



CITY OF HOWARD LAKE

City Council Meeting

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

TENTATIVE AGENDA

May 16, 2022 – 7:00 pm

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

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

D. COUNCIL MEETING MINUTES

- a. Consider Approving the LBAE Meeting, the Council Meeting, and Work Session Minutes from the April 18, 2022 Meetings.

E. CITIZEN INPUT

F. COUNCIL/COMMITTEE REPORT

G. DEPARTMENT REPORTS

- a. Howard Lake Wine and Spirits Report
- b. South Shore Event Center Report

H. CONSENT AGENDA

- a. Consider Accepting all Reports & Payment of Claims.

I. NEW BUSINESS

- a. Consider Selecting Engineering Firm for 2023 Infrastructure Projects.
- b. Consider Approving Vendor for Website Redesign.
- c. Consider Various GND Approvals.

J. OLD BUSINESS

- a. Consider 2022 Pavement Preservation Projects

K. ADMINISTRATOR'S REPORT

L. ADJOURN

NOTE: The City Council will adjourn into a Study Session following the Regular Meeting.



CITY OF HOWARD LAKE

625 8TH Avenue - PO Box 736 - Howard Lake, MN 55349
Phone: 320-543-3670 | cityadmin@howard-lake.mn.us | www.howard-lake.mn.us

HOWARD LAKE CITY COUNCIL
Open Book Meeting
HOWARD LAKE CITY HALL- 625 8th AVENUE
April 18, 2022

LBAE MEETING MINUTES

COUNCIL PRESENT

Mayor Zimmerman
Jason Deiter
Gene Gilbert
Tom Kutz
Allan Munson

COUNCIL ABSENT

STAFF PRESENT

Nick Haggemiller, City Administrator
Meagan Theisen, Assistant City Administrator

ALSO PRESENT

Chase Philippi – Wright County Principal Appraiser
Lori Thingvold – Wright County Principal Appraiser
Herald Journal

A. CALL TO ORDER

Mayor Zimmerman called the meeting to order at 6:30 p.m.

B. LBAE

Chase Philippi read the opening statements from Wright County and reviewed the LBAE process.

Mayor Zimmerman opened the meeting for appeals at 6:45 pm.

PID 109-500-041415 – 1216 7th Street – Philippi recommended an evaluation update of \$172,400.

Council Member Deiter motioned to approve the recommended evaluation. The motion was seconded by Council Member Munson and passed unanimously.

Terry Ostgulen addressed the Council about his empty parcel, PID 109-022-000010. He stated nothing has change with the parcel and doesn't agree with the steep increase.

Philippi provided reason to how properties are assessed and the equation they use.

“THIS INSTITUTION IS AN EQUAL OPPORTUNITY EMPLOYER” TDD #711

Staff verified the lot is not buildable due to size.

Council took no action.

Ostgulen also questioned his property at 5415 Imhoff Ave SW – PID 109-031-001110. He stated it has no bedrooms and was not meant to be an overnight cabin.

Philippi shared that he took 10% off the valuation due to the uniqueness of the property and that it might take a special buyer in the future.

Council took no additional action on this site.

PID 109-050-002130 – 337 Terning Way – Philippi recommended an adjustment to \$289,100.

Council Member Gilbert motioned to approve the recommended adjustment. The motion was seconded by Council Member Kutz and passed unanimously.

PID 109-500-033201 – 1009 8th Ave – Philippi is scheduled to do an interior inspection/assessment before he can recommend any adjustments. He recommended opening the parcel to allow for possible adjustments.

PID 109-0570-01020 & PID 109-500-032302 – Philippi recommends no changes to either of these properties. Munson Lakes Nutrition LLC has requested to open the parcels to be able to continue through the appeal process.

C. ADJOURN

Council Member Kutz moved to adjourn the LBAE meeting at 7:25 pm. The motion was seconded by Council Member Munson and passed unanimously.

Attest – City Administrator/Clerk

Mayor



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HOWARD LAKE CITY COUNCIL
HOWARD LAKE CITY HALL- 625 8th AVENUE
April 18, 2022

MEETING MINUTES

COUNCIL PRESENT

Mayor Zimmerman
Tom Kutz
Allan Munson
Gene Gilbert
Jason Deiter

COUNCIL ABSENT

STAFF PRESENT

Nick Haggemiller, City Administrator
Meagan Theisen, Assistant City Administrator

ALSO PRESENT

Herald Journal

CALL TO ORDER

Mayor Zimmerman called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Council Member Gilbert noted a missed motion on the March 16th Minutes New Business D – The Purchase of a new Plow Truck.

Council Member Kutz moved to approve the Council Meeting Minutes from the March 16th with the updated motion. The motion was seconded by Council Member Munson and passed unanimously.

CITIZEN INPUT

No residents addressed the Council.

COUNCIL/COMMITTEE REPORT

Council Member Deiter shared an overview of the Parks and Planning Commission April meeting.

Mayor Zimmerman shared updates from the Waste Water Commission meeting.

DEPARTMENT REPORTS

Receive and file.

CONSENT AGENDA

a. CONSIDER ACCEPTING ALL REPORTS AND PAYMENT OF CLAIMS

GENERAL FUND	59144-59241	\$249,577.33
PAYROLL	27069-27078, 501974-502023	\$51,851.68
ELECTRONIC	1158-1176	\$48,579.20
TOTAL		\$350,008.21
AMBULANCE CLAIMS	5839-5862	\$18,018.32
ELECTRONIC		\$
TOTAL		\$18,018.32

b. Consider Various Personnel Appointments.

c. Consider Approving Downtown Revitalization Grant for Reeds & Rushes Event Center.

d. Consider Amended Resolution 22-02 Acknowledging the Receipt of MDE Library Grant.

e. Consider Use of Public Space for BBQ Competition.

Council Member Munson requested to move Consent Item C – Grant for Reeds & Rushes to discussion.

Council Member Deiter moved to approve the consent agenda as presented. The motion was seconded by Council Member Gilbert and passed unanimously.

Haggenmiller reviewed the staff report, highlighting that the justification for the grant is that this property will now be generating \$12,000 a year in property taxes for the City.

Council Member Gilbert moved to approve the Downtown Revitalization Grant for Reeds & Rushes Event Center. The motion was seconded by Council Member Kutz and passed unanimously.

PUBLIC HEARING/PRESENTATION

No Public Hearings/Presentations

NEW BUSINESS

a. Consider Approving Construction Manager Contract for Library Project

Haggenmiller reviewed the staff report, stating this is a formality for the AIA.

Council Member Deiter moved to approve the construction manager contract for the Library Project. The motion was seconded by Council Member Munson and passed unanimously.

b. Consider Approving Amending Resolution 22-02 Acknowledging the Receipt of MDE Library Grant

Haggenmiller reviewed the staff report and stated this amendment is meant to honor our own code as it related to parking.

Council Member Munson commented on the possible obstruction of visibility on the corner of the library.

Council Member Kutz moved to approve the amended Resolution 22-02. The motion was seconded by Council Member Gilbert and passed unanimously.

c. Consider Approving Resolution 22-10 Approving Site Plan, Variance and CUP for the Library Project

Council Member Kutz moved to approve Resolution 22-10. The motion was seconded by Council Member Gilbert and passed unanimously.

d. Consider 2022 Pavement Preservation Projects

Theisen reviewed the staff report, highlighting the proposed streets that are included in the 2022 pavement preservation project.

Council Member Kutz moved to approve the 2022 Pavement Preservation Project as presented and set a do not exceed amount at \$100,000. The motion was seconded by Council Member Gilbert and passed unanimously.

e. Discuss Terning Trails Playground Location

Haggenmiller reviewed the staff report, highlighting the purchase of a residential lot for a park that allow for expansion. The Parks and Planning Commission was in favor of purchasing the open lot on the far West side of Terning Trails for a neighborhood park.

Council Member Deiter moved to approve the purchase of the recommended lot for a neighborhood park in Terning Trails. The motion was seconded by Council Member Munson and passed unanimously.

f. CONSIDER Resolution 22-11 Waiving Special Assessments in Terning Trails

Haggenmiller presented the staff report.

