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*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.*

NOTE: Due to ongoing maintenance projects, the meeting will be held at **South Shore Event Center**

TENTATIVE AGENDA
MAY 18, 2021 – 7:00 pm

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF AGENDA
Any additions, deletions, modifications to the agenda will be done at this time.
- D. COUNCIL MEETING MINUTES
 - a. Consider Approving Minutes from the April 20, 2021 LBAE Meeting.
 - b. Consider Approving Council Meeting Minutes from the April 20, 2021 Council Meeting.
 - c. Consider Approving Council Work Session Meeting Minutes from April 20, 2021.
- E. CITIZEN INPUT
- F. COUNCIL/COMMITTEE REPORT
- G. DEPARTMENT REPORTS
 - a. Howard Lake Municipal Liquor Financials
- H. CONSENT AGENDA
 - a. Consider Accepting all Reports & Payment of Claims.
 - b. Consider Various Personnel Appointments.
 - c. Consider Approving Downtown Revitalization Grants.
- I. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS
 - a. Assessment List for Unpaid Charges and Related Actions – Resolution 21-06
- J. NEW BUSINESS
 - a. Consider Resolution 21-07 Opting to Participate in the Wright County EDA.
 - b. Consider Approval of Public Property for Various Events.
 - c. Consider Lift Station Monitoring Contract.
 - d. Consider 2021 Pavement Preservation Projects.
 - e. Consider Selection of Automatic Meter Reading Vendor.
- K. OLD BUSINESS
 - a. Consider Setting Dates for Goal Setting Session 2021.
- L. ADMINISTRATOR'S REPORT
- M. ADJOURN



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 20, 2021

LBAE 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

Tammy Anderson – Wright County Senior Appraisal Manager

Chase Philippi – Wright County Principal Appraiser

Herald Journal

A. CALL TO ORDER

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

B. LBAE

Tammy Anderson read the opening statements from Wright County.

Chase Philippi reviewed the home statistics from last year. He stated that COVID has not impacted property values in Howard Lake.

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

Wes Jones – PID 109-051-001010 – 650 Dutch Lake Drive – Requested how property values are determined and how it is possible his are an even number.

Anderson and Philippi responded that the number is rounded to the nearest hundred, but actual values are on the County Beacon website.

Neil Webber – Not in attendance but sent his in appeal regarding PIDs – 109-049-000020, 109-049-000030, 109-049-000150.

Philippi presented the appeal and reviewed his interactions with Mr. Weber. He recommended reducing PID 109-049-000020 from \$11,300 to \$9,800.

Council Member Munson moved to approve the adjustment to PID 109-049-000020 as recommended by Philippi. The motion was seconded by Council Member Deiter and passed unanimously.

Council opened PID 109-049-000150 & 109-049-000030, no adjustments recommended for these properties.

Council Member Gilbert motioned to approve no adjustments to the PIDs 109-049-000150 & 109-049-000030. The motion was seconded by Council Member Kutz and passed unanimously.

C. ADJOURN

The Council meeting adjourned at 7:04 p.m. on a motion by Kutz, seconded by 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 20, 2021

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

Chase Philippi, Wright County Principal Appraiser
Tamara Anderson, Wright County Senior Appraisal Manager
Herald Journal

CALL TO ORDER

Mayor Zimmerman called the meeting to order at 7:08 p.m.

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

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

CITIZEN INPUT

No residents addressed the Council.

COUNCIL/COMMITTEE REPORT

Council Member Deiter shared that the Public Safety Committee interviewed 4 part time police officers. All 4 are moving forward to be backgrounded to fill positions.

Council Member Deiter also shared an over view of the Parks and Planning Commission April meeting.

DEPARTMENT REPORTS

Receive and file.

CONSENT AGENDA

a. CONSIDER ACCEPTING ALL REPORTS AND PAYMENT OF CLAIMS

GENERAL FUND	57675-5780	\$310,128.85
PAYROLL	26821-26839, 501349-501398	\$64,340.33
ELECTRONIC	918-939	\$42,142.01
TOTAL		\$416,611.19
AMBULANCE CLAIMS	5738-5744	\$6,302.45
ELECTRONIC		\$
TOTAL		\$6,302.45

b. Consider Various Personnel Appointments.

c. Consider Approving Resolution 21-05 RESOLUTION APPROVING STATE OF MINNESOTA JOINT POSWERS AGREEMENT WITH THE CITY OF HOWARD LAKE ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT

Council Member Deiter shared that he had ran into Deb McAlpine and she wanted to thank the Council for passing the wage increase for the liquor store employees.,

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

PUBLIC HEARING/PRESENTATION

No Public Hearings/Presentations

NEW BUSINESS

a. CONSIDER VARIOUS FORESTRY MANAGEMENT ACTIVITIES IN MEMORIAL PARK

Haggenmiller reviewed the staff report, highlighting why these trees are a nuisance – the main reason being the amount of pods the tree drops in the fall and over the winter. These pods cannot be run over with the lawn mower, Public Works staff must pick them all up.

Although Council expressed they don't want to cut down more trees, they agreed

b. CONSIDER SETTING DATES FOR GOAL SETTING SESSION 2021

Council discussed dates for the first day of the goal setting session. The first session will be held on either Thursday, May 13th or Monday, May 17th depending on Phil Kern's, the goal session facilitator, schedule.

OLD BUSINESS

None.

ADMINISTRATORS REPORT

Haggenmiller stated that we have had several questions about a specific flag in town. He has been doing some research and will update Council if there is anything that can be done.

ADJOURN

Council Member Kutz motioned to adjourn the meeting at 7:30 PM. The motion was seconded by Council Member Munson and passed unanimously.

Attest – City Administrator/Clerk

Mayor

HOWARD LAKE CITY COUNCIL
WORK SESSION
April 20, 2021

Start – 7:35 PM

Road Conditions

Staff presented proposed repairs for crack seal and chip sealing for this summer.

Sidewalk Snow & Ice Clearing

Council reviewed a map presented by staff and discussed expectations for snow clearing for the next winter season.

Staff will be bringing forward a formal report to Council in the upcoming months.

