

# 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, AUGUST 1, 2022

- 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 July 18, 2022
- 4.2 Approval of claims
- 4.3 Approval of a Temporary One-Day Liquor License for the Ham Lake Lion's (non-profit) at Fitaholic Fitness, 13352 Aberdeen Street NE on September 10, 2022
- 4.4 Approval of a Resolution offering support to Anoka County to expand Broadband Services in the City of Ham Lake
- 4.5 Approval of a Resolution for the American Rescue Plan Act (ARPA) Funding for North Metro Telecommunications Commission (NMTV)
- 4.6 Approval of the resignation of Building Inspector Thomas Knight
- 4.7 Approval of the updated Emergency Operations Plan (EOP) for the City of Ham Lake

### **5.0 PLANNING COMMISSION RECOMMENDATIONS**

- 5.1 Kris Daniels, Happy Beans, LLC, requesting Commercial Site Plan approval to construct Scooter's Coffee, a 664 square foot drive-thru retail coffee shop at 16310 Highway 65 NE

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

#### **7.0 APPEARANCES**

- 7.1 Andrea Murff, Finance Director, 2<sup>nd</sup> Quarter Financial Report

#### **8.0 CITY ATTORNEY**

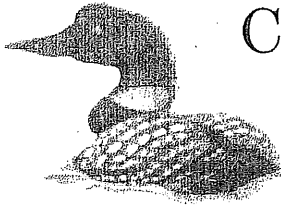
#### **9.0 CITY ENGINEER**

- 9.1 Consideration of approving a Resolution accepting the low bid for the reconstruction of the streets within Creek Valley

#### **10.0 CITY ADMINISTRATOR**

#### **11.0 COUNCIL BUSINESS**

- 11.1 Committee Reports
- 11.2 Announcements and future agenda items



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## CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, JULY 18, 2022

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, July 18, 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 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

Kathy Johnson, 16130 Naples Street NE, Ham Lake, stated that she has lived in Ham Lake for 33 years. Ms. Johnson stated that she is very concerned with the Anoka Hennepin School District Discipline Policy. Ms. Johnson stated that her child was beaten in a classroom by 3 boys while another boy was videotaping the assault. After the teacher and another boy in the classroom tried to pull them off, they ran down the hall, past the office, out the door and got into a running car waiting for them. She brought her son to the hospital to get checked out as he had many bumps and bruises on his head, back, arms and face. Ms. Johnson is asking the City Council to help stop violence in our schools and make children accountable. Mayor Kirkham suggested that Ms. Johnson contact School Board Member, Matt Audette.

Jeffrey Holec, 13814 Terrace Road NE, Ham Lake, stated that CoPart at 329 Bunker Lake Boulevard NE is his neighbor. Mr. Holec stated that screening has been replaced at CoPart, however the screening has been removed from two sides of the property. Mr. Holec displayed photos for the Council. Mr. Holec stated that he is concerned that this will decrease his property value. Mr. Holec stated he needs to have the screening put back up. The City Council asked that Building Official, Mark Jones, look at this.

### 3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

#### 3.1 Commander Paul Lenzmeier, Anoka County Sheriff's Monthly Report

Commander Lenzmeier gave a summary of the Sheriff's Report for the month of June 2022.

### 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 in the amount of \$892,888.02

- 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 Resolution No. 22-24 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

**Motion by Wilken, seconded by Parranto, to approve the July 18, 2022 Consent Agenda as written. All in favor, motion carried.**

## **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

**Motion by Parranto, seconded by Doyle, to concur with the Planning Commission and approve the Sketch Plan of Toby's Trails 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 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 - None**

**1.2 Announcements and future agenda items - None**

**Motion by Kirkeide, seconded by Wilken, to adjourn the meeting at 6:20 p.m. All in favor, motion carried.**

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Dawnette Shimek, Deputy City Clerk

**CITY OF HAM LAKE**  
**CLAIMS SUBMITTED TO COUNCIL**  
**August 1, 2022**

**CITY OF HAM LAKE**

<b>EFTS, CHECKS, AND BANK DRAFTS</b>		<b>07/19/22 - 08/01/22</b>	
<b>EFT</b>	<b># 1694 - 1702</b>		\$ 48,541.14
<b>REFUND CHECKS</b>	<b># 64180 - 64186, #64188 - 64190</b>		\$ 62,686.94
<b>CHECKS</b>	<b># 64191 - 64220</b>		\$ 123,899.25
<b>BANK DRAFTS</b>	<b>DFT0002400 - DFT0002403</b>		\$ 27,396.39
<b>TOTAL EFTS, CHECKS, AND BANK DRAFTS</b>			<u>\$ 262,523.72</u>
<b>PAYROLL CHECKS</b>			
<b>07/29/22</b>			\$ 50,506.03
<b>CK# 64187</b>			\$ 754.19
<b>TOTAL PAYROLL CHECKS</b>			<u>\$ 51,260.22</u>
<b>TOTAL OF ALL PAYMENTS</b>			<u><u>\$ 313,783.94</u></u>
<b>VOID CHECKS</b>			
<b>CHECKS</b>			\$ -
<b>EFT</b>			
<b>BANK DRAFTS</b>			

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 1ST DAY OF AUGUST 2022

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER





Packet: ARPKT00483 - 7/22/22 TRUST REFUNDS

## Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00129	CUSTOM TITLE SERVICES LLC	7/22/2022	64180	2,500.00
00187	RIVER WEST HOMES INC	7/22/2022	64181	2,500.00
00193	LANG BUILDERS	7/22/2022	64182	5,100.00
00227	LANG BUILDERS	7/22/2022	64183	5,100.00
00248	SHARPER HOMES	7/22/2022	64184	2,500.00
00263	KELLY KOHNEN	7/22/2022	64185	150.00
Total Refund Amount:				17,850.00

## Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	17,850.00
Revenue Totals:	17,850.00

## General Ledger Distribution

Posting Date: 07/22/2022

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 890 - TRUST FUND</b>			
890-10101	Cash-claim on pooled cash	-17,850.00	Yes
890-11501	Misc receivables	17,850.00	
<b>890 Total:</b>		<b>0.00</b>	
<b>Fund: 999 - POOLED CASH</b>			
999-10100	Pooled Cash	-17,850.00	
999-20702	Due to other funds	17,850.00	Yes
<b>999 Total:</b>		<b>0.00</b>	
<b>Distribution Total:</b>		<b>0.00</b>	



Packet: ARPKT00485 - 7/22/22 TRUST REFUNDS #2

## Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00142	HIDDEN FOREST NORTH PROPERTIES LLC	7/22/2022	64186	32,136.94
			Total Refund Amount:	32,136.94

## Revenue Totals

Revenue Code	Total Distribution
TR- PERF BOND - PERFORMANCE BOND DEPOSIT	32,100.00
TR - PERF INT - PERFORMANCE BOND INTEREST	36.94
<b>Revenue Totals:</b>	<b>32,136.94</b>

## General Ledger Distribution

Posting Date: 07/22/2022

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 890 - TRUST FUND</b>			
890-10101	Cash-claim on pooled cash	-32,136.94	Yes
890-22804	Performance bonds	32,136.94	
	<b>890 Total:</b>	<b>0.00</b>	
<b>Fund: 999 - POOLED CASH</b>			
999-10100	Pooled Cash	-32,136.94	
999-20702	Due to other funds	32,136.94	Yes
	<b>999 Total:</b>	<b>0.00</b>	
	<b>Distribution Total:</b>	<b>0.00</b>	



Packet: ARPKT00489 - 7/27/22 TRUST REFUNDS

## Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00136	PARENT BUILDERS	7/27/2022	64188	2,500.00
00151	DANE ALLEN HOMES	7/27/2022	64189	5,100.00
00212	WONDERFUL HOME BUILDERS	7/27/2022	64190	5,100.00
			<b>Total Refund Amount:</b>	<b>12,700.00</b>

## Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	12,700.00
<b>Revenue Totals:</b>	<b>12,700.00</b>

## General Ledger Distribution

Posting Date: 07/27/2022

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 890 - TRUST FUND</b>			
890-10101	Cash-claim on pooled cash	-12,700.00	Yes
890-11501	Misc receivables	12,700.00	
	<b>890 Total:</b>	<b>0.00</b>	
<b>Fund: 999 - POOLED CASH</b>			
999-10100	Pooled Cash	-12,700.00	
999-20702	Due to other funds	12,700.00	Yes
	<b>999 Total:</b>	<b>0.00</b>	
	<b>Distribution Total:</b>	<b>0.00</b>	



Payment Dates 7/19/2022 - 8/1/2022

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1694	ARAMARK UNIFORM & CAREE	LOSS CHARGE - CS	Clothing & personal protectiv	100-43101-2210	40.37
1694	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	74.57
1694	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1694	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	25.65
1694	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	74.57
1694	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1694	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	25.65
1694	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	74.57
1694	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1694	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	25.65
1694	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	74.57
1694	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1694	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	25.65
1695	CMT JANITORIAL SERVICES	SHERIFF'S OFFICE CLEANING	Cleaning service	100-41702-3430	130.00
1695	CMT JANITORIAL SERVICES	CITY HALL CLEANING	Cleaning service	100-41702-3430	520.00
1695	CMT JANITORIAL SERVICES	FIRE #1 CLEANING	Cleaning service	100-42202-3430	136.00
1695	CMT JANITORIAL SERVICES	FIRE #2 CLEANING	Cleaning service	100-42202-3430	128.00
1695	CMT JANITORIAL SERVICES	PW CLEANING	Cleaning service	100-43104-3430	125.00
1695	CMT JANITORIAL SERVICES	SR CENTER CLEANING	Cleaning service	100-44202-3430	254.00
1696	DELTA DENTAL PLAN OF MINN	AUGUST DK COBRA	COBRA receivable	100-11502	42.00
1696	DELTA DENTAL PLAN OF MINN	AUGUST DENTAL	Flexible spending	100-21705	970.30
1697	KILLMER ELECTRIC CO INC	CROSTOWN & 65 SIGNAL RE	Equipment repair & maintena	100-43401-3440	269.00
1697	KILLMER ELECTRIC CO INC	BUNKER & 65 SIGNAL REPAIR	Equipment repair & maintena	100-43401-3440	259.00
1698	O'REILLY AUTOMOTIVE STORE	TRAILER LIGHT	Operating supplies	100-43101-2290	23.19
1698	O'REILLY AUTOMOTIVE STORE	ABORBENT	Operating supplies	100-42201-2290	219.80
1698	O'REILLY AUTOMOTIVE STORE	#97 HEATER HOSES	Vehicle parts & supplies	100-43101-2340	109.40
1698	O'REILLY AUTOMOTIVE STORE	#97 HEATER & COOLANT HOS	Vehicle parts & supplies	100-43101-2340	53.15
1699	QUADIEN FINANCE USA INC	POSTAGE	Postage	100-41701-2120	500.00
1700	RFC ENGINEERING, INC.	ABERDEEN, 144TH - 145TH	Engineering	431-43301-3135	55.42
1700	RFC ENGINEERING, INC.	155TH, NAPLES - LEXINGTON	Engineering	431-43301-3135	112.32
1700	RFC ENGINEERING, INC.	TWIN BIRCH ACRES	Engineering	431-43301-3135	4,197.10
1700	RFC ENGINEERING, INC.	LUND'S LAKEVIEW FOREST	Engineering	431-43301-3135	915.12
1700	RFC ENGINEERING, INC.	MEADOW PARK RECONSTRUC	Engineering	431-43301-3135	3,935.15
1700	RFC ENGINEERING, INC.	CREEK VALLEY RECONSTRUCTI	Engineering	431-43301-3135	7,764.05
1700	RFC ENGINEERING, INC.	POLK STREET	Engineering	431-43301-3135	1,962.62
1700	RFC ENGINEERING, INC.	TIPPECANOE STREET	Engineering	431-43301-3135	1,934.61
1700	RFC ENGINEERING, INC.	CROSTOWN BUSINESS PARK	Capital assets	262-46101-5110	41.57
1700	RFC ENGINEERING, INC.	COUNCIL MEETINGS	Engineering	100-41101-3135	110.84
1700	RFC ENGINEERING, INC.	SCHAHN CONCRETE	Engineering	100-41101-3135	13.86
1700	RFC ENGINEERING, INC.	ANOKA COUNTY GIS EXPORT	Engineering	100-41101-3135	12.69
1700	RFC ENGINEERING, INC.	BASE MAP	Engineering	100-41101-3135	69.28
1700	RFC ENGINEERING, INC.	L16 B1 HIDDEN FOREST EAST	Engineering	100-41101-3135	55.42
1700	RFC ENGINEERING, INC.	AVAILABLE RESIDENTIAL LOTS	Engineering	100-41101-3135	1,161.54
1700	RFC ENGINEERING, INC.	CITY CODE UPDATE	Engineering	100-41101-3135	2,310.27
1700	RFC ENGINEERING, INC.	ROAD COMMITTEE MEETING	Engineering	100-41101-3135	207.84
1700	RFC ENGINEERING, INC.	PLANNING/POTENTIAL DEVEL	Engineering	100-41601-3135	191.64
1700	RFC ENGINEERING, INC.	SPIRIT OF CHRIST CHURCH PA	Engineering	100-41601-3135	41.57
1700	RFC ENGINEERING, INC.	PLANNING COMMISISON MEE	Engineering	100-41601-3135	69.28
1700	RFC ENGINEERING, INC.	ZONING MAP	Engineering	100-41601-3135	329.86
1700	RFC ENGINEERING, INC.	TRACT D RLS9 BUILDING PER	Engineering	100-42401-3135	89.98
1700	RFC ENGINEERING, INC.	L1 B2 ENTERPRISE PLAZA 2ND	Engineering	100-42401-3135	13.86
1700	RFC ENGINEERING, INC.	HAM LAKE BUILDING PERMIT	Engineering	100-42401-3135	207.85
1700	RFC ENGINEERING, INC.	PUBLIC WORKS MAP	Engineering	100-43101-3135	13.86
1700	RFC ENGINEERING, INC.	PUBLIC WORKS TRAFFIC SIGN	Engineering	100-43101-3135	55.42

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1700	RFC ENGINEERING, INC.	5-YEAR PLAN	Engineering	100-43101-3135	401.82
1700	RFC ENGINEERING, INC.	THOROUGHFARE PLAN	Engineering	100-43101-3135	166.26
1700	RFC ENGINEERING, INC.	COON LAKE CHANNEL DREDG	Engineering	100-43101-3135	69.28
1700	RFC ENGINEERING, INC.	DRAINAGE ISSUE SOUTH SEC	Engineering	100-43103-3135	380.61
1700	RFC ENGINEERING, INC.	CCWD RULES AMENDMENTS	Engineering	100-43201-3135	1,316.97
1700	RFC ENGINEERING, INC.	NPDES	Engineering	230-43201-3135	512.68
1700	RFC ENGINEERING, INC.	2024 TH 65 MILL & OVERLAY	Engineering	431-43301-3135	429.53
1700	RFC ENGINEERING, INC.	MILLINGS SURFACE STREETS	Engineering	431-43301-3135	421.39
1700	RFC ENGINEERING, INC.	2022 TREE CLEARING PROJEC	Engineering	431-43301-3135	14.98
1700	RFC ENGINEERING, INC.	2022 REHAB	Engineering	431-43301-3135	1,470.53
1700	RFC ENGINEERING, INC.	MNDOT MASTER PARTNERSHI	Engineering	431-43301-3135	69.28
1700	RFC ENGINEERING, INC.	BUNKER, JEFFERSON - 65	Engineering	431-43301-3135	13.86
1700	RFC ENGINEERING, INC.	181ST, CONCORD - 65	Engineering	431-43301-3135	554.24
1700	RFC ENGINEERING, INC.	HIDDEN FOREST EAST 2ND	Engineering	890-90001-3135	13.86
1700	RFC ENGINEERING, INC.	CATCHERS CREEK	Engineering	890-90001-3135	213.79
1700	RFC ENGINEERING, INC.	ENTSMINGER FARMS	Engineering	890-90001-3135	13.86
1700	RFC ENGINEERING, INC.	LIVE WIRE - LABELS	Engineering	890-90001-3135	25.00
1700	RFC ENGINEERING, INC.	MAGERS MEADOWS LABELS	Engineering	890-90001-3135	25.00
1700	RFC ENGINEERING, INC.	STORAGE WORLD	Engineering	890-90001-3135	41.57
1700	RFC ENGINEERING, INC.	CREEKSIDE FARMS	Engineering	890-90001-3135	1,595.63
1700	RFC ENGINEERING, INC.	LIVE WIRE	Engineering	890-90001-3135	1,384.43
1700	RFC ENGINEERING, INC.	HARMONY ESTATES	Engineering	890-90001-3135	55.42
1700	RFC ENGINEERING, INC.	MAGERS MEADOWS	Engineering	890-90001-3135	1,321.65
1700	RFC ENGINEERING, INC.	EVERGREEN ESTATES	Engineering	890-90001-3135	961.47
1700	RFC ENGINEERING, INC.	HOLIDAY SKETCH	Engineering	890-90001-3135	907.19
1700	RFC ENGINEERING, INC.	SCOOTER'S COFFEE	Engineering	890-90001-3135	290.98
1700	RFC ENGINEERING, INC.	CONSTANCE BLVD TERRACE	Engineering	890-90001-3135	276.95
1700	RFC ENGINEERING, INC.	RADISSON SUNSET ESTATES	Engineering	890-90001-3135	254.60
1700	RFC ENGINEERING, INC.	GROUP PERMIT BILLING	Engineering	100-43501-3135	3,560.89
1700	RFC ENGINEERING, INC.	TWIN BIRCH ACRES ROW2020	Engineering	431-43301-3135	66.28
1700	RFC ENGINEERING, INC.	TWIN BIRCH ACRES ROW2020	Engineering	431-43301-3135	73.76
1700	RFC ENGINEERING, INC.	181ST, CONCORD - 65 ROW2	Engineering	431-43301-3135	96.99
1700	RFC ENGINEERING, INC.	MSA GROUP BILLING	Engineering	431-43301-3135	69.28
1702	WRUCK SEWER & PORTABLE	SODERVILLE PARK TOILET REN	Rentals-other	100-44101-3390	54.00
1702	WRUCK SEWER & PORTABLE	LUND'S PINE CREEK	Rentals-other	100-44101-3390	45.50
1702	WRUCK SEWER & PORTABLE	BLUEGRASS ESTATES TOILET R	Rentals-other	100-44101-3390	45.50
1702	WRUCK SEWER & PORTABLE	CONSTANCE ESTATES PARK TO	Rentals-other	100-44101-3390	45.50
1702	WRUCK SEWER & PORTABLE	LARSON'S HERITAGE OAKS TOI	Rentals-other	100-44101-3390	45.50
1702	WRUCK SEWER & PORTABLE	HAM LAKE BALL FIELD TOILET	Rentals-other	100-44101-3390	39.50
1702	WRUCK SEWER & PORTABLE	HAM LAKE BOAT LANDING TO	Rentals-other	100-44101-3390	79.00
1702	WRUCK SEWER & PORTABLE	PINGER'S PARK TOILET RENTA	Rentals-other	100-44101-3390	22.75
1702	WRUCK SEWER & PORTABLE	PATRICIA'S WILDERNESS TOILE	Rentals-other	100-44101-3390	22.75
1702	WRUCK SEWER & PORTABLE	TWIN BIRCH PARK TOILET REN	Rentals-other	100-44101-3390	22.75
1702	WRUCK SEWER & PORTABLE	WISEN'S PARK TOILET RENTAL	Rentals-other	100-44101-3390	22.75
1702	WRUCK SEWER & PORTABLE	TENNIS COURT TOILET RENTA	Rentals-other	100-44101-3390	108.00
1702	WRUCK SEWER & PORTABLE	LION'S PARK TOILET RENTALS	Rentals-other	100-44101-3390	158.00
1702	WRUCK SEWER & PORTABLE	LION'S PARK PLAYGROUND TO	Rentals-other	100-44101-3390	79.00
1702	WRUCK SEWER & PORTABLE	LION'S PARK TOILET RENTALS	Reimbursable expense	100-48101-4150	158.00
1702	WRUCK SEWER & PORTABLE	WISEN'S PARK TOILET RENTAL	Reimbursable expense	100-48101-4150	22.75
1702	WRUCK SEWER & PORTABLE	TWIN BIRCH PARK TOILET REN	Reimbursable expense	100-48101-4150	22.75
1702	WRUCK SEWER & PORTABLE	PATRICIA'S WILDERNESS TOILE	Reimbursable expense	100-48101-4150	22.75
1702	WRUCK SEWER & PORTABLE	PINGER'S PARK TOILET RENTA	Reimbursable expense	100-48101-4150	22.75
1702	WRUCK SEWER & PORTABLE	SODERVILLE PARK TOILET REN	Reimbursable expense	100-48101-4150	54.00
1702	WRUCK SEWER & PORTABLE	HAM LAKE BALL FIELD TOILET	Reimbursable expense	100-48101-4150	39.50
1702	WRUCK SEWER & PORTABLE	JUNE LION'S PARK BALANCE	Rentals-other	100-44101-3390	118.50
1702	WRUCK SEWER & PORTABLE	JUNE LION'S PARK BALANCE	Reimbursable expense	100-48101-4150	118.50
64191	AKER DOOR SALES INC	GARAGE DOOR SPRING REPAI	Building repair & maintenanc	100-43104-3420	4,991.00
64192	ANOKA COUNTY TREASURY D	AUGUST BROADBAND FIRE #2	Internet & website	100-41301-3220	75.00
64192	ANOKA COUNTY TREASURY D	AUGUST BROADBAND	Internet & website	100-41301-3220	37.50
64193	CENTERPOINT ENERGY	CITY HALL	Natural gas	100-41702-3620	117.26

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
64193	CENTERPOINT ENERGY	FIRE #2	Natural gas	100-42202-3620	74.58
64193	CENTERPOINT ENERGY	FIRE #1	Natural gas	100-42202-3620	40.12
64193	CENTERPOINT ENERGY	PW	Natural gas	100-43104-3620	133.39
64193	CENTERPOINT ENERGY	H.L. PARK BUILDING	Natural gas	100-44102-3620	233.97
64193	CENTERPOINT ENERGY	H.L. PARK PAVILION	Natural gas	100-44102-3620	34.63
64193	CENTERPOINT ENERGY	SR CENTER	Natural gas	100-44202-3620	63.14
64194	CENTRAL WOOD PRODUCTS I	STORM CLEAN UP	Operating supplies	100-43101-2290	75.00
64194	CENTRAL WOOD PRODUCTS I	TREE CLEAN UP	Operating supplies	100-43101-2290	75.00
64195	CITY OF ANDOVER	UNIVERSITY DUST CONTROL	Blacktop maintenance	100-43101-3410	960.70
64196	CONNEXUS ENERGY	JUNE HL WELL	Electricity	100-44101-3610	261.23
64197	DEHN OIL CO	209 GAL. GASOLINE	Fuel	100-43101-2230	832.87
64197	DEHN OIL CO	325 GAL DIESEL	Fuel	100-43101-2230	1,589.25
64197	DEHN OIL CO	270 GAL GASOLINE	Fuel	100-43101-2230	1,048.95
64197	DEHN OIL CO	300 GAL DIESEL	Fuel	100-43101-2230	1,413.00
64198	EMERGENCY AUTOMOTIVE TE	#70 LIGHTS	Vehicle parts & supplies	100-43101-2340	289.99
64199	ERIK HLIVKA	SAFETY BOOTS	Clothing & personal protectiv	100-43101-2210	150.00
64200	FIRE SAFETY USA INC	CLASS A FOAM	Operating supplies	100-42201-2290	471.80
64200	FIRE SAFETY USA INC	R2 COMPRESSOR OIL LEAK	Fire apparatus repair & maint	100-42201-3450	465.00
64201	FIRST ADVANTAGE LNS OCC H	DRUG TESTING	Personnel testing & recruitme	100-43101-3150	66.72
64201	FIRST ADVANTAGE LNS OCC H	ANNUAL ENROLLMENT - AC	Personnel testing & recruitme	100-44101-3150	35.30
64202	FLEETPRIDE	FIRE EXTINGUISHERS	Operating supplies	100-43101-2290	111.92
64202	FLEETPRIDE	FIRE EXTINGUISHERS, CLAMP	Operating supplies	100-43101-2290	206.15
64202	FLEETPRIDE	PARTS - NOT OURS	Operating supplies	100-43101-2290	83.68
64202	FLEETPRIDE	RETURNED PARTS - NOT OURS	Operating supplies	100-43101-2290	-83.68
64203	HAM LAKE HARDWARE INC	KEY	Operating supplies	100-43101-2290	8.67
64203	HAM LAKE HARDWARE INC	NUTS, BOLTS, OR SCREWS	Operating supplies	100-43101-2290	3.96
64203	HAM LAKE HARDWARE INC	TRASH BAGS	Operating supplies	100-44101-2290	17.99
64204	HAM LAKE HAULERS INC	2ND QTR RECYCLING	Waste management & recycli	231-43601-3630	8,127.50
64205	INT'L INSTITUTE OF MUNICIPA	MEMBERSHIP - DS 1/23 - 9/23	Prepaid expense	100-15501	86.25
64205	INT'L INSTITUTE OF MUNICIPA	MEMBERSHIP - DS 10/22 - 12/	Dues & subscriptions	100-41301-3920	28.75
64206	INT'L SECURITY PRODUCTS	GATE CLAMPS	Operating supplies	100-44101-2290	36.10
64207	JIM KALLAS REPAIR	PUMP REPAIR	Equipment repair & maintena	100-42201-3440	127.66
64208	LEPAGE & SONS INC	5/24 YARDWASTE	Waste management & recycli	231-43601-3630	426.60
64208	LEPAGE & SONS INC	6/29 YARDWASTE	Waste management & recycli	231-43601-3630	426.60
64208	LEPAGE & SONS INC	7/5/22 YARDWASTE	Waste management & recycli	231-43601-3630	426.60
64208	LEPAGE & SONS INC	7/12 YARDWASTE	Waste management & recycli	231-43601-3630	426.60
64208	LEPAGE & SONS INC	7/21 YARDWASTE	Waste management & recycli	231-43601-3630	426.60
64209	MENARDS-BLAINE	BASKETBALL HOOP SUPPLIES -	Operating supplies	100-44101-2290	56.94
64210	MINNEAPOLIS OXYGEN COMP	WELDING HELMET	Clothing & personal protectiv	100-43101-2210	135.20
64211	MINNESOTA EQUIPMENT	#62 WHEEL KIT	Equipment parts & supplies	100-44101-2320	62.50
64211	MINNESOTA EQUIPMENT	#63 ARM	Vehicle parts & supplies	100-44101-2340	167.56
64212	MINUTEMAN PRESS INC	SEPTIC POSTCARDS	Office supplies	100-42401-2110	184.13
64213	MN FIRE SERVICE CERT BOAR	INSTRUCTOR 1 CERT. EXAM -	Training/conferences/schools	100-42201-3510	240.00
64214	NARDINI FIRE EQUIPMENT CO	EXTINGUISHER INSPECTIONS	Fire Extinguisher	100-20203	13.05
64215	NORTHWEST FAMILY PHYSICI	MRO READINGS	Personnel testing & recruitme	100-42201-3150	50.00
64216	PEARSON BROTHERS INC	SEAL COATING	Blacktop maintenance	100-43101-3410	93,695.68
64217	SITEONE LANDSCAPE SUPPLY	HERBICIDE	Operating supplies	100-44101-2290	170.31
64217	SITEONE LANDSCAPE SUPPLY	MARKING FLAGS - HAM LAKE	Operating supplies	100-44101-2290	18.00
64217	SITEONE LANDSCAPE SUPPLY	HAM LAKE PARK SPRINKLER P	Operating supplies	100-44101-2290	365.07
64217	SITEONE LANDSCAPE SUPPLY	HAM LAKE PARK SPRINKER PA	Operating supplies	100-44101-2290	126.05
64218	SWEEPER SERVICES	#68 CONVEYOR BELT & BROO	Equipment repair & maintena	100-43101-3440	1,982.10
64219	UNLIMITED SUPPLIES INC	RIVETS & NUTS	Operating supplies	100-43101-2290	45.73
64220	US BANK CORPORATE PAYME	ZOOM-JULY ZOOM-DW	Dues & subscriptions	100-41201-3920	12.84
64220	US BANK CORPORATE PAYME	IOS-FILE FOLDERS-NW	Office supplies	100-41701-2110	13.51
64220	US BANK CORPORATE PAYME	IOS-INK REFILL, POCKET FOLD	Office supplies	100-41701-2110	39.99
64220	US BANK CORPORATE PAYME	AMAZON-ENVELOPES-NW	Office supplies	100-41701-2110	-48.27
64220	US BANK CORPORATE PAYME	IOS-SOAP, PAPER TOWELS, TOI	Operating supplies	100-41701-2290	112.04
64220	US BANK CORPORATE PAYME	IOS-TRASH LINERS-NW	Operating supplies	100-41701-2290	72.57
64220	US BANK CORPORATE PAYME	PANTHEON-JULY CITY WEBSIT	Software licenses & upgrades	100-41701-2510	300.00
64220	US BANK CORPORATE PAYME	GFOA-GFOA ACFR AWARD-A	Other professional services	100-41701-3190	460.00

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
64220	US BANK CORPORATE PAYME	IOS-TONER MIKE-NW	Office supplies	100-42201-2110	84.25
64220	US BANK CORPORATE PAYME	IOS-3 RING BINDERS-NW	Office supplies	100-42201-2110	15.80
64220	US BANK CORPORATE PAYME	LOWES-fuel for small equipm	Fuel	100-42201-2230	51.38
64220	US BANK CORPORATE PAYME	AMAZON-BUNGEE CORD-NW	Operating supplies	100-42201-2290	49.00
64220	US BANK CORPORATE PAYME	PVC PIPE-PVC Irrigation @ Ha	Operating supplies	100-44101-2290	159.01
64220	US BANK CORPORATE PAYME	BEISSWENGERS-Backpack blo	Controllable assets	100-44101-5120	801.56
64220	US BANK CORPORATE PAYME	IOS-TRASH LINERS-NW	Operating supplies	100-44201-2290	39.90
DFT0002400	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	1,520.00
DFT0002400	EMPOWER	Roth IRA	Deferred compensation	100-21704	100.00
DFT0002401	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	5,173.56
DFT0002401	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	2,002.16
DFT0002401	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	8,027.92
DFT0002402	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,502.23
DFT0002403	PERA	Retirement-Coordinated	PERA	100-21703	6,882.90
DFT0002403	PERA	Retirement-Elected Officials	PERA	100-21703	40.84
DFT0002403	PERA	Retirement-Police & Fire	PERA	100-21703	1,146.78
<b>Grand Total:</b>					<b>199,836.78</b>



City of Ham Lake, MN

# EFT Payroll Check Register Report Summary

Pay Period: 7/10/2022-7/23/2022

Packet: PYPKT01349 - PPE 7/23/22 PAID 7/29/22  
Payroll Set: City of Ham Lake - 01

Type	Count	Amount
Regular Checks	1	754.19
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	74	50,506.03
<b>Total</b>	<b>75</b>	<b>51,260.22</b>



**Meeting Date: August 1, 2022**



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

**To: Mayor and Councilmembers**

**From: Dawnette Shimek, Deputy City Clerk**

**Item/Title/Subject: Temporary One-Day Liquor License**

**Introduction/Discussion:** Attached is an application from the Ham Lake Lion's requesting a Temporary One-Day Liquor License at Fitaholic Fitness, 13352 Aberdeen Street NE for Saturday, September 10, 2022.

**Recommendation:** I recommend approval of the Temporary One-Day Liquor License for the Ham Lake Lion's for Saturday, September 10, 2022.

\$25.00 Fee

Receipt # 93519

**APPLICATION FOR ON-SALE/OFF-SALE  
3.2 PERCENT MALT LIQUOR**

TO: Ham Lake City Council  
Of the City of Ham Lake  
County of Anoka, State of Minnesota

Wendy Dahlen, whose name and address is subscribed hereto, hereby make application for an On sale/Off sale license to sell 3.2 percent malt liquor on those certain premises in the City of Ham Lake, County of Anoka, State of Minnesota known and described as follows: Fitaholics Fitness, 13352 Aberdeen Street NE, Ham Lake, MN, in connection with the Ham Lake Lions (business) there now and therefore conducted by said applicants since 1985.

Applicant states and represents:

(a – if an individual or partnership) That they are a citizen of the United States of America, who is of good moral character and repute and has attained the age of twenty-one years and who is proprietor of the establishment for which this license is applied.

(b – if a corporation) That it is a corporation organized under the laws of Minnesota. That said corporation is an affiliate or subsidiary of the \_\_\_\_\_ . That the application is made on behalf of said corporation by the undersigned (officer of manager)

(c – if a club or charitable, religious or other non-profit corporation that has existed for at least three years) That it is a bona fid club and is an organization for social or business purposes – or for intellectual improvement – or for the promotion of sports – where the serving of such 3.2 percent malt liquor is incidental and not the major purpose of the club.

Date and hours of event: September 10<sup>th</sup>, 2022 from 1:00pm until 11:59pm \_\_\_\_\_

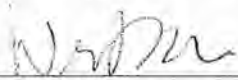
The applicant represents that no manufacturer or wholesaler of 3.2 percent malt liquor has any ownership, in whole or in part, in the business of applicant.

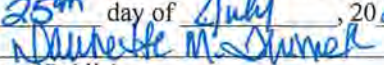
Applicant herein agrees to abide and be governed by all rules and regulations of the municipality and all laws of the state pertaining to the sale of 3.2 percent malt liquor.

Name: Wendy Dahlen  
Address: 3942 136<sup>th</sup> Ave NE  
Ham Lake, MN 55304

STATE OF MINNESOTA  
COUNTY OF ANOKA

Wendy Dahlen being duly sworn on oath says that he/she is the person who made and signed the foregoing application, that he/she has read said application and knows the contents thereof, and that the same is true of his/her own knowledge.

  
\_\_\_\_\_  
Wendy Dahlen

Subscribed and sworn to before me this 25<sup>th</sup> day of July, 2022.  
  
\_\_\_\_\_  
(Notary Public)



**RESOLUTION 22-XX**

**CITY OF HAM LAKE  
COUNTY OF ANOKA**

**RESOLUTION OFFERING SUPPORT TO ANOKA COUNTY  
TO EXPAND BROADBAND SERVICES IN THE CITY OF HAM LAKE**

Whereas, broadband or high-speed internet service is increasingly essential to serve residents and businesses and provide for economic development, affordable and quality health care, equitable educational opportunities, and effective government; and,

Whereas, the City had identified areas in the City of Ham Lake without access to affordable and reliable broadband service that meets or exceeds the federal broadband standard of 100/20 Mbp; and,

Whereas, the City Council understands the need to improve the state of broadband service within the City's jurisdictional boundaries; and,

Whereas, full broadband service provides significant benefits to residents and businesses in the community, including enhancing access to services, government programs, schools, lifelong learning and social services; and,

Whereas, the City intends to collaborate with Anoka County to maximize the opportunity to extend and expand service using federal, state, and local broadband funding programs in Minnesota; and,

Whereas, the City of Ham Lake supports the effort of Anoka County to define and determine the most feasible source of technology that will qualify for appropriate funding that will provide for the required infrastructure in areas of Ham Lake that lack access to affordable and reliable broadband service:

Now therefore, the City Council of the City of Ham Lake hereby approves this resolution seeking collaboration with Anoka County as follows:

- 1) To provide support in the County's direction to seek State and/or Federal funding sources to improve broadband connectivity in the City of Ham Lake
- 2) To provide support related to the County's determination of the connectivity technology that will allow for State and / or Federal funding sources

Adopted by the City Council of the City of Ham Lake this 1st day of August, 2022.

---

Brian Kirkham, Mayor

---

Denise Webster, City Clerk

## Denise Webster

---

**From:** Rhonda Sivarajah <Rhonda.Sivarajah@co.anoka.mn.us>  
**Sent:** Friday, July 22, 2022 2:32 PM  
**To:** Kate Thunstrom; Ginger Berg; Elizabeth x. Mursko; Jack Davis; Denise Webster; City of Nowthen-Info; Natalie Johnson; Jim Dickinson; Sarah Cotton; Mark Statz; Loren Wickham; Brian Hagen; jeffreypilon@gmail.com  
**Subject:** Border to Border Broadband support  
**Attachments:** Draft Broadband Resolution for cities.docx  
**Importance:** High

**Caution:** This email originated outside our organization; please use caution.

Good Afternoon,

Over the years, many of you have shared the experiences and concerns of your constituents related to the state of broadband connectivity coverage within your community.

To address this challenge, the State of Minnesota has expanded funding sources available in its' Border-to-Border Broadband Development Grant Program. This program was originally created to provide financial resources that help make the business case for new and existing providers to invest in building broadband infrastructure into "unserved" and "underserved" areas of the state. The Border-to-Border Broadband Grant Program has historically been funded with *limited* state general fund revenues.

In the 2022 legislative session, it was a relief to hear that \$25 million in general revenue funds have been allocated to the Border-to-Border grant program for FY23. This presents the opportunity for Anoka County to pursue an opportunity to holistically address connectivity challenges that impact all of you and your citizens. To facilitate this opportunity, the County worked with an outside vendor to identify areas through the County that would be considered as qualified for this funding, and we are preparing to submit an application to the State for consideration on or before **August 4, 2022**.

To assist us in this effort, we would like to extend a request for your support. We are asking that you consider commit to presenting a resolution to your City Council in support of this initiative. You will find a draft attached.

Understanding Council meeting dates vary, (and our timeline is somewhat limited), any assistance you could provide is appreciated. If you would be unable to add this resolution within the timeline of the grant application, it would be helpful to hear if you would be willing to review this request at a future meeting of your Council.

Thank you for your consideration. If you are able to assist, please send the resolution to:

Susan Vreeland  
[Susan.vreeland@co.anoka.mn.us](mailto:Susan.vreeland@co.anoka.mn.us)  
612-324-4117

Meeting Date: August 1, 2022



**CITY OF HAM LAKE**

***MEMO***

**To:** Mayor and Councilmembers  
Denise Webster, City Administrator

**From:** Andrea Murff, Finance/HR Director

**Subject:** Approval of the American Rescue Plan Act Funding for North Metro Telecommunications Commission

**Introduction/Discussion:**

In March of 2021, the U.S. Congress adopted the American Rescue Plan Act (ARPA). The State of Minnesota received approximately \$377 million to allocate out to its jurisdictions with a population below 50,000. In July, the City requested their \$1.776 million allotment and then was notified in December an additional \$58,156.72 of unused funds would be distributed bringing the total amount of ARPA funds to approximately \$1.834 million.

North Metro Telecommunications Commission is requesting a \$10,000 donation of ARPA funding to help defray costs related to COVID 19. The donation would go towards building upgrades to create a safer environment for the public and staff, tools to promote remote work, and enhance technical services for interactive remote meetings.

**Recommendation:**

**Approval of the Resolution Approving a \$10,000 Donation to North Metro Telecommunications Commission funded with American Rescue Plan Act Funding**



July 22, 2022

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

Dear Denise:

This letter comes to you in response to your suggestion that North Metro TV submit a request for AARPA funds that may be available to us through the City of Ham Lake.

North Metro TV is spending considerable funds related to the COVID 19 virus and its many variants. As a result of the virus, we continue to be financially impacted in the following areas: 1. Building upgrades and maintenance to provide a safer experience for the public and staff. 2. Tools necessary to allow staff to work remotely when necessary. 3. Providing enhanced technical services for city channels so all community members can participate fully in meetings without having to physically attend.

As such, if the funds are available, North Metro TV would respectfully request consideration of \$10,000 to defray costs which will certainly top \$70,000 in 2022 alone. However, any amount would be appreciated.

Thank you very much for your consideration.

Sincerely,

A handwritten signature in black ink that reads 'Heidi Arnson'.

Heidi Arnson, Executive Director  
North Metro Telecommunications Commission

**RESOLUTION NO. 22-XX**

**CITY OF HAM LAKE**

**RESOLUTION APPROVING A \$10,000 DONATION TO NORTH METRO  
TELECOMMUNICATION COMMISSION FUNDED WITH AMERICAN RESCUE ACT  
FUNDING**

**WHEREAS**, the City of Ham Lake slated to receive a total of \$1.834M in American Rescue Plan Act (ARPA) Funding with one of the approved uses by the department of Treasury is for a grant program to help small businesses that can demonstrate financial hardship due to the COVID-19 pandemic.

**WHEREAS**, North Metro Telecommunications Commission requested a \$10,000 donation of ARPA funding to help defray costs related to COVID 19 by doing building upgrades to create a safer environment for the public and staff, tools to promote remote work, and enhance technical services for interactive remote meetings.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Ham Lake donates \$10,000 of American Rescue Act Funding to North Metro Telecommunications Commission for COVID 19 costs;

Adopted by the City Council of the City of Ham Lake this 1st day of August, 2022.

---

Brian Kirkham, Mayor

---

Denise Webster, City Clerk

Thomas Knight  
575 305<sup>th</sup> Ave NW  
Cambridge, MN 55008  
763-238-2660  
Thomasknight84@gmail.com

7/27/2022

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

Dear Mr. Mark Jones and Mrs. Denise Webster:

I am writing to notify you that I am resigning from my position as Building Inspector with The City of Ham Lake. My last day employment will be August 19, 2022.

Thank you for the opportunities I have been given during my time with the City of Ham Lake, as well as your professional guidance and support.

I am more than grateful to have had the opportunity of working with the team here. If I can be of any assistance during this transition, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read 'Thomas Knight', with a long horizontal flourish extending to the right.

Thomas Knight



**Meeting Date: August 1, 2022**

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

**To:** Mayor Brian Kirkham and Councilmembers  
**From:** Mike Raczkowski, Fire Chief  
**Item/Title/Subject:** Emergency Operations Plan

**Introduction/Discussion:**

The City Emergency Operation Plan has not been updated since 2011. I have gone through each page and made several corrections, along with some additions to make it as current as possible. Upon approval of the updated plan, copies will be made and distributed.

**Recommendation:**

To approve updates to the City Emergency Operations Plan.

# CITY OF HAM LAKE

## EMERGENCY OPERATIONS PLAN



### DATA PRACTICES WARNING

Information contained in the City of Ham Lake, Emergency Operations Plan, is classified as both “Public” and “Private” data on individuals pursuant to the Minnesota Government Data Practices Act. Data classified as “Public” is accessible to anyone upon request to the City’s Responsible Authority. Data classified as “Private” is accessible to those City staff members that have a job need for the information, to the subject of the data, and to those whom the data subject has given their informed consent. City staff and other persons who are in possession of the Emergency Operations Action Plan are to maintain it in a secure location to insure that the information is not accessed by unauthorized persons, or outside the procedures established by City policy and State law.

## FOREWORD

The primary purpose of this plan is to provide a guide for emergency operations. It is intended to assist key city officials, staff, and emergency organizations to carry out their responsibilities for the protection of life, property, and the environment under a wide range of emergency conditions.

Although an organization may have the foresight to plan for anticipated situations, such planning is of little worth if it is not reduced to written form. Personnel familiar with unwritten "plans" may be unavailable at the very time it becomes necessary to implement them. A written plan will furnish a documentary record which can be referred to as needed. This documentary record will serve to refresh the knowledge of key individuals and can be used to inform persons who become replacements.

***PLEASE NOTE: THIS EMERGENCY OPERATIONS PLAN INCLUDES INFORMATION CLASSIFIED AS BOTH PUBLIC AND PRIVATE. DO NOT SHARE, REPRODUCE, OR DISSEMINATE ANY INFORMATION IN THIS PLAN. DO NOT LEAVE THIS PLAN UNSECURED.***

**THIS DOCUMENT SHALL REMAIN THE PROPERTY OF:  
THE CITY OF HAM LAKE  
DEPARTMENT OF EMERGENCY MANAGEMENT**

Upon termination of office for any reason (resignation, election, suspension, dismissal, etc.), the holder of this document shall transfer it to his/her successor or to the City of Ham Lake Emergency Management Director.

Copy No: \_\_\_\_\_  CD or  Printed version

Assigned to: \_\_\_\_\_

## CERTIFICATION OF PLAN APPROVAL

This page documents approval of the General Plan and Annexes, the Standard Operating Procedures, and the Resource Manual.

Plan Director            **Mike Raczkowski**  
                                 **City of Ham Lake**  
                                 **Fire Chief/Emergency Management Director**

**Signature:** \_\_\_\_\_

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

Plan approved by:      **Brian Kirkham**  
                                 **City of Ham Lake**  
                                 **Mayor**

**Signature:** \_\_\_\_\_

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

Plan developed by:    **Don Krueger**  
                                 **City of Ham Lake**  
                                 **Fire Chief/Emergency Management Director (Retired)**



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### Emergency Operations Plan - Annexes

- A Notification and Warning
- B Incident Management
- C Public Information
- D Search and Rescue
- E Health Protection
- F Evacuation, Traffic Control and Security
- G Fire Protection
- H Damage Assessment
- I Mass Care
- J Debris Management
- K Public Works/Utilities Restoration
- L Environmental Hazard Response
- M Resource Management
- N Terrorism
- O Emergency Notification/Contact List

### Supporting Documents

- Standard Operating Procedures (SOPs)

**I. REASON FOR PLAN**

The City of Ham Lake may be affected by tornadoes, floods, blizzards, destructive winds, and other natural disasters. In addition, other major disasters such as transportation accidents, explosions, fires, hazardous materials releases, pipeline leaks, disease outbreaks, terrorist attacks, and national security emergencies may pose a threat to public health and safety. An emergency plan is needed to aid the city in their preparations to deal with such events, and to help provide for the protection of the public from the effects of these hazards.

**II. PURPOSE OF PLAN**

The City of Ham Lake has many capabilities and resources that could be used in the response to a major disaster. These include the facilities, equipment, personnel, and skills of both government and non-government professions and groups. The purpose of this plan is to ensure the effective, coordinated use of these resources so as to:

1. Maximize the protection of life and property,
2. Prepare for and respond to emergencies and recover to a state of normalcy,
3. Ensure the continuity of government,
4. Provide support to all areas in the city that require assistance.

**III. LEGAL BASIS AND REFERENCES**

The legal basis for planning for and conducting all-hazard emergency operations at the Federal and State levels are listed in the Emergency Management Director's Handbook, Section B. An electronic copy is located at the Emergency Management Department.

