

# 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, APRIL 17, 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 Lt. Schuldt, 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 April 3, 2023
- 4.2 Approval of claims
- 4.3 Approval of the Ham Lake Member City Grant Agreement with Twin Cities Gateway
- 4.4 Approval of the 2024 Budget for the Upper Rum River Watershed Management Organization
- 4.5 Approval of a Resolution for the American Rescue Plan Act (ARPA) Funding of equipment for Public Works and City Hall
- 4.6 Approval of an oversized accessory building at 4114 158<sup>th</sup> Avenue NE
- 4.7 Approval of an agreement to contract with Isanti County Animal Control for Temporary Animal Control
- 4.8 Approval of a Field Party Permit for Maxx Bar & Grill, 17646 Central Avenue NE on May 19-21, 2023
- 4.9 Approval of a relocating power pole for Great River Energy (GRE) in Crosstown Shopping Center

### **5.0 PLANNING COMMISSION RECOMMENDATIONS – None**

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

### **7.0 APPEARANCES – None**

### **8.0 CITY ATTORNEY**

- 8.1 Discussion of reimbursement for the appraisal for PIN #17-32-23-24-0009

### **9.0 CITY ENGINEER**

### **10.0 CITY ADMINISTRATOR**

### **11.0 COUNCIL BUSINESS**

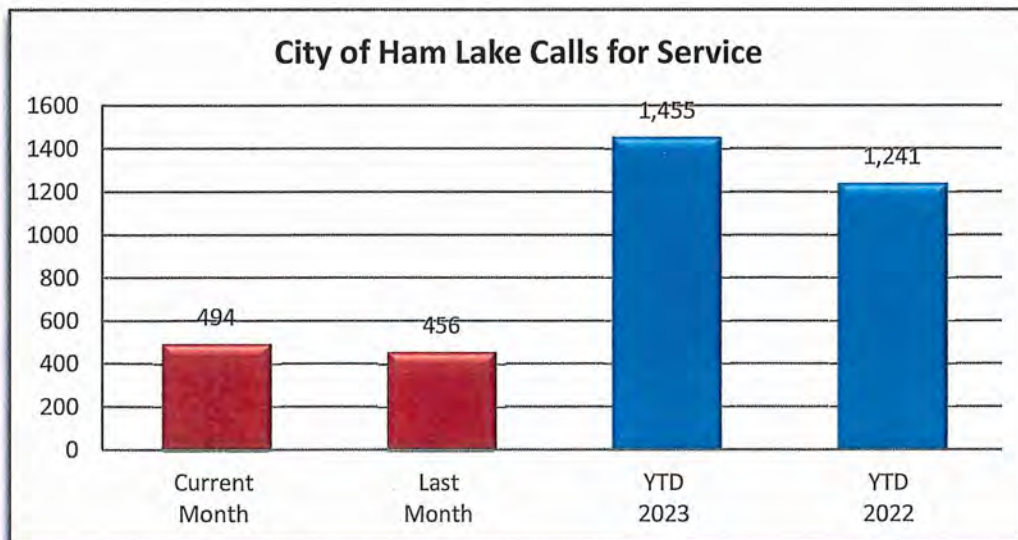
- 11.1 Committee Reports
- 11.2 Discussion of the low bid for the construction of Fire Station #3 and adoption of a Resolution
- 11.3 Announcements and future agenda items

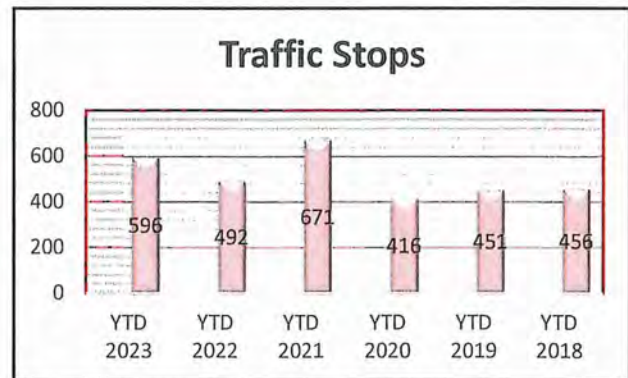
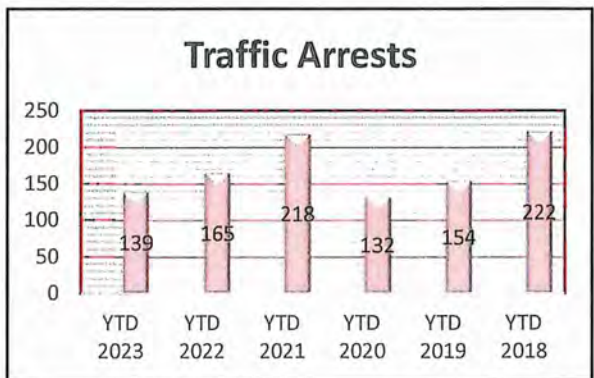
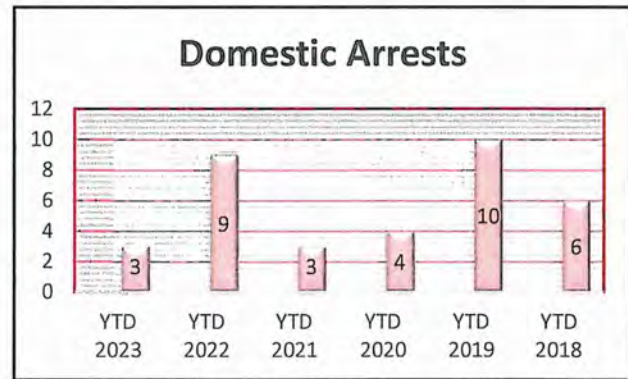
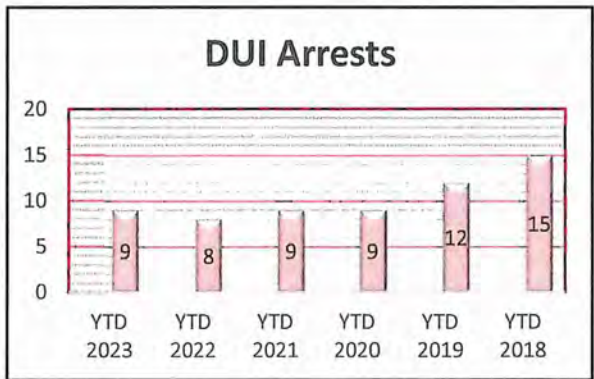
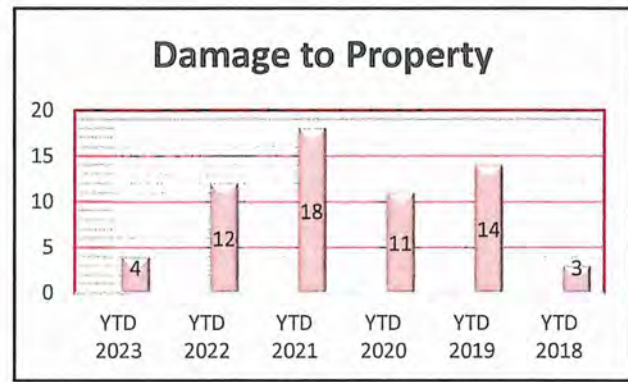
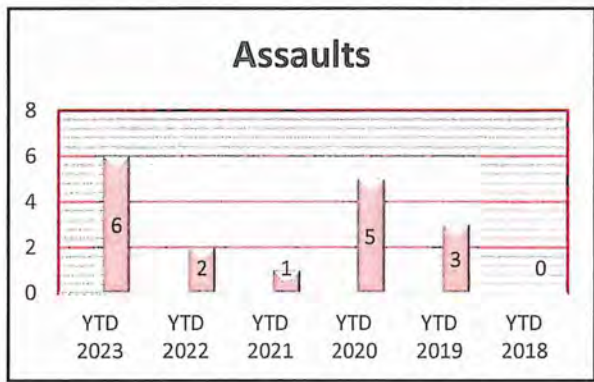
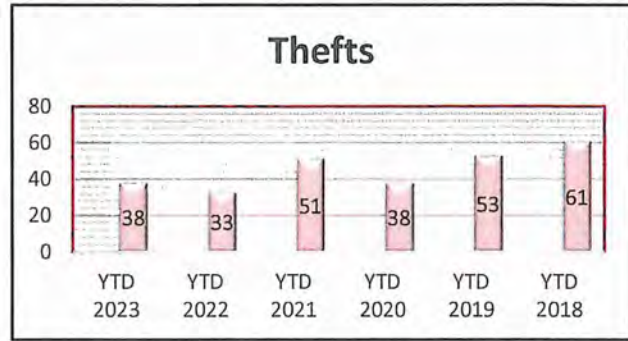
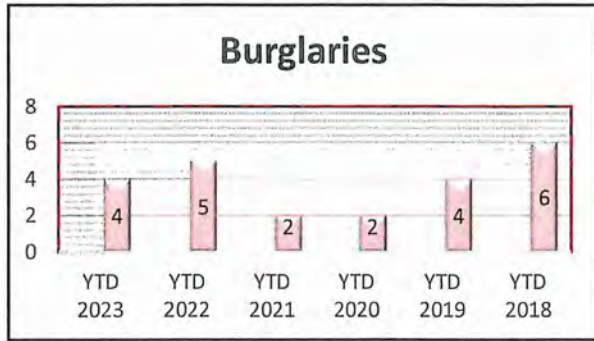
**CLOSED MEETING** - Pursuant to Minn. Stat. §13D.05, Subd. 3(c)(3) to discuss the purchase of real property identified as PIN #17-32-23-24-0009 (during a recess of the regularly scheduled City Council meeting)

**PATROL DIVISION**

**CITY OF HAM LAKE - MARCH 2023**

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2023	YTD 2022
Call for Service	505	456	494										1,455	1,241
Burglaries	3	0	1										4	5
Thefts	17	11	10										38	33
Crim Sex Conduct	0	0	0										0	3
Assault	2	3	1										6	2
Dam to Property	0	3	1										4	12
Harass Comm	0	0	0										0	1
PI Accidents	5	6	5										16	14
PD Accidents	27	26	33										86	97
Medical	68	63	60										191	150
Animal Complaint	28	36	19										83	60
Alarms	19	26	29										74	86
Felony Arrests	6	2	2										10	15
GM Arrests	4	4	6										14	7
Misd Arrests	3	5	7										15	11
DUI Arrests	0	6	3										9	8
Domestic Arrests	1	1	1										3	9
Warrant Arrests	6	1	4										11	17
Traffic Stops	223	145	228										596	492
Traffic Arrests	53	35	51										139	165



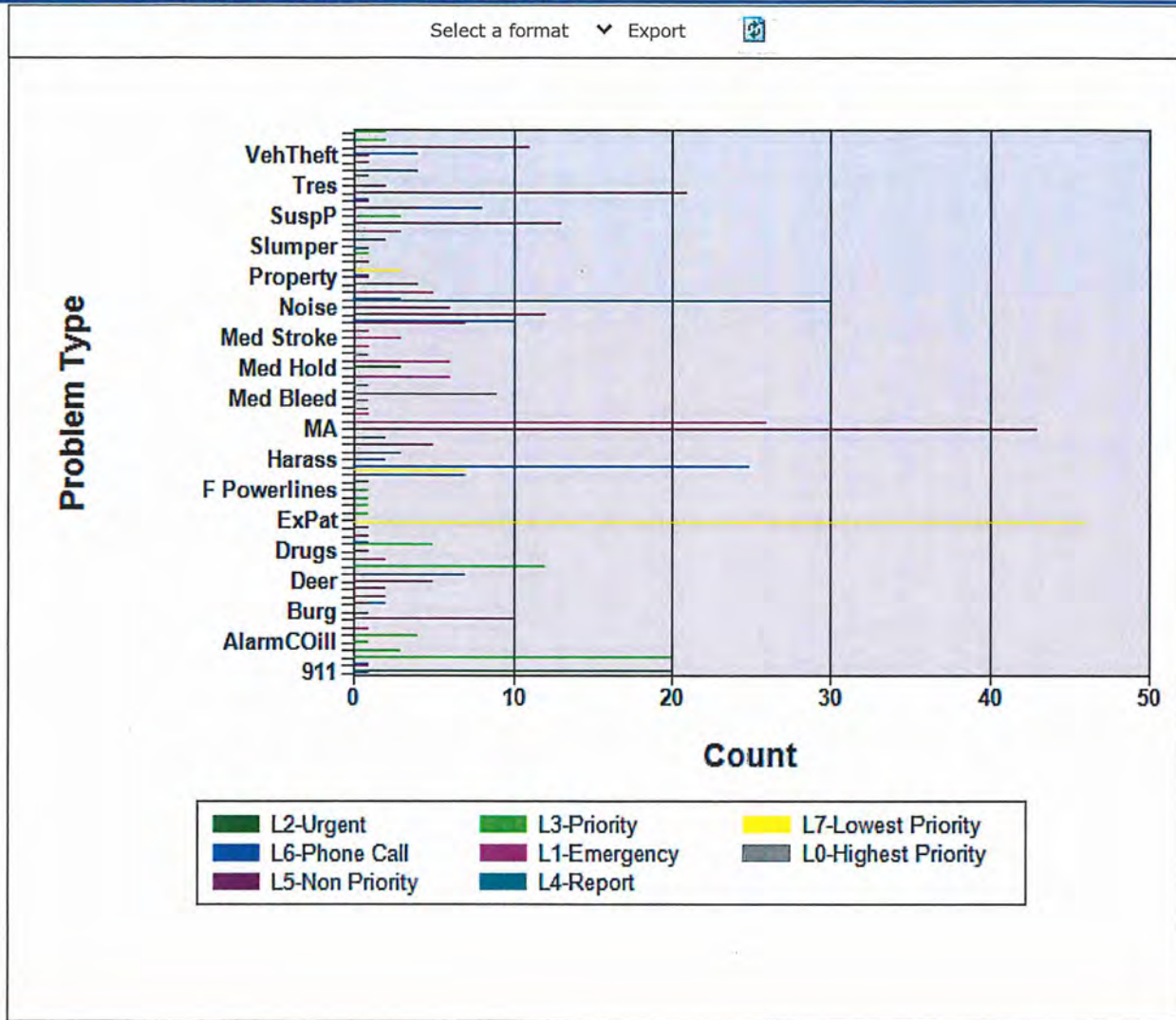


## Problem Type Summary

2:25 PM 04/04/2023

Data Source: Data Warehouse

<b>Agency:</b>	<b>LAW ENFORCEMENT</b>
<b>Division:</b>	<b>Ham Lake Law</b>
<b>Day Range:</b>	<b>Date From 3/1/2023 To 3/31/2023</b>
<b>Exclusion:</b>	• <b>Calls canceled before first unit assigned</b>



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	20	0	0	0	1	0	21
Abandon	0	0	0	0	0	1	1	0	2
Abuse	0	0	0	0	0	0	0	0	0
AbuseP	0	0	0	0	0	0	0	0	0
AlarmB	0	0	0	20	0	0	0	0	20

AlarmCO	0	0	0	3	0	0	0	0	3
AlarmCOIII	0	0	0	1	0	0	0	0	1
AlarmF	0	0	0	4	0	0	0	0	4
AlarmFsmoke	0	0	0	0	0	0	0	0	0
AlarmMoldup	0	1	0	0	0	0	0	0	1
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	10	3	0	13
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	0	0	0	0	0
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	1	0	0	0	1
BurgP	0	0	0	0	0	0	0	0	0
Civil	0	0	0	0	0	1	2	0	3
CivilP	0	0	0	0	0	0	0	0	0
CSC	0	0	0	0	0	2	0	0	2
Debris	0	0	0	0	0	2	0	0	2
Deer	0	0	0	0	0	5	1	0	6
Disorderly	0	0	0	0	7	0	0	0	7
Dom	0	0	0	12	0	0	4	0	16
DomP	0	2	0	0	0	0	0	0	2
Drugs	0	0	0	0	0	1	0	0	1
DUI	0	0	0	5	0	0	1	0	6
Dumping	0	0	0	0	0	1	0	0	1
Escort	0	0	0	0	0	1	0	0	1
ExPat	0	0	0	0	0	0	0	46	46
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	1	0	0	0	0	1
F Collapse	0	0	0	0	0	0	0	0	0
F Dump	0	0	0	0	0	0	0	0	0
F Elec Smell	0	0	0	0	0	0	0	0	0
F Expl	0	0	0	0	0	0	0	0	0
F Gas Odor In	0	0	0	1	0	0	0	0	1
F Gas Odor Out	0	0	0	1	0	0	0	0	1
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	1	0	0	0	0	1
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	1	0	0	0	0	0	1
F Train	0	0	0	0	0	0	0	0	0
F Veh	0	0	0	0	0	0	0	0	0
F Water Rescue	0	0	0	0	0	0	0	0	0
Fight	0	0	0	0	0	0	0	0	0
Flood in	0	0	0	0	0	0	0	0	0
Flood out	0	0	0	0	0	0	0	0	0
Fraud	0	0	0	0	0	1	7	0	8
FraudP	0	0	0	0	0	0	0	0	0
FU	0	0	0	0	0	0	25	7	32
FW	0	0	0	0	0	0	0	0	0
Gun	0	0	0	0	0	0	0	0	0
Harass	0	0	0	0	0	0	2	0	2
Info	0	0	0	0	0	0	0	0	0
Lift Assist	0	0	0	0	3	0	0	0	3
Liq	0	0	0	0	0	0	0	0	0
Lockout	0	0	0	0	0	5	0	0	5
LockoutP	0	0	0	0	2	0	0	0	2

MA	0	0	0	0	0	43	0	0	43
MASS	0	0	0	0	0	0	0	0	0
Med -	0	26	0	0	0	0	0	0	26
Med Alarm	0	1	0	0	0	0	0	0	1
Med Allergic	0	0	0	0	0	0	0	0	0
Med Assault	1	0	0	0	0	0	0	0	1
Med Bleed	1	0	0	0	0	0	0	0	1
Med Breathing Diff	9	0	0	0	0	0	0	0	9
Med Breathing Not	0	0	0	0	0	0	0	0	0
Med Choking	1	0	0	0	0	0	0	0	1
Med Drown	0	0	0	0	0	0	0	0	0
Med Electro	0	0	0	0	0	0	0	0	0
Med Fall	0	0	0	0	0	0	0	0	0
Med Heart	0	6	0	0	0	0	0	0	6
Med Hold	0	0	3	0	0	0	0	0	3
Med ILL	0	6	0	0	0	0	0	0	6
Med Info	0	0	0	0	0	0	0	0	0
Med OB	1	0	0	0	0	0	0	0	1
Med Priority	0	0	0	0	0	0	0	0	0
Med Seizure	0	1	0	0	0	0	0	0	1
Med Stab-Gunshot	0	0	0	0	0	0	0	0	0
Med Stroke	0	3	0	0	0	0	0	0	3
Med Uncon	0	1	0	0	0	0	0	0	1
Medex	0	0	0	0	0	0	0	0	0
Misc	0	0	0	0	0	7	10	0	17
MiscO	0	0	0	0	0	12	1	0	13
Mutual Aid Law	0	0	0	0	0	0	0	0	0
Noise	0	0	0	0	0	6	0	0	6
NoTag	0	0	0	0	0	0	0	0	0
Ord	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0
Park	0	0	0	0	0	0	0	0	0
PD	0	0	0	0	30	0	3	0	33
Person	0	0	0	0	0	0	0	0	0
PI	0	5	0	0	0	0	0	0	5
POR	0	0	0	0	0	4	0	0	4
Property	0	0	0	0	0	1	1	0	2
PW	0	0	0	0	0	0	0	0	0
REPO-TOW	0	0	0	0	0	0	0	3	3
RJ	0	0	0	0	0	1	0	0	1
RoadClosure	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
RobberyP	0	0	0	0	0	0	0	0	0
Shots	0	0	0	1	0	0	0	0	1
Slumper	0	0	0	0	1	0	0	0	1
StolenProp	0	0	0	0	0	0	0	0	0
Suicide	0	0	0	0	2	0	0	0	2
SuicideP	0	3	0	0	0	0	0	0	3
Susp	0	0	0	0	0	13	2	0	15
SuspP	0	0	0	3	0	0	0	0	3
Theft	0	0	0	0	0	4	8	0	12
TheftP	0	0	0	0	0	0	0	0	0
Threat	0	0	0	0	0	1	1	0	2
ThreatP	0	0	0	0	0	0	0	0	0
Traf	0	0	0	0	0	21	1	0	22
Tres	0	0	0	0	0	2	0	0	2
UNK	0	0	1	0	0	0	0	0	1
Unsecure	0	0	0	1	4	0	0	0	5
Vand	0	0	0	0	0	1	0	0	1
VandP	0	0	0	0	0	0	0	0	0
VehTheft	0	0	0	0	0	1	4	0	5
VehTheftP	0	0	0	0	0	0	0	0	0
Weapon	0	0	0	0	0	0	0	0	0
Weather	0	0	0	0	0	0	0	0	0
Welfare	0	0	0	0	0	11	1	0	12
WelfareP	0	0	0	2	0	0	0	0	2

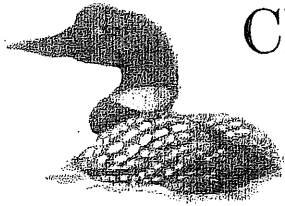
WT

Total

0	0	0	2	0	0	0	0	2
<b>13</b>	<b>55</b>	<b>25</b>	<b>58</b>	<b>50</b>	<b>158</b>	<b>79</b>	<b>56</b>	<b>494</b>

Go Back

Close



# 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, APRIL 3, 2023

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, April 3, 2023 at 6:00 p.m. in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

**MEMBERS PRESENT:** Acting Mayor Jesse Wilken and Councilmembers Gary Kirkeide and Al Parranto

**MEMBERS ABSENT:** Mayor Brian Kirkham and Councilmember Jim Doyle

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

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

Acting Mayor Wilken 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 March 20, 2023

4.2 Approval of claims in the amount of \$181,622.49

4.3 Approval to award seal coating, striping/symbols and crack sealing to the low bidders, Allied Blacktop Company, Warning Lites and Allied Blacktop Company

4.4 Approval of Resolution No. 23-15 accepting a \$9,000 donation from the Ham Lake Chamber of Commerce

4.5 Approval of a Large Assembly License for the Ham Lake Chamber of Commerce at Lion's Park (1220 157<sup>th</sup> Avenue NE) for Freedom Festival on Saturday, July 1, 2023

4.6 Approval of a Temporary One-Day Liquor License for the Ham Lake Lion's at Lion's Park (1220 157<sup>th</sup> Avenue NE) for Freedom Festival on Saturday, July 1, 2023.