Council Member Kutz moved to approve Resolution 22-11, Waiving Special Assessments in Terning Trails. The motion was seconded by Council Member Gilbert and passed unanimously.

OLD BUSINESS

None.

ADMINISTRATORS REPORT

None.

ADJOURN

Council Member Kutz motioned to adjourn the meeting at 8:15 PM. The motion was seconded by Council Member Deiter and passed unanimously.

Attest – City Administrator/Clerk

Mayor

**HOWARD LAKE CITY COUNCIL
WORK SESSION
April 18, 2022**

Start – 8:18 PM

GROCERY STORE NEXT STEPS

Council Reviewed the pamphlet made for the Grocery Store.

Child Care Center

Council Reviewed benchmarks and timeline for a new Child Care Center in Howard Lake.

Adjourn at 8:55 PM

Howard Lake Wine & Spirits

Profit & Loss Statement

for the period 4/1/2022 to 4/30/2022

SALES	Mnthly Amnt	YTD Amount	Budget	% of Budget	2021 Mnthly Amt	2021 YTD1Amt	+/- Pr Yr
Liquor	\$ 24,590	\$ 102,411	\$ 397,000	26%	\$ 25,432	\$ 107,424	\$ (5,013)
Beer	\$ 38,448	\$ 145,623	\$ 675,000	22%	\$ 43,351	\$ 166,942	\$ (21,319)
Wine	\$ 7,525	\$ 31,823	\$ 102,000	31%	\$ 6,472	\$ 32,032	\$ (210)
Discounts	\$ (1,121)	\$ (6,618)	\$ (18,000)	37%	\$ (767)	\$ (5,687)	\$ (931)
Misc(Pop/Mixes/Tobaco)	\$ 1,364	\$ 5,062	\$ 33,600	15%	\$ 1,358	\$ 4,839	\$ 223
Non Tax	\$ 491	\$ 1,512	\$ 14,400	10%	\$ 561	\$ 1,879	\$ (367)
Loyalty Program	\$ (6)	\$ (15)	\$ (3,000)	1%	\$ (27)	\$ (117)	\$ 102
On Sale Revenue - SSEC	\$ 1,112	\$ 2,206			\$ 409	\$ 659	
Other Revenue	\$ 18	\$ 80			\$ 17	\$ 78	
TOTAL SALES	\$ 72,421	\$ 282,084	\$ 1,201,000	23%	\$ 76,806	\$ 308,048	\$ (27,513)
COST OF SALES							
Liquor	\$ 13,576	\$ 68,604	\$ 228,000	30%	\$ 18,951	\$ 74,650	\$ (6,046)
Beer	\$ 28,729	\$ 111,186	\$ 532,000	21%	\$ 35,806	\$ 129,716	\$ (18,529)
Wine	\$ 8,313	\$ 25,641	\$ 66,000	39%	\$ 4,529	\$ 20,988	\$ 4,653
Misc Tax	\$ 1,830	\$ 4,176	\$ 17,500	24%	\$ 1,743	\$ 3,958	\$ 217
Misc Non Tax	\$ -	\$ -	\$ 8,500	0%	\$ -	\$ 179	\$ (179)
Freight	\$ 712	\$ 2,576	\$ 8,000	32%	\$ 455	\$ 2,466	\$ 109
TOTAL COST OF SALES	\$ 53,160	\$ 212,182	\$ 860,000	25%	\$ 61,484	\$ 231,957	\$ (19,774)
GROSS PROFIT	\$ 19,261	\$ 69,902					
EXPENSES							
Wages/Benefits	\$ 13,230	\$ 54,826	\$ 171,825	32%	\$ 11,211	\$ 50,601	\$ 4,225
Consulting	\$ 1,000	\$ 4,000	\$ 12,000	33%	\$ 1,000	\$ 3,100	\$ 900
Training & Seminars	\$ -	\$ -	\$ 1,000	0%	\$ -	\$ 60	\$ (60)
Travel	\$ -	\$ -	\$ 1,000	0%	\$ -	\$ 194	\$ (194)
Dues & Subscriptions	\$ -	\$ -	\$ 1,000	0%	\$ -	\$ 20	\$ (20)
Cash Short/Over	\$ 55	\$ 81	\$ -		\$ 2	\$ 73	\$ 8
Credit Card Expense	\$ 1,321	\$ 5,614	\$ 18,000	31%	\$ 1,313	\$ 5,961	\$ (347)
Insurance	\$ (317)	\$ 6,294	\$ 9,300	68%	\$ -	\$ 9,152	\$ (2,858)
Repair & Maintenance	\$ 574	\$ 2,011	\$ 8,000	25%	\$ 486	\$ 2,257	\$ (245)
Computer Supplies/Technology	\$ 529	\$ 912	\$ 4,500	20%	\$ 81	\$ 3,526	\$ (2,614)
Utilities	\$ 1,545	\$ 5,330	\$ 12,000	44%	\$ 614	\$ 3,842	\$ 1,488
Advertising	\$ -	\$ 143	\$ 2,500	6%	\$ -	\$ 1,976	\$ (1,833)
Misc	\$ 277	\$ 7,128	\$ 5,000	143%	\$ 749	\$ 1,348	\$ 5,780
Depreciation	\$ 625	\$ 2,500	\$ 7,500	33%	\$ 625	\$ 2,500	\$ -
TOTAL EXPENSES	\$ 18,839	\$ 88,840	\$ 253,625	35%	\$ 16,081	\$ 84,610	\$ 4,229
PROFIT/(LOSS)	\$ 421	\$ (18,938)			\$ (759)	\$ (8,519)	

South Shore Event Center

Profit & Loss Statement

for the period 4/1/2022 to 4/30/2022

SALES

	Mnthly Amnt	YTD Amount	Budget	% of Budget
Rental	\$ 1,100	\$ 3,740		
Security	\$ 90	\$ 360		
Staff - On Sale	\$ 225	\$ 525		
Miscellaneous On Sale	\$ 574	\$ 558		
Liquor/Beer/Wine On Sale	\$ 313	\$ 1,123		
TOTAL SALES	\$ 2,302	\$ 6,306	\$ -	

EXPENSES

Wages	\$ -	\$ -		
Equipment	\$ -	\$ -		
Insurance	\$ -	\$ -		
Repair & Maintenance	\$ -	\$ 504		
Computer Supplies/Technology	\$ -	\$ -		
Utilities	\$ -	\$ -		
Advertising	\$ -	\$ 2,196		
Misc	\$ 267	\$ 1,265		
TOTAL EXPENSES	\$ 267	\$ 3,965	\$ -	

PROFIT/(LOSS)

\$ 2,035	\$ 2,341
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	Month	Year to Date
Weekday Event	4	4
Weekend Event (Single Day)	8	17
Whole Weekend	0	0
	12	21

CITY OF HOWARD LAKE
CLAIMS & DONATIONS APPROVED
DATE - April 18 - May 16, 2022

GENERAL FUND	CHECKS: 59242 - 59359	\$348,928.71
PAYROLL	27079-27090, 502024 – 502070	81,444.12
ELECTRONIC	1177 - 1197	<u>43,813.96</u>
TOTAL		\$474,186.79

AMBULANCE CLAIMS	CHECKS: 5863 - 5872	\$5,937.38
ELECTRONIC	22	15.95
TOTAL		\$5,953.33

Approved:

1010 CITIZEN ALLIANCE

1177e	INTERNAL REVENUE SERVICE	4/20/2022	\$6,540.30	
1178e	MN DEPT OF REVENUE	4/20/2022	\$1,286.68	
1179e	PERA	4/20/2022	\$6,254.76	
1180e	FURTHER	4/20/2022	\$462.53	
1181e	CUSTOMERS	4/25/2022	\$91.25	
1182e	MN DEPT OF REVENUE	5/3/2022	\$6,937.00	HLWS Sales Tax - April 2022
1183e	MN DEPT OF REVENUE	5/3/2022	\$1,476.00	UB Sales Tax - April 2022
1184e	INTERNAL REVENUE SERVICE	5/4/2022	\$7,451.72	
1185e	MN DEPT OF REVENUE	5/4/2022	\$1,378.51	
1186e	PERA	5/4/2022	\$6,367.17	
1187e	FURTHER	5/4/2022	\$512.53	
1188e	HEARTLAND PYMT SERVICES	5/10/2022	\$1,157.16	
1189e	LS WEEKEND CASH	5/10/2022	\$2,500.00	
1190e	AUTHNET GATEWAY BILLING	5/10/2022	\$25.00	
1191e	PSN	5/10/2022	\$692.77	
1192e	CITY OF BUFFALO	5/10/2022	\$60.00	ACCT# 26-022950-00
1193e	NCR SECURE PAY	5/10/2022	\$138.83	
1194e	CITIZENS ALLIANCE BANK	5/10/2022	\$30.00	ACH Origination Fee
1196e	CUSTOMERS	5/10/2022	\$2.00	Correction to Ck# 27078
1197e	MN DEPT OF LABOR AND INDUS	5/12/2022	\$449.75	1st Qrt Blding Permit Surcharge
27079	GOEPFERT, THOMAS	4/22/2022	\$521.57	
27080	MILLER, EDWARD M	4/22/2022	\$120.25	
27081	GOEPFERT, THOMAS	5/6/2022	\$740.18	
27082	ARNOLD, KAYLA	5/6/2022	\$115.44	
27083	BOBROWSKE, KURT	5/6/2022	\$92.35	
27084	DRUSCH, JACOB D	5/6/2022	\$198.21	
27085	DRUSCH, JOEY	5/6/2022	\$23.09	
27086	MAGES, ALEX	5/6/2022	\$294.46	
27087	SHEROD, JOSEPH L.	5/6/2022	\$369.40	
27088	STOLL, ERIC	5/6/2022	\$222.60	
27089	WIECH, KYLE	5/6/2022	\$92.35	
27090	MILLER, EDWARD M	5/6/2022	\$216.27	
59242	AR ENGH HEATING & AIR	4/21/2022	\$135.00	
59243	BELLBOY CORPORATION	4/21/2022	\$4,048.00	
59244	BOARMAN KROOS VOGEL GRO	4/21/2022	\$6,046.15	Library Project
59245	CAPITOL BEVERAGE SALES	4/21/2022	\$5,780.01	
59246	CORE & MAIN	4/21/2022	\$781.20	
59247	COURI, & RUPPE, P.L.L.P.	4/21/2022	\$1,950.00	
59248	DAHLHEIMER BEVERAGE, LLC	4/21/2022	\$2,721.75	
59249	GILBERT, DEBBIE	4/21/2022	\$35.00	Vayda Gilbert
59250	HAWKINS, INC	4/21/2022	\$10.00	
59251	HOWARD LAKE FIRE EQUIP FUN	4/21/2022	\$43,877.51	Unspent Budget 2021
59252	JOE'S SPORT SHOP	4/21/2022	\$937.66	
59253	JOHNSON BROTHERS LIQUOR C	4/21/2022	\$1,954.94	
59254	LOCHER BROS, INC	4/21/2022	\$3,894.80	
59255	MARCO	4/21/2022	\$382.64	
59256	MN VALLEY TESTING LAB	4/21/2022	\$44.00	
59257	MUNSON LAKES NUTRITION	4/21/2022	\$226.46	
59258	536600-NCPERS GROUP LIFE IN	4/21/2022	\$32.00	
59259	PAUMEN COMPUTER SERVICES	4/21/2022	\$1,198.04	
59260	PHILLIPS WINE & SPIRITS	4/21/2022	\$1,547.29	
59261	PLUNKETT'S PEST CONTROL	4/21/2022	\$111.28	
59262	SJF MATERIAL HANDLING, INC	4/21/2022	\$1,200.00	
59263	SOUTHERN GLAZER WINE & SPI	4/21/2022	\$1,513.05	

59264	SWEeper SERVICES	4/21/2022	\$1,631.85	
59265	SYLVESTER CUSTOM GRINDING	4/21/2022	\$9,014.96	
59266	VIKING BEVERAGES.	4/21/2022	\$382.25	
59267	WRIGHT HENNEPIN ELECTRIC	4/21/2022	\$979.00	
59268	WRIGHT LUMBER & MILLWORK	4/21/2022	\$3,764.60	
59269	HOWARD LAKE POSTMASTER	4/21/2022	\$336.00	
59270	ARCTIC GLACIER ICE, INC	5/3/2022	\$132.50	
59271	BELLBOY CORPORATION	5/3/2022	\$1,263.70	
59272	BOBBING BOBBER BREWING C	5/3/2022	\$160.00	
59273	BRASS FOUNDRY BREWING CO	5/3/2022	\$197.84	
59274	BREAKTHRU BEVERAGE	5/3/2022	\$1,630.37	
59275	CAPITOL BEVERAGE SALES	5/3/2022	\$5,088.81	
59276	DAHLHEIMER BEVERAGE, LLC	5/3/2022	\$6,276.65	
59277	JOHNSON BROTHERS LIQUOR C	5/3/2022	\$2,781.05	
59278	LOCHER BROS, INC	5/3/2022	\$4,726.91	
59279	PAUSTIS WINE COMPANY	5/3/2022	\$812.75	
59280	PHILLIPS WINE & SPIRITS	5/3/2022	\$2,032.15	
59281	SOUTHERN GLAZER WINE & SPI	5/3/2022	\$766.55	
59282	VIKING BEVERAGES.	5/3/2022	\$485.70	
59283	WINE MERCHANTS	5/3/2022	\$2,881.76	
59284	KEITH BOBROWSKE	5/3/2022	\$65.00	Cell Allowance - May 2022
59285	BEATRICE BUTTENHOFF	5/3/2022	\$99.16	Utility Overpayment 1321 4th Ave
59286	CENTERPOINT ENERGY	5/3/2022	\$3,039.42	
59287	CENTURYLINK	5/3/2022	\$401.77	
59288	EARTHLINK INC	5/3/2022	\$13.95	
59289	NICK HAGGENMILLER	5/3/2022	\$365.00	Cell Allowance - May 2022
59290	HALVORSON LEGAL	5/3/2022	\$1,946.88	
59291	HERALD JOURNAL PUBLISHING	5/3/2022	\$191.72	
59292	JOE'S SPORT SHOP	5/3/2022	\$1,161.50	
59293	MYRA LAWAY	5/3/2022	\$65.00	Cell Allowance - May 2022
59294	DEBRA MCALPINE	5/3/2022	\$65.00	Car Allowance - May 2022
59295	MEDIACOM LLC	5/3/2022	\$206.90	
59296	JARED MERGES	5/3/2022	\$65.00	Cell Allowance - May 2022
59297	METRO WEST INSPECTION SER	5/3/2022	\$3,230.86	
59298	MIDWEST MACHINERY CO	5/3/2022	\$1,987.99	
59299	MUMFORD SANITATION	5/3/2022	\$11,353.10	COMPOST LEASE - APRIL
59300	OFFICE DEPOT	5/3/2022	\$90.74	
59301	JIM OTTENSTROER	5/3/2022	\$65.00	Cell Allowance - May 2022
59302	PLUNKETT'S PEST CONTROL	5/3/2022	\$70.60	
59303	CLAYTON PRESTIDGE	5/3/2022	\$65.00	Cell Allowance - May 2022
59304	SPRINT	5/3/2022	\$307.81	
59305	JASON SWANSON	5/3/2022	\$1,000.00	
59306	THE BROKEN BOLT	5/3/2022	\$130.00	
59307	THEISEN, MEAGAN	5/3/2022	\$215.00	Cell Allowance - May 2022
59308	USA BLUEBOOK	5/3/2022	\$366.07	
59309	VERIZON	5/3/2022	\$80.02	
59310	VISA	5/3/2022	\$2,875.86	
59311	WASTEWATER COMMISSION	5/3/2022	\$51,905.01	SAC FEES - 300 Tarning Way
59312	WEX BANK	5/3/2022	\$220.26	
59313	GOPHER STATE ONE-CALL, INC	5/4/2022	\$72.20	
59314	MARCO TECHNOLOGIES LLC	5/4/2022	\$451.36	
59315	BIRCHDALE FIRE & SECURITY, L	5/12/2022	\$144.96	
59316	BOLTON & MENK, INC	5/12/2022	\$16,422.40	
59317	BREAKTHRU BEVERAGE	5/12/2022	\$7,344.64	
59318	C & L DISTRIBUTING	5/12/2022	\$296.75	Beer