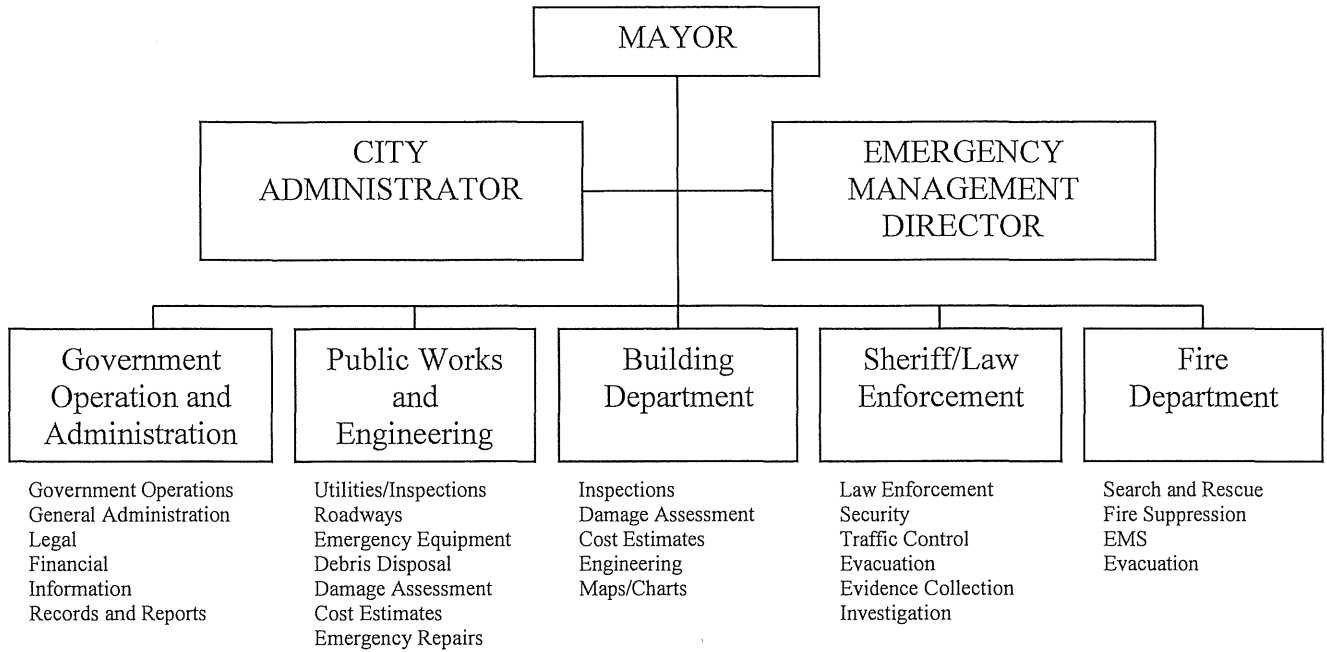
The legal basis also includes the following:

- Federal Civil Defense Act of 1950 (Public Law 920), as amended.
- Minnesota State Statute, Chapter 12, as amended.
- Ham Lake Resolution No. 83-69
- Anoka County Emergency Operations Plan
- Mutual Aid agreements

**IV. ORGANIZATION**

Existing government is the basis for emergency operations. That is, government agencies will perform emergency activities related to those they perform on a day-to-day basis. City organization and interrelationships that coordinate plan development and maintenance are shown on Chart A of this basic plan.

**CHART A  
EMERGENCY MANAGEMENT  
ORGANIZATIONAL CHART**



**V. HAZARD ANALYSIS**

**Natural Hazards**

- |  |                                     |
|--|-------------------------------------|
| Tornadoes/straight-line winds          | Severe hail storm(s)                |
| Severe thunderstorms                   | Severe ice storm(s)                 |
| Large rain fall(s) with flash flooding | Severe winter storm accumulations   |
| Extreme & prolonged high temperatures  | Extreme & prolonged fog             |
| Extreme & prolonged drought            | Large wildland/grass/forest fire(s) |
| Extreme & prolonged low temperatures   | Earthquake                          |
| Pandemic(s)                            |                                     |

**Technological Hazards**

- |  |  |
|--|--|
| Fixed facility hazardous materials incident      | Accidental hazardous materials release |
| Transportation hazardous materials incident      | Large scale transportation accident    |
| Large/multiple structure fire w/high occupancy   | Large/multiple structure collapse      |
| Utility Failure – natural gas, electricity, etc. |  |

**National Security/Terrorism/Manmade**

- |  |  |
|--|--|
| Terrorist bombing/mass homicide/assault  | Terrorist hostage taking incident        |
| Terrorist act against government/society | Large scale civil disorder/riot incident |
| Chemical/biological weapon attack        | Enemy military invasion                  |



**HAZARD PROBABILITY ANALYSIS:**

**More Likely to Occur**

Tornadoes/straight-line winds	Severe thunderstorms
Severe hail storms(s)	Severe winter storm accumulations
Extreme & prolonged low temperatures	Large rain falls with flash flooding
Extreme & prolonged high temperatures	Extreme & prolonged drought
Severe ice storm(s)	Fixed facility hazardous materials incident
Transportation hazardous materials incident	Large scale transportation accident
Utility Failure – natural gas, electricity, etc.	Large scale wildland/grass/forest fire(s)
Large/multiple structure fire w/high occupancy	Pandemic(s)

**Less Likely to Occur**

Intentional Hazardous Materials Release	Terrorist Act Against Government/Society
Terrorist Hostage Taking Incident	Terrorist Bombing/Mass Homicide/Assault
Extreme & Prolonged Fog	Large Scale Civil Disorder/Riot Incident
Chemical/Biological Weapon Attack	Enemy Military Invasion
Earthquake	Large/multiple structure collapse

**VI. TRAINING/RESPONSE BY EMERGENCY RESPONDERS**

Emergency responders (including law enforcement, fire department, and other city employees) who respond to hazardous materials incidents within the City of Ham Lake have received training designed to help them respond to such incidents. At a minimum, city personnel are trained at the First Responder Awareness Level, as defined in 29 CFR 1910.120. Training records for city employees are maintained at city hall, 15544 Central Ave. NE, or at the public works building for their personnel.

Police protection services within the city are provided by the Anoka County Sheriff's Department. Responders are trained to, and respond at the First Responder Awareness Level (at a minimum), as defined in 29 CFR 1910.120. Training records are maintained by the Anoka County Sheriff's Department.

**VII. DIRECTION AND CONTROL**

The direction and control of government operations from a central, protected facility with adequate communications and key personnel is essential to the conduct of emergency operations. This has been provided for as follows:

The Mayor will be responsible for providing overall direction and control of city government resources involved in the response to a disaster. The City Emergency Management Director will serve in a staff capacity to the Mayor, will implement this plan, and will coordinate emergency operations. The Emergency Management Director will also serve as the "community emergency coordinator" for the city.

Direction and control of the City of Ham Lake response to a major disaster will be carried out at the Emergency Operations Center (EOC). The City EOC is located at Ham Lake Fire Station 1, 15544 Central Ave. NE.

(For additional direction and control information such as staffing, communications, incident command system [ICS], etc.; refer to the Direction and Control Annex, and SOP, to this plan.)

## VIII. EMERGENCY RESPONSIBILITY ASSIGNMENTS

- A. A summary of the City of Ham Lake emergency responsibility assignments, by function, is shown on chart B. Heads of the various city government departments and agencies will be responsible for carrying out the assignments shown on this chart. Additional information about these emergency responsibility assignments is contained in the annexes to this basic plan. (One annex exists for each of the responsibilities [functions] that are shown on Chart B.) Lastly, city departments and agencies are expected to develop whatever SOPs they may need in order to carry out these responsibilities.
- B. Responsibilities have been assigned by a code letter: "P", "S", or "C".
1. "P" indicates primary operational responsibility, which means that the official or agency is in charge of and responsible to make provision for that function.
  2. "S" indicates support responsibility, which means that the agency so assigned will, if possible, assist the official or agency that has primary or coordination responsibility for that function.
  3. "C" indicates coordination responsibility, and is assigned when several agencies have a partial responsibility, but no one official/agency has obvious primary responsibility. This will oftentimes be the situation when non-governmental agencies are involved.
  4. As a general rule, county officials will be primarily responsible for carrying out emergency functions outside city limits, and municipal officials will have the corresponding responsibility within city limits.
  5. Only one "P" or "C" can be assigned per function, and at least one "S" should be assigned for each function.

**CITY OF HAM LAKE – EMERGENCY OPERATIONS PLAN**

**CHART B  
EMERGENCY RESPONSIBILITY ASSIGNMENTS**

<b>FUNCTION</b>	<b>RESPONSIBLE AGENCIES</b>	<b>REMARKS</b>
<b>1. Warning and Notification</b>	Anoka County Central Communication - P Anoka County Sheriff's Department. – S	See Annex A
<b>2. Direction and Control</b>	Mayor and/or City Council – P City Administrator - S Emergency Management Director - S	See Annex B
<b>3. Emergency Public Information</b>	Mayor - P City Administrator - S Emergency Management Director - S	See Annex C
<b>4. Search and Rescue</b>	Fire Department - P Anoka County Sheriff's Department - S Mutual Aid Fire Depts. - S	See Annex D
<b>5. Public Health Protection</b>	Emergency Management Director - P Local Hospitals, Clinics, Allina Transportation, etc. - S Anoka County Community Health & Emergency Services - S	See Annex E
<b>6. Evacuation, Traffic Control, and Security</b>	Anoka County Sheriff's Department - P State Patrol - S Fire Department - S	See Annex F
<b>7. Fire Protection</b>	Fire Department - P Mutual Aid Fire Depts. – S	See Annex G
<b>8. Damage Assessment</b>	Building Official – P Building Inspectors - S City Engineer - S	See Annex H
<b>9. Mass Care</b>	Red Cross - P Anoka County Emergency Management Director - S Salvation Army - S	See Annex I
<b>10. Debris Management</b>	Public Works Department - P Anoka County Department of Public Works – S	See Annex J
<b>11. Public Works/Utilities Restoration</b>	Public Works - P City Engineer - S	See Annex K
<b>12. Environmental Hazard Response</b>	Fire Department – P Anoka County Community Health & Emergency Services - S Emergency Management - S	See Annex L
<b>13. Resource Management</b>	Emergency Management – P City Staff - S	See Annex M
<b>14. Terrorism</b>	Emergency Management Department – P Anoka County Sheriff's Department – S Fire Department - S FBI, CIA – S, C	Emergency Management is Primary for initial response. Federal agencies become primary for investigation and on-going response. See Annex N
<b>15. Emergency Notification Contact List</b>	Emergency Management Department - P	See Annex O

**Code: P = Primary; S = Secondary; C = Coordination**

**IX. OPERATION POLICIES**

- A. In the event of a major disaster, the Mayor (or designee) may declare a local emergency. Such a declaration will invoke necessary portions of this plan, and will permit the city to take such actions as may be required to protect lives and property. In addition, any or all parts of the plan may be implemented whenever it is deemed necessary in order to provide for emergency management.
- B. Protection of life and property and alleviation of human distress is the primary goal of city government emergency operations.
- C. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved should coordinate their services to the maximum extent possible.
- D. The Emergency Management Director will assist in providing resource coordination between government agencies and the private sector.
- E. Local government resources must be utilized to the maximum before state or federal assistance will be made available.
- F. Each agency, department, or service of city government will provide for the maintenance of records during an emergency, including those records deemed essential for continuing governmental operations. These records should include hours worked, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.

To ensure the city's ability to retrieve and reconstruct important documents and records (ordinances, resolutions, city council meeting minutes, etc.), they are electronically scanned on a regular basis, and a copy of these electronic files is stored off site. Additionally, a tape back up copy of the hard drive of the city's computer server is made daily, and is also stored off site.

- G. All emergency response organizations in the city are required to prepare and maintain SOG's, resource lists, and checklists to support their organizations. The actual departments/organizations involved in a response may vary, but are likely to include: law enforcement, fire, EMS, public works, administration (including elected officials), and finance.
- H. Management of volunteer resources, donations, and records will be coordinated by the American Red Cross.

**X. STATE AND FEDERAL SUPPORT**

A. *General*

The City of Ham Lake Emergency Management Director will be responsible for assisting the city in obtaining any county, state, or federal government resources that may be needed as a result of a disaster. In carrying out this responsibility, the director will contact the Anoka County Emergency Management Director, who will contact the Minnesota Homeland Security and Emergency Management Regional Coordinator. The county and regional directors can provide/obtain technical information and assistance, if requested. Lastly, a summary of state and federal disaster assistance that may be available is contained in Disaster Response and Recovery: A Handbook for Local Government. This document is on file with the Anoka County Emergency Management Director.

B. *Emergency Assistance*

In the event of a major emergency/disaster which exceeds the resources and capabilities of city and county government, and which requires immediate state and/or federal assistance, the State Duty Officer should be contacted. The State Duty Officer telephone number is (651) 649-5451.

C. *National Guard*

When a natural disaster or other major emergency is beyond the capability of local government, support from the National Guard may be available. Only the Governor, as Commander-in-Chief of the Minnesota National Guard, has the authority to activate the Guard. The purpose of activation is to ensure the preservation of life and property and to support civil law enforcement authorities.

1. Operational Policies

- a. National Guard assistance will complement, and not be a substitute for county and/or city participation in emergency operations.
- b. If made available, National Guard personnel will remain under military command at all times, but will support and assist city and/or city forces in the accomplishment of a specific task or tasks.

2. Request Procedure

In the case of cities that are not of the first class, the sheriff is the only local government official authorized to submit the request for National Guard assistance. Such requests are to be submitted to the State Duty Officer.

**XI. PLAN DEVELOPMENT, MAINTENANCE, IMPLEMENTATION, TRAINING, AND EXERCISES**

- A. With regard to this plan, the city Emergency Management Director will serve as the planning coordinator. As such, the director will have overall authority and responsibility for the development and maintenance of the plan, and implementation. The Emergency Management Director is listed in Annex O along with various phones and pager numbers.
- B. This plan will be reviewed and updated as necessary. The city Emergency Management Director will be responsible for ensuring that this updating occurs, and that it is in accord with the schedule and procedures established by the Minnesota Homeland Security and Emergency Management (HSEM). In establishing its schedule and procedures, HSEM will consult with the appropriate state and federal agencies.
- C. This plan will be distributed to all city government departments and agencies that have emergency assignments relative to a major disaster in the city. The City of Ham Lake Emergency Management Director will maintain a plan distribution list.
- D. The City of Ham Lake will comply with applicable state and federal requirements for training and exercises regarding this plan. At least once annually, the Emergency Management Director will hold a planning, tabletop, functional, or full-scale exercise to test the planning and/or operational components of the general operations plan. Upon the completion of the exercise, a briefing will be held to determine strengths and areas that may need corrective action.

In addition to exercises, significant actual events occurring during the year would be recorded and submitted to the Anoka County Emergency Management Director for exercise validity.

**See next page for EOP distribution list.**

**CITY OF HAM LAKE – EMERGENCY OPERATIONS PLAN**

**Emergency Operations Plan  
Distribution List**

Title	Person	Date Obtained	Plan #	Printed or CD	
				Printed	CD
Mayor	Brian Kirkham		<b>1</b>	<input type="checkbox"/>	<input type="checkbox"/>
City Administrator	Denise Webster		<b>2</b>	<input type="checkbox"/>	<input type="checkbox"/>
City Deputy Clerk	Dawnette Shimek		<b>3</b>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Management Director	Mike Raczkowski		<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>
Building Official	Mark Jones		<b>5</b>	<input type="checkbox"/>	<input type="checkbox"/>
Finance Director	Andrea Murff		<b>6</b>	<input type="checkbox"/>	<input type="checkbox"/>
Anoka County Sheriff's Dept.	PAUL Lenzmeier		<b>7</b>	<input type="checkbox"/>	<input type="checkbox"/>
Deputy Fire Chief	Jerry Gilmer		<b>8</b>	<input type="checkbox"/>	<input type="checkbox"/>
Public Works Superintendent	John Witkowski		<b>9</b>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember	Jim Doyle		<b>10</b>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember	Al Parranto		<b>11</b>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember	Gary Kirkeide		<b>12</b>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember	Jesse Wilken		<b>13</b>	<input type="checkbox"/>	<input type="checkbox"/>
			<b>14</b>	<input type="checkbox"/>	<input type="checkbox"/>
			<b>15</b>	<input type="checkbox"/>	<input type="checkbox"/>
			<b>16</b>	<input type="checkbox"/>	<input type="checkbox"/>
Anoka County Emergency Mgr.	Terry Stoltzman		<b>17</b>	<input type="checkbox"/>	<input type="checkbox"/>
MN HSEM Regional Coordinator	Gary Peterson		<b>18</b>	<input type="checkbox"/>	<input type="checkbox"/>
			<b>19</b>	<input type="checkbox"/>	<input type="checkbox"/>
			<b>20</b>	<input type="checkbox"/>	<input type="checkbox"/>
			<b>21</b>	<input type="checkbox"/>	<input type="checkbox"/>

## NOTIFICATION & WARNING

### I. Purpose

To provide an overview of the responsibilities and procedures whereby the notification of key city officials and the general public are accomplished.

### II. Responsibilities

- A. The Anoka County Central Communications dispatch center is the City of Ham Lake Warning Point, and is responsible for relaying emergency notifications to local law enforcement personnel (Anoka County Sheriff's Department), fire department personnel, and other city officials for the City of Ham Lake.
- B. The Central Communications Supervisor is the Anoka County Warning Point Supervisor. The Central Communications Supervisor is responsible for ensuring that all emergency notifications that it receives are handled properly. Upon receipt of an emergency notification, the city warning point is responsible for the following, as appropriate:
  1. Notifying the key city government officials.
  2. Notifying private and/or public facilities that may be endangered by the incident (schools, industries, nursing homes, etc.), upon request.
  3. Notifying special needs populations (hearing impaired, blind, non-English speaking, etc.).
- C. Upon receipt of an emergency notification; Sheriff's personnel, Ham Lake Fire Department personnel, and/or other city and county officials and staff may assist in the notifications specified in B (above) of this Annex.

### III. Supporting Documents

The Notification and Warning Standard Operating Guideline contained in Annex A provides additional information on notification and warning procedures for various hazard types affecting the City of Ham Lake.

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Emergency Management Director

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Date



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**STANDARD OPERATING GUIDELINE**

This Standard Operating Guideline is intended to provide for the proper receipt and dissemination of all warnings and notifications regarding natural or man-made disasters. It provides procedures to disseminate warnings to the general public within the City of Ham Lake to help minimize the effects of an impending or actual disaster.

**I. GENERAL**

The National Weather Service is responsible for disseminating all watches and warnings to Anoka County Central Communications, except for warnings generated within the city or county.

**II. SEVERE WEATHER WARNINGS**

- A. Outdoor warning siren activation in Ham Lake is based on the following criteria:
1. When a Tornado Warning is issued for Anoka County/Ham Lake by the National Weather Service.
  2. When the National Weather Service indicates sustained wind speeds of 76 mph or more.
  3. When public safety personnel (Sheriff/fire) determine activation is necessary due to imminent danger to life and property. In this situation notify Anoka County Central Communications at 763-427-1212 for siren activation.

**III. HAZARDOUS MATERIALS EMERGENCY**

Facilities/carriers/etc. are required by law to immediately notify the following in event of an accidental release;

- Local authorities by dialing 9-1-1, when there is a threat to life or property.
- Minnesota Duty Officer (651-649-5451), if there is a public safety or environmental threat and/or if state agency notification for reportable spills is required.
- National Response Center (1-800-424-8802), when a federal notification is required.

A. Hazardous Materials Warning

For an incident that involves Ham Lake, the following action should be taken:

1. Obtain accurate description of area affected and recommended actions from the on-scene Incident Commander.
2. Activate sirens, if appropriate. House-to-house or route alerting, instead of siren activation, may be necessary, (if able to be done safely.)
3. Notify radio/TV station(s), including Cable TV Warning System (see notification list – Annex O.
4. Notify City Officials (if not already advised)
  - a. City Administrator
  - b. Fire Chief
  - c. Law Enforcement/Sheriff's Department
  - d. Mayor
5. Notify affected facilities/populations within the community.

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**STANDARD OPERATING GUIDELINE**

B. Nuclear Generating Plant Accident

Upon notification by the state of an accident at the Monticello Nuclear Generating Plant and when the state recommends partial activation of the county EOC, Anoka County Emergency Management will advise Anoka County Central Communications to notify City officials/staff

- Law Enforcement/Sheriff's Department
- Emergency Management Director/Fire Chief
- City Administrator
- Mayor

NOTE: INGESTION PATHWAY PROTECTIVE ACTIONS WILL NOT BE OF AN IMMEDIATE EMERGENCY NATURE. City officials/staff will be notified of recommended protective actions. The public will be notified of recommended protective actions, if there are any, via news conferences and news statements issued at the Joint Public Information Center (JPIC) in St. Paul.

**IV. TESTING PROCEDURES**

- A. State policy is that Counties and municipalities test their public warning systems at 1300 hours (1:00 p.m.) the first Wednesday of each month. Counties and municipalities are encouraged to make advance announcements of each test through local radio, television, and newspapers.
1. At 1:00 p.m. the first Wednesday of each month the Anoka County Warning Point will activate the county sirens.

**V. CABLE TV WARNING SYSTEM**

- A. The Cable TV system may be used to supplement other notification/warning systems.
1. Determine nature of emergency.
  2. Prepare script for message.
  3. Enter message in terminal at city hall.

**STANDARD OPERATING GUIDELINE**

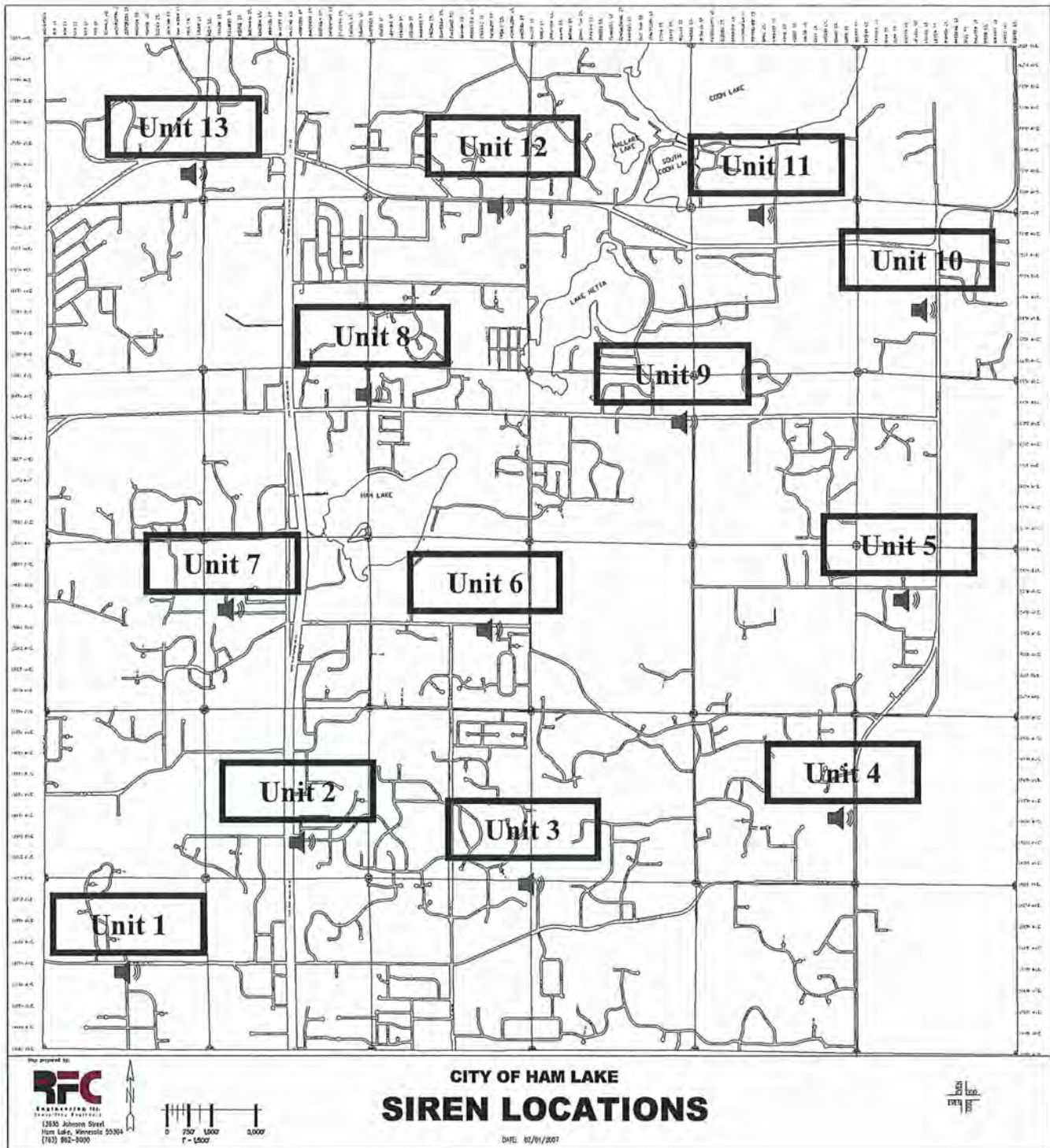
**NOTIFICATION LIST**

Anoka County Central Communications  
24-hour emergency number – 911  
24-hour non-emergency number – 763-427-1212

The following city staff, elected officials, and/or other government entities will be notified, as needed, depending on the nature and extent of an emergency. (See Annex O for contact names and telephone #'s – home and work, cell phones and pagers). Once notified, city staff will contact their department's personnel, as needed.

- Sheriff's Department
- Emergency Management Director/Fire Chief
- City Administrator
- Mayor and Council Members
- Deputy Fire Chief
- Public Works Director
- Building Official
- City Engineer
- Others, as needed





## Direction and Control

### I. Purpose

To describe how direction and control of response to an emergency/disaster will be accomplished.

### II. Methods of Communication

The Ham Lake Emergency Operations Center (EOC), when opened, is responsible for coordinating all city government communication activities. The Ham Lake EOC has the capability of communicating with: city staff, county agencies, other municipalities within the county, local hospitals, state and regional EOC s, city (field) units, etc. Primary communication methods available are radio and telephone. If none of these are operational, staff in Ham Lake or other cities can be sent to complete primary notification.

- PRIMARY COMMUNICATION METHODS: Telephone, 800 MHz radios, fax
- ALTERNATE COMMUNICATION METHODS: Cell phone, courier (hand delivery by city employee's or volunteers)

### III. Incident Management System

Incidents in Ham Lake will be managed using the National Incident Management System (NIMS). The first arriving emergency responder, officer, or senior official will serve as the incident commander. The EOC may be activated to provide overall coordination of the incident response and/or recovery. Activation of the EOC may be beneficial, for example, when the incident covers a large geographic area, has multiple locations, when multiple agencies of various types (law enforcement, fire, EMS, etc.) are involved, and/or for incidents lasting longer than one operational period. The Incident Commander, the Emergency Management Director, or the Mayor may request activation.

The Incident Management System (also referred to as the Incident Command System) specifies that the first public safety person (law enforcement or fire) at the scene becomes the incident commander. Responsibilities include: initial size-up, requesting additional resources, assigning tasks, communication, etc. Command may subsequently be transferred to a senior officer(s) upon their arrival.

The incident commander will determine if the EOC needs to be activated. If activation is decided on, the Emergency Management Director will be notified, along with the Mayor and City Administrator. The "phone tree" will then be implemented, notifying other staff to respond.

#### IV. Ham Lake Emergency Operating Center



Direction and control of Ham Lake's response to a disaster will be carried out at the Ham Lake EOC. The EOC is located at the **Ham Lake Fire Station #1, 15544 Central Ave. NE**. Once activated the Primary EOC location should be fully operational in two hours, or less.



If for some reason the EOC is not usable at the time of a disaster, **Ham Lake Fire Station #2, 17321 Xylite St. NE**, will serve as the alternate EOC. Once activated the Alternate EOC location should be fully operational in four hours, or less.

#### V. Emergency Power, Security, etc.

The Primary and Alternate Ham Lake EOC locations have emergency (backup) power sources capable of keeping the building systems (HVAC, electrical) operational. Both

locations are served by private wells and septic systems. In the event of a power outage, the back up generators at each location will also supply electricity to keep these systems operational.

Access to the main EOC can be controlled through the building's access control systems. Access to the alternate EOC can be controlled by limiting access to the entire building. In the event of a terrorist situation, additional security may be provided by law enforcement personnel.

## VI. EOC Staffing

The Emergency Management Director is responsible for maintaining the operational readiness of the primary and alternate sites for the EOC. This involves ensuring that the EOC has the necessary equipment and supplies available.

- A. City staffing of the EOC may include the following:
- Mayor
    1. Line of succession, if needed
      - a. Mayor Pro Tem
      - b. Acting Mayor
      - c. See City Charter for further process of succession
  - City Administrator
  - Emergency Management Director/Fire Chief
    1. Line of succession, if needed
      - a. Deputy Chief
      - b. District Chief
  - Sheriff's Department representative/liaison
  - Public Works Director
  - Building Official
  - City Engineer
  - City Attorney
  - Other city staff/administrative employees/elected officials
  - Anoka County Emergency Management personnel
  - Minnesota HSEM personnel

Each department/agency that is represented in the EOC is responsible for ensuring that its representative is familiar with the duties that he/she is expected to perform at the EOC. (Each department/agency shall develop a checklist of responsibilities to be carried out by its EOC representative.)

This checklist will indicate when additional EOC staff will be required, and when they should be released from the EOC. The City Administrator, or designee, will determine 24-hour staffing based on availability of staff.

- B. Anoka County Emergency Management may be requested to provide a representative to the EOC to coordinate the county's response.
- C. Space will be provided in the EOC for county, state, and/or federal officials, as needed and they will be briefed regularly as to the status of the incident. City of Ham Lake officials will retain overall direction and control responsibilities.

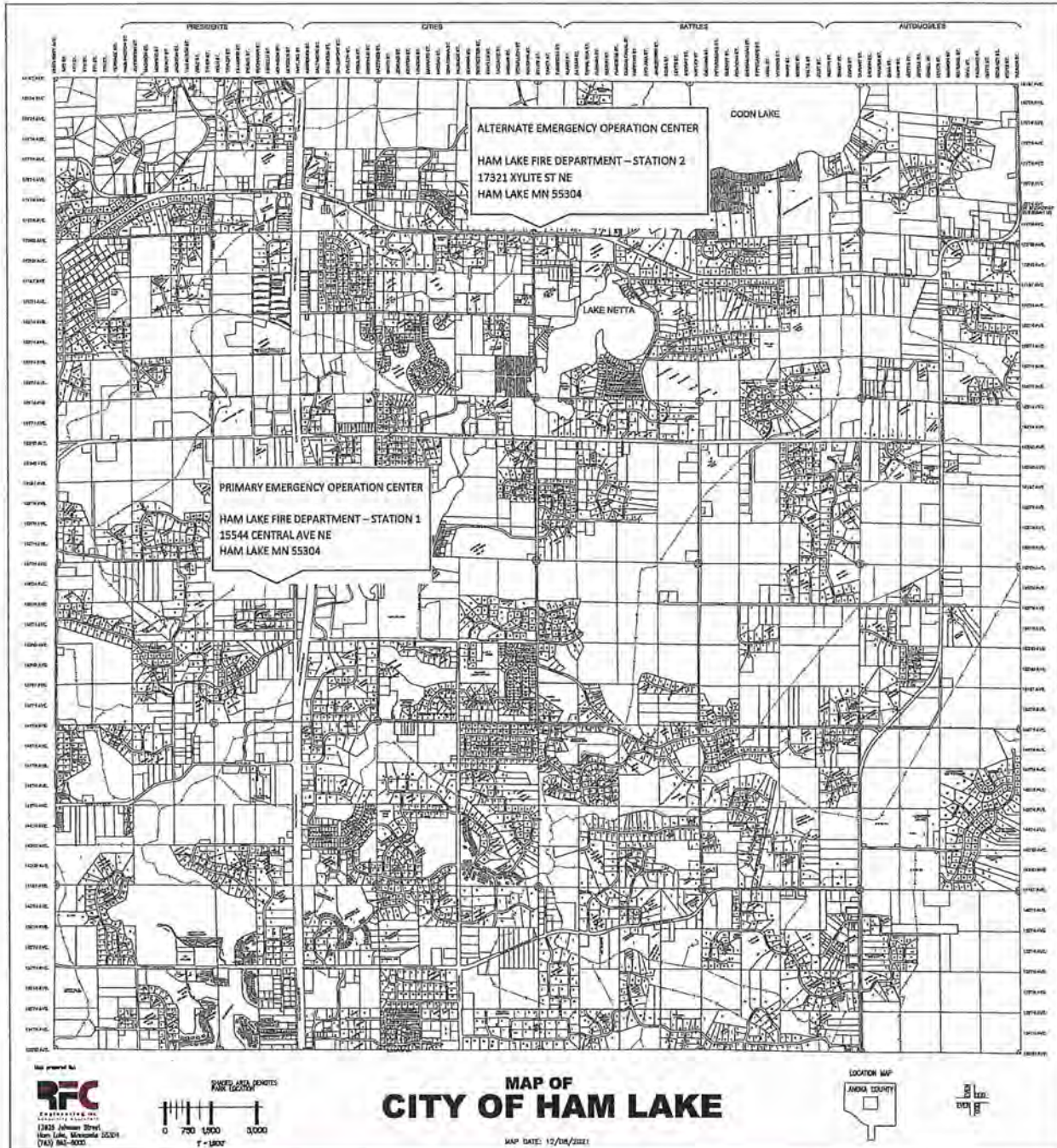
**VII. Authentication**

\_\_\_\_\_  
Emergency Management Director

\_\_\_\_\_  
Date



Primary EOC = Ham Lake Fire Station #1, 15544 Central Ave NE  
Alternate EOC = Ham Lake Fire Station #2, 17321 Xylite St. NE



City of Ham Lake  
Emergency Operations Center  
Locations

## Public Information

### I. Purpose

To provide an overview of how emergency public information will be disseminated in the event of a major emergency/disaster.

### II. Spokesperson(s)

The City Administrator (or designee) will serve as the Communications Coordinator during a major emergency/disaster, and will appoint a Public Information Officer. The Communications Coordinator will work with the Mayor, Sheriff's liaison, and Emergency Management Director/Fire Chief to determine what to release as public information. (These personnel are authorized for media contacts during emergencies, and may serve as Public Information Officer.) The Council Chambers in City Hall will be the official location for media updates during an emergency.

### III. Responsibilities

- A. City personnel in the field will be responsible for relaying important information about the emergency/disaster to the EOC where it will be given to the Communications Coordinator.
- B. The Communications Coordinator will coordinate all city news releases. The Mayor, Sheriff's liaison, and Emergency Management Director/Fire Chief are responsible for disseminating information and instructions to the public on a timely basis. The list of media (TV, Radio, Newspapers) is in Annex O
- C. The Communications Coordinator and Emergency Management Director will be responsible for rumor control.
- D. The Communications Coordinator will be responsible for ensuring that a system exists for responding to inquiries from families regarding the status of relatives. (See the Mass Care Annex)
- E. The Emergency Management Director, Allina Medical Transportation, and/or Anoka County Community Health & Environmental Services will be responsible for the preparation of materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions, and other appropriate survival measures.

- F. The Emergency Management Director, or designee, will be responsible for the preparation of instructions for people who must evacuate from a high-risk area, and sheltering location(s).
- G. The Emergency Management Director, or designee, will be responsible for instructions that identify staging areas and pickup points for evacuees without private automobiles or other means of transportation.
- H. The Emergency Management Director/City Administrator/Red Cross will be responsible for preparing instructions for evacuees use upon arrival in a hosting area. Such instructions would indicate the location of service centers, shelters, lodging, feeding facilities, and medical centers.

**V. Authentication**

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

## Search & Rescue

### I. Purpose

To describe in general how search and rescue will be accomplished in the City of Ham Lake following a disaster.

### II. Responsibility

Search and rescue will normally be the responsibility of Ham Lake Fire Department and the Anoka County Sheriff's Department. Representatives from both agencies will jointly be in charge of directing the overall search and rescue operations.

### III. Supporting Agencies/Organizations

The following government and/or volunteer organization(s) may be available to assist with a major search and rescue operation:

- Anoka County Sheriff's Department (including K9)
- Ham Lake Fire Department
- Mutual Aid Fire and/or Police Departments
- Civil Air Patrol
- National Guard
- Search, Rescue, and Recovery Resources of Minnesota (SRRRMN).
- The State Duty Officer can also assist with coordinating and/or locating other resources.

### IV. Supporting Standard Operating Procedures (SOPs)

The Ham Lake Fire Department, Anoka County Sheriff's Department, and other agencies responsible for conducting or participating in a search and rescue operation are responsible individually to develop and maintain whatever standard operating procedures (SOPs) they may need.

### V. Authentication

---

Emergency Management Director

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Date

## Health Protection

### I. Purpose

To provide an overview of how the health/medical care needs of people within the city will be met in the event of a major disaster.

### II. Responsibilities

#### A. Emergency Medical Services

Emergency Medical Service (EMS) in Ham Lake is provided by Allina Medical Transportation, the Anoka County Sheriff's Department, and the Ham Lake Fire Department. In situations where additional EMS services and/or resources are necessary, one or more of the three agencies listed may request assistance through mutual aid or other agreements. Allina will coordinate through MRCC and be responsible for tracking location(s) of patients and/or victims.

#### B. Support to Special Needs Populations

Organizations responsible for providing health and medical care, transportation, and other support to special needs population during emergencies are on Annex E; Chart A, section 1.

#### C. Decontamination Facilities

Mercy and Unity Hospitals have the capability and the written procedures to decontaminate individuals who have been chemically, biologically, or radiologically contaminated. The Metro Area Hospital Compact may assist in locating additional locations, if necessary.

#### D. Emergency Treatment Centers

In mass casualties and disease outbreaks, local hospitals may not be capable of accepting all the patients. Therefore, certain facilities in Ham Lake may be converted to emergency treatment facilities where medical personnel will come to treat the victims. See Annex E; Chart A, section 2, for the list of facilities.

#### E. Mass Fatality Incidents

The Anoka County Medical Examiners office is responsible for overseeing mass fatality incidents and death investigations in Ham Lake. The Incident Commander, Emergency Management Director, Sheriff's liaison, and the Anoka County Medical Examiner (or their designees), will determine the coordination of the response to a mass fatalities incident.

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F. Health Protection Measures

Allina Medical Transportation is the main source for assessing and coordinating appropriate health protection measures at disaster sites. The Anoka County Community Health and Environmental Services Department may also be able to provide assistance in recovery needs such as prescription drugs, respirators, eyeglasses, etc. The Red Cross personnel at the shelter site(s) should be considered to be the “lead agency” due to the fact that it is within their scope and mission to perform this type of nursing service.

The Ham Lake Fire Department will perform the initial decontamination of persons exposed to biological, chemical and radioactive agents, if needed. They will determine if additional assistance from mutual-aid department(s), county, state, and/or federal agencies is necessary. The Anoka County Community Health and Environmental Services Department may provide technical expertise on the proper procedures and identify resources for dealing with the containment, storage and/or disposal of hazardous waste materials.

The Anoka County Community Health and Environmental Services Department is responsible for the licensing and inspection of the food establishments in Ham Lake. If food contamination is serious, the Minnesota Department of Health and FDA may be notified.

Mass Clinics are addressed in Annex I.

G. Crisis Counseling: See Chart A, Section 4

The City Administrator is responsible for coordinating crisis counseling for city employees other than public safety employees. Law enforcement, fire department, EMS employees, and victims may receive counseling/assistance through their respective agencies, and/or as coordinated by the Fire Chief or Anoka County Sheriff’s department.

Some of the main organizations providing counseling are listed in Annex E; Chart A, section 3.

**III. Coordination**

If a serious disaster resulting in multiple casualties occurs in the City of Ham Lake, overall coordination of the various health/medical organizations response to the disaster will take place at the Ham Lake EOC.

**IV. Supporting Plans/Procedures and Personnel**

- A. Mercy and Unity Hospitals maintain disaster plans.
- B. Mercy and Unity Hospitals maintain a chemical emergency plan/procedure.
- C. Allina Medical Transportation will determine in coordination with the MRCC which hospital an injured victim should be transported to.

- D. Allina Medical Transportation has agreements with other metro ambulance services and will determine if additional medical transport units are necessary.
- E. Ambulance service and other pre-hospital emergency medical service agencies/organizations which respond to the scene of a serious accident/incident are responsible for developing and maintaining whatever standard operating procedures (SOPs)/emergency response plans and training that may be required. SOPs should include guidance and instructions for responding to hazardous materials incidents and are available from the respective ambulance/medical service provider.

### **V. County, State and Federal Support**

Federal funds for crisis counseling assistance and training are available during a Presidential declared disaster. Community mental health providers must apply to the State Department of Human Services. The State Department of Human Services applies to the Federal Emergency Management Agency (FEMA). FEMA and the National Institute of Mental Health will review the application. Communities must apply within 60 days of the disaster declaration.

Support and assistance is available from the Minnesota Department of Health in the event of a serious radiological incident, or other major health threat. (See the Radiological/Hazardous Materials Protection Annex to this plan.)

### **VI. Authentication**

\_\_\_\_\_  
Emergency Management Director

\_\_\_\_\_  
Date



**CHART A**

**Section 1 Support Organizations for Special Needs population:**

<b>Organization</b>	<b>Contact</b>	<b>Service</b>
Allina Medical Transportation	763-427-1212, or 911	Treatment, transportation
Anoka County Sheriff's Department	763-427-1212, or 911	Treatment, interpreter
Ham Lake Fire Department	763-427-1212, or 911	Treatment
American Red Cross	612-871-7676, or 763-427-1212, or 911	Case work/ transportation/ shelter (with some limitations)
Salvation Army	763-427-1212, or 911	Case work/ Adult Day Care
Catholic Charities	612-204-8278	Case work
Anoka County Community Health & Environmental Services	763-422-7030 (Request through dispatch after hours, 763-427-1212)	Public Health Nursing Epidemiology Immunizations
Lutheran Disaster Response	651-642-5990, 800-582-5260	Case work

**Section 2: Emergency Treatment Centers**

<b>Facility/Location</b>	<b>Phone</b>	<b>Service</b>
Mercy Hospital	763-236-6000	Hospital, ER
Unity Hospital	763-236-5000	Hospital, ER
McKinley Elementary School 1740 Constance Blvd. NE		Treatment, temporary placement
Ham Lake Senior Center 15544 Central Ave. NE		Treatment, temporary placement
Horizons Community Church 1503 157 <sup>th</sup> Ave. NE		Treatment, temporary placement
Glen Cary Lutheran Church 15531 Central Ave. NE		Treatment, temporary placement
Church of St. Paul 1740 Bunker Lake Blvd.		Treatment, temporary placement
Family of Christ Lutheran Church 16345 Polk St. NE		Treatment, temporary placement



**Section 3: Health/Medical Care at Mass Casualties Facilities**

American Red Cross Disaster Program Manager Rebecca Carlson	612-871-7676, or Dispatch 763-427-1212 612-390-9921
Anoka County Community Health & Environmental Services	763-324-4240 (Request through dispatch after hours, 763-427-1212)
Mercy Hospital	763-236-6000
Unity Hospital	763-236-5000
Allina Medical Clinic-Coon Rapids	763-780-9155
Allina Medical Clinic-Ramsey	763-236-0000
Cambridge Medical Center	763-689-7700

**Section 4: Crisis Counseling**

<b>Organization</b>	<b>Contact</b>	<b>Service</b>
Anoka County Public Safety Peer Counseling	763-427-1212 (Anoka County Central Communications)	Counseling, referral
MnFire Initiative Frankie Jo McNallan Intake Coordinator	1-888-784-6634  763-337-0479	Counsel and debrief emergency responders
American Red Cross Disaster Stress Team	612-871-7676	CISM, mental health, grief counseling
Medical Resource Control Center (MRCC)	763-427-1212 (Anoka County Central Communications)	Peer Counseling, link to public counseling
Anoka County Community Health & Environmental Services	763-324-4240 (After hours, 763- 427-1212, through Anoka County Central Communications)	
Religious leaders	Various listings in phone books	Counsel, pastoral care
Funeral Home Operators	Various listings in phone books	Counsel relatives of victims

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## Evacuation, Traffic Control, and Security

### I. Purpose

To outline how evacuation, traffic control, and security will be carried out if required due to an emergency or disaster.

### II. Responsibilities

The rationale for evacuation, whether for a large or small-scale emergency, is that moving the affected population to an area of lesser risk can best mitigate hazardous conditions or potentially hazardous conditions. Prior to recommending evacuation due to an actual/potential hazard threat, city officials will evaluate the benefit of sheltering in place. If sheltering in place is determined to be the most appropriate protective action, information and instructions will be provided to the affected citizens. (This may include, but is not limited to: closing doors [both interior and to the outside]; windows; fireplace dampers; sealing/closing all vents, fans and other openings to the outside; turning off furnaces/air conditioners; covering and staying away from windows; and where applicable, minimizing the use of elevators.)

- A. In the City of Ham Lake, the following official(s) will be responsible for recommending evacuation or to shelter in place:

<u>Official</u>	<u>Type of Incident</u>
Fire Chief or designee:	HAZMAT, Fire, Structural Damage, Radiological
Law Enforcement personnel:	Law Enforcement Related
Incident Commander:	Weather Related/ all other types

- B. The Anoka County Sheriff's Department in cooperation with other city and/or county officials, when appropriate, will be responsible for conducting and coordinating any large-scale or precautionary evacuation of the city. This coordination will include the evacuation activities of other participating agencies and jurisdictions. In the event of a large-scale and long-term evacuation, essential resources (critical supplies, equipment, personnel, etc.) will be relocated as necessary. Assistance would be available from mutual aid law enforcement agencies and fire department, and the public works department. Relocation/security for critical resources would be the responsibility of the related city department and/or law enforcement.
- C. The Anoka County Sheriff's Department will coordinate all transportation resources used in an evacuation as well as direction and control of traffic during an emergency.
- D. The Anoka County Sheriff's Department will provide for security in the affected area in order to protect private and public property. They may allow residents from the affected area access to their homes when the area is determined to be safe. Non-residents will not be allowed access until the situation is resolved (residents back occupying their homes and the

- 
- hazard removed). Repair/maintenance companies will be allowed access if confirmed with the victims, but they will be monitored.
- E. The Anoka County Sheriff's Department will designate an individual to coordinate all private and public transportation resources.
  - F. The Allina Transportation Services supervisor or designee will work with the Anoka County Community Health and Environmental Services Department to coordinate evacuation of special needs population.
  - G. Evacuation and sheltering of pets will be coordinated by Anoka County Sheriff's Department. Found and unclaimed pets may be sheltered according the City's Animal Control Agreement with Anoka County Humane Society 952-435-7738.

### III. Procedures

- A. Residents to be evacuated would be notified of the need to evacuate by one or more of the following: outdoor warning sirens, radio, TV, door to door, and public address systems, or other methods. Evacuation routes, assembly points and assistance instructions will be announced.
- B. Law enforcement personnel would establish traffic control points (if necessary).
- C. Mobility-impaired individuals unable to evacuate themselves would receive assistance from the Allina Transportation Service, and/or other public safety and volunteer agencies, as required.

### IV. Resources Available

- A. The incident commander or designee will be responsible for coordinating all private and public transportation.
- B. Local bus services, including Metro Transit, could provide buses, if needed, to assist in the evacuation process.

