

# 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 18, 2025**

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

### **2.0 PUBLIC COMMENT**

### **3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS**

3.1 Representatives of the Fire Rescue Foundation of Ham Lake (FRFHL) - Introduction

### **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 3, 2025

4.2 Approval of claims

4.3 Approval of the 2025 service contract with SafeAssure for safety training

4.4 Approval of accepting the Feasibility Study for the Municipal State Aid (MSA) 143<sup>rd</sup> Avenue NE from Highway 65 NE to Lincoln Street NE and ordering the Plan and Specifications

### **5.0 PLANNING COMMISSION RECOMMENDATIONS**

5.1 Art Rosenberg of Lincoln Street Commercial, LLC, requesting Preliminary Plat approval and rezoning portions of land from CD-1 (Commercial Development I) to CD-2 (Commercial Development II) and portions of land from CD-1 (Commercial Development I) to R-A (Rural Single Family Residential) and portions of land from CD-2 (Commercial Development II) to CD-1 (Commercial Development I) for the Elwell Commercial Park Development (four commercial lots and one residential outlot) in Section 29 (this is considered the First Reading of a rezoning Ordinance)

5.2 Richard Citrowske requesting Sketch Plan approval of a residential development (two lots) in Section 26

### **6.0 ECONOMIC DEVELOPMENT AUTHORITY – None**

### **7.0 APPEARANCES – None**

### **8.0 CITY ATTORNEY**

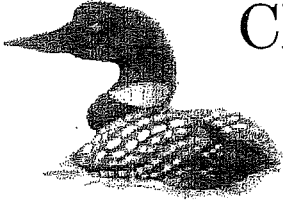
### **9.0 CITY ENGINEER**

### **10.0 CITY ADMINISTRATOR**

### **11.0 COUNCIL BUSINESS**

11.1 Committee Reports

11.2 Announcements and future agenda items



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## CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, FEBRUARY 3, 2025

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, February 3, 2025 at 6:00 p.m. in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

**MEMBERS PRESENT:** Mayor Brian Kirkham and Councilmembers Jim Doyle, and Al Parranto

In accordance with the requirements of Minn. Stat. Section 13D.02, Councilmember Mike Van Kirk appeared remotely via interactive technology from the following public location: Best Western Naples Inn, 2329 9<sup>th</sup> Street North, Naples, Florida, 34103.

**MEMBERS ABSENT:** Councilmember Andrew Hallberg

**OTHERS PRESENT:** City Attorney, Mark Berglund; City Engineer, Dave Krugler; City Administrator, Denise Webster; and Finance Director, Andrea Murff

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

**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 21, 2025

4.2 Approval of claims in the amount of \$133,227.09

4.3 Approval of Ordinance No. 25-03 for the Five-Year Extension to the current Comcast Cable Franchise Agreement

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

4.5 Approval of the re-appointment of Brian Pogalz and Dave Ringler as Planning Commissioners with the term of March 15, 2025 to March 15, 2028

4.6 Approval of purchasing a Front-End Loader for the Public Works Department

4.7 Approval of Snow Plow Truck change order for the Public Works Department

4.8 Approval of a Lot Line Adjustment between 445 157<sup>th</sup> Avenue NE and 505 157<sup>th</sup> Avenue NE in Section 18

4.9 Road Committee Recommendation:

- 1) Approval of directing Engineer Krugler to prepare the feasibility study for the Municipal State Aid (MSA) 143<sup>rd</sup> Avenue NE from Highway 65 NE to Lincoln Street NE

Councilmember Van Kirk requested that items 4.6 and 4.7 be removed from the Consent Agenda. **Motion by Kirkham, seconded by Van Kirk, to approve the Consent Agenda, with the omission of Items 4.6 and 4.7. Mayor Kirkham, and Councilmembers Doyle, Parranto and Van Kirk voted yes. Motion carried.**

Councilmember Van Kirk stated that he and Councilmember Doyle are the liaisons for the Public Works Department. Councilmember Van Kirk stated that he spent a day with Public Works Superintendent Witkowski to go over each piece of equipment in Public Works. Councilmember Van Kirk stated that Public Works Superintendent Witkowski is doing a great job and is planning for the future with purchasing and replacing of the equipment in Public Works. **Motion by Van Kirk, seconded by Doyle, to approve Items 4.6 and 4.7 of the Consent Agenda. Mayor Kirkham, and Councilmembers Doyle, Parranto and Van Kirk voted yes. Motion carried.**

**5.0 PLANNING COMMISSION RECOMMENDATIONS – None**

**6.0 ECONOMIC DEVELOPMENT AUTHORITY – None**

**7.0 APPEARANCES**

**7.1 Finance Director Andrea Murff, 4th Quarter Financial Report**

Finance Director Murff gave the financial report for the 4th Quarter of 2024. Finance Director Murff reported on the Overall Cash Position by Fund Type being down approximately \$1.04 million from December 31<sup>st</sup>, 2023. Finance Director Murff stated that this is due to General Fund operation expenditures, receiving reimbursement from Anoka County HRA for attorney, engineering, and Coon Creek Watershed District fees that were offset by other Crosstown Business Park development and the purchase of a pumper truck for Fire Station #3 and various street and park projects. Finance Director Murff stated that the overall General Fund had expenditures in excess of revenues due to the transfer of \$840,000 to the Fire Equipment Fund even having a better than budgeted revenue stream. Finance Director Murff stated that expenditures were overall favorable by coming in under budget for the quarter. Finance Director Murff spoke about the City's investments continuing to have high returns and that cash was being concentrated in Money Market funds opposed to Certificates of Deposits for cash flow purposes. The City Council thanked Finance Director Murff.

**8.0 CITY ATTORNEY**

Attorney Berglund gave an update on the President's executive order regarding the pause on the temporary restraining order for grant funds.

**9.0 CITY ENGINEER – None**

**10.0 CITY ADMINISTRATOR – None**

**11.0 COUNCIL BUSINESS**

**11.1 Committee Reports – None**

**11.2 Discussion and consideration of the First Reading of the Wetland Bank Ordinance (tabled at the December 2, 2024 City Council meeting)**

**Motion by Kirkham, seconded by Parranto, to table the consideration of the First Reading of the Wetland Bank Ordinance until further questions can be answered. Mayor Kirkham, and Councilmembers Doyle, Parranto and Van Kirk voted yes. Motion carried.**

11.3 Announcements and future agenda items

Councilmember Van Kirk stated that it is amazing that the remote access to the Council meeting worked and thanked staff and North Metro TV for helping make this happen.

**Motion by Parranto, seconded by Van Kirk, to adjourn the meeting at 6:17 p.m. Mayor Kirkham, and Councilmembers Doyle, Parranto and Van Kirk voted yes. Motion carried.**

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Andrea Murff, Finance Director

**CITY OF HAM LAKE**  
**CLAIMS SUBMITTED TO COUNCIL**  
February 18, 2025

**CITY OF HAM LAKE**

<b>EFTS, CHECKS, AND BANK DRAFTS</b>		<b>02/04/25 - 02/18/25</b>	
EFT	# 2231 - 2241		\$ 46,356.41
REFUND CHECKS	# 66902		\$ 150.00
CHECKS	# 66903 - 66934		\$ 64,213.26
BANK DRAFTS	DFT0002843 - DFT0002848		\$ 29,441.58
<b>TOTAL EFTS, CHECKS, AND BANK DRAFTS</b>			<u>\$ 140,161.25</u>
<b>PAYROLL CHECKS</b>			
02/07/25	Direct Deposits		\$ 38,729.82
<b>TOTAL PAYROLL CHECKS</b>			<u>\$ 38,729.82</u>
<b>VOID CHECKS</b>			
CHECKS			
ZERO CHECKS	#66913, 66914, 66925		\$ -
ZERO EFT	#2238		\$ -
BANK DRAFTS			\$ -
<b>TOTAL VOIDS</b>			<u>\$ -</u>
<b>TOTAL OF ALL PAYMENTS</b>			<u><u>\$ 178,891.07</u></u>

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 18TH DAY OF FEBRUARY 2025

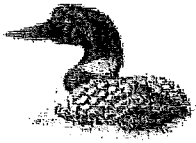
\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER



Packet: ARPKT01311 - 02/03/25 TRUST REFUND

## Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00618	ANOKA COUNTY WRANGLERS 4H CLUB	2/3/2025	66902	150.00
Total Refund Amount:				150.00

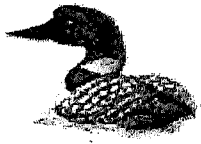
## Revenue Totals

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

## General Ledger Distribution

Posting Date: 02/03/2025

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



City of Ham Lake, MN

# Bank Transaction Report

## Transaction Detail

Date Range: 020325-020325

Date	Number	Description	Module	Status	Type	Amount
Bank Account: 3000137 - GENERAL CHECKING						
2/3/2025	<u>DFT0002843</u>	2/3/25 POSTAGE MACHINE REFILL	General Ledger	Outstanding	Bank Draft	-500.00
					<b>Bank Account 3000137 Total: (1)</b>	<b>-500.00</b>
					<b>Report Total: (1)</b>	<b>-500.00</b>

Bank Transaction Report

Date Range: 020325-020325  
**Summary**

Bank Account	Count	Amount
<u>3000137 GENERAL CHECKING</u>	1	-500.00
Report Total:	1	-500.00

Cash Account	Count	Amount
<u>999 999-10100 Pooled Cash</u>	1	-500.00
Report Total:	1	-500.00

Transaction Type	Count	Amount
Bank Draft	1	-500.00
Report Total:	1	-500.00





Payment Dates 2/4/2025 - 2/18/2025

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
2231	BERGLUND, BAUMGARTNER,	KWIK TRIP	Attorney	100-41101-3110	33.94
2231	BERGLUND, BAUMGARTNER,	01/06/25 CC MEETING	Attorney	100-41101-3110	247.77
2231	BERGLUND, BAUMGARTNER,	REMOTE CC MEETING	Attorney	100-41101-3110	271.58
2231	BERGLUND, BAUMGARTNER,	B & L FARMS	Attorney	100-41101-3110	169.74
2231	BERGLUND, BAUMGARTNER,	GOODFELLAS DVS	Attorney	100-41101-3110	441.33
2231	BERGLUND, BAUMGARTNER,	SCHOENROCK/GOODFELLAS L	Attorney	100-41101-3110	560.14
2231	BERGLUND, BAUMGARTNER,	01/07/25 STAFF MEETING	Attorney	100-41101-3110	678.96
2231	BERGLUND, BAUMGARTNER,	01/20/25 CC MEETING	Attorney	100-41101-3110	230.79
2231	BERGLUND, BAUMGARTNER,	WETLAND ORDINANCE	Attorney	100-41102-3110	322.51
2231	BERGLUND, BAUMGARTNER,	CUP TIMELINE	Attorney	100-41601-3110	186.71
2231	BERGLUND, BAUMGARTNER,	MEDICAL LEAVE - FIREFIGHTE	Attorney	100-41601-3110	237.64
2231	BERGLUND, BAUMGARTNER,	3349 CROSSTOWN VIOLATION	Attorney	100-42401-3110	118.82
2231	BERGLUND, BAUMGARTNER,	HUSNICK PROPERTY	Attorney	100-42401-3110	407.38
2231	BERGLUND, BAUMGARTNER,	01/20/25 ROAD COMMITTE	Attorney	100-43101-3110	203.69
2231	BERGLUND, BAUMGARTNER,	CROSSTOWN BUSINESS PARK	Attorney	262-46101-3110	67.90
2231	BERGLUND, BAUMGARTNER,	EVERGREEN ESTATES	Attorney	890-90001-3110	210.00
2231	BERGLUND, BAUMGARTNER,	ENCHANTED ESTATES 4TH	Attorney	890-90001-3110	1,862.20
2231	BERGLUND, BAUMGARTNER,	JAN PROSECUTIONS	Attorney	100-41501-3110	6,895.85
2232	BLAINE BROTHERS INC	E2 SPRING BRAKE REPAIR	Fire apparatus repair & maint	100-42201-3450	382.22
2233	GREATAMERICA FINANCIAL SE	FEB MAILING MACHINE LEASE	Equipment rentals	100-41701-3320	160.95
2234	HYDRAULIC SPECIALTY INC	#80 HOSE ASSEMBLY	Vehicle parts & supplies	100-43101-2340	365.84
2235	MARTIN-MCALLISTER	PUBLIC SAFETY ASSESSMENT -	Personnel testing & recruitme	100-42201-3150	650.00
2236	O'REILLY AUTOMOTIVE STORE	#78 AXLE SHAFTS	Vehicle parts & supplies	100-43101-2340	572.98
2236	O'REILLY AUTOMOTIVE STORE	COMPRS OIL	Operating supplies	100-43101-2290	27.99
2236	O'REILLY AUTOMOTIVE STORE	#78 HUB SERV KIT	Vehicle parts & supplies	100-43101-2340	37.16
2236	O'REILLY AUTOMOTIVE STORE	MEGACRIMPS	Operating supplies	100-43101-2290	204.75
2236	O'REILLY AUTOMOTIVE STORE	#74 TIE RODS	Vehicle parts & supplies	100-43101-2340	-215.87
2236	O'REILLY AUTOMOTIVE STORE	#78 TIE ROD	Vehicle parts & supplies	100-43101-2340	-116.94
2236	O'REILLY AUTOMOTIVE STORE	#78 AXLE SHAFTS	Vehicle parts & supplies	100-43101-2340	-572.98
2236	O'REILLY AUTOMOTIVE STORE	#78 BALL JOINTS	Vehicle parts & supplies	100-43101-2340	-281.34
2236	O'REILLY AUTOMOTIVE STORE	#79 STARTER SOLENOID	Vehicle parts & supplies	100-43101-2340	48.70
2236	O'REILLY AUTOMOTIVE STORE	BILLING ERROR	Other Misc Receivables	100-11503	118.69
2236	O'REILLY AUTOMOTIVE STORE	BILLING ERROR CORRECTION	Other Misc Receivables	100-11503	-118.69
2236	O'REILLY AUTOMOTIVE STORE	WORK GLOVES	Clothing & personal protectiv	100-43101-2210	15.99
2236	O'REILLY AUTOMOTIVE STORE	IN PERSON TRAINING	Training/conferences/schools	100-43101-3510	95.00
2236	O'REILLY AUTOMOTIVE STORE	#89 PILOT PUNCHES	Vehicle parts & supplies	100-43101-2340	39.99
2236	O'REILLY AUTOMOTIVE STORE	#49 DRAIN PLUG GASKETS	Vehicle parts & supplies	100-43101-2340	7.56
2236	O'REILLY AUTOMOTIVE STORE	#89 TOWELS	Vehicle parts & supplies	100-43101-2340	15.99
2236	O'REILLY AUTOMOTIVE STORE	#89 FLEETRANNER	Vehicle parts & supplies	100-43101-2340	64.70
2236	O'REILLY AUTOMOTIVE STORE	BARREL PUMP	Building repair & maintenanc	100-43104-2310	43.99
2236	O'REILLY AUTOMOTIVE STORE	ZAMP BLADE	Operating supplies	100-43101-2290	5.29
2236	O'REILLY AUTOMOTIVE STORE	#75 VAC CONNECT	Vehicle parts & supplies	100-43101-2340	15.24
2237	RFC ENGINEERING, INC.	CROSSTOWN BUSINESS PARK	Capital assets	262-46101-5110	931.80
2237	RFC ENGINEERING, INC.	CROSSTOWN SHOPPING CENT	Engineering	431-43301-3135	7,974.25
2237	RFC ENGINEERING, INC.	COUNCIL MEETING	Engineering	100-41101-3135	80.76
2237	RFC ENGINEERING, INC.	CITY CODE UPDATE	Engineering	100-41102-3135	174.98
2237	RFC ENGINEERING, INC.	2024 ASSETS	Engineering	100-41401-3135	1,252.49
2237	RFC ENGINEERING, INC.	PLANNING/POTENTIAL DEVEL	Engineering	100-41601-3135	1,322.61
2237	RFC ENGINEERING, INC.	AVAILABLE RESIDENTIAL LOTS	Engineering	100-41601-3135	143.42
2237	RFC ENGINEERING, INC.	ZONING MAPS	Engineering	100-41601-3135	162.54
2237	RFC ENGINEERING, INC.	15807 E HAM LAKE DRIVE EAS	Engineering	100-41601-3135	578.78
2237	RFC ENGINEERING, INC.	FIRE #3	Engineering	100-42201-3135	13.46
2237	RFC ENGINEERING, INC.	HAM LAKE BULDING PERMITS	Engineering	100-42401-3135	53.84
2237	RFC ENGINEERING, INC.	15035 ABERDEEN ST DRAINA	Engineering	100-42401-3135	121.14

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
2237	RFC ENGINEERING, INC.	ULYSSES ST ROW S OF 176TH	Engineering	100-43101-3135	426.43
2237	RFC ENGINEERING, INC.	SNOW PLOW MAPS	Engineering	100-43102-3135	474.90
2237	RFC ENGINEERING, INC.	CCWD JURISDICTIONAL BOUN	Engineering	100-43103-3135	13.46
2237	RFC ENGINEERING, INC.	CCWD RULES AMENDMENTS	Engineering	100-43103-3135	148.06
2237	RFC ENGINEERING, INC.	HAM LAKE AS LGU-WCA	Engineering	100-43103-3135	26.92
2237	RFC ENGINEERING, INC.	DITCH 60 SUB-WATERSHED PL	Engineering	230-43201-3135	13.46
2237	RFC ENGINEERING, INC.	NPDES	Engineering	230-43201-3135	282.66
2237	RFC ENGINEERING, INC.	SRWMO ANNUAL REPORT	Sunrise WMO	233-43201-3710	80.76
2237	RFC ENGINEERING, INC.	URRWMO ANNUAL REPORT	Upper Rum River WMO	234-43201-3720	94.22
2237	RFC ENGINEERING, INC.	CSAH 116/BUNKER LAKE BOU	Engineering	431-43301-3135	444.18
2237	RFC ENGINEERING, INC.	2025 REHAB	Engineering	431-43301-3135	5,435.20
2237	RFC ENGINEERING, INC.	CSAH 17/CSAH 60 ROUNDAB	Engineering	431-43301-3135	161.52
2237	RFC ENGINEERING, INC.	CSAH 17 N OF CSAH 18	Engineering	431-43301-3135	174.98
2237	RFC ENGINEERING, INC.	143RD AVENUE FEASIBILITY	Engineering	431-43301-3135	228.82
2237	RFC ENGINEERING, INC.	COUNTY DITCH #58	Engineering	431-43301-3135	13.46
2237	RFC ENGINEERING, INC.	ELWELL COMMERCIAL PARK L	Engineering	890-90001-3135	25.00
2237	RFC ENGINEERING, INC.	WHITE & SABLE	Engineering	890-90001-3135	109.07
2237	RFC ENGINEERING, INC.	14726 WAKE ST LOT SPLIT (L3	Engineering	890-90001-3135	430.72
2237	RFC ENGINEERING, INC.	ALLSTATE DISTRIBUTIONS CO	Engineering	890-90001-3135	107.68
2237	RFC ENGINEERING, INC.	14525 HWY 65 PARKING EXP (	Engineering	890-90001-3135	94.22
2237	RFC ENGINEERING, INC.	HIDDEN FOREST EAST 4TH	Engineering	890-90001-3135	632.62
2237	RFC ENGINEERING, INC.	ENCHANTED ESTATES 4TH	Engineering	890-90001-3135	242.28
2237	RFC ENGINEERING, INC.	EVERGREEN ESTATES	Engineering	890-90001-3135	26.92
2237	RFC ENGINEERING, INC.	ELWELL COMMERCIAL PARK	Engineering	890-90001-3135	812.89
2237	RFC ENGINEERING, INC.	SWEDISH CHAPEL ESTATES	Engineering	890-90001-3135	1,160.79
2237	RFC ENGINEERING, INC.	445 & 505 - 157TH AVE LOT LI	Engineering	890-90001-3135	309.58
2237	RFC ENGINEERING, INC.	15155 UNIVERSITY AVE LOT LI	Engineering	890-90001-3135	554.27
2237	RFC ENGINEERING, INC.	ENTSMINGER ESTATES	Engineering	890-90001-3135	309.58
2237	RFC ENGINEERING, INC.	SNOWMOBILE TRAIL SYSTEM	Engineering	890-90001-3135	26.92
2237	RFC ENGINEERING, INC.	GROUP PERMIT BILLING	Engineering	100-43501-3135	296.12
2237	RFC ENGINEERING, INC.	MSA GROUP BILLING	Engineering	431-43301-3135	4,821.81
2239	STAR TRIBUNE MEDIA COMPA	ORD. 25-02 SUBDIVISION VAR	Legal notices/publications/bid	100-41102-3950	109.02
2239	STAR TRIBUNE MEDIA COMPA	ORD. 25-01 NOISE RELATED T	Legal notices/publications/bid	100-41102-3950	104.28
2239	STAR TRIBUNE MEDIA COMPA	ELWELL COMMERCIAL PARK	Legal notices/publications/bid	890-90001-3950	300.20
2240	VESTIS	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	94.26
2240	VESTIS	FIRST AID CABINET	Safety supplies	100-43101-2240	14.99
2240	VESTIS	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	47.93
2241	WRUCK SEWER & PORTABLE	DEC LION'S PLAYGROUND RE	Rentals-other	100-44101-3390	45.50
2241	WRUCK SEWER & PORTABLE	DEC HAM LAKE BOAT LANDIN	Rentals-other	100-44101-3390	45.50
2241	WRUCK SEWER & PORTABLE	JAN LION'S PLAYGROUND REN	Rentals-other	100-44101-3390	45.50
2241	WRUCK SEWER & PORTABLE	JAN HAM LAKE BOAT LANDIN	Rentals-other	100-44101-3390	45.50
66903	BUREAU OF CRIMINAL APPRE	CHILD BACKGROUND CHECK -	Personnel testing & recruitme	100-42201-3150	15.00
66904	BUREAU OF CRIMINAL APPRE	CHILD BACKGROUND CHECK -	Personnel testing & recruitme	100-44101-3150	15.00
66905	ACCESS	JAN SHREDDING	Waste management & recycli	231-43601-3630	156.34
66906	ACE SOLID WASTE INC	FEB ORGANICS	Waste management & recycli	231-43601-3630	363.14
66907	ANOKA COUNTY PROPERTY	ELEVATE HOPE FILING FEE	Filing fees	890-90001-3980	46.00
66908	ANOKA COUNTY PROPERTY	TRUTH IN TAXATION / SPECIA	Assessing/property tax admin	100-41101-3105	3,991.38
66909	ANOKA COUNTY TREASURY D	LOCAL GOVERNMENT OFFICIA	Training/conferences/schools	100-41101-3510	26.00
66909	ANOKA COUNTY TREASURY D	LOCAL GOVERNMENT OFFICIA	Training/conferences/schools	100-41201-3510	13.00
66909	ANOKA COUNTY TREASURY D	LOCAL GOVERNMENT OFFICIA	Training/conferences/schools	100-41301-3510	26.00
66910	BLUE CROSS BLUE SHIELD OF	MARCH VISION	Vision Insurance	100-21715	37.00
66911	CENTERPOINT ENERGY	CITY HALL	Natural gas	100-41702-3620	902.94
66911	CENTERPOINT ENERGY	FIRE #1	Natural gas	100-42202-3620	471.22
66911	CENTERPOINT ENERGY	FIRE #2	Natural gas	100-42202-3620	919.79
66911	CENTERPOINT ENERGY	PW	Natural gas	100-43104-3620	2,950.01
66911	CENTERPOINT ENERGY	H.L. PARK BUILDING	Natural gas	100-44102-3620	802.01
66911	CENTERPOINT ENERGY	H.L. PARK PAVILION	Natural gas	100-44102-3620	208.98
66911	CENTERPOINT ENERGY	SR CENTER	Natural gas	100-44202-3620	486.20
66912	CONNEXUS ENERGY	CITY HALL	Electricity	100-41702-3610	832.55
66912	CONNEXUS ENERGY	GARAGE	Electricity	100-41702-3610	38.40

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
66912	CONNEXUS ENERGY	SOUTH WELCOME	Electricity	100-41703-3610	17.06
66912	CONNEXUS ENERGY	CITY SIGN	Electricity	100-41703-3610	202.60
66912	CONNEXUS ENERGY	FIRE #1	Electricity	100-42202-3610	564.62
66912	CONNEXUS ENERGY	FIRE #2	Electricity	100-42202-3610	359.71
66912	CONNEXUS ENERGY	FIRE #3	Electricity	100-42202-3610	270.19
66912	CONNEXUS ENERGY	SIRENS	Electricity	100-42302-3610	70.20
66912	CONNEXUS ENERGY	PW	Electricity	100-43104-3610	951.68
66912	CONNEXUS ENERGY	STREET LIGHTS #2	Electricity	100-43401-3610	280.41
66912	CONNEXUS ENERGY	CROSTOWN/HWY 65 SIGNAL	Electricity	100-43401-3610	80.88
66912	CONNEXUS ENERGY	HWY 65/BUNKER SIGNALS	Electricity	100-43401-3610	89.16
66912	CONNEXUS ENERGY	HWY 65/ANDOVER BLVD SIGN	Electricity	100-43401-3610	83.04
66912	CONNEXUS ENERGY	STREET LIGHTS #1	Electricity	100-43401-3610	24.22
66912	CONNEXUS ENERGY	RADISSON/BUNKER SIGNALS	Electricity	100-43401-3610	78.48
66912	CONNEXUS ENERGY	BUNKER/JEFFERSON SIGNALS	Electricity	100-43401-3610	76.91
66912	CONNEXUS ENERGY	BUNKER/LEXINGTON SIGNALS	Electricity	100-43401-3610	68.29
66912	CONNEXUS ENERGY	LEXINGTON/CROSTOWN SIG	Electricity	100-43401-3610	58.92
66912	CONNEXUS ENERGY	HWY 65/CONSTANCE SIGNALS	Electricity	100-43401-3610	131.17
66912	CONNEXUS ENERGY	HAM LAKE AERATOR	Electricity	100-44101-3610	15.50
66912	CONNEXUS ENERGY	SODERVILLE PARK WELL	Electricity	100-44101-3610	15.50
66912	CONNEXUS ENERGY	HAM LAKE WELL	Electricity	100-44101-3610	238.46
66912	CONNEXUS ENERGY	HAM LAKE PARK	Electricity	100-44101-3610	138.22
66912	CONNEXUS ENERGY	SODERVILLE PARK	Electricity	100-44101-3610	37.63
66912	CONNEXUS ENERGY	HAM LAKE PARK BUILDING	Electricity	100-44102-3610	378.42
66912	CONNEXUS ENERGY	HAM LAKE PARK SHELTER	Electricity	100-44102-3610	30.73
66912	CONNEXUS ENERGY	HAM LAKE PARK CONCESSION	Electricity	100-44102-3610	20.06
66912	CONNEXUS ENERGY	LION'S PARK CONCESSION	Electricity	100-44102-3610	15.50
66912	CONNEXUS ENERGY	LION'S PARK PAVILION	Electricity	100-44102-3610	109.95
66912	CONNEXUS ENERGY	SR CENTER	Electricity	100-44202-3610	448.30
66912	CONNEXUS ENERGY	STREET LIGHTS	Electricity	232-43701-3610	4,825.33
66915	CRYSTEEL TRUCK EQUIP INC	#59 CABLE FOR BU CAMERA	Vehicle parts & supplies	100-43101-2340	30.05
66916	DEHN OIL CO	199 GAL DIESEL	Fuel	100-43101-2230	525.76
66916	DEHN OIL CO	411 GAL GASOLINE	Fuel	100-43101-2230	1,020.06
66917	EMERGENCY APPARATUS MTC	A1 SAFETY INSPEC, SERVICE P	Fire apparatus repair & maint	100-42201-3450	1,931.31
66917	EMERGENCY APPARATUS MTC	E1 SAFETY INSPEC, SERV PUM	Fire apparatus repair & maint	100-42201-3450	1,794.47
66917	EMERGENCY APPARATUS MTC	T1 SAFETY INSPEC, SERVICE P	Fire apparatus repair & maint	100-42201-3450	1,602.68
66917	EMERGENCY APPARATUS MTC	G1 SAFETY INSPEC, SERVICE P	Fire apparatus repair & maint	100-42201-3450	578.38
66917	EMERGENCY APPARATUS MTC	R1 SAFETY INSPEC, SERV. POR	Fire apparatus repair & maint	100-42201-3450	805.45
66917	EMERGENCY APPARATUS MTC	E2 SAFETY INSPEC, SERV. PUM	Fire apparatus repair & maint	100-42201-3450	1,669.73
66917	EMERGENCY APPARATUS MTC	T2 SAFETY INSPEC, SERV PUM	Fire apparatus repair & maint	100-42201-3450	1,832.28
66917	EMERGENCY APPARATUS MTC	R2 SAFETY INSPEC, SERV POR	Fire apparatus repair & maint	100-42201-3450	2,052.24
66917	EMERGENCY APPARATUS MTC	G2 SAFETY INSPEC, SERV POR	Fire apparatus repair & maint	100-42201-3450	722.85
66917	EMERGENCY APPARATUS MTC	E3 SAFETY INSPEC, SERV PUM	Fire apparatus repair & maint	100-42201-3450	1,698.35
66917	EMERGENCY APPARATUS MTC	R3 SAFETY INSPECTION	Fire apparatus repair & maint	100-42201-3450	413.46
66918	FIRE INSTRUCTION & RESCUE	RAPID INTERVENTION TEAMS	Training/conferences/schools	100-42201-3510	650.00
66919	FORCE AMERICA, INC	#89 CABLE	Vehicle parts & supplies	100-43101-2340	165.56
66920	HAM LAKE HARDWARE INC	WOOD CUTTER QUART	Equipment parts & supplies	100-42201-2320	19.98
66920	HAM LAKE HARDWARE INC	LIGHTERS	Building repair & maintenanc	100-44202-2310	14.48
66921	LINCOLN NATIONAL LIFE INSU	MAR LT DISABILITY	STD/LTD	100-21713	817.85
66921	LINCOLN NATIONAL LIFE INSU	MAR ST DISABILITY	STD/LTD	100-21713	889.82
66922	MACQUEEN EQUIPMENT/MA	G1 MSA BATTERIES & CHARGI	Controllable assets	100-42201-5120	2,059.70
66923	MENARDS-BLAINE	MISC HOSE & PVC SUPPLIES	Operating supplies	100-43101-2290	36.93
66923	MENARDS-BLAINE	HOSE REPAIR SUPPLIES	Operating supplies	100-43101-2290	11.46
66924	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41201-2510	36.90
66924	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41301-2510	63.63
66924	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41401-2510	63.63
66924	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41601-2510	26.73
66924	METRO - INET	PHONES	Phones/radios/pagers	100-41701-3210	122.82
66924	METRO - INET	IT SUPPORT	Computer & software support	100-41707-3120	3,404.37
66924	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-42201-2510	47.07
66924	METRO - INET	IT SUPPORT	Computer & software support	100-42201-3120	1,037.35

Council Approval List

Payment Dates: 2/4/2025 - 2/18/2025

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
66924	METRO - INET	PHONES	Phones/radios/pagers	100-42201-3210	37.79
66924	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-42401-2510	100.53
66924	METRO - INET	IT SUPPORT	Computer & software support	100-42401-3120	772.79
66924	METRO - INET	PHONES	Phones/radios/pagers	100-42401-3210	28.34
66924	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-43101-2510	26.42
66924	METRO - INET	IT SUPPORT	Computer & software support	100-43101-3120	993.91
66924	METRO - INET	PHONES	Phones/radios/pagers	100-43101-3210	18.90
66924	METRO - INET	IT SUPPORT	Computer & software support	100-44101-3120	257.58
66924	METRO - INET	PHONES	Phones/radios/pagers	100-44101-3210	9.45
66924	METRO - INET	PHONES	Phones/radios/pagers	100-44201-3210	37.79
66926	MINNESOTA EQUIPMENT	#86 WATER PUMP	Equipment parts & supplies	100-44101-2320	321.36
66927	MN PEIP	MARCH HEALTH INSURANCE	Health Insurance	100-21710	10,728.82
66928	NCPERS GROUP LIFE INSURAN	MARCH LIFE	Life Insurance	100-21714	96.00
66929	PREMIUM WATERS INC	JAN WATER	Equipment rentals	100-41701-3320	47.00
66929	PREMIUM WATERS INC	FEB WATER COOLER RENTAL	Equipment rentals	100-41701-3320	14.00
66930	RIVARD COMPANIES	TREE WASTE DISPOSAL	Waste management & recycli	231-43601-3630	1,200.00
66931	SUMMIT COMPANIES	RESIDENT EXTINGUISHERS	Fire Extinguisher	100-20203	97.00
66931	SUMMIT COMPANIES	RESIDENT EXTINGUISHER	Fire Extinguisher	100-20203	-97.00
66931	SUMMIT COMPANIES	RESIDENT EXTINGUISHERS - R	Fire Extinguisher	100-20203	11.00
66932	UNIQUE PAVING MATERIALS C	2.27 TN COLD MIX	Street repair & maintenance s	100-43101-2330	376.82
66933	XCEL ENERGY	JAN FIRE #3 NATURAL GAS	Natural gas	100-42202-3620	272.22
66934	ZIEGLER, INC	#89 PULLY ASSEMBLY, BELT TI	Vehicle parts & supplies	100-43101-2340	735.09
DFT0002844	COMPENSATION CONSULTAN	Health Savings Account	HSA Account	100-21712	150.00
DFT0002845	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	2,485.00
DFT0002845	EMPOWER	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002846	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	6,313.70
DFT0002846	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,728.26
DFT0002846	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	6,835.76
DFT0002847	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,739.43
DFT0002848	PERA	Retirement-Coordinated	PERA	100-21703	7,320.51
DFT0002848	PERA	Retirement-Police & Fire	PERA	100-21703	1,318.92
<b>Grand Total:</b>					<b>139,511.25</b>

# Report Summary

## Fund Summary

Fund	Payment Amount
100 - GENERAL	104,980.48
230 - FUTURE DRAINAGE	296.12
231 - RECYCLING	1,719.48
232 - STREET LIGHT	4,825.33
233 - SUNRISE WATERSHED	80.76
234 - UPPER RUM RIVER WATERSHED	94.22
262 - HAM LAKE EDA	999.70
431 - REVOLVING STREET	19,254.22
890 - TRUST FUND	7,260.94
<b>Grand Total:</b>	<b>139,511.25</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-11503	Other Misc Receivables	0.00
100-20203	Fire Extinguisher	11.00
100-21701	Federal WH/FICA/MC	14,877.72
100-21702	State W/H	2,739.43
100-21703	PERA	8,639.43
100-21704	Deferred compensation	2,535.00
100-21710	Health Insurance	10,728.82
100-21712	HSA Account	150.00
100-21713	STD/LTD	1,707.67
100-21714	Life Insurance	96.00
100-21715	Vision Insurance	37.00
100-41101-3105	Assessing/property tax a	3,991.38
100-41101-3110	Attorney	2,634.25
100-41101-3135	Engineering	80.76
100-41101-3510	Training/conferences/sc	26.00
100-41102-3110	Attorney	322.51
100-41102-3135	Engineering	174.98
100-41102-3950	Legal notices/publicatio	213.30
100-41201-2510	Software licenses & upgr	36.90
100-41201-3510	Training/conferences/sc	13.00
100-41301-2510	Software licenses & upgr	63.63
100-41301-3510	Training/conferences/sc	26.00
100-41401-2510	Software licenses & upgr	63.63
100-41401-3135	Engineering	1,252.49
100-41501-3110	Attorney	6,895.85
100-41601-2510	Software licenses & upgr	26.73
100-41601-3110	Attorney	424.35
100-41601-3135	Engineering	2,207.35
100-41701-3210	Phones/radios/pagers	122.82
100-41701-3320	Equipment rentals	221.95
100-41702-3610	Electricity	870.95
100-41702-3620	Natural gas	902.94
100-41703-3610	Electricity	219.66
100-41707-3120	Computer & software su	3,404.37
100-42201-2320	Equipment parts & suppl	19.98
100-42201-2510	Software licenses & upgr	47.07
100-42201-3120	Computer & software su	1,037.35
100-42201-3135	Engineering	13.46
100-42201-3150	Personnel testing & recr	665.00
100-42201-3210	Phones/radios/pagers	37.79
100-42201-3450	Fire apparatus repair &	15,483.42
100-42201-3510	Training/conferences/sc	650.00
100-42201-5120	Controllable assets	2,059.70
100-42202-3610	Electricity	1,194.52

**Account Summary**

Account Number	Account Name	Payment Amount
100-42202-3620	Natural gas	1,663.23
100-42302-3610	Electricity	70.20
100-42401-2510	Software licenses & upgr	100.53
100-42401-3110	Attorney	526.20
100-42401-3120	Computer & software su	772.79
100-42401-3135	Engineering	174.98
100-42401-3210	Phones/radios/pagers	28.34
100-43101-2210	Clothing & personal prot	110.25
100-43101-2230	Fuel	1,545.82
100-43101-2240	Safety supplies	14.99
100-43101-2290	Operating supplies	286.42
100-43101-2330	Street repair & mainten	376.82
100-43101-2340	Vehicle parts & supplies	911.73
100-43101-2510	Software licenses & upgr	26.42
100-43101-3110	Attorney	203.69
100-43101-3120	Computer & software su	993.91
100-43101-3135	Engineering	426.43
100-43101-3210	Phones/radios/pagers	18.90
100-43101-3510	Training/conferences/sc	95.00
100-43102-3135	Engineering	474.90
100-43103-3135	Engineering	188.44
100-43104-2310	Building repair & mainte	43.99
100-43104-3610	Electricity	951.68
100-43104-3620	Natural gas	2,950.01
100-43401-3610	Electricity	971.48
100-43501-3135	Engineering	296.12
100-44101-2210	Clothing & personal prot	47.93
100-44101-2320	Equipment parts & suppl	321.36
100-44101-3120	Computer & software su	257.58
100-44101-3150	Personnel testing & recr	15.00
100-44101-3210	Phones/radios/pagers	9.45
100-44101-3390	Rentals-other	182.00
100-44101-3610	Electricity	445.31
100-44102-3610	Electricity	554.66
100-44102-3620	Natural gas	1,010.99
100-44201-3210	Phones/radios/pagers	37.79
100-44202-2310	Building repair & mainte	14.48
100-44202-3610	Electricity	448.30
100-44202-3620	Natural gas	486.20
230-43201-3135	Engineering	296.12
231-43601-3630	Waste management & r	1,719.48
232-43701-3610	Electricity	4,825.33
233-43201-3710	Sunrise WMO	80.76
234-43201-3720	Upper Rum River WMO	94.22
262-46101-3110	Attorney	67.90
262-46101-5110	Capital assets	931.80
431-43301-3135	Engineering	19,254.22
890-90001-3110	Attorney	2,072.20
890-90001-3135	Engineering	4,842.54
890-90001-3950	Legal notices/publicatio	300.20
890-90001-3980	Filing fees	46.00
<b>Grand Total:</b>		<b>139,511.25</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	117,537.85
202111-100	931.80
202111-160	67.90

**Project Account Summary**

<b>Project Account Key</b>	<b>Payment Amount</b>
202205-100	7,974.25
231004009	1,200.00
231009001	363.14
231010001	156.34
MISC-100	11,279.97
<b>Grand Total:</b>	<b><u>139,511.25</u></b>



City of Ham Lake, MN

# EFT Payroll Check Register Report Summary

Pay Period: 1/19/2025-2/1/2025

Packet: PYPKT01726 - PPE 02/01/25 PAID 02/07/25

Payroll Set: City of Ham Lake - 01

<u>Type</u>	<u>Count</u>	<u>Amount</u>
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	32	38,729.82
<b>Total</b>	<b>32</b>	<b>38,729.82</b>



Meeting Date: February 18, 2025



**CITY OF HAM LAKE  
STAFF REPORT**

**To: Mayor and Councilmembers**  
**From: Denise Webster, City Administrator**  
**Subject: 2025 SafeAssure Contract**

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

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

**Recommendation: I recommend approval of the 2025 Contract with SafeAssure for safety training in the amount of \$4,809.68.**

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 be also 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 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 effective the first day March 2025 between The City of Ham Lake, Ham Lake, Minnesota, herein referred to as The City of Ham Lake and SafeAssure Consultants, Inc. 7505 93<sup>rd</sup> Ave NE, Spicer, Minnesota, herein referred to as SafeAssure.

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

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

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

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

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

ANNUAL SERVICE AGREEMENT	\$ 4,809.68
MSDS ON-LINE SERVICES	\$ included
<b>ANNUAL</b>	<b>\$ 4,809.68</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  \_\_\_\_\_ 020125  
SafeAssure Consultants, Inc.



## Memorandum

Date: February 13, 2025  
To: Mayor and Councilmembers  
From: David A. Krugler, City Engineer   
Subject: 143rd Avenue Upgrade Feasibility

---

### **Introduction:**

This feasibility study was directed to be prepared at the January 21st Road Committee meeting. The purpose of this report is to determine project necessity, feasibility, cost effectiveness and construction alternatives. The location of the proposed project is shown in Figure 1.

### **Discussion:**

#### Existing Conditions:

Woodland Development Corporation constructed the 143rd Avenue bituminous roadway of from Lincoln Street to Trunk Highway 65 in 1992. The south lots are zoned Transition with Commercial Development Tier 1 (CD-1) underlying use and Planned Unit Development. The lots north of 143rd Avenue are zoned CD-1, CD-2 and Residential- Rural Single Family (R-A) as shown on Figure 2. This section of 143rd Avenue is adjacent to the proposed Elwell Commercial Park and Entsminger Farms to the north. It is also adjacent to Majestic Oaks North Second Addition, Majestic Oaks North Third Addition and one unplatted parcel to the south.

The existing roadway consisted of 4-inches of class 5 and 2-inches of bituminous pavement constructed in 1992 with a two-inch bituminous overlay in 2011 to a width of 22 feet. MnDOT improved the intersection of 143<sup>rd</sup> Avenue with the TH 65 Intersection Improvement Project in 2019.

The existing drainage flows east toward TH 65 via the bituminous curb. As part of the Elwell Commercial Park development, storm sewer piping and treatment are proposed within the development. For stormwater to be connected to the Elwell Commercial Plat, storm sewer stubs will be installed. The remaining stormwater will flow to TH 65 ditches.

#### Right-of-Way and Easements:

Majestic Oaks North Second Addition, Majestic Oaks North Third Addition, and Entsminger Farms have dedicated 66 feet of right-of-way for 143rd Avenue and a 10-foot-wide perimeter drainage easement. The proposed Elwell Commercial Park outlines a 33-foot road easement and a 10-foot drainage and utility easement as well. 29-32-23-34-0006 parcel has not officially

dedicated right-of-way however the Road Order documents from 1910 show the 33 feet required with a partial vacation in 1991. Additional acquisitions will not be needed for construction.

#### Soils:

Soils were evaluated using the Anoka County Soil Map. The soils adjacent to the streets consist of Zimmerman Fine Sand, and Seelyeville Muck (Figure 3).

The Zimmerman Fine Sand is suitable for use as a road subbase. These fine sand soils are generally well drained and cover higher ground.

Seelyeville Muck is not suitable for use as a road bed due to its high-water content and typically requires excavation and fill. Muck removal on this section of the road was outlined in MnDOT's plans for their J-Turn project in 2019. The presence of muck is unlikely to be an issue with this project.

#### Wetlands:

There are no wetlands within the proposed construction limits.

#### Proposed Improvements:

The proposed improvement is an urban section 29-foot wide with B618 curb on each side. See the attached typical street section in Figure 4 for further details.

It is proposed that the existing bituminous and Class 5 aggregate be reclaimed for use as the Class 5 base on the proposed road and driveways as shown on Figure 5. Existing gravel driveways will be paved up to the right-of-way line and existing bituminous driveways will be replaced where they are removed, which is estimated to be approximately 5 feet from the edge of the road. Assuming that the bituminous depth on the road is 2 inches, calculations show that there will be excess material as the amount of reclaimed material will be enough for Class 5 on the newly constructed road and all the locations where driveways will be paved.

No soil correction should be required. As discussed previously, the assumption is that soil correction was completed with the MnDOT J-Turn construction on 143rd Avenue.

#### Cost Estimate:

The estimated project cost is \$347,403.63, which is based on anticipated construction costs plus 5% contingency and 25% engineering, legal, fiscal and administrative costs. The final design has not been completed and therefore unknown work is not included in the estimate. A breakdown of costs can be found in Table 1. It should be noted that Lincoln Street Development provided the survey data to speed up the process to construct this project.

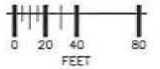
**Recommendations:**

It is recommended that this feasibility study be reviewed by the City Council to determine and if it is acceptable to direct the City Engineer to prepare Plans and Specifications.



**LEGEND**

- — — — — EXISTING STORM PIPE
- EXISTING CATCH BASIN
- - - - - EXISTING CONTOURS
- - - - - EXISTING EASEMENTS
- - - - - EXISTING RIGHT-OF-WAY
- - - - - EXISTING BITUMINOUS
- ■ ■ ■ ■ PROPOSED ROADWAY CENTERLINE



Description  
EXISTING CONDITIONS

Drawn  
CSA

Date  
2/12/25

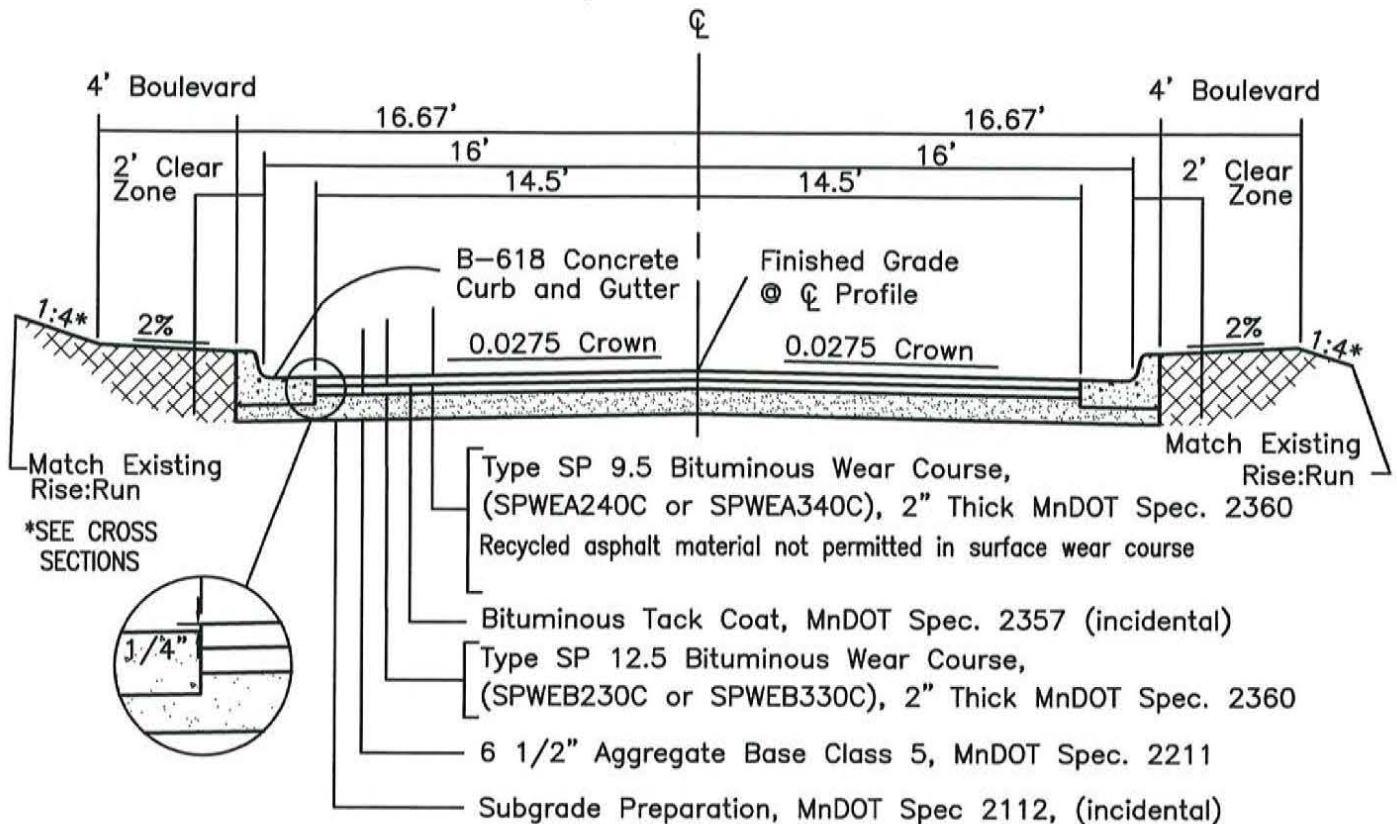
Project No.  
2502.027

Sheet No.  
1

Project  
FEASIBILITY STUDY  
143rd AVENUE

13635 Johnson Street  
Ham Lake, MN 55304  
Voice: 763.862.8000  
Fax: 763.862.8042





TYPICAL URBAN SECTION

TYPICAL STREET SECTION

COMMERCIAL 9-TON RFC-366B1A

NOT TO SCALE

Sheet Title  
TYPICAL STREET SECTION

Drawn  
CSA

Date  
2/12/25

Project No.  
2502.027

Figure No.  
4

Project  
FEASIBILITY STUDY  
143rd AVENUE

13635 Johnson Street  
Ham Lake, MN 55304  
Telephone (763) 862-8000  
Fax (763) 862-8042



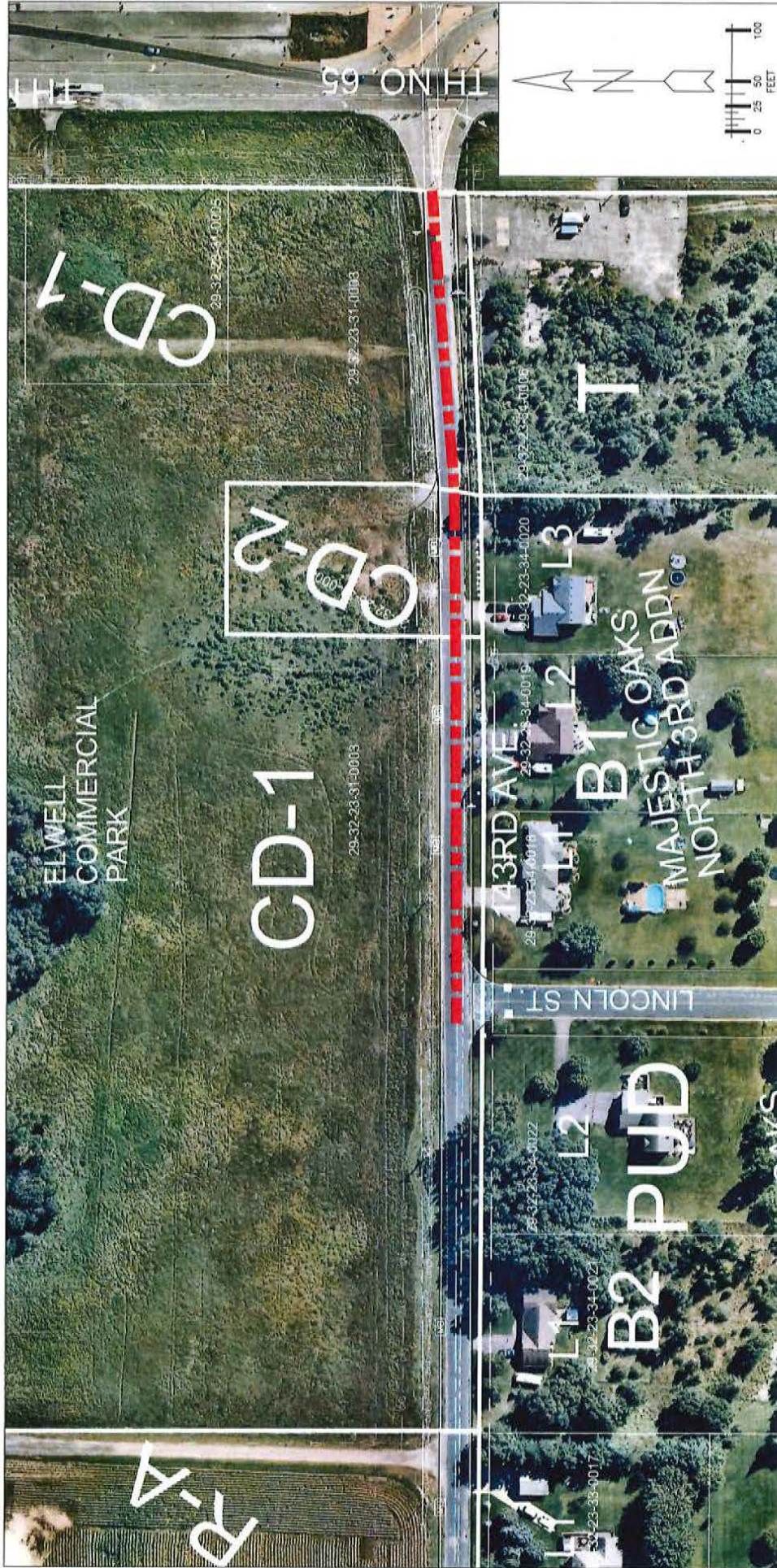
**CONSTRUCTION COST ESTIMATE**

**TABLE 1**

**143RD AVENUE STREET RECONSTRUCTION FROM 75 FT WEST OF TH 65 TO LINCOLN STREET**

**2/12/2025**

ITEM NUMBER	ITEM DESCRIPTION	UNIT	EST	UNIT PRICE	TOTAL
2021.501	MOBILIZATION	LUMP SUM	1	\$40,000.00	\$40,000.00
2101.502	CLEARING	EACH	17	\$227.00	\$3,859.00
2101.502	GRUBBING	EACH	17	\$118.00	\$2,006.00
2101.505	CLEARING	ACRE	0.1	\$9,703.90	\$970.39
2101.505	GRUBBING	ACRE	0.1	\$5,201.90	\$520.19
2104.502	REMOVE SIGN	EACH	5	\$49.80	\$249.00
2104.502	REMOVE MAIL BOX SUPPORT	EACH	3	\$74.50	\$223.50
2104.502	SALVAGE AND REINSTALL LIGHT POLE	EACH	1	\$3,000.00	\$3,000.00
2104.503	SAWING CONCRETE CURB AND GUTTER (FULL DEPTH)	LIN FT	2	\$5.00	\$10.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	182	\$3.00	\$546.00
2104.503	REMOVE CURB AND GUTTER	LIN FT	72	\$5.00	\$360.00
2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	267	\$6.00	\$1,602.00
2105.607	COMMON EXCAVATION	CU YD	500	\$23.00	\$11,500.00
2106.507	COMMON EMBANKMENT (CV)	CU YD	500	\$25.00	\$12,500.00
2211.509	AGGREGATE BASE CLASS 5	TON	938	\$20.00	\$18,760.00
2211.604	AGGREGATE BASE (CV) CLASS 5,4.0" THICK DRIVEWAY	SQ YD	30	\$7.50	\$225.00
2215.504	FULL DEPTH RECLAMATION	SQ YD	2,500	\$2.70	\$6,750.00
2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) 2.0" THICK-DRIVEWAY	SQ YD	30	\$33.00	\$990.00
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2;C)	TON	303	\$120.00	\$36,360.00
2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE (2;C)	TON	303	\$100.00	\$30,300.00
2501.502	15" RC PIPE APRON	EACH	1	\$1,200.00	\$1,200.00
2501.602	TRASH GUARD FOR 15" PIPE APRON	EACH	1	\$575.00	\$575.00
2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS IV	LIN FT	84	\$70.00	\$5,880.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1-48" W/4' SUMP	EACH	1	\$4,500.00	\$4,500.00
2506.602	CATCH BASIN	EACH	1	\$2,902.80	\$2,902.80
2511.504	GEOTEXTILE FILTER TYPE 4	SQ YD	21	\$6.00	\$126.00
2511.507	RANDOM RIPRAP CLASS III	CU YD	5	\$136.10	\$680.50
2531.503	CONCRETE CURB AND GUTTER DESIGN B618	LIN FT	1,716	\$25.00	\$42,900.00
2531.604	6" CONCRETE VALLEY GUTTER	SQ YD	77	\$177.50	\$13,667.50
2540.602	MAIL BOX SUPPORT	EACH	3	\$149.00	\$447.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$2,500.00	\$2,500.00
2564.518	SIGN PANELS TYPE C	SQ FT	30	\$118.00	\$3,540.00
2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	\$4,403.60	\$4,403.60
2573.502	STORM DRAIN INLET PROTECTION	EACH	2	\$167.50	\$335.00
2573.502	CULVERT END CONTROLS	EACH	1	\$150.00	\$150.00
2573.503	SILT FENCE, TYPE MS	LIN FT	1,500	\$5.00	\$7,500.00
2575.605	TURF ESTABLISHMENT	ACRE	1	\$2,650.00	\$2,650.00
	TOTAL ESTIMATED CONSTRUCTION COST				\$264,688.48
	CONTINGANCY (5%)				\$13,234.42
	PROJECT DEVELOPMENT (14%)				\$38,909.21
	ADMIN., CONSTRUCTION ENGINEERING AND INSPECTION (11%)				\$30,571.52
	TOTAL PROJECT COST				\$347,403.63



Description ZONING MAP	Drawn	Date	Project No.	Sheet No.
	CSA	2/12/25	2502.027	2

Project  
FEASIBILITY STUDY  
143rd AVENUE

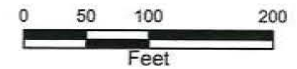
13635 Johnson Street  
Ham Lake, MN 55304  
Voice: 763.662.8000  
Fax: 763.662.8042





### Legend

-  Parcels
-  Lino Loamy Fine Sand (LnA)
-  Seelyeville Muck (Se)
-  Zimmerman Fine Sand B (ZmB)
-  Zimmerman Fine Sand C (ZmC)



- Sources:
- Anoka County Engineering & Surveying Departments
  - Land Management Information Center (LMIC) MNPLANNING

Description  
SOILS MAP

Drawn  
CSA

Date  
2/12/25

Project No.  
2502.027

Sheet No.  
3

Project  
FEASIBILITY STUDY  
143rd AVENUE

13635 Johnson Street  
Ham Lake, MN 55304  
Voice: 763.862.8000  
Fax: 763.862.8042







- LEGEND**
- EXISTING EASEMENTS
  - EXISTING RIGHT-OF-WAY
  - EXISTING BITUMINOUS
  - EXISTING CONTOURS
  - > -> -> EXISTING STORM PIPE
  - EXISTING CATCH BASIN
  - PROPOSED SAWCUTS
  - PROPOSED CATCH BASIN
  - <<--- PROPOSED STORM SEWER
  - ▶ PROPOSED FES
  - == PROPOSED B 618 CURB & GUTTER
  - ▨ PROPOSED PAVEMENT REMOVAL
  - PROPOSED SAWCUTS
  - PROPOSED ROADWAY CENTERLINE
  - PROPOSED ROADWAY CENTERLINE BY OTHERS
  - PROPOSED ROADWAY CENTERLINE

Description  
**PROPOSED DESIGN**

Drawn  
 CSA


Date  
 2/12/25

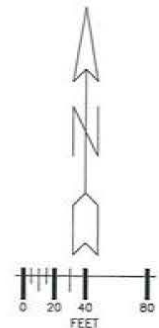
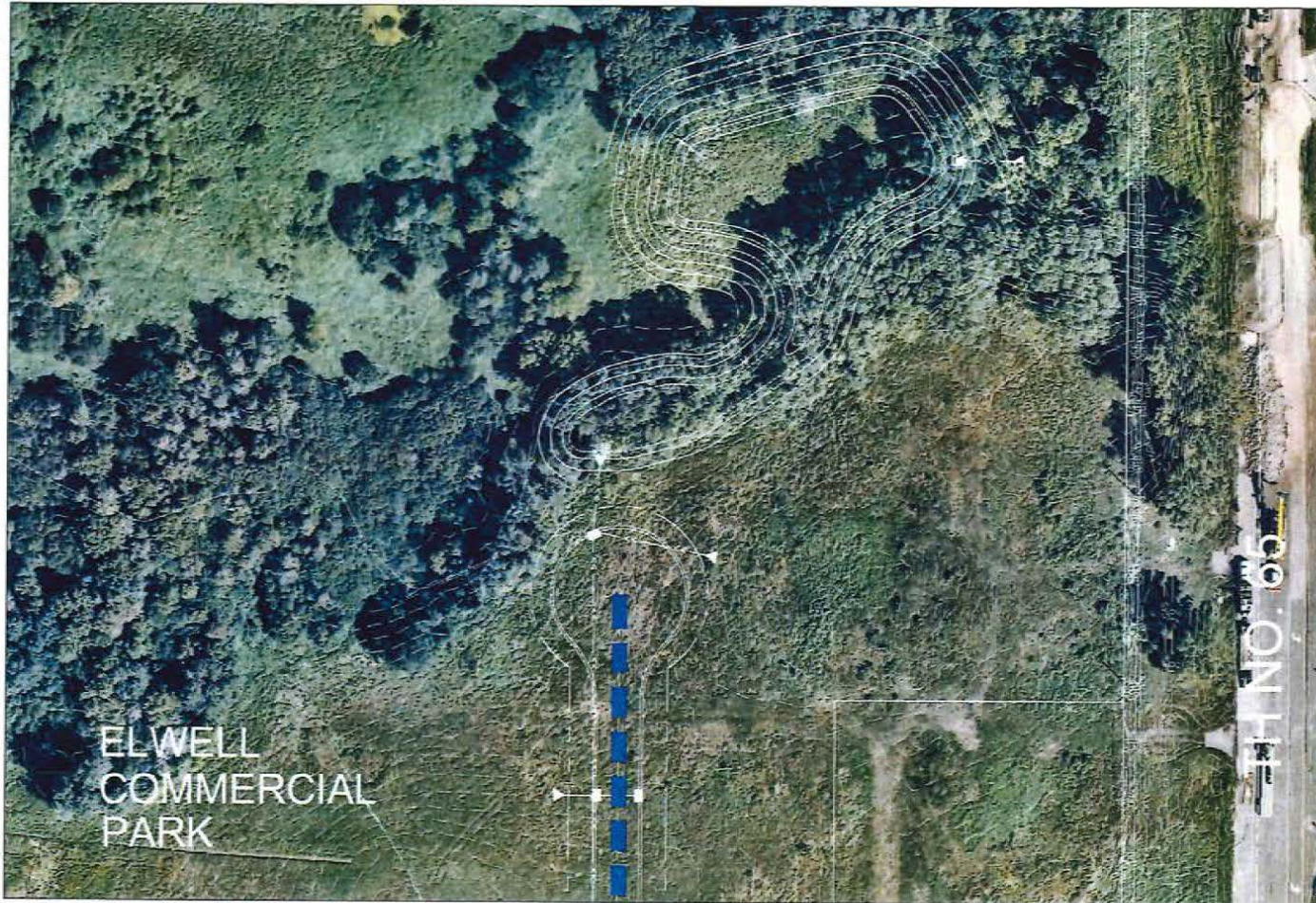
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 2502.027

Sheet No.  
 5

Project  
 FEASIBILITY STUDY  
 143rd AVENUE

13635 Johnson Street  
 Ham Lake, MN 55304  
 Voice: 763.862.8000  
 Fax: 763.862.8042






- LEGEND**
- EXISTING CONTOURS
  - - - EXISTING EASEMENTS
  - EXISTING RIGHT-OF-WAY
  - EXISTING BITUMINOUS
  - > - EXISTING STORM PIPE
  - EXISTING CATCH BASIN
  - PROPOSED SAWCUTS
  - PROPOSED CATCH BASIN
  - << PROPOSED STORM SEWER
  - ▶ PROPOSED FES
  - PROPOSED B 618 CURB & GUTTER
  - ▨ PROPOSED PAVEMENT REMOVAL
  - PROPOSED ROADWAY CENTERLINE BY OTHERS

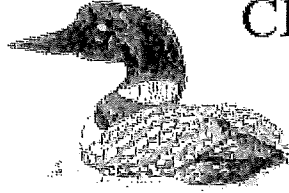
Description  
 PROPOSED DESIGN

Drawn CSA	Date 2/12/25	Project No. 2502.027	Sheet No. 5A
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Project  
 FEASIBILITY STUDY  
 143rd AVENUE

13635 Johnson Street  
 Ham Lake, MN 55304  
 Voice: 763.862.8000  
 Fax: 763.862.8042





# CITY OF HAM LAKE

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

## CITY OF HAM LAKE PLANNING COMMISSION AGENDA MONDAY, FEBRUARY 10, 2025

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

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES:** December 9, 2024

**PUBLIC HEARING:**

**6:01 p.m.** Art Rosenberg of Lincoln Street Commercial, LLC, requesting Preliminary Plat approval and to rezone portions of land from CD-1 (Commercial Development I) to CD-2 (Commercial Development II) and portions of land from CD-1 (Commercial Development I) to R-A (Rural Single Family Residential) and portions of land from CD-2 (Commercial Development II) to CD-1 (Commercial Development I) for the Elwell Commercial Park Development (four commercial lots and one residential outlot) in Section 29.

**NEW BUSINESS:**

1. Richard Citrowske requesting Sketch Plan approval of a residential development (two lots) in Section 26.

**COMMISSION BUSINESS:**

1. City Council Update

**ORDINANCE NO. 25-XX**

**AN ORDINANCE AMENDING A PORTION OF CHAPTER 9 OF THE CITY OF HAM LAKE, COUNTY OF ANOKA, STATE OF MINNESOTA.**

**The City Council of the City of Ham Lake does hereby ordain as follows, pursuant to Article 9 of the Ham Lake City Code.**

That the zoning classification for the following described property situated in the City of Ham Lake, Anoka County, Minnesota is hereby designated from CD-1 (Commercial Development I) to CD-2 (Commercial Development II) and portions of land from CD-1 (Commercial Development I) to R-A (Rural Single Family Residential) and portions of land from CD-2 (Commercial Development II) to CD-1 (Commercial Development I) for the Elwell Commercial Park Development in Section 29.

Parcel 1:

All that part of the SE $\frac{1}{4}$  of the NW $\frac{1}{4}$  and the NE $\frac{1}{4}$  of SW $\frac{1}{4}$  of Section 29, Township 32, Range 23, lying south of Coon Creek, according to the United States Government Survey thereof, Anoka County, Minnesota,

EXCEPT:

That part of the NE $\frac{1}{4}$  of SW $\frac{1}{4}$  of Section 29, Township 32, Range 23, Anoka County, Minnesota described as follows:

Commencing at a point on the South line of said Northeast Quarter of the Southwest Quarter distance 288 feet West from the Southeast corner of said Northeast Quarter of the Southwest Quarter; thence North at right angles to said South line a distance of 233.00 feet to actual Point of Beginning of the tract of land to be hereby described; thence continue North along last course a distance of 200.00 feet; thence East and parallel with the South line of said Northeast Quarter of the Southwest Quarter to the East line of said Northeast Quarter of the Southwest Quarter, thence South along said East line a distance of 200 feet, more or less, to its intersection with a line drawn parallel with the South line of said Northeast Quarter of the Southwest Quarter from the actual point of beginning; thence west along said parallel line to the actual Point of Beginning. Except that part thereof taken for State Trunk Highway No. 65.

AND EXCEPT, That part of the Northeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of Section 29, Township 32, Range 23, Anoka County, Minnesota, described as follows:

Commencing at a point on the South line of said Northeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  distant 386.00 feet west from the Southeast corner of said Northeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$ ; thence West along said South line a distance of 150.00 feet; thence North at right angles to said South line a distance of 233 feet; thence East at right angles to last course a distance of 150.00 feet; thence South at right angles to last course a distance of 233.00 feet to the point of commencement. Subject to an easement for road purposes over the South 33.00 feet thereof. Subject to an easement for telephone purposes over the West

10.00 feet thereof, According to the map or plat thereof on file and of record in the office of the Register of Deeds in and for Anoka County, Minnesota, together with any part or portion of any street or alley lying adjacent thereto heretofore vacated or to be vacated.

AND

Parcel 2:

That part of the Northeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of Section 29, Township 32, Range 23, Anoka County, Minnesota, described as follows:

Commencing at a point on the South line of said Northeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  distant 386.00 feet west from the Southeast corner of said Northeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$ ; Thence West along said South line a distance of 150.00 feet; thence North at right angles to said South line a distance of 233 feet; thence East at right angles to last course a distance of 150.00 feet, thence South at right angles to last course a distance of 233.00 feet to the point of commencement. Subject to an easement for road purposes over the South 33.00 feet thereof. Subject to an easement for telephone purposes over the West 10 feet, thereof.

AND

Parcel 3:

That part of the Northeast Quarter of the Southwest Quarter of Section 29, Township 32, Range 23, Anoka County, Minnesota, described as follows:

Commencing at a point on the South line of said Northeast Quarter of the Southwest Quarter a distance of 288.00 feet west from the southeast corner of said Northeast Quarter of the Southwest Quarter; thence North at right angles to said south line a distance of 233.00 feet to the actual Point of Beginning of the tract of land to be hereby described; thence continue north along last course a distance of 200.00 feet; thence east parallel with the south line of said Northeast Quarter of the Southwest Quarter to the east line of said Northeast Quarter of the Southwest Quarter; thence south along said east line a distance of 200.00 feet, more or less, to its intersection with a line drawn parallel with the south line of said Northeast Quarter of the Southwest Quarter from the actual point of beginning; thence west along said parallel line to the actual Point of Beginning.

Except that part thereof taken for State Trunk Highway No. 65.

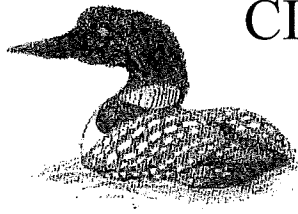
**Presented to the Ham Lake City Council on February 18, 2025 and adopted by a unanimous vote this \_\_\_\_ day of \_\_\_\_\_, 2025.**

---

**Brian Kirkham, Mayor**

---

**Denise Webster, City Clerk**



# CITY OF HAM LAKE

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

## CITY OF HAM LAKE PLANNING COMMISSION MINUTES MONDAY, FEBRUARY 10, 2025

The Ham Lake Planning Commission met for its regular meeting on Monday, February 10, 2025, in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

**MEMBERS PRESENT:** Commissioners Brian Pogalz, Kyle Lejonvarn, Jeff Entsminger, David Ross, Dave Ringler and Erin Dixon

**MEMBERS ABSENT:** Commissioner Jonathan Fisher

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

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

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

**APPROVAL OF MINUTES:**  
**Motion by Ross, seconded by Lejonvarn, to approve the minutes of the December 9, 2024, Planning Commission meeting as written. All present in favor, motion carried.**

Chair Pogalz asked to address the Citrowske sketch plan prior to the public hearing for Elwell Commercial Park.

**NEW BUSINESS:**  
Richard Citrowske requesting Sketch Plan approval of a residential development (two lots) in Section 26

Mr. Richard Citrowske was present. Mr. Citrowske stated he wants to divide his parcel into two lots so he can sell a lot. Mr. Citrowske stated that a third lot may be created in the future in phase two of the development. Chair Pogalz asked Engineer Krugler to comment. Engineer Krugler stated the 11.4-acre parcel being divided is part of the Citrowske Addition plat which was approved in 1991. Engineer Krugler stated Mr. Citrowske is proposing to divide Lot 3, Block 1 of Citrowske Addition into three lots eventually; the first phase is to divide the parcel into two lots. Engineer Krugler stated if proposed Lot 1 is divided in the future, the existing pole barn will need to be removed as a pole barn cannot be on a parcel that does not have a dwelling unit; future submittals will be required to show the removal of the pole barn. Engineer Krugler stated the sketch

plan shows the location of septic and building pad borings for each lot; the soil boring logs must be submitted to the city for review. Engineer Krugler stated approval of the existing wetland delineation and plat approval is required from Coon Creek Watershed District. Engineer Krugler stated this sketch plan will follow the minor platting process where review of the preliminary and final plats will be done at the same meeting. Engineer Krugler stated Public Works Superintendent Witkowski recommends a \$2500 parkland dedication fee and a \$200 drainage fund contribution fee be paid for Lot 2. Chair Pogalz asked Engineer Krugler to verify that this sketch plan proposes to create a lot to the east of Mr. Citrowske's current home and the third lot proposed for phase two is to the west of his home. Engineer Krugler confirmed that was correct. **Motion by Pogalz, seconded by Entsminger, to recommend approval of the Sketch Plan presented by Richard Citrowske for two residential lots in Section 26 subject to paying a \$2500 parkland dedication and \$200 drainage fund contribution fee for Lot 2, submitting soil boring logs to the city for compliance review, ordering a septic compliance inspection on the existing septic system and submitting results to the city prior to preliminary plat approval, obtaining Coon Creek Watershed District approval, meeting the requirements of the City Engineer and meeting all City, County and State requirements.** Chair Pogalz asked Mr. Citrowske if he understood the conditions. Mr. Citrowske stated he understood. **All present in favor, motion carried.** *This application will be placed on the City Council's Tuesday, February 18, 2025, agenda.*

Commissioner Entsminger removed himself from the table due to his ownership interest in property adjacent to the proposed Elwell Commercial Park development and the potential for financial benefit as a contractor for the development.

#### **PUBLIC HEARING:**

Art Rosenberg of Lincoln Street Commercial, LLC, requesting Preliminary Plat approval and to rezone portions of land from CD-1 (Commercial Development I) to CD-2 (Commercial Development II) and portions of land from CD-1 (Commercial Development I) to R-A (Rural Single Family Residential) and portions of land from CD-2 (Commercial Development II) to CD-1 (Commercial Development I) for the Elwell Commercial Park Development (four commercial lots and one residential outlot) in Section 29

Mr. Art Rosenberg and Mr. Paul Boerboom from Lincoln Street Commercial, LLC, were present. Mr. Rosenberg spoke on behalf of the project. Mr. Rosenberg stated they are ready to move forward with the development of the plat. Mr. Rosenberg stated one lot is under contract and he hopes that the remaining three lots will be purchased this year. Mr. Rosenberg stated the goal is to have the development completed by the end of May. Chair Pogalz asked Engineer Krugler to comment. Engineer Krugler stated the proposed development is on 37.25 acres. Engineer Krugler stated most of the land to the north and west of the four proposed commercial lots will be an outlot. Engineer Krugler stated a road easement for a future northern connection from 143<sup>rd</sup> Avenue NE to Andover Boulevard NE is shown on the plat. Engineer Krugler stated the two proposed western lots will be zoned Commercial Development II (CD-2), the two proposed eastern lots will be zoned Commercial Development I (CD-1) and the outlot will be zoned Rural Single Family Residential (R-A). Engineer Krugler stated the MSA commercial portion of 143<sup>rd</sup> Avenue NE from Highway 65 NE to Lincoln Street NE does not have the structural capacity for commercial traffic. Engineer Krugler stated originally the developer intended

to upgrade 143<sup>rd</sup> Avenue NE from Highway 65 NE to Johnson Street NE but per the recommendation of the Road Committee, the City Council has requested a feasibility study be provided to determine the viability of the city upgrading 143<sup>rd</sup> Avenue NE from Highway 65 NE to Lincoln Street NE; the feasibility study will be presented to the City Council at the February 18, 2025, meeting. Engineer Krugler stated the city would like to use MSA funding for the upgrade of 143<sup>rd</sup> Avenue NE. Engineer Krugler stated there is an existing billboard on proposed Lot 2. Engineer Krugler stated the billboard must be relocated or removed; if the billboard is relocated, it will require compliance with Article 11-320 of City Code and a sign permit will be required. Engineer Krugler stated there is a 50-foot Northern Natural Gas (NNG) easement over the southerly portion of the property; the development plans note requirements of working within the pipeline easement and state a NNG representative must be on-site when work is done within 25-feet of the pipeline. Commissioner Lejonvarn asked Engineer Krugler what changed to prompt the city to order a feasibility study to upgrade 143<sup>rd</sup> Avenue NE. Engineer Krugler stated the Road Committee determined it would be prudent to upgrade 143<sup>rd</sup> Avenue NE from Highway 65 NE to Lincoln Street NE rather than just have 143<sup>rd</sup> Avenue NE upgraded to Johnson Street NE due to the future connection of 143<sup>rd</sup> Avenue NE to Andover Boulevard NE via Lincoln Street NE. Chair Pogalz completed the inspection, a copy which is on file. Chair Pogalz stated the property is open land with residential homes adjacent to the development south of 143<sup>rd</sup> Avenue NE. Chair Pogalz stated a well casing is visible on the parcel. Mr. Rosenberg stated the wells for the houses that used to be on the property have been abandoned and sealed. Chair Pogalz stated there are approaches to Highway 65 NE to the east of the development. Engineer Krugler stated it is the developer's responsibility to remove the approaches located on Highway 65 NE. Chair Pogalz asked Engineer Krugler what the plan is for the northern extension of Lincoln Street NE. Engineer Krugler stated Lincoln Street NE is a designated frontage and MSA route from Bunker Lake Boulevard NE to Andover Boulevard NE and northward via Pierce Street NE until it connects with Central Avenue NE. Chair Pogalz asked Engineer Krugler when Lincoln Street NE extension to the north would be constructed. Engineer Krugler stated any projected timeline would be speculation at this time.

**Chair Pogalz opened the public hearing at 6:20 p.m. and asked for public comment.**

Chair Lejonvarn asked if 143<sup>rd</sup> Avenue NE would be upgraded before construction starts on proposed Lot 1. Engineer Krugler stated if the City Council approves the feasibility study at the February 18, 2025, meeting, bids could be solicited in May or June.

Tim Mayville, 14250 Pierce St NE. Mr. Mayville stated he is wondering what the development plans are for the farmland to the west of Elwell Commercial Park. Mr. Mayville stated a lot of dirt has been brought onto that parcel and he is wondering if the dirt will be used for farming or for fill for future development. Mr. Mayville stated he is looking forward to a connection between 143<sup>rd</sup> Avenue NE and Andover Boulevard NE. Mr. Mayville stated if additional development is done in the area, he would like to see fiber optic internet services become available to residents in Ham Lake.

Engineer Krugler stated the extension of Lincoln Street NE is on a project list for the future. Chair Pogalz stated that to comment on the development of the farmland to the west of Elwell Commercial Park would be speculative at this time. Chair Pogalz stated if



the land to the west of the proposed development would be rezoned in the future, a notice would be sent out and a public hearing would be held

Chris Sickmann, 1302 143<sup>rd</sup> Avenue NE. Mr. Sickmann stated extending Lincoln Street NE would be ideal for an additional access point to his residence and the area. Mr. Sickmann asked what the land west of Elwell Commercial Park will be zoned and asked if there would be development to the west of the commercial park. Mr. Sickmann stated he would like that area to remain residential.

Engineer Krugler stated the land to the west of proposed Elwell Commercial Park will be zoned Rural Single Family Residential (R-A). Engineer Krugler stated it will remain R-A until a development is proposed on that land in the future.

**Chair Pogalz closed the public hearing at 6:34 p.m.**

**Motion by Pogalz, seconded by Dixon, to recommend approval of the Preliminary Plat of Elwell Commercial Park, a four lot, one outlot commercial subdivision in Section 29 as presented by Art Rosenberg, of Lincoln Street Commercial, LLC, and rezoning, subject to the City Council approving the feasibility study and ordering plans and specifications to upgrade 143<sup>rd</sup> Avenue NE to meet commercial requirements from Highway 65 NE to Lincoln Street NE, providing the city with a quit claim deed for the realignment of the Lincoln Street NE connection from 143<sup>rd</sup> Avenue NE to Andover Boulevard NE, providing proof of the conveyance of Outlot A to 1163 143<sup>rd</sup> Avenue NE, no issuance of building permits, for any of the commercial lots, will be done until proof of conveyance is received, razing the existing billboard on proposed Lot 2, obtaining a sign permit in conformance with Articles 11-310.2 and 11-320 for any future signs and providing access to any future signs, obtaining approval, including rezoning, for any future lots within any portion of the expanded 1163 143<sup>rd</sup> Avenue NE, meeting the requirements of the City Engineer, meeting all City, State and County requirements. Commissioners Pogalz, Lejonvarn, Ringer, Ross, and Dixon voted yes, Commissioner Entsminger abstained from the vote. Motion carried. *This application will be placed on the City Council's Tuesday, February 18, 2025, agenda.***

**COMMISSION BUSINESS:**

City Council Update

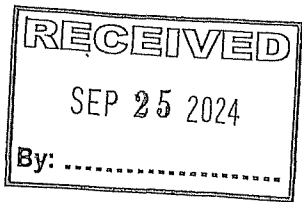
Chair Pogalz informed the Commissioners that the City Council concurred with the Commission's recommendations to approve the preliminary and final plats for Elevate Hope House. There will not be a Planning Commissioner present at the February 18, 2025, City Council meeting.

**ADJOURNMENT:**

**Motion by Dixon, seconded by Lejonvarn, to adjourn the Planning Commission meeting at 6:38 p.m. All present in favor, motion carried.**

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Jennifer Bohr  
Building and Zoning Clerk



# CITY OF HAM LAKE

15544 Central Avenue NE  
Ham Lake, MN 55304

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

## PLANNING REQUEST

Date of Application 9/25/24 Date of Receipt 9-25-24  
Receipt # \_\_\_\_\_ Amount \$ \_\_\_\_\_

Meeting Appearance Dates:  
Planning Commission 2-10-2025 City Council \_\_\_\_\_

### Please check request(s):

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

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

Development/Business Name: Lincoln Street Commercial, LLC

Address/Location of property: 14334 & 14350 Hwy 65 NE; 1323 143rd Ave NE

Legal Description of property: See separate sheet for full legal description

PIN # 29-32-23-24-0004, 29-32-23-31-0003, 29-32-23-31-0005 and 29-32-23-31-0004 Current Zoning CD-1 (Parcels 1,3) CD-2 (Parcel 2) Proposed Zoning CD-1 (Lots 1,2) CD-2 (Lots 3,4)

Notes: 4 Commercial lots and 1 outlot Outlot R-A

Applicant's Name: Art Rosenberg

Business Name: Lincoln Street Commercial, LLC

Address PO Box 9076

City Fargo State ND Zip Code 58106

Phone 701 219 4828 Cell Phone 701 219 4828 Fax \_\_\_\_\_

Email address artrosenberg@icloud.com

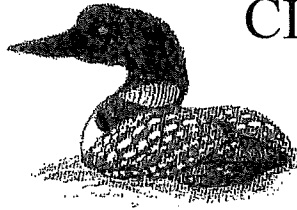
*You are advised that the 60-day review period required by Minnesota Statutes Chapter 15.99 does not begin to run until all of the required items have been received by the City of Ham Lake.*

SIGNATURE [Signature] DATE 9/25/24

**- FOR STAFF USE ONLY -**

ACTION BY: Planning Commission \_\_\_\_\_  
City Council \_\_\_\_\_

PROPERTY TAXES CURRENT YES NO



# CITY OF HAM LAKE

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

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

TAKE NOTICE, that pursuant to the requirements of Minnesota Law, a public hearing shall be held before the Ham Lake Planning Commission on Monday, February 10, 2025 at 6:01 p.m. at the City Hall located at 15544 Central Avenue NE for the purpose of considering the application of Art Rosenberg of Lincoln Street Commercial, LLC, requesting preliminary plat approval and rezoning of portions of land from CD-1 (Commercial Development I) to CD-2 (Commercial Development II) and portions of land from CD-1 (Commercial Development I) to R-A (Rural Single Family Residential) and portions of land from CD-2 (Commercial Development II) to CD-1 (Commercial Development I) for the Elwell Commercial Park Development in Section 29 parcels of certain land situated in the City of Ham Lake, Anoka County, Minnesota and which are described as follows to wit:

Parcel 1:

All that part of the SE $\frac{1}{4}$  of the NW $\frac{1}{4}$  and the NE $\frac{1}{4}$  of SW $\frac{1}{4}$  of Section 29, Township 32, Range 23, lying south of Coon Creek, according to the United States Government Survey thereof, Anoka County, Minnesota,

EXCEPT:

That part of the NE $\frac{1}{4}$  of SW $\frac{1}{4}$  of Section 29, Township 32, Range 23, Anoka County, Minnesota described as follows:

Commencing at a point on the South line of said Northeast Quarter of the Southwest Quarter distance 288 feet West from the Southeast corner of said Northeast Quarter of the Southwest Quarter; thence North at right angles to said South line a distance of 233.00 feet to actual Point of Beginning of the tract of land to be hereby described; thence continue North along last course a distance of 200.00 feet; thence East and parallel with the South line of said Northeast Quarter of the Southwest Quarter to the East line of said Northeast Quarter of the Southwest Quarter, thence South along said East line a distance of 200 feet, more or less, to its intersection with a line drawn parallel with the South line of said Northeast Quarter of the Southwest Quarter from the actual point of beginning;

thence west along said parallel line to the actual Point of Beginning. Except that part thereof taken for State Trunk Highway No. 65.

AND EXCEPT, That part of the Northeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of Section 29, Township 32, Range 23, Anoka County, Minnesota, described as follows:

Commencing at a point on the South line of said Northeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  distant 386.00 feet west from the Southeast corner of said Northeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$ ; thence West along said South line a distance of 150.00 feet; thence North at right angles to said South line a distance of 233 feet; thence East at right angles to last course a distance of 150.00 feet; thence South at right angles to last course a distance of 233.00 feet to the point of commencement. Subject to an easement for road purposes over the South 33.00 feet thereof. Subject to an easement for telephone purposes over the West 10.00 feet thereof, According to the map or plat thereof on file and of record in the office of the Register of Deeds in and for Anoka County, Minnesota, together with any part or portion of any street or alley lying adjacent thereto heretofore vacated or to be vacated.

AND

Parcel 2:

That part of the Northeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of Section 29, Township 32, Range 23, Anoka County, Minnesota, described as follows:

Commencing at a point on the South line of said Northeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  distant 386.00 feet west from the Southeast corner of said Northeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$ ; Thence West along said South line a distance of 150.00 feet; thence North at right angles to said South line a distance of 233 feet; thence East at right angles to last course a distance of 150.00 feet, thence South at right angles to last course a distance of 233.00 feet to the point of commencement. Subject to an easement for road purposes over the South 33.00 feet thereof. Subject to an easement for telephone purposes over the West 10 feet, thereof.

AND

Parcel 3:

That part of the Northeast Quarter of the Southwest Quarter of Section 29, Township 32, Range 23, Anoka County, Minnesota, described as follows:

Commencing at a point on the South line of said Northeast Quarter of the Southwest Quarter a distance of 288.00 feet west from the southeast


corner of said Northeast Quarter of the Southwest Quarter; thence North at right angles to said south line a distance of 233.00 feet to the actual Point of Beginning of the tract of land to be hereby described; thence continue north along last course a distance of 200.00 feet; thence east parallel with the south line of said Northeast Quarter of the Southwest Quarter to the east line of said Northeast Quarter of the Southwest Quarter; thence south along said east line a distance of 200.00 feet, more or less, to its intersection with a line drawn parallel with the south line of said Northeast Quarter of the Southwest Quarter from the actual point of beginning; thence west along said parallel line to the actual Point of Beginning.

Except that part thereof taken for State Trunk Highway No. 65.

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

DATED: January 31, 2025  
Jennifer Bohr  
Building and Zoning Clerk  
City of Ham Lake

## Memorandum

Date: February 4, 2025  
To: Planning Commissioners  
From: David A. Krugler, City Engineer   
Subject: Elwell Commercial Park

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**Introduction:**

The Preliminary Plat, Livability Plan, were received on January 23<sup>rd</sup>, the Preliminary Utility Plan, Removal Plan and Soil Amendment Plan were received February 3<sup>rd</sup>, and revised storm sewer sizing calculations were received on November 27, 2024 for the proposed 4 lot commercial development located on 37.25 acres of parcels 29-32-23-24-0004, 29-32-23-31-0003, 29-32-23-31-0004 and 29-32-23-31-0005. All of the prior review comments have been addressed. A 300-scale aerial photo, a 1,000-scale zoning map and 400-scale half-section maps are attached.

**Discussion:**

Lots 1 and 2 are proposed to be zoned CD-1 and Lots 3 and 4 are proposed to be zoned CD-2. The 21.54-acre Outlot A will need to be combined with the adjacent 29-32-23-32-0005 (1163 143rd Avenue) parcel, that is Lot 2, Block 1 of Entsminger Farms. Outlot A will be rezoned to the same Rural Single Family Residential (R-A) zoning as 1163 143rd Avenue. Two potential future lots are shown in the R-A zoning southwest of the future Lincoln Street extension. Future approvals, including rezoning, would be required for any future lots within any portion of the expanded 1163 143rd Avenue parcel. The Development Agreement will include conveyance of Outlot A to 1163 143rd Avenue, stipulating that building permits for the four commercial lots cannot be considered until Outlot A is conveyed.

The Johnson Street cul-de-sac exceeds the minimum 300-foot spacing requirement from the Highway 65 right-of-way, per the attached Resolution 05-10. The MSA commercial portion of 143rd Avenue from TH 65 to Lincoln Street does not have structural capacity for commercial traffic and will need to be upgraded. The City Council has requested that a feasibility study be provided to determine the viability of upgrading 143<sup>rd</sup> Avenue from Trunk Highway (TH) 65 west to Lincoln Street at the February 3<sup>rd</sup> meeting. The feasibility study will be presented at the February 17<sup>th</sup> City Council meeting.

The Lincoln Street extension north of 143rd Avenue does not align with the roadway, drainage and utility easements recorded in conjunction with the Entsminger Farms plat, per the attached sketch and description. Additional roadway, drainage and utility easements, that align with the proposed roadway easements, are required, prior to consideration of final plat approval of the Elwell Commercial Park development. A public hearing can be scheduled for the vacation of excess roadway, drainage and utility easements within 1163 143rd Avenue after the revised roadway easement is recorded with Anoka County.

County Ditch 59 (Coon Creek) is located in the northerly portion of the proposed development. An easement is required for that portion of the plat within 50-feet of each side of Coon Creek. There are FEMA Zone A limits adjacent to the County Ditch but a FEMA Letter of Map Amendment will not be required. The attached July 21, 2021 Existing Conditions Wetland Boundary Delineation was approved by the Coon Creek Watershed District in September of 2022. All wetlands within the four lots will be contained within drainage and utility easements.

Per Article 10-700 of City Code, the minimum building setback from TH 65 right-of-way is 50 feet. Per 11-1850 of City Code, decorative tree planting is required along the right-of-way lines of 143rd Avenue west of Johnson Street, TH 65 and the Lincoln Street extension. The use of conifers is encouraged and preferred. Tree planting will be reviewed on an individual basis in conjunction with each of the future four commercial site plan approval applications.

The billboard on the proposed Lot 2 is non-compliant with the 10-foot setback requirement per 11-310.1 of City Code. The billboard must be relocated or razed. If the billboard is relocated, it will require compliance with 11-320 of City Code and a sign permit will be required, per 11-310.2 of City Code. Access to the billboard will also be required.

The Haugo Geotechnical Services revised Summary of Water Level Readings and Lowest Floor Slab Recommendations that was received November 18, 2024 adequately addressed prior review comments. The November 5<sup>th</sup> 2024 Tradewell letter certifies that each of the proposed lots will support two standard septic systems in accordance with Minnesota Rules 7080.

There is a 50-foot Northern Natural Gas (NNG) easement over the southerly portion of the property as shown on the attached Site Plan and half section map. The plans outline requirements of working within the pipeline easement that include a NNG representative to be on-site when working within 25 feet of the pipeline.

The Coon Creek Watershed District conditionally approved the development at the October 28<sup>th</sup> 2024 Board of Managers meeting which is attached. The Minnesota Department of Transportation has completed their review and offered no comments and is attached. The attached Midwest Natural Resources rare plant survey documented there are no rare plants within the site.

**Recommendations:**

It is recommended that the Preliminary Plat of Elwell Commercial Park be recommended for approval to the City Council with the following stipulations:

- The City Council approves the ordering of plans and specifications to upgrade 143<sup>rd</sup> Avenue from TH 65 to Lincoln Street to meet commercial requirements.
- A recorded quit claim deed is to be provided for the realignment of Lincoln Street connection from 143rd Avenue to Andover Boulevard.
- The Development Agreement will require conveyance of Outlot A to 1163 143rd Avenue, stipulating that building permits for the four commercial lots cannot be considered until proof of Outlot A conveyance is received.
- The existing billboard is required to be razed. Any new billboard will be required to conform to Article 11-310.
- Future approvals, including rezoning, will be required for any future lots within any portion of the expanded 1163 143rd Avenue parcel.

**PRELIMINARY PLAT**  
 ~of~ **ELWELL COMMERCIAL PARK**  
 ~for~ **LINCOLN STREET COMMERCIAL, LLC**  
 P.O. BOX 9076  
 FARGO, ND 58106  
 (701) 219-4828

**PROPERTY DESCRIPTION**

**Parcel 1:**  
 All that part of the SW 1/4 of the NW 1/4 and the NE 1/4 of SW 1/4 of Section 29, Township 32, Range 23, lying south of Coon Creek, according to the United States Government Survey thereof, Anoka County, Minnesota.

**EXCEPT:**  
 That part of the NW 1/4 of SW 1/4 of Section 29, Township 32, Range 23, Anoka County, Minnesota, described as follows:

Commencing at a point on the South line of said Northeast Quarter of the Southwest Quarter distance 289 feet west from the Southeast corner of said Northeast Quarter of the Southwest Quarter; thence North at right angles to said South line a distance of 233.00 feet to actual Point of Beginning of the tract of land to be hereby described; thence continue North along east course a distance of 200.00 feet; thence East parallel with the South line of said Northeast Quarter of the Southwest Quarter to the East line of said Northeast Quarter of the Southwest Quarter; thence South along said East line a distance of 200 feet, more or less, to its intersection with a line drawn parallel with the South line of said Northeast Quarter of the Southwest Quarter from the actual point of beginning except that part thereof taken for State Trunk Highway No. 65.

**AND EXCEPT:** That part of the Northeast 1/4 of the Southwest 1/4 of Section 29, Township 32, Range 23, Anoka County, Minnesota, described as follows:

Commencing at a point on the South line of said Northeast 1/4 of the Southwest 1/4 distance 289.00 feet west from the Southeast corner of said Northeast 1/4 of the Southwest 1/4; thence West along said South line a distance of 158.00 feet; thence North at right angles to said South line a distance of 233 feet; thence East at right angles to said course a distance of 158.00 feet; thence South at right angles to said course a distance of 233.00 feet to the point of commencement; Subject to an easement for road purposes over the South 23.00 feet thereof. Subject to an easement for telephone purposes over the West 18.00 feet thereof, according to the map or plat filed in the office of the Register of Deeds in and for Anoka County, Minnesota, together with any part or portion of any street or alley lying adjacent thereto heretofore created or to be created.

**AND**

**Parcel 2:**  
 That part of the Northeast 1/4 of the Southwest 1/4 of Section 29, Township 32, Range 23, Anoka County, Minnesota, described as follows:

Commencing at a point on the South line of said Northeast 1/4 of the Southwest 1/4 distance 289.00 feet west from the Southeast corner of said Northeast 1/4 of the Southwest 1/4; thence West along said South line a distance of 158.00 feet; thence North at right angles to said South line a distance of 233 feet; thence East at right angles to said course a distance of 158.00 feet; thence South at right angles to said course a distance of 233.00 feet to the point of commencement; Subject to an easement for road purposes over the South 23.00 feet thereof. Subject to an easement for telephone purposes over the West 18 feet thereof.

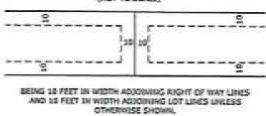
**AND**

**Parcel 3:**  
 That part of the Northeast Quarter of the Southwest Quarter of Section 29, Township 32, Range 23, Anoka County, Minnesota, described as follows:

Commencing at a point on the South line of said Northeast Quarter of the Southwest Quarter a distance of 289.00 feet west from the southeast corner of said Northeast Quarter of the Southwest Quarter; thence North at right angles to said South line a distance of 233.00 feet to the actual Point of Beginning of the tract of land to be hereby described; thence continue north along east course a distance of 200.00 feet; thence East parallel with the South line of said Northeast Quarter of the Southwest Quarter to the East line of said Northeast Quarter of the Southwest Quarter; thence South along said East line a distance of 200.00 feet, more or less, to its intersection with a line drawn parallel with the South line of said Northeast Quarter of the Southwest Quarter from the actual point of beginning; thence west along said parallel line to the actual Point of Beginning.

Except that part thereof taken for State Trunk Highway No. 65.

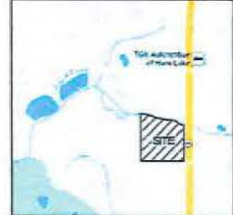
**TYPICAL EASEMENTS**  
 (NOT TO SCALE)



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

DATE: 06/23/2025 License No. 41570

**VICINITY MAP**  
 PART OF SEC. 29, TWP. 32, RANG. 23



ANOKA COUNTY, MINNESOTA  
 (NO SCALE)

**BENCHMARK**

MONUMENT: 0208 K  
 GRID STATION: 1503  
 ELEVATION: 650.297 (UNG08)

**NOTES:**

- Bearings shown are in Anoka County datum.
- Parcel ID Numbers: 29-32-23-24-0004, 29-32-23-31-0002, 29-32-23-31-0005 and 29-32-23-31-0004.
- Contours shown per PHGED 849 distribution.
- Wetlands delineated by Kjaaland Environmental, Inc.
- OUTLOT A to be conveyed to vicinity adjacent property owner.

**DEVELOPMENT DATA**

TOTAL SITE AREA = 37.254 ACRES

- EXISTING ZONING:**
- CD-1 COMMERCIAL DEVELOPMENT TIER 1 (Parcels 1 and 3)
  - CD-3 COMMERCIAL DEVELOPMENT TIER 2 (Parcel 2)
- PROPOSED ZONING:**
- CD-1 COMMERCIAL DEVELOPMENT TIER 1 (LOTS 1 AND 2)
  - CD-3 COMMERCIAL DEVELOPMENT TIER 2 (LOTS 3 AND 4)
  - R-A RURAL SINGLE FAMILY RESIDENTIAL (OUTLOT A)

MINIMUM STREET FRONTAGE = 200 FEET  
 MINIMUM LOT SIZE = 1.00 ACRES (INCLUDING HALF OF STREET ROW)

**LEGEND**

- DENOTES IRON INGROUND FOUND AS LABELED
- DENOTES CABLE PEDERSTAL
- DENOTES ELECTRICAL BOX
- DENOTES ELECTRICAL MANHOLE
- DENOTES FIBER OPTIC BOX
- DENOTES GAS METER
- DENOTES WELL
- DENOTES EXISTING CONTOURS (2' INTERVAL)
- DENOTES DRAINAGE AND UTILITY BASEMENT
- DENOTES WETLAND LINE DELINEATED BY KJAALAND ENVIRONMENTAL SERVICES INC.
- DENOTES WETLAND BUFFER LINE
- DENOTES EXISTING GAS LINE
- DENOTES UNDERGROUND CABLE LINE
- DENOTES EXISTING FIBER OPTIC LINE
- DENOTES EXISTING ELECTRIC LINE
- DENOTES OVERHEAD UTILITY
- DENOTES APPROXIMATE FEMA FLOOD ZONE LINES FROM FEMA FLOOD INSURANCE RATE MAP (NO. 22023C001E) PANEL NO. 0236 SUFFIX E, EFFECTIVE DATE DECEMBER 16TH, 2015.
- DENOTES ADJACENT PARCEL OWNER INFORMATION (PER ANOKA COUNTY TAX INFORMATION)
- DENOTES AREA 1' ABOVE HOUSTLES

**GRAPHIC SCALE**

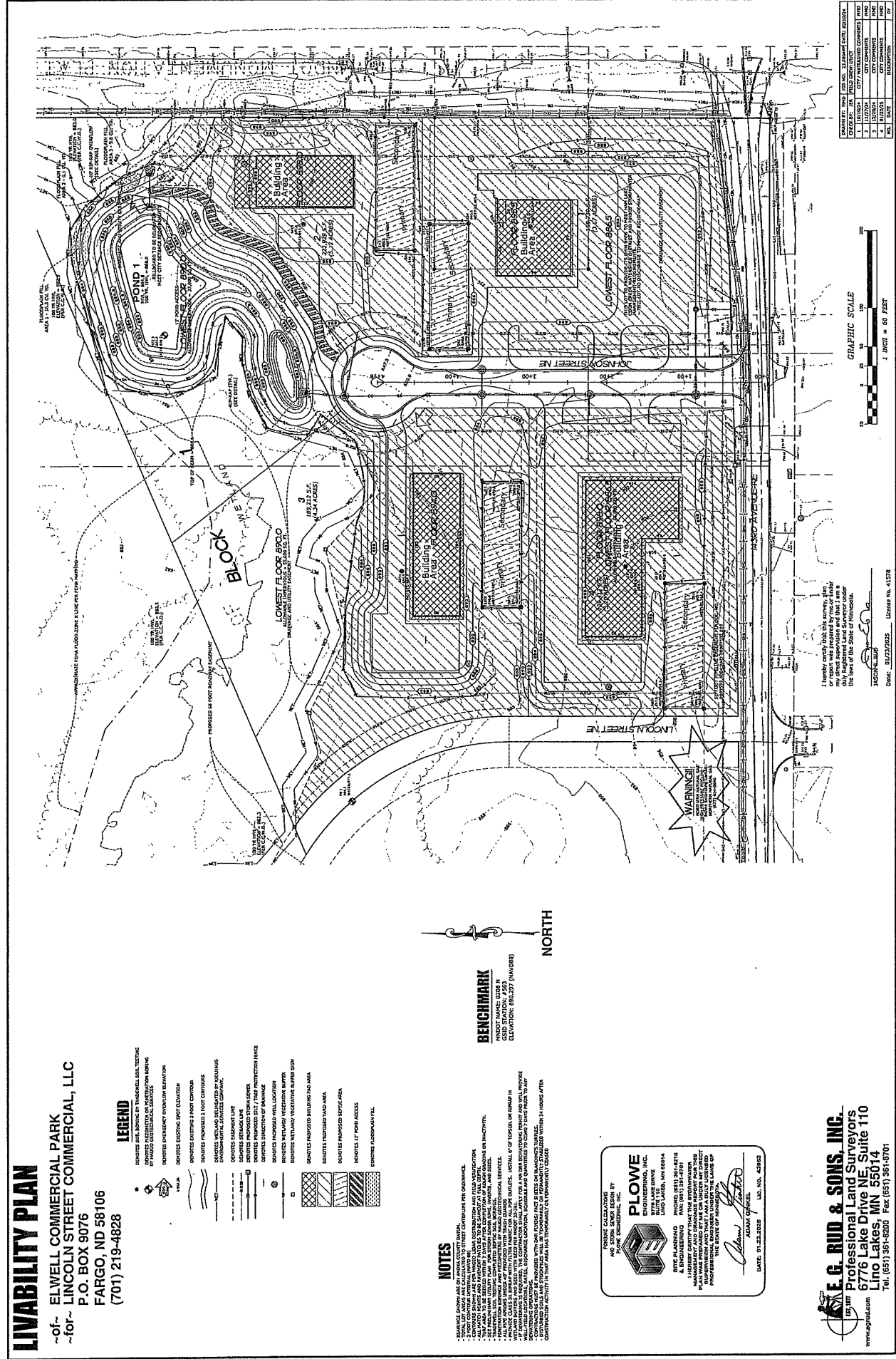


DRAWN BY	DATE	JOB NO.	DATE	DATE	DATE
1	11/15/2014	11/15/2014	11/15/2014	11/15/2014	11/15/2014
2	11/15/2014	11/15/2014	11/15/2014	11/15/2014	11/15/2014
3	11/15/2014	11/15/2014	11/15/2014	11/15/2014	11/15/2014
4	11/15/2014	11/15/2014	11/15/2014	11/15/2014	11/15/2014
NO	DATE	DESCRIPTION	BY	DATE	DATE

**F. E. G. RUD & SONS, INC.**  
 Professional Land Surveyors  
 6776 Lake Drive NE, Suite 110  
 Lino Lakes, MN 55114  
 Tel. (651) 361-8200 Fax (651) 361-8701







NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	11/27/2024
2	CITY COMMENTS	11/27/2024
3	REVISIONS	11/27/2024
4	REVISIONS	11/27/2024
5	REVISIONS	11/27/2024
6	REVISIONS	11/27/2024
7	REVISIONS	11/27/2024

GRAPHIC SCALE  
1 INCH = 50 FEET

I hereby certify that the design and report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer in the State of Minnesota.  
JACQUES JACQUES  
DATE: 11/27/2024 License No. 41378

**LIVABILITY PLAN**  
-of- ELWELL COMMERCIAL PARK  
-for- LINCOLN STREET COMMERCIAL, LLC  
P.O. BOX 9076  
FARGO, ND 58106  
(701) 219-4828

- DEMONSTRATES PROPOSED STREET ELEVATION BY FINISH GEOMETRICAL SURFACE.
- DEMONSTRATES EXISTING SPOT ELEVATION.
- DEMONSTRATES PROPOSED 1 FOOT CONTOUR.
- DEMONSTRATES EXISTING 1 FOOT CONTOUR.
- DEMONSTRATES WETLAND BOUNDARY AS DETERMINED BY SOILS AND ENVIRONMENTAL SERVICES COMPANY.
- DEMONSTRATES EASEMENT LINE.
- DEMONSTRATES PROPOSED STORM SEWER.
- DEMONSTRATES PROPOSED STORM SEWER INVERT.
- DEMONSTRATES PROPOSED VERTICAL CURVE.
- DEMONSTRATES PROPOSED WALL LOCATION.
- DEMONSTRATES WETLAND VEGETATIVE BUFFER.
- DEMONSTRATES WETLAND VEGETATIVE BUFFER BUFFER.
- DEMONSTRATES PROPOSED INTERIOR AREA.
- DEMONSTRATES PROPOSED WALK AREA.
- DEMONSTRATES PROPOSED SIGN AREA.
- DEMONSTRATES PUMP ACCESS.
- DEMONSTRATES EASEMENT LINE.

**NOTES**

- 1. FINISH GRADES ARE CALCULATED TO STRIKE CURVE/FLAT FINISH GRADES.
- 2. EXISTING SPOT ELEVATIONS ARE FROM A MANDATORY BENCHMARK.
- 3. FINISH GRADES ARE FROM THE FINISH GEOMETRICAL SURFACE.
- 4. EXISTING 1 FOOT CONTOURS ARE FROM THE FINISH GEOMETRICAL SURFACE.
- 5. FINISH GRADES ARE FROM THE FINISH GEOMETRICAL SURFACE.
- 6. FINISH GRADES ARE FROM THE FINISH GEOMETRICAL SURFACE.
- 7. FINISH GRADES ARE FROM THE FINISH GEOMETRICAL SURFACE.
- 8. FINISH GRADES ARE FROM THE FINISH GEOMETRICAL SURFACE.
- 9. FINISH GRADES ARE FROM THE FINISH GEOMETRICAL SURFACE.
- 10. FINISH GRADES ARE FROM THE FINISH GEOMETRICAL SURFACE.

**BENCHMARK**  
MANDATORY BENCHMARK  
ELEVATION: 852.227' (NAVD83)

**WARNING!**  
DO NOT CROSS  
WETLANDS  
WITHOUT PERMIT

**ELWELL COMMERCIAL PARK**  
-of- LINCOLN STREET COMMERCIAL, LLC  
P.O. BOX 9076  
FARGO, ND 58106  
(701) 219-4828

**PLOWE ENGINEERING, INC.**  
ENGINEERING, INC.  
SUITE 112 WYOMING  
500 JACKSON AVE. S.W.  
FARGO, ND 58103  
701-781-2700  
701-781-2701  
www.plowe.com

REGISTERED PROFESSIONAL ENGINEER  
NUMBER 003487 STATE OF NORTH DAKOTA  
PROFESSIONAL ENGINEER IN THE STATE OF MINNESOTA  
ADAM J. PLOWE  
ADAM J. PLOWE  
DATE: 11-23-2024 LIC. NO. 42888

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

# LIVABILITY PLAN

~of~ ELWELL COMMERCIAL PARK  
 ~for~ LINCOLN STREET COMMERCIAL, LLC  
 P.O. BOX 9076  
 FARGO, ND 58106  
 (701) 219-4828

**Livability Standards**  
 All residential lots shall contain at least 20,000 square feet of land which lies above the 100 year flood contour. Of this 20,000 square feet, the following additional requirements must be present:

**A. 1275 Area** Each lot must contain at least 7,500 square feet of contiguous area which is reserved for both the 1275 residential construction and future 1275. The 1275 Area need not be contiguous to the Eligible Building Area or the Yard Area, but the entire 1275 Area shall be in a position at least one foot above the 1275 Unstable Soil, and must contain undisturbed soils or soils which meet the requirement of Part 7.025 of the Minnesota Pollution Control Agency for 1275 construction standards. The 1275 Area may be irregular in shape, provided they do not encroach into areas required by easement or otherwise for roadway, drainage or utility purposes, and provided that all of the area can be reasonably used for 1275 construction without the need for variance.

**B. Eligible Building Area** Each lot shall contain at least 10,000 square feet of contiguous land which lies at an elevation at least four feet above Unstable Soils. The Eligible Building Area may not be irregular in shape, and should be generally rectangular or square, with no protrusions, narrow strips or peninsulas. Eligible Building Areas may not encroach into any areas reserved by easement or otherwise for roadway, drainage or utility purposes. FC may be used to create Eligible Building Areas.

**C. Yard Area** Each lot shall contain at least 12,000 contiguous square feet which:

- i) Lies above the 100 year flood contour, and
  - ii) Lies at least one foot above soils vulnerable for the intended stage of the Flood, and
  - iii) Is contiguous to the Eligible Building Area for a distance of at least fifty percent of the local perimeter of the Eligible Building Area.
- Yard Areas may encroach into the designated easement area which lies at a distance of ten feet from the perimeter of the lot, and may encroach into areas reserved by easement or otherwise for other public utility purposes, but may not encroach into any other area reserved by dedication or otherwise for road or drainage purposes, any may not encroach into any areas within the 100 year flood contour or into designated wetlands. Yard Areas may be irregular in shape except within the limit of the location where the Yard Area is contiguous to the Eligible Building Area, at which location the Yard Area shall be a simple polygon or a maximum of the primary rectangular or oval shape of the Eligible Building Area. It may be used to create Yard Area.

**D. Building Pad Area** The entire Building Pad must be within the Eligible Building Area and shall meet the separation requirements for the Eligible Building Area.


**E. Low Floor Elevation**

- i) For wetland design, the low floor elevation shall be at least two feet above the 100 year flood contour, but, notwithstanding the 100 year flood contour, the low floor elevation shall be at least one foot above Unstable Soils, as determined by the City's engineer.
- ii) For other design, the low floor elevation shall be at least two feet above the 100 year flood contour, but, notwithstanding the 100 year flood contour, the low floor elevation shall be at least one foot above Unstable Soils, as determined by the City's engineer.

Lot	Block	Total Lot Area (sq. ft.)	Yard Area (sq. ft.)	1275 Area (sq. ft.)	Building Pad Area (sq. ft.)	Proposed Building Pad 4' Above Unstable (sq. ft.)	Proposed Low Floor Elev.	Proposed Low Floor Opening	Lowest Floor Elevation	Highwater		Design Factor	Blowing	Design Elevation	Material Elevation	Building Type	Custom Graded
										Anticipated Groundwater	Low Floor						
1	1	159,728	98,455	8,117	10,000	10,000	885.5	895.5	888.8	883.5	Anticipated Groundwater	1	883.2	893.2	SLAB	NO	
												2	885.0	895.1			
												3	897.0	897.9			
												4	885.5	895.9			
												5	887.0	892.9			
2	1	222,829	48,845	8,117	10,455	10,455	898.0	898.0	888.0	883.5	POND 1 HWL	0	898.4	893.4	SLAB	NO	
												6	893.3	896.1			
												7	885.0	891.0			
												8	889.0	883.5			
												9	885.0	891.0			
												10	889.0	883.5			
												11	884.9	884.9	SLAB	NO	
												12	883.3	896.9			
												13	890.5	897.9			
												14	886.6	897.5			
												15	881.1	888.9			
												16	884.1	897.3 (W)			
4	1	130,412	77,118	8,117	21,258	21,258	895.0	895.0	886.5	883.5	Anticipated Groundwater	16	887.0	894.1	SLAB	NO	
												17	885.5	892.8			
												18	897.0	893.4			
												19	885.5	HOME			
												20	897.0	891.5			
Outlot A		853,076										PREZ 2	885.1	881.4(W)		NO	

NOTES: (W) HIGHWATER STATIC GROUNDWATER ELEVATION

FOUNDING CALCULATIONS AND STORM SEWER DESIGN BY PLOWE ENGINEERING, INC.



**PLOWE ENGINEERING, INC.**  
 8732 LAKE DRIVE  
 SUITE 110  
 LINO LAKES, MN 55014

SITE PLANNING & ENGINEERING PHONE: (651) 961-8216 FAX: (651) 961-8701

I HEREBY CERTIFY THAT THE DRAINAGE MANAGEMENT AND DRAINAGE REPORT FOR THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Adam Ojarski*  
 ADAM OJARKI  
 DATE: 01/23/2025 LIC. NO. 43883

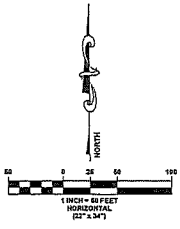


**E.G. RUD & SONS, INC.**  
 Professional Land Surveyors  
 6776 Lake Drive NE, Suite 110  
 Lino Lakes, MN 55014  
 Tel. (651) 361-8200 Fax (651) 361-8701

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

*Jason S. Rud*  
 JASON S. RUD  
 Date: 1/23/2025 License No. 41578

NO.	DATE	DESCRIPTION	BY
1	1/21/2024	CITY COMMENTS	HW
2	1/22/2024	CITY COMMENTS	HW
3	1/22/2024	CITY COMMENTS	HW
4	1/23/2025	DISCUSSION	EP



**GENERAL NOTES**

1. THE INFORMATION SHOWN ON THESE DRAWINGS CONCERNING TYPE AND LOCATION OF EXISTING UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN DETERMINATION AS TO TYPE AND LOCATION OF UTILITIES AS NECESSARY TO AVOID DAMAGE TO THESE UTILITIES.
2. CALL "X" FOR EXISTING UTILITIES LOCATIONS PRIOR TO ANY EXCAVATIONS.
3. THE CONTRACTOR SHALL FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING UTILITIES AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO THE START OF INSTALLATIONS.
4. INSTALLATIONS SHALL CONFORM TO THE CITY STANDARD SPECIFICATIONS AND DETAIL PLANS.
5. STORAGE OF MATERIALS OR EQUIPMENT SHALL NOT BE ALLOWED ON PUBLIC STREETS OR WITHIN PUBLIC RIGHT-OF-WAY.
6. NOTIFY CITY AND COON CREEK WATERSHED DISTRICT (CONCO) A MINIMUM OF 48 HOURS PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.
7. ALL ELECTRIC, TELEPHONE, AND GAS EXTENSIONS INCLUDING SERVICE LINES SHALL BE CONSTRUCTED TO THE APPROPRIATE UTILITY COMPANY SPECIFICATIONS. ALL UTILITY DISCONNECTIONS SHALL BE COORDINATED WITH THE APPROPRIATE UTILITY COMPANY.

**STORM SEWER NOTES**

1. FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING STORM SEWER AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO ANY INSTALLATIONS.
2. STORM SEWER SHALL BE:
  - (A) REINFORCED CONCRETE PIPE (RCP) ANSI C78 WITH 14.4 SKRETES
  - (B) PIPE SHALL MEET THE REQUIREMENTS OF AASHTO M24. TYPE S WITH WATER-TIGHT CONNECTIONS. USE SAND/CORNUCOPUS MATERIAL FOR BACKFILLING AND COMPACTION OF HOPEPIC PIPE IN ACCORDANCE WITH THE REQUIREMENTS OF ACTA 2201.
3. DO NOT BACKFILL CATCH BASINS UNTIL FABRIC WRAP IS INSPECTED BY CITY.
4. TRASH GUARDS ARE REQUIRED FOR ALL FLARED-END SECTIONS LESS THAN 48" IN DIAMETER.
5. PROVIDE CLASS II RIP-RAP 1/2" FILTER FABRIC AT ALL PIPE OUTLETS.
6. THE LAST THREE SECTIONS OF CONCRETE PIPE, INCLUDING APRON, FOR CONCRETE PIPES LESS THAN 48" IN DIAMETER.
7. STORM SEWER LENGTHS INCLUDE THE LAYING LENGTH OF THE FLARED-END SECTION. LAYING LENGTH OF FLARED-END SECTION TO BE DEDUCTED FROM PAVEMENT LENGTH OF PIPE.
8. ARCH PIPE JOINTS MUST BE WRAPPED WITH FABRIC OR OTHER PROTECTION TO PREVENT SEGMENT FROM ENTERING PIPE.

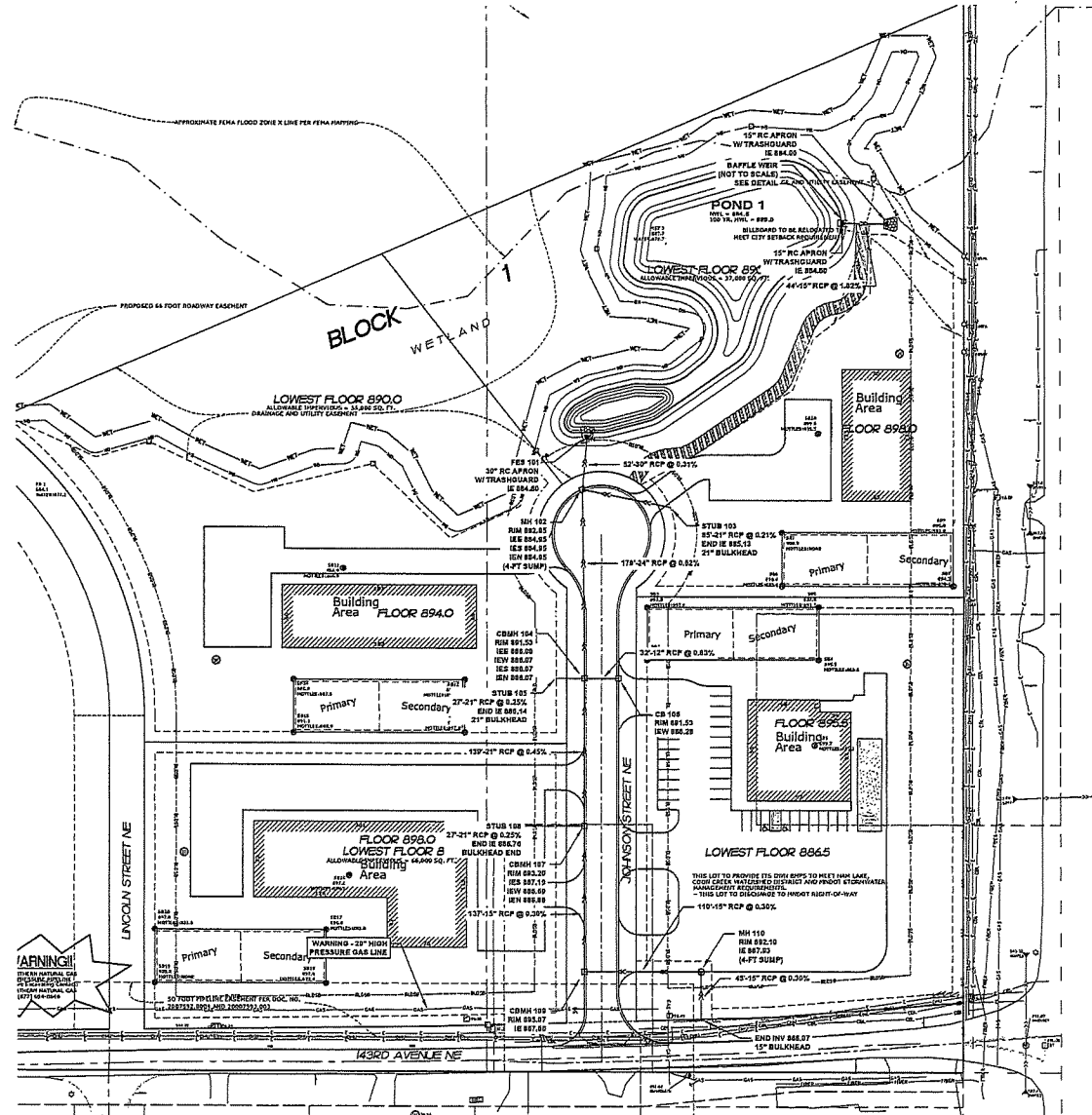
**CURB & BITUMINOUS NOTES**

1. REMOVAL AND DISPOSAL OF EXISTING STREET MATERIALS AS REQUIRED FOR CONSTRUCTION IS CONSIDERED INCIDENTAL.
2. ALL PATCHES AND PAVEMENT PATCHES TO BE SUNK CUT AT FULL DEPTH.
3. RESTORE DISTURBED STREET TO EXISTING OR BETTER SECTION.
4. BACKFILLING OF CURB IS INCIDENTAL TO CURB INSTALLATION.

**LEGEND**

- EXISTING STORM SEWER
- EXISTING STORM MANHOLE
- EXISTING CATCH BASIN
- X— EXISTING FLARED-END SECTION
- |— EXISTING DEGRADED WETLAND EDGE
- |— WETLAND BUFFER
- WETLAND BUFFER SIGNAGE
- EXISTING WELL
- EXISTING TELEPHONE BOX
- EXISTING TELEPHONE BOX
- EXISTING SIGN
- EXISTING HALLWAY
- EXISTING UTILITY POLE
- EXISTING STREET LIGHT
- EXISTING 30" HIGH PRESSURE GAS LINE
- EXISTING UNDERGROUND ELECTRIC
- EXISTING OVERHEAD WIRE
- PROPOSED STORM SEWER PIPE
- PROPOSED STORM MANHOLE
- PROPOSED CATCH BASIN
- PROPOSED FLARED-END SECTION
- PROPOSED RIP-RAP
- PROPOSED FINI ELEVATION (DOTTED LINE)

STORM SEWER STRUCTURE SCHEDULE			
STR.	SIZE	CASTING	DETAIL
102	60" DIA.	NEENAH R-3246-C	HL-455A2
104	48" DIA.	NEENAH R-3246-C	HL-455A1
106	2' x 3'	NEENAH R-3246-C	HL-459C
107	48" DIA.	NEENAH R-3246-C	HL-455A1
109	48" DIA.	NEENAH R-3246-C	HL-455A1
110	48" DIA.	NEENAH R-2577	HL-455C2



**PLOWE ENGINEERING INC.**  
 1000 14TH AVE NE  
 SUITE 100  
 FARGO, ND 58103  
 PHONE: (701) 785-1111  
 FAX: (701) 785-1111



NO.	DATE	DESCRIPTION
1	10/24/21	SCD & REC COMMENTS
2	11/11/21	REC COMMENTS
3	11/11/21	REC COMMENTS
4	11/24/21	REC COMMENTS
5	12/23/21	REC COMMENTS
6	1/11/22	REC COMMENTS
7	1/11/22	REC COMMENTS
8	1/11/22	REC COMMENTS
9	1/11/22	REC COMMENTS
10	1/11/22	REC COMMENTS

**ELWELL COMMERCIAL PARK**  
 HARK LAKE, ND  
**PRELIMINARY UTILITY PLAN**  
 PREPARED FOR: LINCOLN STREET COMMERCIAL, LLC

SHEET  
**C1.1**

DATE PLOTTED: 1/11/22 10:00 AM  
 PLOTTER: HP DesignJet T1100e  
 PLOT SCALE: 1" = 50'

ELWELL COMMERCIAL PARK  
HALL LANE, MN  
REMOVALS PLAN

PREPARED FOR: LUCOR N STREET COMMERCIAL, LLC

DATE: 12/20/2024

NO.	DATE	DESCRIPTION
1	12/20/2024	ISSUED FOR PERMIT
2	12/20/2024	ISSUED FOR PERMIT
3	12/20/2024	ISSUED FOR PERMIT
4	12/20/2024	ISSUED FOR PERMIT

**FLOWE ENGINEERING, INC.**  
505 W. WASHINGTON ST.  
ST. PAUL, MN 55102  
TEL: 612.241.1111  
WWW.FLOWEENGINEERING.COM



**GENERAL NOTES**

1. THE INDICATIONS ON THESE DRAWINGS CONCERNING THE REMOVAL OF EXISTING CURBS, INTERLOCK PAVING, AND ASPHALT SHALL BE ACCORDING TO THE CITY STANDARDS AND SPECIFICATIONS. THE CONTRACTOR SHALL VERIFY THE LOCATION AND DEPTH OF ALL EXISTING CURBS AND INTERLOCK PAVING BEFORE REMOVAL. THE LOCATION OF UTILITIES AND INTERSECTIONS TO AVOID SHALL BE IDENTIFIED BY THE CITY ENGINEER PRIOR TO ANY REMOVAL.
2. EXISTING CURBS SHALL BE REMOVED AND THE INTERLOCK PAVING SHALL BE FINISHED TO THE CITY STANDARD.
3. THE LOCATION OF ALL UTILITIES SHALL BE IDENTIFIED AND MARKED BEFORE ANY REMOVAL.
4. THE LOCATION OF ALL UTILITIES SHALL BE IDENTIFIED AND MARKED BEFORE ANY REMOVAL.
5. THE LOCATION OF ALL UTILITIES SHALL BE IDENTIFIED AND MARKED BEFORE ANY REMOVAL.
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10. THE LOCATION OF ALL UTILITIES SHALL BE IDENTIFIED AND MARKED BEFORE ANY REMOVAL.

**LEGEND**

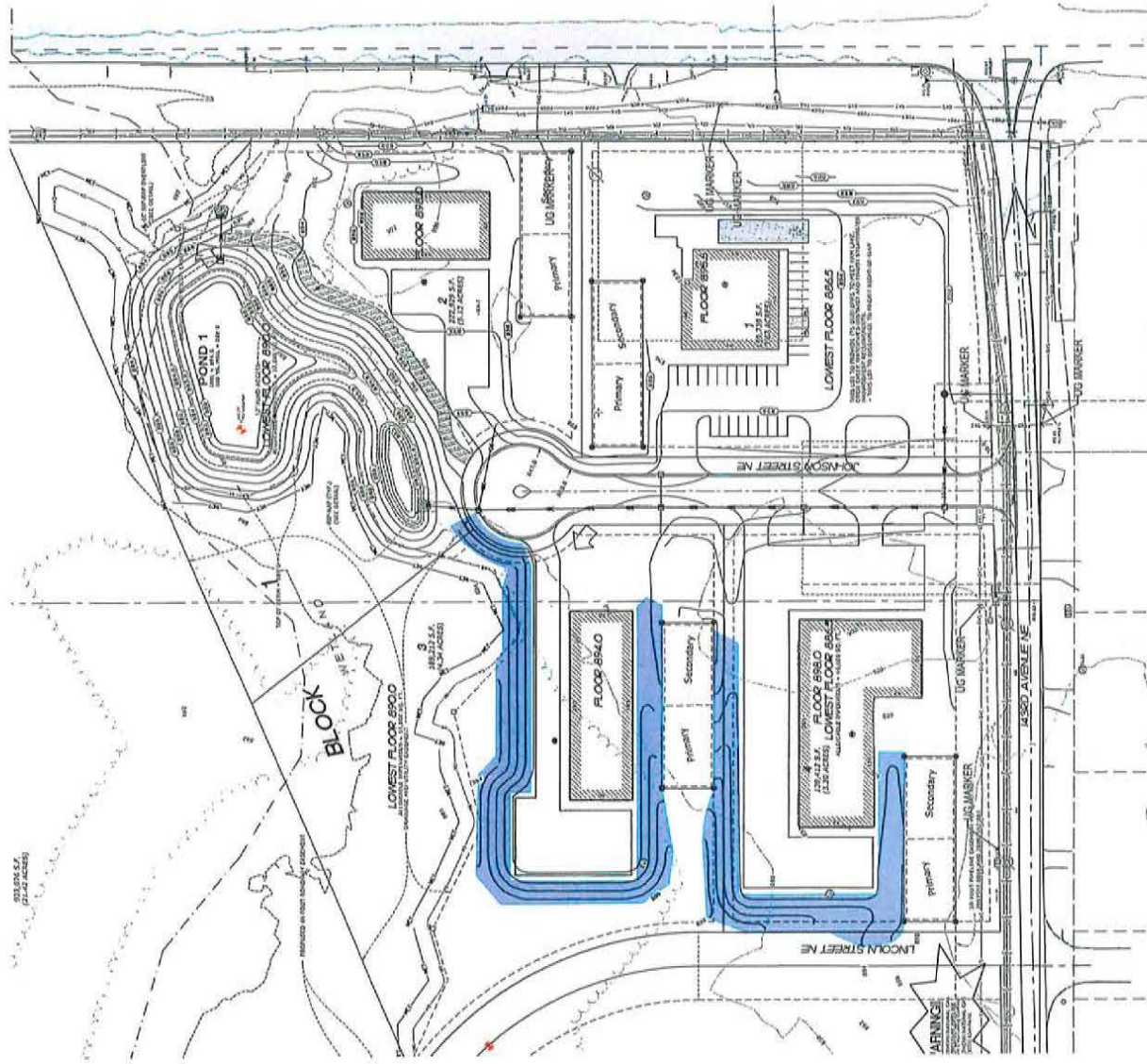
- 1 - EXISTING CURBS TO BE REMOVED (INDICATED BY DOTTED LINES)
- 2 - EXISTING INTERLOCK PAVING TO BE REMOVED
- 3 - EXISTING ASPHALT PAVING TO BE REMOVED
- 4 - EXISTING ASPHALT PAVING TO BE REMOVED
- 5 - EXISTING ASPHALT PAVING TO BE REMOVED
- 6 - EXISTING ASPHALT PAVING TO BE REMOVED
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- 11 - EXISTING ASPHALT PAVING TO BE REMOVED
- 12 - EXISTING ASPHALT PAVING TO BE REMOVED
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- 14 - EXISTING ASPHALT PAVING TO BE REMOVED
- 15 - EXISTING ASPHALT PAVING TO BE REMOVED
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- 17 - EXISTING ASPHALT PAVING TO BE REMOVED
- 18 - EXISTING ASPHALT PAVING TO BE REMOVED
- 19 - EXISTING ASPHALT PAVING TO BE REMOVED
- 20 - EXISTING ASPHALT PAVING TO BE REMOVED

**STORM SEWER NOTES**

1. FIELD SURVEY FOR REMOVAL AND LOCATION OF EXISTING STORM SEWER AND INTERSECTION OF ALL DRAINAGE SIZES SHALL BE MADE.
2. STORM SEWER SHALL BE REMOVED AND FINISHED TO THE CITY STANDARD.
3. THE LOCATION OF ALL UTILITIES SHALL BE IDENTIFIED AND MARKED BEFORE ANY REMOVAL.
4. THE LOCATION OF ALL UTILITIES SHALL BE IDENTIFIED AND MARKED BEFORE ANY REMOVAL.
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20. THE LOCATION OF ALL UTILITIES SHALL BE IDENTIFIED AND MARKED BEFORE ANY REMOVAL.

**CURB & BITUMINOUS NOTES**

1. REMOVAL AND DISPOSAL OF EXISTING STREET INTERSECTIONS SHALL BE ACCORDING TO THE CITY STANDARDS AND SPECIFICATIONS. THE CONTRACTOR SHALL VERIFY THE LOCATION AND DEPTH OF ALL EXISTING CURBS AND INTERLOCK PAVING BEFORE REMOVAL. THE LOCATION OF UTILITIES AND INTERSECTIONS TO AVOID SHALL BE IDENTIFIED BY THE CITY ENGINEER PRIOR TO ANY REMOVAL.
2. EXISTING CURBS SHALL BE REMOVED AND THE INTERLOCK PAVING SHALL BE FINISHED TO THE CITY STANDARD.
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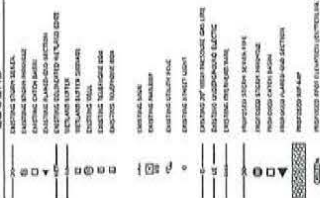
**SOIL AMENDMENT AREAS  
 (DISTURBED AREAS ONLY)**

1. APPLY A 2" LAYER OF COMPOST TO SOIL AREA  
 WITHIN THE DISTURBED AREAS. **WARRANTY**  
 IS LIMITED TO 1 YEAR. DELIVERED TO SITE FOR ROUND INSPECTIONS.  
 ALL SOIL AMENDMENT MATERIALS SHALL BE DELIVERED TO THE SITE BY  
 10:00 AM ON THE DAY BEFORE THE SOIL AMENDMENT BEGINS. MATERIALS SHALL BE  
 PLACED, SPREAD OR SUBSOLED BY THE CONTRACTOR.

**CURB & BITUMINOUS NOTES**

1. REMOVE AND DISPOSAL OF EXISTING STREET MATERIALS AS  
 REQUIRED FOR CONSTRUCTION IS CONSIDERED THE CONTRACTOR'S  
 RESPONSIBILITY. CONSTRUCTION SHALL BE DONE AT ALL TIMES AT  
 ALL COSTS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE  
 PROTECTION OF ALL UTILITIES, WATER MAINS, GAS MAINS, AND  
 ALL OTHER UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR  
 THE PROTECTION OF ALL UTILITIES, WATER MAINS, GAS MAINS, AND  
 ALL OTHER UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR  
 THE PROTECTION OF ALL UTILITIES, WATER MAINS, GAS MAINS, AND  
 ALL OTHER UTILITIES.

**LEGEND**



**GENERAL NOTES**

1. THE PROVISIONS ON THESE DRAWINGS CONCERNING  
 THE TYPE AND LOCATION OF UTILITIES IS NOT GUARANTEED  
 FOR THE EXISTING UTILITY SYSTEMS. THE CONTRACTOR SHALL  
 BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND  
 SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES.  
 THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF  
 ALL UTILITIES, WATER MAINS, GAS MAINS, AND ALL OTHER  
 UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE  
 PROTECTION OF ALL UTILITIES, WATER MAINS, GAS MAINS, AND  
 ALL OTHER UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR  
 THE PROTECTION OF ALL UTILITIES, WATER MAINS, GAS MAINS, AND  
 ALL OTHER UTILITIES.

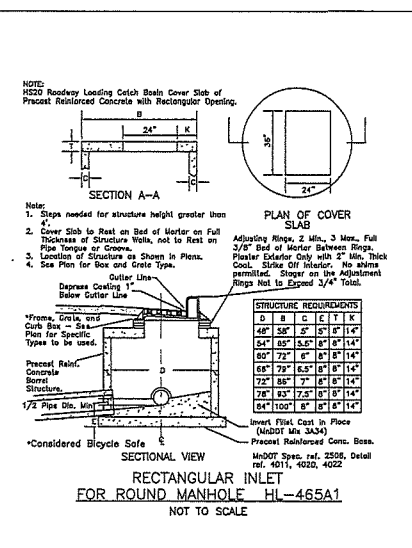
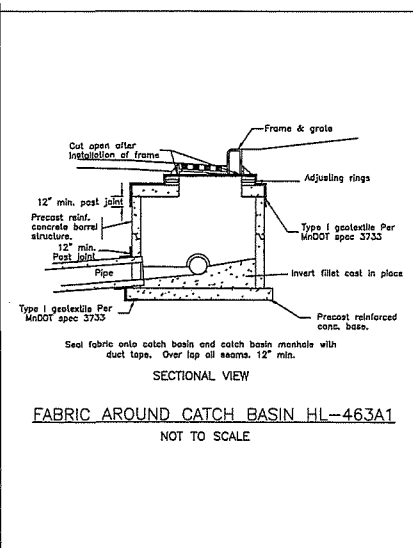
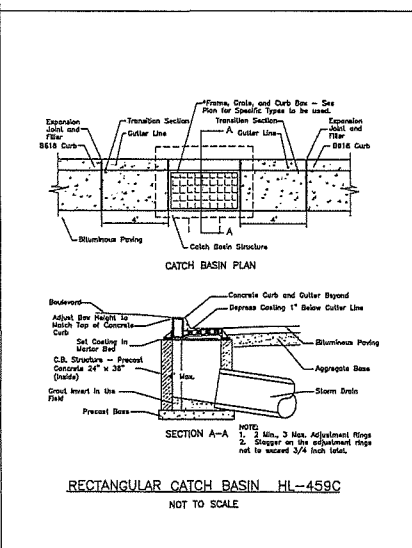
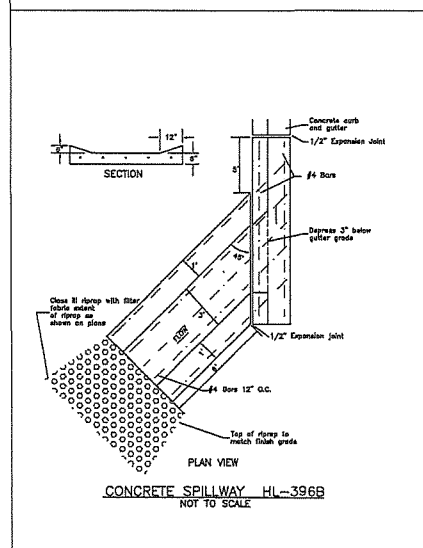
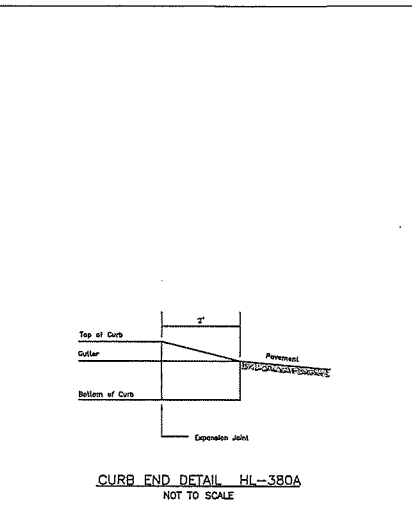
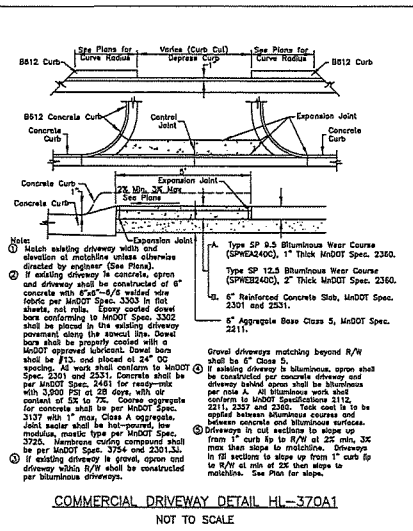
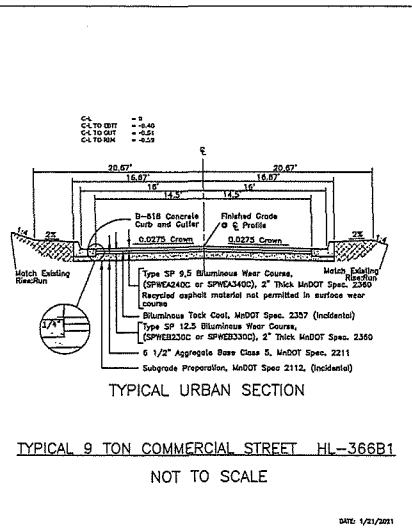
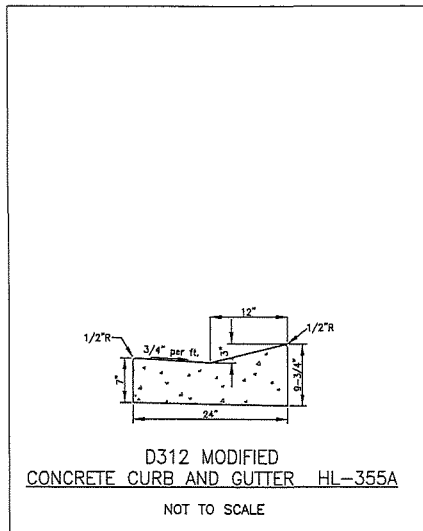
**STORM SEWER NOTES**

1. STORM SEWER SHALL BE 18" DIA. POLYETHYLENE GLASS FIBER  
 REINFORCED CONCRETE PIPE (PRCP) AND 18" DIA. POLYETHYLENE  
 GLASS FIBER REINFORCED CONCRETE PIPE (PRCP) SHALL BE  
 INSTALLED TO SERVE ALL DISTURBED AREAS. THE CONTRACTOR  
 SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES.  
 THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF  
 ALL UTILITIES, WATER MAINS, GAS MAINS, AND ALL OTHER  
 UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE  
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 ALL OTHER UTILITIES.

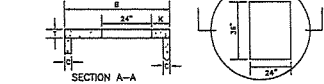
PROJECT NO.	113721
DATE	08/20/2015
REV.	
BY	
CHKD BY	
DATE	
SCALE	
PROJECT	ELWELL COMMERCIAL PARK
LOCATION	ELWELL COMMERCIAL PARK
DATE	08/20/2015
SCALE	
PROJECT	ELWELL COMMERCIAL PARK
LOCATION	ELWELL COMMERCIAL PARK
DATE	08/20/2015
SCALE	
PROJECT	ELWELL COMMERCIAL PARK
LOCATION	ELWELL COMMERCIAL PARK
DATE	08/20/2015
SCALE	

PRELIMINARY  
 Due to 10/20/2015 - Issues No. 4383

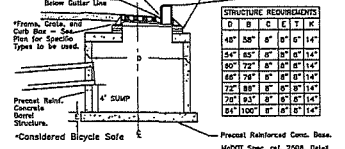
**ELWELL COMMERCIAL PARK**  
 HAWAIIAN LAKE, WI  
**DETAILS**  
 PREPARED FOR: LINCOLN STREET COMMERCIAL, LLC



NOTE:  
N228 Roadway Loading Catch Basin Cover Slab of Precast Reinforced Concrete with Rectangular Opening.

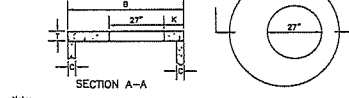


- Note:  
1. Slope needed for structure height greater than 4'.  
2. Cover Slab to Rest on Bed of Mortar on Full Thickness of Structure Walls, not to Rest on Pipe Top or on Grows.  
3. Location of Structure as Shown in Plans.  
4. See Plans for Size and Grade Type.

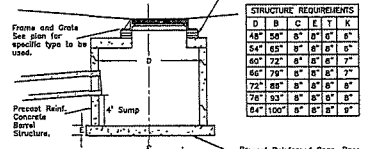


RECTANGULAR INLET FOR ROUND MANHOLE HL-465A2 NOT TO SCALE

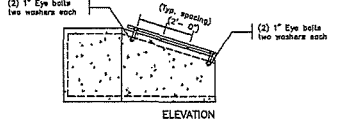
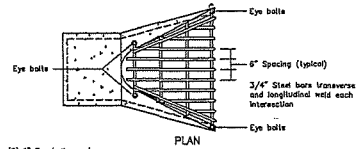
NOTE:  
N228 Roadway Loading Catch Basin Cover Slab of Precast Reinforced Concrete with Rectangular Opening.



- Note:  
1. Slope needed for structure height greater than 4'.  
2. Cover Slab to Rest on Bed of Mortar on Full Thickness of Structure Walls, not to Rest on Pipe Top or on Grows.  
3. Location of Structure as Shown in Plans.



ROUND MANHOLE HL-465C2 NOT TO SCALE



- Note:  
1.) Trash guard to be galvanized after fabrication  
2.) The size of each trash guard will vary to fit the open site.  
3.) All bolts to be non-rusting stainless steel.  
4.) Weld all bolts to prevent entry after final alarm device fitting.  
5.) Round all steel bars such that ends are smooth and free of burr.

FOR PIPE DIAMETERS 30" AND SMALLER  
RCP TRASH GUARD HL-466B NOT TO SCALE

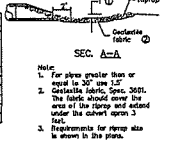
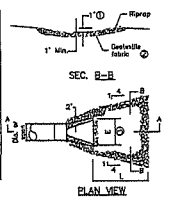
TABLE OF QUANTITIES Riprap at RCP Outlets

Dia. Pipe (in.)	L (ft.)	Class B		Class 10	
		Depth Riprap (Cu. Yds.)	Depth Riprap (Cu. Yds.)	Depth Riprap (Cu. Yds.)	Depth Riprap (Cu. Yds.)
12	8	3.0	4.4	5.8	
15	8	3.3	4.8	6.4	
18	10	4.0	6.4	8.2	
21	10	4.7	7.1	9.4	
24	12	6.2	9.2	12.5	
27	12	6.9	9.9	13.2	
30	14	8.2	12.3	16.4	
36	16	10.8	15.8	21.1	
42	18	12.5	18.7	24.9	
48	20	14.8	22.2	29.8	

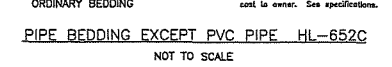
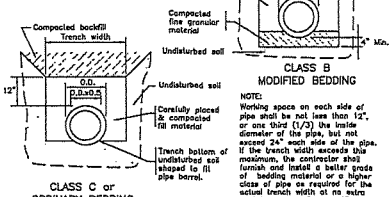
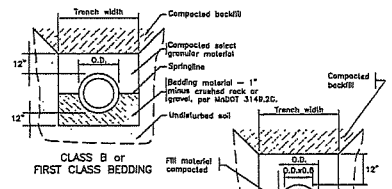
TABLE OF QUANTITIES Riprap at RCPA Outlets

Span (ft.)	L (ft.)	Class B		Class 10	
		Depth Riprap (Cu. Yds.)	Depth Riprap (Cu. Yds.)	Depth Riprap (Cu. Yds.)	Depth Riprap (Cu. Yds.)
22	10	4.1	6.1	8.1	
26	12	5.7	8.5	11.5	
30	16	7.5	11.2	14.8	
43	18	9.3	14.3	18.5	
51	18	11.3	18.0	22.5	
58	20	13.2	19.6	26.4	

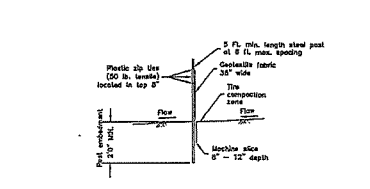
RIPRAP AT RCP OUTLETS HL-480A1 NOT TO SCALE



- Note:  
1. For slope greater than or equal to 30% use 1:2.  
2. Geotextile fabric, Spec. 3001. The fabric should cover the area of the riprap and extend under the curb 1' open 3 feet.  
3. Requirements for riprap size to shown in the plans.

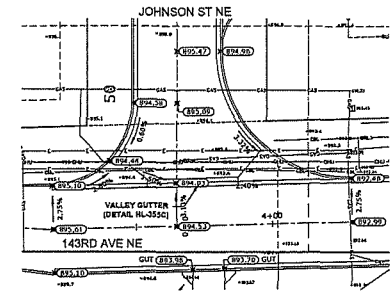


PIPE BEDDING EXCEPT PVC PIPE HL-652C NOT TO SCALE

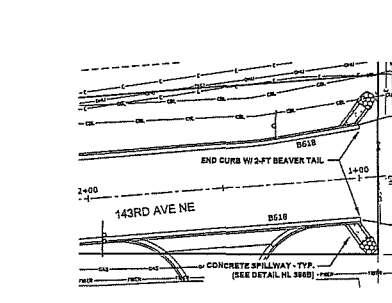


- GENERAL SILT FENCE NOTES:  
Refer to MDOT specs. 2573 & 3665  
Silt fences shall be installed along the contour (on a level horizontal plane).  
Curve the end of the silt fence up-gradient so that it catches the muddy water.  
Maximum contributing area shall be one acre.  
No single fencing unit should exceed 330 feet.  
Follow slope grade/length guidelines:
- | SLOPE GRADE | MAX. LENGTH |
|-------------|-------------|
| 1:1         | 100 FT.     |
| 1:1.5       | 150 FT.     |
| 1:2         | 200 FT.     |
| 1:2.5       | 250 FT.     |
| 1:3         | 300 FT.     |

SILT FENCE: MACHINE SLICED HL-760A NOT TO SCALE



INTERSECTION DETAIL SCALE = 1:20



CURBING DETAIL SCALE = 1:20

**ELWELL COMMERCIAL PARK**  
THIRD LANE, ANN ARBOR, MI 48106  
PREPARED FOR: LINCOLN STREET COMMERCIAL, LLC  
DATE: 12/22/2024  
DRAWN BY: [blank]  
CHECKED BY: [blank]  
DATE: [blank]  
SCALE: [blank]

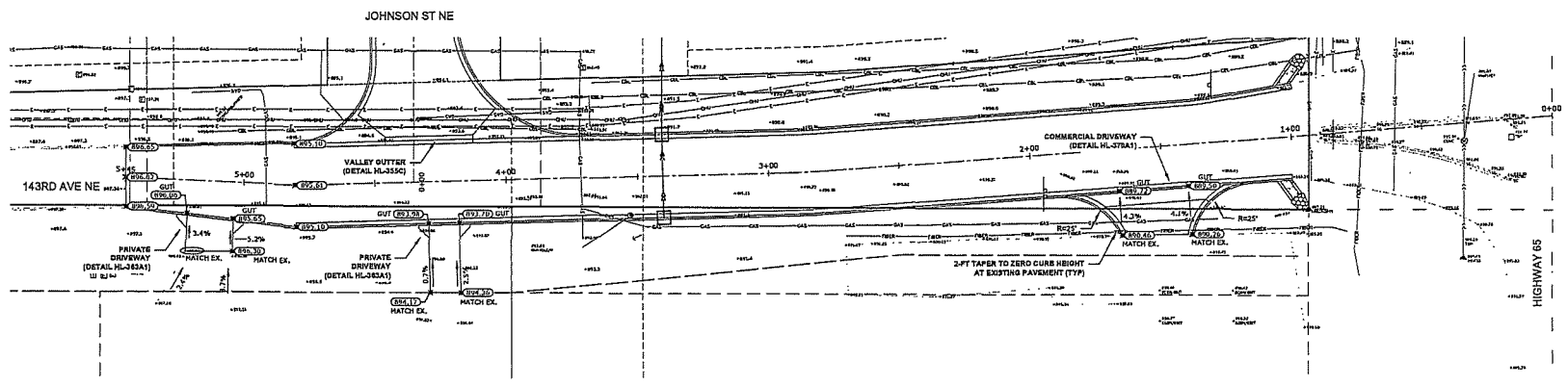
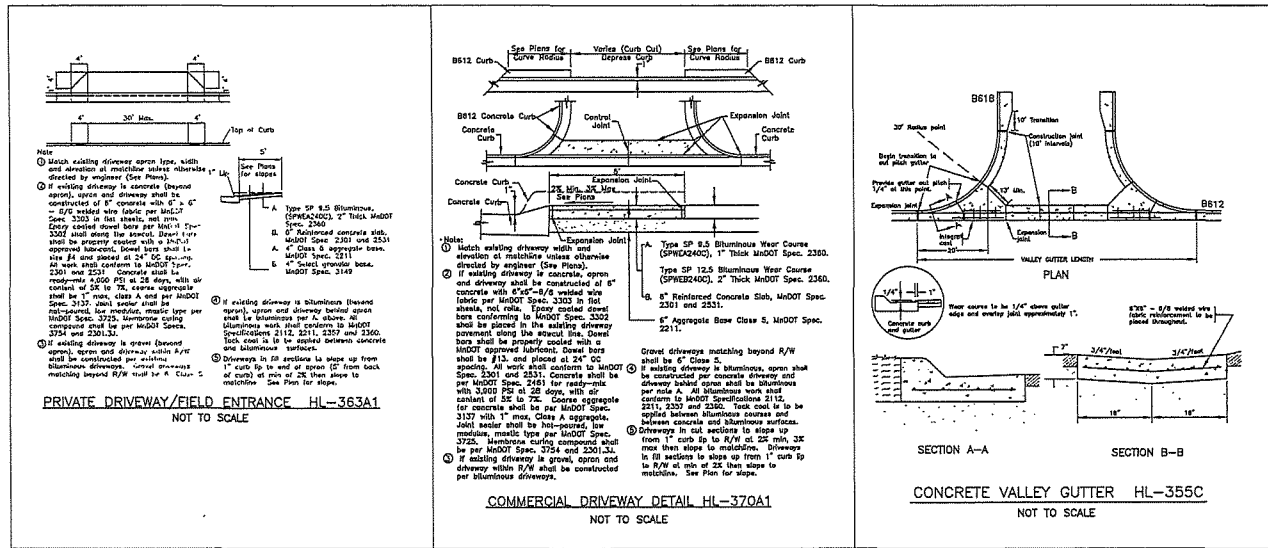
**PLOWE ENGINEERING INC.**  
25500 ANN ARBOR ROAD  
ANN ARBOR, MI 48106  
PHONE: 734.769.8700  
WWW.PLOWEENGINEERING.COM

**PRELIMINARY**

SHEET **C2.2**

23-2081





EXISTING DRIVEWAYS ALONG THE SOUTH SIDE OF 143RD AVE NE  
SCALE = 1:20

**PLOWE ENGINEERING, INC.**  
 1111 14TH AVE SW  
 SUITE 100  
 FARGO, ND 58103  
 PHONE: 701.785.1234  
 FAX: 701.785.1235

PROJECT: **ELWELL COMMERCIAL PARK**  
 SHEET: **C2.3**  
 DATE: **11/20/2024**

DESIGNED BY: **ADAM GIBBELL**  
 CHECKED BY: **ADAM GIBBELL**  
 DATE: **11/20/2024**

PREPARED FOR: **ELWELL COMMERCIAL, LLC**  
 143RD AVE NE, FARGO, ND 58103

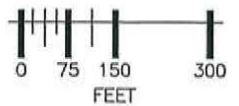
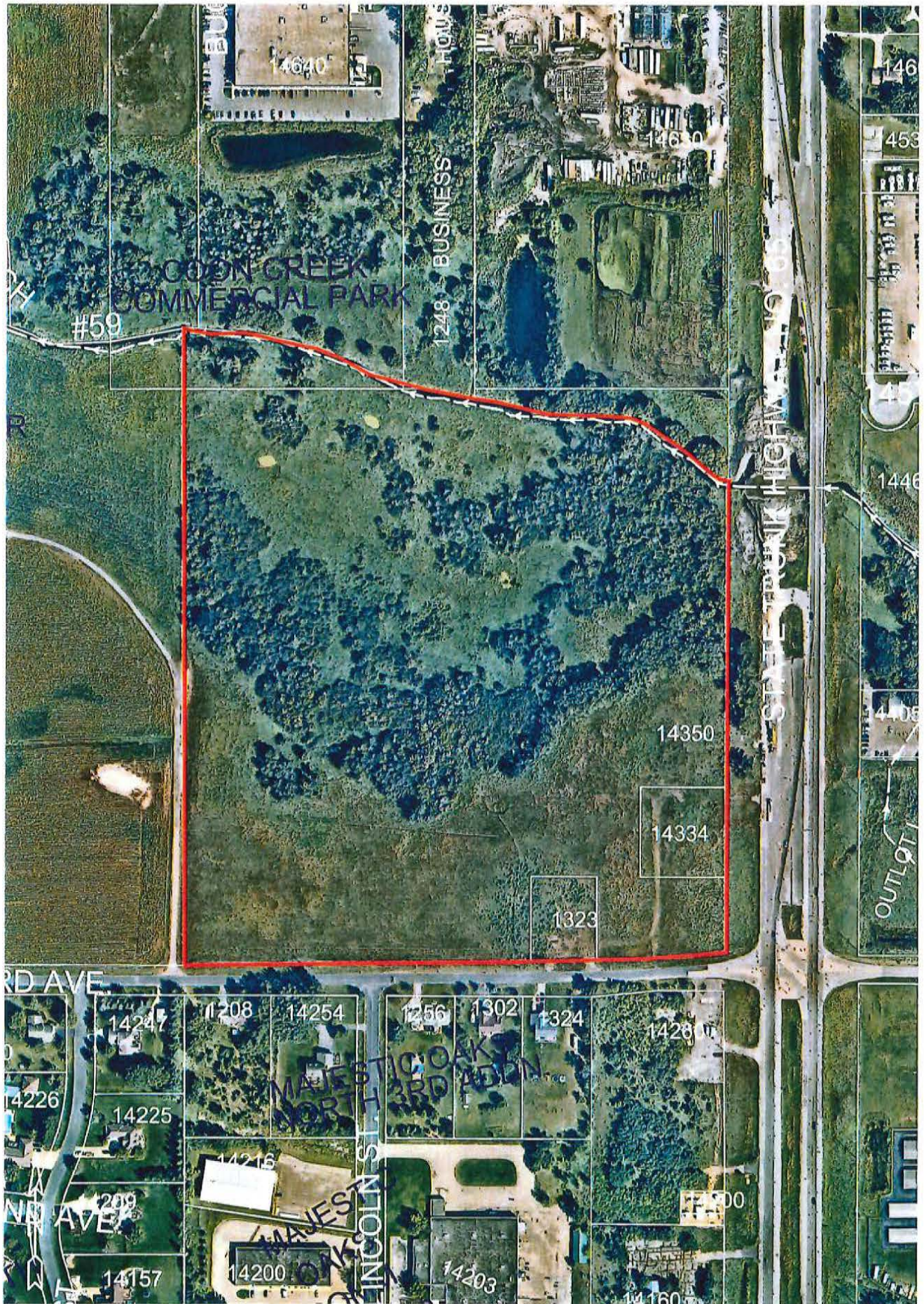
REVISIONS:

NO.	DATE	DESCRIPTION
1	11/20/24	CONTRACT COMMENCEMENT
2	11/21/24	ISSUE FOR PERMIT
3	11/22/24	ISSUE FOR BIDDING
4	11/23/24	ISSUE FOR CONSTRUCTION
5	11/24/24	ISSUE FOR AS-BUILT
6	11/25/24	ISSUE FOR RECORD DRAWINGS
7	11/26/24	ISSUE FOR FINAL AS-BUILT
8	11/27/24	ISSUE FOR PROJECT CLOSEOUT





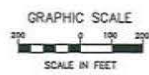
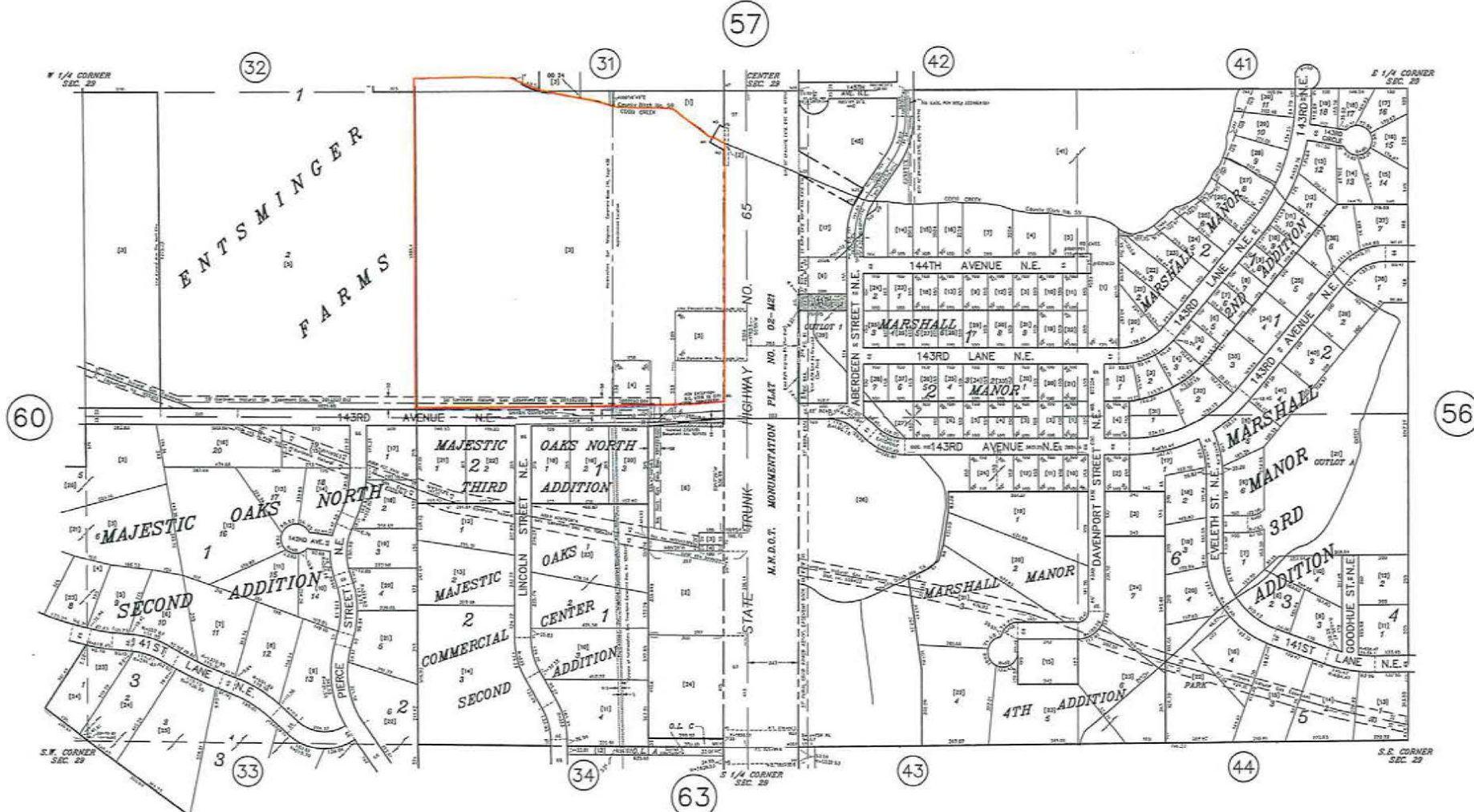






# S 1/2 SECTION 29, T. 32, R. 23

CITY OF HAM LAKE



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

QUARTER-QUARTER INDEX

32	21	12	11
23	24	13	14
NORTH HALF OF SECTION			
32	31	42	41
33	34	43	44
SOUTH HALF OF SECTION			

PROPERTY IDENTIFICATION NUMBER

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

SPECIFIC PARCEL NUMBERS ARE IN BRACKETS: [1]  
EXAMPLE OF PIN NUMBER: 25-33-23-43-002

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

RESOLUTION NO. 05-10

WHEREAS, Article 10-430K states that specific design standards for streets and roads shall be established from time to time by Resolution of the City Council, upon recommendation of the City Engineer;

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Ham Lake that the following specific design standards for streets and roads be adopted.

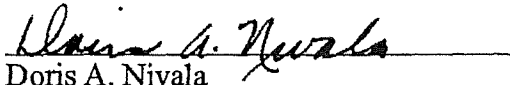
GENERAL REQUIREMENTS

In the case of subdivisions for commercial, industrial and public purposes, no street giving access upon arterial road shall be located closer than three hundred (300) feet from right-of-way line to right-of-way line along the same side of such arterial road, to any other driveway, public or private street in the same or another subdivision.

- A. As a general requirement, a 66-foot minimum right-of-way width service road shall be dedicated to the public parallel with the Minnesota State right-of-way. Such service road to be provided on both sides of the highways and lands adjacent to the highway are subdivided and platted.
- B. The intersection of a Service Road with a street which intersects the Minnesota State Highway, shall observe a minimum distance of 300 feet from the Minnesota State right-of-way.
- C. Where access is restricted to one directional ingress and same directional egress, and competent professional review of traffic patterns indicates that no traffic hazard will be present, a right-in/right-out ingress/egress point may be permitted at a distance closer than 300 feet from the right-of-way of a public street, in the sound discretion of the City Council, and upon review of the Planning Commission, City Engineer, and such other professionals as the City may choose to engage.

Adopted by a unanimous vote of the Ham Lake City Council this 7<sup>th</sup> day of March, 2005.

  
Gary W. Kirkeide, Mayor

  
Doris A. Nivala  
Administrator



# SKETCH AND DESCRIPTION

~for~ LINCOLN STREET COMMERCIAL  
~of~ PIERCE STREET EASEMENT

## ROADWAY EASEMENT DESCRIPTION

A 66 feet wide perpetual easement for drainage and utility purposes over, under and across Lot 2, Block 1, ENTSHINGER FARMS, and Outlot A, ELWELL COMMERCIAL PARK, all in Anoka County, Minnesota. The centerline of said easement is described as follows:

Commencing at the southeast corner of Lot 2, Block 1, ENTSHINGER FARMS; thence North 00 degrees 09 minutes 36 seconds West, on an assumed bearing along the east line of said Lot 2, Block 1, a distance of 503.80; thence North 65 degrees 34 minutes 21 seconds West, a distance of 228.78 feet; thence northwesterly a distance of 353.86 feet along a tangential curve concave to the northeast, said curve having a radius of 312.00 feet and a central angle of 64 degrees 59 minutes 00 seconds; thence North 00 degrees 35 minutes 21 seconds West, tangent to the last described curve, a distance of 460.05 feet to the North line of said Lot 2, Block 1; thence South 09 degrees 35 minutes 21 seconds East, a distance of 383.95 feet to the point of beginning of the centerline to be described; thence southeasterly a distance of 379.64 feet along a tangential curve concave to the northeast, said curve having a radius of 312.00 feet and a central angle of 69 degrees 43 minutes 00 seconds; thence South 70 degrees 18 minutes 21 seconds East, tangent to the last described curve, a distance of 433.33 feet; thence southerly a distance of 383.05 feet along a tangential curve concave to the southwest, said curve having a radius of 312.00 feet and a central angle of 70 degrees 27 minutes 15 seconds; thence South 00 degrees 08 minutes 54 seconds West, tangent to the last described curve, a distance of 395.40 feet to the south line of said Outlot A and said line there terminating.

The side lines of said easement are prolonged or shortened to terminate on the southerly lot line of said Outlot A.

(NOTE: THE PLAT OF ELWELL COMMERCIAL PARK IS NOT OF RECORD AT THIS TIME)

## NOTES

Bearings shown are on Anoka County datum.

NORTH

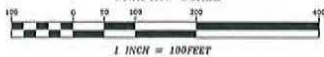
## LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- DENOTES SOIL BORING, (BY MARK TRADEWELL)
- DENOTES WELL
- DENOTES EXISTING CONTOURS
- DENOTES ADJACENT PARCEL OWNER INFORMATION (PER ANOKA COUNTY TAX INFORMATION)
- DENOTES WET LAND PER DELINEATION BY JACOBSON ENVIRONMENTAL
- DENOTES WET LAND AERIAL MAPPING (NOT DELINEATED)
- DENOTES RIGHT OF ACCESS DEDICATED TO THE COUNTY OF ANOKA
- DENOTES ROADWAY EASEMENT

## BENCHMARK

HIKOUT NAME: 0208 N  
OSID STATION: #503  
ELEVATION: 590.297 (HVD88)

GRAPHIC SCALE

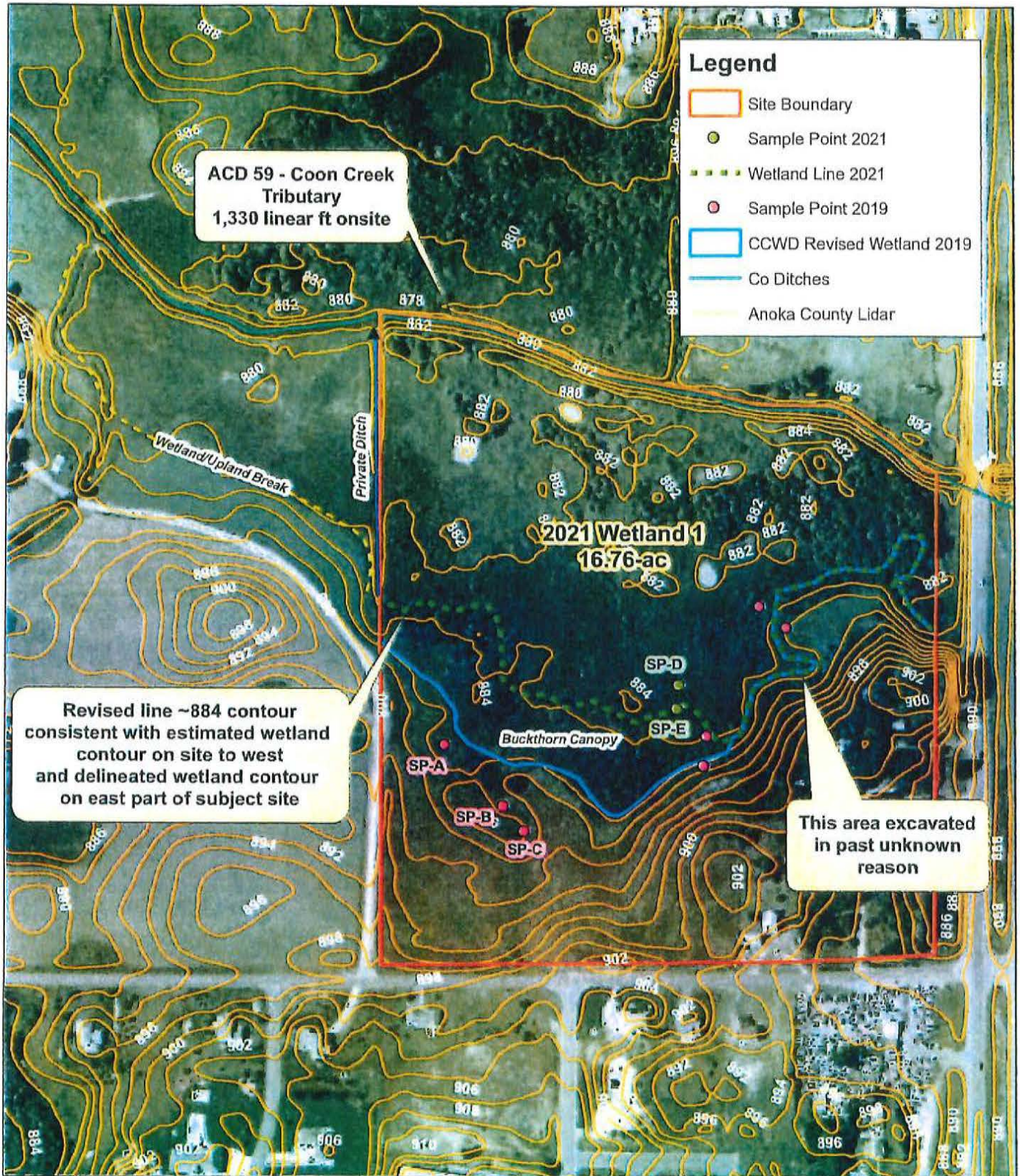


I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JACOB E. BUJO  
Date: 12/28/2024 License No. 41578

NO.	DATE	DESCRIPTION	BY
1	12/20/24	CITY COMMENTS	JEB
2			
3			

**E.G. RUD & SONS, INC.**  
Professional Land Surveyors  
6776 Lake Drive NE, Suite 210  
Lino Lakes, MN 55014  
Tel. (651) 361-8200 Fax (651) 361-8701



7-21-2021 - Existing Conditions (2016 MnGEO)



N



0 250 Feet



14350 Highway 65 (KES 2019-137)  
Ham Lake, Minnesota

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.

**KJOLHAUG** ENVIRONMENTAL SERVICES COMPANY  
 Source: MNGEO Spatial Commons

## Excerpt from Article 11 of the Ham Lake City Code

...

### **11-1850 MINIMUM LANDSCAPING REQUIREMENTS**

**11-1851 Paved Surfaces** All surfaces upon which motor vehicles will be parked or driven, and all areas in which pedestrians will be walking from point to point shall be surfaced with asphalt or concrete, to specifications established by the City's engineer.

**11-1852 Ground Cover** On any side of a lot which abuts a public road, the area from the road right-of-way to the nearest building side shall be entirely covered with ground cover consisting of pavement, decorative rock bordered with edging, lawn grass intended for regular mowing, mulch, bark, wood chips or other commonly used landscaping ground cover. Shingles, aggregate and clay mixtures such as Class V material, recycled concrete or asphalt, and other non-conventional ground covers shall not be permitted. Loose ground cover shall be installed to a depth of at least three inches. Any area which is covered by landscaping ground cover (not lawn or pavement) shall also include one decorative shrub for each ten square feet of ground cover.

Side yards and rear yards which do not contain existing natural wooded vegetation shall either be covered with ground cover in the manner stated above for front yards, or shall be planted so as to encourage the emergence of natural wooded vegetation, through the planting of tree species expected to reach a height of at least twenty five feet. Areas so prepared shall not be required to have mown lawn areas, but may be allowed to return to a natural state.

**11-1853 Tree Plantings** Trees which are planted outside of areas intended to return to a natural wooded state shall be of a variety indigenous to the local climate. Deciduous trees shall, when planted, have a trunk size of at least one and one half inches at a height of four feet from ground level. Conifers shall have a height of at least five feet. Tree locations are subject to review and approval of the City in the landscaping plan review process, and while no specific number of trees are required, the following general principles shall be observed;

- A. Where property lines are adjacent to residential areas, a planting screen of conifers shall be required, of sufficient size and proximity to provide an intermingled screen within five years;
- B. Decorative trees shall be planted along the right of way lines of adjacent public roadways;
- B. The use of conifers shall be encouraged and preferred.
- C. Whenever possible, an attempt will be made to preserve stands of existing vegetation, particularly treed or wooded areas.

### **11-1860 Case by Case Evaluation**

Recognizing that the City contains a wide variety of commercial land, the landscape approval process shall be on a case by case basis. Where wetlands are present, or

where large distances separate a commercial lot from adjacent lands, for example, strict adherence to screening requirements may be unnecessary. Likewise, strict adherence to the remaining provisions of Article 11-1800 may be unnecessary where size, spatial relationships, topography or other physical features render a given landscaping plan aesthetically acceptable, and departures from the strict observance of the elements of Article 11-1800 shall not be considered variances requiring a showing of physical hardship. Conversely, an applicant shall be expected to meet the general spirit of this article in establishing an aesthetically pleasing landscaping plan.

**PERMIT**  
COON CREEK WATERSHED DISTRICT  
13632 Van Buren St NE  
Ham Lake, MN 55304  
Permit Number: 2396

**Project:** Elwell Commercial Park

**Issued to:** Lincoln Street Commercial LLC  
Attn: Paul Boerboom  
PO Box 9076  
Fargo, ND 58106-9076

**Location:** 14350 and 14334 Hwy 65 NE; 1323 143rd Ave NE  
Ham Lake, MN 55304

**Permit Application #:** P-24-048

**Purpose:** Grading and lot preparation for four commercial lots with associated stormwater management features

At its meeting on 10/28/2024, the Board of Managers of the Coon Creek Watershed District reviewed and approved your permit application. The following exhibits are on file describing the approved project:

1. Grading Plan by Plowe, dated 10/18/2024, received 10/18/2024.
2. Geotechnical Report by Haugo Geotechnical, dated 07/25/2023, received 09/11/2024.
3. Stormwater Management Report by Plowe, dated 10/18/2024, received 10/18/2024.
4. Storm Sewer Sizing by Plowe, dated 10/10/2024, received 10/10/2024.
5. Preliminary Plat by E.G. Rud & Sons, dated 10/10/2024, received 10/10/2024.
6. Construction Plan Set (7 Sheets) by Plowe, dated 10/10/2024, received 10/18/2024

The Board of Managers found the project as planned to be in accordance with the Rules and Regulations, and Guidelines of the District, and therefore, approved the permit with 3 stipulations.

1. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)
2. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.
3. Submittal of as-builts for the stormwater management practices and associated structures listed in Table 2, including volume, critical elevations and proof of installation for hydrodynamic separators.

A follow up inspection will be conducted at the project site to assure compliance with all stipulations to this Permit. Failure to comply with the foregoing may result in rescission of the Permit, and is a violation of Minnesota Statutes section 103D.545, a misdemeanor.

This document is not transferable.

Date of Issuance: 11/25/2024  
Date of Expiration: 11/25/2025

**Weigel, Eileen**  
Digitally signed by Weigel, Eileen  
DN: CN="Weigel, Eileen",  
OU=Internal, OU=users,  
OU=stanlee, DC=corp, DC=ads  
Date: 2024.11.25 14:02:42-0600'

Eileen Weigel, District Engineer

cc: File- P24-048  
Tom Collins, Ham Lake  
Tim Kelly, District Administrator

**\*\*\*IMPORTANT PERMIT REQUIREMENTS OUTLINED ON REVERSE\*\*\***

**GENERAL PERMIT STIPULATIONS:**

1. The permittee must maintain the project authorized by this permit in good condition and in conformance with the terms and conditions of this permit.
2. The permittee shall grant access to the site at all reasonable times during and after construction to authorized representatives of the District for inspection of the work authorized hereunder.
3. The permittee shall utilize best management practices on the project site to minimize the potential for adverse impacts associated with erosion and sedimentation.
4. This permit applies only to the permitted project and the dated plans approved on this permit. If the design, location or purpose of the project changes you should contact the District to make sure the changes would not violate District Rules or applicable state law.
5. Construction work authorized under this permit shall be completed on or before the date specified above. The permittee may request an extension of the time to complete the project, stating the reason thereof, upon written request to the District.
6. The District may reevaluate its decision on this permit at any time the circumstances warrant. Circumstances that could require a reevaluation include, but are not limited to, the following:
  - a. You fail to comply with the terms and conditions of this permit.
  - b. The information provided by you or in support of your permit application proves to have been false, incomplete, or inaccurate.
  - c. Significant new information surfaces which this office did not consider in reaching the original public interest decision.
7. Permittee shall ensure that the contractor has received and thoroughly understands all conditions of this permit.

**ADDITIONAL WETLAND-RELATED PERMIT CONDITIONS:**

The following additional terms and conditions apply to replacement wetland(s) approved as part of this permit.

1. The replacement wetland approved as part of this permit must be constructed concurrent with or prior to any wetland fill or draining activity; or the District has received and accepted an irrevocable bank letter of credit, a performance bond, or other security acceptable to the District in an amount sufficient to guarantee the successful completion of the wetland replacement as provided under Minn. Rules 8420.0530 (B)(2), as amended.
2. The Notice of Use Restrictions and Maintenance Responsibilities specified in Minn. Rules 8420.0530(D)(6), as amended, must be recorded and proof of recording provided to the District within 30 days of completing construction of the replacement wetland (completion of construction as determined by the District).
3. The permittee each year for five years following completion of the replacement wetland must submit to the District a Monitoring Report on the replacement wetland, which Report includes the information specified in Minn. Rules 8420.0620, as amended. The Report must be submitted to the District no later than October 1 of each year.

THIS CERTIFICATION ONLY APPLIES TO THE WCA OF 1991, AS AMENDED. Permits from local, state, and federal agencies may be required. Check with the appropriate authorities before commencing work in or near wetlands. The Combined Project Notification form can be used for this purpose.

**REFUNDING OF ESCROWS:** Upon completion of the project the applicant shall notify the District that:

1. The project is complete
2. The site is stabilized
3. The project is ready for final inspection
4. All stipulations listed on this permit have been fulfilled
5. If applicable, the applicant would like return of its escrow

Upon receipt of such notification the District will inspect the project for conformance with the permit conditions and requirements, permitted plans and water resources associated with the implementation of those plans resulting from construction. If the District determines the project is not complete and/or not stabilized the District will inform the applicant in writing. If the District determines the site is complete and stabilized, the permit conditions and requirements have been satisfied, the District will execute the appropriate refund at its next regularly scheduled meeting where the Board pays bills (typically the second Monday of each month).

Escrow refunds will be calculated as follows and shown on the refund check

1. Amount of escrow balance paid in cash;
2. Minus any permit review and/or inspection fees
3. Minus any other project-related expenses incurred by the District.

## David Krugler

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**From:** MN\_DOT\_MetroDevReviews <metrodevreviews.dot@state.mn.us>  
**Sent:** Monday, December 16, 2024 3:43 PM  
**To:** Jennifer Bohr  
**Cc:** Erickson, Daniel (DOT)  
**Subject:** RE: Elwell Commercial Park (Anoka Co/Ham Lake) Plat

Dear Ms. Bohr,

I wanted to send my apologies for you not receiving our response to your request for review of the Elwell Commercial Park. We did review it, and there were no comments from staff. I thought I had sent a No Comment response but I can't find a record that I did-so it either didn't go out or I forgot to send it. But I wanted to officially close the record to our response.

Sincerely,

Cameron Muhic  
Principal Planner  
651-234-7797  
[Cameron.Muhic@state.mn.us](mailto:Cameron.Muhic@state.mn.us)

---

**From:** Jennifer Bohr <[JBohr@hamlakemn.gov](mailto:JBohr@hamlakemn.gov)>  
**Sent:** Friday, September 27, 2024 7:21 AM  
**To:** MN\_DOT\_MetroDevReviews <[metrodevreviews.dot@state.mn.us](mailto:metrodevreviews.dot@state.mn.us)>  
**Cc:** Erickson, Daniel (DOT) <[dan.erickson@state.mn.us](mailto:dan.erickson@state.mn.us)>  
**Subject:** RE: Elwell Commercial Park (Anoka Co/Ham Lake) Plat

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Hello!

Attached are Preliminary Plat documents for the Preliminary Plat of Elwell Commercial Park located in Section 29, Township 32, Range 23, Anoka County, Minnesota as submitted by Art Rosenberg of Lincoln Street Commercial, LLC. Under the provisions of Article 10-204 of the Ham Lake City Code, your agency has 30 days from the date hereof to either submit your written comments, or to request an extension of time, in writing, for such review. Failure of your agency to do either of the above will result in an assumption by the City that your agency either approves of or has no comment on the proposed subdivision.

Sincerely,  
Jennifer

**Jennifer Bohr**  
*Building & Zoning Clerk/Deputy City Clerk*  
City of Ham Lake  
763-434-9555  
[www.hamlakemn.gov](http://www.hamlakemn.gov)



Melissa Lauterbach-Barrett  
Kjolhaug Environmental Services  
2500 Shadywood Road, Suite 130  
Orono, MN 55331

December 12, 2019

Ms. Lauterbach-Barrett,

Midwest Natural Resources, Inc. (MNR) is pleased to provide the following rare plant habitat assessment for the Lincoln Street project site located northwest of the intersection of 143<sup>rd</sup> Ave. NE and Highway 65 in Ham Lake, Minnesota (**Figure 1**).

### **Project Limits and Existing Background Data**

The project area, which is approximately 34.6 acres, is located in Township 32 North, Range 23 West in the NESW Quarter Section of Section 29. Based on the initial assessment using existing Minnesota Department of Natural Resources (DNR) data, there are no native plant communities within the project limits. Similarly, the DNR Sites of Biodiversity Significance data layer does not identify any areas of ecological importance within the project area.

### **Methods**

Prior to the field assessment, MNR staff examined aerial photography of the site to determine areas with higher potential for rare species. This included, but was not limited to, wetlands, intact woodlands, and other unique aerial signatures. Field efforts were conducted on November 22, 2019 by the undersigned. Meander surveys were implemented throughout the site, with particular attention focused on areas with intact native vegetation. A general species list was collected at this time as were representative site photographs.

### **Results**

The site includes three main components, the first of which is a large wetland feature in the northern half of the site. This feature is the most intact of the three components of the project area, and it is dominated by sedges (*Carex* spp.), reed canary grass (*Phalaris arundinacea*), and Canada bluejoint (*Calamagrostis canadensis*) with patchy shrubs, primarily red osier dogwood (*Cornus sericea*) and alder-leaved buckthorn (*Rhamnus alnifolia*). Small pockets of intact wetland vegetation are scattered throughout this area. The southern half of the project area consists of two distinct anthropogenic vegetation types. The largest of these is an open field which was likely farmed or grazed in the past. This area is dominated by pasture grasses such as Kentucky bluegrass (*Poa pratensis*) and smooth brome (*Bromus inermis*). The final vegetative system is a forested component, in the southeast corner of the site, which is associated with the existing residential structures. The forested component is dominated by non-native woody species including black locust (*Robinia pseudoacacia*), Siberian elm (*Ulmus pumila*), and glossy buckthorn (*Rhamnus cathartica*).



In all, 41 species of vascular plants were observed within the project area (**Appendix A**). None of the species encountered during the field reconnaissance are state-listed rare species. Representative site photographs are provided in **Appendix B**.

### **Conclusion**

No habitats for state-listed species were observed during the recent field review. Based on the overall condition of the site, there is unlikely to be potential for any state-listed species. With that, further surveys are not recommended.

Please feel free to contact us with any questions.

Respectfully submitted,



Otto T. Gockman  
Sr. Botanist  
Midwest Natural Resources, Inc.



Source: Esri World Imagery, US Census, Date: 12/11/2019

0 400 800 Feet

**Site Overview**  
**Lincoln Street Property**  
**Ham Lake, Anoka County, Minnesota**

**Figure 1**

# Appendix A

## Species List



# Appendix B

## Representative Photos



*Open field on southern edge of the site.*



*Open wetland in the northern portion of the site.*



*Disturbed area near house.*



*Forested component near house.*



# CITY OF HAM LAKE

## PLANNING REQUEST

15544 Central Avenue NE

Ham Lake, MN 55304

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

Date of Application JAN-16-2025

Date of Receipt 1-16-2025

Receipt # 101417 Amount \$ 1400

### Meeting Appearance Dates:

Planning Commission 2-10-2025 City Council \_\_\_\_\_

### Please check request(s):

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

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

Development/Business Name: RICHARD CITROWSKE

Address/Location of property: 14726 WAKE ST NE HAM LAKE, MN 55304

Legal Description of property: \_\_\_\_\_

PIN # 24-32-23-12-0011 Current Zoning R-1 Proposed Zoning R-1

Notes: 2 LOT SUBDIVISION - SECOND DIVISION

Applicant's Name: RICHARD J CITROWSKE

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

Address 14726-WAKE ST NE

City HAM LAKE State MN Zip Code 55304

Phone 612-978-5546 Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email address RICHARDJ@CENTURYLINK.NET

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

SIGNATURE [Signature]

DATE JAN 16 - 2025

\*\*\*\*\*

### - FOR STAFF USE ONLY -

ACTION BY: Planning Commission \_\_\_\_\_  
City Council \_\_\_\_\_

PROPERTY TAXES CURRENT YES NO

## Memorandum

Date: February 4, 2025  
To: Planning Commissioners  
From: David A. Krugler, City Engineer  
Subject: Citrowske Addition Sketch Plan

**Introduction:**

The Sketch Plan proposes to subdivide the 11.42-acre 14726 Wake Street / 26-32-23-12-0011 parcel into two lots. The parcel is zoned Single Family Residential (R-1). A 600-scale zoning map and 100 scale aerial photo are attached.

**Discussion:**

The proposed subdivision divides Lot 3 Block 1 of the Citrowske Addition into a total of three parcels. The attached Phase 1 splits the parcel into two lots and falls under the Minor Plat portion of City Code Section 10-101. The third lot shown on the sketch plan will be created in future Phase 2. There is an existing pole barn located where the future third lot is proposed. A pole barn is not permitted on a parcel without a dwelling unit. Future plan submittals will be required to show the removal of the pole barn. Consideration of approving both the preliminary and final plat will be before the Planning Commission at the same meeting, following the public hearing. Because the minor plat is utilizing the existing infrastructure, and no construction is required other than the individual lot development, a Development Agreement will not be required. A zoning revision will not be required for the proposed plan. Per correspondence with Public Works Superintendent John Witkowski, it is recommended that parkland dedication fees be collected rather than the dedication of parkland or trail easement. The developer will need to pay a \$200 drainage fund contribution along with a \$2,500 parkland dedication fee for Lot 2.

The Sketch Plan shows the location and surface elevation of four septic soil borings and one building pad boring for each lot. The soil boring logs are required to be submitted for compliance review for septic separation from mottling and low floor determinations. Per 10-204.B.iii of City Code, the building pad boring is required to be taken from the approximate center of the Eligible Building Area. Per 11-450.4.c, a septic compliance inspection is required when a parcel having an existing system undergoes development, subdivision by platting or lot split. The Sketch Plan shows the required 10-foot drainage and utility easements adjacent to all proposed lot lines.

Coon Creek Watershed District (CCWD) approval is needed for the Minor Subdivision. The wetland boundary is larger than shown on the Sketch Plan. It does not appear that the wetland delineation has been approved by CCWD. The combined preliminary and final plat submittal will need to include the approved wetland boundary. The CCWD will determine the need for a DNR Natural Heritage Information System data review is needed to determine if whether any state-protected species may be located within the Minor Subdivision boundary, based on available CCWD data.

**Recommendations:**

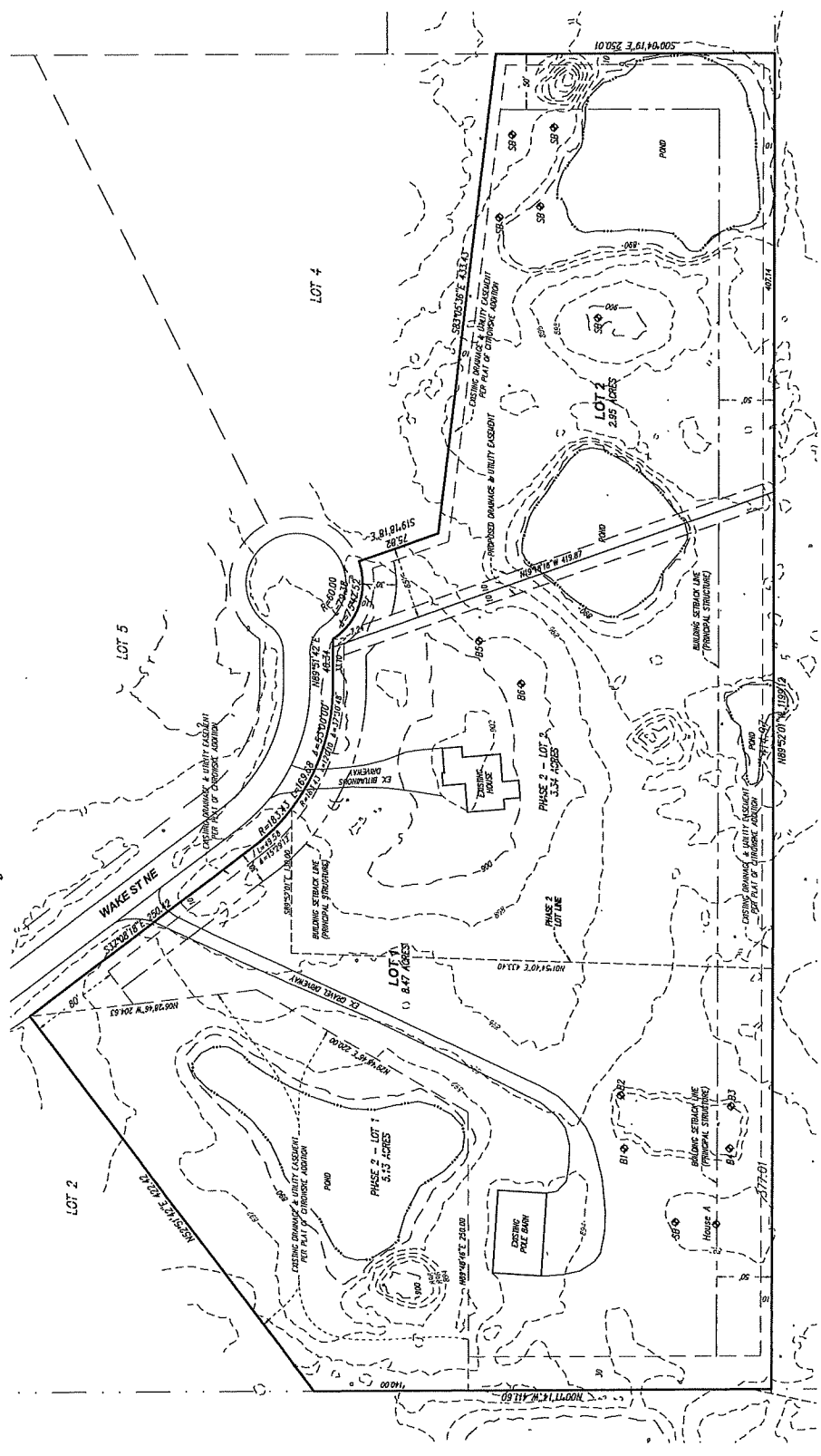
It is recommended that the Citrowske Sketch Plan be recommended for approval.



COUNTY OF ANOKA  
CITY OF HAMLAKE  
SEC. 26, T. 32, R. 23

# Sketch Plan

for: Richard & Karen Citrowske





**ZONING INFORMATION**  
ZONING DISTRICT: R-1 RESIDENTIAL-SINGLE FAMILY  
MINIMUM LOT SIZE: 1 ACRE  
MINIMUM LOT WIDTH: 300 FEET  
FRONT YARD SETBACK: 10 FEET  
REAR YARD SETBACK: 50 FEET (PRINCIPAL STRUCTURE)  
10 FEET (ACCESSORY BUILDINGS)

**PROPERTY INFORMATION**  
OWNER: RICHARD & KAREN CITROWSKE  
1428 WAKE ST NE  
HAMLAKE, MN 55304  
PR: 26-12-23-12-011

**PROPERTY DESCRIPTION**  
Lot 3, Block 1, CITROWSKE ADDITION, according to the plat of record therefor, Anoka County, Minnesota.

**NOISE**  
SOIL BORINGS SHOWN PER LOCATIONS PROVIDED BY CLIENT


  
 L.L. HANCOCK INC. 10000 Grand Ave. #1000  
 TEL: 319.333.1100 | LHB@lhb.com  
 I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.  
 Kyle A. Reilly, MPT #242827  
 Signature:  Date: 07/20/2024

RECEIVED  
JAN 31 2025