Adjourn at 8:04 PM

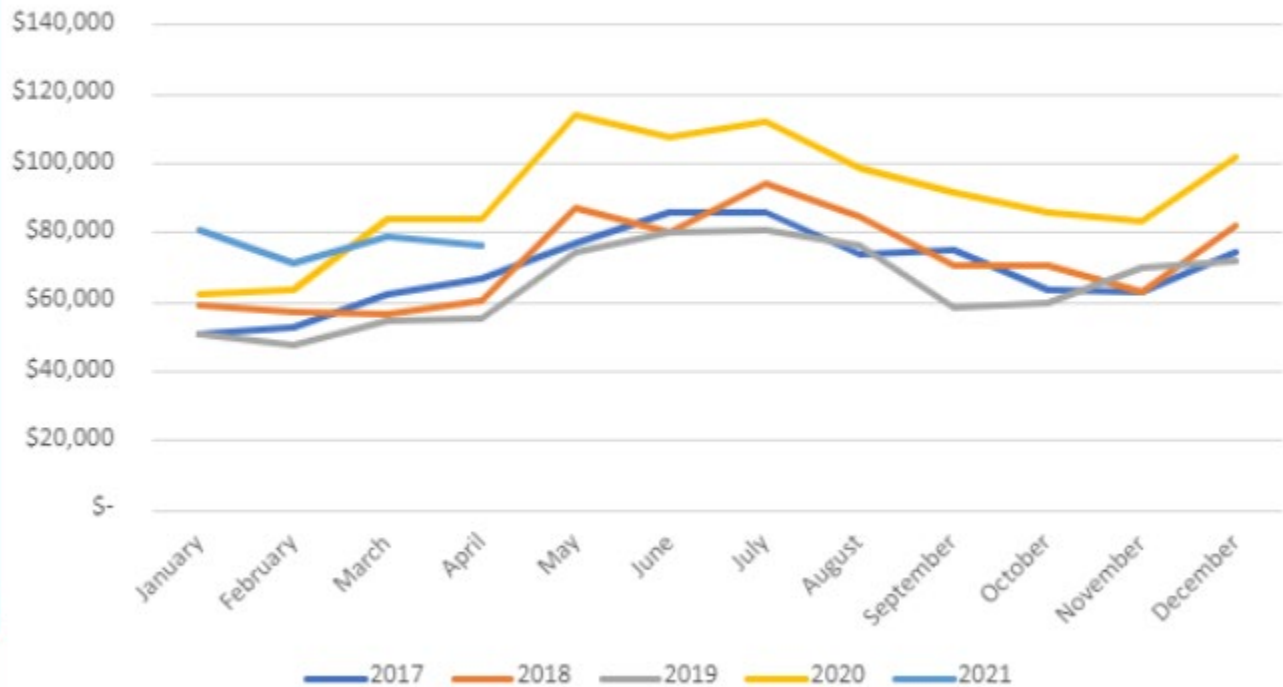
Howard Lake Wine & Spirits

Profit & Loss Statement

for the period 4/1/2021 to 4/30/2021

SALES	Mnthly Amnt	YTD Amount	Budget	% of Budget	2020 Mnthly Amt	2020 YTD Amt	+/- Pr Yr
Liquor	\$ 25,432	\$ 107,424	\$ 397,000	27%	\$ 27,935	\$ 99,088	\$ 8,337
Beer	\$ 43,351	\$ 166,942	\$ 675,000	25%	\$ 45,522	\$ 158,639	\$ 8,303
Wine	\$ 6,472	\$ 32,032	\$ 102,000	31%	\$ 8,437	\$ 31,741	\$ 292
Discounts	\$ (767)	\$ (5,687)	\$ (18,000)	32%	\$ (1,034)	\$ (5,115)	\$ (572)
Misc(Pop/Mixes/Tobaco)	\$ 1,358	\$ 4,839	\$ 33,600	14%	\$ 2,773	\$ 7,733	\$ (2,894)
Non Tax	\$ 561	\$ 1,879	\$ 14,400	13%	\$ 1,052	\$ 3,571	\$ (1,692)
Loyalty Program	\$ (27)	\$ (117)	\$ (3,000)	4%	\$ (750)	\$ (3,890)	\$ 3,773
On Sale Revenue - SSEC	\$ (121)	\$ (121)			\$ -	\$ 1,136	
Other Revenue	\$ 17	\$ 78			\$ 19	\$ 69	
TOTAL SALES	\$ 76,276	\$ 307,268	\$ 1,201,000	26%	\$ 83,954	\$ 292,971	\$ 15,545
COST OF SALES							
Liquor	\$ 18,951	\$ 74,650	\$ 228,000	33%	\$ 20,702	\$ 70,465	\$ 4,185
Beer	\$ 35,806	\$ 129,716	\$ 532,000	24%	\$ 41,441	\$ 127,598	\$ 2,117
Wine	\$ 4,529	\$ 20,988	\$ 66,000	32%	\$ 5,793	\$ 20,618	\$ 371
Misc Tax	\$ 1,743	\$ 3,958	\$ 17,500	23%	\$ 2,147	\$ 4,120	\$ (162)
Misc Non Tax	\$ -	\$ 179	\$ 8,500	2%	\$ 774	\$ 3,195	\$ (3,016)
Freight	\$ 455	\$ 2,466	\$ 8,000	31%	\$ 778	\$ 3,229	\$ (762)
TOTAL COST OF SALES	\$ 61,484	\$ 231,957	\$ 860,000	27%	\$ 71,635	\$ 229,224	\$ 2,732
GROSS PROFIT	\$ 14,793	\$ 75,311					
EXPENSES							
Wages/Benefits	\$ 11,211	\$ 50,601	\$ 171,825	29%	\$ 10,714	\$ 48,049	\$ 2,553
Consulting	\$ 1,000	\$ 3,100	\$ 12,000	26%	\$ -	\$ -	\$ 3,100
Training & Seminars	\$ -	\$ 60	\$ 1,000	6%	\$ -	\$ -	\$ 60
Travel	\$ -	\$ 194	\$ 1,000	19%	\$ 113	\$ 354	\$ (161)
Dues & Subscriptions	\$ -	\$ 20	\$ 1,000	2%	\$ -	\$ -	\$ 20
Cash Short/Over	\$ 2	\$ 73	\$ -		\$ 24	\$ 40	\$ 33
Credit Card Expense	\$ 1,313	\$ 5,961	\$ 18,000	33%	\$ 1,206	\$ 4,216	\$ 1,746
Insurance	\$ -	\$ 9,152	\$ 9,300	98%	\$ -	\$ 3,965	\$ 5,187
Repair & Maintenance	\$ 486	\$ 2,257	\$ 8,000	28%	\$ -	\$ 952	\$ 1,305
Computer Supplies/Technology	\$ 81	\$ 3,526	\$ 4,500	78%	\$ 270	\$ 3,651	\$ (125)
Utilities	\$ 614	\$ 3,842	\$ 12,000	32%	\$ 445	\$ 2,661	\$ 1,181
Advertising	\$ -	\$ 1,976	\$ 2,500	79%	\$ -	\$ 1,906	\$ 70
Misc	\$ 749	\$ 1,348	\$ 5,000	27%	\$ 1,854	\$ 4,260	\$ (2,912)
Depreciation	\$ 625	\$ 2,500	\$ 7,500	33%	\$ 625	\$ 2,500	\$ -
TOTAL EXPENSES	\$ 16,081	\$ 84,610	\$ 253,625	33%	\$ 15,251	\$ 72,554	\$ 12,056
PROFIT/(LOSS)	\$ (1,289)	\$ (9,299)			\$ (2,932)	\$ (8,808)	

Monthly Sales 2017 to Present



April 2021 Revenue

SALES	Mnthly Amnt	YTD Amount	Budget	% of Budget	2020	2020	+/- Pr Yr
					Mnthly Amt	YTD Amt	
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April 2021 GP%

28.4%

Vs. March 2020 GP %

+1.3%

Vs. April 2020 GP

+\$1,328Net Sales
Vs. April 2020**-\$7,678**

HLWS Financial KPI Dashboard

May 2021

COGS & Total Expenses

COST OF SALES

Liquor	\$ 18,951	\$ 74,650	\$ 228,000	33%	\$ 20,702	\$ 70,465	\$ 4,185
Beer	\$ 35,806	\$ 129,716	\$ 532,000	24%	\$ 41,441	\$ 127,598	\$ 2,117
Wine	\$ 4,529	\$ 20,988	\$ 66,000	32%	\$ 5,793	\$ 20,618	\$ 371
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	\$ 61,484	\$ 231,957	\$ 860,000	27%	\$ 71,635	\$ 229,224	\$ 2,732
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GROSS PROFIT

	\$ 14,793	\$ 75,311					
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TOTAL EXPENSES

	\$ 16,081	\$ 84,610	\$ 253,625	33%	\$ 15,251	\$ 72,554	\$ 12,056
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PROFIT/(LOSS)

	\$ (1,289)	\$ (9,299)			\$ (2,932)	\$ (8,808)	
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IMPORTANT POINT!

Some larger purchases were made this month to take advantage of lower pricing...

Bacardi Rum, Admiral Nelson Rum, Fireball, Tito's & Windsor were needed & on deal in April.



HLWS Financial KPI Dashboard

May 2021

What you need to know about April 2021

Panic buying continued into April last year,

Cool weather this year, and "easing of restrictions" provided bar options for customers. Resulted in lower than projected sales & a bit more inventory on hand than necessary...



Not pretty, however...

- Customer counts are steady
- +1% vs. last April
- 3160 vs. 3130 in 2020



Net Profits

- Improving because we're selling wine!
- Average GP is >30%
- Vs "normal" 4/2019
- Sales up 94%!
- Profit up 87%



Headwinds

- Better April weather would've helped
- Cloudiest MN April since 1963
- Underestimated pandemic bubble
- Turns down to 3.5 from 4.3 in January
- Partially bad timing, needing to buy product as sales are slowing
- Goal is to return to 4.0+ in June



Optimism

- Likely at new normal levels of business
- Easier to make accurate projections?
- New sales floor lights! Remodel is officially, *finally* COMPLETE!

CITY OF HOWARD LAKE
CLAIMS & DONATIONS APPROVED
DATE - May 18, 2021

GENERAL FUND	CHECKS:	57811 – 57918	\$244,817.88
PAYROLL		26849-26860, 501399 – 501441	44,480.84
ELECTRONIC		941-961	<u>41,289.96</u>
TOTAL			330,588.68
AMBULANCE CLMS	CHECKS:	5745-5754	\$7,778.37
ELECTRONIC			
TOTAL			\$7,778.37

Banyon may have skipped
electronic payment number 940.
Shari will be looking into this and
we will update on Monday 5/17 if
we find the problem!

CITY OF HOWARD LAKE

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***Check Summary Register©**

