

# CITY OF HAM LAKE

15544 Central Avenue NE  
Ham Lake, Minnesota 55304  
(763) 434-9555  
info@ci.ham-lake.mn.us

## CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY AGENDA MONDAY, JULY 1, 2024

- 1.0 CALL TO ORDER - 6:00 P.M. – Pledge of Allegiance**
- 2.0 PUBLIC COMMENT**
- 3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS – None**

### **4.0 CONSENT AGENDA**

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

- 4.1 Approval of minutes of June 17, 2024
- 4.2 Approval of claims
- 4.3 Approval of an Ordinance regarding Article 7-1200 Lawful Gambling
- 4.4 Approval of scheduling a Workshop Meeting with the Anoka County Sheriff's Office for July 15, 2024 at 5:00 p.m.
- 4.5 Approval of scheduling a Budget Meeting on July 15, 2024 following the regularly scheduled City Council meeting

### **5.0 PLANNING COMMISSION RECOMMENDATIONS**

- 5.1 Tiffani and Brendan Johnstone requesting a Conditional Use Permit to operate A Class Sounds (automotive repair shop) at 15804 Central Avenue NE and adoption of a Resolution
- 5.2 Jeff Entsminger, Entsminger Enterprises, LLC, requesting Sketch Plan approval for a minor plat located at 2045 Constance Boulevard NE (3 Single Family Residential lots and 1 outlot) in Section 16

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

### **7.0 APPEARANCES – None**

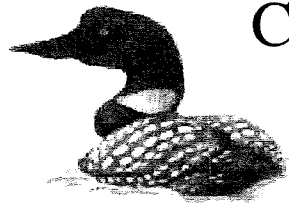
### **8.0 CITY ATTORNEY**

### **9.0 CITY ENGINEER**

### **10.0 CITY ADMINISTRATOR**

### **11.0 COUNCIL BUSINESS**

- 11.1 Committee Reports
- 11.2 Discussion of the request to use the Anoka County Housing and Redevelopment Authority (HRA) funds for the completion of the 2040 Comprehensive Plan and adoption of a Resolution
- 11.3 Announcements and future agenda items



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## CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, JUNE 17, 2024

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, June 17, 2024 at 6:00 p.m. in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

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

**MEMBERS ABSENT:** Councilmember Jim Doyle

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

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

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

### 2.0 PUBLIC COMMENT

Roxann Henderson, representing the Anoka County Election Integrity Team (ACEIT), was present. Ms. Henderson stated that the City of Oak Grove and the City of Ramsey have adopted resolutions for Post-Election Review (PER). Ms. Henderson stated she challenges the City of Ham Lake to do the same.

Derek Lind, representing the Anoka County Election Integrity Team (ACEIT), was present. Mr. Lind stated that the City of Oak Grove and the City of Ramsey have adopted resolutions for Post-Election Review and 11 days following the general election ballots will be hand counted. Mayor Kirkham asked if Anoka County has the authority to not allow a hand count. Mr. Lind stated that city staff would need to go to Anoka County to hand-count ballots.

Sue Peterson, representing the Anoka County Election Integrity Team (ACEIT), was present. Ms. Peterson stated that she has been a resident since 2005. Ms. Peterson stated that ACEIT interviewed Liz Collins back in April and she is planning on releasing this interview this summer. Ms. Collins has also acquired more information and is doing a series on it.

Liz Collin, representing the Anoka County Election Integrity Team (ACEIT), was present. Ms. Collin stated she would like to send a video of “Let My People Go” documentary and hopes that the Mayor and City Council take time to watch it.

### 3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

#### 3.1 Lt. Anthony Mendoza, Anoka County Sheriff’s Office Monthly Report

Lt. Mendoza gave a summary of the Sheriff’s Report for the month of May 2024. Councilmember Wilken asked Lt. Mendoza to update the City Council on Deputy Shipman and the award he received. Lt. Mendoza stated that Deputy Shipman has been awarded as Officer of the Year with the Minnesota Police

Officers Association for his actions in South Dakota. Lt. Mendoza stated that Deputy Shipman was off duty attending the Sturgis rally and was out for a ride with his family and came across an incident where a trooper from South Dakota was in contact with a male that turned into a shooting. Deputy Shipman was able to retrieve a pistol from a family member as he had decided not to carry that day and he actively engaged with the suspect and by all accounts saved the trooper's life. The suspect was taken in custody for attempting to murder a police officer. Lt. Mendoza stated it was great action taken by a great guy.

3.2 6:01 P.M. – Public Hearing – For citizens to have an opportunity to give written or oral input to reduce or eliminate pollutants from storm water runoff as part of the National Pollutant Discharge Elimination Systems (NPDES)

**Mayor Kirkham opened the public hearing for comment at 6:09 p.m.**

Dave Olson, 2341 141<sup>st</sup> Lane NE, stated he has a 36-year background in public works and engineering. Mr. Olson stated that there are a lot of catch basins that are failing in Ham Lake and is suggesting a design change from brick and mortar. Mr. Olson stated he visited a newer development where the catch basins are already beginning to fail. Mr. Olson stated that two of the catch basins had filter fabric still bolted on the inside, so someone didn't make a final inspection. Mr. Olson suggested talking with the engineering firm and maybe making a design change. Mr. Olson stated that you can do a lot of things in the top section of the catch basin such as putting plastic rings and there is a company that actually uses flex-seal on the inside of the catch basin that really holds the catch basin together and they have a lifetime guarantee. Mr. Olson showed photos of an area at 141<sup>st</sup> Lane NE and Isanti Street NE where the catch basins that are failing along with another area where the back plate has snapped off. Mr. Olson stated he knows it is expensive to maintain catch basins, as it takes a lot of time and money. Mayor Kirkham agreed that these are things that the City should be fixing. Councilmember Kirkeide asked that this discussion be placed on a future Road Committee agenda. Councilmember Kirkeide asked Mr. Olson if he had a contact person for the flex seal contractor. Councilmember Kirkeide stated that this is the City's infrastructure and it is extremely important that it be maintained. Mayor Kirkham thanked Mr. Olson for his input.

**Mayor Kirkham asked for further public comment and with there being none, he closed the public hearing at 6:16 p.m.**

3.3 6:01 P.M. – Public Hearing – to consider a proposed project on behalf of Vista Prairie at Eagle Pointe, LLC, and the issuance of revenue bonds under the Minnesota Municipal Industrial Development Act, Minnesota Statutes, Sections 469.152 through 469.165 and adoption of Resolution No. 24-28

**Mayor Kirkham opened the public hearing for comment at 6:16 p.m. and with there being no public comment, he closed the public hearing at 6:16 p.m.**

Councilmember Kirkeide asked the amount of money the City would receive. Administrator Webster stated the City would receive \$50,000.

**Motion by Kirkham, seconded by Parranto, to approve the proposed project on behalf of Vista Prairie at Eagle Pointe, LLC, and the issuance of revenue bonds under the Minnesota Municipal Industrial Development Act, Minnesota Statutes, Sections 469.152 through 469.165 and adoption of Resolution No. 24-28. All present in favor, motion carried.**

#### 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 June 3, 2024 and Budget Workshop Meeting minutes of June 3, 2024
- 4.2 Approval of claims in the amount of \$1,556,747.10
- 4.3 Approval of an Exempt Permit for Robert & Wilma Burbach Bike Foundation to hold a raffle on September 14, 2024 at 16501 Buchanan Street NE
- 4.4 Approval of hiring Absentee Voting Election Staff
- 4.5 Approval of hiring summer seasonal employee in Public Works
- 4.6 Approval of a Resolution No. 24-29 scheduling a public hearing to vacate a portion of the drainage and utility easements at 3717 165<sup>th</sup> Avenue NE (Lot 13, Block 4, Constance Estates)
- 4.7 Approval of a Resolution requesting the use of Anoka County Housing and Redevelopment Authority (HRA) funds for the completion of the 2040 Comprehensive Plan
- 4.8 Approval of lease agreement for Postage Meter
- 4.9 Approval of the Outdoor Lighting Energy and Maintenance Agreement for street lights in Swedish Chapel Estates

Councilmember Kirkeide asked that item 4.7 be removed from the consent agenda and City Staff has asked that item 4.9 be removed from the consent agenda.

**Motion by Kirkham, seconded by Wilken, to approve the Consent Agenda with the omission of items 4.7 and 4.9. All present in favor, motion carried.**

Councilmember Kirkeide stated that on Item 4.7, he would like to see the breakdown of costs for the Comprehensive Plan update because the update should not be that expensive. Administrator Webster stated that the money is already paid-out by the City and the resolution is requesting reimbursement from the Anoka County Housing and Redevelopment Authority. Mayor Kirkham stated that the City has also received a grant of \$10,000 from the Metropolitan Council to offset the costs of the Comprehensive Plan Update. Councilmember Kirkeide asked that this item be placed on the next City Council agenda for review.

City Staff has requested that Item 4.9, the Outdoor Lighting Energy and Maintenance Agreement for street lights in Swedish Chapel Estates be moved to the next agenda pending receipt of an updated plan.

#### 5.0 PLANNING COMMISSION RECOMMENDATIONS

- 5.1 Jeff Stalberger, MN Developments LLC, requesting Preliminary Plat approval and rezoning from R-A (Rural Single Family Residential) to R-1 (Single Family Residential) of the plat Swedish Chapel Estates located at 2506 Swedish Drive NE (47 Single Family Residential lots and 3 outlots) in Section 4 (this is considered the first Reading of a rezoning Ordinance)

**Motion by Kirkham, seconded by Parranto, to concur with the Planning Commission and approve the Preliminary Plat and rezoning from R-A (Rural Single Family Residential) to R-1 (Single Family Residential) of the plat Swedish Chapel Estates located at 2506 Swedish Drive NE (47 Single Family Residential lots and 3 outlots) in Section 4 subject to meeting the requirements of the City Engineer which are obtaining signed certifications of valid septic fields for the proposed 47 lots, supplying the final Geotechnical Report, obtaining Anoka County Highway Department approval,**

**providing a 20-foot bike path easement along the west side of Xylite Street NE (Part of the parkland dedication requirement), obtaining approval from the MN DNR, meeting the requirements of the Coon Creek Watershed District and meeting all City, County and State requirements. All present in favor, motion carried. *This is considered the first reading of a rezoning ordinance.***

**6.0 ECONOMIC DEVELOPMENT AUTHORITY – None**

**7.0 APPEARANCES – None**

**8.0 CITY ATTORNEY**

**8.1 Discussion of the First Reading of an Ordinance amending Article 7-1200 Lawful Gambling, relating to Conditions and Organizations Eligible for License**

Attorney Spencer stated that the City Council asked for additional feedback from the Ham Lake Area Chamber of Commerce regarding the amendments to Article 7-1200 Lawful Gambling at their June 3, 2024 meeting. Administrator Webster reached out to Kari Lund, Executive Director of the Ham Lake Area Chamber of Commerce, and they had a few suggestions, which have been included in the updated ordinance. Councilmember Wilken stated he would like to see an amendment to 7-1270 3. removing the language that requires that dues be paid annually. *This is considered the first reading of an ordinance amending Article 7-1200 Lawful Gambling, relating to Conditions and Organizations Eligible for License.*

**9.0 CITY ENGINEER – None**

**10.0 CITY ADMINISTRATOR – None**

**11.0 COUNCIL BUSINESS**

**11.1 Committee Reports**

Mayor Kirkham stated that it has been brought to his attention that the City of East Bethel is proposing the new Anoka County Jail be constructed on County Road 22 and Highway 65 NE. Councilmember Kirkeide stated that the estimated cost to move the facility would be \$15,000,000 to \$20,000,000 and Anoka County has been purchasing property in the area in Anoka for the new construction. Councilmember Kirkeide stated it would not even make sense to transport people from the jail to the courthouse for hearings and the jail should be in a localized area near the courthouse. The City Council discussed drafting a Resolution to not support constructing the Anoka County Jail facility to the City of East Bethel.

Councilmember Wilken stated that the Cable Commission met last week and one of the member cities would like to explore merging with CCX Media, which is a huge organization that serves cities 9 cities in the northwest metro suburbs such as Brooklyn Park, Brooklyn Center and Plymouth. Councilmember Wilken stated that the Commission voted on moving forward with the merger discussions with CCX Media and the vote failed on May 1, 2024 with at 3–3 vote because one of the North Metro Cable commission members was not in attendance. Councilmember Wilken stated that he attended a Cable Commission meeting last week and the discussion of merging North Metro Cable Commission with CCX Media was brought up again. Councilmember Wilken stated that discussing the merger was voted on again and the vote passed with a 4-3 vote to start discussion of merging with CCX Media. Mayor Kirkham stated if the merge were to happen he would like Ham Lake to get out completely and see what the City could do on its own. Mayor Kirkham stated that hopefully the merge does not happen as he is happy with North Metro. Councilmember Wilken stated that he does not understand where this came from because

North Metro TV is great as it stands. There is no need to merge with an organization that is 15 to 20 times larger that is also not even geographically connected.

