

# 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, JULY 18, 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 Commander Paul Lenzmeier, Anoka County Sheriff's Office Monthly Report

### **4.0 CONSENT AGENDA**

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

4.1 Approval of minutes of July 5, 2022

4.2 Approval of claims

4.3 Approval of scheduling the Budget Workshop Meeting for Monday, August 1, 2022 (following the regularly scheduled City Council Meeting)

4.4 Approval of the contract for Legal Services with Berglund, Baumgartner, Kimball & Glaser, LLC (BBKG)

4.5 Approval of a Resolution to appoint signers and authorized traders for bank and investment accounts

4.6 Approval of a request from Jody Southerling for a Lot Line Adjustment at 17520 Interlachen Drive NE (Section 3)

4.7 Approval of purchase of an electrical panel for the new City Sign

### **5.0 PLANNING COMMISSION RECOMMENDATIONS**

5.1 Richard and Diane Sylvester requesting Sketch Plan approval for Toby's Trails (7 single family residential lots) located in Section 15

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

### **7.0 APPEARANCES – None**

### **8.0 CITY ATTORNEY**

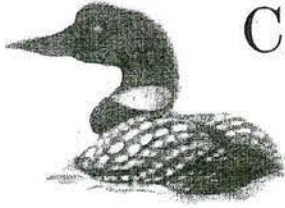
### **9.0 CITY ENGINEER**

### **10.0 CITY ADMINISTRATOR**

### **11.0 COUNCIL BUSINESS**

11.1 Committee Reports

11.2 Announcements and future agenda items



# CITY OF HAM LAKE

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## CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES TUESDAY, JULY 5, 2022

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Tuesday, July 5, 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, Al Parranto and Jesse Wilken

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** City Attorney, Joe Murphy; City Engineer, Dave Krugler; City Administrator, Denise Webster; and Finance Director, Andrea Murff

### 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

Merlin Beebe at 2055 145<sup>th</sup> Avenue NE commented on the Creek Valley street reconstruction project's potential drainage issue and the City's rush to complete the project. According to Mr. Beebe, years ago a preexisting culvert on his property was failing causing flooding. He contacted the City and a new culvert was installed and the old one was never removed or fixed. Now with the Creek Valley project, updates to drainage is needed, but the old culvert is not showing in records making him feel like the City is rushing and not doing what needs to be done before construction starts. He has contacted Engineer Krugler about the issue and the old culvert will be replaced with Rip Rap.

Gale Merriman at 2021 145<sup>th</sup> Avenue NE commented on the Creek Valley street reconstruction project's tree removal. He stated there should be communication from the contractors as to what is happening and not just a letter from the City stating potential dates.

### 3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

3.1 6:01 P.M. – Public Hearing – To consider the vacation of a portion of the drainage and utility easement at 13339 Shenandoah Street NE (Lot 1, Block 2, Hidden Forest) and adoption of a Resolution No. 22-22

**Mayor Kirkham opened the public hearing at 6:13 p.m. and asked for public comment.**

Cynthia Morton at 13400 Shenandoah Street NE commented during the public hearing. She stated she lived across the street and wanted to know what was happening with the easement. City Engineer Krugler stated the easement is no longer needed and a portion can be vacated for the accessory building. Attorney Murphy added there would be no change to any other properties.

**Mayor Kirkham closed the public hearing at 6:16p.m.**

**Motion by Wilken, seconded by Doyle, to adopt Resolution No. 22-22 vacating a portion of the drainage and utility easement at 13339 Shenandoah Street NE (Lot 1, Block 2, Hidden Forest). All 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 20, 2022
- 4.2 Approval of claims in the amount of \$133,513.89
- 4.3 Approval of Ordinance No. 22-05 rezoning Magers Meadows
- 4.4 Approval of the 2023 North Metro Telecommunications Commission Budget (NMTV)
- 4.5 Approval of purchasing a new City Sign from Crosstown Signs
- 4.6 Approval of the Creek Valley street reconstruction plans and specifications and authorization to advertise for bids
- 4.7 Approval of purchasing new AV Equipment at Fire Stations #1 and #2 from Z Systems
- 4.8 Approval of completed probationary period for firefighters
- 4.9 Approval of Resolution No. 22-23 appointing Election Judges for the Primary Election on August 9, 2022 and allowing the City Clerk to appoint additional judges if needed

**Motion by Wilken, seconded by Parranto, to approve the July 5, 2022 Consent Agenda with the omission of items 4.1 and 4.6. All in favor, motion carried.**

**Motion by Kirkeide, seconded by Parranto, to approve item 4.1, approval of minutes of June 20, 2022. Mayor Kirkham and Councilmembers Parranto, Wilkens and Kirkeide voted yes. Councilmember Doyle abstained. Motion carried.**

Councilmember Kirkeide stated item 4.6, approval of the Creek Valley street reconstruction bid was much higher than originally thought. Councilmember Kirkeide questioned who was installing the culverts and why the cost of the project increased. City Engineer Krugler stated the City is replacing what is there and that the culvert at 2055 145<sup>th</sup> Avenue NE will be replaced with Rip Rap per the approval of the Coon Creek Watershed District. He continued that this will not hold up the project. City Engineer continued the cost increased due to inflation, more watershed requirements and adding some cushion for change orders.

**Motion by Kirkeide, seconded by Doyle, to approve item 4.6, approval of the Creek Valley street reconstruction plans and specifications and authorization to advertise bids. All in favor, motion carried.**

#### **5.0 PLANNING COMMISSION RECOMMENDATIONS**

- 5.1 Gary Houle, Lino Lakes Landscaping, requesting Sketch Plan approval for Bluegrass Estates 3<sup>rd</sup> Addition (16 single family residential lots) located in Section 01

**Motion by Doyle, seconded by Parranto, to concur with the Planning Commission and approve the Sketch Plan of the Bluegrass Estates 3<sup>rd</sup> Addition as presented by Gary Houle, Lino Lakes Landscaping, for a 16-lot single family residential plat located in Section 01 subject to obtaining a variance to the yard area requirement due to the City requiring a 20-foot trail easement along Lexington Avenue NE, obtaining a variance to the 300-foot intersection spacing from Lexington**

**Avenue NE to the proposed Stutz Street NE at 178<sup>th</sup> Avenue NE due to the amount of wetland to the west of Stutz Street NE, obtaining a 20-foot trail easement west of Lexington Avenue NE, the developer obtaining approval for wetland impacts and wetland mitigation associated with constructing the trail, accepting money in lieu of parkland deducting the value of the trail and the cost of the wetland mitigation study from monies due, meeting the requirements of the City Engineer and meeting all City, State and County requirements. All in favor, motion carried.**

5.2 Larry Schwartz requesting Sketch Plan approval for Schwartz Estates (3 single family residential lots) located in Section 23

**Motion by Doyle, seconded by Parranto, to concur with the Planning Commission and approve the Sketch Plan of Schwartz Estates as presented by Larry Schwartz, for a 3-lot single family residential plat located in Section 23 subject to the removal of the house on Lot 1, removal of the existing fence within the 155<sup>th</sup> Avenue NE right-of-way, accepting money in lieu of parkland, meeting the requirements of the City Engineer and meeting all City, State and County requirements. All 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

Councilmembers Doyle and Kirkeide discussed the Road Committee meeting prior to the City Council meeting. Councilmember Doyle stated the Road Committee met with concerned residents of Stopher Addition and Meadowlark Acres over failing millings on their street. Councilmember Kirkeide added the millings were placed on the former gravel road to save on grading and are now failing. Councilmember Kirkeide continued to say that the residents feel the roads are good as they are and they do not want to reconstruct the roads or turn them back to gravel at this time. **It was the consensus of the road committee to revisit the condition of the roads and the costs to maintain of the roads in a year.** There was discussion of posting weight restriction signage.

Councilmember Kirkeide stated that the City has not heard back from Peter Wojciechowski regarding the easement on his property and currently there is no timeframe for the constructing of the frontage road on Central Avenue NE to Constance Boulevard NE.

### 11.2 Announcements and future agenda items

Mayor Kirkham discussed the car accident over the weekend involving six 17-year-olds. He thanked the Anoka Sheriff's office and Ham Lake Fire Department for their involvement. He gave a special thanks to the residents in that area that came out to help the teenagers. Councilmember Parranto added this accident happened behind his house and there was discussion of adding additional signage on Xylite Street NE.

Councilmember Doyle stated he attended the Freedom Festival over the weekend and stated it was fantastic. Mayor Kirkham added there were easily 3,000 people in attendance.

Councilmember Wilkens wants to add a discussion about THC edibles to a future agenda in order for the City to potentially add its own regulations. Councilmember Kirkeide stated the state should be responsible for regulations and the City should be cautious of more regulations.

Councilmember Parranto gave a special thanks to the City Council and former Mayor Van Kirk for appointing him to the open position on the Council.

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

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Andrea Murff, Finance Director

**CITY OF HAM LAKE  
CLAIMS SUBMITTED TO COUNCIL**

July 18, 2022

**CITY OF HAM LAKE**

<b>EFTS, CHECKS, AND BANK DRAFTS</b>	<b>067/06/22 - 07/18/22</b>	
EFT	# 1684 - 1693	\$ 3,176.74
REFUND CHECKS	# 64128 - 64133	\$ 15,395.00
CHECKS	# 64134 - 64179	\$ 813,571.06
BANK DRAFTS	DFT0002394 - DFT0002399	\$ 24,363.12
<b>TOTAL EFTS, CHECKS, AND BANK DRAFTS</b>		<u>\$ 856,505.92</u>
<b>PAYROLL CHECKS</b>		
07/15/22		\$ 36,382.10
<b>TOTAL PAYROLL CHECKS</b>		<u>\$ 36,382.10</u>
<b>TOTAL OF ALL PAYMENTS</b>		<u>\$ 892,888.02</u>
<b>VOID CHECKS</b>		
CHECKS		\$ -
EFT		
BANK DRAFTS		

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 18TH DAY OF JULY 2022

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER



Packet: ARPKT00459 - 7/7/22 TRUST REFUNDS

## Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00119	TJB HOMES	7/7/2022	64128	2,500.00
00172	CRAIG PAHLEN	7/7/2022	64129	2,500.00
00190	LAURA VASQUEZ	7/7/2022	64130	150.00
00211	MARK NELSON	7/7/2022	64131	5,100.00
00222	RICHARD KARJALAHTI	7/7/2022	64132	4,995.00
Total Refund Amount:				15,245.00

## Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	15,245.00
Revenue Totals:	15,245.00

## General Ledger Distribution

Posting Date: 07/07/2022

	Account Number	Account Name	Posting Amount	IFT
<b>Fund:</b>	890 - TRUST FUND			
	890-10101	Cash-claim on pooled cash	-15,245.00	Yes
	890-11501	Misc receivables	15,245.00	
	<b>890 Total:</b>		0.00	
<b>Fund:</b>	999 - POOLED CASH			
	999-10100	Pooled Cash	-15,245.00	
	999-20702	Due to other funds	15,245.00	Yes
	<b>999 Total:</b>		0.00	
	<b>Distribution Total:</b>		0.00	



City of Ham Lake, MN

# Refund Check Register

Packet: ARPKT00471 - 7/13/22 TRUST REFUND

## Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00231	HEATHER BEYER	7/13/2022	64133	150.00
Total Refund Amount:				150.00

