

*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
APRIL 21, 2020 – 7:00 pm

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF AGENDA
Any additions, deletions, modifications to the agenda will be done at this time.
- D. CONSIDER APPROVAL OF MINUTES
 - a. [Minutes for Council Meeting March 17, 2020.](#)
 - b. [Minutes for Council Work Session March, 17, 2020.](#)
 - c. [Minutes for Special Council Meeting March 26, 2020.](#)
- E. CITIZEN INPUT
- F. COUNCIL/COMMITTEE REPORT
- G. DEPARTMENT REPORTS
 - a. [Howard Lake Wine & Spirits.](#)
 - b. [General Fund YTD Budget to Actual.](#)
- H. CONSENT AGENDA
 - a. [Consider Accepting all Reports & Payment of Claims.](#)
 - b. [Consider Approving Various Personnel Appointments.](#)
- I. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS
- J. NEW BUSINESS
 - a. [Consider Approval of Financial Contribution to Wright County Community Action Agency.](#)
 - b. [Consider Resolution 20-06 Extending the Local Emergency Declaration.](#)
 - c. [Consider Approval of LED Lighting Retrofit at Howard Lake Foods.](#)
 - d. [Consider Approval of Fabrication and Installation of Railing at Historic City Hall.](#)
 - e. [Consider Approval of 2020 Pavement Preservation Project and Advertisement of Bids.](#)
 - f. [Consider Approval of Exterior Lighting at Historic City Hall](#)
- K. OLD BUSINESS
- L. ADJOURN

Regular City Council Meeting

Tue, Apr 21, 2020 7:00 PM - 8:30 PM (CDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/894758181>

You can also dial in using your phone.

United States: +1 (872) 240-3311

Access Code: 894-758-181



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 HOWARD LAKE CITY HALL- 625 8th AVENUE

March 17, 2020

MEETING MINUTES

COUNCIL PRESENT

Mayor Zimmerman
Jason Deiter
Gene Gilbert
Tom Kutz
Allan Munson

COUNCIL ABSENT

STAFF PRESENT

Nick Haggemiller, City Administrator
Meagan Donahue, Assistant City Administrator

ALSO PRESENT

Herald Journal

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

C. APPROVAL OF AGENDA

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

D. APPROVAL OF MINUTES

Kutz moved to approve the February 18, City Council Minutes and February 27, Special Council Meeting. Munson seconded the motion and it passed unanimously.

E. CITIZEN INPUT

No one came forward to address the Council.

F. COUNCIL/COMMITTEE REPORT

Mayor Zimmerman stated that the upcoming Waste Water Committee meeting has been cancelled due to COVID19.

Mayor Zimmerman stated the City of Howard Lake action plans for COVID19. Howard Lake City Hall is currently locked and not open to the public, employees are still working and available by phone and email.

G. DEPARTMENT REPORTS

- a. Haggenmiller provided an overview of Howard Lake Municipal Liquor Financials.

H. CONSENT AGENDA

a. Consider Accepting All Reports and Payment of Claims

GENERAL FUND	55975-56110	\$227,406.74
PAYROLL	26544-26568, 500729-50073	\$47,336.38
ELECTRONIC	637-661	\$43,248.21
TOTAL		\$367,991.36
AMBULANCE CLAIMS	5618-5625	\$512,396.86
ELECTRONIC		
TOTAL		\$12,396.86

~~b. Consider Approving One Way Designation for Alley~~

c. Consider Approving Easement Vacation for Lot Combination in Lake Golf Estates

Mayor Zimmerman pulled Consent Item B for discussion in New Business.

Deiter moved to approve the consent agenda. Kutz seconded the motion and it passed unanimously.

I. NEW BUSINESS

H-B. Consider Approving One Way Designation for Alley.

Donahue presented the staff report.

Haggenmiller provided further information about past incidents.

Deiter moved to approve to make the alley between Howard Lake Foods and Eden Medical a one way exit onto Highway 12. Kutz seconded the motion and it passed unanimously.

a. Consider Approving Quotes for Various Ditch Maintenance Projects

Donahue presented the staff report.

Haggenmiller stated that the tree removal and ditch cleaning in these areas will help with water drainage issues.

Kutz move to approve the Howard Lake Fire Department appointments as presented. Deiter seconded the motion and it passed unanimously.

b. Consider Approving Assessment Services for 2020

Haggenmiller presented the staff report.

Gilbert moved to approve assessment services for 2020. Munson seconded the motion and it passed unanimously.

c. Consider Various Approvals Related to Community Code Enforcement

Haggenmiller presented the staff report and reviewed Council considerations. Haggenmiller also provided further clarification about administrative fees that are included in Ordinance 20-01.

Gilbert moved to approve Ordinance 20-01, adopting section 6.03 of the city code regarding the administrative enforcement of code regulations. Deiter seconded the motion and it passed unanimously.

Kutz moved to approve Resolution 20-03, authorizing summary publication of ordinance no. 20-01 regarding the administrative enforcement of code regulations. Munson seconded the motion and it passed unanimously.

Deiter moved to approve Ordinance 20-02, an ordinance amending chapter 17-06 of the city code regarding property maintenance. Gilbert seconded the motion and it passed unanimously.

Munson move to approve revisions to the Code Enforcement Policy. Kutz seconded the motion and it passed unanimously.

Haggenmiller stated that ordinances go into effect 30 days after approval and these will be in effect in time for the City Wide Cleanup Day.

J. ADMINISTRATORS REPORT

No Report.

K. ADJOURN

The Council meeting adjourned at 7:32 p.m. on a motion by Kutz, seconded by Munson, and passed unanimously.

Attest – City Administrator/Clerk

Mayor

**HOWARD LAKE CITY COUNCIL
WORKSHOP
March 17, 2020**

COVID19

Haggenmiller explained what the City is doing in response to COVID. The City will continue to follow State requirements during the pandemic.



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
HOWARD LAKE CITY HALL- 625 8th AVENUE
March 26, 2020

SPECIAL MEETING MINUTES **at 6:00 PM**

COUNCIL PRESENT

Mayor Zimmerman
Jason Deiter
Gene Gilbert
Tom Kutz
Allan Munson

COUNCIL ABSENT

STAFF PRESENT

Nick Haggenmiller, City Administrator
Meagan Donahue, Assistant City Administrator

ALSO PRESENT

A. CALL TO ORDER

Mayor Zimmerman called the meeting to order at 6:09 p.m.

B. PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

C. APPROVAL OF AGENDA

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

D. NEW BUSINESS

a. General Updates

Haggenmiller reviewed procedures and actions for the City Audit, the Library, Police/EMS Services, Public Works, Building Inspections and the Liquor Store during COVID19. He also provided further information included in Resolution 20-05, Declaring Emergency Related to COVID19.

Council provided additional feedback on protocols and action plan presented.

Kutz moved to approve Resolution 20-05, Declaring Emergency Related to COVID19. Munson seconded the motion and it passed unanimously.

E. ADJOURN

The Council meeting adjourned at 6:42 p.m. on a motion by Kutz, seconded by Gilbert, and passed unanimously.

Attest – City Administrator/Clerk

Mayor

Howard Lake Wine & Spirits

Profit & Loss Statement

for the period 3/1/2020 to 3/31/2020

INCOME	Mnthly Amnt	YTD Amount	Budget	% of Budget
Liquor	\$ 27,771	\$ 68,724	\$ 273,133	25%
Beer	\$ 44,091	\$ 113,206	\$ 553,950	20%
Wine	\$ 8,406	\$ 21,596	\$ 28,264	76%
Misc(Pop/Mixes/Tobaco)	\$ 2,811	\$ 7,444	\$ 45,776	16%
On Sale Revenue - SSEC	\$ 815	\$ 815		
Other Revenue	\$ -	\$ -		
TOTAL INCOME	\$ 83,894	\$ 211,785	\$ 901,123	24%
EXPENSES				
Wages/Benefits	\$ 11,863	\$ 37,335	\$ 127,000	29%
Consulting	\$ -	\$ -	\$ 1,000	0%
Training & Seminars	\$ -	\$ -	\$ 1,000	0%
Travel	\$ 78	\$ 241	\$ 1,710	14%
Dues & Subscriptions	\$ -	\$ -	\$ 1,000	0%
Liquor	\$ 24,311	\$ 49,762	\$ 189,250	26%
Beer	\$ 31,227	\$ 86,157	\$ 415,500	21%
Wine	\$ 5,672	\$ 14,824	\$ 47,500	31%
Pop/Mixes/Ice	\$ 534	\$ 1,974	\$ 10,790	18%
Tobacco	\$ 1,101	\$ 2,421	\$ 20,210	12%
Freight	\$ 1,057	\$ 2,451	\$ 5,850	42%
Loyalty Program	\$ 520	\$ 3,140	\$ 18,500.00	17%
Cash Short/Over	\$ 0	\$ 16	\$ -	
Credit Card Expense	\$ 962	\$ 3,010	\$ 10,000	30%
Insurance	\$ -	\$ 3,965	\$ 7,500	53%
Repair & Maintenance	\$ -	\$ 952	\$ 5,000	19%
Computer Supplies/Technology	\$ 410	\$ 3,381	\$ 5,000	68%
Utilities	\$ 748	\$ 2,216	\$ 10,000	22%
Advertising	\$ 1,773	\$ 1,906	\$ 5,000	38%
Misc	\$ 790	\$ 2,406	\$ 10,000	24%
Depreciation	\$ 625	\$ 1,875	\$ 7,500	25%
TOTAL EXPENSES	\$ 81,672	\$ 218,032	\$ 899,310	24%
PROFIT/(LOSS)	\$ 2,222	\$ (6,247)		

Prepared by:

Shari Zander

Date

April 15, 2020

CITY OF HOWARD LAKE
Expenditure Guideline by Fund

04/17/20 1:57 PM

Page 1

Account Descr	2020 YTD Budget	APRIL 2020 Amt	2020 YTD Amt	2020 YTD Balance	%YTD Budget
FUND 100 GENERAL FUND					
DEPT 411 MAYOR AND COUNCIL					
E 100-4100-411-101 WAGES - DEPAR	\$24,000.00	\$0.00	\$5,000.00	\$19,000.00	20.83%
E 100-4100-411-122 EMPLOYER FICA	\$1,488.00	\$0.00	\$309.98	\$1,178.02	20.83%
E 100-4100-411-123 EMPLOYER MED	\$348.00	\$0.00	\$72.49	\$275.51	20.83%
E 100-4100-411-305 CONFERENCES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 100-4100-411-331 TRAVEL	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 100-4100-411-433 DUES AND SUB	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
E 100-4100-411-437 MISCELLANEOU	\$0.00	\$0.00	\$78.36	-\$78.36	0.00%
E 100-4100-411-439 REIMBURSED E	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
DEPT 411 MAYOR AND COUNCIL	\$27,836.00	\$0.00	\$5,460.83	\$22,375.17	
DEPT 412 ACCOUNTANT					
E 100-4100-412-103 WAGES - OTHE	\$33,000.00	\$1,219.97	\$8,135.60	\$24,864.40	24.65%
E 100-4100-412-121 EMPLOYER PER	\$2,200.00	\$91.50	\$610.25	\$1,589.75	27.74%
E 100-4100-412-122 EMPLOYER FICA	\$2,100.00	\$75.65	\$504.44	\$1,595.56	24.02%
E 100-4100-412-123 EMPLOYER MED	\$500.00	\$17.69	\$118.00	\$382.00	23.60%
E 100-4100-412-131 HEALTH INSUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4100-412-132 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4100-412-201 GENERAL SUPPL	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
E 100-4100-412-305 CONFERENCES	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
E 100-4100-412-331 TRAVEL	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 100-4100-412-433 DUES AND SUB	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
E 100-4100-412-512 EQUIPMENT PU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 412 ACCOUNTANT	\$40,800.00	\$1,404.81	\$9,368.29	\$31,431.71	
DEPT 413 GENERAL GOVT. BUILDINGS					
E 100-4100-413-103 WAGES - OTHE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4100-413-121 EMPLOYER PER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4100-413-122 EMPLOYER FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4100-413-123 EMPLOYER MED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4100-413-201 GENERAL SUPPL	\$0.00	\$192.23	\$480.87	-\$480.87	0.00%
E 100-4100-413-211 CLEANING	\$5,000.00	\$407.05	\$1,221.15	\$3,778.85	24.42%
E 100-4100-413-321 TELEPHONE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4100-413-381 UTILITY-ELECT	\$8,500.00	\$469.76	\$1,851.78	\$6,648.22	21.79%
E 100-4100-413-382 UTILITY - GAS	\$3,000.00	\$113.57	\$874.60	\$2,125.40	29.15%
E 100-4100-413-384 REFUSE DISPOS	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
E 100-4100-413-401 R&M BUILDING	\$10,000.00	\$200.00	\$1,055.20	\$8,944.80	10.55%
E 100-4100-413-437 MISCELLANEOU	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
E 100-4100-413-438 LICENSE & FEE	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
E 100-4100-413-512 EQUIPMENT PU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 413 GENERAL GOVT. BUILD	\$28,950.00	\$1,382.61	\$5,483.60	\$23,466.40	
DEPT 414 ASSIST. CITY ADMINISTRATOR					
E 100-4100-414-101 WAGES - DEPAR	\$71,000.00	\$2,401.89	\$15,612.29	\$55,387.71	21.99%
E 100-4100-414-121 EMPLOYER PER	\$4,600.00	\$180.14	\$1,134.89	\$3,465.11	24.67%
E 100-4100-414-122 EMPLOYER FICA	\$4,400.00	\$146.68	\$956.77	\$3,443.23	21.74%
E 100-4100-414-123 EMPLOYER MED	\$1,100.00	\$34.31	\$223.80	\$876.20	20.35%
E 100-4100-414-131 HEALTH INSUR	\$15,700.00	\$78.76	\$1,758.88	\$13,941.12	11.20%
E 100-4100-414-132 LIFE INSURANC	\$26.00	\$0.00	\$6.48	\$19.52	24.92%
E 100-4100-414-201 GENERAL SUPPL	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
E 100-4100-414-305 CONFERENCES	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 100-4100-414-321 TELEPHONE	\$780.00	\$65.00	\$260.00	\$520.00	33.33%
E 100-4100-414-331 TRAVEL	\$3,600.00	\$150.00	\$600.00	\$3,000.00	16.67%

CITY OF HOWARD LAKE
Expenditure Guideline by Fund

04/17/20 1:57 PM
Page 2

Account Descr	2020 YTD Budget	APRIL 2020 Amt	2020 YTD Amt	2020 YTD Balance	%YTD Budget
E 100-4100-414-433 DUES AND SUB	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 100-4100-414-437 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 414 ASSIST. CITY ADMINIS	\$103,806.00	\$3,056.78	\$20,553.11	\$83,252.89	
DEPT 415 CITY ADMINISTRATOR					
E 100-4100-415-101 WAGES - DEPAR	\$103,500.00	\$3,978.82	\$31,830.56	\$71,669.44	30.75%
E 100-4100-415-104 WAGES - TEMP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4100-415-121 EMPLOYER PER	\$6,800.00	\$298.41	\$2,387.29	\$4,412.71	35.11%
E 100-4100-415-122 EMPLOYER FICA	\$6,500.00	\$231.79	\$1,869.21	\$4,630.79	28.76%
E 100-4100-415-123 EMPLOYER MED	\$1,500.00	\$54.21	\$437.16	\$1,062.84	29.14%
E 100-4100-415-131 HEALTH INSUR	\$17,500.00	\$0.00	\$4,325.73	\$13,174.27	24.72%
E 100-4100-415-132 LIFE INSURANC	\$29.00	\$0.00	\$7.20	\$21.80	24.83%
E 100-4100-415-201 GENERAL SUPPL	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
E 100-4100-415-305 CONFERENCES	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
E 100-4100-415-321 TELEPHONE	\$780.00	\$65.00	\$260.00	\$520.00	33.33%
E 100-4100-415-331 TRAVEL	\$3,600.00	\$300.00	\$1,200.00	\$2,400.00	33.33%
E 100-4100-415-342 MARKETING AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4100-415-433 DUES AND SUB	\$1,500.00	\$0.00	\$124.14	\$1,375.86	8.28%
E 100-4100-415-437 MISCELLANEOU	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
DEPT 415 CITY ADMINISTRATOR	\$145,459.00	\$4,928.23	\$42,441.29	\$103,017.71	
DEPT 416 PROFESSIONAL SERVICES					
E 100-4100-416-301 ACCOUNTING F	\$28,000.00	\$0.00	\$0.00	\$28,000.00	0.00%
E 100-4100-416-302 ARCHITECTS FE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4100-416-303 ENGINEERING F	\$20,000.00	\$700.00	\$4,010.50	\$15,989.50	20.05%
E 100-4100-416-304 LEGAL FEES	\$15,000.00	\$0.00	\$490.00	\$14,510.00	3.27%
E 100-4100-416-307 ASSESSING	\$14,600.00	\$0.00	\$7,300.00	\$7,300.00	50.00%
E 100-4100-416-308 CONSTRUCTIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4100-416-309 CONSULTING F	\$10,000.00	\$1,577.63	\$3,119.73	\$6,880.27	31.20%
E 100-4100-416-437 MISCELLANEOU	\$12,000.00	\$0.00	\$0.00	\$12,000.00	0.00%
DEPT 416 PROFESSIONAL SERVIC	\$99,600.00	\$2,277.63	\$14,920.23	\$84,679.77	
DEPT 417 PLANNING AND BLDG INSPECTION					
E 100-4100-417-106 MEETINGS	\$2,400.00	\$0.00	\$0.00	\$2,400.00	0.00%
E 100-4100-417-122 EMPLOYER FICA	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
E 100-4100-417-123 EMPLOYER MED	\$35.00	\$0.00	\$0.00	\$35.00	0.00%
E 100-4100-417-309 CONSULTING F	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 100-4100-417-310 INSPECTIONS	\$30,000.00	\$0.00	\$9,168.12	\$20,831.88	30.56%
E 100-4100-417-496 PLANNING AND	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
DEPT 417 PLANNING AND BLDG I	\$36,085.00	\$0.00	\$9,168.12	\$26,916.88	
DEPT 419 OTHER UNALLOCATED					
E 100-4100-419-124 FIRE RELIEF CO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4100-419-151 WORKERS COM	\$25,000.00	\$1,250.00	\$26,844.08	-\$1,844.08	107.38%
E 100-4100-419-201 GENERAL SUPPL	\$4,500.00	\$134.86	\$625.08	\$3,874.92	13.89%
E 100-4100-419-202 DUPLICATING S	\$0.00	\$35.00	\$649.85	-\$649.85	0.00%
E 100-4100-419-203 COMPUTER SUP	\$0.00	\$2,869.00	\$10,215.60	-\$10,215.60	0.00%
E 100-4100-419-321 TELEPHONE	\$0.00	\$466.47	\$2,064.80	-\$2,064.80	0.00%
E 100-4100-419-322 POSTAGE	\$2,200.00	\$0.00	\$1,289.85	\$910.15	58.63%
E 100-4100-419-342 MARKETING AN	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 100-4100-419-351 PUBLISHING LE	\$2,000.00	\$0.00	\$33.12	\$1,966.88	1.66%
E 100-4100-419-354 ELECTION EXPE	\$10,000.00	\$0.00	\$461.90	\$9,538.10	4.62%
E 100-4100-419-361 INSURANCE	\$60,000.00	\$0.00	\$0.00	\$60,000.00	0.00%
E 100-4100-419-409 R&M PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4100-419-433 DUES AND SUB	\$4,000.00	\$16.98	\$637.45	\$3,362.55	15.94%

