

*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
JANUARY 21, 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 Minutes from the Truth in Taxation Meeting on December 9th.
 - b. Consider Approving Council Meeting Minutes from the December 9th 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 Approval of 2025 Fees and Charges Schedule.
 - c. Consider 2025 Appointments and Designations
 - d. Consider Resolution 25-01 Approving 2025 Utility Enterprise Fees & Charges.
- I. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS
 - a. 2025 Street Reconstruction Presentation [City Engineer, Joshua Halvorson]
- J. NEW BUSINESS
 - a. Consider Parks and Planning Commission Appointment.
 - b. Consider Donation/Purchase from Howard Lake Fire Relief Association.
 - c. Consider Purchasing SCBA for Howard Lake Fire Department.
- 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. Haggenmiller, City Administrator

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

Phone: 320-543-3670 | cityadmin@howard-lake.mn.us | www.howard-lake.mn.us

HOWARD LAKE CITY COUNCIL

Howard Lake City Hall -

December 6, 2025

TNT MEETING MINUTES

COUNCIL PRESENT

Mayor Zimmerman

Tom Kutz

Jason Deiter

Gene Gilbert

COUNCIL ABSENT

Allan Munson

STAFF PRESENT

Nick Haggenmiller, City Administrator

Meagan Theisen, Assistant City Administrator

ALSO PRESENT

Vicki Holthaus, ABDO Financial Services

CALL TO ORDER

Mayor Zimmerman called the meeting to order at 6:00 p.m. and opened the Public Hearing for the Truth in Taxation meeting.

Vicki Holthaus introduced herself to the council and she presented a PowerPoint reviewing the proposed budget.

ADJOURN

Council Member Kutz moved to adjourn the meeting at 6:13 pm. The motion was seconded by Council Member Deiter and passed unanimously.

Attest – City Administrator/Clerk

Mayor



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Nicholas A. Haggemiller, City Administrator

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HOWARD LAKE CITY COUNCIL

Howard Lake City Hall -

December 9, 2024

MEETING MINUTES

COUNCIL PRESENT

Mayor Zimmerman

Jason Deiter

Gene Gilbert

Tom Kutz

COUNCIL ABSENT

Allan Munson

STAFF PRESENT

Nick Haggemiller, City Administrator

Meagan Theisen, Assistant City Administrator

Dave Thompson, Chief of Police

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 Deiter and passed unanimously.

APPROVAL OF MINUTES

Council Member Kutz moved to approve the Council minutes from the Council Meetings on November 20, 2024. The motion was seconded by Council Member Gilbert and passed unanimously.

PUBLIC HEARING/PRESENTATION

None.

CITIZEN INPUT

None.

COUNCIL/COMMITTEE REPORT

Council Member Deiter shared that Alex Mages was selected as the Second Chief of the Howard Lake Fire Department.

DEPARTMENT REPORTS

None.

CONSENT AGENDA

- a. **Consider Approving to Not Waive Our Statutory Tort Limits**
- b. **Consider 2025 City Council and Parks and Planning Meeting Dates**
- c. **Consider Various Personnel Appointments**

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

NEW BUSINESS

- a. **Consider Various 2025 Levy & General Fund Budget Approvals**

Haggenmiller reviewed the staff report and shared an overview of the TNT meeting that took place prior to the City Council Meeting.

Council Member Kutz moved to approve Resolution 24-15 Approving the 2025 General Fund & Debt Service Levies. The motion was seconded by Council Member Gilbert and passed unanimously.

Council Member Kutz moved to approve adoption of the 2025 General Fund Budget. The motion was seconded by Council Member Deiter and passed unanimously.

- b. **Consider Resolution 24-16 Increasing the Howard Lake Fireman's Relief Association Benefit**

Haggenmiller reviewed the staff report, stating the reason for the larger increase this year.

Council Member Kutz moved to approve Resolution 24-16 Increasing the Howard Lake Fireman's Relief Association Benefit. The motion was seconded by Council Member Gilbert and passed unanimously.

- c. **Consider Ordinance 24-01 Adopting Regulations Related to Cannabis Businesses**

Haggenmiller reviewed the staff report, including: registration, buffer zones, zoning districts, temporary events, public uses, permit fees and other provisions.

Council Member Kutz moved to approve Ordinance 24-01 Adopting Regulations related to cannabis businesses. The motion was seconded by Council Member Dieter and passed unanimously.

- d. **Consider Various Approvals Related to the Sale of Goldendale Apartments**

Haggenmiller reviewed the staff report and the approvals needed.

Council Member Dieter moved to approve Resolution 24-17 Authorizing Execution of Assignments. The motion was seconded by Council Member Gilbert and passed unanimously.

Council Member Dieter moved to approve the Assignment and Assumption of Regulatory Agreement. The motion was seconded by Council Member Kutz and passed unanimously.

Council Member Gilbert moved to approve the First Amendment to Regulatory Agreement. The motion was seconded by Council Member Dieter and passed unanimously.

e. Consider Resolution 24-18 Designating Library at 817 8th Ave as Polling Location

Theisen reviewed the staff report, sharing that the Library Community Room offers a better layout for traffic flow during elections.

Council Member Kutz moved to approve Resolution 24-18 Designating the Library at 817 8th Ave as a Polling Location. The motion was seconded by Council Member Gilbert and passed unanimously.

f. Consider Resolution 24-19 Approving Plans and Specification and Order Advertisement of Bids

Josh Halvorson reviewed the staff report and the timeline leading to today. We were approved to advertise for bid for the project to hopefully start this spring.

Council Member Kutz moved to approve Resolution 24-19 Approving Plans and Specifications and Order Advertisement of Bids. The motion was seconded by Council Member Gilbert and passed unanimously.

OLD BUSINESS

None.

ADMINISTRATORS REPORT

None.

ADJOURN

Council Member Kutz moved to adjourn the meeting at 7:58 pm. The motion was seconded by Council Member Dieter and passed unanimously.

Attest – City Administrator/Clerk

Mayor

CITY OF HOWARD LAKE

CLAIMS & DONATIONS APPROVED

DATE - JANUARY 21, 2025

GENERAL FUND	CHECKS: 63268 - 63415	\$740,303.30
PAYROLL	27641-27660, 503814-503909	\$121,197.39
ELECTRONIC	1837-1854, 1854, 1859-1877	\$4,406,138.03
TOTAL		\$5,267,638.72

AMBULANCE CLMS	CHECKS: 6145-6153	\$15,690.18
ELECTRONIC	64 - 65	\$11.31
TOTAL		\$15,701.49

NOTE: eChecks 1837-1854, 1854 were posted after December Council

CITY OF HOWARD LAKE

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Checks 12/10/24 - 01/21/25

Name	Check Date	Check Amt	
1010 CITIZEN ALLIANCE			
1837e	HOWARD LAKE POSTMASTER	12/10/2024	\$498.40
1838e	HOWARD LAKE POSTMASTER	12/10/2024	\$900.00
1839e	INTERNAL REVENUE SERVICE	12/11/2024	\$15,552.16
1840e	MN DEPT OF REVENUE	12/11/2024	\$2,869.20
1841e	PERA	12/11/2024	\$11,948.52
1842e	LEAP-WEX	12/11/2024	\$1,035.08
1854e	SECURITY BANK & TRUST	12/19/2024	\$4,301,770.55
1859e	INTERNAL REVENUE SERVICE	12/23/2024	\$9,218.81
1860e	MN DEPT OF REVENUE	12/23/2024	\$1,882.00
1861e	LEAP-WEX	12/23/2024	\$1,035.08
1862e	PERA	12/23/2024	\$8,772.41
1863e	INTERNAL REVENUE SERVICE	1/8/2025	\$9,986.17
1864e	MN DEPT OF REVENUE	1/8/2025	\$1,950.59
1865e	PERA	1/8/2025	\$9,028.93
1866e	LEAP-WEX	1/8/2025	\$1,135.08
1867e	HOWARD LAKE POSTMASTER	1/9/2025	\$501.76
1868e	LEAP-WEX	1/13/2025	(\$87.51)
1869e	WEX HEALTH INC	1/13/2025	\$24.75 WH ADMIN
1870e	AUTHNET GATEWAY BILLING	1/13/2025	\$25.00
1871e	CITIZENS ALLIANCE BANK	1/13/2025	\$30.00 ACH Origination Fee
1872e	CITY OF BUFFALO	1/13/2025	\$60.00 ACCT# 26-022950-00
1873e	NCR SECURE PAY	1/13/2025	\$138.08
1874e	THE LINCOLN NATIONAL LIFE IN	1/13/2025	\$1,298.76
1875e	MN DEPT OF REVENUE	1/13/2025	\$10,424.00 Water/Garbage Sales Tax
1876e	AETNA HEALTH	1/13/2025	\$13,064.62 December 2024
1877e	HEARTLAND PAYMENT SYSTEM	1/13/2025	\$3,075.59 December Bank Statement
27641	DEITER, JASON	12/13/2024	\$1,985.52
27642	KUTZ, TOM	12/13/2024	\$1,793.85
27643	ZIMMERMAN, PETER A	12/13/2024	\$2,170.22
27644	GOEPFERT, THOMAS	12/13/2024	\$19.82
27645	DICKENS, CHRISTENA M	12/13/2024	\$221.64
27646	DRUSCH, JACOB D	12/13/2024	\$360.16
27647	ELMER, DANIEL J	12/13/2024	\$110.82
27648	MAGES, ALEX	12/13/2024	\$138.52
27649	PETERSON, JEREMY	12/13/2024	\$55.41
27650	ROKOLA, MARQUESE W	12/13/2024	\$110.82
27651	STOLL, ERIC	12/13/2024	\$526.39
27652	BONNICK, STEVEN	12/13/2024	\$291.94
27653	GOEPFERT, THOMAS	12/27/2024	\$92.62
27654	BONNICK, STEVEN	12/27/2024	\$352.04
27655	PREUSSE, MITCHELL D	12/27/2024	\$1,114.23
27656	GOEPFERT, THOMAS	1/10/2025	\$106.49
27657	DICKENS, CHRISTENA M	1/10/2025	\$55.41
27658	DRUSCH, JACOB D	1/10/2025	\$332.46
27659	PETERSON, JEREMY	1/10/2025	\$249.34
27660	PREUSSE, MITCHELL D	1/10/2025	\$867.79
63658	APRIL DEBNER	12/13/2024	\$75.00 PPC Meetings 2024
63659	DEITER, JASON	12/13/2024	\$225.00 PPC Meetings 2024
63660	GENE GILBERT	12/13/2024	\$225.00 PPC Meetings 2024
63661	HIBBARD, MOLLY	12/13/2024	\$50.00 PPC Meetings 2024
63662	VERN KLEVE	12/13/2024	\$75.00 PPC Meetings 2024
63663	AIR-PRO HEATING & COOLING L	12/12/2024	\$1,009.00 Half of Maintenance Agreement
63664	AMAZON CAPITAL SERVICES	12/12/2024	\$103.13 Folgers Ground Coffee
63665	AMERICAN SOLUTIONS FOR BU	12/12/2024	\$78.66 W-2S for 2024

