

# CITY OF HAM LAKE

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

## CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY AGENDA MONDAY, MARCH 20, 2023

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

### **2.0 PUBLIC COMMENT**

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

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

### **4.0 CONSENT AGENDA**

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

4.1 Approval of minutes of March 6, 2023

4.2 Approval of claims

4.3 Approval of a Resolution for a variance request for the design speed for the Crosstown Shopping Center reconstruction project (rescinding Resolution No. 23-10)

4.4 Approval of Excluded Bingo for four dates (April 15<sup>th</sup>, May 20<sup>th</sup>, September 9<sup>th</sup> and October 14<sup>th</sup>, 2023) for Blaine Central Alano, 13536 Highway 65 NE

4.5 Approval of a Services Agreement with Kings III Emergency Communications for the elevator phone

4.6 Approval of recommendation to Chief Judge of the 10<sup>th</sup> Judicial District to appoint David Ross and Tara Lanigan for a term of March 20, 2023 to February 4, 2024 to the Ham Lake Charter Commission

### **5.0 PLANNING COMMISSION RECOMMENDATIONS**

5.1 Sherry Saxon, Flamingo Terrace MHC, LLC, requesting site plan approval to expand Flamingo Terrace mobile home park by 16 units at 17100 Highway 65 NE

### **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**

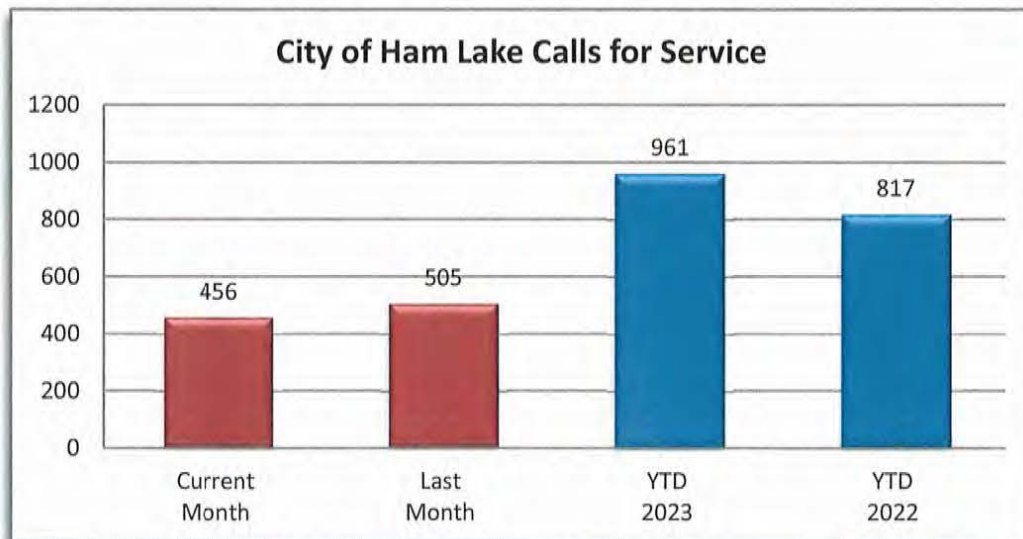
11.1 Committee Reports

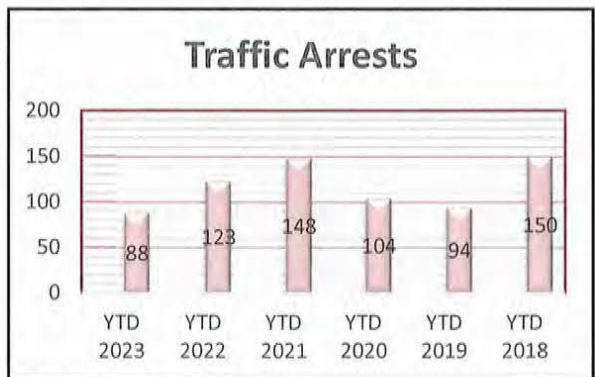
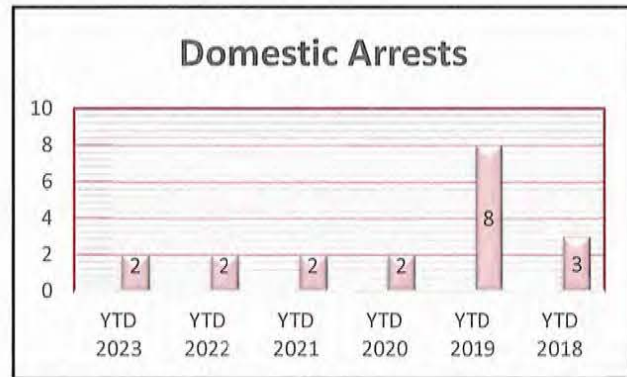
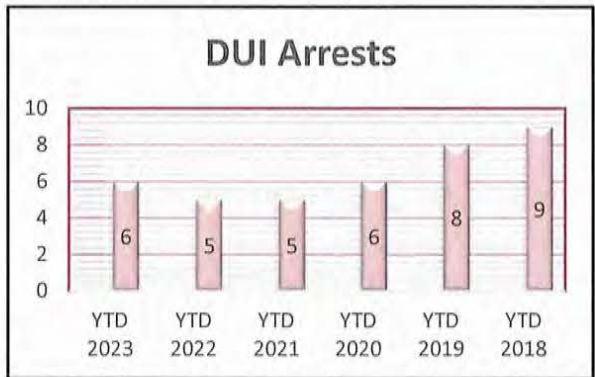
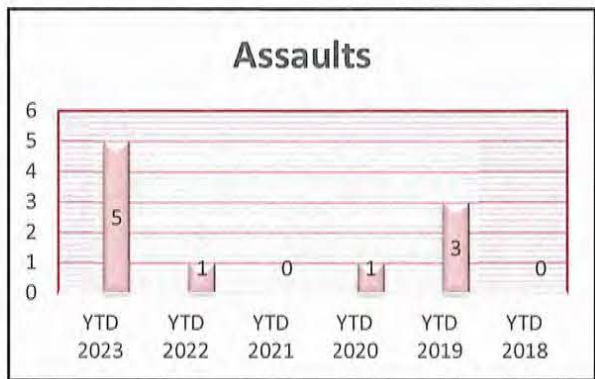
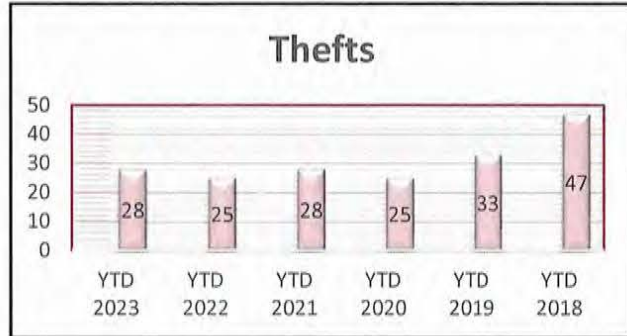
11.2 Announcements and future agenda items

**PATROL DIVISION**

**CITY OF HAM LAKE - FEBRUARY 2023**

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2023	YTD 2022
Call for Service	505	456											961	817
Burglaries	3	0											3	3
Thefts	17	11											28	25
Crim Sex Conduct	0	0											0	0
Assault	2	3											5	1
Dam to Property	0	3											3	7
Harass Comm	0	0											0	1
PI Accidents	5	6											11	7
PD Accidents	27	26											53	74
Medical	68	63											131	111
Animal Complaint	28	36											64	42
Alarms	19	26											45	54
Felony Arrests	6	2											8	8
GM Arrests	4	4											8	4
Misd Arrests	3	5											8	5
DUI Arrests	0	6											6	5
Domestic Arrests	1	1											2	2
Warrant Arrests	6	1											7	13
Traffic Stops	223	145											368	316
Traffic Arrests	53	35											88	123





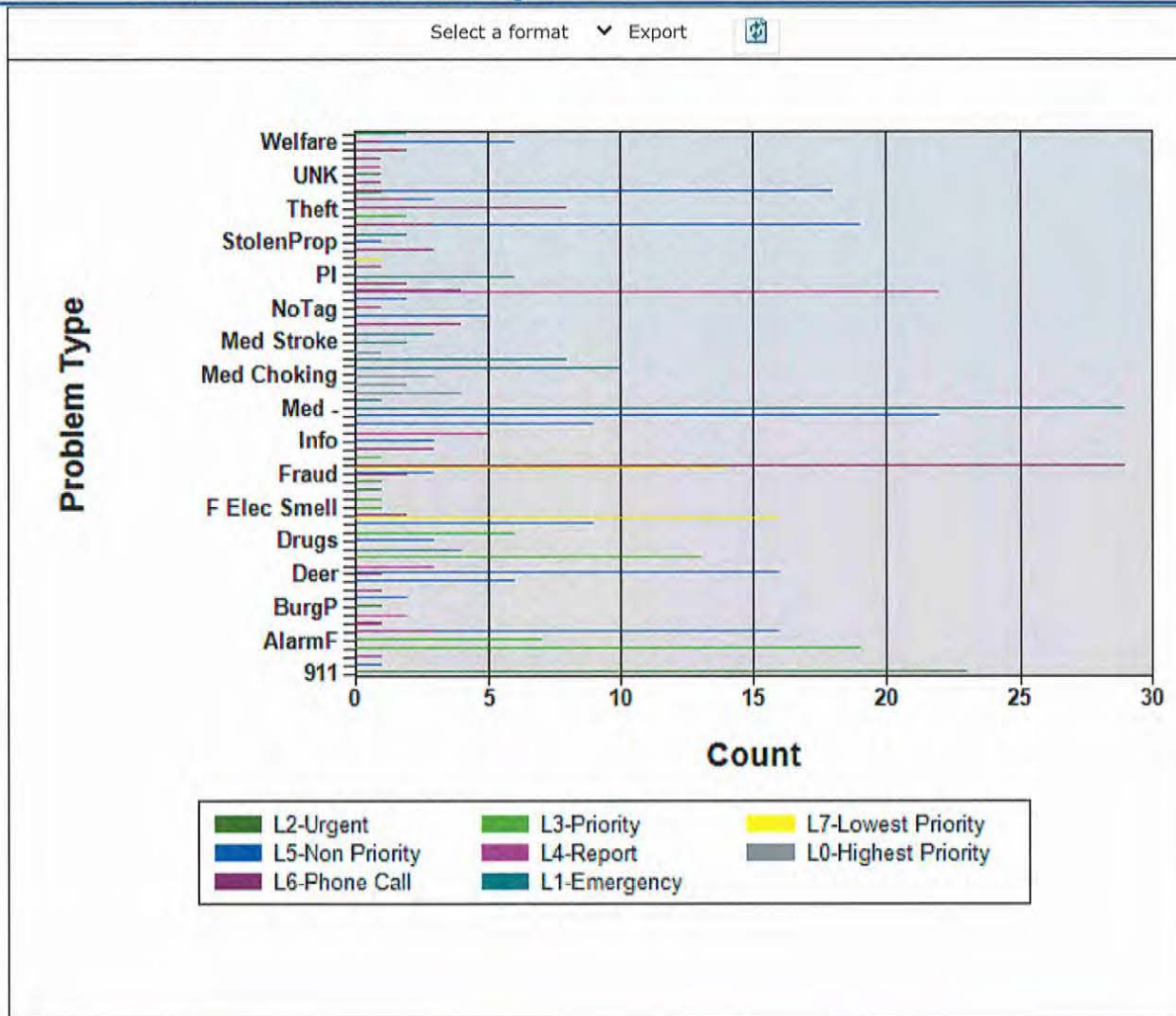


### Problem Type Summary

3:11 PM 03/03/2023

Data Source: Data Warehouse

<b>Agency:</b>	LAW ENFORCEMENT
<b>Division:</b>	Ham Lake Law
<b>Day Range:</b>	Date From 2/1/2023 To 2/28/2023
<b>Exclusion:</b>	• Calls canceled before first unit assigned



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

Problem Type	Priority								Total
	0	1	2	3	4	5	6	7	
911	0	0	23	0	0	0	0	0	23
Abandon	0	0	0	0	0	1	0	0	1
Abuse	0	0	0	0	0	0	1	0	1
AbuseP	0	0	0	0	0	0	0	0	0
AlarmB	0	0	0	19	0	0	0	0	19



AlarmCO	0	0	0	0	0	0	0	0	0
AlarmCOIII	0	0	0	0	0	0	0	0	0
AlarmF	0	0	0	7	0	0	0	0	7
AlarmFsmoke	0	0	0	0	0	0	0	0	0
AlarmHoldup	0	0	0	0	0	0	0	0	0
AlarmV	0	0	0	0	0	0	0	0	0
AlarmWF	0	0	0	0	0	0	0	0	0
Animal	0	0	0	0	0	16	3	0	19
AnimalResc	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Assault	0	0	0	0	1	0	1	0	2
AssaultP	0	0	0	0	0	0	0	0	0
Boat Assist	0	0	0	0	0	0	0	0	0
Bomb	0	0	0	0	0	0	0	0	0
BombP	0	0	0	0	0	0	0	0	0
Broadcast	0	0	0	0	0	0	0	0	0
Burg	0	0	0	0	2	0	0	0	2
BurgP	0	0	1	0	0	0	0	0	1
Civil	0	0	0	0	0	2	0	0	2
CivilP	0	0	0	0	0	0	0	0	0
CSC	0	0	0	0	0	0	1	0	1
Debris	0	0	0	0	0	6	0	0	6
Deer	0	0	0	0	0	16	1	0	17
Disorderly	0	0	0	0	3	0	0	0	3
Dom	0	0	0	13	0	1	8	0	22
DomP	0	4	0	0	0	0	0	0	4
Drugs	0	0	0	0	0	3	0	0	3
DUI	0	0	0	6	0	0	0	0	6
Dumping	0	0	0	0	0	0	0	0	0
Escort	0	0	0	0	0	9	0	0	9
ExPat	0	0	0	0	0	0	2	16	18
F Aircraft	0	0	0	0	0	0	0	0	0
F Assist	0	0	0	0	0	0	0	0	0
F CleanUp	0	0	0	0	0	0	0	0	0
F Collapse	0	0	0	0	0	0	0	0	0
F Dump	0	0	0	0	0	0	0	0	0
F Elec Smell	0	0	0	1	0	0	0	0	1
F Expl	0	0	0	1	0	0	0	0	1
F Gas Odor In	0	0	0	0	0	0	0	0	0
F Gas Odor Out	0	0	0	0	0	0	0	0	0
F Grass fire	0	0	0	0	0	0	0	0	0
F Illegal	0	0	0	0	0	0	0	0	0
F Misc	0	0	0	0	0	0	0	0	0
F Mutual Aid	0	0	0	0	0	0	0	0	0
F Oven	0	0	0	0	0	0	0	0	0
F Powerlines	0	0	0	0	0	0	0	0	0
F SmokeIn	0	0	0	0	0	0	0	0	0
F SmokeOut	0	0	0	0	0	0	0	0	0
F Structure	0	0	0	0	0	0	0	0	0
F Train	0	0	0	0	0	0	0	0	0
F Veh	0	0	1	0	0	0	0	0	1
F Water Rescue	0	0	0	0	0	0	0	0	0
Fight	0	0	1	0	0	0	0	0	1
Flood in	0	0	0	0	0	0	0	0	0
Flood out	0	0	0	0	0	0	0	0	0
Fraud	0	0	0	0	0	3	2	0	5
FraudP	0	0	0	0	0	0	0	0	0
FU	0	0	0	0	0	0	29	14	43
FW	0	0	0	0	0	0	0	0	0
Gun	0	0	0	1	0	0	0	0	1
Harass	0	0	0	0	0	0	3	0	3
Info	0	0	0	0	0	3	0	0	3
Lift Assist	0	0	0	0	5	0	0	0	5
Liq	0	0	0	0	0	0	0	0	0
Lockout	0	0	0	0	0	9	0	0	9
LockoutP	0	0	0	0	0	0	0	0	0

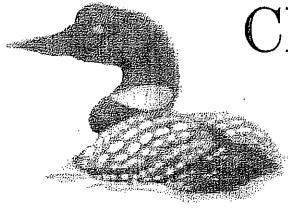
MA	0	0	0	0	0	22	0	0	22
MASS	0	0	0	0	0	0	0	0	0
Med -	0	29	0	0	0	0	0	0	29
Med Alarm	0	1	0	0	0	0	0	0	1
Med Allergic	0	0	0	0	0	0	0	0	0
Med Assault	0	0	0	0	0	0	0	0	0
Med Bleed	0	0	0	0	0	0	0	0	0
Med Breathing Diff	4	0	0	0	0	0	0	0	4
Med Breathing Not	2	0	0	0	0	0	0	0	2
Med Choking	3	0	0	0	0	0	0	0	3
Med Drown	0	0	0	0	0	0	0	0	0
Med Electro	0	0	0	0	0	0	0	0	0
Med Fall	0	0	0	0	0	0	0	0	0
Med Heart	0	10	0	0	0	0	0	0	10
Med Hold	0	0	0	0	0	0	0	0	0
Med ILL	0	8	0	0	0	0	0	0	8
Med Info	0	0	0	0	0	0	0	0	0
Med OB	0	0	0	0	0	0	0	0	0
Med Priority	1	0	0	0	0	0	0	0	1
Med Seizure	0	0	0	0	0	0	0	0	0
Med Stab-Gunshot	0	0	0	0	0	0	0	0	0
Med Stroke	0	2	0	0	0	0	0	0	2
Med Uncon	0	3	0	0	0	0	0	0	3
Medex	0	0	0	0	0	0	0	0	0
Misc	0	0	0	0	0	3	4	0	7
MiscO	0	0	0	0	0	5	0	0	5
Mutual Aid Law	0	0	0	0	0	0	0	0	0
Noise	0	0	0	0	0	0	0	0	0
NoTag	0	0	0	0	0	0	1	0	1
Ord	0	0	0	0	0	0	0	0	0
Othcr	0	0	0	0	0	0	0	0	0
Park	0	0	0	0	0	2	0	0	2
PD	0	0	0	0	22	0	4	0	26
Person	0	0	0	0	0	0	2	0	2
PI	0	6	0	0	0	0	0	0	6
PGR	0	0	0	0	0	0	0	0	0
Property	0	0	0	0	0	0	1	0	1
PW	0	0	0	0	0	0	0	0	0
REPO-TOW	0	0	0	0	0	0	0	1	1
RJ	0	0	0	0	0	0	3	0	3
RoadClosure	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
RobberyP	0	0	0	0	0	0	0	0	0
Shots	0	0	0	0	0	0	0	0	0
Slumper	0	0	0	0	0	0	0	0	0
StolenProp	0	0	0	0	0	1	0	0	1
Suicide	0	0	0	0	0	0	0	0	0
SuicideP	0	2	0	0	0	0	0	0	2
Susp	0	0	0	0	0	19	3	0	22
SuspP	0	0	0	2	0	0	0	0	2
Theft	0	0	0	0	0	3	8	0	11
TheftP	0	0	0	0	0	0	0	0	0
Threat	0	0	0	0	0	3	2	0	5
ThreatP	0	0	0	0	0	0	0	0	0
Traf	0	0	0	1	0	18	1	0	20
Tres	0	0	0	0	0	0	1	0	1
UNK	0	0	1	0	0	0	0	0	1
Unsecure	0	0	0	0	1	0	0	0	1
Vand	0	0	0	0	0	0	0	0	0
VandP	0	0	0	0	0	0	0	0	0
VehTheft	0	0	0	0	0	0	1	0	1
VehTheftP	0	0	0	0	0	0	0	0	0
Weapon	0	0	0	0	0	0	2	0	2
Weather	0	0	0	0	0	0	0	0	0
Welfare	0	0	0	0	0	6	1	0	7
WelfareP	0	0	0	0	0	0	0	0	0

WT

Total

0	0	0	2	0	0	0	0	2
<b>10</b>	<b>65</b>	<b>27</b>	<b>53</b>	<b>34</b>	<b>151</b>	<b>85</b>	<b>31</b>	<b>456</b>





# CITY OF HAM LAKE

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

## CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, MARCH 6, 2023

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, March 6, 2023 at 6:00 p.m. in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

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

**MEMBERS ABSENT:** Councilmember Jim Doyle

**OTHERS PRESENT:** City Attorney, Mark Berglund; City Engineers, Tom Collins; City Administrator, Denise Webster; and Deputy City Clerk, Dawnette Shimek

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

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

### 2.0 PUBLIC COMMENT - 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 February 21, 2023

4.2 Approval of claims in the amount of \$112,200.94

4.3 Approval of the Plans and Specifications for Fire Station #3 and authorization to advertise for bids

4.4 Approval of Resolution No. 23-10 for a variance request for the design speed for the Crosstown Shopping Center reconstruction project

4.5 Approval of Resolution No. 23-11 requesting the use of Anoka County Housing and Redevelopment Authority (HRA) funds to pay for the 2023 Voluntary Cost Sharing Agreement

4.6 Approval of Resolution No. 23-12 accepting a \$5,000 donation from the Ham Lake Chamber of Commerce

4.7 Approval of Resolution No. 23-13 applying for the 2024 Community Project Funding Grant for Crosstown Business Park

4.8 Approval of an Off-Site Gambling Permit for the Ham Lake Chamber of Commerce to conduct bingo and pull-tabs on July 1, 2023 at Lion's Park (1220 157<sup>th</sup> Avenue NE)

4.9 Approval of hiring part-time snow plow driver

Councilmember Parranto thanked the Ham Lake Chamber of Commerce for all they do. **Motion by Parranto, seconded by Wilken, to approve the March 6, 2023 consent agenda as written. All present in favor motion carried.**

**5.0 PLANNING COMMISSION RECOMMENDATIONS - None**

**6.0 ECONOMIC DEVELOPMENT AUTHORITY – None**

**7.0 APPEARANCES - None**

**8.0 CITY ATTORNEY – None**

**9.0 CITY ENGINEER - None**

**10.0 CITY ADMINISTRATOR – None**

**11.0 COUNCIL BUSINESS**

11.1 Committee Reports – None

11.2 Discussion of the Sunrise Watershed Management Organization Joint Powers Agreement (JPA)

Mayor Kirkham stated that there was a meeting hosted by the City of Ham Lake on Wednesday, March 1, 2023. Attendees included: himself, Councilmember Kirkeide, Ham Lake Administrator, Denise Webster; Engineer Tom Collins, RFC Engineering; representatives from each community; representatives from the Upper Rum River Watershed Management Organization (URRWMO); representatives of the Sunrise River Watershed Management Organization (SRWMO); representatives of Coon Creek Watershed District (CCWD); representatives from the Anoka County Attorney's Office; and representatives from BWSR (Minnesota Board of Water and Soil Resources).

