

# 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 MONDAY, FEBRUARY 6, 2023

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

### 2.0 PUBLIC COMMENT

### 3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

- 3.1 6:01 P.M. – Public Hearing – to consider vacating 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 and adoption of a Resolution

### 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 17, 2023 and Special Meeting minutes of January 20, 2023  
4.2 Approval of claims  
4.3 Approval of the reappointment of Kyle Lejonvarn and Scott Heaton as Planning Commissioners with the term of March 15, 2023 to March 15, 2026  
4.4 Approval of extending a conditional offer to a paid-on-call firefighter  
4.5 Approval of a Resolution accepting the low bid for the 2023 Overlay Project  
4.6 Approval of the contract with SafeAssure for safety training for 2023

### 5.0 PLANNING COMMISSION RECOMMENDATIONS

- 5.1 Brett Slepica Construction, Inc., on behalf of Northland Mfg. Inc., requesting Commercial Site Plan Approval to construct an awning and canopies at 17808 Central Avenue NE

### 6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

### 7.0 APPEARANCES

- 7.1 Andrea Murff, Finance Director, 4<sup>th</sup> Quarter Financial Report

### 8.0 CITY ATTORNEY

### 9.0 CITY ENGINEER

### 10.0 CITY ADMINISTRATOR

### 11.0 COUNCIL BUSINESS

- 11.1 Committee Reports  
11.2 Consideration of a Resolution opposing the Public Safety Levy through the Joint Law Enforcement Council (JLEC)  
11.3 Discussion of the Snow Plow Policy  
11.4 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)

RESOLUTION NO. 23-XX

WHEREAS, a public hearing was held before the Ham Lake City Council on the 6th day of February, 2023 at 6:01 p.m. to consider the proposed vacation of certain lands within the City of Ham Lake;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Ham Lake, that the following described property be vacated;

**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.

Adopted by the City Council of the City of Ham Lake this 6th day of February, 2023.

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Brian Kirkham, Mayor

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Denise Webster, City Clerk

NOTICE OF COMPLETION OF VACATON PROCEEDINGS

NOTICE IS HEREBY GIVEN, pursuant to Minnesota Statues Chapter 412.851, that a Resolution was adopted by a 5-0 vote of the Ham Lake City Council on the 6th day of February, 2023, vacating the following described easements and right-of-ways in the City of Ham Lake, Anoka County, 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

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.

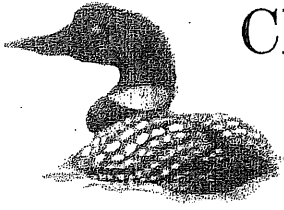
Said Resolution (Resolution No. 23-XX as adopted after conducting a public hearing, which hearing was conducted on the 6th day of February, 2023, pursuant to published and posted notice, which notice was posted in the City Hall between January 20, 2023 and February 6, 2023, and published in the qualified newspaper (Star Tribune) on January 20, 2023.

Date: February 6, 2023

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Dawnette Shimek, Deputy City Clerk





# CITY OF HAM LAKE

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Ham Lake, Minnesota 55304  
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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.

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

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**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**

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

Said hearing is conducted pursuant to Minnesota Statutes Chapter 412.851.

Dated: January 20, 2023

  
Dawnette Shimek, Deputy City Clerk

Posted at City Hall between the dates of January 20, 2023 and February 6, 2023.

Published in the Star Tribune on January 20, 2023

# SKETCH AND DESCRIPTION

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



## NORTH LEGEND

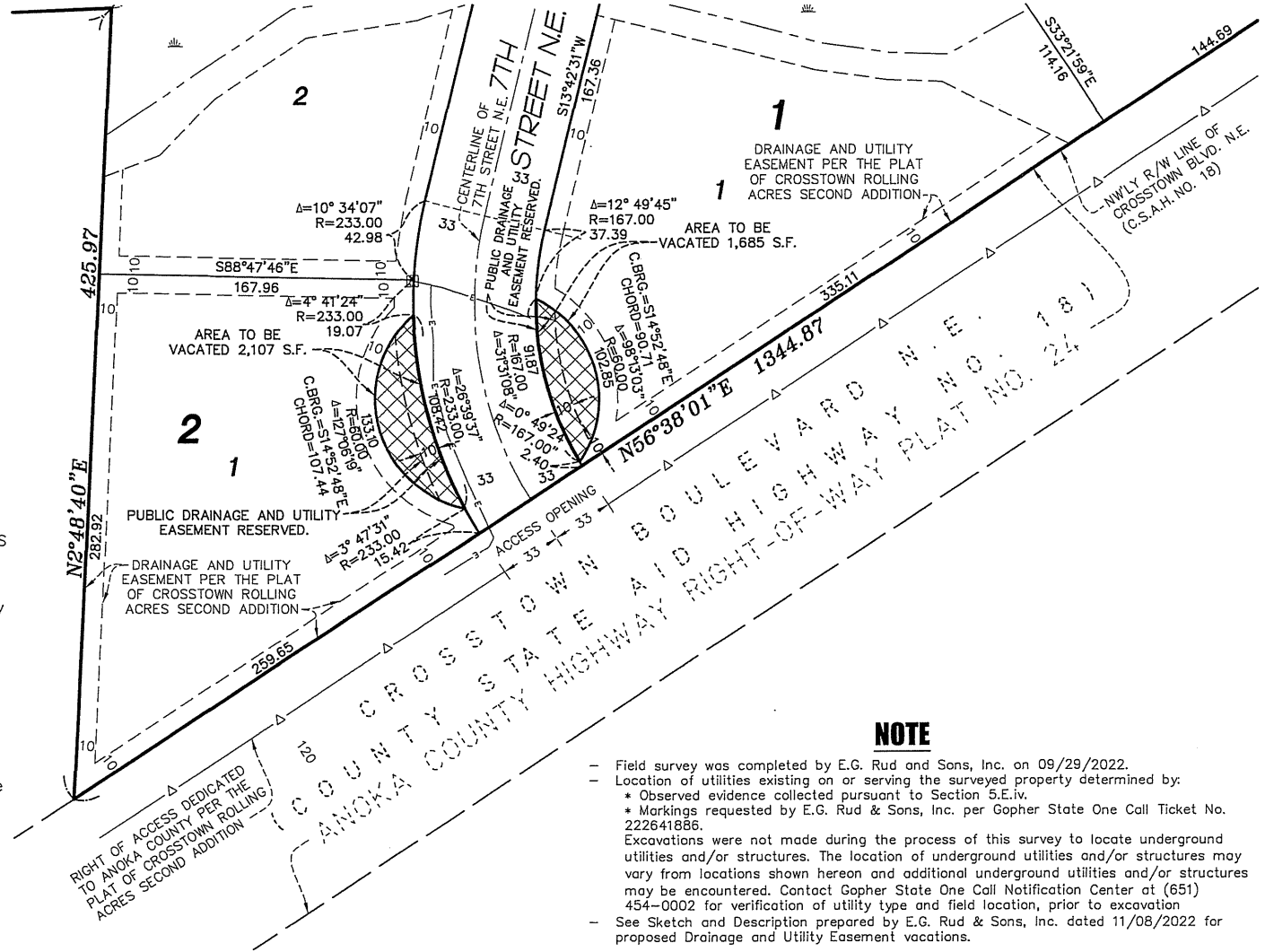
- DENOTES ELECTRICAL BOX
- DENOTES UNDERGROUND ELECTRIC LINE
- STREET VACATION AREA

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

## 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.

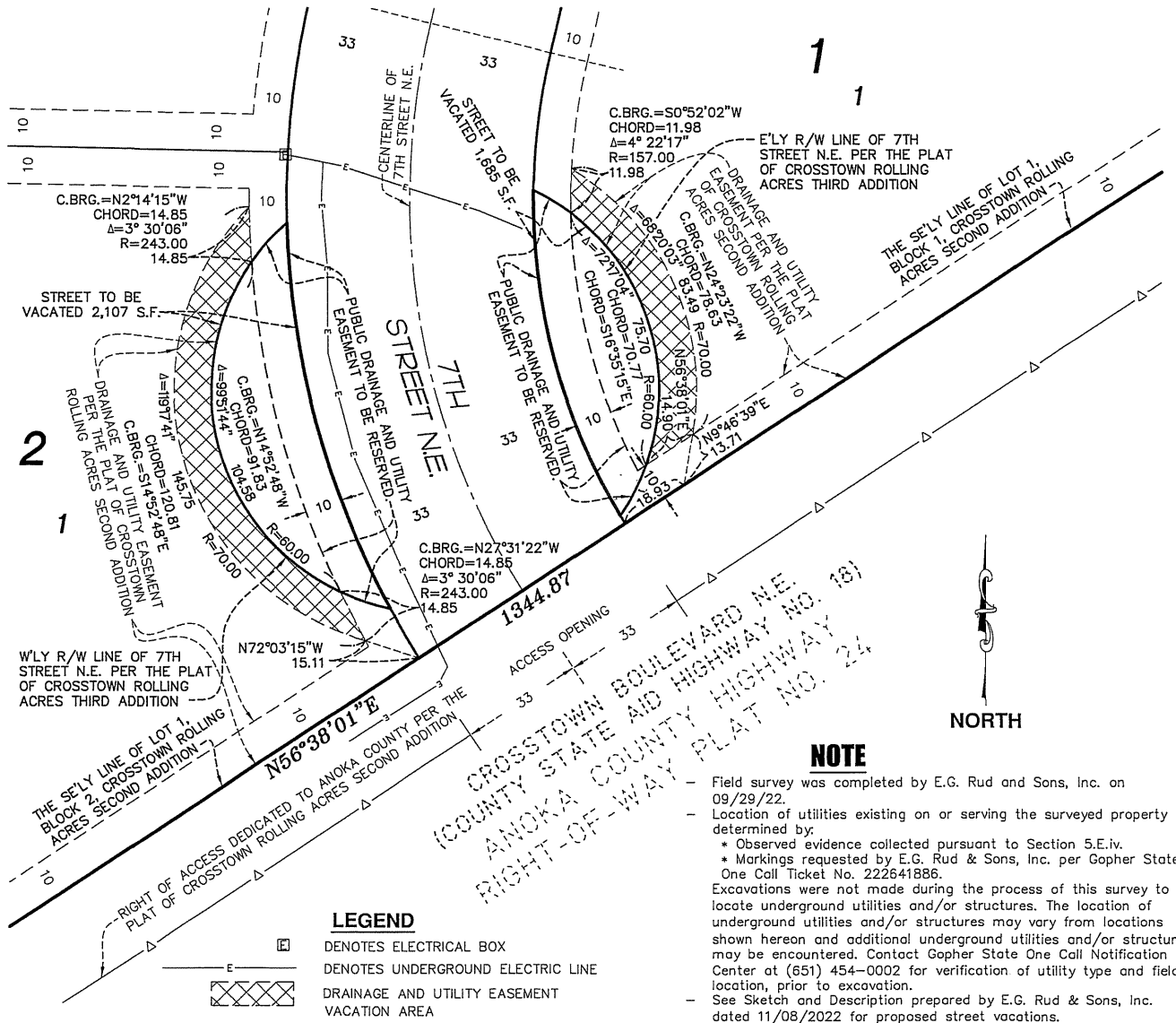
EXCEPT those parts lying westerly of a line parallel with and distant 43.00 feet easterly of the centerline of said 7th Street NE.

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.



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.

*[Signature]* 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

www.egrud.com


# SKETCH AND DESCRIPTION

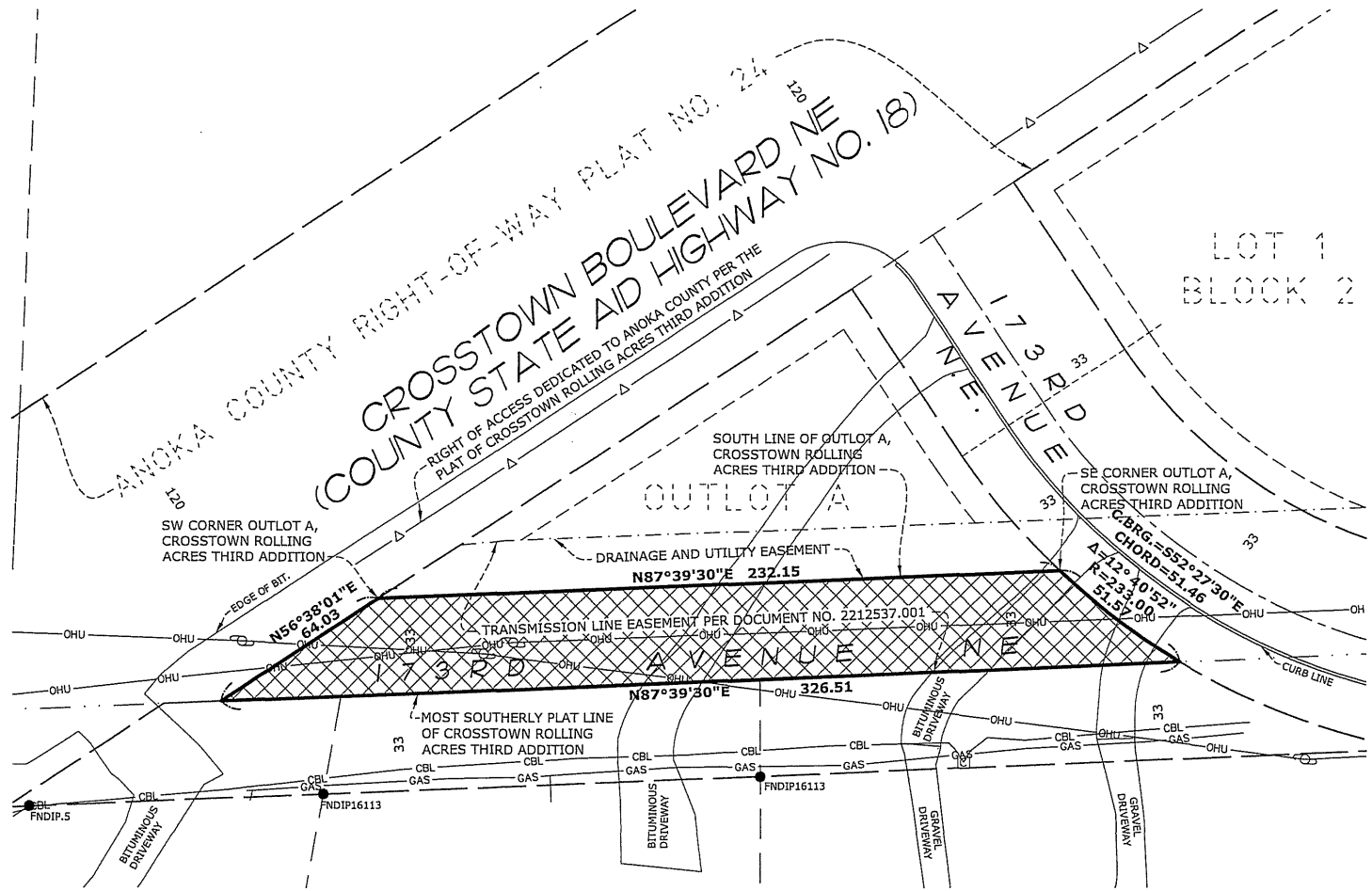
~for~ **CROSTOWN DEVELOPMENT, LLC**  
 ~of~ **NORTH HALF OF 173RD AVENUE N.E.**  
**VACATION**



**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 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 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 CROSTOWN 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

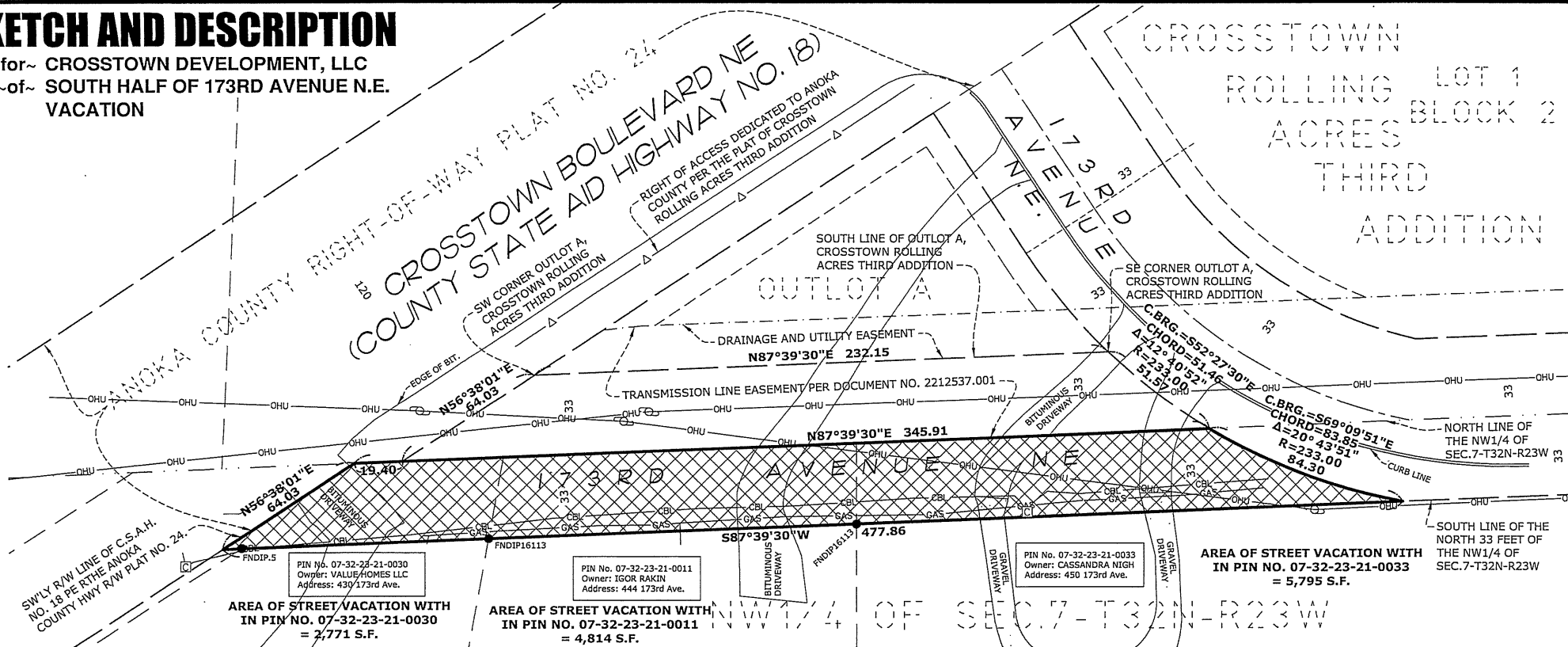
Dated 9th day of November, 2022.

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

 **E. G. RUD & SONS, INC.**  
 EST. 1977  
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# 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 southwestery 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.