4.7 Approval of Resolution No. 23-16 for the American Rescue Plan Act (ARPA) Funding of equipment for the City of Ham Lake Public Works Department

4.8 Road Committee Recommendations:



- 1) To recommend that the City Council authorize appraisals of the following properties: PIN 32-32-23-31-0013; 32-32-23-31-0018; 32-32-23-31-0014; 32-32-23-31-0003; and 32-32-23-31-0019

**Motion by Parranto, seconded by Kirkeide, to approve the April 3, 2023 consent agenda as written. All present in favor motion carried.**

**5.0 PLANNING COMMISSION RECOMMENDATIONS - None**

**6.0 ECONOMIC DEVELOPMENT AUTHORITY – None**

**7.0 APPEARANCES - None**

**8.0 CITY ATTORNEY – None**

**9.0 CITY ENGINEER**

Engineer Krugler stated that there were a dozen or so interested bidders for the bid opening on April 5, 2023 for the construction of Fire Station 3.

**10.0 CITY ADMINISTRATOR – None**

**11.0 COUNCIL BUSINESS**

11.1 Committee Reports

Councilmember Kirkeide attended the Charter Commission Meeting on March 22, 2023 and stated that the commission discussed the CERT (Community Emergency Response Team) program. Councilmember Parranto stated that he and Councilmember Wilken are working on the CERT program and are getting closer to moving forward with the program.

11.2 Announcements and future agenda items

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

---

Dawnette Shimek, Deputy City Clerk

CITY OF HAM LAKE  
CLAIMS SUBMITTED TO COUNCIL  
April 17, 2023

CITY OF HAM LAKE

<b>EFTS, CHECKS, AND BANK DRAFTS</b>		<b>04/04/23 - 04/17/23</b>	
EFT	# 1839 - 1845	\$	68,845.46
REFUND CHECKS	# 64920 - 64927	\$	1,054.24
CHECKS	# 64928 - 64973	\$	489,771.36
BANK DRAFTS	DFT0002523 -DFT0002528	\$	27,227.31
<b>TOTAL EFTS, CHECKS, AND BANK DRAFTS</b>		<b>\$</b>	<b><u>586,898.37</u></b>
<b>PAYROLL CHECKS</b>			
04/07/23	Direct Deposits	\$	37,679.45
<b>TOTAL PAYROLL CHECKS</b>		<b>\$</b>	<b><u>37,679.45</u></b>
<b>TOTAL OF ALL PAYMENTS</b>		<b>\$</b>	<b><u><u>624,577.82</u></u></b>
<b>VOID CHECKS</b>			
CHECKS	#64943	\$	-
ZERO EFT	#1842 - 1843	\$	-
BANK DRAFTS		\$	-

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

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER



Packet: ARPKT00751 - APRIL '23 TRUST REFUNDS

## Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00038	CHAD JOHNSON	4/7/2023	64920	17.61
00083	JEFF STALLBERGER	4/7/2023	64921	200.00
00164	SWAN EXCAVATING	4/7/2023	64922	327.25
00210	SCHOENROCK HOLDINGS LLC	4/7/2023	64923	32.31
00254	JODY SOUTHERLING	4/7/2023	64924	112.03
00281	JEFFREY DAVID STALBERGER, JR	4/7/2023	64925	15.04
00321	RICHARD SYLVESTER	4/7/2023	64926	200.00
00363	KELLI BAILEY	4/10/2023	64927	150.00
Total Refund Amount:				1,054.24

## Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	1,054.24
<b>Revenue Totals:</b>	<b>1,054.24</b>

## General Ledger Distribution

Posting Date: 04/07/2023

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 890 - TRUST FUND</b>			
890-10101	Cash-claim on pooled cash	-1,054.24	Yes
890-11501	Misc receivables	1,054.24	
	<b>890 Total:</b>	<b>0.00</b>	
<b>Fund: 999 - POOLED CASH</b>			
999-10100	Pooled Cash	-1,054.24	
999-20702	Due to other funds	1,054.24	Yes
	<b>999 Total:</b>	<b>0.00</b>	
	<b>Distribution Total:</b>	<b>0.00</b>	



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

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1839	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	74.88
1839	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1839	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	47.35
1840	O'REILLY AUTOMOTIVE STORE	ABSORBENT	Operating supplies	100-42201-2290	209.85
1840	O'REILLY AUTOMOTIVE STORE	WIPER FLUID	Vehicle parts & supplies	100-42201-2340	19.74
1840	O'REILLY AUTOMOTIVE STORE	G-1 KILL SWITCH TERMINAL, C	Vehicle parts & supplies	100-42201-2340	149.74
1841	RFC ENGINEERING, INC.	TWIN BIRCH ACRES	Engineering	431-43301-3135	3,620.73
1841	RFC ENGINEERING, INC.	MEADOW PARK RECONSTRUC	Engineering	431-43301-3135	16.74
1841	RFC ENGINEERING, INC.	CREEK VALLEY RECONSTRUCTI	Engineering	431-43301-3135	279.79
1841	RFC ENGINEERING, INC.	CROSSTOWN BUSINESS PARK	Capital assets	262-46101-5110	13,970.82
1841	RFC ENGINEERING, INC.	CROSSTOWN SHOPPING CENT	Engineering	431-43301-3135	15,682.59
1841	RFC ENGINEERING, INC.	LIVE WIRE CBP-ASSETS	Engineering	100-41101-3135	152.98
1841	RFC ENGINEERING, INC.	BASE MAP	Engineering	100-41101-3135	22.50
1841	RFC ENGINEERING, INC.	13-32-23-42-0002 LOT LINE A	Engineering	100-41101-3135	152.98
1841	RFC ENGINEERING, INC.	1360 CONSTANCE BLVD/1614	Engineering	100-41101-3135	152.98
1841	RFC ENGINEERING, INC.	ANOKA COUNTY GIS DATA EX	Engineering	100-41101-3135	13.07
1841	RFC ENGINEERING, INC.	COUNCIL MEETING	Engineering	100-41101-3135	130.23
1841	RFC ENGINEERING, INC.	159TH AVE ROW VACATION	Engineering	100-41101-3135	219.10
1841	RFC ENGINEERING, INC.	2022 ASSETS	Engineering	100-41101-3135	7,476.93
1841	RFC ENGINEERING, INC.	831-159TH AVE LOT LINE ADJ-	Engineering	100-41101-3135	87.64
1841	RFC ENGINEERING, INC.	18001/18007 UNIVERSITY AV	Engineering	100-41101-3135	87.64
1841	RFC ENGINEERING, INC.	CITY CODE UPDATE	Engineering	100-41102-3135	1,472.86
1841	RFC ENGINEERING, INC.	CIRCLE K TUNNEL CAR WASH -	Engineering	100-41601-3135	25.00
1841	RFC ENGINEERING, INC.	PLANNING/POTENTIAL DEVEL	Engineering	100-41601-3135	574.79
1841	RFC ENGINEERING, INC.	CIRCLE K TUNNEL CAR WASH	Engineering	100-41601-3135	91.48
1841	RFC ENGINEERING, INC.	PLANNING COMMISSION MEE	Engineering	100-41601-3135	52.27
1841	RFC ENGINEERING, INC.	HAM LAKE BUILDING PERMIT	Engineering	100-42401-3135	26.14
1841	RFC ENGINEERING, INC.	ROAD COMMITTEE MEETING	Engineering	100-43101-3135	268.24
1841	RFC ENGINEERING, INC.	136TH LANE/LINCOLN ST	Engineering	100-43101-3135	1,311.21
1841	RFC ENGINEERING, INC.	THOROUGHFARE PLAN	Engineering	100-43101-3135	435.17
1841	RFC ENGINEERING, INC.	PUBLIC WORKS MAP	Engineering	100-43101-3135	1,189.19
1841	RFC ENGINEERING, INC.	5-YEAR PLAN	Engineering	100-43101-3135	298.05
1841	RFC ENGINEERING, INC.	SNOW PLOW MAPS	Engineering	100-43102-3135	33.47
1841	RFC ENGINEERING, INC.	SRWMO 2023 BUDGET	Engineering	100-43201-3135	1,991.70
1841	RFC ENGINEERING, INC.	URRWMO 2023 BUDGET	Engineering	100-43201-3135	16.74
1841	RFC ENGINEERING, INC.	NPDES	Engineering	230-43201-3135	33.47
1841	RFC ENGINEERING, INC.	BUNKER , JEFFERSON - TH65	Engineering	431-43301-3135	16.74
1841	RFC ENGINEERING, INC.	181ST, CONCORD - HWY 65	Engineering	431-43301-3135	186.45
1841	RFC ENGINEERING, INC.	2023 REHAB	Engineering	431-43301-3135	511.67
1841	RFC ENGINEERING, INC.	162ND LANE CONNECTION TO	Engineering	431-43301-3135	87.64
1841	RFC ENGINEERING, INC.	CROSSTOWN ROLLING ACRES	Engineering	890-90001-3135	132.71
1841	RFC ENGINEERING, INC.	FLEET STAR TRUCK & TRAILER	Engineering	890-90001-3135	1,188.33
1841	RFC ENGINEERING, INC.	HIDDEN FOREST EAST 4TH	Engineering	890-90001-3135	956.98
1841	RFC ENGINEERING, INC.	HIDDEN FOREST EAST 3RD	Engineering	890-90001-3135	570.91
1841	RFC ENGINEERING, INC.	HIDDEN FOREST EAST PARK	Engineering	890-90001-3135	569.35
1841	RFC ENGINEERING, INC.	HENTGES ADDITION	Engineering	890-90001-3135	515.17
1841	RFC ENGINEERING, INC.	RADISSON SUNSET ESTATES	Engineering	890-90001-3135	495.70
1841	RFC ENGINEERING, INC.	ENCHANTED ESTATES 3RD	Engineering	890-90001-3135	457.17
1841	RFC ENGINEERING, INC.	CREEKSIDE FARMS	Engineering	890-90001-3135	438.20
1841	RFC ENGINEERING, INC.	CONSTANCE BLVD TERRACE	Engineering	890-90001-3135	438.20
1841	RFC ENGINEERING, INC.	HOLIDAY	Engineering	890-90001-3135	409.62
1841	RFC ENGINEERING, INC.	FLAMINGO TERRACE	Engineering	890-90001-3135	1,309.55
1841	RFC ENGINEERING, INC.	MAGERS MEADOWS	Engineering	890-90001-3135	283.66
1841	RFC ENGINEERING, INC.	ENTSMINGER FARMS	Engineering	890-90001-3135	258.89

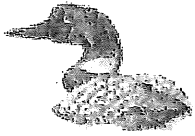
Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1841	RFC ENGINEERING, INC.	L1 B2 ENTERPRISE PLAZA 2ND	Engineering	890-90001-3135	257.53
1841	RFC ENGINEERING, INC.	EVERGREEN ESTATES	Engineering	890-90001-3135	227.57
1841	RFC ENGINEERING, INC.	TOBY'S TRAILS	Engineering	890-90001-3135	219.64
1841	RFC ENGINEERING, INC.	JAM HOPS	Engineering	890-90001-3135	1,377.67
1841	RFC ENGINEERING, INC.	16905 BALTIMORE ST LOT LIN	Engineering	890-90001-3135	218.32
1841	RFC ENGINEERING, INC.	13856 RADISSON ROAD LOT LI	Engineering	890-90001-3135	152.98
1841	RFC ENGINEERING, INC.	CATCHERS CREEK	Engineering	890-90001-3135	152.98
1841	RFC ENGINEERING, INC.	WHITETAIL CROSSING 2ND	Engineering	890-90001-3135	132.71
1841	RFC ENGINEERING, INC.	FLEET STAR TRUCK & TRAILER	Engineering	890-90001-3135	25.00
1841	RFC ENGINEERING, INC.	COON CREEK COMMERCIAL P	Engineering	890-90001-3135	132.71
1841	RFC ENGINEERING, INC.	GROUP PERMIT BILLING	Engineering	100-43501-3135	3,371.06
1841	RFC ENGINEERING, INC.	CREEK VALLEY ROW2023-10	Engineering	431-43301-3135	100.42
1841	RFC ENGINEERING, INC.	MSA GROUP BILLING	Engineering	431-43301-3135	3,037.80
1844	STAR TRIBUNE MEDIA COMPA	FIRE #3 NOTICE FOR BIDS	Capital assets	420-42201-5110	202.24
1845	SUSAN KNOUSE	JAN - MAR 21ST CENTURY BA	Mileage	100-41401-3960	9.83
64928	ACCESS	MARCH SHREDDING	Waste management & recycli	231-43601-3630	137.20
64929	ACE SOLID WASTE INC	ORGANICS	Waste management & recycli	231-43601-3630	355.46
64930	AKER DOOR SALES INC	PW GARAGE DOOR PHOTO EY	Building repair & maintenanc	100-43104-3420	354.00
64931	ALL CITY ELEVATOR INC	2ND QTR MAINTENANCE	Building repair & maintenanc	100-41702-3420	212.00
64932	ANCOM COMMUNICATIONS I	BATTERIES	Equipment parts & supplies	100-42201-2320	140.80
64933	ANOKA COUNTY FIRE PROTEC	2023 AUDIT ALLOCATION FEE	Other communication	100-42201-3290	330.00
64933	ANOKA COUNTY FIRE PROTEC	2023 SRT ALLOCATION FEES	Other communication	100-42201-3290	409.00
64933	ANOKA COUNTY FIRE PROTEC	2023 PSDS ALLOCATION FEES	Other communication	100-42201-3290	11,756.00
64934	ANOKA COUNTY PROPERTY	ABERDEEN N OF 144TH	Property taxes	262-46101-4140	650.06
64935	ANOKA COUNTY TREASURY D	2ND QTR LAW ENFORCEMENT	Police protection	100-42101-3155	357,878.75
64936	BERGLUND, BAUMGARTNER,	LIQUOR LICENSE INQUIRY	Attorney	100-41101-3110	82.40
64936	BERGLUND, BAUMGARTNER,	CITY CODE ISSUES	Attorney	100-41101-3110	82.40
64936	BERGLUND, BAUMGARTNER,	1360 CONSTANCE LOT ADJ	Attorney	100-41101-3110	346.08
64936	BERGLUND, BAUMGARTNER,	3/20/23 COUNCIL MTG & PRE	Attorney	100-41101-3110	193.88
64936	BERGLUND, BAUMGARTNER,	3/6/23 COUNCIL MTG & PREP	Attorney	100-41101-3110	177.40
64936	BERGLUND, BAUMGARTNER,	ROAD COMMITTEE	Attorney	100-41101-3110	164.80
64936	BERGLUND, BAUMGARTNER,	PROSECUTION	Attorney	100-41501-3110	6,695.00
64936	BERGLUND, BAUMGARTNER,	PLANNING COMMISSION MEE	Attorney	100-41601-3110	115.36
64936	BERGLUND, BAUMGARTNER,	FIRE #3 BIDDING	Attorney	100-42201-3110	296.64
64936	BERGLUND, BAUMGARTNER,	NORTHSTAR CODE VIOLATION	Attorney	100-42401-3110	131.84
64936	BERGLUND, BAUMGARTNER,	POTENTIAL DANGEROUS DOG	Attorney	100-42401-3110	82.40
64936	BERGLUND, BAUMGARTNER,	TREE REMOVAL IN ROW	Attorney	100-43101-3110	82.40
64936	BERGLUND, BAUMGARTNER,	SUNRISE JPA	Attorney	100-43201-3110	609.76
64936	BERGLUND, BAUMGARTNER,	JAKES AUTO MALL	Attorney	262-46101-3110	477.92
64936	BERGLUND, BAUMGARTNER,	TWIN BIRCH - NEW LOOK	Attorney	431-43301-3110	230.72
64937	BLAINE LOCK & SAFE, INC.	KEYS	Operating supplies	100-43101-2290	102.00
64938	BLUE CROSS BLUE SHIELD OF	MAY VISION	Vision Insurance	100-21715	43.53
64939	CITY OF COLUMBUS	JAN SIGNAL LEXINGTON & BR	Electricity	100-43401-3610	25.69
64939	CITY OF COLUMBUS	FEB SIGNAL LEXINGTON & BR	Electricity	100-43401-3610	23.95
64940	COMPASS MINERALS AMERIC	74.23 TN SALT	Salt & sand	100-43102-2710	6,323.65
64941	CONNEXUS ENERGY	MARCH AERATOR	Electricity	100-44101-3610	40.50
64942	CONNEXUS ENERGY	GARAGE	Electricity	100-41702-3610	72.26
64942	CONNEXUS ENERGY	CITY HALL	Electricity	100-41702-3610	903.78
64942	CONNEXUS ENERGY	SOUTH WELCOME	Electricity	100-41703-3610	15.61
64942	CONNEXUS ENERGY	CITY SIGN	Electricity	100-41703-3610	219.19
64942	CONNEXUS ENERGY	FIRE #1	Electricity	100-42202-3610	408.71
64942	CONNEXUS ENERGY	FIRE #2	Electricity	100-42202-3610	209.08
64942	CONNEXUS ENERGY	SIRENS	Electricity	100-42302-3610	68.25
64942	CONNEXUS ENERGY	PW	Electricity	100-43104-3610	865.46
64942	CONNEXUS ENERGY	BUNKER/JEFFERSON SIGNALS	Electricity	100-43401-3610	63.52
64942	CONNEXUS ENERGY	BUNKER/LEXINGTON SIGNALS	Electricity	100-43401-3610	65.65
64942	CONNEXUS ENERGY	STREET LIGHTS #1	Electricity	100-43401-3610	24.51
64942	CONNEXUS ENERGY	STREET LIGHTS #2	Electricity	100-43401-3610	284.48
64942	CONNEXUS ENERGY	CROSSTOWN/HWY 65 SIGNAL	Electricity	100-43401-3610	74.27
64942	CONNEXUS ENERGY	RADISSON/BUNKER SIGNALS	Electricity	100-43401-3610	74.89

