

CITY OF HAM LAKE

15544 Central Avenue NE
Ham Lake, Minnesota 55304
(763) 434-9555
Fax: (763) 434-9599

CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY AGENDA TUESDAY, JANUARY 3, 2023

1.0 CALL TO ORDER - 6:00 P.M. – Pledge of Allegiance

OATH OF OFFICE – Mayor Brian Kirkham and Councilmember Jim Doyle

2.0 PUBLIC COMMENT

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS – None

4.0 CONSENT AGENDA

These items are considered to be routine and will be enacted in one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event the item will be removed from the Consent Agenda and considered in normal sequence. (All items listed on the Consent Agenda are recommended for approval.)

4.1 Approval of minutes of December 19, 2022

4.2 Approval of claims

4.3 Approval of designation of appointment of representative and alternate to the Solid Waste Abatement Advisory Team (Jennifer Bohr and alternate Nicole Wheeler)

4.4 Approval of designation of official newspaper

4.5 Approval of appointing Steve Schahn as District Chief 3 for Fire Station #1

4.6 Approval of designation of official depositories: 21st Century Bank, Falcon National Bank, RBC Capital Markets, PMA Financial Network/PMA Securities, Inc., Mortenson Capital Markets, LLC, and UBS Financial Services, Inc.

4.7 Approval of scheduling a Special City Council meeting for Tuesday, January 10, 2023 at 8:00 a.m. to consider the First Reading of an Ordinance amending Article 9 of the Ham Lake City Code

4.8 Approval of scheduling a Special City Council meeting for Friday, January 20, 2023 at 8:00 a.m. to consider the adoption of an Ordinance amending Article 9 of the Ham Lake City Code

5.0 PLANNING COMMISSION RECOMMENDATIONS – None

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES – None

8.0 CITY ATTORNEY

9.0 CITY ENGINEER

10.0 CITY ADMINISTRATOR

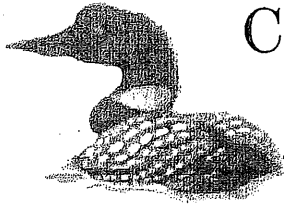
11.0 COUNCIL BUSINESS

11.1 Committee Reports

11.2 Discussion of Fire Station #3

11.3 Consideration of appointment of Acting Mayor, Committee liaisons and liaisons with other organizations: Acting Mayor, EDA President (1), EDA Vice President (1) Personnel (2), Economic Development, Met Council & Metropolitan Council reform effort Committee (2), Law Enforcement (2), Fire Department Liaisons (2), North Central Suburban Cable Communications Commission (and alternate), Ham Lake Chamber of Commerce (2), Road Committee (2), *Ham Laker* Task Force (2), Audit (2), Building/Energy Committee (2), Park Committee (2), Fire Relief Association Board of Trustees (3), Code Review Committee (2) (and alternate), Building Department Committee (2), Public Works Committee (2), CERT Committee, and Equipment Committee (2)

11.4 Announcements and future agenda items



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CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, DECEMBER 19, 2022

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, December 19, 2022 at 6:00 p.m. in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Mayor Brian Kirkham and Councilmembers Gary Kirkeide, Al Parranto and Jesse Wilken

MEMBERS ABSENT: Councilmember Jim Doyle

OTHERS PRESENT: City Attorney, Scott Baumgartner; City Engineer, Tom Collins; City Administrator, Denise Webster; and Deputy City Clerk, Dawnette Shimek

1.0 CALL TO ORDER - 6:00 P.M. – Pledge of Allegiance

Mayor Kirkham called the meeting to order and the Pledge of Allegiance was recited by all in attendance.

2.0 PUBLIC COMMENT

Chad Bakkene, 18046 Concord Drive NE, stated that he was issued a Special Home Occupation Permit on September 6, 2022 to operate a machine and fabrication shop. Mr. Bakkene stated that he is unable to obtain his Federal Firearms License until the City changes the City Code to allow customer traffic. Mr. Bakkene asked if the City could amend his permit at this time regarding customer traffic so he can proceed in obtaining his Federal Firearms License and not be held up any longer. Administrator Webster explained that the process for amending the City Code. Administrator Webster stated that once the Ordinance to amend the City Code is adopted by the City Council and published in the City's qualified newspaper, the Ordinance will go into effect 30 days from that publication date, which would be February 18, 2023.

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

3.1 Commander Paul Lenzmeier, Anoka County Sheriff's Office Monthly Report

Commander Lenzmeier gave a summary of the Sheriff's Report for the month of November 2022.

