

# 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 17, 2023

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

OATH OF OFFICE – Councilmember Al Parranto

### 2.0 PUBLIC COMMENT

### 3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

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

### 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 January 3, 2023 and Special Meeting minutes of January 10, 2023

4.2 Approval of claims

4.3 Approval of the Pay Equity Report

4.4 Approval of an Off-Site Gambling Permit for The Way of the Shepherd to conduct a raffle on February 17, 2023 at Majestic Oaks Golf Club (701 Bunker Lake Boulevard NE)

4.5 Approval of hiring part-time Warming House Attendants

4.6 Approval of hiring part-time snow plow drivers

4.7 Approval of a Resolution accepting a \$11,500 donation from the Ham Lake Chamber of Commerce

4.8 Approval of a Resolution naming a street within the plat of Crosstown Shopping Center to 176<sup>th</sup> Lane NE

4.9 Approval of a Resolution scheduling a public hearing to vacate the roadway easement over the north half of 173<sup>rd</sup> Avenue NE, Outlot A in Crosstown Rolling Acres Third Addition, to vacate the roadway easement over the south half of 173<sup>rd</sup> Avenue NE, the northerly 33 feet of 430 Crosstown Boulevard NE, 444 173<sup>rd</sup> Avenue NE and 450 173<sup>rd</sup> Avenue NE, to vacate a portion of the drainage and utility easement on Lot 1, Block 1 and Lot 1, Block 2, Crosstown Rolling Acres Second Addition, and vacate a portion of the right-of-way on Lot 1, Block 1 and Lot 1, Block 2, Crosstown Rolling Acres Second Addition

### 5.0 PLANNING COMMISSION RECOMMENDATIONS

5.1 Jeffrey Stalberger, Crosstown Development LLC, requesting Preliminary Plat and Final Plat Approval for the development of Crosstown Rolling Acres Fourth Addition (3 out lots) in Section 6

5.2 Richard and Diane Sylvester requesting approval for an amended Sketch Plan for Toby's Trails (3 single family residential lots) located in Section 15

### 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

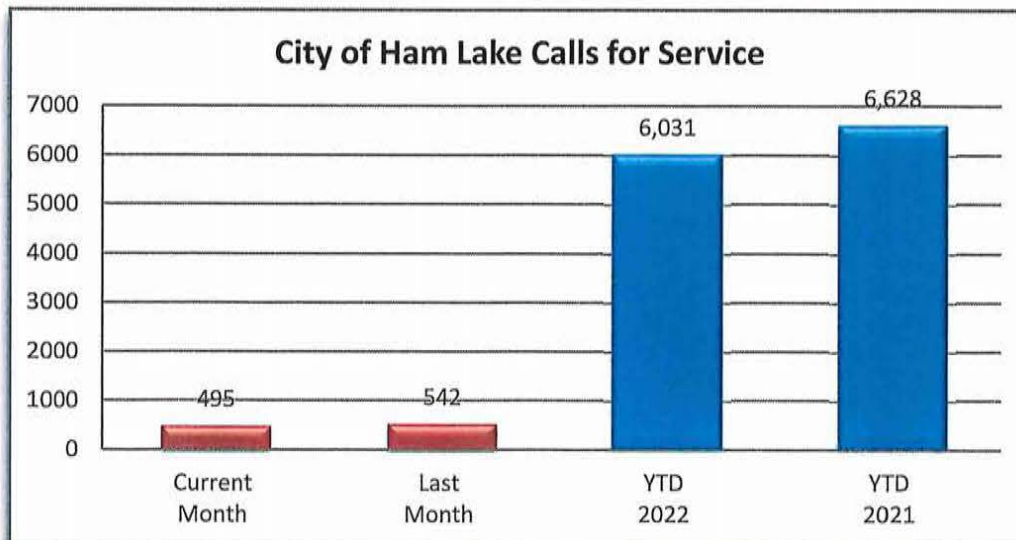
11.2 Announcements and future agenda items

**CLOSED MEETING** - Pursuant to Minn. Stat. §13D.05, Subd. 3(c)(3) to discuss the purchase of real property identified as PIN #08-32-23-12-0021 (during a recess of the regularly scheduled City Council meeting)

**PATROL DIVISION**

**CITY OF HAM LAKE - JANUARY - DECEMBER 2022**

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2022	YTD 2021
Call for Service	455	362	424	459	569	538	517	598	512	560	542	495	6,031	6,628
Burglaries	2	1	2	1	2	3	4	1	3	2	1	1	23	27
Thefts	14	11	8	18	16	17	9	19	9	11	9	7	148	211
Crim Sex Conduct	0	0	3	0	1	0	1	1	1	0	0	0	7	6
Assault	1	0	1	0	2	1	1	2	1	0	2	0	11	12
Dam to Property	5	2	5	5	2	4	7	6	0	1	0	0	37	86
Harass Comm	1	0	0	0	0	0	1	0	0	0	0	0	2	2
PI Accidents	3	4	7	5	16	6	5	9	9	6	9	6	85	83
PD Accidents	45	29	23	18	18	23	17	23	30	41	49	46	362	302
Medical	60	51	39	47	62	71	62	79	73	64	78	68	754	684
Animal Complaint	12	15	14	16	27	14	24	27	31	20	22	13	235	289
Alarms	25	29	32	26	37	32	27	30	27	34	41	48	388	649
Felony Arrests	5	3	7	4	6	7	6	2	10	8	2	1	61	70
GM Arrests	3	1	3	4	4	5	5	4	3	5	3	6	46	19
Misd Arrests	3	2	6	4	9	4	8	10	7	3	8	5	69	78
DUI Arrests	3	2	3	2	2	4	2	1	4	2	1	3	29	35
Domestic Arrests	1	1	7	1	5	1	2	4	2	0	2	0	26	16
Warrant Arrests	7	6	4	5	7	8	6	8	11	6	10	9	87	86
Traffic Stops	141	175	176	133	170	138	160	188	177	220	205	202	2,085	1610
Traffic Arrests	49	74	42	41	45	36	31	55	42	73	40	33	561	531

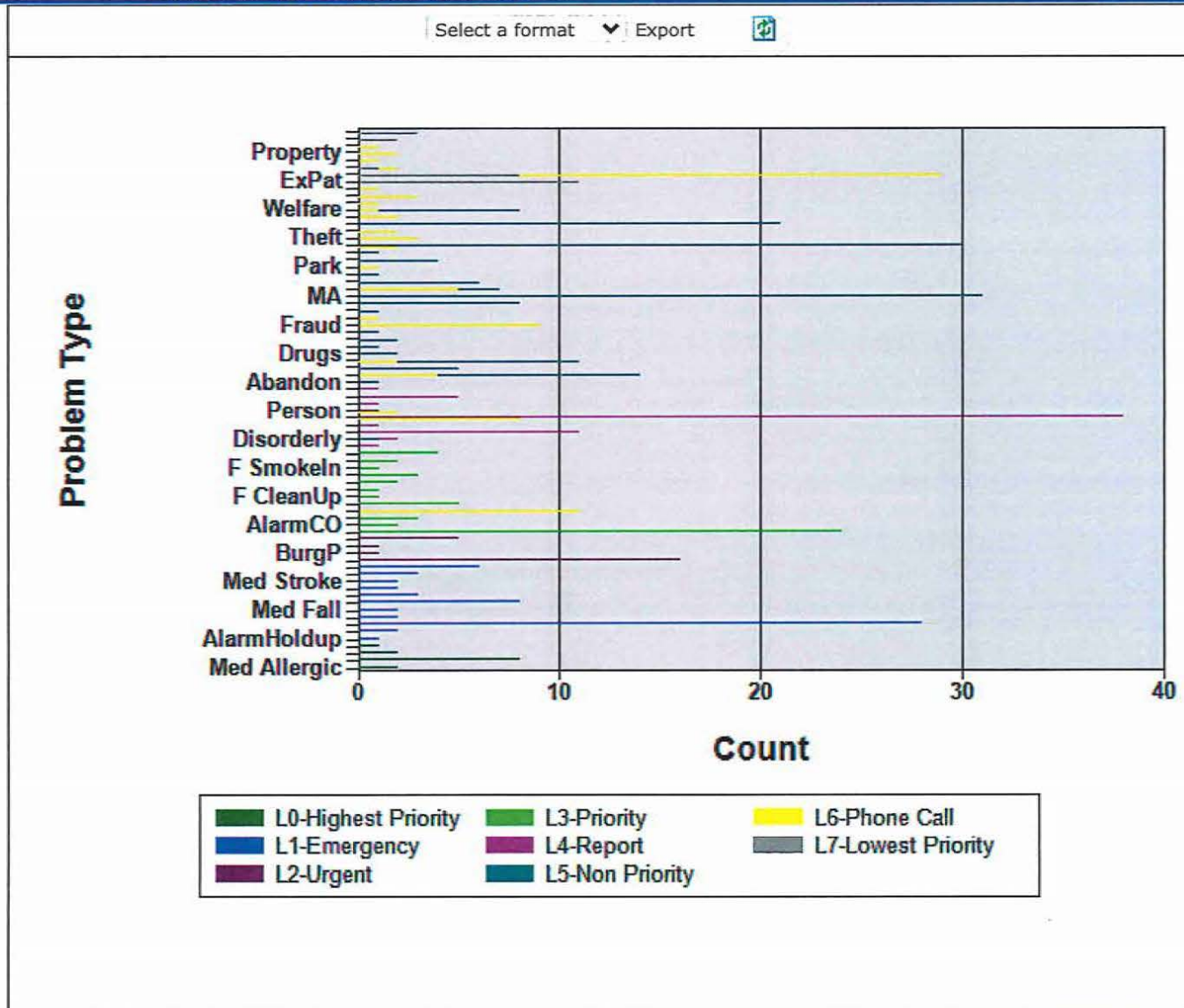


### Problem Type Summary

2:49 PM 01/04/2023

Data Source: Data Warehouse

<b>Agency:</b>	<b>LAW ENFORCEMENT</b>
<b>Division:</b>	<b>Ham Lake Law</b>
<b>Day Range:</b>	<b>Date From 12/1/2022 To 12/31/2022</b>
<b>Exclusion:</b>	<b>• Calls canceled before first unit assigned</b>



Priority	Description
<b>0</b>	<b>L0-Highest Priority</b>
<b>1</b>	<b>L1-Emergency</b>
<b>2</b>	<b>L2-Urgent</b>
<b>3</b>	<b>L3-Priority</b>
<b>4</b>	<b>L4-Report</b>
<b>5</b>	<b>L5-Non Priority</b>
<b>6</b>	<b>L6-Phone Call</b>
<b>7</b>	<b>L7-Lowest Priority</b>

Problem Type	Priority								Total
	0	1	2	3	4	5	6	7	
911	0	0	16	0	0	0	0	0	<b>16</b>
Abandon	0	0	0	0	0	1	0	0	<b>1</b>
Abuse	0	0	0	0	0	0	0	0	<b>0</b>
AbuseP	0	0	0	0	0	0	0	0	<b>0</b>
AlarmB	0	0	0	24	0	0	0	0	<b>24</b>
AlarmCO	0	0	0	2	0	0	0	0	<b>2</b>
AlarmCOill	0	0	0	0	0	0	0	0	<b>0</b>
AlarmF	0	0	0	3	0	0	0	0	<b>3</b>
AlarmFsmoke	0	0	0	0	0	0	0	0	<b>0</b>
AlarmHoldup	0	1	0	0	0	0	0	0	<b>1</b>
AlarmV	0	0	0	0	0	0	0	0	<b>0</b>
AlarmWF	0	0	0	0	0	0	0	0	<b>0</b>
Animal	0	0	0	0	0	14	4	0	<b>18</b>
AnimalResc	0	0	0	0	0	0	0	0	<b>0</b>
Arson	0	0	0	0	0	0	0	0	<b>0</b>
Assault	0	0	0	0	0	0	1	0	<b>1</b>
AssaultP	0	0	0	0	0	0	0	0	<b>0</b>
Boat Assist	0	0	0	0	0	0	0	0	<b>0</b>
Bomb	0	0	0	0	0	0	0	0	<b>0</b>
BombP	0	0	0	0	0	0	0	0	<b>0</b>
Broadcast	0	0	0	0	0	0	0	0	<b>0</b>
Burg	0	0	0	0	1	0	0	0	<b>1</b>
BurgP	0	0	1	0	0	0	0	0	<b>1</b>
Civil	0	0	0	0	0	0	3	0	<b>3</b>
CivilP	0	0	0	0	0	0	0	0	<b>0</b>
CSC	0	0	0	0	0	0	1	0	<b>1</b>
Debris	0	0	0	0	0	5	0	0	<b>5</b>
Deer	0	0	0	0	0	11	2	0	<b>13</b>
Disorderly	0	0	0	0	2	1	0	0	<b>3</b>
Dom	0	0	0	7	0	1	11	0	<b>19</b>
DomP	0	2	0	0	0	0	0	0	<b>2</b>

Drugs	0	0	0	0	0	2	0	0	2
DUI	0	0	0	5	0	0	0	0	5
Dumping	0	0	0	0	0	1	0	0	1
Escort	0	0	0	0	0	2	0	0	2
ExPat	0	0	0	0	0	0	1	11	12
F Aircraft	0	0	0	0	0	0	0	0	0
F Assiat	0	0	0	0	0	1	0	0	1
F CleanUp	0	0	0	1	0	0	0	0	1
F Collapse	0	0	0	0	0	0	0	0	0
F Dump	0	0	0	0	0	0	0	0	0
F Elec Smell	0	0	0	0	0	0	0	0	0
F Expl	0	0	0	0	0	0	0	0	0
F Gas In	0	0	0	1	0	0	0	0	1
F Gas Out	0	0	0	2	0	0	0	0	2
F Grass fire	0	0	0	0	0	0	0	0	0
F Illegal	0	0	0	3	0	0	0	0	3
F Misc	0	0	0	0	0	0	0	0	0
F Mutual Aid	0	0	0	0	0	0	0	0	0
F Oven	0	0	0	0	0	0	0	0	0
F Powerlines	0	0	0	0	0	0	0	0	0
F SmokeIn	0	0	0	1	0	0	0	0	1
F SmokeOut	0	0	0	0	0	0	0	0	0
F Structure	0	0	0	0	0	0	0	0	0
F Train	0	0	0	0	0	0	0	0	0
F Veh	0	0	1	0	0	0	0	0	1
F Water Rescue	0	0	0	0	0	0	0	0	0
Fight	0	0	0	0	0	0	0	0	0
Flood in	0	0	0	0	0	0	0	0	0
Flood out	0	0	0	0	0	0	0	0	0
Fraud	0	0	0	0	0	1	9	0	10
FraudP	0	0	0	0	0	0	0	0	0
FU	0	0	0	0	0	0	29	8	37
FW	0	0	0	0	0	0	0	0	0
Gun	0	0	0	0	0	0	0	0	0
Harass	0	0	0	0	0	1	1	0	2
Info	0	0	0	0	0	1	0	0	1
Lift Assist	0	0	0	0	11	0	0	0	11
Liq	0	0	0	0	0	0	0	0	0
Lockout	0	0	0	0	0	8	0	0	8
LockoutP	0	0	0	0	1	0	0	0	1
MA	0	0	0	0	0	31	0	0	31
MASS	0	0	0	0	0	0	0	0	0
Med -	0	28	0	0	0	0	0	0	28
Med Alarm	0	2	0	0	0	0	0	0	2
Med Allergic	2	0	0	0	0	0	0	0	2
Med Assault	0	0	0	0	0	0	0	0	0

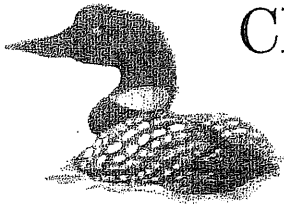
Med Bleed	0	0	0	0	0	0	0	0	0
Med Breathing Diff	8	0	0	0	0	0	0	0	8
Med Breathing Not	2	0	0	0	0	0	0	0	2
Med Choking	1	0	0	0	0	0	0	0	1
Med Drown	0	0	0	0	0	0	0	0	0
Med Electro	0	0	0	0	0	0	0	0	0
Med Fall	0	2	0	0	0	0	0	0	2
Med Heart	0	8	0	0	0	0	0	0	8
Med Hold	0	0	5	0	0	0	0	0	5
Med ILL	0	3	0	0	0	0	0	0	3
Med Info	0	0	0	0	0	0	0	0	0
Med OB	0	0	0	0	0	0	0	0	0
Med Priority	0	0	0	0	0	0	0	0	0
Med Seizure	0	2	0	0	0	0	0	0	2
Med Stab-Gunshot	0	0	0	0	0	0	0	0	0
Med Stroke	0	2	0	0	0	0	0	0	2
Med Uncon	0	3	0	0	0	0	0	0	3
Medex	0	0	0	0	0	0	0	0	0
Misc	0	0	0	0	0	7	5	0	12
MiscO	0	0	0	0	0	6	0	0	6
Mutual Aid Law	0	0	0	0	0	0	0	0	0
Noise	0	0	0	0	0	1	0	0	1
NoTag	0	0	0	0	0	0	2	1	3
Ord	0	0	0	0	0	0	1	0	1
Other	0	0	0	0	0	0	0	0	0
Park	0	0	0	0	0	1	1	0	2
PD	0	0	0	0	38	0	8	0	46
Person	0	0	0	0	1	0	2	0	3
PI	0	6	0	0	0	0	0	0	6
POR	0	0	0	0	0	4	0	0	4
Property	0	0	0	0	0	0	2	0	2
PW	0	0	0	0	0	0	0	2	2
REPO-TOW	0	0	0	0	0	0	0	3	3
RJ	0	0	0	0	0	0	1	0	1
RoadClosure	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
RobberyP	0	0	0	0	0	0	0	0	0
Shots	0	0	0	0	0	0	0	0	0
Slumper	0	0	0	0	1	0	0	0	1
StolenProp	0	0	0	0	0	1	0	0	1
Suicide	0	0	0	0	5	0	0	0	5
SuicideP	0	0	0	0	0	0	0	0	0
Susp	0	0	0	0	0	30	2	0	32
SuspP	0	0	0	2	0	0	0	0	2
Theft	0	0	0	0	0	2	3	0	5
TheftP	0	0	0	0	0	0	0	0	0

Threat	0	0	0	0	0	2	2	0	4
ThreatP	0	0	0	0	0	0	0	0	0
Traf	0	0	0	0	0	21	0	0	21
Tres	0	0	0	0	0	0	0	0	0
UNK	0	0	0	0	0	0	0	0	0
Unsecure	0	0	0	0	1	0	0	0	1
Vand	0	0	0	0	0	0	0	0	0
VandP	0	0	0	0	0	0	0	0	0
VehTheft	0	0	0	0	0	1	2	0	3
VehTheftP	0	0	0	0	0	0	0	0	0
Weapon	0	0	0	0	0	0	0	0	0
Weather	0	0	0	0	0	0	0	0	0
Welfare	0	0	0	0	0	8	1	0	9
WelfareP	0	0	0	0	0	0	0	0	0
WT	0	0	0	4	0	0	0	0	4
Total	13	59	23	55	61	165	94	25	495

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# CITY OF HAM LAKE

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## **CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES TUESDAY, JANUARY 3, 2023**

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Tuesday, January 3, 2023 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 Jim Doyle and Jesse Wilken

**MEMBERS ABSENT:** Councilmembers Al Parranto and Gary Kirkeide

**OTHERS PRESENT:** City Attorney, Mark Berglund 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.

### **OATH OF OFFICE**

Deputy City Clerk Shimek administered the Oath of Office to Mayor Brian Kirkham and Councilmember Jim Doyle

### **2.0 PUBLIC COMMENT**

David Ross, 13450 Quincy Street NE, stated that he was before the City Council to share his perspective and to recap recent newspaper articles regarding development in other communities and thanked the Mayor and Council for the foresight and wisdom for protecting the minimum lot size of one-acre which sets the City of Ham Lake as a unique community, apart from other communities.

Chad Bakkene, 18046 Concord Drive NE, asked if there were any updates regarding his Special Home Occupation Permit and if the language in the permit could be amended. Mayor Kirkham stated that the Planning Commission is holding a public hearing on Monday, January 9, 2023 to consider amendments to Article 9 of the Ham Lake City Code. The City Council will then meet on January 10, 2023 at 8:00 a.m. to consider the First Reading of an Ordinance amending Article 9; and on January 20, 2023 at 8:00 a.m. to adopt the Ordinance. The Ordinance will then go into effect 30 days from adoption, which is on February 19, 2023.

### **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 in the amount of \$522,619.68

- 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: 21<sup>st</sup> 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

Mayor Kirkham congratulated Steve Schahn for his appointment as District Chief 3 for Fire Station #1. **Motion by Doyle, seconded by Wilken, to approve the January 3, 2023 Consent Agenda as written. All present in favor, motion carried.**

- 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** – None
- 10.0 **CITY ADMINISTRATOR** – None

#### 11.0 **COUNCIL BUSINESS**

11.1 Committee Reports - None

#### 11.2 Discussion of Fire Station #3

Mayor Kirkham asked Chief Raczkowski to be present at the meeting to discuss future construction of Fire Station #3. Mayor Kirkham stated that he and Councilmember Parranto recently met with Chief Raczkowski regarding taking the next steps to move forward on the bidding process of Fire Station #3. Mayor Kirkham stated that he and Councilmember Parranto are in favor of moving forward with the bidding process. Mayor Kirkham stated that he spoke with Councilmember Kirkeide and he is also in favor of moving forward with the bidding process. Discussion followed regarding the funding of the construction and that bonding would not be necessary. Councilmember Doyle stated that with all of the new development on the east side of the City and for the safety of Ham Lake residents that moving forward in planning for a new Fire Station is a must. Mayor Kirkham stated that a Fire Department Building Committee should be formed to include Fire Chief Raczkowski, Mayor Kirkham, Councilmember Kirkeide and Building Official, Mark Jones to assist with the bidding and building process. **Motion by Doyle, seconded by Wilken, to move forward with the bidding process for the construction of Fire Station #3. All present in favor, motion carried.**

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)

**Motion by Wilken, seconded by Doyle, to approve the following appointment for 2023:**

- **Acting Mayor (1): Councilmember Wilken**
- **EDA President (1): Mayor Kirkham**
- **EDA Vice President (1): Councilmember Wilken**
- **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): Councilmembers Kirkeide & Doyle**
- **Ham Laker Task Force (2): Councilmembers Parranto & 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 & Finance Director Andrea Murff**
- **Code Review Committee (2): Councilmembers Kirkeide & Wilken  
(alternate: Mayor Kirkham)**
- **Building Department Committee (2): Councilmembers Kirkeide & Parranto**
- **Public Works Committee (2): Councilmembers Kirkeide & Doyle**
- **CERT Committee: Councilmembers Wilken, Parranto, Fire Chief Raczkowski, & Liaison from the Sheriff's Department**
- **Equipment Committee (2): Mayor Brian Kirkham and Councilmember Gary Kirkeide**

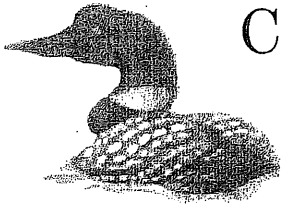
All present in favor, motion carried

11.4 Announcements and future agenda items - None

**Motion by Wilken, seconded by Doyle, to adjourn the meeting at 6:19 p.m. All present in favor, motion carried.**

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Dawnette Shimek, Deputy City Clerk



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## CITY OF HAM LAKE SPECIAL CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES TUESDAY, JANUARY 10, 2023

The Ham Lake City Council and Economic Development Authority met for a Special Meeting on Tuesday, January 10, 2023 at 8:00 a.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 Administrator, Denise Webster and Deputy City Clerk, Dawnette Shimek

### 1.0 CALL TO ORDER – 8:00 a.m.

Mayor Kirkham called the meeting to order at 8:00 a.m.

1.1 Consideration of the First reading of an Ordinance amending Article 9 of the Ham Lake City Code  
**This is considered the First Reading of an Ordinance amending Article 9 of the Ham Lake City Code regarding:**

**-Non-substantive text formatting changes throughout Article 9**

**-Amending permitted Conditional Uses in Commercial Development Districts I (CD-1) to include Event Center/Convention Center in Article 9-220.2**

**-Amending permitted Conditional Uses in Commercial Development Districts II (CD-2) to include Construction Service Contractors in Article 9-220.3**

**-Amending permitted Conditional Uses in Commercial Development Districts III (CD-3) to include cemeteries owned by a church and located on the same or adjacent parcel upon which the church is located, provided said parcel or parcels are under common ownership by the church in Article 9-220.4**

**-Rewording the language identifying Radio Transmission Towers as permitted uses in the Government Facilities (GF) District in Article 9-230**

**-Amending criteria under Home Occupation Permits by adding Pickups and Deliveries in Article 9-350.1 per the following:**

**9-350 Home Occupation Permits**

...

**9-350.1 Criteria** The following criteria must be observed for any usage to qualify for a Home Occupation Permit.

...

**g) Pickups and Deliveries** Pickups and deliveries are allowed by single rear axle vehicles. Notwithstanding the foregoing, deliveries by vehicles possessing more than a single rear axle shall be limited to one such vehicle per day without prior City approval. Semi-trucks are strictly prohibited.

