



CITY OF HOWARD LAKE

Nicholas A. Haggemiller, 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 -
November 20, 2023

MEETING MINUTES

COUNCIL PRESENT

Mayor Zimmerman
Allan Munson
Jason Deiter
Gene Gilbert

COUNCIL ABSENT

Tom Kutz

STAFF PRESENT

Nick Haggemiller, City Administrator
Meagan Theisen, Assistant City Administrator
Josh Halvorson, City Engineer

ALSO PRESENT

None.

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 added a memo in New Business for consideration of a culvert on 13th Ave.

Council Member Deiter moved to approve the agenda with the addition of New Business 13th Ave culvert. The motion was seconded by Council Member Munson and passed unanimously.

APPROVAL OF MINUTES

Council Member Gilbert moved to approve the minutes from the October 16th regular Council meeting and the October 31, 2023 special Council meeting. The motion was seconded by Council Member Deiter and passed unanimously.

CITIZEN INPUT

None.

COUNCIL/COMMITTEE REPORT

Council Member Deiter provided a summary of the Waste Water Meeting earlier in the month.

DEPARTMENT REPORTS

- a. Howard Lake Wine and Spirits Profit and Loss – Receive and File.

CONSENT AGENDA

a. CONSIDER ACCEPTING ALL REPORTS AND PAYMENT OF CLAIMS

GENERAL FUND	61635-61803	\$926,076.54
PAYROLL	27400-27425, 502995-503055	\$90,177.68
ELECTRONIC	1542-1562	\$56,623.63
TOTAL		\$1,072,877.85

AMBULANCE CLAIMS	6016-6023	\$9,459.13
ELECTRONIC	44	\$84.72
TOTAL		\$9,543.87

b. Consider Various Personnel Appointments.

c. Consider Approval of 2024 Liquor & Business Licenses.

Mayor Zimmerman thanked and congratulated Tim Berg for his dedication to the fire department and his retirement.

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

PUBLIC HEARING/PRESENTATION

a. Public Hearing: Assessing Delinquent Utility and Nuisance Charges

Mayor Zimmerman closed the regular meeting and opened the public hearing at 7:03 pm.

The Council reviewed the delinquent utility list.

Mayor Zimmerman closed the public hearing and reopened the regular meeting at 7:05 pm.

NEW BUSINESS

a. Consider Approval of Resolution 23-31 Assessing Delinquent Utility & Nuisance Charges

Council Member Gilbert moved to approve Resolution 23-31 Assessing Delinquent Utility & Nuisance Charges. The motion was seconded by Council Member Munson and passed unanimously.

b. Consider Approval of Scope of Services and Fee for Utility Rate Creation

City Engineer, Josh Halvorson, addressed the Council and reviewed the proposal from Bolton and Menk. He shared how the fees are established and the timeline moving forward and the tasks related to the study.

Council Member Munson asked how each property is analyzed to determine a rate.

Halvorson stated that it is a combination of lot size, impervious street frontage and zoning.

Council Member Deiter moved to approve the Scope of Services and Fees for the Utility Rate Creation. The motion was seconded by Council Member Gilbert and passed unanimously.

c. Consider Approval of Culvert Installation on 13th Avenue

Haggenmiller reviewed the staff report, highlighting the issues we have been having for several years due to water washing out the gravel road. MSB Excavating provided a quote for \$19,641.2.

Council Member Munson asked about the railroad and if there will be issues with the dig in proximity to the railroad.

Haggenmiller said that the contractor reviewed the site and said there would be no impact on the railroad.

Council Member Gilbert moved to approve the installation of a culvert on 13th Ave. The motion was seconded by Council Member Deiter and passed unanimously.

d. Discuss – 2024 Budget and Levy

Haggenmiller reviewed updates to the budget for 2024. He highlighted areas of savings that will help lower the overall budget/levy. Staff will continue to review the budget and have it ready for approval at the December 4th Council meeting.

Council Member Deiter asked how COLA rates are determined.

Haggenmiller stated that COLA rates are determined based off other cities and cost of living changes.

We receive these reports from David Drown Associates, who completes our Comp & Class study.

OLD BUSINESS

None.

ADMINISTRATORS REPORT

None.

ADJOURN

Council Member Deiter moved to adjourn the meeting at 7:50 pm. The motion was seconded by Council Member Munson and passed unanimously.



Attest – City Administrator/Clerk



Mayor

**HOWARD LAKE CITY COUNCIL
WORK SESSION
November 20, 2023**

7:52 pm

Employee Safe and Sick Time

Haggenmiller reviewed the staff report, sharing the new law for Earned Sick and Safe Leave that will be into effect in Minnesota on January 1, 2024. This will apply to full time, part time, seasonal employees, City Council, and Fire & Ambulance employees.

The City reviewed a survey from 19 other Minnesota Cities on what their draft policies look like. \

Council reviewed the survey and directed staff to draft a policy for employees who do not currently qualify for time off accrual to earn one hour for every 30 hours of work.

A draft policy will be brought forward to Council at the December 4 2023 meeting for approval.

Meeting closed at 8:23 pm.