CITY OF HOWARD LAKE

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***Check Summary Register©**

Checks 12/10/24 - 01/21/25

Name	Check Date	Check Amt	
63666	BOLTON & MENK, INC	12/12/2024	\$2,852.00 MN Dot Hwy 12 Improvements
63667	BREAKTHRU BEVERAGE	12/12/2024	\$392.35 Jack Daniels Black & Moonshine
63668	C & L DISTRIBUTING	12/12/2024	\$243.95 Beer
63669	CAPITOL BEVERAGE SALES	12/12/2024	\$3,576.70 Misc Beer
63670	COKATO MOTOR SALES, INC	12/12/2024	\$1,737.27 Repair on 2020 Chev Tahoe PD
63671	DAHLHEIMER BEVERAGE GREE	12/12/2024	\$4,005.82 Misc Beer
63672	DAILEY DATA & ASSOCIATES, IN	12/12/2024	\$1,600.00 Annual Service Renewal for 2025
63673	EMERYS TRUCK & TRAILER REP	12/12/2024	\$3,803.05 Repair on 1996 Ford L8000F
63674	FINKEN WATER CENTERS	12/12/2024	\$87.90 Water Bottle Replacement 625 8th Ave
63675	HL PIT STOP	12/12/2024	\$355.00 Fuel for HL PD
63676	INTL UNION OF OPERATING EN	12/12/2024	\$105.00 December Monthly Dues
63677	JOHNSON BROTHERS LIQUOR C	12/12/2024	\$2.12 Gray Whale Gin 6pk
63678	KWIK TRIP INC.	12/12/2024	\$445.11 Fuel for PD in November
63679	MN VALLEY TESTING LAB, INC	12/12/2024	\$27.75 Coliform, MF- WATER
63680	NELSON ELECTRIC MOTOR REP	12/12/2024	\$150.00 SCHOOL LIFT-Check controls, adjust monitor
63681	OCCUPATIONAL SAFETY&HEAL	12/12/2024	\$2,640.00 MNOSHA citations for PW
63682	PHILLIPS WINE & SPIRITS	12/12/2024	\$589.54 YellowTail Pinot Grigio
63683	PLUNKETT'S PEST CONTROL	12/12/2024	\$205.19 Pest Control at 817 7th Street
63684	PUNCOCHAR, JOE	12/12/2024	\$79.83 Overpayment on utility bill
63685	SOUTHERN GLAZER WINE & SPI	12/12/2024	\$800.98 Mr. Boston, Dekuyper, Carolans Cream
63686	STRONG TOWER CONSTRUCTI	12/12/2024	\$1,368.04 Reimbursment for building permit 24-141
63687	SWEPPER SERVICES	12/12/2024	\$3,725.09 Service call on sweet sweeper
63688	THEISEN, MEAGAN	12/12/2024	\$85.65 Reimbursement for cookies/cocoa for tree lighti
63689	TK ELEVATOR	12/12/2024	\$583.44 Maintenance at Historic City Hall
63690	TRUE NEIGHBOR INVESTMENTS	12/12/2024	\$45.61 Overpayment on utility bill
63691	US BANK	12/12/2024	\$550.00 Fiscal Agent Fees on 2018A
63692	VERIZON CONNECT NWF, INC	12/12/2024	\$147.53
63693	WSB	12/12/2024	\$1,750.00 Public Planning Projects Oct1-31, 2024
63694	XCEL ENERGY	12/12/2024	\$7,683.85 Acct 51-6197060-3
63695	CUSTOMIZED FIRE RESCUE TR	12/19/2024	\$950.00 Class on 10/29/24 NFPA 1002
63696	DSC COMMUNICATIONS	12/19/2024	\$430.00 Work on Codeplug program 6 New APX 4000
63697	HOWARD LAKE TIRE & AUTO	12/19/2024	\$396.80 2006 Chev Silverado Tie Rods & Alignment
63698	OCCUPATIONAL SAFETY&HEAL	12/19/2024	\$0.00 Inspection No: 318212974 HL Fire Dept
63699	RIDGEVIEW MEDICAL CENTER	12/19/2024	\$382.00
63700	AMAZON CAPITAL SERVICES	12/19/2024	\$134.50 Supplies for city hall
63701	BBG LAW	12/19/2024	\$1,666.67 Prosecution Services for November 2024
63702	BREAKTHRU BEVERAGE	12/19/2024	\$750.20 Buzzbox, Midnight Moonshine, Tito's
63703	CAPITOL BEVERAGE SALES	12/19/2024	\$287.35 Misc Beers
63704	CROW RIVER WINERY	12/19/2024	\$747.60 Crow River Wines
63705	DAHLHEIMER BEVERAGE GREE	12/19/2024	\$4,979.19 Credit on Grain Belt Beers
63706	DEHMER CENTRAL FIRE PROTE	12/19/2024	\$363.42
63707	EMERGENCY AUTOMOTIVE	12/19/2024	\$2,604.50 Equipment for the New Police Squad
63708	HOWARD LAKE POSTMASTER	12/19/2024	\$2,533.65 1500 Envelopes #292500 with postage
63709	JOE'S SPORT SHOP	12/19/2024	\$720.81 Fuel for streets dept Slip #968627
63710	JOHNSON BROTHERS LIQUOR C	12/19/2024	\$2,414.51 Black Box Deep Dark Cabernet
63711	MYRA LAWAY	12/19/2024	\$40.00 Wedding Expo Registration
63712	MARCO	12/19/2024	\$435.99 Agreements for Konica and HP Copiers
63713	MEDIACOM LLC	12/19/2024	\$306.17 Acct #8383923160002500 City Hall
63714	MN VALLEY TESTING LAB, INC	12/19/2024	\$52.75 Coliform and Pick up Charge
63715	NCPERS GROUP LIFE INS	12/19/2024	\$48.00 Coverage Period 1/1/2025-1/31/2025
63716	PHILLIPS WINE & SPIRITS	12/19/2024	\$1,123.94 Capt Morgan, Ketel One, Leroux
63717	REEDS AND RUSHES	12/19/2024	\$317.35 November 2nd Event
63718	SOUTHERN GLAZER WINE & SPI	12/19/2024	\$1,119.21 HPNOTIQ, Kahlua, Makers Mark, Tequila Rose
63719	STREICHER'S	12/19/2024	\$233.93 COBRA Aluminum Buckle
63720	TIMMYS PUB CLUB, LLC	12/19/2024	\$80.00 Tap/Line Cleaning R&R and SSEC