11.2 Announcements and future agenda items – None

**Motion by Kirkeide, seconded by Parranto, to adjourn the meeting at 6:29 p.m. All present in favor, motion carried.**

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Dawnette Shimek, Deputy City Clerk

**CITY OF HAM LAKE**  
**CLAIMS SUBMITTED TO COUNCIL**  
**July 1, 2024**

**CITY OF HAM LAKE**

<b>EFTS, CHECKS, AND BANK DRAFTS</b>		<b>06/18/24 - 07/01/24</b>	
<b>EFT</b>	<b># 2080 - 2087</b>	\$	13,905.02
<b>REFUND CHECKS</b>	<b># 66204 - 66207, 66209 - 66212</b>	\$	8,500.00
<b>CHECKS</b>	<b># 66213 - 66252</b>	\$	55,904.91
<b>BANK DRAFTS</b>	<b>DFT0002731 -DFT0002736</b>	\$	31,120.96
<b>TOTAL EFTS, CHECKS, AND BANK DRAFTS</b>		<u>\$</u>	<u>109,430.89</u>
<b>PAYROLL CHECKS</b>			
<b>06/28/24</b>	<b>Direct Deposits</b>	\$	52,754.88
<b>06/28/24</b>	<b>CK#66208</b>	\$	296.30
<b>TOTAL PAYROLL CHECKS</b>		<u>\$</u>	<u>53,051.18</u>
<b>VOID CHECKS</b>			
<b>CHECKS</b>	<b>66251</b>	\$	-
<b>ZERO CHECKS</b>		\$	-
<b>ZERO EFT</b>		\$	-
<b>BANK DRAFTS</b>		\$	-
<b>TOTAL VOIDS</b>		<u>\$</u>	<u>-</u>
<b>TOTAL OF ALL PAYMENTS</b>		<u>\$</u>	<u>162,482.07</u>

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 1ST DAY OF JULY 2024

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER



City of Ham Lake, MN

# Refund Check Register

Packet: ARPKT01117 - 06/17/24 TRUST REFUNDS

## Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00474	TJB HOMES INC	6/17/2024	66204	5,100.00
00497	MICHAEL REDFIELD	6/17/2024	66205	2,500.00
Total Refund Amount:				7,600.00

## Revenue Totals

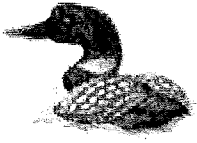
Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	7,600.00
Revenue Totals:	7,600.00

## General Ledger Distribution

Posting Date: 06/17/2024

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 890 - TRUST FUND</b>			
890-10101	Cash-claim on pooled cash	-7,600.00	Yes
890-11501	Misc receivables	7,600.00	
	<b>890 Total:</b>	<u>0.00</u>	
<b>Fund: 999 - POOLED CASH</b>			
999-10100	Pooled Cash	-7,600.00	
999-20702	Due to other funds	7,600.00	Yes
	<b>999 Total:</b>	<u>0.00</u>	
	<b>Distribution Total:</b>	<u>0.00</u>	





Packet: ARPKT01122 - 06/21/24 TRUST REFUNDS

## Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00483	THERESA COURTNEY	6/21/2024	66206	150.00
00490	KATHRYN POTTHOFF	6/21/2024	66207	150.00
Total Refund Amount:				300.00

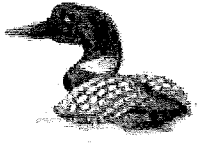
## Revenue Totals

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

## General Ledger Distribution

Posting Date: 06/21/2024

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



Packet: ARPKT01125 - 06/26/24 TRUST REFUNDS

## Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00513	TAMMY ELLIOTT	6/26/2024	66209	150.00
00537	KELLIE PETERSON	6/26/2024	66210	150.00
00562	ANOKA CONSERVATION DISTRICT	6/26/2024	66211	150.00
00564	RHODA SUNDHEIM	6/27/2024	66212	150.00
Total Refund Amount:				600.00

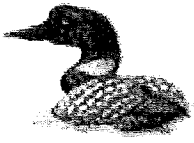
## Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	600.00
Revenue Totals:	600.00

## General Ledger Distribution

Posting Date: 06/26/2024

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 890 - TRUST FUND</b>			
890-10101	Cash-claim on pooled cash	-600.00	Yes
890-11501	Misc receivables	600.00	
<b>890 Total:</b>		<u>0.00</u>	
<b>Fund: 999 - POOLED CASH</b>			
999-10100	Pooled Cash	-600.00	
999-20702	Due to other funds	600.00	Yes
<b>999 Total:</b>		<u>0.00</u>	
<b>Distribution Total:</b>		<u>0.00</u>	



Payment Dates 6/18/2024 - 7/1/2024

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
2080	BRODIN PRESS	JULY HAM LAKER	Editing	211-41704-3125	900.00
2080	BRODIN PRESS	JUNE HAM LAKER	Editing	211-41704-3125	900.00
2081	CMT JANITORIAL SERVICES	CITY HALL CLEANING	Cleaning service	100-41702-3430	612.00
2081	CMT JANITORIAL SERVICES	SHERIFF'S OFFICE CLEANING	Cleaning service	100-41702-3430	153.00
2081	CMT JANITORIAL SERVICES	FIRE #3	Cleaning service	100-42202-3430	387.00
2081	CMT JANITORIAL SERVICES	FIRE #1 CLEANING	Cleaning service	100-42202-3430	161.00
2081	CMT JANITORIAL SERVICES	FIRE #2 CLEANING	Cleaning service	100-42202-3430	151.00
2081	CMT JANITORIAL SERVICES	PW CLEANING	Cleaning service	100-43104-3430	148.00
2081	CMT JANITORIAL SERVICES	SR CENTER CLEANING	Cleaning service	100-44202-3430	300.00
2082	DELTA DENTAL PLAN OF MINN	COBRA - DK	COBRA receivable	100-11502	51.04
2082	DELTA DENTAL PLAN OF MINN	JULY DENTAL	Dental Insurance	100-21711	922.58
2083	MOBILE HEALTH SERVICES LLC	SCBA EXAMS	Personnel testing & recruitme	100-42201-3150	7,115.00
2084	O'REILLY AUTOMOTIVE STORE	#60 OIL & HYDRAULIC FILTERS	Equipment parts & supplies	100-43101-2320	25.50
2084	O'REILLY AUTOMOTIVE STORE	#60 PRE FILTER	Equipment parts & supplies	100-43101-2320	6.29
2084	O'REILLY AUTOMOTIVE STORE	#75 PIGGY KIT, VAC PUMP OIL	Vehicle parts & supplies	100-43101-2340	448.09
2084	O'REILLY AUTOMOTIVE STORE	STRING INSERT	Operating supplies	100-43101-2290	6.00
2084	O'REILLY AUTOMOTIVE STORE	BELT TOOL	Operating supplies	100-43101-2290	24.99
2084	O'REILLY AUTOMOTIVE STORE	#61 BELTS	Equipment parts & supplies	100-43101-2320	31.93
2085	UNLIMITED SUPPLIES INC	HOSE END, HYDRAULIC FITTIN	Operating supplies	100-43101-2290	44.37
2086	VESTIS	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	91.99
2086	VESTIS	FIRST AID CABINET	Safety supplies	100-43101-2240	14.99
2086	VESTIS	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	58.93
2086	VESTIS	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	91.41
2086	VESTIS	FIRST AID CABINET	Safety supplies	100-43101-2240	14.99
2086	VESTIS	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	58.93
2086	VESTIS	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	91.41
2086	VESTIS	FIRST AID CABINET	Safety supplies	100-43101-2240	14.99
2086	VESTIS	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	58.93
2086	VESTIS	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	91.41
2086	VESTIS	FIRST AID CABINET	Safety supplies	100-43101-2240	14.99
2086	VESTIS	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	58.93
2086	VESTIS	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	91.41
2086	VESTIS	FIRST AID CABINET	Safety supplies	100-43101-2240	14.99
2086	VESTIS	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	58.93
2087	WICK COMMUNICATIONS-LEA	JULY HAM LAKER	Printing	211-41704-3970	690.00
66213	AKER DOOR SALES INC	FIRE #1 DOOR REPAIR	Building repair & maintenanc	100-42202-3420	189.00
66214	ANOKA COUNTY TREASURY D	BROADBAND CITY HALL CAM	Internet & website	100-41707-3220	37.50
66214	ANOKA COUNTY TREASURY D	BROADBAND FIRE #2	Internet	100-42201-3220	75.00
66215	ARCHITECT MECHANICAL INC	FIRE #1 HARD START KIT & CO	Building repair & maintenanc	100-42202-3420	910.00
66216	BERGANKDV	2023 AUDIT	Audit & actuarial services	100-41402-3115	10,000.00
66217	BUREAU OF CRIMINAL APPRE	CHILD PROTECTION BACKGRO	Personnel testing & recruitme	100-44101-3150	15.00
66218	BUSINESS ESSENTIALS	TOILET PAPER, PAPER TOWELS	Operating supplies	100-44101-2290	1,252.12
66219	COMCAST BUSINESS	FIRE #1 ADD'L CABLE BOX	Rentals-other	100-42201-3390	11.33
66220	COMPENSATION CONSULTAN	2ND QTR FLEX ADMINISTRATI	Other professional services	100-41701-3190	75.00
66220	COMPENSATION CONSULTAN	4TH QTR '23FLEX ADMINISTR	Other professional services	100-41701-3190	75.00
66220	COMPENSATION CONSULTAN	1ST QTR FLEX ADMINISTRATI	Other professional services	100-41701-3190	75.00
66221	COMPUTERSHARE TRUST CO	2010 CIP BOND INTEREST	Interest	370-47101-6120	6,562.50
66222	CRYTEEL TRUCK EQUIP INC	#63 BALL MOUNT & BALL	Vehicle parts & supplies	100-43101-2340	159.16
66223	DEARBORN LIFE INS CO	JULY LIFE	Life Insurance	100-21714	57.60
66223	DEARBORN LIFE INS CO	VOL LIFE	Life Insurance	100-21714	177.90
66224	DEHN OIL CO	275 GAL. GASOLINE	Fuel	100-43101-2230	734.15
66224	DEHN OIL CO	495 GAL DIESEL	Fuel	100-43101-2230	1,216.86
66224	DEHN OIL CO	202 GAL DIESEL	Fuel	100-43101-2230	529.00
66225	FIRE SAFETY USA INC	E3 HOSE REPAIR	Fire apparatus repair & maint	100-42201-3450	287.50

