

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, MAY 16, 2022

- 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. Wilson, 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 May 2, 2022
- 4.2 Approval of claims
- 4.3 Approval of hiring summer seasonal employees in Public Works
- 4.4 Approval of a Resolution scheduling a public hearing to vacate a portion of road right-of-way on 133rd Avenue NE in Section 32 (13319 Aberdeen Street NE)
- 4.5 Approval of a First Reading of an Ordinance regarding Article 10, Lot Line Adjustments and Estate Related Divisions, of the Ham Lake City Code
- 4.6 Approval of scheduling the Budget Workshop Meeting for Monday, June 6, 2022 (following the regularly scheduled City Council Meeting)

5.0 PLANNING COMMISSION RECOMMENDATIONS

- 5.1 Jesse Osborne requesting an amendment to the Conditional Use Permit to operate Storage World at 16800 Highway 65 NE, to construct an additional 40,000 square foot storage building

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES – None

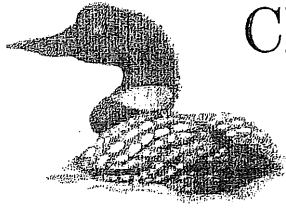
8.0 CITY ATTORNEY

9.0 CITY ENGINEER

10.0 CITY ADMINISTRATOR – None

11.0 COUNCIL BUSINESS

- 11.1 Committee Reports
- 11.2 Announcements and future agenda items



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, MAY 2, 2022

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, May 2, 2022 at 6:00 p.m. in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Mayor Mike Van Kirk and Councilmembers Jim Doyle, Gary Kirkeide, and Jesse Wilken

MEMBERS ABSENT: Councilmember Brian Kirkham

OTHERS PRESENT: City Attorney, Joe Murphy; City Engineer, Tom Collins; City Administrator, Denise Webster; Finance Director, Andrea Murff; and Deputy City Clerk, Dawnette Shimek

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

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

2.0 PUBLIC COMMENT - None

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

3.1 Michael Kreun – Candidate for State Senate, District 32

Michael Kreun introduced himself and stated that he is running for State Senate, District 32. Mr. Kreun stated that this new district covers the Cities of Blaine, Columbus, Lexington and a portion of Ham Lake. Mr. Kruen gave the City Council his background and is focused on public safety and education.

3.2 Andrew Grice, berganKDV – Presentation of the 2021 Audit

Andrew Grice was before the City Council to present the 2021 Annual Financial Audit and Single Audit Findings. Mr. Grice stated the Independent Auditor's Report gave the City an unmodified opinion for the audit. Mr. Grice noted there is a deficiency in internal control with lack of segregation of the accounting duties, which is common with a small staff and recommends segregation or independent review be implemented whenever practical and cost effective. Mr. Grice summarized the financial analysis for the General Fund Performance. Revenues increased \$195,353, this being due to the increase in the tax levy for 2021. All other revenues sources remained consistent when compared to the prior year. Expenditures increased by \$361,376. Public Safety saw the biggest increase in salaries and benefits due to filling position vacancies such as Building Inspector and Part-Time Fire Inspector and an overlap of a Fire Chief while transitioning the position to a new Fire Chief. Public works saw the next biggest increase due to annual step increases. Other departments in the City remained consistent to prior years. Overall for 2021, total expenditures exceeded total revenues for the City causing a decrease of \$163,585 to the General Fund balance. Mr. Grice stated the city now has a Fund Balance Ratio of 58.0%, which is within the Fund Balance Policy of 35-50%, however is a decrease from the 2020 Fund Balance ratio of 66.6%. This decrease was due to doing a transfer of \$550,000 from the General Fund to the Revolving Street Fund. Mr. Grice also presented an analysis of the City's historical total tax capacity amounts, tax levy amounts and tax rate for the years 2017 – 2021. He explained the tax capacity for the City continues to increase faster than relative

flat tax levy amount; which helps explain why the tax rate for the City has decreased year over year. The tax rate for 2021 was 21.07%. The Council thanked Mr. Grice for his presentation.

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 18, 2022
- 4.2 Approval of claims in the amount of \$125,740.16
- 4.3 Approval of an Off-Site Gambling Permit for the Ham Lake Chamber of Commerce to conduct bingo and pull-tabs on July 2, 2022 at Lion's Park (1220 157th Avenue NE)
- 4.4 Approval of opting-in for the Anoka County 2023-2025 Urban County Requalification for HUD programs
- 4.5 Approval of a Field Party Permit for Maxx Bar & Grill, 17646 Central Avenue NE on May 20-22, 2022

Motion by Wilken, seconded by Doyle, to approve the May 2, 2022 Consent Agenda as written. All present in favor, motion carried.

5.0 PLANNING COMMISSION RECOMMENDATIONS

- 5.1 TJ Maalis requesting a Conditional Use Permit to operate Automotive Illusions, an autobody and restoration shop, at 17638 Highway 65 NE

Motion by Doyle, seconded by Wilken, to concur with the Planning Commission and approve the Conditional Use Permit as requested by TJ Maalis to operate Automotive Illusions, an autobody and restoration shop, at 17638 Highway 65 NE, subject to meeting all mechanical codes for areas used for painting, welding and auto body filler work, storing all vehicles that are damaged, or awaiting repair behind the fence, providing containment for damaged parts removed from vehicles, following Article 4-800 if tires are ever stored, keeping garbage receptacles behind the fence at all times, providing a barrier to protect the septic area to prevent vehicles from being parked in that area, striping the parking lot, providing a handicap parking space with signage, paving the area where vehicles will be stored and meeting all State, City and County requirements. All present in favor, motion carried.

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES - None

8.0 CITY ATTORNEY - None

9.0 CITY ENGINEER – None

10.0 CITY ADMINISTRATOR – None

11.0 COUNCIL BUSINESS

- 11.1 Committee Reports

Councilmember Doyle stated he had an Audit meeting last week.

- 11.2 Discussion of the City road right-of-way located west of Tippecanoe Street NE (Pin #14-32-23-31-0012) – north of 15926 Tippecanoe Street NE

Councilmember Kirkeide gave the background on how the City obtained the 66' road right-of-way north of 15926 Tippecanoe Street NE. Councilmember Kirkeide stated that Rita Billstrom split three lots, the

maximum number of lots allowed to be split without platting the property. Councilmember Kirkeide stated that Rita Billstrom requested a fourth lot split, unaware that this request did not meet City Code. Attorney Dorn drafted Findings-Of-Fact for a variance to allow the fourth lot split. With this variance the City negotiated to acquire a 66' road right-of-way to be located north of the lot to allow future access to the property to the west from Rita Billstrom. Aaron and Tina Billstrom currently own the lot located south of the 66' road right-of-way and with the understanding of a "Gentleman's Agreement" have been using the property for personal use for several years and would like to continue using the property. **It was the consensus of the City Council that the City owned 66' road right-of-way located north of 15926 Tippecanoe Street NE could not be used for personal use by the abutting property owners.** Aaron and Tina Billstrom were in the audience and asked how much time they would have to remove their belongings from the property. Councilmember Kirkeide stated that City Staff will make that determination.

11.3 Announcements and future agenda items - None

Councilmember Kirkeide stated that there is discussion of having a dunk tank at the Freedom Festival and would there be any Councilmembers willing to participate.

Mayor Van Kirk stated that he attended the Fire Departments annual banquet on April 30, 2022.

Motion by Kirkeide, seconded by Doyle, to adjourn the meeting at 6:26 p.m. All present in favor, motion carried.

Dawnette Shimek, Deputy City Clerk

CITY OF HAM LAKE
CLAIMS SUBMITTED TO COUNCIL
May 16, 2022

CITY OF HAM LAKE

EFTS, CHECKS, AND BANK DRAFTS	05/05/22 - 05/18/22	
EFT	# 1654 - 1660	\$ 56,941.13
REFUND CHECK	#63943 - 63944	\$ 12,150.00
MANUAL CHECK	# 63978	\$ 19,660.25
CHECKS	# 63945 - 63977	\$ 102,205.68
BANK DRAFTS	DFT00023605 - DFT0002369	\$ 23,674.78
TOTAL EFTS, CHECKS, AND BANK DRAFTS		<u>\$ 214,631.84</u>
PAYROLL CHECKS		
05/06/22		\$ 34,337.77
TOTAL PAYROLL CHECKS		<u>\$ 34,337.77</u>
TOTAL OF ALL PAYMENTS		<u><u>\$ 248,969.61</u></u>
VOID CHECKS		
CHECKS	#63937	\$ (19,660.25)
EFT		
BANK DRAFTS		

