00    |
| 9        | BITUMINOUS PAVEMENT MILLING                          |       | 178  | SQ YD    | \$12.00     | \$2,136.00  |
| 10       | ELECTRICAL SERVICE                                   |       | 1    | LUMP SUM | \$6,300.00  | \$6,300.00  |
| 11       | ELECTRICAL HAND HOLD                                 |       | 18   | EACH     | \$120.00    | \$2,160.00  |
| 12       | ELECTRICAL CONDUIT SYSTEM                            |       | 1    | LUMP SUM | \$5,500.00  | \$5,500.00  |
| 13       | ELECTRICAL WIRING & AMPITHEATER                      |       | 1    | LUMP SUM | \$7,400.00  | \$7,400.00  |
| 14       | LIGHT BOLLARD                                        |       | 16   | EACH     | \$670.00    | \$10,720.00 |
| 15       | SITE GRADING                                         |       | 1    | LUMP SUM | \$8,900.00  | \$8,900.00  |
| 16       | COMMON EXCAVATION (P)                                |       | 350  | CU YD    | \$18.00     | \$6,300.00  |
| 17       | AGGREGATE BASE CL5 (CV)                              |       | 240  | CU YD    | \$33.00     | \$7,920.00  |
| 18       | SALVAGE & REINSTALL AGGREGATE BASE (EV)              |       | 190  | CU YD    | \$18.00     | \$3,420.00  |
| 19       | SELECT GRANULAR BORROW (CV)                          |       | 90   | CU YD    | \$30.00     | \$2,700.00  |
| 20       | GEOTEXTILE FABRIC TYPE V                             |       | 830  | SQ YD    | \$2.00      | \$1,660.00  |
| 21       | TYPE SP 4.75 WEARING COURSE MIXTURE (2,B)            |       | 118  | TONS     | \$98.00     | \$11,564.00 |
| 22       | TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)        |       | 123  | TONS     | \$94.00     | \$11,562.00 |
| 23       | CONCRETE CURB & GUTTER DESIGN B618                   |       | 55   | LIN FT   | \$46.00     | \$2,530.00  |
| 24       | 4" CONCRETE WALK                                     |       | 8160 | SQ FT    | \$7.20      | \$58,752.00 |
| 25       | CONCRETE STAINING                                    |       | 640  | SQ FT    | \$3.80      | \$2,432.00  |
| 26       | SALVAGE & REINSTALL CASTING                          |       | 1    | EACH     | \$385.00    | \$385.00    |
| 27       | CASTING ASSEMBLY (STORM CATCH BASINS)                |       | 2    | EACH     | \$540.00    | \$1,080.00  |
| 28       | CASTING ASSEMBLY (STORM MANHOLE)                     |       | 1    | EACH     | \$525.00    | \$525.00    |
| 29       | ADJUST CASTING                                       |       | 6    | EACH     | \$240.00    | \$1,440.00  |
| 30       | 4" SOLID LINE PAINT (WHITE)                          |       | 2500 | LIN FT   | \$0.50      | \$1,250.00  |
| 31       | 4" SOLID LINE PAINT (BLUE)                           |       | 50   | LIN FT   | \$3.00      | \$150.00    |
| 32       | PAVEMENT MESSAGE                                     |       | 2    | EACH     | \$340.00    | \$680.00    |
| 33       | CONSTRUCTION ENTRANCE                                |       | 1    | EACH     | \$3,200.00  | \$3,200.00  |
| 34       | INLET PROTECTION                                     |       | 10   | EACH     | \$340.00    | \$3,400.00  |
| 35       | BIOLOG                                               |       | 150  | LIN FT   | \$3.00      | \$450.00    |
| 36       | COMMON TOPSOIL BORROW (LV)                           |       | 36   | CU YD    | \$42.00     | \$1,512.00  |
| 37       | TEMPORARY MULCH                                      |       | 1210 | SQ YD    | \$2.50      | \$3,025.00  |
| 38       | TURF RESTORATION (FERTILIZER, SEED, HYDROMULCH)      |       | 4840 | SQ YD    | \$1.75      | \$8,470.00  |