59319	CAPITOL BEVERAGE SALES	5/12/2022	\$2,042.20	
59320	CINTAS	5/12/2022	\$769.70	
59321	CORE & MAIN	5/12/2022	\$3,701.74	Inv Credit N179199
59322	CUSTOMIZED FIRE RESCUE TR	5/12/2022	\$3,650.00	
59323	DAHLHEIMER BEVERAGE, LLC	5/12/2022	\$5,657.30	
59324	DAKOTA SUPPLY GROUP	5/12/2022	\$96.70	
59325	FINKEN WATER CENTERS	5/12/2022	\$5.00	
59326	FURTHER	5/12/2022	\$2.40	
59327	GRANITE ELECTRONICS	5/12/2022	\$185.87	
59328	GREATER MN COMMUNICATION	5/12/2022	\$105.00	
59329	HAWKINS, INC	5/12/2022	\$1,465.04	
59330	HEIMAN FIRE EQUIPMENT, INC	5/12/2022	\$303.30	
59331	HL PIT STOP	5/12/2022	\$746.53	
59332	HOWARD LAKE CEMETERY ASS	5/12/2022	\$10,000.00	
59333	HOWARD LAKE FIRE EQUIP FUN	5/12/2022	\$48,000.00	2022 Budget - Capital Fund
59334	HOWARD LAKE FOODS	5/12/2022	\$47.04	
59335	JOHNSON BROTHERS LIQUOR C	5/12/2022	\$291.01	
59336	MYRA LAWAY	5/12/2022	\$8.25	Reimbursement
59337	LOCHER BROS, INC	5/12/2022	\$1,085.62	
59338	ALEX MAGES	5/12/2022	\$250.00	Reimbursement
59339	DEBRA MCALPINE	5/12/2022	\$4.03	Reimbursement
59340	MENARDS-BUFFALO	5/12/2022	\$54.85	
59341	MIDWEST MACHINERY CO	5/12/2022	\$859.70	
59342	MN PEIP	5/12/2022	\$15,216.28	
59343	MN VALLEY TESTING LAB	5/12/2022	\$49.00	
59344	MP ASPHALT MAINTENANCE	5/12/2022	\$9,000.00	
59345	MUNSON LAKES NUTRITION	5/12/2022	\$200.00	
59346	NELSON ELECTRIC MOTOR REP	5/12/2022	\$300.00	
59347	NORTHWEST ASSOC CONSULT	5/12/2022	\$698.58	
59348	PAUSTIS WINE COMPANY	5/12/2022	\$1,232.75	
59349	PC PYROTECHNICS, INC	5/12/2022	\$2,500.00	GND Fireworks
59350	PHILLIPS WINE & SPIRITS	5/12/2022	\$1,393.96	
59351	PLUNKETT'S PEST CONTROL	5/12/2022	\$119.07	
59352	SAFETYFIRST PLAYGROUND M	5/12/2022	\$3,213.00	
59353	T-MOBILE	5/12/2022	\$2,366.45	Acct# 973663744
59354	VAN IWAARDEN ASSOCIATES	5/12/2022	\$2,600.00	Completion-FYE2020-21 GASB 67/68 actuarial
59355	VERIZON CONNECT NWF, INC	5/12/2022	\$97.14	
59356	WRIGHT COUNTY RECORDER	5/12/2022	\$92.00	Resolution 22-11
59357	WRIGHT LUMBER & MILLWORK	5/12/2022	\$50.32	
59358	XCEL ENERGY	5/12/2022	\$209.37	
59359	ZARNOTH BRUSH WORKS, INC	5/12/2022	\$105.40	
502024e	HAGGENMILLER, NICHOLAS A	4/22/2022	\$3,224.59	
502025e	MERGES, JARED M	4/22/2022	\$1,899.49	
502026e	THEISEN, MEAGAN	4/22/2022	\$1,858.42	
502027e	ZANDER, SHARI	4/22/2022	\$924.18	
502028e	OTTENSTROER, JAMES D	4/22/2022	\$1,679.48	
502029e	PRESTIDGE, CLAYTON P	4/22/2022	\$1,374.30	
502030e	STANLEY, BRIDGET	4/22/2022	\$1,112.80	
502031e	LAWAY, MYRA	4/22/2022	\$1,911.73	
502032e	LINDER, EMILY	4/22/2022	\$183.44	
502033e	MCALPINE, DEBRA-ANN	4/22/2022	\$1,003.69	
502034e	MCALPINE, LEXI	4/22/2022	\$79.42	
502035e	OTTENSTROER, MACKENZIE R	4/22/2022	\$253.70	
502036e	REMER, TANYA M	4/22/2022	\$127.00	
502037e	HAGLIN, SERENA P	4/22/2022	\$275.25	

502038e	JOHNSON, JACOB D	4/22/2022	\$1,691.46
502039e	PREUSSE, MITCHELL D	4/22/2022	\$1,212.33
502040e	SZCZEPANIK, DARIUSZ J	4/22/2022	\$1,925.02
502041e	THOMPSON, DAVID G	4/22/2022	\$2,126.10
502042e	THOMPSON, KYLE	4/22/2022	\$189.59
502043e	HAGGENMILLER, NICHOLAS A	5/6/2022	\$3,224.59
502044e	MERGES, JARED M	5/6/2022	\$1,873.85
502045e	THEISEN, MEAGAN	5/6/2022	\$1,826.64
502046e	ZANDER, SHARI	5/6/2022	\$1,259.30
502047e	OTTENSTROER, JAMES D	5/6/2022	\$1,679.48
502048e	PRESTIDGE, CLAYTON P	5/6/2022	\$1,469.89
502049e	STANLEY, BRIDGET	5/6/2022	\$1,112.80
502050e	BERG, TIMOTHY W	5/6/2022	\$161.61
502051e	BOBROWSKE, KEITH	5/6/2022	\$161.61
502052e	BRAVINDER, SETH Z	5/6/2022	\$69.26
502053e	DALBEC, JOSHUA S	5/6/2022	\$294.46
502054e	KITTOCK, BRIAN	5/6/2022	\$138.52
502055e	KITTOCK, NICOLE D	5/6/2022	\$359.40
502056e	LOEBERTMANN, AMANDA G	5/6/2022	\$161.61
502057e	LOEBERTMANN, CRAIG	5/6/2022	\$161.61
502058e	YOKIEL, ANDREW J	5/6/2022	\$69.26
502059e	LAWAY, MYRA	5/6/2022	\$1,989.73
502060e	LINDER, EMILY	5/6/2022	\$144.51
502061e	MCALPINE, DEBRA-ANN	5/6/2022	\$1,085.60
502062e	OTTENSTROER, MACKENZIE R	5/6/2022	\$285.67
502063e	REMER, TANYA M	5/6/2022	\$124.04
502064e	HAGLIN, SERENA P	5/6/2022	\$302.29
502065e	JOHNSON, JACOB D	5/6/2022	\$1,691.46
502066e	PREUSSE, MITCHELL D	5/6/2022	\$1,145.17
502067e	STENDER, KOREY D	5/6/2022	\$281.22
502068e	SZCZEPANIK, DARIUSZ J	5/6/2022	\$1,925.02
502069e	THOMPSON, DAVID G	5/6/2022	\$2,126.10
502070e	THOMPSON, KYLE	5/6/2022	\$261.26

Total Checks	\$444,186.79
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CITY OF HOWARD LAKE