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 16TH DAY OF MAY 2022

MAYOR

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER



Payment Dates 5/5/2022 - 5/18/2022

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1654	OPTUM BANK - 6011	Health Savings Account-6011	Flexible spending	100-21705	54.17
1655	ARAMARK UNIFORM & CAREE	LOSS CHARGE - CS	Clothing & personal protectiv	100-43101-2210	40.37
1655	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	72.60
1655	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1655	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	25.65
1656	O'REILLY AUTOMOTIVE STORE	ABSORBENT, HALOGEN BULB	Operating supplies	100-42201-2290	55.45
1656	O'REILLY AUTOMOTIVE STORE	ABSORBENT	Operating supplies	100-43101-2290	65.94
1656	O'REILLY AUTOMOTIVE STORE	COPPER PLUG	Equipment parts & supplies	100-42201-2320	7.98
1657	STAR TRIBUNE MEDIA COMPA	AUTOMOTIVE ILLUSIONS	Legal notices/publications/bid	890-90001-3950	73.44
1657	STAR TRIBUNE MEDIA COMPA	STORAGE WORLD CUP	Legal notices/publications/bid	890-90001-3950	95.04
1658	WICK COMMUNICATIONS-LEA	MAY HAM LAKER	Printing	211-41704-3970	638.00
1659	WRUCK SEWER & PORTABLE	TWIN BIRCH PARK TOILET REN	Rentals-other	100-44101-3390	5.69
1659	WRUCK SEWER & PORTABLE	PATRICIA'S WILDERNESS TOILE	Rentals-other	100-44101-3390	5.69
1659	WRUCK SEWER & PORTABLE	LION'S PARK TOILET RENTALS	Rentals-other	100-44101-3390	39.48
1659	WRUCK SEWER & PORTABLE	LION'S PARK PLAYGROUND TO	Rentals-other	100-44101-3390	79.00
1659	WRUCK SEWER & PORTABLE	HAM LAKE BOAT LANDING TO	Rentals-other	100-44101-3390	79.00
1659	WRUCK SEWER & PORTABLE	LUND'S PINE CREEK	Rentals-other	100-44101-3390	11.38
1659	WRUCK SEWER & PORTABLE	PINGER'S PARK TOILET RENTA	Rentals-other	100-44101-3390	5.69
1659	WRUCK SEWER & PORTABLE	HAM LAKE BALL FIELD TOILET	Rentals-other	100-44101-3390	9.87
1659	WRUCK SEWER & PORTABLE	CONSTANCE ESTATES PARK TO	Rentals-other	100-44101-3390	11.38
1659	WRUCK SEWER & PORTABLE	BLUEGRASS ESTATES TOILET R	Rentals-other	100-44101-3390	11.38
1659	WRUCK SEWER & PORTABLE	LARSON'S HERITAGE OAKS TOI	Rentals-other	100-44101-3390	11.38
1659	WRUCK SEWER & PORTABLE	WISEN'S PARK TOILET RENTAL	Rentals-other	100-44101-3390	5.69
1659	WRUCK SEWER & PORTABLE	TENNIS COURT TOILET RENTA	Rentals-other	100-44101-3390	27.00
1659	WRUCK SEWER & PORTABLE	SODERVILLE PARK TOILET REN	Rentals-other	100-44101-3390	13.50
1659	WRUCK SEWER & PORTABLE	HAM LAKE BALL FIELD TOILET	Reimbursable expense	100-48101-4150	9.88
1659	WRUCK SEWER & PORTABLE	PINGER'S PARK TOILET RENTA	Reimbursable expense	100-48101-4150	5.69
1659	WRUCK SEWER & PORTABLE	LION'S PARK TOILET RENTALS	Reimbursable expense	100-48101-4150	39.52
1659	WRUCK SEWER & PORTABLE	SODERVILLE PARK TOILET REN	Reimbursable expense	100-48101-4150	13.50
1659	WRUCK SEWER & PORTABLE	PATRICIA'S WILDERNESS TOILE	Reimbursable expense	100-48101-4150	5.69
1659	WRUCK SEWER & PORTABLE	TWIN BIRCH PARK TOILET REN	Reimbursable expense	100-48101-4150	5.69
1659	WRUCK SEWER & PORTABLE	WISEN'S PARK TOILET RENTAL	Reimbursable expense	100-48101-4150	5.69
1660	RFC ENGINEERING, INC.	ABERDEEN, 144TH - 145TH	Engineering	431-43301-3135	13.86
1660	RFC ENGINEERING, INC.	155TH, NAPLES - LEXINGTON	Engineering	431-43301-3135	577.93
1660	RFC ENGINEERING, INC.	165TH, FRAIZER, 167TH	Engineering	431-43301-3135	96.99
1660	RFC ENGINEERING, INC.	LUND'S LAKEVIEW FOREST	Engineering	431-43301-3135	1,132.93
1660	RFC ENGINEERING, INC.	MEADOW PARK RECONSTRUC	Engineering	431-43301-3135	9,642.20
1660	RFC ENGINEERING, INC.	CREEK VALLEY RECONSTRUCTI	Engineering	431-43301-3135	5,647.73
1660	RFC ENGINEERING, INC.	POLK STREET	Engineering	431-43301-3135	1,712.03
1660	RFC ENGINEERING, INC.	TIPPECANOE STREET	Engineering	431-43301-3135	5,844.52
1660	RFC ENGINEERING, INC.	CROSTOWN BUSINESS PARK	Capital assets	262-46101-5110	2,250.91
1660	RFC ENGINEERING, INC.	GROUP BILLING	Accounts Payable Control	999-20200	24,408.98
1660	RFC ENGINEERING, INC.	GROUP PERMIT BILLING	Engineering	100-43501-3135	2,410.91
1660	RFC ENGINEERING, INC.	MSA GROUP BILLING	Engineering	431-43301-3135	1,659.71
63945	ACCESS	APRIL SHREDDING	Waste management & recycli	231-43601-3630	137.20
63946	ACE SOLID WASTE INC	MAY ORGANICS	Waste management & recycli	231-43601-3630	329.09
63947	ACE SOLID WASTE INC	PW ROLLOFF - CLEAN UP	Waste management & recycli	100-43104-3630	1,097.78
63948	ADVANTAGE SIGNS & GRAPHI	WHITE PAVEMENT MARKERS (Blacktop maintenance	100-43101-3410	1,085.00
63949	ANOKA COUNTY PROPERTY	BERKSHIRE ASSESSMENT & 20	Assessing/property tax admin	100-41101-3105	1,693.64
63949	ANOKA COUNTY PROPERTY	21/22 STREET LIGHT ASSESSM	Assessing/property tax admin	232-43701-3105	1,650.00
63949	ANOKA COUNTY PROPERTY	167TH, FRAIZERSMENT	Assessing/property tax admin	431-43301-3105	54.33
63949	ANOKA COUNTY PROPERTY	ROSECREST ASSESSMENT	Assessing/property tax admin	431-43301-3105	47.93
63949	ANOKA COUNTY PROPERTY	155TH AVE ASSESSMENT	Assessing/property tax admin	431-43301-3105	127.00
63950	ANOKA COUNTY PROPERTY	VADIS/DAVIS TIPPECANOE E	Filing fees	431-43301-3980	46.00

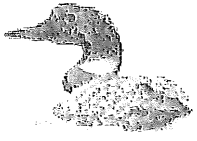
Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
63950	ANOKA COUNTY PROPERTY	JOHNSON EASEMENT	Filing fees	890-90001-3980	46.00
63951	CARSON, CLELLAND, & SCHRE	CITY COUNCIL MEETINGS	Attorney	100-41101-3110	180.00
63951	CARSON, CLELLAND, & SCHRE	CELL TOWERS	Attorney	100-41101-3110	122.50
63951	CARSON, CLELLAND, & SCHRE	ARPA GRANT PROGRAM	Attorney	100-41101-3110	122.50
63951	CARSON, CLELLAND, & SCHRE	COUNCIL MEETING OPEN FOR	Attorney	100-41101-3110	70.00
63951	CARSON, CLELLAND, & SCHRE	PERSONNEL	Attorney	100-41101-3110	87.50
63951	CARSON, CLELLAND, & SCHRE	LINCOLN DRIVE	Attorney	100-41101-3110	52.50
63951	CARSON, CLELLAND, & SCHRE	BANKRUPTCY NOTICE	Attorney	100-41101-3110	35.00
63951	CARSON, CLELLAND, & SCHRE	LIQUOR LIABILITY INSURANCE	Attorney	100-41101-3110	87.50
63951	CARSON, CLELLAND, & SCHRE	PROSECUTIONS	Attorney	100-41501-3110	6,500.00
63951	CARSON, CLELLAND, & SCHRE	BUNKER LAKE RD BUILDING D	Attorney	100-42201-3110	192.50
63951	CARSON, CLELLAND, & SCHRE	17255 HWY 65 EASEMENT	Attorney	262-46101-3110	210.00
63951	CARSON, CLELLAND, & SCHRE	167TH EASEMENT	Attorney	431-43301-3110	70.00
63951	CARSON, CLELLAND, & SCHRE	HOLIDAY STORE	Attorney	890-90001-3110	70.00
63951	CARSON, CLELLAND, & SCHRE	HOLIDAY STATION STORE PLAT	Attorney	890-90001-3110	1,200.00
63952	CENTERPOINT ENERGY	CITY HALL	Natural gas	100-41702-3620	476.26
63952	CENTERPOINT ENERGY	FIRE #2	Natural gas	100-42202-3620	579.89
63952	CENTERPOINT ENERGY	FIRE #1	Natural gas	100-42202-3620	285.77
63952	CENTERPOINT ENERGY	PW	Natural gas	100-43104-3620	1,031.67
63952	CENTERPOINT ENERGY	H.L. PARK BUILDING	Natural gas	100-44102-3620	633.79
63952	CENTERPOINT ENERGY	H.L. PARK PAVILION	Natural gas	100-44102-3620	99.53
63952	CENTERPOINT ENERGY	SR CENTER	Natural gas	100-44202-3620	256.45
63953	CITY OF ROSEVILLE	2022 DW LASERFICHE & ADO	Software licenses & upgrades	100-41201-2510	26.64
63953	CITY OF ROSEVILLE	2022 DS, LASERFICHE & ADOB	Software licenses & upgrades	100-41301-2510	26.64
63953	CITY OF ROSEVILLE	2022 AM, SK LASERFICHE & A	Software licenses & upgrades	100-41401-2510	53.27
63953	CITY OF ROSEVILLE	2022 JB LASERFICHE & ADOBE	Software licenses & upgrades	100-41601-2510	26.64
63953	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-41701-3210	187.17
63953	CITY OF ROSEVILLE	IT SERVICE	Computer & software support	100-41707-3120	4,398.75
63953	CITY OF ROSEVILLE	2022 TM, MR LASERFICHE & A	Software licenses & upgrades	100-42201-2510	32.47
63953	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-42201-3210	78.00
63953	CITY OF ROSEVILLE	2022 NW, TD, LASERFICHE &	Software licenses & upgrades	100-42401-2510	59.11
63953	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-42401-3210	93.59
63953	CITY OF ROSEVILLE	2022 JW ADOBE LICENSE	Software licenses & upgrades	100-43101-2510	5.84
63953	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-43101-3210	46.75
63953	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-44101-3210	15.58
63953	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-44201-3210	62.42
63954	CONNEXUS ENERGY	GARAGE	Electricity	100-41702-3610	32.77
63954	CONNEXUS ENERGY	CITY HALL	Electricity	100-41702-3610	777.48
63954	CONNEXUS ENERGY	SOUTH WELCOME	Electricity	100-41703-3610	14.43
63954	CONNEXUS ENERGY	CITY SIGN	Electricity	100-41703-3610	91.27
63954	CONNEXUS ENERGY	FIRE #1	Electricity	100-42202-3610	377.69
63954	CONNEXUS ENERGY	FIRE #2	Electricity	100-42202-3610	214.43
63954	CONNEXUS ENERGY	SIRENS	Electricity	100-42302-3610	65.00
63954	CONNEXUS ENERGY	PW	Electricity	100-43104-3610	863.70
63954	CONNEXUS ENERGY	LEXINGTON/CROSTOWN SIG	Electricity	100-43401-3610	45.49
63954	CONNEXUS ENERGY	BUNKER/LEXINGTON SIGNALS	Electricity	100-43401-3610	61.88
63954	CONNEXUS ENERGY	CROSTOWN/HWY 65 SIGNAL	Electricity	100-43401-3610	69.93
63954	CONNEXUS ENERGY	HWY 65/ANDOVER BLVD SIGN	Electricity	100-43401-3610	70.75
63954	CONNEXUS ENERGY	RADISSON/BUNKER SIGNALS	Electricity	100-43401-3610	76.59
63954	CONNEXUS ENERGY	STREET LIGHTS #1	Electricity	100-43401-3610	24.32
63954	CONNEXUS ENERGY	BUNKER/JEFFERSON SIGNALS	Electricity	100-43401-3610	57.29
63954	CONNEXUS ENERGY	HWY 65/BUNKER SIGNALS	Electricity	100-43401-3610	77.29
63954	CONNEXUS ENERGY	HWY 65/CONSTANCE SIGNALS	Electricity	100-43401-3610	110.06
63954	CONNEXUS ENERGY	STREET LIGHTS #2	Electricity	100-43401-3610	266.75
63954	CONNEXUS ENERGY	HAM LAKE PARK	Electricity	100-44101-3610	153.12
63954	CONNEXUS ENERGY	SODERVILLE PARK WELL	Electricity	100-44101-3610	13.50
63954	CONNEXUS ENERGY	SODERVILLE PARK	Electricity	100-44101-3610	36.02
63954	CONNEXUS ENERGY	HAM LAKE PARK BUILDING	Electricity	100-44102-3610	126.06
63954	CONNEXUS ENERGY	LION'S PARK PAVILION	Electricity	100-44102-3610	50.42
63954	CONNEXUS ENERGY	HAM LAKE PARK SHELTER	Electricity	100-44102-3610	28.21