Mayor Kirkham and the City Council discussed what the City's options would be to withdraw from the SRRWMO and the URRWMO. The options would be to create a watershed district over the small portions of the lake (Ham Lake) within the WMO's; expand the jurisdictional boundary of the CCWD; or have Anoka County take over the responsibilities for the portion of Ham Lake in the WMO's. Michelle Jordan, Board Conservationist for BWSR (Minnesota Board of Water and Soil Services), was present in the audience and confirmed the withdrawal options.

Councilmember Kirkeide stated that the City of Ham Lake does not benefit with projects being funded by the WMOs. Councilmember Kirkeide stated that it is the Council's responsibility to pay the lowest amount possible because of the lack of projects being completed in the City. Mayor Kirkham stated that he is not in agreement with a proposed SRWMO Joint Power Agreement (JPA) amendment that would revise unanimous approval of budgets to majority approval of budgets by member communities. Attorney Berglund agreed that unanimous approval should be required. Mayor Kirkham stated that the other member communities of the SRWMO are proposing a revision to the non-operating funding formula of the annual budgets from the current 50/50 of land area and market value, which is Scenario #1 to 50/50 of private land area and lakes/rivers, which is Scenario #4. Mayor Kirkham stated that the member communities cannot revise the funding formula of the JPA without the City of Ham Lake's approval, and that he does not recommend approval. Councilmember Kirkeide stated that the City should consider to pursue a JPA

revision to the operating funding formula from the current equal share between member communities to the same computed percentage as the non-operating formula (Scenario #1A or Scenario #4A). Mayor Kirkham stated that because Ham Lake's approval of JPA amendments is required, that the current funding formula has not changed from the Scenario #1 funding formula. Mayor Kirkham stated that the minutes from the Council meeting will be emailed to all attendees of the March 1<sup>st</sup> meeting.

**Motion by Kirkham, seconded by Kirkeide, to create a Watershed Committee appointing Councilmember Kirkeide and Mayor Kirkham as liaisons; conveying to the SRWMO member communities that the City of Ham Lake is opposed to revising the JPA such that unanimous adoption is not required of budgets and to request that the member communities consider funding Scenario #4A as preferred by Ham Lake and Columbus. All present in favor, motion carried.**

11.3 Announcements and future agenda items

Andre Kindvall, a Boy Scout from Troup 609, was present and stated he is working on his Merit Badge for Citizenship.

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

**Mayor Kirkham called a recess at 6:29 p.m. in order to conduct a closed meeting.**

**Mayor Kirkham called the closed meeting to order at 6:30 p.m. The closed meeting was adjourned at 6:38 p.m.**

**Motion by Parranto, seconded by Wilken, to adjourn the meeting at 6:39 p.m. All present in favor, motion carried.**

---

Dawnette Shimek, Deputy City Clerk



**CITY OF HAM LAKE  
CLAIMS SUBMITTED TO COUNCIL  
March 20, 2023**

**CITY OF HAM LAKE**

<b>EFTS, CHECKS, AND BANK DRAFTS</b>		<b>02/22/23, 02/27/23, 03/07/23 - 03/20/23</b>
EFT	# 1826 - 1831	\$ 176,891.45
REFUND CHECKS	#	
CHECKS	# 64848 - 64880	\$ 92,813.77
BANK DRAFTS	DFT0002508 -DFT0002515	\$ 28,063.45
<b>TOTAL EFTS, CHECKS, AND BANK DRAFTS</b>		<u>\$ 297,768.67</u>
<b>PAYROLL CHECKS</b>		
03/10/23	Direct Deposits	\$ 38,184.69
<b>TOTAL PAYROLL CHECKS</b>		<u>\$ 38,184.69</u>
<b>TOTAL OF ALL PAYMENTS</b>		<u><u>\$ 335,953.36</u></u>
<b>VOID CHECKS</b>		
CHECKS		
ZERO EFT	1830	\$ -
BANK DRAFTS		\$ -

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 20TH DAY OF MARCH 2023

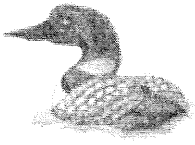
\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER



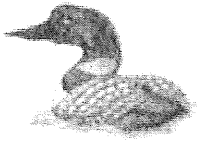
City of Ham Lake, MN

# Council Approval List

By (None)

Payment Dates 2/22/2023 - 2/22/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
DFT0002509	US POSTMASTER	SR CENTER POSTAGE	Postage Liability	100-20204	40.30
<b>Grand Total:</b>					<u>40.30</u>



City of Ham Lake, MN

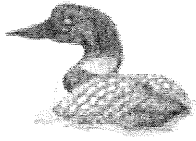
# Council Approval List

By (None)

Payment Dates 2/27/2023 - 2/27/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
DFT0002510	US POSTMASTER	POSTAGE 6059 PIECES	Postage	211-41704-2120	1,139.09
				<b>Grand Total:</b>	<b><u>1,139.09</u></b>





Payment Dates 3/7/2023 - 3/20/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1826	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	86.86
1826	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1826	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	29.19
1827	MEDTOX LABORATORIES	DRUG TESTING	Personnel testing & recruitme	100-42201-3150	32.46
1828	O'REILLY AUTOMOTIVE STORE	#93 PULLER KIT	Vehicle parts & supplies	100-43101-2340	69.99
1828	O'REILLY AUTOMOTIVE STORE	#83 FITTING, A/C VALVE	Vehicle parts & supplies	100-43101-2340	15.76
1829	RFC ENGINEERING, INC.	TWIN BIRCH ACRES	Engineering	431-43301-3135	3,916.62
1829	RFC ENGINEERING, INC.	MEADOW PARK RECONSTRUC	Engineering	431-43301-3135	80.02
1829	RFC ENGINEERING, INC.	CREEK VALLEY RECONSTRUCTI	Engineering	431-43301-3135	16.74
1829	RFC ENGINEERING, INC.	CROSSTOWN BUSINESS PARK	Capital assets	262-46101-5110	17,866.90
1829	RFC ENGINEERING, INC.	CROSSTOWN SHOPPING CENT	Engineering	431-43301-3135	30,679.00
1829	RFC ENGINEERING, INC.	CROSSTOWN SHOPPING CENT	Engineering	431-43301-3135	88,742.70
1829	RFC ENGINEERING, INC.	TWIN BIRCH ACRES PARKING	Engineering	100-41101-3135	28.54
1829	RFC ENGINEERING, INC.	13645 RADISON ROAD & 226	Engineering	100-41601-3135	28.54
1829	RFC ENGINEERING, INC.	L1B6 & L1B7 ENCHANTED ES	Engineering	100-41601-3135	114.17
1829	RFC ENGINEERING, INC.	826 926 CONSTANCE BLVD LO	Engineering	100-42401-3135	28.54
1829	RFC ENGINEERING, INC.	2615 - 160TH LANE & 16125 X	Engineering	100-42401-3135	28.54
1829	RFC ENGINEERING, INC.	811 & 837 ANDOVER BLVD LO	Engineering	100-42401-3135	55.42
1829	RFC ENGINEERING, INC.	15610 NAPLES LOT LINE ADJ	Engineering	100-42401-3135	142.73
1829	RFC ENGINEERING, INC.	L1B3 EVERGREEN ESTATES DE	Engineering	100-42401-3135	271.17
1829	RFC ENGINEERING, INC.	L1B1 HIDDEN FOREST WEST D	Engineering	100-42401-3135	356.80
1829	RFC ENGINEERING, INC.	L5 B1 TRAILS END SHORES ST	Engineering	100-43103-3135	42.82
1829	RFC ENGINEERING, INC.	CSAH 58 OVERLAY	Engineering	431-43301-3135	71.36
1829	RFC ENGINEERING, INC.	HENTGES ADDITION	Engineering	890-90001-3135	498.32
1829	RFC ENGINEERING, INC.	COUNCIL MEETING	Engineering	100-41101-3135	117.62
1829	RFC ENGINEERING, INC.	ROAD COMMITTEE MEETING	Engineering	100-41101-3135	149.03
1829	RFC ENGINEERING, INC.	BASE MAP	Engineering	100-41101-3135	61.03
1829	RFC ENGINEERING, INC.	ANOKA COUNTY GIS DATA EX	Engineering	100-41101-3135	156.81
1829	RFC ENGINEERING, INC.	CITY CODE UPDATE	Engineering	100-41102-3135	4,379.11
1829	RFC ENGINEERING, INC.	PLANNING COMMISSION MEE	Engineering	100-41601-3135	26.14
1829	RFC ENGINEERING, INC.	AVAILABLE RESIDENTIAL LOTS	Engineering	100-41601-3135	177.22
1829	RFC ENGINEERING, INC.	PLANNING/POTENTIAL DEVEL	Engineering	100-41601-3135	716.02
1829	RFC ENGINEERING, INC.	ZONING MAP	Engineering	100-41601-3135	33.47
1829	RFC ENGINEERING, INC.	HAM LAKE BUILDING PERMIT	Engineering	100-42401-3135	80.02
1829	RFC ENGINEERING, INC.	L1B2 ENTERPRISE PLAZA 2ND	Engineering	100-42401-3135	222.16
1829	RFC ENGINEERING, INC.	4611 - 139TH LOT LINE ADJ	Engineering	100-42401-3135	83.69
1829	RFC ENGINEERING, INC.	PUBLIC WORKS MAP	Engineering	100-43101-3135	475.72
1829	RFC ENGINEERING, INC.	THOROUGHFARE PLAN	Engineering	100-43101-3135	167.37
1829	RFC ENGINEERING, INC.	SNOW PLOW MAPS	Engineering	100-43102-3135	203.36
1829	RFC ENGINEERING, INC.	CCWD RULES AMENDMENTS	Engineering	100-43201-3135	235.23
1829	RFC ENGINEERING, INC.	SRWMO 2023 BUDGET	Engineering	100-43201-3135	535.58
1829	RFC ENGINEERING, INC.	NPDES	Engineering	230-43201-3135	83.68
1829	RFC ENGINEERING, INC.	FIRE STATION #3	Capital assets	420-42201-5110	3,616.68
1829	RFC ENGINEERING, INC.	2023 REHAB	Engineering	431-43301-3135	2,744.25
1829	RFC ENGINEERING, INC.	181ST, CONCORD - HWY 65	Engineering	431-43301-3135	468.64
1829	RFC ENGINEERING, INC.	TOBY'S TRAILS	Engineering	890-90001-3135	610.78
1829	RFC ENGINEERING, INC.	HENTGES ADDITION	Engineering	890-90001-3135	1,095.81
1829	RFC ENGINEERING, INC.	HIDDEN FOREST EAST 4TH	Engineering	890-90001-3135	2,726.03
1829	RFC ENGINEERING, INC.	CROSSTOWN ROLLING ACRES	Engineering	890-90001-3135	167.83
1829	RFC ENGINEERING, INC.	JAM HOPS EXPANSION	Engineering	890-90001-3135	301.26
1829	RFC ENGINEERING, INC.	HOLIDAY CBP	Engineering	890-90001-3135	16.74
1829	RFC ENGINEERING, INC.	FLAMINGO TERRACE	Engineering	890-90001-3135	89.42
1829	RFC ENGINEERING, INC.	CREEKSIDE FARMS	Engineering	890-90001-3135	78.41
1829	RFC ENGINEERING, INC.	GROUP PERMIT BILLING	Engineering	100-43501-3135	5,262.90

Council Approval List

Payment Dates: 3/7/2023 - 3/20/2023

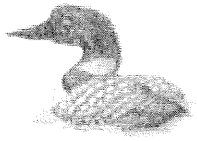
Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1829	RFC ENGINEERING, INC.	MEADOW PARK ROW2022-26	Engineering	431-43301-3135	142.72
1829	RFC ENGINEERING, INC.	CREEK VALLEY ROW2022-249	Engineering	431-43301-3135	99.90
1829	RFC ENGINEERING, INC.	GROUP PERMIT	Engineering	100-43501-3135	540.01
1829	RFC ENGINEERING, INC.	181ST, CONCORD - HWY 65 R	Engineering	431-43301-3135	16.74
1829	RFC ENGINEERING, INC.	MSA GROUP BILLING	Engineering	431-43301-3135	7,715.38
1831	STEVE SCHAHN	JONES & BARTLETT - FIRE OFF	Training supplies	100-42201-3530	79.50
64848	ACCESS	FEB SHREDDING	Waste management & recycli	231-43601-3630	137.20
64849	ACE SOLID WASTE INC	MARCH ORGANICS	Waste management & recycli	231-43601-3630	355.46
64850	ANOKA COUNTY PROPERTY	155TH, NAPLES - LEXINGTON	Filing fees	431-43301-3980	46.00
64850	ANOKA COUNTY PROPERTY	CROSSTOWN ROLLING ACRES	Filing fees	890-90001-3980	46.00
64851	ANOKA COUNTY TREASURY D	USED OIL CLASS I LICENSE	Operating supplies	100-43101-2290	100.00
64852	BAUER BUILT INC	#93 TIRE INSTALLATION	Vehicle repair & maintenance	100-43101-3470	1,256.81
64852	BAUER BUILT INC	#93 SPARE TIRE MOUNT	Vehicle repair & maintenance	100-43101-3470	751.50
64853	BERGLUND, BAUMGARTNER,	2/6 COUNCIL MEETING	Attorney	100-41101-3110	226.84
64853	BERGLUND, BAUMGARTNER,	60 DAY RULE	Attorney	100-41101-3110	98.88
64853	BERGLUND, BAUMGARTNER,	2/13 COUNCIL MEETING	Attorney	100-41101-3110	193.88
64853	BERGLUND, BAUMGARTNER,	DRUG POLICY UPDATE	Attorney	100-41101-3110	148.32
64853	BERGLUND, BAUMGARTNER,	1360 CONSTANCE LOT ADJ	Attorney	100-41101-3110	98.88
64853	BERGLUND, BAUMGARTNER,	SOLAR PANEL ORDINANCE	Attorney	100-41102-3110	675.68
64853	BERGLUND, BAUMGARTNER,	ORDINANCE ARTICLE 11	Attorney	100-41102-3110	115.36
64853	BERGLUND, BAUMGARTNER,	CITY ORDINANCE REVIEW	Attorney	100-41102-3110	32.96
64853	BERGLUND, BAUMGARTNER,	FEB PROSECUTIONS	Attorney	100-41501-3110	6,695.00
64853	BERGLUND, BAUMGARTNER,	NORTHSTAR CUP VIOLATION	Attorney	100-41601-3110	32.96
64853	BERGLUND, BAUMGARTNER,	JAKE'S AUTO MAL	Attorney	262-46101-3110	444.96
64853	BERGLUND, BAUMGARTNER,	TWIN BIRCH ACRES - NEW LO	Attorney	431-43301-3110	148.32
64853	BERGLUND, BAUMGARTNER,	TOBY'S TRAIL VARIANCE	Attorney	890-90001-3110	329.60
64854	BLUE CROSS BLUE SHIELD OF	APRIL VISION	Vision Insurance	100-21715	43.53
64855	CENTERPOINT ENERGY	CITY HALL	Natural gas	100-41702-3620	1,031.85
64855	CENTERPOINT ENERGY	FIRE #2	Natural gas	100-42202-3620	1,047.42
64855	CENTERPOINT ENERGY	FIRE #1	Natural gas	100-42202-3620	537.14
64855	CENTERPOINT ENERGY	PW	Natural gas	100-43104-3620	2,345.47
64855	CENTERPOINT ENERGY	H.L. PARK BUILDING	Natural gas	100-44102-3620	908.33
64855	CENTERPOINT ENERGY	H.L. PARK PAVILION	Natural gas	100-44102-3620	224.98
64855	CENTERPOINT ENERGY	SR CENTER	Natural gas	100-44202-3620	555.61
64856	COMPENSATION CONSULTAN	1ST QTR FLEX ADMINISTRATI	Other professional services	100-41701-3190	75.00
64857	CONNEXUS ENERGY	FEB AERATOR	Electricity	100-44101-3610	27.04
64858	DEHN OIL CO	351 GAL DIESEL	Fuel	100-43101-2230	1,196.91
64859	ERIK SKOGQUIST	1ST QTR ASSESSING	Assessing/property tax admin	100-41403-3105	10,273.25
64860	FIRE INSTRUCTION & RESCUE	FIRST ARRIVING	Training/conferences/schools	100-42201-3510	650.00
64861	FIRE SAFETY USA INC	(2) GEAR DRYERS	Grant expenditures	100-42201-3930	10,200.00
64861	FIRE SAFETY USA INC	(2) GEAR DRYERS	Capital assets	100-42201-5110	10,200.00
64861	FIRE SAFETY USA INC	(2) GEAR DRYERS	Capital assets	100-42201-5110	-10,200.00
64861	FIRE SAFETY USA INC	GLOVES	Clothing & personal protectiv	100-42201-2210	688.38
64861	FIRE SAFETY USA INC	FLASHLIGHTS	Equipment parts & supplies	100-42201-2320	339.75
64861	FIRE SAFETY USA INC	E-1 AUTO CHARGE	Vehicle parts & supplies	100-42201-2340	830.00
64861	FIRE SAFETY USA INC	T-2 SWIVEL FITTING REPAIR	Fire apparatus repair & maint	100-42201-3450	88.75
64862	FLEETPRIDE	DEF	Fuel	100-43101-2230	342.75
64862	FLEETPRIDE	SCAN TOOL, LICENSE, & SUBS	Covid 19	100-41701-4153	9,285.00
64862	FLEETPRIDE	SCAN TOOL	Capital assets	100-43101-5110	7,405.00
64862	FLEETPRIDE	SCAN TOOL	Capital assets	100-43101-5110	-7,405.00
64862	FLEETPRIDE	A/C RECLAIMER	Covid 19	100-41701-4153	3,500.00
64862	FLEETPRIDE	#90 FILTERS	Vehicle parts & supplies	100-43101-2340	21.68
64862	FLEETPRIDE	FILTER	Operating supplies	100-43101-2290	5.92
64863	FORCE AMERICA, INC	#93 ROCKER SWITCHES	Vehicle parts & supplies	100-43101-2340	43.60
64864	H & L MESABI INC	#71 CUTTING EDGE AND BOLT	Equipment parts & supplies	100-43101-2320	959.48
64865	HAM LAKE HARDWARE INC	PAPER TOWEL DISPENSER BAT	Operating supplies	100-44201-2290	21.98
64866	LINCOLN NATIONAL LIFE INSU	APRIL LT DISABILITY	STD/LTD	100-21713	531.24
64866	LINCOLN NATIONAL LIFE INSU	APRIL ST DISABILITY	STD/LTD	100-21713	822.34
64867	MARTIN-MCALLISTER	PUBLIC SAFETY ASSESSMENT -	Personnel testing & recruitme	100-42201-3150	625.00
64868	MARY WELLS	1ST QTR ASSESSING	Assessing/property tax admin	100-41403-3105	10,273.25