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Checks 12/10/24 - 01/21/25

Name	Check Date	Check Amt	
63721	WRIGHT HENNEPIN ELECTRIC	12/19/2024	\$1,173.00 Electric Acct #12411087900
63722	CUSTOMIZED FIRE RESCUE TR	12/23/2024	\$3,000.00 NFPA 1041 Fire Instructor Course 2-21-24
63723	EARTHLINK INC	12/23/2024	\$18.26 Service for the ambulance email
63724	JLR GARAGE DOOR SERVICE, I	12/23/2024	\$663.00 Garage door service at 200 12th Street
63725	AMAZON CAPITAL SERVICES	1/3/2025	\$20.40 Water Pipe Insulation Sleeve
63726	AR ENGH HEATING & AIR	1/3/2025	\$625.04 Service call for WWP unit heater
63727	BELLBOY CORPORATION	1/3/2025	\$2,297.14 Misc Liquors
63728	BREAKTHRU BEVERAGE	1/3/2025	\$391.80 Credit on Barritt's Club Soda 4-pack
63729	CAPITOL BEVERAGE SALES	1/3/2025	\$3,917.45 Misc Beers
63730	CENTERPOINT ENERGY	1/3/2025	\$1,170.33
63731	DAHLHEIMER BEVERAGE GREE	1/3/2025	\$393.00 Credit on Misc Items
63732	HAWKINS, INC	1/3/2025	\$4,225.73 Chlorine Cylinders
63733	HOLIDAY DESIGNS, INC	1/3/2025	\$180.37 Eagle Medium Base Sockets E26
63734	JOHNSON BROTHERS LIQUOR C	1/3/2025	\$435.55 Tramonto Limoncello
63735	MAHMENS, NICOLE	1/3/2025	\$174.65 Overpayment on utility bill
63736	MEDIACOM LLC	1/3/2025	\$163.97 Acct #8384923160090330-Liquor Store
63737	JARED MERGES	1/3/2025	\$144.51 Clothing Reimbursement
63738	MUMFORD SANITATION	1/3/2025	\$12,115.78 COMPOST LEASE
63739	NELSON ELECTRIC MOTOR REP	1/3/2025	\$2,066.50 School Lift Pump #2
63740	PAUMEN COMPUTER SERVICES	1/3/2025	\$665.00 Scheduled Support Ticket 23024
63741	PAUSTIS WINE COMPANY	1/3/2025	\$172.00 Silk and Spice, Pandora's Box
63742	PHILLIPS WINE & SPIRITS	1/3/2025	\$1,352.36 Keeper's Heart and Windsor Cndn Whiskey
63743	SOUTHERN GLAZER WINE & SPI	1/3/2025	\$464.74 Jameson Irish Whiskey
63744	TAFT STETTINIUS & HOLLISTER,	1/3/2025	\$35,000.00 Library Financing Bond 2024A & 2024B
63745	DAVE THOMPSON	1/3/2025	\$733.12 Reimbursment for HLWW Wishing Tree Gifts
63746	T-MOBILE	1/3/2025	\$342.98 Acct #973663744
63747	USA BLUEBOOK	1/3/2025	\$314.76 Chlorine Ampules
63748	VERIZON	1/3/2025	\$120.03 Nov 16-Dec 15 Acct #342365904-00001
63749	VIKING COCA-COLA	1/3/2025	\$458.15 Soda Cases
63750	VINOCOPIA, INC	1/3/2025	\$330.00 Drink Wisconsibly
63751	VISA	1/3/2025	\$2,103.65 Parking
63752	WASTEWATER COMMISSION	1/3/2025	\$42,975.05 Total City WWTP Discharge
63753	JK LANDSCAPE CONSTRUCTIO	1/6/2025	\$600.00 Lions Park Fountain
63754	ABDO FINANCIAL SOLUTIONS	1/9/2025	\$8,708.33 January Services
63755	AMAZON CAPITAL SERVICES	1/9/2025	\$205.67 Writing Pads, Paper plates, calendar
63756	BBG LAW	1/9/2025	\$1,666.67 Prosecution Services for December
63757	BREAKTHRU BEVERAGE	1/9/2025	\$1,292.57 Bourbon, Vodka, Jack Daniels
63758	CAPITOL BEVERAGE SALES	1/9/2025	\$2,437.17 Misc Beers
63759	CENTERPOINT ENERGY	1/9/2025	\$1,425.46 Acct #5961454-5 625 8th Ave
63760	CENTRAL SQUARE TECHNOLOG	1/9/2025	\$2,735.67 Computers for the PD Squads
63761	CENTURYLINK	1/9/2025	\$659.47
63762	CINTAS	1/9/2025	\$466.20 SSEC Acct #12854181
63763	COKATO TRANSPORTATION, IN	1/9/2025	\$90.00
63764	DAHLHEIMER BEVERAGE GREE	1/9/2025	\$12,619.00 Misc Beers
63765	EBERT, MATT	1/9/2025	\$41.21 Overpayment on Utility Bill
63766	FIRST INDEPENDENT BANK	1/9/2025	\$43,856.00 Principal on Series 2023A GO Equipment
63767	GOPHER STATE ONE-CALL, INC	1/9/2025	\$20.25 Fax Tickets for December 2024
63768	NICK HAGGENMILLER	1/9/2025	\$365.00 Cell Allowance
63769	HOWARD LAKE FIRE RELIEF AS	1/9/2025	\$600.00 Advertising on fire dept calendars
63770	IUOE LOCAL 49 FRINGE BENEFI	1/9/2025	\$48.00 December Dues
63771	JOE'S SPORT SHOP	1/9/2025	\$849.37 Slip Number 968632
63772	MYRA LAWAY	1/9/2025	\$65.00 Cell Allowance
63773	LEAGUE OF MINN CITIES	1/9/2025	\$2,904.00 Membership Dues for 2025
63774	MARCO TECHNOLOGIES LLC	1/9/2025	\$649.86 HLWS Phones
63775	DEBRA MCALPINE	1/9/2025	\$65.00 Car Allowance

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***Check Summary Register©**

Checks 12/10/24 - 01/21/25

Name	Check Date	Check Amt	
63776	JARED MERGES	1/9/2025	\$65.00 Cell Allowance
63777	METRO WEST INSPECTION SER	1/9/2025	\$993.22 Finalized Permits for December 2024
63778	MIDWEST MACHINERY CO	1/9/2025	\$906.63 Repairs on the snowblower
63779	MN VALLEY TESTING LAB, INC	1/9/2025	\$52.75 Coliform and pick up charge
63780	JIM OTTENSTROER	1/9/2025	\$65.00 Cell Allowance
63781	PLUNKETT'S PEST CONTROL	1/9/2025	\$123.83 Pest Control at HL Fire Barn
63782	CLAYTON PRESTIDGE	1/9/2025	\$65.00 Cell Allowance
63783	REEDS AND RUSHES	1/9/2025	\$1,181.04 Gratuities for December 2024
63784	REMER, TANYA	1/9/2025	\$65.00 Cell Phone Allowance
63785	ERIC STOLL	1/9/2025	\$65.00 January Cell Phone Allowance
63786	STREICHER'S	1/9/2025	\$235.95 Johnson Uniform allowance
63787	THE BROKEN BOLT	1/9/2025	\$414.00 Repairs on 2012 Chev Tahoe unit 520
63788	THEISEN, MEAGAN	1/9/2025	\$215.00 Cell Allowance
63789	US BANK	1/9/2025	\$78,118.75 Principal on Bond Series 2019A
63790	VERIZON CONNECT NWF, INC	1/9/2025	\$147.53
63791	VIA ACTUARIAL SERVICES	1/9/2025	\$3,300.00 HL Fire Dept Dec 2024 Actuary Services
63792	WSB	1/9/2025	\$2,754.00 Planning Projects November 2024
63793	ZIEGLER INC	1/9/2025	\$675.36 Mounting blocks
63794	BOLTON & MENK, INC	1/9/2025	\$291,343.20 Monthly Meter Rental September
63795	Advantage Signs	1/16/2025	\$185.00 Special Vehicle Stickers 2025
63796	AMAZON CAPITAL SERVICES	1/16/2025	\$29.99 Overhead Camera Mount
63797	BARWICK MANUFACTURING	1/16/2025	\$907.53 Drapery Installation
63798	BELLBOY CORPORATION	1/16/2025	\$2,403.75 Misc Liquors
63799	BOBBING BOBBER BREWING C	1/16/2025	\$69.22 Crappie Flop IPA
63800	C & C EMBROIDERY	1/16/2025	\$439.00 Uniforms for HLWS
63801	CAPITOL BEVERAGE SALES	1/16/2025	\$1,991.40 Credit on Busch Light
63802	CR ELECTRIC	1/16/2025	\$856.13 Work on City Christmas Tree
63803	DAHLHEIMER BEVERAGE GREE	1/16/2025	\$3,677.60 Credit on Product
63804	DISPLAY SALES	1/16/2025	\$41.00 Replacement bulbs for Christmas tree
63805	HL PIT STOP	1/16/2025	\$411.98 Fuel for December
63806	HOWARD LAKE AMBULANCE	1/16/2025	\$70,838.54 Emergency Ambulance Aid
63807	INTL UNION OF OPERATING EN	1/16/2025	\$105.00 Jan Monthly Dues
63808	KWIK TRIP INC.	1/16/2025	\$391.37 December Fuel for PD
63809	MARCO	1/16/2025	\$468.81 Agreement for copiers
63810	MEDIACOM LLC	1/16/2025	\$306.17 Acct #8384923160090439
63811	MINNESOTA UI FUND	1/16/2025	\$10.68 Acct #07972946 Benefit for Elmer
63812	PHILLIPS WINE & SPIRITS	1/16/2025	\$1,486.04 Misc Liquors
63813	POPE DOUGLAS SOLID WASTE	1/16/2025	\$526.50 Disposal of Medications Dec 2024
63814	PREMIUM WATERS- WILLMAR	1/16/2025	\$98.18 Kandiyohi 5 gallon
63815	ROERS AND SONS WELDING AN	1/16/2025	\$1,000.00 Emergency Plow Repair
63816	SOUTHERN GLAZER WINE & SPI	1/16/2025	\$1,450.23 Misc Liquors
63817	TIMMYS PUB CLUB, LLC	1/16/2025	\$80.00 Tap Cleaning at SSEC and R&R
63818	VIKING COCA-COLA	1/16/2025	\$137.75 Soda for HLWS
63819	XCEL ENERGY	1/16/2025	\$6,428.85 January Utility Bill
503814e	CARGILL, ZACHARY C	12/13/2024	\$298.83
503815e	GILBERT, EMMAGENE	12/13/2024	\$1,445.90
503816e	HAGGENMILLER, NICHOLAS A	12/13/2024	\$6,259.33
503817e	HALL, JUSTIN D	12/13/2024	\$315.84
503818e	MERGES, JARED M	12/13/2024	\$2,466.19
503819e	MUNSON, ALLAN W.	12/13/2024	\$1,147.35
503820e	REMER, TANYA M	12/13/2024	\$1,696.01
503821e	THEISEN, MEAGAN	12/13/2024	\$3,560.88
503822e	ZANDER, SHARI	12/13/2024	\$708.88
503823e	OTTENSTROER, JAMES D	12/13/2024	\$1,955.90
503824e	PRESTIDGE, CLAYTON P	12/13/2024	\$1,769.87

