

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

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TENTATIVE AGENDA  
February 18, 2025 – 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 January 21, 2025 Council Meeting.
- E. CITIZEN INPUT
- F. COUNCIL/COMMITTEE REPORT
- G. DEPARTMENT REPORTS
- H. CONSENT AGENDA
  - a. Consider Accepting all Reports & Payment of Claims.
  - b. Consider Donation from Friends of the Library for Child Play Cart.
- I. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS
  - a. Set Public Hearing for Annexation Petition for
- J. NEW BUSINESS
  - a. Consider City Facilities and Use of Public Property Policy.
  - b. Consider Approving Repairs at the Water Treatment Plant and Water Well #3.
  - c. Consider Retaining Lobbyist for State Appropriation Request.
  - d. Consider Resolution 25-02 Supporting State Appropriation Request.
  - e. Consider Approving Revised Nuisance Ordinance 25-01 Chapter 6.01.
  - f. Consider Approving Resolution 25-03 Summary Publication for Nuisance Ordinance 6.01.
  - g. Consider RFP for former 803 8<sup>th</sup> Ave [Former HL Foods].
- K. OLD BUSINESS
- L. ADMINISTRATOR'S REPORT
- M. ADJOURN

The City Council will adjourn to a Workshop following the regular meeting.



# CITY OF HOWARD LAKE

Nicholas A. Haggemiller, City Administrator

625 8<sup>TH</sup> Avenue - PO Box 736 - Howard Lake, MN 55349

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## HOWARD LAKE CITY COUNCIL

Howard Lake City Hall -

January 21, 2025

### MEETING MINUTES

#### COUNCIL PRESENT

Mayor Zimmerman  
Jason Deiter  
Gene Gilbert  
Tom Kutz  
Allan Munson

#### COUNCIL ABSENT

#### STAFF PRESENT

Nick Haggemiller, City Administrator  
Meagan Theisen, Assistant City Administrator

#### ALSO PRESENT

Josh Halvorson, Bolton and Menk

#### 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

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

#### APPROVAL OF MINUTES

Council Member Kutz moved to approve the Council minutes from the TNT and Council Meeting on December 9, 2024. The motion was seconded by Council Member Deiter and passed unanimously.

#### CITIZEN INPUT

None.

#### COUNCIL/COMMITTEE REPORT

Council Member Deiter shared that Parks and Planning held a meeting on January 15<sup>th</sup> to interview candidates for the vacancy on the committee. That candidate was Neil Weber and he is on this Council Agenda for approval.

#### DEPARTMENT REPORTS

None.

## **CONSENT AGENDA**

- a. **Consider Accepting all Reports and Payment of Claims**
- b. **Consider Approval of 2025 Fees and Charges Schedule**
- c. **Consider 2025 Appointments and Designations**
- d. **Consider Resolution 25-01 Approving 2025 Utility Enterprise Fees and Charges**
- e. **Consider Assessor Contract 2026-2027**

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

## **PUBLIC HEARING/PRESENTATION**

- a. **Veterans Memorial Project Update – Rod Werner**  
Werner provided an update on the project, shared donation information, and plan updates. They are hoping to have the project completed by November 2025.
- b. **2025 Street Reconstruction Presentation [City Engineer, Joshua Halvorson]**  
Halvorson reviewed the reconstruction project planned to start this spring, including: changes in the street widths, sidewalks, construction phases, estimated project costs and the project schedule.

## **NEW BUSINESS**

- a. **Consider Parks and Planning Commission Appointment**  
Haggenmiller reviewed the staff report and shared that the Commission is recommending the appointment of Neil Weber to fill the vacant seat on the Parks and Planning Commission.

Council Member Deiter moved to approve the appointment of Neil Weber to the Parks and Planning Commission. The motion was seconded by Council Member Munson and passed unanimously.

- b. **Consider Donation/Purchase from Howard Lake Fire Relief Association**  
Haggenmiller reviewed the staff report.

Council Member Kutz acknowledged the donation from the Howard Lake Fire Relief Association and approved the purchase of a new hose from MES. The motion was seconded by Council Member Gilbert and passed unanimously.

- c. **Consider Purchasing SCBA for Howard Lake Fire Department**  
Haggenmiller reviewed the staff report, highlighting the large grant that the Howard Lake Fire Department received to purchase the Self Contained Breathing Apparatus equipment (SCBA).

Council Member Kutz moved to approve the purchase of the SCBA equipment. The motion was seconded by Council Member Munson and passed unanimously.

## **OLD BUSINESS**

None.

## **ADMINISTRATORS REPORT**

None.

## **ADJOURN**

Council Member Kutz moved to adjourn the meeting at 7:54 pm. The motion was seconded by Council Member Gilbert and passed unanimously.

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

\_\_\_\_\_  
Mayor

**HOWARD LAKE CITY COUNCIL**  
**Howard Lake City Hall -**  
**January 21, 2025**

**WORK SESSION**

7:57 p.m.

Staff provided an update on the Howard Lake Foods building and possible redevelopment options of the old Howard Lake Library.

Council discussed hiring a lobbyist to help secure funds for upcoming large projects. They directed staff to move forward with hiring a lobbyist.

8:32 p.m.

CITY OF HOWARD LAKE

CLAIMS & DONATIONS APPROVED

DATE - FEBRUARY 18, 2025

GENERAL FUND	CHECKS: 63820-63954	\$948,735.43
PAYROLL	27661-27670, 503910-503968	\$68,402.28
ELECTRONIC	1878-1882	\$44,657.50
TOTAL		\$1,061,795.21

AMBULANCE CLMS	CHECKS: 6155-6169	\$24,184.13
ELECTRONIC		
TOTAL		\$24,184.13

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\*\*MT accidently paid a payroll check with ambulance check #6154.  
City paid the Ambulance back with check #63886

CITY OF HOWARD LAKE

**\*Check Summary Register©**

Checks 1/20/2025-2/18/2025

Name	Check Date	Check Amt	
<b>1010 CITIZEN ALLIANCE</b>			
1878e	INTERNAL REVENUE SERVICE	1/31/2025	\$9,094.47
1879e	MN DEPT OF REVENUE	1/31/2025	\$1,327.95
1881e	LEAP-WEX	1/31/2025	\$1,135.08
1882e	FIRST SECURITY BANK HENDRI	2/6/2025	\$33,100.00 Bond Principal for Series 2021A
27661	PREUSSE, MITCHELL D	1/24/2025	\$679.48
27666	DICKENS, CHRISTENA M	2/7/2025	\$55.41
27667	DRUSCH, JACOB D	2/7/2025	\$444.60
27668	ROKOLA, MARQUESE W	2/7/2025	\$41.56
27669	BONNICK, STEVEN	2/7/2025	\$366.14
27670	PREUSSE, MITCHELL D	2/7/2025	\$293.60
63820	AMAZON CAPITAL SERVICES	1/23/2025	\$708.26 18 Month Calendars
63821	AMERICAN LEAK DETECTION	1/23/2025	\$750.00 Main/Service Line Leak Detection
63822	BERG, TERRY	1/23/2025	\$65.90 Overpayment on Water Bill
63823	BREAKTHRU BEVERAGE	1/23/2025	\$5.54 Misc Liquors
63824	BUFFALO AMERICAN LEGION	1/23/2025	\$40.00 Wedding & Vendor Fair-Buffalo
63825	CALIBRATIONS AND CONTROLS	1/23/2025	\$1,050.00 Calibrations
63826	CAPITOL BEVERAGE SALES	1/23/2025	\$309.40 Misc Beers
63827	DAHLHEIMER BEVERAGE GREE	1/23/2025	\$2,220.00 Misc Beers
63828	EARTHLINK INC	1/23/2025	\$18.26 Ambulance email
63829	INDIGO SIGNWORKS INC	1/23/2025	\$1,006.25 Casey's sign permit refund 620 Dutch Lake Dr
63830	JOHNSON BROTHERS LIQUOR C	1/23/2025	\$1,402.30 Misc Wines
63831	MARIAS MEXICAN RESTAURANT	1/23/2025	\$1,415.00 Reimbursement for Plumbing
63832	MID-MINNESOTA HOT MIX, INC	1/23/2025	\$193,813.00 Bituminous paving work completed
63833	MN VALLEY TESTING LAB, INC	1/23/2025	\$52.75 Coliform and Pick up charge
63834	PAUMEN COMPUTER SERVICES	1/23/2025	\$1,385.00 SecureAnywhere Subscription
63835	PHILLIPS WINE & SPIRITS	1/23/2025	\$424.09 Whiskey
63836	SMALL, CARL	1/23/2025	\$10.70 Overpayment on utility bill
63837	THE BROKEN BOLT	1/23/2025	\$89.00 Oil Change on 2016 Tahoe unit 522
63838	VINOCOPIA, INC	1/23/2025	\$276.25 Gosling's Black Seal
63839	WRIGHT HENNEPIN ELECTRIC	1/23/2025	\$1,179.00 Electric
63840	DSC COMMUNICATIONS	1/23/2025	\$1,591.45 Bee Durus Nylon Case
63841	MED COMPASS	1/23/2025	\$140.00 Kyle Weich Physical/Fit Test
63842	RIDGEVIEW MEDICAL CENTER	1/23/2025	\$201.00 Remaining Amt on Acct 141010412 Schuelke
63843	MINNESOTA HOUSING FINANCE	1/27/2025	\$7,000.00 Loan agreement fee
63844	AMAZON CAPITAL SERVICES	1/30/2025	\$474.65 Jim's Uniform Allowance
63845	AMERICAN SOLUTIONS FOR BU	1/30/2025	\$1,653.70 AP Checks
63846	BELLBOY CORPORATION	1/30/2025	\$727.55
63847	CAPITOL BEVERAGE SALES	1/30/2025	\$4,674.45 Credit on Product
63848	CENTERPOINT ENERGY	1/30/2025	\$3,761.59 Acct #8000016347-9
63849	DAHLHEIMER BEVERAGE GREE	1/30/2025	\$2,709.85 Credit on Smirnoff Ice
63850	HAWKINS, INC	1/30/2025	\$20.00 Chlorine Cylinders
63851	JOE'S SPORT SHOP	1/30/2025	\$1,180.23 Slip #968635
63852	JOHNSON BROTHERS LIQUOR C	1/30/2025	\$1,238.65 Black Box Wines
63853	METRO WEST INSPECTION SER	1/30/2025	\$10,652.26 Finalized Permits January 2025
63854	MN PUBLIC FACILITIES AUTHOR	1/30/2025	\$19,592.58 Interest on 2011 PFA Sewer Note
63855	MUMFORD SANITATION	1/30/2025	\$12,096.78 COMPOST LEASE
63856	MUNICIPAL EMERGENCY SERVI	1/30/2025	\$12,928.50 Hose Purchase for Fire Dept
63857	NAPA AUTO PARTS COKATO	1/30/2025	\$30.02 CO2 for Kegeator
63858	NCPERS GROUP LIFE INS	1/30/2025	\$48.00 February Premiums
63859	PAUSTIS WINE COMPANY	1/30/2025	\$769.00 Freight Charge
63860	PHILLIPS WINE & SPIRITS	1/30/2025	\$2,023.44 Misc Liquors
63861	PLUNKETT'S PEST CONTROL	1/30/2025	\$254.61 Acct #846104
63862	PRECISION UTILITIES	1/30/2025	\$7,160.00 Curb Stop Repair at 5336 Imhoff
63863	VERIZON	1/30/2025	\$120.03 Acct #342365904-00001

