



CITY OF HOWARD LAKE

City Council Meeting

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

TENTATIVE AGENDA

March 20, 2023 – 7:00 pm

- A. **CALL TO ORDER**
- B. **PLEDGE OF ALLEGIANCE**
- C. **APPROVAL OF AGENDA**
Any additions, deletions, modifications to the agenda will be done at this time.
- D. **COUNCIL MEETING MINUTES**
 - a. Consider Approving Council Meeting Minutes from the February 21, 2023 Council Meeting.
- E. **CITIZEN INPUT**
- F. **COUNCIL/COMMITTEE REPORT**
- G. **DEPARTMENT REPORTS**
 - a. Howard Lake Wine & Spirits 2022 Review
- H. **CONSENT AGENDA**
 - a. Consider Accepting all Reports & Payment of Claims.
 - b. Consider Approving Spring Clean Up Date and Charges.
 - c. Consider Various Personnel Appointments.
- I. **PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS**
 - a. Public Hearing for 2023 Street & Utility Reconstruction Project
- J. **NEW BUSINESS**
 - a. Discuss Good Neighbor Days 2023
- K. **OLD BUSINESS**
- L. **ADMINISTRATOR'S REPORT**
- M. **ADJOURN**

HOWARD LAKE CITY COUNCIL
WORK SESSION
February 21, 2023

5:08 pm

Grocery Store Presentations

Haggenmiller opened the meeting with the time line from when the grocery store closed to today. The City received proposals for the location and there are two groups still interested in the space. He stated that the other interested party needed to reschedule due to a family emergency.

Paul and Belinda Bravinder addressed the Council. They shared their concept plan for the Howard Lake Grocery store building. Their plan would be a membership based grocery store that would be accessible by scan card 24/7 for members. The store would also be open to the public 2 days a week.

Paul shared updates they would need to do the building to make the space more user friendly for their concept, including: flooring, front doors, interior doors, POS system, self-checkout station , security system, updated store layout.

Council provided direction on what they would like to see for next steps.

Meeting closed at 6:30 pm.



CITY OF HOWARD LAKE

Nicholas A. Haggenmiller, City Administrator

625 8TH Avenue - PO Box 736 - Howard Lake, MN 55349

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HOWARD LAKE CITY COUNCIL

Howard Lake City Hall -

February 21, 2023

MEETING MINUTES

COUNCIL PRESENT

Mayor Zimmerman

Tom Kutz

Allan Munson

Jason Deiter

Gene Gilbert

COUNCIL ABSENT

STAFF PRESENT

Nick Haggenmiller, City Administrator

Meagan Theisen, Assistant City Administrator

ALSO PRESENT

Josh Halvorson, Bolton & Menk

Shannon Sweeney, David Drown & Associates

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

APPROVAL OF AGENDA

Haggenmiller stated the Police Officer Pinning Ceremony had been rescheduled due to weather to the April meeting.

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

APPROVAL OF MINUTES

Council Member Kutz moved to approve the minutes from the February 20, 2023 regular Council meeting. The motion was seconded by Council Member Munson and passed unanimously.

CITIZEN INPUT

No residents addressed the Council.

COUNCIL/COMMITTEE REPORT

N/A

DEPARTMENT REPORTS

N/A

CONSENT AGENDA

a. CONSIDER ACCEPTING ALL REPORTS AND PAYMENT OF CLAIMS

GENERAL FUND	60400-60569	\$419,938.58
PAYROLL	27228-27241, 502521-502573	\$58,960.35
ELECTRONIC	1351-1383	\$66,941.05
TOTAL		\$545,839.98

AMBULANCE CLAIMS	5926-5933	\$6,058.24
ELECTRONIC		
TOTAL		\$6,058.24

b. Consider Approval of Wine & Beer Liquor License for the Howard Lake Pit Stop LLC.

c. Consider Modifying June Council Meeting Date.

Mayor Zimmerman asked if the Pit Stop will need a dividing wall for beer service area. Staff stated that the site had been reviewed by the State of Minnesota Alcohol and Gambling Enforcement (AGE) and it was determined that a dividing wall is not needed. Pit Stop has stated that they are planning to serve craft beer.

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

PUBLIC HEARING/PRESENTATION

a. Set Public Hearing for 2023 Street & Utility Reconstruction Project: March 20, 2023

Council Member Kutz moved to set the Public Hearing for the 2023 Street and Utility Reconstruction Project for Monday, March 20, 2023 at 7 pm.

b. Continued Public Hearing for TIF 1-23 Terning Trails Apartment Project

Mayor Zimmerman closed the regular Council meeting at 7:04 pm.

Mayor Zimmerman opened the public hearing at 7:04 pm.

Haggenmiller shared the updated Council memo, highlighting the changes to the design.

Sweeney reviewed the terms of the TIF plan and the next steps.