CITY OF HOWARD LAKE

Expenditure Guideline by Fund

04/17/20 1:57 PM
Page 3

Account Descr	2020 YTD Budget	APRIL 2020 Amt	2020 YTD Amt	2020 YTD Balance	%YTD Budget
E 100-4100-419-437 MISCELLANEOU	\$11,000.00	\$325.45	\$1,415.55	\$9,584.45	12.87%
E 100-4100-419-438 LICENSE & FEE	\$1,000.00	\$46.00	\$46.00	\$954.00	4.60%
E 100-4100-419-514 LAND PURCHAS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 419 OTHER UNALLOCATED	\$120,700.00	\$5,143.76	\$44,283.28	\$76,416.72	
DEPT 421 POLICE					
E 100-4200-421-101 WAGES - DEPAR	\$84,500.00	\$3,248.00	\$25,199.23	\$59,300.77	29.82%
E 100-4200-421-103 WAGES - OTHE	\$137,500.00	\$5,267.92	\$40,890.74	\$96,609.26	29.74%
E 100-4200-421-104 WAGES - TEMP	\$45,300.00	\$2,589.39	\$17,334.17	\$27,965.83	38.27%
E 100-4200-421-121 EMPLOYER PER	\$47,300.00	\$1,640.31	\$12,535.18	\$34,764.82	26.50%
E 100-4200-421-122 EMPLOYER FICA	\$3,000.00	\$113.96	\$404.65	\$2,595.35	13.49%
E 100-4200-421-123 EMPLOYER MED	\$4,000.00	\$156.07	\$1,173.71	\$2,826.29	29.34%
E 100-4200-421-131 HEALTH INSUR	\$33,800.00	\$175.02	\$8,344.50	\$25,455.50	24.69%
E 100-4200-421-132 LIFE INSURANC	\$100.00	\$0.00	\$21.60	\$78.40	21.60%
E 100-4200-421-201 GENERAL SUPPL	\$2,000.00	\$50.17	\$1,115.98	\$884.02	55.80%
E 100-4200-421-203 COMPUTER SUP	\$9,000.00	\$209.86	\$2,597.80	\$6,402.20	28.86%
E 100-4200-421-212 VEHICLES - OIL	\$10,000.00	\$2,312.92	\$3,976.53	\$6,023.47	39.77%
E 100-4200-421-213 UNIFORMS	\$1,300.00	\$0.00	\$538.72	\$761.28	41.44%
E 100-4200-421-304 LEGAL FEES	\$15,000.00	\$2,988.00	\$5,538.00	\$9,462.00	36.92%
E 100-4200-421-305 CONFERENCES	\$2,500.00	\$0.00	\$278.00	\$2,222.00	11.12%
E 100-4200-421-321 TELEPHONE	\$1,500.00	\$0.00	\$298.98	\$1,201.02	19.93%
E 100-4200-421-322 POSTAGE	\$0.00	\$0.00	\$27.30	-\$27.30	0.00%
E 100-4200-421-323 RADIO/PAGER	\$1,000.00	\$0.00	\$1,165.50	-\$165.50	116.55%
E 100-4200-421-405 R&M- EQUIP,VE	\$5,500.00	\$148.66	\$1,552.70	\$3,947.30	28.23%
E 100-4200-421-433 DUES AND SUB	\$1,000.00	\$0.00	\$80.00	\$920.00	8.00%
E 100-4200-421-437 MISCELLANEOU	\$2,000.00	\$0.00	\$167.47	\$1,832.53	8.37%
E 100-4200-421-438 LICENSE & FEE	\$500.00	\$92.24	\$130.74	\$369.26	26.15%
E 100-4200-421-440 DRUG ENFORCE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4200-421-512 EQUIPMENT PU	\$3,000.00	\$0.00	\$500.78	\$2,499.22	16.69%
E 100-4200-421-521 SPECIAL VEHIC	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
DEPT 421 POLICE	\$410,000.00	\$18,992.52	\$123,872.28	\$286,127.72	
DEPT 422 FIRE					
E 100-4200-422-101 WAGES - DEPAR	\$10,950.00	\$0.00	\$0.00	\$10,950.00	0.00%
E 100-4200-422-103 WAGES - OTHE	\$14,000.00	\$150.00	\$400.00	\$13,600.00	2.86%
E 100-4200-422-122 EMPLOYER FICA	\$1,000.00	\$9.30	\$24.80	\$975.20	2.48%
E 100-4200-422-123 EMPLOYER MED	\$250.00	\$2.18	\$5.81	\$244.19	2.32%
E 100-4200-422-124 FIRE RELIEF CO	\$48,500.00	\$0.00	\$0.00	\$48,500.00	0.00%
E 100-4200-422-135 MEDICAL EXAM	\$3,500.00	\$0.00	\$203.00	\$3,297.00	5.80%
E 100-4200-422-141 UNEMPLOYMEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4200-422-201 GENERAL SUPPL	\$5,000.00	\$229.72	\$1,461.11	\$3,538.89	29.22%
E 100-4200-422-202 DUPLICATING S	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
E 100-4200-422-203 COMPUTER SUP	\$1,000.00	\$0.00	\$391.13	\$608.87	39.11%
E 100-4200-422-212 VEHICLES - OIL	\$3,000.00	\$78.23	\$427.66	\$2,572.34	14.26%
E 100-4200-422-213 UNIFORMS	\$2,500.00	\$0.00	\$7,484.96	-\$4,984.96	299.40%
E 100-4200-422-305 CONFERENCES	\$7,500.00	\$0.00	\$246.10	\$7,253.90	3.28%
E 100-4200-422-308 CONSTRUCTIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4200-422-321 TELEPHONE	\$2,500.00	\$166.77	\$781.42	\$1,718.58	31.26%
E 100-4200-422-322 POSTAGE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4200-422-323 RADIO/PAGER	\$5,500.00	\$338.00	\$5,799.12	-\$299.12	105.44%
E 100-4200-422-331 TRAVEL	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 100-4200-422-361 INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4200-422-381 UTILITY-ELECT	\$4,000.00	\$230.76	\$1,036.04	\$2,963.96	25.90%
E 100-4200-422-382 UTILITY - GAS	\$3,000.00	\$0.00	\$954.55	\$2,045.45	31.82%

CITY OF HOWARD LAKE

Expenditure Guideline by Fund

04/17/20 1:57 PM

Page 4

Account Descr	2020 YTD Budget	APRIL 2020 Amt	2020 YTD Amt	2020 YTD Balance	%YTD Budget
E 100-4200-422-401 R&M BUILDING	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
E 100-4200-422-405 R&M- EQUIP,VE	\$7,500.00	\$0.00	\$578.25	\$6,921.75	7.71%
E 100-4200-422-431 FIRE DEPARTM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4200-422-433 DUES AND SUB	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 100-4200-422-437 MISCELLANEOU	\$1,000.00	\$0.00	\$43.64	\$956.36	4.36%
E 100-4200-422-439 REIMBURSED E	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4200-422-510 CAPITAL EXPEN	\$55,000.00	\$0.00	\$0.00	\$55,000.00	0.00%
E 100-4200-422-512 EQUIPMENT PU	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
E 100-4200-422-720 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 422 FIRE	\$192,300.00	\$1,204.96	\$19,837.59	\$172,462.41	
DEPT 423 TZD					
E 100-4200-423-101 WAGES - DEPAR	\$1,200.00	\$0.00	\$517.66	\$682.34	43.14%
E 100-4200-423-121 EMPLOYER PER	\$200.00	\$0.00	\$91.63	\$108.37	45.82%
E 100-4200-423-123 EMPLOYER MED	\$20.00	\$0.00	\$7.23	\$12.77	36.15%
E 100-4200-423-131 HEALTH INSUR	\$150.00	\$0.00	\$109.50	\$40.50	73.00%
DEPT 423 TZD	\$1,570.00	\$0.00	\$726.02	\$843.98	
DEPT 425 CIVIL DEFENSE					
E 100-4200-425-101 WAGES - DEPAR	\$250.00	\$0.00	\$250.00	\$0.00	100.00%
E 100-4200-425-405 R&M- EQUIP,VE	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 100-4200-425-437 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 425 CIVIL DEFENSE	\$1,750.00	\$0.00	\$250.00	\$1,500.00	
DEPT 426 AMBULANCE					
E 100-4200-426-103 WAGES - OTHE	\$50,000.00	\$3,970.00	\$16,220.00	\$33,780.00	32.44%
E 100-4200-426-121 EMPLOYER PER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4200-426-122 EMPLOYER FICA	\$4,000.00	\$246.14	\$1,005.64	\$2,994.36	25.14%
E 100-4200-426-123 EMPLOYER MED	\$1,000.00	\$57.59	\$235.29	\$764.71	23.53%
E 100-4200-426-141 UNEMPLOYMEN	\$0.00	\$0.00	\$860.73	-\$860.73	0.00%
E 100-4200-426-201 GENERAL SUPPL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4200-426-212 VEHICLES - OIL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4200-426-305 CONFERENCES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4200-426-405 R&M- EQUIP,VE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4200-426-433 DUES AND SUB	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4200-426-436 MINN. SALES T	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4200-426-437 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4200-426-439 REIMBURSED E	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4200-426-510 CAPITAL EXPEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 426 AMBULANCE	\$55,000.00	\$4,273.73	\$18,321.66	\$36,678.34	
DEPT 431 STREETS AND HIGHWAYS					
E 100-4300-431-101 WAGES - DEPAR	\$35,200.00	\$1,885.60	\$14,983.53	\$20,216.47	42.57%
E 100-4300-431-103 WAGES - OTHE	\$33,300.00	\$1,286.00	\$10,285.21	\$23,014.79	30.89%
E 100-4300-431-121 EMPLOYER PER	\$4,500.00	\$237.87	\$1,895.17	\$2,604.83	42.11%
E 100-4300-431-122 EMPLOYER FICA	\$4,250.00	\$176.07	\$1,421.02	\$2,828.98	33.44%
E 100-4300-431-123 EMPLOYER MED	\$1,000.00	\$41.19	\$332.38	\$667.62	33.24%
E 100-4300-431-131 HEALTH INSUR	\$18,750.00	\$8.75	\$5,738.50	\$13,011.50	30.61%
E 100-4300-431-132 LIFE INSURANC	\$32.00	\$0.00	\$9.67	\$22.33	30.22%
E 100-4300-431-201 GENERAL SUPPL	\$3,500.00	\$204.93	\$635.37	\$2,864.63	18.15%
E 100-4300-431-212 VEHICLES - OIL	\$9,000.00	\$155.81	\$2,550.53	\$6,449.47	28.34%
E 100-4300-431-213 UNIFORMS	\$966.00	\$0.00	\$0.00	\$966.00	0.00%
E 100-4300-431-224 STREET MATER	\$5,500.00	\$1,220.67	\$815.09	\$4,684.91	14.82%
E 100-4300-431-226 SIGNS	\$3,000.00	\$391.40	\$1,187.17	\$1,812.83	39.57%
E 100-4300-431-303 ENGINEERING F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF HOWARD LAKE
Expenditure Guideline by Fund

04/17/20 1:57 PM
Page 5

Account Descr	2020 YTD Budget	APRIL 2020 Amt	2020 YTD Amt	2020 YTD Balance	%YTD Budget
E 100-4300-431-305 CONFERENCES	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
E 100-4300-431-321 TELEPHONE	\$1,300.00	\$26.00	\$185.01	\$1,114.99	14.23%
E 100-4300-431-323 RADIO/PAGER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4300-431-331 TRAVEL	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 100-4300-431-381 UTILITY-ELECT	\$32,500.00	\$2,381.27	\$9,846.21	\$22,653.79	30.30%
E 100-4300-431-382 UTILITY - GAS	\$3,500.00	\$0.00	\$1,165.97	\$2,334.03	33.31%
E 100-4300-431-384 REFUSE DISPOS	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 100-4300-431-387 WEED CONTRO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4300-431-389 SNOW REMOVA	\$15,000.00	\$0.00	\$7,970.10	\$7,029.90	53.13%
E 100-4300-431-401 R&M BUILDING	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
E 100-4300-431-402 R&M STRUCTUR	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
E 100-4300-431-405 R&M- EQUIP,VE	\$15,000.00	\$9,892.91	\$25,555.44	-\$10,555.44	170.37%
E 100-4300-431-406 R&M STREETS	\$2,500.00	\$0.00	\$3,361.66	-\$861.66	134.47%
E 100-4300-431-408 R&M SIDEWALK	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
E 100-4300-431-437 MISCELLANEOU	\$2,000.00	\$479.47	\$556.86	\$1,443.14	27.84%
E 100-4300-431-438 LICENSE & FEE	\$0.00	\$0.00	\$46.20	-\$46.20	0.00%
E 100-4300-431-512 EQUIPMENT PU	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
E 100-4300-431-516 LEASE PAYMEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4300-431-800 INTER-GOVERN	\$1,500.00	\$0.00	\$1,500.00	\$0.00	100.00%
DEPT 431 STREETS AND HIGHWA	\$209,598.00	\$18,387.94	\$90,041.09	\$119,556.91	
DEPT 434 SANITATION & WASTE REMOVAL					
E 100-4300-434-322 POSTAGE	\$1,000.00	\$0.00	\$195.46	\$804.54	19.55%
E 100-4300-434-384 REFUSE DISPOS	\$90,000.00	\$8,480.60	\$25,515.10	\$64,484.90	28.35%
E 100-4300-434-386 RECYCLING	\$27,500.00	\$1,635.06	\$4,700.81	\$22,799.19	17.09%
E 100-4300-434-390 COMPOST SITE	\$7,000.00	\$0.00	\$8,176.00	-\$1,176.00	116.80%
E 100-4300-434-436 MINN. SALES T	\$10,000.00	\$895.00	\$5,208.52	\$4,791.48	52.09%
DEPT 434 SANITATION & WASTE	\$135,500.00	\$11,010.66	\$43,795.89	\$91,704.11	
DEPT 451 PARKS					
E 100-4500-451-104 WAGES - TEMP	\$18,250.00	\$0.00	\$0.00	\$18,250.00	0.00%
E 100-4500-451-121 EMPLOYER PER	\$860.00	\$0.00	\$0.00	\$860.00	0.00%
E 100-4500-451-122 EMPLOYER FICA	\$825.00	\$0.00	\$0.00	\$825.00	0.00%
E 100-4500-451-123 EMPLOYER MED	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
E 100-4500-451-201 GENERAL SUPPL	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
E 100-4500-451-212 VEHICLES - OIL	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 100-4500-451-381 UTILITY-ELECT	\$2,800.00	\$95.34	\$424.96	\$2,375.04	15.18%
E 100-4500-451-384 REFUSE DISPOS	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 100-4500-451-401 R&M BUILDING	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
E 100-4500-451-402 R&M STRUCTUR	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
E 100-4500-451-405 R&M- EQUIP,VE	\$2,500.00	\$0.00	\$150.00	\$2,350.00	6.00%
E 100-4500-451-437 MISCELLANEOU	\$7,500.00	\$0.00	\$746.15	\$6,753.85	9.95%
E 100-4500-451-512 EQUIPMENT PU	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
DEPT 451 PARKS	\$53,935.00	\$95.34	\$1,321.11	\$52,613.89	
DEPT 452 COMMUNITY CENTER					
E 100-4500-452-201 GENERAL SUPPL	\$2,000.00	\$143.75	\$510.12	\$1,489.88	25.51%
E 100-4500-452-211 CLEANING	\$2,500.00	\$174.45	\$523.35	\$1,976.65	20.93%
E 100-4500-452-381 UTILITY-ELECT	\$7,500.00	\$442.59	\$2,081.67	\$5,418.33	27.76%
E 100-4500-452-382 UTILITY - GAS	\$4,000.00	\$0.00	\$1,749.37	\$2,250.63	43.73%
E 100-4500-452-401 R&M BUILDING	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
E 100-4500-452-437 MISCELLANEOU	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
DEPT 452 COMMUNITY CENTER	\$22,000.00	\$760.79	\$4,864.51	\$17,135.49	
DEPT 453 SUMMER RECREATION					

CITY OF HOWARD LAKE
Expenditure Guideline by Fund

04/17/20 1:57 PM
Page 6

Account Descr	2020 YTD Budget	APRIL 2020 Amt	2020 YTD Amt	2020 YTD Balance	%YTD Budget
E 100-4500-453-104 WAGES - TEMP	\$8,800.00	\$0.00	\$0.00	\$8,800.00	0.00%
E 100-4500-453-122 EMPLOYER FICA	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
E 100-4500-453-123 EMPLOYER MED	\$130.00	\$0.00	\$0.00	\$130.00	0.00%
E 100-4500-453-213 UNIFORMS	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 100-4500-453-331 TRAVEL	\$900.00	\$0.00	\$0.00	\$900.00	0.00%
E 100-4500-453-410 R & M OF BALL	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 100-4500-453-411 RENTAL EXP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4500-453-437 MISCELLANEOU	\$1,000.00	\$0.00	\$96.00	\$904.00	9.60%
E 100-4500-453-512 EQUIPMENT PU	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
DEPT 453 SUMMER RECREATION	\$14,430.00	\$0.00	\$96.00	\$14,334.00	
DEPT 454 SKATING RINK					
E 100-4500-454-201 GENERAL SUPPL	\$350.00	\$0.00	\$0.00	\$350.00	0.00%
E 100-4500-454-240 TOOLS/MINOR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4500-454-381 UTILITY-ELECT	\$300.00	\$20.95	\$82.52	\$217.48	27.51%
E 100-4500-454-382 UTILITY - GAS	\$300.00	\$0.00	\$49.10	\$250.90	16.37%
E 100-4500-454-401 R&M BUILDING	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
DEPT 454 SKATING RINK	\$1,450.00	\$20.95	\$131.62	\$1,318.38	
DEPT 456 TENNIS COURT					
E 100-4500-456-402 R&M STRUCTUR	\$0.00	\$875.00	\$875.00	-\$875.00	0.00%
DEPT 456 TENNIS COURT	\$0.00	\$875.00	\$875.00	-\$875.00	
DEPT 460 SOUTH SHORE EVENT CENTER					
E 100-4500-460-101 WAGES - DEPAR	\$0.00	\$0.00	\$204.26	-\$204.26	0.00%
E 100-4500-460-104 WAGES - TEMP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4500-460-121 EMPLOYER PER	\$0.00	\$0.00	\$15.32	-\$15.32	0.00%
E 100-4500-460-122 EMPLOYER FICA	\$0.00	\$0.00	\$11.73	-\$11.73	0.00%
E 100-4500-460-123 EMPLOYER MED	\$0.00	\$0.00	\$2.74	-\$2.74	0.00%
E 100-4500-460-201 GENERAL SUPPL	\$0.00	\$1,467.41	\$1,690.96	-\$1,690.96	0.00%
E 100-4500-460-203 COMPUTER SUP	\$0.00	\$1,475.77	\$1,475.77	-\$1,475.77	0.00%
E 100-4500-460-211 CLEANING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4500-460-321 TELEPHONE	\$0.00	\$70.48	\$282.60	-\$282.60	0.00%
E 100-4500-460-341 ADVERTISING	\$0.00	\$220.00	\$3,311.27	-\$3,311.27	0.00%
E 100-4500-460-361 INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4500-460-409 R&M PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4500-460-433 DUES AND SUB	\$0.00	\$99.00	\$297.00	-\$297.00	0.00%
E 100-4500-460-437 MISCELLANEOU	\$0.00	\$0.00	\$718.14	-\$718.14	0.00%
E 100-4500-460-512 EQUIPMENT PU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 460 SOUTH SHORE EVENT	\$0.00	\$3,332.66	\$8,009.79	-\$8,009.79	
DEPT 461 CONSTRUCTION					
E 100-4600-461-308 CONSTRUCTIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 461 CONSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 463 COMMUNITY EVENTS					
E 100-4500-463-392 GOOD NEIGHBO	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
E 100-4500-463-393 NATIONAL NIG	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 100-4500-463-394 FARMERS MARK	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
E 100-4500-463-395 HL ROYALTY	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
DEPT 463 COMMUNITY EVENTS	\$8,500.00	\$0.00	\$0.00	\$8,500.00	
DEPT 481 CABLE					
E 100-4800-481-101 WAGES - DEPAR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4800-481-103 WAGES - OTHE	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
E 100-4800-481-201 GENERAL SUPPL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF HOWARD LAKE
Expenditure Guideline by Fund