Council Approval List

Payment Dates: 3/7/2023 - 3/20/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
64869	MENARDS-BLAINE	SHOP DOOR PLYWOOD	Building repair & maintenanc	100-43104-2310	239.40
64869	MENARDS-BLAINE	FRAMING NAILS	Building repair & maintenanc	100-43104-2310	29.98
64869	MENARDS-BLAINE	SHOP WALL PLYWOOD AND I	Building repair & maintenanc	100-43104-2310	162.76
64870	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41201-2510	39.36
64870	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41301-2510	31.76
64870	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41401-2510	55.93
64870	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41601-2510	24.16
64870	METRO - INET	PHONES	Phones/radios/pagers	100-41701-3210	124.00
64870	METRO - INET	IT SUPPORT	Computer & software support	100-41707-3120	5,370.00
64870	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-42201-2510	55.93
64870	METRO - INET	PHONES	Phones/radios/pagers	100-42201-3210	52.00
64870	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-42401-2510	95.30
64870	METRO - INET	PHONES	Phones/radios/pagers	100-42401-3210	62.00
64870	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-43101-2510	21.56
64870	METRO - INET	PHONES	Phones/radios/pagers	100-43101-3210	31.00
64870	METRO - INET	PHONES	Phones/radios/pagers	100-44101-3210	10.00
64870	METRO - INET	PHONES	Phones/radios/pagers	100-44201-3210	41.00
64871	MINNESOTA OCCUPATIONAL	EXAM - MF	Personnel testing & recruitme	100-42201-3150	539.00
64872	MN PEIP	APRIL HEALTH INSURANCE	Health Insurance	100-21710	11,600.75
64873	NORTHWEST FAMILY PHYSICI	MRO READING	Personnel testing & recruitme	100-42201-3150	27.00
64874	PARK SUPPLY OF AMERICA IN	PRE-RINSE WALL MOUNT FAU	Building repair & maintenanc	100-44202-2310	234.99
64875	PERMITWORKS LLC	2023 CONTRACTOR LICENSE S	Computer & software support	100-42401-3120	595.00
64875	PERMITWORKS LLC	2023 PERMIT & INSPECTIONS	Computer & software support	100-42401-3120	1,495.00
64875	PERMITWORKS LLC	2023 CODE ENFORCEMENT S	Computer & software support	100-42401-3120	1,495.00
64876	PREMIUM WATERS INC	FEB WATER	Equipment rentals	100-41701-3320	17.40
64876	PREMIUM WATERS INC	MAR WATER COOLER RENTAL	Equipment rentals	100-41701-3320	14.00
64877	SUMMIT COMPANIES	RESIDENT EXTINGUISHER SER	Fire Extinguisher	100-20203	5.50
64878	THE MPX GROUP	MAR HAM LAKER DELIVERY	Other services and charges	211-41704-3990	225.00
64879	UNLIMITED SUPPLIES INC	PLOW BOLTS, HEX NUTS, PUS	Operating supplies	100-43101-2290	109.30
64880	VERIZON WIRELESS	MR	Phones/radios/pagers	100-42201-3210	41.14
64880	VERIZON WIRELESS	TD, MJ & 2 LAPTOPS	Phones/radios/pagers	100-42401-3210	162.30
64880	VERIZON WIRELESS	JK, JW, JC, CS, EH, & 2 LAPTOP	Phones/radios/pagers	100-43101-3210	293.71
64880	VERIZON WIRELESS	DH, AC	Phones/radios/pagers	100-44101-3210	82.28
DFT0002508	MN STATE DEPT OF REVENUE-	FEB '23 FUEL TAX	Fuel	100-43101-2230	321.48
DFT0002511	COMPENSATION CONSULTAN	Health Savings Account	Flexible spending	100-21705	225.00
DFT0002512	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	1,880.00
DFT0002512	EMPOWER	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002513	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	5,418.77
DFT0002513	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,639.84
DFT0002513	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	6,515.60
DFT0002514	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,555.07
DFT0002515	PERA	Retirement-Coordinated	PERA	100-21703	7,096.87
DFT0002515	PERA	Retirement-Police & Fire	PERA	100-21703	1,181.43

**Grand Total: 296,589.28**



City of Ham Lake, MN

# EFT Payroll Check Register

## Report Summary


Pay Period: 2/19/2023-3/4/2023

Packet: PYPKT01456 - PPE 3/4/23 PAID 3/10/23

Payroll Set: City of Ham Lake - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	31	38,184.69
<b>Total</b>	<b>31</b>	<b>38,184.69</b>

## Memorandum

Date: March 15, 2023  
To: Mayor and Councilmembers  
From: David A. Krugler, P.E., City Engineer   
Subject: Crosstown Shopping Center Street Reconstruction

---

**Introduction:**

The City Council directed the preparation of plans and specifications for the reconstruction of the streets within the Crosstown Shopping Center at the October 17, 2022 Council meeting.

**Discussion:**

The minimum design speed for Municipal State Aid (MSA) streets is 30 miles per hour, which is a curve with a centerline radius of 312 feet. The streets within Crosstown Shopping Center are proposed to be reconstructed within the right-of-way dedicated with the plat. The minimum design speed cannot be achieved for either the 176th Lane and Chisholm Street curve or the 175th Lane and Central Avenue curve, due to the location of existing septic and the cost of right-of-way acquisition. The proposed design speed for both curves is 20 miles per hour, similar to the curves located on the Trunk Highway 65 East Frontage Road south of 157th Avenue.

A variance may be requested from the Minnesota Department of Transportation (MnDOT) for curves with a design speed of less than 30 miles per hour, similar to the variance that was granted for the East Frontage Road south of 157th Avenue. The Council approved a resolution for a variance at their March 6<sup>th</sup> Council meeting. This resolution satisfied the curve requirements at the intersection of 176th Lane and Chisholm Street. However, MnDOT had not completed the MSA designation nor provided the State Aid Project Number for the 175th Lane and Central Avenue portion and MnDOT requires the new road designation to be incorporated into the resolution.

**Recommendation:**

It is recommended that the City rescind Resolution 23-10 and approve the attached Resolution requesting a variance to the design speed of the two curves. The Resolution and supporting information will be presented to the MnDOT Variance Committee for consideration of approval.

RESOLUTION NO. 23-XX

Rescinding Resolution No. 23-10

CITY OF HAM LAKE, MINNESOTA

A Resolution requesting a variance from the standard for State Aid Operation for Project Numbers S.A.P. 197-119-004 and 197-135-001.

**WHEREAS**, the City of Ham Lake is preparing plans for MSAS 197-119-004, described as Chisholm Street from Crosstown Boulevard to 176<sup>th</sup> Lane, 176<sup>th</sup> Lane from Chisholm Street to Central Avenue;

**WHEREAS**, the City of Ham Lake is preparing plans for MSAS 197-135-001, described as 175<sup>th</sup> Lane from Chisholm Street to Central Avenue, Central Avenue from 175<sup>th</sup> Lane to 177<sup>th</sup> Avenue and 177<sup>th</sup> Avenue from Central Avenue to Trunk Highway 65;

**WHEREAS**, Minnesota Rules for State Aid Operation 8820.9936 require 30 mile per hour design speed; and the stated existing streets cannot meet this requirement at the curve at 175<sup>th</sup> Lane and Central Avenue and the curve at 176<sup>th</sup> Lane and Chisholm Street;

**WHEREAS**, the reasons for this variance request are due to the existing street alignment, built as part of a platted commercial development in 1979;

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Ham Lake does hereby request a variance from the Minnesota Department of Transportation State Aid Operations Rules Chapter 8820.9936, urban design standards, to allow a 20 mile per hour design speed at the two specified locations, in lieu of a 30 mile per hour design speed;

**BE IT FURTHER RESOLVED**, that the City Council of the City of Ham Lake hereby indemnifies, saves and hold harmless the State of Minnesota and its agents and employees of and from claims, demands, actions, or causes of action arising out of or by reason of design speed modification in accordance with Minnesota Rules 8820.9936 and further agrees to defend at their sole cost and expense any action or proceeding commenced for the purpose of asserting any claim arising as a result of the granting this variance.

Adopted by unanimous vote of the Ham Lake City Council this 20th day of March, 2023.

---

Brian Kirkham, Mayor

---

Denise Webster, City Clerk

LG240B Application to Conduct Excluded Bingo

No Fee

ORGANIZATION INFORMATION

Organization Name: Blaine Central Alano Previous Gambling Permit Number:
Minnesota Tax ID Number, if any: E32776 Federal Employer ID Number (FEIN), if any: 41-1444295
Mailing Address: 13536 Hwy 65 Ne
City: Ham Lake State: MN Zip: 55304 County: Anoka
Name of Chief Executive Officer (CEO): Kandayce Koehler
CEO Daytime Phone: 612 290-2731 CEO Email: kandayce.koehler@outlook.com
Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
[ ] Fraternal [ ] Religious [ ] Veterans [x] Other Nonprofit Organization

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

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)
[ ] Current calendar year Certificate of Good Standing
[ ] Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name
[ ] Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? [ ] Yes [x] No

If yes, list the dates when bingo was conducted:

The proposed bingo event will be:
[x] one of four or fewer bingo events held this year. Dates: 4.15.23, 5.20.23, 9.9.23, 10.14.23
[ ] conducted on up to 12 consecutive days in connection with a:
[ ] county fair
[ ] civic celebration
[ ] Minnesota State Fair

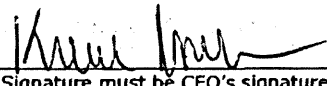
Person in charge of bingo event: Kandayce Koehler Daytime Phone: 612 290-2731
Name of premises where bingo will be conducted: Blaine Central Alano
Premises street address: 13536 Hwy 65 Ne
City: Ham Lake If township, township name: County: Anoka

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

<p style="text-align: center;"><b>CITY APPROVAL</b> for a gambling premises located within city limits</p> <p>On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL</b> for a gambling premises located in a township</p> <p>On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p><b>TOWNSHIP (if required by the county)</b> On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
---	--

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

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature:  Date: 3.6.23

(Signature must be CEO's signature; designee may not sign)

Print Name: Kandayce Koehler

**MAIL OR FAX APPLICATION & ATTACHMENTS**

<p>Mail or fax application and a copy of your proof of nonprofit status to:</p> <p style="padding-left: 20px;">Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113 Fax: 651-639-4032</p> <p>An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.</p> <p><b>Questions?</b> Call a Licensing Specialist at 651-539-1900.</p>	<p>Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to <a href="http://www.mn.gov/gcb">www.mn.gov/gcb</a> and click on <b>Distributors</b> under the <b>LIST OF LICENSEES</b> tab, or call 651-539-1900.</p> <p style="text-align: center;">This form will be made available in alternative format (i.e. large print, braille) upon request.</p>
--	--

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



Certificate of Exemption

Purchaser: Complete this certificate and give it to the seller.

Seller: If this certificate is not fully completed, you must charge sales tax. Keep this certificate as part of your records.

This is a blanket certificate, unless one of the boxes below is checked, and remains in force as long as the purchaser continues making purchases, or until otherwise cancelled by the purchaser.

Check if this certificate is for a single purchase and enter the related invoice/purchase order #

If you are a contractor and have a purchasing agent agreement with an exempt organization, check the box to make multiple purchases for a specific job. Enter the exempt entity, name and specific project:

Exempt entity name Project description

Please print

Name of purchaser: Blaine Central Alano, Inc. Business address: 13536 Hwy 65 NE Ham Lake, MN 55304. Purchaser's tax ID number: FED: 41-1444295 MN: E32776. State of issue: Minnesota. Country of issue: U.S.

Type of business

Type of business. Circle the number that describes your business.

- 01 Accommodation and food services, 02 Agricultural, forestry, fishing, hunting, 03 Construction, 04 Finance and insurance, 05 Information, publishing and communications, 06 Manufacturing, 07 Mining, 08 Real estate, 09 Rental and leasing, 10 Retail trade, 11 Transportation and warehousing, 12 Utilities, 13 Wholesale trade, 14 Business services, 15 Professional services, 16 Education and health-care services, 17 Nonprofit organization, 18 Government, 19 Not a business (explain), 20 Other (explain).

Reason for exemption

Reason for exemption. Circle the letter that identifies the reason for the exemption.

- A Federal government (department), B Specific government exemption (from list on back), C Tribal government (name), D Foreign diplomat #, E Charitable organization #, F Religious or educational organization #, G Resale, H Agricultural production, I Industrial production/manufacturing, J Direct pay permit #, K Multiple points of use (services, digital goods, or computer software delivered electronically), L Direct mail, M Other (enter number from back page), N Percentage exemption (Advertising, Utilities).

Sign here

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief. (PENALTY - If you try to evade paying sales tax by using an exemption certificate for items or services that will be used for purposes other than those being claimed, you may be fined \$100 under Minnesota law for each transaction for which the certificate is used.)

Signature of authorized purchaser Print name here Title Date

**Meeting Date: March 20, 2023**



**CITY OF HAM LAKE  
STAFF REPORT**

**To: Mayor and Councilmembers**

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

**Subject: 2023 Kings III Emergency Communications Contract**

**Introduction/Discussion:** The City of Ham Lake has been using an analog phone line through TDS for the City's elevator emergency phone in order to be in compliance with elevator code. The City was notified in January the analog phone line would be discontinued due to the FCC re-regulating copper line transmissions.

After receiving recommendations on what to do from All City Elevator, the Finance Director reached out to Kings III on replacing the current phone in the elevator and getting wireless service. When contacting Kings III, it was discovered they are also part of the General Service Administration (GSA) purchasing cooperative. The GSA holds vendor contracts with the Federal Government agencies and the City is eligible to use these contracts due to its local government classification. Through this contract the City is able to obtain a new phone button and one-time service connection for \$184.00 and a monthly service fee of \$39.17. This new service would replace the analog line and keep the elevator in compliance.

**Recommendation:** I recommend approval of the 2023 Contract with King III Emergency Communications for a new elevator phone and service connection fee of \$184.00 as well as the monthly service fee of \$39.17.



# SERVICES AGREEMENT

THIS AGREEMENT is entered into by and between Kings III of America, LLC dba Kings III Emergency Communications, 751 Canyon Drive, Suite 100, Coppell, TX 75019 (hereinafter "Kings III"), AND City of Ham Lake (Minnesota) (hereinafter "Client").

**INSTALLATION/SERVICE LOCATION:**

Project / Building Name: City of Ham Lake (Minnesota)  
 Street Address: 15544 Central Ave NE  
 City: Ham Lake State: MN ZIP: 55304  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**BILLING INFORMATION:**  (Same as Installation)

Project / Building Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Electronic Billing Email: \_\_\_\_\_

**1. SERVICES**

- 1.1 Equipment: Kings III agrees to provide the equipment detailed in Section 3. below, as part of the monitoring, maintenance and dispatch services, collectively the Services. If no equipment is listed, none is provided by Kings III.
- 1.2 Services Selection and Associated Fees:

Pricing Option	Connection Fee	Monthly Services Fee	Installation Fee
Standard Option (+ applicable tax)	\$ 184.00	\$ 39.17	\$ 0.00

- 1.3 If Kings III cannot locate a telephone line to seize/utilize and our cellular option was not originally selected, Client hereby authorizes Kings III to install its SkyLine technology for an additional amount PER UNIT based on the Pricing Option Client selected in 1.2 above. Standard Option-\$150 Connection Fee plus \$11/mo. OR \$0 Down Option-\$17/Mo for Elevator Phones and Standard Option-\$80 Connection Fee plus \$8/mo. OR \$0 Down Option-\$11/Mo for Pool Phones.
- 1.4 Equipment ownership remains with Kings III.

**2. TERMS OF THIS AGREEMENT**

- 2.1 The primary term of this Agreement shall be for a period of One (1) Year from the date of the first billing ("Primary Term"). This Agreement shall automatically renew for a One (1) Year period at the end of such primary term ("Renewal Term") or any Renewal Term thereafter unless Client shall have written notice to Kings III Thirty (30) Days before the end of any Primary or Renewal Term. There will be a \$150.00 early termination fee for each phone cancelled within twelve (12) months of its installation date.
- 2.2 Payments are to be payable Quarterly in advance. Connection fees are due upon completion of installation.

**3. EQUIPMENT TO BE INSTALLED**

Product Name	Product Description	Quantity
GSA Open Market Item	Cellular Dialer	1.00
GSA Schedule Phone	Handsfree Behind the Return	1.00

**4. EMERGENCY NOTIFICATION LIST (At Least Two Contacts Required)**

	Name	(Area Code) & Number	Email
Call 1 <sup>st</sup> :	<u>ALL City Elevator</u>	<u>651-646-5600</u>	
	<i>(Recommend Entering Elevator Company's Name &amp; Phone Number)</i>		
Call 2 <sup>nd</sup> :	_____	_____	_____
Call 3 <sup>rd</sup> :	_____	_____	_____
Call 4 <sup>th</sup> :	<u>Fire Rescue (Called 1st in event of emergency) (On file with Emergency Dispatch Center)</u>		

Onsite Installation Contact: \_\_\_\_\_

\*\*Automated Testing Service Email (See Section 11.4): \_\_\_\_\_



Listed above are persons designated by Client to be notified if Kings III receives a Monitored Call. We understand that Kings III will make every reasonable effort to notify one of these persons and will attempt notification in the order listed. **Client is responsible for advising Kings III of any changes desired by Client to contact names, telephone numbers, or list order. Client is also responsible for any fees, fines, damages, or charges arising from Kings III's dispatching any party on the Notification List in response to a Monitored Call.**

## 5. ADDITIONAL TERMS

5.1 All required wire runs, conduit runs and/or trenching will not be provided by Kings III unless otherwise noted herein.

## 6. CLIENT SELECTED SERVICES

6.1 Client desires and has contracted for only the equipment and services itemized on this Agreement. Additional services over and above that provided herein are neither expressed nor implied by Kings III.

## 7. WARRANTIES

7.1 There are no understandings, representations, or warranties of any kind - expressed, implied, statutory or otherwise, that are not expressly set forth herein.

## 8. COVERED SERVICE & CHARGES

8.1 Kings III agrees to maintain and repair its equipment while installed at Client's location during the term of this Agreement. There will be no charge to the Client for repairs required due to faulty Kings III equipment performed during business hours. Covered Service will not apply to: (a) batteries, (b) wiring not provided by Kings III; (c) service need caused by acts beyond the control of Kings III such as accidents, power surges, misuse, neglect, unauthorized change, or acts of God (including but not limited to lightning, fires, earthquakes, tornadoes, hurricanes, floods, etc.). Should repairs be necessitated that are not Covered Service, such work shall be billed to Client based upon Kings III's rates for parts and labor in effect at the time of the service.

## 9. INCREASES IN SERVICE CHARGES

9.1 Kings III reserves the right to periodically increase the Services Fees provided for herein and its hourly service rates and trip charges as adjustment for increases in the costs associated with provision of the Services. Such increases shall be limited to one time per calendar year and shall be effective January 1.

## 10. INCREASES IN TAXES OR OTHER FEES

10.1 Client acknowledges that all charges for services set forth herein are based upon existing federal, state, and local taxes and utility charges, including telephone company line charges, if any. Kings III shall have the right, at any time to increase the monthly charges provided herein to reflect any additional taxes, fees or charges which hereafter may be imposed on Kings III by any utility or governmental agency relating to the service(s) provided under the terms of this Agreement and Client agrees to pay same.

10.2 Should Client enter into agreement(s) with third party service providers which purport to manage Client's vendor compliance documents and the costs of such services are billed to Kings III or require payment of membership fees by Kings III in order to remain an approved services provider to Client, Kings III reserves the right to pass through the direct costs of such services in the form of an increase in the Services Fees it charges Client and Client agrees to pay same.

## 11. CLIENTS DUTIES AS TO USE OF SYSTEM

11.1 The Client shall be responsible for carefully and properly test activating the emergency telephone

system(s), "The System(s)", on a monthly basis during the term of this Agreement. If any defect in the operation of The System develops, or in the event of a power failure, interruption of telephone service, or any other interruption at Client's premises, Client shall notify Kings III immediately.

11.2 Client shall notify Kings III of any remodeling or any other changes to the protected premises that may affect the operation of The System.