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

**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

### LEGEND



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

NORTH

VALUE HOMES LLC  
PIN: 07-32-23-21-0030  
3495 NORTHDAL BLVD NW STE 200  
COON RAPIDS, MN 55448

FUGLSANG, BETTY J  
PIN: 07-32-23-22-0001  
320 CROSSTOWN BLVD NE  
HAM LAKE, MN 55304

WORKMAN ARCHIE & SUE HELEN E  
PIN: 07-32-23-22-0022  
325 172ND LN  
HAM LAKE, MN 55304

SODERVILLE INC  
PIN: 07-32-23-22-0002  
17616 HIGHWAY 65 NE  
HAM LAKE, MN 55304

ALBRECHT JEREMIAH  
PIN: 06-32-23-33-0015  
17335 3RD ST NE  
HAM LAKE, MN 55304

RAKIN IGOR  
PIN: 07-32-23-21-0011  
444 173RD AVE NE  
HAM LAKE, MN 55304

LANGSTON PATRICIA A  
PIN: 07-32-23-21-0031  
334 172ND LN NE  
ANOKA, MN 55304

MITCHELL, TRUSTEE JAMES W  
PIN: 07-32-23-22-0019  
99 CROSSTOWN BLVD  
HAM LAKE, MN 55304

ERICKSON, EARL E  
PIN: 07-32-23-21-0022  
406 172ND LN NE  
ANOKA, MN 55304

T.H. CONSTRUCTION OF ANOKA INC  
PIN: 06-32-23-34-0019  
617E MAIN ST STE 3  
ANOKA, MN 55303

HERZOG ANNA MARIE  
PIN: 06-32-23-34-0021  
448 173RD LN NE  
HAM LAKE, MN 55304

HUNCZAK DIANA  
PIN: 06-32-23-34-0008  
468 173RD LN NE  
HAM LAKE, MN 55304

RUUD, RUTH L  
PIN: 07-32-23-21-0018  
411 172ND LN NE  
HAM LAKE, MN 55304

HINSON, LACY  
PIN: 07-32-23-21-0017  
17215 7TH ST NE  
HAM LAKE, MN 55304

NIGH, CASSANDRA  
PIN: 07-32-23-21-0033  
450 173RD AVE NE  
HAM LAKE, MN 55304

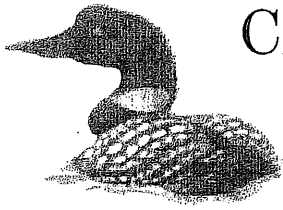
NORDLUND REYNOLD D & B J  
PIN: 06-32-23-33-0002  
345 CROSSTOWN BLVD NE  
ANOKA, MN 55304

CROSSTOWN DEVELOPMENT LLC  
PIN: 06-32-23-34-0029  
17404 WARD LAKE DR NW  
ANDOVER, MN 55304

PARIS KELSEY  
PIN: 06-32-23-34-0020  
17348 7TH ST NE  
HAM LAKE, MN 55304

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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 CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES TUESDAY, JANUARY 17, 2023

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Tuesday, January 17, 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 Gary Kirkeide, Al Parranto and Jesse Wilken

**MEMBERS ABSENT:** Councilmember Jim Doyle

**OTHERS PRESENT:** City Attorney, Mark Berglund; City Engineer, Dave Krugler; City Administrator, Denise Webster; and Deputy City Clerk, Dawnette Shimek

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

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

### OATH OF OFFICE

Administrator Webster administered the Oath of Office to Councilmember Al Parranto

### 3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

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

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

### 2.0 PUBLIC COMMENT

Paul Demro, 14656 Yancy Street NE, was present before the City Council with concerns regarding snowplowing and the City's Snow Plow Policy.

### 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 Resolution No. 23-01 accepting a \$11,500 donation from the Ham Lake Chamber of Commerce

- 4.8 Approval of Resolution No. 23-02 naming a street within the plat of Crosstown Shopping Center to 176<sup>th</sup> Lane NE
- 4.9 Approval of Resolution No. 23-03 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

Councilmember Kirkeide requested that item 4.1 be removed from the consent agenda. **Motion by Wilken, seconded by Parranto, to approve the January 17, 2023 Consent Agenda with the omission of item 4.1. All present in favor, motion carried.**

**Motion by Kirkham, seconded by Wilken, to approve item 4.1 on the January 17, 2023 consent agenda. Mayor Kirkham and Councilmembers Parranto and Wilken voted yes. Councilmember Kirkeide abstained. Motion carried.**

## 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 outlots) in Section 6  
**Motion by Kirkeide, seconded by Parranto, to concur with the Planning Commission and approve 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.**

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

City Engineer Krugler stated if the lots are further subdivided, City Code will need to be met and if any of the lots have a driveway outletting to Naples Street NE, that portion of the plat abutting Naples Street NE will require paving. **Motion by Kirkham, seconded by Parranto, to concur with the Planning Commission and approve the Sketch Plan of Toby's Trails as 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.**

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES – None

8.0 CITY ATTORNEY – None

**9.0 CITY ENGINEER**

City Engineer Krugler stated that the City Council made a motion on January 3, 2023 to move forward with the bidding process for the construction of Fire Station #3. Fire Station #3 is considered a commercial building and the plans must be reviewed by the Department of Labor and Industry. The Department of Labor and Industry has changed their review process of stormwater drainage, which extends to the property line. Because of this change, the review process could take up to eight weeks.

**10.0 CITY ADMINISTRATOR – None**

**11.0 COUNCIL BUSINESS**

**11.1 Committee Reports - None**

**11.2 Announcements and future agenda items**

Councilmember Kirkeide asked that discussion of snowplowing be added to the next City Council agenda.

**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)

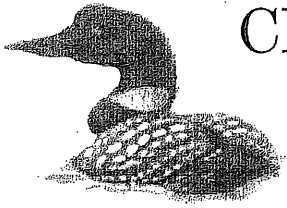
**Mayor Kirkham called a recess at 6:28 p.m. in order to conduct a closed meeting.**

**Mayor Kirkham called the closed meeting to order at 6:29 p.m. The closed meeting was adjourned at 6:49 p.m.**

**Mayor Kirkham reconvened the regular meeting at 6:49 p.m. Motion by Kirkeide, seconded by Wilken, to adjourn the meeting at 6:50 p.m. All present in favor, motion carried.**

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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 SPECIAL CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES TUESDAY, JANUARY 20, 2023

The Ham Lake City Council and Economic Development Authority met for a Special Meeting on Friday, January 20, 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 and Jesse Wilken

**MEMBERS ABSENT:** Councilmembers Jim Doyle and Al Parranto

**OTHERS PRESENT:** Deputy City Clerk, Dawnette Shimek

### 1.0 CALL TO ORDER – 8:00 a.m.

Mayor Kirkham called the meeting to order at 8:02 a.m.

Consideration of an Ordinance amending Article 9 of the Ham Lake City Code

**Motion by Kirkeide, seconded by Wilken, to approve Ordinance No. 23-01 amending Article 9 of the Ham Lake City Code. All present in favor, motion carried.**

1.2 Consideration of an Ordinance for the Summary Publication relating to amendments to Article 9 of the Ham Lake City Code

**Motion by Wilken, seconded by Kirkeide, to approve Ordinance No. 23-02 for the Summary of Publication relating to amendments to Article 9 of the Ham Lake City Code. All present in favor, motion carried.**

**Motion by Kirkeide, seconded by Wilken, to adjourn the meeting at 8:03 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>01/18/23 - 02/06/23</b>	
EFT	# 1802 - 1810	\$	9,447.98
REFUND CHECKS	#64741	\$	136.16
CHECKS	# 64742 - 64779	\$	224,483.52
BANK DRAFTS	DFT0002489 -DFT0002496	\$	29,437.73
<b>TOTAL EFTS, CHECKS, AND BANK DRAFTS</b>		<u>\$</u>	<u>263,505.39</u>
<b>PAYROLL CHECKS</b>			
01/27/23	Direct Deposits	\$	48,691.71
01/27/23	Checks #64739 - 64740	\$	447.74
<b>TOTAL PAYROLL CHECKS</b>		<u>\$</u>	<u>49,139.45</u>
 <b>TOTAL OF ALL PAYMENTS</b>		<u>\$</u>	<u>312,644.84</u>
<b>VOID CHECKS</b>			
CHECKS			
ZERO EFT		\$	-
BANK DRAFTS			

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 6TH DAY OF FEBRUARY 2023

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MAYOR

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COUNCILMEMBER

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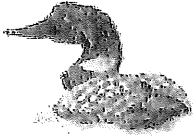
COUNCILMEMBER

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COUNCILMEMBER

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COUNCILMEMBER



City of Ham Lake, MN

# Refund Check Register

Packet: ARPKT00694 - 2/2/23 TRUST REFUND

## Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00169	GARY BRAASTAD	2/2/2023	64741	136.16
Total Refund Amount:				136.16

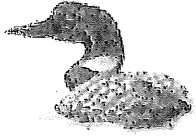
## Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	136.16
Revenue Totals:	136.16

## General Ledger Distribution

Posting Date: 02/02/2023

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 890 - TRUST FUND</b>			
890-10101	Cash-claim on pooled cash	-136.16	Yes
890-11501	Misc receivables	136.16	
	<b>890 Total:</b>	<b>0.00</b>	
<b>Fund: 999 - POOLED CASH</b>			
999-10100	Pooled Cash	-136.16	
999-20702	Due to other funds	136.16	Yes
	<b>999 Total:</b>	<b>0.00</b>	
	<b>Distribution Total:</b>	<b>0.00</b>	



Payment Dates 1/18/2023 - 2/6/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1802	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	86.86
1802	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1802	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	29.19
1802	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	86.86
1802	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1802	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	29.19
1802	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	86.86
1802	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1802	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	29.19
1803	CMT JANITORIAL SERVICES	SHERIFF'S OFFICE CLEANING	Cleaning service	100-41702-3430	130.00
1803	CMT JANITORIAL SERVICES	CITY HALL CLEANING	Cleaning service	100-41702-3430	520.00
1803	CMT JANITORIAL SERVICES	FIRE #2 CLEANING	Cleaning service	100-42202-3430	128.00
1803	CMT JANITORIAL SERVICES	FIRE #1 CLEANING	Cleaning service	100-42202-3430	136.00
1803	CMT JANITORIAL SERVICES	PW CLEANING	Cleaning service	100-43104-3430	125.00
1803	CMT JANITORIAL SERVICES	SR CENTER CLEANING	Cleaning service	100-44202-3430	254.00
1804	DELTA DENTAL PLAN OF MINN	FEB DK COBRA	COBRA receivable	100-11502	51.84
1804	DELTA DENTAL PLAN OF MINN	FEB DENTAL	Dental Insurance	100-21711	1,051.19
1805	ESO SOLUTIONS INC	FIREHOUSE SUPPORT	Computer & software support	100-42201-3120	721.12
1806	FIRE EQUIPMENT SPECIALTIES	FIRE BOOTS	Clothing & personal protectiv	100-42201-2210	1,045.00
1806	FIRE EQUIPMENT SPECIALTIES	FIRE HELMETS	Clothing & personal protectiv	100-42201-2210	1,824.00
1807	O'REILLY AUTOMOTIVE STORE	#93 AIR COUPLER, HEATER HO	Vehicle parts & supplies	100-43101-2340	27.52
1807	O'REILLY AUTOMOTIVE STORE	#75 RADIATOR CAP	Vehicle parts & supplies	100-43101-2340	7.67
1807	O'REILLY AUTOMOTIVE STORE	#75 LED CUBES	Vehicle parts & supplies	100-43101-2340	76.38
1807	O'REILLY AUTOMOTIVE STORE	#75 LED CUBES	Vehicle parts & supplies	100-43101-2340	76.38
1807	O'REILLY AUTOMOTIVE STORE	#75 CAMERA	Vehicle parts & supplies	100-43101-2340	157.75
1807	O'REILLY AUTOMOTIVE STORE	#63 BATTERY CORE	Vehicle parts & supplies	100-43101-2340	22.00
1807	O'REILLY AUTOMOTIVE STORE	#63 BATTERY	Vehicle parts & supplies	100-43101-2340	202.25
1807	O'REILLY AUTOMOTIVE STORE	OIL FILTERS AND OIL	Operating supplies	100-43101-2290	109.34
1807	O'REILLY AUTOMOTIVE STORE	OIL FILTER	Operating supplies	100-43101-2290	20.93
1807	O'REILLY AUTOMOTIVE STORE	#75 LED CUBES	Vehicle parts & supplies	100-43101-2340	-76.38
1807	O'REILLY AUTOMOTIVE STORE	#63 BATTERY CORE	Vehicle parts & supplies	100-43101-2340	-22.00
1807	O'REILLY AUTOMOTIVE STORE	#64 DEPRESSOR	Vehicle parts & supplies	100-43101-2340	54.99
1807	O'REILLY AUTOMOTIVE STORE	#79 FUEL FILTER	Vehicle parts & supplies	100-43101-2340	25.94
1808	QUADIANT FINANCE USA INC	POSTAGE	Postage	100-41701-2120	500.00
1809	STAR TRIBUNE MEDIA COMPA	BUDGET	Legal notices/publications/bid	100-41101-3950	644.64
1809	STAR TRIBUNE MEDIA COMPA	ORD 23-02 CONDITIONAL USE	Attorney	100-41102-3110	129.56
1809	STAR TRIBUNE MEDIA COMPA	BITUMINOUS OVERLAY BIDS	Legal notices/publications/bid	431-43301-3950	109.02
1809	STAR TRIBUNE MEDIA COMPA	CROSSTOWN ROLLING ACRES	Legal notices/publications/bid	890-90001-3950	344.44
1810	WICK COMMUNICATIONS-LEA	FEB HAM LAKER	Printing	211-41704-3970	667.25
64742	AARON COPELAND	SAFETY BOOTS	Clothing & personal protectiv	100-44101-2210	150.00
64743	ANIMAL HUMANE SOCIETY	3RD QTR ANIMAL CONTROL	Other professional services	100-42501-3190	2,016.00
64744	ANOKA COUNTY TREASURY D	4TH QTR SIGNAL MAINT	Equipment repair & maintena	100-43401-3440	734.35
64745	ANOKA COUNTY TREASURY D	JAN BROADBAND FIRE #2	Internet & website	100-41301-3220	75.00
64745	ANOKA COUNTY TREASURY D	JAN BROADBAND	Internet & website	100-41301-3220	37.50
64746	ARCHITECT MECHANICAL INC	MAINT - CITY HALL	Building repair & maintenanc	100-41702-3420	668.10
64746	ARCHITECT MECHANICAL INC	MAINT - FIRE #1	Building repair & maintenanc	100-42202-3420	363.52
64746	ARCHITECT MECHANICAL INC	MAINT - FIRE #2	Building repair & maintenanc	100-42202-3420	245.63
64746	ARCHITECT MECHANICAL INC	MAINT - PUBLIC WORKS	Building repair & maintenanc	100-43104-3420	510.90
64746	ARCHITECT MECHANICAL INC	MAINT - PARK BUILD	Building repair & maintenanc	100-44102-3420	176.85
64747	CENTERPOINT ENERGY	CITY HALL	Natural gas	100-41702-3620	879.07
64747	CENTERPOINT ENERGY	FIRE #2	Natural gas	100-42202-3620	969.29
64747	CENTERPOINT ENERGY	FIRE #1	Natural gas	100-42202-3620	441.18
64747	CENTERPOINT ENERGY	PW	Natural gas	100-43104-3620	1,816.05
64747	CENTERPOINT ENERGY	H.L. PARK PAVILION	Natural gas	100-44102-3620	178.71

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
64747	CENTERPOINT ENERGY	H.L. PARK BUILDING	Natural gas	100-44102-3620	779.40
64747	CENTERPOINT ENERGY	SR CENTER	Natural gas	100-44202-3620	473.35
64748	COMCAST BUSINESS	FIRE #1 ADD'L CABLE BOX	Rentals-other	100-42201-3390	11.23
64749	COMFORT PEST CONTROL OF	SR CTR INSECT CONTROL	Building repair & maintenanc	100-44202-3420	60.00
64750	COMPASS MINERALS AMERIC	112.78 TN SALT	Salt & sand	100-43102-2710	9,607.73
64751	CONNEXUS ENERGY	CITY HALL	Electricity	100-41702-3610	989.65
64751	CONNEXUS ENERGY	GARAGE	Electricity	100-41702-3610	127.42
64751	CONNEXUS ENERGY	SOUTH WELCOME	Electricity	100-41703-3610	16.15
64751	CONNEXUS ENERGY	CITY SIGN	Electricity	100-41703-3610	199.16
64751	CONNEXUS ENERGY	FIRE #1	Electricity	100-42202-3610	433.40
64751	CONNEXUS ENERGY	FIRE #2	Electricity	100-42202-3610	235.80
64751	CONNEXUS ENERGY	SIRENS	Electricity	100-42302-3610	68.25
64751	CONNEXUS ENERGY	PW	Electricity	100-43104-3610	883.77
64751	CONNEXUS ENERGY	STREET LIGHTS #2	Electricity	100-43401-3610	291.37
64751	CONNEXUS ENERGY	LEXINGTON/CROSTOWN SIG	Electricity	100-43401-3610	60.22
64751	CONNEXUS ENERGY	BUNKER/JEFFERSON SIGNALS	Electricity	100-43401-3610	79.42
64751	CONNEXUS ENERGY	CROSTOWN/HWY 65 SIGNAL	Electricity	100-43401-3610	81.66
64751	CONNEXUS ENERGY	HWY 65/ANDOVER BLVD SIGN	Electricity	100-43401-3610	82.55
64751	CONNEXUS ENERGY	HWY 65/BUNKER SIGNALS	Electricity	100-43401-3610	90.00
64751	CONNEXUS ENERGY	HWY 65/CONSTANCE SIGNALS	Electricity	100-43401-3610	134.22
64751	CONNEXUS ENERGY	STREET LIGHTS #1	Electricity	100-43401-3610	25.04
64751	CONNEXUS ENERGY	BUNKER/LEXINGTON SIGNALS	Electricity	100-43401-3610	71.05
64751	CONNEXUS ENERGY	RADISSON/BUNKER SIGNALS	Electricity	100-43401-3610	82.67
64751	CONNEXUS ENERGY	SODERVILLE PARK WELL	Electricity	100-44101-3610	14.50
64751	CONNEXUS ENERGY	SODERVILLE PARK	Electricity	100-44101-3610	39.04
64751	CONNEXUS ENERGY	HAM LAKE PARK	Electricity	100-44101-3610	136.16
64751	CONNEXUS ENERGY	HAM LAKE PARK CONCESSION	Electricity	100-44102-3610	20.06
64751	CONNEXUS ENERGY	LION'S PARK CONCESSION	Electricity	100-44102-3610	37.11
64751	CONNEXUS ENERGY	LION'S PARK PAVILION	Electricity	100-44102-3610	67.20
64751	CONNEXUS ENERGY	HAM LAKE PARK BUILDING	Electricity	100-44102-3610	257.26
64751	CONNEXUS ENERGY	HAM LAKE PARK SHELTER	Electricity	100-44102-3610	32.43
64751	CONNEXUS ENERGY	SR CENTER	Electricity	100-44202-3610	532.88
64751	CONNEXUS ENERGY	STREET LIGHTS	Electricity	232-43701-3610	4,715.71
64753	DEARBORN LIFE INS CO	VOL LIFE	Life Insurance	100-21714	195.30
64753	DEARBORN LIFE INS CO	LIFE	Life Insurance	100-21714	54.40
64754	DEHN OIL CO	374 GAL BLENDED DIESEL	Fuel	100-43101-2230	1,430.55
64754	DEHN OIL CO	313 GAL. BLENDED DIESEL	Fuel	100-43101-2230	1,217.57
64754	DEHN OIL CO	551 GAL BLENDED DIESEL	Fuel	100-43101-2230	2,218.00
64754	DEHN OIL CO	200 GAL GASOLINE	Fuel	100-43101-2230	641.00
64755	FEDERAL SIGNAL CORPORATI	SIRENS	Covid 19	100-41701-4153	138,031.00
64755	FEDERAL SIGNAL CORPORATI	SIRENS	Capital assets	422-42302-5110	-138,031.00
64755	FEDERAL SIGNAL CORPORATI	SIRENS	Capital assets	422-42302-5110	138,031.00
64756	HAM LAKE FIRE RELIEF ASSN	2022 FIRE RELEIF PENSION CO	Fire relief pension contributio	100-42201-1220	15,934.99
64757	HAM LAKE HARDWARE INC	CONN LINK	Operating supplies	100-43101-2290	2.99
64758	HAM LAKE HAULERS INC	QTR RECYCLING	Waste management & recycli	231-43601-3630	8,127.50
64759	JIM KAPPELHOFF	SAFETY BOOTS	Clothing & personal protectiv	100-43101-2210	150.00
64760	MARTIN-MCALLISTER	PUBLIC SAFETY ASSESSMENT	Personnel testing & recruitme	100-42201-3150	3,000.00
64761	MENARDS-BLAINE	SHOVEL	Operating supplies	100-43102-2290	22.98
64761	MENARDS-BLAINE	MAILBOX	Operating supplies	100-43102-2290	19.99
64762	MENARDS-CR	ROOF & GUTTER CABLES FOR	Building repair & maintenanc	100-41702-2310	187.98
64763	MINNESOTA PYROTECHNICS L	4TH OF JULY FIREWORKS - DE	Community celebrations	100-41701-4115	6,000.00
64764	MN METRO NORTH TOURISM	NOVEMBER LODGING TAX	Convention bureau	263-46101-4120	1,716.10
64764	MN METRO NORTH TOURISM	DEC LODGING TAX	Convention bureau	263-46101-4120	1,769.22
64765	MN STATE FIRE CHIEFS ASSN	FOTOS - SR, PD, HW	Training/conferences/schools	100-42201-3510	805.00
64766	NCPERS GROUP LIFE INSURAN	FEB LIFE	Life Insurance	100-21714	96.00
64767	NORTH TH65 CORRIDOR COA	2023 MEMBERSHIP DUES	Dues & subscriptions	100-41101-3920	250.00
64768	NUSS EQUIPMENT GROUP LL	#75 HOSE KIT	Vehicle parts & supplies	100-43101-2340	66.78
64768	NUSS EQUIPMENT GROUP LL	#75 BLOCK COOLANT	Vehicle parts & supplies	100-43101-2340	142.34
64768	NUSS EQUIPMENT GROUP LL	#79 FUEL FILTER	Vehicle parts & supplies	100-43101-2340	68.68
64769	OCCUPATIONAL HEALTH CENT	DRUG TESTING	Personnel testing & recruitme	100-43101-3150	236.00