05/13/22 2:04 PM

Page 1

*Check Summary Register©

Checks 04/19/22-05/16/22

	Name	Check Date	Check Amt	
1012	CAB - AMBULANCE			
22e	CUSTOMERS-AMBULANCE	5/11/2022	\$15.95	Gateway Fee
5863	AMERICAN SOLUTIONS FOR BU	4/21/2022	\$179.94	Checks
5864	VISA	4/27/2022	\$322.02	
5865	ALLINA HEALTH EMS	5/12/2022	\$200.00	
5866	BOUNDTREE MEDICAL	5/12/2022	\$282.33	
5867	CENTRAL MCGOWAN, INC	5/12/2022	\$231.23	
5868	CITY OF HOWARD LAKE	5/12/2022	\$3,325.00	Wages
5869	EAC SUBMISSIONS	5/12/2022	\$63.60	
5870	EMERGENCY MEDICAL TRAININ	5/12/2022	\$450.00	
5871	JOE'S SPORT SHOP	5/12/2022	\$323.99	
5872	ZOLL MEDICAL CORPORATION	5/12/2022	\$559.27	
		Total Checks	\$5,953.33	



HOWARD LAKE CITY COUNCIL MEETING

May 16, 2022

AGENDA ITEM: Consider Selecting Engineering Service Provider for the 2023 Infrastructure Projects

SECTION: New Business

FROM: City Administrator Nick Haggemiller

BACKGROUND: The City has begun various activities related to the 2023 Street and Utility Improvement Project. The estimated \$20-\$25 Million in project costs will be funded from a wide variety of sources including Public Facilities Authority (PFA), USDA and general obligation bonds. Different financing mechanisms have different requirements for underwriting.

USDA, likely a large funding source for the projects, requires cities to complete a Request for Qualifications (RFQ) to select an engineer for the project. As a result, a public notice and solicitation was published in the Herald Journal on May 6, 2022. The deadline for submissions was May 13, 2022. One proposal was received, Bolton & Menk.

The RFQ provided included standard hourly billing rates already familiar to the City as we currently use BMI for general engineering services.

DECISION MAKING METRICS:

FINANCIAL: The RFQ provided included standard hourly billing rates already familiar to the City as we currently use BMI for general engineering services.

LEGAL: The City has followed the required process to select an engineering firm in accordance with the USDA's underwriting.

COUNCIL ACTION REQUESTED:

ATTACHMENTS:

1. Public Notice
2. Bolton and Menk proposal

Public Announcement

The City of Howard Lakes, Minnesota, is seeking professional engineering services including application assistance, preliminary engineering, final design, bidding, construction services, and construction management for replacement and/or rehabilitation of existing drinking water and sanitary sewer infrastructure located within the city.

The City intends to apply for federal funding assistance for this project. The selected firm will be required to coordinate with and comply with all funding agency requirements.

Interested firms are invited to submit a maximum 2-page letter outlining the ability and qualifications of the firm to provide the services required with a schedule of hourly rates. The City reserves the right to request additional information as it determines is necessary in making any selection.

Interested firms may submit to Nicholas Haggemiller, City Administrator via email: cityadmin@howard-lake.mn.us by May 13th.



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

Ph: (320) 231-3956
Fax: (320) 231-9710
Bolton-Menk.com

May 13, 2022

VIA Email: cityadmin@howard-lake.mn.us
Mr. Nicholas Haggemiller
City Administrator
City of Howard Lake
625 8th Avenue
Howard Lake, MN 55349

RE: Professional Services for Howard Lake Infrastructure Replacement/Rehabilitation

Dear Mr. Haggemiller:

The City of Howard Lake wants to replace and rehabilitate major portions of the city's existing infrastructure to fulfill the functional service needs of the community. Like you, Bolton & Menk, Inc. takes great pride in designing and managing projects that are safe, sustainable, and functional. Our approach to engineering services makes the City of Howard Lake's priorities our priorities. We understand what needs to be accomplished to design the infrastructure systems throughout the city that need improvement and make solutions for replacement.

Local Expertise – Bolton & Menk has a broad range of experience in the areas of civil and transportation engineering, land surveying, water resources, water and wastewater, landscape architecture, planning, and GIS services. As an independent organization of professional engineers, our selection of design methods and materials is entirely objective and based on experience, knowledge, and judgment. Over the years, Bolton & Menk has worked with many communities on a continuous and ongoing basis. Our firm's long-term relationship with the City of Howard Lake provides continuity, local expertise, familiarity with your engineering needs, and cost-effective solutions.

Howard Lake wants a consultant who is familiar with their community. We have been working with the City of Howard Lake for 25 years. With more than 750 employees, we offer the expertise of a national firm, but we are also a local firm that we perceive as being just down the road. Services for the infrastructure project will be managed, directed, and designed from the firm's Willmar location. Our Willmar office offers many advantages to the city. We have up-to-date knowledge of the city's current events and projects. We can meet with city staff for face-to-face meetings to help work through staff or resident/business concerns.

Project Understanding and Experience – Bolton & Menk understands this request for professional services relating to the city's infrastructure through our knowledge and completion of the Capital Improvement Plan (CIP) and Water Treatment Facility (WTF) Study for the city. These documents clearly identify the need to reconstruct numerous roads, sanitary sewers, watermains, storm sewer, streets, and WTF through the conditional review of these facilities. Cost estimates were derived within these documents that outline the financial need for these improvements. These conditional assessments and costs were reviewed with city staff and council to derive a timeline for the reconstruction needs.

As a firm specializing in providing public infrastructure solutions, we provide these services daily to the more than 300 communities we serve. We have also completed numerous projects of a similar nature for the City of Howard Lake. Our intimate knowledge of the city's plan standards, specifications, and details will bring efficiencies while producing a quality set of final plans and specifications that will ultimately save the city money.

A Consultant Who Watches Your Bottom Line – Like any community, Howard Lake is watching its bottom line. Bolton & Menk has developed the expertise—knowledge of current programs, relationships with funding agencies, and understanding of application processes—to help. We have a history of successful funding assistance for cities and counties. We have secured more than \$1 billion in funding for our clients from a variety of sources in the past 25 years. We have extensive experience working with USDA Rural Development, Small Cities, Public Facilities Authority (PFA), and special appropriations. We began helping clients obtain Rural Development funding in 1995 and have successfully secured more than \$56 million. We also secured more than 42 percent of the available grant dollars from PFA for FY2022.

Bolton & Menk understands the importance of delivering a project on time and within budget. We closely monitor our time and budget to ensure efficiency of our staff and value to our clients. We are confident we can meet the timeline at an exceptional value to the City of Howard Lake. Due to our previous working relationships developed with city staff, we can efficiently meet the city's goals for the project. Bolton & Menk is an all-inclusive firm that will provide the professional engineering services as requested in your public announcement. Please see our attached fee schedule for additional information on our reasonable costs for customary services as requested.

In continued service to the City of Howard Lake, we are excited at the opportunity to complete professional services for the Howard Lake Infrastructure Replacement/Rehabilitation project. Our firm is capable, competent, and qualified to provide your service needs at a reasonable fee. I will personally serve as your lead client contact and project manager for any services to your community. Please contact me at 320-905-3520 or Joshua.Halvorson@bolton-menk.com if you have any questions regarding our letter or need additional information.

Respectfully submitted,

Bolton & Menk, Inc.



Joshua Halvorson, PE
City Engineer

Attachment: Fee Schedule

2022 SCHEDULE OF FEES

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2022. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

Employee Classification	Hourly Billing Rates
Senior Principal	\$220-295/Hour
Principal Engineer/Surveyor/Planner/GIS/Landscape Architect	\$150-235
Senior Engineer/Surveyor/Planner/GIS/Landscape Architect	\$140-225
Project Manager (Inc. Survey, GIS, Landscape Architect)	\$130-250
Project Engineer/Surveyor/Planner/Landscape Architect	\$100-195
Design Engineer/Landscape Designer/Graduate Engineer/Surveyor	\$85-195
Specialist (Nat. Resources; GIS; Traffic; Graphics; Other)	\$90-180
Senior Technician (Inc. Construction, GIS, Survey ¹)	\$100-190
Technician (Inc. Construction, GIS, Survey ¹)	\$80-165
Administrative/Corporate Specialists	\$60-140
Structural/Electrical/Mechanical/Architect	\$120-295
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

¹ No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for survey technicians.