Name		Check Date	Check Amt	
1010	CITIZEN ALLIANCE			
941e	INTERNAL REVENUE SERVICE	4/21/2021	\$584.68	
942e	MN DEPT OF REVENUE	4/21/2021	\$50.00	
943e	INTERNAL REVENUE SERVICE	4/21/2021	\$5,981.64	
944e	MN DEPT OF REVENUE	4/21/2021	\$1,067.23	
945e	PERA	4/21/2021	\$5,133.26	
946e	FURTHER	4/21/2021	\$725.04	
947e	AUTHNET GATEWAY BILLING	5/4/2021	\$20.00	
948e	HEARTLAND PYMT SERVICES	5/4/2021	\$1,231.64	
949e	RADIANT SYSTEMS	5/4/2021	\$142.13	
950e	LS WEEKEND CASH	5/4/2021	\$2,500.00	
951e	CUSTOMERS	5/4/2021	\$200.00	Clean Up day COH
952e	PSN	5/4/2021	\$734.04	
953e	CITY OF BUFFALO	5/4/2021	\$120.00	ACCT# 26-022950-00
954e	CITIZENS ALLIANCE BANK	5/4/2021	\$60.00	ACH Origination Fees April
955e	MN DEPT OF REVENUE	5/5/2021	\$7,440.00	HLWS April Sales Tax
956e	MN DEPT OF REVENUE	5/5/2021	\$1,404.00	UB April Sales Tax
957e	INTERNAL REVENUE SERVICE	5/5/2021	\$7,053.06	
958e	MN DEPT OF REVENUE	5/5/2021	\$1,197.23	
959e	PERA	5/5/2021	\$4,836.97	
960e	FURTHER	5/5/2021	\$725.04	
961e	CITIZENS ALLIANCE BANK	5/11/2021	\$84.00	Shortage
26840	VEADERKO, JAMES	4/23/2021	\$40.14	
26841	BONNICK, STEVEN	4/23/2021	\$388.06	
26842	HAGLIN, SERENA P	4/23/2021	\$202.28	
26843	GOEPFERT, THOMAS	4/23/2021	\$396.63	
26844	GUNDERSON, KATHRYN M	4/23/2021	\$186.38	
26845	MILLER, EDWARD M	4/23/2021	\$199.94	
26846	ZEBRO, ALISON	4/23/2021	\$320.78	
26847	BOBROWSKE, KURT	5/7/2021	\$69.26	
26848	VEADERKO, JAMES	5/7/2021	\$40.14	
26849	BONNICK, STEVEN	5/7/2021	\$368.65	
26850	HAGLIN, SERENA P	5/7/2021	\$177.95	
26851	GOEPFERT, THOMAS	5/7/2021	\$694.38	
26852	DRUSCH, JACOB D	5/7/2021	\$310.96	
26853	DRUSCH, JOEY	5/7/2021	\$23.09	
26854	MAGES, ALEX	5/7/2021	\$426.26	
26855	PETERSON, JEREMY	5/7/2021	\$46.17	
26856	STOLL, ERIC	5/7/2021	\$92.35	
26857	WIECH, KYLE	5/7/2021	\$195.46	
26858	GUNDERSON, KATHRYN M	5/7/2021	\$80.28	
26859	MILLER, EDWARD M	5/7/2021	\$274.53	
26860	ZEBRO, ALISON	5/7/2021	\$326.96	
57811	HOWARD LAKE POSTMASTER	4/22/2021	\$287.64	UB Billing - April 2021
57812	AQUATENNIAL AMBASSADOR O	4/22/2021	\$1,150.00	Kalyn Hatcher
57813	COKATO LICENSING	4/22/2021	\$346.25	
57814	COURI, & RUPPE, P.L.L.P.	4/22/2021	\$3,931.25	
57815	EARTHLINK INC	4/22/2021	\$12.95	
57816	JOE'S SPORT SHOP	4/22/2021	\$1,147.25	
57817	MYRA LAWAY	4/22/2021	\$5.99	Reimbursement
57818	MEDIACOM LLC	4/22/2021	\$334.90	
57819	MENARDS-BUFFALO	4/22/2021	\$80.47	
57820	MUMFORD SANITATION	4/22/2021	\$10,736.15	COMPOST LEASE - April
57821	MUNSON LAKES NUTRITION	4/22/2021	\$10.99	
57822	536600-NCPERS GROUP LIFE IN	4/22/2021	\$32.00	

CITY OF HOWARD LAKE

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***Check Summary Register©**

	Name	Check Date	Check Amt	
57823	PAUMEN COMPUTER SERVICES	4/22/2021	\$564.12	
57824	PLUNKETT'S PEST CONTROL	4/22/2021	\$70.60	
57825	RON SCHROEDER CONTRACTIN	4/22/2021	\$175.00	
57826	SWEEPER SERVICES	4/22/2021	\$188.18	
57827	VERIZON	4/22/2021	\$80.02	
57828	VISA	4/22/2021	\$2,553.89	
57829	WASTEWATER COMMISSION	4/22/2021	\$25,407.16	Forsmans Discharge
57830	WRIGHT HENNEPIN ELECTRIC	4/22/2021	\$746.00	
57831	CENTERPOINT ENERGY	4/29/2021	\$1,543.58	
57832	CORE & MAIN	4/29/2021	\$1,141.95	
57833	HEIMAN FIRE EQUIPMENT, INC	4/29/2021	\$8,936.00	
57834	MEDIACOM LLC	4/29/2021	\$176.90	
57835	METRO WEST INSPECTION SER	4/29/2021	\$311.06	
57836	OFFICE DEPOT	4/29/2021	\$55.18	
57837	AMY SHAW	4/29/2021	\$35.00	Cooper Swim Lessons
57838	SPRINT	4/29/2021	\$309.40	
57839	TYSON STANLEY	4/29/2021	\$20.72	MILEAGE REIMBURSEMENT
57840	T & T SERVICES	4/29/2021	\$581.50	
57841	TAFT STETTINIUS &	4/29/2021	\$7,500.00	
57842	WASTEWATER COMMISSION	4/29/2021	\$56,936.61	March 2021 Less Forsmans Discharge & SAC
57843	WRIGHT COUNTY FINANCE &	4/29/2021	\$458.12	Assessment Payment - Property 109-018-0010
57844	ARCTIC GLACIER ICE, INC	5/3/2021	\$363.55	
57845	BREAKTHRU BEVERAGE	5/3/2021	\$7,039.36	
57846	C & L DISTRIBUTING	5/3/2021	\$291.00	Beer
57847	CAPITOL BEVERAGE SALES	5/3/2021	\$6,921.06	
57848	DAHLHEIMER BEVERAGE, LLC	5/3/2021	\$5,716.40	
57849	JOHNSON BROTHERS LIQUOR C	5/3/2021	\$3,904.42	
57850	LOCHER BROS, INC	5/3/2021	\$5,826.35	
57851	PAUSTIS WINE COMPANY	5/3/2021	\$578.25	
57852	PHILLIPS WINE & SPIRITS	5/3/2021	\$4,072.19	
57853	SOUTHERN GLAZER WINE & SPI	5/3/2021	\$953.16	
57854	VINOCOPIA, INC	5/3/2021	\$349.75	
57855	KEITH BOBROWSKE	5/5/2021	\$65.00	Cell Allowance - May 2021
57856	CROSSROADS ANIMAL SHELTE	5/5/2021	\$84.28	DONATIONS - HLWS
57857	NICK HAGGENMILLER	5/5/2021	\$365.00	CELL PHONE - May 2021
57858	MYRA LAWAY	5/5/2021	\$65.00	CELL PHONE - May 2021
57859	CLAYTON PRESTIDGE	5/5/2021	\$65.00	CELL PHONE - May 2021
57860	THEISEN, MEAGAN	5/5/2021	\$215.00	CELL - May 2021
57861	ZWILLING, TROY	5/5/2021	\$65.00	CELL ALLOWANCE - May 2021
57862	BCA/TRAINING & DEVELOPMEN	5/13/2021	\$860.00	Annual Remote access
57863	BELLBOY CORPORATION	5/13/2021	\$641.30	
57864	BIRCHDALE FIRE & SECURITY, L	5/13/2021	\$144.96	
57865	BOLTON & MENK, INC	5/13/2021	\$23,292.00	
57866	BRANDEL ELECTRIC, LLC	5/13/2021	\$145.03	
57867	BREAKTHRU BEVERAGE	5/13/2021	\$524.08	
57868	CAPITOL BEVERAGE SALES	5/13/2021	\$2,446.80	
57869	CENTERPOINT ENERGY	5/13/2021	\$36.05	
57870	CENTRAL MN FIREFIGHTERS RE	5/13/2021	\$100.00	
57871	CENTURYLINK	5/13/2021	\$638.32	
57872	CINTAS	5/13/2021	\$668.69	
57873	COKATO MOTOR SALES, INC	5/13/2021	\$63.65	
57874	CORE & MAIN	5/13/2021	\$231.64	
57875	COURI, & RUPPE, P.L.L.P.	5/13/2021	\$1,942.50	
57876	CR ELECTRIC	5/13/2021	\$508.40	
57877	CROSSROADS ANIMAL SHELTE	5/13/2021	\$103.69	

CITY OF HOWARD LAKE

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***Check Summary Register©**