04/17/20 1:57 PM
Page 7

Account Descr	2020 YTD Budget	APRIL 2020 Amt	2020 YTD Amt	2020 YTD Balance	%YTD Budget
E 100-4800-481-405 R&M- EQUIP,VE	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
E 100-4800-481-437 MISCELLANEOU	\$0.00	\$256.17	\$2,072.66	-\$2,072.66	0.00%
E 100-4800-481-512 EQUIPMENT PU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 481 CABLE	\$7,500.00	\$256.17	\$2,072.66	\$5,427.34	
DEPT 483 CEMETERY					
E 100-4800-483-387 WEED CONTRO	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
DEPT 483 CEMETERY	\$10,000.00	\$0.00	\$0.00	\$10,000.00	
DEPT 484 INFORMATION TECHNOLOGY					
E 100-4800-484-201 GENERAL SUPPL	\$600.00	\$0.00	\$550.00	\$50.00	91.67%
E 100-4800-484-202 DUPLICATING S	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
E 100-4800-484-203 COMPUTER SUP	\$8,000.00	\$0.00	\$0.00	\$8,000.00	0.00%
E 100-4800-484-309 CONSULTING F	\$4,800.00	\$0.00	\$0.00	\$4,800.00	0.00%
E 100-4800-484-321 TELEPHONE	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00%
E 100-4800-484-433 DUES AND SUB	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 484 INFORMATION TECHNO	\$22,900.00	\$0.00	\$550.00	\$22,350.00	
DEPT 491 OTHER FINANCING USES					
E 100-4900-491-720 OPERATING TR	\$475,000.00	\$0.00	\$0.00	\$475,000.00	0.00%
E 100-4900-491-726 PRIOR PERIOD	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 491 OTHER FINANCING USE	\$475,000.00	\$0.00	\$0.00	\$475,000.00	
DEPT 493 GENERAL PUBLIC WORKS					
E 100-4300-493-103 WAGES - OTHE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4300-493-385 MOSQUITO CO	\$6,500.00	\$0.00	\$0.00	\$6,500.00	0.00%
E 100-4300-493-387 WEED CONTRO	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.00%
E 100-4300-493-493 ANIMAL CONTR	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
DEPT 493 GENERAL PUBLIC WOR	\$11,500.00	\$0.00	\$0.00	\$11,500.00	
DEPT 610 WELLNESS PROGRAM					
E 100-4800-610-101 WAGES - DEPAR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4800-610-122 EMPLOYER FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 100-4800-610-123 EMPLOYER MED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 610 WELLNESS PROGRAM	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 612 DESIGN PROGRAM					
E 100-4800-612-305 CONFERENCES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 612 DESIGN PROGRAM	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 616 STORE FRONT GRANTS					
E 100-4100-616-437 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 616 STORE FRONT GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	
FUND 100 GENERAL FUND	\$2,236,169.00	\$77,404.54	\$466,443.97	\$1,769,725.03	

CITY OF HOWARD LAKE
CLAIMS & DONATIONS APPROVED

DATE - April 21, 2020

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

CITY OF HOWARD LAKE

04/17/20 11:10 AM

Page 1

***Check Summary Register©**

Cks 3/18/2020 - 4/21/2020

Name	Check Date	Check Amt	
1010 CITIZEN ALLIANCE			
Paid Chk# 000662E INTERNAL REVENUE SERVICE	4/9/2020	\$6,652.26	
Paid Chk# 000663E MN DEPT OF REVENUE	4/9/2020	\$1,158.61	
Paid Chk# 000664E PERA	4/9/2020	\$4,603.60	
Paid Chk# 000665E FURTHER	4/9/2020	\$665.04	
Paid Chk# 000666E INTERNAL REVENUE SERVICE	4/9/2020	\$7,053.47	
Paid Chk# 000667E MN DEPT OF REVENUE	4/9/2020	\$1,313.12	
Paid Chk# 000668E PERA	4/9/2020	\$5,502.38	
Paid Chk# 000669E FURTHER	4/9/2020	\$665.04	
Paid Chk# 000670E MN DEPT OF REVENUE	4/10/2020	\$7,968.00	LS Sales Tax March
Paid Chk# 000671E MN DEPT OF REVENUE	4/10/2020	\$1,350.00	UB Sales Tax March
Paid Chk# 000672E EPS	4/14/2020	\$171.51	
Paid Chk# 000673E MBF LEASING	4/14/2020	\$220.71	
Paid Chk# 000674E RADIANT SYSTEMS	4/14/2020	\$87.00	
Paid Chk# 000675E TRANSFIRST	4/14/2020	\$24.45	
Paid Chk# 000676E WORLDPAY	4/14/2020	\$850.14	CREDIT CARD CHARGES-LS
Paid Chk# 000677E LS WEEKEND CASH	4/14/2020	\$2,000.00	
Paid Chk# 026569 DEITER, JASON	3/27/2020	\$865.79	
Paid Chk# 026570 KUTZ, TOM	3/27/2020	\$865.79	
Paid Chk# 026571 ZIMMERMAN, PETER A	3/27/2020	\$1,154.37	
Paid Chk# 026572 BONNICK, STEVEN	3/27/2020	\$622.03	
Paid Chk# 026573 CHRISTENSEN, CODY	3/27/2020	\$206.16	
Paid Chk# 026574 ALLERSON, NICHOLAS	3/27/2020	\$223.67	
Paid Chk# 026575 FERRELL, JUSTINA LYNN	3/27/2020	\$335.23	
Paid Chk# 026576 MILLER, EDWARD M	3/27/2020	\$40.65	
Paid Chk# 026577 ZEBRO, ALISON	3/27/2020	\$58.26	
Paid Chk# 026578 BOBROWSKE, KURT	4/10/2020	\$115.44	
Paid Chk# 026579 DRUSCH, JACOB D	4/10/2020	\$704.20	
Paid Chk# 026580 MAGES, ALEX	4/10/2020	\$330.44	
Paid Chk# 026581 OLSON, DAMIEN	4/10/2020	\$160.07	
Paid Chk# 026582 PETERSON, JEREMY	4/10/2020	\$46.17	
Paid Chk# 026583 ROLLINS, KENNETH	4/10/2020	\$526.64	
Paid Chk# 026584 WIECH, KYLE	4/10/2020	\$234.19	
Paid Chk# 026585 BONNICK, STEVEN	4/10/2020	\$962.62	
Paid Chk# 026586 ALLERSON, NICHOLAS	4/10/2020	\$223.09	
Paid Chk# 026587 ZEBRO, ALISON	4/10/2020	\$200.63	
Paid Chk# 056111 DONAHUE, MEAGAN	3/18/2020	\$215.00	CELL PHONE - March
Paid Chk# 056112 HAGGENMILLER, NICK	3/18/2020	\$365.00	CELL PHONE - March
Paid Chk# 056113 LAWAY, MYRA	3/18/2020	\$65.00	CELL PHONE - March
Paid Chk# 056114 PRESTIDGE, CLAYTON	3/18/2020	\$65.00	CELL PHONE - March
Paid Chk# 056115 ZWILLING, TROY	3/18/2020	\$65.00	CELL PHONE - March
Paid Chk# 056116 ARCTIC GLACIER ICE, INC	3/23/2020	\$30.52	
Paid Chk# 056117 BARNUM GATE SERVICES	3/23/2020	\$421.20	
Paid Chk# 056118 BREAKTHRU BEVERAGE	3/23/2020	\$2,323.62	
Paid Chk# 056119 CAPITOL BEVERAGE SALES	3/23/2020	\$6,234.19	
Paid Chk# 056120 CENTERPOINT ENERGY	3/23/2020	\$2,300.66	
Paid Chk# 056121 COKATO TRANSPORTATION, IN	3/23/2020	\$166.75	
Paid Chk# 056122 CORE & MAIN	3/23/2020	\$1,927.63	
Paid Chk# 056123 COURI & RUPPE, P.L.L.P.	3/23/2020	\$45.00	
Paid Chk# 056124 DAHLHEIMER BEVERAGE LLC	3/23/2020	\$1,811.30	
Paid Chk# 056125 EARL F ANDERSON, INC	3/23/2020	\$795.77	
Paid Chk# 056126 EARTHLINK INC	3/23/2020	\$11.95	
Paid Chk# 056127 EMERGENCY AUTOMOTIVE TEC	3/23/2020	\$1,482.20	
Paid Chk# 056128 GREATER MN COMMUNICATION	3/23/2020	\$667.00	WEST END BILLBOARD
Paid Chk# 056129 HAWKINS, INC	3/23/2020	\$1,873.81	
Paid Chk# 056130 HAYES PUBLIC HOUSE LLC	3/23/2020	\$189.00	

CITY OF HOWARD LAKE

04/17/20 11:10 AM

Page 2

***Check Summary Register©**

Cks 3/18/2020 - 4/21/2020

	Name	Check Date	Check Amt	
Paid Chk# 056131	JOES SPORT SHOP	3/23/2020	\$816.30	
Paid Chk# 056132	JOHNSON BROTHERS LIQUOR C	3/23/2020	\$1,146.79	
Paid Chk# 056133	LAGERGREN, STEVE	3/23/2020	\$1,455.40	
Paid Chk# 056134	LAWAY, MYRA	3/23/2020	\$18.12	REIMBURSEMENT
Paid Chk# 056135	LOCHER BROS, INC	3/23/2020	\$2,679.05	
Paid Chk# 056136	MARCO TECHNOLOGIES LLC-PR	3/23/2020	\$153.27	
Paid Chk# 056137	MEDIACOM LLC	3/23/2020	\$246.17	
Paid Chk# 056138	METRO WEST INSPECTION SER	3/23/2020	\$3,249.70	
Paid Chk# 056139	MN VALLEY TESTING LAB	3/23/2020	\$25.00	
Paid Chk# 056140	NCPERS GROUP LIFE INS	3/23/2020	\$64.00	
Paid Chk# 056141	OFFICE DEPOT	3/23/2020	\$37.52	
Paid Chk# 056142	PAUMEN COMPUTER SERVICES	3/23/2020	\$645.00	
Paid Chk# 056143	PHILLIPS WINE & SPIRITS	3/23/2020	\$1,328.70	
Paid Chk# 056144	PLUNKETT S PEST CONTROL	3/23/2020	\$30.10	
Paid Chk# 056145	PRIME ADVERTISING & DESIGN	3/23/2020	\$1,773.27	
Paid Chk# 056146	SPRINT - CELL	3/23/2020	\$311.30	
Paid Chk# 056147	SWANSON, JASON	3/23/2020	\$72.19	REIMBURSEMENT
Paid Chk# 056148	SYLVESTER CUSTOM GRINDING	3/23/2020	\$6,976.00	
Paid Chk# 056149	VINOCOPIA, INC	3/23/2020	\$403.19	
Paid Chk# 056150	WAVERLY LOCK CO	3/23/2020	\$30.74	
Paid Chk# 056151	WRIGHT HENNEPIN ELECTRIC	3/23/2020	\$730.00	
Paid Chk# 056152	XCEL ENERGY	3/23/2020	\$3,809.66	
Paid Chk# 056153	HOWARD LAKE POSTMASTER	3/24/2020	\$267.05	APRIL 2020 UB
Paid Chk# 056154	A.H. HERMEL COMPANY	3/31/2020	\$638.29	
Paid Chk# 056155	BELLBOY CORPORATION	3/31/2020	\$1,847.49	
Paid Chk# 056156	BENT BREWSTILLERY	3/31/2020	\$57.73	
Paid Chk# 056157	BREAKTHRU BEVERAGE	3/31/2020	\$780.58	
Paid Chk# 056158	CAPITOL BEVERAGE SALES	3/31/2020	\$4,224.79	
Paid Chk# 056159	DAHLHEIMER BEVERAGE LLC	3/31/2020	\$7,839.83	
Paid Chk# 056160	JOHNSON BROTHERS LIQUOR C	3/31/2020	\$1,626.11	
Paid Chk# 056161	LOCHER BROS, INC	3/31/2020	\$7,039.85	
Paid Chk# 056162	MILLNER HERITAGE	3/31/2020	\$101.40	
Paid Chk# 056163	PAUSTIS WINE COMPANY	3/31/2020	\$187.82	
Paid Chk# 056164	PHILLIPS WINE & SPIRITS	3/31/2020	\$2,058.85	
Paid Chk# 056165	RED BULL DISTRIBUTION CO, IN	3/31/2020	\$193.00	
Paid Chk# 056166	SOUTHERN GLAZERS OF MN	3/31/2020	\$1,418.18	
Paid Chk# 056167	VINOCOPIA, INC	3/31/2020	\$282.00	
Paid Chk# 056168	ADVANCED POWER SERVICES,	4/3/2020	\$2,022.00	
Paid Chk# 056169	KEITH BOBROWSKE	4/3/2020	\$338.00	REIMBURSEMENT ACTIVE911, INC
Paid Chk# 056170	BOLTON & MENK, INC	4/3/2020	\$350.00	
Paid Chk# 056171	CENTERPOINT ENERGY	4/3/2020	\$113.57	
Paid Chk# 056172	CENTURYLINK	4/3/2020	\$608.58	
Paid Chk# 056173	CINTAS	4/3/2020	\$685.62	
Paid Chk# 056174	DONAHUE, MEAGAN	4/3/2020	\$215.00	CELL PHONE - APRIL 2020
Paid Chk# 056175	EARL F ANDERSON, INC	4/3/2020	\$391.40	
Paid Chk# 056176	GOPHER STATE ONE-CALL, INC	4/3/2020	\$29.70	
Paid Chk# 056177	GREATER MN COMMUNICATION	4/3/2020	\$220.00	TRADE SHOW DISPLAYS
Paid Chk# 056178	NICK HAGGENMILLER	4/3/2020	\$365.00	CELL PHONE - APRIL 2020
Paid Chk# 056179	HALVORSON, LANGEMO & PASC	4/3/2020	\$0.00	
Paid Chk# 056180	JOE'S SPORT SHOP	4/3/2020	\$580.01	
Paid Chk# 056181	JOHNSON BROTHERS LIQUOR C	4/3/2020	\$1,302.62	
Paid Chk# 056182	MYRA LAWAY	4/3/2020	\$65.00	CELL PHONE - APRIL 2020
Paid Chk# 056183	MARCO TECHNOLOGIES LLC	4/3/2020	\$395.99	
Paid Chk# 056184	MEDIACOM LLC	4/3/2020	\$156.90	
Paid Chk# 056185	MIDWEST MACHINERY CO	4/3/2020	\$176.32	
Paid Chk# 056186	MUMFORD SANITATION	4/3/2020	\$10,011.60	REFUGE - MARCH 2020

CITY OF HOWARD LAKE

04/17/20 11:10 AM

Page 3

***Check Summary Register©**

Cks 3/18/2020 - 4/21/2020

Name		Check Date	Check Amt	
Paid Chk#	056187	NELSON ELECTRIC MOTOR REP	4/3/2020	\$187.50
Paid Chk#	056188	NORTHLAND TRUST SERVICES,	4/3/2020	\$40,952.50 HOWA09A - SERIES 2009A
Paid Chk#	056189	PHILLIPS WINE & SPIRITS	4/3/2020	\$582.20
Paid Chk#	056190	CLAYTON PRESTIDGE	4/3/2020	\$65.00 CELL PHONE - APRIL 2020
Paid Chk#	056191	RON SCHROEDER CONTRACTIN	4/3/2020	\$200.00
Paid Chk#	056192	T & T SERVICES	4/3/2020	\$581.50
Paid Chk#	056193	USA BLUEBOOK	4/3/2020	\$443.59
Paid Chk#	056194	VISA	4/3/2020	\$2,319.58 CASSIDY - LICENSE PD
Paid Chk#	056195	WASTEWATER COMMISSION	4/3/2020	\$21,900.44 3013 PINE AVE SW
Paid Chk#	056196	WRIGHT COUNTY RECORDER	4/3/2020	\$46.00 5336 Imhoff Ave SW
Paid Chk#	056197	ZWILLING, TROY	4/3/2020	\$65.00 CELL PHONE - APRIL 2020
Paid Chk#	056198	A.H. HERMEL COMPANY	4/13/2020	\$322.17
Paid Chk#	056199	ARCTIC GLACIER ICE, INC	4/13/2020	\$53.41
Paid Chk#	056200	BELLBOY CORPORATION	4/13/2020	\$148.16
Paid Chk#	056201	CAPITOL BEVERAGE SALES	4/13/2020	\$4,664.65
Paid Chk#	056202	CUB FOODS	4/13/2020	\$357.19
Paid Chk#	056203	JOHNSON BROTHERS LIQUOR C	4/13/2020	\$43.59
Paid Chk#	056204	LOCHER BROS, INC	4/13/2020	\$460.90
Paid Chk#	056205	SOUTHERN GLAZERS OF MN	4/13/2020	\$5,121.56 CREDIT MEMO
Paid Chk#	056206	WINE MERCHANTS	4/13/2020	\$1,028.26
Paid Chk#	056207	ADVANCED POWER SERVICES,	4/13/2020	\$682.00
Paid Chk#	056208	ALLERSON, NICK	4/13/2020	\$4.60 DELIVERY REIMBURSEMENT
Paid Chk#	056209	BOLTON & MENK, INC	4/13/2020	\$1,303.00
Paid Chk#	056210	CARLSON CONSTRUCTION	4/13/2020	\$9,700.00
Paid Chk#	056211	CITY OF BUFFALO	4/13/2020	\$75.00 ACCT# 26-022950-00
Paid Chk#	056212	CR ELECTRIC	4/13/2020	\$604.27
Paid Chk#	056213	EMERGENCY AUTOMOTIVE TEC	4/13/2020	\$197.98
Paid Chk#	056214	FERRELL, JUSTINA	4/13/2020	\$16.50 REIMBURSEMENT
Paid Chk#	056215	FINKEN WATER SOLUTIONS	4/13/2020	\$59.30
Paid Chk#	056216	FURTHER	4/13/2020	\$4.75
Paid Chk#	056217	GREATER MN COMMUNICATION	4/13/2020	\$104.06
Paid Chk#	056218	HAWKINS, INC	4/13/2020	\$208.37
Paid Chk#	056219	HL PIT STOP	4/13/2020	\$2,393.58 JAN 2020 - MARCH 2020
Paid Chk#	056220	HOWARD LAKE FOODS	4/13/2020	\$19.02 ACCT# 130
Paid Chk#	056221	JOSEPH MULLIN TRUCKING, INC	4/13/2020	\$1,220.67 TICKET# 838425 & 838443
Paid Chk#	056222	LEAGUE OF MN CITIES INS TRU	4/13/2020	\$2,500.00 CLM# 00100556 PRESTIDGE, CLAYT
Paid Chk#	056223	MARCO TECHNOLOGIES LLC-PH	4/13/2020	\$323.75 VPN SETUP
Paid Chk#	056224	MARCO TECHNOLOGIES LLC-PR	4/13/2020	\$506.46
Paid Chk#	056225	MCALPINE, DEBRA	4/13/2020	\$6.90 DELIVERY REIMBURSEMENT
Paid Chk#	056226	MID AMERICAN RESEARCH CHE	4/13/2020	\$425.52
Paid Chk#	056227	MN VALLEY TESTING LAB	4/13/2020	\$47.00
Paid Chk#	056228	MUNSON LAKES NUTRITION	4/13/2020	\$6.89
Paid Chk#	056229	NAPA AUTO PARTS COKATO	4/13/2020	\$95.42
Paid Chk#	056230	NELSON ELECTRIC MOTOR REP	4/13/2020	\$187.50
Paid Chk#	056231	NORTHWEST ASSOC CONSULT	4/13/2020	\$1,577.63
Paid Chk#	056232	PLUNKETT S PEST CONTROL	4/13/2020	\$121.52
Paid Chk#	056233	RAM BUILDINGS, INC	4/13/2020	\$5,000.00 HERALD JOURNAL BLDING
Paid Chk#	056234	TACTICAL SOLUTIONS	4/13/2020	\$68.00
Paid Chk#	056235	WC SERVICES LLC	4/13/2020	\$875.00
Paid Chk#	056236	XCEL ENERGY	4/13/2020	\$5,737.28
Paid Chk#	056237	ZEBRO, ALISON	4/13/2020	\$1.15 DELIVERY REIMBURSEMENT
Paid Chk#	056238	HALVORSON, LANGEMO & PASC	4/14/2020	\$2,988.00 INVOICE 3863
Paid Chk#	056239	MN PEIP	4/14/2020	\$12,585.06
Paid Chk#	056240	A.H. HERMEL COMPANY	4/17/2020	\$485.44
Paid Chk#	056241	BELLBOY CORPORATION	4/17/2020	\$2,938.43
Paid Chk#	056242	DAHLHEIMER BEVERAGE LLC	4/17/2020	\$2,662.10