CONSTRUCTION TOTAL: \$202,203.00

CONTINGENCY (5%): \$10,110.15

TOTAL: \$212,313.15

| DESCRIPTION                   | LIBRARY             |                     |
|-------------------------------|---------------------|---------------------|
|                               | Renovation          | New DT              |
| Construction                  | \$ 1,112,140        | \$ 2,192,461        |
| Design Contingency            | \$ 166,821          | \$ 328,869          |
| General Conditions            | \$ 166,821          | \$ 328,869          |
| Contingency                   | \$ 111,214          | \$ 219,246          |
| Architect & Engineer          | \$ 133,457          | \$ 260,000          |
| FF&E                          | \$ 145,274          | \$ 259,964          |
| AV/IT                         | \$ 32,300           | \$ 57,800           |
| Signage                       | \$ 30,000           | \$ 30,000           |
| <b>SUBTOTAL</b>               | <b>\$ 1,898,027</b> | <b>\$ 3,677,209</b> |
| Escalation (2022 for library) | \$ 155,042          | \$ 294,177          |
| <b>TOTAL</b>                  | <b>\$ 2,053,069</b> | <b>\$ 3,971,386</b> |

All park costs now exclude proposed road improvement costs

Park Alone\* - Stand alone bathroom included and gazebo excluded

Park + Library\*\* - Shared bathroom with library, removes gazebo, right sizes splash pad

|                                                |                    |
|------------------------------------------------|--------------------|
| <b>CENTRAL PARK WITH LIBRARY</b>               | <b>\$4,392,362</b> |
| <b>(NEW) PARK (NEW) LIBRARY SEPARATE SITES</b> | <b>\$5,202,511</b> |
| <b>PARK + RENOVATED LIBRARY</b>                | <b>\$3,284,194</b> |

|              | CENTRAL PARK |                  |
|--------------|--------------|------------------|
| New CP       | Park Alone*  | Park + Library** |
| \$ 1,949,750 | \$914,900    | \$539,900        |
| \$ 292,463   | \$126,490    | \$126,400        |
| \$ 292,463   | \$189,735    | \$189,735        |
| \$ 194,975   |              |                  |
| \$ 235,000   |              |                  |
| \$ 237,026   |              |                  |
| \$ 52,700    |              |                  |
| \$ 20,000    |              |                  |
| \$ 3,274,377 |              |                  |
| \$ 261,950   |              |                  |
| \$ 3,536,327 | \$1,231,125  | \$856,035        |
|              |              |                  |



# HOWARD LAKE CITY COUNCIL MEETING

MAY 19, 2020

**AGENDA ITEM:** Consider Approving Fence Installation at 700 8<sup>th</sup> Avenue

**SECTION:** New Business

**FROM:** Nick Haggemiller, City Administrator

**BACKGROUND:** The City purchased 700 8<sup>th</sup> 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.



## ALTERNATIVE OPTIONS:

1. Do nothing.
2. Staff buy materials and install. Not recommended. This would save about \$1,500 but the fence quality would be less, and it would take staff away from other seasonal duties.
3. Use cedar or wood this would save about \$1,000.

**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 8<sup>th</sup> Avenue.

## ATTACHMENTS:

1. JK Landscape Quote



Estimate

| Date     | Estimate # |
|----------|------------|
| 5/3/2020 | 4966       |

19512 Hubble Rd  
Clearwater, MN 55320

BC631037

Jerry  
320-980-2710

Email:  
jerry@jklandscape.com

Name / Address

City of Howard Lake

Ship To

700 8th Ave  
Howard Lake, MN  
Fence

| Description                                                                                                                                                                                                                                                                                             | Qty | Cost             | Total    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------------|----------|
| Install 6' tall white Lakeland vinyl fence - approx. 125' long                                                                                                                                                                                                                                          | 1   | 6,500.00         | 6,500.00 |
| Payment Terms: 50% down prior to starting job. The balance is due in full at time of job completion. Visa, Discover, and Mastercard are also accepted for payment. A 3% convenience fee will be added to all credit card payments. A mobilization charge may be applied if the estimate is picked thru. |     | Total \$6,500.00 |          |



# HOWARD LAKE CITY COUNCIL MEETING

MAY 19, 2020

**AGENDA ITEM:** Consider Approving Landscaping Plan and Direct Staff to Seek Quotes for Exterior Site Finishing at Historic City Hall.