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
64942	CONNEXUS ENERGY	LEXINGTON/CROSTOWN SIG	Electricity	100-43401-3610	48.25
64942	CONNEXUS ENERGY	HWY 65/BUNKER SIGNALS	Electricity	100-43401-3610	81.17
64942	CONNEXUS ENERGY	HWY 65/CONSTANCE SIGNALS	Electricity	100-43401-3610	116.49
64942	CONNEXUS ENERGY	HWY 65/ANDOVER BLVD SIGN	Electricity	100-43401-3610	75.14
64942	CONNEXUS ENERGY	HAM LAKE PARK	Electricity	100-44101-3610	128.22
64942	CONNEXUS ENERGY	SODERVILLE PARK WELL	Electricity	100-44101-3610	14.50
64942	CONNEXUS ENERGY	SODERVILLE PARK	Electricity	100-44101-3610	38.14
64942	CONNEXUS ENERGY	HAM LAKE PARK CONCESSION	Electricity	100-44102-3610	18.94
64942	CONNEXUS ENERGY	HAM LAKE PARK BUILDING	Electricity	100-44102-3610	127.07
64942	CONNEXUS ENERGY	LION'S PARK PAVILION	Electricity	100-44102-3610	58.51
64942	CONNEXUS ENERGY	LION'S PARK CONCESSION	Electricity	100-44102-3610	25.21
64942	CONNEXUS ENERGY	HAM LAKE PARK SHELTER	Electricity	100-44102-3610	29.40
64942	CONNEXUS ENERGY	SR CENTER	Electricity	100-44202-3610	486.65
64942	CONNEXUS ENERGY	STREET LIGHTS	Electricity	232-43701-3610	4,635.04
64944	DEHN OIL CO	400 GALLONS DIESEL	Fuel	100-43101-2230	1,284.00
64944	DEHN OIL CO	300 GAL GASOLINE	Fuel	100-43101-2230	910.50
64945	ERIK HLIVKA	SAFETY BOOTS	Clothing & personal protectiv	100-43101-2210	150.00
64946	FIRE INSTRUCTION & RESCUE	LADDER REFRESHER	Training/conferences/schools	100-42201-3510	650.00
64947	FIRE SAFETY USA INC	R-2 BRAKES	Fire apparatus repair & maint	100-42201-3450	2,091.50
64948	FLEETPRIDE	#90 RED LAMPS	Vehicle parts & supplies	100-43101-2340	103.35
64949	GRAINGER	FLAT FILE CABINET	Controllable assets	100-42401-5120	1,013.17
64950	HAM LAKE HARDWARE INC	BASKET STRAINER	Operating supplies	100-43101-2290	14.99
64951	I-STATE TRUCK CENTER INC	#90 GASKET & O-RING	Vehicle parts & supplies	100-43101-2340	9.98
64951	I-STATE TRUCK CENTER INC	#90 O-RING	Vehicle parts & supplies	100-43101-2340	7.60
64952	LEAGUE OF MN CITIES INS. TR	GL266389 - STREET LGT/LOAD	Insurance	100-43101-3940	1,000.00
64953	LEAGUE OF MN CITIES INS. TR	4/1/23 - 9/30/23 WORK COM	Worker's comp insurance	100-41101-1510	31.00
64953	LEAGUE OF MN CITIES INS. TR	4/1/23 - 9/30/23 WORK COM	Worker's comp insurance	100-41201-1510	372.76
64953	LEAGUE OF MN CITIES INS. TR	4/1/23 - 9/30/23 WORK COM	Worker's comp insurance	100-41301-1510	264.82
64953	LEAGUE OF MN CITIES INS. TR	4/1/23 - 9/30/23 WORK COM	Worker's comp insurance	100-41401-1510	475.39
64953	LEAGUE OF MN CITIES INS. TR	4/1/23 - 9/30/23 WORK COM	Worker's comp insurance	100-41601-1510	188.17
64953	LEAGUE OF MN CITIES INS. TR	4/1/23 - 9/30/23 WORK COM	Worker's comp insurance	100-42201-1510	19,624.51
64953	LEAGUE OF MN CITIES INS. TR	4/1/23 - 9/30/23 WORK COM	Worker's comp insurance	100-42401-1510	891.85
64953	LEAGUE OF MN CITIES INS. TR	4/1/23 - 9/30/23 WORK COM	Worker's comp insurance	100-43101-1510	13,199.50
64953	LEAGUE OF MN CITIES INS. TR	4/1/23 - 9/30/23 WORK COM	Worker's comp insurance	100-44101-1510	1,945.00
64954	LINCOLN NATIONAL LIFE INSU	MAY LT DISABILITY	STD/LTD	100-21713	533.42
64954	LINCOLN NATIONAL LIFE INSU	APR LT DISABILITY - MS	STD/LTD	100-21713	2.18
64954	LINCOLN NATIONAL LIFE INSU	MAY ST DISABILITY	STD/LTD	100-21713	852.76
64954	LINCOLN NATIONAL LIFE INSU	APR ST DISABILITY - MS	STD/LTD	100-21713	30.42
64955	MARY BOTTINEAU	17-32-23-24-0009 APPRAISAL	ROW Acquisition	431-43301-5130	1,400.00
64956	MENARDS-BLAINE	TRASH BAGS	Operating supplies	100-44101-2290	15.28
64957	MENARDS-CR	LIGHT BULBS, CEILING FAN D	Building repair & maintenanc	100-44102-2310	95.69
64958	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41201-2510	39.36
64958	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41301-2510	31.76
64958	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41401-2510	55.93
64958	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41601-2510	24.16
64958	METRO - INET	PHONES	Phones/radios/pagers	100-41701-3210	124.00
64958	METRO - INET	IT SUPPORT	Computer & software support	100-41707-3120	5,370.00
64958	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-42201-2510	55.93
64958	METRO - INET	PHONES	Phones/radios/pagers	100-42201-3210	52.00
64958	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-42401-2510	95.30
64958	METRO - INET	PHONES	Phones/radios/pagers	100-42401-3210	62.00
64958	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-43101-2510	21.56
64958	METRO - INET	PHONES	Phones/radios/pagers	100-43101-3210	31.00
64958	METRO - INET	PHONES	Phones/radios/pagers	100-44101-3210	10.00
64958	METRO - INET	PHONES	Phones/radios/pagers	100-44201-3210	41.00
64959	MINNESOTA EQUIPMENT	APRON CHAP	Clothing & personal protectiv	100-44101-2210	98.55
64960	MN DEPARTMENT OF LABOR	1ST QTR SURCHARGE	Surcharge	100-22801	2,110.86
64961	MN PEIP	MAY HEALTH INSURANCE	Health Insurance	100-21710	11,600.75
64962	NEWMAN TRAFFIC SIGNS INC	SIGN BRACKETS	Street signs	100-43401-2250	454.48
64963	OPG-3 INC	LASERFICHE & PERMITWORKS	Capital assets	428-42401-5110	7,400.00

Council Approval List

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

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
64963	OPG-3 INC	2023 SUPPORT	Computer & software support	100-42401-3120	7,200.00
64964	PREMIUM WATERS INC	APRIL WATER COOLER RENTAL	Equipment rentals	100-41701-3320	14.00
64964	PREMIUM WATERS INC	WATER	Equipment rentals	100-41701-3320	47.00
64965	RECYCLE TECHNOLOGIES INC	03/25/23 RECYCLE EVENT	Waste management & recycli	231-43601-3630	5,767.60
64966	RIVARD COMPANIES	TREE WASTE DISPOSAL	Operating supplies	100-43101-2290	500.00
64966	RIVARD COMPANIES	TREE WASTE DISPOSAL	Operating supplies	100-43101-2290	1,100.00
64967	S & S INDUSTRIAL SUPPLY INC	SWIVELS	Operating supplies	100-43101-2290	136.42
64968	STATE CHEMICAL SOLUTIONS	URINAL SCREENS, AIR FRESHE	Operating supplies	100-44101-2290	328.53
64969	SUMMIT COMPANIES	FIRE ANNUAL FIRE EXTINGUIS	Equipment repair & maintena	100-42201-3440	782.25
64969	SUMMIT COMPANIES	PW ANNUAL FIRE EXTINGUIS	Equipment repair & maintena	100-43101-3440	679.50
64969	SUMMIT COMPANIES	RESIDENT EXTINGUISHER SER	Fire Extinguisher	100-20203	65.00
64970	TDS METROCOM INC	763-434-0454 ELEVATOR	Phones/radios/pagers	100-41701-3210	40.55
64970	TDS METROCOM INC	763-434-9605 FIRE #2	Phones/radios/pagers	100-42201-3210	37.35
64971	TENNANT SALES & SERVICE C	FLOOR SCRUBBER REPAIR	Equipment repair & maintena	100-43101-3440	327.14
64972	UNLIMITED SUPPLIES INC	BUSHINGS & BOLTS	Operating supplies	100-43101-2290	28.66
64973	WRIGHT-HENNEPIN COOPERA	APRIL SECURITY MONITORING	Monitoring	100-41702-3145	33.95
64973	WRIGHT-HENNEPIN COOPERA	APRIL ELEVATOR MONITORIN	Monitoring	100-41702-3145	10.00
64973	WRIGHT-HENNEPIN COOPERA	APRIL PW FIRE PANEL MONIT	Monitoring	100-43104-3145	52.95
DFT0002523	COMPENSATION CONSULTAN	Health Savings Account	Flexible spending	100-21705	225.00
DFT0002524	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	1,905.00
DFT0002524	EMPOWER	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002525	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	5,762.08
DFT0002525	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,635.88
DFT0002525	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	6,498.86
DFT0002526	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,551.74
DFT0002527	PERA	Retirement-Coordinated	PERA	100-21703	7,114.65
DFT0002527	PERA	Retirement-Police & Fire	PERA	100-21703	1,181.43
DFT0002528	MN STATE DEPT OF REVENUE-	MARCH '23 FUEL TAX	Fuel	100-43101-2230	302.67
<b>Grand Total:</b>					<b>585,844.13</b>



City of Ham Lake, MN

# EFT Payroll Check Register

## Report Summary

Pay Period: 3/19/2023-4/1/2023

Packet: PYPKT01465 - PPE 04/01/23 PAID 04/07/23

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	37,679.45
<b>Total</b>	<b>31</b>	<b>37,679.45</b>



**Meeting Date: April 17, 2023**

**CITY OF HAM LAKE**

***STAFF REPORT***

**To: Mayor and Councilmembers**

**From: Andrea Murff, Finance Director**

**Subject: Twin Cities Gateway Grant Agreement**

**Introduction/Discussion:** Twin Cities Gateway (TCG) has informed us that Ham Lake is eligible to receive \$7,500 for marketing and promotional expenses to increase participation or enhance an event happening within the City.

The necessary invoices for the expenditures and the reimbursement requests will be added to a future Council's bill list for approval once the grant is received.

**Recommendation: I recommend approval of the 2023 Member City Grant Agreement with Twin Cities Gateway.**



## Ham Lake 2023 Member City Grant Agreement

This Agreement between the City of Ham Lake, 15544 Central Avenue NE, Ham Lake, MN 55304 there in after the "City," and Twin Cities Gateway, a Minnesota non-profit corporation, 7071 University Ave NE Fridley, MN 55432, hereinafter the "Bureau," contains the terms and conditions for a grant to the City in the amount of \$7,500 from the Bureau to the City.

**Whereas** the grant funding provided is based on local option lodging taxes collected by the City and the nine other member cities of the Bureau and

**Whereas** the City agrees to expend the grant funding **in compliance with MN Statute 469.10** which states that gross proceeds from any tax imposed shall be used for the purpose of marketing and promoting the City as a tourist or convention center and

**Whereas** the Bureau has specified that grant funds must be used for advertising, marketing, and promotional efforts to increase participation, attendance, or visitation to an event, activity, or facility located within the City, and / or to add new activities to enhance existing events, and

**Whereas** the Bureau specifies that advertising, marketing, and promotional efforts for which said grant funding is used must extend beyond the borders, or boundaries of the City and

***Whereas it is agreed that prior to December 31, 2023, the City of Ham Lake will provide an overview of how the Bureau grant funding was used, as well as provide documentation of expenses via copies of actual receipts or invoices in accordance with this Agreement and***

**Now** by execution of this Agreement, the City and the Bureau agree to and approve the terms.

**By:** \_\_\_\_\_  
City of Ham Lake

**By:** Al Stauffacher/ Twin Cities Gateway

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

## TWIN CITIES GATEWAY VISITORS' BUREAU AGREEMENT

**THIS AGREEMENT** made and entered into this \_\_\_\_ day of \_\_\_\_\_, by and between the City of \_\_\_\_\_, a Minnesota municipal corporation, hereinafter referred to as "City," and Minnesota Metro North Tourism, a Minnesota non-profit corporation referred to as the "Bureau."

### WITNESSETH:

The City has enacted a tax on lodging within the City to fund a convention and visitors bureau in accordance with Minnesota Statutes Section 469.190.

The Bureau has the staff, facility, and experience to carry out the objectives of promoting the City as a tourist and convention center.

The City desires the Bureau to provide the services of a convention and tourism bureau on behalf of the City, and the Bureau desires to provide those services.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises contained herein, sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Term. The term of the Agreement shall commence on the 1st day of January 2023 and will continue unless terminated by mutual agreement of the City and Bureau. After one year, this Agreement may be terminated by one of the parties hereto in accordance with paragraph 7 of this Agreement.
2. Services Rendered by Bureau. The Bureau shall furnish the following services:
  - a. Informational services in answering inquiries about the City via mail, telephone, personal, and electronic contacts.
  - b. Prepare and present through websites, audio visual presentations, social networking sites information to the public and groups to attract visitors to the City.
  - c. Provide planning, coordinating, and registration assistance to organizations and businesses.
  - d. Supply support material including, but not limited to, City maps, accommodations list, and information in general.
  - e. Distribute brochures, maps and guides of the city to potential visitors and meeting planners.
  - f. Provide representation at trade shows, conventions, and exhibits to attract new visitors to the City.
  - g. Promote the City as a convention center for Minnesota by regional and statewide advertising of the City's hospitality industry and attractions.

3. Changes. Basic services provided pursuant to Paragraph 2 of this Agreement shall be without charge to the person or organization utilizing said services unless authorized by contractual agreement or action of the Bureau Board of Directors.

4. Budget. The Bureau shall submit its annual budget for review by the City on or before the first day of December of the year preceding the effective date of the budget. Such budget shall detail specifically the uses to which monies received shall be spent to provide the services described in Paragraph 2 of this Agreement.

It is understood between the parties that the actual revenues being generated under Paragraph 5 may vary from the amount anticipated in the budget. For this reason, it is agreed that the budget may be modified without prior consent of the City, providing that any adjustments shall be made by a two thirds (2/3) vote of the Bureau Board of Directors.

Notwithstanding any other language to the contrary the Bureau shall not expend any sums beyond its revenues.

5. Funding. On the 15<sup>th</sup> day of each month, the City shall remit to the Bureau, for funding of the Bureau, 95% of the lodging tax payments received by the City, less refunds, in the preceding month during the term of this Agreement.

6. Verification of Expenditures. The Bureau will provide the City a copy of the Bureau's monthly financial statements, showing monthly, year to date, and budget figures, properly itemized and verified by the Director of the Bureau. The Finance Officer of the city shall have the right of access to the books and records of the Bureau at any time during normal business hours to audit any time of revenue or expenditure.

7. Termination. The city may terminate this Agreement by providing written notice to that effect by December 31<sup>st</sup> of the preceding calendar year to give at least a one year notice to the other party (i.e. notice given prior to December 31 2020 would mean agreement dissolves on December 31 2021. Such termination shall be effective on December 31<sup>st</sup> of the following calendar year in which notice is given.

8. Composition of Bureau's Board of Directors. City and Bureau agree that the Bureau's Board of Directors shall be proportionately represented, based on the percentage of lodging fee contributions contributed by the Member City during the preceding year. Each Member City shall have at least one Board Member. For each additional 10%, or portion thereof, above the initial 10% of the overall contribution will entitle the Member City to one additional representative. The first Board Member appointed by the Member City shall be an elected or appointed municipal representative of that Member City. The second Board Member selected by the Member City will be from that community's lodging industry unless none willing to step forward and then it would be the city's discretion to pick a chamber or attraction. Any additional representatives shall be selected at the Member City's discretion. The term of any Board Member appointed by a Member City shall immediately cease, without further action, upon the termination of membership of that Member City in the Corporation.

9. Hold Harmless. Any and all employees of the Bureau or any other persons, while engaged in the performance of any service required by the Bureau under this Agreement, shall not be considered employees of the City, and any or all claims that may or might arise under the Workers' Compensation Act of the State of Minnesota on behalf of said employees or other persons while engaged, and any and all claims made by the third party as a consequence of any act or omission on the part of the Bureau, or its agents or employees or other persons while so engaged in any of the services provided to be rendered herein, shall in no way be the obligation or the responsibility of the city. In connection therewith, the bureau hereby agrees to indemnify, save, and hold harmless, and defend the City and all of its officers, agents, and employees from any and all claims, demands, actions, or causes of actions of whatever nature or character arising out of or by reason of the execution or performance of the services provided for in this Agreement.

10. Multiple City Participation. It is contemplated that the Bureau in addition to providing services to the City, will also provide similar services described in Paragraph 2 of this Agreement to the other communities and that all cities maybe jointly promoted as a unitary convention and visitors bureau. Therefore, it is specifically authorized that funding for such joint promotion will be financed pursuant to the Agreement.

11. Discrimination. The Bureau, in providing services hereunder shall comply with the provisions of Minnesota Statutes Section 181.59 as the same may be amended from time to time. The Bureau shall not discriminate against any person or firm in any of its activities pursuant to Minn. Stat. §181.59 which is incorporated into this agreement as through set forth in its entirety.

12. Insurance. The Bureau shall carry insurance to cover its employees and agents while performing services pursuant to this Agreement. Such insurance shall provide comprehensive general liability and property damage coverage to the Bureau and its employees and agents in such amounts as will equal the applicable limits of liability to which the City may be held pursuant to state statute as the same may be amended from time to time. The Bureau shall also carry Workers' Compensation as required by Minn. Stat. §176.182 and provide the City with proof of compliance with §176.182 before commencing to provide services hereunder.

13. Laws. The Bureau will comply with all applicable Federal, State and local laws in the performance of its obligations hereunder.

14. Advertisements. All websites, brochures, listings, or advertisements of specific lodging facilities shall include mention of all facilities paying the lodging tax imposed by the City.

15. Integration. This document is fully integrated, in bodying the entire Agreement between the parties. Any amendment to this Agreement shall be in writing and executed in the same manner as this Agreement.



**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the day and year first above written.

CITY OF \_\_\_\_\_

By: \_\_\_\_\_  
\_\_\_\_\_, City Representative

MINNESOTA METRO NORTH  
TOURISM

By: \_\_\_\_\_  
TCG Director

Meeting Date: April 17, 2023

**CITY OF HAM LAKE**

*STAFF REPORT*

**To: Mayor and Councilmembers**

**From: Denise Webster, City Administrator**

**Subject: 2024 Budget for Upper Rum River Watershed Management Organization (URRWMO)**

**Introduction/Discussion:** The URRWMO Board is requesting the ratification of the 2024 Budget by April 25<sup>th</sup>.

Ham Lake's share of the 2024 URRWMO budget is \$2,370.19, which is \$64.50 less than the 2023 budget.

**Recommendation: I recommend that the 2024 budget for the Upper Rum River Watershed Management Organization be ratified.**



## Denise Webster

---

**From:** jamie.schurbon@anokaswcd.org  
**Sent:** Thursday, March 9, 2023 2:10 PM  
**To:** City of Bethel, Ginger Berg; Jack Davis; Denise Webster; City of Oak Grove, Loren Wickham; Darcy Mulvihill; Kate Thunstrom; Nowthen Finance, Natalie Johnson; Clerk City of Nowthen (info@nowthenmn.net)  
**Cc:** Andrew Wood; Christopher Beyett; Dan Breyen; Jeff Entsminger; John West; Katie Kalland; Patrick Sullivan; Paul Tradewell; Radja Lohse; ryan seguin; Shanni Flabedo; Timothy Miller; Troy Wolens  
**Subject:** URRWMO draft budget to ratify  
**Attachments:** 2024 draft URRWMO budget for cities ratification 3-8-2023.pdf

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

Upper Rum River WMO member cities,  
Attached is the URRWMO's draft 2024 budget. Please bring this forward to your city councils for ratification. The URRWMO board is requesting ratification **by noon on April 25**. Please respond to me with your city council's action by that date.

If you have questions, please contact your URRWMO board representatives or myself. Thanks!

### Jamie Schurbon

Watershed Projects Manager | Anoka Conservation District  
1318 McKay Dr. NE, Suite 300 | Ham Lake, MN 55304  
763.434.2030 x210 | [AnokaSWCD.org](http://AnokaSWCD.org)



*Strong partnerships - Innovative solutions - Healthy environments*

Confidentiality Notice: This E-mail and any attachments is covered by the Electronic Communications Privacy Act, 18 U.S.C. & 2510-2524, is confidential and may be legally privileged. If you are not the intended recipient, you are hereby notified that any retention, dissemination, or copying of this communication is strictly prohibited. Please reply to the sender that you have received the message in error, and permanently delete the original and destroy any copy, including printed copies of this email and any attachments thereto.



# UPPER RUM RIVER

Watershed Management Organization

## COSTS BY CITY

### 2024 DRAFT Budget

3/8/2023

#### Notes:

Budget was developed 2019-2028 URRWMO Watershed Management Plan.

Community contributions are based on land area and market valuations, per the current Upper Rum River WMO joint powers agreement.

The community contributions were updated with the most recent market valuations in 2021. This update is done every five years.

		Bethel	East Bethel	Ham Lake	Nowthen	Oak Grove	St. Francis	TOTAL
% non-operating costs		1.04%	23.85%	1.68%	22.81%	30.48%	20.14%	100.00%
% operating costs -->		16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	100.00%
Row Labels	Sum of 2024 Budget							
<b>Non-operating</b>	<b>\$30,686.00</b>	<b>\$319.13</b>	<b>\$7,318.61</b>	<b>\$515.52</b>	<b>\$6,999.48</b>	<b>\$9,353.09</b>	<b>\$6,180.16</b>	<b>\$30,686.00</b>
Collaboration/Planning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Education and Public Outreach	\$3,531.00	\$36.72	\$842.14	\$59.32	\$805.42	\$1,076.25	\$711.14	\$3,531.00
Non-Operating General	\$3,098.00	\$32.22	\$738.87	\$52.05	\$706.65	\$944.27	\$623.94	\$3,098.00
Water Quality Improvement Projects	\$16,557.00	\$172.19	\$3,948.84	\$278.16	\$3,776.65	\$5,046.57	\$3,334.58	\$16,557.00
Water Monitoring	\$7,500.00	\$78.00	\$1,788.75	\$126.00	\$1,710.75	\$2,286.00	\$1,510.50	\$7,500.00
Studies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Operating</b>	<b>\$11,128.00</b>	<b>\$1,854.67</b>	<b>\$1,854.67</b>	<b>\$1,854.67</b>	<b>\$1,854.67</b>	<b>\$1,854.67</b>	<b>\$1,854.67</b>	<b>\$11,128.00</b>
Operating Expenses	\$11,128.00	\$1,854.67	\$1,854.67	\$1,854.67	\$1,854.67	\$1,854.67	\$1,854.67	\$11,128.00
<b>Grand Total</b>	<b>\$41,814.00</b>	<b>\$2,173.80</b>	<b>\$9,173.28</b>	<b>\$2,370.19</b>	<b>\$8,854.14</b>	<b>\$11,207.76</b>	<b>\$8,034.83</b>	<b>\$41,814.00</b>



# UPPER RUM RIVER

Watershed Management Organization

## BUDGET DETAIL

2024 DRAFT Budget Detail

3/8/2023

Notes:

Budget was developed 2020-2029 SRWMO Watershed Management Plan.



Row Labels	Sum of 2021 Budget	Sum of 2022 Budget	Sum of 2023 Budget	Sum of 2024 Watershed Plan	Sum of 2024 Budget
1 <b>Non-operating</b>					
2 <b>Collaboration/Planning</b>					
3 Aerial photos	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4					
5 <b>Education and Public Outreach</b>					
6 Anoka Co Outreach Coordinator Position	\$1,000.00	\$1,000.00	\$1,250.00	\$0.00	\$1,500.00
7 Website operations/maintenance	\$685.00	\$715.00	\$745.00	\$905.00	\$900.00
8 Rum River biomonitoring with St. Francis High School	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9 Website platform update	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 URRWMO public education and outreach	\$1,051.00	\$1,077.00	\$1,104.00	\$1,131.00	\$1,131.00
11					
12 <b>Non-Operating General</b>					
13 Watershed Coordinator - Facilitate Technical Advisory Committee (TAC)	\$2,550.00	\$1,723.00	\$425.00	\$1,810.00	\$1,810.00
14 Watershed Coordinator - WRAPS review	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00
15 Watershed Coordinator - Grant applications	\$3,782.00	\$3,877.00	\$1,071.00	\$4,073.00	\$1,288.00
16 5-year Watershed Plan Amendment per BWSR Requirement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17 URRWMO JPA Update				\$0.00	\$0.00
18					
19 <b>Water Quality Improvement Projects</b>					
20 Projects as detailed in the URRWMO 10-year Plan	\$15,375.00	\$15,759.00	\$16,153.00	\$16,557.00	\$16,557.00
21					
22 <b>Water Monitoring</b>					
23 Lake Level Monitoring	\$1,200.00	\$1,200.00	\$1,400.00	\$1,400.00	\$1,400.00
24 Lake Water Quality Monitoring	\$1,900.00	\$0.00	\$2,060.00	\$2,400.00	\$2,400.00
25 Reference Wetland Hydrology Monitoring	\$1,950.00	\$1,950.00	\$2,100.00	\$2,465.00	\$2,465.00
26 Stream Water Quality Monitoring	\$0.00	\$4,350.00	\$4,650.00	\$0.00	\$0.00
27 Water Monitoring Fund	\$2,450.00	\$0.00	\$0.00	\$1,228.00	\$1,235.00
28					
29 <b>Studies</b>					
30 Subwatershed Assessment Studies (SWAs) for priority waterbodies	\$1,537.50	\$0.00	\$2,000.00	\$0.00	\$0.00
31					
32 <b>Operating</b>					
33 <b>Operating Expenses</b>					
34 Advertise Bids for Pro Services (req'd in odd yrs)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
35 Liability Insurance	\$2,416.00	\$2,477.00	\$2,539.00	\$2,602.00	\$2,300.00
36 Recording Secretary services	\$1,261.00	\$1,292.00	\$1,400.00	\$1,358.00	\$1,225.00
37 Watershed Coordinator - Facilitate regular URRWMO mtgs	\$3,362.00	\$3,446.00	\$3,532.00	\$3,621.00	\$3,621.00
38 Watershed Coordinator - Annual Report to State Auditor	\$672.00	\$689.00	\$706.00	\$724.00	\$724.00
39 Watershed Coordinator - Annual Report to BWSR	\$1,345.00	\$1,378.00	\$1,413.00	\$1,448.00	\$1,448.00
40 Watershed Coordinator - Other - see desc.	\$1,681.00	\$1,723.00	\$1,766.00	\$1,810.00	\$1,810.00
41					
42 <b>Grand Total</b>	<b>\$44,217.50</b>	<b>\$42,656.00</b>	<b>\$44,814.00</b>	<b>\$43,532.00</b>	<b>\$41,814.00</b>



# UPPER RUM RIVER

Watershed Management Organization

## 2023 Budget for Cities' Ratification

3/1/2022

#	NON-OPERATING (WORK PLAN) EXPENSES	Cost	Bethel 1.08%	East Bethel 23.45%	Ham Lake 1.62%	Nowthen 23.83%	Oak Grove 29.52%	St. Francis 20.50%
1	Water Monitoring Fund*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Lake Level Monitoring - Lake George, East Twin Lake, Coopers Lake, Minard Lake	\$1,400.00	\$15.12	\$328.30	\$22.68	\$333.62	\$413.28	\$287.00
3	Lake Water Quality Monitoring: Lake George	\$2,060.00	\$22.25	\$483.07	\$33.37	\$490.90	\$608.11	\$422.30
4	Stream Water Quality Monitoring - Rum R at CR 24, Rum R at CR 7, Seelye Br at CR 7, Cedar Cr at CR 9, Ford Br at CR 63	\$4,650.00	\$50.22	\$1,090.43	\$75.33	\$1,108.10	\$1,372.68	\$953.25
5	Reference Wetland Hydrology Monitoring - 5 sites	\$2,100.00	\$22.68	\$492.45	\$34.02	\$500.43	\$619.92	\$430.50
6	Biomonitoring - Rum River by St. Francis High School. URRWMO to request funds from American Legion	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	Website - Annual Operations	\$745.00	\$8.05	\$174.70	\$12.07	\$177.53	\$219.92	\$152.73
8	URRWMO public education and outreach	\$1,104.00	\$11.92	\$258.89	\$17.88	\$263.08	\$325.90	\$226.32
9	Anoka Co Water Resource Outreach Collaborative	\$1,250.00	\$13.50	\$293.13	\$20.25	\$297.88	\$369.00	\$256.25
10	Projects as detailed in the 10-year Plan	\$16,153.00	\$174.45	\$3,787.88	\$261.68	\$3,849.26	\$4,768.37	\$3,311.37
11	Subwatershed Assessment Studies (SWAs) for priority waterbodies. Match for grants	\$2,000.00	\$21.60	\$469.00	\$32.40	\$476.60	\$590.40	\$410.00
12	Watershed Coordinator, component activities/costs listed below							
13	Facilitate technical advisory committee (TAC) meetings	\$425.00	\$4.59	\$99.66	\$6.89	\$101.28	\$125.46	\$87.13
14	WRAPS review	\$500.00	\$5.40	\$117.25	\$8.10	\$119.15	\$147.60	\$102.50
15	Grant applications	\$1,071.00	\$11.57	\$251.15	\$17.35	\$255.22	\$316.16	\$219.56
16	<b>TOTAL</b>	<b>\$33,458.00</b>	<b>\$361.35</b>	<b>\$7,845.90</b>	<b>\$542.02</b>	<b>\$7,973.04</b>	<b>\$9,876.80</b>	<b>\$6,858.89</b>

#	OPERATING EXPENSES	Cost	Bethel 16.67%	East Bethel 16.67%	Ham Lake 16.67%	Nowthen 16.67%	Oak Grove 16.67%	St. Francis 16.67%
17	Copies & Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18	Recording secretary	\$1,400.00	\$233.33	\$233.33	\$233.33	\$233.33	\$233.33	\$233.33
19	Insurance-League of MN Cities Insurance Trust	\$2,539.00	\$425.17	\$423.17	\$423.17	\$423.17	\$423.17	\$423.17
20	Administrative fee charged to member communities - for Watershed Coordinator, component activities/costs listed below							
21	Annual financial report to State Auditor	\$706.00	\$117.67	\$117.67	\$117.67	\$117.67	\$117.67	\$117.67
22	Annual activity report to MN Board of Water and Soil Resources	\$1,413.00	\$235.50	\$235.50	\$235.50	\$235.50	\$235.50	\$235.50
23	Facilitate regular URRWMO meetings	\$3,532.00	\$588.67	\$588.67	\$588.67	\$588.67	\$588.67	\$588.67
24	Administrative fee - misc other tasks in WMO plan	\$1,766.00	\$294.33	\$294.33	\$294.33	\$294.33	\$294.33	\$294.33
25	<b>TOTAL</b>	<b>\$11,356.00</b>	<b>\$1,892.67</b>	<b>\$1,892.67</b>	<b>\$1,892.67</b>	<b>\$1,892.67</b>	<b>\$1,892.67</b>	<b>\$1,892.67</b>
26								
27	<b>TOTAL BUDGETED AMOUNT</b>	<b>\$44,814.00</b>	<b>\$2,254.01</b>	<b>\$9,738.57</b>	<b>\$2,434.69</b>	<b>\$9,865.71</b>	<b>\$11,769.47</b>	<b>\$8,751.56</b>
28								
29	First 1/2 of budget due on or before January 1	\$22,407.00	\$1,127.01	\$4,869.29	\$1,217.35	\$4,932.85	\$5,884.73	\$4,375.78
30	Second 1/2 of budget due on or before July 1	\$22,407.00	\$1,127.01	\$4,869.28	\$1,173.46	\$4,932.85	\$5,884.73	\$4,375.78

\* The URRWMO Plan includes \$7,500 per year for water monitoring. Anytime the actual monitoring expenses for the year are lower than this amount, the balance is placed into a fund to cover years when planned monitoring is >\$7,500. The results is consistent, predictable budgeting for the communities.

INFORMATION  
FOR CITY  
COUNCILS  
ABOUT THE UPPER  
RUM RIVER  
WATERSHED  
MANAGEMENT



# Annual Mini-Report to Cities

MARCH 2023

## URRWMO BOARD

- City of Bethel**  
Ryan Seguin  
Patrick Sullivan (Treas)
- City of East Bethel**  
Tim Miller  
Ratja Lohse
- City of Ham Lake**  
Troy Wolens  
Jeff Entsminger
- City of Nowthen**  
Dan Breyer (V. Chair)  
Shanni Fladebo
- City of Oak Grove**  
John West (Chair)  
Paul Tradewell
- City of St. Francis**  
Andrew Wood  
Chris Beyatt

## About the URRWMO

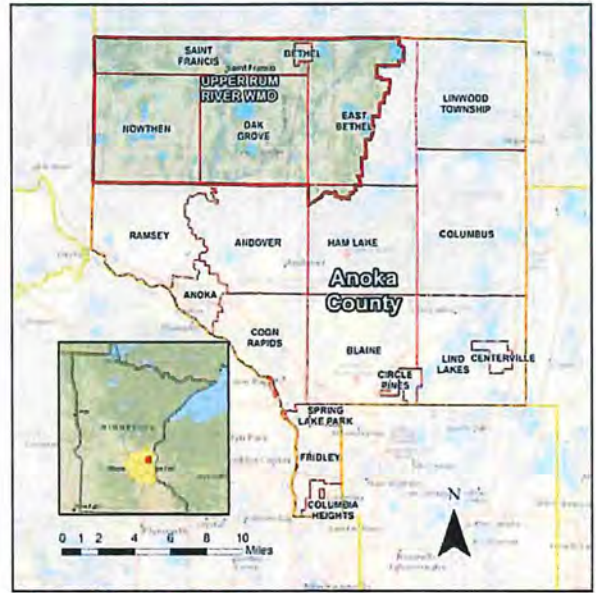
The URRWMO is a joint powers organization including the Cities of St. Francis, Oak Grove, Nowthen, Bethel, and portions of East Bethel. A small corner of Ham Lake also falls within the URRWMO. Contributions from these cities, plus any secured grants, make up the annual budget. The WMO Board is made up of two representatives from each of these cities.

## Priorities

This organization seeks to maintain the quality of area lakes, rivers, streams, groundwater, and other water resources across municipal boundaries. Resources of particular importance to the URRWMO include the Rum River, Lake George & East Twin Lake. This stretch of the Rum River is designated as a state Scenic and Recreational Waterway & nearly exceeds state nutrient standards. Lake George & East Twin Lakes are the primary recreation lakes in the watershed. Secondly, we work on Seelye Brook, Ford Brook, & Cedar Creek.

Priority projects in our watershed plan:

- ◆ Lake George water quality projects, including lakeshore stabilization.
- ◆ Rum River water quality projects, including stormwater treatment & riverbank stabilizations.
- ◆ Outreach to encourage behavioral changes that benefit water quality.



Map of the URRWMO

## Example Projects



## 2022 Accomplishments

- ◆ **Video—"Our River Connection"**

Google it! Video is on the AnokaSWCD YouTube channel. A great explanation of our work in <6 minutes.



- ◆ **Pontoon tour of Lake George**

Hosted by the Lake George Improvement District and Conservation Club, we discussed concerns & built collaborative relationships toward future projects.



- ◆ **Six Lake George shoreline stabilizations** — Stabilized 464 linear feet of eroding shoreline, reducing sediment reaching the lake by 4.5 tons/yr and phosphorus by 5.4 lbs/yr. 4,436 sq ft of native plant buffers.



- ◆ **Ford Brook subwatershed study**—Identified and ranked potential water quality projects by cost effectiveness, mostly in Nowthen. Project implementation to begin in 2023 & beyond.
- ◆ **Stream monitoring** —Every-third-year monitoring of three streams and the Rum River. Phosphorus reductions are needed, otherwise conditions are good.

## 2023 Plans

- ◆ **Rum Riverbank stabilization at Dellwood Park & other locations** — Over 700 linear feet of riverbank erosion will be corrected with grant funds at the park in St. Francis. Other riverbank projects are in the works too.



- ◆ **Rain gardens** — Design of curb cut rain gardens in the 225th Ln and 226th Ave neighborhoods of St. Francis (construction may be in 2024). This neighborhood has no stormwater treatment before discharge to the Rum River.



- ◆ **St. Francis High School roadside swale**—Add check dams along Rum River Blvd to stop erosion and add stormwater treatment before discharge to the Rum River. Much of the school roof & parking drains here.



- ◆ **Agricultural cost share**—New—The Anoka Conservation District is providing grants to help agricultural producers to do water quality practices. Ford Brook subwatershed is a target area.



Our work is supported by over \$2M in state grants. The URRWMO does not hold these grants, but is in partnership with those who do.



Meeting Date: April 17, 2023



**CITY OF HAM LAKE**  
*MEMO*

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

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

**Subject:** Approval of the American Rescue Plan Act Funding for Public Works Mechanic Tools and CivicPlus Municode.

**Introduction/Discussion:**

In March of 2021, the U.S. Congress adopted the American Rescue Plan Act (ARPA). The State of Minnesota received approximately \$377 million to allocate out to its jurisdictions with a population below 50,000. In July 2021, the City requested their \$1.776 million allotment and then was notified in December of 2021 an additional \$58,156.72 of unused funds would be distributed bringing the total amount of ARPA funds to approximately \$1.834 million. The funds can be used for costs after March 3, 2021 and must be obligated to an item by December 31, 2024 and distributed by December 31, 2026.

During the March 21, 2022 Council meeting, a resolution was passed determining the City would be using the Revenue Replacement option to expend the funds. The Revenue Replacement option has a standard allowance of \$10M or less to be used for what the City deems necessary.

As of March 12, 2023 there was approximately \$119,722 of unallocated ARPA funds for use. There currently has been \$558,771 expended from the ARPA funds with \$1.1M earmarked for the Revolving Street Fund and another \$55,590 earmarked for approved Public Works Department Expenditures and Sirens.

Public Works is requesting to use an additional \$20,000 for mechanic tools to better maintain City vehicles and equipment. The current selection is less than the essentials and are needed for the mechanic to better perform his tasks. There is no further detail on what will be purchased. This is just an allowance since the department wants to get the best pricing on the items and will purchase as items are discounted.

City Hall is requesting \$6,528 for CivicPlus's Municode code software. This software will help streamline changes to City Code and improve the online function for users. The funding would cover the implementation cost and subscription for 2023 and 2024.

The approval of these items would bring the amount of unallocated ARPA funds to \$93,195.

**Recommendation:**

**Approval of the Resolution to allocate \$20,000 of ARPA funding to Public Works for mechanic tools and \$6,528 for Municode Subscription.**

**RESOLUTION NO. 23-XX**

**CITY OF HAM LAKE**

**RESOLUTION APPROVING AMERICAN RESCUE PLAN ACT FUNDS FOR PUBLIC WORKS MECHANIC TOOLS AND CIVICPLUS MUNICODE**

**WHEREAS, the City of Ham Lake slated to receive a total of \$1.834M in American Rescue Plan Act (ARPA) Funding,**

**WHEREAS, on March 21, 2022, City Council approved to use the Revenue Replacement option for expending the funds and procedures for approving expenditures,**

**NOW, THEREFORE, BE IT RESOLVED** that the City of Ham Lake allocates \$20,000 for a Public Work's mechanic tools and \$6,524 for CivicPlus Municode.

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

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

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



# **municode** codification

POWERED BY CIVICPLUS

## **Republication, Supplementation, and Online Code Hosting Services**

Ham Lake, Minnesota

### **PRESENTED BY:**

**J.R. Riley, Legal Account Executive**

March 22, 2023



# CivicPlus Company Overview

## CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers. This includes the addition of Municode, LLC, adding their reliable and esteemed codification services to the CivicPlus portfolio.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

### EXPERIENCE

- 70+** Years of Codification Experience
- 12,000+** Customers
- 4,200+** Clerks Served
- 900+** Employees

### RECOGNITION

- Inc. 5000** 11-time Honoree
- GovTech** 2023 Top 100 Company
- Stevie® Awards** Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 12,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

### Primary Office

302 S. 4th Street Suite 500  
Manhattan, KS 66502  
Toll Free: 888.228.2233 | Fax: 785.587.8951  
[civicplus.com](http://civicplus.com)



### Contact

J.R. Riley  
Legal Account Executive  
[jriley@civicplus.com](mailto:jriley@civicplus.com)  
850.696.7012

# Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.

For more information on how the Civic Experience can create better resident experiences via our integrated code, website and agenda and meeting management solutions, watch this [video](#).



# Republication

## Republication Process



We will provide you with a Style Checklist and work with you to confirm the desired formatting and style of the code, including font, binder color (semi-bright black, dark blue, green, or burgundy), and ink stamping color (gold or silver). We will update the preliminary pages, create an index (if elected) and table of contents; update history notes; provide a comparative table of ordinances, and integrate all applicable photographs, maps, diagrams, charts, and tables into the code. Proofs can then be provided for your review. Following the approval of the proofs, the code will be shipped and posted online in fully robust HTML format.

We will handle 100% of the publishing. The republication process includes editing, page composition, proofreading, indexing (if elected), and delivering the information as printed and/or electronic copy. When we republish your code, pages are recomposed to eliminate short pages, pages with blank backs and oddly numbered (point) pages. Following the recomposition, the code is reprinted, and supplement number designations start over with Supplement No. 1.

The anticipated time frame for the conversion and republication project is three to four months, excepting any delays in your return of proofs, and will begin after our receipt of the completed Style Checklist and all necessary material in an editable, electronic format. Within two weeks of shipping the new code, it will be published online in fully robust HTML format.

### Republication Timeline

<b>STEP 1</b>	Immediately	<b>CUSTOMER</b> sends signed contract and all applicable material. <b>CIVICPLUS</b> acknowledges contract, provides a Disposition List of all ordinances/material received.
<b>STEP 2</b>	Within 3 Weeks	<b>CIVICPLUS</b> provides a project introduction letter outlining all phases of the project and all material received to date. <b>CUSTOMER</b> confirms CivicPlus has all applicable materials. Conversion begins upon receipt of all applicable materials.
<b>STEP 3</b>	Within 3-4 Months	<b>CIVICPLUS</b> submits code draft proofs for customer review. <b>CUSTOMER</b> to return proofs within 45 days. After the proofs are returned, we will ship the newly printed code volumes within 2-3 weeks and post the code online. Supplementation will begin anew with Supplement No. 1.



To ensure a successful project completion, style changes requested after approval of the sample will be assessed an additional editorial fee. Legislation added to the project must be approved and received prior to the established cutoff date. Following the delivery of the final code draft for proofing, any extensive changes requested in the code content, and/or any material added to the code that was not previously contemplated, will be subject to an additional proof update fee. Proofs not returned within 45 days may be subject to a proof update fee, if applicable.

## THE REPUBLICATION PROCESS INCLUDES:

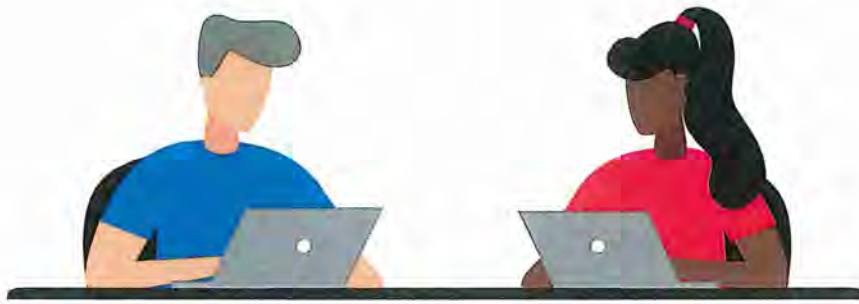
- Conversion to our codification database
- Removal and replacement of supplement numbers
- Updating of preliminary pages (title page, officials' page, and preface)
- New page numbers
- Editing and proofreading
- 10-point, Times New Roman font, single column format, unless otherwise instructed
- Incorporation of maps, diagrams, charts, and tables
- Preparation of table of contents and updating or creation of an index (if elected)
- Proofs provided for your review
- Posting your newly republished code online



## THE REPUBLICATION PROCESS DOES NOT INCLUDE:

- Renumbering and/or reorganizing the structure of your code
- Legal Review by an attorney (quote available upon request)
- Substantive editing or changes to the text





# Supplementation Services

Our supplementation process has been designed for timeliness, efficiency, simplicity, and most of all, for our customers' convenience. Supplements will be provided on your chosen schedule, and you will be billed on an annual basis. Color printing and an increase in the desired number of supplement hard copies may result in an increase in the annual fee.

We pride ourselves on a turnaround time of **40 to 45 days for printed supplements** and can provide our always-up-to-date **electronic update services within 15 to 20 days**. The online code is updated within three days after shipping the supplement; there is no additional fee for this service. Rush supplements will be assessed an additional one-time fee. A recent analysis of our printed supplement services indicated an editorial error rate of less than 0.1 percent, which is made possible by our attention to detail, ongoing communication with our customers, and strict quality control checks to ensure we continue to produce the best printed and electronic supplements available in our industry. Any errors attributable to CivicPlus during the preparation, printing, and maintenance of the code will be corrected at no cost. The printed supplement process is outlined as follows:

## Supplementation Process

1. **Initial Receipt** – The receipt of the new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date, and ordinance number(s). You will be advised promptly if any pertinent information is missing from your submission. If our OrdBank service is elected (advance legislation service), the legislation will be posted online within 48 hours as a PDF under "adopted legislation not yet codified" at this time.

**If you utilize OrdBank and a CivicPlus agenda and meetings management solution, your newly adopted legislation will be posted on the landing page of your online code of ordinances within one minute of sending said legislation to CivicPlus.**

Printed Supplementation Process	
	Submission of Materials
	Editorial Review
	Mark Up
	Indexing
	Proofreading
	Corrections
	Printing & Shipping
	Upload to the Internet



2. **Editorial Review** – Our editorial team will review all ordinances received to determine whether the ordinance should be included in your code; where the ordinance should be placed; whether the ordinance conflicts with your existing code format; what material should be removed from your existing code; whether history notes will be added; what tables will be updated; and whether the table of contents in the front of the code and at the chapter/title level should be amended. If any significant errors or numbering issues are noted, your editor will contact you for clarification. Our editorial team will make no substantive changes to your legislation; however, minor typographical errors will be corrected as part of the supplement process. Should the editorial, legal, or proofreading team find discrepancies in your ordinances, we will communicate with you promptly.

**If you utilize OrdBank and our CivicPlus agenda and meetings management solution, the history notes throughout your code of ordinances will be automatically linked to the meeting in which your newly adopted legislation was considered. Your team and your residents will have permanent and instant access to the agenda, minutes, videos, and votes related to your legislation. Further, supplementation services with the OrdBank feature and our meetings and agenda management solutions can enjoy Enhanced History Notes. Click [here](#) to see a short demonstration.**

3. **Indexing** – If an index is elected, your supplement will be sent to our indexing team, where new legislation is indexed and cross-referenced in all appropriate locations.
4. **Proofreading** – The proofreader assigned to your editorial team will then examine your supplement line by line to ensure correct handling of the incorporated legislation, correctness in hierarchy and layout, and accuracy in spelling, capitalization and language style.
5. **Posting the Supplement Online** – After your supplement has been completed, your online code will be updated within one to three days, and we will provide any electronic products requested. You will receive a notification that the website has been updated via email. If our CodeBank Compare + eNotify service is elected, residents will be notified when the online code is updated. When your code is updated, all internal cross-reference links are updated on our Online Code Hosting system.

**With our OrdBank feature, each history note will be linked to the ordinance that amended the respective section. With our CivicPlus agenda and meetings management to Online Code Hosting integration, your OrdBank powered history notes will be permanently and automatically linked to the meetings in which the associated legislation was adopted.**

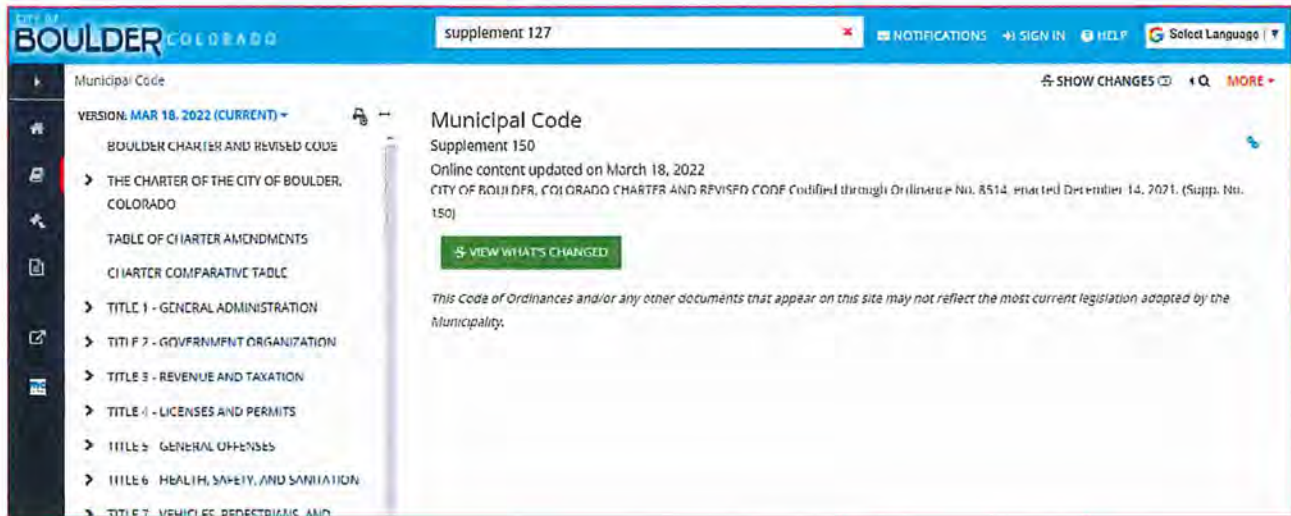
6. **Printing and Shipping** – We will print, cut, hole-punch, insert divider tabs (if elected), and ship your supplement to you per your elected schedule.



# Online Code Hosting

Our Online Code Hosting system is continuously enhanced and improved by our in-house team of Internet Technology professionals. It includes Standard and upgradeable Premium features, designed to provide a wide variety of additional capabilities for researching and navigating your code and preserving its history.

Our system is extremely user-friendly and requires no special training or login information. In addition, we offer a variety of on-demand video tutorials. We can also host a personalized training webinar for you and your staff to demonstrate our online features and capabilities before your new code goes live online.



## Online Code Hosting Standard Features

**Responsive Design** – We designed our intuitive User Interface (UI) to provide easy access to our full suite of features from any device, including a tablet or mobile device running iOS or Android.



**Print/Save/Email** – With delivery available in Microsoft Word or PDF format, users can share a link, print, download (as a Microsoft Word document), or email files at the section, article, or chapter levels or even non-sequential sections from multiple portions of your code(s).

Not all codification companies enable you to download Microsoft Word documents directly from the website. Being able to do so enhances your ability to draft new legislation.

**Social Media Sharing** – You and your users can share code sections via Facebook and Twitter. This functionality makes it easier for you and your team to utilize social media to engage your community and enhance your level of transparency.

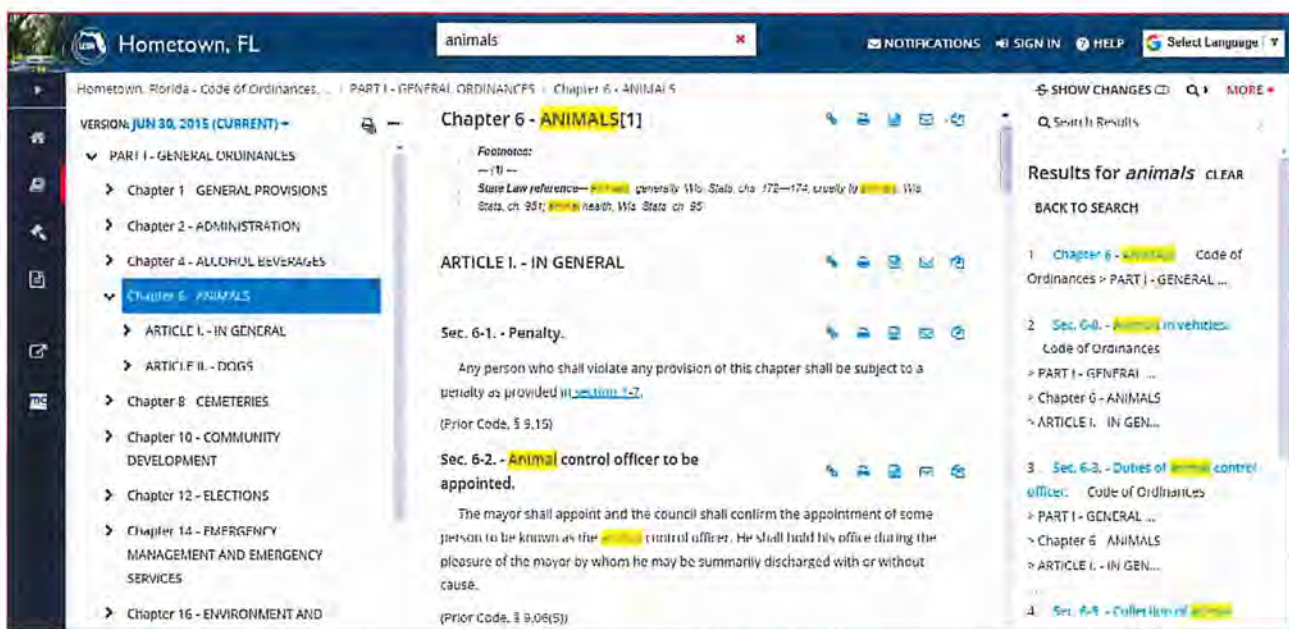




**Browsing** – Online Code Hosting provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you're viewing. The table of contents and content pane also sync as you scroll to deliver the most intuitive reading experience possible.

**Ease of Navigation** – Our collapsible table of contents, continuous next-hit feature, and internal and external hyperlinking and cross-referencing features simplify and enhance the navigation of your online code, allowing your staff and residents the capability of simultaneously searching your code, ordinances, minutes, resolutions, budgets, and more.

**Searching** – Our powerful search engine allows users to easily search the code using keywords or phrases and print, download, or email any portion of your code. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results, which enables a user to quickly move through search results and view results simultaneously. The section also indexes your code, returning more accurate, granular results. Search results can be sorted by relevance or book order.



- **Advanced Searching** – Conduct searches using Natural Language (think Google) or Boolean Logic, including simple or advanced searches supporting stemming, wildcards, proximity searches, and a global synonym list.
- **Multiple Publications** – Multiple publications (e.g., code, zoning) incorporated into the Online Code Hosting system will be searchable from one interface.
- **Narrow Searching** – Search terms can be applied to the entire code or narrowed within specific chapters or sections with the ability to sort results by relevance or book order.
- **Stored Searching** – Online Code Hosting allows all search result listings to be bookmarked under your browser's bookmark tabs; users need only conduct a search and press Ctrl+D to add the search result listing to your browser's tabs.
- **Searchable Ordinances** – With our OrdBank service, ordinances posted pre- and post-codification are full-text searchable.
- **Search All Content Types** – If you use our OrdBank or MuniDocs service, you can search any combination of your code, ordinances, and MuniDocs simultaneously; Search results are labeled for easy identification.



**Internal Cross-Reference Linking** – Cross-references within your code are linked to their respective destination article, chapter, or section.

**Mouseover (clue tips)** – Navigate to your code, and any linked cross-reference will quickly display in the pop-up preview window.

**Collapsible TOC** – The table of contents collapses, providing additional real estate with which you may view your code. Easily view your maps, graphs, and charts by enlarging the item.

**Translation** – Google Translate allows users to view our hosted codes in over 100+ languages.

**Static Linking** – Copy links of any section, chapter, or title to share via email or social media.

**Scrolling Tables and Charts** – Headers stay fixed while you scroll through the table/chart.

**GIS** – We can provide a permalink to any code section and assist staff in creating a link from your GIS system to relevant code sections.

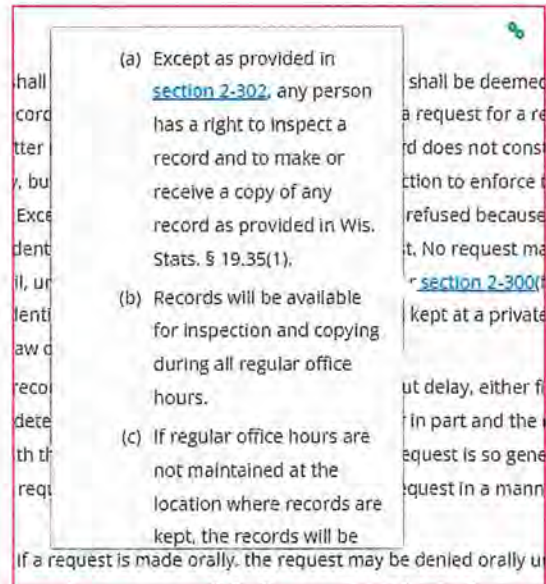
**In-line Images and PDFs** – We take great care to ensure that your images match online and in print and are captured at the highest quality possible. Our online graphics can be enlarged by hiding the table of contents to maximize the image. CivicPlus can also incorporate PDFs of certain portions of the code that have particular viewing and layout requirements.

**Public Notes** – Post public notes or documents within the online code to inform residents about current issues pertinent to any specific section of your code.

**Website Accessibility** – The User Interface and all HTML content viewed via our Online Code Hosting System's web application are WCAG 2.1 Level AA compliant. While we take several steps to improve the accessibility of PDF documents uploaded to the Online Code Hosting System, we cannot guarantee full ADA compliance of PDF documents. If a fully ADA compliant PDF document is uploaded to our Online Code Hosting System, it will remain compliant while stored in our system. Each PDF document uploaded to our system is OCR scanned and document title, primary language, and other PDF metadata fields, and base level of tags for screen readers are set.

**Hosting and Security** – Our tech stack includes HTML5 and CSS3, Javascript (AngularJS), and a RESTful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers, including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, macOS®: Safari™ 5.0 or later, and Chrome 18 or later. We host our Online Code Hosting System in Microsoft's Azure Government secure cloud environment and guarantee an SLA of 99.95 percent uptime. SSL encryption is used by default to secure access to the site, and the entire system is backed up to multiple geographic locations within the Azure Government cloud ecosystem.

**Support** – Phone, email, and web support for staff: 24-hour email response; phone support from 7 a.m. to 8 p.m. CT. We offer a variety of video tutorials, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.



# Online Code Hosting Premium Features

There are multiple premium features available to enhance your staff and residents' experience using and searching through your code – most available for purchase in our Premium Bundle or à la carte.

## Premium Bundle

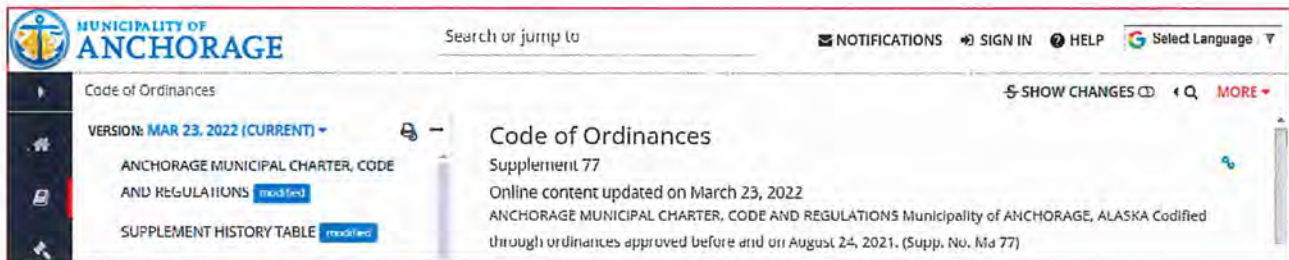
We recommend our Premium Bundle for the most transparent and feature-rich code possible at the best cost savings. The bundle includes our annual online code hosting and maintenance service along with each of the following features:

- Custom Banner
- CodeBank
- CodeBank Compare + eNotify
- OrdBank
- MuniPRO Service

OrdLink and MuniDocs can be added to a Premium Bundle, if desired.

## Summary of All Premium Features

**Custom Banner** – We can customize the look and feel of your code to match your website more closely.



**CodeBank** – Our CodeBank feature provides an online archival system for previous supplements of your code. Empower your staff and residents to access every previous code version with one click.



**CodeBank Compare + eNotify** – Our CodeBank Compare service is a powerful feature that allows users to select a past version of your online code and compare it to any other version. The differences will be shown via highlights (added material) or strikethrough (deleted material). Users will be notified of the changes in the table of contents and within the text of the code via “modified,” “new,” or “removed” badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes made. In addition, the CodeBank Compare service will show all amendments to your code that were implemented during the most recent update. Please note that the CodeBank feature is required to access CodeBank Compare.

The screenshot displays the CodeBank Compare interface for the Municipality of Anchorage. The top navigation bar includes the logo, search options, and utility links like 'NOTIFICATIONS', 'SIGN IN', and 'HELP'. The main content area shows a list of sections on the left, a central text area with highlighted changes, and a right-hand sidebar with a 'SHOW CHANGES' section listing recent updates with 'modified' badges.

The screenshot shows the eNotify enrollment form. It includes fields for 'Email', 'Profession', and 'Publications'. The 'Publications' section is expanded to show a tree view of code categories, with 'Chapter 1 - GENERAL PROVISIONS' and 'Chapter 2 - ADMINISTRATION' selected.

Our eNotify service allows users to enroll online and receive email notifications each time the online code is updated. Please note that the CodeBank Compare feature is required to utilize the eNotify service.

**OrdBank** – With our OrdBank solution, newly adopted, amendatory legislation will be posted online between supplements. Upon completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the “OrdBank” tab. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at [municodeords@civicplus.com](mailto:municodeords@civicplus.com).

Arvada, Colorado - ... / Chapter 102 - UT... / ARTICLE II. - WAT... / DIVISION 6. - WA... / Sec. 102-161. - R...

VERSION: **DEC 30, 2021 (CURRENT)**

- DIVISION 5. - SEWAGE
- DIVISION 6. - WATER FEES AND RATES
  - Sec. 102-161. - Residential water fees within city.**
  - Sec. 102-161.5. - Residential water fees within the Jefferson Center Metropolitan District, the Leyden Rock Metropolitan District, the Leyden Ranch Metropolitan District, and Candelas Filings 2, 3, 4 and designated properties in Candelas Filing 1.

latest edition of the AWWA Manual M22, "Sizing Water Service Lines and Meters." which is hereby adopted by reference, Justifies the change. Calculations so made will be submitted to the Utilities Director for review and approval.

(Code 1981, § 33-77; Ord. No. 2574, § 1, 11-21-1988; Ord. No. 2671, § 14, 10-16-1989; Ord. No. 2763, § 3, 11-5-1990; Ord. No. 2823, § 11, 7-1-1991; Ord. No. 2931, § 10, 10-19-1992; Ord. No. 2938, § 1, 12-14-1992; Ord. No. 3127, § 10, 10-24-1994; Ord. No. 3202, § 5, 8-7-1995; Ord. No. 3223, § 7, 10-23-1995; Ord. No. 3262, § 9, 4-15-1996; Ord. No. 3297, § 1, 10-21-1996; Ord. No. 3403, § 15, 10-20-1997; Ord. No. 3489, § 1, 10-26-1998; Ord. No. 3560, § 3, 10-11-1999; Ord. No. 3650, § 1, 10-23-2000; Ord. No. 3722, § 1, 10-8-2001; Ord. No. 3773, § 1, 10-21-2002; Ord. No. 3839, § 1, 10-13-2003; Ord. No. 3920, § 1, 11-8-2004; Ord. No. 3969, § 1, 10-10-2005; [Ord. No. 4027, § 1, 10-16-2006](#); [Ord. No. 4099, § 1, 11-19-2007, eff. 1-1-2008](#); [Ord. No. 4139, § 1, 11-17-2008, eff. 1-1-2009](#); [Ord. No. 4184, § 2, 10-19-2009, eff. 1-1-2010](#); [Ord. No. 4193, § 1, 1-11-2010, eff. 7-1-2010, 1-1-2011](#); [Ord. No. 4361, § 1, 10-22-2012, eff. 1-1-2013](#); [Ord. No. 4411, § 1, 10-21-2013, eff. 1-1-2014](#); [Ord. No. 4465, § 1, 10-20-2014, eff. 1-1-2015](#); [Ord. No. 4524, § 1, 10-19-2015, eff. 1-1-2016](#); [Ord. No. 4571, § 1, eff. 1-1-2017](#))

Sec. 102-161.5. - Residential water fees within the Jefferson Center Metropolitan District, the Leyden

**OrdLink** – Before incorporating the ordinances into your code via supplementation, the OrdLink feature can hyperlink newly adopted amendatory ordinances to the amended code section. Linked sections are highlighted in the table of contents, and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your code, they are added to your OrdBank repository and hyperlinked to your history notes. This service lets everyone know that new ordinances have been adopted. OrdLink must be purchased with OrdBank or as an addition to the Premium Bundle.

VERSION: **JUL 29, 2021 (CURRENT)**

- IRVINE MUNICIPAL CODE
- SUPPLEMENT HISTORY TABLE **modified**
- CHARTER - CITY OF IRVINE
- TITLE 1 - GENERAL SERVICES **Amended**
  - Division 1 - GENERAL PROVISIONS** **Amended**
    - Sec. 1-1-101. - How designated, cited.
    - Sec. 1-1-102. - Rules of construction, definitions.
    - Sec. 1-1-103. - Headings; catchlines of sections; history notes; etc.
    - Sec. 1-1-104. - Incorporation by reference.
    - Sec. 1-1-105. - Reference to Code, conflicts.

← TITLE 1 - GENERAL SERVICES

Division 2 - CITY COUNCIL

Division 1 - GENERAL PROVISIONS

**Amended by** Ordinance No. 21-15

Sec. 1-1-101. - How designated, cited.

This Code, which consists of administrative, criminal and regulatory ordinances of this City, shall be known as the "Irvine Municipal Code," and it shall be sufficient to refer to said Code as the "Irvine Municipal Code" in any prosecution for the violation thereof; it shall also be sufficient to designate any ordinance adding to, amending or repealing said Code as an addition to or amendment to or repeal of the "Irvine Municipal Code."

(Code 1976, § 1.A-101)

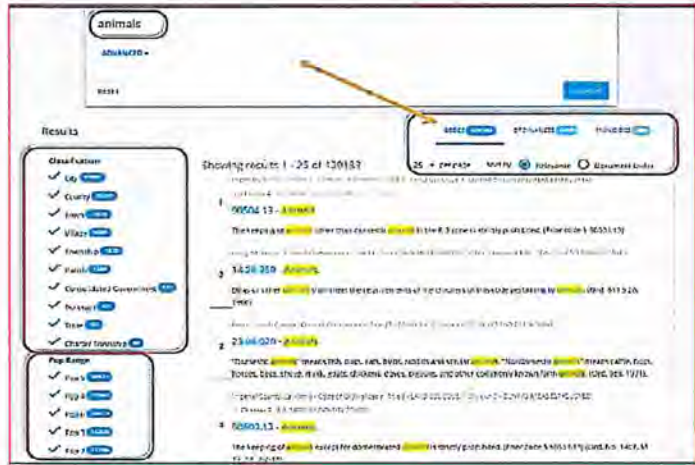
Charter reference— Codification of ordinances, [§ 409](#).

Sec. 1-1-102. - Rules of construction, definitions.

In the construction of this Code and of all ordinances of this City, the following definitions and rules of construction shall be observed, unless to do so would be inconsistent with the manifest

**MuniPRO Services** – MuniPRO searching allows you to search the over 4,000 codes we host (the entire country, a single state, or individually selected codes of your choosing). MuniPRO searches are ideal for researching local regulations of interest or discovering how other communities are dealing with similar issues. In addition, MuniPRO provides subscribers with the following tools:

- **Multiple Code Search** – Search all codes within one state, multiple codes within one state, or search all codes in the U.S. hosted by CivicPlus; search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- **MuniPRO Saved Searches** – Save frequently used or complex searches for easy retrieval from the MuniPRO Dashboard.
- **MuniPRO Notes** – Create a note and attach it to any section in any publication; note icons are present when viewing the section, alerting the user to a previously written note; a global listing of notes can be accessed and managed from the MuniPRO Dashboard.
- **MuniPRO Drafts** – Begin a new ordinance draft to keep track of pending legislation.
  - Draft icons are present when viewing the section, alerting the user to a previously created draft.
  - A global listing of drafts can also be accessed and managed from the MuniPRO Dashboard.

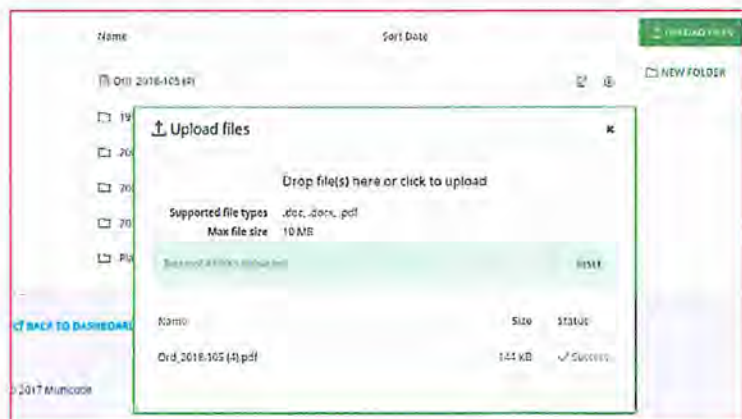


**MuniDocs** – MuniDocs allows you to upload many types of documents to browse and search alongside your online code and is fully searchable and filterable. After users log in, they are presented with a dashboard that allows them to upload new documents and manage previously uploaded documents. When uploaded, users can pick from a list of predefined document types.

Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box on the admin dashboard. Uploaded documents are immediately converted to PDF and indexed for search.

Users may upload .rtf, .doc, .docx, and .pdf documents and organize these documents by nested folders. The public can then browse and search these documents immediately.

Your MuniDocs files can also serve as storage for archived ordinances within MuniDocs. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online code.



# Investment Proposal

CivicPlus can appreciate the monetary constraints facing our governments each day. To help ease these concerns and assist with budgeting and planning, our proposed project and pricing are valid for 60 days from March 22, 2023.

## Republication

- Conversion of code through December 31, 2022 to CivicPlus' database
- Includes Subdivision
- Single column, 10-point font pages
- Removal of supplement numbers
- Updating of preliminary pages (title page, officials' page, and preface)
- New page numbers
- Standardizing text style for consistency from provided options
- Incorporation of graphics and tabular matter
- Three printed copies of the new code with divider tabs (freight invoiced upon shipment)
- Current code can be posted online as a PDF during conversion and republication project

## Supplementation

- Full-Service Schedule: Quarterly
- Supplementation of legislation permanent and general in nature (omitted legislation not included)
- Includes Subdivision
- Acknowledgment of material
- Editorial work
- Proofreading
- Updating the index
- Updating online code upon completion of each supplement
- Printing up to three black and white copies per print schedule elected, includes instruction sheet and checklist of up-to-date pages
- Freight for supplements
- Images, graphics, and tabular matter

## Online Code Hosting

- Mobile friendly site with full functionality and optimal screen resolution on all devices
- In-line images with scrolling tables and charts
- Narrow, pinpoint, and advanced (including Boolean) searching
- Previous and hit buttons
- Persistent breadcrumb trail
- Print or save as formatted Word (DOCX)

	One-Time	Renewable
Republication	No Charge	N/A
Supplementation	N/A	\$2,700.00
Online Code Hosting	N/A	\$564.00
<b>Total</b>	N/A	<b>\$3,264.00</b>

# Standard Invoicing

## Additional Fees

- Sales tax will be applied, if applicable
- Actual freight costs will be submitted for initial code delivery, but excluded from annual supplement cost
- Inclusion of adopted legislation
- Adopted ordinances not codified - \$25 per page

## Invoicing

- 100% of Year 1 fees due at start date
- Annual recurring services shall be invoiced at the start of each one-year renewal term and be subject to a 5% increase beginning in Year 3 of your contract
- Any additional fees incurred during the republication and conversion project ("Conversion") phase will be invoiced separately upon the completion of the Conversion

# Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with Ham Lake.





# Optional Enhancements

We are confident in the ability of our proposed project to meet Ham Lake's main needs. However, we recommend the following options that could positively impact your experience and goals.

Optional Services & Tools	One-Time	Annual
<b>Republication</b>		
Reorganization, renumbering, or legal review of code content	Quote upon request	N/A
3-post expandable binder, with stamping	\$70 each	N/A
3-ring vinyl binders, stamping not available	\$20 each	N/A
Additional tabs	\$35 per set	N/A
<b>Supplementation</b>		
Upgrade to Full-Service Schedule Plus: Schedule increased to monthly print or monthly electronic	N/A	\$1,620
Code in Microsoft Word (DOCX) (sent via email download)	N/A	\$200
Adobe PDF of the complete code (sent via email download)	N/A	\$200
Adobe PDF of each supplement (sent via email download)	N/A	\$200
State Linking	\$75/hour	\$399
Additional copies, reprints, binders, and/or tab orders	Quote upon request	
Legal services, creation of fee schedules, gender neutral review/ implementation, and/or external linking	Quote upon request	
Codifying a: <ul style="list-style-type: none"> <li>• Complete replacement of complex subject matter such as, but not limited to, Zoning (or equivalent)</li> <li>• New adopted full Chapter/Title Appendix</li> <li>• Newly adopted term change legislation</li> </ul>	Quote upon receipt of material	N/A
The addition of Manuals, Policies, Procedures, Comprehensive Plans, Land Use, Unified Codes, Zoning (or equivalent).	Quote upon request	



Online Code Hosting		
Custom Banner	\$250	N/A
CodeBank	N/A	\$171
CodeBank Compare + eNotify	N/A	\$285
OrdBank	N/A	\$439
OrdLink (must be purchased with OrdBank)	N/A	\$171
MuniPRO Service	N/A	\$336
MuniDocs (includes 25GB of storage)	N/A	\$399
Premium Bundle: Custom Banner, CodeBank, CodeBank Compare + eNotify, OrdBank, and MuniPRO Service	N/A	\$1,362



# Additional Solutions and Services

---

Our Civic Experience Platform provides a bridge between residents and governments for positive interactions. We offer the following solutions and services for our customers:

- Municipal Websites
- Meetings and Agenda Management
- Codification
- Emergency and Mass Notifications
- Parks and Recreation Management
- 311 and Citizen Relationship Management
- Process Automation and Digital Services
- Public Works
- Fire and Life Safety Inspections
- Planning, Permitting, Licensing, and Code Enforcement
- Web Governance and ADA Remediation (ADA Compliance, Quality Assurance, Internal Policy Compliance, Site Functionality Optimization)
- Social Media Archiving
- FOIA Management



Visit our [website](#) or reach out to your Account Executive for additional information, to schedule a demo, or to obtain a quote.

Meeting Date: April 17, 2023

**CITY OF HAM LAKE**

**STAFF REPORT**

**To:** City Council

**From:** Mark Jones, Building Official

**Subject:** Accessory Building at 4114 158<sup>th</sup> Avenue NE

**Introduction:**

Justin Budzynski submitted a building plan for a 2,664 sq. ft. accessory building located on his property at 4114 158<sup>th</sup> Ave NE in Enchanted Estates Addition. The property size is approximately 2.6 acres. Per Article 9-370.1 Size Limitation table, the maximum size of an accessory building is 2,400 sq. ft. for a lot size of 2.5 to 5 acres, unless approved by the City Council. Mr. Budzynski is asking to increase his accessory building by 264 sq. ft. for a total of 2,664 sq. ft.

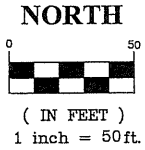
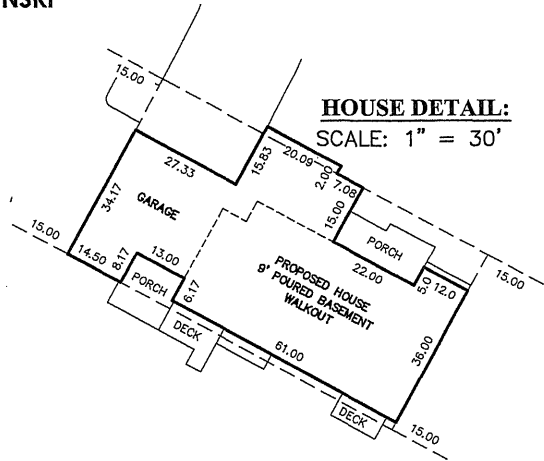
**Recommendation:**

The accessory building meets the provisions of Article 9-370.2 Building Materials being similar in color, texture and style of the dwelling. It also meets the provisions of Article 9-370.3 Height Restriction of 25 feet. Staff recommendation is to approve the additional 264 sq. ft. increase to 2,664 sq. ft. for Mr. Budzynski to construct an accessory building at 4114 158<sup>th</sup> Ave NE.

# CERTIFICATE OF SURVEY

PROPERTY ADDRESS: 4115 - 158TH AVENUE NE, HAM LAKE

FOR: JUSTIN BUDZYNSKI



**PROPOSED ELEVATIONS**  
 GARAGE FLOOR = 912.1  
 TOP OF BLOCK = 912.1  
 LOWEST FLOOR = 903.4

## NOTES

- BUILDING ELEVATIONS AND PLACEMENT SET BY OWNER.
- FIELD SURVEY CONDUCTED ON SEPTEMBER 26TH, 2014.
- BEARING'S SHOWN ARE ON ASSUMED DATUM.
- CONTRACTOR TO VERIFY HOUSE DIMENSIONS, AND SEWER AND BASEMENT DEPTHS.
- FINISHED GRADE 10 FEET FROM PROPOSED BUILDING SHALL BE 0.5 FEET LOWER THAN THE FINISHED GRADE AT THE BUILDING.
- FINISHED GRADE ELEVATIONS ARE TO FINISHED SURFACE WITH TURF ESTABLISHMENT.
- DRIVEWAYS ARE SHOWN FOR GRAPHIC PURPOSES ONLY. FINAL DRIVEWAY DESIGN AND LOCATION TO BE DETERMINED BY CONTRACTOR

**JOB #13796HS**

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

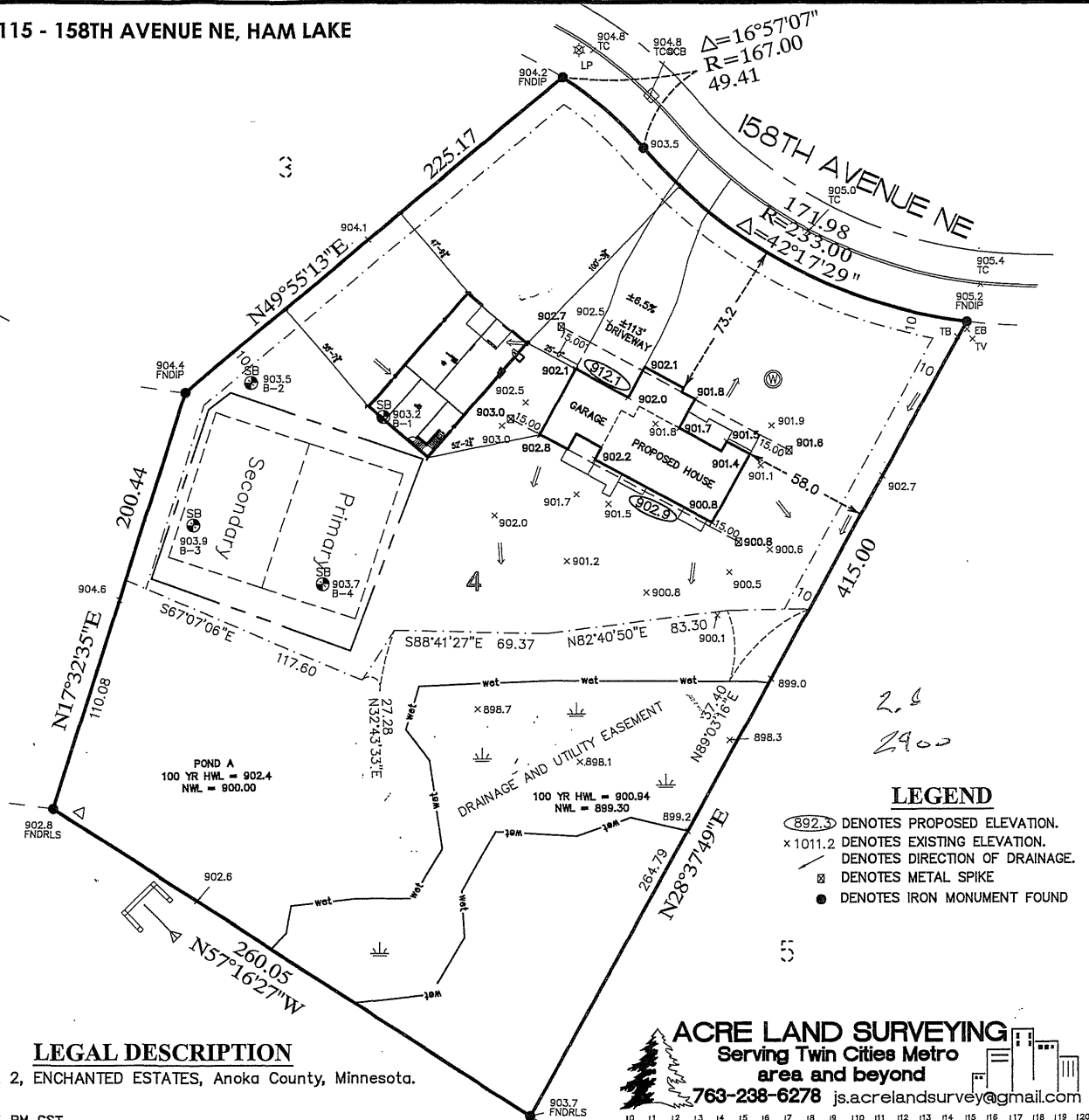
Revised: 12-18-14 (pond elevations)  
 Revised: 12-9-14 (restake hse)  
 Revised: 11-20-14 (new plan)

Date: 9-29-14 Reg. No. 44655

JOSHUA P. SCHNEIDER

## LEGAL DESCRIPTION

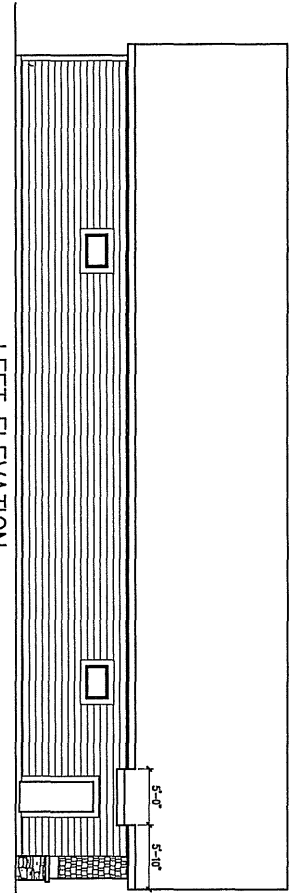
Lot 4, Block 2, ENCHANTED ESTATES, Anoka County, Minnesota.



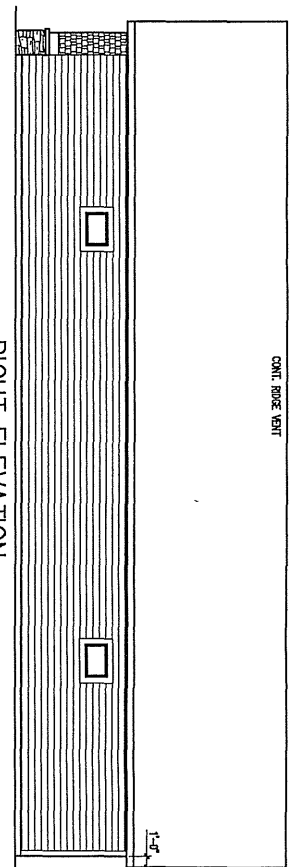
## LEGEND

- 892.3 DENOTES PROPOSED ELEVATION.
- x 1011.2 DENOTES EXISTING ELEVATION.
- DENOTES DIRECTION OF DRAINAGE.
- ⊗ DENOTES METAL SPIKE
- DENOTES IRON MONUMENT FOUND

**ACRE LAND SURVEYING**  
 Serving Twin Cities Metro area and beyond  
 763-238-6278 js.acrelandsurvey@gmail.com

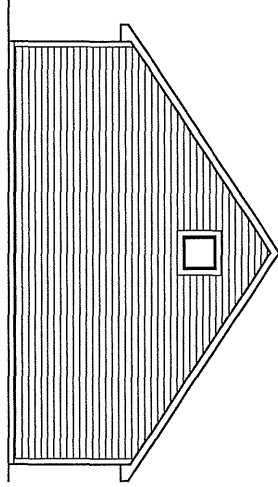


LEFT ELEVATION  
SCALE 1/8" = 1'-0"

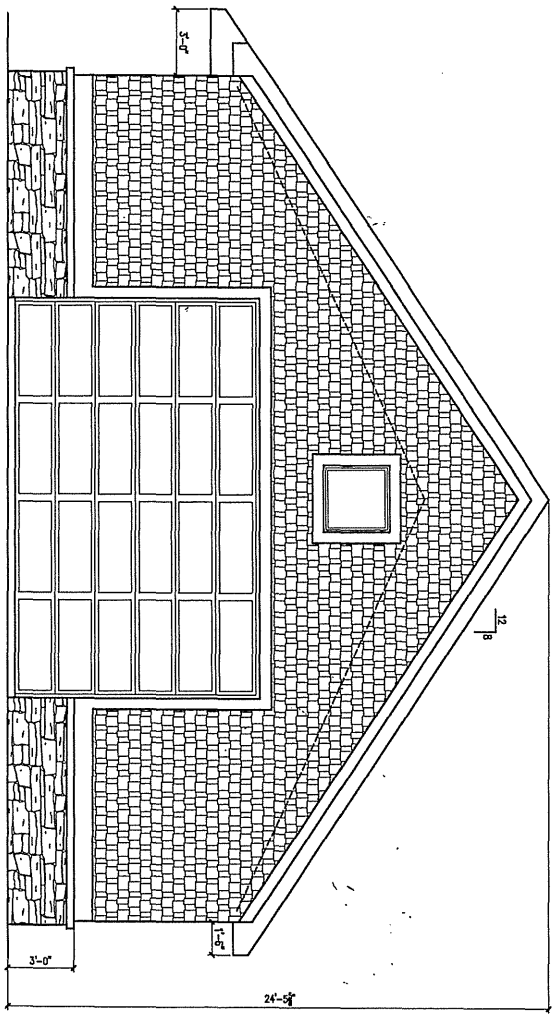


RIGHT ELEVATION  
SCALE 1/8" = 1'-0"

CONT. HOME VENT



REAR ELEVATION  
SCALE 1/8" = 1'-0"



FIRST FLOOR PLAN  
SCALE 1/8" = 1'-0"  
3-8-12

**WARNINGS:**  
 THESE PLANS ARE THE SOLE PROPERTY OF T.J.B. HOMES, INC. ANY REPRODUCTION OR COPIING FOR USE ON A PLAN OR FOR ANY OTHER PURPOSE WITHOUT THE WRITTEN PERMISSION OF T.J.B. HOMES, INC. IS STRICTLY PROHIBITED. NO PART OF THESE PLANS IS TO BE LOANED, REPRODUCED, COPIED, OR IN ANY MANNER DISSEMINATED TO THE PUBLIC WITHOUT THE WRITTEN PERMISSION OF T.J.B. HOMES, INC.

DATE: 1-17-23  
 REVISIONS:  
 1-17-23  
 2-16-23  
 3-16-23  
 4-16-23  
 5-16-23  
 6-16-23  
 7-16-23  
 8-16-23  
 9-16-23  
 10-16-23  
 11-16-23  
 12-16-23

DESIGNED BY: JR  
 DRAWN BY: JR  
 CHECKED BY: JR  
 APPROVED BY: JR

PLEASE SIGN & RETURN THE OFFICE COPY WITHIN 30 DAYS.

**T.J.B. HOMES INC.**  
 BLDGS. LLC #0001846  
 SUIT #102 - 9100 BALTIMORE ST. N.E. - BLAINE, MN., 55449  
 (763) 780-2844

© 2010 TJB HOMES, INC  
 UNAUTHORIZED USE OF THE PLAN IS A VIOLATION OF THE U.S. COPYRIGHT ACT

DATE: 1-17-23  
 REVISIONS:  
 1-17-23  
 2-16-23  
 3-16-23  
 4-16-23  
 5-16-23  
 6-16-23  
 7-16-23  
 8-16-23  
 9-16-23  
 10-16-23  
 11-16-23  
 12-16-23

DESIGNED BY: JR  
 DRAWN BY: JR  
 CHECKED BY: JR  
 APPROVED BY: JR

PLEASE SIGN & RETURN THE OFFICE COPY WITHIN 30 DAYS.

SHEET NO. 1

Meeting Date: April 17, 2023



**CITY OF HAM LAKE  
STAFF REPORT**

**To: Mayor and Councilmembers**

**From: Denise Webster, City Administrator**

**Item/Title/Subject: Temporary Animal Control**

**Introduction/Discussion:** As of April 6<sup>th</sup>, the Coon Rapids Animal Humane Society has temporarily closed 6 to 8 weeks due to the outbreak of canine influenza. The Isanti County Animal Control has agreed to take any dog picked up in Ham Lake until the Coon Rapids Animal Humane Society is re-opened.

The guidelines are:

1. If a dog is picked up in Ham Lake by our deputies, they would need to meet the ACO in Isanti or Cambridge so the dog can be transported to their facility located in Ogilvie.
2. The cost for their service would be \$0.625 per mile + a \$100 pickup charge and kenneling costs of \$30/day + tax.
3. A required Incident Case Report or case number from the deputy at the time of the transfer of the dog to their facility is needed.

\*\*I would like to clarify that if the dog's owner is found, the City will not be billed any fees, the dog's owner would pay all of the fees incurred. The owner of the dog would need to pick the dog up at the Isanti County Animal facility located in Ogilvie.

Deputies do have a chip scanner so if the dog is chipped and the owner can be found, the dog would be brought back to the owner.

**Recommendation:** I recommend approving the temporary agreement to use the services of the Isanti County Animal Control until the Coon Rapids Animal Humane Society re-opens.

# Temporary Animal Control Agreement

**THIS AGREEMENT** made this April 12, 2023 by and between David and Michelle Russell 1124 175th Ave Ogilvie, MN 56358, hereinafter referred to as “Contractor”, and the City of Ham Lake, hereinafter referred to as “City”.

**WITNESSETH**, that Contractor and City, for the consideration stated herein, mutually agree as follows:

**STATEMENT OF WORK:** Contractor shall furnish all labor, equipment, and services performed for the job of animal control officer for the City, as set forth below in an efficient and workmanlike manner in accordance this Agreement. Contractor shall comply with all federal, state, and local laws and ordinances in performing the duties as specified herein.

**THE CONTRACT PRICE:** The City will pay Contractor for performance of this Contact, in current funds as follows: \$100 per call out fee and current IRS rate per mile (\$0.625) for pick-up and drop off of dogs as directed by the members of the Anoka County Sheriff’s Office Dispatch or City, whether an animal is then actually picked up, or if the Contractor goes to a place as directed and finds there is no animal to be picked up. Multiple dogs at the same location is no additional charge. If contractor is enroute and call is canceled charges will be re-calculated accordingly. *If the owner is found, said owner will be responsible for all fees.*

\$30 boarding fee per day, per dog. Cats will not be picked up and boarded. This boarding fee will be charged/billed to the City if the owner is not found and the dog is not claimed after the 5 day impound stay. *If the owner is found, said owner will be responsible for all fees.*

Extra services, such as multiple animals seized per a search warrant or out of the ordinary circumstance will be arranged between City and Contractor on a case by case basis.

**CONTRACTOR’S DUTIES:** Contractor shall upon request of the members of the Anoka County Sheriff’s Office Dispatch and City, take all reasonable steps to take into custody any animal determined to be in violation of any City Ordinance or Minnesota State Statue.

All apprehensions of dogs directed by the member of the Anoka County Sheriff’s Office Dispatch or City, shall be treated humanely and shall be delivered into the custody of the party of facility designed by the City and Contractor. The Contractor agrees to comply with all state laws regarding waiting periods. City is responsible for any and all necessary medical attention needed. All stray dogs picked up will be listed on social media such as the Facebook page and on any Lost or Found dogs from the Ham Lake area or similar sites in an attempt to locate the owner.

**RECLAIMING:** All animals conveyed to the pound shall be kept, with humane treatment and sufficient food and water for their comfort, for five days, unless sooner reclaimed by their owners or keepers. Owners reclaiming their dogs will pay for all costs associated with picking up and boarding the dog, and vet fees if any. Contractor will obtain verification from the owner as to proof of ownership of the dog such as microchip, vet bills or photos as well as photo identification of the person claiming the dog. All billing to the City will include the ICR number, status of dog (returned, adoption, etc.) and rate, mileage and boarding fees.

**IDEMNIFICATION/INSURANCE** Contractor agrees to indemnify and hold the City harmless against all claims, losses, causes of action, and expenses, including legal expenses arising relative to Contractor’s



performance of this Contract. City shall not be liable for any loss suffered by Contractor due to personal injury or because of damage to, or destruction of any property, or any loss of profits or other consequential damages or any inconvenience resulting from the theft, damage to, or destruction of personal property. Contractor shall be solely responsible for and shall maintain general liability insurance coverage specifically for the Contractor's duties.

**LEGAL STATUS:** The parties agree that the Contractor is in full control of the manner in which work is pursued and the Contractor shall not receive retirement benefits, PERA benefits, or any other fringe benefits offered to employees of the City and shall, in all respects be deemed an Independent Contractor.

**TERMINATION:** It is further agreed that in a case of violation, breach or non-performance by the Contractor of any of the agreements contained in this Contract, City shall have the right to declare this Contract immediately null and void upon written notice to Contractor.

**REPRESENTATION:** The Contractor represents that they employ employees who are properly trained to perform the Contract, and if required by the State, are certified by the State of Minnesota.

**TERM:** This Contract shall become effective upon its execution and continue temporarily until the Coon Rapids Humane Society reopens. No amendment or modification of this Contract shall be effective unless made in writing and signed by both the City and the Contractor.

**IN WITNESS THEREOF,** the parties have executed this Contract at the City of Ham Lake, Minnesota on the day and year first above written.

**CITY OF HAM LAKE**

By: \_\_\_\_\_  
Brian Kirkham, Mayor

By: \_\_\_\_\_  
Denise Webster, City Administrator

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Contractor

**m** MINNESOTA  
BOARD OF ANIMAL HEALTH

625 Robert Street North  
St. Paul, MN 55155  
651-296-2942  
animalhealth@state.mn.us  
www.mn.gov/bah

**License  
Kennel**

**David and Michelle Russell**

1124 175th Ave  
Ogilvie, MN 56358



License: **MN741271**

Expires December 31, 2023

Fee \$30.00 Receipt # 95720  
Temporary Commercial Structure  
Permit Required  YES or  NO  
Field Party License Number \_\_\_\_\_

**CITY OF HAM LAKE FIELD PARTY LICENSE APPLICATION**

1. Name of Applicant: Maxx Bar & Grill INC  
Address: 17646 Central AVE  
City: Ham Lake State: MO Zip: 55304  
Telephone: 763-434-4970 Cell Phone: 612-834-0694

(If more than one applicant, provide the information on reverse side.)

2. Location of Party – Street Address (if necessary attach a map detailing location):  
17646 Central AVE Ham Lake

3. Date party is to be held: May 19, 20, 21 2023

4. Hours during which party will be held: 11AM - 12AM

5. Expected number of guests (50 to 199 allowed with a Field Party License): 190

6. Name of Owner of Land: Bruce Westman

Address: 3232 168<sup>th</sup> La NW

City: Andover State: MN Zip: 55304

Telephone: 612-834-0694 Cell Phone: \_\_\_\_\_ email: gindyw1946@hotmail.com

(NOTE: Written permission from Owner must be furnished prior to issuance of license, see page 2.)

7. Will intoxicating beverages or non-intoxicating malt liquor (3.2 Beer) be present? \_\_\_\_\_

a) If yes, will there be a fee charged? yes

b) Will voluntary contributions to defray costs be accepted? \_\_\_\_\_

8. Described the following plans:

a) How will the Party be illuminated: parking lot lights  
and interior of tent

b) What means will be available to summon emergency vehicles if needed? \_\_\_\_\_

phone

c) Describe the means of access to the Party location for emergency vehicles, including the location of nearby public roads: service road

(OVER)

d) How will you accommodate parking? yes

e) Will you have live music or other entertainment? (if yes please explain):

yes band Fri, Sat, Sun

9. If in commercial zoning, will a tent be erected on the site?  Yes  No

If yes, a Temporary Commercial Structure Permit will be required through the Building Department.

Bruce Weston 4-12-23  
Applicant's Signature Date

\*\*\*

**PERMISSION OF OWNER**

I, Bruce Weston, of (address) 3237 168<sup>th</sup> La NW, Andover, MN 55309  
certify that I am the owner of the property upon which the field party is the subject to the above application is to be held, and that I have granted my permission for the conduction of said field party.

Bruce Weston 4-12-23  
Property Owner's Signature Date

Other necessary information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any license issued shall be subject to the following conditions, which shall be printed on the face of the license, and shall read as follows:

"This license shall be rendered void if any of the following conditions are found to exist at the field party site."

1. The commission of the crime of assault, disorderly conduct, or breach of the peace by any participant on the field party site;
2. The consumption or possession of any intoxicating beverage or non-toxicating malt liquor by any person 21 years of age or younger.
3. The failure of any applicant to be physically present at the field party site during the entire duration of the field party.
4. The maintenance of any nuisance under any existing or future municipal ordinance.

Upon observing the violation of any of the conditions of a license, a peace officer shall declare the license to be void, and shall order the participants to disperse.



## NOTICE TO ALL APPLICANTS FOR MUNICIPAL PERMITS, LICENSES OR OTHER MUNICIPAL ACTION

1. If you are requesting municipal action on any request for any of the above, you will be required to furnish certain information about yourself, the project you are involved in, or other matters pertaining to the subject. Some of the information you are asked to provide is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.
2. The purpose of this information is to enable the City Staff, Commissions, Council or other government agencies to evaluate relevant factors in considering your request. You are not legally required to provide this information. If you do not provide the requested information, the City may not act upon your request.
3. The information you supply will be public and available to any entity requesting to inspect the information.


### DATA PRACTICES ADVISORY TENNESSEN WARNING REQUIRED BY MINNESOTA STATUES CHAPTER 13.04

**SIGNED BY:** Bruce Weston

**COMPANY/TITLE:** Maxx Bar & Grill Inc. - Pres.

**DATE:** 4-12-23

## Memorandum

Date: April 12, 2023  
To: Mayor and Councilmembers  
From: David A. Krugler, City Engineer   
Subject: Crosstown Shopping Center street reconstruction

---

**Introduction:**

The Plans for the reconstruction of streets within the Crosstown Shopping Center plat are underway and will be on a future City Council agenda for consideration of approval.

**Discussion:**

All of the streets within Crosstown Shopping Center are designated as municipal state aid (MSA) streets. The minimum design speed for MSA streets is 30 miles per hour. The minimum centerline radius for a 30 mile per hour curve is 312 feet. Two design speed variances have been approved by MnDOT for curves that do not meet the 30 miles per hour. These curves are at the intersection of 176th Lane and Chisholm Street and the intersection of 175th Lane and Central Avenue.


The attached commercial/residential concept plan was received in 2018 for the development of the property north of the Crosstown Shopping Center. Part of the concept plan showed Central Avenue extended to the north to connect to 181st Avenue. This extension plan aligns with Baltimore Street in the City of East Bethel. Part of our current design will construct a tee-intersection at the intersection of 177th Avenue and Central Avenue. This will not require the City to obtain a variance for the current deficient curve at the intersection of 177th Avenue and Central Avenue.

Great River Energy (GRE) has a power pole that conflicts with this intersection and will need to be relocated. GRE's easement pre-dates the dedication of the road right-of-way for 177th Avenue and Central Avenue in 1979 with the plat of Crosstown Shopping Center so the City is responsible for the relocation cost. A Force Account will be entered into with MnDOT for power pole relocation expenses. The Force Account enabled the City to be reimbursed for the cost through MSA funds. GRE requires a \$15,000 deposit to begin designing the relocation. GRE will determine the total relocation cost, with preliminary estimates of between \$15,000 and \$45,000.

**Recommendation:**

It is recommended that the City submit the \$15,000 deposit to have GRE for power pole relocation.

## Memorandum

Date: April 12, 2023  
To: Mayor and Councilmembers  
From: David A. Krugler, City Engineer   
Subject: Crosstown Shopping Center street reconstruction

---

**Introduction:**

The Plans for the reconstruction of streets within the Crosstown Shopping Center plat are underway and will be on a future City Council agenda for consideration of approval.

**Discussion:**

All of the streets within Crosstown Shopping Center are designated as municipal state aid (MSA) streets. The minimum design speed for MSA streets is 30 miles per hour. The minimum centerline radius for a 30 mile per hour curve is 312 feet. Two design speed variances have been approved by MnDOT for curves that do not meet the 30 miles per hour. These curves are at the intersection of 176th Lane and Chisholm Street and the intersection of 175th Lane and Central Avenue.

The attached commercial/residential concept plan was received in 2018 for the development of the property north of the Crosstown Shopping Center. Part of the concept plan showed Central Avenue extended to the north to connect to 181st Avenue. This extension plan aligns with Baltimore Street in the City of East Bethel. Part of our current design will construct a tee-intersection at the intersection of 177th Avenue and Central Avenue. This will not require the City to obtain a variance for the current deficient curve at the intersection of 177th Avenue and Central Avenue.

Great River Energy (GRE) has a power pole that conflicts with this intersection and will need to be relocated. GRE's easement pre-dates the dedication of the road right-of-way for 177th Avenue and Central Avenue in 1979 with the plat of Crosstown Shopping Center so the City is responsible for the relocation cost. A Force Account will be entered into with MnDOT for power pole relocation expenses. The Force Account enabled the City to be reimbursed for the cost through MSA funds. GRE requires a \$15,000 deposit to begin designing the relocation. GRE will determine the total relocation cost, with preliminary estimates of between \$15,000 and \$45,000.

**Recommendation:**

It is recommended that the City submit the \$15,000 deposit to have GRE for power pole relocation.



12300 Elm Creek Boulevard  
Maple Grove, Minnesota 55369-4718  
763-445-5000  
greatriverenergy.com

---

**ENGINEERING DETERMINATION FEE  
FOR TRANSMISSION LINE MODIFICATION**

**TO:**  
Denise Webster  
City of Ham Lake  
15544 Central Avenue NE  
Ham Lake, MN 55304

**GRE T-LINE:** SP Line

**PROJ/WO #:**

**The following request is for a determination of an encroachment or relocation:**

Review impacts of S.A.P. 197-135-001 on GRE's SP 69 kV transmission line. Pole(s) will have to be relocated due to impacts caused from this road project and all work on this project is 100% reimbursable by the City of Ham Lake.

---

I/We, the undersigned requestor, agree to pay an estimated engineering determination fee of \$15,000, which includes a full plan set review including but not limited to line modeling for new structure locations/modifications and all other engineering work required. This fee is just an estimate and will provide for the detailed review of the impacts to Great River Energy's transmission line. The undersigned agrees to pay actual costs incurred for the engineering determination as described above and acknowledges that \$15,000 is just an estimated cost and actual costs could be more or less than the estimated fee.

After Great River Energy has completed the engineering determination and prepared an estimate for relocation/modification of the structures on the SP Line, a relocation agreement will be prepared based on the engineering determination estimate to accommodate the developer's plans. The signed relocation agreement and advance payment of the estimated cost is required prior to any relocation work commencing. Requestor understands and agrees that any estimated costs provided are subject to change based on detailed survey and final engineering studies.

You are required to pay the engineering determination fee of \$15,000 in advance. If you do not proceed with your project or do not require us to relocate after you have received our estimate, you will be responsible for the actual costs incurred for estimating the relocation/modification as described above. At that time you will be billed for any additional costs or reimbursed any overpayment. If you proceed with your project after you have been given our estimate, a Relocation Agreement for additional costs, including any amount over the estimated cost of \$15,000 for the engineering determination will be included in the relocation agreement.

**CITY OF HAM LAKE**

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Denise Webster, City Administrator

Review of the above request will not start until this acknowledgement has been executed by the proper authority and returned to: *Great River Energy, Attention: Land Rights, 12300 Elm Creek Blvd., Maple Grove, MN 55369-4718.* Checks should be made payable to Great River Energy.



# CONCEPT PLAN

-for- EICHI, INC

## VICINITY MAP

PART OF SECS 4 & 5, TWP. 32, RNG. 23



ANOKA COUNTY, MINNESOTA  
NO SCALE

## LEGAL DESCRIPTION:

The West Half of the Northeast Quarter of Section 5, Township 32, Range 23, Anoka County, Minnesota, EXCEPT that part taken for State Trunk Highway No. 65; AND  
The East Half of the Northeast Quarter of Section 5,  
Township 32, Range 23, Anoka County, Minnesota,  
EXCEPT that part of the Southwest Quarter of the Northeast Quarter, Section 5, Township 32, Range 23, Anoka County, Minnesota, described as follows:  
Commencing at the southwest corner of said Southwest Quarter of the Northeast Quarter then South 89 degrees 52 minutes 12 seconds East along the south line of said Southwest Quarter of the Northeast Quarter a distance of 266.70 feet to the easterly right-of-way line of State Trunk Highway No. 65 of the actual place of beginning described herein; thence North 7 degrees 14 minutes 29 seconds East along said easterly right-of-way line of State Trunk Highway No. 65 a distance of 62 feet; thence South 89 degrees 52 minutes 12 seconds East a distance of 270 feet; thence South 3 degrees 14 minutes 29 seconds West a distance of 62 feet to said south line; thence North 89 degrees 52 minutes 12 seconds West along said south line to the actual place of beginning.

AND  
The Northwest Quarter of Section 4, Township 32, Range 23, Anoka County, Minnesota,  
EXCEPT the East 264 feet of the South 825 feet of said Northwest Quarter of Section 4.  
Subject to any easements of record.  
Said parcel being approximately 258.29 acres.

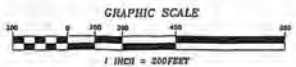
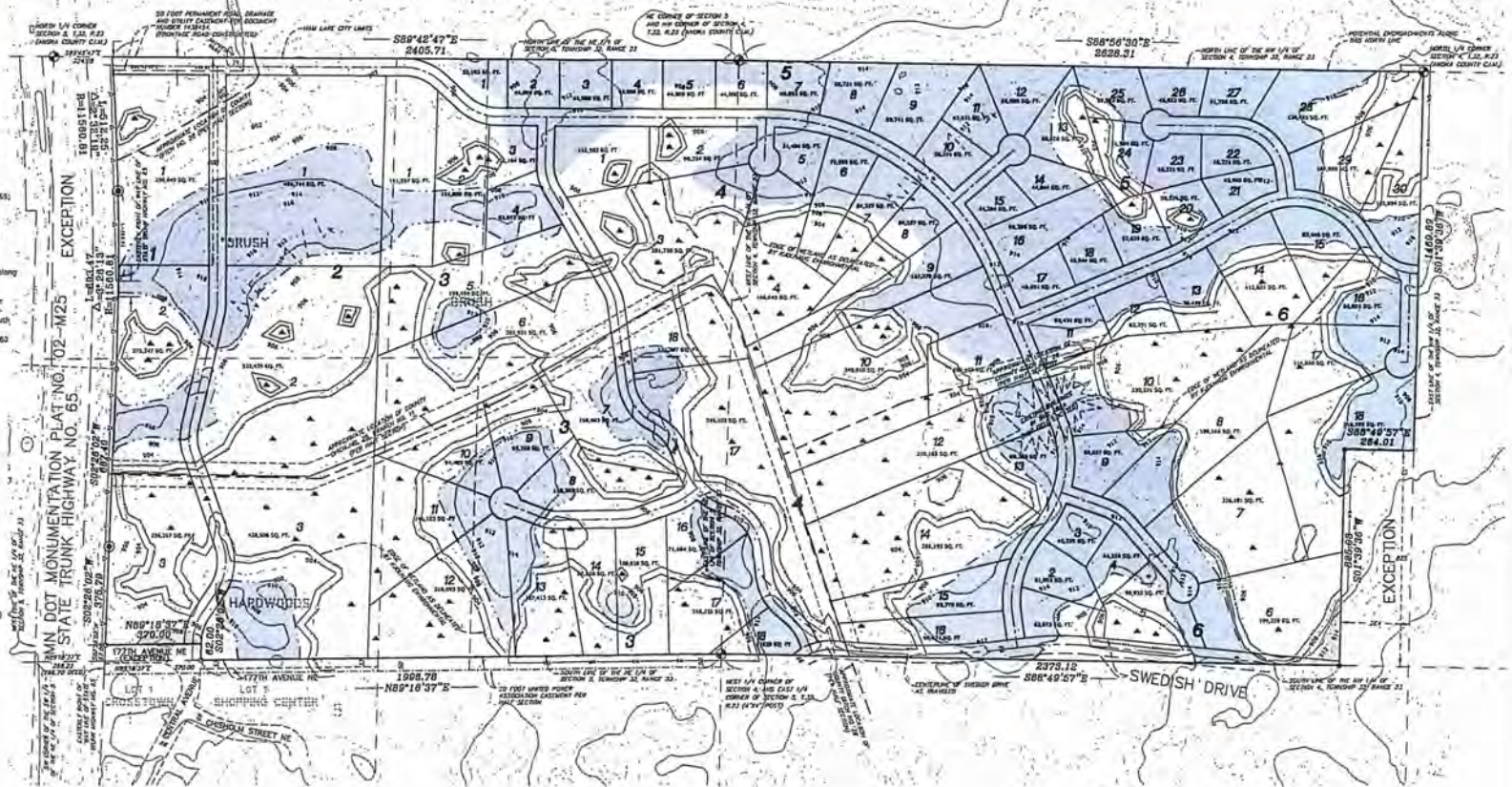
## DEVELOPMENT DATA

TOTAL SITE AREA = 258.284 ACRES  
PROPOSED CD-1 AREA = 53.284 ACRES  
PROPOSED R-1 AREA = 205.114 ACRES  
6 PROPOSED CD-1 LOTS  
84 PROPOSED R-1 SINGLE FAMILY LOTS  
AVERAGE CD-1 LOT SIZE = 2.448 ACRES  
MINIMUM STREET FRONTAGE = 200 FEET  
MINIMUM LOT SIZE = 1.50 ACRES (INCLUDING HALF OF STREET ROW)  
PROPOSED ZONING = R-1  
R-1 BUILDING SETBACKS FRONT = 30 FEET  
REAR = 10 FEET  
SIDE = 10 FEET  
CD-1 BUILDING SETBACKS FRONT = 30 FEET  
REAR = 30 FEET  
SIDE = 30 FEET  
WETLAND BUFFER = 15 or 25 FEET

## EXISTING ZONING

Transition Zone - CD-1 Underlying Use  
Transition Zone - CD-3 Underlying Use  
CD-2 Commercial Development Tier 2

**E. G. RUD & SONS, INC.**  
Professional Land Surveyors  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
Tel. (651) 361-8200 Fax (651) 361-9701



## NOTES

- 1 Wetland delineation completed by Kjoshaug Environmental (552-481-8757) on October 15, 2023.
- 2 Recordings shown are an Anoka County datum.
- 3 This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encroachments may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.

Parcel ID #s	05-32-23-12-0001	05-32-23-14-0001
	04-32-23-23-0001	05-32-23-13-0001
	04-32-23-24-0001	05-32-23-11-0001
	04-32-23-21-0001	05-32-23-14-0002
	04-32-23-24-0001	05-32-23-11-0002

DATE	BY	DESCRIPTION

Meeting Date: April 17, 2023

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

**To:** Mayor and Councilmembers

**From:** Fire Chief Mike Raczkowski and the Building Committee (Mayor Kirkham and Councilmember Kirkeide)

**Item/Title/Subject:** Fire Station #3 Bids

---

**Introduction:**

Bids were opened April 5, 2023 for the construction project of Fire Station #3. The project consists of construction of a 1,785 sq. ft. support center with a 3,200 sq. ft. attached apparatus bay.

**Discussion:**

The attached memo shows the ten bids received. The bids ranged between \$2,482,000.00 and \$3,599,500.00, with an average bid of \$2,613,036.90. The low bidder was Ebert Companies, with a bid of \$2,482,00.00.

When excluding Fire Station #3, the Fire Equipment Fund is projected to have a balance of \$1,866,000 by year end after taking into consideration incoming transfers and expenditures. This funding is approximately \$634,000 short when considering the lowest bid. During discussions, Finance Director Murff gave the option of doing a transfer of \$700,000 from the General Funds to cover the shortage. She explained the current fund balance ratio for the General Fund is at 75% and well above the required 35% to 50% needed by policy and most of these funds do not have restrictions on use. This transfer would reduce the ratio to 62%.

**Recommendation:**

It is recommended by the Building Committee to use the Fire Department Capital Improvement Funds along with General Reserve Funds to cover the cost and to accept the low bid from Ebert Companies in the amount of \$2,482,00.00 for the construction of Fire Station #3.

City of Ham Lake  
 Fire Station #3  
 Bid Opening 4/5/23 11:00AM  
 3 Addendums

<b>Planholder</b>	<b>Bid Bond</b>	<b>Bid Amount</b>
Ebert Construction Loretto, MN	5%	\$2,482,000.00
Rochon Saint Paul, MN	5%	\$2,662,000.00
Brennan Construction Mankato, MN	5%	\$2,825,000.00
BCI Construction Inc. Sauk Rapids, MN	5%	\$2,835,069.00
Dering Pierson Group Rogers, MN	5%	\$2,842,000.00
Parkos Construction Company Inc Saint Paul, MN	5%	\$2,854,800.00
Stevens Construction Madison, WI	5%	\$2,981,000.00
Versacon, Inc. Minneapolis, MN	5%	\$2,985,000.00
Jorgenson Construction Minneapolis, MN	5%	\$2,989,000.00
Baratto Brothers Construction Crosslake MN	5%	\$3,599,500.00
Knutson Construction Services, Inc Minneapolis, MN		
Park Construction Company Minneapolis, MN		
Sheehy Construction Company Saint Paul, MN		
Terra Construction Rogers, MN		
Weber, Inc. Saint Paul, MN		

RESOLUTION NO. 23-XX

WHEREAS, pursuant to an advertisement for bids for the construction of Fire Station #3, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

Ebert Companies	\$2,482,000.00
Rochon	\$2,662,000.00
Brennan Construction	\$2,825,000.00
BCI Construction Inc.	\$2,835,069.00
Dering Pierson Group	\$2,842,000.00
Parkos Construction Company Inc.	\$2,854,800.00
Stevens Construction	\$2,981,000.00
Versacon Inc.	\$2,985,000.00
Jorgenson Construction	\$2,989,000.00
Baratto Brothers Construction	\$3,599,500.00

AND WHEREAS, it appears that Ebert Companies, of Corcoran, Minnesota is the lowest responsible bidder;

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

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

Adopted by a unanimous vote of the Ham Lake City Council this 17th day of April, 2023.

---

Brian Kirkham, Mayor

---

Denise Webster, City Clerk