

*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  
APRIL 15, 2024 – 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 March 18, 2024 and Regular Council Meeting.
- E. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS
- F. CITIZEN INPUT
- G. COUNCIL/COMMITTEE REPORT
- H. DEPARTMENT REPORTS
- I. CONSENT AGENDA
  - a. Consider Accepting all Reports & Payment of Claims.
  - b. Consider Verbally Declaring No Mow May.
  - c. Consider Declaring Freightliner Plow Truck Surplus and Order Disposal.
  - d. Consider Approving Alcohol Display Permit for Reeds and Rushes Event Center.
- J. NEW BUSINESS
  - a. Consider Resolution 24-05 Requesting Continued funding for WCEDP.
  - b. Consider Approving Street Repair Quote.
  - c. Consider Approving Contract & Fee for Finance Duties.
  - d. Consider Approving Quote for Lift Station Repairs.
  - e. Consider Approving Resolution 24-06 of Support for MHFA Application for Multi-Family Project.
  - f. Consider Approving CSAH 7 Enhancement Project.
  - g. Consider Approving Quote to Install Fountain at Lions Park.
  - h. Discuss/Consider Approval of Fence Installation at Park and Ride.
  - i. Discuss/Consider Appointing Members to Adhoc Fire Hall Facility Committee
  - j. Discuss AMLHL Wastewater Regionalization Expansion.
- K. OLD BUSINESS
- L. ADMINISTRATOR'S REPORT
- M. ADJOURN



# CITY OF HOWARD LAKE

Nicholas A. Haggemiller, City Administrator

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

Phone: 320-543-3670 | [cityadmin@howard-lake.mn.us](mailto:cityadmin@howard-lake.mn.us) | [www.howard-lake.mn.us](http://www.howard-lake.mn.us)

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## HOWARD LAKE CITY COUNCIL

Howard Lake City Hall -

March 18, 2024

## 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

### ALSO PRESENT

### 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 Resolution 24-03 was added to New Business C.

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

### APPROVAL OF MINUTES

Council Member Kutz moved to approve the minutes from the February 28, 2024 Council Meeting and Work Session. The motion was seconded by Council Member Deiter and passed unanimously.

### PUBLIC HEARING/PRESENTATION

Breanna Bemboom, with Conservation Minnesota, presented the Blazing Star Award to the City of Howard Lake for our new Library project. She stated that we were one of twenty projects that were considered for the 2024 award. The new Howard Lake Library was selected for being the first net zero library.

### CITIZEN INPUT

Martin Ostvig, Tree Trimming Concerns – 1024 6<sup>th</sup> Street shared a letter he had written to Mayor Zimmerman. He believes his property rights were infringed upon by the City trimming his trees. He stated he wanted some sort of compensation for the damage to his property.

Mayor Zimmerman stated that the City acknowledges that communication could have been better, moving forward the City will not cut trees back to the truck. It was done this way to look better than cutting straight up at the public right of way. He stated the City would not be offering compensation for the trimmed trees.

Mike Kaczmarek, Wright County District 5 Commissioner, provided updates from County meetings and happenings. He reviewed various legislative items that have been moving through the state.

### **COUNCIL/COMMITTEE REPORT**

Council Member Deiter shared an update from the Watershed Alliance that met on March 12<sup>th</sup>. The meeting was about protecting Howard Lake. The current state of the lake qualifies for grant funds to help with treating the lake.

He also shared that the Public Safety Commission met before the Council meeting to discuss updates to the Fire Department building.

### **DEPARTMENT REPORTS**

Receive and File Liquor Store Financials for January 2024.

Myra Laway, Liquor Store Manager, presented a staff report to the Council. She reviewed first quarter financials. She also shared transitioning some daily task to Assistant Manager, Deb McAlpine, to allow for more time to concentrate on SSEC and Reeds and Rushes events.

### **CONSENT AGENDA**

#### **a. CONSIDER ACCEPTING ALL REPORTS AND PAYMENT OF CLAIMS**

GENERAL FUND	62241-62359	\$481,401.71
PAYROLL	27496-27505, 503240-503262	\$36,371.19
ELECTRONIC	1626-1646	\$67,171.30
<b>TOTAL</b>		<b>\$584,944.20</b>
AMBULANCE CLAIMS	6056-6066	\$5,321.40
ELECTRONIC		
<b>TOTAL</b>		<b>\$5,321.40</b>

#### **b. Consider Approving of Various Personnel Appointments**

#### **c. Consider Approving Spring Cleanup Dates & Terms**

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

### **NEW BUSINESS**

#### **a. Consider Approving Service Agreement for Credit Card Processing**

Theisen reviewed the staff report, introducing the Council to Nuvei and the platform options the City would have access to. Nuvei would replace our current utility billing payment portal, Payment Services Network (PSN).

Council would like the City to double check with references.

Council Member Munson moved to approve the service agreement with Nuvei. The motion was seconded by Council Member Kutz and passed unanimously.

**b. Consider Pavement Maintenance Quote**

Haggenmiller reviewed the staff report, highlighting that these repairs would be temporary until the larger street and utility project starts in Fall of 2024 or Spring of 2025. This quote does not include other street maintenance projects that need to be completed, such as chip sealing and crack filling and fixing high iron.

Council discussed and agreed that these three areas need to be addressed sooner than later.

Council Member Kutz moved to approve the quote from Mid-Minnesota Hot Mix. The motion was seconded by Council Member Munson and passed unanimously.

**c. Consider Approving Resolution 24-03 Opposing Omnibus Zoning Package**

Haggenmiller reviewed the staff report, explaining if this were to pass it would diminish local autonomy over certain land use decisions.

Council Member Deiter moved to approve Resolution 24-03 Opposing Omnibus Zoning Package. The motion was seconded by Council Member Gilbert and passed unanimously.

**OLD BUSINESS**

**a. Consider Resolution 24-04 Approval of Premises Permit for Pull Tab Sales at Troubles**

Theisen reviewed the staff report, noting that the Council tabled this approval in March to have a few questions addressed. The premises permit applicant provided more information for the Council, sharing that this permit should not impact the Maple Lake Lions premises permit at Troubles.

Council Member Deiter motion to approve Resolution 24-04 Approving the Premises Permit for Litchfield-Dassel-Cokato Youth Hockey Organization at Troubles and imposing a 3% contribution back to the City of Howard Lake. The motion was seconded by Council Member Gilbert and passed unanimously.

**ADMINISTRATORS REPORT**

None.

**ADJOURN**

Council Member Kutz moved to adjourn the meeting at 8:58 pm. The motion was seconded by Council Member Deiter and passed unanimously.

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Attest – City Administrator/Clerk

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Mayor

**CITY OF HOWARD LAKE**  
**CLAIMS & DONATIONS APPROVED**  
**DATE - March 16, 2024 - April 18, 2024**

<b>GENERAL FUND</b>	<b>CHECKS: 62360-62523</b>	<b>\$709,826.47</b>
<b>PAYROLL</b>	<b>27496-27505, 503263-503305</b>	<b>62,201.69</b>
<b>ELECTRONIC</b>	<b>1647-1666</b>	<b><u>70,080.22</u></b>
<b>TOTAL</b>		<b>\$842,108.38</b>

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<b>AMBULANCE CLAIMS</b>	<b>CHECKS: 6067-6076</b>	<b>\$4,269.08</b>
<b>ELECTRONIC</b>	<b>48-49</b>	<b>\$281.21</b>
<b>TOTAL</b>		<b>\$4,550.29</b>

**Approved:**

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CITY OF HOWARD LAKE

\*Check Summary Register©

Checks 03/16/24-04/18/24

Name	Check Date	Check Amt	
<b>1010 CITIZEN ALLIANCE</b>			
1647e	INTERNAL REVENUE SERVICE	3/26/2024	\$8,874.69 PR 03-22-2024
1648e	MN DEPT OF REVENUE	3/26/2024	\$1,714.33 PR 03-22-2024
1649e	PERA	3/26/2024	\$8,263.26 PR 03-22-2024
1650e	LEAP-WEX	3/26/2024	\$1,222.59 PR 03-22-2024
1651e	MN DEPT OF REVENUE	4/8/2024	\$2,225.00 March 2024 sales taxes
1652e	MN DEPT OF REVENUE	4/8/2024	\$7,583.00 LS Sales Tax March 2024
1653e	INTERNAL REVENUE SERVICE	4/8/2024	\$9,331.42 PR 04-05-2024
1654e	MN DEPT OF REVENUE	4/8/2024	\$1,818.23 PR 04-05-2024
1655e	PERA	4/8/2024	\$8,027.31 PR 04-05-2024
1656e	LEAP-WEX	4/8/2024	\$1,222.59 PR 04-05-2024
1657e	HEARTLAND PYMT SERVICES	4/8/2024	\$1,960.26
1658e	AUTHNET GATEWAY BILLING	4/8/2024	\$25.00
1659e	PSN	4/8/2024	\$1,001.61
1660e	LS WEEKEND CASH	4/8/2024	\$2,500.00
1661e	NCR SECURE PAY	4/8/2024	\$131.25
1662e	U.S. POSTAL SERVICE	4/8/2024	\$436.72 UB Mailing
1663e	WEX HEALTH INC	4/8/2024	\$27.50
1664e	CITIZENS ALLIANCE BANK	4/8/2024	\$30.00
1665e	AETNA HEALTH	4/9/2024	\$13,625.46 March premiums 2024
1666e	CITY OF BUFFALO	4/11/2024	\$60.00 ACCT# 26-022950-00
27506	GOEPFERT, THOMAS	3/22/2024	\$202.51
27507	BONNICK, STEVEN	3/22/2024	\$352.04
27508	HARTNECK, BEAU P.	3/22/2024	\$315.84
27509	HARTNECK, SEAN M.	3/22/2024	\$897.64
27510	GOEPFERT, THOMAS	4/5/2024	\$152.72
27511	DRUSCH, JACOB D	4/5/2024	\$69.26
27512	ROKOLA, MARQUESE W	4/5/2024	\$184.08
27513	STOLL, ERIC	4/5/2024	\$434.83
27514	WIECH, KYLE	4/5/2024	\$115.44
27515	BONNICK, STEVEN	4/5/2024	\$352.04
27516	CHAFFINS, GORDON	4/5/2024	\$68.26
27517	HARTNECK, BEAU P.	4/5/2024	\$782.79
27518	HARTNECK, SEAN M.	4/5/2024	\$323.54
62360	TIMMYS PUB CLUB, LLC	3/18/2024	\$2,600.00 Tap Keg Cooler
62361	BELLBOY CORPORATION	3/20/2024	\$355.62
62362	KEITH BOBROWSKE	3/20/2024	\$263.38 Mileage & Per Diem
62363	BREAKTHRU BEVERAGE	3/20/2024	\$762.49
62364	CAPITOL BEVERAGE SALES	3/20/2024	\$5,777.35
62365	CINTAS	3/20/2024	\$165.20
62366	COURI, & RUPPE, P.L.L.P.	3/20/2024	\$57.50
62367	CUSTOMIZED FIRE RESCUE TR	3/20/2024	\$1,000.00 Classroom NFPA
62368	DAHLHEIMER BEVERAGE GREE	3/20/2024	\$10,985.41
62369	TRACI DRAKE	3/20/2024	\$300.00 2024 PNP Election Judge
62370	FIE, KYLEE	3/20/2024	\$220.00 2024 PNP Election Judge
62371	FREY, RHONDA	3/20/2024	\$225.00 2024 PNP Election Judge
62372	GRANITE ELECTRONICS	3/20/2024	\$818.93 Shop Supplies
62373	BARBARA GUENIGSMAN	3/20/2024	\$200.00 2024 PNP Election Judge
62374	HECK, CHELSEA	3/20/2024	\$750.00 Refund partial deposit SSEC
62375	HEIMAN FIRE EQUIPMENT, INC	3/20/2024	\$622.54 Booster lite, Survivor LED
62376	HEUER, JIM	3/20/2024	\$245.00 2024 PNP Election Judge
62377	HOWARD LAKE FIRE RELIEF AS	3/20/2024	\$29,830.79 Fire State Aid
62378	JOHNSON BROTHERS LIQUOR C	3/20/2024	\$3,482.70
62379	JUDE, SUSAN	3/20/2024	\$220.00 2024 PNP Election Judge
62380	ALEX MAGES	3/20/2024	\$62.98 Grass rig gas

CITY OF HOWARD LAKE

**\*Check Summary Register©**

Checks 03/16/24-04/18/24

Name	Check Date	Check Amt	
62381	MARCO	3/20/2024	\$435.99
62382	MARKS, DAVID	3/20/2024	\$220.00 2024 PNP Election Judge
62383	MEDIACOM LLC	3/20/2024	\$559.80
62384	MILLER, HEATHER	3/20/2024	\$220.00 2024 PNP Election Judge
62385	MINNESOTA UI FUND	3/20/2024	\$241.46
62386	MN STATE FIRE CHIEF ASSN	3/20/2024	\$570.00 A Loebertmann, FOTOS attendee
62387	MN VALLEY TESTING LAB, INC	3/20/2024	\$52.75
62388	MUNICIPAL EMERGENCY SERVI	3/20/2024	\$93.35 KOCHEK Adapters
62389	NCPERS GROUP LIFE INS	3/20/2024	\$48.00 April premiums
62390	PHILLIPS WINE & SPIRITS	3/20/2024	\$2,217.90
62391	PREMIUM WATERS, INC	3/20/2024	\$36.97
62392	REMER, TANYA	3/20/2024	\$50.00 2024 PNP Election Judge
62393	SCHMIDT, JEAN	3/20/2024	\$200.00 2024 PNP Election Judge
62394	VINOCOPIA, INC	3/20/2024	\$72.00
62395	WANDA WERNER	3/20/2024	\$200.00 2024 PNP Election Judge
62396	WINE MERCHANTS	3/20/2024	\$2,639.40
62397	WRIGHT HENNEPIN ELECTRIC	3/20/2024	\$1,290.00
62398	XCEL ENERGY	3/20/2024	\$515.87 Xcel
62399	AMAZON CAPITAL SERVICES	3/27/2024	\$236.96
62400	BANYON DATA SYSTEMS INC	3/27/2024	\$595.00
62401	BELLBOY CORPORATION	3/27/2024	\$1,794.47
62402	BKV GROUP	3/27/2024	\$1,729.37 Construction Admin
62403	BREAKTHRU BEVERAGE	3/27/2024	\$0.00
62404	BUREAU OF CRIM APPREHENS	3/27/2024	\$780.00 CJDN Remote Access
62405	CAPITOL BEVERAGE SALES	3/27/2024	\$825.05
62406	CENTERPOINT ENERGY	3/27/2024	\$2,468.68 Centerpoint
62407	CINTAS	3/27/2024	\$165.20
62408	CITY OF DASSEL	3/27/2024	\$1,633.50 Hwy 12 Regional Safety Group fee
62409	COKATO PARTS CITY	3/27/2024	\$49.75
62410	DAHLHEIMER BEVERAGE GREE	3/27/2024	\$3,684.85
62411	DELANO RENTAL, INC	3/27/2024	\$108.23
62412	EARTHLINK INC	3/27/2024	\$15.26 Earthlink
62413	HALLBERG ENGINEERING	3/27/2024	\$1,750.00 Hallberg Engineering
62414	HAWKINS, INC	3/27/2024	\$20.00
62415	JOE'S SPORT SHOP	3/27/2024	\$579.93 Joes
62416	JOHNSON BROTHERS LIQUOR C	3/27/2024	\$3,917.74
62417	MAGES RENTAL & REPAIR LLC	3/27/2024	\$500.00
62418	MENARDS-BUFFALO	3/27/2024	\$77.94
62419	MIDWEST MACHINERY CO	3/27/2024	\$133.11
62420	MN VALLEY TESTING LAB, INC	3/27/2024	\$52.75
62421	MUNSON LAKES NUTRITION	3/27/2024	\$100.78
62422	NELSON ELECTRIC MOTOR REP	3/27/2024	\$724.00
62423	ODP BUSINESS SOLUTIONS	3/27/2024	\$277.32
62424	PAUMEN COMPUTER SERVICES	3/27/2024	\$2,602.58
62425	PHILLIPS WINE & SPIRITS	3/27/2024	\$9,307.20
62426	REMER, TANYA	3/27/2024	\$31.49
62427	SECURITY BANK & TRUST	3/27/2024	\$9,849.14 Interest on Financing
62428	SNOWPLOWS PLUS	3/27/2024	\$247.92
62429	SOUTHERN GLAZER WINE & SPI	3/27/2024	\$2,670.32
62430	THE HOME CITY ICE COMPANY	3/27/2024	\$171.99
62431	THE LINCOLN NATIONAL LIFE IN	3/27/2024	\$1,341.63 April 2024 Premiums
62432	TIMMYS PUB CLUB, LLC	3/27/2024	\$40.00
62433	VERIZON	3/27/2024	\$120.03
62434	VISA	3/27/2024	\$1,569.65
62435	WASTEWATER COMMISSION	3/27/2024	\$55,351.42 February 2024 City

CITY OF HOWARD LAKE

\*Check Summary Register©

Checks 03/16/24-04/18/24

Name	Check Date	Check Amt	
62436	WINE MERCHANTS	3/27/2024	\$609.10
62437	WSB	3/27/2024	\$12,757.50 Public planning
62438	C & C EMBROIDERY	4/3/2024	\$776.00
62439	DAHLHEIMER BEVERAGE GREE	4/3/2024	\$4,020.80
62440	ALTUS RECEIVABLES MANAGE	4/3/2024	\$394.19
62441	AMAZON CAPITAL SERVICES	4/3/2024	\$1,020.98
62442	KEITH BOBROWSKE	4/3/2024	\$65.00 Cell Allowance
62443	BOLTON & MENK, INC	4/3/2024	\$38,944.00
62444	CENTERPOINT ENERGY	4/3/2024	\$140.24
62445	CENTERPOINT ENERGY	4/3/2024	\$18.37
62446	CENTURYLINK	4/3/2024	\$633.40
62447	CINTAS	4/3/2024	\$82.60
62448	COKATO MOTOR SALES, INC	4/3/2024	\$361.62
62449	FLATOUT TIRE SERVICE LLC	4/3/2024	\$1,605.00
62450	GOPHER STATE ONE-CALL, INC	4/3/2024	\$33.75
62451	NICK HAGGENMILLER	4/3/2024	\$365.00 Cell Allowance
62452	HAWKINS, INC	4/3/2024	\$1,672.33
62453	IAPE	4/3/2024	\$65.00 2024 IAPE mmb
62454	JOE'S SPORT SHOP	4/3/2024	\$1,272.24 Joes
62455	MYRA LAWAY	4/3/2024	\$65.00 Cell Allowance
62456	MARCO TECHNOLOGIES LLC	4/3/2024	\$579.65
62457	DEBRA MCALPINE	4/3/2024	\$65.00 Car Allowance
62458	MEDIACOM LLC	4/3/2024	\$156.90
62459	JARED MERGES	4/3/2024	\$65.00 Cell Allowance
62460	METRO WEST INSPECTION SER	4/3/2024	\$1,011.00
62461	MIDWEST MACHINERY CO	4/3/2024	\$1,537.15
62462	MINNESOTA REVENUE	4/3/2024	\$8,387.13 Motor Fuel Tax Due
62463	MN RURAL WATER ASSN	4/3/2024	\$825.00 Technical Conference
62464	JIM OTTENSTROER	4/3/2024	\$65.00 Cell Allowance
62465	PLUNKETT'S PEST CONTROL	4/3/2024	\$123.83 Plunkett's
62466	CLAYTON PRESTIDGE	4/3/2024	\$65.00 Cell Allowance
62467	THEISEN, MEAGAN	4/3/2024	\$215.00 Cell Allowance
62468	T-MOBILE	4/3/2024	\$342.43 T-Mobile
62469	WRIGHT LUMBER & MILLWORK	4/3/2024	\$765.16
62470	WSB	4/3/2024	\$425.00
62471	CAPITOL BEVERAGE SALES	4/10/2024	\$2,050.30
62472	JOHNSON BROTHERS LIQUOR C	4/10/2024	\$776.51
62473	PHILLIPS WINE & SPIRITS	4/10/2024	\$2,216.56
62474	ADVANCED POWER SERVICES,	4/10/2024	\$3,130.00
62475	AIR-PRO HEATING & COOLING L	4/10/2024	\$1,861.50
62476	AMAZON CAPITAL SERVICES	4/10/2024	\$579.17
62477	BELLBOY CORPORATION	4/10/2024	\$857.00
62478	BREAKTHRU BEVERAGE	4/10/2024	\$0.00
62479	C & C EMBROIDERY	4/10/2024	\$20.00 Jim Uniform
62480	CAPITOL BEVERAGE SALES	4/10/2024	\$2,069.05
62481	CARLOS CREEK WINERY	4/10/2024	\$588.00
62482	CENTERPOINT ENERGY	4/10/2024	\$133.14
62483	CENTERPOINT ENERGY	4/10/2024	\$255.23
62484	CINTAS	4/10/2024	\$218.66
62485	DAHLHEIMER BEVERAGE GREE	4/10/2024	\$3,831.63
62486	FINKEN WATER CENTERS	4/10/2024	\$20.00
62487	GREATER MN COMMUNICATION	4/10/2024	\$64.00 I Got Caught coupons
62488	HALVORSON LEGAL	4/10/2024	\$1,275.00 Halvorson Legal
62489	MYRA LAWAY	4/10/2024	\$3.79
62490	LEAGUE OF MN CITIES-W/C	4/10/2024	\$53,176.00 WC premium



CITY OF HOWARD LAKE

\*Check Summary Register©

Checks 03/16/24-04/18/24

Name	Check Date	Check Amt	
62491	LIBERTE CONSTRUCTION, LLC	4/10/2024	\$61.00 Refund permit 911 Haywood Dr
62492	MIDWEST MACHINERY CO	4/10/2024	\$160.21
62493	MN VALLEY TESTING LAB, INC	4/10/2024	\$52.75
62494	MUMFORD SANITATION	4/10/2024	\$11,869.59 COMPOST LEASE March 2024
62495	NELSON ELECTRIC MOTOR REP	4/10/2024	\$1,800.00
62496	PETTY CASH -MEAGAN THEISE	4/10/2024	\$108.40
62497	PIT STOP TIRE & AUTO	4/10/2024	\$776.76 Pitstop
62498	PLUNKETT'S PEST CONTROL	4/10/2024	\$33.25
62499	CLAYTON PRESTIDGE	4/10/2024	\$27.49 Clay Uniform
62500	RED BULL DISTRIBUTION CO, IN	4/10/2024	\$84.00
62501	SOUTHERN GLAZER WINE & SPI	4/10/2024	\$357.95
62502	TOWMASTER	4/10/2024	\$127,564.00
62503	WRIGHT COUNTY FINANCE DEP	4/10/2024	\$150.00
62504	XCEL ENERGY	4/10/2024	\$5,349.54
62505	ZIEGLER INC	4/10/2024	\$102.80
62506	BCI RENTALS	4/10/2024	\$2,362.25
62507	BRAUN INTERTEC CORP.	4/10/2024	\$2,315.25
62508	BUILDING MATERIAL SUPPLY, IN	4/10/2024	\$15,388.10
62509	CENTERPOINT ENERGY	4/10/2024	\$998.51
62510	CONTEGRITYGROUP	4/10/2024	\$21,175.38
62511	CULLIGAN OF BUFFALO	4/10/2024	\$56.71
62512	DESIGN ELECTRICAL CONTRAC	4/10/2024	\$800.00
62513	DESIGN ELECTRICAL CONTRAC	4/10/2024	\$18,871.75
62514	HEARTLAND GLASS CO. INC.	4/10/2024	\$15,326.19
62515	KING OF PORTABLES CORPORA	4/10/2024	\$145.00 Pot-a-potties rental
62516	OLYMPIC COMPANIES, INC.	4/10/2024	\$1,525.00
62517	OLYMPIC COMPANIES, INC.	4/10/2024	\$12,763.25
62518	PROGRESSIVE BUILDING SYST	4/10/2024	\$77,706.44
62519	ULTRA CONCRETE	4/10/2024	\$8,878.40
62520	VEIT & COMPANIES, INC	4/10/2024	\$700.00
62521	VEIT & COMPANIES, INC	4/10/2024	\$670.00
62522	VEIT & COMPANIES, INC	4/10/2024	\$670.00
62523	WENZEL-PLYMOUTH PLUMBING	4/10/2024	\$54,188.95
503263e	HAGGENMILLER, NICHOLAS A	3/22/2024	\$4,160.15
503264e	MERGES, JARED M	3/22/2024	\$2,151.28
503265e	REMER, TANYA M	3/22/2024	\$1,505.58
503266e	THEISEN, MEAGAN	3/22/2024	\$2,267.71
503267e	OTTENSTROER, JAMES D	3/22/2024	\$1,790.16
503268e	PRESTIDGE, CLAYTON P	3/22/2024	\$1,592.98
503269e	SWENDSEN, JENNIFER	3/22/2024	\$1,932.33
503270e	DE'ENGUARDE, ASPEN K.	3/22/2024	\$405.44
503271e	GROW, SAMANTHA L.	3/22/2024	\$69.59
503272e	LAWAY, MYRA	3/22/2024	\$2,130.11
503273e	MCALPINE, DEBRA-ANN	3/22/2024	\$1,297.26
503274e	MCALPINE, LEXI	3/22/2024	\$13.85
503275e	SOTHAN, LAURIN B	3/22/2024	\$345.05
503276e	VIRNALA, TASIA, R	3/22/2024	\$333.96
503277e	JOHNSON, JACOB D	3/22/2024	\$2,010.64
503278e	PREUSSE, MITCHELL D	3/22/2024	\$732.88
503279e	SZCZEPANIK, DARIUSZ J	3/22/2024	\$2,416.30
503280e	THOMPSON, DAVID G	3/22/2024	\$2,700.83
503281e	THOMPSON, KYLE	3/22/2024	\$616.77
503282e	HAGGENMILLER, NICHOLAS A	4/5/2024	\$4,160.15
503283e	MERGES, JARED M	4/5/2024	\$2,168.96
503284e	REMER, TANYA M	4/5/2024	\$1,505.58

