

# CITY OF HAM LAKE

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

## CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY AGENDA TUESDAY, FEBRUARY 16, 2021

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

### 2.0 PUBLIC COMMENT

### 3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

3.1 Sheriff James Stuart and Lt. Derek Schuldt – Anoka County Sheriff's Department – Introduction of Deputies assigned to the City of Ham Lake for 2021 and the January monthly report

3.2 PUBLIC HEARING: 6:01 P.M. to consider the vacation of the 144<sup>th</sup> Avenue NE right-of-way from Highway 65 to Aberdeen Street NE 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 February 1, 2021

4.2 Approval of claims

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

4.4 Approval of a Resolution planning for an Economic Development project south of the HolidayStationstores project located at 1442 Crosstown Boulevard NE

4.5 Approval of the 2022 Budget for the Sunrise River Watershed Management Organization

4.6 Approval of the Contract with SafeAssure for safety training in 2021

4.7 Approval of a Resolution requesting a grant from the Anoka County Housing and Redevelopment Authority (HRA) for the Voluntary Cost Sharing Agreement

4.8 Approval of the First Reading of an Ordinance amending Subdivision Article 10-100 clarifying that the subdivision of land parcels resulting in up to three lots must be platted but may be approved as Minor Plats

### 5.0 PLANNING COMMISSION RECOMMENDATIONS – None

### 6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

### 7.0 APPEARANCES

### 8.0 CITY ATTORNEY

### 9.0 CITY ENGINEER

### 10.0 CITY ADMINISTRATOR

### 11.0 COUNCIL BUSINESS

11.1 Committee Reports

11.2 Announcements and future agenda items

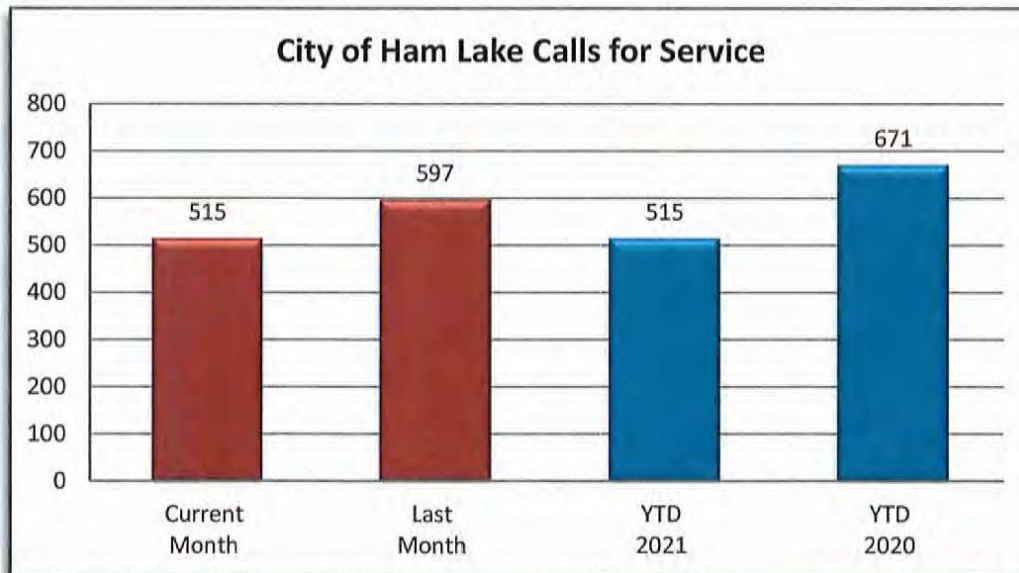
**ANOKA COUNTY SHERIFF'S OFFICE MONTHLY REPORT**

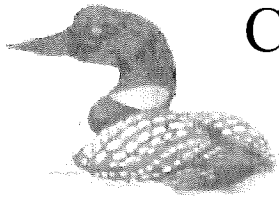
**SECTION II**

**PATROL DIVISION**

**CITY OF HAM LAKE - JANUARY 2021**

OFFENSE	JAN	FEB	MAR	APR	*MAY	*JUN	*JUL	*AUG	SEP	OCT	NOV	DEC	YTD 2021	YTD 2020
Call for Service	515												515	671
Burglaries	0												0	1
Thefts	12												12	10
Crim Sex Conduct	1												1	2
Assault	0												0	1
Dam to Property	4												4	2
Harass Comm	0												0	0
Felony Arrests	19												19	7
Gross Misd Arrests	1												1	2
Misd Arrests	6												6	13
DUI Arrests	2												2	5
Domestic Arrests	2												2	1
Warrant Arrests	10												10	3
Traffic Arrests	93												93	59





# CITY OF HAM LAKE

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Ham Lake, Minnesota 55304  
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## 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 February 16, 2021 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:

### RIGHT-OF-WAY TO BE VACATED:

That part of 144th Avenue NE as dedicated on the recorded plat of MARSHALL MANOR, Anoka County, Minnesota, lying west of the west line of Aberdeen Street NE as dedicated on said recorded plat of MARSHALL MANOR, and lying east of State Trunk Highway No. 65 per Minnesota Department of Transportation Monumentation Plat No. 02-M21.

Said hearing is conducted pursuant to Minnesota Statutes Chapter 412.851.

Dated: February 2, 2021

  
Dawnette Shimek, Deputy City Clerk

Posted at City Hall between the dates of February 2, 2021 and February 16, 2021

Published in the Star Tribune on February 4, 2021

RESOLUTION NO. 21-xx

WHEREAS, a public hearing was held before the Ham Lake City Council on the 16th day of February, 2021 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;

RIGHT-OF-WAY TO BE VACATED:

That part of 144th Avenue NE as dedicated on the recorded plat of MARSHALL MANOR, Anoka County, Minnesota, lying west of the west line of Aberdeen Street NE as dedicated on said recorded plat of MARSHALL MANOR, and lying east of State Trunk Highway No. 65 per Minnesota Department of Transportation Monumentation Plat No. 02-M21.

Adopted by the City Council of the City of Ham Lake this 16<sup>th</sup> day of February, 2021.

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Michael G. Van Kirk, Mayor

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Dawnette Shimek, Deputy City Clerk

293223420027  
ABI SAAB JOE & KHALIFE  
ROSA  
1507 143RD LANE NE  
HAM LAKE, MN 55304

293223420037  
CINCOTTA TRUSTEE GREGORY  
& CINCOTT  
21943 MARTIN LAKE RD NE  
STACY, MN 55079

293223420028  
FRANCEN JANICE M  
1517 143RD LANE NE  
HAM LAKE, MN 55304

293223420015  
KOIVU JESSICA  
1505 144TH AVE NE  
HAM LAKE, MN 55304

293223420038  
MENSING TODD  
1452 143RD LN NE  
HAM LAKE, MN 55304

293223420025  
SHANOR FRANK R  
1451 143RD LN NE  
HAM LAKE, MN 55304

293223420006  
BIALON KELLY  
15940 YORK CIR NW  
RAMSEY, MN 55303

293223420036  
COLLINS WILLIAM  
1518 143RD LN NE  
HAM LAKE, MN 55304

293223420017  
HAM LAKE ECONOMIC  
DEVELOPMENT AUT  
15544 CENTRAL AV NE  
HAM LAKE, MN 55304

293223420024  
LARSON CARRIE  
14405 ABERDEEN ST NE  
HAM LAKE, MN 55304

293223420023  
MYRMEL JEFF  
3640 140TH AVE NE  
HAM LAKE, MN 55304

293223420026  
SHOOP BRANDON  
1461 143RD LN NE  
HAM LAKE, MN 55304

293223420039  
BRAASTAD GARY  
21490 UNIVERSITY AVE NE  
CEDAR, MN 55011

293223420018  
COOLEY LONNY  
1508 144TH AVE NE  
HAM LAKE, MN 55304

293223420014  
KIJ STANISLAW  
2508 33RD AVE NE  
ST ANTHONY, MN 55418

293223310003  
LINCOLN STREET  
COMMERCIAL LLC  
3369 39TH ST S  
FARGO, ND 58104

293223420013  
PETERSON JON  
1518 144TH AVE NE  
HAM LAKE, MN 55304

PH 2/16/21 6:01 PM

Vacation of R-O-W on a part  
of 144th Ave - E of #65

CITY OF HAM LAKE  
15544 Central Avenue NE  
Ham Lake, Minnesota 55304

NEOPOST

FIRST-CLASS MAIL

02/09/2021

US POSTAGE

\$000.51<sup>00</sup>



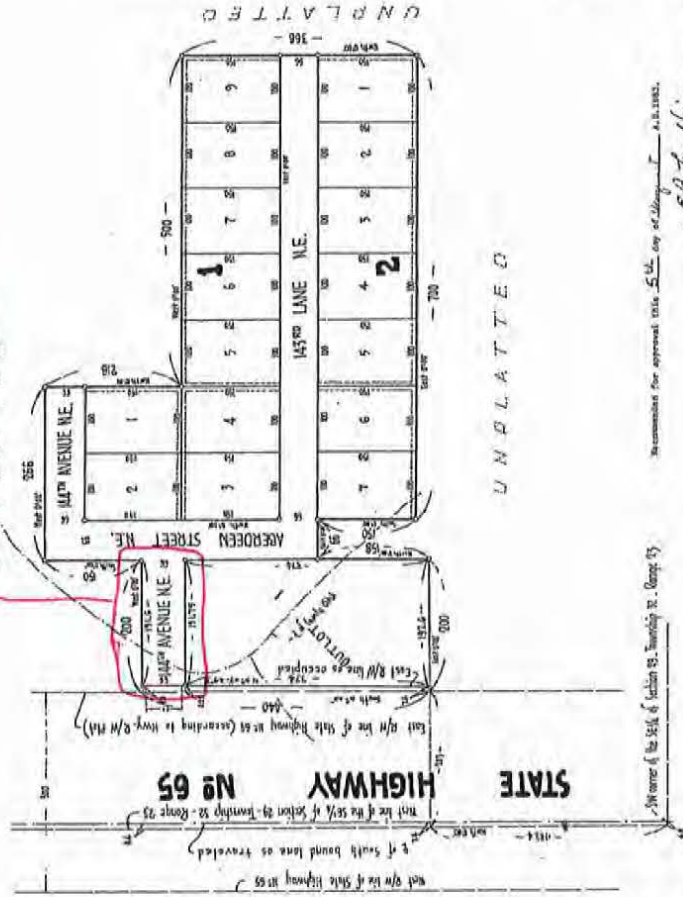
ZIP 55304  
041M11457169

Marin Manuel Gonzalez  
1462 143rd Lane NE  
Ham Lake, MN 55304

# MARSHALL MANOR

— Township of Ham Lake — County of Anoka —

UNPLATTED  
*proposed vzeation*  
UNPLATTED



- Details from Measurement
- Bearings are assumed
- Details Utility and Drainage
- Easements, being 5' on each side of the lot line.