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
63954	CONNEXUS ENERGY	LION'S PARK CONCESSION	Electricity	100-44102-3610	27.16
63954	CONNEXUS ENERGY	HAM LAKE PARK CONCESSION	Electricity	100-44102-3610	24.60
63954	CONNEXUS ENERGY	SR CENTER	Electricity	100-44202-3610	418.64
63954	CONNEXUS ENERGY	STREET LIGHTS	Electricity	232-43701-3610	4,474.80
63956	DEHN OIL CO	196 GAL. GASOLINE	Fuel	100-43101-2230	714.42
63956	DEHN OIL CO	391 GAL DIESEL	Fuel	100-43101-2230	1,892.44
63957	DO ALL PRINTING	HAM LAKER DELIVERY	Other services and charges	211-41704-3990	130.00
63958	GRATITUDE FARMS	APRIL ANIMAL CONTROL	Other professional services	100-42501-3190	250.00
63959	LEAGUE OF MN CITIES INS. TR	APR - SEPT PROPERTY/CASUAL	Insurance	100-41101-3940	211.38
63959	LEAGUE OF MN CITIES INS. TR	APR - SEPT PROPERTY/CASUAL	Insurance	100-41201-3940	181.17
63959	LEAGUE OF MN CITIES INS. TR	APR - SEPT PROPERTY/CASUAL	Insurance	100-41301-3940	163.22
63959	LEAGUE OF MN CITIES INS. TR	APR - SEPT PROPERTY/CASUAL	Insurance	100-41302-3940	10.29
63959	LEAGUE OF MN CITIES INS. TR	APR - SEPT PROPERTY/CASUAL	Insurance	100-41401-3940	326.93
63959	LEAGUE OF MN CITIES INS. TR	APR - SEPT PROPERTY/CASUAL	Insurance	100-41601-3940	164.90
63959	LEAGUE OF MN CITIES INS. TR	APR - SEPT PROPERTY/CASUAL	Insurance	100-41701-3940	15,581.20
63959	LEAGUE OF MN CITIES INS. TR	APR - SEPT PROPERTY/CASUAL	Insurance	100-41703-3940	308.05
63959	LEAGUE OF MN CITIES INS. TR	APR - SEPT PROPERTY/CASUAL	Insurance	100-42101-3940	457.32
63959	LEAGUE OF MN CITIES INS. TR	APR - SEPT PROPERTY/CASUAL	Insurance	100-42201-3940	9,005.29
63959	LEAGUE OF MN CITIES INS. TR	APR - SEPT PROPERTY/CASUAL	Insurance	100-42302-3940	93.58
63959	LEAGUE OF MN CITIES INS. TR	APR - SEPT PROPERTY/CASUAL	Insurance	100-42401-3940	929.02
63959	LEAGUE OF MN CITIES INS. TR	APR - SEPT PROPERTY/CASUAL	Insurance	100-43101-3940	9,328.97
63959	LEAGUE OF MN CITIES INS. TR	APR - SEPT PROPERTY/CASUAL	Insurance	100-44101-3940	8,863.57
63959	LEAGUE OF MN CITIES INS. TR	APR - SEPT PROPERTY/CASUAL	Insurance	100-44201-3940	146.17
63960	LINCOLN NATIONAL LIFE INSU	JUNE ST DISABILITY	Other payroll deductions	100-21706	761.41
63960	LINCOLN NATIONAL LIFE INSU	APR/MAY LT DISABILITY - CH	Other payroll deductions	100-21706	-10.16
63960	LINCOLN NATIONAL LIFE INSU	APR/MAY ST DISABILITY - CH	Other payroll deductions	100-21706	-89.12
63960	LINCOLN NATIONAL LIFE INSU	JUNE LT DISABILITY	Other payroll deductions	100-21706	403.35
63961	MARK KOLLMANN	FIRE #1 KITCHEN SINK REPAIR	Building repair & maintenanc	100-42202-2310	37.18
63962	MCCLELLAN SALES INC	RAINSUITS	Clothing & personal protectiv	100-43101-2210	257.76
63963	MENARDS-BLAINE	MISC SHOP SUPPLIES	Operating supplies	100-43101-2290	40.43
63964	MENARDS-CR	BATTERIES, MARKING PAINT	Operating supplies	100-43101-2290	35.25
63964	MENARDS-CR	BEE SPRAY	Building repair & maintenanc	100-41702-2310	118.00
63965	METRO SALES INC	FEB - APR COLOR COPIES	Equipment rentals	100-41701-3320	137.06
63965	METRO SALES INC	FEB - APR COPIER LEASE	Equipment rentals	100-41701-3320	993.78
63965	METRO SALES INC	FEB - APR COPIER LEASE	Equipment rentals	100-42401-3320	774.54
63965	METRO SALES INC	FEB - APR COLOR COPIES	Equipment rentals	100-42401-3320	206.44
63966	MINNESOTA EQUIPMENT	#73 SCREW & WASHERS	Equipment parts & supplies	100-44101-2320	17.83
63967	MN PEIP	JUNE HEALTH INSURANCE	Flexible spending	100-21705	13,336.88
63968	NARDINI FIRE EQUIPMENT CO	RESIDENT FIRE EXTINGUISHER	Fire Extinguisher	100-20203	17.40
63969	NEWMAN TRAFFIC SIGNS INC	SIGN BLANKS	Street signs	100-43401-2250	31.57
63970	PARK SUPPLY OF AMERICA IN	LION'S PARK BATHROOM FAU	Building repair & maintenanc	100-44102-2310	220.05
63970	PARK SUPPLY OF AMERICA IN	LION'S PARK BATHROOM FAU	Building repair & maintenanc	100-44102-2310	103.18
63971	PREMIUM WATERS INC	MAY WATER COOLER RENTAL	Equipment rentals	100-41701-3320	14.00
63971	PREMIUM WATERS INC	WATER	Equipment rentals	100-41701-3320	26.10
63972	RECYCLE TECHNOLOGIES INC	SPRING RECYCLING EVENT	Waste management & recycli	231-43601-3630	540.00
63972	RECYCLE TECHNOLOGIES INC	SPRING RECYCLING - CITY	Waste management & recycli	231-43601-3630	139.75
63973	SPECIALTY SOLUTIONS LLC	GRASS SEED & FERTILIZER	Operating supplies	100-44101-2290	2,232.80
63974	SUNDERLAND PLUMBING INC	CANCEL PERMIT #2022-00442	Surcharge	100-22801	1.00
63974	SUNDERLAND PLUMBING INC	CANCEL PERMIT #2022-00442	Surcharge	100-22801	1.00
63974	SUNDERLAND PLUMBING INC	CANCEL PERMIT #2022-00441	Other construction permits	100-32202	240.00
63974	SUNDERLAND PLUMBING INC	CANCEL PERMIT #2022-00441	Other construction permits	100-32202	240.00
63975	TDS METROCOM INC	763-434-0454 ELEVATOR	Phones/radios/pagers	100-41701-3210	39.02
63975	TDS METROCOM INC	763-434-9605 FIRE #2	Phones/radios/pagers	100-42201-3210	37.02
63976	VERIZON WIRELESS	612-916-1358 SR CTR	Phones/radios/pagers	100-44201-3210	8.49
63977	WRIGHT-HENNEPIN COOPERA	MAY ELEVATOR MONITORING	Monitoring	100-41702-3145	10.00
63977	WRIGHT-HENNEPIN COOPERA	MAY SECURITY MONITORING	Monitoring	100-41702-3145	32.95
63977	WRIGHT-HENNEPIN COOPERA	MAY PW FIRE PANEL MONITO	Monitoring	100-43104-3145	52.95
63978	RIVARD COMPANIES	TREE REMOVAL - CREEK VALL	Contractors	431-43301-3810	1,767.00
63978	RIVARD COMPANIES	TREE REMOVAL - MEADOW P	Contractors	431-43301-3810	17,893.25
DFT0002365	COMPENSATION CONSULTAN	Health Savings Account	Flexible spending	100-21705	333.32

Council Approval List

Payment Dates: 5/5/2022 - 5/18/2022

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
DFT0002366	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	1,520.00
DFT0002366	EMPOWER	Roth IRA	Deferred compensation	100-21704	100.00
DFT0002367	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	4,743.76
DFT0002367	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,463.28
DFT0002367	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	5,799.60
DFT0002368	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,160.80
DFT0002369	PERA	Retirement-Coordinated	PERA	100-21703	6,467.04
DFT0002369	PERA	Retirement-Police & Fire	PERA	100-21703	1,086.98
Grand Total:					202,481.84



Packet: ARPKT00388 - 05/10/22 TRUST REFUNDS

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00165	SHARPER HOMES	5/10/2022	63943	12,000.00
00191	SHAWRIENA HAGEN	5/10/2022	63944	150.00
			Total Refund Amount:	12,150.00

Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	12,150.00
Revenue Totals:	12,150.00

General Ledger Distribution

Posting Date: 05/10/2022

Account Number	Account Name	Posting Amount	IFT
Fund: 890 - TRUST FUND			
890-10101	Cash-claim on pooled cash	-12,150.00	Yes
890-11501	Misc receivables	12,150.00	
	890 Total:	0.00	
Fund: 999 - POOLED CASH			
999-10100	Pooled Cash	-12,150.00	
999-20702	Due to other funds	12,150.00	Yes
	999 Total:	0.00	
	Distribution Total:	0.00	



City of Ham Lake, MN

EFT Payroll Check Register

Report Summary

Pay Period: 4/17/2022-4/30/2022

Packet: PYPKT01317 - PPE 4/30/22 PAID 5/6/22

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	35	34,337.77
Total	35	34,337.77



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-A/P BANK RIVARD	RIVARD COMPANIES	05/04/2022	Regular	0.00	-19,660.25	63937

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-19,660.25
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-19,660.25

Meeting Date: May 16, 2022

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: John Witkowski, Public Works Superintendent

Subject: Hiring Seasonal Maintenance Workers

Introduction/Discussion: Four applications were received for the 2022 Seasonal Maintenance Worker position; Joseph Mathes, Matthew Schommer, Alina Schillo, and Steven Bucholz. Two applicants, Matthew Schommer and Joseph Mathes will be returning for a second year.

Wages for summer help is \$15.00 per hour with an additional \$1.00 for every returning year up to \$17.00 per hour. They will be scheduled for 40 hours a week but that may change due to weather and workload needs.

Recommendation: I recommend the hiring of returning employees, Matthew Schommer and Joseph Mathes at a pay rate of \$16.00 per hour; and hiring two additional seasonal employees, Alina Schillo and Steven Bucholz at a pay rate of \$15.00 per hour.

Meeting Date: May 16, 2022



**CITY OF HAM LAKE
STAFF REPORT**

To: Mayor and Councilmembers

From: Dawnette Shimek, Deputy City Clerk

**Item/Title/Subject: Vacation of a portion of road right-of-way on 133rd Avenue NE
in Section 32 (13319 Aberdeen Street NE)**

Introduction/Discussion:

Schoenrock Holdings LLC is requesting to vacate 33' of road right-of-way on 133rd Avenue NE. Engineer Collins has reviewed the legal description, there is no public purpose for the excess right-of-way and has no issue with this vacation.