**-Amending Special Home Occupation Permits relating to customer traffic, pickups and deliveries in Article 9-350.3**

**-Amending usage under Accessory Buildings and Farm Buildings by requiring City Council approval for business-related uses in Article 9-370.**

**Motion by Kirkeide, seconded by Parranto, to adjourn the meeting at 8:01 a.m. All present in favor, motion carried.**

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Dawnette Shimek, Deputy City Clerk

**CITY OF HAM LAKE  
CLAIMS SUBMITTED TO COUNCIL  
January 17, 2023**

**CITY OF HAM LAKE**

<b>EFTS, CHECKS, AND BANK DRAFTS</b>		<b>01/04/23 - 01/17/23</b>	
<b>EFT</b>	<b># 1791 - 1801</b>		\$ 32,345.19
<b>REFUND CHECKS</b>	<b>#64693, 64738</b>		\$ 137,743.29
<b>CHECKS</b>	<b># 64694 - 64737</b>		\$ 471,802.23
<b>BANK DRAFTS</b>	<b>DFT0002482 -DFT0002488</b>		\$ 26,574.92
<b>TOTAL EFTS, CHECKS, AND BANK DRAFTS</b>			<u>\$ 668,465.63</u>
<b>PAYROLL CHECKS</b>			
<b>01/13/23</b>	<b>Direct Deposits</b>		\$ 36,367.72
<b>TOTAL PAYROLL CHECKS</b>			<u>\$ 36,367.72</u>
<b>TOTAL OF ALL PAYMENTS</b>			<u><u>\$ 704,833.35</u></u>
<b>VOID CHECKS</b>			
<b>CHECKS</b>			
<b>ZERO EFT</b>			\$ -
<b>BANK DRAFTS</b>			

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 17TH DAY OF JANUARY 2023

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER



City of Ham Lake, MN

# Refund Check Register

Packet: ARPKT00669 - HIDDEN FOREST EAST 2ND PERF BOND REFUND

## Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00109	HIDDEN FOREST NORTH PROPERTIES LLC	1/11/2023	64693	90,227.20
			<b>Total Refund Amount:</b>	<b>90,227.20</b>

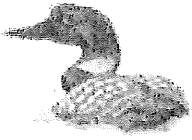
## Revenue Totals

Revenue Code	Total Distribution
TR- PERF BOND - PERFORMANCE BOND DEPOSIT	89,980.00
TR - PERF INT - PERFORMANCE BOND INTEREST	247.20
<b>Revenue Totals:</b>	<b>90,227.20</b>

## General Ledger Distribution

Posting Date: 01/11/2023

	Account Number	Account Name	Posting Amount	IFT
<b>Fund:</b>	<b>890 - TRUST FUND</b>			
	890-10101	Cash-claim on pooled cash	-90,227.20	Yes
	890-22804	Performance bonds	90,227.20	
		<b>890 Total:</b>	<b>0.00</b>	
<b>Fund:</b>	<b>999 - POOLED CASH</b>			
	999-10100	Pooled Cash	-90,227.20	
	999-20702	Due to other funds	90,227.20	Yes
		<b>999 Total:</b>	<b>0.00</b>	
		<b>Distribution Total:</b>	<b>0.00</b>	



City of Ham Lake, MN

# Refund Check Register

Packet: ARPKT00671 - WHITETAIL CROSSING 2ND BOND REFUND

## Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00084	WHITETAIL CROSSING INVESTMENTS LLC	1/12/2023	64738	47,516.09
			Total Refund Amount:	47,516.09

## Revenue Totals

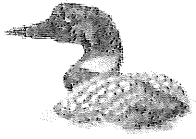
Revenue Code	Total Distribution
TR- PERF BOND - PERFORMANCE BOND DEPOSIT	47,175.53
TR - PERF INT - PERFORMANCE BOND INTEREST	340.56
Revenue Totals:	47,516.09

## General Ledger Distribution

Posting Date: 01/12/2023

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 890 - TRUST FUND</b>			
890-10101	Cash-claim on pooled cash	-47,516.09	Yes
890-22804	Performance bonds	47,516.09	
	<b>890 Total:</b>	<b>0.00</b>	
<b>Fund: 999 - POOLED CASH</b>			
999-10100	Pooled Cash	-47,516.09	
999-20702	Due to other funds	47,516.09	Yes
	<b>999 Total:</b>	<b>0.00</b>	
	<b>Distribution Total:</b>	<b>0.00</b>	





Payment Dates 1/4/2023 - 1/17/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1791	OPTUM BANK - 6011	Health Savings Account-6011	Flexible spending	100-21705	54.17
1792	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	86.86
1792	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1792	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	25.65
1792	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	86.86
1792	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1792	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	29.19
1793	MEDTOX LABORATORIES	DRUG TESTING	Personnel testing & recruitme	100-42201-3150	194.76
1794	O'REILLY AUTOMOTIVE STORE	#54 SEALED BEAMS & VENT S	Vehicle parts & supplies	100-43101-2340	64.06
1794	O'REILLY AUTOMOTIVE STORE	#49 OIL FILTER, OIL	Vehicle parts & supplies	100-43101-2340	121.14
1794	O'REILLY AUTOMOTIVE STORE	#82 OIL FILTERS	Vehicle parts & supplies	100-43101-2340	15.20
1794	O'REILLY AUTOMOTIVE STORE	#93 WIPER BLADES	Vehicle parts & supplies	100-43101-2340	37.98
1794	O'REILLY AUTOMOTIVE STORE	ANTIFREEZE	Operating supplies	100-43101-2290	19.99
1794	O'REILLY AUTOMOTIVE STORE	ANTIFREEZE	Operating supplies	100-43101-2290	11.99
1795	RFC ENGINEERING, INC.	155TH, NAPLES - LEXINGTON	Engineering	431-43301-3135	610.05
1795	RFC ENGINEERING, INC.	TWIN BIRCH ACRES	Engineering	431-43301-3135	3,518.06
1795	RFC ENGINEERING, INC.	MEADOW PARK RECONSTRUC	Engineering	431-43301-3135	1,633.82
1795	RFC ENGINEERING, INC.	CROSSTOWN BUSINESS PARK	Capital assets	262-46101-5110	6,360.74
1795	RFC ENGINEERING, INC.	BASE MAP	Engineering	100-41101-3135	50.75
1795	RFC ENGINEERING, INC.	COON LAKE CHANNEL DREDG	Engineering	100-41101-3135	1,594.74
1795	RFC ENGINEERING, INC.	FIRE MAP	Engineering	100-41101-3135	103.84
1795	RFC ENGINEERING, INC.	COUNCIL MEETING	Engineering	100-41101-3135	317.35
1795	RFC ENGINEERING, INC.	ANOKA COUNTY GIS DATA EX	Engineering	100-41101-3135	203.00
1795	RFC ENGINEERING, INC.	ROAD COMMITTEE MEETING	Engineering	100-41101-3135	185.80
1795	RFC ENGINEERING, INC.	CITY CODE UPDATES	Engineering	100-41102-3135	3,642.05
1795	RFC ENGINEERING, INC.	ZONING MAP	Engineering	100-41601-3135	25.37
1795	RFC ENGINEERING, INC.	PLANNING/POTENTIAL DEVEL	Engineering	100-41601-3135	285.13
1795	RFC ENGINEERING, INC.	HAM LAKE BUILDING PERMIT	Engineering	100-42401-3135	166.26
1795	RFC ENGINEERING, INC.	L1 B2 ENTERPRISE PLAZA 2ND	Engineering	100-42401-3135	167.27
1795	RFC ENGINEERING, INC.	L4 B1 TIMBER WOODS ACCES	Engineering	100-42401-3135	179.96
1795	RFC ENGINEERING, INC.	THOROUGHFARE PLAN	Engineering	100-43101-3135	360.25
1795	RFC ENGINEERING, INC.	5 YEAR PLAN	Engineering	100-43101-3135	360.25
1795	RFC ENGINEERING, INC.	SNOW PLOW MAP	Engineering	100-43101-3135	13.86
1795	RFC ENGINEERING, INC.	CCWD RULES AMENDMENTS	Engineering	100-43201-3135	266.43
1795	RFC ENGINEERING, INC.	STORMWATER POND INVENT	Engineering	100-43201-3135	12.69
1795	RFC ENGINEERING, INC.	HAM LAKE AS LGU-WCA	Engineering	100-43201-3135	900.19
1795	RFC ENGINEERING, INC.	SRWMO 2023 BUDGET	Engineering	100-43201-3135	2,438.65
1795	RFC ENGINEERING, INC.	2022 SWPPP UPDATE	Engineering	100-43201-3135	41.57
1795	RFC ENGINEERING, INC.	NPDES	Engineering	230-43201-3135	138.56
1795	RFC ENGINEERING, INC.	FIRE #3	Capital assets	420-42201-5110	446.00
1795	RFC ENGINEERING, INC.	181ST, CONCORD - 65	Engineering	431-43301-3135	1,182.89
1795	RFC ENGINEERING, INC.	2023 REHAB	Engineering	431-43301-3135	1,867.34
1795	RFC ENGINEERING, INC.	2024 TH 65 MILL & OVERLAY	Engineering	431-43301-3135	207.84
1795	RFC ENGINEERING, INC.	CROSSTOWN ROLLING ACRES	Engineering	890-90001-3135	482.14
1795	RFC ENGINEERING, INC.	TOBY'S TRAILS	Engineering	890-90001-3135	526.53
1795	RFC ENGINEERING, INC.	FLAMINGO TERRACE EXP	Engineering	890-90001-3135	347.22
1795	RFC ENGINEERING, INC.	HIDDEN FOREST EAST 3RD	Engineering	890-90001-3135	278.47
1795	RFC ENGINEERING, INC.	CONSTANCE BLVD TERRACE	Engineering	890-90001-3135	25.37
1795	RFC ENGINEERING, INC.	SCOOTER'S COFFEE	Engineering	890-90001-3135	193.99
1795	RFC ENGINEERING, INC.	HOLIDAY	Engineering	890-90001-3135	127.65
1795	RFC ENGINEERING, INC.	HIDDEN FOREST EAST 2ND	Engineering	890-90001-3135	117.69
1795	RFC ENGINEERING, INC.	BOBBY'S CAR WASH	Engineering	890-90001-3135	77.29
1795	RFC ENGINEERING, INC.	CROSSTOWN ROLLING ACRES	Engineering	890-90001-3135	53.08
1795	RFC ENGINEERING, INC.	CROSSTOWN ROLLING ACRES	Engineering	890-90001-3135	27.71

Council Approval List

Payment Dates: 1/4/2023 - 1/17/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1795	RFC ENGINEERING, INC.	GROUP PERMIT BILLING	Engineering	100-43501-3135	788.79
1795	RFC ENGINEERING, INC.	MSA GROUP BILLING	Engineering	431-43301-3135	302.49
1797	STAR TRIBUNE MEDIA COMPA	AMENDING CONDITIONAL US	Legal notices/publications/bid	100-41101-3950	116.64
1797	STAR TRIBUNE MEDIA COMPA	CROSSTOWN ROLLING ACRES	Legal notices/publications/bid	890-90001-3950	53.28
1798	SUSAN KNOUSE	OCT - DEC 21ST CENTURY BA	Mileage	100-41401-3960	11.25
1799	TERI MCMAHON	NOV & DEC RMS MEETINGS	Mileage	100-42201-3960	12.50
1799	TERI MCMAHON	JAN RMS MEETING	Mileage	100-42201-3960	14.54
1800	WICK COMMUNICATIONS-LEA	JAN HAM LAKER	Printing	211-41704-3970	645.00
1801	WRUCK SEWER & PORTABLE	DEC HAM LAKE BOAT LANDIN	Rentals-other	100-44101-3390	45.50
1801	WRUCK SEWER & PORTABLE	DEC LION'S PLAYGROUND RE	Rentals-other	100-44101-3390	45.50
64694	ACCESS	DEC SHREDDING	Waste management & recycli	231-43601-3630	137.20
64695	ACE SOLID WASTE INC	JAN ORGANICS	Waste management & recycli	231-43601-3630	356.01
64696	ALL CITY ELEVATOR INC	1ST QTR MAINTENANCE	Building repair & maintenanc	100-41702-3420	202.00
64697	ALVERO LLC	SWING AWAY MAILBOX SUPP	Operating supplies	100-43102-2290	1,705.00
64698	ANOKA COUNTY FIRE PROTEC	2023 MEMBERSHIP DUES	Dues & subscriptions	100-42201-3920	700.00
64699	ANOKA COUNTY PROPERTY	LARSON SYSTEMS VACATION	Filing fees	890-90001-3980	46.00
64699	ANOKA COUNTY PROPERTY	CROSSTOWN ROLLING ACRES	Filing fees	890-90001-3980	46.00
64699	ANOKA COUNTY PROPERTY	CREEKSIDE FARMS ROW EASE	Filing fees	890-90001-3980	46.00
64699	ANOKA COUNTY PROPERTY	CREEKSIDE FARMS ROW EASE	Filing fees	890-90001-3980	46.00
64700	ANOKA COUNTY TREASURY D	1ST QTR LAW ENFORCEMENT	Police protection	100-42101-3155	332,878.75
64700	ANOKA COUNTY TREASURY D	1ST QTR LAW ENFORCEMENT	Police protection	212-41706-3155	25,000.00
64701	ANOKA COUNTY TREASURY D	JOINT POWERS AGREEMENT	Capital assets	411-41302-5110	322.80
64702	ARCHITECT MECHANICAL INC	REPAIRS - CITY HALL, SR CTR,	Building repair & maintenanc	412-41702-3420	7,840.00
64703	BERGLUND, BAUMGARTNER,	CITY DRUG POLICY REVIEW	Attorney	100-41101-3110	32.00
64703	BERGLUND, BAUMGARTNER,	DREDGING	Attorney	100-41101-3110	480.00
64703	BERGLUND, BAUMGARTNER,	COUNCIL MEETINGS & AGEN	Attorney	100-41101-3110	660.00
64703	BERGLUND, BAUMGARTNER,	1360 CONSTANCE LOT ADJ	Attorney	100-41101-3110	192.00
64703	BERGLUND, BAUMGARTNER,	CITY CODE - CHAPTER 9	Attorney	100-41102-3110	2,400.00
64703	BERGLUND, BAUMGARTNER,	PROSECUTIONS	Attorney	100-41501-3110	6,500.00
64703	BERGLUND, BAUMGARTNER,	RICHLAND POTENTIAL CUP	Attorney	100-41601-3110	48.00
64703	BERGLUND, BAUMGARTNER,	CREEKSIDE FARMS	Attorney	100-42401-3110	128.00
64703	BERGLUND, BAUMGARTNER,	MN PLUMBING CODE	Attorney	100-42401-3110	400.00
64703	BERGLUND, BAUMGARTNER,	JAKE'S AUTO MALL	Attorney	262-46101-3110	352.00
64703	BERGLUND, BAUMGARTNER,	NEW LOOK - TWIN BIRCH ACR	Attorney	431-43301-3110	1,072.00
64703	BERGLUND, BAUMGARTNER,	TOBY'S TRAIL VARIANCE	Attorney	890-90001-3110	320.00
64704	BLUE CROSS BLUE SHIELD OF	JANUARY VISION	Vision Insurance	100-21715	43.53
64704	BLUE CROSS BLUE SHIELD OF	FEBRUARY VISION	Vision Insurance	100-21715	43.53
64705	CARGILL SALT DIVISION	98.93 TN DEICER	Salt & sand	100-43102-2710	10,782.38
64706	COMCAST BUSINESS	FIRE #1 ADD'L CABLE BOX	Other professional services	100-42201-3190	16.32
64707	COMPASS MINERALS AMERIC	50.95 TN SALT	Salt & sand	100-43102-2710	4,340.43
64708	CONNEXUS ENERGY	CITY HALL	Electricity	100-41702-3610	904.08
64708	CONNEXUS ENERGY	GARAGE	Electricity	100-41702-3610	111.17
64708	CONNEXUS ENERGY	CITY SIGN	Electricity	100-41703-3610	171.71
64708	CONNEXUS ENERGY	SOUTH WELCOME	Electricity	100-41703-3610	14.82
64708	CONNEXUS ENERGY	FIRE #2	Electricity	100-42202-3610	198.54
64708	CONNEXUS ENERGY	FIRE #1	Electricity	100-42202-3610	379.91
64708	CONNEXUS ENERGY	SIRENS	Electricity	100-42302-3610	65.00
64708	CONNEXUS ENERGY	PW	Electricity	100-43104-3610	822.38
64708	CONNEXUS ENERGY	BUNKER/JEFFERSON SIGNALS	Electricity	100-43401-3610	69.48
64708	CONNEXUS ENERGY	CROSSTOWN/HWY 65 SIGNAL	Electricity	100-43401-3610	73.39
64708	CONNEXUS ENERGY	BUNKER/LEXINGTON SIGNALS	Electricity	100-43401-3610	64.38
64708	CONNEXUS ENERGY	LEXINGTON/CROSSTOWN SIG	Electricity	100-43401-3610	52.90
64708	CONNEXUS ENERGY	HWY 65/ANDOVER BLVD SIGN	Electricity	100-43401-3610	74.47
64708	CONNEXUS ENERGY	HWY 65/BUNKER SIGNALS	Electricity	100-43401-3610	80.72
64708	CONNEXUS ENERGY	STREET LIGHTS #1	Electricity	100-43401-3610	24.89
64708	CONNEXUS ENERGY	STREET LIGHTS #2	Electricity	100-43401-3610	274.12
64708	CONNEXUS ENERGY	RADISSON/BUNKER SIGNALS	Electricity	100-43401-3610	74.72
64708	CONNEXUS ENERGY	HWY 65/CONSTANCE SIGNALS	Electricity	100-43401-3610	117.23
64708	CONNEXUS ENERGY	SODERVILLE PARK	Electricity	100-44101-3610	36.99
64708	CONNEXUS ENERGY	SODERVILLE PARK WELL	Electricity	100-44101-3610	13.50

Council Approval List

Payment Dates: 1/4/2023 - 1/17/2023

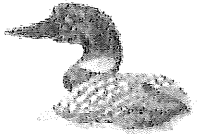
Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
64708	CONNEXUS ENERGY	HAM LAKE PARK	Electricity	100-44101-3610	132.03
64708	CONNEXUS ENERGY	LION'S PARK CONCESSION	Electricity	100-44102-3610	33.08
64708	CONNEXUS ENERGY	LION'S PARK PAVILION	Electricity	100-44102-3610	60.35
64708	CONNEXUS ENERGY	HAM LAKE PARK CONCESSION	Electricity	100-44102-3610	18.78
64708	CONNEXUS ENERGY	HAM LAKE PARK BUILDING	Electricity	100-44102-3610	156.94
64708	CONNEXUS ENERGY	HAM LAKE PARK SHELTER	Electricity	100-44102-3610	29.24
64708	CONNEXUS ENERGY	SR CENTER	Electricity	100-44202-3610	486.81
64708	CONNEXUS ENERGY	STREET LIGHTS	Electricity	232-43701-3610	4,715.04
64710	DEARBORN LIFE INS CO	VOL LIFE	Life Insurance	100-21714	195.30
64710	DEARBORN LIFE INS CO	LIFE	Life Insurance	100-21714	54.40
64710	DEARBORN LIFE INS CO	CH LIFE	Life Insurance	100-21714	-28.80
64711	DEHN OIL CO	150 GAL. GASOLINE	Fuel	100-43101-2230	441.75
64711	DEHN OIL CO	264.10 GAL DIESEL	Fuel	100-43101-2230	1,048.48
64711	DEHN OIL CO	208.1 GAL BLENDED DIESEL	Fuel	100-43101-2230	1,652.32
64711	DEHN OIL CO	213 GAL BLENDED DIESEL	Fuel	100-43101-2230	1,635.84
64711	DEHN OIL CO	139.60 GALLONS GASOLINE	Fuel	100-43101-2230	383.21
64712	ELLIOTT EQUIPMENT COMPA	GARBAGE LIFTER	Covid 19	100-41701-4153	25,601.72
64712	ELLIOTT EQUIPMENT COMPA	GARBAGE LIFTER	Capital assets	430-43101-5110	25,601.72
64712	ELLIOTT EQUIPMENT COMPA	GARBAGE LIFTER	Capital assets	430-43101-5110	-25,601.72
64713	EMERGENCY AUTOMOTIVE TE	#54 CONNECTOR KIT	Vehicle parts & supplies	100-43101-2340	23.49
64714	FIRE INSTRUCTION & RESCUE	NFPA W/HAZMAT - DE, JM,AF	Training/conferences/schools	100-42201-3510	5,175.00
64715	FLEETPRIDE	FILTER	Operating supplies	100-43101-2290	25.88
64715	FLEETPRIDE	LUBE SPIN	Operating supplies	100-43101-2290	63.49
64715	FLEETPRIDE	#93 BREAK SHOE CORE RETUR	Vehicle parts & supplies	100-43101-2340	-104.00
64715	FLEETPRIDE	#93 CORE RETURN	Vehicle parts & supplies	100-43101-2340	-894.00
64715	FLEETPRIDE	BRUSH WITH EXTENSION HAN	Operating supplies	100-43101-2290	43.68
64715	FLEETPRIDE	HANDLE	Operating supplies	100-43101-2290	31.05
64715	FLEETPRIDE	FILTER AND BATTERY CORE RE	Operating supplies	100-43101-2290	-122.99
64715	FLEETPRIDE	#74 MUD FLAP & BRACKET	Vehicle parts & supplies	100-43101-2340	32.52
64715	FLEETPRIDE	EXTENSION HANDLE	Operating supplies	100-43101-2290	-31.05
64715	FLEETPRIDE	DEF	Fuel	100-43101-2230	323.83
64715	FLEETPRIDE	#80 QUICK RELEASE VALVE	Vehicle parts & supplies	100-43101-2340	16.55
64715	FLEETPRIDE	#80 AIR HOSE & WIPER BLADE	Vehicle parts & supplies	100-43101-2340	130.51
64715	FLEETPRIDE	#79 EXHAUST FILTER, FUEL FIL	Vehicle parts & supplies	100-43101-2340	73.84
64715	FLEETPRIDE	55 GALLONS ANTIFREEZE	Operating supplies	100-43101-2290	498.48
64715	FLEETPRIDE	ROTARY DRUM PUMP	Operating supplies	100-43101-2290	61.96
64716	GRAINGER	FLUID STORAGE CONTAINER	Operating supplies	100-43101-2290	122.43
64716	GRAINGER	10' MAGNETIC STRIP	Operating supplies	100-43101-2290	8.16
64716	GRAINGER	GARAGE DOOR BELT	Building repair & maintenanc	100-43104-2310	6.11
64717	HAM LAKE HARDWARE INC	REFLECTIVE NUMBERS	Operating supplies	100-43102-2290	9.17
64717	HAM LAKE HARDWARE INC	REFLECTIVE NUMBERS	Operating supplies	100-43102-2290	11.94
64718	HYDRAULIC SPECIALTY CO INC	#71 CROSS OVER VALVE	Equipment parts & supplies	100-43101-2320	160.39
64719	LEPAGE & SONS INC	11/7 & 11/10 YARDWASTE	Waste management & recycli	231-43601-3630	958.16
64720	LINCOLN NATIONAL LIFE INSU	JAN LT DISABILITY EH	STD/LTD	100-21713	18.31
64720	LINCOLN NATIONAL LIFE INSU	FEB ST DISABILITY	STD/LTD	100-21713	822.34
64720	LINCOLN NATIONAL LIFE INSU	FEB LT DISABILITY	STD/LTD	100-21713	531.24
64721	MENARDS-BLAINE	MAILBOX SUPPLIES	Operating supplies	100-43102-2290	159.95
64722	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41201-2510	39.36
64722	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41301-2510	31.76
64722	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41401-2510	55.93
64722	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41601-2510	24.16
64722	METRO - INET	PHONES	Phones/radios/pagers	100-41701-3210	124.00
64722	METRO - INET	IT SUPPORT	Computer & software support	100-41707-3120	5,370.00
64722	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-42201-2510	55.93
64722	METRO - INET	PHONES	Phones/radios/pagers	100-42201-3210	52.00
64722	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-42401-2510	95.30
64722	METRO - INET	PHONES	Phones/radios/pagers	100-42401-3210	62.00
64722	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-43101-2510	21.56
64722	METRO - INET	PHONES	Phones/radios/pagers	100-43101-3210	31.00
64722	METRO - INET	PHONES	Phones/radios/pagers	100-44101-3210	10.00

Council Approval List

Payment Dates: 1/4/2023 - 1/17/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
64722	METRO - INET	PHONES	Phones/radios/pagers	100-44201-3210	41.00
64723	MINNESOTA EQUIPMENT	2-IN-1 FILE GUI	Operating supplies	100-43101-2290	45.99
64724	MINNESOTA OCCUPATIONAL	SCREENINGS & VACCINES DE,	Personnel testing & recruitme	100-42201-3150	2,595.00
64725	MN DEPARTMENT OF LABOR	4TH QTR SURCHARGE	Surcharge	100-22801	2,505.73
64726	MN FIRE SERVICE CERT BOAR	INSTRUCTOR I CERT EXAM - J	Training/conferences/schools	100-42201-3510	126.00
64727	MN PEIP	FEB HEALTH INSURANCE	Health Insurance	100-21710	11,674.67
64728	NORTHWEST FAMILY PHYSICI	MRO READINGS	Personnel testing & recruitme	100-42401-3150	50.00
64729	PREMIUM WATERS INC	WATER	Equipment rentals	100-41701-3320	21.75
64729	PREMIUM WATERS INC	JAN WATER COOLER RENTAL	Equipment rentals	100-41701-3320	14.00
64730	QUALITY RESOURCE GROUP I	A/P CHECKS	Office supplies	100-41401-2110	422.46
64731	RESPEC	1ST QTR FULCRUM SUBSCRIP	Software licenses & upgrades	230-43201-2510	315.00
64731	RESPEC	1ST QTR MAPFEEDER SUBSCR	Software licenses & upgrades	230-43201-2510	1,250.00
64732	SITEONE LANDSCAPE SUPPLY	ANTIFOAMING AGENT (BRINE	Operating supplies	100-43102-2290	14.93
64733	SPECIALTY SOLUTIONS LLC	250 GAL. BEET JUICE	Salt & sand	100-43102-2710	759.67
64734	TDS METROCOM INC	763-434-0454 ELEVATOR	Phones/radios/pagers	100-41701-3210	39.66
64734	TDS METROCOM INC	763-434-9605 FIRE #2	Phones/radios/pagers	100-42201-3210	37.66
64735	THE MPX GROUP	JAN HAM LAKER DELIVERY	Other services and charges	211-41704-3990	225.00
64736	UNLIMITED SUPPLIES INC	NUTS, BOLTS, SEALS, GREASE	Operating supplies	100-43101-2290	60.53
64737	WRIGHT-HENNEPIN COOPERA	JAN ELEVATOR MONITORING	Monitoring	100-41702-3145	10.00
64737	WRIGHT-HENNEPIN COOPERA	JAN SECURITY MONITORING	Monitoring	100-41702-3145	33.95
64737	WRIGHT-HENNEPIN COOPERA	JAN PW FIRE PANEL MONITOR	Monitoring	100-43104-3145	52.95
DFT0002482	MN STATE DEPT OF REVENUE-	DECEMBER '22 FUEL TAX	Fuel	100-43101-2230	487.64
DFT0002483	COMPENSATION CONSULTAN	Health Savings Account	Flexible spending	100-21705	225.00
DFT0002484	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	1,655.00
DFT0002484	EMPOWER	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002485	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	5,078.25
DFT0002485	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,554.80
DFT0002485	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	6,159.20
DFT0002486	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,429.60
DFT0002487	PERA	Retirement-Coordinated	PERA	100-21703	6,668.71
DFT0002487	PERA	Retirement-Police & Fire	PERA	100-21703	1,163.98
DFT0002488	US POSTMASTER	POSTAGE 6059 PIECES	Postage	211-41704-2120	1,102.74

**Grand Total: 530,722.34**



City of Ham Lake, MN

# EFT Payroll Check Register Report Summary

Pay Period: 12/25/2022-1/7/2023

Packet: PYPKT01426 - PPE 1/7/23 PAID 1/13/23

Payroll Set: City of Ham Lake - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	30	36,367.72
<b>Total</b>	<b>30</b>	<b>36,367.72</b>

Meeting Date: January 17, 2023



***CITY OF HAM LAKE  
STAFF REPORT***

**To:** Mayor and Councilmembers  
Denise Webster, City Administrator

**From:** Andrea Murff, Finance/HR Director

**Item/Title/Subject:** Pay Equity Compliance Report

**Introduction/Discussion:** We have been notified by the Minnesota Management and Budget Department that a Pay Equity Implementation Report is due by January 31, 2023. This report, required by the Local Government Pay Equity Act, must be filed every three years.

When review of the report is completed, we will receive a notice informing whether or not we are in compliance or out of compliance with the law. This notice will most likely not be received until the fall of 2023. I do not anticipate any problems, but we will need to wait for final determination from the State.

**Recommendation:** I recommend approval of the 2023 Pay Equity Report for submission to the Minnesota Management and Budget Department.

## Denise Webster

---

**From:** Pay.Equity@state.mn.us  
**Sent:** Tuesday, December 13, 2022 8:09 PM  
**To:** Denise Webster  
**Cc:** Pay.Equity@state.mn.us  
**Subject:** Jur ID 373 - Pay Equity Report Due January 31, 2023

**Caution:** This email originated outside our organization; please use caution.

Ham Lake,

The Local Government Pay Equity Act, M.S. 471.991-471.999 and Minnesota Rules, Chapter 3920 require local government jurisdictions to submit a pay equity report to the State of Minnesota every three years. Your next report is due January 31, 2023. This report must show data in place as of December 31, 2022. Jurisdictions who do not submit a report on or before January 31, 2023, will be out of compliance. There are no provisions in the law for any up-front exceptions to the deadline. Approval from the governing body is required to submit a report; please plan accordingly.

As a reminder, do not report elected officials. Only report employees working a minimum of 14 hours per week, and 67 days in a calendar year (100 days for a full-time student). If your jurisdiction has no employees to report, please access the system, create a new case, and select "No Jobs Meet Requirement to Report". You will be taken to the implementation form to complete the process.

Once Minnesota Management and Budget reviews your report, you will receive a notice informing you whether your jurisdiction is "in compliance" or "out of compliance." No penalties or other negative consequences will occur before you receive a formal notice of non-compliance. Please note you may also receive a request for additional information about your report if there is incorrect information, or if clarification is needed to evaluate your report. Please respond to these requests as soon as possible.

Jurisdictions receiving a notice of non-compliance will have an opportunity to make adjustments to achieve compliance. A jurisdiction which remains out of compliance, past the grace period specified in the notice, will receive a second notice of non-compliance and will be subject to a penalty. The penalty is a five percent reduction in state aid payments or \$100 per day, whichever is greater, from January 1, 2023.