CITY OF HOWARD LAKE

\*Check Summary Register©

Checks 03/16/24-04/18/24

	Name	Check Date	Check Amt
503285e	THEISEN, MEAGAN	4/5/2024	\$2,267.71
503286e	OTTENSTROER, JAMES D	4/5/2024	\$1,706.60
503287e	PRESTIDGE, CLAYTON P	4/5/2024	\$1,654.44
503288e	SWENDSEN, JENNIFER	4/5/2024	\$2,032.33
503289e	DALBEC, JOSHUA S	4/5/2024	\$92.35
503290e	DRUSCH, ZACHARY R.	4/5/2024	\$301.78
503291e	KITTOCK, NICOLE D	4/5/2024	\$267.05
503292e	LOEBERTMANN, AMANDA G	4/5/2024	\$507.30
503293e	LOEBERTMANN, CRAIG	4/5/2024	\$277.05
503294e	BORRELL, JOSHUA K	4/5/2024	\$12.66
503295e	DE'ENGUARDE, ASPEN K.	4/5/2024	\$396.50
503296e	KOOSMAN, BRADLY S	4/5/2024	\$54.70
503297e	KOOSMAN, HOPE A	4/5/2024	\$54.70
503298e	LAWAY, MYRA	4/5/2024	\$2,130.11
503299e	MCALPINE, DEBRA-ANN	4/5/2024	\$1,303.88
503300e	SOTHAN, LAURIN B	4/5/2024	\$505.48
503301e	VIRNALA, TASIA, R	4/5/2024	\$333.96
503302e	JOHNSON, JACOB D	4/5/2024	\$2,010.64
503303e	SZCZEPANIK, DARIUSZ J	4/5/2024	\$2,416.30
503304e	THOMPSON, DAVID G	4/5/2024	\$2,700.83
503305e	THOMPSON, KYLE	4/5/2024	\$616.77
	<b>Total Checks</b>		<b>\$842,108.38</b>

FILTER: [Check Date] between #03/16/24# and #04/18/24# and [Check Nbr]>0 and [Cash Act]='1010'

CITY OF HOWARD LAKE

**\*Check Summary Register©**

Checks 03/16/24-04/18/24

	Name	Check Date	Check Amt	
<b>1012</b>	<b>CAB - AMBULANCE</b>			
48e	CUSTOMERS-AMBULANCE	3/21/2024	\$161.16	Gateway Fees
49e	CUSTOMERS-AMBULANCE	3/21/2024	\$120.05	Gateway Fees
6067	BOUNDTREE MEDICAL	3/20/2024	\$324.97	Bound Tree
6068	CENTRAL MCGOWAN, INC	3/20/2024	\$39.80	Cylinder rental
6069	CITY OF HOWARD LAKE	3/20/2024	\$1,625.00	February Ambulance pay
6070	DICKENS, CHRISTENA	3/20/2024	\$161.62	Mileage
6071	EMERGENCY MEDICAL TRAININ	3/20/2024	\$900.00	EMT class-Dan Smith
6072	JERRY'S TRANSMISSIONS SERV	3/20/2024	\$151.84	Credit
6073	JOE'S SPORT SHOP	3/20/2024	\$218.38	Joes-gas
6074	ZOLL MEDICAL CORPORATION	3/20/2024	\$600.89	Zoll supplies
6075	VISA	3/27/2024	\$199.30	Visa
6076	T-MOBILE	4/3/2024	\$47.28	T-MOBILE
	<b>Total Checks</b>		<b>\$4,550.29</b>	

FILTER: [Check Date] between #03/16/24# and #04/18/24# and [Check Nbr]>0 and [Cash Act]='1012'



# HOWARD LAKE CITY COUNCIL MEETING

April 15, 2024

**AGENDA ITEM:** Consider Declaration of Surplus Property & Authorize the Sale or Disposal of Items

**SECTION:** Consent

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

---

**BACKGROUND:** Per City ordinance, to dispose of city furniture, fixture and equipment, the items must be identified, declared to be surplus to the City's general operation and the council to authorize the sale or disposal of the items.

The City received our new plow truck, that was originally ordered in 2022, at the end of March. We are ready to sell our Freightliner plow truck. We will be looking into placing it for bid on KBid or another auction site, as is.

---

**DECISION MAKING METRICS:** A new plow truck was ordered and received.

**FINANCIAL:** Open

**LEGAL:** In review of pertinent policies and statutes, the City is NOT obligated to sell and is able to donate to nonprofit entities.

---

**COUNCIL ACTION REQUESTED:** Declare Freightliner surplus, direct staff to sell vehicle.

**ATTACHMENTS:** None.



# HOWARD LAKE CITY COUNCIL MEETING

APRIL 15, 2024

**AGENDA ITEM:** Consider Approving Alcohol Display Permit for Reeds and Rushes

**SECTION:** Consent

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

---

**BACKGROUND:** In May of 2023, the City of Howard Lake entered into an exclusive bartending agreement with the Reeds and Rushes Event Center. As events are booking and evolving, Reeds and Rushes has had some push back on smaller parties and the ability to have alcohol at an affordable price while remaining legally compliant. City staff and Reeds and Rushes discussed the option of having an alcohol display permit through the state that would allow parties of less than 50 people to bring in their own alcohol and serve themselves.

This permit would be filed under the insurance held by Reeds and Rushes and would not require them to have police present at these events/they would be taking full responsibility for these events.

---

**COUNCIL ACTION REQUESTED:** Approve Alcohol Display Permit for Reeds and Rushes

**ATTACHMENTS:**



# HOWARD LAKE CITY COUNCIL MEETING

APRIL 15, 2024

**AGENDA ITEM:** Consider Resolution 24-05 Requesting Continued Funding for WCEDP

**SECTION:** New Business

**FROM:** City Administrator

---

**BACKGROUND:** Wright County is considering various budgetary matters, one of which is continuing funding to the Wright County Economic Development Partnership. Currently, the partnership is funded through private businesses, grants and \$120,000 annual allocation from Wright County. There have been ongoing discussions with the executive director and Wright County Commissioners about this funding allocation. If Wright County eliminates funding to the organization, the Partnership would likely fold within a year or two after exhausting their current operating reserves.

The partnership represents 16 cities and 18 townships in Wright County. Economic development, by its very nature, is difficult to define and establish performance benchmarks. This is especially true given the number and diversity of members within this organization. As a result, Wright County has not authorized funding for the organization yet in 2024.

Formal action is expected on this on April 16, 2024. In advance of this, the WCEDP has drafted the attached resolution and is asking for each member city to adopt the resolution. Howard Lake has been an active member in the partnership since its inception in 1993.

---

**DECISION MAKING METRICS:**

**FINANCIAL:** The City budgets \$1,500 for membership dues annually for this organization.

**LEGAL:** If adopted, the resolution would be presented to the Wright County Board at the subject meeting scheduled for April 16, 2024.

---

**COUNCIL ACTION REQUESTED:** Adopt Resolution 24-05 Requesting Continued Support of WCEDP.

**ATTACHMENTS:**

1. Resolution 24-05

**CITY OF HOWARD LAKE  
WRIGHT COUNTY, MINNESOTA  
CITY RESOLUTION NO. 24-05**

**RESOLUTION REQUESTING CONTINUED FUNDING FOR THE  
WRIGHT COUNTY ECONOMIC DEVELOPMENT PARTNERSHIP**

**WHEREAS**, the Wright County Economic Development Partnership (the “Partnership”) is a non-profit agency with over 30 years of service to Wright County, its communities, and its businesses; and,

**WHEREAS**, the Partnership brings together resources and contributions from many sectors of the County – businesses, communities, non-profits, utility providers, Chambers of Commerce, school districts, townships, cities, and County government itself – around the purpose of creating employment opportunities and enhancing overall economic vitality; and,

**WHEREAS**, the Partnership fulfills its mission by providing technical and financial assistance to businesses in Wright County and those looking to locate to Wright County. The Partnership also provides economic development assistance to the cities and townships; and,

**WHEREAS**, a significant value provided by the Partnership is the powerful, partnership-orientated approach of all its activities. The collaborative nature of networking opportunities, information sharing, and problem solving provide direct and indirect impacts on the vitality of our County; and,

**WHEREAS**, investing in the Partnership provides the opportunity to expand employment opportunities and increase the tax base, which has economic benefits for the entire County; and,

**WHEREAS**, a failure by Wright County to continue its funding for the Partnership would have significant consequences on the ability of the organization to continue meeting its purpose and providing its services in Wright County.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HOWARD LAKE** requests that the Wright County Board of Directors approve the 2024 funding request from the Wright County Economic Development Partnership in order to support its ongoing collaborative efforts to assist businesses, cities, townships, and the County in creating employment opportunities and enhancing overall economic vitality.

Adopted by the City Council of the City of HOWARD LAKE this 15<sup>TH</sup> day of APRIL, 2024.

[Signature page to follow]

**CITY OF HOWARD LAKE**

Approved:

\_\_\_\_\_  
\_\_\_\_\_, Mayor

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_, City Clerk





# HOWARD LAKE CITY COUNCIL MEETING

APRIL 15, 2024

**AGENDA ITEM:** Consider High Iron and Catch Basin Repairs  
**SECTION:** New Business  
**FROM:** Megan Theisen, Assistant City Administrator

---

**BACKGROUND:** We have identified 15 areas in town that are experiencing very high iron from road wear and rising from spring thaw. These areas are the worst areas that we would like to address sooner than later, as these areas were the cause of damage to our plowing equipment this winter.

Precision Utilities provided us a quote that provides the repairs to the high iron and the street restoration after. Many companies do not do all of this work, which would lead to more quotes/mobilization fees. The quote they provided is a range of \$25,500 to \$33,500 total for all 15 locations depending on what they find once they dig into each area.

Precision Utilities also provided a quote to repair a damaged catch basin in Dutch Lake. The base bid on this repair is \$5,125.00, but that could change a little once the roadway is removed and he can get a better idea of the extent of damages. If this is not approved at the same time as the high iron repairs, it is an additional \$960 for mobilization.

---

**DECISION MAKING METRICS:** Two public works vehicles sustained about \$8,000 in damages to cutting edges from the high iron breaking them.

**FINANCIAL:** Approve a maximum of \$40,000 to complete the repairs.

---

**COUNCIL ACTION REQUESTED:** Approve Precision Utilities as the contractor for street repairs with a maximum of \$40,000 allocated to the project.

**ATTACHMENTS:** 1. Quotes from Precision Utilities



Precision Utilities LLC  
14067 62nd St.  
Mayer, MN 55360  
612-251-1976  
www.precisionutilities.com

<b>Estimate:</b>		<b>PU Estimator:</b>	Dan Lipe
<b>Customer:</b>	City of Howard Lake	<b>Quote Date:</b>	4/2/2024
<b>Email:</b>		<b>Quote Expires:</b>	30 Days
<b>Project Location:</b>	Howard Lake Minnesota 55349	<b>Base Bid</b>	<b>\$0.00</b>

#### Project Scope

Remove manhole rings and replace/repair gate valves. Road Patch. Rings and valve box tops included.

If additional work is required, another bid will be required.

#### Mobilization / Permit / Admin Fees \$0.00

Transport equipment to jobsite location

Bid if for 9 manhole rebuilds and 6 gate valves done at the same time.

#### Equipment / Labor Rates \$0.00

Replace Manhole rings and repair road. Includes traffic control and manhole rings/concrete.

Rebuild man hole from structure to road grade \$2,300 Each

Repair valve boxes and repair road. Includes traffic control and top section with cap/Vac out gate valve

\$1950 Each

#### Materials \$0.00

Pricing includes trucking

\$25,500 min - \$33,500 max

#### Alternates

If manholes do not need to be rebuilt from structure lid up cost could be \$1,800.00 Each

If valve boxes do not need new parts or hydro vac cost could be \$1550.00

#### Compensation

1. All monetary amounts referred to in this agreement are in USD.
2. The Contractor will charge the client a flat fee listed as the "Base Bid" for the services outlined.
3. A deposit of 40% will be required prior to the start of the project.
4. For the remaining amount, the Contractor will invoice the Client when the services are complete.
5. Invoices submitted by the Contractor to the Client are due upon receipt.

#### Exclusions

Dewatering, soil correction, pipe support, removal of buried obstructions, jacking, frost charges, rock excavation, construction staking, restoration (other than if listed above), compaction tests, hauling of excess soils, erosion control/inlet protection, hazardous material handling, irrigation, sheeting, shoring, bracing, and private utility locates.

Price includes only those items listed above as stated. General Contractor/Owner is to review proposed scope listed above. Precision Utilities is not responsible for items missing from scope

#### Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Date of Acceptance

Signature of Authorized Individual



Precision Utilities LLC  
14067 62nd St.  
Mayer, MN 55360  
612-251-1976  
www.precisionutilities.com

<b>Estimate:</b>		<b>PU Estimator:</b>	Dan Lipe
<b>Customer:</b>	City of Howard Lake	<b>Quote Date:</b>	4/11/2024
<b>Email:</b>	mtheisen@howard-lake.mn.us	<b>Quote Expires:</b>	30 Days
<b>Project Location:</b>	Dutch Lake Road Howard Lake	<b>Base Bid</b>	<b>\$5,125.00</b>

#### Project Scope

Remove asphalt and concrete. Excavate and repair catch basin. Restore asphalt and concrete.

If additional work is required, another bid will be required.

#### Mobilization / Permit / Admin Fees \$0.00

Add an additional \$960 if not done at the same time as others.

Based on reusing the existing casting

#### Equipment / Labor Rates \$2,380.00

Remove roadway

Replace dog house and invert

Replace rings

#### Materials \$2,745.00

Trucking

Rings

Concrete

Asphalt

Saw Cut

#### Alternates

Any alternate options

#### Compensation

1. All monetary amounts referred to in this agreement are in USD.
2. The Contractor will charge the client a flat fee listed as the "Base Bid" for the services outlined.
3. A deposit of 40% will be required prior to the start of the project.
4. For the remaining amount, the Contractor will invoice the Client when the services are complete.
5. Invoices submitted by the Contractor to the Client are due upon receipt.

#### Exclusions

Dewatering, soil correction, pipe support, removal of buried obstructions, jacking, frost charges, rock excavation, construction staking, restoration (other than if listed above), compaction tests, hauling of excess soils, erosion control/inlet protection, hazardous material handling, irrigation, sheeting, shoring, bracing, and private utility locates.

**Price includes only those items listed above as stated. General Contractor/Owner is to review proposed scope listed above. Precision Utilities is not responsible for items missing from scope**

#### Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Date of Acceptance

Signature of Authorized Individual



# HOWARD LAKE CITY COUNCIL MEETING

APRIL 15, 2024

**AGENDA ITEM:** Consider Approving Contract & Fee for Finance Duties.

**SECTION:** New Business

**FROM:** City Administrator

---

**BACKGROUND:** Finance Coordinator Jennifer Swendsen has tendered her resignation effective April 18, 2024. Staff began researching both interim and long-term options concerning the finance related duties of the city. Staff is recommending contracting with Abdo, a private accounting/finance firm for finance director services. The following are noted as reasons and considerations for doing so at this time:

- While the retirement of Swendsen was anticipated, the timeline was condensed to meet her personal needs. It would not have been possible to recruit a replacement and get in-house before her departure.
- Our current and proposed project queue is full and full of large, financially complicated projects including the library and an estimated \$38Million worth of street reconstruction and utility needs. We need to be properly staffed for these needs to stay in overall compliance and provide quality information to the council and residents in terms of our financial management.
- The anticipated duties and responsibilities related to legal and well-run finances of the city continue to evolve and become greater and more complicated. We have been fortunate over the years to secure good staff for these needs, but recruiting quality employees is also becoming more difficult.
- We have an established long list of accounting and financial related goals that would be best addressed through a consultant engagement including
  - o Project Escrow Tracking
  - o CIP update and implementation
  - o Long Term Financial Projections
  - o Annual budget formation

Staff has subsequently met with representatives of Abdo to discuss scope of services. Additionally, staff has met with and contacted other cities currently using Abdo for these services. Ultimately, the recommendation is to contract with Abdo immediately on a per-hour basis and execute a longer term scope of services for ongoing needs.

In discussion with Abdo, we anticipate a heavier/frontend engagement where more in-person time will be needed by Abdo representatives. We will also be using all their services including payroll and AP during this interim transition. Long term, we will tailor the services to best match in-house staff to minimize contract fees.

**Scope of Services Proposed [Pages 9/10 of Proposal]**

ABDO FS CONTRACT TASK	CLIENT RESPONSIBILITY	FREQUENCY
<b>Cash and Investment Monitoring</b>		
Reconcile cash and investments	Provide read only access to financial institutions	Monthly
Verify bank has proper amount of collateral pledged to City's account	Request monthly collateral statement from the bank	Monthly
Adjust investment to market value and allocate interest to funds	Review and provide input	Quarterly
<b>Quarterly Reporting</b>		
Complete quarterly dashboard of key indicators		Quarterly
Provide narrative to quarterly financial report	Review and provide input	Quarterly
Review quarterly budget to actual reports for coding errors	Review and provide input	Quarterly
<b>Annual Reporting</b>		
Complete Financial Reporting Form for the Office of the State Auditor		June 30
Audit submitted to the Office of the State Auditor		June 30
Complete the financial statement publication for the newspaper		June 30
Property Tax Levy Report to the Minnesota Department of Revenue		December 31
TNT-20XX Form to the Minnesota Department of Revenue		December 31
Outstanding indebtedness report to the County		January 31
Preparation of budget publication		January 31
Lobbying costs form		January 31
Complete Summary Budget Form to the Office of the State Auditor		January 31
<b>Audit Preparation</b>		
Prepare workpapers and gather support for the annual audit of the financial statements		Annual

ABDO FS CONTRACT TASK	CLIENT RESPONSIBILITY	FREQUENCY
<b>Annual Budget Preparation</b>		
Preliminary meeting with City management to review high level assumptions to be utilized in the upcoming budget cycle	Review and provide input	June 30
Prepare a City management's recommended property tax levy along with a general outline of the City budgeted fund including any potential budget funding gaps. This will include the all funds summary and preparation of all budget documents.	Review and provide input	July - August
Distribute budget workpapers to department heads		June 30
Assist with the certification of the final of the tax levy to the County		December 31
Coordinate collection of workpapers and summarize needs		July
Coordinate certification of preliminary levy to County	Review and provide input	September 30
Prepare budget revisions, if needed	Review and provide input	September - October
Present preliminary budget	Review and provide input	September
Attend Public Input Meeting on proposed budget and levy	Review and provide input	December
<b>Accounts Payable</b>		
Accounts Payable Processing	Provide coding and approval on invoices	Bi-monthly
Assistance in preparation of year-end 1099 forms		Annually
<b>Sales Tax</b>		
Calculate and file with the MN department of Revenue		Quarterly

Existing Roles and Duties

Abdo would assign a lead finance director to the City and support staff to assist with the duties listed above. While we anticipate Abdo to have more in-office time while we transition, long term most interaction would be remote. Therefore, certain roles and functions within the administration department would also have to change. To accommodate this, we anticipate elevating the Office Manager's roles to be the point person from City Hall to staff at Abdo. This will involve the purchase and use of new software platforms to scan and code invoices and ensure the City's financial software communicates effectively with Abdo's software. Additionally, we will need to update various account permissions to allow Abdo access and assign the city administrator as the treasurer. Currently, the finance coordinator holds the statutory designation of treasurer.

**DECISION MAKING METRICS:**

**FINANCIAL:** Transitioning to Abdo is NOT expected to produce a budgetary savings; nor was it the anticipated goal. The contract calls out a per hour engagement through April with fees ranging from \$180 - \$480 per hour depending on the assigned staff used/task. Following the contract calls out:

FINANCE DIRECTOR SERVICE	ANNUAL FEE
*May 1, 2024 - December 31, 2024	\$ 95,000
January 1, 2025 - December 31, 2025	\$ 104,500
January 1, 2026 - December 31, 2026	\$ 114,950
January 1, 2027 - December 31, 2027	\$ 126,450

There are various additional services available both through Abdo and related partners including full payroll processing and HR management. It is our hope at this time to avoid these services. However, we will participate with a full payroll assessment and generally be receptive to the breadth of their services to ensure our needs are met while best using existing staff.

**LEGAL:** The contract has been reviewed by the city attorney with no substantive comments provided back to staff. An inquiry was placed to Abdo to confirm contract durations and backout clauses and will be discussed at the meeting.

**COUNCIL ACTION REQUESTED:** Approve Abdo for Finance Director services including the contract approval as presented.

**ATTACHMENTS:**

1. Contract/Scope of Services Abdo



SERVICE PROPOSAL FOR

# City of Howard Lake

625 8th Avenue, Howard Lake, Minnesota 55349

April 09, 2024

[abdosolutions.com](http://abdosolutions.com) | Mankato, MN - Edina, MN - Scottsdale, AZ

**Abdo**  
Financial  
Solutions

Proposed by

**Victoria Holthaus, CPA**

Partner | Abdo

[victoria.holthaus@abdofs.com](mailto:victoria.holthaus@abdofs.com)

P 952.715.3069



Nick Haggemiller, City Administrator  
City of Howard Lake  
625 8th Avenue  
Howard Lake, Minnesota 55349

April 09, 2024

Dear Nick,

Thank you for the opportunity to submit this proposal to the City of Howard Lake, Minnesota (the City), for accounting services. Based on our past experience with cities of comparable size and complexity, we believe our structured contract with defined outcomes offered through Abdo Financial Solutions, LLC (Abdo FS), will provide the City with excellent financial services.

We believe our solution will result in the City receiving high-level information, continual improvement of processes, and allow the City to keep overall costs stable. Our proposal is based on the needs of the City as laid out in the request for proposal and the experiences we have had working with other cities. This proposal outlines the scope of services we believe will address the needs of the City. The following are a few ways in which our Financial Solutions professionals can support the City:

- You indicated that your finance coordinator is retiring at the end of April. As part of the City's long-term strategic vision for finance, you'd like to move forward with outsourced accounting and financial services. Our team of experienced local government finance professionals will provide the City with the knowledge that is needed to support your financial operations, along with insights into regulatory and other trends that may have an impact on the City.
- You indicated that timely and accurate financial reporting are a high priority for management and Council; within our first ninety days of service, our team will work to establish month and quarter-end procedures, and provide the City Council with a quarterly financial report including dashboards of key financial success metrics, along with a report on the City's investment positions and liquidity.
- We recognize the City's annual budget reflects the priorities and strategic objectives of the City Council. As such, the annual budget process will be a key objective for our work. We will provide a comprehensive budget process that includes input from key stakeholders on your management team and staff, as guided by the City Council.
- You expressed the importance of partnering with an advisor that will provide timely advice regarding compliance with state and federal laws, regulations, and reporting. Our team has established industry best standards for monthly monitoring of compliance tasks, and we continually work to stay ahead of industry trends that will affect our local government clients. We will bring these insights directly to the City of Spicer.
- Continued coaching and development of your staff remains a high priority, especially as the City continues to grow and face ever changing complexity. Our team will commit to mentoring your staff and expanding their skillset and knowledge throughout our engagement.

The term of this contract shall be from April 15, 2024 through December 31, 2027.

We will provide the majority of our services remotely; however, an Abdo FS representative may visit City offices as needed, and this may include participation at City Council meetings.

The investment required for our services is indicated on the value page, and this quote remains valid for thirty (30) days. Please note that Abdo FS is independent of the City as defined by auditing standards generally accepted in the United States of America.

Abdo FS acknowledges the City has retained an independent registered municipal advisor (IRMA) to assist and advise the City in evaluating information relating to the issuance of municipal securities and/or municipal financial products. Abdo FS acknowledges the City will rely on advice from their IRMA. Abdo FS will have no recourse against the City or its IRMA, regarding action or inaction relating to evaluating, commenting on, or responding to financial projects or information received under this Agreement. Abdo FS acknowledges it is not the registered independent municipal advisor retained by the Municipal Entity Client.

Abdo FS would like to thank the City for the opportunity to propose on these services. We look forward to exceeding your expectations and developing our long-term, mutually beneficial relationship.

Sincerely,

**Abdo Financial Solutions**



**Victoria Holthaus, CPA**

Partner | Abdo





# The Abdo Difference

At Abdo, we believe in the importance of relationships. This core value is the foundation of our approach to delivering the best experience and outcomes for our clients. It's inherent in our people and the way we work. We know that for our clients to be successful, it takes more than having experience and credentials – we take the time to listen to their unique motivations, goals, and challenges. We truly care about their journey and where their path leads.

Our process is built around a deep commitment to every client:

*We light the path forward so you can proceed with **confidence**.*

*We're the **partner** you can trust to help you along the way.*

*We're the **catalyst** who empowers you to reach your goals.*



# Your Team

Based on our ability to provide the requested services, our shared core values, and an understanding of your unique needs, we have the resources, knowledge, people and services to light the path forward for your city.

We have assembled a team with relevant experience who are committed to working with you to ensure success. Each team member is briefly profiled below, and full biographies can be found in Appendix C.



**VICTORIA HOLTHAUS, CPA**

**Partner**  
*victoria.holthaus@abdofs.com*  
**P** 952.715.3069



**ANNETTE STORM**

**Manager**  
*annette.storm@abdofs.com*  
**P** 952.449.6224



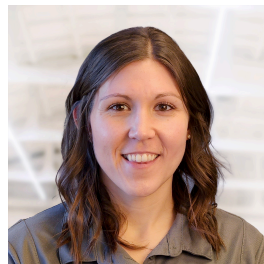
**ASHLEY FELDEWERD**

**Manager**  
*ashley.feldewerd@abdofs.com*  
**P** 952.715.3060



**AMANDA WATSON**

**Senior Associate**  
*amanda.watson@abdofs.com*  
**P** 952.395.9332



**JESS BALDERSTON**

**Accounting Specialist**  
*jess.balderston@abdofs.com*  
**P** 952.395.9338



**ANN PETROWIAK, CPA**

**Senior Manager**  
*ann.petrowiak@abdosolutions.com*  
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**SARAH RUGGER**

**Manager**  
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**P** 507.304.6864



# Government Experience

You can have confidence in our years of experience performing consulting services, the quality of the accounting services we offer and our understanding of the unique challenges our clients face in the government space. Since 1963, we've served cities just like yours. With an unwavering commitment to streamlining processes, training staff, and finding technology-based solutions, we proudly offer excellence in city consulting and auditing. Out of our 180-strong, talented staff, over 40 team members are 100% focused on government clients, which include over 100 cities and other governmental entities. By serving cities across Minnesota, we have become experts in the nuances of how to best support your city. Our expertise affords you a consulting experience that is painless. We do this by communicating up front, coming fully prepared, and being available throughout the year to support you.

## PROCESS

Our methods are centered around incorporating technology to deliver unparalleled solutions for government organizations. In addition to our consulting experience, our firm expertly performs outsourcing for governments giving us a wealth of experience in a consulting role. We don't believe in a one-size-fits-all mentality. So together, we'll focus on the needs that are relevant to your city and provide the right services to meet them with a customized methodology based on your needs. We're focused on developing creative, customized solutions to help your city mitigate costs and boost efficiency.

## FOCUS

Through continuous training and growth opportunities, we've established an environment with a focus on serving government entities. We spend more than 100 hours training and onboarding to ensure success for our clients. We truly hope that you partner with us to light the path forward for your organization.

## OUR QUALIFICATIONS

- GFOA and MnGFOA Association members
- Government operations training
- MSRB Municipal Advisor Qualified Representatives (Series 50 and Series 54)
- Consulting services for over 100 cities
- We've assisted many municipalities in preparing for the GFOA's Certificate of Achievement for Excellence awards in financial reporting

**OUR FINANCIAL MANAGEMENT AND CONSULTING SERVICES INCLUDE:**

- Budget process development
- Capital improvement planning
- Cash flow analysis
- Cost containment processes
- Debt management plans
- ERP system consulting
- Federal and State relations/grant consulting
- Finance Director services
- Financial management plans
- Financial reporting and analysis
- Fleet: Operations and replacement rate analysis
- Interim accounting and financial services
- Internal control evaluation
- Long-term strategic planning
- Payroll processing
- Policy development
- Process flows and efficiencies
- Project management
- Quarterly and monthly reporting to management
- Reconciliations
- Software implementation
- Utility/fee analysis
- Year-end audit preparation and financial statement preparation





# Payroll Experience

Our talented payroll team members recognize that our primary focus must always be providing outstanding service to your most valuable resource – your people. Our team is comprised of 12 HR and payroll industry experts with over 75 combined years of service, including two Certified Public Accountants. Beyond having a deep knowledge of payroll tax, compliance, and processes, our team also understands that payroll is a critical piece of a much larger strategic objective - attracting and retaining the workforce necessary to drive your city's goals.

As your payroll partner, we bring the experience and expertise to offer payroll support that reduces stress and ensures deadlines and compliance requirements are met. We provide proactive and value-added suggestions for improvement to our valued clients and will do the same for you and your team. We're not just gathering data and completing a transaction, we're committed service-providers who understand the payroll process and its impact on your city. Your people are your biggest asset and there will always be someone to help you each time you call.

In addition to payroll support, Abdo is a full-service firm with over 160 experienced experts in areas ranging from accounting, audit, taxation, human resources, business valuation, and estate planning. Our team is here to help bring your city to the next level of success.

## PROCESS

From the start, you will experience the difference working with Abdo, as we begin our relationships by getting to know your city. We focus on learning your unique payroll timing, policies, processes, challenges, and opportunities. During this phase, we transition your city to an integrated software platform to streamline confidential payroll communication and information sharing, while allowing us to stay connected to your management team and employees. Through this process, we will uncover opportunities to improve compliance, employee experience, and payroll process efficiencies for your team. Upon completion of set-up, we provide the necessary process and software training to you and your staff.

With our experience and commitment to quality service, you can be confident that we're the right payroll partner for your city. Let us help you take the stress and anxiety out of payroll to allow you to focus on what you do best.

## OUR PAYROLL EXPERTS PROVIDE:

- Integrated payroll software options that keep you connected with management and employees
- Guaranteed on-time payroll processing and employee pay delivery
- Proactive and expert payroll compliance support to keep you out of trouble
- Worry-free tax and regulatory reporting and filing with anytime access to management and labor reports
- Employee-friendly self-service access and information updating
- Integrated time and PTO tracking, approval, and scheduling
- No-hassle accounting entries and general ledger integration
- Integrated software support and utilization
- Specialized labor cost analysis and reporting
- Multi-department labor cost allocation

# Outsourced Finance Director

Building relationships to become a valuable extension of your city is what our Financial Solutions team will be ardently focused on when we work with you. When you employ our team, you gain a fresh perspective on a broad range of topics – you'll have one point of contact but a whole team of people bringing you value. With that said, we've had the opportunity to partner with over 100 clients in the Midwest. Among the support we provide, Outsourced Manager of Finance services are a primary focus of our team. We offer this service for a broad range of cities with populations ranging from 800 – 25,000 in size.

Acting as outsourced finance managers and controllers requires a broad ranges of skills and experience. We bring a unique set of skills and experience as former government auditors, finance directors and controllers. Through this lens, we implement processes and procedures to improve your city's daily operations. Our experience translates to insights that streamline the audit and budget process and internal controls, consequently reducing audit findings and improving efficiencies. Ultimately, this will save your city time and money.

## PROCESS

When you select our team, our process is made simple – for you and for your employees. First, we meet with your city administration to understand the challenges you face. We then analyze your financial statements, review budgets, and connect with your auditors to understand your financial position from their perspective. This gives us a holistic view to formulate a plan and propose how we can best support you.

Once our proposal is accepted, we'll work with key stakeholders to understand cash flow, investments, and begin fulfilling proposal initiatives. Together, we'll identify priorities and begin implementation.

## QUALIFICATIONS

Our people make the difference – we have three members on our team who have passed the Series 50 exam. These registered municipal advisors will manage your bonds, investments, and strategic planning initiatives. Out of 25 members in our Financial Solutions group, 60% of their work is focused on outsourced Finance Director services. The majority of our team members have worked in government organizations and public accounting, bringing you a fresh perspective backed by relevant experience. We're confident that Abdo FS has the right expertise, team support, and recommendations to help your city grow. We look forward to supporting you and your team



### SEE A SAMPLE REPORT

See a sample of our quarterly financial reports.

# Scope of Financial

ABDO FS CONTRACT TASK	CLIENT RESPONSIBILITY	FREQUENCY
<b>Cash and Investment Monitoring</b>		
Reconcile cash and investments	Provide read only access to financial institutions	Monthly
Verify bank has proper amount of collateral pledged to City's account	Request monthly collateral statement from the bank	Monthly
Adjust investment to market value and allocate interest to funds	Review and provide input	Quarterly
<b>Quarterly Reporting</b>		
Complete quarterly dashboard of key indicators		Quarterly
Provide narrative to quarterly financial report	Review and provide input	Quarterly
Review quarterly budget to actual reports for coding errors	Review and provide input	Quarterly
<b>Annual Reporting</b>		
Complete Financial Reporting Form for the Office of the State Auditor		June 30
Audit submitted to the Office of the State Auditor		June 30
Complete the financial statement publication for the newspaper		June 30
Property Tax Levy Report to the Minnesota Department of Revenue		December 31
TNT-20XX Form to the Minnesota Department of Revenue		December 31
Outstanding indebtedness report to the County		January 31
Preparation of budget publication		January 31
Lobbying costs form		January 31
Complete Summary Budget Form to the Office of the State Auditor		January 31
<b>Audit Preparation</b>		
Prepare workpapers and gather support for the annual audit of the financial statements		Annual

ABDO FS CONTRACT TASK	CLIENT RESPONSIBILITY	FREQUENCY
<b>Annual Budget Preparation</b>		
Preliminary meeting with City management to review high level assumptions to be utilized in the upcoming budget cycle	Review and provide input	June 30
Prepare a City management's recommended property tax levy along with a general outline of the City budgeted fund including any potential budget funding gaps. This will include the all funds summary and preparation of all budget documents.	Review and provide input	July - August
Distribute budget workpapers to department heads		June 30
Assist with the certification of the final of the tax levy to the County		December 31
Coordinate collection of workpapers and summarize needs		July
Coordinate certification of preliminary levy to County	Review and provide input	September 30
Prepare budget revisions, if needed	Review and provide input	September - October
Present preliminary budget	Review and provide input	September
Attend Public Input Meeting on proposed budget and levy	Review and provide input	December
<b>Accounts Payable</b>		
Accounts Payable Processing	Provide coding and approval on invoices	Bi-monthly
Assistance in preparation of year-end 1099 forms		Annually
<b>Sales Tax</b>		
Calculate and file with the MN department of Revenue		Quarterly



# Long-term Planning Approach

## PROJECT APPROACH

The following information outlines the approach we will take for the project.

## INITIAL ASSESSMENT

The first step to this project is to review and analyze data provided by the City. After this review, Abdo FS will meet with the city team to discuss overall anticipated project expectations, outcomes and timelines.

## LONG-TERM PLAN

The objective of our consulting engagement is to prepare a projection in accordance with guidelines for the presentation of a projection established by the American Institute of Certified Public Accountants (AICPA) based on information provided by you. We will conduct our consulting engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the consulting engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the projection.

Our consulting engagement cannot be relied upon to identify or disclose any misstatements in the projection, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.



[SEE AN SAMPLE REPORT](#)



## CITY EXPECTATIONS

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare the projection in accordance with guidelines for the presentation of a projection established by the AICPA. You have the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your projection in accordance with SSAR

- The selection of accounting principles to be applied in the preparation of the projection.
- The design, implementation, and maintenance of internal control relevant to the preparation and presentation of the projection that is free from material misstatement, whether due to fraud or error.
- The prevention and detection of fraud.
- To ensure that the City complies with the laws and regulations applicable to its activities.
- The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare the projection. Devote uninterrupted time to working with us as needed.
- Make candid representations about your plans and expectations.
- Make all management decisions and perform all management functions.
- Provide an individual responsible to review and accept our work.
- To provide us with:
  - Documentation and other related information that is relevant to the preparation and presentation of the projection,
  - Additional information that may be requested for the purpose of the preparation of the projection, and
  - Unrestricted access to persons within the City with whom we determine it necessary to communicate.

The projection will not be accompanied by a report. However, you agree that the projection will clearly indicate that no assurance is provided on it.

## UNANTICIPATED SERVICES

While the fixed price entitles the City to unlimited consultation with us, if your question or issue requires additional research and analysis beyond the consultation, the work will be subject to an additional price, payment terms, and scope to be agreed upon before the service is performed and a change order will be issued to document this understanding.

Furthermore, the parties agree that if an unanticipated need arises (training to different groups, researching a new issue, etc.) we hereby agree to perform this additional work at a mutually agreed upon price. This service will be priced separately to the City, using a change order.

### **PRICE GUARANTEE**

If you ever receive an invoice without first authorizing the service, payment terms, and price, you are not obligated to pay for that service.

### **QUALITY ASSURANCE**

Quality is critical the success and integrity of this project. Our internal processes ensure that all work is reviewed and approved prior to moving to the next phase of a project. Our processes require that work is reviewed by a staff member at a higher level than the person that completed it and ultimately the work is signed off on by the Abdo FS President.

### **CONCLUSION**

Throughout this process we will be in constant communication with the city team to ensure their needs are being met. By utilizing our operational experience as well as our knowledge of governmental accounting, our 50 plus years of experience providing services to Minnesota municipalities and our knowledge of regulations in the State of Minnesota we will provide the City information and recommendations for financial processes. We are excited about this opportunity and the benefits the City will recognize as this long-term plan is finalized.

# Value – Financial Services

We at Abdo FS help cities achieve their financial goals.

Our fees range from \$180 - \$480 per hour based upon the experience and level of the individuals to be assigned to perform your work. Fees are also based on the assumption and limitations outlined in the Scope of Services. Below are the fees for our services.

FINANCE DIRECTOR SERVICE	ANNUAL FEE
*May 1, 2024 - December 31, 2024	\$ 95,000
January 1, 2025 - December 31, 2025	\$ 104,500
January 1, 2026 - December 31, 2026	\$ 114,950
January 1, 2027 - December 31, 2027	\$ 126,450

Services will be invoiced at a rate of one-twelfth of our annual fee monthly, beginning in May of 2024.

\*The City has requested on-site and virtual presence during the month of April 2024 to provide overlap with the finance coordinator who is retiring at the end of the month. Our services will be provided on an hourly basis during April 2024, and we estimate the start-up and transition services we provide will range between \$7,500 - \$10,000.

\*The City has requested interim payroll processing in Banyon through June or July, when they will cutover to outsourced payroll processing with Abdo. This work will be invoiced at hourly rates.

\*The City has requested assistance in reconciling escrow accounts. Once the escrows are reconciled, Abdo will work with the City staff to take over the reconciliation procedures. Our work to reconcile escrows will be invoiced at hourly rates.

Our long-term financial plan services are not included within the Scope of the Finance Director service, and will be provided at a cost of \$14,500.

Our proposal assumes the City's 2023 audit is complete at the start of our engagement. If audit preparation assistance is needed for 2023, our team is able to provide these services at our standard bill rates and the services will be invoiced separately. Audit preparation assistance is subject to resource availability and a date that is mutually beneficial for the City, Abdo, and the City's auditors may be determined.

Travel time will be invoiced at one-half our hourly bill rates and mileage at IRS standard rates.

This quote is valid for thirty days.



# Value – Payroll Services

## **SERVICE & PRICE GUARANTEE**

Our work is guaranteed to the complete satisfaction of the client. Upon payment of your invoices, we will judge you have been satisfied, however, we welcome further conversation, if, in any way, you feel your expectations are not being met.

Please understand, however, that the price we have quoted considers and relies upon the following:

- The information you agree to provide is on time and complete to the degree indicated in our agreement.
- Your key management, finance, or human resources team members don't change during our service period.
- No undisclosed or newly arising complexities, claims, or significant transactions, occur that impact our service period. This includes emergence of yet unspecified revisions to any prior period work that would need to occur before we can perform our agreed services.
- No new tax, regulatory, or other reporting requirements are introduced between now and the end of our service period.

A full scope of services, including estimated hourly charges, is listed on the following page.

## **ADDITIONAL SERVICES**

Should you request services in addition to the Contracted Services, we will provide you with proposed fees for the services to be provided. You shall be required to sign a written or electronic confirmation of your request for additional services prior to implementation.

**ABDO FULL-SERVICE PAYROLL PROCESSING AND SUPPORT**

**\$1,300 / MONTH \***  
**\$15,600 / ANNUALLY**

**- PLUS -**

**ESTIMATED PAYROLL SOFTWARE FEES**

**-INCLUDES PAYROLL, TIMEKEEPING AND EMPLOYEE SELF SERVICE**

**\$400 / MONTH**  
**\$4,800 / ANNUALLY**

One-time Payroll Setup/Implementation Fee \$6,000

**\*Implementation to begin in May 2024 for a July/August payroll go-live date**

Guaranteed on-time payroll processing and employee delivery, including direct deposit and tax deposits

Bi-weekly processing for 25 employees PLUS monthly and annual fire, council and rescue payrolls

Employee self-service login support Included

Integrated time & PTO tracking, approval & scheduling **Optional** - Billed hourly + software fees

Enhanced HR Automation Features **Optional** - Billed hourly + software fees

Proactive and expert payroll compliance support to keep you out of trouble Included

Worry-free tax and regulatory filing with anytime access to management and labor reports Included

Processing of all post-payroll submissions, including PERA, benefit contributions, and garnishments Included

Employee benefit updates and changes related to payroll earnings and deductions Included

On-call access to Abdo experts Responsive access for management or supervisor questions

No hassle accounting entries Simple reporting or Banyon integration customized to your general journal

Integrated software support & utilization Basic support for payroll system

Employee friendly self-service portal access and information updating Included

**Items that may affect your contracted monthly amount**

- Changes in employee headcount
- Additional state/jurisdiction filing requirements
- New child support submissions
- New 401(k)/IRA/PERA/HSA/AFLAC submissions
- New garnishments/levy calculation and submissions



ADDITIONAL PAYROLL SERVICES, BILLED AS NEEDED	FEE STRUCTURE
Changes to company policies or payroll set-up that require system reconfiguration (i.e. PTO accrual changes, general ledger set-up, etc.)	Billed hourly
W-2 reprints	Billed hourly + software fees (if any)
Special/historical reporting or analysis	Billed hourly
Work comp audit reporting	Billed hourly
Verification of employment reporting	Billed hourly
1095c/1094c reporting	Billed hourly + software fees (if any)
Special / additional payroll runs and corrections (due to client error or changes)	Billed hourly + software fees (if any)
Client payroll bank account changes	Billed hourly
Payroll filing amendments (due to client errors or changes)	Billed hourly + software fees (if any)
<b>Expedited processing fee due to late submission of payroll information (payroll information is due by 12:00 p.m. CST, four business days prior to your check date)</b>	<b>\$95.00 per applicable check date</b>

STAFF LEVEL	HOURLY RATES **
Partner	\$485
Senior Manager	\$350
Manager	\$290
Senior Associate	\$225 - \$240
Associate / Accounting Specialist	\$180 - \$225

**Comprehensive Payroll Process & Compliance Assessment:** Includes one-on-one interviews, policy review, historical payroll report sampling, and virtual work shadowing with payroll staff to document and review your current timekeeping & payroll processes, system setup/utilization, regulatory/union contract compliance, and challenges.

Project outcomes include identification and prioritization of payroll risks and opportunities as well as documented recommendations and timelines for payroll process efficiency and software optimization opportunities.

**\$8,500**

Proposal is based upon the following assumptions and estimates:

- Interviews with up to 4 payroll staff and/or department leaders
- Review of current payroll-related handbook policies
- Virtual work shadowing for up to 3 hours of real-time payroll processing and software evaluation
- Random review and testing of a sampling of payroll reports to check for tax and payroll compliance

**Comprehensive HR Assessment:** Includes up to 4 - 6 hours of virtual interview(s) in collaboration with your HR staff and leadership team to review the following:

- Current HR policies and practices including review and risk assessment of employee handbook with multi-state and federal considerations (up to 3 states)
- Recruiting, selection and onboarding practices
- Reviewing up to 3 job descriptions
- Offboarding practices
- Benefits compliance and administration
- Employee recordkeeping compliance (reviewing up to 3 employee files)

**Project outcomes include:**

- Proactive awareness of areas of HR compliance and employment risk and recommendations for improvement
- Identify HR-related automation and process opportunities to increase efficiency, save costly HR team labor dollars and free up HR staff time to focus on other priorities
- Realistic and customized ideas to increase employee engagement and reduce costly employee turnover, including time spend addressing operational disruption, recruiting, and interviewing
- Documented timeline, HR tool/templates, and prioritization of key recommendations, providing you with a roadmap so you can take action and begin seeing results right away

**\$10,000**



# Technology



We believe technology should enhance our service offerings, making our work less intrusive, our time with you more productive and everyone's data more secure. The use of technology in our financial accounting and consulting services enables us to streamline our processes and helps to automate certain functions of our work so we are able to spend more time analyzing our results and working directly with you.

Through the outbreak of COVID-19, our team has been able to seamlessly move to a completely remote work environment with no loss of productivity, cooperation, or communication. Since March 17, 2020, our staff has been successfully conducting remote financial accounting and consulting services using the latest video conferencing and secure file sharing technology. Through Zoom, Microsoft Teams, or whatever technology your city may use, our team will continue to work through normal procedures, including regular meetings with you during the engagement to ensure effective collaboration with your team.

We take the security of our client's data - and our own - very seriously. A number of systems are in place to ensure the safety of your city's data. We operate on a remote distributed infrastructure leveraging Microsoft's Cloud Platform Azure. This not only allows our staff to securely work from any computer, anywhere, any time, but also provides large-scale, cutting-edge technology and security for your data. Your data is housed in secure data centers that reside exclusively in the U.S. and not on laptops or local servers which could be stolen or misplaced. We continually provide security awareness training to our staff members to ensure they are good digital stewards of your data. In addition to this, we also consult bi annually with 3rd party security experts to conduct risk assessments and conduct annual penetration tests.

## IT ALSO MEANS:



All firm staff use dual authentication to ensure that every login to our remote environment is secure and authorized.



All data is saved on redundant servers and data centers so if one server fails, another immediately takes over with no data lost.



All data is backed up continually which means we always have an extra copy for safe-keeping.



All incoming emails, attachments, and embedded links are scanned for viruses prior to landing in our inbox, which allows us to operate with more protection from phishing emails, malware attacks, and other digital threats.

Our cloud platform, Azure, is globally trusted by companies and governments and has numerous security compliance standard they adhere to. Reports of these can be provided as requested.

# What Our Clients Say



## CLIENT REFERENCES

One of the things we enjoy most about our work is developing long-term relationships with our clients and watching their city thrive as we help them to evolve and grow. Our clients listed below serve as a sample of references of those we partner with for their accounting services. Additional references are available upon request.

### CITY OF DUNDAS

*Jenelle Teppen*  
City Administrator  
P 507.645.2852

### SERVICES PROVIDED

*Long-term Plan*  
*Outsourced Finance Director*  
*Budgeting*

### CITY OF OAK GROVE

*Loren Wickham*  
City Administrator  
P 763.404.7075

### SERVICES PROVIDED

*Outsourced Finance Director*  
*Budgeting*  
*Audit Preparation*  
*HR Consulting*

### CITY OF WYOMING

*Robb Linwood*  
City Administrator  
P 651.462.0575

### SERVICES PROVIDED

*Outsourced Finance Director*  
*Budgeting*  
*Audit Preparation*  
*Long-term Plan*

# Value-Added Services

When you partner with Abdo, you get access to our entire catalog of services. Below is a selection of the additional solutions that we believe could be of great value to your city. If you have need of these services, please reach out to us so we can help! Our additional service offerings can be found at [www.abdosolutions.com](http://www.abdosolutions.com).

## ENTERPRISE RESOURCE PLANNING (ERP) ANALYSIS & IMPLEMENTATION

When choosing an ERP system, the options are seemingly endless. How do you know which ERP system is best for your city? Abdo Financial Solutions can help. We can partner with you to design and implement an ERP system that fits your needs by:

- Assisting with the RFP Process - We'll define the technical specifications to include in your RFP and provide support through the ERP vendor selection process.
- Facilitating a Seamless Implementation - If needed, we can manage the organization-wide implementation of your ERP system in accordance with your budget and schedule.
- Communicating Change - We'll communicate with staff members to explain the "why" behind ERP and demonstrate how it will make their lives easier. To help staff members navigate new processes, we'll provide training as needed.

## LONG TERM PLANNING

**How will you fund your city's Capital Improvement Plan?** Part of establishing a capital improvement program is determining how to pay for it. Will you issue debt? Raise property taxes? Reorganize your capital budget? A long-term plan can help you answer these questions and more. Depending on your needs, our approach to long term planning may include:

- Preparing projections to gauge future revenue streams
- Conducting a debt management study
- Reviewing reserve and fund balance policies
- Implementing plans to achieve pay-as-you-go financing
- Software Implementation



# *An ongoing quest to be better, together*

## **OUR COMMITMENT TO DIVERSITY, EQUITY, & INCLUSION**

At Abdo, we recognize the need for continuous improvement in diversity, equity and inclusion initiatives throughout our firm and the accounting industry at large. We believe that when we understand each other better, we grow better together.

Over the past year, we have increased our efforts to promote diversity, equity, and inclusion within our firm and community through implicit/unconscious bias, anti-harassment, and interview training. Our Diversity, Equity, and Inclusion Committee continues to implement new ideas, projects, and initiatives to move our firm forward through learning, understanding, and improving on these issues.

We continue to increase our number of women at the highest leadership level. We strive for continued growth in our ability to attract and retain women and people of color within our firm and we are working towards greater equity and diversity for all within our industry.

In order to build a more inclusive work environment, the firm has implemented diversity and inclusion education through partnering with expert speakers and trainers. Please let us know if you have any ideas on how we can improve diversity, equity, and inclusion at Abdo.



**61%**

*of our employees  
are female*



**51%**

*of our  
management level  
employees are  
female*



**23%**

*of our interns this  
year were people  
of color*

## ABDO DIVERSE SCHOLARSHIP & INTERNSHIP PROGRAM

Abdo was a proud co-sponsor of the AICPA PCPS George Willie Ethnically Diverse Student Scholarship & Internship, which allows 10 ethnically diverse accounting students the opportunity to be awarded internships with a firm that has been selected by the AICPA. Upon conclusion of this successful partnership, we were inspired to create our own DEI Sponsorship program, annually awarding a rising diverse accounting student a scholarship & internship.



# DEI Initiatives



## PARTNERSHIP WITH NABA

Abdo is proud to sponsor the Minnesota State University, Mankato Chapter of NABA (National Association of Black Accountants) Inc. NABA is committed to increasing the number of African Americans in the accounting and finance professions and to promoting their success. As a firm, we are invested in not only increasing diversity within our organization but support diversifying the industry as a whole. We are committed to providing guidance and mentorship along with financial support to this organization.



## GREATER MANKATO GROWTH DEI COLLABORATIVE

Abdo is a founding sponsor and member of Greater Mankato Growth's (the Mankato region's chamber of commerce) DEI Collaborative. This collaborative was formed to discuss what we could do as individuals, organizations, and the community to increase diversity and make our community a welcoming one. Together, we explored our individual biases, developed action plans to make a difference within our organization, and pledged to continue the work to make our community inclusive.

## CEO ACTION PLEDGE

We are proud signatories of the CEO Action Pledge, a pledge signed by CEOs from different sectors, sizes, and geographical area to support more inclusive workplaces. As part of this pledge, we work toward goals including DEI education and recruiting. We promise to have the difficult conversations and make our firm, and this industry—one that better reflects the communities we live and work.



## YWCA

We are committed to the continued support and advancement of women in our firm and in our communities. One of the ways we do this is through a partnership with YWCA Mankato, an organization whose mission is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all. We are proud sponsors of the Elizabeth Kearney Women's Leadership Program, Women's Leadership Conference, and Women of Distinction event.



## COMMUNITY INVOLVEMENT

Every year, we come together as a firm to participate in what we call a "Day of Action." This gives us an opportunity to give back to organizations within our communities that support underserved populations. You can catch us volunteering at a food shelf, building houses, or helping at an After School Program. In addition, the firm pledges 24 hours of VTO (Volunteer Time Off), for each employee to volunteer at the nonprofit of their choosing. We truly believe we are better, together.

# Why Partner with Abdo

## LIGHTING THE PATH FORWARD

In a world of ever-changing complexity, people need caring, empathetic and highly skilled professionals they can depend on to provide the right advice and solutions for them. Our clients seek growth and success, but also want security and confidence. For nearly 60 years, Abdo has provided insights for our clients to help them achieve their goals.

That same innovative spirit is also what has earned us the title of being one of the top accounting firms in the Midwest. Abdo is a better firm today because of the efforts we made to support a culture driven by our core values of growth, relationships, and teamwork.

With this foundation in place, we have successfully helped our clients identify and break through their own growth barriers. Every challenge they face is an opportunity for us to listen, understand and empower them with solutions and a plan to achieve their goals. It's fulfilling to serve as the catalyst that helps them overcome obstacles that block their progress.

When it comes to our working relationships, we are partners. We're confidants. We're the catalyst that sparks true business growth, providing guidance through every challenge and opportunity along the way.

## ABOUT ABDO

Abdo is a full-service accounting and consulting firm that delivers customized strategies and innovative solutions to help businesses, governments and nonprofits succeed. With more than 180 professionals and nearly six decades of experience, Abdo is ranked as one of the top accounting firms in the Midwest. It is a licensed CPA firm with offices located in Minneapolis and Mankato, Minnesota, and Scottsdale, AZ. Abdo's commitment to its clients is to gain in-depth knowledge of their unique challenges, opportunities, and needs. Through this consultative approach, Abdo partners with organization leaders to light the path forward to confidently reach their goals.

*"Listening to our clients' needs, understanding their challenges, and adjusting how we work together is key to our partnership with the people we serve."*

-- Steve McDonald, CPA | Managing Partner



# Appendix A

AGREEMENT FOR FINANCIAL SERVICES



# Agreement for Financial Services

THIS AGREEMENT, is made and entered into on April 09, 2024 by and between the City of Howard Lake, Minnesota (hereinafter referred to as the "Client"), and Abdo Financial Solutions (hereinafter referred to as the "Contractor").

## Articles of Agreement & Recitals

WHEREAS, the Client is authorized and empowered to secure from time to time certain professional services through contracts with qualified consultants; and

WHEREAS, the Contractor understands and agrees that:

1. The Contractor will act as an Independent Contractor in the performance of all duties under this Agreement. Accordingly, the Contractor shall be responsible for payment of all taxes, including federal, state and local taxes and professional/business license fees arising out of the Contractor's activities;
2. The Contractor shall have no authority to bind the Client for the performance of any services or to obligate the Client. The Contractor is not an agent, servant, or employee of the Client and shall not make any such representations or hold himself/herself out as such;
3. The Contractor shall be the exclusive outsourced accounting service provider for the Client during the term of this Agreement;
4. The Contractor shall perform all professional services in a competent and professional manner, acting in the best interests of the Client at all times.
5. The Contractor shall not accrue any continuing contract rights for the services performed under this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed as follows:

## ARTICLE I

### INCORPORATION OF RECITALS

The recitals and agreement set forth above are hereby incorporated into this Agreement.

## ARTICLE II

### LIABILITY INSURANCE

**Section 1 Liability Insurance:** The Contractor shall obtain professional liability insurance, at their expense with liability insurance coverage minimums in the amount of \$2,000,000, which Contractor must secure and maintain during the term of this Agreement. Contractor will provide Client with proof of liability insurance coverage under this Agreement in writing upon request by the Client.



### ARTICLE III

#### DURATION OF THE AGREEMENT

**Section 1 Duration:** This Agreement shall commence upon date of execution by all parties and will remain in effect until December 31, 2027 unless earlier terminated as provided in Sections 2 and 3.

**Section 2 Client's Termination Rights:** The Client may terminate this Agreement upon sixty (60) days written notice in the event the Client determines in its sole discretion that it is not in the Client's best interest to continue using Contractor's services. The Client may terminate on ten (10) days written notice if the Contractor fails to perform its obligations under this Agreement.

**Section 3 Contractor's Termination Rights:** Contractor may terminate this Agreement upon thirty (30) days written notice to Client in the event Client does not pay Contractor compensation as required under Article 5, Section 9 within fifteen (15) days after invoice is received by Client. In the event of non-payment within thirty (30) days, Contractor shall give the Client an opportunity to cure the default by giving a notice of such non-payment and an additional five (5) days after the Client's receipt of the notice to remit such payment, prior to giving a notice of termination. Contractor can also terminate the Agreement with one-hundred and twenty (120) days written notice if the Contractor believes it is in its best interests to terminate the Agreement.

### ARTICLE IV

#### GENERAL

**Section 1 Authorized Client Agent:** The Client's authorized agent for the purpose of administration of this Agreement is the City Administrator. Said agent shall have final authority for approval and acceptance of the Contractor's services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement. All notices under this Agreement shall be sent to the person and address indicated below on the signature lines.

**Section 2 Amendments:** No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

**Section 3 Assignability:** The Contractor's rights and obligations under this Agreement are not assignable or transferable.

**Section 4 Data:** Any data or materials, including, but not limited to, reports, studies, photographs, negatives, or any and all other documents prepared by the Contractor or its outside consultants in the performance of the Contractor's obligations under this Agreement shall be the exclusive property of the Client, and any such data and materials shall be remitted to the Client by the Contractor upon completion, expiration, or termination of this Agreement. Further, any such data and materials shall be treated and maintained by the Contractor and its outside consultants in accordance with applicable federal, state and local laws. Further, Contractor will have access to data collected or maintained by the Client to the extent necessary to perform Contractor's obligations under this Agreement. Contractor agrees to maintain all data obtained from the Client in the same manner as the Client is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or other applicable law (hereinafter referred to as the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Client. Upon receipt of a request to obtain and/or review data as defined in the Act, Contractor will immediately notify the Client. The Client shall provide written direction to Contractor regarding the request within a reasonable time, not to exceed fifteen (15) days. The Client agrees to indemnify, hold harmless and defend Contractor for any liability, expense, cost, damages, claim, and action, including attorneys' fees, arising out of or related to Contractor's complying with the Client's direction. Subject to the aforementioned, Contractor agrees to defend and indemnify the Client from any claim, liability, damage or loss asserted against the Client as a result of Contractor's failure to comply with the requirements of the Act. Upon termination and/or completion of this Agreement, Contractor agrees to return all data to the Client, as requested by the Client.

## ARTICLE IV - CONTINUED

### GENERAL (CONTINUED)

**Section 5 Entire Agreement:** This Agreement is the entire agreement between the Client and the Contractor, and it supersedes all prior written or oral agreements. There are no other covenants, promises, undertakings, or understandings outside of this Agreement other than those specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

**Section 6 Severability:** All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained herein, and such holding shall not invalidate or render unenforceable any other provision hereof.

**Section 7 Contractor Fiscal Decision Waiver:** Contractor is responsible for providing the Client with timely and accurate financial recommendations and information that allows the Council the ability to make final financial decisions. Contractor will provide final financial recommendations but is not responsible for the final decisions made regarding financial matters.

**Section 8 Client Employment of Contractor's Employees:** The Client acknowledges and agrees that Contractor's workforce, including employees assigned to staff the engagement provided for under this Agreement, constitutes an important and vital aspect of Contractor's business. In recognition of the foregoing and the harm that Contractor will suffer in the event of the loss of one or more of its employees, the Client agrees that during the Term of this Agreement and for a period of six (6) months following the termination of this Agreement for any reason (the "Restrictive Time Period") the Client shall not, directly or indirectly, on behalf of itself or any person, firm, corporation, association or other entity, (a) recruit, solicit, or assist anyone else in the recruitment or solicitation of, any of Contractor's employees to terminate their employment with Contractor and to become employed by or otherwise engaged with or by the Client in any capacity independent of Contractor; (b) hire or engage any Contractor employee; or (c) otherwise encourage or induce any of Contractor's employees to terminate their employment with Contractor (collectively the "Contractor Employee Restrictive Covenant").

Notwithstanding the foregoing, Contractor may (but shall not be obligated to) consent to the Client's recruitment, solicitation, employment or other engagement of a Contractor employee otherwise prohibited by this paragraph provided that (a) the Client discloses to Contractor in writing its desire to recruit, solicit, employ or otherwise engage the Contractor employee independent of Contractor before engaging with the Contractor employee regarding any such potential relationship; (b) the Client agrees to pay Contractor a Restrictive Covenant Exception Fee (as hereafter defined) in the event the Contractor employee becomes employed by or otherwise engaged with the Client independent of Contractor; and (c) Contractor provides written consent to the Client to engage with the Contractor employee regarding any such relationship. For purposes of this Agreement, the Restrictive Covenant Exception Fee shall be the greater of: (i) 200% of the annual contracted cost of Contractor's services under this Agreement in addition to the annual contracted cost paid or due Contractor hereunder; or (ii) 200% of the fees paid or due Contractor for services provided under this Agreement during the twelve (12) month period immediately prior to the termination of this Agreement or, in the event the Agreement has not been terminated, during the twelve (12) month period immediately prior to Contractor's provision of written consent to the Client to engage in the recruitment, solicitation, employment or other engagement of a Contractor employee otherwise prohibited by this paragraph.

## ARTICLE IV - CONTINUED

### GENERAL - CONTINUED

**Section 8 Client Employment of Contractor's Employees (Continued):** In the event Contractor is unwilling to consent to the Client's recruitment, solicitation, employment, or other engagement of a Contractor employee otherwise prohibited by this paragraph and/or agree on the Client's payment of a Restrictive Covenant Exception Fee, then the Contractor Employee Restrictive Covenant shall remain in full force and effect. If the Client breaches or threatens to breach the Contractor Employee Restrictive Covenant, Contractor shall be entitled to injunctive and other equitable relief from a court of competent jurisdiction restraining the Client's breach of said covenant in addition to such other remedies as may be available to Contractor in law and equity, as well as the recovery from Client of Contractor's reasonable attorneys' fees and costs incurred in any such legal action. The Client also acknowledges, understands, and agrees that although the harm Contractor will suffer as a result of the Client's breach of the Contractor Employee Restrictive Covenant cannot be or is very difficult to accurately estimate, the sum which is the greater of (i) 200% of the average annual fees paid by the Client to Contractor for services under this Agreement during the three-year period preceding the breach, or (b) 200% of the employee's average annual compensation during the three-year period preceding the breach represents and constitutes a reasonable estimation of the damages to Contractor caused by Client's breach (the "Liquidated Damages Amount"). Therefore, at its sole election, Contractor may elect to enforce and compel the Client's compliance with the Contractor Employee Restrictive Covenant or to seek an award from Client of the Liquidated Damages Amount, together with the reasonable attorneys' fees and costs incurred by Contractor in connection with any legal action to obtain such relief.

**Section 9 Compensation:** The parties agree that the Contractor shall be paid compensation for the services provided hereunder, payable for work performed in accordance with this Agreement, based on the fees indicated on the Value page of this proposal. Additional fees will not be incurred without prior approval of the Client.

Initial invoice for anticipated first month fees will be sent within 10 days of the execution of this agreement. Monthly installment fees will be invoiced throughout the remainder of this Agreement. If the Agreement is for an hourly fee basis, invoices will be sent monthly.

**Section 10 Additional Services:** Should the Client request additional services in addition to the Contracted Services, the Contractor will provide the Client with proposed fees for the services to be provided. The Client shall provide a written or electronic confirmation prior to the proposed services implementation.

**Section 11 Outside Contractors:** It shall be the responsibility of Contractor to compensate any other outside consultants retained or hired by Contractor to fulfill their obligations under this Agreement and shall be responsible for their work and Contractor, by using outside contractors, shall not be relieved of its obligations under this Agreement.

**Section 12 Municipal Advisor:** Abdo FS acknowledges the Client has retained an independent registered municipal advisor (IRMA) to assist and advise the Client in evaluating information relating to the issuance of municipal securities and/or municipal financial products. Abdo FS acknowledges the Client will rely on advice from their IRMA. Abdo FS will have no recourse against the Client or its IRMA, regarding action or inaction relating to evaluating, commenting on, or responding to financial projects or information received under this Agreement. Abdo FS acknowledges it is not the registered independent municipal advisor retained by the Municipal Entity Client.



# Appendix B

AGREEMENT FOR THE PROVISION OF  
PROFESSIONAL SERVICES



# Agreement for the Provision of Professional Services

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

**City of Howard Lake**

625 8th Avenue  
Howard Lake, Minnesota 55349



SIGNATURE

Nick Haggemiller

**Abdo Financial Solutions, LLC**

5201 Eden Avenue, Suite 250  
Edina, Minnesota 55436

A handwritten signature in black ink that reads "Victoria Holthaus".

**Victoria Holthaus, CPA**

Partner | Abdo

April 09, 2024



# Appendix C

TEAM BIOS





# Victoria Holthaus

## CPA

Partner | Abdo Financial Solutions

Municipal Advisor Representative (Series 50)

Municipal Advisor Principal (Series 54)

victoria.holthaus@abdofs.com

**P** 952.715.3069

Vicki aims to simplify the complex for her clients. Her goal is to give them a solid understanding of their finances, so they can confidently plan ahead. She specializes in working with local governments and nonprofit agencies to strategize capital improvements, develop long-range financial plans, and troubleshoot accounting and financial challenges. She also provides process evaluation and process improvement services for nonprofit and private sector clients. Over the past several years, Vicki has helped many organizations with strategic upgrades to technology and software as they navigate new ways of interacting with constituents and customers. Along with the ability to creatively explain technical terms, Vicki has firsthand knowledge of the issues local governments often face. Prior to joining the firm, she served Minnesota municipalities and joint ventures in various finance and administrative roles.

### EDUCATION

- Bachelor of Science in Accounting, National American University
- Master of Arts in Public Administration, Hamline University
- Minnesota Certified Municipal Clerk
- Continuing professional education

### PROFESSIONAL MEMBERSHIPS

- Minnesota and Arizona Society of Certified Public Accountants
- American Institute of Certified Public Accountants
- Minnesota Clerks and Finance Officers Association
- Government Finance Officers Association of the United States and Canada
- Minnesota and Arizona Government Finance Officers Association

### AFFILIATIONS

- Hamline School of Business, Accounting Board Member
- Arizona Women Leading Government Member

### QUALIFICATIONS

- 17 years of experience working with local governments and nonprofits in finance and administration
- Experience with budgeting, capital planning, debt management, as well as being the process evaluation and improvement engagement lead
- Previous speaker at MCFOA Municipal Clerks and Finance Officers Association, League of Minnesota Cities and has developed newsletter content on automation, long-term planning and process improvements



# Annette Storm

Manager | Abdo Financial Solutions  
 annette.storm@abdofs.com  
 P 952.449.6224

Annette joined the Firm in 2022 as a Manager in the Financial Solutions group. Prior to joining Abdo, Annette spent three years as the Director of Administrative Services and two years as the Assistant Finance Director for the City of Marshall and three years as an Accountant for Lyon County. She has a wealth of knowledge and experience in all aspects of governmental finance, including, but not limited to: budgeting, financial reviews, monthly and annual reporting, cash flow projects, economic development and software implementation.

## EDUCATION

- Bachelor of Science in Accounting and Finance, Southwest Minnesota State University
- Continuing professional education

## PROFESSIONAL MEMBERSHIPS

- Minnesota Government Finance Officers Association
- Government Finance Officers Association of the United States
- Marshall, MN Young Professionals

## QUALIFICATIONS

- Over 10 years experience working with local governments
- Experience in a variety of roles within local government, including, but not limited to: monthly and annual reporting, audit preparation and review, budget development and control, training and supervising staff, cash flow projections, long-range planning, and utility rate studies
- Experience in policy and procedures development, including process evaluations to ensure efficiency in the finance department
- Leadership skills having managed finance teams/departments, participation in leadership meetings, and preparation of Council reports and attendance at City Council meetings
- Proficient in Tyler Technologies Incode 9 and 10 software; including software conversion from version 9 to 10 along with account restructure
- Proficient in AS400 County Tax Program, IFS Financial Software, Banyon and BS&A





# Ashley Feldewerd

Manager | Abdo Financial Solutions  
ashley.feldewerd@abdofs.com  
P 952.715.3060

As a Manager, Ashley assists many local governments in a variety of different roles including budgeting, utility billing, processing quarterly and yearly payroll reporting, accounts payable and accounts receivable, quarterly, monthly and annual reporting, in addition to many others. Since joining the Firm in 2017, Ashley has assisted in managing finance teams, training and developing processes within utility billing, as well as automating our internal quarterly reporting process. She also assists clients with internal training for staff that are new to the government sector.

## EDUCATION

- Associates Degree, Business Administrative Assistant, Minnesota School of Business
  - *Graduated with Honors*
- Associates Degree, Accounting, Rasmussen College
  - *Graduated with Honors*
- Continuing professional education

## QUALIFICATIONS

- 8 years of experience working with local governments in administration and finance and 3 years of experience working at a financial institution in administration and finance
- Works extensively with Engagement, Yooz, CTAS, Black Mountain, Asyst, Tyler Incode, Civic, BS&A and Banyon
- Experience with Microsoft Office Suite and XCM Task Management
- Experience processing quarterly/yearly payroll reporting (941 Federal Tax Return, MN Department of Revenue Return, Unemployment Return, W-2, 1099)
- Areas of expertise include: budgeting, payroll, bank reconciliation, accounts receivable, accounts payable and automation, sales tax, and journal entries
- Assists in internal and external systems, processes and training for utility billing
- Quarterly/Monthly/Annual Reporting and presentation to Council, including audit prep, quarterly reports and annual audits
- Strong leadership skills managing finance team and preparation of Council reports and attendance at City Council meetings



# Amanda Watson

Senior Associate | Abdo Financial Solutions

[amanda.watson@abdofs.com](mailto:amanda.watson@abdofs.com)

P 952.395.9332

Amanda joined the Firm in 2024 as a member of the Financial Solutions team. Prior to joining Abdo FS, she spent eight years working in local governmental accounting. She currently works with clients in a variety of financial roles such as budgeting, accounts payable, bank reconciliations, and grants.

## EDUCATION

- Bachelor of Business Administration in Accounting, University of Arkansas at Little Rock
- Continuing professional education

## PROFESSIONAL MEMBERSHIPS

- Arkansas Government Finance Officers Association
- Government Finance Officers Association

## QUALIFICATIONS

- 8 years of experience working in local governmental accounting
- Experience in accounts payable, bank reconciliations, grants, fixed assets, budgeting, and lease accounting
- Experience in various ERP systems including AS400, Tyler New World, and Lawson



# Jess Balderston

Accounting Specialist | Abdo Financial Solutions  
jess.balderston@abdofs.com  
P 952.395.9338

Jess joined the Firm in 2022 as part of the Firm's Financial Solutions segment. Prior to joining the Firm, Jess worked for the City of Olivia for one year and worked in the software industry for ten years. She has experience in accounts receivable, accounts payable, bank reconciliations, payroll and utility billing.

## EDUCATION

- Associates Degree, Administrative Assistant, Ridgewater College

## QUALIFICATIONS

- 1 year of experience working with local governments
- Over 10 years of experience working in private sectors
- Works extensively with QuickBooks, Tyler Technologies, Banyon, Black Mountain and Engagement
- Experience with Microsoft Office Suite
- Experience processing quarterly/yearly payroll reporting (941 Federal Tax Return, MN Department of Revenue Return, PERA, Unemployment Return, W-2, 1099)
- Areas of expertise include: accounts receivable, accounts payable, bank reconciliations, payroll and utility billing
- Quarterly/Monthly/Annual Reporting, including audit prep, quarterly reports and annual audits



# Ann Petrowiak

## CPA

Senior Manager

[ann.petrowiak@abdosolutions.com](mailto:ann.petrowiak@abdosolutions.com)

Direct Line 507.524.2349

Ann joined the Firm in 2016 as a Payroll Manager. She brings over 10 years of experience in payroll and accounting services working with clients of various sizes and industries, including business, city government, agriculture, and non-profit.

### EDUCATION

- Bachelor of Arts in Accounting, Saint Mary's University
- Continuing professional education

### PROFESSIONAL MEMBERSHIPS

- American Institute of Certified Public Accountants
- Minnesota Society of Certified Public Accountants
- American Payroll Association

### QUALIFICATIONS

- Experience in payroll processing, reporting and tax filing, timeclock and payroll database implementation, maintenance and training, departmental labor allocations and costing/ledger reporting, affordable care act reporting, benefit administration, and accounting
- Experience in managing multi-state payroll systems and ensuring compliance in accordance with federal, state, and local laws
- Experience in payroll process assessments to help leaders leverage payroll systems and evaluate efficient of current processes
- Works extensively with ADP HR/Payroll system, Paylocity HR/Payroll system, and multiple other payroll, timeclock and accounting systems



# Sarah Rigger

Manager

sarah.rigger@abdosolutions.com

Direct Line 507.304.6864

Sarah joined the Firm in 2011 and, as a Payroll Manager, she oversees the entire payroll process for clients to ensure timely, efficient, and accurate payroll operations and outcomes. Sarah is responsible for the coordination and processing of all payroll related transactions, including wages, garnishments, benefits, taxes, and other deductions. She partners with clients to ensure compliance with federal, state, and local tax laws and focuses on sharing her experience and knowledge to develop creative payroll solutions that work in "real life."

Sarah's attention to detail and in depth understanding of payroll systems and procedures ensures that clients can feel confident that their employees are being paid accurately and that their organizations are meeting all of their payroll compliance requirements.

## EDUCATION

- Associates Degree in Accounting, South Central College, Mankato
- Continuing professional education

## QUALIFICATIONS

- Over 10 years of experience providing payroll compliance and processing support to clients across a range of industries
- Confidently manages and delivers payroll for hundreds of unique clients in a variety of industries, including the public sector
- Thorough understanding of federal, state and local payroll tax regulations and filing requirements, including multi-state employer issues and complex payroll tax agency resolutions
- Proficient in a variety of payroll software platforms such as ADP, Paylocity, and Thompson Reuters Accounting CS



# HOWARD LAKE CITY COUNCIL MEETING

APRIL 15, 2024

**AGENDA ITEM:** Consider Approving Repairs for Lift Station #11

**SECTION:** New Business

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

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**BACKGROUND:** Lift Station #11, located in the Industrial Park, is in need of significant repairs. Nelson Electric Motor Repair, provided a quote for new pumps and a new control panel – totaling about \$40,000. He said both repairs do not necessarily need to be completed at the same time, but he highly recommends doing them at the same time to make sure the new pumps and the control panel are working properly together/not wearing each other out.

The interior of this lift station was corroded which is a contributing factor to the pump replacement. Staff will be discussing possible causes with nearby users of the lift station to ensure that if it was related to process related material, that changes are made to prolong the life of the lift station and pumps.

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**DECISION MAKING METRICS:**

**FINANCIAL:** The CIP has \$52,000 in lift station repairs for 2024.

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**COUNCIL ACTION REQUESTED:** Approve the lift station repairs, not to exceed \$40,000.

**ATTACHMENTS:** 1. Quotes from Nelson Electric Motor Repair









# HOWARD LAKE CITY COUNCIL MEETING

APRIL 15, 2024

**AGENDA ITEM:** Consider Resolution 24-06 Supporting Application to the MHFA Workforce Housing Program  
**SECTION:** New Business  
**FROM:** City Administrator, Nick Haggenmiller  
Community Asset Foundation, Developers

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**BACKGROUND:** Minnesota Housing Financing has established a Deferred Forgivable Loan Program to support the development of workforce housing in outstate Minnesota. The program provides The general eligibility includes the following:

- Eligible Project Area: Small-to medium-sized communities/Tribes in Greater Minnesota (refer to Eligible Recipient Criteria above).
- Project Area Rental Vacancy Rate: The average vacancy rate for rental housing located in the eligible project area, and in any other city located within 15 miles or less of the boundaries of the area, has been 5% or less for at least the prior two-year period.
- Eligible Uses: Funds will be used on qualified expenditures (refer to the WHDP Guide for more information).
- Match: Secured matching funds of one dollar for every two dollars requested in funding
- Community Need: One or more letters of support from one or more businesses located in the eligible project area, or within 25 miles of the area that employ a minimum of 20 full-time employees in aggregate.
- Maximum Award Amount: Funding request cannot exceed 50% of the project's total development costs.

### Proposed Project

City staff maintains various developer relationships, one of which being Community Asset Foundation (CAF). CAF is the owner of the assisted living lodge developed in 2014. This group has expressed interest in developing (2) 10 unit apartments on 9<sup>th</sup> Street at the site of the current Public Works Street Shop. The project is still very much in its infancy. However, tentative terms include the general terms propose selling the real estate, establishing a TIF district, and assistance through city clearances. The proposed timeline for this project proposes grant submission in 2024. If awarded the project would advance to design development and through city clearances with an anticipated ground breaking in Fall of 2025 with an opening in Spring 2026.

### Additional Considerations

Typically, a project this early on would not be brought forward for council action with so many unknowns. This grant presents an opportunity to reduce project costs considerably to ensure affordability of end rents – and has a due date of April 30, 2024. A great deal of discussions, negotiations and planning are necessary before officially advancing the project. Specifically, this would force an end date to build or identify a suitable location for public works functions. The City planner has also offered caution that some DNR related lakeshore clearances and related planning and zoning approvals will be necessary to advance this project forward.

The City is currently waiting for final execution and building permit application for a 45 unit market rate apartment at Terning Trails. As designed, this project is not eligible for the grant due to size. The developer has not expressed interest in pursuing the state funds, which is also required.

### Proposed Grant Application

- Calls for TIF district creation with an estimated subsidy of \$550,000. Preliminary evaluation and TIF projection support this subsidy within the 26 year maximum duration.
- Calls for a local match of half of the grant. For the purposes of this application, the TIF would be used as the match.
- Proposed request of \$1.1Million to MHFA.
- Tentative self-scoring places our application at 67/75 points, which is strong.

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**DECISION MAKING METRICS:**

**FINANCIAL:**

- ✓ Estimated Land Value: \$200,000
  - ✓ Estimated Completed Project Value: \$2.9Million
  - ✓ Estimated TIF increment Sought: \$550,000
  - ✓ Grant Funds Sought - \$1.1Million
  - ✓ Estimated Monthly Rent Upon Completion: \$1,400 (market rate)
- 

**COUNCIL ACTION REQUESTED:** Adopt Resolution Supporting MHFA Application

**ATTACHMENTS:**

1. Resolution
2. MHFA Program Summary
3. Project Information

**CERTIFIED COPY OF RESOLUTIONS ADOPTED BY THE**

**MEMBERS OF** City of Howard Lake

RESOLUTION 24-06

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**I HEREBY CERTIFY**, that I am the duly elected Secretary and keeper of the records of Nick Haggemiller {Insert Legal Name of Recipient}, a Municipal Corporation {Insert Designation} ("Recipient"), that the following is a true and correct copy of Resolutions duly and unanimously adopted by all of the members of the [*city council*] of Recipient on April 15, 2024, all of the members being present and constituting a quorum for the transaction of business; further, that such meeting was called in compliance with all applicable laws and any other requirements of Recipient; that such Resolutions do not conflict with any laws of Recipient nor have such Resolutions been in any way altered, amended or repealed and are in full force and effect, unrevoked and unrescinded as of this day, and have been entered upon the regular Minute Book of Recipient, as of the aforementioned date, and that the members of the [*city council*] of Recipient have, and at the time of adoption of such Resolutions, had full power and lawful authority to adopt such Resolutions and to confer the powers thereby granted to the officer(s) therein named who has (have) full power and lawful authority to exercise the same:

**WHEREAS**, Recipient has submitted an application (the "Application") for a project (the "Project") pursuant to the Workforce Housing Development Program ("Program") in order to obtain funding from the Minnesota Housing Finance Agency ("Minnesota Housing").

**WHEREAS**, on this 15 day of April, 2024, there has been presented to the meeting of the [*city council*] of Recipient a proposal for Recipient, upon selection by Minnesota Housing, to enter in to a Deferred Loan Agreement pursuant to the Program in order to obtain funding from Minnesota Housing .

**NOW, THEREFORE, BE IT RESOLVED**, that Recipient is authorized to enter into a Deferred Loan Agreement, substantially in the form as attached to these Resolutions as **Exhibit A**, pursuant to the Program in order to obtain funding from Minnesota Housing in an amount not to exceed \$550,000 (the "Loan").

**BE IT FURTHER RESOLVED**, that Recipient is an Eligible Project Area, as defined in Minnesota Statute Section 462A.39, subdivision 2, has the legal authority to apply for financial assistance, and has the institutional, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the Project for its design life.

**BE IT FURTHER RESOLVED**, that Recipient certifies that it will use the Loan for qualified expenditures for the Project to serve employees of business located in the Community Asset Foundation Apartment Project (Eligible Project Area) or surrounding area.

**BE IT FURTHER RESOLVED**, that the Loan will be matched by City of Howard Lake (local unit of government, business, nonprofit organization, or federally recognized Indian Tribe in Minnesota) with at least \$1 for every \$2 provided.

**BE IT FURTHER RESOLVED**, that Recipient certifies that the average vacancy rate for rental housing located in Community Asset Foundation Apartment Project (Eligible Project Area), and in any other city located within 15 miles or less of the boundaries of the area, has been five percent or less for at least the prior two-year period.

**BE IT FURTHER RESOLVED**, that the Loan will not exceed 50 percent of the Project costs.

**BE IT FURTHER RESOLVED**, that Mayor (Title of First Authorized Official) and City Administrator (Title of Second Authorized Official), or their successors in office, are hereby authorized to execute the Deferred Loan Agreement and such other agreements, and amendments thereto, as are necessary to implement the Project on behalf of Recipient.

**BE IT FURTHER RESOLVED**, that Minnesota Housing is authorized to rely on the continuing force and effect of these Resolutions until receipt by the Commissioner of Minnesota Housing at its principle office of notice in writing from Recipient of any amendment or alteration of such Resolutions.

**ATTEST:**

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Secretary

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Dated: April 15, 2024

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(Seal)



# Workforce Housing Development Program

## Deferred Forgivable Loans

### Program Overview

The Workforce Housing Development Program is a competitive funding program that targets small to mid-size communities in Greater Minnesota with rental workforce housing needs. Deferred loans are available to build market rate residential rental properties in communities with proven job growth and demand for workforce rental housing.

### Application Process

Applications are accepted on an annual basis through a competitive Request for Proposals (RFP).

### Application Requirements

#### Eligible Recipients

An eligible recipient is one of the following eligible project areas:

- A home rule charter or statutory city with a population exceeding 500 located outside of metropolitan county.
- A community that has a combined population of 1,500 residents located within 15 miles of a home rule charter or statutory city located outside a metropolitan county.
- An area located outside of a Metropolitan County that serves a federally recognized Indian Tribe in Minnesota, or their associated Tribally Designated Housing Entity as defined by [United States Code, title 25, section 4103\(22\)](#), as approved in writing by Minnesota Housing.
- An area served by a joint county-city economic development authority.

Preference will be given to projects located in an eligible project area with 30,000 or fewer residents.

#### Eligible Properties

Market rate residential rental property to serve employees of businesses located in an eligible project area or surrounding area. A portion of the units can have rent restrictions or income restrictions.

## **Eligible Activities**

New construction, adaptive reuse of an existing property that is not currently used for housing or acquisition and rehabilitation of a property that creates new housing units.

## **Letter of Support**

Letter of support from a local business or businesses that employ a minimum of 20 full-time employees in aggregate.

## **Matching Requirement**

Applicants must match the funds requested, at a minimum, of one dollar for every two dollars. A local government resolution stating the amount of committed matching funds from the local government, a nonprofit organization, a business, or a combination, is required. The match can come from sources such as tax increment financing (TIF), tax abatement, cash funds, grants, deferred below market loan, land donations and in-kind donations.

## **Qualified Expenditures**

Funds can only be used for qualified expenditures. Qualified expenditures include acquisition of property; construction of improvements; and provisions of loans or subsidies, grants, interest rate subsidies, public infrastructure and related financing costs.

## **Vacancy Rate**

Vacancy rate in the community must be at or below five percent for the prior two-year period.

## **Funding Terms**

### **Funding Options**

Applicants will receive funds in the form of a deferred loan.

### **Deferred Loan Terms**

- Three-year unsecured loan
- Zero percent interest
- Forgivable

### **Disbursement Schedule**

Supporting documentation for the disbursement of funds is required.

- An initial disbursement of up to one-third of the award upon deferred loan agreement execution.
- An additional disbursement of up to one-third of the award no sooner than commencement of construction.
- A final disbursement upon construction completion.

### **Maximum Funding Amount**

The amount of funds requested cannot exceed 50 percent of total development costs (TDC).

### **Reporting and Monitoring**

Recipients will be subject to annual reporting and monitoring during the term of the grant or loan.

### **Questions**

Please contact [workforcehousingdevprog.mhfa@state.mn.us](mailto:workforcehousingdevprog.mhfa@state.mn.us).



## Workforce Housing Development Program Application Checklist

- 1. Workforce and Equal Pay Declaration Page
- 2. Application Workbook
- 3. Certification Form
- 4. Equal Employment Opportunity Policy Statement
- 5. Evidence of Eligible Project Area
- 6. Evidence of Employer Support
- 7. Evidence of Site Control
- 8. Match Requirement (and supporting documentation)
- 9. Photographs of the Site
- 10. Secured Funding Sources
- 11. Site Map
- 12. Self-Scoring Worksheet
- 13. Infrastructure Assessment (if required)
- 14. Market Study (optional)
- 15. Marketing or Lease Up Plan (optional)

### 1. Workforce and Equal Pay Declaration Page

Submit a signed [Workforce and Equal Pay Declaration Page](#).

### 2. Application Workbook

Complete and submit the 2024 [Application Workbook \(Workbook\)](#) in Excel format with the WHDP application. The Workbook incorporates standard underwriting assumptions; any deviations from these assumptions should be explained. For additional detail, refer to the underwriting standards in the WHDP RFP Instructions. If the project is subject to prevailing wage, make sure the development budget in the Workbook accounts for that. The Workbook must reflect all costs associated with each project. For projects that include commercial space (which cannot be funded by this program), those costs must be broken out in the Workbook using a reasonable per diem (include per diem explanation in narrative). Please include the \$7,000 processing and loan fee due to Minnesota Housing on the Development Cost tab of the Workbook in cell H104. This fee is required of any project awarded funding and is due upon execution of the Deferred Loan Agreement.



### 3. Certification Form

Submit a signed [Certification Form](#).

### 4. Equal Employment Opportunity Policy Statement

Submit a signed [Equal Employment Opportunity Policy Statement](#).

### 5. Evidence of Eligible Project Area

This requirement is met by demonstrating that the project area meets one of the following (check one and submit documentation, as applicable; refer to Note Regarding Eligible Project Area section below):

- (a) Is a home rule charter or statutory city located outside of the Metropolitan County with a population of more than 500;
- (b) A community that has a combined population of 1,500 residents located within 15 miles of a home rule charter or statutory city located outside a Metropolitan County
- (c) An area located outside of a Metropolitan County that serves a federally recognized Indian Tribe in Minnesota, or their associated Tribally Designated Housing Entity as defined by [United States Code, title 25, section 4103\(22\)](#), as approved in writing by Minnesota Housing;
- (d) An area served by a Joint County-City Economic Development Authority

#### Note Regarding Eligible Project Area:

- If the project meets (a) and is listed on the [WHDP 2024 Eligible Cities and Federally Recognized Indian Tribes](#) document, this requirement is met.
- If the project meets (b), provide a map of the project area and evidence that the community has a combined population of 1,500 residents located within 15 miles of a home rule charter or statutory city.
- If the project meets (c) and is listed on the [WHDP 2024 Eligible Cities and Federally Recognized Indian Tribes](#) document, this requirement is met.
- If the project meets (d), provide documentation of the project area and the Joint County-City Economic Development Authority.

### 6. Evidence of Employer Support

Provide a written statement from at least one or more businesses that employ a minimum of 20 full-time equivalent employees and is/are located in the Eligible Project Area or within 25 miles of the area. The written statement must indicate:

- The lack of available rental housing has impeded their ability to recruit and hire employees

- The number of full-time equivalent employees
- The distance from the Eligible Project Area

A Letter of [Employer Support Template](#) may be used.

**NOTE:** A local school district counts as a local business when applicants are securing a letter of one or more employers who employ a minimum of 20 full-time equivalent employees.

## 7. Evidence of Site Control (Required)

- Acceptable evidence of site control includes either of the following: (1) a purchase commitment; or (2) an option or letter of intent from a governmental body for a sole developer. If there is no transfer of ownership, then the warranty deed is acceptable.
- The evidence of site control must be current, fully executed, include the legal description of the land, and extend to the anticipated date of funding recommendation.

**NOTE:** A purchase commitment contingent upon receiving a WHDP award qualifies as site control for selection purposes; however, a purchase commitment contingent on other, unsecured financing does not qualify as site control.

## 8. Match Requirement (and Supporting Documentation)

Matching funds can come from a local government, a business, a nonprofit organization or a federally recognized Indian Tribe in Minnesota. The developer or an entity affiliated with the developer will not qualify as a source for the match unless they are an Eligible Recipient, and the match is approved in writing by Minnesota Housing. Minnesota Housing's approval of an eligible source of a match is at its sole discretion.

The matching funds can be a below market deferred loan, but the interest rate must be 2% or less. Minnesota Housing reserves the right to determine, at its sole discretion, that the loan does not qualify as a matching contribution based on the loan terms or source of funds.

The matching funds may be contingent on an award of funding from Minnesota Housing.

The following two items **must** be provided to support the required matching funds:

1. **Local Government Resolution.** Submit a signed local government resolution certifying that the match amount is available and committed. A [Local Government Resolution Template](#) may be used.
2. **Match Letter.** Submit a letter stating the amount of the match. If the match will be an in-kind donation, state what it is (materials, labor, etc.), and include the monetary value.

**In addition**, if the source of matching funds is any of the following, provide the additional documentation listed for each item:

- **In-kind land donation** – If land is provided as an in-kind donation toward the match requirement, the following documentation should be included with the application to determine value:
  - City land valuation
  - Third party appraisal
  - Broker opinion with comparable properties
  - Other data deemed acceptable by Minnesota Housing
- **Tax Increment Financing (TIF)** – If TIF is used toward the match requirement, the following documentation should be included with the application:
  - Provide documentation in the match letter (mentioned under #2 above) that the TIF assistance is committed to the development at the time of application and the anticipated amount and term. AND
  - Provide a TIF analysis from the city or its consultant. Mixed use projects must provide documentation prorating the TIF for the residential portion of the project. The Workbook should reflect the prorated amount.
- **Tax Abatement** – If tax abatement is provided towards the match requirement, provide documentation in the match letter (mentioned under #2 above) that the tax abatement is committed to the development at the time of application, and include the anticipated amount and term. Mixed use projects must provide documentation prorating the tax abatement for the residential portion of the project. The Workbook should reflect the prorated amount.
- **Payment in Lieu of Taxes (PILOT)** – If PILOT is provided toward the match requirement, provide documentation in the match letter (mentioned under #2 above) that the contribution is committed to the development at the time of application, and include the anticipated amount and term.

## 9. Photographs

For new construction, provide clear photographs of the site and surrounding area. For existing buildings, provide clear photographs of the exterior and the interior.

## 10. Secured Funding Sources

Provide evidence of **all** applicable forms of secured and existing funding. The documentation must state the amount and the terms and conditions approved by the lender or contributor. Commitments must contain no contingencies other than receipt of an award from Minnesota Housing.

Historic Tax Credits: In addition to the commitment documentation, at the time of application, provide written documentation of eligibility through evidence of Historic Register listing or Part 1 – Evaluation of Significance form that is certified and signed by the National Park Service (NPS), along with a syndicator/investor Letter of Intent. NPS must check a box on the form indicating that the property contributes to the significance or appears to contribute to the significance.

Prior commitments of funding from Minnesota Housing: Please provide the selection/award letter.

If submitting a commitment for the State Housing Tax Credit program (SHTC) there are two options:

- A. If a designated contribution has been made to the SHTC program, then the project will have been sent an “award” letter from Minnesota Housing which will count as a prior commitment.
- B. If a contributor is intending to provide a contribution to the project via the SHTC program in the future, a letter that includes the amount and estimated contribution date from the contributor is acceptable.

**Funding commitments, or an equivalent commitment, must be maintained and cannot be eliminated or reduced.**

## 11. Site Map

Provide a map showing the site boundaries. Minnesota Housing encourages proposed developments that are or will be located near current jobs.

## 12. Infrastructure Assessment (if Required)

Application packages for manufactured home communities will be required to include a third-party infrastructure assessment of the manufactured home community, and the development budget will be required to reflect any costs identified.

## 13. Self-Scoring Worksheet

The [Self-Scoring Worksheet](#) sets the funding priorities that Minnesota Housing will use to prioritize applications requesting WHDP funding that are selected through the WHDP Request for Proposal process. Applicants must self-score themselves using this worksheet. Please carefully read the instructions on the instructions tab of the excel document. It is required that the excel version of this document is submitted, PDF or scanned versions will not be accepted.

## 14. Market Study (Optional)

Recommended as a best practice but is not required.

## **15. Marketing or Lease Up Plan (Optional)**

Recommended as a best practice but is not required.

# Howard Lake 20 Unit Apartment

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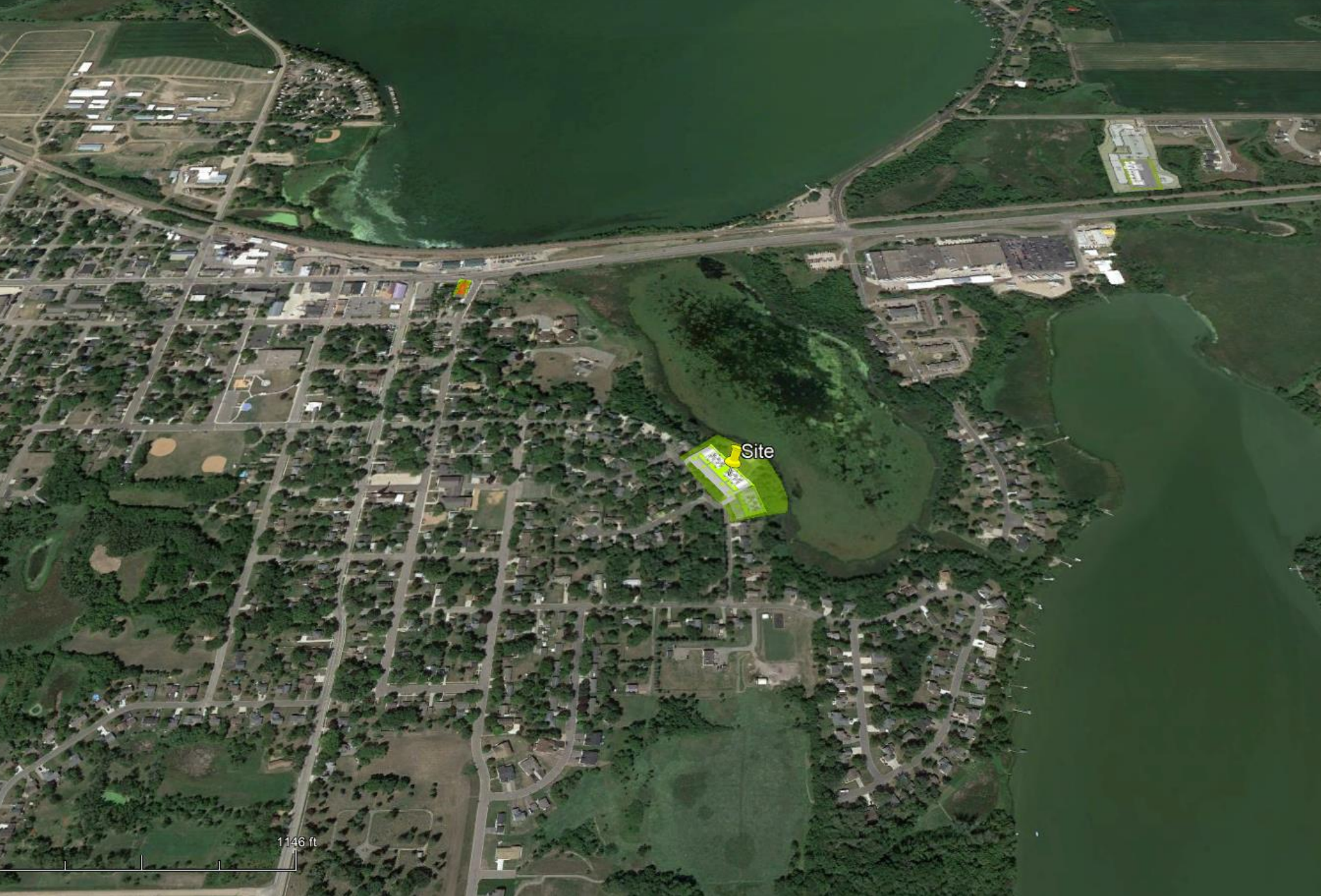


COMMUNITY ASSET DEVELOPMENT GROUP

# KEY ELEMENTS OF PROJÉT

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- Site purchased from City for \$200,000
- Site included in 25 year redevelopment TIF District
- City and developer partner on submitting grant application to the State
- Market rate units at upper end for the market
- 2024 market rent estimated to be \$1,375 increasing 3% annually to \$1,459 in 2026
- Construction cost per unit \$175,000, prevailing wage
- Interest rate of 7.45% fixed for 6 years
- 30 year amortization
- Minimum debt service coverage of 120%
- Maximum loan to value of 75%



1146 ft

# LOCATION



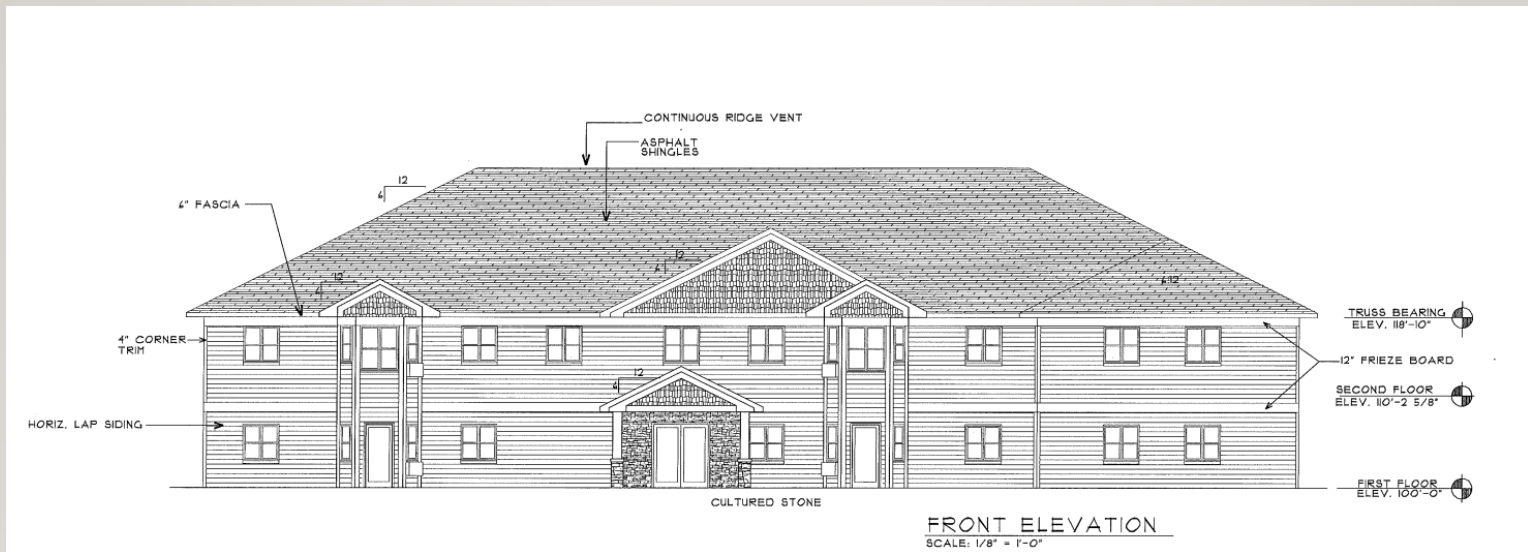


**CONCEPT SITE PLAN** two 10 unit building with Phase 2 3<sup>rd</sup> building

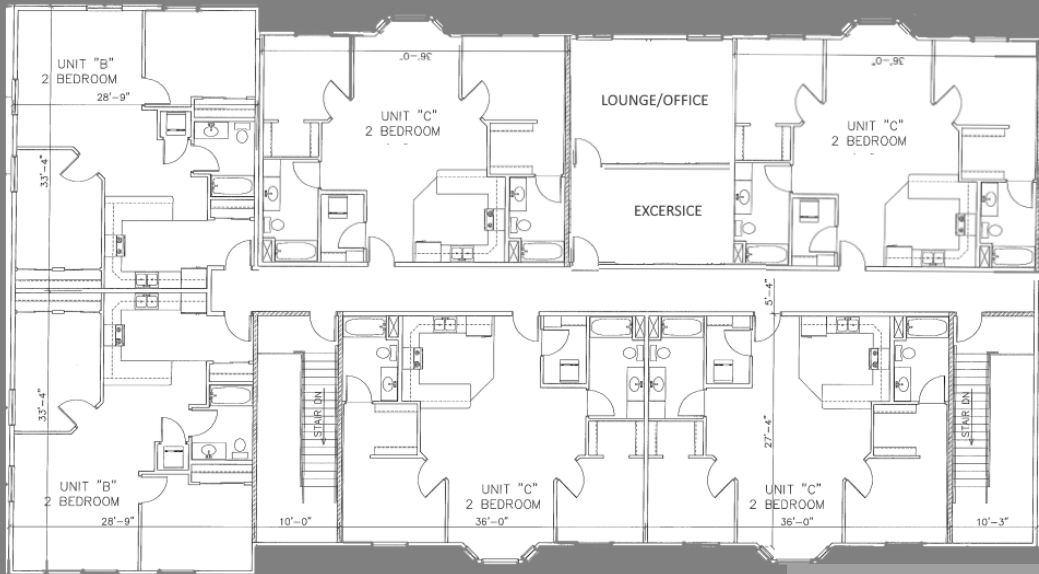
The apartment complex would be three 10 unit billings with all the units two bedrooms and two baths. The first phase would consist of constructing the initial two buildings. Six enclosed stalls would be provided per building.. The master plan would provided for a total of 60 spaces consisting of 18 enclosed and 42 surface stalls. Amenities will include:

- Outdoor patio. fire pit and grilling area);
- Fitness Room with basic equipment; • Bike storage
- Office/ Lounge area
- Pet-friendly
- Complimentary common area Wi-Fi;

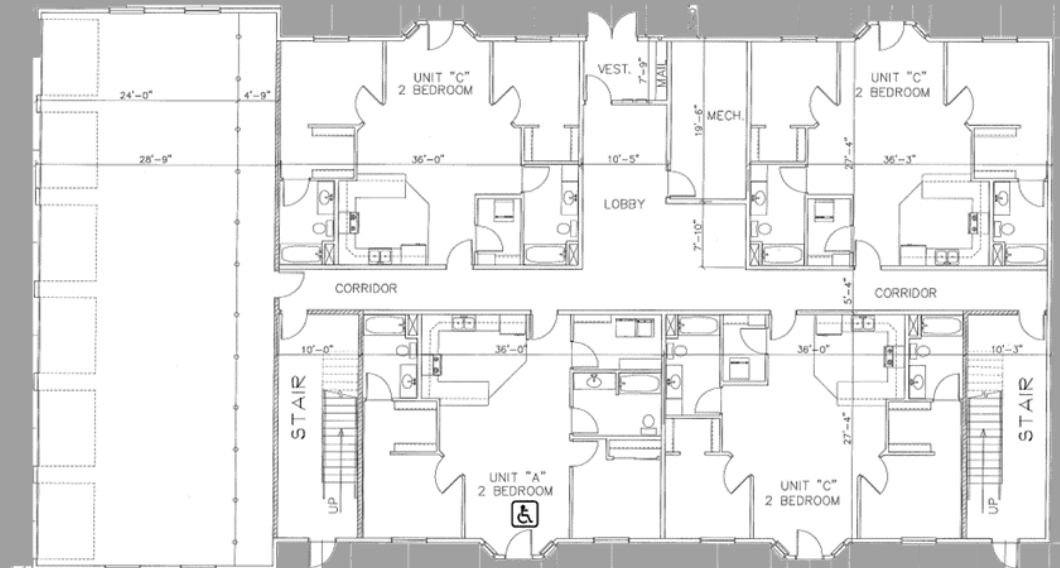
Units will feature kitchen appliance package and center kitchen island; • Open floor plan with high ceilings (9 feet or higher); Balconies or patios; Secure entry; Walk-in closets; In-unit full size washer and dryer;; • Laminate wood-plank flooring



CONCEPT ELEVATION



SECOND FLOOR



MAIN FLOOR

# FLOOR PLANS

# BUILDING SPECIFICATIONS

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## •Exterior

- James Hardie Siding
- Alum. Soffit & Fascia
- 30 Year Architectural Shingles
- Vinyl windows
- Raised panel insulated garage doors
- Garage door openers
- Aluminum storefront doors on 2 main entry doors, 2 stairwell doors, and rear patio door
- Maintenance free deck w/ aluminum rail
- Masonry per plan
- Design build landscaping package

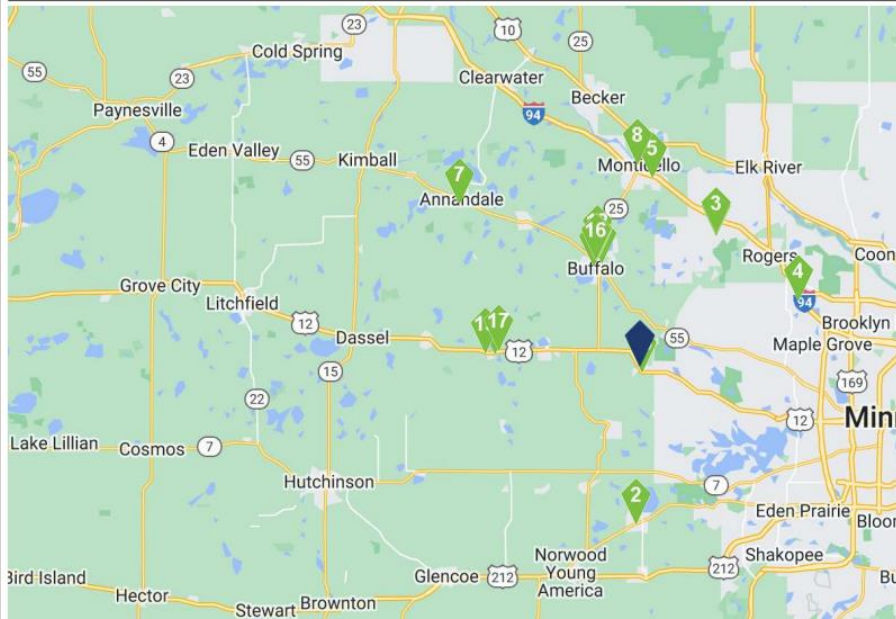
## •Mechanical/Plumbing/HVAC/Fire/Elevator

- Design Build Electrical, Plumbing, HVAC and Fire Sprinkler
- Hot water baseboard heat w/ thru wall window A/C units
- 13R Fire Sprinkler System w/ Fire Alarm Panel
- 100 amp electrical panel to each unit on separate meters. Common area to have its own meter.
- Entry system
- Wiring for camera system (no equipment)
- Site lighting
- Sleeves for future electric car charging stations (no equipment)
- Hydrofit elevator
- Trash chute
- Chrome plumbing package
- Fiberglass tub/shower units
- Ice maker line to refrigerator

## •Interior

- Solid flat profile poplar base 2 ¾” casing 2 ¼”
- Professionally finished woodwork
- Paneled white solid core interior doors
- Custom modular poplar cabinets w/ molding
- Shaker cabinet doors
- Granite countertops in the kitchen w/ stainless undermount sink
- Cultured marble vanity tops in the bathrooms w/ integral bowl
- Full vanity mirrors
- Interior walls smooth w/ textured ceilings
- Vinyl window coverings
- Full appliance package each unit
- Electric fireplace with tile/stone surround and mantle community room
- Acoustical ceiling tile in the corridors
- Carpet Bedrooms, Corridors, Stairs, Walk off carpet main entryways
- Ceramic Tile Common Bath Floors/Wet walls
- LVP Flooring Kitchen, Dining, Entry, Living, bathrooms, lobby, community room, business centers

## RENT COMP LOCATIONS



Average 2 bedroom rent \$1,467.  
Forecasted Howard Lake rent of \$1,375 increasing by 3% annually for a target rent in 2026 of \$1,459

2 bedroom vacancies in market a direct result of 3 new project in fill-up mode at time of survey. For apartment 2+ years on the market vacancy 3% or less

Current Conditions in Rent Comps	Studio	1 Bedroom	2 Bedroom
Total Number of Units	115	607	555
Vacancy Rate	39.1%	29.7%	13.6%
Asking Rent Per Unit	\$1,201	\$1,346	\$1,481
Asking Rent Per SF	\$2.11	\$1.78	\$1.40
Effective Rents Per Unit	\$1,180	\$1,317	\$1,467
Effective Rents Per SF	\$2.07	\$1.74	\$1.38
Concessions	1.7%	2.2%	1.0%

Market area rents

## Assumptions

### Howard lake

Number of units	20
Cost per unit	\$175,000
Number of garages	12
Monthly garage rent	\$70
Land value per unit	\$12,000
Term	30
Interest rate	7.45%
Assessment rate	5.0%
Assessment term	15
Average 2026 rents	\$1,459
Occupancy	93%
Misc. rental income	3%
Annual rent increase first four years	3.0%
Annual rent increase after four years	3.0%
Annual operating expenses less taxes	26%
Annual increase in operating expenses	3.0%

**Based on two bedroom 2024 rents of \$1,375 increasing 3% annually for 2026 opening rents of \$1,459**

## Uses

Construction	\$3,500,000
Land	\$200,000
Professional services	\$51,000
Demolition	\$75,000
Assessment	\$0
City fees	\$182,000
Contingency	\$125,000
Third party reports	\$21,400
Construction interest	\$86,250
Capitalized Interest/working capital	\$45,000
Legal fees	\$20,000
FFE expenses	\$47,667
Marketing	\$45,000
Financing fees	\$23,000
Closing costs	\$26,000
Developer fee	<u>\$282,000</u>
<b>Total</b>	<b>\$4,729,317</b>

## Sources

Cash Equity	\$761,952	16%
Mortgage	\$2,317,365	49%
Developer fee	\$0	0%
Tax Increment	\$550,000	12%
Donated land	\$0	0%
State grant	\$1,100,000	23%
Other Grant	\$0	
Assessment		
<b>Total</b>	<b>\$4,729,317</b>	

# SOURCES AND USES

**Pro Forma Cash Flow**  
**Howard lake**

<b>Year of Project</b>	<b>2024 Year 1</b>	<b>2025 Year 2</b>	<b>2026 Year 3</b>	<b>2027 Year 4</b>	<b>2028 Year 5</b>	<b>2029 Year 6</b>	<b>2030 Year 7</b>	<b>2031 Year 8</b>	<b>2032 Year 9</b>	<b>2033 Year 10</b>
Max Rents	\$350,097	\$360,600	\$371,418	\$382,560	\$394,037	\$405,858	\$418,034	\$430,575	\$443,492	\$456,797
Occupancy	70%	90%	93.00%	93.00%	93.00%	93.00%	93.00%	93.00%	93.00%	93.00%
Garage Rent	\$7,056	\$9,072	\$9,374	\$9,374	\$9,374	\$9,374	\$9,374	\$9,374	\$9,374	\$9,374
Misc. Income	\$7,352	\$9,736	\$10,363	\$10,673	\$10,994	\$11,323	\$11,663	\$12,013	\$12,373	\$12,745
Rental Income	\$245,068	\$324,540	\$345,419	\$355,781	\$366,455	\$377,448	\$388,772	\$400,435	\$412,448	\$424,821
TIF Rebate	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Income and Cash	\$259,476	\$343,348	\$365,156	\$375,829	\$386,823	\$398,146	\$409,809	\$421,822	\$434,196	\$446,940
Effective Income	\$259,476	\$343,348	\$365,156	\$375,829	\$386,823	\$398,146	\$409,809	\$421,822	\$434,196	\$446,940
Less Operating Expense	-\$89,809	-\$84,380	-\$89,809	-\$92,503	-\$95,278	-\$98,137	-\$101,081	-\$104,113	-\$107,236	-\$110,454
Less Property taxes	-\$2,000	-\$42,000	-\$42,420	-\$42,844	-\$43,273	-\$43,705	-\$44,142	-\$44,584	-\$45,030	-\$45,480
Less building reserves @ 300/unit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Less Assessment payments		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Operating Income (NOI) Before D	\$167,667	\$216,968	\$232,927	\$240,482	\$248,272	\$256,304	\$264,586	\$273,125	\$281,930	\$291,007
Total Operating Expenses + Taxes as %	37%	39%	38%	38%	38%	38%	37%	37%	37%	37%
Debt Service	-\$172,644	-\$195,260	-\$195,260	-\$195,260	-\$195,260	-\$195,260	-\$195,260	-\$195,260	-\$195,260	-\$195,260
Capitalized Interest	\$45,000									
<b>NOI After Debt Service</b>	<b>\$40,023</b>	<b>\$21,708</b>	<b>\$37,667</b>	<b>\$45,222</b>	<b>\$53,012</b>	<b>\$61,044</b>	<b>\$69,326</b>	<b>\$77,865</b>	<b>\$86,670</b>	<b>\$95,747</b>
Beginning Cash	\$0	\$40,023	\$61,731	\$99,398	\$144,620	\$197,632	\$258,676	\$328,002	\$405,868	\$492,537
<b>Ending Cash</b>	<b>\$40,023</b>	<b>\$61,731</b>	<b>\$99,398</b>	<b>\$144,620</b>	<b>\$197,632</b>	<b>\$258,676</b>	<b>\$328,002</b>	<b>\$405,868</b>	<b>\$492,537</b>	<b>\$588,284</b>
Debt Service Coverage		111%	119%	123%	127%	131%	136%	140%	144%	149%
<b>Return On Equity</b>		<b>2.8%</b>	<b>4.9%</b>	<b>5.9%</b>	<b>7.0%</b>	<b>8.0%</b>	<b>9.1%</b>	<b>10.2%</b>	<b>11.4%</b>	<b>12.6%</b>

**Ten year forecast**

**Self-Scoring Worksheet**  
**2024 Workforce Housing Development Program**  
**\*Please see 2024 WHDP Checklist for documentation requirements**

Development Name:   
 Development Number:   
 Application Number:  (MHFA to complete)  
 Development Location:  (MHFA to complete)  
 Development City:

Pointing Category	Selection Criteria	Description	Eligible Points	Applicant Self-	Agency Awarded	
1. Readiness to Proceed - up to 15 Points	Zoning and Approvals - Documentation required from the city confirming all land use and zoning approvals are in place or not	Yes	5			
	<b>Total Points for Zoning and Approvals</b>				5	
	Secured Financing		> = 80.0%	10		
	Total eligible permanent capital funding secured, awarded, or committed (excluding amortizing first mortgages). If applicable, this may also include tax increment financing (TIF), tax abatement, developer equity, and Historic Tax Credits. *round to the nearest tenth	<input type="text" value="1342522"/> / <input type="text" value="4729317"/> = <input 3"="" type="text" value="28.4%&lt;/input&gt;&lt;/td&gt; &lt;td&gt;60.0% to 79.9%&lt;/td&gt; &lt;td&gt;8&lt;/td&gt; &lt;td&gt;&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;Total Eligible Funding&lt;/td&gt; &lt;td&gt;Total Development Costs&lt;/td&gt; &lt;td&gt;Funds Committed&lt;/td&gt; &lt;td&gt;40.0% to 59.9%&lt;/td&gt; &lt;td&gt;6&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;&lt;/td&gt; &lt;td&gt;&lt;/td&gt; &lt;td&gt;&lt;/td&gt; &lt;td&gt;20.0% to 39.9%&lt;/td&gt; &lt;td&gt;4&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;&lt;/td&gt; &lt;td&gt;&lt;/td&gt; &lt;td&gt;0.1% to 19.9%&lt;/td&gt; &lt;td&gt;2&lt;/td&gt; &lt;td&gt;&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td colspan="/> <b>Total Points for Secured Financing</b>		4		
		<b>Total Points for Category 1: Readiness to Proceed:</b>				
2. Market Characteristics - Up to 15 Points		Share of Market Rate Units	<input type="text" value="20"/> / <input type="text" value="20"/> = <input type="text" value="100.0%"/>	100%	9	
	<b>Total Points for Share of Market Rate Units</b>	Market Rate Units	Total Units	Share of Market Rate Units	50.1% to 99.9%	7
					< = 50.0%	5
	Development of 40 or fewer units		0 to 20	6		
		21 to 40	3			
<b>Total Points for Number of Units</b>				6		
<b>Total Points for Category 2: Market Characteristics</b>					15	
3. Leverage - Up to 25 Points	Funding Request as % of TDC	<input type="text" value="1080000"/> / <input type="text" value="4729317"/> = <input type="text" value="22.8%"/>	< = 25%	25		
		Funding Request	Total Development	Funding Request as % of	25.1% to 40.0%	15
					40.1% to 50.0%	10
<b>Total Points for Category 3: Leverage</b>				25		
4. Eligible Project Area Size - Up to 15	Based on eligible project area populations		< = 5,000	15		
			5,001 to 30,000	7		
<b>Total Points for Category 4: Eligible Project Area Size</b>					15	
5. Workforce Housing Development Program Award	Projects located in communities that have not received an award of funding from the Workforce Housing Development Program in the last 5 years.		Yes	3		
		<b>Total Points for Category 5: Workforce Housing Development Program Award History</b>			3	
6. Opportunity zone (OZ) - Up to 3	Incentive - Development located in an OZ		Yes	3		
<b>Total Points for Category 6: Opportunity Zone</b>						
<b>TOTAL POINTS FOR ALL CATEGORIES COMBINED</b>				67		

67 out of Max 76 points





# HOWARD LAKE CITY COUNCIL MEETING

APRIL 15, 2024

**AGENDA ITEM:** Consider Approving CSAH 7 Enhancement Project.

**SECTION:** New Business

**FROM:** City Administrator, Nick Haggemiller

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**BACKGROUND:** In 2023, the City Council authorized a scope of services to the Bolton and Menk to create concept plans and suggested improvements at CSAH 7. The study called out the following goals to accomplish:

1. Address deferred maintenance of the corridor including dying/dead trees and plantings and failed fence.
2. Establish trailhead for new trail/expanded shoulder.
3. Enhance a significant gateway of the City.

The study was vetted through staff, reviewed by the City Council in the fall of 2023. The concept plans went in front of the Parks and Planning Commission as a cordiality in February 2024. This is not considered a direct park project; but given the close proximity the review of the concept plans – not final was completed by the PPC.

## Proposed Project Scope

- Remove pine trees along CSAH 7.
- Replace with rock garden, above grade planters, and salt resistant plantings an estimated 6 ornamental trees (salt resistant)
- Replace split rail fence in full with a new split rail fence on north side of parking lot.
- Establish a meeting/seating area at the trail head.
- Provide plantings/fence barrier between swimming beach and boat launch.
- Place riprap adjacent to lakeshore.
- Plant native plantings on shoreline.
- Establish a sitting wall.
- Purchase and install channelizers to better separate and delineate the trail (not included in JK Landscape Scope)
- Information Kiosk Installed (purchased previously)

## Not Included

- Benches, dog waste stations, garbage cans.
  - Staff suggests revisiting these after learning of donation level of the Lions or available contingency funds for the rest of the project. Alternatively, council could direct staff to include at this time. It is estimated a modest number of benches, refuse containers could add a significant cost to the project estimated between \$10,000 - \$20,000.
- Improvements/Adjustments to public access boat launch
  - Occasionally, the city receives complaints about the concrete pad supporting the boat launch. This occurs sporadically, but most frequently when water levels are low. Through research it is not clear if this boat launch is the responsibility of the DNR or the City of Howard Lake. Furthermore, discussing this with various users of the launch, specifically the Howard Lake Sportsman Club, there also doesn't appear to be consensus on the cause/solution to the problem.

If approved, we have asked the contractor to have the improvements in place by mid June to maximize use/enjoyment in 2024 and be in place for Good Neighbor Days. Currently, there are no events programmed for Lions Park for Good Neighbor Days. However, it is looking probable that the fireworks launching location will move to this side of the lake to prevent issues that occurred last year with embers drifting over downtown. The HLF D Fire Chief has pushed for this change. Relevancy here is noting establishing seating and recreation areas suitable for viewing!

---

## **DECISION MAKING METRICS:**

### **FINANCIAL:**

#### CSAH 7 /JK Landscape

The quote for the project totals \$104,595.

#### Channelizer Estimate [Traffic Safety Warehouse]

- 100' Spacing = 30 channelizers for \$1,000

- 50' spacing = 60 channelizers for \$2,000

Industry standard for these is 30' to 50' spacing. We are aware of mixed reception of these by other communities both for users of the trail as well as maintenance staff responsible for their annual installation and removal as these will not remain in place during the winter. Note: A different channelizer would produce an estimated \$300 - \$600 savings. However, it does not have a flexible channelizer; any vehicle hit to the cheaper alternative would likely destroy the channelizer, whereas the proposed are intended to withstand light hits and be flexible.

#### DNR Grant

The City was a successful recipient for a \$150,000 DNR grant helped fund the trail project. This grant has now been fully awarded back to the City.

#### Alternatives

Council reserves the right to modify project scope as it sees fit. One noted example is the inclusion of irrigation. The proposed project scope includes \$14,000 for underground irrigation. An irrigation system was HIGHLY recommended by the contractor due to the soil conditions and ease of maintenance for the plantings.

---

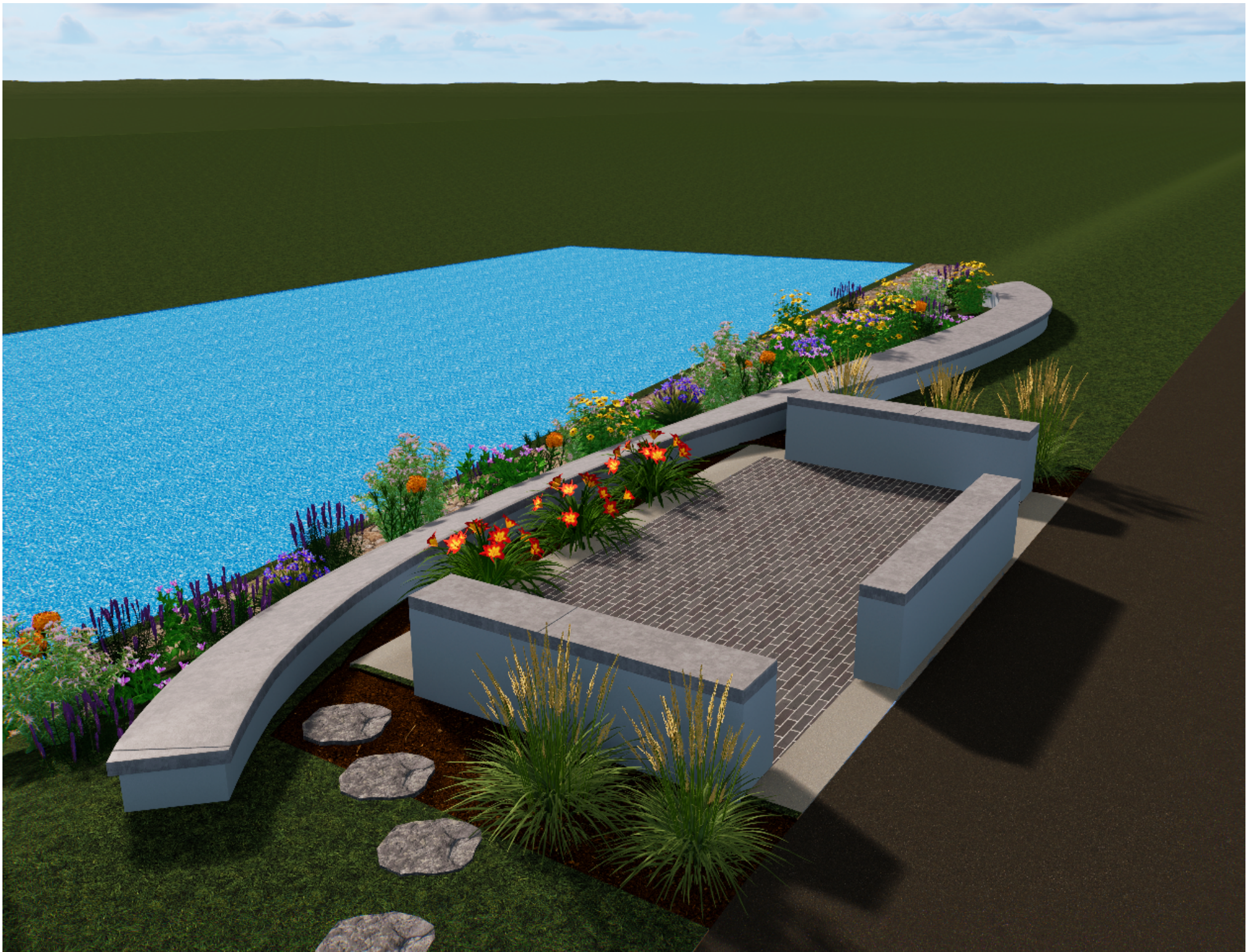
**COUNCIL ACTION REQUESTED:** Approve quote for improvements for JK Landscape and Traffic Safety Warehouse.

### **ATTACHMENTS:**

1. JK Landscape Plans
2. JK Landscape Quote
3. Traffic Safety Specs





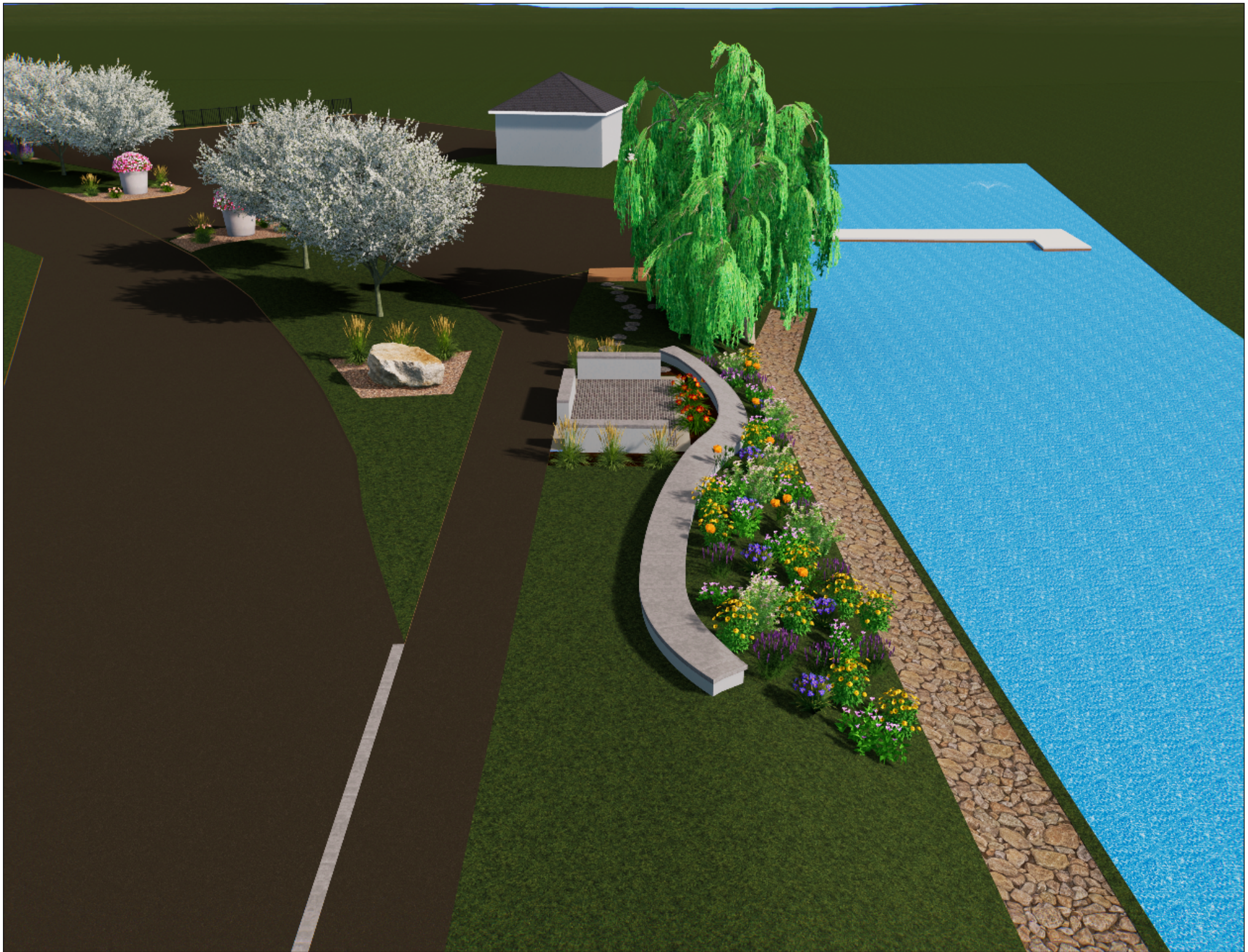




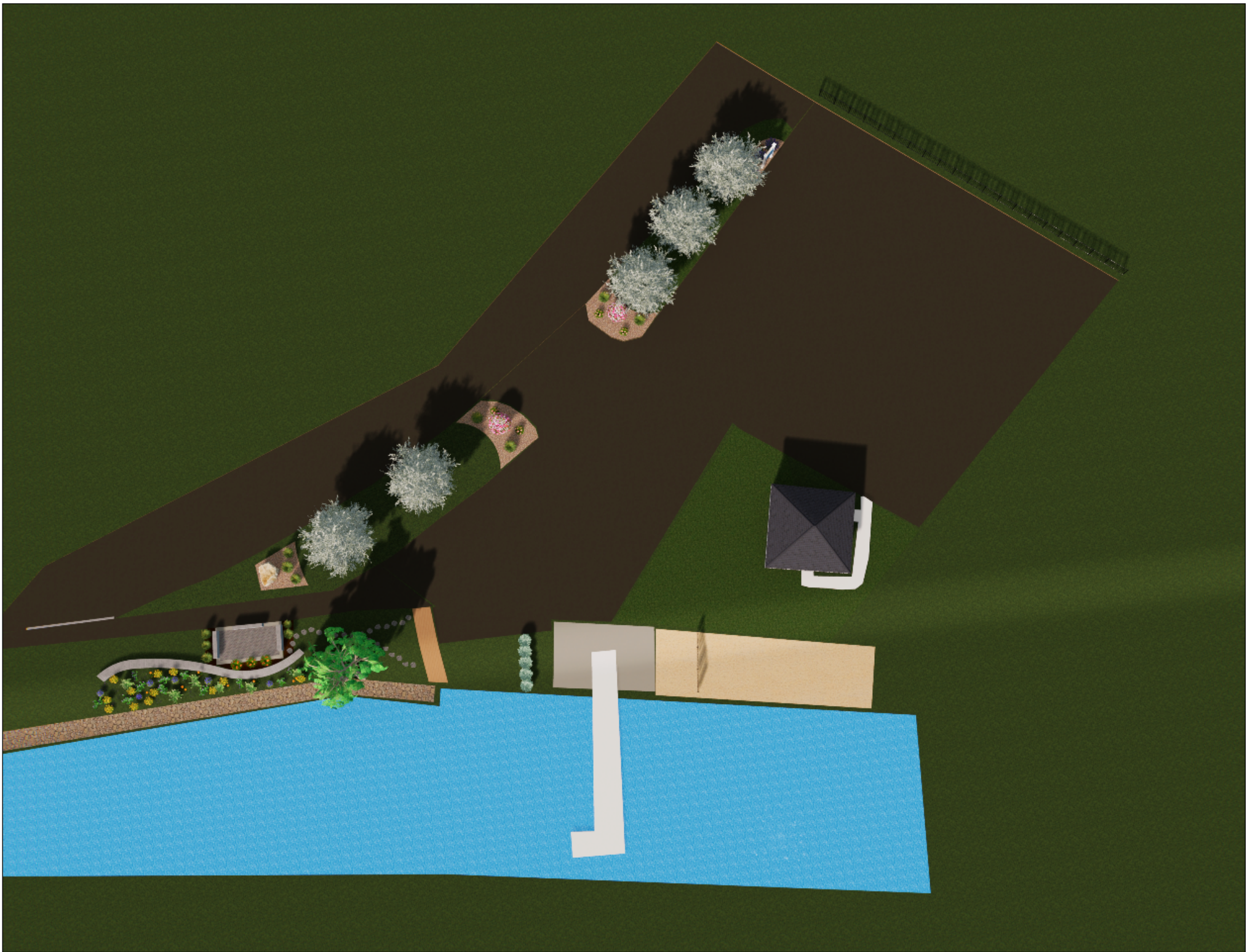














19512 HUBBLE ROAD  
CLEARWATER, MN 55320

CONTRACTOR #: BC631037

JERRY KONZ  
(320) 980-2710  
jerry@jklandscape.com

# ESTIMATE

OFFICE USE ONLY:			
P	I	D	L
Y	48	0	468

DATE	ESTIMATE #
4/9/2024	7623

**CUSTOMER MAILING ADDRESS:**

City of Howard Lake  
625 8th Avenue  
Howard Lake, MN 55349

**PROJECT ADDRESS:**

Lions Park  
507-382-4848



DESCRIPTION	QTY	RATE	TOTAL
Removal/disposal of trees from boulevards and sod/debris and also in patio area	1	4,700.00	4,700.00
Haul in/spread out black dirt for all seeded areas prior to any seeding	90	88.00	7,920.00
Spray/kill off native seed area - prior to spreading any black dirt	1	1,980.00	1,980.00
install native seed mix and erosion blanket - estimated at 600 sq. ft.			
Install 2 concrete planters - estimated at 2' tall x 2' wide	2	1,425.00	2,850.00
Brillion seed boulevard turf areas and additional areas per plan and install hydro mulch over areas	5,500	0.65	3,575.00
Install cobblestone paver patio - approx. 18'x10'	1	7,940.00	7,940.00
Install retaining wall (lakeside of patio) out of Versa Lok standard units w/caps - estimated at 57' long	1	13,540.00	13,540.00
Haul in/compact fill material behind wall to build up/level area - 30 cubic yards	1	2,100.00	2,100.00
Install seat walls per plan	1	6,860.00	6,860.00
Install plant material per plan	1	4,880.00	4,880.00
Install concrete bullet edgers	275	12.00	3,300.00
Install landscape fabric and 1.5" river rock in beds around patio	2	440.00	880.00
Install landscape fabric and 1.5" river rock in boulevards (4 beds)	7	440.00	3,080.00
Install 16" exposed aggregate steppers	24	85.00	2,040.00
Install cedar split rail fence on beach - 20'	1	580.00	580.00
Install cedar split rail fence on south end of parking lot - 210'	1	5,760.00	5,760.00
Install 8oz. filter fabric and fieldstone rip rap along shoreline - estimated at 110'	1	18,700.00	18,700.00
Irrigation system allowance to include: rain sensor hydrawise controller boring under tar in 3 locations Estimate assumes there is a water hookup on the building with a backflow preventer and has a minimum of 80 psi Estimate includes irrigation to water from boat lunch to the east to the east end of the proposed rip rap along with both boulevard areas. Estimate does not include permit(s) but JK can obtain permits for an additional fee if needed	1	13,910.00	13,910.00
		0.00	0.00

\* Unless noted, this estimate does not include any permit/application fees. JK Landscape can obtain these for an additional fee.

\* By Signing this Estimate, you are Acknowledging that you have Read and Agree to the Contract and Warranty Terms, located on our Website at: [www.https://www.jklandscape.com/resources/contract-terms](http://www.https://www.jklandscape.com/resources/contract-terms)

\* Also, Please See Our Website to View the Project Gallery & Detailed Services We Have To Offer.

**WE APPRECIATE YOUR BUSINESS !!!**

**TOTAL ESTIMATE: \$104,595.00**

\* Estimates are good for 30 Days.

**X**  
\_\_\_\_\_  
**CUSTOMER SIGNATURE**

# TRAFFIC SAFETY WAREHOUSE

The Best in Safety for Less

[Home](#) / [New Traffic Safety Channelizers](#) (Channelizers/departments/2/) / [Traffic Delineators](#) (Traffic-Delineators/products/35/)

Re-bouncer™ Flexible Traffic Delineator Post Ctn of 10



#### Additional Images to View



(Images/Astro DE.JPG)

Item Number: RFP 36-13

Select Size/Color/Options:

36" Orange Post with 1 - 3" Stripe \$292.95

Quantity

- 1 +

ADD TO CART

#### Detailed Description

#### Re-bouncer™ Flexible Traffic Delineator Post

The Re-bouncer flexible delineator post has a Polycarbonate base, polyethylene tube and unique elastic hinge design which gives it extreme durability after being struck repetitively. If needed, the tubing can be easily replaced on-site, saving both time and money

#### Traffic Delineator Post Details:

- Available sizes: 28" or 36" post length
- Post material: Polyethylene, 2.25" diameter
- Base material: Polycarbonate, 7" diameter
- Hinge material: Natural rubber
- Use Epoxy (<http://www.trafficsafetywarehouse.com/Epoxy-2-Part-Kit/productinfo/EPOXY/>) to secure to surface

Sold in a Box of 10 Posts.

[More Delineators \(https://www.trafficsafetywarehouse.com/Delineators/products/52/\)](https://www.trafficsafetywarehouse.com/Delineators/products/52/)

You May Also Like



(<https://www.trafficsafetywarehouse.com/Butyl-Peel-and-Stick-Adhesive-Pads/productinfo/BUTYLPAD/>) Butyl Peel and Stick Adhesive Pads  
(<https://www.trafficsafetywarehouse.com/Butyl-Peel-and-Stick-Adhesive-Pads/productinfo/BUTYLPAD/>)  
\$92.95

#### COMPANY INFORMATION

About (<https://www.trafficsafetywarehouse.com/Aboutus.asp>)  
Terms & Conditions (<https://www.trafficsafetywarehouse.com/Terms.asp>)  
Privacy Policy (<https://www.trafficsafetywarehouse.com/privacy.asp>)  
Online Accessibility (<https://www.trafficsafetywarehouse.com/accessibility.asp>)  
Reviews (<https://www.trafficsafetywarehouse.com/Reviews.asp>)  
Site Map (<https://www.trafficsafetywarehouse.com/sitemap.asp>)

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View Cart (<https://www.trafficsafetywarehouse.com/basket.asp>)

#### CUSTOMER SERVICE

Order & Shipping Info (<https://www.trafficsafetywarehouse.com/help.asp>)  
Returns and Refunds (<https://www.trafficsafetywarehouse.com>Returns.asp>)  
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# HOWARD LAKE CITY COUNCIL MEETING

APRIL 15, 2024

**AGENDA ITEM:** Consider Approving Quote to Install Water Fountain Feature at Lions Park

**SECTION:** New Business

**FROM:** City Administrator

---

**BACKGROUND:** The Howard Lake and Maple Lake Lions have been strong financial supporters of the City, specifically park projects for decades. In the fall of 2023, the organization made a \$30,000 donation to offset costs associated with the intended use of purchasing and installing a water fountain. A quote was sought from JK Landscape for this purpose.

The proposed quote includes a fountain, installation of a pump with programable light set for \$36,840. This price does NOT include electrical work needed which will involve running additional wires from the bathroom. Estimate is being sought for this but believed to be nominal. Ultimately, an extension cord/temporary cord is run to the fountain itself.

---

## DECISION MAKING METRICS:

### FINANCIAL:

- Purchase & Installation \$36,840
- Electrical TBD
- Less Donation (\$30,000)
- Cost to the City \$6,840

The Lions have recently reached out indicating they would like to provide additional funds for city projects. Staff will propose additional coverage for this fountain and related CSAH 7 improvements.

---

**COUNCIL ACTION REQUESTED:** Approve JK Landscape Quote as presented

### ATTACHMENTS:

1. Quote
2. Fountain Specs/Pamphlet



19512 HUBBLE ROAD  
CLEARWATER, MN 55320

CONTRACTOR #: BC631037

JERRY KONZ  
(320) 980-2710  
jerry@jklandscape.com

# ESTIMATE

OFFICE USE ONLY:

P	I	D	L
Y	0	0	20

DATE	ESTIMATE #
4/9/2024	7627

**CUSTOMER MAILING ADDRESS:**

City of Howard Lake  
625 8th Avenue  
Howard Lake, MN 55349

**PROJECT ADDRESS:**

Lions Park Fountains  
507-382-4848



DESCRIPTION	QTY	RATE	TOTAL
Install 1 Diana centrifugal pump std. volume with 200' cord 230v - includes 4 light set	1	16,860.00	16,860.00
Add for 2 Carnival propeller pumps std. volume - each with 200' cord 230v - includes 4 light set	1	19,980.00	19,980.00
Estimate does not include electrical work. An electrician will be needed to wire plugs into electrical supply	1	0.00	0.00
Estimate does not include permit but JK can obtain permits for an additional fee			

- \* Unless noted, this estimate does not include any permit/application fees. JK Landscape can obtain these for an additional fee.
- \* By Signing this Estimate, you are Acknowledging that you have Read and Agree to the Contract and Warranty Terms, located on our Website at: [www.https://www.jklandscape.com/resources/contract-terms](http://www.https://www.jklandscape.com/resources/contract-terms)
- \* Also, Please See Our Website to View the Project Gallery & Detailed Services We Have To Offer.

**WE APPRECIATE YOUR BUSINESS !!!**

**X**  
\_\_\_\_\_  
CUSTOMER SIGNATURE

**TOTAL ESTIMATE: \$36,840.00**  
\* Estimates are good for 30 Days.







# Font'N-Aire<sup>®</sup>

READY




FLOATING ONE-HORSEPOWER FOUNTAIN

# READY AT A GLANCE

AERATING FOUNTAIN	DISPLAY FOUNTAIN
	
<b>PROPELLER (ONLY) PUMP UNITS</b> Standard Oxygen Transfer Rate Reduced Volume: 1.1 lbs./O2/hr. Standard Volume: 2.8 lbs./O2/hr.	<b>CENTRIFUGAL PUMP UNITS</b> Minimum Operating Depth of Either the Aerating or the Display Fountain 24"

**STANDARD CONTROLS**



## HOW IT WORKS

The Font’N-Aire Ready fountain line has four major components:

**FLOAT** - constructed of rugged polyethylene molded plastic with UV inhibitors and filled with non-hygroscopic pressure molded polystyrene foam.

**POWER DRIVE ASSEMBLY** - mounting structure (drive structure assembly), pump/propeller, nozzle and motor.

**ELECTRICAL SERVICE CABLE ASSEMBLY** - 100’ (standard) of AWG# 12/4 submersible cable and a submersible quick disconnect connector, which plugs into the fountain.

**CONTROLS** - 24-hour time clock with multiple off/on trippers, a Franklin Electric start and run QD capacitor box and an inline ELCI ground fault protector with a standard 230 volt, 15 amp plug. All of the components are prewired and mounted on a 16” x 14” plate.

Air-O-Lator exclusively uses the Franklin Electric 600M submersible motor on all fountain lines. The water cooled and lubricated motor is especially designed for lake and pond fountain applications and is environmentally safe.

The PROPELLER PUMP AERATING FOUNTAIN (with our scientifically engineered foul-resistant propeller) pumps 1,000 gallons of water per minute into the air through a specifically designed nozzle (Carnival). This causes the large column of water to shear into millions of micro droplets exposing more water to the atmosphere. As the aerated water returns to the parent body of water surface, turbulence is created in a 360 degree radius outward from the fountain increasing the interface of air to water, therefore transferring the atmospheric oxygen to the water.

The CENTRIFUGAL PUMP DISPLAY FOUNTAIN’s unique center discharge pump design keeps the shaft of the submersible motor and the discharge in a vertical position. This allows the entire weight of the fountain to remain in the center of the float. This also makes the fountain easy to install and remove from the float without special mounting brackets or hardware. Our centrifugal pump design produces high pressure, which creates terrific heights and displays using far less horsepower compared to other fountain equipment. This fountain should only be used for aesthetics because the volume of water being pumped into the air is not enough to be considered an aerating device by oxygen transfer testing and Air-O-Lator’s standards.

# SPRAY PATTERNS AND PERFORMANCE DATA

## MOTOR SPECIFICATIONS

Font'N-Aire Ready fountains are furnished with one-horsepower, 230 volt, 1 phase Franklin Electric motors. Each motor has a maximum amperage of 9.8 amps.



CARNIVAL PROPELLER PUMP			
STANDARD VOLUME		REDUCED VOLUME	
PART NO.	95RCR12301S	PART NO.	95RCR12301R
AVG HT	8	AVG HT	4
AVG DIA	25	AVG DIA	10
GPM	1000	GPM	400



DIANA CENTRIFUGAL PUMP			
STANDARD VOLUME		REDUCED VOLUME	
PART NO.	95RDA12301S	PART NO.	95RDA12301R
AVG HT	20	AVG HT	13
AVG DIA	20	AVG DIA	18
GPM	80	GPM	80



GALAXY CENTRIFUGAL PUMP			
STANDARD VOLUME		REDUCED VOLUME	
PART NO.	95RGL12301S	PART NO.	95RGL12301R
AVG HT	30	AVG HT	15
AVG DIA	50	AVG DIA	30
GPM	95	GPM	80



NORTHSTAR CENTRIFUGAL PUMP			
STANDARD VOLUME		REDUCED VOLUME	
PART NO.	95RNR12301S	PART NO.	95RNR12301R
AVG HT	16	AVG HT	14
AVG DIA	32	AVG DIA	28
GPM	108	GPM	80



NOVA CENTRIFUGAL PUMP			
STANDARD VOLUME		REDUCED VOLUME	
PART NO.	95RNV12301S	PART NO.	95RNV12301R
AVG HT	25	AVG HT	13
AVG DIA	N/A	AVG DIA	N/A
GPM	108	GPM	80



SOLACE CENTRIFUGAL PUMP			
STANDARD VOLUME		REDUCED VOLUME	
PART NO.	95RSL12301S	PART NO.	95RSL12301R
AVG HT	14	AVG HT	8
AVG DIA	18	AVG DIA	14
GPM	108	GPM	80



**NOTE: G.P.M. is calculated through the nozzle selected.**

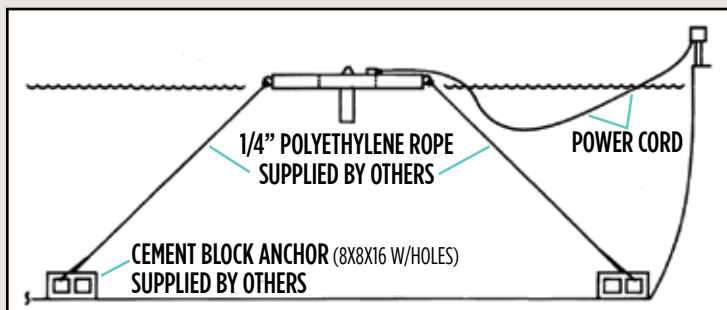
\*Running amperage will vary according to the nozzle selected, but at no time will the amperage exceed the maximum indicated per horsepower. Air-O-Lator Corporation's specifications as stated herein are the most current at the time of publication. However, consistent with Air-O-Lator Corporation's standard policy of continual product improvement, we reserve the right to change the design without notice or obligation on our part to modify any equipment previously sold or delivered.

## TWO FOUNTAINS IN ONE

With the Ready fountain, it is possible to convert a centrifugal pump display fountain to a high volume propeller pump aerating fountain, or vice versa, without the need of purchasing two separate fountains. The design of the Font'N-Aire Ready and Platinum fountains allows this because the motor and mounting structure (drive structure assembly) are the same. When converting from a centrifugal pump display fountain to a propeller pump aerating fountain, simply remove the four (4) bolts that connect the centrifugal pump to the motor mount and remove the pump assembly. Install the propeller to the motor shaft and then the Carnival nozzle to the motor mount with four (4) bolts, a simple five-minute procedure that can be done in the field with a 7/16" wrench. The same procedure can be done to change a propeller pump aerating fountain to a centrifugal pump aesthetic fountain.

### FEATURES

- Six spray patterns available
- Standard and Reduced volume options
- 100' of power cable with a water-tight removable connector, longer lengths available in 50' increments. [Required: a single phase, 3 wire w/ ground, 60 HZ, maximum length in feet, service entrance to fountain, 230 volts, 1hp, 400' 12/4 maximum]
- 24-hour time clock
- Equipment Leakage Circuit Interruptor (ELCI) (US only)
- Easy to install and maintain
- Two-year warranty
- Backed by our outstanding customer service



### SUGGESTED MOORING

Use approximately three feet of mooring rope per foot of water depth to allow for water level fluctuation. Tying unit to the shore is also acceptable if visible mooring ropes are not objectionable.

## OPTIONAL EQUIPMENT



**ROCK FLOAT**  
(Shown with optional light kit installed)

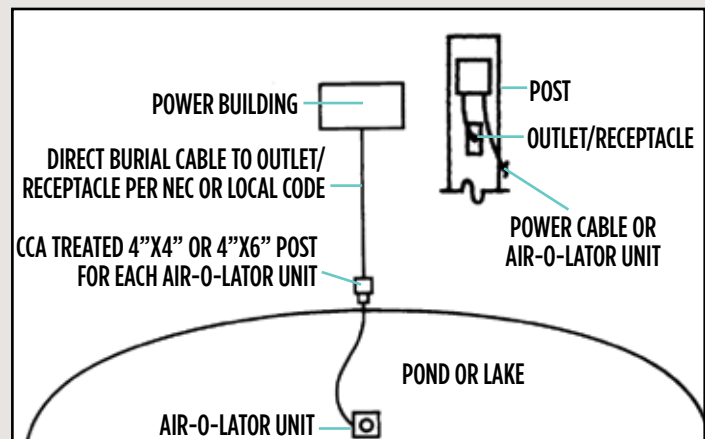


**LIGHTING KITS**

- 12 volt, 200 watts photocell controlled lighting
- 4 (clear), 50 watt sealed beam lights (standard)
- Red, green, blue and amber lenses optional



**ETL CONTROL PANEL**  
ANSI/UL508 control panel with time clock equipment leakage circuit interrupter (ELCI) and motor controls placed in a NEMA 4X enclosure



### SUGGESTED ELECTRICAL

Our equipment is manufactured either to UL, CSA, NEMA standards. All wiring shall be per NEC, CEC, or local electric codes.



# HOWARD LAKE CITY COUNCIL MEETING

APRIL 15, 2024

**AGENDA ITEM:** Consider Approving Quote to Replace Fence at Municipal Parking Lot

**SECTION:** New Business

**FROM:** City Administrator

**BACKGROUND:** The City is responsible for the maintenance of the parking lot on the north side of Highway 12 Businesses. The existing split rail fence is believed to be original to the parking lot built around 25 years ago. This fence has deteriorated beyond repair.

Discussing replacement options with Bolton and Menk's landscape architect, it is believed that a crash rated fence is required in this location due to the height of the retaining wall. It's noted that the existing split rail fence does NOT meet this requirement, if true. Additionally, neither the City or MNDOT (who constructed the retaining wall) did not have as-builts for the wall itself. It is assumed that geogrid is placed behind the wall. If so, each fence post needs to be hand dug to the geogrid before going down the full depth of the footing.

At the time this staff report was written, additional information was sought from the city engineer to confirm code compliance to ensure we need a crash-rated fence installed at this location or if a more economical option would suffice. Additionally, information was being sought simultaneously from the proposed contractor to replace with alternative fence materials.



*Existing Split Rail Fence*

## ALTERNATIVES UNDER CONSIDERATION

- Split Rail Fence
- Guard Rail

---

## **DECISION MAKING METRICS:**

**FINANCIAL:** JK Landscape has provided a quote \$51,625 for materials and labor for the a metal fence that meets specifications. A courtesy bid was sought from a second vendor who is unable to complete the work for \$46,000. This is not called out in our CIP or annual budget. If approved, this would be use of general fund reserves.

**LEGAL:** The City attorney was consulted on this matter. He confirmed that if the code requires a fence of this nature in this location, the City would be exposed to additional liability for damages and injuries that result from accidents/crashes. If built to specifications meeting code, the City would have virtually no liability.

---

**COUNCIL ACTION REQUESTED:** Discuss and approve as deemed appropriate.

**ATTACHMENTS:**

1. JK Landscape Quote
2. Railing Requirements
3. Proposed Fence Pamphlet



19512 HUBBLE ROAD  
CLEARWATER, MN 55320

CONTRACTOR #: BC631037

JERRY KONZ  
(320) 980-2710  
jerry@jklandscape.com

# ESTIMATE

OFFICE USE ONLY:			
P	I	D	L
N	0	72	0

DATE	ESTIMATE #
4/9/2024	7624

**CUSTOMER MAILING ADDRESS:**

City of Howard Lake  
625 8th Avenue  
Howard Lake, MN 55349

**PROJECT ADDRESS:**

Parking Lot Fence  
507-382-4848



DESCRIPTION	QTY	RATE	TOTAL
Install Jerith Industrial 48" tall x 7.5' sections - black in color. Estimated at 295' long 3"x3" posts will be concreted in for support behind existing retaining wall Includes removal/disposal of existing cedar split rail fence River rock will also need to be moved to dig holes and will then be put back when finished	1	51,625.00	51,625.00
		0.00	0.00

- \* Unless noted, this estimate does not include any permit/application fees. JK Landscape can obtain these for an additional fee.
- \* By Signing this Estimate, you are Acknowledging that you have Read and Agree to the Contract and Warranty Terms, located on our Website at: [www.https://www.jklandscape.com/resources/contract-terms](http://www.https://www.jklandscape.com/resources/contract-terms)
- \* Also, Please See Our Website to View the Project Gallery & Detailed Services We Have To Offer.

**WE APPRECIATE YOUR BUSINESS !!!**

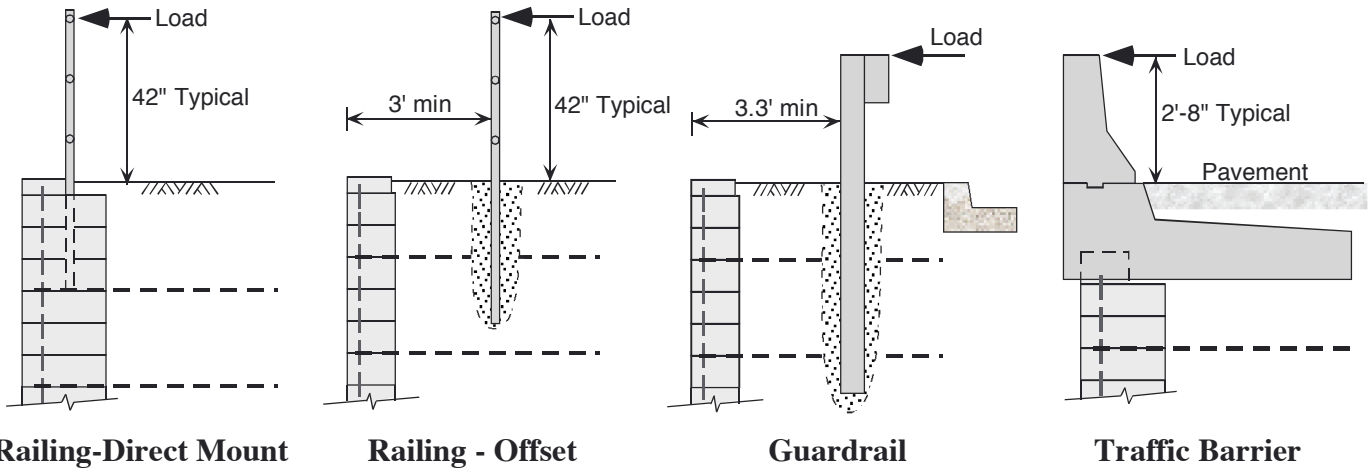
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---

**CUSTOMER SIGNATURE**

**TOTAL ESTIMATE: \$51,625.00**  
\* Estimates are good for 30 Days.

# Railing and Barrier Requirements



## Introduction

Railing, guardrail, and traffic barrier requirements for retaining walls are not clearly defined in design codes nor are they properly addressed in many site plans. Many times railings and barriers are added as an after-thought which can become a costly and logistical issue when no provisions are made in the original retaining wall layout and site design.

Guard and barriers require a common sense approach by the site designer considering the proximity of a wall structure to people and traffic. Sufficient space must be reserved for such installations. Some excerpts from design codes may be useful in defining the general intent of barriers:

## Guardrail (UBC)

*Guardrail is a system of building components located near the open sides of elevated walking surfaces for the purpose of minimizing the possibility of an accidental fall from the walking surface to the lower level.*

## Railing/Guard Requirements (BOCA)

*Where retaining walls with differences in grade level on either side of the wall in excess of 4 feet (1219 mm) are located closer than 2 feet (610mm) to a walk, path, parking lot or driveway on the high side, such retaining walls shall be provided with guards that are constructed in accordance with Section 1021.0 or other approved protective measures.*

## Railings (AASHTO)

*Railings shall be provided along the edges of structures for protection of traffic and pedestrians.*

## Summary

The railing/barrier issue can be a logistical and structural problem with modular wall systems due to the inability of the small wall units to resist concentrated loads and the need for lateral space at the top of wall to install most barrier systems. Proper planning and design is required.

The design loadings can be quite significant as indicated below:

## UBC Railing and Guardrail Loadings

- \* Other than exit facilities 20 plf
- \* Exit facilities serving an occupant load greater than 50. 50 plf
- \* Minimum point loading 200 lbs
- \* Vehicle Barrier 6000 lbs

## AASHTO Railing Loadings

- \* Pedestrian Railing (W) 50 plf
- \* Traffic Barrier (P) 10,000 lbs





# JERITH INDUSTRIAL

Industrial | 1" Picket | Colors: Black



# HOWARD LAKE CITY COUNCIL MEETING

APRIL 15, 2024

**AGENDA ITEM:** Discuss/Consider Appointing Members to Adhoc Fire Hall Facility Committee

**SECTION:** New Business

**FROM:** City Administrator

---

**BACKGROUND:** The city council has commissioned a feasibility study and authorized additional design services related to a maintenance, addition and carcinogen separation for the HLFD. Prior to engaging consultants, the recommendation to form an adhoc committee has been proposed. The city council, the ultimate appointing and project approval authority, is asked to provide feedback to committee composition and identify councilors for the committee.

### Committee Composition

We will need strong buy-in and participation from the HLFD to see a successful project. HLFD has brought forward five names for appointment Amanda Loebertmann, Alex Mages, Seth Bravinder, Nicole and Brian Kittock. The existing Public Safety Commission are suggested inclusions which include Councilors Deiter and Kutz and City Administrator Haggenmiller and Police Chief Thompson.

### Proposed Scope of Responsibilities & Authorities Given

- **Needs Assessment:** Evaluate the current state of the Fire Hall, including maintenance needs, space requirements, and carcinogen separation concerns.
- **Recommendations Report:** Provide a detailed report outlining recommended maintenance actions, potential additions or modifications to the Fire Hall, and strategies for carcinogen separation.
- **Financing Plan:** Develop a financing plan that outlines potential sources of funding for the recommended actions, including grants, loans, bonds, and budget reallocations.
- **Implementation Plan:** Create a detailed plan for implementing the committee's recommendations, including timelines, budget estimates, and resource allocation.
- **Presentation to City Council:** Present the committee's findings, recommendations, financing plan, and implementation plan to the City Council for approval and funding.

---

### **DECISION MAKING METRICS:**

**FINANCIAL:** The City Council has approved a contract for additional architectural services totaling \$6,500. This has not been engaged to date. The ad hoc committee will not have much, if any, material expense. Those that are identified must be consistent with our purchasing policy and budget. Finally, the full construction project is estimated to range from \$1.5Million to \$2.5Million

---

**COUNCIL ACTION REQUESTED:** Discuss group composition and appoint members, review scope and provide feedback and direction to staff.

**ATTACHMENTS:** Open



# HOWARD LAKE CITY COUNCIL MEETING

APRIL 15, 2024

**AGENDA ITEM:** Discuss AMLHL Wastewater Regionalization Expansion.

**SECTION:** New Business

**FROM:** City Administrator

---

**BACKGROUND:** The cities of Montrose and Waverly have formally requested to join the existing AMLHL Wastewater Commission. This request has been considered by the commission and they have concluded that doing so appears to provide the most cost effective means to provide this service for all five communities.

To advance this forward the two cities as one entity and the existing commission need to update Facilities Studies that lay out the preliminary engineering and cost feasibility necessary to receive financing and licensing approvals. These studies come with a significant expense.

In order to have a shared understanding of roles and responsibilities moving forward, a predevelopment agreement has been drafted and agreed upon between the commission and the petitioning cities. This basic agreement stipulates that the cities of Montrose and Waverly will be responsible for the fees associated with updating their own facility plan. Likewise, the commission will be responsible for updating their facility plan as well. However, in the event the two cities do NOT join, they will be responsible for the fees incurred during this due diligence process.

---

**DECISION MAKING METRICS:**

**FINANCIAL:** Open

**LEGAL:** Ultimately, if the two cities join the commission, the existing bylaws of the commission will need to be amended. Doing so requires each member city to adopt as well.

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**COUNCIL ACTION REQUESTED:** There is no formal action on this matter.

**ATTACHMENTS:**

1. Predevelopment Agreement

## PRE-DEVELOPMENT AGREEMENT

This Pre-Development Agreement ("Agreement") is entered into as of [Date], by and between the Annandale Maple Lake Howard Lake Wastewater Commission (hereafter, "Commission"), and the City of Montrose, and the City of Waverly.

### Background

The Commission is an established entity responsible for wastewater management in its respective jurisdiction. The Cities of Montrose and Waverly are interested in joining the Commission and have agreed to undertake due diligence to assess the feasibility and implications of such a decision.

This Agreement is intended to formalize the terms and conditions associated with the due diligence necessary for the Cities of Montrose and Waverly to determine whether joining the Commission is feasible. This Agreement is not intended to make the Cities of Montrose and Waverly members of the Commission, and the parties understand that a subsequent Final Joint Powers Agreement would be required to accomplish that objective.

### Agreement

1. **Purpose:** The purpose of this Agreement is to stipulate the terms and conditions associated with the due diligence necessary for the Cities of Montrose and Waverly to join the Commission.
2. **Commission Board Agreement:** The Commission board has agreed in concept for the Cities of Montrose and Waverly to join the Commission as full voting members, subject to the completion of due diligence and the negotiation of a final Joint Powers Agreement.
3. **Due Diligence and Application of Costs:** The Cities of Montrose and Waverly shall be responsible for expenses anticipated for due diligence, including consultant expenses for engineering, financial advising, and legal services, and incidental expenses, as outlined in Attachment A. City staff time shall be exempt from these expenses.

The Cities of Montrose and Waverly shall each cover the cost of updating their own facility plans. Notwithstanding paragraph 3 above, the Commission shall cover the cost of updating its own facility plan, provided, however, that in the event the Cities of Montrose and Waverly do not join the Commission, the Cities of Montrose and Waverly shall be responsible for the costs outlined in paragraph 3 above that have been incurred by the Commission and shall reimburse the Commission for such costs within 30 days of transmission of an invoice by the Commission. In the event the Cities of Montrose and Waverly do join the Commission, the Commission shall credit the costs outlined in paragraph 3 above that have been incurred by the Cities of Montrose and Waverly towards the buy-in amount to be paid by the cities of Montrose and Waverly if the project proceeds.

4. **Expectations for Due Diligence:** All parties to this agreement, including each entity's staff and consultants, shall engage in timely and transparent communication and correspondence and be permitted and encouraged to exchange ideas, information, materials, plans and specifications, necessary for due diligence. Data deemed confidential in nature is excluded.

**5. Expense Reporting and Updates:** The Cities of Montrose and Waverly shall monthly provide to the Commission electronic copies and verification of expenses paid to update their facility plan. The Commission, in turn, shall monthly provide Montrose and Waverly electronic copies and verification of expenses paid to update the Commission's facility plan.

**6. Term and Termination:** This Agreement shall commence on the date first written above and shall continue until the later of: 1) the completion of the due diligence process, or 2) the adoption of a revised joint powers agreement between all member parties, or 3) December 31, 2029.

In the event that the Cities of Montrose and Waverly are unable to obtain a financing package necessary to join the Commission, this Agreement may be terminated by the Commission, the City of Montrose or the City of Waverly upon written notice to the other parties.

Upon termination, the parties shall have no further obligations under this Agreement, except to make payments due under this Agreement for work performed as authorized under this Agreement.

**IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first above written.**

**Annandale Maple Lake Howard Lake Wastewater Commission**

By: \_\_\_\_\_  
Chair

By: \_\_\_\_\_  
Secretary

**City of Montrose**

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
Clerk

**City of Waverly**

**By:** \_\_\_\_\_  
**Mayor**

**By:** \_\_\_\_\_  
**Clerk**



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Bolton-Menk.com

VIA EMAIL

March 11, 2024

Kelly Hinnenkamp, Commission Administrator  
AMHWC  
PO Box K  
Annandale, MN 55302-1113

RE: Wastewater Treatment Facility Plan  
Summary of Professional Engineering Services  
AMHWC

Dear Ms. Hinnenkamp:

Montrose and Waverly have expressed interest in joining the AMHWC and treating wastewater at the commission's existing facility. It is necessary to investigate the options and system needs through a Facility Plan to determine the needed infrastructure and permitting to approve this project. It is also recommended growth for the existing commission members is considered in conjunction with this request.

### **PROJECT DESCRIPTION**

Montrose and Waverly have requested inclusion in the AMHWC. The existing facility operates at approximately 1.0 MGD during the wet season and is designed for 1.184 MGD. The combined flow for Montrose and Waverly is approximately 0.6 MGD. The combined flow from the five communities exceeds the design capacity of the existing facility.

A facility plan is necessary to determine the next best step for the Commission. The process includes the members of the commission developing growth projections, including industrial components. Recent population work has been done for all five communities and will be used to develop current and future design flows and loadings.

Design flows are submitted to the MPCA for consideration and development of preliminary effluent limits. The combination of existing facilities, proposed flows, and the required effluent quality will help plan the necessary improvements to allow all five communities to utilize the regional treatment works. The facility plan identifies options and implications such as capital cost, operational cost, and biosolids handling requirements.

## SCOPE OF WORK

### **1.0 Meetings**

- 1.1 *Kickoff Meeting:* A project kickoff meeting will be held with Commission staff and member communities. The purpose of the kickoff meeting is to introduce team members and identify, discuss, and gather information necessary for the preparation of the report. Bolton & Menk, Inc. will present to the Commission a summary of population work Bolton & Menk has conducted in recent years. Input from each member will be considered as the next phase of the report is undertaken.
- 1.2 Bolton & Menk, Inc. will attend a meeting with the Commission to review the completed report and discuss recommendations with staff.
- 1.3 Bolton & Menk, Inc. will attend a public hearing for presentation of the Facility Plan to residents as required by MPCA.

### **2.0 Report**

- 2.1 Our team will prepare a Facility Plan to will comply with all MPCA requirements for Facility Plans including:
  - 2.1.1 *Planning Period and Design Criteria:* A design year of 2045 will be considered for the facility plan and work previously performed regarding community populations will be utilized to develop the combined flows.
  - 2.1.2 An evaluation of the existing system and any deficiencies, including the lift stations.
  - 2.1.3 Submit a request to MPCA for limits associated with the anticipated expanded discharge from the regional facility.
  - 2.1.4 Coordinate and draft NPDES permit modification with the proposed effluent flows to be discharged to the North Fork of the Crow River.
  - 2.1.5 Coordinate and draft an Antidegradation Report for the North Fork of the Crow River with the anticipated effluent flows.
  - 2.1.6 Provide estimated operational and construction costs.
  - 2.1.7 Provide discussion on financing alternatives.
  - 2.1.8 Provide environmental review worksheet to MPCA.
  - 2.1.9 Assist commission in submitting the report to MPCA for CWRf financing and any grant opportunities through the Minnesota Public Facilities Authority (Point Source Implementation Grant).



### **3.0 Fees**

- 3.1 The estimated fees, to be billed hourly for the facility plan, antidegradation report, permit application, environmental review, and MPCA coordination, are \$273,400 and include approximately 1,600 hours of anticipated time to complete the work.

### **4.0 Exclusions**

- 4.1 Archaeological and State Historical Preservation Office (SHPO) compliance work will be necessary in conjunction with the proposed project if State funding is pursued. Additional scope and fees will be proposed to the commission when a final project is recommended, and the limits of this work are known.

### **5.0 Schedule**

- 5.1 Our team would propose the following schedule for this work:

April 2024	Initiate Facility Plan
May 2024	Request Preliminary Effluent Limits from the MPCA
Fall 2024	Develop draft report
Winter 2024	Review report with Commission
January / February 2025	Finalize report
February 2025	Public hearing
March 1, 2025	Submit Facility Plan and funding letters
July 2025	PSIG (grant application)

This schedule is laid out to match reasonable MPCA coordination and meet funding schedules.

Thank you again for using Bolton & Menk, Inc. for your engineering needs. Please feel free to contact us if you have any questions or if you require any additional information.

Sincerely,  
**Bolton & Menk, Inc.**



Paul Saffert, P.E.  
Principal Engineer

cc: Jared Voge, P.E., Bolton & Menk, Inc.  
File