**SECTION:** New Business

**FROM:** Nick Haggemiller, City Administrator  
Josh Halvorson, Bolton and Menk

**BACKGROUND:** As the renovation project nears completion at the historic city hall, various items that were not included in the original project to save expense are being completed at this time. One such example is exterior site furnishings and landscaping. A topographical site survey, exterior grading and landscaping were excluded to advance the project within the original budget. These items still need to be addressed to some capacity at this time, especially noting the overall project is within budget.

## Current Conditions

The current project site was mass graded through a project change order. There is no topsoil in place which is needed to establish plantings. The hillside along the Highway 12 parking lot has noxious weeds, voluntary trees and low levels that make maintaining the hillside difficult.

## Proposed Improvements

- Fill in low spots with clay, topsoil as needed.
- Establish grass where appropriate.
- Establish low maintenance ground cover where necessary.

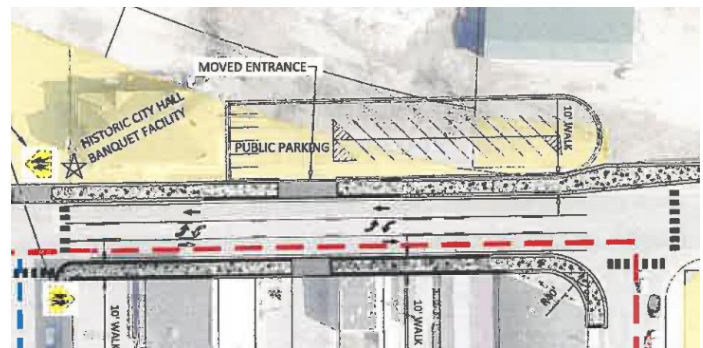
The proposed improvements would be completed in part with city staff and supplies and bid out to a landscaper for the rest. The steep hillside will require a large amount of hand/shovel work and labor-intensive planting. In order to obtain a general cost estimate as well as have a document to provide proposed vendors for consistent bidding, Bolton and Menk created the concept plan included in the packet.

## Alternative 1 vs Alternative 2

The first alternative shown includes plug plantings and low growth ground cover along with a full soil erosion control blanket in Zone One. Zone One is the steep hillside along the US12 parking lot. Alternative 2 uses a seed mix and lessor soil erosion control blanket.

## 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:**

1. Council can amend or reject in full.
2. Identifying a suitable landscaper to perform the scope of work in a timely manner may be difficult. Council should consider authorizing project approval up to \$50,000 pending the receipt of multiple quotes in order to get the project scheduled.

**FINANCIAL:****Alternative 1: \$37,130****Alternative 2: \$23,830****Notes:**

- Soft costs are NOT included in the figures above. We anticipate to seek quotes based on the materials presented to date and act as our own project manager.
- Initial site leveling is NOT included. City staff will attempt to complete with our own time & materials.
- Bolton and Menk caution hesitancy on the estimates provided. There was not a topographical survey completed, these are not fully designed plans and specifications. Finally, the challenging topography of the site will make for complex bidding/work performed.

---

**STAFF RECOMMENDATION:** Consider Approving Landscaping Plan and Direct Staff to Seek Quotes for Exterior Site Finishing at Historic City Hall.

**ATTACHMENTS:**

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

















## ENGINEER'S ESTIMATE

HISTORIC CITY HALL  
CITY OF HOWARD LAKE, MN  
BMI PROJECT NO. W14.120425



Real People. Real Solutions.