Council Approval List

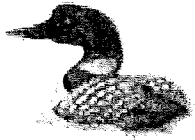
Payment Dates: 6/18/2024 - 7/1/2024

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
66225	FIRE SAFETY USA INC	E3 PUMP TEST	Fire apparatus repair & maint	100-42201-3450	310.00
66225	FIRE SAFETY USA INC	E3 CHASSIS SERVICE & INSPEC	Fire apparatus repair & maint	100-42201-3450	1,305.00
66225	FIRE SAFETY USA INC	E2 GAUGE REPAIR	Fire apparatus repair & maint	100-42201-3450	176.25
66226	FLEETPRIDE	#71 FILTERS	Equipment parts & supplies	100-43101-2320	81.72
66226	FLEETPRIDE	#71 FILTER	Equipment parts & supplies	100-43101-2320	18.97
66227	HAM LAKE HARDWARE INC	WEED WHIP REPAIR	Equipment repair & maintena	100-44101-3440	90.21
66227	HAM LAKE HARDWARE INC	BAR OIL	Operating supplies	100-43101-2290	16.99
66228	HAM LAKE HAULERS INC	1ST QTR RECYCLING	Waste management & recycli	231-43601-3630	8,127.50
66229	HEALTH PARTNERS INC	JUNE EAP	Other professional services	100-41701-3190	22.10
66230	HYDRAULIC SPECIALTY CO INC	#68 HYDRAULIC SYSTEMS REP	Equipment repair & maintena	100-43101-3440	1,980.64
66231	IMPERIAL BAG & PAPER CO LL	LAUNDRY DETERGENT, SANITI	Operating supplies	100-42201-2290	269.58
66232	KINGS III EMERGENCY COMM	ELEVATOR PHONE	Phones/radios/pagers	100-41701-3210	39.17
66233	LESTER BUILDINGS LLC	CONTRACTOR LICENSE #2024-	Contractor's license	100-32105	50.00
66234	MARKERS, INC	LION'S PARK FENCING	Operating supplies	100-44101-2290	505.52
66235	MENARDS-BLAINE	SOCKET ADAPTER & STAR BITS	Operating supplies	100-44101-2290	33.80
66235	MENARDS-BLAINE	FIRE #1 SPRAY PAINT, PRIMER,	Building repair & maintenanc	100-42202-2310	47.91
66235	MENARDS-BLAINE	PLASTIC, UTILITY KNIVES/BLA	Operating supplies	100-44101-2290	219.90
66235	MENARDS-BLAINE	STUDS, BITS	Operating supplies	100-44101-2290	59.04
66236	MINNESOTA PYROTECHNICS L	2ND HALF '24 FREEDOM FEST	Community celebrations	100-41701-4115	6,000.00
66237	MN FIRE SERVICE CERT BOAR	FIRE OFFICER I CERT. EXAM -	Training/conferences/schools	100-42201-3510	378.00
66238	MN/WI PLAYGROUND INC	RUBBER MULCH	Operating supplies	100-41701-2290	318.00
66238	MN/WI PLAYGROUND INC	RUBBER MULCH	Operating supplies	100-42201-2290	318.00
66238	MN/WI PLAYGROUND INC	RUBBER MULCH	Operating supplies	100-43101-2290	318.00
66238	MN/WI PLAYGROUND INC	RUBBER MULCH	Operating supplies	100-44101-2290	636.00
66238	MN/WI PLAYGROUND INC	HIDDEN FOREST EAST PARK C	Capital assets	440-44103-5110	3,000.00
66239	NEWMAN TRAFFIC SIGNS INC	BRACKETS	Street signs	100-43401-2250	101.32
66240	NORTHERN TOOL & EQUIPME	BATTERY PACKS	Covid 19	100-41701-4153	549.10
66241	NUSS EQUIPMENT GROUP LL	#75 HOSE & CLAMP	Vehicle parts & supplies	100-43101-2340	230.02
66241	NUSS EQUIPMENT GROUP LL	#75 BELT TENSIONER, PULLEY,	Vehicle parts & supplies	100-43101-2340	614.40
66241	NUSS EQUIPMENT GROUP LL	#75 BETLT TENSIONER & IDLE	Vehicle parts & supplies	100-43101-2340	638.01
66242	OCCUPATIONAL HEALTH CENT	DRUG TESTING	Personnel testing & recruitme	100-43101-3150	70.00
66242	OCCUPATIONAL HEALTH CENT	DRUG TESTING	Personnel testing & recruitme	100-44101-3150	91.00
66242	OCCUPATIONAL HEALTH CENT	DRUG TESTING	Personnel testing & recruitme	100-44101-3150	164.00
66243	PTL TIRE INC	#65 TIRE REPAIR	Equipment repair & maintena	100-44101-3440	38.49
66243	PTL TIRE INC	#65 TIRE REPAIR	Equipment repair & maintena	100-44101-3440	32.79
66244	RIVARD COMPANIES	STORM CLEAN UP	Operating supplies	100-43101-2290	375.00
66245	S & S INDUSTRIAL SUPPLY INC	WASHERS, MISC	Operating supplies	100-43101-2290	22.41
66245	S & S INDUSTRIAL SUPPLY INC	PIPE SEAL	Operating supplies	100-43101-2290	30.40
66246	SIEGFRIED FAMILY TOOLS INC	BRAKE CALIPER PRESS	Covid 19	100-41701-4153	86.88
66247	SUMMIT COMPANIES	NEW EXTINGUISHER	Operating supplies	100-42201-2290	70.00
66248	TASC	AUG COBRA ADMINISTRATIO	Other professional services	100-41701-3190	26.74
66249	THE MPX GROUP	JULY HAM LAKER DELIVERY	Other services and charges	211-41704-3990	400.00
66250	US BANK CORPORATE PAYME	GOOD CUSTOMER REBATE	Refunds & reimbursements	100-37601	-445.09
66250	US BANK CORPORATE PAYME	ZOOM-Zoom - June-DW	Dues & subscriptions	100-41201-3920	13.83
66250	US BANK CORPORATE PAYME	MCFOA-Denise MCFOA Mem	Dues & subscriptions	100-41201-3920	50.00
66250	US BANK CORPORATE PAYME	MCFOA-Dawnette MCFOA Me	Dues & subscriptions	100-41301-3920	50.00
66250	US BANK CORPORATE PAYME	AMAZON -name plate Andrea	Office supplies	100-41401-2110	10.88
66250	US BANK CORPORATE PAYME	IOS-post it flags, pens & ink re	Office supplies	100-41701-2110	28.63
66250	US BANK CORPORATE PAYME	IOS-copier paper, aa & aaa ba	Operating supplies	100-41701-2290	57.26
66250	US BANK CORPORATE PAYME	AMAZON-amazon prime rene	Dues & subscriptions	100-41701-3920	179.00
66250	US BANK CORPORATE PAYME	HARBOR FRT-UNDER HOOD &	Covid 19	100-41701-4153	144.98
66250	US BANK CORPORATE PAYME	PANTHEON-website-NW	Internet & website	100-41707-3220	350.00
66250	US BANK CORPORATE PAYME	USPS-SCBA POSTAGE-MR	Postage	100-42201-2120	26.15
66250	US BANK CORPORATE PAYME	IOS-trash can liners, urinal scr	Operating supplies	100-42201-2290	82.23
66250	US BANK CORPORATE PAYME	AMAZON-23 gallon trash can-	Operating supplies	100-42201-2290	89.86
66250	US BANK CORPORATE PAYME	AMZN-broom,mop,trash bags	Operating supplies	100-42201-2290	92.73
66250	US BANK CORPORATE PAYME	AMAZON-C batteries-NW	Operating supplies	100-42201-2290	17.30
66250	US BANK CORPORATE PAYME	AMAZON-trash can-NW	Operating supplies	100-42201-2290	49.99
66250	US BANK CORPORATE PAYME	AMAZON-trash cans, bath to	Operating supplies	100-42201-2290	65.91
66250	US BANK CORPORATE PAYME	DOLLARSHAVE-MR TO REIMB	Fire prevention-supplies	100-42201-2810	21.63

Council Approval List

Payment Dates: 6/18/2024 - 7/1/2024

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
66250	US BANK CORPORATE PAYME	FOL DA TANK-E-3 WATER TAN	Equipment repair & maintena	100-42201-3440	163.78
66250	US BANK CORPORATE PAYME	FOL DA TANK-WATER TANK RE	Equipment repair & maintena	100-42201-3440	-12.48
66250	US BANK CORPORATE PAYME	TGK AUTO-G-3 SENSOR REPLA	Fire apparatus repair & maint	100-42201-3450	983.03
66250	US BANK CORPORATE PAYME	AMAZON-ergonomic keyboar	Office supplies	100-42401-2110	71.27
66250	US BANK CORPORATE PAYME	HOLIDAY-fuel-JC	Fuel	100-43101-2230	110.00
66250	US BANK CORPORATE PAYME	AMAZON-tailgate lift assist-N	Vehicle parts & supplies	100-43101-2340	167.31
66250	US BANK CORPORATE PAYME	AMAZON-bathroom dispense	Small tools	100-43101-2410	8.99
66250	US BANK CORPORATE PAYME	AMAZON-phone cases, screen	Phones/radios/pagers	100-43101-3210	98.10
66250	US BANK CORPORATE PAYME	AMAZON-#47 tail light bar-N	Equipment parts & supplies	100-44101-2320	23.99
66250	US BANK CORPORATE PAYME	TOP A TRUCK-G-3 BRUSH GUA	Capital assets	420-42201-5110	1,587.28
66252	ZIEGLER, INC	JACKET WATER HEATER HOSE	Building repair & maintenanc	100-43104-3420	1,515.87
DFT0002731	MN STATE DEPT OF REVENUE-	MAY '24 FUEL TAX	Fuel	100-43101-2230	83.22
DFT0002732	COMPENSATION CONSULTAN	Health Savings Account	HSA Account	100-21712	150.00
DFT0002733	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	2,260.00
DFT0002733	EMPOWER	Roth IRA	Deferred compensation	100-21704	200.00
DFT0002734	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	6,270.91
DFT0002734	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	2,132.70
DFT0002734	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	8,479.76
DFT0002735	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,822.68
DFT0002736	PERA	Retirement-Coordinated	PERA	100-21703	7,359.48
DFT0002736	PERA	Retirement-Elected Officials	PERA	100-21703	81.68
DFT0002736	PERA	Retirement-Police & Fire	PERA	100-21703	1,280.53
<b>Grand Total:</b>					<b>100,930.89</b>



City of Ham Lake, MN

# EFT Payroll Check Register Report Summary

Pay Period: 6/9/2024-6/22/2024

Packet: PYPKT01631 - PPE 06/22/24 PAID 06/28/24  
Payroll Set: City of Ham Lake - 01

Type	Count	Amount
Regular Checks	1	296.30
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	81	52,754.88
<b>Total</b>	<b>82</b>	<b>53,051.18</b>

## **ORDINANCE NO. 24-XX**

**An Ordinance amending ARTICLE 7, LAWFUL GAMBLING, relating to Conditions and Organizations Eligible for License.**

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

### **7-1230 Conditions**

The conduct of Lawful Gambling under license issued by the Board shall be subject to the following conditions in the City of Ham Lake:

- a. A copy of any lease agreement between a non-profit organization and a gambling location owner or operator shall be filed with the City Administrator together with the Gambling license application;
- b. The City Council may refuse to issue a Lawful Gambling license for a location in which gambling violations have previously occurred, and the Council may refuse to issue a Lawful Gambling license to a non-profit organization which has previously violated terms of this Ordinance and/or Minnesota Statutes, Chapter 349;

### **7-1270 Organizations Eligible for License**

Lawful gambling licenses shall be permitted only for organizations that meet all the following requirements:

1. Meet all the qualifications for a lawful gambling license issued by the Minnesota Gambling Control Board.
2. The primary spending of profits earned from lawful gambling activities are directed to activities or donated to organizations existing within a Trade Area encompassing the Anoka County, Minnesota communities of Ham Lake, Oak Grove, East Bethel, Linwood Township, Columbus Township, Lino Lakes, Blaine, Coon Rapids and Andover
3. The organization has at least fifteen (15) members or fifty percent (50%) of its membership, whichever is less, that are residents of the city. Such organization must conduct regular meetings at least monthly, and each person must attend not less than fifty percent (50%) of all regularly scheduled meetings in order to be considered a member of such organization for qualification under this chapter.
4. The physical site for the organization headquarters or the registered business office of the organization is located within the city and has been located within the city for at least two (2) years immediately preceding the application for a license.
5. Organizations that are not eligible due to the main physical office location requirement may be granted a waiver from the city council, if within 30 days from the date of submittal of their premises permit application to the city, no eligible organization meeting the physical office location requirement has expressed to the city a desire to operate gambling activities at the premises applied for by the ineligible organization. The waiver

would be granted only for the specific location set forth in the premises permit application and would remain in effect for the duration of the original premises permit license. Upon the need for renewal of a premises permit location, a noneligible organization would follow the same process of approval as stated herein. The priority set by the city council for granting approval of a premises permit application and its location shall be as follows:

- a. First priority is given to organizations whose main office location is within the corporate limits of the city.
- b. Second priority is given to organizations whose main office location is located within the Anoka County and whose main office location is within a city that allows a Ham Lake-based organization to hold a premises permit within their corporate limits, and who is eligible to be granted a waiver from the eligibility requirements by the city council.
- c. Third priority is given to all other organizations that are eligible to be granted a waiver from the eligibility requirements by the city council.

**Presented the Ham Lake City Council on June 17, 2024 and adopted by a unanimous vote this 1<sup>st</sup> of July, 2024.**

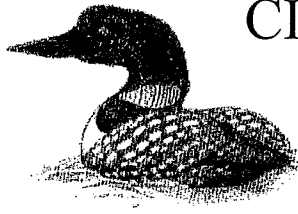
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**Brian Kirkham, Mayor**

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**Denise Webster, City Clerk**





# CITY OF HAM LAKE

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

## CITY OF HAM LAKE PLANNING COMMISSION MINUTES MONDAY, JUNE 24, 2024

The Ham Lake Planning Commission met for its regular meeting on Monday, June 24, 2024 in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

**MEMBERS PRESENT:** Commissioners Brian Pogalz, Kyle Lejonvarn, Dave Ringler, Jeff Entsminger, David Ross, and Erin Dixson

**MEMBERS ABSENT:** Commissioner Jonathan Fisher

**OTHERS PRESENT:** City Engineer Dave Krugler, Building 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 Ross, to approve the minutes of the June 10, 2024 Planning Commission meeting as written. All present in favor, motion carried.**

**PUBLIC HEARING:**

Tiffani and Brendan Johnstone requesting a Conditional Use Permit to operate A Class Sounds (automotive repair shop) at 15804 Central Avenue NE

Tiffani and Brendan Johnstone were present. Mrs. Johnstone stated A Class Sounds is a car audio and accessory shop, not a repair shop. Mrs. Johnstone stated their business consists primarily of car audio installation, upgrades to Apple CarPlay, hands-free radios, LED headlight upgrades and under glow lights in the summer and remote start systems in the winter. Mrs. Johnstone stated they have been in business since 2012 and are outgrowing their current space in Spring Lake Park. Mrs. Johnstone stated the Central Avenue NE location is close to their residence. Mrs. Johnstone stated the Central Avenue NE location will allow them to keep long-term projects inside of the building and no long-term projects will be outside of the building in the parking lot. Commissioner Entsminger asked how many employees will work at the location. Mr. Johnstone stated they currently have four employees, including Tiffani and himself. Mr. Johnstone stated they may hire one or two more employees in the future. Chair Pogalz referenced the staff report provided by Building Official Jones. Building Official Jones stated a Carbon Detection System is needed in the building before any vehicles can be worked on. Building Official

Jones stated there has been discussion about providing car detailing services in the future. Building Official Jones stated if car detailing services are offered, a floor drain will need to be installed in the work area which will need to drain into an oil separator and holding tank as the waste would be considered commercial waste and needs to be treated as required by the State. Building Official Jones stated a concern he has is that the floor could become slippery and unsafe if cars are brought into the building with a lot of slush that melts onto the floor during the winter; if that happens a floor drain would need to be installed. Commissioner Ringler completed the inspection; a copy which is on file. Commissioner Ringler stated the information included in the packet shows what he observed onsite.

