

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, JUNE 6, 2022

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

2.0 PUBLIC COMMENT

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

- 3.1 6:01 P.M. – Public Hearing – To consider the vacation of a portion of road right-of-way on 133rd Avenue NE in Section 32 (13319 Aberdeen Street NE) and adoption of a Resolution

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 16, 2022 and Special Meeting Minutes of May 23, 2022 and May 26, 2022
- 4.2 Approval of claims
- 4.3 Approval of a Resolution accepting a \$4,000 donation from the Ham Lake Chamber of Commerce
- 4.4 Approval of a set-back variance for a proposed addition to be constructed at 2360 148th Avenue NE
- 4.5 Approval of a Grant of License Agreement for 17710 National Street NE
- 4.6 Approval of amending the Fire Department Regulations
- 4.7 Approval of hiring Absentee Voting Election Staff
- 4.8 Approval of Liquor Licenses, subject to the approval of the City Attorney:

On-Sale and Sunday On-Sale

- T-Box Bar & Grill, 1431 147th Avenue NE, Ham Lake, MN
- Ham Lake Lanes, 16465 Highway 65 NE, Ham Lake, MN
- Acapulco Mexican Restaurant, 18015 Ulysses Street NE, Suite 1000, Ham Lake, MN
- EAGL Beverages Holding LLC, dba Majestic Oaks Golf Club, 701 Bunker Lake Boulevard NE, Ham Lake, MN
- Maxx Bar & Grill, 17646 Highway 65 NE, Ham Lake, MN

3.2% Off-Sale

- Speedway, 1442 Constance Boulevard NE, Ham Lake, MN

Wine and 3.2% Malt Liquor

- Mansetti's Pizza & Pasta, 16220 Aberdeen Street NE, Suite C, Ham Lake, MN

Off-Sale

- Grape Expectations, dba Tournament Liquor, 1434 147th Avenue NE, Ham Lake, MN
- Bidhipur Beverage, Inc., dba Ham Lake Liquors, 17720 Central Avenue NE, Ham Lake, MN
- Broadview Operations, LLC, dba 1 Stop Liquor, 16205 Lexington Avenue NE, Ham Lake (previously Carey's Liquor)
- Rama Corporation dba Network Liquors, 13548 Highway 65 NE, Ham Lake, MN

4.9 Road Committee Recommendations

- 1) Approval of the Assessment amount of \$22,000 for 2022

5.0 PLANNING COMMISSION RECOMMENDATIONS

5.1 Schoenrock Holdings, LLC requesting Commercial Site Plan approval to construct an 11,800 square foot office/warehouse building at 13319 Aberdeen Street NE (PID# 32-32-23-43-0001)

6.0 ECONOMIC DEVELOPMENT AUTHORITY

6.1 Consideration of a Resolution approving the American Rescue Plan Act (ARPA) Business and Nonprofit Relief Grant Program applications

7.0 APPEARANCES – None

8.0 CITY ATTORNEY

9.0 CITY ENGINEER

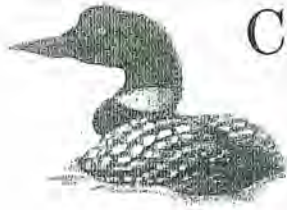
10.0 CITY ADMINISTRATOR

11.0 COUNCIL BUSINESS

11.1 Committee Reports

11.2 Discussion of the open Councilmember Position

11.3 Announcements and future agenda items



CITY OF HAM LAKE

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

NOTICE OF PUBLIC HEARING VACATION OF PUBLIC LAND

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

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

Said hearing is conducted pursuant to Minnesota Statutes Chapter 412.851.

Dated: May 19, 2022


Dawnette Shimek, Deputy City Clerk

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

Published in the Star Tribune on May 19, 2022.

RESOLUTION NO. 22-XX

WHEREAS, a public hearing was held before the Ham Lake City Council on the 6th day of June, 2022 at 6:01 p.m. to consider the proposed vacation of certain lands within the City of Ham Lake;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Ham Lake, that the following described property be vacated;

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

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

Adopted by the City Council of the City of Ham Lake this 6th day of June, 2022.

Brian Kirkham, Mayor

Denise Webster, City Clerk

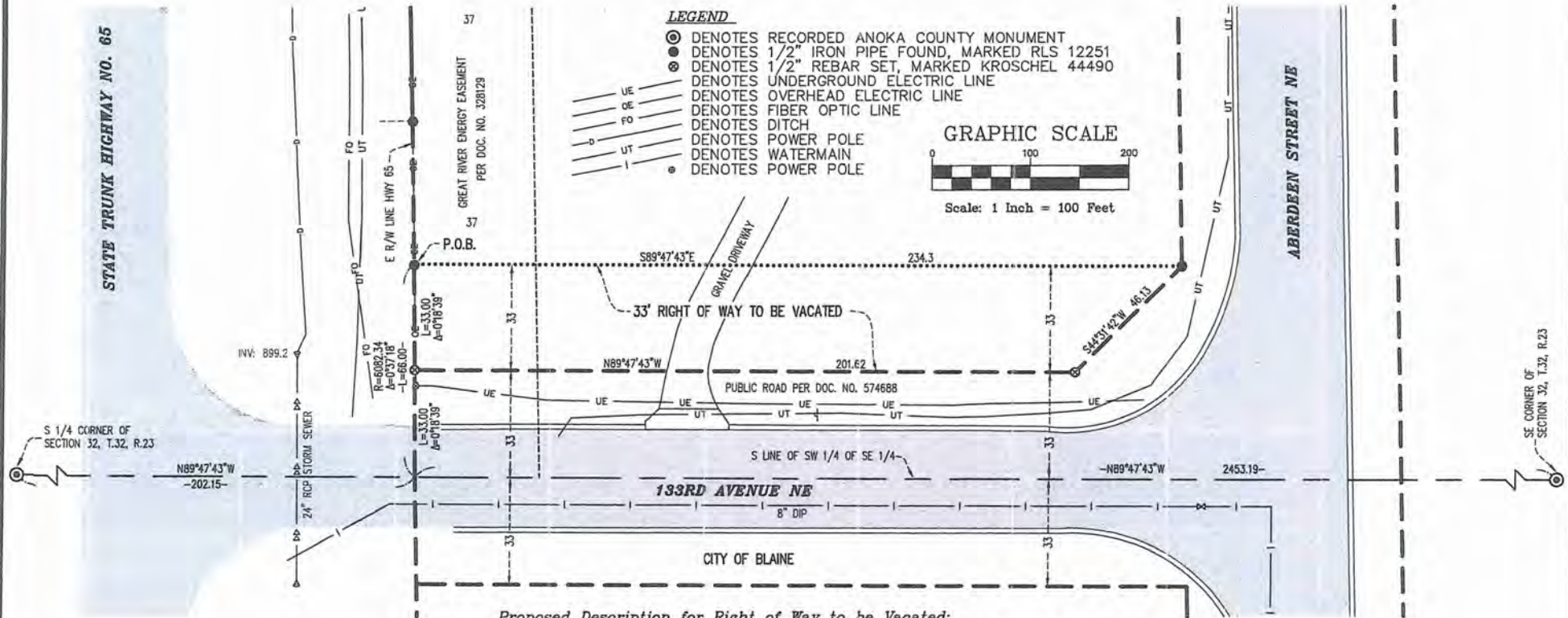
Notes to Survey:

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

VACATION EXHIBIT FOR SCHOENROCK HOLDINGS, LLC

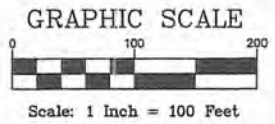
THE BASIS OF BEARINGS FOR THIS DRAWING IS THE MNDOT ANOKA COUNTY COORDINATE SYSTEM, NAD 1983, HARN 1996 ADJUSTMENT

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



LEGEND

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



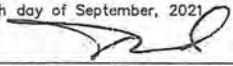
Proposed Description for Right of Way to be Vacated:

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

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

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

Dated this 16th day of September, 2021

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



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

133rd vac-of r-own

~~PIN: 05-31-23-12-0055
ROTIMI, MARY
13266 ABERDEEN ST E
BLAINE, MN 55449~~

~~PIN: 05-31-23-12-0056
GILLIAM, GERALD L
13268 ABERDEEN ST NE
BLAINE, MN 55449~~

PIN: 05-31-23-12-0034
PUTMAN, PAUL R
13273 ABERDEEN ST NE
BLAINE, MN 55449

~~PIN: 32-32-23-43-0001
SCHÖENROCK HOLDINGS LLC
13319 HWY 65 NE
HAM LAKE, MN 55304~~

PIN: 05-31-23-12-0035
SCHARDIN, ALLISON LEIGH
13259 ABERDEEN ST NE
BLAINE, MN 55449

PIN: 05-31-23-12-0053
MILLER, KRISTIN
13262 ABERDEEN ST NE
BLAINE, MN 55449

PIN: 05-31-23-12-0060
SABA, BRITTANY L
13272 ABERDEEN ST NE
BLAINE, MN 55449

~~PIN: 05-31-23-12-0059
CARL, GAYE
13274 ABERDEEN ST NE
BLAINE, MN 55449~~

PIN: 05-31-23-12-0063
ANN, SHARON
13240 ABERDEEN ST NE
BLAINE, MN 55434

PIN: 05-31-23-12-0072
THANON, ARSHED
13250 ABERDEEN ST NE
BLAINE, MN 55449

~~PIN: 05-31-23-12-0057
MILLER, JAMES
13278 ABERDEEN ST NE
BLAINE, MN 55449~~

PIN: 05-31-23-12-0068
HELMER, MELISSA
13258 ABERDEEN ST NE
BLAINE, MN 55449

PIN: 05-31-23-21-0078
GOODSPEED, JAMES
13252 CENTRAL AVE NE
BLAINE, MN 55434

PIN: 05-31-23-12-0058
BRITZ, JULIE
13276 ABERDEEN ST NE
BLAINE, MN 55449

PIN: 32-32-23-34-0036
LARSON, JOHN T
13340 CENTRAL AVE NE
ANOKA, MN 55304

PIN: 05-31-23-12-0036
PETERSON, COREY J
2046 242ND AVE NW
ST. FRANCIS, MN 55070

PIN: 32-32-23-43-0023
FRISCH HOLDINGS LLC
548 154TH AVE NE
HAM LAKE, MN 55304

PIN: 05-31-23-21-0075
BURZINSKI, KATHLEEN M
13262 CENTRAL AVE NE
BLAINE, MN 55434

PIN: 32-32-23-43-0024
STONE HARSTAD INC
2181 107TH LN NE
BLAINE, MN 55449

PIN: 05-31-23-12-0061
SCHNEIDER, JEANNE C
13270 ABERDEEN ST NE
BLAINE, MN 55449

PIN: 05-31-23-12-0064
SPOSITO, TERESA G
13242 ABERDEEN ST NE
BLAINE, MN 55449

PIN: 05-31-23-12-0071
STRAND, SUSAN M
13252 ABERDEEN ST NE
BLAINE, MN 55449



PIN: 32-32-23-34-0010
PETERSON PROPERTIES HAM LAKE
LLC
17749 JOHNSON ST NE
HAM LAKE, MN 55304

PIN: 32-32-23-43-0009
TRUDEAU, GUY R &
ELIZABETH M
1467 133RD LN NE
HAM LAKE, MN 55304

HAM LAKE, MN 55304
1467 133RD LN NE
ELIZABETH M
TRUDEAU, GUY R &
PIN: 32-32-23-43-0009

HAM LAKE, MN 55304
17749 JOHNSON ST NE
LLC
PETERSON PROPERTIES HAM LAKE
PIN: 32-32-23-34-0010



PIN: 32-32-23-43-0010
GRAY, JENNIFER
1457 133RD LN NE
HAM LAKE, MN 55304

PIN: 05-31-23-12-0070
AMFO, CONSTANCE
13254 ABERDEEN ST NE
BLAINE, MN 55434

PIN: 05-31-23-12-0052
OSUAGWU, NNAMDI V
13260 ABERDEEN ST NE
BLAINE, MN 55449

PIN: 05-31-23-12-0043
CITY OF BLAINE
10801 TOWN SQUARE DRIVE
BLAINE, MN 55449

PIN: 32-32-23-34-0042
ARCHWAY PROPERTIES LLC
13326 HIGHWAY 65 NE
HAM LAKE, MN 55304

PIN: 05-31-23-12-0054
AJAKAIYE, YEMI A
13264 ABERDEEN ST NE
BLAINE, MN 55449

PIN: 05-31-23-21-0076
KONJARIC, HAMIDA
13260 CENTRAL AVE NE
BLAINE, MN 55434

PIN: 05-31-23-12-0055
ROTIMI, MARY
13266 ABERDEEN ST E
BLAINE, MN 55449

PIN: 32-32-23-43-0001
SCHOENROCK HOLDINGS LLC
13319 HWY 65 NE
HAM LAKE, MN 55304

PIN: 32-32-23-43-0008
ANTINOZZI, ELIZABETH C
1509 133RD LN NE
HAM LAKE, MN 55304

PIN: 32-32-23-43-0011
BERPAW LLC
13327 HIGHWAY 65 NE
HAM LAKE, MN 55304

PIN: 32-32-23-43-0013
CBN ENTERPRISES LLC
1460 133RD LN NE
HAM LAKE, MN 55304

PIN: 05-31-23-12-0069
OKUNOLA, FAITH O
13256 ABERDEEN ST NE
BLAINE, MN 55449

~~PIN: 05-31-23-12-0043
CITY OF BLAINE
10801 TOWN SQUARE DRIVE
BLAINE, MN 55449~~

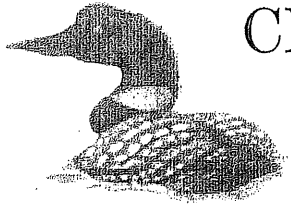
~~PIN: 32-32-23-34-0042
ARCHWAY PROPERTIES LLC
13326 HIGHWAY 65 NE
HAM LAKE, MN 55304~~

~~PIN: 05-31-23-12-0054
AJAKAIYE, YEMI A
13264 ABERDEEN ST NE
BLAINE, MN 55449~~

~~PIN: 05-31-23-12-0056
GILLIAM, GERALD L
13268 ABERDEEN ST NE
BLAINE, MN 55449~~

~~PIN: 05-31-23-12-0055
ROTIMI, MARY
13266 ABERDEEN ST E
BLAINE, MN 55449~~

~~PIN: 32-32-23-43-0001
SCHOENROCK HOLDINGS LLC
13319 HWY 65 NE
HAM LAKE, MN 55304~~



CITY OF HAM LAKE

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

CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, MAY 16, 2022

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, May 16, 2022 at 6:00 p.m. in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Acting Mayor Brian Kirkham and Councilmembers Jim Doyle, Gary Kirkeide and Jesse Wilken

MEMBERS ABSENT: Mayor Mike Van Kirk

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

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

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

2.0 PUBLIC COMMENT

Brian Elferts, 4830 170th Lane NE, was before the City Council stating concern for the condition of 170th Lane NE east of Lexington Avenue NE. Mr. Elferts is concerned with the City's plan to remove the millings and doesn't understand why they cannot add another layer of millings. Councilmember Kirkeide stated that the millings failed to extend the life of the street and did not hold up and caused problems with drainage. Councilmember Kirkeide stated that the street will be returned to gravel unless the City receives a petition to pave the street. Mr. Elferts asked why he pays taxes for streets like everyone else when his street is no longer going to be maintained. Acting Mayor Kirkham stated that Mr. Elferts could petition the neighbors to improve the street; residents would pay approximately \$22,000.00 and the City would pay the remainder.

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

3.1 Lt. Wilson, Anoka County Sheriff's Office Monthly Report

Lt. Wilson gave the summary of the Sheriff's Report for the month of April 2022. Lt. Wilson read two letters of recognition. The first for Deputy Nathan Arcand who assisted in the apprehension of a man charged with third-degree murder. Secondly to the Ham Lake Fire Department in assisting the Anoka County Sheriff's Department and East Bethel Fire Department in the arrest of a male who fled the Deputies by climbing up a tree; The Ham Lake Fire Departments ladder truck was used to assist in the apprehending the man.

4.0 CONSENT AGENDA

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

4.1 Approval of minutes of May 2, 2022

4.2 Approval of claims in the amount of \$248,969.61

- 4.3 Approval of hiring summer seasonal employees in Public Works
- 4.4 Approval of Resolution No. 22-17 scheduling a public hearing to vacate a portion of road right-of-way on 133rd Avenue NE in Section 32 (13319 Aberdeen Street NE)
- 4.5 Approval of a First Reading of an Ordinance regarding Article 10, Lot Line Adjustments and Estate Related Divisions, of the Ham Lake City Code
- 4.6 Approval of scheduling the Budget Workshop Meeting for Monday, June 6, 2022 (following the regularly scheduled City Council Meeting)

Motion by Doyle, seconded by Wilken, to approve the May 16, 2022 Consent Agenda as written. All present in favor, motion carried.

5.0 PLANNING COMMISSION RECOMMENDATIONS

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

Motion by Doyle, seconded by Wilken, to concur with the Planning Commission and approve an amendment to the Conditional Use Permit to operate Storage World at 16800 Highway 65 NE, allowing construction of an additional 40,000 square foot storage building subject to meeting all standards for site and building construction in Commercial Development 1 (CD-1) zoning and meeting all City, County and State requirements. All present in favor, motion carried.

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES – None

8.0 CITY ATTORNEY – None

9.0 CITY ENGINEER – None

10.0 CITY ADMINISTRATOR – None

11.0 COUNCIL BUSINESS

11.1 Committee Reports

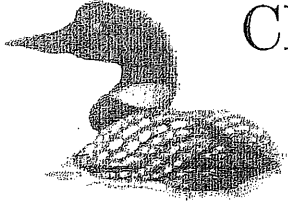
Councilmember Kirkeide stated that the Code Review Committee met to discuss uses for accessory buildings and that the State Building Code allows recreational uses if the building is being constructed as long as it meets the requirements of the State Building Code.

11.2 Announcements and future agenda items

Acting Mayor Kirkham stated that the new frontage road south of Crosstown Boulevard NE will have CD-1 zoning on the west side of the road and CD-2 zoning on the east side of the road. Councilmember Kirkeide stated that a new mercantile zoning should be created; this new zoning could also be used along the Lexington Avenue NE corridor. **It was the consensus of the City Council to add discussion of creating a mercantile zoning to the next City Council agenda.**

Motion by Kirkeide, seconded by Doyle, to adjourn the meeting at 6:23 p.m. All present in favor, motion carried.

Dawnette Shimek, Deputy City Clerk



CITY OF HAM LAKE

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

CITY OF HAM LAKE SPECIAL CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, MAY 23, 2022

The Ham Lake City Council and Economic Development Authority met for a Special Meeting on Monday, May 23, 2022 at 5:30 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 Van Kirk and Councilmembers Jim Doyle, Brian Kirkham, Gary Kirkeide and Jesse Wilken

MEMBERS ABSENT: None

OTHERS PRESENT: City Administrator, Denise Webster; and Deputy City Clerk, Dawnette Shimek

1.0 CALL TO ORDER – 5:30 P.M.

Mayor Van Kirk called the meeting to order at 5:30 p.m.

1.1 Consideration of the resignation of the Mayor and discussion of the open Mayor Position

Mayor Van Kirk stated that he is resigning from his position as Mayor of the City of Ham Lake, effective immediately.

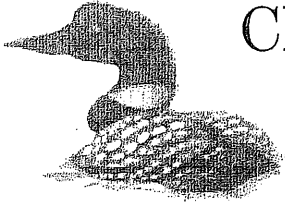
Motion by Kirkeide, seconded by Doyle, to appoint Brian Kirkham as Mayor to fill the remainder of the term expiring December 31, 2022. Councilmembers Kirkeide, Doyle and Wilken voted yes. Councilmember Kirkham abstained. Motion carried.

Former Mayor Van Kirk stated that while being in the Mayor's position he has created friendships with Councilmembers and Staff and has found the position fulfilling. Former Mayor Van Kirk thanked the Councilmembers and Staff.

Administrator Webster administered the Oath of Office to Mayor Kirkham.

Motion by Kirkeide, seconded by Doyle, to adjourn the meeting at 5:54 p.m. All in favor, motion carried.

Dawnette Shimek, Deputy City Clerk



CITY OF HAM LAKE

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

CITY OF HAM LAKE

SPECIAL CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES THURSDAY, MAY 26, 2022

The Ham Lake City Council and Economic Development Authority met for a Special Meeting on Thursday, May 26, 2022 at 6:00 p.m. in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Mayor Brian Kirkham and Councilmembers Jim Doyle, Gary Kirkeide and Jesse Wilken

MEMBERS ABSENT: None

OTHERS PRESENT: Deputy City Clerk, Dawnette Shimek

1.0 CALL TO ORDER – 6:02 P.M.

Mayor Kirkham called the meeting to order

1.1 Approval of an Ordinance regarding Article 10, Lot Line Adjustments and Estate Related Divisions, of the Ham Lake City Code

Motion by Kirkeide, seconded by Doyle, to adopt Ordinance No. 22-04 amending Article 10, Subdivision regulations, to clarify required criteria for lot line adjustments to outline procedures for estate related divisions of inherited property. Discussion followed regarding the qualifying property size. **All in favor, motion carried.**

Motion by Wilken, seconded by Kirkham, to adjourn the meeting at 6:11 p.m. All in favor, motion carried.

Dawnette Shimek, Deputy City Clerk

CITY OF HAM LAKE
CLAIMS SUBMITTED TO COUNCIL
June 6, 2022

CITY OF HAM LAKE

EFTS, CHECKS, AND BANK DRAFTS	05/19/22 - 06/8/22	
EFT	# 1661 - 1666	\$ 3,386.98
CHECKS	# 63991 - 64028	\$ 86,675.20
BANK DRAFTS	DFT0002371 - DFT0002381	\$ 50,304.76
REFUND CHECK	#63979 - 63990	\$ 27,050.00
MANUAL BANK DRAFT	DFT0002370	\$ 1,113.67
TOTAL EFTS, CHECKS, AND BANK DRAFTS		<u>\$ 168,530.61</u>
PAYROLL CHECKS		
05/20/22		\$ 45,931.74
06/03/22		\$ 36,431.99
TOTAL PAYROLL CHECKS		<u>\$ 82,363.73</u>
TOTAL OF ALL PAYMENTS		<u><u>\$ 250,894.34</u></u>
VOID CHECKS		
CHECKS		
EFT		
BANK DRAFTS		

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 6TH DAY OF JUNE 2022

MAYOR

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER



Payment Dates 5/19/2022 - 6/8/2022

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1661	OPTUM BANK - 6011	Health Savings Account-6011	Flexible spending	100-21705	54.17
1662	OPTUM BANK - 6011	Health Savings Account-6011	Flexible spending	100-21705	54.17
1663	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	72.60
1663	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1663	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	25.65
1663	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	75.22
1663	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1663	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	25.65
1663	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	74.55
1663	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1663	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	25.67
1664	CMT JANITORIAL SERVICES	SHERIFF'S OFFICE CLEANING	Cleaning service	100-41702-3430	130.00
1664	CMT JANITORIAL SERVICES	CITY HALL CLEANING	Cleaning service	100-41702-3430	520.00
1664	CMT JANITORIAL SERVICES	FIRE #2 CLEANING	Cleaning service	100-42202-3430	128.00
1664	CMT JANITORIAL SERVICES	FIRE #1 CLEANING	Cleaning service	100-42202-3430	136.00
1664	CMT JANITORIAL SERVICES	PW CLEANING	Cleaning service	100-43104-3430	125.00
1664	CMT JANITORIAL SERVICES	SR CENTER CLEANING	Cleaning service	100-44202-3430	254.00
1665	DELTA DENTAL PLAN OF MINN	JUNE DK COBRA	COBRA receivable	100-11502	42.00
1665	DELTA DENTAL PLAN OF MINN	JUNE DENTAL	Flexible spending	100-21705	970.30
1666	WICK COMMUNICATIONS-LEA	JUNE HAM LAKER	Printing	211-41704-3970	638.00
63991	ACE SOLID WASTE INC	JUNE ORGANICS	Waste management & recycli	231-43601-3630	329.09
63992	AKER DOOR SALES INC	BUILDING INSPECTION GARA	Operating supplies	100-42401-2290	21.15
63993	ANOKA COUNTY TREASURY D	JOINT POWERS AGREEMENT	Capital assets	411-41302-5110	3,404.52
63994	ANOKA COUNTY TREASURY D	MAY BROADBAND FIRE #2	Internet & website	100-41301-3220	75.00
63994	ANOKA COUNTY TREASURY D	MAY BROADBAND	Internet & website	100-41301-3220	37.50
63995	BAKER TILLY US LLP	ARPA SMALL BUSINESS GRAN	Covid 19	100-41701-4153	450.00
63996	BLAINE LOCK & SAFE, INC.	PW KEYS	Operating supplies	100-43101-2290	65.00
63997	BUSINESS ESSENTIALS	PAPER TOWEL DISPENSERS &	Operating supplies	100-44101-2290	687.00
63998	CENTRAL TRAILER SALES INC	#105 PJ UTILITY TANDEM TRAI	Controllable assets	100-44101-5120	4,820.44
63999	COMMISSIONER OF TRANSPO	CONSTANCE@MN65 SIGNAL	Equipment repair & maintena	100-43401-3440	507.07
64000	CONNEXUS ENERGY	CITY HALL	Electricity	100-41702-3610	833.22
64000	CONNEXUS ENERGY	GARAGE	Electricity	100-41702-3610	31.95
64000	CONNEXUS ENERGY	CITY SIGN	Electricity	100-41703-3610	102.30
64000	CONNEXUS ENERGY	SOUTH WELCOME	Electricity	100-41703-3610	14.44
64000	CONNEXUS ENERGY	FIRE #1	Electricity	100-42202-3610	450.97
64000	CONNEXUS ENERGY	FIRE #2	Electricity	100-42202-3610	238.12
64000	CONNEXUS ENERGY	SIRENS	Electricity	100-42302-3610	65.00
64000	CONNEXUS ENERGY	PW	Electricity	100-43104-3610	818.30
64000	CONNEXUS ENERGY	BUNKER/JEFFERSON SIGNALS	Electricity	100-43401-3610	60.92
64000	CONNEXUS ENERGY	LEXINGTON/CROSTOWN SIG	Electricity	100-43401-3610	46.73
64000	CONNEXUS ENERGY	STREET LIGHTS #1	Electricity	100-43401-3610	24.57
64000	CONNEXUS ENERGY	CROSTOWN/HWY 65 SIGNAL	Electricity	100-43401-3610	73.88
64000	CONNEXUS ENERGY	STREET LIGHTS #2	Electricity	100-43401-3610	270.01
64000	CONNEXUS ENERGY	HWY 65/ANDOVER BLVD SIGN	Electricity	100-43401-3610	74.36
64000	CONNEXUS ENERGY	HWY 65/CONSTANCE SIGNALS	Electricity	100-43401-3610	118.98
64000	CONNEXUS ENERGY	BUNKER/LEXINGTON SIGNALS	Electricity	100-43401-3610	65.01
64000	CONNEXUS ENERGY	HWY 65/BUNKER SIGNALS	Electricity	100-43401-3610	82.05
64000	CONNEXUS ENERGY	RADISSON/BUNKER SIGNALS	Electricity	100-43401-3610	80.63
64000	CONNEXUS ENERGY	SODERVILLE PARK	Electricity	100-44101-3610	36.45
64000	CONNEXUS ENERGY	HAM LAKE PARK	Electricity	100-44101-3610	181.90
64000	CONNEXUS ENERGY	SODERVILLE PARK WELL	Electricity	100-44101-3610	13.50
64000	CONNEXUS ENERGY	LION'S PARK CONCESSION	Electricity	100-44102-3610	73.45
64000	CONNEXUS ENERGY	HAM LAKE PARK SHELTER	Electricity	100-44102-3610	30.29
64000	CONNEXUS ENERGY	LION'S PARK PAVILION	Electricity	100-44102-3610	122.29

Council Approval List

Payment Dates: 5/19/2022 - 6/8/2022

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
64000	CONNEXUS ENERGY	HAM LAKE PARK CONCESSION	Electricity	100-44102-3610	109.52
64000	CONNEXUS ENERGY	HAM LAKE PARK BUILDING	Electricity	100-44102-3610	108.92
64000	CONNEXUS ENERGY	SR CENTER	Electricity	100-44202-3610	448.65
64000	CONNEXUS ENERGY	STREET LIGHTS	Electricity	232-43701-3610	4,512.00
64002	CONNEXUS ENERGY	HAM LAKE WELL 10/21 - 4/22	Electricity	100-44101-3610	761.32
64003	DEARBORN LIFE INS CO	JUNE VOL LIFE	Other payroll deductions	100-21706	185.70
64003	DEARBORN LIFE INS CO	JUNE LIFE	Other payroll deductions	100-21706	54.40
64003	DEARBORN LIFE INS CO	CH JUNE LIFE	Life/disability/other insurance	100-43101-1320	3.20
64004	ERIK SKOGQUIST	2ND QTR ASSESSING	Assessing/property tax admin	100-41403-3105	9,984.80
64005	FIRST STATE TIRE RECYCLING	SPRING RECYCLING - TIRES	Waste management & recycli	231-43601-3630	443.00
64006	HAM LAKE HAULERS INC	1ST QTR RECYCLING	Waste management & recycli	231-43601-3630	8,127.50
64007	J.R.'S ADVANCED RECYCLERS	SPRING RECYCLE DAY	Waste management & recycli	231-43601-3630	1,780.00
64008	LEPAGE & SONS INC	5/13/22 YARDWASTE	Waste management & recycli	231-43601-3630	426.60
64008	LEPAGE & SONS INC	5/17 & 5/20 YARDWASTE	Waste management & recycli	231-43601-3630	853.20
64009	MARK KOLLMANN	LOWE'S - FIRE #1 BATHROOM	Building repair & maintenanc	100-42202-2310	33.68
64010	MARY WELLS	2ND QTR ASSESSING	Assessing/property tax admin	100-41403-3105	9,984.80
64011	MINNESOTA EQUIPMENT	#53 PLUG	Equipment parts & supplies	100-44101-2320	11.40
64012	NARDINI FIRE EQUIPMENT CO	FIRE #2 EXTINGUISHER INSPE	Equipment repair & maintena	100-42201-3440	59.30
64013	NCPEERS GROUP LIFE INSURAN	JUNE LIFE	Other payroll deductions	100-21706	112.00
64014	NEWMAN TRAFFIC SIGNS INC	SIGN POSTS	Street signs	100-43401-2250	836.42
64015	OCCUPATIONAL HEALTH CENT	DRUG TESTING	Personnel testing & recruitme	100-44101-3150	152.00
64016	SHOTGUN DRAMA JUNKIES LL	FREEDOM FEST ENTERTAINM	Community celebrations	100-41701-4115	1,000.00
64017	SITEONE LANDSCAPE SUPPLY	HERBICIDE	Operating supplies	100-44101-2290	560.64
64018	SUNRISE RIVER WMO	SUNRISE RIVER WMO 2022 2	Sunrise WMO	100-43201-3710	2,079.11
64019	TASC	JULY	Other professional services	100-41701-3190	15.00
64020	TYLER TECHNOLOGIES INC	YEARLY MAINT 1/23 - 6/23	Prepaid expense	100-15501	12,102.81
64020	TYLER TECHNOLOGIES INC	YEARLY MAINT 7/22 - 12/22	Computer & software support	100-41401-3120	12,102.81
64021	UNLIMITED SUPPLIES INC	MISC SUPPLIES	Operating supplies	100-43101-2290	132.04
64022	UPPER RUM RIVER WATERSHE	URRWMO 2022 2ND HALF	Upper Rum River WMO	100-43201-3720	1,173.46
64023	US BANK CORPORATE PAYME	Zoom-- May Zoom-DW	Dues & subscriptions	100-41201-3920	12.84
64023	US BANK CORPORATE PAYME	Aurora-- Aurora Audio Paystru	Training/conferences/schools	100-41401-3510	219.00
64023	US BANK CORPORATE PAYME	AMAZON-mouse for Nicole-N	Office supplies	100-41701-2110	-29.95
64023	US BANK CORPORATE PAYME	Amazon-#8 envelopes-NW	Office supplies	100-41701-2110	48.27
64023	US BANK CORPORATE PAYME	Amazon-thermal pouches, sh	Office supplies	100-41701-2110	31.47
64023	US BANK CORPORATE PAYME	Amazon-mouse for Nicole-N	Office supplies	100-41701-2110	29.95
64023	US BANK CORPORATE PAYME	Amazon-packing tape-NW	Office supplies	100-41701-2110	22.97
64023	US BANK CORPORATE PAYME	IOS-CARD STOCK, COPIER PAP	Office supplies	100-41701-2110	142.39
64023	US BANK CORPORATE PAYME	IOS-copier paper, envelopes, l	Office supplies	100-41701-2110	51.29
64023	US BANK CORPORATE PAYME	Amazon-mouse pad-NW	Office supplies	100-41701-2110	9.99
64023	US BANK CORPORATE PAYME	IOS-numeric labels-NW	Office supplies	100-41701-2110	9.92
64023	US BANK CORPORATE PAYME	AMAZON-mouse for Nicole-N	Office supplies	100-41701-2110	19.99
64023	US BANK CORPORATE PAYME	Amazon-vacuum filters-NW	Operating supplies	100-41701-2290	16.89
64023	US BANK CORPORATE PAYME	Amazon-doorbell alert-NW	Operating supplies	100-41701-2290	26.66
64023	US BANK CORPORATE PAYME	Amazon-sticky pest traps-NW	Operating supplies	100-41701-2290	14.99
64023	US BANK CORPORATE PAYME	Patheon-Apr/May website-N	Software licenses & upgrades	100-41701-2510	300.00
64023	US BANK CORPORATE PAYME	Amazon-phone cords-NW	Phones/radios/pagers	100-41701-3210	6.21
64023	US BANK CORPORATE PAYME	Emergency Equip Prof-- Hood	Clothing & personal protectiv	100-42201-2210	414.96
64023	US BANK CORPORATE PAYME	Mansettis-- Pizza Burn-MR	Emergency food & beverage	100-42201-2220	163.50
64023	US BANK CORPORATE PAYME	Lowes-- Fuel Cans Burn-MR	Fuel	100-42201-2230	184.94
64023	US BANK CORPORATE PAYME	Holiday Station-- Gas-MR	Fuel	100-42201-2230	22.57
64023	US BANK CORPORATE PAYME	Amazon-AA Batteries-NW	Operating supplies	100-42201-2290	33.31
64023	US BANK CORPORATE PAYME	Amazon-batteries-NW	Operating supplies	100-42201-2290	16.53
64023	US BANK CORPORATE PAYME	Menards-- Carpet scrubber re	Rentals-other	100-42201-3390	42.84
64023	US BANK CORPORATE PAYME	Menards-- Sheetrock Burn-M	Training/conferences/schools	100-42201-3510	151.86
64023	US BANK CORPORATE PAYME	MBTE-- FF License-MR	Professional licenses & certifi	100-42201-3520	50.00
64023	US BANK CORPORATE PAYME	Amazon-Fire training book-N	Training supplies	100-42201-3530	110.00
64023	US BANK CORPORATE PAYME	Hampton Inn-Hotel - Septic tr	Training/conferences/schools	100-42401-3510	551.88
64023	US BANK CORPORATE PAYME	Amazon-HL Pavilion vacuum c	Operating supplies	100-44101-2290	87.99
64025	VERIZON WIRELESS	MR	Phones/radios/pagers	100-42201-3210	41.21
64025	VERIZON WIRELESS	TD, MJ, TK & 2 LAPTOPS	Phones/radios/pagers	100-42401-3210	208.65

Council Approval List

Payment Dates: 5/19/2022 - 6/8/2022

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
64025	VERIZON WIRELESS	JK, JW,CH, CS, EH, & 2 LAPTOP	Phones/radios/pagers	100-43101-3210	304.77
64025	VERIZON WIRELESS	DH, AC	Phones/radios/pagers	100-44101-3210	82.42
64026	VERIZON WIRELESS	MR	Phones/radios/pagers	100-42201-3210	41.21
64026	VERIZON WIRELESS	TD, MJ, TK & 2 LAPTOPS	Phones/radios/pagers	100-42401-3210	208.65
64026	VERIZON WIRELESS	JK, JW, CS, EH, & 2 LAPTOPS	Phones/radios/pagers	100-43101-3210	252.85
64026	VERIZON WIRELESS	DH, AC	Phones/radios/pagers	100-44101-3210	82.42
64027	VERIZON WIRELESS	612-916-1358 SR CTR	Phones/radios/pagers	100-44201-3210	8.49
64028	WRIGHT-HENNEPIN COOPERA	EQUIPMENT/PARTS	Building repair & maintenanc	100-41702-2310	125.00
64028	WRIGHT-HENNEPIN COOPERA	SECURITY MONITORING	Monitoring	100-41702-3145	32.95
64028	WRIGHT-HENNEPIN COOPERA	ELEVATOR MONITORING	Monitoring	100-41702-3145	10.00
64028	WRIGHT-HENNEPIN COOPERA	PW FIRE PANEL MONITORING	Monitoring	100-43104-3145	52.95
DFT0002371	COMPENSATION CONSULTAN	Health Savings Account	Flexible spending	100-21705	333.32
DFT0002372	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	1,520.00
DFT0002372	EMPOWER	Roth IRA	Deferred compensation	100-21704	100.00
DFT0002373	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	4,863.89
DFT0002373	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,834.24
DFT0002373	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	7,335.14
DFT0002374	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,259.87
DFT0002375	PERA	Retirement-Coordinated	PERA	100-21703	6,475.85
DFT0002375	PERA	Retirement-Elected Officials	PERA	100-21703	40.84
DFT0002375	PERA	Retirement-Police & Fire	PERA	100-21703	1,086.98
DFT0002376	MN STATE DEPT OF REVENUE-	APRIL '22 FUEL TAX	Fuel	100-43101-2230	53.87
DFT0002377	COMPENSATION CONSULTAN	Health Savings Account	Flexible spending	100-21705	333.32
DFT0002378	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	1,520.00
DFT0002378	EMPOWER	Roth IRA	Deferred compensation	100-21704	100.00
DFT0002379	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	4,912.27
DFT0002379	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,538.46
DFT0002379	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	6,098.80
DFT0002380	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,274.86
DFT0002381	PERA	Retirement-Coordinated	PERA	100-21703	6,483.05
DFT0002381	PERA	Retirement-Police & Fire	PERA	100-21703	1,140.00
Grand Total:					140,366.94

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	119,853.03
211 - HAM LAKER	638.00
231 - RECYCLING	11,959.39
232 - STREET LIGHT	4,512.00
411 - ELECTION EQUIPMENT	3,404.52
Grand Total:	140,366.94

Account Summary

Account Number	Account Name	Payment Amount
100-11502	COBRA receivable	42.00
100-15501	Prepaid expense	12,102.81
100-21701	Federal WH/FICA/MC	26,582.80
100-21702	State W/H	4,534.73
100-21703	PERA	15,226.72
100-21704	Deferred compensation	3,240.00
100-21705	Flexible spending	1,745.28
100-21706	Other payroll deductions	352.10
100-41201-3920	Dues & subscriptions	12.84
100-41301-3220	Internet & website	112.50
100-41401-3120	Computer & software su	12,102.81
100-41401-3510	Training/conferences/sc	219.00
100-41403-3105	Assessing/property tax a	19,969.60
100-41701-2110	Office supplies	336.29
100-41701-2290	Operating supplies	58.54
100-41701-2510	Software licenses & upgr	300.00
100-41701-3190	Other professional servi	15.00
100-41701-3210	Phones/radios/pagers	6.21
100-41701-4115	Community celebrations	1,000.00
100-41701-4153	Covid 19	450.00
100-41702-2310	Building repair & mainte	125.00
100-41702-3145	Monitoring	42.95
100-41702-3430	Cleaning service	650.00
100-41702-3610	Electricity	865.17
100-41703-3610	Electricity	116.74
100-42201-2210	Clothing & personal prot	414.96
100-42201-2220	Emergency food & Bever	163.50
100-42201-2230	Fuel	207.51
100-42201-2290	Operating supplies	49.84
100-42201-3210	Phones/radios/pagers	82.42
100-42201-3390	Rentals-other	42.84
100-42201-3440	Equipment repair & mai	59.30
100-42201-3510	Training/conferences/sc	151.86
100-42201-3520	Professional licenses & c	50.00
100-42201-3530	Training supplies	110.00
100-42202-2310	Building repair & mainte	33.68
100-42202-3430	Cleaning service	264.00
100-42202-3610	Electricity	689.09
100-42302-3610	Electricity	65.00
100-42401-2290	Operating supplies	21.15
100-42401-3210	Phones/radios/pagers	417.30
100-42401-3510	Training/conferences/sc	551.88
100-43101-1320	Life/disability/other insu	3.20
100-43101-2210	Clothing & personal prot	222.37
100-43101-2230	Fuel	53.87
100-43101-2240	Safety supplies	36.00
100-43101-2290	Operating supplies	197.04
100-43101-3210	Phones/radios/pagers	557.62

Account Summary

Account Number	Account Name	Payment Amount
100-43104-3145	Monitoring	52.95
100-43104-3430	Cleaning service	125.00
100-43104-3610	Electricity	818.30
100-43201-3710	Sunrise WMO	2,079.11
100-43201-3720	Upper Rum River WMO	1,173.46
100-43401-2250	Street signs	836.42
100-43401-3440	Equipment repair & mai	507.07
100-43401-3610	Electricity	897.14
100-44101-2210	Clothing & personal prot	76.97
100-44101-2290	Operating supplies	1,335.63
100-44101-2320	Equipment parts & suppl	11.40
100-44101-3150	Personnel testing & recr	152.00
100-44101-3210	Phones/radios/pagers	164.84
100-44101-3610	Electricity	993.17
100-44101-5120	Controllable assets	4,820.44
100-44102-3610	Electricity	444.47
100-44201-3210	Phones/radios/pagers	8.49
100-44202-3430	Cleaning service	254.00
100-44202-3610	Electricity	448.65
211-41704-3970	Printing	638.00
231-43601-3630	Waste management & r	11,959.39
232-43701-3610	Electricity	4,512.00
411-41302-5110	Capital assets	3,404.52
	Grand Total:	140,366.94

Project Account Summary

Project Account Key	Payment Amount
None	128,407.55
231001001	8,127.50
231002001	2,223.00
231004009	1,279.80
231009001	329.09
	Grand Total:
	140,366.94



City of Ham Lake, MN

Refund Check Register

Packet: ARPKT00400 - 05/18/22 TRUST REFUNDS

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00160	ANOKA COUNTY RADIO CLUB	5/19/2022	63979	150.00
00184	NORTHERN LIGHTS HOMESCHOOL	5/19/2022	63980	150.00
			Total Refund Amount:	300.00

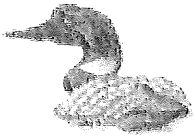
Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	300.00
Revenue Totals:	300.00

General Ledger Distribution

Posting Date: 05/19/2022

Account Number	Account Name	Posting Amount	IFT
Fund: 890 - TRUST FUND			
890-10101	Cash-claim on pooled cash	-300.00	Yes
890-11501	Misc receivables	300.00	
	890 Total:	0.00	
Fund: 999 - POOLED CASH			
999-10100	Pooled Cash	-300.00	
999-20702	Due to other funds	300.00	Yes
	999 Total:	0.00	
	Distribution Total:	0.00	



Packet: ARPKT00413 - 6/2/22 TRUST REFUNDS

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00056	PRICE CUSTOM HOMES	6/1/2022	63981	5,100.00
00060	PARENT CUSTOM HOMES	6/1/2022	63982	5,100.00
00070	MATTHEW HOMES INC	6/1/2022	63983	2,500.00
00088	HEATH ALLEN HOMES	6/1/2022	63984	2,500.00
00092	DIVERSE CO LLC	6/1/2022	63985	6,000.00
00174	RENOVATION CONCEPTS	6/1/2022	63986	2,500.00
00194	SEE MOUA	6/1/2022	63987	150.00
00203	WAY OF THE SHEPHERD	6/1/2022	63988	150.00
00214	MARK CROSSON	6/1/2022	63989	150.00
00220	PREMIER CUSTOM HOMES INC	6/1/2022	63990	2,600.00
Total Refund Amount:				26,750.00

Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	26,750.00
Revenue Totals:	26,750.00

General Ledger Distribution

Posting Date: 06/01/2022

Account Number	Account Name	Posting Amount	IFT
Fund: 890 - TRUST FUND			
890-10101	Cash-claim on pooled cash	-26,750.00	Yes
890-11501	Misc receivables	26,750.00	
	890 Total:	0.00	
Fund: 999 - POOLED CASH			
999-10100	Pooled Cash	-26,750.00	
999-20702	Due to other funds	26,750.00	Yes
	999 Total:	0.00	
	Distribution Total:	0.00	



City of Ham Lake, MN

Check Register

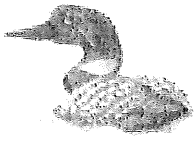
Packet: APPKT01588 - HAM LAKER POSTAGE - JUNE

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
USPOSTMASTER	US POSTMASTER	04/28/2022	Bank Draft	0.00	1,113.67	DFT0002370
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>JUNE '22</u>	Invoice	04/28/2022	POSTAGE 6629 x .168	0.00	1,113.67	
<u>211-41704-2120</u>		Postage			1,113.67	

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	1,113.67
EFT's	0	0	0.00	0.00
	1	1	0.00	1,113.67



City of Ham Lake, MN

EFT Payroll Check Register

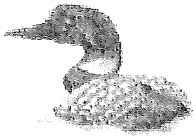
Report Summary

Pay Period: 5/1/2022-5/14/2022

Packet: PYPKT01321 - PPE 5/14/22 PAID 5/20/22

Payroll Set: City of Ham Lake - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	73	45,931.74
Total	73	45,931.74



City of Ham Lake, MN

EFT Payroll Check Register Report Summary

Pay Period: 5/15/2022-5/28/2022

Packet: PYPKT01326 - PPE 5/28/22 PAID 6/3/22

Payroll Set: City of Ham Lake - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	37	36,431.99
Total	37	36,431.99

RESOLUTION NO. 22-XX
RESOLUTION APPROVING CONTRIBUTIONS

WHEREAS, the City of Ham Lake is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statutes Sections 412.21 and 465.03 for the benefit of its citizens, and

WHEREAS, the following persons and entities have offered to contribute the cash sums set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>
Ham Lake Chamber of Commerce (4 th of July Freedom Festival)	\$4,000.00

WHEREAS, all such sums have been contributed to assist the City in the establishment and operation of programs within the City's corporate limits either alone or in cooperation with others, as allowed by law; and

WHEREAS, the City Council hereby finds that it is appropriate to accept the contributions offered.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ham Lake, Minnesota, as follows:

1. The contributions described above are hereby accepted by the City of Ham Lake and shall be used to establish and operate programs within the City's corporate limits either alone or in cooperation with others, as allowed by law.
2. That the City Clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's contribution.