Date: 5/15/2020

| Item No. | Item | Estimated Quantity | Unit | Unit Price | Total Amount |
|----------|------|--------------------|------|------------|--------------|
|----------|------|--------------------|------|------------|--------------|

### ALTERNATIVE 1 - PERENNIAL GROUNDCOVERS

#### TREATMENT AREA 1

|   |                                                         |     |       |         |            |
|---|---------------------------------------------------------|-----|-------|---------|------------|
| 1 | EROSION CONTROL BLANKET                                 | 690 | SQ YD | \$10.00 | \$6,900.00 |
| 2 | ORNAMENTAL GRASS, NO 1 CONT.                            | 60  | EACH  | \$25.00 | \$1,500.00 |
| 3 | PERENNIAL GROUNDCOVER, 4" CONT./#SP4 (PLANTED 36" O.C.) | 690 | EACH  | \$10.00 | \$6,900.00 |

#### TREATMENT AREA 2

|   |                                         |     |       |         |            |
|---|-----------------------------------------|-----|-------|---------|------------|
| 4 | EROSION CONTROL BLANKET                 | 110 | SQ YD | \$5.00  | \$550.00   |
| 5 | PERENNIAL, NO 1 CONT (PLANTED 30" O.C.) | 200 | EACH  | \$20.00 | \$4,000.00 |

#### TREATMENT AREA 3

|    |                                                         |     |       |          |            |
|----|---------------------------------------------------------|-----|-------|----------|------------|
| 6  | EROSION CONTROL BLANKET                                 | 620 | SQ YD | \$5.00   | \$3,100.00 |
| 7  | DECIDUOUS SHRUB, NO 5 CONT                              | 20  | EACH  | \$60.00  | \$1,200.00 |
| 7  | CONIFEROUS SHRUB, NO 5 CONT                             | 10  | EACH  | \$75.00  | \$750.00   |
| 8  | PERENNIAL GROUNDCOVER, 4" CONT./#SP4 (PLANTED 36" O.C.) | 580 | EACH  | \$10.00  | \$5,800.00 |
| 9  | ROCK MULCH                                              | 4   | CU YD | \$130.00 | \$520.00   |
| 10 | WEED BARRIER FABRIC                                     | 45  | SQ YD | \$4.00   | \$180.00   |

#### TREATMENT AREA 4

|    |                                                         |     |       |         |            |
|----|---------------------------------------------------------|-----|-------|---------|------------|
| 11 | EROSION CONTROL BLANKET                                 | 70  | SQ YD | \$5.00  | \$350.00   |
| 12 | PERENNIAL GROUNDCOVER, 4" CONT./#SP4 (PLANTED 24" O.C.) | 150 | EACH  | \$10.00 | \$1,500.00 |

#### TREATMENT AREA 5

|    |                    |     |       |        |          |
|----|--------------------|-----|-------|--------|----------|
| 13 | SODDING, TYPE LAWN | 100 | SQ YD | \$5.00 | \$500.00 |
|----|--------------------|-----|-------|--------|----------|

**\*\*NOTE: IMPORTATION OF SOIL AND SOIL PREP NOT INCLUDED IN COST**

|                  |             |
|------------------|-------------|
| SUBTOTAL:        | \$33,750.00 |
| 10% CONTINGENCY: | \$3,380.00  |

**TOTAL ESTIMATED CONSTRUCTION COST: \$37,130.00**

DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING: \$5,060.00

**TOTAL ESTIMATED PROJECT COST: \$42,190.00**

## ENGINEER'S ESTIMATE

HISTORIC CITY HALL  
CITY OF HOWARD LAKE, MN  
BMI PROJECT NO. W14.120425



Real People. Real Solutions.

Date: 5/15/2020

| Item No. | Item | Estimated Quantity | Unit | Unit Price | Total Amount |
|----------|------|--------------------|------|------------|--------------|
|----------|------|--------------------|------|------------|--------------|

### ALTERNATIVE 2 - GRASS AND FORB SEED MIX

#### TREATMENT AREA 1

|   |                               |      |       |            |            |
|---|-------------------------------|------|-------|------------|------------|
| 1 | EROSION CONTROL BLANKET       | 690  | SQ YD | \$10.00    | \$6,900.00 |
| 2 | ORNAMENTAL GRASS, NO 1 CONT.  | 60   | EACH  | \$25.00    | \$1,500.00 |
| 3 | SEED MIX, DRY PRAIRIE GENERAL | 0.15 | ACRE  | \$4,000.00 | \$600.00   |

#### TREATMENT AREA 2

|   |                                         |     |       |         |            |
|---|-----------------------------------------|-----|-------|---------|------------|
| 4 | EROSION CONTROL BLANKET                 | 110 | SQ YD | \$5.00  | \$550.00   |
| 5 | PERENNIAL, NO 1 CONT (PLANTED 30" O.C.) | 200 | EACH  | \$20.00 | \$4,000.00 |

#### TREATMENT AREA 3

|    |                               |      |       |            |            |
|----|-------------------------------|------|-------|------------|------------|
| 6  | EROSION CONTROL BLANKET       | 620  | SQ YD | \$5.00     | \$3,100.00 |
| 7  | DECIDUOUS SHRUB, NO 5 CONT    | 24   | EACH  | \$60.00    | \$1,440.00 |
| 8  | SEED MIX, DRY PRAIRIE GENERAL | 0.13 | ACRE  | \$4,000.00 | \$520.00   |
| 9  | ROCK MULCH                    | 4    | CU YD | \$130.00   | \$520.00   |
| 10 | WEED BARRIER FABRIC           | 45   | SQ YD | \$4.00     | \$180.00   |

#### TREATMENT AREA 4

|    |                                                          |     |       |         |            |
|----|----------------------------------------------------------|-----|-------|---------|------------|
| 11 | EROSION CONTROL BLANKET                                  | 70  | SQ YD | \$5.00  | \$350.00   |
| 12 | PERENNIAL GROUND COVER, 4" CONT./#SP4 (PLANTED 24" O.C.) | 150 | EACH  | \$10.00 | \$1,500.00 |

#### TREATMENT AREA 5

|    |                    |     |       |        |          |
|----|--------------------|-----|-------|--------|----------|
| 13 | SODDING, TYPE LAWN | 100 | SQ YD | \$5.00 | \$500.00 |
|----|--------------------|-----|-------|--------|----------|

**\*\*NOTE: IMPORTATION OF SOIL AND SOIL PREP NOT INCLUDED IN COST**

|                  |             |
|------------------|-------------|
| SUBTOTAL:        | \$21,660.00 |
| 10% CONTINGENCY: | \$2,170.00  |

**TOTAL ESTIMATED CONSTRUCTION COST: \$23,830.00**

DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING: \$3,250.00

**TOTAL ESTIMATED PROJECT COST: \$27,080.00**

# Design Approach Alternative 1



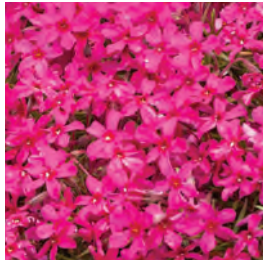
## Plant Examples



Karl Foerster



Ajuga (Bugleweed)



Phlox



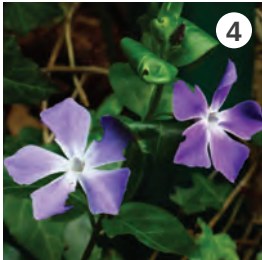
Spreading Evergreen



Daylily



Dogwood



Periwinkle

## Treatment Area 1

Approximately 6,200 square feet  
Conditions: steep slope, stability issues

- Approach:
- Erosion control blanket
  - Ornamental Grass to buffer parking lot edge - Karl Foerster  
Feather Reed Grass
  - Perennial groundcovers - Creeping Plox, Ajuga (Bugleweed),  
Dropseed (ornamental grass) or no-mow fescue