CITY OF HOWARD LAKE

04/17/20 11:10 AM

Page 4

***Check Summary Register©**

Cks 3/18/2020 - 4/21/2020

Name		Check Date	Check Amt	
Paid Chk#	056243	DAVID DROWN ASSOCIATES	4/17/2020	\$400.00 County Auditor Cert TIF 1-20
Paid Chk#	056244	FLOOR VALUE	4/17/2020	\$3,500.00 Downtown Revitalization Grant
Paid Chk#	056245	JOES SPORT SHOP	4/17/2020	\$490.57
Paid Chk#	056246	JOHNSON BROTHERS LIQUOR C	4/17/2020	\$1,823.00
Paid Chk#	056247	LOCHER BROS, INC	4/17/2020	\$1,693.40
Paid Chk#	056248	MEDIACOM LLC	4/17/2020	\$256.17
Paid Chk#	056249	MN VALLEY TESTING LAB	4/17/2020	\$42.00
Paid Chk#	056250	NCPERS GROUP LIFE INS	4/17/2020	\$64.00
Paid Chk#	056251	NELSON ELECTRIC MOTOR REP	4/17/2020	\$2,775.00
Paid Chk#	056252	PAUMEN COMPUTER SERVICES	4/17/2020	\$3,351.77
Paid Chk#	056253	PHILLIPS WINE & SPIRITS	4/17/2020	\$2,062.61
Paid Chk#	056254	PLUNKETT S PEST CONTROL	4/17/2020	\$271.87
Paid Chk#	056255	SOUTHERN GLAZERS OF MN	4/17/2020	\$2,678.02
Paid Chk#	056256	SZCZEPANIK, DAREK	4/17/2020	\$134.86 Reimbursement
Paid Chk#	056257	TAFT STETTINIUS & HOLLISTER	4/17/2020	\$1,000.00 Tax Increment Financing - TIF
Paid Chk#	056258	USA BLUEBOOK	4/17/2020	\$110.58
Paid Chk#	056259	WASTEWATER COMMISSION	4/17/2020	\$41,496.82 February 2020 (excluding Forsm
Paid Chk#	056260	WRIGHT HENNEPIN ELECTRIC	4/17/2020	\$1,556.00
Paid Chk#	500774E	BOVERHUIS, ANTHONY	3/27/2020	\$192.87
Paid Chk#	500775E	GILBERT, EMMAGENE	3/27/2020	\$865.79
Paid Chk#	500776E	HAGGENMILLER, NICHOLAS A	3/27/2020	\$2,919.06
Paid Chk#	500777E	KOSEK, TIMOTHY M	3/27/2020	\$1,603.90
Paid Chk#	500778E	KUTZ, KENNETH	3/27/2020	\$183.09
Paid Chk#	500779E	LAWAY, MYRA	3/27/2020	\$1,730.87
Paid Chk#	500780E	MUNSON, ALLAN W.	3/27/2020	\$865.79
Paid Chk#	500781E	SZCZEPANIK, DARIUSZ J	3/27/2020	\$1,983.71
Paid Chk#	500782E	THOMPSON, DAVID G	3/27/2020	\$1,870.09
Paid Chk#	500783E	THOMPSON, KYLE	3/27/2020	\$347.57
Paid Chk#	500784E	ZANDER, SHARI	3/27/2020	\$1,153.94
Paid Chk#	500785E	ANDERSON, ERIC J.	3/27/2020	\$1,801.63
Paid Chk#	500786E	DONAHUE, MEAGAN	3/27/2020	\$1,740.92
Paid Chk#	500787E	YUNKER, JEAN	3/27/2020	\$515.77
Paid Chk#	500788E	PRESTIDGE, CLAYTON P	3/27/2020	\$1,286.03
Paid Chk#	500789E	ZWILLING, TROY	3/27/2020	\$1,749.63
Paid Chk#	500790E	DOLL, SARAH	3/27/2020	\$132.36
Paid Chk#	500791E	FIE, KYLEE	3/27/2020	\$68.28
Paid Chk#	500792E	MCALPINE, DEBRA-ANN	3/27/2020	\$248.21
Paid Chk#	500793E	BOBROWSKE, KEITH	4/10/2020	\$340.04
Paid Chk#	500794E	HAGGENMILLER, NICHOLAS A	4/10/2020	\$2,919.06
Paid Chk#	500795E	HETRICK, MICHAEL	4/10/2020	\$46.17
Paid Chk#	500796E	KITTOCK, BRIAN	4/10/2020	\$184.13
Paid Chk#	500797E	KOSEK, TIMOTHY M	4/10/2020	\$1,701.16
Paid Chk#	500798E	KUTZ, KENNETH	4/10/2020	\$423.86
Paid Chk#	500799E	LAWAY, MYRA	4/10/2020	\$1,708.21
Paid Chk#	500800E	PETERSON, DAVID T	4/10/2020	\$69.26
Paid Chk#	500801E	STUEVEN, MARK J	4/10/2020	\$230.87
Paid Chk#	500802E	SZCZEPANIK, DARIUSZ J	4/10/2020	\$1,734.22
Paid Chk#	500803E	THOMPSON, DAVID G	4/10/2020	\$1,938.88
Paid Chk#	500804E	THOMPSON, KYLE	4/10/2020	\$199.46
Paid Chk#	500805E	YOKIEL, ANDREW J	4/10/2020	\$846.70
Paid Chk#	500806E	ZANDER, SHARI	4/10/2020	\$1,232.09
Paid Chk#	500807E	ANDERSON, ERIC J.	4/10/2020	\$1,837.06
Paid Chk#	500808E	DONAHUE, MEAGAN	4/10/2020	\$1,740.92
Paid Chk#	500809E	YUNKER, JEAN	4/10/2020	\$518.74
Paid Chk#	500810E	PRESTIDGE, CLAYTON P	4/10/2020	\$1,286.03
Paid Chk#	500811E	ZWILLING, TROY	4/10/2020	\$1,654.05

CITY OF HOWARD LAKE

04/17/20 11:10 AM

Page 5

Check Summary Register©*Cks 3/18/2020 - 4/21/2020**

Name	Check Date	Check Amt
Paid Chk# 500812E BRAVINDER, SETH Z	4/10/2020	\$46.17
Paid Chk# 500813E DOLL, SARAH	4/10/2020	\$10.92
Paid Chk# 500814E FERRELL, JUSTINA LYNN	4/10/2020	\$533.44
Paid Chk# 500815E MCALPINE, DEBRA-ANN	4/10/2020	\$317.42
Paid Chk# 500816E SIMPSON, MATTHEW L	4/10/2020	\$92.35
Total Checks		<u>\$383,660.86</u>

CITY OF HOWARD LAKE

04/17/20 11:17 AM

Page 1

***Check Summary Register©**

Cks 3/18/2020 - 4/21/2020

Name		Check Date	Check Amt
1012 CAB - AMBULANCE			
Paid Chk# 005626	BOUNDTREE MEDICAL	4/13/2020	\$126.01
Paid Chk# 005627	CENTRAL MCGOWAN, INC	4/13/2020	\$26.63
Paid Chk# 005628	CITY OF HOWARD LAKE	4/13/2020	\$4,120.00 WAGES
Paid Chk# 005629	GREATER MN COMMUNICATION	4/13/2020	\$134.85
Paid Chk# 005630	HOWARD LAKE FOODS	4/13/2020	\$27.29
Paid Chk# 005631	HOWARD LAKE POSTMASTER	4/13/2020	\$110.00
Paid Chk# 005632	JOES SPORT SHOP	4/13/2020	\$163.85
Paid Chk# 005633	KEAVENY PHARMACY	4/13/2020	\$701.85 ACCT# 33675
Paid Chk# 005634	MAGES, ALEX	4/13/2020	\$254.41 REIMBURSEMENT
Paid Chk# 005635	MN EMERGENCY MEDICAL SVC	4/13/2020	\$112.00
Paid Chk# 005636	PROFESSIONAL CREDIT ANALY	4/13/2020	\$19.78
Paid Chk# 005637	RIDGEVIEW MEDICAL CENTER	4/13/2020	\$200.00
Paid Chk# 005638	YOKIEL, ANDREW	4/13/2020	\$56.00 REIMBURSEMENT
Total Checks			\$6,052.67



HOWARD LAKE CITY COUNCIL MEETING

April 21, 2020

AGENDA ITEM: Consider Approving Various Personnel Appointments

SECTION: Consent Agenda

FROM: Nick Haggenmiller, City Administrator
Interim Chief Bobrowske

BACKGROUND: The HLFD has received the following applications for volunteer positions. The two individuals have been subject to background and are deemed suitable for approval:

- Amanda Loebertman
- Nicole Kittock

ALTERNATIVE OPTIONS: Council may approve, modify or reject the appointments.

FINANCIAL: These are filling vacant, budgeted positions within the department.

STAFF RECOMMENDATION: Approve as Presented.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

APRIL 21, 2020

AGENDA ITEM: Consider Financial Contribution to WCCA to Purchase Freezer

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator
Jay Weatherford, Wright County Community Action Agency

BACKGROUND: Wright County Community Action Agency (WCCA) has approached the City of Howard Lake for a financial contribution that would be used to offset anticipated expenses associated with the purchase and installation of a freezer at the WCCA Food Shelf in Waverly. The following questions/answers are provided directly from the executive director, Jay Weatherford.

- How and where do you receive your overall organizational funding? **Please review our Website for the scope of services of WCCA. We have over 15 separate programs. Each program is independently funded by Federal, State, or local funding. Some programs are funded by a mix of all three like Head Start. Unfortunately food security and the food shelf are for the most part locally funded by donations from the community. We do receive \$5-8,000 per year from FEMA for food only (federal funding). We have many local faith-based organizations, local corporate support, and local individual contributing to the food cost at the food shelf.**
- Please provide the defined service area for the WCCA food shelf. **We serve all of Wright County from the Waverly Food Shelf. We are the only Food Shelf in the County that has extended hours and is available to anyone in the county. There are eight food shelves in Wright County (Annandale, Buffalo, Hanover, Cokato, Delano, Rockford, Waverly, and Monticello). As I mention in my email to you below. *"WCCA Food Shelf in Waverly served more people in 2019 from Howard Lake than any other city in the county. In 2019 the food shelf served a total of 363 residence of Howard Lake and a total of 35,061 lbs. of food."***
- Does the service area change for the specific ask of freezer space? **Currently we are seeking funding support for a freezer at the Waverly Food Shelf. For freezers in other markets like Monticello we are working independently with the community served in those markets to obtain freezers for those markets. We are asking for those supported by the local food shelf which in Howard Lakes case is in Waverly to support the freezer located in their major service area. For example, we will ask the Monticello Lions and the Monticello community to support the walk-in freezer in their market.**
- What is the total installed cost of this project?
 - Freezer - **\$15,349.63 delivered and set in place**
 - Electrical – **estimate three hours at \$80/hr plus materials (less than \$500 total)**
 - General contractor – **Site preparation estimate \$1,800**
 - Delivery **(see quote for total price deliver and set up)**
 - Etc?
- Who has committed funding to date? How much?
 - City of Waverly EDA – 50% of job cost**
 - Waverly Lions -- \$2,000**
 - Howard Lake Lions \$1,000**
 - Maple Lake Lions \$1,000**
 - Citizen's Bank of Waverly -- \$1,000**

In addition to requesting support from the City of Howard Lake, we have current applications also to the Montrose Lions and Allina to help with freezers in the county.

- How does WCCA typically fund capital purchases? **For the food shelf we typically fund capital purchases through local donors and foundation requests.**

- Where/how is food being held currently? Private businesses, churches, restaurants, schools etc?? **Currently we have committed short-term food storage in local freezers including at the Food Shelf, Humphrey Elementary, St Mary's Church, KC Hall in Waverly, Uptown Bar and Grill, Delano Senior Center, and Buffalo Community Center. Most recently we obtain permission for short term space at a closed restaurant in Buffalo.**

ALTERNATIVE OPTIONS: Ongoing discussions with Weatherford have inquired about existing freezer space in Howard Lake (we are unaware of additional space), renting a refrigerated trailer or seeking to borrow one from the corporate headquarters of Howard Lake Foods.

FINANCIAL: Open

LEGAL: Minnesota State Statute prohibits cities from providing money or donations to nonprofits unless it is deemed an economic development activity. Classifying this as economic development may be a possibility.

Additionally, if council moves forward with the request, staff cautions council to be very specific with their reasoning for approval. It is very likely other groups, organizations and needs will be identified through the Covid19 pandemic or other future emergencies. The actions taken with this matter will set precedence.

STAFF RECOMMENDATION: Discuss

ATTACHMENTS:

1. Refrigerator Specs

Module 4, Section C: All Characteristics Report - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security

Name of CSBG Eligible Entity Reporting:

Wright County Community Action

A. Total unduplicated number of INDIVIDUALS about whom one or more characteristics were obtained 477

B. Total unduplicated number of HOUSEHOLDS about whom one or more characteristics were obtained 175

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender	Number of Individuals
a. Male	241
b. Female	236
c. Other	0
d. Unknown/not reported	0
TOTAL (auto calculated)	477

2. Age	Number of Individuals
a. 0 to 5	52
b. 6 to 13	78
c. 14 to 17	36
d. 18 to 24	46
e. 25 to 44	138
f. 45 to 54	45
g. 55 to 59	23
h. 60 to 64	16
i. 65 to 74	24
j. 75+	19
k. Unknown/not reported	0
TOTAL (auto calculated)	477

3. Education Levels	Number of Individuals	
	(ages 14-24)	ages 25+
a. Grades 0-8	33	5
b. Grades 9-12/non-graduate	19	34
c. High school grad/Equivalency Diploma	22	191
d. 12 grade + Some Post-Secondary	1	18
e. 2 or 4 year College Graduate	0	12
f. Graduate or other post-secondary school	0	1
g. Unknown/not reported	4	4
TOTAL (auto calculated)	79	265

4. Disconnected Youth	Number of Individuals
a. Youth ages 14-24 who are neither working nor in school	4

5. Health	Number of Individuals		
	Yes	No	Unknown
a. Disabling Condition	67	397	13
	Yes	No	Unknown
b. Health insurance*	241	47	62

*If an individual reported that they had Health Insurance please identify the source of health insurance below.

Health Insurance Sources

i. Medicaid	163
ii. Medicare	16
iii. State Children's Health Insurance Program	0
iv. State Health Insurance for Adults	1
v. Military Health Care	2
vi. Direct-Purchase	3
vii. Employment Based	55
viii. Unknown/not reported	63
TOTAL (auto calculated)	303

6. Ethnicity/Race	Number of Individuals
i. Ethnicity	
a. Hispanic , Latino, Spanish Origins	24
b. Not Hispanic, Latino, or Spanish Origins	374
c. Unknown/not reported	0
TOTAL (auto calculated)	398

ii. Race	
a. American Indian or Alaskan Native	14
b. Asian	0
c. Black or African American	23
d. Native Hawaiian or Other Pacific Islander	4
e. White	412
f. Other	13
g. Multi-race (two or more of the above)	10
c. Unknown/not reported	1
TOTAL (auto calculated)	477

7. Military Status	Number of Individuals
a. Veteran	8
b. Active Military	2
c. Unknown/not reported	46
TOTAL (auto calculated)	56

8. Work Status	Individuals 18+
a. Employed Full-Time	70
b. Employed Part-Time	39
c. Migrant Seasonal Farm Worker	3
d. Unemployed (Short-Term, 6 months or less)	22
e. Unemployed (Long-Term, more than 6 months)	25
f. Unemployed (Not in Labor Force)	29
g. Retired	17
h. Unknown/not reported	21
TOTAL (auto calculated)	226

Module 4, Section C: All Characteristics Report - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security

Name of CSBG Eligible Entity Reporting:

Wright County Community Action

D. HOUSEHOLD LEVEL CHARACTERISTICS

9. Household type	Number of households
a. Single Person	61
b. Two Adults NO Children	44
c. Single Parent Female	15
d. Single Parent Male	4
e. Two Parent Household	28
f. Non-related Adults with Children	4
g. Multigenerational Household	9
h. Other	3
i. Unknown/not reported	7
TOTAL (auto calculated)	175

10. Household size	Number of households
a. Single Person	61
b. Two	37
c. Three	26
d. Four	22
e. Five	13
f. Six or more	16
g. Unknown/not reported	0
TOTAL (auto calculated)	175

11. Housing	Number of households
a. Own	52
b. Rent	87
c. Other permanent housing	0
d. Homeless	2
e. Other	15
f. Unknown/not reported	3
TOTAL (auto calculated)	159

12. Level of Household Incomes	Number of households
(% of HHS Guideline)	
a. Up to 50%	55
b. 51% to 75%	24
c. 76% to 100%	15
d. 101% to 125%	18
e. 126% to 150%	15
f. 151% to 175%	15
g. 176% to 200%	12
h. 201% to 250%	10
i. 250% and over	11
j. Unknown/not reported	
TOTAL (auto calculated)	175

13. Sources of Household Income	Number of households
a. Income from Employment Only	37
b. Income from Employment and Other Income Source	10
c. Income from Employment, Other Income Source, and Non-Cash Benefits	4
d. Income from Employment and Non-Cash Benefits	11
e. Other Income Source Only	50
f. Other Income Source and Non-Cash Benefits	20
g. No income	11
h. Non-Cash Benefits Only	8
i. Unknown/not reported	17
TOTAL (auto calculated)	168

Below, please report the types of Other income and/or non-cash benefits received by the households who reported sources other than employment

14. Other Income Source	Number of Households
a. TANF	5
b. Supplemental Security Income (SSI)	5
c. Social Security Disability Income (SSDI)	6
d. VA Service-Connected Disability Compensation	0
e. VA Non-Service Connected Disability Pension	1
f. Private Disability Insurance	0
g. Worker's Compensation	0
h. Retirement Income from Social Security	12
i. Pension	2
j. Child support	4
k. Alimony or other Spousal Support	0
l. Unemployment insurance	4
m. EITC	0
n. Other	58
o. Unknown/not reported	0

15. Non-Cash Benefits	Number of Households
a. SNAP	28
b. WIC	12
c. LIHEAP	10
d. Housing Choice Voucher	2
e. Public Housing	1
f. Permanent Supportive Housing	0
g. HUD-VASH	0
h. Childcare Voucher	1
i. Affordable Care Act Subsidy	1
j. Other	2
k. Unknown/not reported	5

E. Number of Individuals Not Included in the Totals Below

(due to data collection system integration barriers)

1. Please list the unduplicated number of INDIVIDUALS served in each program*:

Program Name	Number of Individuals
--------------	-----------------------

F. Number of Households Not Included in the Totals Above

(due to data collection system integration barriers)

1. Please list the unduplicated number of HOUSEHOLDS served in each program*:

Program Name	Number of Individuals
--------------	-----------------------

To:
TriMark Hockenbergs
Rob Lemke
13098 George Weber Dr
Rogers, MN 55374
402-339-8900
(320)257-8838 (Contact)

Project:
Wright County Community Action

From:
Trimark-Minnesota
Rob Lemke
13098 George Webber Dr
Suite 100, Rogers MN 55374
Cell # 320-260-0990

Item	Qty	Description	Sell	Sell Total
1	1 ea	WALK IN FREEZER, MODULAR, SELF-CONTAINED  Nor-Lake Model No. KODF77812-C Kold Locker™, Outdoor -10°F Freezer, 8' x 12' x 7'-7" H, with floor, 26 gauge embossed coated steel interior & exterior finish, self-closing door, locking deadbolt handle, membrane roof, RCPF150JC-E-4-EV Capsule-Pak™ ceiling mount, 1-1/2 HP, 230v/60/1-ph	\$12,898.74	\$12,898.74
	1 ea	Outdoor walk-ins shipping to the state of Florida or any other area requiring hurricane wind load ratings are NOT INCLUDED in the Kold Locker™ program, please contact factory for pricing		
	1 ea	Contact factory regarding lead times on walk-ins shipping to California, Washington or Oregon as these likely will require seismic restraints		
	1 ea	NOTE: A licensed electrician and refrigeration installer may be required to make all necessary refrigeration and electrical connections		
	1 ea	18 Month Labor/Service and original equipment parts warranty		
	1 ea	15 year original equipment panel warranty		
	1 ea	5 Yr compressor warranty (net)	\$163.75	\$163.75
	1 ea	Optional 30" door width, lead time may be affected (not available on 6' high Kold Lockers)	\$72.14	\$72.14
	1 ea	Door hinged on right		
ITEM TOTAL:				\$13,134.63
SUBTOTAL				\$13,134.63
8	1 ea	SHELVING Custom SHELVING FOR 8X12	\$1,115.00	\$1,115.00
ITEM TOTAL:				\$1,115.00
12	1 ea	DELIVER AND SET IN PLACE Custom NO ELECTRICAL OR REFRIGERATION	\$1,100.00	\$1,100.00
ITEM TOTAL:				\$1,100.00
Total				\$15,349.63

Standard Contract Terms & Conditions

All quotations are subject to approval by the company. The above listed prices shall be firm for 30 days. Prices shown in this quotation are for specific items, quantities, and lead times indicated.

Prices are subject to change if all of the items are not ordered, if quantities ordered differ, or if adequate lead-time is not allowed.