11.3 Client shall cooperate with Kings III in the installation, operation, and maintenance of The System and shall follow all instructions and procedures, which Kings III may prescribe for the operation and testing of The System.

11.4 Automated Testing Service is included, but does not relieve Client of its duties under Section 11.1.

## **12. AUTHORIZED PERSONNEL**

12.1 Client is responsible for and agrees to furnish forthwith a list of the names and telephone numbers of all persons to be notified in the event of Kings III's receipt of a Monitored Call (See Section 17). Client is responsible for providing all changes, revisions, and modifications to the above list to Kings III in a timely manner.

## **13. BUSINESS HOURS**

13.1 It is mutually agreed that the work of installation, repair, and any other required service shall be performed during normal business hours (8:00am – 5:00pm local time). Kings III assumes no responsibility for limited disruption of Client's premises for service required during normal business hours. Kings III shall make needed repairs to its equipment within a reasonable amount of time after Kings III receives notice that the repairs are necessary. If Client requests night or weekend service, such work shall be billed to client at Kings III's then prevailing overtime rate.

## **14. NO LIENS OR ENCUMBRANCES**

14.1 Client agrees that it will not place any liens or encumbrances upon any of the equipment covered by this Agreement nor will it knowingly permit or cause such liens or encumbrances to be placed thereon by other persons; and in the event that any such liens or encumbrances are actually placed or permitted to be placed on such equipment, then Client, at his own cost and expense, shall take all legal steps necessary to have such liens or encumbrances removed forthwith or in lieu thereof, client shall, at its own cost and expense, furnish whatever bond is necessary to obtain the release and complete discharge of such equipment from liens and encumbrances. Client will not change or remove any insignia or lettering placed thereon by or at the request of Kings III.

## **15. ASSIGNMENT BY CLIENT**

15.1 Client acknowledges that the sale or transfer of client's premises shall not relieve Client of duties and obligations under this Agreement unless Kings III agrees to the transfer of this Agreement.

## **16. ASSIGNEES AND/OR SUBCONTRACTORS**

16.1 Kings III shall have the right to assign this Agreement in whole or part to any other person, firm, or corporation and shall have the further right to subcontract any monitoring, maintenance, or other services which it may perform. Client acknowledges that the Agreement shall inure to the benefit and are applicable to any assignees and/or subcontractors of Kings III, and that they bind Client with respect to said assignees and/or subcontractors with the same force and effect as they bind Client to Kings III.

## **17. CENTRAL STATION MONITORING SERVICE**

17.1 Notification Responsibilities: Kings III's sole responsibility when receiving a call from a telephone connected to The System, a " Monitored Call", is to notify those individuals or organizations in the order listed and designated by Client in Section 4 of this Agreement unless local code requires prior notification of Emergency Services, i.e. police, fire rescue or EMS. In such cases, Kings III shall notify the appropriate Emergency Service prior to notifying those individuals or organizations listed and designated by Client on the Emergency Notification List.

17.2 Telephone Transmission Facilities: Client acknowledges that Kings III utilizes telephone line transmission unless SkyLine equipment is supplied in the product description on the front of hereof. The signals from Client's system are transmitted over Client's regular telephone service to Kings III, and in the event Client's telephone service is out of order, placed on vacation, or otherwise interrupted, signals from Client's system will not be received by Kings III during any such interruption in telephone service and the interruption will not be known to Kings III. Client further acknowledges and agrees that signals which are transmitted via telephone company facilities are wholly beyond the control and jurisdiction of Kings III and are maintained and serviced by the applicable telephone company. Client agrees, unless SkyLine equipment is supplied under Section 3 Equipment, to furnish any necessary telephone service or telephone lines at Client's own expense. Any and all telephone company charges shall be billed to Client's telephone bill. Any increased telephone company charges shall be borne by Client. If SkyLine equipment is

supplied, Kings III shall be responsible for telephone/cellular service and airtime/usage charges. Client further acknowledges that the activation of the emergency communication system may interrupt and disconnect any telephone call in progress.

17.3 Condition beyond control of Kings III: Kings III will use its best efforts to carry out its duties hereunder promptly, but shall not be responsible for delays or failure to respond by means of busy telephone facilities, failure of telephone equipment, or failure of telephone lines due to weather or other conditions, or otherwise for any conditions beyond the control of Kings III.

17.4 False Alarms: In the event there are an excessive number of false calls through the carelessness of Client or Client's tenants or the malicious or accidental use of the monitoring system, or in the event Client shall in any manner misuse or abuse the monitoring system, it shall constitute a material breach of this Agreement on the part of the Client, and Kings III may, at its option, in addition to all other legal remedies, be excused from further performance upon the giving of five (5) days written notice to Client.

## **18. ADDITIONAL SERVICE**

18.1 The Client agrees that unless authorized by Kings III, any alterations, removal, or tampering with the equipment, or the attaching of any device, contrivance, or apparatus to the equipment or any part thereof, shall operate to void any warranties provided herein. If any agency or bureau having jurisdiction, or Client by his/its own act shall require or make necessary any changes in the equipment originally installed, Client agrees, on demand, to pay for the reasonable cost of such charges.

## **19. DEFAULT/TERMINATION**

19.1 In the event (i) Client fails to pay any amount due for the system, (ii) client fails to comply with any of the terms and conditions hereof, (iii) Client makes an assignment for the benefit of Creditors, (iv) an order for relief is entered against Client under any chapter of the National Bankruptcy Code, as amended, (v) a receiver or trustee is appointed for all or substantially all of the assets of Client, or (vi) there is a dissolution or termination of existence of Client, Kings III may pursue any one or more of the following remedies, which are cumulative and non-exclusive:

(a) Terminate all services subscribed for hereunder by giving (5) days written notice to Client, and recover all amounts due Kings III.

(b) Take possession of all Kings III owned Equipment wherever situated and for such purpose enter upon your property without liability for doing so.

(c) By notice to Client, declare immediately due and payable all moneys to be paid by Client during the Primary Term, or if the Primary Term has then expired, declare immediately due and payable all monies to be paid during any Renewal Term (as provided in Paragraph 2.1 hereof) then in effect, and Client shall thereupon be obligated to pay such moneys to Kings III immediately. Client shall in any event remain fully liable for reasonable damages as provided by law and for all costs and expenses incurred by Kings III on account of such default including all court costs and reasonable attorney's fees. The waiver by Kings III of any breach of any obligation of Client shall not be deemed a waiver of such obligation or any subsequent breach of the same or any obligation. Kings III shall not deem the subsequent acceptance of payment hereunder by Kings III a waiver of prior existing breach regardless of Kings III's knowledge of such prior existing breach at the time of acceptance of such payments.

## **20. DELAYS OR INTERRUPTIONS**

20.1 Kings III assumes no liability for delay in the installation of the system or for the interruption of services due to strikes, riots, floods, storms, earthquakes, fire, power failures, insurrection, interruption or unavailability of telephone or cable service, act of God, or for any other cause beyond the control of Kings III, and will not be required to provide installation for or services to Client while interruption of services due to any cause may continue.

20.2 Kings III assumes no liability for delay of installation due to non-cooperation of the Client or his agents in providing access to that area of the premises where the equipment is to be located, or for the delays or interruptions of installation or service on any device or devices of the Client or others to which Kings III's equipment is attached.

## **21. TELEPHONE SERVICE**

21.1 Client agrees to furnish any necessary telephone service or telephone lines at Client's own expense. Any and all telephone charges shall be billed to Client's telephone bill. If SkyLine equipment is installed under Section 3, Kings III shall be responsible for telephone/cellular service and airtime/usage charges as detailed in Section 17.2.

## **22. ELECTRICAL CURRENT**

22.1 Client agrees to furnish any necessary electrical service and current through Client's meter and at Client's

sole expense.

**23. TITLE CLAUSE**

23.1 Paragraph titles used in this Agreement are for reference only and are not to be construed as governing the construction of the specific provisions of this Agreement.

**24. PAYMENTS AND DELINQUENCIES**

24.1 Payment shall be due as indicated on the front hereof. Kings III reserves the right to charge either Late Fees or Interest on all amounts more than thirty (30) days past due at the maximum allowable rate under applicable law. All payments shall be due and payable at Kings III's corporate offices first written above. If the Services are disconnected because of Client's past due balance, and if Client desires to have The Services reactivated, Client agrees to pay in advance to Kings III a reconnect charge to be fixed by Kings III at a reasonable amount.

**25. ENTIRE AGREEMENT/MODIFICATION/WAIVER/MISCELLANEOUS/GOVERNING LAW**

25.1 This writing is intended by the parties as a final expression of their agreement and as a complete and exclusive statement of the terms thereof. This Agreement supersedes all prior representation, understandings or agreements of the parties, written or oral, and shall constitute the sole terms and conditions of the providing of all services detailed in Sections 1 and 3. This Agreement can be modified only in writing, signed by the parties or their duly authorized agent. No waiver or a breach of any term of this Agreement shall be construed to be a waiver of any succeeding breach.

25.2 If the Primary Term or the last Renewal Term has expired, but the Services are still being performed by Kings III on behalf of Client, then all terms and conditions set forth in this Agreement will remain in full force and effect until the Services are terminated by either party upon not less than thirty (30) days written notice from one party to the other.

25.3 The laws of the state of Texas govern the validity, enforceability, and interpretation of this Agreement.

**26. SEVERABILITY**

26.1 The provisions of this Agreement are intended to be severable. If any provision of this Agreement shall be held invalid or unenforceable in whole or in part in any jurisdiction, such provision shall, as to such jurisdiction, be ineffective to the extent of such invalidity or unenforceability without in any manner affecting the validity or enforceability thereof in any other jurisdiction or the remaining provisions hereof in any jurisdiction.

**CLIENT FURTHER ACKNOWLEDGES THAT IT HAS READ AND UNDERSTANDS ALL OF THIS AGREEMENT INCLUDING THE TERMS AND CONDITIONS ON THIS PAGE AND THE PRECEDING PAGES OF THIS AGREEMENT AND ANY EXHIBITS, SCHEDULES OR ADENDA OR AMENDMENTS AND ACKNOWLEDGES RECEIPT OF A TRUE COPY OF THIS AGREEMENT.**

IN WITNESS WHEREOF, and intending to be bound hereby, the parties hereto have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_.

**Client:**

**Kings III of America, LLC**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

This Agreement shall not be binding upon Kings III unless approved in writing by an authorized Manager of Kings III. In the event of non-approval, the sole liability of Kings III shall be to refund to Client the amount that has been paid to Kings III by Client upon execution of this Agreement.

**Meeting Date: March 20, 2023**



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

**To: Mayor and Councilmembers**

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

**Item/Title/Subject: Charter Commission Appointments**

**INTRODUCTION/DISCUSSION:**

We have recently had Commissioners William Vossberg and Michael Kopp resign from the Charter Commission.

We have received letters of interest from Tara Lanigan and David Ross for appointment to the vacant seats on the Charter Commission.

**RECOMMENDATION:**

Approval of recommendation to Chief Judge of the 10<sup>th</sup> Judicial District to appoint David Ross and Tara Lanigan for a term of March 20, 2023 to February 4, 2024 to the Ham Lake Charter Commission



Tara Jean Lanigan  
3015 165<sup>th</sup> Lane NE  
Ham Lake, MN 55304  
612-670-4552

*tara4466@gmail.com*

20January2023

Dawnette Shimek  
Deputy City Clerk  
City of Ham Lake  
15544 Central Avenue NE  
Ham Lake, MN 55304

Subject: Tara Lanigan Application for Charter Commission

Dawnette Shimek,

This letter is to request consideration of appointment to the Ham Lake Charter Commission. I feel that my experience would be an asset to the Commission and the city. My perspective and beliefs are also aligned with the Ham Lake citizens, which would be critical to the mission of the Charter Commission.

The Ham Lake Parks and Tree Commission has given me six years of experience with serving Ham Lake. This appointment was eye-opening of the process of how government works. There were several situations that were surprising how people placed in positions can make flippant recommendations with taxpayer funds. There were several times that I voted against everyone on the Commission because the proposals did not align with the values of Ham Lake. Luckily, these recommendations made to the City Council were not approved.

The Minnesota Army National Guard has also given me 19 years of experience of researching laws, regulations, and rules. I have worked in finance, budgeting, contracting and human resources. I had to ensure that all my work actions were legal, ethical, and correct. I am approaching retirement this April, which is a very exciting time for my family and me.

The experience of being a wife and mother has also given me the motivation to find out more of how our government systems work. The changes in society and government in the past ten years is alarming. Prior to having children, I did not concern myself with how government functions worked. Now I have learned of how everything can end up impacting my family and myself. I feel it is our duty to ensure that every attempt is made to uphold American values.

The mission of the Charter Commission is a critical control placed on local government. The greatest thing of American government is that it is answerable to its citizens. I feel my experience and perspective would benefit the citizens of Ham Lake.

Thank you for your consideration,



Tara Lanigan

## Dawnette Shimek

---

**From:** David Ross <rossduluth@icloud.com>  
**Sent:** Sunday, January 15, 2023 9:31 AM  
**To:** Dawnette Shimek  
**Cc:** Brian Kirkham  
**Subject:** Application for Ham Lake Charter Commission  
**Attachments:** David Ross Resume^J 2023 copy copy.docx

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

Dawnette,

Please accept this letter as my application to serve on the City of Ham Lake Charter Commission.

It is my love for our beloved City of Ham Lake, and my deep desire to serve our community, that motivates me to apply for this opportunity to serve.

I attached my resume for your review. It illustrates my high level of community engagement within my former community, Duluth, MN. I intend to equal this community service in my new home community, Ham Lake. My wife and I were fortunate enough to move to our home at 13450 Quincy St., in Ham Lake, in June 2022.

Prior to submitting this application, I spoke with Mayor Brian Kirkham. Brian is aware of my previous community service. Additionally, he knows of my desire to contribute my time and energy in support of his efforts and in support of our city councilors. He also learned of my perspective while I shared public testimony in support of the Council's efforts. I did so on a couple of occasions at recent Ham Lake City Council meetings.

It would be an honor and a privilege to serve on the Commission. I assure you that, if selected, I will serve as a prepared, conscientious, attentive and pragmatic representative on the Commission.

For example, I have thoroughly reviewed documentation related to the history of, and the operation of, our city.

This included familiarizing myself with: the City of Ham Lake 2040 Comprehensive Plan; the book, Ham Lake, produced by Melvin Aanerud; past issues of the Ham Laker Newsletter; the Ham Lake Residential Development Map; and the 2015 Edition of the Ham Lake City Charter.

I believe that I am well informed regarding the feel of our community.

Please let me know if you would like anything else from me, as a part of this application. I look forward to learning of whether I am selected to serve on the Commission.

Thank you for your consideration.

A proud Ham Laker,

David Ross

218-310-1573

>

>

> Sent from my iPad

# DAVID M. ROSS

13450 Quincy St. NE, Ham Lake, MN 55304  
(Cell) 218-310-1573

---

## LEADERSHIP PROFILE

A successful community leader with a proven record of financial, customer service, and working environment revitalization within organizations. Accomplished in initiating dramatic improvements in team leadership, streamlining customer service systems, and enhancing the skill levels of an organization's team members. Comfortable challenging organizational practices by enlisting support for change. A recognized community leader with a strong commitment to community building.

## PROFESSIONAL EXPERIENCE

DULUTH AREA CHAMBER OF COMMERCE, Duluth, Minnesota (8/1997 to 8/2021, My retirement)  
**President and Chief Executive Officer.** Led the revitalization of the Chamber; which resulted in the strongest financial and membership services performance in the Chamber's 151-year history.

### Achievements:

- Reversed a multi-year membership decline, upon arrival, with a sustained net increase in membership.
- Reversed a five-percent net annual operating loss with twenty-two consecutive years of sustained, strong financial performance.
- Expanded non-dues income by 63% through sponsorships and revenue generating programs.
- Dramatically upgraded publications; expanded their distribution and transforming publications into a profit center. Publications received national recognition for three consecutive years.
- Initiated a comprehensive upgrade of information systems.
- Activated a comprehensive political engagement effort by initiating a political action committee and serving as the committee's first chairperson.
- Enhanced the Chamber's visibility within the community through a comprehensive public speaking, writing, and neighborhood involvement effort.
- Lead a collaboration building effort that is expanding the Chamber's influence within the community's labor unions, advocacy groups, and elected representatives.

BENEDICTINE HEALTH SYSTEM (BHS), Duluth, Minnesota (5/96 to 9/97)

**Director, Long Term Care Services.** Provided leadership to BHS Long Term Care initiatives. The BHS is a regional health care leader.

### Achievements:

- Contributed as a member of the BHS transition team charged with evaluating the potential acquisition of a regional health care company.
- Served as a lead person on the BHS evaluation team assessing the feasibility of developing a senior housing project within the Benedictine Health Center campus.
- Presented leadership development training to BHS administrative personnel.
- Developed the BHC's successful application to participate in the Minnesota Department of Human Services' Alternative Payment System resulting in an annual revenue enhancement.
- Provided leadership to the Itasca Medical Center (Grand Itasca), Grand Rapids, MN, as Interim Executive Director.

POLINSKY MEDICAL REHABILITATION CENTER Duluth, Minnesota (6/93 to 5/96)

**Chief Executive Officer.** Coordinated the revitalization of this community-based, comprehensive outpatient rehabilitation facility.

(continued)

## **Achievements:**

- Initiated several process improvement teams, which reduced duplication and improved customer service and business systems.
- Streamlined the organization, reducing staffing expense by 20%.
- Consolidated three clinical division administrative structures.
- Introduced a planned change initiative by leading a comprehensive strategic planning effort.
- Improved communication and coordination between Medical Advisors and team members.
- Renegotiated contracts with vendors and other service providers.
- Instituted a comprehensive and ongoing leadership development training effort.
- Improved the annual operating margin by 13% over previous years. Produced the strongest financial performance in the center's 45-year history.

BENEDICTINE HEALTH CENTER (BHC), Duluth, Minnesota (3/89 to 6/93)

**Administrator.** Directed daily operations of a 120-bed health care center, its adult day center, and the early childhood development center.

## **Achievements:**

- Strengthened BHC's financial performance. Improved the annual operating margin by 9% over previous three years. Produced the largest operating margins experienced in the Center's 13-year history in 1991-92 and 1992-93.
- Coordinated the opening of a Special Care Unit.
- Developed and promoted a "Teaching Nursing Home Concept," which received the Minnesota Health and Housing Alliance's 1991 Innovation of the Year Award.
- Organized a comprehensive employee retention effort, reducing employee attrition by 35%.
- Initiated a quality management program, "Focus on Quality."
- Reduced workers' compensation premium utilization by 191%.

PRESBYTERIAN HOMES OF MINNESOTA (PHM), St. Paul, Minnesota (4/86 to 3/89)

**Administrator.** Coordinated the opening of Langton Place, a 165-bed health care center. Assembled an excellent, highly motivated staff. Orchestrated the attainment of State and Federal licensing.

## **Achievements:**

- Initiated an aggressive staff recruitment and retention campaign, "Building the Best," which attracted 350 staff members to Langton Place in a highly competitive hiring market.
- Organized and implemented a customer relations program, "What a Difference You Make," acknowledged as PHM's most insightful customer service training program.
- Coordinated the development of an Alzheimer's Center and a Short-term Care Center.
- Implemented a quality enhancement program that was a catalyst in heightening departmental productivity and accountability.
- Created and administered an ongoing leadership development program, "Managing for Excellence": PHM's first comprehensive development program for supervisory staff.
- Directed PHM's Community Services Division; including a Home Health Program, which served 325 clients; and an Adult Day Services Center, which served 50 clients.