Recommendation:

I recommend approval of a Resolution scheduling a Public Hearing for June 6, 2022 to vacate 33 feet of road right-of-way on 133rd Avenue NE in Section 32.

RESOLUTION NO. 22-XX

WHEREAS, the Ham Lake City Council, on its own motion, wishes to consider the vacation of the following described land in the City of Ham Lake, pursuant to Minnesota Statutes Chapter 412.851:

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

Beginning at the intersection of the easterly right of way line of State Trunk Highway No. 65 and the north line of the south 66 feet of said Southwest Quarter of the Southeast Quarter; thence on an assumed bearing of South 89 degrees 47 minutes 43 seconds East, parallel with the south line of said Southwest Quarter of the Southeast Quarter, a distance of 234.3 feet; thence South 44 degrees 31 minutes 42 seconds West 46.13 feet to the intersection with the north line of the south 33 feet of said Southwest Quarter of the Southeast Quarter; thence westerly, parallel with said south line, to the east right of way line of State Trunk Highway No. 65; thence north along said right of way line 33 feet, more or less, to the point of beginning.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ham Lake, that the City Clerk is directed to post in a conspicuous place in the City Hall between the dates of May 17, 2022 and June 6, 2022, and to cause publication of a NOTICE OF PUBLIC HEARING, a copy of which is attached to this Resolution, for a public hearing to be held on June 6, 2022, with publication to occur in the Star Tribune on May 19, 2022.

Adopted by the City Council of the City of Ham Lake this 16th day of May, 2022.

Michael G. Van Kirk, Mayor

Denise Webster, City Clerk

NOTICE OF PUBLIC HEARING
VACATION OF PUBLIC LAND

NOTICE IS HEREBY GIVEN, that a Public Hearing will be held before the Ham Lake City Council June 6, 2022 at 6:01 p.m. in the City Council Chambers, City Hall, 15544 Central Avenue NE, Ham Lake, Minnesota 55304, to hear comments and questions concerning the proposed vacation of the following described land within the City of Ham Lake, Minnesota:

Beginning at the intersection of the easterly right of way line of State Trunk Highway No. 65 and the north line of the south 66 feet of said Southwest Quarter of the Southeast Quarter; thence on an assumed bearing of South 89 degrees 47 minutes 43 seconds East, parallel with the south line of said Southwest Quarter of the Southeast Quarter, a distance of 234.3 feet; thence South 44 degrees 31 minutes 42 seconds West 46.13 feet to the intersection with the north line of the south 33 feet of said Southwest Quarter of the Southeast Quarter; thence westerly, parallel with said south line, to the east right of way line of State Trunk Highway No. 65; thence north along said right of way line 33 feet, more or less, to the point of beginning.

Said hearing is conducted pursuant to Minnesota Statutes Chapter 412.851.

Dated: May 19, 2022

Dawnette Shimek, Deputy City Clerk

Posted at City Hall between the dates of May 17, 2022 and June 6, 2022

Published in the Star Tribune on May 19, 2022.

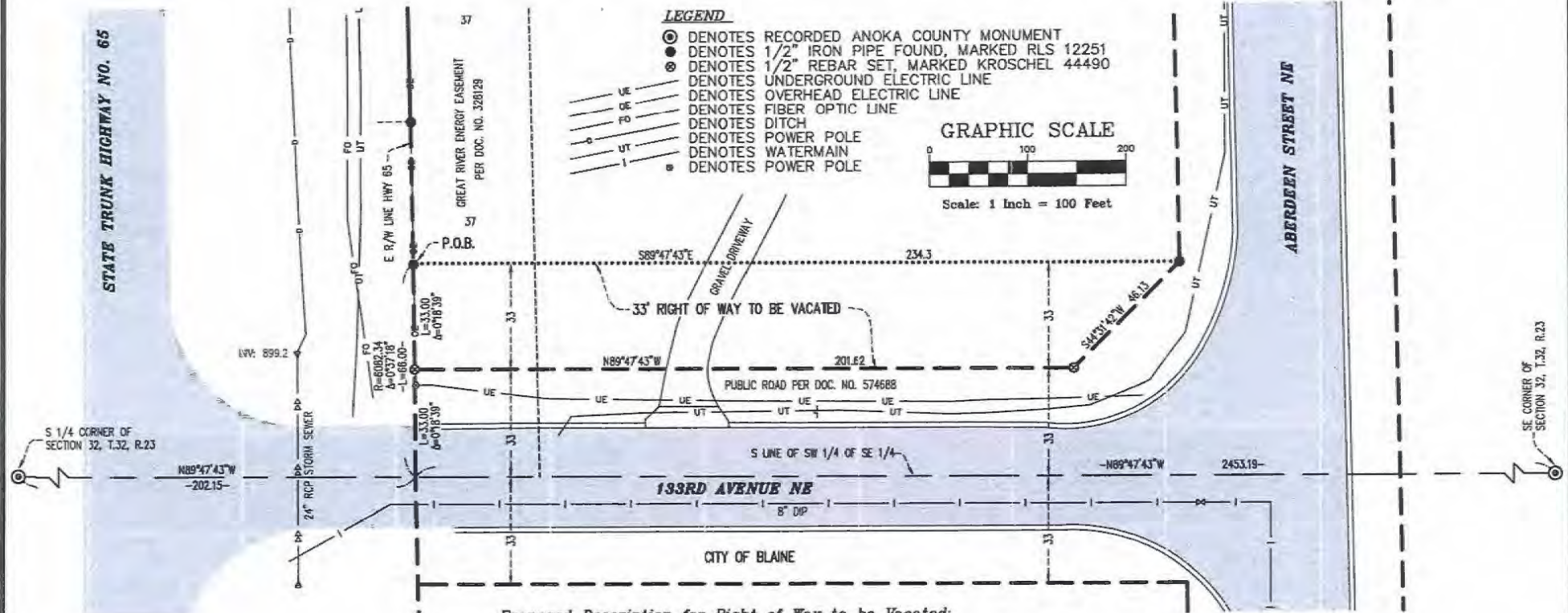
Notes to Survey:

1. Existing Utilities shown per Gopher State One Call locate dated 1/04/2021. Reference Ticket #203640911.

VACATION EXHIBIT FOR SCHOENROCK HOLDINGS, LLC

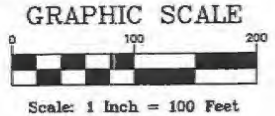
THE BASIS OF BEARINGS FOR THIS DRAWING IS THE MNDOT ANOKA COUNTY COORDINATE SYSTEM, NAD 1983, HARN 1996 ADJUSTMENT

PART OF SECTION 32, TOWNSHIP 32, RANGE 23, ANOKA COUNTY, MINNESOTA



LEGEND

- ⊙ DENOTES RECORDED ANOKA COUNTY MONUMENT
- DENOTES 1/2" IRON PIPE FOUND, MARKED RLS 12251
- ⊗ DENOTES 1/2" REBAR SET, MARKED KROSCHEL 44490
- DENOTES UNDERGROUND ELECTRIC LINE
- DENOTES OVERHEAD ELECTRIC LINE
- DENOTES FIBER OPTIC LINE
- DENOTES DITCH
- DENOTES POWER POLE
- DENOTES WATERMAIN
- DENOTES POWER POLE



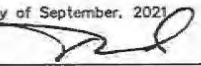
Proposed Description for Right of Way to be Vacated:

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

Beginning at the intersection of the easterly right of way line of State Trunk Highway No. 65 and the north line of the south 66 feet of said Southwest Quarter of the Southeast Quarter; thence on an assumed bearing of South 89 degrees 47 minutes 43 seconds East, parallel with the south line of said Southwest Quarter of the Southeast Quarter, a distance of 234.3 feet; thence South 44 degrees 31 minutes 42 seconds West 46.13 feet to the intersection with the north line of the south 33 feet of said Southwest Quarter of the Southeast Quarter; thence westerly, parallel with said south line, to the east right of way line of State Trunk Highway No. 65; thence north along said right of way line 33 feet, more or less, to the point of beginning.

I hereby certify that this survey, plan 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.

Dated this 16th day of September, 2021

By: 
Tyler J. Kroschel, Land Surveyor
Minnesota License No. 44490



Kroschel Land Surveyors, Inc.
1639 Main Street North, Suite 6, Pine City, MN 55063
Phone: 320-629-3267 tyler@kroschelsurvey.com



CITY OF HAM LAKE

REQUEST FOR AN APPEARANCE BEFORE THE CITY COUNCIL

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

Date of Application 4-29-22 R# 92610 200th
Date of City Council appearance 5-10-2022
60-day review deadline _____

APPLICANT'S NAME Schoenrock Holdings LLC

STREET ADDRESS 28876 Dahlia Street NW

CITY, STATE ZIP Isanti, MN 55040

PHONE (daytime) 612-282-5494 Email: Schoenrockholdings@gmail.com

NATURE OF REQUEST
Vacation Exhibit of 33 feet of 133rd Ave Right of Way. Property in discussion is address: 13319 Aberdeen Street NE, Ham Lake => NEW COMMERCIAL Building project

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

Leula K Schoenrock 4-29-2022
Signature of Applicant **Date**

Please attach any relevant information including maps, diagrams, and/or a descriptive narrative.

This form must be submitted to the City staff by 4:00 p.m. on the Monday prior to the Council meeting at which you will be appearing.



NOTICE TO ALL APPLICANTS FOR MUNICIPAL PERMITS, LICENSES,

Meeting Date: May 16, 2022

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Mark Jones, Building Official

Subject: Article 10 Updates of the Ham Lake City Code

Introduction/Discussion:

The Code Review Committee has been reviewing Article 10 of the Ham Lake City Code. On July 2, 2017, Estate Related Division was repealed due to a Sunset Clause. The Code Review Committee would like to add Estate Related Divisions back into the City Code. Also, Lot Line Adjustments have been required to dedicate drainage, utility and road easements as needed, along with Sub-Surface Sewage Treatment Systems (SSTS) requirements. This would be added into the City Code so it can be enforced.

Recommendation:

The Code Review Committee is recommending the First Reading of an Ordinance of Article 10 of the Ham Lake City Code adding Lot Line Adjustments and Estate Related Divisions.

ORDINANCE NO. 22-XX

An Ordinance Amending ARTICLE 10, SUBDIVISION REGULATIONS, to clarify required criteria for lot line adjustments and to outline procedures for estate related divisions of inherited property.

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

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

10-100 Subdivision by means other than traditional platting

10-101 Minor Plats

...

Notwithstanding the foregoing, lot splits of any type which are intended merely to adjust existing lot lines, and for combination with adjoining parcels, and which do not create any new buildable parcels or lots of record, may be approved by the City Council. All parcels involved must continue to meet all applicable frontage, setback, lot size, and other requirements and shall not create any new nonconformity. For lot line adjustments, the City Council may impose reasonable conditions of approval upon the lot line adjustment request, including, without limitation, the dedication of drainage, utility, and road easements as needed and compliance with the Subsurface Sewage Treatment Systems (SSTS) requirements outlined in Article 11-450 of this code.

...

10-102 Estate Related Divisions

A. Qualifying Property

Persons acquiring real estate parcels via inheritance (“Inherited Property”) may be allowed to divide inherited lands as outlined in this section without traditional platting. In order to qualify for the provisions related to Inherited Property, the property must meet all of the following conditions:

- 1) The property size before the event that triggered the inheritance must have been at least five acres;
- 2) The Inherited Property must be divided into parcels that are approximately equal in value for each heir inheriting or otherwise obtaining title;
- 3) No subdivided parcel may be less than 2.5 acres in size;
- 4) Each subdivided parcel must have at least 200 feet of frontage on a public road, meet current livability standards for SSTS installation, and be capable of meeting all setback requirements for residential lots;
- 5) Prior to the event that triggered the inheritance, the Inherited Property was owned by a

single individual or an entity set up specifically to serve as an estate-planning tool. Business corporations do not qualify as such entities.

6) Each subdivided parcel is to be conveyed to an heir or named beneficiary of the prior owner of the main parcel;

B. Subdivision Requirements

Subdivisions of Inherited Property may be implemented without platting on approval of the City Council after review by City staff. If the property qualifies as Inherited Property, then the lots subdivided may be stamped as approved for recording, but shall not be required to pave adjoining unpaved roads. The applicants may be required to pay park dedication fees, drainage contribution fees or other traditional subdivision fees. However, such fees may also be deferred to future development situations involving the subdivided lots, which may include a requirement for payment of such fees at the time a building permit is requested. In addition, the City may require dedication of drainage, utility and road easements as a condition of approval. All costs of City review and implementation of approvals shall be paid by the applicants prior to stamping any document of conveyance.

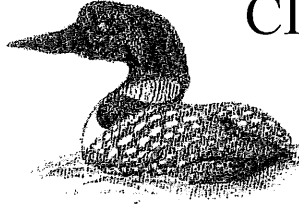
C. Restrictions on Usage; Development Agreement

Subdivided lots under this section are not eligible for building permits until and unless all of the lots created by this method of subdivision meet City standards for road access, frontage, paving and other road requirements, as well as all other lot standards under the City's codes. A Development Agreement so stating shall be recorded prior to stamping the documents of conveyance creating the lot(s). Notwithstanding the foregoing, building permits may be issued for repairs and additions to structures that existed on the lots prior to the subdivision.

Presented to the Ham Lake City Council on May 16, 2022 and adopted by a unanimous vote this _____ day of _____, 2022.

Michael G. Van Kirk, Mayor

Denise Webster, City Clerk



CITY OF HAM LAKE

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

CITY OF HAM LAKE PLANNING COMMISSION AGENDA MONDAY, MAY 9, 2022

CALL TO ORDER: 6:00 p.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: April 25, 2022

PUBLIC HEARINGS:

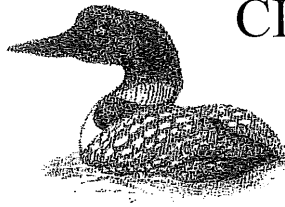
6:01 p.m. Jesse Osborne requesting an amendment to the Conditional Use Permit to operate Storage World at 16800 Highway 65 NE, to construct an additional 40,000 square foot storage building.

NEW BUSINESS:

1. None

COMMISSION BUSINESS:

1. City Council Update



CITY OF HAM LAKE

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

CITY OF HAM LAKE PLANNING COMMISSION MINUTES MONDAY, MAY 9, 2022

The Ham Lake Planning Commission met for its regular meeting on Monday, May 9, 2022 in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Chair Brian Pogalz and Commissioners Dave Ringler, Kyle Lejonvarn, Scott Heaton, Erin Dixson and Jeff Entsminger

MEMBERS ABSENT: Commissioner Jonathan Fisher

OTHERS PRESENT: Building and Zoning Clerk, Jennifer Bohr

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

PLEDGE OF ALLEGIANCE:

The pledge of allegiance was recited by all in attendance.

APPROVAL OF MINUTES:

Motion by Lejonvarn, seconded by Dixson, to approve the minutes of the April 25, 2022 Planning Commission meeting as written. All present in favor, motion carried.

PUBLIC HEARING:

Jesse Osborne requesting an amendment to the Conditional Use Permit to operate Storage World at 16800 Highway 65 NE, to construct an additional 40,000 square foot storage building.

Mr. Osborne was present. Mr. Osborne stated he will be constructing a building for outdoor storage of high-end RVs and boats. Mr. Osborne stated his goal is for construction to be complete by August 1. Commissioner Entsminger completed the inspection, a copy which is on file. Commissioner Entsminger stated all excavation work has been completed; footings are currently being dug. Commissioner Entsminger stated there is a change in elevation of approximately 12 to 14 feet between the construction site and the residential property lines to the south. Commissioner Entsminger stated there is slatted, chain link fence along the residential property lines; some slats are missing in the fence but new slats are on-site to be put in place. Mr. Osborne stated Connexus Energy allowed him to construct the fence as high as he possibly could on the hill to maximize the screening between Storage World and the residential property to the south. Mr. Osborne stated the residents currently cannot see anything at the site. Commissioner Entsminger stated the residents will be able to see the roof of the building after construction. Chair Pogalz stated the Planning Commission reviewed, and the City

Council approved, the Commercial Site Plan for this project in 2020; a condition of approval was that the Conditional Use Permit for Storage World be amended prior to approval of a building permit for the structure which is what is being done tonight.

Chair Pogalz opened the public hearing at 6:05 p.m. and asked for public comment; with there being none, Chair Pogalz closed the public hearing at 6:05 p.m.

Motion by Entsminger, seconded by Lejonvarn, to recommend approval of an amendment to the Conditional Use Permit to operate Storage World at 16800 Highway 65 NE, allowing construction of an additional 40,000 square foot storage building subject to meeting all standards for site and building construction in Commercial Development 1 (CD-1) zoning and meeting all City, County and State requirements. All present in favor, motion carried. *This item will be placed on the May 16, 2022 City Council Agenda.*

NEW BUSINESS: None

COMMISSION BUSINESS:

City Council Update

Commissioner Dixon attended the May 2, 2022 City Council meeting. Commissioner Dixon stated the City Council approved the Conditional Use Permit for Automotive Illusions without any discussion. A Planning Commissioner will not be present at the May 16, 2022 City Council meeting.

ADJOURNMENT:

Motion by Heaton, seconded by Dixon, to adjourn the Planning Commission meeting at 6:09 p.m. All present in favor, motion carried.

Jennifer Bohr
Building and Zoning Clerk



CITY OF HAM LAKE

15544 Central Avenue NE

Ham Lake, MN 55304

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

PLANNING REQUEST

Date of Application 4-21-22

Date of Receipt 4-22-22
Receipt # 92524

Meeting Appearance Dates:
Planning Commission 5/9/22

City Council 5/16/22

Please check request(s):

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

- Commercial Building Permit
- Certificate of Occupancy
- Home Occupation Permit
- Conditional Use Permit (New)*
- Conditional Use Permit (Renewal) *Amendment*
- Other _____

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

Development/Business Name: Storage World

Address/Location of property: 16800 hwy 65 NE

Legal Description of property: _____

PIN # 08-32-23-31-0019 Current Zoning CO1 Proposed Zoning CO1

Notes: _____

Applicant's Name: Jesse Osborne

Business Name: Storage World

Address 16800 hwy 65 NE

City Ham Lake State MN Zip Code 55304

Phone 651-403-0782 Cell Phone _____ Fax _____

Email address Jesse@StorageWorldMN.com

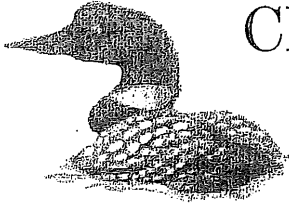
You are advised that the 60-day review period required by Minnesota Statutes Chapter 15.99 does not begin to run until all of the required items have been received by the City of Ham Lake.

SIGNATURE [Signature] DATE 4-21-22

- FOR STAFF USE ONLY -

ACTION BY: Planning Commission 5/9/22
City Council _____

PROPERTY TAXES CURRENT (YES) NO



CITY OF HAM LAKE

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

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

TAKE NOTICE, that pursuant to the requirements of Minnesota Law, a public hearing shall be held before the Ham Lake Planning Commission on Monday, May 9, 2022 at 6:01 p.m. at the City Hall located at 15544 Central Avenue NE, for the purpose of considering the application of Jesse Osborne requesting an amendment to the Conditional Use Permit to construct an additional 40,000 square foot storage building at Storage World, 16800 Highway 65 NE, such land situated in the City of Ham Lake, Anoka County, Minnesota and which is described as follows to wit:

08-32-23-31-0019

THAT PRT OF NE1/4 OF SW1/4 OF SEC 8 TWP 32 RGE 23 LYG SWLY, SLY & SELY OF FOL DESC LINE: COM AT NW COR OF SD NE1/4 OF SW1/4, TH S 00 DEG 08 MIN 57 SEC W, ASSD BRG, ALG W LINE OF SD NE1/4 OF SW1/4 255.43 FT, TH N 89 DEG 30 MIN 01 SEC W 551.76 FT, TH S 01 DEG 45 MIN 07 SEC W, 381.90 FT, TH S 78 DEG 41 MIN 27 SEC W 364.11 FT, TH S 16 DEG 46 MIN 04 SEC E 363.68 FT, TH N 89 DEG 09 MIN 19 SEC E 813.58 FT TO SD W LINE OF NE1/4 OF SW1/4, TH N 00 DEG 08 MIN 57 SEC E, ALG SD W LINE OF NE1/4 OF SW1/4, 728.68 FT TO POB OF SD LINE TO BE DESC, TH S 71 DEG 50 MIN 02 SEC E 399.56 FT, TH N 53 DEG 18 MIN 18 SEC E 53.12 FT, TH N 10 DEG 36 MIN 03 SEC E 193.88 FT, TH S 77 DEG 05 MIN 24 SEC E 117.40 FT, TH S 77 DEG 13 MIN 21 SEC E 165.53 FT, TH S 63 DEG 24 MIN 49 SEC E 430.87 FT, TH S 65 DEG 39 MIN 25 SEC E 240.00 FT TO E LINE OF SD NE1/4 OF SW1/4 & SD LINE THERE TERM, EX OSBORNE TERRACE, & ALSO EX S 33 FT OF SD NE1/4 OF SW1/4 NOT CONTAINED WITHIN SD OSBORNE TERRACE, & ALSO EX RD, SUBJ TO EASE OF REC

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

DATED: April 29, 2022

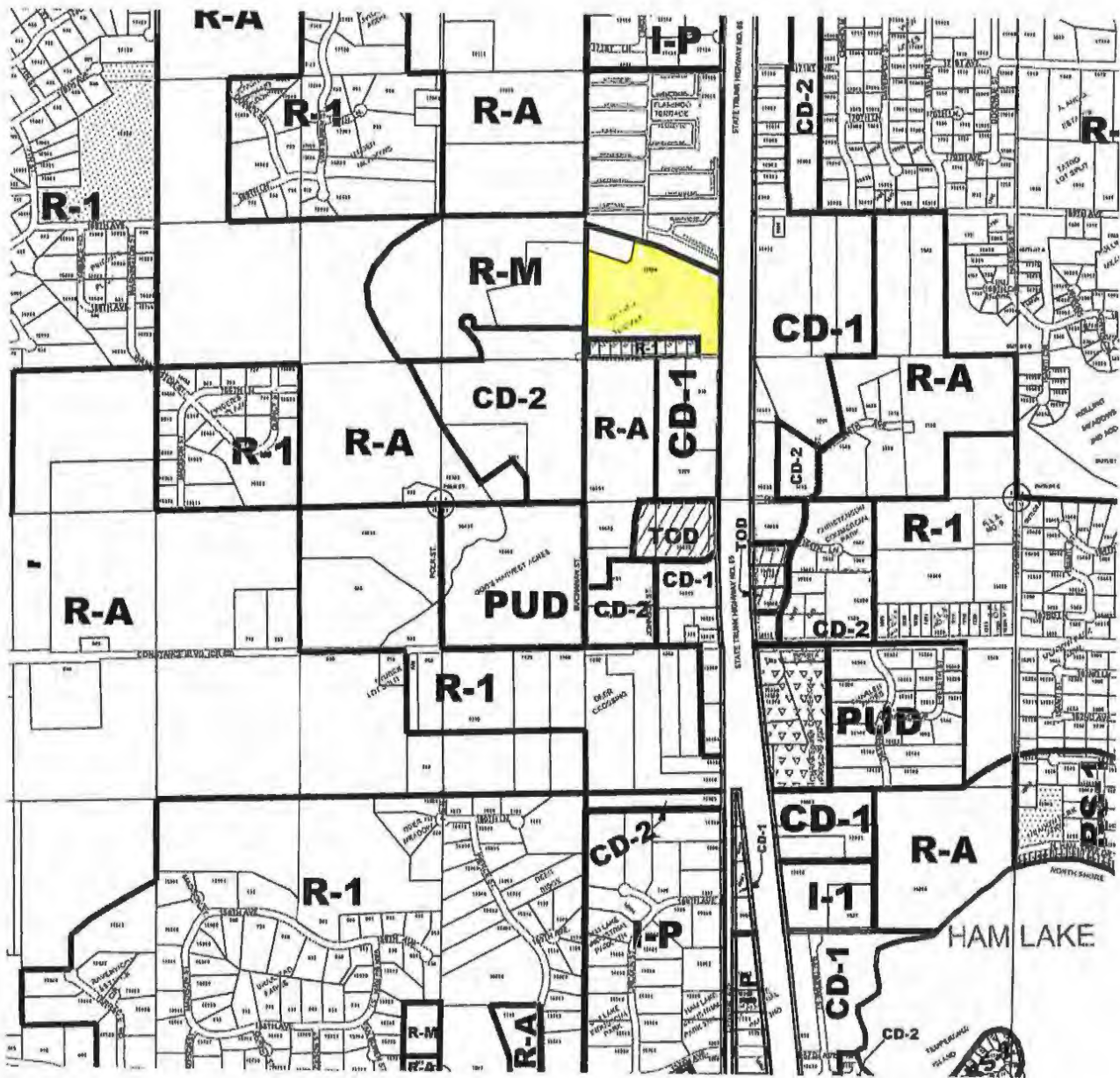
Jennifer Bohr
Building and Zoning Clerk
City of Ham Lake

-PLEASE SEE REVERSE SIDE FOR SITE MAP-



Storage World – 16800 Highway 65 NE







**16800 hwy 65 ne
Ham Lake MN 55304**

Storage World is a first class storage facility consisting of several different size storage units.

Storage World employs 4 full time employees and one part time employee.

There are 50 high definition security cameras.

An app based code system and keypad pass code secured gate system

Gate access hours are 6am to 9pm.

Office hours are Monday thru Friday 10am to 5pm, and Saturdays 9am to 2pm.

Our outdoor storage spaces have class 5 base.

Storage World is adding a new building inside the existing premises. It will be a covered RV and boat storage unit. It will be a steel structure with walls on the east and west sides, the north and south ends will be open. With a seamless steel roof and the walls will be block paneling to add more curb appeal. It will have a concrete floor, consisting of 80 spaces. (40) 12'x50' and (40) 12'x30'.

This request is to amend my current conditional use permit to have six storage buildings, to now adding an additional 40,000 square foot covered parking storage unit.

May 9, 2022

CITY OF HAM LAKE

STAFF REPORT

To: Members of the Planning Commission

From: Mark Jones, Building Official

Subject: Jesse Osborne requesting amendment to Conditional Use Permit to construct a 40,000 square storage building at 16800 Highway 65 NE

Introduction/Discussion:

Mr. Osborne is requesting to amend the Conditional Use Permit (CUP) to allow a 40,000 square foot building at 16800 HWY 65. In reading Planning Commission minutes dated March 23, 2020 and Council minutes dated April 6, 2020 the building has been approved on the condition that C.U.P be amended for the building.

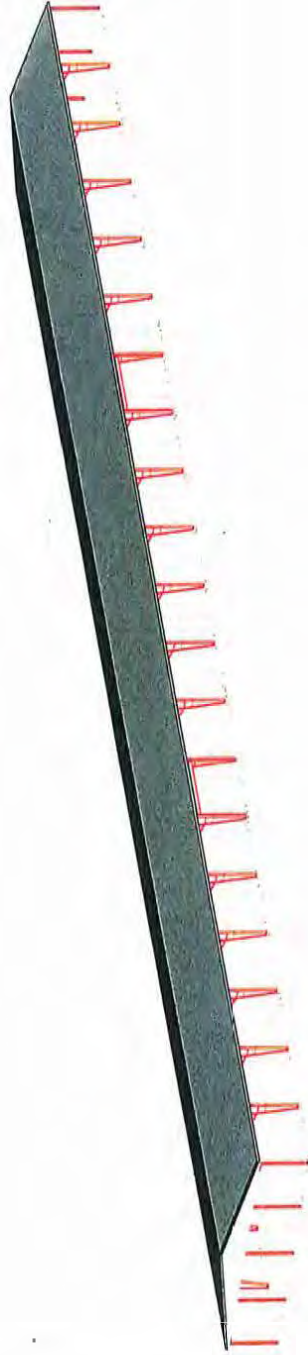
Recommendation:

I recommend approval of the amendment to Conditional Use Permit (CUP) to allow a 40,000 square foot building with the following requirements:

That the Building meet all Standards for Site and Building Construction in a CD-1 Zoning.

Drawn: J.P. Pao, 4/13/2014 2022, System Option: 6.1.1.7

NOT FOR CONSTRUCTION



This drawing is not for construction. This drawing is provided to depict general building information and is solely for informational purposes. For clarity of presentation, items depicted may be omitted from some views or full details. In the event of conflict between this drawing and the purchase order, the purchase order shall prevail.

3D FRONT LEFT - (A) 80x100x16

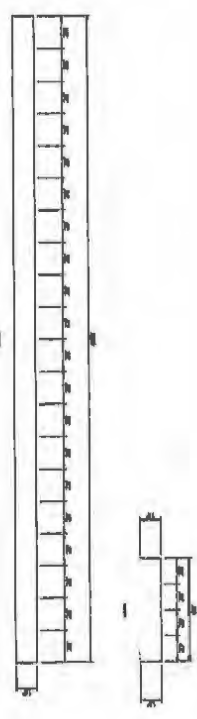
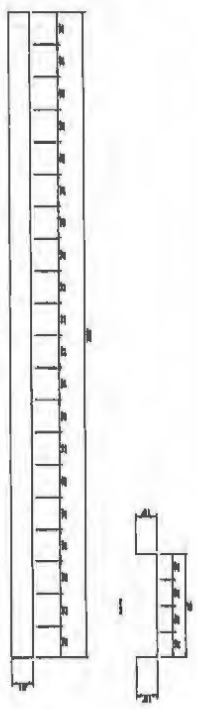
METALLIC BUILDING SYSTEMS CONTRACT: JESS GIBSON 1201 FORTVIEW FORT WORTH, TEXAS 76104 Customers:		JAMES BUILDING COMPANY 14001 W. 88th MIDLAND, TX 79704
Growing Styles: <input type="checkbox"/> MetalBlox <input type="checkbox"/> For Construction, Permit <input type="checkbox"/> For Erect, Installation	PROJECT NAME: 2022 DATE: 2/14/22 SHEET NO.: 24022	SCALE: NOT TO SCALE SECTION: 6.1.1.7 SYSTEM: 2022 DATE: 2/14/22 SHEET NO.: 24022

MBMA

The MBMA logo and design are the property of the Metal Building Manufacturers Association. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, without the prior written permission of the MBMA.

General: (1) File # 140513-2022, System: Q1000-6.15.7

NOT FOR CONSTRUCTION



METALLIC BUILDING SYSTEMS CONTRACT/TEAM COORDINATOR Metalls Building Company 7397 FRENCH HOUSTON, TEXAS 77051 CUSTOMER: 140513-2022 140513-2022		<input type="checkbox"/> For Approval <input type="checkbox"/> For Construction Control <input type="checkbox"/> For Revision
PROJECT TITLE METALLIC	DATE 2/14/2022	DRAWN BY J. S. GARCIA
CHECKED J. S. GARCIA	DATE 2/14/2022	PROJECT NO. 140513-2022

MEMF

The Memphis System used by Memphis Metals, Inc. is a registered trademark of Memphis Metals, Inc. and is used under license. All other trademarks and registered trademarks are the property of their respective owners. All rights reserved.

This drawing is not for construction. This drawing is intended to depict general building information and is solely for sales presentation purposes. For clarity of presentation, items depicted may be different from actual design and final drawings. In the event of conflict between this drawing and the purchase order, the purchase order shall prevail.

ARCHITECTURAL - (A) 80x100x16

Anoka County Parcel Viewer



Parcel Information:

Approx. Acres:
Plat:
Commissioner:

Owner Information:

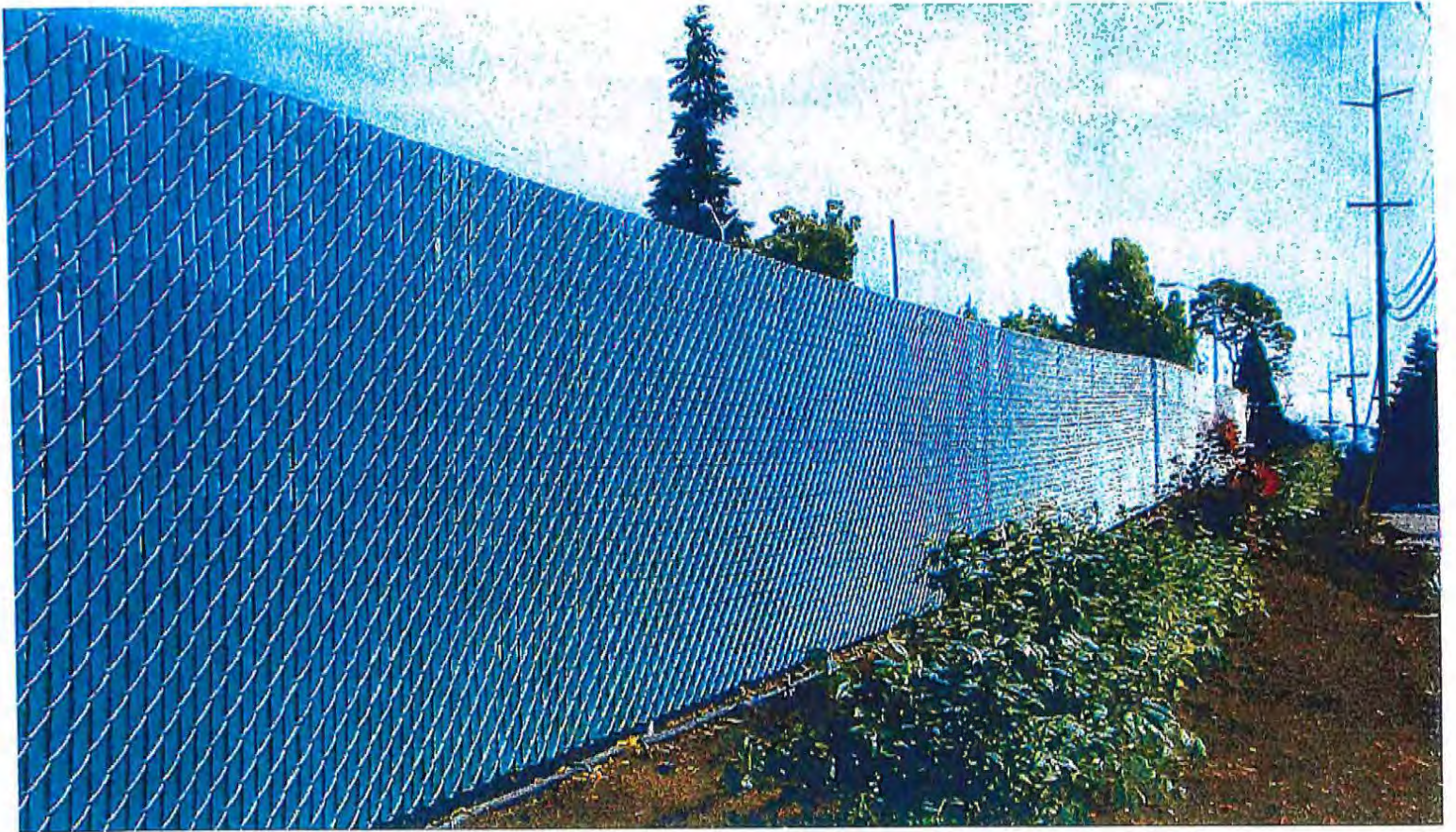
Storage World Screening

Anoka County GIS

1:1,200

Date: 7/28/2021

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.



6' tall slatted fence

**VIOLATION OF THE TERMS OR CONDITIONS OF THIS PERMIT
MAY BE GROUNDS FOR REVOCATION OF THE PERMIT
PURSUANT TO SECTION 9-310.34 OF THE ZONING CODE, A
COPY OF WHICH IS HERETO ATTACHED.**

Motion by Van Kirk, seconded by Parranto, to concur with the recommendation of the Planning Commission and approve the Conditional Use Permit to operate Storage World at 16800 Highway 65 NE as presented by Doug Osborne, subject to the property owner installing a stop sign at the intersection of the private driveway and 167th Avenue NE, and subject to meeting all City, State, and County requirements. All present in favor, motion carried.

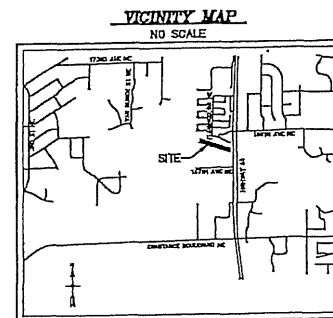
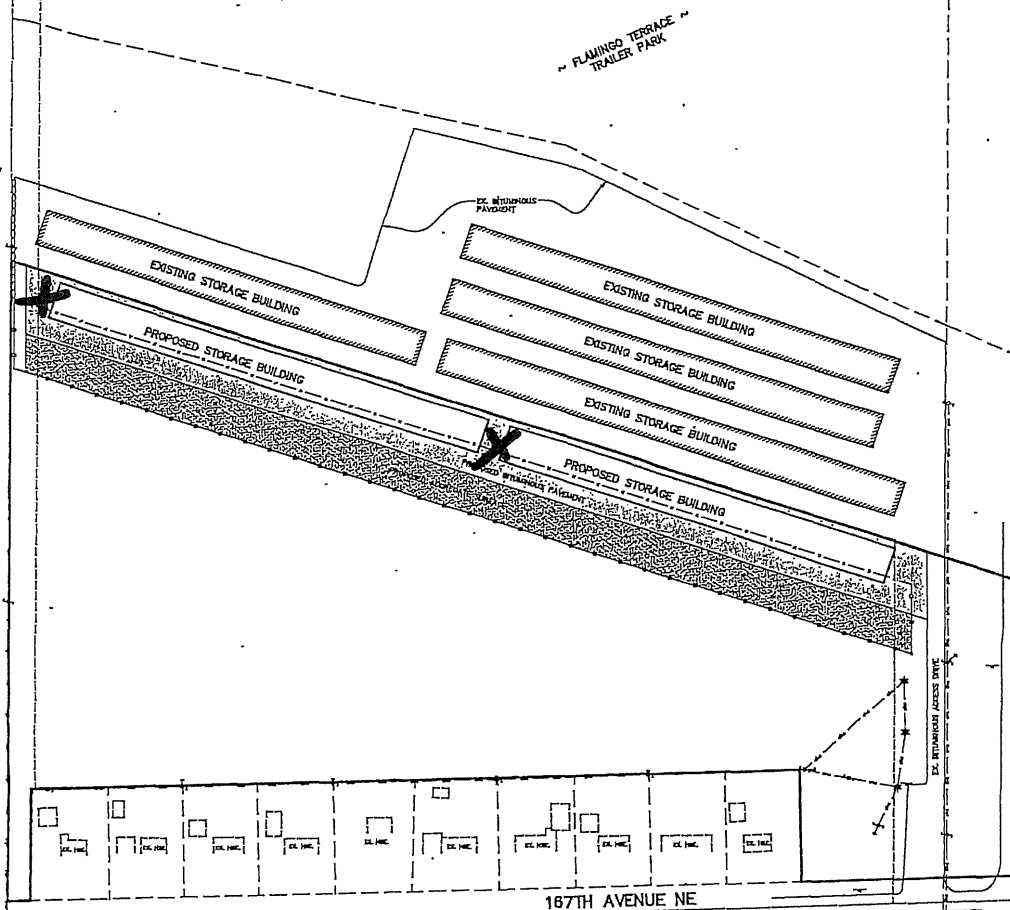
Storage World
16800 Highway 65 NE
Ham Lake, MN 55304

ISSUED: 2/2/2018
RENEWAL DATE: 2/28/2022

STORAGE WORLD - FLAMINGO TERRACE SITE IMPROVEMENT PLANS HAM LAKE, MINNESOTA

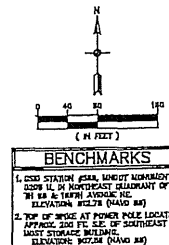
RECEIVED FEB 03 2015

2015 Expansion



SHEET INDEX

- C1. COVER SHEET
- C2. EXISTING CONDITIONS & REMOVALS
- C3. SITE PLAN
- C4. GRADING & EROSION CONTROL PLAN
- C5. STORMWATER POLLUTION PREVENTION PLAN
- C6. DETAILS
- L1. LANDSCAPE PLAN
- L2. LANDSCAPE PLAN



CALL BEFORE YOU DIG

Know what's below,
Call before you dig.

**Carlson
McCain**
248 Apollo Dr, Suite 100, Lino Lakes, MN 55014
Phone: 763-489-7900 Fax: 763-489-7859

COVER SHEET
STORAGE WORLD - FLAMINGO TERRACE
SITE IMPROVEMENT PLANS
Ham Lake, Minnesota

FLAMINGO TERRACE
17100 Highway 65 NE
Ham Lake, MN 55004

REVISIONS	
1.	REVISIONS Per City/County regulations
2.	REVISIONS Per City regulations
3.	
4.	
5.	
6.	
DATE	2/10/15
DESIGNED BY	JTB
DRAWN BY	JTB
DATE	1/20/15

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer in the State of Minnesota.

Name: *Joseph T. McCain, P.E.*
Signature: *[Signature]*
Date: 2/10/15 License #: 43838

C1

5.0 PLANNING COMMISSION RECOMMENDATIONS

5.1 Jesse Osborne requesting Sketch Plan approval for Creekside Farms, a 13 lot Commercial Development located in Section 8

Acting Mayor Johnson read to the applicant, Jesse Osborne, the conditions recommended by the Planning Commission. Mr. Osborne stated that he understood the conditions. There was discussion that the extension of Buchanan Street NE is part of the thoroughfare plan, which has a future connection from Buchanan Street NE at 165th Avenue NE to Polk Street NE at 173rd Avenue NE. There was discussion that there would need to be a 4/5 vote of the City Council to rezone the property and the Council didn't feel that would be a problem. **Motion by Johnson, seconded by Doyle, to concur with the Planning Commission and approve the Sketch Plan presented by Jesse Osborne for Creekside Farms, a 13 lot Commercial Development located in Section 8 subject to a 4/5 vote of Council for zoning change from residential to commercial (CD-2), posting of signs regulating traffic types and speed on 167th Avenue NE, modifying the lots lines for Lot 2, Block 3, submission of a screening plan to include screening on the easterly border of the subdivision, submission of soil borings to determine if soils have been disturbed or compacted, receipt of a diagram of the haul route to be used for excavation from the Storage World property to the Creekside Farms subdivision, obtaining Conditional Use Permits for parcels with heated storage units per Article 9-220-3(c), meeting the requirements of the City Engineer as noted in the March 19, 2020 memo for Creekside Farms Sketch Plan and meeting all City, State and County requirements. All present in favor, motion carried.**

5.2 Jesse Osborne requesting Commercial Site Plan approval to construct a 40,000 square foot building located at 16800 Highway 65 NE (PIN# 08-32-23-31-0019)

Acting Mayor Johnson read to the applicant, Jesse Osborne, the conditions recommended by the Planning Commission. Mr. Osborne stated that he understood the conditions. Engineer Collins stated that one of the conditions listed states final plat approval, but the work can actually begin at preliminary plat approval. **Motion by Johnson, seconded by Kirkham, to concur with the Planning Commission and approve the Commercial Site Plan to construct a 40,000 square foot building located at 16800 Highway 65 NE (PIN# 08-32-23-31-0019) as presented by Jesse Osborne subject to a 4/5 vote of the City Council for rezoning the entire parcel to CD-1, preliminary plat approval of the Creekside Farms Commercial Development, amending the Storage World Conditional Use Permit originally issued in 2015, providing the City with of a diagram of the haul route to be used for excavation from the Storage World property to the Creekside Farms subdivision, providing proof of recording of the easement from the 2015 drainage and utility easement from the 2015 Storage World-Flamingo Terrace project, submission of a screening plan to include a fence on south end of the Storage World property near residential parcels in Osborne Terrace, meeting the requirements of the City Engineer as noted in the March 19, 2020 Storage World memo and meeting all City, State and County requirements. All present in favor, motion carried.**

- 6.0 PARK AND TREE COMMISSION RECOMMENDATIONS – None**
- 7.0 ECONOMIC DEVELOPMENT AUTHORITY – None**
- 8.0 APPEARANCES – None**
- 9.0 CITY ATTORNEY – None**
- 10.0 CITY ENGINEER – None**
- 11.0 CITY ADMINISTRATOR – None**

Creekside Farms Sketch Plan and meeting all City, State and County requirements. All present in favor. Motion carried. *(This application will be placed on the City Council's Monday, April 6, 2020 agenda.)*

Jesse Osborne requesting Commercial Site Plan approval to construct a 40,000 square foot building located at 16800 Highway 65 NE (PIN# 08-32-23-31-0019)

Mr. Osborne stated he would like to construct this building for covered RV and boat storage. Mr. Osborne stated the building will be a steel structure with walls on the east and west sides, the north and south sides will be open, concrete floor with 20-amp electrical plug ins. Mr. Osborne stated there will be 80 spaces for rent consisting of 40 – 12' X 50' and 40 – 12' X 30' parking spaces.

Commissioner Lejonvarn completed the inspection, a copy which is on file. Chair Pogalz asked Engineer Collins to comment on the project. Engineer Collins stated Mr. Osborne intends to excavate excess material or unsuitable soils from this site and move the material to the Creekside Farms subdivision; this type of excavation is permitted per Article 11-620(f). Engineer Collins stated 167th Avenue NE may not be used for transportation of the material from site to site. Mr. Osborne stated he would create other haul routes. Engineer Collins stated the plans show expansion of an existing storm water treatment area. Engineer Collins stated the current outlet does not appear to align with the proposed easement from the 2015 Storage World-Flamingo Terrace project; proof of recording of the easement will need to be provided prior to issuance of a building permit. There was discussion on how to provide adequate screening between the Storage World site and the residential properties in Flamingo Terrace to the south. Engineer Collins stated any existing trees that are ten feet north of the property line between Storage World and the residential properties will be removed per the plans submitted. Mr. Osborne stated he would install a fence for screening. Engineer Collins stated construction can commence on this project once preliminary plat approval is received from City Council for the Creekside Farms Commercial Development. Zoning Official Bohr reviewed the Conditional Use Permit granted to operate Storage World in 2015; the Conditional Use Permit will need to be amended to include the addition of this 40,000 square foot building. **Motion by Lejonvarn, seconded by Pogalz, to recommend approval of the Commercial Site Plan to construct a 40,000 square foot building located at 16800 Highway 65 NE (PIN# 08-32-23-31-0019) as presented by Jesse Osborne subject to rezoning the entire parcel to CD-1, preliminary plat approval of the Creekside Farms Commercial Development, amending the Storage World Conditional Use Permit originally issued in 2015, providing the City with of a diagram of the haul route to be used for excavation from the Storage World property to the Creekside Farms subdivision, providing proof of recording of the easement from the 2015 drainage and utility easement from the 2015 Storage World-Flamingo Terrace project, submission of a screening plan to include a fence on south end of the Storage World property near residential parcels in Osborne Terrace, meeting the requirements of the City Engineer as noted in the March 19, 2020 Storage World memo and meeting all City, State and County requirements. All present in favor. Motion carried.** *(This application will be placed on the City Council's Monday, April 6, 2020 agenda.)*

4.9 Approval of the low quote from Wruck Sewer and Portable Rentals for providing and servicing portable toilets in various parks for the 2015 season

Motion by Kirkeide, seconded by Doyle, to approve the Consent Agenda removing Item 4.3. All present in favor, motion carried.

Mayor Van Kirk stated he felt that the candidates that were interviewed in December for the open position on the Park and Tree Commission had good qualities that would be an asset to the Park and Tree Commission. There was discussion of having Patrick Wolfgram and Mel Aanerud re-interview for the positions. **Motion by Van Kirk, seconded by Kirkeide, to table Item 4.3, reappointing Patrick Wolfgram and Mel Aanerud to the Park and Tree Commission and have them re-interview with the City Council for the positions. All present in favor, motion carried.**

5.0 PLANNING COMMISSION RECOMMENDATIONS

5.1 Doug Osborne requesting to rezone certain parcels of land (16800 Highway 65 NE) from R-M (Residential-Manufactured Mobile Home) to CD-1 (Commercial Development Tier 1) (This is considered the First Reading)

This is considered the First Reading of an Ordinance to rezone certain parcels of land (16800 Highway 65 NE) from R-M (Residential-Manufactured Mobile Home) to CD-1 (Commercial Development Tier 1).

5.2 Doug Osborne requesting a Conditional Use Permit to operate Storage World at 16800 Highway 65 NE

Motion by Van Kirk, seconded by Parranto, to concur with the recommendation of the Planning Commission and approve the Conditional Use Permit to operate Storage World at 16800 Highway 65 NE as presented by Doug Osborne, subject to the property owner installing a stop sign at the intersection of the private driveway and 167th Avenue NE, and subject to meeting all City, State, and County requirements. All present in favor, motion carried.

5.3 Doug Osborne requesting a Commercial Building Permit to construct a building at 16800 Highway 65 NE (Storage World)

Motion by Van Kirk, seconded by Parranto, to concur with the recommendation of the Planning Commission and approve the application as presented for Doug Osborne requesting a Commercial Building Permit to construct two additional self-storage buildings at 16800 Highway 65 NE subject to meeting the recommendations of the City Engineer dated February 4, 2015, to adding a minimum of 46 trees along the southern fence line for screening, adding privacy slats to the fence along the southerly fence line, and to meeting all City, State and County requirements. All present in favor, motion carried.

6.0 **PARK AND TREE COMMISSION RECOMMENDATIONS – None**

7.0 **ECONOMIC DEVELOPMENT AUTHORITY – None**

8.0 **APPEARANCES – None**

9.0 **CITY ATTORNEY – None**

CITY OF HAM LAKE
PLANNING COMMISSION MINUTES
MONDAY, FEBRUARY 9, 2015

The Ham Lake Planning Commission met for its regular meeting on Monday, February 9, 2015 in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Commissioners Kyle Lejonvarn, Jake Barthold, Scott Heaton and Jonathan Fisher.

MEMBERS ABSENT: Commissioner Ross Abel, Dave Ringler and Don Wilson

OTHERS PRESENT: Administrator, Doris Nivala; City Engineer, Tom Collins; and Zoning Official/Building Clerk, Dawnette Shimek

CALL TO ORDER: Vice-Chair Lejonvarn called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE:

The pledge of allegiance was recited by all in attendance.

APPROVAL OF MINUTES:

Motion by Barthold, seconded by Fisher, to approve the minutes, as written, of the January 26, 2015 Planning Commission meeting. All present in favor, motion carried.

PUBLIC HEARING:

Doug Osborne requesting to rezone certain parcels of land (16800 Highway 65 NE) from R-M (Residential-Manufactured Mobile Home) to CD-1 (Commercial Development Tier1).

Doug and Sam Osborne were present before the Planning Commission requesting to rezone a parcel of land in Section 8 from R-M to CD-1. Currently the land has both split zoning of R-M and CD-1.

Vice-Chair Lejonvarn opened the public hearing at 6:03 p.m. and asked for public comment.

Patricia Dutton, 1259 167th Avenue NE, stated that she had no objections to expanding the business and currently the traffic is acceptable. Ms. Dutton did state that she would like a stop sign installed at the end of the driveway were it accesses 167th Avenue NE as this would give a chance to merge one on one to access Highway 65, especially

during storage facility auctions when traffic gets very busy. Ms. Dutton asked who is responsible for scattering debris onto 167th as frequently furniture, etc. is dumped.

Administrator Nivala stated they should call the City. The debris would be picked up and disposed of by the City's public works department and every effort would be made to identify who dumped the debris.

Debra Skees, 1209 167th Avenue NE, asked how close the expansion would be to the houses and asked if there would be a privacy fence installed. Ms. Skees asked if any study had been done regarding the impact to property values.

Patricia Dutton, 1259 167th Avenue NE, stated she would like a privacy fence constructed as she has seen this done in other cities.

Vice-Chair Lejonvarn asked for further comment and with there being none, recessed the public hearing at 6:09 p.m.

Vice-Chair Lejonvarn asked if the City could require a stop sign on a private driveway. Engineer Collins stated the City could request the property owner to erect a stop sign.

Vice-Chair Lejonvarn completed the inspection, a copy of which is on file. Vice-Chair Lejonvarn stated that the property owner plans to plant trees for screening. The compost and debris piles have been removed and the rock and sand piles will be moved further west on the property since these materials are still used for the mobile home park.

Commissioner Heaton questioned slats in the fencing and Sam Osborne said a portion of the fence is slatted and they would be willing to install slats on the remainder of the fence along the south side. Sam Osborne added that they would not have a problem installing a stop-sign at the south end of the driveway.

Vice-Chair Lejonvarn reopened the public hearing at 6:14 p.m. and asked for further public comment, with there being none, closed the public hearing at 6:14 p.m.

Motion by Lejonvarn, seconded by Barthold, to recommend approval of the application of Doug Osborne to rezone the property at 16800 Highway 65 NE (Section 8) from R-M (Residential-Manufactured Mobile Home) to CD-1 (Commercial Development Tier 1) subject to combining the parcels and to meeting all State, County and City requirements. All present in favor, motion carried. This application will be placed on the City Councils Tuesday, February 17, 2015 agenda.

Doug Osborne requesting a Conditional Use Permit to operate Storage World at 16800 Highway 65 NE.

Doug and Sam Osborne were present before the Planning Commission requesting a Conditional Use Permit to operate Storage World at 16800 Highway 65 NE. The

Osborne's are planning to expand the business and a Conditional Use Permit is required to expand self-storage facilities. Currently there are four storage buildings on site with each building consisting of approximately 100 storage rental units. They will be constructing an additional two buildings on the property.

Vice-Chair Lejonvarn opened the public hearing at 6:16 p.m. and asked for public comment and with there being none, recessed the public hearing at 6:16 p.m.

Commissioner Barthold commented that the storage facility is a good, clean operation.

Vice Chair Lejonvarn reopened the public hearing at 6:17 p.m. and asked for further public comment and with there being none, closed the public hearing at 6:17 p.m.

Motion by Lejonvarn, seconded by Barthold, to recommend approval of the Conditional Use Permit to operate Storage World at 16800 Highway 65 NE as presented by Doug Osborne, subject to the property owner installing a stop sign at the intersection of the private driveway and 167th Avenue NE, and subject to meeting all City, State, and County requirements. All present in favor, motion carried. This application will be placed on the City Councils Tuesday, February 17, 2015 agenda.

NEW BUSINESS:

Doug Osborne requesting a Commercial Building Permit to construct two self-storage buildings at 16800 Highway 65 NE (Storage World).

Doug and Sam Osborne were present before the Planning Commission requesting a Commercial Building Permit to construct two additional storage buildings at 16800 Highway 65 NE. The compost and debris piles shown on the site plan have been removed and the rock and sand piles will be moved further west on the property since these materials are still used for the mobile home park.

Motion by Lejonvarn, seconded by Heaton, to recommend approval of the application as presented for Doug Osborne requesting a Commercial Building Permit to construct two additional self-storage buildings at 16800 Highway 65 NE subject to meeting the recommendations of the City Engineer dated February 4, 2015, to adding a minimum of 46 trees along the southern fence line for screening, adding privacy slats to the fence along the southerly fence line, and to meeting all City, State and County requirements. All present in favor, motion carried. This application will be placed on the City Councils Tuesday, February 17, 2015 agenda.

COMMISSION BUSINESS:

City Council Update

Administrator Nivala updated the Planning Commission on action taken at the City Council's February 2, 2015 meeting. Commissioner Barthold will be attending the February 17, 2015 City Council meeting.