CITY OF HOWARD LAKE

\*Check Summary Register©

Checks 1/20/2025-2/18/2025

Name	Check Date	Check Amt	
63864	VIKING COCA-COLA	1/30/2025	\$153.75 Soda for HLWS
63865	VISA	1/30/2025	\$794.95 ChatGPT Subscription
63866	WASTEWATER COMMISSION	1/30/2025	\$45,025.85 Total City WWTP Discharge
63867	WSB	1/30/2025	\$1,785.00 Public Planning Services Dec 1-Dec 31
63868	ABDO FINANCIAL SOLUTIONS	2/6/2025	\$12,385.84 Chart of Accounts Restructuring
63869	AMAZON CAPITAL SERVICES	2/6/2025	\$61.73 Purse Bingo Place Card Holders
63870	BELLBOY CORPORATION	2/6/2025	\$1,575.80 Freight Charges
63871	BREAKTHRU BEVERAGE	2/6/2025	\$6,255.45 Credit on product
63872	BUFFALO FLORAL	2/6/2025	\$200.00 Wright County Wedding Expo
63873	CAPITOL BEVERAGE SALES	2/6/2025	\$2,271.00 Credit on products
63874	CENTERPOINT ENERGY	2/6/2025	\$1,984.57 Acct 12032215-1 817 8th Ave
63875	CENTURYLINK	2/6/2025	\$657.26 Acct 313493414 Elevator
63876	COURI, & RUPPE, P.L.L.P.	2/6/2025	\$2,637.50 General Legal Fees
63877	DAHLHEIMER BEVERAGE GREE	2/6/2025	\$2,611.96 Carbliss
63878	EMERGENCY AUTOMOTIVE	2/6/2025	\$270.14 Products for new squad
63879	ENGELSTAD, RUTH	2/6/2025	\$75.31 Overpayment on utility bill
63880	FORSMAN PROPERTIES, LLC	2/6/2025	\$103,047.17 2nd Half TIF Payment 2024 TIF 1-18
63881	FRENCH LAKE CURB CO	2/6/2025	\$1,000.00 Install Curb & Gutter
63882	GB LAND LLC	2/6/2025	\$14,210.31 2nd Half TIF Payment TIF 1-21
63883	GOPHER STATE ONE-CALL, INC	2/6/2025	\$62.15 Fax Tickets Payment
63884	NICK HAGGENMILLER	2/6/2025	\$365.00 Cell Allowance
63885	HERALD JOURNAL PUBLISHING	2/6/2025	\$684.50 HJ Ordinance 24-01 Cannabis Summary
63886	HOWARD LAKE AMBULANCE	2/6/2025	\$679.48 Reimbursement on incorrect check ran
63887	IUOE LOCAL 49 FRINGE BENEFI	2/6/2025	\$48.00 Weekly Dues
63888	J-LO MADE IT	2/6/2025	\$63.00 Bingo Squad T-shirts GND committee
63889	JOE'S SPORT SHOP	2/6/2025	\$1,003.88 Slip #968642
63890	JOHNSON BROTHERS LIQUOR C	2/6/2025	\$1,352.48 High Noons
63891	MYRA LAWAY	2/6/2025	\$122.85 Cell Allowance
63892	MARCO TECHNOLOGIES LLC	2/6/2025	\$650.58 HL City Hall Phone
63893	DEBRA MCALPINE	2/6/2025	\$65.00 Car Allowance
63894	MEDIACOM LLC	2/6/2025	\$176.90 Acct 8384923160090330 HLWS
63895	MEI TOTAL ELEVATOR SOLUTIO	2/6/2025	\$1,101.87 February Yearly Service
63896	JARED MERGES	2/6/2025	\$65.00 Cell Allowance
63897	NELSON ELECTRIC MOTOR REP	2/6/2025	\$262.50 Lift #13 School Repair
63898	OFFICE DEPOT LLC	2/6/2025	\$194.52 Paper Order and Binder
63899	JIM OTTENSTROER	2/6/2025	\$65.00 Cell Allowance
63900	PHILLIPS WINE & SPIRITS	2/6/2025	\$4,251.18 Misc Liquors
63901	PLUNKETT'S PEST CONTROL	2/6/2025	\$34.49 Pest Control at HLWS Location #846103
63902	CLAYTON PRESTIDGE	2/6/2025	\$65.00 Cell Allowance
63903	REMER, TANYA	2/6/2025	\$120.61 Monthly Cell Phone Allowance
63904	SOUTHERN GLAZER WINE & SPI	2/6/2025	\$1,485.68 Misc Liquors
63905	STEFFL DRILLING & PUMP INC	2/6/2025	\$7,500.00 Work done at 1113 6th Ave
63906	ERIC STOLL	2/6/2025	\$65.00 Monthly Cell Phone Allowance
63907	SWANSON FAMILY CONSTRUCT	2/6/2025	\$71.16 Overpayment on utility bill
63908	THE HOME CITY ICE COMPANY	2/6/2025	\$554.61 Bagged Ice
63909	THE LODGE OF HOWARD LAKE,	2/6/2025	\$10,184.71 2nd Half TIF 2-16 Payment
63910	THEISEN, MEAGAN	2/6/2025	\$0.00 Reissued as Check #63954
63911	T-MOBILE	2/6/2025	\$342.98 Acct #973663744
63912	AMAZON CAPITAL SERVICES	2/13/2025	\$1,153.72 Light Bulbs
63913	BBG LAW	2/13/2025	\$1,666.67 Prosectution Services for Dec 2024
63914	BIRCHDALE FIRE & SECURITY, L	2/13/2025	\$149.01 Monitoring at 733 6th Street
63915	BOLTON & MENK, INC	2/13/2025	\$145,133.15 Monthly Meter Rental Trailer Park
63916	BURAU, KELLI	2/13/2025	\$47.26 Supplies for Purse Bingo
63917	CAPITOL BEVERAGE SALES	2/13/2025	\$3,903.00 Misc Beers
63918	CINTAS	2/13/2025	\$342.13 Acct 12854181

CITY OF HOWARD LAKE

02/14/25 8:19 AM

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**\*Check Summary Register©**

Checks 1/20/2025-2/18/2025

Name	Check Date	Check Amt	
63919	COKATO PARTS CITY	2/13/2025	\$46.99 5pc Dickies Rub
63920	COKATO TRANSPORTATION, IN	2/13/2025	\$210.00 Annual Fee & CDL's Drivers
63921	DAHLHEIMER BEVERAGE GREE	2/13/2025	\$4,383.11 Reimbursement for double credit taken on invoic
63922	DRUSCH PLUMBING AND HEATI	2/13/2025	\$126.45 Repair Leak at Water Treatment Plant
63923	FINKEN WATER CENTERS, INC	2/13/2025	\$50.70 City Hall 625 8th Ave
63924	GREATER MN COMMUNICATION	2/13/2025	\$300.00 Return Address on Envelopes
63925	HAWKINS, INC	2/13/2025	\$2,212.38 Chemicals for waterdept
63926	HL PIT STOP	2/13/2025	\$297.95 Gas for PD-January
63927	HOLT MOTORS INC.	2/13/2025	\$52.00 Wiper Blades for Plow Truck
63928	INTL UNION OF OPERATING EN	2/13/2025	\$105.00 Monthly Dues
63929	JOHNSON BROTHERS LIQUOR C	2/13/2025	\$2,984.75 Liquor Varieties
63930	KNIFE RIVER CORPORATION	2/13/2025	\$35,736.97 Final Balnce due for Application on CSAH 7 Re
63931	KWIK TRIP INC.	2/13/2025	\$601.50 Gas for PD-January
63932	MADDEN GALANTER HANSEN	2/13/2025	\$67.50 Services 11-1-24 through 11-31-24
63933	MARCO	2/13/2025	\$468.81 Copier Agreements
63934	MIDWEST MACHINERY CO	2/13/2025	\$46.22 Oil Filter and Change for Lawnmower
63935	MINN POLLUTION CONTROL AG	2/13/2025	\$78.00 Wastwater Exam Jim O
63936	MN VALLEY TESTING LAB, INC	2/13/2025	\$54.00 Coliform and Pick up Charge
63937	MRWA	2/13/2025	\$1,050.00 MRWA Technical Conference-Jared
63938	PHILLIPS WINE & SPIRITS	2/13/2025	\$1,491.11 Delivery Charge
63939	PREMIUM WATERS- WILLMAR	2/13/2025	\$47.09 Water at 733 6th St
63940	REEDS AND RUSHES	2/13/2025	\$636.70 January Gratuity Payments
63941	RUSSELL SECURITY RESOURC	2/13/2025	\$371.00 Locks on Gate at Library
63942	SOUTHERN GLAZER WINE & SPI	2/13/2025	\$833.29 Jameson Whiskey
63943	URDAHL, DEAN	2/13/2025	\$6,250.00 Consulting Lobbyist Fees
63944	VERIZON CONNECT NWF, INC	2/13/2025	\$147.53
63945	VINOCOPIA, INC	2/13/2025	\$160.50 Drink Wisconsibly
63946	XCEL ENERGY	2/13/2025	\$8,853.76 608 6th Street & 603 8th Ave
63947	MAC QUEEN EQUIPMENT INC	2/13/2025	\$198,231.15 FEMA Grant SCBA
63948	ACTIVE 911 INC	2/13/2025	\$409.50 Active Alert Subscription Renewal
63949	ALEX AIR APPARATUS	2/13/2025	\$845.29 Fire Craft Phoenix Gloves
63950	DSC COMMUNICATIONS	2/13/2025	\$445.76 Bench Repair and Batteries
63951	EMERGENCY APPARATUS MAIN	2/13/2025	\$1,889.44 Service Pump & test completed
63952	HEIMAN FIRE EQUIPMENT, INC	2/13/2025	\$304.75 SS Valve
63953	MAC QUEEN EQUIPMENT INC	2/13/2025	\$425.53 MSA Gas & Cylinder
63954	THEISEN, MEAGAN	2/13/2025	\$215.00 Was Ck#63910
503910e	HAGGENMILLER, NICHOLAS A	1/24/2025	\$4,407.51
503911e	MERGES, JARED M	1/24/2025	\$2,342.63
503912e	REMER, TANYA M	1/24/2025	\$1,775.03
503913e	THEISEN, MEAGAN	1/24/2025	\$2,350.47
503914e	ZANDER, SHARI	1/24/2025	\$760.54
503915e	OTTENSTROER, JAMES D	1/24/2025	\$2,033.48
503916e	PRESTIDGE, CLAYTON P	1/24/2025	\$1,728.08
503917e	DAHL, LORI	1/24/2025	\$203.73
503918e	HORSTMANN, REBECCA A	1/24/2025	\$354.89
503919e	KOOSMAN, HOPE A	1/24/2025	\$149.05
503920e	LAWAY, MYRA	1/24/2025	\$2,448.87
503921e	MCALPINE, DEBRA-ANN	1/24/2025	\$1,446.27
503922e	MILLER, EDWARD M	1/24/2025	\$378.00
503923e	MONSON, ALYSHA	1/24/2025	\$89.82
503924e	MONSON, BRENNAN	1/24/2025	\$89.82
503925e	SOTHAN, LAURIN B	1/24/2025	\$546.19
503926e	VIRNALA, TASIA, R	1/24/2025	\$411.29
503927e	CHAFFINS, GORDON	1/24/2025	\$156.19
503928e	HARTNECK, SEAN M.	1/24/2025	\$328.47