## Revenue Totals

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

## General Ledger Distribution

Posting Date: 07/13/2022

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





Payment Dates 7/6/2022 - 7/18/2022

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1684	OPTUM BANK - 6011	Health Savings Account-6011	Flexible spending	100-21705	54.17
1685	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	74.57
1685	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1685	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	25.65
1686	JOHN WITKOWSKI	GRAINGER - TRASH BAGS (FRE	Operating supplies	100-44101-2290	193.63
1687	MARK KOLLMANN	LOWE'S - FOLDING EARMUFFS	Clothing & personal protectiv	100-42201-2210	40.66
1688	MEDTOX LABORATORIES	DRUG TESTING	Personnel testing & recruitme	100-42201-3150	64.92
1689	O'REILLY AUTOMOTIVE STORE	CAR WASH & BUCKET	Operating supplies	100-43101-2290	20.98
1690	STAR TRIBUNE MEDIA COMPA	STORMWATER NOTIFICATION	Legal notices/publications/bid	100-41101-3950	53.28
1690	STAR TRIBUNE MEDIA COMPA	FINANCIAL STATEMENT	Legal notices/publications/bid	100-41101-3950	622.08
1690	STAR TRIBUNE MEDIA COMPA	LIVE WIRE VACATION	Legal notices/publications/bid	890-90001-3950	82.08
1690	STAR TRIBUNE MEDIA COMPA	MAGERS MEADOWS	Legal notices/publications/bid	890-90001-3950	57.60
1691	SUSAN KNOUSE	2ND QTR 21ST CENTURY BAN	Mileage	100-41401-3960	11.12
1692	WICK COMMUNICATIONS-LEA	JULY HAM LAKER	Printing	211-41704-3970	638.00
1693	WRUCK SEWER & PORTABLE	FREEDOM FEST TOILET RENTA	Rentals-other	100-44101-3390	330.00
1693	WRUCK SEWER & PORTABLE	LION'S PARK TOILET RENTALS	Rentals-other	100-44101-3390	39.50
1693	WRUCK SEWER & PORTABLE	TENNIS COURT TOILET RENTA	Rentals-other	100-44101-3390	108.00
1693	WRUCK SEWER & PORTABLE	WISEN'S PARK TOILET RENTAL	Rentals-other	100-44101-3390	22.75
1693	WRUCK SEWER & PORTABLE	TWIN BIRCH PARK TOILET REN	Rentals-other	100-44101-3390	22.75
1693	WRUCK SEWER & PORTABLE	PATRICIA'S WILDERNESS TOILE	Rentals-other	100-44101-3390	22.75
1693	WRUCK SEWER & PORTABLE	PINGER'S PARK TOILET RENTA	Rentals-other	100-44101-3390	22.75
1693	WRUCK SEWER & PORTABLE	SODERVILLE PARK TOILET REN	Rentals-other	100-44101-3390	54.00
1693	WRUCK SEWER & PORTABLE	HAM LAKE BALL FIELD TOILET	Rentals-other	100-44101-3390	39.50
1693	WRUCK SEWER & PORTABLE	LARSON'S HERITAGE OAKS TOI	Rentals-other	100-44101-3390	45.50
1693	WRUCK SEWER & PORTABLE	LION'S PARK PLAYGROUND TO	Rentals-other	100-44101-3390	79.00
1693	WRUCK SEWER & PORTABLE	CONSTANCE ESTATES PARK TO	Rentals-other	100-44101-3390	45.50
1693	WRUCK SEWER & PORTABLE	BLUEGRASS ESTATES TOILET R	Rentals-other	100-44101-3390	45.50
1693	WRUCK SEWER & PORTABLE	HAM LAKE BOAT LANDING TO	Rentals-other	100-44101-3390	79.00
1693	WRUCK SEWER & PORTABLE	LUND'S PINE CREEK	Rentals-other	100-44101-3390	45.50
1693	WRUCK SEWER & PORTABLE	LION'S PARK TOILET RENTALS	Reimbursable expense	100-48101-4150	39.50
1693	WRUCK SEWER & PORTABLE	PINGER'S PARK TOILET RENTA	Reimbursable expense	100-48101-4150	22.75
1693	WRUCK SEWER & PORTABLE	PATRICIA'S WILDERNESS TOILE	Reimbursable expense	100-48101-4150	22.75
1693	WRUCK SEWER & PORTABLE	TWIN BIRCH PARK TOILET REN	Reimbursable expense	100-48101-4150	22.75
1693	WRUCK SEWER & PORTABLE	WISEN'S PARK TOILET RENTAL	Reimbursable expense	100-48101-4150	22.75
1693	WRUCK SEWER & PORTABLE	HAM LAKE BALL FIELD TOILET	Reimbursable expense	100-48101-4150	39.50
1693	WRUCK SEWER & PORTABLE	SODERVILLE PARK TOILET REN	Reimbursable expense	100-48101-4150	54.00
64134	ACCESS	JUNE SHREDDING	Waste management & recycli	231-43601-3630	205.80
64135	ACE SOLID WASTE INC	JULY ORGANICS	Waste management & recycli	231-43601-3630	328.91
64136	ALL CITY ELEVATOR INC	3RD QTR MAINTENANCE	Building repair & maintenanc	100-41702-3420	202.00
64137	ANOKA COUNTY PROPERTY	FRANKENFIELD DRIVEWAY	Refunds & reimbursements	100-37601	46.00
64137	ANOKA COUNTY PROPERTY	ENTSMINGER EASEMENT	Filing fees	100-41101-3980	46.00
64137	ANOKA COUNTY PROPERTY	ENTSMINGER TRAIL EASEMEN	Engineering	890-90001-3135	46.00
64137	ANOKA COUNTY PROPERTY	LIVE WIRE VACATION	Filing fees	890-90001-3980	46.00
64138	ANOKA COUNTY PROPERTY	ABERDEEN N OF 144TH AVEN	Property taxes	262-46101-4140	756.85
64139	ANOKA COUNTY TREASURY D	3RD QTR LAW ENFORCEMENT	Police protection	100-42101-3155	323,048.75
64140	ARCHITECT MECHANICAL INC	CITY HALL BOILER REPAIR	Building repair & maintenanc	100-41702-3420	3,700.00
64141	BLAINE LOCK & SAFE, INC.	KEYS	Operating supplies	100-43101-2290	11.25
64142	BUSINESS ESSENTIALS	SOAP, PAPER TOWELS, TOILET	Operating supplies	100-44101-2290	890.78
64142	BUSINESS ESSENTIALS	TRASH BAGS	Operating supplies	100-44101-2290	33.98
64143	CARSON, CLELLAND, & SCHRE	TOWER LEASES	Attorney	100-41101-3110	52.50
64143	CARSON, CLELLAND, & SCHRE	COON LAKE DREDGING	Attorney	100-41101-3110	105.00
64143	CARSON, CLELLAND, & SCHRE	17710 NATIONAL STREET DRI	Attorney	100-41101-3110	105.00
64143	CARSON, CLELLAND, & SCHRE	QUIET TITLE ACTION	Attorney	100-41101-3110	70.00
64143	CARSON, CLELLAND, & SCHRE	COUNCIL MEETINGS	Attorney	100-41101-3110	180.00

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
64143	CARSON, CLELLAND, & SCHRE	PROSECUTIONS	Attorney	100-41501-3110	6,500.00
64143	CARSON, CLELLAND, & SCHRE	CROSTOWN BUSINESS PARK	Attorney	262-46101-3110	35.00
64143	CARSON, CLELLAND, & SCHRE	167TH AVE EASEMENT	Attorney	431-43301-3110	52.50
64143	CARSON, CLELLAND, & SCHRE	LIVE WIRE LICENSE AGREEME	Attorney	890-90001-3110	105.00
64143	CARSON, CLELLAND, & SCHRE	SCOOTER'S COFFEE	Attorney	890-90001-3110	70.00
64144	CENTRAL WOOD PRODUCTS I	LION'S PARK MULCH	Operating supplies	100-44101-2290	239.40
64144	CENTRAL WOOD PRODUCTS I	LION'S PARK MULCH	Operating supplies	100-44101-2290	239.40
64145	CITY OF ROSEVILLE	2022 DW LASERFICHE & ADO	Software licenses & upgrades	100-41201-2510	26.64
64145	CITY OF ROSEVILLE	2022 DS, LASERFICHE & ADOB	Software licenses & upgrades	100-41301-2510	26.64
64145	CITY OF ROSEVILLE	2022 AM, SK LASERFICHE & A	Software licenses & upgrades	100-41401-2510	53.27
64145	CITY OF ROSEVILLE	2022 JB LASERFICHE & ADOBE	Software licenses & upgrades	100-41601-2510	26.64
64145	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-41701-3210	187.17
64145	CITY OF ROSEVILLE	IT SERVICE	Computer & software support	100-41707-3120	4,398.75
64145	CITY OF ROSEVILLE	2022 TM, MR LASERFICHE & A	Software licenses & upgrades	100-42201-2510	32.47
64145	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-42201-3210	78.00
64145	CITY OF ROSEVILLE	2022 NW, TD, LASERFICHE &	Software licenses & upgrades	100-42401-2510	59.11
64145	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-42401-3210	93.59
64145	CITY OF ROSEVILLE	2022 JW ADOBE LICENSE	Software licenses & upgrades	100-43101-2510	5.84
64145	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-43101-3210	46.75
64145	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-44101-3210	15.58
64145	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-44201-3210	62.42
64146	COMMERCIAL ASPHALT CO.	2 TN HOTMIX	Street repair & maintenance s	100-43101-2330	139.70
64147	CONNEXUS ENERGY	GARAGE	Electricity	100-41702-3610	32.01
64147	CONNEXUS ENERGY	CITY HALL	Electricity	100-41702-3610	1,294.34
64147	CONNEXUS ENERGY	SOUTH WELCOME	Electricity	100-41703-3610	14.42
64147	CONNEXUS ENERGY	CITY SIGN	Electricity	100-41703-3610	110.43
64147	CONNEXUS ENERGY	FIRE #1	Electricity	100-42202-3610	547.43
64147	CONNEXUS ENERGY	FIRE #2	Electricity	100-42202-3610	258.28
64147	CONNEXUS ENERGY	SIRENS	Electricity	100-42302-3610	65.00
64147	CONNEXUS ENERGY	PW	Electricity	100-43104-3610	960.64
64147	CONNEXUS ENERGY	STREET LIGHTS #1	Electricity	100-43401-3610	25.09
64147	CONNEXUS ENERGY	LEXINGTON/CROSTOWN SIG	Electricity	100-43401-3610	46.34
64147	CONNEXUS ENERGY	BUNKER/JEFFERSON SIGNALS	Electricity	100-43401-3610	62.89
64147	CONNEXUS ENERGY	HWY 65/BUNKER SIGNALS	Electricity	100-43401-3610	86.45
64147	CONNEXUS ENERGY	CROSTOWN/HWY 65 SIGNAL	Electricity	100-43401-3610	76.99
64147	CONNEXUS ENERGY	HWY 65/ANDOVER BLVD SIGN	Electricity	100-43401-3610	77.39
64147	CONNEXUS ENERGY	RADISSON/BUNKER SIGNALS	Electricity	100-43401-3610	83.56
64147	CONNEXUS ENERGY	STREET LIGHTS #2	Electricity	100-43401-3610	276.78
64147	CONNEXUS ENERGY	BUNKER/LEXINGTON SIGNALS	Electricity	100-43401-3610	68.46
64147	CONNEXUS ENERGY	HWY 65/CONSTANCE SIGNALS	Electricity	100-43401-3610	124.49
64147	CONNEXUS ENERGY	SODERVILLE PARK WELL	Electricity	100-44101-3610	15.08
64147	CONNEXUS ENERGY	HAM LAKE PARK	Electricity	100-44101-3610	129.28
64147	CONNEXUS ENERGY	SODERVILLE PARK	Electricity	100-44101-3610	37.34
64147	CONNEXUS ENERGY	HAM LAKE PARK BUILDING	Electricity	100-44102-3610	98.61
64147	CONNEXUS ENERGY	LION'S PARK PAVILION	Electricity	100-44102-3610	125.55
64147	CONNEXUS ENERGY	HAM LAKE PARK CONCESSION	Electricity	100-44102-3610	98.22
64147	CONNEXUS ENERGY	HAM LAKE PARK SHELTER	Electricity	100-44102-3610	30.83
64147	CONNEXUS ENERGY	LION'S PARK CONCESSION	Electricity	100-44102-3610	90.99
64147	CONNEXUS ENERGY	SR CENTER	Electricity	100-44202-3610	696.95
64147	CONNEXUS ENERGY	STREET LIGHTS	Electricity	232-43701-3610	4,650.91
64149	CROSTOWN SIGN INC	NEW CITY SIGN DOWN PAYME	Capital assets	210-41705-5110	75,000.00
64150	DAKOTA SUPPLY GROUP	COUPLING - FIRE WELL #2 (LE	Equipment parts & supplies	100-42201-2320	44.00
64151	DEHN OIL CO	200 GAL GASOLINE	Fuel	100-43101-2230	841.00
64151	DEHN OIL CO	225 GAL DIESEL	Fuel	100-43101-2230	1,104.75
64152	FIRE SAFETY USA INC	E1 - FRC SENSOR REPAIR	Fire apparatus repair & maint	100-42201-3450	1,631.60
64153	FTR TWIN CITIES INC	CAMPER DISPOSAL	Operating supplies	100-43101-2290	700.00
64153	FTR TWIN CITIES INC	TIRE DISPOSAL	Operating supplies	231-43601-2290	750.00
64154	GRATITUDE FARMS	JUNE ANIMAL CONTROL	Other professional services	100-42501-3190	250.00
64155	HAM LAKE CHAMBER OF CO	CITY EVENT ADS REIMBURSE	Reimbursable expense	100-48101-4150	282.15
64156	HOLTZ LANDSCAPE & IRRIGATI	CITY HALL IRRIGATION REPAIR	Building repair & maintenanc	100-41702-3420	135.00

Council Approval List

Payment Dates: 7/6/2022 - 7/18/2022

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
64157	LEPAGE & SONS INC	6/21/22 YARDWASTE	Waste management & recycli	231-43601-3630	426.60
64158	LINCOLN NATIONAL LIFE INSU	ST DISABILITY	Other payroll deductions	100-21706	769.83
64158	LINCOLN NATIONAL LIFE INSU	LT DISABILITY	Other payroll deductions	100-21706	403.35
64159	MENARDS-BLAINE	STUDS	Building repair & maintenanc	100-43104-2310	-27.38
64159	MENARDS-BLAINE	LION'S PARK SIGN SUPPLIES	Operating supplies	100-44101-2290	59.19
64159	MENARDS-BLAINE	BIT SET	Small tools	100-44101-2410	15.99
64159	MENARDS-BLAINE	COUPLING, TAPE	Operating supplies	100-44101-2290	53.26
64159	MENARDS-BLAINE	PREEN WEED PREVENTOR	Operating supplies	100-44101-2290	25.97
64159	MENARDS-BLAINE	TRASH BAGS - FREEDOM FEST	Operating supplies	100-44101-2290	38.97
64160	MENARDS-CR	LION'S PARK BATHROOM COU	Operating supplies	100-44101-2290	27.36
64161	MINNESOTA EQUIPMENT	#53, 62, 73 MOWER BLADES	Equipment parts & supplies	100-44101-2320	80.52
64162	MINNESOTA PYROTECHNICS L	FREEDOM FEST FIREWORKS	Community celebrations	100-41701-4115	5,000.00
64163	MINUTEMAN PRESS INC	SEPTIC POSTCARDS	Office supplies	100-42401-2110	529.30
64164	MN DEPARTMENT OF LABOR	2ND QTR SURCHARGE	Surcharge	100-22801	4,906.71
64165	MN DEPT OF EMPLOYMENT &	2ND QTR - CH	Unemployment	100-43101-1410	8,767.00
64166	MN PEIP	HEALTH INSURANCE	Flexible spending	100-21705	13,336.88
64167	PARK SUPPLY OF AMERICA IN	LION'S PARK HANDLES	Building repair & maintenanc	100-44102-2310	159.14
64168	PREMIUM WATERS INC	JUNE WATER	Equipment rentals	100-41701-3320	21.75
64168	PREMIUM WATERS INC	JULY WATER COOLER RENTAL	Equipment rentals	100-41701-3320	14.00
64169	PRO TECH RESTORATION	VOID PERMIT #2022-00658	Surcharge	100-22801	1.00
64169	PRO TECH RESTORATION	VOID PERMIT #2022-00658	Building permits	100-32201	120.00
64170	QUADIENT LEASING USA INC	AUG - OCT POSTAGE METER L	Equipment rentals	100-41701-3320	462.06
64171	RESPEC	3RD QTR MAPFEEDER SUBSCR	Software licenses & upgrades	230-43201-2510	750.00
64171	RESPEC	3RD QTR FULCRUM SUBSCRIP	Software licenses & upgrades	230-43201-2510	315.00
64172	S & S INDUSTRIAL SUPPLY INC	NUTS & BOLTS	Operating supplies	100-43101-2290	3.36
64173	SHI	NEW PRINTER CORDS	Operating supplies	100-42201-2290	92.55
64174	SITEONE LANDSCAPE SUPPLY	INSECTICIDE (FREEDOM FEST)	Operating supplies	100-44101-2290	104.68
64175	TDS METROCOM INC	763-434-0454 ELEVATOR	Phones/radios/pagers	100-41701-3210	39.71
64175	TDS METROCOM INC	763-434-9605 FIRE #2	Phones/radios/pagers	100-42201-3210	37.71
64176	TURFWERKS	#65 TIRE	Equipment parts & supplies	100-44101-2320	184.29
64177	VALLEY PAVING, INC.	2022 BITUMINOUS OVERLAYS	Contractors	431-43301-3810	343,455.93
64178	VERIZON WIRELESS	612-916-1358 SR CTR	Phones/radios/pagers	100-44201-3210	8.49
64179	WRIGHT-HENNEPIN COOPERA	JULY ELEVATOR MONITORING	Monitoring	100-41702-3145	10.00
64179	WRIGHT-HENNEPIN COOPERA	JULY SECURITY MONITORING	Monitoring	100-41702-3145	32.95
64179	WRIGHT-HENNEPIN COOPERA	PW FIRE PANEL MONITORING	Monitoring	100-43104-3145	52.95
DFT0002394	MN STATE DEPT OF REVENUE-	JUNE '22 FUEL TAX	Fuel	100-43101-2230	51.87
DFT0002395	COMPENSATION CONSULTAN	Health Savings Account	Flexible spending	100-21705	333.32
DFT0002396	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	1,520.00
DFT0002396	EMPOWER	Roth IRA	Deferred compensation	100-21704	100.00
DFT0002397	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	4,867.19
DFT0002397	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,534.86
DFT0002397	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	6,080.66
DFT0002398	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,254.85
DFT0002399	PERA	Retirement-Coordinated	PERA	100-21703	6,473.59
DFT0002399	PERA	Retirement-Police & Fire	PERA	100-21703	1,146.78

Grand Total: **841,110.92**



City of Ham Lake, MN

# EFT Payroll Check Register

## Report Summary

Pay Period: 6/26/2022-7/9/2022

Packet: PYPKT01344 - PPE 7/9/22 PAID 7/15/22

Payroll Set: City of Ham Lake - 01

<u>Type</u>	<u>Count</u>	<u>Amount</u>
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	38	36,382.10
<b>Total</b>	<b>38</b>	<b>36,382.10</b>

**Meeting Date: July 18, 2022**



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

**To: Mayor and Councilmembers**

**From: Denise Webster, on behalf of the Personnel Committee**

**Item/Title/Subject: Legal Services**

**Introduction/Discussion:** The Personnel Committee has been discussing other legal services and has decided to change directions relative to the City's legal services.