CITY OF HOWARD LAKE

***Check Summary Register©**

Checks 12/10/24 - 01/21/25

Name	Check Date	Check Amt	
503825e	BOBROWSKE, KEITH	12/13/2024	\$138.52
503826e	BRAVINDER, SETH Z	12/13/2024	\$110.82
503827e	DRUSCH, ZACHARY R.	12/13/2024	\$304.75
503828e	KITTOCK, BRIAN	12/13/2024	\$387.87
503829e	KITTOCK, NICOLE D	12/13/2024	\$350.57
503830e	LOEBERTMANN, AMANDA G	12/13/2024	\$415.57
503831e	LOEBERTMANN, CRAIG	12/13/2024	\$138.52
503832e	PETERSON, DAVID T	12/13/2024	\$443.28
503833e	STUEVEN, MARK J	12/13/2024	\$110.82
503834e	WIECH, KYLE	12/13/2024	\$166.23
503835e	DAHL, LORI	12/13/2024	\$260.32
503836e	HORSTMANN, REBECCA A	12/13/2024	\$184.99
503837e	LAWAY, MYRA	12/13/2024	\$3,352.27
503838e	MCALPINE, DEBRA-ANN	12/13/2024	\$1,356.31
503839e	MILLER, EDWARD M	12/13/2024	\$380.11
503840e	SOTHAN, LAURIN B	12/13/2024	\$461.88
503841e	VIRNALA, TASIA, R	12/13/2024	\$466.99
503842e	CHAFFINS, GORDON	12/13/2024	\$91.01
503843e	HARTNECK, BEAU P.	12/13/2024	\$265.84
503844e	HARTNECK, SEAN M.	12/13/2024	\$1,030.92
503845e	JOHNSON, JACOB D	12/13/2024	\$3,656.60
503846e	PREUSSE, MITCHELL D	12/13/2024	\$645.24
503847e	SZCZEPANIK, DARIUSZ J	12/13/2024	\$4,129.83
503848e	THOMPSON, DAVID G	12/13/2024	\$3,940.18
503849e	THOMPSON, KYLE	12/13/2024	\$902.42
503850e	CARGILL, ZACHARY C	12/27/2024	\$305.33
503851e	HAGGENMILLER, NICHOLAS A	12/27/2024	\$4,160.15
503852e	MERGES, JARED M	12/27/2024	\$2,581.39
503853e	REMER, TANYA M	12/27/2024	\$1,635.78
503854e	THEISEN, MEAGAN	12/27/2024	\$2,235.94
503855e	ZANDER, SHARI	12/27/2024	\$825.93
503856e	OTTENSTROER, JAMES D	12/27/2024	\$1,724.97
503857e	PRESTIDGE, CLAYTON P	12/27/2024	\$1,572.51
503858e	DAHL, LORI	12/27/2024	\$164.99
503859e	HORSTMANN, REBECCA A	12/27/2024	\$331.17
503860e	JENSEN, LUCAS	12/27/2024	\$163.42
503861e	KOOSMAN, HOPE A	12/27/2024	\$378.12
503862e	LAWAY, MYRA	12/27/2024	\$2,419.81
503863e	MCALPINE, DEBRA-ANN	12/27/2024	\$1,439.59
503864e	MILLER, EDWARD M	12/27/2024	\$401.14
503865e	MONSON, ALYSHA	12/27/2024	\$167.26
503866e	MONSON, BRENNAN	12/27/2024	\$393.94
503867e	SOTHAN, LAURIN B	12/27/2024	\$544.22
503868e	VIRNALA, TASIA, R	12/27/2024	\$302.81
503869e	CHAFFINS, GORDON	12/27/2024	\$313.99
503870e	HARTNECK, BEAU P.	12/27/2024	\$691.78
503871e	HARTNECK, SEAN M.	12/27/2024	\$462.20
503872e	JOHNSON, JACOB D	12/27/2024	\$2,091.13
503873e	SZCZEPANIK, DARIUSZ J	12/27/2024	\$2,473.50
503874e	THOMPSON, DAVID G	12/27/2024	\$2,848.02
503875e	THOMPSON, KYLE	12/27/2024	\$669.91
503876e	HAGGENMILLER, NICHOLAS A	1/10/2025	\$4,368.22
503877e	MERGES, JARED M	1/10/2025	\$2,266.92
503878e	REMER, TANYA M	1/10/2025	\$1,730.02
503879e	THEISEN, MEAGAN	1/10/2025	\$2,313.86

CITY OF HOWARD LAKE

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***Check Summary Register©**

Checks 12/10/24 - 01/21/25

Name	Check Date	Check Amt	
503880e	ZANDER, SHARI	1/10/2025	\$552.05
503881e	OTTENSTROER, JAMES D	1/10/2025	\$1,960.79
503882e	PRESTIDGE, CLAYTON P	1/10/2025	\$1,635.29
503883e	BOBROWSKE, KEITH	1/10/2025	\$55.41
503884e	BRAVINDER, SETH Z	1/10/2025	\$166.23
503885e	DRUSCH, ZACHARY R.	1/10/2025	\$415.57
503886e	ELMER, DANIEL J	1/10/2025	\$263.20
503887e	KITTOCK, NICOLE D	1/10/2025	\$67.26
503888e	LOEBERTMANN, AMANDA G	1/10/2025	\$387.87
503889e	LOEBERTMANN, CRAIG	1/10/2025	\$249.34
503890e	MAGES, ALEX	1/10/2025	\$415.57
503891e	PETERSON, DAVID T	1/10/2025	\$166.23
503892e	SCHUELKE, ANDREW L	1/10/2025	\$55.41
503893e	STOLL, ERIC	1/10/2025	\$387.87
503894e	STUEVEN, MARK J	1/10/2025	\$55.41
503895e	DAHL, LORI	1/10/2025	\$203.00
503896e	HORSTMANN, REBECCA A	1/10/2025	\$154.64
503897e	JENSEN, EMMA	1/10/2025	\$189.65
503898e	JENSEN, LUCAS	1/10/2025	\$189.65
503899e	KOOSMAN, HOPE A	1/10/2025	\$189.65
503900e	LAWAY, MYRA	1/10/2025	\$2,411.96
503901e	MCALPINE, DEBRA-ANN	1/10/2025	\$1,411.46
503902e	MILLER, EDWARD M	1/10/2025	\$344.50
503903e	SOTHAN, LAURIN B	1/10/2025	\$358.63
503904e	VIRNALA, TASIA, R	1/10/2025	\$540.15
503905e	CHAFFINS, GORDON	1/10/2025	\$141.99
503906e	JOHNSON, JACOB D	1/10/2025	\$2,167.68
503907e	SZCZEPANIK, DARIUSZ J	1/10/2025	\$2,552.23
503908e	THOMPSON, DAVID G	1/10/2025	\$2,958.61
503909e	THOMPSON, KYLE	1/10/2025	\$2,299.74
Total Checks			\$5,267,638.72

FILTER: [Check Date] between #12/10/24 # and # 01/21/25# and [Check Nbr]>0 and [Cash Act]='1010'

CITY OF HOWARD LAKE

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***Check Summary Register©**