Council Approval List

Payment Dates: 1/18/2023 - 2/6/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
64770	SIEGFRIED FAMILY TOOLS INC	TRUCK COOLING SYSTEM ADA	Small tools	100-43101-2410	277.95
64771	SPEEDPRO SAINT PAUL	CRESCENT DECALS, NUMBERS	Clothing & personal protectiv	100-42201-2210	120.67
64772	SUMMIT COMPANIES	RESIDENT FIRE EXTINGUISHER	Fire Extinguisher	100-20203	130.00
64773	TASC	MARCH COBRA ADMINISTRAT	Other professional services	100-41701-3190	25.00
64774	THE MPX GROUP	FEB HAM LAKER DELIVERY	Other services and charges	211-41704-3990	225.00
64775	UNLIMITED SUPPLIES INC	TEES, NUTS, WASHERS, BULB	Operating supplies	100-43101-2290	125.65
64775	UNLIMITED SUPPLIES INC	MINI PLUGS, FUSE HOLDER	Operating supplies	100-43101-2290	13.62
64776	US BANK CORPORATE PAYME	IOS-divider tabs-NW	Office supplies	100-41401-2110	5.00
64776	US BANK CORPORATE PAYME	IOS-covers, folders-NW	Office supplies	100-41401-2110	67.46
64776	US BANK CORPORATE PAYME	IOS-11x17 copier paper-NW	Office supplies	100-41701-2110	60.00
64776	US BANK CORPORATE PAYME	IOS-red ink refill-NW	Office supplies	100-41701-2110	2.49
64776	US BANK CORPORATE PAYME	IOS-blue ink refill-NW	Office supplies	100-41701-2110	2.49
64776	US BANK CORPORATE PAYME	IOS-letter size copier paper-N	Office supplies	100-41701-2110	99.96
64776	US BANK CORPORATE PAYME	IOS-ziploc bags-NW	Operating supplies	100-41701-2290	2.75
64776	US BANK CORPORATE PAYME	AMAZON-radio labels-NW	Office supplies	100-42201-2110	36.61
64776	US BANK CORPORATE PAYME	WAL-MART-Truck phone hold	Operating supplies	100-43101-2290	34.65
64776	US BANK CORPORATE PAYME	TEKTON-socket set-JW	Small tools	100-43101-2410	1,490.00
64776	US BANK CORPORATE PAYME	IOS-hand soap-NW	Operating supplies	100-44201-2290	14.56
64776	US BANK CORPORATE PAYME	ZOOM-January Zoom-DW	Dues & subscriptions	100-41201-3920	12.84
64776	US BANK CORPORATE PAYME	ICONCONTACT-Webtrack subscrip	Internet & website	100-41301-3220	367.20
64776	US BANK CORPORATE PAYME	AMAZON-scotch tape-NW	Office supplies	100-41701-2110	5.99
64776	US BANK CORPORATE PAYME	AMAZON-post its-NW	Office supplies	100-41701-2110	48.95
64776	US BANK CORPORATE PAYME	AMAZON-AAA batteries-NW	Operating supplies	100-41701-2290	19.00
64776	US BANK CORPORATE PAYME	AMAZON-coffee maker-NW	Operating supplies	100-41701-2290	38.63
64776	US BANK CORPORATE PAYME	PANTHEON-Add'l Jan website-	Software licenses & upgrades	100-41701-2510	38.71
64776	US BANK CORPORATE PAYME	PANTHEON-January website-	Software licenses & upgrades	100-41701-2510	300.00
64776	US BANK CORPORATE PAYME	IOS-Fire #2 toilet paper, paper	Operating supplies	100-42201-2290	163.30
64776	US BANK CORPORATE PAYME	INTERSTATE BATTERY-#2 floor	Equipment parts & supplies	100-42201-2320	545.90
64776	US BANK CORPORATE PAYME	MN STATE COLLEGES-Fire Offi	Training/conferences/schools	100-42201-3510	1,150.00
64776	US BANK CORPORATE PAYME	AMAZON-training book-NW	Training supplies	100-42201-3530	40.08
64776	US BANK CORPORATE PAYME	MN STATE COLLEGES-2023 M	Dues & subscriptions	100-42201-3920	280.00
64776	US BANK CORPORATE PAYME	AMAZON-#54,75,80,89,93 rad	Vehicle parts & supplies	100-43101-2340	71.35
64778	VERIZON WIRELESS	MR	Phones/radios/pagers	100-42201-3210	41.14
64778	VERIZON WIRELESS	TD, MJ & 2 LAPTOPS	Phones/radios/pagers	100-42401-3210	162.30
64778	VERIZON WIRELESS	JK, JW, JC, CS, EH, & 2 LAPTOP	Phones/radios/pagers	100-43101-3210	293.71
64778	VERIZON WIRELESS	DH, AC	Phones/radios/pagers	100-44101-3210	82.28
64779	WRIGHT-HENNEPIN COOPERA	ELEVATOR MONITORING	Monitoring	100-41702-3145	10.00
64779	WRIGHT-HENNEPIN COOPERA	SECURITY MONITORING	Monitoring	100-41702-3145	33.95
64779	WRIGHT-HENNEPIN COOPERA	PW FIRE PANEL MONITORING	Monitoring	100-43104-3145	52.95
64779	WRIGHT-HENNEPIN COOPERA	FIRE #2 SECURITY CAMERAS	Covid 19	100-41701-4153	5,609.00
64779	WRIGHT-HENNEPIN COOPERA	FIRE #2 SECURITY CAMERAS	Capital assets	100-42201-5110	-5,609.00
64779	WRIGHT-HENNEPIN COOPERA	FIRE #2 SECURITY CAMERAS	Capital assets	100-42201-5110	5,609.00
DFT0002489	COMPENSATION CONSULTAN	Health Savings Account	Flexible spending	100-21705	225.00
DFT0002490	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	1,655.00
DFT0002490	EMPOWER	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002491	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	56.44
DFT0002491	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	14.72
DFT0002491	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	62.88
DFT0002491	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	5,430.53
DFT0002491	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,962.60
DFT0002491	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	7,793.98
DFT0002492	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	27.91
DFT0002492	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,615.53
DFT0002493	PERA	Retirement-Coordinated	PERA	100-21703	6,817.34
DFT0002493	PERA	Retirement-Elected Officials	PERA	100-21703	81.68
DFT0002493	PERA	Retirement-Police & Fire	PERA	100-21703	1,181.43
DFT0002494	US POSTMASTER	FEB HAM LAKER POSTAGE 605	Postage	211-41704-2120	1,139.09
DFT0002495	US POSTMASTER	SR CENTER POSTAGE	Postage Liability	100-20204	42.60
DFT0002496	MN STATE DEPT OF REVENUE-	2022 SALES TAX LIABILITY	Sales tax	100-21801	281.00

Grand Total: 263,369.23



City of Ham Lake, MN

# Payroll Check Register Report Summary

Pay Period: 1/8/2023-1/21/2023

Packet: PYPKT01442 - PPE 1/21/23 PAID 1/27/23

Payroll Set: City of Ham Lake - 01

Type	Count	Amount
Regular Checks	2	447.74
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	73	48,691.71
<b>Total</b>	<b>75</b>	<b>49,139.45</b>

# KYLE LEJONARN

HAM LAKE PLANNING COMMISSION

Hello Jennifer,

I would be honored to be considered for reappointment for another term on the Ham Lake Planning Commission. It has been my privilege to this point being a part of Ham Lake development and have enjoyed my role on the Planning Commission.

Sincerely,

*Kyle Lejonvorn*

*11/23/23*

## Denise Webster

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**From:** Scott Heaton <scottmatthewheaton@gmail.com>  
**Sent:** Friday, January 27, 2023 3:51 PM  
**To:** Jennifer Bohr  
**Subject:** Re: Expiration/Renewal of you term on the Planning Commission

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

Ham Lake City Council,

I would like to continue to serve on the Planning Commission. I am planning to move out of the area around July of this year and will need to resign when I move. I can continue to serve on the Planning Commission until that time. I will let you know when I have an official date.

Thanks,  
Scott Heaton

On Thu, Jan 12, 2023 at 3:01 PM Jennifer Bohr <[JBohr@ci.ham-lake.mn.us](mailto:JBohr@ci.ham-lake.mn.us)> wrote:

Hi Scott!

This letter will be mailed to you. I wanted to email it to you, too, as it appears snow, rain, heat and gloom of night can stay the modern day couriers!

Please submit your response by Monday, January 30th. Thanks!

Warm regards,  
Jennifer

Jennifer Bohr  
Building & Zoning Clerk/Deputy City Clerk  
City of Ham Lake  
763-434-9555  
[www.ci.ham-lake.mn.us](http://www.ci.ham-lake.mn.us)

**Meeting Date: February 6, 2023**

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

**To: Mayor and Councilmembers**

**From: Fire Chief Mike Raczkowski**

**Item/Title/Subject: Firefighter candidate**

**Introduction/Discussion:**

The Fire Department began the selection and hiring process for volunteer/paid-on-call firefighters in the fall of 2022. We made six conditional offers and are moving forward with five. There was a late application, the candidate should be ready to start the academy in March.

The process up to this point has included; employment application, written test, interview, and physical ability test. The process once the conditional offer is accepted includes; a background check (criminal history), driving record check, drug screening, psychological review, and medical physical. After successfully completing the conditions listed the candidate will begin Firefighter I, II, Hazmat, and Emergency Medical Responder classes. Training will start this March and he will be ready to respond as firefighters around the middle of the year.

**Recommendation:**

Approval of extending a conditional offer of employment as a paid-on-call firefighter to Michael Felty.

## Memorandum

Date: February 2, 2023  
To: Mayor and Councilmembers  
From: Tom Collins, City Engineer *TPC*  
Subject: 2023 Bituminous Overlay Project

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**Introduction:**

Bids were opened yesterday for the scheduled bituminous overlay project. The project consists of the overlay of the residential subdivisions of Highland Bluffs, Highland Bluffs 2<sup>nd</sup> Addition, Meadow Park south of Constance Boulevard, portions of Meadow Park north of Constance Boulevard, North Shore and Wildwood Park.

**Discussion:**

Eleven bids were received and are shown in the attached breakdown. The bids ranged between \$841,677.07 and \$993,642.85, with an average bid of \$896,849.29. The low bidder was Park Construction. Note that there was a bidding calculation error for Park Construction. The Park Construction bid sheet stated \$841,702.37, however the unit prices equate to a bid of \$841,677.07. The low bid is \$202,415.73 (19.39%) under the \$1,044,092.80 Engineer's construction cost estimate.

**Recommendation:**

It is recommended to adopt the attached Resolution awarding the contract to Park Construction in the amount of \$841,677.07 for the bituminous overlay project.

RESOLUTION NO. 23-XX

WHEREAS, pursuant to an advertisement for bids for the 2023 Bituminous Overlay Project, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

Park Construction Company	\$841,677.07
Allstates Pavement Recycling & Stabilization, Inc.	\$854,036.27
North Valley, Inc.	\$858,641.17
GMH Asphalt Corp.	\$859,355.90
Knife River	\$879,943.57
Northwest Asphalt, Inc.	\$888,389.35
Valley Paving, Inc.	\$889,441.80
Rum River Contracting Company	\$897,050.59
Minnesota Paving & Materials	\$914,000.00
Omann Bros. Inc.	\$989,163.62
Bituminous Roadways, Inc.	\$993,642.85

AND WHEREAS, it appears that Park Construction, of Minneapolis, Minnesota is the lowest responsible bidder;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HAM LAKE, MINNESOTA:

1. That the Mayor and Clerk are hereby authorized and directed to enter into a contract with Park Construction, of Minneapolis, Minnesota in the name of the City of Ham Lake for the 2023 Bituminous Overlay Project, according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.
3. The City Attorney is hereby directed to review all bids and contracts for the Improvement Project.

Adopted by a unanimous vote of the Ham Lake City Council this 6th day of February, 2023.

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Brian Kirkham, Mayor

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Denise Webster, City Clerk

BID RESULTS  
2023 BITUMINOUS OVERLAY PROJECT  
2/2/23

ITEM DESCRIPTION	UNIT	EST. QTY.	Engineer's Estimate		Park Construction Co.		Asphalt Surface Technologies Corp		North Valley, Inc	
			UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
MOBILIZATION	L.S.	1	\$84,000.00	\$84,000.00	\$16,600.00	\$16,600.00	\$76,500.00	\$76,500.00	\$15,663.75	\$15,663.75
6-FOOT WIDE EDGE MILL BITUMINOUS SURFACE	S.Y.	1,094	\$6.50	\$7,111.00	\$2.90	\$3,172.60	\$3.36	\$3,675.84	\$6.96	\$7,614.24
MILL BITUMINOUS SURFACE	S.Y.	62,943	\$1.60	\$100,708.80	\$1.05	\$66,090.15	\$1.05	\$66,090.15	\$0.34	\$21,400.62
HAUL BITUMINOUS PAVEMENT RECLAMATION	C.Y.	2,530	\$18.50	\$46,805.00	\$0.00	\$0.00	\$2.42	\$6,122.60	\$14.80	\$37,444.00
TYPE SPWEA240C WEARING COURSE MIXTURE	TON	8,208	\$94.00	\$771,552.00	\$92.00	\$755,136.00	\$83.50	\$685,368.00	\$91.63	\$752,099.04
BITUMINOUS MATERIAL FOR TACK COAT	S.Y.	67,832	\$0.50	\$33,916.00	\$0.01	\$678.32	\$0.24	\$16,279.68	\$0.36	\$24,419.52
				\$1,044,092.80		\$841,677.07		\$854,036.27		\$858,641.17

ITEM DESCRIPTION	UNIT	EST. QTY.	GMH Asphalt Corp.		Knife River Corp		Northwest Asphalt, Inc		Valley Paving, Inc	
			UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
MOBILIZATION	L.S.	1	\$18,550.00	\$18,550.00	\$16,000.00	\$16,000.00	\$74,150.00	\$74,150.00	\$11,750.00	\$11,750.00
6-FOOT WIDE EDGE MILL BITUMINOUS SURFACE	S.Y.	1,094	\$3.56	\$3,894.64	\$4.85	\$5,305.90	\$2.20	\$2,406.80	\$2.15	\$2,352.10
MILL BITUMINOUS SURFACE	S.Y.	62,943	\$1.16	\$73,013.88	\$1.45	\$91,267.35	\$0.65	\$40,912.95	\$0.50	\$31,471.50
HAUL BITUMINOUS PAVEMENT RECLAMATION	C.Y.	2,530	\$0.01	\$25.30	\$21.60	\$54,648.00	\$10.60	\$26,818.00	\$17.10	\$43,263.00
TYPE SPWEA240C WEARING COURSE MIXTURE	TON	8,208	\$91.99	\$755,053.92	\$86.75	\$712,044.00	\$87.35	\$716,968.80	\$96.30	\$790,430.40
BITUMINOUS MATERIAL FOR TACK COAT	S.Y.	67,832	\$0.13	\$8,818.16	\$0.01	\$678.32	\$0.40	\$27,132.80	\$0.15	\$10,174.80
				\$859,355.90		\$879,943.57		\$888,389.35		\$889,441.80

ITEM DESCRIPTION	UNIT	EST. QTY.	Rum River Contracting Co		Minnesota Paving & Materials		Omamn Bros Inc		Bituminous Roadways Inc	
			UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
MOBILIZATION	L.S.	1	\$13,000.00	\$13,000.00	\$82,255.08	\$82,255.08	\$3,500.00	\$3,500.00	\$12,000.00	\$12,000.00
6-FOOT WIDE EDGE MILL BITUMINOUS SURFACE	S.Y.	1,094	\$3.90	\$4,266.60	\$5.00	\$5,470.00	\$2.90	\$3,172.60	\$5.00	\$5,470.00
MILL BITUMINOUS SURFACE	S.Y.	62,943	\$2.03	\$127,774.29	\$1.00	\$62,943.00	\$1.80	\$113,297.40	\$0.75	\$47,207.25
HAUL BITUMINOUS PAVEMENT RECLAMATION	C.Y.	2,530	\$0.01	\$25.30	\$8.00	\$20,240.00	\$0.01	\$25.30	\$12.00	\$30,360.00
TYPE SPWEA240C WEARING COURSE MIXTURE	TON	8,208	\$89.55	\$735,026.40	\$90.45	\$742,413.60	\$104.24	\$855,601.92	\$107.00	\$878,256.00
BITUMINOUS MATERIAL FOR TACK COAT	S.Y.	67,832	\$0.25	\$16,958.00	\$0.01	\$678.32	\$0.20	\$13,566.40	\$0.30	\$20,349.60
				\$897,050.59		\$914,000.00		\$989,163.62		\$993,642.85

\* Denotes bidder calculation error



Meeting Date: February 6, 2023



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

**To:** Mayor and Councilmembers  
**From:** Denise Webster, City Administrator  
**Subject:** 2023 SafeAssure Contract

**Introduction/Discussion:** The City of Ham Lake has contracted with SafeAssure since 2008 to provide safety training and assistance in meeting the requirements of OSHA laws. The cities of Oak Grove, East Bethel, Nowthen, and Bethel also participate in this training program which gives our employers greater flexibility in attending the annual training session and other training opportunities. SafeAssure rotates the location of the training for Public Works employees among the participating cities.