Mayor Zimmerman closed the public hearing at 7:14 pm.

Mayor Zimmerman reopened the regular Council meeting at 7:14 pm.

NEW BUSINESS

a. Consider Resolution 23-03 Approving TIF 1-23 Terning Trails Apartment Project

Council Member Gilbert moved to approve Resolution 23-03 Approving TIF 1-23 Terning Trails Apartment Project. The motion was seconded by Council Member Munson and passed unanimously.

b. Consider Resolution 23-04 Approving the Removal of Parcels from TIF District

Sweeney presented the staff report and explained removing the parcel from one TIF district to another would reset the development clock.

Council Member Deiter moved to approve Resolution 23-04 Approving the Removal of Parcels from the TIF District. The motion was seconded by Council Member Kutz and passed unanimously.

c. Consider Resolution 23-05 Approving the Issuance of a \$384,000 GO Equipment Bond Series 2023A

Sweeney reviewed the bond note for the Police vehicle and Public Works payload and pay schedule.

Council Member Munson moved to approve Resolution 23-05 Approving the Issuance of a \$384,000 GO Equipment Bond Series 2023A. The motion was seconded by Council Member Deiter and passed unanimously.

d. Consider Fee and Scope of Services for Water Quality Improvement Study

Haggenmiller presented the staff report to the Council.

Halvorson provided additional information on how BMI would perform the study and what the City can do at the project location to help improve the water quality.

Council Member Deiter moved to approve Fee and Scope of Services for Water Quality Improvement Study through BMI. The motion was seconded by Council Member Kutz and passed unanimously.

OLD BUSINESS

None.

ADMINISTRATORS REPORT

None.

ADJOURN

Council Member Kutz moved to adjourn the meeting at 7:47 pm. The motion was seconded by Council Member Deiter and passed unanimously.

Attest – City Administrator/Clerk

Mayor

Howard Lake Wine & Spirits

Profit & Loss Statement - Preliminary

for the period 2/1/2023 to 2/29/2023

SALES	Mnthly Amnt	YTD Amount	Budget to be updated	% of Budget	2022 Mnthly Amt	2022 YTD1Amt	+/- Pr Yr
Liquor	\$ 26,446	\$ 51,568	\$ 397,000	13%	\$ 26,843	\$ 53,976	\$ (2,408)
Beer	\$ 33,653	\$ 67,945	\$ 675,000	10%	\$ 37,898	\$ 80,579	\$ (12,635)
Wine	\$ 6,476	\$ 13,132	\$ 102,000	13%	\$ 6,152	\$ 18,327	\$ (5,194)
Discounts	\$ (777)	\$ (1,405)	\$ (18,000)	8%	\$ (956)	\$ (3,810)	\$ 2,405
Misc(Pop/Mixes/Tobaco)	\$ 1,348	\$ 2,574	\$ 33,600	8%	\$ 966	\$ 2,286	\$ 288
Non Tax	\$ 453	\$ 912	\$ 14,400	6%	\$ 376	\$ 937	\$ (25)
Loyalty Program	\$ -	\$ -	\$ (3,000)	0%	\$ (18)	\$ (63)	\$ 63
On Sale Revenue - SSEC	\$ 413	\$ 703			\$ -	\$ 250	
Other Revenue	\$ 20	\$ 40			\$ 29	\$ 47	
TOTAL SALES	\$ 68,033	\$ 135,468	\$ 1,201,000	11%	\$ 71,291	\$ 152,529	\$ (17,507)
COST OF SALES							
Liquor	\$ 17,012	\$ 37,020	\$ 228,000	16%	\$ 17,363	\$ 36,615	\$ 405
Beer	\$ 26,627	\$ 55,031	\$ 532,000	10%	\$ 28,418	\$ 61,340	\$ (6,308)
Wine	\$ 3,975	\$ 9,326	\$ 66,000	14%	\$ 3,608	\$ 11,582	\$ (2,255)
Misc Tax	\$ 466	\$ 1,463	\$ 17,500	8%	\$ 627	\$ 1,911	\$ (448)
Misc Non Tax	\$ -	\$ -	\$ 8,500	0%	\$ -	\$ 179	\$ (179)
Freight	\$ 406	\$ 1,340	\$ 8,000	17%	\$ 764	\$ 1,429	\$ (89)
TOTAL COST OF SALES	\$ 48,487	\$ 104,180	\$ 860,000	12%	\$ 50,780	\$ 113,054	\$ (8,875)
GROSS PROFIT	\$ 19,545	\$ 31,288					
EXPENSES							
Wages/Benefits	\$ 13,273	\$ 26,960	\$ 171,825	16%	\$ 11,546	\$ 28,186	\$ (1,226)
Consulting	\$ -	\$ -	\$ 12,000	0%	\$ 700	\$ 1,400	\$ (1,400)
Training & Seminars	\$ -	\$ -	\$ 1,000	0%	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ 1,000	0%	\$ -	\$ 39	\$ (39)
Dues & Subscriptions	\$ -	\$ -	\$ 1,000	0%	\$ -	\$ 20	\$ (20)
Cash Short/Over	\$ (36)	\$ 38	\$ -		\$ 48	\$ 93	\$ (55)
Credit Card Expense	\$ 1,292	\$ 3,213	\$ 18,000	18%	\$ 1,351	\$ 3,436	\$ (224)
Insurance	\$ -	\$ -	\$ 9,300	0%	\$ 7,232	\$ 7,232	\$ (7,232)
Repair & Maintenance	\$ 790	\$ 971	\$ 8,000	12%	\$ 531	\$ 1,395	\$ (425)
Computer Supplies/Technology	\$ 291	\$ 1,891	\$ 4,500	42%	\$ 364	\$ 2,263	\$ (372)
Utilities	\$ 1,394	\$ 2,021	\$ 12,000	17%	\$ 721	\$ 1,376	\$ 644
Advertising	\$ -	\$ -	\$ 2,500	0%	\$ 203	\$ 1,976	\$ (1,976)
Misc	\$ 352	\$ 427	\$ 5,000	9%	\$ 340	\$ 599	\$ (171)
Depreciation	\$ 625	\$ 1,250	\$ 7,500	17%	\$ 625	\$ 1,250	\$ -
TOTAL EXPENSES	\$ 17,981	\$ 36,771	\$ 253,625	14%	\$ 23,660	\$ 49,266	\$ (12,495)
PROFIT/(LOSS)	\$ 1,565	\$ (5,483)			\$ (3,149)	\$ (9,791)	