Scale 1" = 100'  
June 1965



OFFICE OF SURVEYORS  
STATE OF MINNESOTA  
COUNTY OF ANOKA  
By *Maguire & Associates*  
Engineers - Surveyors

PROPERTY TAXES PAID FOR YEAR 1965  
IN THE AMOUNT OF \$1,000.00  
By *Robert A. C. ...*  
COUNTY CLERK

Recommendation for approval this 5th day of August, A.D. 1965.  
By *Robert A. C. ...*  
COUNTY CLERK

This plan was approved and accepted by the Board of County Commissioners of the County of Anoka, State of Minnesota at a regular meeting held this 5th day of August, A.D. 1965.  
By *Robert A. C. ...*  
COUNTY CLERK

I hereby certify that I have surveyed and platted the property described on this plat in accordance with the laws of Minnesota and that the distances and bearings are correctly shown on the plat in feet and decimals of a foot; that the monuments for corners of these surveys have been correctly placed in the ground as shown on the plat; that the survey was made in accordance with the laws of Minnesota and that there are no wet lands or public highways to be designated on said plat other than as shown thereon.

By *E. A. ...*  
Surveyor - Minnesota Reg. No. 379

The surveyors certificate and subscription appear to be correct.  
County of Anoka  
By *Robert A. C. ...*  
County Clerk

The annexed plat of MARSHALL MANOR was approved by the Planning and Zoning Commission and by the Board of the Township of Ham Lake at a regular meeting held this 5th day of August, A.D. 1965.  
By *Robert A. C. ...*  
County Clerk

This plan was approved as to form and execution this 5th day of August, A.D. 1965.  
By *Robert A. C. ...*  
County Clerk

UNPLATTED

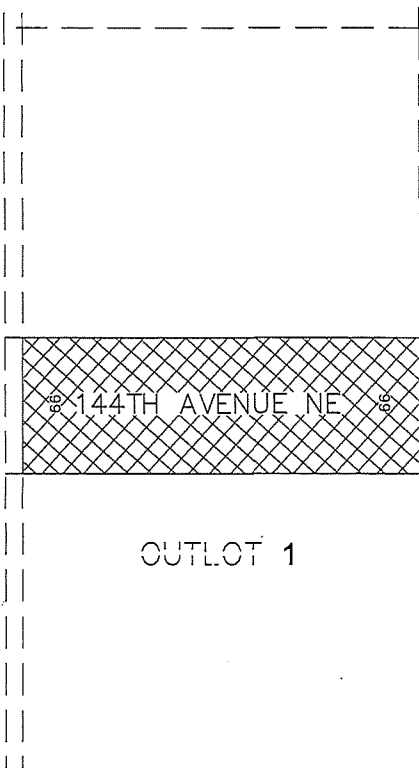
UNPLATTED

In presence of *James ...*  
County Clerk

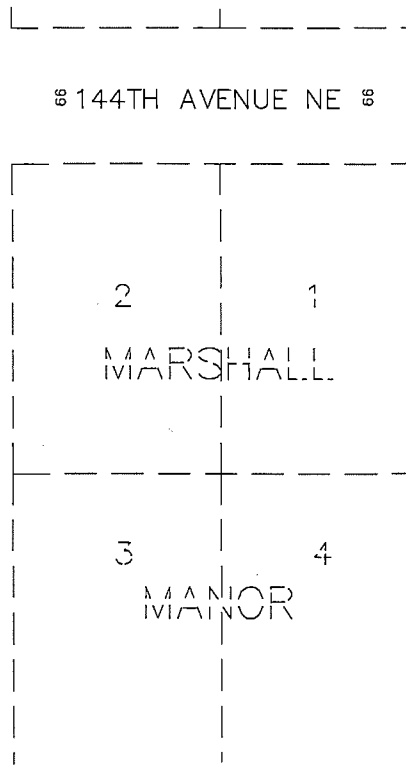
UNPLATTED

MINNESOTA DEPARTMENT OF TRANSPORTATION  
MONUMENTATION PLAT NO. 02-M21

STATE HIGHWAY NO. 65



ABERDEEN STREET NE

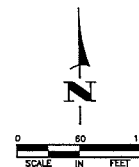


144TH AVENUE NE

MARSHALL  
MANOR

PROPOSED RIGHT OF WAY VACATION DESCRIPTION:

That part of 144th Avenue NE as dedicated on the recorded plat of MARSHALL MANOR, Anoka County, Minnesota, lying west of the west line of Aberdeen Street NE as dedicated on said recorded plat of MARSHALL MANOR, and lying east of State Trunk Highway No. 65 per Minnesota Department of Transportation Monumentation Plat No. 02-M21.



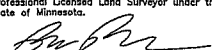
LEGEND

 Right of Way to be Vacated

Date	Revision
12/17/20	corrected description

DESIGNED BY	BP
DRAWN BY	MSS
CHECKED BY	BP

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



Brian Pearson, MN License No. 4913B

**Hakanson Anderson**  
Civil Engineers and Land Surveyors  
3601 Thurston Ave., Anoka, Minnesota 55203  
763-427-2850 FAX 763-427-0520

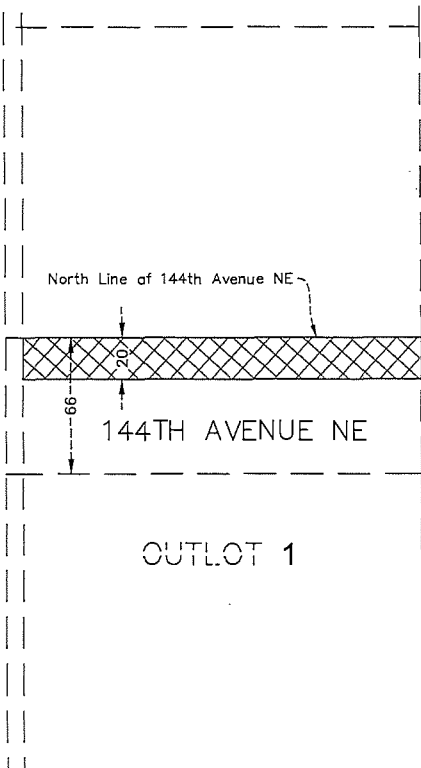
Easement Vacation Exhibit  
for  
RFC Engineering

DATE 11/03/20 FILE NO. 3608.10



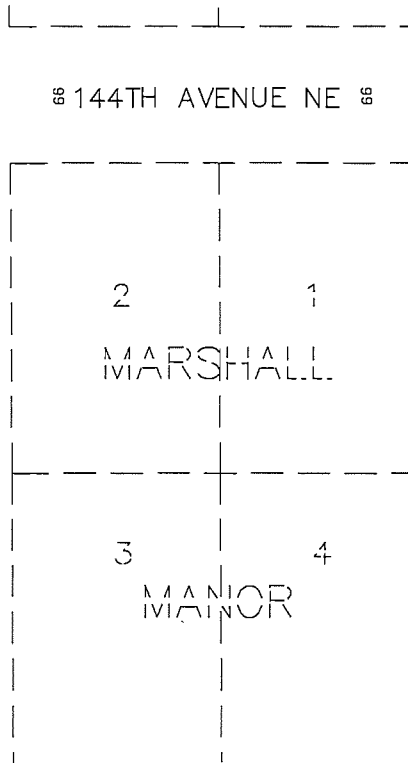
MINNESOTA DEPARTMENT OF TRANSPORTATION  
MONUMENTATION PLAT NO. 02-M21

STATE HIGHWAY NO. 65



OUTLOT 1

66 ABERDEEN STREET NE



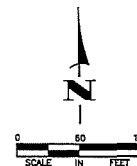
66 144TH AVENUE NE 66

PROPOSED EASEMENT DESCRIPTION:

A permanent easement over, under and across the North 20.00 feet of 144th Avenue NE as dedicated on the recorded plat of MARSHALL MANOR, Anoka County, Minnesota, lying west of the west line of Aberdeen Street NE as dedicated on said recorded plat of MARSHALL MANOR, and lying east of State Trunk Highway No. 65 per Minnesota Department of Transportation Monumentation Plat No. 02-M21.

LEGEND


 Proposed Easement



Date	Revision
12/17/20	corrected description

DESIGNED BY	BP
DRAWN BY	MSS
CHECKED BY	BP

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

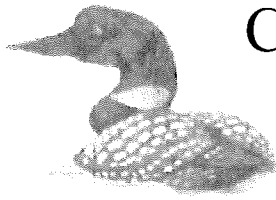


Brian Person, MN License No. 49138

**Hakanson Anderson**  
Civil Engineers and Land Surveyors  
301 Throckmole Ave., Anoka, Minnesota 55303  
763-427-5853 FAX 763-427-0520

Easement Exhibit  
for  
RFC Engineering

DATE 12/11/20 FILE NO. 3608.10



# CITY OF HAM LAKE

15544 Central Avenue NE  
Ham Lake, Minnesota 55304  
(763) 434-9555  
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## CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES FEBRUARY 1, 2021

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Tuesday, February 2, 2021 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 Mike Van Kirk and Councilmembers Jim Doyle, Gary Kirkeide, Brian Kirkham and Jesse Wilken

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** City Attorney, Joe Murphy; City Engineer, Tom Collins; and Deputy City Clerk, Dawnette Shimek

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

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

### **2.0 PUBLIC COMMENT – None**

### **3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS - None**

### **4.0 CONSENT AGENDA**

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

4.1 Approval of minutes of January 19, 2021

4.2 Approval of claims in the amount of \$533,892.76

4.3 Approval of Joint Powers Agreement by and between the Cities of Andover and Ham Lake stipulating maintenance responsibilities for each City for University Avenue NE. from Andover Boulevard NE to 144<sup>th</sup> Avenue NE

4.4 Approval of the classification and sale of tax forfeited parcel (PIN 34-32-23-21-0006)

4.5 Approval of Resolution No. 21-03 scheduling a Public Hearing for the vacation of the 144<sup>th</sup> Avenue right-of-way from Highway 65 to Aberdeen Street

4.6 Approval of reappointment of Erin Dixson, Jonathan Fisher and Jeff Entsminger as Planning Commissioners with the term of March 15, 2021 to March 15, 2024

**Motion by Kirkham, seconded by Wilken, to approve the Consent Agenda with the omission of item 4.1 (approval of minutes of January 19, 2021). All in favor, motion carried.**

**Motion by Van Kirk, seconded by Wilken, to approve item 4.1 (approval of minutes of January 19, 2021) on the Consent Agenda. Mayor Van Kirk and Councilmembers Kirkeide and Wilken voted yes. Councilmembers Doyle and Kirkham abstained. Motion carried.**

**5.0 PLANNING COMMISSION RECOMMENDATIONS – None**

**6.0 ECONOMIC DEVELOPMENT AUTHORITY – None**

**7.0 APPEARANCES - None**

**8.0 CITY ATTORNEY – None**

**9.0 CITY ENGINEER – None**

**10.0 CITY ADMINISTRATOR – None**

**11.0 COUNCIL BUSINESS**

**11.1 Committee Reports – None**

Councilmember Doyle and Kirkeide attended a road committee meeting prior to the meeting and met with representatives of Anoka County to discuss future upgrades to Bunker Lake Boulevard from Highway 65 east to Jefferson Street NE.