**Recommendation:** The Personnel Committee is recommending approving the contract between the City of Ham Lake and Berglund, Baumgartner, Kimball & Glaser, LLC (BBKG) for legal services effective September 1, 2022.

**AGREEMENT FOR LEGAL SERVICES  
BETWEEN THE CITY OF HAM LAKE AND  
BERGLUND, BAUMGARTNER, KIMBALL & GLASER, LLC**

**THIS AGREEMENT** is by and between the **CITY OF HAM LAKE**, a Minnesota municipal corporation ("City") and **BERGLUND, BAUMGARTNER, KIMBALL & GLASER, LLC**, a Minnesota limited liability corporation ("BBKG") and is effective as of the date last signed by the parties hereto.

**NOW, THEREFORE**, in consideration of the mutual undertakings herein, the parties hereto agree as follows:

**1. SERVICES AND RELATIONSHIP.** BBKG shall furnish and perform both general municipal legal services ("Municipal Services") and municipal criminal prosecution legal services ("Prosecution Services") for the City before the Anoka County District Court. Prosecution Services shall include petty misdemeanor, misdemeanor, and gross misdemeanor offenses occurring within the City. Such work shall include attendance at arraignments, bail hearings, omnibus hearings, pre-trials, jury trials, court trials, restitution hearings, contested motion hearings, and expungement hearings. BBKG's Prosecution Services shall further include charging decisions, drafting complaints, and other out-of-court services typically associated with providing municipal prosecution services.

**2. INDEPENDENT CONTRACTOR STATUS.** At all times and for all purposes hereunder, BBKG and its employees shall be independent contractors and not employees of the City for any purpose. No statement contained in this Agreement shall be construed so as to find BBKG or any of its employees to be an employee of the City, and BBKG shall not be entitled to any of the rights, privileges, or benefits of employees of the City, including but not limited to, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims

**3. TERM.** The initial term of this Agreement shall be from September 1, 2022, to and including August 31, 2025 ("Term"), unless terminated earlier as provided in Section 7 herein. The Agreement shall automatically renew for subsequent one-year terms unless cancelled pursuant to Section 7.

**4. FEES.** BBKG will provide the Municipal Services to the City at an hourly rate of \$160.00 per hour for attorney time and \$80.00 per hour for paralegal time, \$90.00 per City Council meeting attended, and \$300.00 per hour for reimbursable developer related services. BBKG will provide Prosecution Services to the City based on a flat monthly rate of \$6,500 per month. In addition to the flat fee amount, hourly fees for services in handling jury trials and criminal matters that may be appealed to any Minnesota or Federal Appeals Court will be billed at the rate of \$120.00 per hour for attorney time and \$60.00 per hour for paralegal time. The fees set forth in this Agreement will increase annually in the amount of three percent to offset inflation, beginning January 1, 2023. Hourly fees for services are billed to the nearest 0.10 of an hour. In addition to the fees for services, the City agrees to reimburse costs as set forth in Section 5. Invoices for BBKG's services shall be submitted monthly.

5. **EXPENSES.** In addition to the fees in paragraph 4, the City shall reimburse BBKG for those costs which are reasonable and necessary to provide Municipal and Prosecution Services. These costs include but are not limited to filing fees, expert fees, process service fees, software or database subscription fees, and any other out-of-pocket costs that BBKG incurs that are reasonable and necessary to provide Municipal and Prosecution Services. These costs shall be invoiced to the City without markup.

6. **PROFESSIONAL LIABILITY INSURANCE.** BBKG agrees, at all times during the Term of this Agreement, to maintain professional liability insurance in the amount of at least \$2,000,000.00 per occurrence and \$5,000,000.00 aggregate and Worker's Compensation Insurance to meet at least minimum Minnesota State Statutes.

7. **TERMINATION.** This Agreement may be terminated by either party, with or without cause, upon sixty (60) days written notice. Payment for services rendered shall be through the date of termination as identified in the written notification.

8. **MISCELLANEOUS.**

A. *Governing Law.* This Agreement shall be governed by the laws of the State of Minnesota.

B. *Severability.* In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

C. *Conflicts.* BBKG shall not accept representation of any new clients that will constitute a conflict of interest with the City.

D. *Full Agreement.* The Parties acknowledge that this Agreement represents the full and complete agreement of the Parties and any amendments or modifications to this Agreement must be in writing and executed by both Parties to be effective.

E. *Counterparts.* This Agreement and any amendments to this Agreement may be executed in counterparts, each of which shall be fully effective and all of which together shall constitute one and the same instrument.

IN WITNESS, the parties hereto have executed this Agreement the day and years appearing opposite their signatures.

**CITY OF HAM LAKE, MINNESOTA**

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

By: \_\_\_\_\_

Its: \_\_\_\_\_

**BERGLUND, BAUMGARTNER,  
KIMBALL & GLASER. LLC**

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

By: \_\_\_\_\_  
Scott C. Baumgartner



Meeting Date: July 18, 2022

**CITY OF HAM LAKE**

**STAFF REPORT**

**To: Mayor and Councilmembers**

**From: Andrea Murff, Finance/Human Resource Director**

**Item/Title/Subject: Signers for bank and investment accounts**

**Introduction/: Discussion:**

Mayor Michael Van Kirk has resigned as City Mayor causing the need to update signers at 21<sup>st</sup> Century and Falcon Bank. Mayor Van Kirk will be removed as an authorized signer on the bank accounts and replaced with Councilmember Jesse Wilken. Councilmember Brian Kirkham will have his title updated on the bank accounts to be Mayor.

The signers/authorized traders will be as follows:

**21st Century Bank:**

General Checking – Denise Webster, City Clerk, Mayor Kirkham, Councilmember Wilken, and Dawnette Shimek, Deputy City Clerk

Certificates of Deposit – City Clerk Webster and Finance Director Murff

**Falcon Bank:**

Money Market Account and certificates of deposit – City Clerk Webster, Mayor Kirkham, Councilmember Wilken, and Finance Director Murff

**4M Funds and RBC Capital Markets:**

City Clerk Webster and Finance Director Murff

**Recommendation:**

I recommend that Council adopt the Resolution removing Mayor Michael Van Kirk and adding Councilmember Jesse Wilken as a signer to the 21<sup>st</sup> Century General Checking Bank Account and the Falcon Bank accounts as well as updating Mayor Brian Kirkham's title.

RESOLUTION NO. 22-XX

RESOLUTION RELATING TO APPOINTING SIGNERS AND AUTHORIZED TRADERS FOR  
THE CITY'S CASH AND INVESTMENT ACCOUNTS

WHEREAS, Michael Van Kirk, Mayor would be removed as an authorized signer from the following:

- 21<sup>st</sup> Century General Checking Account
- 21<sup>st</sup> Certificate of Deposit Account
- Falcon Bank Money Market
- Falcon Bank Certificate of Deposit

WHEREAS, Brian Kirkham, will have the title changed from Councilmember to Mayor on the following:

- 21<sup>st</sup> Century General Checking Account
- 21<sup>st</sup> Certificate of Deposit Account
- Falcon Bank Money Market
- Falcon Bank Certificate of Deposit

WHEREAS, Jesse Wilken, Councilmember, will be added as an authorized signer from the following:

- 21<sup>st</sup> Century General Checking Account
- 21<sup>st</sup> Certificate of Deposit Account
- Falcon Bank Money Market
- Falcon Bank Certificate of Deposit

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

That the City Council hereby appoints Jesse Wilken, Councilmember to replace Michael Van Kirk, Mayor as a signer on the general checking and Certificate of Deposit accounts at 21<sup>st</sup> Century Bank and a signer on the Money Markey and Certificate of Deposit accounts with Falcon Bank as well as changes the title of Councilmember to Mayor for Brian Kirkham.

Adopted by the City Council of the City of Ham Lake this 18th day of July, 2022.

---

Brian Kirkham, Mayor

---

Denise Webster, City Clerk



# CITY OF HAM LAKE

15544 Central Avenue NE

Ham Lake, MN 55304

Phone (763) 434-9555

Fax (763) 434-9599

Receipt # 93185

## REQUEST FOR AN APPEARANCE BEFORE THE CITY COUNCIL

Date of application 6-27-22

Date of City Council appearance \_\_\_\_\_

60-day review deadline \_\_\_\_\_

APPLICANT'S  
NAME

JODY SOUTHERLING

STREET  
ADDRESS

17520 INTERLACHEN DRIVE NE

CITY, STATE  
ZIP

HAM LAKE, MN 55304

PHONE (daytime)

763-656-7303

jsouth175@yahoo.com

NATURE OF REQUEST

LOT LINE ADJUSTMENT TO MEET

REQUIRED GARAGE SETBACKS.

**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.**

Jody Southerling  
Signature of applicant

6-27-22  
Date

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

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

## Memorandum

Date: July 12, 2022  
To: Mayor and Councilmembers  
From: Tom Collins, City Engineer *TPC*  
Subject: Proposed lot line adjustment – 17520/17450 Interlachen Drive

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**Introduction:**

A lot line adjustment is proposed between the 7.42-acre 17520 Interlachen Drive parcel (<https://gis.anokacountymn.gov/propertysearch/?find=03-32-23-42-0004>) and the 2.02-acre 17450 Interlachen Drive parcel (<https://gis.anokacountymn.gov/propertysearch/?find=03-32-23-43-0004>). The proposed lot line adjustment will increase the 17520 Interlachen Drive parcel to 7.50 acres and decrease the 17450 Interlachen Drive parcel to 1.93 acres.

**Discussion:**

The lot line adjustment is required because the 17520 Interlachen Drive detached garage is encroaching onto the 17450 Interlachen Drive parcel. The Interlachen Drive frontage of the 17520 parcel will increase by 37.45 feet and the 17450 parcel will decrease by 37.45 feet.

Soil borings have confirmed that there is adequate area for a secondary septic system on the resulting 17450 Interlachen Drive parcel. The required 10-foot drainage and utility easements are shown around the perimeter of the revised lot lines.

Mallard Lake is classified as a Natural Environmental Lake, per Shoreland Ordinance 92-35, which requires a 150-foot structure and septic setback from the ordinary high water level of the lake. Although neither house meets this setback, both are grandfathered in.

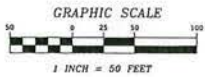
The rear yard of both parcels is Mallard Lake. Although that area is identified as being within the FEMA Zone A designation, which is land that is estimated to have a 1% probability of flood in any given year, there are no buildings within the designation so no removals are needed.

**Recommendation:**

It is recommended that the lot line adjustment be approved, subject to dedicating a 10-foot wide drainage and utility easement on both sides of the revised property lines.