CITY OF HOWARD LAKE

\*Check Summary Register©

Checks 1/20/2025-2/18/2025

	Name	Check Date	Check Amt
503929e	JOHNSON, JACOB D	1/24/2025	\$2,205.35
503930e	SZCZEPANIK, DARIUSZ J	1/24/2025	\$2,530.68
503931e	THOMPSON, DAVID G	1/24/2025	\$3,018.50
503932e	THOMPSON, KYLE	1/24/2025	\$1,551.11
503933e	CARGILL, ZACHARY C	2/7/2025	\$616.55
503934e	HAGGENMILLER, NICHOLAS A	2/7/2025	\$4,407.51
503935e	MERGES, JARED M	2/7/2025	\$2,395.66
503936e	REMER, TANYA M	2/7/2025	\$1,766.69
503937e	THEISEN, MEAGAN	2/7/2025	\$2,350.47
503938e	OTTENSTROER, JAMES D	2/7/2025	\$1,966.43
503939e	PRESTIDGE, CLAYTON P	2/7/2025	\$1,645.63
503940e	BALDWIN, ALIC	2/7/2025	\$166.23
503941e	DRUSCH, ZACHARY R.	2/7/2025	\$563.58
503942e	ELMER, DANIEL J	2/7/2025	\$152.38
503943e	KITTOCK, BRIAN	2/7/2025	\$83.11
503944e	KITTOCK, NICOLE D	2/7/2025	\$93.02
503945e	LOEBERTMANN, AMANDA G	2/7/2025	\$110.82
503946e	LOEBERTMANN, CRAIG	2/7/2025	\$166.23
503947e	MAGES, ALEX	2/7/2025	\$345.78
503948e	PETERSON, DAVID T	2/7/2025	\$249.34
503949e	SCHUELKE, ANDREW L	2/7/2025	\$207.79
503950e	STOLL, ERIC	2/7/2025	\$110.82
503951e	STUEVEN, MARK J	2/7/2025	\$110.82
503952e	DAHL, LORI	2/7/2025	\$318.90
503953e	HORSTMANN, REBECCA A	2/7/2025	\$470.22
503954e	JENSEN, EMMA	2/7/2025	\$211.90
503955e	JENSEN, LUCAS	2/7/2025	\$211.90
503956e	LAWAY, MYRA	2/7/2025	\$2,461.71
503957e	MCALPINE, DEBRA-ANN	2/7/2025	\$1,446.27
503958e	MILLER, EDWARD M	2/7/2025	\$409.06
503959e	MONSON, ALYSHA	2/7/2025	\$195.44
503960e	MONSON, BRENNAN	2/7/2025	\$211.90
503961e	SOTHAN, LAURIN B	2/7/2025	\$454.05
503962e	VIRNALA, TASIA, R	2/7/2025	\$416.52
503963e	CHAFFINS, GORDON	2/7/2025	\$231.92
503964e	HARTNECK, SEAN M.	2/7/2025	\$663.11
503965e	JOHNSON, JACOB D	2/7/2025	\$2,205.35
503966e	SZCZEPANIK, DARIUSZ J	2/7/2025	\$2,530.68
503967e	THOMPSON, DAVID G	2/7/2025	\$3,018.50
503968e	THOMPSON, KYLE	2/7/2025	\$2,249.23
	<b>Total Checks</b>		<b>\$1,061,795.21</b>

FILTER: [Check Date] between #1/20/2025# and #2/18/2025# and [Check Nbr]>0 and [Cash Act]='1010'

CITY OF HOWARD LAKE

02/14/25 8:23 AM

Page 1

**\*Check Summary Register©**

Checks 1/20/2025-2/18/2025

Name	Check Date	Check Amt	
<b>1012 CAB - AMBULANCE</b>			
6155	BOUNDTREE MEDICAL	1/23/2025	\$516.92 Medical Supplies
6156	CENTRAL MCGOWAN, INC	1/23/2025	\$286.06 Medical Supplies
6157	CITY OF HOWARD LAKE	1/23/2025	\$3,720.00 December Ambulance Pay
6158	HOWARD LAKE TIRE & AUTO	1/23/2025	\$2,365.60 Fix Suspension and Shock Absorber 2017 Ford
6159	JOE'S SPORT SHOP	1/23/2025	\$404.50 Gas for Ambulance Vehicles
6160	RIDGEVIEW MEDICAL CENTER	1/23/2025	\$400.00 Transport for E. Leahy 12-8-24
6161	VISA	1/30/2025	\$110.34 Gas for Ambulance
6162	T-MOBILE	2/6/2025	\$47.39 Acct #973663744
6163	ALLINA HEALTH EMS	2/13/2025	\$400.00 H. Melquist Service
6164	BOUNDTREE MEDICAL	2/13/2025	\$563.84 Gloves
6165	CENTRAL MCGOWAN, INC	2/13/2025	\$33.14 Cylinder Rental
6166	CITY OF HOWARD LAKE	2/13/2025	\$3,150.00 January Ambulance Pay
6167	HEIMAN FIRE EQUIPMENT, INC	2/13/2025	\$11,087.00 22-54 Telescopic Ram eForce
6168	JERRY'S TRANSMISSIONS SERV	2/13/2025	\$578.87 Repairs on 2017 Ford
6169	JOE'S SPORT SHOP	2/13/2025	\$520.47 Fuel for Ambulance Vehicles
<b>Total Checks</b>			<b>\$24,184.13</b>

FILTER: [Check Date] between #1/20/2025# and #2/18/2025# and [Check Nbr]>0 and [Cash Act]='1012'



# HOWARD LAKE CITY COUNCIL MEETING

February 18, 2025

**AGENDA ITEM:** Consider Donation from Friends of the Library for Child Play Cart

**SECTION:** Consent

**FROM:** Howard Lake Friends of the Library

---

**BACKGROUND:** The Howard Lake American Legion made a monetary donation to the Friends of the Library. The Friends of the Library submitted a request to use that donation to purchase a “Play Cart” to the Howard Lake Library. This item is designed to be a small, contained area for a baby or small child to be placed in. There are many learning/play panels that can be swapped in and out to provide the child with educational and fun entertainment.

---

**COUNCIL ACTION REQUESTED:** Acknowledge and approve the donation from the Friends of the Library.

**ATTACHMENTS:**

1. Play Cart Brochure
2. Purchase Quote

**TMC**  
THE MAKERS CREATIVE



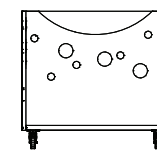
**PLAY** Cart



## PLAY Cart

Our mobile **PLAY** Cart offers flexibility. A caregiver can get work done while their baby or toddler is close by in a safe and engaging LearnPLAY environment. Includes a child safe mirror, Learning Panel, a comfortable PLAY mat made of high-grade PVC free material and with locking casters. We worked with Hennebery Eddy Architects to create this mobile PLAY version of our Fairfield Parent + Child Carrel for the Central Library in Multnomah, Oregon. Easy to move around as needs arise in various areas.

Don't have room for the Fairfield Parent + Child Carrel or Family Workstation?  
The **PLAY** Cart offers a solution!



Dimensions: 31" wide x 36" long x 29" high



# PLAY Cart

- Made in our factory in Michigan.
- Constructed of high quality materials for long life-cycles.
- Made of wood. Warm and tactile.
- GREENGUARD Certified low VOC topcoat.
- PLAY mat is of high grade, PVC free, bleach cleanable material.
- Safe acrylic mirror has a solid maple frame.
- Learning Panels are interchangeable, offering color and visual beauty and early learning content. Children love exploring their world with a full sensory approach, so creating an engaging and thoughtful space was key.
- Locking Casters

# PLAY Cart



## PAIR IT UP WITH LOUNGE OR STUDY TABLES

Finn Table, PLAY Cart, Vancouver 2 Lounge and Plover Occasional Table

# PLAY Cart | Finishes and Options

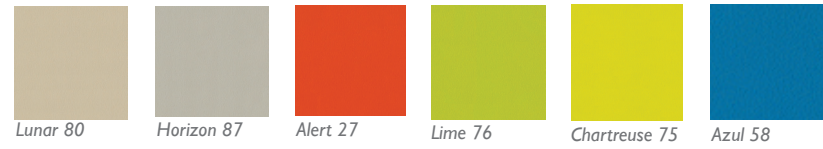
## Cart Finish



Clear 01

For a complete view of our wood finishes please visit our website under the Resources tab

## PLAY Mat — Everywhere Epu - PVC-Free - GREENGUARD Certified

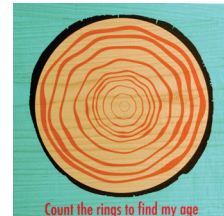


Momentum | Sina Pearson

## Learning Panels — 16" x 16" For more options please see our Learning Panel Catalog



Count the Trees  
APC1616-HT01  
Flat Style



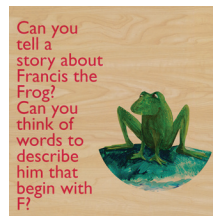
Tree Rings  
APC1616-TR01  
Flat Style



Fox and Mouse  
APC1616-FM01  
Flat Style



Betty the Bird  
APC1616-BB01  
Flat Style



Francis the Frog  
APC1616-FF01  
Flat Style



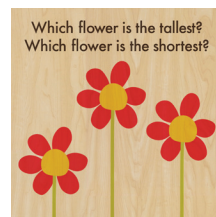
Neighborhood  
APC1616-NB01  
Flat Style



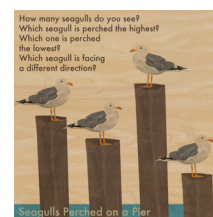
The Garden  
APC1616-GD01  
Flat Style



Gardening Tool - Watering Can  
APC1616-GT01  
Flat Style



The Flowers  
APC1616-FL01  
Flat Style



Seagulls Perched on a Pier  
APC1616-SE01  
Flat Style



Picture Gazing Just For Babies No. 1  
APC1616-PG01  
Flat Style



Picture Gazing Just For Babies No. 2  
APC1616-PT01  
Flat Style



# TMC

THE MAKERS CREATIVE

119 East Ann Street

Ann Arbor, Michigan 48104

734-622-0080

[tmc furniture.com](http://tmc furniture.com)

©2024 TMC Furniture Inc.





**TMC Furniture Inc.**

119 E. Ann St.  
Ann Arbor, MI 48104  
Phone: 734-622-0080  
Fax: 734-622-0088

**Quotation**

**Quote** Howard Lake City Offices  
**To:** Howard Lake, MN 55349  
United States

<b>Quote Number:</b> 17702	<b>Project Name:</b>
<b>Quote Date:</b> 02/06/2025	<b>Expires:</b> 03/08/2025
<b>Customer:</b>	<b>Inquiry:</b>
<b>Salesman:</b> House Account	<b>Terms:</b> 50% Deposit, 50% Before Ship
<b>Ship Via:</b>	<b>Phone:</b>
	<b>FAX:</b>

Thank you for the opportunity to submit this quote for MN-Howard Lake Library.