	Name	Check Date	Check Amt	
57878	CUB FOODS	5/13/2021	\$127.92	
57879	DAHLHEIMER BEVERAGE, LLC	5/13/2021	\$7,509.55	
57880	DAVIS CONSTRUCTION COMPA	5/13/2021	\$252.00	
57881	DESIGN & FABRICATING INC	5/13/2021	\$95.00	
57882	FINKEN WATER CENTERS	5/13/2021	\$45.50	
57883	BECKY FRANK	5/13/2021	\$250.00	Damage Deposit - SSEC 05/01/2021
57884	FURTHER	5/13/2021	\$3.20	
57885	GOPHER STATE ONE-CALL, INC	5/13/2021	\$63.45	
57886	HALVORSON, LANGEMO & PASC	5/13/2021	\$3,036.00	
57887	HAWKINS, INC	5/13/2021	\$2,164.78	
57888	HERALD JOURNAL PUBLISHING	5/13/2021	\$1,805.75	City Wide Clean up
57889	HL PIT STOP	5/13/2021	\$997.98	
57890	HOLIDAY STATIONSTORES, LLC	5/13/2021	\$160.60	
57891	JOE'S SPORT SHOP	5/13/2021	\$583.32	
57892	JOHNSON BROTHERS LIQUOR C	5/13/2021	\$1,513.73	
57893	KARELS TOWING	5/13/2021	\$134.22	
57894	NICOLE KITTOCK	5/13/2021	\$39.99	REIMBURSEMENT
57895	LEAGUE OF MN CITIES INS TRU	5/13/2021	\$2,705.31	Bridget Stanley - CLM # 00457275
57896	LOCHER BROS, INC	5/13/2021	\$2,243.65	
57897	MARCO	5/13/2021	\$389.71	
57898	MARCO TECHNOLOGIES LLC	5/13/2021	\$390.37	
57899	MCFOA	5/13/2021	\$45.00	Shari Zander
57900	MEDIACOM LLC	5/13/2021	\$207.51	
57901	MENARDS-BUFFALO	5/13/2021	\$1,056.48	
57902	MID AMERICAN RESEARCH CHE	5/13/2021	\$541.88	
57903	MIDWEST MACHINERY CO	5/13/2021	\$23.63	
57904	MN PEIP	5/13/2021	\$10,675.24	
57905	MN VALLEY TESTING LAB	5/13/2021	\$81.25	
57906	NELSON ELECTRIC MOTOR REP	5/13/2021	\$135.00	
57907	NORTHWEST ASSOC CONSULT	5/13/2021	\$1,053.90	
57908	PHILLIPS WINE & SPIRITS	5/13/2021	\$631.13	
57909	PLUNKETT'S PEST CONTROL	5/13/2021	\$111.28	
57910	PREMIUM WATERS, INC	5/13/2021	\$12.00	
57911	R HOME	5/13/2021	\$950.00	3006 PINE AVE - DRIVEWAY ESCROW
57912	SOUTHERN GLAZER WINE & SPI	5/13/2021	\$990.33	
57913	STREICHER'S	5/13/2021	\$280.95	
57914	JASON SWANSON	5/13/2021	\$1,000.00	
57915	USA BLUEBOOK	5/13/2021	\$298.57	
57916	VERIZON CONNECT NWF, INC	5/13/2021	\$97.14	
57917	XCEL ENERGY	5/13/2021	\$6,018.61	
57918	ZIEGLER INC	5/13/2021	\$942.24	
501399e	HAGGENMILLER, NICHOLAS A	4/23/2021	\$3,039.01	
501400e	LAWAY, MYRA	4/23/2021	\$1,747.24	
501401e	SZCZEPANIK, DARIUSZ J	4/23/2021	\$1,926.20	
501402e	THOMPSON, DAVID G	4/23/2021	\$1,973.84	
501403e	THOMPSON, KYLE	4/23/2021	\$502.79	
501404e	ZANDER, SHARI	4/23/2021	\$1,177.96	
501405e	CASSIDY, JOSHUA J	4/23/2021	\$263.47	
501406e	THEISEN, MEAGAN	4/23/2021	\$1,734.74	
501407e	YUNKER, JEAN	4/23/2021	\$474.31	
501408e	PRESTIDGE, CLAYTON P	4/23/2021	\$1,433.97	
501409e	STANLEY, BRIDGET	4/23/2021	\$1,084.68	
501410e	ZWILLING, TROY	4/23/2021	\$1,881.36	
501411e	BENNIS, BRITTANY A	4/23/2021	\$144.00	
501412e	LINDER, EMILY	4/23/2021	\$191.21	

CITY OF HOWARD LAKE

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	Name	Check Date	Check Amt
501413e	MCALPINE, DEBRA-ANN	4/23/2021	\$424.37
501414e	WILSON, WESLEY O	4/23/2021	\$220.79
501415e	BOBROWSKE, KEITH	5/7/2021	\$161.61
501416e	HAGGENMILLER, NICHOLAS A	5/7/2021	\$3,039.01
501417e	KUTZ, KENNETH	5/7/2021	\$150.37
501418e	LAWAY, MYRA	5/7/2021	\$1,706.42
501419e	SZCZEPANIK, DARIUSZ J	5/7/2021	\$1,800.23
501420e	THOMPSON, DAVID G	5/7/2021	\$1,973.84
501421e	THOMPSON, KYLE	5/7/2021	\$313.44
501422e	ZANDER, SHARI	5/7/2021	\$1,245.85
501423e	CASSIDY, JOSHUA J	5/7/2021	\$816.04
501424e	STANLEY, ERIC TYSON	5/7/2021	\$368.08
501425e	THEISEN, MEAGAN	5/7/2021	\$1,734.74
501426e	YUNKER, JEAN	5/7/2021	\$349.40
501427e	PRESTIDGE, CLAYTON P	5/7/2021	\$1,433.97
501428e	STANLEY, BRIDGET	5/7/2021	\$1,084.68
501429e	ZWILLING, TROY	5/7/2021	\$1,899.21
501430e	BRAVINDER, SETH Z	5/7/2021	\$46.17
501431e	DALBEC, JOSHUA S	5/7/2021	\$613.76
501432e	KITTOCK, BRIAN	5/7/2021	\$137.70
501433e	KITTOCK, NICOLE D	5/7/2021	\$405.27
501434e	LOEBERTMANN, AMANDA G	5/7/2021	\$300.14
501435e	LOEBERTMANN, CRAIG	5/7/2021	\$253.96
501436e	STUEVEN, MARK J	5/7/2021	\$161.61
501437e	YOKIEL, ANDREW J	5/7/2021	\$407.21
501438e	BENNIS, BRITTANY A	5/7/2021	\$151.17
501439e	LINDER, EMILY	5/7/2021	\$202.00
501440e	MCALPINE, DEBRA-ANN	5/7/2021	\$518.20
501441e	WILSON, WESLEY O	5/7/2021	\$126.17
		Total Checks	\$330,588.68

CITY OF HOWARD LAKE

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***Check Summary Register©**

	Name	Check Date	Check Amt	
1012	CAB - AMBULANCE			
5745	VISA	4/22/2021	\$166.07	
5746	ALLINA HEALTH EMS	5/13/2021	\$200.00	
5747	BOUNDTREE MEDICAL	5/13/2021	\$2,181.33	
5748	C & C EMBROIDERY	5/13/2021	\$178.50	
5749	CENTRAL MCGOWAN, INC	5/13/2021	\$25.77	
5750	CITY OF HOWARD LAKE	5/13/2021	\$4,250.00	Wages
5751	EAC SUBMISSIONS	5/13/2021	\$35.10	
5752	JOE'S SPORT SHOP	5/13/2021	\$458.60	
5753	NICOLE KITTOCK	5/13/2021	\$171.00	Reimbursement
5754	MN EMERGENCY MEDICAL SVC	5/13/2021	\$112.00	
	Total Checks		\$7,778.37	



HOWARD LAKE CITY COUNCIL MEETING

May 18, 2021

AGENDA ITEM: Consider Accepting Various Personnel Appointments

SECTION: Consent Agenda

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: Per statute, the City Administrator appoints and the City Council confirms employment classification as part of the official record. The following individuals are submitted for approval:

Resigned – Jean Yunker Part-Time Utility Billing Clerk
Hired – Eric “Tyson” Stanley Part-Time Facilities & Groundskeeper

DECISION MAKING METRICS:

FINANCIAL: This position is budgeted as part of the 2021 General Fund Budget.

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

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

COUNCIL ACTION REQUESTED: Approve appointments as presented.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

MAY 17, 2020

AGENDA ITEM: Consider Approving Revitalization Grant

SECTION: Consent Agenda

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: In 2017, the City established a Revitalization Grant Program to assist business owners with façade renovations. Grant applications have been received from two businesses:

Maria's Mexican Restaurant

The restaurant is currently using the city owned parking lot for a patio. This was formally approved under previous ownership by the City Council. Due largely to the covid19 pandemic but also citing a small seating area, the owners are seeking both council permission to expand the patio as well as construct an enclosed entrance. A permit and council permission for the enclosed entrance is already on file with the property dating back to 2006 with Sunni's Grille. Additionally, the owners are seeking a \$5,000 Revitalization Grant to offset partial construction costs.

Posey Patch Flowers

The flower shop is seeking a \$5,000 Downtown Revitalization Grant to assist in the repairs and painting of their building.

ALTERNATIVE OPTIONS: Council may choose to not approve the grant as presented.

FINANCIAL: \$5,000 payable from the Downtown Enhancement Fund.

STAFF RECOMMENDATION: Approve As Presented

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

May 18, 2021

AGENDA ITEM: Consider Resolution 21-06 Certifying Delinquent Utility Fees and Charges to Property Taxes

SECTION: Public Hearing

FROM: Shari Zander, Accountant/Treasurer

BACKGROUND: The resolution and attached list identify properties to be assessed for delinquent utilities as outlined in Chapter 10.01 of the City Code. Utility accounts are more than 60 days past due. All property owners included on the assessment roll were sent notices and given the opportunity to pay their bill by May 18, 2021 at 4 PM. A current list of outstanding charges is included in Exhibit A of the resolution, which will be made available at the meeting.

DECISION MAKING METRICS:

FINANCIAL: Included on Exhibit A of the attached Resolution.

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

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

COUNCIL ACTION REQUESTED: Adopt Resolution 21-06 Certifying Delinquent Utility Fees and Charges to Property Taxes.