# LOT LINE ADJUSTMENT

~for~ JODY SOUTHERLING  
~of~ 17520 INTERLACHEN DRIVE NE  
HAM LAKE, MINNESOTA

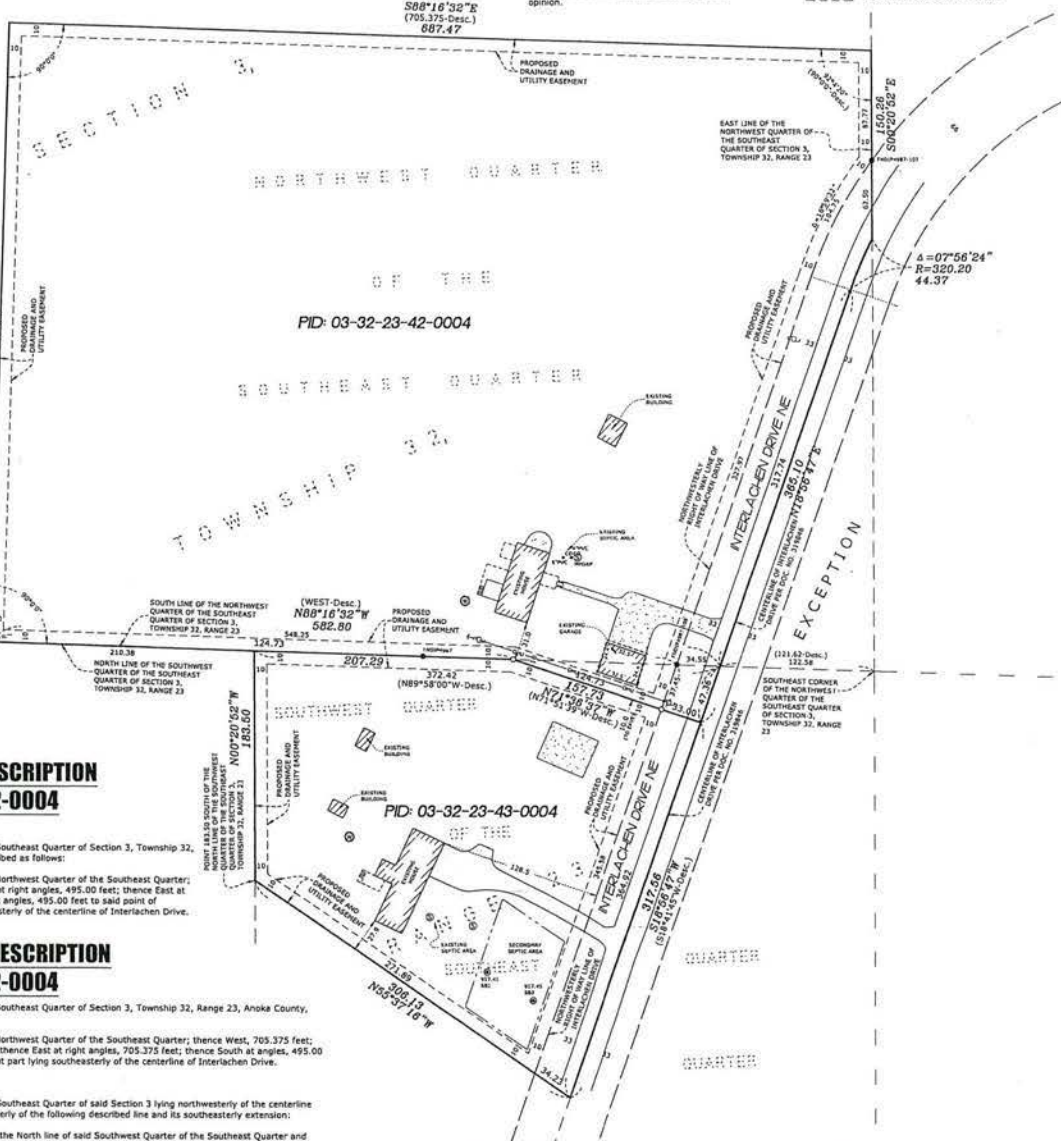


**NOTES**

- Field survey was completed by E.G. Rud and Sons, Inc. on 5/10/22.
- Bearings shown are on Anoka County Coordinate System.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.

**LEGEND**

- DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES CLEAN OUT
- DENOTES CITY WIRE
- DENOTES POWER POLE
- DENOTES SANITARY SEWER MANHOLE
- DENOTES WELL
- DENOTES OVERHEAD UTILITY
- DENOTES BITUMINOUS SURFACE
- DENOTES CONCRETE SURFACE



## EXISTING PARCEL DESCRIPTION ID NO. 03-32-23-42-0004

or Anoka County Tax Records)

at part of the Northwest Quarter of the Southeast Quarter of Section 3, Township 32, Range 23, Anoka County, Minnesota, described as follows:

beginning at the Southeast corner of said Northwest Quarter of the Southeast Quarter; thence West, 705.375 feet; thence North, at right angles, 495.00 feet; thence East at right angles, 705.375 feet; thence South at angles, 495.00 feet to said point of beginning. EXCEPT that part lying southeasterly of the centerline of Interlachen Drive.

contains 323,085 Sq. Ft. (47.42 Acres)

## PROPOSED PARCEL DESCRIPTION ID NO. 03-32-23-42-0004

at part of the Northwest Quarter of the Southeast Quarter of Section 3, Township 32, Range 23, Anoka County, Minnesota, described as follows:

beginning at the Southeast corner of said Northwest Quarter of the Southeast Quarter; thence West, 705.375 feet; thence North, at right angles, 495.00 feet; thence East at right angles, 705.375 feet; thence South at angles, 495.00 feet to said point of beginning. EXCEPT that part lying southeasterly of the centerline of Interlachen Drive.

ID

at part of the Southwest Quarter of the Southeast Quarter of said Section 3 lying northwesterly of the centerline of Interlachen Drive NE and lying northeasterly of the following described line and its southeasterly extension:

beginning at the point of intersection of the North line of said Southwest Quarter of the Southeast Quarter and a center line of Interlachen Drive as now laid out and traveled; thence South 18 degrees, 41 minutes, 45 seconds East (assumed bearing of North line of said Southwest Quarter of the Southeast Quarter is North 89 degrees, 58 minutes, 00 seconds West) along said center line a distance of 364.92 feet; thence Northwesterly to a point distant 183.50 feet South of the North line of said Southwest Quarter of the Southeast Quarter as measured along the East line thereof and 495 feet West of the East line of said Southwest Quarter of the Southeast Quarter as measured along the North line thereof; thence Northwesterly and parallel with the East line of said Southwest Quarter of the Southeast Quarter and to the North line thereof; thence Easterly on the North line of said Southwest Quarter of the Southeast Quarter and to the point of beginning.

contains 326,820 Sq. Ft. (47.50 Acres)

## EXISTING PARCEL DESCRIPTION ID NO. 03-32-23-43-0004

or Warranty Deed recorded April 10, 1992 as Document No. 974010)

at part of the Southwest Quarter of the Southeast Quarter of Section 3, Township 32, Range 23, Anoka County, Minnesota, described as follows:

beginning at the point of intersection of the North line of said Southwest Quarter of the Southeast Quarter and the center line of Interlachen Drive as now laid out and traveled, said point being distant 121.62 feet West of the Northeast corner of said Southwest Quarter of the Southeast Quarter; thence South 18 degrees, 41 minutes, 45 seconds West (assumed bearing of North line of said Southwest Quarter of the Southeast Quarter is North 89 degrees, 58 minutes, 00 seconds West) along said center line a distance of 364.92 feet; thence Northwesterly to a point distant 183.50 feet South of the North line of said Southwest Quarter of the Southeast Quarter as measured along the East line thereof and 495 feet West of the East line of said Southwest Quarter of the Southeast Quarter as measured along the North line thereof; thence Northwesterly and parallel with the East line of said Southwest Quarter of the Southeast Quarter and to the North line thereof; thence Easterly on the North line of said Southwest Quarter of the Southeast Quarter and to the point of beginning.

contains 87,889 Sq. Ft. (41.02 Acres)

## PROPOSED PARCEL DESCRIPTION ID NO. 03-32-23-43-0004

at part of the Southwest Quarter of the Southeast Quarter of Section 3, Township 32, Range 23, Anoka County, Minnesota, described as follows:

beginning at the point of intersection of the North line of said Southwest Quarter of the Southeast Quarter and the center line of Interlachen Drive as now laid out and traveled, said point being distant 121.62 feet West of the Northeast corner of said Southwest Quarter of the Southeast Quarter; thence South 18 degrees, 41 minutes, 45 seconds West (assumed bearing of North line of said Southwest Quarter of the Southeast Quarter is North 89 degrees, 58 minutes, 00 seconds West) along said center line a distance of 364.92 feet; thence Northwesterly to a point distant 183.50 feet South of the North line of said Southwest Quarter of the Southeast Quarter as measured along the East line thereof and 495 feet West of the East line of said Southwest Quarter of the Southeast Quarter as measured along the North line thereof; thence Northwesterly and parallel with the East line of said Southwest Quarter of the Southeast Quarter and to the North line thereof; thence Easterly on the North line of said Southwest Quarter of the Southeast Quarter and to the point of beginning.

CEPT that part of said Southwest Quarter of the Southeast Quarter of said Section 3 lying northwesterly of the centerline of Interlachen Drive NE and lying northeasterly of the following described line and its southeasterly extension:

beginning at the point of intersection of the North line of said Southwest Quarter of the Southeast Quarter and the center line of Interlachen Drive as now laid out and traveled; thence South 18 degrees, 41 minutes, 45 seconds West (assumed bearing of North line of said Southwest Quarter of the Southeast Quarter is North 89 degrees, 58 minutes, 00 seconds West) along said center line a distance of 36 feet to the point of beginning of said line to be described; thence North 71 degrees 51 minutes 39 seconds West, 157.73 feet to said North line of the Southwest Quarter of the Southeast Quarter of Section 3 and said line there terminating.

contains 84,254 Sq. Ft. (41.93 Acres)

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

E.G. RUD

Date: 6/27/2022 License No. 41578

## PROPOSED DRAINAGE AND UTILITY EASEMENT DESCRIPTION PID NO. 03-32-23-42-0004

An easement for drainage and utility purposes lying over, under, and across the southerly, westerly, northerly, and easterly 10.00 feet of the following described parcel:

That part of the Northwest Quarter of the Southeast Quarter of Section 3, Township 32, Range 23, Anoka County, Minnesota, described as follows: Beginning at the Southeast corner of said Northwest Quarter of the Southeast Quarter; thence West, 705.375 feet; thence North, at right angles, 495.00 feet; thence East at right angles, 705.375 feet; thence South at angles, 495.00 feet to said point of beginning. EXCEPT that part lying southeasterly of the centerline of Interlachen Drive.

AND

That part of the Southwest Quarter of the Southeast Quarter of said Section 3 lying northwesterly of the centerline of Interlachen Drive NE and lying northeasterly of the following described line and its southeasterly extension:

Commencing at the point of intersection of the North line of said Southwest Quarter of the Southeast Quarter and the center line of Interlachen Drive as now laid out and traveled; thence South 18 degrees, 41 minutes, 45 seconds West (assumed bearing of North line of said Southwest Quarter of the Southeast Quarter is North 89 degrees, 58 minutes, 00 seconds West) along said center line a distance of 47.36 feet to the point of beginning of said line to be described; thence North 71 degrees 51 minutes 39 seconds West, 157.73 feet to said North line of the Southwest Quarter of the Southeast Quarter of Section 3 and said line there terminating.

EXCEPT those parts embraced within the right of way of Interlachen Drive.

Together with an easement for drainage and utility purposes lying over, under, and across that part of the above described parcel, lying parallel with and distant 10.00 feet northwesterly of the northwesterly right of way line of said Interlachen Drive.

## PROPOSED DRAINAGE AND UTILITY EASEMENT DESCRIPTION PID NO. 03-32-23-43-0004

An easement for drainage and utility purposes lying over, under, and across the southerly, westerly, and northerly 10.00 feet of the following described parcel:

That part of the Southwest Quarter of the Southeast Quarter of Section 3, Township 32, Range 23, Anoka County, Minnesota, described as follows:

Beginning at the point of intersection of the North line of said Southwest Quarter of the Southeast Quarter and the center line of Interlachen Drive as now laid out and traveled, said point being distant 121.62 feet West of the Northeast corner of said Southwest Quarter of the Southeast Quarter; thence South 18 degrees, 41 minutes, 45 seconds West (assumed bearing of North line of said Southwest Quarter of the Southeast Quarter is North 89 degrees, 58 minutes, 00 seconds West) along said center line a distance of 364.92 feet; thence Northwesterly to a point distant 183.50 feet South of the North line of said Southwest Quarter of the Southeast Quarter as measured along the East line thereof and 495 feet West of the East line of said Southwest Quarter of the Southeast Quarter as measured along the North line thereof; thence Northwesterly and parallel with the East line of said Southwest Quarter of the Southeast Quarter and to the North line thereof; thence Easterly on the North line of said Southwest Quarter of the Southeast Quarter and to the point of beginning.

EXCEPT that part of said Southwest Quarter of the Southeast Quarter of said Section 3 lying northwesterly of the centerline of Interlachen Drive NE and lying northeasterly of the following described line and its southeasterly extension:

Commencing at the point of intersection of the North line of said Southwest Quarter of the Southeast Quarter and the center line of Interlachen Drive as now laid out and traveled; thence South 18 degrees, 41 minutes, 45 seconds West (assumed bearing of North line of said Southwest Quarter of the Southeast Quarter is North 89 degrees, 58 minutes, 00 seconds West) along said center line a distance of 47.36 feet to the point of beginning of said line to be described; thence North 71 degrees 51 minutes 39 seconds West, 157.73 feet to said North line of the Southwest Quarter of the Southeast Quarter of Section 3 and said line there terminating.

EXCEPT those parts embraced within the right of way of Interlachen Drive.

Together with an easement for drainage and utility purposes lying over, under, and across that part of the above described parcel, lying parallel with and distant 10.00 feet northwesterly of the northwesterly right of way line of said Interlachen Drive.

**E.G. RUD & SONS, INC.**  
Professional Land Surveyors  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
Tel. (651) 361-8200 Fax (651) 361-8701

NO.	DATE	DESCRIPTION	BY
1	7/11/23	ADD SECONDARY SEPTIC AREA	KCN
2			
3			

**Tradewell Soil Testing  
18330 Dahlia Street NW  
Cedar, MN 55011**

Date: July 5<sup>th</sup>, 2022

Name: E. G. Rud & Sons

Address: 17520 Interlachen Drive NE, Ham Lake, MN

**SOIL BORING TEST REPORT**

<b>Boring #1</b>	<b>Boring #2</b>		
0"- 3" Topsoil Loamy Sand 10YR 3/3	0"- 3" Topsoil Loamy Sand 10YR 3/1 3/3		
3"- 22" Fine Sand 10YR 4/4	3"- 18" Fine Sand 10YR 3/4 4/4		
22"- 66" Fine Sand 10YR 5/4 5/3	18"- 62" Fine Sand 10YR 5/4 6/4		
Mottles @ 56" Dry Hole	Mottles @ 54" Dry Hole		

\*\* Soil borings for Alternate Septic Site for property split @ 17520 Interlachen Drive NE, Ham Lake, MN



Mark Tradewell  
MPCA #307

# 17450/17520 Interlachen Drive

BFE and Source:



## Legend

 FIRM Panels	<b>Flood Hazard Zones</b>
 Base Flood Elevation	 Zone A
 Cross Sections	 Zone AE
	 Zone AE Floodway

7/12/2022, 10:53:34 AM<sup>0</sup> 0.01 0.02 0.04 mi



**DISCLAIMER** - The FEMA base flood elevations are used to determine flood insurance rates and whether flood insurance is mandatory. Please note: (1) The city (or township) and watershed district regulations require minimum floor elevations higher than the FEMA base flood elevations (BFEs). Check with your city (or township) on those requirements for any additions or new construction. (2) Areas OUTSIDE of the FEMA mapped zones still have flooding risk. Floods higher than base flood elevations can occur and have occurred all over Minnesota. Those with low floors below or near the base flood elevations are especially encouraged to consider purchasing a Preferred Risk Policy, which is a discounted flood insurance option for those "outside" of the FEMA flood zones. (3) Areas OUTSIDE of the FEMA mapped zones are still subject to city (or township) and watershed district regulation of minimum elevations.