<u>Item</u>	<u>Part Number</u> <u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
1	LPPC3136D PLAY Cart Dimensions: 36"D x 31"W x 29" OH Material: .75" Maple Plywood w/ Maple Veneer Bottom Material: 1" Baltic Birch Panel Edges: Maple Edgebanding 20 Finish: Clear 01 CNC CutOuts on (1) LH Side & Front Panel Upholstered Floor Mat, 3" Thick (Fabric Included) Fabric: Grade D Fabric: Momentum Sina Pearson Everywhere EPU Fabric Color: TBD MISC: (4) Locking Casters PFFP TOPCOAT Ships Fully-Assembled  Custom Acrylic Play Mirror Dimensions: 28"W x 14"H Material: .75" Baltic Birch w/ Maple Veneer & Inset Acrylic Mirror Frame Finish: Clear 01  Note(s): - Mirror mounted on back panel, centered. - Inside of unit machined to accept (1) Learning Activity Panel. Price includes (1) Flat Style panel, listed separately.		1	\$2,340.0000 /EA

<u>Item</u>	<u>Part Number</u> <u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
2	APC1616-__01 Learning Panel - TBD Dimensions: 16 in. W x 16 in. H x 1 in. Thick Material: Premium Maple Plywood w/ Maple Veneer Edge: Plywood Edge Veneer ImPrinted Design: TBD Activity Style: FLAT Mounting Style: Taper Locks Finish: Clear 01  Note: Pricing is included in Line 1.		1	\$0.0000 /EA
3	FREIGHT Freight Charges Special Services Included - Liftgate and Call Before Delivery  If Needed, Add: Limited Access (Library) - \$100 Inside Delivery - \$200		1	\$473.0000 /EA
			<b>Total:</b>	<b>\$2,813.00</b>

## Notes:

All prices are NET USD.

Quotes are valid for 30 days.

Freight and Crating are included.

Installation is NOT included.

All shipments are FOB our factory in Grand Rapids, MI.

Some materials and designs may still need to be specified; prices may vary.

Terms for first time or custom orders require a 50% payment to process, with the balance due prior to shipping. International orders are 100% payment prior to processing.

Credit terms for domestic orders are Net 15 days from shipment date after credit approval.

Lead times vary. Allow at least 10 weeks lead-time from receipt of Approvals and Deposit; add 4-6 weeks for custom.

It is the customer's responsibility to make sure this quote accurately reflects customer drawings and written specifications. We reserve the right to modify this quote due to errors and omissions.

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By Christina Kirwin

TMC Furniture Inc.



# HOWARD LAKE CITY COUNCIL MEETING

February 18, 2025

**AGENDA ITEM:** Consider Approving Facility and Public Property User Policy

**SECTION:** New Business

**FROM:** Nick Haggemiller, City Administrator

---

**BACKGROUND:** As the City evolves with new and different facilities and amenities, our residents' use of the same also evolves. To that end, it has become prudent to review various facilities, amenities and public properties to ensure equitable access and use as well as terms, conditions and fees for each.

To draft this proposed policy, staff consulted with other communities for similar terms and fees. Additionally, met with and discussed proposed terms with user groups, businesses and the school district. Finally, the overall agreement has been reviewed on a cursory basis by the city attorney for legal conformance.

## **Brief Summary**

### **User Classifications:**

Four categories distinguish users based on their affiliation, prioritizing city functions, local nonprofits, residents, and businesses.

#### Category 1:

- City of Howard Lake functions & programming, including: GRRL events, Summer Recreation, Farmers Market, and other council-authorized user groups. Institutions, agencies, and service providers offering services at no cost (e.g., Wright County, Senior Dining/Council of Aging).
- Community events as defined in Section 2.2.\*

#### Category 2:

- Nonprofit organizations and community groups conducting the majority of their activities in Howard Lake, including HLWW-sanctioned clubs, organizations, athletic teams, and booster clubs.\*\*
- Athletic tournaments outside officially sanctioned city events.
- All nonprofit organizations or community groups conducting a fundraising activity.

#### Category 3:

- Howard Lake residents for individual or private use.
- Howard Lake-based privately owned businesses, for-profit groups, and private agencies for private use.

#### Category 4:

- Non-Howard Lake residents for individual or private use or private events.
- Non-Howard Lake-based businesses, for-profit groups, and private agencies for private

## **\*Community Events**

Responding largely to incredible consternation from a local business, an exception for community events is proposed. The City has competing goals and intentions that impact this policy creation. First, a stated goal of the city is to ensure equitable access to its facilities, properties and amenities while also ensuring the users cover expenses and assist with future maintenance needs. A second is to support community events and community groups. A third is to promote and assist businesses.

In this specific case, responding to concerns from a retailer that uses Block 18 for events in order to draw visitors to Howard Lake, the event category may be used provided they meet the definition and eligibility criteria of a “community event.” Specifically defined in section 2.2 as:

**Events open to the general public requiring coordination between multiple unrelated businesses, organizations, or entities that have physical or documented origins in Howard Lake. Events may involve fee for participation or sale of product, good or service. However, to meet the eligibility of community event and related benefits, there must be additional programming or activity available for open and free enjoyment. Typically, these events are seasonal or cyclical and sponsored by a nonprofit or community group (e.g., Chamber of Commerce). These groups may be required to cover material costs and/or provide a security deposit. The City Council is the approving authority for eligibility, classification and use of public property.**

Reviewing past events this retailer has sponsored, they would meet the definition provided a partnership with more than one Howard Lake business is on board and there is a form of free entertainment. An example would be a flea market, with an adjacent business holding a sidewalk sale, or selling burgers with live music. Ideally, if/when the Chamber of Commerce is restarted they would be the official host, but in lieu of, this is an attempt to work with well intending business owners seeking to accomplish similar goals.

## **Howard Lake Schools**

As part of this policy creation, staff met with HLWW leadership and reviewed the school districts similar policy. Both the City and the school use nearly identical categories in a similar way. It’s noted specifically as both the city and school place each other in “Category 2.” That said, during this discussion, it was also mutually agreed that the school and city would identify ways to offer as much reciprocity as possible for general use of its facilities and amenities.

### **Application Process:**

Requests must be submitted 30–120 days in advance, with approvals based on community impact, availability, and compliance.

### **Usage Limits:**

The best drafted policies are incapable of foreseeing all variables involved with any subject. To that end, the City may deny applications if prior events resulted in damages, frequent disturbances, or safety concerns.

### **Fees & Deposits:**

Applicants may be required to pay rental fees and refundable security deposits.

### **Insurance & Liability:**

Proof of liability insurance is required, with applicants assuming responsibility for damages and legal claims.

### **Event Regulations:**

Applicants handle setup, cleanup, noise control, alcohol/food permits, and security.

### **Public Notifications:**

Adjacent property owners must be notified one week and one day before an event.

**Compliance & Enforcement:** Events must adhere to local laws, and the City reserves the right to terminate non-compliant activities.

By implementing this policy, Howard Lake aims to enhance community engagement, safeguard public assets, and ensure the sustainability of city-owned facilities. As alluded to, it is likely that this policy will see updates as needed as we begin implementation.

---

**FINANCIAL:**

Location	Unit	Category 2	Category 3	Category 4
City Hall Council Chambers*	Hour	\$ -	\$ 30	\$ 40
City Hall Conference Room*	Hour	\$ 10	\$ 30	\$ 40
Laker Parklet	Hour	\$ 10	\$ 30	\$ 40
Lions Park Pavilion	Hour	\$ 20	\$ 25	\$ 30
Memorial Park Pavilion	Hour	\$ 25	\$ 30	\$ 35
Memorial Park Concession	Hour	\$ 5	\$ 10	\$ 15
Memorial Park Baseball Field (Limited User)	One Game	\$ 50	\$ 100	\$ 150
Memorial Park Baseball Field	Tournament/Day	\$ 100	\$ 200	\$ 300
Memorial Park Baseball Field (Lights)	Hour	\$ 15	\$ 15	\$ 15
Memorial Park (Exclusive User)	Annual	Council Approval via Agreement		
Central Park Performance Place (Exclusive User)	TBD	Council Approval via Agreement		
Central Park at Yager Field (Athletic Association/Leagues)	Season	Council Approval via Agreement		
Central Park Pickleball Court (Athletic Association/Leagues)	League	Council Approval via Agreement		
Central Park Performance Place	Day	\$ 100	\$ 150	\$ 200
Central Park at Splash Pad	Hour	\$ 10	\$ 20	\$ 30
Howard Lake Community Room	Hour	\$ 10	\$ 30	\$ 40
Library Teleconference Room	Hour	\$ -	\$ 5	\$ 10
Municipal Parking Lot 18 (Limited User)	Day	\$ 25	\$ 50	\$ 100
Municipal Parking Lot 18 (Exclusive User)	Day	\$ 100	\$ 150	\$ 500
General Street Closure with Barricades	Day	\$ 25	\$ 50	\$ 100

**DRAFT SUBJECT TO CHANGES/APPROVAL**

The City currently receives charges for many of these amenities and spaces currently and they are included in the City's fees and charges schedule. Upon review and approval by the city council, these would be reconciled and modified as necessary. It is noted that the City does not budget for this revenue currently. In 2024, the city collected about \$3,500 in revenue from park and community room rental fees which equates to .01% of the total revenue for the City.

**LEGAL:** The City Attorney has reviewed the policy and associated materials for legal conformity.

**STRATEGIC PLAN:**

1. Maintain Fiscally responsible city management and operations.
2. Foster Community Events and Organizations.
3. Foster a Robust Business Community

**COUNCIL ACTION REQUESTED:** Discuss and approve City Facility and Public Property User Policy and related fees.

**ATTACHMENTS:**

1. City Facility and Public Property User Policy.



## City of Howard Lake City Facility and Public Property User Policy

### 1. Introduction

The City of Howard Lake is committed to providing well-maintained, accessible public facilities for various community, nonprofit, private, and commercial uses. To ensure fair and efficient use of these spaces, this policy establishes clear guidelines for facility rentals, including classifications of users, application procedures, rental fees, and applicant responsibilities.

This policy outlines the different User Categories based on the nature of the event and the affiliation of the requesting party, ensuring that city functions, nonprofit groups, private individuals, and businesses each have equitable access while maintaining alignment with the City's priorities and resources. Additionally, this document provides a structured application process, fee structure, and necessary compliance measures to safeguard public assets and enhance the experience of all facility users.

By adhering to this policy, the City of Howard Lake aims to foster community engagement, support local organizations, and responsibly manage public resources while minimizing conflicts and ensuring the sustainability of city-owned facilities.

---

### 2. Definitions and Classifications

#### *2.1 User Categories*

##### Category 1:

- City of Howard Lake functions & programming, including: GRRL events, Summer Recreation, Farmers Market, and other council-authorized user groups. Institutions, agencies, and service providers offering services at no cost (e.g., Wright County, Senior Dining/Council of Aging).
- Community events as defined in Section 2.2.

##### Category 2:

- Nonprofit organizations and community groups conducting the majority of their activities in Howard Lake, including HLWW-sanctioned clubs, organizations, athletic teams, and booster clubs.
- Athletic tournaments outside officially sanctioned city events.
- All nonprofit organizations or community groups conducting a fundraising activity.

##### Category 3:

- Howard Lake residents for individual or private use.
- Howard Lake-based privately owned businesses, for-profit groups, and private agencies for private use.

##### Category 4:

- Non-Howard Lake residents for individual or private use or private events.
- Non-Howard Lake-based businesses, for-profit groups, and private agencies for private use.



## *2.2 Additional Definitions & Terms*

### City Function/Event/User:

Officially recognized by the City through council action, budgetary designation, program, or plan.