The URL to access the Minnesota Pay Equity Management System is: <https://mn.gov/mmbapps/PayEquity/LogIn.aspx>

Please note that all materials required to report are located on the Local Government Pay Equity Webpage. The spreadsheet to upload job data is also listed on this site. For step-by-step instructions and additional information, please refer to the Local Government Pay Equity webpage at: <https://mn.gov/mmb/employee-relations/compensation/laws/local-gov/local-gov-pay-equity/>.

After reviewing the materials on the Local Government Pay Equity webpage, if you have questions, or need additional support please send an email to [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us). Our goal is to answer all requests with 24-48 hours, however due to the volume of requests coming in it may take longer, we appreciate your patience, and thank you for complying with the 1984 Local Government Pay Equity Act

Sincerely,

The Office of Minnesota Management & Budget  
Local Government Pay Equity  
651-259-3805(office)



# Minnesota Pay Equity Management System - Ham Lake(23-No Submission)

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[Utilities](#)

[Go To](#)

[Log Out](#)

## Pay Equity Implementation Form

Information entered on this page is not submitted until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

### Part A: Jurisdiction Identification

Jurisdiction: Ham Lake

15544 Central Avenue N.E.

Ham Lake

Jurisdiction Type: CITY - City

Contact:	Name	Title	Phone	Email
	Andrea Murff	Finance/HR Director	763-235-1668	amurff@ci.ham-lake.mn.us
	Denise Webster	City Administrator	763-235-1680	dwebster@ci.ham-lake.mn.us

### Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

State Job Match ▼

Describe below if the job evaluation system used is: "The same as last year", "A new system", "A substantially modified system from last year", or another descriptor not listed here: (\*less than 240 characters)

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and

There is no difference ▼ and female classes are not at a disadvantage.

3. An official notice has been posted at:

City Hall Work Room

(prominent location) (\*less than 60 characters)

informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Ham Lake City Council

(governing body) (\*less than 60 characters)

Brian Kirkham

(chief elected official)(\*less than 60 characters)

Mayor

(title) (\*less than 60 characters)

Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

### Part C: Total Payroll

1,392,568.02 is the annual payroll for the calendar year just ended December 31.

Save Changes

Sign & Submit

Return to Test Results

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us) so that we can follow up. Thank you.

# Minnesota Pay Equity Management System - Ham Lake(23-No Submission)

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[<--Jobs Page](#)

[Reports-->](#)

## Compliance Report

Jurisdiction: Ham Lake

Report Year: 2023

Case:1 - Private (Jur Only)

Contact:	Name	Title	Phone	Email
	Andrea Murff	Finance/HR Director	763-235-1668	amurff@ci.ham-lake.mn.us
	Denise Webster	City Administrator	763-235-1680	dwebster@ci.ham-lake.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity Report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the guidebook.

### I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	9	6	0	15
# Employees	19	7	0	26
Avg.Max Monthly Pay Per Employee	5,659.30	6,887.62		5,990.00

### II. STATISTICAL ANALYSIS TEST

A. UNDERPAYMENT RATIO = 100.00 *	Male Classes	Female Classes
a. # at or above Predicted Pay	6	4
b. # Below Predicted Pay	3	2
c. TOTAL	9	6
d. % Below Predicted Pay (b divided by c = d)	33.33	33.33

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

#### B. T-test Results

Degrees of Freedom (DF) = 24	Value of T = 0.390
---------------------------------	--------------------

- a. Avg.diff.in pay from predicted pay for male jobs = \$5
- b. Avg.diff.in pay from predicted pay for female jobs = (\$6)

### III. SALARY RANGE TEST = 104.76% (Result is A divided by B)

- A. Avg.# of years to max salary for male jobs = 3.67
- B. Avg.# of years to max salary for female jobs = 3.50

**IV. EXCEPTIONAL SERVICE PAY TEST = 0.00% (Result is B divided by A)**

- A. % of male classes receiving ESP      0.00 \*
  - B. % of female classes receiving ESP      16.67
- \*(If 20% or less, test result will be 0.00)

---

[Go To Implementation Form](#)

[View Another Case](#)

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us) so that we can follow up. Thank you.

## Job Class Data Entry Verification List

Case: 2023 DATA

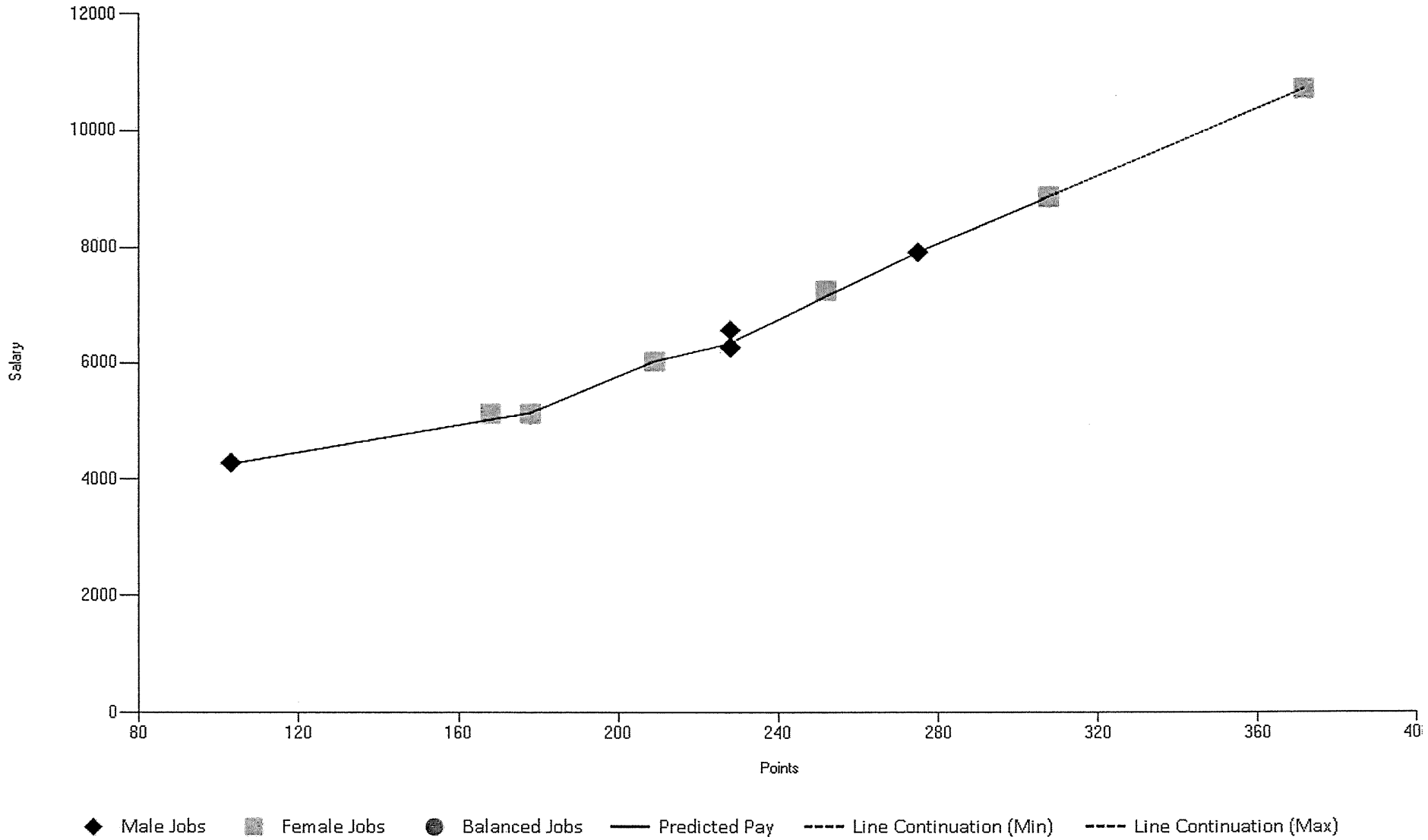
Ham Lake

LGID: 373

Job Nbr	Class Title	Nbr Males	Nbr Females	Non-Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
22	Seasonal General Mtc. Public W	7	0	0	M	103	3462.00	4288.27	4.00		
18	Accounting Technician II	0	1	0	F	168	3872.27	5123.73	3.00		
5	Administrative Assistant II	0	2	0	F	178	4101.07	5123.73	4.00		Performance
6	Streets/Parks Mtc. Worker	4	0	0	M	178	4101.07	5123.73	4.00		
9	Building/Zoning Clerk	0	1	0	F	209	4815.20	6018.13	4.00		
25	Mechanic	1	0	0	M	209	4815.20	6018.13	4.00		
26	Building Inspector	2	0	0	M	228	5253.73	6262.40	4.00		
11	Street/Park Supervisor	1	0	0	M	228	5253.73	6562.40	3.00		
20	Fire Inspector	1	0	0	M	228	5253.73	6262.40	3.00		
12	City Clerk	0	1	0	F	252	5802.00	7252.00	3.00		
27	Bldg & Zoning Official/Code En	1	0	0	M	275	6335.33	7916.13	4.00		
28	Finance/HR Director	0	1	0	F	308	7093.00	8865.00	4.00		
29	Fire Chief	1	0	0	M	308	7093.00	8865.00	4.00		
15	Public Works Superintendent	1	0	0	M	308	7093.00	8865.00	3.00		
17	Administrator	0	1	0	F	372	8566.00	10707.00	3.00		

**Job Number Count: 15**

### Predicted Pay Report for: Ham Lake Case: 2023 DATA



## Predicted Pay Report for: Ham Lake

Case: 2023 DATA

Job Nbr	Job Title	Nbr Males	Nbr Females	Non-Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
22	Seasonal General Mtc. Public W	7	0	0	7	Male	103	4288.2700	4266.9926	21.2774
18	Accounting Technician II	0	1	0	1	Female	168	5123.7300	5249.2600	-125.5300
5	Administrative Assistant II	0	2	0	2	Female	178	5123.7300	5135.6219	-11.8919
6	Streets/Parks Mtc. Worker	4	0	0	4	Male	178	5123.7300	5135.6219	-11.8919
9	Building/Zoning Clerk	0	1	0	1	Female	209	6018.1300	6018.1300	0.0000
25	Mechanic	1	0	0	1	Male	209	6018.1300	6018.1300	0.0000
26	Building Inspector	2	0	0	2	Male	228	6262.4000	6337.4000	-75.0000
11	Street/Park Supervisor	1	0	0	1	Male	228	6562.4000	6337.4000	225.0000
20	Fire Inspector	1	0	0	1	Male	228	6262.4000	6337.4000	-75.0000
12	City Clerk	0	1	0	1	Female	252	7252.0000	7143.7042	108.2958
27	Bldg & Zoning Official/Code En	1	0	0	1	Male	275	7916.1300	7916.1300	0.0000
28	Finance/HR Director	0	1	0	1	Female	308	8865.0000	8865.0000	0.0000
29	Fire Chief	1	0	0	1	Male	308	8865.0000	8865.0000	0.0000
15	Public Works Superintendent	1	0	0	1	Male	308	8865.0000	8865.0000	0.0000
17	Administrator	0	1	0	1	Female	372	10707.0000	10705.8774	1.1226

Job Number Count: 15

## Compliance Report

Jurisdiction: Ham Lake  
15544 Central Avenue N.E.

Report Year: 2023  
Case: 1 - 2023 DATA (Private (Jur  
Only))

Ham Lake, MN 55304

Contact: Andrea Murff

Phone: (763) 235-1668

E-Mail: amurff@ci.ham-  
lake.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

### I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	9	6	0	15
# Employees	19	7	0	26
Avg. Max Monthly Pay per employee	5659.30	6887.62		5990.00

### II. STATISTICAL ANALYSIS TEST

#### A. Underpayment Ratio = 100 \*

	Male Classes	Female Classes
a. # At or above Predicted Pay	6	4
b. # Below Predicted Pay	3	2
c. TOTAL	9	6
d. % Below Predicted Pay (b divided by c = d)	33.33	33.33

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

#### B. T-test Results

Degrees of Freedom (DF) = 24	Value of T = 0.390
------------------------------	--------------------

a. Avg. diff. in pay from predicted pay for male jobs = 5

b. Avg. diff. in pay from predicted pay for female jobs = -6

### III. SALARY RANGE TEST = 104.76 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 3.67

B. Avg. # of years to max salary for female jobs = 3.50

### IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 \*

B. % of female classes receiving ESP = 16.67

\*(If 20% or less, test result will be 0.00)



# LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

### Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

## ORGANIZATION INFORMATION

Organization Name: The Way of the Shepherd Previous Gambling Permit Number: X- 33956-22-019

Minnesota Tax ID Number, if any: 4663332 Federal Employer ID Number (FEIN), if any: 41-1916137

Mailing Address: 13200 Central Avenue NE

City: Blaine State: MN Zip: 55434 County: Anoka

Name of Chief Executive Officer (CEO): Thaddeus Arrowsmith

CEO Daytime Phone: 763-862-9110 CEO Email: thaddeusjames16@gmail.com  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): sheri\_rylicki@wayoftheshepherd.org

## NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal     Religious     Veterans     Other Nonprofit Organization

### Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

**A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103  
Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
651-296-2803, or toll free 1-877-551-6767

**IRS income tax exemption (501(c)) letter in your organization's name**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

## GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Majestic Oaks Golf Club

Physical Address (do not use P.O. box): 701 Bunker Lake Blvd. NE

Check one:  
 City: Ham Lake Zip: 55304 County: Anoka  
 Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): 02/172023

Check each type of gambling activity that your organization will conduct:

Bingo     Paddlewheels     Pull-Tabs     Tipboards     Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

# LG220 Application for Exempt Permit

## LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

### CITY APPROVAL for a gambling premises located within city limits

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**The city or county must sign before submitting application to the Gambling Control Board.**

### COUNTY APPROVAL for a gambling premises located in a township

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

### TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

### CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: \_\_\_\_\_ Date: 1-9-23  
(Signature must be CEO's signature; designee may not sign)

Print Name: Thaddeus Arrowsmith

### REQUIREMENTS

#### Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

#### Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

### MAIL APPLICATION AND ATTACHMENTS

#### Mail application with:

- \_\_\_\_\_ a copy of your proof of nonprofit status; and
- \_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

#### Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, braille) upon request.

**Checklist for Exempt Raffle**

Organization Name: <b>The Way of the Shepherd</b>	Previous Gambling Permit #: <b>X- 33956-22-019</b>	Date of Raffle Drawing: <b>02/17/2023</b>
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**INSTRUCTIONS:**

- The purpose of this form is to help your organization conduct exempt raffles in compliance with the requirements listed below. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the *Lawful Gambling Manual* chapter on raffles; 3) the online class, "*Conduct of Raffles*"; and 4) the *phone number and email address* of your county's Compliance Specialist.
- After reading each checklist item, mark "Yes" to indicate that you understand the requirement and agree to comply. After answering "Yes" to each applicable item, your organization's CEO must sign the acknowledgment below. Include the completed checklist as part of your application to conduct an exempt raffle.

		<ul style="list-style-type: none"> <li>• If tickets will be sold prior to the event, mark "Yes" to item #1 and mark "N/A" to items #2 and #3.</li> <li>• If tickets are sold only at the event using theater tickets, mark "N/A" to item #1 and answer "Yes" to items #2 and #3.</li> </ul>	<b>Yes</b>	<b>Conduct</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Tickets are printed in accordance with MN Rule 7861.0310.	<input checked="" type="checkbox"/>	9. Only cash, personal checks, cashier's checks, money orders, travelers' check, and debit cards may be accepted ( <b>NO CREDIT CARDS</b> ). (349.2127) (7861.0260)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Tickets contain the sequential number of the raffle ticket. (349.173)	<input checked="" type="checkbox"/>	10. The method of selection cannot be manipulated or based on the outcome of an event not under the organization's control. (349.173)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (349.173)	<input checked="" type="checkbox"/>	11. Persons are not required to be present at a raffle drawing to be eligible to win. (349.173) (7861.0310)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4. The organization is the sole owner of all the real or personal property to be awarded. (7861.0260)	<input checked="" type="checkbox"/>	12. Raffle tickets are not sold to or won by persons under age 18. (349.181) (7861.0310)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5. A merchandise certificate is used when a prize requiring registration or licensure ( <b>guns, cars, ATVs, etc.</b> ) is offered. (7861.0260)	<input checked="" type="checkbox"/>	13. Purchasers are not required to buy anything other than the ticket. (349.173) (7861.0310)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (7861.0260)	<input checked="" type="checkbox"/>	<b>Yes</b>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed \$50,000 in a calendar year. (349.166)	<input checked="" type="checkbox"/>	<b>House Rules</b>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. (340A.707)	<input checked="" type="checkbox"/>	14. Clear and legible house rules in accordance with MN Rule 7861.0310 are prominently posted at the point of winner selection.
			<input checked="" type="checkbox"/>	<b>Yes</b>
			<input checked="" type="checkbox"/>	<b>Post Raffle Conduct</b>
			<input checked="" type="checkbox"/>	15. An exempt permit financial report (LG220A) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (349.166)
			<input checked="" type="checkbox"/>	16. Gambling funds may only be spent for allowable expenses and lawful purposes. (349.12 3a & 25)
			<input checked="" type="checkbox"/>	17. Gambling records must be kept for 3½ years. (7861.0310)

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

**Noncompliant Activity:** I acknowledge by signing below that my organization must follow all raffle rules and that any gambling activity conducted by the organization at the event that is not in compliance with Minnesota Statute and Rule may subject the organization to citation or the inability to receive future permits to conduct gambling. I understand that my permit will not be issued until this form has been completed and submitted to the Minnesota Gambling Control Board.

Signature:	Date:	Print Name: <b>Thaddeus Arrowsmith</b>
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<p><b>Data privacy notice:</b> The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application.</p>	<p>Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public</p>	<p>Safety; Attorney General; Commissioners of Administration, Minnesota Management &amp; Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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<p style="text-align: center;"><b>How You May Spend Gambling Funds</b></p>	<p style="text-align: center;"><b>How You May Not Spend Gambling Funds</b></p>
<p><b>Allowable expenses</b> - Gambling funds may be spent for allowable expenses, such as:</p> <ul style="list-style-type: none"> <li>• gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games);</li> <li>• advertising;</li> <li>• printing raffle tickets; or</li> <li>• any services or goods that are directly related to the conduct of your gambling.</li> </ul> <p><b>Charitable contributions</b> - Gambling funds may be spent for the following charitable contributions (lawful purpose):</p> <ul style="list-style-type: none"> <li>• to or by 501(c)(3) organization and 501(c)(4) festival organizations;</li> <li>• relieving the effects of poverty, homelessness, or disability;</li> <li>• problem gambling programs approved by the Minnesota Department of Human Services;</li> <li>• public or private nonprofit school;</li> <li>• scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships);</li> <li>• church;</li> <li>• recognition of military service (open to public) or active military personnel in need;</li> <li>• activities and facilities benefiting youth under age 21;</li> <li>• citizen monitoring of surface water quality, with data submitted to Minnesota PCA;</li> <li>• unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed);</li> <li>• wildlife management projects or activities that benefit the public-at-large, with DNR approval;</li> <li>• grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval;</li> <li>• supplies and materials for DNR training and educational programs;</li> <li>• nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled;</li> <li>• community arts organizations or programs;</li> <li>• humanitarian service recognizing volunteerism or philanthropy; and</li> <li>• acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements).</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Controlled contribution</b> - An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund.</li> <li>2. <b>Financial gain</b> - A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure.</li> <li>3. <b>Government</b> - An expenditure may not be made for: <ul style="list-style-type: none"> <li>• influencing the nomination or election of a candidate for public office;</li> <li>• promoting or defeating a ballot question; or</li> <li>• any activity intended to influence an election or a governmental decision-making process.</li> </ul> </li> <li>4. <b>Law enforcement</b> - A direct contribution may not be made to a law enforcement or prosecutorial agency.</li> <li>5. <b>Pension</b> - A contribution may not be made to a government pension or retirement fund, such as a fire relief association.</li> <li>6. <b>Conflict of interest</b> - A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Section 317A.255.</li> <li>7. <b>Alcohol</b> - An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages.</li> <li>8. <b>Fundraising</b> - An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund.</li> <li>9. <b>Other organizations</b> - With few exceptions, gambling funds may not be contributed to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization.</li> <li>10. <b>Other contributions</b> - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements.</li> </ol>

Meeting Date: January 17, 2023

**CITY OF HAM LAKE**  
*STAFF REPORT*

**To:** Mayor and Councilmembers  
**From:** John Witkowski, Public work Superintendent  
**Subject:** Temporary Warming House Attendants

**Introduction:** We received three applications for the position of Warming House Attendant. I am recommending the hiring of three part-time seasonal Warming House Attendants.

**Recommendation:** I recommend hiring Joseph Jochur, Eric Garcia and Paul Klutseas as Warming House Attendants at a pay rate of \$15/per hour.

Meeting Date: January 17, 2023

**CITY OF HAM LAKE**  
*STAFF REPORT*

**To:** Mayor and Councilmembers  
**From:** John Witkowski, Public Works Superintendent  
**Subject:** Hiring Public Works part-time Seasonal/On-Call Snowplow Operator

**Introduction:** I am recommending the hiring of two Public Works part-time seasonal/on-call snowplow operators. At this time, we are still actively seeking applicants, and in the future, may recommend additional personnel to fill open spots.

**Recommendation:** Listed below are two individuals that are being recommended for the Public Works part-time seasonal/on-call snowplow operator position.

Angela Ortega and Keith Schreifels will be at a pay rate of \$20.39/per hour.

RESOLUTION NO. 23-XX  
RESOLUTION APPROVING CONTRIBUTIONS

WHEREAS, the City of Ham Lake is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statutes Sections 412.21 and 465.03 for the benefit of its citizens, and

WHEREAS, the following persons and entities have offered to contribute the cash sums set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>
Ham Lake Chamber of Commerce ( <i>Ham Laker</i> )	\$11,500.00

WHEREAS, all such sums have been contributed to assist the City in the establishment and operation of programs within the City's corporate limits either alone or in cooperation with others, as allowed by law; and

WHEREAS, the City Council hereby finds that it is appropriate to accept the contributions offered.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ham Lake, Minnesota, as follows:

1. The contributions described above are hereby accepted by the City of Ham Lake and shall be used to establish and operate programs within the City's corporate limits either alone or in cooperation with others, as allowed by law.
2. That the City Clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's contribution.

Adopted by the City Council of the City of Ham Lake this 17th day of January, 2023.

\_\_\_\_\_  
Brian Kirkham, Mayor

\_\_\_\_\_  
Denise Webster, City Clerk

# LG555 Government Approval or Acknowledgment for Use of Gambling Funds

Keep this completed form attached to the LG100C in your organization's records. You do not need to submit this form to the Gambling Control Board or the Department of Revenue.

## ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)

Organization Name: <u>Ham Lake chamber of commerce</u>	License Number: <u>02948</u>
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Address: <u>15644 Central Ave NE</u>	City/State/Zip: <u>Ham Lake</u>
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- Amount of proposed lawful purpose expenditure: \$ 11,500.00
- Check one expenditure category:
  - A. **Contribution to a unit of government**—United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
  - B. **Wildlife management project or activity** that benefits the public at large, with approval by the Minnesota Department of Natural Resources (DNR).
  - C. **Grooming and maintaining snowmobile or all-terrain vehicle trails** established under Minnesota Statutes, Sections 84.83 and 84.927, including purchase or lease of equipment, with approval by the DNR. All trails must be open to public use.
  - D. **Supplies and materials for safety training and educational programs** coordinated by the DNR, including the Enforcement Division.
  - E. **Citizen monitoring of surface water quality testing** for public waters by individuals or nongovernmental organizations, with Minnesota Pollution Control Agency (MPCA) guidance on monitoring procedures, quality assurance protocols, and data management, providing that data is submitted to the MPCA.
- Describe the proposed expenditure, including vendors:

Money for the Ham Laker - Newspaper.

- **NO FINANCIAL OR OTHER BENEFIT:** I affirm that the contribution or expenditure does not result in any monetary, economic, financial, or material benefit to our organization, in compliance with Minn. Rule 7861.0320, subp. 17, para. C.
- **FOR DNR-RELATED PROJECTS:** I affirm that when lawful gambling funds are used for grooming and maintaining snowmobile or all-terrain vehicle trails or for any wildlife management project for which reimbursement is received from a unit of government, the reimbursement funds must be deposited in our lawful gambling account and recorded on form LG100C.
- **FOR SURFACE WATER QUALITY TESTING:** I affirm that the MPCA has been consulted in developing the monitoring plan and that the data collected will be submitted to the MPCA. Send form for signature to: Manager, Water Monitoring Section, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, MN 55155. Website: [www.pca.state.mn.us](http://www.pca.state.mn.us)

Chief Executive Officer's Signature <u>Scott Summerbell</u>	Date <u>12-21-22</u>
Print Name	Daytime Phone <u>763-767-3058</u>

## GOVERNMENT APPROVAL/ACKNOWLEDGMENT

Contribution amount: \$ 11,500.00. Government use of contribution (check one):

- Wildlife**—DNR approves the wildlife management project or activity.
- Trails**—DNR approves the grooming/maintaining of snowmobile and/or all-terrain vehicle trails.
- Safety training**—DNR approves the supplies/materials for DNR safety training and educational programs.
- Water quality testing**—MPCA approves the surface water quality testing project.
- Donation to other unit of government** (city, county, state, federal, or any of their subdivisions) provided the funds will not be used for a pension or retirement fund.

Unit of Government: <u>City of Ham Lake</u>	Phone: <u>763-434-9555</u>
Address: <u>15544 Central Ave NE</u>	City/State/Zip: <u>Ham Lake MN 55304</u>

By signature below, the representative of the unit of government acknowledges and approves the contribution amount for the use as listed above.

Signature <u>N Wheeler</u>	Date <u>1/12/23</u>
Print Name <u>Nicole Wheeler</u>	Title <u>Admin Assistant</u>

**Questions?** Contact the Minnesota Gambling Control Board at 651-539-1900. This form will be made available in alternative format (i.e. large print, braille) upon request. The information requested on this form will become public information, when requested by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.



Meeting Date: January 17, 2023



**CITY OF HAM LAKE  
STAFF REPORT**

**To:** Mayor and Councilmembers

**From:** Dawnette Shimek, Deputy City Clerk

**Item/Title/Subject:** Resolution naming an unnamed street – The east/west street between Central Avenue NE and Chisholm Street NE, to 176<sup>th</sup> Lane NE, located in the plat of Crosstown Shopping Center, all in Section 05.

**Introduction/Discussion:**

Upon review of the Anoka County Half-Section Map, it has been discovered that there has been an error in a designation of a street name. The Anoka County Half-Section Map shows an unnamed street in the Plat of Crosstown Shopping Center. Specifically, the east/west street between Central Avenue NE and Chisholm Street NE.

**Recommendation:**

I recommend approval of Resolution 23-XX naming the unnamed street located in the plat of Crosstown Shopping Center to 176<sup>th</sup> Lane NE.

RESOLUTION NO. 23-XX

WHEREAS, certain streets within the City of Ham Lake inconsistent the Anoka County Street Grid Map, and

THEREFORE, BE IT RESOLOVED, by the City Council of the City of Ham Lake is naming the east/west street between Central Avenue NE and Chisholm Street NE, to 176<sup>th</sup> Lane NE, located in the plat of Crosstown Shopping Center, all in Section 05.

ADOPTED by the City Council of the City of Ham Lake this 17th day of January, 2023.

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Brian Kirkham, Mayor

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Denise Webster, City Clerk

## Memorandum

Date: January 12, 2023

To: Mayor and Councilmembers

From: Tom Collins, City Engineer *TPC*

Subject: Vacations – Crosstown Rolling Acres Second and Third Additions

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**Introduction:**

During the sketch plan phase of the overall Crosstown Rolling Acres development, the Anoka County Highway Department (ACHD) required that 7<sup>th</sup> Street align perpendicular with Crosstown Boulevard and that existing 173<sup>rd</sup> Avenue be realigned to align with 7<sup>th</sup> Street. The plat of Crosstown Rolling Acres Second Addition constructed 7<sup>th</sup> Street and the plat of Crosstown Rolling Acres Third Addition realigned 173<sup>rd</sup> Avenue. The ACHD stipulated that the both 7<sup>th</sup> Street and 173<sup>rd</sup> Avenue connect to Crosstown Boulevard at the same time. This required the construction of a temporary cul-de-sac with the Second Addition until the realigned 173<sup>rd</sup> Avenue was constructed to allow for the connection of both streets. Both 7<sup>th</sup> Street and 173<sup>rd</sup> Avenue have been connected to Crosstown Boulevard, along with construction of the required turn lanes and bypass lanes.