We have found this program to be a benefit for all departments, but especially for the Public Works employees who are now getting regular safety training. SafeAssure also provides other assistance and reminders of required programs and reporting deadlines.

**Recommendation:** I recommend approval of the 2023 Contract with SafeAssure for safety training in the amount of \$4,533.59.

The United States Department of Labor, Division of Occupational Safety and Health Administration and the Minnesota Department of Labor, Division of Occupational Safety and Health Administration require employers to have documented proof of employee training and written procedures for certain specific standards. **The attached addendum and training schedule clarify written and training requirements.**  
**The required standards that apply to The City of Ham Lake are listed below:**

**A.W.A.I.R.**

**MN Statute 182.653**

*"An employer covered by this section must establish a written Work-place Accident & Injury program that promotes safe & healthful working conditions".*

**EMERGENCY ACTION PLAN**

**29 CFR 1910.35 THRU .38**

*"The emergency action plan shall be in writing and shall cover the designated actions employers & employees must take to insure employee safety from fire & other emergencies".*

**CONTROL OF HAZARDOUS ENERGY**

**29 CFR 1910.147 &**

**MN Statute 5207.0600**

*"Procedures shall be developed, documented & utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section".*

**HAZARD COMMUNICATIONS**

**29 CFR 1910.1200 &**

**MN Statute 5206.0100 thru 5206.1200**

*"Evaluating the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees may include, but is not limited to, provision for: development & maintaining a written hazard communication program for the work-place..."*

**RECORDING AND REPORTING OCCUPATIONAL INJURIES AND ILLNESSES 29 CFR 1904**

*"Each employer shall maintain in each establishment a log and summary of all occupational injuries and illnesses for that establishment....."*

**CONFINED SPACE**

**29 CFR 1910.146**

*If the employer decides that its employees will enter permit spaces, the employer shall develop and implement a written permit space program.....*

**RESPIRATORY PROTECTION**

**29 CFR 1910.134**

*Written standard operating procedures governing the selection and use of respirators shall be established.*

**OCCUPATIONAL NOISE EXPOSURE**

**29 CFR 1910.95**

*The employer shall institute a training program for all employees who are exposed to noise at or above an 8-hour time weighted average of 85 decibels and shall ensure employee participation in such a program.*

**BLOODBORNE PATHOGENS**

**29 CFR 1910.1030**

*Each employer having an employee(s) with occupational exposure as defined by paragraph (b) of this section shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure.*

**POWERED INDUSTRIAL TRUCKS**

**29 CFR 1910.178**

*"Only trained and authorized operators shall be permitted to operate a powered industrial truck. Methods shall be devised to train operators in the safe operation of Powered Industrial Trucks".*

**GENERAL DUTY CLAUSE**

**PL91-596**

*"Hazardous conditions or practices not covered in an O.S.H.A. Standard may be covered under section 5(a)(1) of the act, which states: Each employer shall furnish to each of {their} employees employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to {their} employees."*

**PERSONAL PROTECTIVE EQUIPMENT**

**1926.95 a)**

*"Application." Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.*

**OVERHEAD CRANES**

**1910.179(j)(3)**

*Periodic inspection. Complete inspections of the crane shall be performed at intervals as generally defined in paragraph (j)(1)(ii)(b) of this section, depending upon its activity.....*

**ERGONOMICS**

**29 CFR PART 1910.900 THRU 1910.944**

*"Training required for each employee and their supervisors must address signs and symptoms of MSD's, MSD hazards and controls used to address MSD hazards."*

**MOBILE EARTHMOVING EQUIPMENT**

**MN RULES 5207.1000**

*Mobile earth-moving equipment operators and all other employees working on the ground exposed to mobile earth-moving equipment shall be trained in the safe work procedures pertaining to mobile earth-moving equipment and in the recognition of unsafe or hazardous conditions.*

In the interest of Quality Safety Management, it may be recommended that written procedures and documented employee training also be provided for the following Subparts. (Subparts represent multiple standards)

**1910 Subparts**

- Subpart D - Walking - Working Surfaces
- Subpart E - Means of Egress
- Subpart F - Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms
- Subpart G - Occupational Health and Environmental Control
- Subpart H - Hazardous Materials
- Subpart I - Personal Protective Equipment
- Subpart J - General Environmental Controls
- Subpart K - Medical and First Aid
- Subpart L - Fire Protection
- Subpart M - Compressed Gas and Compressed Air Equipment
- Subpart N - Materials Handling and Storage
- Subpart O - Machinery and Machine Guarding
- Subpart P - Hand and Portable Powered Tools and Other Hand-Held Equipment.
- Subpart Q - Welding, Cutting, and Brazing.
- Subpart S - Electrical
- Subpart Z - Toxic and Hazardous Substances

**1926 Subparts**

- Subpart C - General Safety and Health Provisions
- Subpart D - Occupational Health and Environmental Controls
- Subpart E - Personal Protective and Life Saving Equipment
- Subpart F - Fire Protection and Prevention
- Subpart G - Signs, Signals, and Barricades
- Subpart H - Materials Handling, Storage, Use, and Disposal
- Subpart I - Tools - Hand and Power
- Subpart J - Welding and Cutting
- Subpart K - Electrical
- Subpart L - Scaffolds
- Subpart M - Fall Protection
- Subpart N - Cranes, Derricks, Hoists, Elevators, and Conveyors
- Subpart O - Motor Vehicles, Mechanized Equipment, and Marine Operations
- Subpart P - Excavations
- Subpart V - Power Transmission and Distribution
- Subpart W - Rollover Protective Structures; Overhead Protection
- Subpart X - Stairways and Ladders
- Subpart Z - Toxic and Hazardous Substances
- Applicable MN OSHA 5205 Rules
- Applicable MN OSHA 5207 Rules
- Applicable MN OSHA 5206 Rules (Employee Right to Know)

All training on the programs written by SafeAssure Consultants, Inc. will meet or exceed State and/or Federal OSHA requirements.

These programs/policies and procedures listed on the addendum **do not** include the cost of hardware such as labels, signs, etc. and will be the responsibility of The City of Ham Lake to obtain as required to comply with OSHA standards.

Our Service Agreement year will begin on the signing of this Service Agreement. Classroom training will be accomplished at a time convenient to most employees/management and so selected as to disrupt the workday as little as possible.

**All documents and classroom training produced by SafeAssure Consultants for The City of Ham Lake are for the sole and express use by The City of Ham Lake and its employees and not to be shared, copied, recorded, filmed or used by any division, department, subsidiary, or parent organization or any entity whatsoever, without prior written approval of SafeAssure Consultants.**

**It is always the practice of SafeAssure Consultants to make modifications and/or additions to your program when necessary to comply with changing OSHA standards/statutes. These changes or additions, when made during a Service Agreement year, will be made at no additional cost to The City of Ham Lake.**

**All written programs/services that are produced by SafeAssure Consultants, Inc. are **guaranteed** to meet the requirements set forth by MNOSHA/OSHA. SafeAssure Consultants, Inc. will reimburse The City of Ham Lake should MNOSHA/OSHA assess a fine for a deficient or inadequate written program that was produced by SafeAssure Consultants, Inc. SafeAssure Consultants, Inc. does not take responsibility for financial loss due to MNOSHA/OSHA fines that are unrelated to written programs mentioned above.**

**ADDENDUM**  
**SAFETY PROGRAM RECOMMENDATIONS**  
**The City of Ham Lake**

**Written Programs & Training**

**A.W.A.I.R. (A Workplace Accident and Injury Reduction Act)**

- review/modify or write site specific program
- documented training of all personnel
- accident investigation
- simulated OSHA inspection

**Employee Right to Know/Hazard Communication**

- review/modify or write site specific program
- documented training of all personnel (general and specific training)
- various labeling requirements
- assist with installing and initiating MSDS Online database

**Lock Out/Tag Out (Control of Hazardous Energy)**

- review/modify or write site specific program
- documented training of all personnel

**Emergency Action Plan**

- review/modify or write site specific program
- documented training of all personnel

**Respiratory Protection**

- review/modify or write site specific program
- documented training of all personnel

**Bloodborne Pathogens**

- review/modify or write site specific program
- documented training of all personnel

**Cranes-Chains-Slings**

- review/modify or write site specific program
- documented training of all personnel (inspections)

**Hearing Conservation (Occupational Noise Exposure)**

- review/modify or write site specific program
- documented training of all personnel
- decibel testing and documentation

**Personal Protective Equipment**

- review/modify or write site specific program
- documented training of all personnel

**Confined Space**

- review/modify or write site specific program
- documented training of all personal

### **Powered Industrial Trucks/Forklifts**

- review/modify or write site specific program
- documented training of all personnel
- testing and licensing

### **Ergonomics**

- review/modify or write site specific program
- documented training of all personnel
  - job hazards-recognition
  - control steps
  - reporting
  - management leadership requirements
  - employee participation requirements

### **Mobile Earthmoving Equipment**

- review/modify or write site specific program
- documented training of all personal

### **General Safety Requirements**

- review/modify or write site specific program
- documented training of all personnel

### **The "SafeAssure Advantage"**

- On-Line training available for AWAIR, EAP, ERTK, ERGO, Bloodborne, Fire Extinguishers
- Safety Committee Advisor
- Employee Safety Progress Analysis
- SafeAssure "Client Discount Card" from Fastenal Stores or Catalogs (15% off any item)
- Job Hazard Analysis (JHA for more hazardous tasks/jobs)
- Training manual maintenance
- Safety manual maintenance
- Documented decibel testing
- Documented air quality readings-(CO2 testing in shops with 5 or more vehicle capacity)
- Documented foot-candle readings (if needed)
- OSHA recordkeeping
- General Duty Clause
- Assistance during an actual OSHA inspection
- General safety recommendations
- "ALERT" data base
- Unlimited consulting services

# Service Agreement

THIS AGREEMENT is made this first day of March 2023 between The City of Ham Lake, Ham Lake, Minnesota, herein referred to as The City of Ham Lake and SafeAssure Consultants, Inc. 7505 93<sup>rd</sup> Ave NE, Spicer, Minnesota, herein referred to as SafeAssure.

SafeAssure agrees to abide by all applicable federal and state laws including, but not limited to, OSHA regulations and local/state/national building codes. Additionally, SafeAssure will practice all reasonable and appropriate safety and loss control practices.

SafeAssure agrees to provide, at the time of execution of this Service Agreement, The City of Ham Lake (upon request) with a current Certificate of Insurance with proper coverage lines and a **minimum of \$2,000,000.00** in insurance limits of general liability and statutory for workers' compensation insurance. SafeAssure is insured by "The Harford" insurance companies.

SafeAssure further agrees that The City of Ham Lake will not be held liable for any claims, injuries, or damages of whatever nature due to negligence, alleged negligence, acts or omissions of SafeAssure to third parties. SafeAssure expressly forever releases and discharges The City of Ham Lake, its agents, members, officers, employees, heirs and assigns from any such claims, injuries, or damages. SafeAssure will also agree to defend, indemnify and hold harmless The City of Ham Lake, its agents, members and heirs from any and all claims, injuries, or damages of whatever nature pursuant to the provisions of this agreement.

SafeAssure and its employees is an independent contractor of The City of Ham Lake, and nothing in this agreement shall be considered to create the relationship of an employer/employee.

**In consideration** of this signed Service Agreement, for the period of **Twelve Months** from the signing month, SafeAssure Consultants, Inc. agrees to provide The City of Ham Lake, the aforementioned features and services. These features and services include but are not limited to OSHA compliance recommendations and consultations, providing scheduled classroom-training sessions, writing and maintaining mandatory OSHA programs. These features and services will be prepared to meet the specific needs of The City of Ham Lake.

ANNUAL SERVICE AGREEMENT	\$ 4,533.59
MSDS ON-LINE SERVICES	\$ included
<b>ANNUAL</b>	<b>\$ 4,533.59</b>

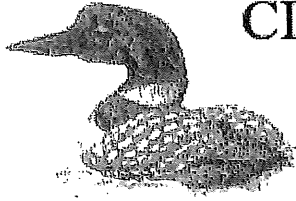
IN TESTIMONY WHEREOF, we agree to the day and year first above written and, if representing an organization or similar entity, further certify the undersigned are a duly authorized agent of said entity and authorized to sign on behalf of identified entity.

X \_\_\_\_\_  
**The City of Ham Lake**

X \_\_\_\_\_  
**The City of Ham Lake**

X  \_\_\_\_\_ **020123**  
**SafeAssure Consultants, Inc.**





# 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 23, 2023

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

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES:** January 9, 2023

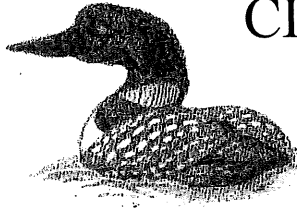
**PUBLIC HEARINGS:** None

**NEW BUSINESS:**

1. Brett Slepica Construction, Inc., on behalf of Northland Mfg. Inc., requesting Commercial Site Plan Approval to construct an awning and canopies at 17808 Central Avenue NE.

**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 23, 2023

The Ham Lake Planning Commission met for its regular meeting on Monday, January 23, 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, Jeff Entsminger, Jonathan Fisher and Erin Dixon

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** City Attorney Mark Berglund, 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 Fisher, to approve the minutes of the January 9, 2023 Planning Commission meeting as written. All in favor, motion carried.**

**PUBLIC HEARING:** None

**NEW BUSINESS:**  
Brett Slepica Construction, Inc., on behalf of Northland Mfg. Inc., requesting Commercial Site Plan Approval to construct an awning and canopies at 17808 Central Avenue NE.  
Mr. & Mrs. Mike Goetz, owners of Northland Mfg. Inc., were present. (Mr. Slepica arrived at 6:09 p.m.) Mr. Goetz stated he would like to construct awnings/canopies to cover the outside HVAC equipment and over exit doors to shelter the equipment and people from the snow and ice that slides off the roof. Mr. Goetz stated sometimes doors cannot be opened after snow slides off of the roof causing a potential safety issue. Mr. Goetz stated a new metal roof was constructed on the building last fall; the contractor is going to attach snow guards to the roof in the near future to try to keep snow and ice from sliding off of the roof. Chair Pogalz asked if Mr. Goetz intended to store anything under the awning on the south side of the building. Mr. Goetz said he did not. Commissioner Fisher completed the inspection; a copy which is on file. Commissioner Fisher stated he visited the site; the request is acceptable and should be approved. **Motion by Fisher,**

**seconded by Heaton, to recommend approval of the commercial site plan/building permit request by Brett Slepica Construction, Inc., on behalf of Northland Mfg. Inc., at 17808 Central Avenue NE, to construct canopies/awnings per the construction plans and information submitted and meeting all City, State and County requirements. All in favor, motion carried. *This item will be placed on the February 6, 2023 City Council Agenda.***

**COMMISSION BUSINESS:**

City Council Update

Commissioner Ringler attended the January 17, 2023 City Council meeting. Commissioner Ringler stated the City Council concurred with the Commission's recommendations for the Preliminary and Final Plat of Crosstown Rolling Acres Fourth Addition and Sketch Plan for Toby's Trails; the City Council had some discussion about potential further subdivision of the lots in Toby's Trails; City Code will need to be met if any of the lots have a driveway out letting onto Naples Street NE (the portion of the plat that would abut Naples Street NE) would need to be paved. A Planning Commissioner will not be present at the February 6, 2023 City Council meeting.

**ADJOURNMENT:**

**Motion by Fisher, seconded by Heaton, to adjourn the Planning Commission meeting at 6:18 p.m. All 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 1/9/23 ~~11/5/22~~

Date of Receipt 1-9-23  
Receipt # 95159

Meeting Appearance Dates:  
Planning Commission 1-23-23

City Council 2-6-23

### Please check request(s):

- Metes & Bounds Conveyance
- Sketch Plan
- Preliminary Plat Approval\*
- Final Plat Approval
- Rezoning\*
- Multiple Dog License\*

- Commercial Building Site
- Certificate of Occupancy
- Home Occupation Permit
- Conditional Use Permit (New)\*
- Conditional Use Permit (Renewal)
- 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: Northland man f.

Address/Location of property: 17808 Central Ave NE

Legal Description of property: Lot 11 / Block 1 Country Creek

PIN # 05-32-23-24-0018 Current Zoning CD-1/PUD Proposed Zoning ---

Notes: Adding awnings and canopy to existing building

Applicant's Name: Boett Steppa Construction Inc

Business Name: Northland Manufacturing

Address 17808 Hwy 65

City Ham Lake State MN Zip Code 55304

Phone 763 267-3734 Cell Phone Same Fax ---

Email address Steppa Construction@gmail.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 [Signature] DATE 1/9/23

\*\*\*\*\*

- FOR STAFF USE ONLY -

ACTION BY: Planning Commission 1-23-23 1/9/23

City Council \_\_\_\_\_

PROPERTY TAXES CURRENT  YES  NO

**Meeting Date: January 23, 2023**

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

**To: Members of the Planning Commission**

**From: Mark Jones, Building and Zoning Official**

**Subject: Northland Mfg. Inc. requesting to construct an awning and canopies at  
17808 Central Avenue NE**

**Introduction/Discussion:**

Northland Mfg. Inc. is a CNC machining business providing components to the computer, motion control, medical and aerospace markets. Mike Goetz, Owner and President, would like to construct an awning over a portion of the building's south side to cover and protect HVAC equipment from the elements. He also wants to construct canopies over a few of the walk-in doorways to prevent snow and ice build-up as a safety measure. The structures will be constructed with lumber and the roofing material will be blue, metal panels to match the existing roof.

The added structures meet all setbacks and the roofing material is acceptable,

**Recommendation:**

I recommend approving Northland Mfg. Inc.'s request to construct an awning and canopies.

Company Narrative:

Northland Mfg. Inc.

I have been in business for 31 years.

The last 3½ years of them are right here in Ham Lake at our beautiful facility located at 17808 Hwy 65.

We supply CNC machined components for the computer, motion control, medical and aerospace markets.

Our excellent quality, delivery, price and choice of top-notch customers, employees, and vendors has been the success of

the business. We currently have 5 employees. Our normal hours are 7:00am-5:30pm M-F.

We are not open to the public and do not have any retail traffic issues.

Deliveries are typically straight trucks a few times a week with an occasional semi delivery a few times a year.

I would like to construct an awning over a portion of the south side of the building to cover and protect the mechanicals (HVAC) from the harsh winter elements.

I also want to make permanent canopies over a few of the exit/entrance doors as a safety measure for the snow and ice build-up. (see photos)

The structures will be made of pressure treated lumber.

The roofs on these projects will be like the existing building. Metal panels and blue in color.

I take great pride in the ownership of this building and want it to be safe, look good, and last long into the future.