AerialsFlown: Fall 2017

Vertical Datum for Contours: NAVD88

Contours Source: Minnesota Department of Natural Resources

The information on this map was compiled from public data sources. Anoka County cannot accept any responsibility for errors, omissions, or positional accuracy. There are no warranties, expressed or implied, including the warranty of merchantability or fitness for a particular purpose, accompanying this product.

Created by:

Meeting Date: July 18, 2022

**CITY OF HAM LAKE**

***STAFF REPORT***

**To:** Mayor and Councilmembers  
**From:** Andrea Murff, Finance Director  
**Subject:** City Sign Replacement

**Introduction/Discussion:**

At the July 5, 2022 Council Meeting, a contract with Crosstown Signs was approved for the replacement of the City Sign with \$109,708 coming from the Cable TV Funds. Upon further inspection of the project, it was found a new 100 amp electrical panel will need to be installed and wired to meet the new sign's specifications. A quote was obtained from Killmer Electric Company to this upgrade for \$1,675.00, which would be paid out of the Cable TV Funds as well.

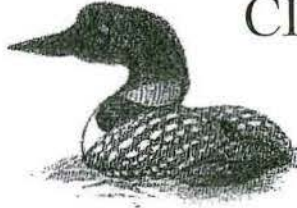
**Recommendation:**

We are recommending approving the quote with Killmer Electric Company to install and wire a 100 amp panel in the amount of \$1,675.00 with the monies coming from the Cable TV Fund. This item has been budgeted in the Capital Outlay for 2022.



PROPOSAL  
**KILLMER ELECTRIC CO., INC.**  
 5141 Lakeland Avenue North Crystal, Minnesota 55429  
 Telephone: (763) 425-2525 Fax: (763) 424-1258

PROPOSAL SUBMITTED TO <b>City of Ham Lake</b>		PHONE <b>763-238-5342</b>	DATE <b>7/6/2022</b>
Street <b>15544 Central Ave</b>		JOB NAME <b>ID Sign Service Upgrade</b>	
CITY, STATE, & ZIP CODE <b>Ham Lake, MN 55304</b>		<b>Ham Lake, MN</b>	
ATTN: <b>John Witkowski</b>	FAX	EMAIL ADDRESS <a href="mailto:jwitkowski@ci.ham-lake.mn.us">jwitkowski@ci.ham-lake.mn.us</a>	
We hereby submit specifications and estimates for:			
Killmer Electric Co Inc proposes the following;			
Coordinate with Connexius Energy to shut down electrical feed to IC ID sign Remove existing electrical service and dispose of. Install & wire new upgraded 100 amp electrical panel with proper grounding system. Provide adequate power for new sign installation. An electrical permit will be provided.			
We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:			\$1,675.00
Payment to be made as follows:		Net 30	
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.			
		Authorized Signature  Mike Boyer	
Note: This proposal may be withdrawn by us if not accepted with _____ days.			
		Acceptance Signature _____	
		Date _____	



# 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, JULY 11, 2022

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

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES:** June 27, 2022

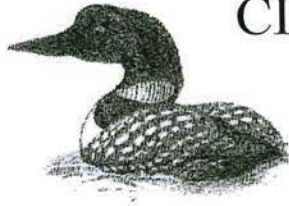
**PUBLIC HEARING:** None

**NEW BUSINESS:**

1. Richard and Diane Sylvester requesting Sketch Plan approval for Toby's Trails (7 single family residential lots) located in Section 15

**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, JULY 11, 2022

The Ham Lake Planning Commission met for its regular meeting on Monday, July 11, 2022 in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

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

**MEMBERS ABSENT:** Commissioner Jonathan Fisher

**OTHERS PRESENT:** City Engineer, Dave Krugler 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 Ringler, to approve the minutes of the June 27, 2022 Planning Commission meeting as written. All present in favor, motion carried.**

**PUBLIC HEARING:** None

**NEW BUSINESS:**

Richard and Diane Sylvester requesting Sketch Plan approval for Toby's Trails (7 single family residential lots) located in Section 15.

Mr. and Mrs. Richard Sylvester were present. Mr. Matt Davich from E.G. Rud & Sons land surveying company spoke on behalf of Mr. & Mrs. Sylvester and stated Mr. & Mrs. Sylvester's children would like to build new homes so they are subdividing the land for this reason. Mr. Davich stated there will be seven lots in the subdivision; the existing home will remain on one lot. Commissioner Heaton asked if the Sylvester's will be paving part of Naples Street NE and one driveway. Mr. Davich stated they would be paving a portion of Naples Street NE and he was informed that the driveway of Lot 1 would need to be paved if the residents requested any building permits in the future. Mr. Sylvester stated he has been obtaining estimates for the paving of Naples Street NE; he may pave at least some of the driveway if feasible. Commissioner Lejonvarn asked if the existing accessory building was used for business purposes or storage. Mr.

Sylvester stated it is used for storage. Chair Pogalz asked Engineer Krugler to comment on the plat. Engineer Krugler stated the plat consists of seven lots. Engineer Krugler stated currently the property has two zoning districts within it, R-A, Rural Single Family Residential and R-1, Single Family Residential; the entire plat will be zoned R-1 following final plat approval. Engineer Krugler stated Naples Street NE will need to be upgraded and paved to the southeast corner of the plat. Engineer Krugler stated Naples Street NE is a municipal state aid street and the street design must meet MnDOT state aid standards for a 9-ton structural capacity roadway. Engineer Krugler stated the existing street right-of-way is wide enough to accommodate a bike lane; easements were obtained north of Constance Boulevard NE from previously approved plats so no bike path easement along Constance Boulevard NE is warranted. Engineer Krugler stated input from the Anoka County Highway Department will determine if the proposed driveway access for Lots 3-7 will be permitted. Engineer Krugler stated the southerly portion of Lot 7 is designated as FEMA Zone A; no construction will be permitted in that area. **Motion by Pogalz, seconded by Lejonvarn, to recommend approval of the Toby's Trails Sketch Plan presented by Richard and Diane Sylvester for a 7-lot single family residential plat located in Section 15 subject to paving Naples Street NE to meet MnDOT state aid standards for a 9-ton structural capacity roadway to the SE Corner of Lot 1, accepting monies in lieu of parkland with credit given for bike lane construction costs, completing a compliance inspection on the existing septic system on Lot 1, receiving approval from the City Council to allow the existing 3,200 square foot accessory building to remain on the property, obtaining approval from the Anoka County Highway Department for (5) driveway accesses onto Constance Boulevard NE, obtaining Coon Creek Watershed approval, meeting the requirements of the City Engineer and meeting all City, State and County requirements. All present in favor, motion carried. *This item will be placed on the July 18, 2022 City Council Agenda.***

**COMMISSION BUSINESS:**

City Council Update

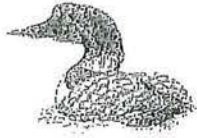
A commissioner was not present at the July 5, 2022 City Council meeting; no update was given. A Planning Commissioner will not be present at the July 18, 2022 City Council meeting.

**ADJOURNMENT:**

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

---

Jennifer Bohr  
Building and Zoning Clerk



# CITY OF HAM LAKE

## PLANNING REQUEST

15544 Central Avenue NE

Ham Lake, MN 55304

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

Date of Application 6/27/2022

Date of Receipt 6-27-22  
Receipt # 73177

Meeting Appearance Dates:  
Planning Commission 7-11-22

City Council 7-18-2022

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: Toby's Trails

Address/Location of property: 16220 Naples St Ham Lake MN 55304

Legal Description of property: SE 1/4 of NE 1/4 of Sec 15 Township 32 Range 23

PIN # 15-32-23-14-0004 Current Zoning RAR-1 Proposed Zoning R-1

Notes: 7 lot development

Applicant's Name: Richard + Diane Sylvester

Business Name: \_\_\_\_\_

Address 16220 Naples St Ham Lake MN

City Ham Lake State MN Zip Code 55304

Phone \_\_\_\_\_ Cell Phone 763 229 1247 Fax \_\_\_\_\_

Email address Diane.Sylvester@Hotmail.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 Diane Sylvester DATE 6/27/2022

\*\*\*\*\*

- FOR STAFF USE ONLY -

ACTION BY: Planning Commission 7-11-2022  
City Council \_\_\_\_\_

PROPERTY TAXES CURRENT YES NO

## Memorandum

Date: July 7, 2022  
To: Planning Commissioners  
From: Tom Collins, City Engineer **TPC**  
Subject: Toby's Trails

---

**Introduction:**

The Sketch Plan proposes to subdivide the 25.78-acre 16220 Naples Street / 15-32-23-14-0004 parcel (<https://gis.anokacountymn.gov/propertysearch/?find=15-32-23-14-0004>) into seven lots. The parcel is currently split zoned, with Rural Single Family Residential (R-A) over the southerly portion and Single Family Residential (R-1) over the northerly portion. The entire parcel would be zoned R-1 following final plat approval. A 600-scale zoning map, 400 scale half-section map and a 300 scale aerial photo are attached.

**Discussion:**

City Code section 10-430I stipulates that all lots within a proposed subdivision must have frontage upon and access to a paved public road. The Lot 1 and Lot 2 driveways are accessing Naples Street, which is not paved. The development will be required to upgrade Naples Street to the southeast corner of Lot 1. Naples Street is designated as a municipal state aid street, and the design must meet MnDOT state aid standards for a 9-ton structural capacity roadway. The existing Lot 1 driveway is identified as a gravel surface. Per 10-430E.2 of City Code, the existing driveway will have to be paved, else it is not eligible for any future building permits.

Per the attached Proposed Municipal Bike Trail System exhibit, Naples Street is identified as proposed bike lane and Constance Boulevard is identified as a proposed bike path. The existing Naples Street right-of-way is adequate to construct bike lanes, which requires 34 feet of bituminous for 11-foot wide drive lanes and 6-foot wide bike lanes in each direction. Because the future bike route is anticipated to be on the north side of Constance Boulevard, where 20-foot wide easements were obtained with the plats of Lake Netta Preserve and Nettas Preserve, easements are not warranted for a future bike path. Per correspondence with Public Works Superintendent John Witkowski, parkland dedication is not recommended and parkland dedication fees will be credited with the cost for construction of the bike lanes.

All lots meet the requirements of 10-430I lot standards of City Code. The existing house and accessory building are to remain on Lot 1. A compliance inspection will be required for the existing septic system per 11-450.4c of City Code. The existing 3,200 square foot (40-foot by 80-foot) accessory building exceeds the 3,000 square foot maximum accessory building size threshold of 9-370.1 (attached) of City Code for a parcel that is greater than 5-acres and up to 10-acres in size. Per discussion with the Building Official, it is recommended that the 3,200 square foot accessory building be approved by City Council.

Per the attached 600 scale Thoroughfare Map, it is anticipated that there will be a future road extension of East Lake Netta Drive to the south of Constance Boulevard. The Sketch Plan includes 33-feet of right-of-way dedication, tapering to the southwest, in the northwest portion of Lot 7.

Constance Boulevard driveway connections are proposed for Lots 3 thru 7. Anoka County Highway Department (ACHD) approval of five new driveways will be required. The ACHD may request that the parcel be developed from the East Lake Netta Drive extension to the south rather than direct driveway accesses.

Coon Creek Watershed District (CCWD) approval is required. The wetlands identified in the September 2021 wetland delineation report, per the attached Figure 5 Delineation Map, have been approved by the CCWD. The Natural Heritage Information System data review by the DNR is required to determine whether any state-protected species may be located within the plat boundary. The parcels are not located within any of the 20 natural resource clusters identified in the Anoka Conservation District's April 2008 Natural Resources Inventory and Assessment (NRIA). The NRIA is Appendix S of the Storm Water Pollution Prevention Plan.

The dedication of 10-foot drainage and utility easements is required adjacent to all proposed lot lines, along with easements that contain the wetland buffers.. The contiguous wetland within Lot 7 is a ditch, that provides an outlet to the private ditches to the north within the Nettas Preserve residential development. Additional easement dedication may be required for future ditch maintenance.

The southerly portion of the parcel is designated as FEMA Zone A, which represents an approximation of the 100-year flood elevation. The preliminary plat submittal will need to show the Zone A boundary to verify that no portion of the Lot 7 building pad is within the Zone A designation.

**Recommendations:**

It is recommended that the Toby's Trail Sketch Plan be recommended for approval.

Meeting Date: July 11, 2022

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

**To: Planning Commission**

**From: Mark Jones, Building Official**

**Subject: Existing Accessory Building - Toby's Trails**

**Introduction:**

Richard and Diane Sylvester have submitted a plat for Toby's Trails which subdivides their current 25.78-acre parcel located at 16220 Naples Street NE into seven lots. Lot 1, Block 1 has an existing house and accessory building located on the proposed 5.2-acre parcel. The existing accessory building is 3,200 square feet, which exceeds the 3,000-foot size limitation threshold listed in Section of 9-370.1 for lots that have more than 5 acres up to 10 acres. The City Code states City Council has the discretion to approve accessory buildings larger than the stated maximum accessory building size noted in Section 9-370.1.

**Recommendation:**

I recommend that the Planning Commission make a recommendation for approval, by City Council, to allow Richard and Diane Sylvester to keep the existing 3,200 square foot accessory building on proposed Lot 1, Block 1 of Toby's Trails.



# CONCEPT PLAN

~of~ TOBY'S TRAILS  
~for~ RICHARD AND DIANE SYLVESTER

## VICINITY MAP

PART OF SEC. 15, TWP. 32, RNG. 23



ANOKA COUNTY, MINNESOTA  
(NO SCALE)

## PROPERTY DESCRIPTION

The Southeast Quarter of the Northeast Quarter of Section 15, Township 32, Range 23, Anoka County, Minnesota.

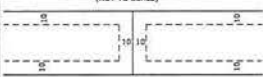
**EXCEPT**  
The East 657.04 feet of the South 663 feet of said Quarter Quarter.

**AND EXCEPT**  
The East 373 feet of the North 320 feet of the South 983 feet of said Quarter Quarter.

**AND EXCEPT**  
Parcel No. 3, Anoka County Highway Right-of-Way Plat No. 21, according to the map or plat thereof on file and of record in the office of the Anoka County Recorder, Anoka County, Minnesota.

## TYPICAL EASEMENTS

(NOT TO SCALE)



BEING 10 FEET IN WIDTH ADJOINING RIGHT OF WAY LINES  
AND 10 FEET IN WIDTH ADJOINING LOT LINES UNLESS  
OTHERWISE SHOWN.

## NOTES

- Bearings shown are on Anoka County datum.
- Total lot acres include adjoining 33' feet of street per ordinance.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown herein. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- Wetlands delineated by Jacobson Environmental, PLLC.