**11.3 Announcements and future agenda items - None**

**Motion by Kirkeide, seconded by Kirkham, to adjourn the meeting at 6:03 p.m. All in favor, motion carried.**

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Dawnette Shimek, Deputy City Clerk

**CITY OF HAM LAKE  
CLAIMS SUBMITTED TO COUNCIL  
February 16, 2021**

**CITY OF HAM LAKE**

<b>EFTS, CHECKS, AND BANK DRAFTS</b>	<b>2/4/2021 - 2/18/2021</b>	
EFT	# 1387 - 1399	\$ 50,824.73
CHECKS	# 62641 - 62673	\$ 60,246.62
BANK DRAFTS	DFT0002171 - DFT0002174	\$ 21,159.70
<b>TOTAL EFTS, CHECKS, AND BANK DRAFTS</b>		<u>\$ 132,231.05</u>
<b>PAYROLL CHECKS</b>		
02/12/21		\$ 33,985.23
		\$ -
<b>TOTAL PAYROLL CHECKS</b>		<u>\$ 33,985.23</u>
<b>TRUST CHECKS</b>	#	\$ -
<b>TOTAL OF ALL PAYMENTS</b>		<u>\$ 166,216.28</u>

**VOID CHECKS**  
EFT  
CHECKS  
TRUST CHECKS

**APPROVED BY THE HAM LAKE CITY COUNCIL THIS 16TH DAY OF FEBRUARY 2021**

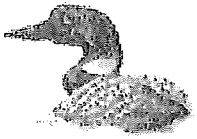
\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER



# Council Approval List

By (None)

Payment Dates 2/4/2021 - 2/18/2021

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1387	OPTUM BANK - 6011	Health Savings Account-6011	Flexible spending	100-21705	54.17
1388	WELLS FARGO - 6003	Health Savings Account-6003	Flexible spending	100-21705	125.00
1389	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	155.67
1389	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1389	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	70.92
1389	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1390	FASTENAL	FASTENERS	Operating supplies	100-43101-2290	57.80
1391	GREEN LIGHTS RECYCLING IN	1/23/21 RECYCLING EVENT	Waste management & recycli	231-43601-3630	8,073.70
1392	LEADER PRINTING	FEB HAM LAKER	Printing	211-41704-3970	575.00
1393	O'REILLY AUTOMOTIVE STORE	#89 MIRROR	Vehicle parts & supplies	100-43101-2340	18.99
1393	O'REILLY AUTOMOTIVE STORE	#78 FUEL FILTER	Vehicle parts & supplies	100-43101-2340	79.79
1393	O'REILLY AUTOMOTIVE STORE	#89 MIRROR	Vehicle parts & supplies	100-43101-2340	-18.99
1393	O'REILLY AUTOMOTIVE STORE	ADAPTER	Operating supplies	100-43101-2290	9.99
1393	O'REILLY AUTOMOTIVE STORE	#89 CLIP NUT AST	Vehicle parts & supplies	100-43101-2340	3.99
1393	O'REILLY AUTOMOTIVE STORE	#63 A/T FILTER, TRANS FLUID	Vehicle parts & supplies	100-43101-2340	120.76
1393	O'REILLY AUTOMOTIVE STORE	#75 BATTERY	Vehicle parts & supplies	100-43101-2340	333.60
1393	O'REILLY AUTOMOTIVE STORE	FILTER	Operating supplies	100-43101-2290	14.99
1393	O'REILLY AUTOMOTIVE STORE	E2 BATTERIES	Vehicle parts & supplies	100-42201-2340	340.00
1393	O'REILLY AUTOMOTIVE STORE	E1 BATTERIES	Vehicle parts & supplies	100-42201-2340	510.00
1394	RFC ENGINEERING, INC.	ABERDEEN, 144TH - 145TH	Engineering	431-43301-3135	8,421.40
1394	RFC ENGINEERING, INC.	155TH, NAPLES - LEXINGTON	Engineering	431-43301-3135	631.01
1394	RFC ENGINEERING, INC.	165TH, FRAIZER, 167TH	Engineering	431-43301-3135	26.90
1394	RFC ENGINEERING, INC.	SODERVILLE DRIVE	Engineering	431-43301-3135	997.26
1394	RFC ENGINEERING, INC.	TWIN BIRCH ACRES	Engineering	431-43301-3135	148.94
1394	RFC ENGINEERING, INC.	LUND'S LAKEVIEW FOREST	Engineering	431-43301-3135	7,186.49
1394	RFC ENGINEERING, INC.	UNIVERSITY S OF ANDOVER B	Engineering	100-41101-3135	134.51
1394	RFC ENGINEERING, INC.	BALTIMORE ST VACATION S O	Engineering	100-41101-3135	53.84
1394	RFC ENGINEERING, INC.	34-32-23-21-0006 TAX FORFEI	Engineering	100-41101-3135	53.80
1394	RFC ENGINEERING, INC.	COUNCIL MEETING	Engineering	100-41101-3135	53.80
1394	RFC ENGINEERING, INC.	FIRE MAP	Engineering	100-41101-3135	18.85
1394	RFC ENGINEERING, INC.	ANOKA COUNTY GIS DATA EX	Engineering	100-41101-3135	16.19
1394	RFC ENGINEERING, INC.	BASE MAP	Engineering	100-41101-3135	86.25
1394	RFC ENGINEERING, INC.	COMP PLAN	Engineering-comprehensive p	100-41101-3136	2,515.04
1394	RFC ENGINEERING, INC.	PLANNING/POTENTIAL DEVEL	Engineering	100-41601-3135	486.98
1394	RFC ENGINEERING, INC.	PLANNING/POTENTIAL DEVEL	Engineering	100-41601-3135	13.45
1394	RFC ENGINEERING, INC.	HAM LAKE BUILDING PERMIT	Engineering	100-42401-3135	390.08
1394	RFC ENGINEERING, INC.	29-12-0007 ANOKA COUNTY	Engineering	100-42401-3135	134.51
1394	RFC ENGINEERING, INC.	ASSESSOR	Engineering	100-42401-3135	40.35
1394	RFC ENGINEERING, INC.	L1 B1 HIDDEN FOREST W 2ND	Engineering	100-42401-3135	26.90
1394	RFC ENGINEERING, INC.	L11 B8 PINGERS PLAZA	Engineering	100-42401-3135	53.80
1394	RFC ENGINEERING, INC.	HAM LAKE GIS WEB CONVERS	Engineering	100-43101-3135	61.58
1394	RFC ENGINEERING, INC.	CCWD FLOOD ZONE REVIEW	Engineering	100-43201-3135	560.10
1394	RFC ENGINEERING, INC.	CCWD RULES AMENDMENTS	Engineering	100-43201-3135	368.53
1394	RFC ENGINEERING, INC.	URRWMO STORMWATER DESI	Engineering	100-43201-3135	53.80
1394	RFC ENGINEERING, INC.	NPDES	Engineering	230-43201-3135	430.43
1394	RFC ENGINEERING, INC.	BUNKER, JEFFERSON - TH65	Engineering	431-43301-3135	629.92
1394	RFC ENGINEERING, INC.	E FRONT RD CSAH 18 - 171ST	Engineering	431-43301-3135	1,002.68
1394	RFC ENGINEERING, INC.	2021 REHAB	Engineering	431-43301-3135	960.56
1394	RFC ENGINEERING, INC.	181ST, CONCORD - HWY 65	Engineering	431-43301-3135	121.06
1394	RFC ENGINEERING, INC.	COPART - EVELETH	Engineering	431-43301-3135	96.07
1394	RFC ENGINEERING, INC.	SODERVILLE PARK EXPANSION	Engineering	440-44103-3135	242.11
1394	RFC ENGINEERING, INC.	HOLIDAY STATION STORE	Engineering	890-90001-3135	2,720.21
1394	RFC ENGINEERING, INC.	EVERGREEN ESTATES	Engineering	890-90001-3135	2,700.08
1394	RFC ENGINEERING, INC.	CROSTOWN ROLLING ACRES	Engineering	890-90001-3135	2,087.11