ATTACHMENTS:

1. Resolution 21-06

CITY OF HOWARD LAKE
21-06

RESOLUTION ADOPTING ASSESSMENT LIST FOR UNPAID CHARGES

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

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

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

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Howard Lake hereby assesses unpaid charges against properties as listed in Exhibit A and made a part hereof, with an interest rate of 12% to be payable with 2022 property taxes.

PASSED AND ADOPTED this 18th day of May 2021.

Peter Zimmerman, Mayor

ATTEST:

Nicholas Haggenmiller, City Administrator-Clerk



HOWARD LAKE CITY COUNCIL MEETING

May 18, 2021

AGENDA ITEM: Consider Resolution 21-07 Opting to Participate in Wright County

SECTION: EDA New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: In the fall of 2020, an advisory committee with representatives from Wright County cities, townships, commissioners and related stakeholders considered, and ultimately recommended the creation of a statutorily recognized economic development authority (EDA).

The EDA Board has since been established and has identified three primary initiatives:

1. Facilitate and guide redevelopment of county owned properties.
2. Partner with local communities.
3. Access state and federal resources.

The EDA and full county board were also explicit about what the board will NOT do:

1. Enact its own levy.
2. Enact an HRA for housing related purposes, thereby limiting the group to economic development.
3. Lead development projects (except of county owned properties).

The attached resolution would authorize the City of Howard Lake to opt IN TO the EDA. Given the relatively narrow mission of the EDA, staff believes it is in the City's best interest to participate. Doing so, would possibly bring additional funding and technical expertise to the City. Otherwise, it is apparent this group will be focused on Wright County properties, primarily within the City of Buffalo and not have any relevancy to Howard Lake.

DECISION MAKING METRICS:

FINANCIAL: N/A

LEGAL: The resolution was drafted and provided by the Wright County Attorney.

STRATEGIC PLAN: Encourage creative and cooperative service delivery.

COUNCIL ACTION REQUESTED: Approve Resolution 21-07 Opting into the Wright County

EDA. ATTACHMENTS:

1. Resolution 21-07 Opting into Wright County EDA



WRIGHT COUNTY
Economic
Development
Authority

Board Members

Derek Vetsch, President
Christine Husom, Vice-President
Mark Daleiden, Board Member
Mary Wetter, Board Member
Michael Kaczmarek, Board Member
Teri Lachermeler, Board Member
Phil Kern, Board Member
Lee Kelly, Executive Director

10 2nd St. NW, Room 235
Buffalo, MN 55313

Ph: (763) 682-7378
Fax: (763) 682-6178

www.co.wright.mn.us

April 12, 2021

Nick Haggenmiller
City Administrator/Clerk
City of Howard Lake
PO Box 736
Howard Lake, MN 55349



Dear Nick Haggenmiller,

In November 2020, the Wright County Board established the Wright County Economic Development Authority (EDA). Under state law, county EDAs may operate only in cities and townships that have adopted resolutions electing to participate in the EDA. The attached factsheet provides information on what the Wright County EDA is, what it expects to do and not do, and what local participation means. Information is also available online: www.co.wright.mn.us/1012/Economic-Development-Authority

The EDA is requesting that each city and township in Wright County elect to participate but understands that some entities may not see a need for development activities and resources in their communities.

The EDA has prepared the attached sample resolution that your governing body can edit and consider for adoption.

If your entity elects to opt into the EDA's area of operation, please send the fully executed resolution to the contact below.

If your entity decides to opt out of the EDA's area of operation, please notify the contact below:

Elizabeth Karels
Wright County Project Administrator
Direct: (763) 684-8604
Elizabeth.Karels@co.wright.mn.us

EDA board members and staff are available to attend city council and township board meetings upon request for additional discussion. Please reach out to Elizabeth Karels to schedule.

The EDA would appreciate receiving notice of all city and township participation decisions no later than June 30, 2021.

Sincerely,

The Wright County Economic Development Authority



WRIGHT COUNTY

ECONOMIC DEVELOPMENT AUTHORITY

What is the Wright County Economic Development Authority?

The Wright County Economic Development Authority (EDA) is a local authority, a subdivision of Wright County with the primary objective of shepherding economic growth within Wright County.

The EDA operates under the authority of Minnesota Statutes, Sections 469.090 through 469.1082.

How was the EDA established?

The formation of the EDA was recommended by an Advisory Committee which included city and township representatives. The committee met in August and October 2020 and provided a report in November 2020.

In November 2020, The Wright County Board passed a resolution establishing the Wright County EDA.

What will the EDA do?

Facilitate and guide redevelopment of county owned properties.

County EDAs have much more legal authority to pursue the repurposing of public assets than do counties themselves. The EDA will facilitate and guide the redevelopment of the current Government Center and Health & Human Services Building located in Buffalo. These two properties are anticipated to be vacated by Wright County staff at the end of 2021.

Partner with local communities.

The EDA will partner with local cities and townships as well as the Wright County Economic Development Partnership (WCEDP) and support their efforts to achieve specific projects and advance broader initiatives.

Access state and federal resources.

The EDA will seek to access state and federal resources that are available mainly to larger public development agencies.

EDA Board Members & Staff

Derek Vetsch, President

Ph: (763) 682-7687

Derek.Vetsch@co.wright.mn.us

Christine Husom, Vice-President

Ph: (763) 682-7697

Christine.Husom@co.wright.mn.us

Mark Daleiden, Board Member

Ph: (763) 682-7686

Mark.Daleiden@co.wright.mn.us

Mary Wetter, Board Member

Ph: (763) 682-7696

Mary.Wetter@co.wright.mn.us

Michael Kaczmarek, Board Member

Ph: (763) 682-7685

Mike.Kaczmarek@co.wright.mn.us

Teri Lachermeler, Board Member

Ph: (763) 464-4732

teri.lachermeler@ci.buffalo.mn.us

Phil Kern, Board Member

Ph: (763) 972-0565

pkern@delano.mn.us

Lee Kelly, Executive Director

Ph: (763) 682-7377

Lee.Kelly@co.wright.mn.us

Elizabeth Karels, Project Administrator

Ph: (763) 684-8604

Elizabeth.karels@co.wright.mn.us

What will the EDA NOT do?

The EDA does not intend to enact its own levy.

In establishing the EDA, the Wright County Board was clear that it has no intent for the EDA to levy its own dedicated property tax. EDA activities will be funded with Wright County resources.

The EDA will be limited to economic development.

Although some county EDAs also exercise powers available to housing and redevelopment authorities (HRAs), the Wright County EDA's powers are limited to economic development.

The EDA does not intend to lead any development projects except for the development of county owned properties.

With its focus on partnering with local communities and the WCEDP to achieve their objectives, the EDA does not expect to lead any projects other than the redevelopment of the Government Center and Health and Human Services Building. The EDA's role will be to augment the resources that other entities are bringing to advance projects throughout Wright County.

What does local participation mean?

Under state law, county EDAs may operate only in cities and townships that have adopted resolutions electing to participate in the EDA.

Opting Into the EDA

If a city or township chooses to opt into the EDA's area of operation, the entity will be included in the EDA's area of operation.

Opting in does not impose any obligation, financial or otherwise on the participating city or township.

Opting in allows the participating city or township to take advantage of tools offered by the EDA, which may include tax increment financing (TIF), tax abatement, business loan programs and grant programs.

Every five years, cities and townships having opted into the EDA may elect to withdraw, per Minnesota Statute, Section 469.1082 Subdivision 5.

Opting out of the EDA

If a city or township chooses to opt out of the EDA's area of operation, the EDA is not allowed to assist any development project in that community, even if requested by the city or township.

Future EDA levies

If the EDA ever decides to levy an EDA tax, all participating entities will have the option to withdraw from the EDA and not be subject to the EDA levy.

CITY OF Howard Lake, MINNESOTA

RESOLUTION NO 21-07

RESOLUTION OPTING TO PARTICIPATE IN THE WRIGHT COUNTY ECONOMIC DEVELOPMENT AUTHORITY

WHEREAS, the City of Howard Lake , Minnesota (the "Municipality") is located within Wright County, Minnesota (the "County"); and

WHEREAS, pursuant to a resolution adopted by the Board of Commissioners of the County on November 24, 2020, the County established the Wright County Economic Development Authority (the "EDN") in accordance with Minnesota Statutes, Sections 469.090 through 469.1082¹ as amended (the "EDA Act"); and

WHEREAS, Section 469.1082, subdivision 5 of the EDA Act provides that the area of operation of the EDA shall include all cities and townships within the County that have adopted resolutions electing to participate in the EDA; and

WHEREAS, the governing body of the Municipality has determined that it is in the best interests of the Municipality to elect to participate in the EDA; and

WHEREAS, the Municipality may make an election to withdraw from participation in the EDA every fifth year following the adoption of the resolution electing to participate, all in accordance with the terms of Section 469.1082, subdivision 5 of the EDA Act; and

WHEREAS, notwithstanding Section 469.1082, subdivision 5¹ if the EDA enacts an EDA levy, the EDA will notify the Municipality of the enactment of such levy and the Municipality shall have the opportunity to withdraw its participation in the EDA prior to the levy going into effect; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Howard Lake, Minnesota] as follows:

1. The Municipality hereby elects to participate in the EDA
2. The election to participate in the EDA shall take effect on the date of adoption of this approval and may only be withdrawn in accordance with Section 469.1082, subdivision 5 of the EDA Act.