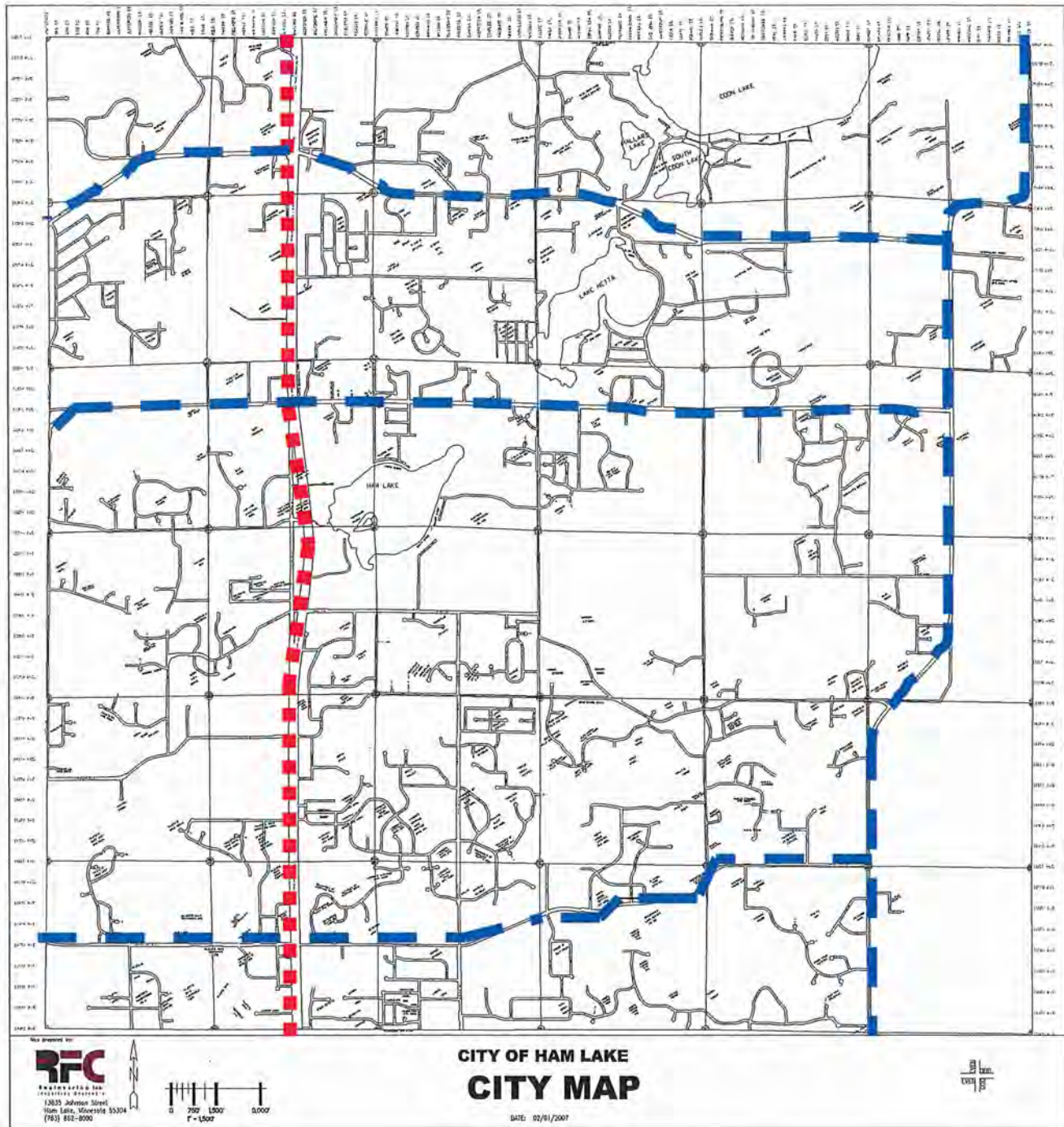
### V. Authentication

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Director of Emergency Management

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Date



### EVACUATION ROUTES

**Primary:** ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ (Highway 65)

**Secondary:** ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ (Crosstown Blvd., Constance Blvd., Bunker Lake Blvd., Lexington Ave.)



## Standard Operating Guideline

This Standard Operating Guideline is intended to provide guidance for the evacuation of people due to an emergency/disaster.

### I. General

Anoka County Sheriff's Department will have primary responsibility for performing evacuation. The Ham Lake Fire and Public Works Departments, along with law enforcement and fire department personnel from mutual aid departments may provide assistance.

### II. Evacuation Routes/Procedures

Evacuation of people will depend on the type of disaster/hazard. The general evacuation routes are displayed on page 3 of Annex F. These routes can vary depending on the type, extent, and/or location of the disaster. The Incident Commander will determine the safest/ quickest route(s) and convey it to the EOC. The Public Information Officer or designee will convey the evacuation route(s) to the public. This may include, but is not necessarily limited to, notification of radio and television stations, posting signs along routes, barricades, Cable TV message, etc. Personnel (sheriff, fire, public works, reserves, etc.) may be posted at the main intersections of the evacuation routes to assist with evacuation. If necessary, other mutual-aid police, fire, and public works departments will be requested to assist in evacuation and security measures.

### III. Security

Access to the disaster area will be controlled by law enforcement personnel (local, mutual aid, assistants). Reasonable access for those who live or work in the disaster area should be provided, but access may necessarily be restricted for safety and/or security reasons. Media personnel will be allowed access to non-hazardous areas. Personnel from federal, state, county, mutual aid and volunteer organizations/personnel will be allowed access to certain areas as needed.

Security will be coordinated using the National Incident Management System. Security will also be responsible to maintain the scene as a crime scene, if necessary, for investigation.

Law enforcement personnel will provide security to the disaster area until the area becomes safe for residents to return. Any homes/facilities that will remain unoccupied by residents/employees will be put on the security list for law enforcement personnel to monitor until they are secured.

In the case of a long-term event this duty may be assigned to the National Guard or other security agency to allow law enforcement personnel to attend to normal day to day activities.

## **RETURN OF EVACUEES**

Evacuees will be notified through public announcements when it is safe to return to the area. The Anoka County Sheriff's Department will be responsible for coordinating the access and return of evacuees to a secure location. A system will be implemented to identify individuals authorized to move within the affected area. Efforts shall be made by the on-scene personnel to ensure that access/return to the area is obtained only by authorized personnel.

## Fire Protection

### I. Purpose

To provide an overview of how fire protection is provided in the City of Ham Lake.

### II. Responsibilities

- A. Primary: Fire protection in the City of Ham Lake is the responsibility of the Ham Lake Fire Department.
- B. Supporting: In addition to its primary responsibility of providing fire protection, the fire department will have other responsibilities in the event of a disaster. These include, but are not necessarily limited to:
  - 1. Assisting in the dissemination of warnings.
  - 2. Coordinating and assisting with an evacuation.
  - 3. Coordinating and assisting with EMS response(s).
  - 4. Coordinating and assisting with a search and rescue effort.
  - 5. Informing other local government personnel of the risks associated with a hazardous materials incident/accident that has occurred.
  - 6. Reporting important disaster status information (casualties, damage, evacuation status, chemical releases/exposures, radiation levels, etc.) to the EOC during emergency operations.
  - 7. Responding to hazardous materials incidents, within the limits of hazmat response training received
  - 8. Providing heavy and light rescue services.
  - 9. Providing and/or assisting with first responder and emergency medical services.

### III. Mutual Aid

The Ham Lake Fire Department participates in mutual aid agreements that involve the fire departments that are members of the North Suburban Regional Mutual Aid Association, and the Anoka County Fire Protection Council.

### IV. Communications Capability

The Ham Lake Fire Department vehicles are equipped with mobile and/or portable 800 MHz radio communications equipment.

### V. Authentication

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date

## Damage Assessment

### I. Purpose

To provide an overview of how damage assessment will be accomplished following a disaster in the City of Ham Lake.

### II. Responsibilities

A. The Building Official is responsible for:

1. Developing and maintaining a damage assessment "team" composed of municipal, county, and/or private-sector agency representatives.
2. Maintaining an up-to-date listing of damage assessment team personnel.
3. Maintaining the procedures to be followed for damage assessment.
4. Coordinating the damage assessment process in the event of a disaster.

B. Municipal and other government officials who, depending upon the nature of the disaster, may participate in a damage assessment effort:

1. Building Official and his/her staff
2. Public Works Superintendent
3. City Engineer
4. City Emergency Management Director
5. County Emergency Management Director

C. Private Sector Agencies/Organizations

A list of private sector agencies/organizations that might be available and that might be appropriate participants in a damage assessment effort will be developed and maintained by the Building Official or designee. The following agencies are listed by MNVOAD as being capable of providing damage assessment services:

1. American Red Cross
2. Christian Reformed World Relief Committee (CRWRC)

### III. Policies and Procedures

A. A damage assessment effort will be initiated as soon as practical following the occurrence of a disaster.

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- B. Where possible and when appropriate, pictures will be taken of damaged areas, and city maps will be used to show the location of damage sites.
- C. When damage assessment is carried out in conjunction with a request for state or federal disaster assistance, the City Emergency Management Director will coordinate with the County Emergency Management Director, and with the Minnesota Division of Homeland Security & Emergency Management (HSEM).
- D. When possible, the City Building Official and other appropriate local government officials will participate in damage assessment procedure training.

**IV. Authentication**

\_\_\_\_\_

Building Official

\_\_\_\_\_

Date

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## Mass Care

### I. Purpose

To describe how the congregate care (emergency housing, feeding, clothing, and counseling) needs of the City of Ham Lake residents will be met in the event of a disaster.

### II. Responsibility for Coordinating Mass Care

The Emergency Management Director is responsible for providing overall coordination of the mass care function. The American Red Cross will provide and/or coordinate the majority of the congregate care services. In order to facilitate this effort, the coordinator or a liaison will be assigned to the Emergency Operations Center (EOC).

#### A. Primary Needs

The following primary congregate care needs of disaster victims will be met by the government departments/voluntary organizations indicated:

1. **Emergency housing/shelter** - American Red Cross and Salvation Army.
2. **Emergency feeding** - American Red Cross, Salvation Army, and Minnesota-Wisconsin Baptist Convention.
3. **Emergency clothing** - American Red Cross and Salvation Army.
4. **Crisis counseling** - American Red Cross, Salvation Army, and Lutheran Disaster Response.

#### B. Additional Needs

The following additional mass care needs of disaster victims will be met by the agencies and/or organizations indicated:

1. Reception and registration center teams – American Red Cross
2. Inquiry and referral (regarding disaster victims) – American Red Cross
3. Health and medical services at mass care locations – American Red Cross and/or agencies listed in Annex E.

4. Donations management – American Red Cross and Salvation Army
5. Security (for mass care facilities, as needed) – Anoka County Sheriff’s Department
6. Pet and animal evacuation and sheltering – Animal Humane Society, Coon Rapids

**III. Shelter Names and Locations**

These facilities have been identified by the American Red Cross as potential shelter locations for Ham Lake residents.

	Location Name/Address/Phone			Max
National Sports Center	1700-105th AVE NE	BLAINE MN	55449	425
ISD 11 Blaine High School	12555 University Ave NE	BLAINE MN	55434	105
ISD 11 Andover High School	2115 145th Ave NW	Andover MN	55304	105
ISD 11 Coon Rapids High School	2340 NORTHDALE BLVD NW	Coon Rapids MN	55433	105
Constance Evangelical Free Church	16150 Crosstown Blvd.	Andover MN	55304	83
ISD 11 Anoka High School	3939 7th Ave	Anoka MN		105
St Patrick Catholic Church	19921 Nightingale St NW	Oak Grove MN	55011	87

The following locations in the City of Ham Lake may also be available as temporary shelter locations.

Location Name/Address/Phone	Contact Name/Phone
Glen Cary Lutheran Church 15531 Central Ave. NE	Main 763-434-5695 Terry Berglin 763-434-9305
Ham Lake Senior Center 15544 Central Ave. NE	
DaVinci Academy 532 Bunker Lake Blvd. NE	Main Office 763-252-6130 Holly Fisher 763-238-8165 Cassandra Anderson 763-228-9001
Cowboy Church 17525 Central Ave. NE	Main 763-434-5596 Linda Penrose 612-269-9668
McKinley Elementary School 1740 Constance Blvd. NE	Tim Fournier 763-506-1208 Cell 763-442-2494
Oak Haven Church 1555 Constance Blvd. NE	Main 763-434-6013 Kris Johannsen

**IV. Authentication**

\_\_\_\_\_  
Emergency Management Director

\_\_\_\_\_  
Date

## Debris Management

### I. Purpose

To describe how debris clearance will be accomplished following a disaster in the City of Ham Lake.

### II. Responsibilities

Within the City of Ham Lake, the Public Works Superintendent and Public Works Department will normally be responsible for coordinating debris management operations.

### III. Policies and Procedures

- A. Removal of debris from private property will be the responsibility of the property owner, except in unusual circumstances.
- B. The Anoka County Public Works Department, public works departments from neighboring communities, the Minnesota Department of Transportation, and/or Minnesota Pollution Control Agency may be requested to assist with debris clearance when:
  - There is a large volume of debris
  - Local equipment is not adequate to handle removal
  - Debris is blocking major transportation routes (or State highways)
  - Assistance is otherwise determined to be needed and/or beneficial
- C. The cleanup and disposal of spilled or leaked hazardous materials will be the obligation of the responsible party.
- D. Debris would be disposed of at a place to be designated. Possible locations/facilities for temporary storage and final disposition of debris are:

<b>Temporary Storage Locations</b>		
1220 157 <sup>th</sup> Ave. NE	Lion's Park	
3730 168 <sup>th</sup> Ave NE	Fox Run Park	
13449 Staples St NE	Twin Birch Park	
<b>Final Disposition</b>		
Elk River Landfill Inc. (Waste Management)	22460 Highway 169 Elk River, MN 763-441-2464	Construction and demolition debris
Central Wood Products	19801 Hwy 65 NE East Bethel, MN 763-753-7374	Tree waste

**IV. Supporting Documents**

- A. A listing of the private construction contractors (which have debris removal equipment) in the City of Ham Lake is maintained by the Public Works Superintendent.
- B. Written (and/or non-written) debris clearance agreements exist with neighboring communities.
- C. The Public Works Department has developed policies and/or procedures for the following debris management concerns: collecting, sorting, establishing emergency routes, disposing of debris from private property, disposing of debris that contains hazardous materials, disposing of carcasses, and using contractors.

**V. Authentication**

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Public Works Director

---

Date

## Public Services/Utilities Restoration

### I. Purpose

To provide an overview of how utility services will be restored following a disaster/emergency.

### II. Responsibilities

The following agencies/companies are responsible for providing utility services for the City of Ham Lake (see Annex O for 24 hr.contacts):

- A. Electrical Service – Connexus Energy
- B. Gas Service – Xcel Energy, Center Point (see map for coverage areas)
- C. Telephone Service – Comcast, McLeodUSA, Qwest
- D. Water Service – No citywide municipal water system exists.
- E. Sanitary Sewer Service – No municipal sanitary sewer system exists.
- F. Storm Sewer Systems – Ham Lake Public Works Department
- G. Cable TV – Comcast
- H. Pipeline Service – Minnesota Duty Officer (for emergencies)
- I. Sanitation(Refuse) – Residential – Ham Lake Haulers  
Commercial - Arranged by property owner/tenant

### III. Service Restoration

In the event of a utility outage due to a disaster, the agencies listed in II above should be contacted to restore service: Utilities may also be notified via Anoka County Central Communications at 763-427-1212

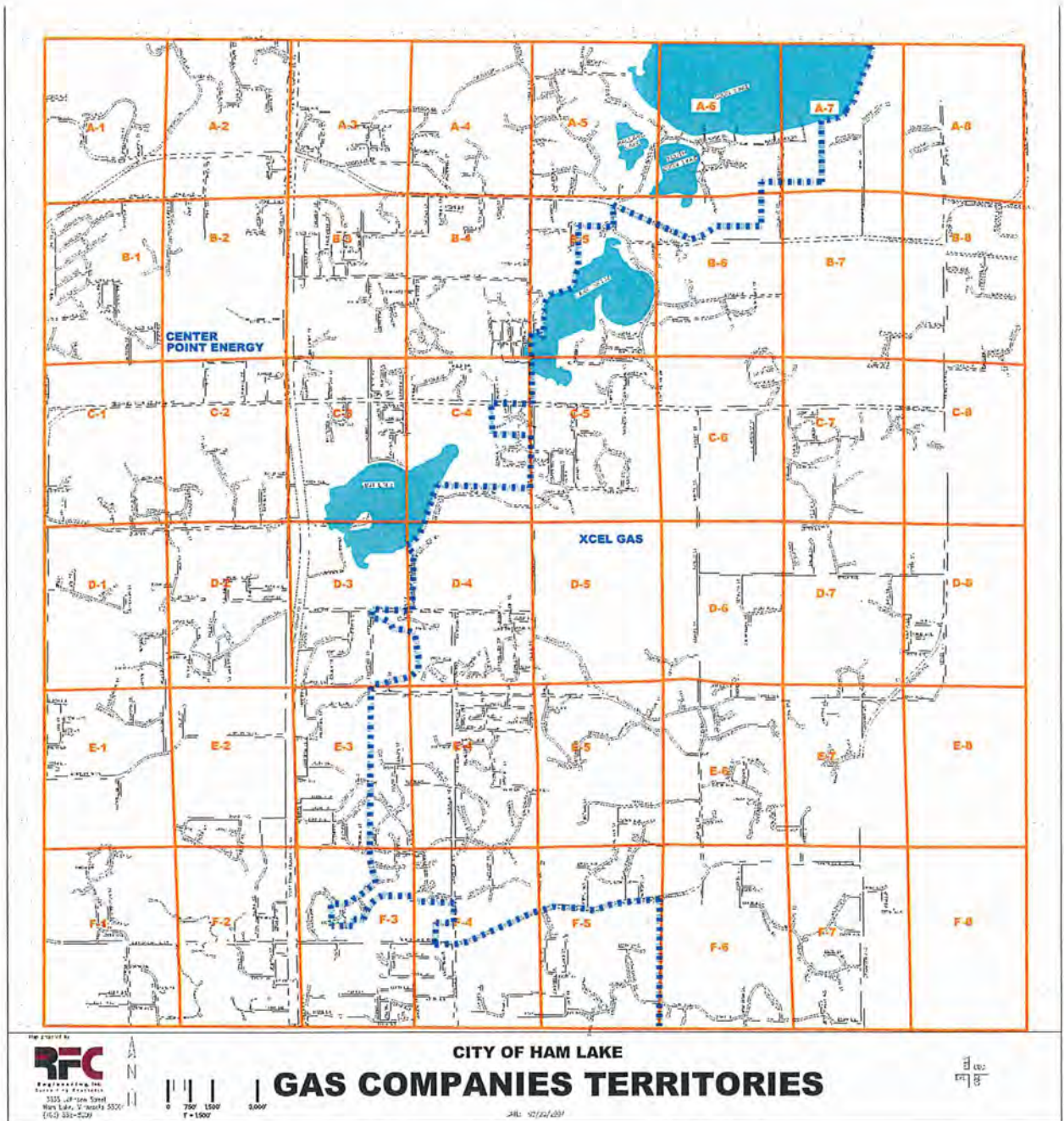
#### Prioritization of Service Restoration

- Electical: Connexus has its own policy for prioritization
- Natural Gas: Center Point and Xcel have their own policies for prioritization
- Sewer: There is no municipal sanitary sewer system
- Water: There is no municipal water system

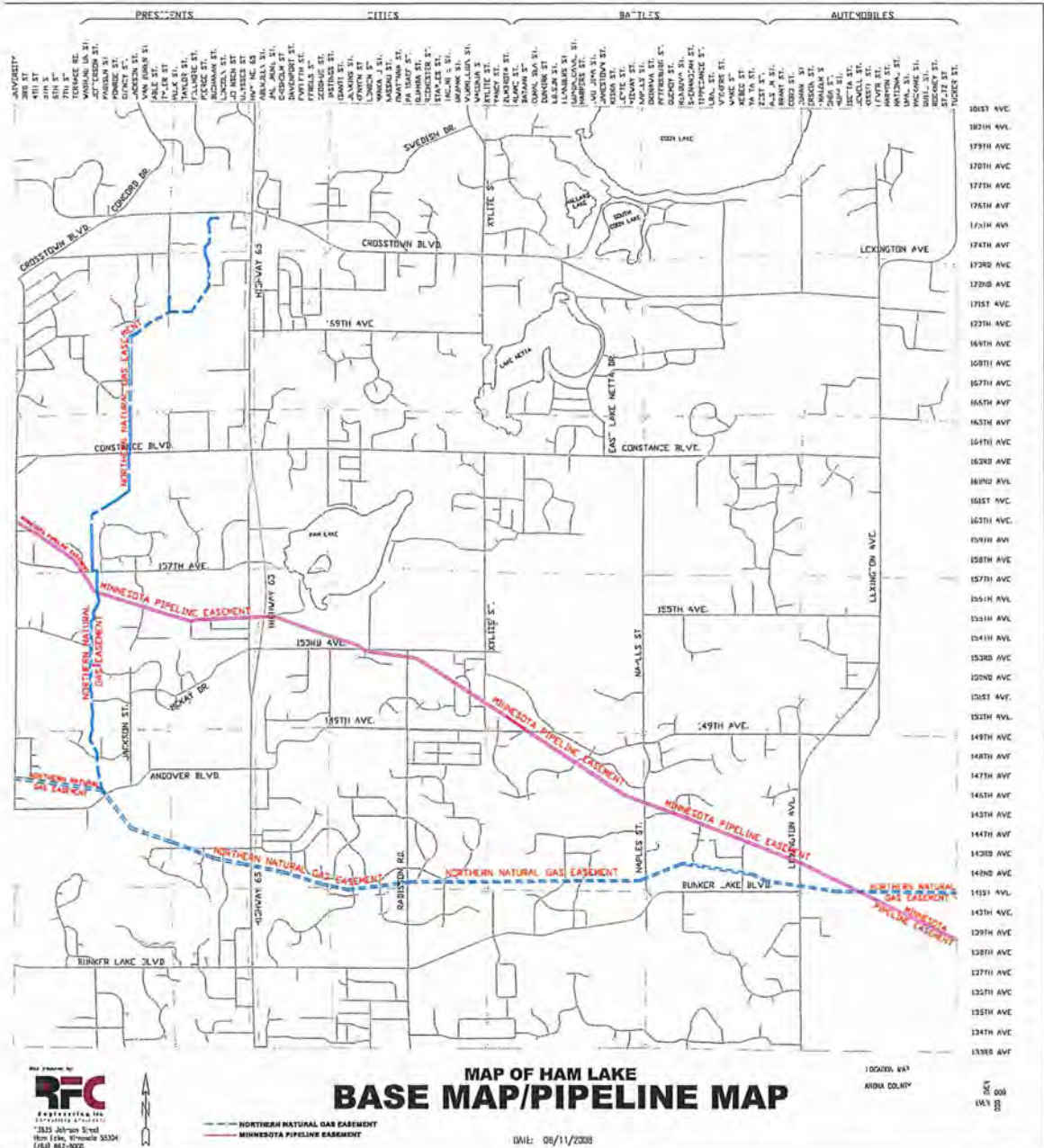
IV. Authentication

\_\_\_\_\_  
Emergency Management Director

\_\_\_\_\_  
Date







Map Prepared by  
**RFC**  
ENGINEERS, INC.  
2325 Johnson Street  
Ham Lake, Minnesota 55304  
(763) 882-8000

--- NORTHERN NATURAL GAS EASEMENT  
— MINNESOTA PIPELINE EASEMENT

MAP OF HAM LAKE  
**BASE MAP/PIPELINE MAP**

100000: WA  
ARLON COUNTY

0 500  
1000  
1500  
2000  
2500  
3000  
3500  
4000  
4500  
5000  
5500  
6000  
6500  
7000  
7500  
8000  
8500  
9000  
9500  
10000

DATE: 06/11/2008

## Environmental Hazard Response

### I. Purpose

The purpose of this annex is to list 302 facilities, their locations and emergency coordinators, transportation routes for hazardous substances, and response to hazardous material release by both the facility emergency coordinator and the city emergency management personnel.

### II. SARA Title III, Section 302 Facilities and their Emergency Coordinators

- 1) Comcast of Minnesota, Inc.,

See Attachment A and attached maps –

### IV. SARA Title III Information

- A. As part of the EOP planning process and in accordance with State and Federal law, the following facilities/locations have been identified.

1. "Covered" facilities. - Facilities that possess extremely hazardous materials/chemical at or above a given "threshold planning quality". List of facilities and maps are attached.
2. Facilities that may contribute additional risk due to their proximity to the "covered" facilities.
3. Facilities (schools, hospitals, nursing homes, etc.) at risk due to their proximity to facilities with extremely hazardous materials.
4. Transportation routes for extremely hazardous substances.
5. Pipelines

- B. Response to a Release of Hazardous Materials by Facility Owners/Operators.

Facilities within the city that possess extremely hazardous materials are required to develop and maintain emergency response plans as specified in 29 CFR 1910.120, or emergency action plans as specified in 29 CFR 1910.38(a) that their employees will follow in the event of a release of those materials.

At the minimum, facilities are required by law to immediately notify the following in event of an accidental emergency release: local authorities by dialing 9-1-1, state authorities by contacting the State Duty Officer by dialing 651-649-5451, and the National Response Center by dialing 1-800-424-8802.

## V. Determination That a Release has Occurred

Facilities located in the City of Ham Lake that use, store, manufacture or transport hazardous materials are responsible for developing systems and training for their employees so as to be able to promptly determine and report that a release of hazardous materials has occurred. The systems, methods, and/or procedures in place at each facility for determining that a release occurred, along with a brief description of any specialized system (i.e. monitor/sensor) are described in the facility emergency plans.

## VI. Determining Area or Populations Likely to be Affected

First responders will begin their determination of the area affected by a hazardous materials release by identifying/verifying the hazardous material(s) involved. For the most part they will then rely on the following methodology to determine populations likely to be effected by a chemical release, the need for evacuation and the area of the city to evacuate: Use of the direct observation where applicable, North American Emergency Response Guide Book, Facility Preplans (if fixed facility), computer modeling when available, and on the advice of the facility operator and/or State Chemical Assessment Team.

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Emergency Management Director

---

Date

**Attachment A, 1: 302 Facility  
Comcast of Minnesota, Inc.**

ERC ID 02-065-0008

**Facility Name and Address**  
Comcast of Minnesota, Inc.  
14740 Baltimore St. NE  
Ham Lake, MN 55304

**Status** **ACTIVE**

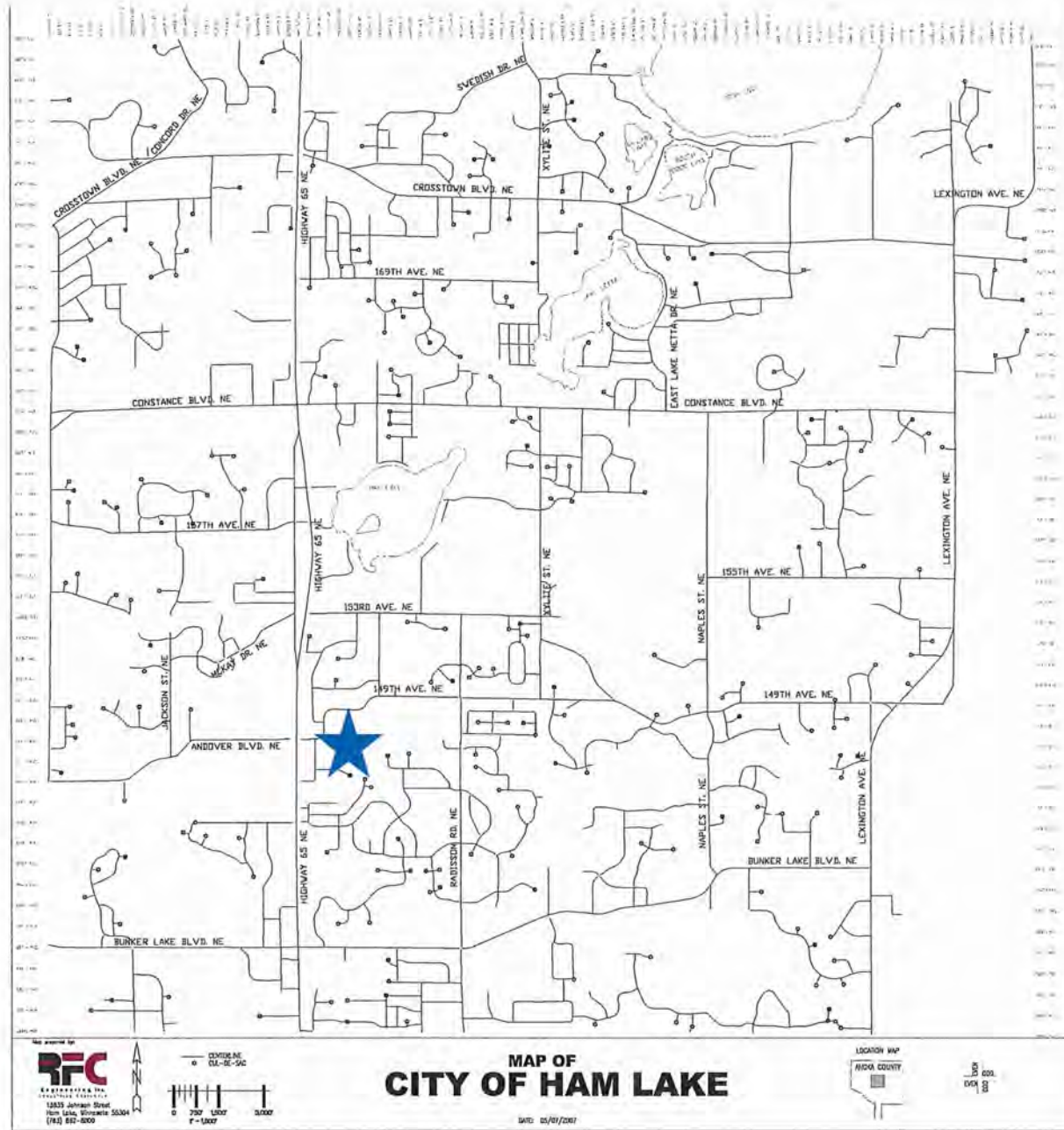
**Contact Name and Phone Number**

**302** **312**  
Yes 2005

<u>Chemicals On Site</u>		<b>Max</b>	<b>Ave</b>	<b>Days</b>		<b>Storage Codes</b>
Sulfuric Acid	02	02	365		R	1 4
Batteries inside UPS (West wall)						
Batteries inside building (South wall)						

<b>302 Facility</b>	<b>Facilities Contributing Additional Risk</b>	<b>Facilities Subject to Addition Risk</b>
1. Comcast of MN	None	None

Comcast of Minnesota, Inc.  
14740 Baltimore St. NE



### HAZARDOUS SUBSTANCE TRANSPORTATION ROUTES

The major transportation routes in Ham Lake are:

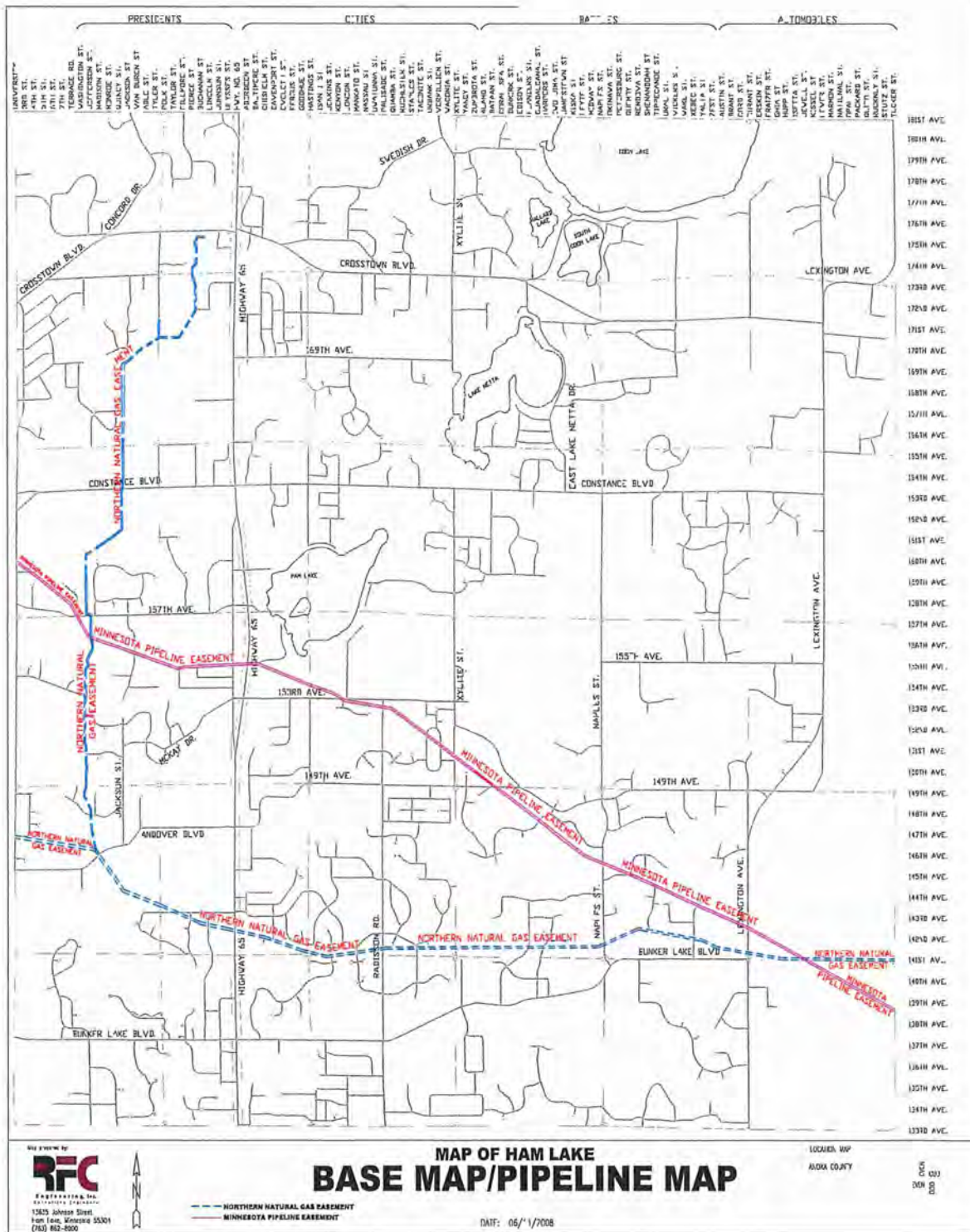
Name	Road Classification	Direction
Highway 65	State Highway	North-south
Lexington Avenue	County State Aid Highway 17	North-south
Bunker Lake Boulevard	County State Aid Highway 116	East-west
Constance Boulevard	County Road 60	East-west
Crosstown Boulevard	County State Aid Highway 18	East-west

### PIPELINES – GENERAL INFORMATION (Also see attached map.)

COMPANY	ADDRESS	CONTACT/PHONE	PRODUCTS
Koch Pipeline Co. (Minnesota Pipeline)	P.O. Box 64596 St. Paul, MN 55164	651-438-1565  Emergencies: 1-800-688-7594	Crude Oil
Northern Natural Gas	111 South 103 <sup>rd</sup> St. Omaha, NE 68124	Pipeline Emergency: 1-888-367-6671  Dave Becker Sr. Operations & Maintenance Tech. (402) 530-3163 Office (763) 312-9058 Cell	Natural Gas



PIPELINES MAP



## Resource Management

### I. Purpose

To provide a list of agencies, organizations, facilities, equipment, etc. that will assist Ham Lake in dealing with disasters/emergency situations.

### II. List of Mutual Aid Agreements, Memorandums of Understanding, etc. The lists will be broken down by the various city departments.

- A. **Law Enforcement:** there is a county wide Mutual Aid Agreement signed by all police departments and the sheriff's office in Anoka County. Law enforcement agencies from other counties and/or the State Patrol may provide assistance as well.
- B. **Fire:** see Annex G section III.
- C. **Public Works/Engineering:** No written agreements are in place.
- D. **Others** (for example: administrative staff)

### III. Sources of Specialized Emergency Resources:

#### 1. Biological, chemical, and radiological materials

- Anoka County Community Health and Environment Services Department
- Minnesota Duty Officer – State hazmat response resources.
- Minnesota Department of Health
- Minnesota HSEM references

#### 2. Medical Supplies

Allina Medical Transportation provides EMS transport services in Ham Lake, and will be the next step in securing supplies beyond what is available from fire department vehicles and stations. Additional supplies can be obtained from Allina Medical Transportation, Mercy and/or Unity Hospitals, and/or Anoka County Community Health and Environmental Services Department.

#### 3. Water, Pumps, Sandbags, Generators, and Sandbagging Machine Supplies

There is not a municipal water supply or sanitary sewer system in the City of Ham Lake. If the water supply for residents is unusable because of severe extended drought or contamination (or suspected contamination), the Minnesota National Guard may be called upon to bring water to designated areas of the city for the residents.

The City of Ham Lake location is such that the possibility of flooding is very minimal. However, if there would be tremendous rain, sandbags and the machines may be available from Anoka County and/or the State. The Ham Lake Public Works Department has access to additional pumps and/or portable generators through local partners and vendors, if needed.



**4. Bomb Squads**

Real or threatened bomb incidents in Ham Lake are law enforcement matters. Law enforcement personnel may contact bomb squads through the Minnesota State Duty Officer at 651-649-5451.

**5. Trained Personnel**

Trained personnel for dealing with disasters, emergencies, terrorism, etc. are available in most counties, and through the State of Minnesota and federal agencies. Ham Lake has staff trained in certain areas of emergency management, but may request the assistance of personnel from Anoka County Emergency Management, Public Works, Community Health and Environmental Services, etc. From the state, there are many trained personnel in HSEM, BCA, Dept. of Military Affairs/National Guard, Pipeline Safety, Health Dept., etc. From the federal level there is the FBI, ATF Homeland Security/Emergency Management, FDA, DEA, Transportation, Corps of Engineers, Army Reserve, Natural Resources, etc. Agencies providing public services (such as Anoka County Sheriff) and city departments (fire, public works, administration, etc.) in Ham Lake have separate list of contacts available to assist them. Contacts of many agencies/individuals are listed in Annex O.

**IV. Emergency Equipment/Facilities:**

**Law Enforcement: Sheriff's Department responsible**

- 1) Squad video recorders
- 2) Night Vision equipment
- 3) First Aid equipment
- 4) Tasers
- 5) Entry Team equipment
- 6) Firearms and ammunition
- 7) Aerosol subject restraints
- 8) Radios

**Fire and Rescue: Fire Chief/Fire Department responsible**

- 1) Self Contained Breathing Apparatus
- 2) Thermal Imagers (two)
- 3) Rescue Equipment
- 4) Hydraulic rescue equipment on two rescue trucks
- 5) Rescue Air Bags on Rescue trucks
- 6) Vehicle Rescue Stabilizers
- 7) All standardized equipment
- 8) Automated External Defibrillators

**Emergency Operations Center: Emergency Management Director responsible (Primary location in Ham Lake Fire Station #1. Back up is Fire Station #2.)**

- 1) Radio, telephone communications
- 2) Computer equipment (MIS Director)

- 3) Emergency Operations Plan
- 4) Resource Lists, containing contacts, 302 facilities and their contacts/equipment, plans, etc.
- 5) Security Supplies, i.e. identification cards, security banners, etc.

**V. Emergency Equipment and Facilities (SARA Title III)**

A listing of available emergency equipment at facilities owned and operated by private companies and available for use in response to a haz-mat accident is contained within the facility plan. Copies of plans submitted are maintained by the Emergency Management Director.

**VI. Management of Volunteer resources and Donations.**

MNVOAD will coordinate the registration and assignment of spontaneous or emergent volunteers. The person designated by the Emergency Management Director will manage new volunteer resources that are received due to a disaster/emergency and have not been assigned to a department. The department that receives the volunteers will be responsible for their supervision.

Donations will be managed by the city Finance Director in coordination with the Emergency Management Director, City Administrator, Mayor, and Council.

## Terrorism

### I. Purpose

The purpose of this Annex is to deal with terrorist attack(s): prevention/monitoring, response, recovery, and investigation. The primary goal is to ensure public safety. This Annex lists what needs to be known about Weapons of Mass Destruction (WMD) that terrorists are likely to use, and an overview of the critical elements that need attention before, during, and after an incident. The three types of weapons most commonly categorized are radiological weapons, biological weapons, and chemical weapons. Subcategories of WMD include agroterrorism and cyberterrorism. Terrorism is one hazard covered in the Hazard Analysis section of the General Plan.

### II. Responsibility

The Emergency Management Director is responsible for overseeing the following: Planning and preparation, Response/Incident Management, follow-through after an incident. The Emergency Management Director will utilize local resources – law enforcement, fire, city staff, public works, etc. Also, he/she will utilize and coordinate with county, state and federal agencies. Upon their response, the FBI will become in charge of handling the incident.

### III. WMD

#### A. Radiological Weapons

- 1) Nuclear Explosive Device
- 2) Nuclear Material Installation
- 3) Nuclear Power Generation Plant

#### B. Biological Weapons

- 1) Bacteria
- 2) Viruses
- 3) Toxins

#### C. Chemical Weapons

- 1) Blood Agents
- 2) Nerve Agents
- 3) Pulmonary (Choking) Agents

Other potential terrorist attacks could involve incendiary/explosive attacks.

### IV. Planning and Preparation

In dealing with the possibilities of terrorist's attacks and incidents where WMDs may be used, Public Safety leaders will implement the following steps:

- ✓ Develop additional pertinent policy

- ✓ Implement procedures
- ✓ Train personnel
- ✓ Rehearse possible events
- ✓ Acquire equipment
- ✓ Work with Mutual-Aid agencies and multijurisdictional protocols
- ✓ Establish multidiscipline community service teams

### **Community Assessment – locating and measuring risk**

While it is not believed Ham Lake will be a target of terrorists, it is still important to identify Jurisdictional Threat Assessment of potential targets should there be an attack. Based on the list of primary terrorist targets developed by the federal government, should a terrorist attack occur in Ham Lake, it would probably occur at the following:

- Ham Lake City Hall Building
- Fire Station #1 or #2
- Public Works building

## **V. Response/Incident Management**

### **A. On-Scene Command Leadership**

The sheriff's department will most always be the primary responder to the scene of any catastrophe, including a terrorist attack. Their first priority is to protect the public and secure the scene. Evacuation will be determined based on the type of terrorist attack. Emergency response to incidents will likely involve both rescue and law enforcement activities. Emergency vehicles and personnel need immediate access to the scene, unless it is a biological/chemical/radiological attack. If needed, fire department personnel and HAZMAT team will respond. The emergency communication systems identified in this plan will be utilized immediately to inform residents in the area to stay in their homes, close all doors and windows, shut off heat and air conditioning, bring in their pets until notified it is safe for them to leave. If large-scale evacuation is needed, busses and other transportation methods may be utilized.

**Emergency Notification Contact Lists**  
**Telephone List**

*(This list is to be used for emergency purposes only  
and is not to be distributed to the public)*

**City of Ham Lake**

Position/Title	Name	Contact Type	Contact Information
Fire Chief/Emergency Management Director	Mike Raczkowski	Home Work Cell (Work) Cell (Personal) Pager Email	<a href="tel:763-235-1661">763-235-1661</a> <a href="tel:612-240-4594">612-240-4594</a> <a href="mailto:mraczkowski@ci.ham-lake.mn.us">mraczkowski@ci.ham-lake.mn.us</a>
Deputy Fire Chief	Jerry Gilmer	Cell Email	<a href="tel:612-702-6977">612-702-6977</a> <a href="mailto:jerrygconst@yahoo.com">jerrygconst@yahoo.com</a>
City Administrator	Denise Webster	Home Work Cell (Work) Cell (Personal) Email	<a href="tel:763-235-1680">763-235-1680</a> <a href="tel:763-486-7091">763-486-7091</a> <a href="mailto:dwebster@ci.ham-lake.mn.us">dwebster@ci.ham-lake.mn.us</a>
Deputy Clerk	Dawnette Shimek	Home Work Cell (Personal) Email	<a href="tel:763-434-6039">763-434-6039</a> <a href="tel:763-235-1673">763-235-1673</a> <a href="tel:612-759-3248">612-759-3248</a> <a href="mailto:dshimek@ci.ham-lake.mn.us">dshimek@ci.ham-lake.mn.us</a>
Public Work Superintendent	John Witkowski	Home Work Cell (Work) Email	<a href="tel:763-235-1662">763-235-1662</a> <a href="tel:763-238-5342">763-238-5342</a> <a href="mailto:jwitkowski@ci.ham-lake.mn.us">jwitkowski@ci.ham-lake.mn.us</a>
Park Supervisor	Jim Kappelhoff	Work Cell (Work) Cell (Personal)	<a href="tel:763-235-1670">763-235-1670</a> <a href="tel:763-236-3489">763-236-3489</a> <a href="tel:763-286-4079">763-286-4079</a> <a href="mailto:jkappelhoff@ci.ham-lake.mn.us">jkappelhoff@ci.ham-lake.mn.us</a>
Street Supervisor/ Forester	John Witkowski	Home Work Cell (Work) Email	<a href="tel:763-235-1662">763-235-1662</a> <a href="tel:763-238-5342">763-238-5342</a> <a href="mailto:jwitkowski@ci.ham-lake.mn.us">jwitkowski@ci.ham-lake.mn.us</a>
Building Official	Mark Jones	Home Work Cell (Work) Cell (Personal) Email	<a href="tel:763-753-1703">763-753-1703</a> <a href="tel:763-235-1674">763-235-1674</a> <a href="tel:763-286-3479">763-286-3479</a> <a href="tel:763-777-1703">763-777-1703</a> <a href="mailto:mjones@ci.ham-lake.mn.us">mjones@ci.ham-lake.mn.us</a>
Finance Director	Andrea Murff	Cell Work Email	<a href="tel:73-923-1334">73-923-1334</a> <a href="tel:763-235-1668">763-235-1668</a> <a href="mailto:amurff@ci.ham-lake.mn.us">amurff@ci.ham-lake.mn.us</a>
IT Support (Contract)	Metro Inet	Cell Email	<a href="tel:651-792-7095">651-792-7095</a> <a href="mailto:support@metro-inet.us">support@metro-inet.us</a>

**Ham Lake City Council**

<b>Position/Title</b>	<b>Name</b>	<b>Contact Type</b>	<b>Contact Information</b>
Mayor	Brian Kirkham	Cell Email	<a href="tel:612-978-2764">612-978-2764</a> <a href="mailto:Bkirkham11@ci.ham-lake.mn.us">Bkirkham11@ci.ham-lake.mn.us</a>
Councilmember	Jim Doyle	Home Cell Email	<a href="tel:763-413-0825">763-413-0825</a> <a href="tel:612-850-1698">612-850-1698</a> <a href="mailto:jjdoyle@ci.ham-lake.mn.us">jjdoyle@ci.ham-lake.mn.us</a>
Councilmember	Al Parranto	Cell Email	<a href="tel:651-775-7174">651-775-7174</a> <a href="mailto:aparranto@ci.ham-lake.mn.us">aparranto@ci.ham-lake.mn.us</a>
Councilmember	Gary Kirkeide	Home Cell Email	<a href="tel:763-434-9762">763-434-9762</a> <a href="tel:612-718-3888">612-718-3888</a> <a href="mailto:gkirkeide@ci.ham-lake.mn.us">gkirkeide@ci.ham-lake.mn.us</a>
Councilmember	Jesse Wilken	Home Email	<a href="tel:763-458-4608">763-458-4608</a> <a href="mailto:Jwilken@ci.ham-lake.mn.us">Jwilken@ci.ham-lake.mn.us</a>

**Anoka County Contacts**

<b>Organization</b>	<b>Contact Information</b>
Anoka County Emergency Management (Terry Stoltzman)	Office – 763-323-5761 Fax - 763-323-5682 Cell – 763-274-8021
Anoka County Sheriff	763-427-1212
Anoka County Maintenance Department (Highway)	763-862-4200

**State of Minnesota Contacts**

<b>Organization</b>	<b>Name</b>	<b>Contact Information</b>
Governor's Office		651-296-3391 651-296-2089 (Fax)
MN 24-Hour Duty Officer		651-649-5451 651-296-2300 (Fax)
Adjutant General Office		651-268-8924
Division of Homeland Security & Emergency Mgmt		651-201-7400
Regional Program Coordinator	Gary Peterson	763-441-2896 work 612-384-5219 cell
Department of Health – Officer of Emergency Preparedness		651-201-5700
DNR Helicopter		Cambridge Office contact via Central Communications
MN State Patrol		651-779-5900
MN DOT	Freeway Signals & Dividers	612-725-2310 (Day) 651-482-1550 (after 4:00 PM)
MN DOT	Metro Maintenance (road repair)	651-582-1550
Bureau of Criminal Apprehension (BCA)		651-642-0610
MN National Guard		651-282-4662
Office of Pipeline Safety		651-296-9636

**Federal Government**

<b>Organization</b>	<b>Contact Information</b>
FBI	651-291-7100
National Weather Service	952-361-6670
EPA Region 5	312-353-6449
FEMA Region 5	312-408-5500

**Schools**

<b>Position/Title</b>	<b>Name</b>	<b>Contact Information</b>
Da Vinci Academy		763-54-6577
Building Supervisor		
Principal		
McKinley Elementary		763-506-3400
Building Supervisor		
Principal	Mike Koenig	

**Other Miscellaneous Organizations/Businesses**

<b>Organization</b>	<b>Contact Information</b>
Ambulance Services – Allina	763-576-9593
Medical Examiner	763-236-9050 763-427-1212 (after hours)
MN Poison Control System	1-800-222-1222
Hospitals – Emergency Rooms	
St. Paul Regions	651-254-5000
Mercy Hospital	763-236-7144
Unity Hospital	763-236-4144
Hennepin County Medical Center	612-873-3131
North Memorial Medical Center	763-520-5200
Red Cross	612-871-7676
Minneapolis Area Chapter	612-872-3200 (Fax)
Salvation Army	763-755-6873
Connexus	763-323-2600
Centerpoint Energy	612-372-4664
Xcel Energy/Electric	1-800-895-1999
Xcel Energy/Gas	1-800-895-2999
Qwest	1-800-573-1311
Comcast	1-800-266-2278
McLeod USA	1-800-593-1177
Ham Lake Haulers	763-427-3112

**Media Contacts**

<b>Organization</b>	<b>Contact Information</b>
Anoka County Union	763-421-4444 763-712-3519 (Fax)
Minneapolis Star & Tribune	612-673-4000 612-673-4359 (Fax – Minneapolis) 651-281-1198 (Fax – St. Paul)
St. Paul Pioneer Press	651-222-1111 651-228-5500 (Fax)
WCCO Radio	612-370-0611 612-370-0410 (Fax)
KSTP Radio	651-646-5555 651-647-2904 (Fax)
Minnesota Public Radio	651-290-1500 651-290-1295 (Fax)
WCCO Television	612-339-4444 612-330-2767 (Fax)
KSTP Television	651-646-5555 651-642-4409 (Fax)
KMSP Television	952-944-9999 952-942-0455 (Fax)
KARE Television	763-546-1111 763-546-8606 (Fax)
FOX	952-944-9999



## HazMat Emergency Numbers

### State of Minnesota

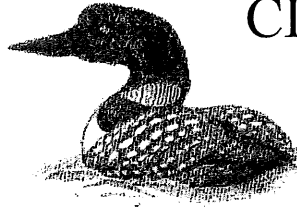
All notifications for **HazMat** or **Disaster** can be done through the State of Minnesota Duty Officer (24 Hours) 651-649-5451 or 1-800-422-0798. They will notify all appropriate state agencies.

### Explosives/Ordnance Demolition – Contact Anoka County Central Communications

St. Paul Ordnance Disposal Unit	651-266-5768
Minneapolis Bomb & Arson Squad	612-673-3063; Dispatch 612-348-2345

### Chemical Manufacturers (with response teams and advice)

National Response Center(NRC) (oil & chemical spills)	1-800-424-8802
Chevron & E.I. Dupont	1-800-424-9300 (24 Hours)
Dow	1-800-369-2436 (24 Hours)
<b>Metro Transit</b> (evacuation)	612-349-7317
<b>Kottke's Transportation</b>	763-755-3100
<b>Anoka County Transit Office</b>	763-422-7075 (General Information)



# 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 25, 2022**

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

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES:** July 11, 2022

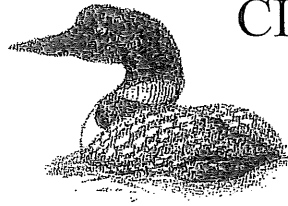
**PUBLIC HEARING:** None

**NEW BUSINESS:**

1. Kris Daniels, Happy Beans, LLC, requesting Commercial Site Plan approval to construct Scooter's Coffee, a 664 square foot drive-thru retail coffee shop, at 16310 Highway 65 NE

**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 25, 2022

The Ham Lake Planning Commission met for its regular meeting on Monday, July 25, 2022 in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

**MEMBERS PRESENT:** Chair Brian Pogalz and Commissioners, Scott Heaton, Jeff Entsminger, Jonathan Fisher and Erin Dixson

**MEMBERS ABSENT:** Commissioners Dave Ringler and Kyle Lejonvarn

**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 Dixson, seconded by Entsminger, to approve the minutes of the July 11, 2022 Planning Commission meeting as written. All present in favor, motion carried.**

**PUBLIC HEARING:** None

**NEW BUSINESS:**

Kris Daniels, Happy Beans, LLC, requesting Commercial Site Plan approval to construct Scooter's Coffee, a 664 square foot drive-thru retail coffee shop, at 16310 Highway 65 NE

Kris and Louise Daniels were present. Mr. Daniels stated Scooter's Coffee started in 1998 and is a franchise organization based in Omaha, NE. Mr. Daniels stated most of Scooter's Coffee locations are drive-thru only, which is what the Ham Lake location will be. Mr. Daniels stated Scooter's Coffee has 450 locations which are primarily in Nebraska, South Dakota and Iowa; the first Minnesota store was constructed in Maplewood. Mr. Daniels stated the Ham Lake location will be a 664 square foot kiosk with two drive-thru lanes and will employ approximately 20 people with 3-4 employees working per shift. Mr. Daniels stated Scooter's Coffee focuses on speed of service with a goal of serving customers within three minutes of them placing their order with a goal of serving 100 clients per hour. Commissioner Heaton asked Mr. Daniels why he chose

Ham Lake. Mr. Daniels stated he initially sought a location in the northeastern metro area; it was difficult to find a suitable location and a location the parent company would approve of there. Mr. Daniels stated the site along Highway 65 NE, the size of the community and the fact that the next closest drive-thru coffee shop is Starbucks seven miles to the south in Blaine is what drew him to Ham Lake. Chair Pogalz asked Engineer Krugler to comment on the project. Engineer Krugler stated the existing Red Ox Café will be demolished; the existing well and septic system will be utilized. Engineer Krugler stated arsenic treatment of the well is required as a recent laboratory water test indicated the arsenic level in the well exceeds the allowable maximum contamination levels. Engineer Krugler stated treatment of the well may result in additional water usage and flow to the septic system. Engineer Krugler stated the Building Official, Mark Jones, is requiring a septic compliance inspection for the existing septic system; the compliance inspection must show that the septic system is sized to meet all the needs of the business including any water treatment for arsenic, iron, or other elements or contaminants. Engineer Krugler stated plans have been submitted to the Anoka county Highway Department (ACHD) and MnDOT; comments are pending. Engineer Krugler stated a drainage permit from MnDOT is needed as well as a right-of-way permit from ACHD; the Coon Creek Watershed District is not requiring a permit. Commissioner Entsminger stated ACHD typically requires turn and bypass lanes; could this business generate enough stacked up traffic to cause an issue with the flow of traffic on Highway 65 NE. Engineer Krugler stated he expects ACHD to comment on potential traffic concerns as 15,000 cars travel to the north and to the south on Highway 65 NE each day. Commissioner Heaton asked if the ACHD had any plans to improve the intersection on the west side of Highway 65 NE. Engineer Krugler stated the City has plans to construct a backage road to the west of Dollar General, south of Constance Boulevard NE, in the future, if the City can obtain the land to construct the road. Mr. Daniels stated in his communication with ACHD, they have stated the north shoulder of Constance Boulevard NE is wide; if the stacking of cars becomes a problem, that shoulder may be designated as a turning lane. Mr. Daniels stated the goal is to provide optimal speed of service at the kiosk to keep cars moving. Engineer Krugler stated small traffic disruptions on Highway 65 NE tend to have a large impact on traffic flow; the ACHD and MnDOT will need to evaluate the plans, determine the impact on traffic and determine what action needs to be taken. The commission briefly discussed the results of the arsenic levels noted on the laboratory water test results. Chair Pogalz completed the inspection, a copy which is on file. Chair Pogalz stated he has some concerns with the adjacent asphalt to the north and garbage truck access to trash enclosure area. Chair Pogalz stated Victory Auto Service and Glass to the north currently has cars parked along the property line and has other areas coned off to prevent vehicles from driving through the lot to the Red Ox Café. Chair Pogalz stated the Mr. Daniels plans to discuss access to the coffee shop from the north with the owner of Victory Auto Service and Glass after the plans receive City Council approval. **Motion by Pogalz, seconded by Fisher, to recommend approval of the commercial site plan to construct a 664 square foot drive-thru retail coffee shop at 16310 Highway 65 NE contingent on receipt of a compliance inspection that meets the approval of the Building Official showing that the septic is sized to meet all needs including any water treatment for arsenic, iron or other treatment needs, the issuance of a MnDOT drainage permit, the issuance of a ACHD right-of-way permit, subject to meeting the requirements of**

**the City Building Official and the City Engineer and meeting all City, State and County requirements. All present in favor, motion carried. *This item will be placed on the August 1, 2022 City Council Agenda.***

**COMMISSION BUSINESS:**

City Council Update

A commissioner was not present at the July 18, 2022 City Council meeting; no update was given. A Planning Commissioner will not be present at the August 1, 2022 City Council meeting.

**ADJOURNMENT:**

**Motion by Heaton, seconded by Fisher, to adjourn the Planning Commission meeting at 6:22 p.m. All present in favor, motion carried.**

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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 06/20/2022

Date of Receipt 6-22-22

Receipt # 93134

Meeting Appearance Dates:

Planning Commission 7-25-22 City Council 8-1-22

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: Scooter's Coffee

Address/Location of property: 16310 Hwy 65 NE

Legal Description of property: Northeast Quarter of the Northwest Quarter, Section 17, Township 32, Range 23, Anoka County

PIN # 17-32-23-21-0006 Current Zoning CD-1 Proposed Zoning CD-1

Notes: Drive-thru retail coffee shop  
Demo existing building, construct new

Applicant's Name: Krisandra Lippert/Kris Daniels

Business Name: ~~Scooter's Coffee~~ (HAPPY BEANS) HAPPY BEANS, LLC

Address 675 Edith Ave

City Mahtomedi State MN Zip Code 55115

Phone 210.818.5293 Cell Phone \* KRIS: 612 803-1044 Fax \_\_\_\_\_

Email address krisandra.lippert@scooterscoffee.com, Krisgdaniels@gmail.com

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

SIGNATURE K. Daniels DATE 6-20-22

\*\*\*\*\*  
- FOR STAFF USE ONLY -

Planning 7/25/22

Property Taxes Pd - yes





July 9<sup>th</sup>, 2022

City of Ham Lake  
15544 Central Ave NE  
Ham Lake, MN 55304  
Attn: Jennifer Bohr

Re: Scooters Coffee Site Plan Review

Dear Ms. Bohr;

Please accept this cover letter as an introduction and accompaniment to the full set of civil plans for Scooters Coffee.

Scooters is very excited to be working with the City of Ham Lake, and we are looking forward to building a long-term relationship there, while becoming part of the local community.

Scooter's Coffee was founded in the Omaha area in 1998 and is rapidly growing. In 2021 (139) new stores opened, and this year we have had several open already, making us on our way to exceeding last year's growth. To date we have 350+ stores open and operating. The Owners Don & Linda Eckel are still involved with the company, ensuring that we remain a loyal and committed privately held company where everyone is considered family.

Scooter's Coffee is relatively new to Minnesota with operating in Maplewood, Rochester, Litchfield and St. Cloud with several more in design in Sartell, Cambridge, Waconia, Brooklyn Park, Blaine, and here in Ham Lake of course.

We are a drive-thru concept serving specialty coffee drinks, real-fruit smoothies, power drinks and breakfast food, including hand-made from scratch cinnamon rolls in their facility in Omaha. And we work directly with the growers to single source only the 10% highest quality coffee beans available anywhere in the world!

Scooters roots are set in the drive-thru model, with no interior seating, patio, or public access. This not only helps with quality and speed, but it reduces waste and provides a cleaner site environment as well.

Our motto is "Amazing People, Amazing Drinks, Amazingly Fast". We are all about positive interactions with our customers, with a major focus on moving them through our line as fast as possible.

Customer service and sharing smiles is our priority and this, along with speed is what drives us, ever striving to grow and improve while maintaining the consistency our customers expect.



The maximum number of employees working at one time is a maximum of 4-5. The 7 parking stalls shown is enough for the employees to park and also change shifts and is a standard for Scooter's. Shift changes occur at different times for each employee.

Site/Building Data:

This model is approx. 670 sq ft and serves pre-packaged breakfast items so there is no hood, gas, or dish machine; it also has no fire alarm or sprinklers.

The general scope for this project includes demolition of the existing structure, work on the existing septic and well systems, excavating/earthwork, construction of the building, employee only parking, trash enclosure, and landscaping.

Project scheduling is contingent upon city approvals, but we allow an approximate (16) week construction schedule and two weeks for training & stocking.

Again, Scooters is grateful for the opportunity to join you there in Ham Lake as we look forward to a working with you throughout the project.

Sincerely,

*Krisandra Lippert*

Krisandra Lippert  
Development Project Manager  
Scooters Coffee, Inc  
210.818.5293  
[krisandra.lippert@scooterscoffee.com](mailto:krisandra.lippert@scooterscoffee.com)





## SCOOTER'S COFFEE: COMPANY PROFILE

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### THE SCOOTER'S COFFEE STORY

It all started in 1998 with one small coffee drive-thru. While living in California, co-founders Don and Linda Eckles witnessed the development of the specialty coffee industry and the drive-thru coffee model. They decided to fuse the two concepts together and bring the idea back to their home state of Nebraska.

The Eckles opened the first Scooter's Coffee in Bellevue, Nebraska, on March 23, 1998. On that blustery morning, Linda Eckles flashed her signature smile, opened the drive-thru window and served the very first cup of world-class Scooter's Coffee. The instant warmth from the friendly conversation, the unique smiley face stickers and the freshly brewed coffee kept the customers coming back for more.

Today, you can visit one of our many stores located across the country, and you will still feel the spirit of that very first store in every single sip! The roots of the company remain at our headquarters in Omaha, where we roast only the top beans from across the world and bake from scratch our signature cinnamon rolls and pastries.

### OUR MISSION

Our mantra is "Amazing People ...Amazing Drinks... Amazingly Fast!"® and reflects a steady commitment to providing an unforgettable experience for our customers.

### OUR STORES

The Scooter's Coffee "drive-thru kiosk" model is the original business model of the company and remains at the core of our brand. However, we have also experienced success with our drive-thru coffeehouses, where it serves as a gathering place for our customers to enjoy quality coffee, impeccable service and a welcoming atmosphere.

We are in states such as Texas, Florida, Iowa, Illinois, Kansas, Oklahoma, Colorado, Missouri, Utah, New Mexico and more. We are currently moving into Wisconsin, Minnesota and the Dakota's - to date we have 346 stores open and operating, with more coming every month!



## SCOOTER'S COFFEE: OUR PRODUCTS

*Scooter's Coffee offers a vast range of incomparable products that our customers can enjoy in stores, at home and on-the-go.*

**Coffee:** We pride ourselves on crafting world-class coffee. We roast from only the top 10% of the coffee beans in the world and the result is a rich, smooth, delicious, "warm your heart and make you feel good" cup of coffee.

COFFEE	FLAVOR PROFILE
Scooter's Blend	Medium roast, rich, smooth flavor, easy finish
Ethiopian Select	Bold roast, smooth, full body, floral notes
Guatemala Finca Especial	Bold roast, slightly sweet, smokey flavor
Columbia Decaf	Medium roast, full body, rich, creamy
Scooter Doodle	Medium roast, cinnamon and hazelnut flavor
Hazelnut	Medium roast, hazelnut flavor
Caribbean Caramel (seasonal)	Medium roast, caramel and chocolate flavor
Pumpkin Spice (seasonal)	Medium roast, pumpkin and spice flavor

**Specialty Drinks:** Hot, iced and blended espresso beverages, real fruit smoothies, "power" smoothies, tea and more! Our signature drink is the Caramelicious®, a caramel-based latté that is drizzled in sweet, caramel syrup and topped with homemade whipped cream. Other customer favorites include the Red Bull Vertigo Smoothie and Candy Bar lattes.

**Fresh-Baked Pastries:** Muffins, cinnamon rolls, scones, cookies, breads and more... all baked with extra love at the Scooter's Coffee bakery located at our Omaha headquarters.

**On-the-Go Food:** Breakfast burritos, breakfast sandwiches and healthy oatmeal.

**Retail Products:** Whole bean and ground coffee, single serve Cups (compatible with Keurig® K-Cup® Machines), Espresso Meltaways (our branded chocolate line), gift cards, mugs, tumblers, etc. We have also recently introduced ready-to-drink cold brew cans with flavors including Scooter Doodle, Guatemala, and Costa Rica Micro Mill.

## THE STORY BEHIND THE SMILE

In 1998, Linda Eckles bought happy face stickers at a local store and began placing them on every drink she sold. Customers loved the added touch so much that they often commented on how it made their day a little more special. In 2010, we commissioned a children's book illustrator to create Scooter's Coffee's very own "happy face family." The stickers continue to represent our commitment that you will always walk (or drive) out of a Scooter's Coffee with a world-class cup of coffee and a smile on your face!







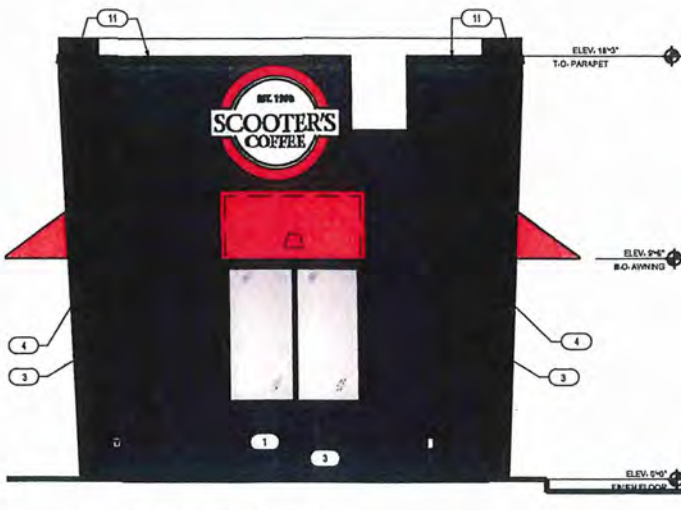




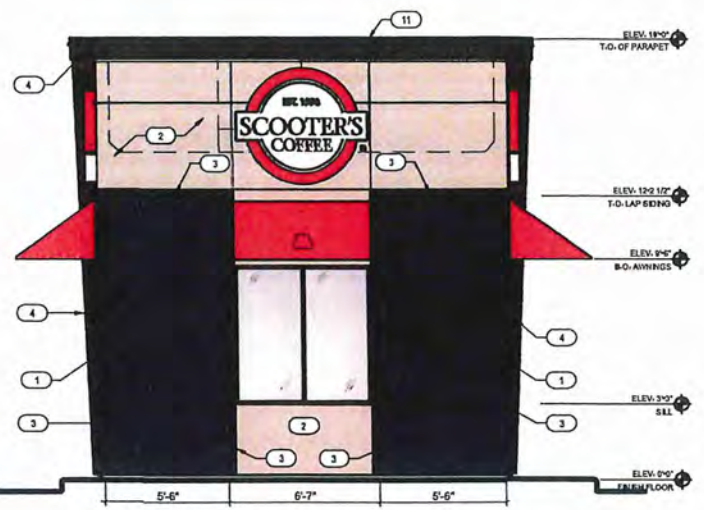
**SCOOTER'S**  
COFFEE DRIVE-THRU



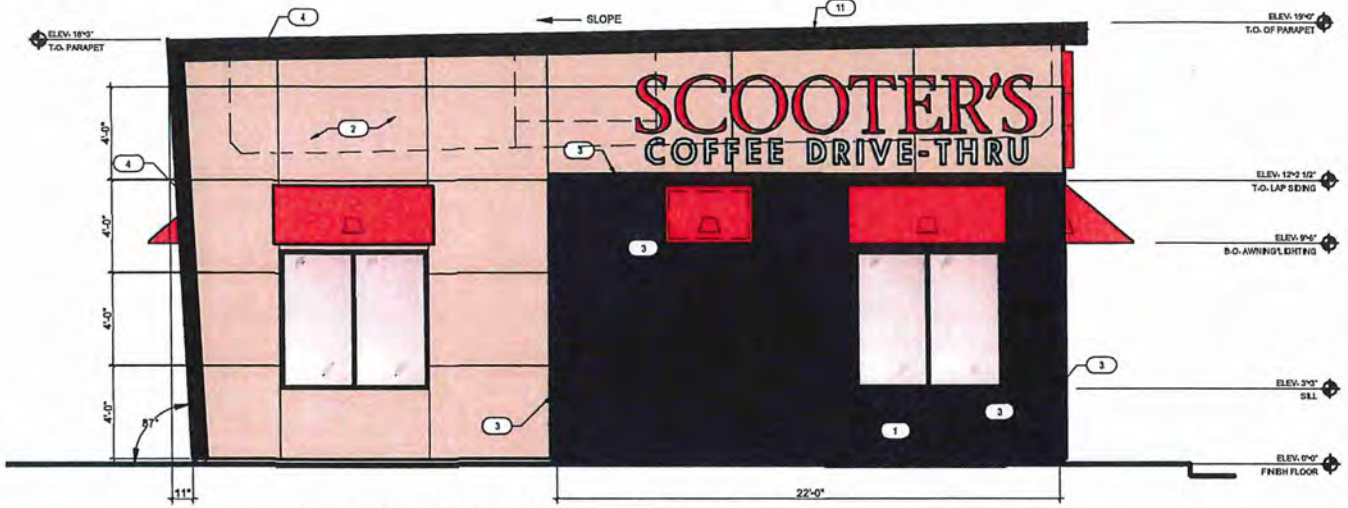




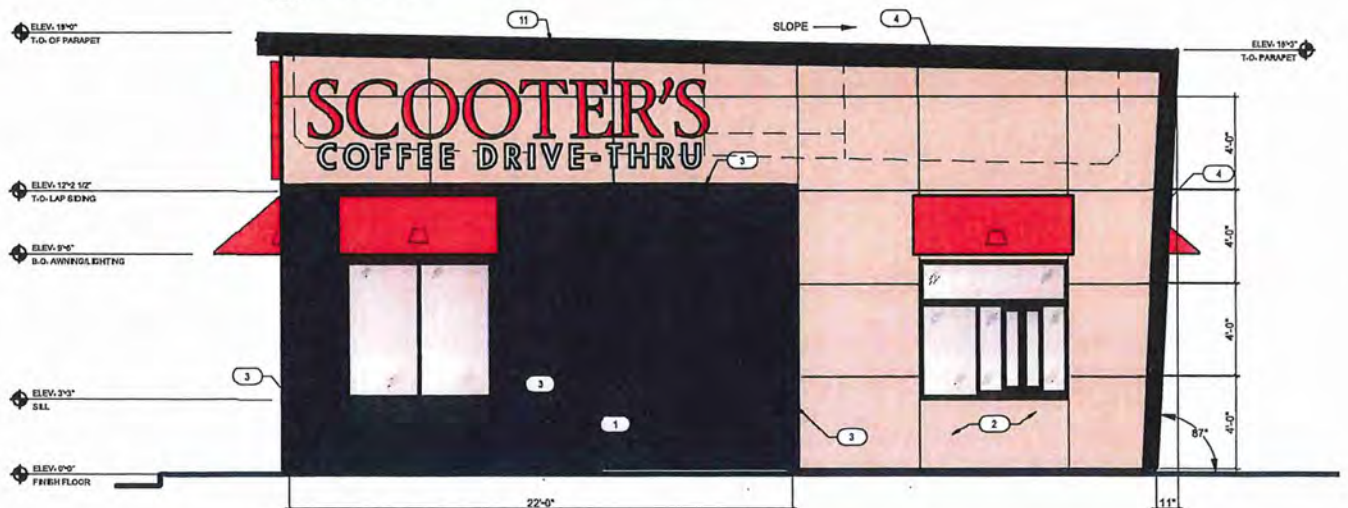
**1 REAR ELEVATION**  
SCALE: 1/8" = 1'-0"



**2 FRONT ELEVATION**  
SCALE: 1/8" = 1'-0"



**3 DRIVE THROUGH SIDE ELEVATION**  
SCALE: 1/8" = 1'-0"



**4 SIDE ELEVATION**  
SCALE: 1/8" = 1'-0"

**KEYNOTES**

- 1. HARDIE PLANK HZ10 LAP SIDING CEDARMILL 6-1/4". SEE HARDIE DETAIL SHEET A6.5 - COLOR: SHERWIN WILLIAMS SW6992 INKWELL EGGSHELL FINISH
- 2. HARDIE REVEAL PANEL SYSTEM WZ10 - SMOOTH FINISH, SEE HARDIE DETAIL SHEET A6.5 - COLOR: SW 1015 SKYLINE STEEL

- 3. 3 1/2" HARDIE TRIM, SEE HARDIE DETAIL SHEET A6.5 - COLOR: SHERWIN WILLIAMS SW6992 INKWELL EGGSHELL FINISH
- 4. HARDIE PANEL ACCENTS AND SOFFITS - COLOR: BLACK
- 11. 20 GAUGE METAL PARAPET CAP

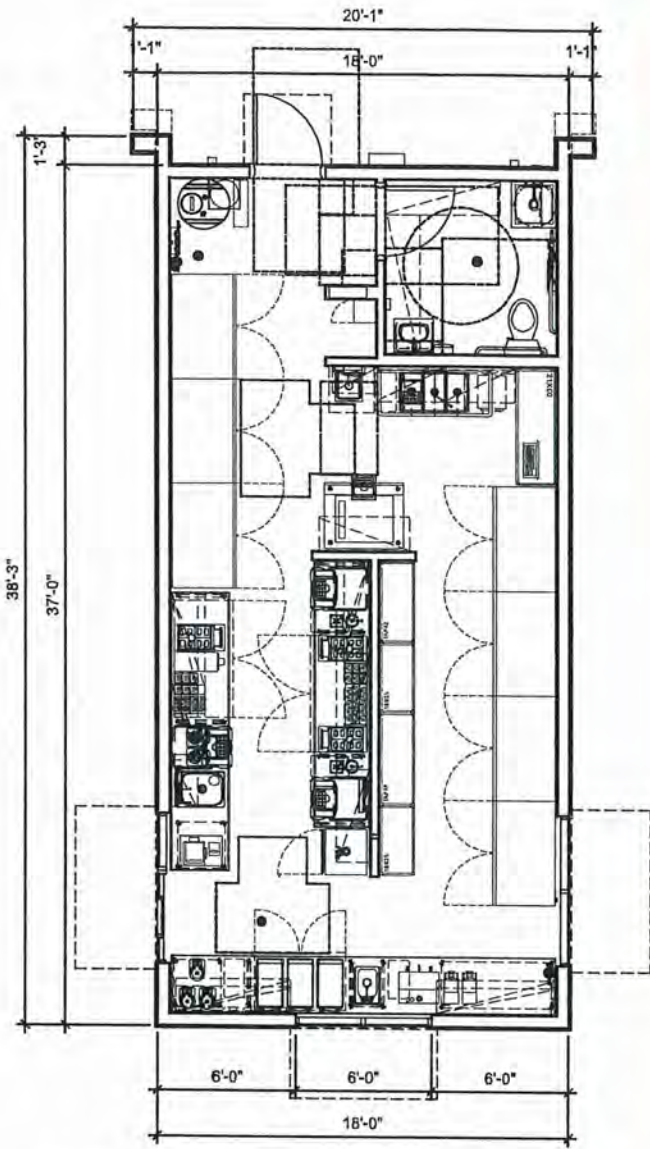
(X)

4.1 PROTOTYPE  
05/26/2022

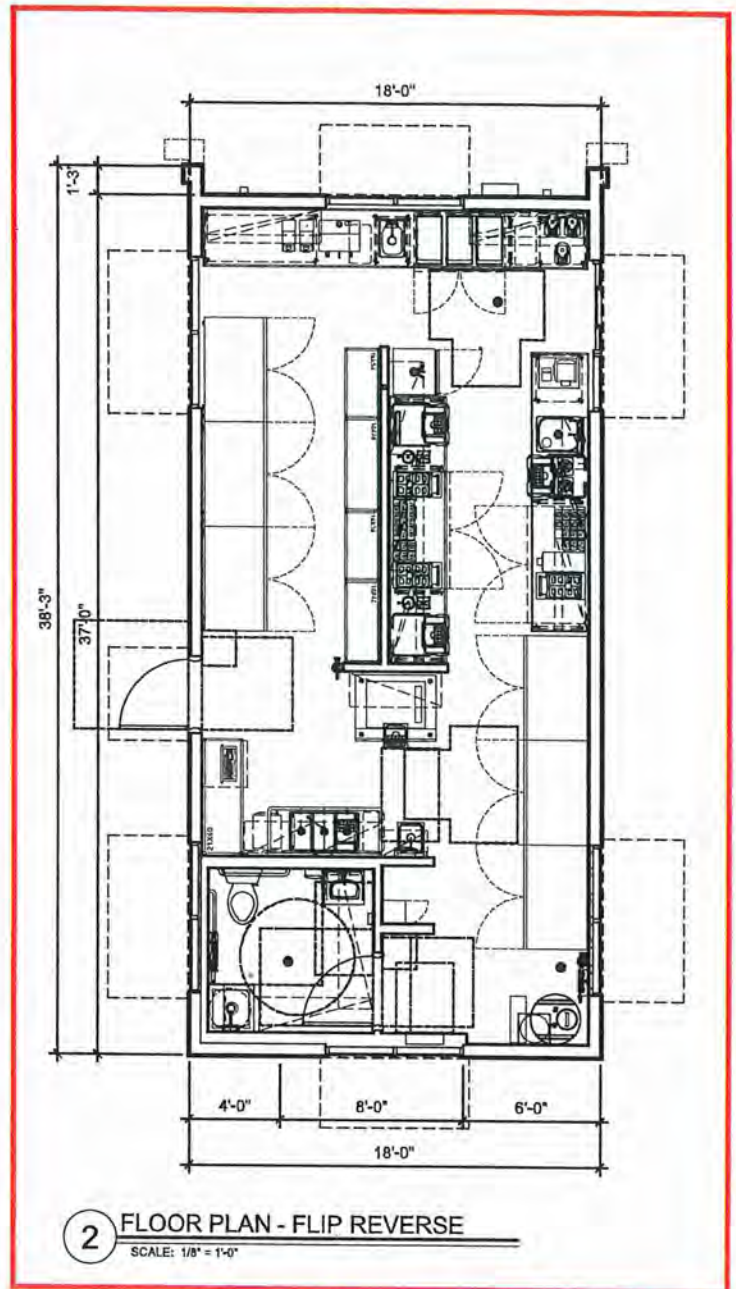








**1 FLOOR PLAN - STANDARD**  
SCALE: 1/8" = 1'-0"



**2 FLOOR PLAN - FLIP REVERSE**  
SCALE: 1/8" = 1'-0"

4.1 PROTOTYPE  
05/26/2022





D/F MONUMENT SIGN DISPLAY:  
SCALE: 3/8" = 1'-0"

DRAWING #: 121772

PROJECT ID: n/a

SALES PERSON: Andya Nelson

DRAWN BY: Sean Cornett

DATE: 10.01.19

INSPECTED BY:

Revised:



VARIOUS  
LOCATIONS

Omaha Neon  
Sign Co., Inc.

1120 N 18th Street • Omaha 68102  
402.341.6077 • 402.341.7654 fax

This design and all material appearing herein constitute the original unpublished work of Omaha Neon Sign Co., Inc. and may not be duplicated, used or disclosed without written consent.

Notes:

**SPREAD FOOTING DETAIL**  
DEPTH: 5'-0"  
FACE WIDTH: 7'-0"  
END WIDTH: 3'-0"  
TYPE: SPREAD  
STEEL SIZE: 6 INCH STD.

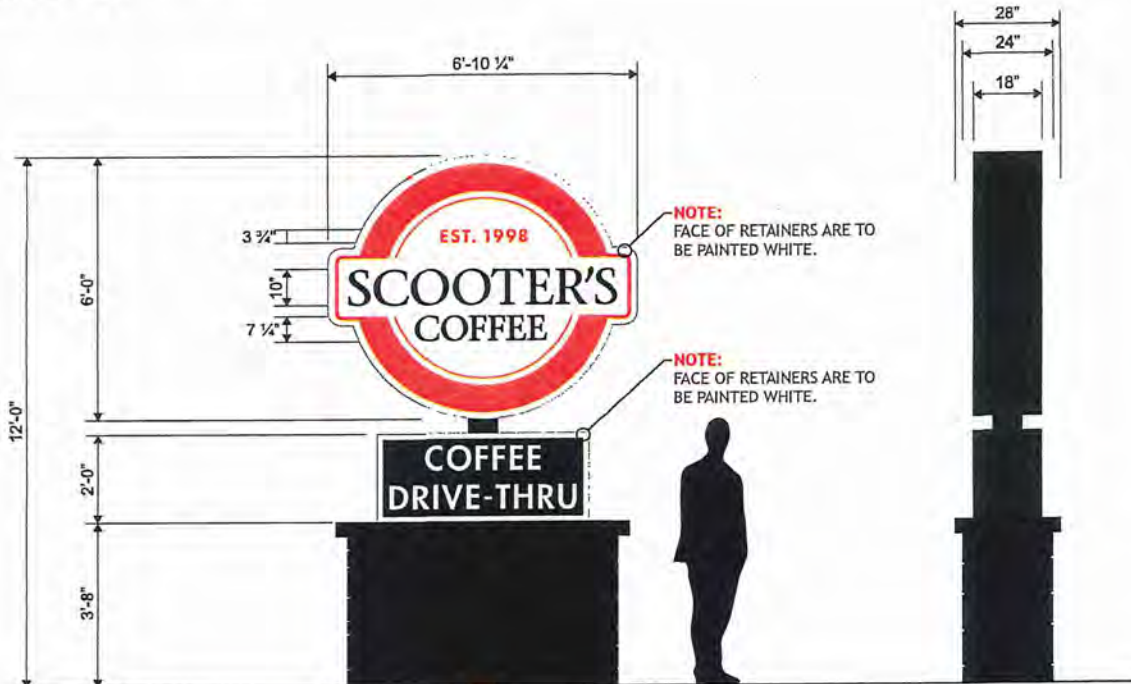
**TO BE VERIFIED**

**NOTICE:**

ALL GRAPHIC REPRODUCTIONS ARE SUBJECT TO APPROVAL BY THE UNDERSIGNED AND DATED PRIOR TO ANY FABRICATION OF PRODUCT. OMAHA NEON SIGN COMPANY, INC. HOLDS ALL AGREEMENTS FINAL AND TO CLIENT APPROVAL.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Sales Rep: \_\_\_\_\_ Date: \_\_\_\_\_

This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electric Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.



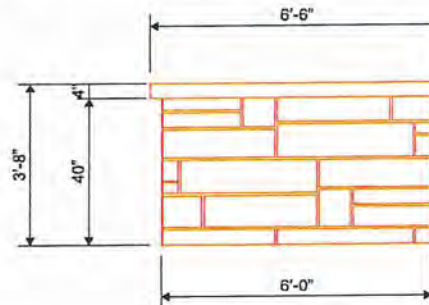
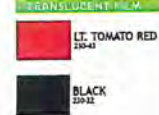
**SCOOTER'S  
COFFEE DRIVE-THRU**

**SPECIFICATIONS**

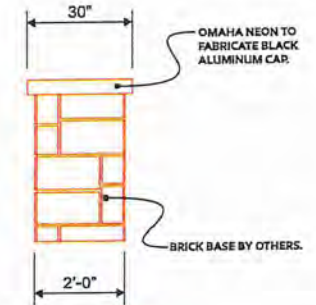
**D/F SIGN CABINET(S)**

FABRICATED FROM .050 ALUMINUM OVER AN INTERNAL ANGLE FRAME WITH WHITE PRE-FINISHED ALUMINUM SKIN. RETAINERS ARE TO BE WHITE PRE-FINISHED ALUMINUM. FACES ARE TO BE WHITE LEXAN WITH 3M VINYL GRAPHICS APPLIED TO THE FIRST SURFACE (AS NOTED). INTERNAL ILLUMINATION WITH ONE (1) ROW OF SYLVANIA OSRAM D/S LED LIGHTING. CABINET IS TO BE MOUNTED TO SINGLE POLE STRUCTURE (AS NOTED).

**3M Series 230**



BASE DETAIL: FACE



BASE DETAIL: END



## Memorandum

Date: July 20, 2022  
To: Planning Commissioners  
From: Tom Collins, City Engineer **TPC**  
Subject: Scooter's Coffee

---

### Introduction:

The proposed 664 square foot building is located on the 0.71-acre (including Constance Boulevard NE right-of-way) 16310 Highway 65 parcel (<https://gis.anokacountymn.gov/propertysearch/?find=17-32-23-21-0006>). The existing Red Ox Cafe is proposed to be removed. The net acreage, excluding right-of-way, is 0.55 acres. The parcel is zoned Commercial Development Tier 1 (CD-1). A 60-scale aerial photo, 300-scale zoning map and 400-scale half-section map are attached.

### Discussion:

The Cover Sheet, Existing Condition, Demolition Plan, Site Overview, Site Dimensional & Paving Plan, Grading Plan, Utility Plan, Site Stabilization Plan, Construction Details, Landscape Plan, Landscape Notes & Details and ALTA Survey, received July 13<sup>th</sup>, address the prior review comments. The existing Red Ox Cafe parking lot is connected to Victory Auto Service & Glass to the north at the 16326 Highway 65 parcel. Per the attached City Attorney Murphy email, the connected parking lots can be allowed as a legal nonconformity.

The proposal is to utilize both the existing well and septic system. Per the attached Drinking Water Laboratory Test Report, the arsenic level in the well exceeds allowable maximum contamination levels. Arsenic treatment is required, and may result in additional water usage and flow to the septic system. A compliance inspection is required for the existing septic system. Building Official Jones does recommend conditional approval of the Site Plan, conditioned on receipt of a compliance inspection showing that the septic is sized to meet all needs including any water treatment for arsenic, iron or other treatment needs. This needs to be completed prior to consideration of the issuance of a building permit.

There is direct stormwater discharge to Highway 65 right-of-way. The rate of discharge is reduced from existing conditions. Per the attached MnDOT review, a drainage permit application is required. Although an application was submitted, per the attached July 14<sup>th</sup> E. Buck Craig email it was incomplete and rejected. A subsequent application is required, along with the issuance of a drainage permit.

The proposed access to the parcel is off of Constance Boulevard, which is under the jurisdiction of Anoka County. Scooter's Coffee has been working with the Anoka County Highway Department (ACHD) on plan development. Based on the attached Brandon Ulvenes email, dated July 19<sup>th</sup>, concrete curb and gutter will likely be required along Constance Boulevard along with a concrete flume. Official comments from the ACHD are pending. A County right-of-way permit will need to be obtained prior to construction. Per the attached Sarah Montan email, a Coon Creek Watershed District permit is not required.

Although the existing and proposed accesses are from Constance Boulevard, the existing address is 16310 Highway 65. It is recommended that the address be revised to Constance Boulevard, with an address assigned by the Building Official.

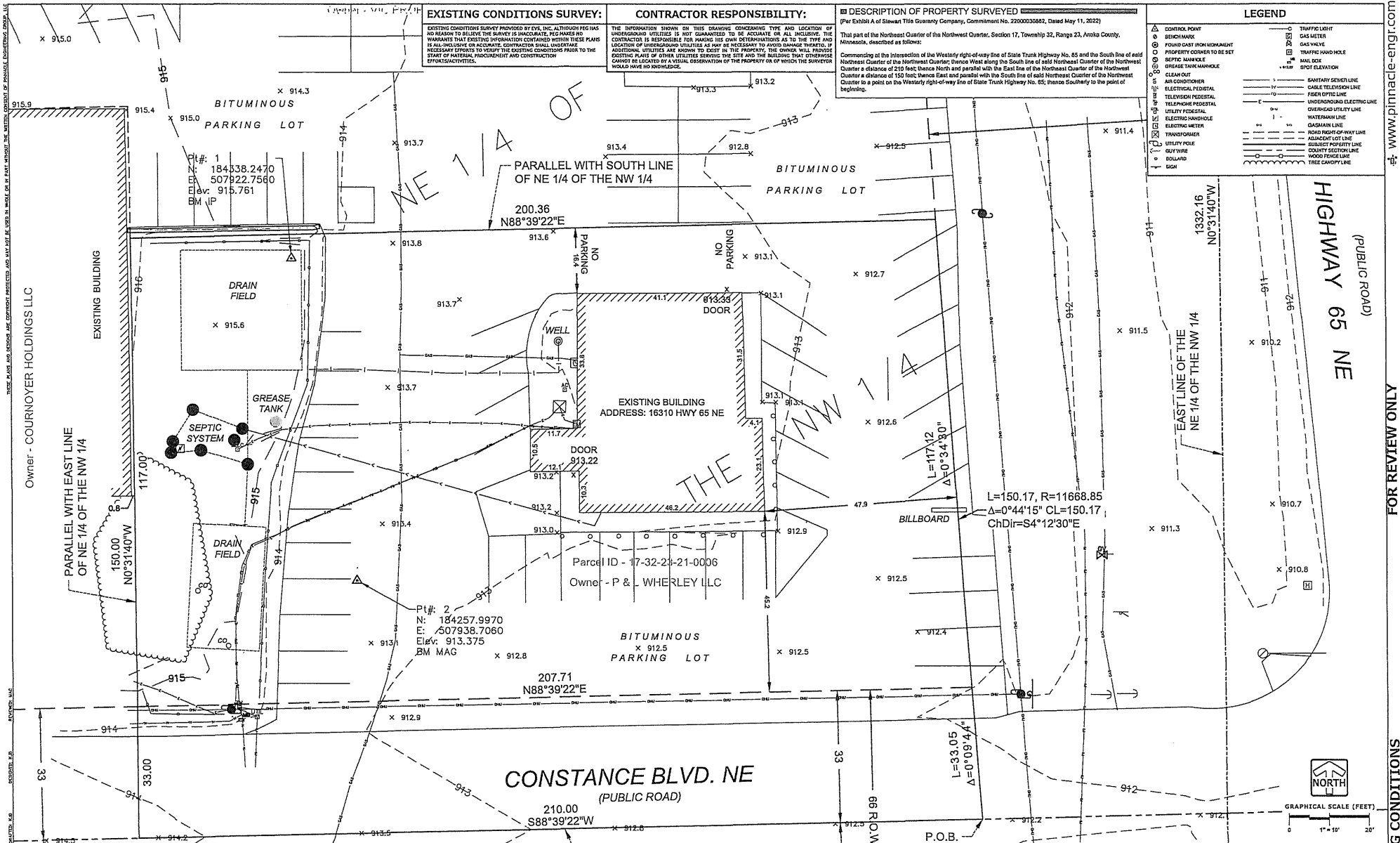
**Recommendation:**

It is recommended that Scooter's Coffee plans be recommended for approval. Approval is contingent on the following:

- Receipt of a compliance inspection, to the approval of the Building Official, showing that the septic is sized to meet all needs including any water treatment for arsenic, iron or other treatment needs.
- The issuance of a MnDOT drainage permit.
- The issuance of a County right-of-way permit.







**EXISTING CONDITIONS SURVEY:**

EXISTING CONDITIONS SURVEY PROVIDED BY ENR, INC. ALTHOUGH PEG HAS NO REASON TO BELIEVE THE SURVEY IS INACCURATE, PEG MAKES NO WARRANTY THAT EXISTING INFORMATION CONTAINED WITHIN THESE PLANS IS ALL-INCLUSIVE OR ACCURATE. CONTRACTOR SHALL UNDERTAKE NECESSARY EFFORTS TO VERIFY THE EXISTING CONDITIONS PRIOR TO THE START OF MATERIAL, PROCUREMENT AND CONSTRUCTION EFFORTS/ACTIVITIES.

**CONTRACTOR RESPONSIBILITY:**

THE INFORMATION SHOWN ON THIS DRAWING CONCERNING TYPE AND LOCATION OF UNDERGROUND UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL-INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN DETERMINATIONS AS TO THE TYPE AND LOCATION OF UNDERGROUND UTILITIES AS MAY BE NECESSARY TO AVOID DAMAGE THEREOF. IF ADDITIONAL UTILITIES ARE KNOWN TO EXIST IN THE PROPERTY, THE OWNER WILL PROVIDE EXISTING PLANS OF OTHER UTILITIES SERVING THE SITE AND THE BUILDING THAT OTHERWISE CANNOT BE LOCATED BY A VISUAL OBSERVATION OF THE PROPERTY OR OF WHICH THE SURVEYOR WOULD HAVE NO KNOWLEDGE.

**DESCRIPTION OF PROPERTY SURVEYED**

(Per Exhibit A of Stewart Title Guaranty Company, Commitment No. 2200033082, Dated May 11, 2022)

That part of the Northeast Quarter of the Northwest Quarter, Section 17, Township 32, Range 23, Anoka County, Minnesota, described as follows:  
Commencing at the intersection of the Westerly right-of-way line of State Trunk Highway No. 65 and the South line of said Northeast Quarter of the Northwest Quarter; thence West along the South line of said Northeast Quarter of the Northwest Quarter a distance of 210 feet; thence North and parallel with the East line of the Northeast Quarter of the Northwest Quarter a distance of 150 feet; thence East and parallel with the South line of said Northeast Quarter of the Northwest Quarter a distance of 210 feet; thence North and parallel with the East line of the Northeast Quarter of the Northwest Quarter a distance of 150 feet; thence South to the point of beginning.

**LEGEND**

- △ CONTROL POINT
- BENCHMARK
- PROPERTY CORNER TO BE SET
- BERTIC MARKER
- GREASE TANK MANHOLE
- CLEAN OUT
- AIR CONDITIONER
- ELECTRICAL PEDESTAL
- TELEVISION PEDESTAL
- TELEPHONE PEDESTAL
- UTILITY PEDESTAL
- ELECTRIC HANDHOLE
- ELECTROMETER
- TRANSFORMER
- UTILITY POLE
- GUY WIRE
- BOLLARD
- SIGN
- TRAFFIC LIGHT
- GAS METER
- GAS VALVE
- TRAFFIC HAND HOLE
- MAIL BOX
- SPOT ELEVATION
- SANITARY SEWER LINE
- CABLE TELEVISION LINE
- FIBER OPTIC LINE
- UNDERGROUND ELECTRIC LINE
- OVERHEAD UTILITY LINE
- WATERMAIN LINE
- GAS MAIN LINE
- ROAD RIGHT-OF-WAY LINE
- ADJACENT LOT LINE
- SUBJECT PROPERTY CITY LINE
- COUNTY SECTION LINE
- MOOD FENCE LINE
- TREE CANOPY LINE

OWNER - COURNOYER HOLDINGS LLC

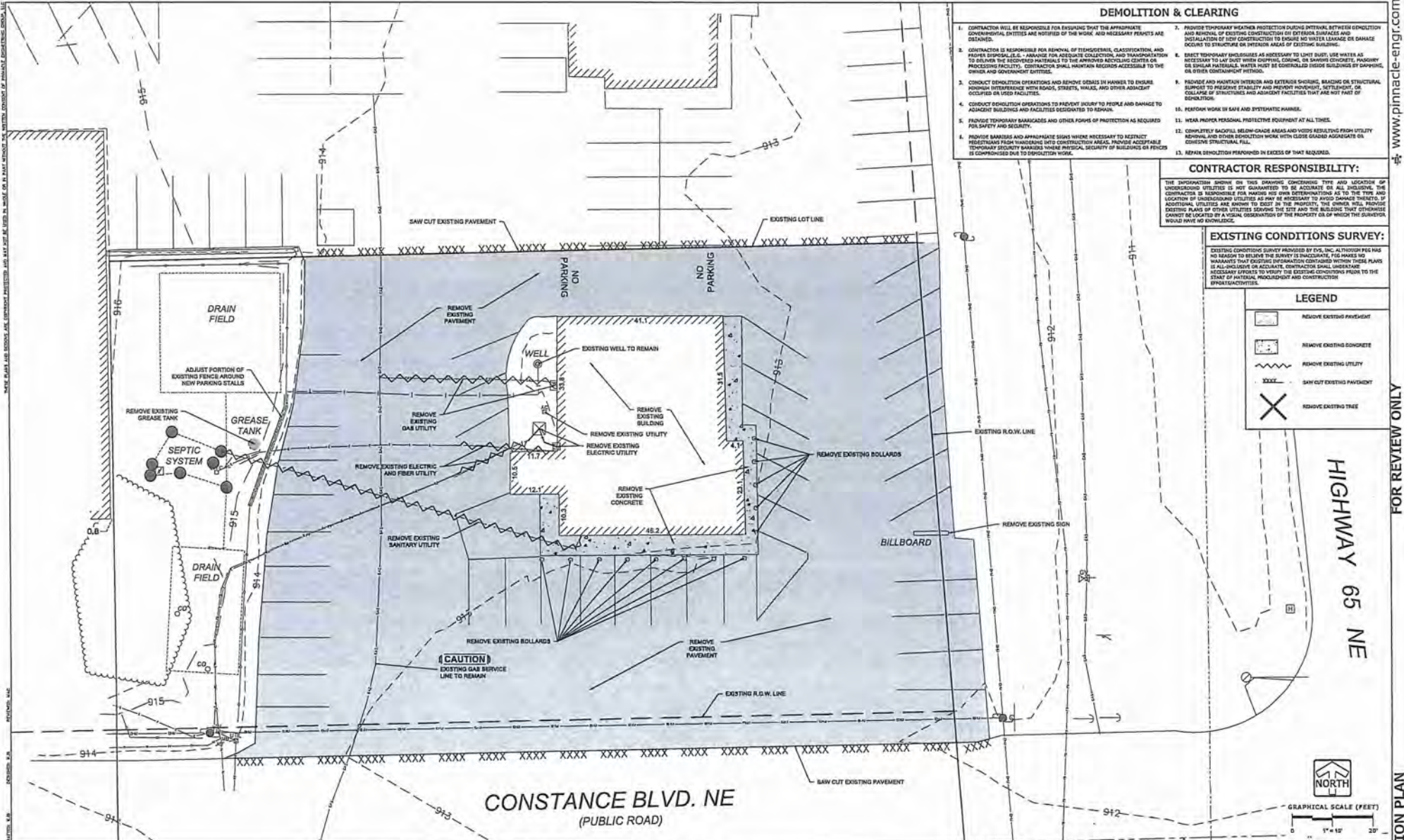
FOR REVIEW ONLY



GRAPHICAL SCALE (FEET)  
0 1" = 10' 20'

<p><b>PINNACLE ENGINEERING GROUP</b> ENGINEERING   NATURAL RESOURCES   SURVEYING</p> <p>20733 WATERLOO ROAD, SUITE 100 MINNETONKA, MN 55345 (763) 374-4844 CHICAGO   MILWAUKEE   MINNETONKA</p>	<p><b>SCOOTER'S COFFEE</b> HAM LAKE, MN</p>	<p><b>EXISTING CONDITIONS</b></p>	<p>REVISIONS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">1. ADDRESS CITY COMMENTS</td> <td style="width: 30%;">06/28/22</td> </tr> <tr> <td>2. ADDRESS CITY COMMENTS</td> <td>07/13/22</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	1. ADDRESS CITY COMMENTS	06/28/22	2. ADDRESS CITY COMMENTS	07/13/22				
1. ADDRESS CITY COMMENTS	06/28/22										
2. ADDRESS CITY COMMENTS	07/13/22										
<p>PLAN   DESIGN   DELIVER WWW.PINNACLE-ENG.COM</p>		<p>SHEET C-2 OF C-10</p>	<p>PROJ. NO. 18-025-003M DATE: 06/28/22 PAGE: 1</p>								





**DEMOLITION & CLEARING**

- CONTRACTOR WILL BE RESPONSIBLE FOR ENSURING THAT THE APPROPRIATE GOVERNMENTAL AGENCIES ARE NOTIFIED OF THE WORK AND NECESSARY PERMITS ARE OBTAINED.
- CONTRACTOR IS RESPONSIBLE FOR REMOVAL OF TEMPERAMENT, CLASSIFICATION, AND PAVERS (EXCEPT...), ARRANGE FOR STORAGE, COLLECTION, AND TRANSPORTATION TO EITHER THE RECYCLED MATERIALS TO THE APPROVED RECYCLING CENTER OR PROCESSING FACILITY. CONTRACTOR SHALL MAINTAIN RECORDS ACCESSIBLE TO THE OWNER AND GOVERNMENT AGENCIES.
- CONDUCT DEMOLITION OPERATIONS AND REMOVE DEBRIS IN MANNER TO ENSURE MINIMAL INTERFERENCE WITH ROADS, STREETS, WALKS, AND OTHER ADJACENT OCCUPIED OR USED FACILITIES.
- CONDUCT DEMOLITION OPERATIONS TO PREVENT INJURY TO PEOPLE AND DAMAGE TO ADJACENT BUILDINGS AND FACILITIES DESIGNATED TO REMAIN.
- PROVIDE TEMPORARY BARRICADES AND OTHER FORMS OF PROTECTION AS REQUIRED FOR SAFETY AND SECURITY.
- REMOVE BARRIERS AND APPROPRIATE SIGNS WHICH NECESSARY TO RESTRICT PEDESTRIANS FROM TRANSDERING INTO CONSTRUCTION AREAS. PROVIDE ACCEPTABLE TEMPORARY SECURITY BARRIERS WHERE PHYSICAL SECURITY OF BUILDINGS OR PEOPLES IS COMPROMISED DUE TO DEMOLITION WORK.
- PROVIDE TEMPORARY WEATHER PROTECTION DURING INTERVAL BETWEEN DEMOLITION AND REMOVAL OF EXISTING CONSTRUCTION ON EXTERIOR SURFACES AND INSTALLATION OF NEW CONSTRUCTION TO ENSURE NO WATER LEAKAGE OR DAMAGE OCCURS TO STRUCTURE OR INTERIOR AREAS OF EXISTING BUILDING.
- DIRECT TEMPORARY ENCLOSURES AS NECESSARY TO LIMIT DUST, USE WATER AS NECESSARY TO LAY DUST WHILE DIGGING, DRILLING, OR SAWING CONCRETE, MASONRY OR SIMILAR MATERIALS. WATER MUST BE CONTROLLED (BIDGES, BLOWERS, OR OTHER APPROPRIATE METHODS).
- PROVIDE AND MAINTAIN INTERIOR AND EXTERIOR SHIELDING, BARRIERS OR STRUCTURAL SUPPORTS TO PRESERVE STABILITY AND PREVENT MOVEMENT, SETTLEMENT, OR COLLAPSE OF STRUCTURES AND ADJACENT FACILITIES THAT ARE NOT PART OF DEMOLITION.
- PERFORM WORK IN SAFE AND SYSTEMATIC MANNER.
- WEAR PROPER PERSONAL PROTECTIVE EQUIPMENT AT ALL TIMES.
- COMPLETELY BACKFILL BELOW-GRADE AREAS AND VOIDS RESULTING FROM UTILITY REMOVAL AND OTHER DEMOLITION WORK WITH CLOSE GRADED AGGREGATE OR CONCRETE STRUCTURAL FILL.
- REPAIR DEMOLITION WORKED IN EXCESS OF THAT REQUIRED.

**CONTRACTOR RESPONSIBILITY:**

THE INFORMATION SHOWN ON THIS DRAWING CONCERNING THE TYPE AND LOCATION OF UNDERGROUND UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN DETERMINATIONS AS TO THE TYPE AND LOCATION OF UNDERGROUND UTILITIES AS MAY BE NECESSARY TO AVOID DAMAGE THEREOF. IF ADDITIONAL UTILITIES ARE KNOWN TO EXIST IN THE PROJECT, THE OWNER WILL PROVIDE EXISTING PLANS OF OTHER UTILITIES SURROUNDING THE SITE AND THE BUILDING THAT OTHERWISE CANNOT BE LOCATED BY A VISUAL OBSERVATION OF THE PROPERTY OR OF WHICH THE SURVEYOR WOULD HAVE NO KNOWLEDGE.

**EXISTING CONDITIONS SURVEY:**

EXISTING CONDITIONS SURVEY PROVIDED BY EIV, INC. ALTHOUGH PEG HAS NO REASON TO BELIEVE THE SURVEY IS INACCURATE, PEG MAKES NO WARRANTY THAT EXISTING INFORMATION CONTAINED WITHIN THESE PLANS IS ALL-INCLUSIVE OR ACCURATE. CONTRACTOR SHALL UNDERSTAND AND NECESSARY OPERATE TO VERIFY THE EXISTING CONDITIONS PRIOR TO THE START OF MATERIAL ACQUISITION AND CONSTRUCTION OPERATIONS.

**LEGEND**

- REMOVE EXISTING PAVEMENT
- REMOVE EXISTING CONCRETE
- REMOVE EXISTING UTILITY
- SAW CUT EXISTING PAVEMENT
- REMOVE EXISTING TREE

HIGHWAY 65 NE

FOR REVIEW ONLY DEMOLITION PLAN

PLAN | DESIGN | DELIVER

**PINNACLE ENGINEERING GROUP**  
ENGINEERING | NATURAL RESOURCES | SURVEYING

WISCONSIN OFFICE: 2070 WATERLOO ROAD, SUITE 100, FOND DU LAC, WI 53118  
CHICAGO OFFICE: 111 N. LAKE STREET, CHICAGO, IL 60602

**SCOOTER'S COFFEE**

HAM LAKE, MN

**DEMOLITION PLAN**

REVISIONS	
1. ADDRESS CITY COMMENTS	06/28/22
2. ADDRESS CITY COMMENTS	07/13/22

PROJ: 220123185-00-AM-CA/DEM/ST/22-00-AM-DEMOLITION PLAN.DWG

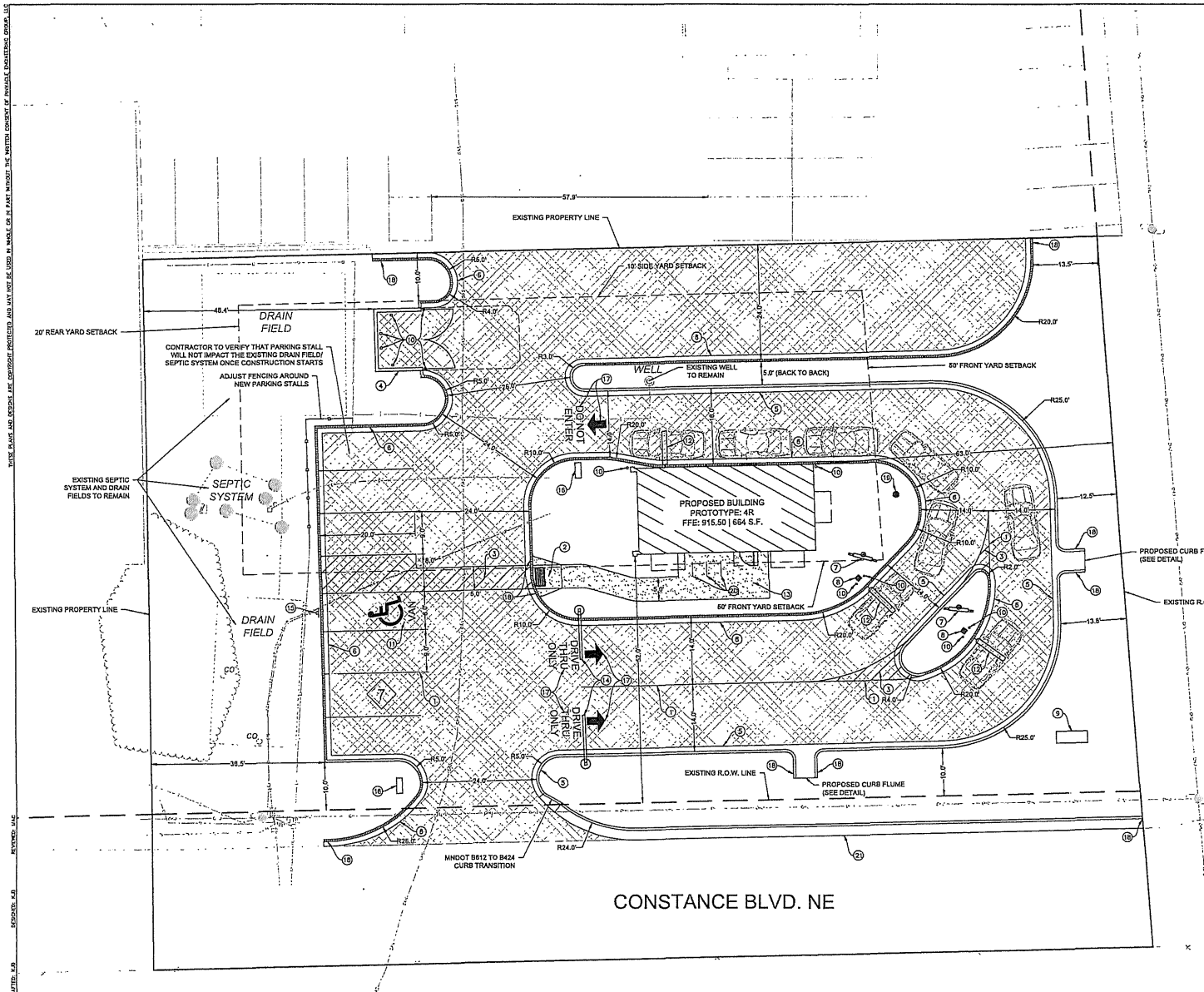
DATE: 07/13/22

SCALE: AS SHOWN

SHEET C-3 OF C-10







- SITE KEYNOTES:**
1. INSTALL 4-INCH WHITE PAVEMENT STRIPING. PAINT SHALL MEET OR EXCEED CITY OF HAM LAKE STANDARD SPECIFICATIONS (CYS).
  2. CONSTRUCT TYPE 3 CURB RAMP PER ADA REGULATIONS, LOCAL JURISDICTIONAL REQUIREMENTS, (SEE DETAILS).
  3. INSTALL 4-INCH WHITE PAVEMENT STRIPING AT 45°, 2-FEET D.I.C. PAINT SHALL MEET OR EXCEED CITY OF HAM LAKE STANDARD SPECIFICATIONS (CYS).
  4. TRASH ENCLOSURE. REFERENCE ARCHITECTURAL PLANS. CONSTRUCT HEAVY DUTY PAVEMENT APRON AS SHOWN ON PLANS.
  5. MNDOT 8413 VERTICAL FACE CURB AND GUTTER, REGULAR STYLE (SEE DETAIL).
  6. MNDOT 8413 VERTICAL FACE CURB AND GUTTER, REVERSE STYLE (SEE DETAIL).
  7. MENU BOARD. REFERENCE ARCHITECTURAL PLANS.
  8. SPEAKER POST. REFERENCE ARCHITECTURAL PLANS.
  9. HONORARIUM SIGN. REFERENCE ARCHITECTURAL PLANS. SEPARATE SIGN PERMIT REQUIRED.
  10. CONSTRUCT BOLLARD. (SEE DETAILS).
  11. INSTALL ADA PARKING STALL AND ASSOCIATED STRIPING AND SIGNAGE PER ADA REGULATIONS AND LOCAL JURISDICTIONAL REQUIREMENTS. (SEE DETAILS).
  12. LOOP SENSOR. REFER TO ARCHITECTURE PLANS.
  13. CONSTRUCT 5-INCH P.C.C. SIDEWALK. REFERENCE CITY OF HAM LAKE STANDARDS.
  14. HEIGHT CLEARANCE BAR. REFER TO ARCHITECTURE PLANS.
  15. INSTALL ADVISORY BOLLARD. (SEE DETAIL).
  16. DIRECTIONAL SIGN DISPLAY. REFER TO ARCHITECTURAL PLANS.
  17. DIRECTIONAL PAVEMENT MARKING. (AS SHOWN)
  18. CURB TAPER. (SEE DETAILS).
  19. FLAG POLE. REFER TO ARCHITECTURE PLANS.
  20. TREE ORNAMENT. REFER TO ARCHITECTURE PLANS.
  21. MNDOT 8414 VERTICAL FACE CURB AND GUTTER, REGULAR STYLE (SEE DETAIL).

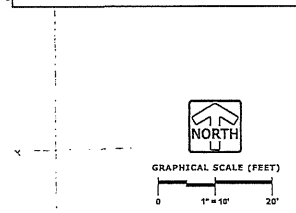
- NOTES**
1. ALL DIMENSIONS ARE FACE OF CURB TO FACE OF CURB OR BUILDING FOOTPRINT UNLESS NOTED OTHERWISE. ALL UTILITY DIMENSIONS ARE TO OUTSIDE OF PIPE OR CENTER OF STRUCTURE UNLESS OTHERWISE NOTED. ALL PAVING DIMENSIONS ARE TO FACE OF CURB OR TO EDGE OF PAVEMENT EXCEPT FOR THE SETBACK FROM PARKING LOTS, MANHOLES LINES AND FIRE ACCESS LINES. WHERE THE SETBACK IS MEASURED FROM THE BACK OF CURB TO THE PROPERTY LINE.
  2. ALL PROPOSED CURB AND GUTTER SHALL BE 18" CURB AND GUTTER (SEE DETAIL), UNLESS OTHERWISE NOTED.
  3. ALL RADII ARE HEADS UP TO FACE OF CURB UNLESS NOTED OTHERWISE.
  4. BUILDING DIMENSIONS AND ADJACENT PARKING AND UTILITY LAYOUT HAVE BEEN PREPARED BASED UPON ARCHITECTURAL INFORMATION CLIENT AT THE DATE OF THIS DRAWING. SUBSEQUENT ARCHITECTURAL CHANGES MAY EXIST. THEREFORE CONTRACTOR SHALL REFER TO ARCHITECTURAL PLANS FOR PRECISE BUILDING DIMENSIONS AND EXACT UTILITY ENTRANCE LOCATIONS AND NOTIFY THE ARCHITECT AND ENGINEER OF ANY DISCREPANCIES PRIOR TO CONSTRUCTION.
  5. THE CONTRACTOR SHALL CONTACT Gopher State 811 ONE CALL (1-800-525-1163) PRIOR TO ANY WORK TO LOCATE UTILITIES AND SHALL CONTACT THE OWNER SHOULD UTILITIES APPEAR TO BE IN CONFLICT WITH THE PROPOSED IMPROVEMENTS.
  6. IMPROVEMENTS ADJACENT TO BUILDING IF SHOWN SUCH AS TRUCK DOCK, RETAINING WALLS, SIDEWALKS, CURBS, FENCES, CANOPIES, RAMP, HANDICAP ACCESS, PLANTERS, DOWNSPUTS, AND TRANSFORMERS, ETC. HAVE BEEN SHOWN FOR APPROXIMATE LOCATION ONLY. REFER TO ARCHITECTURAL PLANS FOR EXACT LOCATION, SPECIFICATION, AND DETAIL.
  7. REFER TO ELECTRICAL PLANS FOR LIGHTING LOCATIONS, SPECIFICATIONS, AND DETAILS.
  8. SEE ADDITIONAL NOTES AND DETAILS ON SITE DIMENSIONAL PLANS AND CONSTRUCTION DETAILS.
  9. ALL PAVING SHALL CONFORM TO MINNESOTA DOT PAVEMENT DESIGN MANUAL AND APPLICABLE CITY OF HAM LAKE DIMENSIONS, AND SPECIFICATIONS CONTAINED WITHIN THIS PLAN SET.
  10. CONTRACTOR SHALL CONSULT STRIPING COLOR WITH OWNER PRIOR TO CONSTRUCTION.
  11. PROVIDE CONTRACTOR GRADE ACRYLIC STRIPING PAINT FOR NEW ASPHALT OR COATED ASPHALT. APPLY MARKING PAINT AT A RATE OF ONE (1) GALLON PER THREE (3) FEET FOR HANDPAID (100-FOOT) LONG STRIPES OR TWO (2) INCH WIDE STRIPES OR TO MANUFACTURER'S SPECIFICATION, WHICHEVER IS GREATER.
  12. THOROUGHLY CLEAN SURFACES FREE OF DIRT, SAND, GRAVEL, OIL AND OTHER FOREIGN MATTER. CONTRACTOR RESPONSIBLE TO INSPECT EXISTING PAVEMENT SURFACES FOR CONDITIONS AND DEFECTS THAT WILL ADVERSELY AFFECT QUALITY OF WORK AND WHICH CANNOT BE CORRECTED BY ADEQUATE CONDITION THROUGH NORMAL PREPARATORY WORK AS SPECIFIED.
  13. DO NOT PLACE MARKING OVER UNFINISHED PAVEMENTS. IF THESE CONDITIONS EXIST, NOTIFY OWNER. STARTING INSTALLATION. CONTRACTOR'S ACCEPTANCE OF SURFACE AS SUITABLE FOR INSTALLATION.
  14. LAYOUT MARKINGS USING GUIDE LINES, TRIPKATES AND FORMS. STERILES AND TEMPLATES SHALL BE PROFESSIONALLY MADE TO INDUSTRY STANDARDS. "FREE HAND" PAINTING OF MARKINGS, STERILES, OR MARKING SHALL NOT BE ALLOWED. APPLY STRIPES STRAIGHT AND EVEN.
  15. PROTECT ADJACENT CURBS, WALKS, FENCES, AND OTHER ITEMS FROM RESURFACING PAINT.
  16. BARRICADE MARKED AREAS DURING INSTALLATION AND UNTIL THE MARKING PAINT IS DRIED AND READY FOR TRAFFIC.
  17. PAVING SPECIFICATIONS -  
 CODES AND STANDARDS: THE PLACING, CONSTRUCTION AND COMPOSITION OF THE CONCRETE SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF MINNESOTA DOT PAVEMENT DESIGN MANUAL CHAPTER 5 - PCC PORTLAND CEMENT CONCRETES. THE PLACING, CONSTRUCTION AND COMPOSITION OF THE ASPHALTIC BASE COURSE AND ASPHALTIC CONCRETE SURFACING SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF SECTION 2342 AND 2339 OF THE MINNESOTA DOT STANDARD SPECIFICATIONS FOR CONSTRUCTION, 2018 EDITION.  
 18. TIE BARS: PLACE AT ALL LONGITUDINAL JOINTS IN ENTRANCE AREAS/ROADS AND CURB AND GUTTER PER MINNESOTA DOT CHAPTER 5 SECTION 530

**LEGEND**

	STANDARD DUTY CONCRETE PAVEMENT - 4" MINIMUM THICKNESS AND ONE (1) INCH MINIMUM UNIFORM COARSE SAND (UNIFORM) FILLER FINED GRAIN (PORT SPECIFICATION 374)
	CONCRETE PAVED AREA - 4" MINIMUM THICKNESS AND ONE (1) INCH MINIMUM UNIFORM COARSE SAND (UNIFORM) FILLER FINED GRAIN (PORT SPECIFICATION 374)
	ASPHALTIC BASE COURSE - 2" PCC CURB AND GUTTER (SEE DETAIL) AND 2" PCC CURB AND GUTTER (SEE DETAIL) AND 2" PCC CURB AND GUTTER (SEE DETAIL)
	ASPHALTIC CONCRETE SURFACING - 2" PCC CURB AND GUTTER (SEE DETAIL) AND 2" PCC CURB AND GUTTER (SEE DETAIL)
	PARKING SPACE (FOR INFORMATION ONLY, NOT TO BE PAINTED)

**SITE DATA TABLE**

TOTAL SITE AREA:	0.55 AC (23,859 S.F.)
BUILDING SIZE:	0.02 AC (864 S.F.)
PROPOSED PARKING SPACES:	7 (1 A.D.A.)
ZONING:	CD-1
EXISTING GREENSPACE:	21.7% (0.12 AC)
PROPOSED GREENSPACE:	41.8% (0.23 AC)



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**SCOOTER'S COFFEE**  
HAM LAKE, MN

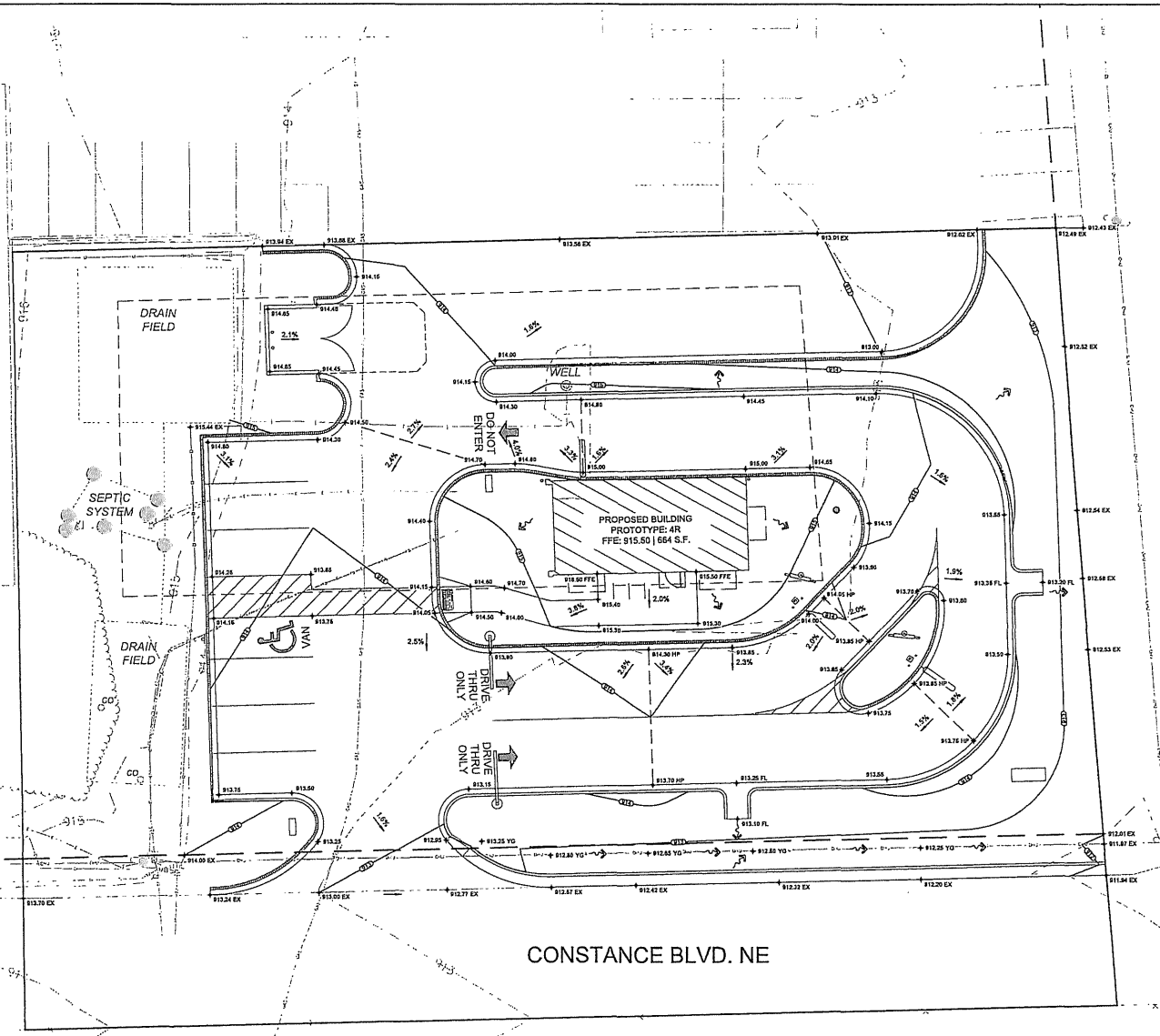
**SITE DIMENSIONAL & PAVING PLAN**

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THESE PLANS AND SPECIFICATIONS ARE CONSIDERED A COMPLETE CONTRACT. NO PART SHALL BE USED IN CONNECTION WITH ANY OTHER PROJECT OR CONTRACT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF ALL INFORMATION PROVIDED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.



**NOTES**

- CONTRACTOR SHALL VERIFY ALL GRADES, ENSURE ALL AREAS DRAIN PROPERLY AND REPORT ANY DISCREPANCIES TO PINNACLE ENGINEERING GROUP PRIOR TO THE START OF ANY CONSTRUCTION ACTIVITIES.
- ALL EXISTING CONTOURS REPRESENT EXISTING SURFACE GRADES UNLESS OTHERWISE NOTED. ALL PROPOSED GRADES SHOWN ARE FINISH SURFACE GRADES UNLESS OTHERWISE NOTED.
- SPOT ELEVATIONS REPRESENT THE GRADE ALONG THE EDGE OF PAVEMENT UNLESS OTHERWISE NOTED.
- ALL EXCAVATIONS AND MATERIAL PLACEMENT SHALL BE COMPLETED TO DESIGN ELEVATIONS AS DEPICTED IN THE PLANS.  
 CONTRACTOR SHALL ASSUME SOLE RESPONSIBILITY FOR THE COMPLETION OF ALL GRADING OPERATIONS. WHILE THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING A SAFE AND EFFECTIVE APPROACH TO BALANCE EARTHWORK, GRADING DESIGN IS BASED ON MANY FACTORS, INCLUDING SAFETY, AESTHETICS, AND COMMON ENGINEERING STANDARDS OF CARE. THEREFORE NO GUARANTEE CAN BE MADE FOR A BALANCED SITE.  
 THE CONTRACTOR MAY SOLICIT APPROVAL FROM ENGINEER/OWNER TO ADJUST FINAL CONTOURS FROM DESIGN GRADES TO PROVIDE AN OVERALL SITE BALANCE AS A RESULT OF FIELD CONDITIONS.
- GRADING ACTIVITIES SHALL BE IN A MANNER TO ALLOW POSITIVE DRAINAGE ACROSS DISTURBED SOILS WHICH MAY INCLUDE EXCAVATION OF TEMPORARY EROSION TO PREVENT POHNING, AND IF NECESSARY PAVING TO ALLEVATE POHNING. CONTRACTOR SHALL PREPARE AND SUBMIT TO THE ENGINEER/OWNER A PLAN TO IDENTIFY AREAS THAT MAY BE RESPONSIBLE FOR AGGRAVATION OF UNSTABLE SOILS CREATED/AGGRAVATED AS A RESULT OF IMPROPER SITE GRADING OR SOILS. CONTRACTOR SHALL SUBMIT GRADING ACTIVITIES TO LIMIT EROSION OF DISTURBED SOILS DUE TO WEATHER.
- THE CONTRACTOR IS RESPONSIBLE FOR MEETING MINIMUM COMPACTION STANDARDS. THE CONTRACTOR SHALL NOTIFY ENGINEER/OWNER IF PROPER COMPACTION CANNOT BE OBTAINED. THE PROJECT'S GEOTECHNICAL CONSULTANT SHALL DETERMINE WHICH IN-SITU SOILS ARE TO BE CONSIDERED UNSTABLE SOILS. THE ENGINEER/OWNER AND GEOTECHNICAL TESTING CONSULTANT WILL DETERMINE IF REMEDIAL MEASURES WILL BE NECESSARY.
- IN THE EVENT THAT ANY MOISTURE-CAPACITY TESTS FAIL TO MEET SPECIFICATION REQUIREMENTS, THE CONTRACTOR SHALL REMOVE AND REPLACE THE AFFECTED AREA TO BRING THE MATERIAL INTO COMPLIANCE AND RETEST THE FAILED AREA AT NO COST TO THE OWNER.
- WITH THE AUTHORIZATION OF THE ENGINEER/OWNER, MATERIAL THAT IS TOO WET TO PERFORM PROPER COMPACTION MAY BE SPREAD ON FILL AREAS IN AN EFFORT TO DRY. CONTRACTOR SHALL CLEARLY MARK THE EXTERIOR LIMITS OF SPREAD MATERIAL WITH PAINTED LATH AND SUBMIT A PLAN TO THE ENGINEER/OWNER THAT IDENTIFIES THE LIMITS. UNDER NO CIRCUMSTANCES SHALL THE SPREAD MATERIAL EXCEED THE MOST RESTRICTIVE OF THE EFFECTIVE TREATMENT DEPTH OF MACHINERY THAT WILL BE USED TO TUMBLE/DRY THE SPREAD MATERIAL ON THE MACHINERY CONTACT LIFT DEPTH.
- THE CONTRACTOR SHALL IMMEDIATELY NOTIFY ENGINEER/OWNER IF GROUNDWATER IS ENCOUNTERED DURING EXCAVATION.
- CONTRACTOR IS RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF ADEQUATE AND SAFE TEMPORARY SHIELDING, BRACING, RETENTION STRUCTURES, AND EXCAVATIONS.
- THE SITE SHALL BE COMPLETED TO WITHIN 0.10 FT (+/-) OF THE PROPOSED GRADES AS INDICATED WITHIN THE PLANS PRIOR TO BACKFILL OF TRENCHES OR DRIVE. CONTRACTOR IS ENCOURAGED TO INCREASE CONSTRUCTION SUCH THAT THE SITE IS BUILT TO SMALLER AREAS TO ALLOW STABILIZATION OF DISTURBED SOILS IMMEDIATELY UPON COMPLETION OF INDIVIDUAL SMALLER AREAS.
- CONTRACTOR SHALL CONTACT "OWNER STATE ONE CALL 811" FOR LOCATIONS OF ALL EXISTING UTILITIES PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION ACTIVITIES AND SHALL BE RESPONSIBLE FOR PROTECTING SAID UTILITIES FROM ANY DAMAGE DURING CONSTRUCTION.
- CONTRACTOR SHALL PROTECT BILLETTS AND ADJACENT PROPERTIES WITH SILL FENCING OR APPROVED EROSION CONTROL METHODS UNTIL CONSTRUCTION IS COMPLETED. CONTRACTOR SHALL PLACE SILL FENCING AT DOWN-SLOPE SIDE OF GRADING LIMITS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR DAMAGE TO ANY EXISTING FACILITIES OR UTILITIES. ANY DAMAGE SHALL BE REPAIRED TO THE OWNER'S SATISFACTION AT THE EXPENSE OF THE CONTRACTOR.
- WORK WITHIN ANY ROADWAY RIGHT-OF-WAY SHALL BE COORDINATED WITH THE APPROPRIATE JURISDICTIONAL AGENCIES. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS AND APPROVALS PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION ACTIVITIES. RESTRICTION OF RIGHT-OF-WAY IS CONSIDERED INCIDENTAL AND SHALL BE INCLUDED IN THE COST OF GRADING. ALL ITEMS NECESSARY TO RESTORE RIGHT-OF-WAY TO ROAD INCLUDING LANDSCAPING.
- CONTRACTOR SHALL COMPLY WITH ALL ALASKA COUNTY CONSTRUCTION STANDARDS/ORDINANCES.
- LANDSCAPE AND TREE AREAS SHALL HAVE A MINIMUM OF 4-INCH TOPSOIL REPLACEMENT.
- TOPSOIL REMOVAL SHALL ACHIEVE 90% STANDARD PROCTOR DENSITY AT 24(±) OPHSHR MOISTURE CONTENT.
- SWAYEY BENCHMARKS AND MAPPING HAS BEEN PROVIDED BY JAMES WALSH SMITH, INC. IN NO WAY DOES THIS WARRANT THE BASEMAP IS ALL INCLUSIVE OR REPRESENTATIVE OF ACTUAL CONDITIONS. CONTRACTOR SHALL PROVIDE CHECKS AS NECESSARY TO VERIFY THE BASEMAP CONTENT AND ACCURACY.

**LEGEND**

- STORM SEWER MANHOLE
- STORM SEWER CATCH BASIN - ROUND CASTING
- STORM SEWER CATCH BASIN - RECTANGULAR CASTING
- PROPOSED CONCRETE FLARED END SECTION
- PROPOSED CONTOUR
- + 750.00 SPOT ELEVATION
- DIRECTION OF SURFACE FLOW
- DITCH OR SWALE
- DIVERSION SWALE
- OVERFLOW RELIEF ROUTING
- CONCRETE SIDEWALK
- CURB AND GUTTER
- DEPRESSED CURB
- REVERSE PITCH CURB & GUTTER
- EP EDGE OF PAVEMENT
- FFE FINISHED FLOOR
- SW SIDEWALK
- ( ) EXISTING GRADE
- TW/BW TOP/BOTTOM OF WALK OR WALL

GRAPHICAL SCALE (FEET)  
 0 1" = 10' 20'  
 PROPOSED PAVEMENT AREA: 11,028 S.F. (0.27 AC)  
 PROPOSED PARKING AREA: 1,400 S.F. (0.03 AC)

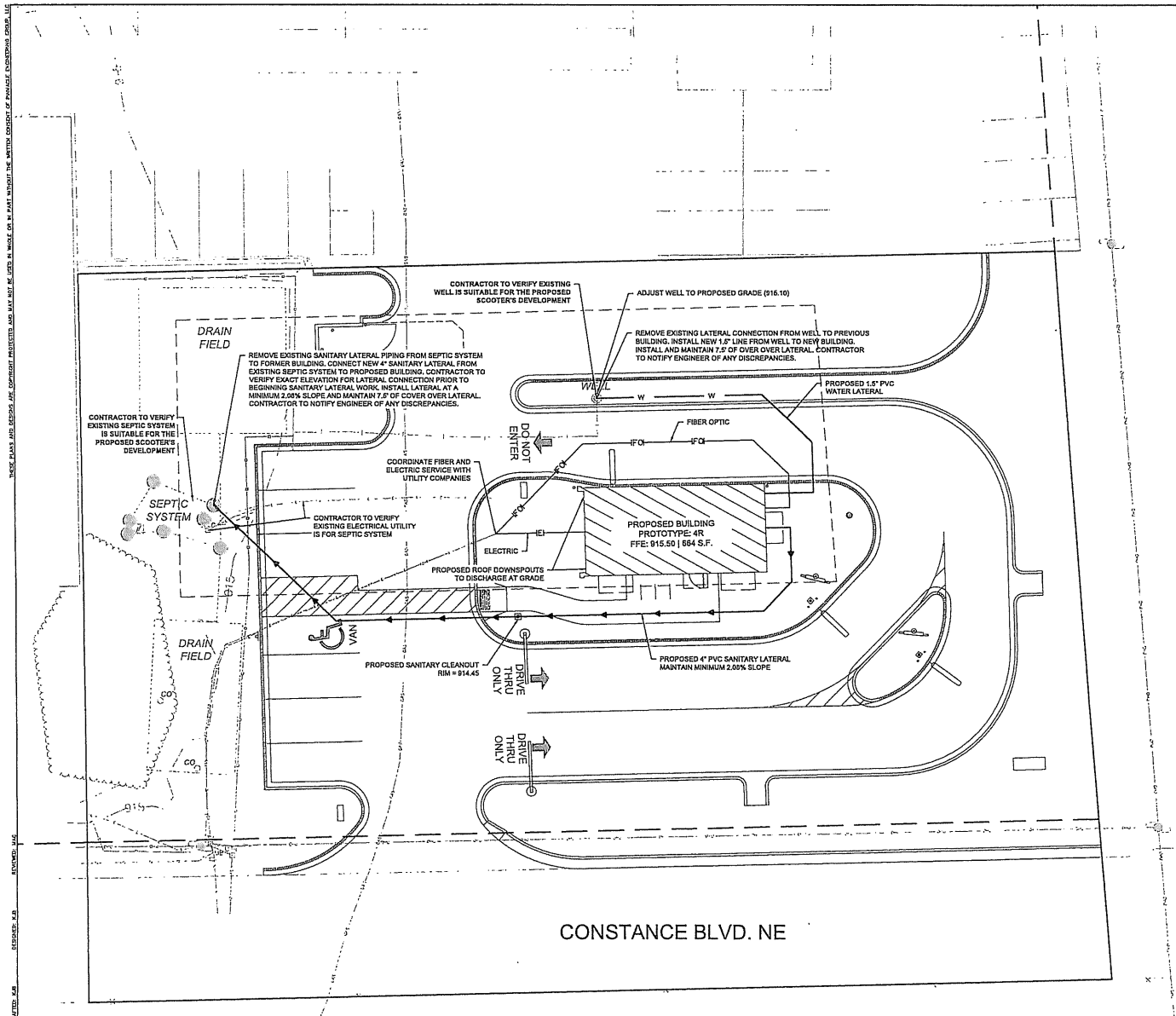
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 GRADING PLAN

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**SCOOTER'S COFFEE**  
 HAM LAKE, MN

**GRADING PLAN**

REVISIONS  
 1. ADDRESS CITY COMMENTS 05/28/22  
 2. ADDRESS CITY COMMENTS 07/13/22  
 SHEET  
 C-6  
 OF  
 C-10



- ### NOTES
- EXISTING UTILITIES ARE SHOWN FOR INFORMATIONAL PURPOSES ONLY AND ARE NOT GUARANTEED TO BE ACCURATE OR ALL INCLUDING. CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE TYPE, LOCATION, SIZE AND ELEVATION OF UNDERGROUND UTILITIES AS THEY ARE NECESSARY FOR PROPOSED UTILITY CONNECTIONS AND/OR TO AVOID DAMAGE THERETO. CONTRACTOR SHALL CALL CORNER STATE ONE CALL 811 PRIOR TO ANY CONSTRUCTION.
  - ALL UTILITY WORK SHALL BE DONE IN ACCORDANCE WITH THE CITY ENGINEER'S ASSOCIATION OF MINNESOTA (CEAM) STANDARD SPECIFICATIONS (LATEST EDITION AND ADDENDUM) AND MINNESOTA STATE PLUMBING CODE, IF IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE WHICH SPECIFICATIONS AND CODES APPLY, AND TO COORDINATE ALL CONSTRUCTION ACTIVITIES WITH THE APPROPRIATE LOCAL AND STATE AUTHORITIES.
  - LENGTHS OF PROPOSED UTILITIES ARE TO CENTER OF STRUCTURES OR FITTINGS AND MAY VARY SLIGHTLY FROM PLANS. LENGTHS ARE SHOWN FOR CONTRACTOR CONVENIENCE ONLY. CONTRACTOR IS SOLELY RESPONSIBLE FOR COMPUTATIONS OF MATERIALS REQUIRED TO COMPLETE WORK. LENGTHS SHALL BE FIELD VERIFIED DURING CONSTRUCTION.
  - CONTRACTOR SHALL ADJUST AND/OR RECONSTRUCT EXISTING UTILITY COVERS (SUCH AS MANHOLE COVERS, VALVE BOX COVERS, ETC.) TO MATCH FINISHED GRADES OF THE AREAS DISTURBED DURING CONSTRUCTION.
  - CONTRACTOR SHALL FIELD VERIFY LOCATIONS, ELEVATIONS, AND SIZES OF PROPOSED UTILITIES AND CHECK ALL UTILITY CROSSINGS FOR CONFLICTS PRIOR TO ATTEMPTING CONNECTIONS AND BEGINNING UTILITY CONSTRUCTION AND NOTIFY THE OWNER OF ANY DISCREPANCIES OR CONFLICTS.
  - ALL NEW ON-SITE SANITARY, STORM, AND WATER UTILITIES SHALL BE PRIVATELY OWNED AND MAINTAINED BY THE PROPERTY OWNER.
  - THE CONTRACTOR SHALL CONTACT THE CITY OF HAM LAKE PUBLIC WORKS DEPARTMENT 48 HOURS IN ADVANCE OF SANITARY, WATER AND STORM CONNECTIONS TO THE CITY-OWNED SYSTEM TO SCHEDULE INSPECTIONS.
  - ROUTING OF GAS, ELECTRIC AND TELEPHONE SERVICES ARE SHOWN ON THE ARCHITECTURAL PLANS AND SUBJECT TO CHANGE BASED UPON FINAL REVIEW AND APPROVAL BY RESPECTIVE UTILITY COMPANIES AND CONNECS. CONTRACTOR SHALL CONTACT EACH UTILITY COMPANY AND COORDINATE FINAL LOCATIONS FOR ALL UTILITY SERVICES PRIOR TO START OF CONSTRUCTION.
  - IF IT IS THE CONTRACTOR'S RESPONSIBILITY TO COORDINATE WITH THE PROPER AUTHORITIES FOR ANY REQUIRED PERMITS, AUTHORIZATIONS, TRAFFIC CONTROL AND ANY OTHER FEES REQUIRED.
  - FIELD TILE CONNECTION - ALL FIELD TILE ENCOUNTERED DURING CONSTRUCTION SHALL BE INCLUDED IN THE UNIT PRICED FOR STORM SEWER. TILE LINES CROSSED BY THE TRENCH SHALL BE REPLACED WITH THE SAME MATERIAL AS THE STORM SEWER.
  - THE CONTRACTOR IS RESPONSIBLE FOR THE SIZE, TYPE AND NUMBER OF WATER MAIN SERVICE, HORIZONTAL AND VERTICAL, REQUIRED TO COMPLETE CONSTRUCTION COST FOR SERVICE, HORIZONTAL AND VERTICAL, SHALL BE INCIDENTAL AND INCLUDED IN THE OVERALL COST OF THE CONTRACT.
  - STORM SEWER SPECIFICATIONS -  
PIPE - REINFORCED CONCRETE PIPE (RCP) SHALL MEET THE REQUIREMENTS OF ASTM CLASS C75 WITH BURIED JOINTS CONFORMING TO ASTM C-443. STRENGTH CLASSIFICATIONS SHALL BE IN ACCORDANCE WITH THE FOLLOWING:  
HEIGHT OF COVER (FEET): 0-2 2-3 3-4 6-15 15-25 25+  
MINIMUM PIPE CLASSIFICATION: IV III II B1 OF ENGINEER TO SPECIFY  
HIGH DENSITY DUAL-WALL POLYETHYLENE (HDPE) PIPE SHALL BE AS MANUFACTURED BY AAS OR EQUAL WITH WATER TIGHT JOINTS, AND SHALL MEET THE REQUIREMENTS OF AASHD DESIGNATION A-94 TYPE "C", OR POLYETHYLENE (PE) - CLASS PE4 REINFORCED HDPE. AS NOTED, IF SIDE PIPE IS USED FOR POND OUTFALLS, A MINIMUM OF THREE (3) SECTIONS (2 STRIPS) SHALL BE STRAPPED TOGETHER.
  - INTERSECTION BASINS - INTERSECTION BASIN SHALL BE CONSTRUCTED IN ACCORDANCE WITH CEAM SECTION 281.3. STANDARD SPECIFICATIONS FOR SANITARY SEWER AND STORM SEWER MANHOLE & CATCH BASIN SHALL BE NEWMAN R-1445 WITH TYPE "C" GATE, OR EQUAL. CURB FRAME & GATE SHALL BE NEWMAN R-1445, OR EQUAL. THE SUMP OVERFLOW DISTANCE FROM THE BASE OF THE STRUCTURE TO OUTFALL INVERT OF THE PIPE SHALL BE 18" MIN.
  - STRUCTURE SHOP DRAWINGS SHALL BE SUBMITTED TO PINNACLE ENGINEERING GROUP FOR REVIEW AND APPROVAL PRIOR TO MANUFACTURING AND INSTALLATION.  
BACKFILL AND BEDDING - STORM SEWER SHALL BE CONSTRUCTED WITH GRAVEL BACKFILL AND APPROPRIATE BEDDING IN ALL TRENCH AREAS AND TO A POINT 5 FEET BEYOND THE EDGE OF PAVEMENT. TRENCHES RUNNING PARALLEL TO AND LESS THAN 5 FEET FROM THE EDGE OF PAVEMENT SHALL ALSO REQUIRE GRAVEL BACKFILL. LANDSCAPED AREAS MAY BE BACKFILLED WITH EXCAVATED MATERIAL IN CONFORMANCE WITH CEAM SECTION 280.6.  
MANHOLE FRAMES AND COVERS - MANHOLE FRAMES AND COVERS SHALL BE NEWMAN R-1445 WITH TYPE "B" SELF SEALING LIDS, NON-ROOFING OR EQUAL.  
IF HOPE PIPE IS USED FOR POND OUTFALLS, A MINIMUM OF THREE (3) SECTIONS (2 STRIPS) SHALL BE STRAPPED TOGETHER.
  - WATER MAIN SPECIFICATIONS -  
PIPE - WATER MAIN SHALL BE INSTALLED AS CALLED OUT IN THE PLANS. VALVES AND VALVE BOXES - GATE VALVES SHALL BE ANNA GATE VALVES MEETING THE REQUIREMENTS OF ANNA C-540 AND CEAM SECTION 281.2. GATE VALVES AND VALVE BOXES SHALL CONFORM TO LOCAL PLUMBING DIMENSIONS.  
HYDRANTS - HYDRANTS SHALL CONFORM TO THE SPECIFICATIONS OF THE CITY OF HAM LAKE AND IN ACCORDANCE WITH CEAM SECTION 281.2. THE DISTANCE FROM THE GROUND LINE TO THE CENTERLINE OF THE LOWEST WHEEL AND THE LOWEST CONNECTION OF THE FIRE DEPARTMENT SHALL BE NO LESS THAN 18 INCHES AND NO GREATER THAN 22 INCHES.  
BEDDING AND COVER MATERIAL - PIPE BEDDING AND COVER MATERIAL SHALL BE SAND, CRUSHED STONE CHIPS OR CRUSHED STONE SCREENING CONFORMING TO CEAM SECTION 281.3.  
BACKFILL - BACKFILL MATERIAL AND INSTALLATION SHALL BE IN ACCORDANCE WITH CEAM SECTION 281.3. GRAVEL BACKFILL IS REQUIRED IN ALL PAVED AREAS AND TO A POINT 5 FEET BEYOND THE EDGE OF PAVEMENT. TRENCHES RUNNING PARALLEL TO AND LESS THAN 5 FEET FROM THE EDGE OF PAVEMENT SHALL ALSO REQUIRE GRAVEL BACKFILL. LANDSCAPED AREAS MAY BE BACKFILLED WITH EXCAVATED MATERIAL IN CONFORMANCE WITH CEAM SECTION 281.3.
  - SANITARY SEWER SPECIFICATIONS -  
PIPE - SANITARY SEWER PIPE MATERIAL SHALL BE POLYETHYLENE (PE) MEETING REQUIREMENTS OF ASTM D 3025, SD-05, WITH INTERIOR BELL TYPE FLEXIBLE ELASTOMER JOINTS, MEETING THE REQUIREMENTS OF ASTM D 3025.  
BEDDING AND COVER MATERIAL - BEDDING AND COVER MATERIAL SHALL CONFORM TO THE APPROPRIATE SECTIONS OF THE CEAM, BEDDING AND COVER MATERIAL SHALL BE PLACED 5 FEET BEYOND THE EDGE OF PAVEMENT, OR AS REQUIRED TO INSURE ADEQUATE CONNECTION OF THESE MATERIALS, WITH ONE FOOT OF BEDDING MATERIAL BEYOND THE EDGE OF PAVEMENT. TRENCHES RUNNING PARALLEL TO AND LESS THAN 5 FEET FROM THE EDGE OF PAVEMENT SHALL TAKE CARE TO COMPLETELY WORK BEDDING MATERIAL UNDER THE MAINTENANCE OF THE SIDE SUPPORT.  
BACKFILL - BACKFILL MATERIAL AND INSTALLATION SHALL BE IN ACCORDANCE WITH CEAM SECTION 280.6. GRAVEL BACKFILL IS REQUIRED IN ALL PAVED AREAS AND TO A POINT 5 FEET BEYOND THE EDGE OF PAVEMENT. TRENCHES RUNNING PARALLEL TO AND LESS THAN 5 FEET FROM THE EDGE OF PAVEMENT SHALL ALSO REQUIRE GRAVEL BACKFILL. LANDSCAPED AREAS MAY BE BACKFILLED WITH EXCAVATED MATERIAL.  
MANHOLES - MANHOLES SHALL BE CONSTRUCTED IN ACCORDANCE WITH SECTION 281.3 OF THE CEAM. STRUCTURE SHOP DRAWINGS SHALL BE SUBMITTED TO PINNACLE ENGINEERING GROUP FOR REVIEW AND APPROVAL PRIOR TO MANUFACTURING AND INSTALLATION.  
MANHOLE FRAMES AND COVERS - MANHOLE FRAMES AND COVERS SHALL BE NEWMAN R-1445 WITH TYPE "B" SELF SEALING LIDS, NON-ROOFING OR EQUAL.
  - WATER MAIN AND SANITARY SEWER SHALL BE INSULATED UNLESS THE DEPTH OF COVER IS LESS THAN 7.5 FEET. INSULATION AND PLACING OF INSULATION SHALL CONFORM TO THE APPROPRIATE SECTION OF THE CEAM.
  - SEE UTILITY PLANS AND CONSTRUCTION DETAILS FOR ADDITIONAL INFORMATION.
  - PLUMBING CONTRACTOR SHALL BE ON SITE FOR SERVICES STUBBED INTO BUILDING.
  - MATERIAL INSTALLED WITHIN 3 FEET OF A BUILDING MUST BE OF MATERIALS APPROVED FOR USE INSIDE OF OR WITH A BUILDING.

### LEGEND

- SANITARY SEWER MANHOLE
- STORM SEWER MANHOLE
- STORM SEWER CATCH BASIN (ROUND CASTING)
- STORM SEWER CATCH BASIN (RECTANGULAR CASTING)
- ▭ PRECAST CONCRETE FLARED END SECTION
- CLEANOUT
- VALVE BOX
- FIRE HYDRANT
- SANITARY SEWER
- FORCE MAIN
- STORM SEWER
- DRAIN TILE
- WATER MAIN
- FIRE PROTECTION
- UTILITY CROSSING
- ELECTRICAL CABLE
- GAS MAIN
- TELEPHONE LINE
- OVERHEAD WIRES
- LIGHTING
- ELECTRICAL TRANSFORMER OR PEDESTAL
- POWER POLE
- POWER POLE WITH LIGHTS
- STREET SIGN
- UTILITY TO BE REMOVED

GRAPHICAL SCALE (FEET)  
0 10' 20'

NORTH

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(312) 467-1000

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**SCOOTER'S COFFEE**

HAM LAKE, MN

UTILITY PLAN

NO.	DESCRIPTION	DATE
1.	ADDRESS CITY COMMENTS	06/28/22
2.	ADDRESS CITY COMMENTS	07/13/22

REVISIONS

PC: 2019-08-08 08:00 AM  
PLOT DATE: 06/28/22  
SCALE: AS SHOWN

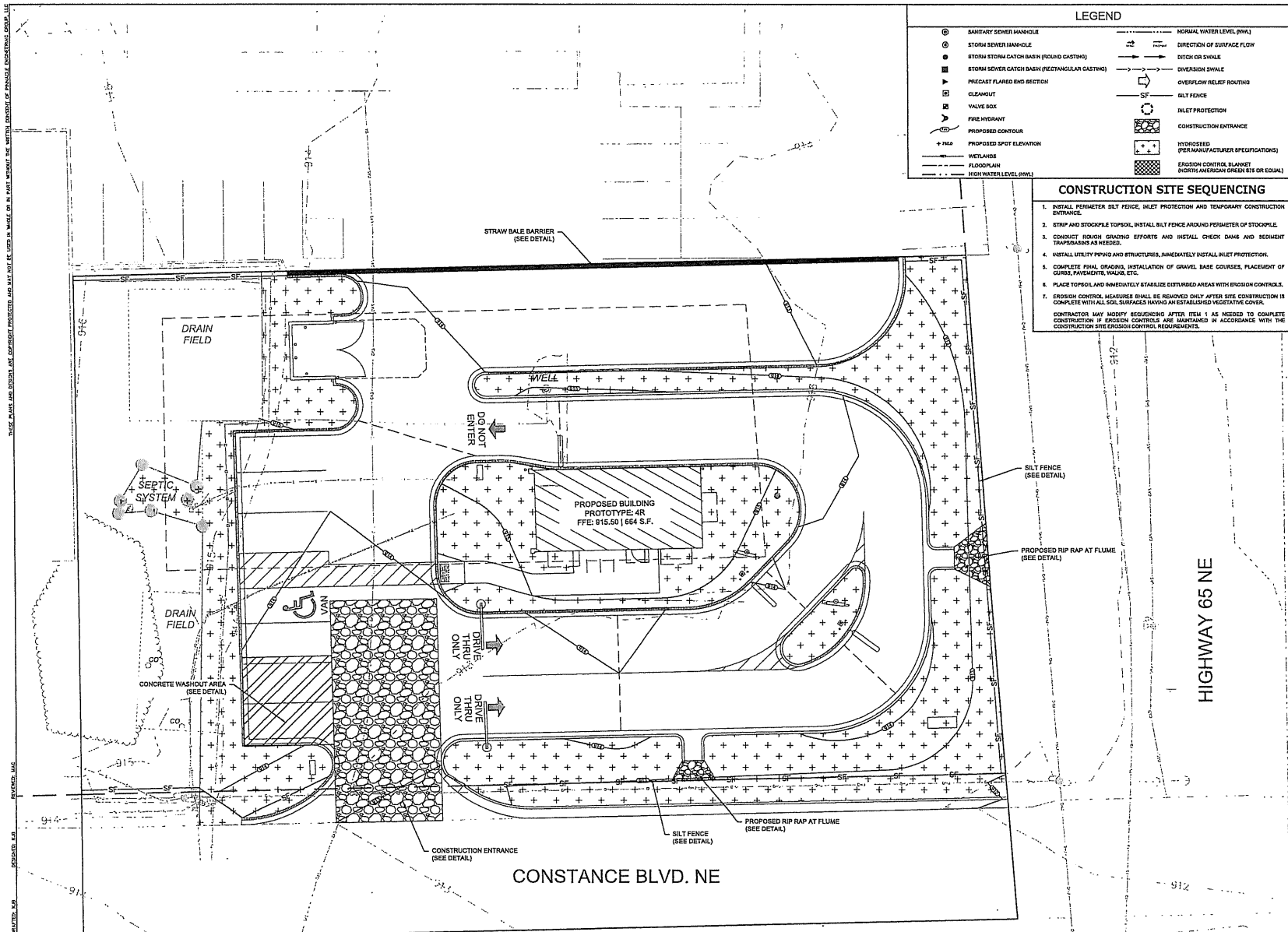
SHEET  
C-7  
OF  
C-10

UTILITY PLAN

DATE: 06/28/22 10:00 AM  
DRAWN: JLB  
CHECKED: JLB  
REVISIONS: JLB  
SCALE: AS SHOWN  
PROJECT: SCOOTER'S COFFEE - HAM LAKE, MN  
SHEET: C-7 OF C-10  
DRAWN BY: JLB  
CHECKED BY: JLB  
DATE: 06/28/22 10:00 AM

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### LEGEND

○	SANITARY SEWER MANHOLE	—	NORMAL WATER LEVEL (RWL)
●	STORM SEWER MANHOLE	→	DIRECTION OF SURFACE FLOW
■	STORM STORM CATCH BASIN (ROUND CASTING)	—	DITCH OR SWALE
■	STORM SEWER CATCH BASIN (RECTANGULAR CASTING)	—	DIVERSION SWALE
▴	PRECAST FLARED END SECTION	—	OVERFLOW RELIEF ROUTING
▾	CLEANOUT	SF	SILT FENCE
⊕	VALVE BOX	○	INLET PROTECTION
⊖	FIRE HYDRANT	□	CONSTRUCTION ENTRANCE
+	PROPOSED SPOT ELEVATION	▨	HYDROSEED
—	WETLANDS	▨	EROSION CONTROL BLANKET
—	FLOODPLAIN	▨	(NORTH AMERICAN GREEN ETS OR EQUAL)
—	HIGH WATER LEVEL (RWL)		

### CONSTRUCTION SITE SEQUENCING

- INSTALL PERIMETER SILT FENCE, INLET PROTECTION AND TEMPORARY CONSTRUCTION ENTRANCE.
- STRIP AND STOCKPILE TOPSOIL, INSTALL SILT FENCE AROUND PERIMETER OF STOCKPILE.
- CONDUCT ROUGH GRADING EFFORTS AND INSTALL CHECK DAMS AND SEDIMENT TRAPBANKS AS NEEDED.
- INSTALL UTILITY PIPING AND STRUCTURES, IMMEDIATELY INSTALL INLET PROTECTION.
- COMPLETE FINAL GRADING, INSTALLATION OF GRAVEL BASE COURSES, PLACEMENT OF CURBS, PAVEMENTS, WALKS, ETC.
- PLACE TOPSOIL AND IMMEDIATELY STABILIZE DISTURBED AREAS WITH EROSION CONTROLS.
- EROSION CONTROL MEASURES SHALL BE REMOVED ONLY AFTER SITE CONSTRUCTION IS COMPLETE WITH ALL SOIL SURFACES HAVING AN ESTABLISHED VEGETATIVE COVER. CONTRACTOR MAY MODIFY REQUIREMENTS AFTER ITEM 1 IS NEEDED TO COMPLETE CONSTRUCTION IF EROSION CONTROLS ARE MAINTAINED IN ACCORDANCE WITH THE CONSTRUCTION SITE EROSION CONTROL REQUIREMENTS.
  - CONSTRUCTION ENTRANCES SHALL BE INSTALLED AT ALL LOCATIONS OF VEHICLE TRAFFIC. CONTRACTOR IS RESPONSIBLE TO COORDINATE LOCATIONS WITH THE PROPER AUTHORITIES, PROVIDE NECESSARY FEES AND OBTAIN ALL REQUIRED APPROVALS ON PERMITS. ADDITIONAL CONSTRUCTION ENTRANCES OTHER THAN AS SHOWN ON THE PLANS MUST BE APPROVED BY THE APPLICABLE GOVERNING AGENCIES PRIOR TO INSTALLATION.
  - PAVED SURFACES ADJACENT TO CONSTRUCTION ENTRANCES SHALL BE SWIFT AND/OR SCAPED TO REMOVE ACCUMULATED SOIL DIRT AND/OR DUST IMMEDIATELY AND AS REQUESTED BY THE GOVERNING AGENCIES.
  - ALL EXISTING STORM SEWER FACILITIES THAT WILL COLLECT RUNOFF FROM DISTURBED AREAS SHALL BE PROTECTED TO PREVENT SEDIMENT DEPOSITION FROM STORM SEWER SYSTEMS. INLET PROTECTION SHALL BE IMMEDIATELY FITTED AT THE INLET OF ALL INSTALLED STORM SEWER AND SILT FENCE SHALL BE IMMEDIATELY FITTED AT ALL INSTALLED CONSTRUCTION ENTRANCES. STRUCTURES, PILES, AND SWALES SHALL BE KEPT CLEAN AND FREE OF SEDIMENTATION AND DEBRIS.
  - EROSION CONTROL FOR UTILITY CONSTRUCTION (STORM SEWER, WATER MAIN, ETC.) OUTFITS OF THE PERIMETER CONTROL SHALL BE INSTALLED AS FOLLOWS:
    - PLACE EXCAVATED TRENCH MATERIAL ON THE HIGH SIDE OF THE TRENCH.
    - BAGGOT, CONTACT AND STABILIZE THE TRENCH IMMEDIATELY AFTER PIPE CONSTRUCTION.
    - DISCHARGE TRENCH WATER INTO A SEDIMENTATION BASIN OR FILTERING TANK IN ACCORDANCE WITH BMPs PRIOR TO RELEASE INTO STORM SEWER OR STORM.

### GENERAL EROSION AND SEDIMENT CONTROL NOTES

- ALL CONSTRUCTION SHALL ADHERE TO THE REQUIREMENTS SET FORTH IN EPA'S NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORMWATER CLEAN ACT (SWCA) FOR CONSTRUCTION SITE LAND DISTURBANCE ACTIVITIES. ALL EROSION AND SEDIMENT CONTROL MEASURES ARE TO BE CONSTRUCTED AND MAINTAINED IN ACCORDANCE WITH LOCAL, STATE AND FEDERAL TECHNICAL STANDARDS AND PROVISIONS IN EFFECT AT THE TIME OF CONSTRUCTION. THESE PROCEDURES AND STANDARDS SHALL BE REFERRED TO AS BEST MANAGEMENT PRACTICES (BMPs). IT IS THE RESPONSIBILITY OF ALL CONTRACTORS ASSOCIATED WITH THE PROJECT TO OBTAIN A COPY OF, AND UNDERSTAND, THE BMPs PRIOR TO THE START OF CONSTRUCTION ACTIVITIES.
- THE EROSION CONTROL MEASURES INDICATED ON THE PLANS ARE THE MINIMUM REQUIREMENTS. ADDITIONAL CONTROL MEASURES AS DIRECTED BY OWNERS/ENGINEER OR GOVERNING AGENCIES SHALL BE INSTALLED WITHIN 24 HOURS OF REQUEST.
- MODIFICATIONS TO THE APPROVED SWPPP IN ORDER TO MEET UNFORESEEN FIELD CONDITIONS ARE ALLOWED IF MODIFICATIONS CONTRIBUTE TO BMPs. ALL MODIFICATIONS MUST BE APPROVED BY OWNERS/ENGINEER/GOVERNING AGENCY PRIOR TO INSTALLATION OF THE APPROVED PLAN.
- INSTALL PERIMETER EROSION CONTROL MEASURES (SUCH AS CONSTRUCTION ENTRANCES, SILT FENCE AND EXISTING INLET PROTECTION) PRIOR TO ANY SITE WORK, INCLUDING GRADING OR DISTURBANCE OF EXISTING SURFACE COVERS, AS SHOWN ON PLAN IN ORDER TO PROTECT ADJACENT PROPERTIES/STORM SEWER SYSTEMS FROM SEDIMENT TRANSPORT.
  - CONSTRUCTION ENTRANCES SHALL BE INSTALLED AT ALL LOCATIONS OF VEHICLE TRAFFIC. CONTRACTOR IS RESPONSIBLE TO COORDINATE LOCATIONS WITH THE PROPER AUTHORITIES, PROVIDE NECESSARY FEES AND OBTAIN ALL REQUIRED APPROVALS ON PERMITS. ADDITIONAL CONSTRUCTION ENTRANCES OTHER THAN AS SHOWN ON THE PLANS MUST BE APPROVED BY THE APPLICABLE GOVERNING AGENCIES PRIOR TO INSTALLATION.
  - PAVED SURFACES ADJACENT TO CONSTRUCTION ENTRANCES SHALL BE SWIFT AND/OR SCAPED TO REMOVE ACCUMULATED SOIL DIRT AND/OR DUST IMMEDIATELY AND AS REQUESTED BY THE GOVERNING AGENCIES.
  - ALL EXISTING STORM SEWER FACILITIES THAT WILL COLLECT RUNOFF FROM DISTURBED AREAS SHALL BE PROTECTED TO PREVENT SEDIMENT DEPOSITION FROM STORM SEWER SYSTEMS. INLET PROTECTION SHALL BE IMMEDIATELY FITTED AT THE INLET OF ALL INSTALLED STORM SEWER AND SILT FENCE SHALL BE IMMEDIATELY FITTED AT ALL INSTALLED CONSTRUCTION ENTRANCES. STRUCTURES, PILES, AND SWALES SHALL BE KEPT CLEAN AND FREE OF SEDIMENTATION AND DEBRIS.
  - EROSION CONTROL FOR UTILITY CONSTRUCTION (STORM SEWER, WATER MAIN, ETC.) OUTFITS OF THE PERIMETER CONTROL SHALL BE INSTALLED AS FOLLOWS:
    - PLACE EXCAVATED TRENCH MATERIAL ON THE HIGH SIDE OF THE TRENCH.
    - BAGGOT, CONTACT AND STABILIZE THE TRENCH IMMEDIATELY AFTER PIPE CONSTRUCTION.
    - DISCHARGE TRENCH WATER INTO A SEDIMENTATION BASIN OR FILTERING TANK IN ACCORDANCE WITH BMPs PRIOR TO RELEASE INTO STORM SEWER OR STORM.
- AT A MINIMUM, SEDIMENT BASINS AND NECESSARY TEMPORARY DRAINAGE PROVISIONS SHALL BE CONSTRUCTED AND OPERATIONAL BEFORE BEGINNING OF SIGNIFICANT MASS GRADING OPERATIONS TO PREVENT OFF-SITE DISCHARGE OF UNFATTED RUNOFF.
- ALL WATERCOURSES AND WETLANDS SHALL BE PROTECTED WITH SILT FENCE TO PREVENT ANY DIRECT DISCHARGE FROM DISTURBED SOILS.
- ALL TEMPORARY AND PERMANENT EROSION CONTROL MEASURES MUST BE MAINTAINED AND REPAIRED AS NEEDED. THE GENERAL CONTRACTOR WILL BE RESPONSIBLE FOR INSPECTION AND REPAIR DURING CONSTRUCTION. THE OWNER WILL BE RESPONSIBLE IF EROSION CONTROL IS REQUIRED AFTER THE CONTRACTOR HAS COMPLETED THE PROJECT.
- TOPSOIL STOCKPILES SHALL HAVE A BERM OR TRENCH AROUND THE CIRCUMFERENCE AND PERIMETER SILT FENCE TO CONTROL SILT. IF TOPSOIL STOCKPILE REMAINS UNDISTURBED FOR MORE THAN SEVEN (7) DAYS, TEMPORARY SEEDING AND STABILIZATION IS REQUIRED.
- EROSION CONTROL MEASURES TEMPORARILY REMOVED FOR UNAVOIDABLE CONSTRUCTION ACTIVITIES SHALL BE REINSTALLED IMMEDIATELY FOLLOWING COMPLETION OF SUCH ACTIVITIES OR PRIOR TO THE COMPLETION OF EACH WORK DAY, WHICH EVER OCCURS FIRST.
- MAINTAIN SOIL EROSION CONTROL DEVICES THROUGH THE DURATION OF THIS PROJECT. ALL TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES SHALL BE REMOVED WITHIN THIRTY (30) DAYS AFTER FINAL SITE STABILIZATION IS ACHIEVED OR AFTER THE TEMPORARY MEASURES ARE NO LONGER NEEDED. DISTURBED AREAS THAT WILL NOT BE WORKED FOR A PERIOD OF FORTY-EIGHT (48) HOURS, REQUIRE TEMPORARY SEEDING. EROSION CONTROL MEASURES FOR EROSION CONTROL SHALL BE IN ACCORDANCE WITH TECHNICAL STANDARDS.
- ALL DISTURBED AREAS EXCEPTING #1, SHALL BE COVERED WITH NORTH AMERICAN GREEN 27501 EROSION MATTING OR APPROVED EQUAL AND ALL CHANNELS SHALL BE STABILIZED WITH NORTH AMERICAN GREEN ELS100 OR APPROX. (EQU) OR APPLICATION OF AN APPROVED POLYMER SOIL STABILIZATION TREATMENT OR A COMBINATION THEREOF, AS REQUIRED. EROSION MATTING AND/OR NETTING USED MUST BE INSTALLED IN ACCORDANCE WITH MANUFACTURER'S GUIDELINES.
- DURING PERIODS OF EXTENDED DRY WEATHER, THE CONTRACTOR SHALL KEEP A WATER TRACK ON SITE FOR THE PURPOSE OF WASHING DOWN SOILS. WASH WATER OTHERWISE REUSE AROUND THE CONTINUAL IS RESPONSIBLE FOR CONTROLLING YOUR EROSION CONTROL DEVICES. EROSION MATTING AND/OR NETTING USED MUST BE INSTALLED IN ACCORDANCE WITH MANUFACTURER'S GUIDELINES.
- DISTURBED AREAS AND AREAS USED FOR STORAGE OF MATERIALS THAT ARE EXPOSED TO PRECIPITATION SHALL BE VISUALLY INSPECTED FOR EVIDENCE OF, OR THE POTENTIAL FOR, POLLUTANT ENTERING THE DRAINAGE SYSTEM DAILY AND.
- QUALIFIED PERSONNEL (PROVIDED BY THE GENERAL/PRIME CONTRACTOR) SHALL INSPECT DISTURBED AREAS OF THE CONSTRUCTION SITE THAT HAVE NOT BEEN FULLY STABILIZED AND EROSION AND SEDIMENT CONTROL MEASURES. CHECKS OF ALL 0.5-HIGH OR MORE PRECIPITATION EVENTS WITH A MINIMUM INSPECTION INTERVAL OF ONCE EVERY SEVEN (7) CALENDAR DAYS. THE ASSIGNED QUALIFIED PERSONNEL SHALL REPORT ANY VIOLATIONS TO THE ASSIGNED QUALIFIED PERSONNEL. CONTRACTOR SHALL IMMEDIATELY REPAIR OR HAVE ANY DEFICIENT ITEMS REPAIRED IMMEDIATELY AFTER INSPECTION/REPAIRS.
- SEE ADDITIONAL DETAILS AND NOTES ON SITE STABILIZATION AND CONSTRUCTION DETAILS.

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CHICAGO, IL 60601

**SCOOTER'S COFFEE**

HAM LAKE, MN

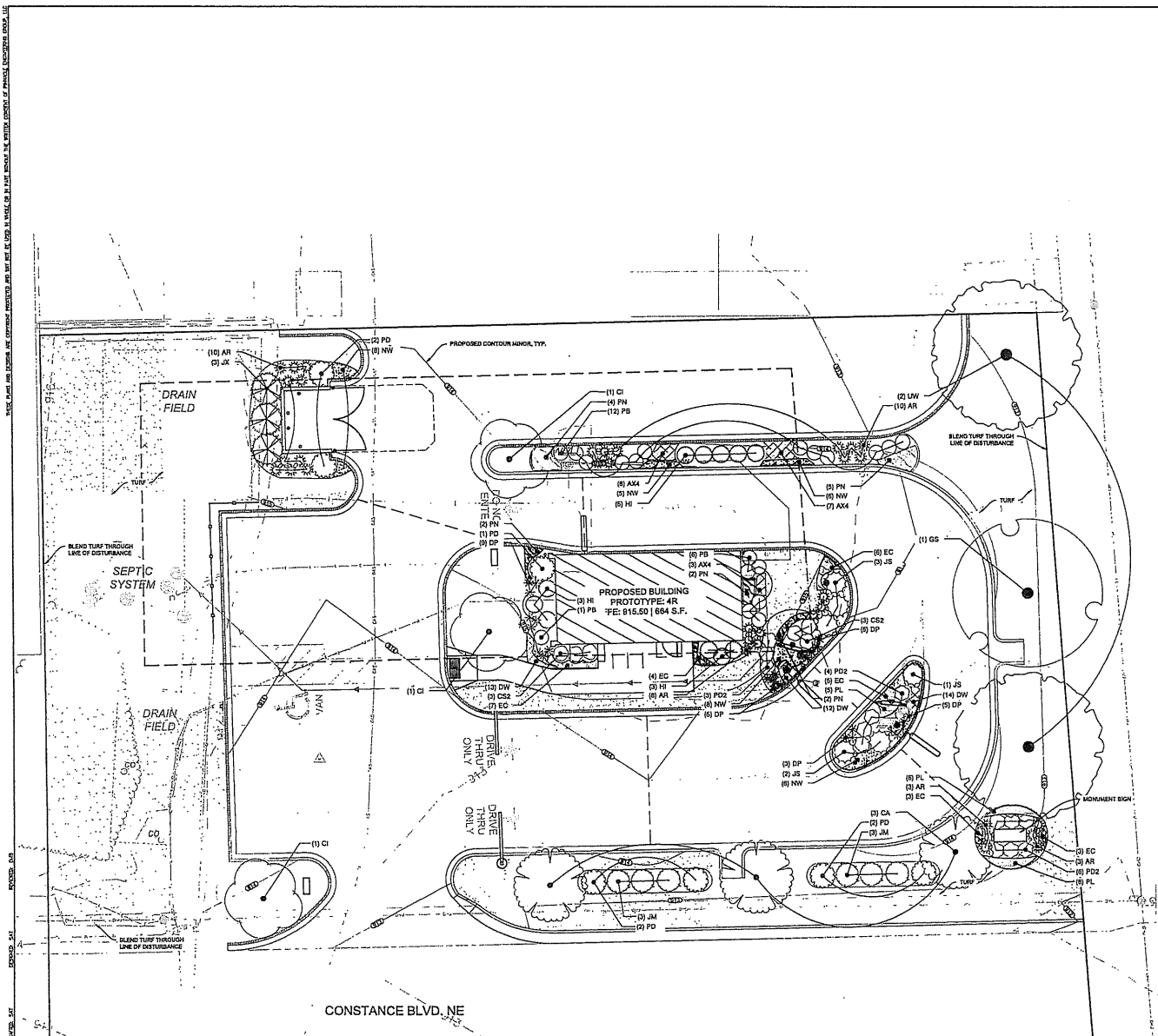
**SITE STABILIZATION PLAN**

<b>REVISIONS</b> 1. ADDRESS CITY COMMENTS: 06/28/22 2. ADDRESS CITY COMMENTS: 07/13/22		SHEET <b>C-8</b> OF <b>C-10</b>
PROJ: 2022-0001-001 DATE: 06/28/22 SCALE: AS SHOWN	NORTH	GRAPHICAL SCALE (FEET) 0 1" = 10' 20'

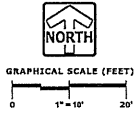
www.pinnacle-engr.com FOR REVIEW ONLY SITE STABILIZATION PLAN







TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE
GS	1	Ginkgo biloba 'Shangri-La'	Shangri-La Maidenhair Tree	1.5' Cal.
LW	2	Ulmus glaberrimus x pumila 'New Horizon'	New Horizon Elm	1.5' Cal.
JX	3	Juniperus x 'J.N. Select Blue'	Star Power Juniper	5' HL
CA	3	Comus alternifolia 'Argentor'	Variegated Pagoda Dogwood	1.5' Cal.
CA	3	Crataegus crataegifolia 'Inermis'	Thornless Cockspur Hawthorn	1.5' Cal.
CS2	6	Cornus stolonifera 'Arctic Fire'	Arctic Fire Dogwood	3 gal.
HI	11	Hydrangea arborescens 'NCHAT' TM	Imvindhela Spelt Hydrangea	3 gal.
PD2	13	Physocarpus opulifolius 'Dorona May' TM	Liljo Davl Dwarf Ninebark	3 gal.
PD	7	Physocarpus opulifolius 'Monlo' TM	Diablo Purple Ninebark	3 gal.
JM	6	Juniperus chinensis 'Miral Julep'	Mini Julep Juniper	3 gal.
JS	6	Juniperus sabina 'Buddisio'	Buddisio Juniper	3 gal.
PB	10	Pinus strobus 'Blue Shag'	Blue Shag White Pine	3 gal.
AR	34	Andropogon gerardii 'Red October'	Red October Big Bluestem	1 gal.
DP	27	Dactyloctenium aegyptium 'Pride Fountain'	Pride Fountain Tutted Hair Grass	1 gal.
AXA	16	Alumina 'Summer Beauty'	Summer Beauty Alum	1 gal. 20" o.c.
DW	39	Dianthus barbatus 'Firewalk'	Firewalk Cheddar Pink	4.5" Cont. 12" o.c.
EC	28	Echinacea x 'Cheyenne Spirit'	Cheyenne Spirit Coneflower	4.5" Cont. 18" o.c.
NW	33	Nepeta x 'Walker Low'	Walker Low Catmint	4.5" Cont. 18" o.c.
PN	15	Perovskia atriplicifolia 'Blue Jean Baby'	Blue Jean Baby Russian Sage	4.5" Cont. 30" o.c.
PL	17	Perovskia atriplicifolia 'Little Spire'	Liljo Spire Russian Sage	4.5" Cont. 20" o.c.
TURF	QTY	BOTANICAL NAME	COMMON NAME	SIZE
	1,338,290	Turf Hydroseed	Drought Tolerant Fescue Blend	



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**SCOOTER'S COFFEE**  
**HAM LAKE, MN**

**LANDSCAPE PLAN**

REVISIONS	
1.	ADDRESS CITY COMMENTS - 06/28/22
2.	ADDRESS CITY COMMENTS - 07/13/22

SHEET  
 L-1  
 of  
 L-2  
 DATE: 07/13/22  
 SCALE: 1" = 10'

FOR REVIEW ONLY  
 LANDSCAPE PLAN  
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**GENERAL PLANTING NOTES**

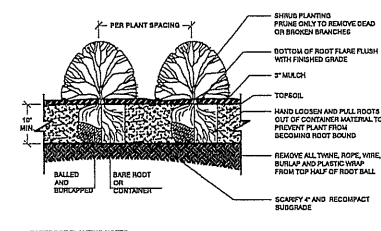
- THE LAYOUT OF ALL PLANTING BEDS AND INDIVIDUAL TREES AND SHRUBS SHALL BE STAKED BY THE CONTRACTOR IN ADVANCE OF INSTALLATION. FLAGGING, STAKES, OR PAINT MAY BE USED TO DELINEATE LOCATIONS AS SCALED FROM THE PLANS. AN APPROVED REPRESENTATIVE WILL REVIEW THESE LOCATIONS WITH THE CONTRACTOR AND MAKE MINOR ADJUSTMENTS AS NECESSARY. BED LAYOUT SHALL ALSO INCLUDE PERENNIAL GROUPINGS BY SPECIES.
- THE CONTRACTOR IS RESPONSIBLE FOR INDEPENDENTLY DETERMINING THE PLANT MATERIAL QUANTITIES REQUIRED BY THE LANDSCAPE PLANS. REPORT ANY DISCREPANCIES TO THE LANDSCAPE ARCHITECT.
- NO PLANT MATERIAL OR PLANT SIZE SUBSTITUTIONS WILL BE ACCEPTED UNLESS APPROVAL BY THE LANDSCAPE ARCHITECT. ANY CHANGES SHALL BE SUBMITTED TO THE LANDSCAPE ARCHITECT IN WRITING PRIOR TO INSTALLATION.
- ALL BNS STOCK SHALL BE NURSERY GROWN IN A CLAY LOAM SOIL. FOR A MINIMUM OF THREE GROWING SEASONS WITHIN 200 MILES OF PROJECT LOCATION, IN A ZONE COMPATIBLE WITH USDA HARDINESS ZONE 4. SEED SHALL BE PROVIDED FROM A NURSERY (WITHIN 200 MILES) WITH A SIMILAR PLANT HARDINESS ZONE AS PROJECT LOCATION. EXISTING SOIL SHALL BE AMENDED PER SOIL ANALYSIS REPORT TO ENSURE A PROPER GROWING MEDIUM IS ACHIEVED.
- ALL PLANT MATERIAL SHALL COMPLY WITH STANDARDS DESCRIBED IN AMERICAN STANDARD OF NURSERY STOCK - Z80.1 ANSI. LANDSCAPE ARCHITECT OR OWNERS AUTHORIZED REPRESENTATIVE RESERVES THE RIGHT TO INSPECT AND POTENTIALLY REJECT ANY PLANT MATERIAL DEEMED TO NOT MEET THE REQUIRED STANDARDS.
- ALL STOCK SHALL BE FREE OF DISEASES AND HARMFUL INSECTS, DAMAGE, DISORDERS AND DEFORMITIES.
- TREES SHALL HAVE SINGLE, STRAIGHT TRUNKS AND WELL BALANCED BRANCH SYSTEMS. MULTI-STEM TREES SHALL HAVE 3-4 STRAIGHT TRUNKS AND WELL BALANCED BRANCH SYSTEMS. HEIGHT-TO-CALIPER RATIOS SHALL BE CONSISTENT WITH THE LATEST EDITION OF ANSI Z60.1.
- ROOT SYSTEMS SHALL BE LARGE ENOUGH TO ALLOW FOR FULL RECOVERY OF THE TREE, AND SHALL CONFORM TO STANDARDS AS THEY APPEAR IN THE MOST CURRENT REVISION OF THE AMERICAN ASSOCIATION OF NURSERIES' AMERICAN STANDARD OF NURSERY STOCK ANSI Z60.1.
- BNS TREES SHALL BE DUG WITH A BALL OF SOIL, NOT SOFT BALLED OR POTTED AND SHALL BE FIRM IN THEIR ROOTBALL. ROOT BALL SHALL BE WRAPPED (WITH BIODEGRADABLE MATERIAL). THE TREE ROOT FLARE, OR COLLAR, SHALL BE AT OR WITHIN THE TOP THREE INCHES OF GRADE.
- ALL SPRING TREES MUST BE FRESHLY DUG IN THE MOST RECENT SPRING.
- ALL AUTUMN TREES MUST BE FRESHLY DUG IN THE MOST RECENT AUTUMN.
- TREES SHALL BE ALIVE, HEALTHY AND APPROPRIATELY MOIST, AT TIME OF DELIVERY. TREES SHALL BE SUBJECT TO INSPECTION FOR CONVICTION REQUIREMENTS AND APPROVAL BY THE LANDSCAPE ARCHITECT OR OWNERS REPRESENTATIVE. THE LANDSCAPE ARCHITECT OR OWNERS REPRESENTATIVE RESERVES THE RIGHT TO REJECT ANY TREES THAT DO NOT MEET THE SPECIFICATIONS OR THAT HAVE BEEN DAMAGED DURING SHIPMENT. THE LANDSCAPE INSTALLER MUST RECEIVE APPROVAL FROM LANDSCAPE ARCHITECT FOR ANY SUBSTITUTIONS OR ALTERATIONS.
- ALL PLANT MATERIAL SHALL BE INSTALLED IN ACCORDANCE WITH PLANTING DETAILS.
- ALL PLANTING BEDS SHALL HAVE A MINIMUM 10" DEPTH OF PREPARED SOIL. WITH APPROVAL, EXISTING SOIL MAY BE UTILIZED PROVIDED THE PROPER SOIL AMENDMENTS ARE TILLED THOROUGHLY INTO THE TOP 10" OF SOIL. REFER TO SOIL PLACEMENT NOTES.
- WHILE PLANTING TREES AND SHRUBS, BACKFILL 1/2 OF PLANTING HOLE AND WATER TREE THOROUGHLY BEFORE INSTALLING THE REMAINDER OF SOIL MIXTURE. AFTER ALL SOIL HAS BEEN PLACED INTO THE PLANTING HOLE WATER THOROUGHLY AGAIN.
- THE CONTRACTOR MUST LABEL ALL TREES WITH THE COMMON AND BOTANICAL NAMES PRIOR TO FINAL INSPECTION.
- ALL PLANTING BEDS SHALL BE MULCHED WITH 3" DEEP SHREDDED HARDWOOD MULCH, AND ALL TREES PLANTED IN TURF AREAS SHALL RECEIVE A 3" DEEP SHREDDED HARDWOOD MULCHED RING AS SHOWN IN PLANTING DETAILS.
- ALL PLANTING BEDS AND TREE RINGS SHALL HAVE A 4" DEEP TRENCHED BED EDGE CREATED BY EITHER A PLAT LANDSCAPE SPADE OR MECHANICAL EDGER. BED EDGES ARE TO BE CUT CLEAN AND SMOOTH AS SHOWN ON LANDSCAPE PLANS WITH A CLEAR DEFINITION BETWEEN TURF AND PLANTING AREAS.
- ALL TURF SEED AREAS SHALL RECEIVE A MINIMUM OF 6" DEPTH OF TOPSOIL. WITH APPROVAL, EXISTING SOIL MAY BE UTILIZED PROVIDED THE PROPER SOIL AMENDMENTS ARE TILLED THOROUGHLY INTO THE TOP 6" OF SOIL AS INDICATED IN THE SOIL PLACEMENT NOTES. REQUIRED AMENDMENTS SHALL BE DETERMINED BASED ON A SOIL ANALYSIS TO BE PERFORMED. ALL TOPSOIL AMENDMENT SHALL BE AGED WEED FREE MANURE OR CLASS 1 ORGANIC MATTER.
- FOR LAWN SEEDING, APPLY A STARTER FERTILIZER AND SEED UNIFORMLY AT THE RATE RECOMMENDED BY MANUFACTURER, AND PROVIDE A MULCH COVERING THAT IS SUITABLE TO PROMOTE SEED GERMINATION AND TURF ESTABLISHMENT. CONTRACTOR TO PROVIDE FERTILIZER, SEED, AND MULCH SPECIFICATIONS TO THE LANDSCAPE ARCHITECT FOR APPROVAL PRIOR TO INSTALLATION. EROSION CONTROL MEASURES ARE TO BE INSTALLED IN THOSE AREAS REQUIRING STABILIZATION (SLOPES, SLOPES EXCEEDING 1:3, AND THOSE LOCATIONS INDICATED IN CIVIL DRAWINGS).
- THE CONTRACTOR TO ENSURE A SMOOTH, UNIFORM SURFACE TURF IS ACHIEVED WITH NO BARE SPOTS LARGER THAN 8" X 8". ANY BARE SPOTS LARGER THAN 8" X 8" AT THE END OF ESTABLISHMENT PERIOD SHALL BE RESEED AT THE CONTRACTORS EXPENSE TO OBTAIN A DENSE, UNIFORM LAWN.
- ALL FINISH GRADING AND LAWN AREAS TO BE INSTALLED BY LANDSCAPE CONTRACTOR.
- ALL DISTURBED AREAS WITHIN THE PROJECT SHALL BE RESTORED TO ORIGINAL OR BETTER CONDITION.
- ALL DISTURBED AREAS OUTSIDE THE LIMITS OF WORK SHALL BE RESTORED TO ORIGINAL OR BETTER CONDITION AT NO ADDITIONAL COST TO THE OWNER.
- THE CONTRACTOR SHALL VERIFY ALL EXISTING UTILITIES, INCLUDING ANY IRRIGATION LINES, PRIOR TO DIGGING. GOPHER STATE ONE CALL - 811.
- TREES SHALL BE INSTALLED NO CLOSER THAN:
  - 10 FEET FROM ANY FIRE HYDRANT
  - 7 FEET FROM STORM SEWER, SANITARY SEWER LATERALS, DRIVEWAYS, AND WATER SERVICE
- THE CONTRACTOR SHALL ENSURE THAT SOIL CONDITIONS AND COMPACTON ARE ADEQUATE TO ALLOW FOR PROPER DRAINAGE AROUND THE CONSTRUCTION SITE. UNDESIRABLE CONDITIONS SHALL BE BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT PRIOR TO BEGINNING OF WORK. IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO ENSURE PROPER SURFACE AND SUBSURFACE DRAINAGE IN ALL AREAS.
- THE CONTRACTOR IS RESPONSIBLE FOR ALL PERMITS, FEES, AND LICENSES NECESSARY FOR THE INSTALLATION OF THIS PLAN.
- THE CONTRACTOR IS TO REVIEW ALL SITE ENGINEERING DOCUMENTS PRIOR TO INSTALLATION. ANY CONFLICTS MUST BE REPORTED TO THE LANDSCAPE ARCHITECT. THESE LANDSCAPE DRAWINGS ARE FOR THE INSTALLATION OF PLANT MATERIALS ONLY UNLESS OTHERWISE STATED.
- THE CONTRACTOR SHALL PROVIDE WATERING AND MAINTENANCE SERVICES FOR A PERIOD OF 60 DAYS TO ENSURE VEGETATIVE ESTABLISHMENT. UPON COMPLETION OF THE PROJECT, CONTRACTOR SHALL SUPPLY THE OWNER IN WRITING WITH ONGOING WATERING AND MAINTENANCE INSTRUCTIONS.
- PLANT MATERIALS SHALL BE GUARANTEED FOR A PERIOD OF ONE (1) YEAR FROM TIME OF OWNER ACCEPTANCE. ONLY ONE REPLACEMENT PER PLANT WILL BE REQUIRED DURING THE WARRANTY PERIOD EXCEPT IN THE EVENT OF FAILURE TO COMPLY WITH THE SPECIFIED REQUIREMENTS.
- THE CONTRACTOR IS RESPONSIBLE TO CONDUCT A FINAL WALK THROUGH WITH THE LANDSCAPE ARCHITECT AND OR OWNERS REPRESENTATIVE TO ANSWER QUESTIONS, PROVIDE INSTRUCTIONS, AND ENSURE THAT PROJECT REQUIREMENTS HAVE BEEN MET.

**SOIL PLACEMENT NOTES**

- LOOSEN SUBGRADE TO A MINIMUM DEPTH INDICATED IN PLANTING NOTES USING A CULTI-MULCHER OR SIMILAR EQUIPMENT. AND REMOVE STONES MEASURING OVER 1-1/2 INCHES IN ANY DIMENSION, STICKS, RUBBISH AND OTHER EXTRANEOUS MATTER. AREAS ADJACENT TO WALKS AND PAVEMENT SHALL BE FREE OF EXCESS STONE AND PAVING MATERIALS SO AS TO PROVIDE AN UNINTERRUPTED CROSS SECTION OF SOIL. INTERNAL PARKING ISLANDS SHALL BE LOOSENED TO A DEPTH OF 30".
- THOROUGHLY BLEND PLANTING SOIL MIX FOR PLANTING BED AREAS. (1 PART EXISTING SOIL, 1 PART TOPSOIL, 1 PART ORGANIC SOIL AMENDMENT, 2 POUNDS PER CUBIC YARD OF 4-4-4 ANALYSIS SLOW-RELEASE FERTILIZER)
- TREE AND SHRUB HOLES SHALL BE FILLED WITH A PREPARED PLANTING MIXTURE OF 1 PART TOPSOIL, 2 PARTS PLANTING SOIL MIX.
- SPREAD SOIL AND SOIL AMENDMENTS TO DEPTH INDICATED ON DRAWINGS, BUT NOT LESS THAN REQUIRED TO MEET FINISH GRADES AFTER NATURAL SETTLEMENT. FINISH GRADE OF PLANTING BEDS SHALL BE 3" BELOW ALL ADJACENT SURFACES. FINISH GRADE OF TURF SEEDING AREAS SHALL BE 1" BELOW ALL ADJACENT HARD SURFACES, WALKS, AND CURBS.)
- PLACE APPROXIMATELY 1/2 OF TOTAL AMOUNT OF SOIL REQUIRED, WORK INTO TOP OF LOOSENED SUBGRADE TO CREATE A TRANSITION LAYER, THEN PLACE REMAINDER OF THE SOIL. SOIL TRANSITION LAYER SHALL BE TILLED TO A MINIMUM DEPTH OF 6" BELOW THE DEPTH OF NEWLY PLACED SOIL. PARKING LOT ISLANDS SHALL BE CROWNED TO A HEIGHT OF 6" TO PROVIDE PROPER DRAINAGE UNLESS OTHERWISE NOTED.
- DO NOT SPREAD IF PLANTING SOIL OR SUBGRADE IS FROZEN, MUDDY, OR EXCESSIVELY WET.
- FINISH GRADING: GRADE SOIL TO A SMOOTH, UNIFORM SURFACE PLANE WITH A LOOSE, UNIFORMLY FINE TEXTURE.
- ROLL AND RAKE, REMOVE RIDGES, AND FILL DEPRESSIONS TO MEET FINISH GRADES.
- RESTORE PLANTING BEDS IF ERODED OR OTHERWISE DISTURBED AFTER FINISH GRADING AND BEFORE PLANTING.

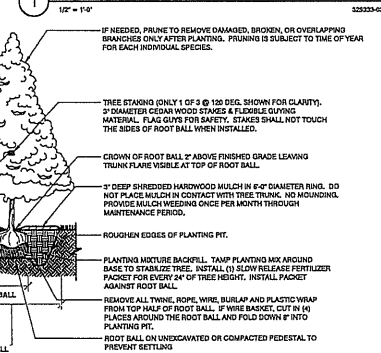
**IRRIGATION SYSTEM NOTES**

- THE PLUMBING CONTRACTOR SHALL DESIGN AND INSTALL AN IRRIGATION SYSTEM FOR THE SITE. TURF AREAS SHALL RECEIVE SPRAY IRRIGATION, AND BED AREAS SHALL RECEIVE EITHER A SPRAY OR DRIP IRRIGATION SYSTEM.
- IRRIGATION SYSTEM SHALL BE DESIGNED AND INSTALLED PER INDUSTRY STANDARDS.
- THE IRRIGATION SYSTEM SHALL BE DESIGNED UTILIZING IRRIGATION PRODUCTS BY TORO, HUNTER, OR RAINBIRD AND A SINGLE MANUFACTURER SHALL BE USED FOR ALL COMPONENTS.

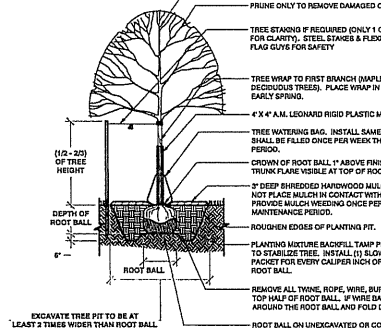


- BARE ROOT PLANTING NOTES:**
- SOAK ROOTS IN WATER FOR AT LEAST ONE HOUR BUT NOT MORE THAN 24 HOURS PRIOR TO PLANTING.
  - SCAFFRY SIDES AND BOTTOMS OF HOLE.
  - PROCEED WITH CORRECTIVE PRUNING OF THE TOP AND BOTTOM ROOTS.
  - TRANSFER PLANT DIRECTLY FROM WATER TO HOLE. SET PLANT SO THE ROOT FLARE IS APPROXIMATELY AT THE FINISHED SOIL ELEVATION. SPREAD ROOTS OUT DENITLY. PUSH AND IMMEDIATELY BACKFILL WITH PLANTING SOIL MIX.
  - WATER THOROUGHLY WITHIN 2 HOURS OF SETTLING PLANTS AND FILL VIDS.
  - BACKFILL VIDS AND WATER SECOND TIME.
  - PLACE MULCH WITHIN 4 HOURS OF THE SECOND WATERING UNLESS SOIL MOISTURE IS EXCESSIVE.

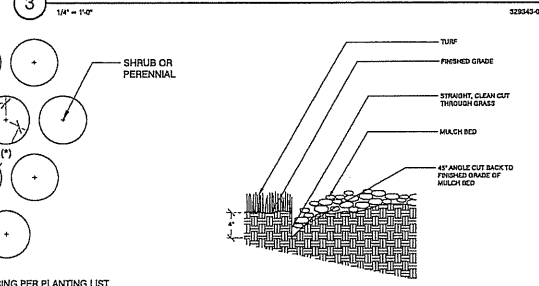
**1 SHRUB PLANTING**



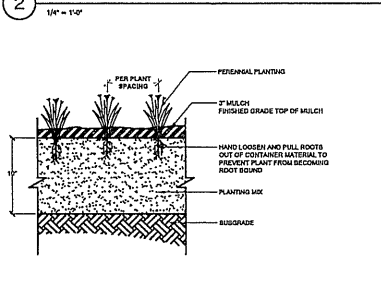
**2 TREE PLANTING**



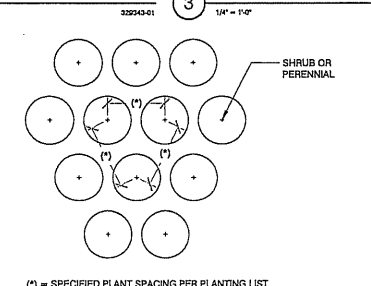
**3 EVERGREEN TREE PLANTING**



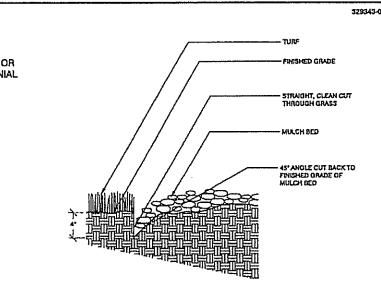
**4 PERENNIAL PLANTING**



**5 PLANT SPACING**



**6 TRENCHED BED EDGE**



**PLANNING | DESIGN | DELIVER**

**PINNACLE ENGINEERING GROUP**

ENGINEERING | NATURAL RESOURCES | SURVEYING

WISCONSIN OFFICE: 20155 VANDERKAM BLVD, SUITE 100, BROOKFIELD, WI 53118

ILLINOIS OFFICE: 1000 N. STATE ST., SUITE 100, CHICAGO, IL 60610

**SCOOTER'S COFFEE**

**LANDSCAPE NOTES & DETAILS**

HAM LAKE, MN

REVISIONS		DATE	BY	CHECKED BY
1.	ADDRESS CITY COMMENTS			
2.	ADDRESS CITY COMMENTS	07/11/22		

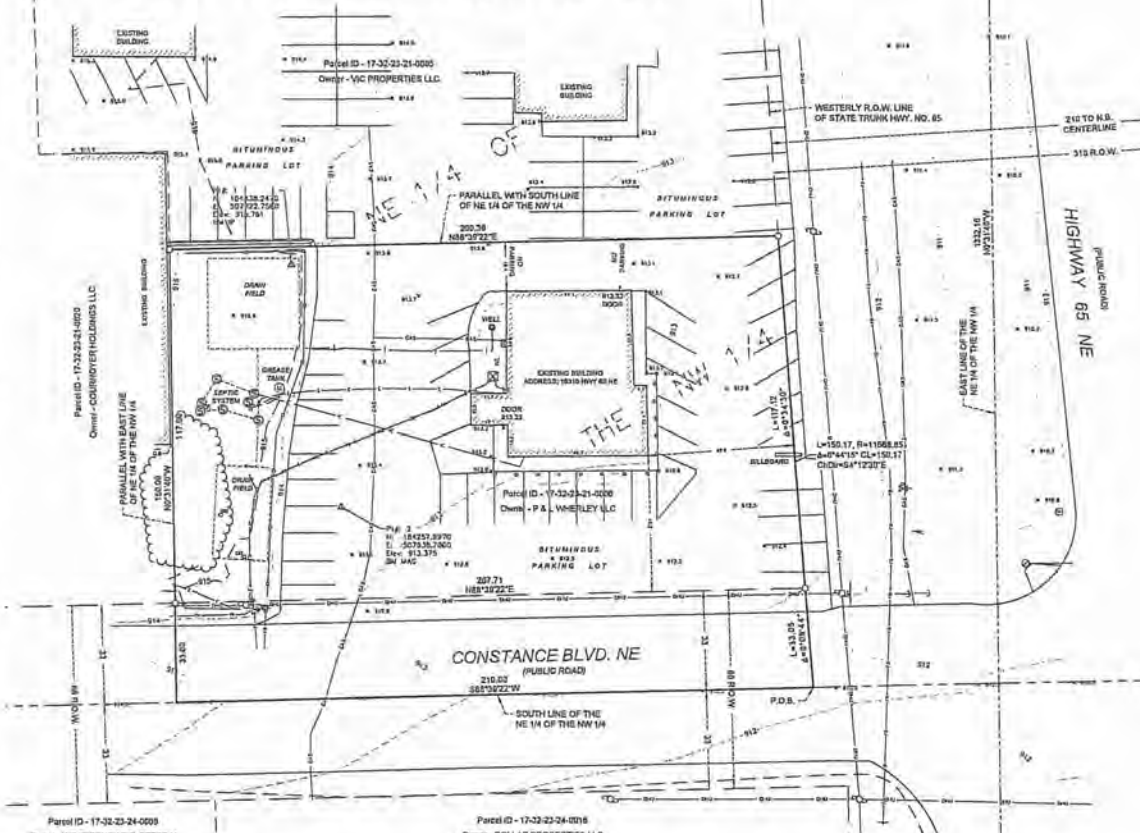
SHEET L-2 OF L-2

FOR REVIEW ONLY

www.pinnacle-engr.com



# SEC. 17, TWP. 32, RGE. 23



## DATUMS

Horizontal: Anoka County Coordinates, NAD83 (1985 Adjustment)  
 Vertical: NAVD83  
 Grid: Grid 03

**Remarks:**  
 MNDOT GSID Station #732  
 MNDOT NameNGS Name: CAY MNDOT AZ19C  
 Northing: 182321.94 Easting: 199184.119 Elevation: 932.47 NAVD83  
 LOCATION: IN HAM LAKE, 3.0 MILES SOUTH ALONG TRUNK HIGHWAY 65 FROM THE JUNCTION OF TRUNK HIGHWAY 85 AND COUNTY ROAD 18 IN HAM LAKE, THEN 0.9 MILE WEST ON COUNTY ROAD 18, THEN 0.19 MILE SOUTH ON CENTRAL AVENUE NORTHEAST, AT TRUNK HIGHWAY 65 MILE POINT 20.8, WEST OF SOUTHBOUND TRUNK HIGHWAY 65, 30.0 FEET EAST OF CENTRAL AVENUE NORTHEAST, 40.0 FEET EAST-SOUTHEAST OF A POWER POLE, 2.5 FEET WEST OF A WITNESS POST.

## SURVEY NOTES

- All distances shown herein are in U.S. Survey feet and units of hundredths of a U.S. Survey foot and angular units are shown in degrees, minutes and seconds.
  - Corner Interval = 1 foot.
  - Note to the client, licensee, and lender: With regard to U.S. Leases, source information from plans and writings will be combined with observed evidence of utilities pursuant to Section 5.6.A. To develop a view of the underground utilities. However, locating underground utilities is not the purpose of this survey and the location of utilities is not guaranteed. It is the responsibility of the client to verify the location of utilities. If a utility is not located, the client should contact the utility company to determine if a utility is present. Where additional or more detailed information is required, the client to contact the utility company and a private utility locate request may be necessary. The Operator State One-Call Ticket No. 221382625, the following utilities and municipalities were notified:
- | Company Name                          | Facility Type |
|---------------------------------------|---------------|
| CONCAST - CEMENT                      | TV, FO        |
| CONTRAIL - CULVERT                    | TEL           |
| CONDUITS ENERGY - EARTHFAST           | ELECTRIC      |
| MO - HICKORY                          | FO            |
| MIDCONTINENT COMMUNICATIONS - MIDCNL1 | TEL           |
| QUINCY POINT ENERGY - MINGA02         | GAS           |
| ZATCO BARRIOWITH - 141204             | GAS           |

## LEGEND

- |                           |                           |
|---------------------------|---------------------------|
| CONTROL POINT             | TRAFFIC LIGHT             |
| ROADWAY                   | GAS METER                 |
| RIGHT OF WAY BOUNDARY     | GAS VALVE                 |
| PROPERTY CORNER TO BE SET | TRAFFIC FLAG HOLE         |
| ELECTRIC MANHOLE          | MAN BOX                   |
| SEWER MANHOLE             | SPOT ELEVATION            |
| CLEARCUT                  | SAFETY SENSOR LINE        |
| ANY CONDITION             | CABLE TELEVISION LINE     |
| ELECTRICAL PEDestal       | FIBER OPTIC LINE          |
| TELEPHONE PEDestal        | UNDERGROUND ELECTRIC LINE |
| UTILITY PEDestal          | OVERHEAD UTILITY LINE     |
| ELECTRIC MANHOLE          | WATER MAIN LINE           |
| ELECTRIC METER            | DITCH/DRAIN LINE          |
| TRANSFORMER               | ROAD RIGHT-OF-WAY LINE    |
| UTILITY POLE              | ADJACENT LOT LINE         |
| GUY WIRE                  | SUBJECT PROPERTY LINE     |
| BELLMAN                   | COUNTY RIGHT-OF-WAY LINE  |
| BOX                       | WOOD FENCE LINE           |
|                           | TREE CANOPY LINE          |

## SURVEYOR'S CERTIFICATION

I, Paul L. Whitley, LLC a Minnesota limited liability company subject to the consent of Thomas M. Whitley and Paula J. Whitley, as Co-Trustees, Subsequent Donees, Donees, and Beneficiaries of the Trust created by the will of the late Thomas M. Whitley, do hereby certify that this plat was prepared by me or under my direct supervision and that I am a duly licensed Professional Surveyor under the laws of the State of Minnesota.

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, duly applicable and adopted by ALTA and NSPS and include items 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, and 18 of Table A hereof. The field work was completed on June 21, 2022.

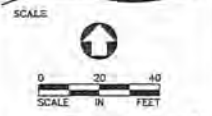
Date of Map: June 20, 2022

PAUL L. WHITLEY, PLS  
 1801 Highway 168, Suite 3328  
 Elk River, MN 55331  
 1801 Valley View Road, Suite 140  
 Eden Prairie, MN 55344



CLIENT  
  
 PINNACLE ENGINEERING GROUP  
 Plan | Design | Deliver  
 www.pinnacleengineering.com

PROJECT  
**SCOOTER'S COFFEE**  
 LOCATION  
**HAM LAKE**



#	DATE	DESCRIPTION

PROFESSIONAL CERTIFICATION  
 I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

SCOTT ALWIN, LS  
 DATE: 06/20/2022  
 REGISTRATION NUMBER: 0386

DRAWN BY: DRC  
 CHECKED BY: SCA  
 PROJECT #: 2022-087.2

SHEET NAME  
**ALTA/NSPS**  
**LAND TITLE SURVEY**

## DESCRIPTION OF PROPERTY SURVEYED

(Per Exhibit A of Stewart Title Guaranty Company, Commitment No. 2200003062, Dated May 11, 2022)  
 That part of the Northeast Quarter of the Northwest Quarter, Section 17, Township 32, Range 23, Anoka County, Minnesota, described as follows:  
 Commencing at the intersection of the westerly right-of-way line of State Trunk Highway No. 65 and the south line of said Northeast Quarter of the Northwest Quarter; thence West along the south line of said Northeast Quarter of the Northwest Quarter a distance of 219 feet; thence North and parallel with the East line of the Northeast Quarter of the Northwest Quarter a distance of 165 feet; thence East and parallel with the South line of said Northeast Quarter of the Northwest Quarter to a point on the westerly right-of-way line of State Trunk Highway No. 65; thence South to the point of beginning.

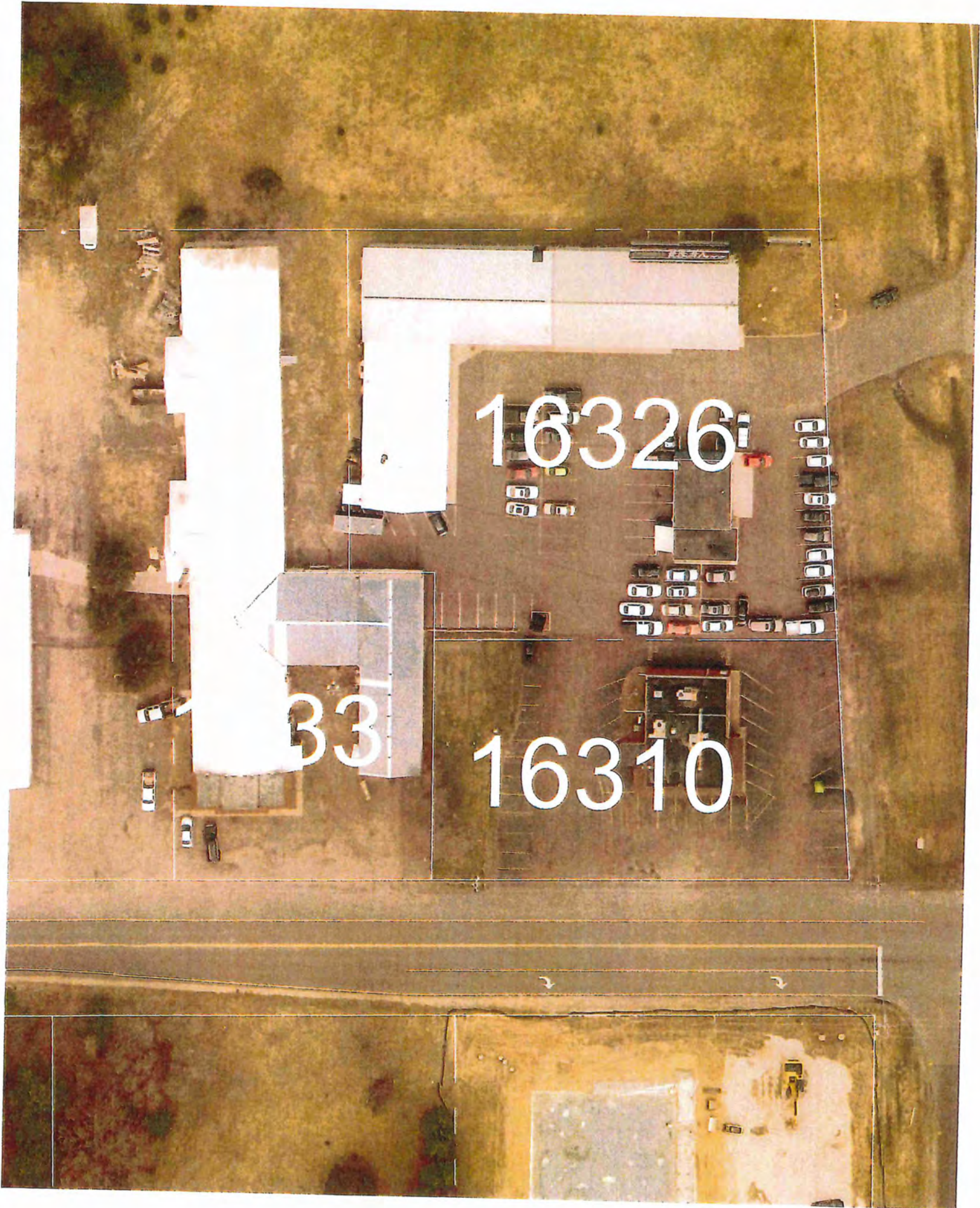
## SCHEDULE B - PART II EXCEPTIONS

- SURVEY RELATED EXCEPTIONS - Items entitling to Schedule B, Part II Exception of Commitment to Title Per Stewart Title Guaranty Company, Commitment No. 2200003062, Dated May 11, 2022
- Any defect, lien, encumbrance, adverse claim, or other matter that appears for the first time in the Public Records or is created, amended, or is disclosed pursuant to the Commitment Deed and Deed Schedule B, Part I - Requirements are not.
  - Rights or claims of persons in possession, not shown by the public records.
  - Easements or claims of easements or location disputes, not shown by the public records.
  - Encroachments, overlaps, boundary line encroachments, or other matters which would be discovered by an accurate survey or inspection of the Land.
  - Any lien, or right to file, for services, labor, or material furnished or to be furnished, incurred by law and not shown by the public records.
  - Taxes or special assessments which are not shown as existing liens by the public records.
  - Taxes due and payable in 2022 and subsequent years.  
 Note: Taxes for the year 2022 to the amount of \$5,391.04 are unpaid, plus penalty, interest and cost, if any.  
 PAY: 7/1/22 23/24/2022 Minnesota
  - Final tax 2022 taxes are not paid and a sweeping penalty and interest.
  - There are no outstanding liens for other years.
  - Special and pending assessments, if any.
  - Rights or claims of tenants, or tenants with, in possession under unrecorded leases.
  - Interest of whatever kind, substantive and surface subdivisions, including but not limited to coal, lignite, oil, gas, uranium, city, town, state and gravel in, on, under and over the Land, together with all rights, privileges, and interests, and interests relating thereto, whether or not appearing in the Public Records or listed in Certificate B. The Company makes no representation as to the present ownership of any such interests. There may be leases, grants, exceptions or reservations of interests that are not listed.
  - Terms and conditions of Easement dated June 21, 1930, and July 23, 1930, as Document No. 121374, in favor of Northwest Bell Telephone Company, Division of Easement, as to the above, executed May 13, 1949, and August 4, 1949, as Document No. 110434. EASEMENT DOES NOT AFFECT SURVEYED PROPERTY.
  - Terms and conditions of First Certificate in the Matter of the Condemnation of Certain Lands for Town Highway Purpose dated June 11, 1952, and September 4, 1962, as Document No. 238177. HWY. 65 NE RIGHT-OF-WAY SHOW
  - Terms, agreements, conditions, provisions and limitations of a General Lease dated February 17, 1963, and March 14, 1965, as Document No. 115483A, by and between the following: Thomas M. and Paula Whitley, Landlord, and Whitley, Inc., Tenant. STATUS OF LEASE IS UNCLEAR.
  - Terms, agreements, conditions, provisions and limitations of a Contract for Deed dated December 21, 2001, and January 16, 2002, as Document No. 2253184.20A, by and between Thomas M. Whitley and Paula J. Whitley, and P and L Whitley, LLC, a Minnesota limited liability company, Purchaser.
  - Rights of the public, State of Minnesota and the municipality in and to that part of the Land taken or used for road purposes, if any.

## TABLE A NOTES:

- Monuments placed at all major corners of the boundary of the property, unless already marked.
- The address of the subject property is: 19310 HWY 65 NE, Ham Lake, MN 55334.
- The property is in Flood Zone 2 (Area determined to be within the 1% annual chance flood) as depicted on Flood Insurance Rate Map Community Panel 270600010E, Anoka County, Minnesota, published by the Federal Emergency Management Agency, effective December 18, 2015.
- Open land area of the property is:  
 30,730 Sq. Ft. or 0.7039 Acres  
 22,438 Sq. Ft. or 0.5147 Acres (including Constance Blvd R/W).
- A zoning report of latter was not provided to the surveyor by client.
- Corner dimensions of all buildings as given.
- Substantial features observed in the process of conducting the fieldwork have been shown herein.
- Existing spaces in parking areas for this subject property are shown on survey.
- Location of utilities existing on or serving the surveyed property are determined by observed indicators.
- AS SHOWN ON SURVEY - SEE SURVEY NOTES 43
- Items of Adjacent Owners according to current tax records. AS SHOWN ON SURVEY
- There is no evidence of recent earth moving work, building construction, or building additions adjacent to the process of conducting the fieldwork.
- There are no proposed changes in street right-of-way that we are aware of.
- There are no platable utility easements or servitudes disclosed in documents provided to or created by the surveyor.





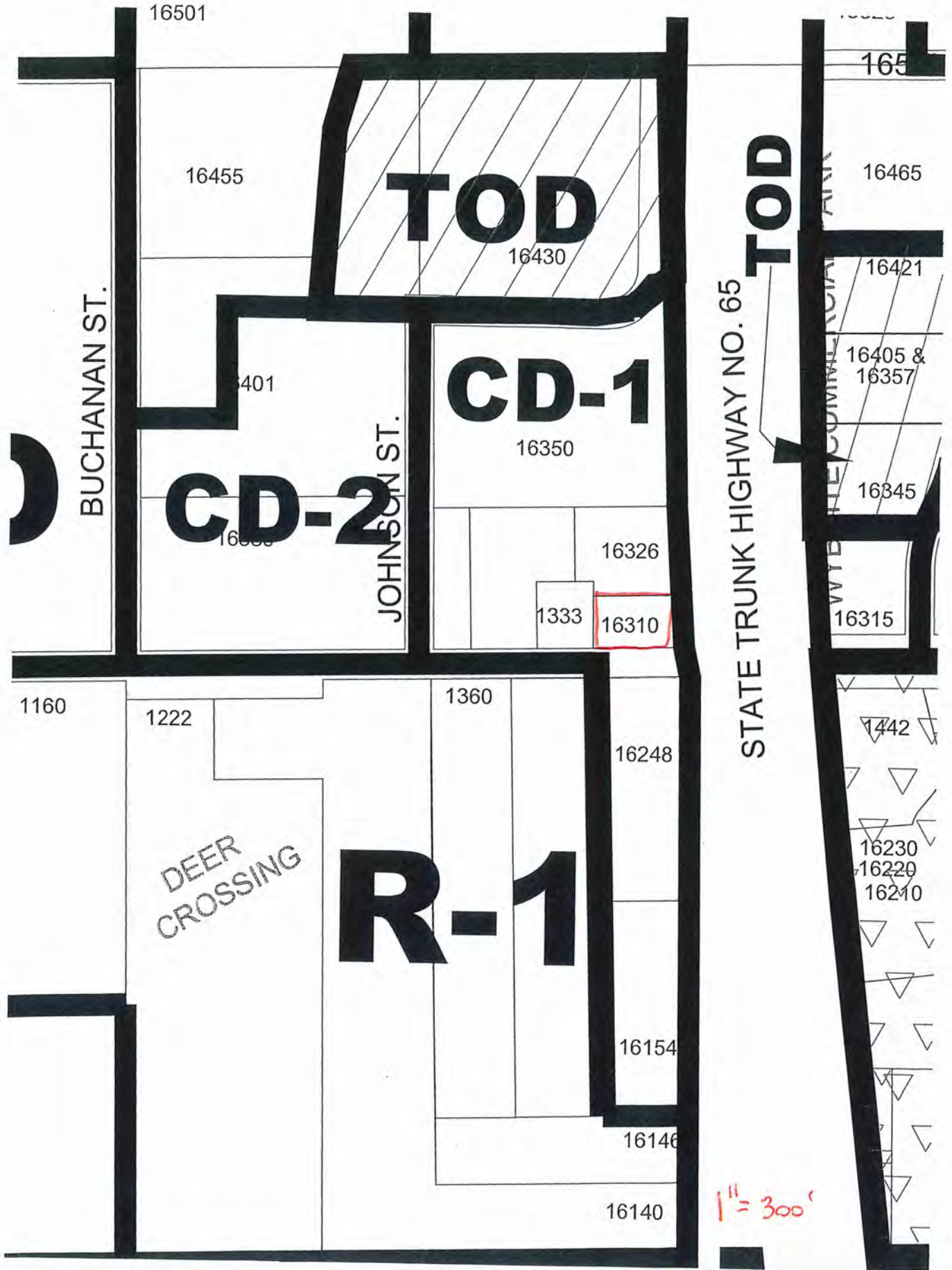
16326

33

16310

1"=60'





BUCHANAN ST.

JOHNSON ST.

STATE TRUNK HIGHWAY NO. 65

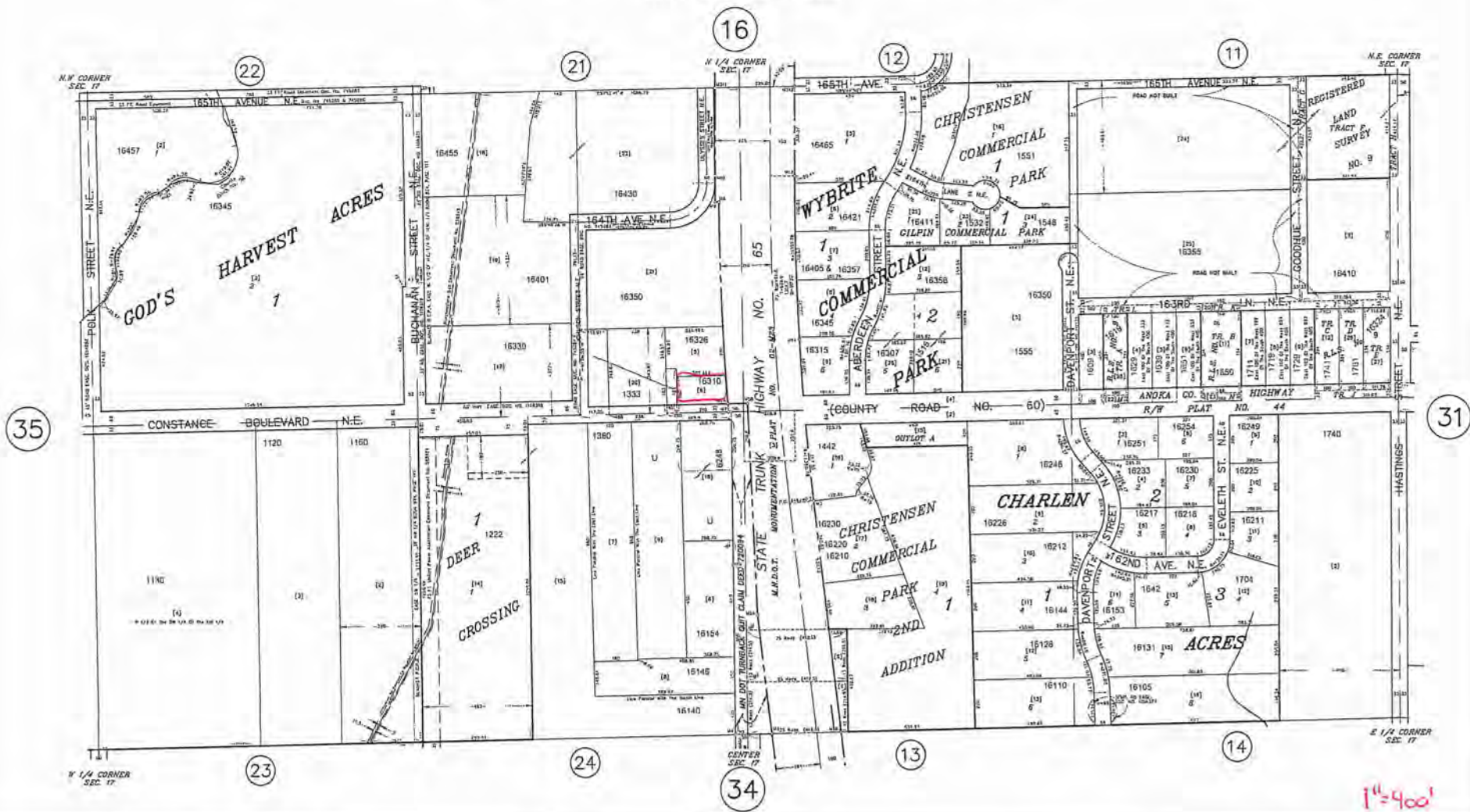
DEER CROSSING

1" = 300'

# N 1/2 SECTION 17, T. 32, R. 23

CITY OF HAM LAKE

33



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

QUARTER QUARTER INDEX

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

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: 17-32-21-12-10-1

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'



## Tom Collins

---

**From:** Joseph Murphy <joseph.murphy@carsoncs.net>  
**Sent:** Wednesday, June 22, 2022 7:26 AM  
**To:** Tom Collins  
**Cc:** Jennifer Bohr  
**Subject:** RE: Scooter's Coffee

Hi Tom,

Based on my understanding of the proposal and the pre-existing pavement, in my opinion, this paved connection at the north end of the parcel could be allowed as a legal nonconformity. As the pavement is currently constructed and used by the current occupant, that legal conformity could continue to be used by the proposed occupant, so long as there is not an expansion of that use.

If the bituminous paved lot is pre-existing within the setback, then the new user would not technically be violating code section 9-141 which prohibits constructing a permanent structure in any setback, because they are not "constructing" or creating the paved area/permanent structure within the setback. Under state law, a legal nonconformity may be continued through "repair, replacement, restoration, maintenance, or improvement." Therefore, it would seem to me that they could continue to use and, if necessary, could repair or resurface the pre-existing pavement that already covers the entire area.

Let me know if you have any additional questions or if I am misunderstanding the facts in some way.

Thanks,

Joseph Murphy  
Carson, Clelland & Schreder  
6300 Shingle Creek Parkway, Suite 305  
Minneapolis, MN 55430  
(763)-561-2800

**From:** Tom Collins [mailto:[TCollins@rfcengineering.com](mailto:TCollins@rfcengineering.com)]  
**Sent:** Monday, June 20, 2022 4:05 PM  
**To:** Joseph Murphy <[joseph.murphy@carsoncs.net](mailto:joseph.murphy@carsoncs.net)>  
**Cc:** Jennifer Bohr <[jbohr@ci.ham-lake.mn.us](mailto:jbohr@ci.ham-lake.mn.us)>  
**Subject:** Scooter's Coffee

Hi Joe,

The City received an application and plans for a proposed Scooter's Coffee, which would redevelop the existing Red Ox Café parcel (<https://gis.anokacountymn.gov/propertysearch/?find=17-32-23-21-0006>). There is currently a large bituminous pavement connection between this parcel and the 16326 Highway 65 parcel to the north, as shown on the attached aerial photo. Can the City allow this connection to remain? I asked whether the project representative if there was an existing ingress/egress easement and he said that he did not know. It does not seem that the City can allow the connection to remain, and the northerly Scooter's parking lot will need to meet the 10-foot setback from the north property line. What is your opinion on this? Jennifer, Mark Jones and I are meeting Wednesday afternoon to discuss.

Tom



333 Main Street NW  
 P.O. Box 388  
 Elk River, MN 55330  
 Phone: 763-441-7509  
 Fax: 763-441-9176

**DRINKING WATER LABORATORY TEST REPORT**

Last Name:  
 First Name:  
 Address: 16310 HWY 65  
 City: HAM LAKE  
 State: MN Zip Code:  
 County:  
 Legal:

File #: 69597  
 Date/Time in Lab: 6/6/2022 12:13 PM  
 Unique Well #:  
 Drillers #:

Ordered By: KRIS DANIELS      Sampled From: Outside Tap  
 Sampled By: Kevin Kloepfner      Date/Time Sampled: 06/06/2022 1045  
 Reason For Test: Water Quality      Sample Temp: 15.0 ° C  
 Received on Ice: Yes

<u>ANALYTE &amp; METHOD</u>	<u>DATE &amp; TIME OF ANALYSIS</u>	<u>MAXIMUM CONTAMINATION LEVEL (EPA)</u>	<u>TEST RESULTS</u>
Coliform Bacteria (SM 9223 B)	06/06/2022 1221	Negative	Negative
E. coli Bacteria (SM 9223 B)	06/06/2022 1221	Negative	Negative
Nitrate + Nitrite (EPA 353.2 Rev 2.0)	06/07/2022 1418	10.0 ppm	< 0.5 ppm
Nitrate (EPA 353.2 Rev 2.0)	06/07/2022 1418	10.0 ppm	< 0.5 ppm
Nitrite (EPA 353.2 Rev 2.0)	06/07/2022 1418	1.0 ppm	< 0.5 ppm
* Arsenic (EPA 200.9 Rev 2.2)	06/07/2022 1015	10.0 µg/L	14.82 µg/L
Lead (SM 3113 B-99)	06/08/2022 1111	15.0 µg/L	< 2.5 µg/L

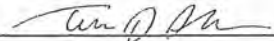
This sample DOES NOT meet EPA guidelines for safe drinking water for the Analytes tested.

**Notes:**

The test results are only indicative of the sample tested from the sample point on the date collected.  
 This report must not be reproduced, except in full, without the written approval from Water Laboratories, Inc.  
 Minnesota Certification# 027-141-110, Wisconsin Certification #399044470 (for compliance with NR812)

**Water Laboratories, Inc.**

**Amount Billed:** \$348.00  
**Date Paid:** 06/09/2022  
**Amount Paid:** \$348.00

By: 

Date: 06/09/2022

Received By CW Entered By TJ Edited By TJ





## Arsenic in Well Water

Most arsenic in Minnesota's environment is naturally occurring. Soil and rock material can naturally contain arsenic and can enter groundwater (well water) when these materials dissolve. The level of arsenic in well water can vary between wells, even within a small area such as a neighborhood. Most Anoka County residents have some measurable amount of arsenic in their well water. Arsenic in water has no taste or odor, so the only way to know if well water contains arsenic is to have it tested.

### Drinking Water Standard

The U.S. Environmental Protection Agency (EPA) has established the Maximum Contaminant Level (MCL) for arsenic at 10 µg/L (micrograms per liter, which is equal to parts per billion) to protect the public from long-term exposure in drinking water. Public water suppliers must not exceed the arsenic MCL. Private (residential) wells are not required to meet this standard. Consuming water with levels of arsenic below this standard over many years can still increase the risk of cancer, and therefore, the EPA has set a goal of 0 µg/L for arsenic in drinking water.

### Health Effects

The consumption of drinking water contaminated with arsenic over a long period of time is associated with diabetes and an increased risk of cancers of the bladder, lungs, liver, and other organs.

Other negative health effects of ingesting arsenic can include contributions to cardiovascular and respiratory disease, neurological effects in children, and skin problems. These health effects may take a period of many years to develop.

As long as the level of arsenic is less than 500 µg/L, this water is safe to use for other purposes such as washing dishes, laundry, showering and bathing, brushing teeth, and watering plants (including vegetables), since arsenic is not easily absorbed through the skin.

### Treatment Options

Various types of water treatment are effective at removing arsenic, including:

- Adsorptive media filtration
- Anion exchange
- Continuous chlorination and filtration
- Distillation
- Oxidizing media filtration
- Ozonation and filtration
- Reverse osmosis (RO)

Specialty media, distillation, and reverse osmosis (RO) are the most commonly used water treatment options. While some treatment systems may be useful for other purposes, typical water softeners and activated carbon filters will not remove arsenic on their own. In addition, boiling the water will only concentrate the arsenic.

Periodically retesting the well water after installing a water treatment unit is important to ensure it is functioning properly.



It is important to maintain the treatment unit according to the manufacturer's guidance and it is recommended to choose a treatment system that is certified by an independent agency, such as NSF International, Underwriter's Laboratory (UL), or the Water Quality Association.

Other options for reducing arsenic exposure include constructing a new well, connecting to a public water system, or buying bottled water. Bottled water is subject to a variety of standards that may be more or less stringent than those of public water systems. The company producing the bottled water should be able to provide the results of their water testing.

### Well Water Testing

It is up to residents with private wells to test their own well water to learn how much arsenic it contains. However, starting in August of 2008, well contractors are now required to test each new well they drill for arsenic and to share the results with the well owner and the Minnesota Department of Health (MDH). If arsenic *is not* detected in this first sample, the water is unlikely to have arsenic later. If arsenic *is* detected in this first sample, MDH recommends residents consider confirming this level by retesting the well water about six months after construction. This is based on new MDH research.

All wells should be tested for arsenic at least once.

Anoka County Environmental Services offers a well water testing program for private well owners. Test kits for arsenic can be picked up at the Anoka County Government Center in downtown Anoka. The current price for an arsenic test is \$15.

Anoka County Environmental Services and MDH also recommend all well water be tested for:

- Coliform bacteria and nitrate (every year)
- Lead (at least once)
- Manganese (before a baby drinks the water)

All of these components, along with many others, can be tested for through the Anoka County Environmental Services well water testing program. Coliform bacteria and nitrate are testing together in a test called "Sanitary Analysis". See the Water Testing FAQs on the Anoka County water website for more information on well water testing.

### Resources

[Anoka County Water Website](http://www.anokacounty.us/water)

([www.anokacounty.us/water](http://www.anokacounty.us/water))

[Know the Flow](http://www.knowtheflow.us) ([www.knowtheflow.us](http://www.knowtheflow.us))

[Water Testing FAQs](#)

Anoka County  
Environmental Services  
2100 3<sup>rd</sup> Avenue STE 600  
Anoka, MN 55303  
763-324-4260  
[www.anokacounty.us](http://www.anokacounty.us)

05/2020

July 8, 2022

Matt Carey  
Pinnacle Engineering Group  
20725 Watertown Road, Suite 100  
Brookfield, WI 53186

SUBJECT: Scooter's Coffee  
MnDOT Review #S22-016  
NW quadrant of MN 65 and Constance Blvd NE  
Control Section: 0208  
Ham Lake, Anoka County

Dear Matt Carey,

Thank you for submitting the plans for Scooter's Coffee. The Minnesota Department of Transportation (MnDOT) has reviewed the documents, received 6/17/22, and has the following comments:

***Water Resources***

A MnDOT drainage permit is required before development occurs. Though plans show a decrease in impervious surfaces and runoff to MnDOT right of way (ROW), removals are still occurring on MnDOT ROW. MnDOT must have a permit for restoration of this area. Additionally, construction of one concentrated flume for discharge to the ROW must be reviewed with the drainage permit. This represents a changed condition.

The drainage permit application, including the information below, should be submitted online to: <https://olpa.dot.state.mn.us/OLPA/>. Please upload this letter with the drainage permit application.

The following information must be submitted with the drainage permit application:

1. Grading plans, drainage plans, and hydraulic calculations demonstrating that proposed flows to MnDOT right of way remain the same as existing conditions or are reduced.
2. Existing and proposed drainage area maps with flow arrows and labeling that corresponds with the submitted calculations.
3. Hydro CAD model and PDF of output for the 2, 10, and 100-year Atlas 14 storm events.

Once a drainage permit application is submitted, a thorough review will be completed and additional information may be requested. Please contact Jason Swenson, Water Resources Engineering, at 651-234-7539 or [jason.swenson@state.mn.us](mailto:jason.swenson@state.mn.us) with any questions.

***Pedestrian and Bicycle***

Consider working with the City to construct a sidewalk along the north side of Constance Blvd that connects to the pedestrian ramp in the NW quad of MN 65 and Constance Blvd.

Please contact Jesse Thorsen, Pedestrian and Bicycle Planning, at [jesse.thorsen@state.mn.us](mailto:jesse.thorsen@state.mn.us) or 651-234-7788 with any questions.



### **Permits**

Any other work that affects MnDOT right of way will require an appropriate permit. All permits are available and should be submitted at: <https://olpa.dot.state.mn.us/OLPA/>. Please upload this letter when applying for any permits.

For questions regarding permit submittal requirements, please contact Buck Craig of MnDOT's Metro District Permits Section at 651-775-0405 (cell) or [buck.craig@state.mn.us](mailto:buck.craig@state.mn.us).

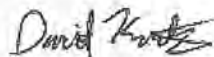
### **Review Submittal Options**

MnDOT's goal is to complete reviews within 30 calendar days. Review materials received electronically can be processed more rapidly. Do not submit files via a cloud service or SharePoint link. In order of preference, review materials may be submitted as:

1. Email documents and plans in PDF format to [metrodevreviews.dot@state.mn.us](mailto:metrodevreviews.dot@state.mn.us). Attachments may not exceed 20 megabytes per email. Documents can be zipped as well. If multiple emails are necessary, number each message.
2. For files over 20 megabytes, upload the PDF file(s) to MnDOT's Web Transfer Client site: <https://mft.dot.state.mn.us>. Contact MnDOT Planning development review staff using the same email above for uploading instructions, and send an email listing the file name(s) after the document(s) has/have been uploaded.

You are welcome to contact me at 651-234-7792, or [david.kratz@state.mn.us](mailto:david.kratz@state.mn.us) with any questions.

Sincerely,



Digitally signed by  
David Kratz  
Date: 2022.07.08  
12:52:59 -05'00'

David Kratz  
Senior Planner

### **Copy sent via email:**

Jason Swenson, Water Resources  
Buck Craig, Permits  
Mike Lynch, Right of Way  
Ashley Hansen, Traffic  
Jennifer Wiltgen, Area Coordinator  
Lance Schowalter, Design  
Mike Samuelson, Ped/Bike Planning

Jesse Thomsen, Ped/Bike Planning  
Tod Sherman, Planning  
Cameron Muhic, Planning  
Jake Schutt, Planning  
Jennifer Bohr, Ham Lake  
Tom Collins, Ham Lake  
Russell Owen, Metropolitan Council

## Tom Collins

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**From:** Craig, E (DOT) <buck.craig@state.mn.us>  
**Sent:** Thursday, July 14, 2022 9:13 AM  
**To:** Matthew Carey; Kratz, David (DOT)  
**Cc:** Swenson, Jason (DOT); Lynch, Mike (DOT); Hansen, Ashley (DOT); Wiltgen, Jennifer (DOT); Schowalter, Lance (DOT); Samuelson, Michael (DOT); Thornsens, Jesse (DOT); Sherman, Tod (DOT); Muhic, P Cameron (DOT); jbohr@ci.ham-lake.mn.us; Tom Collins; Owen, Russell; Schutt, Jake (DOT); Krisandra Lippert  
**Subject:** RE: Scooter's Coffee - MnDOT review S22-016  
**Attachments:** DocDownload (6).pdf

Hi Matthew, I have attached the only part of the plan that was included with the application request. I will reject the request so Kim can re-apply and upload the required plans with calcs. Also a copy of the site plan letter should also be included.

Thanks

E. Buck Craig  
Roadway Regulations Supervisor  
651-775-0405  
MNDOT Metro Division  
1500 West County Road B-2  
Roseville, MN 55113

**From:** Matthew Carey <Matt.Carey@pinnacle-engr.com>  
**Sent:** Wednesday, July 13, 2022 4:35 PM  
**To:** Kratz, David (DOT) <David.Kratz@state.mn.us>  
**Cc:** Swenson, Jason (DOT) <Jason.Swenson@state.mn.us>; Craig, E (DOT) <buck.craig@state.mn.us>; Lynch, Mike (DOT) <Mike.Lynch@state.mn.us>; Hansen, Ashley (DOT) <Ashley.Hansen@state.mn.us>; Wiltgen, Jennifer (DOT) <jennifer.wiltgen@state.mn.us>; Schowalter, Lance (DOT) <lance.schowalter@state.mn.us>; Samuelson, Michael (DOT) <Michael.Samuelson@state.mn.us>; Thornsens, Jesse (DOT) <Jesse.Thornsens@state.mn.us>; Sherman, Tod (DOT) <tod.sherman@state.mn.us>; Muhic, P Cameron (DOT) <cameron.muhic@state.mn.us>; jbohr@ci.ham-lake.mn.us; tcollins@rfcengineering.com; Owen, Russell <Russell.Owen@metc.state.mn.us>; Schutt, Jake (DOT) <Jake.Schutt@state.mn.us>; Krisandra Lippert <krisandra.lippert@scooterscoffee.com>  
**Subject:** RE: Scooter's Coffee - MnDOT review S22-016

**This message may be from an external email source.**

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David (and all),

Please note that we formally submitted the Drainage Permit application for this project today through the online system. Please let me know if you did not receive this. This included the updated plans and the drainage calcs (including Hydrocad reports) that were requested.



## Tom Collins

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**From:** Brandon T. Ulvenes <Brandon.Ulvenes@co.anoka.mn.us>  
**Sent:** Tuesday, July 19, 2022 8:21 AM  
**To:** Tom Collins  
**Subject:** RE: 22-148 Scooter's Coffee - Ham Lake, MN - Building Submittal Questions

Hi Tom –

We've been working with Scooter's Coffee to address some concerns we have about the erosion at the edge of pavement on Constance. With the elevations listed on their plans, the bottom of the 'ditch' between Constance and their drive-thru was effectively the same elevation as the edge of pavement. During a phone call with Matt Carey, we decided to look at adding curb to the edge of Constance thru this stretch to protect the pavement and prevent ponding on the roadway from their runoff.

We haven't provided official comment for the newest plans yet – one of our reviewers is out for this week. I expect we'll have some comments about needing a flume to be put on the end of the curb segment on Constance, etc., but generally their access location, site plan, and runoff values are acceptable. I think all of our remaining concerns are focused on that boulevard section between Constance and their drive thru.

Thanks,

Brandon T. Ulvenes  
Anoka County Highway Department  
Direct – (763) 324 • 3159  
Office – (763) 324 • 3100  
[brandon.ulvenes@co.anoka.mn.us](mailto:brandon.ulvenes@co.anoka.mn.us)

**From:** Tom Collins <TCollins@rfcengineering.com>  
**Sent:** Monday, July 18, 2022 2:03 PM  
**To:** Brandon T. Ulvenes <Brandon.Ulvenes@co.anoka.mn.us>  
**Subject:** FW: 22-148 Scooter's Coffee - Ham Lake, MN - Building Submittal Questions

**EXTERNAL EMAIL ALERT:** This message originated from outside the Anoka County email system. **Use Caution** when clicking hyperlinks, downloading pictures or opening attachments.

**From:** Tom Collins  
**Sent:** Monday, July 18, 2022 1:59 PM  
**To:** Brandon Ulvenes <[brandon.ulvenes@co.anoka.mn.us](mailto:brandon.ulvenes@co.anoka.mn.us)>  
**Cc:** Logan J. Keehr <[Logan.Keehr@co.anoka.mn.us](mailto:Logan.Keehr@co.anoka.mn.us)>  
**Subject:** FW: 22-148 Scooter's Coffee - Ham Lake, MN - Building Submittal Questions

Brandon,



## Tom Collins

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**From:** Sarah Montan <smontan@cooncreekwd.org>  
**Sent:** Monday, May 9, 2022 3:43 PM  
**To:** Matthew Carey  
**Subject:** RE: Ham Lake Scooter's

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello Matt,

Thank you for sending over that concept plan. As of right now the proposed project does not require a Coon Creek Watershed District permit under our current rules. The site and area of disturbance is less than an acre so stormwater does not apply and no other permit triggers are present on the site.

Please be sure to work with the City and make sure any requirements on their end are met. If the project is not anticipated to begin until after August 1<sup>st</sup>, you will need to submit for a permit from us before beginning the work under our new rules.

Please let me know if you have any questions.

Thank you,

**Sarah Montan**

Watershed Development Specialist

763.258.4405 cell  
763.755.0975 office

13632 Van Buren NE  
Ham Lake, MN 55304  
[www.cooncreekwd.org](http://www.cooncreekwd.org)




**From:** Matthew Carey <Matt.Carey@pinnacle-engr.com>  
**Sent:** Monday, May 9, 2022 2:35 PM  
**To:** Sarah Montan <smontan@cooncreekwd.org>  
**Subject:** Ham Lake Scooter's

Hi Sarah,

Thanks again for the time today. Attached is the preliminary site plan for the project. The site is 0.6 AC in size and will include an increase in greenspace with this project. Also, we are certainly planning on providing a full application to you prior to the ordinance changing in August. Given this, can you please let us know when we should formally submit the plans and the Erosion Control application? Do you prefer at the same as when we submit to Ham Lake?

Thanks,

Matt Carey, P.E. (WI, IL, MN, IA, MI, FL), LEED AP | Project Manager

 **PINNACLE ENGINEERING GROUP**  
CIVIL ENGINEERING | NATURAL RESOURCES | SURVEYING

20725 Watertown Road | Suite 100 | Brookfield, WI 53186  
(262) 754-8888 Main | (262) 754-8898 Direct | (269) 352-1550 Cell | (262) 754-8850 Fax



**CITY OF HAM LAKE  
STAFF REPORT**

**To: Mayor and Councilmembers**  
**From: Andrea Murff, Finance Director**  
**Item/Title/Subject: 2022 2nd Quarter Financials**

**INTRODUCTION/DISCUSSION:**

Bank accounts have been reconciled through June 30, 2022 as well as a review of all activity in all funds has been performed. The following is a summary of my observations on the City’s financial position at the end of the 2nd Quarter of 2022. All information presented is unaudited and is subject to end of year adjustments.

**Cash and Investments**

The City’s cash and investment balances are as follows:

	06/30/2022	12/31/2021	Increase/ (Decrease)
Checking	\$ 64,479	\$ 437,411	\$ (372,994)
Investments (at Market Value)	9,671,453	11,580,629	(1,909,176)
<b>Total Cash and Investments</b>	<b>\$ 9,735,932</b>	<b>\$ 12,018,040</b>	<b>\$ (2,282,170)</b>

Investment Type	06/30/2022	12/31/2021	Increase/ (Decrease)
Checking	\$ 64,479	\$ 437,411	\$ (372,994)
Money Market	6,718,821	7,785,636	(1,066,814)
Negotiable CDs	2,952,632	3,794,994	(842,362)
Municipal Bond	-	-	-
Government Agency Securities	-	-	-
<b>Total Cash and Investments</b>	<b>\$ 9,735,932</b>	<b>\$ 12,018,040</b>	<b>\$ (2,282,170)</b>

## Investment Summary As of 03/31/2022 (unaudited)

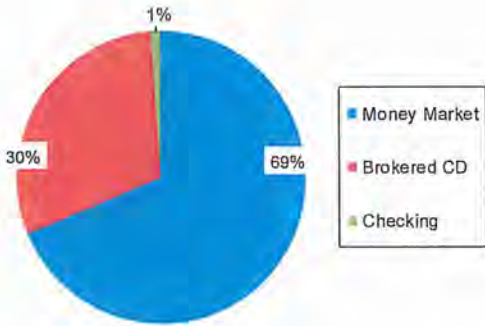
Institution	Description	Type	Market Value 1/1/2022	Deposits - Purchases	Expenditures - Sales	Transfers	Interest	Unadjusted Market Value 6/30/2022	Market Value 6/30/2022	Unrealized gain / loss
RBC	RBC	Money Market	-	-	-	-	-	-	-	-
RBC	Morgan Stanley PVT BK	Brokered CD	247,805.64	-	(246,000.00)	(3,127.91)	3,127.91	1,805.64	-	(1,805.64)
RBC	Sallie Mae BK Murray Utah	Brokered CD	247,805.64	-	(246,000.00)	(3,145.09)	3,145.09	1,805.64	-	(1,805.64)
RBC	Wells Fargo Bank Natl Assn	Brokered CD	250,827.66	-	(249,000.00)	(2,122.29)	2,122.29	1,827.66	-	(1,827.66)
RBC	Ally Bank Midvale Utah	Brokered CD	249,719.52	-	-	(2,232.20)	2,232.20	249,719.52	245,468.64	(4,250.88)
RBC	Freddie Mac	Brokered CD	243,872.10	-	-	(369.00)	369.00	243,872.10	236,479.80	(7,392.30)
RBC	Bank Hapoalim New York	Brokered CD	242,198.88	-	-	(3,321.97)	3,321.97	242,198.88	229,886.58	(12,312.30)
RBC	BMO Harris BK NATL ASSN	Brokered CD	245,382.03	-	-	(620.80)	620.80	245,382.03	230,282.67	(15,099.36)
RBC	Memick BK South Jordan Utah	Brokered CD	242,971.71	-	-	(498.63)	498.63	242,971.71	228,408.23	(16,563.48)
RBC	Texas Exchange Bk Crowley	Brokered CD	242,901.99	-	-	(869.13)	869.13	242,901.99	223,554.69	(19,347.30)
RBC	Malaga BK Palos Verdes Calif	Brokered CD	238,731.77	-	-	(617.39)	617.39	238,731.77	214,174.85	(22,556.91)
			2,450,216.94	-	(741,000.00)	(16,922.41)	16,922.41	1,709,216.94	1,606,255.47	(102,961.47)
Falcon National Bank	Falcon National Bank	Money Market	69,515.56	-	-	1,195.08	86.93	70,797.57	70,797.57	-
Falcon National Bank	CD 89417 (renewed)	Brokered CD	300,000.00	-	-	(596.72)	596.72	300,000.00	300,000.00	-
Falcon National Bank	CD 88834 (renewed)	Brokered CD	200,000.00	-	-	(598.36)	598.36	200,000.00	200,000.00	-
Falcon National Bank	CD 90376 (renewed)	Brokered CD	534,276.91	-	-	-	1,599.64	535,876.55	535,876.55	-
Falcon National Bank	CD 90484 (renewed)	Brokered CD	100,500.00	-	-	-	-	100,500.00	100,500.00	-
			1,204,292.47	-	-	(0.00)	2,881.65	1,207,174.12	1,207,174.12	-
21st CENTURY BANK	ICS	Money Market	1,456,916.34	6,761,428.76	(2,944,249.00)	-	9,207.62	5,283,303.72	5,283,303.72	-
21st CENTURY BANK	CD 3735 (Renewed)	Brokered CD	210,000.00	-	-	(312.41)	312.41	210,000.00	210,000.00	-
			1,666,916.34	6,761,428.76	(2,944,249.00)	(312.41)	9,520.03	5,493,303.72	5,493,303.72	-
4 M	4M Liquid Assets-101	Money Market	83,193.75	-	-	-	117.46	83,311.21	83,311.21	-
4 M	4M Plus Fund-101	Money Market	5,963,819.77	342,997.51	-	(5,029,827.10)	4,418.40	1,281,408.58	1,281,408.58	-
4 M	4M Plus Fund-103 Trust Investment	Money Market	212,190.13	-	-	(212,250.49)	60.36	0.00	-	(0.00)
			6,259,203.65	342,997.51	-	(5,242,077.59)	4,596.22	1,364,719.79	1,364,719.79	(0.00)
21st CENTURY BANK	Trust	Checking	385,528.05	-	-	(385,538.62)	10.57	(0.00)	-	0.00
21st CENTURY BANK	General/Checking	Checking	100,021.24	3,840,768.60	(10,226,744.30)	6,385,851.03	123.98	100,020.55	100,020.55	0.00
			485,549.29	3,840,768.60	(10,226,744.30)	6,000,312.41	134.55	100,020.55	100,020.55	0.00
			\$ 12,066,178.69	\$ 10,945,194.87	\$ (13,911,993.30)	\$ 741,000.00	\$ 34,054.86	\$ 9,874,435.12	\$ 9,771,473.65	\$ (102,961.47)

Deposits in Transit	97,538.06
O/S Checks	(133,080.17)
<b>Total</b>	<b>\$ 9,735,931.54</b>



**Investment Summary (continued)**  
**As of 06/30/2022 (unaudited)**

**Maturities**



Maturity	Unadjusted Market Value 6/30/2022	Market Value 6/30/2022	Variance 6/30/2022
Current	\$ 6,824,280.57	\$ 6,818,841.63	\$ (5,438.94)
< 1 year	1,596,096.07	1,591,845.19	(4,250.88)
1-2 years	486,070.98	466,366.38	(19,704.60)
2-3 years	245,382.03	230,282.67	(15,099.36)
3-4 years	242,971.71	226,408.23	(16,563.48)
5+ years	479,633.76	437,729.55	(41,904.21)
	<u>\$ 9,874,435.12</u>	<u>\$ 9,771,473.65</u>	<u>\$ (102,961.47)</u>

Weighted average Rate of return	-13.87%	6/30/2022
Average Maturity (years)	0.12	6/30/2022

Investment Type	Market Value 6/30/2022
Money Market	\$ 6,718,821.08
Brokered CD	\$ 2,952,632.02
Savings	\$ -
Government Securities	\$ -
Municipal Securities	\$ -
Checking	\$ 100,020.55
	<u>\$ 9,771,473.65</u>

Operating Account	
O/S Deposits	\$ 97,538.06
O/S Checks	(133,080.17)
Reconciled Balance	<u>\$ 9,735,931.54</u>

## Investment Summary (continued)

Current short-term rates being offered by financial institutions are very low as evidenced by the table of U.S. Treasury rates below. The U.S. Treasury rates provide a benchmark perspective for rate of return.

Treasury Yields									
Date	1 mo	3 mo	6 mo	1 yr	2 yr	3 yr	5 yr	7 yr	10 yr
12/31/2015	0.14	0.16	0.49	0.65	1.06	1.31	1.76	2.09	2.27
12/31/2016	0.44	0.51	0.62	0.85	1.20	1.47	1.93	2.25	2.45
09/30/2017	0.96	1.06	1.20	1.31	1.47	1.62	1.92	2.16	2.33
12/31/2017	1.28	1.39	1.53	1.76	1.89	1.98	2.20	2.33	2.40
03/31/2018	1.63	1.73	1.93	2.09	2.27	2.39	2.56	2.68	2.74
06/30/2018	1.77	1.93	2.11	2.33	2.52	2.63	2.73	2.81	2.85
09/30/2018	2.12	2.19	2.36	2.59	2.81	2.88	2.94	3.01	3.05
12/31/2018	2.44	2.45	2.45	2.56	2.63	2.48	2.46	2.51	2.59
03/29/2019	2.43	2.44	2.40	2.44	2.40	2.27	2.21	2.23	2.31
06/28/2019	2.18	2.12	2.09	1.92	1.75	1.71	1.76	1.87	2.00
09/30/2019	1.91	1.88	1.83	1.75	1.63	1.56	1.55	1.62	2.12
12/31/2019	1.48	1.55	1.60	1.59	1.58	1.62	1.69	1.83	1.92
03/31/2020	0.05	0.11	0.15	0.17	0.23	0.29	0.37	0.55	0.70
06/30/2020	0.13	0.16	0.18	0.16	0.16	0.18	0.29	0.49	0.66
09/30/2020	0.08	0.10	0.11	0.12	0.13	0.16	0.28	0.47	0.69
12/31/2020	0.08	0.09	0.09	0.10	0.13	0.17	0.36	0.65	0.93
03/31/2021	0.01	0.03	0.05	0.07	0.16	0.35	0.92	1.40	1.74
06/30/2021	0.05	0.05	0.06	0.07	0.25	0.74	0.87	1.21	1.45
09/30/2021	0.07	0.04	0.05	0.09	0.28	0.53	0.98	1.32	1.52
12/31/2021	0.06	0.06	0.19	0.39	0.73	0.97	1.26	1.44	1.52
03/31/2022	0.17	0.52	1.06	1.63	2.28	2.45	2.42	2.40	2.32
06/30/2022	1.28	1.72	2.51	2.80	2.92	2.99	3.01	3.04	2.98



**Cash Balance Summary by Fund**  
**As of 03/31/2021, 12/31/21 and 03/31/2022 (unaudited)**

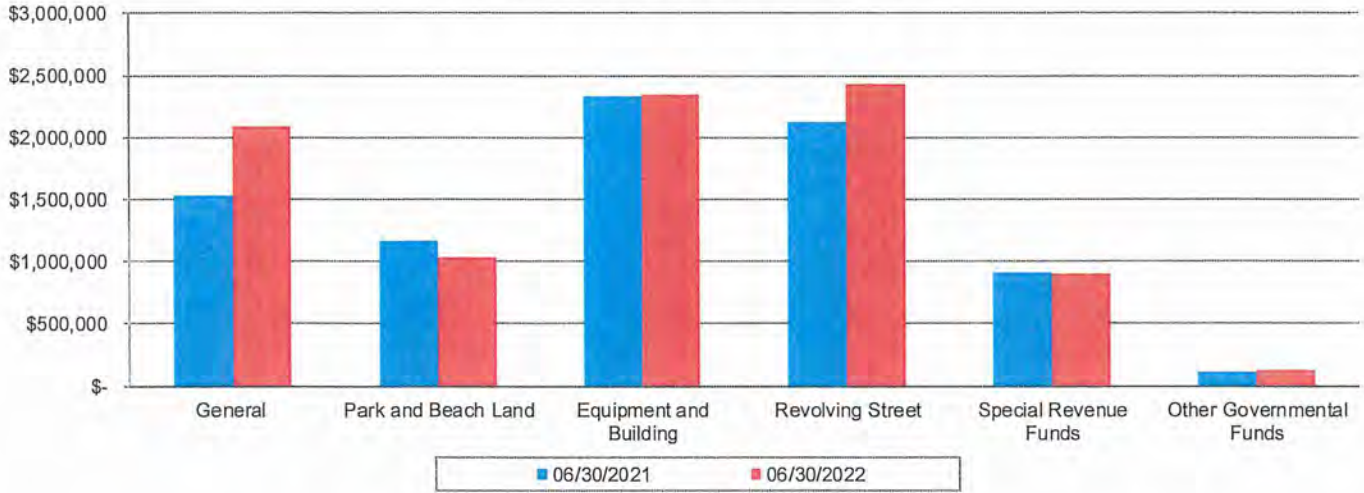
		Balance 06/30/2021	Balance 12/31/2021	Balance 06/30/2022	YTD Change From 12/31/2021
100	General Fund	\$ 1,532,356	\$ 4,460,096	\$ 2,090,415	\$ (2,369,681) (1)
210	Cable TV Fund	414,695	414,281	436,376	22,096
211	Ham Laker Fund	(57,073)	(1)	(71,659)	(71,658) (2)
212	Lawful Gambling Contributions Fund	88,639	87,505	105,331	17,826
217	CARES Act Grant	-	4	4	-
230	Future Drainage Fund	102,560	122,770	121,975	(795)
231	Recycling Fund	46,158	45,575	47,305	1,730
232	Street Light Fund	152,911	167,675	138,114	(29,561)
250	Oakwilt Fund	11,411	11,344	11,266	(78)
261	Economic Development Fund	1,654	1,660	1,649	(10)
262	Ham Lake EDA Fund	166,416	127,195	99,468	(27,727)
263	Lodging Tax Fund	4,905	4,854	9,901	5,047
370	2010 Cip Bond Debt Service Fund	84,069	278,384	91,944	(186,439) (3)
371	2016 Go Capital Note Debt Service Fund-Nmtc	31,775	26	31,922	31,896
410	General Govt Equipment Fund	64,557	61,952	64,186	2,234
411	Election Equipment Fund	619	2,612	1,185	(1,427)
412	Building Fund	252,334	245,066	245,917	851
420	Fire Department Equipment Fund	1,394,093	1,501,072	1,537,584	36,512
421	Emergency Operations Center Fund	35,994	35,848	35,602	(246)
422	Siren Replacement Fund	36,398	37,360	37,103	(257)
428	Building Inspection Equipment Fund	32,279	1,379	2,242	863
430	Public Works Equipment Fund	451,417	462,215	319,754	(142,460) (4)
431	Revolving Street Fund	2,122,416	2,144,952	2,426,881	281,929 (5)
440	Park And Beach Land Fund	1,171,144	1,011,279	1,035,808	24,529
441	Parks Equipment Fund	61,958	81,885	101,274	19,389
890	Trust	523,209	711,053	814,385.15	103,332 (6)
	Total	\$ 8,706,896	\$ 12,018,040	\$ 9,735,932	\$ (2,282,108)

Item Explanation of changes greater than \$50,000.

- (1) See rev/exp for the General Fund for further explanation.
- (2) Negative cash balance was adjusted for audit and then reversed back. This is the total accumulated deficit in this fund.
- (3) Bond principal and interest due in February.
- (4) Purchase of a Chassis for future Plow Truck.
- (5) Cash increased due to budgeted transfers from General Fund.
- (6) Increased Trust activity.

## Cash Balance by Fund Compared to Prior Year (unaudited)

**Cash Balance by Fund Compared to Prior Year**



**Fund**

- General
- Park and Beach Land
- Equipment and Building
- Revolving Street
- Special Revenue Funds
- Other Governmental Funds

**Key**

- Balance increased by more than 10% over prior year
- Balance decreased by more than 10% over prior year
- Balance within 10% of prior year



**General Fund Budget Summary**  
**As of 12/31/2021 (unaudited)**

	Annual Budget	Budget Thru 6/30/2022 50%	Actual Thru 6/30/2022	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget thru 6/30/2022
<b>Revenues</b>					
Taxes	\$ 5,418,693	\$ 2,709,347	\$ 360	\$ (2,708,986) <sup>†(1)</sup>	0.01 %
Special Assessments	-	-	-	-	N/A
Licenses and permits	548,600	274,300	336,684	62,384 <sup>†(2)</sup>	122.74
Intergovernmental	151,000	75,500	68,180	(7,320)	90.30
Charges for services	142,525	71,263	71,689	426	100.60
Fines and forfeitures	30,000	15,000	10,938	(4,062)	72.92
Interest on investments	1,000	500	(26,183)	(26,683) <sup>†(3)</sup>	-
Miscellaneous	10,500	5,250	24,473	19,223	466.16
<b>Total Revenues</b>	<b>6,302,318</b>	<b>3,151,159</b>	<b>486,141</b>	<b>(2,665,018)</b>	
<b>Expenditures</b>					
Council	\$ 82,079	\$ 41,040	\$ 36,283	\$ 4,757	88.41 %
Administration/Clerk	308,487	154,243	126,803	27,441 <sup>†(4)</sup>	82.21
Finance	345,444	172,722	182,724	(10,002)	105.79
Planning & Zoning	94,145	47,073	37,888	9,184	80.49
General Government	118,950	59,475	212,106	(152,631) <sup>†(5)</sup>	356.63
Information Technology	52,527	26,264	26,393	(129)	100.49
Public Safety	2,090,089	1,045,044	990,003	55,041	94.73
Building Department	428,898	214,449	195,054	19,395	90.96
Public Works	1,111,252	555,626	432,665	122,961 <sup>†(6)</sup>	77.87
Parks and recreation	311,157	155,579	80,054	75,525 <sup>†(7)</sup>	51.46
Senior Center	13,990	6,995	6,870	125	98
<b>Total Expenditures</b>	<b>4,957,018</b>	<b>2,478,509</b>	<b>2,326,840</b>	<b>151,669</b>	<b>93.88</b>
<b>Excess Revenues (Expenditures)</b>	<b>1,345,300</b>	<b>672,650</b>	<b>(1,840,699)</b>	<b>(2,513,349)</b>	
<b>Other Financing Sources (Uses)</b>					
Transfers in	1,200	600	-	-	-
Transfers out	(1,346,500)	(673,250)	(673,250)	-	100.00
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(1,345,300)</b>	<b>(672,650)</b>	<b>(673,250)</b>	<b>-</b>	
<b>Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	<b>\$ (2,513,949)</b>	<b>\$ (2,513,349)</b>	

A detailed report of revenues and expenditures can be provided upon request.



# CITY OF HAM LAKE 2ND QUARTER REPORT

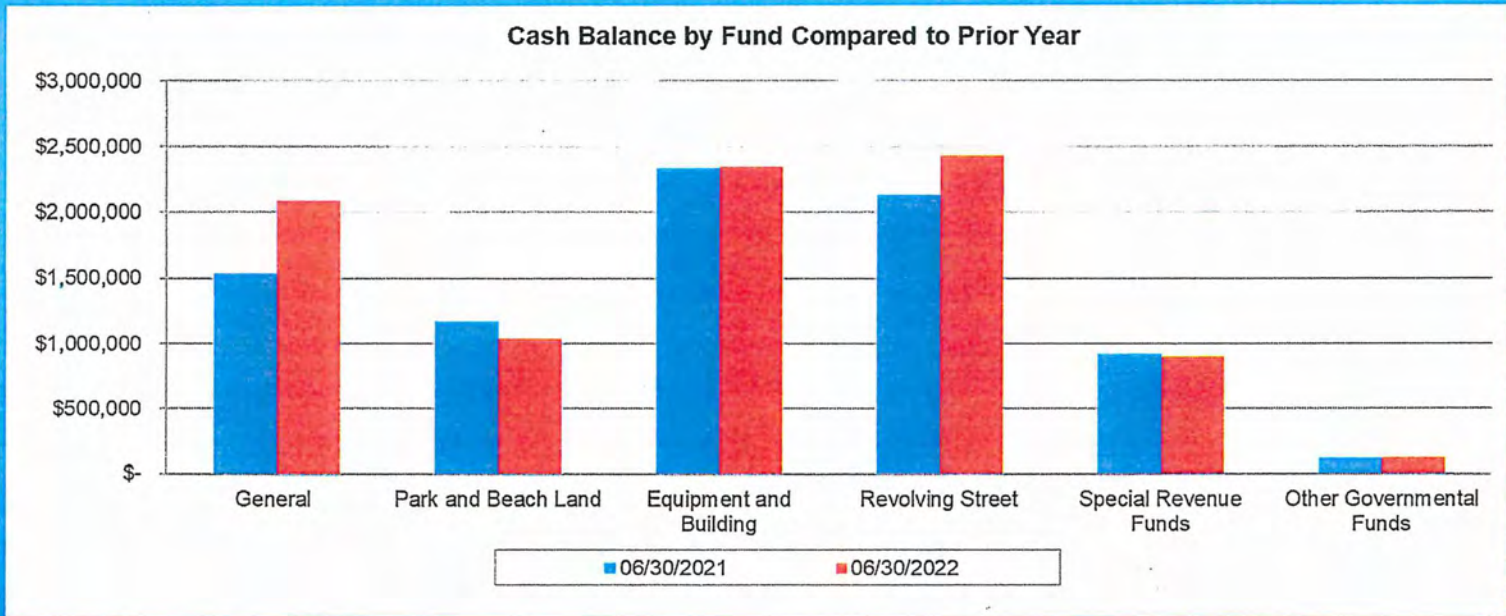
Presented by Finance Director, Andrea Murff



# OVERALL CASH POSITION

		Balance 06/30/2021	Balance 12/31/2021	Balance 06/30/2022	YTD Change From 12/31/2021
100	General Fund	\$ 1,532,356	\$ 4,460,096	\$ 2,090,415	\$ (2,369,681)
210	Cable TV Fund	414,695	414,281	436,376	22,096
211	Ham Laker Fund	(57,073)	(1)	(71,659)	(71,658)
212	Lawful Gambling Contributions Fund	68,639	87,505	105,331	17,826
217	CARES Act Grant	-	4	4	-
230	Future Drainage Fund	102,560	122,770	121,975	(795)
231	Recycling Fund	46,158	45,575	47,305	1,730
232	Street Light Fund	152,911	167,675	138,114	(29,561)
250	Oakwilt Fund	11,411	11,344	11,266	(78)
261	Economic Development Fund	1,654	1,660	1,649	(10)
262	Ham Lake EDA Fund	166,416	127,195	99,468	(27,727)
263	Lodging Tax Fund	4,905	4,854	9,901	5,047
370	2010 Cip Bond Debt Service Fund	84,069	278,384	91,944	(186,439)
371	2016 Go Capital Note Debt Service Fund-Nmtc	31,775	26	31,922	31,896
410	General Govt Equipment Fund	64,557	61,952	64,186	2,234
411	Election Equipment Fund	619	2,612	1,185	(1,427)
412	Building Fund	252,334	245,066	245,917	851
420	Fire Department Equipment Fund	1,394,093	1,501,072	1,537,584	36,512
421	Emergency Operations Center Fund	35,994	35,848	35,602	(246)
422	Siren Replacement Fund	36,398	37,360	37,103	(257)
428	Building Inspection Equipment Fund	32,279	1,379	2,242	863
430	Public Works Equipment Fund	451,417	462,215	319,754	(142,460)
431	Revolving Street Fund	2,122,416	2,144,952	2,426,881	281,929
440	Park And Beach Land Fund	1,171,144	1,011,279	1,035,808	24,529
441	Parks Equipment Fund	61,958	81,885	101,274	19,389
890	Trust	523,209	711,053	814,385.15	103,332
	Total	\$ 8,706,896	\$ 12,018,040	\$ 9,735,932	\$ (2,282,108)

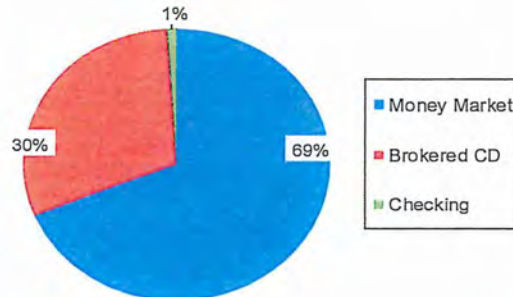




# GRAPH OF OVERALL CASH POSITION BY FUND TYPE

# INVESTMENT SUMMARY

**Maturities**



Maturity	Unadjusted Market Value 6/30/2022	Market Value 6/30/2022	Variance 6/30/2022
Current	\$ 6,824,280.57	\$ 6,818,841.63	\$ (5,438.94)
< 1 year	1,596,096.07	1,591,845.19	(4,250.88)
1-2 years	486,070.98	466,366.38	(19,704.60)
2-3 years	245,382.03	230,282.67	(15,099.36)
3-4 years	242,971.71	226,408.23	(16,563.48)
5+ years	479,633.76	437,729.55	(41,904.21)
	<u>\$ 9,874,435.12</u>	<u>\$ 9,771,473.65</u>	<u>\$ (102,961.47)</u>

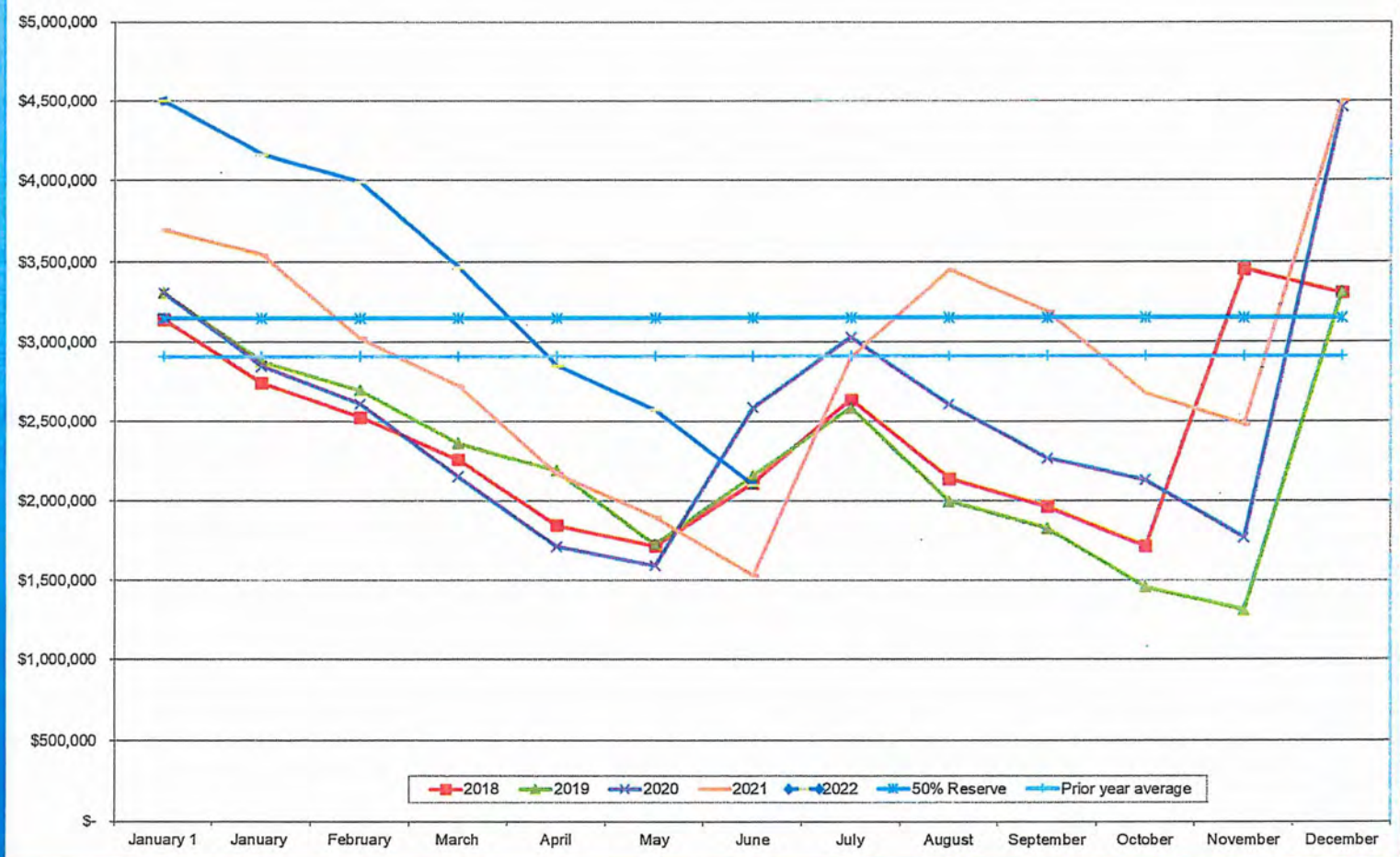
Weighted average Rate of return	-13.87%	6/30/2022
Average Maturity (years)	0.12	6/30/2022

Investment Type	Market Value 6/30/2022
Money Market	\$ 6,718,821.08
Brokered CD	\$ 2,952,632.02
Savings	\$ -
Government Securities	\$ -
Municipal Securities	\$ -
Checking	\$ 100,020.55
	<u>\$ 9,771,473.65</u>

<b>Operating Account</b>	
O/S Deposits	\$ 97,538.06
O/S Checks	(133,080.17)
Reconciled Balance	<u>\$ 9,735,931.54</u>



General Fund Cash Balances 2018 -2022





# GENERAL FUND BUDGET TO ACTUAL


	Annual Budget	Budget Thru 6/30/2022 50%	Actual Thru 6/30/2022	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget thru 6/30/2022
<b>Revenues</b>					
Taxes	\$ 5,418,693	\$ 2,709,347	\$ 360	\$ (2,708,986) <sup>¶(1)</sup>	0.01 %
Special Assessments	-	-	-	-	N/A
Licenses and permits	548,600	274,300	336,684	62,384 <sup>¶(2)</sup>	122.74
Intergovernmental	151,000	75,500	68,180	(7,320)	90.30
Charges for services	142,525	71,263	71,689	426	100.60
Fines and forfeitures	30,000	15,000	10,938	(4,062) <sup>‡</sup>	72.92
Interest on investments	1,000	500	(26,183)	(26,683) <sup>¶(3)</sup>	-
Miscellaneous	10,500	5,250	24,473	19,223	466.16
<b>Total Revenues</b>	<b>6,302,318</b>	<b>3,151,159</b>	<b>486,141</b>	<b>(2,665,018)</b>	
<b>Expenditures</b>					
Council	\$ 82,079	\$ 41,040	\$ 36,283	\$ 4,757	88.41 %
Administration/Clerk	308,487	154,243	126,803	27,441 <sup>¶(4)</sup>	82.21
Finance	345,444	172,722	182,724	(10,002)	105.79
Planning & Zoning	94,145	47,073	37,888	9,184	80.49
General Government	118,950	59,475	212,106	(152,631) <sup>¶(5)</sup>	356.63
Information Technology	52,527	26,264	26,393	(129) <sup>‡</sup>	100.49
Public Safety	2,090,089	1,045,044	990,003	55,041	94.73
Building Department	428,898	214,449	195,054	19,395	90.96
Public Works	1,111,252	555,626	432,665	122,961 <sup>¶(6)</sup>	77.87
Parks and recreation	311,157	155,579	80,054	75,525 <sup>¶(7)</sup>	51.46
Senior Center	13,990	6,995	6,870	125	98
<b>Total Expenditures</b>	<b>4,957,018</b>	<b>2,478,509</b>	<b>2,326,840</b>	<b>151,669</b>	<b>93.88</b>
<b>Excess Revenues (Expenditures)</b>	<b>1,345,300</b>	<b>672,650</b>	<b>(1,840,699)</b>	<b>(2,513,349)</b>	
<b>Other Financing Sources (Uses)</b>					
Transfers in	1,200	600	-	-	-
Transfers out	(1,346,500)	(673,250)	(673,250)	-	100.00
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(1,345,300)</b>	<b>(672,650)</b>	<b>(673,250)</b>	<b>-</b>	
<b>Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	<b>\$ (2,513,949)</b>	<b>\$ (2,513,349)</b>	





QUESTIONS?

## Memorandum

Date: July 27, 2022  
To: Mayor and Councilmembers  
From: David A. Krugler, Senior Engineer   
Subject: Creek Valley street reconstruction

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**Introduction:**

Bids were opened yesterday for reconstruction of the 0.9 miles of streets within the residential subdivision of Creek Valley.

**Discussion:**

Three bids were received and are shown in the attached breakdown. The range of bids was \$1,365,898.90 to \$2,181,801.94 with an average bid of \$1,871,555.81. The lowest bidder was Douglas-Kerr Underground, LLC. Douglas-Kerr Underground, LLC is a responsible contractor with recent City projects such as the Ulysses Street North of 176<sup>th</sup> Avenue and the Street reconstruction project on 147<sup>th</sup> Avenue/149<sup>th</sup> Avenue from Baltimore Street to Xylite Street.

The Engineer's Construction Cost Estimate was \$1,135,926.56. Major differences between the Engineer's Estimate and the low bid were mobilization, bituminous, and concrete curb. Overall, the low bidder was 20.2% over the Engineer's Estimate.

**Recommendation:**

It is recommended to adopt the attached Resolution awarding the contract to Douglas-Kerr Underground, LLC in the amount of \$1,365,898.90 for reconstruction of the streets within Creek Valley.

RESOLUTION NO. 22-XX

WHEREAS, pursuant to an advertisement for bids for the reconstruction of Creek Valley, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

Douglas-Kerr Underground	\$1,365,898.90
Dresel Contracting	\$2,066,966.60
North Valley, Inc	\$2,181,801.94

AND WHEREAS, it appears that Douglas-Kerr Underground, of Mora, Minnesota is the lowest responsible bidder;

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

1. That the Mayor and Clerk are hereby authorized and directed to enter into a contract with Douglas-Kerr Underground, of Mora, Minnesota in the name of the City of Ham Lake for the reconstruction of Creek Valley by according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.
3. The City Attorney is hereby directed to review all bids and contracts for the Improvement Project.

Adopted by a unanimous vote of the Ham Lake City Council this 1st day of August, 2022.

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Brian Kirkham, Mayor

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Denise Webster, City Clerk



BID TABULATION  
Creek Valley Street Reconstruction  
HAM LAKE IMPROVEMENT PROJECT 2105  
July 27, 2022

ITEM NUMBER	ITEM DESCRIPTION	UNIT	EST. QTY.	Engineering Estimate		Douglas-Kerr		Dresel Contracting		North Valley, Inc.	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
2021.501	MOBILIZATION	LUMP SUM	1	\$104,511.56	\$104,511.56	\$146,200.00	\$146,200.00	\$324,611.00	\$324,611.00	\$188,443.57	\$188,443.57
2101.505	CLEARING	ACRE	0.1	\$10,000.00	\$1,000.00	\$42,788.00	\$4,278.80	\$39,600.00	\$3,960.00	\$127,913.90	\$12,791.39
2101.505	GRUBBING	ACRE	0.1	\$5,750.00	\$575.00	\$28,525.00	\$2,852.50	\$39,600.00	\$3,960.00	\$38,374.20	\$3,837.42
2104.502	REMOVE DRAINAGE STRUCTURE	EACH	6	\$500.00	\$3,000.00	\$861.00	\$5,166.00	\$720.00	\$4,320.00	\$961.18	\$5,767.08
2104.502	REMOVE SIGN	EACH	9	\$49.80	\$448.20	\$44.00	\$396.00	\$48.00	\$432.00	\$44.37	\$399.33
2104.502	SALVAGE POST	EACH	4	\$20.00	\$80.00	\$44.00	\$176.00	\$48.00	\$192.00	\$44.37	\$177.48
2104.502	SALVAGE SIGN	EACH	1	\$109.40	\$109.40	\$182.00	\$182.00	\$198.00	\$198.00	\$183.04	\$183.04
2104.502	SALVAGE MAILBOX AND SUPPORT	EACH	21	\$100.00	\$2,100.00	\$110.00	\$2,310.00	\$120.00	\$2,520.00	\$110.93	\$2,329.53
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH) DRIVEWAY	LIN FT	116	\$5.00	\$580.00	\$3.70	\$429.20	\$7.20	\$835.20	\$16.64	\$1,930.24
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH) DRIVEWAY	LIN FT	300	\$3.00	\$900.00	\$2.95	\$885.00	\$6.00	\$1,800.00	\$5.55	\$1,665.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	145	\$3.00	\$435.00	\$2.95	\$427.75	\$6.00	\$870.00	\$3.33	\$482.85
2104.503	REMOVE CONCRETE CULVERT	LIN FT	82	\$20.00	\$1,640.00	\$24.40	\$2,000.80	\$27.22	\$2,232.04	\$36.34	\$2,979.88
2104.503	REMOVE METAL CULVERT	LIN FT	575	\$22.00	\$12,650.00	\$14.40	\$8,280.00	\$16.40	\$9,430.00	\$21.89	\$12,586.75
2104.503	SALVAGE WOODEN FENCE	LIN FT	38	\$25.00	\$950.00	\$8.55	\$324.90	\$37.89	\$1,439.82	\$55.47	\$2,107.86
2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	299	\$9.00	\$2,691.00	\$8.95	\$2,676.05	\$7.46	\$2,230.54	\$27.11	\$8,105.89
2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	590	\$7.00	\$4,130.00	\$6.35	\$3,746.50	\$6.89	\$4,065.10	\$13.69	\$8,077.10
2104.618	SALVAGE TIMBER RETAINING WALL	SQ FT	8	\$46.88	\$375.04	\$40.60	\$324.80	\$180.00	\$1,440.00	\$110.93	\$887.44
2105.607	COMMON EXCAVATION	CU YD	2,807	\$23.00	\$64,561.00	\$26.50	\$74,385.50	\$25.65	\$71,999.55	\$30.45	\$141,613.15
2105.607	GRANULAR BORROW (CV)	CU YD	1,013	\$26.00	\$26,338.00	\$36.50	\$36,974.50	\$49.85	\$50,498.05	\$83.12	\$84,200.56
2215.504	BITUMINOUS PAVEMENT RECLAMATION	SQ YD	12,307	\$2.00	\$24,614.00	\$4.00	\$50,028.00	\$5.07	\$62,410.49	\$9.38	\$117,315.66
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2;C) 2.0" THICK-DRIVEWAY	SQ YD	543	\$26.00	\$14,118.00	\$38.50	\$20,905.50	\$67.64	\$36,728.52	\$46.53	\$25,265.79
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2;C)	TON	795	\$102.20	\$81,249.00	\$133.00	\$105,735.00	\$226.13	\$179,773.35	\$207.80	\$165,201.00
2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2;C)	TON	1,590	\$86.00	\$136,740.00	\$114.00	\$181,260.00	\$123.11	\$195,744.90	\$113.13	\$179,876.70
2501.502	15" GS PIPE APRON	EACH	2	\$900.00	\$1,800.00	\$940.00	\$1,880.00	\$984.00	\$1,968.00	\$1,313.62	\$2,627.24
2501.502	24" GS PIPE APRON	EACH	2	\$1,100.00	\$2,200.00	\$1,163.00	\$2,326.00	\$1,218.00	\$2,436.00	\$1,626.00	\$3,252.00
2501.602	TRASH GUARD FOR 15" PIPE APRON	EACH	2	\$500.00	\$1,000.00	\$638.00	\$1,276.00	\$1,050.00	\$2,100.00	\$1,401.72	\$2,803.44
2501.602	TRASH GUARD FOR 24" PIPE APRON	EACH	2	\$700.00	\$1,400.00	\$757.00	\$1,514.00	\$1,182.00	\$2,364.00	\$1,577.94	\$3,155.88
2503.503	15" CP PIPE SEWER (SMOOTH)	LIN FT	369	\$77.00	\$28,413.00	\$54.05	\$19,944.45	\$95.67	\$35,302.23	\$127.72	\$47,128.68
2503.503	24" CP PIPE SEWER (SMOOTH)	LIN FT	285	\$95.00	\$27,075.00	\$70.50	\$20,092.50	\$104.41	\$29,756.85	\$139.38	\$39,723.30
2503.503	12" RC PIPE SEWER DESIGN 3006 CLASS IV	LIN FT	306	\$73.00	\$22,338.00	\$76.10	\$23,286.60	\$131.51	\$40,242.06	\$175.56	\$53,721.36
2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS IV	LIN FT	1,341	\$73.00	\$97,893.00	\$83.40	\$111,839.40	\$127.40	\$170,843.40	\$170.08	\$228,077.28
2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS IV	LIN FT	782	\$85.00	\$66,470.00	\$89.80	\$70,223.60	\$146.46	\$114,531.72	\$195.52	\$152,896.64
2503.503	24" RC PIPE SEWER DESIGN 3006 CLASS IV	LIN FT	243	\$96.00	\$23,328.00	\$120.00	\$29,160.00	\$186.09	\$45,219.87	\$248.43	\$60,368.49
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	EACH	16	\$2,700.00	\$43,200.00	\$3,250.00	\$52,000.00	\$6,060.00	\$96,960.00	\$8,089.94	\$129,439.04
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1	EACH	16	\$3,400.00	\$54,400.00	\$4,422.00	\$70,752.00	\$6,900.00	\$110,400.00	\$9,211.32	\$147,381.12
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 2	EACH	4	\$6,000.00	\$24,000.00	\$10,769.00	\$43,076.00	\$12,720.00	\$50,880.00	\$16,980.87	\$67,923.48
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 3	EACH	1	\$5,000.00	\$5,000.00	\$6,583.00	\$6,583.00	\$10,560.00	\$10,560.00	\$14,097.33	\$14,097.33
2506.502	RAIN GUARDIAN	EACH	6	\$3,000.00	\$18,000.00	\$3,280.00	\$19,680.00	\$7,260.00	\$43,560.00	\$4,334.08	\$26,004.48
2511.504	GEOTEXTILE FILTER TYPE 4	SQ YD	163	\$5.00	\$815.00	\$1.75	\$285.25	\$16.03	\$2,622.89	\$21.40	\$3,488.20
2511.507	RANDOM RIPRAP CLASS III	CU YD	44	\$152.00	\$6,688.00	\$149.00	\$6,556.00	\$119.73	\$5,268.12	\$159.84	\$7,032.96
2531.503	CONCRETE CURB AND GUTTER DESIGN D312 (MODIFIED)	LIN FT	8,218	\$15.00	\$123,270.00	\$18.60	\$152,854.80	\$15.12	\$124,256.16	\$15.67	\$128,776.06
2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	296	\$80.00	\$23,680.00	\$91.50	\$27,084.00	\$68.88	\$20,388.48	\$71.39	\$21,131.44
2540.602	INSTALL MAILBOX WITH SUPPORT	EACH	21	\$147.60	\$3,099.60	\$275.00	\$5,775.00	\$300.00	\$6,300.00	\$277.33	\$5,823.93
2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$10,000.00	\$10,000.00	\$2,641.00	\$2,641.00	\$91,680.00	\$91,680.00	\$2,662.38	\$2,662.38
2564.518	SIGN PANELS TYPE C	SQ FT	32	\$55.80	\$1,785.60	\$93.55	\$2,993.60	\$102.00	\$3,264.00	\$94.29	\$3,017.28
2573.501	STABILIZED CONSTRUCTION EXIT	EACH	3	\$5,000.00	\$15,000.00	\$1,022.00	\$3,066.00	\$2,376.00	\$7,128.00	\$1,663.99	\$4,991.97
2573.502	STORM DRAIN INLET PROTECTION	EACH	35	\$200.00	\$7,000.00	\$180.00	\$6,300.00	\$180.00	\$6,300.00	\$360.53	\$12,618.55
2573.502	CULVERT END CONTROLS	EACH	4	\$200.00	\$800.00	\$442.00	\$1,768.00	\$180.00	\$720.00	\$832.00	\$3,328.00
2573.503	SILT FENCE, TYPE MS	LIN FT	3,815	\$2.70	\$10,300.50	\$2.50	\$9,537.50	\$4.80	\$18,312.00	\$2.15	\$8,202.25
2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	LIN FT	62	\$27.30	\$1,692.60	\$30.80	\$1,909.60	\$24.00	\$1,488.00	\$23.22	\$1,439.64
2573.503	FILTER BERM TYPE 4	LIN FT	174	\$5.00	\$870.00	\$18.70	\$3,253.80	\$137.59	\$23,940.66	\$38.83	\$6,736.42
2575.504	ROLLED EROSION PREVENTION CATEGORY 15	SQ YD	1,223	\$3.22	\$3,938.06	\$1.50	\$1,834.50	\$2.40	\$2,935.20	\$1.80	\$2,201.40
2575.504	ROLLED EROSION PREVENTION CATEGORY 25	SQ YD	983	\$5.00	\$4,915.00	\$1.80	\$1,769.40	\$4.80	\$4,718.40	\$2.03	\$1,995.49
2575.605	TURF ESTABLISHMENT (25-151 SEEDING MIX)	ACRE	2.2	\$7,000.00	\$15,400.00	\$6,053.00	\$13,316.60	\$7,200.00	\$15,840.00	\$8,707.96	\$19,157.51
2575.605	TURF ESTABLISHMENT (33-261 SEEDING MIX)	ACRE	0.5	\$7,000.00	\$3,500.00	\$2,751.00	\$1,375.50	\$24,000.00	\$12,000.00	\$8,707.96	\$4,353.99
TOTAL					\$1,135,926.56		\$1,365,898.90		\$2,066,966.60		\$2,181,801.94