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1394	RFC ENGINEERING, INC.	ENCHANTED ESTATES 3RD	Engineering	890-90001-3135	13.45
1394	RFC ENGINEERING, INC.	13-41-0001 & 42-001 LOT DIV	Engineering	890-90001-3135	35.03
1394	RFC ENGINEERING, INC.	LIVE WIRE ELECTRIC	Engineering	890-90001-3135	40.35
1394	RFC ENGINEERING, INC.	CONSTANCE BLVD TERRACE	Engineering	890-90001-3135	67.25
1394	RFC ENGINEERING, INC.	BRAASTAD LANDSCAPING	Engineering	890-90001-3135	129.64
1394	RFC ENGINEERING, INC.	FLAMINGO TERRACE EXPANSI	Engineering	890-90001-3135	1,356.23
1394	RFC ENGINEERING, INC.	CATCHERS CREEK	Engineering	890-90001-3135	13.45
1394	RFC ENGINEERING, INC.	RYLIES WAY	Engineering	890-90001-3135	13.45
1394	RFC ENGINEERING, INC.	GROUP PERMIT BILLING	Engineering	100-43501-3135	422.45 <sup>1</sup>
1394	RFC ENGINEERING, INC.	MSA GROUP BILLING	Engineering	431-43301-3135	910.73
1396	SHARON BRODIN	FEB HAM LAKER	Editing	211-41704-3125	900.00
1397	STAR TRIBUNE MEDIA COMPA	2021 BUDGET	Legal notices/publications/bid	100-41101-3950	565.92
1397	STAR TRIBUNE MEDIA COMPA	ORD 21-01 DISSOLVE PARK CO	Legal notices/publications/bid	100-41102-3950	248.90
1398	WRUCK SEWER & PORTABLE	JAN SANITIZER STAND	Equipment rentals	100-41701-3320	25.00
1398	WRUCK SEWER & PORTABLE	JAN LION'S PLAYGROUND REN	Rentals-other	100-44101-3390	45.50
1398	WRUCK SEWER & PORTABLE	JAN HAM LAKE BOAT LANDIN	Rentals-other	100-44101-3390	45.50
1399	MN STATE DEPT OF REVENUE-	2020 SALES TAX DUE	Sales tax	100-21801	1,595.00
1399	MN STATE DEPT OF REVENUE-	JANUARY FUEL TAX	Fuel	100-43101-2230	322.91
62641	ACE SOLID WASTE INC	FEB ORGANICS	Waste management & recycli	231-43601-3630	295.69
62642	ALVERO LLC	SWING AWAY MAILBOX SUPP	Operating supplies	100-43102-2290	570.00
62643	ANOKA COUNTY PROPERTY	SOLI D&U EASEMENT - 155TH	Filing fees	431-43301-3980	46.00
62643	ANOKA COUNTY PROPERTY	CATCHERS CREEK - DEV AGRE	Filing fees	890-90001-3980	46.00
62644	ANOKA COUNTY TREASURY D	USED OIL CLASS 1 LICENSE	Operating supplies	100-43101-2290	100.00
62645	ARCHITECT MECHANICAL INC	FIRE #2 PUMP REPLACEMENT	Building repair & maintenanc	100-42202-3420	975.00
62645	ARCHITECT MECHANICAL INC	MAINT - CITY HALL	Building repair & maintenanc	100-41702-3420	668.10
62645	ARCHITECT MECHANICAL INC	MAINT - FIRE #2	Building repair & maintenanc	100-42202-3420	245.63
62645	ARCHITECT MECHANICAL INC	MAINT - FIRE #1	Building repair & maintenanc	100-42202-3420	363.52
62645	ARCHITECT MECHANICAL INC	MAINT - PUBLIC WORKS	Building repair & maintenanc	100-43104-3420	510.90
62645	ARCHITECT MECHANICAL INC	MAINT - PARK BUILD	Building repair & maintenanc	100-44102-3420	176.85
62645	ARCHITECT MECHANICAL INC	HEATING REPAIRS	Building repair & maintenanc	100-41702-3420	1,890.00
62646	ASPEN MILLS INC	UNIFORM - KB	Clothing & personal protectiv	100-42201-2210	115.90
62646	ASPEN MILLS INC	TIE CLIP & BAR - JG	Clothing & personal protectiv	100-42201-2210	35.85
62646	ASPEN MILLS INC	UNIFORM - JG	Clothing & personal protectiv	100-42201-2210	145.85
62647	BOYER FORD TRUCK INC	#89 SENSOR, O-RING	Vehicle parts & supplies	100-43101-2340	173.33
62648	CARSON, CLELLAND, & SCHRE	LOT COMBINATION	Attorney	100-41101-3110	70.00
62648	CARSON, CLELLAND, & SCHRE	HR	Attorney	100-41101-3110	70.00
62648	CARSON, CLELLAND, & SCHRE	VACATING STREET	Attorney	100-41101-3110	70.00
62648	CARSON, CLELLAND, & SCHRE	CITY COUNCIL MEETINGS	Attorney	100-41101-3110	180.00
62648	CARSON, CLELLAND, & SCHRE	PERMITS	Attorney	100-41101-3110	52.50
62648	CARSON, CLELLAND, & SCHRE	PRIVATE COVENANTS	Attorney	100-41101-3110	35.00
62648	CARSON, CLELLAND, & SCHRE	LOT LINE ADJUSTMENT	Attorney	100-41101-3110	35.00
62648	CARSON, CLELLAND, & SCHRE	PROSECUTIONS	Attorney	100-41501-3110	6,500.00
62649	CITY OF ROSEVILLE	2021 DW LASERFICHE & ADO	Software licenses & upgrades	100-41201-2510	19.33
62649	CITY OF ROSEVILLE	2021 DS, SHARED LASERFICHE	Software licenses & upgrades	100-41301-2510	477.58
62649	CITY OF ROSEVILLE	2021 AW, SK LASERFICHE & A	Software licenses & upgrades	100-41401-2510	24.92
62649	CITY OF ROSEVILLE	2021 JB LASERFICHE & ADOBE	Software licenses & upgrades	100-41601-2510	19.33
62649	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-41701-3210	115.83
62649	CITY OF ROSEVILLE	IT SERVICE	Computer & software support	100-41707-3120	3,499.60
62649	CITY OF ROSEVILLE	2021 TM LASERFICHE & ADOB	Software licenses & upgrades	100-42201-2510	24.92
62649	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-42201-3210	64.25
62649	CITY OF ROSEVILLE	2021 NW, TD LASERFICHE & A	Software licenses & upgrades	100-42401-2510	44.25
62649	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-42401-3210	102.83
62649	CITY OF ROSEVILLE	2021 JW ADOBE LICENSE	Software licenses & upgrades	100-43101-2510	5.58
62649	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-43101-3210	64.25
62649	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-44101-3210	12.83
62649	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-44201-3210	51.42
62650	CONNEXUS ENERGY	CITY HALL	Electricity	100-41702-3610	679.13
62650	CONNEXUS ENERGY	GARAGE	Electricity	100-41702-3610	34.48
62650	CONNEXUS ENERGY	CITY SIGN	Electricity	100-41703-3610	100.05
62650	CONNEXUS ENERGY	SOUTH WELCOME	Electricity	100-41703-3610	14.95

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
62650	CONNEXUS ENERGY	FIRE #1	Electricity	100-42202-3610	371.13
62650	CONNEXUS ENERGY	FIRE #2	Electricity	100-42202-3610	214.15
62650	CONNEXUS ENERGY	SIRENS	Electricity	100-42302-3610	65.00
62650	CONNEXUS ENERGY	PW	Electricity	100-43104-3610	1,045.56
62650	CONNEXUS ENERGY	HWY 65/CONSTANCE SIGNALS	Electricity	100-43401-3610	122.00
62650	CONNEXUS ENERGY	HWY 65/BUNKER SIGNALS	Electricity	100-43401-3610	84.41
62650	CONNEXUS ENERGY	CROSSTOWN/HWY 65 SIGNAL	Electricity	100-43401-3610	77.30
62650	CONNEXUS ENERGY	STREET LIGHTS #2	Electricity	100-43401-3610	275.04
62650	CONNEXUS ENERGY	RADISSON/BUNKER SIGNALS	Electricity	100-43401-3610	75.85
62650	CONNEXUS ENERGY	HWY 65/ANDOVER BLVD SIGN	Electricity	100-43401-3610	74.52
62650	CONNEXUS ENERGY	STREET LIGHTS #1	Electricity	100-43401-3610	24.96
62650	CONNEXUS ENERGY	BUNKER/JEFFERSON SIGNALS	Electricity	100-43401-3610	71.48
62650	CONNEXUS ENERGY	LEXINGTON/CROSSTOWN SIG	Electricity	100-43401-3610	55.21
62650	CONNEXUS ENERGY	BUNKER/LEXINGTON SIGNALS	Electricity	100-43401-3610	66.09
62650	CONNEXUS ENERGY	SODERVILLE PARK	Electricity	100-44101-3610	37.11
62650	CONNEXUS ENERGY	SODERVILLE PARK WELL	Electricity	100-44101-3610	13.50
62650	CONNEXUS ENERGY	HAM LAKE PARK	Electricity	100-44101-3610	192.75
62650	CONNEXUS ENERGY	LION'S PARK CONCESSION	Electricity	100-44102-3610	39.53
62650	CONNEXUS ENERGY	HAM LAKE PARK CONCESSION	Electricity	100-44102-3610	13.50
62650	CONNEXUS ENERGY	HAM LAKE PARK SHELTER	Electricity	100-44102-3610	29.41
62650	CONNEXUS ENERGY	HAM LAKE PARK BUILDING	Electricity	100-44102-3610	385.61
62650	CONNEXUS ENERGY	LION'S PARK PAVILION	Electricity	100-44102-3610	138.39
62650	CONNEXUS ENERGY	SR CENTER	Electricity	100-44202-3610	365.69
62650	CONNEXUS ENERGY	STREET LIGHTS	Electricity	232-43701-3610	4,386.31
62652	DEHN OIL CO	775 GAL DIESEL	Fuel	100-43101-2230	1,550.00
62652	DEHN OIL CO	140 GAL GASOLINE	Fuel	100-43101-2230	270.90
62652	DEHN OIL CO	650 GAL DIESEL	Fuel	100-43101-2230	1,358.50
62652	DEHN OIL CO	250 GAL GASOLINE	Fuel	100-43101-2230	513.75
62652	DEHN OIL CO	100 GAL GASOLINE	Fuel	100-43101-2230	205.50
62652	DEHN OIL CO	225 GAL DIESEL	Fuel	100-43101-2230	472.50
62653	FLEETPRIDE	CLAMPS & HOSE	Operating supplies	100-43101-2290	133.10
62653	FLEETPRIDE	FILTERS	Operating supplies	100-43101-2290	85.96
62654	GRATITUDE FARMS	JAN ANIMAL CONTROL	Other professional services	100-42501-3190	250.00
62655	HOTSYMINNESOTA.COM	HOSE JUMPER	Operating supplies	100-43101-2290	35.00
62655	HOTSYMINNESOTA.COM	SWIVEL	Operating supplies	100-43101-2290	200.00
62656	HYDRAULIC SPECIALTY CO INC	COUPLERS	Operating supplies	100-43101-2290	64.26
62657	LITTLE FALLS MACHINE INC	WING CLEVIS, PINS	Operating supplies	100-43102-2290	103.60
62657	LITTLE FALLS MACHINE INC	CHAIN	Operating supplies	100-43102-2290	99.50
62658	LUBE-TECH & PARTNERS LLC	55 GAL DRUM ANITFREEZE	Operating supplies	100-43101-2290	684.85
62658	LUBE-TECH & PARTNERS LLC	DRUM DEPOSIT & CLEANOUT	Operating supplies	100-43101-2290	25.00
62659	MARTIN-MCALLISTER	PUBLIC SAFETY ASSESSMENT -	Personnel testing & recruitme	100-42201-3150	550.00
62660	MENARDS-BLAINE	SHERIFF'S OFFICE	Capital assets	412-41702-5110	125.90
62661	METRO SALES INC	NOV - DEC COPIER LEASE & C	A/P adjustment	100-20202	1,372.98
62661	METRO SALES INC	JAN COLOR COPIES	Equipment rentals	100-41701-3320	60.39
62661	METRO SALES INC	JAN COPIER LEASE	Equipment rentals	100-41701-3320	331.26
62661	METRO SALES INC	JAN COPIER LEASE	Equipment rentals	100-42401-3320	258.18
62661	METRO SALES INC	JAN COLOR COPIES	Equipment rentals	100-42401-3320	36.67
62662	MN DEPT OF PUBLIC SAFETY	DANGEROUS DOG TAGS	Operating supplies	100-42501-2290	15.00
62662	MN DEPT OF PUBLIC SAFETY	DANGEROUS DOG SIGNS	Operating supplies	100-42501-2290	44.90
62663	MN PEIP	MARCH HEALTH INSURANCE	Flexible spending	100-21705	12,654.38
62664	NORTH TH65 CORRIDOR COA	2021 MEMBERSHIP DUES	Dues & subscriptions	100-41101-3920	250.00
62665	NORTHERN LIGHTER PYROTEC	FIREWORKS - FREEDOM FESTI	Community celebrations	100-41701-4115	5,000.00
62666	PERMITWORKS LLC	CONTRACTOR LICENSE SUPPO	Computer & software support	100-42401-3120	595.00
62666	PERMITWORKS LLC	PERMITWORKS SUPPORT	Computer & software support	100-42401-3120	1,495.00
62666	PERMITWORKS LLC	CODE ENFORCEMENT SUPPO	Computer & software support	100-42401-3120	1,495.00
62667	STOREY KENWORTHY	W2, 1099-MISC, 1099-NEC	Office supplies	100-41401-2110	106.52
62668	TDS METROCOM INC	763-434-0454 ELEVATOR	Phones/radios/pagers	100-41701-3210	39.81
62668	TDS METROCOM INC	763-434-9605 FIRE #2	Phones/radios/pagers	100-42201-3210	37.81
62669	TOTAL ENERGY SYSTEMS LLC	GENERATOR REPAIR	Building repair & maintenanc	100-43104-3420	2,609.15
62670	TOWMASTER INC	#89 EXTENSION MIRROR	Vehicle parts & supplies	100-43101-2340	21.66