Checks 12/10/24 - 01/21/25

	Name	Check Date	Check Amt	
1012	CAB - AMBULANCE			
64e	CUSTOMERS-AMBULANCE	1/13/2025	\$5.31	Gateway Services
65e	CUSTOMERS-AMBULANCE	1/13/2025	\$6.00	Merch Bankcard
6145	ALLINA HEALTH EMS	12/19/2024	\$400.00	Patient Acct TR01282608C1
6146	BOUNDTREE MEDICAL	12/19/2024	\$1,350.90	Medical Supplies Reference 1450
6147	CENTRAL MCGOWAN, INC	12/19/2024	\$40.96	Cylinder Rentals
6148	CITY OF HOWARD LAKE	12/19/2024	\$8,147.00	Unpaid Ambulance payments-March/May
6149	JOE'S SPORT SHOP	12/19/2024	\$704.78	Supplies Slip #968621
6150	MJM MEDICAL DIRECTION CONS	12/19/2024	\$3,600.00	2025 Medical Direction
6151	RIDGEVIEW MEDICAL CENTER	12/19/2024	\$1,200.00	November Transport W. Luhman
6152	T-MOBILE	1/3/2025	\$47.39	Acct #973663744-AMB
6153	VISA	1/3/2025	\$199.15	Vehicles Gas/Oil
	Total Checks		\$15,701.49	

FILTER: [Check Date] between #12/10/24 # and # 01/21/25# and [Check Nbr]>0 and [Cash Act]='1012'



HOWARD LAKE CITY COUNCIL MEETING

JANUARY 21, 2025

AGENDA ITEM: Consider Adopting 2025 Fee Schedule

SECTION: New Business

FROM: Megan Theisen, Assistant City Administrator

BACKGROUND: Many of fees and charges are proposed to remain unchanged for 2024. Below is the list of the proposed changes.

FEE	Current	Proposed	Unit
1. Short Term Rental Escrow	\$0	\$100	Per Permit
2. Right of Way Permit	\$75	\$150	Per Permit
3. Fire Hydrant Water Hook Up	\$0	\$75	+Base Rates and Gallons Used

Notes/Justification

Short Term Rental Escrow

Short Term Rental Applications must be posted in the newspaper for public comment two times prior to the hearing. Escrow will be due upon the submission of the application to cover costs of the newspaper postings and the background check.

Right of Way Permit

These permits have to be reviewed by our Engineering consultants

Fire Hydrant Water Hook Up

Currently we do not charge a hook up fee for contractors to access water. When we get these requests, public works has to hook up/remove a water meter. We currently charge \$32 to turn on and \$32 to turn off water to residential homes, the proposed fee is in line with that and near by cities.

ALTERNATIVE OPTIONS: Discussion

FINANCIAL: Open.

STAFF RECOMMENDATION: Approve the 2025 Fees and Charges Schedule as presented.

ATTACHMENTS: Proposed 2025 Fee Schedule



CITY OF HOWARD LAKE 2025 MASTER FEE SCHEDULE

Page

Administrative Fees.....	1
Room and Park Rental Fees.....	1
Building Inspection Fess.....	1
Commercial and Non Maintenance Residential.....	1
Building.....	2
Planning and Zoning.....	2
Planned Unit Development.....	2
Subdivision.....	2
Variances	2
Utility Hookup Charges.....	3
Water and Sewer Utility Rate.....	3
Garbage and Recycling Rates.....	3
City Wide Clean Up Rates.....	3
Police Department Fees.....	3
Public Works Rates.....	3
Parking Violations.....	4
Public Nuisances.....	4
Liquor License Fees.....	4
Fire Response Fees.....	4

City of Howard Lake 2025 Fee Schedule

<i>ADMINISTRATIVE</i>	<i>FEE</i>	<i>DESCRIPTION AND/OR ESCROW</i>
Copies	\$0.25	per page
Video/DVD Copy	\$20.00	
Special Assessment Search	\$25.00	
Police Reports	\$0.25	per page
Special Meetings	\$375.00	each for City Council or P & Z
Send or Receive Faxes- Any Number	\$2.00	
Copy of Zoning Ordinance	\$35.00	.25 per page for text only
Copy of Zoning Map	\$2.00	color
Copy of Land Use Map	\$2.00	color
Copy of Subdivision Ordinance	\$35.00	\$.25 per page for text only
Copy of Comprehensive Plan	\$50.00	\$.25 per page for text only
City Map	\$5.00	color
Adult Use License Fee	\$2,000.00	(See Adult Use Ordinance)
Background Check Fee	\$500.00	(See Adult Use Ordinance)
Dog/Cat License	\$5.00	Per Year
Chicken License	\$25.00	Initial License Application
	\$10.00	Annual Renewal
Cigarette (Tobacco) License	\$50.00	
Licensing of Use of Public Property	\$100.00	
Peddlers & Solicitors Background Check	\$35.00	Per Person
Licensing of Peddlers & Solicitors	\$50.00	1 – 14 Days
	\$100.00	1 Month
Data & FOIA Requests	\$0.25	B&W Copies (Per Page)
	\$1.00	Color (per page)
	\$50.00	Staff Time (Per Hour)
Special Vehicle Permit	\$10.00	per vehicle
Short Term Rental License	\$150.00	Per Location Per Year
Short Term Rental Escrow	\$100.00	Per Application & Location
Administrative Citation	\$50.00	1 st citation
	\$100.00	2 nd & additional citations
<i>H.L. PROPERTY RENTAL</i>	<i>FEE</i>	<i>DESCRIPTION AND/OR ESCROW</i>
Community Room	\$150.00	6 hours or less
	\$300.00	more than 6 hours or on a Holiday
Memorial Park or Lions Park Pavilion	\$75.00	6 hours or less
	\$150.00	6 hours or more
<i>BUILDING INSPECTIONS</i>	<i>FEE</i>	<i>DESCRIPTION AND/OR ESCROW</i>
Single Family Residential Rental Certification	\$100.00	Initial Registration & Initial Inspection
	\$50.00	Renewal (3 years)
Multi-Family Residential Rental Certification	\$100.00	Initial Registration & Initial Inspection + \$10/unit over 4
	\$50.00	Renewal (3 years) +\$10 /unit over 4 units
<i>Commercial/Non Maintenance Residential</i>	<i>FEE</i>	<i>DESCRIPTION AND/OR ESCROW</i>
Plumbing Permit	\$5.00	Per fixture, minimum of \$40
HVAC/General Mechanical	\$76.00	Per Unit
Window Replacement	\$75.00	Flat Fee regardless of number of windows installed
Siding Replacement	\$76.00	
Roofing Permit	\$76.00	
Misc./Unclassified Inspections	\$76.00	
Curb & Gutter Permit	\$75.00	
Driveway Permit	\$1,000.00	Escrow (Up to \$900 Refunded)

BUILDING	FEE	DESCRIPTION AND/OR ESCROW
<i>Valuation Based Building Permits</i>		
Assessment Fee (New Construction)	\$50	Under \$500,000
	\$100	Over \$500,000
New Residential Valuation	\$60	Per home/permit
New Commercial Valuation	\$60	Per Structure
New Construction/Additions/Remodels	TBD	1985 UBC Fee Schedule
Sheds (larger than 120 sq. ft.)	TBD	1985 UBC Fee Schedule
Decks	TBD	1985 UBC Fee Schedule
Garages	TBD	1985 UBC Fee Schedule
Basement Finishes	TBD	1985 UBC Fee Schedule
Fire Suppression Systems	TBD	1985 UBC Fee Schedule
Other Building Permits	TBD	1985 UBC Fee Schedule

PLANNING AND ZONING	FEE	DESCRIPTION AND/OR ESCROW
<i>APPLICATIONS</i>		
Sign Permits		
Insert Replacement	\$0	
Wall	\$75	
LED/Monument	TBD	1997 UBC Fee Schedule
Administrative Permit	\$75.00	\$500
Fence Permit	\$75.00	
Sheds (less than 120 square feet)	\$75.00	
Right of Way Permit	\$150.00	\$2,000 Escrow
Interim Use Fee	\$75.00	\$500
Annexation by Ordinance Fee	\$200.00	Plus Legal Fees & State Filing Fees
Orderly Annexation Fee		To be determined by the City Council
Land Use Plan Amendment	\$300.00	\$2,000
Rezoning	\$200.00	\$1,000
Zoning Text Amendment	\$200.00	\$1,000
Site Plan Review	\$200.00	\$500
Conditional Use Permit	\$150.00	\$500
<i>PLANNED UNIT DEVELOPMENT</i>		
General Plan	\$300.00	\$1,000
Final Plan	\$300.00	\$1,000
Amendments	\$250.00	\$1,000
<i>SUBDIVISION</i>		
Minor (3 or less lots)	\$100.00	
Preliminary Plat	\$400.00	Plus \$10/per lot 0 - 40 Acres
Final Plat	\$400.00	Plus \$10/per lot 41 - 80 Acres
Street/Alley Vacation	\$100.00	Plus Legal Fees
Utility Feasibility Study		Determined by Engineer
Street Damage Deposit	\$1,000.00	
Parkland Dedication		10% land or 10% land value
TIF District Modification	\$6,000.00	
Grading Permit	\$100.00	
		SUBDIVISION ESCROWS = 1-9 \$1000.00
		10-50 \$3000.00
		51 plus \$5000.00
<i>VARIANCES</i>		
Residential		\$200 + \$250 Escrow
Commercial & Industrial		\$200 + \$250 Escrow