HOWARD LAKE CITY COUNCIL MEETING

May 16, 2022

AGENDA ITEM: City of Howard Lake Website Revamp

SECTION: New Business

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: The current City of Howard Lake website was created in 2003. The age and general website platform are dated, difficult to update and hard to navigate.

Need & Justification

- We need a website that is not only more user friendly for residents, but for staff as well. Our current website is very difficult to edit, making it difficult to share information to our community. Adding and editing content (pictures especially) is complicated and time consuming.
- Website design and management has changed entirely in the 20 years since we first established our website. The City website was one of the first institutional websites in/for Howard Lake as a community. As a result, the webpage contained a lot of information about other organizations and entities that now have their own web presence. Until 2021, our website consisted of about 150 unique pages. After editing and consolidating we reduced to about 50 pages. We believe this will be further consolidated through fresh design and content consideration.
- Next, the website lacks ADA accessibility. Similar to public buildings and parks that are required to be ADA accessible, websites are also required to be accessible. A deliberate effort needs to be made concerning the design, font, font size, colors and general navigation to people that may have physical, hearing or sight impairments.

PROPOSAL

Staff obtained quotes from two popular municipal website vendors. CivicPlus was the lowest quote and we were also impressed with their platform and add-ons they offer.

Highlights of the Premium Design template provided by Civic Plus include – Event Calendar, Emergency Alerts and Online Fillable Forms.

Project Costs:

The Premium Design template would cost \$3,450 yearly.

The one-time build out of the website, content migration and one-on-one training would be included in this cost for the first year.

OPTIONAL:

Meetings and Agenda Management Solutions by Civic Plus. This would be another program through CivicPlus where our meetings/agendas would be built and stored. The recommended package would be an additional \$3,600 a year. If we were to move forward with the website and meetings & agenda management we would get 10% off for the bundle.

DECISION MAKING METRICS:

FINANCIAL: \$3,500/Yearly

LEGAL: Any website selected will need to meet ADA standards.

STRATEGIC PLAN: Support, maintain and enhance public facilities and infrastructure.

COUNCIL ACTION REQUESTED: Approve CivicPlus to complete the website redesign.



HOWARD LAKE CITY COUNCIL MEETING

May 16, 2022

AGENDA ITEM: Consider Various GND Approvals

SECTION: New Business

FROM: Staff
Good Neighbor Days Committee

BACKGROUND:

Events & Related Locations

Good Neighbor Days 2022 is scheduled from June 23 to June 26 in Downtown Howard Lake.

Similar to years past, the overall schedule of events for Good Neighbor Days and use of certain public property for various events is approved by the city council. With that in mind, the City is asked to approve the schedule. Staff notes all of the items listed to be consistent with prior years and all insurance considerations for use of the school have been arranged. City property will be used for almost all events related to Good Neighbor Days including the pork chop feed at the Fire Department, 5K Run, 1 Block Run, the car show in the MAWESCO parking lot. The South Shore Event Center is used for coronation and some prep events at no cost. As in previous years, Good Neighbor Days is requesting that 7th St. along the side of City Hall be closed from June 20-26 and the parade route (unchanged from previous years) be approved for June 26. New this year, Vintage Exchange will be hosting a flea market which requests an additional block of 7th Street to be closed to vehicle traffic (8th Avenue to 7th Avenue).

City Support

Generally speaking, the city support for the event is unchanged. The City provides a cash donation to the event, provides general property as well as liquor liability insurance. City Staff including public works, police and administration dedicate a portion of the week leading up to, during and following to assist in various support roles.

DECISION MAKING METRICS:

FINANCIAL: The City budgets about \$9,000 per year for GND related activities and expenses. The City anticipates revenues related to beer/alcohol sales which have varied but average about \$5,000 net income.

LEGAL: The City has obtained a Liquor Liability Policy for the event with coverage up to \$500,000. The map and list of events is provided to the League of Minnesota Cities Insurance Trust for underwriting. The draft acord has already been obtained.

STRATEGIC PLAN:

Strategic Objective: Ensure a Safe, Healthy Community

Strategic Objective: Sustain and Enhance Community Traditions

Strategic Objective: Deliver High Quality, Reliable Public Services

ATTACHMENTS:

1. Schedule of Events
2. Parade Route
3. Map of Events

Good Neighbor Days



Schedule of Events

All events are located downtown Howard Lake behind City Hall unless noted

**** Medallion Hunt** - Starts June 20th, look for posted clues on the Herald Journal website, GND website, GND Facebook page.

Friday, June 24

- 11:00 AM – 4:00 PM** Ice Cream treats will be served at the Citizens Alliance Bank foyer, *sponsored by Citizens Alliance Bank*
5:00 PM – 8:30 PM Sno Cone Stand, *hosted by Love Inc.*
5:30 PM – 9:00 PM Dojo Karate Bounce House, near Fire Station, *sponsored by Dojo Karate – Buffalo*
5:00 PM – Close Burger Stand, *hosted by HLWW Basketball*
5:00 PM – Close Beer Tent, Street Tacos, Fries, Hot Dogs, Corn Dogs, & More, *hosted by Maria's Mexican Restaurant, City of Hwd Lk & C & N Concessions*
5:30 PM – 7:30 PM KRWV Road Show, near Fire Station
6:00 PM PeeWee Reese Baseball Tournament, Yager Field
6:00 – 8:00 PM Kid's Craft Station \$2/person, near Fire Station
6:15 PM Kiddie Parade – Line up near Troubles at **6:00 SHARP!!!!**
8:00 PM – 9:45 PM Juggling Show & Fire Dancers, *hosted by Funtime Funktions, near Fire Station*
8:00 PM – MIDNIGHT Music DJ by the "Mad Mardigan", official MN Timberwolves & Lynx DJ, under tent.
10:15 PM Fireworks at Memorial Park (after the game, approx. 10:15 PM). If rained out, fireworks will move to Saturday night at 10:15 PM.
Courtesy of Citizens Alliance Bank and the City of Howard Lake

*Times, locations, and events may change without notice. www.HowardLakeGND.com or find us on Facebook

Thanks to our SPONSORS (PENDING)

PLATINUM - Citizens Alliance Bank, Dura Supreme, City of Howard Lake

GOLD - Forsman Farms, Good Samaritan Society, Herald Journal Publishing, HL Area Chamber of Commerce, Joe's Sport Shop & Hardware, Mumford Sanitation, Munson Lakes Nutrition/Country Store, Zitzloff Lawn & Snow, LLC.

SILVER - 2 Guys Heating & Air, Inc., All Ways Rentals, AZZ Galvanizing, Dave's Mulch Store, Dojo Karate of Buffalo, Drusch Plumbing, Heating & Air, Inc., Howard Lake Foods, Howard Lake Lions, Howard Lake Tire & Auto – Mr. Tire, Jim Hirsch & Sons Construction, NAPA Auto Parts of Cokato/Winsted, RE/MAX EDGE, Rugsuckers, Inc., Wright County Ag Society

BRONZE - A&W of Buffalo, Ace Sod Farms, Allina Health Cokato, Brandel Electric, Brose Farms, Cabela's, CattailCorner.com, Chap Equipment, Citizens State Bank of Waverly, Codger's Cove Campground, Creations Salon, Dairy Queen, Distinctive Dental Services, P.A., Drain Pros Inc., FARE (Food Allergy Research & Education), G & K Family Farms, GBPRODUCTS.ESPWEBSITE.COM, His Image Photography – Karen Egeberg, Howard Lake Legion Post 145, Howard Lake Sportsmen's Club, Howard Lake Watershed Alliance, Jeanne Matter, CPA, John's Collision, LLC, Jon's Lawn Care & Snow Removal, LLC, Kelli Burau – Keller Williams Integrity NW, KG Realty: Gagnon & Mengelkoch, Kruzin' for the Kidz, Mark's Wood Shop, Inc., Mass Finishing, Inc., Mattson Well Company, Midwest Machinery Co., My Car Guy, North Fork Custom Meats and Processing, Northern Vibe, Pauly's Plumbing & Heating, Rihm Kenworth – Doug Warren, Shape & Style Family Hair Care, Sinclair-Dino Mart, SJF Material Handling, Inc., Snap Fitness, Sonstegard Foods, Inc., SunButter, The Vintage Exchange, Tiques & Things, Troubles Restaurant & Bar, Twisted Piston Apparel, VALIC Investments, Waverly Café & Firehouse Pizza