The prices shown in this quotation DO/DO NOT include freight charges which will be added to our invoice. This quotation does not include any fees for local permits or licenses that may be required by your municipality or state.

The prices shown in this quotation DO/DO NOT include applicable taxes, which will be added to our invoice unless a valid certificate of exemption is provided by you. Please be advised that, under state law, some items may still be taxable. In states where TriMark Hockenbergs is not registered to collect Sales Tax, it is the buyer's responsibility to pay any applicable Use Tax due to the state.

Payment terms are 50% due at time of order, 45% due prior to delivery and 5% due based on customer terms. We impose a surcharge on credit cards that is not greater than our cost of acceptance. Please be advised that a 1.5% per month FINANCE CHARGE will begin to accrue upon expiration of the above payment terms. This will amount to 18% annually.

It is our understanding that you are requesting delivery of the items on this order during the week of {T.B.D.} if this date is not correct or is missing, please provide us with a scheduled delivery date _____. If an alternative date is not provided, the date specified above is considered confirmed. In the event that the delivery date is delayed by you, or any party other than TriMark Hockenbergs, for more than two (2) weeks from the agreed upon date, you hereby agree that TriMark Hockenbergs will bill you for "stored materials".

You also agree that any payments originally due "upon delivery" will become immediately due and payable. For valuable consideration, receipt of which is hereby acknowledged, you hereby grant to TriMark Hockenbergs a security interest in the equipment described herein and any and all additions and accessories thereto, to secure payment of the total debt and any and all other obligations to TriMark Hockenbergs under this agreement. The security interest created hereby shall terminate when obligations have been paid in full.

You hereby authorize TriMark Hockenbergs to file any UCC financing statement that it deems necessary to perfect its security interest.

On capital purchases, we require a perfected security interest in the goods until they have been paid for in full. TriMark Hockenbergs will handle all of the necessary U.C.C. filings and pay for any costs associated with these filings. Upon failure of you to promptly pay or perform any of the obligations or any covenants contained or referred to herein, TriMark Hockenbergs may, at its option, declare all of the obligations immediately due and payable and then shall have all of the remedies of a secured party under the Uniform Commercial Code of the state where the equipment is located. Such remedies shall include, but are not limited to, the right to take possession of the equipment. Expenses related to repossessing, holding, repairing, or reselling the equipment, including any collection costs, reasonable attorney's fees and legal expenses, shall be the responsibility of the buyer.

No warranty of merchantability or fitness for a particular purpose, or other warranty, express, implied or statutory, nor any affirmation of fact or promise is made by Seller with respect to the goods which are sold pursuant hereto.

TRIMARK HOCKENBERGS SHALL NOT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL LOSSES, DAMAGES OR EXPENSES, DIRECTLY OR INDIRECTLY ARISING FROM THE SALE, HANDLING OR USE OF THE GOODS, OR FROM ANY OTHER CAUSE RELATING THERETO. TriMark Hockenbergs' liability hereunder and Buyer's exclusive remedy hereunder is expressly limited to the replacement (in the form originally shipped) of goods not complying with this Agreement or, at TriMark Hockenbergs' election, to credit Buyer with an amount equal to the purchase price of such goods, whether claims are for breach of warranty, negligence or otherwise.

If you are in agreement with the aforementioned terms, prices, specifications and conditions, please sign a copy of this contract and return it to the undersigned at our offices, accompanied by any required advance payment.

Thank you for the opportunity to offer our quotation. We look forward to receiving your valued order.

TriMark Hockenbergs

Acceptance _____ Date _____

Print Name _____

Company Name _____

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$15,349.63



HOWARD LAKE CITY COUNCIL MEETING

APRIL 21, 2020

AGENDA ITEM: Consider Resolution 20-06 Extending Local Emergency Declaration

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator
Mayor Zimmerman

BACKGROUND: The City Council enacted a local emergency declaration on March 27, 2020 in response to the Covid19 pandemic. The initial resolution was set to expire on April 10, 2020. The current resolution seeks to accomplish the following amendments:

- Extends the duration to match the State of Minnesota Executive order to May 14, 2020
- Automatically extends or cancels to match additional provisions of official executive orders or legislation from the State of Minnesota.
- Extends hazard pay to identified essential employees unable to follow full social distancing guidelines.
- Removes specific hours of operation from Howard Lake Wine & Spirits and leaves to discretion of the administrator and liquor manager.
- Clarifies the city's role and response to NON city sponsored events and activities to indicate the City does not have authority to cancel non-city events but will educate and enforce when events and activities are found to be out of compliance.

ADDITIONAL CONSIDERATIONS (not included in current resolution)

City staff has attempted to make contact with all businesses in Howard Lake to determine service, operation interruptions, accommodations being made and to determine if any explicit support was needed. We have also been taking note to what other communities are doing to assist businesses. Examples requested/seen include:

- Micro Loans/Grants
\$500 - \$5,000 commonly used to offset utility bills, permit fees etc. This is most common in cities with standalone economic development authorities and EDA tax levies.
- Chamber Bucks
At least one nearby community is mailing \$60 worth of Chamber of Commerce money to each resident that is redeemable at city hall (utilities) or any local business. If similar was done here it would cost about \$60,000 to execute.
- Utility Bill Discounts
This has been frequently requested by residential and commercial property owners. There is no precedence for offering discounts or waiving fees. We have delayed special assessments and utility disconnects at this time. We are required to cover expenses of enterprise funds, so we would in essence be transferring reserves to enterprise funds. The City is also a passthrough for wastewater treatment fees. Finally, operation and maintenance expenses during the pandemic have actually increased related to lift station maintenance.

ALTERNATIVE OPTIONS: Council has the authority to modify in part or total.

FINANCIAL: At the time this was printed, calculations were being made to evaluate the cost of hazard pay per department per month.

STAFF RECOMMENDATION: Approve Resolution 20-06 Extending the Local Emergency Declaration

ATTACHMENTS:

1. Resolution 20-06

RESOLUTION 20-6
CITY OF HOWARD LAKE, MINNESOTA
RESOLUTION EXTENDING EMERGENCY RELATED TO COVID19

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

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

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

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

1. **AUTHORITY.** Under the authority given by Minnesota Statutes Chapter 12, the City Council declares that a local emergency exists within the City of Howard Lake, effective March 27, 2020, with all the powers and responsibilities attending thereto as provided by Minnesota Statutes, Chapter 12. The emergency will last more than 72 hours and require immediate action to respond to the local emergency is needed in order to protect the health, safety and welfare of the City of Howard Lake and the community while also providing services deemed essential. The authority provided by this ordinance conditions will follow that of the State of Minnesota with an anticipated termination date of May 14, 2020 unless otherwise extended. The duration of this declaration will automatically renew, extend or cancel to match official executive orders of Governor Walz. The city council may duly revisit at any time they deem necessary.
2. **EMERGENCY CONTRACTS.** City staff is authorized to enter into agreements and contracts necessary for the procurement of materials, equipment, staffing, and services required to respond to the local emergency. The mayor and city administrator are authorized to execute any necessary agreements, contracts and related documents regarding the local emergency necessary to implement corrective action relative to the local emergency to protect the health, safety and welfare of the City of Howard Lake and its residents. City staff is authorized to take any appropriate action and to prepare any documents to facilitate the directives of the Council as set forth in this resolution.
3. **CITY SERVICES.** Essential public services, specifically police, fire, ambulance & rescue, public works, admin, finance and liquor functions will remain available and follow modified service delivery as recommended from the CDC, State of Minnesota and other public health agencies. Office personnel will be available by phone or email during normal working hours. The utility drop box located behind the USPS will remain open. Building inspections will continue, however, precautions and modifications will be made to follow proper social distancing guidelines. During this period utility disconnects will not occur. Planned special assessments will be delayed until July 21, 2020 or later if deemed necessary.
4. **CITY BUILDINGS.** All City of Howard Lake buildings will be closed to the public until at least May 14, 2020. The closure may be extended by the Mayor, the City Administrator as necessary to further protect the health, safety of City employees and the general public. New bookings for meetings and events will not be made until May 14, 2020 or later if extended. City buildings include city hall, South Shore Event Center and Howard Lake Community Room.

5. **MEETINGS & EVENTS.** All regular City Council, board and commission and EMS meetings are canceled through May 14, 2020 or if extended. Meetings may be conducted by telephone, Go-to-Meeting or other electronic means if the emergency extends beyond May 14, 2020 or if a special meeting is required in the interim. The City will make every attempt to follow Open Meeting Law requirements.
6. **MUNCIPAL LIQUOR STORE.** The City of Howard Lake Municipal Liquor Store has temporarily adjusted hours to minimize public exposure and to provide ample time to stock and sanitize surfaces. Hours will be updated and posted at the store, website and facebook.
7. **NON-SANCTIONED-CITY-EVENTS.** The City does not have the explicit authority to prohibit events and activities such as garage sales, community celebrations etc. However, the Howard Lake Police Department and City staff will seek to educate residents and groups to official executive orders and best practices concerning social distancing and the prevention of spread of the pandemic.
8. **CITY PARKS & RECREATION.** City playgrounds and public beaches are signed and prohibited from use during the emergency declaration period. Open spaces, trails and activities that are feasible while obeying social distancing guidelines are permitted.
9. **CITY EMPLOYEES.** City employees will continue to report to work. Employees have been provided with a memo outlining precautions to avoid spreading illness and defining roles/expectations for their day-to-day work. Sick employees and those who have been exposed directly to COVID19 are required to stay home and abide by quarantine guidelines. It is generally expected that employees will be able to make accommodations to work during this time. In the event they are not as deemed by the City Administrator, employees will be placed on paid administrative leave.
10. **HAZARD PAY.** Employees deemed essential and in positions where more frequent and direct exposure is identified will be afforded hazard pay. These positions specifically include police, ambulance/rescue and liquor. Their pay will be adjusted during the official emergency declaration period in the following manner: Police - \$2/hour | Liquor - \$2/hour | Ambulance/Rescue - \$5 no transport, \$20 transport.
11. **SHELTER IN PLACE ORDER.** During the shelter in event order issued by the Governor, the city administrator and department heads will made decisions to minimize unnecessary interpersonal interaction will still ensuring that essential functions remain operation. This may mean that some employees will be asked to report to work in order to carry out duties; other employees will be asked to work remotely from home; and others may be ordered to stay home. Due to the emergency, schedules may need to be adjusted. Decisions on altered schedules, remote work from home and reporting to work during any shelter in place order will be made by the department head in consultation of the city administrator. In the event city employees are sent home, they will continue to be paid without requiring the use of paid time off. The City reserves the right to review this policy decision at any time. Full time employees will be paid 40 hours in one week. Part time employees will be paid for their average weekly hours annualized. Employees will be given guidance and assignments for the shelter in place order. The goal of this policy is to continue the functions and successful service delivery of the City while minimizing the risks of the employees and the public.

APPROVED AND EXTENDED THIS 21ST DAY OF APRIL, 2020

Peter Zimmerman, Mayor

Date

ATTEST:

Nicholas Haggemiller, Administrator/Clerk

Date



HOWARD LAKE CITY COUNCIL MEETING

April 21, 2020

AGENDA ITEM: Howard Lake Foods Lighting Retrofit

SECTION: New Business

FROM: Meagan Donahue, Assistant City Administrator

BACKGROUND: Currently the Howard Lake Foods building has 56 lights that need the ballasts fixed/replaced. This represents about half of all the light fixtures. Discussing options with electricians we could replace ballasts with similar ballasts for about \$2,000. However, the age of the remaining half suggests that all ballasts will need to be replaced in the future. Therefore, it would be more cost effective to convert ALL lights to LED, which would save energy costs in the long run and within a similar cost after including the Xcel rebate.

The City received two quotes, including the lowest bid from CR Electric in Winsted. The quote includes the costs for retrofitting 56 8' 4 lamp T8 Strip Fluorescent fixtures to new 4' LED 15W lights, removing and recycling the ballasts, and removing and recycling the 224 fluorescent lamps. CR Electric will assist with getting rebates from Xcel Energy.

ALTERNATIVE OPTIONS:

1. Council could direct the replacement of existing ballasts only for estimated cost of \$2,000.
2. Council could table the request indefinitely.

FINANCIAL:

1. CR Electric - \$4,756.87 and is eligible for a \$1,841.84 rebate from Xcel Energy. Total after rebate is \$2,915.03. **Rebates equal 35% of total install cost.
2. All loan and lease payments between the City and the store operator are current and in good standing.

LEGAL: The City of Howard Lake is the owner of the grocery store facility and leases to the operator under a lease and loan agreement. The lease requires the city to address the envelope and utility systems of the building. While the lease does not explicitly address lighting, in most commercial leases it is assumed the light fixtures are responsible by the owner and lightbulbs are responsible to the tenant. The figures above propose the city financing the entire cost but retaining the full Xcel Energy rebate.

In review of the existing lease, we note that the lease is up for balloon payment or extension in 2020.

STAFF RECOMMENDATION: Staff is recommending to contract with the lowest bidder, CR Electric.

ATTACHMENTS: CR Electric Quote

Lighting System Analysis

Cost Saving Recommendations

Customer Report

April 14, 2020

Property Address:

Howard Lake Foods

603 8th Ave

Howard Lake, MN 55349-5137

Prepared for:

Howard Lake Foods

603 8th Ave

Howard Lake, MN 55349-5137



Prepared by Lighting Specialist:

Erik Ennen

Center for Energy and Environment
212 3rd Avenue North, Suite 560
Minneapolis, MN 55401

Mobile: (612) 819-7245

Phone:

Fax: (612) 335-5888

E-mail: eenen@mncee.org

Lighting Upgrades		Estimated Costs	Estimated Annual Savings	Payback
Total Installed Cost	<i>Before rebate</i>	\$4,756.87		
Utility Rebate*		\$1,841.84		
Your Final Cost	<i>After rebate</i>	\$2,915.03	\$1,243.19 ^(a)	2.3 years
⇒ Rebate equals 39% of installed cost. (Including special orders)				

*Job must be completed and invoices submitted within 90 days or by 10/30/2020, whichever comes first. One-Stop reserves the right to withdraw this rebate offer after expiration. You may request an extension, which includes re-verification of eligibility, kW/kWh savings, installation costs, estimated rebate, and program rules by One-Stop.

CEE Financing Option

Estimated monthly savings	\$103.60 ^(a)	
Monthly loan payments at 3.9% for 31 month term	\$106.61 ^(b)	2.7 years

(b) Estimate based on a loan amount of \$3,115.03, including a \$200.00 loan processing fee. Other fees may apply. The loan term has a maximum of 5 years, with monthly payments not less than the estimated monthly savings. Final terms and conditions set by lender upon loan approval. (Including Loan Financing Charges)

Utility Cost Analysis	Demand (KW)	Energy (KWh)	Annual Cost	CO2 (lbs)*
Existing Lights	6.160	33,726	\$3,107.96	27,723
New Lights	3.696	20,236	\$1,864.77	16,634
Estimated Savings	2.464	13,490	\$1,243.19^(a) ◀	11,089 *

* How do CO2 emissions affect me and my business? ↑ Rising concentrations of greenhouse gasses (GHG) produce an increase in the average surface temperature of the Earth over time. Rising temperatures produce changes in precipitation patterns, storm severity, and sea level commonly referred to as "climate change." ↑ Carbon dioxide (CO2), methane, nitrous oxide and four groups of fluorinated gases (sulfur hexafluoride, HFCs, PFCs and CFCs) are the major GHG. In the U.S., GHG emissions come primarily from the combustion of fossil fuels in energy use. CO2 emissions from coal-fired electricity generation comprise nearly 80 percent of the total CO2 emissions produced by the generation of electricity in the U.S. ↑ Installing energy-efficient lighting and implementing other conservation measures that reduce electric energy use significantly reduces GHG emissions and mitigates global climate change. Read more at: www.eia.doe.gov or www.epa.gov

(a) Savings estimates are based on standard engineering calculations and are NOT guaranteed. Your actual savings may be higher or lower depending on various factors, including how you operate your lights and other electric equipment in your building. Electric Utility Rates = \$0.0630/KWh and \$13.30/KW, where Demand cost savings occurs primarily during the summer months peak rate hours of 9am to 9pm.

(14 [00,00] [0] [00,00] [00] [True] [2.464KW])

One-Stop Efficiency Shop®

Recommended Lighting Projects

Recommended Lighting System Upgrades	Schedule Name & Hours/year of Operation	Installed Cost (Without Rebate)	Estimated Annual Savings	Select
Area A: T8 LED Retrofit				
Project: #1	5475 Hrs/Yr 5,475 hrs/yr	\$4,756.87 Incl Special Order	\$1,243.19	☒
Qty Watts EXISTING Luminaire 56 110 T8 4' 32 E4-4L-Exist	Qty Watts NEW Luminaire 56 66 LED 16.50W Linear-T8-Bypass-4' 4L			
Totals (Including special orders)		\$4,756.87	\$1,243.19	

One-Stop Efficiency Shop® Customer Participation Agreement

I, the undersigned, agree that to the best of my knowledge the lighting schedule below accurately describes how the lights are operated at the facility listed in this document. I understand that the energy or cost savings reflected in this analysis are estimates, and that Center for Energy and Environment (CEE) and Xcel Energy do not guarantee that a specific level of energy or cost savings will result from the implementation of energy conservation measures or the use of products funded under this program. I also give CEE permission to submit, on my behalf, all Xcel Energy rebate and financing forms required for the One-Stop Efficiency Shop® program.

I understand that all electrical code violations that are found during the lighting system inspection or during installation must be brought up to code at the customer's expense. Costs for correcting code violations are NOT included in the installation costs quoted in this document.

I understand that my lighting contractor must contact the auditor in order to participate in the One-Stop Program, and that I WILL NOT BE ELIGIBLE FOR THE REBATE UNLESS MY CONTRACTOR CONTACTS THE AUDITOR. (One-Stop Auditor: Erik Ennen, Cell Ph. (612) 819-7245)

By signing below I certify that I have read, understand and will comply with the attached One-Stop Efficiency Shop® RULES and REQUIREMENTS, and that I can not apply for other rebates offered by Xcel Energy or any other energy-efficiency program towards lamps or lighting work covered by this agreement.

Select One

☐ Financed

☐ Cash

Signature _____

Date _____

Customer Cost: \$2,915.03 (Including special orders)

Lighting Schedules

Your lighting savings are based on the following average hours of operation							
Lighting Schedule Name	Mon	Tues	Wed	Thur	Fri	Sat	Sun
5475 Hrs/Yr	15.0 hrs	15.0 hrs	15.0 hrs	15.0 hrs	15.0 hrs	15.0 hrs	15.0 hrs
5,475 hrs/yr							

ONE-STOP EFFICIENCY SHOP® PROGRAM RULES and REQUIREMENTS

The One-Stop Efficiency Shop® lighting efficiency program (One-Stop Efficiency Shop®), administered by Center for Energy and Environment (“CEE”) and funded through Xcel Energy, offers cash rebates to eligible small business customers (“Participant”) who purchase and install qualifying energy-efficient lighting products in existing buildings.

The intent of the One-Stop Efficiency Shop® operating as a Minnesota Conservation Improvement Program (CIP), is to incentivize Xcel Energy’s customers to install energy efficient equipment earlier than they would have otherwise by defraying a portion of the cost of the retrofit. To ensure that the program operates as intended, the Participant must have a financial stake in the transaction and the Participant’s Project Cost must be greater than zero to receive a One-Stop Efficiency Shop® rebate.

Participant Qualifications

One-Stop Efficiency Shop® rebates apply only to qualified Xcel Energy customers with a valid commercial electric account in Xcel Energy’s Minnesota service territory that meet One-Stop Efficiency Shop® eligibility requirements. The Vendor or Participant must verify with a CEE consultant that an Xcel Energy account is eligible for One-Stop Efficiency Shop® rebates before committing to, purchasing equipment for or implementing a project. To determine if a business qualifies for the One-Stop Efficiency Shop® please contact CEE at (612) 244-2427.