**Chair Pogalz opened the public hearing at 6:08 p.m. and asked for public comment; with there being none, Chair Pogalz closed the public hearing at 6:09 p.m.**

Commissioner Dixon asked if the parking lot was striped. Commissioner Ringler stated it has not been striped. **Motion by Ringler, seconded by Dixon, to recommend approval of the request of Tiffani and Brendan Johnstone for a Conditional Use Permit to operate A Class Sounds, an automotive repair shop, at 15804 Central Avenue NE subject to:**

- 1. Installing a code compliant Carbon Detection System before any vehicles are brought into the building.**
- 2. Storage of Baltic Birch plywood and MDF (Medium-Density Fiberboards) combined, not to exceed 40 sheets.**
- 3. Equipping the fabrication shop with a commercial dust collector.**
- 4. All flammable liquids are to be stored in an approved flammable cabinet.**
- 5. Dumpster is to be stored inside of the building or a code compliant enclosure must be constructed.**
- 6. Installing a code compliant floor drain before any car detailing activities start or the floor will become unsafe due to standing water on the floor.**
- 7. All delivery vehicles are not to block or interfere with parking.**
- 8. All parking for employees and customers is to be on an approved hard surface and in locations as identified on the site plan.**
- 9. Striping the parking lot and clearly marking handicap parking spaces.**
- 10. Hours of operation will be Monday thru Friday from 7 a.m. to 7 p.m. and Saturday from 9 a.m. to 5 p.m.**
- 11. Removing the RV and trailer currently at the site from the site.**
- 12. The applicant and business must meet all City, County, and State requirements.**

**All present in favor, motion carried. *This application will be placed on the City Council's Monday, July 1, 2024 agenda.***

**NEW BUSINESS:**

Gary Magnuson requesting Sketch Plan approval for the minor Plat of Magnuson Estates (2 lots) in Section 9

Mr. Gary Magnuson was present. Mr. Magnuson stated he wants to sell part of his property. Chair Pogalz asked Engineer Krugler to comment. Engineer Krugler stated this application is for a minor subdivision and the preliminary and final plat review will be done together at a future meeting. Engineer Krugler stated the proposed subdivision is adjacent to Crosstown Boulevard NE which will require a 15-foot bike path easement adjacent to the drainage and utility easement of Lot 1. Engineer Krugler stated the Lot 1 septic area must be located outside of the trail easement. Engineer Krugler stated there are two existing accessory buildings on Lot 2; the accessory building closest to Nassau Street NE on Lot 2 is within the 30-foot front-yard setback and exceeds the accessory building size allowed in a front yard so it will need to be removed. (Per a site visit by Building Official Jones on June 25, 2024, the building does not exceed building size allowed in the front yard but is within the front-yard setback.) Engineer Krugler stated a septic compliance inspection will be required for the existing septic system. Engineer Krugler stated the applicant needs to submit plans to the Coon Creek Watershed District to determine if a permit is needed. Commissioner Dixson asked if there are any parkland requirements. Engineer Krugler stated the parkland requirement will be fulfilled by dedicating land for the bike path easement. Chair Pogalz asked Mr. Magnuson if he was aware of the items mentioned by Engineer Krugler. Mr. Magnuson stated he was not. There was discussion about the accessory building on Lot 2 that exceeds the size allowed in the front yard. Mr. Magnuson was somewhat taken aback with the requirement to remove the accessory building closest to Nassau Street NE. It was determined Building Official Jones would meet Mr. Magnuson onsite to measure the building and explain actions that need to be taken for this plat. **Motion by Pogalz, seconded by Lejonvarn, to table Sketch Plan Approval for the minor plat of Magnuson Estates as submitted by Gary Magnuson until Mr. Magnuson has been able to meet with Building Official Jones and consult further with his surveyor about requirements for this plat and obtain pictures of the building that is in the 30-foot front-yard setback of the proposed minor subdivision. All present in favor, motion carried.**

Commissioner Entsminger removed himself from the table due to being the applicant with ownership interest in the next agenda.

Jeff Entsminger, Entsminger Enterprises, LLC, requesting Sketch Plan approval for a minor plat located at 2045 Constance Boulevard NE (3 Single Family Residential lots and 1 outlot) in Section 16

Mr. Jeff Entsminger stated he is interested in purchasing the property. (Sale of the property is contingent on receiving City approval of the plat.) Mr. Entsminger stated he purchased the parcel addressed as 16337 Mankato Street NE and moved a house onto the parcel last year. Mr. Entsminger stated he wants to create and sell three lots along Constance Boulevard NE and combine the larger outlot with the 16337 Mankato Street NE parcel. Commissioner Lejonvarn asked Mr. Entsminger if access to the back lot would be via 164<sup>th</sup> Avenue NE. Mr. Entsminger stated the outlot will be adjoined to 16337 Mankato Street NE and access would be via the Mankato Street NE easement; most of the outlot is in a flood zone. Mr. Entsminger stated there is an old farmhouse

and some old garages on the site that will be torn down. Mr. Entsminger stated the existing septic will be abandoned and he hopes he can preserve the existing well. Chair Pogalz asked Engineer Krugler to comment on the plat. Engineer Krugler stated there is a 66-foot wide access opening shown on Mankato Street NE. Engineer Krugler stated Mankato Street NE has never been dedicated to the City and is a private easement for residents living off of Mankato Street NE. Engineer Krugler stated Lot 1 Constance Boulevard NE frontage of 216-feet includes the 66-foot wide ingress/egress easement. Engineer Krugler stated future plan submittals are to identify the existing house, two existing accessory buildings and the existing shed as being razed. Engineer Krugler stated future plans are to show if the existing septic system will be used or abandoned. Engineer Krugler stated Mr. Entsminger discussed the future plan for the well. Engineer Krugler stated the rear yard setback for Lot 1 is adjacent to the northerly lot line although driveway access is proposed to be from the Mankato Street NE ingress/egress easement; per Code, apparent entrance or front of the house will be required to be parallel with Constance Boulevard NE. Engineer Krugler stated there is an existing block foundation in the southerly portion of the 16337 Mankato Street NE parcel with a roof that has caved in. Engineer Krugler stated this will need to be demolished, or if repair is considered, a building permit cannot be issued until an additional outlot is created on the north side of Lot 2 to meet the required 10-foot setback. Engineer Krugler stated Constance Boulevard NE is identified as a proposed bike path; a 15-foot-wide trail easement, adjacent to the drainage and utility easement, is required for all three lots; the easement will go toward the parkland dedication requirement. Engineer Krugler stated Coon Creek Watershed District approval is required. Engineer Krugler stated there is land within the plat that is in the 100-year flood plain but that area is within the outlot which will need to be combined with another parcel. Engineer Krugler stated a United Power Association Easement encroaches 25-foot into the southerly portion of the three proposed lots; written approval needs to be provided for the Lot 2 and Lot 3 driveway crossings, the future trail and any grading within the easement. Commissioner Dixson asked if there is a possibility that the Anoka County Highway Department (ACHD) would not approve additional driveways onto Constance Boulevard NE. Engineer Krugler stated he isn't able to speculate on what the ACHD will decide. Engineer Krugler stated a shared driveway would not be permitted. There was discussion about driveway access onto Constance Boulevard NE and driveway access options for Lot 1. Commissioner Lejonvarn asked if driveway access for Lot 1 and Lot 2 could be from Mankato Street NE and driveway access for Lot 3 be from Constance Boulevard NE. Mr. Entsminger stated Mankato Street NE access is an ingress/egress easement and not a road and the that easement is part of Lot 1; Lot 2 and Lot 3 will have to have driveway access from Constance Boulevard NE. Engineer Krugler stated with the configuration of Lot 1, access will be on Constance Boulevard NE to meet the 200-foot frontage requirement unless an access road is constructed on Mankato Street NE. Mr. Entsminger stated the plans indicate all driveway access to be from Constance Boulevard NE. Building Official Jones stated the 50-foot rear setback requirement for a house may make it difficult to construct a house facing Mankato Street NE due to how narrow the lot is. Building Official Jones stated the house will be addressed based on which way the front of the house faces even if driveway access is from a different street. **Motion by Pogalz to recommend approval of the Sketch Plan presented by Jeff Entsminger, Entsminger Enterprises, LLC,**

for a minor plat at 2045 Constance Boulevard NE (3 Single Family Residential lots and 1 outlot) in Section 16 subject to submitting a compliance inspection report for the existing septic system if it is to remain operational or a tank abandonment form if it will not be used, the front of the dwelling units running parallel with Constance Boulevard NE Per Article 11-411.2C, creating an additional outlot if the block building foundation on 16337 Mankato Street NE is to be rehabilitated per the City Engineer's memo dated 6/13/24, dedicating a 15-foot-wide trail easement adjacent to the drainage and utility easement for all three lots in lieu of money for parkland dedication, submitting plans to, and meeting the requirements of, the Coon Creek Watershed District, submission of MN DNR Heritage Information Systems data review to show findings if required, submitting plans to the Anoka County Highway Department for their review and comment on driveway access, width and shared culvert requirements for Lots 2 and 3, approval of drainage and Constance Boulevard NE right-of-way width, obtaining written approval from United Power Association for Lot 2 and 3 driveway crossings, future trail work and grading within the easement, conforming to the requirements of the City Engineer, and meeting all City, County and State requirements. There was additional discussion about reusing the existing well on the property. Building Official Jones stated that if the well hasn't been used for over a year, it is supposed to be sealed per State Rules. Building Official Jones stated the well may have to be sealed if setbacks cannot be met when homes are constructed on the parcels. There was discussion about abandoning the existing septic system. Mr. Entsminger stated his intention is to abandon the existing septic system. There was additional discussion about DNR Natural Heritage Information System data review. **The motion was seconded by Lejonvarn. Commissioners Pogalz, Lejonvarn, Ringler, Ross and Dixson voted yes. Commissioner Entsminger abstained.** *This application will be placed on the City Council's Monday, July 1, 2024 agenda.*

**COMMISSION BUSINESS:**

City Council Update

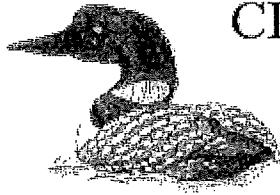
Chair Pogalz stated the City Council concurred with the Planning Commission's recommendation to approve the Sketch Plan for Swedish Chapel Estates. A planning commissioner will not be present at the July 1, 2024 City Council meeting.

**ADJOURNMENT:**

**Motion by Dixon, seconded by Entsminger, to adjourn the Planning Commission meeting at 6:47 p.m. All present in favor, motion carried.**

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Jennifer Bohr  
Building and Zoning Clerk



# CITY OF HAM LAKE

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

## CITY OF HAM LAKE PLANNING COMMISSION AGENDA MONDAY, JUNE 24, 2024

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

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES:** June 10, 2024

**PUBLIC HEARING:**

**6:01 p.m.** Tiffani and Brendan Johnstone requesting a Conditional Use Permit to operate A Class Sounds (automotive repair shop) at 15804 Central Avenue NE.

**NEW BUSINESS:**

1. Gary Magnuson requesting Sketch Plan approval for the minor Plat of Magnuson Estates (2 lots) in Section 9.
2. Jeff Entsminger, Entsminger Enterprises, LLC, requesting Sketch Plan approval for a minor plat located at 2045 Constance Boulevard NE (3 Single Family Residential lots and 1 outlot) in Section 16.

**COMMISSION BUSINESS:**

1. City Council Update

**CITY OF HAM LAKE, MINNESOTA  
RESOLUTION NO. 24-XX**

**APPROVAL OF CONDITIONAL USE PERMIT  
15804 CENTRAL AVENUE NE**

**WHEREAS**, Tiffani and Brendan Johnstone (“Applicants”), filed an application dated June 10, 2024, Receipt #99916, requesting a Conditional Use Permit to operate A Class Sounds, on property legally described as follows:

PID# 17-32-23-34-0011 (the “Property”)

LOT 2, BLOCK 1, HAM LAKE INDUSTRIAL PARK 2<sup>ND</sup> ADDITION

**WHEREAS**, the Property currently consists of two buildings located on the Property, one of which is identified by the common address of 15800 Central Avenue NE and the other identified by the common address of 15804 Central Avenue NE (“Applicants’ Property”); and

**WHEREAS**, the Property is located in the Industrial Park (I-P) Zoning District; and

**WHEREAS**, I-P Zoning Districts are intended to apply to mercantile parcels which are intended for manufacturing, warehousing, machining, tooling, fabricating, assembly, processing, equipment storage, storage of raw materials or supplies, and the like, as opposed to mercantile parcels used primarily for office or retail activities. Limited office space activity may occur in an Industrial Park, but only as incidental to the main industrial usage of a given parcel; and

**WHEREAS**, the intended uses of the Applicants’ Property is for the installation, repair or upgrade of hands-free radios, Apple CarPlay, dash cameras, back-up cameras, audio systems, OEM vehicle electronic issues (amplifiers going out, touch screen radios no longer working) LED lighting, remote start/security and other accessories, with potential future uses to include window tinting, applying vehicle films for paint protection (A sticker/vinyl material application not a spray-on coating.), vehicle detailing, and suspension and truck accessories (aftermarket vehicle accessories). (“Intended Uses”); and

**WHEREAS**, the intended uses are types of activities most closely resembling and falling under the category of auto repair shop; and

**WHEREAS**, under Section 9-220.6 (d) of the Ham Lake City Code, an automobile repair shop is a conditional use in I-P Zoning Districts; and

**WHEREAS**, pursuant to Section 9-310.2 of the Ham Lake City Code, the Ham Lake Planning Commission reviewed the conditional use application and held a public hearing at their regular meeting on June 24, 2024, and recommended approval of the Conditional Use Permit with conditions; and

**WHEREAS**, the Ham Lake Planning Commissions meeting minutes and materials from its June 24, 2024 meeting shall be used to support the Ham Lake City Council’s findings of fact.

**NOW, THEREFORE, BE IT RESOLVED** that the Ham Lake City Council hereby approves the Conditional Use Permit for Applicants' Property only, located at 15804 Central Avenue NE, subject to the conditions and approval as recommended by the Planning Commission to wit:

1. No other uses other than the Intended Uses, as identified herein, shall be allowed on the Applicant's Property without prior review by the Planning Commission and approval of the City Council.
2. Code compliant Carbon Detection System must be installed before any vehicles are brought into the building.
3. Storage of Baltic Birch plywood and MDF (Medium-Density Fiberboards) combined, shall not exceed 40 sheets.
4. The fabrication shop must be equipped with a commercial dust collector.
5. All flammable liquids are to be stored in an approved flammable cabinet.
6. Dumpster is to be stored inside of the building or a code compliant enclosure must be constructed.
7. A code compliant floor drain must be installed before any car detailing activities start.
8. All delivery vehicles are not to block or interfere with parking.
9. All parking for employees and customers is to be on an approved hard surface and in locations as identified on the site plan.
10. The parking lot is to be striped and handicap parking spaces are to be clearly marked.
11. Hours of operation will be Monday thru Friday from 7 a.m. to 7 p.m. and Saturday from 9 a.m. to 5 p.m.
12. The RV and trailer currently at the site must be removed from the site within a timeframe as set by the City.
13. The applicant and business must meet all City, County, and State requirements.

**FURTHERMORE**, the Ham Lake City Council hereby approves the Conditional Use Permit for 15804 Central Avenue NE subject to the following additional conditions:

1. Written receipt by the City, and approval by the City Attorney, of acknowledgement and approval of the Conditional Use Permit by the owner of the Property located at 15804 Central Avenue NE.
2. Compliance with all applicable Ham Lake City Code requirements.

Adopted by the Ham Lake City Council this the 1<sup>st</sup> day of July, 2024.

ATTEST:

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Denise Webster, City Clerk

---

Brian Kirkham, Mayor





# CITY OF HAM LAKE

## PLANNING REQUEST

15544 Central Avenue NE

Ham Lake, MN 55304

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

Date of Application 06/10/2024

Date of Receipt 6-10-24

Receipt # 99914

**Meeting Appearance Dates:**

Planning Commission 06/24/2024

City Council 7-1-2024

**Please check request(s):**

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

- Commercial Building Site
- 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: A Class Sounds LLC

Address/Location of property: 15804 Central Ave NE Ham Lake MN 55304

Legal Description of property: 15804 Old Central Ave NE Ham Lake, MN 55304

PIN # 17-32-23-34-0011 Current Zoning I-P Proposed Zoning     

Notes: \_\_\_\_\_

Applicant's Name: Brendan and Tiffani Johnstone

Business Name: A Class Sounds

Address 15804 Central Ave

City Ham Lake State MN Zip Code 55304

Phone 7632734125 Cell Phone 6514707712 Fax \_\_\_\_\_

Email address sales@aclasssounds.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.**

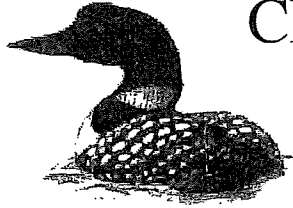
SIGNATURE  DATE 06/10/2024

\*\*\*\*\*

**- FOR STAFF USE ONLY -**

ACTION BY: Planning Commission 6-24-24  
City Council \_\_\_\_\_

PROPERTY TAXES CURRENT YES NO



# CITY OF HAM LAKE

15544 Central Avenue NE  
Ham Lake, Minnesota 55304  
(763) 434-9555  
info@ci.ham-lake.mn.us

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

TAKE NOTICE, that pursuant to the requirements of Minnesota Law, a public hearing shall be held before the Ham Lake Planning Commission on Monday, June 24, 2024 at 6:01 p.m. at the City Hall located at 15544 Central Avenue NE, for the purpose of considering the application of Tiffani and Brendan Johnstone requesting a Conditional Use Permit to operate A Class Sounds (automotive repair shop) at 15804 Central Avenue NE, such land situated in the City of Ham Lake, Anoka County, Minnesota and which is described as follows to wit:

17-32-23-34-0011

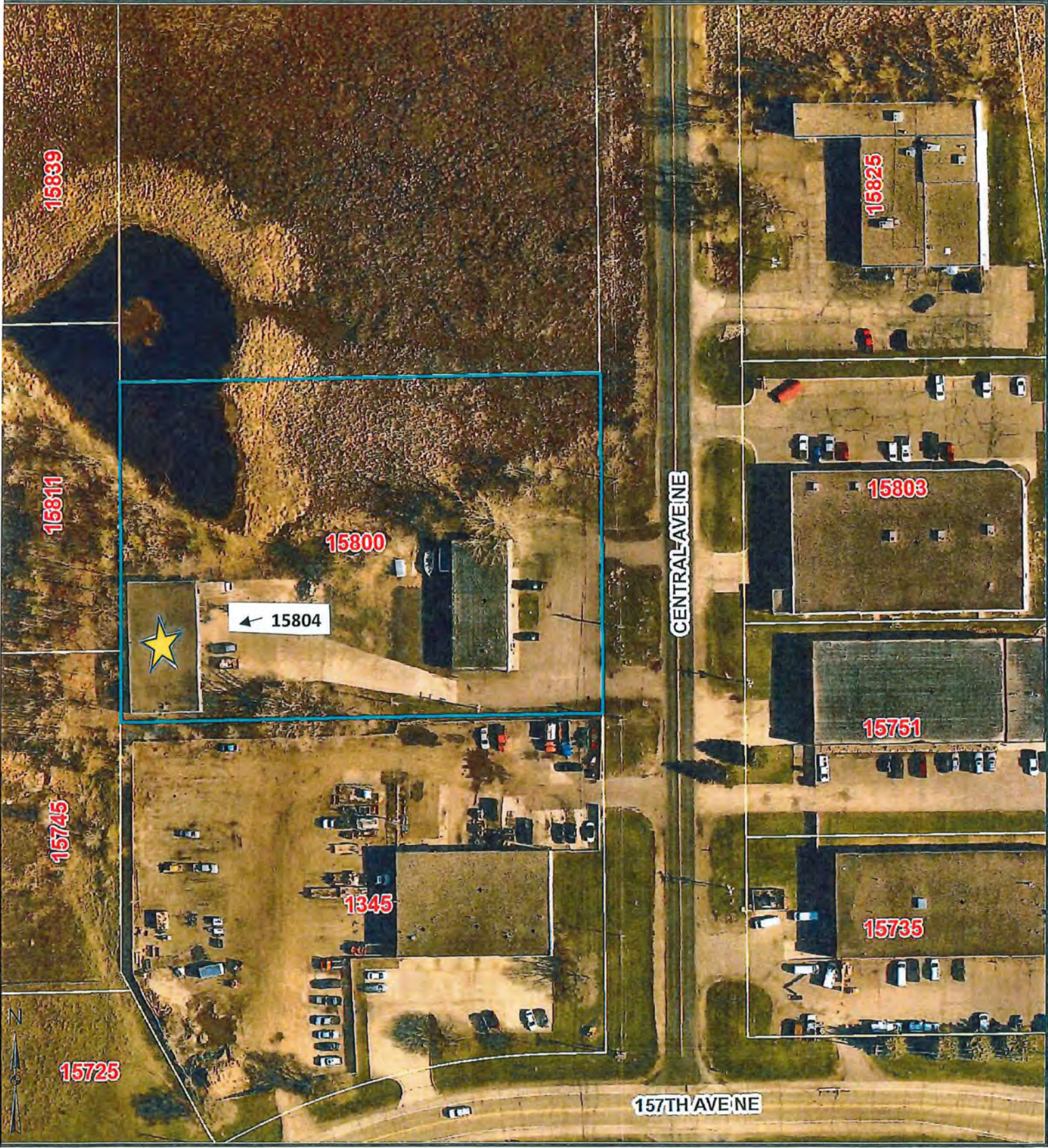
LOT 2 BLOCK 1 HAM LAKE INDUSTRIAL PARK 2<sup>ND</sup>

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

DATED: June 14, 2024

Jennifer Bohr  
Building and Zoning Clerk  
City of Ham Lake

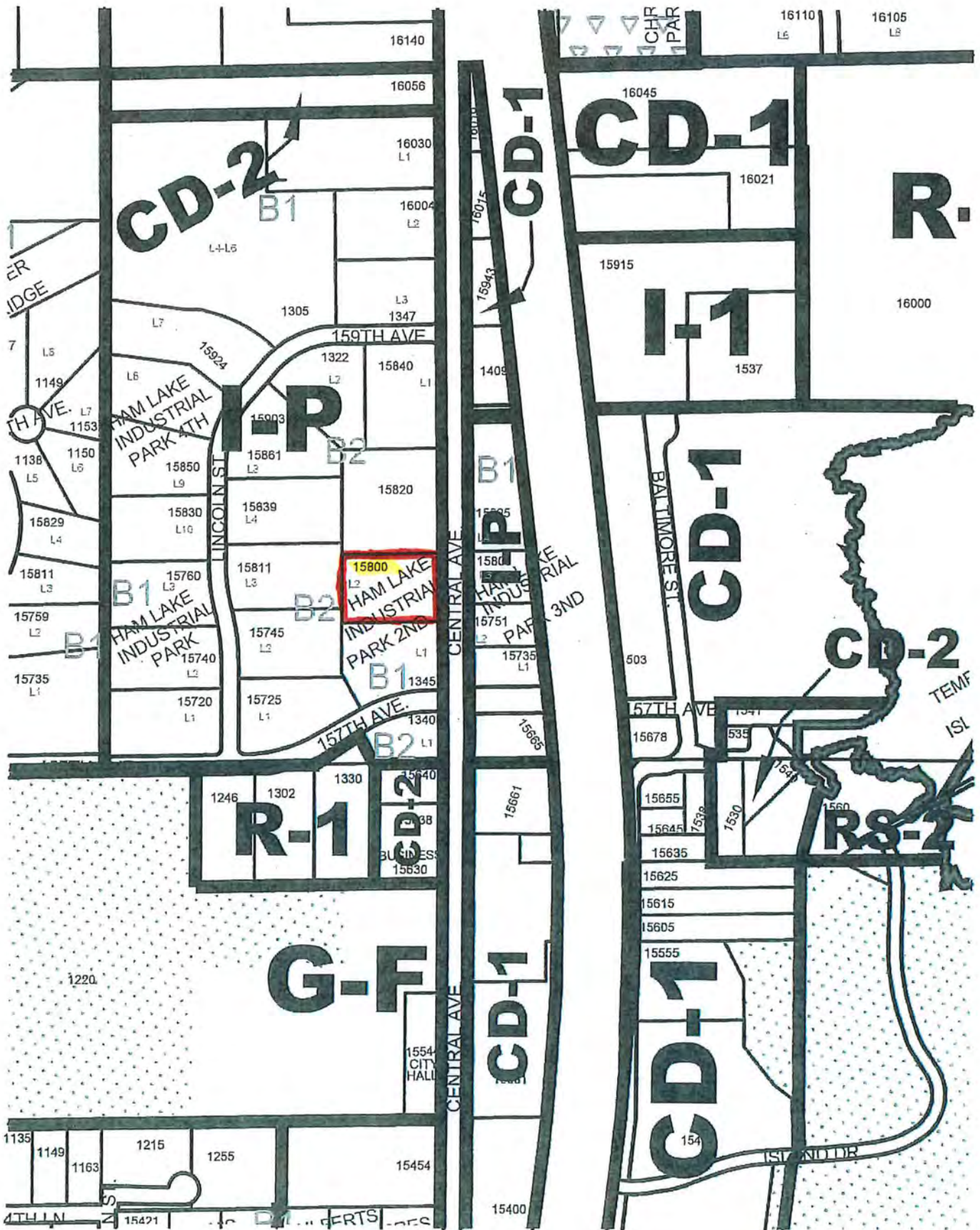
# Anoka County Parcel Viewer



**Parcel Information:**      Approx. Acres: 2.23467888  
 17-32-23-34-0011      Commissioner: JULIE BRAASTAD  
 15800 CENTRAL AVE NE  
 HAM LAKE  
 MN 55304  
 Plat: HAM LAKE INDUSTRIAL PARK SECOND ADDITION

**Owner Information:**  
 CAPITAL ACQUISITIONS LLC  
 3140 HAMLIN AVE  
 ARDEN HILLS  
 MN  
 55112





1" = 500'

June 24, 2024

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

**To: Members of the Planning Commission**

**From: Mark Jones, Building Official**

**Subject: Conditional Use Permit - A Class Sounds at 15804 Central Avenue NE.**

**Introduction/Discussion:**

Brendan and Tiffani Johnstone operate A Class Sounds, a 12V vehicle electronics and accessories sales and service shop. They have been in business since 2012 and are currently located at 8413 Center Dr NE in Spring Lake Park. The Johnstone's are looking to move their business to Ham Lake at 15800 Central Avenue NE.

A Class Sounds, installs, repairs or upgrades hands-free radios, Apple CarPlay, dash cameras, back-up cameras, audio systems, OEM vehicle electronic issues (amplifiers going out, touch screen radios no longer working) LED lighting, remote start/security and other accessories. A Class Sounds is looking to expand the services they offer in the future to include window tinting, applying vehicle films for paint protection (A sticker/vinyl material application not a spray-on coating.), vehicle detailing, and suspension and truck accessories (aftermarket vehicle accessories). Types of vehicles that have been, and will be, worked on include passenger cars and trucks, classic cars, coach buses, and school buses. A Class Sounds does some fabrication onsite with the use of woodworking equipment and a 3D printer. They currently keep up to 10 sheets of plywood on hand, but may buy up to 30 sheets of plywood at a time. The fabrication shop will be equipped with a commercial dust collector.

Normal business hours are Monday through Friday 7am to 7pm, and Saturday 9am to 5pm. Per the Johnstone's, they work on 3-6 vehicles a day with 2-3 longer term projects (Jobs that take two to four weeks to complete). Work will be done inside of the building except for work done on the occasional larger vehicle (bus). Work on larger vehicles will be done outside in the dock parking area. Customers come in during the day to purchase items from the retail store, view the showroom and drop-off vehicles for appointments. Customer traffic could consist of up to 4 four customers onsite at the same time. A Class Sounds currently has 4 employees. They expect to have a total of 5 employees in the future.

At this time, the building has no floor drain in the area in which vehicles are to be worked on, nor does the building have a Carbon Detection System. A code complaint Carbon Detection System will need to be installed before any vehicles are brought into

the building. Per Mr. Johnston, the amount of water coming off the vehicles at this time will be minimal. A floor drain will not be required in the work area at this time. A dumpster enclosure is not required as a dumpster will be kept inside of the building to only be put outdoors on garbage day and brought back in the same day.

**Recommendation:**

I recommend approval of the Conditional Use Permit (CUP) for A Class Sounds with these conditions:

1. A code complaint Carbon Detection System must be installed before any vehicles are brought into the building.
2. Storage of Baltic Birch plywood and MDF (Medium-Density Fiberboards), combined, not to exceed 40 sheets.
3. Equipping the fabrication shop with a commercial dust collector.
4. All flammable liquids are to be stored in an approved flammable cabinet.
5. Dumpster is to be stored inside of the building or a code complaint enclosure must be constructed.
6. A code complaint floor drain must be installed before any car detailing activities start or the floor will become unsafe due to standing water on the floor.
7. All delivery vehicles are not to block or interfere with parking.
8. All parking for employees and customers is to be on an approved hard surface.
9. Meeting all City, County and State requirements.

RECEIVED

JUN 10 2024

My name is Brendan Johnstone and I co-own and operate our small family business A Class Sounds with my wife Tiffani Johnstone. We have been operating since 2012 with a brick and mortar since 2016 and are currently located at 8413 Center Dr NE Spring Lake Park MN 55432.

We are a 12v vehicle electronics and accessories shop. Our work is clean and professional and we work with the interiors of vehicles, rvs, boats and side by sides. Our work includes hands free radio upgrades, apple car play upgrades, dash cameras, back up cameras, audio upgrades, oem vehicle electronic issues (amplifiers going out, touch screen radios no longer working) led lighting, remote start/security and other accessories. We have worked on everything from a youth travel hockey team coach bus (upgraded audio/visual/lighting and added security), a local small school who we put remote starts on their bus fleet, to classic cars that have no speakers wired up.

We do audio and accessories Spring through Fall and then Winter time we do Remote Starts, Security and LED headlight upgrades. I want to emphasize we are not a mechanic shop-we don't like to get dirty. I invite you to check out some of work over on our website <https://www.aclasssounds.com/gallery>

Storage requirements for retail product, tools and equipment will be adequate inside the building, please reference the layout for business layout.

Our normal business hours are Monday through Friday 7am to 7pm, and Saturday 9am to 5pm. We will have customers coming in during the day to view our showroom and morning drop offs for appointments.

#### Parking expectations

We expect vehicle traffic to be light up to 4 customers at any same time in the shop. We are light retail with most of our business being consultations before we schedule as we work by appointments. On average we work on 3-6 vehicles a day with 2-3 longer term projects (2-4 week jobs). We only preform work inside our bay exception being the one off larger vehicle which we will work on in the dock parking area.

The front area parking we want to keep clean and presentable with keeping customer vehicles inside overnight outside of limited ones that will not fit but those will only be outside while work is being performed (not storage for customers) the area being used for this will be the loading dock parking area. Our parking area will not be for storage of customer vehicles waiting to be worked on.

We have 4 employees with expected growth up to 5 employees at a given time.

Addressing vehicles inside the building being worked on for car starters.

Floor Drains - We confirmed with the building owner that the only floor drains in the building are in the two-bathroom areas. So we will not need to cap any floor drains or add a holding tank.

Running Vehicles - We will be splitting costs with the building owner to get a mechanical CO2 detection system in the building and have that to code.

Addressing storage of materials and wood room -

Storage of material as follows

1. Sheets of Baltic birch - no more than 1 bunk.
2. Sheets of medium- no more than 1 bunk
3. Sheets or liquid acrylic - up to 2 4x8 sheets
4. aba plastics - ABS plastic 2-4 rolls of 3d print filament
5. carpet - 2 rolls
6. vinyl materials - order in as needed 1 roll plus scraps
7. other flammable, hazardous material. - a cabinets worth

The tools used in the wood room are as follows and are all connected to a dust collector  
-Table Saw, Panel Saw, Router, Table Top CNC

We currently keep on hand up to 10 sheets of wood. We do not store wood for other people and buy no more than 30 sheets of wood at a time. Our wood room is already equipped with a commercial dust collector and that would be moving with us.

Plastics - we order 1 sheet of time and we don't use liquid acrylic. The plastic we use is ABS and purchased in 4x8 sheets no more than 1/2 sheets at a time for plastic.  
Our 3d machine is a tabletop 3d printer and nothing big gets stored for it. We carry maybe up to small consumer sized rolls for the machine.

Paints, adhesives etc will not fall outside of a standard storage cabinet all of which we have currently only take half a storage cabinet (3ftx2ft by 6ft tall worth and would also accommodate growth.

Dumpster- We will be using a roll in/out dumpster to be put on our garbage day and brought back in same day.

What we would like to expand our services to down the line -

Window Tinting and Vehicle Films like Paint Protection (if our current use could include this that would be great, otherwise we are open to getting our use approved before expanding to this service) This material is sticker/vinyl and not sprayed materials.

Detailing - we know this would require floor drains and we would put those in and amend our use with the city before offering the service.

Suspension and Truck Accessories - this type of work wouldn't need a floor drain as no liquids are coming out of vehicles, but we would like to offer this eventually as it falls in the aftermarket vehicle accessories. This would not affect inventory/storage as we order in product for jobs and don't carry overstock.

My wife and I moved to Andover from Coon Rapids summer of 2021 (we are less than 2 miles from this Ham Lake location). Our business is out-growing the current space we lease in Spring Lake Park and this location in Ham Lake will suite our current and future business needs.

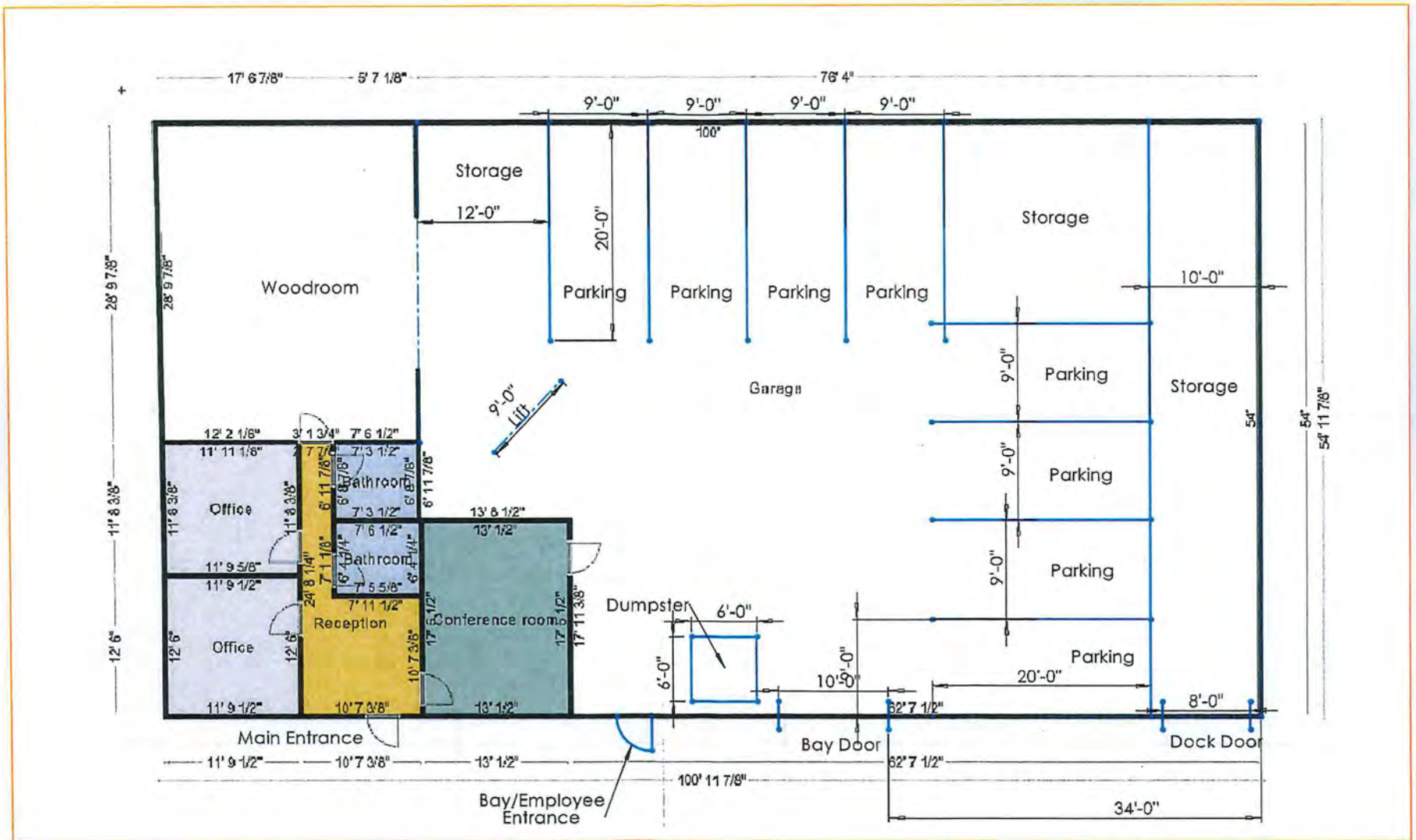
We are very involved in our local community both personally and as a business. We also love to do things such as sponsor youth sports teams, participate in local parades, and donate items to raffles and fundraisers in the community. We would love to be able to move our business closer to home and be more involved in our own community.

Thank you for your consideration  
Brendan Johnstone  
A Class Sounds





RECEIVED  
JUN 10 2024





# CITY OF HAM LAKE

## PLANNING REQUEST

15544 Central Avenue NE

Ham Lake, MN 55304

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

Date of Application 6/13/24

Date of Receipt 6-20-24  
Receipt # 70023

### Meeting Appearance Dates:

Planning Commission 6-24-24

City Council 7-1-2024

### 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: \_\_\_\_\_

Address/Location of property: 2045 Constance Blvd Ne

Legal Description of property: \_\_\_\_\_

PIN # 16-32-23-21-0001 Current Zoning R-A Proposed Zoning R-1 + R-A

Notes: 3 Single Family Residential lots and 1 outlot

Applicant's Name: Jeff Entsminger

Business Name: Entsminger Enterprises LLC

Address 14916 Central Ave Ne

City Ham Lake State MN Zip Code 55304

Phone \_\_\_\_\_ Cell Phone 612-669-4004 Fax \_\_\_\_\_

Email address jeff@allseasonservices.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 6/13/24

\*\*\*\*\*

### - FOR STAFF USE ONLY -

ACTION BY: Planning Commission 6-24-24  
City Council \_\_\_\_\_

PROPERTY TAXES CURRENT YES NO

## Memorandum

Date: June 13, 2024  
To: Planning Commissioners  
From: Tom Collins, City Engineer *TPC*  
Subject: 2045 Constance Boulevard Sketch Plan

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### **Introduction:**

The Sketch Plan proposes to subdivide the 17.2-acre parcel into three residential lots and one outlot. The parcel is partially zoned Single Family Residential (R-1) and partially Rural Single Family Residential (R-A). The three residential lots will be zoned R-1, and the outlot that is being combined with 16337 Mankato Street will be zoned R-A. A 600-scale zoning map, a 400-scale half-section map and a 300-scale aerial photo are attached.

### **Discussion:**

The proposed subdivision falls under the Minor Plat portion of City Code Section 10-101. Consideration of approving both the preliminary and final plat will be before the Planning Commission at the same meeting, following the public hearing.

A 66-foot-wide access opening is shown for "Mankato Street". Although Mankato Street and 164<sup>th</sup> Avenue appear to be public streets on the half-section map, they are private. There is a 66-foot-wide "road easement", which is a private ingress/egress easement. The Lot 1 Constance Boulevard frontage of 216-feet includes the entire 66-foot-wide ingress/egress easement. Future submittals will need to identify Line B that is included in the property description.

Future plan submittals are to identify the existing house, two existing accessory buildings and the existing shed as being razed. Future plans are to show the existing septic system, and whether it is to be utilized or abandoned per MPCA requirements. If the existing septic system is proposed to be utilized, then a compliance inspection is required per 11-450.4c of City Code. Future plans also need to identify whether the existing 91-foot deep well is to be utilized or if it is to be sealed. The existing fence does not comply with 11-250 of City Code, and future submittals will identify the fence as to be removed.

The rear yard setback for Lot 1 is shown adjacent to the northerly lot line, although driveway access is proposed to be from the "Mankato Street" ingress/egress easement. Per 11-411.2C of City Code, the apparent entrance or front of the home will be required to be parallel with Constance Boulevard.

There is an existing building block foundation in the southeasterly portion of the 16337 Mankato Street parcel. The roof has been caved in for more than one year, and a building permit cannot be issued for this building because it is within 10-feet of the south lot line. If rehabilitation is proposed to the building, then additional outlot is needed on the north side of Lot 2 so that the 10-foot setback is met.

Per the attached Proposed Municipal Bike Trail System exhibit, Constance Boulevard is identified as a proposed bike path. A 15-foot-wide trail easement, adjacent to the drainage and utility easements, is required for all three lots. Similar trail easements were required from Lake Netta Preserve and Nettas Preserve. Per correspondence with Public Works Superintendent John Witkowski, parkland dedication is not recommended and parkland dedication fees will be credited with the value of the trail easements for compliance with 10-420B of City Code. Submittal to the Coon Creek Watershed District (CCWD) is required to determine whether a CCWD Permit is required. It is anticipated that a CCWD permit will be required, based on existence of wetlands. The results of a DNR Natural Heritage Information System data review determining whether any state-protected species may be located within the Minor Subdivision boundary will need to be supplied. No portion of the three proposed residential lots is located in the FEMA Zone A 100-year flood boundary. County Ditch 58-4 traverses thru the northerly portion of the outlot. The County Ditch needs to be identified on future submittals.

Constance Boulevard (County Road 60) is under the jurisdiction of Anoka County. The preliminary plans will need to be submitted to the County for approval of the Lot 2 and Lot 3 driveways accessing Constance Boulevard, approval of drainage and Constance Boulevard right-of-way width. The 30-foot-wide access opening for the Lot 2 driveway and for the Lot 3 driveways will limit each driveway to be a maximum width of 20-feet, because the driveways have to be 10-feet from the common property line so that outside of the side yard drainage and utility easement. It is anticipated that Anoka County will require a shared culvert underneath the driveways. The applicable portion of the Anoka County Highway Right-of-Way Plat No. 44, that is referenced on the Sketch Plan, is attached.

There is an 85-foot side United Power Association Easement that encroaches 25-feet into the southerly portion of the three proposed lots. Written approval needs to be provided for the Lot 2 and Lot 3 driveway crossings, the future trail and any grading within the Easement.

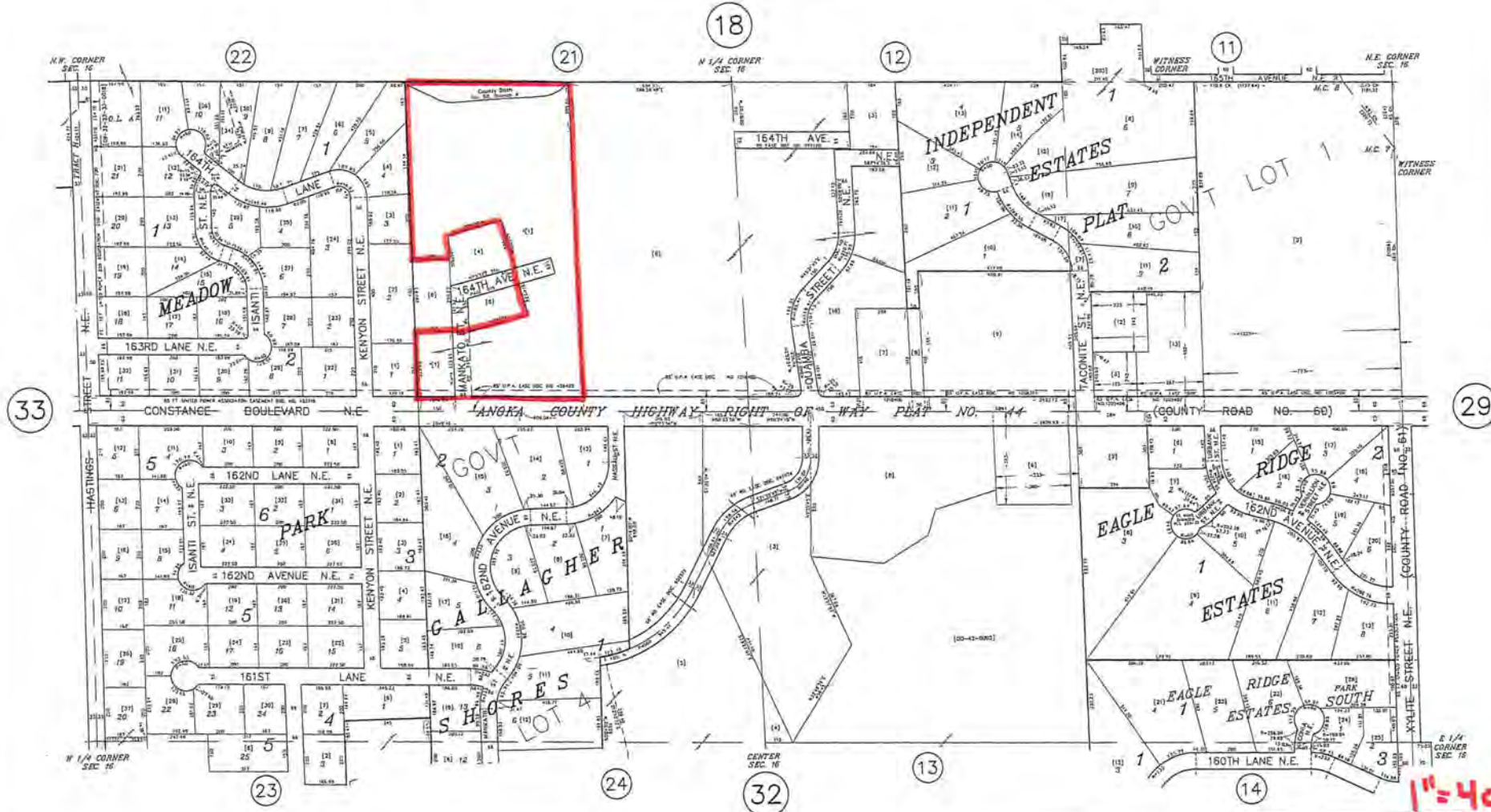
**Recommendations:**

It is recommended that the 2045 Constance Boulevard Sketch Plan be recommended for approval.



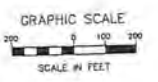
# N 1/2 SECTION 16, T. 32, R. 23

## CITY OF HAM LAKE



33

29



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

QUARTER		QUARTER INDEX		
22	21	12	11	NORTH HALF OF SECTION
23	24	13	14	
32	31	42	41	SOUTH HALF OF SECTION
33	34	43	44	

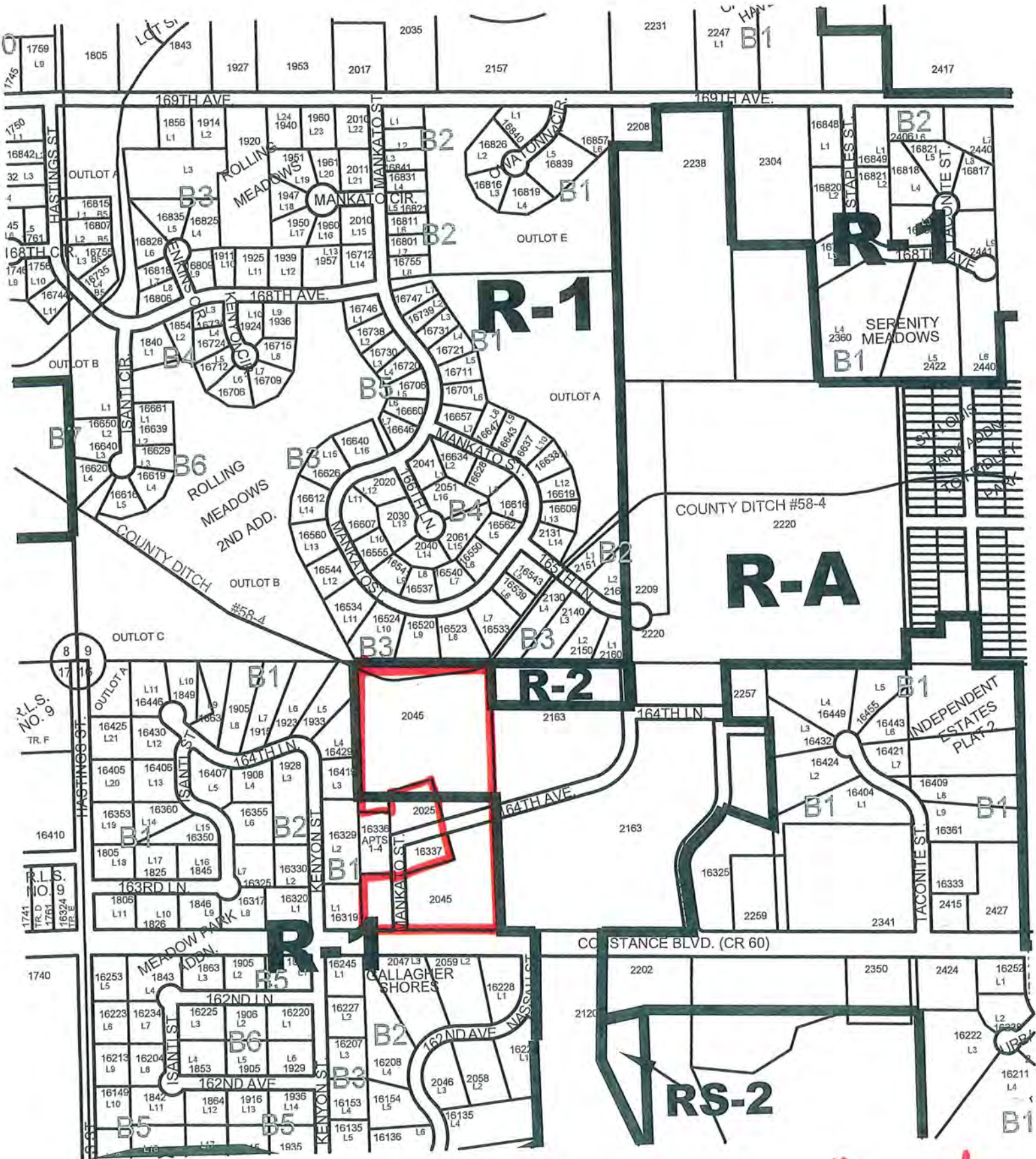
**PROPERTY IDENTIFICATION NUMBER**

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

SPECIFIC PARCEL NUMBERS ARE IN BRACKETS: (1)  
EXAMPLE OF PIN NUMBER: 16-23-23-14-0022

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.

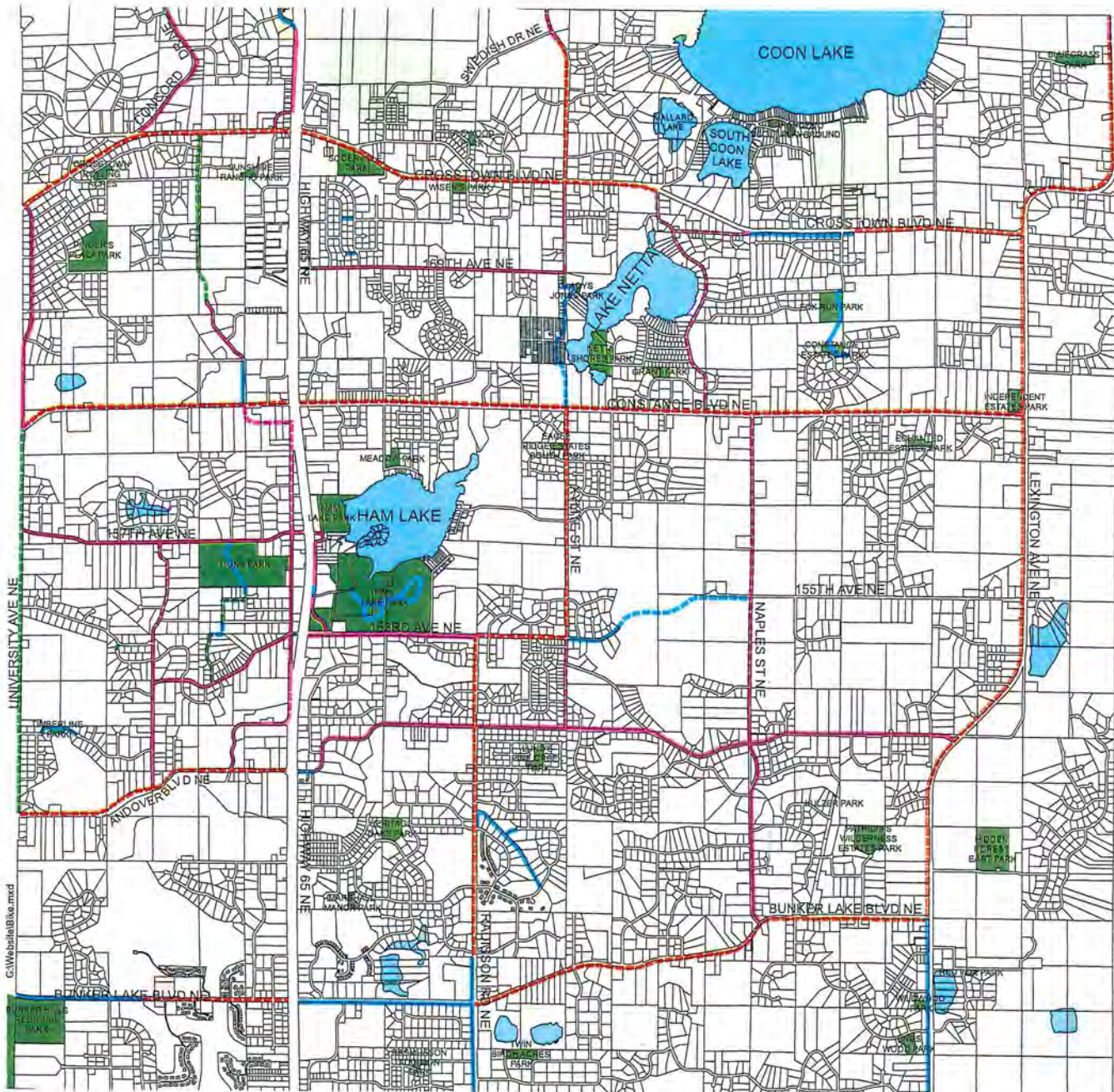
1" = 400'



1" = 600'







**HAM LAKE,  
MINNESOTA**

**BIKE FACILITIES MAP**

**Legend**

- Existing Bike Lane
- Existing Bike Path
- Proposed County Bike Path
- Proposed Bike Lane/Path
- Proposed Bike Lane
- Proposed Bike Path
- Existing Park
- Potential Future Park



MAP DATE:

6/4/2024



G:\Webfiles\Bike.mxd

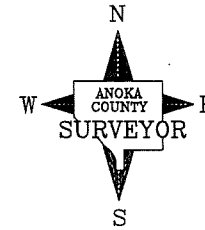
OFFICIAL PLAT

ABSTRACT PLAT BOOK 3 PAGE 20

ANOKA COUNTY HIGHWAY RIGHT-OF-WAY PLAT NO. 44

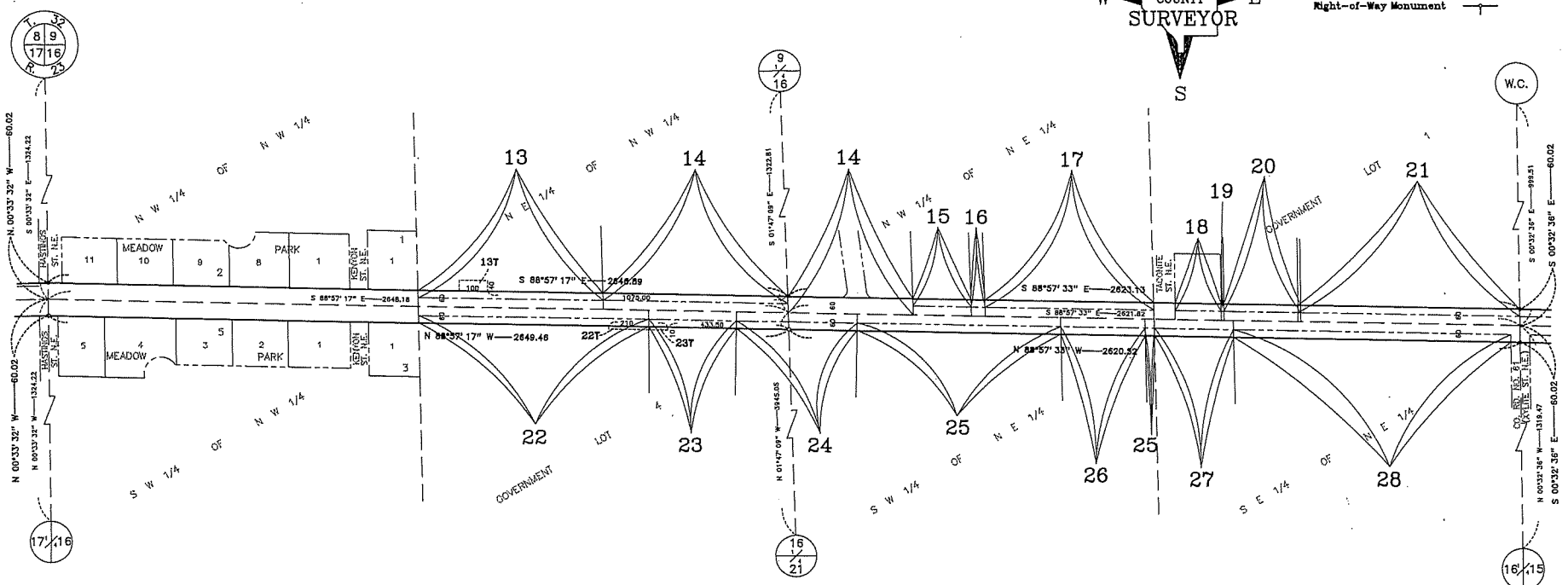
County Highway Project No. C. P. 93-04-60

SCALE: ONE INCH = 200 FEET  
 SCALE IN FEET  
 0 100 200 400 600 800 1000



CONVENTIONAL SYMBOLS

- Section Line
- Quarter Line
- Quarter Quarter Line
- Property Line
- Plat Boundary Line
- Existing R/W Line
- R/W Parcel Number
- Temporary Easement
- Night-of-Way Monument




RIGHT-OF-WAY IN SECTION 16, T. 32, R. 23

PARCEL	OWNER	LOCATION BY PARCEL IDENTIFICATION NUMBER (P.I.N.)	DEED RECORD DOCUMENT NO. OR BOOK, PAGE	TORRENS CERTIFICATE NUMBER	ENTIRE TRACT ACRES	NEW HIGHWAY RIGHT OF WAY ACRES	TEMPORARY EASEMENT ACRES	TEMP. EASE. EXPIRES ON DATE	BALANCE OF TRACT REMAINING ACRES
13, 13T	Margaret M. Wiewel	163223210001	880247		18.888	0.410	0.092	12-31-97	16.288
14	Allen T. Dale	163223210008	668284		30.430	1.030			28.400
16	Terry Eugene and JeanMarie Nordlund	163223120007	877456		1.828	0.128			1.697
16	Terry Eugene and JeanMarie Nordlund	163223120008	877458		0.438	0.031			0.408
17	Earl Inman and Nanchel L. Fuller	163223120009	856881		7.407	0.374			7.033
18	Kenneth J. LaCoe	163223110003	893816		0.832	0.109			0.723
18	Darcollon Gas				0.0019	0.0002			0.0017
20	Odoan and Marlyn Strommen	163223110004	382742		2.752	0.166			2.586
21	Ham Lake Sportsman's Club	163223110002	280887		23.1+	0.492			22.6+
22, 22T	Richard T. and Lorraine C. Gallacher	163223240004	552149		34.8+	0.610	0.032	12-31-97	34.3+
23, 23T	Terry Babcock and Laurie Gallacher-Babcock	163223240003	900079		15.6+	0.185	0.016	12-31-97	15.4+
24	Kathleen Rae Lund	163223130003	1001887		10.683	0.268			10.416
26	Richard T. and Lorraine C. Gallacher	163223130007	552149		28.776	0.474			28.304
28	Fred William Amotte	163223130006	741455		2.343	0.188			2.157
27	Paul K. and Madra J. Boud	163223140002	188731		1.785	0.178			1.607
28	Danna L. and Susan M. Horst	163223140003	842782		11.725	0.610			11.109

## Memorandum

Date: June 27, 2024

To: Mayor and Councilmembers

From: David A. Krugler, City Engineer 

Subject: Comprehensive Plan and Surface Water Management Plan

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### **Introduction:**

A Comprehensive Plan is intended to guide local government with policy and zoning decisions and provide guidance to citizens, developers and anyone concerned with the development of the community. A Comprehensive Plan defines the vision, goals and aspirations for the long-term development and redevelopment of a community. The Comprehensive Plan is a dynamic document that represents an ongoing opportunity for community members and the City to discuss issues of concern and to reassess the direction a community wishes to pursue.

Minnesota law requires all municipalities in the seven-county metropolitan area to update their Comprehensive Plans at least every 10 years. Comprehensive Plans must align with the Metropolitan Council's regional system plans related to highways, transit, airports, wastewater services, parks and open space. In addition to the Comprehensive Plan update, the Metropolitan Council requires that the Stormwater Management Plan (SWMP) be updated to include all required elements as outlined in the 2040 Water Resources Policy Plan.

### **Discussion:**

The Comprehensive Plan was approved by the Ham Lake City Council on October 18, 2021 and the Metropolitan Council on September 22, 2021. The Surface Water Management Plan was approved by the Ham Lake City Council at the same October 18, 2021 meeting. The Metropolitan Council Grant provided \$10,000 in 2017 and in 2022 for a total grant amount of \$20,000.

Updates of maps, policies and data were required to comply with the updated Comprehensive Plan, including traffic volume forecasts, existing and future land use. New information was also required to be included such as employment forecasts, solar resource maps, groundwater forecasts and public transit service forecasts. The Stormwater Management Plan (SWMP) was also required to be updated per Minnesota Statute 8410.0160 in 2016. The SWMP was a combined document with the Stormwater Pollution Prevention Plan (SWPPP) in prior versions, however now with the requirement to incorporate the SWMP with the Comprehensive Plan, a separate SWPPP document had to be created to separate the regulatory document from the portion that was not regulatory. The total amount RFC expended to update the SWMP plan amount is \$22,823.32.

Extensive conversations occurred between the Metropolitan Council and RFC regarding requirements that the City of Ham Lake would not accept within the Comprehensive Plan. The Metropolitan Council as part of their 2040 Thrive plan <https://metro council.org/Handbook/Files/Thrive-Summaries/Policy-RuralResidential.aspx> were not accepting of the City's current one acre minimum lot size and on multiple review comments were requesting Ham Lake to adopt the Metropolitan Council policy of "*Discourage future development of rural residential patterns (unsewered lots of 2.5 acres or less) and where opportunities exist, plan for rural development at densities that are not greater than 1 unit per 10 acres.*" These conversations also expanded to the Metropolitan Council's 2040 Thrive plan for Ham Lake to designate areas of the City as affordable housing within the zoning map. Ultimately after many review versions and conversations, the Metropolitan Council allowed Ham Lake to maintain the 2012 Metropolitan guideline which allowed the use of 1 acre to 2.5 acre lot sizes within the Ham Lake Comprehensive Plan.

**Recommendation:**

HRA grant request be revised from \$200,000 to \$180,000 to account for the Met Council grant of \$20,000.

RESOLUTION NO. 24-XX

WHEREAS, section 473.858 and 473.864 of the Metropolitan Land Planning Act requires metropolitan-area communities to review and, if necessary, update their comprehensive plans by December 2018; and

WHEREAS, Ham Lake received a metropolitan systems statement from the Metropolitan Council in September 2016 including new information to update its comprehensive plan in conjunction with the statutory decennial review process; and

WHEREAS, Ham Lake has entered into an Agreement for Professional Planning Services with RFC Engineering, Inc.; and

WHEREAS, the Anoka County Housing and Redevelopment Authority has funding available for planning activities;

NOW THEREFORE, BE IT RESOLVED that the Ham Lake City Council is requesting funding from the Anoka County Housing and Redevelopment Authority in an amount of \$180,000 to cover the cost of the contract with RFC Engineering, Inc., and to cover the cost of the City's consultant engineer and attorney in updating the Comprehensive Plan, and the required updates to the Surface Water Management Plan and Stormwater Pollution Prevention Program Plan.

Adopted by a unanimous vote of the City Council this 1st day of July, 2024.

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Brian Kirkham, Mayor

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Denise Webster, City Clerk