### Community Events:

Events open to the general public requiring coordination between multiple unrelated businesses, organizations, or entities that have physical or documented origins in Howard Lake. Events may involve fee for participation or sale of product, good or service. However, to meet the eligibility of community event and related benefits, there must be additional programming or activity available for open and free enjoyment. Typically, these events are seasonal or cyclical and sponsored by a nonprofit or community group (e.g., Chamber of Commerce). These groups may be required to cover material costs and/or provide a security deposit. The City Council is the approving authority for eligibility, classification and use of public property.

### Private Event

Any use of public property that limits or restricts attendance or participation.

### Private User

Any individual, organization, entity, business etc. conducting business, service or event for their own dedicated purpose.

### Commercial/Transient User

Entities seeking temporary commercial use of public property are prohibited from use of public space.

### Limited Use/Limited User:

An individual or group with specific City approval that does not incur a material expense to the City. Limited users may be subject to blackout dates and damage deposits and must provide event preparation, management, and follow-up plans.

### Exclusive User:

An individual or organization using a public facility, public meeting space, or public property regularly and subject to a formal agreement with the City.

### Fundraising:

An event intended to raise money for any cause, organization, group, or purpose, including charging for attendance, product sales, service fees, or donation solicitations.

### Public Facility, Public Space, Public Property (collectively, Public Property):

Property or facilities owned by the City, leased by the City or controlled by the City (such as parks and other open space dedicated to the public and streets dedicated to the public).

---



### 3. Application and Approval Process

#### Application Submission:

Any person or entity desiring to use Public Property (the “Applicant”) must submit a written application to the City of Howard Lake detailing:

- Event date, time, location, purpose, expected attendance, site plan, and any special requirements.
- Applications must be submitted at least 30 days in advance and no more than 120 days before the event.
- Athletic associations, clubs, and organized play groups must apply at least 30 days in advance of the season or event.

#### Approval Process:

- The City reserves the right to approve or deny any application based on: Community impact, facility availability, public space usage, and regulatory compliance.
- Applicants for Community Events as defined by Section 2.2 Must submit in writing an event plan that is reviewed to determine eligibility and approved by the City Council.
- The City Council shall approve or deny all applications.
- The City reserves the right to deny any application where the City Council reasonably believes the proposed event may adversely affect the health, safety and welfare of the City residents.
- When the competing applications for an event have been submitted for the same location and time, the City may give preference to the Applicants in the following order of priority: 1) Applicants in Category 1; 2) Applicants in Category 2; 3) Applicants in Category 3; and 4) Applicants in Category 4.
- When the competing Applicants from the same Category have submitted applications for an event for the same location and time, the City may give preference to that event which it deems will be less of a burden on the residents of the City or the operations of the City.

---

### 4. Limits on Use

- The City may limit or deny an Applicant’s event if a prior event operated by the Applicant resulted in damage to public property, public disturbance requiring a police presence, injury to the attending public, or if the Council believes use of the Public Property by the Applicant is not in the best interest of the City or of the public.

---

### 5. Fees and Deposits

- The Applicant may be required to pay a usage fee and a refundable security deposit as determined by the City.
- The security deposit will be refunded after the event, provided the facility is returned in its original condition without damage.

---

### 6. Insurance and Liability

- The Applicant must provide proof of general liability insurance, naming the City as an additional insured, with minimum coverage specified by the City.
  - The Applicant agrees to indemnify, defend, and hold harmless the City, its officers, agents, and employees from any claims, damages, losses, or expenses resulting from the event.
-



---

### **7. Event Setup and Cleanup**

- Setup and teardown is the responsibility of the Applicant and must occur during the event time frame approved by the City.
- Setup may begin no more than 24 hours before the event, and cleanup must be completed within 24 hours after.
- The rented facility, street, parking lot, etc., must be left in substantially the same condition as it was before the event, and must be left clean and orderly with all trash removed by the Applicant.

---

### **8. Noise and Public Disturbance**

- The Applicant must comply with all City noise ordinances.
- Amplified sound requires City approval and must be kept at a reasonable volume.

---

### **9. Alcohol and Food**

- If alcohol is sold or distributed, the Applicant must obtain all required permits and comply with state and local laws.
- Food vendors must adhere to health and safety regulations and obtain necessary permits.

---

### **10. Security and Safety**

- The Applicant is responsible for crowd control and traffic management.
- The City may require off-duty police officers or security personnel to be present during the event at the Applicant's expense.

---

### **11. Notification of Adjacent Property Owners**

- The Applicant must notify adjacent property owners at least one (1) week and again one (1) day before the event.
- Notification must include event details (date, time, potential impacts).

---

### **12. Damage to Public Property**

- No marking, drilling, or tampering with asphalt, public facilities, or equipment.
- Any damage to public property will be the Applicant's financial responsibility and may result in forfeiture of the security deposit.

---

### **13. Accommodations for Surrounding Businesses and Residents**

- The Applicant must ensure that business and residential access is not obstructed and that noise and disruption are minimized.
- Complaints are to be first directed to the Applicant. If necessary, or if the public's safety is feared, Wright County Sheriff's Office is to be contacted to dispatch the Howard Lake Police Department.

---

### **14. Compliance with Laws**

- The Applicant must comply with all federal, state, and local regulations and obtain any required permits or licenses.

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### **15. Termination**

- The City reserves the right to terminate any event for non-compliance with this policy or if it poses a risk to public safety or property.
-



# HOWARD LAKE CITY COUNCIL MEETING

February 18, 2025

**AGENDA ITEM:** Consider Approving Repairs at the Water Treatment Plant and Water Well #3

**SECTION:** New Business

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

---

**BACKGROUND:** As we continue to move forward with plans for a new water treatment plant, well and water tower, repairs and maintenance keep popping up. Most recently, there are chemical feed pumps that are failing within the water plant. These pumps are the original pumps and contractors are not able to find the correct parts to repair them. Vessco Inc, provided us a quote of \$7,820 to replace and start up the pumps. Under the current plans for the new water treatment plant, these pumps would be able to be used as backup pumps for the new system. Staff is working with Vessco on a comprehensive assessment of the current water treatment plant to determine if there may be any upcoming critical failures.

Steffl Drilling & Pump was out in January to put a camera in our #3 water well to determine the condition of the well. The video showed that the casing and screen within the well have excessive biofilm and mineral buildup, which is affecting the capacity significantly. The deemed the well to be in disrepair and recommended it be redeveloped and cleaned before the repairs are considered. The cost to redevelop and clean the well is \$15,500, but this is not a repair to the well. It would only better determine what repairs need to be made.

Staff is currently waiting on a second quote for the well reconditioning, but it is recommended to approve a do not exceed amount of \$15,500.

---

**FINANCIAL:** The cost of \$23,320 for the two requested would come from the water enterprise fund. Noting that additional well repairs will be required after the reconditioning is completed.

**LEGAL:**

---

**COUNCIL ACTION REQUESTED:** Approve the purchase of pumps for the water treatment plant and set a do not exceed amount of \$15,500 for the redevelopment/cleaning of Well #3.

**ATTACHMENTS:**

1. Quote from Vessco
2. Report and Quote from Steffl



QUOTATION		
DATE	NUMBER	PAGE
1/31/2025	0003578	1 of 1

## UN-APPROVED

B COH118  
 I CITY OF HOWARD LAKE  
 L PO BOX 736  
 L HOWARD LAKE, MN 55349  
 T US  
 O

S CITY OF HOWARD LAKE  
 H PO BOX 736  
 I HOWARD LAKE, MN 55349  
 P  
 T  
 O

Accepted By: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 PO#: \_\_\_\_\_  
 Ship To: \_\_\_\_\_

ATTENTION:

EST DELIVERY  
 DATE: 1/31/2025

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

TERMS: NET 30

CUSTOMER REF/PO#		JOB TITLE	SLP	SHIPPING TYPE	
JARED MERGES			VES/HMT	UPS VESSCO 565990	
QTY	PART	DESCRIPTION	UNIT PRICE	EXTENDED	
2	0M0.225R.GRA	W MARLOW,PUMP QDOS30 UNIVERSAL + PUMP,24/110V,100 PSI,SANTOPRENE,RIGHT	\$3,910.00	\$7,820.00	
1	COH118	INSTALLATION&STARTUP INCLUDED	\$0.00	\$0.00	

<p>This quote is subject to and incorporates by reference Vessco Water's ("Vessco") Terms &amp; Conditions and Customer Warranty available at <a href="http://www.vesscowater.com">www.vesscowater.com</a> which will be provided by email upon written request. Buyer expressly agrees to the provisions set forth in the Terms &amp; Conditions and Customer Warranty posted on Vessco's website.</p> <p><b>QUOTE VALID FOR 60 DAYS. CREDIT CARD PAYMENTS ARE SUBJECT TO AN ADDITIONAL 3% CHARGE NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL</b></p>	<p><b>TOTAL: \$7,820.00</b></p>
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# HIGH CAPACITY PERFORMANCE REPORT

## Annual Pump & Well Inspection

### OVERVIEW

Customer: CITY OF HOWARD LAKE Well #: 3  
GPS: 45.055 N -94.067 W

### CONTROLS

Make/Model: VFD CONTROLLED Drop Pipe: 126FT OF 4" BLACK IRON Wire: 136FT #10-3

### MOTOR & WIRE CHECK

Make: HITACHI SN: G28645E HP: 20 Volt: 480 Phase: 3

Running Amps:	Resistance:	Full Load Voltage:	Meg Ohm:
L1 <u>26.5</u>	L1 to L2 <u>0</u>	L1 to L2 <u>486</u>	L1 (R) <u>1050@100K</u>
L2 <u>26</u>	L1 to L3 <u>0</u>	L1 to L3 <u>487</u>	L2 (Y) <u>1050@100K</u>
L3 <u>27</u>	L2 to L3 <u>0</u>	L2 to L3 <u>487</u>	L3 (B) <u>1050@100K</u>

### PUMP CHECK

Make: GOULDS Model: 300L20 SN: NOT VISIBLE  
Pump Setting: 126FT Switch Setting: NA Runtime: NA  
Flow Rate: 300GPM At PSI: OPEN DISCHARGE

### WELL CHECK

Static Level: 71FT Drawdown: 101FT GPM: 300 Specific Capacity: 10GP/FT

### COMMENTS & RECOMMENDATIONS

MOTOR IS GOOD, PUMP IS UNDERPERFORMING THE CURVE AND WEAKENING. PITLESS IS IN DISREPAIR, NEEDS TO BE REPLACED. CASING & SCREEN HAVE EXCESSIVE BIOFILM & MINERAL BUILDUP, AFFECTING SPECIFIC CAPACITY SIGNIFICANTLY. WELL SHOULD BE REDEVELOPED & CLEANED BEFORE FUTURE REPAIRS ARE CONSIDERED.

Inspected by: SAM STEFFL Date: 1-31-2025

# COMMERCIAL WORK PROPOSAL



Estimate Date **10/3/2024**

**Location**  
 Name **JARED MERGES**  
 Site Address **CITY OF HOWARD LAKE WELL #3**  
 Billing Address (if different)  
 Phone **763.245.6078**  
 Email **JaredMerges@howard-lake.mn.us**

**CONTRACTOR INFO**  
 Company **STEFFL DRILLING & PUMP**  
 Project Manager **MIKE STEFFL**  
 Direct Phone **(320) 235-1741**  
 Office Phone **(320) 235-8484**  
 Email **STEFFL@WATERWELLDRILLING.COM**

**Project Scope**  
 JARED WOULD LIKE A QUOTE TO REDEVELOP & CLEAN THE WELL. INITIAL VIDEO REPORT SHOWED EXCESSIVE BIOFILM & MINERAL BUILDUP INSIDE SUBMERGED SCREEN AND CASING. UNABLE TO DEFINITELY DETERMINE IF CASING HAS BEEN BREACHED WHICH IS PREVENTING ADDITIONAL IMPROVEMENTS FROM BEING MADE ON THE WELL. HIGHLY RECOMMEND WELL BE CLEANED AND REDEVELOPED THEN REVIDEOD TO VERIFY.