Howard Lake Wine & Spirits

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Howard Lake Wine & Spirits

REVIEW THROUGH
DECEMBER 31, 2022

HLWS Quarterly Net Sales 2022

Q1 \$215,870

Q2 \$265,814

Q3 \$285,703

Q4 \$254,834

Total Net Sales
\$215,870
2021 Q1 \$237,417
Overall Store GP% 28.5

Total Net Sales
\$481,684
2021 Q2 \$509,147
Overall Store GP% 30.1

Total Net Sales
\$762,762
2021 Q3 \$780,402
Overall Store GP% 30.1

Total Net Sales
\$1,017,596
2021 Q4 \$1,023,093
Overall Store GP% 31.70

Q1 Down 9.0% in total gross sales compared to 2021

**Q1 COGS \$156,173
Sales \$212,314
COGS Profit \$ 56,142

Q2 Still down 9.4% in total gross sales compared to 2021 but sales increased by \$50k this quarter as we enter summer months.

**Q2 COGS \$193,510
Sales \$264,745
COGS Profit \$ 71,235

Q3 currently down 9.7% in total gross sales compared to 2021.

**Q3 COGS \$209,609
Sales \$285,703
COGS Profit \$ 76,094

Q4 Finished (<1%) .03% under 2021!

**Q4 COGS \$186,273
Sales \$254,834
COGS Profit \$ 68,561

Pandemic-induced supply chain caused winter product shortages and ultimately some of the worst inflation rates in decades. Prices have risen 5-10% on almost all products in the store.

Very cool and wet April kept customers inside instead of outside and buying liquor. Worst weather in April in 50 years.

-Pandemic Buying Eases-
April 2020 - No Covid vaccine available
April 2021 - 36% of MN 16+ fully vaccinated
April 2022 - 70% of MN 16+ fully vaccinated

Top seller buys are nearly completed for Q4 in liquor and wine. We continue to monitor turns and cycle out non-sellers. We are currently only buying products that are at 0 quantity.
\$11k more sold in Q3 2022 than 2021!
Sales have definitely been picking up.

Q4- Cost increases Oct. 1 in Beer Category necessary adjustments have been made as beer costs increase. Sales continued to grow in Q4 almost closing in on 2021 TGS! Daily social media post campaign definitely worked!

Inventory Analysis 2022

Q1 JAN-MARCH

BEER

Turns 7.6

Beer GP% 23.6

Weeks on Hand: 5.8

LIQUOR

Turns 2.1

Liquor GP% 27.4

Weeks on Hand: 36.2

WINE

Turns 2.4

Wine GP% 22.4

Weeks on Hand: 26.5

Overall Store GP% 28.5

-Cool Spring led to tepid sales.
-We expected more sales and that loss led to lower turns.
-7.6 turns is still very good, but not close to expected 10.
-Liquor supply issues-buy now, and buy up for unknown future availabilities.
-Goal of 3.0 turns in WINE.