Eligibility Requirements

1. Rebate items must be installed at the Xcel Energy electric account listed on the application.
2. All equipment must be new. Used or rebuilt equipment is not eligible for a rebate.
3. All removed lighting equipment (lamps, ballasts and fixtures) must be properly recycled, and cannot be sold or reused at another location. Documentation may be required to ensure compliance with proper disposal of equipment.
4. Energy-efficient equipment must result in an electric load reduction.
5. Xcel Energy and CEE recommend Illuminating Engineering Society (IES) light levels. Participant is responsible for approval of final light levels.
6. Rebates are offered for interior lighting, exterior canopy lighting, soffit fixtures, wall pack fixtures, parking garage and parking lot lighting. Rebates will not be issued for street lighting. Most screw-in compact fluorescent lamps (CFLs) are not eligible for rebates.
7. Lamps or other equipment that have already been rebated through any other Xcel Energy rebate programs are ineligible for a rebate under the One-Stop Efficiency Shop®. This includes upstream programs that provide incentives to manufacturers, distributors and retailers to sell products at a discounted price.
8. CEE reserves the right to disallow a rebate if it determines, in its sole judgment, that the lighting technology is inappropriately applied or light levels are inadequate. Contact your CEE consultant to determine qualification of custom or specialty lighting projects.
9. Equipment must be purchased, properly installed and fully operating prior to submitting an application for a rebate.

Vendor Responsibilities

10. The “Vendor” is any person or company that is consulting on the project, selling the project to the participant, completing the work and/or supplying the materials. Vendor is an independent contractor and not an agent or representative of Xcel Energy or CEE, has no authority to bind Xcel Energy or CEE, and is solely responsible for sub-contractors the Vendor hires to do some or all of the work and/or supply materials.
11. The Vendor must clearly communicate to the Participant the purpose and requirements of the One-Stop Efficiency Shop®, including eligibility requirements for lighting rebates. The Vendor must involve the CEE consultant in communications with the Participant, and must keep the CEE consultant fully informed regarding all details of the transaction.

12. Vendors are responsible for reviewing, signing and returning the Contractor Report to CEE before materials are ordered. By signing the Contractor Report, the Vendor represents and warrants that the transaction complies with these Rules and Requirements and that the project specifications in the Contractor Report are accurate, acceptable and will be installed as specified.
13. Any inaccuracies concerning project specifications must be reported immediately to a CEE consultant so they can be addressed, the rebate recalculated if necessary and a revised report issued to the Vendor and the Participant.
14. Vendor must contact a CEE consultant whenever there are changes to the project so that equipment eligibility can be confirmed and the rebate value can be re-calculated if necessary.
15. CEE will not be responsible for changes in the rebate value if the Vendor does not sign and return the Contractor Report, and report: inaccuracies in the Contractor Report; changes in the equipment to be installed; or changes in the project during construction.

Rebate Calculations

16. Rebate values are based on CEE’s calculation of electric demand (KW) and energy (kWh) savings. Hours used for calculation of the kWh savings must be an accurate representation of the Participant’s operating schedule.
17. Electric demand and energy savings are calculated using lighting efficiency baselines established by the Energy Independence and Security Act (EISA). EISA standards apply to most T12 and incandescent lighting technologies today, and will apply to other technologies as efficiency requirements continue to be phased in.
18. If an Xcel Energy lighting rebate was previously assigned to this account and the rebated lighting was subsequently converted to a less efficient lighting system, a One-Stop consultant must review the situation to determine the correct baseline energy use for calculating the rebate.
19. Rebates are based on the energy use of the equipment actually installed at the site and the Participant’s Project Cost. Rebates will be recalculated if the final equipment and Participant’s Project Cost is different than originally approved by CEE.
20. Rebates cannot exceed 60 percent of the Participant’s Project Cost, unless otherwise specified by the One-Stop Efficiency Shop®. The minimum rebate paid is \$5.00.
21. “Participant’s Project Cost” means the Participant’s financial obligation for the lighting retrofit based on the total project cost less any and all Deductions, regardless of when these Deductions are received.

ONE-STOP EFFICIENCY SHOP® PROGRAM RULES and REQUIREMENTS

22. "Deductions" means anything of value received by the Participant that reduces the Participant's actual out-of-pocket cost for the lighting retrofit including, but not limited to: labor or material donations; monetary donations; labor or material cost deductions; grants; awards, rebates; or any other assistance of monetary value provided, directly or indirectly, by the Vendor, its agents or representatives to reduce the Participant's actual financial obligation for the lighting project.

23. The following types of financial transactions are not allowed as methods of payment by the Participant for the lighting project: barter, in-kind donations and performance contracting.

24. All Deductions must be separately itemized on the final invoice submitted to CEE. The Participant's Project Cost must be greater than zero to receive a One-Stop Efficiency Shop® rebate.

Invoice

25. The Vendor must submit an accurate, complete and transparent final invoice for the completed lighting retrofit. All parties involved in the project, including the Participant and CEE, must have a clear understanding of the scope of work and associated project costs, including any Deductions that have been applied.

26. Invoice(s) submitted must include: (1) itemized quantity, manufacturer's make and model numbers for each material item, (2) a lump sum amount for both material and labor, and (3) grand total project cost. In some cases, original equipment manufacturer (OEM) specification sheets may be requested for verification or clarification.

27. The Vendor must provide the Participant an invoice that reflects the same financial information that is submitted to CEE, including any Deductions that have been applied.

Verification

28. CEE reserves the right to inspect Participant's facility(ies) for installation of materials listed on this rebate application and will need access to survey the installed project. Participant must keep a sample of any and all types of equipment removed for a period of three (3) months after receiving a rebate from Xcel Energy. If the inspection determines that Participant did not comply with these Rules and Requirements, any rebate received by Participant must be promptly returned to Xcel Energy.

29. Vendor agrees to promptly provide CEE with such additional documentation and information as may be necessary to verify compliance with these Rules and Requirements, such as copies of cancelled checks or other relevant receipts/records as proof that the Participant paid the amount reflected on the invoice. Rebates for that project will not be paid until all requested documentation and information is provided and verified.

Rebate Application and Payment

30. One-Stop Efficiency Shop® rules and rebate eligibility requirements are subject to change. It is the Participant's and Vendor's responsibility to verify with CEE that estimated rebates are still valid before committing to, purchasing equipment for or implementing a project. CEE will not pay a rebate for projects where the invoice is submitted more than 12 months after the start of the project.

31. Xcel Energy and CEE are not responsible for any lost, late, stolen, ineligible, illegible, misdirected or postage-due mail. All completed rebate applications and other submissions in connection with the One-Stop Efficiency Shop® become the property of Xcel Energy and CEE and will not be returned.

32. In cases of deferred payment, CEE reserves the right to process the rebate only when full payment is received by the Vendor from the Participant. All financed and alternate payment plans must be documented with detailed, legally obligating and signed contracts. CEE reserves the right to disallow any payment plan that its staff determines is not in compliance with the program design intent and rules.

33. Rebates will not be disbursed until the project is fully installed and verified.

34. The rebate check will be sent to the Participant (i.e., Xcel Energy account holder) listed on the rebate application, unless otherwise authorized by CEE.

Xcel Energy will issue rebates in the form of checks, not utility bill credits.

35. Once completed paperwork is submitted and approved, rebate payments are usually made in 6 to 8 weeks.

Special Notices

36. Xcel Energy and CEE reserve the right to refuse payment or participation in the One-Stop Efficiency Shop® if the Participant or Vendor violates program design intent, rules and procedures. Xcel Energy and CEE are not liable for rebates promised to Participants as a result of a Vendor misrepresenting the program.

37. The One-Stop Efficiency Shop® is subject to 60 days notice of cancellation. The Participant and Vendor are responsible for checking with a CEE consultant to determine whether the program is still in effect and to verify program requirements.

38. CEE RESERVES THE RIGHT TO DISQUALIFY NON-COMPLIANT VENDORS FROM PARTICIPATION IN THE ONE-STOP EFFICIENCY SHOP®.

Disclaimers

Xcel Energy and CEE:

39. Do not endorse any particular vendor, manufacturer, product or system design by offering these rebates;

40. Will not be responsible for any tax liability imposed on the Participant as a result of the payment of rebates;

41. EXPRESSLY DISCLAIM ALL WARRANTIES, EXPRESSED OR IMPLIED, AND ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE WITH RESPECT TO ANY PRODUCTS, EQUIPMENT, MATERIAL OR WORKMANSHIP PROVIDED, SUPPLIED OR INSTALLED IN CONNECTION WITH THE ONE-STOP EFFICIENCY SHOP®. Warranties, if any, are between Participant and equipment manufacturer (s) and/or Vendors.

42. Are not responsible for the disposal of removed lighting equipment (lamps, ballasts and/or fixtures) replaced as a result of this program, when required for optimum lighting performance;

43. In no event shall be liable for any indirect, special, incidental, consequential or punitive damages arising out of or relating to administering the One-Stop Efficiency Shop®;

44. Do not guarantee that a specific level of energy or cost savings will result from the implementation of energy conservation measures or the use of products funded under this program.

For more information, contact CEE at
Phone: (612) 244-2427 Fax: (612) 335-5888.
Mail To: Center for Energy and Environment
212 3rd Avenue North, Suite 560
Minneapolis, MN 55401





HOWARD LAKE CITY COUNCIL MEETING

APRIL 21, 2020

AGENDA ITEM: Consider Approving Railing at Historic City Hall

SECTION: New Business

FROM: Nick Haggemiller, City Administrator

BACKGROUND: The primary construction contract has been closed out related to the historic city hall renovation project. There are several punch list items that remain to be addressed to complete the overall project as intended. One such example is railing around the exterior cocktail patio.

The railing was previously discussed, and consensus was given by council directing staff to enclose the entire patio rather than the area immediately in front of the two doorways shown in the picture below. The estimated cost for the partial railing was \$6,200 plus shipping from Albert Lea.

The proposed railing pictured below would enclose the patio which would eliminate the trip/fall hazard with the raised patio. Additionally, it would permit the sale and consumption of liquor on the patio. The design calls for a flat 4" surface and open panels that would have canvas or vinyl inserts that would be able to be removed in order to accommodate cleaning and snow removal.

The railing itself would be aluminum and powder coated in order to withstand heavy abuse from sand and salt application on the highway. The railing would be fully designed, fabricated and installed by Minkinen Iron/Cokato, Minnesota.



ALTERNATIVE OPTIONS:

1. Do nothing. There is no building code requirement for this fence. It is perceived to add safety due to the raised patio.
2. Seek alternative design.

FINANCIAL: \$8,000 payable out of the Historic City Hall Project Fund.

Historic City Hall Project Fund: \$1,490,500 + \$15,000 (RLF payments) = **\$1,505,500**

Project Expenses to Date: \$1,384,265

Remaining: **\$121,235**

Remaining project funds are only able to be used on the project or to be pledged against future debt service.

STAFF RECOMMENDATION: Approve quote to fabricate and install railing by Minkinen Iron at a cost of \$8,000.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

April 21, 2020

AGENDA ITEM: Consider 2020 Street Repairs

SECTION: New Business

FROM: Meagan Donahue, Assistant City Administrator
Josh Halvorson, City Engineer

BACKGROUND:

General Repairs

There is an area on 11th Avenue that has failed that will be a simple patch job. This street has NOT been fully reconstructed for utilities and is anticipated to be completed in 2023.

Haywood Drive

The pavement on Haywood Drive has deteriorated beyond basic maintenance and repairs. The current 10 Year CIP calls for pavement reconstruction in 2023. It is not advisable to wait that long as continued degradation of the roadway will increase future repair expenses, cause damage to vehicles and snow removal equipment. Utilities are presumed to have significant useful life left of 20+ years due to the overall age of the development and footage we have from sewer inspections.

Dutch Lake

The pavement in Dutch Lake Woods has deteriorated significantly as well. The current 10 Year CIP calls for pavement reconstruction in 2023. In comparison of Dutch Lake to Haywood, Dutch Lake is in far better condition overall. The City would be in a better position to delay significant repairs to Dutch Lake. However, if the roadway is addressed now vs 2023, the city engineer is proposing an edge mill & overlay vs a full reconstruction.

Edge Mill & Overlay vs Bituminous Reconstruction

Edge mill and overlay is less extensive and less expensive in comparison to a reconstruction. Reconstruction involves removal of all asphalt, repair or adding subsoil and base and two lifts of asphalt. Mill and overlay involves milling the first layer of asphalt and laying asphalt. The cost difference is significant (see financial section below). However, in roadways that are more deteriorated the mill & overlay would provide a shorter-term solution.



Pavement Reconstruction completed 2019



Mill & Overlay completed 2018

FINANCIAL:

Haywood

Edge Mill & Overlay - \$83,739.00

Bituminous Reconstruction - \$166,892.50

Dutch Lake Woods

Dutch Lake/Mallard Pass Intersection Only - \$14,622

Edge Mill & Overlay - \$154,648

11th Avenue

Patch - \$7,868

All figures include construction, contingencies and engineering fees.

Capital Fund	2020
Streets	\$ 90,000
Fleet	\$ -
Equipment	\$ -
Technology	\$ 15,000
Facilities	\$ 5,000
Parks	\$ 170,000
Parks (New)	\$ -
Downtown Enhancement	\$ 15,000
Sewer Fund Supplement	\$ 100,000
Total Annual CIP Allocation	\$ 475,000
Annual	\$ 475,000

TOTAL: \$106,229 - \$329,408

Budget Consequence

The 10 Year CIP originally proposed these projects to be completed in 2026 and later moved up to 2023. This would be an additional modification to accommodate in 2020.

The upper table "Capital Fund" shows anticipated tax revenue collectable in 2020 and how it is currently approved to be allocated.

For proposed expenditures in 2020, the City has allocated about \$40,000 for sealcoating. The remainder of the funds were intended to be saved to increase fund balance for future project execution.

The lower table "Street & Utility" shows outstanding projects, funding source and estimated cost. Completing one or both of the projects in 2020 would reduce anticipated bonding needed in future years. Also notable, the estimated reconstruction costs for the NW Area Improvement project are included and estimated at over \$3Million; a number that is not feasible to expend by cash or increase utility rates at this time.

	Street and Utility	Estimated Cost
Reconstruction		
Bond	NW Area Improvement Project	\$ 3,023,000
Bond	8th Ave (8th St, 9th St, 10th St, 11th St)	\$ 2,435,300
	9th Street Road Diet for Central Park	\$ 582,500
Bond	5th Ave	\$ 335,800
Bond	CSAH 6/10th Ave	\$ 787,700
Reclaim and Overlay		
Bond	Imhoff Ave	\$ 432,600
Bond	9th St/2nd Ave	\$ 180,900
Edge Mill and Overlay		
Bond	Haywood Drive	\$ 197,600
Bond	Dutch Lake Trail and Mallard Pass Trail	\$ 279,200
Bond	Shoreline Dr	\$ 193,700
Bond	11th Ave	\$ 47,200
Bond	10th St.	\$ 101,300
Bond	Fairway Blvd. and Greens Circle	\$ 149,500
Bond	Lakeridge Additions	\$ 342,500

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

STAFF RECOMMENDATION: City staff is recommending to do a full reconstruction because the projected life span of the utilities below, if we did the mill/overlay it would likely have to be done again before utilities need to be replaced.

ALTERNATIVE OPTIONS:

1. Do nothing.
2. Complete only Haywood Drive
3. Complete only Dutch Lake Woods

ATTACHMENTS: Bolton & Menk Cost Estimates

ENGINEER'S ESTIMATE

2020 STREET REPAIRS
CITY OF HOWARD LAKE, MN
BMI PROJECT NO. W14.118955
DATE: 4/17/2020



ITEM NO.	ITEM DESCRIPTION	UNIT PRICE	UNIT	ESTIMATED QUANTITY	TOTAL COST
HAYWOOD AVE ALTERNATE 1: EDGE MILL & OVERLAY					
1	MOBILIZATION	\$ 6,000.00	LUMP SUM	1	\$ 6,000.00
2	TRAFFIC CONTROL	\$ 2,400.00	LUMP SUM	1	\$ 2,400.00
3	MILL BITUMINOUS PAVEMENT	\$ 4.50	SQ YD	3212	\$ 14,454.00
4	TYPE 9.5 BITUMINOUS WEARING COURSE (2.B)	\$ 98.00	TON	415	\$ 40,670.00
5	ADJUST GATE VALVE AND BOX	\$ 135.00	EACH	1	\$ 135.00
6	ADJUST FRAME & RING CASTING	\$ 220.00	EACH	6	\$ 1,320.00
7	STORM INLET PROTECTION	\$ 210.00	EACH	6	\$ 1,260.00

CONSTRUCTION TOTAL: \$ 66,239.00

CONTINGENCIES: \$ 3,500.00

ENGINEERING \$ 14,000.00

TOTAL: \$ 83,739.00

HAYWOOD AVE ALTERNATE 2: BITUMINOUS RECONSTRUCT					
1	MOBILIZATION	\$ 6,500.00	LUMP SUM	1	\$ 6,500.00
2	TRAFFIC CONTROL	\$ 2,400.00	LUMP SUM	1	\$ 2,400.00
3	REMOVE BITUMINOUS PAVEMENT	\$ 3.75	SQ YD	4450	\$ 16,687.50
4	SUBGRADE EXCAVATION	\$ 25.00	CU YD	40	\$ 1,000.00
5	SUBGRADE STABILIZATION MATERIAL (CV)	\$ 40.00	CU YD	40	\$ 1,600.00
6	AGGREGATE BASE CLASS 5 (CV)	\$ 35.00	CU YD	260	\$ 9,100.00
7	SUBGRADE PREPERATION	\$ 410.00	RD ST	6	\$ 2,460.00
8	TYPE 9.5 BITUMINOUS WEARING COURSE (2.B)	\$ 95.00	TON	415	\$ 39,425.00
9	TYPE 12.5 BITUMINOUS NON WEARING COURSE (2.B)	\$ 91.00	TON	555	\$ 50,505.00
10	ADJUST GATE VALVE AND BOX	\$ 135.00	EACH	1	\$ 135.00
11	ADJUST FRAME & RING CASTING	\$ 220.00	EACH	6	\$ 1,320.00
12	STORM INLET PROTECTION	\$ 210.00	EACH	6	\$ 1,260.00

CONSTRUCTION TOTAL: \$ 132,392.50

CONTINGENCIES: \$ 6,500.00

ENGINEERING \$ 28,000.00

TOTAL: \$ 166,892.50

DUTCH LAKE TRAIL / MALLARD PASS ALTERNATE 1: EDGE MILL & OVERLAY INTERSECTION					
1	MOBILIZATION	\$ 1,100.00	LUMP SUM	1	\$ 1,100.00
2	TRAFFIC CONTROL	\$ 600.00	LUMP SUM	1	\$ 600.00
2	MILL BITUMINOUS PAVEMENT	\$ 4.50	SQ YD	485	\$ 2,182.50
3	TYPE 9.5 BITUMINOUS WEARING COURSE (2.B)	\$ 95.00	TON	74	\$ 7,030.00
4	ADJUST GATE VALVE AND BOX	\$ 135.00	EACH	2	\$ 270.00
5	ADJUST FRAME & RING CASTING	\$ 220.00	EACH	2	\$ 440.00
6	STORM INLET PROTECTION	\$ 210.00	EACH	2	\$ 420.00

CONSTRUCTION TOTAL: \$ 11,622.50

CONTINGENCIES: \$ 600.00

ENGINEERING \$ 2,400.00

TOTAL: \$ 14,622.50

DUTCH LAKE TRAIL / MALLARD PASS ALTERNATE 2: EDGE MILL & OVERLAY ALL STREETS					
1	MOBILIZATION	\$ 7,500.00	LUMP SUM	1	\$ 7,500.00
2	TRAFFIC CONTROL	\$ 3,000.00	LUMP SUM	1	\$ 3,000.00
3	MILL BITUMINOUS PAVEMENT	\$ 4.50	SQ YD	5473	\$ 24,628.50
4	TYPE 9.5 BITUMINOUS WEARING COURSE (2.B)	\$ 98.00	TON	850	\$ 83,300.00
5	ADJUST GATE VALVE AND BOX	\$ 135.00	EACH	4	\$ 540.00
6	ADJUST FRAME & RING CASTING	\$ 220.00	EACH	16	\$ 3,520.00
7	STORM INLET PROTECTION	\$ 210.00	EACH	6	\$ 1,260.00