Adopted by the City Council of the City of Ham Lake this 6th day of June, 2022.

Brian Kirkham, Mayor

Denise Webster, City Clerk

LG555 Government Approval or Acknowledgment for Use of Gambling Funds

Keep this completed form attached to the LG100C in your organization's records. You do not need to submit this form to the Gambling Control Board or the Department of Revenue.

ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)

Organization Name: <u>Ham Lake Chamber of Commerce</u>	License Number: <u>02948</u>
--	------------------------------

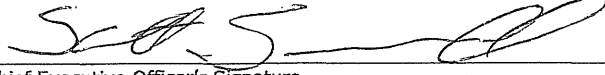
Address: <u>15544 Central Ave. NE</u>	City/State/Zip: <u>Ham Lake, MN 55304</u>
---------------------------------------	---

1. Amount of proposed lawful purpose expenditure: \$ 4000.00
2. Check one expenditure category:
- A. **Contribution to a unit of government**—United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
 - B. **Wildlife management project or activity** that benefits the public at large, with approval by the Minnesota Department of Natural Resources (DNR).
 - C. **Grooming and maintaining snowmobile or all-terrain vehicle trails** established under Minnesota Statutes, Sections 84.83 and 84.927, including purchase or lease of equipment, with approval by the DNR. All trails must be open to public use.
 - D. **Supplies and materials for safety training and educational programs** coordinated by the DNR, including the Enforcement Division.
 - E. **Citizen monitoring of surface water quality testing** for public waters by individuals or nongovernmental organizations, with Minnesota Pollution Control Agency (MPCA) guidance on monitoring procedures, quality assurance protocols, and data management, providing that data is submitted to the MPCA.

3. Describe the proposed expenditure, including vendors:

Money to be used for Local 4th of July Freedom Festival

- **NO FINANCIAL OR OTHER BENEFIT:** I affirm that the contribution or expenditure does not result in any monetary, economic, financial, or material benefit to our organization, in compliance with Minn. Rule 7861.0320, subp. 17, para. C.
- **FOR DNR-RELATED PROJECTS:** I affirm that when lawful gambling funds are used for grooming and maintaining snowmobile or all-terrain vehicle trails or for any wildlife management project for which reimbursement is received from a unit of government, the reimbursement funds must be deposited in our lawful gambling account and recorded on form LG100C.
- **FOR SURFACE WATER QUALITY TESTING:** I affirm that the MPCA has been consulted in developing the monitoring plan and that the data collected will be submitted to the MPCA. Send form for signature to: Manager, Water Monitoring Section, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, MN 55155. Website: www.pca.state.mn.us

 Chief Executive Officer's Signature	<u>May 24, 2022</u> Date
<u>Scott Summerbell</u> Print Name	<u>612-414-3116</u> Daytime Phone

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

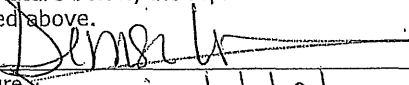
Contribution amount: \$ 4,000. Government use of contribution (check one):

- Wildlife**—DNR approves the wildlife management project or activity.
- Trails**—DNR approves the grooming/maintaining of snowmobile and/or all-terrain vehicle trails.
- Safety training**—DNR approves the supplies/materials for DNR safety training and educational programs.
- Water quality testing**—MPCA approves the surface water quality testing project.
- Donation to other unit of government** (city, county, state, federal, or any of their subdivisions) provided the funds will not be used for a pension or retirement fund.

Unit of Government: <u>City of Ham Lake</u>	Phone: <u>763-434-9555</u>
---	----------------------------

Address: <u>15544 Central Ave. NE</u>	City/State/Zip: <u>Ham Lake, MN 55304</u>
---------------------------------------	---

By signature below, the representative of the unit of government acknowledges and approves the contribution amount for the use as listed above.

 Signature	<u>5/25/2022</u> Date
<u>Denise Webster</u> Print Name	<u>City Administrator</u> Title

Questions? Contact the Minnesota Gambling Control Board at 651-539-1900. This form will be made available in alternative format (i.e. large print, braille) upon request. The information requested on this form will become public information, when requested by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

Meeting Date: June 6, 2022

CITY OF HAM LAKE
STAFF REPORT

To: Mayor and City Council

From: Mark Jones, Building Official

Subject: Setback Variance located at 2360 148th Avenue NE

Introduction:

Jeff and Colleen Downham are proposing to build an addition onto their existing home making it more accessible as they age. Due to the location of the septic area, well, and garage, the only option for the addition is to the south. The addition would sit 42 feet from the property line which means it would encroach 8 feet into the setback area. This doesn't meet Table 10-1 requiring a 50 foot setback from the property line. Due to the mentioned hardships, a setback variance is an appropriate request.

Recommendation:

I recommend approving the setback variance to construct an addition to the existing house.

May 25, 2022

Jeff and Colleen Downham
2360 148th Ave NE
Ham Lake, MN 55304

To Whom It May Concern,

We moved to Ham Lake not knowing at the time that we would love it so much and after 17 years have decided this would be a great location for our forever home. Our children are grown and no longer live with us so we decided this would be a great time to add on making this a home more accessible to accommodate our needs as we get older.

The best way to make this happen is by extending the house to the South. The South side of the house currently sits 58 feet from the property line and with the addition, the home would sit 42 feet from the property line, meaning we are encroaching on the setback by only 8 feet. We would like to ask that you grant us the variance to do this. This would allow us better flow upstairs and the downstairs would become more of the central living space with master bedroom, family room and laundry room all being on one level.

With this addition, our options are limited to only extending to the South. We cannot extend to the front or North of the house due to our well being in the front yard. The East holds our garage and the West holds our septic and drainage field as well as a designated area for any future septic systems if needed.

In summary, this really only leaves us with the option of extending the house to the South. We respectfully ask that you grant us the variance so that we can continue to enjoy our forever home in Ham Lake.

Sincerely,



Jeff and Colleen Downham

Anoka County Parcel Viewer



Parcel Information:

28-32-23-12-0038

2360 148TH AVE NE

HAM LAKE

MN 55304

Plat: LUND'S PINE CREEK ESTATES

Approx. Acres: 0.73

Commissioner: JULIE BRAASTAD

Owner Information:

DOWNHAM, JEFFREY P

2360 148TH AVE NE

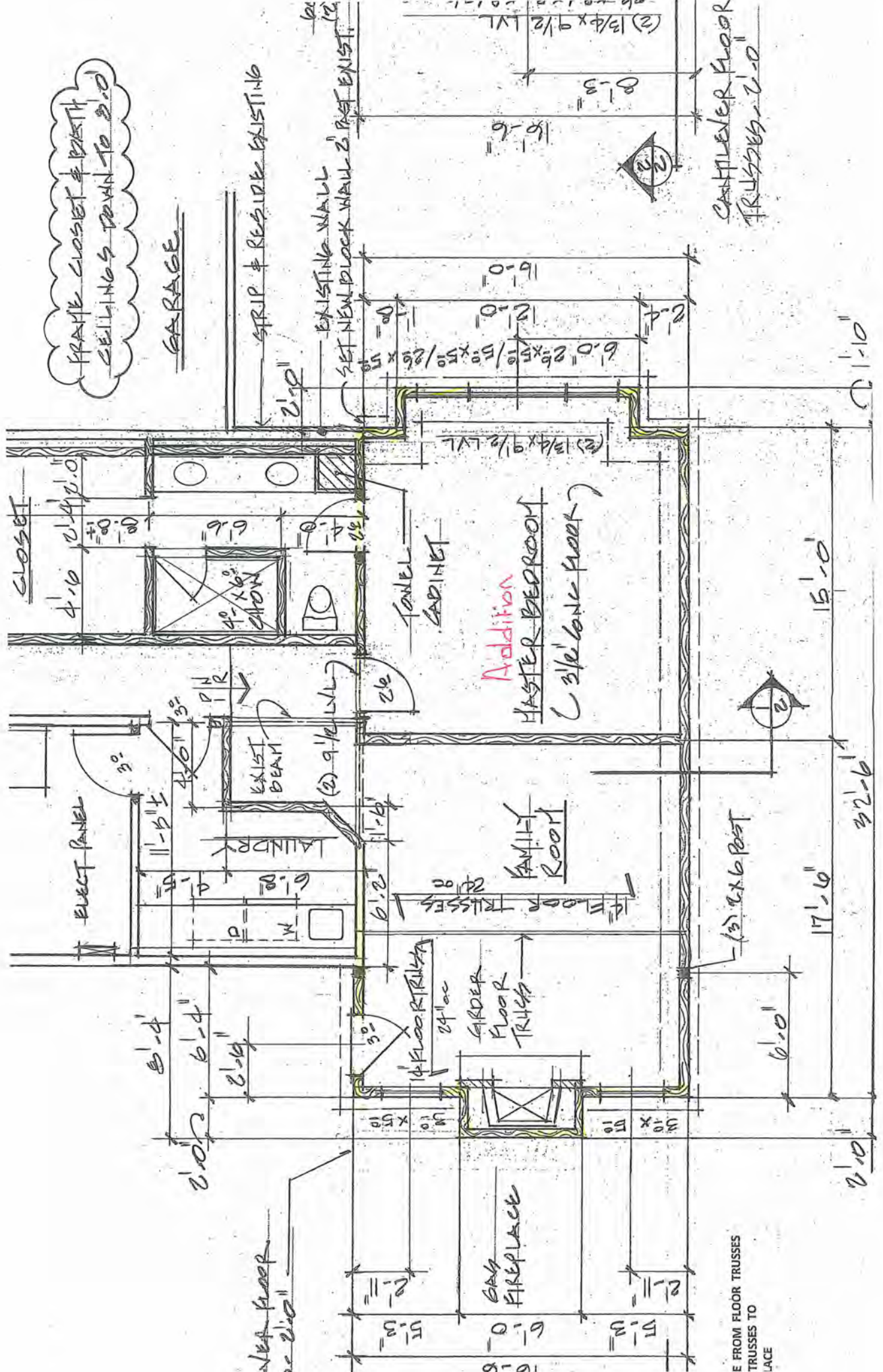
HAM LAKE

MN

55304



FRAME CLOSET & BATH
CEILING DOWN TO 2'-0"



GARAGE

STRIP & RESURFACE EXISTING

EXISTING WALL
SET NEW BLOCK WALL 2' EAST EXIST.

CLOSET

ELECT PANEL

LAUNDRY

4" x 6" STUD

EXIST BEAM

TOWER CABINET

ADDITION
MASTER BEDROOM
(3 1/2' LONG FRONT)

KITCHEN

TRUSSES

ROOF

14 FLOOR TRUSSES

GARAGE FLOOR TRUSSES

GAS FIREPLACE

(3) 2x6 POST

FROM FLOOR TRUSSES
TRUSSES TO
LACE

CATHERED FLOOR
TRUSSES - 2'-0"



5'-4"
6'-4"
2'-6"

5'-3"
6'-0"
5'-3"

5'-3"
6'-0"
5'-3"

5'-3"
6'-0"
5'-3"

6'-0"

17'-6"

32'-6"

15'-0"

11'-0"

16'-6"

8'-3"

(2) 13/4 x 9 1/2 LVL

6'-0"

2'-0"

6'-0" 2x5/50 / 50 x 50 / 2x5 x 50

2'-0"

2'-0"

2'-0"

2'-0"

2'-0"

2'-0"

2'-0"

2'-0"

2'-0"

2'-0"

2'-0"

2'-0"

2'-0"

2'-0"

2'-0"

2'-0"

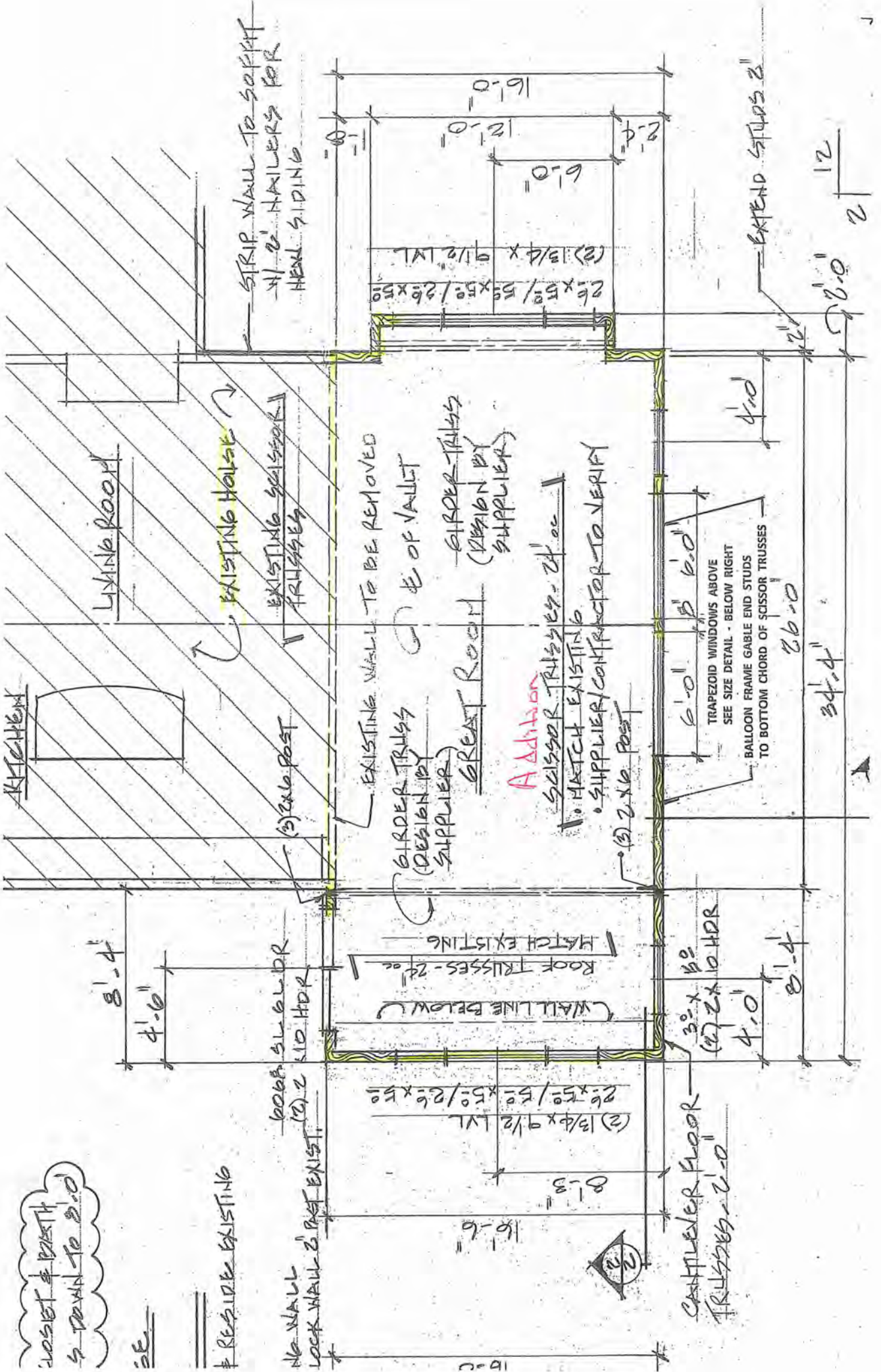
2'-0"

2'-0"

2'-0"

2'-0"

2'-0"



NOSE & PARTIAL
SIDE WALL TO 8'-0"

SE

RESIDE EXISTING

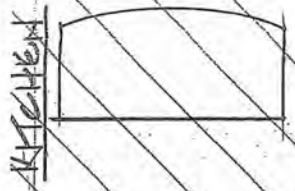
NO WALL
LOCK WALL 2' PART EXIST.

600R SLU 6LDR
(2) 2 X 10 HDR

(2) 13/4 X 9 1/2 LVL
2x5@5' / 5x5@5' / 2x5@5'

(WALL LINE BELOW)
ROOF TRUSSES - 24' OC
MATCH EXISTING

CATPILLER FLOOR
TRUSSES - 2'-0"
3" X 10"
(2) 2 X 10 HDR



LIVING ROOM

EXISTING HOUSE

EXISTING SCISSOR
TRUSSES

EXISTING WALL TO BE REMOVED

GIRDER TRUSS
(DESIGN BY
SUPPLIER)

E OF VAULT

GIRDER TRUSS
(DESIGN BY
SUPPLIER)

GREAT ROOM

ADDITION

SCISSOR TRUSSES - 24' OC
MATCH EXISTING

SUPPLIER/CONTRACTOR TO VERIFY

(3) 2 X 16 POST

TRAPEZOID WINDOWS ABOVE
SEE SIZE DETAIL - BELOW RIGHT
BALLOON FRAME GABLE END STUDS
TO BOTTOM CHORD OF SCISSOR TRUSSES

EXTEND STUDS 2'

2

2'-0"

4'-0"

34'-4"

26'-0"

8'-10"

8'-3"

16'-6"

8'-0"

4'-0"

2'-0"

Meeting Date: June 6, 2022

CITY OF HAM LAKE
STAFF REPORT

To: Mayor and Councilmembers

From: Mark Jones, Building Official

Subject: Grant of License Agreement located at 17710 National Street NE

Introduction:

Lawrence and Maggie Houle have an accessory building and would like to install a hard surfaced driveway to access the accessory building. Due to the location of the septic area, the only place to install the driveway is within the 10 foot easement of the property which does not meet Table 10-1 requiring a 10 foot setback from the property line. Due to the mentioned hardship, a license agreement is an appropriate request.

Recommendation:

I recommend approving the grant of license agreement to construct a driveway within the easement.

License Agreement

Agreement, made this ____ day of _____, 2022 between the City of Ham Lake, a Political Subdivision under the laws of the State of Minnesota (“City”) and Lawrence J. Houle and Maggie A. Houle (“Owners”).

Recitals

Owners are the current owners of the Benefitted Parcel located at 17710 National St NE, Ham Lake, Minnesota (Lot 2, Block 3, Bluegrass Estates Second Addition, Anoka County, Minnesota). City is the owner of a 10-foot drainage and utility easement across said Benefitted Parcel, including along the southwest perimeter of the lot, and a roadway easement adjacent to the lot.

It is therefore agreed as follows:

Grant of License

The City of Ham Lake, does hereby grant unto Owners and successors in title, a license to construct and maintain a driveway that crosses within the City’s easements.

This grant of license is subject to the following conditions:

1. No usage of said easements shall be permitted which interferes with any drainage pattern, traffic pattern, or other needed public usage;
2. If, in the future, the City, in its sole discretion, deems it necessary to utilize the licensed area for any lawful public purpose for which the land was dedicated, City may require that the licensees remove any object or structure, and may terminate any or all of this License at any time. Further, if licensees fail to remove any object or structure as directed, City retains the right to remove any such object or structure, and licensee accepts the risk of any loss.
3. The Benefitted Parcel to which this license applies is: **Lot 2, Block 3, Bluegrass Estates Second Addition, Anoka County, Minnesota, (PIN# 01-32-23-13-0011)** which may be used for the construction and maintenance of a driveway that crosses within the City’s easements.

Executed this ____ day of _____, 2022.

The following page contains signatures and acknowledgements.

City of Ham Lake:

Owners:

Brian Kirkham, Mayor

Lawrence J. Houle

Denise Webster, Clerk

Maggie A. Houle

State of Minnesota)
) ss Acknowledgment
County of Anoka)

The foregoing instrument was acknowledged before me this ____ day of _____, 2022, by Brian Kirkham and Denise Webster, the Mayor and Clerk, respectively, of the City of Ham Lake, a Political Subdivision, on behalf of the City.

Notary Public

State of Minnesota)
) ss Acknowledgment
County of _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2022, Lawrence J. Houle and Maggie A. Houle, husband and wife.

Notary Public

Drafted by:
City of Ham Lake
15544 Central Ave. NE
Ham Lake, MN 55304

Anoka County Parcel Viewer



Parcel Information: Approx. Acres: 0.88
35-32-23-12-0005 Commissioner: JULIE BRAASTAD
3852 BUNKER LAKE BLVD NE
HAM LAKE
MN 55304
Plat:

Owner Information:
OVERLIE, EVELYN A
3852 BUNKER LK BLVD NE
HAM LAKE
MN
55304



Anoka County GIS

1:600

Date: 6/1/2022

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

Meeting Date: June 6, 2022

CITY OF HAM LAKE

To: Mayor and Councilmembers
From: Mike Raczkowski, Fire Chief
Item/Title/Subject: Fire Department Regulations

Introduction/Discussion:

The Regulations of the Ham Lake Fire Department were last revised in 2010. The regulations were written to align with what the department is currently doing and a few new policies to help with areas not covered. They have been put in a booklet format to include Policy and Suggested Operating Guideline (SOG). The following is a list of significant changes with all changes highlighted.

Summary of changes to regulations:

- Mission statement
- Regulation 3-4 was removed and incorporated into regulation 3-2 and 3-3
- Regulation 4-2 Added continuing education to officers' positions
- Regulation 7-5 Personal Time Off / Changed from Vacation time
- Regulation 8-1 Drill requirements for a fulltime Firefighter/EMS
- Regulation 8-3 Added Disciplinary steps for missing drills
- Regulation 9-1 Physical Fitness now required every year
- Policy 1: Compensation Changed rate at which firefighters are paid to 1 hour from 1.5 hour for first hour then every 30 minutes instead of every hour. Should boost morale with minimal impact to budget
- Policy 4: Alcohol and Controlled substance Added
- Policy 7: Social Media Added
- Policy 15: Radio Usage Adopt Anoka County Fire Protection Council policy

Recommendation:

Approval of the revised Regulations and Policies of the Ham Lake Fire Department

HAM LAKE FIRE DEPARTMENT

REGULATIONS, POLICY & SOG'S



The following information is to be used by the Ham Lake Fire Department firefighters for information regarding the guidelines and policies by which the Ham Lake Fire Department operates.



City of Ham Lake
Fire Department

06-01-2022

Table of Contents

Ham Lake Fire Department Mission Statement	4
REGULATION 1: Purpose of Organization	6
REGULATION 2: Governing Structure	6
REGULATION 3: Membership.....	6
REGULATION 4: Duties and Responsibilities.....	8
REGULATION 5: Officer Positions	13
REGULATION 6: Drills / Meetings	15
REGULATION 7: Leaves of Absence	16
REGULATION 8: Attendance	17
REGULATION 9: Physical Fitness Standards	19
REGULATION 10: Review.....	21
Regulation Change Record.....	22
APPENDIX 1 HLF D Physical Ability Test.....	23
POLICY 1: Compensation	24
POLICY 2: Call Percentages	25
POLICY 3: Personal Accountability	25
POLICY 4: Alcohol and Controlled Substance.....	26
POLICY 5: NON-DOT Drug Testing	27
POLICY 6: Mandatory Pumping.....	27
POLICY 7: Social Media	27
POLICY 8: Personal Appearance	28
POLICY 9: Uniform	29
POLICY 10: Officer Selection	30
POLICY 11: Required Training	32
POLICY 12: Responding To Callouts	32
POLICY 13: Workplace Safety.....	32
POLICY 14: Code Of Personal Conduct.....	32
POLICY 15: Radio Usage	32
POLICY 16: Station Maintenance work Details.....	33
SOG 1: Illegal Burns	34
SOG 2: Aerial Platform	34
SOG 3: Building with Sprinklers.....	36
SOG 4: Apparatus Familiarization	36
SOG 5: Apparatus Operation.....	37
SOG 6: SCBA Use and Air Management.....	39
SOG 7: SCBA Care and Maintenance.....	39
SOG 8: Rescue Boat Operations.....	41
SOG 9: PPE Clothing.....	42
SOG 10: Size Up	43
SOG 11: Apparatus Operation.....	44
SOG 12: Apparatus to Drill	45
SOG 13: Mutual Aid and Response.....	46
SOG 14: Fitness Room.....	47

SOG 15: Equipment..... 47
SOG 16: Hazardous Materials Incident..... 47
SOG 17: Rapid Intervention Team..... 50
SOG 18: Mayday Calls 50



HAM LAKE FIRE DEPARTMENT MISSION STATEMENT

The Ham Lake Fire Department's mission is to minimize the risk of fire and other hazards to the life and property from natural or manmade disasters of the citizens and visitors in the City of Ham Lake. To accomplish this mission, the Department shall provide effective fire prevention, rescue, fire suppression, fire investigation, and fire inspection.

OUR VALUES

Safety

We believe our health and safety are essential for us to fulfill our mission. We are committed to providing the best health and safety programs for the well-being and operational readiness of our members.

Integrity

We are honest and fair in our dealings with the members of our community and each other. We are honorable to our profession and we accept ownership for our actions and decisions.

Trustworthiness

We believe trustworthiness is one of the most important ethical values and brings together such qualities as honesty, integrity, reliability, and loyalty.

Respect

We believe in the basic dignity of every individual and value all members of the community and the company.

Excellence

We consider it our duty to deliver friendly, beneficial quality service with flexibility and adaptability to an ever-changing environment, which promotes our mission.

Caring

We will be sensitive to the needs of others by being compassionate, thoughtful, open-minded, willing to understand, and a good listener.

Quality Customer Service

We recognize that internal and external customer service is the business of our organization. We will uphold high standards of timeliness, quality and value.

Teamwork

We recognize that we must build upon the strengths of our colleagues by developing individual strengths and encouraging personal mastery, establishing good relationships with others by pursuing worthwhile and meaningful goals if we are going to continue to be successful in completing our mission.

OUR GOALS

Administration

Provide leadership and support to enable the company to accomplish its mission.

Operations

Provide the highest level of emergency response consistent with identified community needs and expectations.

Training

Provide challenging training and education that is current and effective, enabling the company to accomplish its mission.

Fire Prevention

Proactively improve life safety, minimize losses and reduce the risks from fire through; education, application of codes and investigation.

Community Relations

Establish community partnerships that complement and enhance the services we provide.

Emergency Preparedness

Prepare and maintain the facilities and train personnel to effectively manage and support major incidents/disasters.

Regulations of the Ham Lake Fire Department

The following Regulations are adopted under Article 8-300 of the Ham Lake City Code, City of Ham Lake, Anoka County Minnesota.

REGULATION 1: Purpose of Organization

The purpose of the Ham Lake Fire Department is to provide fire protection, fire prevention and other emergency services for the City of Ham Lake and surrounding communities as may be needed.

REGULATION 2: Governing Structure

- 2-1 City Code (Ordinance): established and amended by the City Council.
- 2-2 City Policies: established and amended by City Council.
- 2-3 Regulations: established and amended by the Chief and/or Regulation Committee and approved by City Council.
- 2-4 Policies: established and amended by the Chief and/or Regulation Committee.
- 2-5 Standard Operating Guidelines: established and amended by the Chief and/or Regulation Committee.

REGULATION 3: Membership

Any able-bodied person not less than 18 years and able to meet the following requirements is eligible for membership.

- 3-1 Requirements to become a firefighter
 - a. Response (drive) time of less than 10 minutes to a Ham Lake fire station under normal driving conditions. (Typically, the time will be measured from their residence, but could be, for example, from their place of employment.)
 - b. High School Graduate or GED.
 - c. Complete in 10 minutes or less the fitness-ability test annually.
 - d. Complete a non-timed Ladder Climb.
 - e. Acceptable results of the Bureau of Criminal Apprehension background (criminal history) check.
- 1. Any conviction of any crime, misdemeanor, gross misdemeanor, or felony involving arson, insurance fraud, vandalism, or criminal destruction of property.
- 2. Any alcohol-related driving offense within the previous twelve months of the application, or any two-alcohol-related driving offenses appearing on the driver's record of the applicant. The personnel panel may consider any subsequent treatment programs which may have been successfully completed by the applicant in determining whether or not such features on the driving record might

constitute a danger to the public safety where the applicant is accepted as a probationary firefighter.

3. A chronic history of traffic offenses that appear to the personnel panel to be evidence of a persistent disregard for traffic rules and regulations by the applicant. A period of three successive years of no moving traffic violations shall be inclusive evidence to the personnel panel that the individual has overcome any previous tendencies to persistently ignore or disregard traffic rules and regulations.
4. Any other conviction for any criminal offense, misdemeanor, gross misdemeanor, a felony which reflects adversely on the applicant's general trustworthiness, or which leads the Personnel Panel to believe that there would be a reasonable expectation that the firefighter would, if under a situation of stress, react violently or with disregard to the safety of others; or, which would lead the Personnel Panel to conclude that the past personal behavior of the applicant tended to support the expectation that the applicant if accepted, would not exhibit the standards of personal behavior designed to inspire public confidence in a public official. The Personnel Panel may consider the amount of intervening time between any such conviction and the time of application,
 - f. Drug free as defined in City Plan.
 - g. Must be in possession of a valid Minnesota Driver's License, and have an acceptable driving record as per city policy.
 - h. Must successfully complete an annual physical examination conducted by the facility of our choice.
 - i. Achieve a positive recommendation for hire after a psychological evaluation by a psychologist of our choice. Or have mitigating circumstances to be considered by Fire Chief and City Administrator

3-2 Requirements for becoming a probationary firefighter

Failure to meet these requirements will result in the termination of the procedure.

- a. Submit a completed application and attend an informational meeting.
- b. Written Test – Achieve a 70% or better score.
- c. A screening interview with the Chief, and selection committee.
- d. Successfully complete Fitness Ability Test within 10 minutes and a non-timed Ladder Climb.
- e. Conditional Offers.
- f. Veterans preference, training/education consideration.
- g. Must be in possession of a valid Minnesota Driver's License, and have an acceptable driving record as per city policy.
- h. BCA Background Check Conducted as outlined in 3-1 Subd. D.
- i. Drug-free as defined in City Plan.
- j. Must successfully complete a physical exam by the faculty of our choice.
- k. Achieve a positive recommendation for hire after a psychological evaluation by a psychologist of our choice. Or have mitigating circumstances to be considered by Fire Chief and City Administrator.
- l. Approval of hiring as a probationary firefighter by City Council.

- 3-3 Requirements to become a regular member of the department
- a. Must have served a minimum of 12 months but no more than 24 months from the date of official appointment as a probationary firefighter. The date of the applicant's first training session shall be the official starting date of the probationary firefighter.
 - b. Must have successfully completed Firefighter 1, 2 and Hazmat Operations Training.
 - c. Must pass Firefighter 1, 2 and Hazmat Operations Minnesota State Certification Test.
 - d. Must be EMR certified (or higher) by the end of the probationary period.
 - e. Must have met attendance requirements as defined in Regulation 8.
 - f. After the probationary firefighter has met all the requirements of Regulation 3-3, a through e, they shall be considered for regular membership.
 - g. If accepted for regular membership, the Fire Chief will recommend to City Council the change of status from probationary to regular member.
 - h. If not accepted for regular membership, the reason must be given to the probationary firefighter in writing along with the statement that the applicant has the right to appeal to the City Council which shall take action as appropriate. No hearing is required.

REGULATION 4: Duties and Responsibilities

Responsibilities of fire department personnel include attending meetings of the department as described in Regulation 8, and to take an active interest in all proceedings. To respond to fires and other emergencies regularly as assigned, to faithfully perform any work of the department as specified by the Regulations, Standard Operating Guidelines, or as assigned by the Department Officers. To use good judgment, promote good relations with other firefighters, as well as the public, and to mote the best welfare of the department.

4-1 General Duties

- Active participation in emergency/routine calls, meetings, training, fire prevention, and work details.
- Maintenance and care of equipment, apparatus and building.
- Awareness and adherence to the Department Regulations, Supplemental Rules, Standard Operating Guidelines, and Policies.
- Maintain their physical fitness level to perform their function as a firefighter and all the duties that are required of all firefighters, as required by Regulation 9-1.
- Maintain driver's licenses as per City policy to operate Fire Department vehicles.
- Pass a physical exam as per Regulation 9-3.
- Must maintain First Responder certification or better.

- Carries out duties in conformance with applicable Federal, State, County and City laws and ordinances.

4-2 Duties of Fire Department Personnel (and other duties as assigned)

Firefighters:

- To participate in department calls, including fire, medical, rescue, and other requests for assistance.
- To actively participate in department training, meetings, and, other activities.
- Follow the departments' regulations, standard-operating guidelines, policies, personnel rules, and other directives that may be issued from time to time.
- Positively represent the department at all times.
- Assist in the care and maintenance of the departments' property, apparatus, and equipment.

Captains:

- All duties and requirements of a firefighter.
- Monitor the work area to minimize or eliminate health and safety hazards.
- Enforcing departmental rules and regulations, etc.
- Direct and manage company activities.
- Conduct or assist with training evolutions as requested or assigned.
- Serve as mentor to Probationary Firefighters and be a positive role model.
- Implement departmental goals and objectives.
- Ensure crew (company) accountability on the incident scene.
- Ensure documentation of information relating to calls, injuries, personnel matters, etc.
- Handle minor personnel matters, and inform superior officer(s) of serious personnel and other matters, as appropriate.
- Carry out other duties assigned by the Fire Chief or his designee.
- Attend Officer and special meetings as scheduled.
- Attend a minimum of 6 hours of continuing education outside of regular meetings and drills each term.

Duties of the District Chief

- All duties of a firefighter.
- Supervises subordinate officers and firefighters in their assigned duties.
- Reviews, evaluates, develops, and implements programs, policies, and procedures for various departmental operations including training and fire prevention.
- Supervise mentors of probation firefighter.
- Directs and participates in departmental programs at the station level and has direct responsibility for: their station, personnel, apparatus, and equipment.

- To participate in assigned calls, including fire, medical, rescue, and other requests for assistance; assumes command as appropriate.
- Assists in the planning and implementation of fire department programs to carry out the policies and goals of the City.
- Handles grievances, discipline, and other personnel matters according to applicable City and department policies.
- Provides advice and assistance in safety aspects in the design of quarters, apparatus, equipment, protective clothing, etc.
- Has general knowledge of: State, Federal, NFPA, and OSHA regulations.
- Helps ensure department compliance with all applicable safety standards.
- Prepares and submits periodic reports to the Fire Chief regarding the Department's activities.
- Assigns personnel and equipment to such duties and uses as the service requires.
- Participate in Mutual Aid/Regional association meetings.
- Assist the Fire Chief in preparing and submitting the fire department's five-year capital improvement program.
- Attend Officer and Special meetings as scheduled.
- Conduct fire department business as necessary between regularly scheduled meetings.
- Attend 12 hours of continuing education outside of regular meetings and drills each term.
- Develop and update regulations, policy, and/or Suggested Operating Guidelines (SOGs) for fire department operations, including the following:
 - Department Safety
 - Training
 - Fire Prevention
 - Emergency Response
 - Response pre-plans
 - Use and maintenance of: apparatus, equipment and buildings

Duties of the Deputy Chief

- All duties of a firefighter.
- May perform all duties of the Fire Chief in his absence, or as assigned.
- Supervises subordinate officers and firefighters in their assigned duties.
- Reviews, evaluates, develops, and implements programs, policies and procedures for various departmental operations including training and fire prevention.
- Directs and/or participates in major departmental programs.
- Authorized to use discretion in responding to any and all calls, as appropriate.
- Responds to multiple alarms and other serious calls, when available. May assume command of any incident.
- Assists in the planning and implementation of fire department programs to carry out the policies and goals of the City.

- Handles grievances, discipline, and other personnel matters according to applicable City and department policies.
- Prepares and submits periodic reports to the Fire Chief regarding the Department's activities.
- Assigns personnel and equipment to such duties and uses as the service requires.
- Participate in Mutual Aid/Regional association meetings.
- Assist the Fire Chief in preparing and submitting the annual fire department budget, as requested by the Fire Chief.
- Hear grievances and disciplinary hearings.
- Serve on the Personnel Panel for new firefighters.
- Participate in the selection process for officer positions, as needed.
- Appoint personnel to committees, as needed.
- Assist the Fire Chief in preparing and submitting the department's five-year capital improvement program.
- Attend Officer and Special meetings as scheduled.
- Conduct fire department business as necessary between regularly scheduled meetings.
- Attend 12 hours of continuing education outside of regular meetings and drills each term.
- Develop and update regulations, policies, and/or Suggested Operating Guideline SOGs) for fire department operations, including the following:
 - Department Safety
 - Training
 - Fire Prevention
 - Emergency Response
 - Response pre-plans
 - Use and maintenance of: apparatus, equipment, and buildings

Duties of the Chief

- The duties of the Fire Chief are listed in the "City of Ham Lake Position Description" for the Fire Chief/Emergency Management Director. The items listed below are representative of those in the Position Description.
- Plans for, coordinates, supervises and evaluates fire department operations.
- Develop and/or establishes policies and procedures for fire department operation to implement directives from the City Administrator and/or City Council.
- Plans and implements fire department programs for the City to better carry out the policies and goals including those outlined in the City's Affirmative Action Plan; reviews departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.
- Supervises and coordinates the preparation and presentation of the fire department budget (annual, CIP, etc.)

- Plans for, develops (or caused to be developed), and reviews specifications for new or replacement equipment.
- Authorized to use discretion in responding to any and all calls, as appropriate.
- Responds to multiple alarms and other serious calls, when available. May assume command of any incident.
- Supervises fire inspection activities within the City, to promote compliance with applicable codes and ordinances.
- Controls and monitors the expenditure of departmental appropriations.
- Handles grievances, discipline, and other personnel matters according to applicable City and department policies.
- Prepares and submits reports to the City Administrator regarding the department's activities and prepares a variety of other reports as appropriate including the annual report of activities.
- Plans departmental operation concerning to equipment, apparatus, and personnel; supervises the implementation of such plans.
- Assigns personnel and equipment to district or stations; evaluate the need for and recommends the purchase of new equipment and supplies.
- Meets with elected and/or appointed officials, other fire and EMS officials, community and business representatives, and the public on all aspects of the department's activities, as required.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the City and/or department at a variety of meetings.

Fire Prevention Officer:

- All duties of a firefighter.
- Promote fire prevention and fire safety activities within the City.
- Coordinate requests for fire prevention and fire safety activities.
- Develop programs to help promote fire prevention and safety.
- Carry out other duties assigned by the Fire Chief or his designee.

Fire Investigator:

- All duties of a firefighter.
- Ensure the investigation for fire cause and origin determination of all fires within the City.
- Complete, or cause to be completed promptly a report for all fire investigations, and forward the completed report to the Fire Chief.
- Forward all requests for information, including copies of reports, to the Fire Chief, or his Administrative Assistant.
- Complete incident reports for all calls promptly and provide a report at all business meetings on all calls.
- Attend 4 hours of continuing education outside of regular drills and meeting each term.
- To carry out other duties assigned by the Fire Chief.

Training Officers:

- All duties of a firefighter.
- To be responsible for overall supervision of the department's training and education programs.
- Ensure required (OSHA, City policy, etc.) training is conducted as needed.
- Gathering attendance records, and forward to the Administrative Assistant.
- Develops and administers course outlines and/or course materials.
- Instructs or arranges for instructors, as necessary.
- Directs the operation of departmental in-service training activities.
- Administers exams.
- Review individual progress.
- Attend 4 hours of continuing education outside of regular drills and meeting each term.
- To carry out other duties assigned by the Fire Chief.

REGULATION 5: Officer Positions

5-1 General

a. Applications

1. Officer positions, other than Chief shall be filled from within the members of the department who have applied for the position.
2. Officer terms will begin on or about January 1st and end on or about December 31st each year, according to the schedule in Regulation 5-3.
3. On October 1st of the final year of any term, a notice shall be posted at the Fire Stations indicating the position to be filled. This notice shall remain posted through October 15th. Applicants for a position must submit a letter of interest to the Fire Chief no later than 4:30 PM on October 15th.

b. Filling of Vacancy

1. Should a vacancy occur in the Fire Chief position, the Deputy Chief will act as Fire Chief until a replacement is selected, and/or as directed by the City Administrator.
2. Should a vacancy occur during the term of an officer position, other than Fire Chief, it may be temporarily filled by appointment by the Fire Chief. Such filling of a vacancy shall be for the period needed for the selection process or remainder of said term.

5-2 Service Time Requirements

1. Non-Fireground (Investigator, Training, Prevention)
 - a. Recommended Minimum of 2 years active service with the department.
2. Captain
 - a. Recommended Minimum of 4 of years active service with the department.

3. District Chief
 - a. Recommended Minimum 5 years active service with the department.
4. Deputy Chief
 - a. Recommended Minimum of 6 years active service with the department.
5. Fire Chief
 - a. As determined by the City Administrator and City Council.

5-3 Length of Term

Appointed officers shall hold office for the term and until the successor has been appointed, approved by the City Council, and sworn in by the City Administrator.

- a. Deputy Chief; four-year term commencing in 2020 and every four years thereafter.
- b. District Chief; Four-year term commencing in 2022 and every Four years thereafter.
- c. Captain; two-year term commencing in 2021 and every two years thereafter.
- d. Non-fireground (Administrative) Officers; two-year term commencing in 2021 and every two years thereafter.

5-4 Appointments

- a. The position of Chief shall be filled according to the process specified by the City Administrator and approved by City Council.
- b. The position of Deputy Chief shall be filled by appointment upon the recommendation of the selection committee and after the approval of the City Council.
 1. The selection committee could be made up of:
 - a. Chief
 - b. City Administrator
 - c. City Council Liaisons
- c. The positions of District Chief shall be filled by appointment upon the recommendation of the selection committee and after the approval of the City Council.
 1. The selection committee shall be made up of:
 - a. Chief
 - b. Deputy Chief
 - c. City Administrator
 - d. City Council Liaisons
- d. The positions of Captain shall be filled by appointment upon the recommendation of the Chief Officers.
- e. The Non-fireground (Administrative) Officer positions shall be filled by appointment upon the recommendation of the Chief Officers.

REGULATION 6: Drills / Meetings

6-1 Drill and Meeting Schedule

- a. Fire department drills and meetings will be held on Monday nights starting at 7:00 pm and Tuesday morning starting at 9:00 am. Tuesday morning drills or meetings will typically coincide with the previous night’s activity. The drills or meetings will be approximately 2 hours in duration.
- b. Drills or meetings will not be held during the weeks of: New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Labor Day, and Christmas Day. No drill or meeting will be held if Ham Lake City Hall is closed on Monday for Independence Day or Veteran’s Day.
- Clean-up drills will be held on the first Monday of each month.
- Business meetings shall be held on the second Monday of the second month of each quarter. (February, May, August, and November) Regular Drills will be held during the months that there is no business meeting.
- Regular Drills will be held on the third, fourth, and fifth Mondays, except when there is an In-service Drill
- The In-service Drills will be held on the fourth Monday, in September, October, November, January, February, March, and April.

Week of Month	Month	Event
First Monday	All Months	Clean up
Second Monday	February, May, August, November	Business Meeting
	All Other Months	Regular Drill
Third Monday	All Months	Regular Drill
Fourth Monday	May through August	Regular Drill
	January through April, and September through November	In-service Medical Training
Fifth Monday	All Months	Regular Drill

- c. There may be occasional revisions, alterations, or modifications to the Drill/Meeting schedule as detailed above; however, every attempt will be made to keep changes to a minimum. A schedule for the following 6 months will be posted no later than 30 days beforehand.
- d. When the first Monday of the month is a holiday, cleanup will be held on the second Monday of the month.

REGULATION 7: Leaves of Absence

The Fire Chief may require that, before being granted a leave of absence longer than 90 days, all issued fire department gear and equipment be turned into the Fire Chief.

7-1 Medical (Non-service connected)

No medical leave of absence is required nor can be granted for non-service-connected illness, injury, or disability shorter than 30 days duration.

No service credit can be earned while on non-service-connected medical leave. A firefighter who is on Worker's Compensation for non-service-connected illness, disability, or injury, or who is otherwise prevented from active work duty, shall not respond to calls, emergency or non-emergency. Any firefighter sustaining illness, injury, disability, or pregnancy preventing active duty as a firefighter and lasting 30 days or more must be reported to the Chief. A temporary medical leave of absence shall be granted to any firefighter whose illness, injury, disability, or pregnancy prevents active duty, in the determination of the Chief Officers, from between 30 days and one year effective from the starting date of inactive duty.

A firefighter can return to active duty from a medical leave of absence only after providing to the Chief a written report from the attending doctor authorizing a return to work as a firefighter with NO restrictions.

A firefighter who fails to return to active duty by the end of one year may be removed from membership/employment with the Fire Department/City. An extension of medical leave, if requested by the firefighter, can only be granted if approved by the City Council.

7-2 Personal

A firefighter may request a personal leave of absence for a period of up to one year. Such leave of absence shall be granted upon request for any reason, except medical. No more than one personal leave of absence shall be granted within any given 24-month period.

A firefighter who fails to return to active duty by the end of one year may be removed from membership/employment with the Fire Department/City. An extension of a personal leave beyond one year may be granted if approved by the City Council.

Firefighters on personal leaves shall update the Fire Chief regarding their leave status at least every 90 days.

7-3 Administrative Leave

A firefighter may be placed on inactive status by the Chief for the cause. No service credit will be earned while on Administrative Leave.

7-4 Compensation

Personnel who receive monthly (or other periodic) compensation, such as officer pay, will have their pay suspended during a personnel-service-

connected medical, or administrative leave of absence. Partial months will be prorated.

7-5 Personal Time Off

14 days of PTO will be awarded on January 1st of the year to all Regular Members of the fire department. A Probationary firefighter or a firefighter classified Physically Unfit for firefighting is not eligible for PTO for the year. A Firefighter on PTO will earn service credit but will be excused from calls, drills, and meetings but will still be expected to make up any mandatory or required classes.

PTO must be used in seven-day increments and cannot be carried over to the following year.

A request for PTO must be made by the firefighter before the end of a quarter to be used and then will be applied to the week of calls in that quarter giving the firefighter the most benefit.

7-6 Return to Active Duty

A firefighter returning to active duty from a leave longer than 90 days shall be required to attend training classes set up by the Training Officer to obtain any required training missed before getting the approval of the Chief to return to active duty.

If missed, the department physical examination will also have to be completed before returning to duty.

REGULATION 8: Attendance

8-1 Drills/Meetings

Firefighters shall attend a minimum of 60% of all Drills/Meetings and in service each year with a quarterly review; however, you cannot miss more than 50% of any one type of drill/meeting. Late attendance or leaving without the approval of the officer in charge shall be considered a non-attendance.

A full-time firefighter or person in the medical field that is required to maintain a certification of EMT or higher is not required to attend Inservice training as long as there is documented proof of their certification. A fulltime firefighter will also only be required to maintain 50% of drill/meetings each year, but must still complete all department-required training. Officers are also required to attend the officer's meeting.

Some training and drills are mandatory requiring ALL firefighters to successfully complete, and/or they may lead to required certification.

Certain "skill" or "proficiency" type drills will require firefighters to demonstrate job-related abilities. Examples are: CPR, Inservice, Pumping, Breathing Apparatus, and others.

The type and frequency of the skill drills referenced here will be specified by fire department policy. Firefighters must make up missed skill drills through arrangements with the training officer. Failure to successfully complete

mandatory training and drills may result in disciplinary action, up to and including being placed on Administrative Leave.

8-2 Calls

All firefighters shall attend a minimum of 33% of all calls charged to their assigned station. The method of calculating individual firefighter call percentages will be based on the applicable Policy Memo P-1. Firefighters who fail to meet the required percentage of calls on a quarterly basis shall be subject to disciplinary action as specified in Regulation 8-3.

- It is the responsibility of each firefighter to check their name on the attendance roster for calls they attend. Any firefighters arriving at the station before trucks return to the station shall receive credit for the call.
- Any firefighter leaving a call without the approval of a Chief Officer or the Officer in charge shall not receive credit for the call.
- If a call is canceled either by pager or voice within 1 minute of the initial tone out, then no credit will be given to anyone. If a call is canceled after the first minute, all personnel arriving at the station within 10 minutes will be given credit.

8-3 Failing to Meet Requirements

The Chief Officers shall initiate disciplinary steps within 30 days for any firefighters failing to meet the requirements of Regulations 8-1 and 8-2.

1. Disciplinary steps for failure to meet Regulation 8-1 shall be as follows:
 - a. Verbal warning and loss of one quarter service credit for the year.
 - b. Failure to make percentages for a second consecutive year will result in loss of an additional quarter and be cause for immediate dismissal.
 - c. Must make arraignments to make up any missed mandatory drills within the first quarter of the following year or suspension may occur until made up.
2. Disciplinary steps for failure to meet Regulation 8-2 shall be as follows:
 - a. Verbal warning with possible loss of service credit (and written documentation placed in individual personnel file.) Firefighters will be given the quarter following the deficient quarter to make up for the deficiency by attending a number of calls over 33% that is equal to or more than the deficiency in the prior quarter.
 - b. A written warning will be issued to any firefighter with a second consecutive quarter with call percentages below the minimum requirements. Service credit will not be earned or awarded for either of the two quarters. Firefighters that make the 33% for the second quarter but fail to make up the missed in the first quarter will lose service credit for the first quarter.

- c. A third consecutive quarter with low percentages will be cause for immediate dismissal.
- d. For any additional quarters with low percentages within any 18-month period a written warning will be given and loss of service credit for the low quarter with NO opportunity to make up the lost service time.

REGULATION 9: Physical Fitness Standards

The Ham Lake Fire Department has determined that there is a need to establish physical fitness standards for all firefighters employed by the department.

9-1 Physical Fitness Timed Test Required

The Training Officer of the Fire Department shall schedule the physical fitness test at least two times annually, and approximately six (6) months apart. One date should be scheduled for the spring, and one for the fall.

- Dates will be listed on the Fire Department training schedule.
- Every member of the Fire Department must pass this test annually.
- Test must be completed within 10 minutes.
- A description of the test is contained in Appendix 1.

9-2 Physical Fitness Non-Timed Test for recruits: Ladder Climb

The aerial ladder will be set up so that the ladder is extended 50 feet above the bed of the truck at an angle of between 60 – and 70 degrees. This distance shall be measured by extending the ladder horizontally to 50 feet and then raising the ladder to the correct angle.

Each Recruit will climb the ladder to the top where they are able to use the microphone/speaker to communicate with the operator who will give the approval to climb back down.

- This test will coincide with the timed physical fitness test.

9-3 Failure to Pass Physical Fitness Tests

Upon initial failure of a firefighter to pass the physical fitness tests or if a firefighter chooses not to or refuses to take the tests, the firefighter shall be put on Corrective Action for up to 6 months. A firefighter on Corrective Action pertaining to this section will accrue service credit providing they meet the attendance requirements for meetings, drills, and calls.

A firefighter on Corrective Action:

- Should develop and implement a personal fitness or exercise plan.
- Should work with one or more other firefighters on improving performance, and/or have a mentor selected/appointed.
- Should retest periodically until the passage of the physical fitness test.

Upon passage of the physical fitness test, the firefighter will be removed from Corrective Action status.

Failure to successfully retest – a firefighter who does not successfully retest within 6 months shall be declared “Physically Unfit for Firefighting”. This classification shall impose the following restrictions or requirements:

1. The firefighter shall be placed on Administrative Leave for up to one year.
2. A firefighter declared “Physically Unfit for Firefighting” may retest once every 3 months for the time they are on administrative leave. Upon passage of the test, the firefighter shall be reinstated on the condition the firefighter meets the requirements outlined in Regulation 7-6. During a period, time in which a firefighter is on administrative leave, the firefighter shall not accrue any service credit.
3. A firefighter who fails to pass the physical fitness tests within 18 months of the last previously passed test shall be terminated from membership in the department. Reinstatement can occur only as an applicant for new membership.

9-4 Physical Examination

All firefighters must be certified by a physician as physically fit to engage in interior structural firefighting, as those standards are promulgated from time to time by NFPA and OSHA.

1. Physical examination is required annually; every firefighter shall be required to undergo a physical examination by a physician selected by the Chief Officers. This examination will be performed at city expense. The Officers shall schedule the examination during a regularly scheduled drill or meeting. Any firefighter failing to attend a scheduled physical examination appointment shall be given 3 months to reschedule or be deemed as a failure of the physical exam by the firefighter.
2. A firefighter who fails the physical examination shall be declared by the Officers to be “Physically Unfit for Firefighting” and placed on Administrative Leave. The firefighter may be reinstated, if the firefighter successfully passes a physical examination conducted by a licensed physician who is to the same standards as the department’s physician. Such reexamination shall be at the firefighter’s own expense.
3. A firefighter who has failed to obtain a certification from a licensed physician declaring the firefighter to be fit under the above standards within 1 year after first failing a physical examination shall be terminated from membership in the department.

9-5 Medical Leaves of Absence

Nothing in the Regulation 9 shall in any way affect a firefighter’s right to request, or be placed on a medical leave of absence under Regulation 7, and if a medical leave of absence is requested or imposed before the time any firefighter fails a physical fitness test or physical examination, then the

provisions of Regulation 7 shall apply to reinstatement and conduct during the leave of absence.

REGULATION 10: Review

The Chief or Chief Officers shall review these regulations from time to time and, as needed, submit recommended revisions to the City Council for their approval.

DRAFT

Change Record

Version	Date	Description
1.0	April 14, 2008	Complete rewrite: Approved by Firefighters.
1.0	April 1, 2008	Complete rewrite: Approved by City Council
1.1	October 8, 2010	Revisions: Approved by City Council.
1.2	May 05, 2022	Complete rewrite: Approved by Firefighters
1.2		Complete rewrite: Approved by City Council

Online version will be considered the most up to date version

Historical record data – do not edit.

DRAFT

REGULATION

HLFD Physical Ability Test

APPENDIX 1

In these events, candidates will wear: long pants, close-toed footwear, turnout coat, helmet, gloves & SCBA.

This test must be completed within 10 minutes.

1. **Stair Climb**

Carry a 100-foot tied bundle of 1¾" hose, climb stairs in Fire station 5x (about 100 steps), count each cycle out loud.

2. **Hose Drag**

200' of 1¾ hose laid in a neat pile next to the engine, the hose will be marked at 8' from the end. The candidate will pick up the hose and drag it to a barrel 75' away, make a 90° turn and continue. The candidate will drop to one knee and then continue to pull the hose until the 50' mark, (first coupling)

3. **Equipment carry**

From a marked position, pick up a K-12 saw and an axe walk 75' to a marker cone turn around, and proceed back to the start position.

4. **Pike Pole**

Using a 6' pike pole push up on weight 5 times then hook ring and pull five times. Repeat one more time.

5. **Ladder raise the** 24-foot ladder

The ladder is pre-positioned in a vertical position with a firefighter to assist with steadying. The candidate will fully extend the fly and latch into the uppermost position. After approval, lower the fly and latch into the lowest position.

6. **Hose Roll**

Roll 50' of 2½" hose, Pickup and carry 50' around cone take back to starting point.

7. **Forcible entry**

Use an 8-pound sledgehammer on the strike block and move it approximately 12 inches.

8. **Rescue**

Mannequin drag should have a harness to assist with holding onto
Candidate grasps the 165-pound mannequin and drag it 25'. Time will stop when the all of the mannequin is across the line.

Policies of the Ham Lake Fire Department

POLICY 1: Compensation

- Rate of pay will be classified in one of three categories:
 - Chief & Captain call-out (rate per hour)
 - Firefighter call-out (rate per hour)
 - Meeting/drill/class/conferences (rate per day)
- Firefighters and Officers will be paid the call rate for attendance for call-outs, as follows:

Time	Amount
Up to 60 minutes	One (1) hour pay
Over 60 minutes	Rounded to the near half-hour

- If a call is canceled within one minute no pay will be given. If a call is canceled after one-minute responding firefighters who arrive at the station within ten minutes of the 'Alarm Time' will be compensated whether or not a truck leaves the station.
- Multiple calls at the same time or multiple calls from a single event will be paid at a single rate as per the above chart.
- Firefighters and Officers will be paid the meeting rate for attendance at business meetings, fire training drills, maintenance/clean-up drills, and first-aid Inservice drills and, all other none call-outs.
- Officers will be paid the meeting rate for attendance at an officer's meeting when held on a different night than a regular drill and/or meeting.
- Members of committees (truck maintenance, building maintenance, equipment, safety, SCBA, etc.) will be paid the meeting rate for committee meetings called by the chairperson of that committee.
- Members of special committees will be paid the meeting rate only if previously authorized by the Fire Chief.
- Firefighters/Officers will be paid the meeting rate for attendance at seminars and schools on a per-day basis. Payment to be made at the conclusion of the class.
- New recruits will be paid the meeting rate on a per-day basis for attendance to scheduled training classes over and above the regular drills and meetings, to be paid at the conclusion of the class.
- Credit No Pay will be given to regular members for calls during class hours
- The Deputy Chief, Fire Marshal, or other Chief's designee will be compensated for burning permit inspections at the meeting rate.
- The Fire Prevention Officer, and those firefighters assisting, shall be compensated for classes and meetings conducted for various organizations or individual preschool classes, Scout Troop 4-H groups, youth fire setters, etc.) at the meeting rate.

- Fire investigator and pre-planning inspections shall be compensated at the meeting rate.
- Officer compensation will be as determined from time to time by resolution of the City Council.
- The call and meeting rates will be as determined from time to time by resolution of the City Council.
- Workers compensation will be as per city policy
- This compensation policy may be amended only by action of the City Council upon the recommendation of the Fire Chief, or as the Council deems necessary.
- There will be no other compensation except as specified above.

POLICY 2: Call Percentages

This policy will specify the method for call credits and calculating individual call percentages.

Calls are given one of three designations:

- Station 1 call = Station 1 personnel responsible
- Station 2 call = Station 2 personnel responsible
- All calls = Station 1 and Station 2 personnel responsible
 - Example: For a car fire in Station 2 area at noon on a weekday, both Stations 1 and 2 are alerted. This is designated a Station 2 call since it is considered a single-station “type” call. (Both Stations are toned for this call at our request because of daytime staffing concerns.)
 - Example: For a structure fire at any time of day, the call is designated Both Station based on the “type” of call.

The total amount of calls personnel assigned to Station 1 and Station 2 are responsible for is determined.

- Station 1 responsible = Station 1 calls + All calls = total responsible
- Station 2 responsible = Station 2 calls + All calls = total responsible

Percentages for all personnel are calculated using their call attendance total and their corresponding “Station responsible” number.

- $\text{Calls attended} / \text{Station responsible} = \text{Call percentage}$

POLICY 3: Personal Accountability

The following policy regarding personnel accountability are intended to enhance firefighter safety while operating at the scene of an incident.

- The firefighter accountability system is to be used at all incidents where firefighters are (or might be) operating in a hazardous area. Firefighters are responsible to make sure their name tags are placed on the accountability boards.
- The Incident Commander (IC) is responsible to account for each firefighter involved in an incident or emergency, and for ensuring implementation of the accountability system at the scene.
- Each apparatus will have two boards: a larger “truck” board that will remain on the dash, and a smaller “passport” board. All firefighters on the apparatus will attach one of their name tags to each board, except for the driver. The driver will attach a tag to the passport only if they will be a part of the crew in the hazard area.
- Firefighter’s who do not arrive at the scene on fire department apparatus (personal vehicle, etc.) must first report to the IC for assignment.
- The crew leader is responsible to take the passport to the IC (or Accountability Officer, if one is appointed.)
- The IC will initiate Personnel Accountability Reports (PAR) on a regular basis.
- A PAR should be initiated immediately if: there is a report of a missing or trapped firefighter, fire attack changes from offensive to defensive, a flashover or other sudden hazardous event occurs, crews are ordered to evacuate a structure or hazard area, or if he IC cannot account for all firefighters on the scene.
- When a PAR is requested, all crew leaders must confirm the status of their crew through visual or physical contact, and then communicate their crew’s status to the IC when requested. If a firefighter cannot be accounted for, that firefighter is considered missing until he or she is accounted for.

POLICY 4: Alcohol and Controlled Substance

Purpose

The Ham Lake Fire Department (HLFD) believes that a healthy, competent workforce, working under conditions free from the effects of drug and alcohol is essential to the safe and effective provision of emergency services in our community, and to the safety of the individual members of the Fire Department. The Ham Lake Fire Department maintains a zero-tolerance policy regarding the use of alcohol and/or drugs during all department related activities. It is the policy of the department that no member shall respond to or sign-in for incident responses or performs any functions for the fire department when the member uses or is under the influence of any controlled substance or alcohol.

Scope

This policy shall apply to all employees of the HLFD. The definition of fire department functions includes all emergency response and training including, but not limited to, the following:

- Driving and/or operating Department apparatus, personal vehicles, or equipment
- Responding to any incident
- Incident command
- Participation in all fire department events, meetings, or training activities

- Participation in any other activity where the member is serving as a representative of the department, either officially or unofficially.

Employees are urged to request assistance with any drug or alcohol problem before disciplinary action is necessary. If an employee advises his/her supervisor of a drug or alcohol problem, the employee will be urged to get counseling and to follow through with any rehabilitation programs recommended by the counselor. A drug or alcohol problem, however, does not excuse any violation of Department or City rules or policies.

POLICY 5: NON-DOT Drug Testing

As per City policy in the City of Ham Lake Employee Handbook

POLICY 6: Mandatory Pumping

It shall be the policy of the Ham Lake Fire Department, to require all Firefighters that will be fire pump operators, to attend at least once each year, a two-hour training session on the department fire pumps. These training sessions shall be set up by the Training Officer and approved by the Fire Chief. Any Firefighter not attending this yearly training must on his or her own set up a class with the Training Officer. Failure to attend this yearly training class will result in the Firefighter not being allowed to operate the department's fire pumps till this class is made up with the approval of the Training Officer and the Fire Chief.

This training class shall consist of the following:

- The ability to effectively put the fire pump into gear and out of gear.
- The ability and know-how to draft and obtain water to the fire pump in all manners available to the fire department.
- The ability to operate the fire pump in all manners, including pressure, volume, and know-how all of the gauges, controls, and knobs. Figuring friction losses, getting relief valve circulating water, etc.
- The ability to shift the fire pump manually.
- The ability and knowledge to clean the two Relief Valve screens, where and how to fill primer oil, and a complete know-how of making the fire pump ready for service.
- The ability and know-how of the complete operation of all foam applications and systems.
- The ability and know-how pack all fire hoses properly.
 - This training class shall cover all fire pumps including, all Engines, all Tankers and all Grass Rigs.

POLICY 7: Social Media

Recent current events have shown the ease at which sensitive or private information may be spread worldwide via electronic means and the internet in general. Something that may seem rather routine to us as the fire service may bring tremendous personal

pain, anguish, and disgust to those not closely involved with our profession. In order to avoid serious damage to our reputations and to protect the privacy of those we serve:

- Personnel shall not use any personally owned devices to photograph, document, or record any emergency scene/incident while on-duty and in attendance as members of the Fire Department at those scenes. For the purposes of this policy, personally owned devices include but are not limited to: film cameras; digital cameras; video recording cameras and devices, cell phones, and cell phone cameras.
- Personnel may photograph, document, or record emergency scenes utilizing department-owned devices with proper authorization from the Fire Chief or Incident Commander of the scene. Any electronic media documenting the incident such as digital pictures, video, or other records of the incident that are collected by any member of the department in this manner are and shall remain property of the department.
- Such electronic media and/or other documentation shall be for internal, investigative, or training uses and shall not be transmitted by any means outside the department unless expressly authorized by the Fire Chief or their designee. The Fire Investigator is authorized to transmit this type of information outside the department in association with an ongoing fire investigation as may be necessary as part of the fire investigation process.
- Fire department operations allow us access to situations, investigations, and crime scenes from which the media and press may be excluded due to operational, safety, or investigative reasons. As such, electronic media, information, and pictures gathered at emergency/incident scenes must be strictly controlled to be in accordance with HIPAA and other regulations so as not to jeopardize patient confidentiality; fire, accident, or crime scene investigations; or shine an unprofessional light on the department. Members who violate this policy will be subject to disciplinary action, up to and including suspension from the department

POLICY 8: Personal Appearance

The purpose of this guideline is to establish standards consistent with efficient department operations and with maintaining public confidence.

1. Appearance

- Members are expected to maintain a professional appearance at any time they are representing the department. Including, but not limited to: emergency and routine calls, training sessions, public education and public relations events, etc.

2. Hair

- Facial hair is not allowed in the face piece seal area.
- Mustaches must not extend into to SCBA face piece seal area.

3. Jewelry

- Loose hanging from around neck or ears should not be worn.
- Wedding rings, posts in ears or nose are acceptable.

4. Hygiene

- Members must be clean and neat as possible.
- Must use deodorant.
- No excessive use of cologne or perfume.

5. Body markings

- Tattoos or other body markings which could be considered offensive or inappropriate must be covered while representing the department in any way.

6. Clothing

- Clothing (T-shirts, hats, etc.) that may be considered offensive to the public or other members shall not be worn while representing the department in any way.

POLICY 9: Uniform

A dress uniform will be provided to firefighters at or near the end of their probationary period. The uniform will be worn only when engaged in a department activity and will be maintained in a clean and neat condition. The uniform will remain property of the department and must be returned upon retirement, resignation, termination, or upon request.

Damaged, worn, or ill-fitting department-issued uniform items may be replaced at the discretion of the Fire Chief or designee. Laundering and care of the uniform is the responsibility of the firefighter.

1. The uniform issued will include:

A. Firefighter/Captain

- Navy blue short sleeve shirt
- Navy blue long sleeve shirt
- Navy polo shirt
- Navy blue dress slacks
- Black belt
- Clip-on Tie
- Appropriate badge, name plate, and patches

B. Chief officer

- White short sleeve shirt
- White long sleeve shirt
- Navy polo shirt
- Black dress slacks
- Black belt
- Clip-on tie
- Appropriate badge, name plate, and patches

- C. Chief Officer/Captain
 - High Viz and Tactical jacket
- 2. The following items to be worn with the uniform will be provided by the firefighter:
 - a. Black boots or shoes
 - b. Black socks
 - c. Appropriate undergarments
- 3. Patches, badges, and other adornments will be placed as follows:
 - a. Department patch, left sleeve
 - b. United States Flag patch, right sleeve
 - c. Badge, above left pocket in location provided
 - d. Name plate, centered and 1/8" above right pocket
 - e. Rank pins, left and right shirt collar points
 - f. Service pin, centered on right shirt pocket flap. Only a single service pin reflecting the highest years of service attained shall be worn.
 - g. No additional patches and pins shall be worn on the uniform.
- 4. Work shirts shall not be worn over the dress uniform. Only the navy jacket which may be obtained at the firefighter's cost may be worn in conjunction with the dress uniform.

POLICY 10: Officer Selection

Deputy Chief

Qualifications

Minimum: Six years good service time
 Firefighter I & II Certification
 Hazmat operations Certification
 EMR Certification
 Fire Officer 4 Certification or completed within first year of promotion.
 Apparatus Operator Certification

Desirable: Has held rank of District Chief for at least two years

Selection Process

Written Test:	No minimum score necessary;
Oral Interview Panel:	Supervisory skills, ethics, integrity, etc.
Scenario:	Incident management

Selection Committee will be provided with the above information in a "blind" format. Other items that may be used for consideration include; years of service, call percentages, drill/meeting attendance, other training and/or certifications, etc.

District Chief

Qualifications

Minimum: Five years good service time
Firefighter I & II Certification
Hazmat operations Certification
EMR Certification
Fire Officer 2, 3 Certification or completed within first year of promotion.
Apparatus Operator Certification

Desirable: Has held rank of Captain for at least two years

Selection Process

Written Test:	No minimum score necessary;
Oral Interview Panel:	Supervisory skills, ethics, integrity, etc.
Scenario:	Incident management

Selection Committee will be provided with the above information in a "blind" format. Other items that may be used for consideration include; years of service, call percentages, drill/meeting attendance, other training and/or certifications, etc.

Captain

Qualifications

Minimum: Four years good service time with this department
Firefighter I & II Certification:
Hazmat operations Certification
EMR Certification
Apparatus Operator Certification

Desirable: Fire Officer I Certification: Must be completed within first year of Promotion.

Selection Process

Written Test:	No minimum score necessary;
Oral Interview Panel:	Supervisory skills, ethics, integrity, etc.
Scenario:	Incident management

Selection Committee will be provided with the above information in a "blind" format. Other items that may be used for consideration include; years of service, call percentages, drill/meeting attendance, other training and/or certifications, etc. These policies will serve as a basis for the selection process. The process may be altered depending on factors such as; number of applicants, experience of applicants, applicants currently holding open positions, etc. Officers currently holding a position as of 6/1/22 are grandfathered from having to meet qualifications. If an officer wants to change positions they will need to meet the standards of that position.

POLICY 11: Required Training

The following 11 Core Elements are requirements set by Minnesota OSHA standards. Twenty-four of continuing annual training is recommended in any of the following 11 Core Elements.

1. Safety and Protective Equipment
2. Chemistry of Fire and Fire Behavior
3. Self-contained Breathing Apparatus (SCBA)
4. Fire Streams
5. Hose
6. Pumping Fire Apparatus
7. Ladders
8. Rescue
9. Forcible Entry
10. Ventilation
11. Administrative/Command

POLICY 12: Responding To Call Outs

All Firefighters responding to Ham Lake Fire call outs shall drive with caution and obey all traffic rules and regulations of the state of Minnesota. All Firefighters shall report directly to their assigned station except officers when incident is in direct line to the station may go directly to the scene.

POLICY 13: WorkPlace Safety

As per City of Ham Lake Employee Hand Book policy Section 15

POLICY 14: Code of Personal Conduct

As per City of Ham Lake Employee Hand Book policy Section 16

POLICY 15: Radio Usage

The Ham Lake fire Department will adopt the ACFPC administrative policy and operational guideline for Communications. See policy Supplemental

- **FCC Rules and Regulations.** *FCC Rules and Regulations "Part 90, Public Safety Radio Services" governs radio frequencies used in this communications system. The FCC*

authorizes all radio frequencies for the single purpose of conducting the official public safety business of the license, and any flagrant disregard of this FCC restriction can result in the revocation of the city or county's license to use the radio. Such action would seriously limit the effectiveness of the departments involved and have an adverse effect on its community. **ALL USERS WILL COMPLY WITH FCC RULES AND REGULATIONS.**

POLICY 16: Station Maintenance Work Details

Maintenance is responsible for the smooth and efficient workings of the stations and equipment. The following policy is for maintenance that is to be performed by firefighters, Vendors and City Maintenance Dept. All projects should be approved by a chief officer in advance.

The following items are some examples of items to be handled by department personal whenever possible.

Minor Maintenance for firefighters

- Cleaning stations outside of monthly clean-up
- Changing spark plug in 2 and 4 cycle motors
- Changing Oil in 2 and 4 cycle motors
- Changing light blubs in station, flood lights on trucks
- Basic truck maintenance switches, fill oil, washer fluid, check trans fluid, brakes on small trucks, change Batteries
- Maintain hoses, faucets, toilets, ice machine,

Major Maintenance for Vendors, City Maintenance Dept

- All electrical, heating, plumbing
- Annual truck maintenance checks, break downs of trucks
- Any repair on a truck that requires a certified person
- Major repairs of small engines
- Major building repairs

Standard Operating Guidelines of the Ham Lake Fire Department

SOG 1: Illegal Burns

The following guidelines are for use in situations involving illegal burning when a response is made by the Ham Lake Fire Department.

• **Minor violations**

- **No citation** – clearly indicate in the narrative that this was a minor violation, that a verbal warning was issued, and that it is deemed that no further action (citation or criminal complaint) is warranted.
- **Citation issued** - when a citation is issued on the scene reference:
Ham Lake City Code 8 - 820 – Open Burning Prohibited
Open burning is prohibited in the City of Ham Lake

You must indicate in the narrative that a citation was issued!

• **Violations - other than minor violations**

No citation should be issued by Sherriff's Deputies. Ask the Deputy to have a copy of their report forwarded to the Fire Chief. The reports (HLFD and ACSO) will be forwarded to the City Attorney for action.

- Write a detailed report and narrative that describes at a minimum: the correct address; name, date of birth, and contact information for the persons involved; a description of the situation observed; actions taken by fire department personnel; and any other pertinent information.
- Photographs are helpful whenever possible. If photos are taken, their location must be noted on the report. (Such as, "Photos were taken with the camera on Grass 1.") This will allow us to locate the photos and attach them to the report.

SOG 2: AERIAL PLATFORM

The aerial operation consists of specific duties to be performed by the following personnel: Driver, Captain, and Ladder men.

- All are responsible for the safety during aerial operations.
- Upon arrival onto the scene place the truck in the most level and safe area as directed by command.
- The trucks crew is to assist in the final placement of the truck, i.e. truck spotting, backing, and maneuvering.

- After the truck is positioned, the driver switches the PTO on and chocks one of the front wheels. The ladder men set the jack plates as needed. The driver and one of the ladder men can then set the jacks and level the truck. They will then pin each jack for safety.
- If bucket men are required, they will first put on harness then climb onto the truck and walk down the ladder to the bucket, Captain and one ladder man. The driver will take position at the turntable control and act as monitor. As the bucket men are getting into position the driver will turn on both air supply tanks.
- On bucket operations, the driver will switch power over to the bucket and remain at the turntable control panel while the aerial is in operation. He is responsible for the safety of the crew in the bucket. He must be ready to take control of the bucket in unsafe or hazardous conditions at any time during the operations.
- The driver will have a radio for emergency use; it should be in the scan mode so the he can monitor fire ground operations. The driver will communicate with the crew in the bucket via the intercom system.
- If the aerial stream is used, the driver is responsible for assuring that the waterway is fully drained and clear of any contaminants that might damage the seals.
- The driver is responsible for the final placement of the ladder in its bed.
- The driver and ladder men will then stow the jacks and return the truck to road readiness condition.
- The ladder men will stow the jack plates and any other equipment that has been removed during the operations.
- When the bucket is unmanned, the driver will operate the controls from the turntable as directed by the captain.

General Safety

- All personnel are responsible for observation of any power lines. Extreme care must be used when power lines are present. The aerial device cannot be operated within 20 feet of a power line.
- The truck is not to conduct aerial operations whenever lightning may occur and/or wind speeds exceed 35 MPH.
- A minimum of two (2) people is required for aerial operations whether the bucket is manned or not.
- Personnel are prohibited from climbing the ladder or attempting to access the turntable when the ladder is being raised or the turntable is in motion.
- Care must be taken to assure the safe load is never exceeded. (see chart)
- Only authorized, trained personnel shall operate any part of the platform or aerial ladder functions.
- Safety belts must be worn whenever in the bucket.
- SCBA must be worn when in the bucket in a hazardous situation. The pre-piped air shall be used.
- Air supply bottles shall be maintained full. When used, the valve of both bottles shall be fully opened

SOG 3: BUILDING with SPRINKLERS

Scope

This standard regulates emergency operations in buildings equipped with automatic fire sprinkler systems.

- Establishes guidelines for emergency operations in buildings equipped with automatic fire sprinkler systems.
- Ensures that automatic fire sprinkler systems are properly supported so that they perform as designed.
- Ensures that activated automatic fire sprinkler systems are restored to service properly.

General

The Ham Lake Fire Department will monitor and support automatic fire sprinkler systems; if necessary, will supplement the system.

Operations

A. System Support

- The second-due engine company should set-up at the FDC. The officer of this engine should proceed to the fire pump control room and monitor the system for proper operation.
- This engine is dedicated to the sprinkler system and shall not be used for any other activity.
- Set-up should include a parallel connection of 2 1/2 lines, drop tank – filled and engine ready to pump.
- Pump Pressure: supply system at 150 psi at the building connection point unless otherwise directed. (sign at FDC)

B. System Restoration

- The system should not be shut down until the fire is extinguished, and then only by order of the incident commander. The system should be shut off by closing the system valve for the area of the fire. The member shutting off the system shall remain at the control valve until relieved by the incident commander.
- Before leaving the scene, ensure the system is back in operation.
- Fire inspector does a follow up visit to ensure that the water storage tank has been refilled.

SOG 4: APPARATUS FAMILIARIZATION

The following are guidelines for familiarization, training, and use of new apparatus. It is hoped that they will help ensure all personnel become fully trained and familiar with the apparatus in a safe manner.

- Two fire department personnel must be in attendance when driving and/or operating the apparatus for familiarization and training purposes.

- If one is available, an officer in attendance is preferred, but not mandatory for a regular member.
- Probationary firefighters must have an officer in attendance when training on or operating apparatus.
- A spotter will be used at all times when backing up the apparatus, and in all other situations where it is beneficial.
- All persons operating the apparatus will fill out the log book completely, including name, date, time, ending mileage, etc.
- Note and record in the log book or on another sheet of paper any questions or concerns to be addressed, and place in log book.
- Do a walk around the apparatus before beginning any operation or procedure to check for existing damage, and if found, report it.
- Any damage or suspected damage to the apparatus and/or other equipment, building, vehicle, or any other property is to be reported to the Fire Chief immediately.

SOG 5: APPARATUS OPERATION

1. Department emergency response SOGs should include the following guidelines:
 - Knowing maximum apparatus speed during response
 - Approaching and entering intersections safely
 - Crossing railroad grade crossings safely
 - Operating in school zones or passing school buses properly
 - Using audible and visual warning devices properly
 - Providing right-of-way for other responding apparatus appropriately
 - If situation occurs that requires rearward movement of vehicle, then one firefighter with portable radios should be assigned to direct driver/operator
 - Knowing policies include safe driving practices, adhering to all local and state traffic laws, and defensive driving techniques
 - Being familiar with issues such as correct rearward movement of the apparatus, correct parking techniques, and unsafe practices such as standing while the apparatus is in motion
 - In event that a department apparatus is involved in a collision, operator must be familiar with protocol for reporting such an event.
2. Apparatus is under the care and control of operator, who is ultimately responsible for its operation.
3. Scene Placement Guidelines:
 - Company officers and apparatus operators must be trained in general guidelines for safe and effective apparatus placement
 - Placement guidelines may be in department's standard operating procedures manual or in incident management plan
 - Proper positioning of apparatus provides a safety barrier that protects scene, victims, and emergency personnel

- When positioning apparatus, operators must allow for adequate parking of additional fire department apparatus
- Where possible, operators should position apparatus at a 45-degree angle into curb
- At intersections or where incident may be near the middle of street, two or more sides of incident may need to be protected
- During pump operation, pump panel should be positioned at curbside if possible
- When laying hose and positioning at a water source, operator must take necessary steps to warn motorists of these operations
- For safety considerations, operator must not position apparatus under overhead power lines, too close to a potential structural collapse/fire spread, or in access or egress path of other apparatus
- Operator should chock apparatus wheels when vehicle is parked at incident scene
- Operator must ensure that all persons on apparatus are seated and belted
- Visual warning devices must be turned off while returning to quarters

4. Good driving practices

- Remember that speed is less important than arriving safely at the destination
- Slow down for intersections and stop when faced with a red light or stop sign; anticipate the worst possible situation
- Drive defensively and be aware of everything that is happening or likely to happen 360 degrees around the apparatus
- Expect that some motorists and pedestrians will neither here nor see the apparatus warning devices
- Be aware of the route's general road and traffic conditions and adjust this expectation with the season, weather, day of the week, and time of day
- Remember that icy, wet, or snow-packed roads increase braking distance
- Do not grind the gears on manual transmission vehicles
- Do not use the clutch pedal as a footrest
- Do not exceed 10 mph when leaving the station
- Do not race the engine when the apparatus is standing still as it is unnecessary and abuses the engine
- Always use low gear when starting from a standstill because using second or third gear and slipping the clutch damages the clutch and causes unnecessary, rapid wear
- Keep the apparatus under control at all times
- Take nothing for granted

SOG 6: SCBA USE and AIR MANAGEMENT

Use

All department personnel shall make use of the SCBA equipment provided whenever entering an area and/or performing activities with a potential or known hazardous atmosphere. Including, but not limited to:

- Confined space areas
- Oxygen deficient atmospheres
- Contaminated (and suspected) atmospheres
- Interior firefighting (and related) activities
- **SCBA** the area will potentially become contaminated.

SCBA shall not be removed until:

- You are no longer operating in the hazard area, or
- Atmospheric monitoring has confirmed that:
 - Oxygen levels are above 19.5%, and
 - Carbon monoxide levels are below 25ppm,
 - Flammable vapors are not detected,
 - No other hazardous substances are believed to be present.

Air Management

When SCBA is in use in hazardous atmosphere you and the rest of your crew must exit when the Low Air Alarm goes off.

SOG 7: SCBA CARE AND MAINTENANCE

PURPOSE:

The following guidelines will help ensure the fire department's SCBA equipment is properly maintained and fully operational at all times. All personnel are responsible for inspecting their assigned SCBA facepiece before and after each use, and at least monthly.

- Individual face pieces will be cleaned and disinfected after each use.
- SCBA units shall be cleaned and inspected after each use.
- The inspection will include: check for physical damage, check for broken parts.
- All SCBA units and spare SCBA cylinders will be inspected and checked for proper operation at clean-up drills every month.
- All SCBA units on any apparatus involved in a response will be inspected after the call, and the inspection documented by initialing the post-incident truck checklist.
- The chief(s) and captain(s) are responsible for ensuring that the monthly and post-incident SCBA inspections are properly completed and documented.

- Monthly operational checks of SCBA units will include, at a minimum:
 - Clean SCBA unit and/or cylinder, if necessary
 - Inspect cylinder and harness for damage, missing parts, check O-rings, etc.
 - Cylinder pressure should be at 4500 psi; refill if lower than 4200 psi
 - Low air alarm – test SCBA low air alarm
 - PASS device – test function and reset
 - Check to see that air pressure on PASS matches cylinder gauge
 - Check operation of regulator bypass valve
- The battery on all SCBA units will be changed if they are found to be low on charge, or dead.
- All spare SCBA cylinders will be checked monthly for cleanliness, damage, and pressure (minimum 4200 psi).
- The persons performing the SCBA inspections and tests will accurately complete the Monthly Inspection Record.
- If an SCBA needs repair, or is not operating properly, notify an officer at the station. If the unit cannot be restored to proper operation at that time, the unit will be tagged out of service and a note attached indicating the problem(s) with the unit.
- The Fire Chief will be informed ASAP in writing and/or via email if SCBA units are taken out of service and will not be repaired by fire department personnel.
- All SCBA units used at a fire or other incident will be cleaned, inspected, filled, and checked for proper operation prior to being placed back into service.
- All personnel will perform a visual and operational inspection of the face piece assigned to them at clean up drills every month.
- The fire department will coordinate the annual testing of SCBA units and of individual face pieces.
- The fire department will coordinate the periodic testing of SCBA and cascade air cylinders.
- The fire department will coordinate the required maintenance and testing of the breathing air compressors and fill stations.

SOG 8: RESCUE BOAT OPERATIONS

Boat: Zodiac Cadet 340, solid floor

- The most important issue is maintaining pressure in the tubes. The pressure will fluctuate with the temperature. If you store the boat in a heated area, the pressure will drop a lot if brought out into the winter air. The boat performs much better with correct pressure
- There are two types of valves in the boat. The buoyancy tubes have the semi-recessed valves. Twist off the cap. Insert the hose with the large adaptor attached and twist to tighten the taper fit. Then pump as needed. Re-install cap. Do not over tighten this cap- its primary use is not holding air. The keel has the old-style valve with separate cap and valve. Remove the cap. It is normal to hear hissing with the cap removed. Insert the small tip of the hose into the valve and inflate until the floorboard starts to bow upwards a bit. Re-install cap. If this cap is not on tight the keel will leak, so make sure the cap along with the valve underneath it are tight.
- The oars can be released by pushing the button on the oarlock. The oarlock has a tightening ring to allow for adjustment of oar length. When stowing the oar, loosen the ring to allow oars to slide.

Trailer: Shore lander B-10 with double bunks

- Make sure the tie downs at the transom pull the transom tight against the center bunks to support the transom with the motor.
- The harness in the front of the boat is for loading the boat on the trailer. Most of the time you will just pull the boat onto the trailer.

Outboard motor: Mercury 8 hp 4 stroke

- Please review the owner's manual, especially the sections on starting, engine break-in and tilting the motor.
- The engine runs on regular non - oxy fuel only. Please use fuel conditioner all of the time. Forever. The 4-stroke engine has very small precise jets in the carburetor and is quite sensitive to fuel quality and age. Fuel conditioner solves nearly all problems with this.
- Starting directions are on the hood and are quite clear. And they are accurate. Engine must be in neutral to start. Cold: Two primes on the engine primer and pull out the choke. Should start right away. After running for a bit, push the choke back in. If engine starts to die pull it back out to keep it running until it warms up more. You will notice that the choke also increases engine speed, so you will want to wait until the choke is pushed back in before shifting. Shifting is easy with the shift in the handle feature.
- The "throttle only" button on the engine is used to disconnect the shift in the handle feature. If you tried to start engine with the safety tether in the off position, you could flood the engine if you over primed the engine. Since it

would be hard to clear out the engine with the throttle in the closed position, this button allows you to open the throttle to start the engine if flooded. When engine starts and throttle returned to idle, the button will automatically re-engage.

- Steering friction is the lever in the front of the engine beneath the carry handle. Use it to adjust steering tension
- Knob on steering handle is for throttle friction- you probably will adjust this once.
- When installing the tether cord, be sure to insert the loop of the tether and push the toggle switch up.

SOG 9: PPE CLOTHING

Turn-Out Gear Dress Code

- Each firefighter will wear the complete turn-out gear issued by the Fire Department when engaged in any emergency necessitating its use. Officers may give permission to alter or downgrade turn-out gear use at any time as conditions may dictate. Safety Vests must be worn on all City street, county road and state highway incidents.
- Fire department issued turnout gear shall include:
 - Turnout Coat
 - Turnout Pants
 - Boots
 - Nomax Hood
 - Gloves
 - Helmet
 - SCBA Mask
 - Safety Vests
- Each firefighter is responsible for all fire department issued turnout gear shall to be maintained in first class condition. This shall include cleaning and general maintenance. Firefighters must notify their Fire Officers if any repair is needed on any turn out gear.
- All fire department issued turnout gear shall be for authorized fire department use only.
- All Fire Fighters are required to perform monthly inspections of Turnout Gear and record their findings on the Fire Department supplied form.

Medical Call Response Dress Code

- All firefighters shall wear Turnout Gear or appropriate attire to identify them on all rescue/medical calls. Firefighters are to appear as neat as possible to the public and to wear appropriate attire for identification of Fire personnel. **No shorts or open toe shoes are allowed.**

Wildland Fire Response Dress Code

- All firefighters shall wear the Fire Department Wildland Gear, gloves and helmet or Turnout Gear on all Wildland calls. **No shorts or open toe shoes are allowed.**

SOG 10: SIZE UP

Initial report

- Type of structure/construction.
- Building size (small, medium, large) and height (number of stories).
- Type of occupancy. (Status, if known.)
- Fire/smoke conditions (i.e. nothing showing, light or heavy smoke showing, fire showing, working fire, fully involved)
- Unit number and designation of command.
- Actions being taken and/or firefighting mode. (Offensive or defensive)

Size-up

- Size-up begins with the initial dispatch.
- All firefighters are conducting their own size up while responding and on the scene.
- Size-up by the IC is ongoing until the incident is under control.
- The initial plan may change based on this ongoing size-up.

Scene Size-up

Fire extent/location

- Where is the fire located and where is it headed?
- How much of the structure is involved?
- What is burning? (Fire load/contents?)

Fire effect on structure and construction type

- What are the structural conditions?
- Are lightweight construction materials a concern?

Occupants/rescue

- Is the building occupied?
- Is there anyone alive to save?

Savable property

- Is there any property left to save?

Entry and tenability

- Can firefighters safely enter the building and stay in?

Ventilation profile

- Can ventilation operations be conducted? Safely?

Resources

- Are there sufficient resources available for the planned attack? (Firefighters, fire apparatus and equipment, water, etc.)

SOG 11: APPARATUS OPERATION

Care and maintenance

- All department vehicles shall be kept clean, both interior and exterior.
- All department apparatus must have a minimum of $\frac{3}{4}$ tank of fuel when returned to service.
- A vehicle needing repair shall be reported to an officer.
- If the repair will be taken care of by department personnel they must be advised.
- If the repair will not be handled by department personnel, the Fire Chief must be notified to coordinate the repair.
- Any vehicle found to be in an unsafe or inoperable condition shall be taken out of service and reported to an officer. Appropriate steps to ensure the vehicle is not used until repaired will be taken.
- Any damage to a department vehicle must be reported to an officer immediately, and reported to the Fire Chief as soon as practical.

Drivers of Department Vehicles

- The driver is responsible for the safe operation of the vehicle under ALL conditions.
- The officer (or other front, right seat occupant) shares the responsibility for safe operation of the vehicle and the actions of the driver.
- All occupants must avoid distracting the driver and officer whenever the vehicle is in operation.
- The driver shall not move the vehicle until all occupants are seated and with seat belts fastened.
- The driver shall chock tires when not in driver's seat.
- The driver will ensure that the vehicle inspection checklist (including SCBA) is completed upon returning from a call.

Vehicle Operation

- Drivers shall operate department vehicles in a professional and courteous manner at all times.
- A defensive driving attitude and defensive driving practices will be used when operating department vehicles.

Emergency Response

- Emergency response is authorized for properly equipped vehicles responding to emergency incidents.
- Emergency response requires the activation of the vehicles visible and audible warning equipment.
- Vehicles responding emergency should be operated at or below the posted speed limit, depending on conditions.

Vehicle occupant safety

- Seatbelts
- All occupants shall be in a seated position with seat belts in place whenever the vehicle is in motion, or while parked at a roadway incident.

Backing up department vehicles

- Backing up department vehicles should be avoided whenever possible.
- A spotter will be utilized while backing up department apparatus, including when vehicles are being backed into the fire station.
- The driver must maintain constant visual contact with the spotter. If visual contact is lost the driver must stop immediately.
- If the driver is alone, prior to backing up, the driver shall walk completely around the vehicle to ensure there are no hazards present.

For vehicles equipped/supplied with wheel chocks they shall be deployed whenever the vehicle is parked outside of the fire station

Department vehicles are intended for use in performing official duties. Department vehicles will not be operated for personal/private use unless prior authorization is received.

SOG 12: APPARATUS TO DRILL

To detail department policy regarding apparatus and firefighters from Station 2 or 3 responding to Station 1 for drills.

Definition: For this policy, the word "drill" shall include; training, drills, meetings, in-service, etc.; which are typically held Monday evenings, and Tuesday mornings.

- Apparatus from Station 2 or 3 will be brought to Station 1 for all drills, unless otherwise indicated in one or more of the following points.
- The priority order of apparatus brought to Station 1 under this policy is as follows:
 - First: Rescue (Crew of 3 or 4)
 - Second: Engine (Crew of 2 to 6)

- Third: Tanker (Crew of 1 or 2)
 - Fourth: Grass (Crew of 1 or 2) (Grass may be moved up to third if conditions are favorable for grass/wildland fires.)
- Rescue will always be brought to Station 1 for drills. Apparatus will be rearranged at Station 1 to allow Rescue to be parked inside Station 1 if temperatures are below freezing, and/or if other weather conditions make this desirable.
 - Other apparatus from Station 2 or 3 will be brought to Station 1 unless the current temperature reported by KARE 11 television station on the 6:00 PM news is below 25 degrees Fahrenheit.
 - Firefighters from Station 2 or 3 are expected to ride the apparatus to drill.
 - Firefighters will bring their Personal Protective Equipment to drill.
 - There may be times when all firefighters are requested to be at Station 1 on a clean-up night/day. Apparatus are to be brought to Station 1 on those occasions as they would on any other drill night/day.
 - For drills at other locations, this policy will pertain to apparatus and firefighters from all stations.
 - Whenever possible, apparatus and firefighters from Station 2 and 3 should be released from drill so as to allow the time necessary for cleaning of the apparatus brought to drill.

SOG 13: MUTUAL AID RESPONSE

The following guidelines are for responses to mutual aid and automatic aid requests received by the Ham Lake Fire Department.

- Closest station to city requesting mutual aid will respond (Daytime 5am to 5 pm all mutual aid requests will be from Station 1)
- An engine will respond with a minimum of 4 crew members.
- Tanker 1 or 2 crew members
- Grass 2 crew members
- Rescue 2 to 4 crew members
- Specialized equipment or request crew as needed
- Chief or DO response to MA
- Standby crew need to wait 15 minutes after arrival of responding crew to ensure no other equipment is needed before they can clear station.
- Clean up after call, if help is needed page out station standby crew to return (This will not count as an additional call or pay)

- Routine response to mutual aid stations, emergency response to mutual aid scene.

SOG 14: FITNESS ROOM

This policy will govern the use of the fitness equipment at Fire Station 1.

- The following are persons who will be allowed to use the equipment:
 - Firefighters
 - Employees of the City of Ham Lake
 - Immediate family members of the Ham Lake Fire Department who are 16 years old, or older
 - Persons designated by the Fire Chief
- Beverages are allowed to be consumed when using equipment. Food is not allowed
- Hours of use
 - Available 24 hours a day
- Clean up after yourself
 - Use wipes to wipe down equipment and mats
 - Put use towels in dirty towel bin
 - Return equipment to its original spot
 - Turn off fans, TV and lights when done
- Tag / Report damaged or malfunctioning equipment to the Fire Chief ASAP
- Waiver of liability for use may be required

SOG 15: Equipment

- No firefighter shall remove any equipment from trucks or department for personal use outside of fire department.
- Two-cycle equipment - should use canned mixed gas 50:1
- Four cycle equipment – should use only non-oxy gas
- Any damaged, not working properly or worn out equipment must be tagged out of service with reason, date and name of person putting tag on it.
- Fire Chief must be notified by text or email of all damaged tagged equipment.
- Departments hand tools for personal use is allowed while in use at a station. All tools must be put back in same condition and where taken found.

SOG 16: Hazardous Materials Incident

Definition and Primary Responsibility

- A hazardous materials incident is defined as an incident involving the release of potentially hazardous substances to the environment or a material which has escaped from its container and has the potential to harm people, property and/or the environment.
- The initial response to all incidents is at an Operational Level Response Team.
- The Department is responsible for isolating the hazardous area and confining the release and material identification.

General Information

- All responses follow standard operating procedures which include, but are not limited to: Respiratory Protection, Protective Clothing, Incident Command, and Response Guidelines.
- Mutual Aid is especially important during all incidents.
- All personnel and apparatus responding to the incident must not approach the scene, but maintain a safety perimeter upwind and uphill so that any release does not create the potential for injury, death, or unnecessary damage. Only when the hazard has been identified and the potential for danger has been defined shall the Incident Commander initiate the proper approach. The Incident Commander applies this rule to all police, fire, ambulance and other responders.
- A command post is established at all incidents.
- A Safety Officer is designated who is knowledgeable in hazardous substance handling procedures. The Safety Officer identifies and evaluates hazards and maintains the safety of operations.
- Incident Command establishes safety zones for all response activities. Interior safety zones are established for various levels of activity as determined by the type of safety equipment required to operate in that zone.
- Initial identification is made from the most remote position available using driver information, binoculars and/or container markings. Upon identifying the material, the DOT Emergency Response Guide Book is be used in the initial response.
- The incident site security and control is accomplished by the appropriate safety providers.
- At all incidents, an evacuation plan is established with priority zones. Evacuation routes are determined and the predicted sequence of events established.
- The number of personnel in the hazardous zones is limited to those actively performing emergency operations. Operations in the hazardous zones are performed using the accountability system. (See Section 6.9 Accountability System.)
- Incident Command reviews all known information with the personnel assigned to the hazard zones. This information consists of all chemical, physical and toxicological properties of the materials in concern.
- Emergency medical personnel (paramedic ambulance) are present during all Hazardous Materials Incident.
- A determination of all governmental agencies which must and/or need to be notified is made.
- All personnel and equipment in contact with the hazardous material are decontaminated according to the procedures specifically for the material and the incident.
- All response personnel critique all incidents as soon as practical after the conclusion of each incident.
- Training/Maintenance is given to all department firefighters for response to hazardous materials incidents.

Immediate Actions for Incidents

- Determine wind direction and weather conditions.
- Approach cautiously, upwind.
- Consider the best approach to the scene.
- Establish Incident Command.
- Identify the product and any immediate hazards.
- Secure the scene.
- Establish hot, warm and cold zones.
- Establish a staging area.
- Consider life safety concerns such as fire, explosion, toxicity, reactivity, etc.
- Perform air monitoring.
- Decide site entry points to cold, warm and hot zones.

Required Incident Notification

Local Notification

- Ham Lake City Administrator/Mayor
- Ham Lake Public Works Department
- Hospitals/Clinics
- Anoka County (Sheriff's Dispatch)
- Anoka County Emergency Management Coordinator
- CAT Team

State Notification

- State Duty Officer. Note: The State Duty Officer must be notified as soon as possible of each and every spill, regardless of its size. Failure to notify is a violation of state law.
- Minnesota Pollution Control Agency (MPCA).
- Department of Natural Resources (DNR)
- Department of Agriculture. Note: The Agronomy Services Division must be notified whenever the substances released is a pesticide, herbicide, rodenticide, insecticide or fungicide (or a mixture of substances, such as a fertilizer formulation, which contains a pesticide).
- Department of Public Safety.
- Metropolitan Waste Control. Note: The Metropolitan Waste Control should be notified of any hazardous substance spilled into the sanitary sewer system which could affect the performance of treatment plants.

Identification of Responsible Parties

- Obtain information on the party or person causing the release: name, title, address, phone number, fax number, method of identification, etc.
- Obtain information on the establishment or company responsible: name, address, contact person, phone number, fax number, insurance information, etc.
- Obtain vehicle identification: make, model, license plate number, VIN number, description, color, etc.

Identification of Substance


- Obtain container information: labels, documents, placards, etc.
- Obtain statements from persons familiar with the substance released.
- Review Safety Data Sheets (SDS).
- Call the emergency number listed on the shipping papers.

SOG 17: Rapid Intervention Team (RIT)

To Be Added

SOG 18: MayDay Calls

To Be Added



ANOKA
COUNTY
FIRE
PROTECTION
COUNCIL



**Administrative
Policy and
Operational
Guideline:
*Communications***

Revision 2022.0

CONTENTS

Purpose 2

Scope..... 2

References and Related Documents 2

Roles and Responsibilities 2

Unit Naming 3

Communication Procedures..... 4

Special Situations 6

Mutual Aid / Box Alarms Procedures 6

Communications Systems 7

Major Incident Plan (MIP) – Severe Weather Information..... 7

Appendix 1 – Anoka County Radio Procedures 10

Appendix 2 - Definitions – Commonly used words/acronym meanings..... 12

Appendix 3 – Radios 15

Revision History	

PURPOSE

This document was developed and is maintained by a group consisting of fire department and Anoka County Emergency Communications representatives to define the way in which the fire department communications network is operated. This document addresses the common day-to-day operational concerns of the system and provides guidance for unusual and/or unanticipated circumstances that may call for deviations from these rules and procedures. Changes in industry standards, technology, and culture drive the need for regular reviews and updating of this document.

To provide effective public safety communications services to citizens and fire department personnel, the dispatch center must have practical guidelines from which to work. Additionally, fire department users must understand dispatch's expectations of them in terms of radio and computer protocol, as well as the legal expectations. Everyone involved in the use of the communications network must develop and train on proper communications techniques and habits.

SCOPE

The Anoka County Emergency Communications Administrative Policy is a guideline for all communications in Anoka County between the fire departments and Emergency Communications. All fire departments, firefighters, and Emergency Communications dispatchers should follow these guidelines so that there is always appropriate and approved correspondence between agencies.

REFERENCES AND RELATED DOCUMENTS

- **FCC Rules and Regulations.** *FCC Rules and Regulations "Part 90, Public Safety Radio Services" governs radio frequencies used in this communications system. The FCC authorizes all radio frequencies for the single purpose of conducting the official public safety business of the license, and any flagrant disregard of this FCC restriction can result in the revocation of the city or county's license to use the radio. Such action would seriously limit the effectiveness of the departments involved and have an adverse effect on its community. ALL USERS WILL COMPLY WITH FCC RULES AND REGULATIONS.*
- **Individual Departmental Policies and Guidelines.** Member departments of the Anoka County Fire Protection Council may have additional policies and guidelines addressing fire department communications.

ROLES AND RESPONSIBILITIES

Dispatching for Anoka County Fire Departments is performed by the Anoka County Emergency Communications Center, referred to herein as Anoka Dispatch.

Anoka Dispatch provides the following services:

- Alerting Fire Agencies of events via the ARMER radio system.
- Recording response activity in the CAD (computer aided dispatching) computer system.
- Assisting Fire Agencies with special requests.
- Monitoring the use of the fire talk groups on the radio system.
- Testing of the paging system on a weekly basis.
- Audio recording of activity on designated talk groups.

Fire department personnel shall follow these administrative procedures when communicating with dispatch or other fire units.

UNIT NAMING

Alpha-Numeric Call Number System – Used to identify fire department units. Unit identifiers are built using alpha characters representing the city/township and the resource type followed by numeric characters representing the apparatus number.

Note: When communicating over the radio, units should identify the city and unit (for example, Fridley Engine 3).

EXAMPLE:

	City	Type	Number
AA11	A	A	11

- The first character is the alpha character for the city or township. Reference the following chart for codes. These are primarily used for written communications:

Letter	City / Township	Department
A	Andover	Andover FD
B	Anoka	Anoka-Champlin FD
C	Bethel	Bethel FD
D	Blaine	SBM FD
E	Nowthen	Nowthen FD
F	Centerville	Centennial FD
G	Circle Pines	Centennial FD
H	Columbia Heights	Columbia Heights FD
I	---	---
J	Columbus	Forest Lake FD
K	Coon Rapids	Coon Rapids FD
L	East Bethel	East Bethel FD
M	Fridley	Fridley FD
N	Ham Lake	Ham Lake FD
O	Champlin	Anoka-Champlin FD
P	Hilltop	Columbia Heights FD
Q	Lexington	Lexington FD
RR	Lino Lakes	Lino Lakes FD
S	Linwood	Linwood FD
T	Oak Grove	Oak Grove FD
U	Ramsey	Ramsey FD
V	St. Francis	St. Francis FD
W	Spring Lake Park	SBM FD
X	outside agencies	---
Y	Mounds View	SBM FD
Z	---	---

- Second Character(s) is the specific unit type.

Letter	Resource Type
A	Aerial (<i>as opposed to Ladder</i>)
B	Boat
CA	Captain
CH	Chief
E	Engine company and/or pumpers

FM	Fire Marshals
G	Grass rigs, jeeps, Gama-goats, bombardier
H	Hazardous Materials or Chemical Assessment Teams
I	Fire Inspectors
L	Fire lieutenants
R	Rescue. All rescue
T	Tender (water carriers)
U	Utility. All utility units, such as pickup trucks, communications van, personnel carriers, air handling units, Rehab Unit, etc

- Third and Fourth Digit(s) designate the unit number.

Note: There are exceptions to this system for unique groups such as ACFIT (Anoka County Fire Investigation Team), SRT (Special Rescue Team), and CAT 22 (Chemical Assessment Team – Region 22).

COMMUNICATION PROCEDURES

Please refer to Appendix 1 for an overview of general procedures.

Alerting Procedures:

- A. Anoka Dispatch will dispatch all fire / rescue calls on the main county fire talk group or a secondary talk group via USDD Alerting system, Active 911 or similar, and by voice or data transmission.
- B. Dispatchers will determine which fire department(s) are tone alerted according to location, type of call, day of the week and time of day.
- C. Departments will be re-toned if there is no acknowledgement of the call or answer after the hailing of the department within 5 minutes.
 - a. Initial Page – USDD Paging / Active 911
 - b. 2nd Page – USDD Paging / Active 911
 - c. 3rd Page – Page over County Fire Talk group / Phone Call to Fire Chief or Primary Station (HQ)
- D. Following receipt of a call Anoka Dispatch will send the call to the USDD software which will dispatch the call as follows:
 - a. “Attention (specific fire department(s) and stations) call type”
 - b. State the event type
 - c. State the address, including city (when necessary), name of business (if applicable), and apartment/unit/suite
- E. Dispatch will advise responding units of Alerts and Hazards as indicated by CAD over the radio (if applicable)

General Procedures:

- A. Communication Techniques:
 - a. All communication from units to Anoka Dispatch will begin with the term “Anoka Dispatch” then identify them by unit/name number and state their communication.
 - b. Anoka Dispatch will acknowledge by repeating the unit/name number and message, followed by the time, time indicates the end of the transmission from Anoka Dispatch.
 - c. Any unit to unit communications shall be completed on TAC channels.

- B. Communication with Anoka Dispatch – ALL communication with Anoka Dispatch will take on either 1) The main county fire talk-group, or 2) the assigned TAC channel with a dedicated dispatcher. If there is NO dedicated dispatcher, you will switch to the main county fire talk-group to communicate.
 - a. Enroute: Main county fire talk group.
 - b. Arrive/Arriving: Will be conducted on main county fire talk group OR the assigned TAC channel to the dedicated dispatcher
 - c. General/Misc. Communication: Will be conducted on main county fire talk group OR the assigned TAC channel to the dedicated dispatcher
 - d. Clearing the scene: Will be conducted on the main fire talk group. If all units are clearing the scene at one time, only one unit needs to advise Anoka Dispatch. If any unit(s) will be remaining on the scene for an extended period, it is requested they notify Anoka Dispatch of such.
- C. Severe Weather Alerts and Notifications – See M.I.P. below.

Safety/PAR Checks:

- A. **Structure fires:** Anoka Dispatch will set a 15-minute timer from the time the first unit arrives. At the end of 15 minutes, IC will be advised “15 min PAR reminder.” IC would be responsible for making sure all companies are accounted for. These PAR checks will continue every 15 minutes until IC determines they are no longer needed at which time Anoka Dispatch will discontinue PAR checks.
- B. **Medical/other events:** Anoka Dispatch will set a 15-minute timer from the time the first unit arrives. These checks will continue every 15 minutes or until the respective unit declares they are no longer needed at which time Anoka Dispatch will discontinue checks.

Structure Fires:

- A. Anoka Dispatch will assign a tactical fire ground talk group on all structure fires, mutual/auto aid incidents or when requested and will dedicate a dispatcher to the talk group until released by the Incident Commander (IC).
- B. Anoka Dispatch will automatically start an ambulance routine, unless known to be occupied, to all structure fires.
- C. When applicable, the first unit arriving on the scene will advise Anoka Dispatch of the conditions of the call, such as type of building, working fire, and other pertinent information. They will also advise which unit will be the Incident Commander (IC).
- D. Additional pertinent information from Anoka Dispatch will be relayed over the main county fire talk group to the IC or senior officer.
- E. The IC will be the unit to notify Anoka Dispatch via the main county fire talk group of box alarm upgrades or additional requests. (i.e., Salvation Army (refreshments), Red Cross (family needs), State Fire Marshal, Utilities, misc. needs). Anoka Dispatch will notify the IC of the estimated time of arrival (ETA) when available.
- F. Benchmarks:
 - a. It will be the discretion of the IC to notify Anoka Dispatch of the various benchmarks of the fireground. If provided, Anoka Dispatch to document the benchmark in the call information for later use. Benchmarks that may be noted:
 - i. Working Fire / Fire Out / Fire or Situation is under control / ALL CLEAR from the structure.
 - ii. Utilities / Misc. Services on scene.
 - iii. Fire Investigator / State Fire Marshals on scene.

SPECIAL SITUATIONS

- A. Emergency Assistance
 - a. Should a unit require emergency assistance from law enforcement, the crew shall request a "10-88." Anoka Dispatch will then dispatch police units emergent to the unit's location.
- B. When a "MAY DAY" or a Fire Ground Emergency is called, dedicated dispatcher will immediately confirm that IC is aware of situation. Anoka Dispatch will move ALL RADIO/FIREGROUND COMMUNICATION off the talk group the MAYDAY has been called on. At the request of the IC, Anoka Dispatch will issue unique warble tones for the purpose of emergency evacuation. Anoka Dispatch will select on all talk groups involved with the incident, sound the tones, and announce the emergency request. These steps will be repeated two more times.
- C. Special Announcements: (i.e. – Training change / Retirements / Misc. Information)
 - a. Special routine announcements over the radio system can be made by contacting Anoka Dispatch by phone. The person making the request will identify themselves by name or officer identity, specify the nature of the special announcement, and the requested time of dispatch.
- D. Off Duty Notifications:
 - a. **Emergency Situations:** Officers/units in the field that come across an emergency in Anoka County requiring fire or police response will alert Anoka Dispatch on the main county fire talk group by identifying themselves by unit number. Once Anoka Dispatch acknowledges the unit, the unit shall give the specific location and nature of the incident and, if necessary, what is the requested response. To call attention to the traffic, the unit may hail Anoka Dispatch with "Anoka Dispatch, <<unit>> emergency traffic."
 - b. **Non-emergency situations:** Officers/units that come across non-emergency situations will contact Anoka Dispatch by phone if possible.

MUTUAL AID / BOX ALARMS PROCEDURES

- A. Anoka Dispatch will automatically assign a Fire Tactical talk group while dispatching a First Alarm assignment or Mutual-Aid incident and announce the talk group when first unit and any additional unit(s) checks in.
- B. Incident Commanders may request an additional alarm or Mutual Aid by stating over the radio, "Anoka Dispatch" from Command, UPDATE." Once Anoka Dispatch is prepared and acknowledges Command, IC will request another alarm or if a Mutual Aid request, IC will advise the city, equipment, directions, and staging area for incoming crews. If not already assigned, the IC may then request a County Fire Tactical Talk Group or Anoka Dispatch will assign one.
- C. The IC may request a First Alarm assignment to any call at any time.
- D. In the absence of a dedicated dispatcher, whether on an Auto Aid or Mutual Aid, the IC will continue to monitor the main Anoka County Fire talk group.
- E. Events involving agencies outside Anoka County are assigned a regional or statewide talk group.
- F. The IC may request patching of talk groups at any time. Departments should be aware that if their city Fire TAC is patched to another TAC TG it will not be usable for additional incidents in their community.
- G. Requests made for specialized units, such as ACFIT, State Duty Officer or the State Fire Marshal, the IC will provide a phone number to Anoka Dispatch for that representative to contact. If confidentiality is an issue, IC may phone Anoka Dispatch directly. Anoka Dispatch will create a new call for the request, including address and specific details the IC has requested.

COMMUNICATIONS SYSTEMS

ARMER Radio System

- A. **Talk Groups** - Primary dispatch operations will be conducted on the County Fire TG. Each fire department has a day-to-day response tactical talk group specific to each department. When mutual aid from only within Anoka County is needed, one of four countywide fire tactical talk groups (FTAC-A, FTAC-B, FTAC-C, and FTAC-D) is assigned. Regional and statewide talk group resources are patched in as needed by dispatch to support regional or statewide mutual aid response.
- B. **Talk Group Assignment** - The Fire Dispatcher assigns and patches talk groups to support fire response as needed. ICs requiring a talk group for a specific purpose should notify the Fire Dispatcher who will select and assign an appropriate talk group resource and perform all necessary patches.

Visinet Browser (Web CAD)

- A. **Definition:** A web-based CAD interface called Visinet Browser. Provides query-based access to previous Incident information and statuses of fire response in Anoka County. The system requires individual logins. Web CAD can be used to run CAD-level statistical and incident reports. There are standard reports available in Web CAD.

Mobile CAD

- A. **Definition:** A CAD program that may be installed on tablets or laptops in apparatus or on a desktop workstation that provides real-time access to pending, active, and inactive incident information. Each installation can be logged on as a fire unit.
- B. **CAD Mobile buttons:** Fire departments utilizing CAD Mobile devices in their apparatus are encouraged to use the buttons on the CAD Mobile device as follows; First unit enroute to an incident announces their response on the fire main (Anoka) talk group. "Anoka Dispatch", <<Unit Designation here>>, is enroute", on scene with a verbal scene size report. Additional responding apparatus can use the CAD Mobile Buttons, Enroute, On Scene, and Clear, to assist in keeping the radio channel clear.

Active 911

- A. ACTIVE911 is notification software that sends out call information via cell phone to members of departments that participate. The user list is established by the respective department's administrator. When Anoka Dispatch sends a call for service, the call is routed to an independent server with ACTIVE911 that routes the call to the department list of members and the call is sent to the members cellular device.
- B. ACTIVE911 is established as a supplementary notification system and cannot be used in place of tone and voice paging.

MAJOR INCIDENT PLAN (MIP) – SEVERE WEATHER INFORMATION

Definition: Occasionally the Anoka County Emergency Communications Dispatch Center (Anoka Dispatch) receives a tremendous number of calls for several agencies in a very short period. This happens most often when a major storm has occurred in the county that damages trees, power lines, or homes, as well as causing injuries to citizens. This usually involves multiple departments and creates a situation where it is difficult to communicate on the main county fire talk group.

The following is a suggested procedure for all fire departments to use during these times to make it easier, safer, and more effective for all agencies involved, thus helping to keep the main talk group available for serious or extreme emergency situations.

It is recommended that all departments have their own departmental guideline or policy when a severe weather announcement is made for firefighters to or not to report to their fire stations so Anoka Dispatch DOES NOT have to page agencies for staffing requests during inclement weather situations.

Procedures:

- A. Anoka Dispatch, after receiving a National Weather Service notification of a Severe Thunderstorm Warning, will page all fire departments using the Group Weather Page. Anoka Dispatch will announce to the departments the details regarding the notification. Fire departments will react according to individual department protocol.
- B. Anoka Dispatch will send out or page each additional update from the National Weather Service as a new CAD event so the new information will be provided.
- C. Anoka Dispatch activates outdoor warning sirens upon receipt of a National Weather Service notification of a Tornado Warning (area of siren activation may be dependent upon specific warning area). Sirens may also be activated in response to reliable spotter reports of a tornado.

When it has been determined that there is a need to activate the MIP:

- A. Anoka Dispatch or any fire department, at any time, may activate the MIP, which indicates the department is to "self-dispatch", meaning dispatching their own non-priority incidents on their own city fire talk group. The Group Weather Page tone can be used to initiate the MIP.
- B. When there is a new call or incident for a fire department, Anoka Dispatch will determine the severity of the call,
 - a. if non-critical in nature, Anoka Dispatch will notify that department by forwarding the call to an assigned station via the CAD Mobile software. These non-critical calls will not be voiced on the air.
 - b. All critical, high priority incidents will be dispatched as normal by Anoka Dispatch on the main fire talk group.
 - c. All fire departments are required to operate the self-dispatching procedure and communicate with their fire units, who are going to, arriving and clearing on their own city talk groups during the times the MIP is activated.
- C. The individual fire departments involved in the MIP shall staff a designated fire station with the appropriate number of people to effectively dispatch their units as needed to deal with incidents sent to them by Anoka Dispatch. When staff is in place, the department will notify Anoka Dispatch by phone that they are ready for self-dispatching.
- D. It is the responsibility of each fire department to record, at a minimum, units responding, the arrival time, what was found at the scene, action taken, and clear time. In the event of a power outage at a fire station, contact Anoka Dispatch as soon as possible, and they will direct as to next plan of action.
- E. Any appropriate or necessary information that needs to be communicated to Anoka Dispatch afterward can be done by phone, and/or email (anokacounty911@co.anoka.mn.us). It is recommended that a list of down power lines or other minor electrical issues be compiled by each department and emailed to Anoka

Dispatch. Anoka Dispatch will forward the information to the power companies approximately once an hour. It is understood that these companies will be very busy and cannot guarantee a response time or ETA to correct the problem.

- F. If fire units are equipped with CAD Mobile, each fire department will utilize the CAD Mobile on their apparatus and use the "Enroute," "Arrived," and "Cleared" buttons as an alternative to emailing the information to Anoka Dispatch.
- G. When the emergency situation has subsided, Anoka Dispatch will announce on the main talk group that the MIP is ending and will resume normal dispatching of all calls. All individual fire departments may cancel the self-dispatching of their units by communicating this to Anoka Dispatch on county main.

APPENDIX 1 – ANOKA COUNTY RADIO PROCEDURES

Radio Communication

Day to Day Calls:

Dispatch	USDD / Fire Main
Enroute	Fire Main
Arrival/Size-Up	Fire Main
ANY Traffic To Anoka Dispatch	Fire Main
Fireground	City Tactical Talk-group
Clearing	Fire Main
Cancellation	Simulcast on USDD and Fire Main – Dispatch will manually page out a cancellation page when asked to do so. The pager tones go out on USDD, the voice message transmits on both USDD and Fire Main

Mutual Aid Response – Out of Anoka County

* TAC Channel assigned by County requesting assistance.

- Hennepin County
- Ramsey County
- Washington County
- Sherburne County

Dispatch	USDD / ANOKA COUNTY Fire Main
Enroute	1. Anoka Dispatch - Anoka County Fire Main 2. Switch to appropriate County Fire main and check into service
Arrival	OUTSIDE County Fire Main or TAC Channel
ANY Traffic To Anoka Dispatch	Anoka Dispatch - Anoka Fire Main
Fireground	1. OUTSIDE County TAC Channel 2. City TAC Channel – if communicating to your station
Clearing	1. OUTSIDE County Fire Main 2. Anoka Dispatch – Anoka County Fire Main - When you are clear and returning

Box Alarm – Anoka County Response

- Dispatch will assign a County TAC Channel (TAC A, B, C, or D) to be used.
- Dispatch will ALSO have a dedicated Dispatcher on major incidents.
- Switch to the assigned TAC after going enroute on the main.

Dispatch USDD / ANOKA COUNTY Fire Main

Enroute Anoka Dispatch – Anoka County Fire Main

Arrival/Station Staffing you are to the Anoka Dispatch – Anoka Fire TAC Channel / Arrive on air stating which station staffing / Dispatch will arrive the units and then location change the unit indicated station

Arrival/Size-Up Anoka County Fire TAC Channel

ANY Traffic To Anoka Dispatch Anoka Dispatch – Anoka County Fire Main

- EXCEPTION: WHEN there is a dedicated dispatcher on Fire TAC

Fireground Anoka County Fire TAC Channel
City TAC Channel (Fire unit to home station)

Clearing Anoka Dispatch – Anoka County Fire Main
County Fire TAC Channel

M.I.P. – Major Incident Plan

- This is to be implemented during major storms in Anoka County
- Any fire department can implement the M.I.P. OR Can be implemented COUNTY WIDE.
- Calls will be sent to the department via CAD Mobile
- The Individual department will assume dispatching of calls, documenting times, etc.
- Structure Fires / Medicals will still be alerted as normal
- Dispatch will confirm calls have been received by the department via the radio.
- Radio communications with Anoka Dispatch should be kept to a minimum.
- ANY requests for UTILITIES should be sent to Anoka Dispatch at the conclusion of the event by EMAIL, this list should include.
 - o Address / Locations
 - o What the problem is (ex. Power line in tree behind location)
 - o WHAT service is needed, (ex. Power Company / Phone Company / Cable Company)
 - o Event number
- Once YOU have finished dispatching of calls and the event is over, ADVISE dispatch via radio that the can “RESUME NORMAL DISPATCHING PROCEDURES” for your city.

Units with CAD Mobile – You can use the mobile device to self-assign, enroute, arrive and clear on call during M.I.P. Operations, MAKE SURE YOUR STATION is aware of call being cleared.

Note: Traffic related to significant incidents (structure fires or major medicals) should be directed to Anoka Dispatch.

APPENDIX 2 - DEFINITIONS – COMMONLY USED WORDS/ACRONYM MEANINGS

10-88 – Crew in need of emergency law enforcement assistance (not mayday).

ALL CLEAR – The structure is clear of any person(s).

ASSUMING COMMAND – The unit stating this will be considered Incident Command (IC) or in charge.

ATTACK LINE – Same as a ready line, tank line, or pre-connect. Refers to line coupled/attached to the truck where there is a water supply.

ARMER – (Allied Radio Matrix for Emergency Response) – 800 MHz radio system used for public safety communications.

BACKDRAFT – is a rapid or explosive burning of superheated gasses in a fire, caused when oxygen rapidly enters an oxygen-depleted environment.

BACKFIRE - Controlling fire spread by setting a second fire downwind from the original fire

B.L.E.V.E. - Boiling Liquid Expanding Vapor Explosion – most found in mobile/stationary tank fires.

CAMEO – (Computer Aided Management of Emergency Operations) - software developed by the EPA which includes ability to predict the area at risk of contamination

C.A.T. TEAM – (Chemical Assessment Team) – team available via the State Duty Officer to respond to hazardous material incidents.

CHEMICAL MITIGATION - The movement of a hazardous product outside its container either via ground or air.

CLEAR - Unit is leaving incident and is available for another call.

CONTROL ZONES – (Hot / Warm / Cold) Designated areas at various incidents, based on safety and the degree of the hazard.

COLD ZONE - The Area where the command post and support functions that are necessary to control the incident are located. This is also referred to as the clean zone, green zone, or support zone.

DECON/DECONTAMINATION – The removal of harmful chemicals from victims and rescuers.

DECON/DECONTAMINATION CORRIDOR - This is a designated corridor or area where decontamination is to occur.

EMERGENCY EVACUATION - All persons inside a building are to evacuate immediately. **** In the event an “Emergency Evacuation” is declared by IC - Anoka Dispatch will sound a unique warble on all talk groups used in the event and advise personnel to evacuate immediately. This will be repeated a total of 3 times. ****

EOC - Emergency Operations Center.

EXPOSURE(S) – A building, vehicle, stored materials or surroundings that can catch fire because of proximity to the reported fire.

EXTENSION - Fire which has burned beyond its point of origin.

EXTRICATION - Removal of patient from a vehicle using tools. (i.e. Hurst Tool, RAM or hand tools.)

FDC - Fire Department Connection – Main supply inlet supply to the sprinkler system.

HAZ-MAT - Hazardous Materials

HOT ZONE - The area immediately surrounding a dangerous incident that extends far enough to prevent adverse effects from released products to personnel outside the zone. Also referred to as - the exclusion zone, red zone or restricted zone.

HYDRANT / SUPPLY LINE – Supply line from the hydrant to a fire apparatus.

I.C. - Incident Command - can include several command branches, includes - Logistics, Operations, Planning, Safety and Staging.

MAYDAY – A distress call or emergency call for help, WILL be repeated 3 times per policy.

MDT / Mobile – Mobile Data Terminal

N.I.M.S. - National Incident Management System.

P.A.R. - Personnel Accountability Report – Tags identifying responders, the vehicles they came in.

PRIMARY SEARCH - A quick search done in poor conditions to find victims.

REHAB – Designated area to ensure that the physical and mental well-being of members operating at the scene of an emergency, or training exercise, don't deteriorate to the point where it affects the safety of any other members.

R.I.T. - Rapid Intervention Team – A team dedicated to rescue a firefighter if they become trapped or disoriented in a structure.

SALVAGE / OVERHAUL – Method of searching for hidden fires. (i.e. Pulling ceilings and opening walls)

SCBA - Self-Contained Breathing Apparatus – Air packs firefighters wear during fire incidents.

SECONDARY SEARCH – A thorough search of a structure for verify there is no one left inside, this normally is conducted once smoke/fire conditions have subsided to allow a complete visual inspection.

S.D.T. – Station Display/Data Terminal.

S.R.T. – Specialized Rescue Teams – Group specializes in Technical rescues (i.e. High/Low angle, trench, Confined space, machinery, etc.)

STAGING - Level 1 – Units is approx. a block away from the incident, waits for instructions from IC.

Level 2 – Units is parked a few blocks or more away from scene, awaiting instructions from IC.

T.I.C. – Thermal Imaging Camera – allows responders to see through smoke and darkness using heat from object that is trying to be located either inside or outside.

UNIFIED COMMAND – A command post with multiple agencies participating. Agencies work together to mitigate the incident.

WARM ZONE – The area between the Hot & Cold zone, this is where decon of people & equipment takes place, may be referred to as the “contamination reduction corridor or zone, Yellow zone or limited access zone.

APPENDIX 3 – RADIOS

Fire department leadership will work with the Anoka County Radio shop to maintain and repair radios. This includes reviewing radio inventory on a regular basis.

APX6000s and APX6500s are DES and AES encryption capable radios used by Law Enforcement. All Law mobiles and portables ordered after January 2019 are AES capable.

APX6000s and APX6500s are ADP encryption capable for Fire Departments. The only exceptions to this are Anoka Champlin that has two DES capable radios and Coon Rapids Fire that has one AES capable radio.

Radio Aliases

- Radio Aliases shall have uniform formatting. A radio alias is used for safety reasons; if someone keys up and can't talk Anoka Dispatch has the radio alias information displayed.
- Duplicate Radio Aliases is not allowed.
- Aliases shall start with **AN-** followed by the agency's information (Ex.: AN-DPD).
- Aliases for Law Enforcement portables use the officer's name for quick identification in an emergency. The "officer name" will be the first 6 letters of the last name followed by the initial of their first name (Ex: AN-DPD-JOHNSOG).
- Aliases for all portable radios will end with a **-P** (Ex: AN-DPD-JOHNSOG-P).
- An agency's "Spare" radios shall state **SPARE** and a number. (Ex: AN-DPD-SPARE1-P)
- The first portion of a mobile radio alias shall remain the same as portables. (Ex: AN-DPD)
- Aliases for mobile radios in squads shall contain **SQD** and the squad number followed by **-M** (Ex: AN-DPD-SQDS266-M).
- Aliases for mobile radios permanently located in an office or base shall end with **-B**. The **-B** designation indicates that that the radio is used in a fixed base and is programmed with lower power and is locked to the Anoka subsystem in the radio system (Ex: AN-DPD-EOC1-B).
- The beginning and end of aliases for Fire radios information matches the Law Enforcement configuration. The alias shall start with **AN-** followed by the agency's city identifier and ends with **-P**, **-M** or **-B**, as appropriate.
- To avoid confusion and duplication, the middle portion of a fire radio alias shall be uniform across all agencies and consist of a four to five character identifier.
 - 1CH1 or 1CH10 (Chief 1) The letter *C* in the 3rd character position signifies a Chief officer.
 - 1CA1 or 1CA10 (Captain 11) The letter *C* in the 2nd character position signifies a Captain.
 - 1LT1 or LT11 (Lieutenant 1 or Lieutenant 11) The letters *LT* signify Lieutenant
 - 1FM4 or 1FM11 (Fire Marshal 4 or Fire Marshal 11) The letters *FM* signify a Fire Marshal
 - 1DO1 (Duty Officer 1) The letters *DO* signify a Duty Officer
 - 01IN or 13IN (Inspector 1 or Inspector 13) The letters *IN* signify an Inspector
 - 1T11 (Tender 11) The letter *T* signifies a water Tender
 - 1A12 (Aerial 12) The letter *A* signifies an Aerial, Ladder, or Tower
 - 1E11 (Engine 11) The letter *E* signifies an Engine
 - 1R21 (Rescue 21) The letter *R* signifies a Rescue
 - 1G31 (Grass 31) The letter *G* signifies a Grass vehicle
 - 1U10 (Utility 10) The letter *U* signifies a Utility vehicle
 - 1BT1 (Boat 1) The letters *BT* signify a Boat
 - 1EOC1 Signify an Emergency Operations Center
 - 1FOC1 Signify a Fire Operations Center

- 1STA1 (Station 1) The letters STA signify a Base radio located in a fire station. Mobile radios used as a base radio should always end in *-B* and portables with a *-P*.
- Aliases for radios labeled as A, B, C, D, etc. have a number associated to the letter (Ex: Engine 1 P/A is 01E1, Engine 1 P/B is 02E1).
- Aliases for unassigned radios should use 0001 in the middle. If 0001 is in use, the number shall increment up until a number is found that is not in use (Ex: AN-DFD0001-P).

Class

- For Subscribers (Radios) there are currently five classes.
- The Class populates unique Custom Fields in the radio system.
 - MOBILE – For Mobile Radios
 - PORTABLE – For Portable Radios
 - CONSLT – For Consolettes
 - PAGER – For Unication Pager
 - CHARGER – For Chargers

Status

- There are six statuses in the drop down menu
 - Installed. Use for equipment that is in use and is not lost, stolen or being repaired.
 - In Repair. Used for equipment that is sent in for Manufacturer repair.
 - Spare. Not Used.
 - Lost / Stolen. Reserved for use by Radio Manager or Senior Radio Technician. This status is used when a radio is missing and is inhibited on the ARMER System or for other non-radio equipment which is reported missing.
 - End of Life. Used only when a Radio is returned and disposed of through the radio shop or if a radio is sold / given to an agency outside of Anoka County.
 - Withdrawn. For use only by the Radio Manager.

Released to Company Person

- This field indicates the location of assigned equipment.
- This assignment must correlate with the Radio Alias on a subscriber.

Task Force

- This field is completed when a subscriber is assigned to a special task force.
- This assignment must correlate with the Codeplug Name.

HAM LAKE FIRE DEPARTMENT

MISSION STATEMENT

The mission of the Ham Lake Fire Department is to minimize the loss of life and property for all people in Ham Lake, and surrounding communities.

This is accomplished through fire prevention, public education, training, and response to emergencies; all in a safe and professional manner while showing respect to the public.

Regulations of the Ham Lake Fire Department

The following Regulations are adopted pursuant to Article 8-300 of the Ham Lake City Code, City of Ham Lake, Anoka County, Minnesota.

REGULATION 1: Purpose of Organization

The purpose of Ham Lake Fire Department is to provide fire protection, fire prevention and other emergency services for the City of Ham Lake and surrounding communities as may be needed.

REGULATION 2: Governing Structure

- 2-1 City Code (Ordinance): established and amended by the City Council.
- 2-2 City Policies: established and amended by City Council.
- 2-3 Regulations: established and amended by the Chief Officers and approved by City Council.
- 2-4 Policies: established and amended by the Chief Officers.
- 2-5 Standard Operating Guidelines: established and amended by Chief Officers.

REGULATION 3: Membership

Any able-bodied person not less than 18 years and able to meet the following requirements is eligible for membership.

- 3-1 Requirements to become a probationary firefighter
 - a. Response (drive) time of less than 10 minutes to a Ham Lake fire station under normal driving conditions. (Typically the time will be measured from their residence, but could be, for example, from their place of employment.)
 - b. High School Graduate or GED.
 - c. Achieve a passing score upon taking the fitness-agility test.
 - d. Acceptable results of the Bureau of Criminal Apprehension background (criminal history) check.
 - e. Drug free as defined in City Plan.
 - f. Achieve a passing score upon taking the written test.

- g. Must be in possession of a valid Minnesota Drivers License, and have an acceptable driving record.
- h. Must successfully complete a physical examination conducted by the facility of our choice.
- i. Achieve a positive recommendation for hire after a psychological evaluation by a psychologist of our choice.

3-2 Procedure for becoming a probationary firefighter

Failure to meet these requirements will result in the termination of the procedure.

- a. Submit completed application and attend informational meeting
- b. Written Test
- c. Screening interview with Chief, Deputy Chief, City Administrator
- d. Fitness – Agility Test, Appendix 1
- e. Conditional Offers
Veterans preference, Training/education consideration
- f. DL/Driving Record Checked
- g. BCA Background Check Conducted
- h. Drug Testing Completed
- i. Physical Exam Completed
- j. Psychological Evaluation Completed
- k. Approval of hiring as a probationary firefighter by City Council.

3-3 Requirements to become a regular member of the department

- a. Must have served a minimum of 12 months but no more than 18 months from the date of official appointment as a probationary firefighter. The date of the applicant's first training session shall be the official starting date of the probationary firefighter.
- b. Must have successfully completed Firefighter 1 training
- c. Must pass Firefighter 1 Minnesota state certification test.
- d. Must be First Responder certified (or higher) by the end of the probationary period.
- e. Must have met attendance requirements as defined in Regulation 8.

3-4 Procedure for becoming a regular member.

- a. After the probationary firefighter has met all the requirements of Regulation 3-3, a through e, they shall be considered for regular membership.
- b. If accepted for regular membership, the Fire Chief will recommend to City Council the change of status from probationary to regular member.

- c. If not accepted for regular membership, the reason must be given to the probationary firefighter in writing along with the statement that the applicant has the right to appeal to the City Council which shall take action as appropriate. No hearing is required.

REGULATION 4: Duties and Responsibilities

Responsibilities of fire department personnel include attending meetings of the department as described in Regulation 8, and to take an active interest in all proceedings. To respond to fires and other emergencies regularly as assigned, to faithfully perform any work of the department as specified by the Regulations, Standard Operating Guidelines, or as assigned by the Department Officers. To use good judgment, and to promote good relations with other firefighters, as well as the public, and to promote the best welfare of the department.

4-1 General Duties

- Active participation in emergency/routine calls, meetings, training, fire prevention and work details.
- Maintenance and care of equipment, apparatus and building.
- Awareness and adherence to the Department Regulations, Supplemental Rules, Standard Operating Guidelines, and Policies.
- Maintain their physical fitness level as to perform their function as a firefighter and all the duties that are required of all firefighters, as required by Regulation 9-1.
- Maintain driver's licenses as per AWAIR Program to operate Fire Department vehicles.
- Pass a physical exam as per Regulation 9-3.
- Must maintain First Responder certification or better.
- Carries out duties in conformance with applicable Federal, State, County and City laws and ordinances.

4-2 Duties of Fire Department Personnel (and other duties as assigned)

Firefighters:

- To participate in department calls, including fire, medical, rescue, and other requests for assistance.
- To actively participate in department training, meetings and other activities.
- Follow the departments' regulations, standard-operating guidelines, policies, personnel rules, and other directives that may be issued from time to time.
- Represent the department in a positive manner at all times.

- Assist in the care and maintenance of the departments' property, apparatus, and equipment.

Captains:

- All duties and requirements of a firefighter
- Monitor the work area to minimize or eliminate health and safety hazards
- Enforcing departmental rules and regulations, etc.
- Direct and manage company activities
- Conduct or assist with training evolutions as requested or assigned
- Serve as mentor and positive role model
- Implement departmental goals and objectives
- Ensure crew (company) accountability on incident scene
- Ensure documentation of information relating to calls, injuries, personnel matters, etc.
- Handle minor personnel matters, and inform superior officer(s) of serious personnel and other matters, as appropriate
- Carry out other duties assigned by the Chief, or his designee.

Chief Officers are the Chief, Deputy Chief and District Chiefs.

Chief Officer's joint responsibilities include:

- All duties of a firefighter
- Assist the Fire Chief in preparing and submitting the fire department five-year capital improvement program.
- Assist the Fire Chief in preparing and submitting the annual fire department budget, as requested by the Fire Chief.
- Hear grievances and disciplinary hearings.
- Serve on the Personnel Panel for new firefighters.
- Participate in selection process for officer positions, as needed.
- Appoint personnel to committees, as needed.
- All officers are also required to attend the officers meeting.
- Conduct fire department business as necessary between regularly scheduled meetings.
- Develop and update regulations, policies and/or Suggested Operating Guidelines (SOG's) for fire department operations, including the following:
 - Department Safety

- Training
- Fire Prevention
- Emergency Response
- Response pre-plans
- Use and maintenance of: apparatus, equipment and buildings

Duties of the Chief

- The duties of the Fire Chief are listed in the “City of Ham Lake Position Description” for the Fire Chief/Emergency Management Director. The items listed below are representative of those in the Position Description.
- Plans for, coordinates, supervises, and evaluates fire department operations.
- Develop and/or establishes policies and procedures for fire department operation to implement directives from the City Administrator and/or City Council
- Plans and implements fire department programs for the City in order to better carry out the policies and goals including those set forth in the City's Affirmative Action Plan; reviews departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.
- Supervises and coordinates the preparation and presentation of the fire department budget (annual, CIP, etc.)
- Plans for, develops (or caused to be developed), and reviews specifications for new or replacement equipment.
- Authorized to use discretion in responding to any and all calls, as appropriate.
- Responds to multiple alarm and other serious calls, when available. May assume command of any incident.
- Supervises fire inspection activities within the City, to promote compliance with applicable codes and ordinances.
- Controls and monitors the expenditure of departmental appropriations.
- Handles grievances, discipline, and other personnel matters according to applicable City and department policies.
- Prepares and submits reports to the City Administrator regarding the department's activities and prepares a variety of other reports as appropriate including the annual report of activities.
- Plans departmental operation in respect to equipment, apparatus, and personnel; supervises implementation of such plans.
- Assigns personnel and equipment to district or stations; evaluates the need for and recommends the purchase of new equipment and supplies.

- Meets with elected and/or appointed officials, other fire and EMS officials, community and business representatives, and the public on all aspects of the department's activities, as required.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the City and/or department at a variety of meetings.

Duties of the Deputy Chief

- May perform all duties of the Fire Chief in his absence, or as assigned
- Supervises subordinate officers and firefighters in their assigned duties
- Reviews, evaluates, develops and implements programs, policies and procedures for various departmental operations including training and fire prevention.
- Directs and/or participates in major departmental programs.
- Authorized to use discretion in responding to any and all calls, as appropriate.
- Responds to multiple alarm and other serious calls, when available. May assume command of any incident.
- Assists in the planning and implementation of fire department programs to carry out the policies and goals of the City.
- Handles grievances, discipline, and other personnel matters according to applicable City and department policies.
- Prepares and submits periodic reports to the Fire Chief regarding the Department's activities.
- Assigns personnel and equipment to such duties and uses as the service requires.
- Participate in Mutual Aid/Regional association meetings

Duties of the District Chief

- Supervises subordinate officers and firefighters in their assigned duties
- Reviews, evaluates, develops and implements programs, policies and procedures for various departmental operations including training and fire prevention.
- Directs and participates in departmental programs at the station level, has direct responsibility for: their station, personnel, apparatus, and equipment.
- To participate in assigned calls, including fire, medical, rescue, and other requests for assistance; assumes command as appropriate.
- Assists in the planning and implementation of fire department programs to carry out the policies and goals of the City.

- Handles grievances, discipline, and other personnel matters according to applicable City and department policies.
- Provides advice and assistance in safety aspects in the design of quarters, apparatus, equipment, protective clothing, etc.
- Has general knowledge of: State, Federal, NFPA, and OSHA regulations. Helps ensure department compliance with all applicable safety standards.
- Prepares and submits periodic reports to the Fire Chief regarding the Department's activities.
- Assigns personnel and equipment to such duties and uses as the service requires.
- Participate in Mutual Aid/Regional association meetings

Fire Prevention Officer:

- All duties of a firefighter
- Promote fire prevention and fire safety activities within the City
- Coordinate requests for fire prevention and fire safety activities
- Develop programs to help promote fire prevention and safety
- Carry out other duties assigned by the Chief, or his designee.

Fire Investigator:

- All duties of a firefighter
- Ensure the investigation for fire cause and origin determination of all fires within the City
- Complete, or cause to be completed in a timely manner, a report for all fire investigations, and forward completed report to the Fire Chief
- Forward all request for information, including copies of reports, to the Fire Chief, or his Administrative Assistant
- Complete incident reports for all calls in a timely manner
- To have a report at all business meetings on all calls.
- To carry out other duties assigned by the Chief.

Training Officers:

- All duties of a firefighter
- To be responsible for overall supervision of the departments training and education programs.
- Ensure required (OSHA, City policy, etc.) training is conducted as needed

- Gathering attendance records, and forward to the Administrative Assistant
- Develops and administers course outlines and/or course materials
- Instructs or arranges for instructors, as necessary
- Directs the operation of departmental in-service training activities.
- Administers exams
- Review individual progress
- To carry out other duties assigned by the Chief.

REGULATION 5: Officer Positions

5-1 General

- a. Applications
 1. Officer positions, other than Chief shall be filled from within the members of the department who have applied for the position.
 2. Officer terms will begin on or about January 1st and end on or about December 31st each year, according to the schedule in Regulation 5-3.
 3. On October 1st of the final year of any term, a notice shall be posted at the Fire Stations indicating the position to be filled. This notice shall remain posted through October 15th. Applicants for a position must submit a letter of interest to the Fire Chief no later than 4:30 PM on October 15th.
- b. Filling of Vacancy
 1. Should a vacancy occur in the Fire Chief position, the Deputy Chief will act as Fire Chief until a replacement is selected, and/or as directed by the City Administrator.
 2. Should a vacancy occur during the term of an officer position, other than Fire Chief, it may be temporarily filled by appointment by the Fire Chief. Such filling of a vacancy shall be for the period of time needed for the selection process.

5-2 Minimum Service Time Requirements

1. Non-Fireground (Investigator, Training, Prevention)
 - a. Minimum 2 years active service with the department.
2. Captain
 - a. Minimum 3 years active service with the department.
3. District Chief
 - a. Minimum 4 years active service with the department.
4. Deputy Chief
 - a. Minimum 6 years active service with the department.

5. Fire Chief

- a. As determined by the City Administrator and City Council.

5-3 Length of Term

Appointed officers shall hold office for the duration of term and until a successor has been appointed, approved by the City Council, and sworn in by the City Administrator.

- a. Deputy Chief; four-year term commencing in 2008 and every four years thereafter.
- b. District Chief; two-year term commencing in 2011 and every two years thereafter.
- c. Captain; two-year term commencing in 2011 and every two years thereafter.
- d. Non-fireground (Administrative) Officers; two-year term commencing in 2008 and every two years thereafter.

5-4 Appointments

- a. The position of Chief shall be filled according to the process specified by the City Administrator and approved by City Council.
- b. The position of Deputy Chief shall be filled by appointment upon the recommendation of the selection committee and after the approval of the City Council.
 1. The selection committee shall be made up of:
 - a. Chief
 - b. City Administrator
 - c. City Council Liaisons
- c. The positions of District Chief shall be filled by appointment upon the recommendation of the selection committee and after the approval of the City Council.
 1. The selection committee shall be made up of:
 - a. Chief
 - b. Deputy Chief
 - c. City Administrator
 - d. City Council Liaisons
- d. The positions of Captain shall be filled by appointment upon the recommendation of the Chief Officers.
- e. The Non-fireground (Administrative) Officer positions shall be filled by appointment upon the recommendation of the Chief Officers.

REGULATION 6: Drills / Meetings

6-1 Drill and Meeting Schedule

- a. Fire department drills and meetings will be held on Monday nights starting at 7:00 pm and Tuesday morning starting at 9:30 am. Tuesday morning drills or meetings will typically coincide with the previous night's activity. The drills or meetings will be approximately 2 hours duration.
- b. Drills or meetings will not be held during the weeks of: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Labor Day, and Christmas Day. No drill or meeting will be held if Ham Lake City Hall is closed on Monday for Independence Day or Veteran's Day.
- c.
 - Clean up drills will be held on the first Monday of each month.
 - Business meetings shall be held on the second Monday of the second month of each quarter. (February, May, August, and November) Regular Drills will be held on the months that there is no business meeting.
 - Regular Drills will be held on the third, fourth and fifth Mondays, except when there is an In-service Drill
 - The In-service Drills will be held on the fourth Monday, in the months of September, October, November, January, February, March, and April.

Week of Month	Month	Event
First Monday	All Months	Clean up
Second Monday	February, May, August, November	Business Meeting
	All Other Months	Regular Drill
Third Monday	All Months	Regular Drill
Fourth Monday	May through August	Regular Drill
	January through April, and September through November	In-service Medical Training
Fifth Monday	All Months	Regular Drill

- d. There may be occasional revisions, alterations, or modifications to the Drill/Meeting schedule as detailed above; however, every attempt will be made to keep changes to a minimum. A schedule for the year will be posted no later than January 31st of each year.
- e. When the first Monday of the month is a holiday, clean up will be held on the second Monday of the month.

REGULATION 7: Leaves of Absence

The Fire Chief may require that, before being granted a leave of absence longer than 90 days, all issued fire department gear and equipment be turned into the Fire Chief.

7-1 Medical (Non-service connected)

No medical leave of absence is required nor can be granted for a non-service connected illness, injury or disability shorter than 30 days duration.

No service credit can be earned while on a non-service connected medical leave. A firefighter who is on Worker's Compensation for a non-service connected illness, disability, or injury, or who is otherwise prevented from active work duty, shall not respond to calls, emergency or non-emergency.

Any firefighter sustaining illness, injury, disability, or pregnancy preventing active duty as a firefighter and lasting 30 days or more must be reported to the Chief. A temporary medical leave of absence shall be granted to any firefighter whose illness, injury, disability, or pregnancy prevents active duty, in the determination of the Chief Officers, from between 30 days and one year effective from the starting date of inactive duty.

A firefighter can return to active duty from a medical leave of absence only after providing to the Chief a written report from the attending doctor authorizing a return to work as a firefighter with NO restrictions.

A firefighter who fails to return to active duty by the end of one year may be removed from membership/employment with the Fire Department/City. An extension of a medical leave, if requested by the firefighter, can only be granted if approved by the City Council.

7-2 Personal

A firefighter may request a personal leave of absence for a period of up to one year. Such leave of absence shall be granted upon request for any reason, except medical. No more than one personal leave of absence shall be granted within any given 24-month period.

A firefighter who fails to return to active duty by the end of one year may be removed from membership/employment with the Fire Department/City. An extension of a personal leave beyond one year may be granted if approved by the City Council.

Firefighters on personal leaves shall update the Fire Chief regarding their leave status at least every 90 days.

7-3 Administrative Leave

A firefighter may be placed on inactive status by the Chief for cause. No service credit will be earned while on Administrative Leave.

7-4 Compensation

Personnel who receive monthly (or other periodic) compensation, such as officer pay, will have their pay suspended during a personal, non-service connected medical, or administrative leave of absence. Partial months will be prorated.

7-5 Vacation Absence

A firefighter on a vacation absence will be excused from all calls, drills and meetings.

The amount of vacation time awarded in a calendar year will be based on the firefighter's complete years of service credit that will be earned during that year. A firefighter with over 5-years of active service credit will receive 7-days vacation each year. Any firefighters with over 10-years of active service credit will receive 14-days vacation each year. Vacation days must be used in 7 day increments and may not be carried over to a following year.

Prior to the Vacation Absence, a Vacation Request Form must be completed by the firefighter and approved by a chief officer. Vacation absences will be awarded on a first-come-first-served basis. Not more than five vacation absences will be allowed for the same date(s.)

7-6 Return to Active Duty

A firefighter returning to active duty from a leave longer than 90 days shall be required to attend training classes set up by the Training Officer to obtain any required training missed before getting the approval of the Chief to return to active duty.

If missed, the department physical examination will also have to be completed before returning to duty.

REGULATION 8: Attendance

8-1 Drills/Meetings

All firefighters shall attend a minimum of 60% of all Drills/Meetings each year with a quarterly review; however, no one shall miss more than 50% of any one type of drill/meeting. Late attendance or leaving without the approval of the officer in charge shall be considered a non-attendance.

Officers are also required to attend the officers meeting.

Some training and drills are mandatory requiring ALL firefighters to successfully complete, and/or they may lead to required certification. Certain "skill" or "proficiency" type drills will require firefighters to demonstrate job related abilities. Examples are: CPR, In-service, Pumping, Breathing Apparatus, and others.

The type and frequency of the skill drills referenced here will be specified by fire department policy. Firefighters must make up missed skill drills through arrangements with the training officer. Failure to successfully complete mandatory training and drills may result disciplinary action, up to and including being placed on Administrative Leave.

8-2 Calls

All firefighters shall attend a minimum of 33% of all calls charged to their assigned station. The method of calculating individual firefighter call percentages will be based on the applicable Policy Memo. Firefighters who fail to meet the required percentage of calls on a quarterly basis shall be subject to disciplinary action as specified in Regulation 8-3.

It is the responsibility of each firefighter to sign their name on the attendance roster for calls they attend. Any firefighters arriving at the station before trucks return to station shall receive credit for the call. Any firefighter leaving a call without the approval of a Chief Officer or the Officer in charge shall not receive credit for the call.

If a call is cancelled within 1 minute of initial tone out, then no credit will be given to anyone. If a call is canceled after the first minute, all personnel arriving at the station within 10 minutes will be given credit.

8-3 Failing to Meet Requirements

The Chief Officers shall initiate disciplinary steps within 30 days for any firefighters failing to meet the requirements of Regulations 8-1 and 8-2.

1. Disciplinary steps for failure to meet Regulation 8-1 shall be according to city policy.
2. Disciplinary steps for failure to meet Regulation 8-2 shall be as follows:
 - a. Verbal warning with possible loss of service credit (and written documentation placed in the individuals personnel file.)
Firefighters will be given the quarter following the deficient quarter to make up the deficiency by attending an amount of calls over 33% that is equal to or more than the deficiency in the prior quarter.
 - b. A written warning will be issued to any firefighter with a second consecutive quarter with call percentages below the minimum requirements. Service credit will not be earned or awarded for either of the two quarters. Firefighters that make the 33% for the second quarter but fail to make up the missed in the first quarter will lose service credit for the first quarter.
 - c. A third consecutive quarter with low percentages will be cause for immediate dismissal.
 - d. For any additional quarters with low percentages within any 18 month period a written warning will be given and loss of service credit for the low quarter with NO opportunity to makeup the lost service time.

REGULATION 9: Physical Fitness Standards

The Ham Lake Fire Department has determined that there is a need to establish physical fitness standards for all firefighters employed by the department.

9-1 Physical Fitness Test Required

The Officers of the Fire Department shall schedule the physical fitness test at least two times annually, and approximately six (6) months apart. One date should be scheduled for the spring, and one for the fall. Every member of the

Fire Department must pass this test at least once every twenty-four months. A description of the test is contained in Appendix 1.

All firefighters shall be given at least 30 days advance notice of the date established for physical fitness testing.

9-2 Failure to Pass Physical Fitness Test

Upon initial failure of a firefighter to pass the physical fitness test, the firefighter shall be put on Corrective Action for up to 6 months. A firefighter on Corrective Action pertaining to this section will accrue service credit providing they meet the attendance requirements for meetings, drills, and calls. A firefighter on Corrective Action:

1. Should develop and implement a personal fitness or exercise plan.
2. Should work with one or more other firefighters on improving performance, and/or have a mentor selected/appointed.
3. Should retest periodically until passage of the physical fitness test.

Upon passage of the physical fitness test, the firefighter will be removed from Corrective Action status.

Failure to successfully retest – a firefighter who does not successfully retest within 6 months shall be declared “Physically Unfit for Firefighting”. This classification shall impose the following restrictions or requirements:

1. The firefighter shall be placed on Administrative Leave for up to one year.
2. A firefighter declared “Physically Unfit for Firefighting” may retest once every 3 months for the time they are on administrative leave. Upon passage of the test, the firefighter shall be reinstated on condition that the firefighter meets the requirements outlined in Regulation 7-6. During the period of time in which a firefighter is on administrative leave, the firefighter shall not accrue any service credit.
3. A firefighter who fails to pass the physical fitness test within 36 months of the last previously passed test shall be terminated from membership in the department. Reinstatement can occur only as an applicant for new membership.

9-3 Physical Examination

All firefighters must be certified by a physician as physically fit to engage in interior structural firefighting, as those standards are promulgated from time to time by NFPA and OSHA.

1. Physical examination required annually; every firefighter shall be required to undergo a physical examination by a physician selected by the Chief Officers. This examination will be performed at city expense. The Officers shall schedule the examination during a regularly scheduled drill or meeting. Any firefighter failing to attend a scheduled physical examination

appointment shall be given 3 months to reschedule or be deemed as a failure of the physical exam by the firefighter.

2. A firefighter who fails the physical examination shall be declared by the Officers to be “Physically Unfit for Firefighting” and placed on Administrative Leave. The firefighter may be reinstated, if the firefighter successfully passes a physical examination conducted by a licensed physician, who in fact certifies to the same standards as the department’s physician. Such reexamination shall be at the firefighter’s own expense.
3. A firefighter who has failed to obtain a certification from licensed physician declaring the firefighter to be fit under the above standards within 1 year after first failing a physical examination shall be terminated from membership in the department.

9-4 Medical Leaves of Absence

Nothing in the Regulation 9 shall in any way affect a firefighter’s right to request, or be placed on medical leave of absence pursuant to Regulation 7, and if a medical leave of absence is requested or imposed prior to the time any firefighter fails a physical fitness test or physical examination, then the provisions of Regulation 7 shall apply to reinstatement and conduct during the leave of absence.

REGULATION 10: Review

The Chief Officers shall review these regulations from time to time and, as needed, submit recommended revisions to the City Council for their approval.

Change Record

- Complete rewrite: Approved by Firefighters April 14, 2008
Approved by City Council April 21, 2008
- Revisions: Approved by City Council October 18, 2010

- **APPENDIX 1**

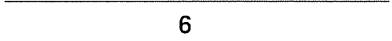
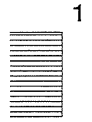
HLFD Physical Ability Test

In these events, candidates will wear: long pants, close-toed footwear, turnout coat, helmet, gloves & SCBA.

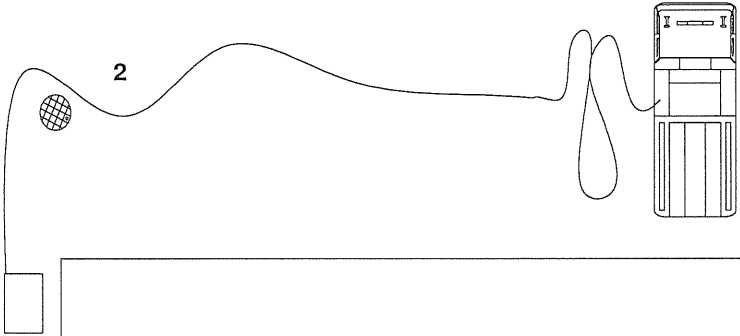
This test must be completed within 10 minutes.

1. **Stair Climb** Candidate will carry a 100-foot tied bundle of 1¾" hose
Candidate will climb stairs (about 100 steps) SE corner of city hall 10X
The candidate will count each cycle out loud
2. **Hose Drag**
200' of 1¾" hose laid in a neat pile next to the engine, the hose will be marked at 8' from the end. The candidate will pickup the hose and drag it to a barrel 75' away, make a 90° turn and continue 25'. Candidate will drop to one knee and then continue to pull the hose until the 50' mark, (first coupling)
3. **Equipment carry**
From a position next to the truck, pick up a K-12 saw and an axe walk 75' to a marker cone turn around and proceed back to the truck.
4. **Equipment start**
Using a fan provided, 10 forceful pulls to attempt to start the fan, slight pause between each pull. Permissible to change arms.
5. **Ladder raise** 24-foot ladder
Ladder is pre-positioned in a vertical position with firefighter to assist with steadying. Candidate will fully extend the fly and latch into the upper most position. After approval, lower the fly and latch into the lowest position.
6. **Hose Roll**
Roll 50' of 2½" hose, Pickup and carry 100' to truck
7. **Forcible entry**
Using an 8 pound sledge hammer strike the wood block with 10-forceful hits
8. **Rescue**
Mannequin drag should have a harness to assist with holding onto
Candidate will grasp the 165 pound mannequin and drag it 25' turn around and come back 25'

Time will stop when the all of the mannequin is across line.



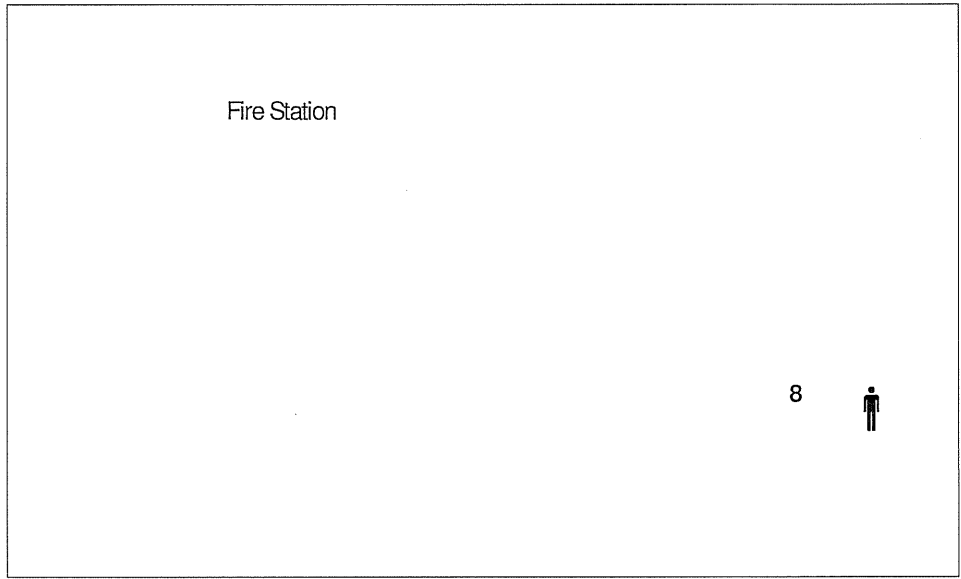
6



2

3

4



Fire Station

5

8

7



Physical Ability Test, Part 2: Ladder Climb

The aerial ladder will be setup so that the ladder is extended 50 feet above the bed of the truck at an angle of between 60 – 70 degrees. This distance shall be measured by extending the ladder horizontally to 50 feet and then raising the ladder to the correct angle.

Each firefighter will climb the ladder to the top where they are able to use the microphone/speaker to communicate with the operator who will give the approval to climb back down.

Meeting Date: June 6, 2022



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

To: Mayor and Councilmembers

From: Denise Webster, on behalf of the Personnel Committee

Item/Title/Subject: Hiring Absentee Voting Election Staff

Introduction/Discussion: Early voting for the Primary Election will begin on Friday, June 24, 2022 and continue until Monday, August 8, 2022. Early voting for the General Election will begin on September 23, 2022 and will continue through Monday, November 7, 2022. Over the past several years, it has become apparent that City staff is unable to continue with their normal work duties and also assist absentee voters. The Personnel Liaisons have approved the hiring of two Absentee Voting Election Staff members to help with the election process at a pay rate of \$15.00 per hour.

Recommendation: The Personnel Committee recommends hiring Terry Berglin and Shannon Southerland as Absentee Voting Election Staff as needed from June 24, 2022 until November 7, 2022.



**CITY OF HAM LAKE
STAFF REPORT**

To: Mayor and Councilmembers
From: Dawnette Shimek, Deputy City Clerk
Item/Title/Subject: Renewal of Liquor Licenses

Introduction:

All Liquor Licenses in the City expire on June 30, 2022. The following licensees have applied for renewal and have submitted all of the necessary forms.

Approval of the following renewal of Liquor Licenses:

On-Sale and Sunday On-Sale

- T-Box Bar & Grill, 1431 147th Avenue NE, Ham Lake, MN
- Ham Lake Lanes, 16465 Highway 65 NE, Ham Lake, MN
- Acapulco Mexican Restaurant, 18015 Ulysses Street NE, Suite 1000, Ham Lake, MN
- EAGL Beverages Holding LLC, dba Majestic Oaks Golf Club, 701 Bunker Lake Boulevard NE, Ham Lake, MN
- Maxx Bar & Grill, 17646 Highway 65 NE, Ham Lake, MN

3.2% Off-Sale

- Speedway #4537, 1442 Constance Boulevard NE, Ham Lake, MN

Wine and 3.2% Malt Liquor

- Mansetti's Pizza & Pasta, 16220 Aberdeen Street NE, Suite C, Ham Lake, MN

Off-Sale

- 1 Stop Liquor, 16205 Lexington Avenue NE, Ham Lake
- Grape Expectations, dba Tournament Liquor, 1434 147th Avenue NE, Ham Lake, MN
- Bidhipur Beverage, Inc., dba Ham Lake Liquors, 17720 Central Avenue NE, Ham Lake, MN
- Network Liquor, 13548 Highway 65 NE, Ham Lake, MN

Recommendation: All applicants have submitted the necessary forms and are recommended for approval, subject to the approval of the City Attorney.

**CITY OF HAM LAKE
ROAD COMMITTEE NOTES
MAY 31, 2022**

The Road Committee met on Tuesday, May 31, 2022 at 3:30 p.m. Present were Councilmember Gary Kirkeide; Councilmember Jim Doyle; City Engineer Tom Collins; City Administrator Denise Webster; Deputy City Clerk, Dawnette Shimek; and Public Works Superintendent John Witkowski.

1. Discussion of Signage at Tippecanoe Street NE and 143rd Lane NE

A resident contacted the City concerned with traffic needlessly traveling to the end of the cul-de-sac and having to turn around due to lack of signage indicating that it is not a through street. Superintendent Witkowski was directed to add signage to alleviate the situation.

2. Discussion regarding scheduling a meeting with the Southwest corner of Bunker Lake Boulevard NE and Highway 65 NE property owners

It was the consensus of the Road Committee to schedule a meeting with representatives of the Barthold Family to discuss future planning for the Southwest corner of Bunker Lake Boulevard NE and Highway 65 NE.

3. Discussion of the 2023 CIP's (Capital Improvement Projects)

Engineer Collins presented the 2023 CIP's to the Road Committee.



4. Discussion of 2022 Assessment Amount

Engineer Collins stated that the average developer cost to construct the improvements with residential subdivisions over the last 2-years is approximately \$30,000.00; Ham Lake assessment amount is currently at \$20,000.00. **It is the Road Committee's recommendation to the City Council to raise the assessment amount for 2022 to \$22,000.00.** (This will be placed on the City Council's June 6, 2022 agenda.)

5. Discussion of pending millings streets notification

Administrator Webster stated that she had mailed the notification to residents of Meadowlark Acres, Stopher Addition and 173rd Avenue NE between Jefferson Street NE and Van Buren Street NE that their millings surface streets were planned to be reclaimed and converted to gravel in 2023, and included petition information for the City to consider the preparation of a feasibility study. Engineer Collins stated that he has spoken with residents from all three locations. Engineer Collins stated that one of the benefitting parcels from a street upgrade to the Stopher Addition was zoned CD-4, and questioned whether an assessment for commercial properties should be larger than residential, as was the policy in the past. Councilmember Kirkeide stated that that portion of an upgrade would need to be to a 9-ton standard, and that an increased assessment should not be considered if there is a house on the parcel. Councilmember Kirkeide stated that signage could be erected for a 7-ton structural capacity, such that the CD-4 parcel would not have to pay an increased assessment.

6. Discussion of the Staples Street cul-de-sac in Twin Birch Acres

The resident located at 13450 Staples Street NE has continuing concerns with the parking on the cul-de-sac and stated that his mail box is continually being run into. Councilmember Kirkeide recommended that Public Works Superintendent investigate the feasibility of adding parking for the Twin Birch Acres Park, either off Staples Street NE or Urbank Street NE.

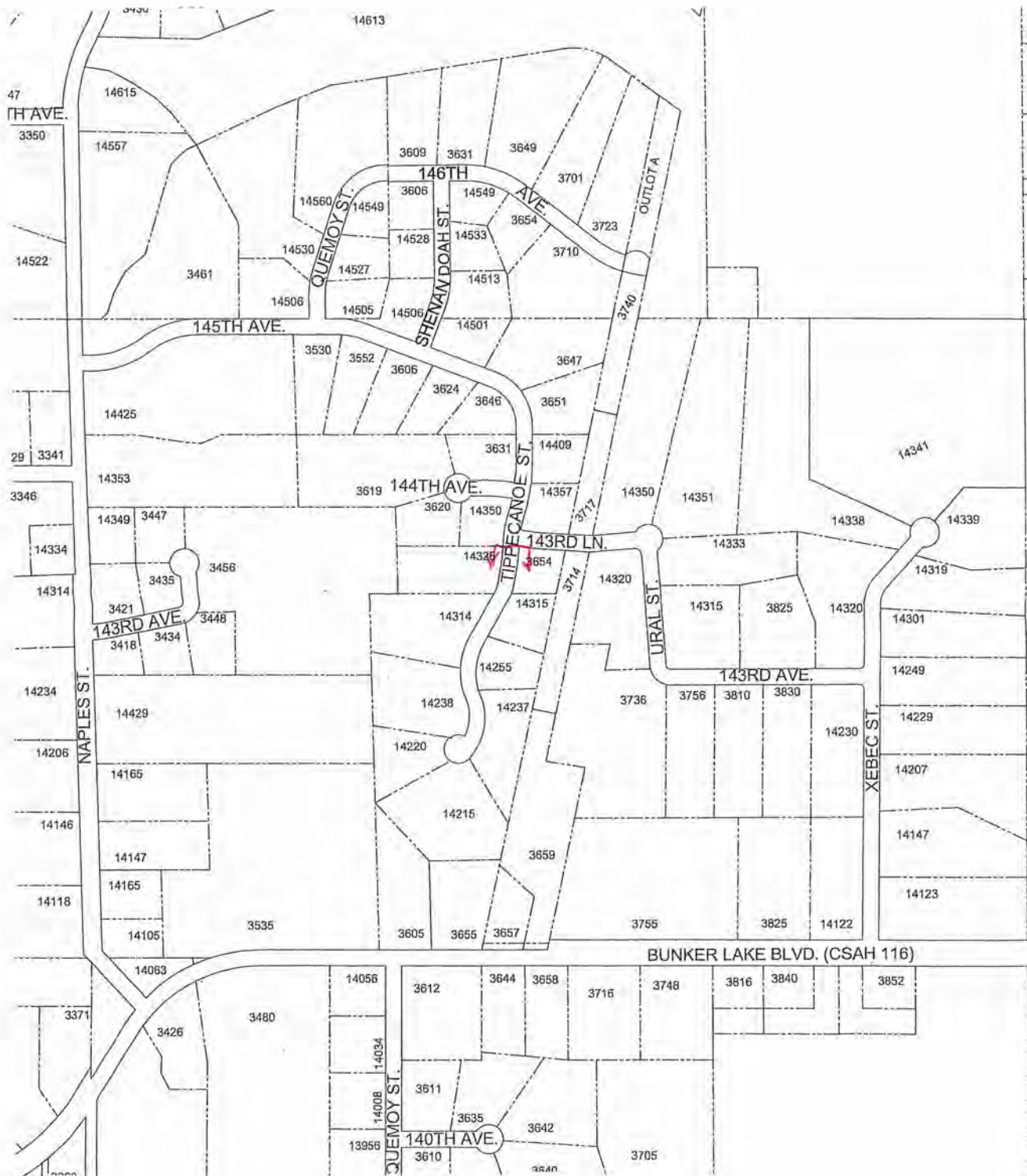
7. Discussion of zoning adjacent to proposed roadway realignments

Engineer Collins questioned whether the City should rezone the parcels to the west of the Dollar General should be rezoned from R-A to CD-1 due to the pending realignment of Central Avenue to Buchanan Street. Councilmember Kirkeide stated that the resulting parcels on the north side of the realignment are adjacent to County roadways, and the City should consider a specific zoning district for similar parcels. Deputy City Clerk Shimek questioned whether the parcels on either side of the realignment should have an option for residential or commercial zoning.

8. City Engineer

Administrator Webster stated that Engineer Collins told her previously that his intention was to have Dave Krugler of RFC Engineering take over as City Engineer as of July 1st. Engineer Collins stated that he intends on reducing his hours, but will continue to work a minimum of 32 hours per week.

#1



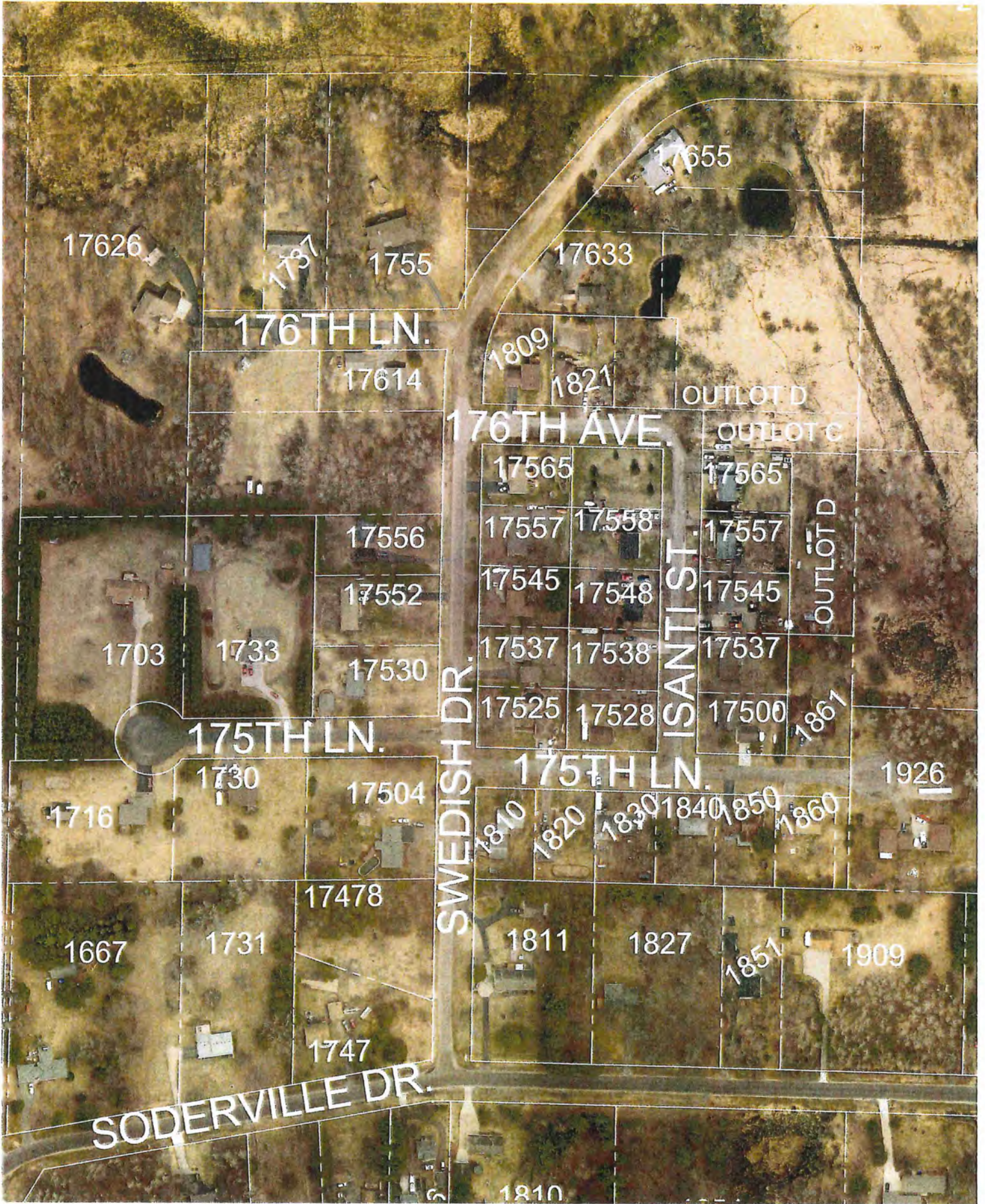
#3

2023 CIPs

- Braastad Farms overlay ('02 construction)
- Crosstown Shopping Center **reconstruction** ('98 overlay)
- Idlewood 3rd Addition and 175th Lane W of Swedish Drive **reconstruction** ('99 reconstruction/overlay)
- Larson's Heritage Oaks 3rd Addition overlay ('02 construction)
- Larson's Heritage Oaks 4th Addition overlay ('02 construction)
- Larson's Heritage Oaks 5th Addition overlay ('02 construction)
- Larson's Heritage Oaks 6th Addition overlay ('02 construction)
- MSA Chisholm Street **reconstruction** from CSAH 18 to 176th Lane ('98 overlay)
- Prairie Creek overlay ('02 construction)
- Radisson Meadows overlay ('02 construction)
- White Oak Ridge overlay ('02 construction)



1"=200'



IDLEWOOD 3RD

1" = 200'

Development Cost Summary
Residential Subdivisions

#4

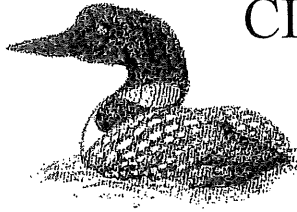
Development	Year of Street Construction	# Lots *	Construction Cost Estimate **	Length of Streets	Cost Per Lot	Cost Per Foot
Cedar Estates	2013	4	\$83,100	504	\$20,775	\$164.88
Lake Life Estates	2013	8	\$164,000	1,273	\$20,500	\$128.83
Deer Haven Hills 7th Addition	2013	12	\$206,700	1,522	\$17,225	\$135.81
Hidden Forest North and North 2nd	2014	16	\$389,250	2,758	\$24,328	\$141.13
London Meadows	2014	5	\$128,400	647	\$25,680	\$198.45
Deer Haven Hills 8th Addition	2015	11	\$163,800	1,582	\$14,891	\$103.54
Ehrnreiter Estates	2016	22	\$390,650	2,715	\$17,757	\$143.89
Harmony Estates 2nd Addition	2016	23	\$786,950	3,022	\$34,215	\$260.41
Hedgewood	2016	18	\$460,100	2,926	\$25,561	\$157.25
Red Fox Hollow	2016	10	\$284,900	1,615	\$28,490	\$176.41
Ehrnreiter Estates 2nd Addition	2017	13	\$241,650	1,495	\$18,588	\$161.64
Red Fox Hollow 2nd Addition	2017	21	\$770,150	2,596	\$36,674	\$296.67
Crosstown Rolling Acres 2nd Addition	2018	33	\$588,400	3,781	\$17,830	\$155.62
Gallagher Shores	2018	19	\$391,600	2,292	\$20,611	\$170.86
Nettas Preserve	2018	7	\$130,000	668	\$18,571	\$194.61
Rylies Way	2018	5	\$126,000	688	\$25,200	\$183.14
Whitetail Crossing 2nd Addition	2018	12	\$238,950	1,392	\$19,913	\$171.66
Catchers Creek of Ham Lake	2020	4	\$104,150	315	\$26,038	\$330.63
Hidden Forest East 2nd Addition	2020	42	\$1,101,950	5,062	\$26,237	\$217.69
Crosstown Rolling Acres 3rd Addition	2021	49	\$1,519,808	5,679	\$31,016	\$267.62
Evergreen Estates	2021	36	\$1,187,486	5,467	\$32,986	\$217.21
Hidden Forest East 3rd Addition	2021	36	\$1,242,000	4,773	\$34,500	\$260.21
Radisson Sunset Estates	2021	7	\$197,002	748	\$28,143	\$263.37
Average					\$24,596.91	\$195.72
Range					\$14,891-\$34,674	\$103.54 - \$330.63

Average Cost by Year	Cost Per Lot	Cost Per Foot
2013	\$19,500.00	\$143.17
2014	\$25,004.06	\$169.79
2015	\$14,890.91	\$103.54
2016	\$26,505.79	\$184.49
2017 ***	\$27,631.14	\$229.15
2018	\$20,424.95	\$175.18
2020	\$26,137.20	\$274.16
2021	\$31,661	\$252.10

* Only lots fronting on constructed streets

** Development Costs do not include soils correction or engineering

*** Does not include Hidden Forest East, due to 1/2 mile of 143rd Avenue construction to reach subdivision



CITY OF HAM LAKE

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

CITY OF HAM LAKE PLANNING COMMISSION AGENDA MONDAY, MAY 23, 2022

CALL TO ORDER: 6:00 p.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: May 9, 2022

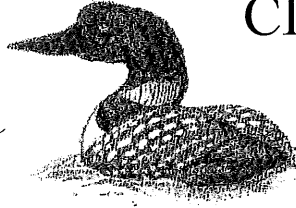
PUBLIC HEARINGS: None

NEW BUSINESS:

1. Schoenrock Holdings, LLC requesting Commercial Site Plan approval to construct an 11,800 square foot office/warehouse building at 13319 Aberdeen Street NE (PID# 32-32-23-43-0001).

COMMISSION BUSINESS:

1. City Council Update



CITY OF HAM LAKE

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

CITY OF HAM LAKE PLANNING COMMISSION MINUTES MONDAY, MAY 23, 2022

The Ham Lake Planning Commission met for its regular meeting on Monday, May 23, 2022 in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Chair Brian Pogalz and Commissioners Scott Heaton, Jeff Entsminger, Jonathan Fisher, Kyle Lejonvarn and Erin Dixon

MEMBERS ABSENT: Commissioner Dave Ringler

OTHERS PRESENT: City Engineer, Tom Collins, Building and Zoning Official, Mark Jones, and Building and Zoning Clerk, Jennifer Bohr

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

PLEDGE OF ALLEGIANCE:

The pledge of allegiance was recited by all in attendance.

APPROVAL OF MINUTES:

Motion by Lejonvarn, seconded by Entsminger, to approve the minutes of the May 9, 2022 Planning Commission meeting as written. All present in favor, motion carried.

PUBLIC HEARING: None

Commissioner Fisher arrived at 6:02 p.m.

NEW BUSINESS:

Schoenrock Holdings, LLC requesting Commercial Site Plan approval to construct an 11,800 square foot office/warehouse building at 13319 Aberdeen Street NE (PID# 32-32-23-43-0001).

Mr. Troy Schoenrock and Mrs. Laura Schoenrock were present representing Schoenrock Holdings, LLC and Live Wire Electrical Services. Mr. Schoenrock stated they have already purchased trusses and materials for the building due to lead time on materials and impending deadlines with financing. Mr. Schoenrock stated their intent is to construct an energy efficient building that will have solar panels. Mr. Schoenrock stated the City has been good to work with. Commissioner Lejonvarn inquired about the types of deliveries that will be made to the site and the types of trucks making those

deliveries. Chair Pogalz stated that Mr. Schoenrock may have put the “cart before the horse” in ordering materials before any building plans were submitted to the City for review and approval. Commissioner Heaton completed the inspection, a copy which is on file. Commissioner Heaton stated there is currently a pile of dirt and a septic mound on the site; there is residential property to the south in the City of Blaine across 133rd Avenue NE, Jam Hops is located to the east and Woody’s Garage is to the north. Commissioner Heaton stated he felt the location was suitable for this type of business, but, per the notes from Building Official, Mark Jones and City Engineer, Tom Collins, there is some concern with the limited parking area shown on the site plan. Commissioner Heaton stated the applicants stated deliveries will not be made by semi-trucks at this location. Commissioner Lejonvarn asked what standard deliveries would look like; would Viking Electric deliver to the Aberdeen Street NE location. Mr. Schoenrock stated Viking Electric typically delivers materials directly to job sites. Commissioner Lejonvarn asked Mr. Schoenrock what his plan is if something would have to be delivered by semi-truck. Mr. Schoenrock stated semi-truck deliveries, which are normally solar panels, are delivered to a location in Isanti; the panels are put on trailers at that site and delivered to the job site. Mr. Schoenrock stated they are not expecting a lot of deliveries at the Aberdeen Street NE location. Chair Pogalz reviewed the documents submitted by Engineer Collins. Chair Pogalz asked Engineer Collins if the current septic system was adequate for the business. Engineer Collins stated the soil tester determined up to twenty-five people could use the existing septic system. Engineer Collins stated a license agreement with the City will be needed for the septic encroachment into the 10-foot setback from the east property line. Engineer Collins stated a license agreement with the City will also be needed for the fire apparatus road as it encroaches into the 10-foot setback from the north property line; the fire apparatus road must be plowed during the winter. Engineer Collins stated the northerly 33-feet of 133rd Avenue NE right-of-way, of the existing 66-feet of right-of-way, within the City of Ham Lake, which is adjacent to 33-feet of the City of Blaine right-of-way, is proposed to be vacated; a public hearing will be held by the City Council on June 6, 2022. Chair Pogalz asked Building Official Jones, if there are limitations on exterior building finishes for this building. Building Official Jones stated there are some limitations to the exterior finish but no plans have been submitted for review yet. Mr. Schoenrock stated the exterior finish of the building will be steel, lap siding with a five-foot rock wainscot around the entire building. Commissioner Entsminger asked how much of a concern parking is at the location if the Schoenrock’s are going to control tenant parking in their lease agreements; would the City have the ability to apply conditions to parking at the location if or when the building sells. Engineer Collins stated office/warehouse use is now an allowed use in the CD-1 zoning district; when the application was submitted, office/warehouse structures were a Conditional Use but City Code changed in November 2021 making office/warehouse use a permitted use. Commissioner Entsminger asked if the City had any recourse if vehicles were parked along the street, or semi-trucks were blocking traffic. Engineer Collins stated both Aberdeen Street NE and 133rd Avenue NE are Municipal State Aid (MSA) roads; the City can cite or tow vehicles parked within public right-of-way; all parking must be off street and maintained on-site. Chair Pogalz reiterated his concern with the size of the parking area. Chair Pogalz stated trucks as small as UPS delivery trucks may be able to maneuver in the parking lot in the summer but when it snows in the winter, maneuvering may become more difficult. Chair Pogalz

asked if there were overhead doors for deliveries. Engineer Collins stated parking and no parking areas were designed and sized to the overhead doors shown on the plan. Engineer Collins stated a turning movement exhibit for pick-up truck sized vehicles was provided to the City by the design engineer for both units. Chair Pogalz expressed concern on where the trash enclosure is shown on the plans and questioned whether or not garbage trucks could maneuver in and out of the parking lot easily. Mr. Schoenrock stated he would consider purchasing a dumpster with wheels. Chair Pogalz asked Building Official Jones to comment. Building Official Jones stated his biggest concern is delivery truck access to the office/warehouse facility. Building Official Jones stated there are two locations in the City where the sites do not have enough space for semi-trucks to back onto the property; the trucks block traffic during deliveries. Building Official Jones is concerned that traffic could be blocked on Aberdeen Street NE at this location if large trucks deliver to the site. Building Official Jones stated he is also concerned of what may come in the future if the building is used for something other than office/warehouse use and a use that requires more parking than is available on the site. Chair Pogalz concurred with Building Official Jones' concerns and stated he didn't want to disregard the lessons the City has learned from issues that have had to be managed at other locations in the city. **Motion by Heaton, seconded by Fisher, to recommend approval of the commercial site plan to construct a 11,800 square foot office/warehouse building at 13319 Aberdeen St NE subject to obtaining license agreements with the City for septic and fire apparatus lanes within setback areas and meeting all City, State and County requirements. Commissioners Heaton, Fisher, Dixson, Entsminger and Lejonvarn voted yes, Commissioner Pogalz voted no, motion carried. This item will be placed on the June 6, 2022 City Council Agenda.**

COMMISSION BUSINESS:

City Council Update

Building and Zoning Clerk Bohr stated the amendment to the Conditional Use Permit for Storage World was approved by the City Council. Commissioner Heaton will be attending the June 6, 2022 City Council meeting.

ADJOURNMENT:

Motion by Heaton, seconded by Fisher, to adjourn the Planning Commission meeting at 6:31 p.m. All present in favor, motion carried.

Jennifer Bohr
Building and Zoning Clerk



RECEIVED
AUG 11 2021
By:

CITY OF HAM LAKE

15544 Central Avenue NE

Ham Lake, MN 55304

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

PLANNING REQUEST

Date of Application 8/2/2021

Date of Receipt 8-11-21
Receipt # 90459

Meeting Appearance Dates:
Planning Commission 5-23-22 City Council 6-6-22

Please check request(s):

- Metes & Bounds Conveyance
- Sketch Plan
- Preliminary Plat Approval*
- Final Plat Approval
- Rezoning*
- Multiple Dog License*
- Commercial Building Permit
- Certificate of Occupancy
- Home Occupation Permit
- Conditional Use Permit (New)*
- Conditional Use Permit (Renewal)
- Other _____

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

Development/Business Name: Schoenrock Holdings LLC

Address/Location of property: 13319 ~~thru~~ 65 Aberdeen St NE

Legal Description of property: _____

PIN # 32-32-23-43-001 Current Zoning _____ Proposed Zoning _____

Notes: _____

Applicant's Name: Laura Schoenrock

Business Name: Schoenrock Holdings, LLC

Address 28876 Dahlia Street NW

City Fsanti State MN Zip Code 55040

Phone 612-221-9348 Cell Phone 612-282-5494 Fax NA

Email address Schoenrockholdings@gmail.com

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

SIGNATURE [Signature] DATE 8/2/2021

- FOR STAFF USE ONLY -

ACTION BY: Planning Commission 5/23/22
City Council _____

PROPERTY TAXES CURRENT YES NO

Memorandum

Date: May 17, 2022
To: Planning Commissioners
From: Tom Collins, City Engineer *TPC*
Subject: Live Wire Electrical Services

Introduction:

The proposed two-unit 11,800 square foot office/warehouse building is located on the 1.01 acre (per Anoka County GIS) 13319 Aberdeen Street parcel (<https://gis.anokacountymn.gov/propertysearch/?find=32-32-23-43-0001>). The 1.01 acres excludes right-of-way. A 100-scale aerial photo and a 200-scale zoning map are attached. The parcel is zoned Commercial Development Tier 1 (CD-1).

Discussion:

The Title Sheet, Site and Landscaping Plan, Grading and Erosion Control Plan, Storm Water Pollution Prevention Plan, Details, received May 11th, the Business Narrative, received May 5th, the Storm Water Narrative and Drinking Water Laboratory Test Report received April 21st, the SSTS Compliance Inspection Form and Drinking Water Laboratory Test Report received March 30th and the Geotechnical Exploration Report received March 29th address the prior review comments. Per 11-1853 of City Code - *where property lines are adjacent to residential areas, a planting screen of conifers or opaque fencing is required*. The proposed screening of 50-foot spaced trees on the west, south and east sides of the property is shown on the Landscape Plan. Per the Tree Notes, a mix of deciduous and conifer trees is proposed.

The units include the southeasterly 3,800 square feet, which will be occupied by Live Wire Electrical Services and the westerly 8,000 square feet which will be an office/warehouse rental. There are a total of 15 parking stalls, which includes one accessibility stall for each unit. The initial submittal included a WB-40 semi-truck deliveries, which is considered an intermediate sized semi-truck/trailer, with a total length of 45.5 feet. The delivery vehicle was later reduced to a SU-30, which is a single rear axle truck with a total length of 30 feet. Both were denied because the parking lot did not have adequate room for either delivery vehicle to turn around and would have resulted in delivery vehicles backing in from or backing out to Aberdeen Street. Per the Business Narrative, delivery vehicles for Live Wire Electrical Services and the rental units will not exceed the parking stall length of 20 feet and will not be allowed to park on Aberdeen Street. Aberdeen Street is a municipal state aid street, and is signed with No Parking signage. The attached Building Official memo raises concerns with the number of parking stalls proposed.

Fire Code requires a fire apparatus access road that extends within 150 feet of all portions of the exterior walls. This distance is exceeded from the parking lot. A class 5 aggregate surface access road is proposed to the north of the building to allow for access within 150 feet and allowance of fire trucks to turn around within the access road and parking lot. A License

Agreement will be required for the fire apparatus access road because it encroaches into the 10-foot driveway setback from the north property line. The fire apparatus access road must be plowed during winter months.

The stormwater treatment pond overflows to the Highway 65 right-of-way. The attached MnDOT Drainage Permit Application approves the overflow. Per the attached 400 scale half-section map, there is a Rural Cooperative Power Association (RCPA) over the westerly 37-feet of the property. Great Rivers Energy has jurisdiction over the easement. Per the attached Great River Energy Encroachment Application, encroachments within their easement are approved.

Live Wire Electrical Services was approved by the Coon Creek Watershed District (CCWD) Board of Managers at their April 11th meeting and the CCWD Permit was issued April 27th. Per the attached DNR email, there are no known occurrences of rare features that would be negatively affected by the proposed project based on the Natural Heritage Information System (NHIS) review.

The Tradewell Soil Testing septic certification is attached. Per the certification, the building will consist of 12 full time office employees and 10 part time employees. The existing septic system encroaches into the standard 10-foot setback from the east property line. Rather than removing approximately 60 square feet, per the certification, Live Wire will enter into a License Agreement with the City to allow the septic encroachment.

The northerly 33-feet of 133rd Avenue right-of-way within the City of Ham Lake, which is adjacent to 33-feet of City of Blaine right-of-way, is proposed to be vacated. The public hearing is scheduled for the June 6th City Council meeting. Per the attached Vacation Exhibit, there are no utilities within the right-of-way proposed to be vacated and there is no public purpose for the excess right-of-way. I will be recommending to the City Council that the right-of-way be vacated.

Recommendation:

Determine whether to recommend approval to the City Council for the Live Wire Electrical Services plans.

May 16, 2022

CITY OF HAM LAKE
STAFF REPORT

To: Members of the Planning Commission

From: Mark Jones, Building Official

Subject: Schoenrock Holdings, LLC constructing a new 2 unit building at 13319 Aberdeen Street NE

Introduction/Discussion:

Schoenrock Holdings, LLC is wanting to develop the lot located at 13319 Aberdeen Street NE, constructing a new, two-unit Office Warehouse. Troy and Timothy Schoenrock are the owners of Schoenrock Holding LLC, and the owners of Live Wire Electrical Services which will be occupying one of the two units; the other unit is for a future renter. Live Wire is a Licensed Electrical and Building Contractor in Minnesota, Wisconsin, and North Dakota. Live Wire has 27 employees of which 2 employees will be working in the office, 7 employees working in and out of the office, and the rest of the employees working off site. The lot is zoned Commercial Development 1 (CD-1). Last fall demolition work was done to remove a house and garage from the property. Due to the lot size and square footage of the proposed office warehouse space, space is limited for delivery truck traffic, and traffic created by field employees coming to the location to pick up supplies. The parking lot will provide parking for 15 spaces for employee and customer parking. Per Article 9-220.1, *Standards Common to all Mercantile Districts*, off-street loading all deliveries and bulk pickups of merchandise, inventory and supplies shall be made to loading facilities and shall be sufficient to enable the prompt and safe transfer of goods. Per Minnesota 2020 Building Code, the Occupant load would be minimum 24 total for the 2 units, this exceeds the 15 parking spaces shown. The applicants intend to use the existing well and septic system. The septic system is designed for 25 occupants. If the rental unit are used for anything other than office warehouse purposes, the occupant load could exceed capacity of the current septic system.

Recommendation:

I cannot recommend approval at this time. Even though the use Office Warehouse is a permitted use for CD-1 the city has not been provided with adequate information on safe and prompt transfer of goods. This would include not interfering with parking lot traffic or traffic on Aberdeen St. because of delivery trucks having to back in off Aberdeen St. to unload. The applicants need to provide adequate parking for employees and customers for the 2 units. Staff has exchanged several messages with the applicants related to supply deliveries, but have not been provided an acceptable solution at this time.

**Schoenrock Holdings, LLC
28876 Dahlia Street NW
Isanti, MN 55040**

Business narrative for address:

13319 Hwy 65 NE, Ham Lake aka:
13319 Aberdeen Street NE, Ham Lake

The owner of this commercial property is Schoenrock Holdings, LLC, owned by Troy Schoenrock and Timothy Schoenrock. This is a real estate holding company that holds the deed to the above address.

Rental Units

Schoenrock Holdings will be renting warehouse and office space. The design of the building allows for 2 rentable spaces of which - one space will be occupied by Live Wire Electrical Services, and electrical contracting company also owned by Troy Schoenrock and Timothy Schoenrock. Live Wire will occupy 1 of 2 rental spaces leaving 1 other rentable space for future tenants. Live Wire Electrical Services is a successful electrical contracting company that holds both an Electrical License and a Builders Contractors License through the states of Minnesota, Wisconsin, and North Dakota. Live Wire has 27 employees including owners Troy and Tim, an executive officer Laura Schoenrock, 2 salespeople, 3 project managers, 1 office administrator, and the remaining electrical laborers. All employees work remotely besides the 1 on-site administrative assistant. Live Wire performs mostly commercial electrical contracting subbed out from General Contractors, but also has a residential division, a solar installation division, and a service division that holds a contract with CenterPoint Energy.

Schoenrock Holdings, LLC, will rent out the other 1 unit of the building to an organization who needs warehouse/office space. Office space will be limited to 250 square feet for Unit 2. Schoenrock Holdings will not be renting to a retail organization.

Live Wire Electrical Services will occupy Unit 1 (3800 square feet). Unit 2 (8000 square feet) will be rented. Total space of building (warehouse and office space) is 11,800 square feet.

Parking

There are a total of 15 proposed parking spots for the building.

Live Wire will use this location for warehouse, storage, occasional short-term parking of company vehicles to restock stored materials (Fleet of 10 vehicles), and an office space for our 1 administrative assistant. Company vehicles are parked at employees' homes nightly, over the weekends and holidays and are not kept at our office/warehouse location. Typical hours of operation for the clerical staff will be Monday-Friday, 7am-3pm. During office hours there will be 1-2 vehicles parked in the parking lot.

For Unit 2, Schoenrock Holdings will stipulate in the lease agreement with future renters, that the office spot for Unit 2 will be no greater than 250 square feet as noted on the site and grading plans.

PARKING CALCULATIONS:

**CITY REQUIREMENTS: 1 SPACE PER 2000 SF OF FLOOR SPACE
1 SPACE PER EMPLOYEE ON SHIFT**

15 PROPOSED PARKING STALLS

UNIT 1- LIVE WIRE ELECTRICAL SERVICES- Per city requirements of square footage of floor space to parking spots, Live Wire Electrical Services will be designated 4 total parking spaces

3800 SQUARE FT WAREHOUSE/OFFICE

2 OFFICE SPACES- 500/250 SF OFFICE = 2 STALLS

WAREHOUSE- 3300/2000 SF= 2 STALLS

TOTAL REQUIRED STALLS= 4

UNIT 2- RENTAL WITH OFFICE SPACE

8,000 SQUARE FT WAREHOUSE/OFFICE

1 OFFICE SPACE - 250 SF OFFICE= 1 STALLS

WAREHOUSE-7,750/2000 SF= 4 STALLS

TOTAL REQUIRED STALLS= 5

HANDICAP ACCESSIBLE PARKING

2 UNITS= 2 SPOTS

TOTAL SPOTS REQUIRED BY CITY FOR SQ FOOTAGE/STALL AND OFFICE/STALL

TOTAL INCLUDING HC STALLS- 11 PARKING STALLS

*There will be an excess of 4 parking stalls to be used for general purpose.

Deliveries

Operating hours for our field workers will be Monday-Friday, 7am- 5pm (Variable). Live Wire will rarely have any customers coming to the building but will have regular postal and material deliveries Monday-Friday. **Any delivery vehicle over a standard size vehicle will deliver to Live Wire Electrical Services additional location (where we are receiving current deliveries) and transported to Schoenrock Holdings warehouse via standard sized vehicle. The same will apply to the other unit to be rented**

and will be listed in the lease agreement between Schoenrock Holdings and any future tenants that no vehicles, delivery or other, over the length of a standard sized vehicle will be allowed to deliver any goods on site or via Aberdeen Street parking.

Schoenrock Holdings feels strongly that our building will contribute to the value of Ham Lake and offer an affordable rental space for growing and thriving companies like Live Wire Electrical Services.

SCHOENROCK HOLDINGS COMMERCIAL BUILDING

HAM LAKE, MN



PROJECT AREA (APPROX.)

BULK REGULATIONS:

BUILDING SETBACKS:
 FRONT = 30 FEET
 SIDE = 10 FEET
 HW 65 = 50 FEET

ZONING:

THE PROPERTY IS CURRENTLY ZONED FOR THE FOLLOWING:
 COMMERCIAL DEVELOPMENT TIER 1

Benchmark:

Found Iron Pipe at NE property corner
 Elevation: 906.75 feet NAVD 1988

UTILITIES:

GOPHER STATE ONE CALL
 (651) 454-0002
 gopherstateonecall.org

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL B. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CIVASCE 3-2, ENTITLED 'STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA.'

CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. GSDC INFORMATION ABOVE.

GOVERNING STANDARDS: COUNTY OF ANOKA STANDARDS, CITY OF HAM LAKE STANDARD CONTRACT DOCUMENTS AND TECHNICAL SPECIFICATIONS FOR UTILITY AND STREET CONSTRUCTION, 2019 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION 'STANDARD SPECIFICATIONS FOR CONSTRUCTION', LATEST VERSION OF THE 'MINNESOTA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES' (MUTCD)

SHEET INDEX

- 1 - TITLE SHEET
- 2 - SITE AND LANDSCAPE PLAN
- 3 - GRADING AND EROSION CONTROL PLAN
- 4 - STORMWATER POLLUTION PREVENTION PLAN
- 5 - CONSTRUCTION AND DRAINAGE DETAILS
- 6 - RAIN GUARDIAN DETAIL

DEVELOPER:

SCHOENROCK HOLDINGS, LLC
 28876 DAHLIA ST NW
 ISANTI, MN 55040

ENGINEER:

KRISTLE BLOCH, P.E. (MN 49893)
 BLOCH ENGINEERING, PLLC
 32210 XEON ST NW
 CAMBRIDGE MN 55008
 (507) 995-2981

SURVEYOR:

TYLER KROSCHEL
 KROSCHEL LAND SURVEYORS, INC
 1639 MAIN ST N, STE 6
 PINE CITY, MN 55063
 (651) 235-8283

REVISIONS NO. DATE BY DESCRIPTION	APPROVED FOR THE CITY OF HAM LAKE PREPARED BY A.E. OR UNDER HIS DIRECT SUPERVISION AND SEAL AS A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA PREPARED BY KRISTLE L. BLOCH 5-11-2022 DATE
SCHOENROCK HOLDINGS, LLC 13319 ABERDEEN STREET NE HAM LAKE, MN 55304	OWNER / DEVELOPER: SCHOENROCK HOLDINGS, LLC
BLOCH ENGINEERING BLOCH ENGINEERING, PLLC 32210 XEON ST NW CAMBRIDGE, MN 55008 (507) 995-2981 tyler@kbl-engineering.com	SURVEYOR: TYLER KROSCHEL KROSCHEL LAND SURVEYORS, INC 1639 MAIN ST N, STE 6 PINE CITY, MN 55063 (651) 235-8283
JOB NO. 20-13	

STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

PROJECT DESCRIPTION:

This proposed site plan consists of the new construction of a building and corresponding parking and drive aisle. This will include regrading and paving. The total area of construction and grading will be approximately 1.13 acres.

All of the proposed newly graded site will flow to the proposed infiltration area on the south edge of the property.

SWPPP IMPLEMENTATION

The Contractor is responsible for implementation of the SWPPP and the installation, inspection, and maintenance of the erosion prevention and sediment control BMPs before and during construction. The Contractor will have an Erosion Control Supervisor who is responsible for coordinating the erosion prevention and sediment control BMPs. Livewire is responsible for long term operation and maintenance of the permanent storm water management system.

PROJECT CONTACT IMPLEMENTATION/MAINTENANCE:

Erosion and Sediment Control, BMP Inspection Performed By:
xxx (TBD)
xxx Contracting, LLC
xxx, MN xxxxx

Long Term Pond Maintenance Provided By:
Schoenrock Holdings, LLC

TIMING OF BMP INSTALLATION

The erosion prevention and sediment control BMPs shall be installed as necessary to minimize erosion from disturbed surfaces and capture sediment on site.

1. Erosion and sediment control BMPs must be installed prior to the start of construction.
2. Where applicable, disturbed areas will immediately be temporarily stabilized prior to permanent turf establishment whenever construction ceases for 7 days, with special consideration of areas within 200 feet continuous positive slope of a surface water.
3. Temporary or permanent energy dissipation shall be placed at pipe outlets within 24 hours after connection to a surface water.
4. Temporary stabilization of stockpiles must be initiated immediately to limit soil erosion whenever any construction activity has permanently ceased on any portion of the site and will not resume for a period exceeding 7 calendar days.
5. Planned slopes of 1:3 (V:H) or steeper and greater than 75 ft. in length will be temporarily or permanently stabilized in increments not to exceed 75 ft., prior to constructing or disturbing a new increment.
6. BMPs must remain in place until final stabilization is achieved and permit NOT has been submitted to the MPCA.
7. The normal wetted perimeter of any temporary or permanent drainage ditch or swale that drains water from any portion of the construction site, or diverts around the site, must be stabilized within 200 lineal feet from the property edge, or from the point of discharge into any surface water. Stabilization of the last 200 lineal feet must be completed within 24 hours after connecting to a surface water.
8. Developer/Contractor is responsible for removal of silt fence upon turf establishment.
9. Seeding of site shall be completed within two weeks of grading completion.

CALCULATIONS:

Total Area of Grading = 1.13 Ac
Total Existing Impervious = 4,135 Square Feet
Total New Impervious = 26,126 Square Feet

WATER QUALITY VOLUME = (1")((1/12")(26,126 SF) = 2,178 CF

SOIL TYPES:

Majority A Soils (soil borings)

CONSTRUCTION SEQUENCE:

Construction to begin spring 2022. Silt fence around where specified and Rock entrances to be installed before any of the following scheduled events take place. Existing structures shall also be protected from sediment from the start of construction.

1. Grading
2. New service connections from well and septic
3. Building constructed
4. Paving

Construction completion expected Winter 2022. All temporary erosion control measures will be removed and disposed of according to MPCA requirements. Final stabilization will be established.

If construction is not completed before winter, stockpiles and any slopes must be stabilized with appropriate BMPs (mulch, seed, erosion control blanket) as applicable to avoid erosion in the following spring season.

See NPDES CWS Permit Part 11 for inspection frequency adjustments throughout the course of scheduled construction.

IMPAIRED AND SPECIAL WATERS

There are no special or impaired waters within 1 mile of this site.

KARST AREA PROTECTION:

There is no active Karst in this site.

CALCAREOUS FENS:


No calcareous Fen sites exist on this project.

MITIGATION DUE TO REVIEWS:

There are no stormwater mitigation measures proposed as part of environmental, endangered species, archaeological or other required local, state or federal reviews conducted for the project.

EROSION CONTROL QUANTITIES:

EROSION CONTROL QUANTITIES		
	UNIT	QUANTITY
SILT FENCE	LF	1150
TEMP. CONSTRUCTION EXIT	EACH	1

REVISIONS NO. DATE BY DESCRIPTION	(Empty table for revisions)
I HEREBY CERTIFY THAT THIS PLAN, PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A REGISTERED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.	PRELIMINARY KRISTIE L. BLOCH 5-11-2022 DATE 48893 LIC. NO.
SCHOENROCK HOLDINGS, LLC 15319 ABERDEEN STREET NE HAM LAKE, MN 55304	OWNER / DEVELOPER: SCHOENROCK HOLDINGS, LLC
	
BLOCH ENGINEERING, PLLC 1218 WILSON ST NW CUMBERLAND, MN 55008 btyek@blochenr.com	
JOB NO. 20-13	

STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

CONSTRUCTION NOTES:

Construction shall be in accordance with the MPCA NPDES General Stormwater Permit for construction activity, plans, Mn/DOT Spec. Book, Standard Specifications for Construction and the special provisions. The Contractor shall maintain a stockpile of erosion control devices at all times for immediate usage. The Contractor shall keep the inspection and maintenance log. See permit Part 20 for SWPPP record retention requirements. SWPPP must be kept on site during construction by permittee who has operational control of that portion of the site. In the event of accidental sediment or pollutant discharge, the City, MPCA local contact and/or State Duty Officer shall be notified. The MPCA State Duty Officer can be reached at (800) 422-0798.

TRAINING REQUIREMENTS:

1. The Permittee(s) shall ensure the individuals identified in this part have been trained in accordance with the NPDES CSW Permit's training requirements. The Permittee(s) shall ensure the training is recorded in or with the SWPPP before the start of construction or as soon as the personnel for the project have been determined.
 - a. Who must be trained:
 - i. Individual(s) preparing the SWPPP for the project.
 - ii. Individual(s) overseeing implementation of, revising, and amending the SWPPP and individual(s) performing inspections. One of these individual(s) must be available for an on site inspection within 72 hours upon request by the MPCA.
 - iii. Individual(s) performing or supervising the installation, maintenance, and repair of BMPs. At least one individual on a project must be trained in these job duties.
 - b. Training content. The content and extent of training must be commensurate with the individual's job duties and responsibilities with regard to activities covered under this permit for the project. At least one individual present on the permitted project site (or available to the project site in 72 hours) must be trained in the job duties described in Permit Part 20.
 - c. Training documentation:
 - i. Documentation must be recorded with the SWPPP prior to the start of construction.
 - ii. Names of the personnel associated with this project that are required to be trained per Part III.F of this permit.
 - iii. Dates of training and name of instructor(s) and entity providing training.
 - iv. Content of training course or workshop (including number of hours of training).
 - d. The Permittee(s) shall ensure that the individuals are trained by local, state, federal agencies, professional organizations, or other entities with expertise in erosion prevention, sediment control or permanent stormwater management such as the University of Minnesota, Minnesota Erosion Control Association, Soil and Water Conservation Districts or the MPCA.

EROSION PREVENTION MEASURES:

1. Temporary or permanent stabilization of exposed soils, including stockpiles, shall be initiated immediately to limit soil erosion whenever any construction activity has temporarily or permanently ceased on that portion of the site and will not resume for a period exceeding 7 calendar days. (Permit Part 8.4 and 23.9).
2. The normal wetted perimeter of any temporary or permanent drainage ditch or swale that drains water for any portion of the construction site, within 200 lineal feet, must be completed within 24 hours after connecting to a surface water or property edge. Mulch, hydromulch, tackifier, polyacrylamide, or similar practice is not acceptable stabilization in any part of a drainage ditch or swale with continuous slope greater than 2%. (Permit Part 8.6-8.8).
3. Use check dams along length of conveyance channels. (Permit Part 8.7).
4. Temporary or permanent energy dissipation devices must be installed at pipe outlets within 24 hours after connection to a surface water.
5. Temporary or permanent ditches or swales that are being used as a sediment containment system during construction must be stabilized within 24 hours after no longer being used as a sediment containment system.

SEDIMENT CONTROL MEASURES:

1. In order to maintain sheet flow and minimize rills and/or gullies, there shall be no unbroken slope length of greater than 75 feet for slopes with a grade of 1:3 or steeper.
2. Sediment control practices must be established on all down gradient perimeters and upgradient of any buffer zones. These practices shall remain in place until final stabilization has been achieved and the Permit NOT form has been submitted to the MPCA.
3. Temporary soil stockpiles must have silt fence or other effective sediment controls, and cannot be placed in surface waters, including stormwater conveyances such as curb and gutter systems, or conduits and ditches unless there is a bypass in place for the stormwater.
4. Vehicle tracking of sediment from the construction site (or onto streets within the site) must be minimized by Best Management Practices (BMPs) such as stone pads, concrete or steel wash racks, or equivalent systems. Tracked sediment onto paved surfaces must be removed daily, at minimum.
5. Per Part 9.3, if down gradient sediment controls are overloaded, additional upgradient sediment control practices or redundant BMPs to eliminate overloading must be installed, and the SWPPP must be amended.
6. See permit 9.6 and Part 11 for instructions on re-installation of sediment control practices after they've been adjusted.
7. See permit Part 9.7 and 9.8 for instructions on the removal of storm drain inlet protection BMPs.
8. Direct discharges from BMPs to vegetated areas, unless infeasible.

DEWATERING AND BASIN DRAINING:

1. If dewatering is required on the site, there must be a plan in place to prevent nuisance conditions, erosion and inundation of wetlands.
2. If using filters with backwash water, backwash water must be hauled away for disposal, returned to the beginning of the treatment process, or incorporated into the site in a manner that does not erode into runoff.

THE DESCRIPTION OF INSPECTIONS AND MAINTENANCE:

1. The Permittee(s) (either the owner or operator, whoever is identified in the SWPPP) must routinely inspect the entire construction site at least once every seven (7) days during active construction and within 24 hours after a rainfall event greater than 0.5 inches in 24 hours.

INSPECTION AND MAINTENANCE REQUIREMENTS MUST INCLUDE:

- Date and time of inspections. All inspections and maintenance conducted during construction shall be recorded within 24 hours in writing and these records must be retained in the SWPPP
- Name of person(s) conducting inspections.
- Findings of inspections, including specific locations where there are recommendations for corrective actions.
- Corrective actions taken (including dates, times, and party completing maintenance activities).
- Date and amount of all rainfall events greater than 1/2 inch (0.5 inches) in 24 hours. Rainfall amounts must be obtained by a properly maintained rain gauge onsite, a weather station within 1 mile of the project location, or a weather reporting system that provides site specific rainfall data from radar summaries.
- See permit Part 6.1-6.4 for amendments to SWPPP.
- Construction site vehicle exit locations must be inspected for evidence of off-site sediment tracking onto paved surfaces. Tracked sediment must be removed from all paved surfaces within 24 hours of discovery (NPDES CSW Permit Part 9.12).
- Infiltration and Bioretention facility must be inspected for sedimentation.
- Discharges discovered during inspections shall be documented per NPDES CSW Permit part 11.11.f

MAINTENANCE PERFORMANCE:

1. All nonfunctional BMPs must be repaired, replaced, or supplemented with functional BMPs by the end of the next business day after discovery, or as soon as field conditions allow access unless another time frame is specified that is not less restrictive than permit requirements. See permit Part 11.4 for specific requirements.
2. Perimeter control devices must be repaired, replaced, or supplemented when nonfunctional or sediment reaches on-half the height of the device.
3. Temporary and permanent sediment basins must be drained and sediment removed when the depth of sediment collected reaches on-half storage volume
4. All sediment deposits and deltas must be removed from surface waters (including drainage ways, catch basins, and other drainage systems) and the removal areas restabilized within 7 days.
5. Permanent stormwater treatment BMPs must be inspected and maintained per NPDES CSW Permit 11.3

POLLUTION PREVENTION MANAGEMENT:

1. Solid Waste: Sediment, asphalt and concrete millings, floating debris, paper, plastic, fabric, construction and demolition debris and other wastes must be properly collected, stored, and disposed of in accordance with Minn. R.ch.7035. This includes any materials used for erosion control.
2. Hazardous and Toxic Materials: Includes, but is not limited to: Oil, gasoline, paint and any hazardous substances must be properly stored, including secondary containment, to prevent spills, leaks or other discharge. Restricted access to storage areas must be provided to prevent vandalism. Storage and disposal of hazardous waste must be in accordance with Minn.R.Ch.7045
3. External washing of trucks and other construction vehicles must be limited to a defined area of the site. Runoff must be contained and waste properly disposed of.
4. No engine idling is allowed on site.
5. Concrete washout onsite: All liquid and solid wastes generated by concrete washout operations must be contained in a leak-proof containment facility or impermeable liner. A compacted clay liner that does not allow washout liquids to enter ground water is considered an impermeable liner. The liquid and solid wastes must not contact the ground, and there must not be runoff from the concrete washout operations or areas. Liquid and solid wastes must be disposed of properly and in compliance with MPCA regulations. A sign must be installed adjacent to each washout facility to inform concrete equipment operators to utilize the proper facilities.
6. Building products that have the potential to leach pollutants must be under cover. (NPDES CSW Permit Part 12.2)
7. Pesticides, herbicides, insecticides, fertilizers, treatment chemicals, and landscaped materials must be under cover. (NPDES Permit Part 12.3).
8. Portable toilets must be positioned so that they are secure and will not be tipped or knocked over. Sanitary waste must be disposed of properly in accordance with Minn.R.ch.7041. (NPDES CSW Permit Part 12.6)
9. Spill Prevention and Response Requirements: Adequate supplies must be available at all times to clean up discharged materials and an appropriate method must be available for recovered spilled materials. Spills must be reported and cleaned up immediately as required by Minn. Stat. 115.061 using dry cleanup measures where possible.

FINAL STABILIZATION:


1. Permanent stabilization of exposed soils, including stockpiles, shall be initiated immediately to limit soil erosion whenever any construction activity has permanently ceased on any portion of the site and will not resume for a period exceeding 7 calendar days.
2. The permanent stormwater treatment system must be constructed, meet all requirements, and operating as designed.
3. All sediment must be removed from permanent stormwater management system and conveyance systems.
4. All temporary synthetic erosion prevention and sediment control BMPs must be removed.
5. See Landscape sheets for turf establishment.
6. Final stabilization is achieved by a uniform perennial vegetative cover with a density of 70% of expected growth over the entire pervious area.

DISCHARGE TO WETLANDS:

2. If there is a wetland impact caused by filling, draining, excavation or inundation, how has that impact been addressed by permits or other approvals from an official statewide program (U.S. Army Corps of Engineers 404 program, Minnesota Department of Natural Resources, or the State of Minnesota Wetland Conservation Act)? If the impact is considered exempted or non jurisdictional by these programs, how is the impact in conformance with the sequence mitigation requirements of MPCA water quality standards in MN Rule 7050.0186 <<https://www.revisor.leg.state.mn.us/rules/?id=7050.0186>>

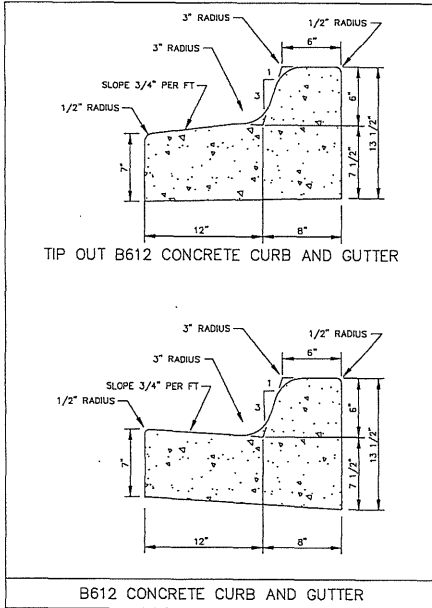
MISCELLANEOUS:

1. Conventional erosion and sediment control to be used. If necessary to use chemical treatment, permittee must follow guidelines as stated in NPDES Permit Part 9.18
2. No Site assessment for groundwater or soil contamination required.

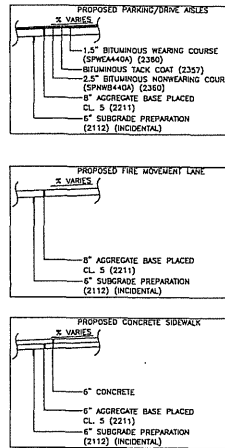
REVISIONS	BY	DESCRIPTION			
NO.	DATE				
MEMBER CERTIFIED THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AS A PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.			PRELIMINARY KRISTYLE L. BLOCH DATE: 5-11-2022 LIC. NO. 49893		
SCHOENROCK HOLDINGS, LLC 13319 ABERDEEN STREET NE HAM LAKE, MN 55304			OWNER / DEVELOPER: SCHOENROCK HOLDINGS, LLC		
					
13319 XIPON ST NW CAMDEN ARIZONA 85505 krystle@bluchengr.com					
JOB NO. 20-13					

CONSTRUCTION DETAILS

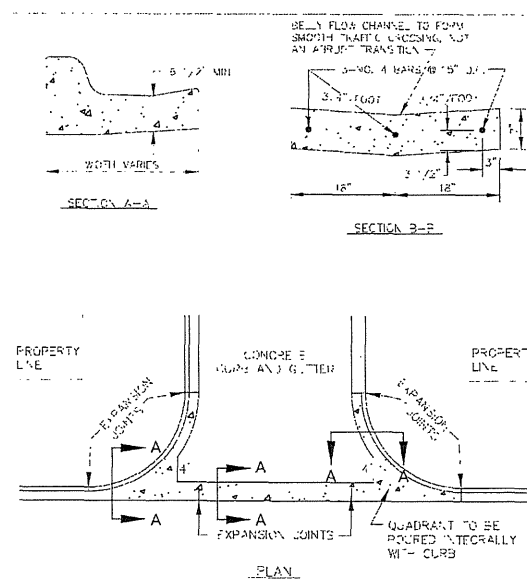
CURB AND GUTTER SECTIONS



PAVEMENT SECTIONS

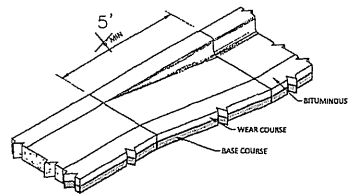
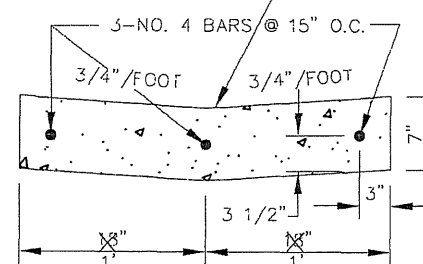


VALLEY GUTTER AT ENTRANCE



VALLEY GUTTER TO RAIN GUARDIAN

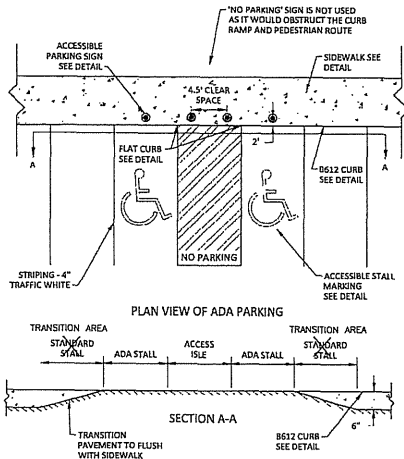
BELLY FLOW CHANNEL TO FORM SMOOTH TRAFFIC CROSSING, NOT AN ABRUPT TRANSITION.



FLAT CURB



(SAME MATERIALS SECTION FOR BOTH VALLEY GUTTERS)



PAVEMENT AT CURB TRANSITIONS IN LABELED TRANSITION AREAS (ADA AND OTHER)

REVISIONS		NO. DATE	BY DESCRIPTION
I HEREBY CERTIFY THAT THIS PLAN, PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND UNDER THE LAWS OF THE STATE OF MINNESOTA, IS PRELIMINARY.		DATE	DATE
KRYSTLE L. BLOCH		5-11-2022	48893
SCHOENROCK HOLDINGS, LLC		13319 ABERDEEN STREET NE	HAM LAKE, MN 55304
OWNER / DEVELOPER:		SCHOENROCK HOLDINGS, LLC	
BLOCH ENGINEERING		111011 ENGINEERING, PLLC 1300 Engineering.com 12318 ARDEN ST NW CANTON, MN 55005 Lloyd@blochengineering.com	
JOB NO. 20-13			

133RD AVE.

ABERDEEN ST.

B3

13352

13319

27

13361

L7

1457

1467

1519

133

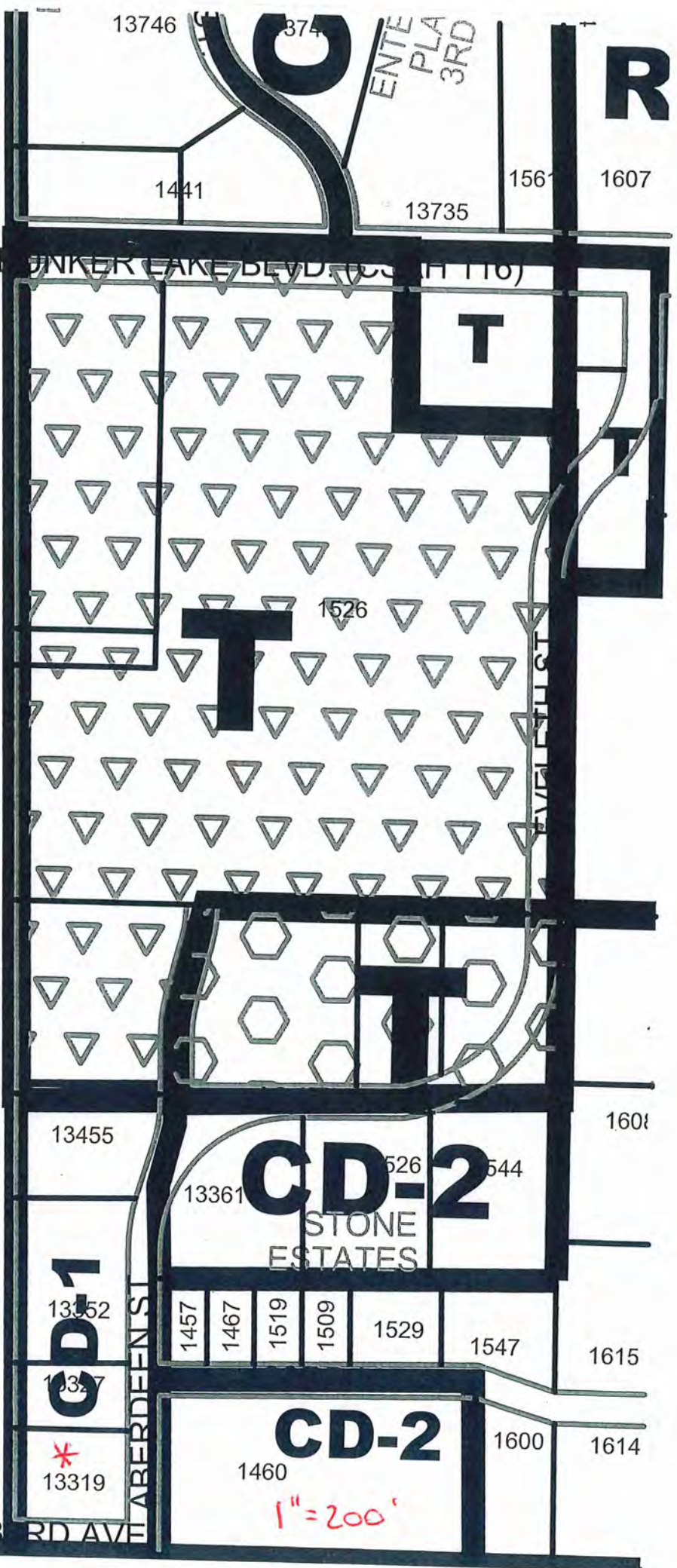
1460



1"=100'



STATE TRUNK HIGHWAY NO. 65



ENTER PLAT 3RD

R

CD-2
STONE
ESTATES

CD-2

1"=200'



**MINNESOTA DEPARTMENT OF TRANSPORTATION
DRAINAGE PERMIT APPLICATION**

Document Management System # _____
 District M2 Permit # D-21-98012
 C.S. 0208 T.H. 65
 R.P. _____
 (THIS SECTION FOR MnDOT OFFICE USE ONLY.)

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

APPLICANT BLOCH ENGINEERING PLLC	TELEPHONE 5079952981	ADDRESS (Street, City, State, Zip) 32210 XEON ST NW CAMBRIDGE MN 55008
PROPERTY OWNER SCHOENROCK HOLDINGS,LLC	TELEPHONE 6122825494	ADDRESS (Street, City, State, Zip) 28876 Dahlia St NW, Isanti MN 55040
PARTY PERFORMING WORK Shawn Kuhlman	TELEPHONE 3206306797	ADDRESS (Street, City, State, Zip) 111593 Hwy 18, Finlayson MN 55735
LOCATION OF PROPOSED WORK (City/Township) Highway 65 in Ham Lake	(County) Anoka	(Distance) 0 Miles
		(N-S-E-W) Part of Sect 32, Twp 32, R23. Property in northwest quadrant of intersection of 133rd Ave NE and Aberdeen St NE in Ham Lake, MN

WILL THIS BE WITHIN TRIBAL LANDS? NO IF YES, WHICH ONE?

TYPE OF DRAINAGE (check all that apply)

Other Infiltration pond (on private lot) - discharging less than existing runoff to ROW

AREA TO BE DRAINED	PIPE SIZE AND TYPE	CASING SIZE AND TYPE
---------------------------	---------------------------	-----------------------------

LEGAL DESCRIPTION OF PROPERTY (Attach extra pages as needed)
attached

PERMITS FROM OTHER AFFECTED REGULATORY AGENCIES THAT THE APPLICANT WAS REQUIRED TO OBTAIN

WORK TO START ON OR AFTER 10/8/2021

WORK TO BE COMPLETED BY 11/1/2021

COMMENTS

100 Yr outflow is 0 cfs, so this application may be needed. Our 6' EOF is directed towards Mn65 ROW, but again, no discharge will go there for the 100 Yr.

APPLICANT'S ACCEPTANCE, WAIVER AND INDEMNIFICATION

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

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

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

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

NAME AND TITLE KRYSTLE BLOCH	EMAIL ADDRESS KRYSTLE@BLOCHENGINEERING.COM
DATE 10/04/2021	SIGNATURE

DO NOT WRITE BELOW THIS POINT

AUTHORIZATION OF PERMIT

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

SEE ATTACHED STANDARD CONDITIONS AND SPECIAL PROVISIONS

PERMIT NOT VALID UNLESS BEARING AUTHORIZED MnDOT SIGNATURE AND PERMIT NUMBER

<u>7/1/22</u>	APPROVED By Jeff Dierberger at 3:41 pm, Jan 10, 2022
DATE ALL WORK TO BE COMPLETED BY	AUTHORIZED MnDOT SIGNATURE
DISTRIBUTION	DEPOSIT REQUIRED
Original to Area Maintenance Engineer	No Deposit Required
	Cashier's Check # _____

Applicant _____	Deposit Required in the Amount of \$ _____	Certified Check # _____
Subarea Supervisor _____	Date Deposit Received _____	Money Order # _____
Roadway Regulations Supervisor _____	<i>Deposit to be returned upon satisfactory completion of all work</i>	Bond # _____

DATE WORK COMPLETED *(The date when the work is completed must be reported to the MnDOT District Permits Office)*

MINNESOTA LAW REGULATING DRAINAGE WORK

The State law is as follows:

160.20 DRAINAGE

Subdivision 1. Connecting drains to highway drains.

When the course of natural drainage of any land runs to a highway, the owner of the land shall have the right to enter upon the highway for the purpose of connecting a drain or ditch with any drain or ditch constructed along or across the highway, but before making the connections, shall first obtain a written permit for the connections from the road authority having jurisdiction. The connections shall be made in accordance with specifications set forth in the permits. The road authority shall have power to prescribe and enforce reasonable rules and regulations with reference to the connections. The highway shall be left in as good condition in every way as it was before the connection was made.

Subd. 3. Installing drain tile along or across highway.

When the course of natural drainage of any land runs to a highway, the owner of the land who has been granted a permit as provided in subdivision 4 may install drain tile along or across the highway right-of-way along the general course of the natural drainageway, provided further that there will be no diversion of drainage waters away from the natural receiving drainageway immediately downstream from the highway. Any installations shall be made in accordance with specifications set forth in the permit and any rules that apply to the installations. When any installation is made pursuant to this subdivision the highway shall be left in as good condition in every respect as it was before the installation was made.

Subd. 4. Conditions

- (a) A road authority may accept applications for permits for installation of drain tile along or across the right-of-way under its jurisdiction. The road authority may adopt reasonable rules for the installations and may require a bond before granting any permit. Permits for installation along a highway right-of-way must ensure that the length of the installation is restricted to the minimum necessary to achieve the desired agricultural benefits. A permit must not allow open trenches to be left on the right-of-way after installation of the drain tile is completed. A road authority that grants a permit for drain tile installation is not responsible for any damage to that installation resulting from the action of the authority or any other permittee utilizing the right-of-way.
- (b) A person who installs drain tile along or across a highway right-of-way without obtaining a permit as provided in this section is guilty of a misdemeanor.
- (c) The commissioner shall take no action under this section which will result in the loss of any federal aid for highway construction in the state.
- (d) For the purpose of this section, "highway" means any highway as defined in section 160.02 which is located outside the corporate limits of a home rule charter or statutory city.

STANDARD CONDITIONS AND REQUIREMENTS

1. All construction details shall be entered on Form 30795-02 or supplemental sheets as required.
2. Installations shall be in accordance with Specification 2502 of the Minnesota Standard Specifications for Construction.
3. Any permanent signs or permanent traffic barriers (including crash cushions) installed on the State Highway system must be deemed crashworthy under the American Association of State Highway and Transportation Officials (AASHTO) "Manual for Assessing Safety Hardware, 2016 (MASH-16)". Where work on or near the traveled roadway is necessary, proper traffic signs, channelizing devices, warning lights, and barricades shall be erected to protect traffic, employees, and pedestrians. All temporary traffic control devices and methods shall conform to the Minnesota Field Manual on Temporary Traffic Control Zone Layouts, Minnesota Manual on Uniform Traffic Control Devices (MMUTCD), Minnesota Standard Signs and Markings Manual, and the appropriate provisions of Standard Specification 1710. All temporary traffic control devices shall be deemed crashworthy under the American Association of State Highway and Transportation Officials (AASHTO) "Manual for Assessing Safety Hardware, 2016 (MASH-16)" with exceptions as noted under MnDOT Technical Memorandum No. 1903-T-01 Crashworthy Requirements for Temporary Traffic Control Devices. (See memo at: <http://dotapp7.dot.state.mn.us/edms/download?docId=2434220>)
4. Unless adequately protected by a traffic barrier, there shall be no work within the clear zone, nor shall pipe materials, equipment or other objects be stored within the clear zone. If temporary traffic barrier is used, it will be placed according to the "MnDOT Temporary Barrier Guidance Manual" (December 2018). (See website at: www.dot.state.mn.us/trafficeng/workzone/doc/Temporary%20Barrier%20Guidance%20Manual%20181129.pdf) Any temporary traffic barrier (including crash cushions) must be deemed crashworthy under MASH-16.
5. Any person acting as a Flagger for permitted work shall have attended a training session taught by a MnDOT Qualified Flagger Trainer within the twelve months immediately preceding the start date of all flagging activity. A Flagger shall receive a Flagger Qualification Card, signed by a MnDOT Qualified Flagger Trainer, upon successful completion of this training. During all flagging activity, a Flagger must carry a signed Flagger Qualification Card on that Flagger's person and be in possession of a current Minnesota Flagging Handbook. The Minnesota Flagging Handbook is available from MnDOT Qualified Flagger Trainers or from a MnDOT District Office.

6. Allowable materials for longitudinal installations shall be:
 - i. Corrugated metal pipe (Std. Plate 3040)
 - ii. Reinforced concrete pipe (Std. Plate 3000)
7. Connections of field tile to allowable longitudinal installations shall be made a minimum of three feet beyond the highway right of way line using an inspection tee. (Std. Plate 3143)
8. All casings shall be jacked or bored.
9. All system installations shall be at a minimum of three feet below existing ground.
10. No installations will be permitted in the shoulder or in-slope of the roadway.
11. The owner, his successor or assigns, shall maintain the installation in perpetuity.
12. Before a drainage permit that outlets to MnDOT right-of-way or crosses the trunk highway can be reviewed or issued it is required that the applicant submit letters from any other affected regulatory agencies before a permit will be considered. These letters must indicate that the property to be drained is not a wetland; the agencies approve the drainage request and any conditions the agencies have put on the request.
13. The applicant shall comply with all rules and regulations of the Minnesota Environmental Quality Board and any other affected governmental agencies.
14. The applicant shall furnish, install and maintain an approved culvert marker post at outlet of drainage tile.
15. The drainage work shall not interfere with any existing utility facilities on the trunk highway right-of-way.
16. Removal of trees or shrubs within the right of way requires prior approval of the Area Maintenance Engineer or his authorized representative.
17. No equipment will be permitted to operate on or across the roadway which will damage the roadway or shoulder surface.
18. The State reserves the right to remove or repair, with its own forces but at the expense of the applicant, any tile outlet which is not maintained and causes damage to adjacent right of way. Applicant must obtain a permit to do maintenance work on the drainage system covered by this permit.
19. If the Minnesota Department of Transportation shall make any improvements or change on all or any part of its right of way upon, over, under or along the trunk highway, then and in every case the applicant herein named shall, after notice from the Commissioner of Transportation or his authorized agents, proceed to alter, change, vacate or remove from trunk highway right of way said works necessary to conform with said changes without cost to the State of Minnesota.
20. Issuance of this permit is subject to the provisions of Chapter 103B of the Minnesota Statutes.
21. After the Drainage Permit has been approved the applicant will be notified and a security deposit will be requested. A security deposit is required for permits that authorize work in MnDOT R/W to ensure that work is completed to MnDOT's satisfaction. The actual amount required will depend on the specific situation. The District Permit Section will determine the amount and type of deposit to be submitted. Minnesota rules require deposits be submitted in the form of a certified check, cashier's check, or surety bond made payable to the State of Minnesota, Commissioner of Transportation. Deposits must be irrevocable and cannot expire. A permit will not be issued until the deposit is received. Additionally, any expense incurred by the Minnesota Department of Transportation above the posted deposit will be assessed against the applicant.
22. In the event construction has not been started by the "WORK TO BE COMPLETED BY" date, this permit becomes null and void and deposit refunded.
23. After work on a project is completed the applicant must notify the permit office that such work has been completed and is ready for final inspection and acceptance. If the construction and all other related work is satisfactory and the turf items are re-established the deposit will be returned to the applicant.

THIS PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS:

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

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

This permit authorizes the applicant to modify the existing drainage pattern to TH65, north of 133rd, in the city of Ham Lake as shown on applicant's plan sheet(s).

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

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

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

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

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

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

It shall be the responsibility of the applicant to utilize the "Gopher State One Call" excavation notice system as required under Minnesota Statute Chapter 216D, 48 hours prior to performing any excavation (Phone 651-454-0002 Twin Cities Metro Area or Toll Free 1-800-252-1166).

The Excavator shall mark proposed excavation with paint and flags or in lieu of flags stakes may be used. All flags and stakes shall display the name and phone number of the Excavator. All areas of proposed excavation shall be considered "practical" for the use of white markings, pursuant to Minnesota State Statute 216D.05 (2).

The Excavator shall acquire a Positive Response confirmation from Mn/DOT for all proposed excavations when the Gopher State One Call has indicated Mn/DOT utilities may be affected. The Excavator may call Mn/DOT Electrical Services Section (ESS) Dispatch Locating to confirm the status of Utility infrastructure owned by Mn/DOT. Mn/DOT Electrical Services Section (ESS) Dispatch Locating can be contacted at the following phone numbers; (651) 366-5750 or (651) 366-5751.

The Excavator is required to comply with the provisions of Minnesota Statutes chapter 216D when performing Excavation as defined in Minnesota Statutes §216D.01 (subdivision 5), and will be responsible for damages to facilities in accordance with Minnesota Statutes §216D.06.

No material shall be deposited on the traveled roadway.

All areas disturbed by the applicant shall be restored with a minimum of 6" of topsoil (according to MNDOT Standard Specification 3877 Table 1 Common Topsoil Borrow), then sodded or seeded. Seed or sod should be the same as/or compatible with the existing turf cover. If the areas are to be seeded, a MNDOT seed mixture comparable to the existing turf along with Category 3 blanket with all natural netting and stitching shall be used according to MNDOT Specification 2575.

All areas disturbed during construction within State right-of-way shall be restored to original or better condition.

Any signing affected by this permit must be immediately installed or reinstalled according to the "Minnesota Manual on Uniform Traffic Control Devices" (MN MUTCD) any questions on signing or striping please contact Wayne Lindblom, 651-366-4371.

All pavement markings shall be installed according to the pavements marking standards found at www.dot.state.mn.us/metro/trafficeng/control/cadd.html

The applicant shall perpetuate all existing drainage. The applicant shall relocate and reconstruct the in-place drainage ditch along the highway as necessitated by the construction authorized by this permit. The new ditch shall match the grades and contours of the in-place drainage ditch.

The applicant is required to preserve all existing survey monuments and markers. If Mn/DOT determines that monuments have been disturbed or destroyed during construction activities, the applicant shall accept full responsibility for all costs incurred in the re-establishment of the monuments.

It is expressly understood that this permit is issued subject to the applicant's compliance with the Minnesota Pollution Control Agency's General NPDES Permit for Construction Activities and any other affected Governmental Agencies.

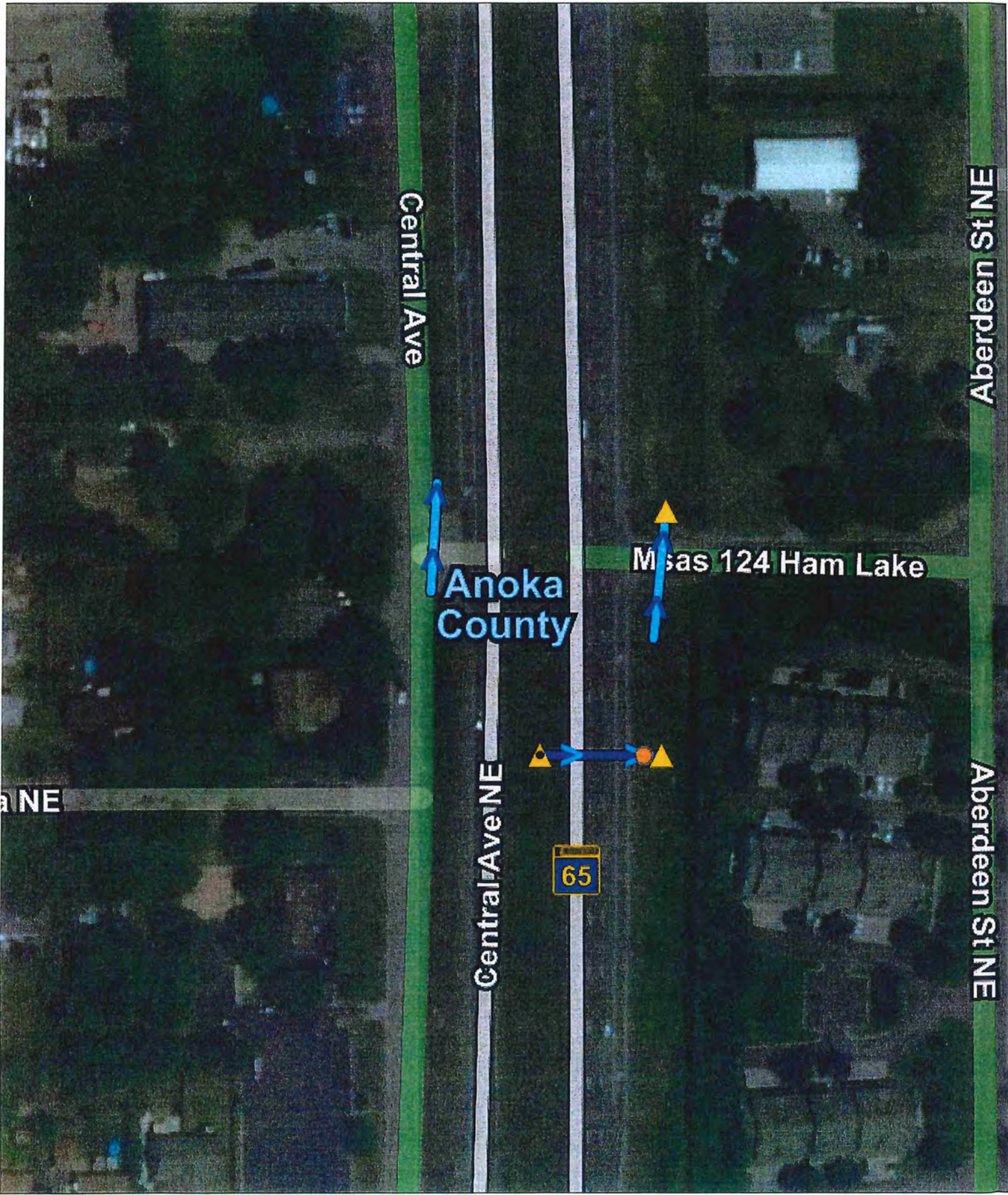
When frozen conditions prevent the applicant from completing turf restoration the applicant must temporarily stabilize the disturbed area. Use seed mix 22-111 following the winter seeding method and type 1 mulch following the winter mulching method in the 2014 MNDOT Standard Specification for Construction section 2575. The applicant is responsible for completing final turf restoration prior to May 15 of the following spring.

Winter work shall be considered from November 1 through April 15, work during this period shall be on a day-to-day basis at the discretion of the Roadway Regulation Supervisor.

Any damage to vegetation or soil caused by the applicant will be the responsibility of the applicant to repair. This project may be located within a U.S. Fish and Wildlife Service identified High Potential Zone for the rusty-patched bumble bee. Bare ground caused by the operation will require reseeding using native seed mixes, except areas historically maintained as mowed lawn. Permittee may use MnDOT approved native seed mixes identified in the MnDOT Seeding Manual. Alternative native seed mixes may be used with prior written approval by the MnDOT Wildlife Ecologist. All seed mixes must contain native milkweed species. If you have questions regarding this please contact Chris Smith, MNDOT Wildlife Ecologist, 651-366-3605.

All work authorized by this permit and the restoration of the State's right of way shall be satisfactorily completed by 7/1/22.

The applicant or his contractor shall notify the permit office at 651-234-7910 for final inspection.



Central Ave

Aberdeen St NE

Anoka County

Missas 124 Ham Lake

65

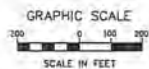
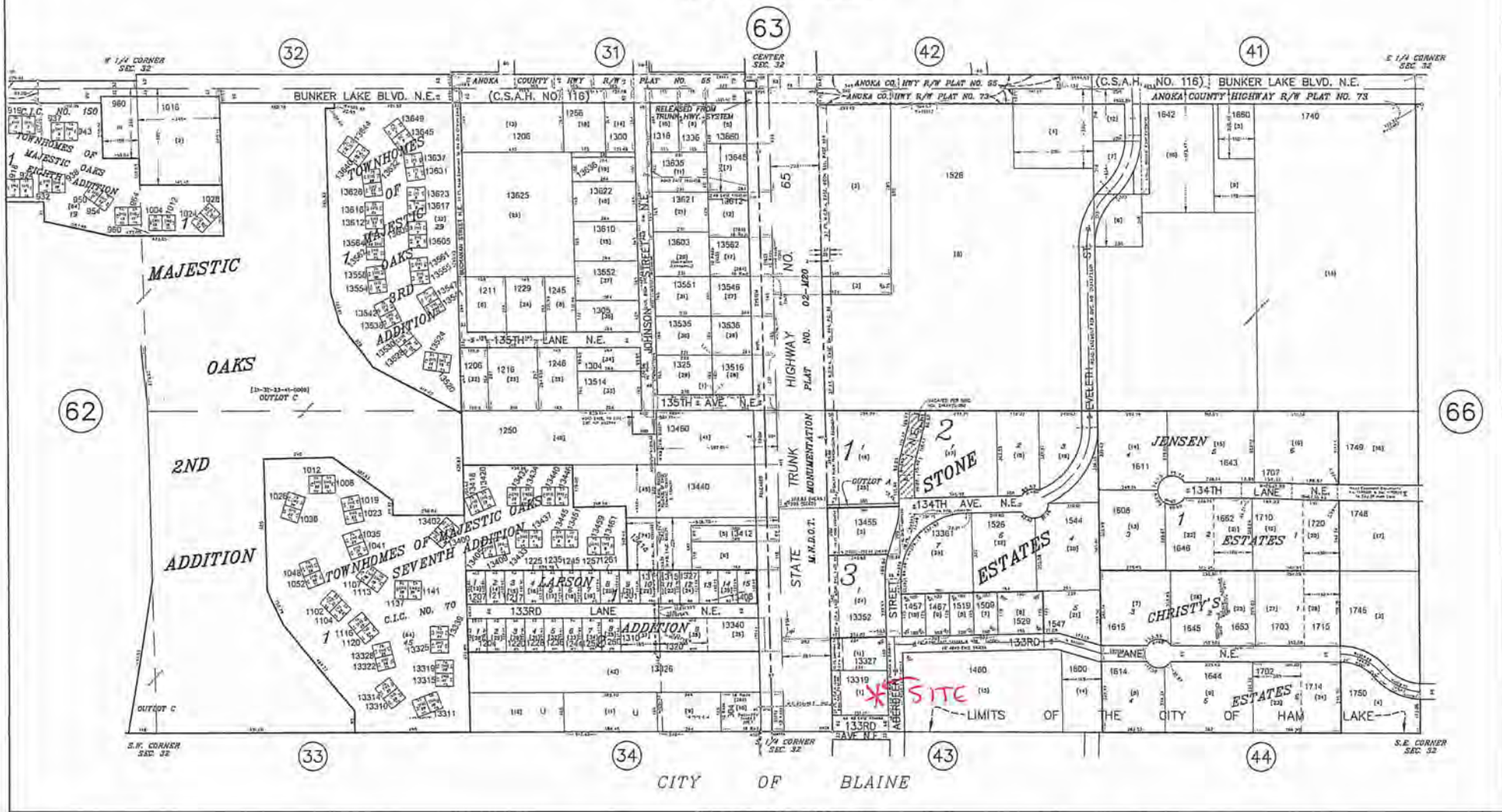
Central Ave NE

Aberdeen St NE

a NE

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

CITY OF HAM LAKE



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

QUARTER QUARTER INDEX

22	21	12	11
23	24	13	14
32	31	42	41
33	34	43	44

NORTH HALF OF SECTION

SOUTH HALF OF SECTION

PROPERTY IDENTIFICATION NUMBER

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

SPECIFIC PARCEL NUMBERS ARE IN BRACKETS (1)
EXAMPLE OF PD NUMBER: 32-32-23-03-0000

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



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

December 10, 2021

PS Line

Laura Schoenrock
Schoenrock Holdings, LLC
28876 Dahlia Street NW
Isanti, MN 55040

SUBJECT: Encroachment Application
13319 Aberdeen Street NE
Easement No. PS-AC-008

Dear Ms. Schoenrock:

Great River Energy has reviewed your site plans received on September 30, 2021 and associated encroachment application. Your application for encroachment has been approved as submitted.

We appreciate an opportunity to review your project locations. As a reminder, Great River Energy's facilities are overhead, so they will not show up in your Gopher One-Call locates. Use great caution when working near our transmission lines, this transmission line carries 69,000 volts of electricity and has the capability of arcing if objects come too close. You are required to maintain all clearances by OSHA regulations and National Electric Safety Code (NESC) any time while working near any power line. Please be advised that Great River Energy does not assume any liability that arises out of construction in its right-of-way.

Please visit our website at <http://www.greatriverenergy.com/deliveringelectricity/safety> for more on safety when working near transmission lines. Please contact me at 612-845-1204 or email mmacmillan@greenergy.com, if you have any questions or concerns about the information I have provided.

Sincerely,

GREAT RIVER ENERGY

A handwritten signature in black ink that reads 'Michelle MacMillan'.

Michelle MacMillan
Land Rights Technician

MM:jh\R:\ALL- ENCROACHMENTS & CLEARANCE VIOLATIONS\PS Line\PS-AC-008.docx

Direct dial (763) 445-5984

Email mmacmillan@greenergy.com

Fax (763) 445-6784

NOTICE OF PERMIT APPLICATION STATUS

Project: Schoenrock Holdings Commercial Building

Date: April 12, 2022

Applicant: Schoenrock Holdings LLC
28876 Dahlia St NW
Isanti, MN 55040

Permit Application#: 20-180

Purpose: Construction of a commercial building/warehouse/office and associated stormwater treatment feature

Location: 13319 Aberdeen Street NE, Ham Lake

At their meeting on April 11, 2022, the Board of Managers of the Coon Creek Watershed District **conditionally approved** the above referenced project with 3 conditions and 2 stipulations: **This is NOT a permit.**

ISSUES/CONCERNS:

ISSUE	NEED
Escrows: \$2,000 + (1.13 ac * \$500/ac = \$2,565.00	1. Receipt of escrows.
Stormwater & Hydraulics: The rate of post-development runoff from the site may exceed pre-development rates. <ul style="list-style-type: none"> It is anticipated that rate control is met, however, the proposed drainage area map is not fully consistent with the proposed grading plan and should be updated. 	2. The area along the western property line discharges from the site uncaptured by the infiltration basin. Update the proposed drainage map and proposed HydroCAD model to be consistent with the proposed grading plan.
Maintenance: It is unknown who will be responsible for the inspection and maintenance of stormwater facilities. A maintenance agreement has not been executed. The applicant has not submitted a Maintenance Plan for each Stormwater Treatment Practice.	3. Provide proof of recording of O&M Agreement after District approval.

To secure Board review and obtain your permit, the District must receive:

Conditions:

1. Receipt of escrows.

2. The area along the western property line discharges from the site uncaptured by the infiltration basin. Update the proposed drainage map and proposed HydroCAD model to be consistent with the proposed grading plan.
3. Provide proof of recording of O&M Agreement after District approval.

After issuance, the permit will include the following stipulations that need to be fulfilled before permit closeout:

Stipulations:

1. Submittal of as-builts for the following stormwater management practices, including volume, critical elevations and proof of installation for hydrodynamic separators:

Stormwater Treatment Practices	Number
Infiltration basins	1
Rain Guardian	1

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

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

Sincerely,



Erin Edison
Watershed Development Coordinator

cc: File 20-180
Eileen Weigel, Stantec
Danielle Tourtillott, Stantec
Tom Collins, Ham Lake

Note: Please respond to each of these items in writing when resubmitting the revised plans to the District. Resubmittals can be sent via email to permitsubmittals@cooncreekwd.org. ***Please submit written responses below the original typed comments, using extra sheets as necessary, addressing comments from the District.*** If you have any questions, feel free to contact Erin Edison at (763) 755-0975. Pursuant to Coon Creek rule 7.3 deficiencies must be addressed and resubmitted within 60 days. Failure to so shall be deemed a withdrawal of the permit application.

PERMIT
COON CREEK WATERSHED DISTRICT
13632 Van Buren St NE
Ham Lake, MN 55304
Permit Number: 2255

Project: Schoenrock Holdings Commercial Building

Issued to: Schoenrock Holdings LLC
28876 Dahlia St NW
Isanti, MN 55040

Location: 13319 Aberdeen Street NE, Ham Lake

Permit Application #: 20-180

Purpose: Construction of a commercial building/warehouse/office and associated stormwater treatment feature

At its meeting on April 11, 2021, the Board of Managers of the Coon Creek Watershed District reviewed and approved your permit application. The following exhibits are on file describing the approved project:

1. Construction Plan Set (3 sheets); by Bloch Engineering, dated 2/16/2022, received 3/30/2022.
2. Stormwater Management Report; by Bloch Engineering, dated 4/13/2022, received 4/21/2022.
3. Geotechnical Report; by Haugo Geotechnical Services, dated 1/13/2021, received 8/13/2021.

The Board of Managers found the project as planned to be in accordance with the Rules and Regulations, and Guidelines of the District, and therefore, approved the permit with 2 stipulations.

1. Submittal of as-builts for the following stormwater management practices, including volume, critical elevations and proof of installation for hydrodynamic separators:

Stormwater Treatment Practices	Number
Infiltration basins	1
Rain Gaurdian	1

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

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

This document is not transferable.

Date of Issuance: 4/27/2022
Date of Expiration: 4/27/2023



Tim Kelly, District Administrator

cc: File- 20-180
Eileen Weigel, Stantec
Danielle Tourillott, Stantec
Tom Collins, Ham Lake

IMPORTANT PERMIT REQUIREMENTS OUTLINED ON REVERSE

GENERAL PERMIT STIPULATIONS:

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

ADDITIONAL WETLAND-RELATED PERMIT CONDITIONS:

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

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

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

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

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

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

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

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

NHIS Response: Schoenrock Holdings Building

mp, Samantha (DNR) <samantha.bump@state.mn.us>
"schoenrockholdings@gmail.com" <schoenrockholdings@gmail.com>

Thu, Jan 27, 2022 at 4:17 PM

RE: Natural Heritage Review of the proposed **Schoenrock Holdings Commercial Building**,
T32N R23W Section 32; Anoka County
Correspondence # ERDB 20220084

Dear Laura Schoenrock,

As requested, the above project has been reviewed for potential effects to known occurrences of rare features. Given the project details provided with the data request form, I do not believe the proposed project will negatively affect any known occurrences of rare features.

The Natural Heritage Information System (NHIS), a collection of databases that contains information about Minnesota's rare natural features, is maintained by the Division of Ecological and Water Resources, Department of Natural Resources. The NHIS is continually updated as new information becomes available, and is the most complete source of data on Minnesota's rare or otherwise significant species, native plant communities, and other natural features. However, the NHIS is not an exhaustive inventory and thus does not represent all of the occurrences of rare features within the state. Therefore, ecologically significant features for which we have no records may exist within the project area. **If additional information becomes available regarding rare features in the vicinity of the project, further review may be necessary.**

For environmental review purposes, the results of this Natural Heritage Review are valid for one year; the results are only valid for the project location (noted above) and the project description provided on the NHIS Data Request Form. Please contact me if project details change or for an updated review if construction has not occurred within one year.

The Natural Heritage Review does not constitute review or approval by the Department of Natural Resources as a whole. Instead, it identifies issues regarding known occurrences of rare features and potential effects to these rare features. If needed, please contact your [DNR Regional Environmental Assessment Ecologist](#) to determine whether there are other natural resource concerns associated with the proposed project. Please be aware that additional site assessments or review may be required.

Thank you for consulting us on this matter, and for your interest in preserving Minnesota's rare natural resources. Please include a copy of this letter in any state or local license or permit application. An invoice will be mailed to you under separate cover.

Have a great day,
Samantha Bump
NHIS Review Specialist | Ecological & Water Resources
Minnesota Department of Natural Resources
Samantha.Bump@state.mn.us

 **DEPARTMENT OF
NATURAL RESOURCES**



**Tradewell Soil Testing
18330 Dahlia Street NW
Cedar, MN 55011**

January 6th, 2021

Re; Commercial Site located at 13319 Highway #65 NE, Ham Lake, MN 55304

To whom it may concern,

This site has an existing complying (compliance done by others) septic system in the NE corner of the property. The ends of the trenches go about 4- 5 feet into the easement along the East property line. These will need to be shortened by that amount to meet proper setback from the property line.

The existing system has a 1600 gallon 2- compartment septic tank using the 500 gallon compartment for the lift station. The drainfield consists of 4- 50 foot long trenches @ 6 feet OC for a total of 600 square feet of drainfield with 12" of rock below the pipe.

The new building will consist of about 12 full time office employees and 10 part time or (workers that are in the field most of the day) employees. 12 office personnel @ 18 GPD per person equals 216 GPD and 10 part time field employees @ 10 GPD per person equals 100 GPD for a total of 316 GPD flow for the building.

Removing approximately 60 square feet of drainfield (4 runs @ 5' x 3' wide) would leave approximately 540 square feet of drainfield. This would mean that the drainfield should handle 370 GPD. This would be sufficient for the water usage in the new building.

There were some discrepancies between the as built and the compliance report for the system. The compliance called out a pressurized bed and 2- tanks and the as built show 1 tank and trenches. This will need to be addressed going forward.

In any case, the existing system will be large enough to handle the water usage for the new building, even removing the ends of the trenches as mention earlier.

Be sure to protect the system from traffic and heavy vehicles as not to compact the soils in the drainfield area.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Tradewell". The signature is written in a cursive, flowing style with a large initial "M".

**Mark Tradewell
MPCA #307**

CITY OF HAM LAKE

15544 CENTRAL AVENUE N.E. HAM LAKE, MINNESOTA 55304

434-9555 FAX: 434-9599

2181

APPLICATION FOR SEWAGE DISPOSAL SYSTEMS

Date 6/3, 1998 Bldg. Permit No.

Application is hereby made for permit to do work listed below in accord with the ordinances of the City of Ham Lake.

Location of job 13319 ~~133rd~~ Ave. Hwy 65

New work

Owner Clarence Knutson Address

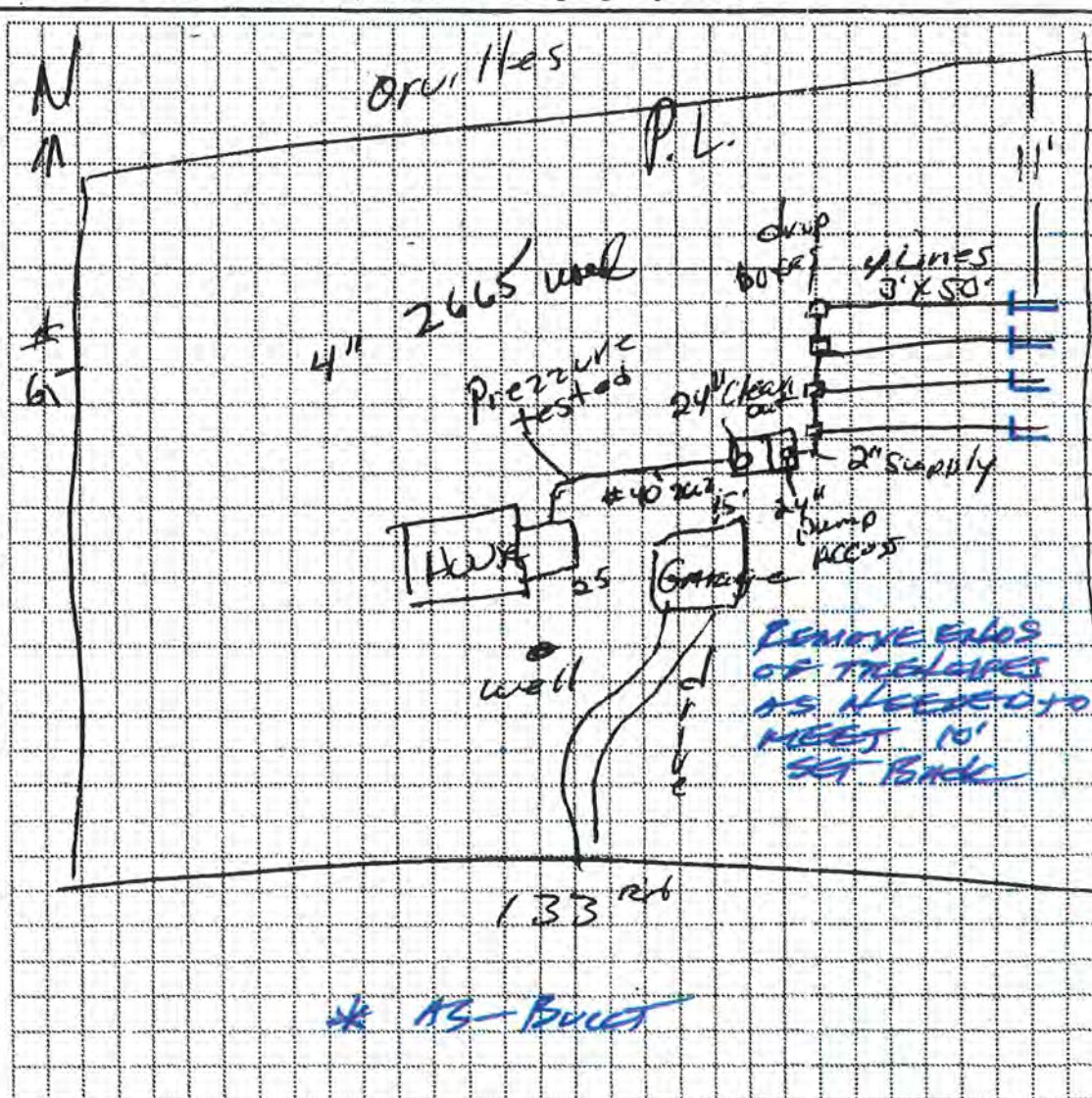
Repair work

Tank Mfg. Gilbertson Precast

Change over

(Show location of house, tank, drainfield and property line.)

Location of well from tank	55'
Amount of drainfield	600'
Amount of rock under pipe	12"
Amount of rock over pipe	2"
Amount of dirt cover	9"
No. of bedrooms	3
Percolation test	
Water table	



Permit fee		
State fee		
Penalty fee		
TOTAL		

Signature Licensed Installer Phone: 434-3618

Signature Julie Casper Other than Licensed Installer

N
↑
No Scale

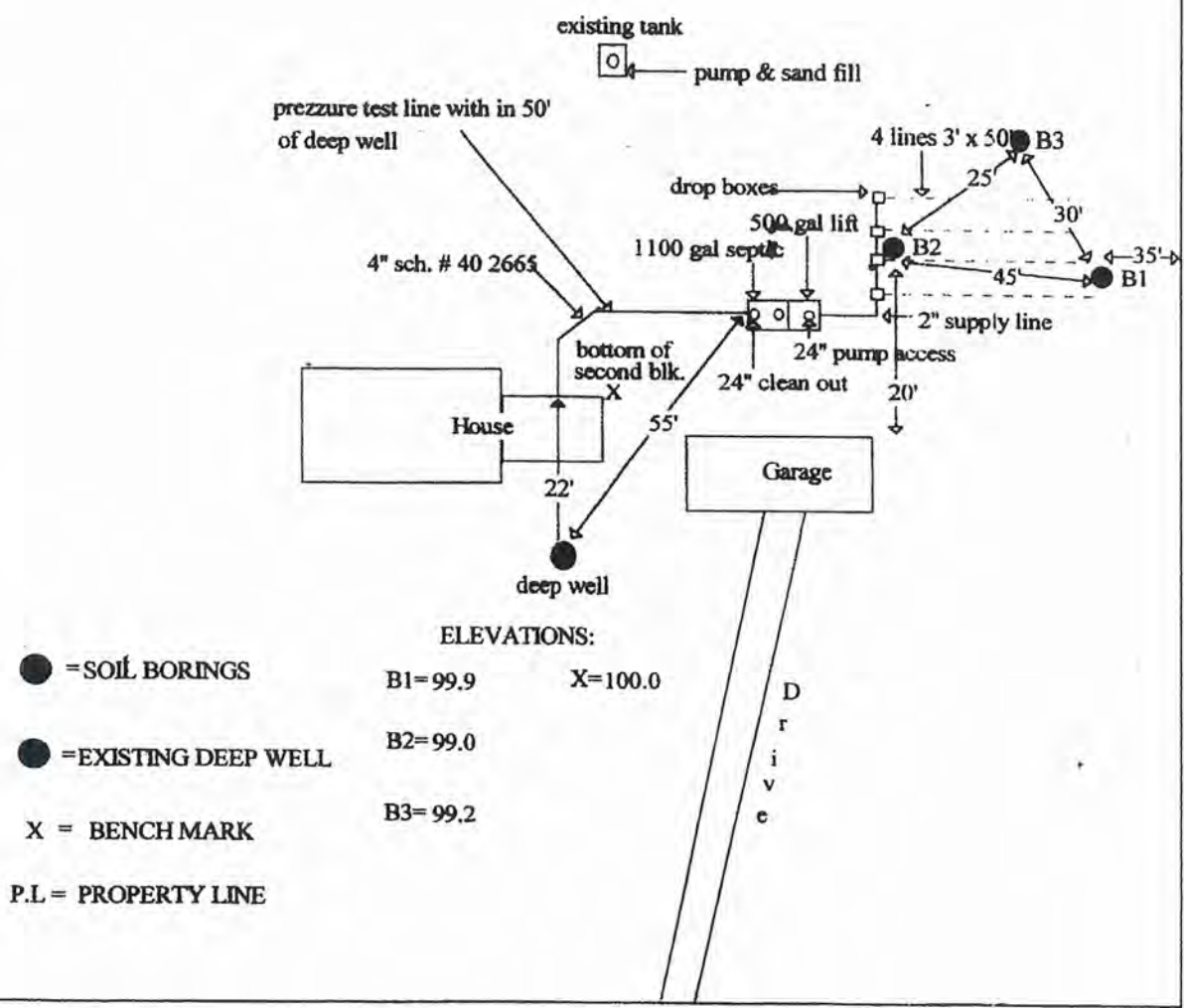
Clarence Knutson [13319 133 RD. Ave. HamLake]

P.L.

H
W
Y

65

A
b
e
r
d
e
n
S
t.



133 rd. Ave. N.E.

** DESIGN SITE PLAN*

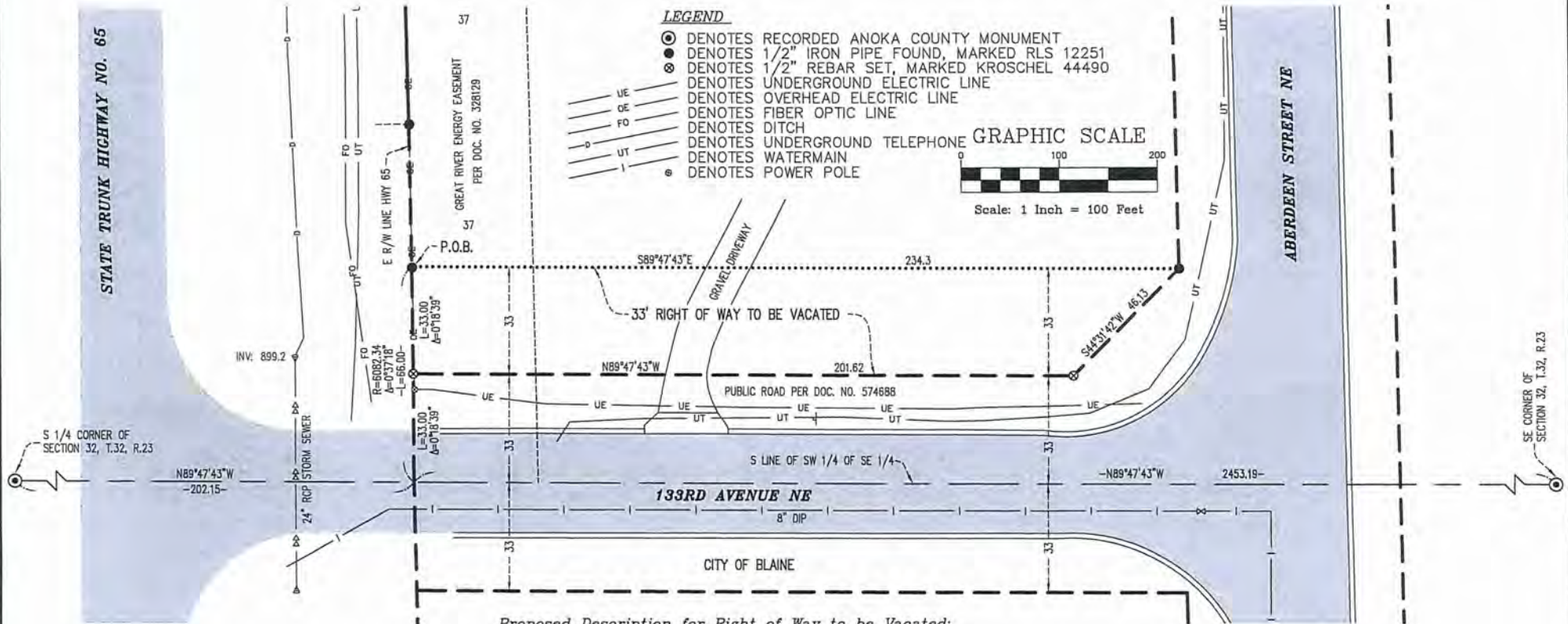
Notes to Survey

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

VACATION EXHIBIT FOR SCHOENROCK HOLDINGS, LLC

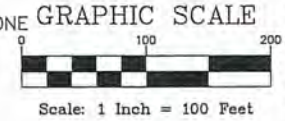
THE BASIS OF BEARINGS FOR THIS DRAWING IS THE MNDOT ANOKA COUNTY COORDINATE SYSTEM, NAD 1983, HARN 1996 ADJUSTMENT

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



LEGEND

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



Proposed Description for Right of Way to be Vacated:

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

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

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

Dated this 16th day of September, 2021

By:

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



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

EXCERPT FROM ARTICLE 6 OF THE HAM LAKE CITY CODE

...

6-160 Prohibited Parking in Business Areas

The provisions of this Article 6-160 shall apply to areas that are zoned Commercial Development 1 (CD-1), Commercial Development 2 (CD-2), Commercial Development 3 (CD-3), Commercial Development 4 (CD-4), Industrial Park (I-P), and Light Industrial (I-1), hereafter referred to as "Commercial Lands".

A. Definitions

- 1) Approved Parking Area- areas which were designated as areas upon which to park vehicles in a site plan approved by the City at the time of review of any building permit or certificate of occupancy for any business location, or which were approved by the City as the result of a specific request for such approval under the provisions of Article 6-160 (E) below.
- 2) Allowed Parking Area - areas within Commercial Lands which are paved with bituminous or concrete surfaces which meet the standards for parking lots found elsewhere in this code, and which existed as legal parking lots as of the effective date of this portion of the City Code, to wit, January 6, 2002.
- 3) Vehicles - any wheeled vehicle, any vehicle intended to have wheels, whether or not currently attached, and any vehicle intended for transporting people or property. "Vehicles" shall include, without limitation, passenger cars, trucks, truck-tractors, motorcycles, motorbikes, boats, tractors, trailers, semi-trailers, busses, lawnmowers, snowmobiles, go-karts, jet skis, four-wheelers, three-wheelers, dirt bikes, or aircraft. Vehicles" shall not include bicycles, non-motorized scooters or sleds.
- 4) Responsible Party - The registered owner of any vehicle found to be unlawfully parked upon Commercial Lands, and the fee owner, contract purchaser, tenant or subtenant of any real estate upon which any vehicle is found to be unlawfully parked on Commercial Lands. If a Responsible Party is a corporation or limited liability company, then any person in responsible charge of the day to day business activities of the business at any Ham Lake location shall also be considered a Responsible Party.

B. Prohibited Parking

No vehicle shall be parked on any Commercial Lands except inside of a legal structure, or upon an Approved Parking Area or an Allowed Parking Area.

C. Enforcement

Upon the observation of any vehicle found to be unlawfully parked on Commercial Lands, a law enforcement officer shall issue a misdemeanor citation as follows:

- 1) If the vehicle is one which has a registered owner, such as a car or truck, the law enforcement officer shall issue the citation to such registered owner, in person if the registered owner can be found at the time of and in the immediate vicinity of the offense, or by regular U.S. Mail if the registered owner cannot be so found.
- 2) If the vehicle is not one which has a registered owner, or if the registered owner cannot be readily located, then the officer shall issue the citation to any Responsible Party (including more than one Responsible Party) in person if the

Responsible Party can be found at the time of and in the immediate vicinity of the offense, or by regular U.S. Mail if the Responsible Party cannot be so found.

3) At the time of the offense, the officer shall affix a notice to the vehicle, in some manner calculated to be observed by a person in control thereof, which notice shall read as follows:

NOTICE OF PARKING VIOLATION

You have been issued a citation for unlawful parking of this vehicle. Ham Lake City Code prohibits parking of this vehicle in this location. Continued parking of this or any other vehicle in this location may subject you to additional sanctions.

D. Towing

If any part of a vehicle which is unlawfully parked on Commercial Lands is found to be overhanging or encroaching upon any public road right of way or drainage or utility easement, the vehicle may be towed and stored, with the costs of the towing and storage being the responsibility of the owner thereof.

E. Establishment of Approved Parking Areas

The owner or occupant of any business located on Commercial Lands that does not already have an area or areas designated as Approved Parking Areas in a site plan which was approved by the City may apply to the City for such a designation. Such requests shall be acted upon by the City Council after review by the Planning Commission.

6-200 Additional Vehicle and Traffic Regulations

The regulatory provisions of the following state statutes are adopted as they now exist, or as amended to regulate the use of highways, streets, and alleys in the City of Ham Lake.

- (1)** Highway Traffic Regulation Act, M.S.A. 169 and amendments thereto:
- (2)** Safety Responsibility Act, M.S.A. 169 and amendments thereto: **(3)**
Drivers' License Law, M.S.A. 171 and amendments thereto.

EXCERPT FROM ARTICLE 9 OF THE HAM LAKE CITY CODE

...

9-220 Mercantile Districts The land uses described in Article 9-220 are intended to be applicable to developments which utilize subsurface sewage treatment systems (SSTS), and to developments which use approved combined sewage treatment systems. All building permits and Certificates of Occupancy in the Mercantile Districts shall require the review and approval of the City Council, after review and recommendation by the Planning Commission, excepting building permits and/or certificates of occupancy being issued for an alteration to an existing structure under circumstances in which the land use will be unchanged, and in which the alteration will not materially affect parking requirements, stormwater runoff, traffic, sewage treatment needs or aesthetics.

9-220.1 Standards Common to All Mercantile Districts

The following standards shall apply to all of the mercantile districts as listed in Article 9-220.

- a) **Paving** All parking lots, drives and surfaces upon which the general public and employees shall have access shall be paved according to specifications to be established by the city's engineer;
- b) **Drainage** Surface water drainage and ponding needs shall be implemented in the manner directed by the city's engineer;
- c) **Landscaping** Landscaping shall be implemented in the manner provided in Article 11-1800;
- d) **Setbacks for Paved Areas** There shall be a ten-foot setback between any lot line and the back of curb of any parking lot or driveway, and a six-foot setback between the back of curb of any parking lot and any building;
- e) **Buffering** When any mercantile land use is located adjacent to a residential area, it shall be screened by opaque fencing, vegetation, or both;
- f) **Refuse Containers** Refuse containers shall be stored in locations which are completely screened from outside view; hazardous materials shall be stored and disposed of in the manner provided by law;
- g) **Parking Lots and Lighting** Off-street parking shall be provided for the general public and employees. The *Zoning Officer* shall maintain a schedule of parking requirements, to be ratified from time to time by resolution of the City Council, to serve as the general guideline for the establishment of parking requirements, subject to modification by the City Council where merited. Security lighting shall be permitted, and may be required on review of site plans, but shall be directed away from adjacent properties. No light or

combination of lights that cast light upon a Residential Land Use shall exceed 4-foot candle meter reading as measured at the residential property line. All measurements shall be made after dark at the property line or edge of roadway.

- h) **Off-Street Loading** All deliveries and bulk pickups of merchandise, inventory and supplies shall be made to loading facilities preferably located in the rear of the building, which loading facilities shall be sufficient to enable the prompt and safe transfer of goods.
- i) **Signage** All signage shall conform to the provisions of Article 11-300.
- j) **Special Considerations** Notwithstanding the limitations as to building styles, construction types and exterior treatments, the City Council, after Planning Commission review, may depart from strict adherence to the standards found in Article 9-220, where special conditions merit such departure, and where certain standards are met. Such special conditions and standards may include, without limitation, the following items.
 - i) The departure is not being requested for purely economic reasons;
 - ii) The nature of the business is such that it requires a specific type of building construction in order to improve the business function, such as requirements for sunlight, specialty equipment, interior lighting or the like;
 - iii) The business is a permitted or conditional use in the zoning district;
 - iv) The applicant proposes the usage of special aesthetic treatments which provide a superior exterior view, such as landscaping, vegetation screening, berming, or the like;
 - v) The property contains unusual topography, mature vegetation or other features which can be preserved or enhanced to produce an overall superior appearance;
 - vi) The property contains unusual accessibility problems to or from adjacent roadways;
 - vii) The applicant offers to implement more stringent design limitations in certain site plan features than would normally be required, in exchange for being

permitted less stringent design limitations in other site plan features.

- k) **Outside Storage** Outside storage and activities for areas zoned CD-3, CD-4, Industrial Park (I-P) and Light Industrial (I-1) shall be as specifically detailed in the Code Sections dealing with those land uses (Articles 9-220.4 through 9-220.7). For areas zoned CD-1 and CD-2, the following provisions shall apply to outside storage, excepting Fireworks sales and storage, which are governed by the provisions of Article 9-330.6. **Unless specifically permitted by this Article 220.1(k), no Outside Storage shall be allowed in any area zoned CD-1 or CD-2.**

1) Definitions

- aa) **Outside Storage** – personal property (not fixtures) that are located within the Approved Property Lines of any parcel bearing a CD zoning classification, but which are found outside of an enclosed, roofed building (including temporary structures). Outside Storage does not include Refuse Containers, customer vehicles, employee vehicles parked while the employee is on duty, delivery vehicles while in the process of delivery or pickup, construction materials or vehicles being used in an active construction project on the parcel, legal signs or banners, or legal temporary structures. Except where specifically excepted, Outside Storage does include inventory of the business occupying the parcel.
- bb) **Inventory** - goods, except Vehicle Inventory, that are offered for sale in the ordinary course of business of any business occupying the parcel. For auto repair shops, inventory shall also be deemed to mean passenger vehicles or pickup trucks awaiting repair services.
- cc) **Vehicle Inventory** – Automobiles, Trucks, Trailers, Manufactured Homes, Recreational Vehicles, Campers, Camper Tops, Truck Toppers, Boats or other wheeled conveyances that are offered for retail sale at a legal business location whose primary business is the retail sale of one or more of the above items. Rental equipment that may be offered for sale is not Vehicle Inventory. Vehicle Inventory that bears obvious signs that the vehicle is not presently capable of being legally operated or conveyed on a public road is not Vehicle Inventory, including, but not limited to vehicles lacking wheels or inflated tires, operable drive train components, broken windows or lights, required current vehicle registration, missing body parts, such as fenders, doors, hood lids, trunk lids, bumpers, lights or trim.

- dd) **Aesthetically Screened Outside Storage** - Inventory or Vehicle Inventory behind an opaque barrier constructed of masonry or brick, attached to and matching or complementary to the main building, and of sufficient height and design so as to give the appearance that the barrier is a part of the main building. No object shall be stored inside of such a barrier if the object protrudes above the height of the barrier. Any gates through the barrier shall be opaque and of aesthetic design.
- ee) **Limited Outdoor Displays** - Temporary displays of merchandise which are normally sold or displayed from within an enclosed retail store location, but which are temporarily placed not more than ten feet from an outside wall of the main retail sales building during business hours, and then returned to inside storage during non-business hours.”
- ff) **Improvement Stores** – Businesses that have as their primary source of revenue the retail sale of plants, seeds, landscaping supplies, produce, or yard statuary.
- gg) **24-Hour Convenience Stores** – Businesses that sell gasoline at retail, and, from the same store location, also sell groceries, auto supplies, sundries, over-the-counter medications and personal products, sundries and other items for human consumption, and which remain open for business at all times of every day.
- hh) **Approved Property Lines** – Are the outside perimeter of the real estate parcel or parcels which were shown on the site plan used for the initial municipal approval of a certificate of occupancy or conditional use permit for a particular operation.
- ii) **Pool Stores** – retail stores that engage in the retail sales of above ground or below ground recreational swimming pools that contain electric filtration devices providing water circulation and filtration in the pool, and under conditions where an inventory of above ground or in ground swimming pools is maintained, connected by water and electricity to a source originating in a permanent retail building located on the same parcel. A Pool Store shall not be considered a retail store for the purposes of determining permitted uses under Article 9-220.2 (b) or 9-220.3(b).
- jj) **Screened Outside Storage** – is Inventory or Vehicle Inventory behind an opaque barrier constructed of wood, metal, plastic, masonry, brick or earthen berm, or which is behind an opaque barrier composed of existing buildings or other structures on the property, or which is behind a semi-opaque barrier of vegetation that substantially conceals the storage from outside view.

2) Permitted Outside Storage

- aa) Vehicle Inventory is permitted Outside Storage on any CD-1 or CD-2 parcel in connection with a business that is legally permitted to sell Vehicle Inventory. If specifically permitted by the conditions of any Conditional Use Permit or Temporary Conditional Use Permit for any such parcel, vehicles that do not meet the definition of Vehicle Inventory may also be permitted Outside Storage.
- bb) Aesthetically Screened Outside Storage is permitted outside storage if used as a condition of approval of any site plan, Conditional Use Permit or Temporary Conditional Use Permit on any CD-1 or CD-2 parcel in connection with the new construction of a main commercial building on the parcel.
- cc) Limited Outdoor Displays are permitted Outside Storage in both the CD-1 and CD-2 districts. If the business is a 24-Hour Convenience Store, the Limited Outdoor Display need not be moved indoors, but the business shall at all times maintain a clear pedestrian path on sidewalks that is at least 36 inches in width.
- dd) Inventory is permitted Outside Storage for Improvement Stores and Manufactured/Prefabricated Structure Sales but must be separately identified on the initial site plan submitted with the initial request for certificate of occupancy or conditional use permit, and must be stored only in conformance with that site plan. Bins or containers housing the Inventory shall also be permitted Outside Storage for Improvement Stores and Manufactured/Prefabricated Structure Sales as shall be other items necessarily incident to the storage, maintenance or protection of the Inventory.
- ee) No Outside Storage shall be permitted for any business unless the storage is within the Approved Property Lines.
- ff) Pool Stores may display above ground or below ground swimming pools as Permitted Outside Storage only on property under conditional use permit, subject to conditions to be established by the City Council, which must include, at a minimum, the following:
 - 1) Pool water must be maintained in a sanitary condition;
 - 2) Below ground pools must be surrounded by code-compliant fencing;
 - 3) Above ground pools must be constructed in a code-compliant method relative to either fencing or sufficient elevation to prevent accidental entry into the pool;

- 4) Adequate security fencing around the storage display area must be installed to discourage after-hours entry into the pool storage area;
 - 5) Reasonable screening from outside view shall be installed;
 - 6) All sources of water and electricity shall be connected to the pools in a code-compliant manner;
 - 7) Only pools that are intended for use with circulating filters shall be permitted outside; no "kiddy pools", wading pools or inflatable pools shall be permitted to be displayed outside.
 - 8) Winter storage of outside pools shall be done in a manner that covers the pool surface and prevents the accidental entry into the pool;
- gg) Screened Outside Storage is permitted outside storage if used as a condition of approval of any site plan, Conditional Use Permit or Temporary Conditional Use Permit on any CD-1 or CD-2 parcel involving pre-existing main buildings or structures that:
- 1) Historically utilized outside storage in connection with business operating on the property, and which uses were never abandoned;
 - 2) Do not involve replacement or major remodeling of the existing structures, but utilizes the existing structures for the business to be operated;

Approval of Screened Outside Storage is discretionary with the City Council.

- hh) **Revocation** All permits and certificates of occupancy issued in the mercantile districts are subject to revocation under the provisions of Article 9-240.

- 3) **Office/Warehouses** Office/Warehouse is a term given to a structure that is designed to have office space in front, behind which is situated an open bay or bays, with the office and bay space to be occupied by a single business. The office space and the bay space may also include area for retail sales. The bay space may also be used for manufacturing, other industrial activity, or warehousing. Building Permits may be issued for Office/Warehouses in any Mercantile District as found in Article 9-220. However, specific uses within each Office/Warehouse are subject to the Permitted Use, Conditional Use and Temporary Conditional Use restrictions for the given zoning district in which the Office/Warehouse is constructed. The issuance of a building permit for an Office/Warehouse does not confer upon the property owner the right to use any portion of the structure in a manner inconsistent with the use restrictions for the zoning district in which the structure is located.

All new tenants or occupants of any Office/Warehouse must observe the same conditions for site plan or other approval, as would any other occupant. Further, if the zoning district in which the Office/Warehouse is to be constructed contains restrictions on building materials or design, those restrictions must be followed. No outside storage unless permitted by Conditional Use Permit, Temporary Conditional Use Permit, or by the given zoning district in which the Office/Warehouse is constructed.

9-220.2 Commercial Development I (CD-1)

The CD-1 zone is intended to apply to certain commercial uses on lands abutting the city's only major thoroughfare, Trunk Highway 65. In that these lands have high visibility to the traveling public, it is considered important to the preservation of land values in general, as well as important to the continuing ability of the city to generate the establishment of quality commercial development and the concomitant tax and employment base, that structures in the CD-1 zones observe specific construction and aesthetic standards, which are listed below. No usage shall be permitted in the CD-1 zone which does not observe the standards found in Article 9-220.2 (a) below.

a) Standards for Site and Building Construction

- i) Except for structures housing public utility feature, no metal or pole-type building shall be permitted;
- ii) Exterior wall surfaces shall be of brick, decorative masonry, stone, precast panel, architectural concrete, glass, stucco, architectural metal panel with hidden fasteners, or wood framed with horizontal lap siding;
- iii) No galvanized surfaces shall be permitted, either on roofs or siding;
- iv) All roofs shall be colored and shall incorporate a minimum 18-inch soffit on the eave edge of the roof;
- v) All roofs shall have a minimum 12-inch overhang on the gable ends;
- vi) All roofs have a minimum 6-inch fascia;
- vii) Standing metal seam roofing shall be permitted (Minimum 24-gauge, non-galvanized);

b) Permitted Uses (Including uses that are ancillary to the main use)

- Clubs and Lodges
- Medical Facilities
 - Assisted Living Facilities
 - Chiropractic
 - Clinics of all medical disciplines
 - Dental
 - Diagnostic Facilities

- Hospitals
- Laboratories
- Nursing Homes
- Residential Treatment Centers
- Treatment Rooms and Centers
- Veterinary Clinics
- Hotels, Motels and Lodging Houses under Article 11-1100
- Light Manufacturing, defined as follows: The fabrication or processing of goods for sale to retailers, wholesalers, other manufacturers or at retail that takes place entirely within an enclosed building and that meets the following criteria:
 - a) The business does not generate any noise, odor or vibration detectable from adjoining properties, other than that which occurs in the normal course of business during shipping and receiving activities;
 - b) There is no outside storage of any item except Aesthetically Screened Outside Storage as defined in Article 9-220(k)(1)(dd) of this Code.
 - c) No outside cranes or booms are located on the site;
 - d) Retail sales of the business products can occur on the premises if the commodities are the commodities manufactured on site.
- Offices and Office Buildings
- Office Warehouses
- Park and Ride Lots
- Post Offices
- Public Utilities (metal or pole type construction allowed)
- Recreational Facilities (indoor unless noted)
 - Batting Cages
 - Billiard Parlors
 - Bowling Alleys
 - Dance/Gymnastic Studios
 - Health Clubs
 - Martial Arts Studios
 - Miniature Golf Courses (outdoor)
 - Paintball or Laser Tag Facilities
 - Parks (outdoor/publicly owned)
 - Roller Skating Facilities
 - Shooting Range
 - Skateboard Facilities
 - Virtual Golf Facilities
- Restaurants, including liquor service
- Retail Facilities - engaged in the sale of goods (Excluding Motor Vehicle/ Boat/RV/Camper Sales), from freestanding one-store locations, shopping centers, strip malls or enclosed malls, including, but not limited to:

EXCERPT FROM ARTICLE 11 OF THE HAM LAKE CITY CODE

...

11-1800 LANDSCAPING IN COMMERCIAL ZONED AREAS

In all areas of the City zoned CD-1, CD-2, CD-3 or CD-4, the following conditions shall apply to landscaping and ground cover.

11-1810 Landscape Plan Required No building permit shall be issued for construction on a vacant lot, nor for any addition to an existing building involving the addition of 500 square feet or more of additional building space, unless the applicant shall have first submitted and obtained approval of the City Council, after review by the Planning Commission, of a landscaping plan meeting the requirements of this code.

11-1820 Installation Required No certificate of occupancy shall be issued for any construction which required a landscaping plan unless the applicant has installed all of the elements of the landscaping plan, or unless the applicant has posted security acceptable to the City to guarantee timely installation of all landscaping.

11-1830 Time for Submission The landscaping plan shall be submitted, whenever possible, at the time of site plan approval. If the landscaping plan is not submitted at the time of site plan approval, it must be separately reviewed by the Planning Commission and approved by the City Council prior to the issuance of any building permits.

11-1840 Contents and Specifications

The landscaping plan shall be a quality document prepared at a scale of one-inch equals thirty feet, showing all relevant dimensions. Fifteen copies of the plan shall be submitted by the applicant. The following data shall be displayed on the plan, legibly labeled:

- A. Perimeter of all buildings, signs or other structures;
- B. Parking lots and walkways, identifying pavement material;
- C. Areas of decorative rock, identifying type of rock;
- D. Areas of lawn;
- E. Other areas where other than natural wooded vegetation is to be used as ground cover, identifying the ground cover to be used;
- F. Locations, trunk size, height and species of all trees to be planted;
- G. Locations where existing natural wooded vegetation will remain undisturbed;
- H. All other landscaping features to be used.

11-1850 MINIMUM LANDSCAPING REQUIREMENTS

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

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

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

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

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

11-1860 Case by Case Evaluation

Recognizing that the City contains a wide variety of commercial land, the landscape approval process shall be on a case by case basis. Where wetlands are present, or where large distances separate a commercial lot from adjacent lands, for example, strict adherence to screening requirements may be unnecessary. Likewise, strict adherence to the remaining provisions of Article 11-1800 may be unnecessary where size, spatial

relationships, topography or other physical features render a given landscaping plan aesthetically acceptable, and departures from the strict observance of the elements of Article 11-1800 shall not be considered variances requiring a showing of physical hardship. Conversely, an applicant shall be expected to meet the general spirit of this article in establishing an aesthetically pleasing landscaping plan.

Meeting Date: June 6, 2022



CITY OF HAM LAKE

MEMO

To: Mayor and Councilmembers
Denise Webster, City Administrator

From: Andrea Murff, Finance/HR Director

Subject: Approval of the American Rescue Plan Act Business/Non-Profit Grant Program Recipients

Introduction/Discussion:

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

On April 4, 2022, the City Council approved the ARPA Business/Non-profit Grant program. Eligible entities would receive up to \$20,000 of eligible costs to new applicants, up to \$10,000 if eligible costs to applicants who were awarded by the City with CARES funding, and up to \$5,000 for in home businesses.

The program was open for applications was April 18, 2022 through May 13, 2022 with a total of 10 applications being received. These applications then went through a vetting process starting with Baker Tilly reviewing for eligibility. The approved applications were reviewed by the Finance Director. After this process, there was a total of 9 being approved with a total of \$130,000 of funding needed. These applicants are now being presented to you along with distribution amounts for approval.

Recommendation:

Consideration of a Resolution approving the American Rescue Plan Act Business/Non-Profit Grant Program Funding Allocation of Eligible Grant Applicants.

RESOLUTION NO. 22-XX

CITY OF HAM LAKE

RESOLUTION APPROVING THE AMERICAN RESCUE PLAN ACT BUSINESS/NON-PROFIT GRANT PROGRAM FUNDING ALLOCATION OF ELIGIBLE GRANT APPLICANTS

WHEREAS, the City of Ham Lake slated to receive a total of \$1.834M in American Rescue Plan Act (ARPA) Funding with one of the approved uses by the department of Treasury is for a grant program to help small businesses that can demonstrate financial hardship due to the COVID-19 pandemic.

WHEREAS, on April 4, 2022, City Council approved to distribute a portion of the City's ARPA funding through a Small Business/Non-profit Grant Program to businesses and non-profit.

NOW, THEREFORE, BE IT RESOLVED that the City of Ham Lake allocates \$130,000 to Small Business/Non-profit Grant Programs;

AND, FURTHER, BE IT RESOLVED that the City of Ham Lake approves for the following eligible businesses and non-profits for their eligible expenses per the grant guidelines:

<u>Name of Business</u>	<u>Business Type</u>	<u>Grant Amount</u>
First Class Automotive Detailing's	Business	\$10,000.00
Bikes 4 Kid's	Non-Profit	\$10,000.00
Roos Learning Tree LLC	Business	\$20,000.00
SOTA Clean LLC	Business	\$20,000.00
Willow Tree Vineyard & Winery	Business	\$10,000.00
Jam Hops Gymnastics	Business	\$10,000.00
J's Remodeling	Business	\$10,000.00
Twin Cities Wall Systems	Business	\$20,000.00
Travel Experts	Business	\$20,000.00

Adopted by the City Council of the City of Ham Lake this 6th day of June, 2022.

Brian Kirkham, Mayor

Denise Webster, City Clerk