Council Approval List

Payment Dates: 2/4/2021 - 2/18/2021

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
52671	UNLIMITED SUPPLIES INC	HEADLAMP HEADGEAR ASSY	Operating supplies	100-43101-2290	38.65
52672	VERIZON WIRELESS	612-916-1358 SR CTR	Phones/radios/pagers	100-44201-3210	8.89
52673	WRIGHT-HENNEPIN COOPERA	MARCH ELEVATOR MONITORI	Monitoring	100-41702-3145	10.00
52673	WRIGHT-HENNEPIN COOPERA	MARCH SECURITY MONITORI	Monitoring	100-41702-3145	32.95
52673	WRIGHT-HENNEPIN COOPERA	MARCH PW FIRE PANEL MONI	Monitoring	100-43104-3145	52.95
DFT0002171	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	1,234.00
DFT0002171	EMPOWER	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002172	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	-21.09
DFT0002172	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	-492.58
DFT0002172	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	4,270.36
DFT0002172	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,415.06
DFT0002172	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	5,557.78
DFT0002173	PERA	Retirement-Coordinated	PERA	100-21703	5,892.26
DFT0002173	PERA	Retirement-Police & Fire	PERA	100-21703	1,171.85
DFT0002174	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	-9.60
DFT0002174	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,091.66
<b>Grand Total:</b>					<b>132,231.05</b>



## Report Summary

## Fund Summary

Fund	Payment Amount
100 - GENERAL	86,800.64
211 - HAM LAKER	1,475.00
230 - FUTURE DRAINAGE	430.43
231 - RECYCLING	8,369.39
232 - STREET LIGHT	4,386.31
412 - BUILDING	125.90
431 - REVOLVING STREET	21,179.02
440 - PARK & BEACH LAND	242.11
890 - TRUST FUND	9,222.25
<b>Grand Total:</b>	<b>132,231.05</b>

## Account Summary

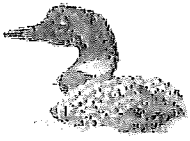
Account Number	Account Name	Payment Amount
100-20202	A/P adjustment	1,372.98
100-21701	Federal WH/FICA/MC	10,729.53
100-21702	State W/H	2,082.06
100-21703	PERA	7,064.11
100-21704	Deferred compensation	1,284.00
100-21705	Flexible spending	12,833.55
100-21801	Sales tax	1,595.00
100-41101-3110	Attorney	512.50
100-41101-3135	Engineering	417.24
100-41101-3136	Engineering-comprehen	2,515.04
100-41101-3920	Dues & subscriptions	250.00
100-41101-3950	Legal notices/publicatio	565.92
100-41102-3950	Legal notices/publicatio	248.90
100-41201-2510	Software licenses & upgr	19.33
100-41301-2510	Software licenses & upgr	477.58
100-41401-2110	Office supplies	106.52
100-41401-2510	Software licenses & upgr	24.92
100-41501-3110	Attorney	6,500.00
100-41601-2510	Software licenses & upgr	19.33
100-41601-3135	Engineering	500.43
100-41701-3210	Phones/radios/pagers	155.64
100-41701-3320	Equipment rentals	416.65
100-41701-4115	Community celebrations	5,000.00
100-41702-3145	Monitoring	42.95
100-41702-3420	Building repair & mainte	2,558.10
100-41702-3610	Electricity	713.61
100-41703-3610	Electricity	115.00
100-41707-3120	Computer & software su	3,499.60
100-42201-2210	Clothing & personal prot	297.60
100-42201-2340	Vehicle parts & supplies	850.00
100-42201-2510	Software licenses & upgr	24.92
100-42201-3150	Personnel testing & recr	550.00
100-42201-3210	Phones/radios/pagers	102.06
100-42202-3420	Building repair & mainte	1,584.15
100-42202-3610	Electricity	585.28
100-42302-3610	Electricity	65.00
100-42401-2510	Software licenses & upgr	44.25
100-42401-3120	Computer & software su	3,585.00
100-42401-3135	Engineering	645.64
100-42401-3210	Phones/radios/pagers	102.83
100-42401-3320	Equipment rentals	294.85
100-42501-2290	Operating supplies	59.90
100-42501-3190	Other professional servi	250.00
100-43101-2210	Clothing & personal prot	226.59

**Account Summary**

Account Number	Account Name	Payment Amount
100-43101-2230	Fuel	4,694.06
100-43101-2240	Safety supplies	24.00
100-43101-2290	Operating supplies	1,449.60
100-43101-2340	Vehicle parts & supplies	733.13
100-43101-2510	Software licenses & upgr	5.58
100-43101-3135	Engineering	61.58
100-43101-3210	Phones/radios/pagers	64.25
100-43102-2290	Operating supplies	773.10
100-43104-3145	Monitoring	52.95
100-43104-3420	Building repair & mainte	3,120.05
100-43104-3610	Electricity	1,045.56
100-43201-3135	Engineering	982.43
100-43401-3610	Electricity	926.86
100-43501-3135	Engineering	422.45
100-44101-3210	Phones/radios/pagers	12.83
100-44101-3390	Rentals-other	91.00
100-44101-3610	Electricity	243.36
100-44102-3420	Building repair & mainte	176.85
100-44102-3610	Electricity	606.44
100-44201-3210	Phones/radios/pagers	60.31
100-44202-3610	Electricity	365.69
211-41704-3125	Editing	900.00
211-41704-3970	Printing	575.00
230-43201-3135	Engineering	430.43
231-43601-3630	Waste management & r	8,369.39
232-43701-3610	Electricity	4,386.31
412-41702-5110	Capital assets	125.90
431-43301-3135	Engineering	21,133.02
431-43301-3980	Filing fees	46.00
440-44103-3135	Engineering	242.11
890-90001-3135	Engineering	9,176.25
890-90001-3980	Filing fees	46.00
<b>Grand Total:</b>		<b>132,231.05</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	99,301.29
2002.083-100	1,002.68
200912-100	8,421.40
200922-100	96.07
201102.033-100	629.92
201302.089-100	677.01
201402.136-100	26.90
201709-100	997.26
201805-100	148.94
201907-100	7,186.49
202002.057-100	121.06
Comp Plan-100	2,528.49
MISC-100	1,871.29
Trust-110	4,246.43
Trust-210	4,940.79
Trust-315	35.03
<b>Grand Total:</b>	<b>132,231.05</b>



City of Ham Lake, MN

# EFT Payroll Check Register

## Report Summary

Pay Period: 1/24/2021-2/6/2021

Packet: PYPKT01109 - PPE 2/6/21 PAID 2/12/21

Payroll Set: City of Ham Lake - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	31	33,985.23
<b>Total</b>	<b>31</b>	<b>33,985.23</b>

Meeting Date: February 16<sup>th</sup>, 2021

**CITY OF HAM LAKE**

*STAFF REPORT*

**To:** Mayor and Councilmembers

**From:** Andrea Worcester, Finance/Human Resource Director

**Item/Title/Subject:** Liability coverage waiver form

**Introduction/: Discussion:**

Every year when the City renews its property/casualty insurance, the City Council must decide on whether or not to waive the statutory tort liability limits. In the past, the City has decided not to waive the statutory limits. The options are further explained on the attached form.

**Recommendation:**

I recommend that the City not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.



## LIABILITY COVERAGE – WAIVER FORM

**Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to [pstech@lmc.org](mailto:pstech@lmc.org).**

*The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.*

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

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LMCIT Member Name:

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*Check one:*

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

**466.04 MAXIMUM LIABILITY.**

Subdivision 1. **Limits; punitive damages.** (a) Liability of any municipality on any claim within the scope of sections 466.01 to 466.15 shall not exceed:

(1) \$300,000 when the claim is one for death by wrongful act or omission and \$300,000 to any claimant in any other case, for claims arising before January 1, 2008;

(2) \$400,000 when the claim is one for death by wrongful act or omission and \$400,000 to any claimant in any other case, for claims arising on or after January 1, 2008, and before July 1, 2009;

(3) \$500,000 when the claim is one for death by wrongful act or omission and \$500,000 to any claimant in any other case, for claims arising on or after July 1, 2009;

(4) \$750,000 for any number of claims arising out of a single occurrence, for claims arising on or after January 1, 1998, and before January 1, 2000;

(5) \$1,000,000 for any number of claims arising out of a single occurrence, for claims arising on or after January 1, 2000, and before January 1, 2008;

(6) \$1,200,000 for any number of claims arising out of a single occurrence, for claims arising on or after January 1, 2008, and before July 1, 2009;

(7) \$1,500,000 for any number of claims arising out of a single occurrence, for claims arising on or after July 1, 2009;

(8) twice the limits provided in clauses (1) to (7) when the claim arises out of the release or threatened release of a hazardous substance, whether the claim is brought under sections 115B.01 to 115B.15 or under any other law; or

(9) \$1,000,000 for any number of claims arising out of a single occurrence, if the claim involves a nonprofit organization engaged in or administering outdoor recreational activities funded in whole or in part by a municipality or operating under the authorization of a permit issued by a municipality.

(b) No award for damages on any such claim shall include punitive damages.

Subd. 1a. **Officers and employees.** The liability of an officer or an employee of any municipality for a tort arising out of an alleged act or omission occurring in the performance of duty shall not exceed the limits set forth in subdivision 1, unless the officer or employee provides professional services and also is employed in the profession for compensation by a person or persons other than the municipality.

Subd. 1b. **Total claim.** The total liability of the municipality on a claim against it and against its officers or employees arising out of a single occurrence shall not exceed the limits set forth in subdivision 1.

Subd. 2. **Inclusions.** The limitation imposed by this section on individual claimants includes damages claimed for loss of services or loss of support arising out of the same tort.

Subd. 3. **Disposition of multiple claims.** Where the amount awarded to or settled upon multiple claimants exceeds the applicable limit under subdivision 1, paragraph (a), clauses (4) to (9), any party may apply to any district court to apportion to each claimant a proper share of the total amount limited by subdivision 1.

The share apportioned each claimant shall be in the proportion that the ratio of the award or settlement made to each bears to the aggregate awards and settlements for all claims arising out of the occurrence.

**History:** 1963 c 798 s 4; 1976 c 264 s 1-3; 1983 c 121 s 28; 1983 c 331 s 2,3; 1986 c 444; 1989 c 325 s 50; 1997 c 210 s 3,4; 2006 c 232 s 2; 2012 c 131 s 2,3



RESOLUTION NO. 21-XX

RESOLUTION AUTHORIZING USE OF ANOKA COUNTY HOUSING AND REDEVELOPMENT AUTHORITY FUNDS FOR A FEASIBILITY STUDY FOR A POTENTIAL PARK BUSINESS ON THE EAST SIDE OF HIGHWAY 65 AND SOUTH OF CROSSTOWN BOULEVARD

WHEREAS, the Ham Lake City Council is instructing the City Engineer to prepare a Feasibility Study with proposed reference to street, trail, and utility improvements to Chisholm Street NE / Baltimore Street NE from Crosstown Boulevard NE to 171<sup>st</sup> Avenue NE; and

WHEREAS, Ham Lake has entered into an Agreement for Professional Planning Services with RFC Engineering, Inc. for the preliminary planning of the Business Park;

WHEREAS, the Anoka County Housing and Redevelopment Authority has funding available for planning activities;

NOW THEREFORE, BE IT RESOLVED that the Ham Lake City Council is requesting funding from the Anoka County Housing and Redevelopment Authority in an amount not to exceed \$25,000 to cover the cost of the contract with RFC Engineering, Inc. in planning of the Business Park.