Adopted by the City Council of the City of Howard Lake, Minnesota] on this 18th day of May, 2021.

Pete Zimmerman, Mayor

ATTEST:

Nick Haggemiller, City Clerk

WR140-15 (JAE)
705533v1



HOWARD LAKE CITY COUNCIL MEETING

May 18, 2021

AGENDA ITEM: Consider Use of Public Space For Various Events

SECTION: New Business

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND:

Vintage Exchange Flea Market

Neil Wikoff, the owner of Vintage Exchange, is requesting to use Block 18 and some surrounding areas for a Flea Market during Good Neighbor Days on June 26, 2021. The area will be occupied from 6 AM to 6 PM (including set up and take down). As shown in the attached map, the request is to block off areas of Block 18, a portion 7th Street adjacent to Block 18, and the east side of 8th Ave. There will be designated parking areas for Maria's Restaurant patrons and for the local apartment dwellers. Vendors will be required to park in the designated vendor parking areas, to allow for consumer parking closer to the market itself. Neil will be required to work on the logistics of parking, signage and informing normal Block 18 users of the event.

HLFD Pork Chop Feed

Despite the cancellation of Good Neighbor Days, the fire department has opted to hold their annual pork chop feed. This would occur at the fire hall and use the adjacent parking lot. The date is set for June 26, 2021 from Noon – 8pm.

Ambassador Events

Howard Lake Royalty will be celebrating coronation on June 27, 2021 2-9pm at Memorial Park. The backup location is South Shore Event Center. Additionally, root beer floats and a bake sale will be coordinated with the pork chop feed.

Fire Works

The City and Bank have agreed to sponsor fireworks on June 25, following the Orphans game.

DECISION MAKING METRICS:

FINANCIAL: None.

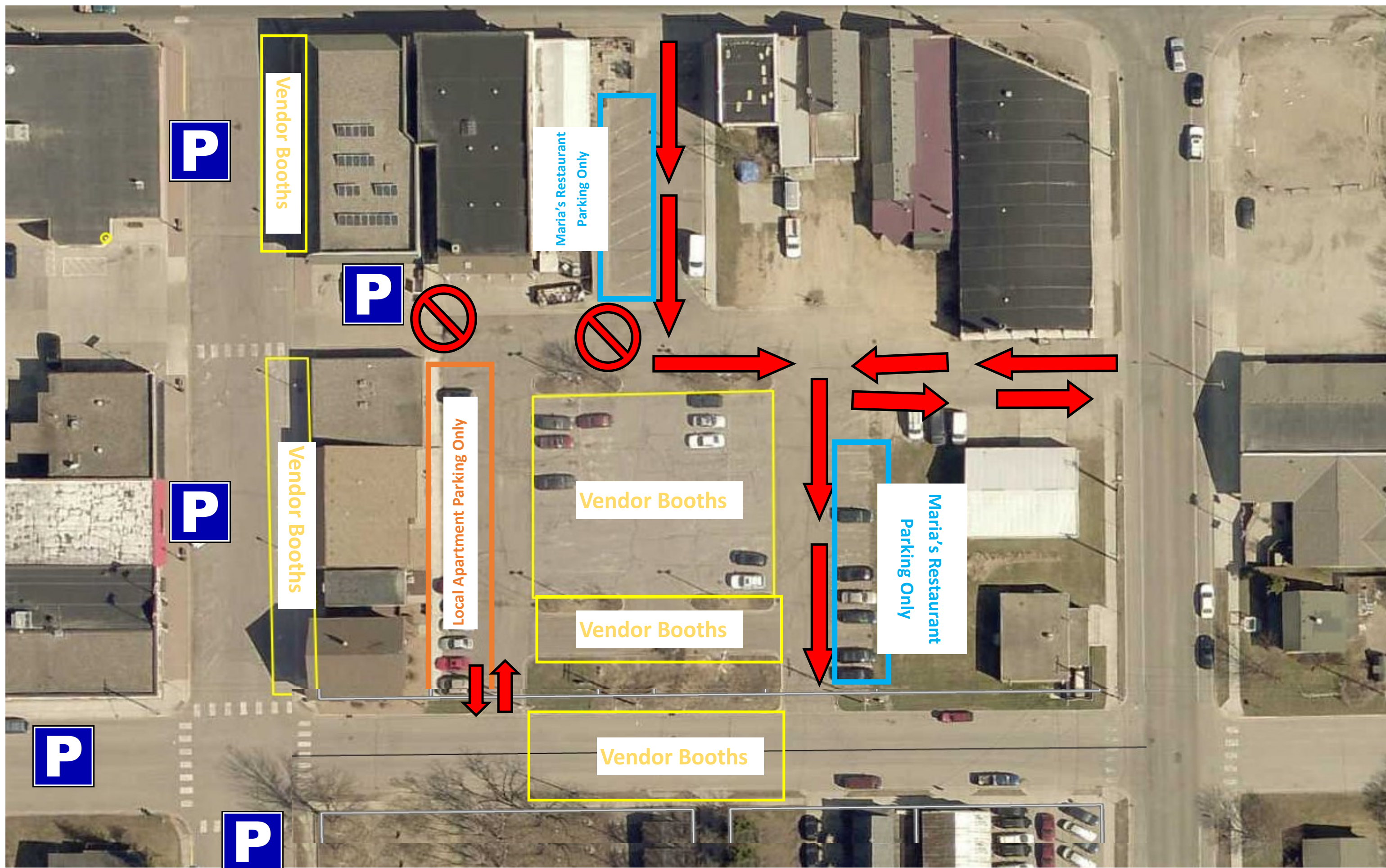
LEGAL: Council must approve use of public property. Further noted, council typically approves a schedule related to Good Neighbor Days. While the official program is NOT occurring. It is in the best interest of the City to consider these events in a similar manner.

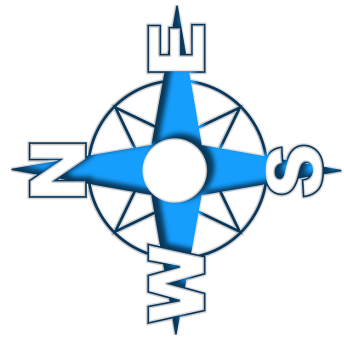
STRATEGIC PLAN: Foster a Robust Community and Support Community Events

COUNCIL ACTION REQUESTED: Approve the use of Block 18 and surrounding area for a Flea Market during Good Neighbor Days on June 26, 2021.

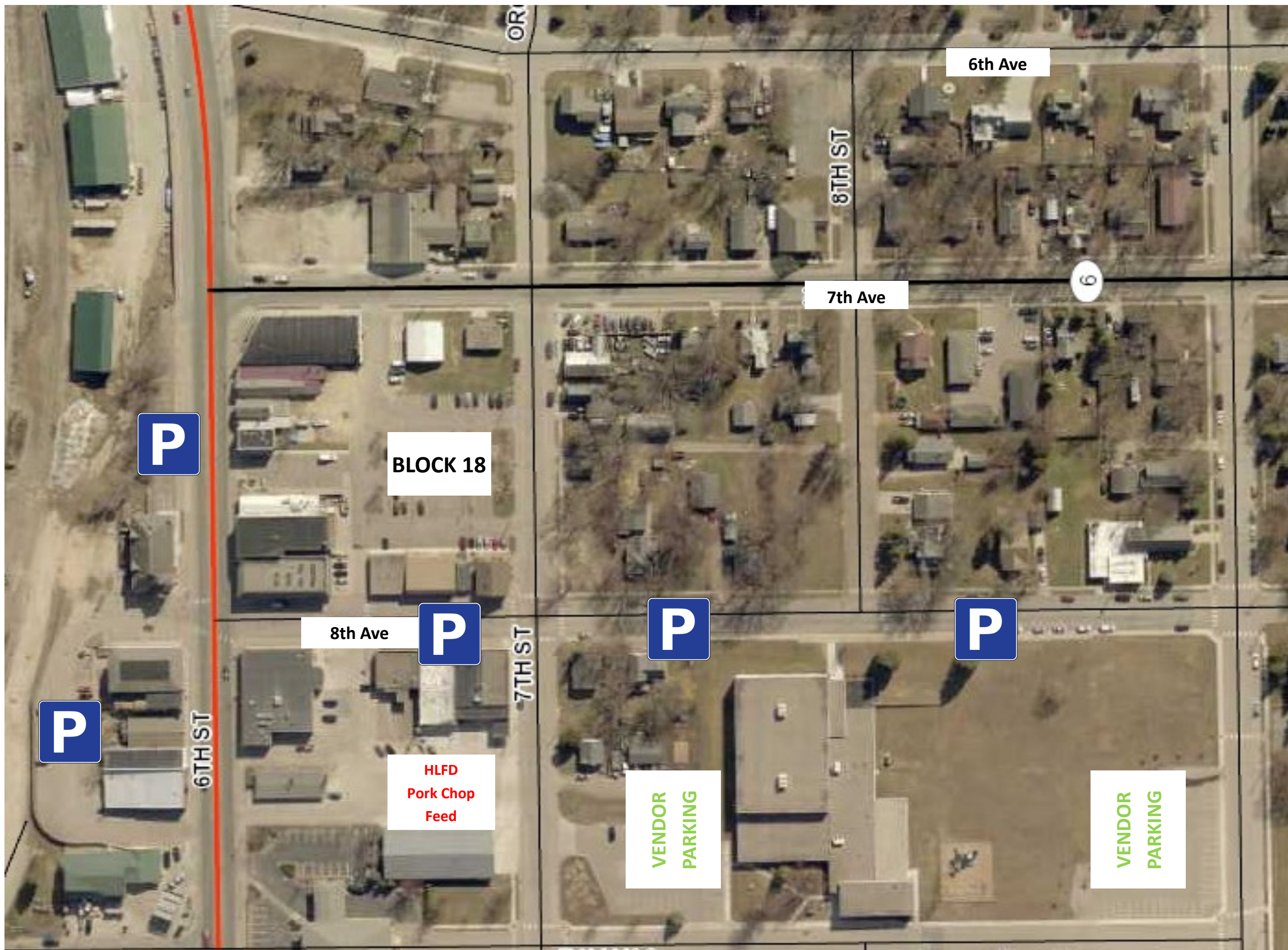
ATTACHMENTS:

1. Map of Requested Area for Flea Market
2. Parking Information Map





Consumer
Parking





HOWARD LAKE CITY COUNCIL MEETING

May 18, 2021

AGENDA ITEM: Consider Lift Station Monitoring Contract

SECTION: New Business

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: Currently, if there is an issue at one of our lift stations it will trigger an emergency light to come on. The issue with this is that we have to rely on a passerby to call the city and inform us that a light is triggered. We have had a few lift stations that trigger the alarm more often than others and we need to figure out a better alarm system for these specific stations. Staff reached out to WH Security, who provided a quote for a cellular monitoring system, which would send a message directly to staff to alert of an alarm.

Staff is recommending to install the alarm system on five of our thirteen lift stations –

- HWY 12 - LS#2
- Metro Foundation on HWY 12 – LS#11
- Haywood Area – LS#4
- Dutch Lake Area – LS#10
- Country RD & - LS#5

These lift stations were identified by staff as they are subject to repeat alarms and/or support large employers and subdivisions. Residents are further reminded to not flush wipes, diapers, rags down the toilet. “Flushable” Wipes are the single biggest contributor to lift station malfunctions. Unlike toilet paper, they do not breakdown and they cause pumps to clog. If not identified fast enough, this may cause sanitary sewers to backup into private residents’ homes.

FINANCIAL: Upfront cost of the monitoring system would be \$460.00 each, which includes two months free of monitoring. After the two months is up, we would be billed \$29.95/month/system.

Total upfront costs - \$2,300

Total monthly costs - \$149.75

LEGAL: Ultimately, this will be a service contract which must be approved by the city council.

COUNCIL ACTION REQUESTED: Approve the cellular monitoring system for the five presented lift stations.

ATTACHMENTS:

- WH Security Quote



PO Box 330, 6800 Electric Dr, Rockford, MN 55373

Phone: 763-477-3664 Fax: 763-477-3054 www.wh-security.com

Alarm System Proposal

Proposal Number WHSQ19844

Date May 11, 2021

Billing Address

City of Howard Lake,
Po Box 736
Howard Lake, MN 55349-0736
US

cityadmin@howard-lake.mn.us

Site Address

City of Howard Lake,
Lift Station
Howard Lake, MN 55349-0736
US

cityadmin@howard-lake.mn.us

Your Sales Rep

Andrew Hirsch
Product & Service Representative
763-477-3138
adhirsch@whe.org

Equipment and Services Provided Under This Proposal

Description	Location	
Alarmnet Dual Path IP/ LTE Communicator		\$280.00
Security Commercial Install Labor		\$180.00
Cell Monitoring		\$10.00
Monitoring		\$19.95
2 Months Free Monitoring		\$0.00
System Total		\$460.00
Recurring Monthly Total		\$29.95

Lift Station Monitoring

\$29.95/month

Low Voltage Contacts will need to be available for wiring communicator to WH monitoring.

WHS may fax, email, scan, image, or otherwise save, convert, retain and store this Agreement and any other communications, documents, materials, or information regarding this Agreement or its performance into an electronic media or format of any type or form, through means now known or later developed (herein "Electronic Media"). In the sole and absolute discretion of WHS, it may destroy any original "wet ink" copy of this Agreement or other written documents, materials, or information which has been saved, converted, retained, or stored by WHS in Electronic Media. Any unaltered or unadulterated copy of this Agreement or other communications, documents, materials or information produced from Electronic Media will be binding upon the parties and equivalent to an original for all purposes, including court or arbitration proceedings. Subscriber agrees that to the extent any law requires a record to be in writing, the Electronic Media record satisfies the law.

Each party may rely upon the other party's assent to the foregoing Electronic Media practice when such party has signed this Agreement or demonstrated its intent to be bound, whether by electronic signature or otherwise. Such action will signify Subscriber's consent to complete this Agreement electronically and to conduct business by electronic means and through Electronic Media.

WHS offers Subscriber the ability to complete and sign this Agreement using an electronic process and signing by an electronic signature in lieu of a paper-based signature. Subscriber agrees not to electronically sign this Agreement without first reading it and ensuring it has been accurately completed by the Subscriber, thus demonstrating that Subscriber is able to access the electronic Agreement and process used by WHS. If so elected, Subscriber is signing and delivering this Agreement through an electronic signature, rather than using printed paper documents, and is intending to legally bind the Subscriber to this Agreement. Subscriber agrees the electronic signature is legally binding and is the legal equivalent of a manual or "wet ink" signature on a printed copy of this Agreement. Such electronic signature means Subscriber agrees and consents to be legally bound by this Agreement's terms and conditions and constitutes an acceptance and agreement as if actually completed in writing. Subscriber agrees that no third-party certification, authority or other verification is necessary to validate the electronic signature or actions taken by Subscriber and that the lack of such certification or verification will not in any way affect the enforceability of the same. Subscriber agrees that to the extent any law requires a signature, the electronic signature satisfies the law.

Accepted _____ **Title** _____ **Date** _____

Sales tax will be added at the time of billing. The prices quoted on this proposal are valid for 30 days from the date shown above.



HOWARD LAKE CITY COUNCIL MEETING

May 18, 2021

AGENDA ITEM: Consider 2021 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 regularly maintenance as well as full reconstruction. Over the last three years, we have sought to substantially increase funding in attempt to catch up and hopefully expedite the overall schedule.

As discussed at the April Workshop, staff brought forward areas proposed to be addressed through various remedies including crack sealing, chip sealing and patching. Staff sought quotes for the proposed work as shown on attachments.

Upon review of the proposed areas, staff is suggesting NOT completing any work on 4th Street. The roadway has deteriorated beyond repair. Additionally, in the interest of saving dollars, the public works facility was also removed.

DECISION MAKING METRICS:

FINANCIAL

MP Asphalt	Crack Sealing	\$6,800
Pearson Bros	Chip Sealing	\$32,415
MMHM	Patching	\$103,365
TOTAL		\$142,580

2021 Budget:	\$35,000
Remaining Funds	CIP Reserves

LEGAL: In accordance with the City's Purchasing Policy, two quotes were obtained for this project with the exception of Mid Minnesota Hot Mix. This vendor is historically the low bidder on our projects due to proximity to Annandale. Additionally as of 2021, the vendor is also a participating member of the Sourcewell Cooperative.

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

COUNCIL ACTION REQUESTED: Motion to approve the vendors and proposed scope as shown above for an estimated total of \$142,580.

ATTACHMENTS:

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



Crack Seal Only

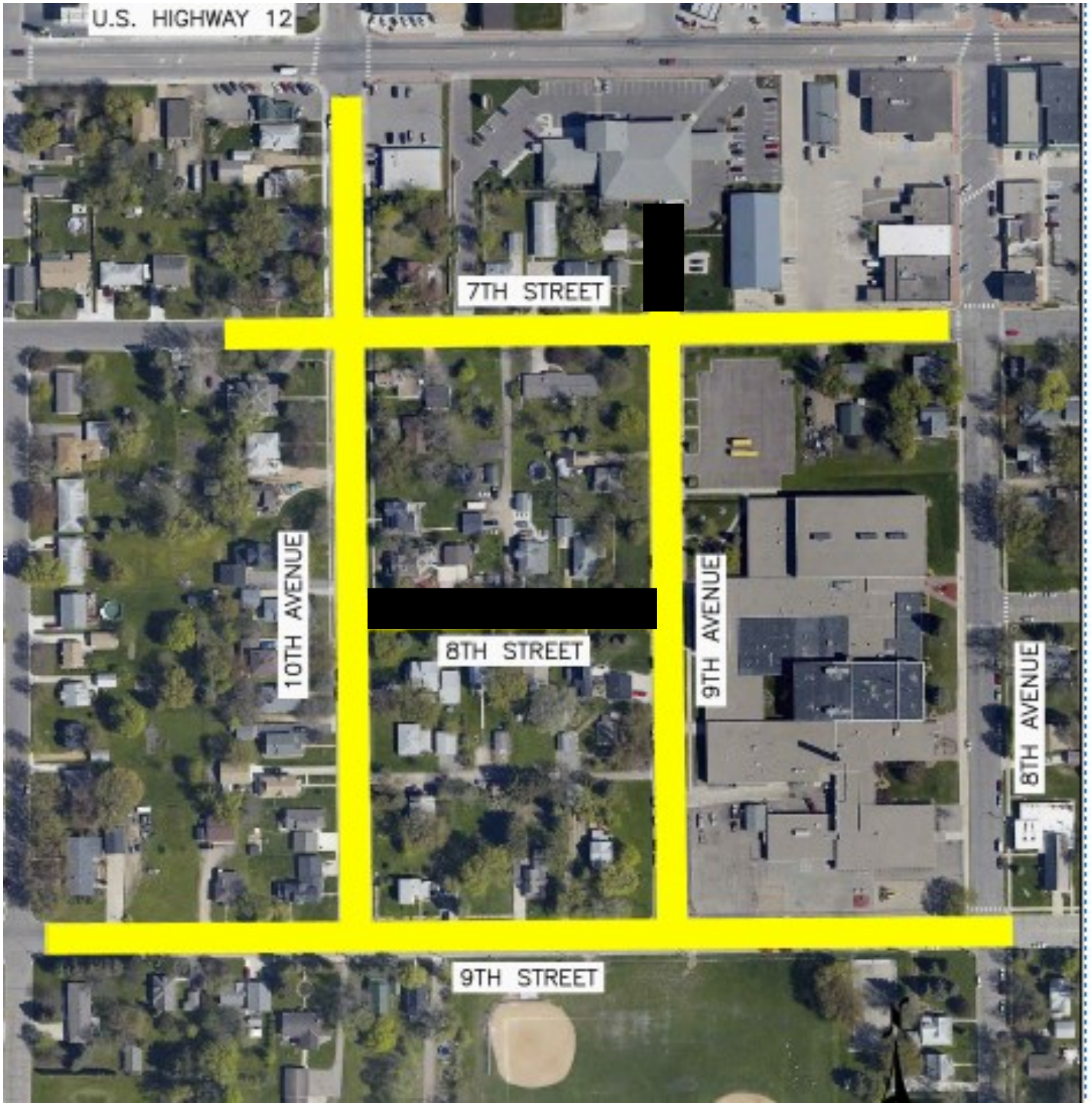
Top—Terning Trails

Bottom -Imhoff Ave











Saw cut, remove, 4" of asphalt.

Approximately 500' full road width

Intersection on 10th needs 8' cut, removal, 4" lift



Saw cut, remove, place 4" of asphalt lift.

Approximately 200' full road width

Intersection on 11th needs 8' cut, removal, 4" lift



Saw cut, remove, place 4" of asphalt lift.

Consider 8' next to each curb OR reconstruct full width cost pending.

PROPOSAL SUBMITTED TO: City of Howard Lake
STREET: 625 8th Ave.
CITY, STATE, ZIP: Howard Lake, MN 55349
PHONE: 320-543-3670 DATE: 4-26-21

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:

9th St. - 500' x 33' and 10' 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.
9th ST. PRICE = \$ 48,900.00

2nd Ave. - 200' x 33' and 10' 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.
2nd AVE. PRICE = \$ 26,645.00

8th Ave (at City Hall) 165' x 45' -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.
8th AVE. PRICES:
PRICE WITH REMOVAL OF ENTIRE STREET WIDTH = \$ 27,820.00 ✓
PRICE WITH REMOVAL OF 8' ON EACH EDGE OF STREET = \$ 15,560.00

WWTP - per diagram (2414 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.
WWTP PRICE = \$ 10,830.00

4th St. - from 10th Ave. to 13th Ave. -Fill small potholes and uneven areas.
-Sweep, clean, and tack oil.
-Application of 1.5" (compacted thickness) bituminous wear - SPWEA240B.
4th ST. PRICE = \$ 45,910.00

Prices DO NOT include: *Excavations or removals below depths described.

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 warrant 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: _____

\$ 103,365



HOWARD LAKE CITY COUNCIL MEETING

May 18, 2021

COUNCIL ITEM: Auto Read Water Meter Conversion Project Contractor Selection

SECTION: New Business

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: The City posted an RFP for Auto Read Water Meters in March and received 4 bids in return. The city structured the RFP as a “best value” meaning we established criteria for selection including price, technology, annual software & hardware expenses.

Staff is recommending Dakota Supply Group (DSG). DSG would be supplying Kamstrup brand ultrasonic water meters and a READy AMR drive-by collection system. Automated Meter Reading (AMR) requires public works staff to physically drive by properties with a device to collect readings. A community of our size will take about 1-2 hours per month. This system is less expensive and less sophisticated than an Advanced Metering Infrastructure (AMI). AMI uses one central collection tower, often on a water tower and continuously receives signals. AMI may also be further integrated into other applications including lift stations, street lights, security systems.

Ultimately, DSG’s AMR system is recommended as the “right-size, right-type” system for our community. The meters and meter reading technology is in one unit and does not require drilling through the foundation. DSG DSG uses one prime contractor for installation, Midwest Testing. This is a specialized installation crew, not plumbers. It is expected that certain plumbing related abnormalities will require the use of local plumbers. The company also impressed staff by its upfront research and homework that will be done in order to order the right types of commercial/industrial meters which are largely unknown at this point.

In addition to being the best value, the vendor is also the low bid provided. The proposed engagement will include the purchase of meters, meter reading equipment, support software, installation and training on the system. Once approved there is an anticipated 12 week lead time for meters. Installation is expected to take several months which will vary greatly on resident response and time of the year the project starts.

Benefits of an AMR System from Kamstrup

- Reduce labor and costs associated with meter reading
- Reduce meter reading and billing errors
- Reduce or eliminate estimated billing
- Expedite special meter reads and/or final meter reads
- Timely notification of abnormally high and low consumption readings
- Timely detection of leaks and notifications of leaks
- Detect tampering and dry meters
- Detect backflow or reverse flow
- Rightsizing of meters (too large or too small)
- Elimination of meters with higher lead content (lead in drinking water)
- Reduce water loss/non-revenue water
- Provide daily data logs for billing disputes or troubleshooting
- Provide the Utility access to meter data
 - Monthly volume & consumption
 - Average gallons per minute since last reading
 - Daily average ambient temperature
 - Daily minimum water temperature

The City will send out the first letter to all residents to inform them of the project and let them know that DGS will be reaching out to them to set up install of a new water meter. DSG will make several attempts to reach residents to schedule install, the City may have to assist with unresponsive residents. DSG will also spend time with City staff to teach them the systems and help integrate the new software with our Banyon Utility Billing system.

Staff has opted to go with a drive-by collection system, as it was a cheaper option and can easily be completed by any staff member in a fairly short amount of time.

DECISION MAKING METRICS: Further delaying this project, will make the project more expensive every year it is delay.

FINANCIAL: Staff is recommending to move forward with Dakota Supply Group with a total price of \$274,108.5, plus yearly ongoing software costs.

Paying for the Project

- Micro-loans max out at \$250,000/7-year term. A 7-year micro-loan of \$250,000 including \$5,050 of issuance costs at 1.8% interest would have annual payments of approximately \$38,331.58.
- The Water Fund posted a net position increase in FY19 of \$370,000.

LEGAL: The total cost of this project falls under the threshold requiring sealed bids. However, multiple quotes are required by statute and the City's Purchasing Policy.

STRATEGIC PLAN:

- Maintain fiscally-responsible City management & operations.
 - Expand services to meet changing community needs.
-

COUNCIL ACTION REQUESTED: Approve to select Dakota Supply Group as the contractor for the Auto Read Water Meter Conversion Project.

ATTACHMENTS:

- Bradford Simms of Dakota Supply Group will be at the meeting and provide a presentation.



HOWARD LAKE CITY COUNCIL MEETING

May 18, 2021

AGENDA ITEM: Consider Approving Facilitator, Scope and Dates for Council Goal Setting Sessions

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: Strategic planning will enable the city council to discuss broad mission, vision, values and establish broad goals and initiatives as an organization. The council is asked to consider the following:

Facilitator

Phil Kern, City Administrator for the City of Delano, serving as an independent facilitator is proposed to lead the city council and staff through this exercise. Kern comes highly recommended from other cities and counties including the City of Buffalo, City of Lake Elmo and Wright County.

Approve Scope of Services

The proposed facilitation includes meeting with and gathering information from staff in advance of a meeting with council. There would be two touch points with the city council, key staff and if desired – representatives from boards & commissions. The first is to review previous goal setting information including core strategies and strategic objectives. The second will be a more intensive review and consideration of a two year work plan.

Dates

June 7-9, 16-17, 21-24, & 28 | Assumed to be 1pm start time.

DECISION MAKING METRICS:

FINANCIAL: Kern charges \$1,600 for the services. In review of other consultants, Kern is by far the most reasonably priced.

LEGAL: Open

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

COUNCIL ACTION REQUESTED: Discuss & approve dates and scope of services

ATTACHMENTS: N/A