	EST. QTY	UNIT	TASK DESCRIPTION	TYPE/SIZE	UNIT PRICE	TOTAL
WORK ORDER	1	EA	PULL PUMPING SYSTEM & RESET SYSTEM		\$3,500.00	\$3,500.00
	1	EA	REDEVELOP & CLEAN WELL W/ VIDEO		\$10,000.00	\$10,000.00
	1	EA	SPECIFIC CAPACITY TEST AFTER CLEANING		\$1,500.00	\$1,500.00
	1	EA	FINAL REPORT		\$500.00	\$500.00
<b>WORK ORDER</b>				<b>\$15,500.00</b>		
CONTINGENTS						
	<b>CONTINGENTS</b>				<b>\$0.00</b>	

**TERMS OF AGREEMENT**

The prices and specifications stated are satisfactory and are hereby accepted. By signing, you are authorizing Steffl Drilling & Pump to do the work as specified. Payment will be made as outlined herein. This is a goodfaith estimate based on specs provided and does not cover additional parts or labor which may be required after the work has been started. Because of this, the above prices are not guaranteed. Quotations on parts and labor are current and subject to change.

<b>WORK ORDER</b>	\$15,500.00
<b>CONTINGENTS</b>	\$0.00

A) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

B) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

Total payment of amount billed is due & payable (10) days from date of invoice. A) Interest will be charged at a rate of 1.5% per month on any unpaid balance. B) Any and all attorney's fees and cost of collection incurred by Steffl Drilling & Pump in the enforcement of the terms or provisions of this agreement shall be payable by the customer in the event of any default. C) Customer verifies septic tanks and drain fields meet all regulations. Pressure testing or replacement of lines to septic tank to meet fifty foot separation distance (MN Dept. of Health rule 4725.4450) must be done before drilling of well. It will be the property owner's responsibility to bring one or all into compliance. D) Water must not be used for human consumption until test results indicate the absence of total coliform bacteria. Steffl Drilling & Pump is not responsible for the quantity or quality of water.

If paid by credit card, a 4% convenience fee will apply. Site will be left in rough grade condition and will require landscaping to original condition. If casing is not installed, drilling charge will be \$15/ft.

Sign Below to Accept Quote:

<b>CUSTOMER SIGNATURE</b>	<b>DATE OF ACCEPTANCE</b>
<b>CONTRACTOR SIGNATURE</b>	<b>DATE OF ACCEPTANCE</b>



# HOWARD LAKE CITY COUNCIL MEETING

February 18, 2025

**AGENDA ITEM:** Consider Retaining Lobbyist for State Appropriation Request.

**SECTION:** New Business

**FROM:** Nick Haggenmiller City Administrator

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**BACKGROUND:** The City of Howard Lake anticipates nearly \$40Million worth of public infrastructure projects to be completed over within the next three years. Over the previous four years, the City and it's consultants have been progressing through the necessary creation of project plans and specifications as well as obtaining a comprehensive financing package to fund the projects.

The City has applied and received approval via a Letter of Conditions for a \$33.6Million funding package through USDA Rural Development. Within this funding package includes most notably the reconstruction of approximately 40 percent of the City's streets and a new water treatment plant. While the City is currently awarded grants totaling \$3.5Million through the Minnesota Public Facilities Authority and USDA Rural Development, the balance of the project is anticipated to be bonds payable through utility revenue and the general fund.

Collectively, if we move forward under the current funding package, there will be a significant incurrence of debt which will result in significant utility rate and tax rate increases. City staff and consultants continue due diligence exploring additional efforts of securing additional grants and means of reducing the local burden to the project. An additional measure is seeking a Legislative Appropriation through the State of Minnesota.

To further advance our priorities, retaining a lobbyist is proposed to assist with advancing drafted house and senate bills through the process. The mayor and city administrator have met with several lobbyists and has selected former Representative Dean Urdahl for this purpose. Urdahl served until very recently and served as the chairperson for the Capital Investment Committee.

Urdahl has facilitated meetings with our current representatives (Representative McDonald & Senator Anderson), assisted city staff and the representatives on a proposed scope and material ask of a state appropriation. The legislative session has started and he will be charged with 'walking the bills' through to various committees, lining up hearings and ideally seeing successful legislation passed.

## Questions/Considerations

1. Is hiring a lobbyist legal?  
Yes. Disclosures and reporting is required. Currently nearly 1/3 cities in the currently have or have had a lobbyist.
2. Does hiring a lobbyist guarantee funding success?  
No. There are many political headwinds facing Howard Lake as well as the Legislature in full including noting that is an off year for bonding (though a bonding bill is anticipated) and the state faces a budget deficit.
3. Why hire a lobbyist?  
Our local representatives sponsor numerous bills and similar requests each session and do not have the capacity to focus on our request in a manner that ensures it receives the best possible consideration.

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**FINANCIAL:** The fee for this service is \$25,000.

**LEGAL:** The city will be required to file various standard disclosures and complete necessary reporting similar to outside contractors and consultants.

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**COUNCIL ACTION REQUESTED:** Approve Mr. Dean Urdahl to serve as a lobbyist for the 2025 Legislative Session.

**ATTACHMENTS:** Email detailing scope and fees

**From:** [Dean Urdahl](#)  
**To:** [Nick Haggenmiller](#)  
**Subject:** RE: City of Howard Lake Appropriation  
**Date:** Wednesday, January 22, 2025 4:02:01 PM  
**Attachments:** [image002.png](#)

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Mr. Haggenmiller,

I will work to advocate for you the infrastructure projects you have outlined, help get a bill drafted per your requirements, work with chief authors of the bill, get hearings scheduled in the House and Senate, lobby individual members, particularly those on the Capital Investment Committees of the House and Senate and do my best to see that the bill is included in a least one, hopefully both, of the bodies Omnibus bonding bills. I will also line up testifiers for bill hearings and provide informational material and work to address any other issues that arise with this during the process. The goal is obviously to get this passed that is my hope and what I'll work to do. My fee is \$25,000. Dean Urdahl

Nick, I hope this is what you are looking for, I'm open to revisions as needed.

---

**From:** Nick Haggenmiller <cityadmin@howard-lake.mn.us>  
**Sent:** Wednesday, January 22, 2025 3:22 PM  
**To:** Sen. Bruce Anderson <sen.bruce.anderson@mnsenate.gov>; rep.joe.mcdonald@house.mn.gov  
**Cc:** Amy Linden <amy.linden@mnsenate.gov>; Karina.Nelson@house.mn.gov; Howard Lake Mayor <Mayor@howard-lake.mn.us>; urdahls@hotmail.com  
**Subject:** City of Howard Lake Appropriation

Dear Representative McDonald and Senator Anderson,

I hope this message finds you well. I am writing on behalf of the City of Howard Lake to inform you of two critical infrastructure projects we are pursuing: the reconstruction of streets and utilities and the construction of a replacement water treatment plant. These projects are essential to meeting the current and future needs of our community.

To assist with this effort, the City will be retaining Mr. Dean Urdahl as a lobbyist to help navigate the legislative process. However, your technical expertise and general support will be invaluable as we craft our state appropriation request and advocate for these vital improvements. This is specifically true as we will need help determining a reasonable scope, dollar amount and drafting the language itself.

We deeply appreciate the strong partnership we have with you and your ongoing support of Howard Lake. Please let me know a time that would work for you to discuss this effort in greater detail or any steps we can take to ensure a smooth process. Responding to this message via email is preferred even if to setup a call or meeting later.

Thank you for your consideration and advocacy for the needs of our community.

Nick

NICK HAGGENMILLER, CITY ADMINISTRATOR

625 8<sup>th</sup> Avenue | Howard Lake MN 55349

320/543-3670 | [https://link.edgepilot.com/s/7e733958/nr4aNioQSU\\_SQ6RXRfOCDw?u=http://www.howard-lake.mn.us/](https://link.edgepilot.com/s/7e733958/nr4aNioQSU_SQ6RXRfOCDw?u=http://www.howard-lake.mn.us/)



# HOWARD LAKE CITY COUNCIL MEETING

February 17, 2025

**AGENDA ITEM:** Consider Resolution 25- 02 Supporting State Appropriation Request.

**SECTION:** New Business

**FROM:** Nick Haggemiller City Administrator

**BACKGROUND:** The City of Howard Lake has considerable infrastructure projects slated for completion in the next several years. These projects have been programmed for nearly a decade and coincide with the retirement of existing debt the City had incurred previously.

As issue is inflation has driven project costs up considerably. And outside funding is primarily bonds rather than grant. Currently, of the estimated \$34Million in projects identified in the funding package with USDA, only \$3.5Million or roughly 10% is grant funding. Under this current funding package, there will be a likely pause in the water treatment plant project, which is currently slated to go out for bids midyear.

In effort to reduce local burden and overall tax rate and utility rate increases, the City has requested a state appropriation of \$15Million this legislative session. Doing so, would bring down the anticipated local share to the state's definition of "affordability." Affordability is calculated using the local median household income. Howard Lake's median household income is \$99,464. Under this calculation, affordability is calculated at \$99/month/household for water. It's noted that this is the water utility alone.

Funding Uses:	
Phase 1 Water Collection	\$ 3,476,346
Water Treatment	\$ 25,625,000
Well	\$ 1,400,000
Tower	\$ 4,000,000
Total Water Projects:	\$ 34,501,346
Funding Sources:	
USDA Water Loans	\$ 4,289,000
PFA Treatment Loan	\$ 15,800,000
USDA Grant - Water	\$ 578,000
PFA Grant - Emerg Contam	\$ 3,000,000
<b>State Appropriation Request</b>	<b>\$ 10,834,346</b>

Water Costs & Monthly Bill:	
New D/S:	\$ 1,130,018.92
Existing D/S:	\$ 86,000.00
Operating Costs:	\$ 350,078.00
WIF Reserve:	\$ 66,217.37
Short Lived Asset Reserve:	\$ 57,200.00
Total Annual:	\$ 1,689,514.29
Total EDU's:	\$ 1,420.00
<b>Projected Monthly Cost/EDU:</b>	<b>\$ 99.15</b>
Median Household Income	\$ 99,464.00
MHI x1.2% divided by 12	\$ 99.46

Table 1 (Left) Table Two (Right)

Table one shows the total sources and uses of funds for the projects slated for completion. The bottom line was the proposed appropriation request which was intentional to indicate the City would meet its own affordability threshold. Discussing this with our local representatives and lobbyist, they proposed a bonding request of \$15Million to closer match the estimated PFA Loan the City would need to support the projects.

The following tables show current and proposed water charges with and without a successful appropriation request. These are estimates only. Final may be higher/lower based on a number of variables including whether or not we move forward with the water treatment plant project, actual bids received and completed project costs. It is highly likely that without additional grant funds either through a state appropriation or existing programs at USDA and PFA – the city will not move forward with the water treatment plant.

Staff is currently working on contingency planning in hopes of preventing a total plant failure at the existing water treatment plant. It is likely that some sort of preservation work will be needed at the plant regardless as the buildout for a new plant is estimated at two years once mobilized.

WATER ONLY		
CURRENT	STATE AFFORDABILITY (WITH APPROPRIATION)	NO APPROPRIATION
\$55.41	\$99.46	\$135

TOTAL CITY BILL		
AVG MONTHLY BILL (CURRENT)	AVG MONTHLY BILL (WITH APPROPRIATION)	AVG MONTHLY BILL (WITHOUT APPROPRIATION)
\$175	\$225	\$255

**FINANCIAL:** The City of Howard Lake is requesting a \$15Million appropriation.

**LEGAL:** The City is close to having bills introduced in the house and the senate on this matter. Additionally, the city has formally submitted to the MMB Office. One of the requirements of MMB is to provide a resolution of support.

**STRATEGIC PLAN:**

1. Deliver high quality, reliable infrastructure and public services.
2. Maintain fiscally responsible city management and operations.

**COUNCIL ACTION REQUESTED:** Adopt resolution 25-02 support for appropriation request.

**ATTACHMENTS:**

1. Resolution 25-02 of Support for Appropriation Request

**CITY OF HOWARD LAKE**

**RESOLUTION NO. 25-02**

**A RESOLUTION AUTHORIZING A 2025 CAPITAL BUDGET REQUEST TO THE STATE OF MINNESOTA FOR A WATER TREATMENT PLANT PROJECT.**

WHEREAS, under the provisions contained in Minnesota Statutes 16A.86, Subd. 3a (6) sets out the process by which local governments and political subdivisions may request state appropriations for capital improvement projects. The Governor and Legislature will consider these bonding requests in the 2025 session; and,

WHEREAS, Local governments should submit their capital budget requests to Minnesota Management and Budget (MMB) by June 16, 2025; and

WHEREAS, the City of Howard Lake proposes a water treatment plant project and has identified a substantial need for State financial assistance in addition to funding from the City which meets or exceeds the state funding; and,

WHEREAS, the City of Howard Lake has the legal authority to apply for Capital Budget assistance, and has the financial, technical, and managerial capacity to ensure proper construction, operation and maintenance of the project for its design life.

NOW, THEREFORE, BE IT RESOLVED that the City of Howard Lake is authorized to submit the necessary 2025 Capital Budget application and information to the Minnesota Management and Budget Office.

Adopted by the City Council this 18 day of February, 2024.

Approved:

Attest:

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

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



# HOWARD LAKE CITY COUNCIL MEETING

February 18, 2025

**AGENDA ITEM:** Consider Ordinance 25-01 Amending the Nuisance and Abatement Ordinance 6.01 Section 5

**SECTION:** New Business

**FROM:** Nick Haggemiller City Administrator

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**BACKGROUND:** The City has long maintained a city code including Chapter 6.01 Nuisance Abatement. Over the last several years, the City has further updated and modified this (and other) ordinance as necessary to address issues and enforcement matters.

Following a series of noise complaints the city/HLPD have responded to, clarifications and better language was identified in our nuisance abatement ordinance. The ordinance incorporates and matches the Minnesota Pollution Control Agency's statutory limits. In quick summary:

**Daytime Noise Levels (7:00 AM to 10:00 PM)**

- **Residential Areas: 65 dBA for noises exceeding six minutes of the hour or 60 dBA for noises exceeding thirty minutes of the hour.**
- **Commercial Areas: 70 dBA for noises exceeding six minutes of the hour or 65 dBA for noises exceeding thirty minutes of the hour.**
- **Industrial Areas: 80 dBA for noises exceeding six minutes of the hour or 75 dBA for noises exceeding thirty minutes of the hour.**

**Nighttime Noise Levels (10:00 PM to 7:00 AM)**

- **Residential Areas: 55 dBA for noises exceeding six minutes of the hour or 50 dBA for noises exceeding thirty minutes of the hour.**
- **Commercial Areas: 70 dBA for noises exceeding six minutes of the hour or 65 dBA for noises exceeding thirty minutes of the hour.**
- **Industrial Areas: 80 dBA for noises exceeding six minutes of the hour or 75 dBA for noises exceeding thirty minutes of the hour.**

The ordinance additionally calls out means of measurement:

**A City official or agent thereof shall use a decibel meter calibrated within 365 days of the date of the measurement to determine the noise level at the property line where upon the noise is being generated. Any noise measured to exceed the noise levels set out in the section constitutes an excessive noise in violation in violation of Chapter 6.01, Section 5 of City Code.**

Additionally noted – while not included in this ordinance language, the Howard Lake Police Department has established procedures related to repeat noise complaints to ensure proactive compliance. In all instances, noise complaints have been deemed unwarranted.

---

**FINANCIAL:** Open

**LEGAL:**

1. Howard Lake is classified as a statutory city, meaning the city is an entity of the State and its statutes. This has been the official position of the City as we have been following/enforcing noise in this manner due to the related complaints.
2. The City Attorney has drafted these amendments and recommends approval.

**STRATEGIC PLAN:**

1. Promote engaged, local public safety services for residents.

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**COUNCIL ACTION REQUESTED:**

1. Approve Ordinance 25-01 Amending the Nuisance and Abatement Ordinance Chapter 6.01
2. Approve Resolution 25-03 Summary Publication for Nuisance Ordinance 6.01

**ATTACHMENTS:**

1. Ordinance 25-01 Chapter 6.01 Section 5
2. Summary Publication Resolution 25-03

**CITY OF HOWARD LAKE  
WRIGHT COUNTY  
ORDINANCE NO. 2025-1  
AN ORDINANCE AMENDING THE NUISANCE & ABATEMENT ORDINANCE  
CHAPTER 6.01, SECTION 5**

The City Council of the City of Howard Lake, Minnesota, does hereby ordain as follows:

**SECTION 1.** Section 5 “Noise Violations” of Chapter 6.01 “Nuisance & Abatement” of the City Ordinances is hereby amended to read as follows:

**Section 5. Regulation of Excessive Noise.** The purpose of this section of City Code is to establish regulations to control excessive noise levels to protect the health, safety, and welfare of the citizens of the City of Howard Lake.

1. Definitions

For the purposes of this section, the following definitions shall apply:

- (a) “Noise” means sound that is loud, unpleasant, or disruptive.
- (b) “Excessive Noise” means any sound that exceeds the maximum permissible noise levels established in this section of City Code.
- (c) "Motor vehicle" means any self-propelled vehicle not operated exclusively upon railroad tracks.
- (d) “Residential Areas” means areas within the following zoning districts and property types: R-1 (Traditional Single-Family Residential), R-1A (Contemporary, Existing Lot Single-Family Residential), R-2 (Contemporary Single-Family Residential), R-3 (Single and Two-Family Residential), R-4 (Downtown Area Residential), R-5 (Single-Family Manufactured Home Park), R-6 (Medium Density Residential), R-7 (High Density Residential), UR (Urban Reserve), all Public Parks, all Public Property, and PUD (Planned Unit Development) that has any residential nature as part of the development’s underlying use.
- (e) “Commercial Areas” means areas within the following zoning districts and property types: B-1 (General Business), B-2 (Downtown Area Business), and PUD (Planned Unit Development) that is commercial in the nature of its underlying use.
- (f) “Industrial Areas” means areas within the following zoning districts and property types: I-1 (Warehousing Industrial), I-2 (General Industrial), PUD (Planned Unit Development) that is industrial in the nature of its underlying use.

## 2. Maximum Permissible Noise Levels

### (a) Daytime Noise Levels (7:00 AM to 10:00 PM)

- Residential Areas: 65 dBA for noises exceeding six minutes of the hour or 60 dBA for noises exceeding thirty minutes of the hour.
- Commercial Areas: 70 dBA for noises exceeding six minutes of the hour or 65 dBA for noises exceeding thirty minutes of the hour.
- Industrial Areas: 80 dBA for noises exceeding six minutes of the hour or 75 dBA for noises exceeding thirty minutes of the hour.

### (b) Nighttime Noise Levels (10:00 PM to 7:00 AM)

- Residential Areas: 55 dBA for noises exceeding six minutes of the hour or 50 dBA for noises exceeding thirty minutes of the hour.
- Commercial Areas: 70 dBA for noises exceeding six minutes of the hour or 65 dBA for noises exceeding thirty minutes of the hour.
- Industrial Areas: 80 dBA for noises exceeding six minutes of the hour or 75 dBA for noises exceeding thirty minutes of the hour.

## 3. Method of Measurement

A City official or agent thereof shall use a decibel meter calibrated within 365 days of the date of the measurement to determine the noise level at the property line where upon the noise is being generated. Any noise measured to exceed the noise levels set out in the section constitutes an excessive noise in violation of Chapter 6.01, Section 5 of City Code.

## 4. Exemptions

This section will not apply to the following excessive noises:

- (a) Amplifying equipment used in connection with activities which are authorized, sponsored, or permitted by the City of Howard Lake, so long as the activity is conducted pursuant to the conditions of the license, permit, or contract authorizing such activity.
- (b) Church bells, chimes, or carillons.
- (c) School bells.
- (d) Anti-theft devices.
- (e) Machines or devices for the production of sound on or in authorized emergency vehicles.

- (f) Noise created exclusively in the performance of emergency work to preserve the public health, safety or welfare, or in the performance of emergency work necessary to restore a public service or eliminate a public hazard, including emergency street and utility repairs and cleaning. This shall include equipment, but is not limited to, pile drivers, jackhammers, cranes, scrapers, dump trucks, backhoes, bulldozers, jet trucks, tractor trucks and other construction equipment.
- (g) Noise created by the use of emergency generators during emergency repairs or time periods when utility power is not available. This shall include, but not limited to, the following equipment: stationary and portable generators utilized in the performance of providing services to the city.
- (h) Noise created by the required testing of emergency generators.
- (i) Noise created by sanitary or storm sewer cleaning performed by utility personnel or contractors of the city.
- (j) Noise created by road construction and repair equipment used by contractors hired by the City or by City personnel when constructing, repairing or maintaining City streets.

5. Other Prohibited Noises

- (a) The discharge into the open air of the exhaust of any vehicle except through a muffler or other similar device which is free of holes, cracks or other defects, which will effectively prevent loud or explosive noises therefrom.
- (b) No person shall operate any outdoor power implement, including, but not limited to, power lawn mowers, snow blowers, leaf blowers, weed trimmers, parking lot sweepers, power hedge clippers or such other implements designed primarily for outdoor use, at any time other than between the hours of 7:00 a.m. and 10:00 p.m. on weekdays and 9:00 a.m. and 9:00 p.m. on weekends and holidays.

**SECTION 2.** Effective date. This ordinance shall be effective upon its passage and publication in accordance with law.

Approved this 18<sup>th</sup> day of February, 2025.

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Peter Zimmerman, Mayor

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Nick Haggenmiller, City Administrator/Clerk

**CITY OF HOWARD LAKE**

**RESOLUTION 25-03**

**SUMMARY PUBLICATION OF ORDINANCE 25-01  
AMENDING THE HOWARD LAKE CITY CODE  
SECTION 6.01, NUISANCES**

The City Council of the City of Howard Lake on the 18th day of February, 2025, adopted Ordinance No. 2025-01, entitled "An Ordinance Amending The Nuisance & Abatement Ordinance, Chapter 6.01, Section 5."

The ordinance amends Section 5 of Chapter 6.01 to update the noise portion of the City's nuisance ordinance to adopt many of the Minnesota Pollution Control Agency standards for noise levels that are a nuisance in the daytime and at night, and provides a means for measuring the volume of such noises.

The Howard Lake City Council has approved the text of this Summary for publication and has determined that this Summary clearly informs the public of the intent and effect of Ordinance No. 2025-01. Complete copies of Ordinance No. 2025-1 are available during business hours at the Howard Lake City Hall, 625 8th Avenue, Howard Lake, MN 55349.

Approved by the Howard Lake City Council this 18<sup>th</sup> day of February, 2025.

**CITY OF HOWARD LAKE, MINNESOTA**

By: \_\_\_\_\_  
Pete Zimmerman, Mayor

ATTEST:

By: \_\_\_\_\_  
Nicholas Haggemiller, City Administrator/Clerk



# HOWARD LAKE CITY COUNCIL MEETING

February 18, 2025

**AGENDA ITEM:** Consider Approving RFP for 603 8<sup>th</sup> Avenue formerly Howard Lake Foods.

**SECTION:** New Business

**FROM:** Nick Haggemiller, City Administrator

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## **BACKGROUND:**

The City Council approved a request for proposals immediately following the closure of the former Howard Lake Foods. This agenda item includes the initial RFP with new information and considerations highlighted throughout the document.

About 6 months ago when the operator of the grocery store informed the City of his intentions to exit the business, the City Council directed the administrator to focus efforts on recruiting a grocer in order to retain a full-service grocery store. Efforts were taken to solicit interest in the location. To date, no interested parties have materialized.

Following the closure of Howard Lake Foods, the City has been approached by various individuals and entities interested in the property. Interest has varied greatly from local individuals to developers representing national retailers. Ideas floated have included using the store as-is to renovating to full redevelopment. Gauging the validity and value from one interested party to the next is difficult.

The City has several options to consider:

### **OPTION 1: Minimal Approach**

The City could simply entertain individual offers as they come forward. Doing so would involve the easiest, least amount of staff time and resources. However, doing so, provides almost no assurances that the end user would provide the greatest benefit to the community or even meet statutory requirements regulating how government entities sell property.

A simple "Available" banner has been on the building the entire time. We have tracked leads on the property. We have received only 6 inquiries on the property from this method.

### **OPTION 2: Representation**

Any number of entities will express interest in representing the City to market this property. Local realtors, commercial listing firms, auction companies, national firms are all potential examples of entities that may be willing/able to represent the city through their firms.

Inevitably, the City will be subjected to contracts, compete clauses and commissions – items we typically avoid in our other properties held for resale. However, representation would provide for professional services, potentially a larger and/or targeted marketing of the property.

While this option should not be ruled out immediately, staff recommends either going through the initial RFP process first or providing an 'in' through the RFP for this type of service offering.

We have determined that we are able to list the property on the MLS with or without representation. At the time of the initial RFP, it was believed that we had to be under contract.

### **OPTION 3: Request for Proposals (RFP)**

Drafting an RFP is a relatively inexpensive and easy way to gauge interest in the site while also meeting the statutory obligations associated with a local unit of government selling real-estate. Doing so, provides open opportunity to any number of entities, individuals and firms that may be interested in the property. It would also help interested parties show their sincerity and capacity to the City prior to a more formal due diligence, project formation that could include incurring costs for consultants and/or any number of expenses involving the property itself. The challenges with an RFP are broadcasting. We have ideas of where and how to share the RFP as well as a small list of individuals and entities that have already expressed interest. However, by approaching ourselves, we do run the risk of not reaching as many people as officially listing on the MLS or hiring a professional.

In 2022 when the initial RFP was released, the City received two proposals and selected one of them. Ultimately, a project did not come to fruition. While disappointing, the RFP itself remains an effective way to provide equitable access by interested entities and in a format that council may more/better objectively consider for selection.

Currently, there are three entities exploring future uses of the site including a non profit, a local business owner and a local commercial landlord. It is unclear the sincerity of any one of the three, but given the simultaneous interest from three distinctly different entities/end users, the RFP is once again proposed.

#### **About the RFP**

- Provides for the opportunity to lease, purchase or redevelop the site in full.
- States the top goal/priority is to maintain a full service grocery store downtown.
- Requires submissions to include basic information about themselves or their firm, stated intention and use of the property along with statements of qualifications for financing and overall capacity to execute a successful project.
- Establishes the following time:
  - o Request for Proposals Released February 18, 2025
  - o Final Proposals Due to City April 11, 2025
  - o Selection by City Council April 21, 2025

At its discretion, the City Council may add/delete/modify any number of provisions included the RFP. The timeline provided is similar to other RFPs researched by staff and may also be amended at the discretion of council.

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#### **DECISION MAKING METRICS:**

**FINANCIAL:** Open.

**LEGAL:** Minnesota Statute 469.105 "Sale of Property" governs this proposal and related actions/approvals. Assuming a favorable response to the RFP, a much more rigorous legal review will be required to substantiate submissions.

#### **STRATEGIC PLAN:**

1. Foster a Robust Business Community
  - Support efforts that lead to a thriving mix of commercial/service/industrial businesses.

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**COUNCIL ACTION REQUESTED:** Approve and direct staff to advertise the RFP.

#### **ATTACHMENTS:**

1. Request for Proposal Document



**Request for Proposals**  
**Reuse of the former Howard Lake Foods Site**  
**February 2025**



## **Introduction**

The City of Howard Lake is seeking proposals for the purchase, lease or redevelopment of the former Howard Lake Foods site. Located at 603 8<sup>th</sup> Avenue in the heart of downtown, on US Highway 12 Howard Lake, the half-acre site is among the most valuable and strategic sites to both the community and possible investors.

**Respondents may express interest in lease, purchase, or full redevelopment of the site. The successful respondent will enter into exclusive negotiations with the City for the end use of the site.**

Please note, the intent of this RFP is to provide equal opportunity to interested parties and to find the best, long term user for the property. Strictly speculative interest is not permitted. Entities that are interested in marketing the property or have services to offer that may be of interest to the City are encouraged to submit a proposal and delineating services under section 1.1 of the RFP.

## **Background**

Downtown Howard Lake has been served by various grocery stores, in multiple sites for over 75 years. In 1974, the current site and building were constructed and operated as a SuperValue grocery store. The store would see several operators before ultimately shuttering in 2005. The building would remain empty until 2010 when a public-private-partnership formed between the City and a proposed grocer. The building was fully renovated including the exterior and interior as well as the purchase of all furniture, fixtures, and equipment. For the last 12 years, the City has acted as a hands-off landlord providing for the opportunity for the grocery operator to run their business on their own. The building as it remains today, is turn-key ready as a full-service grocery store with all furniture, fixtures and equipment in-tact. The location has been cleared of all inventory, product and third party vendor displays.

While city leadership remains hopeful a full-service grocer will once again fill the space, the City is also realistic to the competitive landscape and promotes the free market. Therefore, the City will be very receptive to all viable reuses of the existing building/site as well as the full redevelopment of the site.

## **Vision and Intended Outcomes**

The City of Howard Lake envisions an end use and user to the site that is considered essential to the economic and social vitality of the community. Specifically, will address the following outcomes:

1. Fill a demonstrated retail or service gap and spur complimentary activity downtown.
2. Create jobs and make physical improvements to the site that will increase the value of the site.
3. Provide enduring value and benefit to the Howard Lake community.

## **Legal Compliance**

Minnesota Statute 469.105 may apply in the event of a proposed sale of the site. The City will not provide any reimbursement for expenses associated with responding to the RFP. The City reserves the right to reject any or all submittals, or to withhold the award for any reason it may determine, and to waive or not to waive any informalities or irregularities in any proposals. All information regarding the content of the specific proposals will remain confidential until a contract is finalized, or all proposals are rejected, pursuant to the requirements of the Minnesota Government Data Practices Act.

## **Proposal Requirements**

Proposals should include the following:

1. Developer team experience and qualifications
    - a. Project team list, including firms and key team members
    - b. Experience with at least 2 similar projects
    - c. References for the projects identified
  - 1.1 Marketing/Commercial Listing/Auction or other Service Provider Information
    - a. Company name, project team list including firm and key team members.
    - b. Summary of Services Available
    - c. General terms including cost/commission etc.
    - d. Examples of similar successful efforts and the services provided.
- Section 1.1 is only required for interested entities that are soliciting a service associated with the property rather than an end user.*
2. Development concept narrative and site plan
    - a. Describe (in detail) the proposed development, business or use of the property.
    - b. Concept-level site plans / renderings
    - c. Description of how the proposed development meets the City's goals for downtown.
    - d. Proposed terms concerning the purchase or exclusion of existing furniture, fixture and equipment.
  3. Project timeline
    - a. Identify key milestones
  4. Project finances
    - a. Purchase price or General Lease Terms
    - b. Proposed budget, including sources and uses
    - c. Financial capability to successfully execute project and operate a business.
    - d. Proposed business subsidies, incentives and/or requests of the city.

## Evaluation of Proposals

All proposals received by the deadline will be reviewed by the City of Howard Lake to determine if the proposal is responsive to the RFP. If staff determines a proposal is responsive, it will be accepted and move on to the next step. If a proposal is determined to be non-responsive, it will be rejected.

A responsive proposal will:

- Follow the format and sequence specified in this RFP.
- Complete and submit all required documentation described in this RFP.
- Clearly identify how the proposed project meets the goals and vision of the City of Howard Lake.

Item		Benchmarks	Percent of Total Score
1	Project Alignment with the City's vision, needs and goals	<p><u>A higher scoring project will:</u> Clearly identify project alignment with the goals and guidance outlined within this RFP and reference documents.</p> <p><u>A lower scoring project will:</u> Fail to show how the proposed project meets the goals and vision of the City.</p>	30%
2	Qualifications	<p><u>A higher scoring project will:</u> Clearly identify 2 or more similar projects that members of the team have completed in the past.</p> <p><u>A lower scoring project will:</u> Fail to show a track record of completing projects of a similar scale.</p> <p><i>In lieu of a professional portfolio, demonstrating capacity to execute a successful project, business etc. will be considered.</i></p>	30%
3	Future economic development potential	<p><u>A higher scoring project will:</u> Clearly identify the future economic development impact that the redevelopment will bring to downtown.</p> <p><u>A lower scoring project will:</u> Fail to show economic development potential of the proposed redevelopment or be speculative in nature.</p>	25%
5	Project Timeline	<p><u>A higher scoring project will:</u> identify a realistic and reasonable timeline to complete the proposed redevelopment.</p> <p><u>A lower scoring project will:</u> Propose an unrealistic timeframe.</p>	10%
6	Purchase price or lease terms	<p><u>A higher scoring project will:</u> provides for the highest and best use for the property.</p> <p><u>A lower scoring project will:</u> have a lower value, reduced rent or short lease length proposed.</p>	5%
<b>TOTAL</b>	<b>100%</b>		<b>100%</b>

**Submittal of Proposals**

Inquiries, site walkthroughs and data requests are optional and may be requested prior to submission of proposals during the initial due diligence period listed below.

Request for Proposals Released	February 18, 2025
Final Proposals Due to City	April 11, 2025
Selection by City Council	April 21, 2025

**Nick Haggemiller**  
**City Administrator**  
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*Electronic Submissions Only*