Q2 APRIL-JUNE

BEER

Turns 9.9

Beer GP% 22.6

Weeks on Hand: 4.4

LIQUOR

Turns 1.9

Liquor GP% 27.7

Weeks on Hand: 32.3

WINE

Turns 1.6

Wine GP% 30.3

Weeks on Hand: 33.4

Overall Store GP% 31.06

-Excited to see Beer turns have increased to our expected 10 turns, this is awesome!
-Purchased a majority of Liquor and Wine Big Buys, reviewing needs for Q4.

Q3 JULY-SEPT

BEER

Turns 11.0

Beer GP% 21.9

Weeks on Hand: 4.0

LIQUOR

Turns 2.0

Liquor GP% 28.2

Weeks on Hand: 27.4

WINE

Turns 1.5

Wine GP% 28.7

Weeks on Hand: 34.3

Overall Store GP% 26.6

-Beer turns increase! Go Summer! We have had a VERY HOT, dry summer, but it has proven great for sales in the beer category!
-Liquor and Wine Big Buys are mostly complete, we are just filling in as needed
-Sold 27 cases of wine in the July Sequential Sale-WINE turns will improve in Q4.

Q4 OCT-DEC

BEER

Turns 9.1

Beer GP% 20.3

Weeks on Hand: 5.2

LIQUOR

Turns 2.2

Liquor GP% 28.3

Weeks on Hand: 27.5

WINE

Turns 2.0

Wine GP% 30.7

Weeks on Hand: 24.5

Overall Store GP% 31.7

We finished the year at <1% under 2021 TGS. ☺ from 9% in Q1 to .03% under in Q4. Overall Store GP% increases by 5.1%!!!
Limited all purchases through Q4.
Turns increase in LIQ & WINE.

CITY OF HOWARD LAKE
CLAIMS & DONATIONS APPROVED
DATE - February 22, 2023 - March 20, 2023

GENERAL FUND	CHECKS: 60571-60691	\$439,043.60
PAYROLL	27242-27256, 5025741-502627	58,517.56
ELECTRONIC	1384-1403	<u>47,641.76</u>
TOTAL		\$545,202.92

AMBULANCE CLAIMS	CHECKS: 5934-5944	\$9,357.44
ELECTRONIC	39	73.34
TOTAL		\$9,430.78

Approved:

1010 CITIZEN ALLIANCE

1384e	INTERNAL REVENUE SERVICE	2/24/2023	\$8,218.93	PR 02-24-2023
1385e	MN DEPT OF REVENUE	2/24/2023	\$1,594.46	PR 02-24-2023
1386e	PERA	2/24/2023	\$7,491.24	PR 02-24-2023
1387e	LEAP-WEX	2/24/2023	\$512.53	PR 02-24-2023
1389e	INTERNAL REVENUE SERVICE	3/10/2023	\$8,574.48	PR 5 03-10-2023
1390e	MN DEPT OF REVENUE	3/10/2023	\$1,587.80	PR #5 03-10-2023
1391e	PERA	3/10/2023	\$7,330.91	PR #5 03-10-2023
1392e	LEAP-WEX	3/10/2023	\$512.53	PR #5 03-10-2023
1393e	MN DEPT OF REVENUE	3/8/2023	\$3,069.00	UB FEB 2020 Sales Tax
1394e	MN DEPT OF REVENUE	3/8/2023	\$6,571.00	LS Feb 2023 Sales Tax
1396e	LS WEEKEND CASH	2/28/2023	\$2,000.00	
1401e	NCR SECURE PAY	2/22/2023	\$140.63	
1402e	WEX HEALTH INC	2/24/2023	\$8.25	HSA monthly fee
1403e	CITIZENS ALLIANCE BANK	2/28/2023	\$30.00	ACH fee
27242	GOEPFERT, THOMAS	2/24/2023	\$218.47	
27243	MANZ, KRISTINA J	2/24/2023	\$124.68	
27244	MILLER, EDWARD M	2/24/2023	\$120.87	
27245	KOTTKE, BRANDON F	2/24/2023	\$41.56	
27246	GOEPFERT, THOMAS	3/10/2023	\$435.79	
27247	ARNOLD, KAYLA	3/10/2023	\$46.17	
27248	DRUSCH, JACOB D	3/10/2023	\$182.69	
27249	MAGES, ALEX	3/10/2023	\$138.52	
27250	SHEROD, JOSEPH L.	3/10/2023	\$161.61	
27251	STOLL, ERIC	3/10/2023	\$205.48	
27252	WIECH, KYLE	3/10/2023	\$202.14	
27253	MANZ, KRISTINA J	3/10/2023	\$51.71	
27254	MILLER, EDWARD M	3/10/2023	\$201.65	
27255	BONNICK, STEVEN	3/10/2023	\$262.86	
27256	CHAFFINS, GORDON	3/10/2023	\$96.97	
60571	HOWARD LAKE FIRE RELIEF AS	2/27/2023	\$867.00	Fire Relief contribution
60572	ACTIVE 911 INC	2/28/2023	\$390.00	
60573	AIR-PRO HEATING & COOLING L	2/28/2023	\$794.00	
60574	AR ENGH HEATING & AIR	2/28/2023	\$1,150.44	
60575	BANYON DATA SYSTEMS INC	2/28/2023	\$2,910.00	
60576	BELLBOY CORPORATION	2/28/2023	\$1,753.88	
60577	KEITH BOBROWSKE	2/28/2023	\$434.70	
60578	BREAKTHRU BEVERAGE	2/28/2023	\$1,322.83	
60579	CAPITOL BEVERAGE SALES	2/28/2023	\$7,957.32	
60580	CENTERPOINT ENERGY	2/28/2023	\$5,611.91	
60581	CINTAS	2/28/2023	\$150.75	
60582	CITY OF DASSEL	2/28/2023	\$297.00	Safety training 2022
60583	CUSTOMIZED FIRE RESCUE TR	2/28/2023	\$1,850.00	
60584	DAHLHEIMER BEVERAGE, LLC	2/28/2023	\$13,851.57	
60585	DAMA METAL PRODUCTS INC	2/28/2023	\$36.00	
60586	EARTHLINK INC	2/28/2023	\$13.95	
60587	EASTBOUND AUTO & DIESEL RE	2/28/2023	\$199.83	
60588	FREDRIKSON, KARI & KEN	2/28/2023	\$1,082.49	Refund overpmt UB acct
60589	GRANITE ELECTRONICS	2/28/2023	\$129.00	
60590	HAWKINS, INC	2/28/2023	\$10.00	
60591	HERALD JOURNAL PUBLISHING	2/28/2023	\$56.00	Annual subscription
60592	HILLYARD	2/28/2023	\$685.95	
60593	JOE'S SPORT SHOP	2/28/2023	\$1,583.82	
60594	JOHNSON BROTHERS LIQUOR C	2/28/2023	\$1,886.93	
60595	MYRA LAWAY	2/28/2023	\$16.19	