CONSTRUCTION TOTAL: \$ 123,748.50

CONTINGENCIES: \$ 6,300.00

ENGINEERING \$ 24,600.00

TOTAL: \$ 154,648.50

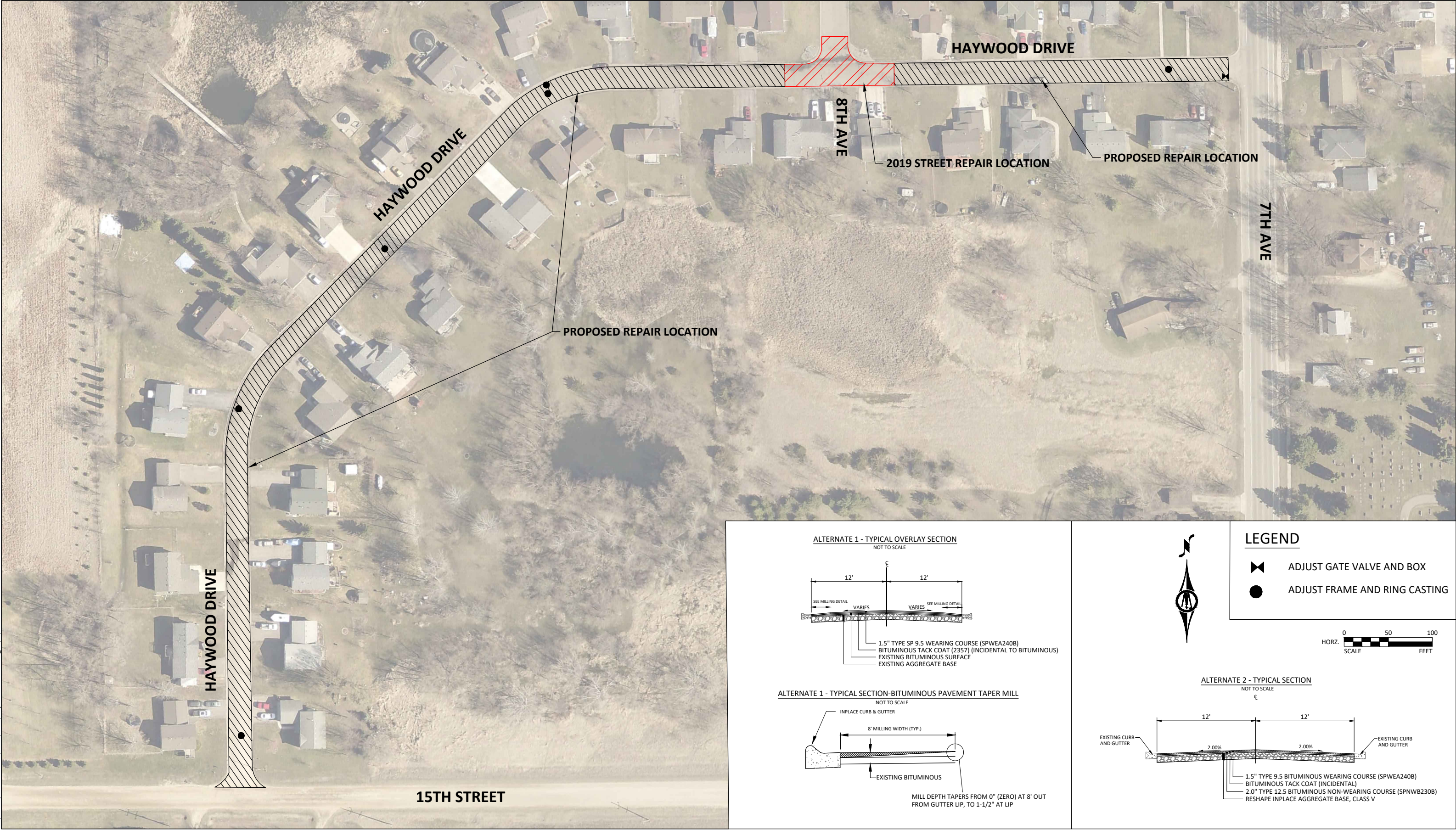
11TH STREET: BITUMINOUS PATCH RECONSTRUCT					
1	MOBILIZATION	\$ 700.00	LUMP SUM	1	\$ 700.00
2	TRAFFIC CONTROL	\$ 400.00	LUMP SUM	1	\$ 400.00
3	REMOVE BITUMINOUS PAVEMENT	\$ 3.75	SQ YD	135	\$ 506.25
4	SUBGRADE EXCAVATION	\$ 25.00	CU YD	10	\$ 250.00
5	SUBGRADE STABILIZATION MATERIAL (CV)	\$ 40.00	CU YD	10	\$ 400.00
6	AGGREGATE BASE CLASS 5 (CV)	\$ 35.00	CU YD	10	\$ 350.00
7	SUBGRADE PREPERATION	\$ 500.00	LUMP SUM	1	\$ 500.00
8	TYPE 9.5 BITUMINOUS WEARING COURSE (2.B)	\$ 95.00	TON	17	\$ 1,615.00
9	TYPE 12.5 BITUMINOUS NON WEARING COURSE (2.B)	\$ 91.00	TON	17	\$ 1,547.00
10	STORM INLET PROTECTION	\$ 210.00	EACH	2	\$ 420.00

CONSTRUCTION TOTAL: \$ 6,268.25

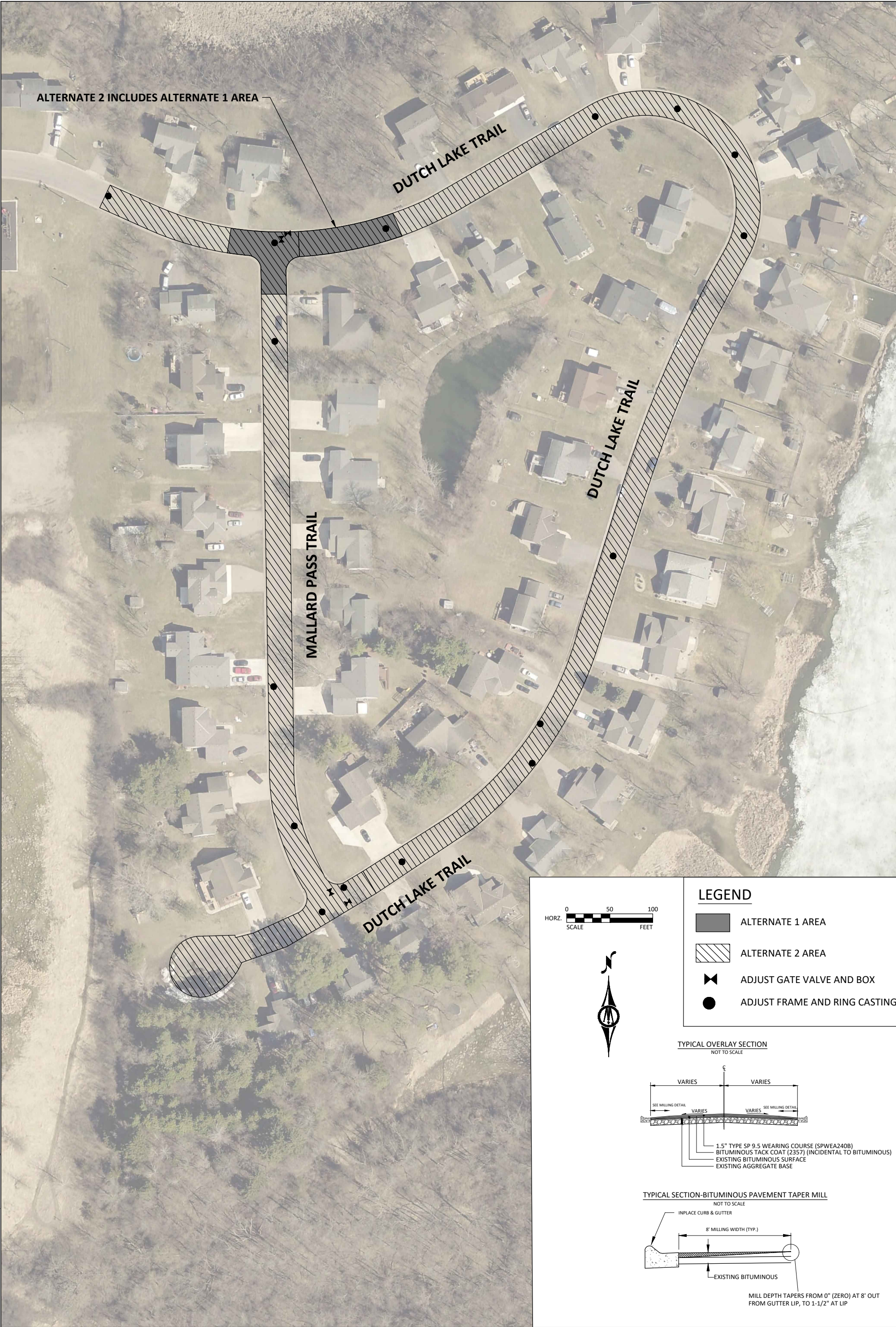
CONTINGENCIES: \$ 300.00

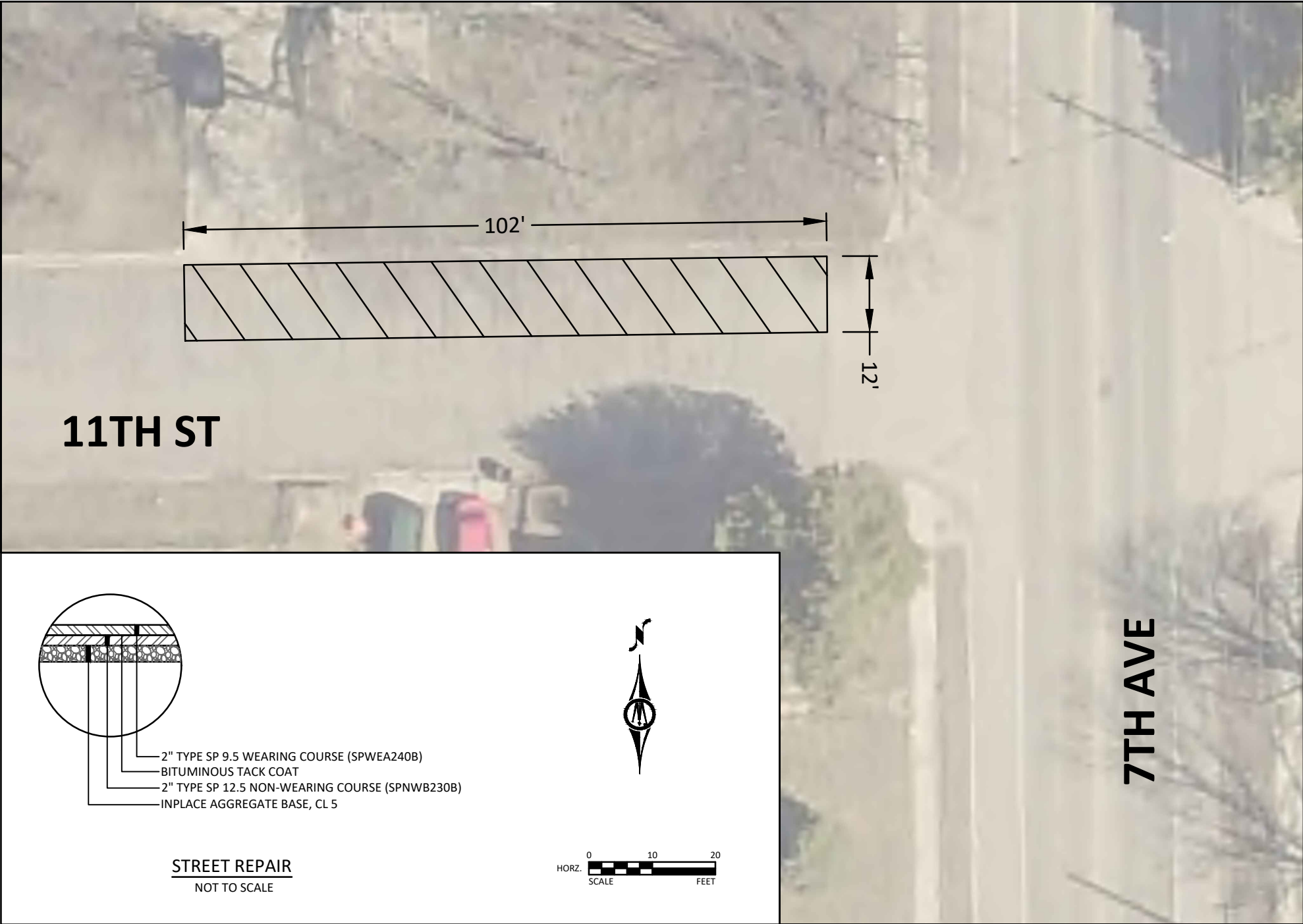
ENGINEERING \$ 1,300.00

TOTAL: \$ 7,868.25



H:\HAK\W14120425\CAD\C3D\Haywood M&O.dwg 4/3/2020 8:47:39 AM





H:\HIAK\W14120425\CAD\C3D\Haywood M&O.dwg 4/17/2020 9:57:47 AM



HOWARD LAKE CITY COUNCIL MEETING

APRIL 21, 2020

AGENDA ITEM: Consider Approving Exterior Lighting at Historic City Hall

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator

BACKGROUND: The primary construction contract has been closed out related to the historic city hall renovation project. There are several punch list items that remain to be addressed to complete the overall project as intended. One such example is exterior lighting. Previously, the City Council approved change order to install LED wall sconces. These did not provide the full effect as intended. More recently, customers and employees at the liquor store have voiced concern over the dark exterior.

Proposed Solution

Staff has identified a new electrician and light manufacturer to identify possible solutions. CR Electric is proposing to install 19 light washing bars under the soffit as well as a color-changing LED light band around the cupola. CR Electric has gone the extra mile of identifying Werner Electric, a lighting manufacturer who assisted with a photometric analysis of the building. They determined that the light pollution from cars and street lights along with the red brick would prevent the full desired look of color changing LED to be realized. Therefore, they are proposing WHITE which will dramatically enhance the exterior façade as well as provide additional ground level lighting around the building.

FINANCIAL:

Previously, the city council approved lighting totaling \$19,000 for color changing LED lights. Negotiating a compromise, the vendor agreed to provide two additional color changing LED fixtures and an additional gooseneck light (valued at \$4,900) and refund an additional \$2,450 cash. Additionally, we are expecting an insurance settlement relating to a broken streetlight immediately in front of historic city hall totaling \$9,000 which would not be replaced if we move forward with exterior lighting.

Exterior Lighting Costs

\$19,000 original agreement
-\$4,900 fixtures provided
-\$2,450 cash refund from vendor
-\$9,000 insurance settlement
--
\$16,350 Refunded/Available

CR Electric Bid

- 19 Light washing bands
- Cupola Lighting
- Installation

TOTAL \$13,800

Historic City Hall Project Fund: \$1,490,500 + \$15,000 (RLF payments) = **\$1,505,500**

Project Expenses to Date: \$1,384,265

Remaining: \$121,235

Remaining project funds are only able to be used on the project or to be pledged against future debt service.

ALTERNATIVE OPTIONS:

1. Do nothing.
2. Approve color changing light bands around the soffit (Add \$11,805)

STAFF RECOMMENDATION: Approve quote to purchase and install lighting by CR Electric for \$13,800.

ATTACHMENTS:

1. CR Electric Bids (2)
2. Lighting Specs

CR ELECTRIC, INC.
6874 230th ST.
WINSTED, MN 55395
1-320-485-3176
1-866-485-3176
FAX 1-320-485-4695

DATE: 4/21/2020

1/1

CITY OF HOWARD LAKE

HISTORIC BUILDING
EXTERIOR LIGHTING

TOTAL OF ESTIMATE: \$13,800.00

ESTIMATE INCLUDES LABOR, MATERIAL & INSPECTION

SUPPLY AND INSTALL (19) OF A NEW RABWPLED26N 26 WATT NEUTRAL LED FIXTURE TO WALL WASH THE SIDE OF THE BUILDING AND PROVIDE ADDITIONAL GROUND LEVEL LIGHTING.

SUPPLY AND INSTALL DIODE FLEXIBLE LED LIGHTING AROUND INSIDE PERIMETER OF CUPOLA TO PROPERLY ILLUMINATE AREA AND ADD COLOR CHANGIN EFFECT.

***** NOTES *****

ALL LIGHTING WAS DESIGNED BY A CERTIFIED LIGHTING CONSULTANT @ WERNER ELECTRIC AFTER MULTIPLE CONVERSATIONS WITH CITY ADMIN.

ALL WORK IS FIGURED TO BE ON THE EXTERIOR OF THE BUILDING. POWER TO COME FROM INSIDE BUILDING WITH MINIMAL PENETRATIONS THROUGH WALLS.

TERMS

10% OF BID DUE AT SIGNING OF CONTRACT
60% OF BID DUE AT START OF JOB
FINAL 30% OF BID DUE UPON FINAL OF JOB
PRICE IS GUARANTEED FOR 30 DAYS FROM BID DATE.

THIS QUOTATION IS SUBJECT TO CORRECTION FOR CLERICAL ERRORS.
ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, INDUSTRY MATERIAL COSTS ARE EXTREMELY VOLATILE AT THIS TIME, ANY PRICE INCREASES OR DECREASES WILL BE BILLED TO CUSTOMER BASED ON COST OF MATERIAL AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS, PRODUCT DELAYS, OR WEATHER DELAYS BEYOND OUR CONTROL OWNER TO CARRY FIRE, TORNADO, AND OTHER NECESSARY INSURANCE. OUR WORKERS ARE FULLY COVERED BY WORKMAN'S COMPENSATION INSURANCE.

ACCEPTANCE OF PROPOSAL

THE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

**TO ENSURE PROPER SCHEDULING, RETURN SIGNED COPY PROMPTLY
PLEASE SIGN, DATE, AND RETURN 1 COPY
WORK WILL NOT BE SCHEDULED WITHOUT A SIGNED CONTRACT & DOWN PAYMENT**

CUSTOMER SIGNATURE
THANK YOU, CR ELECTRIC

DATE

CR ELECTRIC, INC.
6874 230th ST.
WINSTED, MN 55395
1-320-485-3176
1-866-485-3176
FAX 1-320-485-4695

DATE: 4/14/2020

1/1

CITY OF HOWARD LAKE
HISTORIC BUILDING
EXTERIOR LED LIGHTING

TOTAL OF ESTIMATE: \$25,605.00

ESTIMATE INCLUDES LABOR, MATERIAL & INSPECTION

SUPPLY AND INSTALL (19) OF A NEW RABWPLED26N 26 WATT NEUTRAL LED FIXTURE TO WALL WASH THE SIDE OF THE BUILDING AND PROVIDE ADDITIONAL GROUND LEVEL LIGHTING.

SUPPLY AND INSTALL DIODE FLEXIBLE LED LIGHTING AROUND ENTIRE EXTERIOR PERIMETER OF THE BUILDING TO ADD COLOR CHANGING EFFECT.

SUPPLY AND INSTALL DIODE FLEXIBLE LED LIGHTING AROUND INSIDE PERIMETER OF CUPOLA TO PROPERLY ILLUMINATE AREA AND ADD COLOR CHANGIN EFFECT.

***** NOTES *****

ALL LIGHTING WAS DESIGNED BY A CERTIFIED LIGHTING CONSULTANT @ WERNER ELECTRIC AFTER MULTIPLE CONVERSATIONS WITH CITY ADMIN.

ALL WORK IS FIGURED TO BE ON THE EXTERIOR OF THE BUILDING. POWER TO COME FROM INSIDE BUILDING WITH MINIMAL PENETRATIONS THROUGH WALLS.

TERMS

10% OF BID DUE AT SIGNING OF CONTRACT

60% OF BID DUE AT START OF JOB

FINAL 30% OF BID DUE UPON FINAL OF JOB

PRICE IS GUARANTEED FOR 30 DAYS FROM BID DATE.

THIS QUOTATION IS SUBJECT TO CORRECTION FOR CLERICAL ERRORS.

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE

COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD

PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS

INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS,

INDUSTRY MATERIAL COSTS ARE EXTREMELY VOLATILE AT THIS TIME,

ANY PRICE INCREASES OR DECREASES WILL BE BILLED TO CUSTOMER

BASED ON COST OF MATERIAL AND WILL BECOME AN EXTRA CHARGE OVER

AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS,

PRODUCT DELAYS, OR WEATHER DELAYS BEYOND OUR CONTROL

OWNER TO CARRY FIRE, TORNADO, AND OTHER

NECESSARY INSURANCE. OUR WORKERS ARE FULLY COVERED BY

WORKMAN'S COMPENSATION INSURANCE.