## Treatment Area 2

Approximately 1,000 square feet  
Conditions: snow storage area

- Approach:
- Temporary erosion control blanket
  - Salt-tolerant perennial - Daylily

## Treatment Area 3

Approximately 6,000 square feet  
Conditions: soil erosion

- Approach:
- Temporary erosion control blanket
  - Salt-tolerant shrubs along access drive - Redosier Dogwood
  - Mix of spreading evergreen shrubs and perennial groundcovers  
- Hughs Juniper, Creeping Plox, Creeping Jenny, Dropseed  
(ornamental grass), Creeping Thyme, Catmint

## Treatment Area 4

Approximately 600 square feet  
Conditions: steep slope, north side of building/shade

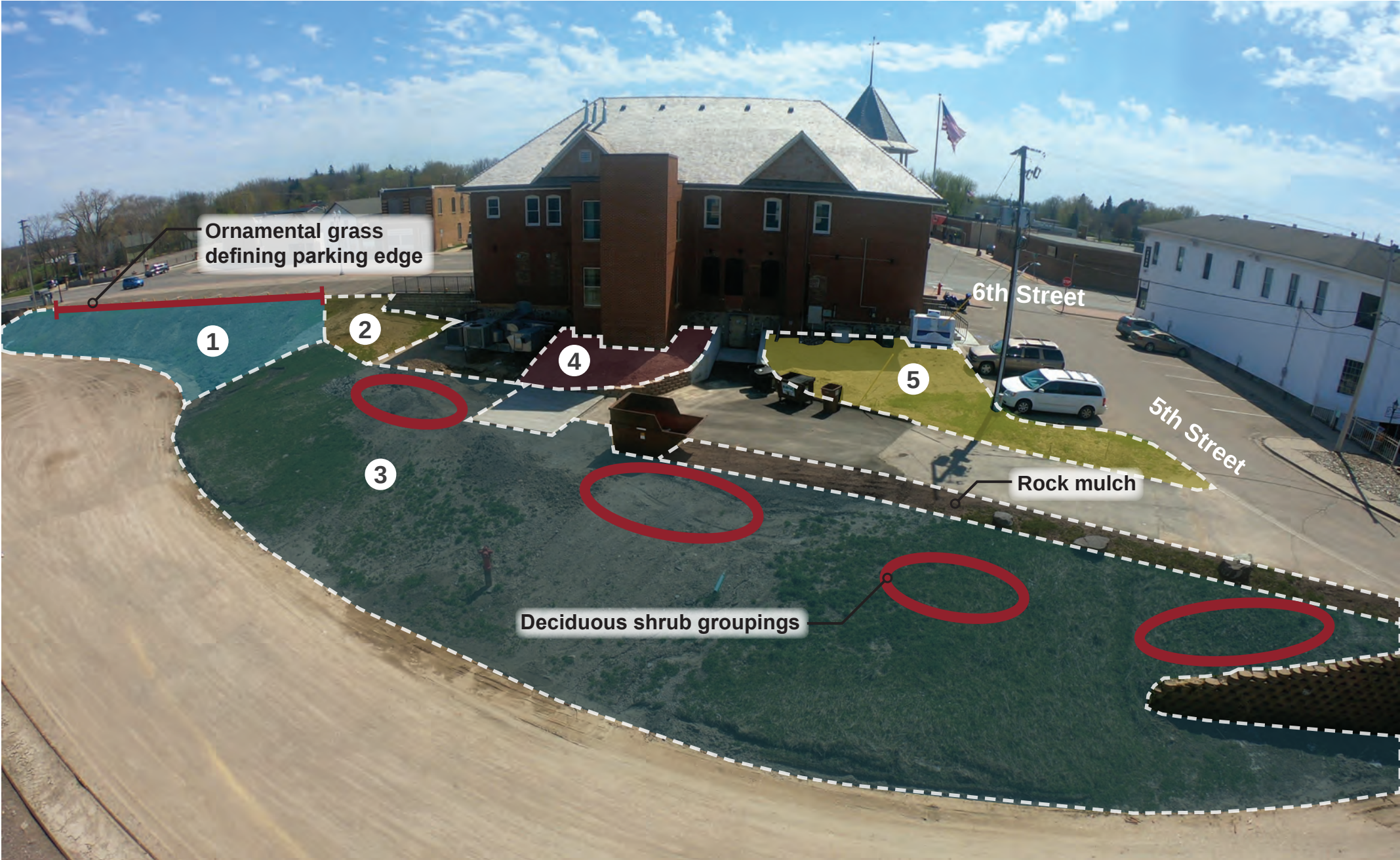
- Approach:
- Shade-tolerant ground cover - Periwinkle (Vinca minor), Turtlehead  
(Chelone lyonii), or Bishopsweed

## Treatment Area 5

Approximately 900 square feet  
Conditions: bare soil

- Approach:
- Turf establishment - MnDOT Sod Type Lawn

Design Approach Alternative 2



Plant Examples



Karl Foerster



Prairie Dropseed



Aster



Blazingstar



Daylily



Viburnum



Turtlehead

Treatment Area 1

Approximately 6,200 square feet  
Conditions: steep slope, stability issues

- Approach:
- Erosion control blanket
  - Ornamental Grass to buffer parking lot edge
  - Prairie seed mix - 'Dry Prairie General.' Includes grasses and forbes - side-oats grama, bluestem, indian grass, dropseed, black-eyed susan, coreopsis, milkweed, aster, blazingstar

Treatment Area 2

Approximately 1,000 square feet  
Conditions: snow storage area

- Approach:
- Temporary erosion control blanket
  - Salt-tolerant perennial - Daylily

Treatment Area 3

Approximately 6,000 square feet  
Conditions: soil erosion

- Approach:
- Temporary erosion control blanket
  - Shrub groupings - Blue Muffin Viburnum
  - Prairie seed mix - 'Dry Prairie General.' Includes grasses and forbes - side-oats grama, bluestem, indian grass, dropseed, black-eyed susan, coreopsis, milkweed, aster, blazingstar

Treatment Area 4

Approximately 600 square feet  
Conditions: steep slope, north side of building/shade

- Approach:
- Shade-tolerant ground cover - Periwinkle (Vinca minor), Turtlehead (Chelone lyonii), or Bishopsweed

Treatment Area 5

Approximately 900 square feet  
Conditions: bare soil

- Approach:
- Turf establishment - MnDOT Sod Type Lawn





# HOWARD LAKE CITY COUNCIL MEETING

MAY 19, 2020

**AGENDA ITEM:** Consider Memorandum of Understanding for Liquor Consultant Services

**SECTION:** New Business

**FROM:** Nick Haggemiller, City Administrator

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**BACKGROUND:** The cities of Buffalo and Howard Lake entered into a cooperative agreement in late 2018 for the joint operation of liquor enterprises. Over the last year and a half we have made tremendous gains in the overall turnaround of the business, discovered some necessary modifications to the agreement and a need to separate labor from other operational arrangements.

Recently, the Covid-19 pandemic has forced HLWS manager, Myra Laway to return to her local position full time. More recently, the Wild Marsh is shuttering operation which is relocating the manager back to the liquor store full time. For these reasons, the allocation of personnel time/resources needs to be accounted for financially and by agreement.

### Proposed Consultant Agreement

The proposed MOU for liquor consultant services would establish duties and rates associated to services currently being provided through the shared services agreement and specific to Jason Swanson. The attached MOU details proposed duties and terms between the City and Swanson. In quick summary:

- Creation of an annual budget.
- Assists manager and administrator with the creation of an annual workplan.
- Purchasing & Inventory Control.
- Marketing Plan.
- Audit Preparation and Execution.
- Creation, implementation and tracking of key business benchmarks.
- Mentoring and coordination with HL management & staff.