**Discussion:**

The 7<sup>th</sup> Street temporary cul-de-sac right-of-way beyond the standard 66-feet of right-of-way, and adjacent 10-foot wide drainage and utility, are no longer needed for public purposes and are proposed to be vacated. The description of the proposed right-of-way vacation for Lot 1, Block 1 and Lot 1, Block 2 of Crosstown Rolling Acres Second Addition are included in the attached 7<sup>th</sup> Street Vacation Sketch and Description. A 10-foot wide drainage and utility easement is being reserved adjacent to the resulting 66-foot wide right-of-way. The description of the proposed drainage and utility easement vacation for the same lots is included in the attached 7<sup>th</sup> Street Drainage and Utility Easement Vacation Sketch and Description. There are no public utilities within what is proposed to be vacated outside of the standard 66-foot right-of-way and/or adjacent 10-foot drainage and utility easement.

The plat of Crosstown Rolling Acres included Outlot A because of the realigned 173<sup>rd</sup> Avenue. This Outlot has been recommended for minor plat approval of Crosstown Rolling Acres Fourth Addition. That portion of 173<sup>rd</sup> Avenue to the west of the realigned 173<sup>rd</sup> Avenue was physically removed during construction of Crosstown Rolling Acres Third Addition and there is no public purpose for this right-of-way. The 66-foot wide right-of-way is proposed to be vacated. A drainage and utility easement will be reserved over the proposed right-of-way vacation. The attached Sketch and Description for North Half of 173<sup>rd</sup> Avenue Vacation and attached Sketch and Description for the South Half of 173<sup>rd</sup> Avenue Vacation identify what is proposed to be vacated.

**Recommendation:**

It is recommended that a public hearing be scheduled for consideration the proposed vacations.

RESOLUTION NO. 23-XX

WHEREAS, the Ham Lake City Council, on its own motion, wishes to consider the vacation of the following described land in the City of Ham Lake, pursuant to Minnesota Statutes Chapter 412.851:

**173<sup>RD</sup> AVENUE N.E. VACATION**

**RIGHT OF WAY VACATION DESCRIPTION  
OF THE NORTH HALF OF 173<sup>RD</sup> AVENUE N.E.**

That part of 173rd Avenue N.E. as platted and dedicated on the plat of CROSSTOWN ROLLING ACRES THIRD ADDITION, Anoka County, Minnesota, which lies southwesterly of a line described as follows:

Commencing at the southwest corner of Outlot A, CROSSTOWN ROLLING ACRES THIRD ADDITION; thence on an assumed bearing of North 87 degrees 39 minutes 30 seconds East, along the south line of said Outlot A, a distance of 232.15 feet to the southeast corner of said Outlot A and the point of beginning of the line to be described; thence southeasterly a distance of 51.57 feet along a non-tangential curve concave to the northeast, having a radius of 233.00 feet and central angle of 12 degrees 40 minutes 52 seconds and whose chord bears South 52 degrees 27 minutes 30 seconds East to the most southerly plat line of said CROSSTOWN ROLLING ACRES THIRD ADDITION and said line there terminating.

Reserving a public drainage and utility easement over said street vacation.

**RIGHT OF WAY VACATION DESCRIPTION  
OF THE SOUTH HALF OF 173<sup>RD</sup> AVENUE N.E.**

That part of the north 33.00 feet of the Northwest Quarter of Section 7, Township 32 North, Range 23 West, Anoka County, Minnesota, which lies southeasterly of the southeasterly right of way line of County State Aid Highway No. 18 (AKA Crosstown Boulevard N.E.) per the ANOKA COUNTY HIGHWAY RIGHT-OF-WAY PLAT NO.24, Anoka County, Minnesota, and which lies southwesterly of a line described as follows:

Commencing at the southwest corner of Outlot A, CROSSTOWN ROLLING ACRES THIRD ADDITION, Anoka County, Minnesota; thence on an assumed bearing of North 87 degrees 39 minutes 30 seconds East, along the south line of said Outlot A, a distance of 232.15 feet to the southeast corner of said Outlot A; thence southeasterly a distance of 51.57 feet along a non-tangential curve concave to the northeast, having a radius of 233.00 feet and central angle of 12 degrees 40 minutes 52 seconds and whose chord bears South 52 degrees 27 minutes 30 seconds East to the north line of said Northwest Quarter and to the point of beginning of the line to be described; thence continuing southeasterly a distance of 84.30 feet along a tangential curve concave to the northeast having a radius of 233.00 feet and a central angle of 20 degrees 43 minutes 51 seconds to the south line of said north 33.00 feet of the Northwest Quarter and said line there terminating.

Reserving a public drainage and utility easement over said street vacation.

**7<sup>TH</sup> STREET NE – CROSSTOWN ROLLING ACRES SECOND ADDITION**

**RIGHT OF WAY VACATION DESCRIPTION FOR  
LOT 1, BLOCK 1, CROSSTOWN ROLLING ACRES SECOND ADDITION**

That part of 7th Street NE, as created and dedicated in the plat of CROSSTOWN ROLLING ACRES SECOND ADDITION, according to the recorded plat thereof, Anoka County, Minnesota, lying adjacent to the westerly line of Lot 1, Block 1, said CROSSTOWN ROLLING ACRES SECOND ADDITION, and lying easterly of a line parallel with and distant 33.00 feet easterly of the centerline of said 7th Street NE. Reserving a public drainage and utility easement over, under and across the westerly 10.00 feet thereof and that part lying southerly of a line parallel with and distant 10.00 feet northwesterly of the northwesterly right of way line of County State Aid Highway No. 18.

**RIGHT OF WAY VACATION DESCRIPTION FOR  
LOT 1, BLOCK 2, CROSSTOWN ROLLING ACRES SECOND ADDITION**

That part of 7th Street NE, as created and dedicated in the plat of CROSSTOWN ROLLING ACRES SECOND ADDITION, according to the recorded plat thereof, Anoka County, Minnesota, lying adjacent to the easterly line of Lot 1, Block 2, said CROSSTOWN ROLLING ACRES SECOND ADDITION, and lying westerly of a line parallel with and distant 33.00 feet westerly of the centerline of said 7th Street NE. Reserving a public drainage and utility easement over, under and across the easterly 10.00 feet thereof.

**DRAINAGE AND UTILITY EASEMENT VACATION DESCRIPTION FOR  
LOT 1, BLOCK 1, CROSSTOWN ROLLING ACRES SECOND ADDITION**

All of the drainage and utility easements as created and dedicated over, under, and across Lot 1, Block 1, CROSSTOWN ROLLING ACRES SECOND ADDITION, according to the recorded plat thereof, lying parallel with, adjacent to, and distant 10 feet easterly of the easterly right of way line of 7th Street NE, as created and dedicated in said plat.

EXCEPT those parts lying westerly of a line parallel with and distant 43.00 feet easterly of the centerline of said 7th Street NE.

ALSO EXCEPT that part embraced within the southeasterly 10.00 feet of said Lot 1.

**DRAINAGE AND UTILITY EASEMENT VACATION DESCRIPTION FOR  
LOT 1, BLOCK 2, CROSSTOWN ROLLING ACRES SECOND ADDITION**

All of the drainage and utility easements as created and dedicated over, under, and across Lot 1, Block 2, CROSSTOWN ROLLING ACRES SECOND ADDITION, according to the recorded plat thereof, lying parallel with, adjacent to, and distant 10 feet westerly of the westerly right of way line of 7th Street NE, as created and dedicated in said plat.

EXCEPT those parts lying easterly of a line parallel with and distant 43.00 feet westerly of the centerline of said 7th Street NE.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ham Lake, that the City Clerk is directed to post in a conspicuous place in the City Hall between the dates of January 20, 2023 and February 6, 2023 and to cause publication of a NOTICE OF PUBLIC HEARING, a copy of which is attached to this Resolution, for a public hearing to be held on February 6, 2023, with publication to occur in the Star Tribune on January 20, 2023.

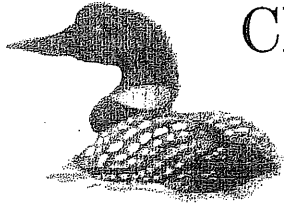
Adopted by the City Council of the City of Ham Lake this 17th day of January, 2023.

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Brian Kirkham, Mayor

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Denise Webster, City Clerk



# CITY OF HAM LAKE

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

## NOTICE OF PUBLIC HEARING VACATION OF PUBLIC LAND

NOTICE IS HEREBY GIVEN, that a Public Hearing will be held before the Ham Lake City Council on February 6, 2023 at 6:01 p.m. in the City Council Chambers, City Hall, 15544 Central Avenue N.E. Ham Lake, Minnesota 55304, to hear comments and questions concerning the proposed vacation of the following described land within the City of Ham Lake, Minnesota:

### 173<sup>RD</sup> AVENUE N.E. VACATION

#### **RIGHT OF WAY VACATION DESCRIPTION OF THE NORTH HALF OF 173<sup>RD</sup> AVENUE N.E.**

That part of 173rd Avenue N.E. as platted and dedicated on the plat of CROSSTOWN ROLLING ACRES THIRD ADDITION, Anoka County, Minnesota, which lies southwesterly of a line described as follows:

Commencing at the southwest corner of Outlot A, CROSSTOWN ROLLING ACRES THIRD ADDITION; thence on an assumed bearing of North 87 degrees 39 minutes 30 seconds East, along the south line of said Outlot A, a distance of 232.15 feet to the southeast corner of said Outlot A and the point of beginning of the line to be described; thence southeasterly a distance of 51.57 feet along a non-tangential curve concave to the northeast, having a radius of 233.00 feet and central angle of 12 degrees 40 minutes 52 seconds and whose chord bears South 52 degrees 27 minutes 30 seconds East to the most southerly plat line of said CROSSTOWN ROLLING ACRES THIRD ADDITION and said line there terminating.

Reserving a public drainage and utility easement over said street vacation.

#### **RIGHT OF WAY VACATION DESCRIPTION OF THE SOUTH HALF OF 173<sup>RD</sup> AVENUE N.E.**

That part of the north 33.00 feet of the Northwest Quarter of Section 7, Township 32 North, Range 23 West, Anoka County, Minnesota, which lies southeasterly of the southeasterly right of way line of County State Aid Highway No. 18 (AKA Crosstown Boulevard N.E.) per the ANOKA COUNTY HIGHWAY RIGHT-OF-WAY PLAT NO.24, Anoka County, Minnesota, and which lies southwesterly of a line described as follows:

Commencing at the southwest corner of Outlot A, CROSSTOWN ROLLING ACRES THIRD ADDITION, Anoka County, Minnesota; thence on an assumed bearing of North 87 degrees 39 minutes 30 seconds East, along the south line of said Outlot A, a distance of 232.15 feet to the southeast corner of said Outlot A; thence southeasterly a distance of 51.57 feet along a non-tangential curve concave to the northeast, having a radius of 233.00 feet and

central angle of 12 degrees 40 minutes 52 seconds and whose chord bears South 52 degrees 27 minutes 30 seconds East to the north line of said Northwest Quarter and to the point of beginning of the line to be described; thence continuing southeasterly a distance of 84.30 feet along a tangential curve concave to the northeast having a radius of 233.00 feet and a central angle of 20 degrees 43 minutes 51 seconds to the south line of said north 33.00 feet of the Northwest Quarter and said line there terminating.

Reserving a public drainage and utility easement over said street vacation.

**7<sup>TH</sup> STREET NE – CROSSTOWN ROLLING ACRES SECOND ADDITION**

**RIGHT OF WAY VACATION DESCRIPTION FOR  
LOT 1, BLOCK 1, CROSSTOWN ROLLING ACRES SECOND ADDITION**

That part of 7th Street NE, as created and dedicated in the plat of CROSSTOWN ROLLING ACRES SECOND ADDITION, according to the recorded plat thereof, Anoka County, Minnesota, lying adjacent to the westerly line of Lot 1, Block 1, said CROSSTOWN ROLLING ACRES SECOND ADDITION, and lying easterly of a line parallel with and distant 33.00 feet easterly of the centerline of said 7th Street NE. Reserving a public drainage and utility easement over, under and across the westerly 10.00 feet thereof and that part lying southerly of a line parallel with and distant 10.00 feet northwesterly of the northwesterly right of way line of County State Aid Highway No. 18.

**RIGHT OF WAY VACATION DESCRIPTION FOR  
LOT 1, BLOCK 2, CROSSTOWN ROLLING ACRES SECOND ADDITION**

That part of 7th Street NE, as created and dedicated in the plat of CROSSTOWN ROLLING ACRES SECOND ADDITION, according to the recorded plat thereof, Anoka County, Minnesota, lying adjacent to the easterly line of Lot 1, Block 2, said CROSSTOWN ROLLING ACRES SECOND ADDITION, and lying westerly of a line parallel with and distant 33.00 feet westerly of the centerline of said 7th Street NE. Reserving a public drainage and utility easement over, under and across the easterly 10.00 feet thereof.

**DRAINAGE AND UTILITY EASEMENT VACATION DESCRIPTION FOR  
LOT 1, BLOCK 1, CROSSTOWN ROLLING ACRES SECOND ADDITION**

All of the drainage and utility easements as created and dedicated over, under, and across Lot 1, Block 1, CROSSTOWN ROLLING ACRES SECOND ADDITION, according to the recorded plat thereof, lying parallel with, adjacent to, and distant 10 feet easterly of the easterly right of way line of 7th Street NE, as created and dedicated in said plat.

EXCEPT those parts lying westerly of a line parallel with and distant 43.00 feet easterly of the centerline of said 7th Street NE.

ALSO EXCEPT that part embraced within the southeasterly 10.00 feet of said Lot 1.

**DRAINAGE AND UTILITY EASEMENT VACATION DESCRIPTION FOR  
LOT 1, BLOCK 2, CROSSTOWN ROLLING ACRES SECOND ADDITION**

All of the drainage and utility easements as created and dedicated over, under, and across Lot 1, Block 2, CROSSTOWN ROLLING ACRES SECOND ADDITION, according to the recorded plat





# SKETCH AND DESCRIPTION

~for~ CROSSTOWN DEVELOPMENT, LLC  
 ~of~ 7TH STREET N.E. VACATION



## NORTH LEGEND

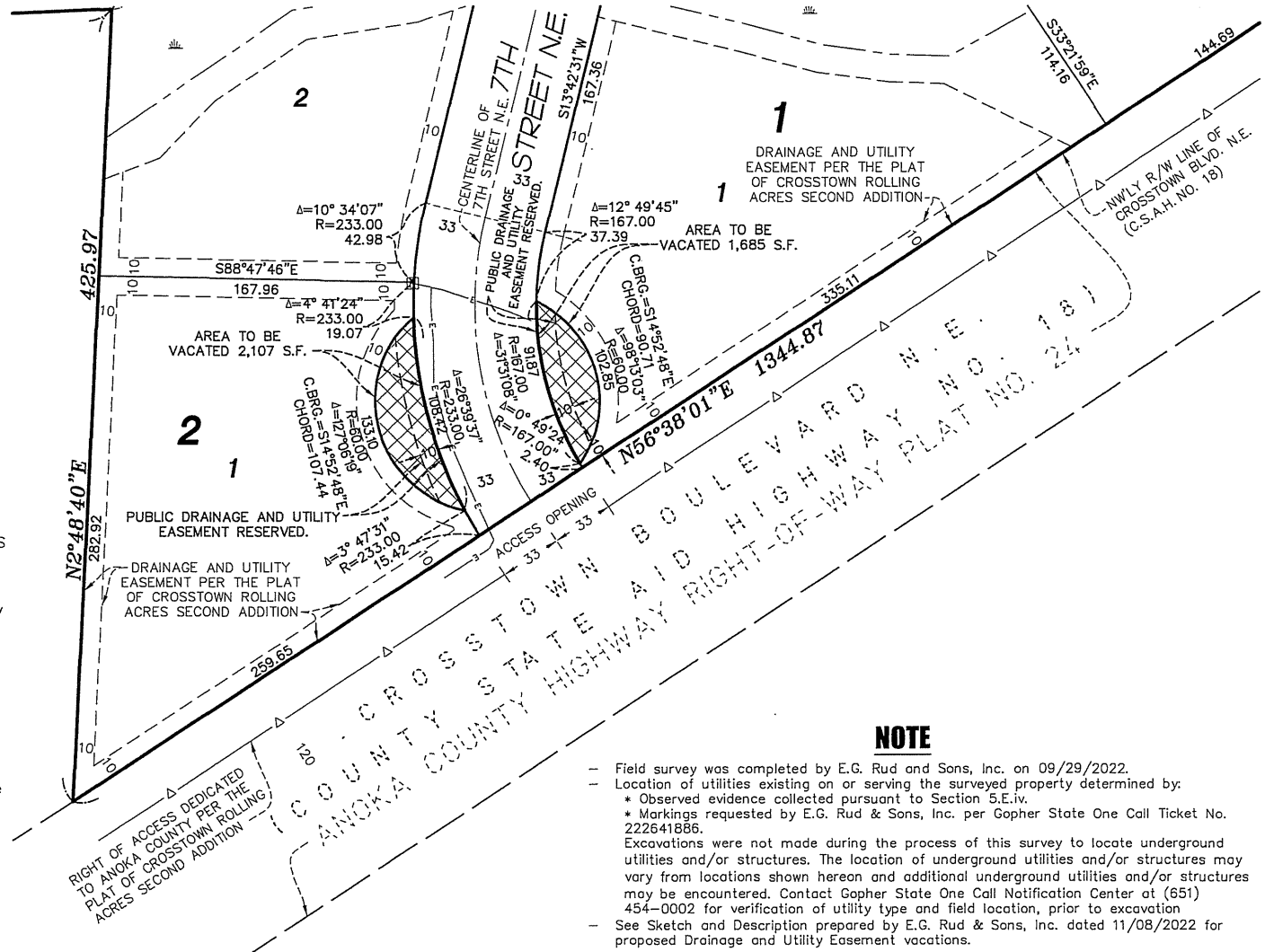
- DENOTES ELECTRICAL BOX
- DENOTES UNDERGROUND ELECTRIC LINE
- STREET VACATION AREA

### RIGHT OF WAY VACATION DESCRIPTION FOR LOT 1, BLOCK 1, CROSSTOWN ROLLING ACRES SECOND ADDITION

That part of 7th Street NE, as created and dedicated in the plat of CROSSTOWN ROLLING ACRES SECOND ADDITION, according to the recorded plat thereof, Anoka County, Minnesota, lying adjacent to the westerly line of Lot 1, Block 1, said CROSSTOWN ROLLING ACRES SECOND ADDITION, and lying easterly of a line parallel with and distant 33.00 feet easterly of the centerline of said 7th Street NE. Reserving a public drainage and utility easement over, under and across the westerly 10.00 feet thereof and that part lying southerly of a line parallel with and distant 10.00 feet northwesterly of the northwesterly right of way line of County State Aid Highway No. 18.

### RIGHT OF WAY VACATION DESCRIPTION FOR LOT 1, BLOCK 2, CROSSTOWN ROLLING ACRES SECOND ADDITION

That part of 7th Street NE, as created and dedicated in the plat of CROSSTOWN ROLLING ACRES SECOND ADDITION, according to the recorded plat thereof, Anoka County, Minnesota, lying adjacent to the easterly line of Lot 1, Block 2, said CROSSTOWN ROLLING ACRES SECOND ADDITION, and lying westerly of a line parallel with and distant 33.00 feet westerly of the centerline of said 7th Street NE. Reserving a public drainage and utility easement over, under and across the easterly 10.00 feet thereof.



## NOTE

- Field survey was completed by E.G. Rud and Sons, Inc. on 09/29/2022.
- Location of utilities existing on or serving the surveyed property determined by:
  - \* Observed evidence collected pursuant to Section 5.E.iv.
  - \* Markings requested by E.G. Rud & Sons, Inc. per Gopher State One Call Ticket No. 222641886.
 Excavations were not made during the process of this survey to locate underground utilities and/or structures. The location of underground utilities and/or structures may vary from locations shown hereon and additional underground utilities and/or structures may be encountered. Contact Gopher State One Call Notification Center at (651) 454-0002 for verification of utility type and field location, prior to excavation
- See Sketch and Description prepared by E.G. Rud & Sons, Inc. dated 11/08/2022 for proposed Drainage and Utility Easement vacations.

- o Denotes Iron Set
- Denotes Iron Found

Scale 1" = 60'

Job No.: 17737HS

Bearings shown are on an assumed datum.

Drawn By: JEN  
Project Manager: MMD

I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota. Dated this 8th day of November, 2022.

License No. 41578



**E.G. RUD & SONS, INC.**  
 Professional Land Surveyors  
 6776 Lake Drive NE, Suite 110  
 Lino Lakes, MN 55014  
 Tel. (651) 361-8200 Fax (651) 361-8701

# SKETCH AND DESCRIPTION

~for~ CROSTOWN DEVELOPMENT, LLC  
 ~of~ 7TH STREET N.E. DRAINAGE AND UTILITY  
 EASEMENT VACATION

## DRAINAGE AND UTILITY EASEMENT VACATION DESCRIPTION FOR LOT 1, BLOCK 1, CROSTOWN ROLLING ACRES SECOND ADDITION

All of the drainage and utility easements as created and dedicated over, under, and across Lot 1, Block 1, CROSTOWN ROLLING ACRES SECOND ADDITION, according to the recorded plat thereof, lying parallel with, adjacent to, and distant 10 feet easterly of the easterly right of way line of 7th Street NE, as created and dedicated in said plat.

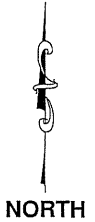
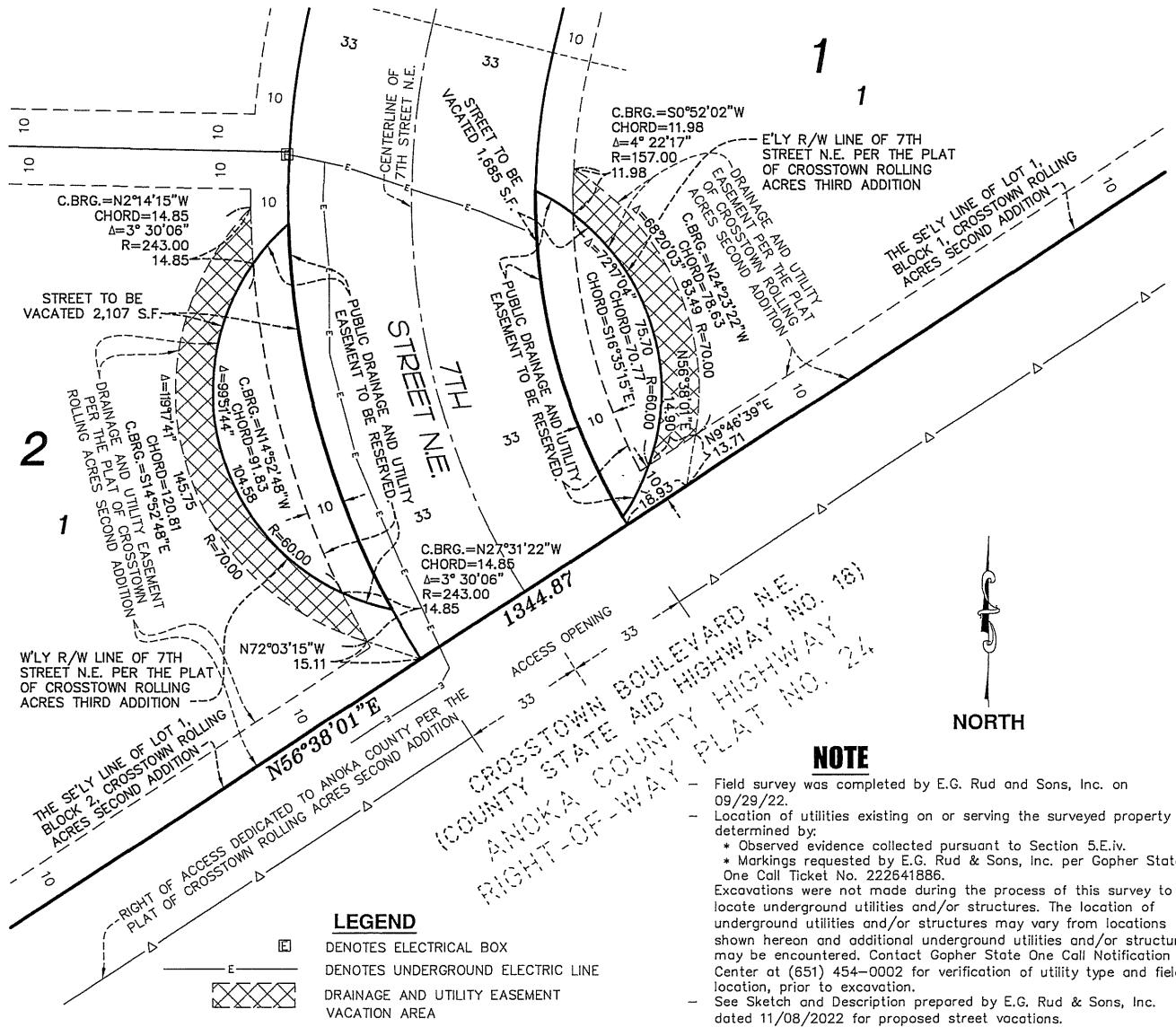
EXCEPT those parts lying westerly of a line parallel with and distant 43.00 feet easterly of the centerline of said 7th Street NE.

ALSO EXCEPT that part embraced within the southeasterly 10.00 feet of said Lot 1.

## DRAINAGE AND UTILITY EASEMENT VACATION DESCRIPTION FOR LOT 1, BLOCK 2, CROSTOWN ROLLING ACRES SECOND ADDITION

All of the drainage and utility easements as created and dedicated over, under, and across Lot 1, Block 2, CROSTOWN ROLLING ACRES SECOND ADDITION, according to the recorded plat thereof, lying parallel with, adjacent to, and distant 10 feet westerly of the westerly right of way line of 7th Street NE, as created and dedicated in said plat.

EXCEPT those parts lying easterly of a line parallel with and distant 43.00 feet westerly of the centerline of said 7th Street NE.



### NOTE

- Field survey was completed by E.G. Rud and Sons, Inc. on 09/29/22.
- Location of utilities existing on or serving the surveyed property determined by:
  - \* Observed evidence collected pursuant to Section 5.E.iv.
  - \* Markings requested by E.G. Rud & Sons, Inc. per Gopher State One Call Ticket No. 222641886.
- Excavations were not made during the process of this survey to locate underground utilities and/or structures. The location of underground utilities and/or structures may vary from locations shown hereon and additional underground utilities and/or structures may be encountered. Contact Gopher State One Call Notification Center at (651) 454-0002 for verification of utility type and field location, prior to excavation.
- See Sketch and Description prepared by E.G. Rud & Sons, Inc. dated 11/08/2022 for proposed street vacations.

### LEGEND

- DENOTES ELECTRICAL BOX
- DENOTES UNDERGROUND ELECTRIC LINE
- DRAINAGE AND UTILITY EASEMENT VACATION AREA

o Denotes Iron Set  
 • Denotes Iron Found  
 Scale 1" = 30'  
 Job No.: 17737HS

Bearings shown are on an assumed datum.  
 Drawn By: JEN  
 Project Manager: MMD

I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota. Dated this 8th day of November, 2022.  
  