NOPEMING HEALTH CENTER, Duluth, Minnesota

**Administrator**

**Assistant Administrator**

ITASCA HEALTH CENTER, Grand Rapids, Minnesota

**Administrator**

## **EDUCATIONAL QUALIFICATIONS**

**Master of Arts in Management (1993)**

Emphasis: **Organizational Development**

College of St. Scholastica, Duluth, Minnesota

- Grade Point Average: 3.7 (A = 4.0), Cum Laude Honors

Thesis Project: An Incoming Leader's Role in Creating Trusting Relationships with Employees

**Bachelor of Arts in Business Administration**

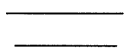
Emphasis: **Health Care Administration**

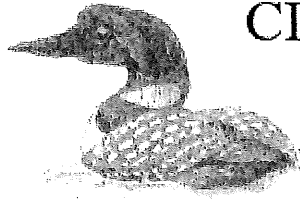
Concordia College, Moorhead, Minnesota

- Grade Point Average: 3.0, Honors

**PROFESSIONAL AND CIVIC INVOLVEMENT**

- Nominee, Duluth Hall of Fame Award
- Member, City of Duluth Comprehensive Land Use Plan Steering Committee
- Member, City of Duluth Unified Development Code Steering Committee
- Co-Chair, 2001 and Beyond, Duluth's Community Visioning Process
- Inductee, Duluth East High School Hall of Fame, Induction Class of 2016
  - Member, Leadership Duluth, Duluth Area Chamber of Commerce
    - Vice Chair, Duluth Area Chamber of Commerce
    - Member, Duluth Rotary Club #25
- Toastmaster of the Year (Area and Division Champion), Lutheran Brotherhood Toastmasters
  - President, Medical Campus Toastmasters
  - Vice President, Public Awareness, Junior Achievement of Duluth
    - Director, Community Action Duluth
- Board Chair, Duluth Entertainment and Convention Center Board of Directors
  - Recipient, Martin Luther King Jr. Drum Major for Peace Award
    - Director, Minnesota Chamber of Commerce Executives
      - Graduate, Dale Carnegie Leadership Course
    - Recipient, Certificate of Appreciation, Duluth Human Rights Commission
- Recipient, Labor Management Partnership Award, Lake Superior Area Labor Management Assoc.
  - Recipient, 500 Most Powerful Business Leaders in Minnesota 2018, 2019 & 2020
    - Recipient, Sam Solon Lifetime Legislative Service Award
- Honorary Iron Ranger Award, Bestowed by St. Louis County Board Chair Mike Jugovich, 2021





# 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, MARCH 13, 2023

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

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES:** February 13, 2023

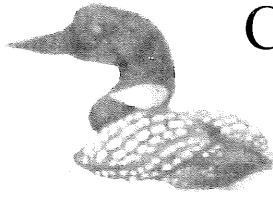
**PUBLIC HEARINGS:** None

**NEW BUSINESS:**

1. Sherry Saxon, Flamingo Terrace MHC, LLC, requesting site plan approval to expand Flamingo Terrace manufactured home park by 16 units at 17100 Highway 65 NE

**COMMISSION BUSINESS:**

1. City Council Update



# CITY OF HAM LAKE

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

## CITY OF HAM LAKE PLANNING COMMISSION MINUTES MONDAY, MARCH 13, 2023

The Ham Lake Planning Commission met for its regular meeting on Monday, March 13, 2023 in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

**MEMBERS PRESENT:** Commissioners Brian Pogalz, Dave Ringler, Jeff Entsminger and Jonathan Fisher

**MEMBERS ABSENT:** Commissioners Kyle Lejonvarn, Scott Heaton and Erin Dixon

**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 Ringler, seconded by Fisher, to approve the minutes of the February 13, 2023 Planning Commission meeting as written. All present in favor, motion carried.**

### **NEW BUSINESS:**

Sherry Saxon, Flamingo Terrace MHC, LLC, requesting site plan approval to expand Flamingo Terrace manufactured home park by 16 units at 17100 Highway 65 NE  
Attorney Gordon Jensen, Engineer Mohammad Abughazleh of Plowe Engineering, and Rusty Edmonds, Flamingo Terrace Community Manager were present on behalf of Ms. Saxon. Engineer Abughazleh stated originally the goal was to expand the community by twenty-one manufactured homes; after working through the planning process, the community will expand by sixteen homes. Engineer Abughazleh stated he has contacted all the appropriate state and local agencies for review, approval and permitting for this project. Chair Pogalz clarified that the expansion will be on the northeast side of the park adjacent to Highway 65 NE. Engineer Abughazleh stated that was correct. Commissioner Ringler stated there are two items that need further clarification. Commissioner Ringler asked the applicants what the plans are for the access point near the house that will be demolished, as the narrative states an access point to Highway 65 NE will be abandoned, and asked if the small shed near the house and accessory building slated for demolition will be removed. Mr. Edmonds stated the small shed will be removed. Engineer Abughazleh stated the plans do reflect three access points to the

community, including the access point to the house that will be demolished. There was discussion about the removal of the access point which currently consists of a small, dirt road providing access to the house that will be demolished. Attorney Jensen stated the title information for the house that will be demolished showed an access right from the highway department. Attorney Jensen stated that if the house is to be demolished there would be no reason to keep that access point. Commissioner Ringler stated that if the access was to remain, it would need to be upgraded. Engineer Krugler stated if the access remained, it would need to be upgraded to asphalt at least up to the right of way which is currently shown on the plans. Commissioner Ringler completed the inspection; a copy which is on file. Commissioner Ringler stated the questions he had were addressed and he would make a recommendation for approval based on the recommendations noted in the memos from the Building Official and City Engineer. Engineer Krugler stated some permits received from state agencies will need to be extended or reissued and the Building Official will need to review and approve the plans and permit for the concrete block storm shelter. Engineer Krugler stated parkland, as shown on the plans, has been dedicated for the expansion per Ordinance 9-210.2. Engineer Krugler stated the Building Official wants to be certain that the existing waste water treatment system can handle the volume of wastewater that will be generated by the existing homes plus sixteen more. Engineer Krugler stated the Minnesota Pollution Control Agency (MPCA) granted a permit for the extension of the sanitary sewer at Flamingo Terrace after a review of information provided by the applicant. Chair Pogalz asked about placement of the storm shelter in relation to the infiltration basis for storm water. Engineer Krugler stated it will be an above ground shelter. Mr. Edmonds stated it is an above ground, poured concrete, premanufactured shelter; none of the shelter will be below grade. Chair Pogalz read the Building Official's recommendation for approval from his memo. **Motion by Ringler, seconded by Fisher, to recommend approval of the site plan submitted by Sherry Saxon to expand Flamingo Terrace manufactured home park by sixteen units at 17100 Highway 65 NE subject to removal of the house, accessory building and shed from the proposed expansion area, abandoning the Highway 65 NE access point for the house that will be demolished, Flamingo Terrace MCH LLC's waste water treatment system meeting Minnesota Pollution Control Agency (MPCA) standards for design, construction, and operation, the City being provided with a copy of the MPCA State Disposal System (SDS) permit for the wastewater treatment system on location, and any subsequent renewals of the MPCA SDS permit, all new potable water lines and wastewater piping meeting Minnesota Plumbing Code and State Plumbing review notes, (Contractor/installer must obtain all required permits and all inspections must be done before covering the lines and piping.), the storm shelter meeting state specifications, all City Code requirements being met, permit renewals or extensions being provided for the MnDOT Drainage Permit, the Minnesota Department of Health (MDH) Watermain Extension permit and the MPCA Disposal System Permit prior to construction and meeting all City, State and County requirements. All present in favor, motion carried. *This application will be placed on the City Council's Monday, March 20, 2023 agenda.***

Building and Zoning Clerk Bohr asked that a message be sent by one of the Flamingo Terrace MHC, LLC representatives stating the access point to the house that will be



demolished will be removed and that the project plans be updated and sent to the City reflecting the removal of the access point. \*Updated plans were received March 15, 2023.

**COMMISSION BUSINESS:**

City Council Update

Chair Pogalz informed the Commissioners that the City Council concurred with the recommendation to approve the sketch plan for the Hentges Addition two lot minor plat. Commissioner Entsminger will attend the March 20, 2023 City Council meeting.

**ADJOURNMENT:**

**Motion by Fisher, seconded by Ringler, to adjourn the Planning Commission meeting at 6:24 p.m. All present in favor, motion carried.**

---

Jennifer Bohr  
Building and Zoning Clerk



# CITY OF HAM LAKE

## PLANNING REQUEST

15544 Central Avenue NE

Ham Lake, MN 55304

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

Date of Application 11/6/20

Date of Receipt 11-23-2020  
Receipt # 88913

### Meeting Appearance Dates:

Planning Commission 3-13-2023

City Council 3-20-2023

### Please check request(s):

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

- Commercial Building Permit
- Certificate of Occupancy
- Home Occupation Permit
- Conditional Use Permit (New)\*
- Conditional Use Permit (Renewal)
- Other Comm/Manufactured Home Site Plan

*\*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: Flamingo Terrace MHC, LLC

Address/Location of property: 17100 Hwy 65 NE Ham Lake MN

Legal Description of property: 08-32-23-24-0001, 08-32-23-31-0020

PIN # 08-32-23-32-0003 Current Zoning R-M Proposed Zoning —

Notes: Mobile Home Park Expansion

Applicant's Name: Sherry Saxon

Business Name: Flamingo Terrace MHC, LLC

Address 2015 Springs Rd Suite 600

City Oak Brook State IL Zip Code 60503

Phone 630-645-8109 Cell Phone 312-603-1856 Fax 630-645-0310

Email address Sherry.Saxon@continentalcommunities.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 Sherry Saxon DATE 11/6/20

### - FOR STAFF USE ONLY -

ACTION BY: Planning Commission 3-13-2023  
City Council \_\_\_\_\_

PROPERTY TAXES CURRENT  YES  NO

# Flamingo Terrace Manufactured Home Community

## Summary of Proposed Expansion Project (January 1, 2023)

### Project Description

Following its acquisition of the manufactured home community known as “Flamingo Terrace” October 26, 2018, Flamingo Terrace MHC, LLC, a Delaware limited liability company, engaged the services of local engineers and consultants for the purpose of determining the viability of expanding the existing community to create additional home sites. To accommodate the new home sites within the proposed Expansion Area the Project:

- (a) Extends Edgewood, Heather and Mapleton Drives to the east, linking them with an extension of Pinewood Drive to the south.
- (b) Improves and enhances the infrastructure of the community.
- (c) Creates an additional storm shelter structure.
- (d) Creates a private park for the community.
- (e) Enhances landscaping.
- (f) Enhances the “curb appeal” of the community as viewed from U.S. Highway 65.

### Expansion Area

The portion of the property known as “Flamingo Terrace” subject to this application is depicted on the Civil Site Plan along the east side of the existing community bordering the U.S. Highway 65 right-of-way (the “Expansion Area”). The Expansion Area and home sites created will be fully integrated with the existing improvements of Flamingo Terrace.

### Property Ownership & Management

Continental Communities is one of the largest fully-integrated real estate operating companies that exclusively owns and operates affordable, high-quality, manufactured housing communities throughout the United States. Since its formation in June 1997, it has acquired and currently operates multiple manufactured home housing communities in Minnesota and other states providing safe, enjoyable and affordable housing for families and active retiree-oriented residents. The Flamingo Terrace manufactured home community has on-site full-time management.

### History

Flamingo Terrace was first developed as a manufactured home community by the Osborne family in 1963. In 1982 the community was expanded by the addition of 53 additional home sites and appropriate infrastructure was installed and upgraded. As owned and operated by the Osborne family the Expansion Area appears to have been used for marketing and sale of manufactured homes. A portion of the Expansion Area was previously zoned CD-1 (commercial development district) which permitted such commercial use but precluded the Expansion Area from being improved as additional home sites. In addition, improvement of the Expansion Area with home sites was inconsistent with the then applicable Comprehensive Plan.

Acting upon the Applicant’s request and with the assistance of City staff the Council amended the Comprehensive Plan and the CD-1 portion of the Expansion Area was rezoned Residential

Manufactured Homes (R-M). Notwithstanding the rezoning and Comprehensive Plan changes, practical difficulties in connection with developing the Expansion Area including density restrictions and uncertainties raised by the Covid pandemic frustrated the Applicant's objective. The opportunity to proceed, however, resurfaced and has been reevaluated following the amendment to the R-M zone by Ordinance 21-12 adopted October 18, 2021. Following the change of the Comprehensive Plan, the zoning, and the text amendment to the R-M zone the Applicant has made the determination that the proposed expansion is viable. Therefore, this Application respectfully requests approval for a 16 home site project within the Expansion Area which meets all current requirements of the R-M district.

#### R-M District Required Features

- (a) *Streets paved and curbed according to same standards as R-1 subdivisions.* The Civil Site and Paving Plan accompanying this application evidences compliance.
- (b) *Central water system (no individual private wells).* Flamingo Terrace utilizes two on-site wells that provide water service to the community. Bergerson-Caswell, Inc. evaluated the wells and report that one well is used as a full-time backup with all water requirements coming from the main well. Also confirmed is adequate capacity from this two well configuration to accommodate the additional 16 home sites. Potable water for each individual home site will be provided in accordance with the Site Utility Plan.
- (c) *Central sewer system privately owned and maintained.* The existing private sewer system has adequate capacity to accommodate the proposed 16 new home sites. The existing waste water treatment plant (WWTP) has the capacity of 45,000 gallons per day (GPD) while the current flow is approximately 30,000 GPD. According to WHKS & Company, the project WWTP engineer calculates the additional 16 home sites are easily accommodated. Each new home site will be connected to the existing system in accordance with the Site Utility Plans accompanying this application.
- (d) *Minimum size of manufactured home to be 600 square feet.* As indicated on the Site Plan each respective home site meets this criteria.
- (e) *Density of not less than 0.08 acres per dwelling unit with a minimum lot size of 36 feet by 100 feet.* As indicated on the Site Plan this requirement is met.
- (f) *Structure setback of 20 feet in front yard and 10 feet on side and back yard.* This criteria is met as evidenced by the Site Plan.
- (g) *Private park on suitable soils of a size equal to at least 10% of total development area.* The private park and related green area as depicted on the Civil Site Plan creates a private park area consistent with the requirement.
- (h) *Paved driveways to all dwelling units.* This criteria is met.
- (i) *Concrete sidewalks along all curbs to City specifications.* This criteria is met as shown on Civil Site Plan.
- (j) *Landscaping acceptable to the City.* A Landscape Plan has been submitted in connection with this Application. As an added amenity and safety factor a split-rail fence is provided along the park perimeter and the U.S. Highway 65 right-of-way.
- (k) *Full impound of storm water runoff.* The criteria is met as evidenced by the Storm Water Pollution Prevention Plan and related support documentation.

- (l) *Concrete block storm shelter to State specifications.* As noted on the Site Plan, a storm shelter is being added which meets Minnesota State structural requirements and consists of 240 square feet and will accommodate 60 people. Based upon the calculations required for Minnesota Department of Health approval this accommodates the expansion and is in a location consistent with requirements.
- (m) *No on-street parking.* This will be complied with and enforced by management through signage and resident communication.
- (n) *Underground utilities.* Underground utilities will be installed in accordance with the Utility Plan and applicable Code requirements.
- (o) *Provision of screened and fenced tenant outside storage area of a size equal to or greater than 200 square feet per dwelling unit.* Storage areas are designated on the Site Plan.

### Community Improvement Plan

Since its acquisition of Flamingo Terrace in October 2018 a “Community Improvement Plan” has been implemented and is ongoing to upgrade and improve the infrastructure and aesthetics of the community. The Community Improvement Plan includes the following:

- The Community Office and Laundry Facility have been refurbished.
- The Laundry Facility has been upgraded (new/additional guest seating, upgraded entrance doors, interior painting, etc.).
- Security Cameras have been added to the Community Office, Laundry Facility and Car Wash.
- New community entrance signage and landscape amenities have been installed enhancing the primary entrance.
- Roadways throughout the community have been repaired and replaced where necessary.
- A new storm sewer drainage system has been installed.
- The Community Office Space has been reconfigured.
- New resident mailbox clusters have been installed.
- Signage throughout the community has been improved.
- Tennis court has been resurfaced into a three-season sports court.
- Car wash equipment has been updated.
- Additional and upgraded recreational playground equipment has been installed.
- The Residential Apartment Unit exterior has been ungraded.

### Benefits of the Expansion Project

An expansion of Flamingo Terrace will have the following benefits:

- 1) The new home sites will contain new, attractive manufactured homes that will enhance the “curb appeal” of the community along Highway 65.
- 2) Park area and green space will be created with the expansion providing a more attractive and cohesive entrance area.
- 3) The new roadway configuration will significantly improve the traffic flow in the community, enhancing resident safety and will allow easier movement for public life safety vehicles (fire trucks, etc.).
- 4) The existing single family residential structure and shed will be removed.
- 5) A current access point between the community and Highway 65 will be abandoned.
- 6) The expansion will provide additional affordable housing in Ham Lake.

P:\Attorney\Gij\1-Client Folders\Continental Communities LLC\Flamingo Terrace - Summary of Project-D7.docx

March 9, 2023

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

**To: Members of the Planning Commission**

**From: Mark Jones, Building Official**

**Subject: Flamingo Terrace Expansion**

**Introduction/Discussion:**

Flamingo Terrace MHC LLC wants to expand its Manufactured Home Park, at 17100 Highway 65 NE, by adding 16 new home sites. This expansion will be on the east side of the property on a mostly undeveloped area along Highway 65. Currently a dwelling unit and an accessory building are located in the proposed development area. The existing dwelling unit and accessory building will be demoed for this expansion.


Flamingo Terrace has a well that provides potable water (domestic water) to each of the units and has its own waste water treatment on site, which is governed and license by Minnesota Pollution Control Agency (MPCA).

**Recommendation:**

I recommend approval of the expansion on the conditions that Flamingo Terrace MCH LLC's waste water treatment system meet MPCA standards for design, construction, and operation, that the City is provided with a copy of the MPCA State Disposal System (SDS) permit for the waste water treatment system on location, and any subsequent renewals of the MPCA SDS permit, that all new potable water lines and waste water piping meet Minnesota Plumbing code and State Plumbing review notes, (Contractor/installer must obtain all required permits and all inspections must be done before covering the lines and piping.) that the storm shelter meets state specifications and that all City codes are met.



## Memorandum

Date: March 8, 2023  
To: Planning Commissioners  
From: David A. Krugler, City Engineer   
Subject: Flamingo Terrace Manufactured Home Community Expansion

---

**Introduction:**

The addition of 16 manufactured homes is proposed for the 08-32-23-24-0001 parcel, that is zoned R-M, Residential-Manufactured Homes. The proposal includes the removal of two existing buildings. A 200 scale aerial photo, 400 scale half-section map and a 500 scale zoning map are attached.

**Discussion:**

The Title Sheet, Construction Notes, Details and Project Legend, Details, Existing Topography and Removals Plan, Grading, Drainage, Erosion and Sediment Control Plan, Staking Plan, Utility Plan and Paving and Restoration Plan received February 28<sup>th</sup>, 2023 and the Stormwater Pollution Prevention Plan and Stormwater Management Plan received December 5, 2022 address prior review comments.

Two buildings are proposed to be demolished between the extensions of Heather Drive and Edgewood Drive. A demolition permit will be required for the removals.

Comments were received from the Minnesota Department of Labor and Industry (MnDLI) regarding the proposed water piping, existing sanitary treatment plant and subsequent sanitary sewer to meet Minnesota Plumbing Code for material, size and slope which is governed by Minnesota Rules 7080 and the Municipal Plumbing Code Chapter 4714. The MnDLI confirmed that the existing sanitary treatment plant operated by Flamingo Terrace has adequate capacity for the proposed expansion. The February 24<sup>th</sup> contingent approval report is attached. Revisions to pipe grades were incorporated into the February 28<sup>th</sup> plan revisions. The Minnesota Department of Health (MDH) reviewed the plans to ensure compliance for safe drinking water and capacity. The MDH review is set to expire March 19<sup>th</sup>. Extension of the permit will be required. The Minnesota Pollution Control Agency (MPCA) reviewed the existing treatment plant and stated the plant will have adequate capacity for the proposed expansion. The MPCA permit is set to expire on March 24<sup>th</sup>. Extension of the permit will be required.

A concrete block storm shelter is required per 9-210.2a of City Code. The location has been identified on the plans to the northwest of the proposed stormwater pond. Plans for the structure are required before a building permit can be considered for issuance.



City Code 9-210.2a also requires private park space on suitable soils, of a size equal to a minimum of 10 percent of total development area. The total improvement area is 3.4 acres which equates to a minimum of 14,810 square feet of park area. The plans show a total of 15,515 square feet is provided, in two areas along the east side of the proposed development.

The Flamingo Terrace expansion plan was approved by the Coon Creek Watershed District (CCWD) Board of Managers at their April 12<sup>th</sup> 2021 meeting. The revised January 9<sup>th</sup> Notice of Permit Application Status is attached. An Operations and Maintenance Agreement for Stormwater Facilities has been executed between the Flamingo Terrace Manufactured Home Community and CCWD for on-site stormwater treatment. The only condition remaining for the issuance of the CCWD permit is payment of the \$4,170 escrow. Grading cannot commence until the CCWD issues their permit.

MnDOT has provided the attached Drainage Permit for drainage that flows into the Trunk Highway ditch, that expired September 2021. The permit will need to be renewed or re-issued by MnDOT before grading can commence.