Parcel ID: 15-32-23-14-0004

Owner: Sylvester Trustee, Diane K

## DEVELOPMENT DATA

TOTAL SITE AREA = 25.784 ACRES  
7 PROPOSED SINGLE FAMILY LOTS  
AVERAGE LOT SIZE = 3.684 ACRES  
MINIMUM STREET FRONTAGE = 200 FEET  
MINIMUM LOT SIZE = 1.00 ACRES (including 33' feet of adjoining street)  
PROPOSED ZONING = R-1  
BUILDING SETBACKS  
FRONT = 30 FEET  
SIDE = 10 FEET  
REAR = 55 FEET  
COUNTY ROAD = 50 FEET

## LEGEND

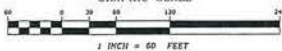
- DENOTES IRON INCREMENT FOUND AS LABELED
- DENOTES IRON INCREMENT SET, HANDED PLS# 4174
- DENOTES SOIL BORING BY TRADEPFL SOL TESTING
- DENOTES EXISTING CONTIGUOUS
- DENOTES AREA 1' ABOVE HIGHLIGHTS
- DENOTES APPROXIMATE FLOOD ZONE A LINE FROM 1788 FLOOD RECORDS DATE 11/28/04 AND 2/10/08 WITH EFFECTIVE DATE CREATED 10/19, 2011

NORTH

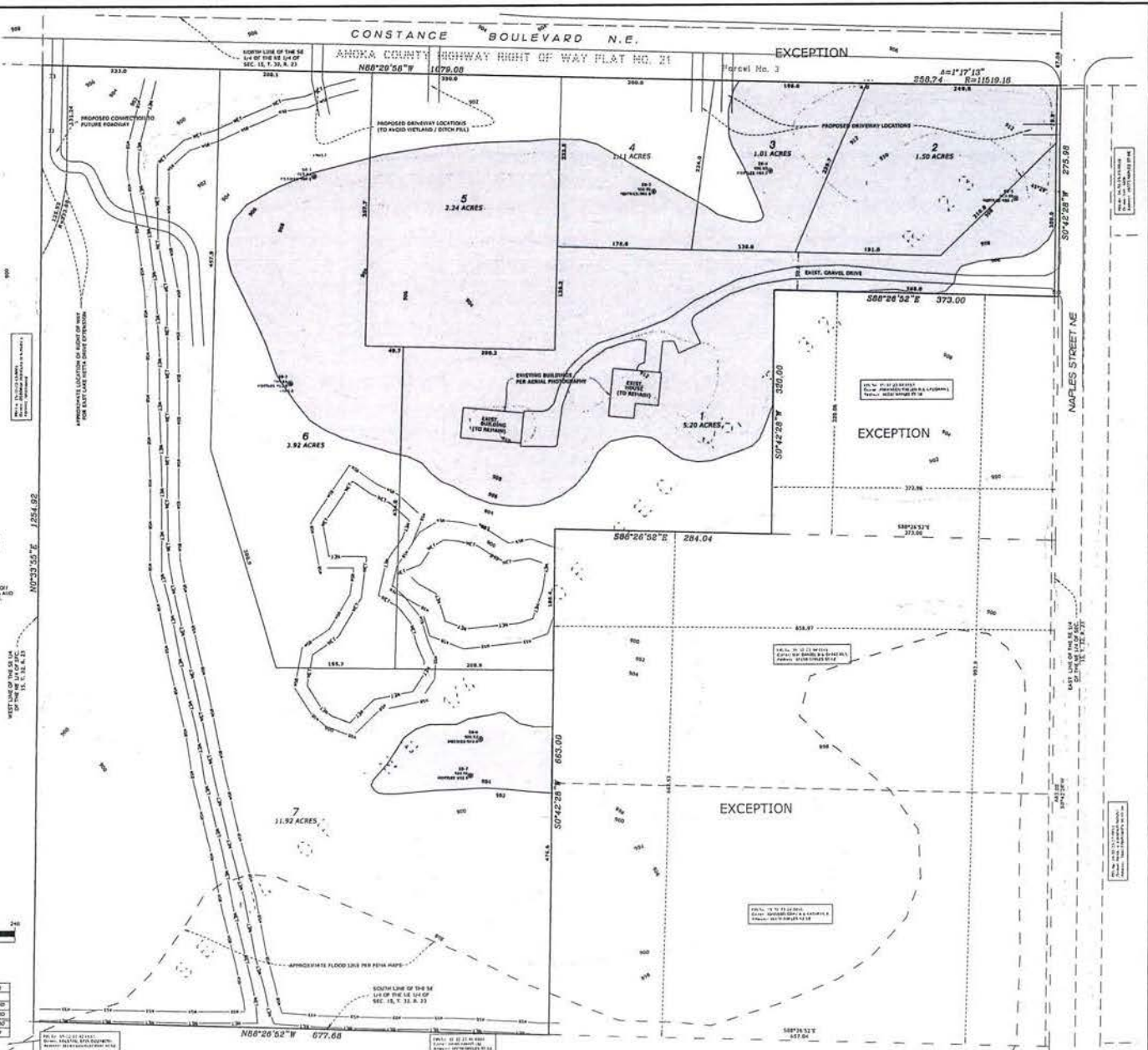
I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JASON E. RUD  
Date: 06/20/2022 License No. 41578

GRAPHIC SCALE



DRAWN BY	REV	DATE	DESCRIPTION	DATE
CEC	001	06/20/22	FIELD CHECK	
1	06/20/22	05/5 REVISED		
2	06/20/22	CITY COMMENTS		
3	06/20/22	CITY COMMENTS		
4				



**E. G. RUD & SONS, INC.**  
Professional Land Surveyors  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
Tel. (651) 361-8200 Fax (651) 361-8701

# CONCEPT PLAN

~of~ TOBY'S TRAILS  
~for~ RICHARD AND DIANE SYLVESTER

## VICINITY MAP

PART OF SEC. 15, TWP. 32, RNG. 23



ANOKA COUNTY, MINNESOTA  
(NO SCALE)

## PROPERTY DESCRIPTION

The Southeast Quarter of the Northeast Quarter of Section 15, Township 32, Range 23, Anoka County, Minnesota.

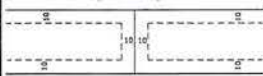
**EXCEPT**  
The East 657.04 feet of the South 663 feet of said Quarter Quarter.

**AND EXCEPT**  
The East 273 feet of the North 320 feet of the South 983 feet of said Quarter Quarter.

**AND EXCEPT**  
Parcel No. 3, Anoka County Highway Right-of-Way Plat No. 21, according to the map or plat thereof on file and of record in the office of the Anoka County Recorder, Anoka County, Minnesota.

## TYPICAL EASEMENTS

(NOT TO SCALE)



BEING 10 FEET IN WIDTH ADJOINING RIGHT OF WAY LINES  
AND 10 FEET IN WIDTH ADJOINING LEFT LINES UNLESS  
OTHERWISE SHOWN.

## NOTES

- Bearings shown are on Anoka County datum.
- Total lot acres include adjoining 33' feet of street per ordinance.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- Wetlands delineated by Jacobson Environmental, PLLC.

Parcel ID: 15-22-23-14-0004  
Owner: Sylvester Trustee, Diane K

## DEVELOPMENT DATA

TOTAL SITE AREA = 25.78+ ACRES  
7 PROPOSED SINGLE FAMILY LOTS  
AVERAGE LOT SIZE = 3.68+ ACRES  
MINIMUM STREET FRONTAGE = 200 FEET  
MINIMUM LOT SIZE = 3.00 ACRES (including 33 feet of adjoining street)  
PROPOSED ZONING = R-1  
BUILDING SETBACKS: FRONT = 30 FEET, SIDE = 10 FEET, REAR = 50 FEET, COUNTY ROAD = 50 FEET

## LEGEND

- DENOTES IRREGULARITIES FOUND AS LABELED
- DENOTES IRREGULARITIES NOT LABELED
- DENOTES SOIL BOUNDING BY TRACKWELL SOIL TESTING
- DENOTES EXISTING CONTIGUOUS
- DENOTES AREA 1' ABOVE FOOTINGS
- DENOTES APPROXIMATE FLOOD PLANE FROM A LINE FROM FEMA FLOOD INSURANCE RATE MAP NO. 59080208E EFFECTIVE DATE DECEMBER 2004

## NORTH

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

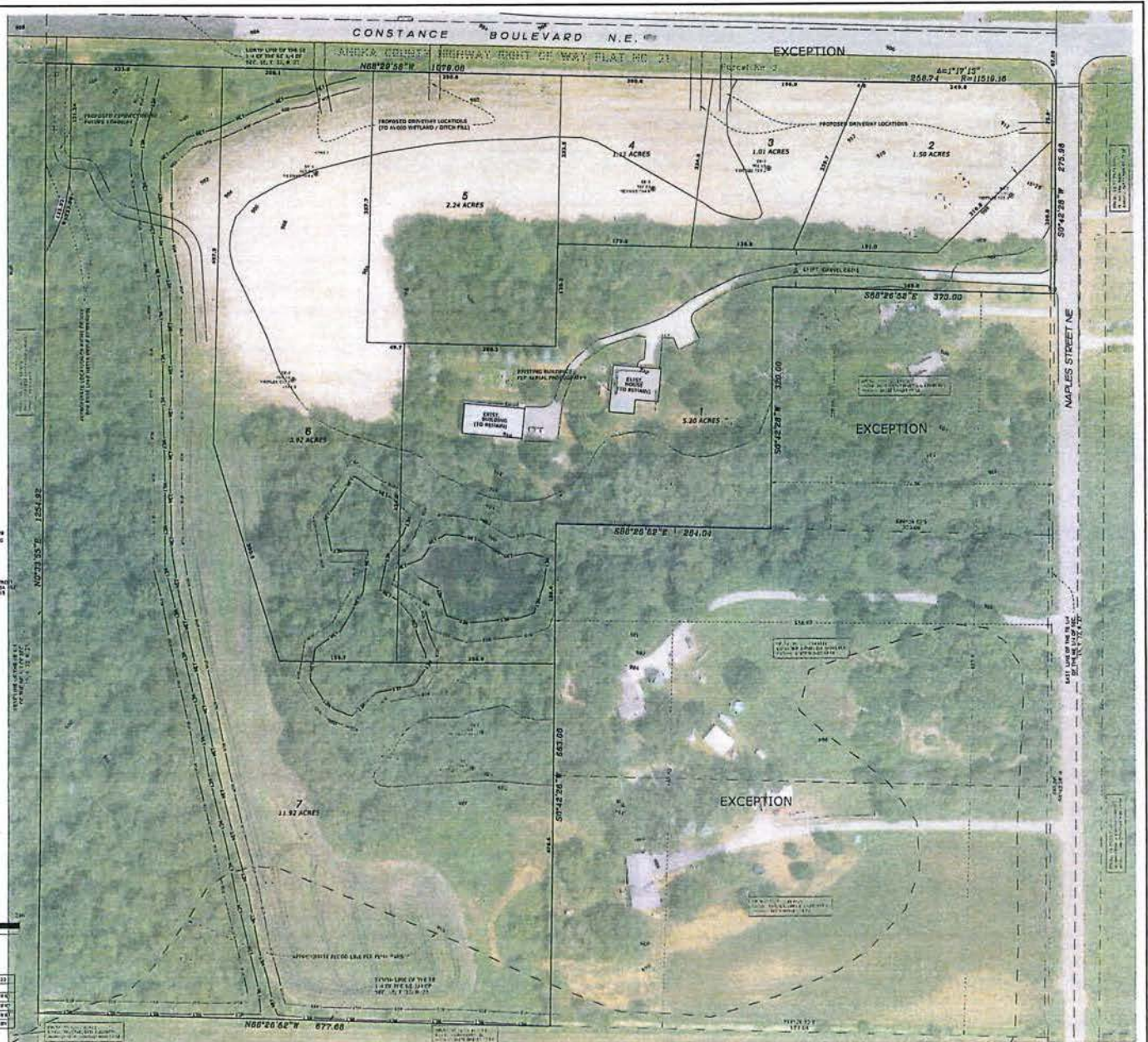
JASON R. RUD  
Date: 06/20/2022 License No. 41578

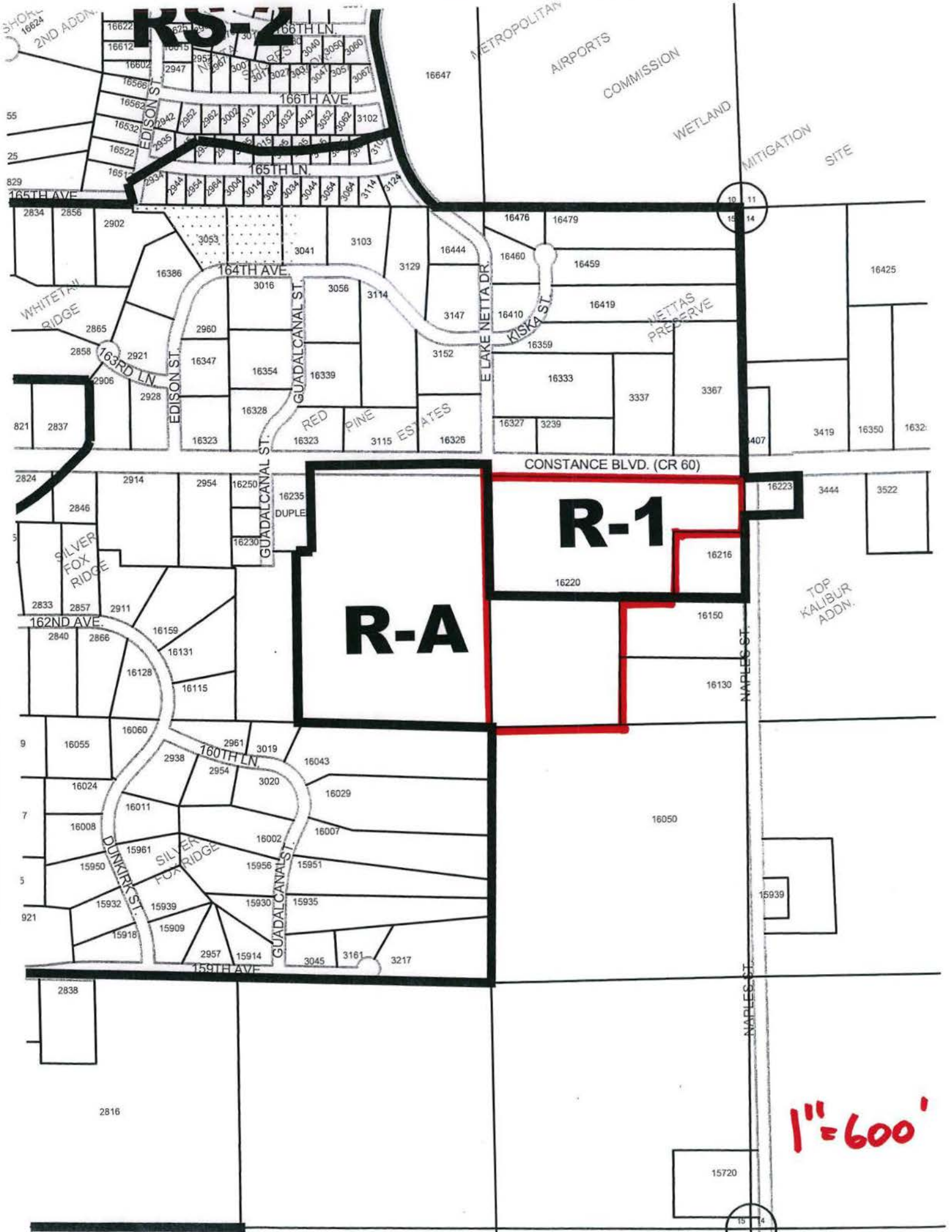
## GRAPHIC SCALE



**E. G. RUD & SONS, INC.**  
Professional Land Surveyors  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
Tel. (651) 361-8200 Fax (651) 361-8701