Good Neighbor Days



Schedule of Events

All events are located downtown Howard Lake behind City Hall unless noted

Saturday, June 25

- 7:00 AM** Fishing Contest Registration, Lions Park – *sponsored by the Howard Lake Sportsmen's Club*
- 8:00 AM** – Loop for Hoops 5K Run – *sponsored by HLWW ???*
- 8:00 AM – NOON** 38th Annual Fishing Contest, Lions Park
- 9:00 AM or Later** PeeWee Reese Baseball Tournament, Yager Field (times subject to change)
- 9:00 AM – 1:00 PM** Friends of the Library Book Sale – HL City Hall (625 8th Ave.). Fill a bag with books for \$1.00 starting at 12:30 PM.
- 9:30 AM – 11:00 AM** "Touch-A-Truck" Event, HLWW High School
- 10:00 AM – 2:00 PM** Petting Zoo and Promotions, The Country Store – *sponsored by The Country Store*
- 11:00 AM – 8:30 PM** Sno Cone Stand, hosted by *Love Inc.*
- 10:00 AM – 2:00 PM** Flea Market & Farmer's Market - Block 18 behind Vintage Exchange
- 11:00 AM – Close** Burger Stand, *hosted by HLWW Basketball*
- 11:00 AM – Close** Beer Tent, Street Tacos, Fries, Hot Dogs, Corn Dogs, & More, *hosted by Maria's Mexican Restaurant, City of Hwd Lk & C & N Concessions*
- 11:00 AM** – One Block Fun Run (corner of HL City Hall). Pre-registration is recommended, \$10 to race, includes event t-shirt, goodies, and prizes for winners. (Registration Form can be found on our Facebook page and on www.HowardLakeGND.com)
Sponsored by Kelli Burau Homes & Drain Pros Inc.
- 12:00 NOON** – Fishing Contest Weigh-In, Lions Park
- 12:30 PM** Bean Bag Tournament, near Fire Station. \$25 per 2-person team. Cash prizes
- 1:00 PM – 6:00 PM** Rock-Wall, near Fire Station – *sponsored by MN Army Nation Guard*
- 1:00 PM – 8:30 PM** Dojo Karate Bounce House, near Fire Station, *sponsored by Dojo Karate*
- 1:00 PM** REGISTRATION BEGINS - Rods & Rides Car & Motorcycle Show, near HL Fire Station – ENTER off Hwy 12 to Register. **(Show 2-6 PM)**
- 2:00 PM – 6:00 PM** Rods & Rides Car & Motorcycle Show, MAWSECO lot. **FREE Entry!** Registration @1:00 PM, Entertainment by DJ Dr. Fun. Door Prizes 3-4 PM, Awards Presented @ 5:30 PM. *Sponsored by Howard Lake Tire & Auto – Mr. Tire*
- 2:00 PM – 6:00 PM** Chalk Play Station" (toddlers and up), near Fire Station tent
- 2:30 PM** Turtle Races, near Fire Station - *sponsored by HL Legion & Chuck Drusch Family*
- 3:30 PM – 5:30 PM** BINGO, under large tent
- 4:30 PM – 7:00 PM** Pork Chop Dinner & Bake Sale *Sponsored by the HL Fire Dept & HL Royalty*
- 6:00 PM** "Good Neighbor Days" Award Presentation, under large tent
- 8:00 PM – MIDNIGHT** – Music by "The Hit List/West Addison Blues – a tribute to the Blues Brothers & The Hit List", under large tent

***Times, locations, and events may change without notice.**

www.HowardLakeGND.com or find us on Facebook

Good Neighbor Days



Schedule of Events

All events are located downtown Howard Lake behind City Hall unless noted

Sunday, June 26

10:00 AM - PeeWee Reese Baseball Tournament, Yager Field

12:00 AM – Close Burger Stand, *hosted by HLWW Basketball*

12:00 AM – Close Beer Tent, Street Tacos, Fries, Hot Dogs, Corn Dogs, Mini Donuts & More, *hosted by Maria's Mexican Restaurant, City of Hwd Lk & C & N Concessions*

12:00 AM – 1:00 PM BINGO (**ONLY IF HAVE EXTRA HELP**), under large tent

12:00 Noon – 6:00 PM Music by *My Famous Friends*, near large tent

1:00 PM – 5:00 PM Root Beer Floats served by Good Samaritan Society Auxiliary - Thrivent Financial is supporting this fundraiser, location under canopy at City Hall

2:00 PM – 3:00 PM Grande Day Parade. Line-up at Fairgrounds at 1:00 PM. From Troubles...going up 7th Street to 9th Avenue, then onto 9th Street, and onto 11th Avenue, back on 7th Street, turn up 12th Avenue, to 8th Street and then onto 13th Avenue

3:00 PM – 6:00 PM Dojo Karate Bounce House, near Fire Station *sponsored by Dojo Karate*

3:00 PM – 5:00 PM Silent Auction, under large tent

3:00 PM – 6:00 PM Sno Cone Stand, *hosted by Love Inc.*

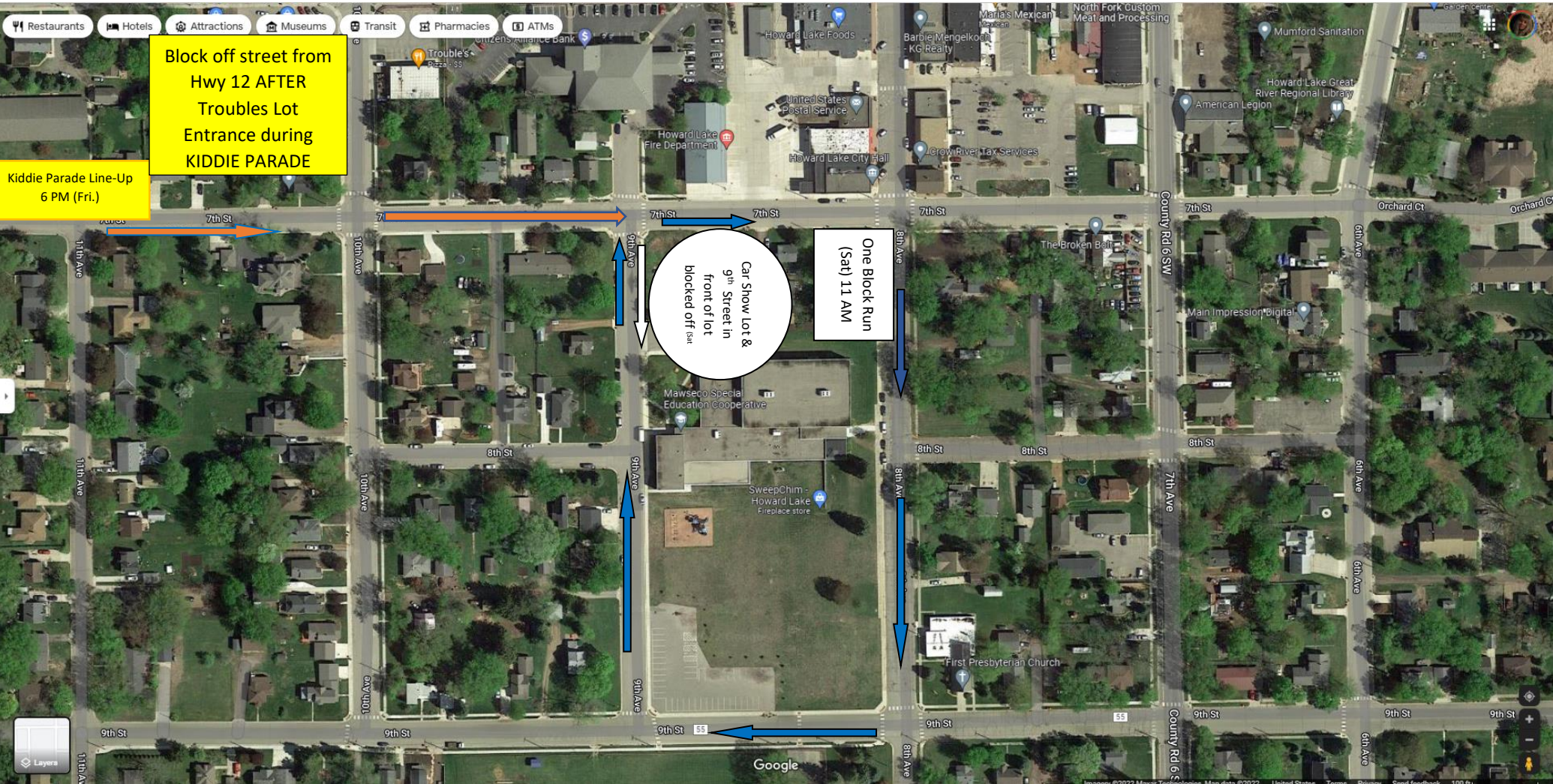
3:30 PM – 5:00 PM Cake Walk - \$1 per play, near large tent