60596	LDF	2/28/2023	\$253.00	
60597	MADDEN GALANTER HANSEN	2/28/2023	\$210.00	
60598	MARCO	2/28/2023	\$407.45	
60599	MEDIACOM LLC	2/28/2023	\$401.80	
60600	MINN DEPARTMENT OF HEALTH	2/28/2023	\$1,793.00	Connection fees 1Q2023
60601	MINN DEPT OF NAT RESOURCE	2/28/2023	\$90.00	
60602	MN VALLEY TESTING LAB, INC	2/28/2023	\$36.92	
60603	MOTOROLA	2/28/2023	\$3,131.96	
60604	MOYER MOBILE REPAIR, INC	2/28/2023	\$3,473.46	
60605	MPPOA	2/28/2023	\$100.00	
60606	536600-NCPERS GROUP LIFE IN	2/28/2023	\$48.00	March 2023
60607	PAUSTIS WINE COMPANY	2/28/2023	\$1,133.00	
60608	PHILLIPS WINE & SPIRITS	2/28/2023	\$484.19	
60609	PUBLIC SAFETY WAREHOUSE	2/28/2023	\$400.00	
60610	STREICHER'S	2/28/2023	\$19.99	
60611	USA BLUEBOOK	2/28/2023	\$495.44	
60612	VERIZON	2/28/2023	\$80.02	
60613	VIKING BEVERAGES.	2/28/2023	\$461.70	
60614	VISA	2/28/2023	\$2,138.64	
60615	WASTEWATER COMMISSION	2/28/2023	\$142,888.41	Dec 2022 City's portion
60616	WRIGHT COUNTY HIGHWAY DE	2/28/2023	\$5,926.48	Salt
60617	WRIGHT HENNEPIN ELECTRIC	2/28/2023	\$1,017.00	
60618	SOUTHERN GLAZER WINE & SPI	3/6/2023	\$2,612.00	
60619	DAHLHEIMER BEVERAGE, LLC	3/9/2023	\$5,073.96	
60620	JOHNSON BROTHERS LIQUOR C	3/9/2023	\$623.86	
60621	PHILLIPS WINE & SPIRITS	3/9/2023	\$1,502.57	
60622	VINOCOPIA, INC	3/9/2023	\$1,475.75	
60623	Void	3/9/2023	\$0.00	60623-60626
60624	Void	3/9/2023	\$0.00	60623-60626
60625	Void	3/9/2023	\$0.00	60623-60626
60626	Void	3/9/2023	\$0.00	60623-60626
60627	AR ENGH HEATING & AIR	3/9/2023	\$135.00	
60628	BELLBOY CORPORATION	3/9/2023	\$1,895.53	
60629	KEITH BOBROWSKE	3/9/2023	\$65.00	Cell Allowance
60630	BOEHLKE AG & DEESEL REPAIR	3/9/2023	\$80.00	
60631	BOLTON & MENK, INC	3/9/2023	\$22,918.50	
60632	ALICIA BOLTZ	3/9/2023	\$17.50	Swim lessons reimburse
60633	BREAKTHRU BEVERAGE	3/9/2023	\$836.55	
60634	CAPITOL BEVERAGE SALES	3/9/2023	\$3,069.15	
60635	CENTERPOINT ENERGY	3/9/2023	\$1,306.78	
60636	CENTURYLINK	3/9/2023	\$619.80	
60637	CHORD HOLDINGS	3/9/2023	\$35.00	Refund renters background check
60638	CINTAS	3/9/2023	\$76.43	
60639	CONTEGRITYGROUP	3/9/2023	\$2,790.03	
60640	FINKEN WATER CENTERS	3/9/2023	\$18.00	
60641	FIRST SYSTEMS TECHNOLOGY,	3/9/2023	\$975.00	
60642	GALLS LLC	3/9/2023	\$29.92	
60643	H&L MESABI	3/9/2023	\$2,568.20	
60644	NICK HAGGENMILLER	3/9/2023	\$365.00	Cell Allowance
60645	HALVORSON LEGAL	3/9/2023	\$2,197.50	
60646	HAWKINS, INC	3/9/2023	\$1,878.72	
60647	HERALD JOURNAL PUBLISHING	3/9/2023	\$623.76	
60648	JOE'S SPORT SHOP	3/9/2023	\$1,991.68	
60649	JOHNSON BROTHERS LIQUOR C	3/9/2023	\$630.75	
60650	MYRA LAWAY	3/9/2023	\$65.00	Cell Allowance