 License No. 41578

**E.G. RUD & SONS, INC.**  
 Professional Land Surveyors  
 6776 Lake Drive NE, Suite 110  
 Lino Lakes, MN 55014  
 Tel. (651) 361-8200 Fax (651) 361-8701


# SKETCH AND DESCRIPTION

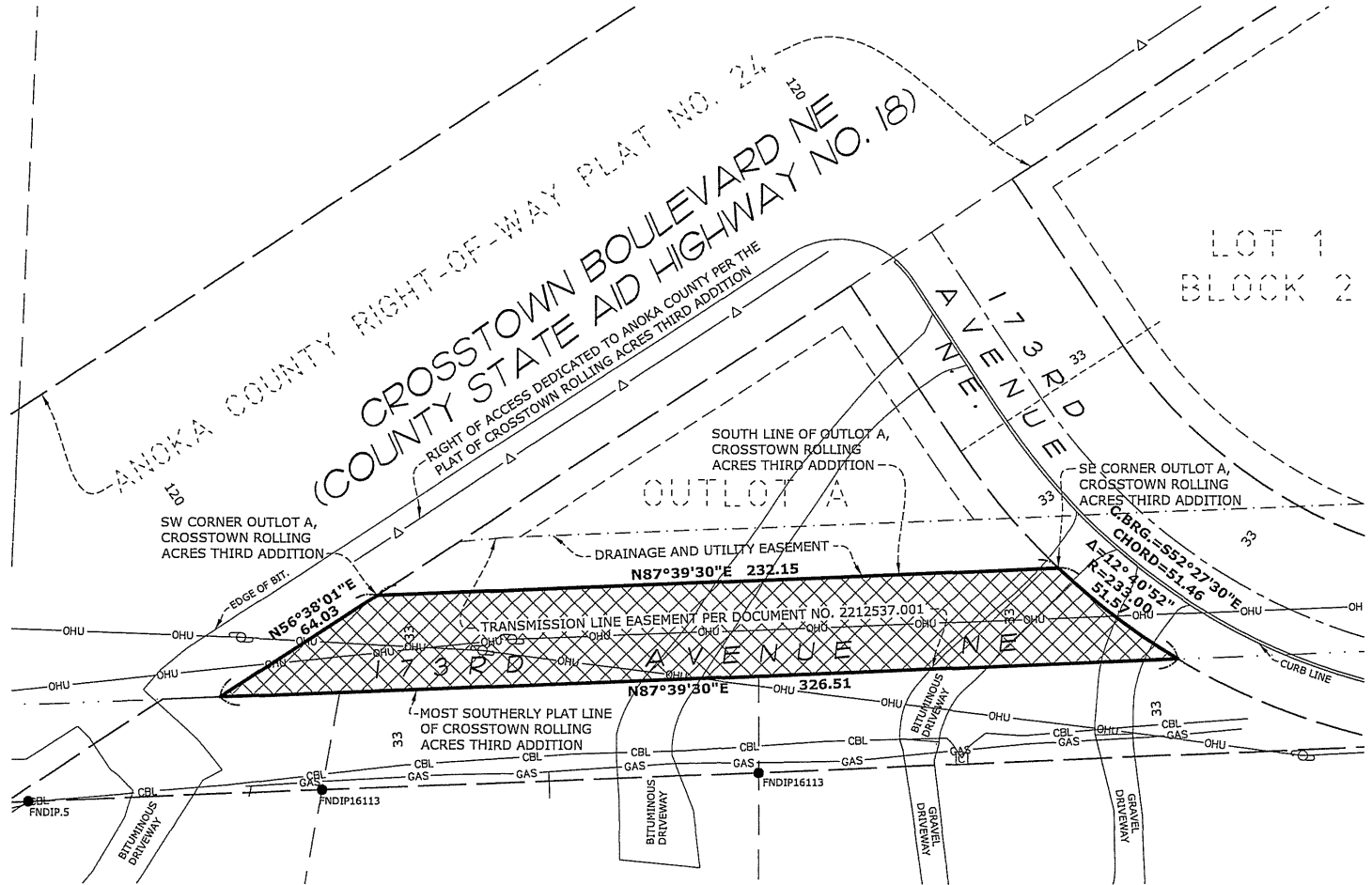
~for~ CROSSTOWN DEVELOPMENT, LLC  
 ~of~ NORTH HALF OF 173RD AVENUE N.E.  
 VACATION



NORTH

## LEGEND

 STREET VACATION AREA  
 (3,178 S.F.)



## RIGHT OF WAY VACATION DESCRIPTION NORTH HALF OF 173RD AVENUE N.E.

That part of 173rd Avenue N.E. as platted and dedicated on the plat of CROSSTOWN ROLLING ACRES THIRD ADDITION, Anoka County, Minnesota, which lies southwesterly of a line described as follows:

Commencing at the southwest corner of Outlot A, CROSSTOWN ROLLING ACRES THIRD ADDITION; thence on an assumed bearing of North 87 degrees 39 minutes 30 seconds East, along the south line of said Outlot A, a distance of 232.15 feet to the southeast corner of said Outlot A and the point of beginning of the line to be described; thence southeasterly a distance of 51.57 feet along a non-tangential curve concave to the northeast, having a radius of 233.00 feet and central angle of 12 degrees 40 minutes 52 seconds and whose chord bears South 52 degrees 27 minutes 30 seconds East to the most southerly plat line of said CROSSTOWN ROLLING ACRES THIRD ADDITION and said line there terminating.

Reserving a public drainage and utility easement over said street vacation.

I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

By:   
 Minnesota License No. 41578

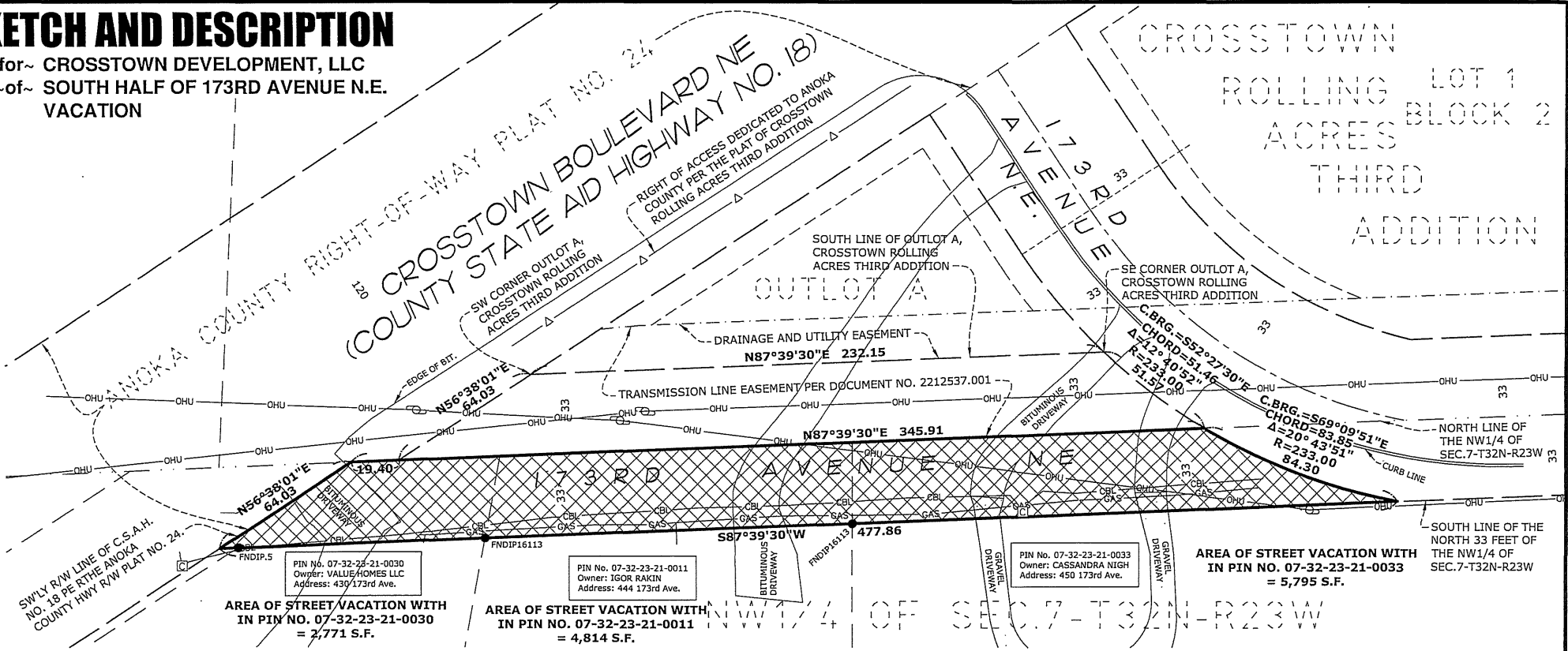
Dated 9th day of November, 2022.

BEARING DATUM: COUNTY		SCALE: 1" = 40'
REVISIONS		JOB NO. 17737PP
1	11-09-22	Revise Description
2		
3		
NO.	DATE	DESCRIPTION
		DATE: 11-08-22
		DRAWN BY: JEN
		CREW: DT-CT

 **E.G. RUD & SONS, INC.**  
 EST. 1977  
 Professional Land Surveyors  
 6776 Lake Drive NE, Suite 110  
 Lino Lakes, MN 55014  
 Tel. (651) 361-8200 Fax (651) 361-8701  
 www.egrud.com

# SKETCH AND DESCRIPTION

~for~ CROSSTOWN DEVELOPMENT, LLC  
 ~of~ SOUTH HALF OF 173RD AVENUE N.E.  
 VACATION



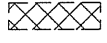
## RIGHT OF WAY VACATION DESCRIPTION OF THE SOUTH HALF OF 173RD AVENUE N.E.

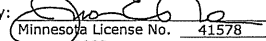
That part of the north 33.00 feet of the Northwest Quarter of Section 7, Township 32 North, Range 23 West, Anoka County, Minnesota, which lies southeasterly of the southeasterly right of way line of County State Aid Highway No. 18 (AKA Crosstown Boulevard N.E.) per the ANOKA COUNTY HIGHWAY RIGHT-OF-WAY PLAT NO.24, Anoka County, Minnesota, and which lies southwest of a line described as follows:

Commencing at the southwest corner of Outlot A, CROSSTOWN ROLLING ACRES THIRD ADDITION, Anoka County, Minnesota; thence on an assumed bearing of North 87 degrees 39 minutes 30 seconds East, along the south line of said Outlot A, a distance of 232.15 feet to the southeast corner of said Outlot A; thence southeasterly a distance of 51.57 feet along a non-tangential curve concave to the northeast, having a radius of 233.00 feet and central angle of 12 degrees 40 minutes 52 seconds and whose chord bears South 52 degrees 27 minutes 30 seconds East to the north line of said Northwest Quarter and to the point of beginning of the line to be described; thence continuing southeasterly a distance of 84.30 feet along a tangential curve concave to the northeast having a radius of 233.00 feet and a central angle of 20 degrees 43 minutes 51 seconds to the south line of said north 33.00 feet of the Northwest Quarter and said line there terminating.

Reserving a public drainage and utility easement over said street vacation.

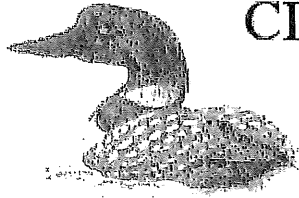


**LEGEND**  
 STREET VACATION AREA  
 (TOTAL 13,380 S.F.)

I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.  
 By:   
 Minnesota License No. 41578  
 Dated 8th day of November, 2022.

BEARING DATUM: COUNTY		SCALE: 1" = 60'
REVISIONS		JOB NO. 17737PP
1		DATE: 11-08-22
2		DRAWN BY: JEN
3		CREW: DT-CT
NO.	DATE	DESCRIPTION

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# CITY OF HAM LAKE

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

## CITY OF HAM LAKE PLANNING COMMISSION AGENDA MONDAY, JANUARY 9, 2023

**CALL TO ORDER:** 6:00 p.m.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES:** November 14, 2022

**PUBLIC HEARINGS:**

**6:01 p.m.** Jeffrey Stalberger, Crosstown Development LLC, requesting Preliminary Plat and Final Plat Approval for the development of Crosstown Rolling Acres Fourth Addition (3 out lots) in Section 6.

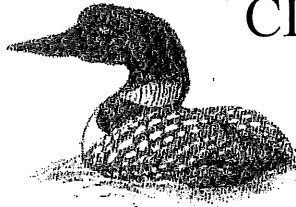
**6:01 p.m.** Consideration of Amendments to Article 9 of the Ham Lake City Code

**NEW BUSINESS:**

1. Richard and Diane Sylvester requesting approval for an amended Sketch Plan for Toby's Trails (3 single family residential lots) located in Section 15

**COMMISSION BUSINESS:**

1. City Council Update



# CITY OF HAM LAKE

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

## CITY OF HAM LAKE PLANNING COMMISSION MINUTES MONDAY, JANUARY 9, 2023

The Ham Lake Planning Commission met for its regular meeting on Monday, January 9, 2023 in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

**MEMBERS PRESENT:** Commissioners Brian Pogalz, Kyle Lejonvarn, Dave Ringler, Scott Heaton, Jonathan Fisher and Erin Dixon

**MEMBERS ABSENT:** Commissioner Jeff Entsminger

**OTHERS PRESENT:** City Attorney Mark Berglund, City Engineer Dave Krugler, Building and Zoning Official Mark Jones and Building and Zoning Clerk Jennifer Bohr

**CALL TO ORDER:** Chair Pogalz called the meeting to order at 6:00 p.m.

**PLEDGE OF ALLEGIANCE:**  
The pledge of allegiance was recited by all in attendance.

**APPROVAL OF MINUTES:**  
**Motion by Lejonvarn, seconded by Dixon, to approve the minutes of the November 14, 2022 Planning Commission meeting as written. All present in favor, motion carried.**

**PUBLIC HEARING:**  
Jeffrey Stalberger, Crosstown Development LLC, requesting Preliminary Plat and Final Plat Approval for the development of Crosstown Rolling Acres Fourth Addition (3 outlots) in Section 6.

Mr. Jeff Stalberger was present. Mr. Stalberger stated this plat is to tie up a loose end remaining from the Crosstown Rolling Acres Third Addition development. Mr. Stalberger stated Outlot A of Crosstown Rolling Acres Third Addition was created when the intersection of 173<sup>rd</sup> Avenue NE and Crosstown Boulevard NE was realigned. Mr. Stalberger stated now that road construction and right-of-way vacation for 173<sup>rd</sup> Avenue NE will be completed soon, Outlot A is being divided into three outlots; these outlots will be deeded to the landowners of the parcels to the south after the plat is recorded with Anoka County. Mr. Stalberger stated new paved access onto the street or highway will be done for each of the benefitting property owners. Engineer Krugler stated Coon Creek Watershed approval is not required and there are no FEMA A limits for this plat. Engineer Krugler stated the Anoka County Highway Department (ACHD) letter dated November

16, 2022 provides comment on right of way and right of access requirements for Crosstown Boulevard NE and 173<sup>rd</sup> Avenue NE and direction on what activities must be reviewed by the ACHD Engineer prior to commencement. Engineer Krugler stated the developer will need to pay a \$200 drainage fund contribution and \$2,500 parkland dedication fee per lot. Engineer Krugler stated because the outlots are being combined with adjacent parcels, the outlots do not have to meet the livability standards of 10-300 of the City Code. Engineer Krugler stated approval of the plat should be made contingent on combining the outlots with the parcels to the south. Commissioner Heaton completed the inspection; a copy which is on file. Commissioner Heaton stated the area is a small open area currently covered in snow. Commissioner Lejonvarn stated he did not feel Mr. Stalberger should have to pay parkland dedication fees as the lots are not buildable and Mr. Stalberger realigned the intersection to make it safer. Commissioner Fisher stated the size of Outlot A isn't even half an acre; it doesn't seem right to charge a parkland dedication fee for such small lots. Chair Pogalz stated he didn't think parkland dedication fees should be charged for the reasons already mentioned and because no infrastructure is needed.

**Chair Pogalz opened the public hearing at 6:06 p.m. and asked for public comment; with there being none, he closed the public hearing at 6:07 p.m.**

**Motion by Heaton, seconded by Fisher, to recommend approval of the request of Jeffrey Stalberger, for Preliminary and Final Plat approval of Crosstown Rolling Acres Fourth Addition, 3 outlots located in Section 6 (PID# 06-32-23-34-0029), subject to meeting the requirements of the City Engineer with consideration being given to waiving the parkland dedication fee for each lot, obtaining approval from Anoka County Property Records & Taxation Division to combine the outlots with the adjacent parcels to the south and meeting all City, State and County requirements. All present in favor, motion carried. *This application will be placed on the City Council's January 17, 2023 agenda.***

Chair Pogalz asked the Commissioners and attendees if there was any objection to reviewing the sketch plan for Toby's Trails before conducting the public hearing for amendments to Article 9; with there being none, the order of the agenda items was adjusted.

**NEW BUSINESS:**

Richard and Diane Sylvester requesting approval for an amended Sketch Plan for Toby's Trails (3 single family residential lots) located in Section 15.

Mr. & Mrs. Sylvester were present. Mrs. Sylvester stated they are creating this plat to provide lots for their daughters to construct homes on. Mrs. Sylvester stated they have reduced the number of lots from seven to three lots to expedite the platting process. Mrs. Sylvester stated she has concerns about the verbiage or condition noted regarding Naples Street NE needing to be upgraded with any future subdivision. Chair Pogalz and Engineer Krugler stated the current plat does not require an upgrade to Naples Street NE; upgrading Naples Street NE could be a requirement in the future if Lot 1 is subdivided. Commissioner Lejonvarn stated the condition is not verbiage, it is a condition requiring compliance with City Code. Attorney Berglund stated if Lot 1 is subdivided in the future,



City Code states lots must have access to a paved public road; lots created by the subdivision of Lot 1 in the future will likely access Naples Street NE. Attorney Berglund stated the condition is not just verbiage; further subdivision of Lot 1 will need to comply with City Code. Commissioner Heaton asked why the condition of upgrading Naples Street NE with any future subdivision needed to be in the motion. Attorney Berglund stated the condition could be reworded to state any further subdivision of Lot 1 will need to comply with City Code. Engineer Krugler stated the condition was written like it was to inform and make the Sylvester family aware, that if the land is subdivided again in the future, upgrading Naples Street NE will be a condition for plat approval to ensure the development complies with City Code. Mrs. Sylvester stated she did not realize parkland dedication fees would be assessed to all lots; she felt the lot with the existing house should be exempt. Chair Pogalz stated he agreed with her but would discuss parkland dedication fees with the commissioners. Commissioner Lejonvarn stated parkland dedication fees are to be paid for all lots in the development; fees have been charged on all lots in developments in the past. Commissioner Fisher stated he felt charging parkland dedication fees on the lot with the existing lot was unfair. Building and Zoning Clerk Bohr stated parkland dedication fees have been charged on all lots in subdivisions where there has been an existing home citing recent plats of Magers Meadows and Radisson Sunset Estates as examples. **Motion by Pogalz, seconded by Lejonvarn, to recommend approval of the Toby's Trails Sketch Plan presented by Richard and Diane Sylvester for a 3-lot single family residential plat located in Section 15 subject to, accepting monies in lieu of parkland, completing a compliance inspection on the existing septic system on Lot 1, receiving approval from the City Council to allow the existing 3,200 square foot accessory building to remain on the property, obtaining approval from the Anoka County Highway Department for (2) driveway accesses onto Constance Boulevard NE, obtaining Coon Creek Watershed approval, following the requirements of City Code for any future subdivision of Lot 1, meeting the requirements of the City Engineer and meeting all City, State and County requirements.**

Commissioner Fisher questioned if the condition of receiving approval from the City Council to allow the existing 3,200 square foot accessory building to remain on the property was still necessary since Lot 1 is now larger. Building Official Jones stated the accessory building size complies with City Code now that Lot 1 is over 20 acres.

**Chair Pogalz amended the motion, which was seconded by Heaton, to recommend approval of the Toby's Trails Sketch Plan presented by Richard and Diane Sylvester for a 3-lot single family residential plat located in Section 15 subject to, accepting monies in lieu of parkland, completing a compliance inspection on the existing septic system on Lot 1, obtaining approval from the Anoka County Highway Department for (2) driveway accesses onto Constance Boulevard NE, obtaining Coon Creek Watershed approval, following the requirements of City Code for any future subdivision of Lot 1, meeting the requirements of the City Engineer and meeting all City, State and County requirements. All present in favor, motion carried. *This item will be placed on the January 17, 2023 City Council Agenda.***

**PUBLIC HEARING:**

Consideration of Amendments to Article 9 of the Ham Lake City Code

Chair Pogalz asked the Commissioners for comment on the changes. Commissioner Fisher stated wording proposed in 9-350.1.g of *by single axel vehicles* needs to be modified; it may be better stated as *by single rear axle vehicles*. Commissioner Fisher questioned what was meant by *limited to no more than one vehicle per day*; is the limit in relation to business deliveries only; homeowners may have additional personal deliveries. Attorney Berglund stated the intent is to state no more than one delivery per day by a double rear axle vehicle. Chair Pogalz asked Building and Zoning Official Jones for comment on the pickup and deliveries changes for Home and Special Home Occupation Permits. Building and Zoning Official Jones and Attorney Berglund stated the changes related to pickups and deliveries are intended to eliminate the conflict that existed between Home Occupation and Special Home Occupation permits.

**Chair Pogalz opened the public hearing at 6:39 p.m. and asked for public comment; with there being none, he closed the public hearing at 6:39 p.m.**

**Motion by Heaton, seconded by Fisher, to recommend approval of the following amendments to Article 9 of the Ham Lake City Code as proposed with modification to recommended amendments to criteria under Home Occupation Permits related to pickups and deliveries as noted below.**

**-Non-substantive text formatting changes throughout Article 9**

**-Amending permitted Conditional Uses in Commercial Development Districts I (CD-1) to include Event Center/Convention Center in Article 9-220.2**

**-Amending permitted Conditional Uses in Commercial Development Districts II (CD-2) to include Construction Service Contractors in Article 9-220.3**

**-Amending permitted Conditional Uses in Commercial Development Districts III (CD-3) to include cemeteries owned by a church and located on the same or adjacent parcel upon which the church is located, provided said parcel or parcels are under common ownership by the church in Article 9-220.4**

**-Rewording the language identifying Radio Transmission Towers as permitted uses in the Government Facilities (GF) District in Article 9-230**

**-Amending criteria under Home Occupation Permits by adding Pickups and Deliveries in Article 9-350.1 per the following:**

**9-350 Home Occupation Permits**

...

**9-350.1 Criteria** The following criteria must be observed for any usage to qualify for a Home Occupation Permit.

...

**g) Pickups and Deliveries** Pickups and deliveries are allowed by single rear axle vehicles. Notwithstanding the foregoing, deliveries by vehicles possessing more than a single rear axle shall be limited to one such vehicle per day without prior City approval. Semi-trucks are strictly prohibited.

**-Amending Special Home Occupation Permits relating to customer traffic, pick-ups and deliveries in Article 9-350.3**

**-Amending usage under Accessory Buildings and Farm Buildings by requiring City Council approval for business-related uses in Article 9-370.**

**All present in favor, motion carried.** *This item will be placed on the January 10, 2023 Special City Council Agenda.*

**NEW BUSINESS:** None

**COMMISSION BUSINESS:**

City Council Update

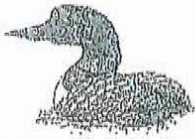
Commissioner Lejonvarn stated he did not attend the November 21, 2022 City Council meeting but informed the Commissioners that the City Council did concur with their recommendation to approve the commercial site plan for Bobby's Car Wash. Commissioner Ringler will attend the January 17, 2023 City Council meeting.

**ADJOURNMENT:**

**Motion by Heaton, seconded by Fisher, to adjourn the Planning Commission meeting at 6:45 p.m. All present in favor, motion carried.**

---

Jennifer Bohr  
Building and Zoning Clerk



# CITY OF HAM LAKE

## PLANNING REQUEST

15544 Central Avenue NE

Ham Lake, MN 55304

Phone (763) 434-9555 Fax (763) 235-1697

Date of Application 11-14-2022

Date of Receipt 11-14-22  
Receipt # 94743

### Meeting Appearance Dates:

Planning Commission 01-09-23 City Council 1-17-23

### Please check request(s):

- |  |   |
|--|---|
| <input type="checkbox"/> Metes & Bounds Conveyance                       | <input type="checkbox"/> Commercial Building Permit       |
| <input type="checkbox"/> Sketch Plan                                     | <input type="checkbox"/> Certificate of Occupancy         |
| <u>95</u> <input checked="" type="checkbox"/> Preliminary Plat Approval* | <input type="checkbox"/> Home Occupation Permit           |
| <u>43</u> <input checked="" type="checkbox"/> Final Plat Approval        | <input type="checkbox"/> Conditional Use Permit (New)*    |
| <input type="checkbox"/> Rezoning*                                       | <input type="checkbox"/> Conditional Use Permit (Renewal) |
| <input type="checkbox"/> Multiple Dog License*                           | <input type="checkbox"/> Other _____                      |

**\*NOTE: Advisory Signage is required for land use alterations and future road connections. This application also requires a Public Hearing. Such fees shall be deducted from deposit.**

Development/Business Name: Crosstown Development LLC

Address/Location of property: CROSSTOWN Rolling Acres ~~II~~ II

Legal Description of property: Cutlot A Crosstown Rolling Acres 3rd Add

PIN # 06-32-23-34-0029 Current Zoning R-1 Proposed Zoning —

Notes: Outlots to be combined with parcels 430, 444 + 450 173' A

Applicant's Name: Jerry A. Swalber

Business Name: Crosstown Development LLC

Address 17404 WARD LK. Dr. NW

City Ham Lake State Mn Zip Code 55304

Phone 612-799-1471 Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email address jswalber68@msn.com

*You are advised that the 60-day review period required by Minnesota Statutes Chapter 15.99 does not begin to run until all of the required items have been received by the City of Ham Lake.*

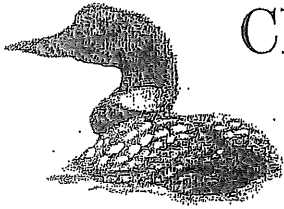
SIGNATURE \_\_\_\_\_ DATE 11-14-2022

\*\*\*\*\*

- FOR STAFF USE ONLY -

ACTION BY: Planning Commission 1-9-23  
City Council \_\_\_\_\_

PROPERTY TAXES CURRENT YES NO



# CITY OF HAM LAKE

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

NOTICE OF PUBLIC HEARING  
CITY OF HAM LAKE  
COUNTY OF ANOKA  
STATE OF MINNESOTA

TAKE NOTICE, that pursuant to the requirements of Minnesota Law, a public hearing shall be held before the Ham Lake Planning Commission on Monday, January 9, 2023 at 6:01 p.m. at the City Hall located at 15544 Central Avenue NE for the purpose of considering the application of Jeff Stalberger, Crosstown Development, LLC, requesting preliminary plat approval for the development of Crosstown Rolling Acres 4<sup>th</sup> Addition (3 out lots) located in Section 6, a parcel of certain land situated in the City of Ham Lake, Anoka County, Minnesota and which is described as follows to wit:

PID# 06-32-23-34-0029

OUTLOT A CROSSTOWN ROLLING ACRES 3RD ADD.

At such hearing both written and oral comments will be heard.

DATED: December 30, 2022

Jennifer Bohr  
Building and Zoning Clerk  
City of Ham Lake

## Memorandum

Date: January 4, 2023  
To: Planning Commissioners  
From: Tom Collins, City Engineer **TPC**  
Subject: Crosstown Rolling Acres Fourth Addition

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### Introduction:

The Final Plat for Crosstown Rolling Acres Fourth Addition subdivides the 0.47-acre Outlot A of the attached final plat of Crosstown Rolling Acres Third Addition (<https://gis.anokacountymn.gov/propertysearch/?find=06-32-23-34-0029>) into three lots. The three lots will all be outlots, with the condition of the outlots being combined with the abutting parcels to the south. Outlots A, B and C will be combined with 430 Crosstown Boulevard, 444 173<sup>rd</sup> Avenue and 450 173<sup>rd</sup> Avenue respectively. Per the Sketch Plan, the lot areas for Outlots A, B and C are 580 square feet (0.01 acres), 15,000 square feet (0.34 acres) and 4,901 square feet (0.11 acres) respectively. The current zoning of the outlot and the 3 residential properties is Single Family Residential (R-1) per the attached 600-scale zoning map. The R-1 zoning will remain. A 400-scale half-section maps and a 200-scale aerial photo are also attached.

### Discussion:

The proposed subdivision falls under the Minor Plat portion of City Code Section 10-101. The attached Crosstown Rolling Acres Third Addition preliminary plat included the subdivision of Outlot A, so sketch plan approval is not needed for the Fourth Addition. The applicant did prepare the attached Sketch Plan. Outlot A was created with the plat of Crosstown Rolling Acres Third Addition due to the realignment of 173<sup>rd</sup> Avenue so that it aligns perpendicular with Crosstown Boulevard. The 430 Crosstown Boulevard driveway has already been constructed to connect to Crosstown Boulevard and the 444 and 450 173<sup>rd</sup> Avenue driveways have already been extended thru proposed Outlot B and Outlot C to connect to the realigned 173<sup>rd</sup> Avenue.

Because the outlots are being combined with adjacent parcels, the outlots do not have to meet the livability standards of 10-300 of City Code. Per correspondence with Public Works Superintendent John Witkowski, the dedication of park land is not recommended. Because the minor plat is utilizing the existing infrastructure, and no construction is required, a Development Agreement will not be required. The developer will need to pay a \$200 drainage fund contribution along with a \$2,500 parkland dedication fee for each of the three outlots.

A Division/Combination Request Form (attached) will need to be submitted and approved by the Anoka County Property Records & Taxation Division for combining Outlots A, B and C with 430 Crosstown Boulevard, 444 173<sup>rd</sup> Avenue and 450 173<sup>rd</sup> Avenue respectively.

Per the Sketch Plan, easements were dedicated with the Third Addition. The 173<sup>rd</sup> Avenue roadway easement within the Fourth Addition is proposed to be vacated, with the retention of a drainage and utility easement. The public hearing for the vacation will be scheduled at the January 17<sup>th</sup> City Council meeting for the February 2<sup>nd</sup> Council meeting public hearing.

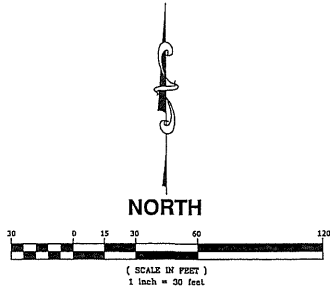
The November 16<sup>th</sup> Anoka County Transportation Division review is attached. Coon Creek Watershed District (CCWD) approval is not needed for the Minor Subdivision. There are no FEMA Zone A limits within the plat boundary.

**Recommendations:**

It is recommended that the Final Plat be recommended for approval, contingent on Anoka County Property Records & Taxation Division approval of the Division/Combination Request Form for the three combinations.

# CROSTOWN ROLLING ACRES FOURTH ADDITION

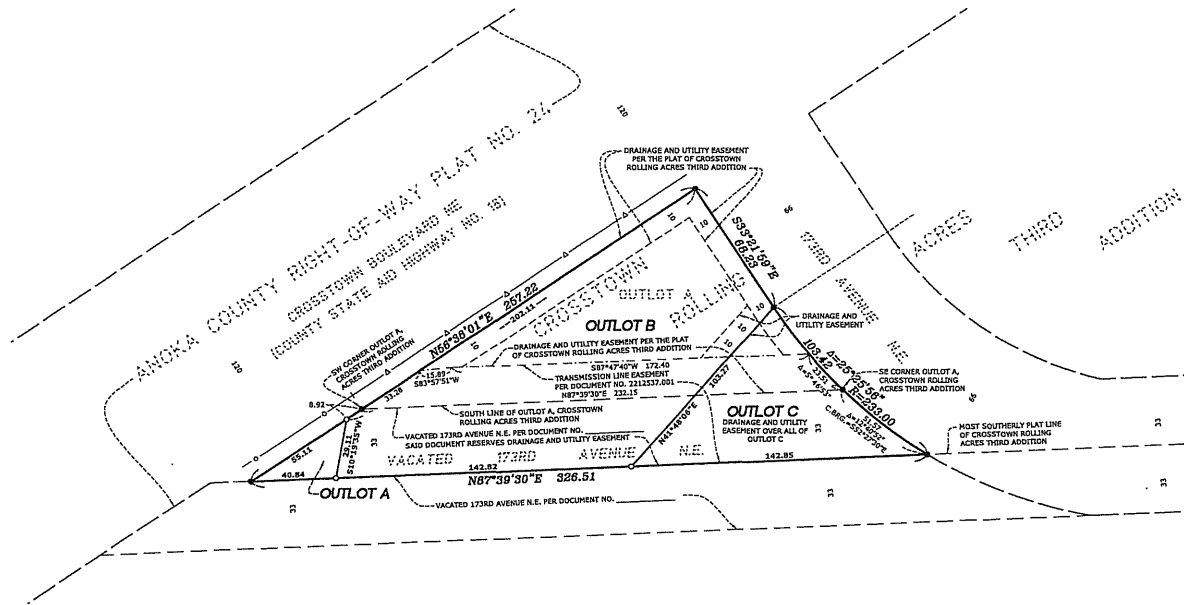
CITY OF HAM LAKE  
COUNTY OF ANOKA  
SEC. 6, T32N, R23W



**LEGEND**

- DENOTES 1/2 INCH IRON PIPE MONUMENT FOUND, MARKED RLS NO. 41578, UNLESS OTHERWISE SHOWN
- DENOTES 1/2 INCH BY 1/4 INCH IRON PIPE SET, MARKED RLS NO. 41578
- DENOTES RIGHT OF ACCESS DEDICATED TO ANOKA COUNTY
- ▲— DENOTES RIGHT OF ACCESS DEDICATED TO ANOKA COUNTY PER THE RECORDED PLAT OF CROSTOWN ROLLING ACRES THIRD ADDITION

FOR THE PURPOSES OF THIS PLAT, THE SOUTH LINE OF OUTLOT A, CROSTOWN ROLLING ACRES THIRD ADDITION IS ASSUMED TO HAVE A BEARING OF NORTH 87 DEGREES 39 MINUTES 30 SECOND EAST.



KNOW ALL PERSONS BY THESE PRESENTS: That Crosstown Development, LLC, a Minnesota limited liability company, owner of the following described property:

Outlot A, CROSTOWN ROLLING ACRES THIRD ADDITION, Anoka County, Minnesota.

AND

Vacated 173rd Avenue N.E.. Said vacation more particularly described as follows:

That part of 173rd Avenue N.E. as platted and dedicated on the plat of CROSTOWN ROLLING ACRES THIRD ADDITION, Anoka County, Minnesota, which lies southwesterly of a line described as follows:

Commencing at the southwest corner of Outlot A, CROSTOWN ROLLING ACRES THIRD ADDITION; thence on an assumed bearing of North 87 degrees 39 minutes 30 seconds East, along the south line of said Outlot A, a distance of 232.15 feet to the southeast corner of said Outlot A and the point of beginning of the line to be described; thence southeasterly a distance of 51.57 feet along a non-tangential curve concave to the northeast, having a radius of 232.00 feet and central angle of 12 degrees 40 minutes 52 seconds and whose chord bears South 52 degrees 27 minutes 30 seconds East to the most southerly plat line of said CROSTOWN ROLLING ACRES THIRD ADDITION and said line there terminating.

Has caused the same to be surveyed and platted as CROSTOWN ROLLING ACRES FOURTH ADDITION and does hereby dedicate to the public for public use the drainage and utility easements as shown on this plat. Also dedicating to the County of Anoka the right of access onto County State Aid Highway No. 18 as shown on this plat.

In witness whereof said Crosstown Development, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this \_\_\_ day of \_\_\_\_\_, 20\_\_.

CROSTOWN DEVELOPMENT, LLC

Jeffrey A. Stalberger, Administrator

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 20\_\_ by Jeffrey A. Stalberger, Administrator of Crosstown Development, LLC, a Minnesota limited liability company.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Notary Public, \_\_\_\_\_ County, Minnesota  
My Commission Expires \_\_\_\_\_

I Jason E. Rud do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this \_\_\_ day of \_\_\_\_\_, 20\_\_.

Jason E. Rud, Licensed Land Surveyor  
Minnesota License No. 41578

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 20\_\_ by Jason E. Rud.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Notary Public, \_\_\_\_\_ County, Minnesota  
My Commission Expires \_\_\_\_\_

CITY COUNCIL, CITY OF HAM LAKE, MINNESOTA

This plat of CROSTOWN ROLLING ACRES FOURTH ADDITION was approved and accepted by the City Council of the City of Ham Lake, Minnesota at a regular meeting thereof held this \_\_\_ day of \_\_\_\_\_, 20\_\_, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

City Council, City of Ham Lake, Minnesota

By \_\_\_\_\_ Mayor By \_\_\_\_\_ Clerk

COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this \_\_\_ day of \_\_\_\_\_, 20\_\_.

David M. Ziegmeier  
Anoka County Surveyor

COUNTY AUDITOR/TREASURER

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20\_\_ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this \_\_\_ day of \_\_\_\_\_, 20\_\_.

Property Tax Administrator

By \_\_\_\_\_, Deputy

COUNTY RECORDER/REGISTRAR OF TITLES  
COUNTY OF ANOKA, STATE OF MINNESOTA

I hereby certify that this plat of CROSTOWN ROLLING ACRES FOURTH ADDITION was filed in the office of the County Recorder/Registrar of Titles for public record on this \_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_ o'clock \_\_\_ M. and was duly recorded as Document Number \_\_\_\_\_.

County Recorder/Registrar of Titles

By \_\_\_\_\_, Deputy







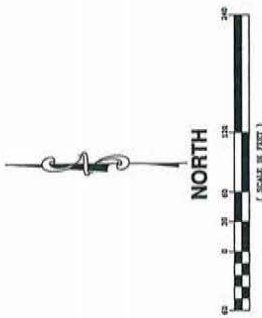
06/10/2018 10:54

2024-7-17-002

CITY OF HAWK LAKE  
COUNTY OF ANOKA  
SEC. 6, T32N, R23W

# INSET C

# CROSTOWN ROLLING ACRES THIRD ADDITION

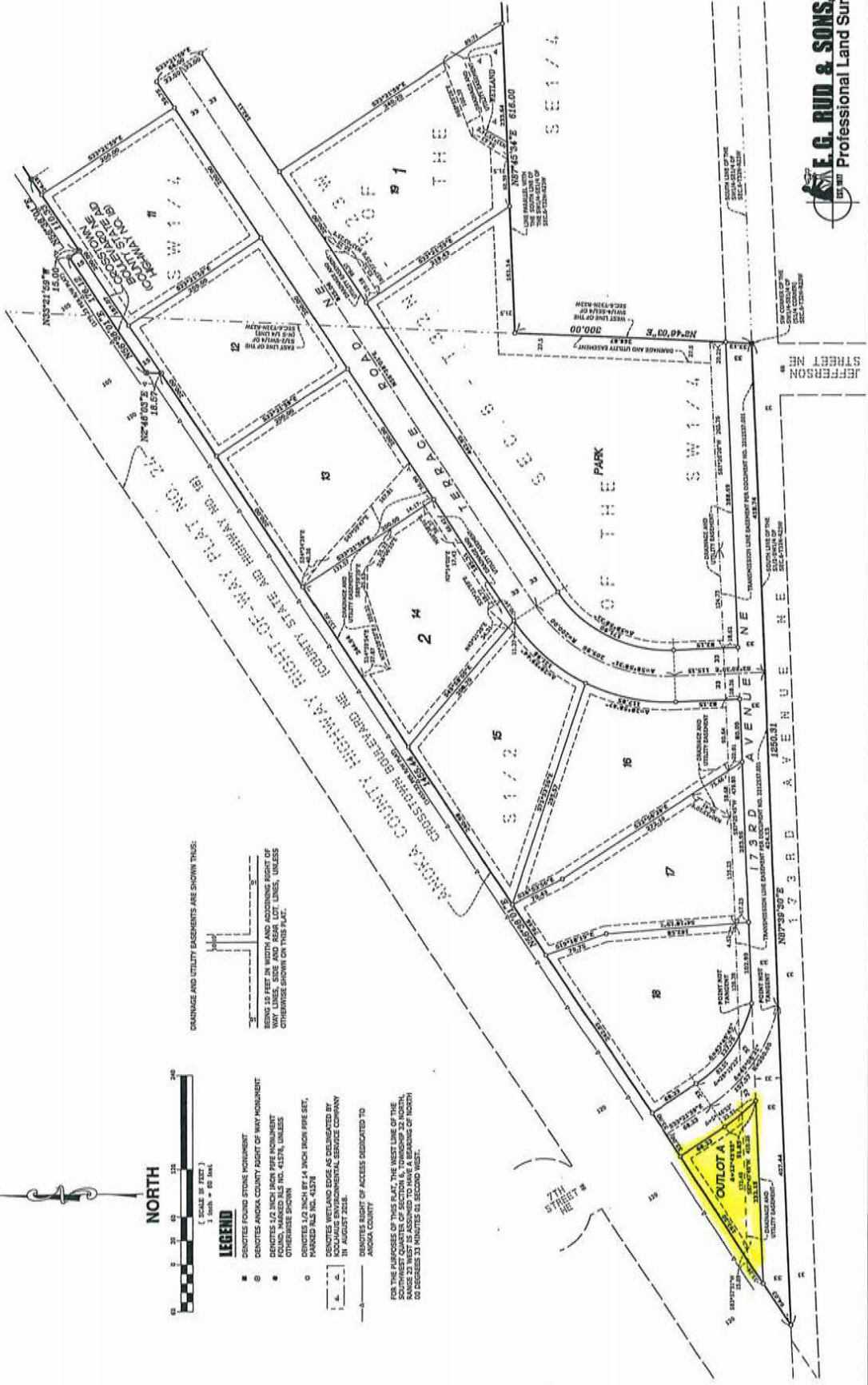


DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



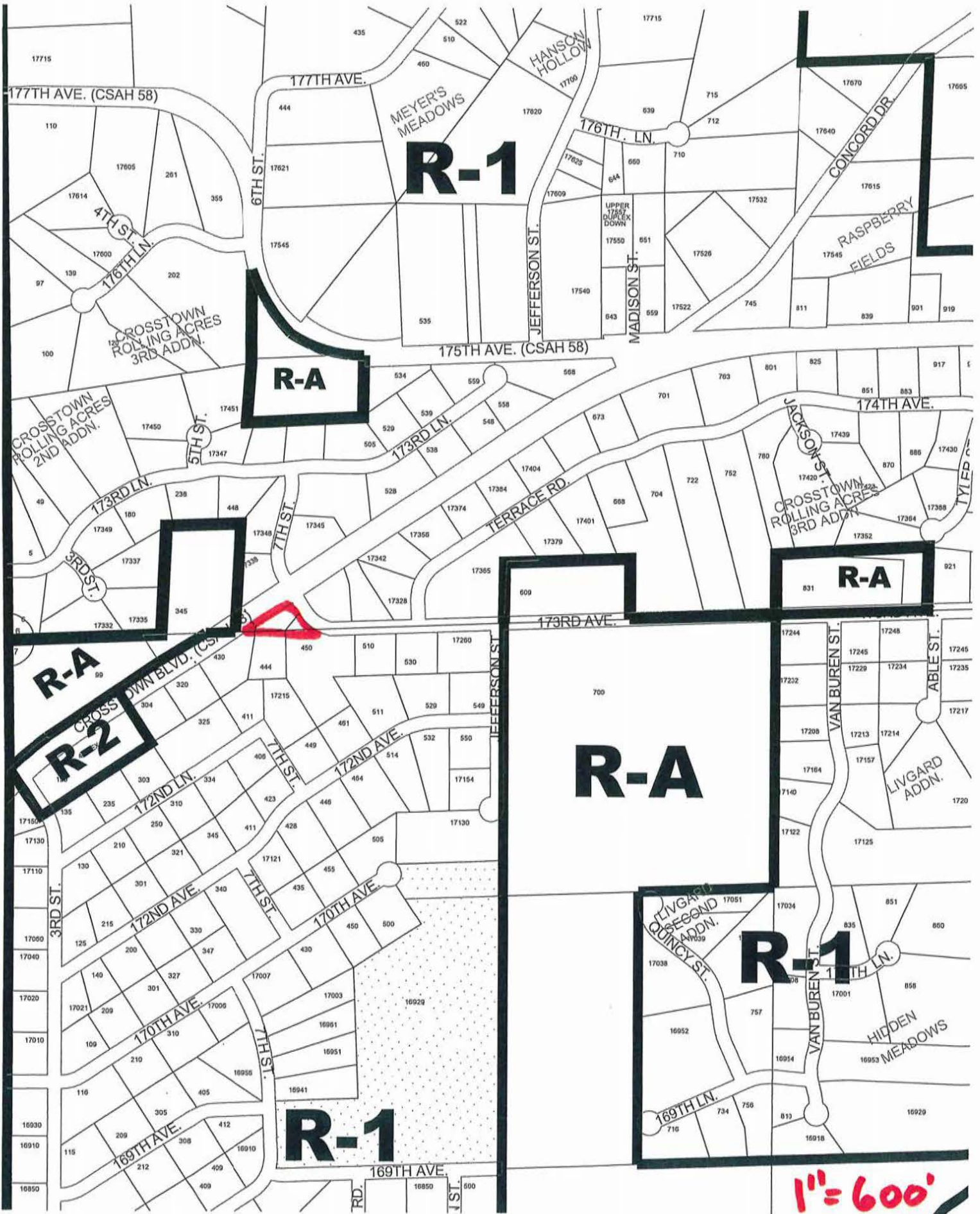
- LEGEND**
- DENOTES FOUND STONE MONUMENT
  - DENOTES ANOKA COUNTY RIGHT OF WAY MONUMENT
  - DENOTES 1/2 INCH IRON PIPE MONUMENT (PER PLAN NO. 41274), UNLESS OTHERWISE SHOWN
  - DENOTES 1/2 INCH BY 1/4 INCH IRON PIPE SET, MARKED ALS NO. 41278
  - DENOTES WETLAND EDGE AS DELINEATED BY NOUWAGE ENVIRONMENTAL SERVICE COMPANY IN AUGUST 2018.
  - DENOTES RIGHT OF ACCESS DEDICATED TO ANOKA COUNTY

FOR THE PURPOSES OF THIS PLAN, THE WEST LINE OF THE SOUTHWEST QUARTER OF SECTION 6, TOWNSHIP 32 NORTH, RANGE 23 WEST, COUNTY OF ANOKA, IS 20 DEGREES 31 MINUTES 54 SECONDS WEST.



**E.G. RUD & SONS, INC.**  
Professional Land Surveyors





**R-1**

**R-A**

**R-A**

**R-2**

**R-A**

**R-1**

**R-1**

1" = 600'

original subdivision, and the overall density per acre which existed at the time of original platting may not be exceeded for the area encompassed by the original plat.<sup>1</sup>

Notwithstanding the foregoing, lot splits of any type which are intended merely to adjust existing lot lines, and for combination with adjoining parcels, and which do not create any new buildable parcels or lots of record, may be approved by the City Council. All parcels involved must continue to meet all applicable frontage, setback, lot size, and other requirements and shall not create any new nonconformity. For lot line adjustments, the City Council may impose reasonable conditions of approval upon the lot line adjustment request, including, without limitation, the dedication of drainage, utility, and road easements as needed and compliance with the Subsurface Sewage Treatment Systems (SSTS) requirements outlined in Article 11-450 of this code.

<sup>1</sup> For the legislative history (Findings of Fact) which preceded this Code section, see the text of original Ordinance Number 2002-27 (effective 1/5/03).

## **10-102 Estate Related Divisions**

### **A. Qualifying Property**

Persons acquiring real estate parcels via inheritance ("Inherited Property") may be allowed to divide inherited lands as outlined in this section without traditional platting. In order to qualify for the provisions related to Inherited Property, the property must meet all of the following conditions:

- 1) The property size before the event that triggered the inheritance must have been at least five acres;
- 2) The Inherited Property must be divided into parcels that are approximately equal in value for each heir inheriting or otherwise obtaining title;
- 3) No subdivided parcel may be less than 2.5 acres in size;
- 4) Each subdivided parcel must have at least 200 feet of frontage on a public road, meet current livability standards for SSTS installation, and be capable of meeting all setback requirements for residential lots;
- 5) Prior to the event that triggered the inheritance, the Inherited Property was owned by a single individual or an entity set up specifically to serve as an estate-planning tool. Business corporations do not qualify as such entities.

# PRELIMINARY PLAT

~Of~ CROSSTOWN ROLLING ACRES THIRD ADDITION  
 ~for~ CROSSTOWN DEVELOPMENT, LLC  
 17404 WARD LAKE DRIVE NW  
 ANDOVER, MN 55304  
 (612) 799-1471

## DEVELOPMENT DATA

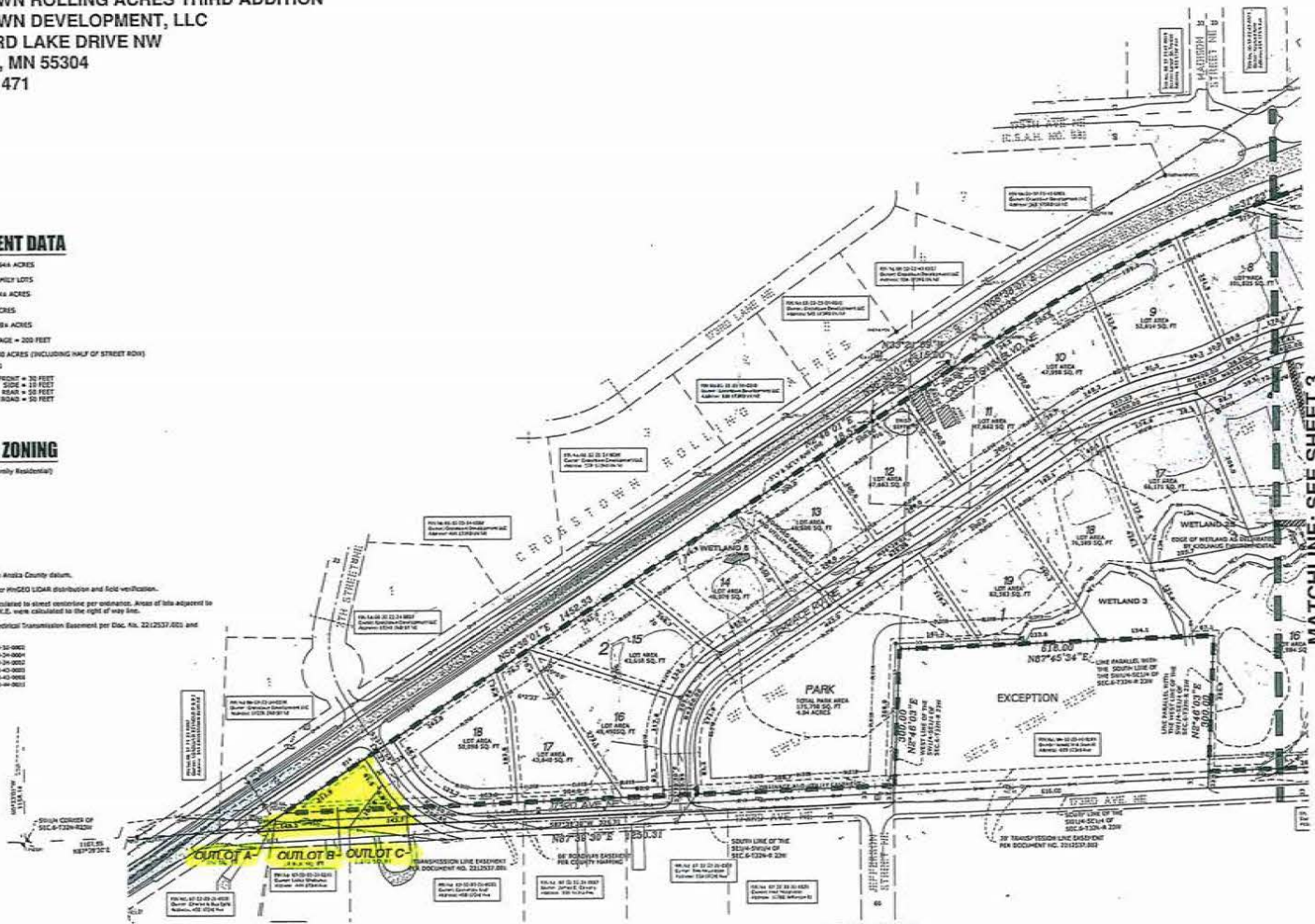
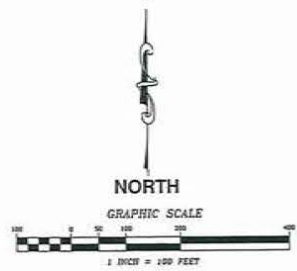
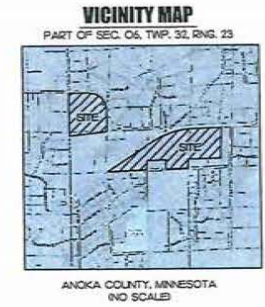
TOTAL SITE AREA = 122.644 ACRES  
 #9 PROPOSED SINGLE FAMILY LOTS  
 PARK DEDICATION = 4.264 ACRES  
 OUTLOT AREA = 5.476 ACRES  
 AVERAGE LOT SIZE = 2.984 ACRES  
 MINIMUM STREET FRONTAGE = 200 FEET  
 MINIMUM LOT SIZE = 1.28 ACRES (INCLUDING HALF OF STREET ROW)  
 PROPOSED ZONING = R-1  
 BUILDING SETBACKS FRONT = 30 FEET  
 SIDE = 10 FEET  
 REAR = 50 FEET  
 COUNTY ROAD = 50 FEET

## EXISTING ZONING

R-1 (Single Family Residential)

## NOTES

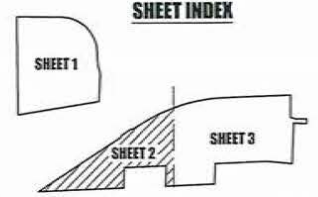
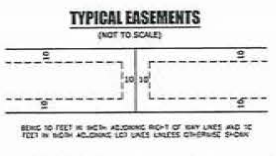
- Boundaries shown are on Anoka County datum.
- Contours shown are per PHOTO LOGAR distribution and field verification.
- Total lot areas are calculated to street centerline per ordinance. Areas of lots adjacent to Crestown Boulevard N.E. are calculated to the right of way line.
- Parcel is subject to Electrical Transmission Easement per Doc. No. 2212537-001 and 2212537-002.
- Parcel ID #s: 08-22-02-30-0002  
 08-22-02-30-0003  
 08-22-02-30-0004  
 08-22-02-30-0005  
 08-22-02-30-0006



MATCHLINE: SEE SHEET 3

### LEGEND

- DENOTES EDGE OF WETLAND AS DETERMINED BY SOILWAVE ENVIRONMENTAL SERVICES, INC. (UNLESS OTHERWISE NOTED)
- DENOTES AREA 1' ABOVE HIGH TIDES
- DENOTES PHASE LINE
- DENOTES EXISTING 3 FOOT CONTOUR
- DENOTES PROPOSED 3 FOOT CONTOUR
- DENOTES EASEMENT LINE
- DENOTES BUILDING SETBACK LINE
- DENOTES WETLAND VEGETATIVE BUFFER
- DENOTES APPROXIMATE FEMA FLOOD ZONE A LINE



I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JASON W. RUD  
 Date: 03/26/2021 License No. 41378

DATE	BY	CHKD BY	DATE
03/26/2021	JWR	JWR	03/26/2021
03/26/2021	JWR	JWR	03/26/2021
03/26/2021	JWR	JWR	03/26/2021
03/26/2021	JWR	JWR	03/26/2021
03/26/2021	JWR	JWR	03/26/2021
03/26/2021	JWR	JWR	03/26/2021

**E. G. RUD & SONS, INC.**  
 Professional Land Surveyors  
 6776 Lake Drive NE, Suite 110  
 Lino Lakes, MN 55014  
 Tel. (651) 361-8200 Fax (651) 361-8701



**CITY OF HAM LAKE**  
**ARTICLE 10 - SUBDIVISION REGULATIONS**

The following regulations apply to the subdivision of lands, whether by the platting process or by individual lot splits. No lands shall be subdivided unless in conformance with this code, *provided*, that upon compliance with Article 10-600 of this Code, the City Council may grant reasonable variances to the strict application of this code.

The regulations are intended to cover the sequencing of events, general procedures and general rules. The City Council shall, by resolution, adopt specific procedures, submittal requirements and policies from time to time as deemed necessary. Actions by the City Council which constitute a denial of an application or request shall be in the form of written findings of fact stating the reasons for denial.

For the purpose of computing the 120 day review time as contemplated by Minnesota Statutes Chapter 462.358, Subd. 3b, the Sketch Plan phase shall not be deemed to be a part of the plat application process, and the 120-day review period shall not begin to run until the applicant shall have submitted all items necessary for the City to be able to make a decision on Preliminary Plat approval, including all other agency reviews and comments.

**10-100 Subdivision by means other than traditional platting**



**10-101 Minor Plats**

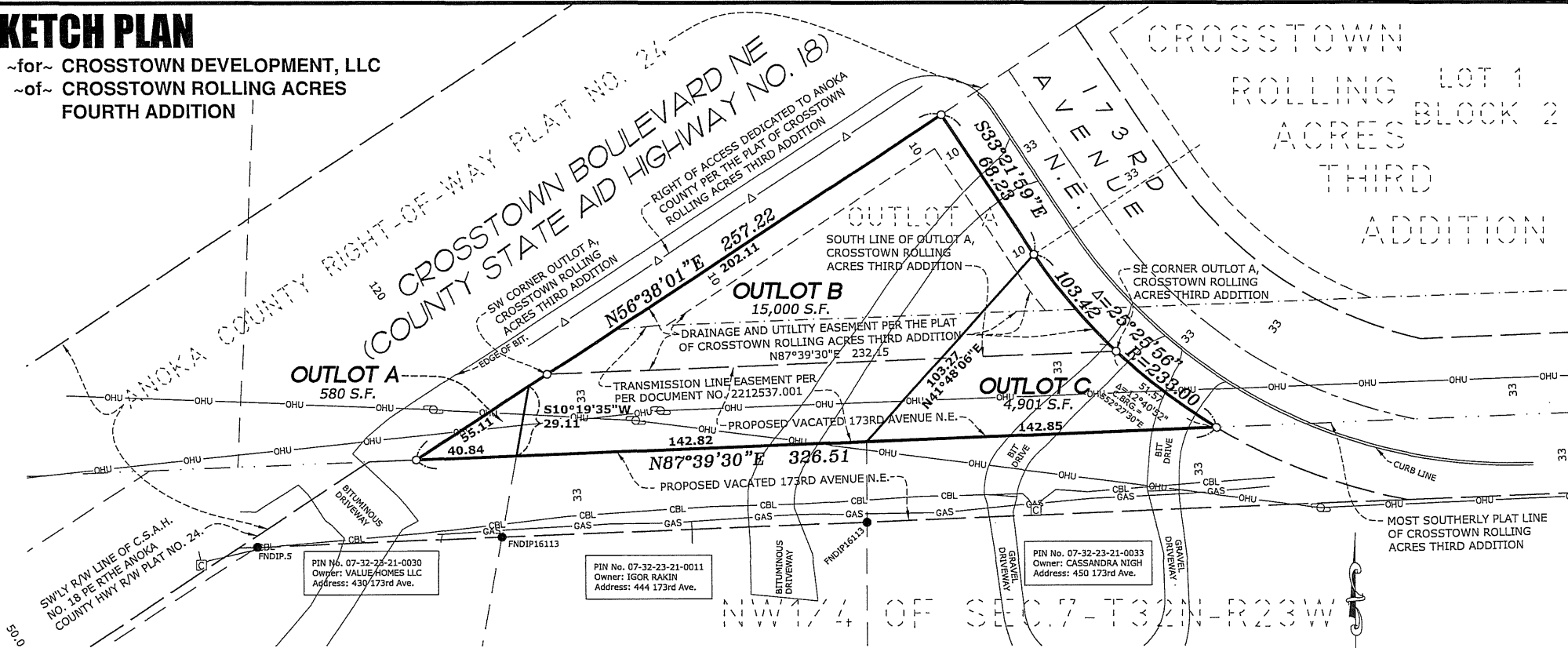
Where the proposed subdivision of land results in three lots or fewer, the City Council may expedite the plat approval process outlined in this Code and reduce the number of stages of the traditional platting process. Minor plats shall be reviewed by the Planning Commission and approved by the City Council, which may attach conditions to such lot splits, including, without limitation, the acquisition of drainage, utility and road easements as needed, parkland dedication, and drainage fund contributions. Land parcels which were created by platting may not be further subdivided, except as follows:

- a) The parcel was originally platted as an outlot, and there is documentation that the purpose of the creation of the outlot was to permit subsequent replatting; or
- b) All new lots meet the frontage, setback and lot size standards that were in effect for the lots contained in the original plat of the subdivision. If the original subdivision was a PUD or other subdivision category that did not have specific lot sizes, frontages or setback requirements at the time of original platting, then all new lots must be configured and dimensioned in a manner that is not materially different from the lots contained in the



# SKETCH PLAN

~for~ CROSSTOWN DEVELOPMENT, LLC  
 ~of~ CROSSTOWN ROLLING ACRES  
 FOURTH ADDITION



## PROPOSED PROPERTY DESCRIPTION

Outlot A, CROSSTOWN ROLLING ACRES THIRD ADDITION, Anoka County, Minnesota.

AND

That part of 173rd Avenue N.E. as platted and dedicated on the plat of CROSSTOWN ROLLING ACRES THIRD ADDITION, Anoka County, Minnesota, which lies southwesterly of a line described as follows:

Commencing at the southwest corner of Outlot A, CROSSTOWN ROLLING ACRES THIRD ADDITION; thence on an assumed bearing of North 87 degrees 39 minutes 30 seconds East, along the south line of said Outlot A, a distance of 232.15 feet to the southeast corner of said Outlot A and the point of beginning of the line to be described; thence southeasterly a distance of 51.57 feet along a non-tangential curve concave to the northeast, having a radius of 233.00 feet and central angle of 12 degrees 40 minutes 52 seconds and whose chord bears South 52 degrees 27 minutes 30 seconds East the to most southerly plat line of said CROSSTOWN ROLLING ACRES THIRD ADDITION and said line there terminating.

## NOTES


- Field survey was completed by E.G. Rud and Sons, Inc. on 10/18/22.
- Bearings shown are on Anoka County Coordinate System.
- Boundary area of the surveyed premises: 20,481 S.F.±
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- The vacation of 173rd Avenue N.E. will need to take place prior to the recording of a final plat.

NORTH

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- ⊕ DENOTES POWER POLE
- OHU — DENOTES OVERHEAD UTILITY
- GAS — DENOTES UNDERGROUND GAS LINE
- CBL — DENOTES UNDERGROUND CABLE LINE
- ⊗ DENOTES ADJACENT PARCEL OWNER INFORMATION (PER ANOKA COUNTY TAX INFORMATION)

PIN No. 17-119-22-14-0008  
 Owner: City of X  
 Address: Unassigned

I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

By:   
 Minnesota License No. 41578

Dated 9th day of November, 2022.

BEARING DATUM: COUNTY		SCALE: 1" = 60'
REVISIONS		JOB NO. 17737PP
1	11-09-22 Revised Description JEN	DATE: 11-08-22
2		DRAWN BY: JEN
3		CREW: DT-CT
NO.	DATE	DESCRIPTION

 **E.G. RUD & SONS, INC.**  
 Professional Land Surveyors  
 6776 Lake Drive NE, Suite 110  
 Lino Lakes, MN 55014  
 Tel. (651) 361-8200 Fax (651) 361-8701  
 www.egrud.com



# Anoka County

## PROPERTY RECORDS & TAXATION DIVISION

Respectful, Innovative, Fiscally Responsible

Date: \_\_\_\_\_

Taxes Certified: \_\_\_\_\_

### DIVISION/COMBINATION REQUEST FORM

Division

Municipality: \_\_\_\_\_

Combination

For Taxes payable in: \_\_\_\_\_

Fee Owner: \_\_\_\_\_

Contract Purchaser: \_\_\_\_\_

Taxpayer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Pin #'s

Legal Description

TCA

Pin #'s	Legal Description	TCA

**Note: If this is a request for a division of a tax parcel, without transferring title, the legal descriptions of the new parcels and copy of survey must be attached and stamped with city approval.**

Daytime Phone: \_\_\_\_\_

\_\_\_\_\_

Fee Owner

Contract Purchaser

**Is combination required for building permit?**  Yes  No

Note: If the request is by a Contract Purchaser, the applicant must already appear as the contract purchaser in the county tax records or a copy of the contract for deed must be attached.

**NOTE: REQUEST WILL NOT BE PROCESSED UNTIL BOTH CURRENT AND DELINQUENT TAXES ARE PAID IN FULL**



# Anoka County

## TRANSPORTATION DIVISION

Highway

Jennifer Bohr  
City of Ham Lake  
15544 Central Avenue NE  
Ham Lake, MN 55304

November 16, 2022

RE: Preliminary Plat – Crosstown Rolling Acres 4<sup>th</sup> Addition

Dear Jennifer,

We have reviewed the Preliminary Plat for Crosstown Rolling Acres 4<sup>th</sup> Addition to be located south of CSAH 18 (Crosstown Boulevard NE) and south of 173<sup>rd</sup> Avenue NE within the City of Ham Lake, and I offer the following comments:

- The existing right of way along CSAH 18 is 60 feet south of centerline, which should be adequate for future reconstruction purposes.
- As proposed, the plat will not introduce any new access points onto CSAH 18, and the right of access should be dedicated to Anoka County along CSAH 18 though the vacated 173<sup>rd</sup> Avenue.
- Internal site grading shall not commence until the requested ACHD Engineering plan approvals are received and the applicable permits can be issued. If there will be any utility relocation on CSAH 18, it will be required to be completed by the City/developer as a part of the ACHD Engineering Plan Review process.
- Please note that no plantings or private signs will be permitted within the county right of way and care must be exercised when locating private signs, building, structures, plantings, berms, etc. outside of the county right of way, so as not to create any new sight obstructions for this section of CSAH 18.

ACHD would like to work with local governments in promoting compatibility between land use and the county highway system. It should be recognized that residential land uses located adjacent to County highways often results in complaints about traffic noise. Existing and/or future traffic noise from CSAH 18 could exceed noise standards established by the Minnesota Pollution Control Agency (MPCA), the U.S. Department of Housing and Urban Development, and the U.S. Department of Transportation. Minnesota Rule 7030.0030 states that municipalities are responsible for taking all reasonable measures to prevent land use activities listed in the MPCA's Noise Area Classification (NAC) where establishment of the land use would result in violations of established noise standards. It is advised that the City and the Developer assess the noise situation for this development as it is proposed to be located directly adjacent to CSAH 18 and take the level of action deemed necessary to minimize the impact of any highway noise by incorporating the appropriate noise mitigation elements into the design and phasing of this plat as applicable.

Our Passion Is Your Safe Way Home

1440 Bunker Lake Boulevard N.W. ▲ Andover, MN 55304-4005  
Office: 763-324-3100 ▲ Fax: 763-324-3020 ▲ [www.anokacounty.us/highway](http://www.anokacounty.us/highway)

Affirmative Action / Equal Opportunity Employer

If any work will be performed in the County Right of Way, a Permit for Work within the County Right of Way (\$150.00) must be obtained prior to the commencement of any construction. License permit bonding, methods of construction, design details, work zone traffic control, restoration requirements and follow-up inspections are typical elements of the permitting process. Contact Sue Burgmeier via phone at 763.324.3142 or via email at [HighwayPermits@co.anoka.mn.us](mailto:HighwayPermits@co.anoka.mn.us) for further information and to coordinate the ACHD Permit process.

Thank you for the opportunity to comment. Feel free to contact me if you have any questions regarding this review.

Sincerely,



Logan Keehr  
Traffic Engineering Technician

xc: CSAH 18/Plats+Developments/2022  
Jerry Auge, Assistant County Engineer  
Jorge Bernal, Traffic Engineering Manager  
David Zieglmeier, County Surveyor  
Sean Thiel, Signals Manager  
Sue Burgmeier, Traffic Engineering Technician  
Brandon Ulvenes, Engineer I



# CITY OF HAM LAKE

## PLANNING REQUEST

15544 Central Avenue NE  
Ham Lake, MN 55304  
Phone (763) 434-9555 Fax (763) 235-1697

Date of Application 6/27/2022

Date of Receipt 6-27-22  
Receipt # 73177

Meeting Appearance Dates:  
Planning Commission 7-11-22  
1-9-23

City Council 7-18-22  
1-17-23

Please check request(s):

- |  |   |
|--|---|
| <input type="checkbox"/> Metes & Bounds Conveyance                           | <input type="checkbox"/> Commercial Building Permit       |
| <input checked="" type="checkbox"/> Sketch Plan / <u>Revised Sketch Plan</u> | <input type="checkbox"/> Certificate of Occupancy         |
| <input type="checkbox"/> Preliminary Plat Approval*                          | <input type="checkbox"/> Home Occupation Permit           |
| <input type="checkbox"/> Final Plat Approval                                 | <input type="checkbox"/> Conditional Use Permit (New)*    |
| <input type="checkbox"/> Rezoning*   | <input type="checkbox"/> Conditional Use Permit (Renewal) |
| <input type="checkbox"/> Multiple Dog License*                               | <input type="checkbox"/> Other _____                      |

*\*NOTE: Advisory Signage is required for land use alterations and future road connections. This application also requires a Public Hearing. Such fees shall be deducted from deposit.*

Development/Business Name: Toby's Trails

Address/Location of property: 16220 Naples St Ham Lake MN

Legal Description of property: SE Q of NE Q of Sec 15 Township 32 Range 23

PIN # 15-32-23-14-0004 Current Zoning R-A+R-1 Proposed Zoning R-1

Notes: 3 lot development

Applicant's Name: Richard & Diane Sylvester

Business Name: \_\_\_\_\_

Address 16220 Naples St Ham Lake MN

City Ham Lake State MN Zip Code 55304

Phone \_\_\_\_\_ Cell Phone 763 229 1247 Fax \_\_\_\_\_

Email address Diane.Sylvester@Hammail.com

*You are advised that the 60-day review period required by Minnesota Statutes Chapter 15.99 does not begin to run until all of the required items have been received by the City of Ham Lake.*

SIGNATURE Diane Sylvester DATE 6/27/2022

\*\*\*\*\*

- FOR STAFF USE ONLY -

ACTION BY: Planning Commission 7-11-22 1-9-23  
City Council 7-18-22

PROPERTY TAXES CURRENT YES NO

## Memorandum

Date: January 3, 2023  
To: Planning Commissioners  
From: Tom Collins, City Engineer **TPC**  
Subject: Toby's Trails Revised Sketch Plan

---

### Introduction:

The revised Sketch Plan proposes to subdivide the 25.78-acre 16220 Naples Street / 15-32-23-14-0004 parcel (<https://gis.anokacountymn.gov/propertysearch/?find=15-32-23-14-0004>) into three lots. The existing house is located on proposed Lot 1. The parcel is currently split zoned, with Rural Single Family Residential (R-A) over the southerly portion and Single Family Residential (R-1) over the northerly portion. The entire parcel would be zoned R-1 following final plat approval. A 600-scale zoning map, 400 scale half-section map and a 300 scale aerial photo are attached.

### Discussion:

This parcel previously received Sketch Plan approval at the July 18<sup>th</sup> City Council meeting for seven lots. The upgrade of Naples Street along the easterly plat boundary was required due to the existing parcel and proposed Lot 2 driveways outletting to Naples Street. The applicants requested a variance to the required upgrade of Naples Street, which staff recommended to be denied. The applicants subsequently withdrew their request for a variance.

The plat has been revised to three lots, which falls under the Minor Plat portion of City Code Section 10-101. Consideration of approving both the preliminary and final plat will be before the Planning Commission at the same meeting, following the public hearing. 10-101 does not require that the existing driveway access a paved road. The intention of the subdivision is to create two parcels so that the two daughters can build houses in walking distance of their parent's house. It is anticipated that there will be a future subdivision to create up to four new lots, similar to what was approved at the July 18<sup>th</sup> City Council meeting. Per 10-101, conditions may be attached to minor plat approval. A condition that needs to be attached is that Naples Street will need to be upgraded in conjunction with any future subdivision of Lot 1.

The existing house and accessory building are to remain on Lot 1. A compliance inspection will be required for the existing septic system per 11-450.4c of City Code. The existing 3,200 square foot accessory building is under the 9-370.1 maximum allowed for a 10+ acre lot of 5,000 square feet. Per 10-430E.2 of City Code, the existing 16220 Naples Street driveway will have to be paved prior to consideration of any future building permits.

Per the attached Proposed Municipal Bike Trail System exhibit, Naples Street is identified as proposed bike lane and Constance Boulevard is identified as a proposed bike path. The existing Naples Street right-of-way is adequate to construct bike lanes, which requires 34 feet of bituminous for 11-foot wide drive lanes and 6-foot wide bike lanes in each direction. Because the future bike

route is anticipated to be on the north side of Constance Boulevard, where 20-foot wide easements were obtained with the plats of Lake Netta Preserve and Nettas Preserve, easements are not warranted for a future bike path. Per correspondence with Public Works Superintendent John Witkowski, parkland dedication is not recommended. Because the minor plat is utilizing the existing infrastructure, and no construction is required other than individual lot development, a Development Agreement will not be required. The developer will need to pay a \$200 drainage fund contribution along with a \$2,500 parkland dedication fee for each of the three lots.

Per the attached 600 scale Thoroughfare Map, it is anticipated that there will be a future road extension of East Lake Netta Drive to the south of Constance Boulevard. The Sketch Plan includes 33-feet of right-of-way dedication, tapering to the southwest, in the northwest portion of Lot 1. Constance Boulevard driveway connections are proposed for Lots 2 and 3. Anoka County Highway Department (ACHD) approval of two new driveways will be required.

Coon Creek Watershed District (CCWD) approval is required. The wetlands identified in the September 2021 wetland delineation report, per the attached Figure 5 Delineation Map, have been approved by the CCWD. The Natural Heritage Information System data review by the DNR is required to determine whether any state-protected species may be located within the plat boundary. The parcels are not located within any of the 20 natural resource clusters identified in the Anoka Conservation District's April 2008 Natural Resources Inventory and Assessment (NRIA). The NRIA is Appendix S of the Storm Water Pollution Prevention Plan.

The dedication of 10-foot drainage and utility easements is required adjacent to all proposed lot lines, along with easements that contain the wetland buffers.. The contiguous wetland within the westerly portion of Lot 1 is a ditch, that provides an outlet to the private ditches to the north within the Nettas Preserve residential development. Additional easement dedication may be required for future ditch maintenance.

The southerly portion of the parcel is designated as FEMA Zone A, which represents an approximation of the 100-year flood elevation. The preliminary plat submittal will need to show the Zone A boundary.

**Recommendations:**

It is recommended that the revised Sketch Plan be recommended for approval and that the approval be conditioned on the upgrade of Naples Street in conjunction with any future subdivision of Lot 1.

# CONCEPT PLAN

~of~ TOBY'S TRAILS  
~for~ RICHARD AND DIANE SYLVESTER

## VICINITY MAP

PART OF SEC. 15, TWP. 52, RANG. 23



ANOKA COUNTY, MINNESOTA  
NO SCALE

## PROPERTY DESCRIPTION

The Southeast Quarter of the Northeast Quarter of Section 15, Township 52, Range 23, Anoka County, Minnesota.

### EXCEPT

The East 657.04 feet of the South 663 feet of said Quarter Quarter.

### AND EXCEPT

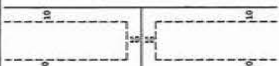
The East 373 feet of the North 320 feet of the South 983 feet of said Quarter Quarter.

### AND EXCEPT

Parcel No. 3, Anoka County Highway Right-of-Way Plat No. 21, according to the map or plot thereof on file and of record in the office of the Anoka County Assessor, Anoka County, Minnesota.

## TYPICAL EASEMENTS

(NOT TO SCALE)



BEING 15 FEET IN WIDTH ADDING RIGHT OF WAY LINES  
AND 10 FEET IN WIDTH ADDING LOT LINES UNLESS  
OTHERWISE SHOWN.

## LEGEND

- INDICATES BROWN MONUMENT FOUND AS LABELED
- INDICATES IRON MONUMENT SET, MARKED AS PER ASSESSOR'S RECORD
- INDICATES SOIL BORING BY TRADENWELL SOIL TESTING
- INDICATES EXISTING CONTOURS
- INDICATES AREA 1' ABOVE HIGHLIGHTS
- INDICATES APPROXIMATE FEMA FLOOD ZONE LINE FROM FEMA FLOOD INSURANCE RATE MAP NO. 22057D0104A AND PROCEEDURE BY THE STATE OF MINNESOTA, 2010.

## NOTES

- Bearings shown are on Anoka County datum.
- Total lot acres include adjoining 33' feet of street per ordinance.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- Wetlands delineated by Justus Environmental, PLLC.

Parcel ID: 15-32-32-54-0004

Owner: Sylvester Trustee, Diane K

## DEVELOPMENT DATA

- TOTAL SITE AREA = 25.78± ACRES
- 3 PROPOSED SINGLE FAMILY LOTS
- AVERAGE LOT SIZE = 8.59± ACRES
- MINIMUM STREET FRONTAGE = 300 FEET
- MINIMUM LOT SIZE = 1.00 ACRES (including 33 feet of adjoining street)
- PROPOSED ZONING = R-1
- BUILDING SETBACKS: FRONT = 30 FEET, REAR = 50 FEET, COUNTY ROAD = 50 FEET

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

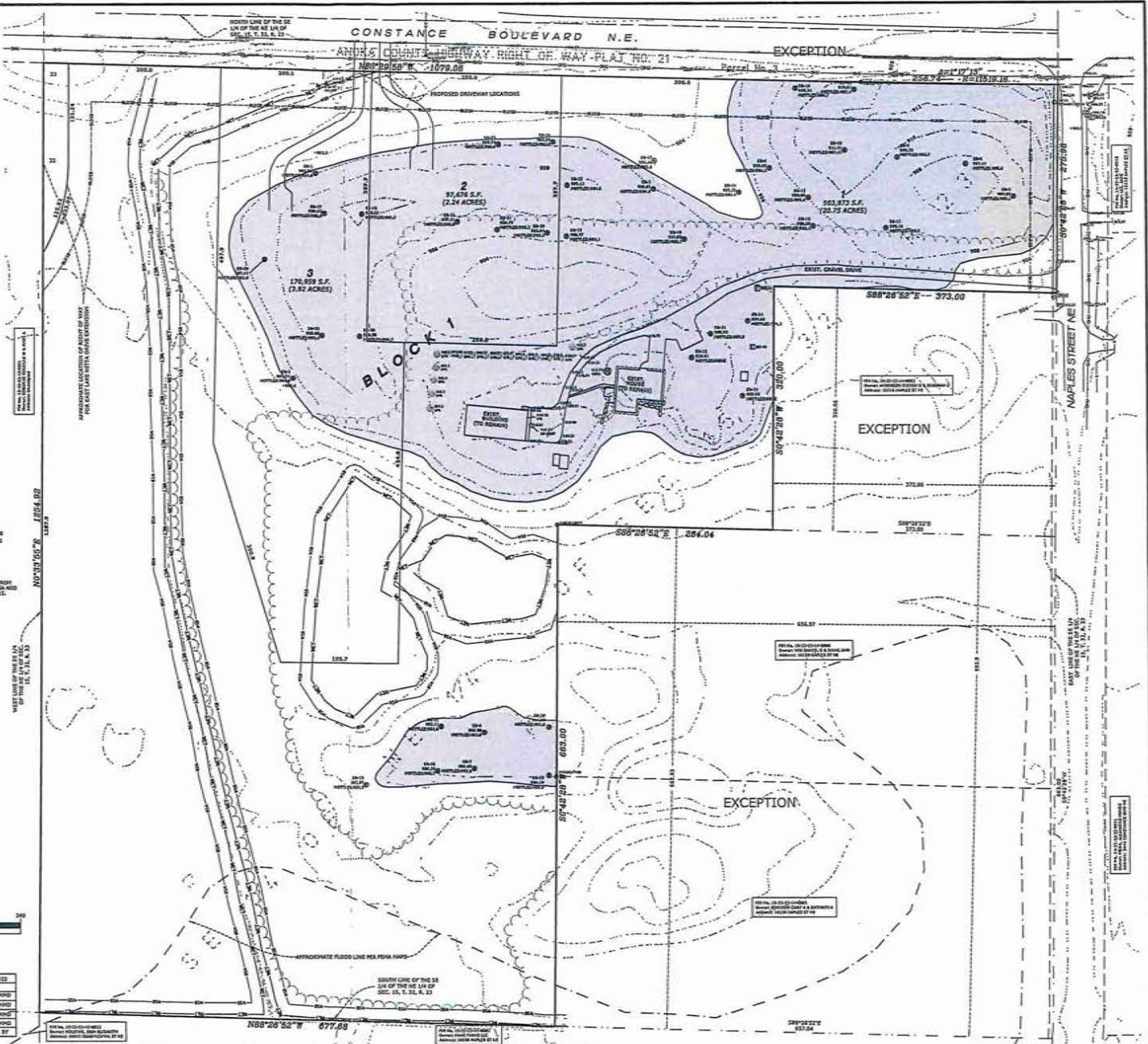
JASON S. GALT  
Date: 12/15/2022 License No. 43578

## GRAPHIC SCALE



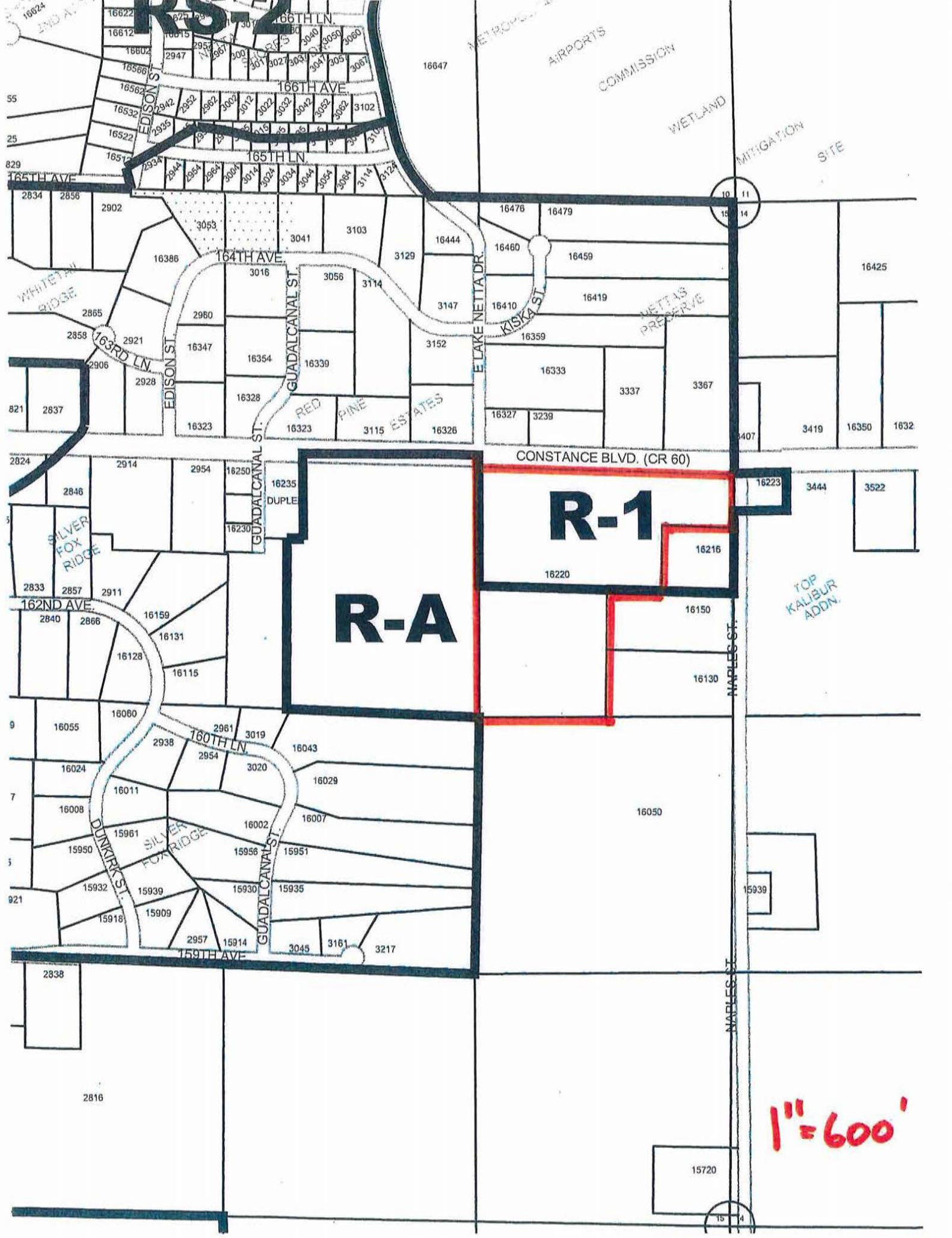
NO.	DATE	DESCRIPTION	BY
1	04/18/2022	LOT & MONUMENT	PHD
2	05/20/22	CITY COMPANITE	PHD
3	06/20/22	CITY COMPANITE	PHD
4	12/15/22	FIELD PLAN	PHD
		DESCRIPTION	BY

NO.	DATE	DESCRIPTION	BY
1	04/18/2022	LOT & MONUMENT	PHD
2	05/20/22	CITY COMPANITE	PHD
3	06/20/22	CITY COMPANITE	PHD
4	12/15/22	FIELD PLAN	PHD
		DESCRIPTION	BY



**E.G. RUD & SONS, INC.**  
Professional Land Surveyors  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
Tel. (651) 361-8200 Fax (651) 361-8701





**R-2**

AIRPORTS  
COMMISSION  
WETLAND  
MITIGATION  
SITE

16624  
55  
25  
829  
821  
2824  
3  
9  
7  
5  
921  
2838  
2816

16622  
16612  
16802  
16566  
16562  
16532  
16522  
16512  
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15918  
15909  
15914  
3045  
3161  
3217

166TH LN  
166TH AVE  
165TH LN  
165TH AVE  
164TH AVE  
163RD LN  
162ND AVE  
160TH LN  
159TH AVE  
E LAKE NETTA DR  
KISKA ST  
CONSTANCE BLVD. (CR 60)  
NAPLES ST  
16425  
16419  
16410  
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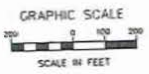
**R-A**

**R-1**

1" = 600'

# N 1/2 SECTION 15, T. 32, R. 23

## CITY OF HAM LAKE



ANOKA COUNTY  
SURVEYOR'S OFFICE  
ROOM 224  
2100 3RD AVENUE  
ANOKA, MN 55303  
(763) 324-3200

QUARTER QUARTER INDEX

22	21	12	11
23	24	13	14
32	31	42	41

WHITEL HALF OF SECTION  
SOUTH HALF OF SECTION

PROPERTY IDENTIFICATION NUMBER

Section Number	Township	Range	Quarter	Specific Parcel
XX	XX	XX	XX	XXXX

SPECIFIC PARCEL NUMBERS ARE IN BRACKETS. (1)  
CROSS REFERENCE NUMBER: 14 25 21 001

THIS IS A COMPILATION OF RECORDS AS THEY APPEAR IN THE ANOKA COUNTY OFFICES AFFECTING THE AREA SHOWN. THIS DRAWING IS TO BE USED ONLY FOR REFERENCE PURPOSES AND THE COUNTY IS NOT RESPONSIBLE FOR ANY INACCURACIES HEREIN CONTAINED.



