



CITY OF HOWARD LAKE

Nicholas A. Haggenmiller, City Administrator

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**SPECIAL MEETING
HOWARD LAKE CITY COUNCIL
Howard Lake City Hall -
April 21, 2025**

MEETING MINUTES

COUNCIL PRESENT

Mayor Zimmerman
Jason Deiter
Gene Gilbert
Tom Kutz
Allan Munson

COUNCIL ABSENT

STAFF PRESENT

Nick Haggenmiller, City Administrator
Meagan Theisen, Assistant City Administrator

ALSO PRESENT

Shannon Sweeney, David Drown & Associates
Josh Halvorson, Bolton and Menk Inc.

CALL TO ORDER

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

APPROVAL OF AGENDA

Haggenmiller suggested moving New Business Item C to the top of New Business.
Council Member Kutz moved to approve the Agenda with moving New Business Item C to the top of New Business. The motion was seconded by Council Member Deiter and passed unanimously.

APPROVAL OF MINUTES

Council Member Kutz moved to approve the minutes from the Special Council Meeting on March 26, 2025. The motion was seconded by Council Member Munson and passed unanimously.

CITIZEN INPUT

None.

COUNCIL/COMMITTEE REPORT

Council Member Deiter provided a summary from the Public Safety Meeting with the Fire Department and Police Department on March 17th.

Mayor Zimmerman stated that there is a Waste Water Commission Meeting on March 27th.

DEPARTMENT REPORTS

a. Howard Lake Wine & Spirits | February 2025 Financials
Receive and File.

- b. Declaration of Official Intent
Haggenmiller reviewed the staff report.

CONSENT

- a. Consider Accepting all Reports & Payments of Claims
- b. Consider Approval of Human Trafficking JPA with Wright County
- c. Consider Various Good Neighbor Days Events, Road Closures and City Donation Request

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

PUBLIC HEARING/PRESENTATION

- a. **Set Public Hearing for TIF District Creation for Lake Golf Estates | JP Brooks**
Council Member Gilbert moved to set a Public Hearing for TIF District Creation for Lake Golf Estates for June 16, 2025. The Motion as seconded by Council Member Kutz and passed unanimously.

NEW BUSINESS

- a. **Consider Resolution 25-13 Approving Short Term Rental at 5536 and 5540 County Road 6 North**

Haggenmiller reviewed the staff report. After staff reviewed and toured the property, staff is recommending approval.

Council Member Kutz moved to approve Resolution 25-13 Approving Short Term Rental at 5536 and 5540 County Road 6 North. The motion was seconded by Council Member Gilbert and passed unanimously.

- b. **Consider GO Pledge for Filtration Project AMLHL Wastewater Plant**
Sweeney addressed the Council and reviewed the staff report.

Council Member Deiter moved to approve the GO Pledge for Filtration Project AMLHL Wastewater Plant. The motion was seconded by Council Member Munson and passed unanimously.

- c. **Consider Purchase and Use of Agenda Management Software**

Theisen reviewed the staff report, highlighting various needs for a more advanced Agenda Management Software.

Council Member Gilbert moved to approve the purchase and use of Agenda Management Software from CivicPlus. The motion was seconded by Council Member Munson and passed unanimously.

- d. **Consider Approval of Feasibility Study for City Facilities**

Haggenmiller reviewed the staff report.

Council Member Dieter moved to approve the Feasibility Study from WiDESETH. The motion was seconded by Council Member Kutz and passed unanimously.

- e. **Consider Approving City Council Strategic Planning Session(s)**

Haggenmiller reviewed the staff report and terms.

Council discussed options and expressed interest with moving forward with a “Workplan Refinement” with the Phil Kern.

Council Member Kutz moved to approve the “Workplan Refinement” with dates to be determined by the next Council meeting. The motion was seconded by Council Member Deiter and passed unanimously.

OLD BUSINESS

None.

ADMINISTRATORS REPORT

None.

ADJOURN

Council Member Kutz moved to adjourn the meeting at 7:53 pm. The motion was seconded by Council Member Munson and passed unanimously.

Attest – City Administrator/Clerk

Mayor

City Council Work Session

Began at 7:55 pm

Haggenmiller stated that no submissions were received for the RFP for the grocery store building.

Council discussed options for next steps.

Ended at 8:10 pm