Sincerely

Mike Goetz

President

Northland Mfg. Inc



Canopy and HVAC southwest



Canopy and HVAC south middle



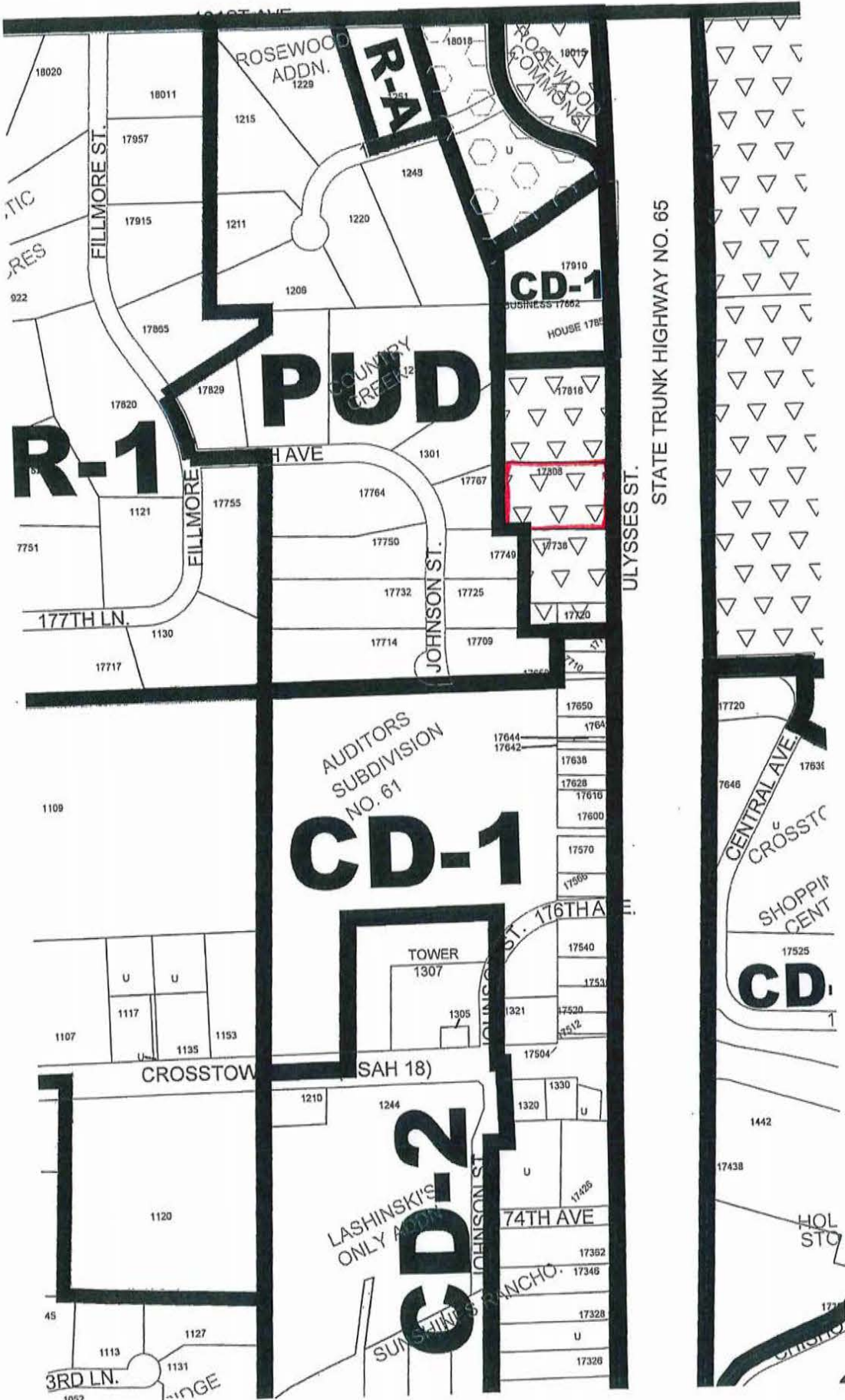


Canopy and HVAC southeast



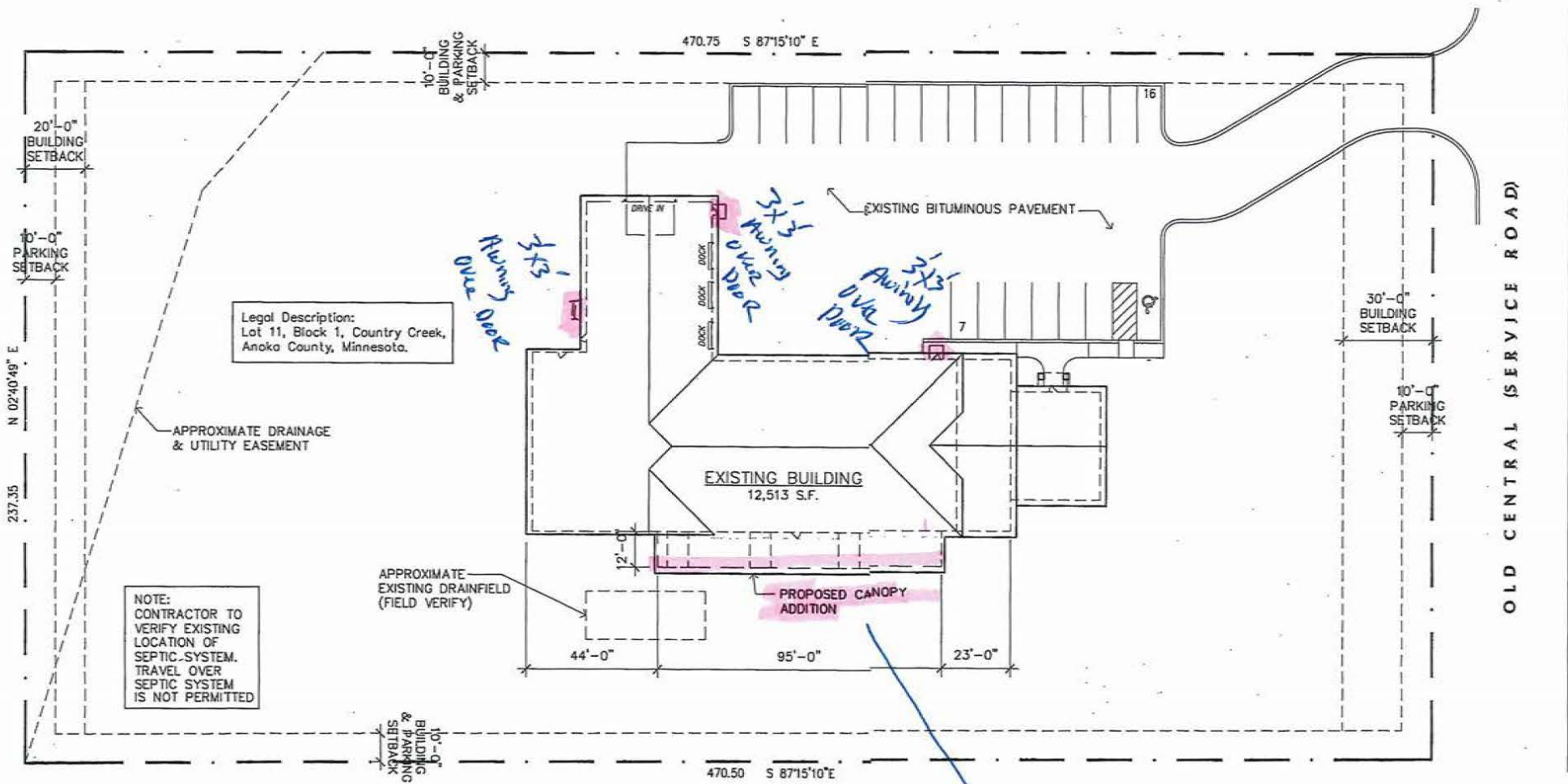
17808 CENTRAL AVE NE





17808 CENTRAL AVE  
 PUD-CD-1

1" = 500'



Legal Description:  
 Lot 11, Block 1, Country Creek,  
 Anoka County, Minnesota.

NOTE:  
 CONTRACTOR TO  
 VERIFY EXISTING  
 LOCATION OF  
 SEPTIC SYSTEM.  
 TRAVEL OVER  
 SEPTIC SYSTEM  
 IS NOT PERMITTED

APPROXIMATE  
 EXISTING DRAINFIELD  
 (FIELD VERIFY)

470.50 S 87°15'10" E

NORTH

1 SITE PLAN  
 A1 SCALE: 1" = 30'-0"

*Handwritten notes:*  
 3x3 Awning Over Door  
 3x3 Awning Over Door  
 3x3 Awning Over Door  
 3x3 Awning Over Door

*Handwritten notes:*  
 GOVERNORS  
 Mechanical

STATE HIGHWAY 65

OLD CENTRAL (SERVICE ROAD)





**LAMPERT ARCHITECTS**  
317 PLYMOUTH AVENUE  
MINNEAPOLIS, MN 55402  
TEL: 612.339.3171  
WWW.LAMPERTARCHITECTS.COM

ARCHITECT CERTIFICATION:  
LAMPERT ARCHITECTS IS AN ARCHITECTURAL FIRM LICENSED UNDER THE ARCHITECTURE ACT, CHAPTER 326A, MINNESOTA STATUTES, AND IS A MEMBER OF THE MINNESOTA ARCHITECTS ASSOCIATION. ALL ARCHITECTS ARE LICENSED UNDER THE ARCHITECTURE ACT, CHAPTER 326A, MINNESOTA STATUTES.

DATE: 10/27/21  
DRAWN BY: JAL

Canopy Addition For  
NORTHLAND MANUFACTURING  
17808 Highway 65 - Ham Lake, Minnesota

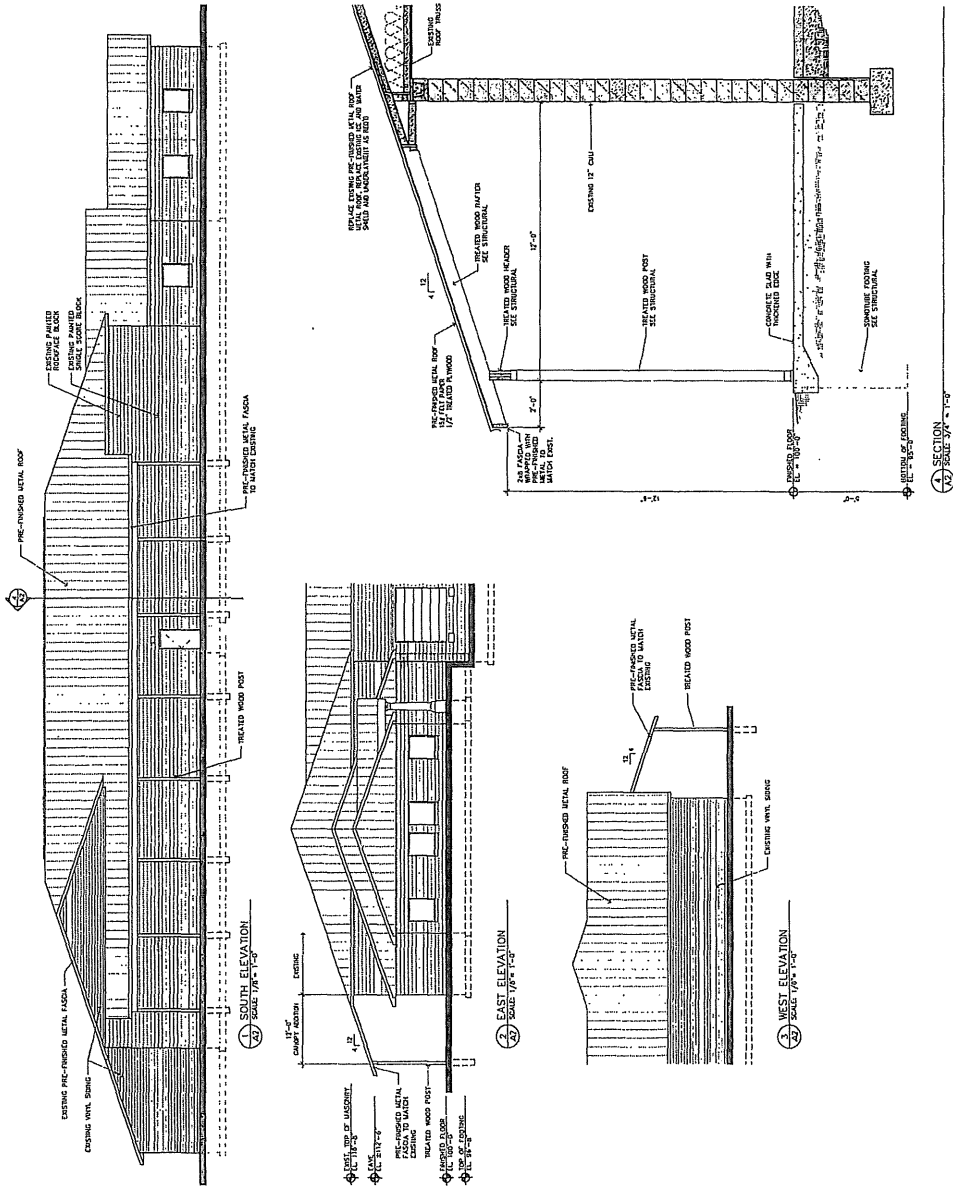
Company No. 200818-4  
Project: Northland Manufacturing  
Drawn By: JAL  
Revised:  
10/27/21, FOR PERMIT

BUILDING ELEVATIONS  
AND SECTION

Sheet Number

**A2**

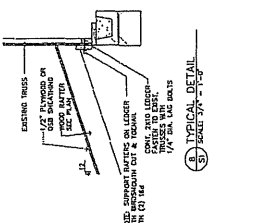
Project No. 200818-4



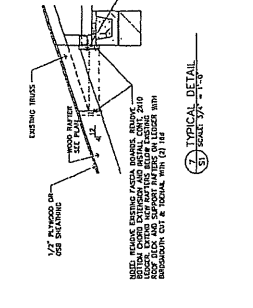
GENERAL STRUCTURAL NOTES:

- 1. STRUCTURAL DESIGN CONTINGENT TO THE FOUNDATIONS OF THE CANOPY AND FOUNDATION WALLS...
2. DESIGN LOADS: DEAD LOAD (DL) = 15 PSF (AS PERMITTED)...
3. WIND SPEED (3 SECOND gust) = 115 MPH (AS PERMITTED)...

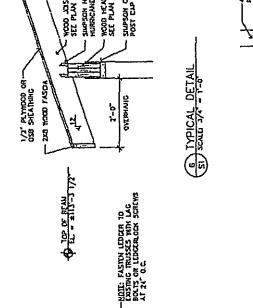
- 1. ALL CONCRETE SHALL BE MINIMUM WEIGHT (140 PFC) READY MIX CONCRETE...
2. PROVIDE A CLEAR SPACE ON EITHER SIDE OF CONSTRUCTION...
3. MAIN STRUCTURE WITHIN 3' OF CENTER OF CONSTRUCTION...
4. DISTANCE FROM CENTER OF CONSTRUCTION TO CENTER OF MAIN STRUCTURE SHALL BE WITHIN 2" TOLERANCE...



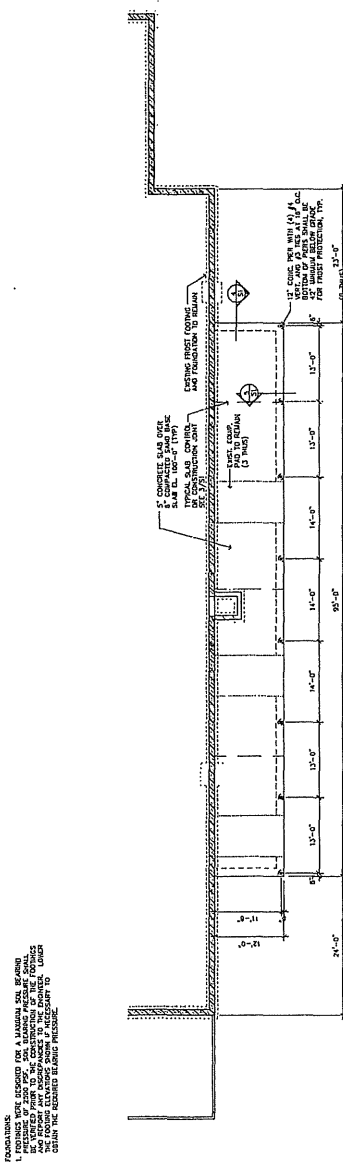
1) TYPICAL DETAIL SCALE 3/4" = 1'-0"



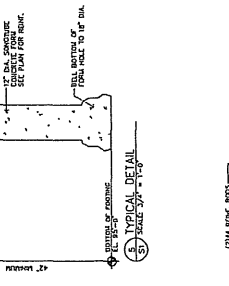
2) TYPICAL DETAIL SCALE 3/4" = 1'-0"



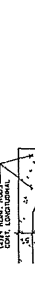
3) TYPICAL DETAIL SCALE 3/4" = 1'-0"



4) PARTIAL FOOTING AND FOUNDATION PLAN SCALE 1/8" = 1'-0"



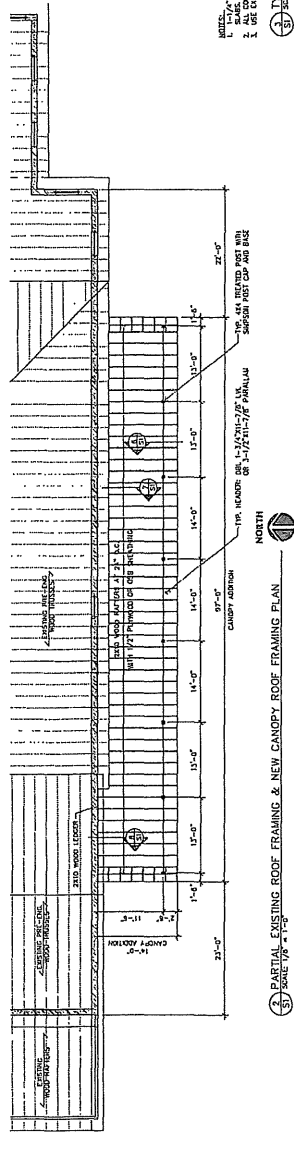
5) TYPICAL DETAIL SCALE 3/4" = 1'-0"



6) TYPICAL DETAIL SCALE 3/4" = 1'-0"



7) TYPICAL DETAIL SCALE 3/4" = 1'-0"



8) PARTIAL EXISTING ROOF FRAMING & NEW CANOPY ROOF FRAMING PLAN SCALE 1/8" = 1'-0"

Canopy Addition For NORTHLAND MANUFACTURING 17808 Highway 65 - Ham Lake, Minnesota

Table with project information including Structural Engineer, Date, and Project No. 220818-4

FIG & FON PLAN ROOF FRAMING PLAN STRUCTURAL DETAILS Sheet Number

S1

Project No. 220818-4



**CITY OF HAM LAKE  
STAFF REPORT**

**To: Mayor and Councilmembers**  
**From: Andrea Murff, Finance Director**  
**Item/Title/Subject: 2022 4th Quarter Financials**

**INTRODUCTION/DISCUSSION:**

Bank accounts have been reconciled through December 31, 2022 as well as a review of all activity in all funds has been performed. The following is a summary of my observations on the City's financial position at the end of the 4th Quarter of 2022. All information presented is unaudited and is subject to end of year adjustments.