DESIGN BY: ERD	JOB NO: 21620007	DATE: 06/20/22
CHECK BY: ERD	FIELD CHECK:	
1. 06/20/22	101'S REVISION:	FRG
2. 06/20/22	CITY COMMENTS:	FRG
3. 06/20/22	CITY COMMENTS:	FRG
NO. DATE	DESCRIPTION:	BY





**R-2**

METROPOLITAN AIRPORTS COMMISSION  
WETLAND MITIGATION SITE

WHITETAIL RIDGE

NETTAS PRESERVE

RED PINE ESTATES

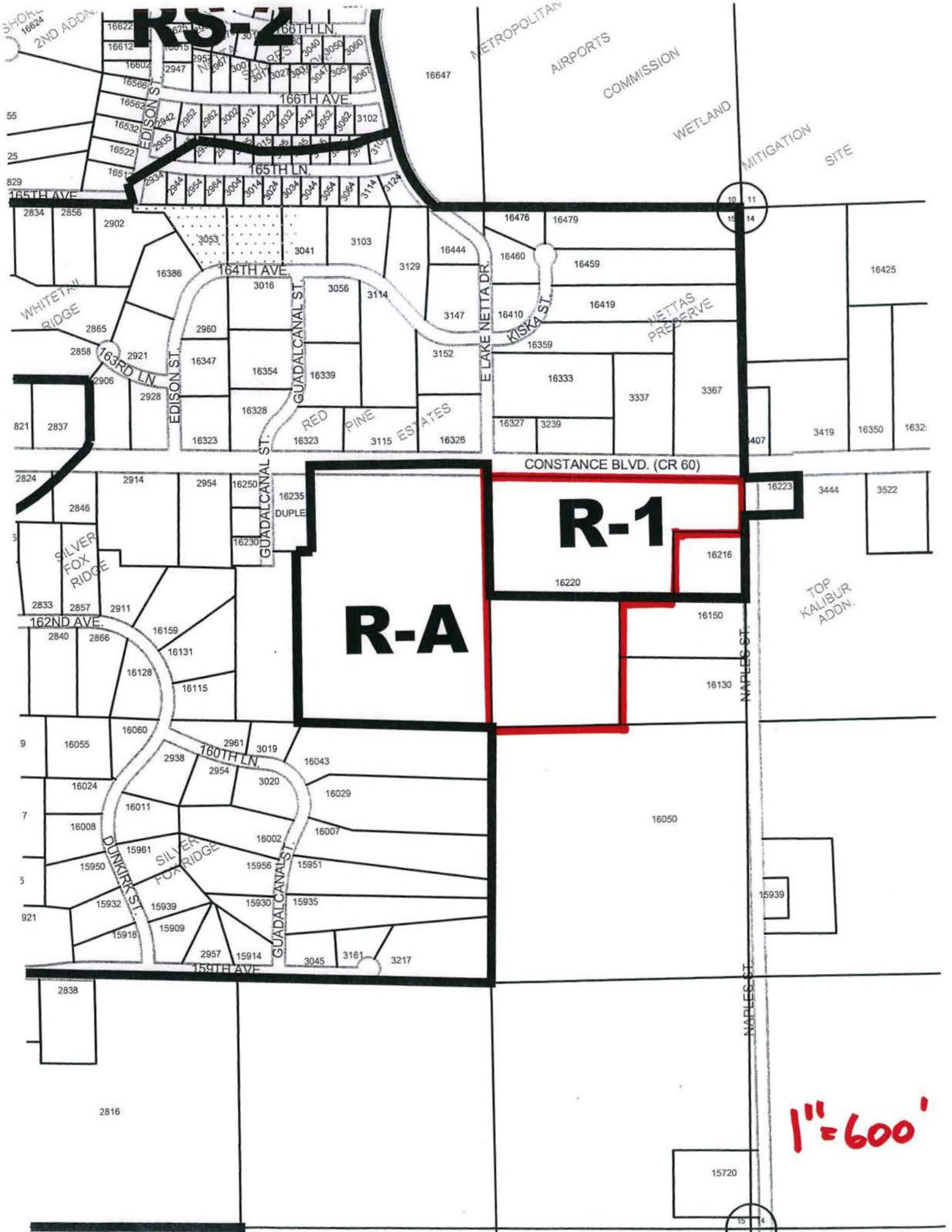
SILVER FOX RIDGE

TOP KALIBUR ADDN.

**R-A**

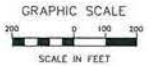
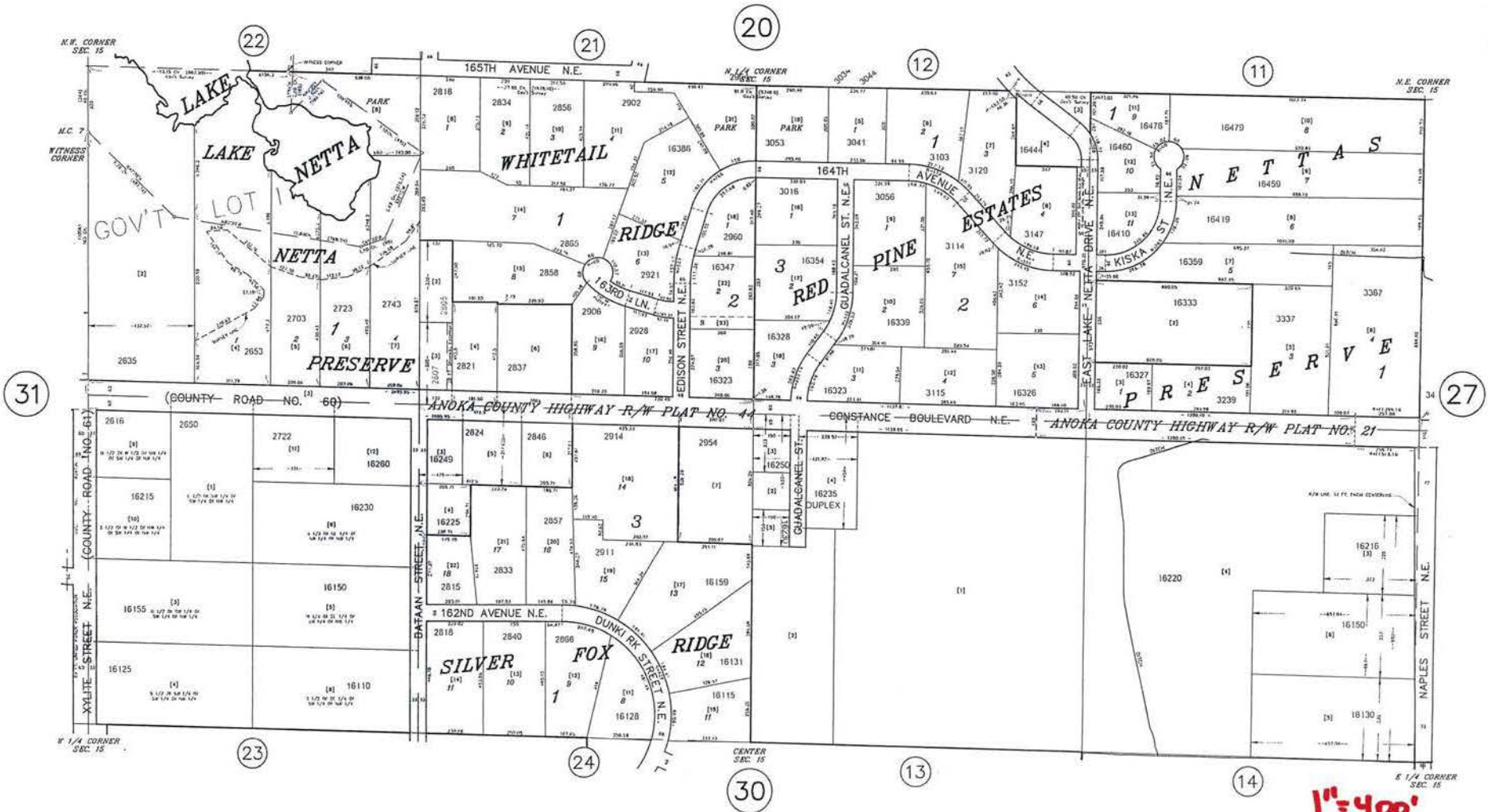
**R-1**

1" = 600'



# N 1/2 SECTION 15, T. 32, R. 23

CITY OF HAM LAKE



ANOKA COUNTY  
SURVEYOR'S OFFICE  
ROOM 224  
2100 3RD AVENUE  
ANOKA, MN 55303  
(763) 754-1700

QUARTER QUARTER INDEX

22	21	12	11
23	24	13	14
32	31	42	41

NORTH HALF OF SECTION

SOUTH HALF

PROPERTY IDENTIFICATION NUMBER

Section	Township	Range	Quarter	Specific Number
XX	XX	XX	XX	XXXX

SPECIFIC PARCEL NUMBERS ARE IN BRACKETS: (1)

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'



2

ESTATES


NETTAS PRESERVE

B1

B1

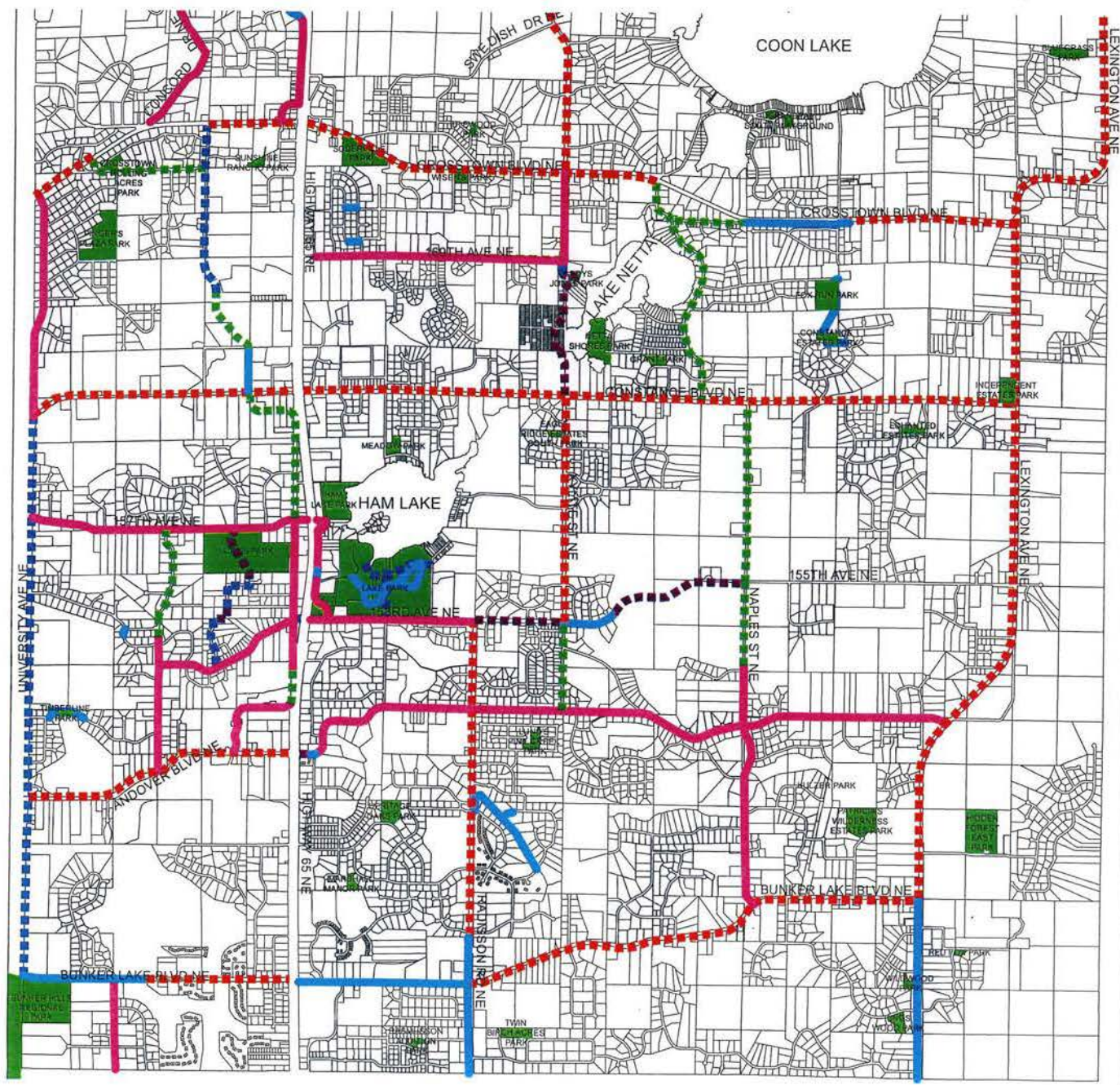
TOP KALIBU ADD

1" = 300'



**HAM LAKE,  
MINNESOTA**

**PROPOSED MUNICIPAL  
BIKE TRAIL SYSTEM**



**LEGEND**

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



MAP DATE: 4/17/2022

**9-370.1 Size Limitations** An *Accessory Building* shall be no more than one story in height, and the following size limitations shall apply to *Accessory Buildings*:

Lot size	Maximum Accessory Building Size*	
	Front Yard Setback**	Side or Rear Yard Setback***
One acre or less	676 sq. ft.	1000 sq. ft.
1+ acre to 2.5 acres****	720 sq. ft.	1500 sq. ft.
2.5+ acres to 5 acres	800 sq. ft.	2400 sq. ft. <u>unless approved by City Council</u>
5+ acres to 10 acres	1200 sq. ft.	3000 sq. ft. <u>unless approved by City Council</u>
10+ acres	5000 sq. ft. unless approved by City Council	

\* Sizes shown are the maximum allowable square feet at foundation level.