4.0 CONSENT AGENDA

These items are considered to be routine and will be enacted in one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event the item will be removed from the Consent Agenda and considered in normal sequence. (All items listed on the Consent Agenda are recommended for approval.)

4.1 Approval of minutes of December 5, 2022

4.2 Approval of claims in the amount of \$716,121.09

4.3 Approval of the Position Classification and Compensation Study

4.4 Approval of Resolution No. 22-46 replacing City-Wide Outdoor Warning Sirens using Cable Funds and American Rescue Plan Act (ARPA) Funds

4.5 Approval of not waiving the monetary limits on municipal tort liability coverage

4.6 Approval of Resolution No. 22-47 for the State of Minnesota Agency Agreement for Federal Participation in Construction

4.7 Road Committee Recommendations:

- 1) Approval of the Plans and Specifications for the 2023 overlay projects and authorization to advertise for bids

Mayor Kirkham requested that item 4.3 be removed from the consent agenda. **Motion by Kirkeide, seconded by Parranto, to approve the December 19, 2022 consent agenda with the omission of item 4.3 Approval of the Position Classification and Compensation Study. All present in favor, motion carried.**

Mayor Kirkham stated that he would like to Position Classification and Compensation Study referred back to the Personnel Committee for review.

5.0 PLANNING COMMISSION RECOMMENDATIONS – None

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES – None

8.0 CITY ATTORNEY – None

9.0 CITY ENGINEER

Engineer Collins stated that he and Administrator Webster met with the community members of the SRWMO (Sunrise River Watershed Management Organization) and the revised budget amount for the City of Ham Lake for 2024 rose from \$4,400.00 to \$5,300.00. Engineer Collins asked the City Council the following questions being asked by the SRWMO:

1. Does the City agree with the proposed funding formula? The Ham Lake City Council does not agree with the proposed funding formula (scenario 4) for the purposes of determining the proportionate share of the SRWMO budget each member community would contribute annually.
2. Does the City intend to withdraw from the SRWMO and its Joint Power Agreement (JPA) and if so, the timeline which you intend to pursue this action. Ham Lake intends on pursuing withdrawal from the SRWMO. There will be discussions with the Minnesota Board of Water and Soil Resources (BWSR) and the Coon Creek Watershed District in the near future regarding the Council direction to pursue withdrawal. If the City is withdrawing, because there is no other option, then the City will withdraw November 1, 2023 per item 4.2 of the Joint Powers Agreement.
3. The City does not plan to participate in the 2024 budget process, including timely ratification and utilizing the funding formula agreed to by the three JPA cites present at the December 6, 2022 meeting. As previously discussed, the City would only participate in the budget process if Scenario 1A was chosen. The City may also participate if Scenario 4A was chosen.
4. The Ham Lake City Council approved the payment of the invoices for the SRWMO and the agreed upon \$2000 for the work involved in updating the current JPA document at their December 19, 2022 meeting.

Engineer Collins stated that the SRWMO is also proposing to change the JPA to change the requirement of a unanimous vote for approvals to a majority (3/4 cities approval) vote. **It was the consensus of the City Council to move forward with the process of withdrawing from the Sunrise River Watershed Management Organization.**

10.0 CITY ADMINISTRATOR – None

11.0 COUNCIL BUSINESS

11.1 Committee Reports - None

11.2 Discussion of dredging the channel between South Coon Lake and Coon Lake and the pathway
Mayor Kirkham stated that this was last discussed on June 20, 2022 and residents had questions for the City Council that the Council did not have answers for at that time. Mayor Kirkham stated staff was directed to further review the subject. Mayor Kirkham stated at that time the City Council agreed that the City does not do dredging of any ditches in the City of Ham Lake. Mayor Kirkham stated some residents believe that the City had done some dredging on this ditch. If so, it was done in the late 1990's and if it was done, it was not done legally. Mayor Kirkham stated that this was forwarded to the Sunrise Watershed Management Organization (SRWMO) and they came back and stated that this is not a project that they would do. Mayor Kirkham stated in October the City Council did a bus tour to look at City Streets and also to stop and look at the channel. Mayor Kirkham stated that one thing they could see is that we are in a drought as they could see the stain on the concrete that appears to be three-feet above the current water level. Mayor Kirkham stated that Attorney Baumgartner and Engineer Collins were asked to review the history of the ditch.