**Cash and Investments**

The City's cash and investment balances are as follows:

	12/31/2022	12/31/2021	Increase/ (Decrease)
Checking	\$ 96,506	\$ 437,411	\$ (340,967)
Investments (at Market Value)	12,978,347	11,580,629	1,397,717
<b>Total Cash and Investments</b>	<b>\$ 13,074,853</b>	<b>\$ 12,018,040</b>	<b>\$ 1,056,751</b>
<b>Investment Type</b>	<b>12/31/2022</b>	<b>12/31/2021</b>	<b>Increase/ (Decrease)</b>
Checking	\$ 96,506	\$ 437,411	\$ (340,967)
Money Market	7,546,575	7,785,636	(239,060)
Negotiable CDs	5,431,772	3,794,994	1,636,778
Municipal Bond	-	-	-
Government Agency Securities	-	-	-
<b>Total Cash and Investments</b>	<b>\$ 13,074,853</b>	<b>\$ 12,018,040</b>	<b>\$ 1,056,751</b>

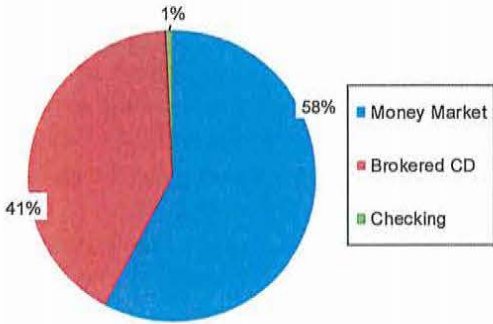
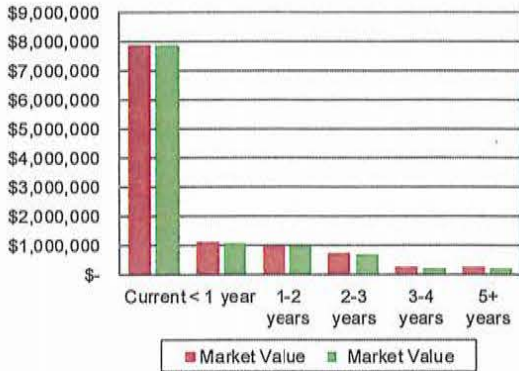


## Investment Summary As of 12/31/2022 (unaudited)

Institution	Description	Type	Market Value 1/1/2022	Market Value 1/1/2022	Deposits - Purchases	Expenditures - Sales	Transfers	Interest	Unadjusted Market Value 12/31/2022	Market Value 12/31/2022	Unrealized gain / loss
RBC	RBC	Money Market	-	-	-	-	-	-	-	-	-
RBC	Morgan Stanley PVT BK	Brokered CD	247,805.64	247,805.64	-	(246,000.00)	(3,127.91)	3,127.91	1,805.64	-	(1,805.64)
RBC	Sallie Mae BK Murray Utah	Brokered CD	247,805.64	247,805.64	-	(246,000.00)	(3,145.09)	3,145.09	1,805.64	-	(1,805.64)
RBC	Wells Fargo Bank Natl Assn	Brokered CD	250,827.66	250,827.66	-	(249,000.00)	(2,122.29)	2,122.29	1,827.66	-	(1,827.66)
RBC	Ally Bank Midvale Utah	Brokered CD	249,719.52	249,719.52	-	-	(4,428.00)	4,428.00	249,719.52	245,633.46	(4,086.06)
RBC	Freddie Mac	Brokered CD	243,872.10	243,872.10	-	-	(738.00)	738.00	243,872.10	235,222.74	(8,649.36)
RBC	Bank Hapoalim New York	Brokered CD	242,198.88	242,198.88	-	-	(6,699.00)	6,699.00	242,198.88	226,248.33	(15,950.55)
RBC	BMO Harris BK NATL ASSN	Brokered CD	245,382.03	245,382.03	-	-	(1,245.01)	1,245.01	245,382.03	227,379.33	(18,002.70)
RBC	Merick BK South Jordan Utah	Brokered CD	242,971.71	242,971.71	-	-	(995.68)	995.68	242,971.71	222,498.93	(20,472.78)
RBC	Texas Exchange Bk Crowley	Brokered CD	242,901.99	242,901.99	-	-	(1,743.03)	1,743.03	242,901.99	216,774.42	(26,127.57)
RBC	Malaga BK Palos Verdes Calif	Brokered CD	236,731.77	236,731.77	-	-	(1,139.27)	1,139.27	236,731.77	206,216.82	(30,514.95)
			2,450,216.94	2,450,216.94	-	(741,000.00)	(25,383.68)	25,383.58	1,709,216.94	1,579,974.03	(129,242.91)
US Bank	US Bank	Money Market	-	-	1,033,632.00	(1,523,632.00)	500,031.39	719.54	10,750.93	10,750.94	0.01
US Bank	Federal Farm Credit	Brokered CD	-	-	499,905.69	-	(31.39)	31.39	499,905.69	495,220.00	(4,685.69)
US Bank	Federal Home Loan	Brokered CD	-	-	300,582.00	-	-	-	300,582.00	297,756.00	(2,826.00)
US Bank	American Express National Bank	Brokered CD	-	-	245,000.00	-	-	-	245,000.00	239,519.35	(5,480.65)
US Bank	Apple Bank	Brokered CD	-	-	243,000.00	-	-	-	243,000.00	240,900.48	(2,099.52)
US Bank	Bankwell Bank New Canaan Conn	Brokered CD	-	-	238,000.00	-	-	-	238,000.00	238,261.80	(5,480.65)
US Bank	Bmo Harris Bank Natl Assn	Brokered CD	-	-	244,000.00	-	-	-	244,000.00	242,708.80	(1,291.20)
US Bank	Discover Bank	Brokered CD	-	-	245,000.00	-	-	-	245,000.00	237,226.15	(7,773.85)
US Bank	Israel Dis Bk New York	Brokered CD	-	-	244,000.00	-	-	-	244,000.00	242,711.68	(1,288.32)
US Bank	Security First Bank - Nebraska	Brokered CD	-	-	245,000.00	-	-	-	245,000.00	240,991.80	(4,008.20)
US Bank	State Bank India - Illinois	Brokered CD	-	-	245,000.00	-	-	-	245,000.00	240,126.95	(4,873.05)
			-	-	3,763,119.69	(1,523,632.00)	500,000.00	750.93	2,760,238.62	2,726,171.95	(35,123.42)
Falcon National Bank	Falcon National Bank	Money Market	69,515.56	69,515.56	-	-	4,109.39	241.41	73,866.36	73,866.36	-
Falcon National Bank	CD 88634 (renewed)	Brokered CD	200,000.00	200,000.00	-	-	(1,065.21)	1,065.21	200,000.00	200,000.00	-
Falcon National Bank	CD 89417 (renewed)	Brokered CD	300,000.00	300,000.00	-	-	(1,300.29)	1,300.29	300,000.00	300,000.00	-
Falcon National Bank	CD 90378 (renewed)	Brokered CD	534,276.91	534,276.91	-	-	(1,341.89)	2,941.53	535,876.55	535,876.55	-
Falcon National Bank	CD 90484 (renewed)	Brokered CD	100,500.00	100,500.00	-	-	(402.00)	402.00	100,500.00	100,500.00	-
			1,204,292.47	1,204,292.47	-	-	(0.00)	5,950.44	1,210,242.91	1,210,242.91	-
21st CENTURY BANK	ICS	Money Market	1,456,916.34	1,456,916.34	7,310,824.12	(6,846,315.46)	-	59,809.24	1,981,234.24	1,981,234.24	0.00
21st CENTURY BANK	CD 3735 (Renewed)	Brokered CD	210,000.00	210,000.00	-	-	(210,471.20)	471.20	(0.00)	(0.00)	0.00
			1,666,916.34	1,666,916.34	7,310,824.12	(6,846,315.46)	(210,471.20)	60,280.44	1,981,234.24	1,981,234.24	0.00
4 M	4M Liquid Assets-101	Money Market	83,193.75	83,193.75	-	-	-	1,222.16	84,415.91	84,415.91	-
4 M	4M Plus Fund-101	Money Market	5,963,819.77	5,963,819.77	7,153,777.39	(2,259,537.69)	(5,521,365.93)	59,614.16	5,398,307.70	5,398,307.70	-
4 M	4M Plus Fund-103 Trust Investment	Money Market	212,190.13	212,190.13	-	-	(212,250.49)	60.36	0.00	-	(0.00)
			6,259,203.65	6,259,203.65	7,153,777.39	(2,259,537.69)	(5,733,616.42)	60,896.68	5,480,723.61	5,480,723.61	(0.00)
21st CENTURY BANK	Trust	Checking	385,528.05	385,528.05	-	-	(385,538.62)	10.57	(0.00)	-	0.00
21st CENTURY BANK	General/Checking	Checking	100,021.24	100,021.24	8,534,260.72	(15,130,520.57)	6,596,009.82	250.02	100,021.23	100,021.23	(0.00)
			485,549.29	485,549.29	8,534,260.72	(15,130,520.57)	6,210,471.20	260.59	100,021.23	100,021.23	(0.00)
			\$ 12,066,178.69	\$ 12,066,178.69	\$ 26,781,981.92	\$ (26,501,005.72)	\$ 741,000.00	\$ 153,522.66	\$ 13,241,677.55	\$ 13,078,367.97	\$ (164,366.33)
									Deposits In Transit	9,321.58	
									O/S Checks	(88,092.41)	
									Total	\$ 12,999,597.14	

**Investment Summary (continued)**  
**As of 12/31/2022 (unaudited)**

**Maturities**



Maturity	Unadjusted Market Value 12/31/2022	Market Value 12/31/2022	Variance 12/31/2022
Current	\$ 7,895,035.31	\$ 7,887,496.86	\$ (7,538.45)
< 1 year	1,094,173.62	1,078,612.20	(15,561.42)
1-2 years	977,198.88	946,886.43	(30,312.45)
2-3 years	733,353.74	687,104.41	(46,249.33)
3-4 years	242,901.99	216,774.42	(26,127.57)
5+ years	236,731.77	206,216.82	(30,514.95)
	<u>\$ 11,179,395.31</u>	<u>\$ 11,023,091.14</u>	<u>\$ (156,304.17)</u>

Weighted average Rate of return	-20.65%	12/31/2022
Average Maturity (years)	(1.66)	12/31/2022

Investment Type	Market Value 12/31/2022
Money Market	\$ 7,546,575.15
Brokered CD	\$ 5,431,771.59
Savings	\$ -
Government Securities	\$ -
Municipal Securities	\$ -
Checking	\$ 100,021.23
	<u>\$ 13,078,367.97</u>

<b>Operating Account</b>	
O/S Deposits	\$ 18,376.60
O/S Checks	<u>(6,229.21)</u>
Reconciled Balance	<u>\$ 13,090,515.36</u>

## Investment Summary (continued)

Current short-term rates being offered by financial institutions are very low as evidenced by the table of U.S. Treasury rates below. The U.S. Treasury rates provide a benchmark perspective for rate of return.

Treasury Yields									
Date	1 mo	3 mo	6 mo	1 yr	2 yr	3 yr	5 yr	7 yr	10 yr
12/31/2015	0.14	0.16	0.49	0.65	1.06	1.31	1.76	2.09	2.27
12/31/2016	0.44	0.51	0.62	0.85	1.20	1.47	1.93	2.25	2.45
12/31/2017	1.28	1.39	1.53	1.76	1.89	1.98	2.20	2.33	2.40
03/31/2018	1.63	1.73	1.93	2.09	2.27	2.39	2.56	2.68	2.74
06/30/2018	1.77	1.93	2.11	2.33	2.52	2.63	2.73	2.81	2.85
09/30/2018	2.12	2.19	2.36	2.59	2.81	2.88	2.94	3.01	3.05
12/31/2018	2.44	2.45	2.45	2.56	2.63	2.48	2.46	2.51	2.59
03/29/2019	2.43	2.44	2.40	2.44	2.40	2.27	2.21	2.23	2.31
06/28/2019	2.18	2.12	2.09	1.92	1.75	1.71	1.76	1.87	2.00
09/30/2019	1.91	1.88	1.83	1.75	1.63	1.56	1.55	1.62	2.12
12/31/2019	1.48	1.55	1.60	1.59	1.58	1.62	1.69	1.83	1.92
03/31/2020	0.05	0.11	0.15	0.17	0.23	0.29	0.37	0.55	0.70
06/30/2020	0.13	0.16	0.18	0.16	0.16	0.18	0.29	0.49	0.66
09/30/2020	0.08	0.10	0.11	0.12	0.13	0.16	0.28	0.47	0.69
12/31/2020	0.08	0.09	0.09	0.10	0.13	0.17	0.36	0.65	0.93
03/31/2021	0.01	0.03	0.05	0.07	0.16	0.35	0.92	1.40	1.74
06/30/2021	0.05	0.05	0.06	0.07	0.25	0.74	0.87	1.21	1.45
09/30/2021	0.07	0.04	0.05	0.09	0.28	0.53	0.98	1.32	1.52
12/31/2021	0.06	0.06	0.19	0.39	0.73	0.97	1.26	1.44	1.52
03/31/2022	0.17	0.52	1.06	1.63	2.28	2.45	2.42	2.40	2.32
06/30/2022	1.28	1.72	2.51	2.80	2.92	2.99	3.01	3.04	2.98
09/30/2022	2.79	3.33	3.92	4.05	4.22	4.25	4.06	3.97	3.83
12/31/2022	4.12	4.42	4.76	4.73	4.41	4.22	3.99	3.96	3.88

[http://www.ustreas.gov/offices/domestic-finance/debt-management/interest-rate/yield\\_historical.shtml](http://www.ustreas.gov/offices/domestic-finance/debt-management/interest-rate/yield_historical.shtml)

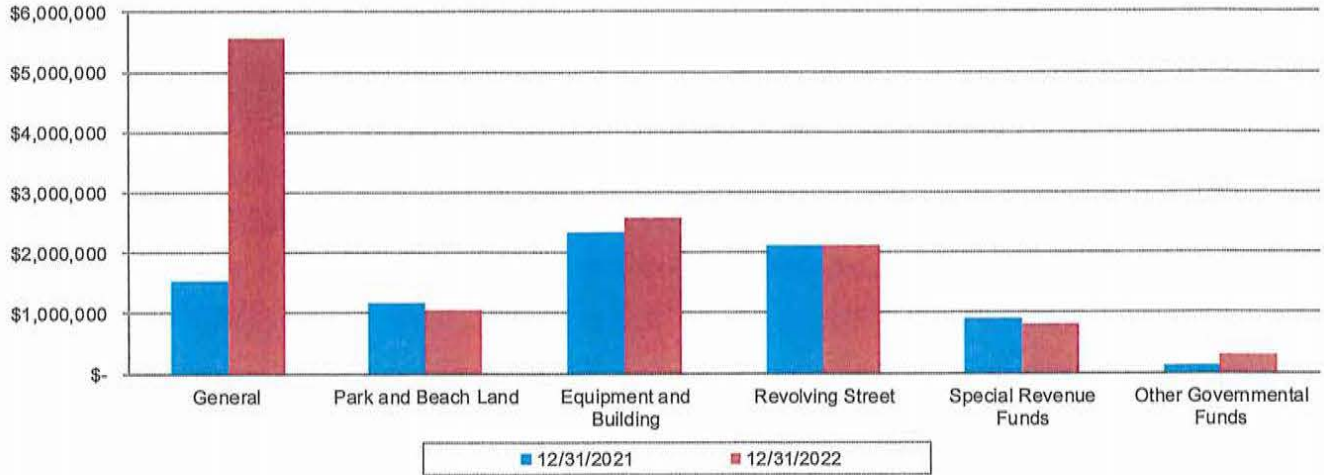
**Cash Balance Summary by Fund**  
**As of 09/30/2021, 12/31/21 and 12/31/2022 (unaudited)**

		Balance 12/31/2021	Balance 12/31/2021	Balance 12/31/2022	YTD Change From 12/31/2021
100	General Fund	\$ 1,532,356	\$ 4,460,096	\$ 5,551,928	\$ 1,091,832 <sup>(1)</sup>
210	Cable TV Fund	414,695	414,281	237,275	(177,006) <sup>(2)</sup>
211	Ham Laker Fund	(57,073)	(1)	19,409	19,409
212	Lawful Gambling Contributions Fund	68,639	87,505	120,272	32,767
217	CARES Act Grant	-	4	4	-
230	Future Drainage Fund	102,560	122,770	126,852	4,082
231	Recycling Fund	46,158	45,575	35,708	(9,867)
232	Street Light Fund	152,911	167,675	200,499	32,824
250	Oakwilt Fund	11,411	11,344	11,173	(171)
261	Economic Development Fund	1,654	1,660	1,658	(2)
262	Ham Lake EDA Fund	166,416	127,195	54,186	(73,009) <sup>(3)</sup>
263	Lodging Tax Fund	4,905	4,854	6,251	1,397
370	2010 Cip Bond Debt Service Fund	84,069	278,384	290,028	11,644
371	2016 Go Capital Note Debt Service Fund-Nmtc	31,775	26	26	-
410	General Govt Equipment Fund	64,557	61,952	67,227	5,275
411	Election Equipment Fund	619	2,612	3,219	607
412	Building Fund	252,334	245,066	252,108	7,043
420	Fire Department Equipment Fund	1,394,093	1,501,072	1,652,069	150,996 <sup>(5)</sup>
421	Emergency Operations Center Fund	35,994	35,848	36,257	409
422	Siren Replacement Fund	36,398	37,360	37,267	(93)
428	Building Inspection Equipment Fund	32,279	1,379	5,810	4,431
430	Public Works Equipment Fund	451,417	462,215	396,359	(65,856) <sup>(4)</sup>
431	Revolving Street Fund	2,122,416	2,144,952	2,109,787	(35,165)
440	Park And Beach Land Fund	1,171,144	1,011,279	1,039,328	28,049
441	Parks Equipment Fund	61,958	81,885	121,796	39,911
890	Trust	523,209	711,053	698,359.00	(12,694)
	Total	<u>\$ 8,706,896</u>	<u>\$ 12,018,040</u>	<u>\$ 13,074,853</u>	<u>\$ 1,056,813</u>

Item Explanation of changes greater than \$50,000.

- <sup>(1)</sup> See rev/exp for the General Fund for further explanation.
- <sup>(2)</sup> The decrease is due to the purchases of a new City sign and website as well as which was a transfer to the Ham Laker Fund.
- <sup>(3)</sup> Engineering fees for the development of the Crosstown Business Park.
- <sup>(4)</sup> Purchase of a Chassis for future Plow Truck.
- <sup>(5)</sup> Cash increased due to budgeted transfers from General Fund.

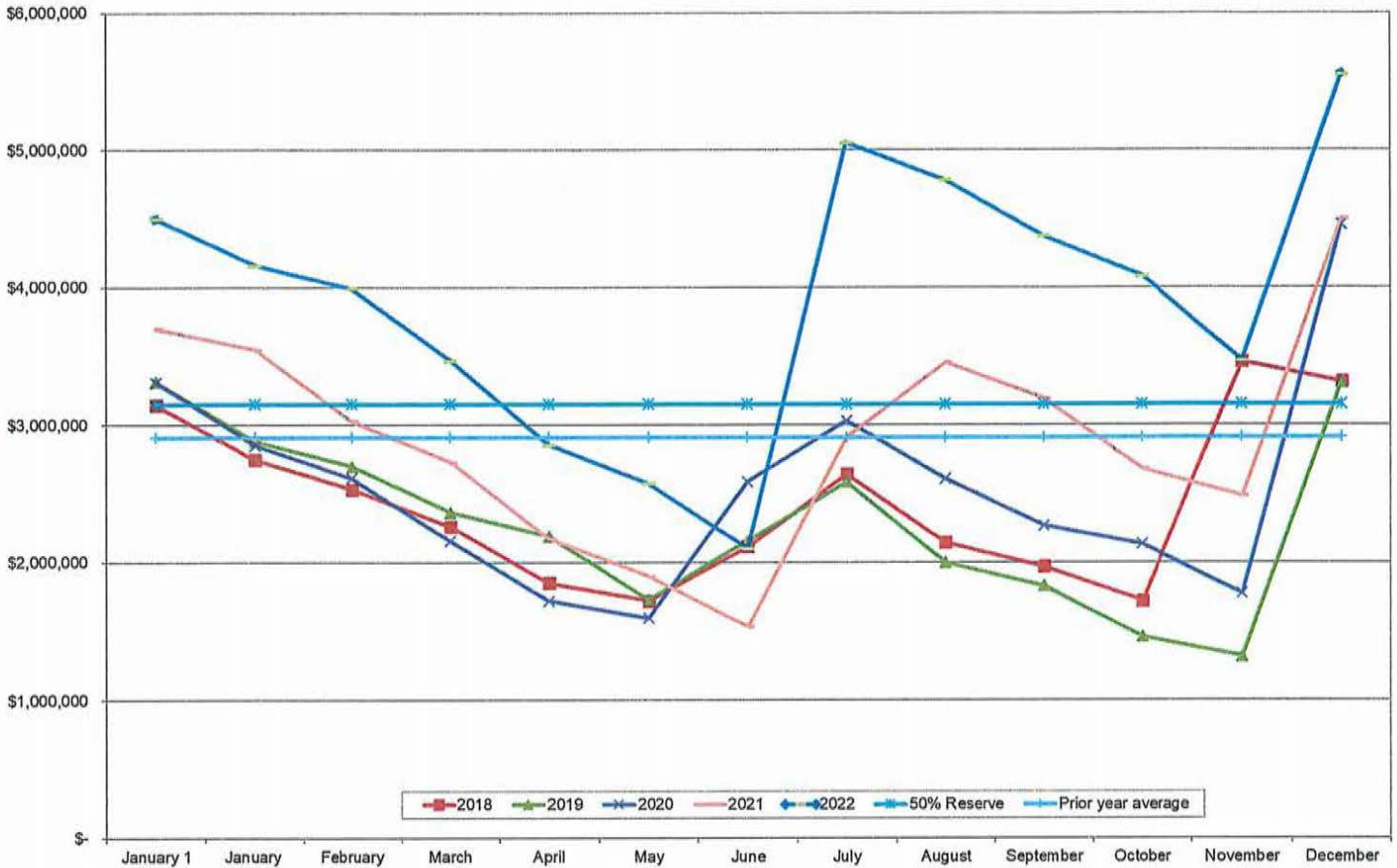
## Cash Balance by Fund Compared to Prior Year (unaudited)



Fund	Key
General	Balance increased by more than 10% over prior year
Park and Beach Land	Balance decreased by more than 10% over prior year
Equipment and Building	Balance within 10% of prior year
Revolving Street	
Special Revenue Funds	
Other Governmental Funds	

# General Fund Budget Cash Summary (unaudited)

## General Fund Cash Balances 2018 -2022



General Fund								
	YTD Budget	YTD Actual	Percent of YTD Budget		YTD Budget	YTD Actual	Percent of YTD Budget	
<b>Receipts</b>				<b>Disbursements</b>				
Taxes	\$ 5,418,693	\$ 5,262,582	97.1 %	Council	\$ 82,079	\$ 104,667	127.5 %	
Special Assessments	-	-	100.0 %	Administration/Clerk	308,487	310,098	100.5 %	
Licenses and permits	548,600	570,567	104.0 %	Finance	345,444	340,903	98.7 %	
Intergovernmental	151,000	1,112,000	736.4 %	Planning & Zoning	94,145	79,652	84.6 %	
Charges for services	142,525	163,089	114.4 %	General Government	118,950	494,017	415.3 %	
Fines and forfeitures	30,000	30,439	101.5 %	Information Technology	52,527	52,785	100.5 %	
Interest on investments	1,000	(2,978)	(297.8) %	Public Safety	2,090,089	1,998,305	95.6 %	
Miscellaneous	10,500	49,248	469.0 %	Building Department	428,898	407,097	94.9 %	
Transfers in	1,200	1,200	100.0 %	Public Works	1,111,252	1,042,892	93.8 %	
	\$ 6,303,518	\$ 7,186,148	114.0 %	Parks and recreation	311,157	188,963	60.7 %	
				Senior Center	13,990	12,265	87.7 %	
				Transfers Out	1,346,500	1,346,500	100.0 %	
					\$ 6,303,518	\$ 6,378,145	101.2 %	

<b>Key</b>	
	Varies more than 10% than budget positively
	Varies more than 10% than budget negatively
	Within 10% of budget

**General Fund Budget Summary**  
**As of 12/31/2022 (unaudited)**

	Annual Budget	Budget Thru 12/31/2022 100%	Actual Thru 12/31/2022	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget thru 12/31/2022
<b>Revenues</b>					
Taxes	\$ 5,418,693	\$ 5,418,693	\$ 5,262,582	\$ (156,111)	97.12 %
Special Assessments	-	-	-	-	N/A
Licenses and permits	548,600	548,600	570,567	21,967	104.00
Intergovernmental	151,000	151,000	1,112,000	961,000 <sup>¶(1)</sup>	736.42
Charges for services	142,525	142,525	163,089	20,564 <sup>¶(2)</sup>	114.43
Fines and forfeitures	30,000	30,000	30,439	439	101.46
Interest on investments	1,000	1,000	(2,978)	(3,978) <sup>¶(3)</sup>	-
Miscellaneous	10,500	10,500	49,248	38,748 <sup>¶(4)</sup>	469.03
<b>Total Revenues</b>	<b>6,302,318</b>	<b>6,302,318</b>	<b>7,184,948</b>	<b>882,630</b>	
<b>Expenditures</b>					
Council	\$ 82,079	\$ 82,079	\$ 104,667	\$ (22,587) <sup>¶(5)</sup>	127.52 %
Administration/Clerk	308,487	308,487	310,098	(1,612)	100.52
Finance	345,444	345,444	340,903	4,540	98.69
Planning & Zoning	94,145	94,145	79,652	14,494	84.60
General Government	118,950	118,950	494,017	(375,067) <sup>¶(1)</sup>	415.32
Information Technology	52,527	52,527	52,785	(258)	100.49
Public Safety	2,090,089	2,090,089	1,998,305	91,784	95.61
Building Department	428,898	428,898	407,097	21,801	94.92
Public Works	1,111,252	1,111,252	1,042,892	68,360	93.85
Parks and recreation	311,157	311,157	188,963	122,194 <sup>¶(6)</sup>	60.73
Senior Center	13,990	13,990	12,265	1,725	87.67
<b>Total Expenditures</b>	<b>4,957,018</b>	<b>4,957,018</b>	<b>5,031,645</b>	<b>(74,626)</b>	<b>101.51</b>
<b>Excess Revenues (Expenditures)</b>	<b>1,345,300</b>	<b>1,345,300</b>	<b>2,153,303</b>	<b>808,004</b>	
<b>Other Financing Sources (Uses)</b>					
Transfers in	1,200	1,200	1,200	-	100.00
Transfers out	(1,346,500)	(1,346,500)	(1,346,500)	-	100.00
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(1,345,300)</b>	<b>(1,345,300)</b>	<b>(1,345,300)</b>	<b>-</b>	
<b>Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	<b>\$ 808,003</b>	<b>\$ 808,004</b>	

Item Explanation of items percentage received/expended less than 90% or greater than 110% and \$ variance greater than \$20,000.

- <sup>¶(1)</sup> The City received the 2nd half of the ARPA grant and approved spending on various equipment and a small business/non-profit grant program.
- <sup>¶(2)</sup> Cell Tower # 3 took on an additional sublease this year increases revenue past budget expectations.
- <sup>¶(3)</sup> The market value of CD was on the decline the beginning of the year and City investment values are slowly rebounding.
- <sup>¶(4)</sup> Received reimbursement from Met Council for 2040 Comp Plan, received the 2022 insurance dividend from the League of MN Cities trust, and donations from the Chamber for the Freedom Fest fireworks and entertainment.
- <sup>¶(5)</sup> Higher than anticipated engineering and attorney fees.
- <sup>¶(6)</sup> Parks is under budget due to not a lot of activity in this department for the year.

A detailed report of revenues and expenditures can be provided upon request.

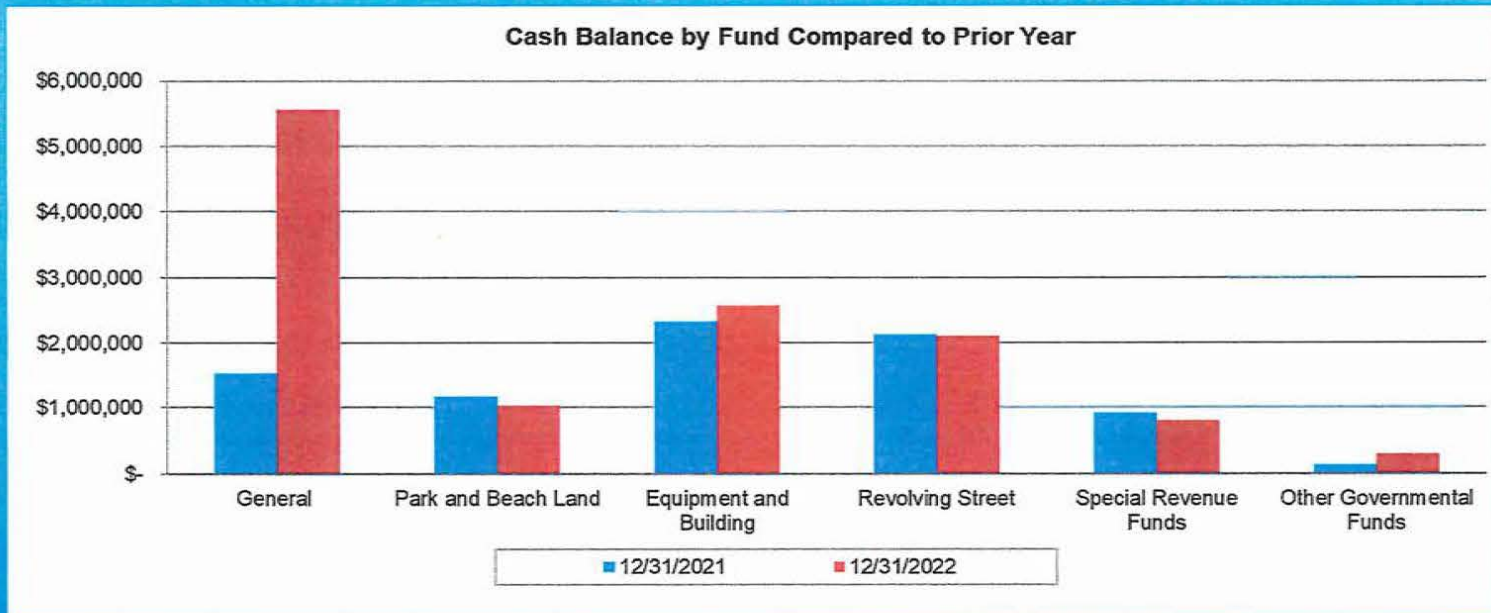
# CITY OF HAM LAKE 4TH QUARTER REPORT

Presented by Finance Director, Andrea Murff



# OVERALL CASH POSITION

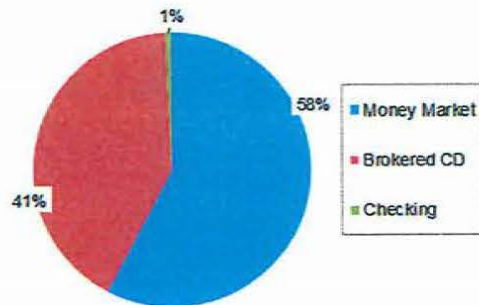
	Balance 12/31/2021	Balance 12/31/2021	Balance 12/31/2022	YTD Change From 12/31/2021
100 General Fund	\$ 1,532,356	\$ 4,460,096	\$ 5,551,928	\$ 1,091,832
210 Cable TV Fund	414,695	414,281	237,275	(177,006)
211 Ham Laker Fund	(57,073)	(1)	19,409	19,409
212 Lawful Gambling Contributions Fund	68,639	87,505	120,272	32,767
217 CARES Act Grant	-	4	4	-
230 Future Drainage Fund	102,560	122,770	126,852	4,082
231 Recycling Fund	46,158	45,575	35,708	(9,867)
232 Street Light Fund	152,911	167,675	200,499	32,824
250 Oakwilt Fund	11,411	11,344	11,173	(171)
261 Economic Development Fund	1,654	1,660	1,658	(2)
262 Ham Lake EDA Fund	166,416	127,195	54,186	(73,009)
263 Lodging Tax Fund	4,905	4,854	6,251	1,397
370 2010 Cip Bond Debt Service Fund	84,069	278,384	290,028	11,644
371 2016 Go Capital Note Debt Service Fund-Nmtc	31,775	26	26	-
410 General Govt Equipment Fund	64,557	61,952	67,227	5,275
411 Election Equipment Fund	619	2,612	3,219	607
412 Building Fund	252,334	245,066	252,108	7,043
420 Fire Department Equipment Fund	1,394,093	1,501,072	1,652,069	150,996
421 Emergency Operations Center Fund	35,994	35,848	36,257	409
422 Siren Replacement Fund	36,398	37,360	37,267	(93)
428 Building Inspection Equipment Fund	32,279	1,379	5,810	4,431
430 Public Works Equipment Fund	451,417	462,215	396,359	(65,856)
431 Revolving Street Fund	2,122,416	2,144,952	2,109,787	(35,165)
440 Park And Beach Land Fund	1,171,144	1,011,279	1,039,328	28,049
441 Parks Equipment Fund	61,958	81,885	121,796	39,911
890 Trust	523,209	711,053	698,359.00	(12,694)
Total	\$ 8,706,896	\$ 12,018,040	\$ 13,074,853	\$ 1,056,813



# GRAPH OF OVERALL CASH POSITION BY FUND TYPE

# INVESTMENT SUMMARY

## Maturities



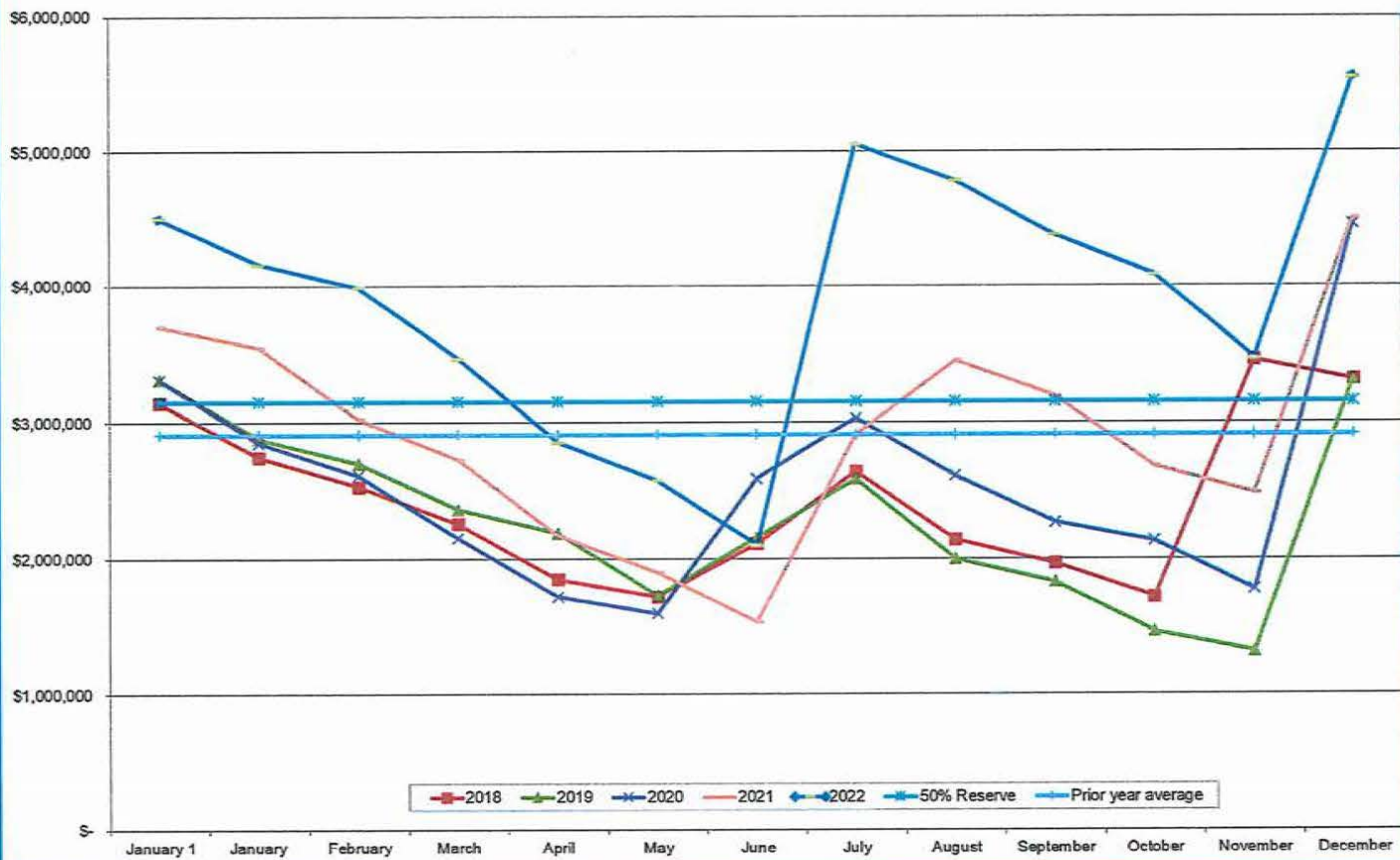
Maturity	Unadjusted Market Value 12/31/2022	Market Value 12/31/2022	Variance 12/31/2022
Current	\$ 7,895,035.31	\$ 7,887,496.86	\$ (7,538.45)
< 1 year	1,094,173.62	1,078,612.20	(15,561.42)
1-2 years	977,198.88	946,886.43	(30,312.45)
2-3 years	733,353.74	687,104.41	(46,249.33)
3-4 years	242,901.99	216,774.42	(26,127.57)
5+ years	236,731.77	206,216.82	(30,514.95)
	<u>\$ 11,179,395.31</u>	<u>\$ 11,023,091.14</u>	<u>\$ (156,304.17)</u>

Weighted average Rate of return -20.65%  
Average Maturity (years) (1.66)

Investment Type	Market Value 12/31/2022
Money Market	\$ 7,546,575.15
Brokered CD	\$ 5,431,771.59
Savings	\$ -
Government Securities	\$ -
Municipal Securities	\$ -
Checking	\$ 100,021.23
	<u>\$ 13,078,367.97</u>