**Recommendation:**

It is recommended that the Flamingo Terrace Manufactured Home Community Expansion plans be recommended for approval conditioned on the storm shelter plans be provided and approval by the Building Official, permit renewals are provided for the MnDOT Drainage Permit, the MDH Watermain Extension Permit and the MPCA Disposal System Permit prior to construction.







171ST LN.

L1 1232

L2 17124

L7 17124

B2

MEADOW LN.

MEADOW LN.

MAPLETON DR. 17100

HEMLOCK LN.

MAPLETON DR.

17065

FLAMINGO TERRACE

IVY LN.

HEATHER DR.

EDGEWOOD DR.

BIRCHVIEW LN.

EDGEWOOD DR.

PINEWOOD DR.

CHESTNUT LN.

LOMBARDY DR.

PINEWOOD DR.

JUNIPER LN.

FLAMINGO DR.

DEERWOOD DR.

UTILITY DITCH #58

16800

OSBORNE TERRACE

B2

L10 1209 L9 1219 L8 1229 L7 1239 L6 1247 L5 1259 L4 1303 L3 1315 L2 1327 L1 1339

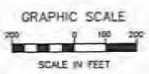
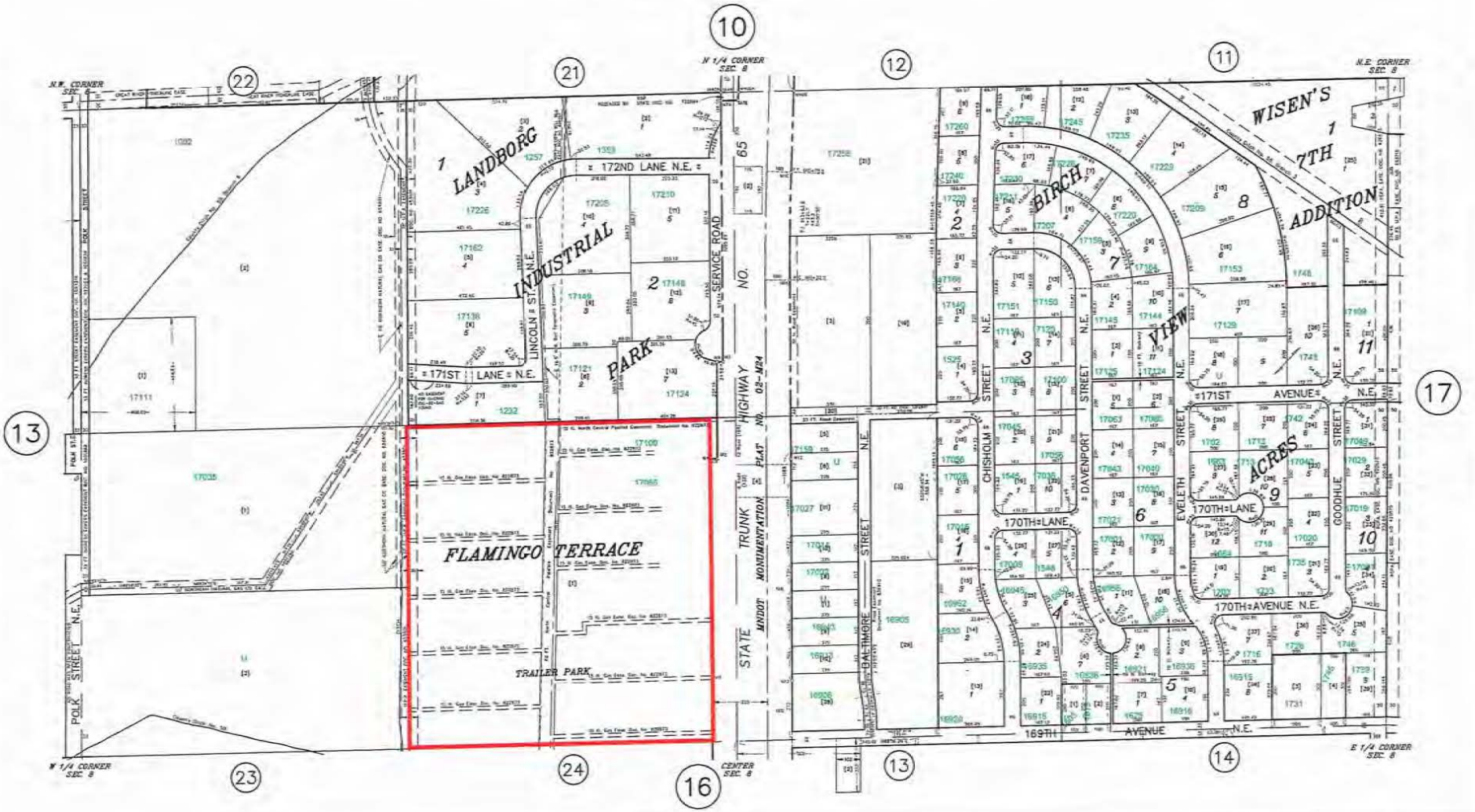
STATE TRUNK HIGHWAY NO. 6

1"=200'



# N 1/2 SECTION 8, T. 32, R. 23

CITY OF HAM LAKE



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

QUARTER QUARTER INDEX

22	21	12	11
23	14	13	14
33	31	42	41
33	34	43	44

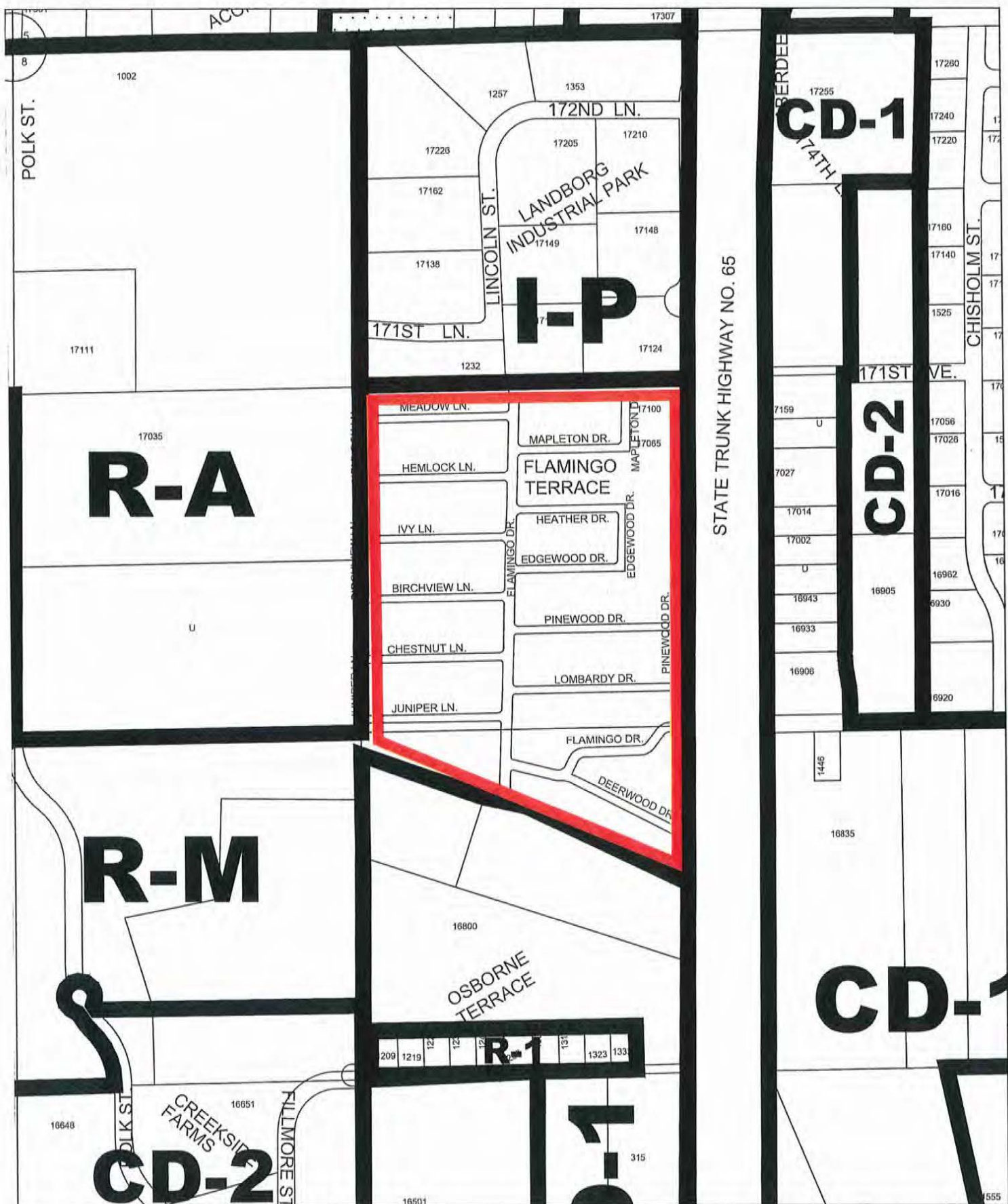
NORTH HALF OF SECTION  
SOUTH HALF OF SECTION

PROPERTY IDENTIFICATION NUMBER

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

SPECIFIC PARCEL NUMBERS ARE IN BRACKETS: [1]  
EXAMPLE OF PIN NUMBER: 0 -32-23-13-4013

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.



STATE TRUNK HIGHWAY NO. 65

1"=500'







DATE	REVISION DESCRIPTION
11/2021	REVISED LOCATION FOR FENCE LINE NATIONAL STATE OF MINN.
11/2021	REVISED LOCATION FOR FENCE LINE NATIONAL STATE OF MINN.

I hereby certify that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
 Charles W. Plowe  
 DATE: 03/18/23 LIC. NO. 11827

**FLAMINGO TERRACE  
 EXPANSION**  
 DAN LAKE, MINNESOTA  
 SITE REMOVAL PLAN

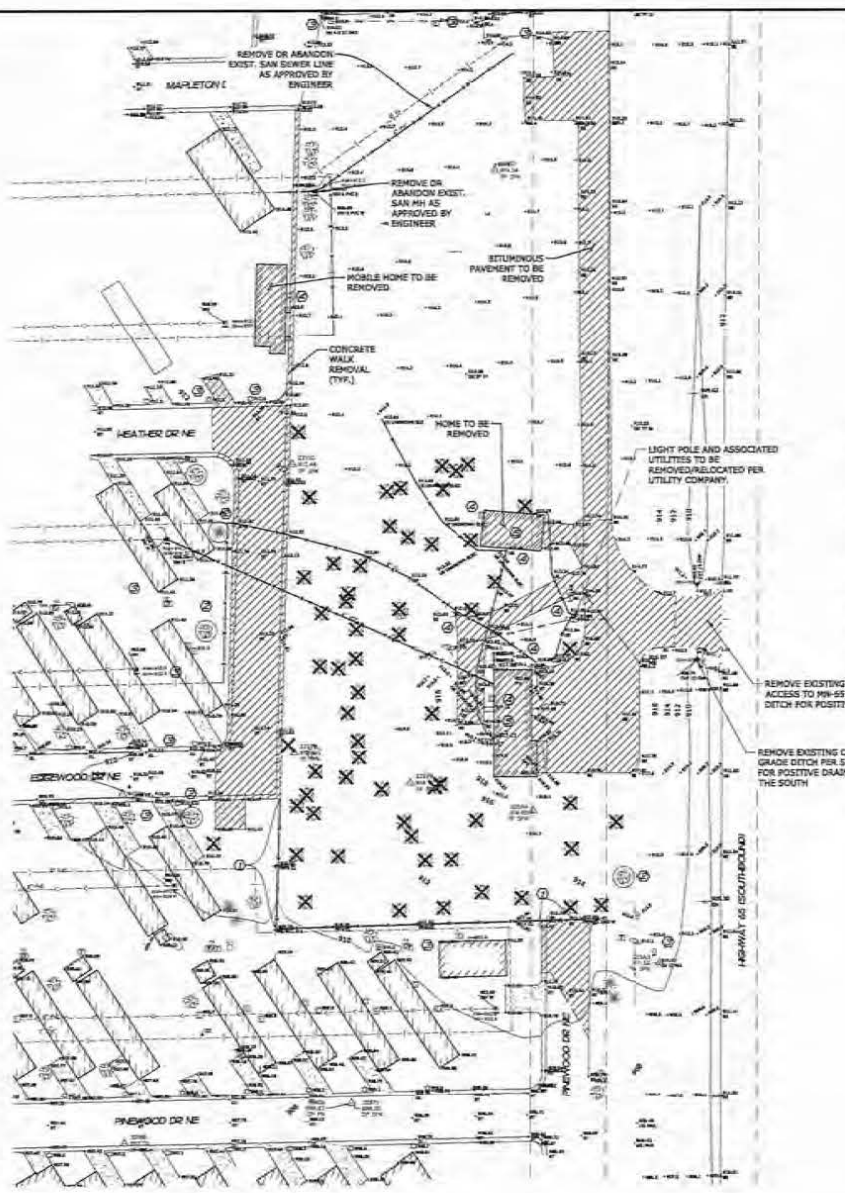
PREPARED FOR:  
 SHERRY SAXON



**PLOWE  
 ENGINEERING, INC.**  
 6775 LAKE DRIVE  
 SUITE 110  
 LINO LAKES, MN 55074  
 PHONE: (952) 381-4212  
 FAX: (952) 381-4777



**C1**



**LEGEND**

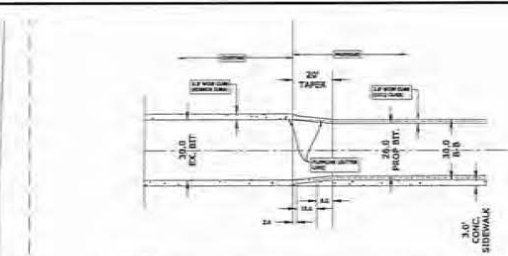
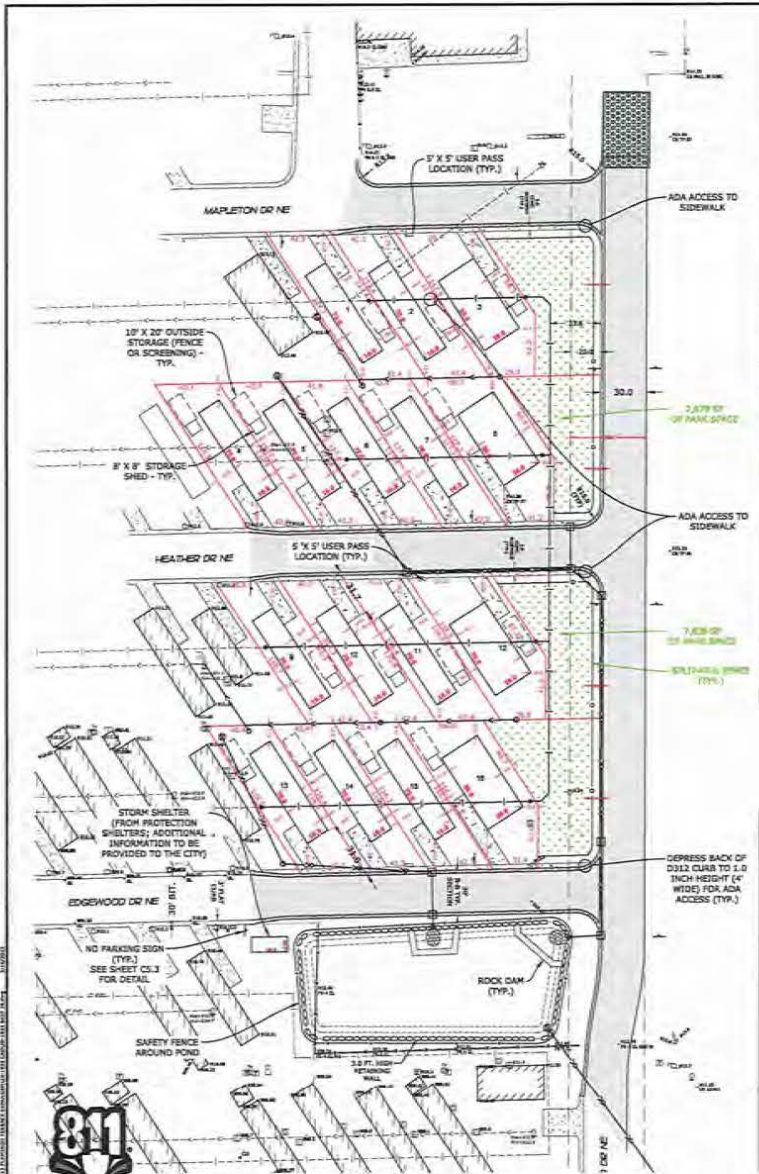
	EXISTING CHAIN LINK FENCE
	EXISTING UTILITY PIPING TO BE REMOVED OR PROPERLY LEGALLY GRADED AND ABANDONED IN PLACE
	EXISTING TREE TO BE SAVED/PRESERVED
	EXISTING TREE TO BE REMOVED
	SET PERMITS FOR PRESERVATION FENCE

- KEYED NOTES:**
- REMOVE PORTION(S) OF CHAIN-LINK FENCE AS NEEDED FOR STREET CONSTRUCTION, STORM SEWER, AND/OR GRADING.
  - TREE TO BE PROTECTED AND/OR SAVED.
  - PROTECT/PRESERVE EXIST. UTILITY. COORDINATE ANY NECESSARY DISRUPTION OF SERVICE WITH OWNER AND/OR ENGINEER.
  - EXISTING UTILITY TO BE REMOVED, COORDINATE DISCONNECTIONS WITH OWNER AND/OR UTILITY OWNER.
  - BUILDING STRUCTURE AND APPURTENANCES ASSOCIATED WITH THE BUILDING (RETAINING WALLS, STAIRS, WALKS, ETC.) ARE TO BE PROPERLY & LEGALLY REMOVED BY A CERTIFIED DEMOLITION CONTRACTOR, WITH PERMITS/PROFALS AS NEEDED.

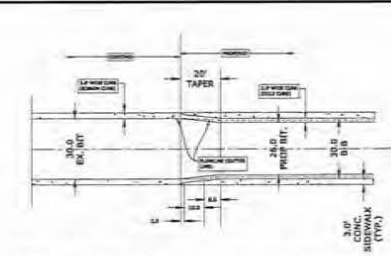
**811**  
 below.  
 Call before you dig.

**SITE REMOVALS PLAN  
 17100 MN-65**





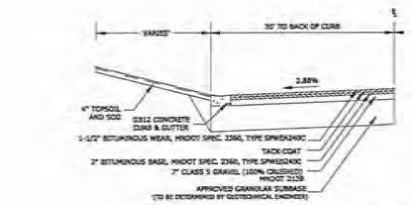
○ CONNECTION TO EXISTING STREET  
N.T.S. (MAPLETON DR)



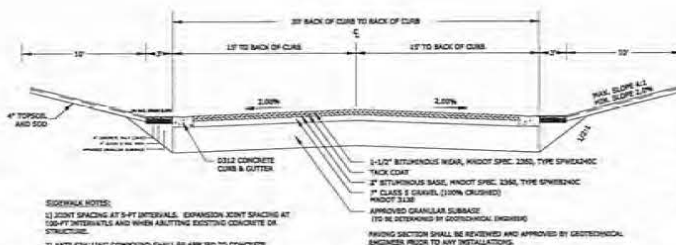
○ CONNECTION TO EXISTING STREET  
N.T.S. (HEATHER DR)



○ CONNECTION TO EXISTING STREET  
N.T.S. (EDGEWOOD DR)



PAVING SECTION SHALL BE REVIEWED AND APPROVED BY GEOTECHNICAL ENGINEER PRIOR TO ANY INSTALLATION.  
**PINEWOOD DR. STREET SECTION (FACING NORTH)**  
NOT TO SCALE



**SIDEWALK NOTES:**  
1) JOINT SPACING AT 8-FT INTERVALS. EXPANSION JOINT SPACING AT 150-FT INTERVALS AND WHEN ADJUTING EXISTING CONCRETE OR STRUCTURES.  
2) ANTI-CREeping COMPOUND SHALL BE APPLIED TO CONCRETE SURFACES.