\*\* The "Front Yard Setback" is the area between the front of the dwelling unit (primary residential structure) and the street right of way. For all lot sizes, *Accessory Buildings* constructed in this area must also be constructed with the building materials outlined below and be architecturally compatible with the dwelling unit

\*\*\* The "Side or Rear Yard Setback" is the area that lies away from the road right of way and behind the front yard setback.

\*\*\*\* For lots greater than one acre and up to 2.5 acres, the size limits shown may be combined to allow one *Accessory Building* in the Side or Rear Yard Setback up to 2250 square feet, and with no additional *Accessory Building* existing or allowed in the Front Yard Setback.

**9-370.2 Building Materials** For lots which are 5 acres or less in size, the outside surface materials of all *Accessory Buildings* shall, as closely as practical, match the color, texture and style of the like surfaces on the dwelling unit. For lots which are more than 5 acres in size, all *Accessory Buildings* in the Front Yard Setback shall match the dwelling unit as outlined above. Pole-type construction shall be permitted only on lots exceeding 5 acres and only in the Side or Rear Yard Setback.

**9-370.3 Height Restriction** For lots which are less than 5 acres in size, the maximum height of an *Accessory Building* shall be equal to the height of the *dwelling unit*, or 25 feet, whichever is less.

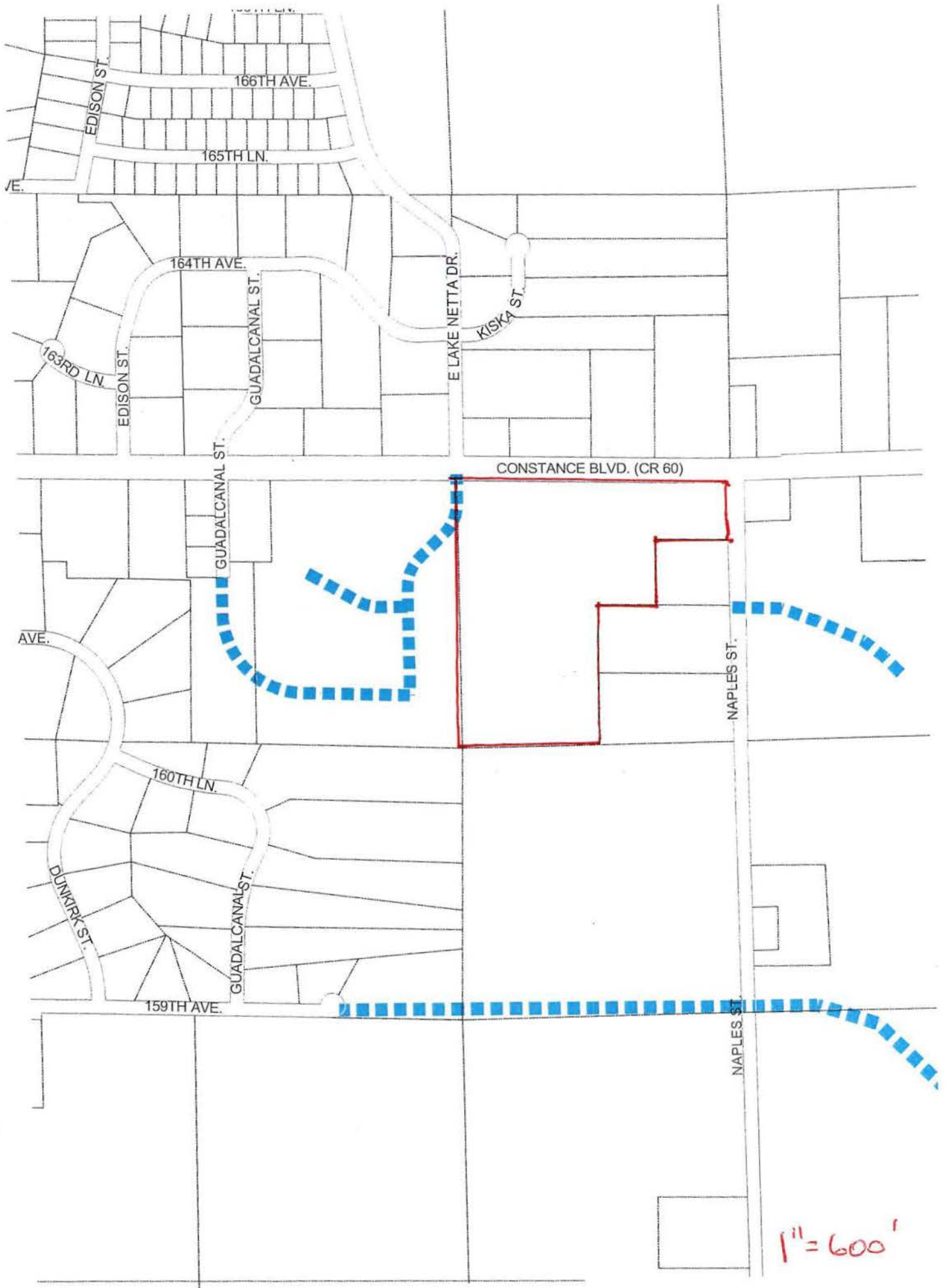
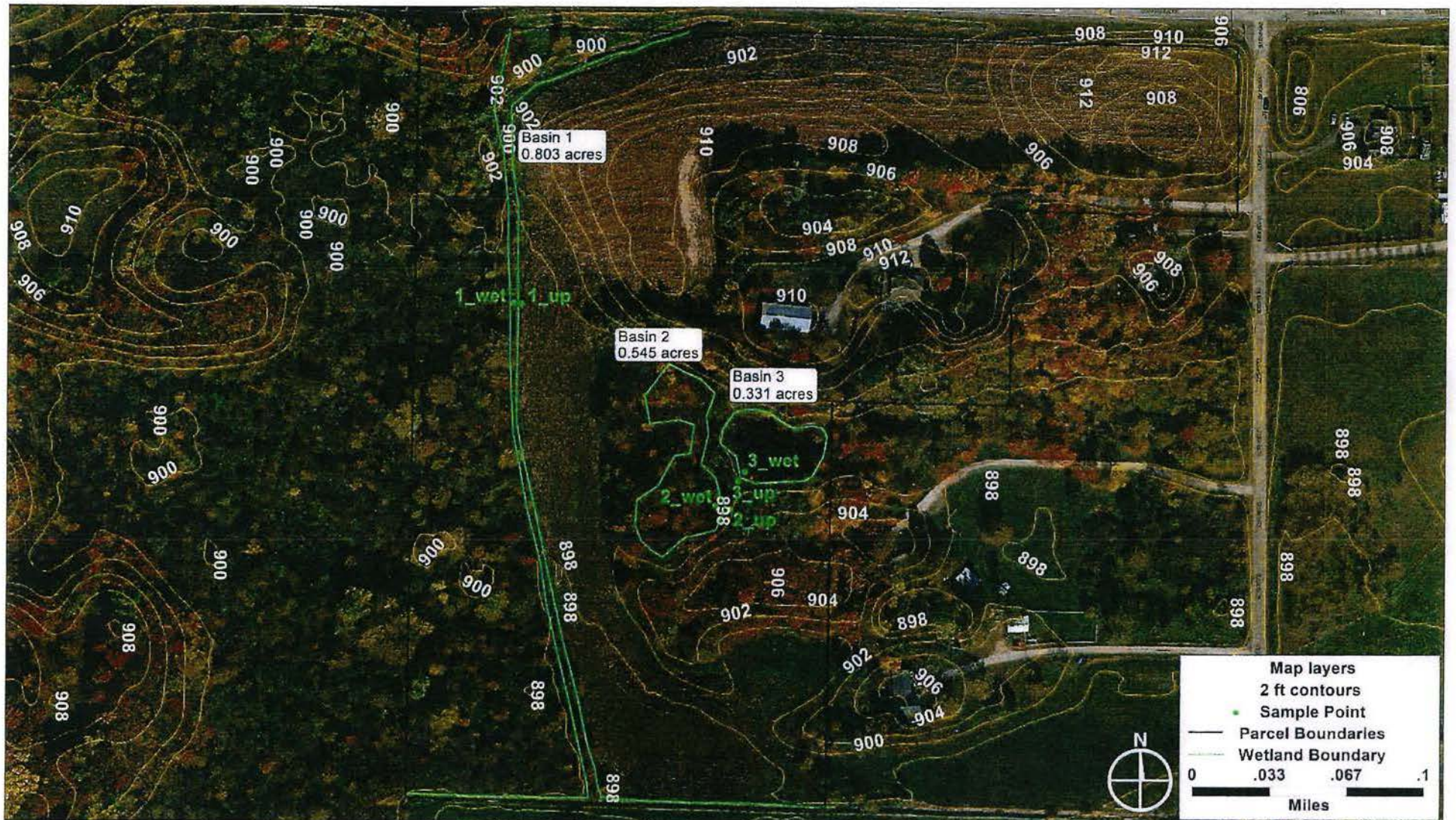
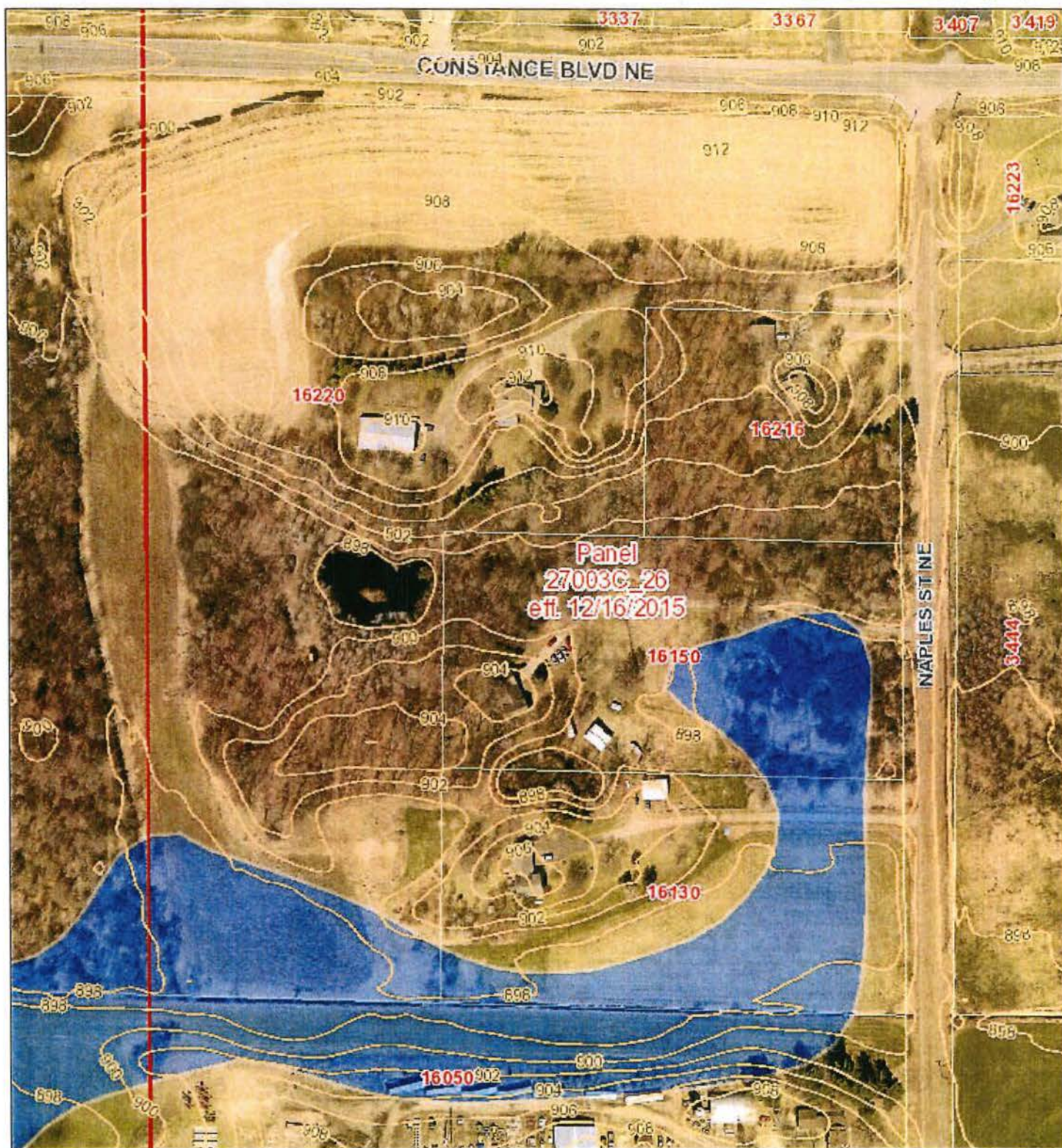




Figure 5 Delineation Map





**Legend**

	FIRM Panels		Zone A
	Base Flood Elevation		Zone AE
	Cross Sections		Zone AE Floodway

7/6/2022, 8:55:51 AM 0 0.025 0.05 0.1 mi



**DISCLAIMER** - The FEMA base flood elevations are used to determine flood insurance rates and whether flood insurance is mandatory. Please note: (1) The city (or township) and watershed district regulations require minimum floor elevations higher than the FEMA base flood elevations (BFEs). Check with your city (or township) on those requirements for any additions or new construction. (2) Areas OUTSIDE of the FEMA mapped zones still have flooding risk. Floods higher than base flood elevations can occur and have occurred all over Minnesota. Those with low floors below or near the base flood elevations are especially encouraged to consider purchasing a Preferred Risk Policy, which is a discounted flood insurance option for those "outside" of the FEMA flood zones. (3) Areas OUTSIDE of the FEMA mapped zones are still subject to city (or township) and watershed district regulation of minimum elevations.

Aerials Flown: Fall 2017  
 Vertical Datum for Contours: NAVD88  
 Contours Source: Minnesota Department of Natural Resources  
 The information on this map was compiled from public data sources. Anoka County cannot accept any responsibility for errors, omissions, or positional accuracy. There are no warranties, expressed or implied, including the warranty of merchantability or fitness for a particular purpose, accompanying this product.

Created by: