

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 17, 2021

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

2.0 PUBLIC COMMENT

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

3.1 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 May 3, 2021

4.2 Approval of claims

4.3 Approval of scheduling the Budget Workshop Meeting for Monday, June 7, 2021 (following the regularly scheduled City Council Meeting)

4.4 Approval of the Outdoor Lighting and Maintenance Energy Agreement for street lights in Radisson Sunset Estates

4.5 Approval of a Resolution requesting Cooperative Construction Agreement Grant funds for the East Frontage Road South of Crosstown Boulevard NE

4.6 Approval of hiring a full-time Building Inspector

4.7 Approval of the Vehicle Use Policy and Cellular Telephone Policy

4.8 Approval of purchasing landscaping shredded rubber mulch for City Hall

4.9 Approval of purchasing Dugout Covers for the ballfields at Lion's Park and Ham Lake Park

4.10 Approval of purchasing a Towmaster Trailer for the Public Works Department

4.11 Approval of a New Tobacco License for DG Retail LLC dba Dollar General Store #21464, 16248 Central Avenue NE

5.0 PLANNING COMMISSION RECOMMENDATIONS – None

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES – None

8.0 CITY ATTORNEY

9.0 CITY ENGINEER

10.0 CITY ADMINISTRATOR

11.0 COUNCIL BUSINESS

11.1 Committee Reports

11.2 Announcements and future agenda items

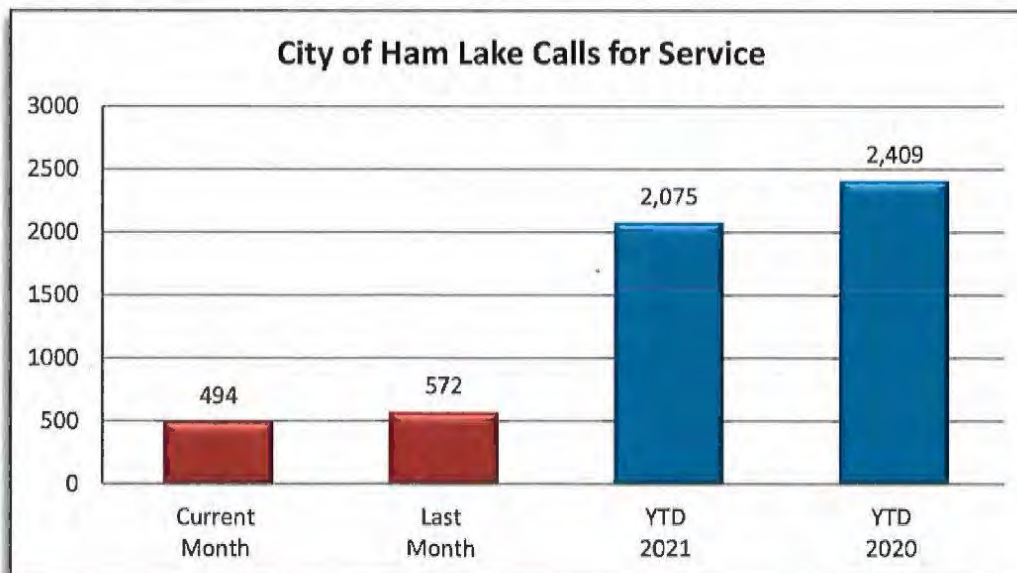
ANOKA COUNTY SHERIFF'S OFFICE MONTHLY REPORT

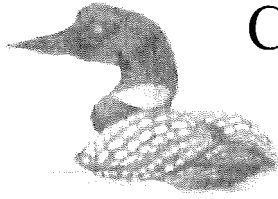
SECTION II

PATROL DIVISION

CITY OF HAM LAKE - APRIL 2021

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2021	YTD 2020
Call for Service	515	494	572	494									2,075	2,409
Burglaries	0	1	1	2									4	5
Thefts	12	16	23	12									63	50
Crim Sex Conduct	1	0	1	0									2	3
Assault	0	0	1	0									1	11
Dam to Property	4	4	10	5									23	14
Harass Comm	0	0	0	0									0	2
Felony Arrests	19	3	7	5									34	20
Gross Misd Arrests	1	2	2	0									5	7
Misd Arrests	6	2	9	6									23	36
DUI Arrests	2	3	4	2									11	11
Domestic Arrests	2	0	1	2									5	5
Warrant Arrests	10	10	5	11									36	12
Traffic Arrests	93	55	70	34									252	151





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CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, MAY 3, 2021

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, May 3, 2021 at 6:00 p.m. in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Mayor Mike Van Kirk and Councilmembers Gary Kirkeide, Brian Kirkham and Jesse Wilken

MEMBERS ABSENT: Councilmember Jim Doyle

OTHERS PRESENT: City Engineer, Tom Collins; City Administrator, Denise Webster; and Jennifer Bohr, Planning and Zoning Clerk

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

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

2.0 PUBLIC COMMENT – None

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS - None

4.0 CONSENT AGENDA

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

4.1 Approval of minutes of April 19, 2021

4.2 Approval of claims in the amount of \$165,844.90

4.3 Approval of Resolution No. 20-15 accepting a \$5,000 donation from the Ham Lake Chamber of Commerce

4.4 Approval of accepting the resignation of Fire Chief/Emergency Management Director Kyle Bode

4.5 Approval of appointing Mike Raczkowski as Fire Chief/Emergency Management Director

4.6 Approval of hiring summer seasonal employees in Public Works

4.7 Approval of the plans and specifications for the reconstruction of the streets in Lund's Lakeview Forest

Motion by Kirkham, seconded by Kirkeide, to approve the May 3, 2021 Consent Agenda as written. All present in favor, motion carried.

Councilmember Wilken arrived at 6:03 p.m.

5.0 PLANNING COMMISSION RECOMMENDATIONS

5.1 Jeff Stalberger, Crosstown Development, LLC, requesting Preliminary Plat approval and Rezoning for Crosstown Rolling Acres 3rd Addition (49 Single Family Residential lots) in Section 6 (this is considered the 1st Reading of a rezoning Ordinance)

Mayor Van Kirk asked Engineer Collins to comment on the plat. Engineer Collins stated this is the third and final phase of the Crosstown Rolling Acres development sketch plan approved in 2018. Engineer Collins stated there are some significant modifications that need to be done to the intersection of Crosstown Boulevard NE and 173rd Avenue NE along with removal or creation of cul-de-sacs and the creation of turn and by-pass lanes within the development. Engineer Collins stated some residents from that area were present at the public hearing; most of their comments were related to 173rd Avenue NE. **Motion by Van Kirk, seconded by Kirkham, to concur with the recommendation of the Planning Commission and approve the Preliminary Plat and rezoning to R-1 (single family residential) for the development of Crosstown Rolling Acres 3rd Addition consisting of 49 single family residential lots in Section 6 as submitted by Jeff Stalberger of Crosstown Development, LLC, subject to meeting the requirements of the Anoka County Highway Department, meeting the requirements of Coon Creek Watershed District and the Upper Rum River Watershed District, obtaining FEMA letters of map amendment (LOMA) for Lot 15, Block 1, Lots 11 and 12, Block 3, obtaining a Special Permit from the DNR to remove 49 butternut trees and providing a copy of the permit to the City and the watershed districts, meeting the recommendations of the City Engineer, and meeting all City, State and County requirements. All present in favor, motion carried.**

This is considered the 1st Reading of a rezoning Ordinance.

5.2 Jim Malvin and Tim Lang, Timber Valley Development, requesting Preliminary Plat approval and Rezoning for Evergreen Estates (36 Single Family Residential lots) in Section 21 (this is considered the 1st Reading of a rezoning Ordinance)

Mayor Van Kirk asked Engineer Collins to comment on the plat. Engineer Collins stated property owners adjacent, or near the development, inquired about a current ingress/egress easement, drainage, tree clearing on the east side of Xylite Street NE and containment of debris during construction. Engineer Collins stated a resident in the area contacted the Coon Creek Watershed District (CCWD) after the Planning Commission meeting to express concern about drainage and run-off from the development potentially affecting a sod farm downstream; the development plans and calculations meet the CCWD requirements for sensitive downstream use and sod farming. Engineer Collins stated there is a private easement within the proposed development that leads to sod fields; that easement will be within City drainage and utility easements once the plat is developed; long-term maintenance of the easement will be the City's responsibility. **Motion by Van Kirk, seconded by Kirkeide, to concur with the recommendation of the Planning Commission and approve the Preliminary Plat and rezoning to R-1 (single family residential) the development of Evergreen Estates consisting of 36 single family residential lots in Section 21 as submitted by Jim Malvin and Tim Lang of Timber Valley Development, subject to updating the plans as required by and meeting the requirements, of the Anoka County Highway Department, meeting the recommendations of the City Engineer, and meeting all City, State and County requirements. All present in favor, motion carried.**

This is considered the 1st Reading of a rezoning Ordinance.

- 5.3 Classic Construction, Inc. requesting Commercial Site Plan approval to construct a 10,572 square foot daycare center at 13644 Radisson Road NE (PIN# 33-32-23-31-0006, Lot 9, Block 2, Bunker Meadows)

Motion by Kirkham, seconded by Wilkin, to concur with the recommendation of the Planning Commission and approve the Commercial Site Plan submitted by Classic Construction, Inc., to construct a 10,572 square foot daycare center at 13644 Radisson Road NE (PIN# 33-32-23-31-0006, Lot 9, Block 2 Bunker Meadows) subject to meeting the requirements of Article 11-1853 related to screening where commercially zoned property is adjacent to residential areas, meeting the requirements of the Anoka County Highway Department and the Coon Creek Watershed District, meeting the requirements of the City Engineer and meeting all City, State and County requirements. All present in favor, motion carried.

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES

- 7.1 Finance Director Andrea Worcester – 1st Quarter Financial Report for 2021

Finance Director Worcester gave the financial report for the 1st Quarter of 2021. Finance Director Worcester reported on the Overall Cash Position by Fund Type, Cash Balances by Fund Compared to Prior Year, General Fund Cash Balances, and General Fund Budget to Actual. Finance Director Worcester stated some factors that have impacted fund balances are the COVID-19 pandemic and low interest rates. Mayor Van Kirk asked Finance Director Worcester to review the status of the current municipal bonds and research financing and refinancing options for future capital expenditures and present them to the City Council at an upcoming meeting.

- 7.2 Finance Director Andrea Worcester – Transfer from the General Fund to the Revolving Street Fund

Finance Director Worcester stated the City's Fund Balance Policy requires the City to maintain an unrestricted fund balance in the general fund of 35-50 percent of fund operating revenues; the current unrestricted fund balance is 66.6 percent of fund operating revenues. Finance Director Worcester stated the City has historically maintained a fund balance ratio of 57 percent and suggested moving \$550,470 from the General Fund to the Revolving Street Fund. Mayor Van Kirk and Councilmember Kirkeide stated a Road Committee meeting should be scheduled to review upcoming projects and funds needed for street projects to determine if funds should be transferred per Finance Director Worcester's recommendation or transferred to another fund(s) in addition to the Revolving Street Fund. Engineer Collins will work with staff to schedule a Road Committee meeting.

8.0 CITY ATTORNEY – None

9.0 CITY ENGINEER

- 9.1 Discussion of feasibility study for the construction of the east frontage road south of Crosstown Boulevard NE

Engineer Collins reviewed the feasibility study completed for the construction of MSA Chisholm Street/173rd Lane NE and Baltimore Street NE east frontage road south of Crosstown Boulevard NE. Engineer Collins listed the parcels that would be affected by the construction of the frontage road. Engineer Collins stated some parcel owners intend to gift road and stormwater easements and right-of-way; a stormwater pipe easement will need to be acquired from another property owner; some parcels will lose access to Highway 65 NE. Engineer Collins stated the estimated construction cost of the project is

\$1,525,173.66; funding is anticipated to come from multiple sources – the Local Partnership Program, Anoka County Housing and Redevelopment Authority (HRA), assessments and drainage funds and/or bonding for the project. Engineer Collins stated he will have the Cooperative Construction Agreement Grant on the next City Council agenda for approval and anticipates receiving a response on the status of grant application by the end of July.

10.0 CITY ADMINISTRATOR – None

11.0 COUNCIL BUSINESS

11.1 Committee Reports - None

11.2 Consideration of Resolution No. 21-16 accepting a petition and ordering a feasibility study to improve Tippecanoe Street NE from proposed 162nd Lane NE south to the cul-de-sac

Engineer Collins stated the majority of property owners that have frontage on the Tippecanoe Street NE gravel road, south of Constance Boulevard NE, have signed a petition requesting improvement of the road by bituminous surfacing. Engineer Collins stated he has spoken with some of the property owners to explain the project and set assessment fee expectations. Engineer Collins stated the project will consist of eliminating a portion of the current gravel Tippecanoe Street NE in the northwest corner of the Constance Boulevard Terrace development and realigning Tippecanoe Street NE from Constance Boulevard NE to 162nd Lane NE; the portion of Tippecanoe Street NE petitioned to be improved does not align with the Anoka County street grid system but the name of the road will remain Tippecanoe Street NE per the request of the commercial property owner at 15941 Tippecanoe Street NE; the street will be a 9-ton street. Engineer Collins stated the cul-de-sac exceeds the maximum length of 1100 feet however the City owns 66 feet of property (PID# 14-32-23-31-0012) along the project; paving of Tippecanoe Street NE would allow for future westerly extension of Naples Street NE. Engineer Collins stated the Constance Boulevard Terrace development is currently for sale; the improvement of Tippecanoe Street NE will be contingent on construction commencing within the development. Councilmember Wilken asked if the feasibility study will include a traffic study of passenger vehicle and commercial truck traffic. Engineer Collins stated that the realignment of the connection to Constance Boulevard NE will be safer than the existing angled alignment of Tippecanoe Street. Councilmember Kirkeide stated though the Bug Company at 15941 Tippecanoe Street NE is a commercial business, the property is to be considered agricultural. **Motion by Wilken, seconded by Kirkham, to approve Resolution No. 20-16 accepting the petition and ordering a feasibility study to improve Tippecanoe Street NE from proposed 162nd Lane NE south to the cul-de-sac. All present in favor, motion carried.**

11.3 Announcements and future agenda items - None

Motion by Kirkeide, seconded by Kirkham, to adjourn the meeting at 6:34 p.m. All present in favor, motion carried.

Jennifer Bohr, Planning and Zoning Clerk

**CITY OF HAM LAKE
CLAIMS SUBMITTED TO COUNCIL
May 17, 2021**

CITY OF HAM LAKE

EFTS, CHECKS, AND BANK DRAFTS	05/06/21 - 05/19/21	
EFT	# 1441 - 1451	\$ 64,350.00
CHECKS	# 62874 - 62915	\$ 455,440.43
BANK DRAFTS	DFT0002208 - DFT0002213	\$ 23,343.64
TOTAL EFTS, CHECKS, AND BANK DRAFTS		<u>\$ 543,134.07</u>
PAYROLL CHECKS		
05/07/21		\$ 35,028.74
		\$ -
TOTAL PAYROLL CHECKS		<u>\$ 35,028.74</u>
TRUST CHECKS	#5648 - 5649	\$ 300.00
TOTAL OF ALL PAYMENTS		<u><u>\$ 578,462.81</u></u>

VOID CHECKS
EFT
CHECKS
TRUST CHECKS

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 17TH DAY OF MAY 2021

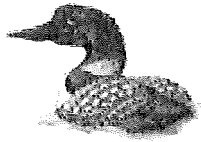
MAYOR

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER



Payment Dates 5/6/2021 - 5/19/2021

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1441	OPTUM BANK - 6011	Health Savings Account-6011	Flexible spending	100-21705	54.17
1442	WELLS FARGO - 6003	Health Savings Account-6003	Flexible spending	100-21705	125.00
1443	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	98.19
1443	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1443	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	101.05
1443	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1444	CORY HAUGEN	SAFETY BOOTS	Clothing & personal protectiv	100-43101-2210	150.00
1445	GREEN LIGHTS RECYCLING IN	SPRING RECYCLING EVENT - CI	Waste management & recycli	231-43601-3630	845.00
1445	GREEN LIGHTS RECYCLING IN	SPRING RECYCLING EVENT	Waste management & recycli	231-43601-3630	539.25
1446	O'REILLY AUTOMOTIVE STORE	E2 ROCKER SWITCH	Vehicle parts & supplies	100-42201-2340	8.99
1446	O'REILLY AUTOMOTIVE STORE	E2 ROCKER SWITCH	Vehicle parts & supplies	100-42201-2340	53.94
1446	O'REILLY AUTOMOTIVE STORE	OIL FILTER	Vehicle parts & supplies	100-43101-2340	5.87
1446	O'REILLY AUTOMOTIVE STORE	E2 ROCKER SWITCH	Vehicle parts & supplies	100-42201-2340	27.54
1447	RFC ENGINEERING, INC.	ABERDEEN, 144TH - 145TH	Engineering	431-43301-3135	1,122.50
1447	RFC ENGINEERING, INC.	155TH, NAPLES - LEXINGTON	Engineering	431-43301-3135	86.10
1447	RFC ENGINEERING, INC.	165TH, FRAIZER, 167TH	Engineering	431-43301-3135	53.80
1447	RFC ENGINEERING, INC.	SODERVILLE DRIVE	Engineering	431-43301-3135	705.68
1447	RFC ENGINEERING, INC.	TWIN BIRCH ACRES	Engineering	431-43301-3135	7,832.14
1447	RFC ENGINEERING, INC.	LUND'S LAKEVIEW FOREST	Engineering	431-43301-3135	15,558.58
1447	RFC ENGINEERING, INC.	COUNCIL MEETING	Engineering	100-41101-3135	134.51
1447	RFC ENGINEERING, INC.	159TH ROW VACATION W OF	Engineering	100-41101-3135	228.66
1447	RFC ENGINEERING, INC.	NORTH METRO STORAGE	Engineering	100-41101-3135	13.45
1447	RFC ENGINEERING, INC.	BASE MAP	Engineering	100-41101-3135	32.38
1447	RFC ENGINEERING, INC.	ANOKA COUNTY GIS DATA EX	Engineering	100-41101-3135	301.75
1447	RFC ENGINEERING, INC.	CITY CODE UPDATE	Engineering	100-41101-3135	94.15
1447	RFC ENGINEERING, INC.	COMP PLAN UPDATE	Engineering-comprehensive p	100-41101-3136	970.93
1447	RFC ENGINEERING, INC.	PLANNING COMMISSION MEE	Engineering	100-41601-3135	363.18
1447	RFC ENGINEERING, INC.	TH65 ACCESS PLANNING & EN	Engineering	100-41601-3135	201.77
1447	RFC ENGINEERING, INC.	PLANNING/POTENTIAL DEVEL	Engineering	100-41601-3135	312.75
1447	RFC ENGINEERING, INC.	L11 B2 HIDDEN FOREST EAST	Engineering	100-42401-3135	13.45
1447	RFC ENGINEERING, INC.	13-32-23-44-0002 FEMA LOM	Engineering	100-42401-3135	26.90
1447	RFC ENGINEERING, INC.	2202 CCONSTANCE BLVD DEV	Engineering	100-42401-3135	40.35
1447	RFC ENGINEERING, INC.	L1 B1 HIDDEN FOREST WEST 2	Engineering	100-42401-3135	53.80
1447	RFC ENGINEERING, INC.	14-32-23-31-0012 ENCROACH	Engineering	100-42401-3135	107.61
1447	RFC ENGINEERING, INC.	LAKE AMELIA LAKE LEVELS	Engineering	100-42401-3135	134.51
1447	RFC ENGINEERING, INC.	L10 B1 GALLAGHER SHORES D	Engineering	100-42401-3135	188.31
1447	RFC ENGINEERING, INC.	TRACT D RLS9 BUILDING PER	Engineering	100-42401-3135	228.67
1447	RFC ENGINEERING, INC.	L5 B1 PETERSON LAKE PRESER	Engineering	100-42401-3135	255.57
1447	RFC ENGINEERING, INC.	HAM LAKE BUILDING PERMIT	Engineering	100-42401-3135	282.46
1447	RFC ENGINEERING, INC.	PW TRAFFIC SIGN POLICY	Engineering	100-43101-3135	600.08
1447	RFC ENGINEERING, INC.	5-YEAR PLAN	Engineering	100-43101-3135	166.93
1447	RFC ENGINEERING, INC.	THOROUGHFARE PLAN	Engineering	100-43101-3135	121.06
1447	RFC ENGINEERING, INC.	148TH LANE STORM REPLACE	Engineering	100-43103-3135	1,403.78
1447	RFC ENGINEERING, INC.	CCWD RULES AMENDMENTS	Engineering	100-43201-3135	36.95
1447	RFC ENGINEERING, INC.	URRWMO ANNUAL REPORT	Engineering	100-43201-3135	26.90
1447	RFC ENGINEERING, INC.	L3 B2 HEDGEWOOD WETLAN	Engineering	100-43201-3135	13.45
1447	RFC ENGINEERING, INC.	NPDES	Engineering	230-43201-3135	3,070.71
1447	RFC ENGINEERING, INC.	139TH LANE CULVERT E OF LE	Engineering	230-43201-3135	508.21
1447	RFC ENGINEERING, INC.	E FRONT ROAD, CSAH 18 - 17	Engineering	431-43301-3135	6,820.32
1447	RFC ENGINEERING, INC.	LUND'S LAKEVIEW FOREST TR	Engineering	431-43301-3135	259.32
1447	RFC ENGINEERING, INC.	TIPPECANOE FEASIBILITY STU	Engineering	431-43301-3135	295.92
1447	RFC ENGINEERING, INC.	SWEDISH DRIVE ROW	Engineering	431-43301-3135	26.90
1447	RFC ENGINEERING, INC.	162ND LANE - TIPPECANOE	Engineering	431-43301-3135	26.90
1447	RFC ENGINEERING, INC.	2021 REHAB	Engineering	431-43301-3135	53.80

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1447	RFC ENGINEERING, INC.	181ST, CONCORD - HWY 65	Engineering	431-43301-3135	67.25
1447	RFC ENGINEERING, INC.	BUNKER, JEFFERSON - TH65	Engineering	431-43301-3135	228.67
1447	RFC ENGINEERING, INC.	COPART (EVELETH)	Engineering	431-43301-3135	13.45
1447	RFC ENGINEERING, INC.	L3 B2 HAM LAKE IND'L PARK 4	Engineering	890-90001-3135	13.45
1447	RFC ENGINEERING, INC.	WHITETAIL CROSSING 2ND	Engineering	890-90001-3135	16.52
1447	RFC ENGINEERING, INC.	JAM HOPS	Engineering	890-90001-3135	26.90
1447	RFC ENGINEERING, INC.	CROSSTOWN ROLLING ACRES	Engineering	890-90001-3135	25.00
1447	RFC ENGINEERING, INC.	CROSSTOWN ROLLING ACRES	Engineering	890-90001-3135	1,812.99
1447	RFC ENGINEERING, INC.	BICKFORD'S BBQ LABELS	Engineering	890-90001-3135	25.00
1447	RFC ENGINEERING, INC.	EVERGREEN ESTATES LABELS	Engineering	890-90001-3135	25.00
1447	RFC ENGINEERING, INC.	ENCHANTED ESTATES 3RD	Engineering	890-90001-3135	1,910.85
1447	RFC ENGINEERING, INC.	HOLIDAY STATION STORES SKE	Engineering	890-90001-3135	2,252.67
1447	RFC ENGINEERING, INC.	HIDDEN FOREST EAST 3RD	Engineering	890-90001-3135	2,315.51
1447	RFC ENGINEERING, INC.	EVERGREEN ESTATES	Engineering	890-90001-3135	2,640.92
1447	RFC ENGINEERING, INC.	HARMONY ESTATES 3RD	Engineering	890-90001-3135	40.35
1447	RFC ENGINEERING, INC.	CONSTANCE BOULEVARD TER	Engineering	890-90001-3135	94.16
1447	RFC ENGINEERING, INC.	FLAMINGO TERRACE EXPANSI	Engineering	890-90001-3135	334.98
1447	RFC ENGINEERING, INC.	GROWING GENERATIONS DAY	Engineering	890-90001-3135	814.26
1447	RFC ENGINEERING, INC.	CREEKSIDE FARMS	Engineering	890-90001-3135	1,741.60
1447	RFC ENGINEERING, INC.	RADISSON SUNSET ESTATES	Engineering	890-90001-3135	103.11
1447	RFC ENGINEERING, INC.	GROUP PERMIT BILLING	Engineering	100-43501-3135	3,021.20
1447	RFC ENGINEERING, INC.	TWIN BIRCH ACRES ROW2021	Engineering	431-43301-3135	67.26
1447	RFC ENGINEERING, INC.	SODERVILLE DRIVE ROW2019-	Engineering	431-43301-3135	53.80
1447	RFC ENGINEERING, INC.	TWIN BIRCH ACRES ROW2021	Engineering	431-43301-3135	40.35
1450	STAR TRIBUNE MEDIA COMPA	ORD 21-03 H.O.P.	Legal notices/publications/bid	100-41102-3950	85.16
1450	STAR TRIBUNE MEDIA COMPA	ORD 21-04 RADISSON SUNSET	Legal notices/publications/bid	890-90001-3950	79.91
1450	STAR TRIBUNE MEDIA COMPA	GUNNER INSULATION	Legal notices/publications/bid	890-90001-3950	48.47
1450	STAR TRIBUNE MEDIA COMPA	EVERWOOD FRIENDS	Legal notices/publications/bid	890-90001-3950	51.09
1450	STAR TRIBUNE MEDIA COMPA	CROSSTOWN ROLLING ACRES	Legal notices/publications/bid	890-90001-3950	127.07
1450	STAR TRIBUNE MEDIA COMPA	SOLID ROCK CONSTRUCTION	Legal notices/publications/bid	890-90001-3950	48.47
1450	STAR TRIBUNE MEDIA COMPA	VAC - 3011 - 137TH AVE	Legal notices/publications/bid	890-90001-3950	222.70
1450	STAR TRIBUNE MEDIA COMPA	EVERGREEN ESTATES	Legal notices/publications/bid	890-90001-3950	260.69
1450	STAR TRIBUNE MEDIA COMPA	A&A COMPANIES	Legal notices/publications/bid	890-90001-3950	66.81
1450	STAR TRIBUNE MEDIA COMPA	TACTICAL FINISHES	Legal notices/publications/bid	890-90001-3950	48.47
1451	WRUCK SEWER & PORTABLE	HAND SANITIZER STAND - CIT	Equipment rentals	100-41701-3320	25.00
1451	WRUCK SEWER & PORTABLE	WISEN'S PARK TOILET RENTAL	Rentals-other	100-44101-3390	12.89
1451	WRUCK SEWER & PORTABLE	TWIN BIRCH PARK TOILET REN	Rentals-other	100-44101-3390	12.89
1451	WRUCK SEWER & PORTABLE	PATRICIA'S WILDERNESS TOILE	Rentals-other	100-44101-3390	12.89
1451	WRUCK SEWER & PORTABLE	CONSTANCE ESTATES PARK TO	Rentals-other	100-44101-3390	25.78
1451	WRUCK SEWER & PORTABLE	GRANT PARK TOILET RENTAL	Rentals-other	100-44101-3390	25.78
1451	WRUCK SEWER & PORTABLE	HAM LAKE BOAT LANDING TO	Rentals-other	100-44101-3390	79.00
1451	WRUCK SEWER & PORTABLE	LION'S PARK TOILET RENTALS	Rentals-other	100-44101-3390	94.00
1451	WRUCK SEWER & PORTABLE	TENNIS COURT TOILET RENTA	Rentals-other	100-44101-3390	108.00
1451	WRUCK SEWER & PORTABLE	BLUEGRASS ESTATES TOILET R	Rentals-other	100-44101-3390	25.78
1451	WRUCK SEWER & PORTABLE	LARSON'S HERITAGE OAKS TOI	Rentals-other	100-44101-3390	25.78
1451	WRUCK SEWER & PORTABLE	SODERVILLE PARK TOILET REN	Rentals-other	100-44101-3390	30.60
1451	WRUCK SEWER & PORTABLE	LION'S PARK PLAYGROUND TO	Rentals-other	100-44101-3390	79.00
1451	WRUCK SEWER & PORTABLE	PINGER'S PARK TOILET RENTA	Rentals-other	100-44101-3390	12.89
1451	WRUCK SEWER & PORTABLE	HAM LAKE BALL FIELD TOILET	Rentals-other	100-44101-3390	12.89
1451	WRUCK SEWER & PORTABLE	FOX RUN SLEDDING HILL	Rentals-other	100-44101-3390	45.50
1451	WRUCK SEWER & PORTABLE	HAM LAKE BALL FIELD TOILET	Reimbursable expense	100-48101-4150	12.89
1451	WRUCK SEWER & PORTABLE	WISEN'S PARK TOILET RENTAL	Reimbursable expense	100-48101-4150	12.89
1451	WRUCK SEWER & PORTABLE	TWIN BIRCH PARK TOILET REN	Reimbursable expense	100-48101-4150	12.89
1451	WRUCK SEWER & PORTABLE	LION'S PARK TOILET RENTALS	Reimbursable expense	100-48101-4150	94.00
1451	WRUCK SEWER & PORTABLE	SODERVILLE PARK TOILET REN	Reimbursable expense	100-48101-4150	30.60
1451	WRUCK SEWER & PORTABLE	PINGER'S PARK TOILET RENTA	Reimbursable expense	100-48101-4150	12.89
1451	WRUCK SEWER & PORTABLE	PATRICIA'S WILDERNESS TOILE	Reimbursable expense	100-48101-4150	12.89
62874	AARON COPELAND	SAFETY BOOTS	Clothing & personal protectiv	100-44101-2210	114.75
62875	ACE SOLID WASTE INC	SHERIFF'S OFFICE REMODEL	Capital assets	412-41702-5110	405.82
62876	ACE SOLID WASTE INC	MAY ORGANICS	Waste management & recycli	231-43601-3630	295.69

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
62877	ALLIED BLACKTOP CO.	STREET SWEEPING	Street sweeping	100-43101-2610	11,295.00
62878	ANOKA COUNTY PROPERTY	TRUTH IN TAXATION	Assessing/property tax admin	100-41101-3105	1,613.03
62878	ANOKA COUNTY PROPERTY	SPECIAL ASSESSMENTS	Assessing/property tax admin	100-41101-3105	162.59
62879	ANOKA COUNTY PROPERTY	BRAASTAD LANDSCAPE D & U	Filing fees	890-90001-3980	46.00
62879	ANOKA COUNTY PROPERTY	RICHLAND REFRIGERATION - P	Filing fees	890-90001-3980	46.00
62879	ANOKA COUNTY PROPERTY	VAC - 3011-137TH	Filing fees	890-90001-3980	46.00
62880	BASSING ELECTRIC INC	SHOP GATE WIRING	Building repair & maintenanc	100-43104-3420	685.00
62881	BUREAU OF CRIMINAL APPRE	CHILD PROTECTION BACKGRO	Personnel testing & recruitme	100-44101-3150	15.00
62882	CARSON, CLELLAND, & SCHRE	CITY COUNCIL MEETINGS	Attorney	100-41101-3110	180.00
62882	CARSON, CLELLAND, & SCHRE	MARSHAL MANOR	Attorney	100-41101-3110	70.00
62882	CARSON, CLELLAND, & SCHRE	NORTHSTAR RESOLUTION	Attorney	100-41101-3110	87.50
62882	CARSON, CLELLAND, & SCHRE	SIGN ORDINANCE	Attorney	100-41102-3110	87.50
62882	CARSON, CLELLAND, & SCHRE	SPEC HOP	Attorney	100-41102-3110	105.00
62882	CARSON, CLELLAND, & SCHRE	PROSECUTIONS	Attorney	100-41501-3110	6,500.00
62882	CARSON, CLELLAND, & SCHRE	RED FOX HOLLOW	Attorney	100-41601-3110	52.50
62882	CARSON, CLELLAND, & SCHRE	BUNKER TOWNHOMES	Attorney	100-41601-3110	87.50
62882	CARSON, CLELLAND, & SCHRE	DATA PRACTICES	Attorney	100-41701-3110	122.50
62882	CARSON, CLELLAND, & SCHRE	FIRE RELIEF ASSOCIATION	Attorney	100-42201-3110	105.00
62882	CARSON, CLELLAND, & SCHRE	TIPPECANOE EASEMENT	Attorney	431-43301-3110	87.50
62882	CARSON, CLELLAND, & SCHRE	181ST, CONCORD - 65	Attorney	431-43301-3110	52.50
62882	CARSON, CLELLAND, & SCHRE	CROSSTOWN ROLLING ACRES	Attorney	890-90001-3110	70.00
62882	CARSON, CLELLAND, & SCHRE	HIDDEN FOREST EAST	Attorney	890-90001-3110	70.00
62883	CENTERPOINT ENERGY	CITY HALL	Natural gas	100-41702-3620	287.05
62883	CENTERPOINT ENERGY	FIRE #1	Natural gas	100-42202-3620	110.65
62883	CENTERPOINT ENERGY	FIRE #2	Natural gas	100-42202-3620	229.06
62883	CENTERPOINT ENERGY	PW	Natural gas	100-43104-3620	525.77
62883	CENTERPOINT ENERGY	H.L. PARK PAVILION	Natural gas	100-44102-3620	47.89
62883	CENTERPOINT ENERGY	H.L. PARK BUILDING	Natural gas	100-44102-3620	223.52
62883	CENTERPOINT ENERGY	SR CENTER	Natural gas	100-44202-3620	154.56
62884	CITY OF ROSEVILLE	2021 DW LASERFICHE & ADO	Software licenses & upgrades	100-41201-2510	19.33
62884	CITY OF ROSEVILLE	2021 DS, SHARED LASERFICHE	Software licenses & upgrades	100-41301-2510	477.58
62884	CITY OF ROSEVILLE	2021 AW, SK LASERFICHE & A	Software licenses & upgrades	100-41401-2510	24.92
62884	CITY OF ROSEVILLE	2021 JB LASERFICHE & ADOBE	Software licenses & upgrades	100-41601-2510	19.33
62884	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-41701-3210	115.83
62884	CITY OF ROSEVILLE	IT SERVICE	Computer & software support	100-41707-3120	3,499.60
62884	CITY OF ROSEVILLE	2021 TM LASERFICHE & ADOB	Software licenses & upgrades	100-42201-2510	24.92
62884	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-42201-3210	64.25
62884	CITY OF ROSEVILLE	2021 NW, TD LASERFICHE & A	Software licenses & upgrades	100-42401-2510	44.25
62884	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-42401-3210	102.83
62884	CITY OF ROSEVILLE	2021 JW ADOBE LICENSE	Software licenses & upgrades	100-43101-2510	5.58
62884	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-43101-3210	64.25
62884	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-44101-3210	12.83
62884	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-44201-3210	51.42
62885	COMFORT PEST CONTROL OF	SR CTR INSECT CONTROL	Building repair & maintenanc	100-44202-3420	60.00
62886	COMPASS MINERALS AMERIC	74.73 TN COARSE SALT	Salt & sand	100-43102-2710	4,735.64
62886	COMPASS MINERALS AMERIC	48.61 TN COARSE SALT	Salt & sand	100-43102-2710	3,080.42
62887	CONNEXUS ENERGY	GARAGE	Electricity	100-41702-3610	32.29
62887	CONNEXUS ENERGY	CITY HALL	Electricity	100-41702-3610	723.13
62887	CONNEXUS ENERGY	SOUTH WELCOME	Electricity	100-41703-3610	14.48
62887	CONNEXUS ENERGY	CITY SIGN	Electricity	100-41703-3610	100.46
62887	CONNEXUS ENERGY	FIRE #2	Electricity	100-42202-3610	210.41
62887	CONNEXUS ENERGY	FIRE #1	Electricity	100-42202-3610	362.25
62887	CONNEXUS ENERGY	SIRENS	Electricity	100-42302-3610	65.00
62887	CONNEXUS ENERGY	PW	Electricity	100-43104-3610	978.05
62887	CONNEXUS ENERGY	STREET LIGHTS #2	Electricity	100-43401-3610	280.03
62887	CONNEXUS ENERGY	CROSSTOWN/HWY 65 SIGNAL	Electricity	100-43401-3610	77.44
62887	CONNEXUS ENERGY	HWY 65/BUNKER SIGNALS	Electricity	100-43401-3610	84.93
62887	CONNEXUS ENERGY	RADISSON/BUNKER SIGNALS	Electricity	100-43401-3610	76.71
62887	CONNEXUS ENERGY	HWY 65/ANDOVER BLVD SIGN	Electricity	100-43401-3610	74.61
62887	CONNEXUS ENERGY	BUNKER/LEXINGTON SIGNALS	Electricity	100-43401-3610	66.88

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
62887	CONNEXUS ENERGY	LEXINGTON/CROSTOWN SIG	Electricity	100-43401-3610	48.38
62887	CONNEXUS ENERGY	STREET LIGHTS #1	Electricity	100-43401-3610	25.34
62887	CONNEXUS ENERGY	HWY 65/CONSTANCE SIGNALS	Electricity	100-43401-3610	120.96
62887	CONNEXUS ENERGY	BUNKER/JEFFERSON SIGNALS	Electricity	100-43401-3610	63.12
62887	CONNEXUS ENERGY	SODERVILLE PARK	Electricity	100-44101-3610	37.77
62887	CONNEXUS ENERGY	SODERVILLE PARK WELL	Electricity	100-44101-3610	13.87
62887	CONNEXUS ENERGY	HAM LAKE PARK	Electricity	100-44101-3610	175.01
62887	CONNEXUS ENERGY	LION'S PARK PAVILION	Electricity	100-44102-3610	157.80
62887	CONNEXUS ENERGY	HAM LAKE PARK CONCESSION	Electricity	100-44102-3610	13.50
62887	CONNEXUS ENERGY	HAM LAKE PARK BUILDING	Electricity	100-44102-3610	116.30
62887	CONNEXUS ENERGY	HAM LAKE PARK SHELTER	Electricity	100-44102-3610	29.35
62887	CONNEXUS ENERGY	LION'S PARK CONCESSION	Electricity	100-44102-3610	32.41
62887	CONNEXUS ENERGY	SR CENTER	Electricity	100-44202-3610	389.37
62887	CONNEXUS ENERGY	STREET LIGHTS	Electricity	232-43701-3610	4,442.36
62889	DEHN OIL CO	280 GAL. DIESEL	Fuel	100-43101-2230	714.00
62889	DEHN OIL CO	251 GAL. GASOLINE	Fuel	100-43101-2230	661.39
62890	DO ALL PRINTING	HAM LAKER DELIVERY	Other services and charges	211-41704-3990	130.00
62891	DTM FLEET SERVICE	G1 LIGHTS & SIREN	Capital assets	420-42201-5110	7,791.25
62892	FEDERATED CO-OPS, INC.	GOPHER BAIT	Operating supplies	100-44101-2290	81.98
62893	FIRE EQUIPMENT SPECIALTIES	FIRE BOOTS	Clothing & personal protectiv	100-42201-2210	189.95
62894	FIRST STATE TIRE RECYCLING	SPRING RECYCLING	Waste management & recycli	231-43601-3630	325.00
62894	FIRST STATE TIRE RECYCLING	CITY TIRES RECYCLED	Waste management & recycli	231-43601-3630	267.50
62895	GRAINGER	FIRE #1 SQUEEGEES	Small tools	100-42201-2410	94.74
62896	GRATITUDE FARMS	APRIL ANIMAL CONTROL	Other professional services	100-42501-3190	250.00
62897	HAM LAKE HARDWARE INC	MOUSE TRAPS	Operating supplies	100-44101-2290	20.97
62898	HOLTZ LANDSCAPE & IRRIGATI	FIRE #2 LANDSCAPING	Building repair & maintenanc	100-42202-3420	805.00
62898	HOLTZ LANDSCAPE & IRRIGATI	FIRE #1 LANDSCAPING	Building repair & maintenanc	100-42202-3420	3,279.00
62899	HUGO'S TREE CARE	LUND'S LAKEVIEW FOREST TR	Contractors	431-43301-3810	61,617.00
62900	JT'S AUTO GLASS	#97 WINDSHIELD	Vehicle parts & supplies	100-43101-2340	359.77
62901	LINCOLN NATIONAL LIFE INSU	JUNE ST DISABILITY	Other payroll deductions	100-21706	560.42
62901	LINCOLN NATIONAL LIFE INSU	JUNE LT DISABILITY	Other payroll deductions	100-21706	376.85
62902	MCFOA REGION IV	MEMBERSHIP DUES - DW 7/2	Dues & subscriptions	100-41201-3920	45.00
62903	MENARDS-BLAINE	GATE PARTS	Building repair & maintenanc	100-43104-2310	61.78
62903	MENARDS-BLAINE	GATE PARTS	Building repair & maintenanc	100-43104-2310	10.74
62903	MENARDS-BLAINE	GATE PARTS RETURNED	Building repair & maintenanc	100-43104-2310	-10.73
62903	MENARDS-BLAINE	GATE PARTS	Building repair & maintenanc	100-43104-2310	6.86
62903	MENARDS-BLAINE	DUG OUT COVERS	Controllable assets	100-44101-5120	332.07
62904	METRO SALES INC	FEB - APR COPIER LEASE	Equipment rentals	100-41701-3320	993.78
62904	METRO SALES INC	FEB - APR COLOR COPIES	Equipment rentals	100-41701-3320	110.56
62904	METRO SALES INC	FEB - APR COLOR COPIES	Equipment rentals	100-42401-3320	345.61
62904	METRO SALES INC	FEB - APR COPIER LEASE	Equipment rentals	100-42401-3320	774.54
62905	MN PEIP	JUNE HEALTH INSURANCE	Flexible spending	100-21705	12,654.38
62906	MN/WI PLAYGROUND INC	TOT SEAT	Operating supplies	100-44101-2290	230.00
62907	NEW BRIGHTON FORD	#84 SHIELD ASY	Capital assets	428-42401-5110	82.69
62907	NEW BRIGHTON FORD	PIN, HANDLE-SEAT	Vehicle parts & supplies	100-43101-2340	50.55
62908	NEW LOOK CONTRACTING IN	TWIN BIRCH ACRES	Contractors	431-43301-3810	303,530.51
62909	NORTHERN TOOL & EQUIPME	#67 ENGINE	Equipment parts & supplies	100-44101-2320	549.99
62909	NORTHERN TOOL & EQUIPME	SUBMERSIBLE TRASH UTILITY	Operating supplies	100-43101-2290	273.00
62910	PREMIUM WATERS INC	APRIL WATER COOLER RENTAL	Equipment rentals	100-41701-3320	14.00
62910	PREMIUM WATERS INC	APRIL WATER	Equipment rentals	100-41701-3320	17.40
62911	SWEEPER SERVICES	#68 STEERING CYLINDER & BA	Equipment parts & supplies	100-43101-2320	1,075.60
62911	SWEEPER SERVICES	OIL SHUTDOWN SWITCH	Equipment parts & supplies	100-43101-2320	42.64
62912	TDS METROCOM INC	763-434-0454 ELEVATOR	Phones/radios/pagers	100-41701-3210	39.90
62912	TDS METROCOM INC	763-434-9605 FIRE #2	Phones/radios/pagers	100-42201-3210	37.90
62913	VERIZON WIRELESS	612-916-1358 SR CTR	Phones/radios/pagers	100-44201-3210	8.92
62914	W.S. DARLEY & CO.	G1 HOSE/PUMP	Capital assets	420-42201-5110	11,345.95
62915	WRIGHT-HENNEPIN COOPERA	SECURITY MONITORING	Monitoring	100-41702-3145	32.95
62915	WRIGHT-HENNEPIN COOPERA	ELEVATOR MONITORING	Monitoring	100-41702-3145	10.00
62915	WRIGHT-HENNEPIN COOPERA	PW FIRE PANEL MONITORING	Monitoring	100-43104-3145	52.95
DFT0002208	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	1,375.00

Council Approval List

Payment Dates: 5/6/2021 - 5/19/2021

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
DFT0002208	EMPOWER	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002209	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	4,934.90
DFT0002209	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,487.38
DFT0002209	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	5,866.94
DFT0002210	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,348.99
DFT0002211	PERA	Retirement-Coordinated	PERA	100-21703	6,040.18
DFT0002211	PERA	Retirement-Police & Fire	PERA	100-21703	1,171.85
DFT0002213	MN STATE DEPT OF REVENUE-	APRIL 2021 FUEL TAX	Fuel	100-43101-2230	68.40
Grand Total:					543,134.07

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	99,059.44
211 - HAM LAKER	130.00
230 - FUTURE DRAINAGE	3,578.92
231 - RECYCLING	2,272.44
232 - STREET LIGHT	4,442.36
412 - BUILDING	405.82
420 - FIRE EQUIPMENT	19,137.20
428 - BUILDING INSPECTION EQUIPMENT FUND	82.69
431 - REVOLVING STREET	398,600.25
890 - TRUST FUND	15,424.95
Grand Total:	543,134.07

Account Summary

Account Number	Account Name	Payment Amount
100-21701	Federal WH/FICA/MC	12,289.22
100-21702	State W/H	2,348.99
100-21703	PERA	7,212.03
100-21704	Deferred compensation	1,425.00
100-21705	Flexible spending	12,833.55
100-21706	Other payroll deductions	937.27
100-41101-3105	Assessing/property tax a	1,775.62
100-41101-3110	Attorney	337.50
100-41101-3135	Engineering	804.90
100-41101-3136	Engineering-comprehen	970.93
100-41102-3110	Attorney	192.50
100-41102-3950	Legal notices/publicatio	85.16
100-41201-2510	Software licenses & upgr	19.33
100-41201-3920	Dues & subscriptions	45.00
100-41301-2510	Software licenses & upgr	477.58
100-41401-2510	Software licenses & upgr	24.92
100-41501-3110	Attorney	6,500.00
100-41601-2510	Software licenses & upgr	19.33
100-41601-3110	Attorney	140.00
100-41601-3135	Engineering	877.70
100-41701-3110	Attorney	122.50
100-41701-3210	Phones/radios/pagers	155.73
100-41701-3320	Equipment rentals	1,160.74
100-41702-3145	Monitoring	42.95
100-41702-3610	Electricity	755.42
100-41702-3620	Natural gas	287.05
100-41703-3610	Electricity	114.94
100-41707-3120	Computer & software su	3,499.60
100-42201-2210	Clothing & personal prot	189.95
100-42201-2340	Vehicle parts & supplies	90.47
100-42201-2410	Small tools	94.74
100-42201-2510	Software licenses & upgr	24.92
100-42201-3110	Attorney	105.00
100-42201-3210	Phones/radios/pagers	102.15
100-42202-3420	Building repair & mainte	4,084.00
100-42202-3610	Electricity	572.66
100-42202-3620	Natural gas	339.71
100-42302-3610	Electricity	65.00
100-42401-2510	Software licenses & upgr	44.25
100-42401-3135	Engineering	1,331.63
100-42401-3210	Phones/radios/pagers	102.83
100-42401-3320	Equipment rentals	1,120.15
100-42501-3190	Other professional servi	250.00

Account Summary

Account Number	Account Name	Payment Amount
100-43101-2210	Clothing & personal prot	349.24
100-43101-2230	Fuel	1,443.79
100-43101-2240	Safety supplies	24.00
100-43101-2290	Operating supplies	273.00
100-43101-2320	Equipment parts & suppl	1,118.24
100-43101-2340	Vehicle parts & supplies	416.19
100-43101-2510	Software licenses & upgr	5.58
100-43101-2610	Street sweeping	11,295.00
100-43101-3135	Engineering	888.07
100-43101-3210	Phones/radios/pagers	64.25
100-43102-2710	Salt & sand	7,816.06
100-43103-3135	Engineering	1,403.78
100-43104-2310	Building repair & mainte	68.65
100-43104-3145	Monitoring	52.95
100-43104-3420	Building repair & mainte	685.00
100-43104-3610	Electricity	978.05
100-43104-3620	Natural gas	525.77
100-43201-3135	Engineering	77.30
100-43401-3610	Electricity	918.40
100-43501-3135	Engineering	3,021.20
100-44101-2210	Clothing & personal prot	114.75
100-44101-2290	Operating supplies	332.95
100-44101-2320	Equipment parts & suppl	549.99
100-44101-3150	Personnel testing & recr	15.00
100-44101-3210	Phones/radios/pagers	12.83
100-44101-3390	Rentals-other	603.67
100-44101-3610	Electricity	226.65
100-44101-5120	Controllable assets	332.07
100-44102-3610	Electricity	349.36
100-44102-3620	Natural gas	271.41
100-44201-3210	Phones/radios/pagers	60.34
100-44202-3420	Building repair & mainte	60.00
100-44202-3610	Electricity	389.37
100-44202-3620	Natural gas	154.56
100-48101-4150	Reimbursable expense	189.05
211-41704-3990	Other services and charg	130.00
230-43201-3135	Engineering	3,578.92
231-43601-3630	Waste management & r	2,272.44
232-43701-3610	Electricity	4,442.36
412-41702-5110	Capital assets	405.82
420-42201-5110	Capital assets	19,137.20
428-42401-5110	Capital assets	82.69
431-43301-3110	Attorney	140.00
431-43301-3135	Engineering	33,312.74
431-43301-3810	Contractors	365,147.51
890-90001-3110	Attorney	140.00
890-90001-3135	Engineering	14,193.27
890-90001-3950	Legal notices/publicatio	953.68
890-90001-3980	Filing fees	138.00
	Grand Total:	543,134.07

Project Account Summary

Project Account Key	Payment Amount
None	128,052.78
200912-100	1,122.50
200922-100	13.45
201102.033-100	228.67
201302.089-100	86.10

Project Account Summary

Project Account Key	Payment Amount
201402.136-100	53.80
201709-100	759.48
201805-100	7,939.75
201805-140	303,530.51
201907-100	15,817.90
201907-140	61,617.00
202002.057-100	119.75
202002.083-100	6,820.32
202102.053-130	87.50
Comp Plan-100	970.93
MISC-100	403.52
Trust-110	1,222.14
Trust-200	346.00
Trust-210	13,586.35
Trust-305	73.47
Trust-315	13.45
Trust-340	268.70
Grand Total:	543,134.07



City of Ham Lake, MN

EFT Payroll Check Register Report Summary

Pay Period: 4/18/2021-5/1/2021

Packet: PYPKT01152 - PPE 05/01/21 PAID 05/07/21

Payroll Set: City of Ham Lake - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	34	35,028.74
Total	34	35,028.74

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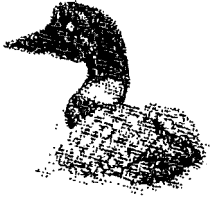
05/12/21

Accrual Basis

CITY OF HAM LAKE-TRUST
MONTHLY CHECK REGISTER
April 29 through May 12, 2021

Type	Date	Num	Name Contact	Memo	Amount
Apr 29 - May 12, 21					
Check	05/05/2021	5648	TANYA STEINER	DOG QUARANTINE	-150.00
Check	05/05/2021	5649	BLAINE NORDIC BOOSTERS	05/02/21 LION'S PARK DEPOSIT	-150.00
Apr 29 - May 12, 21					-300.00

Meeting Date: May 17, 2021



CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Dawnette Shimek, Deputy City Clerk

Subject: Outdoor Street Light Proposal for Radisson Sunset Estates

Introduction/Discussion: Attached is the Energy and Maintenance Agreement for street lights in Radisson Sunset Estates. The system includes 1 fixture for the development in accordance with requirements for street lighting in new subdivisions.

Recommendation: I recommend approval of the Outdoor Lighting Energy and Maintenance Agreement for Radisson Sunset Estates.



14601 Ramsey Boulevard
Ramsey, Minnesota 55303
763.323.2600
Fax: 763.323.2603
www.connexusenergy.com
info@connexusenergy.com

Outdoor Lighting

your most powerful membership™

Energy and Maintenance Agreement

City of Ham Lake
15544 Central Ave NE
Ham Lake, MN 55304

Account #411023-240512

Location: Radisson Sunset Estates (Service order: SORD000W2100893)

Connexus Energy shall provide the energy and maintenance for the outdoor lighting system as detailed below:

- (1) LED Traditionaire fixture installed on a smooth fiberglass pole

The current energy and maintenance rate for these fixtures is \$6.76 per month, per fixture. This rate adheres to Connexus Energy's published rate schedule, and is subject to change.

Maintenance of the fixtures, including lamp replacement, will be provided by Connexus Energy for a period of 25 years (According to Connexus Energy's Outdoor Lighting Guidelines). If, in Connexus Energy's opinion, after 25 years, the condition of the outdoor lighting system is such that replacement or significant renovation is necessary (due to deterioration from age), the customer will be responsible for the replacement cost.

Please indicate your acceptance of this monthly Energy and Maintenance Agreement by signing on the line below and return in the envelope provided.

Sincerely,

Becky Bergherr
Engineering Services Specialist

April 29, 2021

(Accepted By)

(Date)

(Print Name)

(Title)



Outdoor Lighting New Construction

Bill To: J & R ACRES, LLC
 15203 RADISSON RD

HAM LAKE MN 55304

Quote Number	LGT0000855
Date	4/29/2021
Customer ID	851800
Service Order	SORD000W2100983
Representative	beckberg
Page	1

Re: Outdoor Lighting System at: RADISSON SUNSET ESTATES

Thank you for your Outdoor Lighting request. Listed below are the estimated charges that includes the cost of all materials and labor. Payment is required upfront before construction will be scheduled. Installation of your outdoor lighting system is subject to the enclosed Conditions of Service. Please review the documents and include a signed copy along with your payment.

Winter construction fees may apply between November 1st and April 1st.

To avoid fees, requirements must be met prior to November 1st.

Payment must be made by check or money order.

Do not combine payment for this invoice with electric service payments or application may be delayed.

Quantity	U of M	Unit Price	Description	Ext. Price
1	EA	\$1,601.00	COMPLETE LIGHT FIXTURE(S)	\$1,601.00
210	EA	\$3.20	LIGHTING CONDUCTOR	\$672.00
Subtotal:				\$2,273.00
Tax:				\$0.00
Total:				\$2,273.00

----- Detach Along Line -----

Please Remit with Payment!

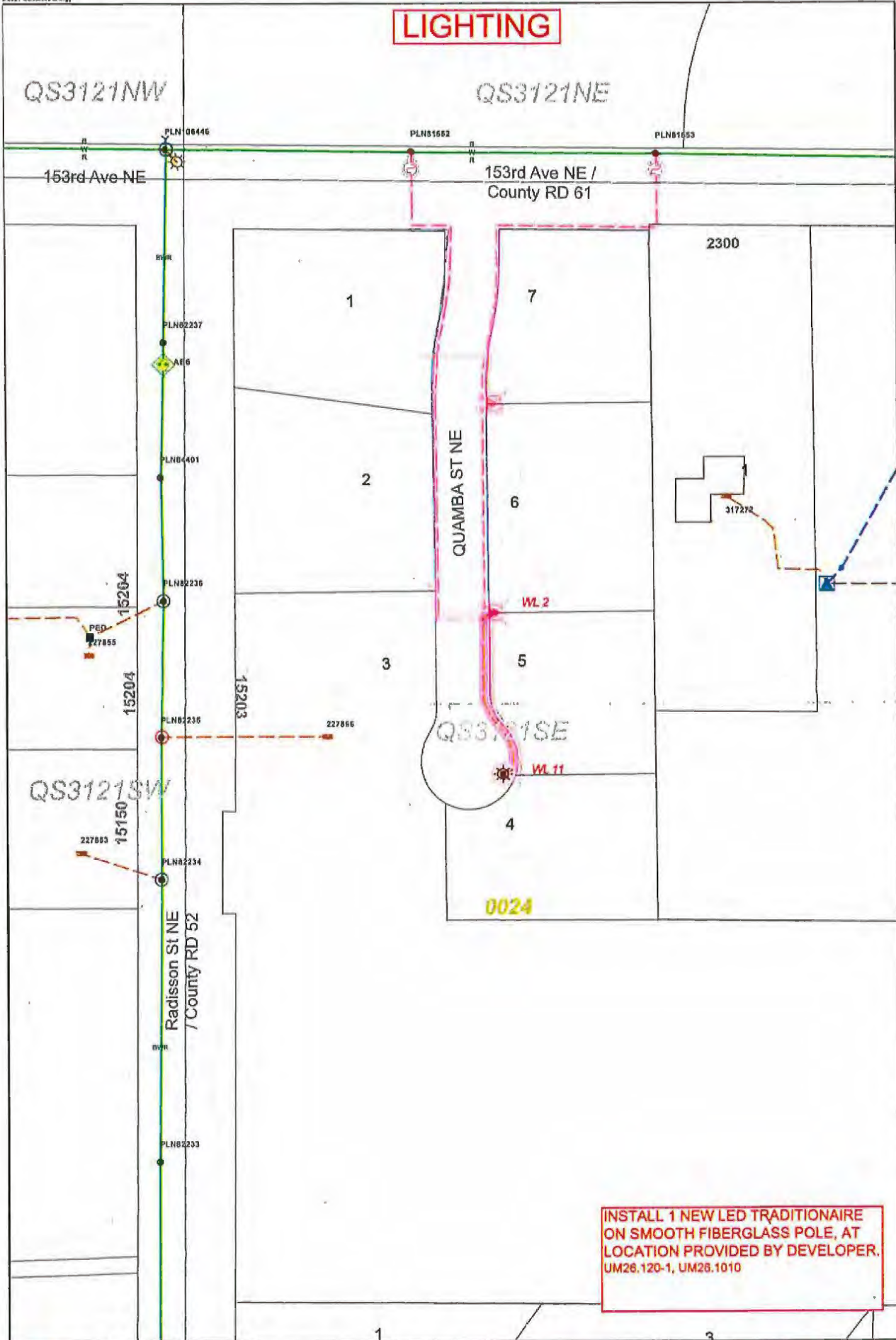
Customer Number: 851800
 Amount Due: \$2,273.00

Quote: LGT0000855
 Service Order: SORD000W2100983
 Due Date: Upon Receipt

J & R ACRES, LLC
 15203 RADISSON RD
 HAM LAKE MN 55304

Remit To: Connexu Energy
 Attn: AR Accounting
 14601 Ramsey Blvd
 Ramsey, MN 55303

LIGHTING



INSTALL 1 NEW LED TRADITIONAIRE ON SMOOTH FIBERGLASS POLE, AT LOCATION PROVIDED BY DEVELOPER. UM26.120-1, UM26.1010

CONNEXUS ENERGY
 14001 Ramsey Blvd,
 Ramsey, MN 55303

THIS PRINT REPRESENTS THE LOCATION OF ELECTRICAL FACILITIES AS OF THE PRINTED DATE TO THE BEST OF OUR KNOWLEDGE. THIS INFORMATION IS INTENDED FOR GENERAL USE ONLY AND IS NOT TO BE USED FOR EXCAVATION PURPOSES. STATE LAW REQUIRES ANYONE DODGING, GRADING OR EXCAVATING TO OBTAIN A FIELD LOCATION OF ALL UTILITIES. CALL BEFORE YOU DIG OR CALL FOR A FIELD LOCATION AT 1-800-252-1156.

RADISSON SUNSET ESTATES LIGHTING
 Addr: RADISSON SUNSET ESTATES
 City: HAM LAKE
 T/R/S: T32 R23 S21
 Crew Sign Off: _____ Date: _____

NOT FOR CONSTRUCTION

↑
1:1,300

WO#: **W2100983**
 Date: 4/16/2021
 Designer: KARL SCHWARZKOPF
 763.323.2696

Phillip Bergem
Cooperative Agreement Engineer
Minnesota Department of Transportation
1500 West County Road B2
Roseville, Minnesota 55113

Re: FY 2023 Local Partnership Program
MSA Chisholm Street NE from CSAH 18 to 171st Avenue NE and Baltimore Street NE
City of Ham Lake

Dear Mr. Bergem,

The City of Ham Lake appreciates the opportunity to participate in the FY 2023 Local Partnership Program. The City respectively submits this request letter and supporting documentation to be considered for funding assistance for the construction of the non-existing frontage road from south of CSAH 18 to 171st Avenue NE. With the construction of this frontage road, three access points will be closed to Highway 65, one at PID 08-32-12-12-0021 and two at PID 05-32-23-43-0017. Construction of the East Frontage Road would provide a contiguous connection between 1696th Avenue NE and CSAH 18.

The total project cost estimate is \$1,532,173.66. The City of Ham Lake is requesting the maximum amount of \$710,000 from the FY 2023 Local Partnership Program. Although the City is unable to advance the proposed work solely with their own funds or private funds, the City is requesting funding for a share of the project through the Local Partnership Program.

The proposed East Frontage Road south of CSAH 18 to 171st Avenue NE had been identified as Low Priority in the MN 65 Access Management Plan that is provided by MnDOT seen in Figures 2A.1 and 2A.2. This low priority classification is based on the theory that collecting traffic on the frontage road and increasing spacing between access points to the Trunk Highway is beneficial for the improvement of travel time, timely delivery of goods and services, support to the local economy, preserve road capacity postponing the need to widen the corridor, reducing congestion safety and level of service. Although two accesses are not being utilized to access Highway 65, they could in the event PID 05-32-23-43-0017 parcels are built out.

These three access points are classified as Secondary Access points per the MnDOT Access Management Plan reference above. These accesses do not meet the minimum spacing requirement for secondary access points of 1/4 mile. The MnDOT Plat numbers 02-M24 and 02-M25 on Figures 1D.1 and 1D.2 respectively, show the access openings proposed to be closed. The proposed closure of the three access points would in turn reroute local traffic to safer alternatives in order to access Highway 65 such as north to the controlled intersection at CSAH 18 (Crosstown Boulevard NE) and the contiguous backage road between 169th Avenue NE and CSAH 18.

Holiday Station Store has proposed improvements that include platting. Included in the proposed plans are ponds and the conversion of Baltimore Street NE from a public road to a private right-in/right-out access. The proposed design for the East Frontage Road, Figure 1B.1, shows the proposed Holiday Station Store ponds as being constructed, conversion of Baltimore Street NE to a private access and construction of Chisholm Street to approximately 390 feet south of CSAH 18 that will be completed by Holiday Station Store.

May 18, 2021
Phillip Bergem
Page 2

The new sections of the East Frontage Road will be constructed as urban. The section will be 32-feet in width, gutter to gutter, consisting of 6.5-inches of class 5 aggregate base, 2-inches of bituminous non-wear course and 2-inches of bituminous wear course with B618 curb and gutter. The typical section can be found as Figure 1B.2.

The Minnesota Crash Mapping Analysis Tool crash data for the access at PID 08-32-23-12-0021 access for the past 9 years is as follows:

Fatality – 0
Serious Injury – 0
Minor Injury – 1
Possible Injury – 2
Property Damage – 6
Total = 9

Attached please find the following documents:

Appendix 1 - Exhibits

- A. Existing Conditions
- B. Proposed Construction
 - 1. Proposed Design
 - 2. Proposed Typical Section
- C. Construction Cost Estimate
- D. MnDOT Plats
 - 1. MnDOT Plat No. 02-M24
 - 2. MnDOT Plat No. 02-M25
- E. Signed resolution
- F. Project Summary

Appendix 2 - Supporting Documentation

- A. MN 65 Access Management
 - 1. MN 65 Access Management Plan
 - 2. MN 65 Access Management Map

Thank you for the opportunity to submit this project for consideration under the Local Partnership Program. If you have questions please contact Tom Collins at 763-862-8000 or tcollins@rfcengineering.com or contact City Administrator Denise Webster at 763-434-9555 or dwebster@ci.ham-lake.mn.us.

Sincerely,

RFC Engineering, Inc.

Tom Collins, P.E.
Ham Lake City Engineer

City of Ham Lake

Denise Webster
City Administrator

RESOLUTION NO. 21-XX

WHEREAS, pursuant to a resolution of the Council adopted on May 17, 2021, a report has been prepared by Tom Collins, City Engineer with reference to the proposed construction of the East Frontage Road South of Crosstown Boulevard NE, and this report was received by the Council on May 3, 2021.

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

That the City of Ham Lake wishes to construct the East Frontage Road South of Crosstown Boulevard NE, and

The City of Ham Lake is requesting financial participation in the project from the Minnesota Department of Transportation through the FY 2023 Municipal Agreement Program, and

If the requested funding is provided, the City of Ham Lake will construct the East Frontage Road South of Crosstown Boulevard NE, and

BE IT FURTHER RESOLVED, that the City Council hereby commits to provide the local share if awarded a grant for such project under the condition that MnDOT give serious consideration to the construction of the East Frontage Road South of Crosstown Boulevard NE.

Adopted by the City Council of the City of Ham Lake this 17th day of May, 2021.

Gary Kirkeide, Acting Mayor

Denise Webster, City Clerk

Summary
FY2023 Local Partnership Program
Trunk Highway 65 East Frontage Road
South of Crosstown Boulevard
City of Ham Lake, Anoka County

Project benefits:

- Provides full access to tier-1 and tier-2 commercially zoned properties located south of CSAH 18. Current Highway 65 southbound access to private right-in/right-out commercial driveways east of Highway 65 requires a u-turn at 169th Avenue NE to access Highway 65 northbound to Jake’s Auto Mall commercial driveway access. Currently, commercial traffic is using Highway 65 and CSAH 18 to access Jake’s Auto Mall and Holiday Station Store respectively
- The project would result in an increased compliant intersection setback per Anoka County access spacing guidelines (½ mile for full movement intersection and ¼ mile for right-in/right-out). Baltimore Street is 275 feet east of Highway 65 and Chisholm Street is 750 feet east of Highway 65. CSAH 18 is designated as an A Minor Arterial Reliever
- Compliance with state access management – removal of three Highway 65 accesses, per Plat 02-M24 and 02-M25, reduces accident potential
- Safety improvements by replacing three existing right-in/right-out driveway accesses to Highway 65, which is at or near capacity
- The project would allow vehicles to access the signalized CSAH 18 rather than having to maneuver the 169th Avenue RCI
- The project will improve travel times for the delivery of goods and services, ease movement between destinations and will support local economic growth and development and reduce congestion safety and level of service
- The proposed closure of the three access points would reroute local traffic to safer alternatives in order to access Highway 65 such as north to the controlled intersection at CSAH 18 (Crosstown Boulevard NE) south to 169th Avenue NE and CSAH 18
- The project is proactive in reducing the access density on Highway 65 which reduces the probability of crashes occurring
- The project is mutually beneficial to MnDOT, Anoka County and Ham Lake due to the removal of three Highway 65 access points
- The project will result in the expansion of tier-1 and tier-2 commercial zoning

Project costs estimate and splits:

Cost and Funding Matrix

Activity	Estimated Cost	Fund Source
Construction	\$421,131.52	MSA/HRA Funds
Construction	\$657,407.41	Local Partnership Program
Engineering/Inspection	\$ 52,592.59	Local Partnership Program
Engineering/Inspection	\$33,690.52	MSA/HRA Funds
Project Development	\$183,351.62	MSA/HRA Funds
Right-of-Way	\$184,000.00	MSA/HRA Funds
Total	\$1,532,173.66	



Description
EXISTING CONDITIONS

Drawn
EMP

Date
5/13/21

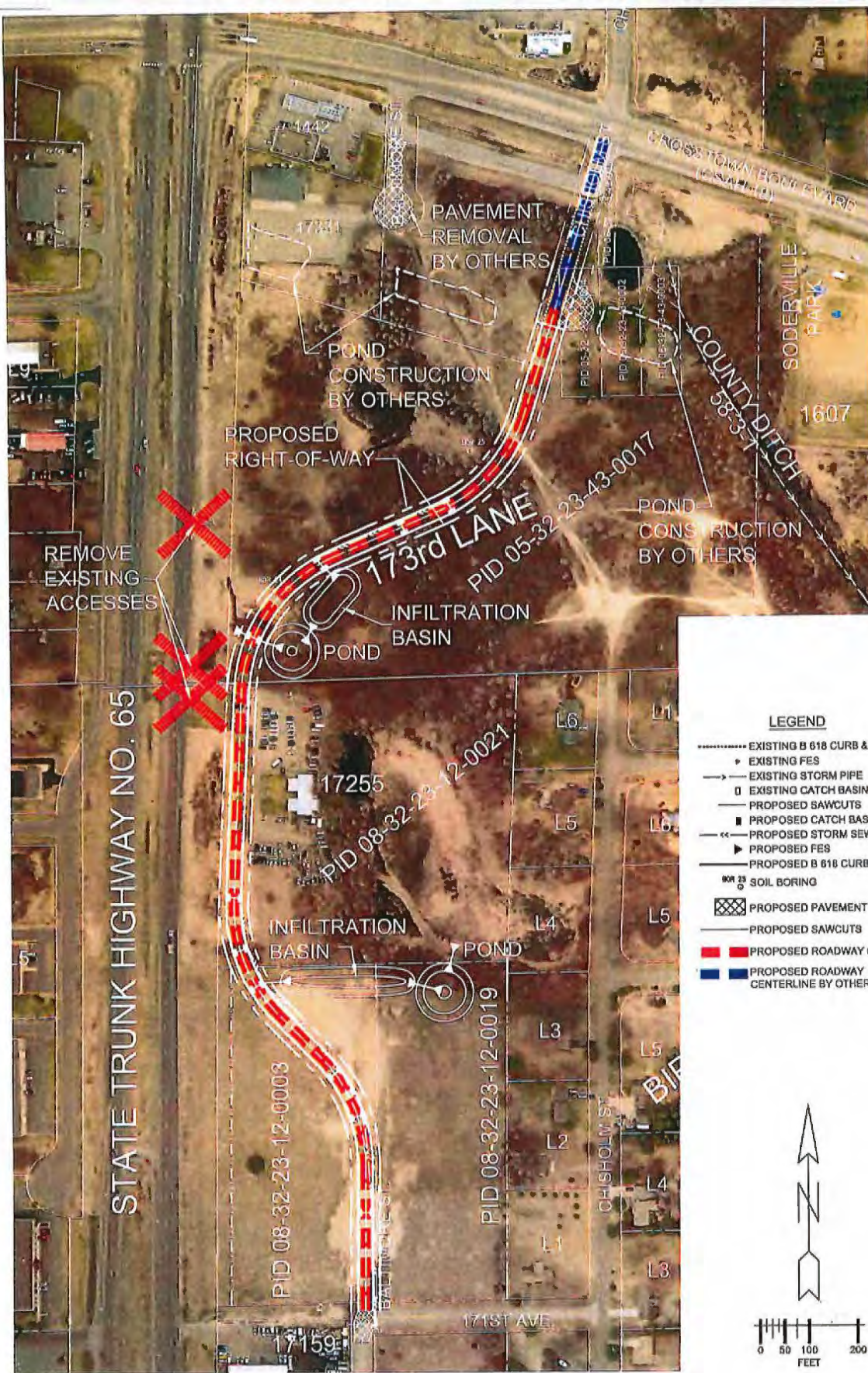
Project No.
2002.083

Figure No.
1A

Project
EAST FRONTAGE ROAD

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





Description	PROPOSED DESIGN
-------------	-----------------

Drawn	CSA
-------	-----

Date	5/13/21
------	---------

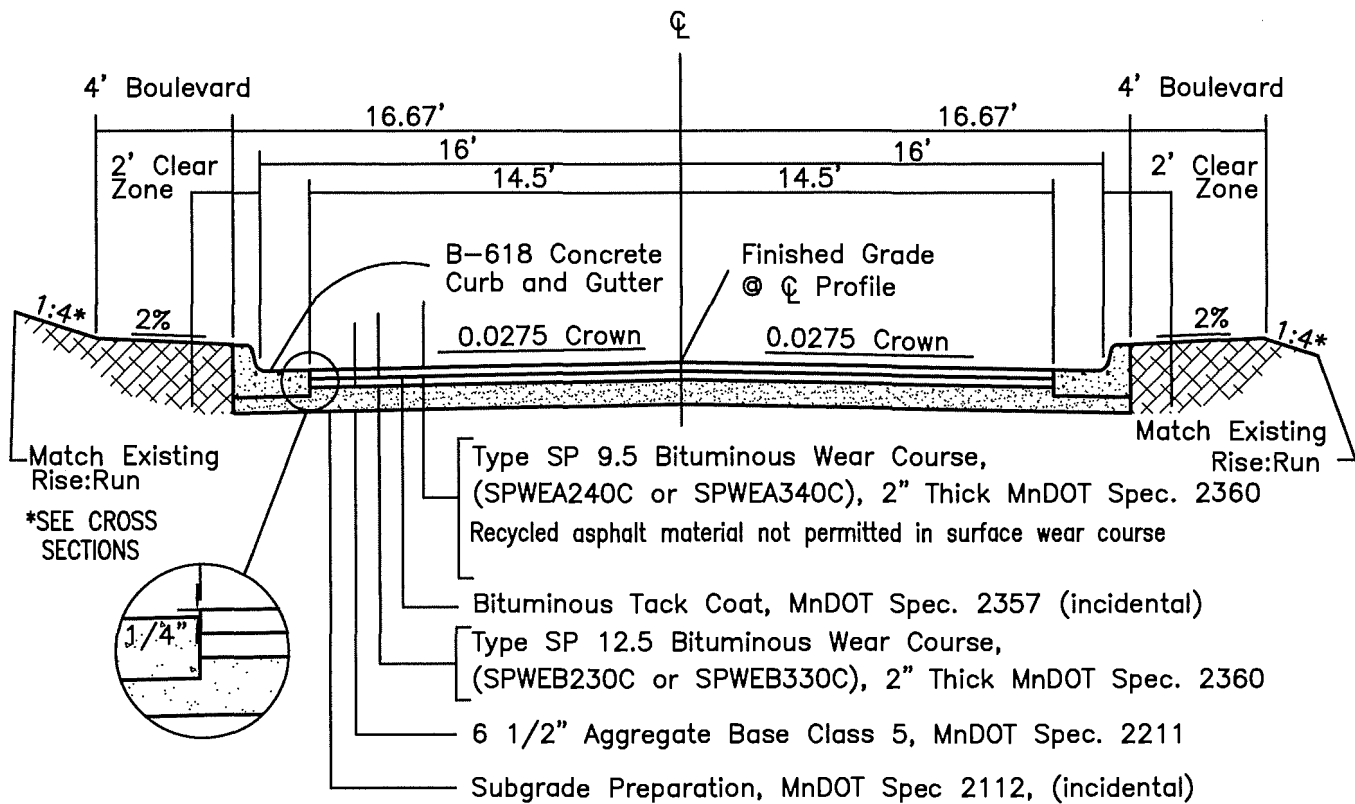
Project No.	2002.083
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Sheet No.	1B.1
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Project	EAST FRONTAGE ROAD
---------	--------------------

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





TYPICAL URBAN SECTION

TYPICAL STREET SECTION
COMMERCIAL 9-TON RFC-366B1A

NOT TO SCALE

Sheet Title
 PROPOSED TYPICAL SECTION

Drawn
 CSA

Date
 5/13/21

Project No.
 2003.083

Sheet No.
 1B.2

Project
 EAST FRONTAGE ROAD

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



EAST FRONTAGE ROAD
5/13/2021

ITEM NUMBER	ITEM DESCRIPTION	UNIT	EST QTY	UNIT PRICE	TOTAL
2021.501	MOBILIZATION	LUMP SUM	1	\$75,000.00	\$75,000.00
2101.511	CLEARING AND GRUBBING	LUMP SUM	1	\$8,000.00	\$8,000.00
2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	1,558	\$5.50	\$8,569.00
2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	320	\$3.50	\$1,120.00
2105.501	COMMON EXCAVATION	CU YD	5,451	\$18.70	\$101,933.70
2105.504	GEOTEXTILE FABRIC TYPE I	SQ YD	30	\$5.25	\$157.50
2105.507	MUCK EXCAVATION (LV)	CU YD	2,241	\$15.00	\$33,615.00
2105.521	GRANULAR BORROW (CV)	CU YD	2,913	\$24.00	\$69,912.00
2105.607	TOPSOIL PLACEMENT (CV)	CU YD	589	\$9.50	\$5,595.50
2211.501	AGGREGATE BASE, CLASS 5 OR 7	TON	3,423	\$28.40	\$97,213.20
2211.501	AGGREGATE BASE CLASS 5 DRIVEWAY	TON	114	\$28.40	\$3,237.60
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	384	\$2.90	\$1,113.60
2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B) DRIVEWAY 2.0" THICK	TON	80	\$96.00	\$7,680.00
2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (2C) DRIVEWAY 1.0" THICK	TON	40	\$111.00	\$4,440.00
2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	1,032	\$96.00	\$99,072.00
2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B OR C)	TON	1,032	\$111.00	\$114,552.00
2501.602	24" PIPE APRON	EACH	5	\$900.00	\$4,500.00
2501.602	TRASH GUARD FOR 24" PIPE APRON	EACH	5	\$350.00	\$1,750.00
2503.511	24" CP PIPE SEWER	LIN FT	137	\$80.00	\$10,960.00
2503.511	15" RC PIPE SEWER CLASS IV	LIN FT	1,031	\$69.00	\$71,139.00
2503.511	18" RC PIPE SEWER CLASS IV	LIN FT	909	\$79.00	\$71,811.00
2503.511	24" RC PIPE SEWER CLASS IV	LIN FT	214	\$89.00	\$19,046.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1	EACH	12	\$3,930.00	\$47,160.00
2506.602	CATCH BASIN	EACH	8	\$3,179.00	\$25,432.00
2511.501	RANDOM RIPRAP CLASS III	CU YD	40	\$18.00	\$720.00
2531.501	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	4,815	\$28.00	\$134,820.00
2540.602	INSTALL MAIL BOX SUPPORT	EACH	1	\$203.00	\$203.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$8,000.00	\$8,000.00
2564.531	SIGN PANELS TYPE C	SQ FT	35	\$76.00	\$2,660.00
2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	\$8,800.00	\$8,800.00
2573.502	SILT FENCE, TYPE HEAVY DUTY	LIN FT	4,900	\$2.80	\$13,720.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	22	\$199.00	\$4,378.00
2573.560	CULVERT END CONTROLS	EACH	5	\$275.00	\$1,375.00
2575.601	EROSION CONTROL	LUMP SUM	1	\$5,000.00	\$5,000.00
2575.605	TURF ESTABLISHMENT	ACRE	2.7	\$5,000.00	\$13,500.00
2582.503	4" DOUBLE SOLID LINE YELLOW PAINT	LIN FT	2,443	\$0.81	\$1,978.83
2582.503	4" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LIN FT	60	\$6.25	\$375.00
TOTAL ESTIMATED CONSTRUCTION COST					\$1,078,538.93
PROJECT DEVELOPMENT COSTS (17%)					\$183,351.62
CONSTRUCTION ENGINEERING & INSPECTION COSTS (8%)					\$86,283.11
LAND ACQUISITION					\$184,000.00
TOTAL PROJECT COST					\$1,532,173.66

ID.1 - MnDOT Plat No. 02-M24

MnDOT, South Zone
X 2199.603.68
Y 828.750.84



THE COMMISSIONER OF TRANSPORTATION IS HEREBY DESIGNATING THE DEFENSE
LINE FOR THIS PROJECT AS FOLLOWS:

1. The defense line shall be the official plat and boundary lines of the
property as shown on the plat and as shown on the ground. The
Commissioner shall be bound by the plat and as shown on the ground.
2. The defense line shall be the official plat and boundary lines of the
property as shown on the plat and as shown on the ground. The
Commissioner shall be bound by the plat and as shown on the ground.

66483
Plan 02-M24 is 02-M24

Recommended for Submittal:
Certified:
Date: 5/25/94
Signature: [Handwritten Signature]

Submittal to the Commissioner of Transportation
Date: 5/25/94
Signature: [Handwritten Signature]

CITY OF HAM LAKE

MINNESOTA DEPARTMENT OF TRANSPORTATION
MONUMENTATION PLAT NO. 02-M24
STATE PROJECT NO. 0208(65-5-34)
IN SECTION 8, T.32N., R.23W., ANOKA COUNTY, MINNESOTA

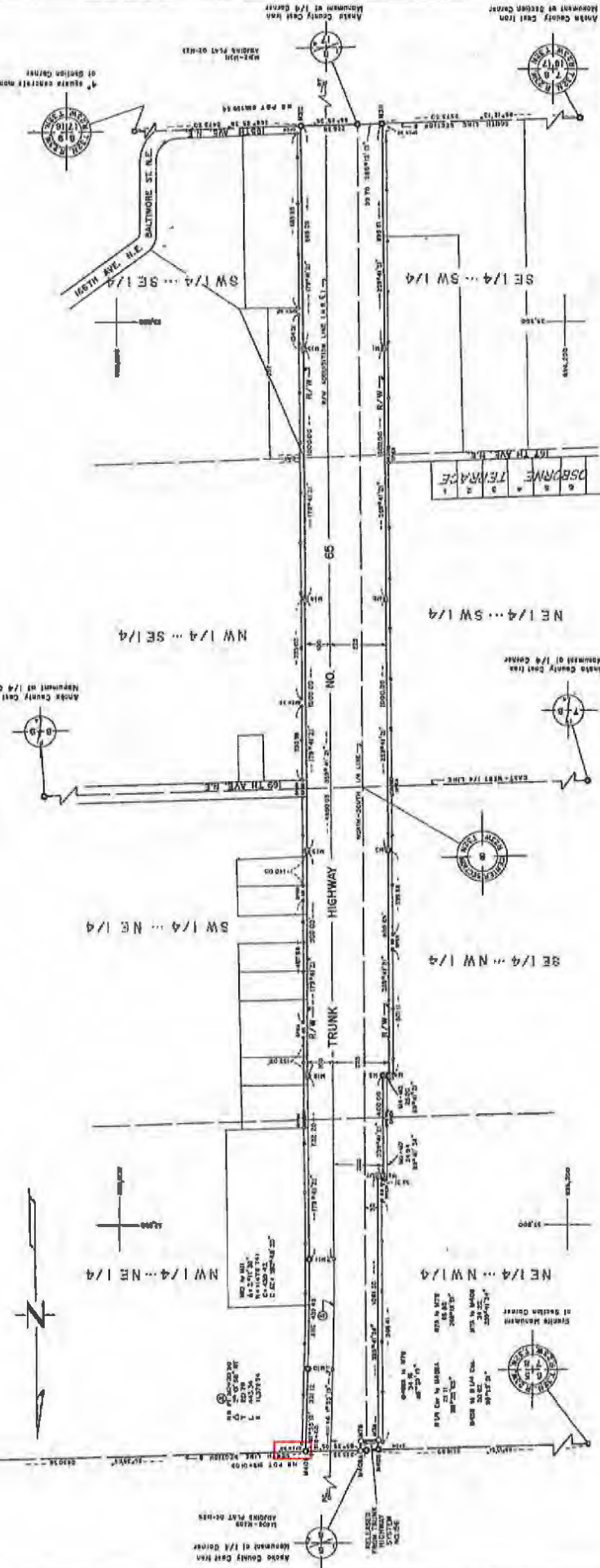
MONUMENTATION PLAT - STATEMENT
This plat is a monumentation plat for the
state project no. 0208(65-5-34) in section 8,
T.32N., R.23W., Anoka County, Minnesota.

- 1. The plat is a monumentation plat for the state project number 0208(65-5-34).
- 2. The plat is a monumentation plat for the state project number 0208(65-5-34).
- 3. The plat is a monumentation plat for the state project number 0208(65-5-34).
- 4. The plat is a monumentation plat for the state project number 0208(65-5-34).
- 5. The plat is a monumentation plat for the state project number 0208(65-5-34).

CONVENTIONAL SYMBOLS

Section Line	---
Section Corner	---
Section Line	---
Section Corner	---
Section Line	---
Section Corner	---
Section Line	---
Section Corner	---

RECOMMENDED DIMENSIONS (IN FEET) (AS NOTED) ARE GROSS EXTERIOR MEASURES



OFFICE OF COUNTY RECORDS
ANOKA COUNTY, MINN.
FILE NO. 0208(65-5-34)
DATE RECORDED IN THIS OFFICE
APR 15 1994
RECORDED
FILE NO. 0208(65-5-34)
DATE RECORDED IN THIS OFFICE
APR 15 1994
RECORDED
FILE NO. 0208(65-5-34)
DATE RECORDED IN THIS OFFICE
APR 15 1994
RECORDED



1D.2 - MnDOT Plat No. 02-M25

THE COMMISSIONER OF TRANSPORTATION IS HEREBY RECOMMENDING THE DEPOSIT OF THIS TRUNK CEMETERY PLAT IN THE PUBLIC RECORDS OF MINNESOTA TO THE NORTH COUNTY LINE.

This plat is hereby recorded on the official plat and Commission's order books in accordance with the provisions of Chapter 124B, Minnesota Statutes, and Chapter 124B, Minnesota Rules, and Chapter 124B, Minnesota Rules.

Submitted by: *[Signature]*
Date: 11/13/1985
Project: 02-M25 of 02-M25

Reviewed by: *[Signature]*
Date: 11/13/1985

[Signature]
Commissioner of Transportation

[Signature]
Surveyor

MINNESOTA DEPARTMENT OF TRANSPORTATION
MONUMENTATION PLAT NO. 02 - M25
IN SECTION 5, T.25N., R.23W., ANOKA COUNTY, MINNESOTA.

MONUMENTATION PLAT STATEMENT

Reference is made to the plat of the original survey of the land shown on this plat, and to the plat of the original survey of the land shown on this plat, and to the plat of the original survey of the land shown on this plat.

ADJUSTED DISTANCE AND CORRECTION

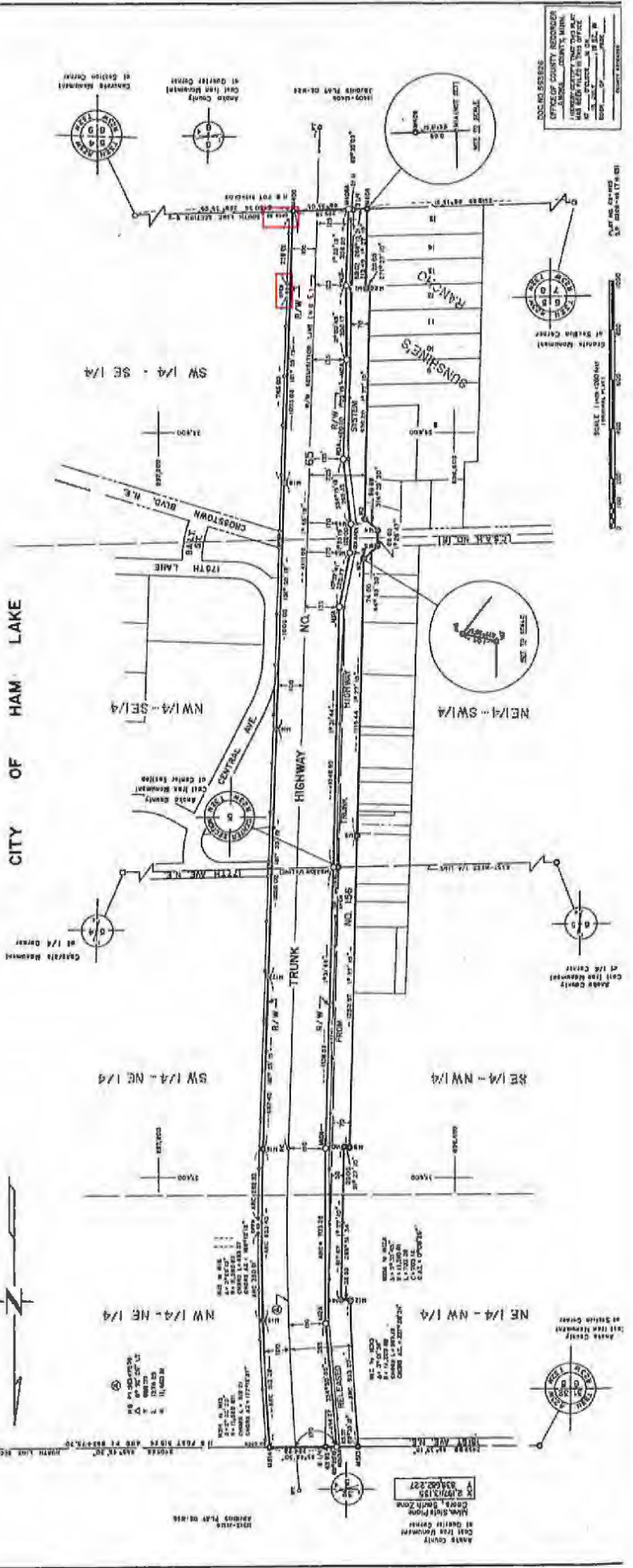
The results are shown in Minnesota State Plane Cartesian System with 5 digit accuracy. The monumentation was established by a traverse of the land shown on this plat, and to the plat of the original survey of the land shown on this plat.

- 1. This plat shows original and adjusted, and shows all the corners of the original survey.
- 2. The monumentation was established by a traverse of the land shown on this plat, and to the plat of the original survey of the land shown on this plat.
- 3. The monumentation was established by a traverse of the land shown on this plat, and to the plat of the original survey of the land shown on this plat.

CONVENTIONAL SYMBOLS

Table with 2 columns: Symbol, Description. Includes symbols for original corners, monumented corners, and other survey markers.

CITY OF HAM LAKE



DATE OF SURVEY: 11/13/1985
BY: *[Signature]*
PROJECT: 02-M25 of 02-M25

ANOKA COUNTY
COURT HOUSE
300 N. 1ST ST.
ANOKA, MN 55412

ANOKA COUNTY
COURT HOUSE
300 N. 1ST ST.
ANOKA, MN 55412

ANOKA COUNTY
COURT HOUSE
300 N. 1ST ST.
ANOKA, MN 55412

ANOKA COUNTY
COURT HOUSE
300 N. 1ST ST.
ANOKA, MN 55412

ANOKA COUNTY
COURT HOUSE
300 N. 1ST ST.
ANOKA, MN 55412

MN 65 From North of Bunker Lake Blvd. to 245th Ave. N. Access Management Plan

The MN 65 Transportation Advisory Committee (TAC) evaluated the location, design, and operation of driveways, median openings, and street connections in order to provide access to land development in a manner that preserves the safety and efficiency of the transportation system.

Technical Advisory Committee (TAC):

Anoka County

Jack Forslund

Jane Rose

Andrew Witter

East Bethel

Nate Ayshford

Jack Davis

Craig Jochum

Colleen Winter

Ham Lake

Tom Collins

Don Krueger

Metropolitan Council

Steve Peterson

MnDOT

Gayle Gedstad

Sheila Kauppi

Paul Jung/Brian Kary

Kevin Schwartz

Tod Sherman

FHWA

Will Stein

Role of the TAC:

The TAC met regularly during the planning process, identified issues, acquired and reviewed safety and mobility data, and discussed methods for addressing the issues.

Study Objective:

To develop an access management plan to serve as guidance for the County, Cities, MnDOT, Metropolitan Council, landowners, and developers on desired access changes and future access locations in the corridor. The plan takes into consideration the function of MN 65 in the regional road network, the planned growth of the community, and the need for an adequate supporting road network necessary to support development. Additionally, the plan attempts to provide an appropriate balance between mobility and access.

General Issues:

Functional Classification:

MN 65 has been classified as a principal arterial. The Metropolitan Council's 2040 Transportation Policy Plan, Appendix D: Functional Class states that "The emphasis of principal arterials is on moving large volumes of traffic over long distances rather than providing direct access to land."

Safety:

Crash data was compiled for the three year period from Jan. 1, 2012 through Dec. 31, 2014. Several intersections ranked within the top 200 crash cost intersections in the state. The intersections were Bunker Lake Blvd (95th), Constance Blvd. (51st), Crosstown Blvd. (78th), 181st Ave. (70th), Viking Blvd. (163rd), Sims Rd (145th), and 237th (54th).

On non-signalized intersections, 50% of all crashes were from motorists turning left or traveling straight from the minor street (Right angle crashes). On 157th Ave. NE and 181st Ave. NE, this movement accounted for 100% and 89% of all crashes respectively. Additionally, right angle crashes result in a much higher percentage of fatal and injury crashes than other types of crashes.

At signalized intersections, 49% of all crashes were rear-end collisions on MN 65. On 221st Ave. NE 78% of crashes were rear-end collisions.

Mobility:

MnDOT's Access Management Manual includes risk-conflict graphs which help determine whether adequate gaps exist in traffic. Due to high traffic volumes on MN 65, there are minimal gaps in traffic for non-signalized cross street access.

Delay at Viking Boulevard is considerable due to high cross street traffic volumes (6,500 vpd to the west and 6,100 vpd to the east) and inefficiencies due to the wide median on MN 65 (Additional 8 1/2 second delay is needed to clear the intersection for both eastbound and westbound Viking traffic, so 17 second delay each cycle). It was mentioned by members of the TAC that motorists must wait through several cycles at 3 minutes each during peak periods.

Access Management Improvements:

The attached maps identify the proposed access management improvements. These improvements are intended to be low cost projects that improve safety and mobility on MN 65.

Several Reduced Conflict Intersections (RCI's) are proposed on MN 65. All movements for motorists navigating through an RCI are the same as those with a standard intersection, except for motorists on the MN 65 cross street that would otherwise turn left or travel straight across the intersection. These motorists, will wait for a gap in traffic in one direction, turn right onto/or merge onto the left turn lane, and take a U-turn when a gap in traffic is found in the opposite direction. This improves safety by removing several of the conflict points from the intersection and it greatly reduces the often serious right angle crashes. At the six intersections in Minnesota which are at least 2 years old there has been a 100% reduction in fatal crashes and a 60% reduction in injury crashes. This is consistent with national statistics which show a 70% reduction in fatal and injury crashes.

As a principal arterial, MN 65 is intended to serve long regional trips with few direct access points. Since there are few supporting roads and several direct access points on MN65, it also serves a high volume of local traffic. The construction of the proposed frontage roads will have several benefits. They will improve safety by:

- Reducing the number of short local trips that MN 65 currently serves.
- Allowing existing development with direct access onto MN 65 to relocate access to the frontage road, onto a roadway intended to provide direct access.
- Allowing future development to locate access onto the frontage road rather than MN 65.
- Providing a much safer north/south route for bicycles and pedestrians.

Additional mobility improvements will be realized with the signalized reduced conflict intersection on CSAH 22 (Viking Blvd.). By prohibiting left turns and through movements from the minor cross street at the signal, the number of signal phases required to move traffic through the intersection is reduced. This allows for longer green times and thereby reduces delays caused by the signal.

Implementation of the plan should be consistent with the following Access Management Policies.

Access Management Policies for MN 65 through Ham Lake and East Bethel:
Public Street Connections to MN 65:

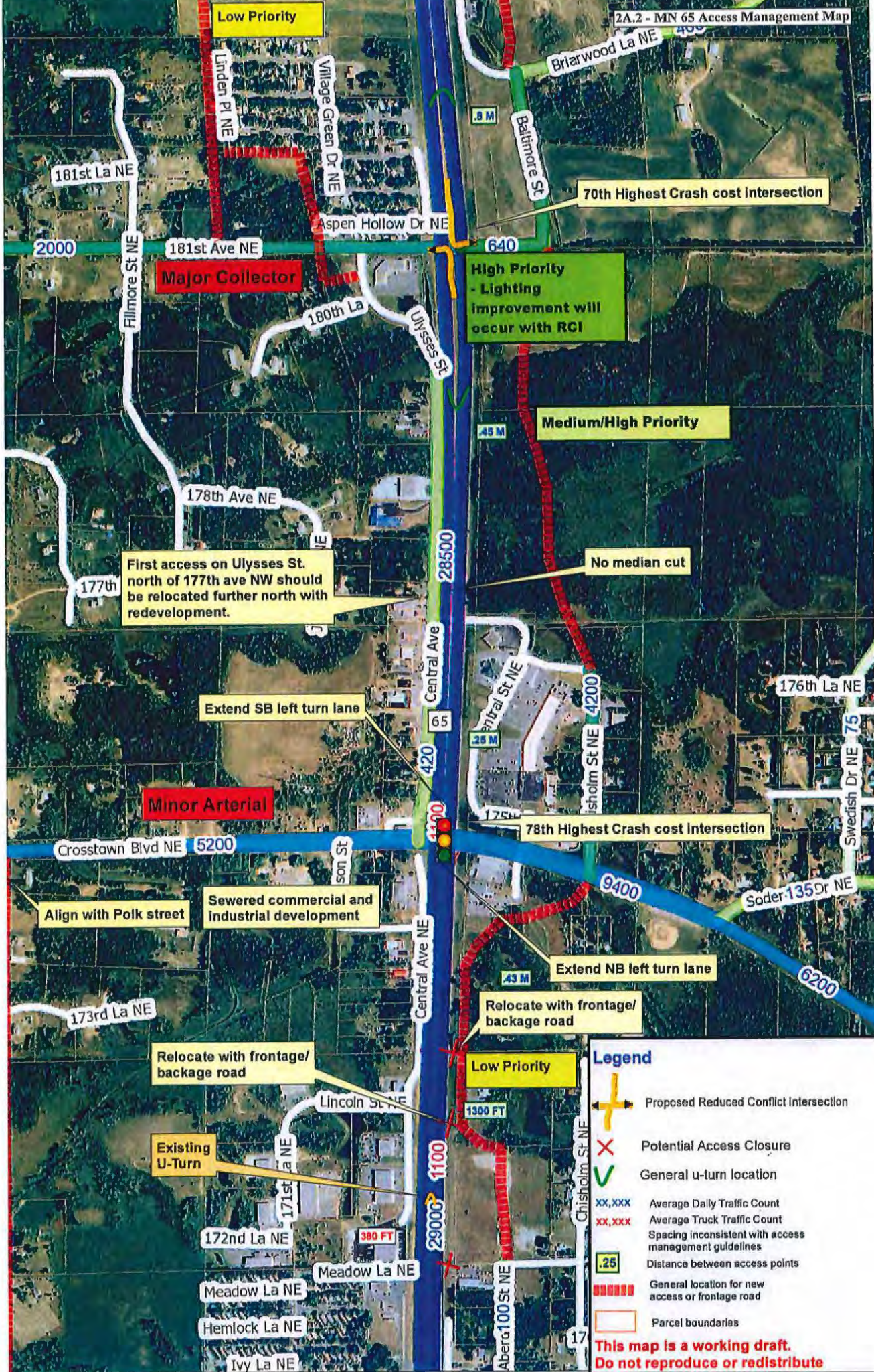
- The proposed public street spacing is identified in the MN 65 Access Management Plan map.
- Traffic signals or other intersection traffic control devices should only be constructed if they are justified. They should be located only at primary, full-movement, public intersections, preferably with roadways that are classified as a “Collector” and above.
- Left and right turn lanes should be provided at all full-movement intersections. Turn lanes should be designed to provide safe movement for traffic on MN 65 and on the cross street. Generally, the turn lanes should be 500-feet long with a 180-foot taper.
- Where a minor arterial intersects MN 65, the first full-movement intersection on the minor arterial should be spaced ¼ mile from the intersection with MN 65. On an intersecting collector street, the first intersection should be spaced 1/8th mile from MN 65. For other public streets, the spacing should be at least 300 feet from MN 65.

Subdivision Design:







- As property develops or redevelops, local roads should be constructed and existing access to MN 65 removed and relocated.
- All lots in a new subdivision should be designed to take access from the internal street network.
- All new subdivisions should be designed with an internal street system that coordinates and connects to adjacent subdivisions and the planned local street network, resulting in parallel north/south routes as well as continuous east/west routes.

Private Access:

- New private access to MN 65 is discouraged. Access to private property should be provided by the existing local road network whenever possible. Only when reasonably convenient and suitable access cannot be provided by the local road network, should direct access onto MN 65 be allowed. Adjoining properties should share a common access when necessary to provide adequate stopping distance between access points.
- Existing direct private access to MN 65 may remain in use, but may be subject to modification or closure at the time of development, redevelopment, or intensification in the land use, or a highway improvement project.
- Any new private access should be as consistent as possible with this plan.



Legend

-  Proposed Reduced Conflict Intersection
-  Potential Access Closure
-  General u-turn location
- xx,xxx Average Daily Traffic Count
- xx,xxx Average Truck Traffic Count
- Spacing inconsistent with access management guidelines
-  .25 Distance between access points
-  General location for new access or frontage road
-  Parcel boundaries

This map is a working draft. Do not reproduce or redistribute

Meeting Date: May 17, 2021



**CITY OF HAM LAKE
STAFF REPORT**

To: Mayor and Councilmembers

From: Denise Webster, City Administrator

Item/Title/Subject: Building Inspector Position

Introduction/Discussion:

Ten applications were received for the position of Building Inspector. Six candidates were interviewed by Mayor Van Kirk, Councilmember Kirkeide, Finance/Human Resource Director Andrea Worcester, Building Official Mark Jones and myself.

There were several good candidates for the position. The committee felt that Thomas Knight would be the best fit for the position.

Recommendation:

We recommend extending a Conditional Offer for the position of full-time Building Inspector to Thomas Knight.

Meeting Date: May 17, 2021



**CITY OF HAM LAKE
STAFF REPORT**

To: Mayor and Councilmembers

**From: Denise Webster, City Administrator and Andrea Worcester,
Finance/Human Resource Director**

Item/Title/Subject: Vehicle Use Policy and Cellular Telephone Policy

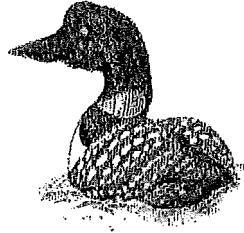
Introduction/Discussion:

Myself and Finance/Human Resource Director Andrea Worcester have been reviewing the Vehicle Use Policy and Cellular Telephone Policy. We have updated both of the policies to reflect the necessary changes required by law for employees to follow.

Attorney Murphy has reviewed the policies and has no objections to the updates.

Recommendation:

We recommend approving the Vehicle Use Policy and Cellular Telephone Policy.



City of Ham Lake Vehicle Use Policy

INTRODUCTION

The City understands there are times when job duties need to be performed off-site and an employee may need to operate their own personal vehicle or a city-owned vehicle to conduct these duties. This policy intends to define the requirements of driving while conducting job duties for the City and the conditions of using a city-owned vehicle.

USE OF PERSON VEHICLE

Employees will be reimbursed for the use of their private vehicles for City related business per the following procedure:

- A. The employee will submit an Expense Reimbursement Form to his/her Supervisor to reimburse for the total miles traveled.
- B. All City employees will be reimbursed at the standard mileage rate of the IRS in effect at the time of use.
- C. If an employee uses his/her own personal vehicle and received mileage reimbursement, then their personal insurance is responsible for any claims.

USE OF CITY VEHICLE USE

City-owned vehicles are to be used only by authorized City Employees or employees of host agencies for which the City is providing a worksite for official City business. Employees or host agency employees that drive or may be required to drive City vehicles and equipment are responsible for maintaining a safe driving record and for observing all traffic laws. Seat belts must be properly used at all times. Drivers must carry a current, valid driver's license that is adequate for the type of vehicle being driven. Any Employee who operates a City vehicle without a valid driver's license will be subject to disciplinary action and possible criminal prosecution.

Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter. The city will determine appropriate action on a case-by-case basis.

Annual Driver's License Check

Motor Vehicle Records (MVR) of employees operating City vehicles will be requested on a yearly basis. Following a point-scale measuring system that will be used to evaluate each driver's MVR. The point values correspond to various types of driving convictions, similar to the system many states use for determining when a license should be suspended or revoked.

Special reviews will be held in cases where too many points have been accumulated within the stated time period.

Minor Citation

Any moving traffic citation a driver receives unless it qualifies as a "Major Conviction" as described below. This category, however, does not include cases involving (1) Motor vehicle equipment load or size requirements; (2) Improper display or failure to display license plates; (3) Failure to sign or display registration card; or (4) Failure to have in possession a valid driver's license.

At-Fault Accidents

Any accident where the driver is designated as having caused the accident, or negligently contributed to its occurrence.

Major Conviction

Any citation that involved: (1) Driving while intoxicated or under the influence of alcohol or drugs; (2) Failure to stop and report an accident; (3) Homicide, manslaughter, or assault arising out of the operation of a motor vehicle; (4) Driving while license is suspended or revoked; (5) Reckless driving; (6) Possession of opened container of alcoholic beverages; (7) Speed contest, drag racing, or attempting to elude an officer of the law.

Incident

Includes Minor Citation, At-Fault Accident, and Major Conviction definitions above.

Standards:

Action Level: 4 points. Time period considered: The past three years. However, major convictions, as defined above, are counted back as far as five years.

<u>Citation Categories:</u>	<u>Points</u>
Minor, no accident involved	1
At-Fault Accident	2
Major (within 3 years)	6
Major (4-5 years ago)	3

Required Action:

If an employee received 5 or more points during the review of their MVR, the Administrator and Department Head will review this record with the employee to determine appropriate action which may include suspension of driving privileges for City vehicles, limited driving privileges for City vehicles, or other appropriate action as determined by the Administrator and Department Head.

Conditions of City Vehicle Use

Smoking is prohibited in City vehicles. Passengers shall be limited to City Employees or contracted consultants unless authorized by the City Administrator.

- A. Use of tobacco, in any form, is not permitted in City vehicles.
- B. Employees are encouraged to keep mobile communication device use to a minimum while operating a City vehicle. Any communication on a mobile device while operating City vehicle should be for City business only and with a hands free device.
- C. Employees who operate a City vehicle are not allowed to send or review text messages while driving. The only exception is law enforcement personnel that are allowed to send or review text messages while operating an emergency vehicle pursuant to Minnesota Statute §169.475 Subd.3 (5).
- D. Those operating a City vehicle are required to obey all traffic laws and wear their seat belts while driving or riding in a City vehicle.
- E. The rules listed below shall be followed by all City employees operating City vehicles outside normal working hours:
 - a. Vehicles shall be operated only on official City business related to the employee's normal job or for transportation to and from meetings, schools, conferences, etc. when prior approval has been obtained from the employee's immediate supervisor.
 - b. City vehicles are to be driven to an employee's home for storage only upon approval by the City Administrator. City vehicles taken to an employee's home for storage in the evening shall not be used for purposes other than official City business.
 - c. The following positions are permitted by the City Administrator to take a City vehicle home on a nightly basis in order to respond to an emergency situation that may arise in the City:
 - i. Fire Chief
 - d. All City employees that are scheduled to be out of work due to an extended leave of absence (FMLA Leave, Paid Leave, Leave of Absence without Pay, and Military Leave) are required to leave their assigned take home vehicle with their respective department.
 - e. The Department Director or designee will be responsible for obtaining the keys to the vehicle prior to the employee's scheduled leave of absence.
 - f. If an employee has been out of work for more than three consecutive scheduled work days and is unable to return his/her take home vehicle back to the City due to injury or illness, the Department Director or designee will be responsible for arranging the return of the vehicle back to the City.

Permitted Uses of City Vehicles

- A. City vehicles may be used for City business and programmed events only.
- B. Only City employees or designated volunteers are permitted to operate City vehicles.
- C. Only authorized persons are permitted to ride in City vehicles.
 - a. An authorized City employee or volunteer is defined as someone who has received permission from their supervisor to drive a City vehicle and successfully completed the City's driver's license background check.
 - b. An authorized person includes all City employees and authorized volunteers.
 - c. Other persons engaged in business or civic activities that are important to the City's interest are able to ride in a City vehicle.

Qualified Nonpersonal Use Vehicle – IRS Regulations

The IRS generally views “take-home” vehicles as a taxable fringe benefit; however there are exceptions. Use of a qualified non-personal use vehicle, including commuting, is excludable to the employee as taxable compensation; and recordkeeping and substantiation by the employee are not required by the IRS (IRS Regulations 1.274-5T and 1.132-5h).

A qualified non-personal use vehicle is any vehicle that the employee is not likely to use more than minimally for personal purposes because of its design. For City purposes, a qualified non-personal use vehicles will only include the Fire Chief's vehicle. This vehicle will be clearly marked through painted insignia or words, so it is readily apparent that the vehicle is a fire vehicle. A marking on a license plate is not a clear marking for this purpose.

This vehicle will only be available as a qualified non-personal use vehicle only if the following apply:

- i. The employee must always be on call.
- ii. The employee must be required by the employer to use the vehicle for commuting.
- iii. The employer must prohibit personal use (other than commuting) for travel outside of the officer's or firefighter's jurisdiction.

Safe Harbor Substantiation Rules

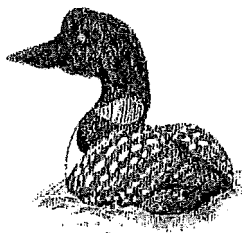
Employees using City vehicles are not required to keep detailed records of vehicle use if all of the following tests are met:

- A. The vehicle is owned or leased by the employer and is provided to the employee for use in the employer's business.
- B. When not in use, the vehicle is kept on the employer's premise (i.e. motor pool cars).
- C. The employer has a written policy prohibiting personal use, except de minimis use (such as driving to lunch while away from the office).

- D. Or a council, commission or organization involving official meetings with staff representation.

Taxable Fringe Benefit of Personal Use of City Vehicles

Employee personal use of City vehicles which does NOT meet the exceptions provided under the Qualified Non-personal Use or the Safe Harbor Substantiation will be considered a taxable fringe benefit. In this case, the employee must submit detailed records documenting the personal use mileage during the calendar year to payroll in the Finance Department on or before November 15th of each year.



City of Ham Lake Cellular Telephone Policy

I. PURPOSE

The City recognizes cellular phones have become an integral part of an employee's life. In recognition of that fact, the City is establishing a policy governing the use of cellular phones for both personal devices as well as City issued. The intent of this policy is to ensure that use of the cellular phones is consistent with the best interests of the City. These procedures do not attempt to articulate all required or proscribed behaviors by users, but merely cover the most conspicuous examples.

II. DEFINITIONS

For the purposes of the procedures in this guideline, the following definitions shall apply:

Cellular Phone: A wireless communication device including the adapter, battery pack and other equipment specific to phone.

Official Use: Communications that are necessary to the carrying out of City-related business required by the employee's position.

Authorized Personal Use of a Personal Device During Work Hours:

- Briefly (less than 5 minutes) and infrequently checking with family members.
- Calls of a personal nature should be made only when circumstances prevent timely access to customary telephone services.
- Although minimal use of cellular telephones for calls of a personal nature is permitted, extensive personal use or other personal use that brings into question the validity of the official use of the telephone may result in disciplinary action.

Authorized Personal Use of City Issued Device:

- Briefly (less than 5 minutes) and infrequently checking with family members.
- Brief communication while in official travel status to convey information and communicate schedule changes.
- Calls of a personal nature should be made only when circumstances prevent timely access to customary telephone services.

- Although minimal use of cellular telephones for calls of a personal nature is permitted, extensive personal use or other personal use that brings into question the validity of the official use of the telephone may result in disciplinary action.

Eligible Personnel for City Issued Devices: Cellular telephones are assigned to those persons whose duties require frequent mobility but who must remain accessible due to the specific nature of their duties and those who must be available for emergency response or consultation.

III. GENERAL INFORMATION

Employees receiving a city purchased cellular phone are responsible for the following:

- Retrieving message on voice mail if telephone calls are missed on the cellular phone.
- Use of the cellular phone while driving a motor vehicle should be kept to a minimum for safety reasons and should be done using hands free devices.
- Caring for the phone in a responsible manner.
- Providing adequate security for the phone to prevent unauthorized users from finding client/work-related telephone numbers stored in the cellular phone memory. It is recommended that confidential or non-published numbers not be stored on any speed dial function of the cellular phone.
- Having the cellular phone available for use during all work hours and when the employee is subject to on-call status.

IV. GENERAL POLICY

Personal Cell Phone Use on Personal Device:

Personal Cell Phone Use is not restricted or limited during an Employee's lunch or break times; only when the employee is on City time.

City Issued Cell Phone Use:

Cellular telephones are intended for the use of city employees in the conduct of their work for the city. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served.
- **All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times.** Employees whose

job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to **refrain from using their phone while driving**. Safety must come before all other concerns. **Regardless of the circumstances and in accordance with Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safely stop the vehicle before placing or accepting a call.** Note that flip phones are not a hands-free device. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area.

- Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. See “City Vehicle Use and Driving Policy” for more information on reporting driver’s license restrictions.
- Reading/sending text messages, making or receiving phone calls, emailing, video calling, scrolling/typing, accessing a webpage, or using non-navigation applications while driving is **strictly prohibited**.
 - In accordance with State law, there is an exception to hands free cell phone operations to obtain emergency assistance to report a traffic accident, medical emergency or serious traffic hazard or prevent a crime from being committed.
 - There is also a State law exception for authorized emergency vehicles while in the performance of official duties. **An emergency vehicle is defined as a police vehicle, ambulance or fire truck** and does not include city vehicles.
- Employees will also want to be mindful of an existing 2012 Federal Motor Carrier Hands Free law that restricts the use of all hand-held mobile devices for drivers of commercial motor vehicles: <https://www.fmcsa.dot.gov/driver-safety/distracted-driving/mobile-phone-restrictions-fact-sheet>.

V. CITY OWNED CELLULAR TELEPHONES

The use of City of Ham Lake owned cellular telephones is a privilege and should be for official use only, except for authorized personal use. City owned cellular telephones cannot be used at any time in violation of state or federal laws or in violation of any departmental work rules.

Those individuals’ assigned cellular telephones shall assume the responsibility to use the equipment in accordance with the provisions of this directive. Personal calls from City owned cellular telephones must be restricted to those incidental purposes as outlined in this directive. Such calls should result in no additional cost to City. If additional costs do occur which are due to personal calls, the user is responsible for the additional expense. The City reserves the right to monitor the use of all City owned cellular telephones. Any inappropriate use of phones may be subject to discipline.

Department Heads are responsible to assure compliance with this directive for employees that are assigned a cellular phone. When an employee terminates employment, the Department Head is responsible to recover the City owned cellular telephone. In the case of theft or loss of phone, employee is required to contact the Department Head immediately.

All cell phone records (city cell phone and personal cell phones if used for city business) about city business are subject to the Minnesota Government Data Practices Act. What this means is that if a request were received, the city would be under the obligation to determine what information is public data and what information is private data and would need access to the employee's phone records and possibly the phone itself in order to provide the data that is being requested. Therefore, the best practice is to limit usage of personal cell phones for city business to that which is truly necessary or be prepared to produce your cell phone and the associated records if needed.

The City reserves the right to monitor the use of all City owned cellular telephones. Any inappropriate use of phones may be subject to discipline. **Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.**

Use of public resources by city employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the circumstances. Incidental and occasional personal use may be permitted with the consent of the supervisor.

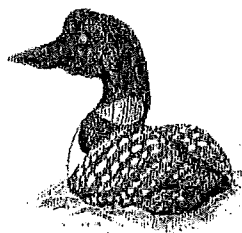
Procedures

It is the objective of the City of Ham Lake to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones will be subject to disciplinary action.

Responsibility

The City Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All supervisors will be responsible for enforcement within their departments.

Adopted by the City Council on September 19, 2005.



**City of Ham Lake
Cellular Telephone Policy**

CELLULAR TELEPHONE POLICY

I, _____, acknowledge receipt and understand the
Policy relating to use of City owned cellular telephones.

Signature

Date: _____

Meeting Date: May 17, 2021



CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: John Witkowski, Public Works Superintendent

Item/Title/Subject: Shredded Rubber Mulch

Introduction/Discussion:

City Hall flower beds are in need of a fresh coat of red wood chips this year. After pricing out the cost and up keep of wood mulch it is clear that shredded rubber mulch is the best and most cost efficient for City Hall. The rubber mulch comes with a 25-year color warranty and will not breakdown. After speaking with the finance department there are funds available in the Building Capital Improvement Fund for the purchase of rubber mulch.

Recommendation:

I recommend that we purchase Red Shredded Mulch for \$12,175.00 with monies coming from the Building Capital Improvement Fund



Minnesota / Wisconsin Playground
 5101 Highway 55, Suite 6000
 Golden Valley, Minnesota 55422
 Ph. 800-622-5426 | 763-546-7787
 Fax 763-546-5050 | harlan@mnwiplay.com

05/06/2021
 Quote #101361-01-02

CONSULTANT: HARLAN LEHMAN

Shredded Rubber

City of Ham Lake
 Attn: John Witkowski
 15544 Central Avenue NE
 Ham Lake, MN 55304
 Phone: 763-235-1862
 jwitkowski@cl.ham-lake.mn.us

Ship to Zip 55304

Quantity	Part #	Description	Unit Price	Amount
1	Lump Sum	Other - Shredded Rubber, super sacs, to cover 8000 SF @ 2" depth- Colors options (circle one): Black, Royal Blue, Forest Green, Cocoa Brown, Terra Cotta Red *Includes filter fabric 6' x 100'	\$12,175.00	\$12,175.00
			Sub Total	\$12,175.00
			Total	\$12,175.00

This quotation is subject to current Minnesota/Wisconsin Playground (MWP) policies as well as the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Minnesota/Wisconsin Playground.

Each quote is handled on a per order/project basis. Unless a long-term agreement is in place between purchaser and MWP, terms and conditions of this quotation shall be as outlined herein with no other requirements applicable.

Indemnification; Owner/Owner's Representative will indemnify and hold Minnesota Playground, Inc., dba, Minnesota Wisconsin Playground (MWP), harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of Owner/Owner's Representative's negligence or noncompliance with any of its commitments under this document. MWP will indemnify and hold Owner/Owner's Representative harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of MWP's negligence or noncompliance with any of its commitments under this document.

Pricing: f.o.b. factory, firm for 30 days from date of quotation and must be re-quoted after this time. A tax-exempt certificate is needed at time of order entry for all orders whether from tax-supported government agencies or not. Sales tax, if applicable, will be added at time of invoice unless a tax exempt certificate is provided at time of order entry.

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.

Order Information:

Bill To: _____ Ship To: _____

Company: _____ Project Name: _____

Attn: _____ Attn: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Contact: _____ Contact: _____

Tel: _____ Tel: _____

Fax: _____ Fax: _____



Minnesota / Wisconsin Playground
5101 Highway 55, Suite 6000
Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787
Fax 763-546-5050 | harlan@mnwiplay.com

05/06/2021
Quote #101361-01-02

CONSULTANT: HARLAN LEHMAN

Shredded Rubber

Acceptance of quotation:

Accepted By (printed): _____ P.O. No: _____

Signature: _____ Date: _____

Title: _____ Phone: _____

Facsimile: _____ Purchase Amount: **\$12,175.00**

Meeting Date: May 17, 2021



CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: John Witkowski, Public Works Superintendent

Item/Title/Subject: Dugout Covers

Introduction/Discussion:

The canvas dugout covers that were installed several years ago at Lion's Park and Ham Lake Park have started to fail and need to be repaired or replaced. Due to the material the covers are made of, they need to be taken down every fall and then put back up in the spring because they are not designed to handle the snow loads. The cost to repair or replace the fabric has risen dramatically and is estimated to be between \$300 and \$600 for repair or replacement respectively.

Public Works staff looked at several different cost saving options from around the area. Staff settled on a simple yet effective steel roof design that will last much longer than the canvas fabric and will not need to be taken down every year. Estimated costs are approx. \$600.00 per dugout for steel which is nearly the same costs for new fabric. The funds will come from the Park and Beach Fund and are estimated to be about \$12,000.00 for all 10 fields. I have spoken to Park Committee members Councilmember Kirkham and Wilken and they have approved moving forward with the purchase and installation of the dugout covers.

Recommendation:

We recommend purchasing the material and install the dugout covers at Ham Lake Park and Lion's Park with the monies coming from the Park and Beach Fund.

Meeting Date: May 17, 2021



CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: John Witkowski, Public Works Superintendent

Item/Title/Subject: Towmaster Trailer

Introduction/Discussion:

We have an aging set of trailers and the time has come to start replacing the older trailers. I have found a trailer that will serve several roles from hauling skid steers to lawn mowers. The trailer is on State Contract and I have spoken to finance and there is funds available out of the Parks Capital Improvement fund. I have spoken with Councilman Kirkeide and Councilman Doyle and they both have approved the purchase of a new trailer.

Recommendation:

I recommend that we purchase a new Towmaster Trailer from the Park Capital Fund in the amount of \$9,574.25



JOHN DEERE

Investment Proposal (Quote)

RDO Equipment Co.
11030 Holly Lane N
Dayton MN, 55311
Phone: (763) 294-7800 - Fax:

Proposal for:
CITY OF HAM LAKE
15544 CENTRAL AVE NE
HAM LAKE, MN, 553045609
ANOKA

Investment Proposal Date: 5/12/2021
Pricing Valid Until: 6/11/2021
Deal Number: 1443547
Customer Account#: 9555005
CCE Sales Professional: Joshua Berg
Phone: (952) 890-8880
Fax:
Email: jmberg@rdoequipment.com

Equipment Information

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	4KNBT2820ML162661 X114390	0	New 2021 TOWMASTER TRAILERS T-12DT	\$9,134.75
			Prep / Reconditioning DOT	\$439.50
			Equipment Subtotal:	\$9,574.25

Purchase Order Totals

Balance:	\$9,574.25
MN STATE TAX:	\$0.00
MN COUNTY TAX:	\$0.00
MN SPECIAL TAX:	\$0.00
Sales Tax Total:	\$0.00
Sub Total:	\$9,574.25
Cash with Order:	\$0.00
Balance Due:	\$9,574.25

Equipment Options

Qty	Serial Number	Year / Make / Model	Description
1	4KNBT2820ML162661	2021 TOWMASTER TRAILERS T-12DT	None

Meeting Date: May 17, 2021



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

To: Mayor and Councilmembers

From: Dawnette Shimek, Deputy City Clerk

Item/Title/Subject: Tobacco License for Dollar General Store #21464

INTRODUCTION/DISCUSSION:

DG Retail, LLC dba Dollar General Store #21464 at 16248 Central Avenue NE has applied for a Tobacco License from May 18, 2021 to December 31, 2021.

RECOMMENDATION:

The Tobacco License for DG Retail, LLC dba Dollar General Store #21464 at 16248 Central Avenue NE has been reviewed and is being recommended for approval.