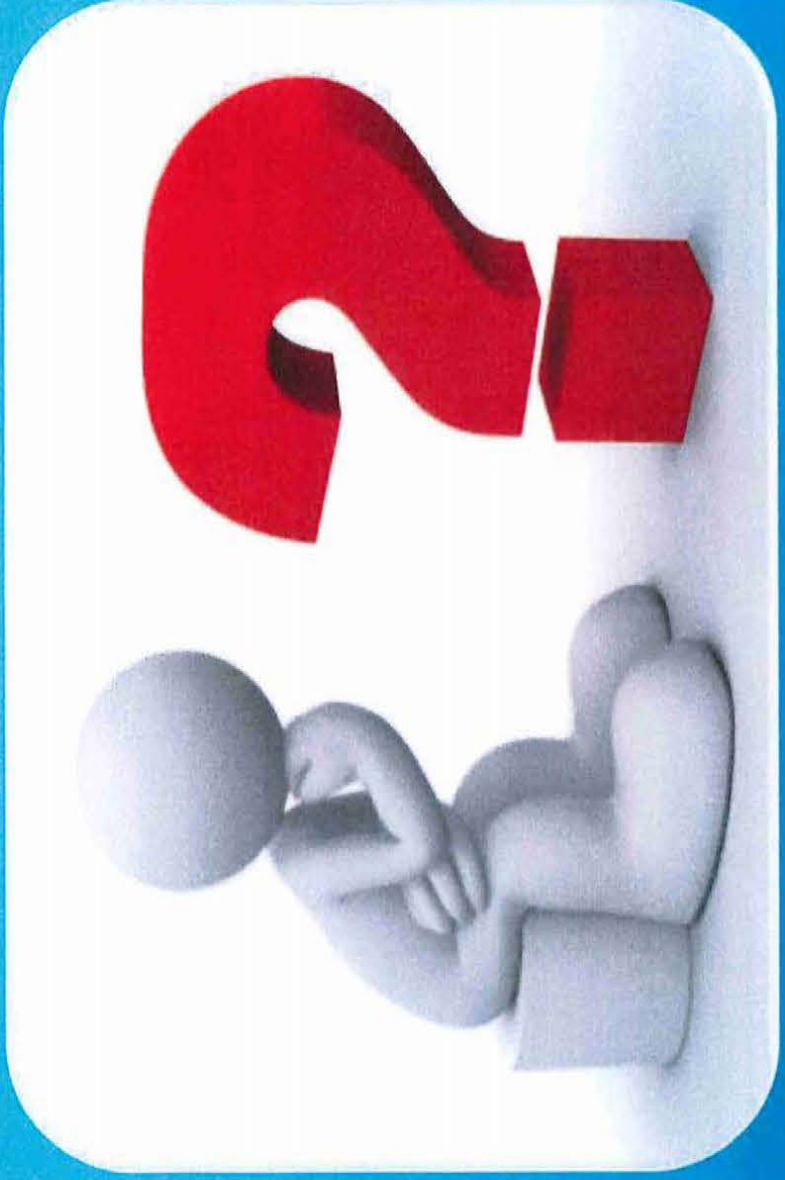
<b>Operating Account</b>	
O/S Deposits	\$ 18,376.60
O/S Checks	(6,229.21)
	<u>\$ 13,090,515.36</u>

General Fund Cash Balances 2018 -2022



# GENERAL FUND BUDGET TO ACTUAL

	Annual Budget	Budget Thru 12/31/2022 100%	Actual Thru 12/31/2022	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget thru 12/31/2022
<b>Revenues</b>					
Taxes	\$ 5,418,693	\$ 5,418,693	\$ 5,262,582	\$ (156,111)	97.12 %
Special Assessments	-	-	-	-	N/A
Licenses and permits	548,600	548,600	570,567	21,967	104.00
Intergovernmental	151,000	151,000	1,112,000	961,000 <sup>¶(1)</sup>	736.42
Charges for services	142,525	142,525	163,089	20,564 <sup>¶(2)</sup>	114.43
Fines and forfeitures	30,000	30,000	30,439	439	101.46
Interest on investments	1,000	1,000	(2,978)	(3,978) <sup>¶(3)</sup>	-
Miscellaneous	10,500	10,500	49,248	38,748 <sup>¶(4)</sup>	469.03
<b>Total Revenues</b>	<b>6,302,318</b>	<b>6,302,318</b>	<b>7,184,948</b>	<b>882,630</b>	
<b>Expenditures</b>					
Council	\$ 82,079	\$ 82,079	\$ 104,667	\$ (22,587) <sup>¶(5)</sup>	127.52 %
Administration/Clerk	308,487	308,487	310,098	(1,612)	100.52
Finance	345,444	345,444	340,903	4,540	98.69
Planning & Zoning	94,145	94,145	79,652	14,494	84.60
General Government	118,950	118,950	494,017	(375,067) <sup>¶(1)</sup>	415.32
Information Technology	52,527	52,527	52,785	(258)	100.49
Public Safety	2,090,089	2,090,089	1,998,305	91,784	95.61
Building Department	428,898	428,898	407,097	21,801	94.92
Public Works	1,111,252	1,111,252	1,042,892	68,360	93.85
Parks and recreation	311,157	311,157	188,963	122,194 <sup>¶(6)</sup>	60.73
Senior Center	13,990	13,990	12,265	1,725	87.67
<b>Total Expenditures</b>	<b>4,957,018</b>	<b>4,957,018</b>	<b>5,031,645</b>	<b>(74,626)</b>	<b>101.51</b>
<b>Excess Revenues (Expenditures)</b>	<b>1,345,300</b>	<b>1,345,300</b>	<b>2,153,303</b>	<b>808,004</b>	
<b>Other Financing Sources (Uses)</b>					
Transfers in	1,200	1,200	1,200	-	100.00
Transfers out	(1,346,500)	(1,346,500)	(1,346,500)	-	100.00
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(1,345,300)</b>	<b>(1,345,300)</b>	<b>(1,345,300)</b>	<b>-</b>	
<b>Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	<b>\$ 808,003</b>	<b>\$ 808,004</b>	



QUESTIONS?

**RESOLUTION NO. 23-XX**

**A RESOLUTION OPPOSING THE CONTINUANCE OF THE PUBLIC SAFETY  
LEVY THROUGH THE JOINT LAW ENFORCEMENT COUNCIL (JLEC)**

**WHEREAS**, the City of Ham Lake does not support continuance of the Public Safety Levy.

**WHEREAS**, the City of Ham Lake is of the opinion that buying specialized fencing and barriers for the possibly of unrest will never happen in Ham Lake.

**WHEREAS**, the City of Ham Lake does not agree that specialized fencing and barriers are worthy of going into debt for.

**WHEREAS**, the City of Ham Lake has not been given an opportunity to provide input to accommodate for the best interest of the taxpayers of the City of Ham Lake.

**WHEREAS**, the City of Ham Lake supports each individual city in Anoka County budgeting for these items on their own.

**WHEREAS**, the City of Ham Lake sees this as a misuse of taxpayers hard earned money.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Ham Lake, Minnesota, that this Council does not support purchasing any specialized fencing and barriers with the Ham Lake taxpayer's money.

Adopted by the City Council of the City of Ham Lake this 6th day of February, 2023.

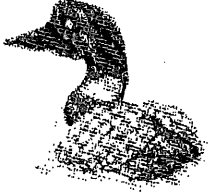
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Brian Kirkham, Mayor

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Denise Webster, City Clerk

Meeting Date: February 6, 2023



**CITY OF HAM LAKE**

***STAFF REPORT***

**To:** Mayor and Councilmembers  
**From:** Denise Webster, City Administrator  
**Subject:** Snow Plow Policy

**Introduction/Discussion:** Attached is the current Snow Plow Policy. I have added information that I found when researching surrounding cities snow plow policies. I have added some information that Council may find beneficial in our cities current policy. I have highlighted the additions in yellow.

**Recommendation:** Council needs to discuss the current Snow Plow Policy and determine any corrections/additions that are needed.





## **CITY OF HAM LAKE SNOW PLOWING/ICE CONTROL POLICY**

### **I. PURPOSE AND NEED FOR POLICY**

The City of Ham Lake, being a growing City, needs to annually review and adopt a policy regarding efficient and timely removal of snow and control of ice in order to best provide for safe travel for the greatest number of persons. This policy outlines the responsibility within the Public Works Department in order to accomplish this goal.

### **II. POLICY**

Each year the Public Works Department prepares a map of the City showing the public street system. This map clearly delineates thoroughfare and local residential streets. The map is then divided into six (6) routes for purposes of snow and ice control.

Within each of the areas, the City has classified city streets based on the street function, relative traffic volume, and importance to the welfare of the community. Those streets classified as priority "A" streets will be plowed first. These are higher volume streets, which connect major sections of the city and provide access for emergency fire, police and medical services. The second priority streets (priority "B") are those streets providing access to schools and commercial businesses. The third priority streets (priority "C") are low volume residential streets. Fourth priority (priority "D") is cul-de-sacs and gravels. (See Exhibit A).

### **III. PROCEDURES**

The Public Works Superintendent or designated representative monitors the street conditions and notifies Public Works personnel of snow and ice conditions needing attention. Public Works personnel are notified in accordance with the Public Works Department Schedule for Emergency Calls. (See Exhibit B).

The Public Works Superintendent or designated representative monitors street conditions and is responsible for making the decision to call out personnel and equipment to begin snow and ice control operations.

### **IV. RESPONSIBILITY**

The Public Works Superintendent or designated representative monitors the street conditions to determine the timing and amount of equipment and personnel necessary to clear the streets.

The Public Works Superintendent or designated representative has the responsibility of determining plow routes and sequencing of operations in accordance with priorities as established in Exhibit A. The superintendent shall retain the latitude to adjust sequencing or route assignments based on storm conditions, equipment availability and/or other conditions warranting changes.

It is the responsibility of each Snow Plow Operator in the Public Works Department to be aware of the department guidelines for Snow Plow Operators. (See Exhibit C). It is the Public Works Superintendents responsibility to discuss these guidelines as well as the entire Snow Plowing/Ice Control Policy with all Public Works personnel on an annual basis.

### **V. COMMENCEMENT OF OPERATIONS**

Snow plowing and/or ice control operations shall commence under the direction of the Public Works Superintendent. In his absence a designated representative will consult and determine when and what operations will begin in accordance with provisions of Exhibit B attached.

In general, operations shall commence as follows:

- A. Snow accumulation of 2 inches, with continual snowfall, warrants commencement of plowing operations.
- B. Drifting of snow may warrant commencement of partial or full operations depending upon conditions.
- C. Icing of pavements may warrant partial or full operation depending upon extent and conditions.

#### **VI. HOW SNOW WILL BE PLOWED**

Snow shall be plowed in a manner so as to minimize traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right with the discharge going onto the boulevard area of the right-of-way. It is the goal of Public Works to have the street system cleaned after a "typical" snowfall in approximately 12 hours. Depending on snowfall conditions and duration of the storm, cleanup operations can widely fluctuate.

#### **VII. USE OF SAND AND SALT**

The City is concerned about the effect of sand and salt on the environment and will limit its use for that reason and will not require bare pavement during winter conditions on streets other than priority "A". Application of the sand/salt mixture is generally limited to priority "A" routes, steep grades and high-volume intersections. Application is limited on lower volume streets and cul-de-sac. The City cannot be responsible for damage to grass caused by the sand/salt mixture and therefore will not make repairs or compensate residents for salt damage to turf areas in the street right-of-way.

#### **VIII. SUSPENSION OF OPERATIONS**

Generally, operations shall continue until all roads are passable. Widening and clean up operations may continue immediately or on the following working day depending upon conditions and circumstances. Safety of the plow operators and the public is important. Therefore, snow plowing/removal operations may be terminated after 10-12 hours to allow personnel adequate time for rest. There may be instances when this is not possible depending on storm conditions and other circumstances. Factors that may delay snow and ice control operations include: severe cold, significant winds and limited visibility. Any decision to suspend operations shall be made by the Public Works Superintendent or designated representative and shall be based on the conditions of the storm. The City will still provide access for emergency fire, police and medical services during a major snow or ice storm.

#### **IX. PROPERTY DAMAGE**

Snow plowing and ice control operations can cause property damage even under the best of circumstances and care on the part of the operators. The major types of damage are to improvements in the City right-of-way, which extends approximately 15' beyond the curb location. The intent of the right-of-way is to provide room for snow storage, utilities and other City uses. However, certain private improvements such as mailboxes are required within this area. Therefore, the City will cooperate with the property owner to determine if the damage is the responsibility of the City and when it shall be the responsibility of the resident. The City accepts responsibility for mailboxes, which are allowed to be placed in the road right-of-way, if the damage is by physically being struck by a plow blade, wing, or other piece of equipment. Mailboxes should be constructed sturdily enough to withstand snow rolling off a plow or a wing. Therefore, damage resulting from snow is the responsibility of the resident. The City will repair or replace mailboxes in those instances where the City is responsible for the damage. To be properly placed, a mailbox should be installed so its bottom edge is 45" to 47" above street level; with the post 36" back from the curb or front of the box. That amount of clearance is needed to keep the plow's wing from hitting the box. If there are any plastic newspaper tubes attached to the mailbox, they must be above 45" height requirement. Any mailbox installed or replaced by the City shall use a swinging or swing away post system designed to minimize the risk of damage from

snowplows. Sprinkler/Irrigation Systems placed in the curb right-of-way are not the responsibility of the City if damaged during snowplowing operations. Anything placed in the right-of-way will be at the owner's expense/risk.

Placement of Garbage/Recycling cans should be 2 feet behind the curb at the end of the driveway, not in the roadway.

In instances where there is a disagreement as to the source of the damage and the responsibility therefore, the Administrator and/or City Council shall determine the responsibility.

#### **X. DRIVEWAYS AND SIDEWALKS**

One of the most frequent and most irritable problems in removal of snow from public streets is the snow deposited in driveways during plowing operations. Snow being accumulated on the plow blade has no place to go but in the driveway. The driver's make every attempt to minimize the amount of snow deposited in driveways, but the amount can still be significant. City personnel does not provide driveway cleaning. All residents must be prepared to clear their own driveways. The City shovels sidewalks for government buildings and does not shovel and/or plow any other sidewalks or trails within the city.

#### **Minnesota Highway Traffic Regulations**

160.27 Sub (5) Misdemeanors:

It shall be unlawful to obstruct any highway or to deposit snow or ice thereon.

Do not plow, shovel, or blow snow onto or across any public street.

169.42 Sub (1)

No person shall throw, deposit, place, or dump upon any street or highway, any snow, ice, etc.

#### **XI. MAIL DELIVERY**

The snowplow operators make every effort to remove snow as close to the curb line as practical and to provide access to mailboxes for the Postal Department. However, it is not possible to provide perfect conditions and minimize damage to mailboxes with the size and type of equipment the City operates. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident.

##### **A. MAILBOX DAMAGE**

The responsibility to replace and repair damaged mailboxes shall be that of the homeowner unless the Public Works or Street Superintendent determines that the City was negligent. Any mailbox installed or replaced by the City shall use a swinging or swing away post system designed to minimize the risk of damage from snowplows. Any homeowner desiring a different style or design of mailbox must repair or replace the mailbox entirely at the homeowner's expense with no contribution from the City.

#### **XII. COMPLAINTS**

Complaints regarding snow and ice control or damage shall be taken during normal working hours and handled in accordance with the City's complaint procedures. Complaints involving access to property or problems requiring immediate attention shall be handled on a priority basis. Response time should not exceed twenty-four (24) hours for any complaint. It should be understood that complaint responses are to ensure that the provisions of this policy have been fulfilled and that all residents of the City have been treated uniformly. It is the City's intention to log all complaints and upgrade this policy as necessary in consideration of the constraints of our resources.

**EXHIBIT A  
PLOWING/SANDING PRIORITIES**

PRIORITY "A"

Streets with greatest priority, including government buildings, emergency fire, police and medical services

PRIORITY "B"

Streets providing access to schools and commercial property

PRIORITY "C"

Lower volume residential streets

PRIORITY "D"

Cul-de-sacs and gravels roads

Since there are a high number of cul-de-sacs in the city, it takes a while for the smaller equipment to completely remove snow from them. The large snowplow may clear a portion of the street first, then the cul-de-sac equipment will complete the clean-up. Main city streets are cleared first with large plows before the smaller equipment begins clearing cul-de-sacs. Reminder to keep cul-de-sacs clear of all sports equipment such as hockey nets and basketball hoops. Plow operators cannot leave the vehicle to move objects left in the road.

City Park parking lots are NOT required to stay open during winter months and most will not be plowed. The outdoor ice rink is cleared and maintained as quickly as possible after a snow event. Plowing streets is our priority before clearing the ice rink.

**EXHIBIT B  
SNOW AND ICE REMOVAL**

**SNOW PLOWING/WIDE-SPREAD HAZARDOUS ROAD CONDITIONS -  
EMERGENCY NOTIFICATION OF PUBLIC WORKS**

In the event of snowfall in excess of 2" or widespread hazardous road conditions where plowing or sanding throughout the community is necessary, the Public Works Superintendent shall call public works personnel as follows:

- A. For snowfall accumulation exceeding 2", by 3:00 A.M. for a 4:00 A.M. commencement of snow plowing operation.
- B. By 5:00 A.M. for a 6:00 A.M. commencement of citywide sanding operations.

This will allow the Public Works Department to prepare the streets for morning rush hour traffic.

Public Works will attempt every day to leave the streets in good winter driving condition when they go out of service at 4:30 P.M.

Public Works personnel are also on-call 24 hours a day to respond to salt/sand because of ice or snowfalls of 2 inches or less as directed by the Public Works Superintendent or designated representative.

**EXHIBIT C**  
**GUIDELINES FOR SNOW PLOW OPERATORS**

1. Operators will be required to be on stand-by and able to report to work within one and one-half hours' notice from November 15<sup>th</sup> to March 15<sup>th</sup> unless arrangements are made with the Public Works Superintendent or designated representative.
2. Operators will be responsible for the vehicle they are assigned to. This includes completing a daily maintenance and equipment check before and after each shift and reporting all deficiencies to the Public Works Superintendent. During snowplowing operations any and all downtime or breakdowns will be reported to the Public Works Superintendent or designated representative.
3. No snow removal vehicles shall be parked with less than three-quarters tank of fuel.
4. Operators shall not assist stranded vehicles by pushing, pulling or jump-starting. Operators may assist by calling for help, offering sand, or offering a helping hand.
5. To minimize damage, no equipment will exceed twenty miles per hour in residential areas.
6. The City recognizes that snowplow operators are exempt from traffic regulations set forth in Minnesota Statutes, Chapter 169 while actually engaged in work on streets and highways, except for regulations related to driving while impaired and the safety of school children. Pursuant to this authority, snowplow operators engaged in snow removal or ice control on streets or highways have discretion to disregard traffic laws set forth in Chapter 169, except for laws relating to impaired driving and school children safety, when in their judgment, it is safe to disregard such laws. The privileges granted herein to snow removal and ice control vehicles shall apply only if the vehicle is equipped with one lighted lamp displaying a flashing, oscillating or rotating amber or blue light placed in such a position on the vehicle as to be visible throughout an arc of 360 degrees. The foregoing provisions do not relieve the driver of an authorized snow removal or ice control vehicle from the duty to drive with due regard for the safety of all persons.
7. Operators will report all damage to the Public Works Superintendent or designated representative at the end of each shift.
8. When plowing and sanding is complete after each storm, salt/sand should be emptied from all trucks and all equipment should be cleaned and washed.
9. If the operator has completed assigned route, the operator will contact the Public Works Superintendent and will be assigned to assist with other routes.
10. Before the employee leaves at the end of their shift, they must wait until all employees have returned and are dismissed by the Public Works Superintendent or designated supervisor.
11. No plowing of private property or towing of vehicles will be permitted unless it directly affects traffic. Any questions should be directed to the Public Works Superintendent.
12. Every effort will be made not to damage mailboxes and trash containers or other structures in the right-of-way.

Adopted by the City Council November 19, 1990

Revised December 8, 1992

Revised November 1, 1993

Revised November 1, 1994

Revised November 1, 1995 (truck numbers and assignments)

Revised October 20, 1997

Revised October 13, 1998 (truck numbers and assignments)

Revised October 20, 1999 (truck numbers and assignments)  
Revised November 3, 2000 (truck numbers and assignments)  
Revised October 25, 2001 (truck numbers assignments and mailbox requirements)  
Revised Fall 2002, 2003, 2004, 2005, 2006  
Revised Fall 2007 (guidelines for snow plow operators: Exhibit C 6.)  
Revised Fall 2008, 2009, 2010, 2011, 2012, 2013,2014, 2015, 2016, 2017, 2018, 2019  
Revised Winter 2023