Adopted by a unanimous vote of the City Council this 16th day of February, 2021.

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Michael G. Van Kirk, Mayor

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Dawnette Shimek, Deputy City Clerk



# Sunrise River Watershed Management Organization

## 2022 Budget Breakout

2/5/2021

**Notes:**

Budget was developed 2020-2029 SRWMO Watershed Management Plan.

Community contributions are based on the current SRWMO joint powers agreement.

	Cost	Linwood	East Bethel	Columbus	Ham Lake
		47.04%	29.99%	19.17%	3.80%
<b>NON-OPERATING EXPENSES (split by percentages)</b>					
1 Non-operating General					
2 Grant Search and Applications	\$1,071.00	\$503.80	\$321.19	\$205.31	\$40.70
3 Multi-Partner Coordination					
4 Participate in One Watershed, One Plan (1W1P)	\$686.00	\$322.69	\$205.73	\$131.51	\$26.07
5 Effectiveness Monitoring					
6 Lake Water Quality	\$3,950.00	\$1,858.08	\$1,184.61	\$757.22	\$150.10
7 Stream Water Quality	\$1,450.00	\$682.08	\$434.86	\$277.97	\$55.10
8 Diagnostic Monitoring					
9 Lake Water Quality	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 Surveillance Monitoring					
11 Lake Level Monitoring	\$1,500.00	\$705.60	\$449.85	\$287.55	\$57.00
12 Secchi Transparency Lake Monitoring - volunteer coord.	\$906.72	\$426.52	\$271.93	\$173.82	\$34.46
14 Reference Wetland Hydrology Monitoring	\$1,950.00	\$917.28	\$584.81	\$373.82	\$74.10
15 Water Quality Improvement Projects					
16 Ag Conservation Planning Outreach	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17 SRWMO Cost Share Grant Fund - open to public	\$1,500.00	\$705.60	\$449.85	\$287.55	\$57.00
18 SRWMO Cost Share Grant Fund - through lake associations	\$7,570.00	\$3,560.93	\$2,270.24	\$1,451.17	\$287.66
19 Carp Management	\$7,500.00	\$3,528.00	\$2,249.25	\$1,437.75	\$285.00
20 Education and Public Outreach					
21 Newsletters	\$1,168.00	\$549.43	\$350.28	\$223.91	\$44.38
22 Website	\$715.00	\$336.34	\$214.43	\$137.07	\$27.17
23 Anoka Co Outreach Coordinator Position	\$4,450.00	\$2,093.28	\$1,334.56	\$853.07	\$169.10
24 Lakeshore Restoration Guidance Materials	\$3,300.00	\$1,552.32	\$989.67	\$632.61	\$125.40
25 Workshops Promotion	\$815.00	\$383.38	\$244.42	\$156.24	\$30.97
26 Promote Well Water Wise	\$52.00	\$24.46	\$15.59	\$9.97	\$1.98
27 Rollover Funds (used to maintain a flat budget of \$50K, covering planned expenses over that amount in future years)					
28 Rollover Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
29 Undesignated reserve account spend down					
30 Reduced request to communities	-\$6,452.65	-\$3,035.33	-\$1,935.15	-\$1,236.97	-\$245.20
31 SUBTOTAL	\$32,131.07	\$15,114.46	\$9,636.11	\$6,159.53	\$1,220.98
	Cost	Linwood	East Bethel	Columbus	Ham Lake
		25.00%	25.00%	25.00%	25.00%
<b>OPERATING EXPENSES (split equally four ways)</b>					
32 Operating Expenses					
33 Recording Secretary services	\$1,600.00	\$400.00	\$400.00	\$400.00	\$400.00
34 Liability Insurance	\$1,800.00	\$450.00	\$450.00	\$450.00	\$450.00
35 Administrative fee charged to member communities, component activities/costs listed below					
36 On-call Administrative Assistance - ACD	\$8,800.00	\$2,200.00	\$2,200.00	\$2,200.00	\$2,200.00
37 Annual Written Communication to Member Communities	\$643.00	\$160.75	\$160.75	\$160.75	\$160.75
38 Annual Reports to BWSR, State Auditor	\$1,178.00	\$294.50	\$294.50	\$294.50	\$294.50
39 Advertise Bids for Pro Services (req'd in odd yrs)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40 Undesignated reserve acct spend down - reduced request to communities	-\$2,272.07	-\$568.02	-\$568.02	-\$568.02	-\$568.02
41 SUBTOTAL	\$11,748.93	\$2,937.23	\$2,937.23	\$2,937.23	\$2,937.23
42					
43 GRAND TOTAL	\$43,880.00	\$18,051.69	\$12,573.34	\$9,096.76	\$4,158.21

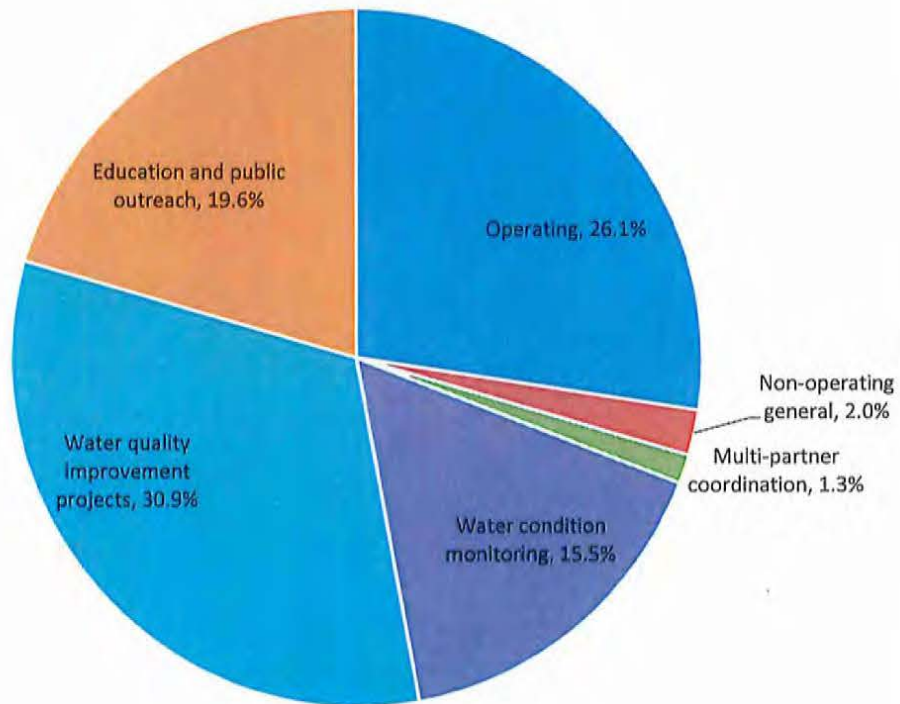


# Sunrise River Watershed Management Organization

## 2022 Budget Expenditures - DRAFT

2/5/2021

Graphic Depiction (detailed table on separate page)





# Sunrise River Watershed Management Organization

## 2021 Budget Breakout - Final

### Notes:

Budget was developed 2020-2029 SRWMO Watershed Management Plan.  
Community contributions are based on the current SRWMO joint powers agreement.  
Community contribution percentages were updated to reflect current acreage (there was a boundary adjustment with the RCWD) and taxable market valuation in the SRWMO.

	Cost	Linwood 47.04%	East Bethel 29.99%	Columbus 19.17%	Ham Lake 3.80%
<b>NON-OPERATING EXPENSES (split by percentages)</b>					
1 Non-operating General					
2 Grant Search and Applications	\$1,035.00	\$486.86	\$310.40	\$198.41	\$39.33
3 Multi-Partner Coordination					
4 Participate in One Watershed, One Plan (1WIP)	\$662.00	\$311.40	\$198.53	\$126.91	\$25.16
5 Effectiveness Monitoring					
6 Lake Water Quality	\$3,963.54	\$1,864.45	\$1,188.67	\$759.81	\$150.61
7 Diagnostic Monitoring					
8 Lake Water Quality	\$1,981.77	\$932.22	\$594.33	\$379.91	\$75.31
9 Surveillance Monitoring					
10 Lake Level Monitoring	\$1,630.15	\$766.82	\$488.88	\$312.50	\$61.95
11 Secchi Transparency Lake Monitoring - volunteer coord.	\$906.72	\$426.52	\$271.93	\$173.82	\$34.46
12 Lake Water Quality	\$5,945.31	\$2,796.67	\$1,783.00	\$1,139.72	\$225.92
13 Reference Wetland Hydrology Monitoring	\$2,018.01	\$949.27	\$605.20	\$386.85	\$76.68
14 Water Quality Improvement Projects					
15 Ag Conservation Planning Outreach	\$1,120.00	\$526.85	\$335.89	\$214.70	\$42.56
16 SRWMO Cost Share Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17 Carp Management	\$7,500.00	\$3,528.00	\$2,249.25	\$1,437.75	\$285.00
18 Ditch 20 Wetland Restoration Outreach	\$320.00	\$150.53	\$95.97	\$61.34	\$12.16
19 Education and Public Outreach					
20 Newsletters	\$2,190.00	\$1,030.18	\$656.78	\$419.82	\$83.22
21 Website	\$724.50	\$340.80	\$217.28	\$138.89	\$27.53
22 Anoka Co Outreach Coordinator Position	\$2,500.00	\$1,176.00	\$749.75	\$479.25	\$95.00
23 Promote Well Water Wise	\$50.00	\$23.52	\$15.00	\$9.59	\$1.90
24 Rollover Funds (used to maintain a flat budget of \$50K, covering planned expenses over that amount in future years)					
25 Rollover Funds	\$1,644.00	\$773.34	\$493.04	\$315.15	\$62.47
26 Undesignated reserve account spend down					
27 Reduced request to communities	-\$5,048.58	-\$2,374.85	-\$1,514.07	-\$967.81	-\$191.85
28 SUBTOTAL	\$29,142.42	\$13,708.59	\$8,739.81	\$5,586.60	\$1,107.41
	Cost	Linwood 25.00%	East Bethel 25.00%	Columbus 25.00%	Ham Lake 25.00%
<b>OPERATING EXPENSES (split equally four ways)</b>					
27 Operating Expenses					
28 Recording Secretary services	\$1,449.00	\$362.25	\$362.25	\$362.25	\$362.25
29 Liability Insurance	\$1,550.00	\$387.50	\$387.50	\$387.50	\$387.50
30 Administrative fee charged to member communities, component activities/costs listed below					
31 On-call Administrative Assistance - ACD	\$8,450.00	\$2,112.50	\$2,112.50	\$2,112.50	\$2,112.50
32 Annual Written Communication to Member Communities	\$621.00	\$155.25	\$155.25	\$155.25	\$155.25
33 Annual Reports to BWSR, State Auditor	\$1,139.00	\$284.75	\$284.75	\$284.75	\$284.75
34 Advertise Bids for Pro Services (req'd in odd yrs)	\$100.00	\$25.00	\$25.00	\$25.00	\$25.00
35 Undesignated reserve acct spend down - reduced request to communities	-\$1,965.18	-\$491.30	-\$491.30	-\$491.30	-\$491.30
36 SUBTOTAL	\$11,343.82	\$2,835.96	\$2,835.96	\$2,835.96	\$2,835.96
37					
38 GRAND TOTAL	\$40,486.24	\$16,544.55	\$11,575.77	\$8,422.56	\$3,943.37

Meeting Date: February 16, 2021



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

**To: Mayor and Councilmembers**

**From: Denise Webster, City Administrator**

**Subject: 2021 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 completes an annual “Simulated” OSHA inspection of all City buildings, and they provide other assistance and reminders of required programs and reporting deadlines.