3:30 PM – 6:00 PM Kids Pedal Tractor Pull (registration @ 3:30, starts @ 4:00), MAWSECO lot, ages 4-11, Trophies given away!

6:00 PM – Queen Coronation, South Shore Event Center

***Times, locations, and events may change without notice.**

www.HowardLakeGND or find us on Facebook

**KIDDIE PARADE ROUTE – Friday, June 24th**

- Have streets blocked off by 5:55 PM!!!!
- Need Patrol Car to lead & follow the parade
-

ONE BLOCK FUN RUN – Saturday, June 25th

- Start & Finish line near corner of City Hall – goes all around MAWSECO block
- Need Patrol Car to lead & follow the parade

CAR SHOW – Saturday, June 25th

- Have 9th Avenue blocked off (only the length of the MAWSECO North Side Lot, where Fireman's waterball took place in past years) – but cars need to gain entrance from the West LOT entrance. Have barricades up by FRIDAY MIDNIGHT.

Royalty Coronation South Shore Event Center (Sun.)

Flea &
Farmers
Market
(Sat.)

Flea Market

Flea Market & Farmers Market

One
Block
Run
(start/finish

Bean Bag
Tourney (Sat.)

**CAR &
MOTORCYCLE
SHOW (Sat.)**

Entertainment Tent

Bar Area

Silent Auction (Sun.)

MUSIC STAGE

Mini biffs

F
o
o
d

Rockwall

Bounce House

Turtle Races (Sat

TENT
Cake Walk
& Chalk
Station &
Bingo (Sat.
& Sun.)

Maria's Food Stand

Snocones & cotton candy

Library
Book Sale
(Sat.)

Kiddie Parade (Fri.)

Google



HOWARD LAKE CITY COUNCIL MEETING

April 18, 2022

AGENDA ITEM: Consider 2022 Pavement Preservation Projects.

SECTION: New Business

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: The City's adopted 2019 CIP seeks to address all substantial road repairs within 10 years. This includes regular maintenance as well as full reconstruction. Over the last few years, we have sought to substantially increase funding in attempt to catch up and hopefully expedite the overall schedule.

The attached maps show area that have not been chip sealed in the last 4+ years and areas that need just crack sealing completed. In 2023, we have a large reconstruction project that will be starting and the roads included in the reconstruction will not be considered for any road repairs for 2022.

We received quotes back from MP Asphalt, Pearson Bros and Sir Lines-A-Lot. Upon receiving quotes back, we requested revised quote to include a few other areas. The amounts shown below are estimates but may vary based on the final time and material of the products/vendors selected.

NEW THIS YEAR: Staff sought quotes for striping of crosswalks and parking areas as well. In the past, public works crew completed this task in-house. In 2021, we experienced multiple break downs with our paint striping machine. The process itself is incredibly time consuming when considering obtaining the materials, performing the work, servicing the machine. That does NOT take into account staff having to drive the unit to/from the servicer which occurred at least 4 times in 2021.

MAY 16, 2022 UPDATE

At the time the April meeting was published, we had not received quotes for more extensive asphalt repair and replacement. We have since received a quote from Mid Minnesota Hot Mix for the following:

- 2nd Avenue from 12 th Street North	\$56,000
- Fairway Blvd Intersection	\$20,000
- Trail Patching (verbal estimate)	\$10,000

Unit prices have increased dramatically from 2021. Council is encouraged to drive these areas to determine priority of replacement.

DECISION MAKING METRICS:

FINANCIAL

VENDOR	DESCRIPTION	COST
MP Asphalt	Crack Filling	\$8,500*
Pearson Bros	Chip Sealing	\$50,000*
Pearson Bros	Parking Lots	\$24,000*
Sir Lines-A-Lot	Striping	\$4500.00*
Estimated TOTAL		\$87,000
2022 CIP Budget:		\$92,404

****Up to an additional \$86,000 to be expensed.**

LEGAL: In accordance with the City's Purchasing Policy, multiple quotes were requested for this project.

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

COUNCIL ACTION REQUESTED: Motion to approve the vendors included in Option 1 and proposed scope not to exceed \$100,000.

MAY RECOMMENDATION: Discuss and determine what or if to move forward. It is NOT advised to do everything listed due to budget constraints.

ATTACHMENTS:

1. Quote Mid-Minnesota Hot Mix
2. Chip Seal & Crack Seal Map
3. Patching Areas

PROPOSAL SUBMITTED TO: City of Howard Lake	
STREET: 625 8 th Ave.	
CITY, STATE, ZIP: Howard Lake, MN 55349	
PHONE: 320-543-3670	DATE: 5-2-22

Mid-Minnesota Hot Mix, Inc.

P O BOX 239, ANNANDALE, MN 55302

OFFICE: (320) 274-3037

FAX: (320) 274-2033

TOLL FREE: (800) 779-3037

JOB NAME: Misc. Projects

JOB LOCATION: Howard Lake, MN

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

2nd AVE. - from 12th St. going north - Approximately 416' x 33'

- Excavate and remove bituminous to depth of 4".
- Fine grade and prep.
- Application of 2.5" (compacted thickness) bituminous base - SPNWB230B.
- Application of 1.5" (compacted thickness) bituminous wear - SPWEA240B.

PRICE.....\$ 55,840.00

FAIRWAY BLVD. INTERSECTION - Approximately 4000 SF

- Excavate and remove bituminous to depth of 4".
- Fine grade and prep.
- Application of 2.5" (compacted thickness) bituminous base - SPNWB230B.
- Application of 1.5" (compacted thickness) bituminous wear - SPWEA240B.

PRICE.....\$ 19,870.00

Prices DO NOT include:

- *Excavations or removals below depths described.
- *Structure or utility adjustments.
- *Backfilling, shouldering or other restoration.

WE PROPOSE TO FURNISH MATERIAL AND LABOR-COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF:
See Above

PAYMENT TO BE MADE AS FOLLOWS: Upon Completion

Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. Under Minnesota law, you have the right to pay persons who supply labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

Any alteration or deviation from the above specifications involving extra costs will become an extra charge over and above the estimate. The undersigned has received and understands our warranty and care information sheet. Mid-Minnesota Hot Mix, Inc. does not warranty problems resulting from subsoil conditions. Interest will be added to accounts over 30 days at a rate of 1.5 percent per month. Owner to carry any necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

**AUTHORIZED
SIGNATURE:**

NOTE: This proposal may be withdrawn by us if not accepted within 21 days.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE: _____ **DATE OF ACCEPTANCE:** _____