ELAKE NETTA DR.

KISKA ST.

NETTAS PRESERVE

B1

CONSTANCE BLVD. (CR 60)

NAPLES ST.

B1

TOP KALIBL ADD

1" = 300'

3129 L3  
3147 L4  
3152 L6  
16326 L5  
16460 L7  
16459 L7  
16410 L11  
16419 L6  
16359 L5  
16333  
3337 L3  
3367  
16327 L1  
3239 L2  
3407  
3419  
16223 L1  
3444 L2  
16220  
16216  
16150  
16130  
16050

- 4.3 Approval of scheduling the Budget Workshop Meeting for Monday, August 1, 2022 (following the regularly scheduled City Council Meeting)
  - 4.4 Approval of the contract for Legal Services with Berglund, Baumgartner, Kimball & Glaser, LLC (BBKG)
  - 4.5 Approval of Resolution No. 22-24 to appoint signers and authorized traders for bank and investment accounts
  - 4.6 Approval of a request from Jody Southerling for a Lot Line Adjustment at 17520 Interlachen Drive NE (Section 3)
  - 4.7 Approval of purchase of an electrical panel for the new City Sign
- Motion by Wilken, seconded by Parranto, to approve the July 18, 2022 Consent Agenda as written. All in favor, motion carried.**

**5.0 PLANNING COMMISSION RECOMMENDATIONS**

- 5.1 Richard and Diane Sylvester requesting Sketch Plan approval for Toby's Trails (7 single family residential lots) located in Section 15

**Motion by Parranto, seconded by Doyle, to concur with the Planning Commission and approve the Sketch Plan of Toby's Trails presented by Richard and Diane Sylvester for a 7-lot single family residential plat located in Section 15 subject to paving Naples Street NE to meet MnDOT state aid standards for a 9-ton structural capacity roadway to the SE Corner of Lot 1, accepting monies in lieu of parkland with credit given for bike lane construction costs, completing a compliance inspection on the existing septic system on Lot 1, receiving approval from the City Council to allow the existing 3,200 square foot accessory building to remain on the property, obtaining approval from the Anoka County Highway Department for (5) driveway accesses onto Constance Boulevard NE, obtaining Coon Creek Watershed approval, meeting the requirements of the City Engineer and meeting all City, State and County requirements. All in favor, motion carried.**


- 6.0 ECONOMIC DEVELOPMENT AUTHORITY – None
- 7.0 APPEARANCES – None
- 8.0 CITY ATTORNEY – None
- 9.0 CITY ENGINEER – None
- 10.0 CITY ADMINISTRATOR – None

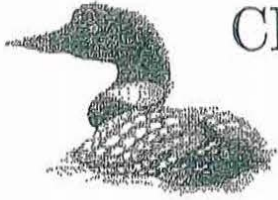
**11.0 COUNCIL BUSINESS**

- 11.1 Committee Reports - None

- 1.2 Announcements and future agenda items - None

**Motion by Kirkeide, seconded by Wilken, to adjourn the meeting at 6:20 p.m. All in favor, motion carried.**

  
\_\_\_\_\_  
Dawnette Shimek, Deputy City Clerk



# CITY OF HAM LAKE

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

## CITY OF HAM LAKE PLANNING COMMISSION MINUTES MONDAY, JULY 11, 2022

The Ham Lake Planning Commission met for its regular meeting on Monday, July 11, 2022 in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

**MEMBERS PRESENT:** Chair Brian Pogalz and Commissioners Dave Ringler, Kyle Lejonvarn, Scott Heaton, Jeff Entsminger and Erin Dixson

**MEMBERS ABSENT:** Commissioner Jonathan Fisher

**OTHERS PRESENT:** City Engineer, Dave Krugler and Building and Zoning Clerk, Jennifer Bohr

**CALL TO ORDER:** Chair Pogalz called the meeting to order at 6:00 p.m.

**PLEDGE OF ALLEGIANCE:**

The pledge of allegiance was recited by all in attendance.

**APPROVAL OF MINUTES:**

**Motion by Lejonvarn, seconded by Ringler, to approve the minutes of the June 27, 2022 Planning Commission meeting as written. All present in favor, motion carried.**

**PUBLIC HEARING:** None

**NEW BUSINESS:**

Richard and Diane Sylvester requesting Sketch Plan approval for Toby's Trails (7 single family residential lots) located in Section 15.

Mr. and Mrs. Richard Sylvester were present. Mr. Matt Davich from E.G. Rud & Sons land surveying company spoke on behalf of Mr. & Mrs. Sylvester and stated Mr. & Mrs. Sylvester's children would like to build new homes so they are subdividing the land for this reason. Mr. Davich stated there will be seven lots in the subdivision; the existing home will remain on one lot. Commissioner Heaton asked if the Sylvester's will be paving part of Naples Street NE and one driveway. Mr. Davich stated they would be paving a portion of Naples Street NE and he was informed that the driveway of Lot 1 would need to be paved if the residents requested any building permits in the future. Mr. Sylvester stated he has been obtaining estimates for the paving of Naples Street NE; he may pave at least some of the driveway if feasible. Commissioner Lejonvarn asked if the existing accessory building was used for business purposes or storage. Mr.

Sylvester stated it is used for storage. Chair Pogalz asked Engineer Krugler to comment on the plat. Engineer Krugler stated the plat consists of seven lots. Engineer Krugler stated currently the property has two zoning districts within it, R-A, Rural Single Family Residential and R-1, Single Family Residential; the entire plat will be zoned R-1 following final plat approval. Engineer Krugler stated Naples Street NE will need to be upgraded and paved to the southeast corner of the plat. Engineer Krugler stated Naples Street NE is a municipal state aid street and the street design must meet MnDOT state aid standards for a 9-ton structural capacity roadway. Engineer Krugler stated the existing street right-of-way is wide enough to accommodate a bike lane; easements were obtained north of Constance Boulevard NE from previously approved plats so no bike path easement along Constance Boulevard NE is warranted. Engineer Krugler stated input from the Anoka County Highway Department will determine if the proposed driveway access for Lots 3-7 will be permitted. Engineer Krugler stated the southerly portion of Lot 7 is designated as FEMA Zone A; no construction will be permitted in that area. **Motion by Pogalz, seconded by Lejonvarn, to recommend approval of the Toby's Trails Sketch Plan presented by Richard and Diane Sylvester for a 7-lot single family residential plat located in Section 15 subject to paving Naples Street NE to meet MnDOT state aid standards for a 9-ton structural capacity roadway to the SE Corner of Lot 1, accepting monies in lieu of parkland with credit given for bike lane construction costs, completing a compliance inspection on the existing septic system on Lot 1, receiving approval from the City Council to allow the existing 3,200 square foot accessory building to remain on the property, obtaining approval from the Anoka County Highway Department for (5) driveway accesses onto Constance Boulevard NE, obtaining Coon Creek Watershed approval, meeting the requirements of the City Engineer and meeting all City, State and County requirements. All present in favor, motion carried. *This item will be placed on the July 18, 2022 City Council Agenda.***

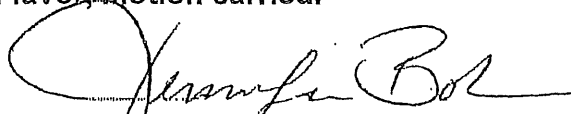
**COMMISSION BUSINESS:**

City Council Update

A commissioner was not present at the July 5, 2022 City Council meeting; no update was given. A Planning Commissioner will not be present at the July 18, 2022 City Council meeting.

**ADJOURNMENT:**

**Motion by Heaton, seconded by Dixon, to adjourn the Planning Commission meeting at 6:09 p.m. All present in favor, motion carried.**

  
\_\_\_\_\_  
Jennifer Bohr  
Building and Zoning Clerk

**CITY OF HAM LAKE**  
**ARTICLE 10 - SUBDIVISION REGULATIONS**

The following regulations apply to the subdivision of lands, whether by the platting process or by individual lot splits. No lands shall be subdivided unless in conformance with this code, *provided*, that upon compliance with Article 10-600 of this Code, the City Council may grant reasonable variances to the strict application of this code.

The regulations are intended to cover the sequencing of events, general procedures and general rules. The City Council shall, by resolution, adopt specific procedures, submittal requirements and policies from time to time as deemed necessary. Actions by the City Council which constitute a denial of an application or request shall be in the form of written findings of fact stating the reasons for denial.

For the purpose of computing the 120 day review time as contemplated by Minnesota Statutes Chapter 462.358, Subd. 3b, the Sketch Plan phase shall not be deemed to be a part of the plat application process, and the 120-day review period shall not begin to run until the applicant shall have submitted all items necessary for the City to be able to make a decision on Preliminary Plat approval, including all other agency reviews and comments.

**10-100 Subdivision by means other than traditional platting**



**10-101 Minor Plats**

Where the proposed subdivision of land results in three lots or fewer, the City Council may expedite the plat approval process outlined in this Code and reduce the number of stages of the traditional platting process. Minor plats shall be reviewed by the Planning Commission and approved by the City Council, which may attach conditions to such lot splits, including, without limitation, the acquisition of drainage, utility and road easements as needed, parkland dedication, and drainage fund contributions. Land parcels which were created by platting may not be further subdivided, except as follows:

- a) The parcel was originally platted as an outlot, and there is documentation that the purpose of the creation of the outlot was to permit subsequent replatting; or
- b) All new lots meet the frontage, setback and lot size standards that were in effect for the lots contained in the original plat of the subdivision. If the original subdivision was a PUD or other subdivision category that did not have specific lot sizes, frontages or setback requirements at the time of original platting, then all new lots must be configured and dimensioned in a manner that is not materially different from the lots contained in the

original subdivision, and the overall density per acre which existed at the time of original platting may not be exceeded for the area encompassed by the original plat.<sup>1</sup>

Notwithstanding the foregoing, lot splits of any type which are intended merely to adjust existing lot lines, and for combination with adjoining parcels, and which do not create any new buildable parcels or lots of record, may be approved by the City Council. All parcels involved must continue to meet all applicable frontage, setback, lot size, and other requirements and shall not create any new nonconformity. For lot line adjustments, the City Council may impose reasonable conditions of approval upon the lot line adjustment request, including, without limitation, the dedication of drainage, utility, and road easements as needed and compliance with the Subsurface Sewage Treatment Systems (SSTS) requirements outlined in Article 11-450 of this code.

<sup>1</sup> For the legislative history (Findings of Fact) which preceded this Code section, see the text of original Ordinance Number 2002-27 (effective 1/5/03).

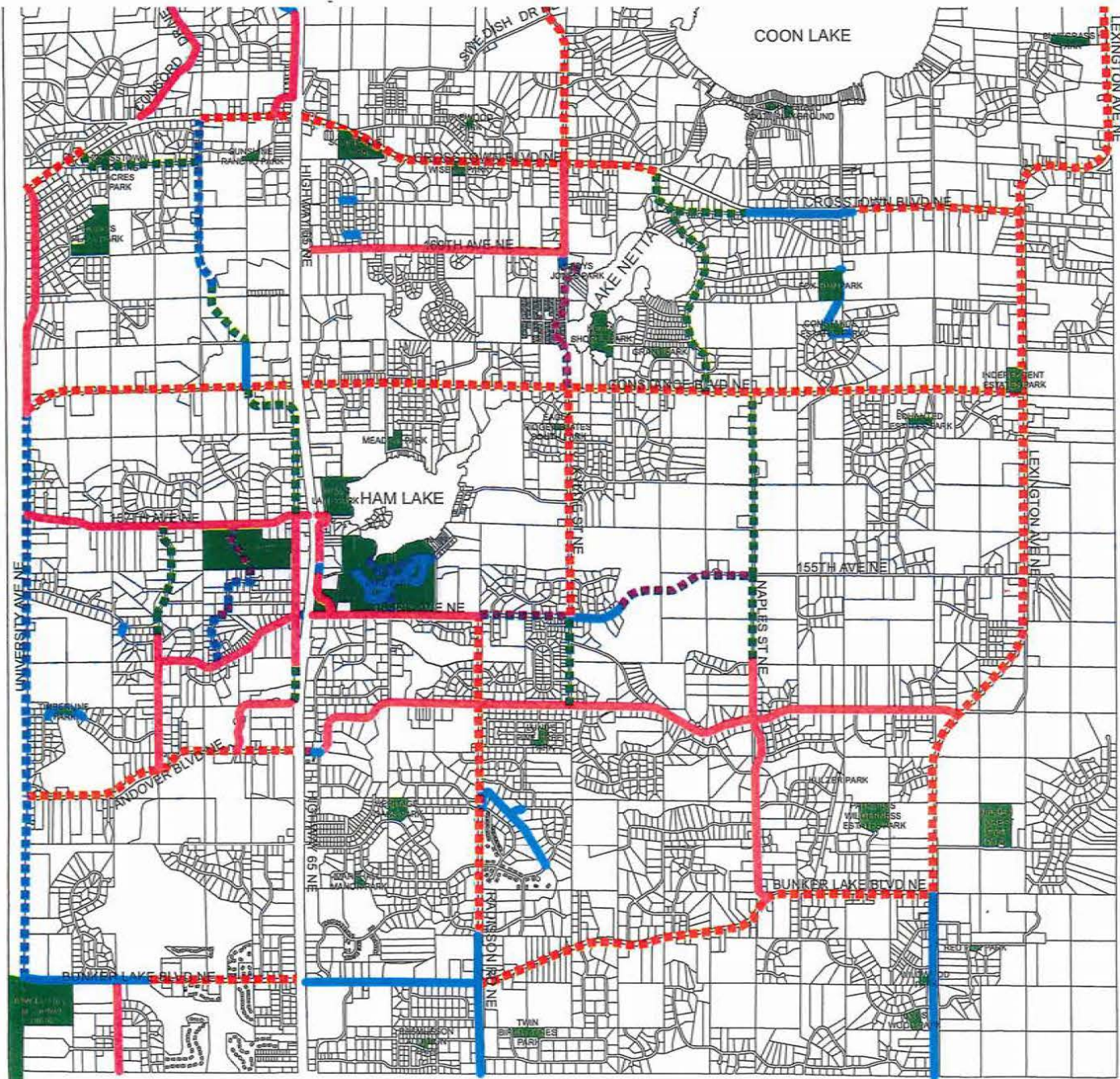
## **10-102 Estate Related Divisions**

### **A. Qualifying Property**

Persons acquiring real estate parcels via inheritance ("Inherited Property") may be allowed to divide inherited lands as outlined in this section without traditional platting. In order to qualify for the provisions related to Inherited Property, the property must meet all of the following conditions:

- 1) The property size before the event that triggered the inheritance must have been at least five acres;
- 2) The Inherited Property must be divided into parcels that are approximately equal in value for each heir inheriting or otherwise obtaining title;
- 3) No subdivided parcel may be less than 2.5 acres in size;
- 4) Each subdivided parcel must have at least 200 feet of frontage on a public road, meet current livability standards for SSTS installation, and be capable of meeting all setback requirements for residential lots;
- 5) Prior to the event that triggered the inheritance, the Inherited Property was owned by a single individual or an entity set up specifically to serve as an estate-planning tool. Business corporations do not qualify as such entities.





**HAM LAKE,  
MINNESOTA**

**PROPOSED MUNICIPAL  
BIKE TRAIL SYSTEM**

**LEGEND**

- Existing Bike Lane
- Existing Bike Path
- Proposed County Bike Path
- Proposed Bike Lane/Path
- Proposed Bike Lane
- Proposed Bike Path
- Existing Park



MAP DATE: 4/17/2022



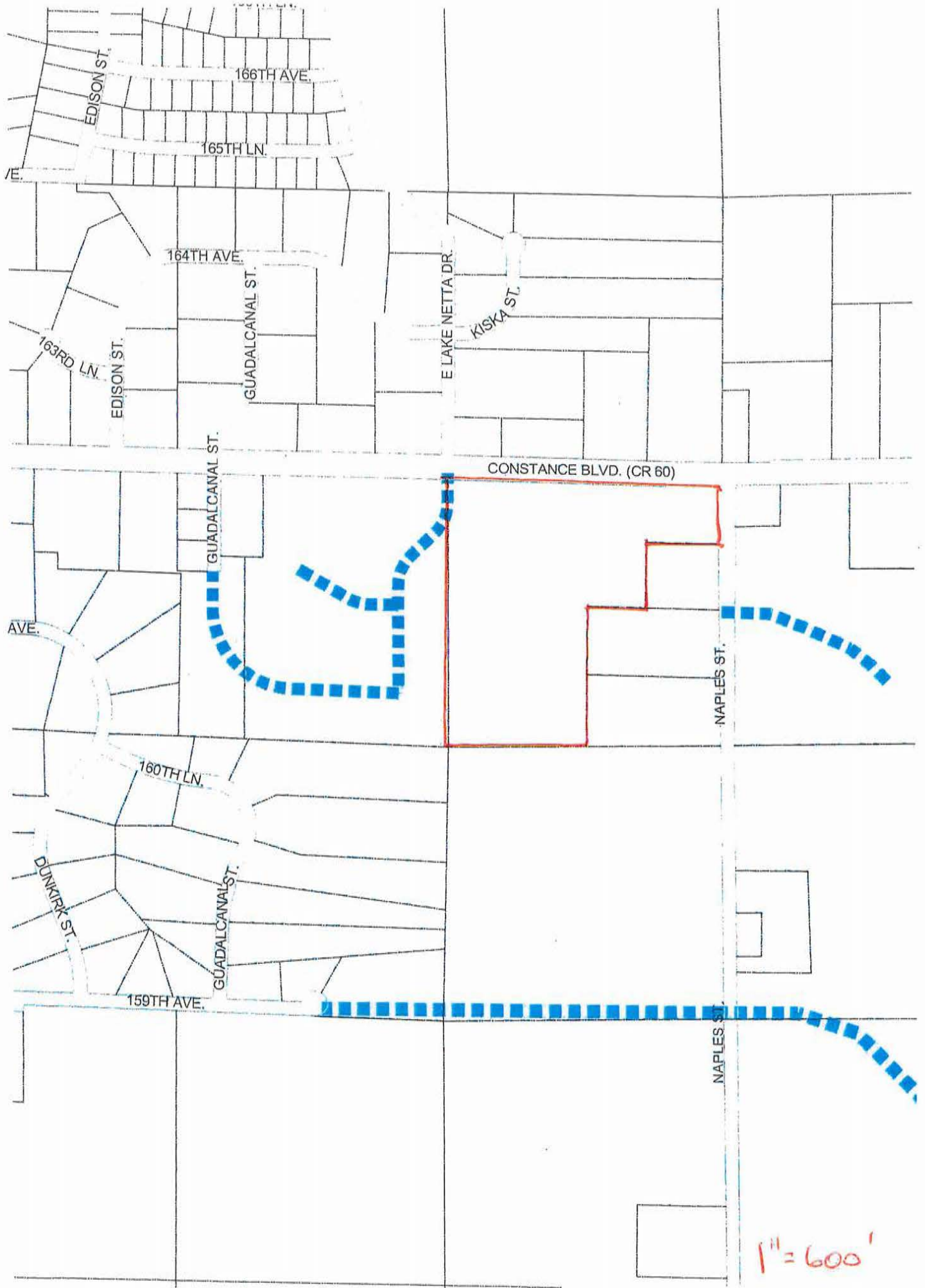
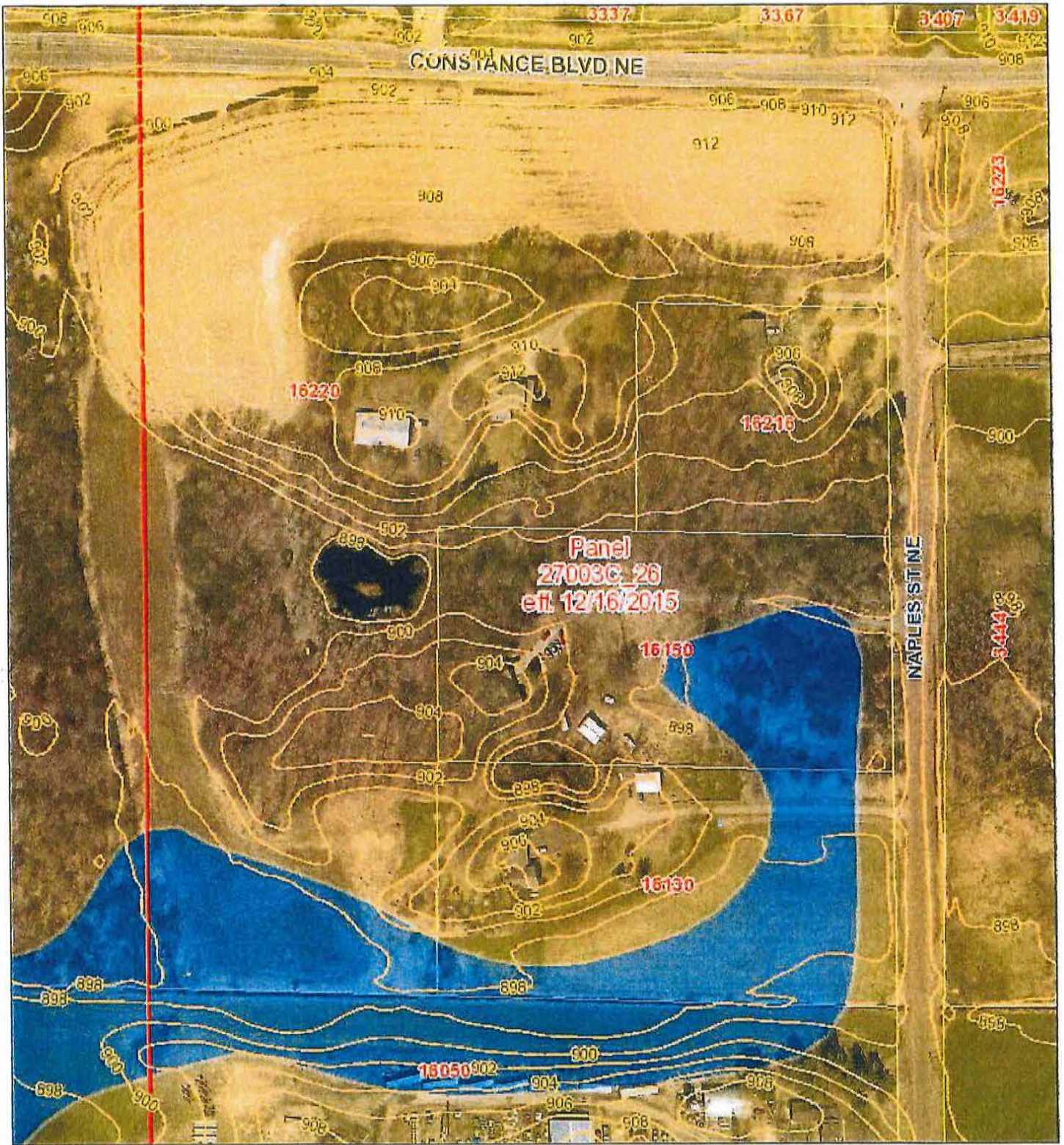


Figure 5 Delineation Map





**Legend**

FIRM Panels	Zone A
Base Flood Elevation	Zone AE
Cross Sections	Zone AE Floodway

7/6/2022, 8:55:51 AM 0 0.025 0.05 0.1 mi



**DISCLAIMER** - The FEMA base flood elevations are used to determine flood insurance rates and whether flood insurance is mandatory. Please note: (1) The city (or township) and watershed district regulations require minimum floor elevations higher than the FEMA base flood elevations (BFEs). Check with your city (or township) on those requirements for any additions or new construction. (2) Areas OUTSIDE of the FEMA mapped zones still have flooding risk. Floods higher than base flood elevations can occur and have occurred all over Minnesota. Those with low floors below or near the base flood elevations are especially encouraged to consider purchasing a Preferred Risk Policy, which is a discounted flood insurance option for those "outside" of the FEMA flood zones. (3) Areas OUTSIDE of the FEMA mapped zones are still subject to city (or township) and watershed district regulation of minimum elevations.

Vertical Datum for Contours: NAVD88  
 Contours Source: Minnesota Department of Natural Resources  
 The information on this map was compiled from public data sources. Anoka County cannot accept any responsibility for errors, omissions, or positional accuracy. There are no warranties, expressed or implied, including the warranty of merchantability or fitness for a particular purpose, accompanying this product.

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