ACCEPTANCE OF PROPOSAL

THE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY

AND HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE

WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

TO ENSURE PROPER SCHEDULING, RETURN SIGNED COPY PROMPTLY

PLEASE SIGN, DATE, AND RETURN 1 COPY

WORK WILL NOT BE SCHEDULED WITHOUT A SIGNED CONTRACT & DOWN PAYMENT

CUSTOMER SIGNATURE

THANK YOU, CR ELECTRIC

DATE



LED 26W Wall packs. patent-pending thermal management system. 100,000 hour L70 lifespan. 5-year, no-compromise warranty.

Color: Bronze

Weight: 7.2 lbs

Project:

Type:

Prepared By:

Date:

Driver Info

Type	Constant Current
120V	0.26A
208V	0.16A
240V	0.14A
277V	0.12A
Input Watts	29.10W

LED Info

Watts	26W
Color Temp	4000K (Neutral)
Color Accuracy	71 CRI
L70 Lifespan	100,000
Lumens	3,529
Efficacy	121.3 LPW

Technical Specifications

Listings

UL Listed:

Suitable for wet locations. Suitable for mounting within 1.2m (4ft) of the ground.

DLC Listed:

This product is on the Design Lights Consortium (DLC) Qualified Products List and is eligible for rebates from DLC Member Utilities. DLC Product Code: P0000175P

LED Characteristics

Lifespan:

100,000-hour LED lifespan based on IES LM-80 results and TM-21 calculations

Color Consistency:

3-step MacAdam Ellipse binning to achieve consistent fixture-to-fixture color

Color Stability:

LED color temperature is warranted to shift no more than 200K in color temperature over a 5-year period

Color Uniformity:

RAB's range of Correlated Color Temperature follows the guidelines of the American National Standard for Specifications for the Chromaticity of Solid State Lighting (SSL) Products, ANSI C78.377-2017.

Construction

Finish:

Formulated for high durability and long-lasting color

Ambient Temperature:

Suitable For use in 40°C (104°F)

Cold Weather Starting:

Minimum starting temperature is -40°C (-40°F)

Green Technology:

Mercury and UV free. RoHS-compliant components.

Other

Patents:

The WPLED design is protected by U.S. Pat. D634878, Canada Pat 134878, China Pat. CN301649064S.

Equivalency:

Equivalent to 175W Metal Halide

Warranty:

RAB warrants that our LED products will be free from defects in materials and workmanship for a period of five (5) years from the date of delivery to the end user, including coverage of light output, color stability, driver performance and fixture finish. RAB's warranty is subject to all terms and conditions found at rablighting.com/warranty.

FTC Country of Origin:

This product was assembled in the USA by RAB using imported components

Buy American Act Compliance:

This product complies with the Buy American Act

Optical

BUG Rating:

B1 U0 G0

Electrical

Driver:

Multi-chip 26W high output long life LED Driver Constant Current, 720mA, Class 2, 6kV Surge Protection, 100V-277V, 50-60 Hz, 100-240V.4 Amps.

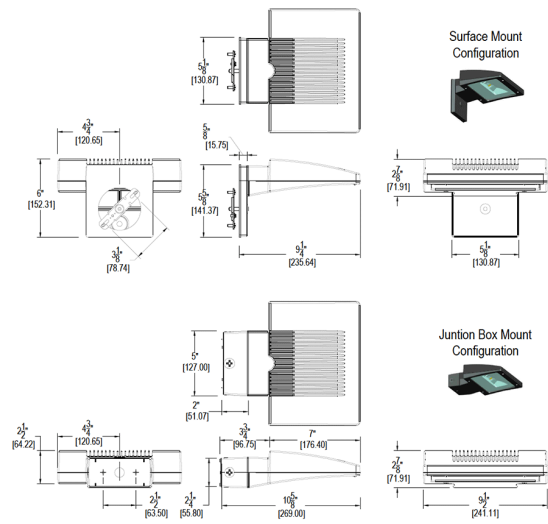
THD:

6.94% at 120V, 11.17% at 277V

IP Rating:

Ingress Protection rating of IP66 for dust and water

Dimensions



Features

- High performance LED light engine
- Maintains 70% of initial lumens at 100,000-hours
- Weatherproof high temperature silicone gaskets
- Superior heat sinking with die cast aluminum housing and external fins
- 100 up to 277 Volts
- 5-Year, No-Compromise Warranty

Ordering Matrix

Family	Other Options
FFLED	80
USA = BAA Compliant	
Blank = Standard	



Item #

Project



	DI-24V-SE-NBL1-RGB-65	DI-24V-SE-NBL4-RGB-16
Voltage/Wattage	24V / 1.2W/ft.	24V / 4.4W/ft.
Lumens¹ per foot	3 (blue), 14 (green), 2 (red), 20 (RGB)	6 (blue), 30 (green), 9 (red), 42 (RGB)
Max. Run²	65.6 feet	16.4 feet
Cut Points	2.45 inch	
Diffusion	Zero Line Diffusion™	
Dimmable	Yes	
Field Cuttable	No	
Dimensions	0.75 x 0.37 in. (H x W) (Strip Only)	
Environment*	Outdoor / Wet Location / IP65	
Certification	UL Listed 2108	
Warranty	5-Year Warranty	
Direction	Side Bending	

***WARNING: NOT FOR USE IN SUBMERSIBLE APPLICATIONS**

NEON BLAZE™ 24V RGB LED Strip Light

SIDE BENDING STRIP LIGHT SPECIFICATION SHEET

SKU BUILDER

DI	-	24V	-	SE	-		-	RGB	-		-		-	
		Voltage		Chip Facing		Model		Color		Length (in.)		Driver (Optional)	Mounting (Optional)	

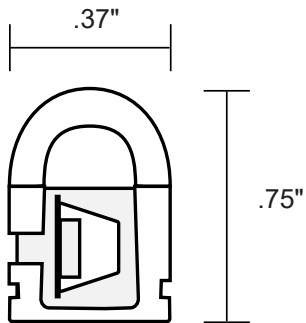
MODEL	LENGTH		DRIVER	MOUNTING
NBL1	Length (in.)		CONSTANT VOLTAGE (CV)	SIDE BENDING BOTTOM CLIP (SBC)
NBL4	SP16	(NBL4 only)		SIDE BENDING TOP CLIP (STC)
	SP65	(NBL1 only)		CHANNEL (CHN)

Example: DI-24V-SE-NBL4-RGB-16-CV-SBC = Diode LED, 24V NEON BLAZE™, 4.44 w/ft. RGB, 16.4' long, 96" Lead Wire, and with a Constant Voltage Driver, and Side Bending Bottom Clips.

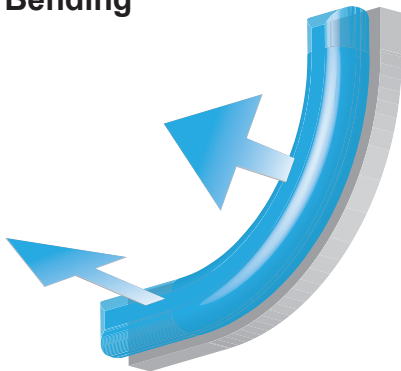
MECHANICAL DIAGRAMS

NEON BLAZE™ 24V LED Strip Light

Side bending



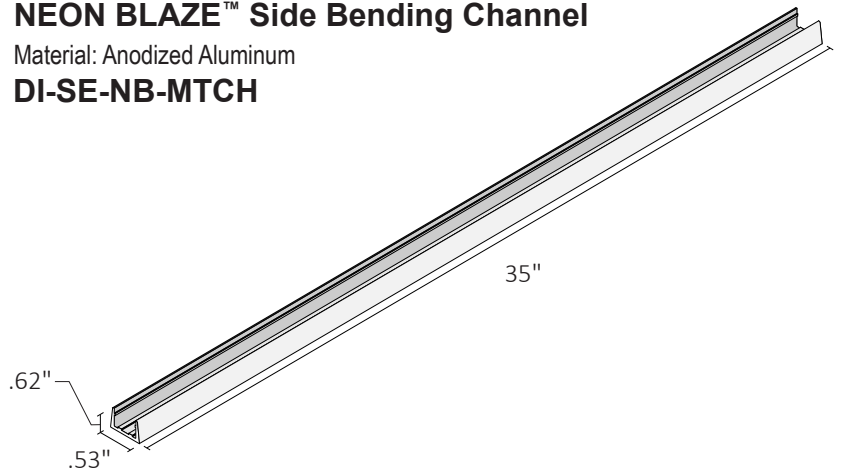
Side Bending



NEON BLAZE™ Side Bending Channel

Material: Anodized Aluminum

DI-SE-NB-MTCH



NEON BLAZE™ 24V RGB LED Strip Light

SIDE BENDING STRIP LIGHT SPECIFICATION SHEET

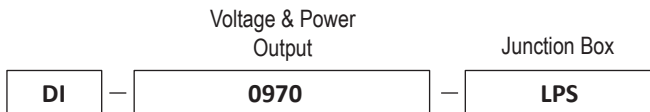
LED DRIVERS (Required)

The following Listed LED Drivers are recommended for compatibility and to meet NEC code when installed according to specifications. For additional LED Driver options see Diode LED's product page at: <https://www.diodeled.com/products/led-power-supplies.html>

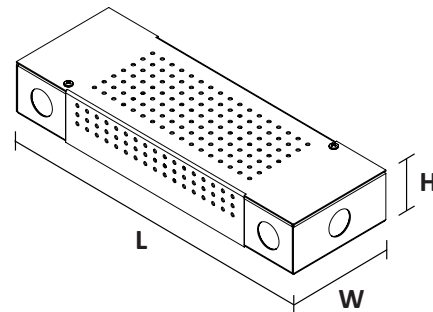
DMX, & PWM CONTROL

LO-PRO® JUNCTION BOX & DRIVER COMBO - 24V CONSTANT VOLTAGE LED DRIVER

Use Constant Voltage Drivers to power your lighting system. Compatible with Standard 120VAC On/Off Switches, REIGN® Low Voltage Dimmers, TOUCHDIAL™ Control System, DMX Decoders, and PWM Controls.



SKU	L - LENGTH	W - WIDTH	H - HEIGHT
DI-0970-LPS	11.25 in.	3.75 in.	1.90 in.
DI-CV-MW24V60W-277-LPS	11.25 in.	3.75 in.	1.90 in.
DI-CV-MW24V90W-277-LPS	11.25 in.	3.75 in.	1.90 in.
DI-0954-LPL	13.5 in.	4.5 in.	2.37 in.

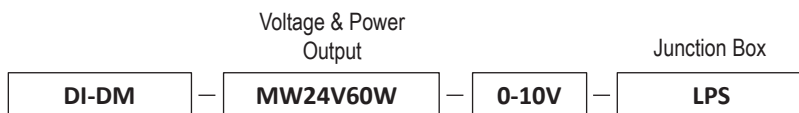


[SPEC SHEET](#)

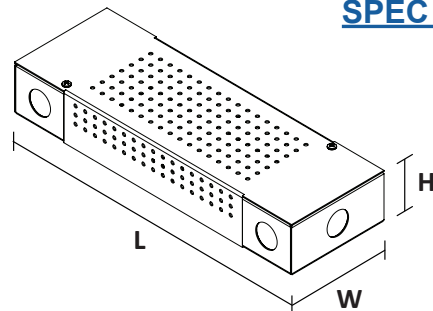


LO-PRO® JUNCTION BOX & DRIVER COMBO - 24V COMMERCIAL GRADE 0-10V LED DIMMABLE DRIVER

Compatible with 0-10V controls and dimming systems.



SKU	L - LENGTH	W - WIDTH	H - HEIGHT
DI-DM-MW-24V60W-0-10V-LPS	11.25 in.	3.75 in.	1.90 in.
DI-DM-MW-24V90W-0-10V-LPL	13.5 in.	4.5 in.	2.37 in.

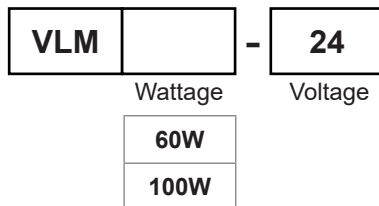


[SPEC SHEET](#)

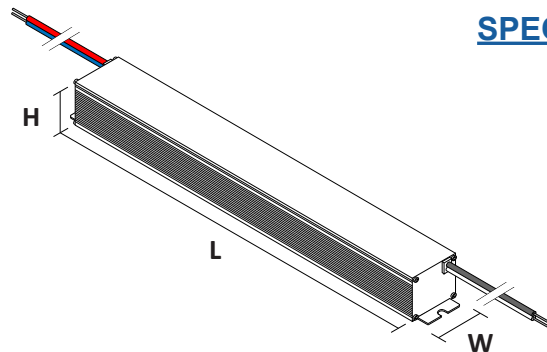


VLM SERIES CONSTANT VOLTAGE DRIVER

Use Constant Voltage Drivers to power your low voltage tape light. Compatible with Standard 120VAC On/Off Switches, REIGN® 12-24V Low Voltage Dimmers, TOUCHDIAL™ Control System, DMX Decoders, and PWM Controls.



SKU	L - LENGTH	W - WIDTH	H - HEIGHT
VLM60W-24	5.1 in.	.75 in.	.77 in.
VLM100W-24	5.38 in.	1 in.	.77 in.



[SPEC SHEET](#)



NEON BLAZE™ 24V RGB LED Strip Light

SIDE BENDING STRIP LIGHT SPECIFICATION SHEET

LED DRIVERS (Required)

DMX DRIVER DECODER DRIVER & DECODER COMBO - 24V CONSTANT VOLTAGE LED DRIVER

Use Constant Voltage Drivers to power your lighting system. Compatible with DMX Color Controllers.

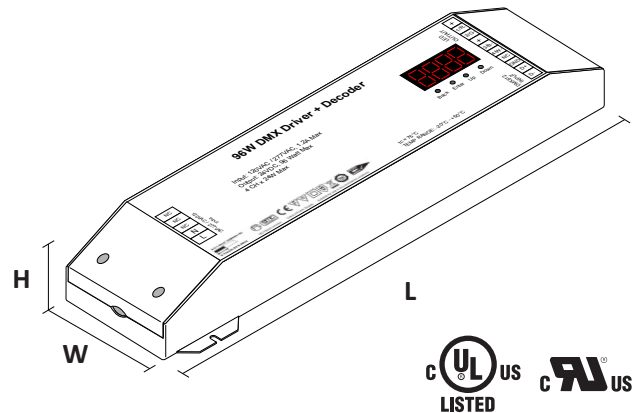
Voltage & Power
Output

DI

DI-DMX-DCO-24V96W-277

[SPEC SHEET](#)

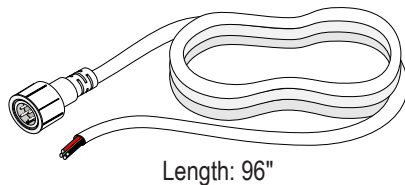
SKU	L - LENGTH	W - WIDTH	H - HEIGHT
DI-DMX-DCO-24V96W-277	9 in.	2.5 in.	1.3 in.



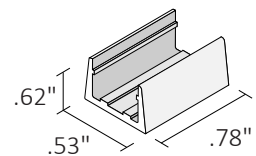
ADDITIONAL ACCESSORIES

Accessories listed below are fully compatible with our BLAZE NEON™ 24V LED Strip Light product line. Further information on these products and more accessories can be found in our latest catalog or online at www.DiodeLED.com.

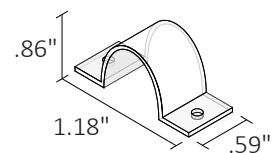
NEON BLAZE™
96" Male Connector
DI-NB-RGB-96M-CNCT
(16 AWG)



NEON BLAZE™ Side bending
Bottom U-Clip
DI-SE-NB-BUC-16

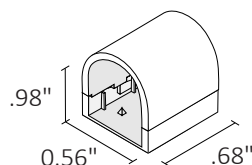


NEON BLAZE™ Side bending
Top U-Clip
DI-SE-NB-TUC-16



NEON BLAZE™ Side bending
End Cap

(sold separately)



NEON BLAZE™ 24V RGB LED Strip Light

SIDE BENDING STRIP LIGHT SPECIFICATION SHEET

SPECIFICATIONS

- Input: 24VDC Constant Voltage
- Material: UV/IR resistant silicone
- Mounting (sold separately): Bottom U-Clip (Plastic), Top U-Clip (Clear Plastic), Channel (Aluminum)
- Connections: **Spools include 12" straight connection. Custom cut available with straight connection only.**
- Ambient Temp⁴: -4 - 122°F (-20 ~ 50°C)
- Operating Temp⁵: -4 - 176°F (-20 ~ 80°C)
- Flammability⁶: Flame retardant
- UV Resistance: Yes but may still degrade over time

COMPLIANCE & REGULATORY APPROVALS

Safety

- UL Listed 2108 Low Voltage Lighting Systems. Certified for United States and Canada. File # E469769.

Performance

- LED chip data measured in accordance to IES LM-80-08.
- Photometric & Colorimetry data measured in accordance to IES LM-79-08, in Elemental LED's Innovation Lab.

COMPATIBLE DRIVERS

Additional information on compatible Drivers can be found on the Diode LED web site at: www.DiodeLED.com.

1. Lumen value measured in accordance to IES LM-79. LED chips have a luminous flux range with a tolerance of +/- 5%.
2. Each maximum run requires a dedicated power feed from the driver. Do not extend beyond the recommended maximum run length.
3. Actual efficacy value is dependent on specified LED driver (power supply). An estimated efficacy value can be calculated as follows: Lumen value divided by average power consumption per foot.
4. Do not install product in an environment outside the listed ambient temperature. Exceeding the maximum ambient temperature may damage LED chips, reduce the total lamp life, lumen output, and/or adversely impact color consistency.
5. Operating temperature is measured according to the minimum and maximum ambient temperature environment.
6. This product has been tested and passed glow-wire flammability tests (GWFI index) at 650°C/1200°F, providing an extra level of safety for common areas, hospitality, and areas of high risk fire.

NEON BLAZE™ 24V RGB LED Strip Light

SIDE BENDING STRIP LIGHT SPECIFICATION SHEET

ADDITIONAL INFORMATION

- NEON BLAZE™ 24V LED STRIP LIGHT Installation Guide

SAFETY / WARNINGS / DISCLOSURES

1. Install in accordance with national and local electrical code regulations.
2. This product is intended to be installed and serviced by a qualified, licensed electrician.
3. Only install with a listed Class 2 DC LED Driver.
4. Not for use in or on walls of pools, fountains, or other partially or fully submersed locations.
5. Do not modify or disassemble product beyond instructions or this warranty will be void.
6. Actual color may vary from what is pictured above and on other print materials due to the limitations of photographic processes.
7. We reserve the right to modify and improve the design of our fixtures without prior notice. We cannot guarantee to match existing installed fixtures for subsequent orders or replacements in regards to product appearance, CCT, or lumen output.

WARRANTY

Limited Warranty

This product has a five (5) year limited warranty from the date of shipment. This warranty does not include the additional accessories referenced in this specification sheet. Complete warranty details for fixtures and additional accessories are available at www.diodeled.com/limited-warranty/ within the Policies section. For warranty related questions please contact product support.

Consumer's Acknowledgment

Elemental LED, Inc. stands behind its products when they are used properly and according to our specifications. By purchasing our products, the purchaser agrees and acknowledges that lighting design, configuration and installation is a complex process, wherein seemingly minor factors or changes in layout and infield adjustments can have a significant impact on an entire system. Choosing the correct components is essential. Elemental LED is able to work with the original purchaser to make an appropriate product selection to the extent of the limited information that the customer can provide, but it is virtually impossible for Elemental LED to design a system that foresees every unknown factor. For this reason, this Warranty does not cover problems caused by improper design, configuration or installation issues. Any statement from an Elemental LED employee or agent regarding a customer's bill of goods and/or purchase order is NOT an acknowledgment that the products purchased are designed and configured correctly. The purchaser agrees and acknowledges that it is the customer's responsibility to adhere strictly to all information contained in the Product Specification Sheets.

There is often more than one way to design, configure and layout an LED lighting application properly to achieve the same lighting effect. Elemental LED strongly recommends that licensed professionals be used in the design and installation of lighting systems that include Elemental LED products. The specifications include important information that a designer and installer should carefully review and strictly follow. Qualified designers and certified and/or licensed installers, with access to the final installation environment, customer goals, and Elemental LED product specifications can make the requisite decisions appropriate for a successful finished lighting application.



© 2020 Elemental LED, Inc. All rights reserved.
Specifications are subject to change without notice.

Toll Free: 877.817.6028 | Fax: 415.592.1596 | www.DiodeLED.com | info@DiodeLED.com