



CITY OF HOWARD LAKE

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HOWARD LAKE CITY COUNCIL Howard Lake City Hall - February 28, 2024 – Special Meeting Date

MEETING MINUTES

COUNCIL PRESENT

Mayor Zimmerman
Allan Munson
Jason Deiter
Gene Gilbert
Tom Kutz

COUNCIL ABSENT

STAFF PRESENT

Nick Haggemiller, City Administrator
Meagan Theisen, Assistant City Administrator
Josh Halvorson, Bolton and Menk, Inc
Shannon Sweeney, David Drown Associates, Inc.

ALSO PRESENT

Austen Neaton, Herald Journal

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

Haggemiller stated that the Presentation from Superintendent Nate Walbruch was rescheduled to a later date.

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 minutes from the January 16, 2024 Council Meeting. The motion was seconded by Council Member Gilbert and passed unanimously.

CITIZEN INPUT

None.

COUNCIL/COMMITTEE REPORT

Council Member Deiter shared an update from the Parks and Planning Commission on February 14, 2024.

Mayor Zimmerman shared an update from the Waste Water Commission Meeting, sharing that Waverly and Montrose are interested in joining the commission.

DEPARTMENT REPORTS

Receive and File Liquor Store Financials for January 2024.

CONSENT AGENDA

a. CONSIDER ACCEPTING ALL REPORTS AND PAYMENT OF CLAIMS

GENERAL FUND	62077-62240	\$1,050,972.42
PAYROLL	27470-27495,503163-503239	\$95,103.17
ELECTRONIC	1587-1625	\$125,205.20
TOTAL		\$1,271,280.79

AMBULANCE CLAIMS	6047-6055	\$4,506.29
ELECTRONIC		
TOTAL		\$4,506.29

- b. Consider Approving of Various Personnel Appointments**
c. Consider Approval of 2024 Elections Judges – Updated List
d. Consider Acknowledging Library Project Change Orders Approved to Date.

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

PUBLIC HEARING/PRESENTATION

Rescheduled – Nate Walbruch, HLWW School Superintendent Update

NEW BUSINESS

a. Consider Various Approvals Related to the 2024 Street & Utility Project

Haggenmiller reviewed the staff report and a summary of what was discussed at the 6 pm work session meeting.

Council Member Kutz moved to approve the Letter of Conditions for WEP. The motion was seconded by Council Member Munson and passed unanimously.

Council Member Deiter moved to approve the Letter of Conditions for the Community Facilities Loan. The motion was seconded by Council Member Kutz and passed unanimously.

Council Member Gilbert moved to approve the Request to Obligate USDA Grant Funds. The motion was seconded by Council Member Munson and passed unanimously.

Council Member Kutz moved to approve the Request to Obligate USDA Loan Funds. The motion was seconded by Council Member Deiter and passed unanimously.

Council Member Munson moved to Obligate Community Facility Loan Funds. The motion was seconded by Council Member Deiter and passed unanimously.

Council Member Deiter moved to approve the Letter of Intent to Meet Conditions for the USDA Grant. The motion was seconded by Council Member Kutz and passed unanimously.

Council Member Kutz moved to approve the Letter of Intent to Meet Conditions for the USDA Loan. The motion was seconded by Council Member Munson and passed unanimously.

Council Member Deiter moved to approve Authorizing City Administrator and Mayor to execute documents related to these approvals. The motion was seconded by Council Member Gilbert and passed unanimously.

b. Consider Approval of Architectural Services for Fire Hall Plans

Haggenmiller reviewed the staff report and the proposal from BKV for \$6,500 for their proposal for Architectural and Engineering Services for the Fire Hall Study.

Council Member Kutz moved to approve the proposal from BKV. The motion was seconded by Council Member Munson and passed unanimously.

c. Consider Approval of Resolution 24-03 Gambling Permit for the Litchfield Dassel Cokato Hockey Program

Theisen reviewed the staff report Council.

Council had some questions that staff could not answer, including – Are the Maple Lake Lions still going to be involved? Do they intent to donate back to the community or the Council would like to implement a percentage of required donations.

Council determined to table to approvals until these questions can be answered.

OLD BUSINESS

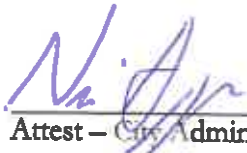
None.

ADMINISTRATORS REPORT

None.

ADJOURN

Council Member Kutz moved to adjourn the meeting at 7:26 pm. The motion was seconded by Council Member Munson and passed unanimously.



Attest – City Administrator/Clerk



Mayor

**HOWARD LAKE CITY COUNCIL
WORK SESSION
February 28, 2024**

6:00 pm

Street & Utility Project Financing and Approvals

Haggenmiller reviewed the staff report to Council, highlighting work session goals.

Shannon Sweeney, of David Drown and Associates, reviewed his staff report to Council related to funding for the Street/Utility/Water Treatment Plant project.

Josh Halvorson, of Bolton and Menk, reviewed what it would look like if the City went forward with a smaller/stand alone project.

Meeting closed at 6:57 pm.