Attorney Baumgartner stated that they have met with staff on various occasions to talk about the history of the ditch. Attorney Baumgartner stated that when reviewing the plat of Hiawatha Beach which goes back to 1928, the plat shows a ditch and path; the question was whether or not the City had an obligation to maintain that as some type of water course, waterway or to travel between the lakes. Attorney Baumgartner stated that historically, there is no documentation that obligates the City to maintain or make that a navigable waterway. The plat map shows it as a ditch and the purpose of a ditch was to alleviate some flooding from one side to the other, like a spillway. Attorney Baumgartner stated that the channel in question is actually a ditch and the purpose of the ditch is to move water to alleviate any potential flooding concerns; not for navigable purposes or to traverse between the lakes. Attorney Baumgartner stated that the City's prior Attorney, Bill Dorn, reviewed this matter in 2011 and had the same conclusion that there is no obligation for the City to maintain this for any navigable water purpose. Attorney Baumgartner stated that the permit from the Department of Natural Resources (DNR) is a permissible permit; meaning it is not a mandatory obligatory permit, it is permissible to do dredging one-time. Attorney Baumgartner stated staff followed up with the DNR to inquire if dredging the ditch is something that should be done and the DNR does not recommend dredging and actually tends to be more hands-off to keep things more natural and not touched. Attorney Baumgartner stated that the DNR would be more concerned if it were an actual waterway, which the criteria is identified in the permit. Attorney Baumgartner stated that he would not envision the DNR to be on board in any way to maintain the ditch as a navigable waterway, but as a ditch with the purpose to move water to alleviate any potential flooding concerns by moving water from one side to the other. Attorney Baumgartner stated from a legal standpoint the City undertaking any kind of obligation when they do not have to would be putting themselves in potential risk of liability. Attorney Baumgartner stated that the wood support wall is not in good shape, so the concern would be any dredging that disrupts the stability of the wall would now add risk of additional liability. Attorney Baumgartner stated he has seen nothing that obligates the City to maintain the ditch in any documentation. In addition, Attorney Baumgartner stated by doing anything permissibly or taking the position of doing something, they would be putting the City in a position to incur the costs and add the risk of additional liability. Discussion followed regarding the wall and who may have installed it, if it were the property owner then it would depend on the City Council and what steps should be taken to fix the wall, along with the property owner encroaching into the easement area of the pathway and the wall.

Engineer Collins stated that the plat only dedicates the ditch, but does not indicate the width of the ditch. Engineer Collins stated in 2011 when Attorney Dorn was reviewing this matter, it was related more to the access and there was discussion of the liability, as well as the slopes not being adequate and there is no protection of a child falling. Engineer Collins stated that the DNR permit allows the area to be up to 10 feet wide with 2:1 slopes. Engineer Collins stated to get the 2:1 slopes, the area would need to be filled in and with this it would not meet the intention of any navigable water. Engineer Collins stated that a concern would be not to have the correct slopes. Attorney Baumgartner added that if the City would decide to dredge, the City would have to build the area back-up to meet the 2:1 slopes before they could take anything out to dredge the ditch. Mayor Kirkham added that the DNR permit states you cannot dredge out a ditch just to make navigable water. Councilmember Parranto stated that the City would be made liable with any work they would do in there. Councilmember Kirkham stated he is not for dredging the ditch, nor does the City have the equipment or the proper easements. Councilmember Kirkham stated that 20+ years ago, the City had a verbal agreement with the property owner to access to clear the brush; the new homeowner is not willing to work with the City to obtain the land.

Mike Novack, 17438 Hiawatha Beach Drive NE, stated that if the channel is just for flooding, the bridge should include a gate. Mr. Novack stated that there should be a rock wind wall to the north of the ditch to prevent ice from pushing sediment into the channel. Mayor Kirkham stated that they could form a lake association and stated that the bridge is actually a box culvert. Mr. Novack thought that is why their taxes were raised. Mayor Kirkham stated that there would be an itemized line on the tax statements if that were the case. Mr. Novack stated the retaining wall is collapsing. Councilmember Parranto agreed that the wall needs to be repaired.

Danielle Williams, 17444 Hiawatha Beach Drive NE, stated that it looks like an easy out for the City. Ms. Williams added that if the DNR is willing to give a permit every 5-years, they are giving their blessing to work on the ditch. Ms. Williams stated when talking with neighbors, the intention was that they would have access to Coon Lake. Ms. Williams stated concerns regarding the wall coming down and overgrown trees and asked who is responsible to maintain these. Ms. Williams added that her worry is with the lack of activity on South Coon Lake, the lily pads are going to take over South Coon Lake and without the lake, their property values will go down. Ms. Williams stated in the past the Coon Lake Lake Association has not wanted to include South Coon Lake in their association. Ms. Williams added that there are 40 houses on South Coon Lake. Mayor Kirkham stated that as a lake association they can apply for grants to get the association going. Mayor Kirkham stated that maintenance of the ditch is not in the city budget. Ms. Williams stated that she feels disrespected and hurtful to not have the maintenance of Coon Lake done by the City. Engineer Collins stated that the trees are on private property on the northwest side of the channel. The City had a verbal agreement with the previous owner to access the property, but the property has since been sold. The City has spoken with the current owner and the owner is not willing to give permission to the City to access the property. Mayor Kirkham stated that the City does not do dredging; the City does not have the equipment or the easements. Attorney Baumgartner stated that the permit was issued one time, transferred and renewed every five years. Currently the permit is for 2020-2025. Attorney Baumgartner stated he did not see anything in the records regarding dredging. Ms. Williams stated that it was voiced in the past that there was lack of documentation regarding this matter. Mayor Kirkham stated that if anything was done in the past it was most likely done illegally. Ms. Williams asked if there is a new direction the City and residents of South Coon Lake can take together to continue conversation regarding rocks for a sediment break.

Mike Novack asked if the City could fix the wall and place rocks for a water break to stop the sediment from coming into the channel. Mr. Novack stated that everything went south when the bridge was installed. Discussion followed regarding the sand and sediment issue being alleviated by adding rocks for a water break, and it was determined that the DNR would need to do this. Discussion followed regarding the water level and that there has been a drought and snow and rain are needed to raise the water level.

Ted Ankrum, 17521 Interlachen Drive NE, stated he just read the minutes from the last time this issue was discussed and agrees that the wall needs to be repaired and the septic and pathway need to be addressed on the southeast side of the channel.

Jeff Wisner, 17439 Interlachen Drive NE, stated that he is not against the maintenance, he just does not want to pay for it. Mr. Wisner added that the Lake, City and DNR need to form a partnership and figure out a plan.

Ruth Novack, 17438 Hiawatha Beach Drive NE, stated she would like to be able to remove lily pads from the lake before it grows over. Mayor Kirkham stated that the DNR will need to let them know what can and cannot be done with the lily pads. Councilmember Wilken added that South Coon Lake is not classified as a recreational lake, but as a natural environmental lake and Coon Lake is classified as a recreational lake. Attorney Baumgartner stated that an association was recently formed for Crooked Lake located in Coon Rapids and the residents could contact them on the process of creating a lake association. **It was the consensus of the City Council to have staff look into costs to repair the retaining wall located in the channel between South Coon Lake and Coon Lake.**

11.3 Announcements and future agenda items

Councilmember Wilken thanked the Public Works Department for a good job of snowplowing.

Councilmember Parranto stated he has had conversations with residents regarding the failure at the State and Federal level of not getting ahead or moving forward to keep lower taxes. Councilmember Parranto stated that they do not want the City to fall behind and would rather give more. Councilmember Kirkeide has also received comments that people can live with a tax increase.

Motion by Kirkeide, seconded by Parranto, to adjourn the meeting at 7:07 p.m. All present in favor, motion carried.

Dawnette Shimek, Deputy City Clerk

CITY OF HAM LAKE
CLAIMS SUBMITTED TO COUNCIL
January 3, 2023

CITY OF HAM LAKE

EFTS, CHECKS, AND BANK DRAFTS		12/20/22 - 01/03/23	
EFT	# 1786 - 1790		\$ 2,441.91
REFUND CHECKS	# 64668 - 64669		\$ 14,753.20
CHECKS	# 64670 - 64692		\$ 438,192.96
BANK DRAFTS	DFT0002477 -DFT0002481		\$ 27,211.58
TOTAL EFTS, CHECKS, AND BANK DRAFTS			<u>\$ 482,599.65</u>
PAYROLL CHECKS			
12/29/22	Direct Deposits		\$ 40,020.03
TOTAL PAYROLL CHECKS			<u>\$ 40,020.03</u>
TOTAL OF ALL PAYMENTS			<u><u>\$ 522,619.68</u></u>
VOID CHECKS			
CHECKS			
ZERO EFT			\$ -
BANK DRAFTS			

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 3RD DAY OF JANUARY 2023

MAYOR

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER



City of Ham Lake, MN

Refund Check Register

Packet: ARPKT00650 - 12/20/22 TRUST REFUND

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00299	DAWN CLYNE	12/20/2022	64668	150.00
Total Refund Amount:				150.00

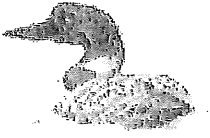
Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	150.00
Revenue Totals:	150.00

General Ledger Distribution

Posting Date: 12/20/2022

Account Number	Account Name	Posting Amount	IFT
Fund: 890 - TRUST FUND			
890-10101	Cash-claim on pooled cash	-150.00	Yes
890-11501	Misc receivables	150.00	
	890 Total:	<u>0.00</u>	
Fund: 999 - POOLED CASH			
999-10100	Pooled Cash	-150.00	
999-20702	Due to other funds	150.00	Yes
	999 Total:	<u>0.00</u>	
	Distribution Total:	<u>0.00</u>	



Packet: ARPKT00654 - 16112 BRANT GRADING ESCROW REFUND

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00325	SHARPER HOMES INC	12/20/2022	64669	14,603.20
			Total Refund Amount:	14,603.20

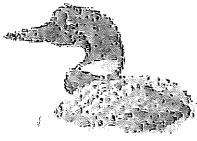
Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	14,600.00
TR - PERF INT - PERFORMANCE BOND INTEREST	3.20
Revenue Totals:	14,603.20

General Ledger Distribution

Posting Date: 12/20/2022

Account Number	Account Name	Posting Amount	IFT
Fund: 890 - TRUST FUND			
890-10101	Cash-claim on pooled cash	-14,603.20	Yes
890-11501	Misc receivables	14,600.00	
890-22804	Performance bonds	3.20	
	890 Total:	0.00	
Fund: 999 - POOLED CASH			
999-10100	Pooled Cash	-14,603.20	
999-20702	Due to other funds	14,603.20	Yes
	999 Total:	0.00	
	Distribution Total:	0.00	



Payment Dates 12/20/2022 - 1/3/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1786	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	86.86
1786	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1786	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	25.65
1787	BRODIN PRESS	JAN HAM LAKER	Editing	211-41704-3125	900.00
1788	CMT JANITORIAL SERVICES	CITY HALL CLEANING	Cleaning service	100-41702-3430	520.00
1788	CMT JANITORIAL SERVICES	SHERIFF'S OFFICE CLEANING	Cleaning service	100-41702-3430	130.00
1788	CMT JANITORIAL SERVICES	FIRE #1 CLEANING	Cleaning service	100-42202-3430	136.00
1788	CMT JANITORIAL SERVICES	FIRE #2 CLEANING	Cleaning service	100-42202-3430	128.00
1788	CMT JANITORIAL SERVICES	PW CLEANING	Cleaning service	100-43104-3430	125.00
1788	CMT JANITORIAL SERVICES	SR CENTER CLEANING	Cleaning service	100-44202-3430	254.00
1789	JENNIFER BOHR	ANOKA COUNTY NOTARY FILI	Office supplies	100-41601-2110	20.48
1790	O'REILLY AUTOMOTIVE STORE	PENLIGHTS	Operating supplies	100-43101-2290	103.92
64670	ANCOM COMMUNICATIONS I	(4) G5 DUAL BAND PAGERS - 3	Covid 19	100-41701-4153	4,002.00
64671	ANOKA COUNTY TREASURY D	APX6000 PORTABLE RADIOS,	Covid 19	100-41701-4153	137,922.00
64671	ANOKA COUNTY TREASURY D	APX6000 PORTABLE RADIOS,	Capital assets	100-42201-5110	-137,922.00
64671	ANOKA COUNTY TREASURY D	APX6000 PORTABLE RADIOS,	Capital assets	100-42201-5110	137,922.00
64672	COMPASS MINERALS AMERIC	50.10 TN SALT	Salt & sand	100-43102-2710	4,268.02
64673	COMPUTERSHARE TRUST CO	GO CAP IMP PLAN PRINCIPAL	Principal	370-47101-6110	175,000.00
64673	COMPUTERSHARE TRUST CO	GO CAP IMP PLAN INTEREST	Interest	370-47101-6120	12,221.88
64674	DEHN OIL CO	258 GAL GASOLINE	Fuel	100-43101-2230	708.21
64674	DEHN OIL CO	654 GAL DIESEL	Fuel	100-43101-2230	2,530.98
64674	DEHN OIL CO	565 GAL DIESEL BLEND	Fuel	100-43101-2230	2,192.20
64674	DEHN OIL CO	600 GAL DIESEL BLEND	Fuel	100-43101-2230	2,154.00
64675	EMBEDDED SYSTEMS INC	JAN - JUNE SIREN MAINTENA	Equipment repair & maintena	100-42302-3440	3,777.54
64676	EMERGENCY APPARATUS MTC	T1 AIR LEAK	Fire apparatus repair & maint	100-42201-3450	1,337.95
64676	EMERGENCY APPARATUS MTC	R1 SCENE LIGHT BREAKER	Fire apparatus repair & maint	100-42201-3450	133.16
64677	MENARDS-BLAINE	FOAM WEATHER STRIPING	Building repair & maintenanc	100-42202-2310	22.96
64677	MENARDS-BLAINE	SHOP LIGHTS	Building repair & maintenanc	100-43104-2310	113.97
64677	MENARDS-BLAINE	FLOOR SQUEEGEES	Operating supplies	100-43101-2290	49.98
64677	MENARDS-BLAINE	FIRE #1 CAT 5 CABLE	Building repair & maintenanc	100-42202-2310	65.40
64677	MENARDS-BLAINE	ANTI FATIGUE MAT	Operating supplies	100-43101-2290	47.98
64677	MENARDS-BLAINE	BRACKETS & SCREWS	Building repair & maintenanc	100-43104-2310	25.27
64678	MINNESOTA EQUIPMENT	CHAINSAW PARTS	Equipment parts & supplies	100-43101-2320	45.99
64679	MINNESOTA PETROLEUM SER	#49 KEY FOB TROUBLESHOOTI	Equipment repair & maintena	100-43101-3440	228.00
64680	NCPERS GROUP LIFE INSURAN	JAN LIFE	Life Insurance	100-21714	96.00
64681	NORTHERN TOOL & EQUIPME	2" FULL PORT VALVE	Operating supplies	100-43101-2290	57.99
64681	NORTHERN TOOL & EQUIPME	SNOWPLOW PUSHER	Operating supplies	100-43101-2290	119.98
64681	NORTHERN TOOL & EQUIPME	VICE W/SWIVEL BASE	Operating supplies	100-43101-2290	229.99
64681	NORTHERN TOOL & EQUIPME	BENCH VICE	Operating supplies	100-43101-2290	-249.99
64682	PRINT CENTRAL	RECYCLE NEWSLETTER	Printing	231-43601-3970	2,406.95
64682	PRINT CENTRAL	ATV/UTV LICENSES	Operating supplies	100-41701-2290	179.73
64683	SHORTSTOP ELECTRIC	FIRE #2 NEW 400-AMP MANU	Covid 19	100-41701-4153	7,387.00
64683	SHORTSTOP ELECTRIC	FIRE #2 NEW 400-AMP MANU	Capital assets	412-41702-5110	-7,387.00
64683	SHORTSTOP ELECTRIC	FIRE #2 NEW 400-AMP MANU	Capital assets	412-41702-5110	7,387.00
64684	SUMMIT COMPANIES	FIRE EXTINGUISHER SERVICE	Fire Extinguisher	100-20203	5.50
64685	TASC	FEB COBRA ADMINISTRATION	Other professional services	100-41701-3190	25.00
64686	UNLIMITED SUPPLIES INC	BRAKE CLEANER, PLOW BOLT,	Operating supplies	100-43101-2290	329.90
64687	US BANK CORPORATE PAYME	U OF M-TOM PLMB/STSS-NW	Prepaid expense	100-15501	430.00
64687	US BANK CORPORATE PAYME	U OF M-MARK PLMB/SSTS/BL	Prepaid expense	100-15501	1,090.00
64687	US BANK CORPORATE PAYME	MN STATE COLLEGES-D.O.T. Tr	Prepaid expense	100-15501	110.00
64687	US BANK CORPORATE PAYME	GOOD CUSTOMER REBATE	Refunds & reimbursements	100-37601	-227.80
64687	US BANK CORPORATE PAYME	ZOOM-- Dec Zoom-DW	Dues & subscriptions	100-41201-3920	12.84
64687	US BANK CORPORATE PAYME	AMAZON-notary stamp jennif	Office supplies	100-41701-2110	21.99
64687	US BANK CORPORATE PAYME	IOS-LABELS-NW	Office supplies	100-41701-2110	20.76

Council Approval List

Payment Dates: 12/20/2022 - 1/3/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
64687	US BANK CORPORATE PAYME	IOS-CITY HALL TOILETPAPER-N	Operating supplies	100-41701-2290	54.72
64687	US BANK CORPORATE PAYME	AMAZON-COFFEE CREAMER,	Operating supplies	100-41701-2290	38.58
64687	US BANK CORPORATE PAYME	PANTHEON-WEBSITE-NW	Software licenses & upgrades	100-41701-2510	300.00
64687	US BANK CORPORATE PAYME	HOLIDAY-NON-OXY FUEL-MR	Fuel	100-42201-2230	35.21
64687	US BANK CORPORATE PAYME	IOS-TRASH BAGS-NW	Operating supplies	100-42201-2290	60.40
64687	US BANK CORPORATE PAYME	IOS-PAPER TOWELS-NW	Operating supplies	100-42201-2290	67.72
64687	US BANK CORPORATE PAYME	IOS-TOILET PAPER-NW	Operating supplies	100-42201-2290	18.87
64687	US BANK CORPORATE PAYME	HOLIDAY - WINDSHIELD WAS	Vehicle parts & supplies	100-42201-2340	5.13
64687	US BANK CORPORATE PAYME	AMAZON-KEYBOARD FOR TO	Office supplies	100-42401-2110	29.21
64687	US BANK CORPORATE PAYME	IOS-calendars-NW	Office supplies	100-42401-2110	10.90
64687	US BANK CORPORATE PAYME	IOS-TOM D TONER-NW	Office supplies	100-42401-2110	142.78
64687	US BANK CORPORATE PAYME	IOS-GOLDENROD PAPER-NW	Office supplies	100-42401-2110	63.20
64687	US BANK CORPORATE PAYME	IOS-PRINTER INK FOR JOHN,JI	Office Supplies	100-43101-2110	231.78
64687	US BANK CORPORATE PAYME	OFFICE MAX-Paper for fuel m	Clothing & personal protectiv	100-43101-2210	27.84
64687	US BANK CORPORATE PAYME	AMAZON-STEERING WHEEL S	Vehicle parts & supplies	100-43101-2340	22.98
64687	US BANK CORPORATE PAYME	MN STATE PATROL-D.O.T. stick	Vehicle parts & supplies	100-43101-2340	54.50
64687	US BANK CORPORATE PAYME	MUNICIPAL SERVICE-- #105 Tr	Equipment parts & supplies	100-44101-2320	0.83
64687	US BANK CORPORATE PAYME	ANOKA COUNTY-- #105 Trailer	Equipment parts & supplies	100-44101-2320	33.25
64687	US BANK CORPORATE PAYME	FERGUSON-PUMP HOUSE FLA	Building repair & maintenanc	100-44102-2310	117.04
64689	VARITECH INDUSTRIES INC	#80 DIAPHRAGM PUMP	Vehicle parts & supplies	100-43101-2340	195.37
64689	VARITECH INDUSTRIES INC	#80 LIQUID VALVE	Vehicle parts & supplies	100-43101-2340	285.48
64690	VERIZON WIRELESS	MR	Phones/radios/pagers	100-42201-3210	41.12
64690	VERIZON WIRELESS	TD, MJ, TK & 2 LAPTOPS	Phones/radios/pagers	100-42401-3210	126.09
64690	VERIZON WIRELESS	JK, JW, JC, CS, EH, & 2 LAPTOP	Phones/radios/pagers	100-43101-3210	293.61
64690	VERIZON WIRELESS	DH, AC	Phones/radios/pagers	100-44101-3210	82.24
64691	WARREN HOFFMAN SOD CO.	2022 LEXINGTON WELL USAG	Rentals-other	100-42201-3390	800.00
64691	WARREN HOFFMAN SOD CO.	2022 NAPLES WELL USAGE	Rentals-other	100-42201-3390	800.00
64692	Z SYSTEMS	FIRE #1 TRAINING ROOM AV E	Capital assets	210-41705-5110	75,360.78
DFT0002477	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	1,655.00
DFT0002477	EMPOWER	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002478	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	5,836.73
DFT0002478	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,692.64
DFT0002478	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	6,755.52
DFT0002479	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,731.62
DFT0002480	PERA	Retirement-Coordinated	PERA	100-21703	7,303.51
DFT0002480	PERA	Retirement-Police & Fire	PERA	100-21703	1,146.78
DFT0002481	US POSTMASTER	SR CENTER POSTAGE	Postage Liability	100-20204	39.78
Grand Total:					467,846.45



City of Ham Lake, MN

EFT Payroll Check Register Report Summary

Pay Period: 12/11/2022-12/24/2022

Packet: PYPKT01420 - PPE 12/24/22 PAID 12/29/22

Payroll Set: City of Ham Lake - 01

<u>Type</u>	<u>Count</u>	<u>Amount</u>
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	31	40,020.03
Total	31	40,020.03

Meeting Date: January 3, 2023

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Denise Webster, City Administrator

Subject: Solid Waste Abatement Advisory Team

Introduction/Discussion:

Every year the City Council approves the designation of appointment of a representative and alternate to the Solid Waste Abatement Advisory Team.

Recommendation:

I recommend approval of Jennifer Bohr as the representative and Nicole Wheeler as the alternate to the Solid Waste Abatement Advisory Team.

Meeting Date: January 3, 2023

CITY OF HAM LAKE
STAFF REPORT

To: Mayor and Councilmembers

From: Dawnette Shimek, Deputy City Clerk

Subject: Official Newspaper

Introduction/Discussion:

We have received quotes from the StarTribune and the Anoka County UnionHerald. Staff has found that working with the Star Tribune has been a benefit regarding legal publications being they publish seven days a week versus the Anoka County UnionHerald publishing once a week. This allows staff to more efficiently meet the requirements per State Statute regarding legal publications.

Recommendation:

I recommend continuing with the Star Tribune as the designated legal newspaper for the City of Ham Lake publications for 2023.

Meeting Date: January 3, 2023

CITY OF HAM LAKE

STAFF REPORT

To: Mayor Brian Kirkham and Councilmembers

From: Mike Raczkowski, Fire Chief

Item/Title/Subject: District Chief 3 at Fire Station #1

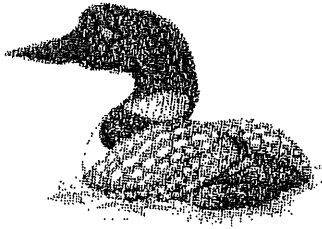
Introduction/Discussion:

Joe Thomas, District Chief 3 at Fire Station #1 has given his notice of intent to resign from the Ham Lake Fire Department in the next couple of months. We held interviews on December 13, 2022 for a replacement District Chief. There were three applicants, and the selection committee has chosen Steve Schahn as his replacement. During the next couple of months, Joe and Steve will work together to ensure a smooth transition into this position.

Recommendation:

To accept the recommendation to promote Steve Schahn to District Chief 3 at Fire Station #1.

Meeting Date: January 3, 2023



CITY OF HAM LAKE

Staff Report

To: Mayor and Councilmembers
Denise Webster, City Administrator

From: Andrea Worcester, Finance/HR Director

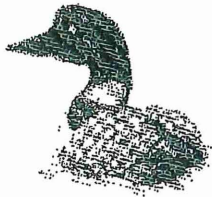
Subject: Official Depositories for 2023

Introduction/Discussion:

The City is required by State Statutes to designate official depositories for investments at the first meeting of the year.

Recommendations:

I recommend that 21st Century Bank, Falcon National Bank, RBC Capital Markets, PMA Financial Network/PMA Securities, Inc., Mortenson Capital Markets, LLC, and UBS Financial Services, INC., be named the official depositories for the City's funds for 2023.



CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers
From: Denise Webster, City Administrator
Subject: Committee Appointments for 2023

Introduction/Discussion:

Previous Committee Appointments from June 2022

- **Acting Mayor (1)**...Councilmember Wilken
- **EDA President (1)**...Mayor Kirkham
- **EDA Vice President (1)**...Councilmember Doyle **(needs to be the same person as the Acting Mayor)**
- **Personnel (2)**...Mayor Kirkham & Councilmember Doyle
- **Economic Development (2)**...Mayor Kirkham & Councilmember Parranto
- **Met Council & Metropolitan Council reform effort Committee (2)**...Mayor Kirkham & Councilmember Kirkeide
- **Law Enforcement (2)**...Mayor Kirkham and Councilmember Wilken
- **Fire Department Liaisons (2)**...Mayor Kirkham & Councilmember Parranto
- **North Metro Telecommunications Commission (1)**...Councilmember Wilken (alternate: Councilmember Parranto)
- **Chamber of Commerce (2)**...Mayor Kirkham & City Administrator Webster
- **Road Committee (2)**...Councilmember Kirkeide & Councilmember Doyle
- **Ham Laker Task Force (2)**...Councilmember Parranto & Councilmember Wilken
- **Audit (2)**...Mayor Kirkham & Councilmember Doyle
- **Building/Energy Committee (2)**...Mayor Kirkham & Councilmember Kirkeide
- **Park Committee (2)**...Mayor Kirkham & Councilmember Parranto
- **Fire Relief Association Board of Trustees (3)**...Mayor Kirkham, Fire Chief Raczkowski & City Administrator Webster **(replace myself with Finance Director Andrea Murff)**
- **Code Review Committee (2)**...Councilmember Kirkeide & Councilmember Wilken (alternate: Mayor Kirkham)
- **Building Department Committee (2)**...Councilmember Kirkeide & Councilmember Parranto
- **Public Works Committee (2)**...Councilmember Kirkeide and Councilmember Doyle
- **CERT Committee**...Councilmember Wilken, Councilmember Parranto, Fire Chief Raczkowski, & Liaison from the Sheriff's Department
- **Equipment Committee (2)**.....**(need to appoint two)**

Recommendations: I am recommending two changes to the Committee Appointments:

- 1) The Acting Mayor also needs to be the EDA Vice President, so whomever is appointed as the Acting Mayor should also be appointed as the EDA Vice President
- 2) I would like to have Finance Director Andrea Murff replace myself on the Fire Relief Association Board of Trustees