UTILITY HOOK UP CHARGES	FEE	DESCRIPTION AND/OR ESCROW
Sewer Inspection Fee	\$100.00	
Water Inspection Fee	\$100.00	
Water Meter	¾" \$250.00 1" \$400.00	
Utility Ordinance Violations	\$100.00	(Per Month) Ie: Failure to comply with meter swap out, inspections, access etc.
Fire Hydrant Water Hook Up	\$75.00	+ water base rates & gallons used
Water Connection or Turn On Water	\$32.00	
Water Disconnection or Turn Off Water	\$32.00	
Sewer Access Charge (RES.)	\$4,500.00	
Water Access Charge (RES.)	\$3,100.00	
Sewer Access Charge (Comm./Ind.)	\$4,500.00	times residential equivalency
Water Access Charge (Comm./Ind.)	\$3,100.00	times residential equivalency
Sanitary Sewer Trunk Fee	\$4,082.00	per Acre
Water Main Area Fee	\$2,711.00	per Acre
Storm Sewer Area Fee	\$500.00	per Acre
Meter Bypass Fine	\$200.00	
Water Ban Violation	\$100.00	
City Staff Meter or Utility Inspection	\$25.00	
No Read Fee (Utility Meter)	\$20.00	To Be Removed after total Conversion
WATER AND SEWER UTILITY RATES	FEE	DESCRIPTION AND/OR ESCROW
Water	\$4.26	per 1000 gallons plus \$26.88 base rate
Wastewater Treatment Plant	\$7.41	per 1000 gallons
Sewer	\$8.87	per 1000 gallons plus \$30.87 base rate
MN Testing fee	\$0.81	per month
Storm Water	\$7.99	per month
Technology Fee	\$2.75	per month
GARBAGE/RECYCLING RATES	FEE	DESCRIPTION AND/OR ESCROW
30 Gallons/Weekly	\$10.70	per month
60 Gallons/Weekly	\$14.40	per month
90 Gallons/Weekly	\$15.80	per month
Biweekly recycling	\$2.25	per month
Service Changes	\$15.00	
CITY WIDE CLEAN UP RATES (subject to change)	FEE	DESCRIPTION AND/OR ESCROW
Appliances	\$15.00	
Small Load	\$15.00	
Medium Load	\$20.00	
Large Load	\$25.00	
Appliances with Freon	\$10.00	
Electronics	\$10.00	
Flat Screen TV	\$10 + \$1/Inch	
Monitors, Tube TVs	\$60.00	
Couches	\$30.00	
Small Upholstery/Cushioned Furniture	\$10.00	
Tires	\$5.00	\$10.00 w/ Rim
Mattress/Box Spring	\$30.00	\$30.00/each
POLICE DEPARTMENT FEES	FEE	DESCRIPTION AND/OR ESCROW
Off Duty Police Officer	\$60.00	per hour
Reserve Officer	\$30.00	per hour
PUBLIC WORKS	FEE	DESCRIPTION AND/OR ESCROW
City Staff	\$100.00	per person per hour
Small Truck	\$100.00	per truck per hour
Pay loader	\$100.00	per hour

<i>PARKING VIOLATIONS</i>	<i>FEE</i>	<i>DESCRIPTION AND/OR ESCROW</i>
Handicap Zone (MS 169.346.3)	\$208.00	
Fire Lane	\$50.00	
Snowbird	\$50.00	
Blocking Fire Hydrant	\$50.00	
No Parking 2AM to 6AM	\$50.00	
Other Parking Violations	\$50.00	
Vehicle Towing	\$150.00	
Storage of Towed Vehicle	\$10.00	per day
<i>PUBLIC NUISANCES</i>	<i>FEE</i>	<i>DESCRIPTION AND/OR ESCROW</i>
Weeds and Blight	\$100.00	per hour/per person + any incurred costs to abate
Sidewalk Snow Removal	\$100.00	Per hour/per person + any incurred costs to abate
Amplified Sound in Motor Vehicle	\$72.00	
Loud Party	\$96.00	
Curfew Violations (1st offense only)	\$30.00	
Dumping Trash - Small	\$68.00	
Dumping Trash - Large	\$220.00	
Open Fire Violation	\$50.00	
Snowmobile/ATV/Golf Cart Violations	\$88.00	
Loose Dog/Cat Fine	\$50.00	1st
	\$100.00	2nd
	\$150.00	3rd
<i>LIQUOR LICENSE FEES</i>	<i>FEE</i>	<i>DESCRIPTION AND/OR ESCROW</i>
Off Sale 3.2 Malt Liquor	\$200.00	
On Sale 3.2 Malt Liquor	\$200.00	
On Sale Wine	\$200.00	
Off Sale Intoxicating	\$200.00	
On Sale Intoxicating	\$2,000.00	
License for Set Ups	\$150.00	
Sunday Liquor	\$200.00	
Temporary On Sale Event	\$1,500.00	Unless waived by City Council
<i>EMERGENCY RESPONSE FEES</i>	<i>FEE</i>	<i>DESCRIPTION AND/OR ESCROW</i>
<i>FIRE</i>		
Engine	\$275.00	per hour (up to 4 personnel)
Ladder/Aerial	\$275.00	per hour (up to 4 personnel)
Water Tender	\$200.00	per hour (up to 2 personnel)
Heavy Rescue/Rescue/Ambulance	\$185.00	per hour (up to 2 personnel)
Command Vehicle/Utility Truck/ Grass Truck	\$85.00	per hour (up to 2 personnel)
ATV/UTV with water tank	\$50.00	per hour (up to 2 personnel)
Extra Personnel	\$15.00	per hour/per person
<i>COUNTY-WIDE RESPONSE TEAMS</i>		
Special Response Unit	\$500.00	
Fire Investigation Team	\$300.00	
<i>PUBLIC WORKS</i>		
Street Sweeper	\$100.00	per hour
Tipping Fees	Actual Incurred Costs	
Damages and Expenses	Actual Incurred Costs	



HOWARD LAKE CITY COUNCIL MEETING

JANUARY 21, 2025

AGENDA ITEM: Consider 2025 Appointments & Designations

SECTION: New Business

FROM: Nick Haggemiller, City Administrator
Meagan Theisen, Assistant City Administrator

BACKGROUND: Annually, the City Council review various organizational matters and makes appointments and designations for the year. There should be discussion if there is any interest to reassign individual appointments, establish, eradicate or modify existing council-committees.

ALTERNATIVE OPTIONS: Open

FINANCIAL: N/A

LEGAL: N/A

STAFF RECOMMENDATION: Discuss

ATTACHMENTS:

1. Proposed 2025 Assignments

CITY OF HOWARD LAKE
2025 BOARD, COMMISSION, COMMITTEE ASSIGNMENTS

Acting Mayor

P. Zimmerman

2nd ACTING MAYOR

G. Gilbert

ECONOMIC DEVELOPMENT AUTHORITY

Full Council

HOUSING REDEVELOPMENT AUTHORITY

Full Council

PARK & PLANNING COMMISSION

J. Schmidt, V. Kleve, G. Gilbert, J. Deiter,
B. Guenigsman, A. Debnar, M. Hibbard

LIQUOR COMMISSION

T. Kutz, P. Zimmerman

WASTEWATER COMMISSION

P. Zimmerman, J. Deiter

**COMMUNITY DEVELOPMENT
COMMITTEE**

P. Zimmerman, A. Munson

PUBLIC SAFETY COMMITTEE

T. Kutz, J. Deiter

INTERGOVERNMENTAL COMMITTEE

P. Zimmerman, T. Kutz

FINANCE COMMITTEE

G. Gilbert, P. Zimmerman

PERSONNEL COMMITTEE

P. Zimmerman, A. Munson

GOOD NEIGHBORDAYS COMMITTEE

Kelli Burau (chair), April Stueven, Gina Thesing, Kelli
Eastman, Stacey Sparkman, Michele Berg, Jessica
Cook
City Staff – Meagan Theisen, Tanya Remer, Myra
Laway

SENIOR CENTER ADVISORY COMMITTEE

Open

CITY ADMINISTRATOR/CLERK

N. Haggemiller

CITY TREASURER

ABDO

ACTING CITY ADMINISTRATOR

M. Theisen

CITY ATTORNEY

Berglund, Baumgartner & Glaser (Criminal)
Couri & Ruppe (Civil)
Taft (Bond)

CITY ENGINEER

Bolton and Menk Incorporated

CITY PLANNER

WSB – Nate Sparks

PUBLIC FINANCE ADVISOR

David Drown & Associates

BUILDING OFFICIAL

Metro West Inspection Services

HEALTH OFFICER

Ridgeview Medical Center

CIVIL DEFENSE DIRECTOR

Craig Loebertmann

OFFICIAL WEBSITE

www.howard-lake.mn.us

OFFICIAL PUBLIC ACCESS CHANNEL

<https://howardlake.viebit.com/>

OFFICIAL NEWSPAPER

Herald Journal Publishing

OFFICIAL DEPOSITORIES

Citizen's Alliance Bank
4M Fund
Security Bank of Winsted

RISK MANAGER/LMICT

Northern Risk

CITY ASSESSOR

Chase Filippi, Wright County



HOWARD LAKE CITY COUNCIL MEETING

JANUARY 21, 2025

AGENDA ITEM: Consider Resolution 25-01 Approving 2025 Utility Fee & Charges

SECTION: New Business

FROM: Nick Haggemiller, City Administrator

BACKGROUND: The city council must set utility rates by resolution, annually. For the tenth straight year, staff is recommending no changes to the stated fees and charges schedule, however, this will be the final year of no utility rate changes. We are in the process of creating a storm water utility that will be based on parcel size.

Fund Performance

- The storm sewer fund is self sufficient to cover existing debt service. The fund is NOT able to cover any substantive repair or capital expenditures, however.
- The water fund is performing well! However, its excess revenues are cautioned as they offset losses to the sewer fund.
- The sewer fund is continuing to show improvement over prior year operating losses.

Collectively, utility rate, revenue and expenses are continually monitored for performance. At this time, we do not advise rate increases. Doing so marks the 10th fiscal year in a row we have not increased utility rates.

DECISION MAKING METRICS:

FINANCIAL: Resolution 25-01 Establishes Rates for the City's Enterprise Funds

LEGAL: We are required to adopt fees and charges annually. This information is sent to various sources including PFA, auditors, and rating agencies.

STRATEGIC PLAN: Maintain Fiscally Responsible City Management & Operations.

COUNCIL ACTION REQUESTED: Adopt Resolution 25-01 Approving 2025 Utility Fees and Charges.

ATTACHMENTS:

1. Resolution 25-01

**CITY OF HOWARD LAKE RESOLUTION 25-01
RESOLUTION SETTING 2025 SEWER AND WATER RATES**

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Howard Lake, Minnesota, that sewer and water rates effective January 21, 2025 set as follows:

2024 WATER RATES		2025 WATER RATES	
Fixed Service Fee	\$26.88	Fixed Service Fee	\$26.88
Volume Charge	\$4.26	Volume Charge	\$4.26
2024 SEWER RATES		2025 SEWER RATES	
Fixed Service Fee	\$30.87	Fixed Service Fee	\$30.87
Volume Charge	\$8.87	Volume Charge	\$8.87
2024 WWTP FEE		2025 WWTP FEE	
Volume Charge	\$7.41	Volume Charge	\$7.41
2024 STORMWATER FEE		2025 STORMWATER FEE	
Fixed Service Fee	\$7.99	Fixed Service Fee	\$7.99

WHEREAS, the wastewater volume charge will be based directly on that month's water usage for all users except residential. The residential customer shall be billed according to Resolution No. 91.006, using the off-season designation.

WHEREAS, the sewer fixed service fee shall be billed to every property or building according to City Ordinance Chapter 10.02, Section 2, Subdivision 1 approved November 20, 2001.

WHEREAS, the water fixed service fee shall be billed to every property or building according to City Ordinance Chapter 10.02, Section 2, Subdivision 1 approved November 20, 2001.

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 21st DAY OF JANUARY 2025.

Mayor, Peter Zimmerman

ATTEST:

Administrator/Clerk Nick Haggenmiller



HOWARD LAKE CITY COUNCIL MEETING

January 21, 2025

AGENDA ITEM: Consider Appointing Neil Weber to the Parks and Planning Commission

SECTION: Consent

FROM: City Administrator

BACKGROUND: After the loss of long time Parks and Planning Commissioner, Jean Schmidt, in September; the Parks and Planning Commission declared and opening on the Commission at the November 2024 meeting. Staff was directed to post the opening and two applications were received. Just before the Parks and Planning meeting on January 15th, when the interviews were going to be held, one of the applicants needed to withdraw their application for personal reasons. Neil Weber was interviewed by the Parks and Planning Commission and the Commission is recommending for him to be appointed to the vacancy.

COUNCIL ACTION REQUESTED: Appoint Neil Weber to the Parks and Planning Commission

ATTACHMENTS:

1. Neil Weber's application materials



7 February 2024

Mayor Zimmerman and Council

I am sending this in response to your letter in the latest newsletter requesting interested people to serve on city commissions. Over the years I have served on boards and commissions in cities and counties that I have lived. This includes cities of Minneapolis, Mound, and Long Lake, Hennepin County and Wright County as well as Three Rivers Park District and the Met Council. I am including my public service resume which itemizes my participation in specific agencies, cities and counties.

I have always felt it was important to contribute to the community in which I live. In 2021 my wife and I built a home in Howard Lake. We have now settled in and enjoy the community. That said, I would very much be interested in now serving on Howard Lake's Parks and Planning Commission, EDA, or HRA should the opportunity present itself.

My past community involvement and 53 years and over 700 projects of architectural and land planning experience, I believe, give me a background which might qualify me to participate in Howard Lake.

Please review my experience and feel free to contact me with any questions.

Thank you!

Neil Weber
952-476-4434
neilweber@icloud.com



Personal Resume

NEIL WEBER

RESIDENCE

421 14th Street
Howard Lake, MN 55349

MAILING ADDRESS

PO Box 437
Waverly, MN 55390

EDUCATION

Appleton Senior High School, Appleton, Wisconsin, Graduate 1965
University of Minnesota, School of Architecture, Bachelor of Architecture, 1971

WORK EXPERIENCE

Weber Architects and Planners, (1993 to present)
Schwarz / Weber Architects (1971-1993)
Horan-Hustad Architects (1969-1971)
Chicago White Sox Professional Baseball Club (1967-1970)

PERSONAL COMMUNITY INVOLVEMENT EXPERIENCES

- Minnehaha Creek Watershed District (2015-2018)
- Museum of Lake Minnetonka Board of Directors (2013-2019)
- Hennepin County Shelter Advisory Committee (2001-2008)
- Long Lake Economic Development Authority (2001-2003)
- Long Lake Planning Commission, Vice Chair (2001-2003)
- Long Lake / Orono Consolidation Committee (1999-2000)
- City of Long Lake Design Review Board (1998-2000)
- Minnesota Federated Humane Society, Board Member (1996-2017)
- Central Minnesota Arts Board, Board Member (1995-1997)
- Luce Line Trail Association, Board Member (1994-1997)
- Wright County Soil and Water Conservation District, (1993-1997)
- Wright County Water Management Committee, Board Member (1996-1997)
- Humane Society of Wright County, President (1991-1995)
- Minnesota Wetland Forum, Board Member (1989-1997)
- Met Council Land Use Advisory Committee (1989-1990)
- Hennepin County Conservation District, Board Member (1988)
- Hennepin Parks Commissioner (1985-1988 Now called Three Rivers Park District)
- Met Council Housing and Redevelopment Authority, Member (1985-1988)
- City of Mound Planning Commission (1990-1992)
- City of Mound Parks and Open Space Committee (1988-1990)
- Neighborhood Improvement Council of Minneapolis, Board Member (1984-1988)
- North Hennepin & Inver Hills Community College, Teacher (1975-1981)
- Community Design Center of Minneapolis, Original Board Member (1969-1971)
- Minneapolis Model Cities Planning Council, Board Member (1976-1977)
- Architect in Schools Program, Minneapolis Public Schools (1976-1977)
- MN Governors Design Team, Member 1972-1985 (now called Minnesota Design Team)
- Minnesota Community Design Studio, Founding Member 1971 (now called MN Design Center)

APPLICATION



PARKS AND PLANNING COMMISSION

CITY OF HOWARD LAKE, MINNESOTA

Name: _____ Date: _____

Address: _____
Street Address City State Zip

Phone #: _____ (Cell) _____ (Work)

E-mail Address: _____

Eligibility Requirements (Please check if applicable):

I am 18 years of age.

I am a Howard Lake resident.

I am a registered voter within the City of Hibbing.

I have not been convicted of a felony in the past 10 years.

I am interested in serving on the Parks and Planning Commission

Your occupation/profession: _____
(Retired? Please indicate former occupation/profession)

Why are you interested in the PPC and what knowledge and experiences do you have that would serve the commission?

The PPC is a quasi-judicial commission that seeks to balance prescriptive codes, plans and ordinances with the general goal 'starting with yes' to grow and improve Howard Lake. Please describe how you will contribute to this endeavor?

Please submit a resume or any other relevant information with this application.

Signature of Applicant: _____ Date: _____



HOWARD LAKE CITY COUNCIL MEETING

January 21, 2025

AGENDA ITEM: Consider Donation/Purchase from Howard Lake Fire Relief Association for Hoses

SECTION: New Business

FROM: City Administrator

BACKGROUND: The Howard Lake Fire Relief Association has donated \$12,928.50 to the City of Howard Lake for the purpose of purchase of hose for the fire department.

DECISION MAKING METRICS:

FINANCIAL: \$12,928 from the HLFRA.

COUNCIL ACTION REQUESTED: The City council is asked to accept the donation and approve the purchase.

ATTACHMENTS:

1. Quote from MES



MUNICIPAL EMERGENCY SERVICES

(877) 637-3473

Quote

Quote # QT1858407
 Date 09/18/2024
 Expires 11/28/2024
 Sales Rep McCabe, Brian
 Shipping Method FedEx Ground
 Customer Howard Lake Fire Dept. (MN)
 Customer # C236326

Bill To

Keith Bobrowski
 Howard Lake Fire Dept. (MN)
 817 7th Street
 Howard Lake MN 55349
 United States

Ship To

C/O City Hall
 Howard Lake Fire Dept. (MN)
 625 8th Ave
 Howard Lake MN 55349
 United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
NX50Y-100-STZ			5" Yell Nitrex X 100' Storz	14	\$845.50	\$11,837.00
NX50Y-50-STZ			5" Yell Nitrex X 50' Storz	2	\$545.75	\$1,091.50

Freight free with complete order.

Subtotal \$12,928.50
Shipping Cost \$0.00
Tax Total \$0.00
Total \$12,928.50

This Quotation is subject to any applicable sales tax and shipping and handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1858407



HOWARD LAKE CITY COUNCIL MEETING

January 21, 2025

AGENDA ITEM: Consider Purchase of SCBA for Howard Lake Fire Department

SECTION: New Business

FROM: Howard Lake Fire Department
City Administrator Haggenmiller

BACKGROUND: The Howard Lake Fire Department successfully obtained a FEMA grant totaling \$180,571 for the purpose of purchasing replacement Self Contained Breathing Apparatus (SCBA). The current units are dated which means a heavier pack with less available oxygen.

Funding Summary

Federal Resources Awarded	\$180,571.42
Required Non-Federal Resources	\$9,028.58
Total:	\$189,600

Project Budget:

20 SCBA Units	\$9,200	\$184,000
2 Face Masks	\$500	\$1,000
RIT Pak	\$4,000	\$4,000
Grant Writing		\$600
Total Project Cost		\$187,000

The HLFDD researched and obtained multiple quotes for SCBA purchases and have opted to move forward with Macqueen Equipment totaling \$190,663.95 (SCBA) and RIT Pak totaling \$7,567.20. The difference between grant funds and total expenses will be covered by HLFDD's Equipment Fund.

DECISION MAKING METRICS:

LEGAL: The City has accepted funds for this purchase and obtained multiple quotes. It is noted that a misunderstanding has led to the HLFDD already ordering this equipment in advance of council approval.

FINANCIAL: \$198,230 inclusive of grant revenue and fund balance as noted above.

COUNCIL ACTION REQUESTED: Confirm SCBA and Rit Pak purchase as described above. Doing so, also officially accepts grant funds and terms.

ATTACHMENTS:

1. Invoices



MacQueen
 350 Austin Circle
 Delafield, WI 53018
 (262) 646-5911
 Fax: (262) 646-5912

PLEASE REMIT TO:
 MacQueen
 1125 7th Street E
 St Paul, MN 55106
 651-645-5726 • 800-832-6417

Ship To: JOE'S SPORT SHOP
 ATTN: ALEX MAGES 763-286-631
 835 6TH STREET
 HOWARD LAKE MN 55349

Invoice To: CITY OF HOWARD LAKE
 Po Box 736
 Howard Lake MN 55349

Attention: ALEX MAGES

Branch DELAFIELD, WI			*REPRINT* CNNYYY		
Date 12/26/24	Time 15:56:44 (O)		Page 01		
Account No HOWAR005	Phone No 7632866315	Inv No P41135			
Ship Via 12/20/2024		Purchase Order ALEXM			
Tax ID No					
			Salesperson 285 / 422		

PARTS INVOICE

ORDER#: 035512

Part#	Description	Bin	ORD	ISS	SHP	B/O	UTTTT	Price	Amount
A-G1FS-444MA2C2LAR.2409	MSA G1 SCBA- 45 MSA G1 SCBA- 4500PSI QUICK CONNECT REMOTE, SERVC. TUNNEL HARNESS, METAL BAND, ADJ.SWVL LUMBAR, SOLID CVR-LEF CONTINUOUS REG.HOSE, EXTENDAIRE II UBESS SPEAKER MODULE LEFT CHEST PASS RIGHT SHLDR RECHARGEABLE BATTERY	MEZZ	20	20	20			6850.00	137000.00
10175708.2410	MSA G1 H45 LP MSA G1 SCBA H45 LOWPRO CYLINDERS W/QC ADPT, 4500 PSIG	MEZZ	40	40	40			835.00	33400.00
34616-2K	MQ FP BAG & TAG E2A MACQUEEN FACEPIECE BAG WITH 2024 LOGO AND ID TAG BINS: HYDRO		22	22	22				
10158385	MSA G1 CHARGING D4D MSA G1 CHARGING STATION-6 BANK		1	1	1			881.60	881.60
10148741-SP	MSA G1 LITHIUM C1B MSA G1 LITHIUM BATTERY PACK		6	6	6			455.00	2730.00
10161810	MSA G1 MD FCPC F2C MEDIUM FACEPIECE 4PT W/ NECKSTRAP		17	17	17			418.98	7122.66
10161811	MSA G1 LG FCPC F2D MSA G1 LARGE FACEPIECE 4PT W/ NECKSTRAP BINS: F2E		2	2	2			418.98	837.96
10161809	MSA G1 SM FCPC F2B		3	3	3			418.98	1256.94

X

Received By

Date



MacQueen
 350 Austin Circle
 Delafield, WI 53018
 (262) 646-5911
 Fax: (262) 646-5912

PLEASE REMIT TO:
 MacQueen
 1125 7th Street E
 St Paul, MN 55106
 651-645-5726 • 800-832-6417

Ship To: JOE'S SPORT SHOP
 ATTN: ALEX MAGES 763-286-631
 835 6TH STREET
 HOWARD LAKE MN 55349

Invoice To: CITY OF HOWARD LAKE
 Po Box 736
 Howard Lake MN 55349

Attention: ALEX MAGES

Branch DELAFIELD, WI			CNNYYY
Date 12/26/24	Time 15:56:44 (O)	Page 02	
Account No HOWAR005	Phone No 7632866315	Inv No P41135	
Ship Via 12/20/2024	Purchase Order ALEXM		
Tax ID No			
			Salesperson 285 / 422

PARTS INVOICE

ORDER#: 035512

Part#	Description	Bin	ORD	ISS	SHP	B/O	UTTTT	Price	Amount
	MSA G1 SMALL FACEPIECE 4PT W/ NECKSTRAP BINS: BB4								
10206313	MSA G1 RIT SYS G4C MSA G1 RIT SYSTEM 4500 QD W/ FACEPIECE, REGULATOR 6' QFILL & EXTENDAIRE II REMOTE GAUGE AND URC FITTING, QUICK-CONNECT		1	1	1			5486.90	5486.90
RBL20	** LESS CYLINDER **LESS BAG TRUE NORTH L-2 Z2A TRUE NORTH L-2 RIT BAG		1	1	1			300.85	300.85
10175710.2410	MSA G1 H60 CYL MEZZ MSA G1 H60 CYLINDER W/QC ADPT		1	1	1			897.85	897.85
FRT	SHIP & HNDLING		1	1	1			749.19	749.19

SHIPPING AND HANDLING NOT INCLUDED

*

REFERENCE NUMBER: 029859

A-G1FS-444MA2C2LAR S/N:

- E004015312CA3E51
- E004015312CA1A1C
- E004015312CA76AB
- E0040153116B511F
- E0040153116B7692
- E004015312C9E309
- E004015312CA24DE
- E004015312CA0C35
- E004015312CA913E
- E0040153116B7837

X

Received By

Date



MacQueen
 350 Austin Circle
 Delafield, WI 53018
 (262) 646-5911
 Fax: (262) 646-5912

PLEASE REMIT TO:
 MacQueen
 1125 7th Street E
 St Paul, MN 55106
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 835 6TH STREET
 HOWARD LAKE MN 55349

Invoice To: CITY OF HOWARD LAKE
 Po Box 736
 Howard Lake MN 55349

Attention: ALEX MAGES

Branch DELAFIELD, WI			CNNYYY
Date 12/26/24	Time 15:56:44 (O)	Page 03	
Account No HOWAR005	Phone No 7632866315	Inv No P41135	
Ship Via 12/20/2024	Purchase Order ALEXM		
Tax ID No			
		Salesperson 285 / 422	

PARTS INVOICE

ORDER#: 035512

Part#	Description	Bin	ORD	ISS	SHP	B/O	UTTTT	Price	Amount
E004015312CA7F05									
E00401530D678B62									
E004015312CA8B3C									
E0040153116B8C0D									
E0040153116BEB13									
E004015312C9EF54									
E004015312C9FCAA									
E004015312CA4E62									
E0040153116C0FA8									
E0040153116B77BC									
MAGNUM LTL PRO # 7847017									

TOTAL DUE 190663.95

X
 Received By _____ Date _____