Following are Service Agreement fees from 2019 and 2020; along with the proposed 2021 fee:

2019 \$3,919.36  
2020 \$3,997.75  
2021 \$4,077.70

**Recommendation: I recommend approval of the 2021 Contract with SafeAssure for safety training.**

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 2021 between The City of Ham Lake, Ham Lake, Minnesota, herein referred to as The City of Ham Lake and SafeAssure Consultants, Inc. 200 S.W. Fourth Street, Willmar, 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	\$ 4,077.70
MSDS ON-LINE SERVICES	\$ included
<b>ANNUAL</b>	<b>\$ 4,077.70</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  \_\_\_\_\_ 020121  
SafeAssure Consultants, Inc.

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

**Meeting Date: February 16, 2021**

**To: Mayor and Councilmembers**

**From: Denise Webster, City Administrator**

**Item/Title/Subject: Approval of the Voluntary Cost Sharing Agreement and a Resolution requesting use of HRA funds to pay for the voluntary contribution to the economic development costs**

**Introduction/Discussion:**

In 2018 the City Council approved a Resolution entering into the Voluntary Cost Sharing Agreement with the Anoka County Housing and Redevelopment Authority for the years 2018-2022.

The City can opt out or cancel this agreement by providing a 30 days' written notice to the County Administrator. City Staff feels that this is a great and benefitting partnership with the County.

Each year a Resolution needs to be adopted by the City Council requesting that HRA funds be used to pay for the voluntary contribution to the economic development costs.

**Recommendation:**

I recommend approving the Voluntary Cost Sharing Agreement and a Resolution requesting the use of HRA funds to pay for the voluntary contribution to the economic development costs.

**RESOLUTION NO. 21-XX**

**CITY OF HAM LAKE  
COUNTY OF ANOKA  
STATE OF MINNESOTA**

**RESOLUTION REQUESTING THE USE OF ANOKA COUNTY HOUSING AND  
REDEVELOPMENT AUTHORITY FUNDS FOR A PROJECT IN THE CITY OF  
HAM LAKE**

**WHEREAS**, Ham Lake is an Anoka County municipality, and participates in the Anoka County Housing and Redevelopment Authority program; and

**WHEREAS**, the City is in need of grant funding to assist with the Voluntary Cost Sharing Agreement for Anoka County Economic Development; and

**WHEREAS**; this project meets the requirements outlined in State Statute as a housing, redevelopment or economic development activity; and

**WHEREAS**; there are sufficient funds available through the Anoka County Housing and Redevelopment Authority.

**NOW THEREFORE BE IT RESOLVED** that the City of Ham Lake formally requests a grant in the amount of \$912.00 from the Anoka County Housing and Redevelopment Authority.

Adopted by the City Council of the City of Ham Lake this 16<sup>th</sup> day of February, 2021.

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Michael G. Van Kirk, Mayor

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Dawnette Shimek, Deputy City Clerk



# Anoka County MINNESOTA

Respectful, Innovative, Fiscally Responsible

Customer/Division Code: ECON

Page 1 of 1

CITY OF HAM LAKE ATTN ANDREA WORCESTER 15544 CENTRAL AVE NE HAM LAKE, MN 55304	<b>Customer Invoice</b>		
	As of:	1/11/2021	Customer: 126842
	Amount Due:	\$912.00	Due By: 2/10/2021
	Questions?	Please	Contact: 763-324-1700

Date	Transaction	Amount	Balance
	Prior Balance as of 12/01/2020:		0.00
Invoice: EC010421M			
01/04/2021	2021 ECONOMIC DEV COST SHARE	\$912.00	
	Invoice: EC010421M Total:	\$912.00	\$912.00

**RECEIVED**  
 JAN 14 2021  
 By: .....

Current	31 - 60 days	61 - 90 days	over 90 days	Total Due
\$912.00	\$0.00	\$0.00	\$0.00	\$912.00

**Amount Due By: 2/10/2021**

Customer: 126842      Balance: \$912.00      Due By: 2/10/2021      Payment Amount: \$ \_\_\_\_\_

Check  
  Money Order  
  VISA  
  Master Card  
  Discover

**Make Checks Payable To:**

Anoka County Treasury Office  
2100 3rd Ave Suite 300  
Anoka, MN 55303-5029

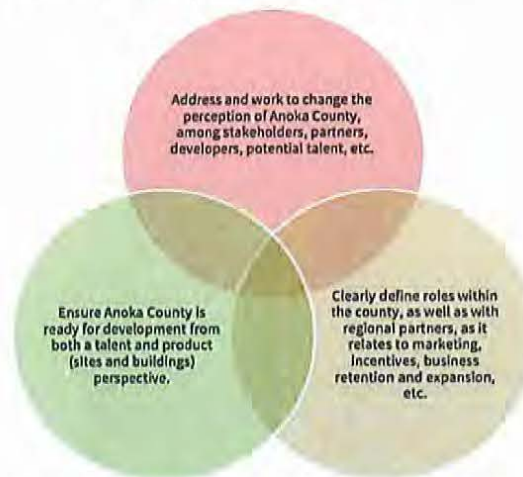
Credit Card: _____	Ex-Date: ____/____/____	CSC 3 Digit Code: _____
Card Holder's Name: _____	Phone: _____	
Billing Address: _____		
Signature: _____		

## Anoka County Regional Economic Development (ACRED) 2021 Strategic Plan

### Overview

The Anoka County Regional Economic Development partnership was formed in 2018 after the Anoka County/Connexus Energy/MetroNorth Chamber of Commerce economic development recruitment study was completed by Ady Advantage. This study has three overall goals identified for Anoka County that were development after a work session with stakeholders in 2017. These goals include:

1. Address and work to change the perception of Anoka County, among stakeholders, partners, developers, potential talent, etc.
2. Ensure Anoka County is ready for development from both a talent and product (sites and buildings) perspective.
3. Clearly define roles within the county, as well as with regional partners, as it relates to marketing, incentives, business retention and expansion, etc.



The following strategies were developed to help Anoka County meet its three goals, as outlined on the above. The strategies fall into the categories of alignment/regionalism, readiness and marketing. Tactics within each strategy can be found as attachments to this plan.

In 2020, the economy swiftly shifted towards an ongoing recession due to the 2020 COVID-19 pandemic. It is important our strategy in 2021 reflects the needs of our current economy while remaining in alignment with the County's long-term economic development vision. The following goals are a subset of the Anoka County Business Recruitment plan identified by the stakeholders in Anoka County as priorities for 2021.





**ANOKA COUNTY**  
Regional Economic Development

Positioned for Success

**2021 Goals**

**Alignment and Regionalism**

1. Improve communication to business leaders and area stakeholders in Anoka County.
2. Improve Business Retention and Expansion outreach and collaboration among county-wide stakeholders.
3. Develop a roadmap for the future of the ACRED partnership budget by the end of 2021

**Marketing**

1. Continue the momentum of brand recognition with internal and external partners.
2. Assist stakeholders to promote local organizations and investment into our small business community.
3. Increase online marketing presence on platforms and connections.
4. Market the MN Technology Corridor and continue to promote opportunities for further partnerships.

**Readiness**

1. Promote financial resources for existing small businesses and entrepreneurs for COVID-19 relief and refine incentives for expanding companies.
2. Assist communities in the MN Tech Corridor and throughout Anoka County that have sites ready for development to conduct shovel readiness checklists and/or certifications.
3. Continue partnerships with the Anoka County Workforce Board and CareerForce Center to ensure the county workforce is ready for the regrowth of the economy.
4. Assist in the infrastructure improvements needed to increase economic development competitiveness by providing resources, aiding in connections and advocacy.

## 2021 Goal Implementation & Action Plan

### Alignment and Regionalism

- **Goal 1:** Improve communication to business leaders and area stakeholders in Anoka County

#### Implementation:

- Continue to update Constant Contact database with business, real estate, community and other stakeholder contacts. Categorize contacts for strategic outreach. Report growth in this data base quarterly
    - Communicate through consistent quarterly Economic Development newsletters to broader audience. In addition, communicate to targeted audiences about events and new financial resources available to businesses.
  - Keep the ACRED COVID Relief WebPage and Handout updated with the latest resources available to businesses and nonprofits affected by COVID; review weekly. Assist in the administration on local relief grants when or if funding is received. Offer assistance to communities with program promotion or guidelines.
  - Continue to host ACRED Partnership meetings with a topic focus in the following categories: business retention, COVID-19 business resources, incentives for new projects, watershed district opportunities for partnership, and readiness.
  - Connect with area chambers quarterly via meetings or one on one phone calls with Executive Directors or presidents at each chamber.
  - Connect with banking, credit union, and CPA/accounting leaders when there are new resources to help area businesses through the pandemic. Include this audience in the ACRED quarterly newsletter. Ensure the quarterly newsletter offers information about regional incentives such as PACE financing or utility incentives.
- 
- **Goal 2:** Improve Business Retention and Expansion outreach and collaboration among county-wide stakeholders

#### Implementation:

- Host a BRE Workshop in Q2 2021 with all chambers and cities present, Connexus, Xcel Energy and County leadership (Workforce, Open to Business). Discuss red flags, how to follow up on these.



**ANOKA COUNTY**  
Regional Economic Development

Positioned for Success

- Develop continued relationships with real estate leaders and bankers to ensure they understand these “red flags” and know how to follow up on these leads. Track any project wins.
    - In addition, ensure they know what resources ACRED can provide to them when working on projects.
  - Track number of visits in the county quarterly that are done
  - Host at least 2 virtual “business summits” targeting minority and woman owned business leaders to help bridge communication to this business community that is less connected
  - **Proactive Visits**
    - In Q1, gather list of fastest growing industries in the Metro in Anoka County. Reach out to stakeholders where employers are located to see if they need support in reaching out to these companies
    - Track industries at risk of job loss by utilizing Greater MSP’s recovery dashboard and “at risk matrix.” Share this list with stakeholders to help in their outreach strategies in Q1 and Q2.
- **Goal 3:** Develop a roadmap for the future of the ACRED partnership budget by the end of 2021

**Implementation:**

- Develop a sustainable budget for 2022 and future years that will help grow the activities of the partnership and develop a reserve to update the Adv Advantage Economic Development Roadmap in 5-10 years.
- Engage community stakeholders throughout this discussion starting in the end of Q3 or early Q4
- Utilize the latest census information to update the cost sharing model on more current population numbers

**Marketing**

- **Goal 1:** Continue the momentum of brand recognition with internal and external partners.

**Implementation:**

- Real Estate Community Brand Recognition
  - Continue partnerships with the real estate community by speaking at MN Real Estate Journal events, Site Selector events and the UpRiver Real Estate Event. At least 8 real estate events in total (4 MN Real Estate Journal, Upriver event and 3 other real estate related events)

- Other stakeholders
  - Continue to speak/promote the region and provide resources for doing business in the county at events such as city, chamber, business association, or rotary meetings quarterly
  - Provide the target industry and the regional profile(s) to stakeholders to support marketing efforts, while elevating the communication of the county's economic development brand semi-annually, or with any new significant property listing where the broker or community asks for assistance in marketing the property.
- **Goal 2:** Assist stakeholders to promote local organizations and investment into our small business community.

**Implementation:**

- In Q1, work with the County Communications team to develop a catchy phrase, marketing and video for shopping locally and supporting small businesses in Anoka County.
- Provide all cities, downtown associations, shopping center owners, chambers and other stakeholders with this marketing material to add to their own efforts to support our small business community throughout the year.
- **Goal 3:** Increase online marketing presence of ACRED and connections.

**Implementation:**

- Use platforms including but not limited to the ACRED LinkedIn page, the [www.anokacountysuccess.org](http://www.anokacountysuccess.org) website and more. Post weekly on the ACRED page about projects, new financing available, events. Etc.
- Utilize the video that was created by SkyEye films to promote the county on LinkedIn quarterly and at events. Allow cities, chambers or other stakeholders to use this video to promote the region throughout the year.
- Invite stakeholders such as key business leaders, real estate professionals, and community partners to follow the ACRED LinkedIn page. Increase followers from 150 to 250 by 2022.
- Work with state partners such as Greater MSP, DEED and the MN Marketing Partnership to connect with out-state site selectors and ensure Anoka County is at the table when opportunities arise (number of meetings events will be dependent on partners).

- **Goal 4:** Market the MN Technology Corridor and continue to promote opportunities for further partnerships

**Implementation:**

- Continue to follow up on monthly website traffic reports for the tech corridor in partnership with Greater MSP and DEED. Follow ups made within 2-4 weeks of receiving each monthly report.
- Host quarterly stakeholder meetings to progress in the corridor initiative such as site readiness, infrastructure improvements, new partnerships and data discovery.
- Coordinate with stakeholders to respond to RFPs from Greater MSP, site selectors, brokers, etc. that the Tech Corridor would be a good fit for.
- Market the Data Center Study conducted with Excipio consulting to promote the cost advantages for data centers to locate within the corridor. Identify what deliverables from the study are transferable to other sites within the corridor and the County by the end of Q1.
- Use leads generated by the corridor as an opportunity to promote other sites within the County by responding to project requests with sites that meet their specs in the corridor and outside the corridor in the other areas of Anoka County.
- Continue the partnership with Greater MSP and DEED to promote and develop the MN Tech Corridor through the MN Marketing Partnership, and the Greater MSP partnership plan with the tech corridor.

## Readiness

- **Goal 1:** Promote financial resources for existing small businesses and entrepreneurs for COVID-19 relief and refine incentives for expanding companies.

**Implementation:**

- Add additional information to the COVID-19 matrix and COVID-19 resource list when new resources become available or old resources expire
- Host meetings with city, chamber or other stakeholders when new resources for businesses become available to share information and collaborate when possible.
- Create a one stop shop on the ACRED website for resources for new businesses in Anoka County. List state resources, open to business and more on the taxes and incentives page by Q2 2021
  - Host a workshop with stakeholders and the subcommittee to develop this resource list by Q2 2021.

- **Goal 2:** Assist communities in the MN Tech Corridor and throughout the county that have sites ready for development to conduct shovel readiness checklists and/or certifications.

**Implementation:**

- Review properties within the Anoka county that are off the market quarterly. Support the property stakeholders to help prepare more information or marketability of the sites by creating documents that outline the specifics of a site in order to make sharing information about off-market properties easier.
  - Coordinate with stakeholders to conduct shovel readiness certifications when requested, site list checklists or certified building programs to prepare these properties for RFP and increase their competitiveness
- **Goal 3:** Continue partnerships with the County Workforce Board and CareerForce Center to ensure the county workforce is ready for the regrowth of the economy.

**Implementation:**

- **Support Job Recovery in the County**
  - Partner with DEED and the Workforce Board to track data semi-annually. Understand where permanent job losses will end up in Anoka County after the economy fully reopens, what industries are seeing job growth and where the gaps in talent and skills are.
  - Promote and aid in partnerships that assist in the solutions to talent shortages and gaps by making connections with stakeholders working on similar initiative or connecting employers with talent initiatives at the Job Training Center, chambers or area colleges.

- **Goal 4:** Assist in the infrastructure improvements needed to increase economic development competitiveness by providing resources, aiding in connections and advocacy.

**Implementation:**

- **Internet/Fiber Improvements**
  - Continue to work with community partners to make improvements to the internet and fiber connectivity issues in the County. Ensure all underserved communities have an outline on how to aid in improvements by the end of 2021.
  - Be a resource to community partners to find solutions to internet issues by continuing involvement with MAPCED, the rural broadband initiative and the Blandin Foundation annually.



**ANOKA COUNTY**  
Regional Economic Development

Positioned for Success

- o Provide advocacy for the benefits of upcoming highway projects such as at the Highway 10 and 65 improvements by sharing the project information with stakeholders such as real estate developers, brokers and prospecting businesses.

## 2021 Anoka County Regional Economic Development Budget Outline

<i>Fixed Cost</i>	<i>Budget</i>	<i>Change from 2020 budget</i>
<b>MNCAR Properties Listing</b> - Available site search engine on website, and access to pull property information for RFP's or pull data for businesses such as traffic counts, area demographics, etc. Ability for cities to list key development sites or buildings	\$8,200	Same
<b>Minnesota Marketing Partnership</b> - Anoka County will remain part of the metropolitan economic development leaders to influence Minnesota's economic development marketing strategy, increase Anoka County's visibility and brand, bridge Minnesota Marketing with County-wide marketing, and access to exclusive site selector events.	\$700	Fee has increased \$75
<b>Annual Cost to host website (iceberg)</b> - hosting and maintenance service for website	\$1,460	Increased \$260 to cover increased bandwidth with video and dashboard on the website
<b>Constant Contact</b> - contact management and email distribution system	\$840	New item, was included in Marketing dollars in 2020. Cost has not changed for this service from 2020.
<b>Total Fixed Cost</b>	<b><u>\$11,200</u></b>	
<b><i>Additional Budget Items</i></b>		
<b>Marketing Activities</b> - Industry events chosen by marketing subcommittee, marketing materials or banners, 3M/PGA open items, etc. Or additional event attendances/sponsorships	\$2,700	Increase from 2020 - allows for flexibility with marketing subcommittee and events especially with variations in in-person or online event costs
<b>MNCAR Booth, October</b> - Largest broker/development summit gathering of the year through MNCAR. Over 600 in attendance.	\$1,100	Same - event may look different in 2021, but planning for an in-person event option later in the year
<b>MN Real Estate Journal - Event sponsorship and panel presentations</b> - Connect with the regions brokers and developers at events that are often highly attended and informative. Cities can attend, or participate. Four events will be sponsored with a panel presence at each event	\$4,500	Same



<b>ACRED Events</b>		
<b>Conduct Annual Business Summit</b>	\$1,000	
<b>Banking/Credit Union Event</b>	\$0	Decrease \$800 from 2020 budget - still host the event - online option or if in person, obtain sponsors to cover cost - work with Marketing Subcommittee to allocate funds if needed
<b>UpRiver Event</b>	\$1,500	Increase \$25 from 2020. Plan for in-person, but lower attendance
<b>MN Tech Corridor Stakeholder Event</b>	\$0	Not allocated in 2020 Budget. Online event planned. If in person attendance event is planned later 2021, funds could be used from marketing budget if approved by Subcommittee
<b>Total</b>	<b>\$22,000</b>	
<b>City Share</b>	\$20,000	
<b>Connexus Contribution</b>	\$2,000	

ACRED Reserves from 2019 & 2020 - do not allocate funds in budget      \$1,157



Carson, Clelland  
& Schreder

— ATTORNEYS AT LAW —

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**MEMORANDUM**

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**TO:** MAYOR AND COUNCILMEMBERS  
**FROM:** JOSEPH MURPHY, CITY ATTORNEY  
**SUBJECT:** MINOR PLATS - PROPOSED CODE AMENDMENT – ARTICLE 10-100  
**DATE:** FEBRUARY 16, 2021

**Discussion:**

After consultation with city staff and the code review committee, it was suggested that Article 10- Subdivision Regulations be updated to clarify that the subdivision of all land parcels resulting in up to three lots must be platted but may be approved as minor plats. This clarification was suggested as there was confusion from property owners about whether to apply for minor subdivisions without platting or as a minor plat. This amendment will direct that all such subdivisions be platted, but still allow for expedited review by the planning commission and city council and fewer stages than the traditional platting process.

**ORDINANCE NO. 21-XX**

**An Ordinance Amending ARTICLE 10, SUBDIVISION REGULATIONS, to clarify that the subdivision of land parcels resulting in up to three lots must be platted but may be approved as Minor Plats.**

**Be it Ordained by the City Council of the City of Ham Lake, Anoka County, Minnesota as follows:**

**ARTICLE 10, SUBDIVISION REGULATIONS of the Ham Lake City Code is hereby amended as indicated in the following sections:**

The following regulations apply to the subdivision of lands, whether by the traditional platting process or by the minor platting process individual lot splits.

...

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

**10-101 Minor Plats Lot Divisions**

Where the proposed subdivision of land results in three lots or fewer, the City Council may expedite the plat approval process outlined in this Code and reduce the number of stages of the traditional platting process. Land parcels which were not created by platting may be further divided into no more than a total of three resulting parcels of record, Minor plats shall be upon reviewed by the Planning Commission and approved by of the City Council, which may attach conditions to such lot splits, including, without limitation, the acquisition of drainage, utility and road easements as needed, parkland dedication, and drainage fund contributions. Platting of such lots shall be required in the discretion of the City Council. Land parcels which were created by platting may not be further subdivided, except as follows:

...

**10-102 Reserved Minor Plats** ~~Where a plat will contain one or two lots, the City Council may waive any of the requirements of the code and expedite the plat approval process.~~

**10-103 Other Requirements** Lots subdivided under this section shall be subject to all of the requirements of lots which are subdivided by the traditional platting process in terms of physical characteristics, park dedication fees, and the dedication of easements for road, drainage or utility purposes. When a lot is subdivided ~~without platting, as outlined in 10-101,~~ and the resulting lots are all five (5) acres or more in size, those lots shall not be required to have access onto a paved public road. The resulting lots from these lot divisions shall still be subject to all of the other lot standards and requirements outlined in this code. City approval of the lot subdivision and of any building permits or certificates of occupancy on the lots may be conditioned upon the property owner entering into a written agreement with the City that commits the property owner to dedicate easements and to waive any

challenge to the imposition of special assessments related to future street paving projects on adjacent roads.

**Presented to the Ham Lake City Council on February 16, 2021 and adopted by a unanimous vote this \_\_\_\_\_ day of \_\_\_\_\_, 2021.**

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**Michael G. Van Kirk, Mayor**

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**Dawnette Shimek, Deputy City Clerk**