**PAVING SECTION SHALL BE REVIEWED AND APPROVED BY GEOTECHNICAL ENGINEER PRIOR TO ANY INSTALLATION.**

**TYPICAL STREET SECTION**  
NOT TO SCALE

**CURB & BITUMINOUS NOTES**

REMOVAL AND DISPOSAL OF EXISTING STREET MATERIALS AS REQUIRED FOR CONSTRUCTION IS CONSIDERED INCIDENTAL.  
SEAL-OFF EXISTING BITUMINOUS AND CONCRETE CURB TO PROVIDE BUTT-JOINT.  
RESTORE DISTURBED STREET TO EXISTING OR BETTER SECTION.  
BACKFILLING OF CURB IS INCIDENTAL TO CURB INSTALLATION.  
FOUR INCHES OF CLASS 5 UNDER CURB IS INCIDENTAL TO CURB INSTALLATION.  
CURB ENDS SHALL TERMINATE IN A THREE-FOOT BEAVER TAIL.

ALL DIMENSIONS ARE TO BACK OF CURB UNLESS OTHERWISE NOTED.

**CIVIL SITE & PAVING PLAN**  
17100 MN-65

<p>DATE: 07/21 11/27 11/27 01/25</p> <p>REVISION DESCRIPTION: ADDED BY-PASS SIDEWALK SECTIONS &amp; ADA NOTES REVISED SITE PLAN TO INCLUDE ACCESSIBLE PARKING SPACES REVISED LOCATION OF FORMS/RETAIN</p>	<p>DESIGN BY: RLS PROJ. NO: 23-1025 ORIGINAL DATE: AUGUST 13, 2020</p>
<p>DATE: 03/18/23</p> <p>DESIGNED BY: <i>Charles W. Lowe</i> DRAWN BY: <i>Charles W. Lowe</i></p>	<p>DATE: 03/18/23</p> <p>DESIGNED BY: <i>Charles W. Lowe</i> DRAWN BY: <i>Charles W. Lowe</i></p>
<p>PLANNING TERRACE EXPANSION HAW LAKE, MINNESOTA</p>	<p>CIVIL SITE &amp; PAVING PLAN</p>
<p>PREPARED FOR: SHERRY SAXON</p>	<p>PREPARED FOR: SHERRY SAXON</p>
<p><b>PLOWE</b> ENGINEERING, INC.</p> <p>6776 LAKE DRIVE SUITE 100 LINO LAKES, MN 55014 PHONE: (952) 381-8210 FAX: (952) 381-8701</p>	<p><b>PLOWE</b> ENGINEERING, INC.</p> <p>6776 LAKE DRIVE SUITE 100 LINO LAKES, MN 55014 PHONE: (952) 381-8210 FAX: (952) 381-8701</p>
<p><b>NORTH</b></p> <p>1" = 40'</p>	<p><b>NORTH</b></p> <p>1" = 40'</p>
<p><b>C2</b></p>	<p><b>C2</b></p>

Know what's below.  
Call before you dig.

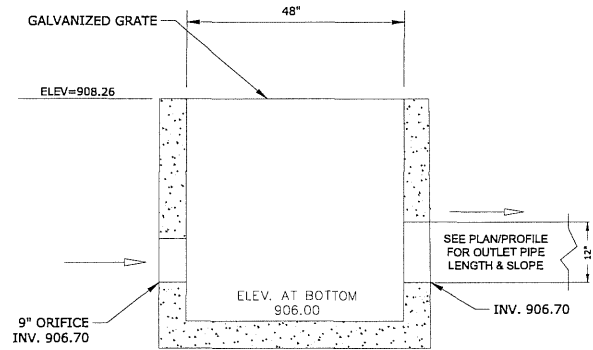




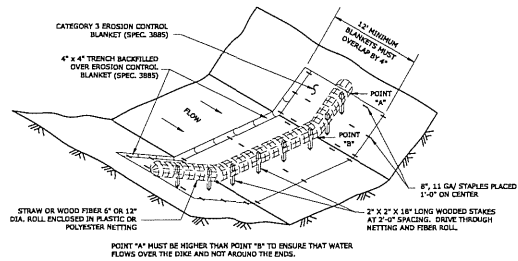




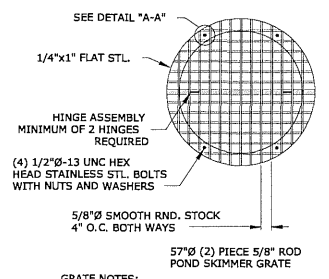
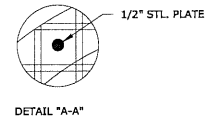




**POND 1 OUTLET STRUCTURE**  
N.T.S.



**BIO-ROLL BLANKET**  
N.T.S.



**GALVANIZED GRATE**  
N.T.S.

GRATE NOTES:  
1) GRATE TO BE MADE IN TWO (2) PIECES  
2) ALL METAL SHALL BE HOT-DIPPED GALVANIZED

DRAWN BY: M.C.A.	DESIGN BY: R.L.S.
CHECK BY: M.C.A.	PROJ. NO. 20-1925
ORIGINAL DATE: AUGUST 13, 2020	

DATE	REVISION DESCRIPTION

I hereby certify that this plan was prepared by me and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Charles W. Kove*  
CHARLES W. KOVE  
LIC. NO. 10227  
DATE: 03.15.20

**FLAMINGO TERRACE  
EXPANSION**  
BIAM LAKE, MINNESOTA

DETAILS & NOTES

PREPARED FOR:  
SHERRY SAXON

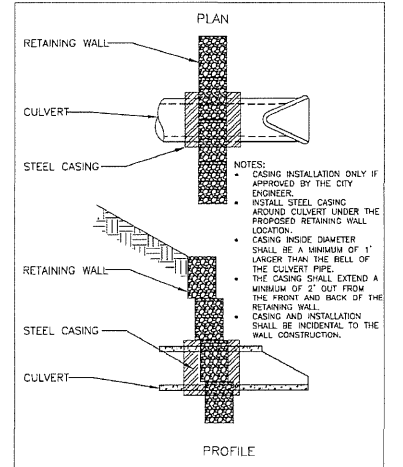
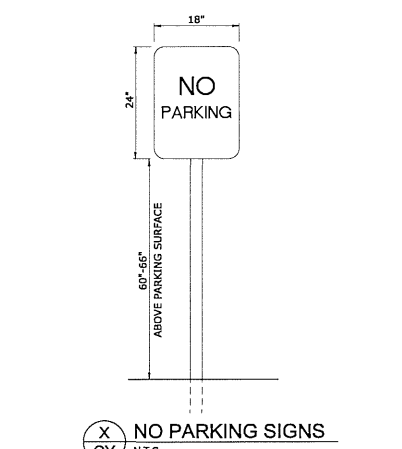
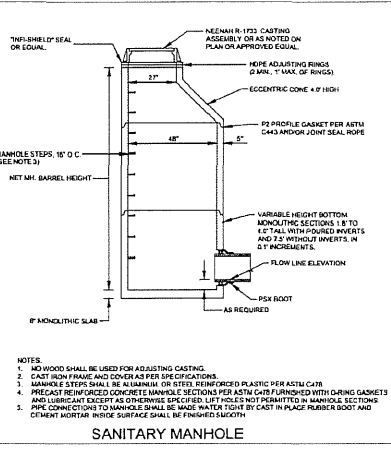
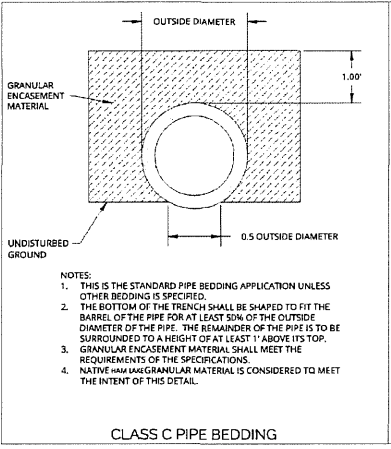
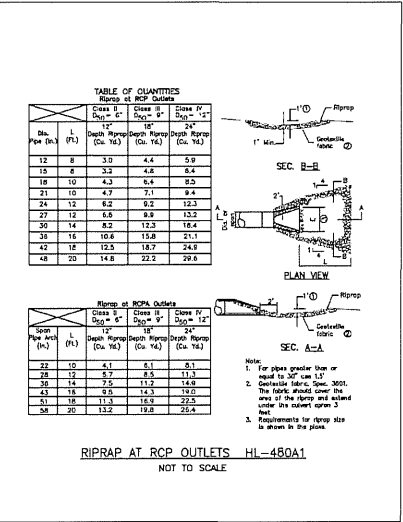
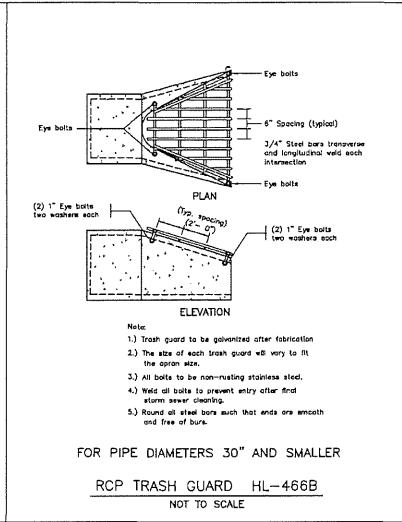
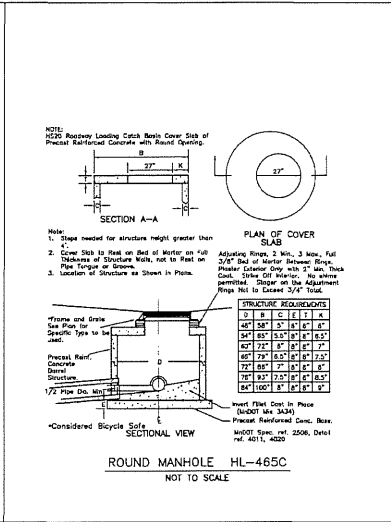
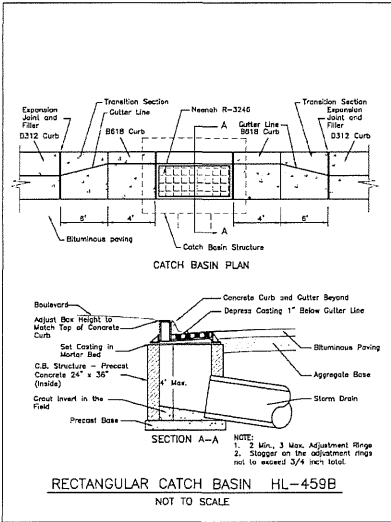
**PLOWE  
ENGINEERING, INC.**

SITE PLANNING  
& ENGINEERING

8775 LAKE DRIVE  
SUITE 110  
LINO LAKE, MN 55014  
PHONE: (851) 361-8210  
FAX: (851) 361-8701

**DETAILS & NOTES**  
17100 MN-65

**C5.2**





Division of Construction Codes and Licensing  
**REPORT ON WATER/SEWER SERVICE CONNECTION PLANS**

**PROJECT:** Flamingo Terrace Expansion, 17100 Highway 65 NE, Ham Lake, Anoka County, Minnesota, *Plan No. PB-R2212-0113*

**OWNERSHIP:** Flamingo Terrace MHC LLC, 17100 Highway 65 NE, Andover, MN 55304  
**SUBMITTER:** Plowe Engineering, 6776 Lakes Drive, Suite 110, Lino Lakes, MN 55014

Plans Dated: August 13, 2020 with revisions through November 18, 2022; signature date December 5, 2022  
Initial Date Received: December 20, 2022  
Last Date Received: December 20, 2022  
Date Approved: February 24, 2023

This review is limited to the provisions of the Minnesota Plumbing Code, Minnesota Rules, Chapter 4714 and assumes the data on which the design is based are correct. Approval is contingent upon meeting the requirements listed below. **A copy of the approved plans and this report must be retained at the project location.**

**INSPECTIONS:** This project will be inspected by the local municipality. The contractor/installer must obtain all required inspection permits from the Ham Lake Building Official, Mark Jones. All plumbing installations must be tested and inspected in accordance with the requirements of the Minnesota Plumbing Code. No plumbing work may be covered prior to inspection.

**REQUIREMENT(S):**

1. All plumbing shall be installed in accordance with Chapter 4714. All pipe, fittings, materials, and devices shall be listed or labeled by a third-party listing agency and comply with the applicable standards referenced in the code (see Sections 301.2 and 1701.1).
2. All sanitary drainage piping within the property lines of the premises that is not located in a municipal utility easement where the city of Ham Lake owns and maintains the sewer mains is subject to the Minnesota Plumbing Code. No municipal utility easements appear to be shown on the drawings. Sheet C3 indicates the installation of new 8-inch sanitary sewer sewers sloped at 0.4% slope. This configuration will not meet the minimum slope requirements of Section 718.1 nor the minimum fixture unit loading requirements of Table 717.1. Eight-inch sanitary sewers are required to have a minimum slope of  $\frac{1}{16}$ -inch per foot or 0.52% with a minimum loading of 1,500 drainage fixture units at that slope. Each mobile home is assigned 12 drainage fixture units (see Table 702.1). Loadings less than the required minimums for 8-inch sewers in Table 717.1 require approval by the Ham Lake Building Official prior to installation. The building official is not required to approve loadings below the minimums in Table 717.1.

Sheet C4 appears to indicate two new sewers each serving eight and six mobile home sites respectively. These sewers should be 4-inch or 6-inch maximum in size to minimize risk of solids deposition. Four-inch or 6-inch sewers require  $\frac{1}{8}$ -inch per foot minimum slope where site conditions preclude  $\frac{1}{4}$ -inch per foot (see Section 718.1).

3. Schedule 40 PVC sanitary or storm sewers must meet ASTM D1785, D2665, F891, or F1488 with approved fittings (see Table 701.2). Solvent welded joints must use ASTM F656 purple primer and ASTM D2564 cement. The sewer must be installed by open-trench on a continuous granular bed per Section 314.4.1. ASTM D2241 PVC is not an approved material for building sewers.

Flamingo Terrace Expansion  
Plumbing  
Plan No. PB-R2212-0113  
Page 2 of 2  
February 24, 2023

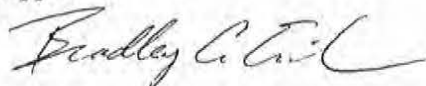
4. Sheet C4 indicates 2-inch PVC water distribution mains. Two-inch PVC pipe must meet ASTM D2241 or ASTM D1785 (see Table 604.1 and Section 605.12). An accessible blue 14 AWG minimum tracer wire suitable for direct bury must be used (see Section 604.10.1).
5. Polyethylene (PE) water services meeting ASTM D2737 must be installed per the manufacturer's instructions (see Table 604.1 and Section 605.6). Joints must be heat fused or use approved insert fittings with stainless steel clamps. An accessible blue 14 AWG minimum tracer wire suitable for direct bury must be provided (see Section 604.10.1).
6. Fittings connecting plastic pipe to other types of plastic water piping must use approved transition fittings designed for the specific transition (see Section 605.16.2). These fittings must be installed per the manufacturer's instructions.
7. Testing shall be in accordance with Sections 609.4 and 712.0.
8. The water distribution system shall be disinfected per Section 609.9.
9. The licensing authority may require additional plans, information, and fee. Changes to the plumbing system may result. Any significant plumbing changes must be approved by this office prior to installation.

**NOTE(S):**

1. The scope of this project consists of the addition of 16 new mobile home sites at an existing facility. The plumbing installation includes water and sewer service connections and mains to serve the new sites and a site storm drainage system.
2. This facility will be served by existing water supply wells and an individual sewage disposal system.
3. The plans do not indicate potable water or sanitary sewer service connections to the storm shelter.
4. All sanitary mains and storm sewers are indicated to be schedule 40 PVC.

Authorization may be withdrawn if installation does not begin within one year. Additional requirements may result from changed conditions or additional information.

Approved:



Bradley C. Erickson  
Public Health Engineer  
Plumbing Plan Review and Inspections Unit  
<http://www.doli.state.mn.us/business/get-licenses-and-permits/plumbing-plan-review>  
bradley.erickson@state.mn.us  
651/284-5880

cc: Mark Jones, Building Official  
Plowe Engineering Inc.  
Flamingo Terrace MHC LLC  
File



Division of Environmental Health  
PLAN REVIEW APPROVAL

Plans and specifications on watermain: Flamingo Terrace Expansion, Ham Lake, Anoka County,  
Plan No. 210399, PWSID 1020002

OWNERSHIP: Flamingo Terrace Mobile Home Park - Continental Community,  
17100 Highway 65 Northeast, Ham Lake, Minnesota 55304

SUBMITTER(S): Daniel Van Voorhis, 2015 Spring Road, Suite 600, Oak Brook, Illinois 60523  
  
Plowe Engineering, c/o Mr. Mohammed Abughazleh, 6776 Lake Drive, Suite 110,  
Lino Lakes, Minnesota 55014

Date Received: March 10, 2021

Date Reviewed: March 19, 2021

APPROVAL: Based on the information provided to the Minnesota Department of Health (MDH) for review, this project is approved, contingent upon the project meeting all of the requirements listed below. Construction must be according to the plans and specifications provided to MDH.

LIMITED SCOPE: This review is limited to the project design's effect on the safety and sanitary quality of the drinking water and assumes the data on which the design is based are correct. Examination is based on MDH rules and applicable standards. This report applies to this project only, and not to any additional parts of the water system. The project designer is responsible for the project's features and equipment effectiveness.

ALTERATIONS: MDH must approve any changes that deviate from the approved plans before any changes are made. Otherwise, the construction will be considered installed without proper approval.

INSPECTIONS: It is the responsibility of the owner or owner's agent to contact MDH for any inspections that are listed in the requirements of this report. **The project owner must retain the plans at the project location.**

This project consists of the installation of approximately 1,050 lineal feet of 2-inch diameter C901 HPDE watermain for the addition of 21 new lots to the site. The new watermain will also create loops on existing dead ends to improve flow and water quality.

**Requirement(s):**

1. With the current amount of storage, there is sufficient system capacity to provide water to the additional lots.



2. It is recommended that the system consider adding an additional well for more firm capacity.
3. A minimum vertical separation of 18 inches is required at all watermain and sewer main (house, storm, sanitary and force) crossings. One full length of water pipe shall be centered at the point of crossing so both joints will be equidistant and as far from the sewer as possible.
4. All tees, bends and hydrants should be provided with reaction blocking, tie rods or joints designed to prevent movement.
5. The watermain should be pressure tested at 150 psi for at least two hours with not more than a 2 psi pressure drop during the last hour of the test.
6. Disinfection of the watermain shall be performed according to AWWA Standard C651. However, if the tablet or continuous feed methods are used, the completed watermain shall be disinfected with at least 50 ppm available chlorine rather than the 25 ppm dose specified in AWWA Standard C651.
7. When temporary watermains and water services are used, the following requirements must be met:
  - a. Piping used for temporary watermain shall meet the requirements of MDH. The temporary watermain shall be disinfected in accordance with AWWA Standard C651, with the exception that a minimum chlorine residual of 50 ppm shall be used. The watermain and service lines must be tested for bacteriological quality prior to use in accordance with AWWA Standard C651.
  - b. The temporary water service piping shall be approved by the local administrative authority. MDH requires that the temporary water service line meet the National Sanitation Foundation (NSF) Standard 61. Otherwise, the service line material must meet the requirements of the Plumbing Code, Minnesota Rules, chapter 4714, and must be approved by the manufacturer for above ground use. The temporary water service lines must be disinfected in accordance with either AWWA Standard C651 (with the exception listed above) or the Minnesota Plumbing Code, Minnesota Rules, part 4714.609.9. The watermain and service lines must be tested for bacteriological quality prior to use in accordance with AWWA Standard C651.

**Note(s):**

1. Plans and specifications must be submitted to the Department of Labor and Industry for review of the sewer piping and water service lines to the requirements of the Minnesota Plumbing Code.

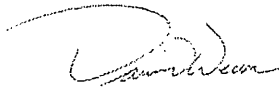
Flamingo Terrace Expansion  
PWSID 1020002  
Watermain  
Plan No. 210399  
Page 3  
March 19, 2021

2. It is understood that the system is exploring options to replace their storage tank. It is recommended that any public water supply with more than 150 living units provide elevated storage instead of hydropneumatic tanks.
3. With the current wells, any tank replacement should provide at least 650 gallons of actual storage unless other calculations are provided to justify a different size of available water storage.

The approval is valid for two years from the date of this letter. If project construction has not begun within the two-year period, plans and specifications must be resubmitted to MDH for approval before any construction takes place. While the project has been contingently approved, changed conditions or additional information may result in additional requirements.

If you have any questions regarding information contained in this report, please contact me at 651-201-4684 or david.weum@state.mn.us.

Approved:



David Weum, P.E.  
Public Health Engineer  
Section of Drinking Water Protection  
P.O. Box 64975  
St. Paul, Minnesota 55164-0975

DW:bcl

cc: Daniel Van Voorhis  
Mr. Mohammed Abughazleh, Plowe Engineering

### Permit for the Construction and Operation of a Disposal System

Sanitary Sewer Collection System	Flamingo Terrace Collection System (AI#245588)
Wastewater treatment plant	Flamingo Terrace Mobile Home Park
Project title	Flamingo Terrace Expansion
Project proposer	Flamingo Terrace Expansion MHC, LLC
Design engineer	Plowe Engineering, Inc.
Sanitary Sewer Extension Permit number	81779
Issuance date	March 24, 2021

The state of Minnesota, on behalf of its citizens through the Minnesota Pollution Control Agency (MPCA), authorizes the Permittee to construct and operate a sanitary sewer disposal system at the facilities named above in accordance with the requirements of this permit.

The goal of this permit is to protect water quality in accordance with the U.S. Clean Water Act, Minnesota statues and rules, and federal laws and regulations.

This permit is effective on the issuance date identified above.

**Questions on this permit?** For questions specific to this project contact the MPCA compliance staff assigned to the wastewater treatment facility. Facility specific staff assignments can be found at <http://www.pca.state.mn.us/index.php/view-document.html?gid=19145>.

### Project description

Project component	Number of components	Unit type	Design flow per unit (gallons per day)	Total flow (gallons per day)
Homes	21	homes	200	4,200

### Special conditions

- None

### General conditions

The following General Conditions are applicable for all projects that require a Sanitary Sewer Extension Permit issued by the Minnesota Pollution Control Agency (MPCA). These General Conditions, as well as any Special Conditions listed above, must be followed.

1. This permit authorizes the Permittee to perform the activities described herein under the conditions set forth. In issuing this permit, the State/MPCA assumes no responsibility for any damage to permits, property or the environment caused by the activities of the Permittee in the conduct of its actions, including those activities authorized, directed or undertaken pursuant to this permit. To the extent the State/MPCA may have any liability



for the activities of its employees that liability is explicitly limited to that provided in the Torts Claims Act, Minn. Stat. § 3.736.

2. In addition to this permit, the Permittee may be required to obtain a National Pollutant Discharge Elimination System (NPDES) Permit to discharge stormwater associated with construction activity. Construction activity includes clearing, grading, and excavation. Additional information can be found at <http://www.pca.state.mn.us/water/stormwater/stormwater-c.html>.
3. If an effluent will result from the project, the Contractor shall submit to the MPCA plans, for approval, to provide for the following:
  - a. Water from dewatering operations including effluents from construction activities shall only be discharged when the effluent complies with the applicable water quality and effluent standards. Dewatering shall be performed using well points when feasible and practical. All other dewatering shall be performed so as not to result in increased turbidity in the receiving water. This may require the use of desilting ponds to reduce suspended solids. When the MPCA requires, permits must be obtained.
  - b. A Disposal System Permit shall be obtained by the Contractor from the MPCA prior to any hydraulic dredging, tunneling, or other activity including an effluent which may contain potential pollutants.
4. This permit shall not release the Permittee from any liability or obligation imposed by Minnesota or Federal statutes or local ordinances and shall remain in force subject to all conditions and limitations now or hereafter imposed by law. The permit shall be permissive only and shall not be construed as stopping or limiting any claims against the Permittee for damage or injury to persons or property, or any waters of the State resulting from any acts, operations or omissions of the Permittee, its agents, contractors or assigns for damages to State property, or for any violation of the terms or conditions of this permit.
5. No major alterations or additions to the disposal system shall be made without the written consent of the MPCA.
6. The use of the disposal system shall be limited to the treatment and/or disposal of the sewage, industrial waste, other wastes or substances described in the plans and/or permit application and associated material filed with the MPCA. The MPCA may modify, suspend, or revoke in whole or in part, this permit by taking direct enforcement action, for any just cause including failure: (a) to comply with the terms stated herein; or (b) to comply with MPCA water quality regulations and standards presently in force. Nothing herein shall prohibit the MPCA from exercising its emergency powers.
7. The Permittee acknowledges that nothing contained herein shall prevent the future adoption by the MPCA or its predecessors of any pollution control regulations, standards, orders or statutes more stringent than those now in existence or prevent the enforcement and application of such regulations, standards, orders or statutes to the Permittee.
8. The MPCA, its officers, employees and agency review and comment upon engineering reports and construction plans and specifications solely for the limited purpose of determining whether such report, plans and specifications will enable the facilities to reasonably comply with the regulations and criteria of the MPCA.
9. This permit has not been reviewed by the U.S. Environmental Protection Agency and is not issued pursuant to Section 402 of the Federal Water Pollution Control Act Amendments of 1972.
10. The review of plans and specifications and permit applications is made in accordance with Minn. Stat. § 115.07. Approval of plans and permits is based upon the assumption that the information provided by the applicant is correct and that all necessary legal requirements have been or will be satisfied.

Permit applications are examined with regard to the design features that apply to the operation and maintenance of, the degree of treatment to be provided, the effectiveness and reliability of the system, and compliance of the existing treatment and disposal system. The basis for design review is the most current editions of the following:

- Recommended Standards for Wastewater Facilities, Great Lakes-Upper Mississippi River Board of State and Provincial Public Health and Environmental Managers.

- Standard Utility Specifications, City Engineers Association of Minnesota.
  - Standard Specifications for Construction, Minnesota Department of Transportation.
  - Other accepted engineering references for sewer design and construction.
11. Permit applications are recommended for approval on the basis that the system is to collect only domestic sewage and such industrial or other waste as may have been provided for in the design. Sump pumps, foundation drains, or footing drains to collect groundwater and roof drains or other surface water conduits should not be connected to the sanitary sewer system.
  12. Adequate field supervision and inspection by a qualified representative of the owner should be provided at all times during construction to assure that the project is constructed in compliance with the approved plans and specifications.
  13. The MPCA assumes no responsibility for the integrity of structures or physical features, or for the reliability, durability or efficiency of specific items of propriety equipment or material. All applicable federal, state and local laws, regulations or ordinances must be followed in the design, location and construction of proposed sewer systems or treatment works. The MPCA reserves the right to withdraw its approval of this permit if construction is not undertaken within a reasonable period after issuance.
  14. The Permittee shall comply with all rules, regulations, and requirements of the Minnesota Environmental Quality Board prior to construction of the proposed project. This permit is not effective until the Permittee completes all applicable environmental review (Environmental Assessment Worksheet or Environmental Impact Statement) which may be required for the project.



**a) Permitted Uses**

- Single Family Dwellings, except *Manufacture Mobile Homes*
- Structures ancillary to the dwelling – including Non-Commercial
  - Radio Towers less than forty-five feet (45') in height.
- Public Parks
- Schools
- Full-size (9 hole +) golf courses
- Publicly Owned Buildings
- Underground Utilities
- Above Ground Transmission Lines and poles existing prior to the *Enactment Date*
- Private Dog Kennels meeting requirements of Article 5-150
- Home Occupations under Article 9-350
- Accessory Buildings under Article 9-370
- Licensed Day Care Facilities in Dwellings Occupied as Residences
- Beauty Shops having no employees and one station, and possessing Home Occupation Permits issued under 9-350
- Dog grooming businesses having no employees, and possessing Home Occupation Permits issued under Article 9-350

**b) Conditional Uses**

- Public Utility Structures
- Firewood Sales
- Boarding Houses or Duplexes capable of meeting the provisions of Article 10-300 (Livability) as to each housekeeping unit

**c) Temporary Conditional Uses**

- Therapeutic Massage Facilities
- Raising Chickens
- Raising of Pigeons under Article 9-330.9

**9-210.2 Residential – Manufactured Mobile Home (R-M)** R-M districts are intended for privately owned residential communities consisting of *manufactured mobile homes*, each of which is intended for occupancy by a single housekeeping unit, which communities are commonly known as “mobile home parks”.

**a) Required Features**

- Streets Paved and curbed according to same standards as R-1 subdivisions
- Central Water System (No individual private Wells)
- Central Sewer System, Privately owned and maintained
- Density of not less than one-half acre per dwelling unit
- Minimum size of *Manufactured Home* to be 600 square feet
- Structure Setbacks according to same standards as R-1 Subdivisions
- ~~○~~ Private Park on suitable soils, of a size equal to at least 10% of total development area
- Paved Driveways to all dwelling units
- Concrete sidewalk along all curbs, to City specifications
- Landscaping acceptable to City
- Full impoundment of stormwater runoff
- ~~○~~ Concrete Block Storm Shelter to State Specifications
- No on-street parking
- Underground utilities
- Provision of Screened and fenced Tenant outside storage area of a size equal to or greater than 150 square feet per dwelling unit
- 

**b) Permitted Uses**

- Maintenance Buildings (to be used for mobile home park equipment)
- *Manufactured Homes*
- Underground Utilities
- A single office structure for park management, of not more than 1500 square feet
- Storm Shelter
- Park
- Outside Tenant Storage Area

**c) Conditional Uses and Temporary Conditional Uses**

- None

**9-210.3 Rural Single Family Residential (R-A)** R-A districts are intended for residential dwellings occupied by a single housekeeping unit, located in unplatted areas.

**9-210.31 Permitted Uses:** The following shall be permitted uses in the R-A Districts:





## NOTICE OF PERMIT APPLICATION STATUS

**Project:** Flamingo Terrace Expansion

**Date:** January 9, 2023

**Applicant:** Sherry Saxon  
2015 Spring Rd Suite 600  
Oak Brook, IL 60523

**Permit Application#:** 20-172

**Purpose:** Expansion of mobile home park with 21 new mobile homes and adding an infiltration basin

**Location:** 17100 Highway 65, Ham Lake

At their meeting on April 12, 2021 the Board of Managers of the Coon Creek Watershed District **conditionally approved** the above referenced project with 3 conditions and 2 stipulations. **This is NOT a permit.**

Since your last submittal on 12/29/2022, the following 1 condition remains which must be addressed before permit issuance (please see note below on how to address conditions).

1. Receipt of escrows.

Please note that there are also 2 stipulations.

Please be advised that **this is NOT a permit**, and that work without a permit is a violation of the terms of the Coon Creek Watershed District Rule 5.1. If you have any questions, please call 763-755-0975.

Sincerely,

A handwritten signature in black ink that reads "Erin Edison". The signature is written in a cursive, flowing style.

Erin Edison  
Watershed Development Coordinator

cc: File 20-172  
Eileen, Weigel  
Danielle Tourtillott, Stantec  
Tom Collins, City of Ham Lake

**Note:** Please respond to each of these items in writing when resubmitting the revised plans to the District. Resubmittals can be sent via email to [permitsubmittals@cooncreekwd.org](mailto:permitsubmittals@cooncreekwd.org). **Please submit written responses below the**



**original typed comments, using extra sheets as necessary, addressing comments from the District.** If you have any questions, feel free to contact Erin Edison at (763) 755-0975. Pursuant to Coon Creek rule 7.3 deficiencies must be addressed and resubmitted within 60 days. Failure to do so shall be deemed a withdrawal of the permit application.

To: Erin Edison, Tim Kelly                      From: Brady Schmitz, Stantec Consulting Services Inc.  
Coon Creek Watershed                      Copy: Eileen Weigel, P.E., Stantec Consulting  
District    Services Inc.  
PAN: 20-172                                      Date: January 6, 2022

---

**Reference: Flamingo Terrace Update****Exhibits:**

1. Construction Plans (10 sheets); by Plowe, dated 12/29/2022, received 12/29/2022.

In Response to the Coon Creek Watershed District "Notice of Permit Application Status" dated December 9, 2022:

1. Receipt of escrows. **NO**

**Findings:** Updated plans were received which included changes from the approved plans per city comments. Changes identified from the approved plans include:

- Minor changes to grading around FES A
- Minor changes to storm sewer
- Extension of rip rap at pipe outlets

These changes have been reviewed and all requirements are still met.

**Recommendation:** Approval with 1 Condition and 2 Stipulations:

Conditions:

1. Receipt of escrows.

Stipulations:

1. Submittal of as-builts for the following stormwater management practices, including volumes and critical elevations:

<b>Stormwater Treatment Practices</b>	<b>Number</b>
Infiltration basins	1
Sediment Forebay	2
Outlet Control Structure	1

2. Completion of a post construction infiltration test on the infiltration basin by filling the basin to a minimum depth of 6 inches with water and monitoring the time necessary to drain, or multiple double ring infiltration tests to ASTM standards. The Coon Creek Watershed District shall be notified prior to the test to witness the results.



**MINNESOTA DEPARTMENT OF TRANSPORTATION  
DRAINAGE PERMIT APPLICATION**

Document Management System # \_\_\_\_\_  
 District M2 Permit # D-21-93763  
 C.S. 0208 T.H. 65  
 R.P. \_\_\_\_\_  
 (THIS SECTION FOR MnDOT OFFICE USE ONLY.)

**ATTACH REQUIRED TECHNICAL SUBMITTALS (SEE INSTRUCTIONS) TO COMPLETED FORM AND  
SUBMIT TO DISTRICT OFFICE OF MINNESOTA DEPARTMENT OF TRANSPORTATION**

<b>APPLICANT</b> PLOWE ENGINEERING, INC.	<b>TELEPHONE</b> 651 361 8233	<b>ADDRESS</b> (Street, City, State, Zip) 6776 LAKE DR NE LINO LAKES MN 55014
<b>PROPERTY OWNER</b> CONTINENTAL PROPERTIES MHC, LL	<b>TELEPHONE</b> 6306458116	<b>ADDRESS</b> (Street, City, State, Zip) 2015 Spring Road, Suite 600 Oak Brook, IL 60523
<b>PARTY PERFORMING WORK</b> to be determined	<b>TELEPHONE</b> 6306458116	<b>ADDRESS</b> (Street, City, State, Zip) 2015 Spring Road Suite 600 Oak Brook IL 60523

**LOCATION OF PROPOSED WORK** (City/Township) (County) (Distance) (N-S-E-W) **SPECIFIC ROAD INTERSECTION OR LANDMARK**  
 Highway 65 in Ham Lake Anoka 0 Miles of 171st ave ne and HWY 65

**WILL THIS BE WITHIN TRIBAL LANDS?** NO IF YES, WHICH ONE?  
**TYPE OF DRAINAGE** (check all that apply)  
Change-RW

<b>AREA TO BE DRAINED</b> 3.04 AC	<b>PIPE SIZE AND TYPE</b> 12" DIA	<b>CASING SIZE AND TYPE</b>
--------------------------------------	--------------------------------------	-----------------------------

**LEGAL DESCRIPTION OF PROPERTY** (Attach extra pages as needed)  
PART OF NW 1/4 SEC 8 T 32

**PERMITS FROM OTHER AFFECTED REGULATORY AGENCIES THAT THE APPLICANT WAS REQUIRED TO OBTAIN**  
Coon Creek Watershed permit pending

**WORK TO START ON OR AFTER** 4/1/2021 **WORK TO BE COMPLETED BY** 9/1/2021

**COMMENTS**  
Proposed storm water pond will collect runoff to allow a controlled discharge rate to MNDOT ROW not to exceed existing rates.

**APPLICANT'S ACCEPTANCE, WAIVER AND INDEMNIFICATION**

The undersigned applicant hereby agrees to comply with applicable statutes, rules and all the terms and conditions of this permit to the satisfaction of the Minnesota Department of Transportation. The applicant understands and agrees that no work in connection with this application will be started until the application has been approved and the permit issued.

The applicant is aware of circumstances, dangers or hazards that may arise while working on a highway right of way that could result in injury, loss, damage or death, and the applicant assumes the risk of such circumstances, dangers and hazards, whether reasonably foreseeable or not.

The applicant also understands that this permit may also be subject to the approval of local road authorities having joint supervision over said street or highway, and may be subject to applicant's compliance with the rules and regulations of the Minnesota Environmental Quality Board and/or any other affected governmental agencies.

The undersigned applicant expressly agrees that except for negligent acts of the State, its agents and employees, the applicant or his/her agents or contractor shall assume all liability for, and save the State, its agents and employees, harmless from any and all claims for damages, actions or causes of action arising out of the work to be done in connection with this application and permit.

<b>NAME AND TITLE</b> CHUCK PLOWE ENGINEERING DEPT SUPERVISOR	<b>EMAIL ADDRESS</b> CHUCK@PLOWE.COM
---	---

<b>DATE</b> <u>12/04/2020</u>	<b>SIGNATURE</b>
-------------------------------	------------------

**AUTHORIZATION OF PERMIT**

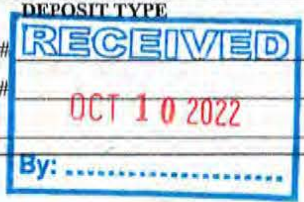
In consideration of the applicant's agreement to comply in all respects with the applicable laws and the conditions of the Commissioner of Transportation pertaining to this permit, permission is hereby granted for the work to be performed as described in the above application, said work to be performed in accordance with the following special provisions:

**SEE ATTACHED STANDARD CONDITIONS AND SPECIAL PROVISIONS**

**PERMIT NOT VALID UNLESS BEARING AUTHORIZED MnDOT SIGNATURE AND PERMIT NUMBER**

<u>8/1/23</u>	<b>APPROVED</b> By E. Buck Craig at 4:30 pm, Jul 01, 2021	
<b>DATE ALL WORK TO BE COMPLETED BY</b>	<b>AUTHORIZED MnDOT SIGNATURE</b>	<b>DATE OF AUTHORIZED SIGNATURE</b>

<b>DISTRIBUTION</b>	<b>DEPOSIT REQUIREMENTS</b>	<b>DEPOSIT TYPE</b>
Original to Area Maintenance Engineer	No Deposit Required _____	Cashier's Check # <b>RECEIVED</b>
Applicant	Deposit Required in the Amount of \$ _____	Certified Check # <u>OCT 10 2022</u>
Subarea Supervisor	Date Deposit Received _____	Money Order # _____



Roadway Regulations Supervisor	<i>Deposit to be returned upon satisfactory completion of all work</i>	Bond # _____
<b>DATE WORK COMPLETED</b>	<i>(The date when the work is completed must be reported to the MnDOT District Permits Office)</i>	



**THIS PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS:**

The installation authorized in this permit will be inspected by Phil Flater, 651-234-7910, MN/DOT Roadway Regulation Inspector. The applicant or its contractor will notify MN/DOT's inspector at least three days prior to starting the installation. Any questions the applicant may have pertaining to MN/DOT's storm water facilities shall be presented at this time. MN/DOT's inspector will approve all highway materials prior to placement, and the total installation must meet with his/her satisfaction.

Attached is a drainage map that satisfies the requirements for MN/DOT storm water utility locates per Minnesota Statutes 216D and Minnesota Rules 7560.0250. By acceptance of a permit from MN/DOT, the applicant agrees that it, and all of its agents or contractors, shall use MN/DOT's drainage map to identify the location of MN/DOT drainage facilities as satisfaction of the requirements of Minnesota Statutes Ch. 216D and Minnesota Rules 7650.0250 with respect to MN/DOT's storm water drainage facilities.

This permit authorizes the applicant to change the drainage in TH65 R/W in the city of Ham Lake as shown on applicant's revised plan sheet(s).

Any lane closures shall be approved by this office at 651-234-7910, 3 days prior to the lane closure. The hours of the lane closure shall be determined by this office.

The applicant shall provide in-house inspection at all times while working on trunk highway right of way.

The applicant shall furnish, install and maintain all required traffic control devices according to the Minnesota Field Manual on Temporary Traffic Control Zone Layouts (see web page @ [www.dot.state.mn.us/trafficeng/](http://www.dot.state.mn.us/trafficeng/)), while performing the construction authorized by this permit. **Due to the Twin City rush hour restrictions, no work involving interference with or causing a distraction to traffic will be allowed from 6:00 AM to 9:00 AM, or from 3:00 PM to 6:00 PM. unless authorized by the MN/DOT Permit Office at 651-234-7919.**

If the temporary traffic control zone is to remain in one place for more than 3 days or involves a detour, road closure or a situation where the typical layouts do not apply, the applicant shall prepare a specific Traffic Control Plan for approval by Mn/DOT prior to start of any construction.

Temporary lane restrictions will be permitted as detailed at the following link: <http://www.dot.state.mn.us/metro/trafficeng/laneclosure/index.html>

All persons while performing authorized work on Mn/DOT Right of Way shall be required to wear a Mn/DOT approved High Visibility Safety Vest and Soft Cap/Hard Hat. Any authorized night work requires all personnel to wear a Mn/DOT approved full night safety suit (pants and jacket).