60651	LEAGUE OF MN CITIES INS TRU	3/9/2023	\$85,179.00	Work Comp premium
60652	MARCO TECHNOLOGIES LLC	3/9/2023	\$516.31	
60653	DEBRA MCALPINE	3/9/2023	\$123.94	Car Allowance
60654	JARED MERGES	3/9/2023	\$65.00	Cell Allowance
60655	METRO WEST INSPECTION SER	3/9/2023	\$5,587.42	
60656	MN VALLEY TESTING LAB, INC	3/9/2023	\$26.40	
60657	MPLS AQUATENNIAL AMBASSA	3/9/2023	\$1,250.00	Autumn Thiemann
60658	MUMFORD SANITATION	3/9/2023	\$11,512.00	COMPOST LEASE
60659	NORTHWEST ASSOC CONSULT	3/9/2023	\$4,763.00	
60660	JIM OTTENSTROER	3/9/2023	\$65.00	Cell Allowance
60661	PIT STOP TIRE & AUTO	3/9/2023	\$616.12	
60662	PLUNKETT'S PEST CONTROL	3/9/2023	\$248.80	
60663	CLAYTON PRESTIDGE	3/9/2023	\$65.00	Cell Allowance
60664	DAREK SZCZEPANIK	3/9/2023	\$125.00	
60665	THE HOME CITY ICE COMPANY	3/9/2023	\$394.32	
60666	THEISEN, MEAGAN	3/9/2023	\$215.00	Cell Allowance
60667	TK ELEVATOR	3/9/2023	\$529.20	
60668	T-MOBILE	3/9/2023	\$386.03	
60669	TOWMASTER	3/9/2023	\$173.26	
60670	WEX BANK	3/9/2023	\$181.48	
60671	ZIEGLER INC	3/9/2023	\$73.61	
60672	HL VERTERANS MEMORIAL	3/13/2023	\$5,000.00	
60673	DAVID DROWN ASSOCIATES	3/14/2023	\$9,500.00	TIF #1-22
60674	M & M EXPRESS SALES & SERVI	3/14/2023	\$62.32	
60675	TAFT STETTINIUS & HOLLISTER,	3/14/2023	\$6,500.00	TIF #1-22
60676	BREAKTHRU BEVERAGE	3/14/2023	\$302.75	
60677	CINTAS	3/14/2023	\$76.43	
60678	DAHLHEIMER BEVERAGE, LLC	3/14/2023	\$2,252.70	
60679	K & D TRUCKING, INC	3/14/2023	\$1,170.45	Snow removal
60680	MYRA LAWAY	3/14/2023	\$125.38	
60681	MADDEN GALANTER HANSEN	3/14/2023	\$4,734.66	
60682	MARCO	3/14/2023	\$485.45	
60683	MEDIACOM LLC	3/14/2023	\$11.27	
60684	MN PEIP	3/14/2023	\$17,975.43	
60685	MULLIN TRUCKING, INC	3/14/2023	\$2,960.55	Snow removal
60686	PAUSTIS WINE COMPANY	3/14/2023	\$531.50	
60687	PHILLIPS WINE & SPIRITS	3/14/2023	\$3,446.24	
60688	SOUTHERN GLAZER WINE & SPI	3/14/2023	\$2,629.01	
60689	VICTOR TOWNSHIP	3/14/2023	\$1,500.00	70th St maintenance
60690	VIKING BEVERAGES.	3/14/2023	\$428.30	
60691	XCEL ENERGY	3/14/2023	\$746.31	
502574e	CARGILL, ZACHARY C	2/24/2023	\$567.98	
502575e	HAGGENMILLER, NICHOLAS A	2/24/2023	\$3,717.85	
502576e	MERGES, JARED M	2/24/2023	\$2,024.49	
502577e	MONSON, GABRIEL J	2/24/2023	\$158.34	
502578e	REMER, TANYA M	2/24/2023	\$988.54	
502579e	THEISEN, MEAGAN	2/24/2023	\$2,121.08	
502580e	OTTENSTROER, JAMES D	2/24/2023	\$1,907.92	
502581e	PRESTIDGE, CLAYTON P	2/24/2023	\$1,520.08	
502582e	SWENDSEN, JENNIFER	2/24/2023	\$2,080.01	
502583e	RISCHMILLER, ALEX A	2/24/2023	\$11.54	
502584e	DE'ENGUARDE, ASPEN K.	2/24/2023	\$466.94	
502585e	LAWAY, MYRA	2/24/2023	\$2,034.64	
502586e	MCALPINE, DEBRA-ANN	2/24/2023	\$1,202.81	
502587e	MCALPINE, LEXI	2/24/2023	\$69.89	

502588e	OTTENSTROER, MACKENZIE R	2/24/2023	\$218.85
502589e	VIRNALA, TASIA, R	2/24/2023	\$429.70
502590e	HALL, JUSTIN D	2/24/2023	\$205.00
502591e	JOHNSON, JACOB D	2/24/2023	\$1,920.20
502592e	PREUSSE, MITCHELL D	2/24/2023	\$501.13
502593e	SZCZEPANIK, DARIUSZ J	2/24/2023	\$2,219.47
502594e	THOMPSON, DAVID G	2/24/2023	\$2,466.21
502595e	THOMPSON, KYLE	2/24/2023	\$645.27
502596e	CARGILL, ZACHARY C	3/10/2023	\$193.89
502597e	HAGGENMILLER, NICHOLAS A	3/10/2023	\$3,717.85
502598e	MERGES, JARED M	3/10/2023	\$2,067.33
502599e	MONSON, GABRIEL J	3/10/2023	\$232.84
502600e	REMER, TANYA M	3/10/2023	\$945.25
502601e	THEISEN, MEAGAN	3/10/2023	\$2,121.08
502602e	OTTENSTROER, JAMES D	3/10/2023	\$1,657.98
502603e	PRESTIDGE, CLAYTON P	3/10/2023	\$1,520.08
502604e	SWENDSEN, JENNIFER	3/10/2023	\$2,080.01
502605e	BERG, TIMOTHY W	3/10/2023	\$46.17
502606e	BOBROWSKE, KEITH	3/10/2023	\$230.87
502607e	DALBEC, JOSHUA S	3/10/2023	\$182.69
502608e	DALBEC, MATTHEW R	3/10/2023	\$253.96
502609e	DRUSCH, ZACHARY R.	3/10/2023	\$221.38
502610e	KITTOCK, BRIAN	3/10/2023	\$138.52
502611e	KITTOCK, NICOLE D	3/10/2023	\$267.05
502612e	LOEBERTMANN, AMANDA G	3/10/2023	\$23.09
502613e	PETERSON, DAVID T	3/10/2023	\$253.96
502614e	RISCHMILLER, ALEX A	3/10/2023	\$11.54
502615e	STUEVEN, MARK J	3/10/2023	\$46.17
502616e	DE'ENGUARDE, ASPEN K.	3/10/2023	\$136.86
502617e	LAWAY, MYRA	3/10/2023	\$2,034.64
502618e	MCALPINE, DEBRA-ANN	3/10/2023	\$1,202.81
502619e	MCALPINE, LEXI	3/10/2023	\$98.48
502620e	OTTENSTROER, MACKENZIE R	3/10/2023	\$261.91
502621e	VIRNALA, TASIA, R	3/10/2023	\$363.86
502622e	HALL, JUSTIN D	3/10/2023	\$135.00
502623e	JOHNSON, JACOB D	3/10/2023	\$1,920.20
502624e	PREUSSE, MITCHELL D	3/10/2023	\$1,255.29
502625e	SZCZEPANIK, DARIUSZ J	3/10/2023	\$2,219.47
502626e	THOMPSON, DAVID G	3/10/2023	\$2,466.21
502627e	THOMPSON, KYLE	3/10/2023	\$242.01

Total Checks	\$545,202.92
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CITY OF HOWARD LAKE

03/17/23 9:15 AM

Page 1

*Check Summary Register©

Checks 2/22/23-3/20/23

	Name	Check Date	Check Amt	
1012	CAB - AMBULANCE			
39e	CUSTOMERS-AMBULANCE	2/28/2023	\$73.34	Gateway Fee
5934	ALLINA HEALTH EMS	2/28/2023	\$200.00	
5935	BOUNDTREE MEDICAL	2/28/2023	\$333.96	
5936	CENTRAL MCGOWAN, INC	2/28/2023	\$34.39	
5937	CITY OF HOWARD LAKE	2/28/2023	\$2,737.50	Jan wages
5938	DALBEC, MATTHEW	2/28/2023	\$104.00	
5939	DEPT OF VETERANS AFFAIRS	2/28/2023	\$1,065.00	
5940	JACOB DRUSCH	2/28/2023	\$46.17	
5941	EMERGENCY MEDICAL TRAININ	2/28/2023	\$4,250.00	
5942	JOE'S SPORT SHOP	2/28/2023	\$248.14	
5943	STRYKER SALES, LLC	2/28/2023	\$77.48	
5944	VISA	2/28/2023	\$260.80	
		Total Checks	\$9,430.78	



HOWARD LAKE CITY COUNCIL MEETING

March 20, 2023

AGENDA ITEM: SET UP SPRING CLEAN UP DATES AND TERMS

SECTION: Consent

FROM: Meagan Theisen, Assistant City Administrator

BACKGROUND: After several week-long community clean up events over the last few years, we are suggesting a change to a 3-day event.

Proposed 2023 Spring Clean-up guidelines –

- Thursday, May 4th – Saturday, May 6th
- Thursday & Friday 1PM to 7PM & Saturday 8AM – 12PM.
- City of Howard Lake residents only, ID with proof of residency to be checked at the gate.

Proposed fees:

<u>Accepted:</u>	<u>Accepted:</u>	<u>PROHIBITED</u>
Small Load - \$15.00	Appliances - \$15.00	Paint
Medium Load - \$20.00	Small Electronics - \$10.00	Hazardous Chemicals
Oversized Load - \$25.00	Monitors/Tube/ Console TV - \$60.00	Construction Materials
Couch/Upholstered - \$30.00	Flat Screen TV - \$10 + \$1/Inch	Fluorescent Tubes
Small Upholstered Chair - \$10.00	Scrap Metal - FREE	Commercial/Contractors
Mattress - \$30.00		*Township Residents
Box Spring - \$30.00		
Tires without rim - \$5.00		
Tire with rim - \$10.00		

Staff will advertise the clean-up dates on the City website, Facebook, and the Herald Journal.

COUNCIL ACTION REQUESTED: Set dates and time for the 2023 Spring Clean-up and approve fees.

ATTACHMENTS: N/A



HOWARD LAKE CITY COUNCIL MEETING

March 20, 2023

AGENDA ITEM: Consider Accepting Various Personnel Appointments

SECTION: Consent

FROM: Meagan Theisen, Assistant City Administrator

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

Terminated – Mackenzie Ottenstroer – HLWS

DECISION MAKING METRICS:

FINANCIAL: This position is budgeted as part of the 2023 General Fund Budget.

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

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

COUNCIL ACTION REQUESTED: Approve appointments as presented.

ATTACHMENTS: N/A



Public Hearing on Improvements

March 20, 2023

Water Treatment Facility, Tower, & Phase 2
Utility Improvements

Resolution 22-06
Resolution Ordering Improvement and Preparation of Plans

WHEREAS, by motion of the city council adopted the 21st day of February, 2023, fixed a date for a council hearing on the preliminary engineering report for the proposed Howard Lake Water Treatment Facility, Tower, & Phase 2 Utility Improvements as detailed in the report dated February 17, 2023, and

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 20th day of March, 2023, at which all persons desiring to be heard were given an opportunity to be heard thereon,

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF HOWARD LAKE, MINNESOTA:

1. Such improvements are necessary, cost-effective, and feasible as detailed in the preliminary engineering report.
2. Such improvements is hereby ordered as motioned by council for receiving the preliminary engineering report and calling a public hearing on the 21st day of February, 2023.
3. Bolton & Menk, Inc. as the City Engineer and for such improvements shall prepare plans and specifications for the making of the improvements.
4. The City Council declares its official intent to reimburse itself for the costs of the improvements from the proceeds of tax exempt bonds.

Adopted by the council this 20th day of March, 2023.

Peter Zimmerman, Mayor

Nick Haggemiller, City Administrator