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### **ALTERNATIVE OPTIONS:**

1. Council may seek a different arrangement between the cities of Buffalo and Howard Lake.
2. Council may determine no need for the proposed services to be provided.

**FINANCIAL:** The MOU proposes \$700 per month plus reimbursement of expenses – travel etc. This figure is determined based on an average of 4.5 hours of assistance per week per month at \$40/hr. While based off of these assumptions, the agreement does NOT stipulate a minimum number of hours per week or in person. Rather, it is similar to an exempt employee and related to general duties and responsibilities. The current joint services agreement does NOT have a financial exchange between cities. However, backfilling Myra's time with part time hours, increased travel and increased over time expenses have averaged about \$1,000/month in full.

In good faith, employees impacted (Myra and Jason) have been working under the general revised terms presented since March 1, 2020. For that reason, we are proposing to offer Swanson back pay for the months of March, April, and May.

**LEGAL:** The document serves as a mutual agreement between the City of Howard Lake and Swanson personally. The agreement may be modified or terminated by either party with 60 day notification provided in writing.

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**STAFF RECOMMENDATION:** Approve the MOU for Liquor Consultant Services.

### **ATTACHMENTS:**

1. MOU between Swanson and City of Howard Lake

## **MEMORANDUM OF UNDERSTANDING**

**Between**

**THE CITY OF HOWARD LAKE (City) and JASON SWANSON (Consultant)**  
**to provide liquor enterprise consulting services for Howard Lake Wine & Spirits.**

### **I. Objective**

The objective of this MOU is to express the willingness of both parties to mutually agree to terms, compensation and duties associated with providing business consulting services relative to Howard Lake Wine & Spirits.

### **II. Duties and Deliverables**

#### **a. Performance Measurement**

- Create and monitor necessary reports
- Establish and monitor key benchmarks
  - Daily, Weekly, Monthly, Yearly Sales
  - Gross Profit by Category
  - Customer Count
  - Product Turn Ratios
  - Average Ticket Price
  - Sales per hour
- Successfully implement open to buy & annual budget

#### **b. Financial**

- Establish annual budget
- Establish 10 Year CIP
- Transition to modified accrual accounting

#### **c. Business Planning**

- Establish open-to-buy platform
- Mentor and coordination of HL management & staff
- Establish annual work plan & SWOT analysis

#### **d. Inventory Control & Merchandising**

- Manage inventory within open to buy guidelines and budget
- Reset sales floor and coolers as needed
- Manage cooperative buying opportunities between enterprises

### **III. Compensation.**

The City will compensate Swanson a flat fee of \$700 per month to perform the scope of services described.

### **IV. Duration.**

This MOU shall be operational and effective upon both parties signing and remain in effect until one or both parties provide a 30-day written notice to modify or terminate.

Conflicts of Interest/Additional Encumbrances

### **V. Evaluation**

On or before January 15, 2021, Swanson's performance and efficacy will be evaluated against the terms listed in this agreement and general benchmarks established.

### **VI. Additional Considerations**

The scope of this consultant agreement is intended to compliment the Liquor Services Agreement in place between the cities of Buffalo and Howard Lake. Swanson is personally responsible for adhering to the terms of this MOU, the Liquor Services Agreement and each organization's personnel policies and general workplace expectations.

### **VII. Cancellation**

The MOU may be revisited, modified, or terminated by either party with 30 days written notification. In the event of a modification, both parties will have to agree and reauthorize before changes go into effect.

This agreement has been reviewed and approved by the Howard Lake City Council and Jason Swanson and is in effect at the time of execution by all parties.

**City of Howard Lake**

\_\_\_\_\_  
Pete Zimmerman, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nick Haggemiller, City Administrator

\_\_\_\_\_  
Date

**Jason Swanson, Consulting**

\_\_\_\_\_  
Jason Swanson

\_\_\_\_\_  
Date